

# CITY OF ESSEX JUNCTION CITY COUNCIL REGULAR MEETING AGENDA

Online & 145 Maple St. Essex Junction, VT 05452 Wednesday, May 28, 2025 6:30 PM

E-mail: <u>admin@essexjunction.org</u> 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. \*Interview and Consideration of Governance Committee Applicant [5 Minutes]
- b. Discussion and Consideration of FY26 Chittenden Solid Wast District Budget [20 Minutes]
- c. Department Head Brief with Fire Chief Chris Gaboriault [10 Minutes]
- d. Discussion and Consideration of Essex Junction Fire Department Training Facility at CVE [10 Minutes]
- e. Discussion of Mural Application for the Fire Station [10 Minutes]
- f. Discussion and Consideration of Regional Committee Appointments [10 Minutes]
- g. Discussion and Consideration of ICMA Economic Mobility and Opportunity (EMO) Special Assistants Program [10 Minutes]

#### 6. **CONSENT ITEMS**

- a. Approve Meeting Minutes: May 14, 2025
- b. Annual Memo with Manager Appointments and Approve Council Appointments of the City Clerk and Tree Warden
- c. Approve Donation to Essex Rotary for the Heavenly Food Pantry
- d. Approve Updates to the General Rules and Personnel Regulations

#### 7. COUNCIL MEMBER COMMENTS & CITY MANAGER REPORT

#### 8. **READING FILE**

- a. Check Warrant #24075 05/16/25
- b. Police Community Advisory Board Minutes 4/15/25
- c. Bike Walk Advisory Committee Minutes 5/8/25
- d. CVE Neighbor Meeting Letter
- e. Reappraisal Guidance

#### EXECUTIVE SESSION

a. \*An Executive Session may be needed to discuss the appointment of public officials

#### 10. 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.



#### Memo

To: Essex Junction City Council

From: Joanne Pfaff, Administrative Assistant

Meeting Date: May 28, 2025

Agenda Item: Governance Committee Appointment

**Issue:** The City has an open position on the Governance Committee.

**Discussion:** The following applicant is attending the meeting via Zoom for the City Council to interview:

• Governance Committee (1 open position) – Bethany Clark

Cost: None

**Recommendation:** It is recommended that the City Council enter Executive Session to consider the appointment to the Governance Committee.

#### **Recommended Motion:**

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

Following Executive Session:

"I make a motion to appoint (Name) to the Governance Committee".

#### **Attachments:**

Application for Bethany Clark

View results			
	Respondent		25.56
	8	Anonymous	35:56 Time to complete

I. Full	name *
	hany clark
. Phoi	ne number *
3. Ema	il *
I. Add	ress *
	interested in applying for the * : if you are interested in more than one, please complete a separate application for each committee):
$\bigcirc$	Bike/Walk Advisory Committee
$\bigcirc$	Capital Program Review Committee
$\bigcirc$	Development Review Board
	Governance Committee
0	Moderator
0	Planning Commission
$\bigcirc$	Tree Advisory Committee
	Tree Farm Management Group

6. Have you previously or are you currently an appointed member to the position/committee you are wishing to be appointed to?  *
Yes - Proceed to Question #7
No - Proceed to Question #12
New Committee Members
7. Why are you interested in joining this position/committee?
I am interested in helping to shape the type of city that Essex Junction is and becomes, as well as ensuring that all residents of Essex Junction are equally and adequately represented in whatever form of governance is chosen. I am also interested, more generally, in civic engagement and motivated by a desire to serve my community in any way possible.
8. What about you education, experiences, and background will help you be a contributing member to this position/committee?
I have deep roots in the community, having lived here throughout my childhood and returned as an adult. I have served on the Essex Memorial Day Parade Committee and currently serve as an alternate on the GMT Board of Commissioners. I have a Masters Degree in International Studies, which taught me to look at any problem from a variety of perspectives and lenses. I have lived in several cities of varying sizes and with varying governance models, including experience living abroad. I believe this background, my deep connection to Essex Junction, and my desire to ensure the best for my community would make me an asset to this Committee.
9. What do you hope to accomplish during your term on this position/committee?
I want to assist the Committee in identifying and recommending governance models and policies for the city of Essex Junction that best serve its residents. My understanding is that the hope is that this Committee's work is concluded by late fall of 2025, and I hope to help the Committee achieve that goal.
10. Is there anything else you would like to say about your interest and application?
No, just that I am excited at the prospect of this work!

**CSWD FY2026 Budget Proposal** 

SARAH REEVES

**Executive Director** 

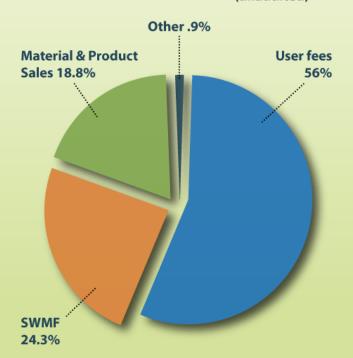




## Who We Are

### **FY24 REVENUE \$14.9M**

(unaudited)



Income, Sales, or Property Taxes 0%

169,481 residents 8,939 businesses 2023 data. Sources: U.S. Census and VT Dept. of Labor **CSWD LOCATIONS Drop-Off Centers Environmental Depot Materials Recycling Facility Organics Diversion Facility** (Green Mountain Compost)

**CHITTENDEN COUNTY, VT** 



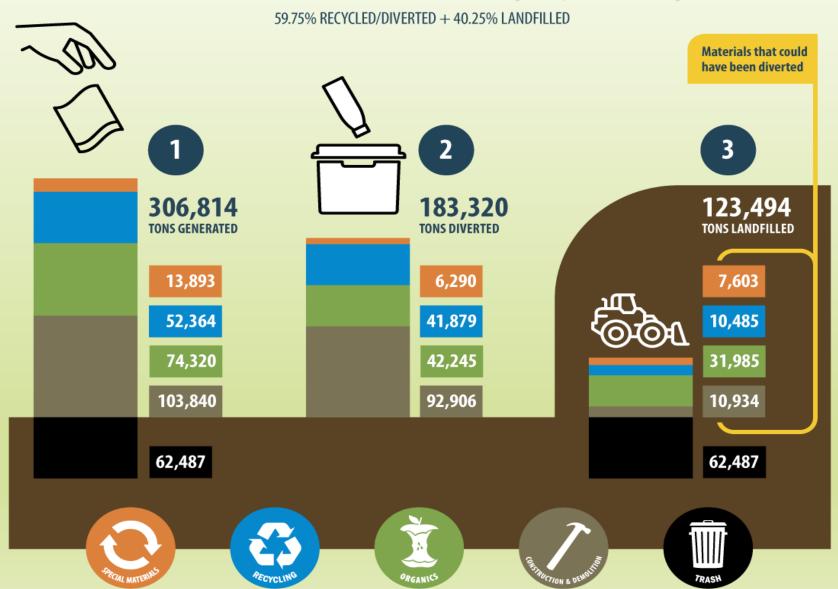
## Why We're Here

- Per the Chittenden Solid Waste District municipal Charter, the legislative bodies of each member municipality must vote to approve the District's annual budget.
- Each Selectboard and City Council has one vote, and votes are not weighted by population.



## **How's Chittenden County Doing?**

### 100% MATERIALS GENERATED (306,814 tons)



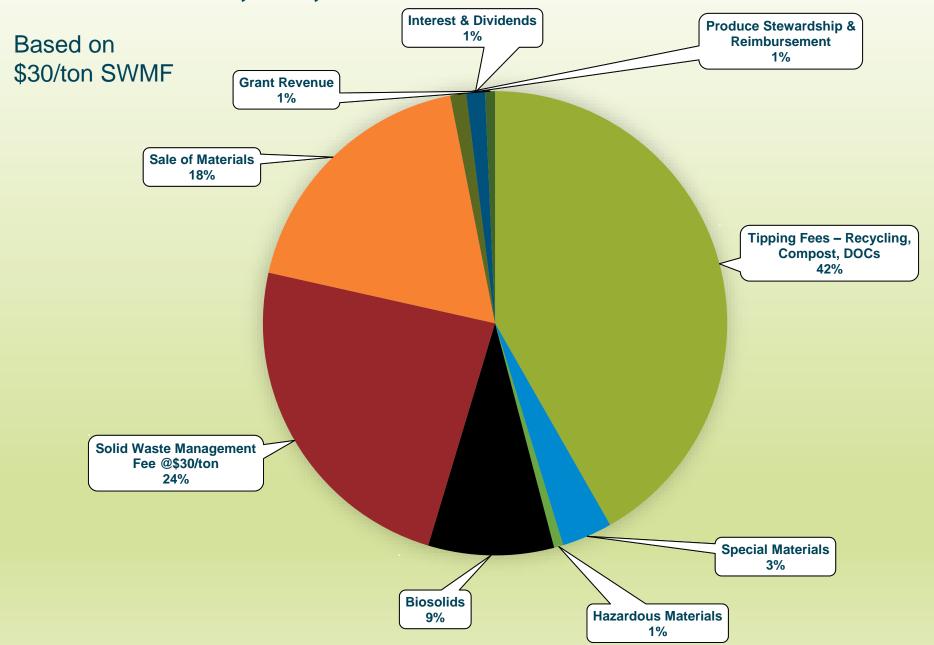
## **FY26 Bottom Line**

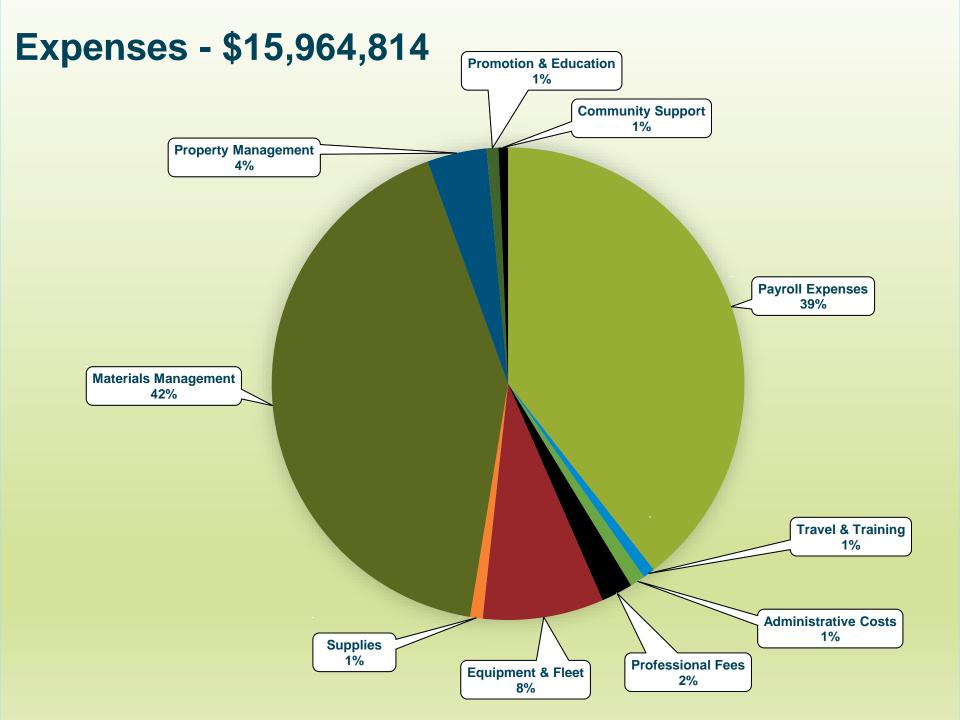
Operations and Administrative Budget			
Revenue*	\$16,249,150		
Cost of Goods Sold	\$213,947		
Gross Profit		\$16,035,203	
Expenses		\$15,965,814	
Income from Operations			\$70,389
Transfer from (to) Closed Landfill Reserve	\$33,154		
Transfer from (to) SWMF Reserve	\$(499,999)		
Transfer from (to) Biosolids Reserve	\$(3,600)		
Transfer from (to) Operating Reserve	\$375,056		
Transfer from (to) Capital Reserve	\$(20,000)		
Transfer from (to) Community Clean Up Fund	\$95,000		
Transfer from (to) Facility Closure Reserve	\$(50,000)		
Net		-	

<sup>\*</sup>Solid waste management fee at \$30/ton



Income - \$16,249,150





# FY26 Compared to FY25 Budget

- Revenue Change: \$330,224 (+2.1%)
  - Material Sales Increase (+13.6%)
  - Tip Fees Decrease (-3.7%)
  - SWMF\* Increase (+3.1%)
  - Interest Increase (+15.9%)
- Expenses Change: \$118,482 (-0.7%)
  - Wages & Benefits Increase (+3.2%)
  - Material Management Increase (+4.5%)
  - Administrative Costs Increase (+8.7%)
  - Promotion & Education Decrease (-13.9%)

\*SWMF @ \$30/ton



## Fee Changes

- Drop Off Centers
  - Small bag: Current \$3 for 13-gallons will increase to \$4 for 18-gallons
  - Mattress recycling increase; Currently negotiating with vendor
- Material Recycling Facility: No Increase
- Organics Recycling Facility: No Increase
- Environmental Depot: No Increase
- Solid Waste Management Fee: Increase from \$30/ton to \$40/ton



## Solid Waste Management Fee

1993	2009	2013	2024	2025
\$17.61	\$22.06	\$27.00	\$30.00	\$40.00

- The per-ton fee charged to haulers for Chittenden County-generated solid waste disposed in the Coventry landfill.
- Those generating lots of trash pay a proportionally larger share.
- The fee is used to help support District activities and facilities to ensure effective, efficient, economical, and environmentally sound management and regulation of Solid Waste with the District.
  - Administration, Finance, Compliance, IT, Outreach & Education
  - Facility Support (DOCs, ORF, Environmental Depot & Rover, Maintenance & Roll Off)
  - Reserve Funds (Capital, Closed Landfill, MRF Project, Operations, Community Clean-Up)

## SWMF - Need and Use

## Materials Recycling Facility Capital Project

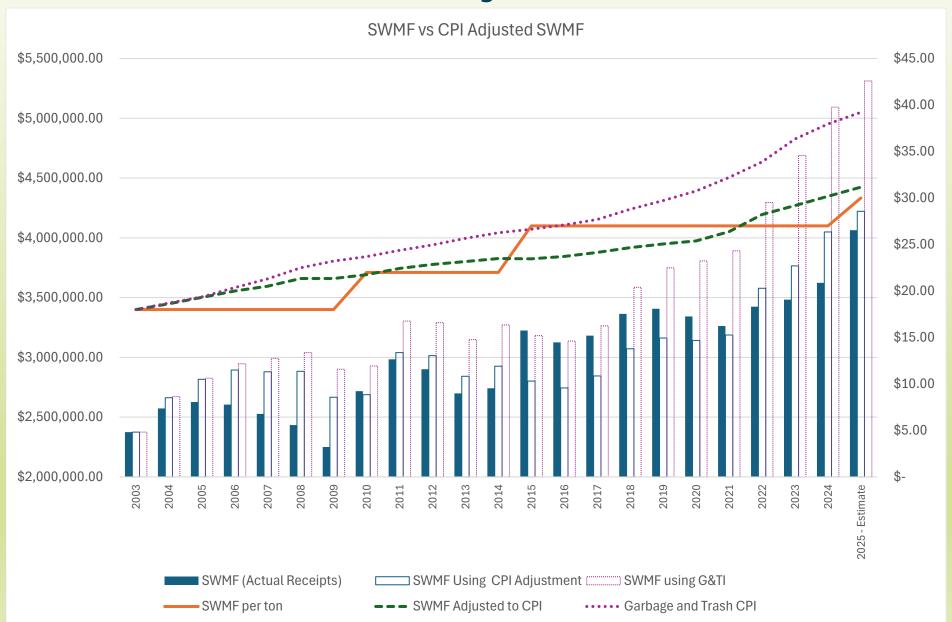
- The new MRF project has a funding gap of \$4M
  - Covid-related delays; High inflation between 2021-Present; Loss of intended site leading to needing to purchase a new site
- CSWD wants to avoid taking on more long-term debt
  - 82% of Chittenden County voters approved \$22M MRF bond
  - Long-term debt is guaranteed by member municipalities
- Alternative funding options deemed undesirable, not equitable, or insufficient to the short-term need
  - Per capita fee, municipal assessment, increased MRF tip fee, increased
     DOC fees

## **SWMF – Who Pays?**

## All Generators of Solid Waste in Chittenden County

- The SWMF is incorporated into the overall fees charged by haulers to their customers as a component of the bill.
  - Haulers are charged the fee at disposal and pass along the cost to customers.
  - The average household in Chittenden County generates 1.12 tons of landfilled trash each year, and averages \$50/month (\$600/year) for trash services.
  - At \$30/ton, the average household pays \$33.60/year, or \$2.80/month.
  - At \$40/ton, the average household will pay \$44.80/year, or \$3.73/month.
- The new rate will mean an increase of less than \$1.00/month per average household

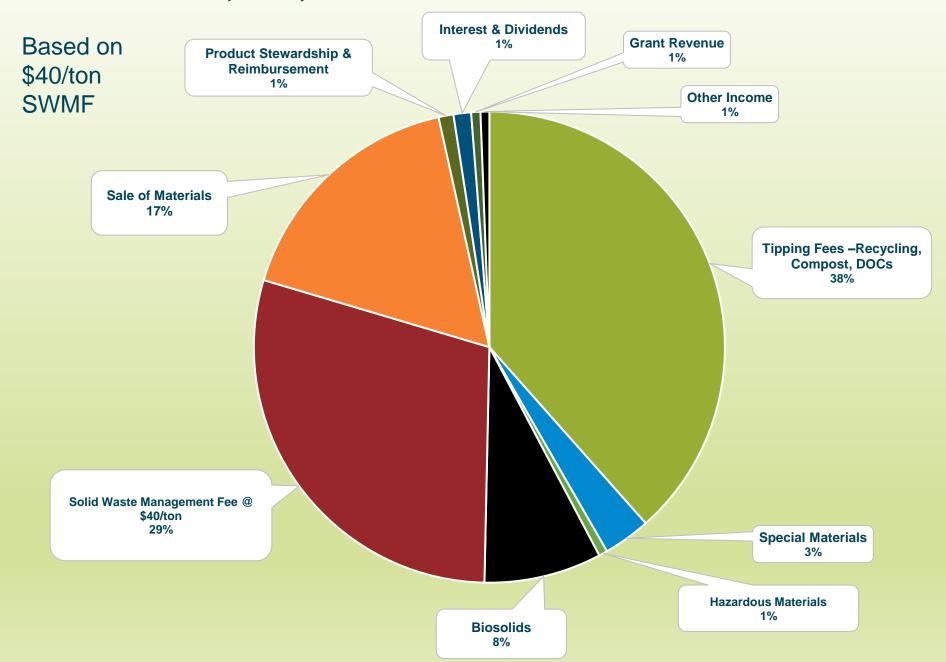
# **SWMF vs CPI-Adjusted SWMF**



## SWMF – Revised Approach

- Utilize small, regular annual adjustments to keep pace with inflation
- Tie adjustments to Consumer Price Index produced by the U.S. Bureau of Labor Statistics
  - Garbage and Trash CPI or Northeast Urban Class B/C CPI
- Recommendation included in District's annual budget, vetted by Finance Committee and Board of Commissioners
- Fund capital reserve with SWMF revenue
  - Each revenue-generating facility will also continue to contribute to the capital reserve
  - Board to annually authorize exceptions to this requirement, such as for the Environmental Depot

## Income - \$17,528,150



# New MRF Project Capital Reserve Fund

 Solid waste management fee revenue received that exceeds budgeted operations and administrative needs will be directed to the new Materials Recycling Facility Project fund.

\$1.5M - \$1.7M anticipated in FY26





## Requested: Motion to Approve

 MOTION to approve the Chittenden Solid Waste District's FY2026 budget as presented by District staff.





#### **ADMINISTRATIVE OFFICE**

19 Gregory Drive, Suite 200 South Burlington, VT 05403

**EMAIL** info@cswd.net **TEL** (802) 872-8100

www.cswd.net

TO: CSWD Member Towns and Cities

FROM: Sarah Reeves, Executive Director, CSWD

DATE: April 24, 2025

RE: CSWD FY2026 Budget Approval Request

#### Governance

The Chittenden Solid Waste District is a municipality created (at the request of the towns and cities in Chittenden County) by the Vermont Legislature in 1987 to implement solid waste management mandates legislated by the State of Vermont. The District is governed by a volunteer Board of Commissioners representing each community in Chittenden County, whose Commissioners are appointed by their Town Selectboard or City Council. As members of the District, the legislative bodies of the member municipalities have a specific responsibility described in the charter, pursuant to CSWD's annual budget adoption. The Chittenden Solid Waste District Charter, *Article IV ANNUAL BUSINESS AND ASSESSMENTS*, *Section 4. ADOPTION*, reads in part:

(a) Following the public hearing provided for in the preceding section, the Board of Commissioners shall review the proposed budget in light of comments received at the hearing, and shall thereupon approve the budget for adoption pursuant to subsection (b), with or without changes.

(b) Within 45 days of the approval of the budget by the Board of Commissioners, the legislative body of each member municipality shall act to approve or disapprove the budget. The budget shall be approved if approved by the legislative bodies of a majority of the member municipalities. (For such purposes, each municipality shall be entitled to one vote.) A legislative body that disapproves the budget must file with the Board of Commissioners a written statement of objections to the budget identifying those specific items to be changed, and failure to file such statement of objections within the forty-five (45) day period shall constitute approval by such municipality. A legislative body that fails to act to approve or disapprove the budget within the forty-five (45) day period shall likewise be deemed to have approved the budget.

#### FY2026 Budget

The FY2026 draft budget was presented to the CSWD Board on November 26, 2025, and a public hearing was held on January 22, 2025, in accordance with charter requirements. The CSWD Finance Committee reviewed the draft budget on February 19 and April 8, 2025, and the draft budget was received by the Board on April 16, 2025, and approved for transmittal to the District's member municipalities.

The budget anticipates revenue in the amount of \$17,528,150, of which \$16,249,150 will be directed to operational and administrative functions and \$1,279,000 directed to the Materials Recycling Facility (MRF) Capital Project reserve fund. The budget anticipates expenses in the amount of \$15,964,814. Revenue in excess of expenses will also be directed to the MRF project fund. A detailed description of budget activities is attached for review. There are no special assessments, no per capita fees, and no local taxes requested in this budget.

#### **Requested Motion for Consideration**

MOTION to approve the Chittenden Solid Waste District's FY2026 budget as presented by District staff.



#### ADMINISTRATIVE OFFICE

19 Gregory Drive, Suite 204 South Burlington, VT 05403

**EMAIL** info@cswd.net **TEL** (802) 872-8100

www.cswd.net

April 24, 2025

FISCAL YEAR 2026 BUDGET

Dear Citizens of Chittenden County,

I present to you Chittenden Solid Waste District's Fiscal Year 2026 Budget proposal. It provides necessary funding for facilities, operations, public programs, and capital programs to meet the Board of Commissioners' strategic goals over the coming year. It also lays the foundation to continue to advance those goals into the future. The FY2026 daily operations budget is level-funded compared to FY2025. **This budget does not propose municipal assessments or per capita fees**, but it does propose a significant shift in how CSWD funds its capital reserves.

#### SOLID WASTE MANAGEMENT FEE:

This is the fee CSWD charges licensed haulers for each ton of Chittenden County trash they collect destined for landfill disposal. On April 16, 2025, the CSWD Board approved changes to the District's local ordinance that increased the fee by \$10 per ton, setting the Solid Waste Management Fee at \$40 per ton of trash disposed for Fiscal Year 2026, and implemented a process to adjust the fee on a regular schedule via small adjustments. This is not a new fee. A solid waste management fee was implemented in 1993 to help fund the District's mandated activities and supplement funding for solid waste infrastructure projects, and has only been adjusted three times in 32 years (FY2026 will be the fourth adjustment). The fee was last increased in FY2025 after a gap of over twelve years and has sharply lagged the cost of doing business in the solid waste industry, as indicated in the Garbage and Trash Consumer Price Index determined by the U.S. Department of Labor Statistics. Simply put, the fee has not kept pace with inflation, and in order to adequately fund the District's capital infrastructure needs beyond the new Materials Recycling Facility project we must implement a regular, reliable mechanism to ensure the reserve is adequate to the needs, instead of using infrequent large jumps as has been the practice. The fee is a fair way to spread the burden of helping to pay for necessary infrastructure as it's paid by all generators of trash in Chittenden County according to the amount of trash they produce. The less waste we produce that needs disposal, the less exposure we'll have to the fee.

#### **FACILITIES AND OPERATIONS:**

#### Materials Recycling Facility:

Current MRF processing costs are \$74.10/ton per the operating contract with the MRF operator, Casella Waste Systems and will increase by at least 3% on January 1, 2026. CSWD pays Casella a perton fee to operate the MRF and to market the sorted materials. The MRF tip fee is budgeted to remain at \$90/ton, however market conditions may dictate an increase mid-year.

Average commodity pricing has been strong in FY 2025; however the current global economic instability makes it difficult to confidently forecast much beyond one month at a time. This budget proposes a conservative commodity revenue estimate of \$97/ton.

#### New MRF Project

In November 2022 Chittenden County voters voiced overwhelming support for the construction of a new Materials Recovery Facility on Redmond Road in Williston. Of the 33,000 votes cast on the bond request, 83% were votes in favor. The project was slated to break ground in June 2024; however we were unable to proceed with a wetlands permit after the site was determined to be in the process of becoming a mosaic wetland. CSWD immediately pivoted and began the search for a new site. On March 31, 2025, we purchased a new site on Redmond Road and are preparing for the permitting process. The plan is to break ground in September 2025. The delay in breaking ground has led to significant cost escalation and is the main driver for bringing the Solid Waste Management Fee up to current solid waste industry cost per ton standards. When this facility is commissioned, it will have capacity to manage 1.5 times the current volume processed at the existing facility, providing significant flexibility for the future and ensuring that Chittenden County's needs for local recycling processing are met for the next 25 years.

#### Organics Recycling Facility:

Organics Recycling Facility tip fees are remaining at \$70/ton. We've increased our pricing for our wholesale material to meet cost increases, including those related to tariffs. To take advantage of excess yard waste material, we are exploring a yard waste-only compost product as a new offering.

#### **Drop Off Centers:**

Most prices at the Drop Off Centers will not increase, with the exception of **one bag size in FY26**, **the small bag, and mattresses**. A small bag will be priced at \$4.00, up one dollar from FY25. We will also be increasing the amount of trash allowed as a small bag, up to 18 gallons from 13 gallons. Mattress prices are increasing due to a new contract with our recycler.

Even though the DOCs are District facilities, they are very much viewed as "local". Our six DOCs serve 28% of Chittenden County as a primary source of waste disposal, recycling, and management of special materials not accepted elsewhere. More than 75% of Chittenden County residents use the DOCs each year, such as for electronics recycling, bulky waste disposal, or leaf and yard waste drop off. We recognize that we perform a vital function in the community, and our mission is to do so safely, efficiently, economically, and in an environmentally responsible manner.

#### **Environmental Depot:**

There are **no increases to the fees** charged to commercial generators of household hazardous waste, and HHW disposal will continue to be available to households at no charge. The Depot is open year-round, Tuesday – Saturday, with same-day appointments available.

#### **EMPLOYEE COMPENSATION:**

This budget proposes a 3.06% COLA for July 1, based on the US Bureau of Labor Statistics' consumer price index for the Northeast (Urban B/C class). The overall increase to employee Total Compensation was 3.2% over FY25. Our budgeted staffing level is just over 56 full-time equivalent employees.

#### **CAPITAL INVESTMENT:**

The near-sole focus for FY2026 and FY2027 will be the new Materials Recycling Facility. Long-awaited improvements to the DOC in Milton have been postponed so that we can direct all capital funds to the new MRF project. The capital reserve will need time to replenish, and when they do the DOC in Milton will take top priority.

#### **OUR COMMITMENT:**

As the economy becomes increasingly volatile, waste reduction education will be even more important to help Chittenden County citizens manage their costs related to solid waste. Our team of solid waste professionals is dedicated to ensuring our members' solid waste is managed in an environmentally sound, efficient, effective and economical manner. I continue to work with our team and Board of Commissioners to make sure CSWD remains a stable and predictable service provider to the citizens of Chittenden County.

Sincerely,

Sarah Reeves, Executive Director

# FY 2026 BUDGET PROPOSAL

TO VIEW BUDGET DETAIL GO TO

**Financial Information - CSWD** 



19 GREGORY DRIVE, SUITE 204 SOUTH BURLINGTON, VT 05403 802-872-8100





#### ADMINISTRATIVE OFFICE

19 Gregory Drive, Suite 204 South Burlington, VT 05403

**EMAIL** info@cswd.net **TEL** (802) 872-8100

www.cswd.net

To: CSWD Member Towns and Cities From: Sarah Reeves, Executive Director

John Balparda, Director of Finance

Date: April 24, 2025

RE: Fiscal Year 2026 Budget Proposal

Fiscal Year 2026 brings many important changes to the future of CSWD. We will finally be breaking ground on the new Materials Recycling Facility in Williston – the largest and most complex infrastructure project CSWD has undertaken in our 38-year history. It is also the most expensive project by far, and CSWD needs to adjust how we fund our capital projects reserve fund now and for the future.

The proposed budget for Fiscal Year 2026 remains fiscally conservative, is level-funded compared to FY2025, acknowledges the increases we've experienced and those we anticipate. CSWD closely scrutinizes discretionary spending and keeps a tight hold on expenses, and given the current instability of the global economy, this approach is more warranted than ever.

#### **CSWD SOURCES OF REVENUE**

CSWD's revenue has three main components: Solid Waste Management Fees (SWMF), Tipping Fees (user fees), and Material Sales. The remaining revenue comes from grants, license fees, transportation charges, and Extended Producer Responsibility program reimbursements. **CSWD receives no municipal payments (assessments, per capita fees, tax payments, etc.) from our member communities**.

- Solid Waste Management Fees: Fees charged on each ton destined for disposal and which
  originated in Chittenden County. Four material types make up the tons subject to the SWMFmunicipal solid waste, construction & demolition debris (C&D), construction & demolition
  debris fines, and material eligible to be used as alternate daily landfill cover (ADC). C&D fines
  and ADC are charged 25% of the SWMF. In FY26, SWMF are 23.7% of the revenue budget.
- <u>Tipping/User Fees</u>: Fees charged for material disposal at Drop-Off Centers (DOCs), the Materials Recycling Facility (MRF), the Organics Recycling Facility (ORF), and the Environmental Depot. In FY26, Tip/User Fees are 41.5% of the revenue budget.
- <u>Material Sales</u>: Revenue generated from the sale of products we make—compost products, Local Color paint, baled recyclables—or products we purchase on behalf of the public and then resell, like compost bins. In FY26, Materials Sales are 18.3% of the revenue budget.

#### **Solid Waste Management Fee:**

Solid Waste Management Fees are charged to haulers when they dispose Chittenden County trash destined for the landfill in Coventry. This revenue is projected to be 1.8% higher than FY25 budget at the \$30/ton rate. The SWMF supports several departments in CSWD – Administration, Finance, Outreach & Communication, Compliance, Household Hazardous Waste, and Maintenance & Roll-Off, and funds the Community Clean Up Fund. In FY25, we increased the fee for the first time in twelve years to bolster the Closed Landfill reserve, as the fund was at risk of running low on funds needed to perform the final work necessary to move the closed landfill to its final phase, Custodial Care.

This year we have budgeted an increase to support the construction of the new Materials Recycling Facility. The budgeted increase to the solid waste management fee is \$10/ton, bringing the new fee to \$40/ton, effective July 1. A standalone MRF Project Capital Fund has been created as part of the reserves, and excess Solid Waste Management Fee revenue that is not assigned to support budgeted department expenses will be directed to the MRF Project fund. The amount projected to be generated from the increase is \$1.3M, which when combined with unused or unassigned fee revenue at the end of the year will create a balance of \$1.8M in the project fund by the close of FY26.

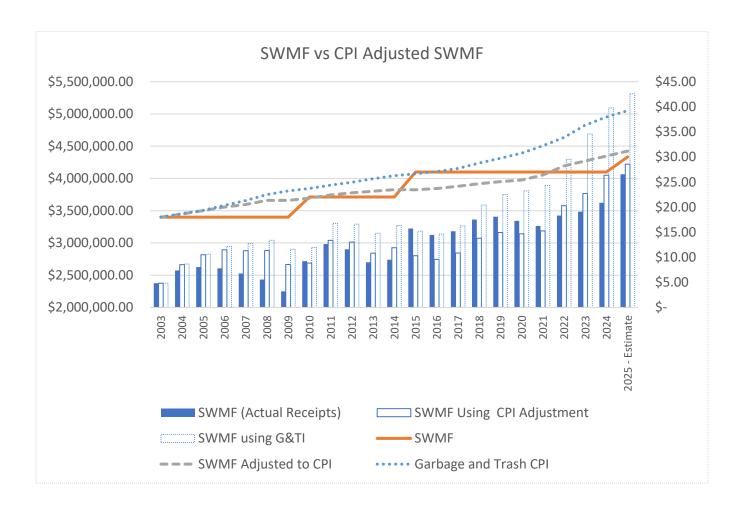
#### **Ordinance Changes:**

Also being introduced in FY26, through an amendment to the District's local ordinance, is a mechanism by which CSWD can adjust the Solid Waste Management Fee on an annual basis if needed. The ordinance change describes amending the fee through the District's annual budget process and using a Consumer Price Index as the percentage change to the new baseline amount of \$40/ton. The ordinance references two indices produced by the U.S. Bureau of Labor Statistics, the Northeast Urban Class B/C Index, and the Garbage and Trash Index, as the reference points that the Board shall utilize when considering whether an adjustment to the fee is warranted. The Board, through the annual budget process, is also required to consider the purpose and uses of the fee which will also be specified in the ordinance. This new process will provide the public with multiple opportunities for comment and input, as the draft fiscal year budget must be proposed to the Board not later than November 30 of the year prior to the next fiscal year. This date is critical to our member towns and cities so that CSWD can provide adequate notice of any per capita fee or municipal assessment ahead of Town Meeting Day.

Under the new process, the public has the opportunity to comment on changes to the Solid Waste Management Fee at the November Board meeting, to participate in a public hearing each January on the District's proposed budget, may attend the Finance Committee budget review, and may attend the Board of Commissioners meeting where the budget is accepted prior to transmittal to the District's member towns and cities.

This process will replace the infrequent large jumps in the Solid Waste Management Fee, and replace it with small, index-related adjustments per the District's needs for the following fiscal year. Because the adjustments to the fees will be smaller and more gradual and will be known a minimum of four months in advance of the effective date, haulers will have time to make any adjustments they need to make to their cost structures to provide ample notice to any affects the changes may have to their billing.

Simply put, this fee has not kept pace with inflation over the last 22 years, and in order to adequately fund the District's capital infrastructure needs beyond the new Materials Recycling Facility project we must implement a regular, reliable mechanism by which to ensure the reserve is adequate to the needs. Had CSWD utilized this method of slow, steady adjustments over the years, the Solid Waste Management Fee today would be \$39.21/ton, using the Garbage and Trash Index (GTI). The chart below shows how CSWD has occasionally met the CPI/GTI, but often over the past 32 years, we've lagged. The increase to \$40/ton brings the District up to date with current costs in the industry. In the chart below, the orange line labeled SWMF shows the actual price per ton, and the corresponding large occasional jumps in the fee. The dashed gray line shows what the fee would have been had it been adjusted by the Northeast CPI, and the dotted blue line shows what the fee would have been had it been adjusted by the Garbage and Trash Index.



The increase is needed now to fill a funding gap for the new Materials Recycling Facility project and to ensure adequate infrastructure funding going forward.

Costs have risen sharply since the project bond was approved overwhelmingly by Chittenden County voters in 2022. In addition to inflation-related increases, CSWD was forced to seek a new location to build the MRF when the original site was deemed by ANR to be a rapidly emerging wetland. This resulted in purchasing new property at an unanticipated cost of \$3,000,000. To maintain the current level of project indebtedness and not ask the voters to approve more long-term debt, the best path forward is to raise the fee charged on all trash disposed. The Solid Waste Management Fee is spread across all trash generators in Chittenden County according to the tons disposed; Those who generate more trash, pay more and pay more of the associated fee. No one sector will bear the full brunt, rather all trash generators bear the responsibility equally. Haulers will be charged the fee at the point of disposal and may elect to pass the increase on to customers. Each hauler will decide the best way to address the increase. CSWD pays this fee as part of our hauling contract with Casella when our Drop Off Center trash is delivered to their Transfer Station. We pass along increases in our trash hauling bill through our per-bag charge at the DOCs.

#### **BUDGET DETAILS**

#### **REVENUE SNAPSHOT**

Revenue (in thousands)	FY24 Actual	FY25 Budget	FY26 Proposed Budget	Change from FY25BUD	Change from FY24ACT	% Revenue
Tip Fees	6,572	7,000	6,739	-3.7%	2.5%	41.5%
Material Sales	2,920	2,612	2,969	13.6%	1.7%	18.3%
SWMF	3,632	3,781	3,850	1.8%	6.0%	23.7%
All Other	2,329	2,570	2,692	4.7%	15.6%	16.6%
Total	15,453	15,963	16,249	1.8%	5.2%	100.0%
Cost of Goods Sold	101	162	214	31.7%	111.9%	
Gross Profit	15,352	15,800	16,035	1.5%	4.5%	

#### <u>Tip Fees, User Fees, and Material Sales Assumptions:</u>

Materials Recycling Facility (current facility) processing costs are increasing in FY 2026 per the operating contract with MRF operator, Casella Waste Systems. CSWD pays Casella a per-ton fee to operate the MRF and to market the sorted materials. Per the contract, the operating fee increased on January 1, 2025 to \$74.10/ton and will increase again on January 1, 2026, using the Northeast Urban B/C class CPI. The MRF tip fee is budgeted to remain at \$90/ton, however market conditions may dictate an increase mid-year. The budgeted tip fee remains close to the regional market rate, as fees in the region range between \$90-\$110/ton as of the date of this memo. The budget assumes 44,060 tons of inbound recycling, and marketing 35,248 of those tons.

- Average MRF commodity revenue through Q3 of FY25 was strong hovering around \$125/ton. The forecast for the remainder of FY25 and for Q1 FY26 is in flux, as global trade is currently in turmoil. The demand remains suppressed for plastics heading into FY 2026, however demand is beginning to stabilize for fiber products. This budget assumes a conservative average commodity revenue of \$97/ton.
- Consumer demand for goods will, as it always does, dictate the price of recycled content supplied to manufacturers. Much of what is processed by the MRF can be considered "household staples", meaning the containers, boxes, and cardboard are all part of everyday living and regular weekly household spending, as opposed to discretionary spending on things like furniture, electronics, or appliances. MRF tons are fairly inelastic through recessions, however a Depression would likely cause constriction in this area, affecting both inbound and outbound revenue.
- Organics Recycling Facility will continue to focus on identifying sources of contamination in
  inbound food scraps and have implemented a Contamination Policy to facilitate greater quality
  control, reduced materials management costs, and improved customer education
  opportunities. CSWD has invested in equipment and people to manage the contaminants once
  onsite, but the goal is to incentivize cleaner inbound streams of material. The ORF Team has
  been working with haulers and the CSWD Outreach Team to inform and educate food scrap
  generators of the effects of contamination on the process and to alert them to the policy.
  - Staff are mindful of the Board's desire that the ORF be self-supporting and are also mindful that food scrap collection is an additional burden of cost to generators. In this budget, we are striving to balance these two factors and proposing Organics Recycling Facility tip fees remain at \$70/ton for FY 2026. ORF staff are actively seeking additional high-quality tons to help improve tip fee revenue, projected to be down 2.6% from the FY 2025 budget. This budget shows a decrease in budgeted inbound food scraps to 4,407 tons. Budgeted sales revenue is up 13.9% due to increasing wholesale pricing, but this will not be enough to avoid needing to draw \$138,933 from the Operating Reserve. We are exploring a new yard waste-only based compost product to augment sales.
- <u>Drop Off Centers:</u> We are raising the price of one bag size in FY26, the small bag. A small bag will be priced at \$4.00, up one dollar from FY25. We will also be increasing the amount of trash allowed as a small bag, up to 18 gallons from 13 gallons. A medium bag is \$8.00 (18-35 gallons), a large bag is \$11.00 (36-45 gallons), and an extra-large bag (holding 46-65 gallons) is priced at \$15.00. Mattress prices will also increase, due to increased costs associated with a new contract with our mattress recycler.

#### **EXPENSES SNAPSHOT**

(in thousands)	FY24	FY25	FY26 Proposed	\$ Change	% Change
	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>	<u>from</u>	<u>from</u>
				FY25BUD	FY25BUD
Salaries & Wages	3,584	4,201	4,334	133	3.2%
Benefits	1,537	1,898	1,961	63	3.3%
Payroll Expenses	5,121	6,099	6,294	196	3.2%
Travel & Training	67	127	130	3	2.3%
Administrative Costs	91	153	166	13	8.7%
Professional Fees	101	346	345	(1)	-0.2%
Equipment & Fleet	869	1,285	1,321	36	2.8%
Supplies	88	132	138	6	4.4%
Materials Management	6,525	6,999	6,687	(312)	-4.5%
Property Management	642	687	651	(35)	-5.2%
Promotion & Education	57	150	129	(21)	-13.9%
Maintenance Distribution	565	-	-	-	N/A
Community Support	35	106	103	(3)	-3.0%
Total Expense	14,161	16,083	15,965	(118)	-0.7%

#### **Key Points:**

This budget proposes a 3.06% COLA for July 1, based on the 2024 twelve-month average
Consumer Price Index of the Northeast Urban Class B/C. In FY26 we are anticipating using
slightly fewer full-time hours, bringing our staffing down to 56.23 Full Time Equivalents.
Increased costs for healthcare benefits and annual merit increases results in a Wages and
Benefits increase of 3.2%; Total Compensation expense per Full-Time Equivalent change over
FY25 is +4.2%.

	FY25 BUD	FY26 BUD	% Change
Payroll Expense	6,098,650	6,294,309	3.2%
Full Time Equivalents	56.8	56.2	0.01%
Expense per FTE	107,371	111,998	4.2%

Historically, the Maintenance & Roll-off program has not been a revenue-generating program
but in FY25 we began a pilot program hauling source-separated organics from select generators
to secure much-needed clean food scraps for the Organics Recycling Facility. Under this yearlong pilot program, the ORF receives the material tip fee and the Roll-off program receives a
hauling fee. The successful growth of this pilot will help inform whether there is a possibility of
a new revenue stream through very small-scale hauling operations.

- Promotion and Education program expenses are down (-13.9%) due to postponing a large project (a waste sort and composition analysis).
- Materials Management is down slightly (-4.5%) for the first time in several years, reflecting a modicum of pricing stabilization across key inputs. Materials Management is how we refer to hauling services we use to move materials we produce (compost, recyclables) to market, and move materials we collect (MSW from Drop-Off Centers, trash we generate, etc.) to disposal.

#### **BOTTOM LINE**

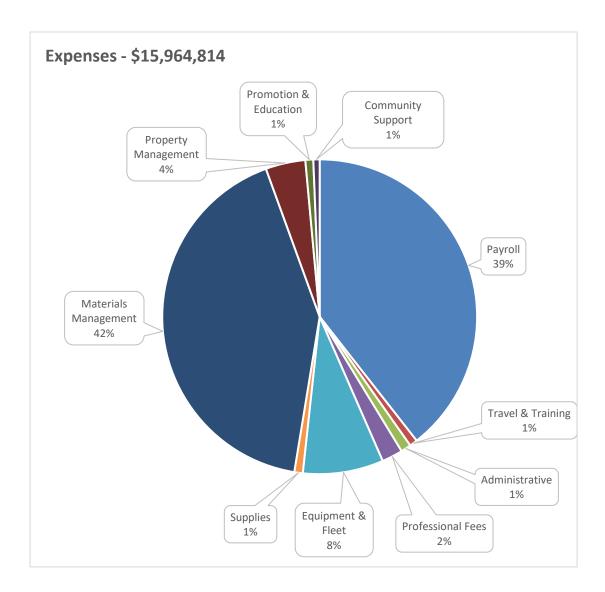
Each year we need to "get to zero." In FY26, we are projecting a surplus of \$70,389. We are budgeting conservatively in several areas, such as Sale of Materials, healthcare utilization, and tipping fee revenue from the DOCs and ORF, in part due to general economic uncertainty related to global politics.

The chart below represents the budget for the <u>daily operational needs of the District</u>. The additional \$10/ton of Solid Waste Management Fee will be specifically directed to the MRF Capital Project Fund and will not be used to pay for day-to-day operations or administrative needs.

Revenue	16,249,150	
Cost of Goods Sold	213,947	
Gross Profit		16,035,203
Expenses		15,964,814
Income from Operations		70,389
Transfer from (to) Capital Reserve		(20,000)
Transfer from (to) Solid Waste Management		(499,999)
Reserve		
Transfer from (to) Biosolids Reserve		(3,600)
Transfer from (to) Operating Reserve		375,056
Transfer from (to) Community Clean Up Reserve		95,000
Transfer from (to) Facility Closure Reserve		(50,000)
Transfer from (to) Landfill Post Closure Reserve		33,154
Total Transfers		(70,389)
Net		-

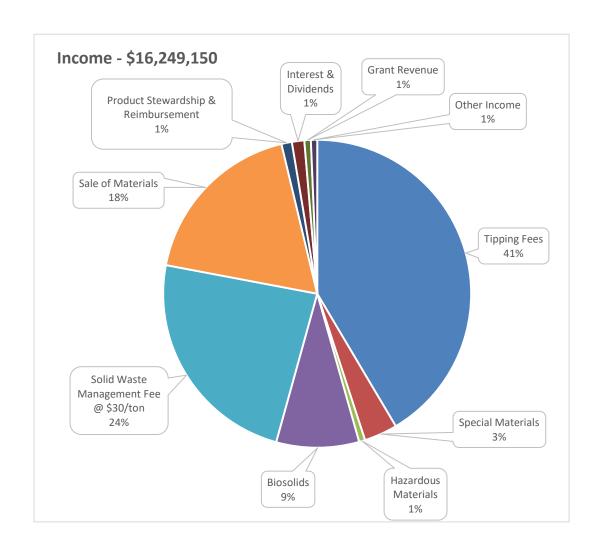
FY 2026 Operational Expenses Separate from Capital Projects

Expenses		
Payroll	\$ 6,294,309	39.4%
Travel & Training	\$ 130,350	0.8%
Administrative	\$ 166,097	1.0%
Professional Fees	\$ 345,007	2.2%
Equipment & Fleet	\$ 1,320,761	8.3%
Supplies	\$ 137,617	0.9%
Materials Management	\$ 6,686,752	41.9%
Property Management	\$ 651,271	4.1%
Promotion & Education	\$ 129,450	0.8%
Community Support	\$ 103,200	0.6%
Total Expense	\$ 15,964,814	100.0%



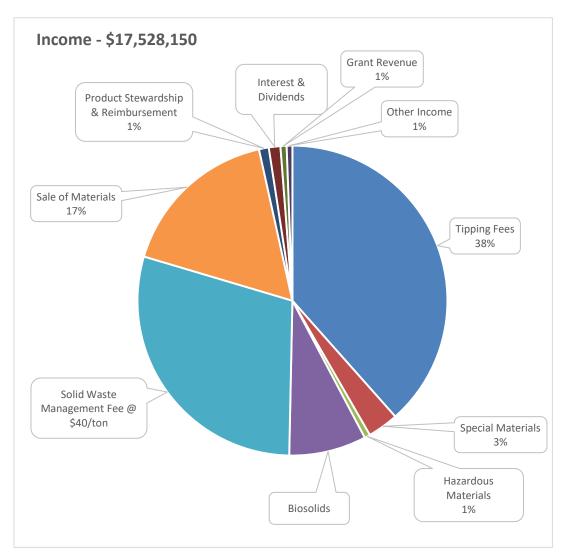
#### FY 2026 Income Showing SWMF at \$30/ton Before Transfers to Reserves

Income		
Tipping Fees	\$ 6,738,910	41.47%
Special Materials	\$ 567,000	3.49%
Hazardous Materials	\$ 104,000	0.64%
Biosolids	\$ 1,413,000	8.70%
Solid Waste Management Fee @ \$30/ton	\$ 3,850,000	23.69%
Sale of Materials	\$ 2,968,667	18.27%
Product Stewardship & Reimbursement	\$ 179,250	1.10%
Interest & Dividends	\$ 211,000	1.30%
Grant Revenue	\$ 111,323	0.69%
Other Income	\$ 106,000	0.65%
Total Income	\$ 16,249,150	100.00%



# FY 2026 Income Showing SWMF at \$40/ton Before Transfers to Reserves

Income		
Tipping Fees	\$ 6,738,910	38.45%
Special Materials	\$ 567,000	3.23%
Hazardous Materials	\$ 104,000	0.59%
Biosolids	\$ 1,413,000	8.06%
Solid Waste Management Fee @ \$40/ton	\$ 5,129,000	29.26%
Sale of Materials	\$ 2,968,667	16.94%
Product Stewardship & Reimbursement	\$ 179,250	1.02%
Interest & Dividends	\$ 211,000	1.20%
Grant Revenue	\$ 111,323	0.64%
Other Income	\$ 106,000	0.60%
Total Income	\$ 17,528,150	100.00%



# who we are

We are a municipal district created in 1987 to oversee and manage solid waste in Chittenden County.

CSWD serves about a quarter of the population of Vermont (169,481 residents and 8,939 businesses)\* with facilities, programs, and expertise developed over our 35-year history.

\*2023 data. Sources: U.S. Census and VT Dept. Of Labor

# **OUR MISSION**

The Chittenden Solid Waste District's mission is to reduce and manage the solid waste generated within Chittenden County in an environmentally sound, efficient, effective and economical manner.

# **OUR VISION**

Products are designed to be reused or recycled and our community fully participates in minimizing disposal and maximizing reuse and recycling.

169,481
residents
8,939
businesses

# **HOW WE'RE FUNDED**

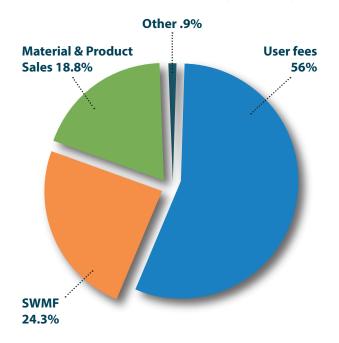
Our revenue comes from three primary sources:

- User fees on incoming material at our facilities;
- The Solid Waste Management Fee (SWMF), a per-ton fee on material sent to the landfill;
- Material and product sales from material we collect and process at our facilities and sell;
- A small, variable percentage of our funding comes from State grants for hazardous waste and other materials management.

We are not funded by Income, Sales, or Property tax dollars.

# FY24 REVENUE \$14.9M

(unaudited)



Income, Sales, or Property Taxes 0%



VT Dept. of Labor

# what we do

# **REDUCE WASTE**

- Educate residents, businesses, schools, and event leaders on waste prevention and diversion
- > Promote community reuse options
- Process leftover paint from residents and businesses into Local Color Paint
- Maintain and enforce our Ordinance, which includes waste prevention and diversion requirements
- Help our members comply with federal and state solid waste laws
- Provide facilities and tools to help members prevent waste and maximize diversion from the landfill to recycling, composting, and other resource recovery
- **> Advocate for state-wide policies** that will reduce waste

# **MANAGE MATERIALS**

Our facilities:

- The only municipally owned Materials Recycling Facility (blue-bin recyclables sorting center) in Vermont
- **Six regional Drop-Off Centers** for household trash, recycling, organics, and special materials
- A comprehensive hazardous waste program for households and small businesses that includes a permanent year-round collection facility and a seasonal mobile collection unit
- The state's largest Organics Diversion Facility (home of Green Mountain Compost) turning food scraps and yard trimmings into compost and soil blends supporting local soils



- Drop-Off Centers
- Environmental Depot
- Materials Recycling Facility
- Organics Recycling Facility (Green Mountain Compost)

# SUPPORT OUR MEMBERS

- > Technical expertise and support for waste-related RFPs and studies
- > Grant funding
  - Community Cleanup Fund for all member towns
  - Waste Reduction Container and Project Grants
- > Brokering and investigation of beneficial use options for biosolids
- Green Up Vermont donation on behalf of all member towns;
- > Outreach and education



# how we're doing

This graphic shows three key measurements of all the materials that individuals and businesses in Chittenden County, VT generated in Calendar Year 2023:

- 1. Total waste and recyclable/compostable materials generated in Chittenden County in 2023.
- 2. Total materials kept out of the landfill and recycled or composted in 2023.
- 3. Total materials (including recyclables and compostable materials) landfilled in 2023.
  - Note: "Trash" is made up of materials that can't be recycled or composted.

Full details are available in the 2023 CSWD Diversion Report.

# **100% MATERIALS GENERATED (306,814 tons)**

59.75% RECYCLED/DIVERTED + 40.25% LANDFILLED Materials that could have been diverted 183,320 TONS DIVERTED 306,814 123,494 TONS LANDFILLED **TONS GENERATED** 13,893 6,290 7,603 10,485 52,364 41,879 74,320 42,245 31,985 103,840 92,906 10,934 62,487



# Chittenden Solid Waste District FY26 Proposed Budget Summary SWMF @ \$40 / ton All Departments

		Actual FY24	Budget FY25	Proposed Budget FY26	Change from to FY2	FY25
					\$	%
1	Income					
2	Tipping Fees	\$ 6,571,627	\$ 6,999,853	\$ 6,738,910	260,943	3.7%
3	Special Materials	105,862	575,000	567,000	8,000	1.4%
4	Hazardous Materials	104,808	92,500	104,000	(11,500)	-12.4%
5	Biosolids	1,514,357	1,405,000	1,413,000	(8,000)	-0.6%
6	Solid Maste Management Fee	3,632,243	3,780,540	5,129,000	(1,348,460)	-35.7%
7	Sale of Materials	2,919,611	2,612,482	2,968,667	(356,185)	-13.6%
8	License Fees & Penalties	15,544	14,000	19,000	(5,000)	-35.7%
9	Rental Income	26,450	12,000	-	12,000	100.0%
10	Produce Stewardship & Reimbursement	194,458	167,500	179,250	(11,750)	-7.0%
11	Interest & Dividends	305,616	182,000	211,000	(29,000)	-15.9%
12	Other Income	11,306	10,524	23,000	(12,476)	-118.5%
13	Grant Revenue	194,350	111,323	111,323	-	0.0%
14	Equipment Disposal Gain (Loss)	(143,637)	-	-	-	N/A
15	Hauling		-	64,000	(64,000)	N/A
16	Total Income	\$ 15,452,595	\$ 15,962,722	\$ 17,528,150	(1,565,428)	-9.8%
17						
18	Cost of Goods Sold					
19	Bins & Containers	\$ 3,938	\$ -	\$ -	-	N/A
20	Paint	19,645	19,000	15,000	4,000	21.1%
21	Compost	(12,656)	40,103	54,687	(14,584)	-36.4%
22	Topsoil	30,757	44,662	48,272	(3,610)	-8.1%
23	Garden Mix	59,293	58,646	95,988	(37,342)	-63.7%
24	Cost of Sales	\$ 100,977	\$ 162,411	\$ 213,947	(51,536)	-31.7%
25	Gross Profit	\$ 15,351,618	\$ 15,800,311	\$ 17,314,203	(1,513,892)	-9.6%
26						
27	Expenses					
28	Salaries & Wages	\$ 3,583,880	\$ 4,200,899	\$ 4,333,755	(132,856)	-3.2%
29	Benefits	1,537,432	1,897,751	1,960,554	(62,803)	-3.3%
30	Payroll Expenses	5,121,312	6,098,650	6,294,309	(195,659)	-3.2%
31	Travel & Training	66,618	127,432	130,350	(2,918)	-2.3%
32	Administrative Costs	90,625	152,753	166,097	(13,344)	-8.7%
33	Professional Fees	101,440	345,691	345,007	684	0.2%
34	Equipment & Fleet	868,520	1,284,628	1,320,761	(36,133)	-2.8%
35	Supplies	88,178	131,813	137,617	(5,804)	-4.4%
36	Materials Management	6,524,751	6,998,897	6,686,752	312,145	4.5%
37	Property Management	642,431	686,715	651,271	35,444	5.2%
38	Promotion & Education	57,455	150,317	129,450	20,867	13.9%
39	Maintenance Distribution	565,078	-	-	-	N/A
40	Community Support	34,505	106,400	103,200	3,200	3.0%
41	Total Expense	\$ 14,160,913	\$ 16,083,296	\$ 15,964,814	118,482	0.7%
42	Net Ordinary Income	\$ 1,190,705	\$ (282,985)	\$ 1,349,389	(1,632,374)	576.8%
43						

# Chittenden Solid Waste District FY26 Proposed Budget Summary SWMF @ \$40 / ton All Departments

		A	P Actual FY24 Budget FY25		Pro	posed Budget FY26	Change from to FY26	FY25	
								\$	%
44	Other Income - Subsidies & Transfers								
45	Solid Waste Management Fee Subsidy	\$	2,727,113	\$	3,398,839	\$	3,350,001	48,838	1.4%
46	Landfill Post Closure Transfer		76,913		159,125		134,154	24,971	15.7%
47	CCUF Transfer		31,834		-		-	-	N/A
48	Operating Reserve Subsidy		1,025,260		2,619,394		2,429,487	189,907	7.3%
49	Depreciation		-		-		-	-	N/A
50	Maintenance Allocation		565,078		-		-	-	N/A
51	Total Other Income	\$	4,426,198	\$	6,177,358	\$	5,913,642	263,716	4.3%
52									
53	Other Expense - Reserve Transfers								
54	Transfer to Capital Reserve	\$	(96,714)	\$	-	\$	20,000	(20,000)	N/A
55	Transfer Solid Waste Management Reserve		3,640,469		3,780,540		5,129,000	(1,348,460)	-35.7%
56	Transfer Biosolids Reserve		45,500		47,000		3,600	43,400	92.3%
57	Transfer Operating Reserve		1,856,943		2,041,833		2,054,431	(12,598)	-0.6%
58	Transfer Community Clean Up Reserve		-		(95,000)		(95,000)	-	0.0%
59	Transfer Facility Closure Reserve		170,705		-		50,000	(50,000)	N/A
60	Transfer Landfill Post Closure Reserve		-		120,000		101,000	19,000	15.8%
61	Other Expense	\$	5,616,903	\$	5,894,373	\$	7,263,031	(1,368,658)	-23.2%
62									
63	Reserves (increased) decreased	\$	(1,190,705)	\$	282,985	\$	(1,349,389)	1,632,374	576.8%
64									
65	Net Income	\$	-	\$	-	\$	-		

# Chittenden Solid Waste District Administrative Descriptions

# **Administration Program**

The Administrative program encompasses the expenses of human resources, the Executive Director, risk management, information and technology, infrastructure and general support services.

# **Compliance Program**

The Compliance program oversees the Solid Waste Management Ordinance and ensures the regulated community maintains compliance. Additionally, the Compliance program oversees the District Safety program.

# **Finance Program**

The Finance program provides management, oversight, and control of CSWD financial assets, as well as accurate and timely financial information to facilitate sound management decisions.

# **Outreach and Communications (O&C)**

The Outreach and Communications program manages statutory mandates for raising awareness of CSWD services and educating residents, businesses, and institutions in reducing and properly managing the waste they generate.

# Chittenden Solid Waste District FY26 Proposed Budget Summary Administrating Departments

Income	- .000 - -
3         Special Materials         -	- .000 - -
4         Hazardous Materials         -	- .000 - -
5         Biosolids         -	- .000 - -
6         Solid Maste Management Fee         -         -         -         5,129,00         5,129,00           7         Sale of Materials         -	- .000 - -
7         Sale of Materials         -	- .000 - -
8         License Fees & Penalties         -         19,000         -         -         19,00           9         Rental Income         - </td <td>-</td>	-
9         Rental Income         -         <	-
10         Produce Stewardship & Reimbursement         -	- -
11       Interest & Dividends       -       -       171,000       -       -       171,000         12       Other Income       -       <	-
12         Other Income         -         <	000
12         Other Income         -         <	UUU
14         Equipment Disposal Gain (Loss)         - <t< td=""><td>-</td></t<>	-
15         Hauling         -<	-
15         Hauling         -<	-
17       Cost of Sales       -        -       -       -       -       -       -       -       -       -       -       -       -       -       -       -        -       -       -       -       -       -       -       -       -       -       -       -       -       -       -        -       -       -       -       -       -       -       -       -       -       -       -       -       -       -        -       -       -       -       -       -       -       -       -       -       -       -       -       -       -        -       -       -       -       -       -       -       -       -       -       -       -       -       -       -       -       -       -       -	-
18       Gross Profit       \$ -       \$ 19,000       \$ 171,000       \$ -       \$ 5,129,000       \$ 5,319,000         19       20       Expenses         21       Salaries & Wages       \$ 634,333       \$ 161,416       \$ 350,182       \$ 580,374       \$ -       \$ 1,726,300         22       Benefits       229,815       77,655       141,823       224,998       -       674,290         23       Payroll Expenses       864,148       239,071       492,005       805,372       -       2,400,590         24       Travel & Training       59,450       10,000       1,450       24,912       -       95,81         25       Administrative Costs       35,200       9,900       2,400       33,072       -       80,57	000
19 20 Expenses 21 Salaries & Wages \$ 634,333 \$ 161,416 \$ 350,182 \$ 580,374 \$ - \$ 1,726,30 \$   22 Benefits 229,815 77,655 141,823 224,998 - 674,29   23 Payroll Expenses 864,148 239,071 492,005 805,372 - 2,400,59   24 Travel & Training 59,450 10,000 1,450 24,912 - 95,81   25 Administrative Costs 35,200 9,900 2,400 33,072 - 80,55	-
19 20 Expenses 21 Salaries & Wages \$ 634,333 \$ 161,416 \$ 350,182 \$ 580,374 \$ - \$ 1,726,30 \$   22 Benefits 229,815 77,655 141,823 224,998 - 674,29   23 Payroll Expenses 864,148 239,071 492,005 805,372 - 2,400,59   24 Travel & Training 59,450 10,000 1,450 24,912 - 95,81   25 Administrative Costs 35,200 9,900 2,400 33,072 - 80,55	000
21       Salaries & Wages       \$ 634,333       \$ 161,416       \$ 350,182       \$ 580,374       \$ - \$ 1,726,30         22       Benefits       229,815       77,655       141,823       224,998       - 674,29         23       Payroll Expenses       864,148       239,071       492,005       805,372       - 2,400,59         24       Travel & Training       59,450       10,000       1,450       24,912       - 95,81         25       Administrative Costs       35,200       9,900       2,400       33,072       - 80,57	
22     Benefits     229,815     77,655     141,823     224,998     -     674,25       23     Payroll Expenses     864,148     239,071     492,005     805,372     -     2,400,59       24     Travel & Training     59,450     10,000     1,450     24,912     -     95,81       25     Administrative Costs     35,200     9,900     2,400     33,072     -     80,57	
23       Payroll Expenses       864,148       239,071       492,005       805,372       -       2,400,59         24       Travel & Training       59,450       10,000       1,450       24,912       -       95,81         25       Administrative Costs       35,200       9,900       2,400       33,072       -       80,57	305
24       Travel & Training       59,450       10,000       1,450       24,912       -       95,81         25       Administrative Costs       35,200       9,900       2,400       33,072       -       80,57	291
25 Administrative Costs 35,200 9,900 2,400 33,072 - <b>80,5</b> 7	596
	812
26 Professional Foot 51 222 6 500 20 000 150 075 227 90	572
20 Fibiessibilatrees 51,252 0,300 50,000 130,075 - <b>237,8</b> 0	807
27 Equipment & Fleet 187,139 5,920 51,500 3,960 - <b>248,5</b> 1	519
28 Supplies 5,442 2,100 3,900 23,600 - <b>35,0</b> 4	.042
	.000
30 Property Management 142,589 - 3,465 146,05	054
31 Promotion & Education 122,600 - <b>122,6</b> 00	
32 Maintenance Distribution	-
33 Community Support 95,000 <b>95,0</b> 0	.000
34 Total Expense \$ 1,347,200 \$ 273,491 \$ 679,720 \$ 1,163,591 \$ - \$ 3,464,00	002
35 Net Ordinary Income \$ (1,347,200) \$ (254,491) \$ (508,720) \$ (1,163,591) \$ 5,129,000 <b>\$ 1,854,99</b>	
36	
37 Transfers From Operating Reserve \$ 1,347,200 \$ 254,491 \$ 584,720 \$ 1,163,591 \$ - <b>\$ 3,350,00</b>	002
38 Transfers To Operating Reserve 76,000 - 5,129,000 <b>5,205,0</b> 0	
39 Reserves (increased) decreased \$ 1,347,200 \$ 254,491 \$ 508,720 \$ 1,163,591 \$ (5,129,000) \$(1,854,95)	
40	•
41 Net Income \$ - \$ - \$ - \$ - \$ -	<u> </u>

# Chittenden Solid Waste District Operating Descriptions

## **Operating Administration**

The Operating Administration program (formerly Engineering) provides resources for compliance, design, project management, and applicable permitting. Additionally, this program oversees capital projects through the lifecycle of feasibility, design, and construction management.

## **Drop Off Centers (DOCs)**

CSWD Drop Off Centers provide residents and small businesses with economical options for the management of their trash, recycling, food scraps, compostable yard debris, and certain special recyclables.

#### **Hazardous Waste**

The Hazardous Waste program includes both the Environmental Depot and Paint Depot. The Environmental Depot manages the hazardous waste of the residents and small businesses of Chittenden County. The Paint Depot manages discarded paint and produces recycled paint for the CSWD Local Color Program.

# **Materials Recovery Facility (MRF)**

The Materials Recovery Facility manages single stream recycling from Chittenden County and Northern Vermont through sorting and preparing recyclables for domestic commodity sales.

# **Organics Diversion Facility (ODF)**

The Organics Diversion Facility manages the acceptance, processing, and transfer of organics for use in compost and anaerobic digestion.

## **Property Management**

The Property Management department maintains and protects CSWD's investment in residential and business tenant property.

#### Maintenance & Roll-off

The Maintenance department provides material hauling and supports facility operations through ongoing maintenance of CSWD assets.

# Chittenden Solid Waste District FY26 Proposed Budget Summary Operating Departments

		•	erating nistration		Materials Recovery Facility		Orop Off Centers	Н	lazardous Waste		operty nagement		Organics Recycling Facility	Ma	intenance		Total
1	Income																
2	Tipping Fees	\$	-	\$	3,965,400	\$ 2	2,465,000	\$	-	\$	-	\$	308,510	\$	-	\$	6,738,910
3	Special Materials		-		-		567,000		-		-		-		-		567,000
4	Hazardous Materials		-		-		16,000		88,000		-		-		-		104,000
5	Biosolids		-		-		-		-		-		-		-		-
6	Solid Maste Management Fee		-		-		-		-		-		-		-		-
7	Sale of Materials		-		1,709,528		227,500		33,250		-		998,389		-		2,968,667
8	License Fees & Penalties		-		-		-		-		-		-		-		-
9	Rental Income		-		-		-		-		-		-		-		-
10	Produce Stewardship & Reimbursement		-		-		25,000		154,250		-		-		-		179,250
11	Interest & Dividends		-		-		-		-		-		-		-		-
12	Other Income		-		-		23,000		-		-		-		-		23,000
13	Grant Revenue		-		-		-		111,323		-		-		-		111,323
14	Equipment Disposal Gain (Loss)		-		-		-		-		-		-		-		-
15	Hauling		-		-		-		-		-		-		64,000		64,000
16	Total Income	\$	-	\$	5,674,928	\$ 3	3,323,500	\$	386,823	\$	-	\$	1,306,899	\$	64,000	\$	10,756,150
17	Cost of Sales		-		-		-		15,000		-		198,947		-		213,947
18	Gross Profit	\$	-	\$	5,674,928	\$ 3	3,323,500	\$	371,823	\$	-	\$	1,107,952	\$	64,000	\$	10,542,203
19																	
20	Expenses																
21	Salaries & Wages	\$	367,476	\$	-	\$	964,990	\$	357,562	\$	-	\$	520,433	\$	357,863	\$	2,568,324
22	Benefits		117,599		-		549,885		194,312		-		250,285		171,103		1,283,184
23	Payroll Expenses		485,075		-		1,514,875		551,874		-		770,718		528,966		3,851,508
24	Travel & Training		2,100		6,265		3,750		6,350		-		11,223		2,850		32,538
25	Administrative Costs		2,500		3,000		63,550		4,250		-		8,475		2,550		84,325
26	Professional Fees		-		2,000		7,650		2,750		28,000		4,300		5,000		49,700
27	Equipment & Fleet		2,640		518,400		144,355		18,100		-		238,066		150,681		1,072,242
28	Supplies		3,000		1,150		28,050		23,650		-		23,475		22,750		102,075
29	Materials Management		-		3,484,506	:	1,281,000		359,200		-		86,116		25,250		5,236,072
30	Property Management		-		151,729		94,188		67,413		22,464		99,162		38,791		473,747
31	Promotion & Education		-		_		1,500		-		-		5,350		_		6,850
32	Maintenance Distribution		-		_		-		-		-		-		_		-
33	Community Support		-		_		8,000		-		-		_		200		8,200
34	Total Expense	\$	495,315	\$	4,167,050	\$ :	3,146,918	\$	1,033,587	\$	50,464	\$	1,246,885	\$	777,038	\$	10,917,257
35	Net Ordinary Income	\$	(495,315)	_	1,507,878	\$	176,582	\$	(661,764)	-	(50,464)	_	(138,933)		(713,038)	\$	(375,054)
36	•				•		•			-						-	
37	Transfers From Operating Reserve	\$	495,315	\$	_	\$	-	\$	1,031,737	\$	50,464	\$	138,933	\$	713,038	\$	2,429,487
38	Transfers To Operating Reserve	•	/	7	1,507,878	-	176,582	,	369,973	•		7	/	•	- ,	•	2,054,433
39	Reserves (increased) decreased	Ś	495.315	Ś	(1,507,878)	\$		\$	661,764	\$	50,464	\$	138,933	\$	713,038	\$	375,054
40	,,	т	,	7	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	7	,,/	7	,	7	,	7	,- 30	7	,0	•	,
41	Net Income	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-

# Chittenden Solid Waste District Self-Funded Descriptions

# **Biosolids Program**

The Biosolids program provides efficient and effective residuals management for participating community members. This program is developed to be self-funding.

# **Closed Landfill Program**

The Closed Landfill program oversees the 30-year post closure period through responsible maintenance, reporting and monitoring according to the safety standards of applicable governing bodies. This program is funded through monies reserved at the launch of the closing project.

# Chittenden Solid Waste District FY26 Proposed Budget Summary

		I	Biosolids
1	Income		
2	Tipping Fees	\$	-
3	Special Materials		-
4	Hazardous Materials		-
5	Biosolids		1,413,000
6	Solid Maste Management Fee		-
7	Sale of Materials		-
8	License Fees & Penalties		-
9	Rental Income		-
10	Produce Stewardship & Reimbursement		-
11	Interest & Dividends		3,600
12	Other Income		-
13	Grant Revenue		-
14	Equipment Disposal Gain (Loss)		-
15	Hauling		-
16	Total Income	\$	1,416,600
17	Cost of Sales		
18	Gross Profit	\$	1,416,600
19			
20	Expenses		
21	Salaries & Wages	\$	-
22	Benefits		
23	Payroll Expenses		-
24	Travel & Training		2,000
25	Administrative Costs		1,000
26	Professional Fees		5,000
27	Equipment & Fleet		-
28	Supplies		-
29	Materials Management		1,405,000
30	Property Management		-
31	Promotion & Education		-
32	Maintenance Distribution		-
33	Community Support		
34	Total Expense	\$ \$	1,413,000
35	Net Ordinary Income	\$	3,600
36			
37	Transfers From Operating Reserve	\$	-
38	Transfers To Operating Reserve		3,600
39	Reserves (increased) decreased	\$	(3,600)
40			
41	Net Income	\$	-

# Chittenden Solid Waste District FY26 Proposed Budget Summary

Landfill

1	Income	
2	Tipping Fees	\$ -
3	Special Materials	-
4	Hazardous Materials	-
5	Biosolids	-
6	Solid Maste Management Fee	-
7	Sale of Materials	-
8	License Fees & Penalties	-
9	Rental Income	-
10	Produce Stewardship & Reimbursement	-
11	Interest & Dividends	36,400
12	Other Income	-
13	Grant Revenue	-
14	Equipment Disposal Gain (Loss)	-
15	Hauling	
16	Total Income	\$ 36,400
17	Cost of Sales	 
18	Gross Profit	\$ 36,400
19		 
20	Expenses	
21	Salaries & Wages	\$ 39,126
22	Benefits	 3,079
23	Payroll Expenses	42,205
24	Travel & Training	-
25	Administrative Costs	200
26	Professional Fees	52,500
27	Equipment & Fleet	-
28	Supplies	500
29	Materials Management	43,680
30	Property Management	31,470
31	Promotion & Education	-
32	Maintenance Distribution	-
33	Community Support	 
34	Total Expense	\$ 170,555
35	Net Ordinary Income	\$ (134,155)
36		
37	Transfers From Operating Reserve	\$ 134,155
38	Transfers To Operating Reserve	-
39	Reserves (increased) decreased	\$ 134,155
40		 
41	Net Income	\$ -



#### ADMINISTRATIVE OFFICE

19 Gregory Drive, Suite 204 South Burlington, VT 05403

**EMAIL** info@cswd.net **TEL** (802) 872-8100

www.cswd.net

To: CSWD Board of Commissioners From: Josh Estey, Director of Operations

Date: April 9, 2025

RE: Fiscal Year 2026 Capital Budget

## **Operating Capital**

Presented in this enclosure is a capital budget and timeline for FY26, FY27, and FY28 as well as an overview of previously approved capital projects that are in progress and are yet to be completed. This memo highlights the projects and procurements planned for FY26.

This capital plan continues our recent trend of reducing anticipated capital costs in response to the increasing costs of the new Materials Recycling Facility (MRF) build. It is also reflective of the capital-intensive expenditures of the last 5-7 years most notable at the Organics Recycling Facility (ORF). Staff continues to work together to verify previously identified capital needs as listed in the works in progress column of the capital outlook and removing projects when applicable. When the need remains, staff have prioritized those projects in an effort to clean up and reduce the number of projects in this bucket of earmarked capital projects.

Highlights of the FY26 projected capital projects list include:

- ORF: concrete work needed at the ORF for the food waste receiving bay, a section of concrete that sees
  daily abuse not from just the physical scraping from our bucket loader but also from the chemical
  exposure to the leachate from food waste;
- ORF: The primary front-end loader at the ORF is overdue for replacement. ORF staff were able to push
  out this replacement by a full year but the time has come for replacement particularly due to the
  number of hours put on this specific machine on a weekly basis.
- Closed Landfill: Staff plans on proactively addressing minor surface water concerns on the east side of the landfill – note that these funds will be taken out of the closed landfill reserve and not the capital reserve.
- Environmental Depot: the Environmental Depot needs a replacement (likely used) forklift repairs and maintenance are starting to stack up on the current unit that is used daily.

Please note that this is a description of intended projects and procurements and is inclusive of all potential capital expenses for FY26. Approval of the budget does not mean work will proceed without a proper bidding process and associated Board approvals according to CSWD financial policies. All capital projects greater than \$50,000 will require approval from the Executive Board of Commissioners and all capital projects greater than \$100,000 will require approval from the Board of Commissioners. In addition to Board notice of projects exceeding \$100,000, Staff will regularly report updates of facility projects that are under the \$100,000 threshold.

# CHITTENDEN SOLID WASTE DISTRICT CAPITAL PROJECTS 3 YEAR PLAN

Mailting Regair   Suilting R			sly Budgeted Progress	FY26	FY27	FY28
Substitution   Subs	MATERIALS RECYCLING FACILITY					
Substitution   Subs	Building & Building Repair					
Sub Total   S		\$	150,000.00			
Single Stream System		\$	150,000.00	\$0	\$0	\$0
Sub Total   S	Capital Equipment					
Scalable						
Scissor Lift	Sub Total	\$	-	\$0	\$0	\$0
Sub Total   \$ 35,000.00   \$0   \$0   \$0   \$0   \$0   \$0   \$	Rolling Stock					
New MRF Project	Scissor Lift	\$	35,000.00			
Size and Design Plan & Attorney   S	Sub Total	\$	35,000.00	\$0	\$0	\$0
Sub Total   \$ 209,200.00   \$0   \$0   \$0   \$0   \$0   \$0   \$0	New MRF Project					_
Sample   S	Site and Design Plan & Attorney	\$	209,200.00			
ORGANICS RECYCING FACILITY	Sub Total	\$	209,200.00	\$0	\$0	\$0
Site Work	Total MRF	\$	394,200.00	\$0	\$0	\$0
Sub Total         \$ 263,000.00         \$0         \$0           Building Repair           Concrete Pad Replacement (food receiving bay)         \$ 120,000         \$ \$ 5           Sub Total         \$ - 5120,000         \$ \$ 5           Capital Equipment           Eggersmann Air Separator V 60         \$ - \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$		\$				
ASP Water System - FY2404   \$ 35,000.00		Ś	78 000 00			
Sub Total         \$ 263,000.00         \$0         \$0           Building Repair           Concrete Pad Replacement (food receiving bay)         \$ 120,000         \$ \$ 5           Sub Total         \$ - 5120,000         \$ \$ 5           Capital Equipment           Eggersmann Air Separator V 60         \$ - \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$		\$				
Building & Building Repair   Concrete Pad Replacement (food receiving bay)   \$120,000   \$0   \$0   \$0   \$0   \$0   \$0   \$0		\$				
Concrete Pad Replacement (food receiving bay)   S120,000   S0   S0   S0   S0   S0   S0   S0		\$	263,000.00	\$0	<b>\$0</b>	<b>\$</b> 0
Sub Total         \$ - \$120,000         \$0         \$0           Capital Equipment           Eggersmann Air Separator V 60         \$ 575,000         \$           Sub Total         \$ - \$0         \$75,000         \$           Rolling Stock           644k Loader         \$ \$350,000         \$         \$           Sub Total         \$ \$350,000         \$         \$           Hauling           Second Hauling Truck (non-CDL)         \$ \$ - \$350,000         \$         \$           Hauling Infrastructure (Heated Garage, Wash Pad, etc.)         \$ <t< td=""><td></td><td></td><td></td><td></td><td></td><td></td></t<>						
Capital Equipment           Eggersmann Air Separator V 60         \$75,000           Sub Total         \$ - \$0         \$75,000         \$0           Rolling Stock           644k Loader         \$350,000         \$0         \$0           Sub Total         \$ - \$350,000         \$0         \$0           Hauling           Second Hauling Truck (non-CDL)         \$ - \$350,000         \$0         \$0           Hauling Infrastructure (Heated Garage, Wash Pad, etc.)         \$ - \$0         \$0         \$0           Sub Total         \$ - \$0         \$0         \$0           ORF New Projects         \$ - \$0         \$0         \$0           Compost pad expansion - lagoon pad, bunker for YW/FW expansion         \$ 100,000         \$100,000		4			40	**
Eggersmann Air Separator V 60         \$75,000           Sub Total         \$ - \$0         \$75,000         \$0           Rolling Stock           644k Loader         \$350,000         \$0         \$0           Sub Total         \$ - \$350,000         \$0         \$0           Hauling           Second Hauling Truck (non-CDL)         \$ 0         \$0         \$0           Hauling Infrastructure (Heated Garage, Wash Pad, etc.)         \$ 0         \$0         \$0           Sub Total         \$ 0         \$0         \$0           ORF New Projects           Compost pad expansion - lagoon pad, bunker for YW/FW expansion         \$ 0         \$100,000		\$	-	\$120,000	\$0	<b>\$</b> 0
Sub Total         \$ - \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$					4	
Rolling Stock           644k Loader         \$350,000         \$0 <td></td> <td>4</td> <td></td> <td>40</td> <td></td> <td>40</td>		4		40		40
644k Loader       \$350,000       \$0         Sub Total       \$ - \$350,000       \$0         Hauling         Second Hauling Truck (non-CDL)       \$ - \$0       \$         Hauling Infrastructure (Heated Garage, Wash Pad, etc.)       \$ - \$0       \$0         Sub Total       \$ - \$0       \$0       \$0         ORF New Projects         Compost pad expansion - lagoon pad, bunker for YW/FW expansion       \$ 50       \$0       \$00,000         1042 Redmond Redesign       \$ 100,000       \$100,000       \$0       \$0       \$0       \$0       \$00,000       \$0		\$	-	\$0	\$75,000	\$0
Sub Total \$ . \$350,000 \$0 \$0  Hauling  Second Hauling Truck (non-CDL) Hauling Infrastructure (Heated Garage, Wash Pad, etc.) Sub Total \$ . \$0 \$0 \$0  ORF New Projects  Compost pad expansion - lagoon pad, bunker for YW/FW expansion  1042 Redmond Redesign \$ . \$0 \$0 \$0  \$ . \$0 \$0 \$0  \$ . \$0 \$0  \$ . \$0 \$0  \$ . \$0 \$0  \$ .				4		
Hauling Second Hauling Truck (non-CDL) Hauling Infrastructure (Heated Garage, Wash Pad, etc.) Sub Total  ORF New Projects Compost pad expansion - lagoon pad, bunker for YW/FW expansion 1042 Redmond Redesign		ć			ćo	ćo
Second Hauling Truck (non-CDL) Hauling Infrastructure (Heated Garage, Wash Pad, etc.) Sub Total  ORF New Projects Compost pad expansion - lagoon pad, bunker for YW/FW expansion 1042 Redmond Redesign		\$	-	\$350,000	ŞU	\$0
Hauling Infrastructure (Heated Garage, Wash Pad, etc.)  Sub Total  ORF New Projects  Compost pad expansion - lagoon pad, bunker for YW/FW expansion  1042 Redmond Redesign						
Sub Total \$ - \$0 \$0 \$0  ORF New Projects  Compost pad expansion - lagoon pad, bunker for YW/FW expansion 1042 Redmond Redesign \$ 50 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0						
ORF New Projects  Compost pad expansion - lagoon pad, bunker for YW/FW expansion  1042 Redmond Redesign  \$100,000		<u> </u>		ćo	ĆO	ćo
Compost pad expansion - lagoon pad, bunker for YW/FW expansion  1042 Redmond Redesign  \$100,000		Ş		ŞU	ŞU	<b>\$</b> 0
1042 Redmond Redesign						
·						\$100,000
	East-end redesign/repurposing (1042, greenhouse, bagging building, pole barn, fueling station, hill carve) - FY2504	\$	50,000.00			\$100,000

Sub Total		\$	50,000.00	\$0	\$0	\$100,000
Total ORF		\$	313,000.00	\$470,000	\$75,000	\$100,000
CLOSED LANDFILL						
Site Work						
East side base remediation - FY2505		\$	15,000.00	\$50,000		
Total Closed LF		\$	15,000.00	\$50,000	\$0	\$0
Biosolids						
Total Biosolids				\$0	\$0	\$0
ROLL-OFF AND MAINTENANCE						
Building & Building Repair						
Building Maintenance (Roof, Systems,)						
Lean-to and building renovation - FY2507		\$	115,000.00	<b>^</b>	<u> </u>	<b>^</b>
Sub Total		\$	115,000.00	\$ -	\$ -	\$ -
Rolling Stock					ć 275.000	
2012 KENWORTH TRUCK T800 #31					\$ 275,000	ć 100.000
Service Truck Replacement New Hook Truck - FY2508		Ċ	175,000.00			\$ 100,000
Sub Total		¢	175,000.00	\$ -	\$ 275,000	\$ 100,000
Total Roll-Off and Maintenance		\$	290,000.00		\$ 275,000	
		Ψ		т	Ψ = 10,000	Ψ
DROP-OFF CENTERS						
Site Work						
BUR	Fast Trash - FY2509	\$	90,000.00			
MIL	Design and Expansion - FY2310	\$	705,000.00			
MIL	Special Waste Building - FY2220	\$	45,000.00			
BUR	Sitework & Planning - FY2411	\$	285,000.00			
Sub Total	5	\$	1,125,000.00		\$ -	\$ -
Building & Building Repair						
Sub Total				\$ -	\$ -	\$ -
Capital Equipment						
Compactors for Essex and South Burlington - FY2308 and FY23	11	\$	48,500.00			
Sub Total		\$	48,500		\$ -	\$ -
Total Drop-Off Centers		\$	1,173,500.00	\$ -	\$ -	\$ -
HAZARDOUS WASTE AND LATEY DAINT						
HAZARDOUS WASTE AND LATEX PAINT						
Sitework						
Sub Total		<u> </u>		\$ -		
Building & Building Repair		\$	-			
bulluling & bulluling Kepali						

Sub Total	\$	-	\$ -	\$ -	\$ -
Rolling Stock					_
Replacement Forklift			\$ 25,000		
Sub Total	\$	-	\$ 25,000	\$ -	\$ -
Total HAZARDOUS WASTE AND LATEX PAINT	\$	-	\$ 25,000	\$ -	\$ -
PROPERTY MANAGEMENT					
Sub Total			\$ -		
Total Property Management			\$ -	\$0	\$0
ADMINISTRATION					
Site Work					
Building Site Design & Permitting FY2232		5,000.00			
Sub Total	\$ 5	55,000.00	\$ -	\$ -	\$ -
Intangible					
Revenue Sufficiency Analysis FY2317		5,000.00			
Website Upgrades - FY2231	•	9,000.00			
Sub Total	\$ 15	4,000.00	\$ -	\$ -	\$ -
Total Administration	\$ 209	,000.00	\$ -	\$ -	\$ -
Miscellaneous			\$ 50,000	\$ 50,000	\$ 50,000
Total Cap Cost	\$ 2,39	4,700	\$ 595,000	\$ 400,000	\$ 250,000
Program Input					
General Fund Support			\$ 545,000	\$ 400,000	\$ 250,000

50,000 \$

\$

**Closed Landill Reserve** 

# Chittenden Solid Waste District Fiscal Year 26 Proposed Budget Reserve Funds

Excess income is allocated to specified reserve accounts based on their established priority and reserve type. (See Reserve Fund Waterfall below)

Reserve Types include:

**Restricted Reserves:** resources subject to constraints. Due to the nature of their restriction, expenses must be tracked to prove the funds are used as authorized.

**Committed Reserves:** include encumbrances not otherwise reflected in Restricted Reserves. Limitations on spending imposed by the annual operating budget naturally lapse with the passage of time and thus do not remain binding indefinitely. Committed Reserves allows for the inclusion of encumbrances committed to, but not yet obtained.

**Assigned Reserves:** may be established by the Board from time to time to meet the future needs of CSWD. These reserves are established and may be changed by resolution of the Board in accordance with the Open Meeting Law requirements.

**Undesignated Funds:** not considered special revenue fund and include the unrestricted surplus funds not accounted for and reported in another fund

In FY26, CSWD will manage the following Restricted Reserves:

**Biosolids Reserve** – established by the contract with the members of wastewater treatment plants for the disposal of sludge. Reserves are often designated to reduce the impact of market conditions on the fees assessed from biosolids or to collect funds for the purchase of capital equipment. Budget projections for FY26 indicate **an increase of \$3,600**.

Landfill Post Closure Reserve – designated to assure funding exists to meet the requirements of the 30-year process of closing the landfill that began in 1996. Members of the operations team perform an annual audit to review the current closing cost and adjust for inflation and alterations, as necessary. Excess funds will remain in this fund until CSWD reaches custodial care through resolution with the state. This determination is currently under review, and we expect a final decision by FY2027. A portion of the reserve earns interest through interest-bearing accounts. Both expected expenditures and expected interest earned are included in the annual budget. Budget projections for FY26 indicate a reduction of \$83,154 (\$50K in capital expenditures and \$33K in "operational" expenditures).

Facilities Closure Reserve – mandated to safely remove solid waste from closed operating facilities as required by state law. Members of the operations team perform an annual review of the current termination cost adjusting for inflation and alterations, as necessary. Funds for this reserve reside in an interest-bearing account; revenue from the account is included in the Finance budget. Budget projections for FY26 indicate an increase of \$50,000.

In FY26, CSWD will manage the following Temporarily Restricted Reserves:

**Debt Service Fund-** developed to maintain a minimum fund balance per the bond resolution. The fund will be maintained at a balance equal to 100% of the following year's debt service until the debt is retired. Budget projections for FY26 indicate consistent balance.

MRF Project Capital Fund- dependent upon approval of the increased SWMF (\$40/ton). Proposed reserve to fund projected MRF project shortfall. The Budget projections for FY26 indicate an increase of \$1,778,999.

# Chittenden Solid Waste District Fiscal Year 26 Proposed Budget Reserve Funds

In FY26 CSWD will manage the following <u>Assigned</u> Reserves:

**Solid Waste Management Reserve** – designated to provide support to management services as described in the Charter through a management fee structure. Budget projections for FY26 indicate **no change**.

Operating Reserve – designated to provide funds to operating programs and reduce the reliance on the solid waste management subsidy. It is assumed contributions are made in years when operation allocations balances are in excess; withdraws are made when operational allocations balances are insufficient. In the event operating reserves are depleted, funding will be withdrawn from the Solid Waste Management Reserve. Budget projections for FY26 indicate a decrease of \$470,054.

Capital Reserves – established to preserve funding for future capital projects, asset upgrades and replacement of disposed assets. In FY26 the capital budget projects a **net decrease of** \$525,000 (\$545K in capital expenditures and an increase of \$20K of interest).

**Community Clean Up Fund** – designated to member communities for local permissible projects. Budget projections for FY26 indicate a decrease of \$95,000.

# **Reserve Fund Waterfall**

In FY22, the District revised the Reserve Fund Guideline and structure. The new structure establishes a priority funding mechanism, minimum and maximum balances, and proposes to restrict certain funds (Closed Landfill, Facility Closure, and Biosolids). As each priority reserve reaches its maximum, remaining excess revenue flows ("waterfalls") to the next priority reserve fund in order, as illustrated below:

	Reserves Subje	ect to Funding Priority Waterfa	all
Assigned	Solids Waste Management Reserve (General Fund)	3 months of budgeted administrative expenses	\$1,000,000
Temporarily Restricted	MRF Project Capital Fund	No set minimum, intended to close the project MRF project shortfall of \$4.2M	No set maximum, intended to close the project MRF project shortfall of \$4.2M, subject to revision
Assigned	Operating Reserve	3 months of budgeted operating expenses	6 months of budgeted operating expenses, or highest past calculated cost
Assigned	Capital Reserve	Current value of fully depreciated assets	Current value of total asset depreciation
Unrestricted, Unassigned	Undesignated Fund	5% of budgeted revenue	10% of budgeted revenue

# Chittenden Solid Waste District Fiscal Year 26 Proposed Budget Reserve Funds

Reserves Using a Set Calculation							
Reserve Type	Reserve Name	Maximum Carry Value					
Assigned	Facilities	Calculated cost of facilities	Highest past calculated cost				
	Decommission	decommissions	of facilities decommissions				
	Reserve						
Restricted	Facilities Closure	Calculated cost of facility	Highest past calculated cost				
	Reserve	solid waste termination	of facility solid waste				
			termination				
Assigned	Community Clean Up	Current balance due to	Current balance due to				
	Fund	communities	communities				
Reserve Type	Reserve Name	Minimum Carry Value	Maximum Carry Value				
Restricted	Biosolids Reserve	Current depreciation of	\$650,000 or cost of				
		Biosolids Trailers, as	replacing Biosolids trailers				
		contracted					
Restricted	Landfill Post Closure	Original cost of calculated	Original cost of calculated				
	Reserve	closure less operating	closure				
		reduction					
Temporarily	Debt Service Reserve	100% of upcoming year's	100% of upcoming year's				
Restricted		debt service	debt service				

#### RESTRICTED FUNDS

The Biosolids, Closed Landfill, and Facilities Closure reserve funds are considered Restricted Funds as a best practice. The Debt Service Reserve is required by Bond Resolution as part of the bonding agreement and the MRF Project Capital reserve is dependent upon approval of the new SMWF and is temporarily restricted. Restricting these reserves means that the funds attributed to these programs may be used only for the expenses of these programs. Excess funds, after their restricted use, may be redistributed as deemed appropriate by management or, in the case of the Biosolids Reserve, returned to the member cities/towns that contribute specifically to that reserve. Interest revenue resulting from the investment of monies from these funds are credited to these funds.

#### ASSIGNED FUNDS

The remaining reserve funds (except the Undesignated Reserve) are assigned but not restricted. This means that those funds have a specific intended use but are available to be reassigned to other reserves if needed. These funds are organized in priority order and are filled with revenue in excess of expenses at the end of the fiscal year. When the first priority fund is full, the remaining excess revenue is assigned (flows as a waterfall) to the next priority fund. Four reserves make up the "waterfall" reserves: Solid Waste Management Fee, MRF Project Capital reserve, Operating, Capital, and Undesignated reserves, in that order. When the Undesignated Reserve maximum is met, any remaining excess revenue will be assigned to the Capital Reserve. The Facilities Decommission and Facilities Solid Waste Termination Reserves were seeded with excess solid waste management fee revenue. The Community Clean Up Fund is also funded with solid waste management fees and is capped at \$95,000.

#### **Chittenden Solid Waste District FY26 Proposed Budget Summary Reserve Balances BUD FY26 BUD FY26 Expected Transfers Transfers** FY25 \* OpEx CapEx FY24 **BUDFY26** 1,636,766 1,686,766 32101 - Facilities Closure Reserve 1,636,766 50,000 32103 - Solid Waste Management Reserve 1,913,358 1,000,000 1,000,000 2,581,686 1,409,100 (470,054)939,046 32105 - Operating Reserve 7,693,037 8,983,400 20,000 (545,000) 8,458,400 32200 - DESIGNATED FOR CAPITAL 570,418 1,000,000 (33,154)(50,000) 916,846 32102 - Landfill Post Closure Reserve 380,724 380,724 3,600 384,324 33200 - Biosolids Reserve 95,000 95,000 33100 - COMMUNITY CLEAN UP RESERVE 63,166 340,900 340,900 Debt Service Fund 1,778,999 1,778,999 MRF Project Capital Fund 14,845,890 1,349,391 (595,000)14.839.155 15,600,281

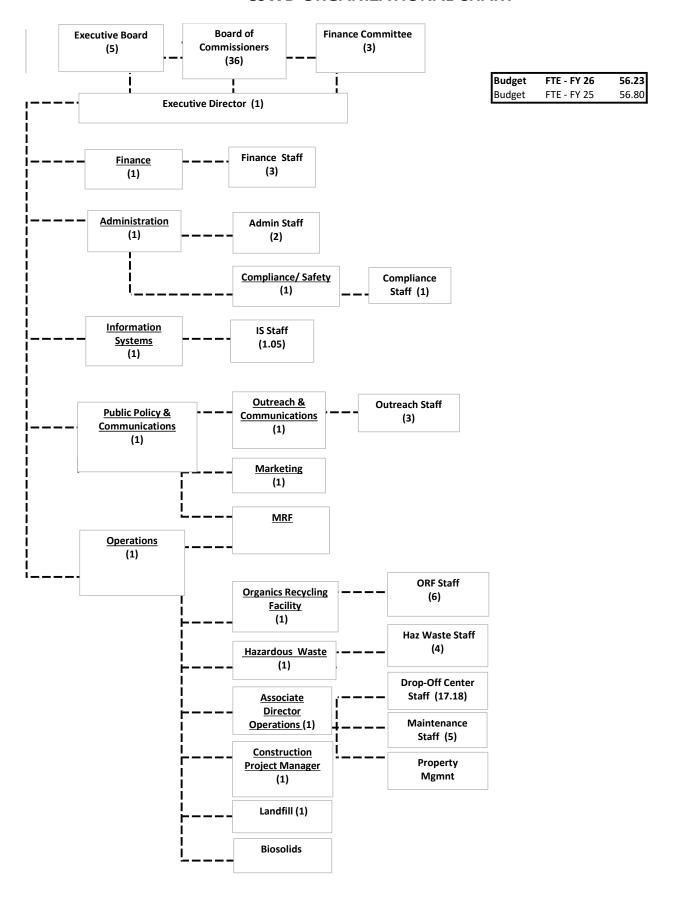
<sup>\* -</sup> This represents a very rough estimate of the ending balance at 6/30/2025 and requires further development of a forecast model.

						Rate chang		increase from
	SCHEDULE OF PROGRAM TIPPING FEES		FY24		FY25	FY2	26	FY25 to FY26
1	MATERIALS RECYCLING FACILITY							
2	Materials Sales fluctuate with market price.							
3								
4	Budgeted Tipping Fees:							
5	In-District materials, per ton	\$	85.00	\$	90.00			
6	Out-of-District materials, per ton	\$	85.00	\$	90.00			
7								
8	DROP-OFF CENTERS							
9	Items accepted vary by facility							
10								
11	Household Trash							
12	Small - up to 13 gallons	\$	3.00		3.00			
13	Medium - 14 to 35 gallons	\$			8.00	\$ -	ç	-
14	Large - 36 to 45 gallons	\$	11.00		11.00		Ş	-
15	per cubic yard	\$	48.00	\$	48.00		ç	-
16	at Drop-Off Center in Burlington, per pound		n/a		n/a			
17								
18	Recycling							
19	Blue-bin Recyclables, with paid trash items		No charge		No charge		_	
20	Blue-bin Recyclables ONLY	\$	2.00	Ş	2.00		ç	-
21	More than 1 Cubic Yard				\$5.00/CY			
22	Organics							
23	Food Scraps, with paid trash items		No charge		No charge		,	
24	Food Scraps (per 5 gallons), without paid trash items	\$	1.00	\$	1.00		Ş	-
25	Tree limbs, trunks, clean stumps, & brush (Williston no longer accept '24)	÷	No about		Nie ekene			
26	Up to 1 cubic yard (Milton, SB & Essex) (up to 3 cy in 24)		No charge		No charge			
27	Up to 3 cubic yards (up to 2 cubic yards starting '24)	¢	No charge	<b>,</b>	No charge		,	
28	Each cubic yard in excess of 3 cy (changed to 2 cy in 2024) Pallets & clean lumber:	\$	5.00	Ş	5.00		Ş	-
29 20	Up to <del>1</del> 2 cubic yards (Milton, Williston, SB &Essex)		No charge		No charge			
30 31	Up to 3 cubic yards (Williston) (changed to 5 in '24)		No charge <del>No charge</del>		No charge <del>No charge</del>			
32	Each cubic yard in excess of <del>1-2</del> cy	\$	5.00	\$	5.00			
33	Per ton	ب <u>د</u>	50.00	ب <u>د</u>	50.00		9	-
34	Yard debris (including natural wood)	Ţ	No Charge	<del>-</del>	No Charge		7	,
35	Up to 4 2 cubic yards (Milton, Hinesburg (NO WOOD), SB &Essex)		No charge		No charge			
36	Each cubic yard in excess of 4-2 cy	\$	5.00	¢	5.00			
37	Special Materials	ب	5.00	Y	5.00			
38	Non-covered Electronics ~ per pound (by appt. only)	\$	0.18	\$	0.18	\$ 0.3	0 \$	0.12
20		т	3.10	т	5.10	, 0.0	- 7	,
39	Gypsum wallboard (clean, new scrap):	5 / 39						

					Ra	te change	increase from
	SCHEDULE OF PROGRAM TIPPING FEES		FY24	FY25		FY26	FY25 to FY26
40	Small loads (up to 2 cy), per cubic yard	\$	22.50	\$ 28.00			
41	Large loads, per ton	\$	90.00	\$ 100.00			
42	Tires ~ up to 16" (bike tires up to 20)	\$	3.00	\$ 4.00			
43	Tires ~ 16.5" up to 19.5" 20" Passenger Vehicle	\$	3.00	\$ 4.00			
44	<del>Tires ~ per ton</del>	\$	225.00	\$ 250.00			
45	Propane cylinders over 20 lbs.	\$	5.00	\$ 5.00			\$ -
46	Mercury-containing products*		No charge	No charge			
47	Propane cylinders 20 lbs. & under*		No charge	No charge			
48							
49	Construction & Demolition Materials						
50	up to 13-gallon bag/barrel	\$	5.00	\$ 6.00		\$8.00	\$2
51	up to 33-gallon bag/barrel	\$	10.00	\$ 16.00			
52	up to 45-gallon bag/barrel	\$	15.00	\$ 22.00			
53	up to 64-gallon bag/barrel		n/a	\$ 30.00			
54	per cubic yard	\$	82.00	\$ 96.00			
55							
56	Other Items						
57	Appliances without refrigerants	\$	5.00	\$ 5.00		\$6.00	\$1
58	Appliances with refrigerants	\$	15.00	\$ 15.00			
59	Batteries (household and lead acid)*		No charge	No charge			
60	Electronics -non-covered	\$	-	\$ 2.00			\$ -
61	Electronics - items covered by State program		No charge	No charge			
62	Fluorescent lamps*		No charge	No charge			
63	XS Furniture Item		n/a	\$ 3.00	\$	4.00	\$1
64	Small furniture item		\$4-11	\$ 8.00			
65	Medium Furniture item		n/a	\$ 11.00			
66	Large furniture item		\$16- 22	\$ 15.00			
67	XL furniture item		n/a	\$ 24.00			
68	Twin box spring	\$	20.00	\$ 20.00	\$	27.00	\$ 7.00
69	Twin mattress	\$	20.00	\$ 20.00	\$	27.00	\$ 7.00
70	Full/double/queen mattress	\$	25.00	\$ 25.00	\$	32.00	\$ 7.00
71	Full/double/queen box spring	\$	25.00	\$ 25.00	\$	32.00	\$ 7.00
72	King mattress	\$	30.00	\$ 30.00	\$	37.00	\$ 7.00
73	King box spring	\$	30.00	\$ 30.00	\$	37.00	\$ 7.00
74	Crib mattress	\$	6.00	\$ 8.00	\$	10.00	\$ 2.00
75	Hard cover books*	\$	-	\$ -			\$ -
76	Scrap metal		No charge	No charge			
77	Textiles*		No charge	No charge			
78	Tires	\$	3.00	\$ 4.00			\$ -
79	Tires ~ <del>up to 16"</del> (bike tires up to 20)	\$	3.00	\$ 4.00			\$ -
80	Tires ~ 16.5" up to 19.5" 20" Passenger Vehicle	37 / 3\$	3.00	\$ 4.00			\$ -

						Rate change	increase from
	SCHEDULE OF PROGRAM TIPPING FEES		FY24		FY25	FY26	FY25 to FY26
81	Tires ~ Up to 19.5"	<b>\$</b>	3.00	\$	4.00		\$ -
82	Tires ~ 20" to 24.5" Heavy Truck/Vehicle	\$	15.00	\$	15.00		\$ -
83	Tires ~ large equipment tires	\$	56.00	\$	56.00		\$ -
84	Tires ~ XL equipment tires		n/a	\$	100.00		
85	Tires ~ per ton	\$	225.00	\$	250.00		\$ -
86	Used oil*		No charge		No charge		
87	Used oil filters*		No charge		No charge		
88	Ashes (accepted as trash)	\$2-8;	\$42 (Cubic Yard)	\$3-1	L5; \$48 (Cubic Yard)		
89							
90	Shredded Paper, with paid trash items		NA		No charge	No charge	
91	Shredded Paper ONLY		NA	\$	2.00	\$ 2.00	\$ -
92	More than 1 Cubic Yard				\$5.00/CY	\$5.00/CY	
93							
94	HAZARDOUS WASTE - ENVIRONMENTAL DEPOT & ROVER						
95							
96	Environmental Depot						
97	Household hazardous waste		No Charge		No Charge		
98	Business hazardous waste ~ Conditionally Exempt Generators		Call For Pricing		Call For Pricing		
99							
100	Rover						
101	Household hazardous waste		No Charge		No Charge		
102							
103	Organics Diversion Facility						
104							
105	Food Waste						
106	Tip fee, per ton	\$	70.00	\$	70.00		
107							
108	Solid Waste Management						
109							
110	Budgeted Fee:						
111	Management Fee, per ton	\$	27.00	\$	30.00	\$ 40.00	\$ 10.00

# FY 26 PROPOSED CSWD ORGANIZATIONAL CHART



#### Memo

To: City Council

**From:** Chief Chris Gaboriault

Meeting Date: Wednesday, May 28th

**Agenda Item:** Department Head Conversation

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

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

- We received our Ladder Truck back from frame replacement on January 1, 2025
- Working with CVE to establish a training site for the department
- Initiated early discussion with regards to replacing Engine 5 in FY29
  - o Fire apparatus replacement lead time can be 2 3 years from time of order
- Call volume in 2025 is 245 calls to date, compared to this time in 2024 180 calls
- Maintaining a roster of 30 32 individuals
- Reviewing area department training sites for ideas and planning

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

- We hope to be working on our new training site
- Increase our efforts populating data entry into our ESO database
- Preparing to transition from National Fire Incident Reporting System (NFIRS) to National Emergency Response Information System

# Anything you think the Council should know

Nothing at this time



P: 802.878.6951 F: 802.878.6946 E: cgaboriault@essexjunction.org

#### **MEMORANDUM**

**To: City Council** 

From: Chief Chris Gaboriault

Meeting Date: Wednesday, May 28, 2025

Subject: Request to Approve MOU with CVE for Training Site

**Issue:** The Essex Junction Fire Department lacks access to a training site that can be used to provide hands on firefighter training with search and rescue, room and content fires, ventilation and forceable entry. Our goal is to provide "real life" training opportunities, with actual fire and/or smoke, to simulate conditions firefighters will encounter while executing job responsibilities here in Essex Junction.

**Discussion:** EJFD approached CVE, requesting access to a remote location within fairgrounds property. Our plan is to purchase up to three Conex boxes that would be configured to simulate a building structure. These boxes are metal and can support small room and content fires. Our plan would be to stack two boxes to be used as a two-story structure with a box to the side for garage type fires/incidents. A roof prop would be added which would allow us to cut ventilation holes. This location is ideal, as we are removed from residential areas. These Conex boxes are not permanent and can be removed easily if needed.

The MOU has been reviewed by VLCT; and the insurance coverage limits are all within our current policy amounts so there will be no additional insurance costs.

The approximate location at CVE is identified here:



**Cost:** When fully complete, we will have \$7,500 - \$9,000 in overall cost. Our plan would be to complete this project over a two-year period. Funding would be supported through the fire department's training budget.

**Recommendation:** Is to provide the City Manager authorization to approve the MOU.

# **Recommended Motion:**

If the Council is ready and decides to follow the recommended motion:

"I move the Council authorize the City Manager to approve the MOU pending legal review."

# Attachments:

Draft MOU

MEMORANDUM OF UNDERSTANDING
BETWEEN
ESSEX JUNCTION FIRE DEPARMENT
AND
CHAMPLAIN VALLEY EXPOSITION

This Memorandum of Understanding (MOU) is made and entered into on this \_\_\_\_ day of \_\_\_\_\_, 2024, by and between the Champlain Valley Exposition (CVE), located at 105 Pearl Street, Essex Junction, Vermont 05452, and the Essex Junction Fire Department (EJFD), located at 2 Lincoln Street, Essex Junction, Vermont 05452

#### 1. PURPOSE

The purpose of this MOU is to establish the terms and conditions under which the Champlain Valley Exposition will permit the Essex Junction Fire Department to use a designated portion of CVE's land for the construction, operation, and maintenance of a fire training site consisting of metal Connex containers and other appropriate fire/rescue props.

#### 2. TERM

This MOU shall become effective upon signing by both parties and shall remain in effect for a period of 5 years, unless terminated earlier by either party with a 90-day written notice.

# 3. LOCATION

CVE agrees to provide EJFD with access to and use of a designated area on its property, located in the Gravel Pit, for the purpose of fire training activities. [per VLCT comment - a map will be included to clarify the designated area to be used by EJFD]

- 4. RESPONSIBILITIES OF ESSEX JUNCTION FIRE DEPARTMENT
- a. EJFD shall be responsible for the construction, maintenance, and operation of the fire training site, ensuring compliance with all applicable local, state, and federal laws and regulations.
- b. EJFD shall obtain and maintain all necessary permits, licenses, and approvals for the training facility.
- c. EJFD shall ensure that all training exercises are conducted safely, with appropriate measures in place to prevent property damage or harm to personnel.
- d. EJFD shall provide appropriate insurance coverage for training activities and will indemnify and hold harmless CVE from any liability arising from the use of the property.

e. EJFD will notify all neighbors to the property prior to the use of any live fire training, to alert them of the potential for smoke in the area. The notification will be provided 1 week prior to the training and will consist of the date and time in which the training will occur and provide a point of contact.

## 5. RESPONSIBILITIES OF CHAMPLAIN VALLEY EXPOSITION

- a. CVE grants permission for EJFD to use the designated land for the specified training purposes.
- b. CVE shall maintain the right to inspect the training site periodically to ensure compliance with the agreed-upon terms.
- c. CVE reserves the right to request modifications or relocation of the training site if necessary due to fairground operations or other property use considerations.
- d. CVE will provide EJFD with a no-use date list Quarterly to allow the training committee an opportunity to schedule/re-schedule planned training for the department
- e. CVE will notify EJFD if the training site needed to be moved or adjusted, so EJFD can reinspect the training site for safety reasons.

## **6. LIABILITY & INSURANCE**

- a. EJFD agrees to indemnify, defend, and hold harmless CVE, its employees, officers, and representatives from any claims, damages, or liabilities arising from EJFD's use of the site for the Purpose set forth in the agreement.
- b. EJFD shall provide the following insurance coverages for training activities:
- (1) Commercial General Liability insurance coverage with a policy limit of at least \$2,000,000 per occurrence and \$4,000,000 in aggregate; (2) Business Automobile Liability coverage with total liability limits of at least \$2,000,000; and (3) Statutory Workers' Compensation insurance.
- b. CVE shall not be liable for any injury or damage to EJFD personnel or property occurring during training activities unless caused by gross negligence or willful misconduct by CVE.

# 7. TERMINATION

Either party may terminate this MOU with a 90-day written notice to the other party. Upon termination, EJFD shall be responsible for the removal of all structures and the restoration of the site to its original condition unless otherwise agreed in writing.

# 8. MODIFICATIONS

Any amendments or modifications to this MOU must be made in writing and signed by authorized representatives of both parties.

# 9. SIGNATURES

IN WITNESS WHEREOF, the parties have executed this Memorandum of Understanding as of the date first written above.

Champlain Valley Exposition	
By:	
Title:	
Date:	
Essex Junction Fire Department	
By:	
Title:	
Date:	



P: 802-878-6944, ext. 1625 F: 802.878.6946 E: mgiguere@essexjunction.org

#### **MEMORANDUM**

To: City Council

**From:** Michael Giguere, City Planner

**CC:** Chris Yuen, Community Development Director, Elijah Massey, Planning Commissioner

Meeting Date: May 28<sup>th</sup>, 2025

**Subject:** Animating Infrastructure Design Grant application for the Essex Junction Fire Station

Issue: To introduce a grant application project designing a mural for the Essex Junction Fire Station.

#### **Discussion:**

The Vermont Arts Council's (VCA) Animating Infrastructure Grant program provides funding for integrating public art into community infrastructure such as buildings, trails, utility systems, roads, and much more. VCA suggests that the program has the potential for the artistic enhancement of the functional components of the built environment, creating more welcoming spaces where people want to work, visit, and play.

Following the submission of a project pitch in March 2025, the City has been invited to apply for a design grant. Community Development Staff are preparing an application in coordination with Elijah Massey from the Planning Commission. If selected, this grant would provide funding to select an artist, engage with the community, and develop art design. This would not fund the painting or installation of the mural, which could be pursued through an implementation grant application in the future after the design work has been finalized.

The southeastern-facing wall of the Fire Department building is proposed as the project location due to its proximity to the Village Center and Five Corners, its large visible façade, and its proximity to other community buildings such as the City offices and Brownell Library. A placemaking initiative at this location is also suggested in the Connect the Junction Transit Oriented Development Master Plan draft report. The Planning Commission hopes to involve Essex Westford School District art students and educators in the design process and create something that reflects the City's future while honoring the fire station's significant history in our community.

This memorandum is intended to introduce this project at a conceptual level. If selected for funding, there will be opportunities in the future to provide direct input on the project scope and final design. The application deadline is Monday, June 16<sup>th</sup>.

## Cost:

This grant has no financial match requirements.

#### **Recommendation:**

This memo is for information only.



P 802-878-6944 F: 802.878.6946 E: admin@essexjunction.org

# **MEMORANDUM**

To: City Council

From: Regina Mahony, City Manager

Meeting Date: May 28, 2025

Subject: City Representation on Regional Boards – Appointments/Reappointments

#### Issue:

There are several regional boards the City has representation on; some of which need to be re-appointed.

# **Discussion:**

The following are the boards we currently have representation on. There are a few where the representative's term expires at the end of May/June. We need to re-appoint representatives to these boards.

Regional Board/Organization	Current Representative	Alternate Representative	Appointment Term	Next Steps
Chittenden County Communications Union District	Marta Pauer-Tursi	Vacant	2-year term from January to January	No action needed until December 2026
Chittenden County Regional Planning Commission	Cristin Gildea - Board Chris Yuen – TAC Chelsea Mandigo - CWAC	Dan Kerin - Board Michael Giguere – TAC Vacant - CWAC	Board/TAC: 2-year term, expires June 2025	Need to re-appoint for Board, TAC and CWAC
Chittenden Solid Waste District	Mike Sullivan	Amber Thibeault	2-year term	No action needed until May 2026
Green Mountain Transit	Raj Chawla	Bethany Clark	3-year term	No action needed until June 2027
Town Meeting TV	Amber Thibeault	Marcus Certa	1-year term, expires June 2025	Need to re-appoint
Champlain Water District	Aaron Martin	Greg Duggan	3-year term, expires March 2028	No action needed: Position is elected
Winooski Valley Parks District	George Tyler	Greg Duggan	3-year term, expires June 2025	Need to re-appoint
Tree Farm Management Group	Mark Brislin	Wendee Pringle- Corcoran	3-year term, expires June 2027	No action needed

There are also local committees the City has representation on:

- Tri-Town Committee on Sewage: Chelsea Mandigo, Jess Morris & Regina Mahony
- Capital Program Review Committee: Amber Thibeault & Jess Morris

There is also one other CCRPC committee that we have representatives on:

 Planning Advisory Committee – Chris Yuen as Representative and Michael Giguere as Alternate (June 2026)

#### Cost:

There are no associated costs with this issue.

# **Recommendation:**

- CCRPC Board: Appoint Cristin Gildea as Representative and Dan Kerin as Alternate to the Board for CCRPC
- CCRPC (TAC): Appoint Chris Yuen as Representative and Michael Giguere as Alternate to the Transportation Advisory Committee for CCRPC
- CCRPC (CWAC): Appoint Chelsea Mandigo as Representative to the Clean Water Advisory Committee for CCRPC
- Town Meeting TV: Appoint Amber Thibeault as Representative and Marcus Certa as Alternate
- Winooski Valley Parks District: Appoint George Tyler as the Representative to the WVPD
- All other appointments remain as is for now

#### **Recommended Motion:**

If the Council is ready and decides to follow the recommended motion:

"I move the Council appoint the following positions:

- CCRPC Board: Appoint Cristin Gildea as Representative and Dan Kerin as Alternate to the Board for CCRPC
- CCRPC (TAC): Appoint Chris Yuen as Representative and Michael Giguere as Alternate to the Transportation Advisory Committee for CCRPC
- CCRPC (CWAC): Appoint Chelsea Mandigo as Representative to the Clean Water Advisory Committee for CCRPC
- Town Meeting TV: Appoint Amber Thibeault as Representative and Marcus Certa as Alternate
- Winooski Valley Parks District: Appoint George Tyler as the Representative to the WVPD
- All other appointments remain as is for now

Attachments: None



P: 802.878.6951 F: 802.878.6946 E: admin@essexjunction.org

#### **MEMORANDUM**

To: City Council

From: Regina Mahony, City Manager

Meeting Date: May 28, 2025

Subject: Economic Mobility & Opportunity Special Assistants Program

Issue: Consider a joint application for the ICMA Economic Mobility & Opportunity (EMO) Special Assistants

Program.

#### **Discussion:**

There is an opportunity to apply for staff support from a new (and perhaps one time only) ICMA program intended to define and implement opportunities to address economic mobility challenges faced by the community. This program could include a focus on specific challenges related to things like housing, job opportunities and business development, engaging vulnerable populations, support for working families, and more.

Here is the description from the ICMA Economic Mobility & Opportunity (EMO) Special Assistants Program website:

"ICMA's EMO Special Assistants Program (EMO SA) offers a rare, significant infusion of resources to bolster local leadership and align actions and stakeholders around factors that enable all residents to climb the economic ladder. ICMA invites applications from local governments interested in hosting a full-time, senior level position to spearhead coordinated efforts to advance economic mobility and opportunity for residents.

Local governments selected for this opportunity will receive a grant from ICMA to support salary for and programming directed by their special assistant. Reporting to executive leadership in the local government, the EMO SA will work across departments and external partners to identify strategic priorities and develop a tailored implementation plan informed by a community-engaged co-design process during their 2+ year tenure. ICMA will also facilitate coaching, training, and customized technical assistance to support EMO SAs, individually and as a cohort. ICMA anticipates selecting 15 local governments to serve as host communities for EMO SAs."

I thought this program could be beneficial because as we've been working with Winooski, CCRPC and other municipal partners on the shared Equity Policy Advisor position that we funded at \$25,000 for FY26, it's possible that this program could help support that and or dovetail with it. Conceptually the Equity Policy Advisor position is a bit more internal facing, while the EMO-SA would be much more outward facing, however they could be complimentary. This program also seems helpful because this combines two areas of work that we have not yet been able to focus on and resource properly: welcoming and engaging community work and economic development. It would also provide an opportunity to bring on a high level professional at a lower cost to the city and for a temporary basis (2+ years). Last but not least, this timing would give us the chance to develop this work program before determining what long-term staff changes may be needed.

This is the first year ICMA is offering the EMO-SA program and there are no specific eligibility requirements (i.e. population size, poverty level, etc). There is also no guarantee they will do this again. Therefore, while this is a long-shot and not a fully fleshed out proposal, I believe it is worth applying for. If we are successful, we could then work with our partners to better define this and the Equity Policy Advisor work collectively. However, even if we are not successful with an award from the EMO-SA program, we will continue working with Winooski, CCRPC and other municipal partners on supporting a CCRPC staff person to help with the equity policy work.

This application is due on June 6, 2025 at 5 pm EST, so we have a very quick turnaround. There is potential interest from Winooski, South Burlington, Shelburne and CCRPC. Essex Junction will likely take the lead on applying as you need an ICMA member to host, but the idea is that this person would be an employee at CCRPC.

**Cost:** The host communities need to cover the cost of benefits, while ICMA will cover the salary cost. We currently have \$25,000 budgeted in FY26 for the Equity Policy Advisor.

#### Recommendation:

I recommend that we apply for this program if we can pull the application together in time with my colleagues.

#### **Recommended Motion:**

If the Council decides to follow the recommended motion:

"I move the Council authorize the City Manager to apply for the ICMA Economic Mobility & Opportunity (EMO) Special Assistants Program with interested municipal partners."

#### **Attachments:**

None

11

12

13

# 14 15 16

17

18

19 20 21

22

23 24 25

26

27 28 29

30

31

32

33 34 35

36

43

44

45

46

47 48

49

50

51

56

# CITY OF ESSEX JUNCTION CITY COUNCIL **REGULAR MEETING** MINUTES OF MEETING May 14, 2025

COUNCILORS PRESENT: Amber Thibeault, President; Marcus Certa, Vice President; Tim Miller, Clerk;

Elaine Haney, Brian Shelden.

Regina Mahony, City Manager; Ricky Jones, Public Works Superintendent; Brad ADMINISTRATION:

Luck, Essex Junction Recreation & Parks Director; Chelsea Mandigo, Water

Quality Superintendent; Jess Morris, Finance Director

OTHERS PRESENT: Bethany Clark, Wendee Pringle-Corcoran, Resa.

# 1. CALL TO ORDER

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

# 2. AGENDA ADDITIONS/CHANGES

None.

## 3. APPROVE AGENDA

None needed.

# 4. PUBLIC TO BE HEARD

a. Comments from Public

None.

#### 5. **BUSINESS ITEMS**

a. \*Interview and Consideration of an Appointment to the Tree Farm Management Group The City Council interviewed Wendee Pringle-Corcoran for a seat on the Tree Farm Management Group. She spoke briefly about her background and interest in serving on the Group. Councilors asked questions of the candidate, and she was given the opportunity to ask questions of the Council.

See item #9a below for further details.

b. Discussion and Consideration of FY26 Enterprise Fund Operating and Capital Budgets for Water, Wastewater, Sanitation, and EJRP Program Fund; and Warn Public Hearing for Utility Rates Director Morris provided an update on the currently proposed FY26 Enterprise Fund Operating and Capital Budgets for Water, Wastewater, and Sanitation, and the EJRP Program Fund. She noted that there is currently a combined 19.89% utility rate increase in the Water, Wastewater, and Sanitation rates (translating to an increase of \$134.92 per year on an average bill). She noted that the rate increases do not directly tie to budget increases. She then spoke about each fund's changes individually. She noted that from FY25 to FY26, the Water Fund's rate increase has been revised to 8.5% with a 15.2% increase in user fees, that the Wastewater Fund's rate change has been revised to 7.3% with a 24.2% increase in user fees, and that the Sanitation Fund's increase has been revised to 21% with a 23% increase in user fees. She noted that the Stormwater fund has a proposed 8.5% decrease, given that it was previously part of the General Fund and is now a separate enterprise/utility. She provided an update on the Enterprise Capital Funds, noting that they have sufficient funding and balances to complete all projects identified at this time (with the exception of the Stormwater Capital Fund, for which staff are currently prioritizing projects to determine affordable and appropriate transfers to support capital). She noted no changes in the EJRP Program Fund administrative fees, the overall EJRP Program Fund, or the Senior Center Fund. She noted that a proposed next step is warning and holding a public hearing on these proposed rates on June 11, 2025.

Councilor Certa asked about the decrease in Tri-Town wastewater revenue from Williston over the last several years, and Water Quality Superintendent Mandigo replied that it is related to a decrease in flow

through the City's facilities from Williston, which is due to decreased infiltration and inflow (I&I) from that municipality in the system. City Manager Mahony noted that tightening up and decreasing the City's I&I will be important, as the increased development in all three municipalities will lead to increased flow.

Councilor Miller made a motion, seconded by Councilor Certa to approve the FY26 Enterprise Fund operating and capital budgets for Water, Wastewater, Sanitation, Stormwater and EJRP Program Fund as presented, and to warn a public hearing on June 11, 2025 for FY26 rate setting for the Water, Wastewater, Sanitation and Stormwater funds. The motion passed 5-0.

c. Council Orientation Presentation

City Manager Mahony provided an informational overview of the City and City Council as orientation for new Council members. She began by summarizing the City's demographics and summarizing its current Comprehensive Plan (last updated in 2019 and required to be updated every 8 years). She then spoke about the City's vision and Strategic Action Plan that was developed over the last several years, outlining the pillars and action items from that Plan. She then spoke about the City's governmental structure, noting that Essex Junction has a City-Manager form of government, where the Council is responsible for policy-setting for the City and the Manager is the Chief Administrative Officer and is responsible for running the City's operations. She articulated the Council's authorities under this structure, and the Manager's authorities under this structure. She then provided an overview of the Council's Rules of Procedure, touched on transparency, Open Meeting Law compliance, and the City's Code of Ethics. She summarized the City's various boards and commissions and the City's organizational chart and briefly mentioned the City's physical plant and facilities. She provided an overview of the FY26 budget summary, estimated tax impact, revenue, expenses, and purchasing. She highlighted a list of the City's priority projects, noted current City vacant positions for which it is hiring, and spoke about upcoming events.

The following public comments were received:

- Resa asked about the interaction and duties between the City Manager and City's Human Resources Manager, and City Manager Mahony noted that the City Manager is responsible for hiring and firing and the Human Resources Manager is responsible for the administrative duties related to recruitment and retention.
- d. Discussion and Consideration of City Council Representation on Governance Committee City Manager Mahony noted that because Councilor Shelden was a resident representative on the Governance Council and is now on the City Council, the City needs to re-configure its City Council representation on the Governance Committee. She noted that it has been proposed that Councilor Certa will step down from the Committee and Councilor Shelden has been proposed to replace him in that role.

Councilor Certa made a motion, seconded by Councilor Miller to appoint Councilor Shelden to the Governance Committee. The motion passed 5-0.

- e. Discussion and Consideration of July through December Council Meeting Date Adjustments Councilors discussed potential adjustments to the July through December City Council meeting schedule. They agreed to cancel the second City Council meeting in November and move the December 24<sup>th</sup> meeting to December 17<sup>th</sup>.
- f. \*\*Discussion and Consideration of an Executive Session to discuss a Contract See item #9b below.
- 6. **CONSENT ITEMS**
- a. Approve Meeting Minutes: April 23, 2025; May 1, 2025 (Joint City Council/Planning Commission)
- b. Approve Annual Local Emergency Management Plan
- c. Acting as the Liquor Control Commission Approve Liquor/Tobacco Licenses

110 Councilor Miller made a motion, seconded by Councilor Certa, to approve the consent agenda. The motion passed 5-0.

7. COUNCILOR COMMENTS & CITY MANAGER REPORT: City Manager Mahony noted that the City is currently working on a water line at 2 Lincoln Street to serve the sprinkler system and that they have had to close the driveway to 2 Lincoln in order to achieve that. She noted that the City's Memorial Day Parade will be held on Saturday, May 24<sup>th</sup>. She also noted that she and Community Development Director Yuen spoke to school district staff about pickup and drop-off traffic challenges at Hiawatha School and that the Police Department will be working to perform outreach and educate the public about more efficiently conducting pickup and drop-off, and noted that the City will continue to monitor traffic and determine whether further adjustments are needed. City Council President Thibeault thanked everyone for their efforts on Green-Up Day.

- 8. **READING FILE**
- a. Check Warrant #24074 5/2/2025
- b. Regional Boards and Committees Memo
- c. April financials
- d. Rebranding Committee Memo
- e. Update on the Reappraisal
- f. Feedback Letter on Draft Chittenden County Housing Targets
- g. Arbor Day Recognition
- h. CVE Sound Waiver Date Changes
- i. EJCJ April Newsletter
  - j. Raj Chawla Resolution
  - k. Development Review Board Minutes April 17, 2025
- 135 I. Board of Abatement Minutes April 22, 2025
  - m. Governance Committee Minutes April 24, 2025

9. EXECUTIVE SESSION

Councilor Miller made a motion, seconded by Councilor Certa, that the City Council enter into executive session to discuss the appointment of public officials, pursuant to 1 V.S.A. §313(a)(3) to include the City Manager. The motion passed 5-0 at 7:52 P.M.

a. \*An Executive Session May be Needed to Discuss the Appointment of a Public Official

City Council President Thibeault made a motion, seconded by Tim Miller, to exit executive session. The motion passed 5-0 at 8:50 P.M.

City Council President Thibeault made a motion, seconded by Councilor Certa, to appoint Wendee Pringle-Corcoran to the Tree Farm Management Group, with a term expiring on June 30, 2027. The motion passed 5-0.

b. \*\*An Executive Session May be Needed to Discuss a Contract

Councilor Certa made a motion, seconded by Councilor Miller, that the City Council make the specific finding that premature disclosure of the contractual matters would place the City at a substantial disadvantage, and that the City Council enter into executive session to discuss a contract, pursuant to 1 V.S.A. §313(a)(1)(A) to include the City Council, City Manager and Mark Brislin. The motion passed 5-0 at 7:52 P.M.

City Council President Thibeault made a motion, seconded by Tim Miller, to exit executive session. The motion passed 5-0 at 8:50 P.M.

ESSEX JUNCTION CITY COUNCIL - 5/14/25	
DRAFT	

163	
164	10. <u>ADJOURN</u>
165	
166	Councilor Certa made a motion, seconded by Councilor Miller, to adjourn the meeting. The motion
167	passed 5-0 at 8:50 P.M.
168	
169	Respectfully Submitted,
170	Amy Coonradt

PAGE 4

2 Lincoln Street Essex Junction, VT 05452-3154 www.essexjunction.org



P: 802.878.6951 F: 802.878.6946 E: admin@essexjunction.org

#### **MEMORANDUM**

**To:** City Council

From: Regina Mahony, City Manager

**Meeting Date:** 5/28/2025

Subject: Appointments for City Clerk and Audit Firm

**Issue:** Pursuant to the City Charter, Personnel Regulations and state statute, the City Clerk, Tree Warden and Moderator need to be appointed annually by the Council.

**Discussion:** Annual appointments need to be made as follows:

- 1. Clerk Under the City Charter the Manager shall recommend appointment of the City Clerk annually, with Council approval [Section 602(o)].
- 2. Audit Firm Under the City Charter the Council duties include "provide for an independent audit by a certified public accountant." Therefore, I believe the Council should still appoint the firm, though there is no requirement for an annual appointment. This relationship is also described in the Purchasing Policy. A 3-year term is best practice. In May of 2024 the Council appointed Kittell Branagan & Sargent as the Audit Firm for FY25 to FY27. Therefore, no appointment is needed this year.
- 3. Attorney Under the City Charter the Manager shall recommend hiring of a City Attorney with Council approval [Section 602(d)]. There is no mention of an annual appointment like there is for the Clerk. Therefore, this appointment holds until changed.
- 4. Moderator As amended in March 2024, Section 302 of the Charter states "The Council shall appoint a Moderator who shall preside at the next City Informational Meeting. The term of Moderator shall be one year. Only qualified voters of the City of Essex Junction shall be eligible to hold the office of Moderator." Therefore, the City Council will need to appoint a moderator annually. As this is the first year this is not an elected position, it was advertised with the Committee appointments. Therefore, interviews will take place on June 11<sup>th</sup> and the Council can make the appointment following that step.
- 5. Tree Warden In accordance 24 V.S.A. § 871(b) the City Council shall appoint a tree warden, and notify the Commissioner of Forests, Parks and Recreation of the appointment.
- 6. Treasurer/Tax Collector Under the City Charter the Treasurer is now appointed by the Manager and does not need to be done annually [Section 602(b)].
- 7. Fire Chief There is no mention of this appointment in the new City Charter. The Personnel Policy now states that the Fire Chief shall be appointed to a one-year term by the City Manager.
- 8. Engineer There is no mention of this appointment in the new City Charter. The Purchasing Policy references the old Village Charter but the new City Charter takes precedence. The Village Engineer is an administrative position, similar to other Department Heads, and therefore is a logical Manager appointment. The purchasing policy will be updated to align this with other professional services.

The following Council appointment will remain in place until changed: City Attorney – Claudine Safar, Monaghan Safar PLLC.

The City Manager is reappointing the following positions:

City Treasurer/Tax Collector - Susan McNamara-Hill

Fire Chief – Chris Gaboriault

City Engineer - Jeff Kershner, Donald L Hamlin Consulting Engineers

**Recommendation:** It is recommended that the Council reappoint the Clerk and Tree Warden.

# **Recommended Motion:**

"I move that the Council reappoint Susan McNamara-Hill as City Clerk for FY26 and reappoint Warren Spinner as Tree Warden."



P: 802.878.6951 F: 802.878.6946 E: admin@essexjunction.org

#### **MEMORANDUM**

To: City Council

From: Regina Mahony, City Manager

Meeting Date: May 28, 2025

Subject: Essex Rotary Funding Request in Support of the Heavenly Food Pantry

**Issue:** The Rotary has requested funding to support the purchase of a commercial refrigerator, personal

hygiene products and shelving units for the Heavenly Food Pantry.

#### **Discussion:**

This request was previously discussed during the FY26 budget, and it was decided that it is difficult to make these funding decisions without a system in place to solicit asks and review them against set goals. Since that time, Essex Rotary has received \$8,103 from the Town of Essex, and now need only \$1,397 to meet their fundraising goal to provide the Heavenly Food Pantry with the following:

Food Pantry Needs	Cost
Commercial Refrigerator	\$7,000
Personal Hygiene Products	\$2,000
Shelving Units	\$500
Total	\$9,500
Grant from the Town of Essex	\$8,103
Amount Remaining	\$1,397

Here is information about the Heavenly Food Pantry from their website:

The Heavenly Food Pantry at First Congregational Church has been providing food support to our neighbors since 1998. Starting with several generous cash donations and a used freezer, this wonderful ministry went from serving ten to twelve families each month to feeding around 90 families each month, which amounts to approximately 80,000 pounds of food being distributed annually! Staffed completely by volunteers from the church, community, and civic organizations like the Essex Rotary, food and monetary donations have allowed an ever increasing distribution of food to the people who worry about food insecurity. Supported by these local food and monetary donations, Vermont Foodbank, the local Hannaford grocery store, and several food drives throughout the year, each family visiting the pantry is able to leave with an average of over 80 pounds of food. Celebrating over twenty-five years of dedicated service, the Heavenly Food Pantry continues to be committed to serving the Essex community.

Cost: \$1,397

**Recommendation:** Now that we are nearing the end of FY25, I'm confident we can provide \$1,397 due to other savings. My recommendation is to support this project with \$1,397 to get this important work over the finish line. This service is incredibly important to the community and the demand will likely only grow.

## **Recommended Motion:**

If the Council decides to follow the recommended motion:

"I move that the City Council authorizes the City Manager to provide the Essex Rotary with \$1,397 for the Heavenly Food Pantry from the FY25 budget."

Attachments: None

To: City Council, City of Essex Junction

From: Colleen Dwyer, Human Resources Director

Date: May 28, 2025

Subject: Update to General Rules and Personnel Regulations

#### **Issue:**

The General Rules and Personnel Regulations document requires updating to incorporate changes made since March 12, 2025.

# **Personnel Regulations Update:**

The updates to the General Rules and Personnel Regulations include the following changes:

- Article 3, section 302, has been amended to include an alternative leave policy for EJRP Preschool to accommodate the needs of children and families. This alternative model is intended to provide more consistency for preschool teachers and to align their time off with school breaks, similar to how public school educators have built-in vacations during school breaks. The new policy will not reduce the days or hours available for childcare, ensuring the continuation of regular services for children and families.
- Appendix II clarifies that the sick time conversion form should be used in the calendar year, as referenced in section 312.1.
- Appendix III includes guidance for employees to refer to the payroll calendar for personal time usage deadlines.
- Appendix VI updates the position title and grade from Billing Coordinator grade 2 to Accounts Receivable Coordinator grade 3.

The Fire Department regulations are still under review and will be provided to the City Council upon completion.

#### **Recommendation:**

The staff recommends that the City Council approve the updated General Rules and Personnel Regulations as presented.

#### **Attachments:**

General Rules and Personnel Regulations



# GENERAL RULES & PERSONNEL REGULATIONS

City of Essex Junction



# **Table of Contents**

Introduction	5
Purpose, Enactment and Effect	5
Mission Statement	5
Goal Statement	5
Organizational Values	6
ARTICLE 1 General Rules for Public Officials, All Employees and Volunteers	8
101. Effect	8
102. Definitions	8
103. Equal Opportunity and Non-Discrimination	9
104. Appointments	9
105. Records	9
106. Monies Received	9
107. Oath	9
108. Salaries	9
109. Termination of Office	11
110. References	11
111. Traveling Expense	11
112. Smoking	11
113. Employee Assistance Program	12
114. Open Door Policy	12
115. Ethics Policy	12
116. Partisan Political Activity	12
ARTICLE 2 Employee Rules and Regulations	14
201. Effect	14
202. Appointment of Supervisory Personnel	14
203. Assignment of Duties	14
204. Employment of Personnel	14
205. Departmental Rules	14

	206.	Probationary Employee	14
	207.	Discharge for Cause	14
	208.	Evaluations	14
	209.	Personnel File	15
	210.	Employee Organizations	15
	211.	Prescription Medications	15
	212.	Substance Use	15
	213.	Accidents	16
	214.	Closing a City Department	16
	215.	Building Security	16
	216.	Absence Without Leave	16
	217.	Religious Belief Accommodations	16
Αl	RTICL	E 3 Employee Benefits	18
	301.	Sick Leave	18
	302.	Vacation	18
	303.	Holidays	19
	304.	Various Insurances	20
	305.	Leave of Absence	22
	306.	Jury/Witness Duty	25
	307.	Tuition Reimbursement	25
	308.	Wellness Incentive Program	25
	309.	Personal Property	25
	310.	Work Days and Work Week	25
	311.	Overtime	26
	312.	Full Time Employee Benefits Related to Sick Leave	27
	313.	Layoffs and Furloughs	27
	314.	Seniority	28
	315.	Methods of Reinstatement	28
	316	Re-employment of Persons Who Sere in the Uniformed Services	28

317. Cellphone Stipend	29
318. Dogs in the Workplace	29
ARTICLE 4 Employee Conduct (All Employees)	31
401. Employee Conduct	31
402. Employee Concern and Feedback Procedure (For Non-Associatio	n Members)31
403. Employee Suspensions and Dismissals	32
404. Hearings	32
405. Finding and Decision	33
406. Harassment	33
ARTICLE 5 Salaried Employees	37
501. Flex Time	37
502. Working from Home	37
503. Working on Holidays	37
504. Reasonable Suspicion CDL Drivers	37
ARTICLE 6 Volunteer Firefighters' Rules and Benefits	39
601. Effect	39
602. Membership	39
603. Attendance	39
604. Appointments	39
605. Pay	39
606. Religious Beliefs Accommodation Policy	40
607. Employee Assistance Program Policy	40
APPENDIX I Compensatory Time Conversion Form	41
APPENDIX II Sick Time Conversion Form	42
APPENDIX III Part-Time Employee Benefits Implementation	43
APPENDIX IV Summary of Full-Time Employee Benefits	46
APPENDIX V PAY SCALE	48
APPENDIX VI List of Current Positions	49
APPENDIX VII Sick Time Payout Chart	52

APPENDIX VIII Municipal Code of Ethics	. 53
APPENDIX IX City of Essex Junction Substance Misuse Policy	. 59
APPENDIX X Electronic Communications and Computer Use Policy	. 65
APPENDIX XI Safety Policy	. 67
APPENDIX XII Employee Recognition and Merit Bonus Awards Policy	. 68
APPENDIX XIII Policy on Administrative Procedures for Personnel Files and Medical Records	
APPENDIX XIV Policy Regarding Providing References for Former Employees	
APPENDIX XV Cell Phone Stipend Policy	. 75

## Introduction

This manual has been prepared to assist officials and employees of the City of Essex Junction. Our community expects a high level of service from each of us and will, undoubtedly, receive it as long as everyone "gives their best." As an official or employee of the City of Essex Junction, you are in fact working for each and every taxpayer who contributes to the support of the Municipal government.

The registered voters of the City of Essex Junction elect a City Council. The City Council is charged with the responsibility of establishing policy within the limits and provisions of the City Charter and State Statutes.

The City of Essex Junction operates under the Council-Manager form of government. This type of municipal operation is very similar to the way a business operates. Essex Junction's citizens receive a great variety of services through the various Municipal departments such as Fire, Public Works, Water, Wastewater, Library, Administration, Community Development, and Parks & Recreation.

The taxpayers at the City's Annual Meeting adopt a budget for each year's operation. The various departments are operated within this budget under the general direction of the City Manager. Although, as a Municipal employee, your job involves serving the taxpayers, there is a chain of command. In most cases, your Department Head is your immediate supervisor and above that is the City Manager and the City Council.

# **Purpose, Enactment and Effect**

It is the purpose of these Personnel Regulations ("Regulations") to establish formal procedures for administrative action concerning personnel. The Regulations are enacted pursuant to 24 VSA Section 1121 and 1122.

Any statute, City Charter, or Collective Bargaining Agreement provision that is contrary to these Regulations shall take precedence over these Regulations. If any provision of these Regulations is held invalid, such invalidity shall not affect other provisions or applications of these Regulations.

#### **Mission Statement**

Our purpose is to support and enrich the lives and community spirit of our citizens through efficient and effective provision of the following services: highway, general administration, water, wastewater, sanitation, library, community development, fire protection, and parks & recreation.

## **Goal Statement**

1. To be responsive to citizens' desires to shape their community by balancing the diverse demands of the present generation with anticipated future needs and maximizing the use of resources by delivering quality public services.

2. To retain and attract quality, customer-oriented employees by providing an environment that encourages, rewards, and recognizes employees for hard work, efficiency, creativity and enthusiasm.

# **Organizational Values**

The City of Essex Junction values its residents. It strives to listen to the residents and go the extra mile to address their concerns.

The City of Essex Junction values its employees. It strives to have progressive personnel policies and encourages continuous learning.

Employees can show their commitment to the City of Essex Junction through professionalism, creativity, and exceptional service.

The quality of life and environment within the City of Essex Junction are enhanced by a partnership and spirit of close cooperation among its citizens, elected and appointed officials and City employees.

Each one of us is the City.

Each one of us is striving for success.

We make the difference between a good organization and an excellent one.

As such, we value and will strive to adhere to the following principles in all our actions:

**Practice Open, Honest, and Accessible Communication** – Talk straight to each other. Listen to and appreciate each other's thoughts and ideas. Confront issues in a positive, constructive manner. Encourage and seek participation by the people who will be affected by the decisions made.

**Demonstrate Honesty and Integrity** – Trust, integrity and a lasting working relationship are fostered when every action is conducted in a truthful and forthright manner.

**Exercise Fiscal Responsibility and Accountability** – Careful management of our financial resources demonstrates our respect for each other because it is our taxes that support our organization. Fiscal responsibility recognizes that most problems cannot be solved by money alone, and therefore, we shall employ fresh, proactive approaches and creativity in addressing issues. Fiscal responsibility is accepting responsibility for the resources entrusted to us.

**Provide Friendly and Courteous Service to All** – Our mission is serving people. Therefore, our first responsibility is delivering quality services in a friendly, effective and efficient manner. We also seek "win-win" solutions to resolve each other's concerns.

**Welcome Diversity, Equity, Inclusion and Promote Equal Opportunity** – Diversity provides a unique opportunity to learn from and understand cultures in our community. Our organization provides an environment that is equitable and inclusive to all employees and those we serve.

**Treat Others with Respect, Sensitivity and Dignity** – Live the "golden rule" in every interaction by demonstrating a deep regard for the diversity, needs, feelings and beliefs of all people and acknowledge the ideas and opinions of everyone. Make decisions that serve the best interest of all the people, including those who choose not to participate.

**Work Together as a Team** – Work cooperatively as a group to address and to resolve problems. Collaboration using the knowledge and skills of each other increases effectiveness and innovation.

**Emphasize Initiative and Creativity** – Encourage and reward new ideas. Change is welcomed because it enhances the opportunity for the organization and individuals to grow and excel.

**Support a Human Environment** – Recognize the importance of human needs such as enjoyment and satisfaction in one's work. Provide an environment that is nurturing, spirited, caring and informal and allows individuals to stretch beyond their normal capabilities. Make certain every individual balances their professional life with their personal life. Celebrate accomplishments by consistently acknowledging good performance.

**Pursue Excellence and Professionalism** – Strive to continually improve the way we deliver services and perform our day-to-day activities by being more accurate, thorough, responsive, efficient and effective. The successful completion of a task is more important than who gets the credit. A professional attitude dictates an objective analysis of issues, free of personal biases and with a commitment to the organization and to the community.

## **ARTICLE 1**

# General Rules for Public Officials, All Employees and Volunteers

#### 101. Effect

These Rules apply to all public officials, volunteer firefighters and employees of the City, regardless of the time of the creation of the position or the time of their appointment.

These Rules and Regulations are subject to change at any time by majority vote of the City Council.

#### 102. Definitions

**Department Head** is the appointed Fire Chief or an employee who has direct supervision and responsibility for personnel of an entire municipal department.

**Employee - Full-Time** is an employee who works at least thirty (30) hours per week, year-round. Full-time employees are eligible for all benefits and may only be discharged for cause. Full-time employees who work fewer than forty (40) hours per week will have their fringe benefits, such as vacation leave, sick leave, and holiday pay, pro-rated (e.g., an employee who normally works 30 hours per week would be paid for 30 hours when taking a vacation week).

**Employee - Part-Time** is any person who routinely works fewer than thirty (30) hours per week. A part-time employee may only be discharged for cause. Part-time employees who work an average of at least 18 hours per week during the year, and who work more than 20 weeks per year, and are over age 18 are eligible for paid sick leave in accordance with state law. Part-time employees are not eligible for benefits, except those who are scheduled to work at least twenty (20) hours per week year-round are entitled to vacation, personal, holiday, and sick leave on a prorated basis. All employees have access to the Employee Assistance Program.

"Seasonal Employee" is any employee hired to perform services on a seasonal basis, and the dates of employment are defined upon hire. Upon completion of the season, the employee's employment will be terminated. Seasonal employees may be separated from employment prior to the end of the season for cause. Seasonal employees are not eligible for benefits and are not included in the merit pay scale.

"Public Official" is any person who is elected by the voters of the City or has been appointed by the City Council or appointed by the Permanent Library Trustees.

"Volunteer Firefighter" is any person appointed to the Essex Junction Fire Department. In accordance with the Fair Labor Standards Act, they are volunteers and not employees. Volunteer firefighters are appointed by the Essex Junction Fire Chief. All appointed volunteer firefighters may only be discharged for cause. They are not eligible for benefits, except for the Employee Assistance Program. Pay rates for volunteer firefighters are set by the Fire Chief after approval of the City budget. Volunteer firefighters are not included in the merit pay scale.

**"Library Substitute"** is any employee hired to fill in on an "as-needed basis" at the Brownell Library. Library substitutes are not eligible for benefits and are not classified in the merit pay

scale. All library substitutes are to be paid the same hourly wage as established by the Library Director and City Manager. Library Substitutes may be discharged for cause.

"Library Volunteer" is any person who has been offered and accepted a volunteer position at the Brownell Library. All applicants for volunteer positions at the library are required to undergo a criminal record check per Section 8 of the "Administrative Procedures Regarding Hiring."

# 103. Equal Opportunity and Non-Discrimination

The City of Essex Junction is committed to and adheres to equal opportunity and nondiscrimination in all aspects of employment. Candidates for employment and employees will be considered for all positions on the basis of their qualifications, abilities and job performance, regardless of race, color, religion, ancestry, national origin, place of birth, age, sex (including pregnancy), sexual orientation, genetic information, gender identity, marital status, disability, crime victim status, HIV status, veteran status, or any other classification protected by state or federal law, if the person is qualified for the position. The municipality shall, without regard to these matters, recruit, hire, upgrade, assign, and train all employees. In addition, the municipality shall administer all personnel actions, such as compensation, benefits and municipal sponsored training without regard to these matters. Reasonable accommodations will be made for employees who are qualified individuals with a disability and for any qualified person with a disability seeking employment with the municipality.

# 104. Appointments

Where no specific rule of the City Charter is made to the contrary, the state statutes shall determine how appointments shall be made.

## 105. Records

All records shall be available to the City Council or their representative if they are conducting an official investigation in accordance with the City Charter or acting as the Personnel Board.

#### 106. Monies Received

Every official or employee shall turn over, as soon as practical, all monies received by them in their official capacity to the Treasurer with a statement showing the source from which the same was received.

#### 107. Oath

Members of the City Council shall, before assuming their duties, take the oath prescribed by law.

#### 108. Salaries

All officials, employees and volunteer firefighters of the City shall receive such compensation as may be provided by the City Council. No official or employee receiving a salary from the municipality shall be entitled to retain any portion of any fees collected in the performance of their duties as municipal official or employee.

All municipal employees, with the exception of the volunteer firefighters, seasonal employees and library substitutes, shall receive pay increases as follows:

**108.1** On July 1, 2024, all employees will receive a one dollar and four cents (\$1.04) an hour increase in their wages; to be paid retroactively to all members employed by the City on July 1, 2024. In addition, the few individuals who remain below the minimum for their grade will be brought up to the minimum wage or salary for their grade level.

Effective July 1 2025 through June 30, 2026: An employee is eligible for an annual merit-based increase ranging from 0.0% to 4.0%. Increases shall be merit only and will be awarded based on annual evaluations. Any increase will be effective July 1 and will be reflected in the paycheck for the first full pay period of the new fiscal year.

The merit-based increases are assigned as follows:

- Evaluation score ranging from 4.5-5.0 = 4.0%
- Evaluation score ranging from 4.0-4.49 = 3.5%
- Evaluation score ranging from 3.5-3.99 = 3.0%
- Evaluation score ranging from 3.0-3.49 = 2.5%
- Evaluation score ranging from 2.5-2.99 = 2.0%
- Evaluation score ranging from 2.0-2.49 = 1.5%
- Evaluation score ranging from 1.5-1.99 = 1.0%
- Evaluation score ranging from 1.0-1.49 = 0.5%
- Evaluation score ranging from 0.00-0.99 = 0.0%

Effective July 1, 2026 through June 30, 2027: An employee is eligible for an annual merit-based increase ranging from 0.0% to 4.25%. Increases shall be merit only and will be awarded based on annual evaluations. Any increase will be effective July 1 and will be reflected in the paycheck for the first full pay period of the new fiscal year.

The merit-based increases are assigned as follows:

- Evaluation score ranging from 4.5-5.0 = 4.25%
- Evaluation score ranging from 4.0-4.49 = 3.75%
- Evaluation score ranging from 3.5-3.99 = 3.25%
- Evaluation score ranging from 3.0-3.49 = 2.75%
- Evaluation score ranging from 2.5-2.99 = 2.25%
- Evaluation score ranging from 2.0-2.49 = 1.75%
- Evaluation score ranging from 1.5-1.99 = 1.25%
- Evaluation score ranging from 1.0-1.49 = 0.75%
- Evaluation score ranging from 0.00-0.99 = 0.0%

**108.2:** An employee's change in job classification, or promotion to a new role, that results in a movement to a higher grade will result in a 5.5% increase for each grade change or pay will be the minimum for the new grade (whichever is higher). An

employee's change in job classification, or change in position, will result in a 5.5% decrease for each grade decrease.

**108.3:** An employee who takes on an interim role, defined as a Full-Time position that the employee is filling on a temporary or limited basis for situations such as maternity leave, temporary position vacancy, long term disability etc. shall be paid an interim stipend in the amount of \$100 per week. The department head shall be responsible for requesting an interim stipend and the stipend is subject to approval by the City Manager.

#### 109. Termination of Office

Every official, volunteer firefighter and employee, upon the expiration of their term or dismissal, shall deliver to their successor all books and records that may be the property of the City, and shall deliver to the City Manager any other municipal property in their possession. If no successor has been appointed within one week after the termination of office, such property shall be delivered to the City Manager or City Council.

#### 110. References

The City of Essex Junction will not provide references beyond confirming dates of employment unless a signed release for reference check is completed. All reference release forms will be submitted to HR and placed in the employee file. All reference requests are to be referred to the HR Director.

# 111. Traveling Expense

Request for travel expense funds for official business, special education or training shall be submitted on an authorized form. Authorization forms are to be signed by the employee's supervisor. Mileage shall be reimbursed in accordance with IRS allowance and shall be computed based on employee's regular work site as base.

No municipal vehicle shall be used regularly for commuting to and from work, nor shall any public official receive mileage reimbursement for commuting to and from work, unless waived by the City Manager on a case-by-case basis.

Employees and volunteers attending conferences or other training will be reimbursed for the cost of meals. If a meal is not provided, the municipality shall reimburse according to the US General Services Administration including gratuities. In order to receive reimbursement, an Expense Voucher shall be completed and receipts provided. At no time will the municipality reimburse public officials for alcohol or tobacco related products.

#### 112. Smoking

Smoking will not be allowed inside any building or vehicle owned by the City of Essex Junction. Smoking will be permitted outdoors during designated rest breaks and in designated areas only, consistent with state statutes and regulations. For safety reasons, there will be no smoking in any area at the Water Resource Recovery Facility.

# 113. Employee Assistance Program

The services of Invest EAP, a Vermont-based Employee Assistance Program (EAP), are available for all employees, including fire fighters, as well as all their household members. Invest EAP may be accessed 24 hours a day and seven days a week (24/7), free of charge and confidentially, for help identifying and dealing with the stressors and distractions in their life.

# 114. Open Door Policy

The City has an open-door policy for employees. To maintain an open-door policy, employees are encouraged to discuss concerns, issues, problems, and/or ideas with Department Heads or the City Manager. If employees are unable to resolve issues with their Department Head, they may address their concerns or ideas to the City Manager with the understanding that all discussion with the City Manager may be reviewed with the Department Head. The open-door policy is not intended to be a means to override department rules or circumvent proper steps to resolve issues.

# 115. Ethics Policy

The City has adopted a policy requiring all City of Essex Junction employees, regardless of position, elected and appointed officials, including both elected and permanent Library Trustee members, to undergo ethics training annually. This commitment to high ethical standards also extends to staff and committee members, who must complete the training at the start of their employment or appointment and continue to do so each year.

The training is available through the Vermont Ethics Commission's website, and upon completion, employees are asked to send a certificate of completion to the Human Resources Director for recordkeeping purposes.

The City of Essex Junction's Code of Ethics is modeled on the state statute 3 V.S.A. Chapter 31; 24 V.S.A. Chapter 60. The complete policy can be reviewed in Appendix VIII.

## 116. Partisan Political Activity

Partisan political activity refers to actions aimed at promoting or opposing a candidate, political party, or partisan group. Ideally, effective local government operates in a non-partisan manner, fostering unbiased, community-centered decision-making.

# **Prohibited Partisan Political Activities**

Employees of the City are prohibited from engaging in the following partisan political activities while in connection with the City of Essex Junction duties or resources:

#### 1. Partisan Activities at Work

- While on duty (whether working remotely or in the office)
- Within the City of Essex Junction offices (including displaying partisan posters, buttons, hats, clothing, or other paraphernalia)
- While wearing the City of Essex Junction branded clothing or accessories
- While driving a City of Essex Junction vehicle

- When using the City of Essex Junction issued devices
- Through the City of Essex Junction email

# 2. Use of Official Authority

 Using one's official authority or influence to affect the outcome of an election or nomination

# 3. Soliciting or Coercing Contributions

- Directly or indirectly coercing contributions from colleagues for any political party or candidate
- Soliciting political contributions from others, inviting employees to political events, or suggesting they participate in political activities

# 4. Encouraging Partisan Activity

Knowingly encouraging or discouraging partisan political activities among colleagues

# 5. Engaging in Unlawful Political Conduct

• Participating in illegal activities related to politics that would render an employee unfit for their position

**Social Media Guidelines:** Employees may engage in political discussions on personal social media accounts outside of work hours and without representing the City of Essex Junction.

# **ARTICLE 2 Employee Rules and Regulations**

#### 201. Effect

These Rules and Regulations apply to all municipal employees and are subject to change at any time by majority vote of the City Council.

# 202. Appointment of Supervisory Personnel

The City Manager shall appoint all personnel with departmental supervisory capacity. The City Manager shall also seek the advice of the Library Trustees in the appointment of the Library Director.

# 203. Assignment of Duties

The City Manager and Department Head shall have the right to assign duties. Where the duties of an office are not provided by any law, the City Manager may designate such duties.

The City Manager shall approve all job descriptions or any changes thereto, except the City Manager's job description, which is approved by the City Council.

# 204. Employment of Personnel

Department Heads shall follow the "Administrative Procedures re: Hiring" when filling positions in their departments.

# 205. Departmental Rules

Each department's guidelines, which establish the procedures, standards, and expectations for the department, should align with the City's personnel regulations, mission statement, and any relevant association contracts. Where specific Department guidelines exist, they should be provided to each employee through their department.

#### 206. Probationary Employee

An employee is considered and remains a probationary employee until completion of one (1) year of employment and receives a satisfactory evaluation. During their probationary period, their employment shall be at will, where the municipality may terminate the employee for any or no reason.

## 207. Discharge for Cause

After successful completion of their probationary period an employee may be suspended or discharged for cause.

Subject to its obligations to employees with disabilities, the municipality shall have cause to terminate an employee who is unable to perform the customary duties or responsibilities of their assigned position per Section 403.

#### 208. Evaluations

Performance evaluations will be conducted at least twice a year in the first year of employment (at 6 months' employment and end of one year of employment) and then before April 15th of

each year for all non-Department Head positions and May 15<sup>th</sup> for Department Head positions after that by the Supervisor with the assistance of other supervisory personnel who have observed the performance of the employee. Evaluations will be based upon general criteria applicable to all employees and such other job-specific criteria as are determined by the Supervisor. If any of the evaluation criteria that are common for all City employees change, the employees shall be notified of that change as soon as possible. If an employee is promoted or changes jobs, that employee shall be evaluated after six (6) months in the new job and at the one-year mark, then April/May 15<sup>th</sup> of each year after that. Performance evaluations shall be conducted before April/May 15<sup>th</sup> to establish merit increases effective the first full payroll of the fiscal year. To transition from anniversary date evaluations to April/May 15<sup>th</sup> evaluations, FY25 evaluations will be done on anniversary dates; then, all staff evaluations will be done by April/May 15, 2025, in preparation for the FY26 fiscal year. Guidelines for evaluations will be provided annually from the Human Resources Director or the City Manager to ensure the evaluations are being conducted consistently, and that the evaluation criteria are associated with job descriptions.

#### 209. Personnel File

An individual file shall be kept on all personnel. Each employee shall have the right to inspect their own personnel file periodically by making an appointment with the Human Resources Director for this purpose. Maintenance of personnel files shall be as outlined in the Administrative Procedures Regarding Personnel Files and Medical Records policy. Files should not leave the City offices. See Appendix XIII.

# 210. Employee Organizations

Employees of the City may fully and freely associate themselves in organizations of their own choosing for their mutual benefit. No employee shall be required to join any such organization as a condition of employment.

## 211. Prescription Medications

Medications prescribed by licensed physicians and used by the person for whom prescribed, at the prescribed dosage levels, do not fall within the prohibition of the City of Essex Junction Substance Misuse Policy. See Appendix IX for The Substance Misuse Policy.

However, employees who must take prescribed medications during the workday are responsible for the safekeeping of the medication(s). Failure to store the medication(s) safely and securely is cause for disciplinary action. In order that the City may protect the health and safety of all employees, and maintain the professional standards required in fulfilling its duties to the public, each employee has the duty of reporting their use of any prescription medication(s) that may affect job performance to their Department Head prior to reporting to work while using the medication(s), so that appropriate safeguards may be discussed and arranged. Failure to comply with this requirement is cause for disciplinary action.

#### 212. Substance Use

The consumption of alcoholic beverages or mind-altering drugs on any property owned by the City of Essex Junction is prohibited. No employee shall be under the influence of alcohol or any

mind-altering-drugs while working for the City. See Appendix IX for The Substance Misuse Policy.

#### 213. Accidents

Personnel involved in, or having any knowledge of, any accident to any property or equipment owned or operated by the City shall immediately report the accident and pertinent information to the Department Head and the Finance Director. In the event of any serious emergency, medical assistance shall be called immediately.

# 214. Closing a City Department

The City Manager may close a City Department due to inclement weather, safety, employee funeral, etc. The City Council shall be notified of all such decisions. If the City Manager closes a City Department, employees shall receive full pay during normal working hours. The Library Trustees, in coordination with the Library Director, also have the authority to close the Library due to inclement weather, safety, employee funeral, etc. If the Library Trustees close the Library, Library employees shall receive full pay during normal working hours.

# 215. Building Security

It is the responsibility of all employees to ensure that the building in which they work is secure upon closing for the day and that all doors and windows are locked. It is also an employee's responsibility to shut off the lights when they are the last person out of the building.

#### 216. Absence Without Leave

No employee may be absent from duty without permission from their Department Head. An employee absent for three (3) consecutive working days without notice shall be considered to have resigned.

# 217. Religious Belief Accommodations

The City of Essex Junction is dedicated to respecting and accommodating the religious beliefs of employees and volunteer firefighters. We understand that these beliefs are an integral part of the employee, and the City is committed to making reasonable accommodations whenever possible, as required by law.

If you need an accommodation for your religious practices, please speak to your Department Head. You can do this by submitting a written request to your Fire Chief or Department Head. In your request, please include the name of your religion, the specific accommodation you need, the reason for the accommodation, and evidence that this requirement is non-waivable or not subject to reasonable modification.

Once we receive your request, the Fire Chief or Department Head will review it and provide you with a written response. We aim to grant reasonable accommodations whenever possible. Here are the criteria we consider:

1. Genuinely Held Belief: Your request must be based on a sincerely held religious belief. We may ask for verification from an individual that is aware of your sincerely held religious practices or beliefs or other proof of applicable religious doctrine if necessary.

- 2. Essential Functions: You must be able to perform all the essential functions of your position with the accommodation.
- 3. Undue Hardship: The accommodation must not impose undue hardship on the City.
- 4. Notification of Changes: If your circumstances change and you no longer need the accommodation, please notify the Fire Chief or Department Head immediately.
- 5. Non-Discrimination: The accommodation must not result in illegal discrimination against other employees or volunteer firefighters.

# **ARTICLE 3 Employee Benefits**

The benefits listed below are for full-time employees except those part-time employees scheduled to work at least 20 hours per week year-round, are entitled to paid sick leave, vacation, personal time, and holidays on a pro-rated basis. In addition, part-time employees who are 18 years of age or older, work more than 20 weeks per year, and work at least an average of 18 hours per week during the year are entitled to paid sick leave in accordance with 21 V.S.A. §§ 482-83. (See Appendix III)

Full-time employees should not accrue negative balances in their time bank unless there are extenuating circumstances subjective to approval by the City Manager.

#### 301. Sick Leave

Full-time employees will accumulate 1.5 sick days (12 hours) per month, which may be used in compliance with Vermont Sick Leave Law, Title 21 V.S.A., Chapter 5, Subchapter 4B. Sick leave may be used for additional reasons beyond Vermont Sick Leave Law at the discretion of the City Manager.

Sick time is a privilege and is to be used only for legitimate absences.

Department Heads and the City Manager will have the authority to require that an employee who is on sick leave for their own illness be examined by a physician selected by the municipality. This option would afford the City with a "second opinion" regarding sick leave. This would, of course, not prevent an employee from seeing their own physician.

#### 302. Vacation

Vacation time will be accrued at the following rates:

New Hire to 5 Years 3 weeks (10 hours/month)
5 Years to 10 Years 4 weeks (13.34 hours/month)
After 10 years 5 weeks (16.67 hours/month)
5 weeks, 2 days (18 hours/month)

Employees may not accrue more than 320 vacation hours at the end of the calendar year and must take at least 5 days of their yearly vacation accrual; these days need not be consecutive. If the department's staffing needs directly cause the disapproval of a timely leave request or cause a revocation of approved leave the employee shall be paid for all hours in excess of 320 vacation hours (associated with the denial) prior to the addition of the new yearly entitlement.

All requests for vacation time must be approved by the Department Head and must be made using the methods determined by the City Manager.

Employees who retire or resign with 10 business days' notice, or who are laid off for reasons of economic necessity, shall be paid for unused, accrued vacation time at the rate of pay in effect at the time of the separation. Employees who leave within the first 6 months of employment will not receive a payout for sick leave, vacation, or personal time.

EJRP Preschool Paid Time Off follows an alternative arrangement as specified in Appendix XVI. Employees hired before April 15, 2025, have a one-time option to choose between the Preschool PTO Model or continue with the Municipal Model throughout their employment as preschool employees. All full-time preschool employees hired after May 1, 2025, are required to adhere to the Preschool PTO Model, effective July 1, 2025.

# 303. Holidays

The holidays to be observed with pay are:

New Year's Day

Martin Luther King Day (3<sup>rd</sup> Monday in January)

Presidents Day\*√

Memorial Day

Juneteenth (June 19<sup>th</sup>) ✓

Independence Day (July 4th)

Bennington Battle Day (August 16th) ✓

Labor Day (1st Monday in September)

Indigenous Peoples' Day (2<sup>nd</sup> Monday in October) ✓

Veterans Day (November 11<sup>th</sup>) ✓

Thanksgiving Day

Day after Thanksgiving Day

Workday before/after Christmas Day\*\*

Christmas Day

Three (3) personal holidays (choice of the employee) \*\*\*

<sup>\*</sup> The Administration, Community Development, and Library departments shall close on President's Day. In lieu of President's Day, Public Works and the Water Resource Recovery Facility departments shall take the day off before or after July 4th as decided upon by the City Manager by May 1<sup>st</sup>.

<sup>✓</sup> The Essex Junction Recreation and Parks will not close on Presidents Day, Juneteenth, Bennington Battle Day, Indigenous Peoples' Day and Veterans Day, unless these days align with a day that the Essex Westford School District is scheduled to be

off. In lieu of these holidays, Essex Junction Recreation and Parks shall close when the Essex Westford School District is closed due to inclement weather.

If by May 1 there have not been 5 closed days, employees will be given the remaining days as personal holidays. Employees shall work or use paid leave for any additional days beyond 5 that schools are closed.

- \*\* Workday before or workday after Christmas. Date will be set by the City Manager by May 1st of each year.
- \*\*\* Personal Holidays may be taken in increments of ½ hour or more at a time.

If an employee is on authorized sick leave during a paid holiday, the employee will not be assessed sick leave for that day.

Holiday pay will be for eight (8) hours in a day. Teams shall make provisions for how to handle holidays.

Whenever possible, the City of Essex Junction will follow the federally recognized dates for these holidays. If a holiday falls on a Saturday, the Friday before is the observed holiday. If a holiday falls on a Sunday, the following Monday is the observed holiday. Should a holiday fall on a Saturday, the Library will close. Scheduled staff have the option to use earned leave or make up the time by shifting their schedules to work during the week.

#### 304. Various Insurances

The first of the month after the date of hire, employees shall be eligible for the City's Health Plan, Cafeteria Plan, Dental Plan, and Vision Plan. Effective on date of hire employees shall be eligible for the Life Insurance Plan, Short Term Disability, the Retirement Savings Program, sick, vacation, holiday, personal days.

- **304.1 Health Insurance:** The City shall enroll all full-time employees in Group Health Insurance plans covering the employee and dependents of the employee, unless the employee opts out. When an employee's employment terminates, the health plan will terminate at the end of that month in which the employee has their last workday. Benefits will be provided in accordance with Federal law (i.e., COBRA) or state law for civil union partners.
- (a) Employees will contribute towards the health insurance premiums as follows:
  - Effective January 1, 2025 Employees will pay a dollar amount equal to 5.0% of the cost of premium
  - Effective January 1, 2026: Employees will pay a dollar amount equal to 6.0% of the cost of the premium
  - Effective January 1, 2027: Employees will pay a dollar amount equal to 6.0% of the cost of the premium
- (b) The employee contribution to the medical premium will be paid through (pre-tax) payroll deduction.

- (c) Regarding cost of deductibles, co-payments, and co-insurance associated with covered benefits, the City shall be responsible for the first eighty percent (80%) and the employee shall be responsible for the remaining twenty percent (20%)
- (d) If an employee opts out of the City's health insurance and provides evidence that the employee has health insurance through another source, 35% of the City's cost of the plan premium for which the employee is eligible shall be paid to the employee monthly. The opt-out payment is taxable income to the employee.
- (e) Health benefits provided to an employee's domestic partner are subject to taxation under federal law. Since the City's health benefits are offered on a pre-tax basis for employees, the value of the benefits extended to a domestic partner is considered taxable income.

Employees should account for this taxable income when filing their tax returns. For further guidance, employees are encouraged to consult a tax professional or refer to IRS regulations.

- **304.2 Cafeteria Plan (Optional)** The City shall offer a Section 125 (Cafeteria Plan) to all full-time employees. The plan shall include the following components:
  - (a) Premium Conversion: Allows employee paid premiums to be paid with pre-tax dollars.
  - (b) Election of Dependent Care Assistance: Allows up to the maximum IRS allowed amount per year to be deducted pre-tax from employee's pay to be reimbursed to the employee to pay eligible dependent care expenses.
  - (c) Flexible Spending Account for Health Care Reimbursement: Allows up to the maximum IRS allowed amount per year to be deducted pre-tax from employee's pay to be reimbursed to the employee to pay eligible (not reimbursed by insurance) health care expenses.
- **304.3 Dental and Vision Insurance:** The City provides dental and vision insurance for all full-time employees and dependents at no cost to the employee.
- **304.4. Life Insurance:** A life insurance policy shall be carried for each full-time employee with a death benefit payable to the employee's named beneficiary of 2 ½ times base salary up to \$100,000. The IRS-determined value of the insurance amount that exceeds \$50,000 is taxable subject to the IRS valuation table which is based on an employee's age and the dollar amount of insurance coverage that exceeds \$50,000.
- **304.5. Short Term Disability:** A policy shall be carried providing a weekly benefit to each full-time employee in the event of time lost from work due to non-occupational accident or sickness. The weekly benefit is 66.66% of base salary up to \$400.
- **304.6. Retirement Savings Plan:** For employees hired before October 1, 2021. The City will continue to provide the current 401(a) plan. Employees shall continue to

contribute 5% of their regular income and the City shall continue to contribute 10%. The current retirement plan is the 401(a) Mission Square and MSQ Trust Series plan.

Employees who were hired before July 1, 2021, and had the option to enroll in Vermont Municipal Employees' Retirement System ("VMERS") VMERS C but declined enrollment at the time (original offering effective 7/1/21), can join VMERS at a future date, at the beginning of the nearest quarter. These employees must contact Human Resources and VMERS for the required election form. However, if an employee chooses not to join when originally offered (effective 7/1/21) and wants to receive VMERS service credit for municipal time between 7/1/21 and the date in which they opted to join, the member may "purchase" of service credits for this time frame. The member is solely responsible for purchasing those credits.

The current retirement plan is VMERS. Employees hired after July 1, 2024 must join either VMERS C or VMERS DC Retirement Plan once eligible.

The City shall contribute the VMERS required employer contribution amounts for all employees participating in the VMERS C and VMERS DC retirement plan. Each participant is required to contribute the employee required contribution amount as required by the plan.

The City accepts no responsibility for the security of funds or investments, or the outcomes of monies deposited in the retirement plan on behalf of employees.

#### 305. Leave of Absence

**305.1 Leave of Absence Without Pay:** Any request for a leave of absence must be submitted in writing to an employee's immediate supervisor. The request should include the reason for the leave and the approximate duration of the absence. Written authorization for leaves of absence will be provided by the employee's immediate supervisor. However, FMLA leave requests supersede this process and must comply with all federal laws related to FMLA-qualifying leave.

- Maximum Length: The maximum length of leave that may be requested will be determined by the City Manager and any applicable legal requirements.
- Continuation of Benefits: Benefits may continue during the leave of absence, but this is subject to the terms of the benefits plan and/or the Consolidated Omnibus Budget Reconciliation Act.
- Health Contributions: While on unpaid leave, an employee may be responsible
  for paying the employee's health contributions or the entire premium depending
  on circumstances of the leave. The method of payment should be arranged with
  the Human Resources department prior to the start of the leave.
- When Benefits Stop: Benefits will stop if the leave exceeds the period allowed by the benefits plan.

**305.2 Bereavement Leave:** Paid leave of absence for bereavement of immediate family, including pregnancy loss, may be granted upon approval of the Human Resources Director in coordination with an employee's Department Head. These personal leaves shall not exceed five (5) days in anyone fiscal year.

The City Manager, at his or her discretion, may grant additional bereavement leave in excess of five (5) days in one year in cases where an employee has experienced the death of an immediate family.

Immediate family shall include the employee's spouse, domestic partner, child, (including stepchild or any children who live with the employee for whom the employee provides care), parent or step-parent, siblings, grandparents, grandchildren, and immediate family of spouse/domestic partner.

One (1) day leave per fiscal year, with pay shall be granted in the event of the death of any other family member, fellow employee, or family friend with approval of the City Manager. The City Manager, at their discretion, may grant one additional day leave with pay in the event of another death of other family member, fellow employee, or family friend in the same fiscal year.

In the event that a member of an employee's immediate family undergoes long-term hospitalization for serious or terminal illness, the administration will consider, on a case-by-case basis, allowing the employee to borrow sick days, up to a maximum of one (1) year's limit, providing the employee has no accumulated sick leave. The employee should submit a written request to Human Resources to borrow time. Should the employee terminate their employment with the City, the value of borrowed sick days shall be subtracted from any monies owed the employee at time of termination. In order to borrow leave from their future accruals, the employee must sign a form that authorizes the reduction from final pay in the event the employee terminates employment with the City prior to earning enough leave that eliminates the negative balance.

#### **305.3. MATERNITY LEAVE**

Full-time employees may take six (6) weeks for vaginal delivery, or continuous eight (8) weeks for caesarian delivery, beginning on the delivery day and receive from the City that portion of their regular salary that is not paid by short-term disability for those six weeks (eight weeks for caesarian). Employees shall not receive over 100% of their usual wage from these combined sources during maternity leave. Accumulated sick leave time may be used for maternity leave before delivery. For maternity leaves of more than six weeks (eight weeks for caesarian) after delivery for medical reasons, the City's disability program combined with sick leave may be utilized. If an employee is also eligible for Parental and Family Leave, any leave taken under this section will count towards an employee's twelve (12) weeks of Parental and Family Leave. If, after taking twelve (12) weeks of Parental and Family Leave, an employee has remaining accrued leave, the employee may use that time to add up to two (2) additional weeks of leave. This additional two (2) weeks of leave (or less, if their accrued leave balances are less than two weeks) may be taken in full, lasting up to two (2) full-time weeks, or, at their department head's discretion, they may use the leave on a part-time basis for a maximum of 4 (four) weeks to transition back to their regular full-time schedule.

#### 305.4. SPOUSAL/PARTNER LEAVE

Full-time employees may take up to five (5) continuous days of spousal/partner leave with full pay upon the birth of a child. If an employee is also eligible for the Vermont Parental and Family Leave Act (VPFLA) leave and/or federal Family and Medical Leave Act (FMLA) leave, any leave taken under this section will count toward an employee's twelve (12) weeks of VPFLA and/or FMLA leave. Employees may use their accrued leave while taking FMLA/VPLA.

#### **305.5 ADOPTION LEAVE**

Full-time employees may take up to five (5) days of paid leave when adopting or fostering a child(ren). If an employee is also eligible for the Vermont Parental and Family Leave Act (VPFLA) leave and/or federal Family and Medical Leave Act (FMLA) leave, any leave taken under this section will count toward an employee's twelve (12) weeks of VPFLA and/or FMLA leave. Employees may use their accrued leave while taking FMLA/VPFLA.

#### 305.6 PARENTAL AND FAMILY LEAVE WITHOUT PAY

- (a) A full-time employee, with one year or more days of service, shall be entitled to take unpaid leave for a period not to exceed 60 working days (12 weeks) in a 12-month period for parental leave (to include birth or adoption). Equivalent leave is available for an employee if he or she is seriously ill or his or her children, stepchildren, foster children, ward of the employee who lives with the employee, parents, spouses, partner or parent of employee's spouse or partner are seriously ill. Serious illness means an accident, illness, injury, disease, or physical or mental condition that (1) poses imminent danger of death, (2) requires inpatient care in a hospital, hospice, or residential medical care facility, or (3) requires continuing treatment or rehabilitation by a health care provider.
- (b) Full-time employees are also eligible for unpaid short-term leave up to four hours in any 30 day period, not to exceed 24 hours in any 12 month period for the following reasons: (1) to participate in preschool or school activities of the employee's child, stepchild, foster child, ward, parent, spouse, partner, parent-in-law; (2) to attend or accompany the employee's child stepchild, foster child, ward, parent, spouse, partner, parent-in-law to routine medical or dental appointments; (3) to accompany the employee's parent, spouse, partner, or parent-in-law to other appointments for professional services related to their care and well-being; and (4) to respond to a medical emergency involving the employee's child, stepchild, foster child, or ward who lives with the employee or the employee's parent, spouse, partner or parent-in-law. Employees should make reasonable efforts to schedule appointments outside of normal working hours.
- (c) Employees may use accumulated paid leave time (sick, compensatory, personal holiday or vacation) while out on parental and family leave.

# 306. Jury/Witness Duty

All full-time employees will have jury or witness duty time paid at their regular base pay. Meal and travel expenses will not be considered as part of Jury or Witness Pay unless service as a witness is related to the employees' employment by the City, in which case meal and travel expenses will be paid by the City.

#### 307. Tuition Reimbursement

The City shall pay up to six (6) education credits per fiscal year for an accredited college or university with reimbursement to be limited to the University of Vermont rate for in-state students. A grade of "C" or better must be achieved in the classes to receive reimbursement. Educational courses requested shall be related to jobs within the City classification system, in line with departmental priority, and subject to the City Manager's prior approval. If you leave within 6 months of employment you will be required to reimburse the City for the cost of the class

# 308. Wellness Incentive Program

The City believes that healthy employees are better employees and offers a wellness incentive program. Employees who participate in the program receive a wellness bonus not to exceed \$350 per year. Effective fiscal year 2026 and fiscal year 2027 wellness bonuses will not exceed \$400 per year. Employees should refer to the payroll calendar for the deadline to submit the wellness form for reimbursement each fiscal year.

# 309. Personal Property

The City shall reimburse an employee for personal property lost or damaged provided that

(1) the loss or damage was in no way caused by the personal negligence of the employee, and (2) adequate proof is made that the loss or damage was incurred in the performance of a function particular to the job. In the event of prescription eyeglasses, including prescription sunglasses, dental plates or cellphones that are lost or damaged, the City shall reimburse the employee up to two thirds (2/3) of the cost of the lost or damaged item, subject to the same provisions set forth in the preceding sentence.

#### 310. Work Days and Work Week

The municipal work week shall be forty (40) hours per week. Employees will be paid bi-weekly. Employees shall have access and training to view their leave accruals on the new electronic payroll system. No payroll checks will be issued in advance.

(a) All employees' work schedules shall provide for a fifteen- minute rest break each regular one-half shift. Employees may combine their two fifteen-minute rest breaks earned during their regular workday, but may not exchange them for their 30 minute meal break as described below. Should the employee be required to work any additional two hours beyond the regular work period, they shall be entitled to an additional 15-minute rest break.

- (b) All employees shall be granted a 30-minute meal break during each eight (8) hour work shift. Whenever possible, the meal break shall be scheduled at the middle of the shift. Employees required by their supervisor to remain on the job site during the meal break shall be paid for such period.
- (c) Employees whose work conditions require it shall be granted a fifteen-minute personal clean-up period immediately prior to the end of each work shift.
- (d) In circumstances where a shift is not a typical 8-hour shift at the Library, breaks shall be provided as follows: employees working a four (4) to six (6) hour shift receive one fifteen (15) minute break. Employees working a six (6) to eight (8) hour shift receive two fifteen (15) minute breaks.

#### 311. Overtime

- **311.1** In accordance with the Fair Labor Standards Act (FLSA), hourly employees will be paid overtime (time and one half) for hours worked over 40 in one week. All requests for overtime pay must be approved by the employee's Supervisor.
- **311.2** Hourly employees required to work hours beyond the agreed upon weekly schedule will be paid overtime.
- **311.3** Hourly employees required to work on Sundays and Holidays shall be paid double time for work performed on those days. Holidays are the day of the Holiday and the days observed by the City, the length of the day is 12 AM through 11:59 PM. Personal holidays are not considered a holiday for this purpose.
- **311.4** Hourly employees may elect to accrue compensatory time in lieu of cash payment. The rate of time accrued shall be one- and one-half hours of compensatory time off for each hour overtime worked (except for hours worked on Sundays and holidays which will be double time). The total amount of accrued compensatory time shall not exceed 200 hours. All compensatory time will be paid out in the last paycheck of the calendar year. Forty (40) hours of compensatory time can be carried over in the new calendar year.
- **311.5** Employees may convert up to 40 hours of accrued compensatory time to pay each fiscal year, with a minimum request of 4 hours. The request must be submitted on a form specific to this purpose (See Appendix I) and approved by the employee's Supervisor. Conversion over the 40 hours maximum per year may be granted at the discretion of the City Manager.
- **311.6** Employees in positions that are classified as exempt from the FLSA shall not receive any overtime pay. In addition, elected officials who have a salary established by the City Council shall not receive any overtime pay. A current list of exempt positions can be found in Appendix VI.
- **311.7** Due to demands and the nature of the work, sections 311.2 and 311.3 shall not apply to recreation department employees. Recreation employees may be required to

work outside of their agreed upon schedule and/or on Sundays or Holidays and shall be paid at their regular hourly rate. They will arrange with the Recreation Director if time off should be rescheduled for another day. Section 313.1 shall still apply for hours worked over 40 in a week.

## 312. Full Time Employee Benefits Related to Sick Leave

- **312.1.** Sick Leave Conversion. A full-time employee who has accumulated 75 or more sick days (600 hours) may convert (on a 2:1 basis) up to 10 sick days into up to 5 days additional vacation or pay per year. (See Appendix II)
- **312.2.** Sick Leave Pay Out. Employees who leave employment in good standing shall have sick time paid out in accordance with Appendix VII.
- 312.3. Employees are eligible to use sick leave in compliance with Vermont Sick Leave Law Title 21 Vermont Statutes Annotated, Chapter 5, Subchapter 4B. For the purposes of sick leave usage only, the City will recognize domestic partners, as defined by the state of Vermont Human Resources Department with regard to coverage for State of Vermont health and dental plan, in the same fashion as a spouse, meaning that: (a) the persons are each other's sole domestic partner and have been in an enduring domestic relationship sharing a residence for not less than six consecutive months prior to the submission of the application; (b) the persons are eighteen years or older; (c) neither person is married to anyone else; (d) the parties are not related by blood closer than would bar marriage under Vermont state law; (e) the persons are competent to enter into a legally binding contract, and (f) the persons have agreed between themselves to be responsible for each other's welfare.

Sick leave may be used for additional reasons beyond Vermont Sick Leave Law at the discretion of the City Manager.

**312.4.** Employees hired prior to July 1, 2021 shall have no limit on sick leave accruals. Employees hired after July 1, 2021, shall have a 600-hour maximum sick accrual limit.

## 313. Layoffs and Furloughs

- **313.1 Layoffs:** Any municipal employee may be laid off when it is necessary to reduce the number of employees in any department because of a shortage of work or funds, abolition of a position, change in departmental functions or organizations, or for related reasons that do not discredit the employee. Employees shall be laid off insofar as possible in inverse order of length of service within the class of positions. Persons laid off in accordance with the foregoing procedure shall be entitled to have their names placed at the head of a reinstatement list, according to their seniority, with the most senior employees being reinstated first.
- **313.2 Furloughs:** In the event of unforeseen circumstances, including, but not limited to, budget shortfalls, technology failures, disease or pandemic, loss of grant funding, etc., the City may determine to place one or more employee(s) on partial or full Furlough. A Furlough is a form of leave from employment during which the employee is not paid

wages for time spent on such leave, although the employee remains employed. Typically, Furloughs are an alternative to a layoff, and therefore, protect an employee's employment.

The City Manager, with input from Department Heads, will determine which positions will be assigned to be on Furlough. The City Manager will also determine the length and frequency of any Furloughs, and what insurances, leaves and other benefits will be continued or discontinued during the Furloughs.

If an employee holds a position covered by a collective bargaining agreement, the City will give advance notice of and or bargain with the Association regarding proposed Furloughs to the extent that it is legally required to do so under its collective bargaining agreement and the law.

## 314. Seniority

Earned seniority shall not be lost due to an authorized leave of absence or military service. All seniority rights shall be lost by resignation or dismissal.

#### 315. Methods of Reinstatement

Whenever a vacancy occurs in any position, the City Manager shall reinstate a laid off employee in the same position in which they were formerly employed, and their seniority of service shall be governed by the date of their original appointment, subject to passing a physical examination, if the layoff was longer than thirty (30) days.

## 316. Re-employment of Persons Who Sere in the Uniformed Services

- (1) Any full-time employee of the City who is a duly qualified member of the reserve components of the uniformed services of the United States of America or State of Vermont shall be entitled to reinstatement of employment and benefits if the employee is absent from work due to a reason of service and:
  - (a) Service in the uniformed services of the United States is such that the cumulative length of the absence from City employment and of all previous absences from City employment by reason of service in the uniformed services does not exceed 5 years;
  - (b) who gives evidence defining the date of departure and the date of return for purposes of military training thirty (30) days prior to the date of departure, and
  - (c) who shall further give evidence of the satisfactory completion of such service immediately thereafter, and
  - (d) who is still qualified to perform the duties of such position, shall upon return be entitled to be restored to their previous or similar position with the same status, pay and seniority. In such circumstances, seniority shall continue to accrue during such period of absence. Such period of absence shall be construed as an absence with leave. Under such circumstances, the City shall pay the employee the difference between what they are paid by the military during such training period, and what they would have earned with the City. Such period of absence shall not be deducted from the employee's vacation pay or counted as vacation time.

(2) If an employee is called to active duty, they shall be entitled to accrue and maintain all benefits for a period of thirty (30) days after the employee has been placed on active duty. Under such circumstances, the City shall pay the employee the difference between what they are paid by the military during such time, and what they would have earned with the City.

After thirty days, the City will not make up the difference in pay. Also, benefits will no longer accrue during this time period or be paid for by the City.

Each employee shall also have such other re-employment rights as provided by (and subject to the conditions of) 38 U.S.C. Chapter 43, Subchapter II.

## 317. Cellphone Stipend

Employees required to use their cell phones for work purposes will receive a monthly stipend to offset the cost of using a personal cell phone for business activities. Eligibility for the stipend is based on job requirements, such as the need to be accessible outside of normal working hours or requiring wireless data access not available through existing work equipment.

The stipend request must be approved by the employee's department head or the City Manager. The stipend amount is determined annually and is based on the cost of a cell phone plan under the City's current wireless carrier contract.

Employees receiving the stipend are responsible for purchasing their own cell phone service and equipment, complying with data security laws and any existing City policies, and ensuring the safe use of their cell phones. They must also keep records of their phone usage and report any changes in job functions that affect their need for a cell phone. This stipend is a non-taxable fringe benefit and does not constitute an increase in base pay.

#### 318. Dogs in the Workplace

Employees may bring dogs to the workplace with prior approval from their Department Head or the City Manager. All dogs must meet established health and behavior standards, including being licensed, vaccinated, free of parasites, in good health, house-trained, clean, and well-groomed. Additionally, dogs should be well-socialized and demonstrate appropriate behavior in a professional setting.

For control and safety, dogs must always remain under the owner's direct supervision. They should be on a leash when entering and exiting the building and may also need to be leashed in shared workspaces if requested by colleagues. Dogs are not to be left unattended and are not allowed in City vehicles. It should be noted that dog owners are not granted additional break time to tend to their pets.

Certain restrictions apply to ensure a professional environment. Dogs are not permitted in public workspaces or at all-staff gatherings. Dogs that are in heat or exhibit disruptive behaviors, such as excessive barking or aggression, will not be permitted. In cases where a dog is involved in an incident that causes injury, that dog will be permanently barred from the workplace.

While dogs are permitted in private workspaces, their presence in shared workspaces requires the consent of all affected colleagues. Employees who have concerns regarding a dog may address these with the dog's owner, the owner's manager, or the HR Director for resolution.

Service animals assisting individuals with disabilities are permitted in all areas in accordance with ADA guidelines.

## **ARTICLE 4 Employee Conduct (All Employees)**

## 401. Employee Conduct

If an employee's conduct falls below a desirable standard, they may be subject to disciplinary action. A few examples of causes for which an employee may be disciplined are:

- (1) Failure to follow the orders of one's Supervisor
- (2) Being absent without permission
- (3) Being habitually absent or tardy
- (4) Being wasteful of material, property or working time
- (5) Inability to get along with fellow employees
- (6) Drinking on the job or arriving on the job under the influence of alcohol, cannabis or drugs
- (7) Conduct which is unbecoming a City employee
- (8) Any criminal offense
- (9) Unethical behavior
- (10) Loss of a license or certificate issued by State and/or Federal authority needed to conduct daily work
- (11) Poor work performance
- (12) Dishonesty
- (13) Misconduct
- (14) Embezzlement.

#### 401.1 Violence

Violence, or the threat of violence, by or against any employee of the City of Essex Junction or other person is unacceptable and contrary to City policy and will subject the perpetrator to serious disciplinary action, up to and including termination, and possible criminal charges.

# 402. Employee Concern and Feedback Procedure (For Non-Association Members)

We are committed to fostering a respectful and supportive workplace, and our aim is for employees to feel comfortable and safe talking to leaders whenever they have feedback or a concern at work. If you have a work-related concern, follow these practices to seek resolution:

1. Direct Communication: If relevant, and whenever possible, discuss your concern directly with the individual involved. Open, respectful communication is often the most effective way to address and resolve issues quickly and before they escalate.

- Department Head Involvement: If a direct conversation isn't practical or possible or doesn't resolve the issue, you can reach out to your Department Head. They are available to provide guidance and support in addressing workplace concerns.
- 3. Human Resources: If the issue remains unresolved after speaking with your Department Head or if you are unable to speak with your Department Head for any reason, please contact the Human Resources Director. HR will work with you to ensure your concern is heard and handled appropriately.

The City maintains an "Open Door" policy for all employees, and employees may skip steps in the employee's best judgment. In addition, the City takes the prohibition on retaliation seriously, and employees should understand that they are protected from retaliation in raising concerns at work.

Association Members should refer to the Association Contract for the grievance process steps.

## 403. Employee Suspensions and Dismissals

- (a) The City Manager or Department Head, with the approval of the City Manager, may suspend, for disciplinary reasons, any employee in their department. The City Manager or Department Head, with the approval of the City Manager, may dismiss an employee at any time for cause. Cause shall include but not be limited to those causes for disciplinary action defined in Section 401, or physical or mental disability. Prior to suspension or dismissal, the employee shall be notified in writing of the charges against the employee, the reasons for the suspension or dismissal, and their right to attend a hearing with the City Manager and/or Department Head. The employee may bring representation to the hearing and will be allowed to present evidence in their defense. After the hearing, if suspension or dismissal is carried out, the employee shall be notified in writing of their right to appeal to the City Council in accordance with Section 403 (b). Copies of the notice shall be forwarded to the City Council.
- (b) Within ten (10) calendar days of the receipt of such notice, an employee may request a hearing before the City Council by filing such request with the City Manager. The City Council then shall proceed to hold such hearing not less than ten (10) days nor more than twenty (20) calendar days after receipt by the City Manager of the hearing request, unless the Parties agree that more time is necessary. At the hearing, the employee is entitled to be represented by counsel, to bring and question witnesses and to answer and be heard on the charges. Within ten (10) days of the conclusion of the hearing, the City Council shall forward the written findings of fact and their decision to the employee. The City Council may support, dismiss or modify the action of the City Manager.
- (c) The provisions of Section 401 shall not apply to probationary employees who, during such probationary period, may be freely suspended or discharged.

## 404. Hearings

The City Council, upon notification of a request for investigation and hearing, shall cause copies of the written charges to be served personally upon the official or employee against whom such charges are filed, or shall have the same mailed to their address notifying them of the time and

place of the hearing. An investigation of charges may be broad in their character and evidence may be heard upon any facts or circumstances pertinent or applicable to such charges.

## 405. Finding and Decision

The finding and decision of the City Council following the hearing of charges shall be final. Notice of the decision shall be sent to the employee.

#### 406. Harassment

The City of Essex Junction is committed to maintaining a work environment free of discrimination. Any discrimination based on protected characteristics is strictly prohibited. These characteristics include:

- Race
- Color
- Ancestry
- National origin
- Religion
- Place of birth
- Age
- Sex
- Gender
- Gender identity
- Sexual orientation
- Disability
- HIV status
- Genetic information
- Citizenship
- Crime victim status
- Military or veteran status
- Any other characteristic protected by applicable law

Equal employment opportunities apply to all terms and conditions of employment, including recruitment, hiring, training, professional development, promotion, transfer, termination, layoff, recall or rehire, leaves of absence, compensation, and benefits. Management is primarily responsible for implementing these policies, but all employees share this responsibility. Any employee found engaging in discriminatory practices will face disciplinary action, up to and including termination.

#### **Harassment Prohibited**

Unlawful harassment is behavior that is unwelcome, intimidating, hostile, or offensive, and interferes with an individual's work performance or well-being. This includes offensive conduct based on protected characteristics. Harassment can be verbal, physical, auditory, visual, or written, and can be subtle or overt.

#### **Sexual Harassment**

Sexual harassment is a form of discrimination based on sex and includes:

- Unwelcome sexual advances
- Requests for sexual favors
- Other verbal, physical, written, auditory or visual conduct of a sexual nature

#### This conduct is prohibited when it:

- Is made a term or condition of employment
- Is used as a basis for employment decisions
- Has the purpose or effect of interfering with an individual's work or creates an intimidating, hostile, or offensive work environment

#### **Examples of Unlawful Harassment**

- Goal: The City of Essex Junction aims to ensure the safety and comfort of all employees regarding their sex and gender, with particular attention to transgender, gender nonconforming, and non-binary employees.
- Privacy: Employees have the right to decide how much information to share about their gender identity or expression, when to share it, and with whom they would like to share it. The City of Essex Junction encourages sharing pronouns to normalize discussions about pronouns and disrupt assumptions based on appearance. Employees are not required to share their pronouns.
- Protections: Gender is a protected class. Employees have the right to be addressed by their chosen name and pronouns, including they/them pronouns or neopronouns. Using nonpreferred pronouns intentionally to disregard an individual's gender identity is a violation of this policy. Bona fide initial mistakes in pronoun usage will not be considered a violation. Examples of conduct that constitute unlawful harassment include, but are not limited to:
- Offensive comments related to gender, gender identity and expression, sexual orientation, disability, mental illness, neuro(a)typicality, physical appearance, body size, age, race, or religion
- Intentional and continual use of unpreferred names or pronouns
- Deliberate "outing" of any aspect of a person's identity without their consent, except as necessary to protect vulnerable people from intentional abuse
- Publication of non-harassing private communication
- Unwelcome sexual attention
- Gratuitous or off-topic sexual images or behavior in spaces where they're not appropriate
- Conditioning any term of employment (e.g., continued employment, wages, evaluation, advancement, assigned duties or shifts) on the provision of sexual favors
- Physical contact and simulated physical contact (e.g., textual descriptions like "hug" or "backrub") without consent or after a request to stop

- Continuing to ask an employee to socialize on or off-duty when that person has indicated they are not interested
- Continuing to write sexually suggestive notes or letters if it is known or should be known that the person does not welcome such behavior
- Referring to or calling a person a sexualized name if it is known or should be known that the person does not welcome such behavior
- Use of terms of endearment or belittling expressions such as "honey," "sweetie," "little lady," "cutie" "pretty boy," etc.
- Regularly telling sexual jokes or using sexually vulgar or explicit language or gestures in the presence of a person if it is known or should be known that the person does not welcome such behavior
- Threats of violence
- Incitement of violence towards any individual, including encouraging a person to engage in self-harm
- Deliberate intimidation
- Stalking or following
- Sustained disruption of discussion
- Retaliation of any kind for having filed or supported a complaint of sexual or other unlawful harassment (e.g., ostracizing the person, pressuring the person to drop or not support the complaint, adversely altering that person's duties or work environment, etc.)
- Off-duty conduct that falls within the above definition and affects the work environment
- Any of the above conduct toward anyone engaged to perform work or services for the City of Essex Junction

#### **Reporting Harassment**

Employees who experience or witness harassment should report it to a supervisor, the Human Resources Director, or the City Manager. Reports can be made in person or via email and will be investigated promptly and confidentially. Retaliation against anyone who reports harassment is unlawful.

Employees may also file complaints with government agencies such as:

- Vermont Attorney General's Office, Civil Rights Unit, 109 State Street, Montpelier, VT 05609 tel: (802) 828-3171
- Equal Employment Opportunity Commission (EEOC) 475 Government Center, Boston, MA 02203, tel: (800) 669-4000 tel: (800) 669-6820 (TTY)

Reasonable accommodations will be provided to assist employees in filing complaints.

## **Response to Harassment Reports**

The City of Essex Junction is legally obligated to investigate and address any reports or evidence of potential harassment, even if no formal complaint is filed. Failure to address harassment complaints violates City policy. Disciplinary action will be taken against employees found to have engaged in harassment. Efforts will be made to protect the identities of the complainant and accused, except as necessary for the investigation. Retaliatory actions against those who file a complaint for sexual harassment or for those individuals who cooperate in an investigation of sexual harassment are unlawful.

## **ARTICLE 5 Salaried Employees**

#### 501. Flex Time

Salaried employees may flex their hours over a two-week period. If they work extra hours one day, they can take the hours off another day.

## 502. Working from Home

Telecommuting allows employees to work from home, on the road, or at a satellite location for up to three days per workweek, with Department Head approval. To qualify, employees must have at least six months of continuous, satisfactory employment. The arrangement begins with a three-month trial period, during which performance is closely monitored. Both the employee and the Department Head must agree on the suitability of telecommuting, considering job responsibilities, equipment needs, and workspace design.

Employees are responsible for setting up a safe and appropriate home office environment and ensuring the security of City information. The City may provide necessary equipment on a case-by-case basis but does not cover home office setup costs.

Telecommuting employees must accurately record their work hours and maintain a focus on job performance.

Temporary telecommuting arrangements may be approved for special circumstances, such as inclement weather or business travel.

Telecommuting is not a replacement for childcare and the primary focus must remain on meeting business demands.

#### 503. Working on Holidays

Salaried employees who work on a holiday may take another day off in lieu of the holiday, with the City Manager's approval. Employees may not accrue more than three holidays at any given time within a calendar year.

## 504. Reasonable Suspicion CDL Drivers

Employees who operate commercial motor vehicles (CMVs) must not use alcohol, cannabis or drugs while on the job or when there is a potential to serve in safety-sensitive functions during any part of their job.

#### **Prohibited Conduct:**

- Positive, adulterated, or substituted drug test results.
- Performing safety-sensitive functions with a positive drug or alcohol test result.
- Reporting for duty with prohibited drug levels or alcohol concentration of 0.02% or greater.
- Consuming alcohol within four hours before duty or while on-call.
- Misusing prescribed or over-the-counter medications affecting work performance.
- Refusing to submit to drug or alcohol testing.

Testing: Testing includes pre-employment, random, reasonable suspicion, post-accident, return-to-duty, and follow-up. All testing follows federal requirements to ensure accuracy and confidentiality.

Consequences of a Positive Test: Employees with a positive test result will be suspended from CMV operations and referred to a Substance Abuse Professional (SAP). They must complete treatment and pass return-to-duty testing before resuming safety-sensitive duties.

Employee Information: Employees are encouraged to seek information about the effects of alcohol and controlled substances on health and employment. Resources are available through the Substance Abuse and Mental Health Services Administration (SAMHSA).

## **ARTICLE 6 Volunteer Firefighters' Rules and Benefits**

#### 601. Effect

The Regulations apply to all volunteer firefighters of the City.

These Regulations are subject to change at any time by majority vote of the City Council.

## 602. Membership

- (1) Volunteers may express their interest in serving with the Essex Junction Volunteer Fire Department by completing an application form.
- (2) Volunteers may be appointed by the Essex Junction Fire Chief based on the needs of the department and subject to passing a physical examination.
- (3) No volunteer shall be denied appointment or be dismissed from the Essex Junction Volunteer Fire Department on the basis of race, religion, creed, color, national origin, sex (including pregnancy), genetics, gender identity, sexual orientation, age, ancestry, place of birth, Citizenship, HIV + status, crime victim status, health insurance status, disability or association with a member of a legally protected category listed above under Federal and State EEO.
- (4) A volunteer firefighter may be dismissed or suspended by the Fire Chief on written notice but shall be entitled to a hearing on such dismissal or suspension before the City Manager if a written request for a hearing is submitted to the City Manager by the firefighter dismissed or suspended within five days after receipt of notice thereof. The City Manager may revoke such dismissal or suspension and may order reinstatement of a firefighter suspended or dismissed.

#### 603. Attendance

Volunteer firefighters are required to maintain 10 hours of training per quarter.

#### 604. Appointments

- (1) The Fire Chief shall be appointed to a one-year term by the City Manager. Residents of the City shall be eligible to hold the office of City Fire Chief.
- (2) The Fire Chief shall appoint the Assistant Fire Chiefs, Captain(s) and Lieutenant(s) of the department.

#### 605. Pay

- (1) Volunteer firefighters shall receive a minimum starting hourly rate of pay. In addition, after every five years of service \$.25 per hour will be added to the volunteer firefighter's base pay. Pay adjustments will be effective on July 1<sup>st</sup>, the first day of the new fiscal year, if the budget allows.
- (2) The Chief shall receive an hourly premium of \$3.00 per hour. The Assistant Chiefs shall receive an hourly premium of \$2.50 per hour. The Captains shall receive an hourly premium of \$2.00 per hour. The Lieutenants shall receive an hourly premium of \$1.50 per hour.

(3) Work Related Training: Volunteer firefighters shall not receive pay for attending fire department meetings. Volunteer firefighters shall be paid their regular rate for-training approved by the Fire Chief or training officer. When attending training, the volunteer firefighter's time shall not be reimbursed for time outside of the training sessions (i.e., travel time, overnight, etc.).

## 606. Religious Beliefs Accommodation Policy

See Section 217.

## 607. Employee Assistance Program Policy

See Section 113.

## **APPENDIX I Compensatory Time Conversion Form**

Employee ID #:
Employee Name:
Date of Request:
Requested number of Comp Time Hours to be converted to pay (minimum of 4 hrs.):
Gross compensation expected (hours to be converted x hourly rate):
Accrued comp time balance before conversion:
Accrued comp time balance expected after conversion:
Number of comp time hours previously converted this fiscal year (max is 40):
Total number of hours converted this fiscal year after this conversion:

## **APPENDIX II Sick Time Conversion Form**

Employee ID #	
Employee Name:	
Date of Request:	
Check one:	
Requested number of Sick Days to be	converted to Vacation:
Requested number of Sick Days to be	converted to Pay:
Accrued sick time balance before conversion:	hours (must be at least 600).
Accrued sick time balance expected after conv	version:hours
Accrued vacation time balance before convers	sion: hours
Accrued vacation time balance expected after	conversion: hours
Number of sick days previously converted this	fiscal-year (max. is 10 days):
Total number of sick days converted this fiscal	-year after this conversion:
Employee	 Date
For HR/Payroll Department:	
Approved	

## **APPENDIX III Part-Time Employee Benefits Implementation**

The City of Essex Junction General Rules and Personnel Regulations states in Article 3, Employee Benefits, that part-time employees scheduled to work at least 20 hours per week year-round are entitled to paid sick leave, vacation, personal, and holidays on a pro-rated basis. In addition, state law enacted in 2016 requires that employers provide paid sick leave to employees aged 18 and older, who work more than 20 weeks per year, and who work at least an average of 18 hours per week as calculated over the 52-week year.

#### **Purpose**

The purpose of this document is to provide detail in how the part-time benefits are to be accrued and guidance in how they are to be used.

#### Opt out

Employees meeting the above criteria may opt out of the benefits provided if they do not wish to adhere to the requirements listed below, except for paid sick leave as required by state law.

Definitions: "Week" means the normally scheduled work week (i.e., 20 or 24 hours).

"Day" means 1/5 of the normally scheduled work week.

Paid leave hours are intended to offset, not add to, the employees normally scheduled paid work week. If an employee has worked their normally scheduled week, they are not entitled to additional paid leave time. The exception is that when a City paid holiday falls in the work week, the employee shall receive their holiday pay plus pay for all hours worked. Supervisors should consider paid holidays when scheduling part-time staff hours.

**Paid Holidays:** 14 City scheduled holidays, plus 3 personal days of the employee's choice to be prorated based upon employees' normal work schedule. The three personal days are available at the beginning of each fiscal year (July 1) and **must** be used during the fiscal year; they do not carry over. Please refer to the payroll calendar for the deadline to use personal time.

An employee scheduled to work 20 hours per week will receive 4 hours of holiday pay for the week that includes a holiday. The 3 personal holidays would be at 4 hours each, or 12 hours total.

An employee scheduled to work 24 hours per week will receive 4.8 hours of holiday pay for the week that includes a holiday. The 3 personal holidays would be 4.8 hours each, or 14.4 hours total.

Part-time employees may not be paid for more than their normally scheduled day when using Personal pay. Personal time may be taken in units of ½ hour or more at the discretion of the employee. However, staffing needs should be considered when taking personal time. Department head must be notified if employee plans to use two personal holidays in a row.

**Paid Vacation:** New Hire to 5 years, 3 weeks (15 days); 6 years to 10 years, 4 weeks (20 days); after 10 years, 5 weeks (25 days), after 20 years, 5 weeks and 2 days (27 days). Employees **must** use 5 days, these days need not be consecutive, of their annual vacation accrual each year and may carry over unused accrued vacation time but are limited to a prorated balance of 320 hours at the end of the calendar year (160 hours for 20 hour/week employees, 192 hours for 24 hour/week employee). Vacation time is accrued monthly to be prorated based on an employee's normal work schedule.

An employee scheduled to work 20 hours per week will accrue:

- 7.5 days per year (5 hours per month) if new hire to 5 years
- 10 days per year (6.67 hours per month) if 5 years to 10 years
- 12.5 days per year (8.33 hours per month) after 10 years of employment
- 13.5 days per year (9 hours per month) after 20 years of employment

An employee scheduled to work 24 hours per week will accrue:

- 9 days per year (6 hours per month) if new hire to 5 years
- 12 days per year (8 hours per month) if 5 years to 10 years
- 15 days per year (10 hours per month) after 10 years plus of employment.

Part-time employees may not be paid for more than their normally scheduled week when using paid vacation. Requests for vacation time must be approved by the Department Head. Vacation time may be used in units of  $\frac{1}{2}$  hour or more with the approval of the Department Head. Employees must use accrued paid vacation time before requesting unpaid leave.

Paid Sick Leave for employees who work at least 20 hrs/week: 18 days per year, accrued monthly. Employees may carry over unused accrued sick leave from year to year. The 18 days per year are prorated according to an employee's normal work schedule:

An employee scheduled to work 20 hours per week will accrue

• 9 days of sick leave per year, or 6 hours per month.

An employee scheduled to work 24 hours per week will accrue

• 10.8 days of sick leave per year, or 7.2 hours per month.

Part-time employees may not be paid more than their normally scheduled day when using paid sick leave.

Paid sick leave may be used in compliance with Vermont Sick Leave Law 21 V.S.A. §§ 481 – 486. Sick leave may be used for additional reasons beyond Vermont Sick Leave Law at the discretion of the City Manager.

Except for emergency situations, employees should make every effort to schedule appointments outside of their regular workday.

Paid Sick Leave for employees who are age 18 and older, who work an average 18 to 19 hours per week during a calendar year are eligible for 1 hour of sick time for every hour worked, up to a maximum of 40 hours per year, accrued monthly. Employees may carry over unused accrued sick leave from year to year. Part-time employees may not be paid for more than their normally scheduled day when using paid sick leave.

Paid sick leave may be used for the following reasons in compliance with Vermont Sick Leave Law 21 V.S.A. §§ 481 – 487. Sick leave may be used for additional reasons beyond Vermont Sick Leave Law at the discretion of the City Manager.

Except for emergency situations, employees should make every effort to schedule appointments outside of their regular work day.

Part-time employees are not entitled to payment for unused sick time upon separation from employment.

## **APPENDIX IV** Summary of Full-Time Employee Benefits

All benefits (except paid holidays which start immediately) start the first of the month after date of hire.

- Paid Holidays: 14 scheduled holidays, plus 3 days' personal time of the employee's choice.
- Paid Vacation:
  - New Hire to 5 years, 3 weeks (15 days); 6 years to 10 years, 4 weeks (20 days); after 10 years, 5 weeks (25 days); after 20 years, 5 weeks and 2 days (27 days).
     Vacation time is accrued monthly.
  - Employees must take 5 vacation days per year; these days need not be consecutive.
  - Employees may carry over unused vacation entitlement provided that the number of vacation hours carried forward does not exceed 320 vacation hours at the end of the calendar year.
- Paid Sick Leave: 18 days per year, accrued at 12 hours monthly.
- Health Insurance: The City provides health insurance for full-time employees and their dependents, unless they opt out. Employees pay 5% of the premium in 2025, and 6% in 2026 and 2027. The City provides a HRA to pay the first 80% of co-pays, co-insurance and deductible of covered medical services. The employee is responsible for the remaining 20%. Employees who opt out and have other insurance receive a monthly payment equal to 35% of the City's premium cost.
- Dental Insurance: The City offers dental insurance for full-time employees, fully covered by the employer. Employees do not need to contribute to the premium, as the City pays 100% of the cost.
- Vision: The City offers vision insurance for full-time employees, fully covered by the employer. Employees do not need to contribute to the premium, as the City pays 100% of the cost.
- Short Term Disability/Life Insurance: \$400 per week short term disability coverage, 2 ½ times base salary up to \$100,000 life insurance. City pays 100% of the premium.
- Retirement: Employees hired before October 1, 2021, the City continues the 401(a) plan with 5% employee and 10% employer contributions. Employees hired after July 1, 2024, must join either VMERS C or VMERS DC.
- Invest EAP Employee Assistance Program: Free assistance for all City employees and firefighters.

- Tuition Reimbursement: For courses related to jobs within the City classification system and subject to City Manager's approval. Limited to 6 credits per year, based on UVM instate rates.
- Health and Wellness Benefit: Ability to earn a yearly bonus for completing activities set by the Human Resources Director.
- Uniforms (Public Works & Waste Resource Recovery Departments only): Uniform allowance up to \$675 per year to be reimbursed at 130% of cost to cover any taxes associated with such reimbursement. This is a taxable fringe benefit.

## Optional Benefits:

- 457 Deferred Compensation Plan and a Traditional IRA Plan through the Mission Square Retirement and is a tax-deferred savings plan.
- Roth Plan though Mission Square Retirement. This is not a pre-taxed plan.

## **APPENDIX V PAY SCALE**

Pay scale Range in USD E	Effective July 1, 20	24 through June 30, 2027
Grade 1	Hourly	18.23 – 26.43
	Annual	37,920 – 54,984
Grade 2	Hourly	20.05 – 29.08
014402	Annual	41,712 – 60,482
Grade 3	Hourly	22.06 – 31.99
Olddo 0	Annual	45,883 – 66,531
Grade 4	Hourly	22.90 - 33.21
Olade 4	Annual	47,640 – 69,078
Grade 5	Hourly	24.85 – 36.03
Orace 5	Annual	51,689 – 74,950
Grade 6	Hourly	26.96 – 39.10
Orace o	Annual	56,083 – 81,320
Grade 7	Hourly	29.45 – 42.70
Glade /	Annual	61,250 – 88,813
Grade 8	Hourly	33.42 – 48.46
Grade 0	Annual	69,519 – 100,802
Grade 9	Hourly	37.93 – 55.00
Grade 9	Annual	78,904 – 114,410
Grade 10	Hourly	43.06 – 62.43
Glaue IV	Annual	89,556 – 129,856
Grade 11	Hourly	55.63 – 80.66
Graue 11	Annual	115,700 – 167,765

## **APPENDIX VI List of Current Positions**

Position:	Grade	PT/FT	Exempt/Non- Exempt
City Manager	11	FT	Е
Recreation and Parks Director	10	FT	Е
Water Quality Superintendent	9	FT	Е
Finance Director	9	FT	E
Human Resources Director	9	FT	E
Library Director	9	FT	E
Public Works Superintendent	9	FT	E
Director of Community Development	8	FT	Е
City Clerk/Treasurer	8	FT	Е
EJRP Assistant Rec/Parks Director	8	FT	E
Comm/Strategic Initiatives Director	8	FT	E
Chief Wastewater Operator	8	FT	Е
EJRP Licensed Childcare Director	7	FT	E
Pre-School Director	7	FT	E
Assistant Chief Wastewater Operator	7	FT	NE
EJRP Grounds/Fac Director	7	FT	E
Public Works Foreman	7	FT	NE
Assistant Library Director/Head Cataloger/Systems Admin	7	FT	E
ERJP Business Coordinator	6	FT	NE
EJRP Program Director	6	FT	NE
EJRP Behavior Interventionist/Asst Director	6	FT	E
Wastewater Operator I	6	FT	NE
Accountant II	6	FT	NE

City Planner	6	FT	NE
Grounds and Facilities Foreman	5	FT	NE
Accountant I	5	FT	NE
Asst Zoning/Admin Asst Com Dev Director	5	FT	NE
Youth Services Librarian	5	FT	NE
Circulation Librarian	5	FT	NE
Business Coordinator/III Librarian	5	FT	NE
Assistant Youth Librarian	4	FT	NE
Assistant Clerk/Treasurer	4	FT	NE
Licensed Childcare Administrator	4	FT	NE
Behavior Support Specialist	4	FT	NE
Admin Assistant to City Manager	4	FT	NE
Tech Svcs/Assist Program Librarian	4	FT	NE
Wastewater Operator II	4	FT	NE
Business Services Administrator	4	FT	NE
Site Coordinator	3	FT	NE
Equip Oper/Maint Tech I	3	FT	NE
Preschool Teacher	3	FT	NE
Accounts Receivable Coordinator	<u>3</u>	<u>FT</u>	<u>NE</u>
Assistant Pre School Teacher	2	FT	NE
EJRP Customer Service Specialist	2	FT	NE
EJRP Grounds/Facilities Tech	2	FT	NE
Equip Operator/Maint Tech II	2	FT	NE
Billing Coordinator	2	<del>FT</del>	NE
Assistant Site Coordinator	2	FT/PT	NE
Library Assistant - Youth and Young Adult	2	FT	NE

Circulation Assistant	2	PT	NE
Library Assistant-Adult Department	1	PT	NE
Library Assistant- Adult/Yth Department	1	PT	NE
Shelving Assistant	no classification currently	PT	NE
Library Substitute	n/a	PT	NE
Seasonal	n/a	PT	NE

## **APPENDIX VII Sick Time Payout Chart**

*If you leave in good			
standing	*Up to a Max of	*If you leave in good standing Years of Service No Age	*Up to a Max of
Years of Service & Age 55+	Total Hours	Requirement	Total Hours
20	800	20	400
19	700	19	350
18	600	18	300
17	500	17	250
16	400	16	200
15	300	15	150
14	200	14	100
13	100	13	50
12	75	12	37.5
11	50	11	25
10	25	10	12.5

## **APPENDIX VIII Municipal Code of Ethics**

Adapted from Sec. 22. 24 V.S.A. chapter 60

## § 1991. DEFINITIONS

As used in this chapter:

- (1) "Advisory body" means a public body that does not have supervision, control, or jurisdiction over legislative, quasi-judicial, tax, or budgetary matters.
- (2) "Candidate" and "candidate's committee" have the same meanings as in 17 V.S.A. § 2901.
- (3) "Commission" means the State Ethics Commission established under 3 V.S.A. chapter 31, subchapter 3.
- (4) "Confidential information" means information that is exempt from public inspection and copying under 1 V.S.A. § 315 et seq. or is otherwise designated by law as confidential.
- (5) "Conflict of interest" means a direct or indirect interest of a municipal officer or such an interest, known to the officer, of a member of the officer's immediate family or household, or of a business associate, in the outcome of a particular matter pending before the officer or the officer's public body, or that is in conflict with the proper discharge of the officer's duties. "Conflict of interest" does not include any interest that is not greater than that of other individuals generally affected by the outcome of a matter.
- (6) "Department head" means any authority in charge of an agency, department, or office of a municipality.
- (7) "Designated complaint recipient" means:
- (A) a department head or employee specifically designated or assigned to receive a complaint that constitutes protected activity, as set forth in section 1997 of this title;
- (B) a board or commission of the State or a municipality;
- (C) the Vermont State Auditor;
- (D) a State or federal agency that oversees the activities of an agency, department, or office of the State or a municipality;
- (E) a law enforcement officer as defined in 20 V.S.A. § 2358;
- (F) a federal or State court, grand jury, petit jury, law enforcement agency, or prosecutorial office:
- (G) the legislative body of the municipality, the General Assembly or the U.S. Congress; or
- (H) an officer or employee of an entity listed in this subdivision (7) when acting within the scope of the officer's or employee's duties.
- (8) "Domestic partner" means an individual in an enduring domestic relationship of a spousal nature with the municipal officer, provided the individual and municipal officer:
- (A) have shared a residence for at least six consecutive months;
- (B) are at least 18 years of age;
- (C) are not married to or considered a domestic partner of another individual;

- (D) are not related by blood closer than would bar marriage under State law; and
- (E) have agreed between themselves to be responsible for each other's welfare.
- (9) "Illegal order" means a directive to violate, or to assist in violating, a federal, State, or local law.
- (10) "Immediate family" means an individual's spouse, domestic partner, or civil union partner; child or foster child; sibling; parent; or such relations by marriage or by civil union or domestic partnership; or an individual claimed as a dependent for federal income tax purposes.
- (11) "Legislative body" means the selectboard in the case of a town, the mayor, alderpersons, and city council members in the case of a city, the president and trustees in the case of an incorporated village, the members of the prudential committee in the case of a fire district, and the supervisor in the case of an unorganized town or gore.
- (12) "Municipal officer" or "officer" means:
- (A) any member of a legislative body of a municipality;
- (B) any member of a quasi-judicial body of a municipality; or
- (C) any individual who holds the position of, or exercises the

function of, any of the following positions in or on behalf of any municipality:

- (i) advisory budget committee member;
- (ii) auditor;
- (iii) building inspector;
- (iv) cemetery commissioner;
- (v) chief administrative officer;
- (vi) clerk;
- (vii) collector of delinquent taxes;
- (viii) department heads:
- (ix) first constable;
- (x) lister or assessor;
- (xi) mayor;
- (xii) moderator;
- (xiii) planning commission member;
- (xiv) road commissioner;
- (xv) town or city manager;
- (xvi) treasurer;
- (xvii) village or town trustee;
- (xviii) trustee of public funds; or
- (xix) water commissioner.
- (xx) and all other City of Essex Junction employees, elected and appointed officials not listed above.

- (13) "Municipality" means any town, village, or city.
- (14) "Protected employee" means an individual employed on a permanent or limited status basis by a municipality.
- (15) "Public body" has the same meaning as in 1 V.S.A. § 310.
- (16) "Retaliatory action" includes any adverse performance or disciplinary action, including discharge, suspension, reprimand, demotion, denial of promotion, imposition of a performance warning period, or involuntary transfer or reassignment; that is given in retaliation for the protected employee's involvement in a protected activity, as set forth in section 1997 of this title.

#### § 1992. CONFLICTS OF INTEREST

- (a) Duty to avoid conflicts of interest. In the municipal officer's official capacity, the officer shall avoid any conflict of interest or the appearance of a conflict of interest. The appearance of a conflict shall be determined from the perspective of a reasonable individual with knowledge of the relevant facts.
- (b) Recusal.
- (1) If a municipal officer is confronted with a conflict of interest or the appearance of one, the officer shall immediately recuse themselves from the matter, except as otherwise provided in subdivisions (2) and (5) of this subsection, and not take further action on the matter or participate in any way or act to influence a decision regarding the matter. After recusal, an officer may still take action on the matter if the officer is a party, as defined by 24 V.S.A §1201, in a contested hearing or litigation and acts only in the officer's capacity as a member of the public. The officer shall make a public statement explaining the officer's recusal.
- (2)(A) Notwithstanding subdivision (1) of this subsection (b), an officer may continue to act in a matter involving the officer's conflict of interest or appearance of a conflict of interest if the officer first:
- (i) determines there is good cause for the officer to proceed, meaning:
- (I) the conflict is amorphous, intangible, or otherwise speculative;
- (II) the officer cannot legally or practically delegate the matter; or
- (III) the action to be taken by the officer is purely ministerial and does not involve substantive decision-making; and
- (ii) the officer submits a written nonrecusal statement to the legislative body of the municipality regarding the nature of the conflict that shall:
- (I) include a description of the matter requiring action;
- (II) include a description of the nature of the potential conflict or actual conflict of interest;
- (III) include an explanation of why good cause exists so that the municipal officer can take action in the matter fairly, objectively, and in the public interest;
- (IV) be written in plain language and with sufficient detail so that the matter may be understood by the public; and

- (V) be signed by the municipal officer.
- (B) Notwithstanding subsection (A) of this subdivision (2), a municipal officer that would benefit from any contract entered into by the municipality and the officer, the officer's immediate family, or an associated business of the officer or the officer's immediate family, and whose official duties include execution of that contract, shall recuse themselves from any decision-making process involved in the awarding of that contract.
- (C) Notwithstanding subsection (A) of this subdivision (2), a municipal officer shall not continue to act in a matter involving the officer's conflict of interest or appearance of a conflict of interest if authority granted to another official or public body elsewhere under law is exercised to preclude the municipal officer from continuing to act in the matter.
- (3) If an officer's conflict of interest or the appearance of a conflict of interest concerns an official act or actions that take place outside a public meeting, the officer's nonrecusal statement shall be filed with the clerk of the municipality and be available to the public for the duration of the officer's service plus a minimum of five years.
- (4) If an officer's conflict of interest is related to an official municipal act or actions considered at a public meeting, the officer's nonrecusal statement shall be filed as part of the minutes of the meeting of the public body in which the municipal officer serves.
- (5) If, at a meeting of a public body, an officer becomes aware of a conflict of interest or the appearance of a conflict of interest for the officer and the officer determines there is good cause to proceed, the officer may proceed with the matter after announcing and fully stating the conflict on the record. The officer shall submit a written nonrecusal statement pursuant to subdivision (2) of this subsection within five business days after the meeting. The meeting minutes shall be subsequently amended to reflect the submitted written nonrecusal statement.
- (c) Authority to inquire about conflicts of interest. If a municipal officer is a member of a public body, the other members of that body shall have the authority to inquire of the officer about any possible conflict of interest or any appearance of a conflict of interest and to recommend that the member recuse themselves from the matter.
- (d) Confidential information. Nothing in this section shall require a municipal officer to disclose confidential information or information that is otherwise privileged under law.

### § 1993. PROHIBITED CONDUCT

- (a) <u>Directing unethical conduct</u>. A municipal officer shall not direct any individual to act in a manner that would:
- (1) benefit a municipal officer in a manner related to the officer's conflict of interest;
- (2) create a conflict of interest or the appearance of a conflict of interest
- for the officer or for the directed individual; or
- (3) otherwise violate the Municipal Code of Ethics as described in this chapter.

- (b) <u>Preferential treatment.</u> A municipal officer shall act impartially and not unduly favor or prejudice any person in the course of conducting official business. An officer shall not give, or represent an ability to give, undue preference or special treatment to any person because of the person's wealth, position, or status or because of a person's personal relationship with the officer, unless otherwise permitted or required by State or federal law.
- (c) <u>Misuse of position</u>. A municipal officer shall not use the officer's official position for the personal or financial gain of the officer, a member of the officer's immediate family or household, or the officer's business associate.
- (d) <u>Misuse of information</u>. A municipal officer shall not use nonpublic or confidential information acquired during the course of official business for personal or financial gain of the officer or for the personal or financial gain of a member of the officer's immediate family or household or of an officer's business associate.
- (e) <u>Misuse of government resources</u>. A municipal officer shall not make use of a town's, city's, or village's materials, funds, property, personnel, facilities, or equipment, or permit another person to do so, for any purpose other than for official business unless the use is expressly permitted or required by State law; ordinance; or a written agency, departmental, or institutional policy or rule. An officer shall not engage in or direct another person to engage in work other than the performance of official duties during working hours, except as permitted or required by law or a written agency, departmental, or institutional policy or rule.

## (f) Gifts.

- (1) No person shall offer or give to a municipal officer or candidate, or the officer's or candidate's immediate family, anything of value, including a gift, loan, political contribution, reward, or promise of future employment based on any understanding that the vote, official action, or judgment of the municipal officer or candidate would be, or had been, influenced thereby.
- (2) A municipal officer or candidate shall not solicit or accept anything of value, including a gift, loan, political contribution, reward, or promise of future employment based on any understanding that the vote, official action, or judgment of the municipal officer or candidate would be or had been influenced thereby.
- (3) Nothing in subdivision (1) or (2) of this subsection shall be construed to apply to any campaign contribution that is lawfully made to a candidate or candidate's committee pursuant to 17 V.S.A. chapter 61 or to permit any activity otherwise prohibited by 13 V.S.A. chapter 21.
- (g) <u>Unauthorized commitments</u>. A municipal officer shall not make unauthorized commitments or promises of any kind purporting to bind the municipality unless otherwise permitted by law.
- (h) <u>Benefit from contracts</u>. A municipal officer shall not benefit from any contract entered into by the municipality and the officer, the officer's immediate family, or an associated business of the officer or the officer's immediate family, unless:

- (1) the benefit is not greater than that of other individuals generally affected by the contract;
- (2) the contract is a contract for employment with the municipality;
- (3) the contract was awarded through an open and public process of competitive bidding; or
- (4) the total value of the contract is less than \$2,000.00

## **APPENDIX IX** City of Essex Junction Substance Misuse Policy

### Section 1. Purpose

The illegal use, possession, distribution, cultivation or manufacturing of any drug (including alcohol) while on City premises (including all buildings and grounds) or while on the job is strictly prohibited, and any violation of this prohibition is cause for termination. Being under the influence of drugs (including alcohol) while on the job is also prohibited, and is grounds for discipline, including termination. Any illegal substance confiscated will be turned over to the appropriate law enforcement agency and may become the basis for prosecution.

Medications prescribed by accredited physicians and used by the person for whom prescribed, at the prescribed dosage levels, do not fall within the prohibition of this policy.

#### Section 2. Violations

When the City has a probable cause to believe reasonable belief that an employee is using or is under the influence of a drug while on the job, that fact alone is sufficient for termination. Under such circumstances, if the employee denies that they are under the influence, the City may seek to have a drug screening test performed to detect the presence of drugs in the urine. If the City requests the test, and if the employee agrees to participate in urinalysis, and the test is positive, the employee will not be terminated if they participate in and successfully completes a treatment program for alcohol or drug abuse provided by or through the City in consultation with the Employee Assistance Program.

However, the employee may be suspended for a period of up to three (3) months while they complete the rehabilitation program.

If the employee does not participate in and successfully complete the rehabilitation program (including negative test results during the program), the employee will be terminated.

If, after having tested positive and successfully participated in a treatment program recommended by the Employee Assistance Program, the employee at a later date again provides probable cause to believe they are under the influence of drugs while on the job, the employee may be terminated upon a positive test.

#### Section 3. Termination

Nothing in this policy shall limit the City's authority to terminate (or impose other discipline) for cause. An employee may be terminated (pursuant to the usual termination procedures) for violation of Section 1 without being offered a drug rehabilitation program under Section 2.

## Section 4. Testing

Any drug test administered under this policy shall be administered in accordance with 21 V.S.A. Sections 514-519. The City may not request or require that a blood sample be drawn for the purpose of administering a drug test. The test shall be by urinalysis only and shall be administered only by a laboratory designated by the Department of Health and shall be administered only to detect the presence of alcohol or drugs as defined in 21 V.S.A. Section 511 (4) at non-therapeutic levels, as set by the Commissioner of Health pursuant to 21 V.S.A. Section 518 (c).

Before an employee whose position requires a CDL or an applicant with a CDL is tested, they will be provided with a copy of this written policy, which identifies the circumstances under which persons may be required to submit to drug tests, the particular test procedures, the drugs to be screened, a statement that over-the-counter medications and other substances may result in a positive test and the consequences of a positive test result.

If an applicant tests positive, the applicant shall not be hired. If an employee tests positive, the procedures of Sections 2 and 3 shall be followed.

- (1) The employee or applicant shall be given the opportunity at their request and expense, to have a blood sample drawn at the time the urine sample is provided and preserved in such a way that it can be tested later for the presence of drugs.
- (2) The City is required by law to establish a chain of custody procedure for both sample collection and testing that will verify the identity of each sample and test result.
- (3) The City shall require the laboratory performing the test to confirm any sample that tests positive by testing the sample by gas chromatography with mass spectrometry or an equivalent scientifically accepted method that provides quantitative data about the detected drug or drug metabolites.
- (4) The detection of a drug at a therapeutic level as defined by the Commissioner of Health shall be reported as a negative test result. The laboratory's report shall not contain any information indicating the presence of a drug at a therapeutic level as defined by the Commissioner.
- (5) The laboratory shall simultaneously provide the City and the employee or applicant with identical copies of the written report of the drug test result, which includes all of the following information:
  - a. The name of the person being tested.
  - b. The type of test conducted for both initial screening and confirmation.
  - c. The results of each test.
  - d. The detection level, meaning the cut-off or measure used to distinguish positive and negative samples, on both the initial screening and confirmation procedures.
  - e. The name and address of the laboratory.

- f. Any other information provided by the laboratory to the City concerning that person's test.
- (6) A laboratory may report to an employer that a urine sample is positive only if both the initial test and confirmation test are positive for the particular drug. Test results shall only be provided by written report as described above.
  - a. The City will ensure that a portion of any positive sample is preserved in a condition that will permit accurate retesting for a period of not less than ninety (90) days after the employee or applicant receives the test results.
- (7) In the event that an employee or an applicant tested pursuant to the above has positive drug test results, the City shall meet informally with such employee or applicant to explain the results and why the results may not be accurate. The City shall provide the employee or applicant with an opportunity to retest a portion of the sample at an independent laboratory at the expense of the employee or applicant and shall consider the results of such retest.
- (8) Any information concerning any drug test results taken by the City pursuant to this policy, shall be confidential and shall not be released to anyone except appropriate City officials and the employee or applicant. Such information may be obtained by court order or process only as provided by 21 V.S.A. Section 516 and may be used in evidence in any judicial or quasi-judicial proceeding only to the extent allowed by 21 V.S.A. Chapter 5.

#### Section 5. Test Procedures

- (1) The test shall be administered only to detect the presence of alcohol or drugs, as defined in 21 V.S.A, Section 511(3).
- (2) The testing laboratory will perform a screening test, Enzyme Multiplied Immunoassay Test (EMIT), on each sample submitted only for those drugs listed in (1) above. When a screening result is negative, no further test may be conducted on that sample. When a screening test is positive, a confirmation test, Gas Chromatography/Mass Spectrometry (GCMS), will be performed on that sample. The laboratory will freeze and retain all confirmed positive samples for a period of not less than ninety (90) days after the person tested receives the results. The City shall ensure that the laboratory will preserve a portion of any positive sample in a condition that will permit accurate retesting for a period of not less than ninety (90) days after the person tested receives the test results. Should a legal challenge occur, the specimens will be retained throughout the period of resolution of the challenge. All other samples may be discarded.
- (3) In the event of a positive urine test result, if the employee or applicant has requested a blood sample to be taken at the time the urine sample was given, the employee or applicant may, at his/her own expense, have the opportunity to have

such blood sample tested at an independent laboratory. The blood sample must be stored, and chain of custody must be maintained as provided in this policy. Storage may be arranged with the designated testing laboratory performing the City's urinalysis, pending notification by the employee or applicant of another laboratory chosen by the employee or applicant. The sample shall be stored for at least ninety (90) days after the receipt of test results by the employee or applicant, unless the sample is sent to an independent laboratory for testing at the request of the employee or applicant. The laboratory so chosen must have been designated by the State of Vermont Department of Health to perform drug testing pursuant to 21 V.S.A. Section 514 (4). The employee or applicant must provide the name of the laboratory so chosen to the City within five (5) days of receipt of the results of the tests conducted upon the sample submitted for testing by the City. The employee or applicant shall pay all costs of taking, storing and testing of the blood sample. The testing laboratory shall send test reports for such blood sample to both the City and the employee or applicant tested. The results of such tests shall be considered by the Citv.

#### Section 6. Collection of Samples

- (1) For all testing allowed under this policy, the specimen to be collected shall be the employee's or applicant's urine. The employee or applicant shall present a photo ID or be identified to testing personnel by a representative of the City. The sample collection facility may follow its usual procedures to ensure that the specimen received is genuine and unadulterated, except to the extent proscribed hereby.
- (2) The collection of any sample for use in a drug test will be conducted in a medical facility by medical personnel trained in collection techniques.
- (3) Employees or applicants are not required to remove any clothing for the purpose of collecting a urine sample, except that personal belongings and any outer garments must be left outside the collection area. No employee or applicant may be required to provide a urine sample while being observed, directly or indirectly, by another individual, except that, in the event that personnel administering the test have grounds to believe an attempt has been made to tamper with a sample at the time of collection, such personnel may follow the usual procedures of the collection facility to assure that an untampered with sample is provided, including observation.
- (4) Urine samples will be collected in a new, sealed, clean containers manufactured for the purpose of urine collection. The person in charge of collection may, in the presence of the test subject, measure the temperature of the specimen within four (4) minutes of voiding, the specific gravity of the specimen (if indicated), and evaluate the color and odor of the specimen.

(5) Sample collection facilities should be done at FMCSA DOT Drug Testing Facility in Vermont. Facilities may be changed or added as necessary.

#### **Section 7. Chain of Custody and Storage of Samples**

- (1) All urine samples shall be immediately sealed in a tamper-evident container. A peel-off, control-numbered label shall be removed from the written requisition form, placed over the cap, and extended over the sides of the container. The specimen container shall be clearly and indelibly labeled with the date, time of collection, and the identifier associated with the person from whom the specimen was obtained. The employee or applicant will initial and date the top of the label, ensuring the employee or applicant was present when the seal was affixed to the container. The employee or applicant will also sign and date the substance abuse test requisition form once the form is completed. The sealed container shall be enclosed with the requisition form in a zip lock bag. The zip lock bag shall be placed into the specimen transport box and the box shall be sealed. The tamper-evident, sealed specimen box shall be promptly transported to the laboratory either by the laboratory courier or via over-night delivery.
  - a. Blood specimens, when requested by the employee or applicant pursuant to 21 V.S.A. Section 514 (6) (b), will be collected in vacuum-activated blood collection tubes, with such preservations as may be specified by the testing laboratory. The employee's or applicant's blood specimen will be sealed, labeled, and signed for in the same manner as the urine sample. Testing shall only be performed on the blood specimen at the employee's or applicant's request. The blood specimen shall be preserved and stored pending a request by the employee or applicant for testing. The blood specimen may be destroyed ninety (90) days after the results of the urinalysis has been received by the employee or applicant, unless the employee or applicant has requested, in writing, that tests be performed on the blood sample.
- (2) Immediately upon collection of each sample, a chain of custody record shall be established for that sample, indicating the identity of each person having control over the sample and the times and dates of all transfers or other actions pertaining to the sample. The completed chain of custody record shall be placed in the specimen transport box before the sealing of the box.
- (3) If immediate transportation or shipment is not feasible, the specimens will be refrigerated at less than 6 degrees C.
- (4) At the laboratory, the chain of custody of the untampered-with specimen shall be maintained through the testing process, and with respect to the portion of the sample which is to be retained in the event of a positive

test.

(5) 4) Such other protections deemed necessary by the sample collection facility and/or the designated laboratory, for the maintenance of chain of custody and proper storage of the specimen, may also be undertaken by them.

#### **APPENDIX X Electronic Communications and Computer Use Policy**

#### Purpose:

This policy ensures the appropriate and secure use of City-owned computers, hardware, software, and communications equipment provided to employees for work-related purposes. This policy does not apply to computers available for public use at Brownell Library.

#### **Systems Overview:**

The City of Essex Junction provides computers (including laptops), email, telephones, cellular phones, and facsimile equipment to support the City's business objectives. Each employee is responsible for ensuring that these tools are used primarily for business purposes, with confidentiality maintained at all times.

#### Use:

City computers and electronic communication equipment are public property. Accordingly, City Management or the Police have the right to inspect the contents of any City-owned device or any device used during City work time, including hard drives, disks, or other storage media.

#### Security:

Each employee is responsible for computer security, including using strong passwords and other security measures to protect data.

- Employees are expected to comply with all security measures and collaborate with the IT department/vendor as needed to prevent and address security threats.
- Employees are required to use passwords to access City systems, ensuring that each password remains confidential and exclusive to the individual employee. Passwords should be a combination of at least ten characters, including both letters and numbers.
- All cloud applications used for City operations must be secured with multi-factor authentication (MFA) whenever the application supports this feature.

#### **Personal Use:**

City computers and electronic equipment are intended for public business and should not be used for personal activities that interfere with job performance. City computers should not be used for profit-making activities during or outside work hours.

#### **Correspondence and the Open Meeting Law:**

All correspondence received on a City-owned computer related to public business may be subject to the Open Meeting Law, meaning it may be available for public inspection under the law.

#### **Email Use:**

Emails sent or received on City computers must be treated with professionalism, confidentiality, and propriety, similar to written correspondence. Employees should not expect privacy for emails on City-owned systems. The City Manager, or their designee, may authorize access to an employee's email.

Prohibited email content includes obscene/offensive language, inappropriate images, sexually explicit material, or messages that disparage individuals or groups.

Limited personal email use is allowed, provided it does not interfere with job duties, involve private gain, or violate any policy.

Employees may not send chain letters, personal solicitations, or unauthorized information.

Attachments should be kept reasonably sized.

Any attachment from an unknown source should not be opened and should be deleted immediately if flagged as potentially infected.

Emails containing confidential or sensitive information should be encrypted to ensure their security and protect the information.

#### **Internet Access:**

Internet access is provided for work purposes to assist employees in performing job duties. Access may be suspended if misused, potentially affecting job performance.

Accessing or displaying obscene, offensive, or disparaging content is strictly prohibited.

The use of City-provided Internet for personal or financial gain, gambling, commercial, or investment activities during or after work hours is not permitted.

Employees must consult with the City's Managed Service Provider before downloading any software or programs from the Internet.

#### Discipline:

The City Manager, or designee, may review the contents of any City computer, including hard drives and other media, to ensure compliance with this policy. Employees have the right to be present during such reviews. Policy violations may result in disciplinary actions, which may include warnings, suspension, or termination, depending on the severity of the violation.

#### **APPENDIX XI Safety Policy**

WHEREAS, the City of Essex Junction is an incorporated political subdivision of the State of Vermont,

THEREFORE, the City is both empowered and obligated to provide essential municipal services to benefit its residents and the general public.

The City of Essex Junction is committed to providing these services in a manner that prioritizes workplace safety and minimizes hazards wherever possible, while continuing to serve the community effectively. It is the City's policy to uphold the highest standards of safety by complying fully with all applicable state and federal laws, rules, and regulations related to occupational health and safety.

To support this commitment, the City has established a Safety Committee, composed of representatives from each department (Water Resource Recovery Facility, Public Works, Library, 2 Lincoln, and Fire). Each Department Head is responsible for appointing a representative from their area. The Safety Committee will convene quarterly to uphold and enhance safety standards across all City operations.

The Committee's responsibilities include:

- 1. Reporting any safety-related concerns and recommending improvements to the relevant Department Head and/or City Manager.
- 2. Developing and recommending safety policies and procedures, both at the departmental and organization-wide levels, for review and approval by Department Heads and/or the City Manager.
- 3. Organizing safety training sessions, with approval from the Department Head and/or City Manager, to promote safe practices across the organization.
- Setting a positive example in workplace safety, advising employees on adherence to safety policies and reporting unsafe activities to the Department Head and/or City Manager.
- 5. Performing additional safety-related duties as may be assigned or approved by the City Manager.

#### APPENDIX XII Employee Recognition and Merit Bonus Awards Policy

The City of Essex Junction is committed to a fair and consistent compensation program. Recognizing that some employees perform above and beyond standard expectations, we aim to honor outstanding achievements and contributions that significantly benefit the City. Through merit and bonus awards, the City rewards employees who demonstrate exceptional performance, tackle special projects of major importance, or consistently exceed expectations in their regular duties. This policy encourages excellence and acknowledges employees whose efforts make a meaningful impact.

#### **Eligibility**

- Merit Bonus Awards: Only full-time, non-probationary employees are eligible for nonrecurring merit bonus awards.
- Longevity Awards: All employees (both full-time and part-time) qualify for longevity awards, recognizing continuous years of service.

#### **Types of Awards**

- 1. Non-Recurring Bonuses
  - Non-recurring bonuses are one-time lump sum or cash-equivalent awards that do not affect the employee's hourly rate.
    - Special Project Bonus: Employees who demonstrate exemplary work on a short-term (less than 12 months) special project, in addition to regular duties, may receive a bonus of at least \$250. Eligible projects include initiatives that enhance the City's business or residential appeal, generate cost savings, or improve departmental services.
    - Performance-Based Bonus: Employees who consistently perform above standard expectations, achieving a performance rating of "4" or higher, may qualify for a bonus of at least \$500 during their annual review. This bonus is awarded in addition to any regular salary adjustments based on performance.
    - Nomination Process: Department heads must nominate employees for bonus or education awards. The City Manager will recommend award amounts, with final approval from the City Council. The total award will not exceed 5% of the employee's annual salary.
- 2. Education Award
  - Employees who earn a degree or higher education certificate relevant to their job may be nominated to receive a bonus award of up to \$1,000.
- 3. Longevity Bonus Awards
  - Longevity awards celebrate milestones in continuous service and are given in fiveyear increments beginning at the 10-year mark. All employees, both full-time and part-time, are eligible, with service counting as total years with the City (including rehired or part-time service).
    - Award Amounts:
      - 10 years of service: \$25
      - 15 years of service: \$30
      - 20 years of service: \$50
      - 25 years of service: \$75
      - 30 years of service: \$100

Longevity bonuses are awarded annually and are direct deposited into employee paychecks.

#### **Taxation**

All monetary awards are taxable as additional income and will be subject to payroll taxes in accordance with IRS regulations.

#### APPENDIX XIII Policy on Administrative Procedures for Personnel Files and Medical Records

#### **Purpose**

This policy is designed to ensure accurate and complete record-keeping practices to comply with legal standards, maintain employee privacy, and minimize employer liability. Personnel files are intended to reflect employees' work history and performance comprehensively. This policy applies to all employees and departments to ensure consistency, privacy, and compliance with legal obligations.

#### **Section 2: File Maintenance and Security**

#### 1. File Maintenance

Personnel and medical files will be maintained in secure, restricted-access locations including electronic systems, to protect employee privacy. Records will be updated as necessary to reflect changes in employment status, performance, benefits, or other relevant information.

#### 2. File Security

Access to personnel and medical files is limited to authorized personnel only. Files are stored securely in locked cabinets or on secure electronic systems.

#### 3. File Retention

Personnel and medical records will be retained for the period required by applicable laws and regulations. Upon separation, personnel records will be archived securely for the duration stipulated by legal retention policies. See, i.e., State of Vermont General Record Schedule, Issued to All Public Agencies, GRS-1304.1103: Personnel Files (https://sos.vermont.gov/media/zdka4izb/grs-13041103 managingemployees.pdf).

4. In the event that the current HRIS system is discontinued, all documents will be downloaded and retained by the City in a secure electronic system.

#### **Section 3: Personnel File Contents**

Personnel files are maintained to document each employee's work history and performance. The contents of personnel files may include, but are not limited to, the following:

- 1. Employment application and resume.
- 2. Offer letter, employment agreement, or contracts.
- 3. Job descriptions and work assignments.
- 4. Performance evaluations and performance improvement plans.
- 5. Documentation of promotions, demotions, transfers, or changes in job responsibilities.
- 6. Training and certification records.
- 7. Disciplinary actions, if any, with accompanying documentation.

- 8. Records of compensation changes, benefits enrollment, and payroll records as legally required.
- 9. Employee acknowledgments of policy and handbook receipt.
- 10. Records of attendance, punctuality, and any leave of absence.

#### **Section 4: Personnel File Access**

#### 1. Employee Access

Employees may request access to their physical personnel file by submitting a written request to Human Resources. Access will be granted within a reasonable timeframe, and employees may review their file in the presence of an HR representative. Employees can make copies of documents in their file, except for restricted documents. These restricted documents are determined based on state and federal laws.

Files are stored in a secure Human Resources Information System (HRIS), ensuring protection and access only to authorized personnel. Each employee can access their own documents directly through this system, except for restricted documents. These restricted documents are determined based on state and federal laws.

#### 2. Management and Supervisor Access

Access to personnel files is granted only to authorized supervisors and managers with a legitimate need to review specific information for employment decisions, such as promotions, disciplinary actions, or performance reviews. Access will be coordinated through the Human Resources Director.

#### 3. Third-Party Access

Access to personnel files by individuals outside of the organization is restricted and will only be granted if required by law, or with written employee consent, or as part of legal or regulatory compliance.

#### **Section 5: Medical Record File Contents**

Medical records are kept in separate files to ensure confidentiality and limit access. Medical record files may include, but are not limited to:

- 1. Medical certifications, notes, and records related to employee absences, leaves, or accommodations (e.g., FMLA, ADA).
- 2. Workers' compensation claims records.
- 3. Records of health screenings, vaccinations, or physical examinations required for employment.
- 4. Documentation related to disability benefits or workplace accommodations.
- 5. Health insurance enrollment forms and benefits information.

#### **Section 6: Medical Record File Access**

#### 1. Employee Access

Employees may access their medical record file by submitting a written request to the Human Resources Director. Human Resources will be present during the review, and employees may make copies of documents contained in their file, unless restricted by law. Additionally, the original file may not be removed from the City offices.

#### 2. Restricted Access

Access to medical record files is strictly limited to designated Human Resources personnel and individuals who are responsible for administering benefits, leave, or accommodation programs. Supervisors and managers may not access medical records except where necessary to implement necessary accommodations or comply with work restrictions and only with HR guidance.

#### 3. Third-Party Access

Medical records may only be disclosed to third parties in accordance with applicable laws or with the employee's written consent. For legal and compliance purposes, requests for access to medical records by third parties will be reviewed and managed by the HR department to ensure compliance with all applicable privacy laws.

#### 4. DOT Regulations

In accordance with DOT Regulation 49 CFR Part 40, Sec 40.25, upon request, the City shall provide a prospective employer of a City employee a CDL driver's past history of positive drug or alcohol tests and/or refusals to be tested if the employee signs a release of information form.

#### 5. Investigation

Medical records at issue in a matter may be viewed by the City Council, City Manager and Human Resources Personnel in connection with an investigation in accordance with these Regulations.

#### **Compliance and Enforcement**

The Human Resources Director is responsible for ensuring compliance with this policy. Any violations of this policy, including unauthorized access or disclosure of personnel or medical records, may result in disciplinary action, up to and including termination of employment.

#### APPENDIX XIV Policy Regarding Providing References for Former Employees

It is the policy of the City of Essex Junction that when prospective employers inquire about the employment history of former employees, the information provided shall be limited to the following:

- 1. Name of employee
- 2. Job Title(s)
- 3. Dates of Employment

No other information will be provided unless a signed release for reference check is completed

- A) Information Requests and Employment References. Requests for information from employee files and inquiries from outside the City, including requests for references on former employees, will be directed to the Human Resources Director. The City will only provide dates of employment and positions held unless a reference release form is completed. Elected officials and employees are prohibited from providing employment references regarding current or former employees.
- B) Production of Employee Personnel Records. The City will notify an employee, and to the extent practicable, a former employee, in writing when it provides personnel records in response to a legally issued subpoena. In responding to a subpoena, the City will comply with applicable state laws related to producing personnel records to a party in court action. Without a subpoena, the City will not provide personnel records to a third party. Therefore, if an employee or former employee wishes to provide such records to a third party, the employee should access and copy the portions of his or her personnel record to be provided.

#### Release of Information for Employee Reference Check

I acknowledge that I have been informed that it is the City of Essex Junction's general policy to disclose in response to a prospective employer's request only the following information about current or former employees: (1) name of employee, (2), job title and (3) dates of employment.

By signing this release, I am voluntarily requesting that City of Essex Junction departs from this general policy in responding to reference requests from any prospective employer that may be considering me for employment. I authorize City of Essex Junction to disclose to such prospective employers any employment-related information that City of Essex Junction, in its sole discretion and judgment, may determine is appropriate to disclose, including any personal comments, evaluations, or assessments that City of Essex Junction may have about my performance or behavior as an employee.

In exchange for the City of Essex Junction agreement to depart from its general policy and to disclose additional employment-related information pursuant to my request, I agree to release and discharge City of Essex Junction and their representatives from all claims, liabilities, and causes of action, known or unknown, fixed or contingent, that arise from or that are in any manner connected to City of Essex Junction's disclosure of employment-related information to prospective employers. This release includes, but is not limited to, claims of defamation, libel, slander, negligence, or interference with contract or profession.

I acknowledge that I have carefully read and understand the provisions of this release. This release sets forth the entire agreement between the City of Essex Junction and myself.

Signed: <sub>-</sub>			
Date:			

#### **APPENDIX XV** Cell Phone Stipend Policy

#### Purpose:

To provide a stipend to employees who require access to a cell phone because of the nature of their work. The stipend is intended to offset the phone's costs and to protect the City and its employees from tax liability by ensuring compliance with the Internal Revenue Code (IRC) and its corresponding regulations.

#### Scope:

Employees who hold positions that include the need for a cell phone may receive a monthly stipend to reimburse them for business-related costs incurred when using their personally-owned cell phone.

This stipend does not constitute an increase in base pay and will not be included in the calculation of percentage increases to base pay due to annual raises, job upgrades, benefits based on a percentage of salary, etc.

Employees may be eligible for this stipend if one or more of the following criteria are met:

- 1. The employee's job requires considerable time outside of their assigned office or work area, and it's important to the city for the employee to be accessible during those times.
- 2. The employee's job requires the employee to be accessible outside of scheduled or normal working hours.
- 3. The employee's job requires wireless data an internet access that is not available through existing work equipment.

#### **AND**

4. The employee's department manager or the City Manager has approved the request for a cell phone stipend in lieu of a City issued cell phone.

The stipend amount will be determined annually, and will be equal to the cost of a cell phone plan under the City's current wireless carrier contract.

#### Additional Resources:

https://www.shrm.org/resourcesandtools/hr-topics/compensation/pages/cellphonetax.aspx

#### **Cell Phone Stipend Agreement**

Employee Name:	Stipend Start Date*:
Job Title:	Monthly Stipend Amount: \$45 (FY25)
Department:	Employee ID:
Cell Phone #:	Cellular Carrier:
Business Purpose:	

\*Stipend payment should begin with the start of the next month and will be paid in the last check of each month.

#### **Policy Summary**

Employees who hold positions that include the need for a cell phone may receive a cell phone stipend to reimburse for business-related costs incurred when using their personally-owned cell phones. The stipend will be considered a non-taxable fringe benefit to the employee. The City will review and set the amounts to be provided for stipends and reimbursement on an annual basis. For more information, refer to the *Cell Phone Stipend Policy*.

#### **Employee Responsibilities**

Recipients of a cell phone stipend have the following responsibilities:

- Purchase cellular phone service and equipment and assume responsibility for vendor terms and conditions. The employee is responsible for plan choices, service features, and calling areas that meet the requirements of the job and the area of service the stipend is intended to cover (on campus, during travel or at home). This includes termination clauses, and paying all charges associated with the cellular service and device
- Attest to related necessary business use. Submit the latest monthly billing statement
  when the stipend begins and then each August to verify that the stipend is spent on this
  resource.
- Report any job function changes that eliminate or significantly reduce the business need
  for a cell phone to your supervisor within 5 business days of this change. Also, if the
  employee reduces service levels in the wireless contract below the reimbursed amount,
  the same communication expectations exist.
- Keep (or have access to) monthly invoices for a two-year period so they can be produced upon request by either a City rep or the Internal Revenue Service.
- Avoid using the cellular phone for work related purposes while operating a motor vehicle, machinery or in other dangerous situations.
- Comply with all Federal and State data maintenance and protection laws (e.g., FERPA, record retention requirements, etc.), as well as all City policies, including those pertaining to data security, acceptable computing use, and email.

• Delete all City data from the cell phone when employment with the city is severed, except when required to maintain the data in compliance with a litigation hold notice.

#### **Employee Certification**

By signing below, I certify that I have read, understand, and agree to the Cell Phone Stip Policy and my responsibilities under the policy.						
Employee Signature	 Date					
Department Head/City Manager Signature	Date					

<sup>\*</sup>Reimbursement Rates are subject to change from fiscal year to fiscal year.

#### <u>APPENDIX XVI EJRP Preschool Paid Time Off (PTO)</u>

EJRP Preschool prides itself on creating a sense of community for participating children, families, and teachers. We achieve this in part by offering a year-round, full-day preschool program for 2-5-year-olds, and staffing our classrooms with as many full-time teachers as possible. This consistency is essential for all.

#### Program Schedule & Breaks

Over the course of the year, there are 41 weekdays that preschool is not in session:

- 9 holidays
- 5 snow days
- 4 professional development/in-service days
- 23 non-school days that build on existing holidays

This helps align the EJRP Preschool schedule with the EWSD school district schedule and provides gaps at the start and end of the school year.

#### Staffing System & Time Off

Identifying our staffing system, daily open hours, and school breaks has been an evolution as we have been able to recognize how to best serve the needs of children, families, and staff. It is important that staff have the ability to take time off and do so throughout the year to find an appropriate work-life balance. We strongly encourage staff to utilize the built-in breaks as opportunities to take vacation and personal time. When staff does this, there is nominal to no impact on children, families, or co-workers. Children and families do not experience a change in staffing via substitutes and co-workers don't have to rearrange their schedules to cover and make things work.

#### Opportunities for Time Off

In particular, the longer breaks in December, April, June, and August, are prime, predictable opportunities for staff to get a break, take time off, and/or plan a trip, without impacting others. We appreciate staff considering this as they plan their breaks. When there are non-school days that are not paid vacation days, staff must use paid time off if they will not be at preschool on those days.

#### Consistency in Staffing

Preschool is the only place that requires consistent staffing levels at every hour of every day regardless of vacations or sickness, and preschool is the only place that has multiple days through the year when participants are not present.

#### **Preschool PTO Model (effective 7-1-2025)**

An alternate paid time off system is being offered as a way to recognize the unique nature of preschool staffing requirements and to honor the importance of consistency for kids and families. Preschool full-time employees will receive.

- 5 personal days annually
  - The 5 personal days must be used within the fiscal year. Refer to the Payroll Calendar for specific dates by which the personal days must be utilized.
- 23 vacation days on days preschool is closed
- When preschool is closed, employees will automatically have a vacation day.

<u>Automatic vacation days (note - this is an example of a typical schedule):</u>

- Thanksgiving Mon, Tue, Wed
- 5 days during December break
- 2 days of winter break
- 5 days of April break
- 5 days mid-June break
- 3 days late-August break

Note – exact automatic vacation days may change based on the annual EWSD school/preschool calendar, but the total will not be less than 23. Vacation days do not accrue. Vacation is granted and used each non-in-service, holiday, or snow day preschool is closed.

All sick time holiday, and snow day time off policies are consistent with the Municipal Model. The three personal days as referenced in Section 303 are considered part of the holiday allocation and are not in addition to the standard personal leave provided to teachers.

Employees who were hired before April 15, 2025, have a one-time option to opt into the Preschool PTO Model or remain in the Municipal Model for the duration of their employment as a preschool employee. All full-time preschool employees hired after May 1, 2025, are required to participate in the Preschool PTO Model, effective July 1, 2025.

		Invoice	Invoice Description		Amount	Check Check
Vendor		Date	Invoice Number	Account	Paid	Number Date
80132	ACHEE, DAVID	05/08/25	Stipend BWAC May 2025	 210-5-16-10-190.000	50.00	55420 05/16/25
00152	nenzz, znviz	03,00,23	050825Achee	Board member Payments	30.00	33420 03,10,23
05290	ADVANCE AUTO PARTS 9820	05/01/25	Lug nuts for Super Sucker	<del>-</del>	3.43	55421 05/16/25
03290	ADVANCE AUTO PARTS 9820	03/01/23	-		3.43	33421 03/16/23
05000		05/06/05	552512158425	General Supplies	17.00	55401 05/16/05
05290	ADVANCE AUTO PARTS 9820	05/06/25	Supplies for shop	210-5-40-12-610.000	17.92	55421 05/16/25
05000		05 /10 /05	552512658614	General Supplies	15 60	FF 401 OF /1 6 /0F
05290	ADVANCE AUTO PARTS 9820	05/12/25	grease for shop	210-5-40-12-610.000	15.63	55421 05/16/25
00104		05 /10 /05	552513258822	General Supplies	115 60	FF400 0F /16/0F
80184	AMAZON BUSINESS SERVICES	05/12/25	BL Supplies MAY25	210-5-35-10-610.000	115.63	55423 05/16/25
		0= (00 (0=	19749YXR4CRH	General Supplies		
80184	AMAZON BUSINESS SERVICES	05/06/25	BL Supplies MAY25	210-5-35-10-610.000	9.90	55423 05/16/25
			1KXQFFL66TXR	General Supplies		
80184	AMAZON BUSINESS SERVICES	05/12/25	BL AColl LOT MAY25	210-5-35-10-640.201	61.71	55423 05/16/25
			1M9GDFYJ49PL	Adult Collection		
80184	AMAZON BUSINESS SERVICES	05/11/25	BL Supplies MAY25	210-5-35-10-610.000	59.96	55423 05/16/25
			1QFHXD1VPYCG	General Supplies		
19815	AMAZON CAPITAL SERVICES	05/09/25	Seniors Supplies	210-5-30-10-610.000	170.13	55424 05/16/25
			13K4DKDLCQFR	General Supplies		
19815	AMAZON CAPITAL SERVICES	05/12/25	Office Supplies	210-5-30-10-610.000	35.56	55424 05/16/25
			1T9T1T6P4MKK	General Supplies		
25055	AQUARIUS LANDSCAPE SPRINK	04/29/25	2 Lincoln Sprinkler April	210-5-41-20-431.000	34.25	55426 05/16/25
			5580413	R&M Buildings & Grounds		
80025	BARRY, MADELEINE	05/12/25	1027006000 2024 Tax Ref	210-2-00-00-200.002	1157.62	55427 05/16/25
			006000 REF24	Overpayments Payable		
80061	BASSICK, LINDA	05/02/25	BL JFND-MusicPrg MAY25	210-5-90-00-991.000	100.00	55428 05/16/25
			0020	Library Donation Expense		
30125	BIEBER PHILLIP	05/08/25	Stipend BWAC May 2025	210-5-16-10-190.000	50.00	55429 05/16/25
			050825Bieber	Board member Payments		
80017	BOWKER ERIC	05/08/25	Stipend BWAC May 2025	210-5-16-10-190.000	50.00	55430 05/16/25
			050825Bowker	Board member Payments		
00530	BRODART CO	04/22/25	BL JBooks APR25	210-5-35-10-640.202	53.07	55433 05/16/25
			B6975021	Juvenille Collection		
00530	BRODART CO	04/22/25	BL JBooks APR25	210-5-35-10-610.000	3.03	55433 05/16/25
			B6975021	General Supplies		
00530	BRODART CO	04/22/25	BL JBooks APR25	210-5-35-10-610.000	1.01	55433 05/16/25
			B6975311	General Supplies		
00530	BRODART CO	04/22/25	BL JBooks APR25	210-5-35-10-640.202	44.99	55433 05/16/25
			B6975311	Juvenille Collection		
00530	BRODART CO	04/22/25	BL JBooks APR25	210-5-35-10-640.202	12.41	55433 05/16/25
			B6975349	Juvenille Collection		
00530	BRODART CO	04/22/25	BL JBooks APR25	210-5-35-10-610.000	1.01	55433 05/16/25
			B6975349	General Supplies		
00530	BRODART CO	04/28/25	BL JBooks MAY25	210-5-35-10-610.000	5.05	55433 05/16/25
			B6978740	General Supplies		
00530	BRODART CO	04/28/25	BL JBooks MAY25	210-5-35-10-640.202	56.62	55433 05/16/25
			B6978740	Juvenille Collection		
80207	CATMA	04/17/25	CATMA membership 2025	210-5-25-10-290.000	2500.00	55434 05/16/25
			3303	Other Employee Benefits		
V04609	CENTER POINT LARGE PRINT	04/13/25	BL AFNDN LPBooks MAY25	210-5-90-00-991.000	100.68	55435 05/16/25
			2162709	Library Donation Expense		

# City of Essex Junction Accounts Payable Check Warrant Report # 24075 Current Prior Next FY Invoices For Fund (GENERAL FUND) For Check Acct 01(GENERAL FUND) All check #s 05/09/25 To 05/16/25

		Invoice	Invoice Description		Amount	Check	Check
Vendor		Date	Invoice Number	Account	Paid	Number	
V0461	CENTRAL BEVERAGE	05/05/25	BL Newspapers APR25	210-5-35-10-640.201	438.00	55436	05/16/25
			135	Adult Collection			
V10617	CHADWICK-BAROSS	05/07/25	BUMPER-RUBBER	210-5-40-12-430.000	187.13	55438	05/16/25
			C36863	R&M Vehicles & Equipment			
V10617	CHADWICK-BAROSS	04/28/25	BLOCK-SILENT part for Mak	210-5-40-12-430.000	289.04	55438	05/16/25
			C37485	R&M Vehicles & Equipment			
V10617	CHADWICK-BAROSS	04/25/25	FILTER, ELEMENT part for	210-5-40-12-430.000	1882.70	55438	05/16/25
			C40150A	R&M Vehicles & Equipment			
21120	CHAMPLAIN MEDICAL URGENT	04/15/25	Audiometric Screening Wit	210-5-25-10-330.000	320.00	55439	05/16/25
			00073556-00	Professional Services			
15285	CHECKR INC	04/30/25	background checks may 202	210-5-10-10-330.000	50.00	55441	05/16/25
			1825468	Professional Services			
21210	CINTAS LOC # 68M 71 M	05/02/25	3X10 BLACK MAT rental	210-5-40-12-610.000	33.45	55442	05/16/25
			4229112361	General Supplies			
21210	CINTAS LOC # 68M 71 M	05/08/25	Shop Supplies	210-5-40-12-610.000	200.41	55442	05/16/25
			4229840144	General Supplies			
21210	CINTAS LOC # 68M 71 M	05/02/25	Supplies for shop	210-5-40-12-610.000	120.41	55442	05/16/25
		,,	5267983808	General Supplies			,,
21210	CINTAS LOC # 68M 71 M	05/13/25	Supplies for shop	210-5-40-12-610.000	58.95	55442	05/16/25
		00, 20, 20	5269870604	General Supplies	00.00	00112	00, 10, 10
21210	CINTAS LOC # 68M 71 M	04/30/25	WATERBREAK COOLER AGREEME		50.00	55442	05/16/25
21210	CINID DOC # OOM /I M	04/30/23	9319231076	General Supplies	30.00	33112	03, 10, 23
17895	CLEAN NEST	05/01/25	EJRP Cleaning April	210-5-41-26-420.000	5038.00	55443	05/16/25
17893	CLEAN NESI	03/01/23	15619	Cleaning Services	3038.00	33443	03/10/23
17895	CLEAN NEST	05/01/25	2 Lincoln/WWJanitorial Se	-	836.00	55112	05/16/25
17095	CLEAN NESI	03/01/23	15620		636.00	33443	03/16/23
17895	CLEAN NEST	05/01/25	BL CleaningServ APR25	Cleaning Services 210-5-41-21-420.000	2860.00	EE442	05/16/25
17095	CLEAN NESI	03/01/23	15621		2000.00	33443	03/16/23
04940	COMCAST	04/02/26	Cable TV	Cleaning Services 210-5-41-22-530.000	23.59	EEAAE	05/16/25
04940	COMEASI	04/03/20	02077220426	Communications	23.39	33443	03/10/23
21 5 4 5	GOGTTGO #214	04/20/25			221 24	E E 4 4 C	05 /1 6 /05
31545	COSTCO #314	04/30/25	Gatorade/Water/cleaning s		231.34	33446	05/16/25
11070	ara pratya	04/05/05	04302025	General Supplies	74.00	E E 4 4 7	05 /1 6 /05
11870	CVC PAGING	04/25/25	NEW SPARE PAGER plus cred		74.00	55447	05/16/25
	G	04/04/05	10408359	Communications	07.07	FF 4 4 0	05 /1 6 /05
80208	Capital One Trade Credit	04/24/25	Contractor bags	210-5-40-12-610.000	27.97	55448	05/16/25
			2160112	General Supplies			
31275	DON WESTON EXCAVATING INC	04/18/25	Snow removal at 5 corners		1570.00	55449	05/16/25
			11107	Snow Removal			
25715	DONALD L. HAMLIN CONSULT	04/22/25	EPSC inspection invoices		231.25	55450	05/16/25
			25817042225	Summer Construction Servi			
40025	E J PRESCOTT INC	05/09/25	Fabric Rolls	210-5-30-12-431.000	445.30	55451	05/16/25
			6481117	R&M Buildings & Grounds			
35260	EAST COAST PRINTERS INC	05/09/25	Stock and part time help		120.00	55452	05/16/25
			04302512	Uniforms			
19410	EAST COAST SIGNALS	04/30/25	MAR 2025Service Work	210-5-40-12-572.000	900.00	55453	05/16/25
			0325201953	Traffic Control			
03280	ENGINEERS CONSTRUCTION IN	04/24/25	Maple St. intersection pe		383.00	55457	05/16/25
			8703	Streetlight Supplies			
03280	ENGINEERS CONSTRUCTION IN	04/30/25	7 YARDS OF TOPSOIL PICKED	210-5-40-12-451.000	294.00	55457	05/16/25
			8747	Summer Construction Servi			

		Invoice	Invoice Description		Amount	Check	Check
Vendor		Date	Invoice Number	Account	Paid	Number	Date
v0777	ESSEX REPORTER	04/30/25	Newsletter May 2025	210-5-10-10-540.000	615.00	55458	05/16/25
			408094	Advertising			
38955	F W WEBB COMPANY	05/09/25	BL RM Spigot MAY25	210-5-41-21-431.000	377.28	55460	05/16/25
			90746163	R&M Buildings & Grounds			
23000	F W WHITCOMB	05/02/25	SHUR-PAC	210-5-40-12-605.000	986.30	55461	05/16/25
			002300027621	Summer Construction Suppl			
V08218	FAIRBANKS MUSEUM	05/07/25	BL MuseumPass MAY25	210-5-90-00-991.000	100.00	55462	05/16/25
			FAIRBANKS 05	Library Donation Expense			
20705	FARRELL-LEA FARM	04/25/25	Spring Clean-up - 2025	210-5-40-12-571.000	5050.00	55463	05/16/25
			5243	Streetscape Maintenance			
34895	GAUTHIER TRUCKING, INC.	05/01/25	11 JACKSON ST trash remov	210-5-40-12-425.000	156.88	55468	05/16/25
			1865541	Trash Removal			
34895	GAUTHIER TRUCKING, INC.	05/01/25	2 Lincoln Garbage April 2	210-5-41-20-425.000	342.33	55468	05/16/25
			1865542	Trash Removal			
34895	GAUTHIER TRUCKING, INC.	05/01/25	Railroad ave - PEARL ST,	210-5-40-12-425.000	643.08	55468	05/16/25
			1865543	Trash Removal			
34895	GAUTHIER TRUCKING, INC.	05/01/25	BEECH ST barrel on bike p	210-5-40-12-425.000	91.08	55468	05/16/25
			1865707	Trash Removal			
34895	GAUTHIER TRUCKING, INC.	05/01/25	MSP Trash Removal	210-5-41-26-425.000	473.77	55468	05/16/25
			1866398	Trash Removal			
34895	GAUTHIER TRUCKING, INC.	05/02/25	Recycle wood dumpster at	210-5-40-12-425.000	690.00	55468	05/16/25
			1868236	Trash Removal			
20470	GLOBAL MONTELLO ATT: FLEE	03/31/25	March vehicle fuel	210-5-30-12-626.000	71.60	55469	05/16/25
			328201	Gasoline			
20470	GLOBAL MONTELLO ATT: FLEE	03/31/25	March vehicle fuel	210-5-40-12-626.000	4024.49	55469	05/16/25
			328201	Gasoline			
20470	GLOBAL MONTELLO ATT: FLEE	03/31/25	March vehicle fuel	210-5-25-10-626.000	332.40	55469	05/16/25
			328201	Gasoline			
20470	GLOBAL MONTELLO ATT: FLEE	04/30/25	April Fuel	210-5-25-10-626.000	214.94	55470	05/16/25
			329458	Gasoline			
20470	GLOBAL MONTELLO ATT: FLEE	04/30/25	April Fuel	210-5-40-12-626.000	3027.95	55470	05/16/25
			329458	Gasoline			
04035	GOT THAT RENTAL & SALES I	04/30/25	VALVE ASSY. WATER "MQ"	210-5-40-12-610.000	47.99	55472	05/16/25
			140098	General Supplies			
24785	GRAINGER	05/29/25	Stripping Pad	210-5-41-22-610.000	144.52	55473	05/16/25
			9489648015	General Supplies			
07010	GREEN MOUNTAIN POWER CORP	05/08/25	Solar Accounts 04/04/25-0	210-5-41-23-622.000	49.67	55474	05/16/25
			050825D	Electricity			
07010	GREEN MOUNTAIN POWER CORP	05/08/25	Solar Accounts 04/04/25-0	210-5-41-20-622.000	144.04	55474	05/16/25
			050825D	Electricity			
07010	GREEN MOUNTAIN POWER CORP	05/08/25	Solar Accounts 04/04/25-0	210-5-40-12-622.200	247.37	55474	05/16/25
			050825D	Streetlight Electricity			
07010	GREEN MOUNTAIN POWER CORP	05/08/25	Solar Accounts 04/04/25-0	210-5-41-22-622.000	144.04	55474	05/16/25
			050825D	Electricity			
07010	GREEN MOUNTAIN POWER CORP	05/08/25	Solar Accounts 04/04/25-0	210-5-40-12-622.000	79.10	55474	05/16/25
			050825D	Electricity			
07010	GREEN MOUNTAIN POWER CORP	05/08/25	Solar Accounts 04/04/25-0	210-5-41-21-622.000	282.61	55474	05/16/25
			050825D	Electricity			
07010	GREEN MOUNTAIN POWER CORP	05/08/25	MSP Power May	210-5-41-26-622.000	337.00	55475	05/16/25
			052575MAPLE	Electricity			

#### City of Essex Junction Accounts Payable

## Check Warrant Report # 24075 Current Prior Next FY Invoices For Fund (GENERAL FUND) For Check Acct 01(GENERAL FUND) All check #s 05/09/25 To 05/16/25

		Invoice	Invoice Description		Amount	Check Check
Vendor		Date	Invoice Number	Account	Paid	Number Date
07010	GREEN MOUNTAIN POWER CORP	05/08/25	MSP Power May	210-5-41-26-622.000	65.57	55476 05/16/25
			052575MAPLE2	Electricity		
80046	HAGESTAD CHRISTINA	04/15/25	Stipend PCAB April 2025	210-5-11-10-190.000	50.00	55477 05/16/25
			041525Hagest	Board Member Payments		
80178	HARRINGTON, DAVID	04/15/25	Stipend PCAB April 2025	210-5-11-10-190.000	50.00	55478 05/16/25
			041525Harrin	Board Member Payments		
30370	HERTZ FURNITURE SYSTEMS L	04/29/25	BL FURNITURE MAY25	210-5-35-10-755.000	7794.60	55480 05/16/25
			706421	Furniture & Fixtures		
33495	INGRAM LIBRARY SERVICES I	04/07/25	BL ABooks APR25	210-5-35-10-640.201	224.29	55482 05/16/25
			87487301	Adult Collection		
33495	INGRAM LIBRARY SERVICES I	04/07/25	BL ABooks APR25	210-5-35-10-610.000	20.15	55482 05/16/25
			87487301	General Supplies		
33495	INGRAM LIBRARY SERVICES I	04/30/25	BL AAFndnBooks MAY25	210-5-35-10-610.000	18.40	55482 05/16/25
			87902637	General Supplies		
33495	INGRAM LIBRARY SERVICES I	04/30/25	BL AAFndnBooks MAY25	210-5-90-00-991.000	51.51	55482 05/16/25
			87902637	Library Donation Expense		
33495	INGRAM LIBRARY SERVICES I	04/30/25	BL AAFndnBooks MAY25	210-5-35-10-640.201	184.46	55482 05/16/25
		0= (0 1 (0=	87902637	Adult Collection		
33495	INGRAM LIBRARY SERVICES I	05/04/25	BL ABooks MAY25	210-5-35-10-640.201	42.64	55482 05/16/25
22405	INGRAM LIBRARY SERVICES I	05/04/05	87951902	Adult Collection	0.70	FF400 0F/16/0F
33495	INGRAM LIBRARY SERVICES I	05/04/25	BL ABooks MAY25 87951902	210-5-35-10-610.000	2.78	55482 05/16/25
33495	INGRAM LIBRARY SERVICES I	05/12/25	BL ABks-Fnd-Rep MAY25	General Supplies 210-5-90-00-640.201	67.67	55482 05/16/25
33493	INGRAM LIBRARI SERVICES I	05/12/25	88098280	Adult Collection replacem	67.67	33462 03/16/23
33495	INGRAM LIBRARY SERVICES I	05/12/25	BL ABks-Fnd-Rep MAY25	210-5-35-10-610.000	29.52	55482 05/16/25
33433	INGIGEN DIBLORY DERVICED I	03,12,23	88098280	General Supplies	27.52	33402 03/10/23
33495	INGRAM LIBRARY SERVICES I	05/12/25	BL ABks-Fnd-Rep MAY25	210-5-35-10-640.201	94.67	55482 05/16/25
			88098280	Adult Collection		
33495	INGRAM LIBRARY SERVICES I	05/12/25	BL ABks-Fnd-Rep MAY25	210-5-90-00-991.000	85.10	55482 05/16/25
			88098280	Library Donation Expense		
80087	KONICA MINOLTA PREMIER FI	05/11/25	Copier Lease May 2025	210-5-40-12-442.000	70.40	55484 05/16/25
			555464932	Rental Vehicles/Equip		
80087	KONICA MINOLTA PREMIER FI	05/11/25	Copier Lease May 2025	210-5-10-10-442.000	165.54	55484 05/16/25
			555464932	Rental Vehicles/Equip		
80087	KONICA MINOLTA PREMIER FI	05/11/25	Copier Lease May 2025	210-5-35-10-442.000	328.00	55484 05/16/25
			555464932	Rental Vehicles/Equip		
80087	KONICA MINOLTA PREMIER FI	05/11/25	Copier Lease May 2025	210-5-30-10-442.000	149.40	55484 05/16/25
			555464932	Rental Vehicles/Equip		
25625	LOWE'S - 1080	05/02/25	EJRP Lowes May	210-5-30-12-610.000	209.32	55485 05/16/25
			41910800525	General Supplies		
25625	LOWE'S - 1080	05/02/25	EJRP Lowes May	210-5-41-26-610.000	18.96	55485 05/16/25
			41910800525	General Supplies		
V10130	LOWE'S BUSINESS ACCOUNT	04/28/25	Supplies for Public Works	210-5-40-12-610.000	41.22	55486 05/16/25
			93188	General Supplies		
03070	MINUTEMAN PRESS	05/07/25	City Stationary May 2025		529.56	55488 05/16/25
			60126	Printing and Binding		
27395	MVP HEALTH CARE INC 43118	05/10/25	Health Jun 2025	210-5-30-10-210.000	17040.17	55489 05/16/25
			21381786	Group Insurance		
27395	MVP HEALTH CARE INC 43118	05/10/25	Health Jun 2025	210-5-30-12-210.000	2007.08	55489 05/16/25
			21381786	Group Insurance		

For Check Acct 0	1 /CENEDAL	FIIND\ A	11 check #	m 05/09/25	To 05/16/25

		Invoice	Invoice Description		Amount	Check Check	k
Vendor		Date	Invoice Number	Account	Paid	Number Date	
27395	MVP HEALTH CARE INC 43118	05/10/25	Health Jun 2025	210-2-00-00-210.006	4264.32	55489 05/16	6/25
			21381786	Health Ins. Copay			
27395	MVP HEALTH CARE INC 43118	05/10/25	Health Jun 2025	210-5-16-10-210.000	3010.62	55489 05/16	6/25
			21381786	Group Insurance			
27395	MVP HEALTH CARE INC 43118	05/10/25	Health Jun 2025	210-5-35-10-210.000	11781.57	55489 05/16	6/25
			21381786	Group Insurance			
27395	MVP HEALTH CARE INC 43118	05/10/25	Health Jun 2025	210-5-12-10-210.000	2007.08	55489 05/16	6/25
			21381786	Group Insurance			
27395	MVP HEALTH CARE INC 43118	05/10/25	Health Jun 2025	210-5-10-10-210.000	6643.46	55489 05/16	6/25
			21381786	Group Insurance			
27395	MVP HEALTH CARE INC 43118	05/10/25	Health Jun 2025	210-5-13-10-210.000	1003.54	55489 05/16	6/25
			21381786	Group Insurance			
27395	MVP HEALTH CARE INC 43118	05/10/25	Health Jun 2025	210-5-40-12-210.000	8293.27	55489 05/16	6/25
			21381786	Group Insurance			
27395	MVP HEALTH CARE INC 43118	05/10/25	Health Jun 2025	210-5-40-13-210.000	662.34	55489 05/16	6/25
			21381786	Group Insurance			
44275	MVP SELECT CARE INC.	05/07/25	Apr 2025 HRA Admin Fee	210-5-30-10-210.000	24.50	55490 05/16	6/25
		0= (0= (0=	CINV010357	Group Insurance			a=
44275	MVP SELECT CARE INC.	05/07/25	Apr 2025 HRA Admin Fee	210-5-30-12-210.000	3.50	55490 05/16	6/25
		0= (0= (0=	CINV010357	Group Insurance			
44275	MVP SELECT CARE INC.	05/07/25	Apr 2025 HRA Admin Fee	210-5-13-10-210.000	3.50	55490 05/16	6/25
44075		05 (07 (05	CINV010357	Group Insurance	10.50	FF400 0F/1	c /o.
44275	MVP SELECT CARE INC.	05/07/25	Apr 2025 HRA Admin Fee CINV010357	210-5-10-10-210.000	10.50	55490 05/16	6/25
44275	MVP SELECT CARE INC.	05/07/25	Apr 2025 HRA Admin Fee	Group Insurance 210-5-40-12-210.000	13.05	55490 05/16	6/25
44273	MVF SELECT CARE INC.	03/07/23	CINV010357	Group Insurance	13.03	33490 03/10	0/23
44275	MVP SELECT CARE INC.	05/07/25	Apr 2025 HRA Admin Fee	210-5-12-10-210.000	3.50	55490 05/16	6/25
44275	MVF DELECT CARE INC.	03/07/23	CINV010357	Group Insurance	3.30	33430 03/10	0,23
44275	MVP SELECT CARE INC.	05/07/25	Apr 2025 HRA Admin Fee	210-5-40-13-210.000	1.15	55490 05/16	6/25
		00,01,20	CINV010357	Group Insurance	2.20	00100 00,10	0, 20
44275	MVP SELECT CARE INC.	05/07/25	Apr 2025 HRA Admin Fee	210-5-35-10-210.000	24.50	55490 05/16	6/25
		,,	CINV010357	Group Insurance			-,
44275	MVP SELECT CARE INC.	05/07/25	Apr 2025 HRA Admin Fee	210-5-16-10-210.000	7.00	55490 05/16	6/25
			CINV010357	Group Insurance			
80081	O'BRIEN JOHN	05/08/25	Stipend BWAC May 2025	210-5-16-10-190.000	50.00	55491 05/16	6/25
			0508250Brien	Board member Payments			
19325	OPEN APPROACH INC	05/01/25	IT Services May 2025	210-5-25-10-570.000	98.40	55492 05/16	6/25
			26087	Other Purchased Services			
19325	OPEN APPROACH INC	05/01/25	IT Services May 2025	210-5-14-10-330.000	7945.00	55492 05/16	6/25
			26087	Professional Services			
19325	OPEN APPROACH INC	05/01/25	IT Services May 2025	210-5-14-10-505.000	5110.63	55492 05/16	6/25
			26087	Tech. Subs, Licenses			
19325	OPEN APPROACH INC	05/01/25	Connect Wise May 2025	210-5-14-10-505.000	50.00	55492 05/16	6/25
			26089	Tech. Subs, Licenses			
V10729	OVERDRIVE INC	04/30/25	BL J DigiBooks APR25	210-5-35-10-640.202	992.89	55493 05/16	6/25
			01459DA25140	Juvenille Collection			
V10729	OVERDRIVE INC	04/30/25	BL A DigiCraft APR25	210-5-35-10-640.201	2.99	55493 05/16	6/25
			01459SV25140	Adult Collection			
24100	PERMA-LINE CORP OF NEW EN	05/01/25	Roll up Signs	210-5-40-12-572.000	706.52	55496 05/16	6/25
			209251	Traffic Control			

		Invoice	Invoice Description		Amount	Check Check
Vendor		Date	Invoice Number	Account	Paid	Number Date
24100	PERMA-LINE CORP OF NEW EN	05/01/25	FINISHED TRAFFIC SIGNS	210-5-40-12-572.000	173.90	55496 05/16/25
			209257	Traffic Control		
80133	PHILBROOK, LAUREN	05/08/25	Stipend BWAC May 2025	210-5-16-10-190.000	50.00	55497 05/16/25
			050825Philbr	Board member Payments		
V10554	PHOENIX BOOKS BURLINGTON	05/02/25	BL JBooks MAY25	210-5-35-10-640.202	994.56	55498 05/16/25
			1525915	Juvenille Collection		
V10554	PHOENIX BOOKS BURLINGTON	05/02/25	BL JFndn MAY25	210-5-90-00-991.000	80.00	55498 05/16/25
			1525920	Library Donation Expense		
V10554	PHOENIX BOOKS BURLINGTON	05/02/25	BL JBooks MAY25	210-5-35-10-640.202	31.98	55498 05/16/25
			1525942	Juvenille Collection		
25140	PIKE INDUSTRIES INC	05/02/25	Asphalt	210-5-40-12-605.000	915.75	55499 05/16/25
			1319524	Summer Construction Suppl		
25140	PIKE INDUSTRIES INC	05/06/25	Asphalt	210-5-40-12-605.000	445.50	55499 05/16/25
			1319833	Summer Construction Suppl		
25140	PIKE INDUSTRIES INC	05/09/25	Asphalt	210-5-40-12-605.000	675.75	55499 05/16/25
			1320404	Summer Construction Suppl		
25635	PIONEER MANUFACTURING CO	05/02/25	Field Paint	210-5-30-12-610.000	738.91	55500 05/16/25
			248826	General Supplies		
24410	PRIORITY EXPRESS INC	04/30/25	BL Courier 9 APR25	210-5-35-10-560.000	238.86	55501 05/16/25
		, ,	80272518	Postage		
05380	PURCHASE POWER	05/05/25	2 Lincoln Postage April 2	-	502.25	55502 05/16/25
		00,00,20	0505254061	Postage	002.20	00001 00,10,10
24325	RADIO NORTH GROUP INC	04/30/25	LICENSE/ HOOKUP	210-5-40-12-530.000	1125.00	55504 05/16/25
24323	ABDIO NONIN GROOT INC	04,50,25	24147072	Communications	1125.00	33301 03/10/23
24325	RADIO NORTH GROUP INC	04/24/25	SERVICE - JMP	210-5-25-10-611.000	1500.00	55504 05/16/25
24323	RADIO NORIII GROOF INC	04/24/23	4147060	Small Tools and Equipment	1300.00	33304 03/10/23
80069	RAFTELLIS FINANCIAL CONSU	05/06/25	Formation of Stormwater U		562.50	55505 05/16/25
00005	RAFIEDDIS FIRANCIAD CONSS	03/00/23	39234	Professional Services	302.30	33303 03/10/23
80210	RAILYARD APOTHECARY	04/24/25	BL Fndn Program APR25	210-5-90-00-991.000	170.00	55506 05/16/25
00210	RATHIAND AFOINECART	04/24/23	RAILYD 04202	Library Donation Expense	170.00	33300 03/10/23
37965	S D IRELAND CONCRETE	05/06/25	Job: 16 DRURY DR.	210-5-40-12-605.000	358.00	55508 05/16/25
37903	3 D TRELAND CONCRETE	03/00/23	116835		338.00	33308 03/10/23
17505	CAND HILL COLAR ILC WELL	05/12/25		Summer Construction Suppl	732.55	55509 05/16/25
17505	SAND HILL SOLAR LLC KSI I	05/15/25	billing period - 4/7/25 -		732.33	33309 03/16/23
17505	GAND HILL GOLD II.G KGT T	05/12/05	27751325	Streetlight Electricity	100 40	EEEOO OE /1 C /0E
17505	SAND HILL SOLAR LLC KSI I	05/13/25	billing period - 4/7/25 -		129.42	55509 05/16/25
4====		0= /40 /0=	27751325	Electricity		
17505	SAND HILL SOLAR LLC KSI I	05/13/25	billing period - 4/7/25 -		264.40	55509 05/16/25
4====		0= /40 /0=	27751325	Electricity		
17505	SAND HILL SOLAR LLC KSI I	05/13/25	billing period - 4/7/25 -		2743.87	55509 05/16/25
4====		0= /40 /0=	27751325	Electricity	4.000 00	
17505	SAND HILL SOLAR LLC KSI I	05/13/25	billing period - 4/7/25 -		1078.27	55509 05/16/25
		0= /40 /0=	27751325	Electricity		
17505	SAND HILL SOLAR LLC KSI I	05/13/25	billing period - 4/7/25 -		483.95	55509 05/16/25
18505		OF /15 1==	27751325	Electricity		FFF00 0F 15 5 15 =
17505	SAND HILL SOLAR LLC KSI I	05/13/25	billing period - 4/7/25 -		483.94	55509 05/16/25
			27751325	Electricity		
80094	SCLS-SUSTANABLE LIB. INIT	05/01/25	BL Dues MAY25	210-5-35-10-500.000	100.00	55510 05/16/25
			913	Training, Conf, Dues		
42565	SEVEN DAYS	04/30/25	Legal Notice Ordinance 21		135.20	55512 05/16/25
			245890	Advertising		

		Invoice	Invoice Description		Amount	Check	Check
Vendor		Date	Invoice Number	Account	Paid	Number	Date
42565	SEVEN DAYS	05/07/25	Bid Iroquois Ave May 2025	210-5-10-10-540 000	315.12	55512	05/16/25
12505	SEVEN SILLS	03,01,23	246042	Advertising	313.12	33312	03, 10, 23
29835	SHERWIN-WILLIAMS	04/29/25	ACETONE-5-SW	210-5-40-12-610.000	341.21	55513	05/16/25
		01, 20, 20	33265	General Supplies	011111	00010	00, 10, 10
29835	SHERWIN-WILLIAMS	05/09/25	BL RM Spigot MAY25	210-5-41-21-431.000	28.39	55513	05/16/25
	<del></del>	,,	37670	R&M Buildings & Grounds			,,
29470	SIKORA SERVICE CENTER	05/06/25	Trailer tires	210-5-40-12-430.000	130.39	55514	05/16/25
			42604	R&M Vehicles & Equipment			
80111	SMIOTA INC	04/05/25	BL TechSvSb 0425-0426	210-5-35-10-505.000	204.00	55515	05/16/25
			13229	Tech. Subs, Licenses			
80111	SMIOTA INC	04/05/25	BL TechSvSb 0425-0426	210-5-35-10-340.000	204.00	55515	05/16/25
			13229	Technical Services			
80111	SMIOTA INC	04/05/25	BL TechSvSb 0425-0426	210-1-00-00-120.000	612.00	55515	05/16/25
			13229	Prepaid Expenses			
80111	SMIOTA INC	04/05/25	BL TechSvSb 0425-0426	210-1-00-00-120.000	612.00	55515	05/16/25
			13229	Prepaid Expenses			
V10695	SS TREE CARE LLC	04/29/25	small trees as replacemen	210-5-40-12-810.112	2250.00	55516	05/16/25
			042925A	Tree Advisory Committee			
05590	STONE ENVIRONMENTAL INC	05/08/25	Services Provided: 01/01/	210-5-40-13-510.000	2758.45	55517	05/16/25
			17443	Permit, License, Registra			
29090	SUNBELT RENTALS	04/29/25	String Trimmer Parts	210-5-30-12-610.000	30.27	55519	05/16/25
			168291298	General Supplies			
21000	UNIFIRST CORPORATION	03/26/25	BL Mats MAR25	210-5-41-21-400.000	76.08	55520	05/16/25
			1080267760	Contracted Services			
19350	VERIZON CONNECT FLEET USA	05/01/25	Vehicle tracking Subscrip	210-5-40-12-505.000	151.60	55522	05/16/25
			610000071667	Tech. Subs, Licenses			
11935	VIKING-CIVES USA	04/28/25	PARTS STOCK FOR TRUCK #16	210-5-40-12-430.000	983.07	55523	05/16/25
			4543344	R&M Vehicles & Equipment			
11935	VIKING-CIVES USA	04/30/25	Description: OIL SIGHT GA	210-5-40-12-430.000	28.17	55523	05/16/25
			4543461	R&M Vehicles & Equipment			
23395	VILLAGE HARDWARE - WILLIS	04/30/25	COMPOST SOIL	210-5-40-12-605.000	17.08	55524	05/16/25
			520049	Summer Construction Suppl			
23395	VILLAGE HARDWARE - WILLIS	05/09/25	50Z CLR Ultra Caulk	210-5-41-21-431.000	11.39	55524	05/16/25
			520159	R&M Buildings & Grounds			
23395	VILLAGE HARDWARE - WILLIS	05/14/25	2 Lincoln Building Suppli		26.58	55524	05/16/25
			520197	General Supplies			
80130	VMERS DC 110800	05/09/25	Payroll Transfer	210-2-00-00-210.004	2906.22	55525	05/16/25
			PR-05/09/25	Retirement Payable			
29825	VT GAS SYSTEMS	04/22/25	MSP VT Gas May	210-5-41-26-621.000	306.53	55527	05/16/25
		04/00/07	157875604222	Natural Gas/Heating			/ /
29825	VT GAS SYSTEMS	04/22/25	MSP VT Gas May	210-5-41-26-621.000	281.53	55528	05/16/25
41.600		04/00/05	810044042225	Natural Gas/Heating	2012 00	FFF00	05 /1 6 /05
41630	VT STATE TREASURER	04/30/25	Dog fees to state	210-2-00-00-215.004	3213.00	22530	05/16/25
07565	W P MASON CO THE	05/09/25	20250430 dog 2 Lincoln Supplies May 20	Due to VT Dog Lic	42 00	55521	05/16/25
07565	W B MASON CO INC	05/09/25			43.99	33331	05/16/25
07565	W B MASON CO INC	05/00/25	254182716	General Supplies 210-5-30-12-610.000	254.46	55521	05/16/25
07303	N D PASON CO INC	03/03/23	Park St Maint Supplies 254186423	General Supplies	234.40	22221	03/10/23
80164	WT COX INFORMATION SERV	05/12/25	BL AMags JUN25	210-5-35-10-640.201	74.72	55533	05/16/25
30104	COM INCOMMITTION DERV	00,12,20	3148720	Adult Collection	.4.,2	55555	-5, 15, 25
			5230720	Marc Collection			

		Invoice	Invoice Description		Amount	Check	Check
Vendor		Date	Invoice Number	Account	Paid	Number	Date
80209	Wasted Public Bene Corp	04/25/25	Cascade Portolets May	210-5-30-12-330.000	120.00	55534	05/16/25
	•		5214	Professional Services			
80209	Wasted Public Bene Corp	04/25/25	MSP Portolets May	210-5-30-12-330.000	330.00	55534	05/16/25
		, ,	5215	Professional Services			,,
17425	ICMA ROTH PLAN 706287	05/09/25	Payroll Transfer	210-2-00-00-210.004	150 00 E	509251	05/09/25
17425	Total Roll Talay 700207	03, 03, 23	PR-05/09/25	Retirement Payable	130.00 2	303231	03, 03, 23
80158	MISSION SQUARE TRADITINAL	05/09/25	Payroll Transfer	210-2-00-00-210.004	269.23 E	509252	05/09/25
00200		00,00,20	PR-05/09/25	Retirement Payable		007202	00,00,20
V1160	ICMA RETIREMENT TRUST-457	05/09/25	Payroll Transfer	210-2-00-00-210.004	3312.55 E	509253	05/09/25
7220		00,00,20	PR-05/09/25	Retirement Payable	5512.55	007200	00,00,20
V1161	ICMA RETIREMENT TRUST-401	05/09/25	Payroll Transfer	210-2-00-00-210.004	5560.45 E	509254	05/09/25
V1101	TOM RETIREMENT TROOT TO	03,03,23	PR-05/09/25	Retirement Payable	3300.43 2	303234	03,03,23
V1165	INTERNAL REVENUE SERVICE	05/09/25	Payroll Transfer	210-2-00-00-210.002	44503.55 E	514251	05/14/25
V1103	INTERNAL REVENCE BERVIOL	03, 03, 23	PR-05/09/25	Federal Inc Tax W/H	44505.55 2	314231	03,14,23
V2413	VT DEPT OF TAXES	05/09/25	Payroll Transfer	210-2-00-00-210.003	6003.69 E	514252	05/14/25
V2413	VI DEFI OF TRAES	03/03/23	PR-05/09/25	State Inc Tax W/H	0003.03 E	314232	03/14/23
37430	R R CHARLEBOIS INC	05/02/25	Truck #5	231-5-40-12-751.009	122426.00	55503	05/16/25
37430	K K CHARLEDOID INC	03/02/23	2026Freight	Dump Truck #5	122420.00	33303	03/10/23
80077	BREADLOAF CONSTRUCTION CO	04/30/35	2 Lincoln Renovation Apri	•	416611.54	55422	05/16/25
80077	BREADLOAF CONSTRUCTION CO	04/30/23	23708-10	2 Lincoln Street Renovati	410011.54	33432	03/10/23
26705	JOHN TURNER CONSULTING	04/17/25	2 Lincoln Renovation Marc		1464.12	55402	05/16/25
20703	DOWN TORNER CONSULTING	04/17/23	2520003-03	2 Lincoln Street Renovati	1404.12	33463	03/10/23
39425	SCOTT & PARTNERS INC	05/07/25	2 Lincoln Renovation Apri		3165.00	55511	05/16/25
39423	SCOIL & PARINERS INC	03/07/23	5940	2 Lincoln Street Renovati	3103.00	33311	03/10/23
39425	SCOTT & PARTNERS INC	05/07/25	BL Roof MAY25	232-5-41-21-730.001	850.00	55511	05/16/25
39423	SCOIL & PARINERS INC	03/07/23	5954	Roof	850.00	33311	03/10/23
05290	ADVANCE AUTO PARTS 9820	05/01/25	Lug nuts for Super Sucker		0.57	55421	05/16/25
03230	ADVANCE AUTO PARTS 7020	03/01/23	552512158425	General Supplies	0.57	33421	03/10/23
33850	CENTRAL VERMONT PROPERTIE	05/02/25	ROW lease	254-5-54-20-441.000	50.00	55437	05/16/25
33030	CHATTER VARIANT TROPPARTY	03, 02, 23	9500273617	Rental Land/Buildings	30.00	33437	03, 10, 23
33850	CENTRAL VERMONT PROPERTIE	05/02/25	ROW lease	254-5-54-20-441.000	50.00	55437	05/16/25
33030	CHATTER VARIANT TROPPARTY	03, 02, 23	9500273650	Rental Land/Buildings	30.00	33437	03, 10, 23
23435	CHAMPLAIN WATER DISTRICT	04/30/25	Water Apr 2025	254-5-54-70-411.400	234996.92	55440	05/16/25
20100	<u> </u>	01,00,10	043025	CWD Water Purchase - Glob		00110	00, 20, 20
23435	CHAMPLAIN WATER DISTRICT	04/30/25	Water Apr 2025	254-5-54-20-411.000	44701.78	55440	05/16/25
20100	<u> </u>	01,00,10	043025	CWD Water Purchase		00110	00, 20, 20
23435	CHAMPLAIN WATER DISTRICT	04/30/25	Water Apr 2025	254-5-54-70-411.400	4095.45	55440	05/16/25
	<u> </u>	01,00,20	043025	CWD Water Purchase - Glob	1000.10	00110	00, 10, 10
23435	CHAMPLAIN WATER DISTRICT	04/30/25	Water Apr 2025	254-5-54-20-411.000	779.05	55440	05/16/25
25455	CHIEF MILEN BIGINIO	04,50,25	043025	CWD Water Purchase	775.03	33440	03, 10, 23
40025	E J PRESCOTT INC	04/28/25	FIVE CORNERS VALVE BOX TO		170.94	55451	05/16/25
40023	E 0 PRESCOTI INC	04/20/23	6474771	R&M Infrastructure	170.54	33431	03/10/23
20470	GLOBAL MONTELLO ATT: FLEE	03/31/25	March vehicle fuel	254-5-54-20-626.000	183.34	55469	05/16/25
20270	MONIEDDO RII. FEEE	33,31,23	328201	Gasoline	103.31	55409	20, 10, 23
20470	GLOBAL MONTELLO ATT: FLEE	04/30/25	April Fuel	254-5-54-20-626.000	184.02	55470	05/16/25
20370	MONIEDDO RII. FEEE	3-, 30, 23	329458	Gasoline	101.02	33470	20, 10, 23
27395	MVP HEALTH CARE INC 43118	05/10/25	Health Jun 2025	254-5-54-20-210.000	4118.55	55499	05/16/25
2.333	minim chie inc 43110	55,10,25	21381786	Group Insurance	4110.33	23463	55, 10/25
44275	MVP SELECT CARE INC.	05/07/25	Apr 2025 HRA Admin Fee	254-5-54-20-210.000	5.50	55490	05/16/25
	Cina Inc.	, -, 23	CINV010357	Group Insurance	3.30	23470	50, 10, 25
			511701035 <i>1</i>	Cloap insulance			

# City of Essex Junction Accounts Payable Check Warrant Report # 24075 Current Prior Next FY Invoices For Fund (GENERAL FUND) For Check Acct 01(GENERAL FUND) All check #s 05/09/25 To 05/16/25

Vendor		Date	Invoice Description Invoice Number	Account	Amount Paid	
38680	VT RURAL WATER ASSOC		Member Registration â€" V		24.00	55529 05/16/25
V10609	2G ENERGY INC.	05/09/25	20272 Repair to the Cogen 415082500558	Training, Conf, Dues 255-5-55-30-435.000 COGEN	5397.96	55419 05/16/25
05290	ADVANCE AUTO PARTS 9820	05/01/25	Lug nuts for Super Sucker 552512158425	255-5-55-30-610.000 General Supplies	0.57	55421 05/16/25
17895	CLEAN NEST	05/01/25	2 Lincoln/WWJanitorial Se 15620	••	326.00	55443 05/16/25
V10347	EHRLICH	05/06/25	PEST CONTROL MAINTENANCE 77428309		103.50	55454 05/16/25
V10734	ENCORE ESSEX JUNCTION SOL	04/17/25	Fixed Monthly Payment (3/ 2504WWTP	-	2218.85	55455 05/16/25
06870	ENDYNE INC	04/30/25	Sludge Holding Tank 529294	255-5-55-30-568.000 Biosolids Subcontractor	1580.00	55456 05/16/25
06870	ENDYNE INC	05/01/25	SHT NY Bi-Monthly	255-5-55-30-568.000 Biosolids Subcontractor	410.00	55456 05/16/25
38955	F W WEBB COMPANY	04/25/25	Return of part for Pephlo 90558544	255-5-55-70-722.008 Vt Phos Challenge PePhlo	-110.90	55460 05/16/25
38955	F W WEBB COMPANY	04/25/25	Supplies for Pephlo Trail 90558733	-	118.86	55460 05/16/25
38955	F W WEBB COMPANY	04/28/25	Declor pump plumbing supp 90582593	-	341.85	55460 05/16/25
38955	F W WEBB COMPANY	04/29/25	Dechlor Sample Pump Flush	255-5-55-30-570.000	14.22	55460 05/16/25
38955	F W WEBB COMPANY	05/02/25	90597036  Parts for pephlo trailer		138.43	55460 05/16/25
04640	FASTENAL INDUSTRIAL & CON	04/28/25	90655827 Utility Pumps for Dclorz		806.40	55464 05/16/25
04640	FASTENAL INDUSTRIAL & CON	04/28/25	VTBUR336867 Heaters for Pephlo traile		99.78	55464 05/16/25
04640	FASTENAL INDUSTRIAL & CON	04/28/25	VTBUR336870  Gas meter system -safety		4510.62	55464 05/16/25
04640	FASTENAL INDUSTRIAL & CON	04/29/25	VTBUR336880 Broan/ Nutone for Pephlo	Other Purchased Services 255-5-55-70-722.008	1569.89	55464 05/16/25
19005	FIRSTLIGHT FIBER	05/01/25	VTBUR336899  Communication: May 2025	Vt Phos Challenge PePhlo 255-5-55-30-530.000	544.55	55465 05/16/25
80206	Fotronic Corp Test Equip	04/23/25	20028650 Test equip Pehlo Trailer	Communications 255-5-55-70-722.008	2851.00	55466 05/16/25
20470	GLOBAL MONTELLO ATT: FLEE	03/31/25	0190963IN March vehicle fuel	Vt Phos Challenge PePhlo 255-5-55-30-626.000	92.98	55469 05/16/25
20470	GLOBAL MONTELLO ATT: FLEE	04/30/25	328201 April Fuel	Gasoline 255-5-55-30-626.000	206.07	55470 05/16/25
24785	GRAINGER	05/30/25	329458 Pephlo trailer parts	Gasoline 255-5-55-70-722.008	48.03	55473 05/16/25
V1093	HOLLAND CO., INC.	05/06/25	9491448107 Sodium Aluminate	Vt Phos Challenge PePhlo 255-5-55-30-619.000	21616.02	55481 05/16/25
80087	KONICA MINOLTA PREMIER FI	05/11/25	PI32908 Copier Lease May 2025	Chemicals 255-5-55-30-442.000	158.45	55484 05/16/25
V10130	LOWE'S BUSINESS ACCOUNT	04/14/25	555464932 Supplies for sampler roof	Rental Vehicles/Equip 255-5-55-30-570.000	301.77	55486 05/16/25

78958

Other Purchased Services

### City of Essex Junction Accounts Payable

## Check Warrant Report # 24075 Current Prior Next FY Invoices For Fund (GENERAL FUND) For Check Acct 01(GENERAL FUND) All check #s 05/09/25 To 05/16/25

		Invoice	Invoice Description		Amount	Check Check
Vendor		Date	Invoice Number	Account	Paid	Number Date
V10130	LOWE'S BUSINESS ACCOUNT	04/16/25	Sample roof supplies	 255-5-55-30-570.000	67.48	55486 05/16/25
			85573	Other Purchased Services		
34995	MCMASTER CARR SUPPLY CO	04/30/25	Supplies for Pephlo Trail	255-5-55-70-722.008	249.17	55487 05/16/25
		, ,	44913725	Vt Phos Challenge PePhlo		
27395	MVP HEALTH CARE INC 43118	05/10/25	Health Jun 2025	255-5-55-30-210.000	7506.49	55489 05/16/25
_,,,,,		00, 20, 20	21381786	Group Insurance	7000115	00100 00, 20, 20
44275	MVP SELECT CARE INC.	05/07/25	Apr 2025 HRA Admin Fee	255-5-55-30-210.000	14.00	55490 05/16/25
		00,01,20	CINV010357	Group Insurance		00100 00, 20, 20
19325	OPEN APPROACH INC	05/01/25	Monthly Billing for May	255-5-55-30-340.000	130.00	55492 05/16/25
		,,	26088	Technical Services		
19325	OPEN APPROACH INC	05/01/25	Connect Wise May 2025	255-5-55-30-505.000	50.00	55492 05/16/25
17525	or an increase inc	03,01,23	26089	Tech. Subs, Licenses	30.00	33432 03,10,23
03160	P & H SENESAC INC	05/02/25	POLYMER FOR DEWATERING 2		9108.00	55494 05/16/25
03100	I W II DEMEDING INC	03, 02, 23	20572	Biosolids Subcontractor	3100.00	33434 03/10/23
01020	UNIVERSITY OF VT	04/30/25	Pephlo Grant Domestic Tra		2334.69	55521 05/16/25
01020	ONIVERSIII OF VI	04/30/23	GCAS-141945	Vt Phos Challenge PePhlo	2334.03	33321 03/10/23
23395	WILLAGE HADDWADE MILLIO	05/01/25		-	83.38	55524 05/16/25
23393	VILLAGE HARDWARE - WILLIS	03/01/23	Supplies for the shop WW		63.36	55524 05/16/25
22205	VILLAGE HARDWARE - WILLIS	05 /00 /05	520070	General Supplies	27 22	EEEOA OE /1.C/OE
23395	VILLAGE HARDWARE - WILLIS	05/02/25	Supplies for Pephlo trail 520089		37.22	55524 05/16/25
22205	WILLIAM WARRANDS WILLIAM	05 /05 /05		Vt Phos Challenge PePhlo	04 01	EEEOA OE /1.C/OE
23395	VILLAGE HARDWARE - WILLIS	05/05/25	Supplies for Pephlo Trail		94.01	55524 05/16/25
00005		05 (07 (05	520116	Vt Phos Challenge PePhlo	00.15	FFF04 0F /16 /0F
23395	VILLAGE HARDWARE - WILLIS	05/07/25	Supplies for Pephlo trail		28.15	55524 05/16/25
12600		00/05/05	520142	Vt Phos Challenge PePhlo	605.00	FFF00 0F /1 6 /0F
13620	WATER ENVIRONMENT FEDERAT	03/25/25	WEF Membership renewal	255-5-55-30-500.000	695.00	55532 05/16/25
		0= 104 10=	000423654	Training, Conf, Dues		
05290	ADVANCE AUTO PARTS 9820	05/01/25	Lug nuts for Super Sucker		6.86	55421 05/16/25
40.605		05 (01 (05	552512158425	General Supplies	1000 00	FF 400 OF /1 6 /0F
42625	ALDRICH & ELLIOTT PC	05/01/25	Services 3/30/25-4/26/25		1230.00	55422 05/16/25
10600		04/04/05	83010	Maple/River/West St PS	1500.00	FF 401 OF /1 6 /0F
19630	BP WASTEWATER SERVICES LL	04/24/25	Video inspMH J17 to lamp		1500.00	55431 05/16/25
00470	graph, 161,000,000,000	00/01/05	14365163	R&M Infrastructure	465 07	FF460 0F /16 /0F
20470	GLOBAL MONTELLO ATT: FLEE	03/31/25	March vehicle fuel	256-5-56-40-626.000	465.97	55469 05/16/25
00470	graph, 161,000,000,000	04/00/05	328201	Gasoline	261 62	FF470 0F/16/0F
20470	GLOBAL MONTELLO ATT: FLEE	04/30/25	April Fuel	256-5-56-40-626.000	361.63	55470 05/16/25
07010		05 (00 (05	329458	Gasoline	140.67	FF474 0F /1 C /0F
07010	GREEN MOUNTAIN POWER CORP	05/08/25	Solar Accounts 04/04/25-0		143.67	55474 05/16/25
07010		05 (00 (05	050825D	West Street PS Costs	100.00	FF474 0F /1 C /0F
07010	GREEN MOUNTAIN POWER CORP	05/08/25	Solar Accounts 04/04/25-0		108.89	55474 05/16/25
07010		05 (00 (05	050825D	Susie Wilson PS Costs	262.05	FF474 0F /16/0F
07010	GREEN MOUNTAIN POWER CORP	05/08/25	Solar Accounts 04/04/25-0		363.95	55474 05/16/25
07205		05 /10 /05	050825D	Electricity	0741 67	FF400 0F /16/0F
27395	MVP HEALTH CARE INC 43118	05/10/25	Health Jun 2025	256-5-56-40-210.000	2741.67	55489 05/16/25
44075	MID CELECE CARE THE	05/07/07	21381786	Group Insurance	4 00	EE400 0E/10/07
44275	MVP SELECT CARE INC.	05/07/25	Apr 2025 HRA Admin Fee	256-5-56-40-210.000	4.80	55490 05/16/25
10205	ODEN ADDROSCU TVC	OF /01 /0-	CINV010357	Group Insurance	ECO 00	EE400 0E/10/07
19325	OPEN APPROACH INC	05/01/25	Monthly Billing for May		560.00	55492 05/16/25
17505	CAND HILL COLAR TIC YOU	05/12/05	26088	Technical Services	457 70	EEEOO 05/16/05
17505	SAND HILL SOLAR LLC KSI I	03/13/25	billing period - 4/7/25 -		457.73	55509 05/16/25
			27751325	Susie Wilson PS Costs		

# City of Essex Junction Accounts Payable Check Warrant Report # 24075 Current Prior Next FY Invoices For Fund (GENERAL FUND) For Check Acct 01(GENERAL FUND) All check #s 05/09/25 To 05/16/25

		Invoice	Invoice Description		Amount	Check Check
Vendor		Date	Invoice Number	Account	Paid	Number Date
17505	SAND HILL SOLAR LLC KSI I	05/13/25	billing period - 4/7/25 -		79.88	55509 05/16/25
			27751325	Electricity		
17505	SAND HILL SOLAR LLC KSI I	05/13/25	billing period - 4/7/25 -		576.92	55509 05/16/25
			27751325	West Street PS Costs		
19815	AMAZON CAPITAL SERVICES	05/01/25	Preschool Supplies	259-5-30-16-610.000	27.69	55424 05/16/25
			11Q6TXCGMQX9	General Supplies		
19815	AMAZON CAPITAL SERVICES	05/07/25	Program Supplies	259-5-30-14-610.000	102.72	55424 05/16/25
			16VJ3QVPHDYJ	General Supplies		
19815	AMAZON CAPITAL SERVICES	05/06/25	RK MSP CREDIT	259-5-30-15-610.000	-63.97	55424 05/16/25
			1CHKGV4M9HL6	General Supplies		
19815	AMAZON CAPITAL SERVICES	05/09/25	Preschool Supplies	259-5-30-16-610.000	237.86	55424 05/16/25
			1G37NQFV4DVQ	General Supplies		
19815	AMAZON CAPITAL SERVICES	05/02/25	Preschool Supplies	259-5-30-16-610.000	114.88	55424 05/16/25
			1GGG66FT6TVX	General Supplies		
19815	AMAZON CAPITAL SERVICES	05/09/25	Preschool Supplies	259-5-30-16-610.000	7.90	55424 05/16/25
			1HNDM4X74K7P	General Supplies		
19815	AMAZON CAPITAL SERVICES	05/12/25	RK Summit Supplies	259-5-30-15-610.000	54.43	55424 05/16/25
			1JTYV1NJ66VH	General Supplies		
19815	AMAZON CAPITAL SERVICES	05/12/25	RK Summit Supplies	259-5-30-15-610.000	132.23	55424 05/16/25
			1KW37DW16X14	General Supplies		
19815	AMAZON CAPITAL SERVICES	05/09/25	Pool Supplies	259-5-30-11-610.000	185.85	55424 05/16/25
			1MRK63JC4W6N	General Supplies		
19815	AMAZON CAPITAL SERVICES	05/09/25	RK MSP Supplies	259-5-30-15-610.000	60.13	55424 05/16/25
			1N46TQD14KWQ	General Supplies		
19815	AMAZON CAPITAL SERVICES	05/05/25	Preschool Supplies	259-5-30-16-610.000	26.99	55424 05/16/25
			1NCP6P11TKCP	General Supplies		
19815	AMAZON CAPITAL SERVICES	05/09/25	Preschool Supplies	259-5-30-16-610.000	49.99	55424 05/16/25
			1NLMF9XG3LFC	General Supplies		
17895	CLEAN NEST	05/01/25	EJRP Cleaning April	259-5-30-16-420.000	1114.40	55443 05/16/25
			15619	Cleaning Services		
25120	CLICKTIME.COM	05/01/25	EJRP Timesheets April	259-5-30-10-505.000	1216.00	55444 05/16/25
			452162	Tech. Subs, Licenses		
31545	COSTCO #314	05/04/25	Preschool Supplies	259-5-30-16-610.000	97.32	55446 05/16/25
			050425D	General Supplies		
80208	Capital One Trade Credit	04/21/25	Community Garden Twine	259-5-30-14-610.000	39.98	55448 05/16/25
			2160056	General Supplies		
04330	EWSD CHILD NUTRITION	05/01/25	Vac Camp Lunches	259-5-30-15-610.000	2772.00	55459 05/16/25
			3226	General Supplies		
80192	Fountain of Youth Fitness	05/05/25	Lifting Spirits Class 5/5	259-5-30-14-330.000	60.00	55467 05/16/25
			050525D	Professional Services		
80192	Fountain of Youth Fitness	05/12/25	Lifting Spirits Class 5/1	259-5-30-14-330.000	68.80	55467 05/16/25
			051225D	Professional Services		
20470	GLOBAL MONTELLO ATT: FLEE	03/31/25	March vehicle fuel	259-5-30-15-626.000	78.71	55469 05/16/25
			328201	Gasoline		
20470	GLOBAL MONTELLO ATT: FLEE	04/30/25	April Fuel	259-5-30-15-626.000	83.66	55470 05/16/25
			329458	Gasoline		
11260	GOLD STAR DOG TRAINING	05/03/25	Dog Training Spring	259-5-30-14-330.000	2740.00	55471 05/16/25
			130	Professional Services		
08045	HEARTWOOD LANDSCAPE & TRE	04/26/25	MSP Tree Removal	259-5-30-12-330.000	5960.00	55479 05/16/25
			8413	Professional Services		

# City of Essex Junction Accounts Payable Check Warrant Report # 24075 Current Prior Next FY Invoices For Fund (GENERAL FUND) For Check Acct 01(GENERAL FUND) All check #s 05/09/25 To 05/16/25

		Invoice	Invoice Description		Amount	Check	Check
Vendor		Date	Invoice Number	Account	Paid	Number	Date
80087	KONICA MINOLTA PREMIER FI	05/11/25	Copier Lease May 2025	259-5-30-16-442.000	149.40	55484	05/16/25
			555464932	Rental Vehicles/Equip			
80087	KONICA MINOLTA PREMIER FI	05/11/25	Copier Lease May 2025	259-5-30-10-442.000	165.50	55484	05/16/25
			555464932	Rental Vehicles/Equip			
25625	LOWE'S - 1080	05/02/25	EJRP Lowes May	259-5-30-14-610.000	146.27	55485	05/16/25
			41910800525	General Supplies			
27395	MVP HEALTH CARE INC 43118	05/10/25	Health Jun 2025	259-5-30-14-210.000	2819.96	55489	05/16/25
			21381786	Group Insurance			
27395	MVP HEALTH CARE INC 43118	05/10/25	Health Jun 2025	259-5-30-16-210.000	10466.96	55489	05/16/25
			21381786	Group Insurance			
27395	MVP HEALTH CARE INC 43118	05/10/25	Health Jun 2025	259-5-30-15-210.000	8028.32	55489	05/16/25
			21381786	Group Insurance			
44275	MVP SELECT CARE INC.	05/07/25	Apr 2025 HRA Admin Fee	259-5-30-15-210.000	21.00	55490	05/16/25
			CINV010357	Group Insurance			
44275	MVP SELECT CARE INC.	05/07/25	Apr 2025 HRA Admin Fee	259-5-30-14-210.000	3.50	55490	05/16/25
			CINV010357	Group Insurance			
44275	MVP SELECT CARE INC.	05/07/25	Apr 2025 HRA Admin Fee	259-5-30-16-210.000	17.50	55490	05/16/25
			CINV010357	Group Insurance			
29425	PERFORMANCE FOOD 24793-EJ	04/29/25	RK EES Snack	259-5-30-15-610.000	379.86	55495	05/16/25
			376266	General Supplies			
29425	PERFORMANCE FOOD 24793-EJ	04/30/25	RK Westford Snack	259-5-30-15-610.000	93.49	55495	05/16/25
			376533	General Supplies			
29425	PERFORMANCE FOOD 24793-EJ	05/01/25	RK S/H K Snack	259-5-30-15-610.000	156.72	55495	05/16/25
			377849	General Supplies			
29425	PERFORMANCE FOOD 24793-EJ	05/05/25	RK EES MSP Snack	259-5-30-15-610.000	241.47	55495	05/16/25
			378087	General Supplies			
29425	PERFORMANCE FOOD 24793-EJ	05/05/25	RK Hiawatha Snack	259-5-30-15-610.000	207.49	55495	05/16/25
			378782	General Supplies			
29425	PERFORMANCE FOOD 24793-EJ	05/06/25	RK Westford Snack	259-5-30-15-610.000	95.12	55495	05/16/25
			379642	General Supplies			
29425	PERFORMANCE FOOD 24793-EJ	05/05/25	RK FMS Snack	259-5-30-15-610.000	258.39	55495	05/16/25
			379662	General Supplies			/ /
29425	PERFORMANCE FOOD 24793-EJ	05/06/25	RK Summit Snack	259-5-30-15-610.000	272.07	55495	05/16/25
00405		05 (05 (05	380817	General Supplies	40.00	55405	05/16/05
29425	PERFORMANCE FOOD 24793-EJ	05/07/25	RK Westford Snack	259-5-30-15-610.000	42.89	55495	05/16/25
20425	DEDECOMANGE FOOD 24702 FT	05/07/05	381000	General Supplies	221 76	E E 4 0 E	05/16/05
29425	PERFORMANCE FOOD 24793-EJ	05/07/25	RK Fleming Snack	259-5-30-15-610.000	221.76	55495	05/16/25
20425	DEDEODMANCE BOOD 24792 BT	05/09/25	381602	General Supplies	70 50	EE40E	05/16/25
29425	PERFORMANCE FOOD 24793-EJ	05/08/25	RK FMS Snack 382262	259-5-30-15-610.000	78.58	33493	05/16/25
20.620	DAGGO LAUDA	05/00/25	Preschool Playgroup April	General Supplies	100 00	EEE07	05/16/25
20620	RASCO LAURA	05/09/25	050925D		180.00	33307	05/16/25
23495	STUDENT TRANSPORTATION OF	02/28/25	Vac Camp Bus 2/26-28	Professional Services 259-5-30-15-580.000	849.76	55519	05/16/25
23473	STOPERT TRANSFORTATION OF	02/26/25	70293275	Travel	043.70	33310	03/10/23
29090	SUNBELT RENTALS	04/16/25	Lift Rental	259-5-30-12-442.000	180.00	55510	05/16/25
25050	COMPENS REALISMS	04/10/23	167560786	Rental Vehicles/Equip	180.00	33319	03,10,23
29090	SUNBELT RENTALS	04/18/25	Lift Rental	259-5-30-12-442.000	1776.13	55519	05/16/25
		,, 23	1675607862	Rental Vehicles/Equip	1,,0.13	33317	50, 10, 25
25945	VT AFTERSCHOOL	05/01/25	RK Training 4/15	259-5-30-15-330.000	240.00	55526	05/16/25
	·	,,			210.00		

6793

Professional Services

05/15/25 04:21 pm Page 13 of 13 Cdelibac

City of Essex Junction Accounts Payable Check Warrant Report # 24075 Current Prior Next FY Invoices For Fund (GENERAL FUND)

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	
 07565	W B MASON CO INC			259-5-30-17-610.000 General Supplies		55531	05/16/25
	Repor	t Total			1161445.33		
	To the Treasurer of City	of Essex Jur	ction, We Hereby certify	_			
	that there is due to the se						
	listed hereon the sum again						
	are good and sufficient vou						
	aggregating \$ *1,161,445.33	3					
	Let this be your order for	the payments	of these amounts.				
				_			

#### POLICE COMMUNITY ADVISORY BOARD

April 15, 2025

# POLICE COMMUNITY ADVISORY BOARD REGULAR MEETING MINUTES OF MEETING - DRAFT April 15, 2025

POLICE COMMUNITY ADVISORY BOARD: Gwendolyn Evans, Vince Cuciti, Christina Hagestad,

Jody Kamon (Advisor), and David Harrington

ABSENT: Dan Maguire, Jenny Parker

STAFF: Alyssa March, Community Liaison, Essex Police Department

**ADMINISTRATION**: Ron Hoague (EPD Chief)

**OTHERS PRESENT:** 

#### 1. CALL TO ORDER

Vice-Chair Gwendolyn Evans called the meeting to order at 6:05pm.

#### 2. AGENDA ADDITIONS/CHANGES

Gwendolyn would like to share her experience with taking two different surveys.

#### 3. AGENDA APPROVAL

The agenda was approved.

#### 4. PUBLIC TO BE HEARD

There were no comments from the public.

#### 5. CONSENT ITEMS

a. The Board approved the Minutes for the March meeting.

#### 6. BUSINESS ITEMS

- a. Gwendolyn shared that she took the sample survey provided by Alyssa and that it was very easy for her to navigate but she also did a survey about the Town Economic Development plan, and she issues trying to navigate the survey.
- b. The Board went over the survey questions that the Chief and Alyssa put together. The Board discussed the benefits of asking each question as well as rewording some questions to make sure that the message is being sent to the community correctly. The Board was able to go through 9 out of 13 questions and will resume the questions at the next meeting.
- c. The Chief gave updates from the Department. EPD made an offer to a woman for the dispatch position. The Department is still looking to hire more people for Bike Patrol and officers. Corporal Feit and Alyssa are conducting a free Teen Police Academy for students that are high school aged and will run like the Citizen's Academy.

#### 7. ADJOURN

A motion to adjourn was made by Gwendolyn. The motion was seconded and approved by the Board. The meeting adjourned at 7:29pm.

Respectfully submitted,

Alyssa March Community Affairs Liaison



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

Online & 6 Lincoln St. (Kolvoord Room) Essex Junction, VT 05452 Thursday, May 8<sup>th</sup> 2025, 7:00 PM

Phone: 802-878-6944, ext. 1625

E-mail: mgiguere@essexjunction.org

www.essexjunction.org

This meeting will be held in-person at 6 Lincoln Street in the Kolvoord Room at Brownell Library and available remotely. Options to join the meeting remotely:

JOIN ONLINE: Join Zoom Meeting

JOIN CALLING: (toll free audio only): (888) 788-0099 | Meeting ID: 958-5750-2850; Passcode: 790174

#### 1. CALL TO ORDER

John called the meeting to order at 7:01pm. In attendance: David Achee, Eric Bowker, Philip Bieber, Russ Miller-Johnson, John O'Brien, Lauren Philbrook, EJ City Planner Michael Giguere and Local Motion representative Jack Evans. [7:00 PM]

#### 2. AGENDA ADDITIONS/CHANGES

Michael added 3 items to the Staff Updates portion of the meeting: Traffic Calming Policy, Connect the Junction master plan draft, and UVM engineering student Park Street reconfiguration.

#### 3. MINUTES FOR APPROVAL

a. April 10<sup>th</sup>, 2025 – Motion made by Phil, seconded by David to approve April minutes. Motion passed unanimously (6-0).

#### 4. PUBLIC TO BE HEARD

Jack from local motion updated us on a few items working their way through the Vermont legislature including a stop = yield bill, as well as a bill that would allow bikes to follow pedestrian signals at intersections. Jack says that both of these are generally the behaviors that cyclists do anyway and will merely bring the laws up to date. A third bill will clarify the usage of stoplights that are intended specifically for bikes but that will only pertain to limited municipalities excluding Essex Junction. It was recommended that members of the committee contact a local representative that has been reluctant to support this bill thus far in order to see them passed during this legislative session. Jack will email the group additional information for them to consider this action.

#### 5. **BUSINESS ITEMS**

a. Bicycle Friendly Community (BFC) application review

The deadline for the application to renew our status as a Bike Friendly Community is June 25th, so between this and the next meeting it must be completed. David provided an update that there remains a number of details, primarily municipal information and data, that need to be tracked down to meet this timeline. Given this update Michael asked the task force if the city staff would be better suited to take on the remainder of the application, and the committee agreed. Michael then provided an update on other illuminating data that has come to light through the application process so far. He then provided guidance on how we will proceed between these next 2 meetings, including a request for any of the remaining areas that the committee might be interested in looking into during the next meeting. John expressed interest in looking at the data on Equity and Accessibility and David expressed interest in reviewing the Encouragement section, which will be reviewed during June's meeting.

#### b. Wayfinding signage project

Michael provided an update on discussions that have occurred in the city offices regarding this project with several hopeful indicators that the city is enthusiastic to proceed. It was decided that we will focus on producing a simple handout map that will give us the guideline for sign placement in the future as a first step; the committee will also consider a name for this route that can apply to the first area of focus (Northwest quadrant) as well as the city as a whole. Lauren proposed a simple name of "Junction Bikeway" - the committee agreed to consider this and other

ideas before deciding.

The committee looked over the list of locations for the signs that we have been working on, with ideas on how they would be presented. The pros and cons of directing bikers between these destinations via Mansfield Ave or a route that includes Rivendell Drive was discussed considering hills and the number of turns was also considered. Other ways to encourage bikers on these future routes by using pavement markings were discussed, as designating the routes may serve as the first step towards greater adoption by bicyclists at large.

Eric added that it was important for the committee to keep in mind for the future the Hiawatha neighborhood as a good candidate for future routes and signage as there are few that exist at this time but will be needed as the elementary school consolidation occurs in the fall.

#### c. Regional advocates meet up planning

Jack provided information regarding an informal meetup between bike advocacy groups at Local Motion on August 2nd at 10am (rain date of the 3rd) for a casual ride / social hour with guided discussions about unified needs between our communities. Jack also mentioned that other committees in Chittenden County have been holding joint bike rides / meetings as a collaboration between neighboring towns as a means of connecting their communities and recommended that we consider doing the same. Jack recommended that we reach out to our colleagues in Williston as a great first step and the committee agreed - Michael will make contact and will also look into ensuring that these meetings are in compliance with public meetings laws before they are scheduled.

#### d. Volunteer opportunities

- Veterans Memorial Park traffic count
- Brownell Repair Café

Michael presented two opportunities for engagement including a traffic count for the small "sliplane" intersection next to Veteran's Memorial Park between Main Street and Lincoln Street. Details that need to be collected will need to include the time that the surveying is done, the number of cars that use the lane, bikers that cross the intersection, and pedestrians that use the intersection. The committee was receptive to the idea and will be collecting and providing data to Michael over the next month.

The chance to participate with a Brownell Library repair cafe event in September was also brought up. The event will feature a variety of handy folks providing their services to members of the community and our committee members are invited to provide guidance on bike maintenance and repair as a part of this event. Michael will forward an email with details to the committee for them to consider their individual participation.

#### 6. **MEMBERS UPDATES**

John reminded the committee that any members of the public can request a "Keep Kids Alive, Drive 25" sign from the city to place in front of their homes. These signs can be requested by calling the city manager at (802) 878-6944 and those who have them must follow criteria defined in the city's traffic calming policy.

#### 7. **STAFF UPDATES**

- a. Michael updated the group on the latest traffic calming policy that has been ongoing; the document will be finalized by Community Development and circulated to other departments for review soon.
- b. Connect the Junction Master Plan draft the final report was presented May 1st at a collaborative meeting between City Council and Planning Commission, it was recommended that the committee revisit the recording of this meeting as many aspects of the plan will directly impact the city's bike and pedestrian facilities on the Route 15 corridor between the fairgrounds and Five Corners.
- c. UVM Capstone presentation Michael attended the presentation by the students for the Park street redesign project which featured their considerations for redesigning the traffic lanes in the strip between the Williston Bridge and the Crescent Connector on Park Street. Based on the timing of their project and when their data was collected (winter months), it was recommended that more data be gathered before the city considers moving on any changes to this strip of road, but the initial design is promising, meets the criteria and addresses the problems that we had voiced to the

## CITY OF ESSEX JUNCTION BIKE WALK ADVISORY COMMITTEE MEETING MINUTES – MAY 8<sup>TH</sup>, 2025

students at the start of their project.

- 8. **READING FILE**
- 9. **ADJOURN**

Motion to adjourn made by David at 8:24pm, seconded by Phil. Motion passed unanimously (6-0).

PRESIDENT

Kyle Bostwick

VICE PRESIDENT
Tammy Johnson

TREASURER
David W. Seaver

SECRETARY
Robert A. McEwing

BOARD OF DIRECTORS
Ted Brady
Pat Brennan
Roger Brown
Amy Deavitt
Alfred J. Gobeille
Jonathan King
Phillip E. Murdock
Keri Piatek
Andrew Rowe
Beth Montuori Rowles
Jeb Spaulding
Benjamin Whitcomb

EX OFFICIO DIRECTORS
Honorable Philip B. Scott,
Governor, State of Vermont

Patricia Prelock, Interim President, University of Vermont

Leslie V. Parise. Dean, UVM College of Agriculture and Life Sciences

Anson Tebbetts, Secretary, VT Dept. of Agriculture

Zoie Saunders, M.Ed., Secretary, VT Dept. Of Education

Heather Pelham, Commissioner, VT Dept. of Tourism and Marketing

Our Mission
The Champlain Valley
Exposition is a 501(c)(3)
not-for-profit organization
with a mission of serving the
people of Vermont and the
region by promoting
agriculture, education,
commerce, arts, culture and
entertainment.



May 13, 2025

Dear Exposition Neighbor:

We'd like to invite you to our annual Champlain Valley Exposition Neighbor Meeting scheduled for **Monday, June 16, 2025 at 6:00PM** in the Bissonette Room in the Blue Ribbon Pavilion on the grounds of the Exposition, 105 Pearl Street in Essex Junction, Vermont.

This meeting allows our neighbors to review CVE's plans for upcoming events and the 2025 Fair. If you have common issues for discussion, we'll be pleased to address them. Our goal is to continue our positive relationship with our residential and commercial neighbors.

Please view our website: <u>cvexpo.org</u> for updates to events and <u>champlainvalleyfair.org</u> for Fair information.

I hope you'll be able to attend this neighborhood meeting and look forward to seeing you on June 16<sup>th.</sup>

Sincerely,

Timothy P. Shea Executive Director







#### **2025 Special Events**

Tuesdays, June 17 & 24: Ronald McDonald House Charity Bingo

Saturday, June 21 – Sunday, June 22: Vermont Renaissance Faire

Monday, June 23 – Friday, June 27: Cub Scout Day Camp

Tuesday, June 24: Roller Derby

Thursday, June 26: Roller Derby

Saturday, June 28 - Sunday, June 29: Vermont 4-H Horse Show

Sunday, June 29 – Monday, July 7: National Ayrshire Convention

Friday, July 4: Essex July 4th Celebration

Sunday, July 6: Mt. Sinai Shriner's Bingo

Sunday, July 6: VT High School Rodeo Association

Tuesdays, July 8, 15, 22 & 29: Ronald McDonald House Charity Bingo

Tuesday, July 8: Roller Derby

Thursday, July 10 - Sunday, July 13: Vermont 4-H Horse Show

Saturday, July 12 – Sunday, July 13: New England's Odd and Unusual Show

Tuesday, July 15: Roller Derby

Saturday, July 19: Higher Ground presents Primus

Saturday, July 19 - Sunday, July 20: Gem, Mineral, & Fossil Show

Friday, July 25 – Sunday, July 27: Wolfsgart Auto Show

Friday, August 1: Coming Together-Substance abuse & addiction Summit

Sunday, August 3: Mt. Sinai Shriner's Bingo

Sunday, August 3: VT High School Rodeo Association

Tuesdays, August 5 & 12: Ronald McDonald House Charity Bingo

Saturday, August 9 – Sunday, August 10: Vermont Gatherings Psychic Convention

Friday, August 22 – Sunday, August 31: Champlain Valley Fair!

August 22: 38 Special & Loverboy

August 23: Brantley Gilbert w/

August 24: Monster Trucks: Night of Fire & Destruction

August 25: Contois Band: Elton John

August 26: VT Music Show & Square Dance w/ Bob Wagner

August 27: Figure 8 Race

August 28: Demolition Derby

August 29: Gabriel "Fluffy" Iglesias

August 30: Dustin Lynch w/

August 31: Lil Jon w/ Angie Vee

Friday, September 5 – Sunday, September 7: Fall RV Show

Sunday, September 7: VT High School Rodeo Association

Friday, September 12 – Saturday, September 13: Northeast Street Rod Nationals

Friday, September 19 – Sunday, September 21: BrickUniverse Lego Fan Expo

Sunday, September 21: VT High School Rodeo Association

Sunday, September 21: Mt. Sinai Shriner's Bingo

Friday, September 26 – Sunday, September 28: Lil Vermonter's Fall Sale

Saturday, September 27: Roller Derby

Sunday, September 28: Lund Center Family Picnic

Sunday, October 5: VT High School Rodeo Association

Sunday, October 5: WOKO Gigantic Flea Market

Wednesday, October 8 – Sunday, October 12: FMCA Rally

Friday, October 17 - Sunday, October 19: Craft Show & Antique Expo

Wednesday, October 22 - Monday, October 27: Jurassic Quest

<sup>\*</sup>Events and dates are subject to change. Please check evexpo.org for up-to-date information.\*

# Why should I allow a Field Appraiser to enter my property or in my home for the reappraisal?

Part of the reappraisal process is the collection of physical characteristics that include, but are not limited to, square footage of the house, roofing material, exterior siding, land size, number of bedrooms, number of bathrooms, and the quality and quantity of amenities. In addition, the quality of materials in the interior, as well as the condition of the interior helps capture depreciation. Homes that have more depreciation due to fewer upgrades and maintenance may see a decrease in value versus a home that has recent upgrades could see an increase in value.

The data collected during an interior inspection includes the number of bedrooms and bathrooms (considering full bathrooms, three-quarter bathrooms, and one-half bathrooms), and the assessment of the condition of the materials within the home, such as flooring, walls, and ceilings. The quality of materials such as kitchen countertops, bathroom vanity tops, and flooring are also considered. In addition, the type of heating or cooling systems, any finished basement area and foundation data are documented. The Field Appraiser will gather similar data and information that a real estate agent would when listing a home on the market to sell, as well as similar data and information that a buyer would look for when purchasing a property. The sole purpose is to collect the correct data to assist in providing fair and equitable market value.

Additionally, a part of the reappraisal process relies on the analysis of fair market sales that have sold in the past three years (years 2023, 2024, & 2025 will be utilized). The sales are analyzed and used as part of the creation of valuation models. Other data considered when creating valuation models, besides the sales comparison, is market cost and market income. The valuation models are data sets embedded into a CAMA (Computer Assisted Mass Appraisal) system. The property data collected is input into the CAMA system, which generates the new assessments. The system is designed to analyze large volumes of data and can manage diverse property types.

If access to a property is denied, it forces Field Appraisers to base their collection of data from the exterior view only and make educated guesses about the interior features. Even if access to a property is denied, the property will be reassessed based on the best data available. It will not cause the property to be omitted from the reappraisal.

When the reappraisal project is complete, the State of Vermont Property Valuation and Review Tax Department conducts a test to ensure the project complies with the definition of a full reappraisal. One of the stipulations of a full reappraisal includes interior and exterior inspections of properties. Although we cannot force any property owner to give us access to their home and a property owner has the right to deny access, we must follow best practices as stipulated by the state. The purpose of the state's test is to generate an equalization study, which is used to create a common level of appraisal (CLA) used in setting education tax rates.

All property owners have the right to appeal the assessed value to the Assessor. If the Assessor denies the appeal, and it goes to the Board of Civil Authority (BCA), at least three (3) members of the BCA must inspect the property. If access is denied, it will cause an automatic withdrawal of the appeal (more detailed information about the appeal process is forthcoming as the reappraisal process nears completion).