



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

Online & 145 Maple St.  
Essex Junction, VT 05452  
**Wednesday, August 27, 2025**  
**6:30 PM**

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

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

Phone: (802) 878-6944

This meeting will be in-person 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. Public Works Department Head Brief to Council [10 Minutes]
  - b. Discussion and Consideration of Initial Concepts for Public Works Facility Renovation [30 Minutes]
  - c. Discussion and Consideration of Health Officer and Deputy Health Officer Appointments [5 Minutes]
  - d. \*Executive Session to Discuss Negotiating Lease Options for the Teen Center/CHIPS at 2 Lincoln
  - e. \*\*Executive Session to Discuss a Possible Contract with the Town for Assessing Services
6. **CONSENT ITEMS**
  - a. Approve Meeting Minutes: August 13, 2025
  - b. Acting as the Liquor Control Commission – Approve Liquor/Tobacco Licenses
7. **COUNCIL MEMBER COMMENTS & CITY MANAGER REPORT**
8. **READING FILE**
  - a. Check Warrant #24083 08/22/25
  - b. Governance Committee Minutes 08/04/25
  - c. Recreation Advisory Committee Minutes 08/06/25
  - d. Planning Commission Minutes 08/07/25
  - e. Bike Walk Advisory Committee Minutes 08/14/25
9. **EXECUTIVE SESSION**
  - a. \*An Executive Session may be needed to discuss negotiating lease options for the Teen Center/CHIPS at 2 Lincoln
  - b. \*\*An Executive Session may be needed to discuss a possible contract with the Town for assessing services
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](http://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:** City Council

**From:** Rick Jones

**Meeting Date:** 8/27/25

**Agenda Item:** Department Head Conversation

---

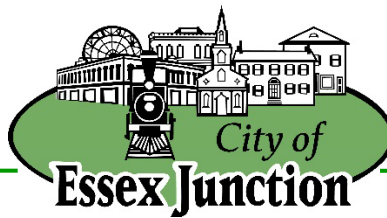
This is intended to be an opportunity for the Council to engage with the Department Head and to have a conversation that is not driven by a business item or budget need, but an honest look into their operations, staff, and services. The Department Head will begin with a few highlights from each of the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

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

- Past winter went well. (We had a more normal winter snow fall)
- Hired two new employees, full staffed!!!
- Lincoln Hall renovations
- We investigated contracting out sidewalk plowing and line striping but found out it was more cost effective to keep it in house.

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

- Iroquois water line
- New shop?
- Looking forward to Lincoln Hall being wrapped up.
- Work to help WWTF with new camera to identify I&I (infiltration and inflow) in the sewer lines with the supersucker 7000
- Public works are stepping back into some building maintenance. (library and Lincoln Hall)
- Keep working on traffic lights when the crescent connector is complete



## MEMORANDUM

**To:** City Council  
**From:** Regina Mahony, City Manager  
**Meeting Date:** August 27, 2025  
**Subject:** Initial Concepts for Public Works Facility Renovation

---

**Issue:** The issue is to consider concepts for a new and/or renovated Public Works Facility.

**Discussion:** The existing public works facility is not meeting the current, let alone future, needs of the City. The capital plan includes initial funds to develop conceptual plans and cost estimates for facility solutions. Further, addressing the public works facility was a priority of the Council in the spring retreat. Accordingly, Rick Hamlin has developed two conceptual plans for the existing public works facility property on Jackson Street. One concept focuses on raising existing structures and builds new; the other concept both focuses on retaining and renovating the existing buildings while adding new structures to increase usable space.

Rick Hamlin will be at the meeting to present the two concepts to the City Council.

**Cost:** The concepts plans have been paid for with the initial funds in the capital plan. An architect is needed to firm up the cost estimates. A bond would be needed for the design and build stages. Therefore, the idea is to bring a bond vote to the voters at the April 2026 Annual Meeting.

**Recommendation:** If the Council chooses to continue to move forward, it is recommended that the Council provide Staff with direction on which of the two concepts is preferable.

**Recommended Motion:** No formal action is needed at this time, but direction on a preferred concept would allow staff to move this project forward.

**Attachments:**  
New Public Works Facility Concepts



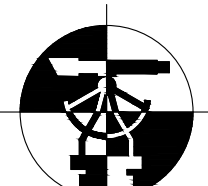


Version 2, See Sheet V2

Version 1, See Sheet V1

**PRELIMINARY**  
**07-10-2025**

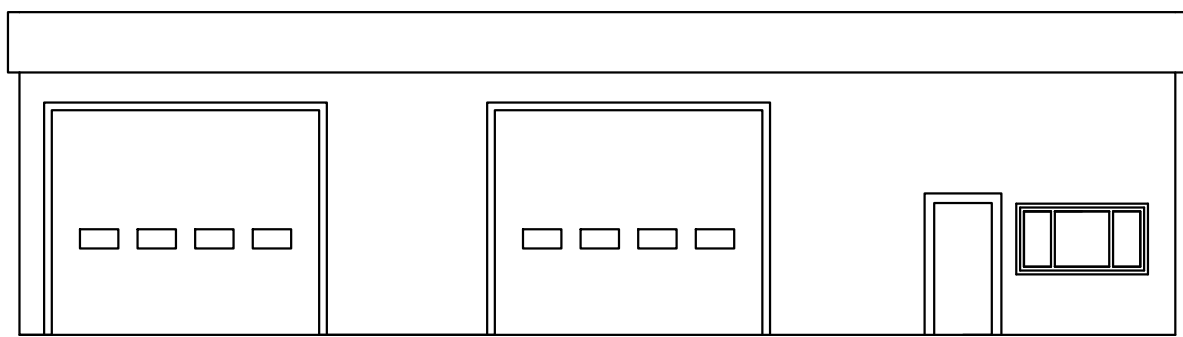
DATE	REVISION	BY
CLIENT	City of Essex Junction	
PROJECT TITLE	New Public Works Facility	
DRAWING TITLE	Existing Site Plan	
Survey	RFH	Scale 1" = 20'
Design	GXD	Job 24-828
Drawn	GXD	File
Checked	RFH	Drawing
Date	07-10-2025	E1



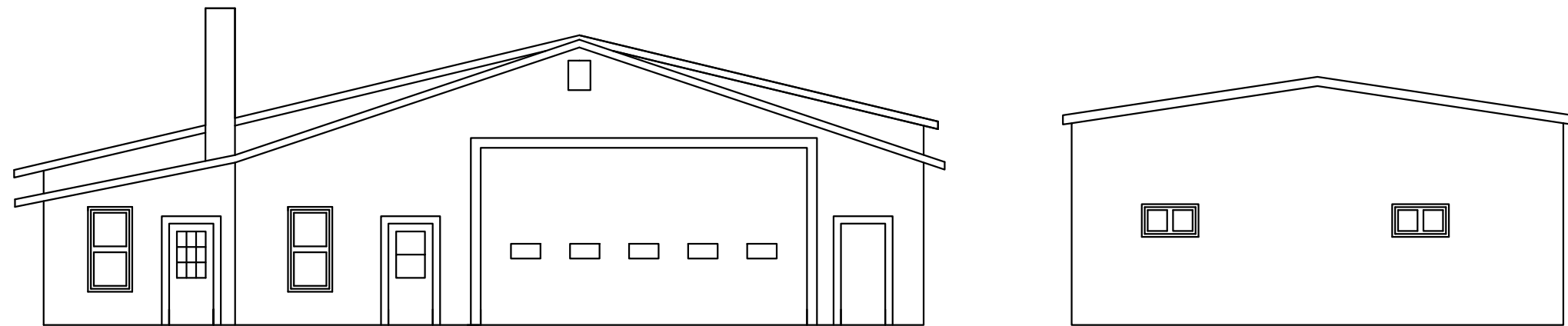
Donald L. Hamlin  
Consulting  
Engineers, Inc.  
136 Pearl Street  
Essex Junction, Vermont



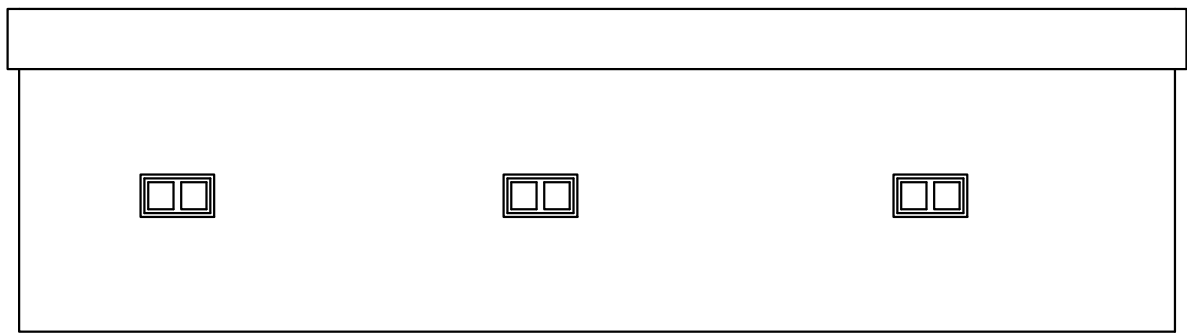
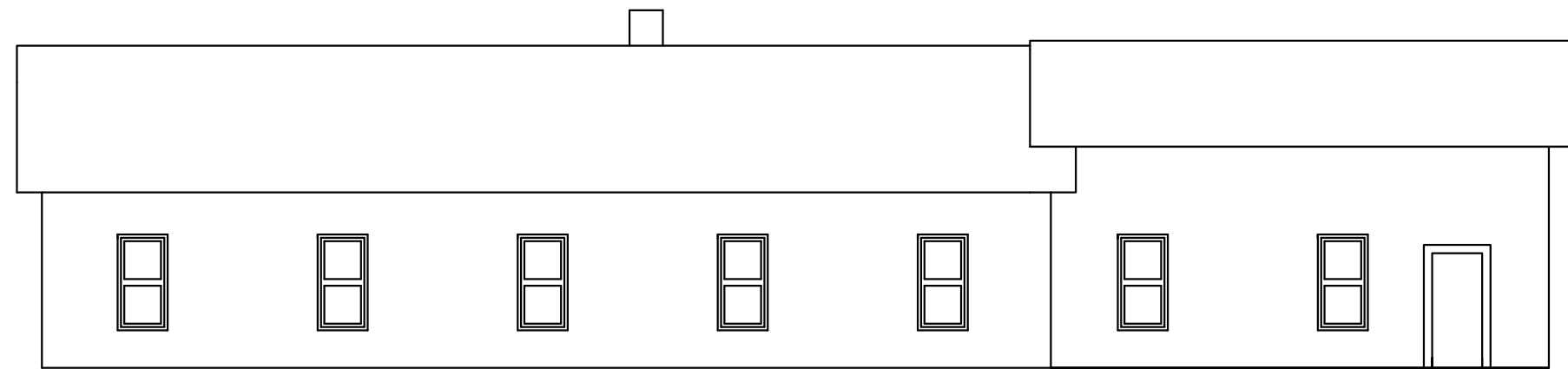
SOUTH-WEST  
ELEVATION



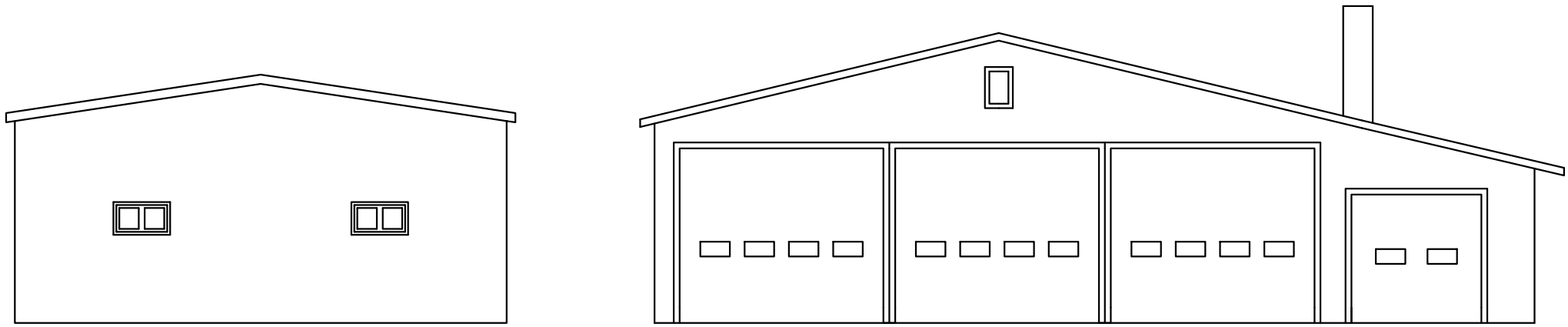
SOUTH-EAST  
ELEVATION




NORTH-EAST  
ELEVATION



NORTH-WEST  
ELEVATION



**PRELIMINARY**  
**07-10-2025**

DATE		REVISION		BY	
CLIENT <div>City of Essex Junction</div>					
PROJECT TITLE <div>New Public Works Facility</div>					
DRAWING TITLE <div>Existing Building Elevations</div>					
Survey RFH		<div><div>Donald L. Hamlin Consulting Engineers, Inc. 136 Pearl Street Essex Junction, Vermont</div></div>		Scale 1" = 10'	
Design GXD				Job 24-828	
Drawn GXD				File	
Checked RFH				Drawing	
Date 07-10-2025					

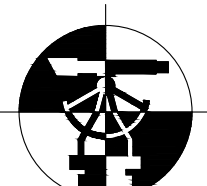


U:\2024\24-028 Public Works Storage\Public Works Facility Planning\Proposed Building Addition\Proposed Site Plan V1 6-25-25.dwg - Existing



**PRELIMINARY**  
**07-10-2025**

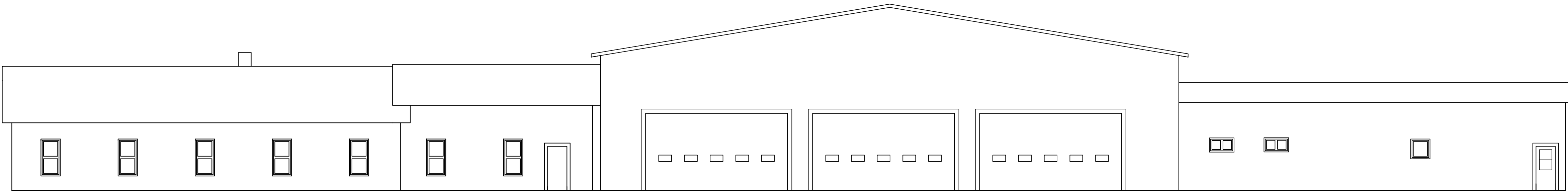
DATE	REVISION	BY
CLIENT	City of Essex Junction	
PROJECT TITLE	New Public Works Facility	
DRAWING TITLE	Proposed Site Plan Version 1	
Survey	RFH	Scale 1" = 20'
Design	GXD	Job 24-828
Drawn	GXD	File
Checked	RFH	Drawing
Date	07-10-2025	V1



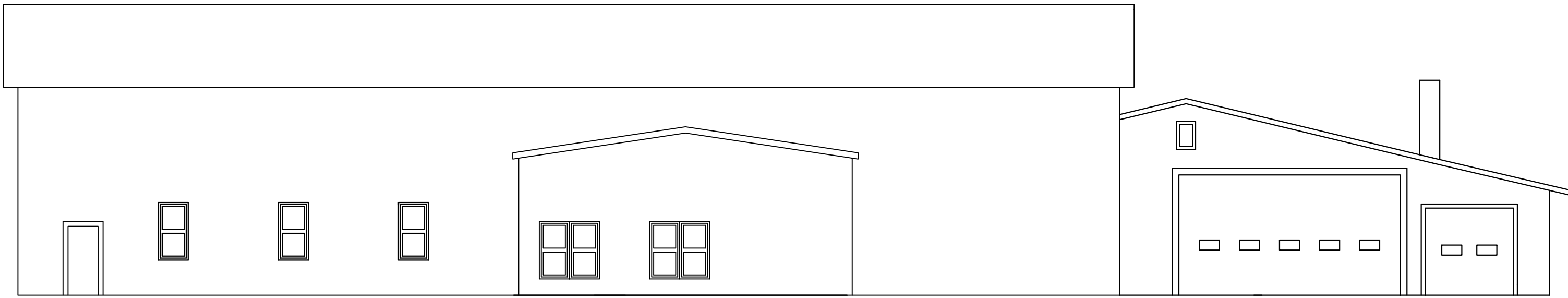
Donald L. Hamlin  
Consulting  
Engineers, Inc.  
136 Pearl Street  
Essex Junction, Vermont



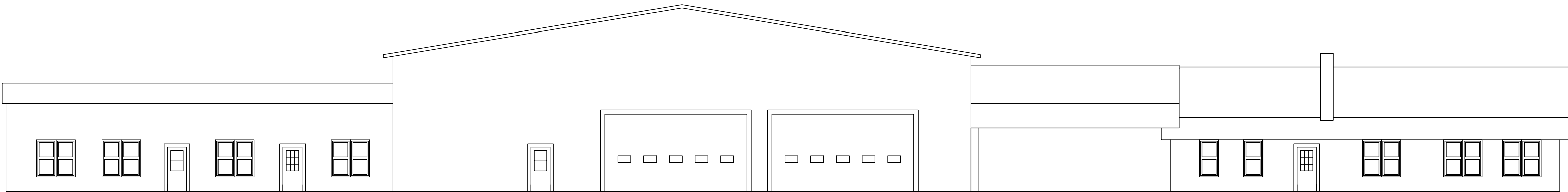
**NORTH-EAST  
ELEVATION**



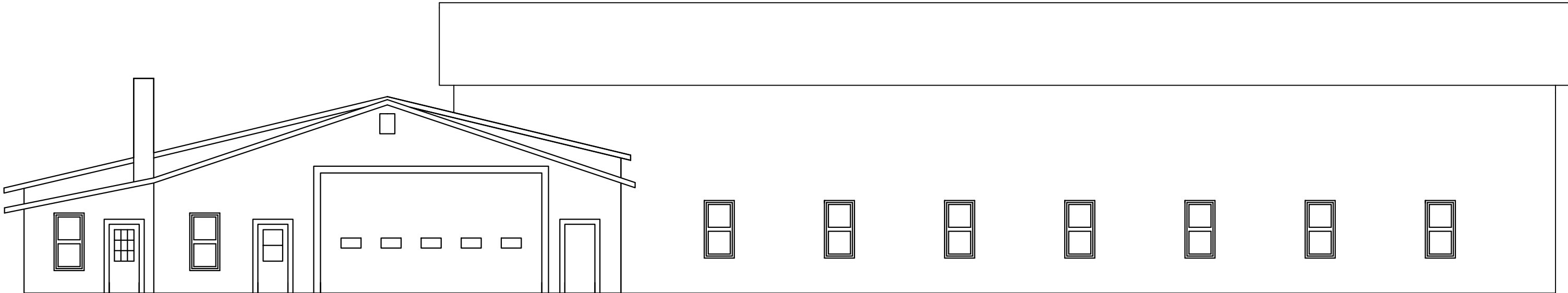
**NORTH-WEST  
ELEVATION**



**SOUTH-WEST  
ELEVATION**

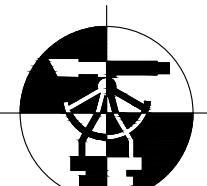


**SOUTH-EAST  
ELEVATION**



**PRELIMINARY**  
**07-10-2025**

DATE	REVISION	BY
CLIENT	City of Essex Junction	
PROJECT TITLE	New Public Works Facility	
DRAWING TITLE	Proposed Building Elevations Version 1	
Survey	RFH	Scale 1" = 10'
Design	GXD	Job 24-828
Drawn	GXD	File
Checked	RFH	Drawing
Date	07-10-2025	EV1




Donald L. Hamlin  
Consulting  
Engineers, Inc.  
136 Pearl Street  
Essex Junction, Vermont



U:\2024\24-028 Public Works Garage\Public Works Facility Planning\Proposed Building Demolition and Reconstruction Draft\Proposed Site Plan V2 6-20-25.dwg - Eddling

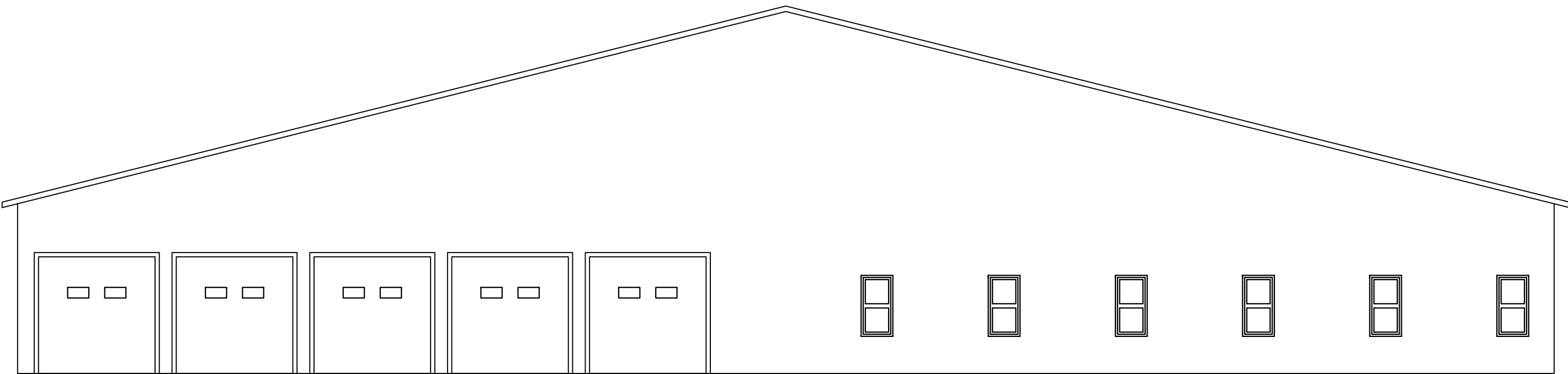


**PRELIMINARY**  
**07-10-2025**

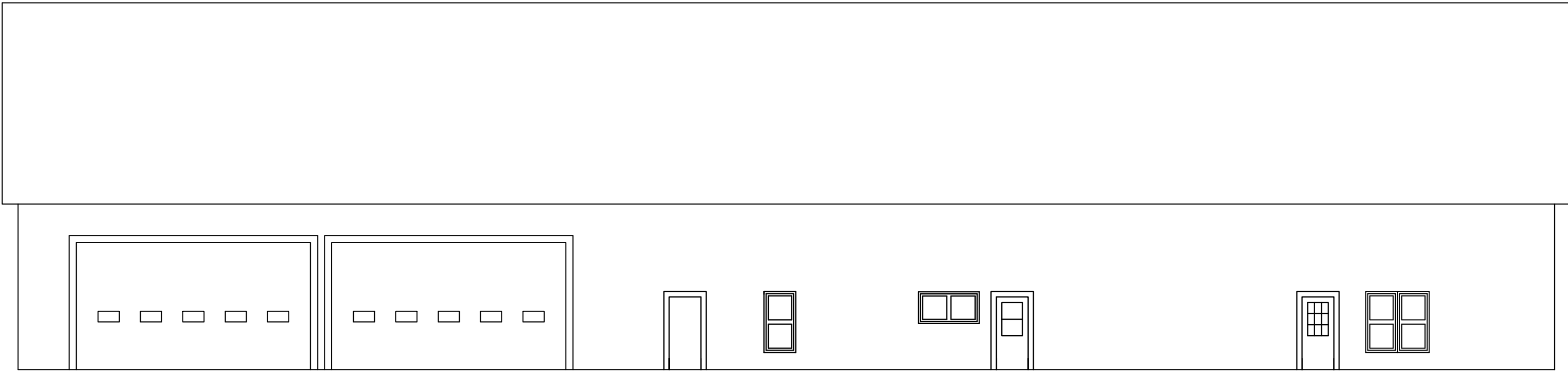
DATE		REVISION		BY		
CLIENT						
City of Essex Junction						
PROJECT TITLE						
New Public Works Facility						
DRAWING TITLE						
Proposed Site Plan Version 2						
Survey		RFH		 <div>Donald L. Hamlin Consulting Engineers, Inc. 136 Pearl Street Essex Junction, Vermont</div>	Scale	1" = 20'
Design		GXD			Job	24-828
Drawn		GXD			File	
Checked		RFH			Drawing	V2
Date		07-10-2025				



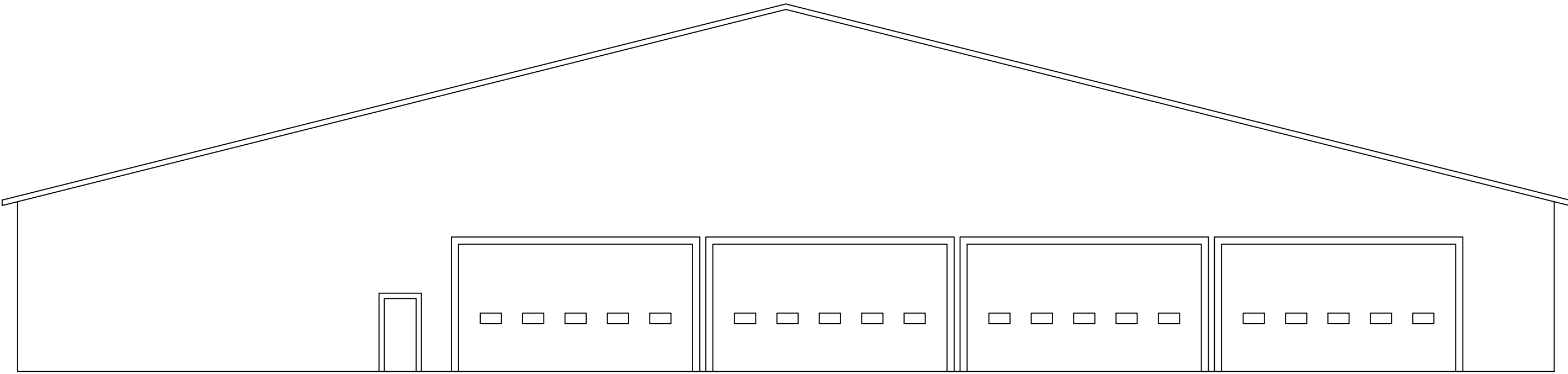
NORTH-EAST  
ELEVATION



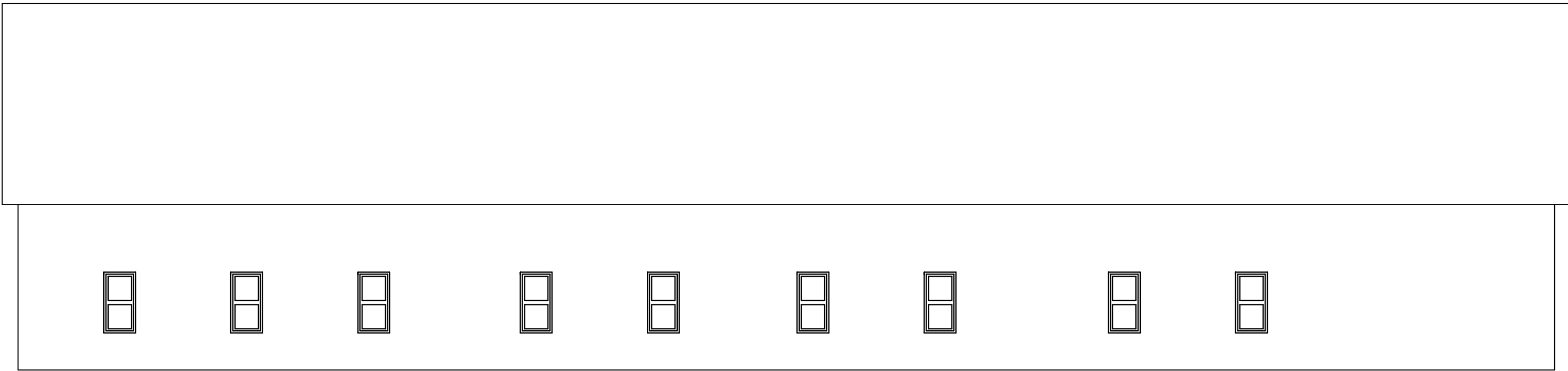
NORTH-WEST  
ELEVATION



SOUTH-WEST  
ELEVATION

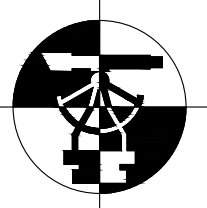


SOUTH-EAST  
ELEVATION



**PRELIMINARY**  
**07-10-2025**

DATE	REVISION	BY
CLIENT	City of Essex Junction	
PROJECT TITLE	New Public Works Facility	
DRAWING TITLE	Proposed Building Elevations Version 2	
Survey	RFH	Scale 1" = 10'
Design	GXD	Job 24-828
Drawn	GXD	File
Checked	RFH	Drawing
Date	07-10-2025	EV2




Donald L. Hamlin  
Consulting  
Engineers, Inc.  
136 Pearl Street  
Essex Junction, Vermont












U:\2024\24-028 Public Works Storage\Public Works Facility Planning\Inventory and Measurements\Vehicle Inventory.dwg - Existing

	Photo	Vehicle Number	Vehicle Description	Movement	Length (ft)	Width (ft)	Height (ft)	Area (sf)	Volume (cf)
A1		12	Skid Steer w/ V Plow	y	13	5	7	65	455
A2		12	Skid Steer	y	10	5	7	50	350
A3		10	2020 Prinoth w/ V Plow	y	18	5	8	90	720
A4		10	2020 Prinoth	y	14	5	8	70	560
A5			Skid Steer Bucket	n	3	6	2	18	36
A6			Snow Blower	n	4	6	7	24	168
A7			Snow Blower	n	4	6	7	24	168
A8		6	Jeff Dump Truck w/ Plow and Wing	y	31	14	12	434	5208

D6.1			Snow Blower Attachment	n	5	5	4	25	100
D6.2			Snow Blower Attachment	n	5	5	6	25	150
D7			Bucket Attachment	n	5	5	3	25	75
D7.1			Yellow V Plow	n	3	5	3	15	45
D7.2			Black Bucket Attachment	n	3	5	3	15	45
D8			Red Snow Plow Attachment	n	5	9	3	45	135
D9			Black Utility Trailer	n	15	8	6	120	720
E1			Cement Mixer	n	9	5	6	45	270
E2		3	Troy Pickup	y	22	8	8	176	1408



A9		6	Jeff Dump Truck	y	23	10	12	230	2760
B1		34	Ron Dump Truck w/ Plow and Wing	y	29	14	12	406	4872
B2		34	Ron Dump Truck	y	23	10	12	230	2760
B3		5	Cory Dump Truck w/ Plow and Wing	y	30	14	11	420	4620
B4		5	Cory Dump Truck	y	24	10	11	240	2640
B5		11	Prinoth w/ V Plow	y	18	5	8	90	720
B6		11	Prinoth	y	13	5	8	65	520
B7		7	Dan Dump Truck w/ Plow and Wing	y	28	13	10	364	3640
B8		7	Dan Dump Truck	y	23	10	10	230	2300

E3			Yellow Equipment Trailer	n	20	9	6	180	1080
E4			White Box Trailer	n	27	9	10	243	2430
E5			White Box Trailer	n	23	10	9	230	2070
E6			Shipping Container	n	21	10	10	210	2100
E7			Fork Attachment	n	8	6	5	48	240
E8			Red Snow Plow Blade	n	15	6	5	90	450
E8.1			Red Snow Plow Blade	n	15	6	5	90	450
E9			Yellow Snow Plow Attachment	n	13	5	4	65	260
F1		14	Chris Pickup	y	20	8	8	160	1280

B9		8	Supersucker 7000	y	31	10	13	310	4030
C1		38	Wacker	y	15	5	8	75	600
C2		15	Jeff pickup w/ V Plow	y	26	9	7	234	1638
C2.1		15	Jeff Pickup	y	21	9	7	189	1323
C3		1	Chris Pickup w/ V Plow	y	26	9	8	234	1872
C3.1		1	Chris Pickup	y	21	9	8	189	1512
C4		2	Jamie Pickup	y	21	8	8	168	1344
C5		4	Rick Pickup	y	21	8	8	168	1344
C6		36	420 XE CAT Backhoe	y	25	8	12	200	2400

F2			Black Trailer	n	21	8	6	168	1008
F3			Fork Attachment	n	5	4	4	20	80
F4			Shed Bay 1 (Right)	-	23	18	9	414	3726
F5			Shed Bay 2	-	23	12	9	276	2484
F6			Shed Bay 3	-	23	12	9	276	2484
F7			Shed Bay 4	-	23	12	9	276	2484
F8			Shed Bay 5	-	30	12	8	360	2880
F9			Shed Bay 6	-	30	12	8	360	2880
G1			Shed Bay 7	-	30	12	8	360	2880

C7		9	924K CAT Loader	y	25	9	12	225	2700
C8			Don Weston 236 CAT Skid Steer	y	13	7	7	91	637
C9		16	Street Sweeper	y	24	10	10	240	2400
D1			Sewer Jetter	n	23	9	7	207	1449
D2		32	Kaeser M50 Compressor	n	11	6	5	66	330
D3		35	Haulotte 3522A Man Lift	n	18	6	7	108	756
D4			Roller	y	10	6	8	60	480
D5			Black Trailer	n	14	7	5	98	490
D6			Snow Blower Attachment	n	5	5	4	25	100

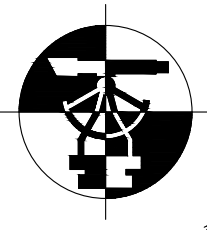
G2			Shed Bay 8 (Left)	-	23	12	9	276	2484
G3			Attachment	n	16	7	4	112	448

LEGEND

STORED INSIDE

STORED OUTSIDE

PRELIMINARY  
07-10-2025

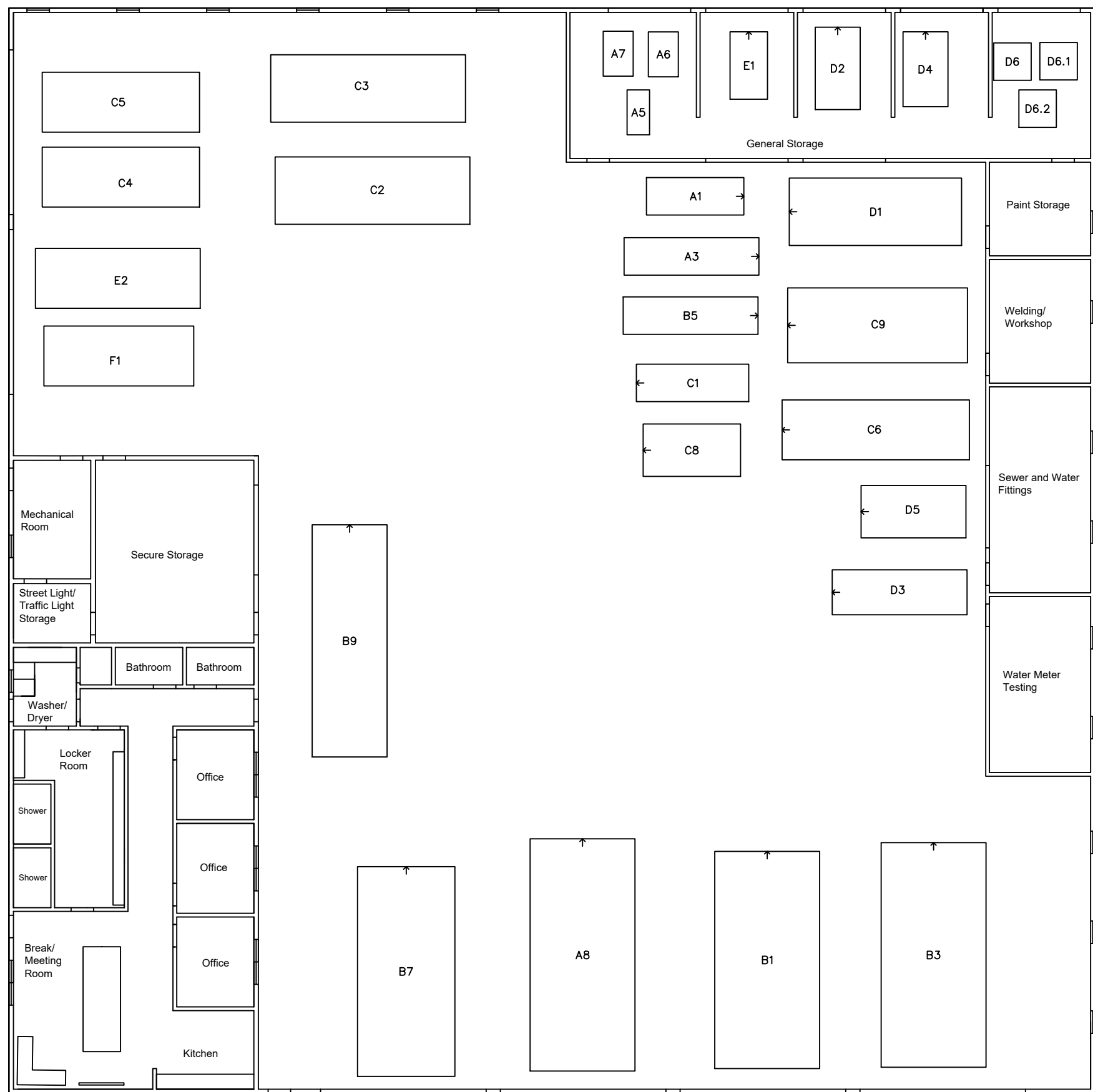
DATE	REVISION	BY	
CLIENT	City of Essex Junction		
PROJECT TITLE	New Public Works Facility		
DRAWING TITLE	Vehicle Inventory		
Survey	 Donald L. Hamlin Consulting Engineers, Inc. 136 Pearl Street Essex Junction, Vermont	Scale	N/A
Design		Job	24-828
Drawn		File	
Checked		Drawing	
Date		07-10-2025	



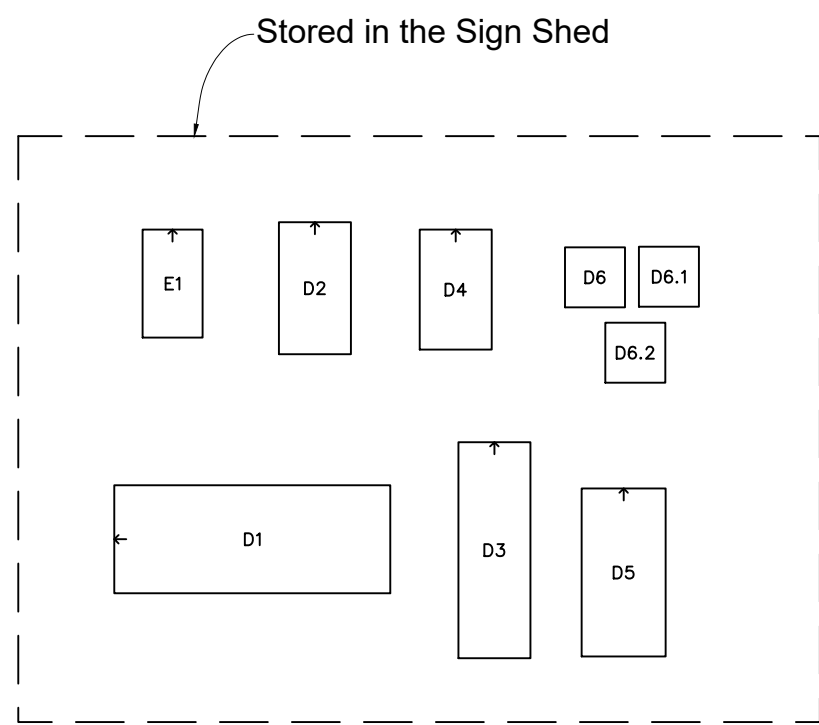
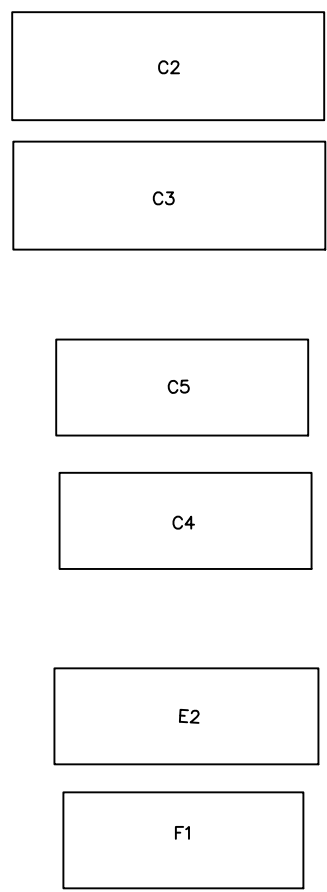
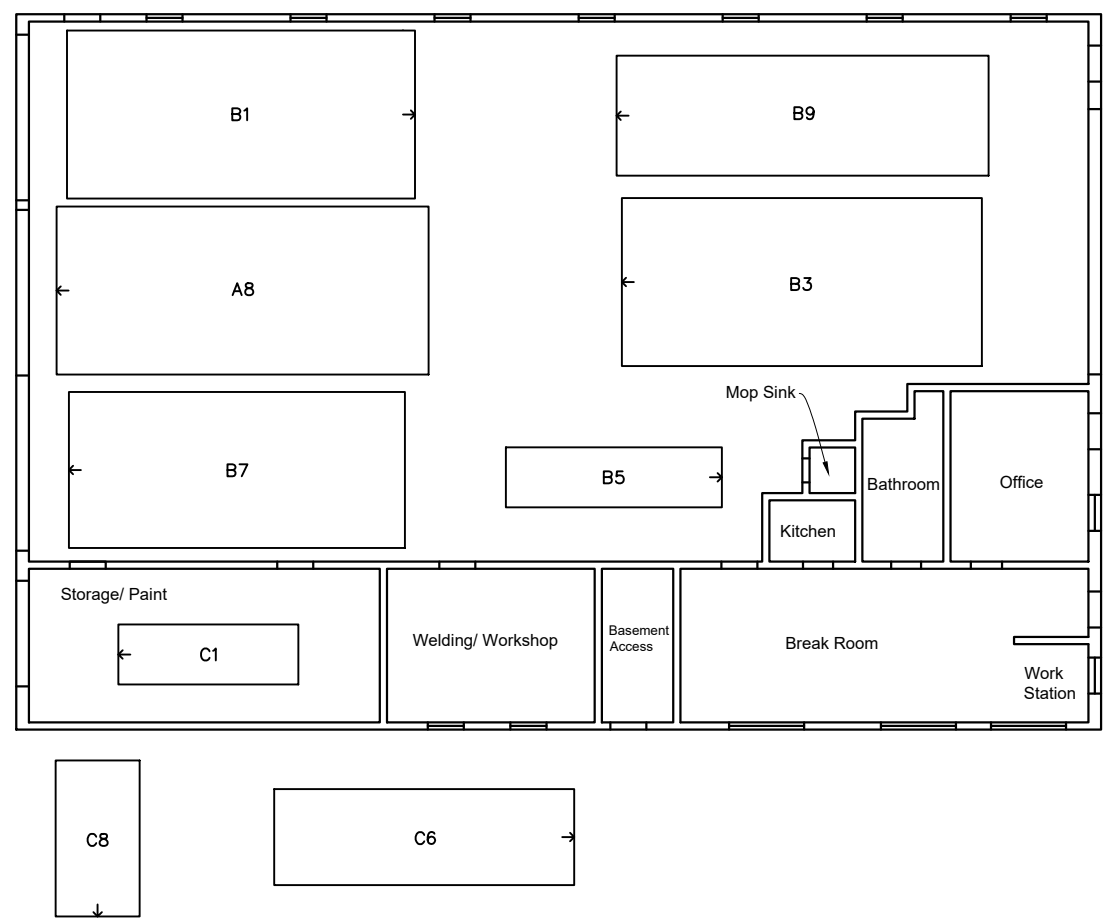
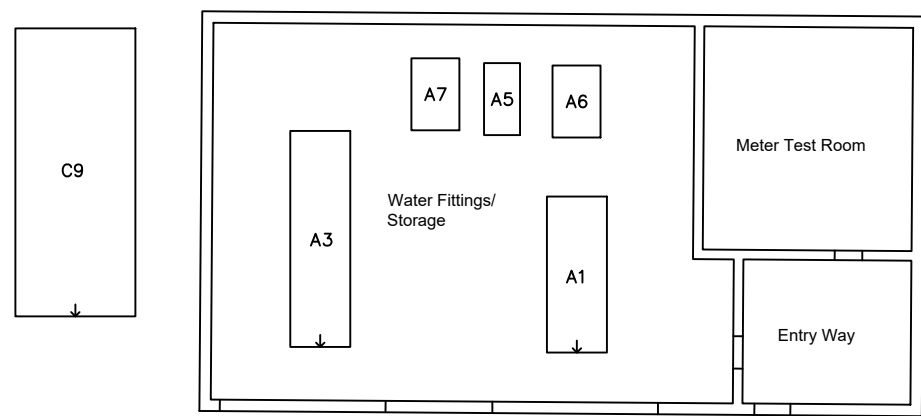
Version 1 Building Layout



Version 2 Building Layout



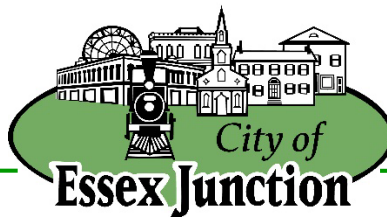
Existing Building Layout



**PRELIMINARY**  
**07-10-2025**

DATE	REVISION	BY
CLIENT	City of Essex Junction	
PROJECT TITLE	New Public Works Facility	
DRAWING TITLE	Existing and Proposed Building Layouts	
Survey	RFH	Scale 1" = 16'
Design	GXD	Job 24-828
Drawn	GXD	File
Checked	RFH	Drawing
Date	07-10-2025	A1





## MEMORANDUM

**To:** City Council

**From:** Regina Mahony, City Manager

**Meeting Date:** August 27, 2025

**Subject:** Health Officer & Deputy Health Officer Appointments

**Issue:** To appoint a Health Officer & Deputy Health Officer for the City.

### Discussion:

John Rowell, Asst. Fire Chief, is currently serving as the Health Officer for the City. He will continue to do so through September 30, 2025.

Carl Wermer, EJFD Dispatch, is recommended for the position of Health Officer for the City to begin October 1, 2025.

The City Council must make a recommendation for appointment. The Commissioner of the Department of Health makes these appointments. The Department of Health needs the paperwork by the end of each month for appointments that are made on the first of the month.

The Deputy Health Officer for the City is Sharon Kelley, who is the main Health Officer for the Town. The City and Town Health Officers support each other in this way. Sharon Kelley's Deputy Health Officer term needs to be re-appointed for September 1, 2025.

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

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

**Cost:** The cost associated with the Health Officer position is within the part time salary line in the EJFD FY26 budget. There is no cost exchange between the Town and the City for the Deputy roles.

### Recommendation:

Staff recommends that the City Council make a recommendation to the Department of Health to appoint Carl Wermer to the position of Health Officer for the City starting October 1, 2025.

Staff also recommends that the City Council make a recommendation to the Department of Health to re-appoint Sharon L. Kelley to the position of Deputy Health Officer for the City starting September 1, 2025.

### Recommended Motion:

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

"I move that the City Council make a recommendation to the Department of Health to appoint Carl Wermer to the position of Health Officer for the City starting October 1, 2025; and to re-appoint Sharon L. Kelley to the position of Deputy Health Officer for the City starting September 1, 2025."

### Attachments:

VT Department of Health Recommendation Forms



**FOR OFFICE USE ONLY**

Beginning Date: \_\_\_\_\_  
Expiration Date: \_\_\_\_\_  
Resignation Date: \_\_\_\_\_  
Entered: \_\_\_\_\_

## Deputy Town Health Officer Recommendation Form

This is a: ☐ New Appointment ☒ Re-appointment

Is a resignation letter needed from previous Health Officer? ☐ Yes ☒ No

Start Date: 8/1/2025 Town/Municipality: City of Essex Junction

County: Chittenden Full Name: Sharon L. Kelley

Home Delivery Address: 190 Staniford Rd Burlington, VT 05408  
(DO NOT USE the Town Clerk Office or a Business for your Home Address)

Street Address for UPS Deliveries: 190 Staniford Rd Burlington VT 05408

Email Address: skelley@essex.org

Telephone(s): W: 802-878-1343 H: N/A Cell: 802-238-5303

Education: High School ☒ College ☐ Other (list) \_\_\_\_\_

Professional Degree: \_\_\_\_ (e.g. MD, RN, DVM, DDS) Occupation: Zoning Admin.

Please give a brief statement noting why the select board believes the recommended individual will make a good Health Officer:

Signed: \_\_\_\_\_  
Chair of the Local Board of Health Board Meeting Date

Print Name: \_\_\_\_\_

**Return completed recommendation form to:**  
**AHS.VDHTHO@vermont.gov**  
**or**

VT Department of Health  
Environmental Health, Town Health Officer Program  
280 State Drive  
Waterbury, VT 05671-8350

7-2024

Toll-Free Telephone: 800-439-8550  
Fax: 802-863-7483



**FOR OFFICE USE ONLY**

Beginning Date: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Resignation Date: \_\_\_\_\_

Entered: \_\_\_\_\_

## Town Health Officer Recommendation Form

This is a:



New Appointment



Re-appointment

Is a resignation letter needed from previous Health Officer?



Yes



No

Start Date: 10/1/2025 Town/Municipality: City of Essex JunctionCounty: Chittenden Full Name: Carl WermerHome Delivery Address: 2 Lincoln St. Essex Junction, VT 05452  
(DO NOT USE the Town Clerk Office or a Business for your Home Address)Street Address for UPS Deliveries: 2 Lincoln St. Essex Junction, VT 05452Email Address: healthofficer@essexjunction.orgTelephone(s): W: 802-878-6944 ext. 1609 H: \_\_\_\_\_ Cell: \_\_\_\_\_Education: High School \_\_\_\_\_ College X Other (list) \_\_\_\_\_Professional Degree: BS (e.g. MD, RN, DVM, DDS) Occupation: Dispatcher

Please give a brief statement noting why the select board believes the recommended individual will make a good Health Officer:

Signed: \_\_\_\_\_  
Chair of the Select Board Date

Print Name: \_\_\_\_\_

**Return completed recommendation form to:**

AHS.VDHTHO@vermont.gov

or

VT Department of Health  
Environmental Health, Town Health Officer Program  
280 State Drive

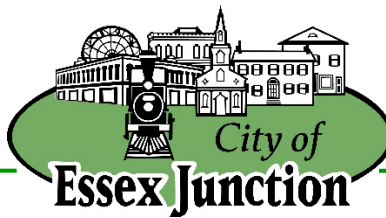
7-2024

Waterbury, VT 05671-8350

Toll-Free Telephone: 800-439-8550

Fax: 802-863-7483





## MEMORANDUM

**To:** Essex Junction City Council

**From:** Regina Mahony, City Manager

**Meeting Date:** August 27, 2025

**Subject:** Executive Session to Discuss Negotiating Lease options for the Teen Center/CHIPS at 2 Lincoln

**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 Teen Center/CHIPS.

**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:**

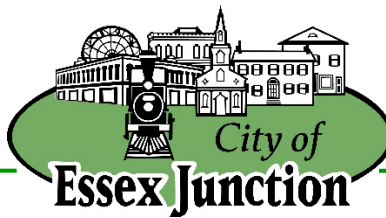
If the City Council wishes to enter executive session, the following motions are recommended:

#### 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 and City Manager."

Following executive session, the City Council may be ready to authorize the City Manager to negotiate and execute a lease with CHIPS.





## MEMORANDUM

**To:** Essex Junction City Council

**From:** Regina Mahony, City Manager

**Meeting Date:** August 27, 2025

**Subject:** Executive session Possible Contract with the Town for Assessing Services

**Issue:** The issue is whether the City Council will enter executive session to discuss an extension to the Shared Services with Essex potential contract with the Town for Assessing services.

**Discussion:** The City of Essex Junction and Town of Essex executed a Shared Services Agreement for Assessing Services in July of 2022. This agreement is set to expire upon the completion of Reappraisal, which is on track for completion in June 2026. Prior to development of the FY27 budget it would be beneficial to have a plan in place for Assessing services. Staff recommends exploring an extension to the current agreement and recommends an Executive Session to have a complete and thorough discussion about this topic.

**Cost:** N/A at this time

### **Recommendation:**

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

#### Motion #1

"I move that the City Council make the specific finding that premature disclosure of the contractual matters would place the city at a substantial disadvantage."

#### Motion #2

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

Following executive session, the City Council may be ready to authorize the City Manager to negotiate and execute a contract with the Town of Essex for Assessing Services.

**Amendments:** None



**CITY OF ESSEX JUNCTION  
CITY COUNCIL  
REGULAR MEETING AGENDA OPEN FORUM  
MINUTES OF MEETING  
August 13, 2025**

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

**ADMINISTRATION:** Regina Mahony, City Manager; Michael Giguere, City Planner; Stephen Gragg, Corporal, Essex Police Department; Ron Hoague, Chief of Police, Essex Police Department; Ricky Jones, Public Works Superintendent; Jeffrey Kerschner, City Engineer; Chris Yuen, Community Development Director

**OTHERS PRESENT:** Rev. J. Baker, Eve Benen, Gwendolyn Evans, Alia Liebowitz, John O'Brien, Resa.

**1. CALL TO ORDER**

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

**2. AGENDA ADDITIONS/CHANGES**

City Council President Thibeault proposed removing Business Item #6e from the agenda and discussing that agenda item at the Council's August 26, 2025 meeting.

**3. APPROVE AGENDA**

**City Council President Thibeault made a motion, seconded by Councilor Miler, to approve the agenda as amended. The motion passed 4-0.**

**4. PUBLIC TO BE HEARD**

**a. Comments from Public**

Resa expressed concern about the proposed closure of Main Street for four Saturdays later in the summer and fall, given the difficulties it will present for traffic flow. City Manager Mahony said that because the Crescent Connector is open there is now a pathway around Main Street and noted that the proposed Saturday closures are a pilot pertaining to the overarching discussion over the last several years about closing down that portion of Main Street altogether. Resa reiterated that having the pilot be scheduled for four Saturdays in a row and the timing of those Saturdays. She also expressed thanks to Public Works for fixing a pothole on Countryside Drive.

**5. PUBLIC HEARING**

**a. Proposed Crescent Connector Corrective Action Plan Ordinance**

City Council President Thibeault opened the public hearing.

City Manager Mahony provided an overview of the new ordinance, saying that its purpose is to ensure that any future work under the roadway of the Crescent Connector meets the requirements in the Corrective Action Plan in place, due to the existence of contaminated soils under the roadway and the need for special remediation requirements.

**Councilor Miller made a motion, seconded by Councilor Haney, to close the public hearing. The motion passed 4-0.**

**6. BUSINESS ITEMS**

**a. Police Community Advisory Board Brief to Council**

Gwendolyn Evans, a representative from the Police Community Advisory Board, and Essex Police Chief Hoague spoke on this item. Ms. Evans began by noting that the PCAB has been focused on creating and fielding a community survey and commended the entire group for their feedback, as well as feedback from Chief Hoague. She noted that the survey will be open until it garners a sufficient number of responses. She spoke about what will come out of the survey, including ideas for projects and initiatives that the PCAB can



use to support making more of a connection between the Police Department and the community. She spoke briefly about turnover on the PCAB, saying that they will be looking for more volunteers to fill out the committee. Chief Hoague spoke about the process of developing the survey and the immense amount of work that went into developing it. He said that they are hoping to compare this survey to the one that was completed in 2021, to determine what progress has been made and whether there are areas for improvement. Ms. Evans asked that the City Council encourage the public to take the survey. She also noted that the PCAB struggles with public attendance and noted that any additional efforts to encourage attendance and engagement would be welcome. City Manager Mahony noted that the survey link is on the City website as one of the news items on the main page.

b. Department Head Brief to Council with Essex Police Department's Chief Hoague

Chief Hoague began by noting that the Police Department is not fully staffed and currently has four vacancies. He noted that one of the vacancies will be filled with a lieutenant, and that there are additional temporary vacancies coming up this fall due to parental leave. He said the Department's intent is to fully staff in the future, with two lieutenants under the Chief to provide support. He shared statistics comparing 2024 to 2025 (through mid-August) regarding crime incidents in the City and Town for larceny from vehicles/buildings, unlawful mischief, burglary, operating a vehicle without consent, grand larceny, simple, aggravated, and domestic assault, and retail theft. He noted that property crime is trending downward, indicating that they have made strides when it comes to overall property crime levels. He noted that retail theft is trending upward over 2024 levels, some of which could be attributed to more businesses reporting retail thefts when they occur. He noted that operating vehicles without consent is still occurring at similar levels to 2024, and noted that surrounding municipalities in Chittenden County are seeing similar trends. He noted that assault-type crime tends to be at lower levels in Essex than property-related crime. Councilor Sheldon asked about what could be driving the grand larceny and operating vehicles without consent incidents, and Chief Hoague replied that some of them are related to certain late-model Kias that are relatively easy to steal, but the majority are the result of keys being left in cars or cars idling. Chief Hoague then spoke about the creation of a Crime Reduction Team unit in the Police Department to work more in-depth on the retail theft incidents and be points of contact for businesses experiencing retail theft. He said they are also focusing their efforts on nighttime activity to try and intervene in these crimes. Chief Hoague then spoke about participating in the Memorial Day parade and using the Crescent Connector, which worked well for the force. He noted that the Department signed an MOU this spring with Williston for dispatching and will continue this shared service. He spoke about the Community Justice Center and the importance of restorative justice efforts in the community, speaking about the collaborative efforts between the CJC and the Essex Police Department. He noted that as of next July, all CJC work will be transitioning to the Burlington CJC, saying that he will be participating on the committee to guide that transition process. Councilor Miller asked for more detail about the police academy and training process, and Chief Hoague noted that it is a lengthy training process (between 11 and 18 months) between application and working in the field as an officer.

c. Discussion and Consideration of Traffic Studies and Proposed Traffic Calming Policy

City Council President Thibeault began by noting that there is a current policy in place for traffic calming and that the intention of this discussion is to talk about the future and a proposed policy (not current state). City Manager Mahony noted that this discussion involves a number of different departments and is an introductory discussion for the Council. She said that the goal once a policy is developed is determine how to move from current state to desired future state with road improvements.

Community Development Director Yuen noted that he worked with a UVM student to engage with peer municipalities to determine their best practices related to traffic calming policies, and that they used the recommendations from that engagement as a starting point for a new draft policy. He provided an overview of the high-level questions that staff would like the City Council to weigh in on to further refine the proposed policy. He began by providing a high-level overview of the current tragic calming process, which includes an option to place speed limit cones on Class 3 roads to remind drivers of the speed limit (25 MPH), and speed tables. He summarized the process for implementing speed tables, including a speed study and petition from residents to support the speed table. He then spoke about how the proposed policy could expand the options



available to municipalities, including vertical deflections, horizontal deflections, and perceptual or passive measures. He spoke about ways to prioritize various interventions for various street typologies, showing an example from the City of Burlington. He spoke about potential changes to public engagement and local support approaches, including the replacement of the neighborhood petition system to reduce potential barriers to implementation of calming measures, scoring criteria to focus on high-impact locations, holding public meetings to discuss existing conditions (potentially within an existing committee), and public meetings to discuss recommended traffic calming installations.

Director Yuen then spoke further about the proposed policy. He noted that the existing policy is the responsibility of the City Manager and Police Department, and noted that the proposed policy would be the responsibility of the Community Development Department in collaboration with the City Engineer, Police Department, and Department of Public Works. He spoke about the goals of the proposed policy, which include a focus on speed reduction for safety with ancillary quality of life benefits (and that this is largely unchanged from the current policy). He noted that the speed threshold in the proposed policy (85<sup>th</sup> percentile speed > 5mph above the limit) would remain the same but they are proposing that the scoring would increase with the severity of speeding. He noted that the proposed policy would allow for pilot projects, which come at a lower initial cost but a higher operational cost, and noted that pilot traffic calming projects can generally be completed with under \$10,000. He outlined how much permanent installations of a number of interventions tend to cost, but cautioned that many of these interventions are context-specific and actual costs could differ for each intervention. He noted that temporary installations are less costly than permanent installations. He asked whether the City Council would like to pursue this proposed policy. He asked if the neighborhood petition system should be replaced, if Committee-level review is valuable to this process, and if the Bike/Walk Advisory Committee (BWAC) is an appropriate committee to host the public process. He additionally asked if pilot projects are a preferred approach. He further asked whether the City should dedicate additional funds for traffic calming.

Councilor Haney asked if the petition process were removed and the discussion were taken to the BWAC, would any individual resident be able to request a speed study or traffic calming intervention, or would some sort of majority decision need to be made among residents of that street. Director Yuen replied that the 70% threshold on petitions was implemented in order to obtain resident buy-in for interventions, but noted that other municipalities haven't implemented a petition process. He said that the City could issue public notice about a contemplated change, or could rely on the pilot project process to obtain public participation and feedback. City Council President Thibeault added that public participation and engagement could be incorporated into the scoring rubric. Councilor Miller asked about how data is collected for speed studies and also asked about emergency service considerations for speed tables. He also apologized to Pleasant Street residents that their speed table was taken out when the road was redesigned. Corporal Gragg provided more information about the technology used for speed studies and speed data collection and spoke about the pros and cons of blanket speed limits. Councilor Miller noted that one suggestion from several years ago that was not adopted was painting the speed limit directly on the road in certain areas. Councilor Sheldon asked for more information on the technology used to collect speed data, which Corporal Gragg provided, noting that the devices cost approximately \$2,500 each. Councilor Sheldon asked whether it would be burdensome to test the speeds before and after implementing an intervention, to collect data on the impact of the intervention, and Corporal Gragg replied that it would take time and capacity to do so and that one of the biggest limitations is lack of equipment. He noted that DPW staff could be trained to operate the equipment to take some burden off the Police Department. Councilor Haney asked how the location for placing speed data collection devices is chosen, and Corporal Gragg replied that they cannot be placed in areas where there are regularly parked cars, snowbanks, and need to be located on straight pieces of roadway.

Councilors confirmed that the proposed direction makes sense and they agree with it. Councilor Haney said she would like the BWAC to have the opportunity to weigh in on the proposal that review take place at their Committee, and said she would like the Council to further discuss additional funding for traffic calming. City Planner Giguere spoke about BWAC's input, noting that they are extremely supportive of the proposal that they become more involved in traffic calming measures.



d. Discussion and Consideration of Crescent Connector Corrective Action Plan Ordinance  
**Councilor Haney made a motion, seconded by Councilor Miller, that the City Council adopt the new proposed Essex Junction Municipal Ordinance Chapter 22 Ordinance Regulating Earth Work within the Crescent Connector Right-of-Way as presented. The motion passed 4-0.**

e. Discussion of Future Committees \*\*item removed from the agenda\*\*  
No discussion.

f. \*Executive Session to Discuss Negotiating Lease Options for the Teen Center/CHIPS at 2 Lincoln  
g. \*\*Executive Session to Discuss Town Contracts

7. **CONSENT ITEMS**

- a. Approve Meeting Minutes: July 23, 2025
- b. Acting as the Local Cannabis Control Commission – Approve VT S-000012863 License Renewal for Sweetspot Vermont LLC
- c. Acting as the Liquor Control Commission – Approve Liquor/Tobacco Licenses
- d. Approve Essex High School Burn Permit Request
- e. Approve Use of Pyrotechnics at a Concert at CVE
- f. Approve Main Street Road Closure for Four Saturdays
- g. Approve Easement to Green Mountain Power on Park Street
- h. Approve Temporary Sound Waiver

**Councilor Miller made a motion, seconded by Councilor Shelden, to approve the consent agenda. The motion passed 4-0.**

8. **COUNCILOR COMMENTS & CITY MANAGER REPORT:** City Manager Mahony noted that paving is wrapping up this week, but that striping will occur on Pearl Street over the next week but will definitely be completed by August 21. She noted that they are planning to move back into the 2 Lincoln Street team back into office spaces next week, and that they plan to hold an open house at the end of September. Councilor Haney thanked the police and other City staff for their handling of the large concert at CVE and that it was a great event.

9. **READING FILE**

- a. Check Warrant #24081, July 25, 2025; #24082, August 8, 2025
- b. July Financials
- c. Regional Boards and Committees Memo
- d. Reappraisals Update
- e. Police Community Advisory Board Survey 2025
- f. Connect the Junction Online Forum is Open
- g. BOCA & BOA Minutes – August 4, 2025

10. **EXECUTIVE SESSION**

a. \*An Executive Session may be needed to discuss the negotiating or securing of real estate purchase or lease options

**Councilor Miller made a motion, seconded by Councilor Haney, 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 and City Manager. The motion passed 4-0 at 8:36 P.M.**

b. \*\*An Executive Session may be needed to discuss a contract



Councilor Haney made a motion, seconded by Councilor Miller, that the City Council make the specific finding that premature disclosure of the contractual matters would place the city at a substantial disadvantage. The motion passed 4-0.

Councilor Haney made a motion, seconded by Councilor Miller, that the City Council enter into executive session to discuss a contract, pursuant to 1 V.S.A. § 313(a)(1)(A) to include the City Council and City Manager. The motion passed 4-0 at 8:36 P.M.

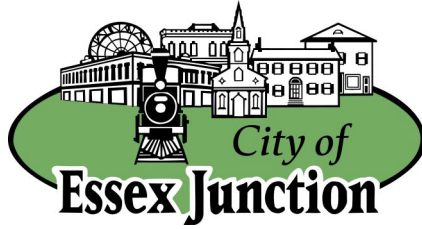
Councilor Miller made a motion, seconded by Councilor Haney, to exit executive session. The motion passed 4-0 at 9:07 P.M.

11. **ADJOURN**

Councilor Sheldon made a motion, seconded by City Council President Thibeault, to adjourn the meeting. The motion passed 4-0 at 9:08 P.M.

Respectfully Submitted,  
Amy Coonradt





## **Memorandum**

**To:** City Council, Regina Mahony, City Manager  
**CC:** Ron Hoague, Police Chief  
**From:** Susan McNamara-Hill, Clerk  
**Re:** Liquor applications  
**Date:** August 27, 2025

---

### **Issue**

The Hornet's Nest Pub has been sold, and the new owner is required to obtain liquor licenses under the new ownership. The issue is whether the Council will approve Liquor applications for the business in the City of Essex Junction listed in the August 21, 2025, memorandum 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.

1<sup>st</sup> class and 3<sup>rd</sup> class (3<sup>rd</sup> class provides the ability to sell spirits and fortified wines for consumption only on licensed premises):

- The Hive, LLC, (Hornet's Pub, 12 Railroad Avenue.)

### **Recommendation**

Staff recommends that the Council approve the Liquor applications for the business listed in the August 21, 2025 memorandum re: "Liquor License Applications".



## DEPARTMENTAL MEMORANDUM



Date: August 21, 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 first-class liquor license applicants. There was nothing of concern found:

The Hive, LLC  
*Includes 3<sup>rd</sup> class*

DBA: Hornet's Nest Pub, LLC  
12 Railroad Avenue  
Essex Junction, VT 05452



08/22/25

11:55 am

## City of Essex Junction Accounts Payable

Page 1

Check Warrant Report # 24083 Current Prior Next FY Invoices

Cdelibac

For checks For Check Acct 01 (GENERAL FUND) 08/15/25 To 08/22/25

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
80182	ADVANCE AUTO 1872139736	455251532518 Bus Repairs	51.11	0.00	51.11	56315	08/22/25
05290	ADVANCE AUTO PARTS 9820	552521851805 Supplies	45.71	0.00	45.71	56316	08/22/25
07305	AIRGAS USA LLC	9163754557 Pool Chemicals	949.27	0.00	949.27	56317	08/22/25
07305	AIRGAS USA LLC	9163754567 Washer Kit	4.78	0.00	4.78	56317	08/22/25
Check Total					954.05		
42625	ALDRICH & ELLIOTT PC	83183 Digester Flare - June 29	1764.00	0.00	1764.00	56318	08/22/25
28555	ALLEGIANCE TRUCKS	R122005677:0 Work on Truck #7	2283.33	0.00	2283.33	56319	08/22/25
28555	ALLEGIANCE TRUCKS	X122040677:0 Return for invoice X1220	-106.48	0.00	-106.48	56319	08/22/25
Check Total					2176.85		
14685	ALLIANCE GROUP SERV LLC	90307 Secondary 3 Clarifier -	1418.61	0.00	1418.61	56320	08/22/25
14685	ALLIANCE GROUP SERV LLC	90397 job: Main gas valve on b	3488.00	0.00	3488.00	56320	08/22/25
14685	ALLIANCE GROUP SERV LLC	90434 Dewatering Plant (2) UH	10648.00	0.00	10648.00	56320	08/22/25
14685	ALLIANCE GROUP SERV LLC	90507 Problem: Digester Buildi	1235.00	0.00	1235.00	56320	08/22/25
14685	ALLIANCE GROUP SERV LLC	90856 Repair of a bad condense	1750.90	0.00	1750.90	56320	08/22/25
14685	ALLIANCE GROUP SERV LLC	90884 High School Pump Station	1043.30	0.00	1043.30	56320	08/22/25
Check Total					19583.81		
80184	AMAZON BUSINESS SERVICES	1HX9TRD1KYC3 BL Supply.ACollct AUG25	59.94	0.00	59.94	56321	08/22/25
19815	AMAZON CAPITAL SERVICES	161V1V3M77MV CMS Supplies	42.71	0.00	42.71	56322	08/22/25
19815	AMAZON CAPITAL SERVICES	163CYPRRDFKP PS Discoverers	788.07	0.00	788.07	56322	08/22/25
19815	AMAZON CAPITAL SERVICES	163WFVQ9LCHL RK EES Supplies	152.50	0.00	152.50	56322	08/22/25
19815	AMAZON CAPITAL SERVICES	163WFVQ9N13G PS Discoverers Supplies	97.88	0.00	97.88	56322	08/22/25
19815	AMAZON CAPITAL SERVICES	16DPPL614DJ4 CMS Supplies	48.40	0.00	48.40	56322	08/22/25
19815	AMAZON CAPITAL SERVICES	16HMRPK6JR4C PS Adventurers	65.44	0.00	65.44	56322	08/22/25
19815	AMAZON CAPITAL SERVICES	16JVKR39YX34 PS Discoverers Supplies	180.93	0.00	180.93	56322	08/22/25
19815	AMAZON CAPITAL SERVICES	17CT4NHXJNFT Discovery EES	20.68	0.00	20.68	56322	08/22/25
19815	AMAZON CAPITAL SERVICES	17LPFYPTKXGL CMS Olympics	64.00	0.00	64.00	56322	08/22/25
19815	AMAZON CAPITAL SERVICES	19VMMQTK3CXC PS Discoverers Supplies	123.96	0.00	123.96	56322	08/22/25
19815	AMAZON CAPITAL SERVICES	1CKC1C6M9QJF Disc EES Supplies	34.10	0.00	34.10	56322	08/22/25
19815	AMAZON CAPITAL SERVICES	1CQTVXWFJWW7 PS Building Supplies	629.66	0.00	629.66	56322	08/22/25
19815	AMAZON CAPITAL SERVICES	1CYV1QFJHQ1M PS Supplies - 3/4 Explor	18.95	0.00	18.95	56322	08/22/25
19815	AMAZON CAPITAL SERVICES	1G6LK7WD4CFJ CMS Supplies	51.24	0.00	51.24	56322	08/22/25
19815	AMAZON CAPITAL SERVICES	1GP7X9JY6GRY CMS Supplies	6.98	0.00	6.98	56322	08/22/25
19815	AMAZON CAPITAL SERVICES	1HMRFR1J63TQ CMS ADL Supplies	13.00	0.00	13.00	56322	08/22/25
19815	AMAZON CAPITAL SERVICES	1JR1WN4TJC76 Reach Fleming Supplies	50.56	0.00	50.56	56322	08/22/25
19815	AMAZON CAPITAL SERVICES	1KRTL7Y31Y3 Office Supplies	9.99	0.00	9.99	56322	08/22/25
19815	AMAZON CAPITAL SERVICES	1KVHCXHF7Q7H Disc EES Supplies	2.25	0.00	2.25	56322	08/22/25
19815	AMAZON CAPITAL SERVICES	1L1GV6JH7XT3 CMS Supplies	6.98	0.00	6.98	56322	08/22/25
19815	AMAZON CAPITAL SERVICES	1LC6JMGWW64N CMS Supplies	12.99	0.00	12.99	56322	08/22/25
19815	AMAZON CAPITAL SERVICES	1LQT63M3FH3K PS Kristin's Office	269.62	0.00	269.62	56322	08/22/25
19815	AMAZON CAPITAL SERVICES	1LQT63M3WNXG PS Supplies - Kristin Of	154.63	0.00	154.63	56322	08/22/25

08/22/25

## City of Essex Junction Accounts Payable

Page 2

11:55 am

Check Warrant Report # 24083 Current Prior Next FY Invoices

Cdelibac

For checks For Check Acct 01 (GENERAL FUND) 08/15/25 To 08/22/25

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
19815	AMAZON CAPITAL SERVICES	1MGCKGWDJDYR Nova Supplies	158.93	0.00	158.93	56322	08/22/25
19815	AMAZON CAPITAL SERVICES	1NNGDWV13G7R PS Building Supplies	219.17	0.00	219.17	56322	08/22/25
19815	AMAZON CAPITAL SERVICES	1NPLPVR1D9PL Disc EES Supplies	247.65	0.00	247.65	56322	08/22/25
19815	AMAZON CAPITAL SERVICES	1RVT9XL94DT1 Preschool - Adventurers	903.33	0.00	903.33	56322	08/22/25
19815	AMAZON CAPITAL SERVICES	1VFR17PD7XWW PS Adventurers Supplies	17.99	0.00	17.99	56322	08/22/25
19815	AMAZON CAPITAL SERVICES	1WG9QYNKJJVW Preschool Supplies - Cle	21.96	0.00	21.96	56322	08/22/25
19815	AMAZON CAPITAL SERVICES	1XXX6TWTk19N CMS Supplies	268.95	0.00	268.95	56322	08/22/25
19815	AMAZON CAPITAL SERVICES	1Y7GVXQJMFfM Office Supplies	47.75	0.00	47.75	56322	08/22/25
					-----		
					Check Total	4731.25	
25595	AMERICAN RED CROSS	22929296 Camp Staff CPR	200.00	0.00	200.00	56325	08/22/25
25055	AQUARIUS LANDSCAPE SPRINKLERS	5581052 Field Sprinkler System R	57.10	0.00	57.10	56326	08/22/25
80185	BIRMINGHAM, JOSHUA	080625Birmin Stipend RAC August 2025	50.00	0.00	50.00	56327	08/22/25
00530	BRODART CO	B7027928 BL JBooks AUG25	158.14	0.00	158.14	56328	08/22/25
00530	BRODART CO	B7030909 BL JBooks AUG25	69.61	0.00	69.61	56328	08/22/25
					-----		
					Check Total	227.75	
11375	CASELLA WASTE MANAGEMENT INC	3730403 Recycle and trash	1377.68	0.00	1377.68	56329	08/22/25
V04609	CENTER POINT LARGE PRINT	2184916 BL FndLrgePrint AUG25	103.08	0.00	103.08	56330	08/22/25
06185	CHAMPLAIN VALLEY EXPOSITION	5366 Memorial Day Parade	1016.80	0.00	1016.80	56331	08/22/25
23435	CHAMPLAIN WATER DISTRICT	073125 Water July 2025	332211.43	0.00	332211.43	56332	08/22/25
30240	CHOQUETTE INFLATABLES LLC	1329 Disc EMS 8/15	605.00	0.00	605.00	56333	08/22/25
21210	CINTAS LOC # 68M 71 M	4239354833 3X10 BLACK MAT	23.45	0.00	23.45	56334	08/22/25
21210	CINTAS LOC # 68M 71 M	4240076981 3X10 BLACK MAT	23.45	0.00	23.45	56334	08/22/25
					-----		
					Check Total	46.90	
17895	CLEAN NEST	15661 Janitorial Services	1162.00	0.00	1162.00	56335	08/22/25
25120	CLICKTIME.COM	457969 EJRP Timesheets July	1656.00	0.00	1656.00	56336	08/22/25
30100	COBRAHELP	346665 Cobra Admin Aug 2025	45.05	0.00	45.05	56337	08/22/25
04940	COMCAST	02077220825 Cable TV	23.59	0.00	23.59	56338	08/22/25
38280	CRYSTAL ROCK BOTTLED WATER INC	177222770825 2 Lincoln Bottled Water	27.95	0.00	27.95	56339	08/22/25
80187	DELUCIA, CORA	080625Deluci Stipend RAC August 2025	50.00	0.00	50.00	56340	08/22/25
40025	E J PRESCOTT INC	6529000 risers for street paving	142.80	0.00	142.80	56341	08/22/25



08/22/25

## City of Essex Junction Accounts Payable

Page 3

11:55 am

Check Warrant Report # 24083 Current Prior Next FY Invoices

Cdelibac

For checks For Check Acct 01 (GENERAL FUND) 08/15/25 To 08/22/25

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
29970	EAST COAST ICE	081825D	Camp Last Day 8/15	668.00	0.00	668.00	56342 08/22/25
29970	EAST COAST ICE	1325	Camp Snack 8/11-13	860.00	0.00	860.00	56342 08/22/25
					-----		
					Check Total	1528.00	
V10347	EHRlich	81417297	PEST CONTROL MAINTENANCE	103.50	0.00	103.50	56343 08/22/25
V10347	EHRlich	82020514	Pest Control July 2025	134.88	0.00	134.88	56343 08/22/25
V10347	EHRlich	82020515	PEST CONTROL - MERCHANDI	383.49	0.00	383.49	56343 08/22/25
					-----		
					Check Total	621.87	
80186	EMILO, JOCELYN	080625Emilo	Stipend RAC August 2025	50.00	0.00	50.00	56344 08/22/25
V10734	ENCORE ESSEX JUNCTION SOLAR I	2507WWTP	Fixed Monthly Payment (6	2218.85	0.00	2218.85	56345 08/22/25
06870	ENDYNE INC	543277	Essex Jct. WWTF TKN Only	35.00	0.00	35.00	56346 08/22/25
06870	ENDYNE INC	544195	Essex Jct. WWTF TKN Only	35.00	0.00	35.00	56346 08/22/25
06870	ENDYNE INC	544287	Constituent Monitoring	50.00	0.00	50.00	56346 08/22/25
					-----		
					Check Total	120.00	
03520	ESSEX CINEMAS	080825D	Nova 8/8	275.00	0.00	275.00	56347 08/22/25
V0777	ESSEX REPORTER	414673	Newsletter Ad August 202	615.00	0.00	615.00	56348 08/22/25
80240	Environmental Dynamics Interna	308441	Aeration Membrane replac	8431.45	0.00	8431.45	56349 08/22/25
38955	F W WEBB COMPANY	92022162	Gasket Kit	204.25	0.00	204.25	56350 08/22/25
23000	F W WHITCOMB	002300029968	Outbound crushed glass	228.25	0.00	228.25	56351 08/22/25
04640	FASTENAL INDUSTRIAL & CONSTRUC	VTBUR337494	30'GalvHaloCableSRL	640.95	0.00	640.95	56352 08/22/25
04640	FASTENAL INDUSTRIAL & CONSTRUC	VTBUR339099	Parts for Aeration maint	40.87	0.00	40.87	56353 08/22/25
04640	FASTENAL INDUSTRIAL & CONSTRUC	VTBUR339219	supplies for Aeration ma	2631.52	0.00	2631.52	56353 08/22/25
04640	FASTENAL INDUSTRIAL & CONSTRUC	VTBUR339220	For Aeration maintenance	7.53	0.00	7.53	56353 08/22/25
04640	FASTENAL INDUSTRIAL & CONSTRUC	VTBUR339221	For Aeration Maintenance	137.51	0.00	137.51	56353 08/22/25
04640	FASTENAL INDUSTRIAL & CONSTRUC	VTBUR339360	Cable for mixers	274.80	0.00	274.80	56353 08/22/25
					-----		
					Check Total	3092.23	
25325	FILLION ASSOCIATES, INC	37109	Pool Supplies	5065.00	0.00	5065.00	56354 08/22/25
80021	FIRST NATIONAL BANK OF OMAHA M	0546667	PW Supplies	57.61	0.00	57.61	56355 08/22/25
80021	FIRST NATIONAL BANK OF OMAHA M	07232025	Fit Test Shipping - Cali	272.98	0.00	272.98	56355 08/22/25
80021	FIRST NATIONAL BANK OF OMAHA M	1305818	2 Lincoln Supplies July	59.10	0.00	59.10	56355 08/22/25
80021	FIRST NATIONAL BANK OF OMAHA M	151658	02 Aug 25 GOCO Bill	794.66	0.00	794.66	56355 08/22/25
80021	FIRST NATIONAL BANK OF OMAHA M	20250801	Council Conference Aug 2	77.38	0.00	77.38	56355 08/22/25
80021	FIRST NATIONAL BANK OF OMAHA M	3171705167	annual Adobe licenses	4942.32	0.00	4942.32	56355 08/22/25
80021	FIRST NATIONAL BANK OF OMAHA M	4538650	2 Lincoln Supplies	62.57	0.00	62.57	56355 08/22/25

08/22/25

## City of Essex Junction Accounts Payable

Page 4

11:55 am

Check Warrant Report # 24083 Current Prior Next FY Invoices

Cdelibac

For checks For Check Acct 01 (GENERAL FUND) 08/15/25 To 08/22/25

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
80021	FIRST NATIONAL BANK OF OMAHA M 457917	admin time tracking July	304.00	0.00	304.00	56355	08/22/25
80021	FIRST NATIONAL BANK OF OMAHA M 458330	Brownell time tracking J	264.00	0.00	264.00	56355	08/22/25
80021	FIRST NATIONAL BANK OF OMAHA M 8424207	Fire Dept. Supplies	31.08	0.00	31.08	56355	08/22/25
80021	FIRST NATIONAL BANK OF OMAHA M 9456224	Food Community Event	49.90	0.00	49.90	56355	08/22/25
80021	FIRST NATIONAL BANK OF OMAHA M D9FooBH	Annual HR Conference 25	419.00	0.00	419.00	56355	08/22/25
80021	FIRST NATIONAL BANK OF OMAHA M NESGFOA fall	Morris registration	375.00	0.00	375.00	56355	08/22/25
					-----		
					Check Total	7709.60	
80192	Fountain of Youth Fitness	081825D Sr Walking 7/18	56.00	0.00	56.00	56357	08/22/25
34895	GAUTHIER TRUCKING, INC.	1883135 2 Lincoln Garbage July 2	342.33	0.00	342.33	56358	08/22/25
15045	GLOBAL FOUNDRIES US2 LLC	1260004743 GF Lease 2025	500.00	0.00	500.00	56359	08/22/25
04035	GOT THAT RENTAL & SALES INC	145032 Trash Pump Generator	1642.00	0.00	1642.00	56360	08/22/25
80042	GOV OS INC	1NV10730 August Land Records	364.14	0.00	364.14	56361	08/22/25
24785	GRAINGER	9599334464 MOUNTING BASE,STEEL	505.49	0.00	505.49	56362	08/22/25
08475	GREEN MOUNTAIN ELECTRIC SUPPLY S5429344001	Field Lighting Supplies	101.54	0.00	101.54	56363	08/22/25
08475	GREEN MOUNTAIN ELECTRIC SUPPLY S5429344002	Field Lighting Supplies	507.69	0.00	507.69	56363	08/22/25
08475	GREEN MOUNTAIN ELECTRIC SUPPLY S5429976001	Field Lights Supplies	64.41	0.00	64.41	56363	08/22/25
08475	GREEN MOUNTAIN ELECTRIC SUPPLY S5429976002	Field Lights Supplies	25.76	0.00	25.76	56363	08/22/25
					-----		
					Check Total	699.40	
07010	GREEN MOUNTAIN POWER CORP	080725D GMP Multi Solar Service	1818.15	0.00	1818.15	56364	08/22/25
07010	GREEN MOUNTAIN POWER CORP	082575MAPLE MSP Power Aug	2921.54	0.00	2921.54	56365	08/22/25
07010	GREEN MOUNTAIN POWER CORP	082575MAPLE2 MSP Power Aug	119.51	0.00	119.51	56366	08/22/25
07010	GREEN MOUNTAIN POWER CORP	361681325 Railroad St. crossing si	549.89	0.00	549.89	56367	08/22/25
07010	GREEN MOUNTAIN POWER CORP	859281325 Park/ Railroad signal -	119.67	0.00	119.67	56368	08/22/25
07380	HARD WIRED AUTO ELECTRONICS LL 3407	Radio Install	407.26	0.00	407.26	56369	08/22/25
07380	HARD WIRED AUTO ELECTRONICS LL 3414	Whelen Light	152.60	0.00	152.60	56369	08/22/25
					-----		
					Check Total	559.86	
V1093	HOLLAND CO., INC.	PI34707 Sodium Bisulfite Solutio	5908.41	0.00	5908.41	56370	08/22/25
33495	INGRAM LIBRARY SERVICES INC	89636826 BL ABooks-Fnd-LP AUG25	242.51	0.00	242.51	56371	08/22/25
33495	INGRAM LIBRARY SERVICES INC	89776141 BL A.AFnd.ARepBks AUG25	1105.46	0.00	1105.46	56371	08/22/25
33495	INGRAM LIBRARY SERVICES INC	89804329 BL ABooks CREDIT AUG25	-25.64	0.00	-25.64	56371	08/22/25
					-----		
					Check Total	1322.33	



08/22/25

## City of Essex Junction Accounts Payable

Page 5

11:55 am

Check Warrant Report # 24083 Current Prior Next FY Invoices

Cdelibac

For checks For Check Acct 01 (GENERAL FUND) 08/15/25 To 08/22/25

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
05585	INJURY TO EXCELLANCE / FIT2EXC 080725D	Nova 7/30	480.00	0.00	480.00	56372	08/22/25
05585	INJURY TO EXCELLANCE / FIT2EXC 080725D1	Disc EMS 7/28	480.00	0.00	480.00	56372	08/22/25
05585	INJURY TO EXCELLANCE / FIT2EXC 080725D2	CMS 7/30	420.00	0.00	420.00	56372	08/22/25
					-----		
					Check Total	1380.00	
08795	INNES LLC , CLARE	091225EJRP Senior Picnic Performanc	150.00	0.00	150.00	56373	08/22/25
23980	INTERSTATE BATTERY OF VT & NY	190320102073 Water Dept. Back hoe par	426.20	0.00	426.20	56374	08/22/25
V9721	IRELAND BROTHERS CORP/S.D.//	462-25.01 EJ Iroquois Avenue Water	208775.51	0.00	208775.51	56375	08/22/25
15145	JOBTARGET LLC	33411243 Job Ad- Finance AR	798.00	0.00	798.00	56376	08/22/25
2950	KASPRISIN ANDREW	081925D Track and Field Camp	1300.00	0.00	1300.00	56377	08/22/25
25035	LIQUID STUDIO	25161 Fall Brochure Design	1700.00	0.00	1700.00	56378	08/22/25
V10131	LOCAL MOTION	14224 Nova 7/25	523.00	0.00	523.00	56379	08/22/25
80188	LYNCH, PATRICK	080625Lynch Stipend RAC August 2025	50.00	0.00	50.00	56380	08/22/25
80126	MAPLE STREET ART SPACE LLC (LO	081325D August Camps	17469.00	0.00	17469.00	56381	08/22/25
80126	MAPLE STREET ART SPACE LLC (LO	081325D1 Summer Adult Programs	1980.00	0.00	1980.00	56381	08/22/25
					-----		
					Check Total	19449.00	
31270	MARKO THE MAGICIAN	081525D Reach Fleming 8/15	525.00	0.00	525.00	56382	08/22/25
26920	MAYVILLE DARBY	48 BCA BOA MINUTES	48.00	0.00	48.00	56383	08/22/25
26920	MAYVILLE DARBY	49 PC minutes August 7 2025	96.00	0.00	96.00	56383	08/22/25
					-----		
					Check Total	144.00	
V9970	MIDWEST TAPE	507507478 BL JDVDs AUG25	21.24	0.00	21.24	56384	08/22/25
V10462	MONAGHAN SAFAR DUCHAM PLLC	July 2025 July 2025 legal	5137.50	0.00	5137.50	56385	08/22/25
V10674	MOTION INDUSTRIES	VT20-0028050 Supplies for Grit Collec	1027.59	0.00	1027.59	56386	08/22/25
27395	MVP HEALTH CARE INC 431189-000	21750620 Health Sep 2025	90691.00	0.00	90691.00	56387	08/22/25
01175	NO STRINGS MARIONETTE CO	231-25 BL SRP-Grnt+Fnd AUG25	600.00	0.00	600.00	56388	08/22/25
19325	OPEN APPROACH INC	26949 IT Services August 2025	15313.20	0.00	15313.20	56389	08/22/25
19325	OPEN APPROACH INC	27035 IT Services August 2025	550.00	0.00	550.00	56389	08/22/25
					-----		
					Check Total	15863.20	
80195	OSBORNE, OONA	080625Osborn Stipend RAC August 2025	50.00	0.00	50.00	56390	08/22/25

08/22/25

## City of Essex Junction Accounts Payable

Page 6

11:55 am

Check Warrant Report # 24083 Current Prior Next FY Invoices

Cdelibac

For checks For Check Acct 01 (GENERAL FUND) 08/15/25 To 08/22/25

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
V10729	OVERDRIVE INC	01459DA25250 BL ADigibooks AUG25	791.44	0.00	791.44	56391	08/22/25
V1707	OVERHEAD DOOR	18869145 Repair of garage door	1590.00	0.00	1590.00	56392	08/22/25
25640	PELKEY'S ARCHERY INC	250801 Archery Program	2708.96	0.00	2708.96	56393	08/22/25
V9862	PERCY RENTALS, SALES & SERVICE	41869 PULLEY-IDLER, FLAT	92.55	0.00	92.55	56394	08/22/25
29425	PERFORMANCE FOOD 24793-EJRP	437301 Nova Snack	151.62	0.00	151.62	56395	08/22/25
29425	PERFORMANCE FOOD 24793-EJRP	437388 CMS Snack	431.39	0.00	431.39	56395	08/22/25
29425	PERFORMANCE FOOD 24793-EJRP	438814 Camp Snack	346.61	0.00	346.61	56395	08/22/25
29425	PERFORMANCE FOOD 24793-EJRP	439600 Disc EES Snack	91.58	0.00	91.58	56395	08/22/25
29425	PERFORMANCE FOOD 24793-EJRP	441853 CMS Snack	395.68	0.00	395.68	56395	08/22/25
29425	PERFORMANCE FOOD 24793-EJRP	441872 FMS Snack	46.71	0.00	46.71	56395	08/22/25
					-----		
					Check Total	1463.59	
25140	PIKE INDUSTRIES INC	1336818 Asphalt	299.25	0.00	299.25	56396	08/22/25
25140	PIKE INDUSTRIES INC	1337864 Asphalt	467.25	0.00	467.25	56396	08/22/25
					-----		
					Check Total	766.50	
25635	PIONEER MANUFACTURING CO	261690 Field Paint	762.00	0.00	762.00	56397	08/22/25
80119	PUMP CONTROL SOLUTIONS LLC	1331 Troubleshoot mixer motor	350.00	0.00	350.00	56398	08/22/25
05380	PURCHASE POWER	0805254061 2 Lincoln Postage July 2	1009.75	0.00	1009.75	56399	08/22/25
10425	REGIONAL STORMWATER EDUCATION	232 -2 FY25 Adopt a Drain Admin	83.32	0.00	83.32	56400	08/22/25
18010	REYNOLDS & SON, INC.	3456567 Multi Meter Repair	505.00	0.00	505.00	56401	08/22/25
22840	RIES DANIEL	I250807591 Deadbolt Replacement	170.00	0.00	170.00	56402	08/22/25
03180	SAFETY SYSTEMS OF VT LLC	113088922 2 Lincoln Renovation Jul	8044.76	0.00	8044.76	56403	08/22/25
03180	SAFETY SYSTEMS OF VT LLC	113088924 2 Lincoln Renovation Jul	2791.24	0.00	2791.24	56403	08/22/25
					-----		
					Check Total	10836.00	
17505	SAND HILL SOLAR LLC KSI II HOL	27981125SH Sand Hill Solar service	8949.07	0.00	8949.07	56404	08/22/25
10435	SCREENMYLOGO.COM	21719 Barcomb BBall Shirts	610.00	0.00	610.00	56405	08/22/25
09105	SECURE SHRED	499673 SHRED SERVICE	24.00	0.00	24.00	56406	08/22/25
09105	SECURE SHRED	499674 Shred Service August	24.00	0.00	24.00	56406	08/22/25
					-----		
					Check Total	48.00	
42565	SEVEN DAYS	248064 DRB ad for August 21 Mee	117.00	0.00	117.00	56407	08/22/25



08/22/25

## City of Essex Junction Accounts Payable

Page 7

11:55 am

Check Warrant Report # 24083 Current Prior Next FY Invoices  
 For checks For Check Acct 01 (GENERAL FUND) 08/15/25 To 08/22/25

Cdelibac

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
29835	SHERWIN-WILLIAMS	80746	ACETONE-5-SW	262.85	0.00	262.85	56408 08/22/25
V2093	SLACK CHEMICAL COMPANY INC.	490425	3,500 G Caustic	10902.00	0.00	10902.00	56409 08/22/25
80237	SMULLEN, SHANNON (art)	081225D	CMS Art 7/28-31	275.00	0.00	275.00	56410 08/22/25
80110	SOCCER SPARKS PARVANOV DRAGOM	081325D	EJRP Summer Camps	9636.00	0.00	9636.00	56411 08/22/25
23495	STUDENT TRANSPORTATION OF VT	70308205	RK EES Bus 6/4	207.00	0.00	207.00	56412 08/22/25
23495	STUDENT TRANSPORTATION OF VT	70310672	Disc EMS Bus 6/25-27	907.69	0.00	907.69	56412 08/22/25
23495	STUDENT TRANSPORTATION OF VT	70311787	Disc EMS Bus 7/2	347.63	0.00	347.63	56412 08/22/25
23495	STUDENT TRANSPORTATION OF VT	70312240	Reach FMS Bus 7/7-9	2182.32	0.00	2182.32	56412 08/22/25
23495	STUDENT TRANSPORTATION OF VT	70312242	Reach Fleming Bus 7/8-10	1274.63	0.00	1274.63	56412 08/22/25
23495	STUDENT TRANSPORTATION OF VT	70312246	Disc EMS Bus 7/9-11	927.00	0.00	927.00	56412 08/22/25
23495	STUDENT TRANSPORTATION OF VT	70312592	Reach Fleming Bus 7/14-1	1931.25	0.00	1931.25	56412 08/22/25
23495	STUDENT TRANSPORTATION OF VT	70312599	Disc EMS Bus 7/16-18	927.01	0.00	927.01	56412 08/22/25
23495	STUDENT TRANSPORTATION OF VT	70313023	Disc EMS Bus 7/23	347.63	0.00	347.63	56412 08/22/25
23495	STUDENT TRANSPORTATION OF VT	70313026	Reach FMS Bus 7/22	366.94	0.00	366.94	56412 08/22/25
23495	STUDENT TRANSPORTATION OF VT	70313288	Disc EMS Bus 7/25	366.94	0.00	366.94	56412 08/22/25
23495	STUDENT TRANSPORTATION OF VT	70314469	Disc EMS Bus 7/30	347.63	0.00	347.63	56412 08/22/25
23495	STUDENT TRANSPORTATION OF VT	70314470	Reach FMS Bus 7/29-31	733.87	0.00	733.87	56412 08/22/25
23495	STUDENT TRANSPORTATION OF VT	70314472	Reach Fleming Bus 7/28-3	1525.70	0.00	1525.70	56412 08/22/25
23495	STUDENT TRANSPORTATION OF VT	70315164	Disc EES Bus 8/6	309.00	0.00	309.00	56412 08/22/25
23495	STUDENT TRANSPORTATION OF VT	70315166	Reach Fleming Bus 8/4-7	1139.44	0.00	1139.44	56412 08/22/25
23495	STUDENT TRANSPORTATION OF VT	70315167	Nova Bus 8/6	289.69	0.00	289.69	56412 08/22/25
23495	STUDENT TRANSPORTATION OF VT	70315168	Disc EMS 8/4	366.94	0.00	366.94	56412 08/22/25
23495	STUDENT TRANSPORTATION OF VT	70315233	CMS Bus 8/8	1197.38	0.00	1197.38	56412 08/22/25
23495	STUDENT TRANSPORTATION OF VT	70315234	Disc EES 8/4 8/8	830.44	0.00	830.44	56412 08/22/25
23495	STUDENT TRANSPORTATION OF VT	70315235	Reach Founders 8/6 Bus	463.50	0.00	463.50	56412 08/22/25
23495	STUDENT TRANSPORTATION OF VT	70315236	CMS Bus 8/6	366.94	0.00	366.94	56412 08/22/25
					-----	Check Total	17356.57
29090	SUNBELT RENTALS	172202853	Field Lights Lift	1064.80	0.00	1064.80	56414 08/22/25
29090	SUNBELT RENTALS	172701824	1 HOSE,DISCHARGE	113.10	0.00	113.10	56414 08/22/25
					-----	Check Total	1177.90
26190	SWANK MOTION PICTURES INC	2534175	Fall Movie Programs	2120.00	0.00	2120.00	56415 08/22/25
29975	SWEET SCOOPS	20250811	Disc EMS 8/11	210.34	0.00	210.34	56416 08/22/25
03905	THE EDGE	081225D	EJRP Camps August	2505.00	0.00	2505.00	56417 08/22/25
36825	THE SMALL ENGINE CO INC	104340	Lawn mower part	25.98	0.00	25.98	56418 08/22/25
20340	THE SWIMMING HOLE	080625D	Disc EES 8/6	830.00	0.00	830.00	56419 08/22/25
20340	THE SWIMMING HOLE	080625D1	Reach FMS 8/6	790.00	0.00	790.00	56419 08/22/25
20340	THE SWIMMING HOLE	080625D2	Reach Fleming 8/4	704.00	0.00	704.00	56419 08/22/25
					-----	Check Total	2324.00

08/22/25

## City of Essex Junction Accounts Payable

Page 8

11:55 am

Check Warrant Report # 24083 Current Prior Next FY Invoices

Cdelibac

For checks For Check Acct 01 (GENERAL FUND) 08/15/25 To 08/22/25

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
V2227	TI-SALES, INC.	INV0188047	2" Neptune T-10 Meter In	1431.46	0.00	1431.46	56420 08/22/25
80234	The POP	81225	Camps 8/4-7	2070.00	0.00	2070.00	56421 08/22/25
01020	UNIVERSITY OF VT	GCAS-143716	Pephlo Grant Bill Period	4050.16	0.00	4050.16	56422 08/22/25
80189	VAUGHAN, RACHEL	080625Vaughn	Stipend RAC August 2025	50.00	0.00	50.00	56423 08/22/25
80025	VAUGHAN, RACHEL HAMM	215431	PS Refund - Hamm Vaughan	65.50	0.00	65.50	56424 08/22/25
29700	VERMONT INFORMATION CONSORTUIM	1985258	Returned E-checks	388.84	0.00	388.84	56425 08/22/25
25315	VESPA'S PIZZA PASTA & DELI	060925D	Camp Training 6/9	324.00	0.00	324.00	56426 08/22/25
25315	VESPA'S PIZZA PASTA & DELI	061025D	Camp Training 6/10	204.00	0.00	204.00	56426 08/22/25
25315	VESPA'S PIZZA PASTA & DELI	080625D	Pool Training 8/6	187.75	0.00	187.75	56426 08/22/25
25315	VESPA'S PIZZA PASTA & DELI	080725D	CMS Staff 8/7	236.00	0.00	236.00	56426 08/22/25
					Check Total	951.75	
22070	VILLAGE COPY & PRINT INC.	10207	Resident only parking pe	646.44	0.00	646.44	56427 08/22/25
23395	VILLAGE HARDWARE - WILLISTON	520747	Zero-G 50' GDN Hose	93.08	0.00	93.08	56428 08/22/25
23395	VILLAGE HARDWARE - WILLISTON	520759	Poly Rope for banners	27.54	0.00	27.54	56428 08/22/25
23395	VILLAGE HARDWARE - WILLISTON	520769	Anchors for Aeration cle	19.95	0.00	19.95	56428 08/22/25
					Check Total	140.57	
27100	VLCT PACIF CLAIMS	20250440A01	3/29/25 accident deducti	1000.00	0.00	1000.00	56429 08/22/25
V2371	VMCTA	3149	Conf Reg	70.00	0.00	70.00	56430 08/22/25
28470	VMERS DB 110800	PR-08/15/25	Payroll Transfer	23351.97	0.00	23351.97	56431 08/22/25
80130	VMERS DC 110800	PR-08/15/25	Payroll Transfer	3214.83	0.00	3214.83	56432 08/22/25
V10238	VT AIR TESTING SVC	624	Primus Sound Monitoring	842.50	0.00	842.50	56433 08/22/25
V10238	VT AIR TESTING SVC	625	Wolfsgart Sound Monitori	1375.00	0.00	1375.00	56433 08/22/25
					Check Total	2217.50	
07565	W B MASON CO INC	255937686	2 Lincoln Cleaning Suppl	24.48	0.00	24.48	56434 08/22/25
07565	W B MASON CO INC	255940461	MSP Toilet Paper	355.12	0.00	355.12	56434 08/22/25
07565	W B MASON CO INC	255967862	PS Maint Supplies	88.78	0.00	88.78	56434 08/22/25
07565	W B MASON CO INC	256002372	Office Supplies	220.95	0.00	220.95	56434 08/22/25
07565	W B MASON CO INC	256091506	Maint Supplies	471.13	0.00	471.13	56434 08/22/25
07565	W B MASON CO INC	256124985	Pool Supplies	646.60	0.00	646.60	56434 08/22/25
					Check Total	1807.06	
80025	WAGER, ASHLEY	214996	Camp Refund-Wager \$2024.	2024.00	0.00	2024.00	56435 08/22/25



08/22/25

City of Essex Junction Accounts Payable

Page 9

11:55 am

Check Warrant Report # 24083 Current Prior Next FY Invoices  
For checks For Check Acct 01 (GENERAL FUND) 08/15/25 To 08/22/25

Cdelibac

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
17140	THE EDGE (VILLAGE)	PR-08/15/25 Payroll Transfer	432.25	0.00	432.25	A 82225	08/15/25
17425	ICMA ROTH PLAN 706287	PR-08/15/25 Payroll Transfer	150.00	0.00	150.00	B 82225	08/15/25
80158	MISSION SQUARE TRADITINAL IRA	PR-08/15/25 Payroll Transfer	269.23	0.00	269.23	C 82225	08/15/25
V1160	ICMA RETIREMENT TRUST-457	PR-08/15/25 Payroll Transfer	3581.12	0.00	3581.12	D 82225	08/15/25
V1161	ICMA RETIREMENT TRUST-401	PR-08/15/25 Payroll Transfer	5513.60	0.00	5513.60	E 82225	08/15/25
V1165	INTERNAL REVENUE SERVICE	PR-08/15/25 Payroll Transfer	79274.19	0.00	79274.19	F 82225	08/20/25
V2413	VT DEPT OF TAXES	PR-08/15/25 Payroll Transfer	10485.17	0.00	10485.17	G 82225	08/20/25
Report Total			986,044.72	0.00	986,044.72		

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 \$ \*\*\*986,044.72  
Let this be your order for the payments of these amounts.

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

## **City of Essex Junction Governance Committee Meeting Minutes**

**Monday, August 4, 2025 @ 6:30 PM**

**Members present:** Bethany Clark, Thomas Coen, Steve Eustis, Elaine Haney, Deb McAdoo, Candace Morgan, Gabrielle Smith, Marlon Verasamy

**Absent:** Brian Shelden

**Staff present:** Brad Luck

**Members of the public present:** None

Steve Eustis called the meeting to order at 6:30 PM. There were no amendments or additions to the agenda. There was no public to be heard.

Gabrielle Smith moved and Marlon Verasamy seconded the approval of the minutes of the June 12<sup>th</sup> meeting. The minutes were approved unanimously.

### **Review & Discuss Interviews with Other Communities**

Each group has interviewed leaders from at least 1 municipality. Steve Eustis and Elaine Haney reviewed their notes from their group's interviews with the leaders of Williston, Rutland City, and Barre City.

Bethany Clark reviewed her group's notes from their interview of the mayor of Montpelier.

Gabrielle Smith shared that her group has gotten started with Brattleboro but hadn't connected with Winooski yet. Elaine Haney offered to connect her group with the city manager and mayor of Winooski.

Candace Morgan shared that her group has spoken with the city manager of St. Albans and that they will be meeting with the mayor of Burlington next week and will complete their work with Barre Town this week.

Within the next 2 weeks at least 1 leader from each town will have been interviewed.



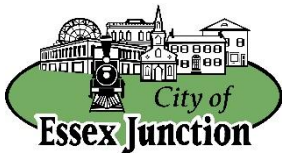
### **Discuss Plan Moving Forward & Identify Next Steps**

All interview notes should be transcribed into the spreadsheet Brad provided.

We will cancel the August 14<sup>th</sup> meeting to give the groups time to complete their work. Next meeting will be Thursday, August 28<sup>th</sup> at 6:30 PM.

Upcoming meeting topics include how to discuss governance topics with Essex Junction residents, and an outreach plan to happen in late September into October. There will be 2 meetings in September to talk about public engagement. Completion is still expected to occur by the November deadline.

Gabrielle Smith moved and Deb McAdoo seconded adjournment. Steve Eustis adjourned the meeting at 7:52 PM.



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

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

---

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

Members Not Present: Piper Goodkind

Staff Present: Brad Luck, Mark Brislin, Alyssa Callan, Caitlin Fay, Wendy Johnson

**1. WELCOME AND INTRODUCTIONS [6:00 PM]**

The meeting was called to order at 6:03p.m.

**2. ADDITIONS OR AMENDMENTS TO AGENDA**

The agenda was amended to move the Director's Report/Update after the Staff Updates – Admin Team.

**3. PUBLIC TO BE HEARD**

There was no public to be heard.

**4. REVIEW AND APPROVE MINUTES FROM LAST MEETING**

The minutes from June 4 were reviewed and there were no changes. Pat motioned for approval of the minutes. Bridget seconded the motion. The motion passed unanimously.

**5. RAC MEMBER FEEDBACK TIME**

There was a discussion about a piece of equipment on the Maple Street playground and the new Main Street Park.

**6. STAFF UPDATES – ADMIN TEAM**

Alyssa Callan, Caitlin Fay, and Wendy Johnson provided updates about themselves and their roles, with questions and comments from the Committee.

**7. DIRECTOR'S REPORT/UPDATE**

Brad Luck shared the Director's Report.

**8. DISCUSS ANY POTENTIAL ACTION STEPS**

There were no action steps.

**9. ADJOURN**

The meeting was adjourned at 7:22p.m. Bridget motioned and Pat seconded. The vote was unanimous.





**CITY OF ESSEX JUNCTION  
BIKE WALK ADVISORY COMMITTEE &  
WILLISTON ON THE MOVE  
MEETING MINUTES - DRAFT**

Online &  
6 Lincoln St. (Kolvoord Room)  
Essex Junction, VT 05452  
**Thursday, August 14<sup>th</sup>  
2025, 7:00 PM**

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

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

Phone: 802-878-6944, ext. 1625

1. **CALL TO ORDER**
  - a. The meeting was called to order at 7:10 PM.
2. **Members Present:**
  - a. John O'Brien, Daniel Liguori, David Achee, Philip Bieber
3. **Others Present:**
  - a. Michael Giguere, (Staff Representative), Jack Evans, Marcie Gallagher
  - b. **Williston on the Move:**
    - Charlene Tallman, Kevin Batson, Scott Luria
4. **AGENDA ADDITIONS/CHANGES**
  - a. No additions or changes were made to the agenda.
5. **BWAC MINUTES FOR APPROVAL**
  - a. The minutes from the June 12th, 2025 meeting were reviewed.
  - b. David made a motion to approve the minutes, seconded by Daniel.
    - The motion was approved 4-0.
6. **PUBLIC TO BE HEARD**
  - a. Members of Williston on the Move (WotM) introduced themselves, Kevin provided an overview of initiatives being undertaken by WotM.
    - **Wayfinding Project:** Working with Local Motion to install wayfinding signs to complete the path between Allenbrook School and Williston Central School.
    - **Bollard Demonstration:** A temporary installation of bollards will be placed on a section of road near Tallcott Park to create a separated bike path where a gap currently exists. The town purchased the bollards, and the goal is to have them in place for the start of the school year as part of the Safe Routes to School initiative.
7. **BUSINESS ITEMS**
  - a. Walk/Bike audit debrief
    - The group debriefed their recent walk and bike audits of the Five Corners area with Williston on the Move.
    - **Biking Group Findings:**
      1. The designated bike route through the Countryside neighborhood was described as **calm**, even at 6:00 PM, and a good alternative to busier roads.
      2. Visibility at the **289 interchange** was considered very good and felt safer than other highway interchanges like I-89 in Burlington.
      3. The need for **wayfinding signage** was highlighted to make the route easier to navigate, especially the connection from the neighborhood to the shared-use path.
    - **Walking Group Findings:**
      4. The Lincoln Terrace bollards were seen as a great, low-cost example of traffic calming, though it was noted there is not enough of a buffer on the road for pedestrians.
      5. The Crescent Connector lacks shade, making it feel like walking "in the desert."
      6. Crossing at Five Corners is unpleasant due to noise and feeling exposed to traffic.
      7. The intersection of Crescent and Maple does not provide enough time for pedestrians to cross both streets with the walk signal.
      8. Many sidewalks lack sufficient room, especially when large vehicles are parked

- nearby or construction infringes on the space.
9. There are many opportunities to activate public spaces to be more pedestrian-friendly, such as Main Street and Veterans Memorial Park.
  10. Positive elements included the social atmosphere created by people using outdoor seating at businesses and the quality of the granite curbs.
- b. Connect the Junction master plan review\*
    - Michael provided an overview of the Connect the Junction (CtJ) transit-oriented development master plan. The plan focuses on the Five Corners, Pearl Street, and Park Street corridors.
    - Key themes of the plan include adding housing, improving connections, prioritizing people over vehicles (e.g., a "road diet" for Park Street and Pearl Street), and activating public spaces.
    - The group discussed the importance of the **Park Street/Route 2A connection** between Essex Junction and Williston, noting it is a critical link for commuters that currently has significant gaps.
  - c. WOTM Lawn Sign Project
    - WotM discussed their project to place lawn signs and posters, provided by Local Motion, around Williston.
    - The signs aim to educate the public and raise awareness of Vermont's **4-foot passing law** for vehicles passing bicyclists.
  - d. Pearl Street Multimodal Improvements Scoping Study – Planning Commission meeting debrief\*
    - The committee discussed the recent Planning Commission meeting regarding proposed improvements to Pearl Street between Susie Wilson Road and West Street Extension.
    - Funding of approximately **\$1.2 million** is available for the project.
    - The proposed 2025 alternative includes:
      1. Reducing vehicle travel lanes from two to one in each direction.
      2. Adding a new bus stop on the south side of the street.
      3. Creating a 10-foot shared-use path on the north side.
      4. Adding a buffered, striped bike lane.
      5. Installing a mid-block crosswalk with flashing beacons.
    - The feedback at the Planning Commission meeting was largely positive, with many community members speaking in favor of the safety improvements for biking and walking, despite some concerns about vehicle congestion.

## **6. MEMBERS UPDATES**

## **7. STAFF UPDATES**

- a. 2025 Essex Junction Bike Map publication
  - The official city bike map has been published and printed copies are available. Feedback for future versions is welcome.
- b. Traffic Calming Policy update
  - Chris and Michael presented a draft of the modernized traffic calming policy to the City Council. The new policy includes an expanded toolkit of traffic calming measures and a scoring rubric to prioritize projects. The City Council was receptive, and the policy will move forward for adoption soon.
- c. Bike helmets and locks library update
  - Brownell Library confirmed they have an inventory of bike locks to loan but are not comfortable loaning helmets due to safety liability. The committee held a vote to not purchase these items.
    - David motioned to rescind the purchase, Daniel seconded.
    - The motion was approved 4-0.
- d. Lincoln Terrace traffic calming update
  - The temporary traffic calming installation (bollards) has been installed. Staff is working



with Public Works on minor adjustments, such as adding painted lines.

- e. Bicycle Friendly Community survey
  - The application to renew Essex Junction's status as a Bicycle Friendly Community has been submitted. A community survey is open until October 5th for residents to provide feedback.

**8. READING FILE**

- a. No items were discussed from the reading file.

**9. ADJOURN**

- a. David motioned to adjourn, Daniel seconded.
  - The motion was approved 4-0.
  - The meeting was adjourned.