



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

Online & 145 Maple St.
Essex Junction, VT 05452
Wednesday, June 25, 2025
6:30 PM

E-mail: admin@essexjunction.org

www.essexjunction.org

Phone: (802) 878-6944

This meeting will be in-person in the Community Room at the Essex Police Department located at 145 Maple Street and available remotely. Options to watch or join the meeting remotely:

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

1. **CALL TO ORDER** [6:30 PM]
2. **AGENDA ADDITIONS/CHANGES**
3. **APPROVE AGENDA**
4. **PUBLIC TO BE HEARD**
 - a. Comments from Public
5. **BUSINESS ITEMS**
 - a. *Interviews and Consider Appointments to the Bike Walk Advisory Committee, Capital Program Review Committee, Development Review Board, Moderator, Planning Commission, Police Community Advisory Board, Tree Advisory Committee [30 Minutes]
 - b. Department Head Brief with Recreation Director Brad Luck [10 Minutes]
 - c. Discussion and Consideration of Amendments to Municipal Code Chapter 9: Enforcement and Chapter 18: Ordinance regulating control of litter, refuse, garbage, junk, junk motor vehicles, trash, and solid waste; and Setting a Public Hearing [10 Minutes]
 - d. Discussion of Retreat Summary and Council Engagement Plan Framework [20 Minutes]
 - e. Discussion of FY27 Budget Direction [10 Minutes]
 - f. **Executive Session to discuss Negotiating Lease Options for the Tree Farm Recreational Facility
 - g. ***Executive Session to Discuss the Allocation of Costs in Police Services Agreement with the Town of Essex
6. **CONSENT ITEMS**
 - a. Approve Meeting Minutes: 06/04/2025 and 06/11/2025
 - b. Approve Rebranding Consultant Selection
 - c. Approve Varec Biogas Purchase Order for Digester Flare
 - d. Acting as the Liquor Control Commission – Approve Liquor/Tobacco Licenses
7. **COUNCIL MEMBER COMMENTS & CITY MANAGER REPORT**
8. **READING FILE**
 - a. Check Warrant #24077 06/13/2025
 - b. Champlain Water District Water Quality Report
 - c. Decrease in the Grand List from Utility Valuations at the State Level
 - d. Opioid Community Forum Memo
 - e. EJRP Programs Team Info
 - f. Invitation to Lafayette 200 event in Essex Junction Village Cemetery 6/29
 - g. Recreation Advisory Committee Minutes 06/04/2025
 - h. Planning Commission Minutes 06/05/2025
 - i. Development Review Board Minutes 06/09/2025
 - j. Bike Walk Advisory Minutes 06/12/2025

9. EXECUTIVE SESSION

- a. *An Executive Session may be needed to discuss the appointment of public officials
- b. **An Executive Session may be needed to discuss the negotiating or securing of real estate purchase or lease options
- c. ***An Executive Session may be needed to discuss a contract

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: June 25, 2025
Agenda Item: Committee Appointments

Issue: The City has ten open positions on various committees.

- Bike/Walk Advisory Committee: 1 open position
- Capital Program Review Committee: 1 open position
- Development Review Board: 2 open positions
- Moderator – 1 open position
- Planning Commission: 2 open positions
- Police Community Advisory Board: 1 open position
- Tree Advisory Committee: 2 open positions

Discussion: The City Council interviewed some of the applicants below at their 6/11 meeting and no appointments were made at that time. The rest of the applicants, except for Maggie Massey and Dylan Zwicky from the DRB, are attending the meeting in person or via Zoom and are available for the City Council to interview:

Capital Program Review Committee – (1 open position)

- Nathan Doudera (interviewed at 6/11 meeting)

Bike Walk Advisory Committee (1 open position)

- Tara Kielty (online via Zoom)
- Daniel Ligouri (interviewed at 6/11 meeting)

Development Review Board (2 open positions)

- Maggie Massey
- Dylan Zwicky

Maggie Massey and Dylan Zwicky are not able to attend Wednesday meetings due to scheduling conflicts. They are current members of the DRB. Their applications are included for review. There are no other applicants to consider at this time.

Moderator (1 open position)

- Steve Eustis (Interviewed at 6/11 meeting)
- Zachary Smejkal (online via Zoom)

Planning Commission (2 Open Positions)

- Elijah Massey (In-Person)
- Sara Shea (In-Person)
- Diane Clemens (interviewed at 6/11 meeting)
- Finn Hamilton (interviewed at 6/11 meeting)

Note: In accordance with the City Charter “There shall be a Planning Commission, and its powers, obligations, and operation shall be under and in accordance with Vermont Statutes Annotated, as amended, **and members will be appointed by the City Council from among the qualified voters of the City.**” Therefore, due to Finn Hamilton’s age he is not a qualified voter, and the Council can’t appoint him as an official Planning Commission member. However, the City Manager recommends that the Council consider appointing Finn Hamilton as a non-voting member. Youth participation on our Boards and Committees is in direct alignment with our Strategic Action Plan, particularly Pillar 6: Community Engagement and Decision Making. Further the Planning Commission’s work is long-term and forward thinking and as they prepare the City for future generations it’d be great to have a variety of generations on the Commission.

Police Community Advisory Board (1 open position)

- Amanda McClary (online via Zoom)

Tree Advisory Committee (2 open positions)

- Rich Boyers (online via Zoom)
- Leslie Goldring (interviewed at 6/11 meeting)

Cost: None

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

Recommended Motion:

Motion #1 “I move that the City Council enter into executive session to discuss 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 Capital Program Review Committee.”

“I make a motion to appoint (Name) to the Bike Walk Advisory Committee.”

“I make a motion to appoint (Names) to the Development Review Board.”

“I make a motion to appoint (Name) as the Moderator.”

“I make a motion to appoint (Names) to the Planning Commission.”

“I make a motion to appoint (Name) to the Police Community Advisory Board.”

“I make a motion to appoint (Names) to the Tree Advisory Board.”

Attachments: Applications for the various committees/boards/commissions.

Rich Boyers – Tree Advisory Committee

Diane Clemens – Planning Commission (interviewed 6/11)

Nathan Doudera – Capital Program Review Committee (interviewed 6/11)

Steve Eustis – Moderator (interviewed 6/11)

Leslie Goldring – Tree Advisory Committee (interviewed 6/11)

Finn Hamilton – Planning Commission (interviewed 6/11)

Tara Kielty – Bike Walk Advisory Committee

Daniel Ligouri – Bike Walk Advisory Committee (interviewed 6/11)

Elijah Massey – Planning Commission

Maggie Massey – Development Review Board

Amanda McClary – Police Community Advisory Board

Sara Shea – Planning Commission

Zachar Smejkal – Moderator

Dylan Zwicky – Development Review Board

View results

Respondent

11

Anonymous

08:37

Time to complete

1. Full name *

Richard Boyers

2. Phone number *

[REDACTED]

3. Email *

[REDACTED]

4. Address *

[REDACTED]

5. I am interested in applying for the *

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

- ☐ Bike/Walk Advisory Committee
- ☐ Capital Program Review Committee
- ☐ Development Review Board
- ☐ Governance Committee
- ☐ Moderator
- ☐ Planning Commission
- ☐ Police Community Advisory Board
- ☒ Tree Advisory Committee

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

Returning Committee Members

7. Why do you want to be reappointed to this position/committee?

I was one of the founding members of the committee and have been committed to the work for over a decade.

8. What have you enjoyed about your time on this position/committee so far?

I can walk around our community and see the tangible results of our work.

9. What are two significant accomplishments this committee has made during your term?

1. I created and facilitated the Essex Junction Greatest Tree Contest for the past two seasons.
2. Related to the tree contest, I realized one of my goals: to get young people focused on and appreciative of trees.

10. What do you hope to accomplish by being reappointed for another term?

As a former middle school teacher, I hope to find more opportunities to educate others about the benefits of trees in our community.

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

I appreciate the City's ongoing support of the Tree Advisory Committee's work.

New Committee Members

12. Why are you interested in joining this position/committee?

13. What about your education, experiences, and background will help you be a contributing member to this position/committee?

14. What do you hope to accomplish during your term on this position/committee?

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

View results

Respondent

6

Anonymous

44:20

Time to complete

1. Full name *

Diane Clemens

2. Phone number *

[REDACTED]

3. Email *

[REDACTED]

4. Address *

[REDACTED]

5. I am interested in applying for the *

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

- ☐ Bike/Walk Advisory Committee
- ☐ Capital Program Review Committee
- ☐ Development Review Board
- ☐ Governance Committee
- ☐ Moderator
- ☒ Planning Commission
- ☐ 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

Returning Committee Members

7. Why do you want to be reappointed to this position/committee?

I'd like to finish the process of developing a new Comprehensive Plan. The lack of housing statewide and locally is a driving issue which needs a solution - and I have spent time understanding the situation. It's a long-term problem with people hoping for a rapid solution.

8. What have you enjoyed about your time on this position/committee so far?

Civic involvement in our community and possibly how it will grow into the city it now is.

9. What are two significant accomplishments this committee has made during your term?

Recently, both the LDC updates. For my term of service, I have been involved in many LDC updates and Comprehensive Plan creations. I would like to include the research the PC did for housing inspections; I regret it was sidetracked as it would have been a benefit to landlords and tenants.

10. What do you hope to accomplish by being reappointed for another term?

Tackling the housing issue and completing the Comprehensive plan for 2027 approval.

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

Lots to do and I'm not done working on it.

New Committee Members

12. Why are you interested in joining this position/committee?

13. What about your education, experiences, and background will help you be a contributing member to this position/committee?

14. What do you hope to accomplish during your term on this position/committee?

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

View results

Respondent

10

Anonymous

05:08

Time to complete

1. Full name *

Nathan Doudera

2. Phone number *

[REDACTED]

3. Email *

[REDACTED]

4. Address *

[REDACTED]

5. I am interested in applying for the *

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

- ☐ Bike/Walk Advisory Committee
- ☒ Capital Program Review Committee
- ☐ Development Review Board
- ☐ Governance Committee
- ☐ Moderator
- ☐ Planning Commission
- ☐ Police Community Advisory Board
- ☐ Tree Advisory Committee

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

Returning Committee Members

7. Why do you want to be reappointed to this position/committee?

I've enjoyed the work we've done over the past two years and feel we've made meaningful contributions to the city's planning. I think especially our contributions on the use of LOT funds was impactful.

8. What have you enjoyed about your time on this position/committee so far?

Good group of engaged people!

9. What are two significant accomplishments this committee has made during your term?

LOT funds use, sidewalk repair planning

10. What do you hope to accomplish by being reappointed for another term?

More higher-level planning and more integration with other committees (bike-walk, tree advisory, etc.)

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

I remain interested in expanding my involvement in city governance, but for the time being a new job and young family keep my time limited. I enjoy the capital review committee as a way to stay involved in a meaningful way without a tremendous time commitment.

New Committee Members

12. Why are you interested in joining this position/committee?

13. What about your education, experiences, and background will help you be a contributing member to this position/committee?

14. What do you hope to accomplish during your term on this position/committee?

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

View results

Respondent

5

Anonymous

04:40

Time to complete

1. Full name *

Steven Eustis

2. Phone number *

[REDACTED]

3. Email *

[REDACTED]

4. Address *

[REDACTED]

5. I am interested in applying for the *

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

- ☐ Bike/Walk Advisory Committee
- ☐ Capital Program Review Committee
- ☐ Development Review Board
- ☐ Governance Committee
- ☒ Moderator
- ☐ Planning Commission
- ☐ 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

Returning Committee Members

7. Why do you want to be reappointed to this position/committee?

I enjoy serving the community as Moderator

8. What have you enjoyed about your time on this position/committee so far?

Making people feel comfortable sharing concerns with the council.

9. What are two significant accomplishments this committee has made during your term?

Lots of participation at the Community Meal in January.

10. What do you hope to accomplish by being reappointed for another term?

I would like to continue to promote an inclusive, inviting environment to encourage public participation

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

Thanks for considering my application.

New Committee Members

12. Why are you interested in joining this position/committee?

not a new member

13. What about your education, experiences, and background will help you be a contributing member to this position/committee?

not a new member

14. What do you hope to accomplish during your term on this position/committee?

not a new member

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

not a new member

View results

Respondent

7

Anonymous

1545:04

Time to complete

1. Full name *

Leslie Goldring

2. Phone number *

[REDACTED]

3. Email *

[REDACTED]

4. Address *

[REDACTED]

5. I am interested in applying for the *

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

- ☐ Bike/Walk Advisory Committee
- ☐ Capital Program Review Committee
- ☐ Development Review Board
- ☐ Governance Committee
- ☐ Moderator
- ☐ Planning Commission
- ☒ 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

Returning Committee Members

7. Why do you want to be reappointed to this position/committee?

I want to continue supporting green space in my community.

8. What have you enjoyed about your time on this position/committee so far?

I've enjoyed working with a group of people toward a common goal of maintaining, and hopefully increasing, the urban forest in Essex Junction. I especially enjoy our work parties: planting and weeding up at the tree nursery, and weeding and mulching some of our more newly planted trees here in the city.

9. What are two significant accomplishments this committee has made during your term?

We planted another 35 bare-root trees up at the nursery this spring, continuing our goal of providing inexpensive, healthy trees for the city.

Hayden, Wilkinson, Tyler and Lavoie were planted extensively with Ash trees at the time the neighborhood was developed. We have continued our work in that area to educate homeowners and mitigate the damage of Emerald Ash Borer. We've been replacing trees in the public areas and offering free replacement trees to private property owners from our tree nursery.

10. What do you hope to accomplish by being reappointed for another term?

I hope to help maintain, and hopefully increase, our city's urban forest. I particularly enjoy the actual digging-in-the-dirt part, but I hope to engage more with the public regarding the importance of maintaining our urban canopy and the best practices for doing so.

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

New Committee Members

12. Why are you interested in joining this position/committee?

13. What about your education, experiences, and background will help you be a contributing member to this position/committee?

14. What do you hope to accomplish during your term on this position/committee?

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

View results

Respondent

1

Anonymous

07:45

Time to complete

1. Full name *

Finn James Hamilton

2. Phone number *

[REDACTED]

3. Email *

[REDACTED]

4. Address *

[REDACTED]

5. I am interested in applying for the *

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

- ☐ Bike/Walk Advisory Committee
- ☐ Capital Program Review Committee
- ☐ Development Review Board
- ☐ Governance Committee
- ☐ Moderator
- ☒ Planning Commission
- ☐ 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

☒ No

New Committee Members

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

I'm interested about learning more about what goes on in the city behind the scenes

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

I'm a 8th grade student at ADL

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

To lean more about locally government.

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

I'm really interested in my community and surveys to my community.

View results

Respondent

13

Anonymous

12:03

Time to complete

1. Full name *

Tara Kielty

2. Phone number *

[REDACTED]

3. Email *

[REDACTED]

4. Address *

[REDACTED]

5. I am interested in applying for the *

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

- ☒ Bike/Walk Advisory Committee
- ☐ Capital Program Review Committee
- ☐ Development Review Board
- ☐ Governance Committee
- ☐ Moderator
- ☐ Planning Commission
- ☐ Police Community Advisory Board
- ☐ Tree Advisory Committee

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 a new member of the Essex Junction community and have been in awe of the community and development to an even better future. My family shares one car, and I am primarily a walker/biker around town. I believe a town that is equipped for biking and walking promotes accessibility, safety, health, and an even stronger sense of community, and I'd be excited about the opportunity to be a part of it.

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

My education and professional experiences have equipped me with a diverse skill set and a strong commitment to effective communication, collaboration, and community engagement—qualities that will enable me to be a valuable contributor to this position/committee.

I have a Bachelor of Arts in Sociology and Citizenship & Civic Engagement from Syracuse University, along with a Marketing Strategy Certificate from Suffolk University. This educational background provides me with a solid foundation in understanding social dynamics, civic responsibility, and strategic communication.

Professionally, I bring experience managing marketing and communications for nonprofit organizations. My ability to create meaningful marketing campaigns that prioritize community voices and needs will be especially valuable in this role.

Additionally, being a newer member of the community equips me with fresh eyes and ideas.

9. What do you hope to accomplish during your term on this position/committee?

I hope to contribute to the evaluation of improvements that can be made to our community and strengthen ties with advocacy organizations and local businesses.

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

View results

Respondent

12

Anonymous

40:47

Time to complete

1. Full name *

Daniel Liguori

2. Phone number *

[REDACTED]

3. Email *

[REDACTED]

4. Address *

[REDACTED]

5. I am interested in applying for the *

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

- ☒ Bike/Walk Advisory Committee
- ☐ Capital Program Review Committee
- ☐ Development Review Board
- ☐ Governance Committee
- ☐ Moderator
- ☐ Planning Commission
- ☐ Police Community Advisory Board
- ☐ Tree Advisory Committee

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?

Active transportation is my great passion in life - I bike, run and walk through our beautiful city on a daily basis and love it. I grew up in the Netherlands where biking has been normalized as a means of getting around for all ages and abilities. Moving to the US was a big adjustment, but I was determined to push back against a culture that considers biking as a dangerous, extreme sport. By joining this committee, I want to make sure that everyone living in Essex Junction feels empowered and encouraged to walk, bike, and roll and feels safe doing so. If you only see this lovely city behind the wheel of your car, you get only a fraction of the amazing sights, smells, and scenery we have to offer.

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

I work for Local Motion, Vermont's statewide active transportation advocacy organization, where I specifically run their kids program as well as facilitating most of our public outreach. This experience has allowed me to become intimately familiar with the needs and wants of Vermonters when it comes to walking, biking and rolling. Additionally, my personal interest in these topics means I always keep up to date with the latest programming and urban planning strategies to implement successful and safe infrastructure that works for everyone. As a bike commuter, marathon runner, and road cyclist, I spend at least an hour every day engaging with the City's active transportation infrastructure. I can therefore speak qualitatively about the subjective feel and objective needs of that system.

9. What do you hope to accomplish during your term on this position/committee?

I believe what the Vermont Active Transportation system needs most is building missing connections between existing paths and trails. Specifically, I would love to advocate for more robust trails/paths that connect to surrounding towns such as Colchester and Williston. I live close by the bike path we have connecting to the Town of Essex, and if we could duplicate similar infrastructure (or at least improve the current infrastructure) in key high-use corridors to other towns in the area, we could exponentially grow the number of folks who would be willing to bike and walk as a means of transportation.

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

I would be joining this committee as a citizen of Essex Junction, not as an employee of Local Motion. Jack Evans would still be Local Motion's official representative attending the meetings.

View results

Respondent

4

Anonymous

28:15

Time to complete

1. Full name *

Elijah Massey

2. Phone number *

[REDACTED]

3. Email *

[REDACTED]

4. Address *

[REDACTED]

5. I am interested in applying for the *

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

- ☐ Bike/Walk Advisory Committee
- ☐ Capital Program Review Committee
- ☐ Development Review Board
- ☐ Governance Committee
- ☐ Moderator
- ☒ Planning Commission
- ☐ 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

Returning Committee Members

7. Why do you want to be reappointed to this position/committee?

The Planning Commission is preparing to begin work on the next iteration of the Comprehensive Plan. Informed by the ongoing TOD master plan, recent community visioning work, and the separation from the Town, this presents the opportunity to renew the CP at a key juncture in the City's development.

8. What have you enjoyed about your time on this position/committee so far?

I've enjoyed the opportunity to consider and engage with issues related to the evolution and growth of my community. While change occurs at an incremental pace, I have found the experience both informative and empowering.

9. What are two significant accomplishments this committee has made during your term?

During my term the Planning Commission investigated the subject of implementing a rental registry in the City and prepared updates to the LDC for the City Council's consideration.

10. What do you hope to accomplish by being reappointed for another term?

To support the next iteration of the City's Comprehensive Plan.

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

As a relatively recent transplant (2019) to the City, a parent of young children (who regularly utilize the Parks and Recreation resources, school system, and Library), a homeowner, patron of local business, and a community member who cares deeply about my neighbors' wellbeing and our shared future, I appreciate the Council's consideration of my interest in renewing my role as a member of the Planning Commission.

New Committee Members

12. Why are you interested in joining this position/committee?

N/A - currently serving on the Planning Commission

13. What about your education, experiences, and background will help you be a contributing member to this position/committee?

N/A

14. What do you hope to accomplish during your term on this position/committee?

N/A

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

N/A

View results

Respondent

9

Anonymous

09:07

Time to complete

1. Full name *

Maggie Massey

2. Phone number *

[REDACTED]

3. Email *

[REDACTED]

4. Address *

[REDACTED]

5. I am interested in applying for the *

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

- ☐ Bike/Walk Advisory Committee
- ☐ Capital Program Review Committee
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- ☐ Governance Committee
- ☐ Moderator
- ☐ Planning Commission
- ☐ 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

Returning Committee Members

7. Why do you want to be reappointed to this position/committee?

The DRB has helped me feel more involved with the community and have a better understanding of what is going on in the city. It has allowed me to share information with neighbors and encourage others to get involved. I feel my first term was very much a learn while doing situation and I feel that I am in a very good position to take what I have learned and serve the city in a better capacity.

8. What have you enjoyed about your time on this position/committee so far?

I have enjoyed learning about city growth. The meetings often have updates from city plans and other groups. Projects build on one another and you have the ability to interact with neighbors and see things develop.

9. What are two significant accomplishments this committee has made during your term?

I have been impressed how the committee has managed to uphold the changes to the LDC. While it is not a set project, as changes rolled out we have been able to modify our reviews of projects and ensure comments follow the current code (this is also made possible by the wonderful work done by city staff). Additionally, I tend to feel the most impactful when determinations are made for single family homes. The complex developments take a lot of time to review and provide comments but the neighbor coming in for a variance on their fence height often feels more significant to me. It could be due to the more personal nature of the encounters but I always encouraged by those interactions.

10. What do you hope to accomplish by being reappointed for another term?

I hope to use my knowledge to better serve the city. I feel more qualified and confident in how meetings work and what my position is within the committee.

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

New Committee Members

12. Why are you interested in joining this position/committee?

To continue serving and use previous experience to serve the city.

13. What about your education, experiences, and background will help you be a contributing member to this position/committee?

I have a masters in public administration from UVM, which heavily focused on community engagement. I served on the city manager search committee and this would be my second term as a DRB member.

14. What do you hope to accomplish during your term on this position/committee?

I hope to help ensure city development and growth follows the LDC and the vision set forth by city planners and residents.

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

View results

Respondent

15

Anonymous

04:22

Time to complete

1. Full name *

Amanda McClary

2. Phone number *

[REDACTED]

3. Email *

[REDACTED]

4. Address *

[REDACTED]

5. I am interested in applying for the *

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

- ☐ Bike/Walk Advisory Committee
- ☐ Capital Program Review Committee
- ☐ Development Review Board
- ☐ Governance Committee
- ☐ Moderator
- ☐ Planning Commission
- ☒ Police Community Advisory Board
- ☐ Tree Advisory Committee

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'm committed to improving public safety practices through a trauma-informed, equity-centered lens. As a caregiver, advocate, and community member, I've seen how marginalized families are often excluded from decision-making—and I want to ensure those voices are represented. I believe in holding systems accountable while also building trust and transparency through real engagement.

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

My background includes trauma-informed educational consulting, family advocacy, and direct experience navigating complex systems, including law enforcement, medical, and school institutions. I've supported families through crisis, led equity-focused initiatives, and have a strong understanding of how public safety policies impact real people, especially those who are often overlooked. My lived experience, combined with professional insight, gives me a unique ability to identify gaps, ask the right questions, and advocate for meaningful, inclusive change.

9. What do you hope to accomplish during your term on this position/committee?

I hope to help create more transparent, equitable, and community-rooted public safety practices, especially by uplifting the voices of families, youth, and marginalized individuals who often go unheard. I want to contribute to policy reviews, strengthen community trust, and ensure that safety strategies reflect lived realities—not just institutional assumptions. My goal is to be a steady advocate for accountability, compassion, and culturally responsive engagement.

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

I believe real public safety starts with listening and with creating systems that reflect the dignity, complexity, and needs of the people they serve. I'm not coming in with all the answers, but I bring deep lived experience, a strong ethical compass, and a willingness to engage, learn, and advocate. I would be honored to serve in this role and contribute meaningfully to the Essex Junction community.

Essex Junction Appointed Position/Committee/Board/Commission Application 2025- 2026

Thank you for your interest in serving your community on one of our appointed positions, committees, boards or commissions. Please complete the application below and submit by **Friday, May 23, 2025**. A representative from the administration team will be in touch regarding next steps, which typically includes a brief interview with the City Council.

Please note that you must be a resident of the City of Essex Junction and once you submit an application, it becomes a public record. Your application will appear in a council packet that the public will see. Your e-mail, address, and phone number will be redacted.

If you have any questions, please contact admin@essexjunction.org.

* Required

1. Full name *

Sara Shea

2. Phone number *

[REDACTED]

3. Email *

[REDACTED]

4. Address *

[REDACTED]

5. I am interested in applying for the *

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

- ☐ Bike/Walk Advisory Committee
- ☐ Capital Program Review Committee
- ☐ Development Review Board
- ☐ Governance Committee
- ☐ Moderator
- ☒ Planning Commission
- ☐ Police Community Advisory Board
- ☐ Tree Advisory Committee

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

Returning Committee Members

7. Why do you want to be reappointed to this position/committee?

8. What have you enjoyed about your time on this position/committee so far?

9. What are two significant accomplishments this committee has made during your term?

10. What do you hope to accomplish by being reappointed for another term?

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

New Committee Members

12. Why are you interested in joining this position/committee?

I'm interested in joining the planning commission because I believe that affordable housing is more crucial than ever for Vermont's future. To keep our younger population in the state, we need to find innovative ways for our communities to develop accessible and affordable housing options. I'm eager to contribute to that effort.

13. What about your education, experiences, and background will help you be a contributing member to this position/committee?

I hold a Social Services degree from Champlain College. My hands-on experience comes from working in the Shared Equity Department at Champlain Housing Trust, where I gained practical knowledge of affordable homeownership models and community development. Additionally, my participation in numerous housing conferences and training sessions keeps me current on housing trends and policies.

14. What do you hope to accomplish during your term on this position/committee?

My primary goal is to help the planning commission find viable ways to create and expand affordable housing opportunities within our community. Beyond just building units, I aim to foster a sense of inclusive and sustainable community development where all residents, especially our younger population, can afford to live and thrive.

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

This content is neither created nor endorsed by Microsoft. The data you submit will be sent to the form owner.

View results

Respondent

3

Anonymous

16:46

Time to complete

1. Full name *

Zachary Lawrence Smejkal

2. Phone number *

[REDACTED]

3. Email *

[REDACTED]

4. Address *

[REDACTED]

5. I am interested in applying for the *

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

- ☐ Bike/Walk Advisory Committee
- ☐ Capital Program Review Committee
- ☐ Development Review Board
- ☐ Governance Committee
- ☒ Moderator
- ☐ Planning Commission
- ☐ 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

Returning Committee Members

7. Why do you want to be reappointed to this position/committee?

8. What have you enjoyed about your time on this position/committee so far?

9. What are two significant accomplishments this committee has made during your term?

10. What do you hope to accomplish by being reappointed for another term?

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

New Committee Members

12. Why are you interested in joining this position/committee?

As a lifelong resident of Chittenden County, I have observed a growing in-ability to use effective and measured communication. Politics on a National scale have become divisive, counterproductive, and misrepresentative of small town communities and their needs. I hope that I can bring a perspective that encourages collaborative and non-partisan communication on the local level, while learning about and participating in local governance.

13. What about you education, experiences, and background will help you be a contributing member to this position/committee?

I was educated in the Mount Mansfield Union School District, my wife was raised in the Essex schools, and I am currently a para-educator in a Chittenden County elementary school. I work closely with residents and their kids, and I hear the concerns they have. Professionally, I spent most of my career working in Kitchens throughout Chittenden County and the Eastern U.S. and during that time learned that good communication skills are the bridge between any differences, and that time management makes the impossible, possible. One lesson that has persisted through all of my professional experience, is that no matter how diverse a group of people is, their goals are always more common than they seem. I have experience working with the most vulnerable of our communities, and I truly believe they can be best assisted by a functioning, well communicating governing body.

14. What do you hope to accomplish during your term on this position/committee?

In addition to contributing good communication skills and strategies, I hope to get a better understanding of the day to day functions of our local government by being a hands on contributor to its machinations. I hope to build a trusted relationship with the constituents that we serve, and re-develop trust that their concerns are being covered in their representative meetings.

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

I was born in Burlington, I grew up in Jericho, and Essex is my Wife's home town. A child a poverty, my single mom raised the four of us kids on her own. The feeling of disenfranchisement and lack of representation made a family like mine feel hopeless. I want to help this community, I want to improve my neighborhood, and I want to make a positive impact on the way our local government communicates within its own ranks.

View results

Respondent

14

Anonymous

05:54

Time to complete

1. Full name *

Dylan Zwicky

2. Phone number *

[REDACTED]

3. Email *

[REDACTED]

4. Address *

[REDACTED]

5. I am interested in applying for the *

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

- ☐ Bike/Walk Advisory Committee
- ☐ Capital Program Review Committee
- ☒ Development Review Board
- ☐ Governance Committee
- ☐ Moderator
- ☐ Planning Commission
- ☐ Police Community Advisory Board
- ☐ Tree Advisory Committee

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

Returning Committee Members

7. Why do you want to be reappointed to this position/committee?

I have truly enjoyed serving on the DRB. The staff are outstanding and bring an exceptional level of professionalism to their work. It's been rewarding to play even a small part in supporting our community, and I hope to have the opportunity to continue doing so.

8. What have you enjoyed about your time on this position/committee so far?

I've truly enjoyed getting to know my fellow Board members and engaging with community members who take the time to participate in the process.

9. What are two significant accomplishments this committee has made during your term?

1) Conducting our business in a professional manner

2) A consistent approach to

10. What do you hope to accomplish by being reappointed for another term?

I would like to continue building on the experience I've gained over the past three years. John Alden's deep history with the Board has been an invaluable resource, and I believe that consecutive terms contribute greatly to the quality of the Board's discussions and decisions.

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

No.

New Committee Members

12. Why are you interested in joining this position/committee?

13. What about your education, experiences, and background will help you be a contributing member to this position/committee?

14. What do you hope to accomplish during your term on this position/committee?

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

Memo

To: City Council

From: Brad Luck, Recreation & Parks Director

Meeting Date: June 25, 2025

Agenda Item: Department Head Conversation

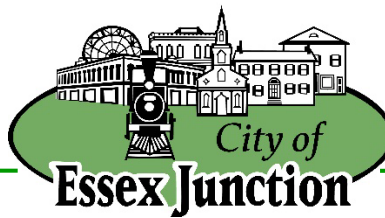
This is intended to be an opportunity for the Council to engage with the Department Head and to have a conversation that is not driven by a business item or budget need, but an honest look into their operations, staff, and services. The Department Head will begin with a few highlights from each of the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

- Coaches Grant to train 250 youth coaches & EJRP staff through Positive Coaching Alliance
- Land & Water Conservation Fund Grant ~\$500K for Cascade Park redevelopment
- Preschool arts grant (\$6K) – Mindful Mosaics project with Tina Logan
- Rec Advisory Committee launched in April
- Staff training with 140 summer staff
- Hired Grounds & Facilities Technician – Alex Vinci
- Restructured Licensed Childcare leadership team
- Programs: Spring Running Series, 8th Grade DC Trip, Vacation Camps
- Events: Egg Hunt, Pride Fest, Memorial Day Parade
- Seniors: Bingo, Cribbage, Duplicate Bridge, Mah Jongg, Walking Club, Hiking Club, art classes, fitness classes, luncheons, Ukulele performance, Elvis impersonator, birdwatching class, cooking class
- Maple Street Park visitors year to date: 94,729
- Exploration of future gym facility

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

- Licensed Childcare changes – Summit Street School & Essex Elementary K's
- Now hiring: Licensed Childcare Assistant Director – Staff & Programs, Behavior Support Coordinator, Site Co-Coordinator - Fleming
- Soon to be hiring: Program Director, Preschool Director
- New software: Kaizen
- Projects: Maple Street Park skatepark & basketball court resurfaced
- Programs: Maple Street Pool, Summer Day Camps, Summer Specialty Camps, Community Gardens
- Events: July 4th, Entertainment at the Park, Pool Dog Day
- Continued gym exploration



MEMORANDUM

To: City Council

From: Christopher Yuen, Community Development Director

Meeting Date: June 25, 2025

Subject: Amendments to Municipal Code Chapter 9: Enforcement and Chapter 18: Ordinance regulating control of litter, refuse, garbage, junk, junk motor vehicles, trash and solid waste.

Issue: Ordinance 9 and 18 are in need of some updates to allow for better enforcement procedures.

Discussion:

Amendments to Municipal Code Chapter 9 and 18

The Community Development Department often responds to complaints regarding nuisances and quality-of-life issues, such as the excessive outdoor storage of junk on private property, particularly in conspicuous locations. Some of these issues are regulated under the Land Development Code (Zoning Bylaw) but others are regulated under Municipal Code (Ordinance).

The Community Development Department has prepared substantive updates to Municipal Code Chapter 9 and 18. The main purpose of the amendments is to clearly designate additional chapters of the Municipal Code as Civil Ordinances (24 V.S.A. 1974a) instead of Criminal Ordinances (24 V.S.A. § 1974). While higher penalties are available for the enforcement of criminal ordinances, the enforcement of civil ordinances tends to be simpler and less resource intensive. Unlike criminal ordinances, the enforcement of a civil ordinance does not necessarily require the involvement of a police officer or the City Attorney. Civil Ordinances can be enforced through tickets (municipal complaints) with a penalty of up to \$800 per day that a violation continues per state statute.

The amendments are also intended to:

- Address inconsistencies in the prescribed penalty amounts between Chapter 9 and Chapter 18,
- Authorize the Zoning Administrator and their designees as municipal officials authorized to issue tickets (municipal complaints) for civil ordinance violations,
- Clarify the definition of "construction waste" and "junk",
- Extend the responsibility of maintaining a litter-free property to occupants and lessees, and
- Incorporate some technical changes recommended by the City Attorney.

Section 1810 references appeals to an Ordinance Appeals Board, which to date, has not yet been established by the City Council. The City Attorney suggests that it would be cleanest to establish this board going forward, but also notes that if the City Council does not plan on establishing this board, Section 1810 can be modified to reference appeals directly to the City Council instead.

Ordinance Amendment Procedures

A public hearing is required by City Charter before the ordinance can be approved. After the public hearing, the City Council may choose to:

- Approve the amendments to the Municipal code by majority of the total membership of the Council, or
- Further amend the ordinance. If the Council amends the ordinance further, another public hearing must be held at which the amended ordinance will be further considered. The Council may finally pass the amended ordinance or amend it again, subject to the same procedures (City Charter Section 502).

The Ordinance becomes effective upon passage (City Charter Section 503).

After approval of the amendment to Municipal Code Chapters 9 and 18, a notice of the amendments to the Essex Junction Municipal Code will be placed in the Seven Days newspaper and appear in the minutes.

Title 24 V.S.A. § 1973 grants citizens the right to petition for a vote at a special or Annual Meeting to disapprove ordinance amendments adopted by the City Council. To exercise this right, citizens must present to the City Council or the City Clerk a petition for a vote on the question of disapproving the amendments signed by not less than five percent (5%) of the City's qualified voters. The petition must be presented within forty-four (44) days following the date of the adoption of the amendments.

Cost: None

Recommendation

It is recommended that the Council review the draft amendments to Municipal Code Chapters 9 and 18, and either:

- Direct staff to make further edits to the draft ordinances; and/or
- Set a public hearing for July 23rd, 2025.

Recommended Motion

Should the Council decide to move forward with a public hearing, here is a recommended motion:

"I move that the City Council warn a public hearing on July 23rd, 2025 at 6:30pm to receive comment on changes to Essex Junction Municipal Ordinance Chapter 9 and Chapter 18 as presented, and with any edits as discussed."

Attachments:

- Draft of Chapter 9: Enforcement
- Draft of Chapter 18: Ordinance regulating control of litter, refuse, garbage, junk, junk motor vehicles, trash and solid waste
- Existing Trustees Policy Regarding the Ordinance Appeals Board

VILLAGECITY OF ESSEX JUNCTION, VT**MUNICIPAL CODE****CHAPTER 9
ENFORCMENT****SECTION 901:**

The following Chapters of this Municipal Code shall constitute civil ordinances within the meaning of 24 V.S.A. Chapter 59:

Chapter 2 - General Regulation of Public Streets

Chapter 3 - General Regulation of Public Parks

Chapter 4 - Regulation of the Use of Firearms and Bows and Arrows

Chapter 5 - Regulation of Dogs

Chapter 6 – Public Nuisance

Chapter 11 - Regulations of Waste Disposal

Chapter 12 - Regulations of Placement of Newsracks in the Public Right-of-Way

Chapter 16 - Ordinance Prohibiting Placing Substances in Public Fountains

Chapter 17 - Ordinance Regulating Keeping of Domesticated Chickens in Backyards

Chapter 18 – Ordinance Regulating Control of Litter, Refuse, Garbage, Junk, Junk Motor Vehicles, Trash and Solid Waste

SECTION 902:

Any person who violates a provision of any Chapter of this Municipal Code that is designated a civil ordinance pursuant to Section 901 above shall be subject to a civil penalty of up to \$800 per day for each day that such violation continues. Police Officers of the Town of Essex and the City's Zoning Administrator or their designee shall be authorized to act as Issuing Municipal Officials to issue and pursue before the Judicial Bureau a municipal complaint.

SECTION 903:

An Issuing Municipal Official is authorized to recover a waiver fee, in lieu of a civil penalty, in the following amount, for any person who declines to contest a municipal complaint and pays the waiver fee:

First offense - \$ **25** Third offense - \$ **100**

Second offense - \$ **50** Fourth - and subsequent offenses \$ ~~200~~ 250

Offenses shall be counted on a calendar year basis.

SECTION 904:

Unless an ordinance ~~has contains more specified~~ different violation offense levels or penalty amounts, an Issuing Municipal Official is authorized to recover civil penalties in the following amounts for each violation:

First offense - \$50 Third offense - \$200

Second offense - \$100 Fourth offense - and subsequent offenses ~~\$400~~500

Offenses shall be counted on a calendar year basis.

SECTION 905:

In addition to the enforcement procedures available before the Judicial Bureau, the Municipal Manager is authorized to commence a civil action to obtain injunctive and other appropriate relief, or to pursue any other remedy authorized by law. If the City is required to seek enforcement of any civil ordinance in Section 901 or otherwise, the City shall be entitled to seek attorney fees in addition to civil penalties.

Fee changes effective 10/10/97,

-amended 5/14/18; 12/14/22; [add date here]

VILLAGECITY OF ESSEX JUNCTION**MUNICIPAL CODE****CHAPTER 18****ORDINANCE REGULATING CONTROL OF LITTER, REFUSE, GARBAGE, JUNK,
JUNK MOTOR VEHICLES, TRASH AND SOLID WASTE**

PURPOSE: This Ordinance mandates that all litter, refuse, garbage, junk, junk motor vehicles, solid waste, or trash be disposed of in either private or public receptacles and puts the responsibility on property owners, occupants and lessees to maintain their premises in a litter, ~~refuse,~~ ~~garbage,~~ ~~junk,~~ ~~trash,~~ and ~~waste-free~~ manner.

SECTION 1801: DEFINITIONS

- a.) The following words and terms, when used in this Ordinance, shall, for the purpose of this Ordinance, have the following meanings ascribed to them:
 1. Abatement cost means the ~~VillageCity~~'s cost for labor, equipment, and supplies for, or the contract price of, and any charges to, the ~~VillageCity~~, with respect to the removal and disposal of litter, garbage, rubbish, or refuse from a property.
 2. Construction site means ~~any residential, commercial, industrial or other area, lot or site~~property at which construction or demolition of any type is conducted, including roads and traveled ways, at buildings, and at all other places actively being constructed, demolished, renovated, or repaired.
 3. Construction waste means ~~refuse, junk or salvage material~~ solid waste that is produced or generated during construction, demolition, remodeling, or repair of pavements, houses, commercial buildings, and other structures. Construction wastes include, but are not limited to lumber, wire, sheetrock, ~~broken~~ bricks, shingles, glass, pipes, concrete, paving materials, ~~and metal, and plastics~~ or packaging for any construction material ~~if the metal or plastics are a part of the materials of are used, leftovers, surplus or remnants of construction or demolition or empty containers for such materials.~~ Paints, coatings, solvents, asbestos, any liquid, compressed gases or semi-liquids and garbage are not construction wastes.
 4. Discard means to abandon, dispose of, accumulate, store or treat before or instead of being abandoned ~~or,~~ disposed of.
 5. Discarded material means a material that is abandoned, disposed of, accumulated, stored or treated before or instead of being abandoned ~~or,~~ disposed of.
 6. Dispose means to discharge, deposit, inject, dump, spill, leak or placement ~~of~~ any solid waste into or on any land or water so that such ~~solid~~ waste or any constituent ~~of it~~ thereof may enter the environment or be emitted into the air or discharged into any waters.
 7. Garbage means readily putrescible discarded materials composed of animal, vegetable, or other organic matter.
 8. Junk means ~~items that are old or~~ discarded, ~~dismantled, wrecked, scrapped, unregistered, ruined, unfixable, inoperable or unusable for their intended purpose, including but not limited to: scrap~~ copper, brass, iron, steel, ~~or other metals, or materials including but not limited to~~ tires, household appliances, furniture, rope, rags, batteries, glass, rubber ~~debris~~, waste, trash, construction ~~debris~~ waste, ~~plumbing~~ fixtures, ~~or any discarded, dismantled, wrecked,~~

~~scrapped, or ruined~~ motor vehicles or parts thereof, ~~trailers, campers, boats, equipment or machinery~~. ~~Any of the above items used in a bona fide agricultural operation are excluded from this definition.~~ This ordinance shall not apply to equipment or machinery on a farm within the Planned Agriculture (PA) Zoning District that has received a farm designation from the State of Vermont Agency of Agriculture Food and Markets where such machinery is temporarily inoperable and the farm has the intention to repair or make the equipment or machine operable within a reasonable time period.

9. Junk motor vehicle means a discarded, dismantled, inoperable, wrecked, scrapped or ruined motor vehicle or parts thereof, an unregistered motor home not connected to water and/or sewer, or a vehicle other than an on-premise utility vehicle ~~which-that~~ is allowed to remain unregistered for a period of more than 90 days ~~from the date of discovery~~.
10. Litter means any garbage, waste or man-made materials that, if thrown, discarded, or disposed of as prohibited by this ordinance, or that may create a danger to public health, safety, or welfare or degrades the environment of the ~~Village~~City. ~~Litter shall include, but is not limited to, any garbage, trash, refuse, rubbish, newspaper, magazine, glass, metal, plastic or paper container, construction waste, or any discarded object likely to injure any person, create a traffic hazard, or degrade the environment.~~
11. Motor vehicle means any vehicle propelled or drawn by power other than muscular power, including trailers. ~~Functional vehicles and equipment used for agricultural and construction operations. Farm vehicles and equipment are excluded from this definition.~~ ~~are excluded from this definition.~~
12. Person means any individual, corporation, association, firm, receiver, guardian, trustee, executor, administrator, fiduciary, representative, or group of individuals or entities of any kind.
13. Receptacle means a container that is specifically designed, constructed, and placed for use as a depository for litter or solid waste.
14. Refuse means all solid waste products having the character of solids rather than liquids and that are composed wholly or partially of materials such as garbage, trash, rubbish, litter, residues from clean-up of spills or contamination, or other discarded materials.
15. Rubbish means combustible or slowly putrescible discarded materials, which include but are not limited to trees, wood, leaves, trimmings from shrubs or trees, printed matter, ~~plastic~~ and paper products, grass, rags, and other combustible or slowly putrescible materials not included under the term garbage.
16. Solid waste or waste means any material meeting the definition of solid waste per the State of Vermont Solid Waste Management Rules, including garbage, junk, refuse, rubbish, trash, or other discarded material, ~~which include but are not limited to tires, furniture, clothes,~~ but does not include solid or dissolved materials human waste in domestic sewage, solid or dissolved organic materials in irrigation return flows, industrial discharges, or special nuclear or by-product materials.
17. Trash means ~~combustible and noncombustible~~ discarded refuse, rubbish and waste materials ~~and is used interchangeably with the term rubbish.~~
18. Traveled way means that portion of a public highway designed for the movement of a motor vehicle and the area immediately ~~a~~ adjacent and contiguous to the traveled portion of the roadway. ~~motor vehicle, including~~, shoulders, and roadside parking, rest, observation areas, and other areas.

SECTION 1802. ADMINISTRATION AND ENFORCEMENT.

The ~~VillageCity~~ Manager or ~~Agent-municipal officer~~ shall be responsible for the administration of this Ordinance and

shall have the authority to enforce compliance through the use of civil and criminal penalties as authorized by this Ordinance. Further, any law enforcement officer, fire marshal, or any assistant fire inspector is authorized and shall have the authority to enforce all sections of this Ordinance.

SECTION 1803. DUTY OF OWNERS AND OCCUPANTS.

- a.) General Requirement. It shall be the responsibility of each owner, agent, occupant, or lessee to keep his or her property free of litter, refuse, garbage, junk, junk motor vehicles (subject to Section 703 of the City of Essex Junction Land Development Code ("LDC"), as amended), solid waste, ~~and~~ trash and construction waste. The owner, ~~agent~~, occupant, or lessee of any property shall be responsible for removing litter, refuse, garbage, junk, junk motor vehicles, solid waste, ~~or~~ trash and construction waste from accumulating on their said property.
- b.) Litter Prohibited. No owner, agent, occupant, or lessee of any property shall allow the storage or accumulation of litter, refuse, garbage, junk, waste, or trash and construction waste on the exterior of said property outside of a receptacle that is covered, secured, and maintained so as to prevent blowing, spilling, scattering, or leaking of the litter, refuse, garbage, junk, waste, or trash contained therein, except that this requirement shall not apply to an area designated and approved by the ~~VillageCity~~ as a permitted disposal site and also shall not apply to a backyard composter that is properly contained and maintained such that it does not cause a public health risk or support vermin.
- c.) Litter Prevention and Control in Adjacent and Surrounding Areas. It shall be the responsibility of each proprietor and each operator of any business, industry, or institution to keep the adjacent and surrounding areas free of litter, refuse, garbage, junk, junk motor vehicles, solid waste, or trash. These areas include, but are not limited to public and private sidewalks, roads, and alleys; traveled ways; grounds; parking lots; loading and unloading areas; and all vacant lots that are owned or leased by such establishment or institution. Removal of any litter, refuse, garbage, junk, junk motor vehicles, solid waste, or trash shall be performed in accordance with this Ordinance.
- d.) Sidewalks. Each owner, agent, occupant, or lessee whose property faces on the sidewalks in the ~~VillageCity~~ or the strips between the streets and sidewalks shall be responsible for keeping such sidewalks and strips free of litter, refuse, garbage, junk, junk motor vehicles, solid waste, or trash. Removal of any litter, refuse, garbage, junk, junk motor vehicles, solid waste, or trash shall be performed in accordance with this Ordinance.

SECTION 1804. CONSTRUCTION SITES.

- a.) Litter Prohibited. It shall be unlawful for any owner or agent of a construction site, or any contractor on a construction site, to cause, permit, or allow the presence of litter, refuse, garbage, junk, waste, or trash on such site outside of a proper receptacle or to cause, permit, or allow litter, refuse, garbage, junk, solid waste, or trash to be spilled, discharged, or blown by wind or water, except for the wind and water from hurricanes, tornadoes, and floods. It shall be the responsibility of the owner or agent of the property and each contractor performing work on the site to keep the property free of litter, refuse, garbage, junk, junk

motor vehicles, solid waste, or trash.

- b.) Receptacles Required. The owner, agent, or contractor in charge of a construction site shall furnish on such site receptacles sufficient to contain worker's litter and receptacles sufficient to contain all construction waste. All receptacles shall be conveniently available and maintained and secured or covered so as to prevent litter, refuse, garbage, junk, trash and waste from being spilled, discharged, or blown by wind or water, except for the wind and water from hurricanes, tornadoes, and floods. The number and capacity of receptacles should be determined by the primary contractor, but no less than one (1) receptacle for worker's litter, refuse, garbage, junk, trash and waste and no less than one (1) receptacle for construction waste shall be placed at each construction site. Receptacles required under this subsection shall be not less than ten (10) gallons capacity. All receptacles shall be emptied as necessary, but not less frequently than weekly, except that receptacles used exclusively to contain construction waste shall be serviced with sufficient frequency to prevent spillage.

SECTION 1805. NOTICE OF VIOLATION; SUMMONS OR WARRANT.

- a.) Notice of Violation. The ~~VillageCity~~ may commence enforcement of any provision of this chapter by notifying in writing the owner, lessee, occupant, owner's designated agent or person in responsible charge or ~~in~~ possession of a property or premises, of the existence of an unlawful condition on such property or premises. ~~Such written notice shall be sent to the owner, lessee, occupant, or responsible person in charge or in possession of a property by first class certified mail, return receipt requested, or may be served by the Police Department, to to~~ the last known address of the owner ~~as indicated in the Town of Essex current real estate tax assessment records~~ or to the owner's registered agent, the lessee or occupant of the property. Such notice shall contain a description of the nature of the violation; any corrective action needed to be taken by such person to come into compliance with this Ordinance; and the time frame within which such corrective action shall be completed. Action may not be brought without at least 7 days' Notice. The amount of time allowed to abate, correct, or eliminate the unlawful condition shall not exceed ten (10) days.
- b.) Abatement Required. Every owner, lessee, occupant, or person in responsible charge or in possession of a property or premises shall, upon written notice of an unlawful condition, abate, correct, and eliminate such condition within the timeframe required by such notice.
- c.) Any penalty assessed will be according to Section 1808.

SECTION 1806. REMOVAL OF LITTER , REFUSE, GARBAGE, JUNK, JUNK MOTOR VEHICLES, TRASH OR WASTE BY ~~VILLAGECITY~~.

- a.) Abatement Required. After expiration of the cure period contained in receipt of a written notice of violation, the City may enforce this Ordinance against it shall be unlawful for the owner, lessee, or occupant, ~~or person in responsible charge or in possession~~ of a property or premises on which the unlawful condition exists ~~to fail to abate, correct, or eliminate such condition within the timeframe as such written notice requires.~~ Each day that the unlawful condition exists after the cure period has expired shall constitute a separate violation or offense and the owner, lessee or occupant is not entitled to a separate notice for any continuing violation beyond the cure period.
- b.) Removal by ~~VillageCity~~. Twentyen (2+0) days after due notice is given to any owner, agent, occupant, operator, contractor in charge, or lessee of any property, ~~business, industry,~~

~~institution, or construction site~~ to remove litter-, refuse, garbage, junk, junk motor vehicles, trash or waste from the premises, the ~~VillageCity is authorized to clean up such property, by use of VillageCity employees or by employing an agent of the VillageCity, and may petition the court for emergency injunctive relief to enforce this ordinance against the bill such~~ owner or agent for the abatement costs thereof and may seek costs of removal, attorney fees and other associated costs. ~~If the bill has not been paid within thirty (30) days, execution may be issued by the VillageCity against the property for the abatement cost, and such execution shall constitute a lien on the property, on parity with liens for unpaid taxes, until the claim has been satisfied.~~ Execution of the notice to remove litter, refuse, garbage, junk, junk motor vehicle, trash or waste shall be in writing and shall be in the form of a first class, certified letter, return receipt requested. Nothing in this section shall be deemed to bar the prosecution of any person for violation of this Ordinance.

SECTION 1807. EQUITABLE REMEDIES.

In addition to the penalty provided in the Ordinance, the ~~VillageCity~~ Manager or municipal officer may initiate an injunction, mandamus, abatement, or any other appropriate action to prevent, enjoin, abate, or remove a violation of any of the provisions of this Ordinance.

SECTION 1808. PENALTY.

Except where otherwise noted, a violation of any provision of this Ordinance shall be punishable ~~by a fine of up to \$500 per day until the unlawful condition is abated, corrected or removed, as specified in Chapter 9 of the Municipal Code.~~

SECTION 1809. SEVERABILITY.

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

SECTION 1810. APPEAL OF NOTICE OF VIOLATION PENALTY

An owner, lessee, agent or occupant ~~person~~ aggrieved by Notice of violation of this Ordinance may ~~a revocation, suspension or penalty pursuant to this Ordinance may~~ file a notice of appeal within 15 days of service of the Notice to the ~~as outlined in the Trustees' Policy regarding the~~ Ordinance Appeals Board per the City's Policy Regarding the Ordinance Appeals Board.

New Chapter 18 adopted 1/10/12

Amended [add date here]

VILLAGE OF ESSEX JUNCTION TRUSTEES= POLICY REGARDING THE ORDINANCE APPEALS BOARD

SECTION 1. PURPOSE

The Ordinance Appeals Board is created to hear appeals from specific ordinances that the Trustees designate. It is to give a person aggrieved by a revocation, suspension or penalty pursuant to the designated ordinances an opportunity to present appeals of administrative rulings.

SECTION 2. APPOINTMENT AND TERMS

The Trustees shall appoint the Ordinance Appeals Board as of July 1 of each year. The membership shall include: one Village Trustee, one Planning Commission member, one Zoning Board of Adjustment member, and two at-large Village residents.

The terms shall be for three years with rotating terms (2 for 3 years, 2 for 2 years and 1 for 1 year initially) and shall expire on June 30th.

SECTION 3. MEETINGS

There shall be an organizational meeting in July of each year to elect a Chairperson, Vice Chairperson, and Clerk. The Chairperson shall call meetings on an as-needed basis.

The meetings will be guided by Roberts Rules of Order and applicable state law.

SECTION 4. APPEAL PROCESS AND PROCEDURE

A person aggrieved by a revocation, suspension or penalty pursuant to the ordinances may appeal within fifteen (15) days of service of an Administrative Order or Ruling. The notice of appeal shall be submitted in writing, filed with the Village Manager, and shall set forth a statement of the basis of the appeal. In order to be accepted, a notice of appeal must include the appeal fee as listed on the Village of Essex Junction Fee Schedule (Appeal of administrative determination).

Upon receipt of notice of appeal, the Village Manager shall notify any interested parties of the appeal.

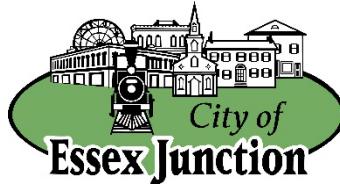
Within thirty (30) days of service of the notice of appeal, the Board shall hold a hearing on the appeal.

The Ordinance Appeals Board shall issue a written decision within fifteen (15) days of the close of the hearing. The decision may reverse or sustain the Administrative Order or Ruling and may contain such additional requirements as the Board deems necessary and appropriate to implement the purpose of the ordinance.

SECTION 5. RULINGS

The Ordinance Appeals Board will gather information on an appeal at the hearing or by having site visits. The Board may have public deliberative sessions and site visits prior to making their ruling. Their rulings shall be the final statement of the Village of Essex Junction on the appealed issue.

Adopted by the Village Board of Trustees on January 10, 2012.



Memo

To: Essex Junction City Council
From: Ashley Snellenberger, Communications & Strategic Initiatives Director
Meeting Date: June 25, 2025
Agenda Item: City Council Retreat Summary and Engagement Next Steps

Issue: On June 4, 2025, the City Council held a retreat to establish priorities for FY27 and discuss community building.

Discussion:

Council Retreat Summary

During the first session, Council members discussed their roles in promoting a strategic vision and community building. Key priorities that emerged from the discussion included

- emphasizing the need for community engagement,
- fostering public participation,
- preserving the "Village" feel,
- pursuing smart growth initiatives along Pearl Street, and
- enhancing cooperation between the City and the Champlain Valley Expo (CVE).

The second part of the day brought together the Council and Department Heads, where participants reviewed progress on the current strategic plan and outlined action items for the upcoming fiscal year. Here, in priority order, are the top ideas/projects determined through the voting process:

1. Public Works Building
2. City and CVE Opportunities
3. Council Engagement Plan – tied for #3
3. Farmer's market or Food Truck, etc. – tied for #3
4. Explore the need for new committees (i.e. economic development, housing, neighborhood assemblies, DEI, community engagement)
5. Municipal Gym
6. Improve the experience going through Five Corners
7. Preserve Green Space with future development

It is also important to keep in mind the full list of items that were brainstormed during the Retreat. All the items will be added to the full Project List (if they aren't there already). The attached document titled "Ideas by Pillar from 2025 Retreat with Vote Counts" captures all the items. Note the highest priority

items in green highlight; as well as the additional items with a majority of City Council member votes in yellow highlight. While all items will be added, staff will think about both the top priorities (in green), and those items with a majority Council vote (in yellow) in development of the upcoming FY26/27 Department Work Plans. City staff will incorporate the priorities into their Department Work Plans, which will be presented to the Council alongside the FY27 budget.

There were also discussions about ongoing issues like housing, and while it may appear housing is not present here in these priorities there are other workplan items addressing the topic (Connect the Junction, study infiltration and inflow into the wastewater collection system, etc.). Also, the Planning Commission will be working on the Comprehensive Plan in FY26 where it may be a useful strategy to stand up working committees for topics like housing, economic development, energy, etc. In doing so, it will help support priority #4: "Explore the need for new committees."

This agenda item is intended to debrief from the Retreat, and to provide the Council with an opportunity to share any reflections or additional thoughts before the City Manager sets the Workplan instructions for the Department Heads.

Council Engagement Plan Framework

During the morning of the Retreat, the Council members also explored strategies to improve community engagement, where three goals emerged:

1. residents being aware of who the City Council members are and feel the Council is approachable,
2. residents having multiple ways to interact with the Council, and
3. improving the structure of the City Council meetings.

Sue McCormack, the facilitator for the Retreat, provided a framework for the beginnings of a Council Engagement Plan based on the retreat discussion. The Communications Director and City Manager fleshed this out a bit more. Ultimately, the idea is for the Council, with assistance from the City Manager and Communications Director, to develop this into more of a Plan. For now, this is a working document.

Staff have already begun moving on some of the ideas discussed. Attached you will find an Event Calendar with upcoming events that the Council could attend or have a presence at. The Communications Director will continue to add activities to this Event Calendar and will send out an email to the Council for the Councilors to sign up for events. We also now have Councilor name tags for your use.

This agenda item is intended for discussion on the initial Council Engagement Plan Framework. While Staff are here to support these efforts, this is the Council's Plan to edit and run with. Please come prepared with any and all comments, questions, edits on the attached documents: DRAFT Council Engagement Plan Framework and the Event Calendar FY26.

Cost: None

Recommendation: See feedback questions above.

Attachments:

Ideas by Pillar from 2025 Retreat with Vote Counts
DRAFT City Council Engagement Plan Framework
Event Calendar FY26

Ideas per Pillar from 2025 Retreat with Vote Counts

Pillar 1 - Housing & Community Design	Pillar 2 - Public Service and Facilities	Pillar 3 - Economic & Business Development	Pillar 4 - Transportation & Connectivity	Pillar 5 - Environmental Stewardship	Pillar 6 - Community Engagement & Decision Making
Infrastructure in place to support continued growth (2 CC, 2 Staff)	Public Works Building (2 CC, 12 Staff) – <i>final vote exercise ranked this as #1</i>	City and CVE Opportunities/ Conversation (i.e. money for each ticket sold) (4 CC, 7 Staff) – <i>final vote exercise ranked this as #2</i>	Five Corners lights work better (2 CC, 5 Staff) - <i>final vote exercise ranked this as #6</i>	Preserve green space infrastructure developments as a requirement (2 CC, 6 Staff) - <i>final vote exercise ranked this as #7</i>	Council Engagement Plan (6 CC, 4 Staff) – <i>final vote exercise ranked this as #3 (tie)</i>
building height conversation (1 CC)	Construct Municipal Gym Facility (1 CC, 12 Staff) - <i>final vote exercise ranked this as #5</i>	More services in neighborhoods (1 Staff)	Help to stabilize schedule & routes for public bussing (1 CC, 4 Staff)	prepare for global warming (more solar, green stormwater infrastructure) (1 CC, 1 Staff)	Explore need for new committees (i.e. economic development, housing, neighborhood assemblies, DEI, community engagement) (5 CC, 6 Staff) - <i>final vote exercise ranked this as #4</i>
housing trust fund (1 CC, 1 Staff)	Participatory budgeting (3 Staff)	public parking (1 CC, 4 Staff)	start creating bike/walk infrastructure (2 CC, 3 Staff)		Farmers Market (3 CC, 5 Staff) - <i>final vote exercise ranked this as #3 (tie)</i>
implement Connect the Junction (1 CC, 5 Staff)	parking management and enforcement (1CC, 4 Staff)	review rental registry (1 CC)	consider additional traffic enforcement (3 CC)		communicate election info reimagined (3 Staff)
housing committee (2 CC)	pre-contract negotiating meeting (5 Staff)	expand downtown area (1 CC, 1 Staff)	engage in public parking discussion (0)		engage students and younger community (2 CC, 4 Staff)
	develop data portal (1 CC, 2 Staff)	Brownfield research (post Global, gas station, etc.) (0)	redesign 5 corners to 4 (1 CC, 4 Staff)		sub-committees for comprehensive plan (3 staff)
	sustainable certification (1 Staff)	business roundtables (1 CC, 2 Staff)	expand use of and plan for more shared use paths (2 Staff)		block party (1 CC, 3 Staff)

Ideas per Pillar from 2025 Retreat with Vote Counts

	social media policy (1 CC)	memorial fountain & park repairs (2 CC, 2 Staff)	continued improvement on sidewalks (thank you LOT fund) (1 CC, 3 Staff)		
	buildings management (3 Staff)	economic development fund renewal (1CC, 1 Staff)	bike and pedestrian plan update (1 CC, 2 Staff)		
	AI policy (3 Staff)	economic development/downtown committee/capacity (4 CC, 2 Staff)	health services (1 CC, 2 Staff)		
	Hiawatha Drive access to school (3 Council)	analysis of future TIF/CHIP (3 CC, 3 Staff)	high school/Main street intersection improvements (0)		
	Pearl Street Park parking (0)	analysis of future bonding capacity (1 CC, 4 Staff)	Pearl St road diet implementation (1 CC, 4 Staff)		
	Stevens Park options (AKA masterplan) (2 CC, 3 Staff)	public murals (1 CC, 2 Staff)	Pearl St pedestrian crossing implementation (1 CC, 3 Staff)		
	5-10-25 year plan for Tree Farm (1 CC, 2 Staff)	greater beautification activities (2 Staff)	Railroad quiet zones (1 CC, 2 Staff)		
	Emergency Management Plan (3 Staff)	clearer vision of 5 corners & work with developers and business owners to accomplish (2 CC, 2 Staff)			
	build a new fire station (1 CC, 3 Staff)				
	speed & traffic calming (3 CC, 2 Staff)				
	ADA compliant front door @ Brownell (2 CC, 2 Staff)				

Ideas per Pillar from 2025 Retreat with Vote Counts

	complete pocket park (1 CC)				
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DRAFT City Council Engagement Plan Framework

Sue McCormick provided a framework (see the table below) based on notes from the engagement discussion with the City Council at the Retreat on June 4, 2025. The Communications Director and City Manager edited this slightly; and the purpose section was added to capture the context of the conversation and intent of this Framework. The established policies section is added for reference. While, ultimately, the idea is to develop this into more of a complete Plan, for now this is a working document and Staff have moved on some of the ideas/suggestions already.

Purpose:

During the morning session of the retreat, Council members discussed their roles in promoting a strategic vision and community building. Two of the five key priorities that emerged from the discussion included

- emphasizing the need for community engagement
- fostering public participation

The purpose of this Plan is to establish the methods by which the Council can carry out these priorities.

For context setting these are the reasons the Council stated why community engagement is important now:

- to ensure community buy-in
- to establish trust
- dispel misinformation
- still a new City and want input in setting direction
- be transparent
- inclusive spaces where the community feels safe
- be in community to establish relationships

In discussing successful community engagement stories from our community, a few important caveats were shared:

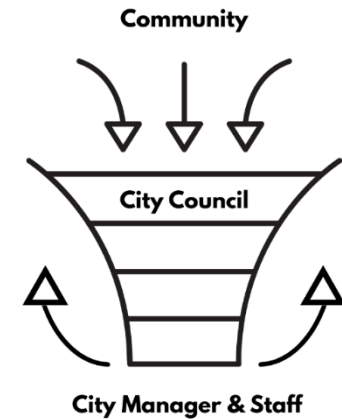
- Important to ensure you have the capacity to follow up in order to build trust
- Thick and Thin engagement – Thin engagement is relatively light (for example: 1 question survey, coffee shop chats, trivia nights) and it invites community members to feel connected and that their voice is important. Thin engagement helps build community and increases the chances that folks who engaged in those opportunities are more likely to engage in Thick Engagement opportunities (for example: discussions around building height).
- Successful efforts (for example All Aboard for Essex Junction; Heart & Soul; Voices for Education; Essex Pride) have come from the community, created energy and leaders. *They have been supported by the Village/City but have not come from the government body.*
- Ongoing civic infrastructure is important to support these community led efforts because they come and go, and volunteers come and go. [Note from the City Manager – need to have a better handle on what this looks like and what this means when we already have full plates.]

Established Policies:

As a reference point and to understand the parameters of roles, the following are a good starting place:

1. [City of Essex Junction Communication Policy](#) – This policy establishes direction and roles on providing information to public. An excerpt is copied here for easy reference: “Councilors uncertain of the accuracy of technical or factual information are encouraged to work with staff through the Manager’s office to obtain factual and complete information. Formal positions of the City Council, or calls or questions seeking the official opinion of the City Council, should be referred to the City Council President unless another Councilor has been designated by the body or to the City Manager. If a resident communicates with the entire City Council, the Council President should respond on behalf of the Council.”
2. [City Council Rules of Procedure for Meetings](#) – This procedure establishes rules for City Council meetings. The purpose of City Council meetings is to conduct the business of the public body efficiently and effectively, while still allowing a reasonable opportunity for public comment. There are also [rules established for the public to participate](#) in the Council Meetings.

During the retreat, Councilor Haney made an analogy comparing their engagement to a funnel and a loud speaker. As a funnel the Council receives questions or feedback from the community, gains general perceptions and is an initial conduit. Any operational questions or concerns should be sent to the City Manager for a response. As a loud speaker the Council shares information with the community.



Engagement Goals and Potential Strategies:

Engagement Goals	Roles (City Staff)	Roles (City Council)	Potential Engagement Strategies
1. Residents are aware of who the Council members are and feel the Council is approachable.	<p>General outreach and organizing help when City Council members are going to be at events</p> <p>Create an overall plan for engagement for the year ahead (i.e. calendar) – <i>started and included in the June 25, 2025 Council packet</i></p>	<p>Being available to community members in informal ways</p> <p>Uplift and attend community events (with commitments in advance)</p>	<p>Essex Reporter “Get to Know Your Council” piece: will be interviewing all city council members - lets think about some of the questions that could help the community feel like they know us.</p> <p>Hold City Council meeting at EHS or alternative locations</p> <p>Picnic table on front yard of Lincoln Hall during community events and be available</p>

			Attend community events, such as: -National Night Out -Fourth of July Celebration
2. Residents have multiple ways to interact with the Council. OR The Council engages with residents who have never been involved in the past.	Help get nametags - <i>done</i> Provide messaging for responses if comments are operational, or when addressing mis-information.	Address online commentary and perceptions on Facebook, FPF, at events, etc. Ask the City Manager for messaging on responses if comments are operational, or when addressing mis-information. Let people know what is happening in the city	Hear from people who have never been engaged in the past (on social media or in person) Inform residents of the multiple ways to interact with the Council Get people who comment on social media into an in-person situation
3. Improve the structure of our City Council meetings		Have clarity about communications and engagement policies, opportunities and limitations Understand implications of how we navigate the fact that in some people's views City Council members are "politicians"	Build 10 minute reflection following public to be heard Change how city council meetings are structured (open dialogue once a month for first hour of time for two way engagement with community Have time in meetings for deeper discussions about topics and a sharing of a variety of perspectives

Appendix I

A few bonus ideas from Sue re Explore Needs for New Committees priority

1. As was discussed, it makes a lot of sense to experiment with informal, timebound committees like the logo one where people can have a good and relaxed experience that could potentially lead to involvement in some of the more formal committees.
 - a. Set up as many committees as informal work groups or task forces as possible. This will create a better, easier experience for both staff and community members and give you more freedom to design something enjoyable for everyone..
2. Here are ideas for a few committees you may want to consider (building on what was discussed today)
 - a. Committee to do a network mapping activity/analysis to map out all of the formal and informal groups in the community as well as individual connectors of different groups. This can be a very valuable tool when you are trying to make sure you are being inclusive or when you are making a decision that will significantly impact a specific group. If you have a large, diverse group (ethnic, race, gender identity, age, ability status, etc.) you could get this done in one two to three hour meeting. A committee that meets only once! It would be important to consider what kinds of support you can offer community members who participate (including stipends, child care, interpretation, and food). Many of these supports would not be needed for city staff or people who work for local non-profits and formal organizations, who should also be represented in the group.
 - i. Community engagement committee could eventually grow out of this committee
 - b. Committee to develop and prioritize concepts/designs for city murals. This group could be 8 to 10 people and include local youth and adult artists. This group could probably get this done in two meetings. Meeting 1 to go to possible mural sites and share ideas. Meeting 2 to refine concepts and prioritize.. If you have a budget to pay a specific artist to do the project, it would be good to pay artists stipends for attending the meeting so they aren't giving away their ideas for free, especially if they don't end up being the ones to do the project.
 - c. Committee to support regular community gatherings (i.e. foodtrucks, farmers market, etc.). You could have a big committee come together once to share ideas about what iteration they think would work best for the community. This could be followed with a smaller committee to work on specific tasks related to these events. It would be good to consider what kind of meeting frequency, volunteer commitments feel sustainable to people. This could be a part of the initial large conversation.
 - d. Gather at the Table Dinner Committee that would meet two to three times a year. Once to set a date and location and outreach strategy, and one or two times closer to the event to carry out outreach, finalize logistic, round up volunteers.

Appendix II

Council roles¹ resource – this plan helps address the following two roles:

Figure 3.

Roles	Associated Activities
Strategic Vision	<ul style="list-style-type: none">• Strategic Planning• Determining what is important in the short term• Identifying community wants and needs• Seeing interconnections
Representative–Constituent Advocate	<ul style="list-style-type: none">• Answering calls and emails from residents• Connecting residents with the local government to help resolve issues
Trustee–Steward	<ul style="list-style-type: none">• Looking at the long-term implications of decisions• Fiduciary role
Decision-maker	<ul style="list-style-type: none">• Reading briefing materials• Participating in study sessions• Listening to residents• Voting
Community Builder	<ul style="list-style-type: none">• Being present and listening to individuals and community groups• Convening important community conversations• Celebrating accomplishments• Participating in events
Oversight	<ul style="list-style-type: none">• Conducting the manager’s performance evaluation• Reviewing the audit

¹ **Source:** Defining the Roles of Elected Officials and City/County Manager: Understanding the various roles of elected officials and how the CAO and staff can best support them. By Julia Novak, ICMA-CM, Tanisha Briley, ICMA-CM, Dr. John Nalbandian, and Jan Perkins, ICMA-CM | Dec 01, 2024 | PM Magazine - Article

City Council Engagement Opportunities July 2025-June 2026

Upcoming Events Without a Scheduled Date Yet (likely August – September)

- Connect the Junction Open House
- 2 Lincoln Opening

July

- 4: EJP Fourth of July
- 15: EJP Entertainment at Maple Street Park
- 22: EJP Entertainment at Maple Street Park
- 29: EJP Entertainment at Maple Street Park

August

- 5: National Night Out
- 5: EJP Entertainment at Maple Street Park

September

- 9: Community Forum on Opioid Use Prevention
- EJP Touch a Truck

October

- Pumpkin Palooza

November

December

- Winter Lights at Maple Street Park
- Train Hop
- Fire Department Open House

January

- Community Meal and Budget Discussion

February

- ADL Basketball Tournament

March

April

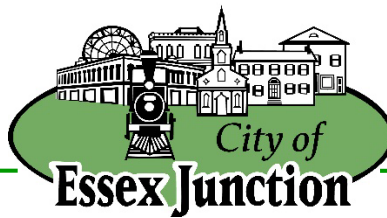
- EJP Easter Egg Hunt

May

- Green Up Day
- TAC Arbor Day Activities
- Memorial Day Parade

June

- Pride Festival
- Brownell Library Summer Reading Kickoff



MEMORANDUM

To: Essex Junction City Council

From: Regina Mahony, City Manager

Meeting Date: June 25, 2025

Subject: Discussion of FY27 Budget Direction

Issue: The City Manager and Finance Director seek Council direction on development of the FY27 budget as they prepare the FY27 budget preparation instructions for the Department Heads.

Discussion: Here are the steps associated with developing the FY27 proposed budget:

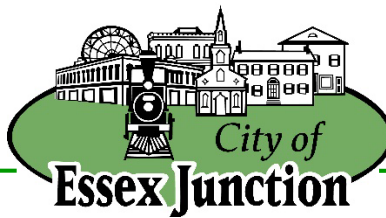
1. The Council retreat held on June 4th provided an opportunity for the Council to set policy priorities (as discussed in more detail in the agenda item above this). These priorities will provide a solid base for the Departments to establish FY27 workplans and associated budgets. The Department Heads will also fill out the metrics and report progress on the FY25 workplans for the Council to review along with the draft FY27 budget.
2. Council direction provided to Staff in June 2025 – With early direction on a range for an overall budget increase/decrease percentage, the Finance Director and City Manager can work with Departments to meet the Council's goals. Here are some points of information to help with your discussion:
 - a. The Council set a FY26 goal of 3%, and while we were able to meet that goal in the general fund it may be a difficult target for two years in a row.
 - b. Please note if a level funded budget is desired, the budget is beholden to contractual obligations. Therefore, to achieve a level funded budget, services will need to be eliminated.
 - i. The City Association contract is set for FY27 so we know these high level parameters regarding salary and benefits: merit based pay increases up to 4.25%; and the employee share of health insurance premiums is 6%. FY27 is the last year of the existing contract.
 - ii. There will be a new Police Union contract, but we don't know the budget implications of that yet.
 - c. Staff will have the benefit of two full years of actuals for comparison (FY24 & FY25). This will be an improvement over prior years when we had little budget history for comparison (at least for some Departments); and will be able to right size accordingly.
 - d. The [US Inflation Rate](#) is a helpful point of information.
3. Instructions to Department Heads will be sent in July 2025, once we have direction from this meeting.
 - a. Staff will endeavor to get preliminary enterprise budgets prepared earlier like we did last year, because we understand the challenge of not having the full picture impact of both the general fund on tax payers and the enterprise funds on utility rate payers at the same time. However, it is important to note the earlier the enterprise fund rates are presented the more preliminary and subject to change they are.

4. Budget Day: Last June we had a discussion about alternatives to a full day budget day in early December. At that time, the Council decided to stick with a full day. Staff will plan for that, unless the Council would like to reassess this. Staff will aim to provide the Manager's budget to the Council prior to Thanksgiving as we've done in past years.

Cost: N/A at this time

Recommendation:

It is recommended that the City Council provide Staff with a range for an overall direction on % increase/decrease for the FY27 budget.



MEMORANDUM

To: Essex Junction City Council

From: Regina Mahony, City Manager

Meeting Date: June 25, 2025

Subject: Executive Session to Discuss Negotiating Lease options for the Tree Farm Recreational Facility

Issue: The issue is whether the City Council will enter executive session to discuss the negotiating or securing of real estate purchase or lease options for the Tree Farm Recreational Facility.

Discussion: To have a complete and thorough discussion about this topic, it would appear that an executive session would be necessary. The negotiating or securing of real estate purchase or lease options can be a protected discussion.

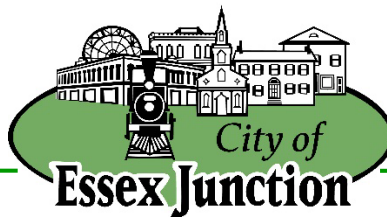
Cost: N/A at this time

Recommendation:

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

Motion #1

"I move that the City Council enter into executive session to discuss a contract, pursuant to 1 V.S.A. § 313(a)(2) to include the City Council, City Manager and Mark Brislin."



MEMORANDUM

To: City Council

From: Regina Mahony, City Manager

Meeting Date: June 25, 2025

Subject: Executive Session to Discuss the Allocation of Costs in Police Services Agreement with the Town of Essex

Issue: The issue is for the Selectboard to discuss the Police Services Agreement that the City has with the Town of Essex.

Discussion:

The Police Services Agreement between the City of Essex Junction and the Town of Essex says, "...the Parties shall meet to review this Agreement, including whether the allocation of costs on a per capita basis remains an appropriate metric, on or about the second anniversary of its effective date, and every three years thereafter."

The second anniversary of the agreement is July 1, 2025. The City Council may wish to discuss whether to continue with a per capita allocation of costs for police services.

To have a complete and thorough discussion, it would appear that an executive session may be necessary because the premature disclosure of the information may put the City Council and the City at a substantial disadvantage. Contracts can be protected discussions.

Cost: None at this time.

Recommendation:

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

Motion #1

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

Motion #2

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

Attachments:

Police Services Agreement

Police Services Agreement

THIS AGREEMENT, made this 11th day of July, 2022, by and between the Town of Essex, a Vermont municipality located in Chittenden County, ("Essex" or the "Town") and the City of Essex Junction, a Vermont municipality located in Chittenden County, ("Essex Junction" or the "City" and together the City and Town are collectively referred to herein as the "Municipalities" or the "Parties").

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

WHEREAS, the Essex Police Department ("Essex PD") has provided police services, including law enforcement, protection, community justice, dispatch, and emergency services (collectively described as "Police Services") to the Town, including the former Village of Essex Junction; and

WHEREAS, the Police Services provided by Essex PD serve the public good and fulfill an essential municipal function; and

WHEREAS, it is the mutual goal of the Municipalities that the Essex PD serve both communities and maintain their trust and support; and

WHEREAS, the Town is willing to provide the City Police Services on the terms and conditions set forth in this Agreement; and

WHEREAS, the Parties now wish to enter into this Agreement for the Town to provide Police Services of the Essex PD to the City of Essex Junction;

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

1. Term.

The Initial Term of this Agreement shall be ten (10) years. This Agreement shall be renewable for another five (5) years (Extended Term) at the conclusion of the Initial Term provided neither Party terminates the Agreement by providing the other Party with a formal Notice of Intent to Terminate the Agreement (See Section 11 herein) or the Parties enter into a new or revised agreement. This Agreement will continue to be renewable for an unlimited number of Extended Terms, until it is terminated pursuant to Section 11 herein.

2. Agreement Review.

The Parties hereby agree to review this Agreement if requested by either Party in either a joint meeting of the Selectboard and the City Council or a meeting of their representatives. In addition to any requested reviews, the Parties shall meet to review this Agreement, including whether the allocation of costs on a per capita basis remains an appropriate metric, on or about the second anniversary of its effective date, and every three years thereafter.

3. Cost and Payment.

The City shall be assessed the cost of the Police Services by calculating, on a per capita basis, its share of the direct and indirect costs and expenses for the Police Services described herein as set forth in the Town's voter approved annual budget. The City agrees to pay the Town the assessed cost for the Police Services described herein based upon the Town's approved annual budget on a quarterly basis or on such other schedule as mutually agreed upon by the Parties. The direct costs shall include, but not be limited to, the following: salaries and wages, benefits, equipment, supplies, worker's compensation insurance, property & casualty insurance, liability insurance, training, vehicles, technology, communications; as well as costs associated with operating the police facility to include, but not be limited to, heat, electricity, water and sewer, and buildings and grounds. The City shall be assessed an additional 3.5% of the direct costs to support indirect police related expenses. The intention is to support administration costs, human resources costs, Information Technology (IT) costs, finance costs and other mutually agreed upon costs related to the operations of the police department. The per capita basis shall be reassessed every ten years when new census data is released by the US Census Bureau.

In year two and every year thereafter, no later than the Town's billing for the second quarter of each fiscal year, the Town will reconcile the actual costs compared to the budgeted amount that the City was billed for, and a true up will be included in the bill for under or over payments from the previous fiscal year.

If an audit reveals a discrepancy in what was paid by the City and what actual costs should have been paid on a per capita basis, then the City shall be either credited any amount overpaid during the ensuing fiscal year, or the City shall make payment on any underpayment in the next fiscal year as part of its quarterly installments. The Town will make all reasonable efforts to stay within any approved budget.

An anticipated fee for Police Services shall be provided by the Town to the City in advance of any City budget meeting such that the City may include the costs of

these services in its budget. The Town shall provide the City a detailed Police Services budget that, shall be in such form, and contain such level of detail, as is mutually agreed upon by the Selectboard and the City Council, and at a minimum, shall include revenue and expenses for the Police Services to be provided.

Upon request and with reasonable advance notice, a Town representative familiar with the proposed budget shall appear at any City Council meeting where there will be a discussion of the budget to answer any questions. The Town shall make expenditures consistent with the Police Services budget as presented and approved. The Town will advise the City of any material changes to an approved budget. For purposes of this agreement, a material change shall be a change of more than ten percent (10%) of the approved budget.

The Municipalities recognize that a natural disaster (defined as a major, adverse, naturally occurring event such as a flood, wildfire, earthquake, hurricane or tornado) impacting the Municipalities may cause the Essex PD to exceed budgeted operating revenues. The Town agrees to apply for any possible State or Federal grant funding that may be available to cover budget overruns that arise out of a natural disaster.

4. Level of Service; Changes in Service.

In consideration of the City's payment of funds, described above, the Town shall provide the City with all of the following "Police Services": (1) 24-hour, 365-days per year police protection, response, prevention, law enforcement, investigation services, education, emergency response services (generally referring to action taken in response to an unexpected and dangerous occurrence in an attempt to mitigate its impact on people, property or the environment. Emergency situations can range from natural disasters to hazardous materials problems, transportation incidents and a wide range of manmade emergencies.), animal control, community justice, and dispatch services. Dispatch services shall include Essex Junction Public Works, and Essex Junction Fire Department.

The Town will include in the annual budget for Police Services funds for special events planned in advance of the date by which the Town provides the budget to the City. For special events that are not planned in advance and require overtime pay, the Municipality hosting such event shall be responsible for payment of those overtime costs. Special events include, but are not limited to, parades, community gatherings, holiday events, but do not include school crossings.

In the event either Party seeks to modify the agreed upon level of service, either by increasing services provided, eliminating an existing service, or if the Essex PD

seeks to expand services into another municipality, the Party requesting the change shall provide the other Party with a written description of the proposed change(s) and the rationale for the same. The Parties shall meet at a joint meeting of the Selectboard and City Council to discuss the budgetary and other consequences of any proposed change. No change in the agreed upon level of service shall occur within the fiscal year when the change is first proposed unless mutually agreed upon. In the event the Town voters fail to approve a proposed budget, and the budget failure necessitates a reduction in the budget for Police Services, there will be a concomitant reduction in the level of service. If the Town changes the level of service that benefits the Town only, the City will not be responsible for payment towards the costs of such service. Likewise, if the City desires an additional service that benefits the City only, the City will be responsible for payment for those additional services.

5. Personnel Management

All equipment and personnel necessary and proper for the performance of this Agreement shall be provided by the Town and all persons providing the Police Services shall be subject to the exclusive control, direction and supervision of the Town.

The Chief of the Essex PD ("Police Chief") shall be an employee of the Town and shall be supervised by the Town Manager. However, the Town Manager shall seek input from the City Manager in the evaluation of the Police Chief and in the hiring of any new Chief. The Town Manager shall also accept input from and cooperate with the City Manager. The Police Chief, Town Manager, and City Manager shall meet at least once every six months to discuss the status, quality and execution of Police Services by the Essex PD.

The Police Chief and City Manager shall cooperate in the creation, modification and execution of any City emergency response plans. The Chief shall have control over the execution of the emergency response plan.

6. Equity Inclusion Group.

The Town agrees to consider the recommendations of the Equity Inclusion Group. Should the Town form a Police Advisory Board ("Advisory Board") in the future, the City shall be afforded reasonable representation on the Advisory Board.

7. Insurance.

The Essex PD shall at all times be covered under the Town's general municipal liability insurance policy.

8. Compliance with Law.

The Essex PD shall at all times comply with all local, state, and federal laws, ordinances, orders and regulations in connection with its operations.

9. Necessary Actions.

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

10. Bond.

The City shall continue to make payments, in the same manner as has been historically made, with the tax rate being established based on the budgeted bond payment for the year spread across the combined grand list of the two municipalities, on the Bond for the police station issued by the Vermont Municipal Bond Bank, 2017 Series 4 Refunding Bonds, in the current approximate total outstanding amount of Six Million One Hundred Forty-Six Thousand Six Hundred Eighty-Nine Dollars (\$6,146,689.00). This obligation shall continue notwithstanding termination of this Agreement.

11. Termination.

A Notice of Intent to Terminate this Agreement must be delivered to the other Party not less than three (3) years nor more than four (4) years prior to the end of either the Initial Term or Extended Term. Should one Party notify the other that it intends to terminate this Agreement, then the Parties agree to enter into a mediation with an agreed upon mediator. The Parties shall split the costs of the mediator, but otherwise bear their own costs of the mediation, including their attorneys' fees. The Parties shall mediate in good faith.

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

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

- c. At such time that the City has notified the Town that it has established a municipal Police Department that performs the Services, for which notice shall be provided to the Town a minimum of two years in advance.

12. Effects of Termination

Upon the termination of this Agreement all obligations of the Parties shall cease except for those obligations created by or pursuant to Section 10.

13. Amendment.

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

14. Notice.

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

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

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

15. Governing Law; Severability

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

16. Disputes.

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

17. Entire Agreement.

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

18. Assignment; Binding Agreement.

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

19. No Waiver.

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

20. Captions.

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

DATED this 11 day of July, 2022.

TOWN OF ESSEX

By: 
Its Duly Authorized Agent

CITY OF ESSEX JUNCTION

By: 
Its Duly Authorized Agent

Signature: 
Email: tgetchell@essex.org

**CITY OF ESSEX JUNCTION
CITY COUNCIL
SPECIAL MEETING
MINUTES OF MEETING
June 4, 2025**

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

ADMINISTRATION: Regina Mahony, City Manager; Colleen Dwyer, Human Resources Director; Wendy Hysko, Library Director; Rick Jones, Public Works Superintendent; Brad Luck, EJRP Director; Sue McCormack, facilitator; Susan McNamara-Hill, City Clerk; Chelsea Mandigo, Water Quality Superintendent; Jess Morris, Finance Director; Ashley Snellenberger, Communications & Strategic Initiatives Director; Chris Yuen, Community Development Director.

OTHERS PRESENT: Annie Cooper, Tim Shea.

1. CALL TO ORDER

City Council President Thibeault called the meeting to order at 8:12 A.M.

2. AGENDA ADDITIONS/CHANGES

None.

3. APPROVE AGENDA

None needed.

4. PUBLIC TO BE HEARD

a. Comments from Public

Annie Cooper spoke as a member of the Vermont Water Safety Action Committee about water safety. She spoke about a proposal that each municipality in Chittenden County organize its own Water Safety Committee whose focus is to inventory their bodies of water, provide water safety education through distributing brochures to the public, and share resources between municipalities.

5. CITY COUNCIL DISCUSSION: *facilitated by Sue McCormack*

a. Set Context

Ms. McCormack began by speaking about the goals of today's discussion, which is to build a shared understanding about the City Council's roles, responsibilities, and priorities within the context of Essex Junction and local governance. She said that the areas of focus for today will be the Council's role in setting the City's strategic vision, and the Council's role in community building.

b. Strategic Vision Reflection

Ms. McCormack then facilitated an icebreaker conversation with the Council members to understand and uncover what the Council's strategic priorities are. Councilors shared their thoughts on what aspects of the City they hope remain the same and what changes they would like to see over the next five years. They spoke about maintaining quaint, safe, walkable neighborhoods in the Village area, continued smart growth across the City (with a particular focus on the Pearl Street corridor and increasing amenities where possible), focusing on economic and community development, maintaining bus services where possible, and increasing accessibility and mobility. They also discussed increased traffic enforcement and code enforcement in general, more parking along Park Street, and strengthening the relationship between the City and Champlain Valley Expo (CVE). The Council discussed their strategic priorities for the City, which include strengthening community engagement through creating spaces that foster community, economic and community development, increased collaboration with CVE, optimizing traffic and smart growth along Pearl Street, increased code enforcement, and continuing to focus on the City's parks as some of its key assets. The Council reviewed the City's vision statement, determining that their identified priorities are well-aligned with the statement.

c. Effective Community Engagement

Ms. McCormack then led the Council through a discussion on effective community engagement. Each Councilor shared how they would define effective community engagement. The Council discussed their role as community-builders within the City and that because the City is still relatively new, the Council has an important role to play as helping to shape the future of the community. They spoke broadly about engagement best practices, including being present and listening to individuals and community groups, convening important community conversations, celebrating accomplishments, and participating in community events. They spoke about the importance of different types of engagement (thick engagement and thin engagement), and how both are essential in robust community engagement.

d. Mapping the Why & How of Engagement

Ms. McCormack then led the Council through a discussion related to strategies for improving community engagement and ensuring that Councilors are accessible and available to the community. She spoke about a number of community engagement projects over the years in the Essex community and said that having ongoing civic infrastructure is essential to creating and supporting sustainable engagement within the community. The Council discussed and developed a set of engagement goals. These include ensuring that the community knows who the Council members are, that the community feels that the Council is approachable, that they outreach and engage with people and groups in the community who have not historically been engaged in the past, both on social media and in person, and that they try and transition social media interactions into in-person interactions where possible.

6. **JOINT SESSION WITH COUNCIL AND DEPARTMENT HEADS:** *facilitated by Sue McCormack*

a. Strategic Reflection

Ms. McCormack facilitated a strategic reflection discussion with the City Council and the City's department heads. She began by asking department heads to share their thoughts on what they would like to stay the same and what they would like to see change for the City in five years, and asking the Council to weigh in on how these do or don't align with the elements identified in a similar exercise from the retreat's morning session.

b. Celebration of Accomplishment in FY25

Department heads each shared the top 1-2 achievements for their department in FY25. Notable achievements discussed included a fully staffed finance department, the establishment of a stormwater utility, staff turnover or more staffing in some departments, first steps in an inquiry about a City gym facility, the recently adopted zoning amendments that the Planning Commission and staff drafted, progress on the City's strategic planning process, and progress on the 2 Lincoln Street building renovation project.

c. Review Pillars of Strategic Plan

City Manager Mahony reviewed the six pillars of the City's strategic plan, which include housing, economic and business development, public services and facilities, transportation and connectivity, environmental stewardship, and community engagement and decision-making. Department heads and Councilors then engaged in an exercise to connect each of the priorities and action items they'd identified during their strategic reflection with one (or more) of the strategic plan pillars, in order to inform both the FY26 work plan and FY27 budget planning discussions.

d. Group Work with the Pillars

Department heads and Councilors then engaged in an exercise to connect each of the future action items they'd identified during their strategic reflection with one (or more) of the strategic plan pillars, in order to inform both the FY26 work plan and FY27 budget planning discussions. This exercise enabled the group to begin to develop the City's priorities for the next several years.

e. Priority Setting

Ms. McCormack then led department heads and Councilors in a priority-setting exercise, based on the future action items identified for each of the six strategic plan pillars. The top priorities identified were for a new public works building, identifying opportunities for the City and CVE to further strengthen their relationship, working on a Council engagement plan, exploring the feasibility of having a City farmer's market or food truck opportunity, exploring the need for new committees, having a municipal gym, improving the experience as one travels through the Five Corners area of the City, and preserving green space with future development.

f. **Share Results and Refine Priorities**

Ms. McCormack then asked the group to refine the identified priorities into their top 3-5 priorities. Across the group, the top priority identified was the need for a public works building, followed by collaboration between the City and CVE, a Council engagement plan, and exploring the need for new committees. City Manager Mahony then discussed next steps from this retreat. She said that she and staff will work together to digest the results of the priority list. She noted that Ms. Snellenberger and the Council will work directly to frame the Council Engagement Plan priority to begin the planning process around it. She said that other items on the list may take more time to determine staff capacity.

7. **ADJOURN**

Councilor Haney made a motion, seconded by Councilor Shelden, to adjourn the meeting. The motion passed 5-0 at 2:00 P.M.

Respectfully Submitted,
Amy Coonradt

**CITY OF ESSEX JUNCTION
CITY COUNCIL
REGULAR MEETING
MINUTES OF MEETING
June 11, 2025**

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

ADMINISTRATION: Regina Mahony, City Manager; Jess Morris, Finance Director; Ashley Snellenberger, Communications & Strategic Initiatives Director; Chris Yuen, Community Development Director.

OTHERS PRESENT: Diane Clemens, Nathan Doudera, Steve Eustis, Leslie Goldring, Finn Hamilton, Kevin Hamilton, Kim Hamilton, Jeffrey Kershner, Daniel Lignori, Nick Meyer, Taylor Newton, Warren Spinner, Dennis Thibeault, 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. PUBLIC HEARING

a. Large Water User Rate Public Hearing

Finance Director Morris presented on this item, which relates to setting the Large Water User Rate for Fiscal Year 2026. She reviewed the Large Volume Water User Rate Setting Policy, noting that it currently only applies to Global Foundries. She provided an overview of the City's Water Fund Budget for FY26, noting an 8.5% increase from FY25 that is largely driven by an increase in the Chittenden Water District's wholesale rate, an increase in state fees, an increase in salaries/benefits for positions, and an increase in planned transfers to the water capital reserve fund. She outlined the Large Volume Water User Rate for FY26 of \$0.671 per 1,000 gallons, noting that it represents an 8.74% increase over the rate for FY25. Steve Eustis, a member of the public, asked several clarifying questions, which were answered by Finance Director Morris.

Councilor Certa made a motion, seconded by Councilor Shelden, to close the public hearing. The motion passed 4-0.

6. BUSINESS ITEMS

a. Discussion and Consideration of Setting All Utility Rates

Councilor Shelden asked for more information on the staffing cost increases noted as a driver in the budget increase. Finance Director Morris said that staff worked this year to allocate public works staff more precisely, and that the increased cost was due to a more accurate reallocation of the cost center for public works employees. Councilor Certa asked how accurate the estimated state fee increase is, and Director Morris replied that the estimate could be slightly high but should be fairly accurate.

Councilor Miller made a motion, seconded by Councilor Certa, to approve the FY26 utility raters as presented. The motion passed 4-0.

b. Interviews and Consider Appointments to Bike Walk Advisory Committee, Capital Program Review Committee, Development Review Board, Moderator, Planning Commission, and Tree Advisory Committee

The City Council interviewed Daniel Ligouri for a seat on the Bike Walk Advisory Committee. He spoke briefly about his background and interest in serving on the Committee. Councilors asked questions of the candidate, and he was given the opportunity to ask questions of the Council.

The City Council interviewed Nathan Doudera for a seat on the Capital Program Review Committee. He spoke briefly about his background and interest in serving on the Committee. Councilors asked questions of the candidate, and he was given the opportunity to ask questions of the Council.

The City Council interviewed Steve Eustis for the position of Moderator. He spoke briefly about his background and interest in continuing to serve as the Moderator. Councilors asked questions of the candidate, and he was given the opportunity to ask questions of the Council.

The City Council interviewed Diane Clemens for a seat on the Planning Commission. She spoke briefly about her background and interest in continuing to serve on the Commission. Councilors asked questions of the candidate, and she was given the opportunity to ask questions of the Council.

The City Council interviewed Finn Hamilton for a seat on the Planning Commission. Councilors and City Manager Mahony outlined the role of the Planning Commission in the City. He spoke briefly about his background and interest in serving on the Commission. Councilors asked questions of the candidate, and he was given the opportunity to ask questions of the Council.

The City Council interviewed Leslie Goldring for a seat on the Tree Advisory Committee. She spoke briefly about her background and interest in continuing to serve on the Committee. Councilors asked questions of the candidate, and she was given the opportunity to ask questions of the Council.

c. Update from Tree Advisory Committee

Nick Meyer and Warren Spinner of the Tree Advisory Committee (TAC) provided an update from the Committee. Mr. Meyer spoke about the Committee's work with Branch Out Burlington to grow its own trees for the Junction (rather than sourcing them from elsewhere), resulting in savings. He spoke about TAC's involvement in Arbor Day events, as well as the City's continued Tree City USA designation. He spoke about plantings in Maple Street and Calahan Parks. He expressed concern that the increased development in the City has not focused enough on green spaces, and asked that the Development Review Board place more of an emphasis on landscape planning and caring for green spaces. Mr. Spinner emphasized the importance of ensuring that developers' landscape plans are robust and that green spaces are cared for after development projects are completed. He suggested modifying the Land Development Code to focus more on sustaining green spaces, and Mr. Meyer noted that developers could allocate more of their landscaping resources to improving the soil volume underneath the sidewalks beneath the trees to help ensure their continued health and survival. Mr. Spinner spoke about emerald ash borer beetle (EAB) infected trees on the West Street extension and asked how the City is handling the removal of those trees, and City Manager Mahony noted that this is included in one of the projects in the FY26 Capital Plan and they are currently scoping what is feasible within the City's budget. Councilor Miller thanked the TAC for its work over the years in planting over 325 trees in Essex Junction, and acknowledged the vast breadth of knowledge that the TAC has.

The following public comments were received:

- Kim Hamilton commended the TAC's close work with the Junction's schools and getting children interested in trees and involved in the community.

- Steve Eustis suggested using the TAC to guide the Planning Commission and LDC more on what species make sense for landscaping and for the community's wants and needs, as well as holding developers accountable for replanting if their plantings fail.

d. Discussion and Consideration of Regional Future Land Use Map and Tier 1B (Act 250 Exemption) Status
Community Development Director Yuen and Taylor Newton of the Chittenden County Regional Planning Commission (CCRPC) spoke on this topic. Mr. Newton noted that items for discussion tonight include the CCRPC's new Regional Future Land Use Map, Tier 1B status, and regional and municipal housing targets. He noted that Essex Junction expressed support for the housing targets in May. He then spoke about the Future Land Use Maps, noting that Essex Junction contains two land use categories from this map (Downtown Center and Planned Growth Area). He noted that both of these categories are eligible for Tier 1B exemption status, which allows for development of projects of 50 units or less to be exempt from Act 250 permitting. Councilor Certa spoke about the Pearl Street corridor and asked why it wasn't categorized as part of the downtown area, given the City's focus on developing the corridor. Mr. Newton replied that while the City is planning to include high density mixed uses in that corridor in the future, its City Plan hasn't quite caught up and CCRPC is taking a conservative approach to these designations. He also noted that there is currently very little distinction between these two designations in terms of benefits at this juncture. Director Yuen agreed, noting that there is enough flexibility between the Planned Growth Area and the Downtown Center to eventually extend the Downtown designation in the future.

The following public comments were received:

- Diane Clemens noted that the City's Comprehensive Plan is being updated for 2027, and that they plan to dovetail its updates with the Regional Plan in 2028.

Councilor Certa made a motion, seconded by Councilor Miller, that the City Council adopt the municipal resolution as presented and request that the Chittenden County Regional Planning Commission seek the Land Use Review Board's approval to have the Downtown Center and Planned Growth Area qualify and be mapped for Act 250 Tier 1B area status. The motion passed 4-0.

e. Department Heads Brief to Council – Communications & Strategic Initiatives Director
Communications & Strategic Initiatives Director Snellenberger spoke about activities and accomplishments over the last year. She noted the commencement of the community newsletter last September, which is published in the Essex Reporter monthly. She spoke about the City's strategic planning activities, which were also started last year. She spoke about new budget engagement activities and the second year of the Community Dinner event. She said that the City has started the City's rebranding process, noting that they have received 31 bids in response to the Request for Proposals (RFP) for the rebranding scope of work and that they have narrowed the number of candidates for the work down to 4 of the bids. She said that staff are working on developing a Council Engagement Plan, which was one of the items that came out of the Council Retreat held last week. She said that staff are also working on development of new committees and engaging youth to participate on committees. Councilor Certa asked for more detail on the rebranding timeline, and Director Snellenberger replied that they hope to have a successful bidder chosen by the end of the month, and that the rebranding work is anticipated to last for between 4 and 8 months. Councilor Certa asked if there are other communication strategies that the City could be using to improve outreach and engagement, and Director Snellenberger outlined a number of potential strategies. She also spoke about ways to improve accessibility on the City's website. Councilor Miller asked for more information on accessing the Community Newsletter, and Director Snellenberger replied that individuals can subscribe through the website. She spoke about some of the most recent topics featured in the newsletter, noting it as one of the strategies to solicit and obtain feedback from the community.

8. CONSENT ITEMS

- Approve Meeting Minutes: May 28, 2025
- Approve Iroquois Ave Waterline and Roadway Replacement Project Bid Award

c. Approve 2025 Resurfacing Project Bid Award

Councilor Certa made a motion, seconded by City Council President Thibeault, to approve the consent agenda. The motion passed 4-0.

9. **COUNCILOR COMMENTS & CITY MANAGER REPORT**: City Manager Mahony noted that the City is continuing to adjust the timing of the traffic lights at Five Corners. She provided an update on the 2 Lincoln Street renovation project. Councilor Certa asked that residents be more mindful on the roads, given the increased bicycle traffic in the summer.

10. **READING FILE**

- a. Check Warrant #24073 – April 18, 2025
- b. Regional Boards and Committees Memo
- c. May Financial Reports
- d. Police Community Advisory Board Minutes – May 20, 2025
- e. Governance Committee Minutes – May 22, 2025

11. **EXECUTIVE SESSION**

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

Councilor Certa made a motion, seconded by City Council President Thibeault, 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. The motion passed 4-0.

Councilor Certa made a motion, seconded by Councilor Miller, to exit executive session. The motion passed 4-0 at 8:57 P.M.

12. **ADJOURN**

Councilor Certa made a motion, seconded by Councilor Miller, to adjourn the meeting. The motion passed 4-0 at 8:57 P.M.

Respectfully Submitted,
Amy Coonradt



Memo

To: Essex Junction City Council
From: Ashley Snellenberger, Communications & Strategic Initiatives Director
Meeting Date: June 25, 2025
Agenda Item: Rebranding Initiative Design Firm Selection

Issue: The Rebranding Committee has selected a design firm to lead the Rebranding Initiative.

Discussion: On April 15, 2025, the City issued a Request for Proposals (RFP) for the Rebranding Initiative. The City received 31 proposals from designers and design firms.

The Rebranding Committee, composed of the Communications Director, one City Councilor, one staff member, one committee member, and five community members, was formed to evaluate the RFPs and assist with the rebranding process. The committee made an initial review of the RFPs based on cost and eliminated eight that were significantly over budget. The committee then assessed, scored, and met to discuss the RFPs on June 6, 2025. The evaluation criteria included proposal evaluation, qualifications and experience, project approach, cost, and innovativeness and creativity. The committee chose to interview the top four design firms based on their evaluation scores.

On June 18, 2025, the committee interviewed the top four design firms. Following the interviews, the committee selected Place Creative Company to assist the City with the Rebranding Initiative. The committee felt that Place effectively articulated its approach to the project, demonstrated substantial experience, remained within the project's allocated budget, committed to conducting thorough research, and would fulfill all of our requested deliverables. Place also received the highest score in the initial evaluation.

Cost: Place's proposed budget for this project is \$20,000. The Council has approved LOT funding for rebranding, totaling \$27,500.

Recommendation: It is recommended that the City Council authorize the City Manager to move forward with a contract with Place.

Recommended Motion: "I move that the City Council authorize the City Manager to initiate a contract for rebranding services with Place Creative Company."

Attachments:

Place Proposal

place



Letter of Engagement

Ashley Snellenberger
Communications and Strategic Initiatives Director
City of Essex Junction
2 Lincoln Street
Essex Junction, VT 05452

Dear Ms. Snellenberger,

We are excited to submit our response for the City of Essex Junction's Rebranding Initiative RFP. Place Creative Company, a brand and identity development studio in Burlington, Vermont, brings a wealth of experience in crafting meaningful, long-lasting brand identities that resonate with communities. Our team is qualified to address the requirements outlined in your RFP.

We specialize in creating brand identities that are not only visually compelling but also deeply aligned with the core values and goals of the organizations we serve. Our approach to design focuses on thoughtful, inclusive processes that engage stakeholders and accurately represent a community's unique character. We are particularly excited by the opportunity to help the City of Essex Junction evolve its brand into a cohesive, recognizable identity that reflects its inclusive and diverse vision for the future.

Our process for brand development is rooted in research, collaboration, and innovation. We will work closely with the City and its stakeholders, leveraging our expertise in visual design, messaging, and brand strategy to create a logo, tagline, and comprehensive style guide that can be utilized across all departments and initiatives. In addition, we have experience working with municipalities and understand the importance of developing a flexible, accessible, and easy-to-implement brand system that meets your day-to-day needs.

We are confident in our ability to meet the project's scope, timeline, and budget requirements and would welcome the opportunity to discuss how we can contribute to the success of this important rebranding initiative.

Thank you for considering our proposal. We look forward to the possibility of collaborating with you and your team on this exciting project.

Sincerely,

Michael Adams (a fellow Essex Junction resident)
Senior Brand Strategist
Place Creative Company
madams@placecreativecompany.com
(802) 660-2051 x111

Summary of Qualifications, Experience, and Availability

Place Creative Company has been in business for almost 25 years in Burlington, Vermont. We continue to pride ourselves on our ability to create brand identities that are not only visually compelling but also strategically grounded in research and collaboration.

Team:

Identity work is often an agency-wide effort, pulling in multiple designers to invite different perspectives into the mix. The initial round will start with 2-3 designers and as the work progresses, we'll narrow down to one lead designer to finish out the project. Your project will be expertly managed by an Account Director who is your main point of contact throughout the process. They work on strategy, budgeting, scheduling, and more to ensure a smooth transition from beginning to end. The team is finally rounded out by a brand strategist and partner whose roles are to listen and understand client needs and translate that into a strong, cohesive visual and verbal foundation.

Relevant Experience:

We've worked on a range of branding and identity development projects, including municipal and regional initiatives for brands and non-profit organizations. Our portfolio includes designing logos, style guides, and comprehensive branding systems for a variety of organizations, ensuring that each design aligns with their unique identity and serves their specific communication needs. We have collaborated with organizations in Vermont, such as the City of Montpelier, the City of St. Albans, the Town of Killington to create adaptable and community-focused brand identities.

We understand the importance of involving the community in the design process and are experienced in gathering stakeholder feedback to ensure the final design resonates with everyone. We are also adept at working with multiple departments, councils, and boards of directors, ensuring that the brand identity supports citywide goals and the individual needs of various departments.

Availability:

Our team is fully committed to this project and available to start work immediately upon award notification. We will ensure that all deliverables are completed according to the outlined timeline.

meaning + momentum

crafting identities for places people love

Municipal brand identities have the power to transform places into destinations. They do more than simply represent: they ignite passion within communities, fostering a sense of pride and connection, and help everyone feel a shared sense of ownership. A well-crafted brand can change minds, behaviors, and even the future of a place.

We will work closely with you to develop a brand identity that captures the heart of your community, one that inspires and strengthens connections. With the right approach, your brand becomes a powerful tool for uniting and engaging the people who matter most.



Dedicated to the Art of Crafting Identity

Our brand development team has been crafting memorable brand identities for some of the most well known Vermont brands and even national and global brands people love.

We approach identity work with a fresh perspective. We believe anything is possible, yet our designs are grounded in insights that create a foundation for you to tell your story. We take inspiration from the everywhere to concept and develop identities that are distinctive and memorable. Then, we work with you to refine your selected concept into a final logo kit for your team and partners to use.

► See our identity work at
[placecreativecompany.com](https://www.placecreativecompany.com)

discovery

learning about your audience and the brand's needs

concepting + sketching

imagining what's possible

identity presentation

selecting final concepts and presenting to you

revisions

making changes based on your feedback

final logo kit

creating a logo you can use and establishing how to use it

brand guidelines + templates

giving you the tools and templates to stay consistent



Selected Brand Identity Work | Before + After

BEFORE



AFTER



A smiling man with glasses and a dark shirt is standing in front of a wall covered with various Vermont-themed posters. The posters include "VERMONT PBS", "further together", "VERMONT COFFEE COMPANY", "LONG TRAIL", and "VERMONT". The man is holding a pen in his hands.

RELEVANT EXPERIENCE

**Case studies related
to your challenge**

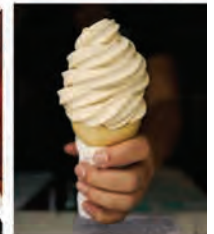
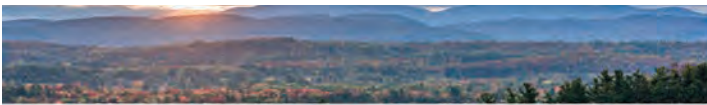


CASE STUDY



Creating an iconic mark for Vermont's 250th anniversary

Honoring 250 years of history, heritage, and community pride. The emblem combines tradition with a modern touch, celebrating resilience and unity for all Vermonters.





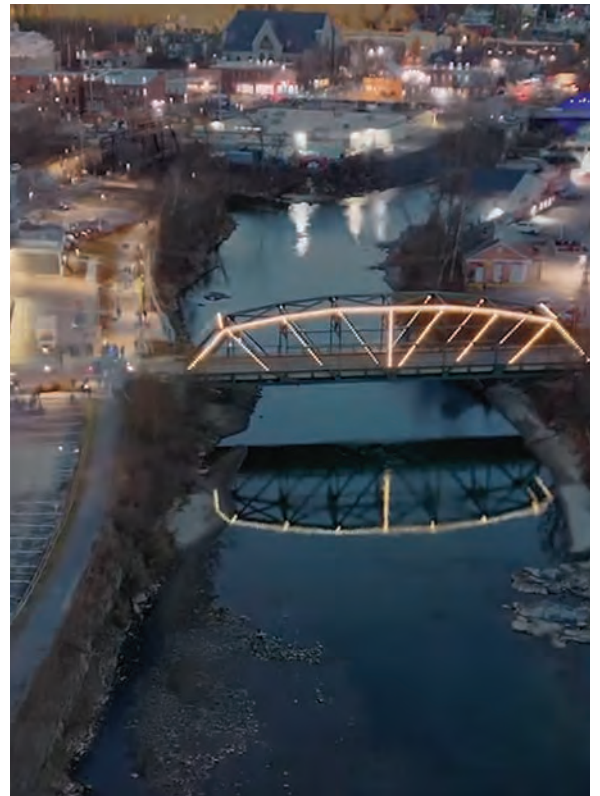
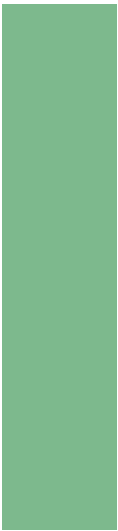


CASE STUDY



Buidling a vibrant, modern, and relevant identity for the City of Montpelier

Newly crowned the City of Bridges, they needed an identity that captured the light and energy of the city's many light-up bridges across town.



MONTPELIER
city of bridges





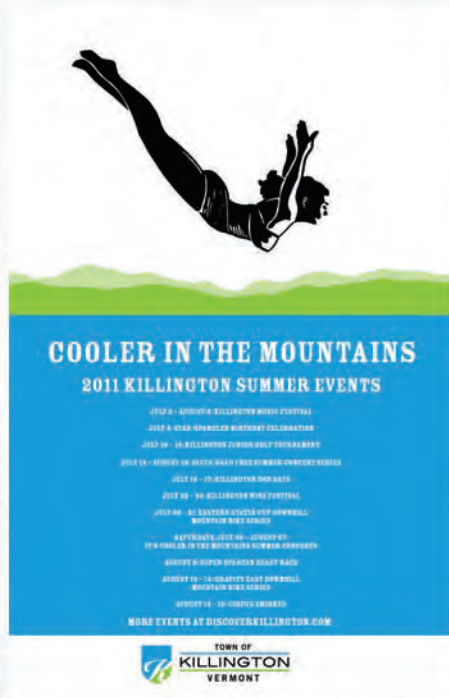
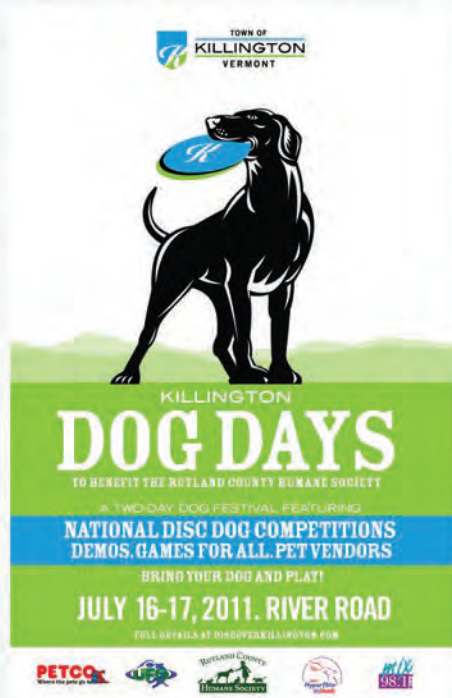


CASE STUDY



Creating an identity for the Town of Killington that brought the community together

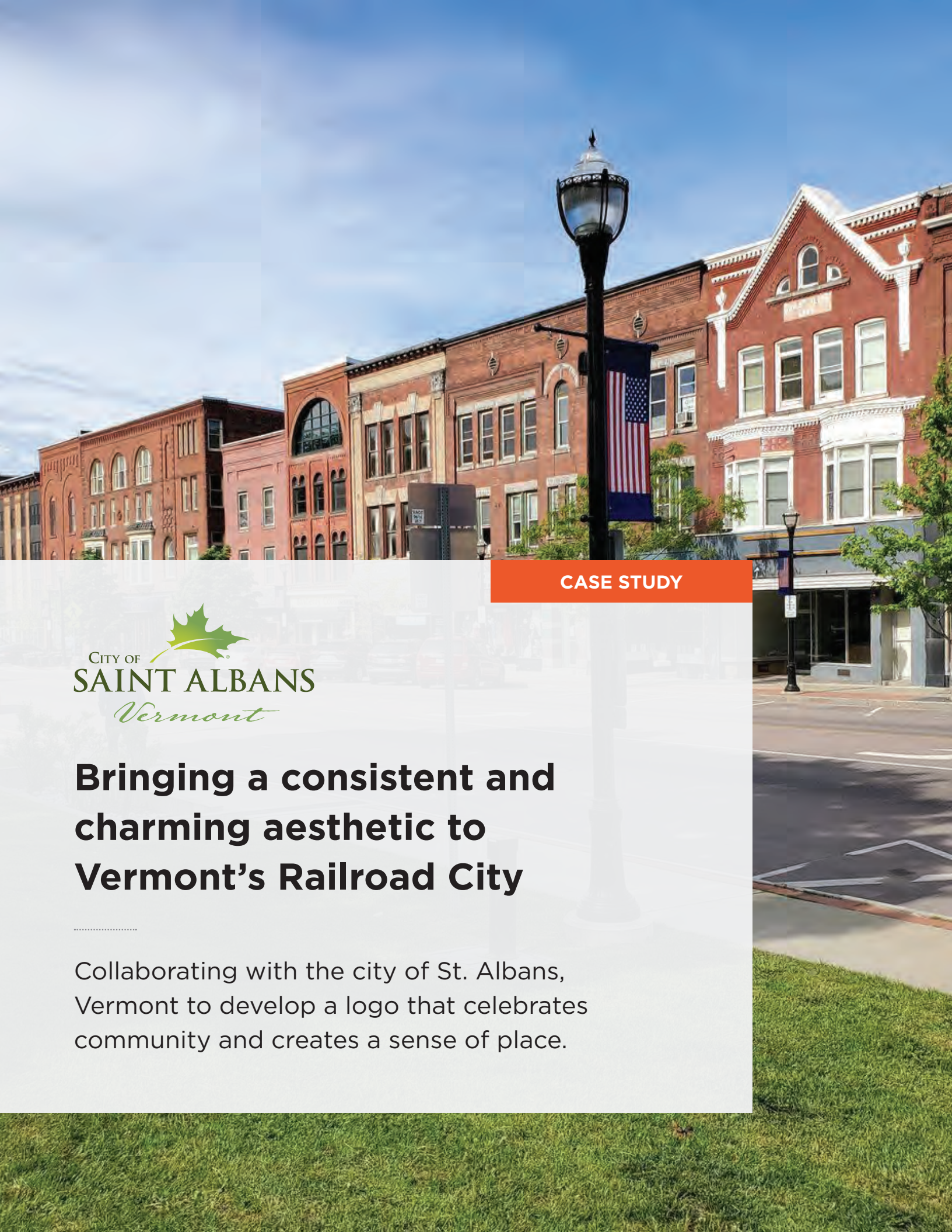
How a mountain town can differentiate by using a consistent palette of colors, fonts, and textures.





TOWN OF
KILLINGTON
VERMONT





CASE STUDY



Bringing a consistent and charming aesthetic to Vermont's Railroad City

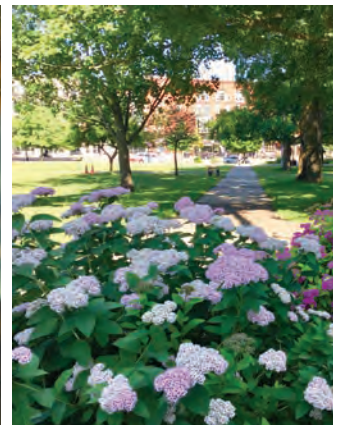
Collaborating with the city of St. Albans, Vermont to develop a logo that celebrates community and creates a sense of place.



CITY OF
SAINT ALBANS
Vermont



CITY OF
SAINT ALBANS
Vermont



SAINT ALBANS CITY

LOGO USAGE GUIDE

PAGE 1 OF 2

Use the following guidelines to make sure you're using the correct logo file types in the right situations, and to help make sure your brand stays consistent.

LOGO VERSIONS

Primary Logo:



Black/Grayscale Logo:



Reverse Logo:
(use when placing on top of images or dark colors)



Seasonal Logos:



Autumn



Winter

TYPOGRAPHY

Primary Logo font:

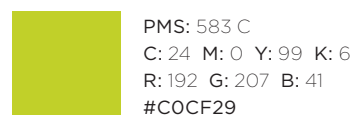
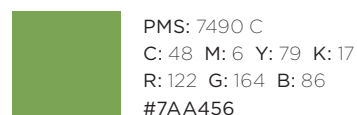
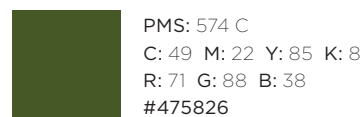
TRAJAN PRO

"Vermont" font: (Lamar Pen)

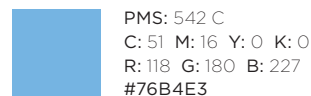
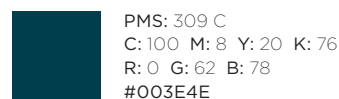
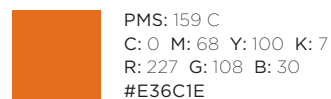
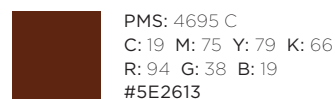
Lamar Pen

COLOR PALETTE

Primary Logo Colors:



Supporting Seasonal Colors:



Brand Identity Proposal

We will develop a distinctive logo and formalize the elements of typography and color for marketing and communications going forward. The stand-out ideas are chosen for development into initial concepts, and are further refined. We then present the initial concepts to you and work with you to turn these concepts into a final logo ready for any type of production method.

DISCOVERY SESSION + ONLINE SURVEY

\$3,500

In this session, we'll come away with a shared understanding of the organization's vision and project goals—ultimately filling out a creative brief. Following this session, we will build a survey for free distribution through Facebook groups, Front Porch Forum, and e-mail lists (optional) to efficiently get the most feedback. Includes a PDF report of results and insights.

BRAND IDENTITY + MESSAGE DEVELOPMENT

\$12,000

Development of a brand identity that increases recall and evokes further interest in the City of Essex Junction. You'll see five concepts in relevant context with up to five rounds of revisions to one concept before final approval. We will include primary and secondary logo variations to accommodate most needs. Three possible message options will be included as well. Client responsible for securing legal rights for all work.

LOGO KIT

\$1,000

Export and delivery of a final logo kit in the following formats:
B/W, Grayscale, CMYK, and RGB

BRAND STYLE GUIDE

\$1,500

Guide that details the correct usage of the approved logo, sub-brands, colors, fonts, and templates. We will meet accessibility guidelines where appropriate.
One round of revisions is included. Deliverable is a final PDF file.

COLLATERAL + TEMPLATES

\$2,000

Brochures, PowerPoint, report covers, letterhead, business cards, memos, road and building signage, and street lamp banners. Specs TBD.
Two rounds of revisions. Templates to be created in Adobe software only.







\$20,000

BRAND CONSULTATION (ADDITIONAL)

Our team is available for brand consultation for up to 12 months. This time will be billed at a blended rate of \$195/hour and is not included in the above estimate.

Schedule

PROPOSED SCHEDULE

	MAY	JUNE	JULY	AUGUST
Project Kickoff				
Creative Exploration				
Round 1 Present				
Revision Period (5)				
Final Approval				
Logo Kit				
Usage Guide + Templates				

- > Schedule is approximate. Assumes a mid-May kick-off.
- > Changes in scope, the number of revisions, and feedback time will impact the timeline.
- > Presentation dates will be confirmed beforehand by your account director.
- > There will be decreased capacity during 4th of July week.

Client References

REFERENCES

MONTPELIER ALIVE

Katie Trautz, Executive Director
director@montpelieralive.org
802-223-9604

UNION BANK

Jed Nelson, VP of Marketing
gnelson@ublocal.com
802-249-9202

REGULATORY ASSISTANCE PROJECT (RAP)

Noelle Mckay, Chief Operating Officer
nmackay@raponline.org
802-498-0719

VERMONT HUMANITIES

Ryan Newswanger, Director of Programs
ryan@vermonthumanities.org
802-262-1354

HIREABILITY VERMONT (FORMERLY VOCREHAB VERMONT)

Hibbard Doe, Field Services Manager
Hibbard.Doe@vermont.gov
802-498-4935

agency team



STEVE CRAFTS | PARTNER

CHIEF OF BRAND STRATEGY AND CREATIVE DEVELOPMENT

Steve has over 20 years experience creatively launching and propelling brands into the national spotlight. Steve graduated cum laude from Syracuse University where he studied communication design and went on to work with Revlon, Rossignol, Autumn Harp, and Bertelsmann Media Systems before founding Place Creative Co. He founded Place Creative Company with the single-minded goal of bringing a more “brandcentric” approach to marketing. “We started Place to cut through the big agency red tape and create more authentic and soulful brands for our clients.” Before founding Place, Steve worked with Griffin Design and Brick House Creative creating corporate identity systems, packaging/product design and environments that delivered corporate messages with excitement and inventiveness.



KERI PIATEK | PARTNER

CHIEF OF BRAND AND DESIGN DEVELOPMENT

Keri’s branding experience is a “who’s who” of today’s most prominent brands. In New York City she led design projects for Sundance, Disney, A&P, St. Louis Blues, Austin Nicolls, and Seagram’s. From advertising to branded environments, Keri’s experience in brand-building and design is expansive and diverse. Before Place, she was Senior Art Director at Kelliher Samets Volk. Recent clients include: Dakin Farm, Go Vermont, and Pete and Gerry’s Organics. Keri graduated cum laude from Syracuse University in Communication Design and Marketing.



ERIN GILMER

DIRECTOR OF ACCOUNT SERVICES

Erin moved back east in 2017 after twelve years in Chicago where she was a Global Account Director at Ogilvy & Mather. She quickly immersed herself in Vermont ski culture when she became the Marketing Director at Sugarbush Resort, one of the largest ski/active lifestyle brands in the state. She joined Place with 19 years of strategic and brand marketing experience spanning many disciplines including broadcast and online TV, digital, social media, experiential, shopper/retail, customer promotions, and OOH. She’s worked with many national and global CPG and NPO brands including SC Johnson, Kimberly-Clark, Wells Dairy, GlaxoSmithKline, Feeding America and Sara Lee. At Place, she works on Pete & Gerry’s Organic Eggs, Let’s Grow Kids, and UVM, among others.

agency team



MICHAEL ADAMS

SENIOR BRAND STRATEGIST

Michael has a unique background: one that blends traditional agency work with his client-side experience in the consumer packaged goods industry. As someone who has made their own investment into branding, he understands the value of doing it right. His CPG experience is coupled with work at Bluehouse Group as their Marketing Manager. His clients at Place include: The State of Vermont, WORKHORSE Ground Solutions, Maple Plus, Mad Minis, and more. Michael has a BSBA in Marketing from Bryant University and an Integrated Marketing 360 Executive Certificate from Cornell University.



BRIANNE LUCAS

SENIOR ACCOUNT DIRECTOR

Precise, smart, and always personable, Brianne keeps Place projects on track and inspired. She began her career at Kaza in VT, where she worked with well-known local clients like Fletcher Allen, Champlain College, Bag Balm, and Velco. After joining Wilen NY in 2008, she managed primarily large national accounts such as Comcast, Progressive Insurance, Talbots, Time Warner Cable, and UFC. Strategy development, result analysis, client presentations, and research are her focus. After work, she keeps busy with her young son and various hobbies, which include writing music and photography. Brianne graduated Summa Cum Laude from Champlain College with a BS in Public Relations.



JORDAN MESEROLE

DIRECTOR OF DESIGN

Before joining Place, Jordan worked at PostScript Inc., creating work for SymQuest Group, Merchants Bank and Emily Post Institute. She has also freelanced for Champlain College, Child Travel, Mansfield Heliflight and Lyric Theatre. Her recent clients at Place include American Meadows, Manchester Insurance, Closed Loop Venture Capital and Lake Champlain Chocolates. Jordan graduated with a BS in Advertising and Graphic Design in the School of Communications, University of Miami, FL.

agency team



ANN KILEY

SENIOR ART DIRECTOR

Before Place, Ann worked at Brick House Creative, then at Lisaius Marketing. She worked on brands ranging from local favorites like Skinny Pancake and Brueggers to the marketing of Hollywood movie releases. Consumer product brands in her book include Rossignol Ski Co., Turtle Fur and Aiya Tea Company. At Place, she has produced work for Reading Plus, Way-to-Go and Union Bank. Ann graduated with a BFA in Graphic Design and Computer Graphics from the New England School of Design at Suffolk University, Boston MA.



BRET MURRAY

SENIOR ART DIRECTOR

Before Place, Bret honed his design chops right here in Burlington at several agencies, including a 15-year stint as Art Director at Lisaius Marketing, and Seven years as the in-house AD/ Brand Steward for Long Trail Brewing Co, Otter Creek Brewing Co. & The Shed Brewery. Besides the beverage industry, Bret's designs have been seen far and wide for clients such as Rossignol, Gaiam, Jillian Michaels' Empowered Media, FU-R, and Showtime, to name a few. When not tackling the next big creative problem, Bret spends his time chauffeuring his two kids, playing guitar, frolicking outside, or planning the next big family trip. Bret holds a BS in Graphic Design from Lyndon State College.



KOLBY KRUGER

SENIOR WEB DESIGNER + DEVELOPER

Kolby, is a native Vermonter, passionate about inspiring creativity. He finds joy in programming and design because they allow him to satisfy both his local and creative sides. With more than six years of expertise in web design and development, Kolby has worked with a diverse group of companies and brands including Emily Post, Mercy Connections, Vermont Electric Coop, and Leonardo's Pizza. Outside of work, he enjoys skiing in the winters, sailing in the summers, and hiking in between. Another hobby of his is building computers and keyboards, and immersing himself in the tech world.

GENERAL WORKING AGREEMENT

General Working Agreement between Place Creative Company (hereinafter "Place") and Client.

All services and materials which Place provides to Client will be subject to the provisions in this agreement. Specific terms or conditions for projects may be more fully described in a proposal if necessary, and said proposal will become part of, and incorporated into, this Working Agreement. If a proposal is necessary, Place will not begin work on a project until the proposal is accepted in writing by Client.

METHOD OF PRICING

Most projects are estimated in advance in order to give Client a reasonable idea of what Place's fees will be. Place will make every effort to bill within a reasonable tolerance unless circumstances arise which warrant additional costs.

When Place quotes printing prices please keep in mind that the job may be overrun or in some cases shorted by a margin of ten percent, and will be billed accordingly.

Since it is impossible to predict with absolute accuracy either final total fees, or in the case of printed material, final quantities, a 15% contingency should be allowed for in each case.

Any changes or additions in services or materials which Client requests after the proposal/estimate has been accepted will result in additional charges to Client. Any request for changes or additions must be in writing and signed by Client, or Client may authorize such changes or additions by telephone, and Place will complete a "Change Order".

If the scope or nature of the project changes to such an extent that in the opinion of Place the original proposal/estimate no longer applies, a new agreement must be entered into before Client's work will be completed.

FEES

The fees and billing terms for each project are described in the estimate or proposal. Place reserves the right to not begin, complete, or deliver any work until the appropriate fees are paid according to the indicated terms. If projects are cancelled or postponed prior to completion, client will be billed for services and materials up to that point. Client is obligated to pay for all completed work.

Interest will be charged at 1.5% per month on balances unpaid after the due date.

Any action to enforce any term of this agreement or any matter arising out of this agreement shall be brought in the state of Client's principal place of business. If Agency prevails in any action brought to enforce the terms of this Agreement, Agency will be entitled to recover actual attorney's fees, court costs and all other non-reimbursable

litigation expenses, such as expert witness fees and investigation costs and judgment settlement. Any accounts or balances past due may be automatically submitted to legal collection without notice. Past due accounts may also incur temporary or permanent cancellation of services from Place Creative Company including web hosting, design, and media buying. During the cancellation period no files will be released to the client for work in progress. Past due payments paid via credit card will be billed an additional 10% service fee to cover transaction costs.

Place invoices are subject to applicable taxes. Estimates and proposals do not reflect taxes or delivery charges unless specified.

Place generally prefers to coordinate such items as talent, film work, printing, manufacturing, and purchases relating to specific projects.

In these instances, Place resells services and materials to Client. Place's fees for this service are reflected through coordination fees, markups, or commissions.

If Place is required by the nature of the assignment to travel to out of town locations, any out of pocket expenses incurred for transportation, meals and lodging will be billed at cost. Reimbursement for mileage will be calculated according to the current allowable government rates.

SCHEDULES

Place makes every effort to provide services and materials so they will coordinate with publication dates, events or other deadlines. We are not responsible for changes in schedules that are beyond our control or as a result of delays in receiving approvals, payments, information or materials from Client or Client's agents with regard to projects.

If Client requests services or materials to be done on a faster than normal or agreed upon basis, additional costs incurred may be reflected in our billings.

CONFLICTS & NOTIFICATION

Place reserves the right to refuse to be involved in any project which in its judgement would be illegal, fraudulent, or in some other way harmful to the best interests of Place or Client.

If, during the period we are working with Client, we are offered work with a competitive client, we will notify Client.

If, during the period we are working with Client, the Client offers work to a Place competitor, Place expects to be notified by Client.

OWNERSHIP

The final output of Place becomes, after payment, the property of Client except in the case of illustration, photography, stock art, fonts or

where otherwise indicated. However, all preparatory materials (sketches, concepts not utilized, artwork, mechanical files, computer files, etc.), remain the property of Place.

Photographers, illustrators and other similar artists contract for specific rights to use their images and works. Place cannot release any property to Client that may be subject to these conditions. This includes original photographs, illustrations, fonts or similar items actually owned by artists or licensing agents.

Transfer of ownership in these cases may only be signed away by the artists themselves. Should Client desire extended or unlimited rights to a photograph, illustration or similar work, inform Place of this in advance and we will negotiate for those rights on Client's behalf.

When Client places ownership designations on general works which may include a photograph, illustration, fonts or similar work, Client specific ownership is subject to the terms of the artist or licensing agreements who created the work and the designation does not indicate ownership by Client of their work unless so contracted.

In the event that Place has a claim, suit or proceeding brought against it as a result of the publication, reproduction or broadcast of material which Client approved and authorized the use of, Client agrees to pay for the cost of the defense of such claim, suit or proceeding and to indemnify Place for any loss suffered as a result thereof.

OTHER CONDITIONS

This Agreement, together with the proposal agreement, if any, contains the entire understanding between Place and Client and supersedes all previous agreements whether oral or in writing.

This Agreement cannot be modified or terminated except in accordance with its terms or by a writing signed by both parties. This Agreement shall be construed according to laws of Vermont.

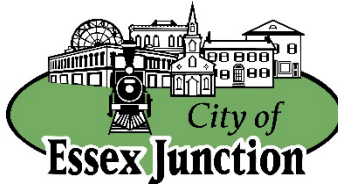
If any of the terms or conditions of this agreement are found to be unenforceable, the remaining terms and conditions shall remain in full force and effect.



187 South Winooski Ave.

Burlington, VT 05401

P > 802.660.2051 F > 802.660.2010



Memo

To: City Council
From: Chelsea Mandigo, Water Quality Superintendent
Meeting Date: June 25, 2025
Agenda Item: Approval of Varec Biogas Purchase Order for Digester Flare

Issue: To approve a purchase order for the replacement of the Digester Flare and associated equipment.

Discussion: The Anaerobic Digester, which is part of our solids handling equipment, requires some capital investments. One critical item is the flare system, which burns off excess methane produced during the digestion process. Although this system is not frequently used—our cogeneration system utilizes the methane to produce heat and electricity about 90% of the time—it is still an essential component of the digester system.

The flare system failed 4 years ago, and the State mandated we replace the system during our last inspection in 2023. Further investigation found complete corrosion of the control panel. We had the supplier, Varec Biogas conduct a site visit a year ago to see if the panel could be replaced; however, due to changes in safety codes since the flare system was installed 10 years ago, we can no longer have the flare attached to the building. Instead, it must be relocated 50 feet away from the building and power lines, and 25 feet from roadways and property lines. Additionally, this relocation requires a different type of flare system to be installed.

The equipment required for this project is specialized for our digester type and can only be supplied by a sole-source provider, Varec Biogas who is represented in New England by Technology Sales Associates, Inc. The cost of this equipment is being influenced by current global political conditions, and there is a 7 to 8-month lead time, so we are working to secure pricing before costs escalate further (already increased \$23,000 since starting this process).

We also need to make a few modifications to the top of the digesters to ensure better safety during maintenance of the gas equipment.

Aldrich and Elliott will provide engineering services for this project. Since they helped design the facility, their service fees are significantly lower, as they already have all the necessary drawings of the existing system.

Finally, the labor required for this project will need to be bid out, and depending on the bids we receive, it may be necessary to amend the wastewater capital plan to accommodate the costs associated with the project.

Cost: The cost of the parts is \$200,358. This is coming to the Council per the purchasing policy for purchases of this dollar amount. The project was a planned wastewater capital project for FY'26. The project will be bid out closer to the arrival of the parts, which is towards the second half of FY'26.

Recommendation: It is recommended that the Council approve the purchase order to Technology Sales Associates for the flare replacement and associated Digester improvements.



PURCHASE ORDER

BILL TO:

The City of Essex Junction Wastewater Treatment Facility
2 Lincoln Street Essex Junction VT 05452-3685
Phone: 802-878-6943 Fax: 802-878-6948

PURCHASE ORDER # 50145

DATE: JUNE 10, 2025

TO:

Technology Sales Associates, Inc.
402 Amherst ST. Suite 301
Nashua, NH 03063
Attn: Robert Trzepacz
Phone: 603-848-3950

SHIP TO:

City of Essex Junction, WWTF
Attn: Chelsea Mandigo
35 Cascade Street
Essex Junction, VT 05452
Phone: 802-878-6943 ex. 1705

The following number must appear on all related correspondence, shipping papers, and invoices:

P.O. NUMBER: 50145

Robert M. Trzepacz P.E. Tech Sales NE Email: Robt@techsalesne.com Mobile: 603-848-3950

Quotation number: 102207 R3 Appendix Varec Biogas

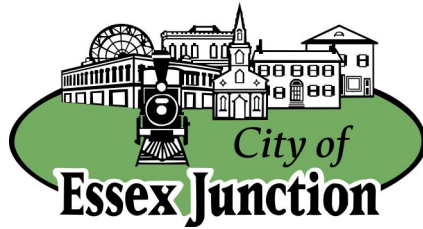
P.O. DATE	REQUISITIONER	SHIPPED VIA	F.O.B. POINT	TERMS
June 10, 2025	Chelsea Mandigo			Net 30 upon delivery

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
1	Part # 5811B62S – 6" all weather relief valve with flame arrester		
2	Part # SVR-2405B-ASTO – 6" safety selector valve		
4	Part # VB05.1185.144 –6" Insulating Jacket for 5810B/5811B Relief valve & flame arrester assembly		
2	Part # VB05.1185.260 – 6" Insulating Jacket for SSV Safety Selector Valve		
1	Part # 244WL41912017P – 4" Waste Gas Burner & ignition system.		
1	Part # 4500421S – 4" Flame Trap Assembly		
1	Part # VB05.1185.232 – Insulating jacket for 450 Flame trap assembly		
1	Part # 246 6 – Drip Trap		
1	Part # VB05.1185.247 – Insulating jacket for 246 drip trap		

SUBTOTAL	\$200,358.00
SALES TAX	Tax Exempt
SHIPPING & HANDLING	0
OTHER	Per Quote
TOTAL DUE	\$200,358.00

Authorized by :

Date :



REVISED Memorandum

To: City Council, Regina Mahony, City Manager

CC: Ron Hoague, Police Chief

From: Susan McNamara-Hill, Clerk

Re: Liquor/Tobacco License applications

Date: June 25, 2025

Issue

The issue is whether the Council will approve the Liquor and Tobacco License applications for the businesses in the City of Essex Junction listed in the June 18, 2025 and June 24 2025, memorandums from Police Chief Ron Hoague re: "Liquor License Applications."

Discussion

The following applications have been reviewed by the police department and are recommended for approval.

2nd class (includes tobacco and tobacco substitute):

- The Valley Vape Company LLC, 12 Park Street, Suite 2.

Tobacco only

- Saeed, Ghazal, Dollar Plus Treasure. 105 Pearl Street (during Champlain Valley Fair)

Recommendation

Staff recommends that the Council approve the Liquor and Tobacco License applications for the businesses listed in the June 18, 2025 and June 24, 2025 memorandums re: "Liquor License Applications".

DEPARTMENTAL MEMORANDUM



Date: June 18, 2025

To: Regina Mahony
City Manager

From: Ron Hoague
Chief of Police

Subject: Liquor License Applications

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

The Valley Vape Company LLC
Includes tobacco

DBA: The Valley Vape Company
12 Park Street, Suite 2
Essex Junction, VT 05452

DEPARTMENTAL MEMORANDUM



Date: June 24, 2025

To: Regina Mahony
City Manager

From: Ron Hoague
Chief of Police

Subject: Liquor License Applications

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

Saeed, Ghazal

DBA: Dollar Plus Treasure
105 Pearl Street
Essex Junction, VT 05452

For checks For Check Acct 01(GENERAL FUND) 06/06/2025 To 06/13/2025

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
V10609	2G ENERGY INC.	415082500576 Manifold replacement	10667.04	0.00	10667.04	55648	06/13/25
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		MandigoDocumentApproved 2025-06-06T19:05:08.0670599Z by: Jess					
		MorrisDocumentApproved 2025-06-06T19:40:49.0136624Z by: Cindy Delibac					
05290	ADVANCE AUTO PARTS 9820	455251492803 Childcare Busses	150.34	0.00	150.34	55649	06/13/25
		DocumentApproved 2025-06-04T20:11:58.5282668Z by: Alyssa					
		CallanDocumentApproved 2025-06-05T15:26:06.939007Z by: Caitlin					
		FayDocumentApproved 2025-06-06T16:15:06.3453331Z by: Cindy Delibac					
05290	ADVANCE AUTO PARTS 9820	455251535954 Childcare Busses	16.38	0.00	16.38	55649	06/13/25
		DocumentApproved 2025-06-04T20:10:28.0496531Z by: Alyssa					
		CallanDocumentApproved 2025-06-05T15:25:11.9900253Z by: Caitlin					
		FayDocumentApproved 2025-06-06T16:15:04.2660413Z by: Cindy Delibac					
05290	ADVANCE AUTO PARTS 9820	455251555959 Brake Cleaner	50.40	0.00	50.40	55649	06/13/25
		DocumentApproved 2025-06-05T02:08:19.7933968Z by: Matt SmithDocumentApproved					
		2025-06-05T15:24:40.5940143Z by: Caitlin FayDocumentApproved					
		2025-06-06T16:14:50.1637087Z by: Cindy Delibac					
05290	ADVANCE AUTO PARTS 9820	552513659011 OIL HUB 1 EA LUCAS	10.48	0.00	10.48	55649	06/13/25
		DocumentApproved 2025-06-03T13:12:22.4816069Z by: Rick JonesDocumentApproved					
		2025-06-04T18:11:30.6797286Z by: Cindy Delibac					
05290	ADVANCE AUTO PARTS 9820	552515659668 Oil for shop	38.35	0.00	38.35	55649	06/13/25
		DocumentApproved 2025-06-10T15:11:49.9979632Z by: Rick JonesDocumentApproved					
		2025-06-11T17:36:18.2632364Z by: Cindy Delibac					
05290	ADVANCE AUTO PARTS 9820	552515759722 Parts for the shop	10.27	0.00	10.27	55649	06/13/25
		DocumentApproved 2025-06-10T15:11:36.8249956Z by: Rick JonesDocumentApproved					
		2025-06-11T17:35:45.5038715Z by: Cindy Delibac					
05290	ADVANCE AUTO PARTS 9820	552516159848 Air filter and wheel hub	18.58	0.00	18.58	55649	06/13/25
		DocumentApproved 2025-06-11T12:12:21.5303351Z by: Rick JonesDocumentApproved					
		2025-06-11T17:36:11.9743327Z by: Cindy Delibac					
05290	ADVANCE AUTO PARTS 9820	552516159851 Wheel hub dust cap	1.37	0.00	1.37	55649	06/13/25
		DocumentApproved 2025-06-11T12:54:24.7410538Z by: Rick JonesDocumentApproved					
		2025-06-11T17:35:39.6570424Z by: Cindy Delibac					
05290	ADVANCE AUTO PARTS 9820	761951296862 Hydraulic Machine	1500.00	0.00	1500.00	55649	06/13/25
		DocumentApproved 2025-06-11T16:30:15.6849368Z by: Rick JonesDocumentApproved					
		2025-06-11T16:53:46.1916536Z by: Jess MorrisDocumentApproved					
		2025-06-11T17:36:06.8420532Z by: Cindy Delibac					

					Check Total	1796.17	
07305	AIRGAS USA LLC	5516470682 Pool Chemicals	149.38	0.00	149.38	55650	06/13/25
		DocumentApproved 2025-06-04T19:37:33.6662292Z by: Matt SmithDocumentApproved					
		2025-06-05T15:27:57.5698222Z by: Caitlin FayDocumentApproved					
		2025-06-06T16:15:14.5873956Z by: Cindy Delibac					
07305	AIRGAS USA LLC	5517121837 LEASE RENEWAL 07/01/2025	590.00	0.00	590.00	55650	06/13/25
		DocumentApproved 2025-06-04T13:30:42.6024231Z by: Rick JonesDocumentApproved					
		2025-06-10T15:14:41.6920129Z by: Rick Jones					

					Check Total	739.38	
80117	ALBEE, AARON (STICKS & STONES) 060425D2	7/4 Event FINAL PYMT FY2	2000.00	0.00	2000.00	55651	06/13/25
		DocumentApproved 2025-06-04T15:36:03.5664911Z by: Lindsey					

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For checks For Check Acct 01(GENERAL FUND) 06/06/2025 To 06/13/2025

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19815	AMAZON CAPITAL SERVICES	14NYCF3R47F1 Reach Fleming Wristbands	63.05	0.00	63.05	55655	06/13/25
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19815	AMAZON CAPITAL SERVICES	1CHD7HX3GMWV Staff Training	17.04	0.00	17.04	55655	06/13/25
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19815	AMAZON CAPITAL SERVICES	1FNYY7JLHXXL Camp Training	25.19	0.00	25.19	55655	06/13/25
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		FayDocumentApproved 2025-06-11T20:12:10.604794Z by: Cindy Delibac					
19815	AMAZON CAPITAL SERVICES	1FXP7Y9R6H7P Disc EES Wristbands	79.51	0.00	79.51	55655	06/13/25
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19815	AMAZON CAPITAL SERVICES	1G3WQXL6734K CMS Supplies	151.33	0.00	151.33	55655	06/13/25
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19815	AMAZON CAPITAL SERVICES	1HQ96DDYHCV3 Camp Supplies	356.36	0.00	356.36	55655	06/13/25
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		CallanDocumentApproved 2025-06-11T19:47:57.0096457Z by: Caitlin					
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19815	AMAZON CAPITAL SERVICES	1IH1GJ6PGPXR CMS Sports	71.87	0.00	71.87	55655	06/13/25
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19815	AMAZON CAPITAL SERVICES	1LDGFMK37LRR CMS Wristbands	230.13	0.00	230.13	55655	06/13/25
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		FayDocumentApproved 2025-06-11T20:12:14.2501677Z by: Cindy Delibac					
19815	AMAZON CAPITAL SERVICES	1LH6TT9T9MH3 Camp Supplies	33.95	0.00	33.95	55655	06/13/25
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		FayDocumentApproved 2025-06-04T18:14:18.6245003Z by: Cindy Delibac					
19815	AMAZON CAPITAL SERVICES	1LQ3QCFQ6CTR Slide Steps Tape	99.04	0.00	99.04	55655	06/13/25
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19815	AMAZON CAPITAL SERVICES	1P4WTWCQH4YQ CMS Supplies	88.79	0.00	88.79	55655	06/13/25
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		FayDocumentApproved 2025-06-11T20:12:36.0535599Z by: Cindy Delibac					
19815	AMAZON CAPITAL SERVICES	1PCH6JHTGP9C Behavior Support	5.69	0.00	5.69	55655	06/13/25
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For checks For Check Acct 01(GENERAL FUND) 06/06/2025 To 06/13/2025

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19815	AMAZON CAPITAL SERVICES	1RPDG1V43W7R CMS Supplies	35.09	0.00	35.09	55655	06/13/25
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19815	AMAZON CAPITAL SERVICES	1RPDG1V47JXG RK FMS Supplies	39.14	0.00	39.14	55655	06/13/25
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19815	AMAZON CAPITAL SERVICES	1TCTKLJT7HF9 Disc EES Supplies	48.59	0.00	48.59	55655	06/13/25
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19815	AMAZON CAPITAL SERVICES	1TMV6MQJ64CM RK FMS Supplies	113.04	0.00	113.04	55655	06/13/25
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19815	AMAZON CAPITAL SERVICES	1VKTMX9RLGC Staff Training	69.90	0.00	69.90	55655	06/13/25
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19815	AMAZON CAPITAL SERVICES	1X3TTTLFG949 Camp Training	10.49	0.00	10.49	55655	06/13/25
		DocumentApproved 2025-06-11T19:42:04.8413848Z by: Alyssa CallanDocumentApproved 2025-06-11T19:48:14.2435502Z by: Caitlin FayDocumentApproved 2025-06-11T20:12:40.4743742Z by: Cindy Delibac					
19815	AMAZON CAPITAL SERVICES	1XLKJ9CL4HHW Camp Supplies	54.14	0.00	54.14	55655	06/13/25
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19815	AMAZON CAPITAL SERVICES	1YNHJ6WRRHJW Behavior Support	18.69	0.00	18.69	55655	06/13/25
		DocumentApproved 2025-06-11T19:35:22.0451653Z by: Alyssa CallanDocumentApproved 2025-06-11T19:46:58.0602375Z by: Caitlin FayDocumentApproved 2025-06-11T20:12:03.9187564Z by: Cindy Delibac					

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25595	AMERICAN RED CROSS	22850104 Camp CPR/First Aid	440.00	0.00	440.00	55658	06/13/25
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25055	AQUARIUS LANDSCAPE SPRINKLERS	5580555 Sprinklers	423.70	0.00	423.70	55659	06/13/25
		DocumentApproved 2025-06-04T15:54:24.0870296Z by: Matt SmithDocumentApproved 2025-06-05T15:32:21.538215Z by: Caitlin FayDocumentApproved 2025-06-06T16:17:15.5713936Z by: Cindy Delibac					
25055	AQUARIUS LANDSCAPE SPRINKLERS	5580799 2 Lincoln Sprinkler June	199.55	0.00	199.55	55659	06/13/25
		DocumentApproved 2025-06-11T18:15:50.5685492Z by: Joanne					

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Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
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80185	BIRMINGHAM, JOSHUA	060425Birmin Stipend RAC June 2025	50.00	0.00	50.00	55660	06/13/25
	DocumentApproved 2025-06-11T13:15:35.9825539Z by: Ashley						
	SnellenbergerDocumentApproved 2025-06-11T15:15:49.5895577Z by: Cindy Delibac						
25370	BOUNCE AROUND VT LLC	060425D1 RK Summit/Fleming 6/11	560.00	0.00	560.00	55661	06/13/25
	DocumentApproved 2025-06-04T20:09:52.9335714Z by: Alyssa						
	CallanDocumentApproved 2025-06-05T15:25:01.3207278Z by: Caitlin						
	FayDocumentApproved 2025-06-09T15:03:46.4531739Z by: Cindy Delibac						
25370	BOUNCE AROUND VT LLC	10785 7/4 Event FY26	4101.00	0.00	4101.00	55662	06/13/25
	DocumentApproved 2025-06-04T15:36:11.8012701Z by: Lindsey						
	HambletDocumentApproved 2025-06-05T15:30:45.4274388Z by: Caitlin						
	FayDocumentApproved 2025-06-06T12:05:27.274341Z by: Jess						
	MorrisDocumentApproved 2025-06-09T15:04:06.7749178Z by: Cindy Delibac						
25370	BOUNCE AROUND VT LLC	11158 RK Summit 5/28	550.00	0.00	550.00	55663	06/13/25
	DocumentApproved 2025-06-11T19:29:55.4312927Z by: Alyssa						
	CallanDocumentApproved 2025-06-11T19:45:46.3615218Z by: Caitlin						
	FayDocumentApproved 2025-06-11T20:12:51.8042177Z by: Cindy Delibac						
02235	BOUND TREE MEDICAL LLC	85776816 EMS Supplies	1434.73	0.00	1434.73	55664	06/13/25
	DocumentApproved 2025-06-10T04:42:28.4709759Z by: Chris						
	GaboriaultDocumentApproved 2025-06-10T11:48:03.0587262Z by: Jess						
	MorrisDocumentApproved 2025-06-11T15:20:01.963602Z by: Cindy Delibac						
00530	BRODART CO	B7000767 BL JBooks JUN25	508.92	0.00	508.92	55665	06/13/25
	DocumentApproved 2025-06-10T20:58:49.4298897Z by: Wendy						
	HyskoDocumentApproved 2025-06-11T15:20:04.8928171Z by: Cindy Delibac						
00530	BRODART CO	B7000826 BL JBooks JUN25	56.00	0.00	56.00	55665	06/13/25
	DocumentApproved 2025-06-10T20:58:44.1443742Z by: Wendy						
	HyskoDocumentApproved 2025-06-11T15:20:10.8897039Z by: Cindy Delibac						
00530	BRODART CO	B7000981 BL JBOOKS JUN25	80.13	0.00	80.13	55665	06/13/25
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	HyskoDocumentApproved 2025-06-11T15:20:08.6980927Z by: Cindy Delibac						
				Check Total	645.05		
29405	BURLINGTON COMMUNICATIONS INC	BCS16995 Repair of 5 walkie talki	651.61	0.00	651.61	55666	06/13/25
	DocumentApproved 2025-06-11T12:42:05.8837613Z by: Chelsea						
	MandigoDocumentApproved 2025-06-11T15:21:19.0921581Z by: Cindy Delibac						
30360	BURLINGTON TELECOM	BT 062025 BL PhoneInternet MAY25	336.54	0.00	336.54	55667	06/13/25
	DocumentApproved 2025-06-10T21:00:22.25789Z by: Wendy						
	HyskoDocumentApproved 2025-06-11T15:21:43.462726Z by: Cindy Delibac						
V04609	CENTER POINT LARGE PRINT	2168837 BL Fndn LPBooks JUN25	100.68	0.00	100.68	55668	06/13/25
	DocumentApproved 2025-06-10T20:59:10.4974974Z by: Wendy						

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City of Essex Junction Accounts Payable

Check	Warrant Report #	Current	Prior	Next	FY Invoices
	24077				

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For checks For Check Acct 01 (GENERAL FUND) 06/06/2025 To 06/13/2025

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
		HyskoDocumentApproved 2025-06-11T15:22:02.1371244Z by: Cindy Delibac					
V0461	CENTRAL BEVERAGE	136 BL Papers MAY25	444.50	0.00	444.50	55669	06/13/25
		DocumentApproved 2025-06-10T20:58:09.2636781Z by: Wendy					
		HyskoDocumentApproved 2025-06-11T15:22:13.5599229Z by: Cindy Delibac					
33850	CENTRAL VERMONT PROPERTIES INC	9500274477 ROW	50.00	0.00	50.00	55670	06/13/25
		DocumentApproved 2025-06-03T14:27:38.9141962Z by: Jess					
		MorrisDocumentApproved 2025-06-04T20:29:33.3340136Z by: Cindy Delibac					
23435	CHAMPLAIN WATER DISTRICT	053125 Water May 2025	370994.59	0.00	370994.59	55671	06/13/25
		DocumentApproved 2025-06-06T19:04:51.3944798Z by: Jess					
		MorrisDocumentApproved 2025-06-06T19:05:23.2737501Z by: Jess					
		MorrisDocumentApproved 2025-06-06T19:06:21.6342502Z by: Regina					
		MahonyDocumentApproved 2025-06-06T19:41:25.2702611Z by: Cindy Delibac					
15285	CHECKR INC	1887089 WRRF background check	20.01	0.00	20.01	55672	06/13/25
		DocumentApproved 2025-06-03T15:58:06.504669Z by: Colleen					
		DwyerDocumentApproved 2025-06-04T18:14:53.9504202Z by: Cindy Delibac					
23455	CHITTENDEN SOLID WASTE DIST.	3593564 Road Kill Removal	3.00	0.00	3.00	55673	06/13/25
		DocumentApproved 2025-05-30T10:43:29.8206321Z by: Rick JonesDocumentApproved 2025-06-04T18:15:17.3763779Z by: Cindy Delibac					
21210	CINTAS LOC # 68M 71 M	4232126202 3X10 BLACK MAT	33.45	0.00	33.45	55674	06/13/25
		DocumentApproved 2025-06-03T13:13:38.9123825Z by: Rick JonesDocumentApproved 2025-06-04T18:15:30.5456257Z by: Cindy Delibac					
21210	CINTAS LOC # 68M 71 M	4232766528 Shop supplies	190.41	0.00	190.41	55674	06/13/25
		DocumentApproved 2025-06-06T18:41:34.8121662Z by: Rick JonesDocumentApproved 2025-06-06T19:41:30.1697549Z by: Cindy Delibac					
21210	CINTAS LOC # 68M 71 M	5272829810 Supplies for bandaid cab	153.45	0.00	153.45	55674	06/13/25
		DocumentApproved 2025-06-06T17:02:43.4419976Z by: Chelsea					
		MandigoDocumentApproved 2025-06-06T19:41:41.7885723Z by: Cindy Delibac					
21210	CINTAS LOC # 68M 71 M	5272829812 Supplies for cabinets	37.40	0.00	37.40	55674	06/13/25
		DocumentApproved 2025-06-03T13:12:39.5747293Z by: Rick JonesDocumentApproved 2025-06-04T18:15:23.2405352Z by: Cindy Delibac					
21210	CINTAS LOC # 68M 71 M	9323492602 WATERBREAK COOLER AGREEM	50.00	0.00	50.00	55674	06/13/25
		DocumentApproved 2025-06-04T13:30:55.4573372Z by: Rick JonesDocumentApproved 2025-06-04T18:15:46.2494112Z by: Cindy Delibac					
					----- Check Total	464.71	
17895	CLEAN NEST	15625 BL Cleaning MAY25	2860.00	0.00	2860.00	55675	06/13/25
		DocumentApproved 2025-06-10T20:59:30.2230715Z by: Wendy					
		HyskoDocumentApproved 2025-06-11T12:03:35.430857Z by: Jess					
		MorrisDocumentApproved 2025-06-11T15:22:41.4079467Z by: Cindy Delibac					
17895	CLEAN NEST	15626 Janitorial Services 2 Li	1179.00	0.00	1179.00	55675	06/13/25
		DocumentApproved 2025-06-02T14:26:53.2344907Z by: Joanne					
		PfaffDocumentApproved 2025-06-06T17:02:53.253224Z by: Chelsea					
		MandigoDocumentApproved 2025-06-06T19:05:02.7962443Z by: Jess					

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For checks For Check Acct 01(GENERAL FUND) 06/06/2025 To 06/13/2025

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
17895	CLEAN NEST	MorrisDocumentApproved 2025-06-11T15:22:25.1453234Z by: Cindy Delibac 15628 EJRP Cleaning May DocumentApproved 2025-06-05T11:06:58.6792012Z by: Matt SmithDocumentApproved 2025-06-05T15:28:49.7272154Z by: Caitlin FayDocumentApproved 2025-06-06T12:04:41.5892865Z by: Jess MorrisDocumentApproved 2025-06-11T15:22:35.8938165Z by: Cindy Delibac	6463.00	0.00	6463.00	55675	06/13/25
					Check Total	10502.00	
V10411	CLEAN WATERS, INC.	14376 Charge-Pack 155 DocumentApproved 2025-06-06T17:05:14.882142Z by: Chelsea MandigoDocumentApproved 2025-06-06T19:05:17.3213274Z by: Jess MorrisDocumentApproved 2025-06-06T19:42:58.768311Z by: Cindy Delibac	7029.16	0.00	7029.16	55676	06/13/25
25120	CLICKTIME.COM	454119 EJRP Timesheets June DocumentApproved 2025-06-11T18:07:38.4082352Z by: Brad LuckDocumentApproved 2025-06-11T18:31:25.0149726Z by: Caitlin FayDocumentApproved 2025-06-11T19:35:46.1391571Z by: Jess MorrisDocumentApproved 2025-06-11T19:42:52.4852042Z by: Cindy Delibac	1296.00	0.00	1296.00	55677	06/13/25
80197	COEN, Thomas	050825Coen Stipend Gov May 8 25 DocumentApproved 2025-06-02T20:20:06.5528652Z by: Ashley SnellenbergerDocumentApproved 2025-06-04T18:16:06.7536795Z by: Cindy Delibac	50.00	0.00	50.00	55678	06/13/25
80197	COEN, Thomas	052225Coen Stipend Gov May 22 25 DocumentApproved 2025-06-02T20:18:42.3355046Z by: Ashley SnellenbergerDocumentApproved 2025-06-04T18:15:55.4823576Z by: Cindy Delibac	50.00	0.00	50.00	55678	06/13/25
					Check Total	100.00	
17025	COONRADT AMY	0216 Recording Secretary CC 2 DocumentApproved 2025-06-09T13:44:14.4768943Z by: Ashley SnellenbergerDocumentApproved 2025-06-09T15:04:13.0869864Z by: Cindy Delibac	84.00	0.00	84.00	55679	06/13/25
17025	COONRADT AMY	0218 Recording Secretary CC 0 DocumentApproved 2025-06-11T13:15:56.7838064Z by: Ashley SnellenbergerDocumentApproved 2025-06-11T15:22:44.3709096Z by: Cindy Delibac	168.00	0.00	168.00	55679	06/13/25
					Check Total	252.00	
38280	CRYSTAL ROCK BOTTLED WATER INC	177222770525 2 Lincoln Bottled Water DocumentApproved 2025-06-02T20:22:20.1875193Z by: Ashley SnellenbergerDocumentApproved 2025-06-04T18:17:05.1777147Z by: Cindy Delibac	39.19	0.00	39.19	55680	06/13/25
80216	CUMMINGS ELECTRIC PC	27942 Installation EV Charger DocumentApproved 2025-06-09T15:36:25.4463113Z by: Joanne PfaffDocumentApproved 2025-06-09T15:55:31.1007241Z by: Cindy Delibac	550.00	0.00	550.00	55681	06/13/25
07530	CURTIS LUMBER INC	2505251423 Picnic Table Wood DocumentApproved 2025-06-04T19:37:45.0155302Z by: Matt SmithDocumentApproved 2025-06-05T15:26:41.4369293Z by: Caitlin FayDocumentApproved 2025-06-06T16:17:18.7014185Z by: Cindy Delibac	242.15	0.00	242.15	55682	06/13/25

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For checks For Check Acct 01(GENERAL FUND) 06/06/2025 To 06/13/2025

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
80208	Capital One Trade Credit - Ace 2160170	Supplies for shop	15.16	0.00	15.16	55683	06/13/25
		DocumentApproved 2025-05-07T15:15:03.8342678Z by: Jamie McMahonDocumentApproved 2025-06-09T15:02:11.1713004Z by: Cindy Delibac					
80208	Capital One Trade Credit - Ace 2160238	Supplies for Public Work	6.00	0.00	6.00	55683	06/13/25
		DocumentApproved 2025-05-09T17:21:38.0334722Z by: Rick JonesDocumentApproved 2025-06-09T15:01:54.1353425Z by: Cindy Delibac					
80208	Capital One Trade Credit - Ace 2160270	Program Supplies	31.44	0.00	31.44	55683	06/13/25
		DocumentApproved 2025-05-28T20:49:01.7565588Z by: Pat IvoryDocumentApproved 2025-05-29T12:33:32.1468814Z by: Caitlin FayDocumentApproved 2025-06-09T15:02:36.4059497Z by: Cindy Delibac					
					----- Check Total	52.60	
80218	Crazy Cotton Candy Lady LLC-Ar 478	RK MSP 6/12	515.50	0.00	515.50	55684	06/13/25
		DocumentApproved 2025-06-11T19:42:45.7180829Z by: Alyssa CallanDocumentApproved 2025-06-11T19:48:25.7294934Z by: Caitlin FayDocumentApproved 2025-06-11T20:13:30.0890809Z by: Cindy Delibac					
80187	DELUCIA, CORA	060425Deluci Stipend RAC June 2025	50.00	0.00	50.00	55685	06/13/25
		DocumentApproved 2025-06-11T13:15:25.3827362Z by: Ashley SnellenbergerDocumentApproved 2025-06-11T15:22:50.9772611Z by: Cindy Delibac					
80022	DEMAG RIGGERS & CRANE SERVICE 11279	centrifuge lift for majo	10745.00	0.00	10745.00	55686	06/13/25
		DocumentApproved 2025-06-06T17:04:34.0144075Z by: Chelsea MandigoDocumentApproved 2025-06-06T19:05:13.2423706Z by: Jess MorrisDocumentApproved 2025-06-06T19:43:09.1867152Z by: Cindy Delibac					
24305	DEMCO INC	7656376 BL Supplies JUN25	76.72	0.00	76.72	55687	06/13/25
		DocumentApproved 2025-06-10T20:58:00.9049767Z by: Wendy HyskoDocumentApproved 2025-06-11T15:23:05.5031431Z by: Cindy Delibac					
25715	DONALD L. HAMLIN CONSULT ENG I 22811 052925 CEJ-Amtrak FRA Grant Apr		146.25	0.00	146.25	55688	06/13/25
		DocumentApproved 2025-06-11T21:02:11.2605167Z by: Chris YuenDocumentApproved 2025-06-12T14:37:46.0224494Z by: Cindy Delibac					
25715	DONALD L. HAMLIN CONSULT ENG I 22815 052925 Design Pock Park April 2		90.00	0.00	90.00	55688	06/13/25
		DocumentApproved 2025-06-02T17:13:28.1934055Z by: Chris YuenDocumentApproved 2025-06-04T20:30:48.40261Z by: Cindy Delibac					
25715	DONALD L. HAMLIN CONSULT ENG I 22822 052925 EJ-Crescent Connector Ph		8244.35	0.00	8244.35	55688	06/13/25
		DocumentApproved 2025-06-03T13:12:33.3733814Z by: Rick JonesDocumentApproved 2025-06-03T14:27:56.8776483Z by: Jess MorrisDocumentApproved 2025-06-04T20:30:04.439396Z by: Cindy Delibac					
25715	DONALD L. HAMLIN CONSULT ENG I 23-803052925 2 Lincoln Renovation Apr		1404.00	0.00	1404.00	55688	06/13/25
		DocumentApproved 2025-06-02T13:37:48.1611301Z by: Rick JonesDocumentApproved 2025-06-02T15:41:45.0790877Z by: Regina MahonyDocumentApproved 2025-06-02T18:35:48.1771403Z by: Jess MorrisDocumentApproved 2025-06-04T20:29:53.714419Z by: Cindy Delibac					
25715	DONALD L. HAMLIN CONSULT ENG I 24801 052925 EJ-Autumn Pond Construct		1561.90	0.00	1561.90	55688	06/13/25
		DocumentApproved 2025-06-06T17:01:56.2915761Z by: Chelsea MandigoDocumentApproved 2025-06-06T19:05:00.1077879Z by: Jess					

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For checks For Check Acct 01(GENERAL FUND) 06/06/2025 To 06/13/2025

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
		MorrisDocumentApproved 2025-06-06T19:43:24.8113608Z by: Cindy Delibac					
25715	DONALD L. HAMLIN CONSULT ENG I 24805 052925	EJ-17 Park Street April	398.40	0.00	398.40	55688	06/13/25
		DocumentApproved 2025-06-06T17:00:55.7891507Z by: Chelsea					
		MandigoDocumentApproved 2025-06-06T19:43:14.3683962Z by: Cindy Delibac					
25715	DONALD L. HAMLIN CONSULT ENG I 24807 052925	EJ-Iroquois Ave Waterlin	17286.25	0.00	17286.25	55688	06/13/25
		DocumentApproved 2025-06-03T13:14:22.4634395Z by: Rick JonesDocumentApproved					
		2025-06-03T14:29:05.1626234Z by: Jess MorrisDocumentApproved					
		2025-06-04T20:31:07.8874406Z by: Cindy Delibac					
25715	DONALD L. HAMLIN CONSULT ENG I 24812 052925	Engineering Fees April 2	1552.30	0.00	1552.30	55688	06/13/25
		DocumentApproved 2025-06-02T17:13:19.2442582Z by: Chris YuenDocumentApproved					
		2025-06-02T18:35:45.4091095Z by: Jess MorrisDocumentApproved					
		2025-06-04T20:30:36.7333087Z by: Cindy Delibac					
25715	DONALD L. HAMLIN CONSULT ENG I 24824 052925	Engineering fees April 2	138.75	0.00	138.75	55688	06/13/25
		DocumentApproved 2025-06-02T17:13:36.5238028Z by: Chris YuenDocumentApproved					
		2025-06-04T20:33:33.7633438Z by: Cindy Delibac					
25715	DONALD L. HAMLIN CONSULT ENG I 24825 052925	Engineering April 2025	462.50	0.00	462.50	55688	06/13/25
		DocumentApproved 2025-06-02T17:13:46.5481638Z by: Chris YuenDocumentApproved					
		2025-06-04T20:33:39.1230025Z by: Cindy Delibac					
25715	DONALD L. HAMLIN CONSULT ENG I 25808 052925	EJ-Paving 2025 April 1,	3487.10	0.00	3487.10	55688	06/13/25
		DocumentApproved 2025-06-03T13:14:36.4281652Z by: Rick JonesDocumentApproved					
		2025-06-03T14:29:01.9161394Z by: Jess MorrisDocumentApproved					
		2025-06-04T20:30:10.4230947Z by: Cindy Delibac					
25715	DONALD L. HAMLIN CONSULT ENG I 25809 052925	EJ-Sidewalks 2025 April	2256.55	0.00	2256.55	55688	06/13/25
		DocumentApproved 2025-06-03T13:13:31.272757Z by: Rick JonesDocumentApproved					
		2025-06-03T14:28:56.3936085Z by: Jess MorrisDocumentApproved					
		2025-06-04T20:30:41.7458383Z by: Cindy Delibac					
25715	DONALD L. HAMLIN CONSULT ENG I 25810 052925	Comm Dev various project	2087.95	0.00	2087.95	55688	06/13/25
		DocumentApproved 2025-06-02T17:12:44.2720424Z by: Chris YuenDocumentApproved					
		2025-06-02T18:35:16.6331152Z by: Jess MorrisDocumentApproved					
		2025-06-04T20:30:56.7597209Z by: Cindy Delibac					
25715	DONALD L. HAMLIN CONSULT ENG I 25810R042225	Com Dev March various pr	1547.10	0.00	1547.10	55688	06/13/25
		DocumentApproved 2025-06-02T17:12:34.5588983Z by: Chris YuenDocumentApproved					
		2025-06-02T18:35:10.6471881Z by: Jess MorrisDocumentApproved					
		2025-06-04T20:30:20.4827342Z by: Cindy Delibac					
25715	DONALD L. HAMLIN CONSULT ENG I 25814 052925	EJ-Fairview Crosswalks	368.35	0.00	368.35	55688	06/13/25
		DocumentApproved 2025-06-03T13:13:48.6905276Z by: Rick JonesDocumentApproved					
		2025-06-04T20:33:54.2376284Z by: Cindy Delibac					
25715	DONALD L. HAMLIN CONSULT ENG I 25818 052925	EJ-Utility Map Update	849.05	0.00	849.05	55688	06/13/25
		DocumentApproved 2025-06-03T13:14:12.0219116Z by: Rick JonesDocumentApproved					
		2025-06-04T20:31:02.6549928Z by: Cindy Delibac					
25715	DONALD L. HAMLIN CONSULT ENG I 25823 052925	EJ-Capital Estimates 202	138.75	0.00	138.75	55688	06/13/25
		DocumentApproved 2025-06-03T13:13:58.5881729Z by: Rick JonesDocumentApproved					
		2025-06-04T20:33:48.0741635Z by: Cindy Delibac					

					Check Total	42019.55	
40025	E J PRESCOTT INC	6495778 MANHOLE COVER HOOK LOOP	79.89	0.00	79.89	55690	06/13/25
		DocumentApproved 2025-06-11T16:30:02.4952037Z by: Rick JonesDocumentApproved					
		2025-06-11T16:52:24.2837044Z by: Cindy Delibac					

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
01420	EASTERN SALES INC	16495 AP Green Cks 3000 qty	379.00	0.00	379.00	55691	06/13/25
		DocumentApproved 2025-06-11T14:36:34.6233506Z by: Jess MorrisDocumentApproved 2025-06-11T15:23:18.2043776Z by: Cindy Delibac					
V10347	EHRlich	78738512 ww PEST CONTROL MAINTENA	103.50	0.00	103.50	55692	06/13/25
		DocumentApproved 2025-06-11T18:45:23.7698802Z by: Chelsea MandigoDocumentApproved 2025-06-11T19:05:15.3873461Z by: Cindy Delibac					
80186	EMILO, JOCELYN	060425Emilo Stipend RAC June 2025	50.00	0.00	50.00	55693	06/13/25
		DocumentApproved 2025-06-11T13:15:07.6420683Z by: Ashley SnellenbergerDocumentApproved 2025-06-11T15:23:22.7682852Z by: Cindy Delibac					
V10734	ENCORE ESSEX JUNCTION SOLAR I 2505WWTP	Fixed Monthly Payment (4	2218.85	0.00	2218.85	55694	06/13/25
		DocumentApproved 2025-06-11T12:42:00.0784692Z by: Chelsea MandigoDocumentApproved 2025-06-11T14:35:06.3774261Z by: Jess MorrisDocumentApproved 2025-06-11T15:23:37.4910292Z by: Cindy Delibac					
03280	ENGINEERS CONSTRUCTION INC	06072025 10 yards of topsoil	450.00	0.00	450.00	55695	06/13/25
		DocumentApproved 2025-06-10T15:13:32.549227Z by: Rick JonesDocumentApproved 2025-06-11T15:23:53.4167451Z by: Cindy Delibac					
03280	ENGINEERS CONSTRUCTION INC	8856 Crescent Connector Proje	706311.67	0.00	706311.67	55696	06/13/25
		DocumentApproved 2025-06-03T13:11:34.4974791Z by: Rick JonesDocumentApproved 2025-06-03T14:27:51.7671592Z by: Jess MorrisDocumentApproved 2025-06-03T15:56:42.954987Z by: Regina MahonyDocumentApproved 2025-06-04T20:34:09.7942675Z by: Cindy Delibac					
20680	EPIC DRIVING LLC	508 Drivers Ed June	15750.00	0.00	15750.00	55697	06/13/25
		DocumentApproved 2025-06-04T16:39:44.5782751Z by: Lindsey HambletDocumentApproved 2025-06-05T15:32:39.0595224Z by: Caitlin FayDocumentApproved 2025-06-06T12:05:02.6702049Z by: Jess MorrisDocumentApproved 2025-06-06T16:17:36.9640323Z by: Cindy Delibac					
V0777	ESSEX REPORTER	410427 Newsletter AD June 2025	615.00	0.00	615.00	55698	06/13/25
		DocumentApproved 2025-06-09T13:43:48.7903272Z by: Ashley SnellenbergerDocumentApproved 2025-06-09T15:04:23.3520149Z by: Cindy Delibac					
V10477	ESSEX ROTARY CLUB	20250606 Heavenly Food Pantry	1397.00	0.00	1397.00	55699	06/13/25
		DocumentApproved 2025-06-06T16:40:34.5661724Z by: Regina MahonyDocumentApproved 2025-06-06T19:04:46.5790828Z by: Jess MorrisDocumentApproved 2025-06-06T19:44:15.6772312Z by: Cindy Delibac					
V0795	ESSEX TOWN OF	053125 Due to Town May 2025	64.00	0.00	64.00	55700	06/13/25
		DocumentApproved 2025-06-06T12:04:19.5127125Z by: Jess MorrisDocumentApproved 2025-06-06T16:18:04.1963202Z by: Cindy Delibac					
80217	EZ Container Service Inc	17030 Storage Box Rental	4390.00	0.00	4390.00	55701	06/13/25
		DocumentApproved 2025-06-11T18:08:22.7298914Z by: Brad LuckDocumentApproved 2025-06-11T18:31:04.7729502Z by: Caitlin FayDocumentApproved 2025-06-11T19:36:22.5422772Z by: Jess MorrisDocumentApproved					

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For checks For Check Acct 01(GENERAL FUND) 06/06/2025 To 06/13/2025

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
PfaffDocumentApproved 2025-05-28T10:40:41.3889254Z by: Rick							
JonesDocumentApproved 2025-06-12T20:33:22.0146267Z by: Cindy Delibac							
80021	FIRST NATIONAL BANK OF OMAHA M 5749031	Handicap Transmitter 2 L	82.77	0.00	82.77	55705	06/13/25
DocumentApproved 2025-05-27T19:01:51.6199853Z by: Joanne							
PfaffDocumentApproved 2025-05-28T10:40:27.1296901Z by: Rick							
JonesDocumentApproved 2025-06-12T20:33:11.794673Z by: Cindy Delibac							
Check Total					140.77		
19005	FIRSTLIGHT FIBER	20278650 Communications for June	544.52	0.00	544.52	55706	06/13/25
DocumentApproved 2025-06-06T16:57:45.8418935Z by: Chelsea							
MandigoDocumentApproved 2025-06-06T19:44:42.0709381Z by: Cindy Delibac							
30025	FREEMAN FRENCH FREEMAN INC	12992 EJRP Gym Study March	7590.00	0.00	7590.00	55707	06/13/25
DocumentApproved 2025-05-29T13:41:28.6241219Z by: Brad LuckDocumentApproved							
2025-05-29T13:52:39.7566815Z by: Caitlin FayDocumentApproved							
2025-05-30T11:23:31.2342123Z by: Jess MorrisDocumentApproved							
2025-06-04T20:34:20.8377534Z by: Cindy Delibac							
80192	Fountain of Youth Fitness	060625D Lifting Spirits Class -	85.60	0.00	85.60	55708	06/13/25
DocumentApproved 2025-06-04T17:51:50.7346988Z by: Julie							
ShorterDocumentApproved 2025-06-05T15:29:59.8083642Z by: Caitlin							
FayDocumentApproved 2025-06-06T16:18:36.1451462Z by: Cindy Delibac							
80192	Fountain of Youth Fitness	061025D Lifting Spirits Class -	61.60	0.00	61.60	55708	06/13/25
DocumentApproved 2025-06-10T17:59:44.9880295Z by: Julie							
ShorterDocumentApproved 2025-06-10T19:15:06.4969729Z by: Caitlin							
FayDocumentApproved 2025-06-11T16:52:29.6134021Z by: Cindy Delibac							
Check Total					147.20		
34895	GAUTHIER TRUCKING, INC.	1870920 11 JACKSON ST	156.88	0.00	156.88	55709	06/13/25
DocumentApproved 2025-06-06T18:42:17.9384559Z by: Rick JonesDocumentApproved							
2025-06-06T19:44:57.6285912Z by: Cindy Delibac							
34895	GAUTHIER TRUCKING, INC.	1870921 2 Lincoln Garbage May 20	342.33	0.00	342.33	55709	06/13/25
DocumentApproved 2025-06-04T16:04:29.1948961Z by: Joanne							
PfaffDocumentApproved 2025-06-06T19:29:34.6124822Z by: Joanne							
PfaffDocumentApproved 2025-06-06T19:44:51.656578Z by: Cindy Delibac							
34895	GAUTHIER TRUCKING, INC.	1870922 RAILROAD AVE PEARL ST. M	643.08	0.00	643.08	55709	06/13/25
DocumentApproved 2025-06-06T18:42:25.4077238Z by: Rick JonesDocumentApproved							
2025-06-06T19:44:59.0037158Z by: Cindy Delibac							
34895	GAUTHIER TRUCKING, INC.	1871087 BEECH ST BARREL ON BIKE	91.08	0.00	91.08	55709	06/13/25
DocumentApproved 2025-06-06T18:42:07.9655157Z by: Rick JonesDocumentApproved							
2025-06-06T19:44:47.5848818Z by: Cindy Delibac							
34895	GAUTHIER TRUCKING, INC.	1871819 Trash Removal June	473.77	0.00	473.77	55709	06/13/25
DocumentApproved 2025-06-04T19:38:01.2524199Z by: Matt SmithDocumentApproved							
2025-06-05T15:27:20.4016264Z by: Caitlin FayDocumentApproved							
2025-06-06T16:18:41.9867844Z by: Cindy Delibac							
Check Total					1707.14		

For checks For Check Acct 01(GENERAL FUND) 06/06/2025 To 06/13/2025

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
20470	GLOBAL MONTELLO ATT: FLEET	330804 May Vehicle fuel	4383.91	0.00	4383.91	55710	06/13/25
		DocumentApproved 2025-06-02T19:54:08.8659466Z by: Brad LuckDocumentApproved 2025-06-06T17:00:38.1148901Z by: Chelsea MandigoDocumentApproved 2025-06-06T18:45:02.7818179Z by: Rick JonesDocumentApproved 2025-06-10T04:45:03.1982364Z by: Chris GaboriaultDocumentApproved 2025-06-10T13:03:56.7630186Z by: Caitlin FayDocumentApproved 2025-06-10T14:22:14.1353864Z by: Jess MorrisDocumentApproved 2025-06-11T16:52:59.4848844Z by: Cindy Delibac					
80196	GOODKIND, PIPER	060425Goodki Stipend RAC June 2025	50.00	0.00	50.00	55711	06/13/25
		DocumentApproved 2025-06-11T13:14:39.6220224Z by: Ashley SnellenbergerDocumentApproved 2025-06-11T16:53:05.6931426Z by: Cindy Delibac					
04035	GOT THAT RENTAL & SALES INC	141339 PAINT, TRAFFIC WHITE WAT	65.88	0.00	65.88	55712	06/13/25
		DocumentApproved 2025-05-30T10:42:44.1950397Z by: Rick JonesDocumentApproved 2025-06-04T20:34:30.8703212Z by: Cindy Delibac					
24785	GRAINGER	9521151754 parts for Pephlo	741.07	0.00	741.07	55713	06/13/25
		DocumentApproved 2025-06-06T17:03:06.7891971Z by: Chelsea MandigoDocumentApproved 2025-06-06T19:45:19.3070504Z by: Cindy Delibac					
24785	GRAINGER	9521151762 Parts for Pephlo	95.85	0.00	95.85	55713	06/13/25
		DocumentApproved 2025-06-06T17:03:18.5159917Z by: Chelsea MandigoDocumentApproved 2025-06-06T19:45:08.1788403Z by: Cindy Delibac					
24785	GRAINGER	9527714092 PARTS FOR PEPHLO TRAILER	82.75	0.00	82.75	55713	06/13/25
		DocumentApproved 2025-06-06T16:58:25.4243733Z by: Chelsea MandigoDocumentApproved 2025-06-06T19:45:24.6032722Z by: Cindy Delibac					
24785	GRAINGER	9529263999 PARTS FOR PEPHLO TRAILER	253.64	0.00	253.64	55713	06/13/25
		DocumentApproved 2025-06-06T16:58:19.7969424Z by: Chelsea MandigoDocumentApproved 2025-06-06T19:45:13.5293277Z by: Cindy Delibac					
24785	GRAINGER	9530932723 SPRAY PAINT, GREEN, GLOSS	17.19	0.00	17.19	55713	06/13/25
		DocumentApproved 2025-06-11T12:42:27.1665109Z by: Chelsea MandigoDocumentApproved 2025-06-11T16:53:15.8147696Z by: Cindy Delibac					
					----- Check Total	1190.50	
08475	GREEN MOUNTAIN ELECTRIC SUPPLY	S5328138 Electrical Supplies	70.67	0.00	70.67	55714	06/13/25
		DocumentApproved 2025-06-05T17:17:59.0213174Z by: Matt SmithDocumentApproved 2025-06-10T13:03:07.8447773Z by: Caitlin FayDocumentApproved 2025-06-11T16:53:42.8796924Z by: Cindy Delibac					
80046	HAGESTAD CHRISTINA	052025Hagest Stipend PCAB May 2025	50.00	0.00	50.00	55715	06/13/25
		DocumentApproved 2025-06-09T13:43:22.2880332Z by: Ashley SnellenbergerDocumentApproved 2025-06-09T15:04:28.0743632Z by: Cindy Delibac					
33495	INGRAM LIBRARY SERVICES INC	88288792 BL ABooks MAY25	42.42	0.00	42.42	55716	06/13/25
		DocumentApproved 2025-06-10T21:00:27.5384553Z by: Wendy HyskoDocumentApproved 2025-06-11T16:53:51.0052927Z by: Cindy Delibac					
33495	INGRAM LIBRARY SERVICES INC	88295832 BL FndnABooks MAY25	113.47	0.00	113.47	55716	06/13/25
		DocumentApproved 2025-06-10T21:00:37.8608163Z by: Wendy HyskoDocumentApproved 2025-06-11T16:54:28.1796005Z by: Cindy Delibac					

06/13/25

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Check Warrant Report # 24077 Current Prior Next FY Invoices

Cdelibac

For checks For Check Acct 01(GENERAL FUND) 06/06/2025 To 06/13/2025

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
33495	INGRAM LIBRARY SERVICES INC	88295833 BL ABooks MAY25	284.44	0.00	284.44	55716	06/13/25
		DocumentApproved 2025-06-10T21:00:32.1877871Z by: Wendy					
		HyskoDocumentApproved 2025-06-11T16:53:57.7084655Z by: Cindy Delibac					
33495	INGRAM LIBRARY SERVICES INC	88352493 BL ABooks MAY25	415.25	0.00	415.25	55716	06/13/25
		DocumentApproved 2025-06-10T20:59:40.7858168Z by: Wendy					
		HyskoDocumentApproved 2025-06-11T16:54:04.1681822Z by: Cindy Delibac					
33495	INGRAM LIBRARY SERVICES INC	88402017 BL AAF Books JUN25	136.76	0.00	136.76	55716	06/13/25
		DocumentApproved 2025-06-10T20:59:04.8207306Z by: Wendy					
		HyskoDocumentApproved 2025-06-11T16:53:46.8199755Z by: Cindy Delibac					
33495	INGRAM LIBRARY SERVICES INC	88531210 BL AAF Books JUN25	738.33	0.00	738.33	55716	06/13/25
		DocumentApproved 2025-06-10T20:58:33.9046166Z by: Wendy					
		HyskoDocumentApproved 2025-06-11T16:54:17.076649Z by: Cindy Delibac					
33495	INGRAM LIBRARY SERVICES INC	88579467 BL ABooks JUN25	135.78	0.00	135.78	55716	06/13/25
		DocumentApproved 2025-06-10T20:58:21.7990715Z by: Wendy					
		HyskoDocumentApproved 2025-06-11T16:54:10.8681899Z by: Cindy Delibac					

			Check Total		1866.45		
26430	K5 CORPORATION	10007996 Street Markings	12777.90	0.00	12777.90	55717	06/13/25
		DocumentApproved 2025-06-11T12:53:46.2590659Z by: Rick JonesDocumentApproved					
		2025-06-11T14:34:41.9115409Z by: Jess MorrisDocumentApproved					
		2025-06-11T16:54:54.6047396Z by: Cindy Delibac					
V10407	KIMBALL MIDWEST	103408737 PAINT	153.96	0.00	153.96	55718	06/13/25
		DocumentApproved 2025-06-02T13:38:08.2360601Z by: Rick JonesDocumentApproved					
		2025-06-04T20:34:48.7777352Z by: Cindy Delibac					
V10407	KIMBALL MIDWEST	103409860 PAINT	153.96	0.00	153.96	55718	06/13/25
		DocumentApproved 2025-06-02T13:38:00.9106133Z by: Rick JonesDocumentApproved					
		2025-06-04T20:34:42.8353549Z by: Cindy Delibac					

			Check Total		307.92		
80025	KUREK, SUE	209365 Prog Refund-Kurek \$80	80.00	0.00	80.00	55719	06/13/25
		DocumentApproved 2025-06-10T17:59:32.0043618Z by: Julie					
		ShorterDocumentApproved 2025-06-10T19:14:17.5474284Z by: Caitlin					
		FayDocumentApproved 2025-06-11T16:56:29.0238175Z by: Cindy Delibac					
38460	L D OLIVER SEED CO INC	59877 Bags of mix and straw ba	114.68	0.00	114.68	55720	06/13/25
		DocumentApproved 2025-06-06T18:55:05.0550373Z by: Rick JonesDocumentApproved					
		2025-06-06T19:46:47.8592112Z by: Cindy Delibac					
V9454	LENNY'S SHOE & APP	4066669 Uniform Patrice Alexande	199.00	0.00	199.00	55721	06/13/25
		DocumentApproved 2025-06-11T12:42:43.4927857Z by: Chelsea					
		MandigoDocumentApproved 2025-06-11T16:55:52.3961031Z by: Cindy Delibac					
V9454	LENNY'S SHOE & APP	4067325 CR Uniform Patrice Alex	-49.01	0.00	-49.01	55721	06/13/25
		DocumentApproved 2025-06-11T12:42:38.1595688Z by: Chelsea					
		MandigoDocumentApproved 2025-06-11T16:55:27.2411416Z by: Cindy Delibac					
V9454	LENNY'S SHOE & APP	4067569 Uniform for Ken McGowen	620.18	0.00	620.18	55721	06/13/25
		DocumentApproved 2025-06-11T12:42:32.5585103Z by: Chelsea					
		MandigoDocumentApproved 2025-06-11T16:55:38.3580465Z by: Cindy Delibac					

For checks For Check Acct 01(GENERAL FUND) 06/06/2025 To 06/13/2025

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
V9454	LENNY'S SHOE & APP	4067808	Uniform Jamie McMahon	124.97	0.00	124.97	55721 06/13/25
		DocumentApproved 2025-06-11T12:54:05.1054367Z by: Rick Jones					
		DocumentApproved 2025-06-11T16:55:01.4031223Z by: Cindy Delibac					

				Check Total	895.14		
V10130	LOWE'S BUSINESS ACCOUNT	70091	ACCESS PANEL	18.51	0.00	18.51	55722 06/13/25
		DocumentApproved 2025-05-14T16:04:49.778719Z by: Wendy Hysko					
		DocumentApproved 2025-06-11T19:09:53.0498195Z by: Cindy Delibac					
V10130	LOWE'S BUSINESS ACCOUNT	72865	BL RM Spigot MAY25	18.51	0.00	18.51	55722 06/13/25
		DocumentApproved 2025-05-13T17:44:43.8541356Z by: Wendy Hysko					
		DocumentApproved 2025-06-11T19:10:19.0706883Z by: Cindy Delibac					
V10130	LOWE'S BUSINESS ACCOUNT	91382	Mailbox replacement	75.01	0.00	75.01	55722 06/13/25
		DocumentApproved 2025-05-22T18:38:10.9711057Z by: Rick Jones					
		DocumentApproved 2025-06-11T19:09:08.5889292Z by: Cindy Delibac					

				Check Total	112.03		
80188	LYNCH, PATRICK	060425	Lynch Stipend RAC June 2025	50.00	0.00	50.00	55723 06/13/25
		DocumentApproved 2025-06-11T13:14:26.8895622Z by: Ashley Snellenberger					
		DocumentApproved 2025-06-11T16:56:05.3679343Z by: Cindy Delibac					
80213	Luck, Venessa	LUCK052025	BL BrdStipend MAY25	50.00	0.00	50.00	55724 06/13/25
		DocumentApproved 2025-06-10T20:59:56.7223463Z by: Wendy Hysko					
		DocumentApproved 2025-06-11T16:55:59.4733376Z by: Cindy Delibac					
13000	MARSHALL TIRE GROUP INC	78953	Repair of loose wheel	78.66	0.00	78.66	55725 06/13/25
		DocumentApproved 2025-06-09T10:50:33.2066889Z by: Rick Jones					
		DocumentApproved 2025-06-09T15:04:42.7350075Z by: Cindy Delibac					
26920	MAYVILLE DARBY	45	June DRB	162.00	0.00	162.00	55726 06/13/25
		DocumentApproved 2025-06-11T20:57:24.4067896Z by: Chris Yuen					
		DocumentApproved 2025-06-12T14:47:29.6751424Z by: Cindy Delibac					
34995	MCMASTER CARR SUPPLY CO	46632416	XTRA Master Lock Padlock	52.11	0.00	52.11	55727 06/13/25
		DocumentApproved 2025-06-06T16:59:06.0830867Z by: Chelsea Mandigo					
		DocumentApproved 2025-06-06T19:46:52.0036436Z by: Cindy Delibac					
34995	MCMASTER CARR SUPPLY CO	46796578	Pephlo parts for trailer	191.93	0.00	191.93	55727 06/13/25
		DocumentApproved 2025-06-11T12:41:27.2409861Z by: Chelsea Mandigo					
		DocumentApproved 2025-06-11T16:56:15.2856131Z by: Cindy Delibac					

				Check Total	244.04		
V10462	MONAGHAN SAFAR DUCHAM PLLC	May 2025	legal May 2025	4079.00	0.00	4079.00	55728 06/13/25
		DocumentApproved 2025-06-11T12:03:27.0555349Z by: Jess Morris					
		DocumentApproved 2025-06-11T12:03:42.1673236Z by: Jess Morris					
		DocumentApproved 2025-06-11T16:56:46.1175474Z by: Cindy Delibac					
80059	MSK ENGINEERS	17735	1461-001 ESSEX JUNCTION	265.00	0.00	265.00	55729 06/13/25
		DocumentApproved 2025-06-06T18:42:02.7205306Z by: Rick Jones					

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Check	Warrant Report #	Current	Prior	Next	FY Invoices
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Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
2025-06-06T19:46:58.2549246Z by: Cindy Delibac							
44275	MVP SELECT CARE INC.	CINV011081 May 2025 HRA Admin Fee	161.00	0.00	161.00	55730	06/13/25
	DocumentApproved 2025-06-06T19:00:15.7620214Z by: Colleen DwyerDocumentApproved 2025-06-09T10:59:20.6809209Z by: Shannon MaynardDocumentApproved 2025-06-09T11:26:13.5135639Z by: Jess MorrisDocumentApproved 2025-06-09T15:05:03.5533241Z by: Cindy Delibac						
10220	NEW ENGLAND AIR SYSTEMS LLC	206428 BL HVAC MAY25	297.00	0.00	297.00	55731	06/13/25
	DocumentApproved 2025-06-10T21:00:17.1003841Z by: Wendy HyskoDocumentApproved 2025-06-11T16:56:53.4729037Z by: Cindy Delibac						
37605	NEW ENGLAND MUNICIPAL RESOURCE	57230 NEMRC Annual Support FY2	5811.26	0.00	5811.26	55732	06/13/25
	DocumentApproved 2025-06-09T12:00:33.5432338Z by: Jess MorrisDocumentApproved 2025-06-10T11:47:57.4587525Z by: Jess MorrisDocumentApproved 2025-06-11T16:57:25.610554Z by: Cindy Delibac						
V1661	NORTH CENTRAL LABORATORIES	520328 liter B-47CL, Buffer Sol	627.50	0.00	627.50	55733	06/13/25
	DocumentApproved 2025-06-06T17:00:10.0588068Z by: Chelsea MandigoDocumentApproved 2025-06-06T19:47:08.2440376Z by: Cindy Delibac						
V10329	NORTH WILLISTON CATTLE COMPANY	263 Biosolids Spring 2025	111514.92	0.00	111514.92	55734	06/13/25
	DocumentApproved 2025-06-11T12:41:55.3079621Z by: Chelsea MandigoDocumentApproved 2025-06-11T14:34:59.3254138Z by: Jess MorrisDocumentApproved 2025-06-11T16:27:50.090728Z by: Regina MahonyDocumentApproved 2025-06-11T16:57:52.5766827Z by: Cindy Delibac						
19325	OPEN APPROACH INC	26310 IT Services June 2025	13471.81	0.00	13471.81	55735	06/13/25
	DocumentApproved 2025-06-02T15:41:21.1357655Z by: Regina MahonyDocumentApproved 2025-06-02T18:35:36.2271966Z by: Jess MorrisDocumentApproved 2025-06-04T20:34:54.0757254Z by: Cindy Delibac						
19325	OPEN APPROACH INC	26385 Monthly Billing for June	690.00	0.00	690.00	55735	06/13/25
	DocumentApproved 2025-06-06T17:02:26.4269594Z by: Chelsea MandigoDocumentApproved 2025-06-06T19:47:13.4333131Z by: Cindy Delibac						
19325	OPEN APPROACH INC	26455 Connect Wise IT Services	100.00	0.00	100.00	55735	06/13/25
	DocumentApproved 2025-06-02T15:41:33.9578222Z by: Regina MahonyDocumentApproved 2025-06-04T20:34:59.0593374Z by: Cindy Delibac						

					Check Total	14261.81	
80195	OSBORNE, OONA	060425Osborn Stipend RAC June 2025	50.00	0.00	50.00	55736	06/13/25
	DocumentApproved 2025-06-11T13:13:35.803321Z by: Ashley SnellenbergerDocumentApproved 2025-06-11T16:57:59.2385176Z by: Cindy Delibac						
V10729	OVERDRIVE INC	01459DA25169 BL ADigiBks MAY25	74.99	0.00	74.99	55737	06/13/25
	DocumentApproved 2025-06-10T20:57:55.5811363Z by: Wendy HyskoDocumentApproved 2025-06-11T16:58:17.905426Z by: Cindy Delibac						
V9862	PERCY RENTALS, SALES & SERVICE	41565 STARTER; SOLENOID SHIFT	378.95	0.00	378.95	55738	06/13/25
	DocumentApproved 2025-06-03T13:12:02.0967472Z by: Rick JonesDocumentApproved 2025-06-03T13:12:02.0967472Z by: Rick Jones						

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City of Essex Junction Accounts Payable

Check Warrant Report # 24077 Current Prior Next FY Invoices

Cdelibac

For checks For Check Acct 01(GENERAL FUND) 06/06/2025 To 06/13/2025

				Purchase	Discount	Amount	Check	Check
Vendor		Invoice	Invoice Description	Amount	Amount	Paid	Number	Date

2025-06-04T20:35:21.2758727Z by: Cindy Delibac								
29425	PERFORMANCE FOOD	24793-EJRP	395349 RK Fleming Snack	164.95	0.00	164.95	55739	06/13/25
DocumentApproved 2025-06-04T20:22:26.311808Z by: Alyssa								
CallanDocumentApproved 2025-06-05T15:27:36.7483937Z by: Caitlin								
FayDocumentApproved 2025-06-06T16:19:02.7453266Z by: Cindy Delibac								
29425	PERFORMANCE FOOD	24793-EJRP	395773 RK FMS Snack	153.75	0.00	153.75	55739	06/13/25
DocumentApproved 2025-06-04T20:21:39.815347Z by: Alyssa								
CallanDocumentApproved 2025-06-05T15:26:54.0282708Z by: Caitlin								
FayDocumentApproved 2025-06-06T16:19:01.7198742Z by: Cindy Delibac								
29425	PERFORMANCE FOOD	24793-EJRP	396284 RK S/H K Snack	399.50	0.00	399.50	55739	06/13/25
DocumentApproved 2025-06-04T20:15:33.7585236Z by: Alyssa								
CallanDocumentApproved 2025-06-05T15:31:43.6319705Z by: Caitlin								
FayDocumentApproved 2025-06-06T16:18:47.3053264Z by: Cindy Delibac								
29425	PERFORMANCE FOOD	24793-EJRP	397161 RK EES Snack	85.78	0.00	85.78	55739	06/13/25
DocumentApproved 2025-06-04T20:17:31.69842Z by: Alyssa								
CallanDocumentApproved 2025-06-05T15:31:35.8442843Z by: Caitlin								
FayDocumentApproved 2025-06-06T16:18:50.6120193Z by: Cindy Delibac								
29425	PERFORMANCE FOOD	24793-EJRP	397298 RK Hiawatha Snack	246.22	0.00	246.22	55739	06/13/25
DocumentApproved 2025-06-04T20:18:34.7537667Z by: Alyssa								
CallanDocumentApproved 2025-06-05T15:28:28.4908274Z by: Caitlin								
FayDocumentApproved 2025-06-06T16:18:55.9912915Z by: Cindy Delibac								
29425	PERFORMANCE FOOD	24793-EJRP	399248 RK Summit Snack	292.08	0.00	292.08	55739	06/13/25
DocumentApproved 2025-06-05T16:05:07.2648221Z by: Alyssa								
CallanDocumentApproved 2025-06-10T13:02:54.95346Z by: Caitlin								
FayDocumentApproved 2025-06-11T16:58:25.092447Z by: Cindy Delibac								
29425	PERFORMANCE FOOD	24793-EJRP	399255 RK Snack	46.93	0.00	46.93	55739	06/13/25
DocumentApproved 2025-06-05T16:05:38.8948093Z by: Alyssa								
CallanDocumentApproved 2025-06-10T13:03:01.1840913Z by: Caitlin								
FayDocumentApproved 2025-06-11T16:58:25.9708465Z by: Cindy Delibac								
29425	PERFORMANCE FOOD	24793-EJRP	399717 RK Fleming Snack	112.17	0.00	112.17	55739	06/13/25
DocumentApproved 2025-06-05T16:04:41.6716597Z by: Alyssa								
CallanDocumentApproved 2025-06-10T13:02:37.7416851Z by: Caitlin								
FayDocumentApproved 2025-06-11T16:58:20.7158549Z by: Cindy Delibac								
29425	PERFORMANCE FOOD	24793-EJRP	399924 RK FMS Snack	186.94	0.00	186.94	55739	06/13/25
DocumentApproved 2025-06-05T16:05:57.6909839Z by: Alyssa								
CallanDocumentApproved 2025-06-10T13:03:27.9168754Z by: Caitlin								
FayDocumentApproved 2025-06-11T16:58:27.7241694Z by: Cindy Delibac								

						Check Total	1688.32	
V10554	PHOENIX BOOKS BURLINGTON	1564785	BL ABooks JUN25	23.99	0.00	23.99	55740	06/13/25
DocumentApproved 2025-06-10T20:58:59.5361166Z by: Wendy								
HyskoDocumentApproved 2025-06-11T16:58:46.0321538Z by: Cindy Delibac								
25140	PIKE INDUSTRIES INC	1324231	Asphalt	374.25	0.00	374.25	55741	06/13/25
DocumentApproved 2025-05-30T10:42:53.2336028Z by: Rick JonesDocumentApproved								
2025-06-04T20:35:29.3320987Z by: Cindy Delibac								
25140	PIKE INDUSTRIES INC	1325141	Asphalt	240.00	0.00	240.00	55741	06/13/25
DocumentApproved 2025-06-04T13:29:47.4254479Z by: Rick JonesDocumentApproved								

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City of Essex Junction Accounts Payable
Check Warrant Report # 24077 Current Prior Next FY Invoices
For checks For Check Acct 01(GENERAL FUND) 06/06/2025 To 06/13/2025

	Purchase	Discount	Amount	Check	Check
Vendor	Invoice	Invoice Description	Amount	Amount	Date
	2025-06-10T14:38:19.5342746Z by: Caitlin FayDocumentApproved				
	2025-06-11T17:26:15.5810084Z by: Cindy Delibac				
03180	SAFETY SYSTEMS OF VT LLC	13011658 Alarm Systems Inspection	1029.00	0.00	1029.00
	DocumentApproved 2025-06-06T17:01:20.3706151Z by: Chelsea MandigoDocumentApproved 2025-06-06T19:04:57.1710156Z by: Jess MorrisDocumentApproved 2025-06-06T19:47:39.9380388Z by: Cindy Delibac				55752 06/13/25
10435	SCREENMYLOGO.COM	21494 MSPRS TShirts	566.25	0.00	566.25
	DocumentApproved 2025-06-04T18:28:12.1300037Z by: Pat IvoryDocumentApproved 2025-06-05T15:27:00.2656023Z by: Caitlin FayDocumentApproved 2025-06-06T16:19:51.9725582Z by: Cindy Delibac				55753 06/13/25
10435	SCREENMYLOGO.COM	21498 Summer Staff TShirts	2604.00	0.00	2604.00
	DocumentApproved 2025-06-04T20:13:33.4082701Z by: Alyssa CallanDocumentApproved 2025-06-05T15:32:12.6787472Z by: Caitlin FayDocumentApproved 2025-06-06T12:04:59.2015438Z by: Jess MorrisDocumentApproved 2025-06-06T16:19:36.0529527Z by: Cindy Delibac				55753 06/13/25
10435	SCREENMYLOGO.COM	21501 Reach TShirts	2099.75	0.00	2099.75
	DocumentApproved 2025-06-04T20:17:01.4647935Z by: Alyssa CallanDocumentApproved 2025-06-05T15:30:18.8554756Z by: Caitlin FayDocumentApproved 2025-06-06T12:05:09.0318703Z by: Jess MorrisDocumentApproved 2025-06-06T16:19:50.5317644Z by: Cindy Delibac				55753 06/13/25
10435	SCREENMYLOGO.COM	21502 CMS TShirts	1994.75	0.00	1994.75
	DocumentApproved 2025-06-04T20:16:23.931037Z by: Alyssa CallanDocumentApproved 2025-06-05T15:30:07.825469Z by: Caitlin FayDocumentApproved 2025-06-06T12:05:07.8195004Z by: Jess MorrisDocumentApproved 2025-06-06T16:19:45.1231384Z by: Cindy Delibac				55753 06/13/25
10435	SCREENMYLOGO.COM	21503 Discovery TShirts	1955.50	0.00	1955.50
	DocumentApproved 2025-06-04T20:14:54.9851034Z by: Alyssa CallanDocumentApproved 2025-06-05T15:32:48.9975822Z by: Caitlin FayDocumentApproved 2025-06-06T12:04:53.993394Z by: Jess MorrisDocumentApproved 2025-06-06T16:19:42.0880354Z by: Cindy Delibac				55753 06/13/25
10435	SCREENMYLOGO.COM	21507 Nova TShirts	532.00	0.00	532.00
	DocumentApproved 2025-06-05T16:04:16.2052657Z by: Alyssa CallanDocumentApproved 2025-06-10T13:02:29.1211752Z by: Caitlin FayDocumentApproved 2025-06-11T17:29:58.8179494Z by: Cindy Delibac				55753 06/13/25
			Check Total		9752.25
14160	SHELBURNE MUSEUM	322 BL Fndn-AttrctnPass MAY2	200.00	0.00	200.00
	DocumentApproved 2025-06-10T21:00:10.9098306Z by: Wendy HyskoDocumentApproved 2025-06-11T17:30:21.2894162Z by: Cindy Delibac				55754 06/13/25
29470	SIKORA SERVICE CENTER	4108 Repair on loose trailer	111.45	0.00	111.45
	DocumentApproved 2025-06-10T15:13:53.6842252Z by: Rick JonesDocumentApproved 2025-06-11T17:30:31.9773373Z by: Cindy Delibac				55755 06/13/25
29470	SIKORA SERVICE CENTER	42196 Repair on Truck #15	560.54	0.00	560.54
	DocumentApproved 2025-06-10T15:14:09.9863198Z by: Rick JonesDocumentApproved 2025-06-11T17:30:42.6361055Z by: Cindy Delibac				55755 06/13/25
29470	SIKORA SERVICE CENTER	43057 State Inspection for Tru	60.00	0.00	60.00
	DocumentApproved 2025-06-06T18:41:21.9678668Z by: Rick JonesDocumentApproved				55755 06/13/25

03:37 pm

City of Essex Junction Accounts Payable

Check	Warrant Report #	Current	Prior	Next	FY Invoices
	24077				

Cdelibac

For checks For Check Acct 01 (GENERAL FUND) 06/06/2025 To 06/13/2025

				Purchase	Discount	Amount	Check	Check
Vendor	Invoice	Invoice Description	Amount	Amount	Paid	Number	Date	

2025-06-06T19:47:49.5978772Z by: Cindy Delibac								
				Check Total	731.99			
V2093	SLACK CHEMICAL COMPANY INC.	486964 chlorine	9969.39	0.00	9969.39	55756	06/13/25	
DocumentApproved 2025-06-06T16:57:36.7194895Z by: Chelsea								
MandigoDocumentApproved 2025-06-06T19:04:36.7996463Z by: Jess								
MorrisDocumentApproved 2025-06-06T19:47:54.9657343Z by: Cindy Delibac								
23855	SOUTHWORTH-MILTON, INC.	ARREC135 Credit 3/27/23	-57.95	0.00	-57.95	55757	06/13/25	
DocumentApproved 2025-05-12T16:32:50.5498686Z by: Rick JonesDocumentApproved								
2025-05-13T20:09:03.0247103Z by: Cindy Delibac								
23855	SOUTHWORTH-MILTON, INC.	INV3593469 Parts for vehicles sidew	1093.59	0.00	1093.59	55757	06/13/25	
DocumentApproved 2025-06-10T15:10:36.2063382Z by: Rick JonesDocumentApproved								
2025-06-10T15:26:33.7484593Z by: Jess MorrisDocumentApproved								
2025-06-11T17:31:18.545343Z by: Cindy Delibac								
				Check Total	1035.64			
V2124	STAPLES ADVANTAGE	6033275374 cable for computer	10.89	0.00	10.89	55758	06/13/25	
DocumentApproved 2025-06-06T17:02:18.3587703Z by: Chelsea								
MandigoDocumentApproved 2025-06-06T19:48:15.496727Z by: Cindy Delibac								
80123	SULLIVAN/ MICHAEL//	052825Sulliv Stipend CSWD May 2025	50.00	0.00	50.00	55759	06/13/25	
DocumentApproved 2025-06-09T13:43:05.4090009Z by: Ashley								
SnellenbergerDocumentApproved 2025-06-09T15:05:24.2030678Z by: Cindy Delibac								
29090	SUNBELT RENTALS	167921426 Preschool Excavator Rent	1838.03	0.00	1838.03	55760	06/13/25	
DocumentApproved 2025-05-29T13:43:16.4703696Z by: Brad LuckDocumentApproved								
2025-05-29T13:53:40.6843241Z by: Caitlin FayDocumentApproved								
2025-05-30T11:23:35.3168465Z by: Jess MorrisDocumentApproved								
2025-06-06T16:20:51.9249447Z by: Cindy Delibac								
29090	SUNBELT RENTALS	168293276 Chainsaw Repair	181.70	0.00	181.70	55760	06/13/25	
DocumentApproved 2025-06-04T16:42:49.479786Z by: Matt SmithDocumentApproved								
2025-06-05T15:29:38.1765138Z by: Caitlin FayDocumentApproved								
2025-06-06T16:20:18.497861Z by: Cindy Delibac								
29090	SUNBELT RENTALS	168293461 Chainsaw Repair	196.54	0.00	196.54	55760	06/13/25	
DocumentApproved 2025-06-04T19:38:15.95133Z by: Matt SmithDocumentApproved								
2025-06-05T15:28:12.9983839Z by: Caitlin FayDocumentApproved								
2025-06-06T16:20:47.789932Z by: Cindy Delibac								
29090	SUNBELT RENTALS	168293604 Chainsaw Repair	140.05	0.00	140.05	55760	06/13/25	
DocumentApproved 2025-06-04T19:38:10.1743135Z by: Matt SmithDocumentApproved								
2025-06-05T15:26:15.6182701Z by: Caitlin FayDocumentApproved								
2025-06-06T16:20:39.8828761Z by: Cindy Delibac								
29090	SUNBELT RENTALS	168503976 Maint Supplies	37.56	0.00	37.56	55760	06/13/25	
DocumentApproved 2025-06-04T16:42:22.4336549Z by: Matt SmithDocumentApproved								
2025-06-05T15:32:00.6618982Z by: Caitlin FayDocumentApproved								
2025-06-06T16:20:11.7060888Z by: Cindy Delibac								
29090	SUNBELT RENTALS	169157988 Pump Purchase	500.00	0.00	500.00	55760	06/13/25	
DocumentApproved 2025-06-04T16:42:13.0119807Z by: Matt SmithDocumentApproved								

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City of Essex Junction Accounts Payable

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Check Warrant Report # 24077 Current Prior Next FY Invoices

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For checks For Check Acct 01(GENERAL FUND) 06/06/2025 To 06/13/2025

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
		2025-06-05T15:31:55.229641Z by: Caitlin FayDocumentApproved					
		2025-06-06T16:20:02.5344195Z by: Cindy Delibac					
29090	SUNBELT RENTALS	169694466 String Trimmer Supplies	107.05	0.00	107.05	55760	06/13/25
		DocumentApproved 2025-06-05T02:08:29.8544905Z by: Matt SmithDocumentApproved					
		2025-06-05T15:25:27.1577306Z by: Caitlin FayDocumentApproved					
		2025-06-06T16:20:23.7130124Z by: Cindy Delibac					
29090	SUNBELT RENTALS	700356680001 ear plugs with cord	54.83	0.00	54.83	55760	06/13/25
		DocumentApproved 2025-06-11T13:27:16.1709469Z by: Rick JonesDocumentApproved					
		2025-06-11T17:31:39.6658679Z by: Cindy Delibac					

				Check Total	3055.76		
14695	THE BIG BLUE TRUNK	2704A 7/4 Event FINAL PYMT FY2	1417.00	0.00	1417.00	55761	06/13/25
		DocumentApproved 2025-06-04T17:51:38.0202196Z by: Lindsey					
		HambletDocumentApproved 2025-06-05T15:29:04.2158263Z by: Caitlin					
		FayDocumentApproved 2025-06-06T12:04:35.7731577Z by: Jess					
		MorrisDocumentApproved 2025-06-06T16:21:06.4237182Z by: Cindy Delibac					
27970	THE PORTABLE MINI GOLF COMPANY 000467	7/4 Event FY26	500.00	0.00	500.00	55762	06/13/25
		DocumentApproved 2025-06-04T19:41:15.2196499Z by: Lindsey					
		HambletDocumentApproved 2025-06-05T15:27:50.0351161Z by: Caitlin					
		FayDocumentApproved 2025-06-06T16:21:12.7287954Z by: Cindy Delibac					
27970	THE PORTABLE MINI GOLF COMPANY 000477	City Event Mini Golf 5/2	250.00	0.00	250.00	55763	06/13/25
		DocumentApproved 2025-06-11T18:07:46.0550032Z by: Brad LuckDocumentApproved					
		2025-06-11T18:31:19.1146994Z by: Caitlin FayDocumentApproved					
		2025-06-11T19:05:44.5116447Z by: Cindy Delibac					
09040	TOWN MEETING TELEVISION ATTN S 24140	annual support FY26	14586.00	0.00	14586.00	55764	06/13/25
		DocumentApproved 2025-06-10T19:21:01.6499386Z by: Jess					
		MorrisDocumentApproved 2025-06-10T19:21:08.0117827Z by: Jess					
		MorrisDocumentApproved 2025-06-11T17:32:05.6627621Z by: Cindy Delibac					
80219	USP UNITED STATES PLASTIC CORP 7633408	500 gal cone with stand	2475.52	0.00	2475.52	55766	06/13/25
		DocumentApproved 2025-06-11T12:41:38.1279849Z by: Chelsea					
		MandigoDocumentApproved 2025-06-11T14:34:52.5676064Z by: Jess					
		MorrisDocumentApproved 2025-06-11T17:32:21.224877Z by: Cindy Delibac					
32720	UVM MEDICAL CENTER	\$601.05 EMS Supplies	601.05	0.00	601.05	55767	06/13/25
		DocumentApproved 2025-05-31T15:35:28.036571Z by: Chris					
		GaboriaultDocumentApproved 2025-06-06T16:21:38.6525475Z by: Cindy Delibac					
80189	VAUGHAN, RACHEL	060425Vaughan Stipend RAC June 2025	50.00	0.00	50.00	55768	06/13/25
		DocumentApproved 2025-06-11T13:13:17.4084751Z by: Ashley					
		SnellenbergerDocumentApproved 2025-06-11T17:32:27.0643914Z by: Cindy Delibac					
80198	VERASAMY, MARLON	050825Verasa Stipend Gov May 8 25	50.00	0.00	50.00	55769	06/13/25
		DocumentApproved 2025-06-02T20:18:27.1950284Z by: Ashley					
		SnellenbergerDocumentApproved 2025-06-06T16:21:43.7283992Z by: Cindy Delibac					

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Check Warrant Report # 24077 Current Prior Next FY Invoices
For checks For Check Acct 01(GENERAL FUND) 06/06/2025 To 06/13/2025

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Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
19350	VERIZON CONNECT FLEET USA LLC 308000072941	Vehicle Trucking subscri	151.60	0.00	151.60	55770	06/13/25
	DocumentApproved 2025-06-04T13:30:50.0325973Z by: Rick JonesDocumentApproved 2025-06-06T16:22:01.308175Z by: Cindy Delibac						
36130	VERIZON WIRELESS VSAT 6114321876	Pump Stations April 24,	461.55	0.00	461.55	55771	06/13/25
	DocumentApproved 2025-06-06T17:02:06.866394Z by: Chelsea MandigoDocumentApproved 2025-06-06T19:48:48.6274518Z by: Cindy Delibac						
24570	VERMONT AWARDS AND ENGRAVING I 91614	Council Plaque Raj Chawl	107.34	0.00	107.34	55772	06/13/25
	DocumentApproved 2025-06-02T20:21:59.8701866Z by: Ashley SnellenbergerDocumentApproved 2025-06-06T16:22:09.3603758Z by: Cindy Delibac						
24570	VERMONT AWARDS AND ENGRAVING I 91657	Award Plaques / Engravin	546.90	0.00	546.90	55772	06/13/25
	DocumentApproved 2025-06-02T23:29:20.3179445Z by: Chris GaboriaultDocumentApproved 2025-06-06T16:22:15.7948648Z by: Cindy Delibac						
				Check Total	654.24		
29700	VERMONT INFORMATION CONSORTUIM 1073315	Annual Subscription 2025	75.00	0.00	75.00	55773	06/13/25
	DocumentApproved 2025-06-09T15:31:21.8651607Z by: Colleen DwyerDocumentApproved 2025-06-11T17:32:51.1044078Z by: Cindy Delibac						
29700	VERMONT INFORMATION CONSORTUIM 1953594	Returned E-Check	337.64	0.00	337.64	55773	06/13/25
	DocumentApproved 2025-06-05T12:51:49.4915491Z by: Susan McNamara-HillDocumentApproved 2025-06-06T16:29:26.2286957Z by: Cindy Delibac						
				Check Total	412.64		
25315	VESPA'S PIZZA PASTA & DELI 050925D	RK Training 6/9	350.98	0.00	350.98	55774	06/13/25
	DocumentApproved 2025-06-11T19:34:24.034977Z by: Alyssa CallanDocumentApproved 2025-06-11T19:46:47.2877516Z by: Caitlin FayDocumentApproved 2025-06-11T20:13:34.5366928Z by: Cindy Delibac						
25315	VESPA'S PIZZA PASTA & DELI 051025D	RK Training 6/10	191.49	0.00	191.49	55774	06/13/25
	DocumentApproved 2025-06-11T19:33:42.0121288Z by: Alyssa CallanDocumentApproved 2025-06-11T19:46:33.7308486Z by: Caitlin FayDocumentApproved 2025-06-11T20:13:29.9248158Z by: Cindy Delibac						
25315	VESPA'S PIZZA PASTA & DELI 060325D	RK Pool Party 6/3	360.00	0.00	360.00	55774	06/13/25
	DocumentApproved 2025-06-04T20:10:58.7311802Z by: Alyssa CallanDocumentApproved 2025-06-05T15:25:37.6288649Z by: Caitlin FayDocumentApproved 2025-06-06T16:29:30.2412996Z by: Cindy Delibac						
25315	VESPA'S PIZZA PASTA & DELI 060425D	RK Pool Party 6/4	360.00	0.00	360.00	55774	06/13/25
	DocumentApproved 2025-06-04T20:11:20.0775935Z by: Alyssa CallanDocumentApproved 2025-06-05T15:25:42.7327401Z by: Caitlin FayDocumentApproved 2025-06-06T16:29:32.7101053Z by: Cindy Delibac						
				Check Total	1262.47		
80222	VFIS Vol Firemen Ins. Service 442882131	Accident Sickness Insur	2550.00	0.00	2550.00	55775	06/13/25
	DocumentApproved 2025-05-06T23:46:03.3564211Z by: Chris GaboriaultDocumentApproved 2025-05-07T11:34:17.4518073Z by: Jess MorrisDocumentApproved 2025-06-11T19:03:13.1587833Z by: Cindy Delibac						

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City of Essex Junction Accounts Payable

Check	Warrant	Report #	24077	Current	Prior	Next	FY	Invoices
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Cdelibac

For checks For Check Acct 01 (GENERAL FUND) 06/06/2025 To 06/13/2025

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
23395	VILLAGE HARDWARE - WILLISTON	520286 BULK RAISED BED MIX main	89.99	0.00	89.99	55776	06/13/25
	DocumentApproved 2025-05-30T10:43:23.7213264Z by: Rick JonesDocumentApproved 2025-06-06T16:29:42.7699229Z by: Cindy Delibac						
23395	VILLAGE HARDWARE - WILLISTON	520299 Mailbox supplies	4.90	0.00	4.90	55776	06/13/25
	DocumentApproved 2025-05-30T10:42:32.8901401Z by: Rick JonesDocumentApproved 2025-06-06T16:29:36.9417655Z by: Cindy Delibac						
23395	VILLAGE HARDWARE - WILLISTON	520320 Nozzles	33.23	0.00	33.23	55776	06/13/25
	DocumentApproved 2025-06-03T13:11:51.7127677Z by: Rick JonesDocumentApproved 2025-06-06T16:29:39.4627328Z by: Cindy Delibac						
23395	VILLAGE HARDWARE - WILLISTON	520340 NUT AND SCREWS FOR SHOP	7.73	0.00	7.73	55776	06/13/25
	DocumentApproved 2025-06-06T18:43:18.6528434Z by: Rick JonesDocumentApproved 2025-06-06T19:48:53.5985693Z by: Cindy Delibac						
23395	VILLAGE HARDWARE - WILLISTON	520346 ext cords FOR PUBLIC WOR	162.22	0.00	162.22	55776	06/13/25
	DocumentApproved 2025-06-06T18:43:10.1540827Z by: Rick JonesDocumentApproved 2025-06-06T19:48:56.1985292Z by: Cindy Delibac						
23395	VILLAGE HARDWARE - WILLISTON	520363 Seed Mix	142.49	0.00	142.49	55776	06/13/25
	DocumentApproved 2025-06-10T13:47:14.0930081Z by: Matt SmithDocumentApproved 2025-06-10T14:38:36.3977636Z by: Caitlin FayDocumentApproved 2025-06-11T17:33:17.4071204Z by: Cindy Delibac						
23395	VILLAGE HARDWARE - WILLISTON	520364 Straw	79.75	0.00	79.75	55776	06/13/25
	DocumentApproved 2025-06-10T13:42:51.228024Z by: Matt SmithDocumentApproved 2025-06-10T14:38:34.6948492Z by: Caitlin FayDocumentApproved 2025-06-11T17:32:59.666221Z by: Cindy Delibac						
23395	VILLAGE HARDWARE - WILLISTON	520372 Paint pail	4.55	0.00	4.55	55776	06/13/25
	DocumentApproved 2025-06-10T15:11:19.7896695Z by: Rick JonesDocumentApproved 2025-06-11T17:32:58.2756108Z by: Cindy Delibac						
23395	VILLAGE HARDWARE - WILLISTON	520388 Filter cartridge	26.58	0.00	26.58	55776	06/13/25
	DocumentApproved 2025-06-10T18:48:49.9447729Z by: Rick JonesDocumentApproved 2025-06-11T17:33:05.5580573Z by: Cindy Delibac						
				Check Total	551.44		
30210	VLCT	15887 City Annual Dues FY26	15864.00	0.00	15864.00	55777	06/13/25
	DocumentApproved 2025-06-03T14:27:46.3792835Z by: Jess MorrisDocumentApproved 2025-06-03T14:29:12.6309814Z by: Jess MorrisDocumentApproved 2025-06-06T16:30:03.5906285Z by: Cindy Delibac						
V2380	VLCT PACIF	13397 Q3 2025 insurance	81828.48	0.00	81828.48	55778	06/13/25
	DocumentApproved 2025-06-05T15:02:14.8306692Z by: Jess MorrisDocumentApproved 2025-06-06T12:04:27.1711582Z by: Jess MorrisDocumentApproved 2025-06-06T14:26:37.0361339Z by: Regina MahonyDocumentApproved 2025-06-06T16:32:16.7041393Z by: Cindy Delibac						
80130	VMERS DC 110800	PR-06/06/25 Payroll Transfer	2907.48	0.00	2907.48	55779	06/13/25
V10238	VT AIR TESTING SVC	621 Vampire Concert Sound Mo	752.50	0.00	752.50	55780	06/13/25
	DocumentApproved 2025-06-11T20:57:13.7642258Z by: Chris YuenDocumentApproved 2025-06-12T14:50:10.5011529Z by: Cindy Delibac						
29825	VT GAS SYSTEMS	157875605222 MSP VT Gas June	128.66	0.00	128.66	55781	06/13/25
	DocumentApproved 2025-06-04T19:38:21.8732563Z by: Matt SmithDocumentApproved						

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Check	Warrant Report #	Current	Prior	Next	FY Invoices
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			Purchase	Discount	Amount	Check	Check
Vendor	Invoice	Invoice Description	Amount	Amount	Paid	Number	Date

	2025-06-05T15:27:09.0763082Z	by: Caitlin FayDocumentApproved					
	2025-06-06T19:49:08.0349605Z	by: Cindy Delibac					
29825	VT GAS SYSTEMS	810044052225 MSP VT Gas June	135.27	0.00	135.27	55782	06/13/25
	DocumentApproved	2025-06-04T19:38:26.6838729Z by: Matt SmithDocumentApproved					
	2025-06-05T15:29:46.2714416Z	by: Caitlin FayDocumentApproved					
	2025-06-06T19:49:03.3390424Z	by: Cindy Delibac					
07565	W B MASON CO INC	254508494 CC Retreat Supplies	120.45	0.00	120.45	55783	06/13/25
	DocumentApproved	2025-06-02T20:21:29.3469449Z by: Ashley					
	SnellenbergerDocumentApproved	2025-06-06T19:49:33.4530446Z by: Cindy Delibac					
07565	W B MASON CO INC	254537746 Office Supplies	208.58	0.00	208.58	55783	06/13/25
	DocumentApproved	2025-06-04T20:28:26.3661115Z by: Brad LuckDocumentApproved					
	2025-06-05T15:26:49.9855846Z	by: Caitlin FayDocumentApproved					
	2025-06-06T19:49:45.3357529Z	by: Cindy Delibac					
07565	W B MASON CO INC	254545686 Pool Supplies	216.97	0.00	216.97	55783	06/13/25
	DocumentApproved	2025-06-04T19:42:32.7158447Z by: Lindsey					
	HambletDocumentApproved	2025-06-05T15:28:21.3020446Z by: Caitlin					
	FayDocumentApproved	2025-06-06T19:49:52.6082248Z by: Cindy Delibac					
07565	W B MASON CO INC	254597007 Sunscreen lotion for ope	28.98	0.00	28.98	55783	06/13/25
	DocumentApproved	2025-06-06T17:00:04.4691179Z by: Chelsea					
	MandigoDocumentApproved	2025-06-06T19:49:23.355269Z by: Cindy Delibac					
07565	W B MASON CO INC	254673109 Pool Supplies	169.27	0.00	169.27	55783	06/13/25
	DocumentApproved	2025-06-05T17:28:03.2043637Z by: Lindsey					
	HambletDocumentApproved	2025-06-10T13:03:15.698928Z by: Caitlin					
	FayDocumentApproved	2025-06-11T17:33:44.2200686Z by: Cindy Delibac					
07565	W B MASON CO INC	254698052 Pool supplies	24.78	0.00	24.78	55783	06/13/25
	DocumentApproved	2025-06-10T13:58:36.304949Z by: Lindsey					
	HambletDocumentApproved	2025-06-10T14:38:39.930932Z by: Caitlin					
	FayDocumentApproved	2025-06-11T17:33:48.5776201Z by: Cindy Delibac					
07565	W B MASON CO INC	254700740 Camp Cart	167.82	0.00	167.82	55783	06/13/25
	DocumentApproved	2025-06-11T19:30:37.9047291Z by: Alyssa					
	CallanDocumentApproved	2025-06-11T19:46:02.2624841Z by: Caitlin					
	FayDocumentApproved	2025-06-11T20:13:40.1137217Z by: Cindy Delibac					
07565	W B MASON CO INC	254701166 Maint Supplies	709.15	0.00	709.15	55783	06/13/25
	DocumentApproved	2025-06-10T13:37:29.3694713Z by: Matt SmithDocumentApproved					
	2025-06-10T14:38:14.7113142Z	by: Caitlin FayDocumentApproved					
	2025-06-11T17:33:41.9980423Z	by: Cindy Delibac					
07565	W B MASON CO INC	254762433 BL TP-PT-ClnSup JUN25	151.97	0.00	151.97	55783	06/13/25
	DocumentApproved	2025-06-10T20:57:45.9244368Z by: Wendy					
	HyskoDocumentApproved	2025-06-11T17:33:36.0649333Z by: Cindy Delibac					

					Check Total	1797.97	
80209	Wasted Public Bene Corp	7439 Cascade Portolet June	120.00	0.00	120.00	55784	06/13/25
	DocumentApproved	2025-06-10T13:37:34.5259555Z by: Matt SmithDocumentApproved					
	2025-06-10T14:38:29.7151427Z	by: Caitlin FayDocumentApproved					
	2025-06-11T17:33:59.4890442Z	by: Cindy Delibac					
80209	Wasted Public Bene Corp	7440 MSP Portolet June	330.00	0.00	330.00	55784	06/13/25
	DocumentApproved	2025-06-10T13:37:24.0461372Z by: Matt SmithDocumentApproved					

City of Essex Junction Accounts Payable
Check Warrant Report # 24077 Current Prior Next FY Invoices
For checks For Check Acct 01 (GENERAL FUND) 06/06/2025 To 06/13/2025

			Purchase	Discount	Amount	Check	Check
Vendor	Invoice	Invoice Description	Amount	Amount	Paid	Number	Date

2025-06-10T14:38:07.1680846Z by: Caitlin FayDocumentApproved							
2025-06-11T17:33:54.4371673Z by: Cindy Delibac							

					Check Total	450.00	
17425	ICMA ROTH PLAN 706287	PR-06/06/25 Payroll Transfer	150.00	0.00	150.00	613251	06/06/25
80158	MISSION SQUARE TRADITINAL IRA	PR-06/06/25 Payroll Transfer	269.23	0.00	269.23	613252	06/06/25
V1160	ICMA RETIREMENT TRUST-457	PR-06/06/25 Payroll Transfer	3462.40	0.00	3462.40	613253	06/06/25
V1161	ICMA RETIREMENT TRUST-401	PR-06/06/25 Payroll Transfer	5566.53	0.00	5566.53	613254	06/06/25
V1165	INTERNAL REVENUE SERVICE	PR-06/06/25 Payroll Transfer	50276.68	0.00	50276.68	613255	06/11/25
V2413	VT DEPT OF TAXES	PR-06/06/25 Payroll Transfer	6995.76	0.00	6995.76	613256	06/11/25

Report Total			1,606,266.85	0.00	1,606,266.85		
			=====	=====	=====		

To the Treasurer of City of Essex Junction, We Hereby certify
that there is due to the several persons whose names are
listed hereon the sum against each name and that there
are good and sufficient vouchers supporting the payments
aggregating \$ *1,606,266.85
Let this be your order for the payments of these amounts.

Champlain Water District

Annual Water Quality Report

Reporting Year 2024





Introduction

In 2024 Champlain Water District's Peter L. Jacob Water Treatment Facility continued to maintain the highest degree of treatment process optimization and has maintained the elite Excellence in Water Treatment status for 25 years, from 1999 to 2024. Champlain Water District (CWD) was the first water utility in the country to receive the Excellence in Water Treatment award from the Partnership for Safe Water.

CWD works very hard to ensure safe, high-quality drinking water is delivered to its customers. We accomplish this by:

- Protecting Shelburne Bay as the deep-water source that supplies the water;
- Treating the water with state-of-the-art filtration and disinfection at the Peter L. Jacob Water Treatment Facility; and
- Ensuring corrosion control and disinfection by-product control throughout the county-wide service area.

The water that CWD provides throughout Chittenden County - as far north as Milton, as far east as the Village of Jericho, and as far south as Shelburne - is of the highest quality and serves many uses for CWD's 83,500 customers and many of the area's major employers, such as Global Foundries and Husky.

Where Does My Water Come From?

Champlain Water District's water source is far offshore in Shelburne Bay. CWD invested in this intake source area because it is well away from potential sources of contamination. Shelburne Bay holds 33 billion gallons of water. CWD's Watershed Management Program for source protection has the following objectives:

- Build partnerships toward improving lake water quality.
- Educate people about Shelburne Bay's role in providing drinking water.
- Limit degradation of the CWD source water



Water links us to our neighbor in a way more profound and complex than any other."

-John Thorson

Source Water Assessment

Many of the people who live along Shelburne Bay and the streams flowing into it do not realize that their homes, yards, and parks are within an area called the Shelburne Bay watershed. By protecting the watershed, residents help protect the quality of CWD's deep Shelburne Bay source.

The state of Vermont Water Supply Rule requires public community water systems to develop a source protection plan. This plan delineates a source protection area for our system and identifies potential and actual sources of contamination. Please contact us if

you are interested in reviewing our plan.

Protozoan and virus protection is provided through optimized filtration and primary disinfection. When evaluating a water supplier for proper protozoan and virus treatment, the combined filtration and post-disinfection processes should remove and destroy 99.5 percent of *Cryptosporidium* cysts, 99.9 percent of *Giardia* cysts, and 99.99 percent of viruses. CWD surpasses these treatment requirements.

CWD completed the required *Giardia* and *Cryptosporidium* monitoring from April 2008 to December 2010 as required under U.S. EPA's rules. CWD has also conducted round two monitoring as specified by U.S. EPA. This follow-up monitoring was completed in September 2018. All inactivation is performed using free chlorine.

U.S. EPA believes some people may be more vulnerable to contaminants in drinking water than the general population. *Cryptosporidium* and *Giardia* are microbial parasites that can be found in surface water throughout the U.S. Although filtration removes *Cryptosporidium*, the most commonly used filtration methods cannot guarantee 100 percent removal. This is why CWD continues to upgrade and optimize its water treatment processes. U.S. EPA's turbidity standard is for all the filters combined. CWD's turbidity goal is much stricter and is for each individual filter. CWD's continued use of state-of-the-art laser particle counting technology continues to allow each process filter to be optimized at removing particles larger than two microns.

Important Health Information

Some people may be more vulnerable to contaminants in drinking water than the general population. Immunocompromised persons such as persons with cancer undergoing chemotherapy, persons who have undergone organ transplants, people with HIV/AIDS or other immune system disorders, some elderly, and infants can be particularly at risk from infections. These people should seek advice about drinking water from their health-care providers. U.S. Environmental Protection Agency (U.S. EPA)/Centers for Disease Control and Prevention (CDC) guidelines on appropriate means to lessen the risk of infection by *Cryptosporidium* and other microbial contaminants are available from the Safe Drinking Water Hotline at (800) 426-4791 or epa.gov/safewater.

Fluoridation

Fluoride is added for dental health under the Vermont Department of Health Fluoridation Program.

QUESTIONS?

For more information about this report, or for any questions relating to your drinking water, please call Travis Sheldon, Director of Water Quality Operations, at (802) 861-4896.

CWD Contact Information:

Joe Duncan – General Manager

Travis Sheldon – Director of Water Quality Operations

Phone: (802) 864-7454

Email: travis.sheldon@champlainwater.org

Website: champlainwater.org

Address: 403 Queen City Park Road, South Burlington, VT 05403

Other Resources:

U.S. EPA Safe Drinking Water Hotline: (800) 426-4791

*Provides information on potential health effects and how to lessen infection risk from *Cryptosporidium* and other biological contaminants.*

Vermont Department of Environmental Conservation, Drinking Water & Groundwater Protection Division: (802) 828-1535

Vermont Department of Health, Division of Environmental Health: (802) 652-0357

Municipal water systems served by CWD:

PWSID	WATER SYSTEM NAME	PHONE
VT0005087	Town of Shelburne	(802) 985-5122
VT0005091	City of South Burlington	(802) 864-4361
VT0005098	Town of Williston	(802) 878-1239
VT0005065	Town of Essex	(802) 878-1344
VT0005066	City of Essex Junction	(802) 878-6944
VT0005058	Colchester Fire District #1	(802) 864-7454
VT0005060	Colchester Fire District #3	(802) 864-7454
VT0005077	Village of Jericho	(802) 899-2938
VT0020333	Mallets Bay Water Company	(802) 864-7454
VT0005079	Town of Milton	(802) 893-6030
VT0005102	City of Winooski	(802) 655-6419
VT0005552	Colchester Town	(802) 864-7454

Please share this report with all the other people who drink this water, especially those who may not have received this notice directly (for example, people in apartments, nursing homes, schools, and businesses).

Substances That Could Be in Water

The sources of drinking water (both tap water and bottled water) include rivers, lakes, streams, ponds, reservoirs, springs, and wells. As water travels over the surface of the land or through the ground, it dissolves naturally occurring minerals and, in some cases, radioactive material and can pick up substances resulting from the presence of animals or from human activity. CWD utilizes a multi-barrier approach to water treatment to protect against contaminants that may be present in source water which may include:

Microbial Contaminants, such as viruses and bacteria, which may come from sewage treatment plants, septic systems, agricultural livestock operations, and wildlife.

Inorganic Contaminants, such as salts and metals, which can occur naturally in the soil or groundwater or may result from urban stormwater runoff, industrial or domestic wastewater discharges, oil and gas production, mining, or farming.

Pesticides and Herbicides, which may come from a variety of sources such as agriculture, urban stormwater runoff, and residential uses.

Organic Chemical Contaminants, including synthetic and volatile organic chemicals, which are by-products of industrial processes and petroleum production and can also come from gas stations, urban stormwater runoff, and septic systems.

Radioactive Contaminants, which can occur naturally or as the result of oil and gas production and mining activities.

To ensure that tap water is safe to drink, the U.S. EPA prescribes regulations that limit the amount of certain contaminants in water provided by public water systems. Food and Drug Administration (FDA) regulations establish limits for contaminants in bottled water, which must provide the same protection for public health.

Drinking water, including bottled water, may reasonably be expected to contain at least small amounts of some contaminants. The presence of contaminants does not necessarily mean that water poses a health risk. More information about contaminants and potential health effects can be obtained by contacting the U.S. EPA by calling the Safe Drinking Water Hotline at (800) 426-4791 or visiting epa.gov/safewater.



Test Results

Our water is monitored for many substances on a very strict sampling schedule. The water we deliver must meet specific health standards. Our goal at CWD is to meet and exceed these standards. Here, we show those substances that were detected in our water (a complete list of all our analytical results, including the nondetects, is available upon request). Remember that detecting a substance does not mean the water is unsafe to drink.

The state recommends monitoring for certain substances less than once per year because the concentrations of these substances do not change frequently. In these cases, the most recent sample data is included, along with the year in which the sample was taken.

INORGANIC SUBSTANCES								
SUBSTANCE (UNIT OF MEASURE)	YEAR SAMPLED	MCL	MCLG	AMOUNT DETECTED	RANGE LOW-HIGH	VIOLATION	TYPICAL SOURCE	
Fluoride (ppm)	2024	4	4	0.7	0.6–0.8	No	Erosion of natural deposits; Water additive that promotes strong teeth; Discharge from fertilizer and aluminum factories	
Manganese (ppb)	2024	50	NA	0.009	0.003-0.012	No	Leaching from natural deposits	
Nitrate (ppm)	2024	10	10	0.24	0.24–0.24	No	Runoff from fertilizer use; Leaching from septic tanks, sewage; Erosion of natural deposits	
RADIOACTIVE SUBSTANCES¹								
SUBSTANCE (UNIT OF MEASURE)	YEAR SAMPLED	MCL	MCLG	AMOUNT DETECTED	RANGE LOW-HIGH	VIOLATION	TYPICAL SOURCE	
Combined Radium (pCi/L)	2015	5	0	1.1	NA	No	Erosion of Natural Deposits	
Gross Alpha (pCi/L)	2011	15	0	0.73	NA	No	Erosion of Natural Deposits	
Radium-226 (pCi/L)	2015	5	0	0.4	NA	No	Erosion of Natural Deposits	
Radium-228 (pCi/L)	2015	5	0	0.65	NA	No	Erosion of Natural Deposits	
DISINFECTION BYPRODUCTS								
SUBSTANCE (UNIT OF MEASURE)	YEAR SAMPLED	MCL	MCLG	HIGHEST LRAA	RANGE LOW-HIGH	VIOLATION	TYPICAL SOURCE	
Haloacetic Acids [HAAs] (ppb)	2024	60	NA	39	26.5-45.8	No	By-product of drinking water disinfection	
Total Trihalomethanes [TTHMs] (ppb)	2024	80	NA	44.1	28,3-49.2	No	By-product of drinking water disinfection	
LEAD AND COPPER²								
SUBSTANCE (UNIT OF MEASURE)	COLLECTION DATE	AL³	MCLG	90TH PERCENTILE	RANGE LOW-HIGH	SITES OVER AL/TOTAL SITES TESTED	VIOLATION	TYPICAL SOURCE
Lead (ppb)	07/26/2022 - 09/09/2022	15	0	0	0 - 1.5	0/56	No	Corrosion of household plumbing systems; Erosion of natural deposits
Copper (ppm)	07/26/2022 - 09/09/2022	1.3	1.3	0.052	0 - 0.082	0/56	No	Corrosion of household plumbing systems; Erosion of natural deposits
SECONDARY SUBSTANCES								
SUBSTANCE (UNIT OF MEASURE)	YEAR SAMPLED	SMCL	MCLG	AMOUNT DETECTED	RANGE LOW-HIGH	VIOLATION	TYPICAL SOURCE	
Aluminum (ppb)	2024	50-200	NA	0.053	0.041-0.088	No	Erosion of natural deposits; Residual from some surface water treatment processes	
Ammonium Ion (units)	2024	NA	NA	0.06	0.01-0.10	No	Naturally occurring	
Conductivity (µS/cm)	2024	NA	NA	192	177-216	No	Substances that form ions when in water	
pH (units)	2024	6.5-8.5	NA	7.64	7.50-7.74	No	Naturally occurring	
Total Hardness (ppm as CaCO3)	2024	NA	NA	65	NA	No	Naturally occurring	
Zinc (ppm)	2024	5	NA	0.12	ND–0.12	No	Runoff/leaching from natural deposits; Industrial wastes	

¹ CWD monitors for naturally occurring radionuclides according to USEPA requirements. This table shows those monitored and the background levels detected. Radionuclides at background levels due to erosion of natural deposits.

² Complete lead tap sampling data (i.e. each individual sample result) are available for review. Please contact us if you would like to receive this data.

³ The lead and copper AL (Action Level) exceedance is based on the 90th percentile concentration, not the highest detected result.

UNREGULATED PFAS SUBSTANCES						
COLLECTION DATE	PFHPA	PFNA	PFHXS	PFOA	PFOS	SUM OF 5 REGULATED PFAS COMPOUNDS
10/03/2024	ND	ND	ND	ND	ND	ND
02/20/2024	ND	ND	ND	ND	ND	ND
10/04/2023	ND	ND	ND	2.6	ND	2.6
10/28/2020	ND	ND	ND	ND	ND	ND

*Additional PFAS, not regulated by the Vermont Water Supply Rule, may also have been detected in the past five years. Please contact us if you would like more information on other unregulated PFAS that may be in your drinking water.

Definitions

MCL (Maximum Contaminant Level): The highest level of a contaminant that is allowed in drinking water. MCLs are set as close to the MCLGs as feasible using the best available treatment technology.

MCLG (Maximum Contaminant Level Goal): The level of a contaminant in drinking water below which there is no known or expected risk to health. MCLGs allow for a margin of safety.

MRDL (Maximum Residual Disinfectant Level): The highest level of a disinfectant allowed in drinking water. There is convincing evidence that addition of a disinfectant is necessary for control of microbial contaminants.

MRDLG (Maximum Residual Disinfectant Level Goal): The level of a drinking water disinfectant below which there is no known or expected risk to health. MRDLGs do not reflect the benefits of the use of disinfectants to control microbial contaminants.

NA: Not applicable.

ND (Not detected): Indicates that the substance was not found by laboratory analysis.

ppm (parts per million): One part substance per million parts water (or milligrams per liter).

ppt (parts per trillion): One part substance per trillion parts water (or nanograms per liter).

SMCL (Secondary Maximum Contaminant Level): These standards are developed to protect aesthetic qualities of drinking water and are not health based.

Lead in Home Plumbing

Lead can cause serious health problems, especially for pregnant women and young children. Lead in drinking water is primarily from materials and components associated with service lines and home plumbing. CWD is responsible for providing high-quality drinking water and removing lead pipes but cannot control the variety of materials used in plumbing components in your home. You share the responsibility for protecting yourself and your family from the lead in your home plumbing. You can take responsibility by identifying and removing lead materials within your home plumbing and taking steps to reduce your family's risk. Before drinking tap water, flush your pipes for several minutes by running your tap, taking a shower, or doing laundry or a load of dishes. You can also use a filter certified by an American National Standards Institute-accredited certifier to reduce lead in drinking water. If you are concerned about lead in your water and wish to have your water tested, contact the Champlain Water District. Information on lead in drinking water, testing methods, and steps you can take to minimize exposure is available at epa.gov/safewater/lead.

In 2022 (monitoring period 2020 to 2022), none of the 56 first-draw sample sites exceeded the U.S. EPA action level for lead. Additionally, none of the sample sites exceeded the action level for copper.

As required by the Lead and Copper Rule Revision, our served systems have prepared a service line inventory. The purpose of the inventory was to determine if any of our service lines contain lead, galvanized pipe requiring removal, or unknown materials. Please contact your local municipal water system if you would like access to this inventory.

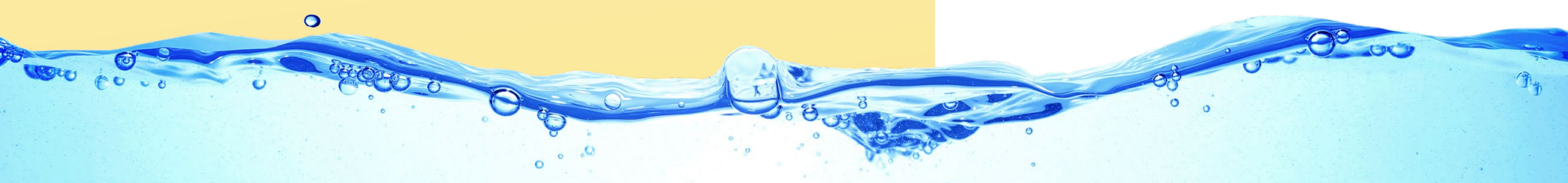
PUBLIC NOTICE

IMPORTANT INFORMATION ABOUT YOUR DRINKING WATER

Availability of Monitoring Data for samples collected under the fifth Unregulated Contaminants Monitoring Rule (UCMR 5)

Our Water System has sampled for a series of unregulated contaminants. Unregulated contaminants are those that don't yet have a drinking water standard set by EPA. There may be Vermont-specific standards for some of these contaminants. The purpose of monitoring for these contaminants is to help the EPA decide whether the contaminants should have a standard. As our customers, you have a right to know that this data is available. We had no reported detections for samples collected under UCMR 5. If you are interested in examining the results, please contact Travis Sheldon at 802-861-4896 or travis.sheldon@champlainwater.org

State Water System ID#: VT0005091, VT0005102, VT0005087



MEMORANDUM

TO: City Manager & City Council
FROM: Karen K. Lemnah, Assessor
DATE: June 18, 2025
RE: Utility Electric and Distribution Valuations – Grand List

=====

Issue

The issue is to inform the City Council on the change in Utility Electric and Distribution Valuations for the Grand List.

Discussion

The Department of Taxes has changed how revaluations are administered for Utility Electric and Distribution Valuations. A new valuation methodology was implemented for the 2025 Grand List. The change has caused municipalities grand lists to either decrease or increase. Following is how the change has affected the City of Essex Junction's 2025 Municipal Grand List.

- The City's decrease in the municipal grand list was due to Green Mountain Power's (GMP) dam/hydro property pertaining to the Transmission & Distribution (T&D) lines. More information regarding this can be found at the state's Q&A link, provided below.
- What also contributed to the large decrease to GMP's utility account is the city's CLA of 55.07% which when multiplied by the utility market value for the T&D, lowered it.
- This year (25-26 tax year) is a one-time "hit hard" change to the grand list due to the new utility valuation methodology as well as the low CLA. With the reappraisal in 2026 bringing the CLA to 100% we might see a different outcome pertaining to the utility account values.

Recommendation

This memo is for informational purposes.

Link to the state's Q&A pertaining to Utility Electric and Distribution Valuations,

[Utility Electric and Distribution Valuations FAQs | Department of Taxes](#)



Memo

To: Essex Junction City Council

From: Ashley Snellenberger, Communications & Strategic Initiatives Director

Meeting Date: June 25, 2025

Agenda Item: Update on National Opioid Settlements Funding and Community Forum on Opioid Use Prevention

Issue: This is an update on National Opioid Settlements funding and information on a planned community forum.

Discussion

Recently, the Communications Director joined a small planning group made up of community members who have requested the City's participation and support of a community dinner and forum on opioid use prevention. In addition to myself, the planning group is made up of Essex residents Lorraine Zaloom and Gina Halpin Barrett, State Representatives Rey Garofano and Leonora Dodge, ADL School Nurse Jenna Dalla Mura, Town of Essex's Assistant to the Manager Tammy Getchell, Journey to Recovery Executive Director Lila Bennett, and Director of Equity & Inclusion/ Co-director of Student Support Services at EWSD Erin Maguire.

The forum's mission is to help prevent opioid/substance misuse and overdose by educating our youth, families, and friends using a health and evidence-based approach. The effort is aimed at parents, students, and staff to help educate and support the use of Narcan, recognize warning signs, discuss prevention ideas, and eliminate stigma. The event is scheduled for September 9, 2025, at the Essex High School Auditorium and will be presented by the City of Essex Junction, Town of Essex, Essex Westford School District, and Voices for Inclusion in Essex and Westford (VIEW). The Town of Westford has been invited to present, but has not confirmed. This will be a free event for attendees. The evening will begin at 5 pm with a catered community dinner followed by panel discussions from 6 - 8:30 pm. Two panels are being planned. The first will be local health care professionals, resource experts, and emergency personnel. The second panel will include guests who will share their lived experiences. Other topics being discussed in planning include a Narcan demonstration, questions and gathering input from community members on potential uses for opioid settlement funds, and giveaways. Vendors supporting this event will be invited to set up booths, and student groups may be invited to assist with encouraging student and family participation.

Information about the event will be posted on the Town of Essex website at www.essexvt.gov/opioids, and the public may subscribe to receive updates. The City will share this information and links on the City's website and through all of our communication channels. "Save the Date" reminders have been sent out in the last school-year newsletters for the high school and middle school, and an event has been created on Facebook. The planning group intends to send out registration information to determine attendance and to provide an opportunity for attendees to ask anonymous questions ahead of the

event. Confirmed panel guests to date include Melinda White of Turning Point of Franklin County, Emily Truder from the Vermont Department of Health, Colleen Ballard from Essex Rescue, Candace Gale and David Reigel from Vermont Foundation for Recovery, and Cam Lauf from Chittenden Turning Point.

A draft budget is still being put together to determine costs for catering and giveaways, which will depend largely on registration numbers. The planning group anticipates 50 to 100 people. The City of Essex Junction plans to support the forum through funds we have already provided to the Town of Essex. The total funds available as of 5/29/25 are \$77,310.84. A breakdown of financial reporting can be found on the Town of Essex website: www.essexvt.gov/1539/National-Opioid-Settlements-Funds.

Cost: To be determined

Recommendation: None

Recommended Motion: None

Attachments: None

Mark Brislin, Assistant Director of Parks and Recreation

Decades of Doing What I Love: Recreation, Leadership & Connection

I've been working in the parks and recreation field for quite a while now—over 25 years. I earned my associate degree in Sports and Recreation Management, and then went on to get my bachelor's in Recreation and Leisure Facilities Management. I also completed the NRPA Directors School, which is designed to prepare professionals for leadership in our field, and I've been a Certified Park and Recreation Professional since 2009.

Right now, I'm the Assistant Director here at Essex Junction Recreation and Parks—a role I've held since May 2022, though this is actually my second time with the department. I was also here from 2007 to 2013 before taking on the Director role in Claremont, New Hampshire for nearly a decade. My work has always focused on building strong programs, leading great teams, and creating community-wide events that bring people together.

Outside of work, I stay active and involved in the community by coaching youth basketball. I also enjoy mountain biking, camping, and fishing—anything that gets me outdoors and keeps me connected to nature and family.



Coming up with a game plan!

Wearing Many Hats: Life as EJRP's Assistant Director

At EJRP, I serve as the Assistant Director, and my role covers a little bit of everything! I primarily support and supervise our full-time program staff, including Julie Shorter, Program Director for Older Adults; Lindsey Massucco, Programs Director for Community Recreation; and Pat Ivory, Program Director for Sports and Fitness. I help with everything from budgeting and scheduling to brainstorming new ideas and making sure we're offering a wide variety of options for all ages and interests in the community.

I also handle our marketing and communications—so if you see a seasonal brochure, social media post, or event flyer, I've probably had a hand in it. I work closely with local businesses to secure sponsorships.

On the administrative side, I help oversee the daily operations of our busy office and ensure everything runs smoothly behind the scenes. I also assist with customer service, answering questions, resolving issues, and helping community members navigate our programs and services. Basically, I'm here to support our team so they can do their best work and keep the community connected and engaged with all we offer.

Where Every Day's a New Adventure

One of the things I enjoy most about my work is that every day brings a new challenge—there's always something different to tackle, and I really enjoy the variety. I also love being part of our large community events, especially the 4th of July celebration. It's one of my favorite events! Seeing the community come together and have fun makes all the planning and hard work worth it. And finally, I enjoy bringing my years of experience to our programs team—helping staff grow, supporting new ideas, and making sure we're offering the best for our community.



July 4th activities

Helping Pride Shine at Maple Street Park

One recent accomplishment I'm proud of is supporting the Essex Pride Fest at Maple Street Park. I've worked with the Essex Pride Committee for the past three years to help them pull off a successful and welcoming event for the community. It's honestly a little outside of my usual comfort zone, but that's what makes it so meaningful. I've been able to build strong relationships with the organizers and offer support behind the scenes—whether it's logistics, planning, or just making sure everything runs smoothly. Seeing the event grow and bring people together year after year has been really rewarding.

No Room to Grow

One of the biggest challenges right now is space—both indoor and outdoor. Indoor time is limited, and getting bumped from school facilities makes scheduling tricky. Outdoor space is just as tight—if you swing by Maple Street on a weeknight, every field is packed. And beyond sports, we're also running into space issues for things like fitness classes and other community programs, which are growing in demand too.

Behind the Scenes, Year-Round

Over the past year, I've worked closely with our program team—Pat, Lindsey, and Julie—to keep our most popular programs running strong while also introducing some new offerings across the fall, winter, and summer seasons. From youth sports to older adult classes, we've seen steady growth and increased demand—especially when it comes to field and facility use.

I'm also currently working with both the program and admin teams to plan and launch our new registration software this fall, which we're hopeful will really streamline things for staff and make the experience smoother for families and other customers of EJRP.

Ready, Set, Summer!

One of our big focuses this summer is making sure everyone has a fun and safe experience—whether they're in our programs or at the pool. We'll have a great team of high school and college-age staff helping to create a positive, safe environment.

The pool is always a summer hotspot, and I'll be working closely with Lindsay and our maintenance team to make sure things run smoothly and safely. Lindsay does a great job training our pool and swim staff to prepare for the season, and she'll continue to lead in-service trainings throughout the summer to keep everyone sharp and ready.



Maple Street Pool

Expanding Our Reach

Over the coming year, I'm always keeping an eye out for new spaces we can use for programming—especially as we continue to grow. I'm also exploring the idea of adding a couple of new community events, maybe something fun for the summer and another for the winter.

Beyond the Meeting

One thing I'd like to get your thoughts on is how you see yourselves supporting our work beyond just meetings. When we had a Rec Advisory Committee in the past, members were really active and often pitched in at community events, which made a big difference. I'd be curious to hear—in what ways do you feel you could give back or assist us in our programming?



Program Director- Community Recreation

Lindsey Massucco

- Bachelor's Degree in Public Health from the College of Charleston
- Start in recreation- went and worked at Camp Nokomis on Lake Winnepesaukee for 14 summers. Was a camper, CIT, lifeguard, swim and sailing instructor, counselor, and Program Director there.
- Ran after school programs in Burlington School District for 5 years
- Started at EJRP June 2022 in the Program Director role
- American Red Cross Lifeguard Instructor since December 2022
- Obtained CPRP (Certified Parks and Recreation Professional) May 2025

EJRP Role and Responsibilities

- Community events
- Program management
- Maple Street Pool operations



Swim instructor during lessons at Maple Street Pool

Scope of Work

Programs:

- Community Gardens at West Street and Meadow Terrace
- 8th Grade Washington DC Trip
- Dog training classes
- Drivers ED
- Kindermusik classes
- Wilderness First Aid
- First Aid/CPR
- Letters to the North Pole + Giving Tree

Maple Street Pool:

- Supervise 40 staff- managers, lifeguards, swim instructors, pool gate
- Teach American Red Cross Lifeguarding Course
- 120+ swim lessons
- Pool operations
- Lead all staff trainings

Events:

- Summer performances in the park
- Dog Day at Maple Street Pool
- Movie Nights in the Park
- Construction Junction
- Maple Street Pumpkin Palooza
- Train Hop
- Egg Hunt
- Essex Junction July 4th Celebration

EVENTS SCHEDULE **SUMMER 2024** **MAPLE STREET PARK**

- JULY 9 COMBUSTOMATICS**
Local band, high energy and exciting musical experience!
Performance starts at 6:00PM
- JULY 16 ALYX THE MAGICIAN**
Nationally touring comedy magician and a family favorite!
Performance starts at 6:00PM
- JULY 23 SAMBATUCADA**
Afro-Brazilian Percussion in Vermont since 1995
Performance starts at 6:00PM
- JULY 30 MAMA TRIED STRING BAND**
All-gal bluegrass, country folk and blues string band. Performance starts at 6:00PM
- AUG 6 VERY MERRY THEATRE**
Presents Teen Tour: 42nd STREET
Performance starts at 6:30PM
- AUG 14 NO STRINGS MARRIONETTE COMPANY**
Performance starts at 6:00PM

ALL EVENTS FREE! MORE INFO: EJRP.ORG

EVENTS SCHEDULE **FALL/WINTER 2024** **MAPLE STREET PARK**

- SEPT 6+13 MOVIE NIGHTS IN THE PARK**
September 6th: "Wonka" @ 7PM | September 13th: "If" @ 7PM
Bring your lawn chairs, picnic dinner, and enjoy the movie!
- SEPT 10 SENIOR PICNIC IN THE PARK**
Come for yard games, music, food, and good company!
Register on ejrp.org or contact Julie by 9/6 | 12-2PM
- SEPT 28 CONSTRUCTION JUNCTION**
Come see equipment up close at this touch-a-truck event, construction style! | In the Parking Lot from 9AM-12PM
- OCT 26 HALLOWEEN HUSTLE 5K**
Join us for our wildest and craziest costumed run of the year!
Register online | 5K Race @ 10AM | Kids 1K Race @ 10:45AM
- OCT 26 MAPLE STREET PUMPKIN PALOOZA**
Come through the massive trick-or-treat trail and see the 700+ pumpkin tower! Tickets and more info on our website.
Trick or Treat Trail 4-8PM | Pumpkins up through Halloween
- DEC 13 ESSEX JUNCTION TRAIN HOP**
Get your map stamped at all stops throughout the Five Corners area and the Park! More info on our website | 5-8PM
- NOV 28 - JAN 1 WINTER LIGHTS IN THE PARK**
Enjoy the lights accompanied by festive music! Scan the QR code for the scavenger hunt through the park.
Daily 5-8PM | Sponsored by ClearChoiceMD

VISIT OUR WEBSITE FOR MORE INFO: EJRP.ORG

A-Frame in Maple Street Park for 2024 event

Best parts of my job

- Seeing the benefits of swim lessons
- Community engagement at events
- Everyday is different!

Recent Accomplishment

- Passed the Certified Parks and Recreation Professional exam
- Staff retention from last summer: all but one returning!

Future Considerations

- How to engage the community with our programs better through marketing
- Expand program options for teens/adults

Feedback/Suggestions from Committee

- It would be great to hear suggestions for future events or feedback on current events.

Biggest challenges

- Balance of events management and program management
- Space use for programs

Areas of Focus for Summer

- Staff training and certifications
- July 4th and Summer Events in the park
- Day to day pool operations and swim lessons



8th grade trip to Washington DC 2024



1,000 pumpkins at Pumpkin Palooza

My name is Pat Ivory, I'm the Program Director for Sports and Fitness and I've been with EJRP for about 8 years. Prior to joining EJRP, I worked as the Head Men's Lacrosse coach at Saint Michael's College and was a HS history teacher as well. I have a master's degree in education from SMC with a focus on curriculum design and development as well. I've got two wonderful young daughters, Eleanor (Grade 4) and Margaret (Grade 2) who both love cheerleading, basketball, lacrosse, track and field, arts and crafts and anything involving make-up or mud!



I'm responsible for planning, executing, and directing about 170 sections of programs that serve over 2,000 participants. Programs that I direct run from Youth Basketball to adult fitness classes like Nia Dance class or Easy-Going Yoga, to our Spring and Fall Running Series and a variety of Summer Specialty Camps including art programs with Tina Logan and Culinary Adventures with Kevin Barber and Rosalind Hutton. Check out the attached list of programs I ran in the last year!



In addition to organizing, preparing, and communicating for these programs, I also manage the athletic fields at Maple Stret Park. In this capacity, I work closely with the Essex Chargers Football teams, EJ Little League, Shock Sports, ADL Baseball and Soccer, Essex Youth Lacrosse, Babe Ruth Baseball teams, adult baseball leagues, and others.

This past year, we were able to significantly increase the number of female participants we had in our athletic programs by nearly 4x! This has been a great accomplishment that was largely achieved by adding two cheerleading programs (fall and winter) with 103 participants involved along with the addition of Field Hockey and Roller Derby Camps this summer have jumped our female participation numbers significantly. Youth Basketball female participation also increased this year by 142% from 42 female participants to 60.



Young Hornets Field Hockey



Essex Youth Cheerleading

Coming up this fall/winter my biggest challenge is going to be attempting to better align the basketball programming offered for youth in our communities in grades 1-8. While we currently operate our Essex Community Recreational Basketball League which serves all City, Town, and Westford families, there are other organizations in our community which have been serving the same population. My goal is to partner with Essex Sting to align our goals, maximize the opportunities to all our players, and to do so in a way that raises our level of play while making the sport more accessible. While this goal is fantastic, it is largely being undertaken due to a significant lack of gym availability over the last several years forcing us to think outside the box while still pushing for high quality programming.

My apologies for not being able to join you all in person for our meeting, but tonight is the finale of our Spring Running Series beginning at 6pm!

I'd love to learn a little more about your own recreational interests and if you have any suggestions for programs, you'd like to see created please let me know! I'm also always looking for small local businesses who might want to get involved with our community programming if you have any suggestions!

Short Description	Enrolled	Begin Date	End Date
Archery Camp - Week 1, Session 1	3	7/21/25	7/25/25
Archery Camp - Week 1, Session 2	6	7/21/25	7/25/25
Archery Camp - Week 2, Session 1	4	7/28/25	8/1/25
Archery Camp - Week 2, Session 2	4	7/28/25	8/1/25
Basketball - Boys Grades 3-4	63	12/2/24	2/15/25
Basketball - Boys Grades 5-6	24	12/2/24	2/15/25
Basketball - Co-Ed Grades 1-2	78	12/2/24	2/15/25
Basketball - Girls Grades 3-4	28	11/27/24	2/17/25
Basketball - Girls Grades 5-6	3	12/2/24	2/15/25
Beginners Pickleball at the Pop! - Session 2 Fridays	2	5/2/25	5/30/25
Beginners Pickleball at the Pop! - Session 2 Mondays	6	4/28/25	5/26/25
Beginners Pickleball at the Pop! - Session 3 Fridays	4	6/13/25	7/11/25
Beginners Pickleball at the Pop! - Session 3 Mondays	1	6/9/25	7/7/25
Beginners Pickleball at the Pop! - Session 4 Fridays		7/25/25	8/22/25
Beginners Pickleball at the Pop! - Session 4 Mondays		7/21/25	8/18/25
Brazilian United Soccer Camp - Full Day	5	6/23/25	6/27/25
Brazilian United Soccer Camp - Future Stars		6/23/25	6/27/25
Brazilian United Soccer Camp - Half Day	3	6/23/25	6/27/25
Chargers Youth Cheerleading - Grades 3-4	16	8/16/25	11/2/25
Chargers Youth Cheerleading - Grades 3-4	16	8/16/25	11/2/25
Chargers Youth Cheerleading - Grades 5-6	4	8/14/25	11/2/25
Chargers Youth Cheerleading - Grades 5-6	4	8/14/25	11/2/25
Chargers Youth Cheerleading - Grades 7-8	12	8/12/25	11/2/25
Chargers Youth Cheerleading - Grades 7-8	12	8/12/25	11/2/25
Chess Wizards Camp - Afternoon Session	1	6/30/25	7/3/25
Chess Wizards Camp - Full Day	1	6/30/25	7/3/25
Chess Wizards Camp - Morning Session	5	6/30/25	7/3/25
Culinary Adventures - All American Summer	18	6/30/25	7/3/25
Culinary Adventures - Line Cooks	19	7/7/25	7/11/25
Culinary Adventures - Sous Chefs	16	6/23/25	6/27/25
Easy Going Flow Yoga	10	10/17/24	11/21/24
Easy Going Flow Yoga - Spring 2	8	5/1/25	5/29/25
Essex Junction Youth Baseball Camp	16	7/21/25	7/25/25
Essex Youth Cheerleading - Bumblebees - K-1	10	12/7/24	2/8/25
Essex Youth Cheerleading - Honey Bees - 2-3	19	12/7/24	2/8/25
Essex Youth Cheerleading - Queen Bees - 4-5	19	12/7/24	2/8/25
Fall Barcomb Basketball League	55	9/4/24	11/20/24
Fit and Strong Moms - Fall Session 1	5	9/4/24	10/4/24
Fit and Strong Moms - Fall Session 2	7	10/14/24	11/22/24
Fit and Strong Moms - Winter Mini Session 1		12/2/24	12/21/24
Fit and Strong Moms - Winter Mini Session M/W ONLY	4	12/2/24	12/18/24
Fit and Strong Moms - Winter Mini Session Sat ONLY		12/7/24	12/21/24
Fit and Strong Moms - Winter Session 2		1/6/25	2/21/25
Fit and Strong Moms - Winter Session 2 M/W Only	6	1/6/25	2/19/25
Girl Spirit Yoga & Movement Camp - Session 2	9	7/8/24	7/12/24
Halloween Hustle Race	78	10/26/24	10/26/24
Indoor Adult Open Play Pickleball at the Pop! - Session 2 Thu		5/1/25	5/29/25
Indoor Adult Open Play Pickleball at the Pop! - Session 2 Tue		4/29/25	5/27/25
Indoor Adult Open Play Pickleball at the Pop! - Session 3 Thu		6/12/25	7/10/25

Indoor Adult Open Play Pickleball at the Pop! - Session 3 Tue	1	6/10/25	7/8/25
Indoor Adult Open Play Pickleball at the Pop! - Session 4 Thu		7/24/25	8/21/25
Indoor Adult Open Play Pickleball at the Pop! - Session 4 Tue		7/22/25	8/19/25
Introduction to Fly Fishing - Session 1 (Ages 55+)		6/8/25	6/8/25
Introduction to Fly Fishing - Session 2 (Ages 14+)		7/13/25	7/13/25
Introduction to Fly Tying		1/11/25	3/1/25
Jr Hornets Basketball	57	1/4/25	2/8/25
Jr Hornets Soccer Clinic - Wed	13	7/9/25	8/13/25
Jr Hornets Soccer Clinics - Mon	9	7/7/25	8/11/25
Kids Creative Yoga Camp - Session 1	9	6/24/24	6/28/24
LEtGo Your Mind - Mission to Mars - Week 1 Ages 9-13	16	7/7/25	7/11/25
LEtGo Your Mind - Space Adventure - Week 2 Ages 9-13	3	7/14/25	7/18/25
LEtGo Your Mind - To Infinity and Beyond - Week 2 Ages 6-8	10	7/14/25	7/18/25
LEtGo Your Mind - Toy Tales - Week 1 Ages 6-8	10	7/7/25	7/11/25
Men's Pick-Up Basketball - Fall	24	9/3/24	11/19/24
Men's Pick-Up Basketball - Winter	12	12/10/24	2/11/25
Men's Pick-Up Hoops - Spring	18	3/11/25	6/10/25
Men's Pick-Up Hoops - Summer	18	6/17/25	8/26/25
Minor Catastrophes Roller Derby Camp	15	7/21/25	7/25/25
Mountain Bike Camp Week 1	14	7/14/25	7/18/25
Mountain Bike Camp Week 2	10	8/11/25	8/15/25
Mountain Bike Camp Week 2	10	8/11/25	8/15/25
MSAS - All About Japan Camp Afternoon Session	8	8/11/25	8/15/25
MSAS - All About Japan Camp Afternoon Session	8	8/11/25	8/15/25
MSAS - All About Japan Camp Morning Session	10	8/11/25	8/15/25
MSAS - All About Japan Camp Morning Session	10	8/11/25	8/15/25
MSAS - Creature Camp, Afternoon Session	5	6/23/25	6/27/25
MSAS - Creature Camp, Morning Session	8	6/23/25	6/27/25
MSAS - Drawing and Painting Camp Afternoon Only	3	7/28/25	8/1/25
MSAS - Drawing and Painting Camp Full Day	15	7/28/25	8/1/25
MSAS - Drawing and Painting Camp Morning Only	5	7/28/25	8/1/25
MSAS - Drawing and Painting Vacation Camp: Afternoon Only	2	4/21/25	4/25/25
MSAS - Drawing and Painting Vacation Camp: All Day	6	4/21/25	4/25/25
MSAS - Drawing and Painting Vacation Camp: Morning Only	3	4/21/25	4/25/25
MSAS - Fun with Fiber Vacation Camp: Afternoon Only	3	11/25/24	11/27/24
MSAS - Fun with Fiber Vacation Camp: All Day	7	11/25/24	11/27/24
MSAS - Fun with Fiber Vacation Camp: Morning Only	3	11/25/24	11/27/24
MSAS - Fun with Fiber, Afternoon Only	1	7/21/25	7/25/25
MSAS - Fun with Fiber, Full Day	12	7/21/25	7/25/25
MSAS - Fun with Fiber, Morning Only	4	7/21/25	7/25/25
MSAS - Make Your Own Mini World Vacation Camp: Afternoon Only	1	2/24/25	2/28/25
MSAS - Make Your Own Mini World Vacation Camp: All Day	9	2/24/25	2/28/25
MSAS - Make Your Own Mini World Vacation Camp: Morning Only	2	2/24/25	2/28/25
MSAS - Pop Art Camp, Morning Session	8	7/7/25	7/11/25
MSAS - Pop Art, Afternoon Session	3	7/7/25	7/11/25
MSAS - Recycle/Upcycle Afternoon Session	2	8/4/25	8/8/25
MSAS - Recycle/Upcycle Afternoon Session	2	8/4/25	8/8/25
MSAS - Recycle/Upcycle Full Day	5	8/4/25	8/8/25
MSAS - Recycle/Upcycle Full Day	5	8/4/25	8/8/25
MSAS - Recycle/Upcycle Morning Session	4	8/4/25	8/8/25

MSAS - Recycle/Upcycle Morning Session	4	8/4/25	8/8/25
MSAS - Wacky Wearables Camp, Afternoon Session	13	7/14/25	7/18/25
MSAS - Wacky Wearables Camp, Morning Session	13	7/14/25	7/18/25
MSPRS - Fall - Full Series Registration	44	9/18/24	10/23/24
MSPRS - Fall 1st Race- Sept 18	1	9/18/24	9/18/24
MSPRS - Fall 2nd Race- Sept 25	3	9/25/24	9/25/24
MSPRS - Fall 3rd Race - Oct 2	5	10/2/24	10/2/24
MSPRS - Fall 4th Race - Oct 16	2	10/16/24	10/16/24
MSPRS - Fall 5th Race - Oct 23	4	10/23/24	10/23/24
MSPRS - Spring - 2nd Race- May 7th	7	5/7/25	5/7/25
MSPRS - Spring - 3rd Race- May 14th	5	5/14/25	5/14/25
MSPRS - Spring - 4th Race- May 21nd	4	5/21/25	5/21/25
MSPRS - Spring - 5th Race- May 28th	4	5/28/25	5/28/25
MSPRS - Spring - 6th Race- June 4th	3	6/4/25	6/4/25
MSPRS - Spring - Full Series Registration	45	4/30/25	6/4/25
MSPRS -Spring- 1st Race- April 30	12	4/30/25	4/30/25
Next Level Fly Tying		1/13/25	3/3/25
Nia Dance Class with Frances Binder - Fall Session 1	15	9/4/24	10/9/24
Nia Dance Class with Frances Binder - Fall Session 2	13	10/16/24	11/20/24
Nia Dance Class with Frances Binder - Spring Session 1	8	3/9/25	4/13/25
Nia Dance Class with Frances Binder - Spring Session 2	15	5/4/25	6/8/25
Nia Dance Class with Frances Binder - Summer Session 1	8	6/22/25	7/27/25
Nia Dance Class with Frances Binder - Summer Session 2	1	8/10/25	9/14/25
Nia Dance Class with Frances Binder - Summer Session 2	1	8/10/25	9/14/25
Nia Dance Class with Frances Binder - Winter Session 1	18	1/8/25	2/12/25
Parent/Child Tennis - Mon Ages 4-7	8	7/7/25	8/11/25
Parent/Child Tennis - Mon Ages 7-10	7	7/7/25	8/11/25
Parent/Child Tennis - Tue Ages 4-7	8	7/8/25	8/12/25
Parent/Child Tennis - Tue Ages 7-10	10	7/8/25	8/12/25
PeeWee Basketball	31	1/4/25	2/8/25
Pickleball - FREE Learn to Play Clinic	36	5/3/25	5/3/25
Pickleball - Beginner Boot Camp Session 1	6	5/5/25	5/19/25
Pickleball - Beginner Boot Camp Session 2		8/5/25	8/13/25
Pickleball - Beginner Boot Camp Session 2		8/5/25	8/13/25
Pickleball - Beginner Crash Course	6	5/28/25	5/28/25
Pickleball - Fall Learn to Play/Beginner Clinics, Mondays	6	9/16/24	10/7/24
Pickleball - Fall Learn to Play/Beginner Clinics, Wednesdays		9/18/24	10/9/24
Pickleball - Intermediate Boot Camp Session 1	1	6/2/25	6/16/25
Pickleball - Intermediate Boot Camp Session 2		7/7/25	7/15/25
Pickleball - Intermediate Crash Course	2	6/4/25	6/4/25
Pickleball - Intermediate Improvement Mini Camp		8/27/25	9/3/25
Pickleball - Intermediate Improvement Mini Camp		8/27/25	9/3/25
Pickleball Vacation Camp at The Pop! - Afternoons		4/21/25	4/25/25
Pickleball Vacation Camp at The Pop! - Mornings		4/21/25	4/25/25
Pride Glow Run - Light up the Night!		5/30/25	5/30/25
Sew Cool Camp - ADULTS	3	6/30/25	7/3/25
Sew Cool Camp - Grades 7-10	2	6/30/25	7/3/25
Soccer Sparks (2-3 w/Parent) Session 1	24	5/10/25	5/31/25
Soccer Sparks (2-3 w/Parent) Session 2	13	6/14/25	7/12/25
Soccer Sparks (2-3 w/Parent) Session 3	9	7/26/25	8/16/25

Soccer Sparks (3-4) Session 1	24	5/10/25	5/31/25
Soccer Sparks (3-4) Session 2	23	6/14/25	7/12/25
Soccer Sparks (3-4) Session 3	24	7/26/25	8/16/25
Soccer Sparks (4-5) Session 1	21	5/10/25	5/31/25
Soccer Sparks (4-5) Session 2	24	6/14/25	7/12/25
Soccer Sparks (4-5) Session 3	22	7/26/25	8/16/25
Soccer Sparks (6-9) Boys Session 1	12	5/10/25	5/31/25
Soccer Sparks (6-9) Boys Session 2	11	6/14/25	7/12/25
Soccer Sparks (6-9) Bpys Session 3	3	7/26/25	8/16/25
Soccer Sparks (6-9) Girls Session 1	10	5/10/25	5/31/25
Soccer Sparks (6-9) Girls Session 2	11	6/14/25	7/12/25
Soccer Sparks (6-9) Girls Session 3	7	7/26/25	8/16/25
Soccer Sparks Camp - Full Day	1	7/14/25	7/18/25
Soccer Sparks Camp - Half Day	1	7/14/25	7/18/25
Spring Barcomb Basketball League	56	3/10/25	5/28/25
Strikers Baseball Camp - Week 1	5	6/16/25	6/20/25
Strikers Baseball Camp - Week 2	4	8/11/25	8/15/25
Strikers Baseball Camp - Week 2	4	8/11/25	8/15/25
Summer Barcomb Basketball League	56	6/5/25	8/27/25
Summer PE Camp	13	7/7/25	7/11/25
Summer Youth Track and Field Team	43	6/16/25	7/19/25
Swish - First Step BBall Clinic, Grades 1-3	11	9/9/24	10/16/24
Swish - Second Step BBall Clinic, Grades 1-3		9/10/24	10/17/24
Swish - Summer Basketball League - Full Registration	18	6/24/24	8/8/24
Swish - Summer Basketball League - Game Only Registration	19	6/24/24	8/8/24
Swish - Summer Basketball League -Team Entry/Games Only	7	6/24/24	8/8/24
Swish Fall League - Boys U11 - Team Registration	1	9/6/24	10/27/24
Swish Fall League - Girls U11 - Team Registration	1	9/6/24	10/27/24
Swish Fall League - Girls U14 - Team Registration	2	9/6/24	10/27/24
Tai Chi - Beginner with Betty Adams	23	9/23/24	12/16/24
Tennis Camp - Grades 1-3 - Session 1	6	7/14/25	7/18/25
Tennis Camp - Grades 1-3 - Session 2	4	8/11/25	8/15/25
Tennis Camp - Grades 1-3 - Session 2	4	8/11/25	8/15/25
Tennis Camp - Grades 4-6 - Session 1	8	6/16/25	6/20/25
Tennis Camp - Grades 4-6 - Session 2	5	7/21/25	7/25/25
Women's Pick Up Basketball - Summer	3	6/19/25	8/28/25
Women's Pick-Up Basketball - Fall	18	9/5/24	11/21/24
Women's Pick-Up Basketball - Spring	16	3/13/25	6/12/25
Women's Pick-Up Basketball - Winter	16	12/19/24	2/13/25
Wunderle's Big Top Circus Camp	18	8/5/24	8/9/24
Young Hornets - Field Hockey Camp	15	6/16/25	6/20/25
Young Hornets - Track & Field Camp	9	6/23/25	6/27/25
Young Hornets Soccer Clinics: Grades 2-3	9	7/9/25	8/13/25
Young Hornets Soccer Clinics: Grades K-1	13	7/7/25	8/11/25
Young Hornets Volleyball- Advanced Beginner Camp Week 1		7/21/25	7/25/25
Young Hornets Volleyball - Girls Elite Camp		7/21/25	7/25/25
Young Hornets Volleyball- Beginner Camp Week 1		7/21/25	7/25/25

Julie Shorter, Program Director for Older Adults

A little about me

My name is Julie Shorter and I'm the Program Director for Older Adults. I graduated from UVM in 2013 and received my Masters in Positive Coaching and Athletic Leadership from the University of Missouri in 2020. I've spent time working in a lot of different settings, but most recently I was putting on programs and events for students living in the residence halls at UVM. I started working at EJRP last July and have also coached cross country and track and field at EHS since 2021. I currently live in Milton with my husband, Britt, our almost-2-year-old son, Logan, and our 15 chickens, 3 cats, and pigeon, Tucker.

My role at EJRP

I oversee all senior center activities and all programs for people ages 55 and older. The majority of my time is spent at senior programming. Outside of programming, I work on creating my monthly newsletter, build connections with community partners, and help out with other rec events as needed.

The things that I enjoy most about my role

- Getting to know the seniors and hearing their stories
- Creating new programs and opportunities that people are excited about
- Forming connections with community partners to create more well-rounded programming

Something that I'm proud of

I started a 55+ hiking club this spring and the response has been huge. I have over 60 people on my contact list. As it turns out, there are a lot of older adults that want to go hiking but have no one to go with and don't want to go alone. It's been really rewarding to fill this need and get people outside and socializing.

My biggest current challenges

With the renovation happening at 2 Lincoln, space has been our biggest challenge. We are fortunate to have other spaces that we are able to use, but having a home base at the senior center once renovations are complete will be really nice.

My other challenge has been finding affordable transportation for trips. Trips have been the number one requested program since I started. We were able to use SSTA for a trip in November, but since then they have been too busy to accommodate us. I booked a premier bus for a trip in June, but the cost was so high that I had to cancel the trip because not enough people could afford it.

Overview of my programs and events

Weekly Programs:

Monday: Tai Chi (~30 people across 2 classes), Senior Fitness Class (average 12 people), Luncheons at Holy Family (partnered with Age Well, average 30-40 people)

Tuesday: Bingo (average 8-10 people)

Wednesday: Walking Club (average 6-8 people) and Cribbage (average 4-6 people)

Thursday: Bridge (average 12-16 people)

Friday: Mah Jongg (average 8-10 people)

Special Events:

September: Senior picnic (~50 people)

October: Senior Center participation in EJRP Trick-or-Treat Trail

November: Thanksgiving Lunch at Holy Family (~70 people), Bus Trip to Mt Abe Musical (20 people)

December: Holiday Luncheon (~60 people), Holiday Cardmaking Class

March: Celtic Dance Performance

April: Spring cardmaking class

May: Ukulele Performance (46 people), Elvis Impersonator (44 people), Birdwatching class with Audubon Vermont (17 people)

June: Cooking Class with Whole Health Nutrition

Additional programs:

Adult Art Classes with Tina Logan twice/month

Mind Fit 8-week series

Speakers at Monday luncheons including Medicare Fraud Prevention and Falls Prevention
Hiking Club

Big areas of focus for this summer

Getting people outside and staying active

Considerations for future programs

A lot of people in hiking club have mentioned wanting people to bike, kayak, etc. with so I'm interested in seeing where that goes and maybe expanding to an outdoor activity club.

Once the senior center reopens, I would like to explore a “drop-in” time where people could come to do puzzles, crafts, or just socialize.

My question for you!

If you have older adults in your life in the area that don't currently participate in any programs, what do you think are barriers to getting involved, or what kind of programming would get them to take the next step to get involved?

A few photos from the year!



Birdwatching with Vermont Audubon at Maple Street Park



Hiking Club at Mt Philo



Age Well Luncheon at Holy Family Parish Hall

"Nous Vous Aimons La Lafayette"—by Lydia Howard Huntley Sigourney,
1824. ("We Love you, Lafayette")

Welcome thou to Freedom's clime,
Glorious Hero! Chief sublime!
Garlands bright for thee are wreath'd,
Vows of filial ardour breath'd,
Veteran's cheeks with tears are wet,
"Nous vous aimons La Fayette."

Monmouth's field is rich with bloom,
Where thy warrior's found their tomb,
Yorktown's heights resound no more,
Victor's shout or cannon's roar,
Yet our hearts record their debt,
"Nous vous aimons La Fayette."

Brandywine, whose current roll'd
Proud with blood of heroes bold,
That our Country's debt shall tell,
That our gratitude shall swell,
Infant breasts thy wounds regret,
"Nous vous aimons La Fayette."

Sires, who sleep in glory's bed,
Sires, whose blood for us was shed,
Taught us, when our knee we bend,
With the prayer thy name to blend:
Shall we e'er such charge forget?
No!—"Nous aimons La Fayette."

When our blooming cheeks shall fade,
Pale with time, or sorrow's shade,
When our clustering tresses fair
Frosts of wintry age shall wear,
E'en till Memory's sun be set,
"Nous vous aimons La Fayette."



HONORING
SERGEANT DAVID DAY II
&
GENERAL LAFAYETTE
ON THE OCCASION OF
THE 200TH ANNIVERSARY OF
GENERAL LAFAYETTE'S
FAREWELL TOUR OF AMERICA

Essex Village Cemetery

Essex Junction, Vermont

11:00am June 29, 2025

PROGRAM

Welcome & Introduction

~ Tim Jerman, ECHS Board member

Essex Community Historical Society

Remarks on Joshua Day House in West Springfield, Massachusetts

~ Samantha DePergola, Board V. President

Ramapogue Historical Society

Remarks on the Occasion

~ The Honorable Gilbert du Motier,

Marquis de Lafayette, Character Actor

American Friends of Lafayette

Wreath Laying Ceremony honoring David Day, David Day II, Abram Stevens, Simon Tubbs, and John Collins; Revolutionary War Patriots

~ Daughters of the American Revolution

Green Mountain Chapter NSDAR

Vermont State Society NSDAR

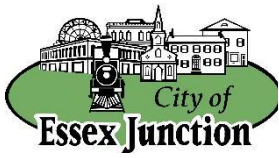
Essex Community Historical Society



David Day II's hanger sword



On June 29, 1825, David Day joined a group of old soldiers in Burlington to meet the Marquis de Lafayette, the last living general from the American Revolution. The exchange between Lafayette and David Day II of Essex was recorded by Lafayette's secretary and included the presentation of the sword given to Day by Lafayette at the Battle of Yorktown in Virginia in 1781.



**CITY OF ESSEX JUNCTION
RECREATION ADVISORY COMMITTEE
REGULAR MEETING AGENDA**

*Online & 75 Maple St.
Essex Junction, VT 05452*
**Wednesday, June 4, 2025
6:00 PM**

Members Present: Bridget Downey-Meyer, Cora Delucia, Jocelyn Emilo, Joshua Birmingham, Oona Osborne, Piper Goodkind, Rachel Vaughan, Pat Lynch

Staff Present: Brad Luck, Mark Brislin, Lindsey Massucco, Julie Shorter

1. WELCOME AND INTRODUCTIONS

[6:00 PM]

- The meeting was called to order at 6:04p.m.
- Everyone reintroduced themselves to refresh on names and learn a bit more about each other.

2. ADDITIONS OR AMENDMENTS TO AGENDA

- No additions or amendments were made to the agenda.

3. PUBLIC TO BE HEARD

- None of the public attended this meeting so there was no one to be heard.

4. REVIEW AND APPROVE MINUTES FROM LAST MEETING

- The minutes from last meeting were reviewed and there were no changes. Bridget motioned for approval of the minutes and they were approved unanimously.

5. RAC MEMBER FEEDBACK TIME

- Everyone went around and shared feedback on things to update/change around the parks.
- Others provided input if they had knowledge on the question asked.

6. DIRECTOR'S REPORT/UPDATE

- Brad reviewed the directors report and gave updates about programs, community events, the parks, pools, and facilities, the preschool, and licensed childcare needs.
- Any questions about the information were answered and reviewed.

7. STAFF UPDATES – PROGRAMS TEAM

- The following people shared a brief description of themselves, the role they play at EJRP, the things they do in their role and what they enjoy about it, recent accomplishments, biggest challenges in the job, future plans in the program, and suggestions for the committee:
- Mark Brislin - Assistant Director of Parks and Recreation
- Lindsey Massucco – Program Director - Community Recreation
- Pat Ivory - Program Director for Sports and Fitness (he did not attend this meeting so Mark read the write-up Pat provided for us)
- Julie Shorter - Program Director for Older Adults

8. DISCUSS ANY POTENTIAL ACTION STEPS

- We discussed any action steps and recognized that getting out to visit the parks, volunteer, and review the activities the parks have to offer would be beneficial.

9. ADJOURN

- We concluded that everything had been discussed for this meeting. Bridget made a motion to adjourn the meeting. The motion passed unanimously. The meeting was adjourned at 7:55 pm.

**CITY OF ESSEX JUNCTION
PLANNING COMMISSION REGULAR MEETING
MINUTES OF MEETING
JUNE 5, 2025
DRAFT**

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

ADMINISTRATION: Chris Yuen, Community Development Director

OTHERS PRESENT: None

1. CALL TO ORDER

Ms. Clemens called the Planning Commission meeting to order at 6:33 PM.

2. AGENDA ADDITIONS/CHANGES

None.

3. PUBLIC TO BE HEARD

a. Comments from Public on Items Not on Agenda

None.

4. MINUTES

a. April 3, 2025 & May 1, 2025

ELENA JUODISIUS made a motion, seconded by ELIJAH MASSEY, to approval of the minutes of April 3, 2025 and May 1, 2025, with changes. Motion passed 5-0.

May 1, 2025

-The spelling of Ms. Juodisius's first name will be corrected.

5. BUSINESS ITEMS

a. Updates on "Center" boundaries

Ms. Yuen presented a draft map from the Chittenden County Regional Planning Commission (CCRPC). The CCRPC has taken into consideration the PC's recommendations to extend the Center designation to the Transit-Orientated Development (TOD) district. For that reason, the CCRPC is modifying the draft "Center" designation area to include the TOD study area, but to end at the Expo/the Dunkin Donuts along Pearl Street. Going down Park St, they are considering ending at River St to align with the City's zoning districts.

b. PC Recommendation for Tier 1B Status

Tier 1B is an opt-in program that will allow for Act 250 exemption for residential developments up to fifty units.

ELENA JUODISIUS made a motion, seconded by ELIJAH MASSEY, that the Planning Commission recommend that the City Council request to have the Downtown Center and Planned Growth Area qualify and be mapped for Act 250 Tier 1B area status. Motion passed 5-0.

c. Animating Infrastructure Mural Grant

Mr. Massey said that Essex Junction has been invited to submit a full application based on the positive response to their pitch. This application is due on June 16th. The PC, as well as other local entities, have been requested to sign a letter of support for the project.

ELIJAH MASSEY made a motion, seconded by SCOTT MCCORMICK, to move that the Chair sign a letter on behalf of the Planning Commission in support of the City's Animating Infrastructure grant application to the Vermont Arts Commission. Motion passed 5-0.

d. Connect the Junction TOD Master Plan Public Engagement

Mr. Yuen said that the draft plan is expected to be available to the public next week. He said that it is important to ask targeted questions and provide readable information to get the best feedback. Summary boards will be available online and for in-person events. The PC discussed the possibility of engaging the public at the Fourth of July event. Framework is contracted to do additional public engagement, such as focus groups and an open house. The plan will need to be adopted by the City Council. Mr. Massey suggested creating an interactive timeline and the utilization of stickers to show support/lack of support for specific ideas in the proposed plan. Ms. Juodisius suggested obtaining feedback on height and density in specific areas. Mr. McCormick suggested making a list of potential contentious ideas for feedback. Ms. Clemens said that it is important to make sure that the public knows that the plan is not complete and that public input is still being requested. Ms. Juodisius suggested framing questions by asking if specific ideas will make Essex Junction more vibrant, rather than if the person liked the idea. Mr. Yuen said that he will relay the feedback to Framework, and request that they make an outline of the summary boards and the online open house. Mr. McCormick and Mr. Massey suggested that more information be included to educate the community about the housing crisis and how some of these suggestions can assist in helping to solve it. Mr. Yuen shared the informational materials that will be in the document regarding the housing shortage, as well as the benefits of developing around public transit.

e. Review and Feedback on Printable Bike Route Map Draft

Mr. McCormick left the meeting.

Mr. Yuen said that staff has been working on developing a ~~comprehensive-printable~~ map ~~of the City's for~~ bike ~~facilities~~lanes and paths. This will be made available to the public and can be updated yearly. All Planning Commissioners reviewed the map. The PC discussed the formal v. informal paths. Ms. Pascall suggested better delineating highways and other less desirable places to bike. Mr. Massey asked about the process to increase trail networks, and Mr. Yuen suggested discussing this as a part of the Comprehensive Plan. Mr. Massey also said that it is important to have bike lanes to all the schools. PC members added additional areas where they were aware of bike lanes/amenities to the map.

f. Review and feedback on Municipal Code Chapter 18

Mr. Yuen said that tickets can be issued for zoning violations. He would like this tool to be available for more circumstances, including this chapter. He asked the PC what is reasonable in regulating junk on private property. He asked about screening regulations, and if it makes sense to be more lenient on things that are screened from view in some way. The PC discussed the volume of "junk" that would be allowable, noting that common sense would be used.

g. Upcoming Planning Commission Re-Appointments

Mr. Yuen said that annual reappointments are coming up. He encouraged all who are interested and up for re-appointments to reapply. A reorganization meeting will be held next month.

6. MEMBERS UPDATES

None.

7. STAFF UPDATES

Mr. Yuen said that the Pearl Street Road diet is being scoped. The Amtrak station project is ongoing. The Hilton Hotel and 17 Park Street projects are in development.

8. ADJOURN

**ELENA JUODISIUS, made a motion, seconded by ELIJAH MASSEY, to adjourn the meeting.
Motion passed 4-0 at 8:35 PM.**

Respectfully submitted,
Darby Mayville

**CITY OF ESSEX JUNCTION
DEVELOPMENT REVIEW BOARD
MINUTES OF MEETING
JUNE 9, 2025
DRAFT**

MEMBERS PRESENT: John Alden, Chair; Luke Brockmeier; Cristin Gildea; Maggie Massey; Dylan Zwickly

ADMINISTRATION: Michael Giguere, City Planner

OTHERS PRESENT: None

1. CALL TO ORDER

Mr. Alden called the meeting to order at 6:35 PM.

2. ADDITIONS OR AMENDMENTS TO AGENDA

None.

3. PUBLIC TO BE HEARD

Mr. Giguere noted that this is a hybrid meeting, and that staff are present at 6 Lincoln Street to ensure public participation. While efforts will be made to accommodate remote public participants, in-person participation is the only legally mandated form of public participation. If there are technical difficulties the meeting may be paused and resumed on July 17th, 2025. All votes that are not unanimous will be done via roll call. Mr. Giguere took a roll call attendance of all members.

4. MINUTES

a. Regular Meeting – April 17, 2025

DYLAN ZWICKY made a motion, seconded by MAGGIE MASSEY, to approve the minutes of April 17, 2025, with corrections. Motion passed 5-0.

Corrections:

-The spelling of Mr. Alden's and Ms. Gildea's names will be corrected.

5. PUBLIC HEARING

a. Site plan review for the conversion of an existing duplex into a fourplex at 177 West Street by Adam and Eva Slocum, owners - waiver request for the paved driveway apron requirement of Section 703.K.3 of the Land Development Code.

Mr. Alden noted that the applicants are not present. Mr. Giguere stepped out of the meeting to call the applicants, who did not answer. He said that the DRB can proceed without the applicant present, which they chose to do. Mr. Alden said that the DRB had previously heard this application, and gave guidance that the project could be approved by staff if kept to the original footprint. Staff issued a zoning permit; however, the applicants have requested that they be exempt from the paving of the driveway and driveway apron. Mr. Alden noted that this was one of the few unpaved driveways in the area. Some vehicles appear to be parking on the grass. Mr. Giguere said that the Land Development Code (LDC) states that some of the driveway can be gravel, so long as the apron is paved. There is no explanation from the applicant as to the reasoning for the waiver request. Mr. Alden said that this would be a visual downgrade for the neighbors, and that it is important to maintain some control over the vehicle parking. All agreed. Mr.

Alden said that the applicant would be required to pave the apron, and that it is recommended that the entire parking area be paved. He also suggested that the front area appear neater than it currently is.

JOHN ALDEN made a motion, seconded by LUKE BROCKMEIER, to not allow the waiver for the paved apron, and that the apron complies with LDC requirements of a maximum 27 feet and may increase in size for the parking area as allowed by the LDC. No vote, motion failed.

JOHN ALDEN made a motion, seconded by MAGGIE MASSEY, to deny the waiver request for not paving the apron. Motion passed 5-0.

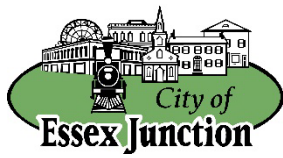
6. OTHER DEVELOPMENT REVIEW BOARD ITEMS

The board's findings on the pocket park have been presented to the landscape architect, who is working to implement the proposed changes. The train station upgrade project underway, and the roofing will absorb most of the project budget. A public forum on the project will be held in the summer or fall. The Brownell Library roofing project will begin immediately follow the Lincoln Hall renovations. Mr. Giguere said that the hotel construction project is almost complete and has a temporary certificate of occupancy. The City Council and Planning Commission has approved the regional planning commission's housing targets, with some concerns noted. Essex Junction will be requesting Tier 1b status. The Connect the Junction's finalized master plan should be available this week.

7. ADJOURNMENT

CRISTIN GILDEA made a motion, seconded by MAGGIE MASSEY, to adjourn the meeting. The motion passed 5-0 at 7:30 PM.

Respectfully submitted,
Darby Mayville



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

Online &
6 Lincoln St. (Kolvoord Room)
Essex Junction, VT 05452
**Thursday, June 12th
2025, 7:00 PM**

E-mail: mgiguere@essexjunction.org

www.essexjunction.org

Phone: 802-878-6944, ext. 1625

1. MEMBERS PRESENT

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

2. OTHERS PRESENT

Michael Giguere (staff representative), Jack Evans, Daniel Liguori, Joseph Finch

3. CALL TO ORDER

The meeting was called to order by John at 7:03 PM.

4. AGENDA ADDITIONS/CHANGES

No additions or changes were made.

5. MINUTES FOR APPROVAL

Lauren made a motion, seconded by Russ, to approve the minutes from May 8th, 2025 as presented. Motion passed unanimously (4-0).

6. PUBLIC TO BE HEARD

Joseph provided updates on planning for a balance bike race at Champlain Valley Expo on July 4th. Local Motion is providing some giveaway items. He also mentioned that he will be looking to hand off leading the organization of bike bus programming soon.

Daniel mentioned that he interviewed for the open seat on BWAC.

7. BUSINESS ITEMS

a. Bicycle Friendly Community (BFC) application review

Michael presented a summary presentation of Essex Junction's reapplication as a Bicycle Friendly Community. The group discussed interesting discussion points on the application, such as percentage of low-stress bicycle facilities, determining what the community's biggest improvement from the last application was, long-term planning projects working toward active transportation and safety, and considerations on equitable engagement. A live poll was run to determine the top three reasons committee members would like bicycling to be prioritized in the community and determine which communities should be looked to as comparable role models.

Michael shared next steps, which includes a local and national review period before notification of award level.

b. Town of Essex Route 15/Main Street shared use path

Michael presented a project being pursued by the Town of Essex for a shared use path and bike lane along Route 15/Main Street. A portion of the proposed path falls in Essex Junction, but the Town is likely pursuing funding for the northernmost portion first, making this proposal less time-sensitive for Essex Junction to consider.

Committee members voiced their strong support for the project, particularly in consideration of the improvements this project would have on pedestrian safety. Lauren pointed out that the alternative bike/ped route through the Countryside neighborhood to the Essex Experience is twice as long as this proposed direct route. While this is an acceptable distance for cyclists, a more direct route for pedestrians would be preferred. Russ mentioned that lowering the road speed from 40 mph would be an improvement and mentioned the lack of safe walking facilities on this route, with many people walking on the shoulder of the road in the wrong direction. Phil mentioned the benefit that this project could have as a proof of concept for Pearl Street. David shared concerns that avoiding supporting this project would solidify the gaps in the community's infrastructure network. Daniel mentioned that this path could provide connectivity to Athens Drive and Juniper Ridge's path, linking existing infrastructure. John mentioned how important this project is to support the Town's plans for

housing and commercial development.

Michael mentioned he would collect this feedback and share it with City leadership.

c. Printed bike map draft review

The committee reviewed the draft version of a printed bike map for Essex Junction, highlighting routes, points of interest, and regional connections. Feedback was provided by the committee on readability, accessibility, and user friendliness. They also discussed the applicability of defining specific streets as “low-traffic” such as South Street and West Street, which were determined to not be appropriate for that definition. Michael mentioned that this will be published and distributed soon, and will be used to help justify infrastructure planning projects that fill the network gaps on this map. John mentioned that there was a lot of interest in this map at Essex Pride.

d. CCRPC Regional Safety Action Plan discussion

The committee briefly discussed the RSAP drafted by CCRPC, noting that no roads in Essex Junction are mapped on the high injury network. Jack provided additional context for the types of toolkit items that would be eligible for funding, which mostly include signage and visibility improvements.

e. Regional advocates meet up planning

The committee plans on inviting Williston on the Move for a group ride and joint meeting during BWAC’s regularly scheduled meeting at 6:15 pm on Thursday, July 10th. Michael is coordinating further with City management.

Jack provided updates for a regional meetup between bike committee members at Local Motion’s headquarters in Burlington on Wednesday, August 6th at 5:30 pm. Food and refreshments will be available.

f. Memorial Way traffic count updates

The committee reviewed John and Lauren’s traffic counts on Memorial Way. Michael asked the group to do a traffic count to add to the data set if time permits.

8. MEMBERS UPDATES

Lauren asked about Lincoln Terrace and John asked about the RRFB at Main & Athens, Michael confirmed that Public Works has all the materials needed for these installations and will coordinate further.

Russ raised concerns about how the elementary school consolidation will impact traffic near Hiawatha next school year and recommended a proactive traffic calming project. Lauren presented her plan for a route and raised concerns about high stress drivers during school drop-off. Phil mentioned that most informational meetings at Hiawatha were related to parking areas. John mentioned that there are potential plans for two drop off lanes and mentioned the possibility of a Summit Street bus shuttle. Lauren mentioned that using the existing bus loop could be an option.

Phil brought up a recent encounter at Brownell Library where a child misplaced their bicycle helmet and presented the idea of purchasing a library of helmets for the library of things.

A motion was made by Phil, seconded by Lauren, to use BWAC funds to purchase a library of helmets and u-locks for Brownell Library. Vote passed unanimously (5-0).

9. STAFF UPDATES

a. Bike locker updates

Michael mentioned that the City did a news release for the bike lockers and has the rental forms available on the City’s website. He is working further with SB Signs to test materials for a printed advertisement on the side of the lockers.

b. Bike parking updates

Michael mentioned that bike parking has been installed at several locations around the City, including Essex Junction Market, Bespoke, Nest, and Brownell Block. Planet Fitness will have two bike racks soon.

c. Recognition for Eric Bowker

Eric has chosen not to renew his term on BWAC. The committee took time to thank Eric for his twelve years of contributions to the committee from its conception in 2013.

10. **ADJOURN**

Motion to adjourn by Lauren, seconded by David. Motion passed unanimously (5-0), meeting adjourned at 8:19 PM.