



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

Online & 145 Maple St.
Essex Junction, VT 05452
Wednesday, March 26, 2025
6:30 PM

E-mail: admin@essexjunction.org

www.essexjunction.org

Phone: (802) 878-6944

This meeting will be in-person in the Community Room at the Essex Police Department located at 145 Maple 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
5. **BUSINESS ITEMS**
 - a. Champlain Water District Annual Presentation [20 Minutes]
 - b. Brownell Library Director Brief to Council [15 Minutes]
 - c. Brownell Trustee to Council Brief [15 Minutes]
 - d. Discussion & Consideration of Renewal of the City Manager Contract
6. **CONSENT ITEMS**
 - a. Approve Meeting Minutes: 03/12/25
 - b. Approve July 4th Fireworks Display Permit – EJRP
 - c. Approve Application for the Municipal Planning Grant for the 2027 Comprehensive Plan
 - d. Approve Library Roof Bid Award
 - e. Approve Lincoln Terrace Quick-Build pedestrian Crossing Improvements
 - f. Approve Street Vending Permit Mr. Ding-A-Ling
7. **COUNCIL MEMBER COMMENTS & CITY MANAGER REPORT**
8. **READING FILE**
 - a. Check Warrant #24071 03/21/25
 - b. Tree Advisory Committee Minutes 02/27/25
 - c. Planning Commission Minutes 03/06/25
 - d. Bike Walk Advisory Committee Minutes 03/13/25
 - e. Tri-Town Joint Review Minutes 03/18/25
 - f. CATMA 2024 Annual Report
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.

City Council Rules for Public Participation
City of Essex Junction

Vermont's Open Meeting Law protects the public's right to attend and participate in meetings of local public bodies, but the purpose and function of these meetings is for the public body to do the work of the public; they are not meetings of the public (i.e., public forums). Consequently, these rules are necessary to manage the public's participation to ensure an environment in which the public feels safe to express their views on matters considered by the public body while minimizing disruptions so that the public body can get its work done. The full City Council Rules of Procedures for Meetings can be found here: www.essexjunction.org/codes/policies.

1. Please raise your hand to speak, whether in person or attending virtually.
2. You may only speak after you have been recognized by the president.
3. Before speaking, please state your name and address for the record.
4. All remarks must be addressed to the president.
5. Comments must be germane to the agenda item being addressed.
6. Comments under "Public to be Heard" must pertain to the business of the public body.
7. Repetitive and irrelevant comments are not allowed.
8. Please wait your turn; do not interrupt others.
9. Each person will be limited to two minutes of comment. This time may be extended only by permission of the president. The balance of time not used by each person will expire and cannot be reserved or yielded to another.
10. Each person may only speak once on the same agenda item, time permitting, with the consent of the president.
11. Those yet to be heard will be given priority over those who have already spoken.
12. You do not have the right to vote on agenda items.
13. Please obey orders and rulings of the president.
14. Keep your cool. Disruptive people will be asked to leave and removed if necessary.
15. Listen well, pay attention, and participate.

CHAMPLAIN WATER DISTRICT

Chartered: In 1971 by the Vermont Legislature as a Municipal Consolidated Regional Water Supply District (Facility “online” April 1973).

Commissioners: Each member municipality elects one Commissioner to the CWD Board of Commissioners for a three-year term.

Member Municipality	Elected Commissioner	Term Expiration
Village of Jericho	Robert M. Shand	2026
City of South Burlington	Dennis Lutz	2026
Town of Williston	Liz Royer	2026
Town of Colchester	Karen Richard	2027
Town of Shelburne	Pete Gadue	2027
City of Winooski	Ryan Lambert	2027
City of Essex Junction	Aaron Martin	2025
Town of Essex	Jeffrey Kershner	2028
Town of Milton	John Gifford	2028

Staff: 31 Employees Wholesale / 11 Employees Retail

CWD Source: 2500 feet offshore at a depth of 75 feet in the cold, deep, underwater canyon within Lake Champlain’s Shelburne Bay.

Water Treatment:

- Preoxidation/Zebra Mussel treatment
- Primary Disinfection to inactivate pathogens
- Coagulation/Flocculation with adsorption clarification as pre-filtration
- Deep Bed Multimedia Filtration for particle and natural organic material removal
- Fluoridation for Vermont Department of Health Dental Division recommendations
- pH adjustment to consistent, neutral pH
- Secondary disinfection to ensure safe, effective residual throughout the distribution system, and to reduce formation of disinfection by-products
- Corrosion control treatment to reduce lead and copper leaching from home plumbing
- Reliable Capacity - 20 Million Gallons Per Day (MGD)

2023-2024 Average: 9.39 MGD

Historical Peak Day: 14.00 MGD

Water Storage: Capacity – 15.5 MG in 19 separate storage tanks

Operating Budget:

<u>Wholesale:</u>	2025-26	\$11,254,875	<u>Retail:</u>	2025-26	\$ 3,790,795
	2024-25	\$10,644,022		2024-25	\$ 3,660,090

Water Rate: FY 2024-25 - \$2.869 / 1000 Gals. **Proposed** FY 2025-26 - \$3.011 / 1000 Gals.

Population Served: ± 83,500

CHAMPLAIN WATER DISTRICT

Chittenden County, Vermont














Demand Areas

CWD DEMAND PATTERN

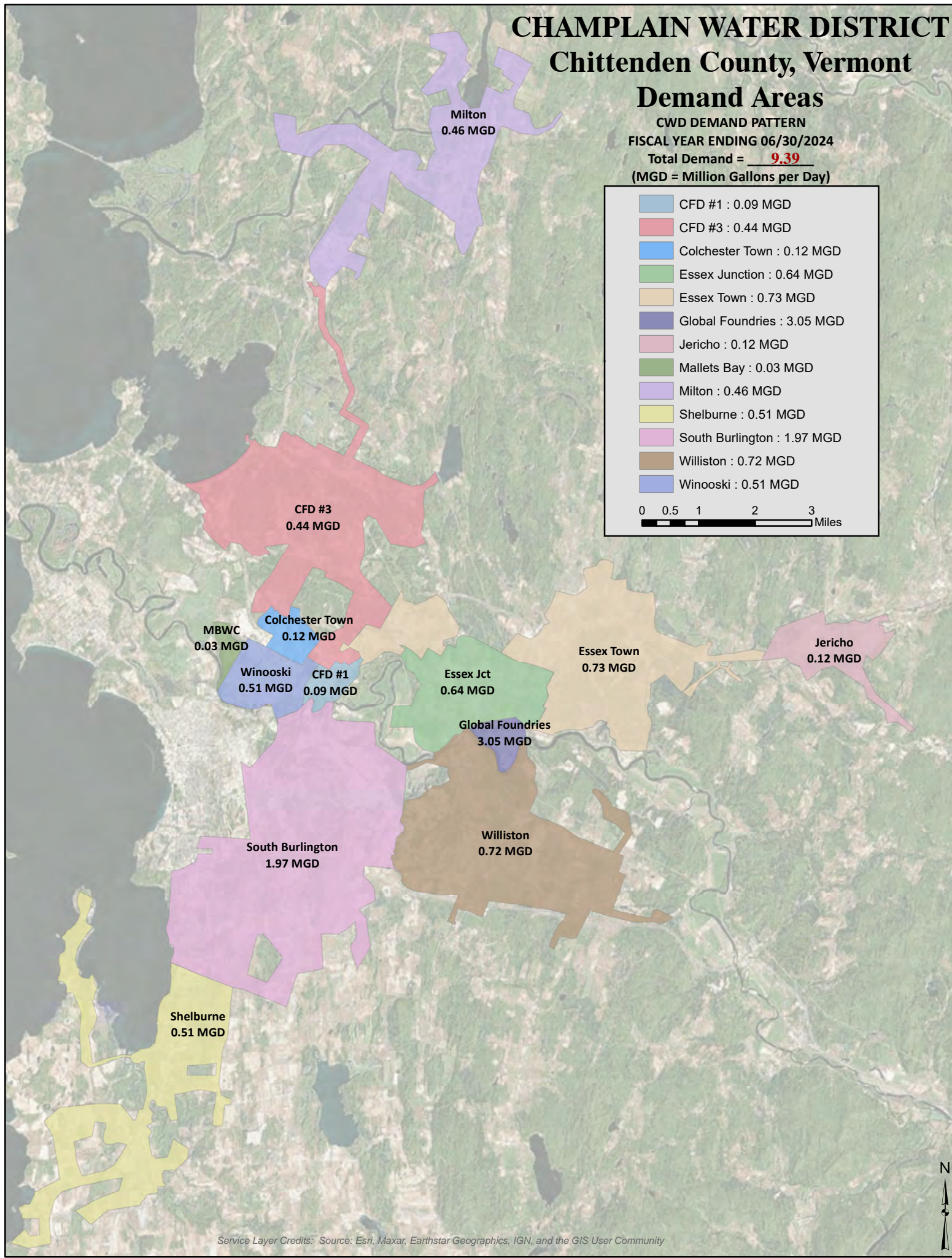
FISCAL YEAR ENDING 06/30/2024

Total Demand = **9.39**

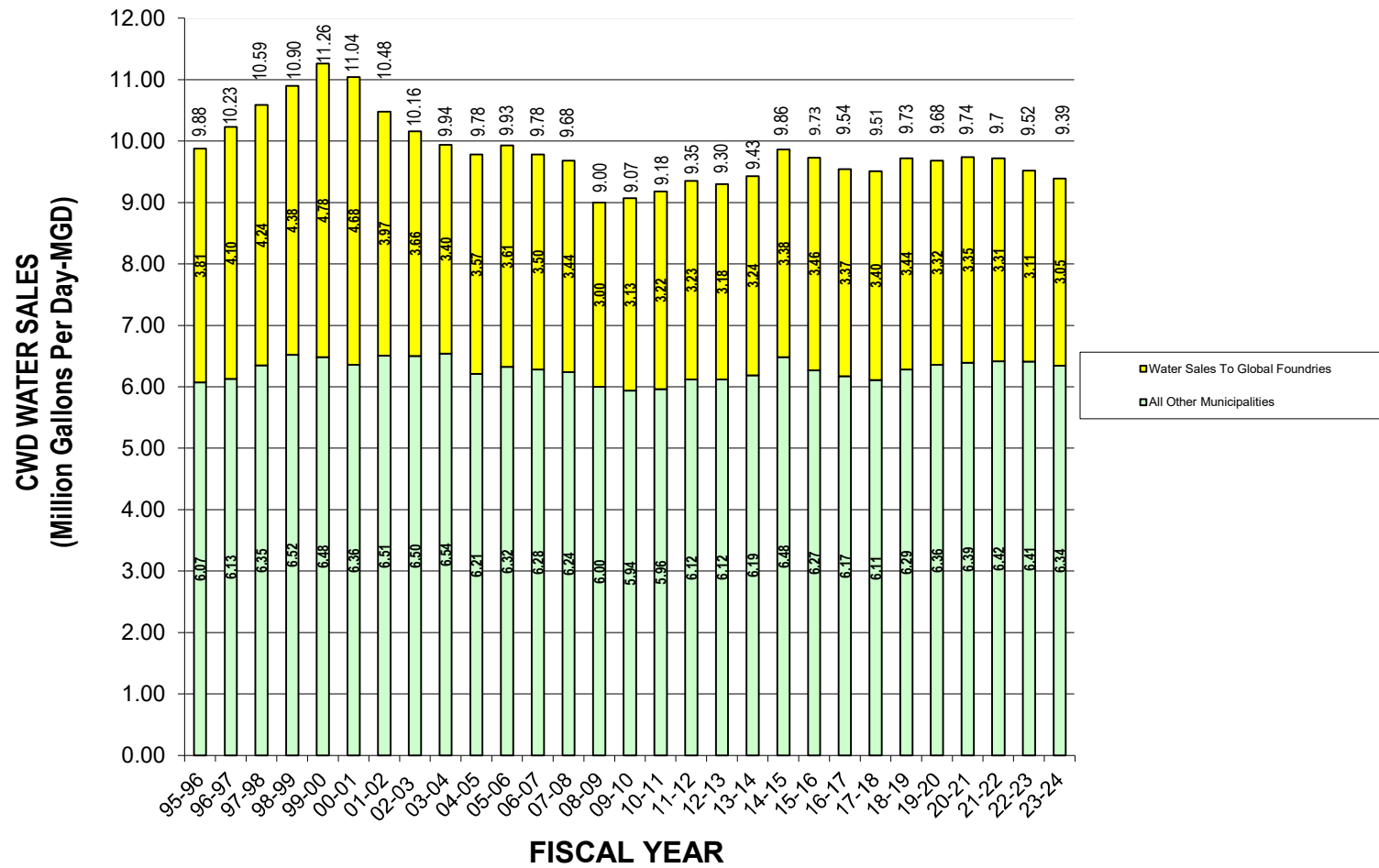
(MGD = Million Gallons per Day)

	CFD #1 : 0.09 MGD
	CFD #3 : 0.44 MGD
	Colchester Town : 0.12 MGD
	Essex Junction : 0.64 MGD
	Essex Town : 0.73 MGD
	Global Foundries : 3.05 MGD
	Jericho : 0.12 MGD
	Mallets Bay : 0.03 MGD
	Milton : 0.46 MGD
	Shelburne : 0.51 MGD
	South Burlington : 1.97 MGD
	Williston : 0.72 MGD
	Winooski : 0.51 MGD

0 0.5 1 2 3 Miles



HISTORICAL CWD WATER SALES



Champlain Water District Wholesale Department

Budget Proposal

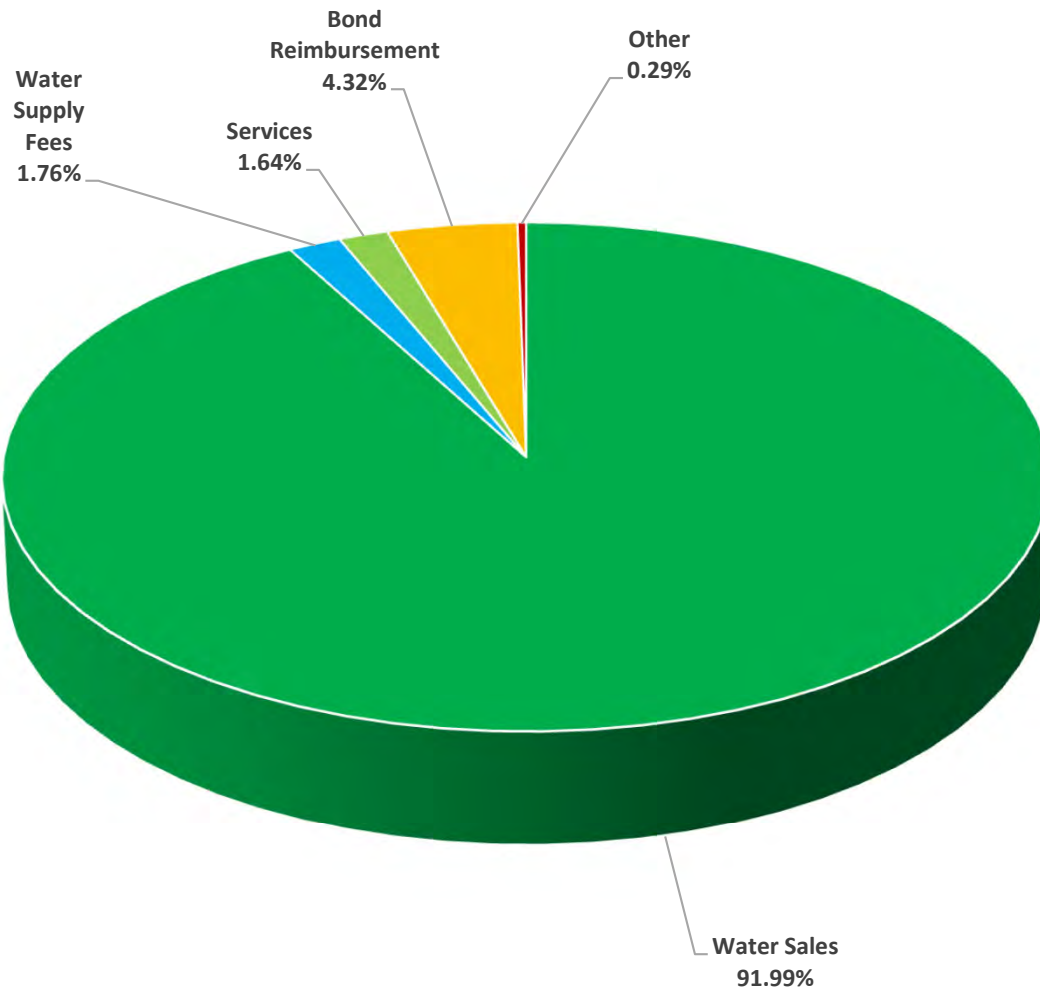
July 1, 2025 to June 30, 2026

		BUDGET	PROPOSED	
		2024-2025	BUDGET	
			2025-2026	DIFFERENCE
Revenue				
Water Sales	4000	9,868,706.00	10,353,688.00	484,982.00
Interest Earned	4010	12,000.00	22,000.00	10,000.00
Administration Labor	4030	140,088.00	141,324.00	1,236.00
Miscellaneous Revenue	4060	5,000.00	5,000.00	-
Building Lease Revenue	4065	31,465.00	36,860.00	5,395.00
South Burlington Antennae Tower Lease	4068	4,600.00	5,450.00	850.00
Emergency On-Call	4070	6,500.00	6,500.00	-
Reimburse Water Supply Fees	4090	197,788.00	197,788.00	-
Williston Tank Bond Reimbursement	4100	55,306.00	55,306.00	-
Twin Tank Bond Reimbursement	4101	124,164.00	105,787.00	(18,377.00)
CT Improvement Bond Reimbursement	4102	8,646.00	138,336.00	129,690.00
CFD#1 Water Line Bond Reimbursement	4103	57,273.00	56,205.00	(1,068.00)
CFD#3 Water Line Bond Reimbursement	4104	132,486.00	130,631.00	(1,855.00)
Total Revenue		10,644,022.00	11,254,875.00	610,853.00
Expenditures				
Office Equipment	5010	17,335.00	22,050.00	4,715.00
Supplies and Tools	5011	69,780.00	73,225.00	3,445.00
Postage	5012	2,500.00	3,250.00	750.00
Phones, Internet, Data, and Pagers	5013	35,630.00	35,140.00	(490.00)
Wastewater and Stormwater	5014	6,500.00	7,325.00	825.00
Employee Recruitment and Retention	5015	9,500.00	10,000.00	500.00
Miscellaneous Expense	5017	5,000.00	2,500.00	(2,500.00)
Library and Printing	5018	6,500.00	4,500.00	(2,000.00)
General Insurance	5030	216,750.00	235,000.00	18,250.00
Commissioners	5040	21,575.00	20,980.00	(595.00)
Legal	5060	40,000.00	50,000.00	10,000.00
Audit	5061	36,500.00	37,500.00	1,000.00
Public Outreach	5065	5,500.00	5,000.00	(500.00)
Principal on Long Term Debt	5070	809,000.00	981,155.00	172,155.00
Interest on Long Term Debt	5071	361,300.00	377,325.00	16,025.00
Lease Payment - Long Term	5075	58,070.00	58,070.00	-
Water Supply Fees	5090	197,788.00	197,788.00	-
Capital Contribution - General	5100	770,000.00	900,000.00	130,000.00
Employee Insurance	5150	713,000.00	817,000.00	104,000.00
Employer Portion of Social Security & Medicare	5155	217,250.00	229,000.00	11,750.00
Employee Retirement	5160	242,750.00	263,000.00	20,250.00
Non-Bargaining Unit Salaries	5170	1,551,250.00	1,646,725.00	95,475.00
Bargaining Unit Salaries	5171	1,002,250.00	1,046,750.00	44,500.00
Overtime, Shift & Holiday	5172	75,000.00	75,000.00	-
Emergency On-Call Salaries	5173	8,750.00	8,000.00	(750.00)
Accrued Benefits	5174	5,000.00	5,000.00	-
Contracted Services	5175	45,084.00	5,180.00	(39,904.00)
Dues & Subscriptions	5200	39,475.00	42,775.00	3,300.00
Education & Training	5201	45,950.00	45,115.00	(835.00)

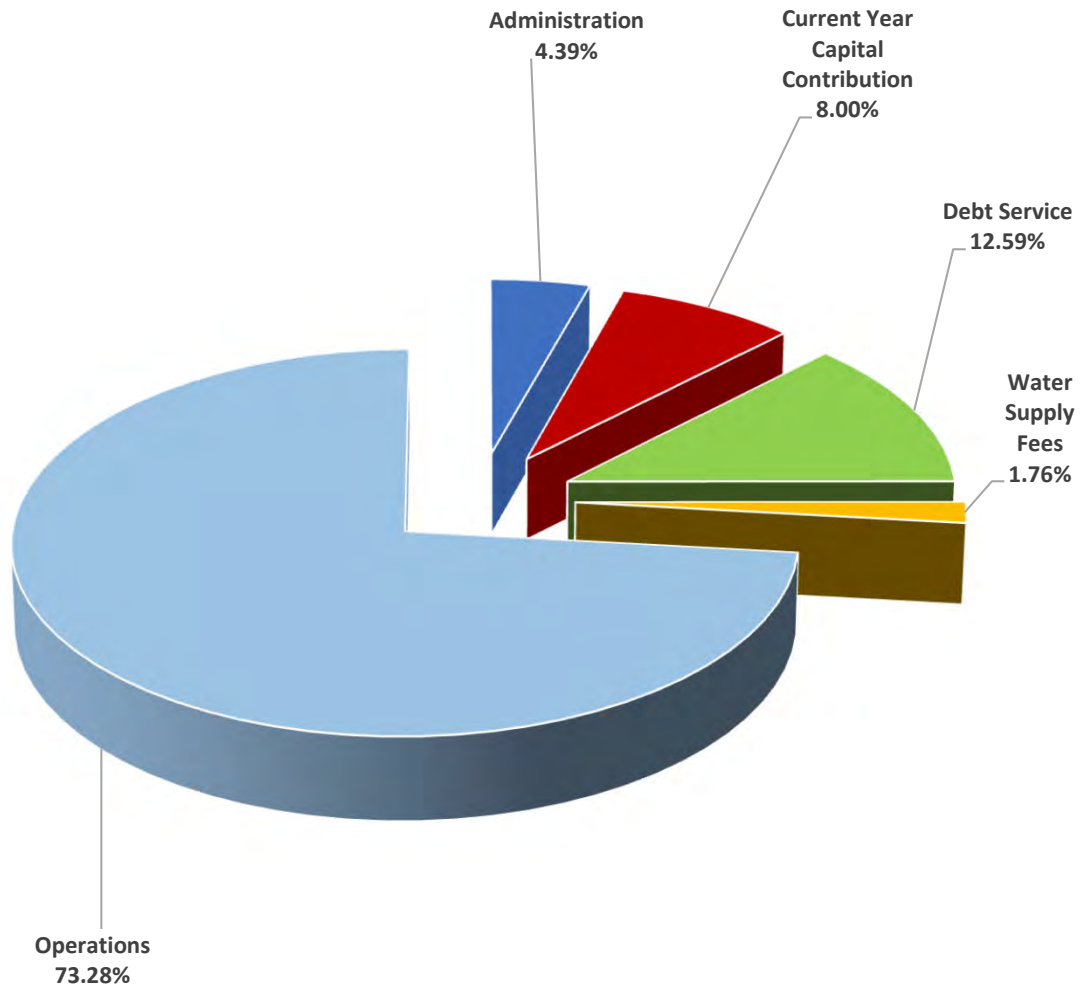
Champlain Water District Wholesale Department
Budget Proposal
July 1, 2025 to June 30, 2026

		BUDGET	PROPOSED	
		2024-2025	BUDGET	
			2025-2026	DIFFERENCE
Uniforms	5202	22,420.00	22,420.00	-
Computer Network	5210	126,780.00	140,925.00	14,145.00
Software Maintenance	5220	98,000.00	109,850.00	11,850.00
Safety	5230	42,130.00	37,060.00	(5,070.00)
Lake Monitoring Program	5240	18,050.00	18,680.00	630.00
Water Quality Sampling Program	5245	38,422.00	71,600.00	33,178.00
Hypochlorite	5260	270,300.00	280,000.00	9,700.00
HFA - Hydrofluosilicic Acid	5261	40,000.00	41,600.00	1,600.00
Polymers	5262	140,000.00	145,600.00	5,600.00
Alum	5263	60,000.00	63,300.00	3,300.00
Peroxide	5264	250.00	250.00	-
Zo-Zinc Orthophosphate	5265	140,000.00	145,600.00	5,600.00
Hydroxide	5266	65,000.00	74,000.00	9,000.00
Potassium Permanganate	5267	52,000.00	54,080.00	2,080.00
Ammonium Sulfate	5268	55,000.00	57,200.00	2,200.00
Power Activated Carbon	5269	500.00	500.00	-
Hazardous Waste Disposal	5280	3,600.00	3,600.00	-
Water Quality Equipment	5450	25,700.00	38,450.00	12,750.00
Electrical Power	5500	1,127,800.00	1,066,350.00	(61,450.00)
Efficiency Vermont Charges	5501	80,895.00	68,140.00	(12,755.00)
Facility Fuels	5550	22,000.00	22,000.00	-
Suez Long-Term Filter/Clarifier Contract	5600	195,644.00	125,000.00	(70,644.00)
Suez Long-Term Tank Maintenance Contract	5650	762,069.00	725,072.00	(36,997.00)
Electrical Instrumentation	5700	31,200.00	31,200.00	-
Radio System	5800	3,000.00	3,000.00	-
SCADA System	5900	26,150.00	26,450.00	300.00
Water Quality Process Equipment Maintenance	6000	107,600.00	112,960.00	5,360.00
Pump System Maintenance	6100	61,800.00	111,000.00	49,200.00
Water Storage Tank Maintenance	6150	8,000.00	10,000.00	2,000.00
Transmission Maintenance	6200	145,000.00	140,000.00	(5,000.00)
Wholesale Metering Maintenance	6250	13,000.00	18,000.00	5,000.00
Building & Grounds Maintenance	6300	145,000.00	164,000.00	19,000.00
Electrical Maintenance	6350	10,000.00	7,000.00	(3,000.00)
Vehicle & Light Duty Equipment Maintenance	6400	48,000.00	43,500.00	(4,500.00)
Residuals Maintenance	6500	19,425.00	51,735.00	32,310.00
Physical Security	6600	24,300.00	20,400.00	(3,900.00)
Total Expenditures		10,644,022.00	11,254,875.00	610,853.00
Net Revenue Over Expenditures		-	-	-

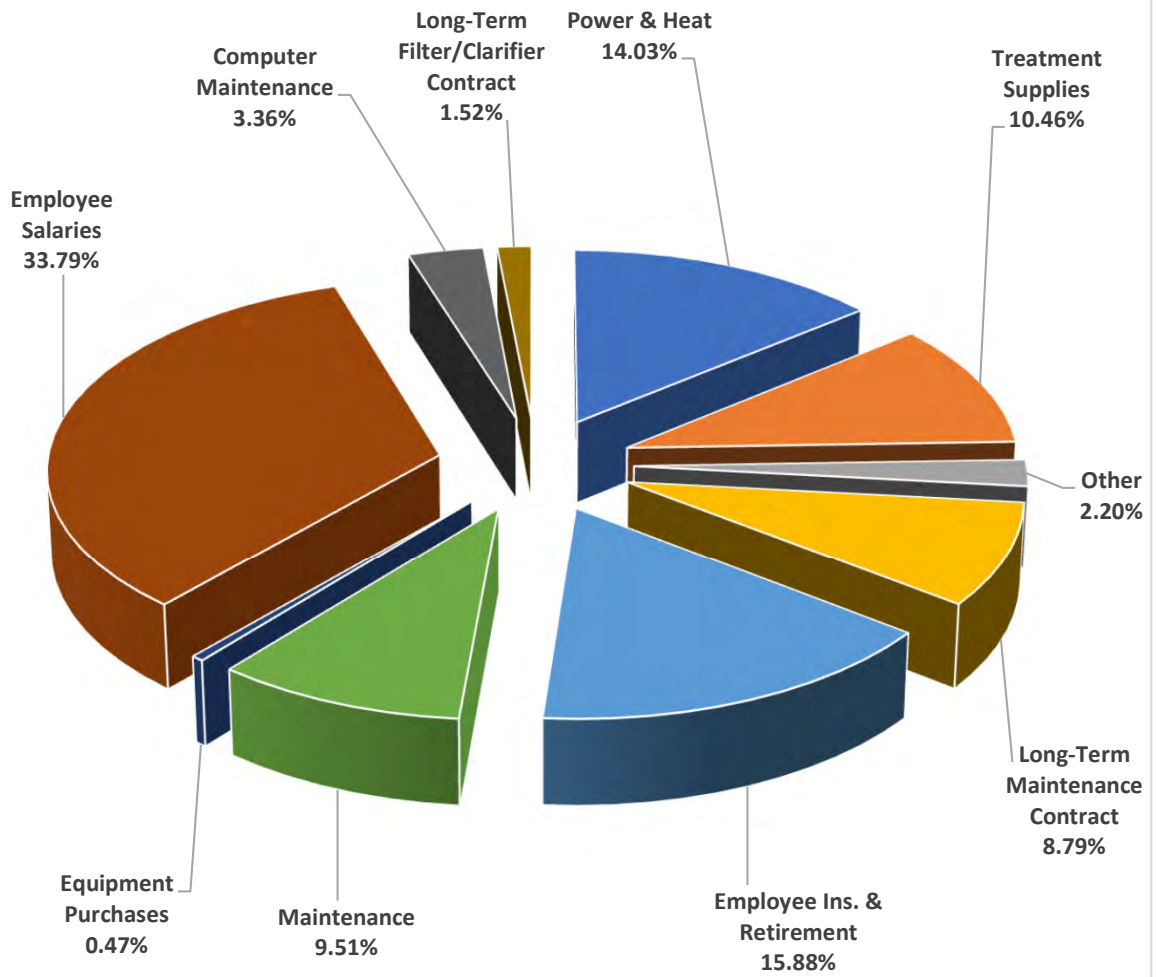
CHAMPLAIN WATER DISTRICT
FY 2025-2026 BUDGETED WHOLESALE REVENUE OF \$11,254,875



CHAMPLAIN WATER DISTRICT
FY 2025-2026 BUDGETED WHOLESALE EXPENSES OF \$11,254,875



CHAMPLAIN WATER DISTRICT
FY 2025-2026 BUDGETED OPERATIONS EXPENSES OF \$8,245,892



**CWD UNIFORM WHOLESALE RATE INCREASE IMPACT ON SERVED MUNICIPAL SYSTEMS
PROPOSED FY25-26**

The following list represents the cost per 1,000 gallons and the annual cost for the Chittenden County average household occupancy (2.4 people per home) multiplied by 75 gallons per day per person for an average household usage of 180 gallons per day or 65,700 gallons per year. The annual cost of water reflects individual characteristics of the communities water rates, i.e. any base rate per quarter, incremental rates based upon usage, or any minimum charges.

CURRENT WHOLESALE RATE			PROPOSED CWD RATE INCREASE	
\$2.869/1000 Gallons			For New Wholesale Water Rate of \$3.011/1000 Gallons	
Water System	August 2024 Retail Rate/1000 Gallons	Current Annual Average Family Cost	For New Wholesale Water Rate \$ Per Gallons	New Annual Average Family Cost
City of South Burlington	\$5.30	\$348.21	\$5.44	\$357.54
City of Essex Junction	\$5.60	\$367.92	\$5.74	\$377.25
Colchester Town	\$6.11	\$401.43	\$6.25	\$410.76
Malletts Bay Water Company	\$6.11	\$401.43	\$6.25	\$410.76
Town of Williston	\$6.19	\$406.68	\$6.33	\$416.01
Town of Essex	\$6.36	\$417.85	\$6.50	\$427.18
Town of Milton	\$6.78	\$445.45	\$6.92	\$454.78
Colchester Fire District #3	\$7.00	\$459.90	\$7.14	\$469.23
City of Winooski	\$7.19	\$472.38	\$7.33	\$481.71
Town of Shelburne	\$7.90	\$519.03	\$8.04	\$528.36
**Village of Jericho	\$3.97	\$260.83	\$4.11	\$270.16
***Colchester Fire District #1	\$5.67	\$372.52	\$5.81	\$381.85
Served System Annual Average	\$6.18	\$406.14	\$6.32	\$415.46
CWD's Portion of Total Annual Average Retail Bill	\$2.869	\$188.49	\$3.011	\$197.82
Average Family Annual Cost Increase				\$9.33
Average Family Monthly Cost Increase				\$0.78

****Village of Jericho – Rate does not include Village tax rate assessment charge**

*****Colchester Fire District #1 - Rate does not include bond special assessment charge**

HISTORICAL CWD WHOLESALE RATE INCREASE IMPACT ON AVERAGE FAMILY

The following list shows the historical CWD uniform wholesale water rate. It also shows the annual average family using 75 gallons per day per person for an average household usage of 65,700 gallons per year. Assumes Chittenden County average family of 2.4 people/home use 180 gallons/day (75 gpd/person) for a total of 65,700 gallons per year.

Fiscal Year Ending	CWD Uniform Wholesale Water Rate \$ Per 1000 Gallons	Rate Increase Over Previous FY \$ Per 1000 Gallons	Percent Increase Over Previous FY	Annual Average Family Cost @65,700 Gallons/Year	Family \$ Increase Over Previous FY	
					Annual	Monthly
2011	\$1.650	\$0.050	3.12%	\$108.41	\$3.29	\$0.27
2012	\$1.714	\$0.064	3.88%	\$112.61	\$4.20	\$0.35
2013	\$1.782	\$0.068	3.97%	\$117.08	\$4.47	\$0.37
2014	\$1.840	\$0.058	3.25%	\$120.89	\$3.81	\$0.32
2015	\$1.913	\$0.073	3.97%	\$125.68	\$4.80	\$0.40
2016	\$1.978	\$0.065	3.40%	\$129.95	\$4.27	\$0.36
2017	\$2.038	\$0.060	3.03%	\$133.90	\$3.94	\$0.33
2018	\$2.100	\$0.062	3.04%	\$137.97	\$4.07	\$0.34
2019	\$2.165	\$0.065	3.10%	\$142.24	\$4.27	\$0.36
2020	\$2.230	\$0.065	3.00%	\$146.51	\$4.27	\$0.36
2021	\$2.313	\$0.083	3.72%	\$151.96	\$5.45	\$0.45
2022	\$2.392	\$0.079	3.42%	\$157.15	\$5.19	\$0.43
2023	\$2.494	\$0.102	4.26%	\$163.86	\$6.70	\$0.56
2024	\$2.731	\$0.237	9.50%	\$179.43	\$15.57	\$1.30
2025	\$2.869	\$0.138	5.05%	\$188.49	\$9.07	\$0.76
2026 (proposed)	\$3.011	\$0.142	4.95%	\$197.82	\$9.33	\$0.78
Average	--	\$0.088	4.04%	--	\$5.79	\$0.48

COMPARATIVE RETAIL WATER RATES

Survey Compiled August 2024

The following list represents the cost per 1000 gallons and the annual cost for the Chittenden County average household occupancy (2.4 people per home) multiplied by 75 gallons per day per person for an average household usage of 65,700 gallons per year. The annual cost of water reflects individual characteristics of the communities water rates, i.e. any base rate per quarter, incremental rates based upon usage, or any minimum charges.

Water System	Total Cost per 1,000 Gallons (Including any Base Rates)	Annual Cost Average Family
CWD Wholesale (Uniform Rate)	\$2.869	\$188.49
City of South Burlington	\$5.30	\$348.21
Village of Essex Junction	\$5.60	\$367.92
Colchester Town	\$6.11	\$401.43
Malletts Bay Water Company	\$6.11	\$401.43
Town of Essex	\$6.36	\$417.85
Town of Williston	\$6.19	\$406.68
Colchester Fire District #2	\$6.19	\$406.55
Colchester Fire District #3	\$7.00	\$459.90
Town of Milton	\$6.78	\$445.45
City of Burlington	\$7.29	\$479.03
City of Winooski	\$7.19	\$472.38
Town of Shelburne	\$7.90	\$519.03
**Village of Jericho	\$3.97	\$260.77
***Colchester FD#1	\$5.67	\$372.52

<i>CWD Served System Average</i>	<i>\$6.18</i>	<i>\$406.13</i>
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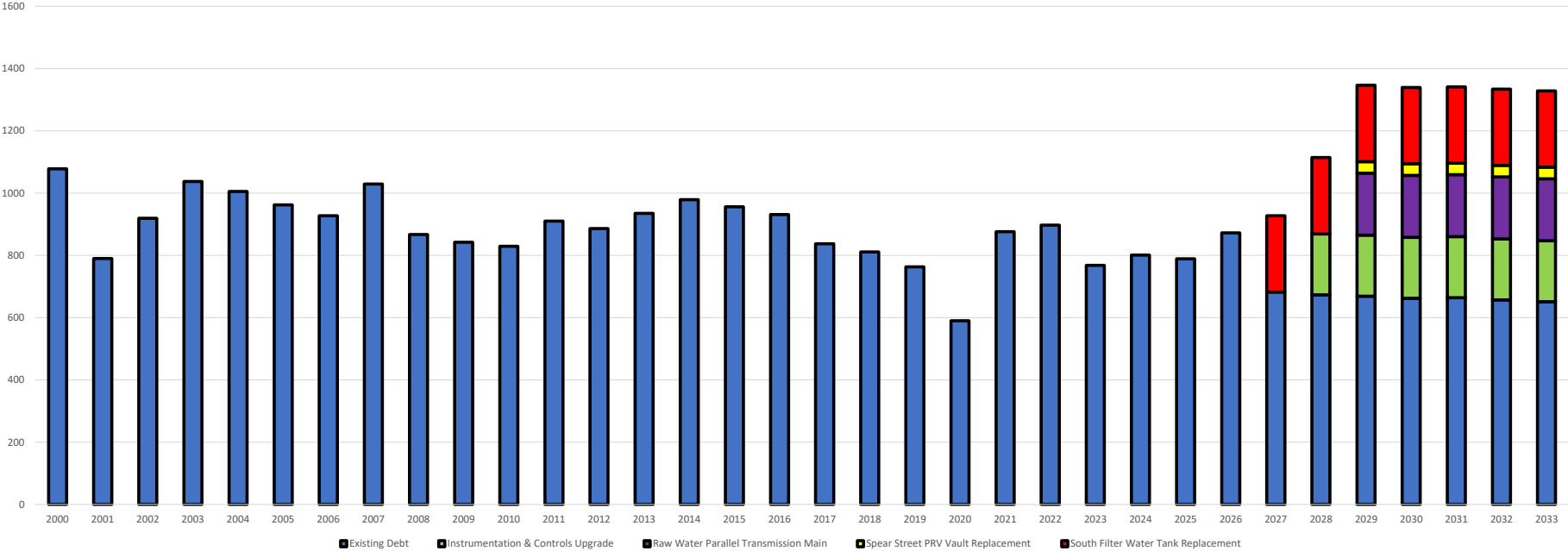
***Bolded water systems are served by CWD**

Note: The annual average retail cost of water for the 12 above "bolded" CWD served municipal water systems is based on a family using 65,700 gallons per year. The average annual family cost includes the CWD uniform wholesale purchase price, plus any operating expenses by the respective CWD served water system for operation and maintenance of their system.

****Village of Jericho** – Rate does not include Village Tax Rate assessment charge.

*****Colchester FD#1** - Rate does not include bond special assessment charge.

Champlain Water District
History of & Projected Annual Debt Service



Memo

To: City Council

From: Wendy Hysko, Library Director

Meeting Date: March 26, 2025

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 Council. 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.)

- Getting through the winter with staff regularly sick took a lot of juggling and flexing to keep Brownell open regularly. We regularly hire and train subs, but they aren't always available last minute, and regularly move on to other libraries in our shared system with better pay once they are trained.
- We are well into our strategic planning process in planning and data collection with over 480 responses for the survey. Brownell staff aggregated responses, and now Trustee Karen Hergesheimer is working with the Strategic Planning Committee and staff to get feedback on what priorities are emerging as themes, and whether the themes have a cost attached to them, and what is achievable with or without additional funding. We have had a lot of positive feedback on Brownell and services which has been heartwarming to see as we continue to juggle and provide excellent VT library services to our community.
- The departure of the interim buildings manager has required shifting workflows of building maintenance back to the Library and working with Public Works when they can assist. We have experienced water in the building from an ice dam Public Works helped with, and a sewer backup requiring outside service to clear and clean up. We also had a burning smell that was dispersed through the HVAC system and required a fire department response and they shut down the elevator for possibly overheating. The elevator vendor indicated the elevator would shut down on its own in an overheating situation, but the hydraulic fluid for the elevator was desperately in need of replacement and could have contributed to the mystery burning smell.
- We are seeing an increase of people needing help either accessing social services where we call in outreach, and some behavior requiring a response from the Essex Police.
- Libraries are bracing for the impact of service cuts and job loss and an additional wave of people struggling with life due to current stresses with so much changing at the federal level. We have had volunteers already lose jobs, and the uncertainty isn't great for anyone, including those already experiencing challenging lives. We may also lose direct services provided by the VT Dept. of Libraries who manage the statewide delivery system for interlibrary loans, and access to

resources across the country if the Institute of Museum and Library Services agency is cut. They also provide smaller programming grants that could be impacted.

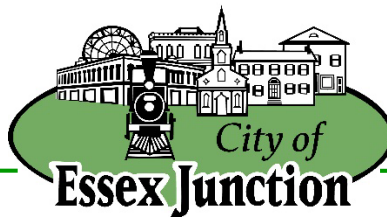
- We reviewed current safety protocols with Essex Police and now have a date for training including getting staff familiar with firearms in the event we have abandoned or unsupervised bags in the building.

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

- We are looking at creating new policies to adopt some of the initiatives laid out by the Sustainable Libraries initiatives. Staff have been working on what can be addressed in buildings and operations to be more cognizant of our footprint, and Library Trustee Alex Carmical is reviewing priorities for possible policies and there is interest in clarifying how we recruit Library Trustees.
- Coordinating on scheduling, juggling and accommodating community room use and trying to balance having space for library programs. We look forward to the reopening of Lincoln Hall and more normal City operations with the ability to walk across the parking lot to connect with administration staff vs the current journey down the sidewalk and around the fire department.
- We are looking forward to this year's national summer reading theme "Color Your World" and the range of creative programming that can go along with the theme.

Anything you think the Council should know

- We have staff in our department that are feeling uneasy about the targeting of marginalized populations at the federal level. Prioritizing support and protections for marginalized populations among staff by the City would be welcome. We have staff interested in conversations about serving and protecting people who would fall into different categories of diversity, equity and inclusion themes.
- We would like to plan with the City on addressing how to fund changes to our main entrance to make it ADA accessible for people to be able to access library services if they have physical disabilities or challenges and are arriving by the bus or sidewalk.
- We continue to appreciate our local police department and outreach workers and their assistance handling difficult situations and people in crisis.
- Morale is still low with staff facing lower than cost of living pay increases raises under this new Employee Association contract and this may impact retaining and recruitment of staff.



MEMORANDUM

To: City Council

From: Regina Mahony, City Manager

Meeting Date: March 26, 2025

Subject: Discussion & Consideration of the Contract Renewal for the City Manager

Issue: To consider renewing the City Manager's contract.

Discussion:

This agenda item was discussed on March 12, 2025, but there should have been an actual motion. Therefore, this is back on the agenda to take this step.

Per the contract between the City Manager and the Council, in accordance with human resources best practice, and as recommended by the International City Management Association (ICMA), an evaluation process should be completed. February to March is the ideal timing as it allows the current Council to evaluate performance before the Annual Meeting and set mutual expectations going into the new elected year and fiscal year.

Additionally, given the end of my current contract is in September 2025, I have requested the Council consider renewing my contract beyond September 2025.

Following Executive Sessions and contract negotiations, the contract renewal should be conducted as a Business Item.

Recommended motion:

If the Council so chooses, the recommended motion is:

"I move the City Council renew the Employment Agreement for the City Manager with Regina Mahony as negotiated, and through September 14, 2027."

**CITY OF ESSEX JUNCTION
CITY COUNCIL
REGULAR MEETING
MINUTES OF MEETING
March 12, 2025**

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

ADMINISTRATION: Regina Mahony, City Manager; Colleen Dwyer, Human Resources Director; Wendy Hysko, Library Director; Chelsea Mandigo, Water Quality Superintendent; Jess Morris, Finance Director.

OTHERS PRESENT: Bethany Clark, Jake Clark, Jeffrey Cram, George Dunbar, Rebecca Gilbert, Jeanne Grant, Bill Keyser, Christine Packard, Brian Shelden, Ella Tabone, Jim Waite, Resa.

1. CALL TO ORDER

City Council President Chawla called the meeting to order at 6:30 P.M.

2. AGENDA ADDITIONS/CHANGES

City Council President Chawla proposed reordering the agenda to make #5c be #5b, make #5e be #5c, make #5b to #5d, and make #5d be #5e.

3. APPROVE AGENDA

City Council President Chawla made a motion, seconded by Councilor Miller, to reorder to agenda as articulated in item #2 above. The motion passed 4-0 (Councilor Haney absent for vote).

4. PUBLIC TO BE HEARD

George Dunbar spoke about the proposed MOU between the City Council and Brownell Trustees, asking that the Council provide background information and rationale during its discussion tonight on why the MOU is necessary. He shared concerns related to the proposed MOU, including the City Council ceding its decision-making authority on library closures to the Trustees, saying that the Library should be treated like any other City department as it relates to decisions around closures. He also expressed concerns pertaining to the language in the MOU related to budget development and changes, saying that as written it seems to be in violation of the charter. He suggested that if a MOU is necessary, it should be end-dated, reviewed, and adjusted periodically.

5. BUSINESS ITEMS

a. FY24 Audit Presentation, Bill Keyser

Bill Keyser of accounting firm Kittell, Branagan & Sargent provided an overview on the City's Fiscal Year 2024 audit results. He said that overall, it was a clean audit and there were no material adjustments that had to be made or proposed to management. He noted that this was the second year the City was required to have a federal single audit, given that federal expenditures were greater than \$750,000 in the fiscal year, and the focus of the federal portion of this year's audit were the use of federal ARPA funds. He noted that there were no findings, errors, or issues, and that they have no additional internal control recommendations for the Finance Department.

Mr. Keyser then reviewed the City's financial statements in detail. He summarized the management discussion and analysis, government-wide financial statements, and fund financial statements. He noted that the City continues to have a strong cash position with a total balance of \$13.5 million and that utilities collections and accounts receivable continue to be extremely successful for the City. He spoke briefly about restricted fund balances, noting that the unassigned fund balance is \$865,000, or 7.5% of the future expenditures. He noted that overall, 2024 General Fund operations resulted in an increase of fund balance

of just over \$3.5 million, which is inflated due to the ARPA funds used during the fiscal year, and that figure should decrease in 2025 when those funds are fully expended. He noted that the proprietary funds (water, wastewater, sanitation, etc) all had positive increases in net position in FY24. He spoke briefly about the City's budget-to-actuals schedules for FY24.

Councilor Certa commended the City's finance team on its solid performance as shown in this audit. He asked whether Mr. Keyser and his team provide suggestions or recommendations for continuous improvement, and Mr. Keyser replied that they provide recommendations on best practices where appropriate.

b. Discussion and Consideration of a 3 MW Solar Array at Global Foundries on Essex Lot C

Jake Clark with Encore Renewable Energy presented on this item. He began by noting that Global Foundries was granted permission by the Public Utilities Commission (PUC) to operate as its own utility, and is pursuing projects to remain in compliance with renewable energy standard requirements as a result of that utility status. He noted that this project in particular is a three-megawatt project located on a site on the crook of the Winooski River comprising 6,096 solar panels across 11 acres of parking lot. He noted that the project connects directly into other parts of the Global Foundries campus. He noted that the impacts of the project to surrounding areas are extremely limited, given that it is in a mostly unused parking lot on part of the Global Foundries campus, and that the project will not be visible off-campus because it is screened by trees. City Council President Chawla asked about removing the pavement prior to installing solar panels, and Mr. Clark replied that there are a number of underground utilities in that area, that removal of pavement and sub-base during construction could cause stormwater issues, and that soil would have to be added to re-vegetate the area, all of which would contribute to significantly increased project costs. He noted that one component of the State's review process for awarding a Certificate of Public Good for the project is whether the City has determined that the project complies with its Town Plan, which is some of the impetus for tonight's discussion. He noted that three megawatts is enough to power several hundred homes for a year. He further noted that Global Foundries is intending to generate 20-25 megawatts of power from solar energy on campus, which would be between 3-7% of its energy needs on average.

City Council President Chawla expressed support for this project. Councilor Certa asked whether it would be possible to configure the solar panels on the parking lot such that it could still be used as a parking lot and cars could park under the panels. Mr. Clark replied that the carport-style solar panel configuration requires a significant amount of underground steel and concrete support and that this would increase the cost of the project significantly. He spoke briefly about the other solar projects on the Global Foundries campus, noting 6 total projects across two phases of construction.

Mr. Clark noted that one component of the State's review process for awarding a Certificate of Public Good for the project is whether the City has determined that the project complies with its Town Plan, which is some of the impetus for tonight's discussion. City Manager Mahony noted that the Planning Commission also received this presentation and did not have concerns, and that staff can work to review and provide a letter of determination that the project aligns with the City's plan.

City Council President Chawla made a motion, seconded by Councilor Certa, to switch Business items #5c and #5d. The motion passed 5-0.

c. Discussion and Consideration of the Brownell Trustees and City Council Memorandum of Understanding
City Manager Mahony said that this proposed MOU was drafted by a working group of two City Councilors and two Library Trustees. She said this MOU is an attempt to clarify the roles and responsibilities between the elected bodies of the City of Essex Junction and the Brownell Library. City Council President Chawla added that Brownell is considered a hybrid entity by State statute, and that this, coupled with the City's charter and state legislation passed during the last biennium, really underscored the need for clearly articulated roles and responsibilities.

Councilor Haney noted that the MOU states that funds raised by fundraising activities won't supplant General Fund money, but would supplement it, and expressed support for the inclusion of this detail. She asked whether the City's legal support for the library would extend to first amendment issues, and City Manager Mahony replied that this isn't called out specifically in the MOU but said that if the library is sued for any reason, the City would provide the same legal support it would provide to any other City department. Jeanne Grant, Chair of the Brownell Library Board of Trustees, noted a paragraph within the MOU stating they will maintain a library selection that conforms to the first amendment.

Councilor Certa spoke about the content related to authority around library closures and asked whether this determination could be shared between the chair of the Library trustees and the City Manager, given the Manager's responsibility for all City departments. He also asked about the authority over the operating budget and personnel, and City Manager Mahony replied that the Library trustees and City staff work collaboratively to develop a departmental budget that is put before the Council, and that once the budget is adopted, the library trustees have the authority to use their budget as they see fit. Councilor Certa asked about whether public input should be included in the process around the Library's five-year strategic plan, and City Manager Mahony replied that this detail can be added to the draft MOU. Councilor Certa asked about decision-making related to capital repairs and City Council President Chawla replied that as a City department, the library would follow the City's capital policy. Councilor Certa suggested that the Library trustees, as the responsible entity for the Library's operating budget, participate in a larger role in presenting that portion of the budget to the community. Councilor Haney said that as a department of the City, the support of the City Manager in defending the library's budget is crucial. Councilor Certa agreed but said that given that the Library trustees are an elected body and are responsible for their portion of the budget, that maybe they could have more participation. Councilor Thibeault noted that the Trustees have their own public process whereby they discuss their budget prior to bringing it to the City Council's public process. City Council President Chawla said they could invite Library trustees to some of the City Council's public events related to speaking about the budget in order to field library-specific questions if they arise, but that he would be reluctant to include further detail in the MOU. Library Director Hysko also spoke about the close and collaborative relationship between the Library trustees, City Manager, Library Director, and City Council during budget development. City Manager Mahony added that the newly implemented strategic planning process could be leveraged further in strengthening this relationship.

Councilor Miller noted references to a quorum of the Library trustees to make decisions regarding whether the library could close and asked if it would impact pay for employees if a quorum were not possible when making that decision. Brownell Trustee Chair Grant replied that they have not drafted detailed procedures related to specific parts of the MOU yet but were anticipating doing so once it is adopted. City Council President Chawla said that he interpreted this part of the MOU as retaining the City Manager's ability to close the library if needed but also adding the ability of the Trustees to do so as well (but not necessarily in an emergency situation). Councilor Haney noted that the question of quorum shouldn't be an issue, given that Open Meeting Law has provisions for emergency meetings whereby bodies have a 24-hour window to convene and ratify any emergency decisions made. Trustees Grant and Packard agreed with City Councilors to edit the MOU to further clarify the language regarding closures and Trustee authority.

The following public comments were received:

- George Dunbar asked if the City Council feels that the budgetary process as articulated in the MOU would be in violation of the City's charter. City Manager Mahony noted that the MOU pertains to the operating budget for the library and that funds between lines can shift within that budget. Mr. Dunbar said that the City Manager is the only one with the authority to make those shifts. City Manager Mahony replied that she is confident that the Library trustees also have control over their operating budget.

Councilor Haney made a motion, seconded by City Council President Chawla, that the City Council approve the Memorandum of Understanding by and between the City of Essex Junction City Council and the Brownell Library Board of Trustees as amended. The motion passed 5-0.

d. Discussion and Consideration of the General Rules and Personnel Regulation Amendments
City Manager Mahony noted that many of the changes articulated in these amendments were proposed to align with changes made to the Association contract that was adopted a number of months ago, as well as align with state and federal law. She noted that there are still several outstanding sections that need review, including those related to mission goals and values statements of the organization, and that this would warrant a thorough review by staff and the Council. She also noted that they are still working to ensure that the Fire Department is categorized correctly within this policy, which was flagged by VLCT upon its review. She further noted that this agenda item includes a variety of policies the City Council has adopted over time and that they are attempting to fold those into the overall personnel regulations.

Councilor Certa suggested that in future there be more clarity for staff on grievance and appeals policies, given that there are two separate policies for union and non-union staff. Councilor Thibeault asked if the City has a specific policy about handheld electronic use in vehicles, and Director Dwyer replied that it isn't separately articulated in any of the policies, and City Manager Mahony added that employees are responsible for ensuring that their conduct isn't illegal (which includes safe cell phone use).

Councilor Certa made a motion, seconded by City Council President Chawla, that the City Council approve the updated General Rules and Personnel Regulations as presented. The motion passed 5-0.

e. Discussion and Consideration of Ordinance 21 to Establish a Stormwater Utility and Warn a Public Hearing

Water Quality Superintendent Mandigo noted that Ordinance 21 relates to establishing a stormwater utility, noting that there have been changes made since the initial presentations during public hearings in November and December of last year, and that this item relates to warning a public hearing related to this ordinance. City Manager Mahony noted that the City received a letter from Global Foundries stating that they do not believe the City has the authority to charge them the stormwater utility fee, and she said that the City feels that it has this authority and feels that they should still move forward and warn the public hearing for April 9, 2025.

City Council President Chawla made a motion, seconded by Councilor Thibeault, that the City Council warn a public hearing on April 9, 2025, at 6:30 pm to receive comment on to the proposed Essex Junction Municipal Ordinance Chapter 21: An Ordinance Relating to Stormwater Utility Regulation. The motion passed 5-0.

f. Discussion and Consideration of Renewal of the City Manager Contract

City Manager Mahony noted that her current contract is through September 2025, and she is requesting that the Council extend it for two additional years. Councilors commended City Manager Mahony for her work and performance and expressed support for the extension of her contract.

g. *Discussion and Consideration of an Executive Session to Discuss Attorney Client Communication and Possible Litigation
See item #9a below.

6. CONSENT ITEMS

a. Approve Meeting Minutes: February 26, 2025

b. Approve Joint Planning Commission and City Council Meeting Minutes 02/06/2025

c. Approve Application for PACIF Grant for the Water Resource Recovery Department

d. Approve Application for Land and Water Conservation Fund Grant for Cascade Park

e. Re-Adopt the 2019 Town Road and Bridge Standards

Councilor Certa made a motion, seconded by City Council President Chawla, to approve the consent agenda as presented. The motion passed 5-0.

7. **COUNCILOR COMMENTS & CITY MANAGER REPORT**: City Manager Mahony noted that CCRPC received confirmation from the FTA that the Raise Grant for the Connect the Junction work has been officially obligated. She also noted that the first Governance Committee meeting has been scheduled for Thursday, March 27, 2025 at 6:30 P.M and the Recreation Advisory Committee's first meeting has been scheduled for Wednesday, April 2, 2025 at 6:00 P.M.

8. **READING FILE**

- a. Check Warrant #24070 03/07/2025
- b. February Financial Reports
- c. FY26 Annual Financial Plan (TA-60) for the State of Vermont
- d. Regional Boards and Committees Minutes Memo
- e. Police MOU with Williston for Continued Dispatch Services
- f. Police Community Advisory Board Minutes 02/18/2025
- g. Development Review Board Minutes 02/20/2025

9. **EXECUTIVE SESSION**

- a. *An Executive Session may be needed to discuss Attorney Client Communication and Possible Litigation

Councilor Certa made a motion, seconded by City Council President Chawla, that the City Council make the specific finding that premature disclosure of the confidential attorney-client communications regarding a probable litigation would place the city at a substantial disadvantage, and that the City Council enter into executive session to discuss confidential attorney-client communications regarding probable litigation, pursuant to 1 V.S.A. § 313(a)(1)(E) and 1 V.S.A. § 313(a)(1)(F) to include the City Council and City Manager. The motion passed 5-0 at 8:30 P.M.

City Council President Chawla made a motion, seconded by Councilor Certa, to exit executive session. The motion passed 5-0 at 9:07 PM.

10. **ADJOURN**

City Council President Chawla made a motion, seconded by Councilor Certa, to adjourn the meeting. The motion passed 5-0 at 9:07 P.M.

Respectfully Submitted,
Amy Coonradt

FIREWORKS DISPLAY PERMIT

NAME OF PERSON IN CHARGE OF DISPLAY: Northstar Fireworks

SPONSOR'S NAME: **Essex Junction Recreation & Parks Dept.**

DATE AND TIME OF DISPLAY: **July 4, 2025 @ 9:30 p.m.**

DATE AND TIME OF POSTPONEMENT (rain date): **N/A**

LOCATION: **Champlain Valley Exposition, 105 Pearl Street**

MUNICIPALITY: **Essex Junction** STATE: **Vermont**

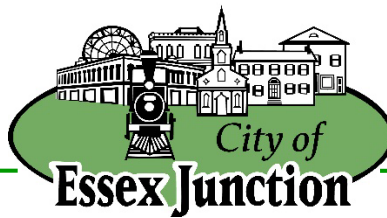
This permit authorizes sale, possession, and use of fireworks solely for the fireworks display specified hereon and is non-transferable.

Signature(s) of local official(s) authorized to issue Fireworks Display Permits:

Chris Gaboriault
Chris Gaboriault (Mar 18, 2025 14:27 EDT) Print Name: Chris Gaboriault
(Signature) Title: Fire Chief

Ron Hoague Print Name: Ron Hoague
(Signature) Title: 03/17/2025

(Signature) Print Name: _____
Title: _____



MEMORANDUM

To: City Council

From: Christopher Yuen, Community Development Director

Meeting Date: March 26, 2025

Subject: Approve Application for the Municipal Planning Grant for the 2027 Comprehensive Plan

Issue: Whether the City Council should resolution to apply for a Municipal Planning Grant for the 2027 Comprehensive Plan Update Project.

Discussion:

As discussed at the February 6 Joint Council / Planning Commission meeting, the FY26 workplan includes a project to update the City's Comprehensive Plan.

The proposed FY26 municipal budget includes \$10,000 in local funds for this project. The municipal planning grant may provide up to \$30,000 in additional funding to bolster public engagement and technical assistance for the development of the updated Comprehensive Plan. This Planning Commission formally recommended applying for this grant during their March 6, 2025 meeting.

More information about the Municipal Planning Grant and its eligibility requirements can be found at <https://accd.vermont.gov/community-development/funding-incentives/municipal-planning-grant>

As a part of the application, the Legislative Body must submit a municipal resolution committing to providing the required matching grant funds. Upon adoption, the resolution will need to be signed by the Chair of the Planning Commission, the City Manager and a member of the City Council.

Cost:

The proposed FY26 municipal budget includes \$10,000 in local funds for this project which is sufficient to match a \$30,000 grant for a total project budget of \$40,000.

Recommendation:

Staff recommends that the City Council adopt the resolution for the FY25 Municipal Resolution for Municipal Planning Grant as presented and authorize staff to proceed with the grant application; and authorize the City Manager to accept the grant if awarded.

Recommended Motion:

I move that the City Council adopt the FY25 Municipal Resolution for Municipal Planning Grant as presented and authorize staff to proceed with the grant application; and authorize the City Manager to accept the grant if awarded.

Attachments:

Municipal Resolution form for Municipal Planning Grant
Draft MPG Grant Application

FY25 Municipal Resolution for Municipal Planning Grant

WHEREAS, the Municipality of _____ is applying for funding as provided for in the FY25 Budget Act and may receive an award of funds under said provisions; and

WHEREAS, the Department of Housing and Community Development may offer a Grant Agreement to this Municipality for said funding; and

WHEREAS, the municipality is maintaining its efforts to provide local funds for municipal and regional planning purposes or that the municipality has voted at an annual or special meeting to provide local funds for municipal and regional planning purposes,

Now, THEREFORE, BE IT RESOLVED

1. That the Legislative Body of this Municipality enters into and agrees to the requirements and obligations of this grant program including a commitment to match funds.
2. That the Municipal Planning Commission recommends applying for said Grant;

(Name of Planning Commission Chair)

(Signature)

- 3a. That (Name)_____ Title_____

who is either the Chief Executive Officer (CEO), as defined by 10 VSA §683(8), or is a Select Board Member, the Town Manager, the City Manager, or the Town Administrator, is hereby designated to serve as the Municipal/Authorizing Official (M/AO) for the Grant Electronic Application and Reporting System (GEARS), and to execute the Grant Agreement and other such Documents as may be necessary to secure these funds.

- 3b. (Alternate Authorizing Official for redundancy)

That (Name)_____ Title_____

who is either the Chief Executive Officer (CEO), as defined by 10 VSA §683(8), or a Select Board Member, is the Town Manager, the City Manager, or the Town Administrator, is hereby designated to serve as the Municipal/ Authorizing Official (M/AO) for the Grant Electronic Application and Reporting System (GEARS), and to execute the Grant Agreement and other such Documents as may be necessary to secure these funds.

- 3c. That (Name)_____ Title_____

is hereby designated as the Grant Administrator, the person with the overall Administrative responsibility for the Municipal Planning Grant program activities related to the application, and any subsequent Grant Agreement provisions.

Passed this _____ day of _____, _____.

- ☐ **(For rural towns or consortia only)** The regional planning commission will serve as agent for the municipality or consortium. *(Check the box if the municipality authorizes its regional planning commission to prepare the application, support grant administration and be exempt from competitive selection if serving as project consultant.)*

LEGISLATIVE BODY

(name)

(signature)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

INSTRUCTIONS FOR RESOLUTION FORM

- A. The Legislative Body of the Municipality must adopt this resolution or one that will have the same effect. This Form may be filled in or the adopted Resolution may be issued on municipal letterhead, filling in the name of the municipality, the Legislative Body (e.g. Selectboard), and the name and title of the Municipal/ Authorizing Official(s) (M/AOs); and the Grant Administrator.
- B. Following formal adoption, a majority of the legislative body must sign the Resolution. The Chair of the Planning Commission must also sign upon endorsement by vote of the Planning Commission.
- C. This form must be either uploaded to the online application or grant, or emailed to:
Jennifer.lavoie@vermont.gov
- D. If mailed, an electronic copy of the submitted Resolution document will be uploaded by DHCD staff and available online.
- E. Please note that the designated Municipal/Authorizing Official(s) and Grant Administrator must also register for an account in the online grants management system, if they have not done so already, before the application can be considered complete.

CONSORTIUM APPLICATIONS: For a consortium, each municipality must complete a separate Resolution form. All municipalities in a consortium must designate the same Municipal/Authorizing Official(s) and grant Administrator.

Municipal Planning Grant FY25 Application Guide

This guide is designed to help you prepare a competitive application.

Please use this guide to prepare your responses in Microsoft Word, and then copy and paste them into the actual application in our GEARS system. Feel free to type into the text boxes – they will expand to accommodate your answers.

***Tip:** The GEARS system will time-out after 45 minutes on a single screen, even if you are actively working on it, so it's easiest to copy and paste.*

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Summary & Narrative Form

Section 1: Applicant Information

1.1 Type of Application: Is this an application from a single municipality or a group of municipalities (consortium)?

☒ Single municipality



☐ Group (consortium)



Single Municipality Applicant: Select the name of your town from the menu, starting with “City of”, “Town of”, or “Village of”.

Consortium Lead Municipality: Select the name of the lead municipality from the menu, starting with “City of”, “Town of”, or “Village of”. The lead municipality will serve as the fiscal agent and primary project manager.

Single Municipality Rural Town Status: Is the municipality a rural town?

☐ Yes ☒ No

Rural towns are defined in statute as municipalities with populations below 2,500 as of the last census. If you’re not sure if your municipality qualifies, check the list [here](#).

Consortium Partner Municipalities:

Select the names of all partner municipalities from the menu. All partner municipalities in a consortium must have an RPC-confirmed planning process and attach a resolution signed by each legislative body.

Single Municipality Agent Status: Will the regional planning commission (RPC) serve as agent for this rural town project?

☐ Yes ☒ No

- RPCs may serve as agents to rural towns to assist with the application and project; however, the municipality, must serve as the financial/fiscal manager.
- If a rural town receives a grant and has not identified the RPC as agent, consultants must be selected competitively, unless a waiver is approved by DHCD.

Consortium Agent Status: Will the regional planning commission (RPC) serve as the municipal agent for this consortium project?

☐ Yes ☐ No

- RPCs may serve as a “municipal agent” for a consortium to support inter-municipal and regional cooperation; however, the lead municipality must serve as the financial/fiscal manager.
- As Agent, the RPC is expected to prepare the application, support grant administration, and can be exempt from competitive selection if serving as a project consultant.
- If a consortium receives a grant and has not identified the RPC as agent,

consultants must be selected competitively, unless a waiver is approved by DHCD.

Section 2: Project Description & Location

2.1 Project Type: Please identify the project type:

Select one of these options from the dropdown menu:

- ☒ Municipal Plan
- ☐ Zoning & Subdivision Bylaw
- ☐ Planning for Designated Area
- ☐ Infrastructure or Capital Improvement Planning
- ☐ Natural Resource Planning
- ☐ Flood Resilience Planning
- ☐ If other, specify: _____ (*character limit: 65*)

2.2 Project Title: Name the project as concisely as possible:

Municipal Plan Update _____

The project title will be used in the grant agreement and program announcements if funded.

2.3 Project Subtitle: Provide a very brief statement of what the project will accomplish and produce: (*character limit: 250*)

Essex Junction will update its Comprehensive Plan, incorporating community input, addressing new statutory requirements and focusing on the topics of Housing, Future Land Use, Energy, Economic Development, and Transportation.

This description will be used in MPG program marketing materials if this grant is funded.

2.4 Project Description: Provide an overall summary of the 1) issue, 2) approach to solving the problem, 3) project deliverables, and 4) intended long-term outcomes: (*character limit: 2,500*)

The **City of Essex Junction** is undertaking a **Comprehensive Plan Update** to address **significant changes in state law, regional planning frameworks, and community priorities**. Since the last update in 2019, Vermont's **housing crisis has escalated**, major **statewide land use policies have shifted**, and Essex Junction has **become an independent city** following its separation from the Town of Essex. This update is **not a routine renewal**—it is a **necessary modernization** to align with new policies, address pressing local needs, and guide sustainable growth over the next 20 years.

Approach to Solving the Problem

This project will be **data-driven, community-informed, and implementation-focused**. The City will conduct **technical analyses**, engage with a **broad cross-section of residents and stakeholders**, and integrate findings from major recent planning efforts, including:

- **The Connect the Junction TOD Master Plan**, which identifies opportunities for transit-oriented development, multimodal transportation improvements, and mixed-use growth along Pearl and Park Streets.
- **The 2024 Community Vision & Strategic Action Plan**, which highlights housing, urban design, economic development, environmental sustainability, and transportation as key priorities.
- **A build-out analysis** to assess future housing capacity and ensure zoning and land use policies support the State's **Housing Needs Assessment** and new **municipalized housing targets** from **Act 181 of 2024**.

Project Deliverables

1. **Updated Comprehensive Plan** that integrates state mandates, regional planning goals, and local priorities.
2. **A new Future Land Use Map (FLU)** that aligns with the upcoming **Regional Future Land Use Map**, while offering finer-grained guidance for local zoning.
3. **Policy updates** to comply with **Act 47 of 2023 (HOME Act)** and **Act 181 of 2024**, ensuring the City's land use framework **removes regulatory barriers to housing production** and supports compact, walkable development.
4. **Extensive public engagement**, particularly among **renters, young families, and other underrepresented groups**, to ensure diverse voices shape the City's future.

Intended Long-Term Outcomes

This update will **position Essex Junction for smart, sustainable, and equitable growth** by:

- **Ensuring housing supply meets demand**, particularly for renters and lower-income households.
- **Streamlining future zoning changes**, making the regulatory process more flexible and responsive to community needs.
- **Enhancing transit and multimodal connectivity**, reducing car dependency and supporting a more walkable, bikeable city.
- **Attracting future infrastructure and economic development funding**, by aligning with state and regional priorities.

By securing an **MPG grant**, Essex Junction will **develop a forward-thinking, actionable plan** that not only meets statutory requirements but also **lays the groundwork for an inclusive, resilient, and vibrant future**.

Consider writing this summary last, since it summarizes more detailed responses below.

2.5 Project Location: Describe the geographic area(s) the project will address:
(character limit: 250)

All areas within the municipal boundaries of the City of Essex Junction.

- Briefly describe the project's area of focus, such as: entire town, watershed, planning area, zoning district(s), a specific site, etc.
- For projects not defined by municipal or state designation boundaries, **ATTACH** any available image(s) in the online Application Attachments Form to illustrate the project location, such as a map or photo that helps reviewers become familiar with the project's location and conditions.

Evaluators will consider the project title and description, and whether the project location is clearly defined and documented, as part of the "application quality" score.

Section 3: Planning Status Eligibility

Questions are different based on whether you chose "single municipality" or "consortium" application in Section 1.

3.1 Single Municipality Plan Status:
Does the municipality have an adopted municipal plan?

- ☒ Yes, it was adopted on _08/13/2019_
[mm/dd/yyyy]
- ☐ No



3.2 Single Municipality Confirmation Status: Does the municipality have a local planning process confirmed by the RPC?

- ☒ Yes ☐ No

3.3 Single Municipality Funding Status: If the municipality has an unconfirmed plan, has the municipality voted on an annual or special meeting to

3.4 Consortium Plan Status: Do all municipalities in the consortium have an adopted municipal plan?

- ☐ Yes (list adoption dates below)
☐ No

Plan adoption dates: [mm/dd/yyyy]



3.5 Consortium Confirmation Status:
Do all municipalities have a local planning process confirmed by the RPC(s)?

- ☐ Yes ☐ No

provide local funds for municipal and regional planning purposes?

☐ Yes ☐ No

- *This question will only appear if the answer to 3.2 is “no”.*
- *Municipality must allocate local funds for planning purposes to be eligible for funding (this is a prerequisite to obtaining a confirmed planning process).*

- *Unless applying to create a plan approvable by the RPC, a single municipality must have an adopted plan to be eligible for funding and an RPC-confirmed planning process by December 31, 2024. Applicants may optionally attach RPC confirmation letters at the end of the application.*
- *Consortium municipalities must have an RPC-confirmed planning process. They are not required to attach an RPC confirmation letter.*

Section 4: Project Readiness & Need

4.1 Project Issue & Urgency: What timely community issues, problems, challenges, or obstacles will the project address? (character limit: 2,500)

The **City of Essex Junction's Comprehensive Plan** will expire in August 2027, requiring an update to align with evolving **state policies, regional priorities, and community needs**. Since its last adoption in 2019, several critical developments make this update both timely and essential.

Housing Crisis & Legislative Changes

Vermont's **housing crisis has intensified**, with rising costs and limited availability. The existing plan does not adequately address these challenges. Additionally, new state laws—including **Act 47 (2023) and Act 181 (2024)**—have redefined land use policies. While Essex Junction has begun implementing these changes through **Land Development Code (LDC) amendments** in 2023 and 2025, a **comprehensive update** is needed to ensure policy consistency and a long-term vision for **balanced growth and housing solutions**.

Municipal Separation & Land Use Alignment

Following its separation from the **Town of Essex**, Essex Junction must establish an independent **planning framework**. Vermont's shift to **location-based jurisdiction**—including **Tier 1A and Tier 1B growth areas**—requires municipalities to align with a new **Regional Future Land Use (FLU) Map**. Essex Junction's current FLU Map mirrors its zoning map, limiting flexibility. Developing a **more granular FLU Map** will enable **responsive zoning adjustments** while maintaining alignment with regional policies.

Integration of Planning Initiatives

Recent efforts, including the **2024 Community Visioning & Strategic Action Plan** and the **Connect the Junction TOD Master Plan**, provide valuable guidance on **transportation, economic development, and community design**. To ensure effective implementation, their recommendations—such as **mixed-use development and multimodal connectivity**—must be incorporated into the Comprehensive Plan.

Changing Demographics & Inclusive Planning

Essex Junction's **population is evolving**, with an increasingly diverse mix of residents, and businesses moving into the City. This project aims to **engage a broader cross-section of stakeholders**, ensuring that policies reflect the needs of an increasingly diverse community.

Overall, this update is critical to **align Essex Junction's policies with state mandates, regional land use planning, and evolving community priorities**. By addressing housing challenges, regulatory shifts, strategic initiatives, and demographic changes, the City can build a **strong foundation for sustainable growth, resilience, and livability**.

Be specific; competitive applications clearly and thoroughly explain the specific problems the community is working to solve.

Evaluation Criteria: 5 points

- Is the issue clearly explained?
- Has the issue been studied and documented?
- Is there an urgency to the issue?

4.2 Funding Need: What other funding sources, if any, were considered, and why is the MPG program the best source to fund this project?

(character limit: 2,000)

The **Municipal Planning Grant (MPG)** is the most appropriate funding source for this project because it supports **comprehensive, citywide planning efforts** without requiring design or construction components. Many other grant programs focus on **site-specific planning, engineering, or infrastructure projects**, making them a poor fit for this initiative. While some planning-focused grants exist, they **prioritize neighborhood-level or project-specific efforts**, whereas Essex Junction's Comprehensive Plan requires a **holistic, municipal-wide approach**.

No other grant sources have been identified that would fully support this type of planning work. The only alternative is local funding through the **City's General Fund**, which has allocated **\$10,000** for this effort. However, this amount is **insufficient** to support the **technical analysis, public engagement, and policy development** needed for a successful update.

Securing MPG funding will allow the City to:

- Conduct a **more rigorous analysis** of key topics, ensuring alignment with **State planning priorities, Act 47 (2023), Act 181 (2024), and the Chittenden County ECOS Plan**.
- Integrate recent local planning efforts, including the **2024 Community Visioning & Strategic Action Plan** and the ongoing **Connect the Junction TOD Master Plan**.
- Ensure **robust public engagement**, capturing diverse perspectives, particularly from underrepresented groups such as renters.

Beyond filling an immediate funding gap, this grant will **lay the foundation for future implementation funding** by creating a well-defined policy framework that aligns with **state and regional priorities**. A well-developed Comprehensive Plan will improve the City's eligibility for **transportation, housing, and infrastructure grants**, ensuring that Essex Junction can **effectively implement its long-term vision**.

- *MPG Funding is limited and if other funding is available for your project, explain why the MPG is the best choice for this work.*
- *Alternate sources of funding may be available for project design and construction, but MPG is one of the rare sources of grants for planning.*
- *If you're unsure about other potential funding opportunities for your project, review [this list](#) or check with your [RPC](#).*

Evaluation Criteria: 5 points

- Could this project be funded or be a better fit with another grant program?
- Does the answer explain why an MPG is needed to do the project?
- Will this project fill funding gaps or open opportunities for subsequent implementation funding?

4.3 Answer either (a) or (b), depending on your project:

4.3(a) Municipal Plan Project Readiness. If the application is for a municipal plan adoption or amendment project, how will the project address the issues described earlier and any recommendations made by the RPC to bring the municipal plan into compliance with statutory requirements?

4.3(b) Municipal Plan Implementation Project Readiness. If the application is for a project that implements the municipal plan, how is the proposed project identified as an important implementation action in the adopted municipal plan?

☒ Municipal plan project

☐ Municipal implementation Project

(character limit: 2,500)

The City of Essex Junction’s Comprehensive Plan Update will address a broad spectrum of critical issues, including the ongoing housing shortage, sustainable transportation, climate resilience, and economic development. This update will involve a comprehensive overhaul of key policy sections, updated maps, and a structured approach to developing consensus-based implementation steps and priorities.

A major focus of this update is to align local policies with prior local plans, with state housing mandates and with regional planning goals. The project will integrate recommendations from:

- Connect the Junction TOD Master Plan to support higher-density mixed-use development along transit corridors.
- The 2024 Vision and Strategic Action Plan, which identified housing and urban design as key strategic pillars.
- Upcoming municipal housing targets and Chittenden County Regional Planning Commission (CCRPC) recommendations, ensuring Essex Junction contributes to regional housing needs.

This project will identify inconsistencies between existing policy and statutory requirements, and will develop practical, consensus-driven solutions to bring the City into compliance with Act 47 of 2023 and Act 181 of 2024, and other directives. Expected policy amendments include modifications to the municipal Future Land Use (FLU) Map and updates to land use designations, which will inform future zoning regulation changes to facilitate housing and employment growth.

The City intends for the updated Comprehensive Plan to be “confirmed” by the Regional Planning Commission (RPC). To achieve this, Essex Junction will:

- Work closely with CCRPC staff throughout the plan’s development to ensure early identification and resolution of any compliance issues.
- Have the City’s Planning Commission thoroughly review and address all RPC recommendations before local adoption.
- Align land use and transportation policies with the new Regional Future Land Use Map and the state’s transition to location-based jurisdiction (Tier 1A/Tier 1B growth areas).

This update is **not just a procedural renewal**—it is an opportunity to **modernize the City’s policies, address urgent housing needs, and bring the plan into full compliance with state and regional requirements.**

- | | |
|---|---|
| <ul style="list-style-type: none"> • <i>MPG funding is only available for plan projects that intend to comply with Vermont statute through RPC-confirmation</i> • <i>Applicants may optionally attach the RPC’s plan consultation report online in the Application Attachments Form</i> • <i>Plan updates that occur mainly because a plan is expiring, or for</i> | <ul style="list-style-type: none"> • <i>Implementation proposals that are clearly prioritized in the municipal plan are more likely to be competitive.</i> • <i>For longer responses, applicants may attach a compilation in the Applications Attachments Form online, offering extra context for relevant municipal plan policies,</i> |
|---|---|

routine updates, will be less competitive than those that propose to address well-documented local concerns.

- *Plan updates should incorporate any prior plans and studies to promote coordinated and comprehensive planning.*

actions, objectives, goals, etc. Do not upload the whole plan.

Evaluation Criteria: 5 points

- | | |
|---|---|
| <ul style="list-style-type: none">• Does the response demonstrate a need that goes beyond the need to maintain a current plan or re-adopt an expired plan?• Does the project help address a pressing need or important change in the community?• Does the project address recommendations by the RPC to bring the plan into compliance with statutory requirements? | <ul style="list-style-type: none">• Does the response include specific plan language with citations?• Does the adopted municipal plan clearly identify and support the implementation project? |
|---|---|

4.4 Other Background (Optional). Are there any additional community efforts or activities leading up to this application that would provide extra context for this project? (character limit: 2,000)

Several **ongoing and recently completed transportation projects** will have a **citywide impact**, shaping land use, mobility, and economic development in Essex Junction. These initiatives must be integrated into the **Comprehensive Plan update** to ensure alignment with long-term growth strategies.

- **Multimodal Train & Bus Station Improvements:** In 2022, Essex Junction was awarded \$3 million in Congressionally directed funding to **redevelop the city's central transit hub**. Preliminary design and engineering is underway. When construction is complete, this station **revitalized station will serve as a focal point for future transit-oriented development (TOD)**, improving regional connectivity and supporting higher-density mixed-use development.
- **Crescent Connector Completion:** A key component of the **2019 Comprehensive Plan**, the **Crescent Connector roadway** is now fully operational, **relieving congestion at the Five Corners intersection** while creating a **denser, gridded street network** in the city center. This transformation enhances **redevelopment potential** along large, formerly industrial parcels, making mixed-use and pedestrian-friendly growth more feasible. The updated Comprehensive Plan will **reassess land use policies** in this corridor to **maximize economic and community benefits** from this new infrastructure.
- **Pearl Street Road Diet Study:** The City is currently updating a **scoping study** to redesign **Pearl Street (between West Street Extension and Susie Wilson Road)**. This project aims to **convert a high-speed, four-lane arterial into a safer, multimodal corridor**. Proposed changes include **traffic calming, expanded bike and pedestrian infrastructure, and improved transit access**, aligning with Essex Junction's **mixed-use growth strategy**.

These infrastructure investments are reshaping **mobility patterns, land use opportunities, and redevelopment potential** in Essex Junction. The **Comprehensive Plan update** will ensure these projects are **strategically integrated** into the City's future vision, maximizing their **long-term benefits** for transportation, housing, and economic

Sometimes a pressing need arises outside of the regular 8-year municipal planning cycle that spurs action; explain other applicable background here. Examples: a recent community forum, a new recreation master plan, Safe Routes to School Walk Audit, or a community survey.

- Have additional and complimentary community efforts or activities helped inform this project?
- Evaluated and scored under plan or implementation scores with question 4.3.

4.5 Project Overlap: If a municipality received an MPG last year – or if the project is part of a larger or phased project – explain how the projects are related and address your capacity to complete the proposed project.

☒ Not Applicable (single project with no overlap)

(character limit: 1,500)

Certain projects, like a complete overhaul of bylaws, should expect to take more than one MPG cycle to first prepare proposed amendments and second undergo the adoption hearing process. If you are unsure if your project should be phased, contact program staff.

- If applicable, is the sequencing sensible, and does the applicant have the capacity to successfully complete the project within 22 months?
- Evaluators may adjust scoring for section 4 based on answer.

4.6 Project Management: How will the project and consultant be managed and who will make decisions about the project and final products? Please identify one or two individuals in the community who will lead the project (for example: the Planning Commission Chair)

(character limit: 1,500)

The Community Development Director will serve as the City's project manager, overseeing both the consultant team and in-house staff assigned to the project. The project manager will ensure the scope, timeline, and deliverables are met while coordinating communication between stakeholders.

The Planning Commission will act as the steering committee, providing guidance and oversight throughout the project. The Planning Commission Chair will delegate in-depth reviews of key Comprehensive Plan chapters to working groups, which will include stakeholders with relevant expertise, lived experience, and demographic diversity. This structure ensures a well-rounded, community-driven approach to decision-making.

Additionally, the City's Technical Review Committee—comprised of the City Planner, City Engineer, Public Works Superintendent, Fire Department, and Water Quality Superintendent—will be actively involved. This group will provide technical input on infrastructure, public safety, and environmental considerations, ensuring that the Comprehensive Plan is practical, implementable, and aligned with municipal capabilities.

This collaborative management structure will ensure the successful development and adoption of an updated Comprehensive Plan that is both technically sound and community-driven.

Collaborative planning projects often succeed or fail based on the readiness and capacity of a person or group to lead the project and make effective decisions. A responsive project manager with an engaged and representative steering committee is a key success factor.

Evaluation Criteria: 5 points

- Has a person and/or group been identified to manage the consultant and champion the project?
- Is the project management structure adequate for the type of project proposed?
- Do decision-makers represent diverse stakeholders in the community?

Section 5: Public Outreach & Project Partnership

5.1 Public Outreach. What public participation methods will the project use to engage the participation of the broader public, especially underserved, under-represented, or lower-resourced populations in the community?

(character limit: 2,000)

The City of Essex Junction will implement a **multi-channel, inclusive public engagement strategy** to ensure broad participation in the Comprehensive Plan update, particularly among **underserved and underrepresented populations**. The City has adopted the **IAP2 Spectrum of Public Participation** as a guiding framework, aiming to **involve and collaborate** with the community at key stages of the process.

Engaging a Diverse Cross-Section of the Community

Recognizing that traditional public meetings often fail to capture the voices of **renters, lower-income households, and young families**, the City will focus on **meeting people where they are** by incorporating outreach into **existing, well-attended community events**, including:

- The **City's annual community meal**
- **National Night Out**
- The **Pumpkinpalooza Halloween event** and **Train Hop winter festival**, hosted by the **Recreation & Parks Department**

These events **attract a broad demographic**, making them effective venues for **informal engagement and feedback collection**.

Online Engagement & Surveys

To **expand accessibility**, the project will include **one or more online public surveys** and leverage the City's **website and social media channels** to share updates and gather input. This ensures that residents who may face **barriers to in-person participation** can still **voice their perspectives**.

Participation Goals & Alignment with Regional Efforts

The project aims to engage **at least 500 residents and stakeholders**—about **5% of the City's population**—a **realistic yet ambitious goal** based on recent outreach efforts for the **Community Vision and Strategic Action Plan**, which engaged with about **425 participants**. Additionally, the City will **coordinate with the Chittenden County Regional Planning Commission** to utilize existing **engagement data** and avoid **duplicative outreach**, reducing **public fatigue**.

This **comprehensive** outreach strategy will ensure that the **updated Comprehensive Plan** reflects the needs and priorities of **all community members**, including those who have historically been underrepresented in planning processes.

- *Planning projects are more successful when there is sustained public outreach throughout a project.*
- *Engagement needs and timing differ by project and appropriate levels of participation vary. DHCD offers engagement pointers [here](#).*
- *Indicate how many people you expect to engage in the project.*
- *Example Techniques: demonstration projects, [charrettes](#), design workshops, engaging people at existing community events, project website, and social media.*

Evaluation Criteria: 10 points

- Does the response identify any underserved, historically marginalized, or under-represented, or lower-resourced populations in the community and propose effective ways to meet the needs of harder-to-reach stakeholders?
- Are the outreach activities described here included in the workplan and sufficiently budgeted?
- Are the activities aligned with the community and project: relevant, well-timed, meaningful, and multi-venue?
- Does the response estimate how many people will be engaged?
- Does the project include any innovative methods or explain why the methods selected will be effective?

5.2 Project Partnership & Support: In addition to the Selectboard and Planning Commission's resolution of support, please explain and provide evidence of organizational partnership and community support for the project.
(character limit: 2,000)

The **City of Essex Junction's Comprehensive Plan Update** is backed by **strong community support and key organizational partnerships** that align with the City's long-standing commitment to **thoughtful growth, inclusivity, and strategic planning**.

Community-Based Planning Support

Public support for **proactive and equitable planning** has been well-documented in past and recent initiatives. The **2013 "Heart & Soul of Essex"** community planning initiative established "**thoughtful growth**" as a community priority. The **2024 Community Vision and Strategic Action Plan** reaffirmed this theme through **public engagement and scenario planning**. Residents expressed strong support for a "**Community Representation [Planning] Model**", emphasizing the need for an **inclusive, equitable approach** to shaping the City's future.

Partnerships with Housing & Advocacy Groups

Efforts to address the ongoing housing crisis within the Comprehensive Plan are likely to be supported by community groups such as the "Let's Build Homes" coalition, which has issued letter of support for the City's recent efforts to update our zoning regulations to enable small-scale infill development. The letter states that they "look forward to following along with the more substantial changes underway in the development of the Connect the Junction TOD plan, and commend the city in its efforts to meaningfully adapt towards a future housing abundance". •In a letter of support, the coalition commended the City's commitment to housing abundance and expressed enthusiasm for the ongoing Connect the Junction TOD Master Plan, which will require policy and land use changes in the updated Comprehensive Plan

With **broad community support, strong partnerships with advocacy groups, and collaboration with regional and state agencies**, the City is well-positioned to develop a **comprehensive, forward-thinking, and widely supported** plan for Essex Junction's future.

Planning projects are more successful when they begin with community support and are done in partnership with community organizations.

- *Projects that involve regulatory oversight by State agencies (such as the Agency of Transportation) **must** identify those agencies as partners for coordination.*
- *Applicants may attach up to five pages as a single document in the online Application Attachments Form, including: letters of support, meeting minutes, articles, or other documents showing community support for the project.*

Evaluation Criteria: 5 points

- Does the project have documented support and/or partnership from relevant stakeholders and partners ready to help it succeed? Examples: the conservation commission, business community, local schools, regional organizations, a local nonprofit, or other key community leaders.
- Are identified partners included in the work plan or invested in the local match?
- Is there evidence of coordination and partnership with state agencies likely to have regulatory oversight?

Section 6: Statewide Priorities

6.1 Project Outcomes & Goals. Beyond the project itself, what long-term outcomes would demonstrate the success of the project and further statewide planning goals? (*character limit: 2,000*)

The **Comprehensive Plan Update** will establish a **long-term policy framework** that advances **statewide planning goals, regional priorities, and community needs**. The plan's success will be demonstrated by **measurable progress** in housing availability, land use efficiency, transportation improvements, and public engagement.

Housing Growth & Affordability

- Essex Junction will work toward **meeting or exceeding municipal housing supply targets** established under **Act 181 of 2024**, supporting the state's goal of **Safe and Affordable Housing (24 V.S.A. § 4302)**.
- The plan will align with the **Chittenden County Regional Planning Commission's (CCRPC) ECOS Plan**, which aims for **80% of new development to occur in areas planned for growth**, ensuring **efficient land use and smart growth**.

Land Use & Smart Growth

- By **achieving Tier 1A or Tier 1B status** in targeted areas, the plan will **enable higher-density development where infrastructure can support it**, advancing **Compact Villages and Rural Countryside goals (24 V.S.A. § 4302)**.
- A **revised Future Land Use Map** will guide **strategic zoning updates**, ensuring Essex Junction remains adaptable to **future development needs**.

Transportation & Mobility Enhancements

- The plan will support **improvements to Essex Junction's multimodal transportation network**, ensuring **safer, more efficient movement for public transit users, pedestrians, cyclists, and motorists**.
- These improvements align with the **2023 ECOS Metropolitan Transportation Plan**, advancing goals for **Safety, Livable Communities, and Transportation Efficiency**.

Inclusive & Equitable Community Engagement

- Through a **robust public engagement process**, the plan will **incorporate the perspectives of all residents**, including historically underrepresented groups, aligning with the **2018 ECOS Plan's public engagement strategy**.

This plan will serve as a **foundation for long-term growth, infrastructure investment, and policy updates**, ensuring Essex Junction remains a **vibrant, well-planned, and resilient community** while furthering **statewide and regional planning priorities**.

- *You have explained the issues you are working to solve above, and you will explain what you are going to do below in the work plan. Explain the long-term value you hope the project will deliver here.*
- *Emphasize outcomes consistent with any relevant provision of the Regional Plan, Vermont's planning goals ([24 V.S.A. 4302](#)), smart growth principles ([24 V.S.A. 2791\(13\)](#)), and other statutes.*

Evaluation Criteria: 5 points

- Does the response communicate a clear policy direction for a long-term result?
- Will the outcomes resolve the community needs identified in a way that is consistent with the regional plan(s), Vermont planning goals, smart growth principles, and other relevant law?

6.2 Priority Project Categories: Which of the following statewide priorities does this project address? Select all that apply.

- ☒ Projects focused on the implementation of the Act 47 of 2023 and Act 181 of 2024
- ☒ Projects related to climate resilience and flood recovery
- ☒ Projects related to housing development
- ☒ Capital programs and plans for municipal improvements
- ☐ Physical improvement plans for a designated area, which may include pre-engineering water/wastewater visioning
- ☐ Pre-requisite planning to prepare for a center or center 'step-up' designation application
- ☒ Projects that support communities for all ages and help implement Age Strong Vermont: A Roadmap for an Age-friendly State
- ☐ Innovative and statewide projects that serve as a replicable model for other communities
- ☐ Not Applicable (N/A) – *Project is a local priority*

Each year, the evaluators recognize projects that meet statewide priorities. Projects meeting more than one priority will score higher than projects meeting only one priority. Unsure if your project qualifies? Contact program staff.

6.3 Priority Project Explanation: Explain how the project furthers the selected statewide priorities.

(character limit: 2,000)

The **Comprehensive Plan Update** directly advances multiple **statewide priorities** by addressing **housing, land use, climate resilience, infrastructure planning, and age-friendly communities** in an integrated and forward-looking manner.

Implementation of Act 47 (2023) & Act 181 (2024)

- The updated **Housing and Land Use chapters** will incorporate **new statutory requirements** from **Act 47 and Act 181**, ensuring local policies align with **statewide housing supply targets** and **land use modernization efforts**.
- The plan will guide **zoning updates and land use policies** to **remove regulatory barriers**, enable **higher-density housing**, and facilitate **transit-oriented development** in accordance with state goals.

Climate Resilience & Flood Recovery

- The **Natural Hazards Resiliency chapter** will be updated to address **climate adaptation, stormwater management, and flood mitigation**.
- The plan will incorporate best practices for **sustainable development and infrastructure investments** to enhance the City's resilience against **future extreme weather events**.

Housing Development

- The plan will promote **housing diversity, affordability, and accessibility**, ensuring Essex Junction meets **state and regional housing goals** while integrating recommendations from the **Connect the Junction TOD Master Plan**.
- Policies will focus on **increasing housing supply** while balancing growth with **environmental and infrastructure capacity considerations**.

Capital Programs & Municipal Improvements

- The plan will align with the **City's Capital Program**, ensuring future **transportation, water, and utility investments** support planned growth.
- Policies will guide the **redevelopment of key corridors**, including those impacted by the **new Crescent Connector roadway and Multimodal Train & Bus Station improvements**.

Age-Friendly Communities & Age Strong Vermont

- The plan will support **multigenerational housing options, accessible transportation, and walkable neighborhoods**, aligning with **Age Strong Vermont** goals.
- Updates to the **Transportation and Public Facilities chapters** will ensure **safe, convenient mobility** for older residents and those with disabilities.

By addressing these **priority areas in a coordinated manner**, the Comprehensive Plan Update will serve as a **blueprint for sustainable growth, infrastructure resilience, and inclusive community development**, fully supporting the **state's long-term planning goals**

To be considered a "Priority Project", narrative must clearly and directly relate to the categories above.

Evaluation Criteria: 15 points

- Does the project clearly relate to one or more of the statewide priorities listed in this section?
- Projects receive 5 points for every priority met, up to 15

6.4 Designated Areas: Please select all designations held by the municipality and explain how the project will relate to the designated area(s).

- ☒ Village Center
- ☐ Downtown
- ☐ New Town Center
- ☒ Neighborhood Development Area
- ☐ Growth Center
- ☐ Not Applicable (no designation)

- [Learn more about state designations](#)
- Use the [Planning Atlas](#) to see the locations of state designated areas.
- Find a list of state designated areas on [Vermont's Municipal Planning Data Center](#)

6.5 Designated Area Projects: If the project relates to any of the designated area(s) selected above, please explain how.

- ☐ Not Applicable (no designation)

(character limit: 2,000)

The **City of Essex Junction** has a **Village Center** designation and a **Neighborhood Development Area (NDA)** along the **Pearl Street** corridor. The **Chittenden County Regional Planning Commission (CCRPC)** is currently developing a **new Regional Future Land Use Map**, which will serve as the foundation for **updated state designations under Act 181 of 2024**.

The **Comprehensive Plan Update** will ensure that **Essex Junction's Future Land Use Map** aligns with the new regional framework, allowing for **coordinated growth and streamlined regulatory benefits** for properties within the designated areas. Additionally, this update will guide **zoning revisions** to support **housing development, economic revitalization, and transit-oriented growth** in the Village Center and NDA.

By strengthening **land use policies in these designated areas**, the plan will enhance **access to state incentives, promote compact and sustainable development, and support Essex Junction's long-term vision for a vibrant, walkable community**.

Projects that relate to state designated areas receive priority in accordance with 24 V.S.A. Chapter 76A.

Evaluation Criteria: 20 points

- Does the project have a clear connection to the designated area(s)?
- Reviewers will assign priority points to the designation(s): 15 points to downtowns, 10 points to village centers, 5 points to New Town Centers, 5 points to growth centers, and 5 points to NDAs.

Section 7: Past Performance

7.1 Project History and Performance: Please list any planning projects or grants from the past 5 years, with key actions identified and implemented (will inform ongoing status of projects beyond grant closeout)

(character limit: 2,000)

Over the past five years, the **City of Essex Junction** has successfully completed several **major planning initiatives and grant-funded projects**, demonstrating its **capacity to manage complex projects and implement meaningful policy changes**.

Major Grant-Funded Projects

- **Crescent Connector Road Project (\$13M, Federal Funding)** – Opened in **fall 2024**, this project **improved traffic flow and multimodal connectivity** in the city center, laying the groundwork for **mixed-use redevelopment opportunities**.
- **“Connect the Junction” Transit-Oriented Development (TOD) Master Plan (>\$100K, Federal RAISE Grant)** – Currently underway, this project **analyzes key corridors for mixed-use growth, transportation improvements, and increased housing density**. The Comprehensive Plan Update will integrate its findings to facilitate future zoning and infrastructure investments.
-

Recent Planning & Policy Updates

- **2023 Zoning Bylaw Amendment** – The City **overhauled zoning regulations** to **address the housing shortage, introduce new design standards, strengthen historic preservation, and comply with Act 47 (2023)**. These updates have **already resulted in new housing development**, including a project at **17 Park St** that utilized **Act 47’s Affordable Housing height bonus**.

These projects **illustrate Essex Junction’s proactive approach to planning and development**, ensuring that infrastructure, land use policies, and housing strategies align with **state and regional priorities**. The **Comprehensive Plan Update** will build on these successes, providing a **cohesive vision** for the City’s continued growth and sustainability.

Section 8: Municipal Resolution & Grant Roles and Good Standing Certification

8.1 Grant Roles: Identify the officials who hold the grant roles that correspond to those identified in the Municipal Resolution Form.

Municipal/Authorizing Official: [Select from online menu]

Municipal/Authorizing Official Title: _____

Alternate Municipal/Authorizing Official: [Select from online menu]

Alternate Municipal/Authorizing Official Title: _____

Grant Administrator: [Select from online menu]

Grant Administrator Title: _____

- *Print and complete the [Municipal Resolution Form](#) offline.*
- *You can attach the completed resolution in the online application or email it to DHCD.*
- *More information about the responsibilities and permissions of the MPG Roles are available [here](#).*
- *Note that Municipal/Authorizing Official (M/AO) role can only be attached to this application by DHCD staff member Jenni Lavoie (Jennifer.lavoie@vermont.gov).*
- *If this is a consortium application, remember that each participating municipality must complete a resolution designating the same Municipal/Authorizing Official and Grant Administrator, and upload consortium resolutions in the online Application Attachments Form.*

8.2 Good Standing Certification:

Applicants must fill out and upload a form certifying that the municipality is in good standing (as provided in Section 13(a)(2) of Act 154) with the Agency of Natural Resources and the Agency of Agriculture, Food and Markets, or otherwise explaining why they cannot so certify, and that they will comply with the requirements stated in the form.

- *Print and complete the [Good Standing Certification Form](#) offline.*
- *You can attach the completed resolution in the online application or email it to Jennifer.lavoie@vermont.gov.*

Work Plan & Budget Form

Section 1: Work Plan & Budget

Outline the project approach by listing the major tasks and associated costs in the table below.

See attached

Successful applications and projects invest time and focus on the work plan and budget.

- *Include all tasks and costs that will be paid for by the Municipal Planning Grant and match funds.*
- *Match funds are cash only. In-kind costs cannot be applied to the grant.*
- *If your application is selected for funding, the following work plan and budget will become Attachment A to the Grant Agreement and will be the official description of the work you are expected to accomplish with project funding.*
- *Break out the project's tasks into pieces that are not overly broad or too specific, showing the flow of the project's major activities and associated costs.*
- *Projects that involve regulatory oversight by other State agencies (such as the Agency of Transportation) must be identified for coordination in the work plan.*

Task Name	Task Description	Paid Personnel Category: Consultant, RPC Staff, or Other	If other, specify	Hours	Hourly Rate	Personnel Cost (will auto-calculate online)	Material Description	Material Cost	Total (will auto-calculate online)
Admin and Work Sessions	Kickoff Meeting and Contract	Consultant or RPC Staff		20	130	2600			2600
Planning Commission Work Sessions	Monthly Planning Commission Work Sessions	Consultant or RPC Staff		28	130	3640			3640
Review Existing Plans	Review existing plans such as the 2019 Comprehensive Plan, the 2025 Connect the Junction Transit Oriented Development Master Plan and the 2024 Community Vision and Strategic Action plan.	Consultant or RPC Staff		24	130	3120			3120
Mapping and Analysis	Conduct analysis mapping and reporting to support the development of the updated Plan	Consultant or RPC Staff		60	130	7800			7800
Policy Updates	Prepare amendments as necessary to bring Comprehensive Plan into compliance with state statute and Regional Plan. Prepare amendments in response to Staff, Commission, and Community Feedback.	Consultant or RPC Staff		100	130	13000			13000
Public Engagement	Prepare for and attend public meetings and other public engagement events to discuss key topics and gather feedback	Consultant or RPC Staff		40	130	5200	Public Engagement costs- Advertisements, Print Material, Participant Compensation	2300	7500
Prepare for Plan Adoption	Prepare for and attend Planning Commission and City Council hearings for Plan Adoption	Consultant or RPC Staff		6	130	780			780
Document Preparation	Prepare final edits and submit final Plan to appropriate parties.	Consultant or RPC Staff		12	130	1560			1560

Total

40000

Evaluation Criteria: 15 points

- Is it a single project with a realistic scope for a 24-month timeline?
- Is the work plan effectively sequenced?
- Are the work plan tasks sufficiently detailed and appropriate to the project type, identified needs, and the community situation?
- Does the work plan reflect the public engagement identified above?
- Are State agencies likely to have oversight authority identified for coordination?

Local Match Waiver: Is this an application for a zoning/subdivision bylaws in a municipality without zoning/subdivision bylaws?

☐ Yes: no match required

☒ No: match required

- *New in FY25, applications requesting new zoning/subdivision bylaws in a municipality without existing bylaws – do not have to contribute match funds to the project.*

State Grant Funds: Enter the amount of state grant funds you are requesting.

Total Project Cost: (will auto-calculate in online form)

State Grant Funds (Grant Amount Requested): \$ 30000 _____

Total Match Funds: (will auto-calculate in online form)

Minimum Required Cash Match Funds (10% of Total Project Cost): (will auto-calculate)

Optional Additional Match Funds: (will auto-calculate in online form)

Section 2: Budget Documentation

Source of Match: Describe source(s) of match funds:

Municipal General Fund _____

*Contributions of staff or volunteer time **cannot** be offered as a match. Other contributions, while not required, may be documented here as well. Skip if local match is not required.*

Budget & Cost Estimates: Explain how you developed a realistic budget.

(character limit: 2,000)

This budget was developed based on an estimate of the hours required to complete each subtask, using an assumed **\$130 hourly rate** for consulting services provided by qualified firms. If the project is completed by the **Chittenden County Regional Planning Commission (CCRPC)**, their lower municipal technical assistance rate would allow for additional hours to be allocated to each task.

The budget assumes that **City staff will play a major role** throughout the project, taking the lead in developing approximately **half of the Comprehensive Plan chapters**. The estimated hours were benchmarked against comparable line items from **recent planning projects**, including the **2021 zoning bylaw amendments**, ensuring that cost projections are realistic and aligned with past expenditures.

- DHCD maintains a list of potential project consultants [here](#).
- Please provide a letter or other documentation from a consultant with a cost estimate for tasks, including hourly rate.
- You can attach the document in the online application or email it to Jennifer.lavoie@vermont.gov.
- Other ways to develop a realistic budget: discuss with a municipal official or regional planner who frequently procures planning services, coordinate with the RPC to develop the work plan and budget, undertake a pre-application bid, or research similar projects.
- Make sure the request is within the allowable min. \$2,500 – max.\$30,000 (single) / \$45,000 (consortium), and that the budget does not include any in-kind contributions (which are ineligible).

Evaluation Criteria: 20 points

- Does the budget align with work requested for each task?
- Is the overall funding realistic and adequate for the proposed work plan?
- Does the match reflect any organizational partnership or extra funding commitment that significantly exceeds the minimum required?
- Are the cost estimates and budget allocations documented and realistic?
- Is the project's budget informed by input and guidance from planning professionals or a pre-application bid process?
- Did the applicant obtain more than one estimate/quote to determine a realistic budget?

Section 3: Accounting

Accounting System: What type of accounting system does your municipality use?

- ☒ Automated
☐ Manual
☐ Combination of both

Accounting System: Does your organization have an accounting system that will allow you to completely and accurately track the receipt and disbursements of funds related to the award?

- ☒ Yes ☐ No

- Responses to the accounting questions are used for administrative risk assessment purposes only and will not impact the competitiveness of your application.
- State funds cannot be awarded to municipalities who are (a) suspended or debarred by the Federal Government; (b) delinquent in submitting their subrecipient annual reports; or (c) delinquent in submitting their Single Audit Reports (if required).

Application Attachments Form

In the online application, this form is used for uploading any additional files up to 30MB in size, including supporting text, maps, photographs, etc.

- *Enter a brief name for your document, click the 'Choose File' button to browse your computer and select the document you want to attach, then SAVE at the top of the page. The document will not upload until you hit SAVE.*
- *If you cannot scan and upload an attachment, feel free to email it directly to Contract & Grants Administrator, Jenni Lavoie, Jennifer.lavoie@vermont.gov*
- *Only attach as much as is needed to avoid overwhelming reviewers. Large documents will not be reviewed.*

Attachments submitted in other forms:

- ✓ Single municipality or Lead municipality Resolution (Consortium)
- ✓ Budget & Cost estimates

Optional Attachments:

- ☐ Project Location Image(s) or maps
- ☐ RPC Municipal Plan Consultation Report (for municipal plan projects)
- ☐ Relevant Municipal Plan Excerpts
- ☐ Resolutions from Partner Municipalities in Consortium
- ☐ Letters of support from Project Partners
- ☐ Other attachments

Evaluation Criteria: Overall Application Quality & Past Performance, 10 points

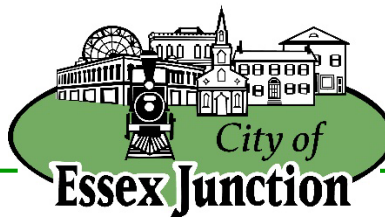
- Is the application clear, internally consistent, on-topic, specific, and easily understood?
- DHCD may reduce scores for poor administrative performance for past grants.

Total Score: 120 Points

Applications scoring less than 60 points will not be funded.

Once your draft application is complete, please copy and paste your narrative responses into the online application in GEARS. Save the online application frequently.

For questions about the competitive criteria or application questions, please contact [Jacob Hemmerick](#) at 802-828-5249. For questions regarding GEARS, the online Grants Management System, please contact [Jenni Lavoie](#) at 802-828-1948.



MEMORANDUM

To: City Council

From: Regina Mahony

CC: Wendy Hysko, Library Director & Rick Jones, Public Works Superintendent

Meeting Date: March 26, 2025

Subject: Library Roof Bid Award

Issue: Bids have been advertised and received for the Library Roof Replacement Project.

Discussion: This project is simply to replace the existing asphalt roof. There was a hope that this work could be combined with a larger effort to replace the Brownell Library entry and make it more ADA accessible. Unfortunately, the City did not receive a grant that was necessary in order to do the full project. Therefore, this is just for the roof. Bids were advertised as usual, and outreach was made to the additional firms listed here in hopes of broadening interest. Bids were received from two bidders Triumph and Vermont Construction.

Bid Tabulation Form						
Brownell Library - ReRoofing 2025						
March 19, 2025 Bid opening						
Bidder	Rec'd Addenda	Base Bid	Alt. #1	Alt. #1	TOTAL	Comments
	1		Prep/Paint roof trim	Infill low connector		
BreadLoaf		No Bid			-	
Palmieri		No Bid			-	
5-Star		No Bid			-	
Champlain		No Bid			-	
Evergreen		No Bid			-	
Triumph	Yes	\$44,250	\$8,750	\$6,700	\$59,700	* Apparent Low Bidder
Vermont Construction	not filled in	\$49,500	no bid	no bid		

Following a review of the bids by John Alden, Scott + Partners, Triumph was determined to be the apparent lowest bidder at \$59,700 with the two alternates. John Alden is still in communications with Triumph to ensure they have everything included.

Cost: There is adequate funding in the Building Maintenance Fund for this work.

Recommendation: It is recommended that the City Council award the bid for the Library Roof replacement to Triumph, pending final negotiation.

Recommended Motion: Should the Council decide to move forward with the recommendation, below is a recommended motion:

"I move that the City Council award the bid for the Library Roof Replacement to Triumph for \$59,700 and authorize the City Manager to sign the contract pending final review of the bid."

MEMORANDUM

To: City Council
From: Michael Giguere, City Planner
CC: Chris Yuen, Community Development Director, Ricky Jones, Public Works Superintendent, Bike/Walk Advisory Committee
Meeting Date: March 26th, 2025
Subject: Lincoln Terrace Pedestrian Crossing Proposal

Issue: Whether to install a quick-build pedestrian crossing improvement at the intersection of Lincoln Terrace and School Street.

Discussion:

The intersection of Lincoln Terrace and School Street has been identified as a hazard for pedestrians through feedback by several members of the public and by the Bike Walk Advisory Committee. This is a common walking route for access to Summit Street and Thomas Fleming Schools and is used by drivers to bypass the Five Corners intersection. The intersection offers poor visibility and a long crossing distance.

Existing Conditions:

Currently, the northeast corner of the intersection has a curb radius of about 23' and a stop bar for the southbound direction set back approximately 40 feet from the crosswalk. This allows larger vehicles to turn right from Lincoln Terrace to School Street without conflicting with southbound vehicles on School Street, but results in poor visibility for westbound pedestrians until they step a few feet into the intersection. This is illustrated below in Figure 1.



Figure 1: Aerial view of existing conditions at Lincoln Terrace and School Street. Source: VCGI



Figure 2: Street view of elongated vehicle stop bar conflicting with crosswalk striping. Source: Google

Additionally, the painted stop bar location for vehicles on Lincoln Terrace currently blends in with the crosswalk striping as seen in Figure 2, making it difficult for motorists to know where they're required to stop and presenting a direct point of conflict with pedestrians attempting to cross the street.

To address the above deficiencies, Community Development staff worked with the City to design a temporary curb extension that could be made permanent in the future.

Design Alternative Considered:

Staff originally developed a proposal that would have significantly increased the protected space for pedestrians but would have required Lincoln Terrace to be converted to a one-way traffic pattern.



Figure 3: One-way traffic pattern originally proposed for this project. This pattern was ultimately not pursued as a part of the project design.

In early 2025, we solicited feedback on this proposal from the Bike Walk Advisory Committee, the School District and from property owners along Lincoln Terrace and the northernmost portion of School Street. While there was strong support for the proposed curb extension, residents expressed significant reservations about the proposed one-way traffic pattern change. Around the same time, the school district announced consolidation plans impacting Summit Street School, reducing the anticipated pedestrian traffic volume at this intersection.

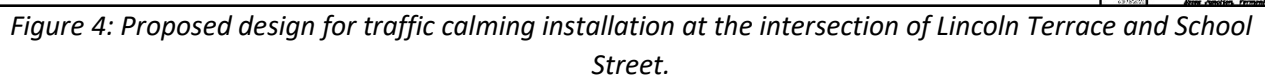
In response to the feedback, we made further design modifications as detailed below.

Recommended Design:

The recommended design would not require any traffic pattern change while still offering modest safety improvements. The project would:

- Install a curb extension at the northeast corner of the intersection of Lincoln Terrace and School Street using white, flexible, reflective delineators and white traffic striping paint to increase the visibility and amount of dedicated pedestrian space as depicted in Figure 4.
- Restripe the existing crosswalk.
- Relocate the School Street stop bar and stop sign further south to improve pedestrian visibility.
- Install a new school zone pedestrian crossing sign facing southbound traffic on School Street.

The flexible delineators are planned for year-round installation to protect pedestrians during the school year. Damaged delineators will be replaced in the spring as needed. Two full sets of delineators are included in the proposed budget. The Public Works department has conducted turn radius testing with snow removal equipment and have determined the design to be operable.



If the temporary installation is successful, permanent installation could be considered for inclusion in the City's capital program as seen below in Figure 5.



Figure 5: Conceptual design for future permanent installation.

Cost:

Item	Quantity	Cost	Subtotal
Flexible traffic delineation posts	14	\$23.95	\$335.30
Pedestrian crossing sign, fluorescent green (W11-2)	1	\$75.00	\$75.00
Arrow down left sign, fluorescent green (W16-7PL)	1	\$36.50	\$36.50

Total project cost estimate: \$446.80

The above would be funded with the Bike/Walk Advisory Committee budget.

Traffic signposts, assorted hardware, and white traffic striping paint are to be provided by Public Works.

Recommendation:

I recommend the approval and installation of the proposed traffic calming project at Lincoln Terrace and School Street.

Recommended Motion:

I move that the City Council approve the installation of the proposed traffic calming project in the public right-of-way at Lincoln Terrace and School Street.

Attachments:Examples of temporary curb extensions in other municipalities:

Figure 6: Temporary curb extension in Chicago, IL



Figure 7: Temporary curb extension in South Bend, IN

Sources:

[Federal Highway Administration guidelines on curb extensions](#)

[National Association of City Transportation Officials curb extensions guide](#)

[PedBikeSafe guide on curb radius design](#)

[Vermont Center for Geographic Information](#)

City of Essex Junction, VT
Street Vending Permit Application

Applicant information

Owner(s) GARY HATHAWAY Day Phone 802-373-4632

Address 153 CHURCH RD.

City/State/Zip COLCHESTER, VT. 05446

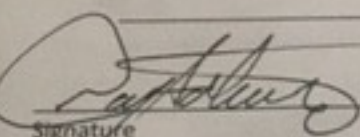
Email Address gary_hathaway@hotmail.com

Property information

Name of Business MR. PING-A-LING ICE CREAM

Nature / Type of Activity NEIGHBORHOOD ICE CREAM SALES

License Plate Number of Vehicle(s) JB405322 NY.


Signature

8/21/2025
Date

Signature

Date

Staff Action

☒ Required Certificate of Insurance received.

Conditions:

1. Keep required \$1 million of general liability insurance in place.
2. Vending is restricted to class 3 residential roads.
3. No parking except to serve customers.
4. No street vending is allowed between the hours of 9 PM and 7 AM.
5. The Village of Essex Junction, through its Municipal Manager, reserves the right to revoke the street vending permit at any time.
6. Permit is good for one year from date of issue.

Municipal Manager

Date






CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

06/24/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER  Paula Traina State Farm 736 Upper Glen St Suite 200A Queensbury, NY 12804	CONTACT NAME: Paula Traina & Alex Greene PHONE (A/C, No, Ext): 518-741-0485 FAX (A/C, No): 518-375-3664 E-MAIL ADDRESS: INSURER(S) AFFORDING COVERAGE INSURER A: State Farm Fire and Casualty Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	NAIC # 25143
INSURED Ice Cream Bros LLC dba Mr Ding A Ling Ice Cream 324 Old Niskayuna Rd Latham, NY 12110-3514		

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADD INSD	SUB WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X		98-C8-P836-0	07/07/2024	07/07/2025	EACH OCCURRENCE \$ 2,000,000
	DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000						
	MED EXP (Any one person) \$ 5,000						
	PERSONAL & ADV INJURY \$ 2,000,000						
							GENERAL AGGREGATE \$ 4,000,000
							PRODUCTS - COMP/OP AGG \$ 4,000,000
							\$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY	X		0001245-A31-52	07/31/2024	07/31/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	BODILY INJURY (Per person) \$						
	BODILY INJURY (Per accident) \$						
	PROPERTY DAMAGE (Per accident) \$						
							\$
	UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$
							AGGREGATE \$
							\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y / N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N / A					PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> \$
	E.L. EACH ACCIDENT \$						
	E.L. DISEASE - EA EMPLOYEE \$						
	E.L. DISEASE - POLICY LIMIT \$						

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Vehicle #019 1999 GMC VIN ending in 9042

CERTIFICATE HOLDER**CANCELLATION**

Village of Essex Junction
2 Lincoln St
Essex Junction, VT 05452

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



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03/21/25

City of Essex Junction Accounts Payable

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02:58 pm

Check Warrant Report # 24071 Current Prior Next FY Invoices For Fund (GENERAL FUND)

Cdelibac

For Check Acct 01 (GENERAL FUND) All check #s 03/21/25 To 03/21/25

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
80132	ACHEE, DAVID	03/13/25	Stipend BWAC March 2025 031325Achee	210-5-16-10-190.000 Board member Payments	50.00	54920	03/21/25
80155	ACRISURE NE PARTNERS INS	03/13/25	Acrisure FY25 Q3 11944	210-5-10-10-210.000 Group Insurance	167.61	54921	03/21/25
80155	ACRISURE NE PARTNERS INS	03/13/25	Acrisure FY25 Q3 11944	210-5-12-10-210.000 Group Insurance	55.87	54921	03/21/25
80155	ACRISURE NE PARTNERS INS	03/13/25	Acrisure FY25 Q3 11944	210-5-13-10-210.000 Group Insurance	55.87	54921	03/21/25
80155	ACRISURE NE PARTNERS INS	03/13/25	Acrisure FY25 Q3 11944	210-5-40-12-210.000 Group Insurance	208.39	54921	03/21/25
80155	ACRISURE NE PARTNERS INS	03/13/25	Acrisure FY25 Q3 11944	210-5-40-13-210.000 Group Insurance	18.44	54921	03/21/25
80155	ACRISURE NE PARTNERS INS	03/13/25	Acrisure FY25 Q3 11944	210-5-35-10-210.000 Group Insurance	391.09	54921	03/21/25
80155	ACRISURE NE PARTNERS INS	03/13/25	Acrisure FY25 Q3 11944	210-5-16-10-210.000 Group Insurance	111.74	54921	03/21/25
80155	ACRISURE NE PARTNERS INS	03/13/25	Acrisure FY25 Q3 11944	210-5-30-10-210.000 Group Insurance	391.09	54921	03/21/25
80155	ACRISURE NE PARTNERS INS	03/13/25	Acrisure FY25 Q3 11944	210-5-30-12-210.000 Group Insurance	55.87	54921	03/21/25
05290	ADVANCE AUTO PARTS 9820	02/12/25	RED N TACKY GREASE 552504355637	210-5-40-12-610.000 General Supplies	12.99	54922	03/21/25
05290	ADVANCE AUTO PARTS 9820	03/06/25	DEGREASER 552506525362	210-5-40-12-610.000 General Supplies	34.99	54922	03/21/25
05290	ADVANCE AUTO PARTS 9820	03/18/25	Supplies for trailers 552507725711	210-5-40-12-610.000 General Supplies	49.39	54922	03/21/25
05290	ADVANCE AUTO PARTS 9820	03/18/25	Supplies for Truck #16 552507756802	210-5-40-12-430.000 R&M Vehicles & Equipment	237.42	54922	03/21/25
80184	AMAZON BUSINESS SERVICES	03/15/25	BL ACollection MAR25 14HLKFL4DHDG	210-5-35-10-640.201 Adult Collection	66.80	54925	03/21/25
80184	AMAZON BUSINESS SERVICES	03/05/25	BL ABooksFndnBks MAR25 19Y1RJNR37JN	210-5-35-10-640.201 Adult Collection	30.70	54925	03/21/25
80184	AMAZON BUSINESS SERVICES	03/05/25	BL ABooksFndnBks MAR25 19Y1RJNR37JN	210-5-90-00-991.000 Library Donation Expense	36.99	54925	03/21/25
80184	AMAZON BUSINESS SERVICES	03/14/25	BL ClngSupplies MAR25 1LR3YF361WLG	210-5-41-21-610.000 General Supplies	78.40	54925	03/21/25
80184	AMAZON BUSINESS SERVICES	03/12/25	BL ADVD MAR25 1PGQ33KXGJGV	210-5-35-10-640.201 Adult Collection	19.95	54925	03/21/25
80184	AMAZON BUSINESS SERVICES	03/02/25	BL JDVDs MAR25 1QRLDN6TFKQF	210-5-35-10-640.202 Juvenile Collection	9.96	54925	03/21/25
19815	AMAZON CAPITAL SERVICES	03/07/25	Seniors Supplies 1DCQW7KJMM96	210-5-30-10-610.000 General Supplies	13.98	54926	03/21/25
19815	AMAZON CAPITAL SERVICES	02/27/25	Senior Supplies 1FN61CL7H49G	210-5-30-10-610.000 General Supplies	225.36	54926	03/21/25
19815	AMAZON CAPITAL SERVICES	02/25/25	Senior Supplies 1L9PRGXJ6F1L	210-5-30-10-610.000 General Supplies	58.91	54926	03/21/25
19815	AMAZON CAPITAL SERVICES	02/27/25	Senior Supplies 1NJWKFQJHW3	210-5-30-10-610.000 General Supplies	14.95	54926	03/21/25
19815	AMAZON CAPITAL SERVICES	02/27/25	Seniors Supplies 1NNX9CDRLVFL	210-5-30-10-610.000 General Supplies	158.09	54926	03/21/25

03/21/25

City of Essex Junction Accounts Payable

Page 2 of 18

02:58 pm

Check Warrant Report # 24071 Current Prior Next FY Invoices For Fund (GENERAL FUND)

Cdelibac

For Check Acct 01 (GENERAL FUND) All check #s 03/21/25 To 03/21/25

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
19815	AMAZON CAPITAL SERVICES	02/25/25 Seniors Supplies	210-5-30-10-610.000	11.98	54926	03/21/25
		1VFDJRD67KM	General Supplies			
04310	APALACHEE MARINE	03/14/25 Road Salt	210-5-40-12-600.000	16038.10	54929	03/21/25
		76899	Salt, Sand and Gravel			
25055	AQUARIUS LANDSCAPE SPRINK	03/10/25 Memorial Park Sprinkler S	210-5-40-12-571.000	106.00	54930	03/21/25
		5580374	Streetscape Maintenance			
25055	AQUARIUS LANDSCAPE SPRINK	03/10/25 2 Lincoln Sprinkler Sprin	210-5-41-20-431.000	166.00	54930	03/21/25
		5580375	R&M Buildings & Grounds			
80061	BASSICK, LINDA	03/04/25 BL CProgs-Music MAR25	210-5-35-10-840.202	100.00	54931	03/21/25
		0018	Childrens Programs			
30125	BIEBER PHILLIP	03/12/25 Stipend BWAC March 2025	210-5-16-10-190.000	50.00	54932	03/21/25
		031225Bieber	Board member Payments			
00530	BRODART CO	02/14/25 BL JBooks FEB25	210-5-35-10-640.202	717.81	54933	03/21/25
		B6935071	Juvenile Collection			
00530	BRODART CO	02/14/25 BL JBooks FEB25	210-5-35-10-610.000	65.65	54933	03/21/25
		B6935071	General Supplies			
00530	BRODART CO	02/19/25 BL JBooks FEB25	210-5-35-10-640.202	17.26	54933	03/21/25
		B6937868	Juvenile Collection			
00530	BRODART CO	02/19/25 BL JBooks FEB25	210-5-35-10-610.000	2.02	54933	03/21/25
		B6937868	General Supplies			
00530	BRODART CO	02/21/25 BL JBooks FEB25	210-5-35-10-640.202	10.79	54933	03/21/25
		B6939738	Juvenile Collection			
00530	BRODART CO	02/21/25 BL JBooks FEB25	210-5-35-10-610.000	1.01	54933	03/21/25
		B6939738	General Supplies			
00530	BRODART CO	02/21/25 BL JBooks FEB25	210-5-35-10-640.202	7.80	54933	03/21/25
		B6939745	Juvenile Collection			
00530	BRODART CO	02/21/25 BL JBooks FEB25	210-5-35-10-610.000	1.01	54933	03/21/25
		B6939745	General Supplies			
00530	BRODART CO	02/21/25 BL JBooks FEB25	210-5-35-10-640.202	612.45	54933	03/21/25
		B6940125	Juvenile Collection			
00530	BRODART CO	02/21/25 BL JBooks FEB25	210-5-35-10-610.000	50.50	54933	03/21/25
		B6940125	General Supplies			
00530	BRODART CO	02/27/25 BL JBooks FEB25	210-5-35-10-640.202	201.75	54933	03/21/25
		B6942997	Juvenile Collection			
00530	BRODART CO	02/27/25 BL JBooks FEB25	210-5-35-10-610.000	13.13	54933	03/21/25
		B6942997	General Supplies			
00530	BRODART CO	02/27/25 BL JBooks FEB25	210-5-35-10-640.202	178.57	54933	03/21/25
		B6943258	Juvenile Collection			
00530	BRODART CO	02/27/25 BL JBooks FEB25	210-5-35-10-610.000	6.06	54933	03/21/25
		B6943258	General Supplies			
00530	BRODART CO	02/27/25 BL JBooks FEB25	210-5-35-10-640.202	10.79	54933	03/21/25
		B6943260	Juvenile Collection			
00530	BRODART CO	02/27/25 BL JBooks FEB25	210-5-35-10-610.000	1.01	54933	03/21/25
		B6943260	General Supplies			
00530	BRODART CO	03/03/25 BL JBooks MAR25	210-5-35-10-640.202	481.48	54933	03/21/25
		B6944599	Juvenile Collection			
00530	BRODART CO	03/03/25 BL JBooks MAR25	210-5-35-10-610.000	40.40	54933	03/21/25
		B6944599	General Supplies			
00530	BRODART CO	03/06/25 BL JBooks MAR25	210-5-35-10-640.202	81.36	54933	03/21/25
		B6947203	Juvenile Collection			

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
00530	BRODART CO	03/06/25	BL JBooks MAR25 B6947203	210-5-35-10-610.000 General Supplies	6.06	54933	03/21/25
00530	BRODART CO	03/07/25	BL JBooks MAR25 B6947937	210-5-35-10-640.202 Juvenile Collection	31.83	54933	03/21/25
00530	BRODART CO	03/07/25	BL JBooks MAR25 B6947937	210-5-35-10-610.000 General Supplies	3.03	54933	03/21/25
00530	BRODART CO	03/07/25	BL JBooks MAR25 B6948043	210-5-35-10-640.202 Juvenile Collection	445.88	54933	03/21/25
00530	BRODART CO	03/07/25	BL JBooks MAR25 B6948043	210-5-35-10-610.000 General Supplies	27.27	54933	03/21/25
16030	BROWN ELECTRIC	03/10/25	light RR Ave. strobing. 40302	210-5-40-12-610.200 Streetlight Supplies	404.00	54935	03/21/25
22670	CAPITAL ONE CREDIT CARD -	03/16/25	EJRP CC Feb/March 65080425	210-5-30-10-330.000 Professional Services	199.98	54936	03/21/25
22670	CAPITAL ONE CREDIT CARD -	03/16/25	EJRP CC Feb/March 65080425	210-5-30-10-610.000 General Supplies	267.97	54936	03/21/25
03000	CARGILL SALT EASTERN INC	02/13/25	DEICER SALT ICE CNTRL BLK 2910653345	210-5-40-12-600.000 Salt, Sand and Gravel	2783.44	54937	03/21/25
03000	CARGILL SALT EASTERN INC	03/11/25	DEICER SALT ICE CNTRL BLK 2910762473	210-5-40-12-600.000 Salt, Sand and Gravel	2926.88	54937	03/21/25
03000	CARGILL SALT EASTERN INC	03/12/25	DEICER SALT ICE CNTRL BLK 2910767472	210-5-40-12-600.000 Salt, Sand and Gravel	1950.96	54937	03/21/25
07710	CCR SALES AND SERVICE LLC	03/10/25	BOSP HOPPER ASM 83610	210-5-40-12-610.000 General Supplies	179.04	54941	03/21/25
V04609	CENTER POINT LARGE PRINT	03/04/25	BL LPBooks MAR25 2151315	210-5-90-00-991.000 Library Donation Expense	100.68	54942	03/21/25
V0461	CENTRAL BEVERAGE	03/08/25	BL Papers FEB25 133	210-5-35-10-640.201 Adult Collection	401.00	54943	03/21/25
V10617	CHADWICK-BAROSS	03/14/25	LAMP-RH.FLASH. C35023	210-5-40-12-430.000 R&M Vehicles & Equipment	52.96	54944	03/21/25
21120	CHAMPLAIN MEDICAL URGENT	03/02/25	Physical 00072797-00	210-5-25-10-330.000 Professional Services	358.00	54945	03/21/25
22245	CHARGE POINT INC	02/28/25	Contract Renewal EV Charg IN324382	210-5-40-12-505.000 Tech. Subs, Licenses	231.11	54947	03/21/25
22245	CHARGE POINT INC	02/28/25	Contract Renewal EV Charg IN324382	210-1-00-00-120.000 Prepaid Expenses	3360.00	54947	03/21/25
22245	CHARGE POINT INC	02/28/25	Contract Renewal EV Charg IN324382	210-5-40-12-432.000 R&M Technology	188.89	54947	03/21/25
21210	CINTAS LOC # 68M 71 M	03/13/25	Shop Supplies 4223950580	210-5-40-12-610.000 General Supplies	180.41	54948	03/21/25
21210	CINTAS LOC # 68M 71 M	03/07/25	Med Cab supplies 5257939310	210-5-40-12-610.000 General Supplies	125.25	54948	03/21/25
17895	CLEAN NEST	03/01/25	EJRP Cleaning February 15516	210-5-41-26-420.000 Cleaning Services	4782.50	54949	03/21/25
30100	COBRAHELP	03/14/25	COBRAHelps fee March 2025 335590	210-5-10-10-330.000 Professional Services	43.35	54951	03/21/25
04940	COMCAST	03/03/25	Cable TV 02077220325	210-5-41-20-530.000 Communications	23.59	54952	03/21/25
17025	COONRADT AMY	03/17/25	Recording Secretary CC 3/ 0207	210-5-11-10-330.000 Professtional Services	108.00	54953	03/21/25

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
38280	CRYSTAL ROCK BOTTLED WATE	01/31/25	2 Lincoln Bottled Water J 177222770131	210-5-41-20-610.000 General Supplies	117.75	54955	03/21/25
38280	CRYSTAL ROCK BOTTLED WATE	02/28/25	2 Lincoln Bottled Water 177222770228	210-5-41-20-610.000 General Supplies	-61.85	54955	03/21/25
40025	E J PRESCOTT INC	03/13/25	2 Lincoln Building Suppli 6454986	210-5-41-20-610.000 General Supplies	46.33	54957	03/21/25
V0777	ESSEX REPORTER	01/31/25	Essex Rep Ad Feb 2025 401435	210-5-10-10-540.000 Advertising	615.00	54962	03/21/25
V0777	ESSEX REPORTER	02/15/25	Essex Rep Digital Ad Feb 402272	210-5-10-10-540.000 Advertising	145.00	54962	03/21/25
V0777	ESSEX REPORTER	02/28/25	Essex Rep Ad Mar 25 403557	210-5-10-10-540.000 Advertising	615.00	54962	03/21/25
V0777	ESSEX REPORTER	03/15/25	Digital Ad March 404431	210-5-10-10-540.000 Advertising	145.00	54962	03/21/25
V10477	ESSEX ROTARY CLUB	03/17/25	Rotary Luncheon 4/2/25 Am 20250402	210-5-11-10-500.000 Training, Conferences, Du	20.50	54963	03/21/25
31875	ESSEX TOWN WATER DEPT	03/04/25	MSP Water/Sewer 323555891	210-5-41-26-410.000 Water and Sewer Charges	79.61	54964	03/21/25
80021	FIRST NATIONAL BANK OF OM	03/01/25	GOCO March 25 146033	210-5-10-10-505.000 Tech. Subs, Licenses	730.18	54967	03/21/25
80021	FIRST NATIONAL BANK OF OM	02/14/25	HR Training 15450	210-5-10-10-500.000 Training, Conf, Dues	25.00	54967	03/21/25
80021	FIRST NATIONAL BANK OF OM	03/05/25	Fire Dept. Supplies 1929007	210-5-25-10-610.000 General Supplies	40.16	54967	03/21/25
80021	FIRST NATIONAL BANK OF OM	02/24/25	comp absence webinar 3176542	210-5-13-10-500.000 Training, Conf, Dues	75.00	54967	03/21/25
80021	FIRST NATIONAL BANK OF OM	02/19/25	Conf Reg 36457	210-5-12-10-500.000 Training Conf Dues	650.00	54967	03/21/25
80021	FIRST NATIONAL BANK OF OM	03/06/25	admin time tracking Feb 2 448130	210-5-13-10-505.000 Tech. Subs, Licenses	200.00	54967	03/21/25
80021	FIRST NATIONAL BANK OF OM	03/06/25	Brownell time tracking Fe 448560	210-5-13-10-505.000 Tech. Subs, Licenses	228.00	54967	03/21/25
80021	FIRST NATIONAL BANK OF OM	02/27/25	fuel pump for diesel tank 522967	210-5-40-12-430.000 R&M Vehicles & Equipment	737.46	54967	03/21/25
80021	FIRST NATIONAL BANK OF OM	03/09/25	JOB AD WRRF INTERN 53B73D97-000	210-5-10-10-540.000 Advertising	336.00	54967	03/21/25
80021	FIRST NATIONAL BANK OF OM	03/02/25	Job Posting WRRF 53B73D97-00A	210-5-10-10-540.000 Advertising	336.00	54967	03/21/25
80021	FIRST NATIONAL BANK OF OM	02/18/25	Fire Extinguisher 5936202	210-5-25-10-750.000 Machinery & Equipment	146.70	54967	03/21/25
80021	FIRST NATIONAL BANK OF OM	02/16/25	Laptop Case Reorder R Jon 7689061	210-5-14-10-735.000 Tech: Equip/Hardware	35.88	54967	03/21/25
16000	FISHER AUTO PARTS	02/12/25	TRUCK#5 494341	210-5-40-12-430.000 R&M Vehicles & Equipment	222.58	54969	03/21/25
80192	Fountain of Youth Fitness	03/10/25	Lifting Spirits Class 3/1 031025D	210-5-30-10-330.000 Professional Services	50.00	54971	03/21/25
80139	GOLDRING, LESLIE	02/27/25	Stipend TAC Feb 2025 022725Goldri	210-5-40-12-190.000 Board Member Payments	50.00	54973	03/21/25
04035	GOT THAT RENTAL & SALES I	03/13/25	OIL BAR AND CHAIN Winter 138328	210-5-30-12-610.000 General Supplies	55.52	54974	03/21/25

03/21/25

City of Essex Junction Accounts Payable

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02:58 pm

Check Warrant Report # 24071 Current Prior Next FY Invoices For Fund (GENERAL FUND)

Cdelibac

For Check Acct 01 (GENERAL FUND) All check #s 03/21/25 To 03/21/25

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
07010	GREEN MOUNTAIN POWER CORP	03/10/25	Solar accounts 02/06/25-0 031025D	210-5-41-20-622.000 Electricity	767.72	54975	03/21/25
07010	GREEN MOUNTAIN POWER CORP	03/10/25	Solar accounts 02/06/25-0 031025D	210-5-41-22-622.000 Electricity	767.71	54975	03/21/25
07010	GREEN MOUNTAIN POWER CORP	03/10/25	Solar accounts 02/06/25-0 031025D	210-5-40-12-622.000 Electricity	287.99	54975	03/21/25
07010	GREEN MOUNTAIN POWER CORP	03/10/25	Solar accounts 02/06/25-0 031025D	210-5-41-21-622.000 Electricity	990.41	54975	03/21/25
07010	GREEN MOUNTAIN POWER CORP	03/10/25	Solar accounts 02/06/25-0 031025D	210-5-40-12-622.200 Streetlight Electricity	288.75	54975	03/21/25
07010	GREEN MOUNTAIN POWER CORP	03/10/25	Solar accounts 02/06/25-0 031025D	210-5-41-23-622.000 Electricity	286.99	54975	03/21/25
07010	GREEN MOUNTAIN POWER CORP	03/10/25	MSP Power March 032575MAPLE	210-5-41-26-622.000 Electricity	781.62	54976	03/21/25
07010	GREEN MOUNTAIN POWER CORP	03/10/25	MSP Power March 032575MAPLE2	210-5-41-26-622.000 Electricity	126.12	54977	03/21/25
07010	GREEN MOUNTAIN POWER CORP	03/14/25	Railroad St. crossing sig 3616031425	210-5-40-12-622.200 Streetlight Electricity	664.94	54978	03/21/25
07010	GREEN MOUNTAIN POWER CORP	03/14/25	Park/ Railroad signal 02/ 8592031425	210-5-40-12-622.200 Streetlight Electricity	140.79	54979	03/21/25
27150	HINESBURG SAND & GRAVEL C	02/12/25	winter sand 022825SG	210-5-40-12-600.000 Salt, Sand and Gravel	1604.78	54980	03/21/25
33495	INGRAM LIBRARY SERVICES I	02/07/25	BL ABooksCREDIT FEB25 86507767	210-5-35-10-640.201 Adult Collection	-16.79	54982	03/21/25
33495	INGRAM LIBRARY SERVICES I	02/27/25	BL ABooks MAR25 86842596	210-5-35-10-640.201 Adult Collection	81.11	54982	03/21/25
33495	INGRAM LIBRARY SERVICES I	02/27/25	BL ABooks MAR25 86842596	210-5-35-10-610.000 General Supplies	7.64	54982	03/21/25
33495	INGRAM LIBRARY SERVICES I	02/28/25	BL ABooks, 1LP MAR25 86864486	210-5-35-10-640.201 Adult Collection	1522.61	54982	03/21/25
33495	INGRAM LIBRARY SERVICES I	02/28/25	BL ABooks, 1LP MAR25 86864486	210-5-35-10-610.000 General Supplies	145.03	54982	03/21/25
33495	INGRAM LIBRARY SERVICES I	02/28/25	BL ABooks, 1LP MAR25 86864486	210-5-90-00-991.000 Library Donation Expense	18.91	54982	03/21/25
33495	INGRAM LIBRARY SERVICES I	03/04/25	BL ABooks+2LP MAR25 86915307	210-5-35-10-640.201 Adult Collection	72.58	54982	03/21/25
33495	INGRAM LIBRARY SERVICES I	03/04/25	BL ABooks+2LP MAR25 86915307	210-5-90-00-991.000 Library Donation Expense	47.63	54982	03/21/25
33495	INGRAM LIBRARY SERVICES I	03/04/25	BL ABooks+2LP MAR25 86915307	210-5-35-10-610.000 General Supplies	12.83	54982	03/21/25
33495	INGRAM LIBRARY SERVICES I	03/04/25	BL ABooks MAR25 86915308	210-5-35-10-640.201 Adult Collection	25.29	54982	03/21/25
33495	INGRAM LIBRARY SERVICES I	03/04/25	BL ABooks MAR25 86915308	210-5-35-10-610.000 General Supplies	1.39	54982	03/21/25
33495	INGRAM LIBRARY SERVICES I	03/10/25	BL ABooks MAR25 87023980	210-5-35-10-640.201 Adult Collection	796.22	54982	03/21/25
33495	INGRAM LIBRARY SERVICES I	03/10/25	BL ABooks MAR25 87023980	210-5-35-10-610.000 General Supplies	68.39	54982	03/21/25
33495	INGRAM LIBRARY SERVICES I	03/12/25	BL ABooksCredit MAR25 87076579	210-5-35-10-640.201 Adult Collection	-18.18	54982	03/21/25

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
33495	INGRAM LIBRARY SERVICES I	03/13/25	BL ABooks MAR25 87093150	210-5-35-10-640.201 Adult Collection	144.76	54982	03/21/25
33495	INGRAM LIBRARY SERVICES I	03/13/25	BL ABooks MAR25 87093150	210-5-35-10-610.000 General Supplies	14.59	54982	03/21/25
33495	INGRAM LIBRARY SERVICES I	03/14/25	BL ABooks+FNDN-LP MAR25 87106810	210-5-35-10-640.201 Adult Collection	102.72	54982	03/21/25
33495	INGRAM LIBRARY SERVICES I	03/14/25	BL ABooks+FNDN-LP MAR25 87106810	210-5-90-00-991.000 Library Donation Expense	124.16	54982	03/21/25
33495	INGRAM LIBRARY SERVICES I	03/14/25	BL ABooks+FNDN-LP MAR25 87106810	210-5-35-10-610.000 General Supplies	11.03	54982	03/21/25
15145	JOBTARGET LLC	03/14/25	JOB AD EJRP 32292747	210-5-10-10-540.000 Advertising	475.00	54984	03/21/25
80087	KONICA MINOLTA PREMIER FI	03/11/25	Copier Lease March 2025 551088693	210-5-10-10-442.000 Rental Vehicles/Equip	165.54	54986	03/21/25
80087	KONICA MINOLTA PREMIER FI	03/11/25	Copier Lease March 2025 551088693	210-5-30-10-442.000 Rental Vehicles/Equip	149.40	54986	03/21/25
80087	KONICA MINOLTA PREMIER FI	03/11/25	Copier Lease March 2025 551088693	210-5-35-10-442.000 Rental Vehicles/Equip	328.00	54986	03/21/25
80087	KONICA MINOLTA PREMIER FI	03/11/25	Copier Lease March 2025 551088693	210-5-40-12-442.000 Rental Vehicles/Equip	70.40	54986	03/21/25
27840	MADISON NATIONAL LIFE INS	03/17/25	Life Ins Apr 2025 1684695	210-5-10-10-210.000 Group Insurance	146.40	54987	03/21/25
27840	MADISON NATIONAL LIFE INS	03/17/25	Life Ins Apr 2025 1684695	210-5-12-10-210.000 Group Insurance	73.20	54987	03/21/25
27840	MADISON NATIONAL LIFE INS	03/17/25	Life Ins Apr 2025 1684695	210-5-13-10-210.000 Group Insurance	146.40	54987	03/21/25
27840	MADISON NATIONAL LIFE INS	03/17/25	Life Ins Apr 2025 1684695	210-5-40-12-210.000 Group Insurance	124.27	54987	03/21/25
27840	MADISON NATIONAL LIFE INS	03/17/25	Life Ins Apr 2025 1684695	210-5-40-13-210.000 Group Insurance	12.08	54987	03/21/25
27840	MADISON NATIONAL LIFE INS	03/17/25	Life Ins Apr 2025 1684695	210-5-35-10-210.000 Group Insurance	256.20	54987	03/21/25
27840	MADISON NATIONAL LIFE INS	03/17/25	Life Ins Apr 2025 1684695	210-5-16-10-210.000 Group Insurance	103.85	54987	03/21/25
27840	MADISON NATIONAL LIFE INS	03/17/25	Life Ins Apr 2025 1684695	210-5-30-10-210.000 Group Insurance	219.60	54987	03/21/25
27840	MADISON NATIONAL LIFE INS	03/17/25	Life Ins Apr 2025 1684695	210-5-30-12-210.000 Group Insurance	36.60	54987	03/21/25
26920	MAYVILLE DARBY	02/27/25	Rec Sec CC 02262025 38	210-5-11-10-330.000 Professtional Services	60.00	54989	03/21/25
26920	MAYVILLE DARBY	03/10/25	PC minutes March 6 2025 39	210-5-16-10-330.000 Professional Services	84.00	54989	03/21/25
24620	MILTON RENTAL AND SALES	03/12/25	Tilt Switch 1662781	210-5-40-12-430.000 R&M Vehicles & Equipment	51.99	54990	03/21/25
V10462	MONAGHAN SAFAR DUCHAM PL	02/28/25	legal Feb 2025 Feb 2025	210-5-10-10-320.000 Legal Services	877.50	54991	03/21/25
V10462	MONAGHAN SAFAR DUCHAM PL	02/28/25	legal Feb 2025 Feb 2025	210-5-40-13-330.000 Professional Services	765.00	54991	03/21/25
V10462	MONAGHAN SAFAR DUCHAM PL	02/28/25	legal Feb 2025 Feb 2025	210-5-10-10-320.000 Legal Services	90.00	54991	03/21/25

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
V10462	MONAGHAN SAFAR DUCHAM PL	02/28/25	legal Feb 2025 Feb 2025	210-5-16-10-320.000 Legal Services	112.50	54991	03/21/25
V10462	MONAGHAN SAFAR DUCHAM PL	02/28/25	legal Feb 2025 Feb 2025	210-5-16-10-320.000 Legal Services	1237.50	54991	03/21/25
V10462	MONAGHAN SAFAR DUCHAM PL	02/28/25	legal Feb 2025 Feb 2025	210-5-16-10-320.000 Legal Services	112.50	54991	03/21/25
14585	MUNICIPAL EMERGENCY SERVI	02/26/25	SCBA Flow Test IN2210562	210-5-25-10-570.000 Other Purchased Services	80.00	54993	03/21/25
27395	MVP HEALTH CARE INC 43118	03/10/25	Health Apr 2025 21135567	210-5-10-10-210.000 Group Insurance	6643.46	54994	03/21/25
27395	MVP HEALTH CARE INC 43118	03/10/25	Health Apr 2025 21135567	210-5-12-10-210.000 Group Insurance	2007.08	54994	03/21/25
27395	MVP HEALTH CARE INC 43118	03/10/25	Health Apr 2025 21135567	210-5-13-10-210.000 Group Insurance	1003.54	54994	03/21/25
27395	MVP HEALTH CARE INC 43118	03/10/25	Health Apr 2025 21135567	210-5-40-12-210.000 Group Insurance	9106.15	54994	03/21/25
27395	MVP HEALTH CARE INC 43118	03/10/25	Health Apr 2025 21135567	210-5-40-13-210.000 Group Insurance	662.34	54994	03/21/25
27395	MVP HEALTH CARE INC 43118	03/10/25	Health Apr 2025 21135567	210-5-35-10-210.000 Group Insurance	11781.57	54994	03/21/25
27395	MVP HEALTH CARE INC 43118	03/10/25	Health Apr 2025 21135567	210-5-16-10-210.000 Group Insurance	3010.62	54994	03/21/25
27395	MVP HEALTH CARE INC 43118	03/10/25	Health Apr 2025 21135567	210-5-30-10-210.000 Group Insurance	16157.04	54994	03/21/25
27395	MVP HEALTH CARE INC 43118	03/10/25	Health Apr 2025 21135567	210-5-30-12-210.000 Group Insurance	2007.08	54994	03/21/25
27395	MVP HEALTH CARE INC 43118	03/10/25	Health Apr 2025 21135567	210-2-00-00-210.006 Health Ins. Copay	4260.92	54994	03/21/25
44275	MVP SELECT CARE INC.	02/21/25	HRA Fee Jan 2025 CINV008309	210-5-10-10-210.000 Group Insurance	26.13	54995	03/21/25
44275	MVP SELECT CARE INC.	02/21/25	HRA Fee Jan 2025 CINV008309	210-5-12-10-210.000 Group Insurance	8.71	54995	03/21/25
44275	MVP SELECT CARE INC.	02/21/25	HRA Fee Jan 2025 CINV008309	210-5-13-10-210.000 Group Insurance	8.71	54995	03/21/25
44275	MVP SELECT CARE INC.	02/21/25	HRA Fee Jan 2025 CINV008309	210-5-40-12-210.000 Group Insurance	32.48	54995	03/21/25
44275	MVP SELECT CARE INC.	02/21/25	HRA Fee Jan 2025 CINV008309	210-5-40-13-210.000 Group Insurance	2.87	54995	03/21/25
44275	MVP SELECT CARE INC.	02/21/25	HRA Fee Jan 2025 CINV008309	210-5-35-10-210.000 Group Insurance	64.46	54995	03/21/25
44275	MVP SELECT CARE INC.	02/21/25	HRA Fee Jan 2025 CINV008309	210-5-16-10-210.000 Group Insurance	17.42	54995	03/21/25
44275	MVP SELECT CARE INC.	02/21/25	HRA Fee Jan 2025 CINV008309	210-5-30-10-210.000 Group Insurance	64.46	54995	03/21/25
44275	MVP SELECT CARE INC.	02/21/25	HRA Fee Jan 2025 CINV008309	210-5-30-12-210.000 Group Insurance	17.42	54995	03/21/25
44275	MVP SELECT CARE INC.	03/10/25	HRA Fee Feb 2025 CINV008756	210-5-10-10-210.000 Group Insurance	10.50	54995	03/21/25
44275	MVP SELECT CARE INC.	03/10/25	HRA Fee Feb 2025 CINV008756	210-5-12-10-210.000 Group Insurance	3.50	54995	03/21/25

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44275	MVP SELECT CARE INC.	03/10/25 HRA Fee Feb 2025 CINV008756	210-5-13-10-210.000 Group Insurance	3.50	54995	03/21/25
44275	MVP SELECT CARE INC.	03/10/25 HRA Fee Feb 2025 CINV008756	210-5-40-12-210.000 Group Insurance	13.05	54995	03/21/25
44275	MVP SELECT CARE INC.	03/10/25 HRA Fee Feb 2025 CINV008756	210-5-40-13-210.000 Group Insurance	1.15	54995	03/21/25
44275	MVP SELECT CARE INC.	03/10/25 HRA Fee Feb 2025 CINV008756	210-5-35-10-210.000 Group Insurance	24.50	54995	03/21/25
44275	MVP SELECT CARE INC.	03/10/25 HRA Fee Feb 2025 CINV008756	210-5-16-10-210.000 Group Insurance	7.00	54995	03/21/25
44275	MVP SELECT CARE INC.	03/10/25 HRA Fee Feb 2025 CINV008756	210-5-30-10-210.000 Group Insurance	24.50	54995	03/21/25
44275	MVP SELECT CARE INC.	03/10/25 HRA Fee Feb 2025 CINV008756	210-5-30-12-210.000 Group Insurance	3.50	54995	03/21/25
44275	MVP SELECT CARE INC.	02/26/25 MVP HRA Overcharge J000098	210-5-30-10-210.000 Group Insurance	-3.50	54995	03/21/25
44275	MVP SELECT CARE INC.	02/26/25 MVP HRA Overcharge J000098	210-5-35-10-210.000 Group Insurance	-3.50	54995	03/21/25
45220	NEMCI & A	03/06/25 Deposit - Dan Institute 20250306	210-5-12-10-500.000 Training Conf Dues	100.00	54996	03/21/25
24960	NORTHEAST DELTA DENTAL	03/17/25 Dental Apr 2025 031725 6197	210-5-10-10-210.000 Group Insurance	416.78	54997	03/21/25
24960	NORTHEAST DELTA DENTAL	03/17/25 Dental Apr 2025 031725 6197	210-5-12-10-210.000 Group Insurance	72.15	54997	03/21/25
24960	NORTHEAST DELTA DENTAL	03/17/25 Dental Apr 2025 031725 6197	210-5-13-10-210.000 Group Insurance	382.50	54997	03/21/25
24960	NORTHEAST DELTA DENTAL	03/17/25 Dental Apr 2025 031725 6197	210-5-40-12-210.000 Group Insurance	411.62	54997	03/21/25
24960	NORTHEAST DELTA DENTAL	03/17/25 Dental Apr 2025 031725 6197	210-5-40-13-210.000 Group Insurance	23.81	54997	03/21/25
24960	NORTHEAST DELTA DENTAL	03/17/25 Dental Apr 2025 031725 6197	210-5-35-10-210.000 Group Insurance	466.30	54997	03/21/25
24960	NORTHEAST DELTA DENTAL	03/17/25 Dental Apr 2025 031725 6197	210-5-16-10-210.000 Group Insurance	182.17	54997	03/21/25
24960	NORTHEAST DELTA DENTAL	03/17/25 Dental Apr 2025 031725 6197	210-5-30-10-210.000 Group Insurance	791.22	54997	03/21/25
24960	NORTHEAST DELTA DENTAL	03/17/25 Dental Apr 2025 031725 6197	210-5-30-12-210.000 Group Insurance	72.15	54997	03/21/25
80081	O'BRIEN JOHN	02/13/25 Stipend BWAC Feb 2025 021325OBrien	210-5-16-10-190.000 Board member Payments	50.00	54998	03/21/25
80081	O'BRIEN JOHN	03/13/25 Stipend BWAC March 2025 031325OBrien	210-5-16-10-190.000 Board member Payments	50.00	54998	03/21/25
19325	OPEN APPROACH INC	12/31/24 Progress invoice - phase 25160	210-5-14-10-330.000 Professional Services	2178.90	55000	03/21/25
19325	OPEN APPROACH INC	12/31/24 Progress invoice - phase 25163	210-5-14-10-330.000 Professional Services	3010.50	55000	03/21/25
19325	OPEN APPROACH INC	02/28/25 IT Services Split from To 25687	210-5-14-10-330.000 Professional Services	4357.80	55000	03/21/25
V10729	OVERDRIVE INC	02/28/25 BL ADigiBks FEB25 01459DA25067	210-5-35-10-640.201 Adult Collection	79.99	55001	03/21/25

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V10729	03/04/25	OVERDRIVE INC BL JDigiBooks MAR25 01459DA25071	210-5-35-10-640.202 Juvenile Collection	129.99	55001	03/21/25
V10729	02/28/25	OVERDRIVE INC BL ACrftsy FEB25 01459SV25067	210-5-35-10-640.201 Adult Collection	2.99	55001	03/21/25
24100	03/12/25	PERMA-LINE CORP OF NEW EN FINISHED STREET SIGNS- Cr 208474	210-5-40-12-572.000 Traffic Control	91.20	55004	03/21/25
80133	03/13/25	PHILBROOK, LAUREN Stipend BWAC March 2025 031325Philbr	210-5-16-10-190.000 Board member Payments	50.00	55005	03/21/25
V10554	03/13/25	PHOENIX BOOKS BURLINGTON BL FndnBooks MAR25 1474868	210-5-90-00-991.000 Library Donation Expense	23.20	55006	03/21/25
05380	03/05/25	PURCHASE POWER 2 Lincoln Postage Februar 0305254061	210-5-10-10-560.000 Postage	502.25	55009	03/21/25
24325	02/07/25	RADIO NORTH GROUP INC SERVICE - JMP 24146889	210-5-25-10-430.000 R&M Vehicles & Equipment	392.75	55010	03/21/25
25480	01/22/25	SAC FASTENER COMPANY 4 washers HDG 5/8x2-1/2 P 63492	210-5-30-12-610.000 General Supplies	20.00	55015	03/21/25
17505	03/11/25	SAND HILL SOLAR LLC KSI I Service period: 2/6125-3/ 275SH	210-5-41-26-622.000 Electricity	1136.32	55016	03/21/25
17505	03/11/25	SAND HILL SOLAR LLC KSI I Service period: 2/6125-3/ 275SH	210-5-41-23-622.000 Electricity	145.08	55016	03/21/25
17505	03/11/25	SAND HILL SOLAR LLC KSI I Service period: 2/6125-3/ 275SH	210-5-41-21-622.000 Electricity	465.73	55016	03/21/25
17505	03/11/25	SAND HILL SOLAR LLC KSI I Service period: 2/6125-3/ 275SH	210-5-41-22-622.000 Electricity	220.83	55016	03/21/25
17505	03/11/25	SAND HILL SOLAR LLC KSI I Service period: 2/6125-3/ 275SH	210-5-41-20-622.000 Electricity	220.83	55016	03/21/25
17505	03/11/25	SAND HILL SOLAR LLC KSI I Service period: 2/6125-3/ 275SH	210-5-40-12-622.200 Streetlight Electricity	93.54	55016	03/21/25
17505	03/11/25	SAND HILL SOLAR LLC KSI I Service period: 2/6125-3/ 275SH	210-5-40-12-622.000 Electricity	68.77	55016	03/21/25
80025	12/16/24	SHANNON, ED Mailbox Ed Shannon Reimbu 80330	210-5-40-12-505.000 Tech. Subs, Licenses	70.47	55017	03/21/25
80140	02/27/25	SHORTSLEEVE, ANDREA Stipend TAC Feb 2025 022725Shorts	210-5-40-12-190.000 Board Member Payments	50.00	55018	03/21/25
80111	02/12/25	SMIOTA INC BL LockersSrv Oct24-25 13177	210-5-35-10-340.000 Technical Services	896.00	55019	03/21/25
80111	02/12/25	SMIOTA INC BL LockersSrv Oct24-25 13177	210-1-00-00-120.000 Prepaid Expenses	448.00	55019	03/21/25
21000	03/12/25	UNIFIRST CORPORATION BL MATS MAR25 1080265306	210-5-41-21-400.000 Contracted Services	76.08	55024	03/21/25
11935	02/28/25	VIKING-CIVES USA SHEAVE 5 OD W/ BUSHING Tr 4541645	210-5-40-12-430.000 R&M Vehicles & Equipment	128.33	55026	03/21/25
11935	03/12/25	VIKING-CIVES USA Shop supplies for vehicle 4542029	210-5-40-12-430.000 R&M Vehicles & Equipment	18.60	55026	03/21/25
22070	03/12/25	VILLAGE COPY & PRINT INC. Voter instructions 9971	210-5-12-10-820.000 Elections	119.00	55027	03/21/25
23395	03/06/25	VILLAGE HARDWARE - WILLIS 32OZ Graffiti Remover 519708	210-5-40-12-610.000 General Supplies	30.38	55028	03/21/25
23395	03/10/25	VILLAGE HARDWARE - WILLIS Supplies for shop 519719	210-5-40-12-610.000 General Supplies	11.38	55028	03/21/25

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23395	VILLAGE HARDWARE - WILLIS	03/12/25	Shop Supplies 519729	210-5-40-12-610.000 General Supplies	11.39	55028	03/21/25
23395	VILLAGE HARDWARE - WILLIS	03/14/25	Shop Supplies 519744	210-5-40-12-610.000 General Supplies	18.96	55028	03/21/25
23395	VILLAGE HARDWARE - WILLIS	03/14/25	32"Pro YEL ALU PikStick 519745	210-5-40-12-610.000 General Supplies	53.18	55028	03/21/25
23395	VILLAGE HARDWARE - WILLIS	03/14/25	Shop Supplies 519749	210-5-40-12-610.000 General Supplies	44.98	55028	03/21/25
23395	VILLAGE HARDWARE - WILLIS	03/18/25	Supplies for trailers 519763	210-5-40-12-610.000 General Supplies	16.61	55028	03/21/25
21230	VISION SERVICE PLAN (CT)	03/19/25	Vision Apr 2025 822514267	210-5-10-10-210.000 Group Insurance	89.41	55029	03/21/25
21230	VISION SERVICE PLAN (CT)	03/19/25	Vision Apr 2025 822514267	210-5-12-10-210.000 Group Insurance	14.02	55029	03/21/25
21230	VISION SERVICE PLAN (CT)	03/19/25	Vision Apr 2025 822514267	210-5-13-10-210.000 Group Insurance	73.95	55029	03/21/25
21230	VISION SERVICE PLAN (CT)	03/19/25	Vision Apr 2025 822514267	210-5-40-12-210.000 Group Insurance	88.63	55029	03/21/25
21230	VISION SERVICE PLAN (CT)	03/19/25	Vision Apr 2025 822514267	210-5-40-13-210.000 Group Insurance	4.63	55029	03/21/25
21230	VISION SERVICE PLAN (CT)	03/19/25	Vision Apr 2025 822514267	210-5-35-10-210.000 Group Insurance	96.20	55029	03/21/25
21230	VISION SERVICE PLAN (CT)	03/19/25	Vision Apr 2025 822514267	210-5-16-10-210.000 Group Insurance	37.71	55029	03/21/25
21230	VISION SERVICE PLAN (CT)	03/19/25	Vision Apr 2025 822514267	210-5-30-10-210.000 Group Insurance	150.78	55029	03/21/25
21230	VISION SERVICE PLAN (CT)	03/19/25	Vision Apr 2025 822514267	210-5-30-12-210.000 Group Insurance	14.02	55029	03/21/25
V2377	VLCT EMPLOYMENT RESOURCE	03/07/25	UI Q2 2025 REN040921Q2	210-5-13-10-250.000 Unemployment Insurance	1068.63	55030	03/21/25
V2377	VLCT EMPLOYMENT RESOURCE	03/07/25	UI Q2 2025 REN040921Q2	210-5-40-12-250.000 Unemployment Insurance	113.74	55030	03/21/25
V2377	VLCT EMPLOYMENT RESOURCE	03/07/25	UI Q2 2025 REN040921Q2	210-5-40-13-250.000 Unemployment Insurance	9.89	55030	03/21/25
V2380	VLCT PACIF	03/08/25	Q2 PACIF 13376	210-5-40-12-260.000 Workers Comp Insurance	4425.96	55031	03/21/25
V2380	VLCT PACIF	03/08/25	Q2 PACIF 13376	210-5-40-13-260.000 Workers Comp Insurance	746.57	55031	03/21/25
V2380	VLCT PACIF	03/08/25	Q2 PACIF 13376	210-5-13-10-260.000 Workers Comp Insurance	5498.51	55031	03/21/25
V2380	VLCT PACIF	03/08/25	Q2 PACIF 13376	210-5-13-10-260.000 Workers Comp Insurance	4328.27	55031	03/21/25
V2380	VLCT PACIF	03/08/25	Q2 PACIF 13376	210-5-25-10-260.000 Workers Comp Insurance	2979.50	55031	03/21/25
V2380	VLCT PACIF	03/08/25	Q2 PACIF 13376	210-5-13-10-520.000 PACIF Insurance	20921.38	55031	03/21/25
V2380	VLCT PACIF	03/08/25	Q2 PACIF 13376	210-5-13-10-520.000 PACIF Insurance	2112.84	55031	03/21/25
V2380	VLCT PACIF	03/08/25	Q2 PACIF 13376	210-5-40-12-520.000 PACIF Insurance	4183.20	55031	03/21/25

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V2380	VLCT PACIF	03/07/25 claim deductible 20250261A01	210-5-40-12-521.000 Insurance Deductibles	1000.00	55031	03/21/25
V2380	VLCT PACIF	03/10/25 2024 fire dept audit adju INTAR0002427	210-5-25-10-260.000 Workers Comp Insurance	3617.00	55031	03/21/25
80130	VMERS DC 110800	03/14/25 Payroll Transfer PR-03/14/25	210-2-00-00-210.004 Retirement Payable	2942.58	55032	03/21/25
43280	VT MECHANICAL INC.	02/28/25 blower motor assembly on 50768	210-5-30-12-431.000 R&M Buildings & Grounds	1220.00	55033	03/21/25
07565	W B MASON CO INC	03/03/25 Maint Supplies 252702781	210-5-30-12-610.000 General Supplies	117.98	55034	03/21/25
07565	W B MASON CO INC	03/11/25 BL ClngSupplies MAR25 252885085	210-5-41-21-610.000 General Supplies	285.10	55034	03/21/25
07565	W B MASON CO INC	03/13/25 Finance Printer Toner 252948605	210-5-13-10-610.000 General Supplies	215.88	55034	03/21/25
80025	WHITCOMB RENTALS & TOWING	02/17/25 Towing sidewalk plow 2385325	210-5-40-12-422.000 Snow Removal	150.00	55036	03/21/25
25715	DONALD L. HAMLIN CONSULT	03/17/25 Main St Pocket Park Jan/F 22815 0325	220-5-00-00-720.002 1 Main; Road Res-Q	360.00	54956	03/21/25
25715	DONALD L. HAMLIN CONSULT	03/17/25 EJ-Crescent Connector Pha 22822 0325	230-5-16-10-890.824 Cres. Connector	5450.60	54956	03/21/25
25715	DONALD L. HAMLIN CONSULT	03/17/25 EJ-Public Works Facility 24828 0325	230-5-41-10-730.000 Facilities Assessment	341.25	54956	03/21/25
V10462	MONAGHAN SAFAR DUCHAM PL	02/28/25 legal Feb 2025 Feb 2025	230-5-16-10-890.824 Cres. Connector	352.00	54991	03/21/25
26705	JOHN TURNER CONSULTING	03/13/25 2 Lincoln Renovation Feb 2520003-02	232-5-41-20-890.832 2 Lincoln Street Renovati	4421.28	54985	03/21/25
30025	FREEMAN FRENCH FREEMAN IN	02/21/25 MSP Gym Study 12934	233-5-00-00-740.005 Park Amenities	1896.25	54970	03/21/25
80155	ACRISURE NE PARTNERS INS	03/13/25 Acrisure FY25 Q3 11944	254-5-54-20-210.000 Group Insurance	87.72	54921	03/21/25
23435	CHAMPLAIN WATER DISTRICT	02/28/25 Water Feb 2025 022825	254-5-54-20-411.000 CWD Water Purchase	752.75	54946	03/21/25
23435	CHAMPLAIN WATER DISTRICT	02/28/25 Water Feb 2025 022825	254-5-54-70-411.400 CWD Water Purchase - Glob	3947.20	54946	03/21/25
23435	CHAMPLAIN WATER DISTRICT	02/28/25 Water Feb 2025 022825	254-5-54-20-411.000 CWD Water Purchase	43192.79	54946	03/21/25
23435	CHAMPLAIN WATER DISTRICT	02/28/25 Water Feb 2025 022825	254-5-54-70-411.400 CWD Water Purchase - Glob	226490.34	54946	03/21/25
80021	FIRST NATIONAL BANK OF OM	03/06/25 admin time tracking Feb 2 448130	254-5-54-20-505.000 Tech. Subs, Licenses	13.33	54967	03/21/25
80021	FIRST NATIONAL BANK OF OM	02/27/25 Rubber mat for new truck2 674029	254-5-54-70-751.001 Pickup Truck	109.98	54967	03/21/25
27840	MADISON NATIONAL LIFE INS	03/17/25 Life Ins Apr 2025 1684695	254-5-54-20-210.000 Group Insurance	51.24	54987	03/21/25
27395	MVP HEALTH CARE INC 43118	03/10/25 Health Apr 2025 21135567	254-5-54-20-210.000 Group Insurance	4118.55	54994	03/21/25
44275	MVP SELECT CARE INC.	02/21/25 HRA Fee Jan 2025 CINV008309	254-5-54-20-210.000 Group Insurance	13.67	54995	03/21/25
44275	MVP SELECT CARE INC.	03/10/25 HRA Fee Feb 2025 CINV008756	254-5-54-20-210.000 Group Insurance	5.50	54995	03/21/25

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24960	NORTHEAST DELTA DENTAL	03/17/25	Dental Apr 2025 031725 6197	254-5-54-20-210.000 Group Insurance	197.17	54997	03/21/25
23395	VILLAGE HARDWARE - WILLIS	03/11/25	Water truck 519722	254-5-54-70-751.001 Pickup Truck	13.29	55028	03/21/25
21230	VISION SERVICE PLAN (CT)	03/19/25	Vision Apr 2025 822514267	254-5-54-20-210.000 Group Insurance	36.83	55029	03/21/25
V2377	VLCT EMPLOYMENT RESOURCE	03/07/25	UI Q2 2025 REN040921Q2	254-5-54-20-250.000 Unemployment Insurance	52.66	55030	03/21/25
V2380	VLCT PACIF	03/08/25	Q2 PACIF 13376	254-5-54-20-260.000 Workers Comp Insurance	1126.26	55031	03/21/25
V2380	VLCT PACIF	03/08/25	Q2 PACIF 13376	254-5-54-20-520.000 PACIF Insurance	1626.16	55031	03/21/25
80155	ACRISURE NE PARTNERS INS	03/13/25	Acrisure FY25 Q3 11944	255-5-55-30-210.000 Group Insurance	223.48	54921	03/21/25
05290	ADVANCE AUTO PARTS 9820	03/17/25	VAL NON DETERGENT 552507625682	255-5-55-30-610.000 General Supplies	44.89	54922	03/21/25
14685	ALLIANCE GROUP SERV LLC	02/28/25	Pipe Gallery blowing cold 84291	255-5-55-30-431.000 R&M Buildings	435.00	54924	03/21/25
14685	ALLIANCE GROUP SERV LLC	02/28/25	circ pump seized 84459	255-5-55-30-431.000 R&M Buildings	2726.16	54924	03/21/25
14685	ALLIANCE GROUP SERV LLC	02/28/25	Installed one spirotherm 84487	255-5-55-30-431.000 R&M Buildings	3629.00	54924	03/21/25
11375	CASELLA WASTE MANAGEMENT	03/01/25	2/28/25 Trash + Recycle p 3669634	255-5-55-30-421.000 Grit Disposal	1361.68	54938	03/21/25
V9533	CCP INDUSTRIES	03/03/25	ALLSORB SPILL RESPONSE PA IN05285844	255-5-55-30-610.000 General Supplies	266.43	54940	03/21/25
21210	CINTAS LOC # 68M 71 M	03/07/25	Supplies WW Admin buildin 5257939309	255-5-55-30-610.000 General Supplies	153.06	54948	03/21/25
V10347	EHRLICH	03/04/25	PEST CONTROL MAINTENANCE 74851208	255-5-55-30-431.000 R&M Buildings	94.95	54959	03/21/25
06870	ENDYNE INC	03/11/25	Constituent Monitoring 524243	255-5-55-30-340.000 Technical Services	50.00	54960	03/21/25
06870	ENDYNE INC	03/12/25	Essex Jct. WWTF TKN 524255	255-5-55-30-340.000 Technical Services	35.00	54960	03/21/25
38955	F W WEBB COMPANY	03/12/25	Clarifier 1 scum line rep 89912144	255-5-55-30-570.000 Other Purchased Services	562.28	54966	03/21/25
38955	F W WEBB COMPANY	03/11/25	Hot Water pump in Digest 89917727	255-5-55-30-570.000 Other Purchased Services	12.61	54966	03/21/25
80021	FIRST NATIONAL BANK OF OM	03/06/25	admin time tracking Feb 2 448130	255-5-55-30-505.000 Tech. Subs, Licenses	53.33	54967	03/21/25
V1093	HOLLAND CO., INC.	03/18/25	Sodium Aluminate SODIUM A PI32125	255-5-55-30-619.000 Chemicals	21621.41	54981	03/21/25
80087	KONICA MINOLTA PREMIER FI	03/11/25	Copier Lease March 2025 551088693	255-5-55-30-442.000 Rental Vehicles/Equip	158.45	54986	03/21/25
27840	MADISON NATIONAL LIFE INS	03/17/25	Life Ins Apr 2025 1684695	255-5-55-30-210.000 Group Insurance	244.12	54987	03/21/25
V1423	MAHER CORPORATION	03/04/25	Dewater pumps repair kit 29833	255-5-55-30-570.000 Other Purchased Services	5827.00	54988	03/21/25
V10462	MONAGHAN SAFAR DUCHAM PL	02/28/25	legal Feb 2025 Feb 2025	255-5-55-30-320.000 Legal Services	67.50	54991	03/21/25

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
27395	MVP HEALTH CARE INC 43118	03/10/25 Health Apr 2025 21135567	255-5-55-30-210.000 Group Insurance	7506.49	54994	03/21/25
44275	MVP SELECT CARE INC.	02/21/25 HRA Fee Jan 2025 CINV008309	255-5-55-30-210.000 Group Insurance	34.83	54995	03/21/25
44275	MVP SELECT CARE INC.	03/10/25 HRA Fee Feb 2025 CINV008756	255-5-55-30-210.000 Group Insurance	14.00	54995	03/21/25
24960	NORTHEAST DELTA DENTAL	03/17/25 Dental Apr 2025 031725 6197	255-5-55-30-210.000 Group Insurance	382.84	54997	03/21/25
43260	ULINE	02/24/25 Safety Glasses 189581712	255-5-55-30-610.000 General Supplies	52.47	55023	03/21/25
21230	VISION SERVICE PLAN (CT)	03/19/25 Vision Apr 2025 822514267	255-5-55-30-210.000 Group Insurance	71.07	55029	03/21/25
V2377	VLCT EMPLOYMENT RESOURCE	03/07/25 UI Q2 2025 REN040921Q2	255-5-55-30-250.000 Unemployment Insurance	192.32	55030	03/21/25
V2380	VLCT PACIF	03/08/25 Q2 PACIF 13376	255-5-55-30-260.000 Workers Comp Insurance	3649.02	55031	03/21/25
V2380	VLCT PACIF	03/08/25 Q2 PACIF 13376	255-5-55-30-520.000 PACIF Insurance	9773.05	55031	03/21/25
17765	WAITE-HEINDEL ENVIRONMENT	03/07/25 Essex Jct. Biosolids Grou 6854	255-5-55-30-568.000 Biosolids Subcontractor	127.50	55035	03/21/25
80155	ACRISURE NE PARTNERS INS	03/13/25 Acrisure FY25 Q3 11944	256-5-56-40-210.000 Group Insurance	76.54	54921	03/21/25
42625	ALDRICH & ELLIOTT PC	03/01/25 Prof Service PS upgrade p 82908	256-5-56-70-722.005 Maple/River/West St PS	1640.00	54923	03/21/25
80021	FIRST NATIONAL BANK OF OM	03/06/25 admin time tracking Feb 2 448130	256-5-56-40-505.000 Tech. Subs, Licenses	13.34	54967	03/21/25
07010	GREEN MOUNTAIN POWER CORP	03/10/25 Solar accounts 02/06/25-0 031025D	256-5-56-40-622.000 Electricity	668.88	54975	03/21/25
07010	GREEN MOUNTAIN POWER CORP	03/10/25 Solar accounts 02/06/25-0 031025D	256-5-56-40-434.001 Susie Wilson PS Costs	492.33	54975	03/21/25
07010	GREEN MOUNTAIN POWER CORP	03/10/25 Solar accounts 02/06/25-0 031025D	256-5-56-40-434.002 West Street PS Costs	506.92	54975	03/21/25
27840	MADISON NATIONAL LIFE INS	03/17/25 Life Ins Apr 2025 1684695	256-5-56-40-210.000 Group Insurance	80.52	54987	03/21/25
V10462	MONAGHAN SAFAR DUCHAM PL	02/28/25 legal Feb 2025 Feb 2025	256-5-56-40-330.000 Professional Services	356.00	54991	03/21/25
27395	MVP HEALTH CARE INC 43118	03/10/25 Health Apr 2025 21135567	256-5-56-40-210.000 Group Insurance	2741.67	54994	03/21/25
44275	MVP SELECT CARE INC.	02/21/25 HRA Fee Jan 2025 CINV008309	256-5-56-40-210.000 Group Insurance	11.93	54995	03/21/25
44275	MVP SELECT CARE INC.	03/10/25 HRA Fee Feb 2025 CINV008756	256-5-56-40-210.000 Group Insurance	4.80	54995	03/21/25
24960	NORTHEAST DELTA DENTAL	03/17/25 Dental Apr 2025 031725 6197	256-5-56-40-210.000 Group Insurance	177.99	54997	03/21/25
17505	SAND HILL SOLAR LLC KSI I	03/11/25 Service period: 2/6125-3/ 275SH	256-5-56-40-434.002 West Street PS Costs	262.85	55016	03/21/25
17505	SAND HILL SOLAR LLC KSI I	03/11/25 Service period: 2/6125-3/ 275SH	256-5-56-40-434.001 Susie Wilson PS Costs	206.12	55016	03/21/25
17505	SAND HILL SOLAR LLC KSI I	03/11/25 Service period: 2/6125-3/ 275SH	256-5-56-40-622.000 Electricity	292.80	55016	03/21/25

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
36130	VERIZON WIRELESS VSAT	02/23/25	Pump Station 1/24/25 - 2 6106833611	256-5-56-40-434.001 Susie Wilson PS Costs	78.51	55025	03/21/25
36130	VERIZON WIRELESS VSAT	02/23/25	Pump Station 1/24/25 - 2 6106833611	256-5-56-40-434.002 West Street PS Costs	78.51	55025	03/21/25
36130	VERIZON WIRELESS VSAT	02/23/25	Pump Station 1/24/25 - 2 6106833611	256-5-56-40-434.000 R&M Pump Stations	304.79	55025	03/21/25
21230	VISION SERVICE PLAN (CT)	03/19/25	Vision Apr 2025 822514267	256-5-56-40-210.000 Group Insurance	34.71	55029	03/21/25
V2377	VLCT EMPLOYMENT RESOURCE	03/07/25	UI Q2 2025 REN040921Q2	256-5-56-40-250.000 Unemployment Insurance	40.93	55030	03/21/25
V2380	VLCT PACIF	03/08/25	Q2 PACIF 13376	256-5-56-40-260.000 Workers Comp Insurance	1106.75	55031	03/21/25
V2380	VLCT PACIF	03/08/25	Q2 PACIF 13376	256-5-56-40-520.000 PACIF Insurance	712.22	55031	03/21/25
80155	ACRISURE NE PARTNERS INS	03/13/25	Acrisure FY25 Q3 11944	259-5-30-15-210.000 Group Insurance	391.09	54921	03/21/25
80155	ACRISURE NE PARTNERS INS	03/13/25	Acrisure FY25 Q3 11944	259-5-30-16-210.000 Group Insurance	279.35	54921	03/21/25
80155	ACRISURE NE PARTNERS INS	03/13/25	Acrisure FY25 Q3 11944	259-5-30-14-210.000 Group Insurance	55.85	54921	03/21/25
19815	AMAZON CAPITAL SERVICES	03/17/25	RK FMS Supplies 1497D9HF6LXQ	259-5-30-15-610.000 General Supplies	23.48	54926	03/21/25
19815	AMAZON CAPITAL SERVICES	03/18/25	RK Hiawatha Supplies 16M3K9NCMMTH	259-5-30-15-610.000 General Supplies	40.68	54926	03/21/25
19815	AMAZON CAPITAL SERVICES	03/07/25	RecKids Supplies 176PH9M9HJGH	259-5-30-15-610.000 General Supplies	18.99	54926	03/21/25
19815	AMAZON CAPITAL SERVICES	03/12/25	RK MSP Supplies 19J43NJ9GKMK	259-5-30-15-610.000 General Supplies	24.99	54926	03/21/25
19815	AMAZON CAPITAL SERVICES	03/05/25	Preschool Supplies 1CGMQQJDCCTP	259-5-30-16-610.000 General Supplies	17.25	54926	03/21/25
19815	AMAZON CAPITAL SERVICES	03/11/25	RK MSP Shared 1GCC49DX41LQ	259-5-30-15-610.000 General Supplies	117.69	54926	03/21/25
19815	AMAZON CAPITAL SERVICES	03/05/25	Preschool Supplies 1GMGFPPDCD163	259-5-30-16-610.000 General Supplies	9.99	54926	03/21/25
19815	AMAZON CAPITAL SERVICES	03/17/25	RK Hia Supplies 1HLHKVDNDF9N	259-5-30-15-610.000 General Supplies	125.18	54926	03/21/25
19815	AMAZON CAPITAL SERVICES	03/17/25	RK FMS Supplies 1HLHKVDNFCWC	259-5-30-15-610.000 General Supplies	19.98	54926	03/21/25
19815	AMAZON CAPITAL SERVICES	03/11/25	RK EES Supplies 1IKC69HH7XD7	259-5-30-15-610.000 General Supplies	56.23	54926	03/21/25
19815	AMAZON CAPITAL SERVICES	03/16/25	RK FMS Supplies 1IPGJVGGKJW4	259-5-30-15-610.000 General Supplies	18.59	54926	03/21/25
19815	AMAZON CAPITAL SERVICES	03/05/25	Preschool Supplies 1KFR3W9CGKN	259-5-30-16-610.000 General Supplies	9.99	54926	03/21/25
19815	AMAZON CAPITAL SERVICES	03/12/25	Behavior Support Supplies 1KYMJNGVGJQ7	259-5-30-15-610.000 General Supplies	14.50	54926	03/21/25
19815	AMAZON CAPITAL SERVICES	03/17/25	Egg Hunt Event 1M93N7LLDT69	259-5-30-14-610.000 General Supplies	109.78	54926	03/21/25
19815	AMAZON CAPITAL SERVICES	03/12/25	RK FMS Supplies 1NRJ3CVNJP9Q	259-5-30-15-610.000 General Supplies	57.89	54926	03/21/25

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
19815	AMAZON CAPITAL SERVICES	03/17/25	RK MSP EES Supplies 1RNWN14CF7TX	259-5-30-15-610.000 General Supplies	31.21	54926	03/21/25
19815	AMAZON CAPITAL SERVICES	03/05/25	Preschool Supplies 1T9T4Y3JCGTV	259-5-30-16-610.000 General Supplies	32.37	54926	03/21/25
19815	AMAZON CAPITAL SERVICES	03/10/25	RK Westford Supplies 1YGLVH3X1HVK	259-5-30-15-610.000 General Supplies	47.48	54926	03/21/25
22670	CAPITAL ONE CREDIT CARD -	03/16/25	EJRP CC Feb/March 65080425	259-5-30-15-610.000 General Supplies	683.55	54936	03/21/25
22670	CAPITAL ONE CREDIT CARD -	03/16/25	EJRP CC Feb/March 65080425	259-5-30-15-330.000 Professional Services	2228.70	54936	03/21/25
22670	CAPITAL ONE CREDIT CARD -	03/16/25	EJRP CC Feb/March 65080425	259-5-30-15-500.000 Training, Conf, Dues	6280.84	54936	03/21/25
22670	CAPITAL ONE CREDIT CARD -	03/16/25	EJRP CC Feb/March 65080425	259-5-30-14-610.000 General Supplies	513.14	54936	03/21/25
22670	CAPITAL ONE CREDIT CARD -	03/16/25	EJRP CC Feb/March 65080425	259-5-30-14-330.000 Professional Services	6558.80	54936	03/21/25
22670	CAPITAL ONE CREDIT CARD -	03/16/25	EJRP CC Feb/March 65080425	259-5-30-11-610.000 General Supplies	12.83	54936	03/21/25
22670	CAPITAL ONE CREDIT CARD -	03/16/25	EJRP CC Feb/March 65080425	259-5-30-10-610.000 General Supplies	196.45	54936	03/21/25
22670	CAPITAL ONE CREDIT CARD -	03/16/25	EJRP CC Feb/March 65080425	259-5-30-10-505.000 Tech. Subs, Licenses	520.42	54936	03/21/25
22670	CAPITAL ONE CREDIT CARD -	03/16/25	EJRP CC Feb/March 65080425	259-5-30-16-610.000 General Supplies	48.14	54936	03/21/25
22670	CAPITAL ONE CREDIT CARD -	03/16/25	EJRP CC Feb/March 65080425	259-5-30-15-530.000 Communications	1074.13	54936	03/21/25
22670	CAPITAL ONE CREDIT CARD -	03/16/25	EJRP CC Feb/March 65080425	259-5-30-12-610.000 General Supplies	73.59	54936	03/21/25
27590	CATAMOUNT COLOR (OFFSET H	02/28/25	Brochure Mailing 35932	259-5-30-10-560.000 Postage	5636.00	54939	03/21/25
17895	CLEAN NEST	03/01/25	EJRP Cleaning February 15516	259-5-30-16-420.000 Cleaning Services	1147.00	54949	03/21/25
25120	CLICKTIME.COM	03/06/25	EJRP Timesheets Feb 448188	259-5-30-10-505.000 Tech. Subs, Licenses	1160.00	54950	03/21/25
80078	CRYSTAL CITY SPORTS PUB	04/22/25	DC Dinner 4/22 207585	259-5-30-14-330.000 Professional Services	1672.00	54954	03/21/25
42360	ECHO AT THE LEAHY CENTER	03/06/25	Vac Camp 2/25 R181648	259-5-30-15-330.000 Professional Services	220.00	54958	03/21/25
25075	ESSEX HIGH SCHOOL STUDENT	03/07/25	Jr Hornets/PeeWee Basketb 030725D	259-5-30-14-330.000 Professional Services	2057.00	54961	03/21/25
04330	EWSD CHILD NUTRITION	03/05/25	Vac Camp Lunches 3222	259-5-30-15-610.000 General Supplies	4227.30	54965	03/21/25
80192	Fountain of Youth Fitness	03/19/25	Lifting Spirits Class 3/1 031925D	259-5-30-14-330.000 Professional Services	88.80	54971	03/21/25
20195	GET AIR	03/04/25	Vac Camp 3/4 030425D	259-5-30-15-330.000 Professional Services	560.00	54972	03/21/25
19480	INTERNATIONAL SPY MUSEUM	04/25/25	DC Trip 4/25 042525D	259-5-30-14-330.000 Professional Services	1126.00	54983	03/21/25
80087	KONICA MINOLTA PREMIER FI	03/11/25	Copier Lease March 2025 551088693	259-5-30-10-442.000 Rental Vehicles/Equip	165.50	54986	03/21/25

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
80087	KONICA MINOLTA PREMIER FI	03/11/25	Copier Lease March 2025 551088693	259-5-30-16-442.000 Rental Vehicles/Equip	149.40	54986	03/21/25
27840	MADISON NATIONAL LIFE INS	03/17/25	Life Ins Apr 2025 1684695	259-5-30-14-210.000 Group Insurance	36.60	54987	03/21/25
27840	MADISON NATIONAL LIFE INS	03/17/25	Life Ins Apr 2025 1684695	259-5-30-15-210.000 Group Insurance	402.09	54987	03/21/25
27840	MADISON NATIONAL LIFE INS	03/17/25	Life Ins Apr 2025 1684695	259-5-30-16-210.000 Group Insurance	255.18	54987	03/21/25
25620	MONTSHIRE MUSEUM OF SCIEN	03/03/25	Vac Camp 3/3 2496	259-5-30-15-330.000 Professional Services	767.00	54992	03/21/25
25620	MONTSHIRE MUSEUM OF SCIEN	03/03/25	Vac Camp 3/3 2497	259-5-30-15-330.000 Professional Services	913.00	54992	03/21/25
27395	MVP HEALTH CARE INC 43118	03/10/25	Health Apr 2025 21135567	259-5-30-15-210.000 Group Insurance	8028.32	54994	03/21/25
27395	MVP HEALTH CARE INC 43118	03/10/25	Health Apr 2025 21135567	259-5-30-16-210.000 Group Insurance	10466.96	54994	03/21/25
27395	MVP HEALTH CARE INC 43118	03/10/25	Health Apr 2025 21135567	259-5-30-14-210.000 Group Insurance	2819.96	54994	03/21/25
44275	MVP SELECT CARE INC.	02/21/25	HRA Fee Jan 2025 CINV008309	259-5-30-15-210.000 Group Insurance	69.67	54995	03/21/25
44275	MVP SELECT CARE INC.	02/21/25	HRA Fee Jan 2025 CINV008309	259-5-30-16-210.000 Group Insurance	43.54	54995	03/21/25
44275	MVP SELECT CARE INC.	02/21/25	HRA Fee Jan 2025 CINV008309	259-5-30-14-210.000 Group Insurance	8.70	54995	03/21/25
44275	MVP SELECT CARE INC.	03/10/25	HRA Fee Feb 2025 CINV008756	259-5-30-15-210.000 Group Insurance	28.00	54995	03/21/25
44275	MVP SELECT CARE INC.	03/10/25	HRA Fee Feb 2025 CINV008756	259-5-30-16-210.000 Group Insurance	17.50	54995	03/21/25
44275	MVP SELECT CARE INC.	03/10/25	HRA Fee Feb 2025 CINV008756	259-5-30-14-210.000 Group Insurance	3.50	54995	03/21/25
24960	NORTHEAST DELTA DENTAL	03/17/25	Dental Apr 2025 031725 6197	259-5-30-15-210.000 Group Insurance	189.35	54997	03/21/25
24960	NORTHEAST DELTA DENTAL	03/17/25	Dental Apr 2025 031725 6197	259-5-30-14-210.000 Group Insurance	72.15	54997	03/21/25
24960	NORTHEAST DELTA DENTAL	03/17/25	Dental Apr 2025 031725 6197	259-5-30-16-210.000 Group Insurance	484.46	54997	03/21/25
29425	PERFORMANCE FOOD 24793-EJ	03/05/25	RK Westford Snack 340941	259-5-30-15-610.000 General Supplies	22.00	55002	03/21/25
29425	PERFORMANCE FOOD 24793-EJ	03/05/25	RK S/H K Snack 343826	259-5-30-15-610.000 General Supplies	185.12	55002	03/21/25
29425	PERFORMANCE FOOD 24793-EJ	03/06/25	RK FMS Snack 344475	259-5-30-15-610.000 General Supplies	103.98	55002	03/21/25
29425	PERFORMANCE FOOD 24793-EJ	03/11/25	RK Fleming Snack 344745	259-5-30-15-610.000 General Supplies	93.31	55002	03/21/25
29425	PERFORMANCE FOOD 24793-EJ	03/10/25	RK Hiawatha Snack 345713	259-5-30-15-610.000 General Supplies	225.38	55002	03/21/25
29425	PERFORMANCE FOOD 24793-EJ	03/12/25	RK Snack 346144	259-5-30-15-610.000 General Supplies	219.46	55002	03/21/25
29425	PERFORMANCE FOOD 24793-EJ	03/10/25	RK EES Snack 346145	259-5-30-15-610.000 General Supplies	125.11	55002	03/21/25

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
29425	PERFORMANCE FOOD 24793-EJ	03/10/25	RK S/H K Snack 346444	259-5-30-15-610.000 General Supplies	176.10	55002	03/21/25
29425	PERFORMANCE FOOD 24793-EJ	03/10/25	RK FMS Snack 346479	259-5-30-15-610.000 General Supplies	258.59	55002	03/21/25
29425	PERFORMANCE FOOD 24793-EJ	03/11/25	RK MSP EES Snack 347754	259-5-30-15-610.000 General Supplies	228.32	55002	03/21/25
29425	PERFORMANCE FOOD 24793-EJ	03/17/25	RK Fleming Snack 350434	259-5-30-15-610.000 General Supplies	178.70	55002	03/21/25
29425	PERFORMANCE FOOD 24793-EJ	03/17/25	RK S/H K Snack 350451	259-5-30-15-610.000 General Supplies	274.11	55002	03/21/25
29425	PERFORMANCE FOOD 24793-EJ	03/17/25	RK FMS Snack 350452	259-5-30-15-610.000 General Supplies	186.57	55002	03/21/25
80071	PLUM THERAPY LLC KATRINA	03/10/25	Clinical Supervision Feb 031025D	259-5-30-15-330.000 Professional Services	300.00	55007	03/21/25
14230	PREMIER COACH CO INC	04/21/25	DC Trip Bus Final PYMT P80570	259-5-30-14-330.000 Professional Services	23463.00	55008	03/21/25
20620	RASCO LAURA	03/13/25	PS Playgroup Feb 031325D	259-5-30-14-330.000 Professional Services	150.00	55011	03/21/25
16090	REGAL GYMNASTICS ACADEMY	02/28/25	Vac Camp 2/28 022825D	259-5-30-15-330.000 Professional Services	462.00	55012	03/21/25
22730	RESTAURANT ASSOCIATES KC	04/23/25	DC Dinner 4/23 1861	259-5-30-14-330.000 Professional Services	3132.00	55013	03/21/25
80106	ROBERTS SARAH (FIT & STRO	03/07/25	Fit Strong Moms Winter 030725D	259-5-30-14-330.000 Professional Services	520.00	55014	03/21/25
23495	STUDENT TRANSPORTATION OF	03/10/25	Vac Camp Bus 3/3 70294208	259-5-30-15-580.000 Travel	675.94	55020	03/21/25
23495	STUDENT TRANSPORTATION OF	03/10/25	Vac Camp Bus 3/3 70294209	259-5-30-15-580.000 Travel	888.38	55020	03/21/25
30300	SWISH SPORTS LLC	03/05/25	Youth Bball Refs 030525D	259-5-30-14-330.000 Professional Services	1120.00	55021	03/21/25
80202	Springhill Suites Dulles	03/18/25	DC Hotel Final Pymt 031825D	259-5-30-14-330.000 Professional Services	14582.88	55022	03/21/25
21230	VISION SERVICE PLAN (CT)	03/19/25	Vision Apr 2025 822514267	259-5-30-15-210.000 Group Insurance	77.36	55029	03/21/25
21230	VISION SERVICE PLAN (CT)	03/19/25	Vision Apr 2025 822514267	259-5-30-14-210.000 Group Insurance	25.13	55029	03/21/25
21230	VISION SERVICE PLAN (CT)	03/19/25	Vision Apr 2025 822514267	259-5-30-16-210.000 Group Insurance	94.73	55029	03/21/25
V2377	VLCT EMPLOYMENT RESOURCE	03/07/25	UI Q2 2025 REN040921Q2	259-5-30-10-250.000 Unemployment Insurance	1188.83	55030	03/21/25
V2380	VLCT PACIF	03/08/25	Q2 PACIF 13376	259-5-30-10-260.000 Workers Comp Insurance	17975.11	55031	03/21/25
07565	W B MASON CO INC	03/11/25	PS Paper 252892612	259-5-30-16-610.000 General Supplies	88.48	55034	03/21/25
28100	ZACHARY'S PIZZA	02/28/25	Vac Camp 2/28 022825D	259-5-30-15-330.000 Professional Services	300.00	55037	03/21/25

03/21/25

City of Essex Junction Accounts Payable

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02:58 pm

Check Warrant Report # 24071 Current Prior Next FY Invoices For Fund (GENERAL FUND)

Cdelibac

For Check Acct 01 (GENERAL FUND) All check #s 03/21/25 To 03/21/25

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

Report Total				687418.71		
				=====		

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 \$ ***687,418.71
Let this be your order for the payments of these amounts.

Essex Junction Tree Advisory Committee

February 27, 2025 Meeting Notes

Attendees: Max Seaton, Waren Spinner, Nick Meyer (Chair), Leslie Goldring, Andrea Shortsleeve (Notetaker)

Meeting Commenced at 4:00, Brownell Library

Agenda:

1. Minutes Approved
 - a. May 2024 Notes
 - b. January 2025 Notes
2. Ash Remediation Program Updates
 - a. WS provided an update on the completed activities the TAC has accomplished in the 'Ash-ville' areas of the Junction. In total, the committee has removed 97 ash trees (with the help of the City's public works crew) and planted 87 trees of various species to replace the removed ash. This was done with the help of an Urban and Community Forests (UCF) grant.
 - b. For 2025, the TAC is planning on removing and replacing 24 additional ash trees in the 'Ash-ville' area. Eighteen of these trees will be paid for by the UCF grant, the rest will come out of our nursery in cooperation with Branch Out Burlington.
 - c. Currently, there are 78 ash trees remaining in the city on public property, without counting the ash in Maple Street Park
 - d. Signs of Emerald Ash Borer (EAB) have been seen on Tyler Drive, both on city-owned and privately-owned property.
3. RFP for EAB Grant
 - a. Opened on 2/12/25 to landscape and tree companies
 - b. Sent to seven contractors, received four bids
 - c. TAC will be following up with companies
4. Tree City USA application
 - a. No update, status of the program and funding is currently uncertain due to confusion and disruption at federal level

5. Planting Locations for Spring 2025 – Resident Outreach

- a. 11 trees need homes
- b. Ideas:
 - i. Cushing Cul-du-Sac
 - ii. Mansfield Ave
 - iii. Wilkenson – NM will reach out
 - iv. First Congregation Church, Main Street
 - v. Brownell Library
 - vi. Old Colchester Road
 - vii. ADL
 - viii. Iroquois Ave – AS will reach out when available

6. Arbor Day Events

- a. TAC will donate one tree each to Hiawatha and Flemming Schools

7. One Main Street Park

- a. No current grant, pre-application is with the Development Review Board.
Looks like there are plans for shade sails and large planters.
- b. NM will connect with Landscape architect.

8. TAC Events

- a. Tree Walk at St. Michaels College
 - i. WS, NM, & Steve Reeves are working on this
- b. Maple Street Park Tree Walk
 - i. Waiting until snow is gone, LG is working on it

9. Additional Items

- a. NM & WS brought pizza to the public works department to say thank you for all their help in planting, removing, and maintaining trees to help the TAC
- b. There will be workshops coming up available on Zoom covering EAB in Communities, Tree Warden Ordinances & Policies, etc. NS will send out details.

10. Adjourned at 5:15 pm

- a. Next Meeting will be held on March 27th at 4:00

**CITY OF ESSEX JUNCTION
PLANNING COMMISSION REGULAR MEETING
MINUTES OF MEETING
MARCH 6, 2025
DRAFT**

PLANNING COMMISSIONERS PRESENT: Diane Clemens, Chair; Scott McCormick, Vice-Chair; Elena Juodisius; Elijah Massey, Kirstie Paschall

ADMINISTRATION: Chris Yuen, Community Development Director

OTHERS PRESENT: Bethany Clark, Jake Clarke

1. CALL TO ORDER

Ms. Clemens called the Planning Commission meeting to order at 6:30 PM.

2. AGENDA ADDITIONS/CHANGES

None.

3. PUBLIC TO BE HEARD

a. Comments from Public on Items Not on Agenda

None.

4. MINUTES

a. February 6, 2025

MOTION by ELIJAH MASSEY, seconded by SCOTT MCCORMICK, to approve the minutes of February 6, 2025. Motion passed 5-0.

5. BUSINESS ITEMS

a. 45-day Notice for Essex C Parking Lot Solar project

Mr. Clarke, of Encore Renewable Energy, said that his company will be the operator of the 3 MW solar project in an unused parking lot at Global Foundries. A transformer will be placed as close to the building as possible. The asphalt will be left in place, as underground utilities are present. The certificate of public good, from the Public Utility Commission, will be filed later this spring. After the permitting is complete, construction is expected to conclude in the middle of 2026. To receive a certificate of public good, the Planning Commission (PC) must make a recommendation to the City Council that this project is in line with the City Plan. Mr. McCormick said that he would like to see Global Foundries to do outreach and education and allow the public to view the project once completed. Global Foundries is looking for a letter of support from the City, and it would be helpful to have this when the certificate of public good is filed.

The PC has reviewed the plans and see no concerns with the project. Mr. Yuen will prepare a letter of support for the project, which will be approved by the PC at their next meeting.

b. Land Development Code Amendments Final Report to DHCD

Mr. Yuen said that the City Council has adopted the Land Development Code updates as warned. The PC is required to submit a Bylaw Reporting Form to the Vermont Department of Housing & Community

Development (DHCD). Answering a question from Ms. Clemens, Mr. Yuen said that he will edit the document to ensure that the box for “on the record review” would be checked.

ELIJAH MASSEY made a motion, seconded by ELANA JUODISIUS, that the Planning Commission approve the final Bylaw Report for the Land Development Code Amendments as amended. Motion passed 5-0.

c. Municipal Planning Grant for Comprehensive Plan Update

Mr. Yuen said that he is preparing a grant application for a Municipal Planning Grant. The City could obtain up to \$30,000 in state funding to assist with the Comprehensive Plan update. The City currently budgeted \$10,000 for the plan. Mr. Yuen said that this is anticipated to be a competitive grant. The additional funds would be used for technical assistance and public engagement.

ELANA JUODISIUS made a motion, seconded by SCOTT MCCORMICK, that the Planning Commission recommend applying for the Municipal Planning Grant for the 2027 Comprehensive Plan Update Project. Motion passed 5-0.

d. Animating Infrastructure Grant Update

Mr. Massey said that he reviewed the webinar for this grant. He plans to work on the pitch, as it is due on April 1, 2025. Ms. Pascall and Mr. McCormick will assist with reviewing the pitch prior to submittal. No letters of support are required at this time. A video should be prepared with the application as well, and City staff may be able to assist with this.

e. Consideration for scheduling a joint meeting between the DRB and the Planning Commission

Ms. Clemens said that the City Council suggested holding joint meetings between the DRB and PC, and that the Chair of the DRB has also requested such. This will allow the two boards to discuss their different points of view on the amended bylaws and housing targets. Mr. Yuen will work towards scheduling a joint meeting, potentially on May 15, 2025.

f. Update on Connect the Junction TOD Master Plan

Mr. Yuen said that this project is still on pause due to uncertainty about federal funding. He anticipates learning more in the next two weeks or so and said that municipal funds could be used to complete this project if necessary.

g. Update on current and upcoming Planning Projects

Mr. Yuen said that he added this to the agenda to keep the PC up to date on major departmental priorities.

• 1 Main Street Park

Mr. Yuen said this park is located outside of the Firebird Café and was donated to the City by Gabe Handy for the purpose of creating a pocket park. The City has a Downtown Transportation Fund grant (\$200,000) for establishing this park. Based on Council direction, the design has been scaled down to require only the minimum \$40,000 local match and to maintain flexibility to integrate with possible future changes to Main Street. The state has approved the scope amendments and project extension. The project will require a site plan hearing with the DRB. Work will likely begin this summer.

• Essex Junction Multimodal Station Improvements

Mr. Yuen said that the City is about to sign a contract to begin work on preliminary design. Stakeholder and public engagement will take place as the project proceeds. Some elements have been removed from the original project design because of cost increases. The traffic pattern may be left as is. Signage and striping changes are proposed to enable bicyclists to travel both ways on Ivy Lane. Railroad Avenue needs a water main replacement; however this will not be done at the same time as this project. Mr. Yuen said that a new shelter area is being proposed for passengers to wait under. The ADA station improvements are already underway and will be finished when the station improvements begin. Mr. Massey asked if there was a possibility that the TOD Master Plan project could influence this project. Mr. Yuen said that this is possible, however the rail infrastructure and private ownership would make the addition of permanent structures as envisioned by the TOD project. However, the two consultants for these projects could connect to cross-pollinate ideas. Mr. McCormick expressed concern that this project would interfere with holding events in downtown Essex Junction. Mr. Yuen said that the ability to host events on Railroad Avenue is important and will not be affected by this project.

• Pearl Street Road Diet

Mr. Yuen said that this a scoping project for this project was originally completed in 2018. Stantec is working on a new alternative to be an addendum for the current scoping study that addresses budgetary constraints, utility conflicts, and considers the needs of transit operations. Ms. Clemens said that a path from Susie Wilson to West Street Extension had been scoped, and asked if this would be included. Mr. Yuen said that the path included with this project is eight feet wide and can be considered a shared use path. This shared-use path will likely be included in the updated alternative.

The current speed limit on the western side of Pearl Street is 40 mph, and this project may require this to be lowered to match the rest of Pearl Street. Mr. Yuen will continue to update the PC as this project moves forward. He will bring their feedback to the consultants at the project kick-off meet. The project timeline will depend on whether or not the City plans to pursue additional grant funds. Mr. Massey said that he would like to see bus stops and effective ways of reducing speed addressed with this project. Mr. McCormick suggested having a rumble strip to separate the bike path from the roadway. Mr. Yuen said that the on-road bike path could be removed to save money if the shared-use path could be further improved. All agreed that this would be desirable.

• Park Street Potential Striping Changes

Mr. Yuen said that UVM engineering students are working to draft a proposal for this project. He said that this path could provide a continuous north-south connection for bicyclists through Essex Junction. Currently, on-street bike lanes on Park Street terminate when approaching the city center, transitioning to on-street parking. Cyclists are then required to ride in mixed-traffic which is less safe, and more uncomfortable for all road users. Ms. Clemens said that the light on 2a near Rocky's is very difficult, and said that a turning lane should be looked at in this location. Mr. Yuen said that addressing this is not the primary goal of this project, but that it could be looked at. He said that this could be included as a part of a phased approach. Mr. McCormick suggested that street parking on the south end of Park Street be eliminated as a part of this project. Mr. Yuen said that parking assessments can be done at different times to determine which spaces, if any, are necessary. This project will be presented to both the PC and the Bike/Walk Advisory Committee prior to being presented to the City Council. Mr. Massey said that many children use this intersection to bike or walk to school and said that the safety needs to be improved. This may be intensified with the proposed closure of Summit Street School. Mr. McCormick said that a bike

connection to Williston would be very helpful. Ms. Clemens asked if a traffic study could be done at this location. Mr. Yuen said that this could be done in future years. Signal timing to mitigate traffic was discussed.

6. MEMBERS UPDATES

Mr. McCormick said that he had a discussion with Elaine Haney regarding committees and said that they discussed developing a working group to focus on energy. This could be made up of Commissioners as well as members of the public. It would not require any additional staff time and would be volunteer led. There would be no cost involved. This working group could assist with the energy chapters in the Comprehensive Plan. Mr. McCormick said that he is willing to coordinate this working group. Some potential projects include low-income weatherization, a rental registry, and how to use state funds for energy projects. Mr. McCormick said that this could help improve the efficiency of older homes and the housing stock. Many older homes also have vermiculite homes which need to be corrected, and this can be more costly than weatherization itself. The legislature is considering developing a fund for rehabbing a home prior to weatherization. Mr. McCormick said that there is a lack of statewide coordination, and that programs vary by location within the state. This will be discussed further at the next meeting.

7. STAFF UPDATES

None.

8. ADJOURN

ELIJAH MASSEY made a motion, seconded by ELANA JUODISIUS, to adjourn the meeting. Motion passed 5-0 at 8:47 PM.

Respectfully submitted,
Darby Mayville



**CITY OF ESSEX JUNCTION
BIKE WALK ADVISORY COMMITTEE
MEETING MINUTES - DRAFT**

Online &
6 Lincoln St. (Kolvoord Room)
Essex Junction, VT 05452
**Thursday, March 13th
2025, 7:00 PM**

E-mail: mgiguere@essexjunction.org

www.essexjunction.org

Phone: 802-878-6944, ext. 1625

1. **MEMBERS PRESENT**

John O'Brien, Russ Miller-Johnson, David Achee, Lauren Philbrook, Phil Bieber

2. **OTHERS PRESENT**

Jack Evans (Local Motion), Daniel Liguere (Local Motion), Michael Giguere (staff representative), Justin Zakorowitz

3. **CALL TO ORDER**

a. The meeting was called to order at 7:00 PM.

4. **DETERMINE WHO WILL TAKE MINUTES**

a. Lauren Philbrook volunteered to take minutes.

5. **AGENDA ADDITIONS/CHANGES**

- a. Add Park Street memorial event to Staff updates
- b. Add discussion of Safe Routes to School guide in regards to bike bus to Business items

6. **MINUTES FOR APPROVAL**

- a. February 13th, 2024. David motions to approve, Russ seconds.
 - Approved 5-0

7. **PUBLIC TO BE HEARD**

- a. Justin introduced himself and said he was interested in attending BWAC meetings and volunteering as needed.

8. **BUSINESS ITEMS**

- a. Determine rotation for meeting minutes
 - Michael showed his spreadsheet for a rotation for who will take minutes for future meetings.
 - John O'Brien will take minutes at next meeting.
 - Russ motions to approve, David seconds. Approved 5-0
- b. Wayfinding signage
 - Identified locations where signage could be placed including:
 - 1. The bike path at Countryside Dr and Beech St
 - 2. Brickyard and Main
 - 3. Brickyard and Countryside
 - 4. Juniper Ridge Rd and Hubbell's Falls
 - 5. Main St and Fairview or nearby across from Athens Dr. CCRPC could advise on which of two options has highest bike traffic
 - A curb cut on Brickyard where the asphalt multiuse path ends and the sidewalk begins would make it easier for bikes to enter the roadway and continue
 - Locations of interest that could be referenced on signage, discussed that specific businesses can't be referenced:
 - 1. Essex Experience
 - 2. Five Corners
 - 3. Maple Street Park
 - Could include signage in the Fiver Corners with a map
- b. Bike Bus

- Discussion of plausibility of bike bus to Hiawatha Elementary for Fall 2025
- Vermont State has a guide for how to set up safe routes to school
- Michael will send the guide to an interested community member from February meeting
- Michael will check with schools in Essex Junction to see if anyone is currently involved in registering them as “partner profiles”

9. **MEMBERS UPDATES**

- a. Bike Friendly Community Task Force
- Acknowledgment of some communication difficulties within the group, will divide the categories and work on it.

10. **STAFF UPDATES**

- a. Lincoln Terrace traffic calming project
- After community outreach, one-way traffic is not feasible at this time
 - A bulb out at Lincoln Terrace and School Street will be built
 - Stop sign at School St moved a little South to increase visibility
 - More pedestrian signage
 - Will go before City Council on 3/26 meeting
- b. Spring bike rack/RRFB installation updates
- Met with Jake, owner of several businesses in Five Corners and he is amenable to installing some of the City’s bike racks. Racks will be installed outside of Bespoke and Nest in the Spring
 - RRFB at Main and Athens will be installed around same time as bike racks
- c. Pearl Street road diet preview*
- A revival of an old project, between Susie Wilson and West Street Extension.
 - A new consultant has been picked to do a scoping study. Previous scoping project was done in 2018.
 - This time considering a smaller-budget project but also including public transit considerations. There are some westbound bus stops on Pearl Street that don’t have counterparts on the eastbound side, making access difficult for riders.
 - BWAC will be involved during the design process and closer to implementation.
 - This section of road is commonly brought up by members of the public who attend BWAC meetings.
 - Need to consider messaging so that people are aware of this project and communicate how it fits into Connect the Junction, a larger Transit-Oriented Development planning project.
- d. Park Street/UVM engineering capstone dates
- Students met with city engineer and public works, they remeasured the road and discovered there is more width than they previously thought.
 - Design Night Presentation: April 24th, 4 – 7 PM, UVM Davis Center
 - Russ plans to attend this presentation.
 - Final Design Presentation: May 7th, 9:30 AM – 3 PM
 - Final Report Submission: May 10th
- e. Park Street Pedestrian memorial events
- A pedestrian was killed on Park Street Near Silverbow terrace
 - Police are looking for security cameras if anyone has footage of the incident
 - VPOP (Vermonters for People Oriented Places) is organizing a memorial event.
 - Saturday March 15 1:40 pm from Pomeroy Park in Burlington.
 - Putting together a memorial at 47 Park St
- f. Amtrak station redesign was funded
- Michael Baker International selected as the consultant for the project
 - Station redesign project is separate from Amtrak’s platform accessibility upgrade project
 - May have a design by this summer with wayfinding and connections to the bus

11. **READING FILE**

- a. Safe Routes to School (SRTS) MiniGuides*

12. **ADJOURN**

Lauren motions to adjourn, David seconds. Passes 5-0.

* attachments included in packet

This agenda is available in alternative formats upon request. Meetings of the Bike/Walk Advisory Committee, 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.

TRI-TOWN JOINT REVIEW COMMITTEE
MEETING MINUTES
March 18, 2025
10:00 AM-11:00 AM
MS Teams

In attendance: Bruce Hoar, Chelsea Mandigo, Aaron Martin, Jess Morris, Kendall Chamberlain, Annie Costandi

1. Draft meeting minutes from December 10, 2024, approval

- a. Bruce made a motion to accept the minutes as drafted, Aaron second. Approved.

2. Drying beds

- a. A discussion occurred about the balance per community in the dry day fund. Williston's balance is over \$400,000 which is higher than they would like to leave in the fund.
- b. Proposing to request some of the funds returned to Williston. Also offering some money from their balance to construct the Drying Bed capital project at the facility because this project has the greatest benefit to the Tri town as a whole.
- c. Currently Tri-town has access to Winooski drying beds but efficient to haul material to the beds.
- d. Chelsea noted that a wastewater permit would not be needed for the drying beds since it is within the facility grounds. A Special Waste permit from Casella would need to be obtained when the beds are cleaned for disposal but not until then.
- e. Next steps:
 - i. Williston needs to research the process of internal accounting for the money.
 - ii. Discussion on payback to Williston for the use of beds

3. Committee input of capital projects priority ranking from the 10-year evaluation study

- a. Chelsea highlighted the projects on the list that are being completed this summer:
 - i. Aeration header replacement side A/Side B
 - ii. VT P Challenge PePhlo Pilot
 - iii. Digester flare control panel
 - iv. IT upgrade
- b. Discussion led by Bruce and the group agreed priority should be based on 1) permit compliance, 2) safety, and 3) everything else.
 - i. Items discussed for moving up in priority ranking.
 - 1. Administration building generator
 - 2. Sludge dewatering operator office.
 - 3. Filter building catwalk
- c. Chelsea reminded the group if the land application program is ended by State or Federal regulation then sludge and side stream management projects would need to be prioritized.
- d. Chelsea shared the request from the group at the December meeting to keep the capital transfer from the enterprise fund for FY26 the same rather than reducing it by \$20,000 as proposed was granted.

4. Pretreatment

- a. A discussion occurred around the High Strength Waste Surcharge policy and the next steps to get this enacted including removing BOD allocation per community and the potential to being an amendment to the Tri Town agreement.
- b. The group updated each other on various high-strength waste producers in the service area including Burlington Beer Co pretreatment installation status and Twin Craft relocation from Essex to Williston
- c. Chelsea shared her screen to review the new influent loading spreadsheet that the State requires wastewater facilities to submit monthly. The spreadsheet is color-coded to show how close your loading is to the design levels. It is eye-opening to see that we are near design limits for both BOD (Biochemical Oxygen Demand) and TSS (Total Suspended Solids). However, we are still able to treat properly and meet the permit. Chelsea observed that some numbers could be artificially inflated due to how our septage enters the headwork and the timing of our weekly sampling. Staff do not report certain influent numbers if they notice that the samples are predominantly composed of portable toilet waste or septage because it is not truly representative. We conduct four sampling events each month, exceeding the requirement of once monthly for permit compliance.

5. Sludge Management

- a. Chelsea shared with the group that the land application permit which expired this March has been extended through the spring. Chelsea reapplied for the permit in January. The State will continue to work on reviewing the application and drafting a new permit.
- b. Fall groundwater monitoring for the corrective action plan associated with three of the sites that are part of our land application permit showed that PFAS amounts in one of the monitoring wells has dropped to a level that requires less frequency in monitoring (annually vs. biannually).
- c. A discussion occurred around the PFAS sampling Casella is requesting for material being sent to the NY Grasslands facility.
 - i. Kendall asked if there was concerned our material will be over the limit. Chelsea responded no. We already sample PFAS for land application and the values have not come above the limit to date.

6. Other

- a. A discussion occurred about the current wastewater permit for the facility expiring June 20, 2026. It was noted that application for renewal is due December 31, 2025.
- b. Williston wants to request that the 100,000 in flow capacity added to the facility through the addition of the third secondary clarifier in the 2011-2014 upgrade project be added as part of the application process.
- c. A discussion occurred that the State might look at the new influent monitoring sheet and say we are at BOD design capacity and have concern. Consider adding ways to mitigate the BOD loading to capital plan.

7. Adjourned: 10:44 AM

Next meeting date June 10, 2025

2024

CATMA ANNUAL REPORT

TABLE OF CONTENTS

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06	Industry Lingo
07	Our Members
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12	Surveys
13-14	Regional Transportation Demand Management
15	Moving Forward
16-17	Acknowledgements

MESSAGE FROM EXECUTIVE DIRECTOR



Dear CATMA Members and Friends,

We chose the theme “Adapting to Change” for our 2024 Transportation Summit for good reason. Our environment, transportation options and policies continue to change, and CATMA remains steadfast to adapt by providing supportive programs, plentiful information and opportunities to engage in our community.

I am proud of the hard work, perseverance and success of the CATMA organization. We have a lot to celebrate, as a small non-profit organization in existence for 32 years, who is recognized as the “go to” for anything transportation in Chittenden County.

A key focus this year was to improve efficiency in our processes and programming, enabling us to better serve and respond to the increasing needs of our region, membership and commuters. In addition, we strengthened our business relationships and partnerships, increased our engagement in developing regional transportation demand management policy, led key stakeholder groups to develop effective transportation solutions and ramped up the frequency and content of our communications.

The achievements highlighted in the following pages embody thoughtful strategic planning, a talented motivated team, the investment and commitment of our founding institutions, associate members, partners and, of course, all the commuters. It takes a collaborative and cooperative village.

We are kicking off 2025 with the development of our next 5-year Strategic Business Plan, a Call for Papers in the spring for our 4th Annual Transportation Summit and a concerted focus on providing our members and their employees, students and residents with the programming and information they need to optimize the transportation options that exist. Membership experience is at our forefront.

Enjoy our 2024 Annual Report and mark your calendar for our 2025 Transportation Summit at UVM Davis Center on Tuesday, October 14!

Thank you for your partnership and continued work together on this journey!

Warm regards,

A handwritten signature in black ink that reads "Sandy Thibault". The signature is written in a cursive, flowing style.

Sandy Thibault, Executive Director

We Know Transportation

CATMA plans, administers and manages a suite of transportation demand management strategies for our members that lessens the use of single occupant vehicles, while improving the commuter experience in and around Chittenden County.

We are a 501(c)3 non-profit, membership based organization, established in 1992 by Champlain College, University of Vermont and UVM Medical Center. Our membership and engagement continues to grow which is strengthening transportation demand management (TDM) activities in the region.

Our Mission

Work with members and community partners to plan and manage safe, convenient, and economical parking and transportation options in ways that better coordinate land use and reduce environmental impacts.

Our Vision

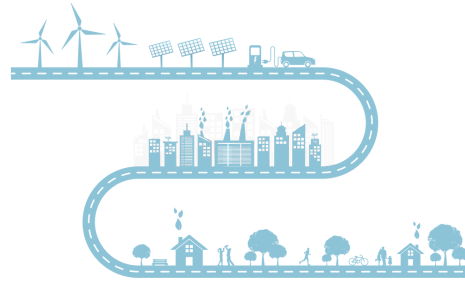
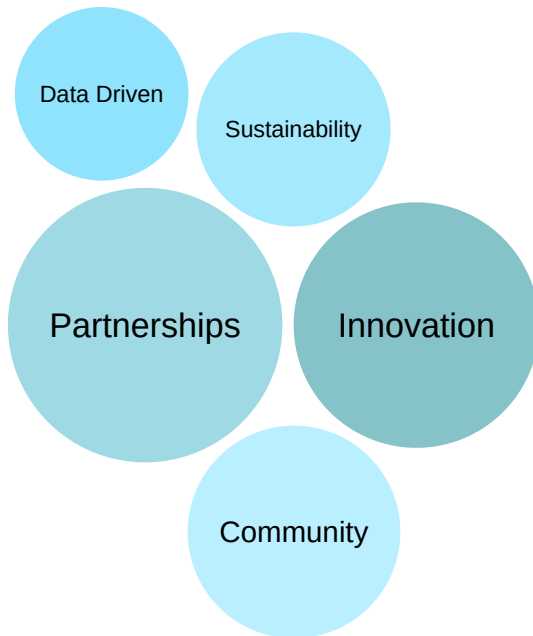
An efficient, reliable, and sustainable transportation network in Chittenden County that reduces the reliance on single occupant vehicles.

Our Goals

- Improve transportation network by working together with community
- Reduce greenhouse gas emissions and the use of single occupant vehicles
- Provide a Mobility Center service for the region
- Support our partners and advocate for TDM policy and best practices
- Create a strong network of TDM advocates
- Ensure a vibrant and cooperative organization

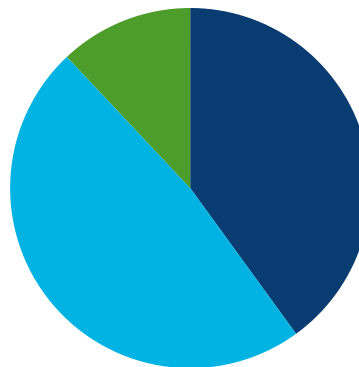
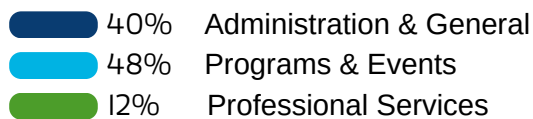
WHO IS CATMA

Our Values

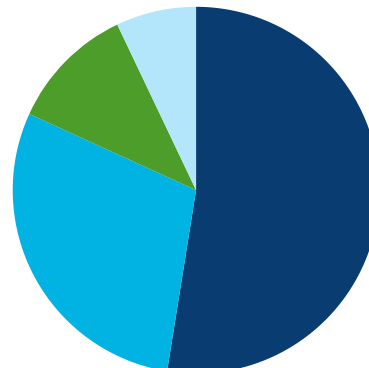
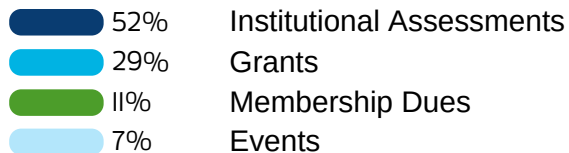


Financial Summary

FY24 Operating Expenses:
\$338K



FY24 Operating Revenue:
\$337K



WHO IS CATMA

What is a TMA?

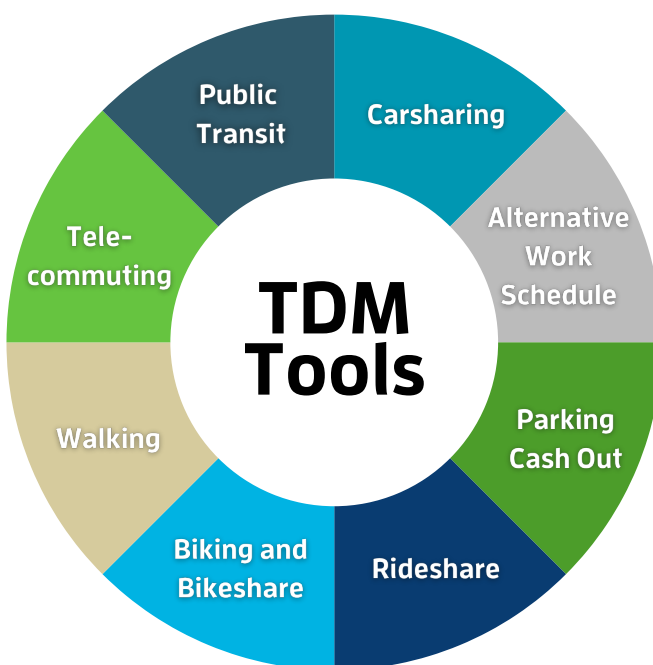
A Transportation Management Association (TMA) is a membership based, public-private partnership of businesses, institutions and municipalities that are joined together under a formal agreement for the purpose of providing and promoting transportation options for commuters that reduce traffic congestion and improve air quality.

CATMA is one of two TMA's in Vermont and one of 125 in the country.

What is TDM?

The term 'transportation demand management' means the use of strategies to inform and encourage travelers to maximize the efficiency of a transportation system, leading to improved mobility, reduced congestion, and lower vehicle emissions, including strategies that use planning, programs, policies, marketing, communications, incentives, pricing, data and technology.

Definition as proposed by the Association for Commuter Transportation for federal law.



CATMA MEMBERS

Our members have access to a comprehensive set of managed programs and services that encourage, support and track the use of sustainable mode usage. The investment and commitment of our members to TDM and CATMA achieve better transportation, land use outcomes, and a vibrant community.

FOUNDING INSTITUTIONS

Champlain College
University of Vermont
University of Vermont Medical Center

EMPLOYERS

Birchwood Terrace
Chittenden County Regional Planning Commission
City of Burlington
City of Essex Junction
Community Health Center – Riverside Avenue
Seventh Generation

RESIDENTIAL DEVELOPERS

City Properties - City West
Main Street Family Housing Ltd Partnership, COTS 278 Main St.
Farrell Properties - Cambrian Rise
Redstone Lofts & Commons
Nedde Real Estate
Spinner Place

"I love and support CATMA! I sincerely hope we find a way to support and provide robust sustainable transportation for our state. Thank you for all the hard work you do"

-Champlain College
Employee

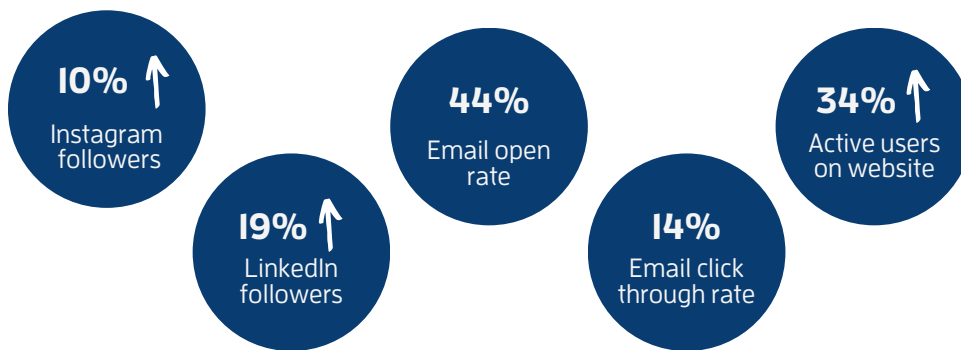
"I greatly appreciate transportation options and service. Thank you for all that you do!"

-UVM Medical Center
Employee

The next few pages highlight collective achievements of CATMA members in 2024, including awareness and education efforts, program participation and commuting mode trends.

EDUCATION & AWARENESS

A mix of digital marketing, resources, member exclusive events and community gatherings are essential strategies we use to educate, motivate and support commuters with sustainable transportation options.



Digital Marketing & Communications

CATMA's digital platform consists of emails, social media posts, news updates and website pages.

In 2024 CATMA finalized a large-scale refresh of its digital platform by updating our marketing automation and customer relationship management platform. This updated digital platform allows CATMA to serve more commuters and more members.

As social media platforms evolve, CATMA is investing more in our website and email automation technology as we move into 2025.



EDUCATION & AWARENESS



Outreach Activities

Our 2024 calendar filled up with a variety of in-person events. From advocating for sustainable transportation options at the State House to handing out snacks to GMT Riders as part of Earth Day. CATMA recognizes the importance of in-person events and gatherings for education and outreach, and we enjoy talking with our members.



EVENTS AND CAMPAIGNS

- Transportation for Vermont (T4VT) Coffee & Lobby Day at the Vermont State House
- Earth Day Transit Treats Giveaway at UVMMC
- Bike Me Out to the Ballgame
- Winter-Bike-to-Work-Day Get-Together at UVM Bikes!
- Online Winter Bike Webinar with Local Motion and Vermont Clean Cities
- May Bike/Walk Conference CATMA Presentation
- White & Burke developer conference exhibitor
- VBSR exhibitor



MEMBER RESOURCE FAIRS

- Champlain College Orientation
- UVM New Faculty Orientation
- UVM Off Campus Student Resource Fair
- UVM Wellness Fair
- UVMMC Bike Garage Grand Opening
- Earth Day Bike Helmet Give-away
- Nedde / Kestrel Coffee – Resident Coffee & Resources Gathering
- Cambrian Rise – Resident Info & Resource Gathering (4 events)
- City of Burlington Wellness Fair



CATMA HOSTED GATHERINGS

- Innovation Workshop at June Transportation Coordinator Meet-up
- CATMA Annual Fall Transportation Summit

PROGRAMS & IMPACTS

There are over 15,000 employees, 1,400 residents and 15,000 college students in Chittenden County eligible to participate in CATMA's managed member commuter programs.

- CATMA Commuter Solutions Platform, App & Rewards
- Bike/Walk Rewards
- Bikeshare Discounts
- CarShare Vermont Campus Program
- Guaranteed Ride Home (GRH)
- Transit Programs
- Trip Planner

Note that students are eligible for some commuter programs.

**DOWNLOAD THE
CATMA APP**



**LOG
COMMUTES
EARN
REWARDS**

2,109

Total Members

164

Average parking spots
saved per week

22%

Active member
participation rate*

\$307K

Fuel savings

434K

Pounds of CO2
avoided

29

Guaranteed Ride Home

458K

Vehicle Miles Travel
avoided

\$12,675

Reward value redeemed

4,035

Total reward redemptions

*Active member participation rate is the percent of people signed up in the app that have recorded at least one trip

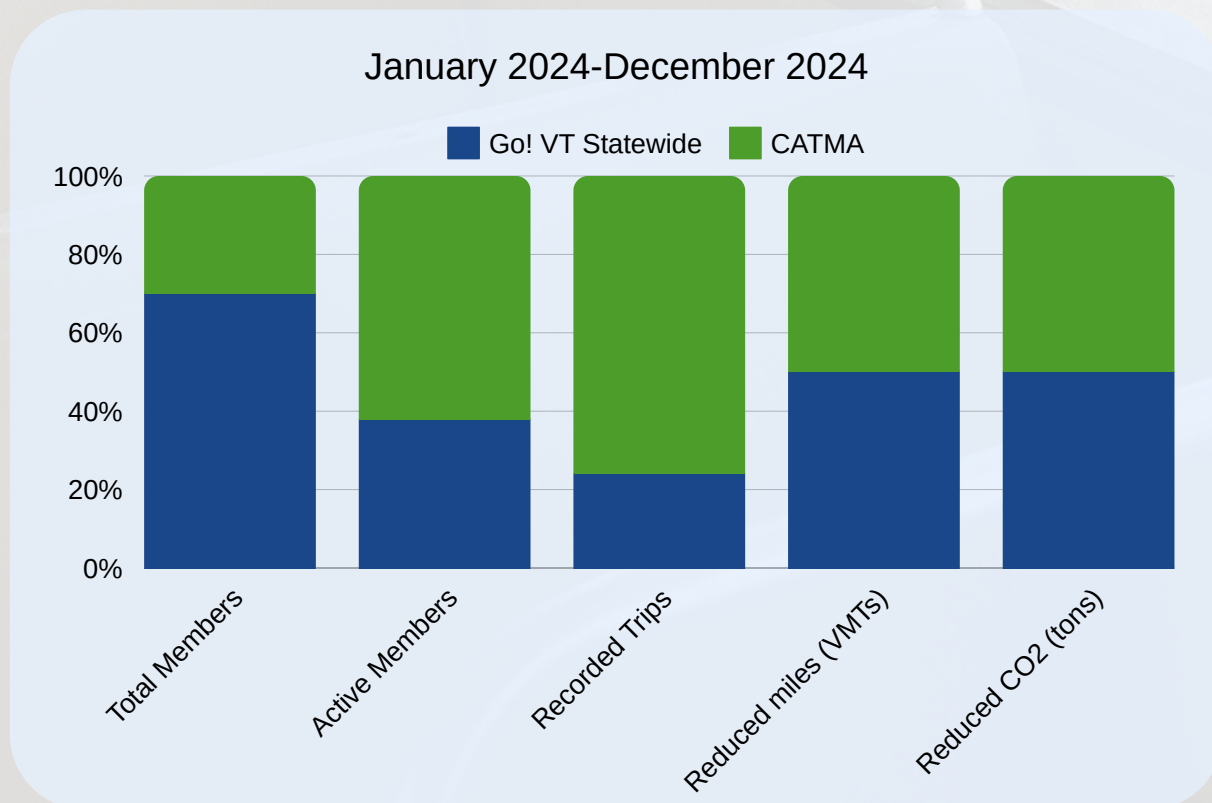
PROGRAMS & IMPACTS

A snapshot of CATMA's collective commuter impact data

Our new digital platform enables CATMA to better demonstrate the impact of our members as well as our contribution to Vermont's impact data.

The graph below highlights key impact metrics from 2024

- CATMA members account for more than 75% of recorded trips while making up 30% of total membership.
- CATMA commuters are almost equivalent to the State vehicle miles traveled and tons of CO2 reduced.



SURVEYS

We specialize in transportation surveys to monitor mode trends, travel patterns and to better understand what motivates the use of sustainable modes.

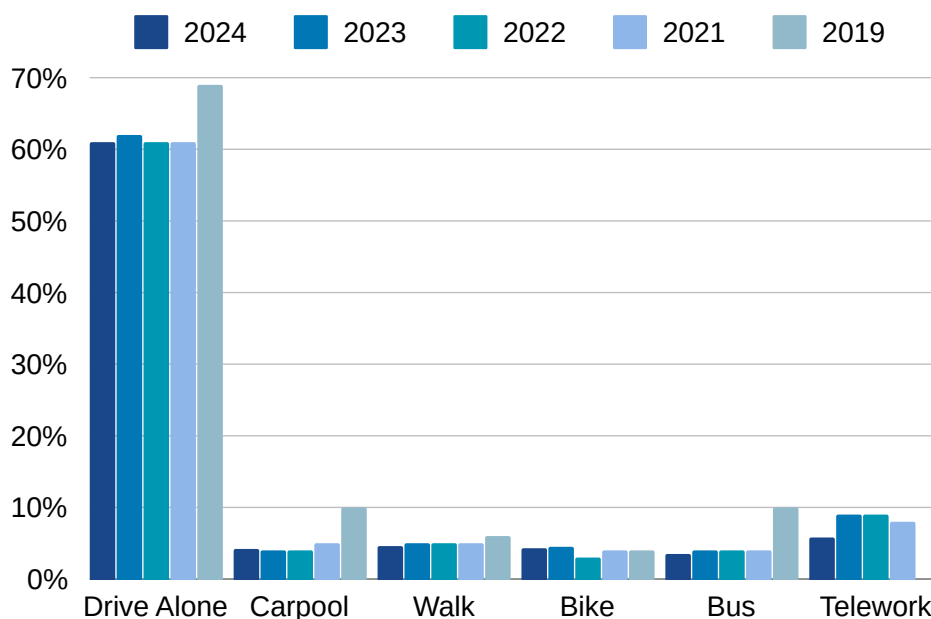
Surveys conducted in 2024 include:

- Resident Transportation Survey for Farrell Properties, Spinner Place, and Nedde Real Estate residents
- Fall Transportation Micro-Survey for all CATMA employer members
- Fall Transportation Micro-Survey for students at Champlain College and UVM

Our employee transportation survey has been measuring commute modes of CATMA membership since 2000. Below are mode results from our survey over time.

Commute Mode Trends

CATMA's Employee Transportation Survey Data



18%

Less people are driving alone as their primary commute mode today as compared to 2000.

In 2000, the drive alone rate was 79%, carpool 14%, walk 5%, bus 3%

3%

decrease in telework from 2023-2024

REGIONAL TDM

We serve as a gateway connecting regional businesses, developers and organizations by providing TDM strategies that aid in mitigating congestion, better coordinate land use and boosts economic vitality.



Annual Fall Transportation Summit

Our signature [Transportation Summit](#) was held at UVM in Fall 2024 with a sold-out crowd of 160 professionals, policy makers, local, regional and state agencies, transportation providers and community members. The day kicked off with Burlington Mayor Emma Mulvaney-Stanak delivering the opening keynote, followed by a panel of North American perspectives on transportation and housing, and an afternoon packed with amazing presenters, all with a focus on the changing landscape in Vermont and the need to modify our transportation network.



Transportation Coordinator Network

We actively engage with a diverse group of over 100 partners on TDM strategies, approaches and collaborative efforts. Partners in the Network receive support, resources, communications, and events from CATMA. Our Spring 2024 Lunch & Learn event featured content designed by Senior Marketing Associate, [Marlena Compton](#) to help TCs encourage commuters to make sustainable transportation choices.



Regional Bike Share

Bird's electric assist bikeshare system relaunched in mid-March 2024 with about 150 bikes on the ground through November 2024. Data demonstrated a purpose driven system that was well utilized for a community our size. This system will not return to the cities of Burlington, South Burlington, and Winooski in 2025 due to economics. See our [Moving Forward](#) section for the future of bikeshare in our community.

Bird Bikeshare Data

50,547

Total Rides

64,615

Total Miles

1.27

Avg Miles
per Ride

130

Avg Bikes
in PROW

REGIONAL TDM

We are committed to generating change by advancing and advocating for sustainable transportation options that positively and consistently impact our community.



Advocacy

Over the past year, CATMA was actively engaged in developing TDM policy for several municipalities in Chittenden County, served on the Chittenden County Regional Planning Commission and City of Burlington's Transportation Options Studies Advisory Committees, and a contributing member of the [Transportation for Vermonters Coalition](#).



MTI Grant

Since the passage of the State's 2020 Transportation Bill, a [Mobility and Transportation Innovation Grant Program \(MTI\)](#) was implemented to support innovative strategies and projects that improve both mobility & access to services for transit-dependent Vermonters, reduce use of single occupant vehicles and reduce GHG's.

CATMA is a recipient of a 2-yr MTI grant that will support more unified education, messaging and synergy with Go! Vermont which, in turn, will lead to more efficiencies in regional TDM adoption and implementation.

MOVING FORWARD

As we move forward in 2025, we are truly inspired and excited to strengthen our programs, resources, and services to better serve our members, commuters and region.

We are also eager to broaden and strengthen our partnerships in Chittenden County with the institutions, employers, developers, municipalities, transportation providers, policy makers and our community. Relationships are essential. This journey of ensuring our members and Vermonters have access to non-single occupant vehicle travel requires we communicate and work together!

Sneak Peak at 2025!

01

Strategic Business Plan 2025-2030

CATMA is kicking off 2025 with the development of the next 5-year Strategic Business Plan. This effort will generate a new focused, actionable, and cost-effective plan, emphasizing CATMA's mission to advance TDM in the region. Building on data and insights, this plan will refine programming, governance and funding strategies while leveraging recent studies and input to chart CATMA's direction in alignment with regional goals.

03

Transportation Summit

We will host our 4th annual Transportation Summit on October 14, 2025 at the UVM Davis Center. A Call for Papers and Sponsorship Prospectus will be available soon.

02

Business, Municipal & Community Engagement

We will leverage our convenor role and TDM expertise to strengthen engagement with stakeholders. We want to inclusively connect within our membership and community, including rural areas in the county, who can benefit from TDM and CATMA services to change travel behavior.

04

Regional Bikeshare

With Bird bikes not returning in Spring 2025, CATMA will pause to conduct a comprehensive assessment of previous bikeshare systems, data and operations with our key stakeholders. This will provide direction on the next iteration of bikeshare and timeline.

**Thank you to each and every member of CATMA
for your investment and commitment to
strengthening CATMA and TDM this past year!**

We are grateful for the support of our founding institutions, members, the Chittenden County Regional Planning Commission annual Work Plan and the State Mobility & Transportation Innovation Grant that has enabled us to expand regional TDM efforts.

A special thanks to the CATMA Team

Sandy Thibault, Executive Director

Katie Martin, Associate Director

Emily Adams, Program Analyst

Marlena Compton, Senior Marketing Associate

AND to the CATMA Board of Directors

Charlie Baker, *Chair*, Executive Director, Chittenden County Regional Planning Commission

James Smith, *Interim Vice Chair*, Director of Transportation and Parking Services, University of Vermont

Nic Anderson, *Treasurer*, Assistant Vice President of Planning and Operations, Champlain College

Mike-Ann Young, *Secretary*, Director of Security, Parking & Transportation, University of Vermont Medical Center

AND to our regional TDM Partners

CarShare Vermont

Chittenden County Regional Planning Commission

Green Mountain Transit

Go Vermont

Local Motion

Old Spokes Home

ACKNOWLEDGEMENTS

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CATMA Transportation Coordinator Network



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