



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

Online & 2 Lincoln St.
Essex Junction, VT 05452
Wednesday, October 22, 2025
6:30 PM

E-mail: admin@essexjunction.org

www.essexjunction.org

Phone: (802) 878-6944

This meeting will be in-person at the Municipal Offices located at 2 Lincoln Street and available remotely. Options to watch or join the meeting remotely:

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

1. **CALL TO ORDER** [6:30 PM]
2. **AGENDA ADDITIONS/CHANGES**
3. **APPROVE AGENDA**
4. **PUBLIC TO BE HEARD**
 - a. Comments from Public
5. **RECOGNITION**
 - a. Resolution of Appreciation for Troy Wilber
 - b. Resolution of Appreciation for John Rowell
6. **BUSINESS ITEMS**
 - a. *Interview Police Community Advisory Board Applicant for Open Position [5 Minutes]
 - b. Annual Essex Rescue Presentation [15 Minutes]
 - c. Governance Committee Update and Presentation [20 Minutes]
 - d. Rebranding Project Brief [10 Minutes]
 - e. Acting as the Local Cannabis Control Commission: Consideration of S-000009646, Outdoor Cultivator Tier 1 Small Cultivator for TrichomeVT [10 Minutes]
 - f. **Discussion and Consideration of an Executive Session to Discuss Attorney Client Communication and Litigation
7. **CONSENT ITEMS**
 - a. Approve Meeting Minutes: 10/8/25
 - b. Approve Amendment to FY26 Wastewater Capital Plan
 - c. Approve the Lease and Management Agreement with the Tree Farm Management Group for Management of the Tree Farm
 - d. Approve Applications for a Human Services and Educational Facilities Grant for the Senior Center and a Recreational Facilities Grant for the Multi-Purpose Room at Maple Street Park
8. **COUNCIL MEMBER COMMENTS & CITY MANAGER REPORT**
9. **READING FILE**
 - a. Check Warrant #24097 10/17/25
 - b. Planning Commission Minutes 10/2/25
 - c. Bike Walk Advisory Committee Minutes 10/9/25
 - d. Governance Committee Minutes 10/9/25
 - e. Essex Junction Selected for Homes for All Program

10. **EXECUTIVE SESSION**

- a. *An Executive Session May be Needed to Discuss the Appointment of a Public Official
- b. **An Executive Session May be Needed to Discuss Attorney Client Communication and Litigation

11. **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: October 22, 2025
Agenda Item: Committee Appointment

Issue: Vacant seat on the Police Community Advisory Board (PCAB).

Discussion: The City has a vacant seat on the PCAB. This vacancy was created in May following the resignation of the previous City representative and has remained unfilled to date. The term for this seat will end on June 30, 2027.

Police Community Advisory Board (1 open position)

- Nancy Bean (In-Person)

Cost: None

Recommendation: It is recommended that the City Council enter Executive Session to consider the appointment to the Police Community Advisory Board.

Recommended Motion:

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

Following Executive Session:

"I make a motion to appoint Nancy Bean to the Police Community Advisory Board with the term ending June 30, 2027."

Attachments:

Application – Nancy Bean

View results

Respondent

16

Anonymous

04:18

Time to complete

1. Full name *

Nancy Bean

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):

☒ Police Community Advisory Board

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?

Would like to get involved in my community

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

I am former police dispatcher, bachelors degree in criminal justice and I have been working for the court for 12 years.

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

Resolve issues and improve public's perception of the police

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



ESSEX RESCUE, INC.
1 Educational Drive
Essex Junction, VT 05452
Phone (802) 878-4859

October 2025

Essex Rescue is proud to serve the residents and visitors of your community! For more than half a century our organization has served the City of Essex Junction, and the Towns of Essex, Jericho, Underhill and Westford providing high-quality, compassionate emergency medical care. Operating 24/7, our team of highly trained EMTs, AEMTs, and paramedics are dedicated to safeguarding public health and safety through skilled pre-hospital care and coordinated transport services.

As an essential component of your community's public safety framework, we work closely with fire, police, and other healthcare partners to ensure an integrated and efficient emergency response system. Our services include 911 emergency response, standby coverage for community events, public education initiatives, and disaster preparedness planning.

In 2024, we focused on three key operational priorities: strengthening our workforce, optimizing resource allocation, and ensuring financial stability.

- **Strengthening our workforce:** we transitioned to a more comprehensive field training program, enhancing the learning experience through hands-on, and real-time skill application. These efforts contributed to higher retention, increased engagement, and a more resilient organizational culture.
- **Optimizing resource allocation:** we are now staffing additional ambulances to improve response times and coverage. This allowed us to better serve during peak call times and has helped reduce strain on the already overwhelmed system. We also adjusted shift schedules and deployment strategies to align resources more closely with call patterns, improving overall operational efficiency.
- **Ensuring financial stability:** we gained deeper insight into the organization's fiscal behaviors, allowing us to make more informed financial decisions in response to ongoing economic challenges. By closely analyzing spending patterns and revenue trends, we were able to strengthen our financial forecast and improve capital expenditure planning. These efforts support more strategic investments, ensure prudent use of resources, and position us to navigate some uncertainty with better confidence and control.

Fiscal Year End 24/25	
Revenue	\$2,339,450
Expenses*	\$1,705,105
Capital Reserve	\$1,755,283
<i>*Short multiple FT staff positions</i>	

While our investment of additional ambulances and staff allows us to respond to more calls, the sustained surge in demand—particularly from neighboring communities—has overshadowed the gains, making the improvements less visible from a system-wide perspective. In 2024, Essex Rescue received 3,545 emergency calls, a 5.6% increase from the previous year. Our organization responded to 81% of our call volume, an increase from the 79% taken in 2023. Our ambulance provided mutual aid to a neighboring community 242 times, a 32% increase from the previous year. We requested mutual aid from another community 637 times, an increase of 11% from the previous year.

We continue to work closely with the municipal leadership, police, fire departments, and hospitals to maintain a seamless, integrated emergency response system. Our mission remains clear: to deliver prompt, professional, and life-saving care to those in need, every hour of the day.

Thank you,

Colleen Ballard, NRP
Executive Director



ESSEX RESCUE, INC.

1 Educational Drive

Essex Junction, VT 05452 Phone (802) 878-4859

September 9, 2025

City of Essex Junction
2 Lincoln Street
Essex Junction, VT 05452

Dear City Council,

Essex Rescue is proud to provide 24/7 emergency medical services to the City of Essex Junction community, responding in all weather conditions. Our dedicated team, made up of both paid and volunteer clinicians, delivers prompt, compassionate care, offering both basic and advanced life support to those in need. We are committed to ensuring that every member of the community receives safe, efficient, and appropriate pre-hospital care.

We recognize that the contribution requests made in previous years were significant, and we are sincerely grateful that the City chose to invest in the future of Essex Rescue. That support came at a critical time—and without it, we would not be in the strong position we are today. Thanks to your commitment, we've been able to stabilize our finances and build the flexibility needed to grow and meet the increasing demands of the community.

Essex Rescue has made meaningful progress toward long-term financial sustainability, and we remain committed to serving the Essex Junction community with the highest standard of care. After a thorough review of our most recent budgets, year-end financial data, and corresponding call volume trends, we are confident that our projections are reasonable and well-founded. This insight has guided our strategic planning and operations.

This year, we're pleased to share that we will not be requesting an increase in funding. It's a small way for us to give back—offering some relief in recognition of the trust and support you've shown us.

We do want to acknowledge, however, that our ability to level-fund our request in FY27 is based on the information and conditions available to us today. While we are optimistic, we cannot predict or guarantee that the same will be possible in future years. That said, we remain a committed partner to the City of Essex Junction and give our word to continue operating with transparency, accountability, and forward-thinking financial planning. Our goal is to prevent future shortfalls and ensure that Essex Rescue remains a strong, reliable resource for the community for years to come.

For FY27, the per capita funding rate remains \$19.56. According to the 2020 U.S. Census Bureau, the City of Essex Junction has a population of 10,590. Based on these figures, the total request from the City of Essex Junction for FY27 remains **\$207,140.40**.

We anticipate that continued growth in call volume will help offset many of the costs associated with reliably staffing and deploying additional ambulances. With this momentum, Essex Rescue is better positioned than ever to meet the evolving needs of the community while maintaining strong financial stewardship.

Thank you,

Colleen M. Ballard, NRP
Executive Director

Memo

To: Essex Junction City Council

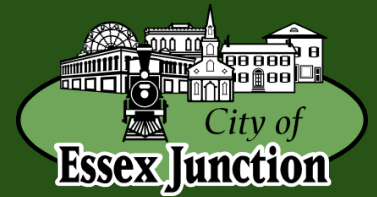
From: Governance Committee

Date: October 22 City Council Meeting

Re: Governance Committee Update

The Governance Committee has been meeting since March. They spent the first several meetings gaining a stronger understanding of the topics that were up for consideration. Next, they interviewed elected officials and/or managers from nine Vermont communities to learn more about their governance and how it was serving their communities. Now, in the last phase, the Committee is seeking input from our own community. Members of the Committee were tabling at the last Meet Me On Main!. Tonight the Committee Chair and Vice Chair, Steve Eustis and Marlon Verasamy, are here to provide some updates on the progress to date, discuss the eight governance topics that they are seeking community input on, and share the ways that the public can weigh in and participate in this process, which includes visiting the website to learn more, taking the survey, and attending the community conversation on November 5. Further information is included in the packet.

ESSEX JUNCTION GOVERNANCE COMMITTEE



WE WANT YOUR INPUT!

NOW EXAMINING

Leader of City
Council

Stipend for
Leader of Council

Number of City
Councilors

Stipends for City
Councilors

Stipend Increases
for Councilors

Term Limits for
City Councilors

Charter
Review

Term Length for
City Councilors



PLEASE JOIN US:

COMMUNITY CONVERSATION ABOUT GOVERNANCE

LEARN MORE, ASK QUESTIONS, DISCUSS, WEIGH IN

WEDNESDAY, NOVEMBER 5, 6:30PM

ESSEX JUNCTION RECREATION & PARKS, 75 MAPLE STREET

FOR MORE INFORMATION:

Call: 802-878-1375

Email: bluck@ejrp.org

Visit: www.essexjunction.org

City of Essex Junction Governance Committee

Potential Governance Related Action Items

Governance Topic	Status Quo and No Proposed Change		Ruled Out	
City Manager	*Elected City Council hires manager who runs government *Apolitical, professional administrator *Manager selected for expertise and experience *Elected officials have less control over municipal operations *Opportunity for consistent/stable management; not having to change with election cycles		*Mayor elected by residents serves as manager who runs government *Political administrator *Manager (Mayor) may not be qualified or lack expertise; holds position due to popularity *Power concentrated in one elected position *Manager (Mayor) may change frequently with elections	
Governance Topic	Status Quo		Option	
Leader of City Council	President Elected by Councilors *City Councilors elect leader of Council *Greater flexibility to change leadership with annual election of President by Council; possible more frequent leadership turnover vs. just on election cycles *President has support from majority of Council		Mayor Elected by Residents *Residents elect leader of Council *Potential for leadership change only on election cycles; less flexibility, possibly greater stability *Mayor may not have support from majority of Councilors *Mayor is ceremonial representative of City for local, regional, and state affairs	
Governance Topic	Status Quo	Option		Ruled Out
Number of City Councilors	5 Members *Fewer people needed to run/elect *Fewer voices around table; limited representation *Lower number needed for consensus and votes to take action; more efficient *Less likely to use sub-committees with max of 2 Councilors	7 Members *More people needed to run/elect *More voices around table; broader representation *Higher number needed for consensus and votes to take action; less efficient *Opportunity to form sub-committees of 3 Councilors to get work done		3 or 9 Members 3 - Too few to represent a community of 11,000 9 - Nearly doubles current Council size; much larger group to run effectively/efficiently

City of Essex Junction Governance Committee

Potential Governance Related Action Items

Governance Topic	Status Quo	Option	Ruled Out
Term Length for City Councilors	3-Years for All *More time to adjust to learning curve of Councilor role *More opportunities/experiences to hone decision-making skills *Greater consistency with terms longer and staggered *Focus on longer term gains with more time between elections *Lower accountability and slower to respond to shifts in public opinion 	Some 3-Years, Some 2-Years *Keep advantages of 3-year terms while offering a shorter commitment option; which may appeal to more people *Still consistency with mixed number of years and staggered terms *Greater accountability and faster to respond to shifts in public opinion with 2-year terms 	1-Year, 2-Years, More than 3-Years *1- too short to grasp role before next election *2- could be more appealing for broader set of people willing to run with less commitment; all 2-years results in potential for more than half of Council to turnover at one time; less institutional knowledge; focus may be on short term gains before next election *3+- a major commitment; smaller pool of people willing to run 
Governance Topic	Status Quo	Option	
Term Limits for City Councilors (and appointed committee members)	No Term Limits *Elections serve as accountability; voters' choice *Incumbency advantage 	Yes Term Limits *Inability to run beyond limit not based on performance or voter accountability *Forces turnover and new Councilors *Reduces incumbent advantage *Can force loss of institutional knowledge and experience *Can have "lame duck" terms for people in final term 	
Governance Topic	Status Quo	Option	Ruled Out
Stipend for City Councilors	\$2,500 Per Year *Councilors receive \$2500 stipend per year for their service *Stipends recognize many hours of work required to be a Councilor *Stipends can provide money for food, babysitters, lost wages, and other essentials; may open doors for some to feel they have ability to serve if elected 	Higher Stipend *Higher stipend may attract a broader pool of candidates; reducing or eliminating financial barrier *Increased tax burden *Financial gain could be motivation for someone to run *May not improve economic diversity of Councilors 	Lower/No Stipend *Being a City Councilor is a time-consuming role and people deserve to be compensated for their time 

City of Essex Junction Governance Committee

Potential Governance Related Action Items

Governance Topic	Status Quo	Option
Stipend for Leader of City Council	Leader Receives Same Stipend as Rest *All Councilors treated equal *No financial incentive to serve as leader *No compensation for leader additional time and duties CURRENTLY	Leader Receives More *Leader compensated for additional time and duties *Financial incentive to seek leadership post POSSIBILITY
Stipend Increases for City Councilors	Can Increase with Budget Each Year *During budget process, stipends can increase and be part of overall budget vote *Potential conflict of interest as Councilors initiate stipend increases for selves *Ability to change annually but historically not increased frequently CURRENTLY	Charter Defines Council Stipend Increases *Removes decision and conflict from Council *Could define frequency and/or rate *Once defined, difficult to change as requires community vote POSSIBILITY
Charter Review	No Built-In Charter Review *Charter can be reviewed at any point but no requirement that it be reviewed at any point; typically driven by a current issue CURRENTLY	Built-In Charter Review *Charter review frequency and process defined in Charter to require regular comprehensive review *Once defined, difficult to change as requires community vote POSSIBILITY
Election of City Councilors	At-Large *Live in 4.6 sq. mile community; small enough to not need to break down further *No recent history of all Councilors coming from one part of City *Neighborhoods/areas are diverse *Councilors represent all, not just their area; more constituents *Interested candidates can run whenever an election, don't have to wait until their ward is on ballot NO CHANGE	Wards *Councilors represent smaller area, fewer constituents *Councilors guaranteed to be from different parts of City *Outcomes may focus on best for ward vs. best for City *No existing equitable formula for dividing community *Need to update wards each census, potentially changing representation and eligibility *Option to do some wards & some at-large RULED OUT

LEADER OF CITY COUNCIL

PRESIDENT ELECTED BY COUNCILORS



- City Councilors elect leader of Council
- Greater flexibility to change leadership with annual election of President by Council; possible more frequent leadership turnover vs. just on election cycles
- President has support from majority of Council

MAYOR ELECTED BY RESIDENTS



- Residents elect leader of Council
- Potential for leadership change only on election cycles, less flexibility, possibly greater stability
- Mayor may not have support from majority of Council
- Mayor is ceremonial representative of City for local, regional, and state affairs

NUMBER OF CITY COUNCILORS

STATUS QUO 5 Members



- ✓ Fewer people needed to run/elect
- ✓ Fewer voices around table; limited representation
- ✓ Lower number needed for consensus and votes to take action; more efficient
- ✓ Less likely to use sub-committees with max of 2 Councilors

OPTION 7 Members



- ✓ More people needed to run/elect
- ✓ More voices around table; broader representation
- ✓ Higher number needed for consensus and votes to take action; less efficient
- ✓ Opportunity to form sub-committees of 3 Councilors to get

TERM LENGTH FOR CITY COUNCILORS

STATUS QUO 3-YEARS FOR ALL

- More time to adjust to learning curve of Councilor role
- More opportunities/ experiences to hone decision-making skills
- Focus on longer term gains with more time between elections
- Lower accountability and slower to respond to shifts in public opinion

OPTION SOME 3-YEARS, SOME 2-YEARS

- Keep advantages of 3-year terms while offering a shorter commitment option; which may appeal to more people
- Still consistency with mixed number of years and staggered terms
- Greater accountability and faster to respond to shifts in public opinion with 2-year terms



TERM LIMITS FOR CITY COUNCILORS

STATUS QUO

NO TERM LIMITS

- Elections serve as accountability; voters' choice
- Incumbency advantage



OPTION

YES TERM LIMITS

- Inability to run beyond limit not based on performance or voter accountability
- Forces turnover and new Councilors
- Reduces incumbent advantage
- Can force loss of institutional knowledge and experience
- Can have 'lame duck' terms for people in final term

CITY COUNCILOR STIPENDS

STATUS QUO



**\$2,500
PER YEAR**

- Councilors receive \$2,500 stipend per year for their service
- Stipends recognize many hours of work required to be a Councilor
- Stipends can provide money for food, babysitters, lost wages, and other essentials; may open doors for some

OPTION



**HIGHER
STIPEND**

- Higher stipend may attract a broader pool of candidates; reducing or eliminating financial barrier
- Increased tax burden
- Financial gain could be motivation for someone to run
- May not improve economic diversity of Councilors

STIPEND FOR LEADER OF CITY COUNCIL

STATUS QUO

Leader Receives Same Stipend as Rest



- ✓ All Councilors treated equal
- ✓ No financial incentive to serve as leader
- ✓ No compensation for leader additional time and duties

OPTION

Leader Receives More



- ✓ Leader compensated for additional time and duties
- ✓ Financial incentive to seek leadership post

STIPEND INCREASES FOR CITY COUNCILORS

STATUS QUO

CAN INCREASE WITH BUDGET EACH YEAR



- During budget process, stipends can increase and be part of overall budget vote
- Potential conflict of interest as Councilors initiate stipend increases for selves
- Ability to change annually but historically not increased frequently

OPTION

CHARTER DEFINES COUNCIL STIPEND INCREASES



- Removes decision and conflict from Council
- Could define frequency and/or rate
- Once defined, difficult to change as requires community vote

CHARTER REVIEW

STATUS QUO

No Built-In Charter Review



- Charter can be reviewed at any point but no requirement that it be reviewed at any point; typically driven by a current issue

OPTION

Built-In Charter Review



- Charter review frequency and process defined in Charter to require regular comprehensive review
- Once defined, difficult to change as requires community vote



Memo

To: Essex Junction City Council
From: Ashley Snellenberger, Communications & Strategic Initiatives Director
Meeting Date: October 22, 2025
Agenda Item: Rebranding Update and Project Brief Feedback

Issue: The City has been working with Place Creative Company on the Rebranding project. This memo provides an update on the process and seeks feedback on the Project Brief.

Discussion:

Project Update:

In June, the City contracted Place Creative Company to develop a brand identity. In July, the Rebranding Committee participated in a Discovery Session with Place aimed at establishing a shared understanding of our vision and project goals. During this session, the Committee reviewed brands that inspired us, explored different types of logos, wrote Google reviews for the City, and discussed the City's brand persona.

In September, we launched a community survey in conjunction with the Meet Me on Main events, which lasted for two weeks. We also attended two of these events, where we asked some survey questions in person. Altogether, we received 272 responses from both online and in-person participants. A summary of the survey results is included with this memo.

Additionally, this memo includes a draft of the Project Brief. The Project Brief will guide Place's creative team as they develop brand identity options. It outlines the project scope and highlights key insights gained from the survey and the discovery session. The top section of the document serves as the Brief that the design team will use throughout the creative development process, while the bottom section includes important takeaways from both the survey and discovery session. The Rebranding Committee and department heads have reviewed this document.

We request that the Council review the Project Brief, discuss any additions that should be included, and approve the document.

Next Steps:

Once the Brief is approved, Place will begin developing identity options. They will present these options to the Committee, and subsequently, we will present them to the Council. The Committee will have five rounds of revisions on the selected identity option.

Below is the timeline with highlighted opportunities for the Council to provide feedback. Please note that this timeline may change based on the complexity of the requested revisions.

November

- Place to present identity options to the Committee
- Presentation to City Council on identity options
- Round 1 Committee and City Council feedback on identity options. One concept is selected.

December

- Round 2 Committee feedback on identity option
- Round 3 Committee and City Council feedback on identity option
- Round 4 Committee feedback on identity option

January

- Round 5 Committee feedback on identity option

February

- Committee and City Council final approval on identity

Cost: None

Recommendation: After reviewing the Project Brief, it is recommended that the City Council approve the Project Brief.

Recommended Motion:

If approved as is: "I move that the City Council approve the Project Brief as written."

If amended: "I move that the City Council approve the Project Brief as amended."

Attachments:

Survey Summary

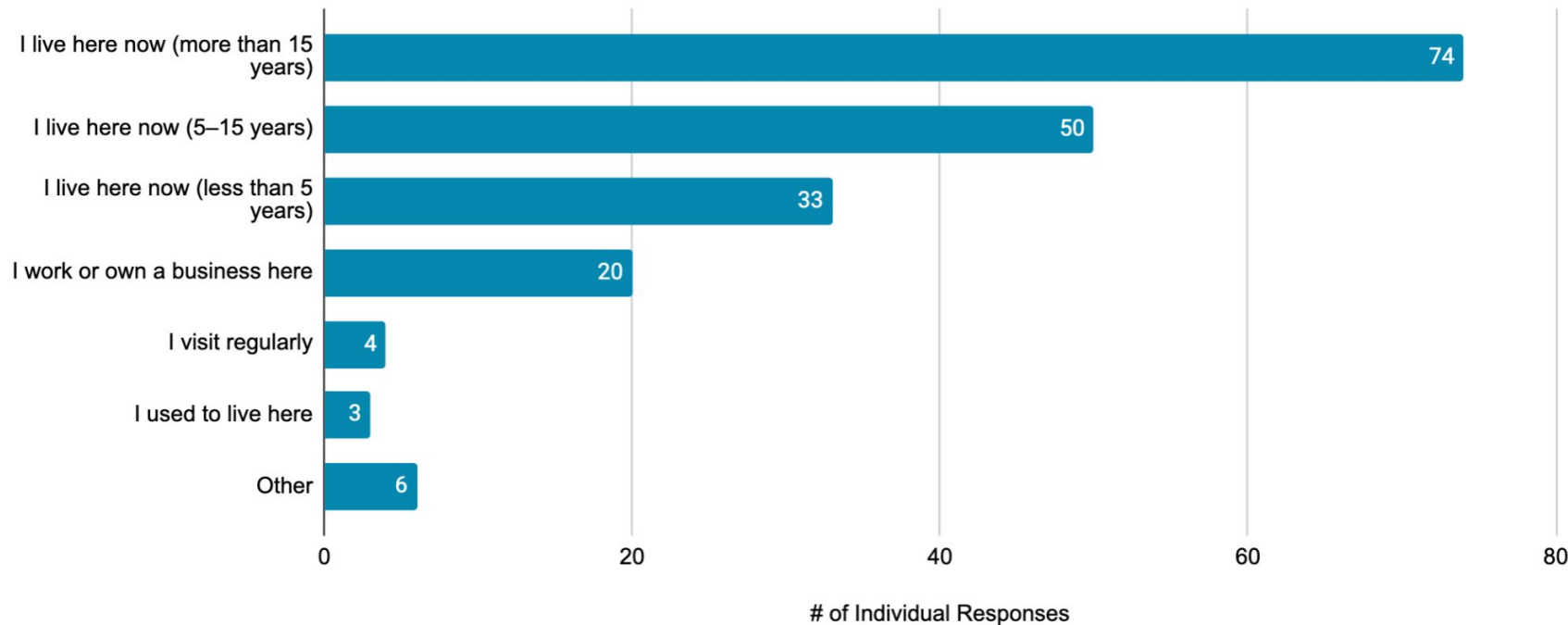
Draft Project Brief



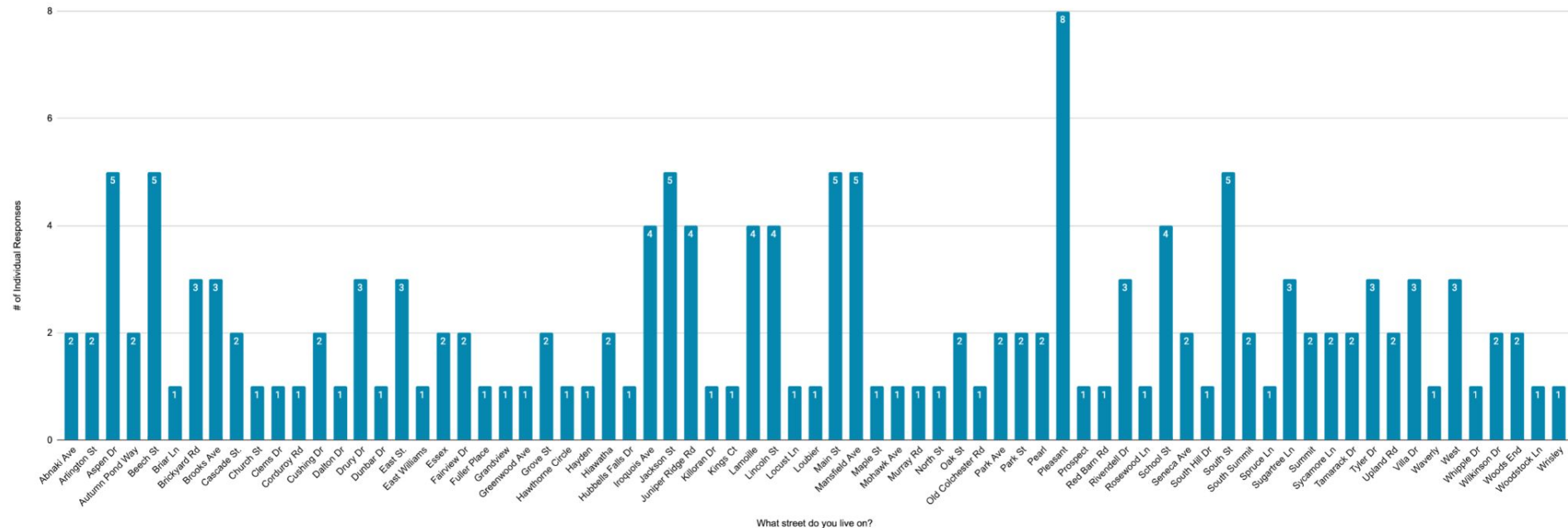
City of Essex Junction Community Survey

Survey Results - Updated October 17, 2025

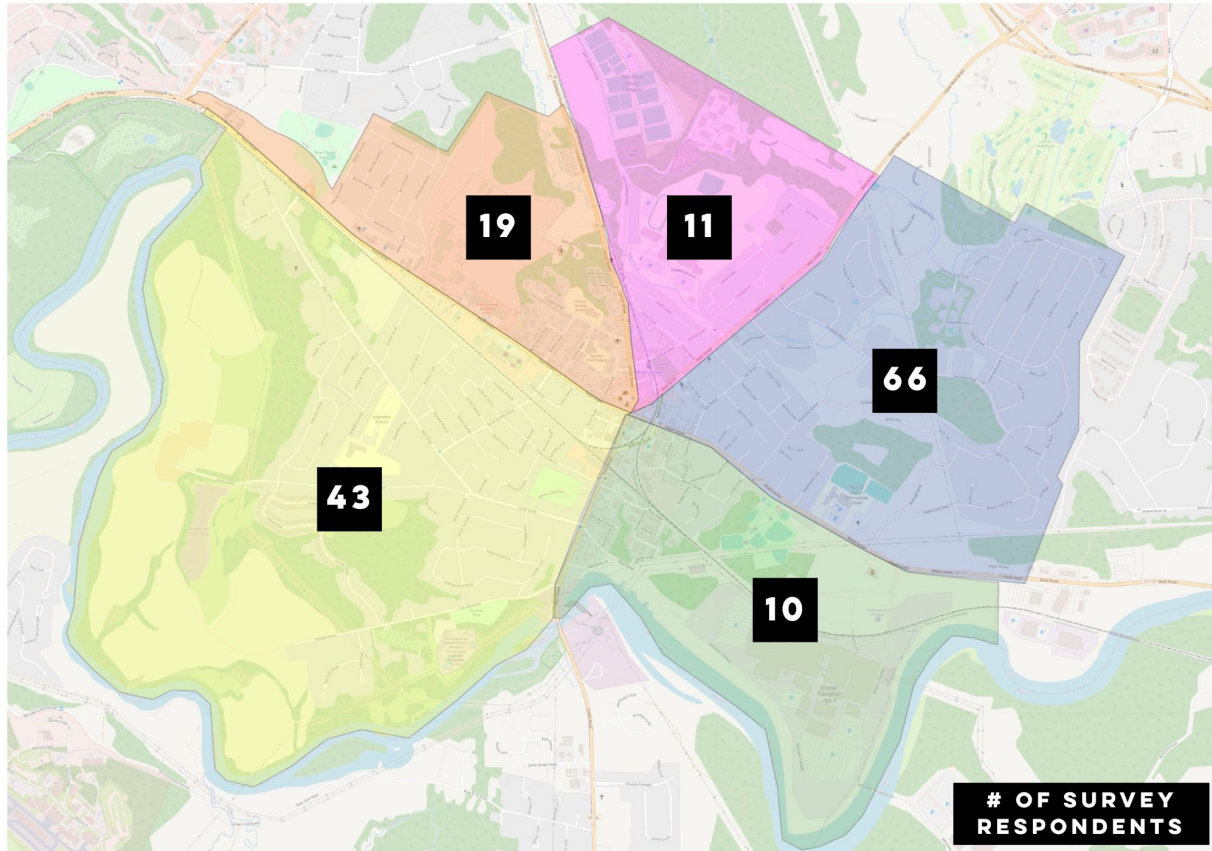
Question 1: How long have you lived in or been connected to the City of Essex Junction?



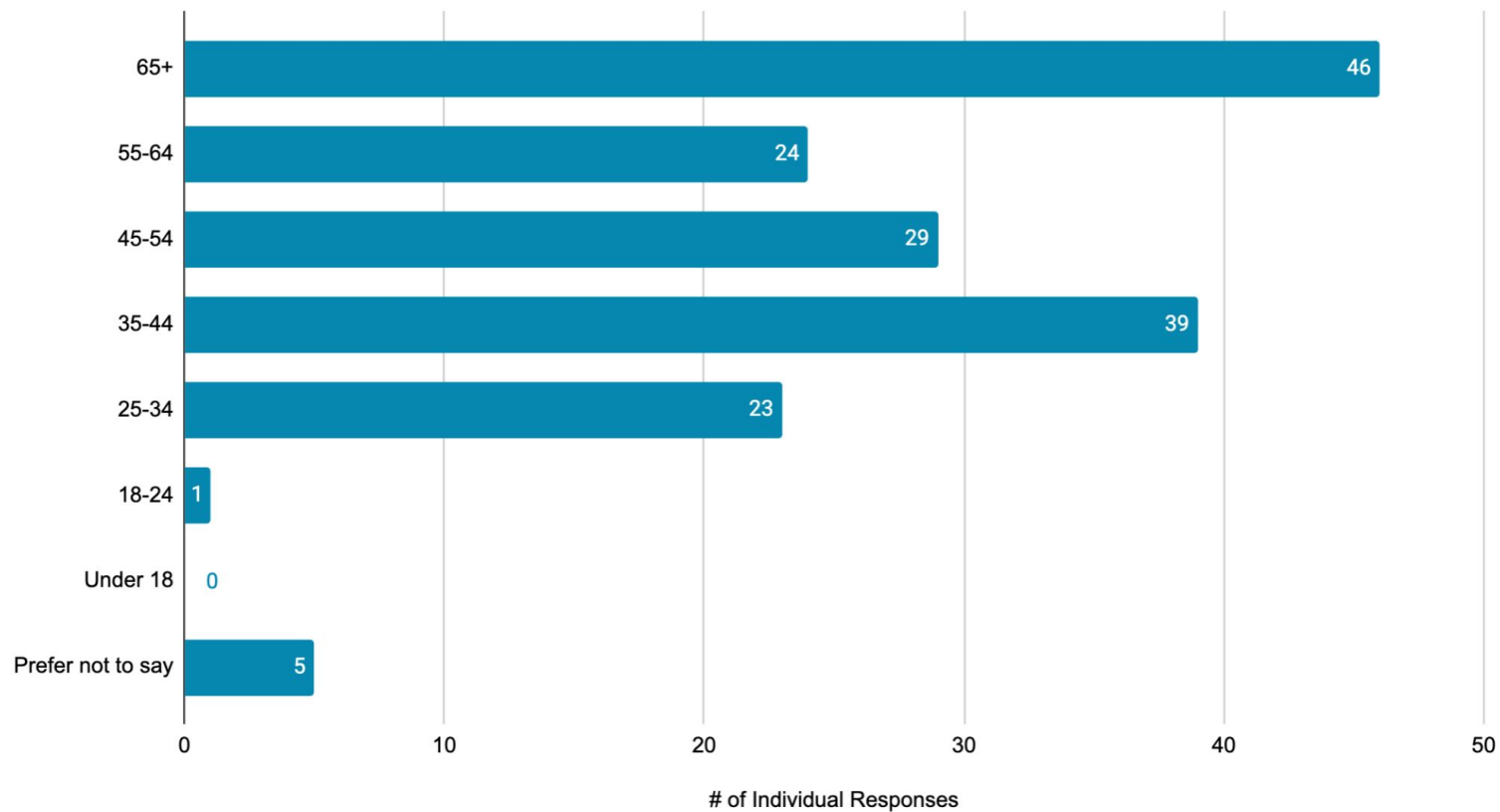
Question 2: What street do you live on?



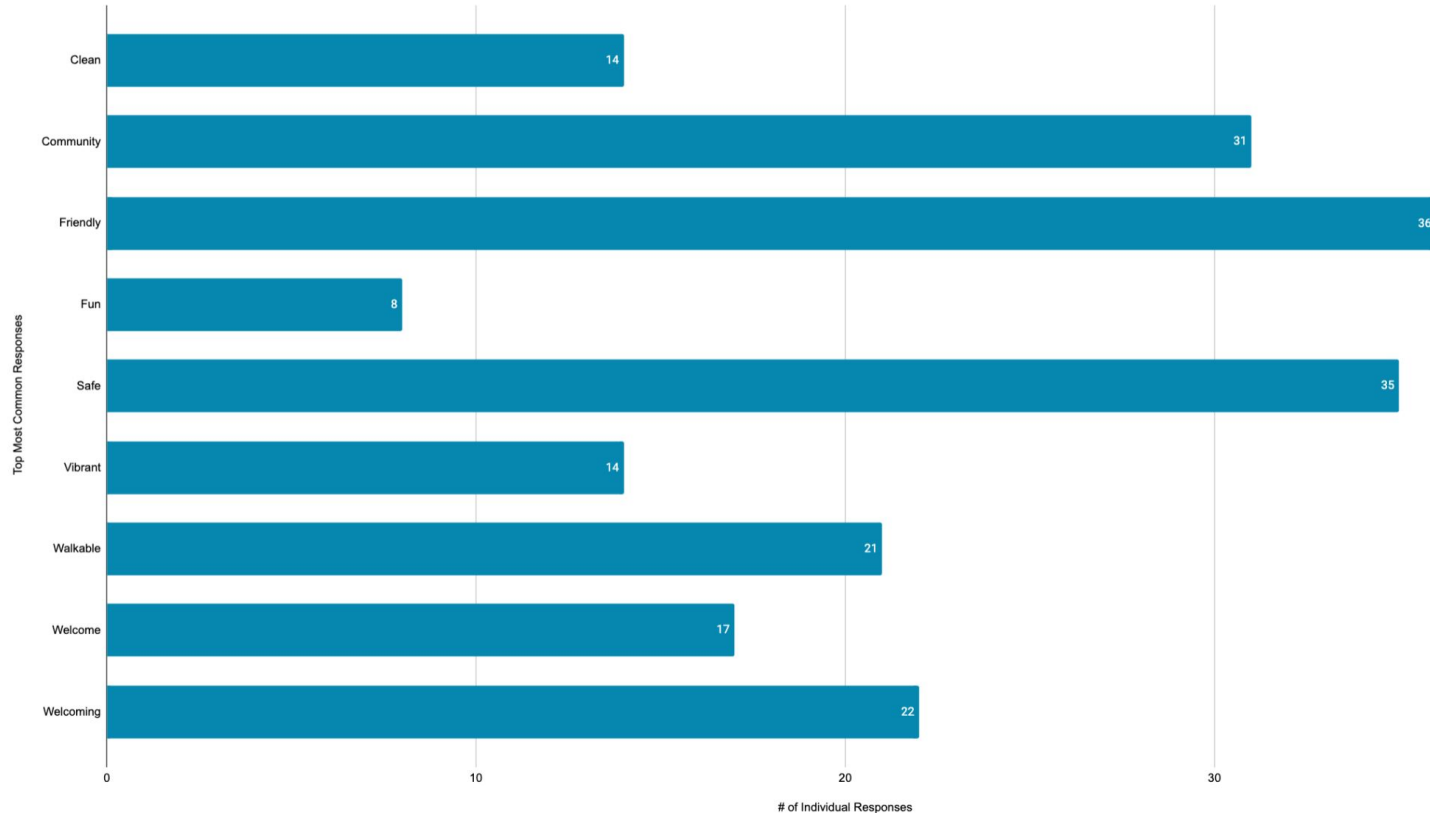
Question 2: What street do you live on?



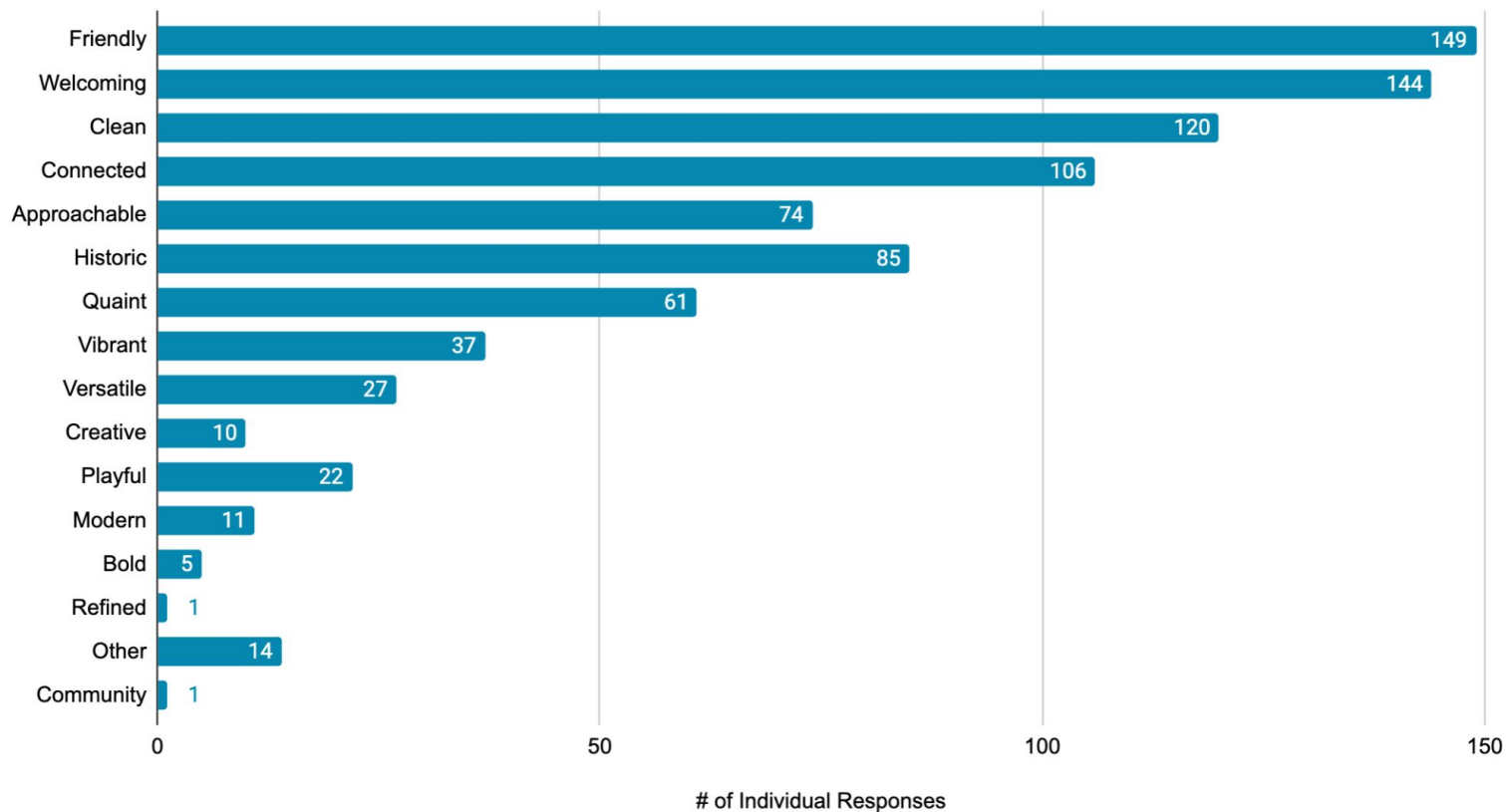
Question 3: How old are you?



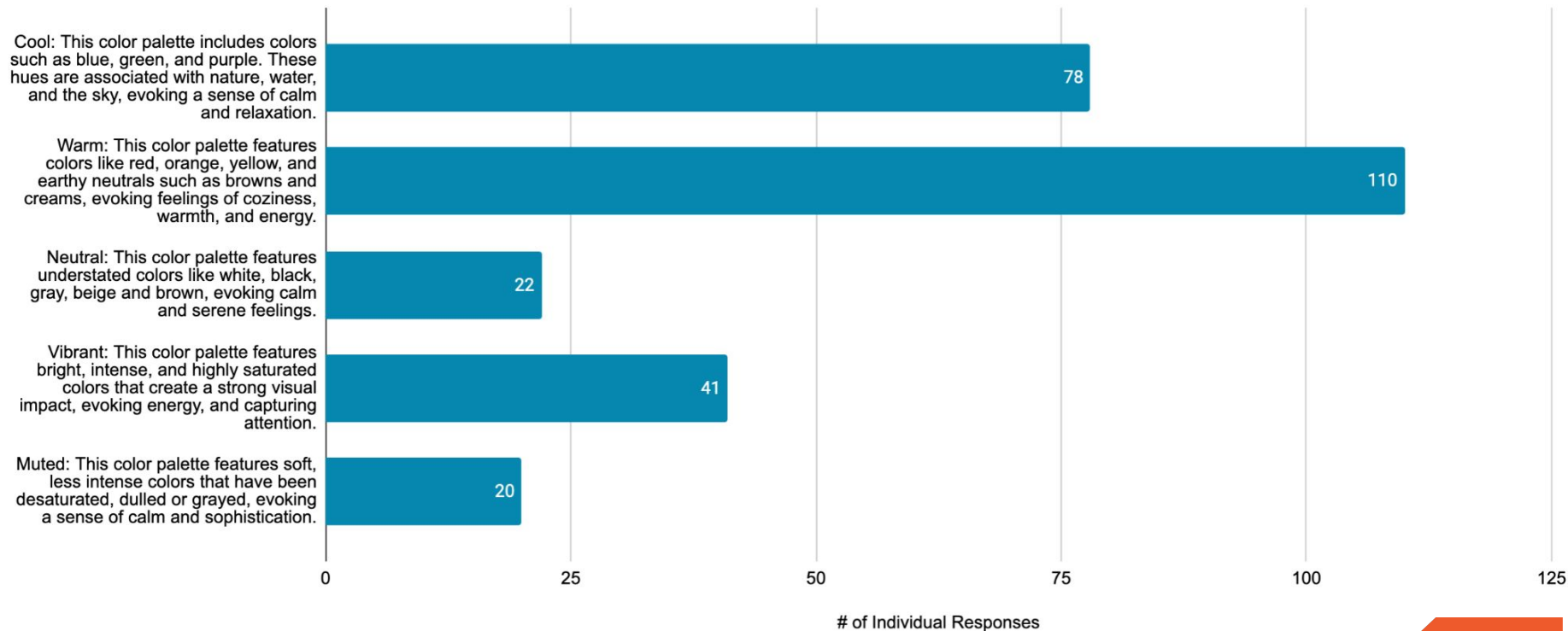
Question 4: What are three words that best describe how you'd like people to feel when they think about the City of Essex Junction? Here are the top most common words.



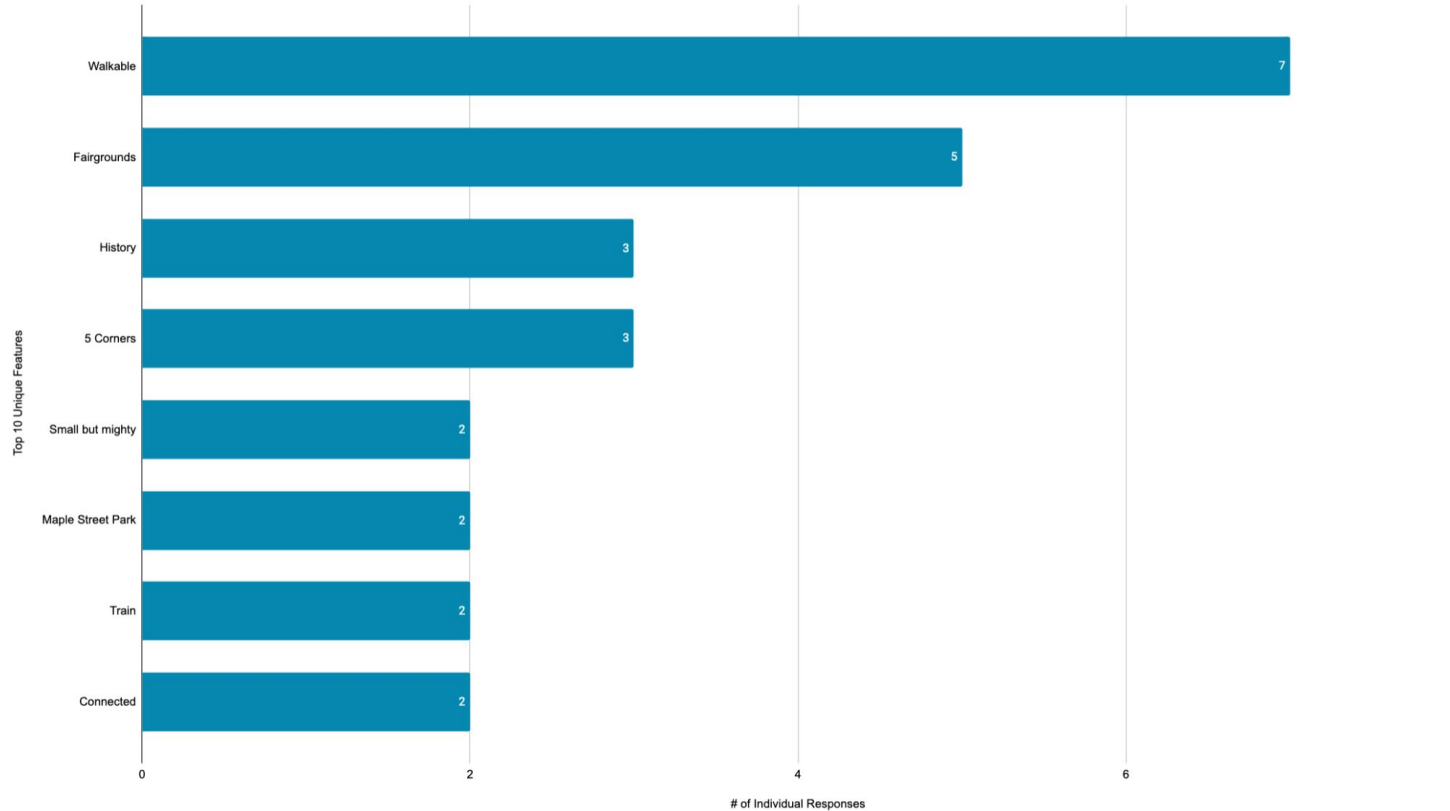
Question 5: Which of these adjectives best describe the City of Essex Junction to you?



Question 6: What general color scheme would you associate most with the City of Essex Junction?



Question 7: What makes the City of Essex Junction unique compared to other Vermont towns or cities? Here are the top most common responses.



Question 7: What makes the City of Essex Junction unique compared to other Vermont towns or cities? Some key themes emerged.

These elements are collectively seen as shaping the identity of Essex Junction, distinguishing it from other towns and cities.

The Five Corners:

This intersection is frequently mentioned as a distinctive feature of the city.

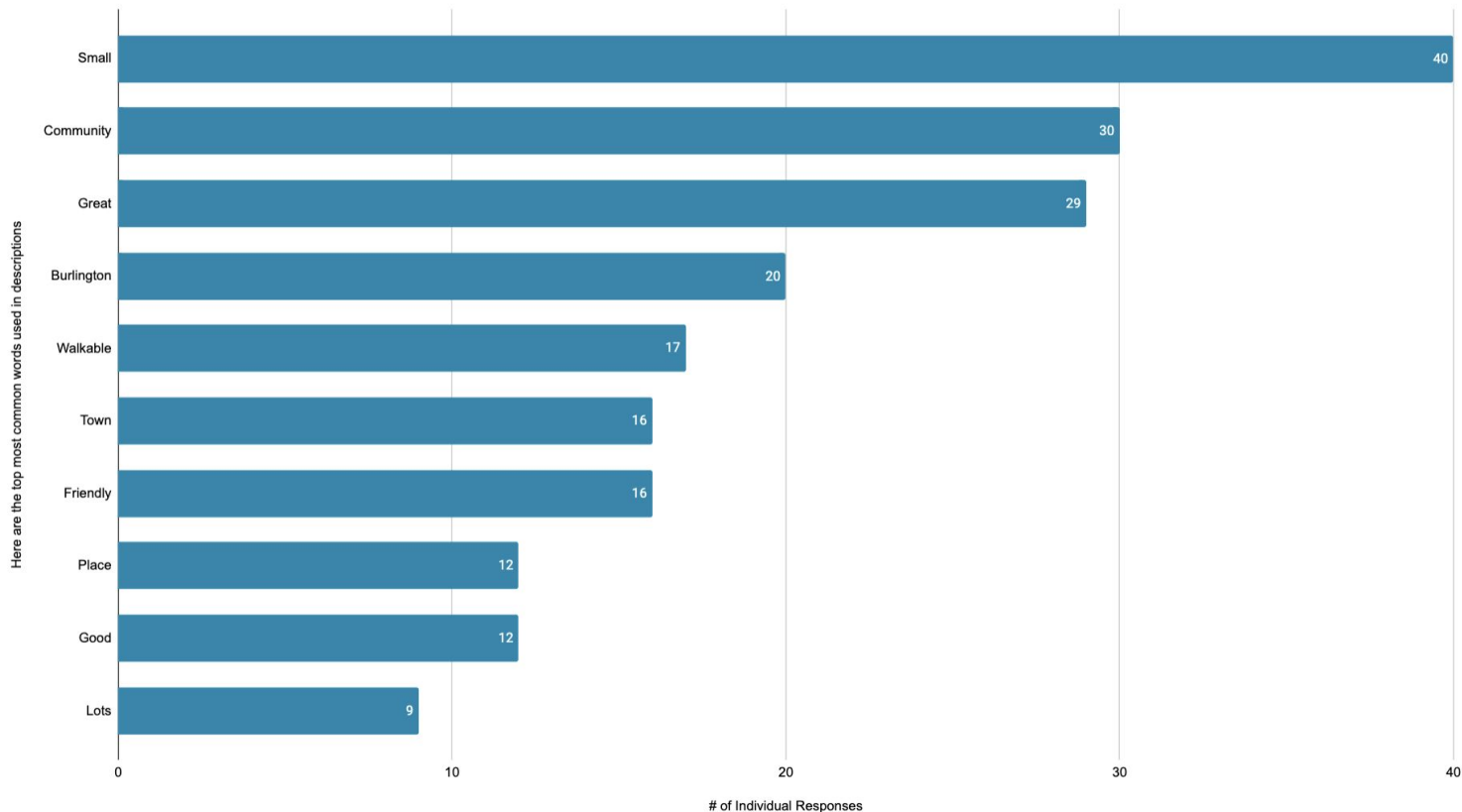
Trains:

The presence of trains is another recurring element that sets Essex Junction apart.

Fairgrounds/Events Venue:

The fairgrounds are noted as an event venue, contributing to the city's unique character.

Question 8: How do you describe the City of Essex Junction to someone who's never been? Here are the top most common words used in descriptions.



Question 8: How do you describe the City of Essex Junction to someone who's never been? Some key themes emerged.

The responses reveal several key aspects of how people perceive, connect with and describe the City of Essex Junction.

Strong Sense of Community and Walkability:

The most frequently mentioned themes in descriptions of Essex Junction are "community" and "walkable." This suggests that residents and visitors highly value the social fabric and the ease of getting around on foot.

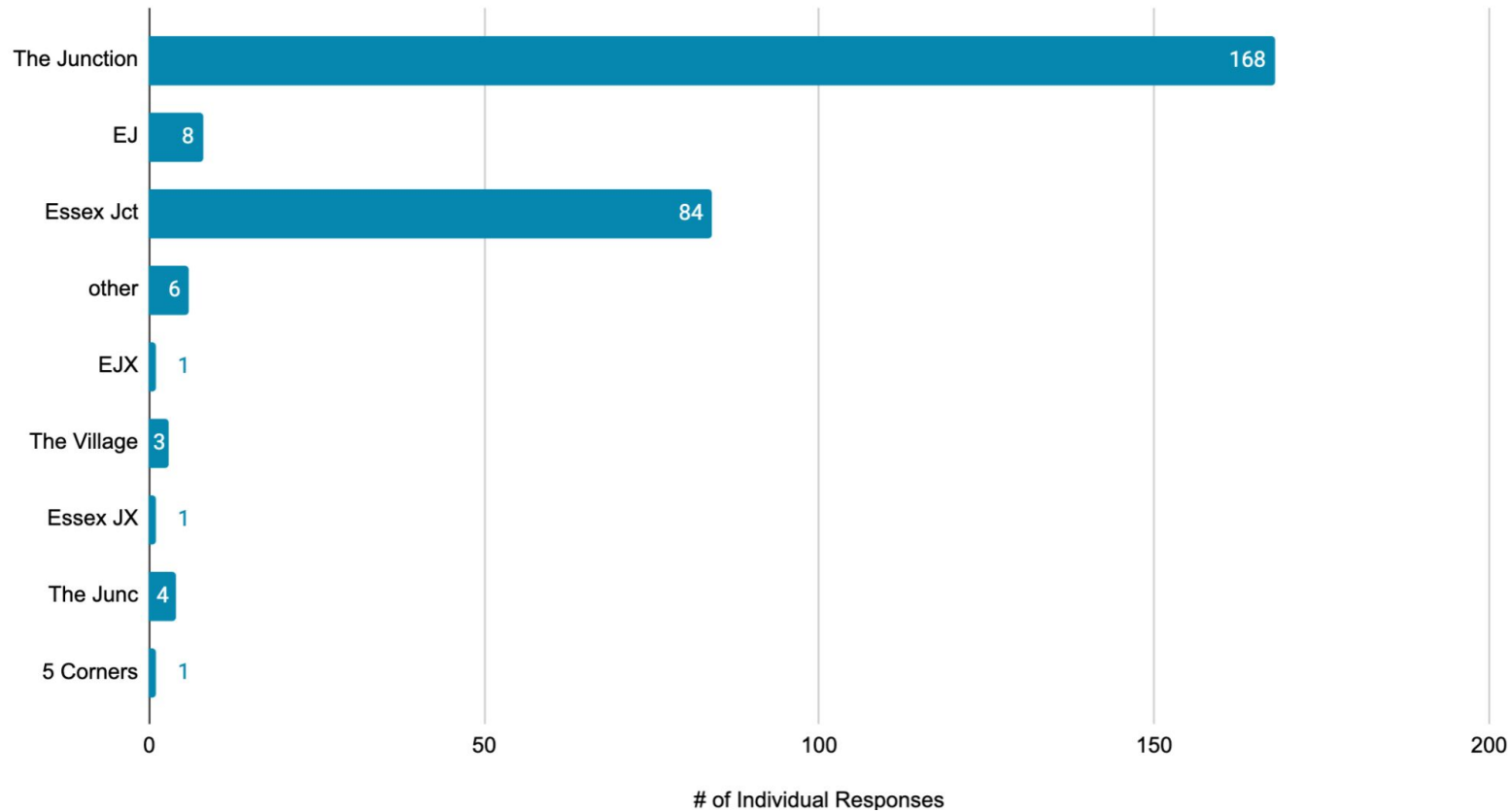
Other related themes like "small town feel" and "family friendly" further reinforce the image of a close-knit and accessible environment.

Key Amenities and Unique Features:

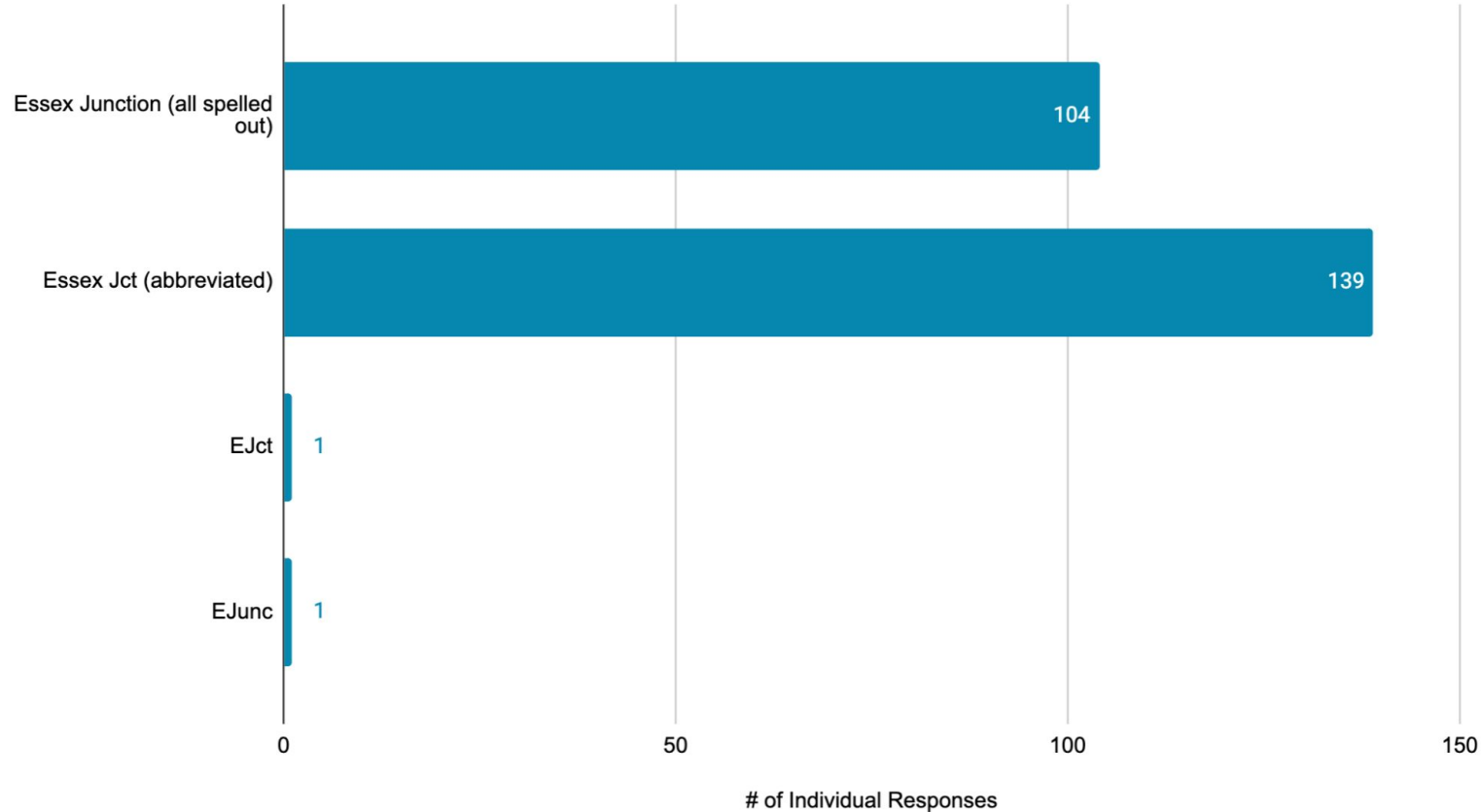
"Schools," "amenities," and "parks/recreation" are important aspects of how people describe Essex Junction, highlighting the availability of essential services and recreational opportunities as a draw.

Unique features like "fairgrounds," "trains," and "five corners" also contribute to the city's distinct identity. These elements suggest a blend of local attractions and historical significance.

Question 9: Which of the following nicknames feels most representative of the area?



Question 10: How do you commonly write or text “Essex Junction”?



Question 11: Is there anything else you'd like to share with us about the future identity for the City of Essex Junction? Some key themes emerged.

Community and Inclusivity:

The desire for a welcoming and diverse environment is a recurring theme, emphasizing a sense of belonging for all residents. One response mentions "A slightly more diverse place, that is very welcoming to people from many different backgrounds." The keyword "people" appears twice, reinforcing the focus on the human element of the city.

Preservation of Character:

There is a strong sentiment towards maintaining the city's unique identity, particularly its historical and residential aspects. One response states, "Keep it true to its history and local." Another highlights, "The residential, historical feeling is unique and iconic." The keyword "residential" appears twice.

Urban Planning and Livability:

Improvements in infrastructure and reduction of nuisances like traffic are important for enhancing the city's vibrancy. One response suggests, "Continue to enhance walk ability, work at reducing traffic noise, reinforce existing residential neighborhoods."

Forward-Looking Development:

While valuing history, there's also an emphasis on looking towards the future and evolving the city's identity. One response states, "While the City's future will necessarily be informed by its past, branding efforts should emphasize that the community is looking forward towards what it can be, not back at what it was." The keyword "maple" appears three times, which might indicate a specific local landmark or area of interest that could be central to future development or branding.

Survey Results Segment Comparison: A summary comparison of older versus younger respondents and established versus newer residents.

Older vs. Younger Respondents:

- There is shared ground in expressing pride in the City of Essex Junction, in the sense of community, accessibility, and local charm. Regardless of age, there's broad agreement that walkability, green spaces, and small-city convenience define daily life and are key strengths of the brand.
- A key difference is that older respondents lean toward descriptors like “peaceful,” “friendly,” and “rooted.” They express greater appreciation for stability, safety, and a preserved sense of place, often tying identity to history and continuity. By contrast, younger respondents tend to focus on momentum and modern energy—describing the community as “evolving,” “vibrant,” and “creative.” They're more likely to see Essex Junction as forward-thinking and connected, valuing opportunities for engagement, recreation, and local culture.

Established Residents vs. Newer Residents:

- There is shared ground in that both groups strongly associate Essex Junction with connection, convenience, and livability. They appreciate its location, community events, and access to amenities.
- A key difference is that established residents highlight tradition, reliability, and familiarity—they're proud of the city's transformation from a village but want to see its character preserved. They value longstanding institutions (the library, parks, and annual fair) and emphasize “the village feel.” By contrast, newer residents express excitement about change, diversity, and discovery. They describe Essex Junction as “approachable,” “multicultural,” and “developing”, emphasizing its emerging identity and energy. They tend to see the brand through a lens of possibility and inclusion.

Survey Results Segment Comparison: Implications, themes and strategic takeaways.

Implications for Messaging:

To bridge across all audiences, the messaging will need a brand voice that blends modern progress with hometown warmth, that positions the City of Essex Junction as both a place growing thoughtfully into the future and a community that still feels like home. The rebrand should celebrate the bridge between legacy and growth—reassuring long-timers that the city's core values endure, while inspiring newer residents to invest emotionally in shaping its next chapter. Messaging around shared pride, connectedness, and collective evolution will resonate across age and residency tenure.

Cross-Segment Themes:

- *Community is the constant:* Whether old or young, long-term or new, respondents describe Essex Junction as friendly, walkable, and neighborly.
- *Momentum matters:* Younger and newer audiences want to see energy and direction reflected in visuals and language.
- *Grounded progress:* Older and established audiences need to see that growth doesn't erase identity—it enhances it.

Overall Strategic Takeaway:

The rebrand opportunity for the City of Essex Junction is to unite these perspectives under a shared narrative of thoughtful evolution. The City of Essex Junction is a small, modern city that is moving forward, together. As a framework, that allows the brand to speak with warmth and progress in equal measure. Young and new residents will feel part of something dynamic and inclusive, while older and long-term residents will see their values and history respected and carried forward.

THE WORK: City of Essex Junction - Brand Identity Project Brief



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BACKGROUND & OBJECTIVE

What are we trying to accomplish? Change perceptions, move widgets? Simple, single-focused. The City of Essex Junction (CEJ) is seeking a new brand identity that will be both evergreen and authentic. Deliverables desired as part of the project scope include logo files (reflecting visual elements and messaging), a logo kit, brand style guide, and branded template files to assist with the city's day-to-day operations.

The stated project goal is to deliver a brand that reflects a growing, diverse and inclusive community, one that resonates with the City's history as a village and effectively communicates the impact on the community, serving various stakeholders. Public input is an important part of this process to ensure the new identity reflects the community as a whole. The rebranding should also build upon the City's Community Vision and Strategic Plan. Another goal is to provide city departments with the tools they need to create effective and strategic communications moving forward.

As background, Essex Junction was incorporated as a Village within the Town of Essex on November 15, 1892, and became Vermont's 10th city on July 1, 2022, after Village residents voted to separate from the Town of Essex. The CEJ is forward-thinking, growing, and offers a high quality-of-life in a small city in the Greater Burlington metropolitan area. With primarily residential streets, the city is neighborly, tree-lined and family-friendly. Community connectivity is significant (with amenities and activities, and with accessibility via cycle lanes, trails, and public transportation). It's a walkable city with passive and active green spaces. It offers inclusivity and equity via affordable housing, vertical development, incentives, and new businesses.

TARGET AUDIENCE

Who are we connecting with? Demographic / psychographic profile. Key actionable insights.

What makes them tick?

The target audience includes current and potential residents, employees, committees, businesses, and community organizations.

THE BIG IDEA

One thing we want to say to our audience? How is it relevant and solve the problem they have?

The City of Essex Junction is a small city with a big heart and momentum. It is a vibrant, walkable, welcoming, and tightly connected community that blends small-town authentic charm with modern energy.

Everything here is connected—the people, the neighborhoods, the culture and nature.

TONE OF VOICE

The voice should feel connected, optimistic and grounded. It should be confident but not corporate, neighborly but not small-town nostalgic. It should also feel warm and thoughtful, while avoiding jargon and over-formality.

REASONS WHY

Why should the audience believe in us? Points that directly support the big idea. What makes us different / unique?

- According to survey responses:
 - People feel what makes Essex Junction unique is its balance of modern energy with warmth and approachability.
 - It is overwhelmingly described as friendly, approachable and grounded, but also busy, evolving and purposeful.
 - It is a community that is both laid-back and active.
 - It is a city that is growing but rooted in community values.
 - There is deep affection for community connection, walkability and local experiences.
- Locals and visitors are drawn to Maple Street Park and Pool, the city's seasonal events (like Pumpkin Palooza and the August Fair), and a strong mix of great local restaurants and shops.
- There's a sense of pride in how the city balances history—especially the iconic train junction—with a family-friendly, recreation-rich lifestyle.
- The historical identity of the train and junction shape both the form and the function of the city.
- The idea of “junction” is both literal and symbolic. The city offers walkability and connectivity with easy access to the city of Burlington or the mountains, and within CEJ to parks, restaurants, events, and neighborhoods. It's a great “midlife” place to live, offering the best of all worlds.
- There is a strong sense of community spirit. People are neighborly, friendly and welcoming. People know each other and they participate in local traditions.
- There are great recreation opportunities, from the popular Maple Street Park to seasonal events, sports fields, and biking.
- The connectivity offers convenience. You can walk or bike from nature to bakeries to parks, and bump into neighbors along the way.
- The city offers both the vibrancy of a city with small town charm through a variety of dining options, the Brownell Library, local businesses and events.

DESIRED RESPONSE

What would we like the audience to think, feel, and do? Use their words.

We want our audience to feel proud of the brand identity, as an authentic representation of the place in which they live and/or work.

OTHER CONSIDERATIONS

What do we need to keep in mind when working on this?

Refer to the This or That exercise below for additional insight on logo design.

- There is a strong leaning toward:
 - clean, accessible design that offers a detail or flourish
 - A balance of contemporary design and timeless warmth
 - abstract or word mark logos
 - modern with a nod to heritage, history and place
 - timeless, evergreen design
 - Bold but approachable typography that conveys clarity and confidence
 - showing diversity
 - forward thinking and creative
 - Earthy and natural tones paired with fresh energetic accents
- In the survey results, there was a strong preference towards a warm color palette (followed by cool)
- In the survey results, several key words rose to the top of all responses:
 - Friendly
 - Safe
 - Community
 - Clean
 - Connected
 - Walkable
 - Welcoming
- In the survey results, The Junction was the most common nickname, followed by Essex Jct. In terms of spelling, Essex Jct (abbreviated) was the top result, followed by Essex Junction spelled out.
- Avoid:
 - overly formal and/or seal-style logos
 - a logo that is too literal, loaded with imagery
 - green color choices (to differentiate from other cities and towns)
 - trendy design choices
- The city is both lively and personal, so the identity should be approachable but dynamic.
- Should we lean into the brand as it is referred to? (ex. "Junction" vs "JCT" vs "CJ" vs "COEJ" vs "EJ")
- The CEJ is a city in name, but not in feel. "City of" should technically be in the logo, but can be more subtle. The village mentality and feel is still important to people.
- Consider a symbolic reference to the train or "junction" as a nod to the city's origin and continued connectivity. Lines, crossing points or hubs could reinforce the city as a connector.
- Incorporate a sense of movement or flow to reflect walkability and access.
- Explore a design that feels friendly, warm, open, and human-centered. Round forms, organic elements, warm color tones and not overly polished.

- Consider how to convey community life and activity to reinforce a sense of place and rhythm.
- There is a balance of heritage and forward-thinking to convey.

SCOPE

Outline the specific pieces needed to accomplish the goals above. Deadlines, any production specifications, where to deliver, etc.?

Discovery Session & Online Survey (CEJ.001.25)

- Discovery Session
- Project brief
- Survey development, distribution & report

Brand Identity & Message Development (CEJ.002.25)

- Concept development (5 concepts; up to 5 rounds of revisions to 1 concept)
- Primary and secondary logo variations
- Messaging options (3)

Logo Kit & Brand Style Guide (CEJ.003.25)

- Logo kit with files (b/w, grayscale, CMYK and RGB)
- Brand style guide (logo usage, sub-brands, colors, fonts, and templates; 1 round of revisions)

Collateral & Templates (CEJ.004.25)

- Branded templates (brochures, PPT, report covers, letterhead, business cards, memos, road and building signage, and street lamp banners). 2 rounds of revisions included.

Identity Schedule

Please refer to separate [timeline document](#).

COMMUNITY SURVEY INSIGHTS

The community survey reveals a city that is proudly evolving, yet deeply rooted. Essex Junction is seen as a vibrant, connected community with modern energy and authentic charm. Residents and stakeholders want a brand that reflects progress without pretense. This means an identity that's fresh, confident, and creative, but still grounded in friendliness, accessibility, and civic pride. The most powerful brand positioning opportunity lies in expressing Essex Junction as "a small city with a big heart and momentum." It's a place where people and ideas intersect, where community thrives, and where Vermont's future feels tangible and welcoming.

For the identity and messaging development, this means we should:

- visually aim for a clean, modern aesthetic with subtle nods to history and place
- verbally adopt a tone that is warm, purposeful, and quietly confident (while avoiding jargon or over-formality)
- emotionally celebrate connection, activity, and belonging—the traits that make Essex Junction feel both special and real

In a review of survey responses, it is clear that the community sees the City of Essex Junction as a small city with a big heart and momentum. They see it as a place where community connection, creativity, and progress meet everyday life. They also see it as evolving confidently, while staying grounded in its neighborly roots.

Some key messaging themes:

1. **Connection at the Core:** Essex Junction is where people, paths, and ideas meet — it is a community defined by relationships and movement.
2. **Progress with Purpose:** The city is evolving thoughtfully, guided by values of inclusion, creativity, and sustainability.
3. **Everyday Vibrancy:** Life here is walkable, active, and full of local moments that make people feel part of something real.
4. **Rooted in Vermont, and Ready for What's Next:** A brand that honors its heritage while embracing its future as Vermont's most forward-thinking small city.

Summary learnings from open-ended survey questions:

- **What makes the City of Essex Junction unique compared to other Vermont towns or cities?** There is a clear desire for the brand to balance modern energy with warmth and approachability. While “modern,” “forward-thinking,” and “bold” were selected alongside “earth tones,” “creative,” and “vibrant,” there’s an evident tension between progressive visual identity and grounded community character. Respondents favor traits that feel contemporary and dynamic but not flashy. This suggests the brand should avoid overly rustic or conservative cues and instead convey confidence, creativity, and subtle sophistication. This insight implies the identity should visually and verbally celebrate Essex Junction’s evolution into a city while maintaining its sense of neighborly scale and connection.
- **How do you describe the City of Essex Junction to someone who’s never been?** When asked to imagine Essex Junction as a person, participants overwhelmingly described it as friendly, approachable, and grounded, yet also busy, evolving, and purposeful. The duality between being “easy-going” and “on-the-go” captures a community that’s both laid-back and active, comfortable yet striving. Words like “developing,” “welcoming,” and “involved” reinforce a sense of intentional progress, a city that’s growing but rooted in community values. For messaging, this indicates that the voice should feel confident but not corporate, neighborly but not small-town nostalgic, and should highlight connection, purpose, and momentum as key brand traits.
- **Is there anything else you'd like to share with us about the future identity for the City of Essex Junction?** Survey participants expressed deep affection for community connection, walkability, and local experiences. Highlights include the Maple Street Park and Pool, the Brownell Library,

the annual fair, and the active events calendar (Pumpkin Palooza, Train Hop, etc.). Local dining and small businesses (Boxcar Bakery, Martone's, etc.) are repeatedly mentioned as part of Essex Junction's charm. People describe it as a "friendly, walkable place that feels like home" and praise its balance of urban and natural amenities. Many also noted the city's unique identity as a "junction," a connector between communities, cultures, and lifestyles. This suggests the brand should emphasize connectedness, community spirit, and livable vibrancy—a place where daily life feels both convenient and enriching.

Please refer to the separate survey summary report for more details.

DISCOVERY SESSION EXERCISE INSIGHTS

Session Date: July 24, 2026

CEJ Attendees: Ashley Snellenberger, Steve Shaw, Jessie Angus, Joanne Pfaff, Jeffrey Ferland, Katie Murad, Nathan Doudera, Time Miller. **Place Attendees:** Steve Crafts, Michael Adams, Brianne Lucas

BRANDS THAT INSPIRE

Brands or campaigns that inspire you, and why:



- Kleenex - very clean, modern, fresh, contained in a shape. A little something extra (unexpected element) makes it unique.
- Arbor Day - clean logo, simple, showcases exactly who they are. Like the combo of the mark and text.
- Amazon - like the hidden smile and the A-Z "easter egg."
- Apple - simplicity, one color, stands out. You know exactly what the symbol is.
- Runout Customs - simple. Has an "if you know, you know" aspect.
- Orvis - symbol. You can remove the word and still recognize the brand.
- Patagonia - symbol, iconic, simple.
- Boxcar Bakery - visual, strategic, playful, sophisticated. Reflects the visual space. Makes you want to wear the design.

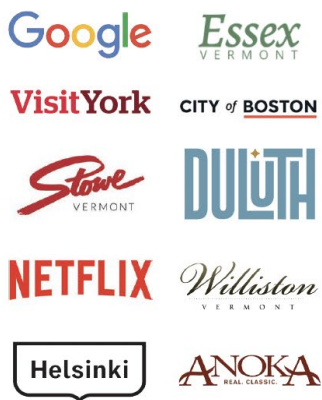
- Vacation - branding, messaging, nostalgic. An interesting blend of old meets new. The message of “leisure enhancing protection” is emotional.
- Spotify Wrapped - very recognizable, clean and clear.
- Ladro - thief visual has a story behind it.
- Target - symbol is recognizable without the word.
- Instagram - recognizable without the word. Clean, simple.
- Loewe - mission branded visuals with interesting dualities. Fun but sophisticated. A little whimsical with refined elegance.
- Nike - the swoosh is iconic. Campaigns are empowering and emotional.

The Colchester logo has themes, and overall people seemed to like that it speaks to the city but the colors were generic and it was not well executed.

TYPES OF LOGOS

As a general recap on the logo types, we discussed how literal logos can be limiting and polarizing, that abstract logos allow viewers to take what they want out of it, and that word marks can convey personality in type and color.

WORD MARKS



LITERALS



ABSTRACTS



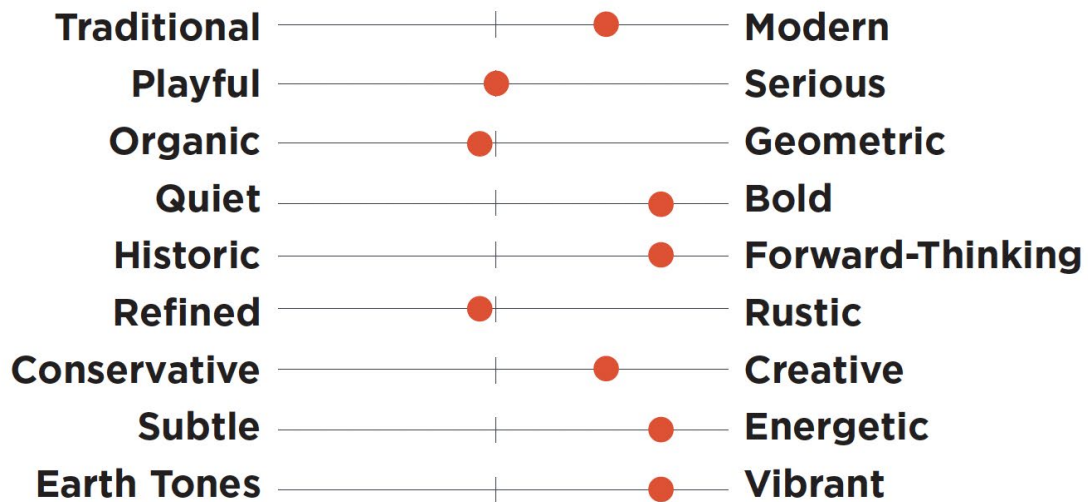
LOGOS YOU LIKED FOR MANY REASONS



- Burleson and Pine County logos - liked because of how the logo can be broken down into separate elements to fit various needs (just graphic, just words, etc.)
- Eagan logo - liked because it is literal but also abstract
- Sao Paulo logo - liked how colorful and fun it is.
- Telluride - feels evocative of the area. Font is cool. Gives a sense of place.
- Paris Olympics system: liked the geometric and fun approach to the pictograms and icons developed and signage for the events.
- Montreal Logo: liked the icon with 4 hearts that look like a clover. Simple and effective.
- City of San Diego & City of Guelph logos: liked the simplicity
- Arbor Day logo - visual that works well (is versatile) across foundation and tree city program.
- City of Danville logo - liked how it is modern and fresh, incorporates elements of the city without going overboard. Typography is clean, crisp and contemporary.
- Sao Paolo logo - colorful, represents diversity.
- City of Prescott logo - simple, evocative of the region.
- City of Orlando logo - modern, simplified landmark in the design.
- Kansas City logo - like the simple fountain and heart shape (area has a lot of fountains).
- City of Detroit logo - cool image. Makes you think industrial, backbone of America.
- Chesapeake Virginia logo - nice, simple, feels like you're on the water.
- Town of Telluride logo - simple, feels like you're in the mountains. "Cool kid" vibe to the font.

THIS OR THAT

We showed two opposite words, and determined where on the scale the new logo identity should sit.



CITY GOOGLE REVIEW

If you were writing a Google review for the City of Essex Junction, what would you say you love about living there? What activities would you recommend? What would you suggest your family or friends do when they visit?

"I love the energy of this small city. Feels like a town but there is surprises all around. I'd recommend getting some brunch and coffee at Boxcar and then taking a stroll through the 5-corners to the 5 Corners Antiques and other small shops - Karen's Kloset, Bespoke, and Yankee Quilt. Then a small drive to the Essex Experience to grab some lunch at Salt & Bubbles or Black Flannel on your way to more unique shops (Nusantara, Addie & Grace, Livresse) on the way to the mountains or farms nearby."

"I would encourage people to visit Maple Street Park and Pool. This is such a great resource for the community, and Essex Junction Parks and Recreation does a fantastic job of programming (summer camps and after-school) and special events (Pumpkin Palooza, Train Hop, Easter Egg Hunt, Memorial Day Parade, and Fourth of July Fireworks). Food is another suggestion I would make. We have some great restaurants, such as Boxcar Bakery, Martone's, and Vespas, which are among my favorites. I would also encourage people to take a walk around Essex Junction. In the Five Corners, there is a great mix of old and new buildings with shops and restaurants. There are also great neighborhoods to walk in."

"Essex Junction is one of those places that just feels like home, even if you didn't grow up here. It's walkable, friendly, and has just the right mix of small-town charm and community energy. The restaurants are solid—some great local spots to grab a bite, whether you're in the mood for something casual or a bit more elevated. The community really shows up for local events, especially the annual fair, which brings a ton of people into town and gives the whole place a fun, lively vibe. I also love the little things—like the train still running through the center of town and the seasonal events that make it feel connected and alive. It's a great place to visit, and an even better place to be part of."

"I chose Essex Junction for its strong schools and proximity to Burlington, lakes, and mountains. I stay in Essex Junction for those things, but so much more. I can walk out my front door to a wooded path behind my neighborhood for nature and quiet. I can ride my bike to the local top-notch bakery where the staff literally knows my name and my favorites. I can pop over to our first-rate parks and rec facilities or grab a sandwich for lunch, where I'm likely to see someone from my kids' school or a friend from down the street. Essex Junction is community, convenience, good taste, nature, grounded, and welcoming. 5 stars."

"I would recommend that people visit Maple Street Park, especially in December for "Lights in the Park" or in October for Pumpkin Palooza. I would also recommend the fair in August. The City is very walkable which is also nice."

"I'd highlight the walkability, bikeability, and the vibrant yet easygoing lifestyle here. What makes Essex Junction unique is how it naturally connects people to the mountains, surrounding communities, and the vibrant culture of the region. It's a place where the name "junction" really comes to life, offering a perfect starting point for exploring everything Vermont has to offer."

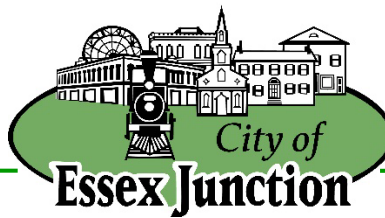
"All roads lead to Essex Junction. While your first inclination might be to just keep on driving through, there are plenty of things that make the stop worthwhile. Fantastic shops and amazing recreation opportunities are just a couple of things that make EJ an amazing stop."

Interesting takeaways: CEJ is the "Most urban of the suburban." There is a "The village way" mentality, which is to do it right and do it well. Parks and rec always has something going on. "Community" is really big. Everyone knows everyone. Uniqueness is in the daily life.

BRAND PERSONA

Think about the City of Essex Junction as if it were an actual human being. What adjectives would you (and your audience) use to describe its personality if it was an actual person?





MEMORANDUM

To: City Council
From: Christopher Yuen, Community Development Director
Meeting Date: October 22, 2025
Subject: TrichomeVT Outdoor Cultivator Tier 1 License Renewal

Issue:

Whether the Local Cannabis Control Commission should renew the local cannabis license for an existing Tier 1 Outdoor Cannabis Cultivator at 8 Taft Street.

Discussion:

Municipalities with a Local Cannabis Control Commission have some authority to regulate Cannabis Establishments in the city. These powers are established through [7 V.S.A. § 863](#) and outlined in Section 2.15 of Vermont Cannabis Control Board's [Rule 2: Regulation of Cannabis Establishments](#).

In previous years, municipalities were notified of pending license renewals by the Vermont Cannabis Control Board (VCCB) and asked to verify cannabis establishments' compliance with local regulations as part of the renewal process. The VCCB's most recent rule update, effective July 15, 2025, formalized a change in process by amending Rule 2.15: Rather than checking in with an LCC as part of the annual renewal process, the Board now asks that LCCs "Promptly transmit to the Board minutes recording any official action of a local control commission, including when a local control license is granted, denied, suspended, revoked, or conditioned (Rule 2.15[b])."

The subject outdoor cultivation site is located in the R1 Residential District, where zoning regulations prohibit cannabis cultivation. On July 14, 2025, I issued a Notice of Violation to Jason Struthers, the owner of 8 Taft Street, in light of the Vermont Supreme Court's 2025 opinion, which confirmed that "[a] landowner's cannabis-cultivation operation is not exempt from all municipal regulation simply because he is a licensed outdoor cannabis cultivator." *In re 8 Taft Street DRB & NOV Appeals*, 2025 VT 27, No. 24-AP-273¹.

Struthers then appealed the Notice of Violation to the City's Development Review Board (DRB), which subsequently upheld the Notice of Violation in its decision on September 22, 2025 (attached). A staff report and summary of the case history are available in the DRB's September 18, 2025, packet here: <https://www.essexjunction.org/meeting/development-review-board-09-18-2025>. Struthers appealed the DRB decision to the State Environmental Court on October 17, 2025.

To be consistent with the DRB's decision, the City Council, acting as the Local Cannabis Control Commission, may now consider a denial of the annual renewal and revocation of TrichomeVT's local cannabis license for its outdoor cultivation because it is in violation of the Land Development Code.

Cost: N/A

¹ The Environmental Court subsequently issued a Judgement Order consistent with the Supreme Court opinion that concludes both Struthers' duck farming operations and cannabis cultivation are prohibited by the LDC. This decision was filed on September 3, 2025.

Recommendation:

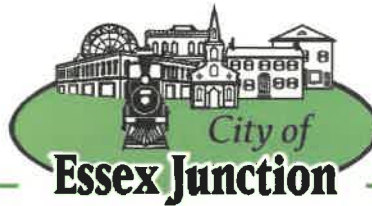
Staff recommends the City Council, acting as the Local Cannabis Control Commission, deny the license renewal and revoke TrichomeVT's local cannabis license.

Recommended Motion:

I move that the Essex Junction Local Cannabis Control Commission deny the license renewal and revoke the local cannabis license for TrichomeVT's Tier 1 Outdoor Cultivation.

Attachments:

1. September 22, 2025 DRB Decision regarding Appeal of 8 Taft Street Notice of Violation
2. TrichomeVT License Renewal Application



Development Review Board

Appeal of Administrative Officer's Notice of Violation issued to the Resident at 8 Taft Street on July 23, 2025

Findings of Fact and Decision

The City of Essex Junction Development Review Board ("DRB") held a Public Hearing on September 18th, 2025 to review the Appeal of Administrative Officer's ("AO") Notice of Violation (NOV) regarding the property located at 8 Taft Street, in the R1 Residential District ("Property"). The Property is being used for cannabis cultivation. The City of Essex Junction, Vermont Land Development Code ("LDC") prohibits this use within the R1 zoning district.

EXISTING CONDITIONS AND GENERAL INFORMATION

Property Location: 8 Taft Street

Property Size: 22,651 square feet (0.52 acres)

Existing Land Use: Residential, Agricultural, and Outdoor Cannabis Cultivation

Surrounding Land Use: Residential

Zoning District: Residential 1 (R1)

APPEAL DESCRIPTION

Jason Struthers ("Struthers"), resident at 8 Taft Street, submitted a letter dated July 23rd, 2025, timely appealing a July 14th, 2025 decision by the Administrative Officer (AO) to issue a Notice of Violation (NOV) against Struthers concerning outdoor cannabis cultivation on Struthers's property at 8 Taft St. The City of Essex Junction, Vermont Land Development Code (LDC) prohibits this use within the R1 zoning district.

Struthers claims that his cannabis cultivation use is grandfathered and permitted to continue as a non-conforming use under Section 801 of the LDC. The AO disputes that the cannabis cultivation qualifies as a non-conforming use. The AO's reasoning was outlined in his separate memo to the DRB.

A notice of hearing was provided to the Appellant and Property owner.

BACKGROUND AND HISTORY

Struthers testified that he began growing outdoor cannabis on his property at 8 Taft Street on or about July, 2022. He received his cultivator's license on or about July 29, 2022 and on or about May 4, 2023 he received his farm designation from AAFM.¹ In July 2022, Cannabis Cultivation was not a defined use in the LDC's Use Chart; however, Agriculture was defined and was not permitted in the R1 district. Throughout 2023, the City received several complaints from neighbors about the noise and odor

¹ Struthers did not submit either his farm designation or his cultivator's license into the record at the hearing.

impacts of the cannabis cultivation. The following is a timeline and description of the major events and decisions to date related to this case. Additional background information and a summary of undisputed facts are also available the Vermont Supreme Court's decision *In re 8 Taft Street DRB & NOV Appeals*, 2025 VT 27 (Docket No. 24-AP-273).

1. On July 20, 2023, the City's Administrative Officer (AO), Christopher Yuen, issued a memorandum explaining his decision not to enforce the LDC's prohibitions against Agriculture and Cannabis against Struthers. At the time, he believed that the City could not enforce the LDC's prohibition of agriculture outside of the PA zone if the activity meets the State's definition of a farming operation. At the time, he also believed that City did not have the authority to prohibit outdoor cannabis cultivation from specific zoning districts.
2. Neighboring resident Stephen Willie Padnos (Padnos) appealed the AO's non-enforcement to the DRB, which held a hearing on September 21, 2023 and issued a decision to overturn the AO's position on the ducks but to uphold the AO's position on Cannabis Cultivation. This decision was issued on October 6, 2023.
3. In accordance with the DRB decision, on November 20, 2023, the AO issued a NOV for the ducks.
4. Struthers appealed the NOV to the DRB, which held a hearing on December 19, 2023. The DRB issued a decision on January 15, 2024, upholding the NOV.
5. Padnos appealed the DRB's decision on the cannabis and Struthers appealed the DRB's decision on the ducks to the Vermont Superior Court Environmental Division (Environmental Court). On August 29, 2024, the Environmental Court issued a Judgment Order regarding both ducks and cannabis in favor of Struthers on both issues.
6. Padnos appealed the case to the Vermont Supreme Court. On May 30, 2025, the Supreme Court issued a Final Opinion, reversing the Environmental Court's earlier decision and ruling that municipalities do have the authority to regulate both agriculture and cannabis. The matter was remanded back to the Environmental Court for issuance of a judgment order consistent with the Supreme Court's decision.
7. On July 14, 2025, consistent with the Vermont Supreme Court's decision, the AO issued an NOV to Struthers on the basis that his cannabis cultivation violates Section 622 and Section 726 of the LDC.
 - Section 622 prohibits outdoor cannabis cultivation in the R1 zoning district.
 - Section 726 requires cannabis plants to be located at least 50 feet from property lines and some of the plants on the property are within this setback.
8. On July 23, 2025, Struthers appealed the NOV to the DRB.
9. On September 4, 2025, the Environmental Court issued a Judgment Order on remand, holding that both duck farming and cannabis cultivation are prohibited by the LDC in the R1 District and the City has the ability to enforce the LDC against Struthers.
10. This DRB held a hearing on or about September 18, 2025 on Struthers appeal of the NOV.

SECTION 201: DEFINITIONS

The LDC defines Agriculture as follows:

12. "Agriculture" or "Agriculture Sales-Related Activity" shall mean the use of property or structures for common farming-related activities necessary for crop and animal production. A plant or tree nursery shall be deemed an agricultural related activity. The sale of agricultural products or byproducts on agricultural property is deemed an "agriculture sales-related activity".

This definition was in the LDC prior to 2022.

The LDC defines Cannabis Cultivation Establishments as follows:

38. "Cannabis Cultivator Establishment" shall mean an establishment licensed by the Vermont Cannabis Control Board and the Local Control Commission to engage in the cultivation of cannabis in accordance with 7 V.S.A Chapter 33 [or current state definition at time of application].

This definition was added to the LDC in September 2022 and became effective by October 2022.

SECTION 622: USE CHART

"Agriculture" is not a permitted use in the R1 district. This has been the case since prior to 2022.

"Cannabis Cultivation Establishment" was specifically added to the use chart in September 2022 as a use prohibited from the R1 district.

SECTION 801: NON-CONFORMING USES

The LDC regulates non-conforming (grandfathered) uses as follows:

"Any use of land or buildings legally existing on the effective date of this Code, which has become non-conforming as a result of this Code shall be considered as a Non-Conforming Use and may be maintained subject to the provision of this Section.

A. Expansion of Non-Conforming Uses Except as may be provided in this Section, a non-conforming use shall not be expanded or extended to occupy more land or floor area than it occupied on the effective date of this Code and shall not be expanded to displace a conforming use.

B. Change of Use A non-conforming use may be changed to a Permitted Use or Conditional Use for the district in which it is located. A non-conforming use shall not be changed to another nonconforming use.

C. Discontinuation of a Non-Conforming Use If a non-conforming use is discontinued or abandoned for a period of one hundred eighty (180) consecutive days, including any period of discontinuation prior to the effective date of this Code, that use shall not be renewed or re-established, and any subsequent use of the lot or structure shall be in conformance with all provisions of this Code.

1. If a non-conforming use is discontinued because the structure in which it is located is destroyed or damaged by fire, flood, windstorm or similar abnormal event, that use may

be re-established in the structure when and if it is rebuilt, provided that the structure complies with all provisions of this Code and that the non-complying use occupies no more floor area than it did prior to the event."

The DRB held a vote and unanimously affirmed and upheld the NOV in the open session.

Based on the testimony and evidence submitted into the record, the Development Review Board memorializes its September 18th, 2025 determination through the issuance of the following Findings of Fact and Conclusions of Law:

Findings of Fact:

1. Jason Struthers is the owner of residential property located at 8 Taft Street, Essex Junction.
2. Mr. Struthers grows cannabis on the Property, which he began doing in July 2022.
3. Mr. Struthers obtained a farm designation from the AAFM on or about May 4, 2023.
4. 8 Taft Street, Essex Junction is located in the R-1 District.
5. The Use Chart (Chapter 6, §622.G) in the LDC does not permit agriculture in the R1 zoning district. LDC p. 149.

Conclusions of Law:

The DRB finds that the plain language of the regulations prohibits Cannabis Cultivation in the R1 zoning district:

1. Cannabis cultivation constitutes agriculture or farming
 - The LDC defines agriculture as "the use of property or structures for common farming-related activities necessary for crop and animal production". Section 201.C.12 also states that "A plant or tree nursery shall be deemed an agricultural related activity. The sale of agricultural products or byproducts on agricultural property is deemed an 'agricultural sales-related activity.'"
 - Cannabis cultivation clearly falls within this definition.
2. Agriculture is prohibited in the R1 district
 - Struthers's property is in the R1 zone.
 - Because agriculture has always been prohibited in the R1 zone and because the Vermont Supreme Court concluded that municipalities have the right to regulate agriculture, cannabis cultivation was, by extension, not permitted in July, 2022 when Struthers began growing cannabis and even prior to Cannabis Cultivation being specifically prohibited in October 2023. Struthers's cultivation of cannabis is, therefore, not grandfathered.
3. State law does not exempt cannabis from zoning regulation
 - 7 V.S.A. § 869 specifies that cannabis establishments are not considered "farming" under state agricultural practice rules and are not treated as agricultural products for taxation or current use. This statute does not provide that cannabis cultivation is not agriculture or farming for the purposes of zoning.
 - Moreover, 7 V.S.A. § 869(b) provides that "A cannabis establishment regulated under this chapter (Chapter 33 of Title 7) shall be subject to regulation under 24 V.S.A. chapter 117 as authorized by this chapter, unless otherwise provided under this chapter."
 - Chapter 117 is the municipal and regional planning and development chapter.
 - Furthermore, 7 V.S.A. §869(f) provides that "[n]otwithstanding subsection (a) of this section, a cultivator licensed under this chapter who initiates cultivation of cannabis

outdoors on a parcel of land shall: (1) be regulated in the same manner as 'farming' and not as 'development' on the tract of land where cultivation occurs for the purposes of permitting under 10 V.S.A. chapter 151"

4. The Superior Court has confirmed this prohibition

- In its September 3, 2025 decision on remand, the Superior Court stated: "Appellant's licensed outdoor cannabis operations are prohibited in the R-1 Zoning District in which the Property is located. As the Vermont Supreme Court has explained, this prohibition is permissible because it does not regulate water quality practices." [footnote omitted].

5. Conclusion

- Because agriculture was already prohibited when Mr. Struthers began cultivating cannabis, the use was never lawful and cannot qualify as a pre-existing nonconforming use.

Decision:

The DRB upholds the Administrative Officer's Notice of Violation issued on July 14th, 2025, and concludes that the City is obligated to enforce its LDC against Mr. Struthers with regards to his farming activities, specifically cultivating cannabis.

Motion made by DYLAN ZWICKY, seconded by LUKE BROCKMEIER, that the Development Review Board uphold the Administrative Officer's Notice of Violation for the cannabis cultivation operation at 8 Taft Street in the R1 Residential District. Motion passed unanimously (5-0).

DRB Member	Vote
John Alden	In favor
Maggie Massey	In favor
Luke Brockmeier	In favor
Cristin Gildea	In favor
Dylan Zwicky	In favor

This decision is effective on the date of the last signature below.


John Alden (Sep 22, 2025 12:30:37 EDT)

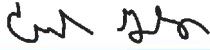
John Alden, Chair


Maggie Massey (Sep 22, 2025 13:33:42 EDT)

Maggie Massey, Vice-Chair


Luke Brockmeier (Sep 22, 2025 12:29:35 EDT)

Luke Brockmeier, DRB Member



Cristin Gildea (Sep 22, 2025 12:32:51 EDT)

Cristin Gildea, DRB Member



Dylan Zwicky (Sep 22, 2025 13:29:46 EDT)

Dylan Zwicky, DRB Member

NOTICE: This decision may be appealed to the Vermont Environmental Court by an interested person who participated in the proceeding(s) before the development review board. Such appeal must be taken within 30 days of the date of this decision, pursuant to 24 V.S.A. § 4471 and Rule 5(b) of the Vermont Rules for Environmental Court Proceedings.

8 Taft Street Appeal Notice of Violation Cannabis Decision SP#8.2025 20250918

Final Audit Report

2025-09-22

Created:	2025-09-22
By:	Michael Giguere (mgiguere@essexjunction.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAArZAAix-ReT-wFUdV26WCsdPG_8z7yOyt

"8 Taft Street Appeal Notice of Violation Cannabis Decision SP# 8.2025 20250918" History

-  Document created by Michael Giguere (mgiguere@essexjunction.org)
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-  Document emailed to John Alden (jba@scottpartners.com) for signature
2025-09-22 - 4:12:59 PM GMT
-  Document emailed to Maggie Massey (flinnmr@gmail.com) for signature
2025-09-22 - 4:12:59 PM GMT
-  Document emailed to Luke Brockmeier (luke.brock@gmail.com) for signature
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-  Document emailed to Cristin Gildea (blikcallahan@gmail.com) for signature
2025-09-22 - 4:13:00 PM GMT
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-  Email viewed by Luke Brockmeier (luke.brock@gmail.com)
2025-09-22 - 4:29:11 PM GMT
-  Document e-signed by Luke Brockmeier (luke.brock@gmail.com)
Signature Date: 2025-09-22 - 4:29:35 PM GMT - Time Source: server
-  Document e-signed by John Alden (jba@scottpartners.com)
Signature Date: 2025-09-22 - 4:30:37 PM GMT - Time Source: server



Adobe Acrobat Sign

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2025-09-22 - 4:32:22 PM GMT

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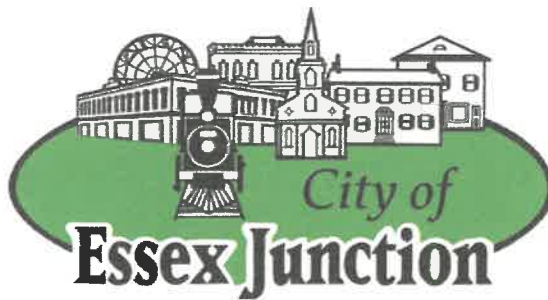
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 Document e-signed by Maggie Massey (flinnmr@gmail.com)
Signature Date: 2025-09-22 - 5:33:42 PM GMT - Time Source: server

 Agreement completed.
2025-09-22 - 5:33:42 PM GMT



RECEIVED

SEP 29 2025

City of Essex Junction

**Application for Local Cannabis License
City of Essex Junction**

*****Return complete applications to the City for processing*****

On July 14, 2022, the Essex Junction City Council adopted a resolution establishing a local Cannabis Control Commission (CCC) to provide local licenses for cannabis operations. The City Council will act as the CCC and provide licenses, including any necessary conditions for parties interested in operating in the City of Essex Junction. The following application information is required for review and approval by the CCC prior to commencing operation. Failure to receive approval and licensing from the CCC may result in a notice of violation, including applicable fines.

1. Applicant Information

Name: Jason Struthers

Doing Business

As: Trichome VT

Mailing Address: 8 Taft Street

Telephone

Number: N/A

2. Owner/Agent Contact Information

Name: Jason Struthers

Mailing Address: 8 Taft Street

Telephone

Number: N/A

Email: N/A

3. Address where use will occur in the City

8 Taft Street

4. Licensing Information

Type of License Requested (check all that apply)

License Type		Tier (if applicable)	Date Applied for State Permit	State Permit Number (if Issued)
☒	Outdoor Cultivation*	1	SEP 2025	SCLT0055
☐	Indoor Cultivation*			
☐	Mixed Cultivation*			
☐	Retail			
☐	Manufacturing*			
☐	Testing			
☐	Wholesale			

Note: * Requires indication of tier. For more information on tiers, visit www.ccb.vermont.gov

5. Local Compliance Information

Compliance Questions	Answer
Land Use	
Has the Zoning Administrator been contacted regarding your proposed use?	N/A
Is the use permitted by local zoning bylaws in the location you have identified?	N/A
If yes, is a zoning permit required?	N/A
If a zoning permit is required, what is the date the complete application was submitted for review?	N/A
Has the zoning permit been issued? If yes, please attach to application.	N/A
Utility	
Is an allocation for water being requested?	N/A
If yes, how many gallons per day have been requested?	N/A

Has an allocation for water been granted?	N/A
Is an allocation for wastewater being requested?	N/A
If yes, how many gallons per day have been requested?	N/A
Has an allocation for wastewater been granted?	N/A
Has a biological oxygen demand test been conducted on the wastewater?	N/A
What is the Biological Oxygen Demand of the wastewater?	N/A
Have fees for allocations been paid or is a payment plan in place with the City?	N/A

6. Acknowledgement & Signature

I acknowledge and understand that this application for a local cannabis license (or licenses) is independent of any approvals issued by the State of Vermont's Cannabis Control Board. I further acknowledge that any license(s), if granted, will expire one year from the date it is issued and that a new application will be required for renewal. I agree to comply with any conditions included with approval of a cannabis license issued by the City of Essex Junction and understand that failure to comply with any identified conditions may result in revocation of this license, including any applicable penalties or fines associated with the violation of conditions.

Signature Jason Struthers Date 27 SEP 2025

Printed Name Jason Struthers

Please return the application to City of Essex Junction - 2 Lincoln St, Essex Junction VT 05452.

Official Use Only - Do Not Write Below This Line

Parcel Code: _____

Received By: _____

Department Sign Offs

Fire: _____

Police: _____

Planning & Zoning: _____

Wastewater: _____

Recommended

Action: _____

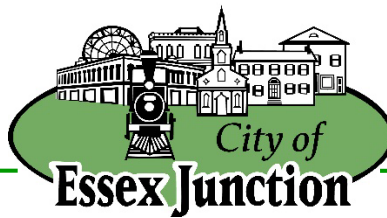
Cannabis Control Commission Review

License/Application #: _____

Date of CCC Meeting: _____

Action by CCC: _____

Date Follow-up sent: _____



MEMORANDUM

To: City Council

From: Regina Mahony

Meeting Date: October 22, 2025

Subject: Executive Session discuss Confidential Attorney-client Communications and Probable Litigation

Issue: The issue is whether the City Council will enter executive session to discuss confidential attorney-client communications made for the purpose of providing professional legal services to the body and pending or probable civil litigation.

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

Cost: N/A at this time

Recommendation:

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

Motion #1

"I move that the City Council make the specific finding that premature disclosure of the confidential attorney-client communications regarding a probable litigation would place the city at a substantial disadvantage."

Motion #2

"I move that the City Council enter into executive session to discuss confidential attorney-client communications regarding probable litigation, pursuant to 1 V.S.A. § 313(a)(1)(E) and 1 V.S.A. § 313(a)(1)(F) to include the City Council and City Manager."

**CITY OF ESSEX JUNCTION
CITY COUNCIL
REGULAR MEETING AGENDA OPEN FORUM
MINUTES OF MEETING
October 8, 2025**

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

ADMINISTRATION: Regina Mahony, City Manager;

OTHERS PRESENT: John Alden, Ella Rueshsen, Mike Sullivan, Resa.

1. CALL TO ORDER

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

2. AGENDA ADDITIONS/CHANGES

None.

3. APPROVE AGENDA

None needed.

4. PUBLIC TO BE HEARD

a. Comments from Public

None.

5. BUSINESS ITEMS

a. Chittenden Solid Waste District Representative Update to Council with Mike Sullivan
Representative Mike Sullivan spoke on this agenda item and provided an update on Chittenden Solid Waste District (CSWD) recent activities. He noted three main updates, including the sale of land by the District in Burlington on Flynn Avenue for \$700,000, CSWD's debt holdings of \$75,000 from the bankrupt Gardener's Supply, and updates on the construction process for the CSWD Materials Recycling Facility (MRF). He said that CSWD has been making progress on obtaining approval to build the MRF, noting that the proposal was redesigned to address concerns about proximity to wildlife corridors. He noted that the Williston Development Review Board (DRB) will hold a hearing on this redesign in mid-October. Councilor Certa asked for any updates on the Essex or Williston drop-off locations for CSWD. Mr. Sullivan noted that prices have increased for a number of types of waste and materials at the drop-off centers, due to the increased tip fee at the Coventry land fill. Councilor Shelden asked for information about leaf drop-off locations, and Mr. Sullivan said he would follow up with more information.

b. Development Review Board Update to Council

John Alden, Chair of the Essex Junction DRB, spoke on this agenda item. He provided an overview of DRB activity over the past year. He showed a map with locations of various development project applications, noting areas with applications related to site plan review, subdivision, design review, and conditional use review. He noted that over the past year that there have been two conceptual site plans reviewed, eight final site plans reviewed, one sketch plat reviewed, one final plat reviewed, and four design review decisions issued. He noted 12 gross new housing units approved and ten net new housing units approved. He noted that there hasn't been as much new housing created over the past year, citing difficulty in the construction industry, but that the housing development environment is friendly and new development fits in well to the master plan and the City's land development code planning. City Manager Mahony noted that in the year prior, 167 new housing units were constructed. She noted that these were for larger, multi-unit projects, which don't occur every year. Mr. Alden spoke about specific developments, including at 2 Educational Drive, 162 West Street, the Center for Technology in Essex, 34 Park Street, 197 Pearl Street, 1 Main Street, 105 Pearl Street, 40 Maple Street, and 70 Pearl Street. Councilor Shelden asked about the road construction for the Center for Technology project specifically, and Mr. Alden said there are opportunities to make adjustments to the road if there are concerns, given that the project is still in design. Councilor Certa asked if there are

specific barriers or issues with the City's Land Development Code (LDC) that have come up over the last year. He also asked about the lack of setback on the 162 West Street project. Mr. Alden replied that this project in particular made efforts to construct the parking behind the buildings, resulting in less of a setback. Councilor Certa noted the lack of net new housing over the past year and asked if the DRB feels that there are continued barriers to development. Mr. Alden replied that the City has been making efforts to build clear expectations with developers about designing good, high-quality housing in the City that will fit in well with the City's aesthetics, and that this has taken some time. He also added that loosening regulations about infill (allowing more accessory dwelling units, for example), doesn't necessarily directly correlate to incentivizing residents adding those ADUs. Councilor Miller noted that the Connect the Junction survey has been extended until October 20 and that part of that conversation will be around building height.

c. *Discussion and Consideration of an Executive Session to Discuss a Possible Contract with the Town for Assessing Services
See item #9a below.

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

e. ***Discussion and Consideration of an Executive Session to Discuss Personnel
See item #9c below.

6. **CONSENT ITEMS**

- a. Approve Meeting Minutes: September 24, 2025
- b. Approve the Infill Housing Consortium Project Match

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

7. **COUNCILOR COMMENTS & CITY MANAGER REPORT:** City Manager Mahony noted that the last set of the Meet Me On Main events for the season will occur on Saturday, October 11 from 4:00 to 7:00 P.M. She also noted the extension of the Connect the Junction survey until October 20. She noted various Reading File topics of interest. Councilor Certa encouraged residents to engage with Councilors at the Meet Me On Main event this weekend.

8. **READING FILE**

- a. Check Warrant #24096 – October 3, 2025
- b. September Financial Reports
- c. Regional Boards and Committees Memo
- d. Community Outreach Contract Update
- e. Annual 2024 Report on Progress on Implementation of All-Hazards Mitigation Plan
- f. Chittenden County Communications Union District Budget Public Hearing Notice
- g. Understanding Your Property Tax Bill
- h. Opioid Settlement Funds Update
- i. Progress/Status of the Reappraisal Project 2026
- j. Police Community Advisory Board Minutes – September 16, 2025
- k. Development Review Board Minutes – September 18, 2025
- l. Governance Committee Minutes – September 25, 2025

9. **EXECUTIVE SESSION**

- a. *An Executive Session May Be Needed to Discuss a Possible Contract with the Town for Assessing Services

Councilor Miller made a motion, seconded by Councilor Shelden, 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 Miller made a motion, seconded by Councilor Shelden, 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.

Councilor Miller made a motion, seconded by Councilor Shelden, to exit executive session. The motion passed 4-0 at 7:55 P.M.

City Council President Thibeault made a motion, seconded by Councilor Miller, to authorize the City Manager to execute a contract for assessing services with the Town of Essex. The motion passed 4-0.

b. ****An Executive Session May Be Needed to Discuss Attorney Client Communications and Litigation**
Councilor Miller made a motion, seconded by Councilor Shelden, that the City Council make the specific finding that premature disclosure of confidential attorney-client communications regarding a probable litigation would place the city at a substantial disadvantage. The motion passed 4-0.

Councilor Miller made a motion, seconded by Councilor Shelden, that the City Council enter into executive session to discuss confidential attorney-client communications regarding probable litigation, pursuant to 1 V.S.A. § 313(a)(1)(E) and 1 V.S.A. § 313(a)(1)(F) to include the City Council and City Manager. The motion passed 4-0.

c. *****An Executive Session May Be Needed to Discuss Personnel**
Councilor Miller made a motion, seconded by Councilor Shelden, that the City Council enter into executive session to discuss a personnel evaluation (check-in), pursuant to 1 V.S.A. § 313(a)(3) to include the City Council and the City Manager. The motion passed 4-0.

10. **ADJOURN**

Councilor Shelden made a motion, seconded by Councilor Miller, to adjourn the meeting. The motion passed 4-0 at 7:57 P.M.

Respectfully Submitted,
Amy Coonradt



Memo

To: City Council

From: Chelsea Mandigo, Water Quality Superintendent
Jess Morris, Finance Director

Meeting Date: October 23, 2025

Agenda Item: Amendment to FY26 Wastewater Capital Plan

Issue: To approve an amendment to the wastewater capital plan for Fiscal Year 2026 (FY26).

Discussion: Two critical pieces of wastewater treatment equipment have failed and require a full rebuild or replacement. These pieces of equipment include 1) Sludge Holding Tank #1 Mixer Rebuild and 2) Waste Activated Sludge (WAS) Pump #1 Replacement.

Cost: Below is a summary of the proposed revisions in the Wastewater Capital Plan for FY26:

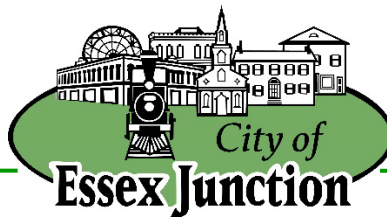
- Add the Sludge Holding Tank #1 Mixer at a total cost of \$40,000
- Add the WAS Pump #1 Replacement at a total cost of \$35,000
- Move the Catwalk Addition to Filter Building to FY27 for a savings in FY26 of \$20,000
- Remove the Energy Conservation Measures for a savings of \$10,000
- Move the Headworks Improvements to FY28 for a savings in FY26 of \$40,000

The total savings in FY26 of \$70,000 cover most of the additional \$75,000 in new project costs. As you can see from the updated fund balance projections, which include the changes above, there is also sufficient balance in the capital reserve to cover the additional \$5,000 new project cost.

Wastewater Fund Capital Reserve Balance						
	FY26	FY27	FY28	FY29	FY30	
Beginning Fund Balance	1,867,341	1,969,720	2,281,582	2,603,445	3,120,307	
Planned Spending	(354,483)	(165,000)	(175,000)	-	-	
Debt Payments (ARRA Stimulus Loan ends FY31)	(3,138)	(3,138)	(3,138)	(3,138)	(3,138)	
Revenue Sources						
Transfer In from Wastewater Operating Budget	460,000	480,000	500,000	520,000	540,000	
Interest Earnings						
Total Revenues	460,000	480,000	500,000	520,000	540,000	
Ending Fund Balance	1,969,720	2,281,582	2,603,445	3,120,307	3,657,169	

Recommendation: It is recommended that the Council amend the Wastewater Capital Plan as presented.

Recommended Motion: “I move that the City Council amend the Wastewater Capital Plan as presented”



MEMORANDUM

To: City Council

From: Regina Mahony, City Manager

Meeting Date: October 22, 2025

Subject: Approve Lease and Management Agreement with the Tree Farm Management Group for Management of the Tree Farm

Issue: The future management of the Tree Farm facility.

Discussion:

The City of Essex Junction and the Town of Essex are co-owners of the Tree Farm as tenants in common. The two municipalities lease the property and assign management to the Tree Farm Management Group (TFMG). The current lease with the TFMG runs from January 1, 2023 through December 31, 2025.

Since last Fall the City Council has had numerous conversations about the future management of the Tree Farm, including a public discussion at the December 11, 2024 meeting. Ultimately the City Manager was asked to negotiate a lease and management agreement with the Tree Farm Management Group. The agreements are attached to this memo.

The agreements include a 4 year term through December 2029 with the possibility of extension for 1 year. The agreements also clarify that capital planning is a city/town responsibility, the TFMG will be invited to participate, and there is a clause about fee collection on the municipalities behalf by TFMG when a capital plan is established.

Cost: N/A

Recommendation:

It is recommended the City Council approve and authorize the City Manager to execute the lease and management agreement with the Town of Essex and the Tree Farm Management Group as presented (note there are some formatting issues that will be corrected).

Recommended Motion:

If the City Council is ready, the following motion is recommended:

"I move that the City Council approve and authorize the City Manager to execute the Lease and Management Agreement with the Town of Essex and Tree Farm Management Group for the Tree Farm."

Attachments:

Tree Farm Management Group Lease

Tree Farm Management Group Management Agreement

TREE FARM RECREATION FACILITY LEASE

This Tree Farm Recreation Facility Lease (hereinafter "Lease") is made by and between the Town of Essex ("Town"), a Vermont municipality having its Town offices located at 81 Main Street, Essex Junction, VT 05452, and the City of Essex Junction ("City"), a Vermont municipality having its City offices located at 2 Lincoln Street, Essex Junction, VT 05452 (herein also referred to jointly as "Lessor") and the Tree Farm Management Group Corporation ("TFMG" or "Lessee") a Vermont non-profit organization having its principal place of business located at P.O. Box 8436, Essex Junction, VT 0545 1.

1. PROPERTY

- a. Lessor does hereby lease and rent to Lessee, TFMG, property known as the Tree Farm Recreation Facility ("Property" or "Tree Farm"), which consists of approximately 99 acres of field and wooded areas in both the Town and City from the date of execution of this Lease through December 31, 2029. This lease period may be extended for 1 year until December 31, 2030 provided this is agreed to in writing by the Lessee and Lessor at least twelve months prior to December 31, 2029.
- b. The Property includes the overflow parking lot off Old Colchester Road, next to the footbridge on the western side of the Property.
- c. The Property does not include an approximately one-acre area where the three buildings as defined in the 02/15/2010 memorandum of understanding between the Town and City are located.

2. TFMG'S RESPONSIBILITIES

- a. This Lease incorporates herein and is made in connection with the Management Agreement executed by the City, Town and TFMG dated _____, 20____ ("Management Agreement").
- b. TFMG shall obtain and maintain, at its own expense, all permits, or licenses required for permitted activities on the Property and shall comply with the terms and conditions of any of those permits or licenses including, but not limited to, any Town, City or Act 250 permits.
- c. TFMG shall, operate, and maintain the Property, including the entrance road from Old Colchester Road, in a safe and sanitary condition, consistent with the intended use, as a facility dedicated to field-based and non-motorized sports, as defined in the Management Agreement and paragraph 3d below. All costs of such, operation, and maintenance of the Property shall be the responsibility of TFMG. All parties acknowledge it is not the intent of the Lessors to perform necessary maintenance. Lessors shall not be approached to provide these services unless the Lessee can demonstrate they have made every reasonable effort to do so prior to approaching Lessors. TFMG shall be entitled to use the pole barn (so-called) building on the Property.

- d. TFMG shall comply with all laws and regulations of the United States of America and the State of Vermont, and all applicable local ordinances, codes, and regulations.
- e. TFMG shall pay any and all taxes or assessments that may be lawfully levied against TFMG by reason of its operations on the Property.
- f. TFMG shall maintain commercial general liability and premises liability insurance for the Property and shall ensure that any renters or group users also maintain insurance for any events hosted at the Property consistent with the following limits:
 - i. Workers Compensation Insurance in accordance with the laws of the State of Vermont covering all employees of TFMG or any sub-lessee.
 - ii. Commercial General Liability for Bodily Injury and Property Damage – combined single limits of no less than \$1,000,000 for each occurrence and \$2,000,000 aggregate.
 - iii. Insurance policies shall be endorsed to show the Town and City are named as additional insureds.
 - iv. TFMG shall provide a certificate of insurance to the municipal managers of the Town and City on an annual basis demonstrating that such policies have been issued and are in force, and that said insurance companies agree to notify the Municipalities/Lessor at least thirty (30) days prior to the date of termination or change in said policies.
 - v. TFMG shall obtain a certificate of insurance that contains the same liability limits from any sub-tenant or sub-lessee using the Property for an event. This requirement does not apply if the approved use is overflow parking only as described in Section 3.d.

3. OTHER CONDITIONS

- a. Open Meeting Law: The TFMG shall comply with Vermont's Open Meeting Laws ([1 V.S.A. §§ 310–314](#)) for all management group meetings. Vermont's open meeting law requires all meetings of public bodies to be open to the public at all times unless a specific exception applies (i.e., Executive Session). The purpose of the law is to promote transparency, accountability, and better decision-making in government. The TFMG meeting schedule, agenda, and minutes will be posted on their regular media platforms and physically in the Town and City municipal buildings in addition to any other locations in order to comply with Open Meeting Law. TFMG membership shall be required to undergo Open Meeting Law training offered by the Secretary of State annually, and confirm this has been completed by the time of the annual fall updates noted below.
- b. TFMG will present to both legislative bodies (together or separately) a summary of the year's financials and overall operations between the months of September-December every year through the entirety of the Lease.

- c. The 11-member Board of Directors for the Tree Farm Management Group shall include seats for: one member appointed by the Selectboard, one member appointed by the City Council, a member from the school district, one staff member from the Town of Essex, one staff member from the City of Essex Junction, five individual club members, and one local (Town or City) resident. TFMG will make every effort to fill any Board vacancies that may arise and maintain a full complement of Board members through the entirety of the Lease.
 - d. The use of the Property, by tenants, sub-tenants, or sub-lessees, shall be limited to passive recreation, associated uses, and field-based and non-motorized trail use, with exception to the parking lot, which may be used by other organizations for special events for no more than fifteen (15) days per calendar year (e.g., Champlain Valley Exposition, Essex High School, etc.) for overflow parking. Such use must be approved by the TFMG and agreed to by the Essex Police Department. TFMG shall not approve the use of the field space for parking or other use, except for passive recreation and field sports, unless otherwise agreed to by the Essex Junction City Council and the Town of Essex Selectboard.
 - e. TFMG will ensure inclusive and equitable field rental opportunities to current and future field-based recreation users to adapt to facility use needs and demands.
 - f. Finances:
 - i. A facility fee structure shall be established and posted by the TFMG for each of the upcoming operating seasons of this Lease, with the facility fee structure being included in the annual summary presented to the City Council and Town Selectboard each spring . The fee structure shall include hourly rates, tournament rates, and a municipal recreation rate.
 - ii. Upon request, the TFMG shall make its financial records available for reasonable inspection and copying at reasonable times to the Lessor and the public.
 - g. It shall be made clear to the public, through signs and/or other mediums, that the Property is available to the general public for passive recreation and other uses, subject to reasonable regulations that may be adopted by the TFMG Board of Directors.
 - h. TFMG shall not discriminate based on race, religion, national origin, or sex, in any aspect of its operations, permitting, and approved sub-leases.
 - i. After the expiration of this Lease, neither the Town nor the City shall have any further obligation to TFMG, unless otherwise mutually agreed upon. TFMG shall leave the Property in a satisfactory condition or be financially responsible for the restoration of the Property by the Lessor or their private contractors.
4. **ASSIGNMENT:** This Lease may not be assigned without the prior written approval of the Town and City, which may be withheld for any reason. Assignment shall not be construed to mean regular field rentals, which are in the ordinary course of TFMG operations.

5. **TERMINATION:** This Lease may be terminated prior to its expiration in accordance with the provisions set forth in the Management Agreement under Section VIII.
6. **RELEASE OF LIABILITY.** – TFMG agrees to release, indemnify and hold harmless the Town and City, their respective officers, representatives, agents, and employees, from and against any and all claims, damages, losses, expenses or liabilities resulting from or in any way connected with the TFMG's or its guests', employees', tenant's, customer's, users' or the public's use or occupancy of the Property. Such indemnity shall include but not limited to any and all costs, expenses, investigations, attorney fees, liabilities, losses or liability defense incurred by the Town or City. This provision shall survive expiration or any earlier termination of this Lease or use of the Property by TFMG or its customers or users.
7. **INVALID PROVISIONS:** In the event that any covenant, condition, or provision herein contained is held to be invalid by any court of competent jurisdiction, the invalidity of any such covenant, condition, or provision shall not impact the remaining covenants, conditions or provisions, provided that the validity of any such covenant, condition or provision does not materially prejudice either the Town, City or TFMG in its respective rights and obligations contained in the valid covenants, conditions, or provisions of this Lease.
8. **PREVIOUS AGREEMENTS:** This writing supersedes and takes precedence over all other agreements written or oral, regarding the subject matter of this Lease, with the exception of the Management Agreement which is expressly made a part hereof and incorporated herein, and it is intended by the parties hereto as the final, complete, and exclusive expression of their agreement.

Dated at _____, Vermont, this _____ day of _____, 2025.

TREE FARM MANAGEMENT GROUP

Witness
STATE OF VERMONT
COUNTY OF CHITTENDEN, SS

Its Authorized Agent

At _____ in said County and State, this _____ day of _____, 2025, personally appeared _____ duly authorized agent of the Tree Farm Management Group, and acknowledged the foregoing instrument by him/her subscribed to be his/her free act and deed and the free act and deed of the Tree Farm Management Group.

Notary Public
Commission Expires ____/____/____

TOWN OF ESSEX

Witness

Greg Duggan, Town Manager

STATE OF VERMONT
COUNTY OF CHITTENDEN, SS

At _____ in said County and State, this _____ day of _____, 2025,
personally appeared _____ duly authorized agent of the Town of Essex,
and acknowledged the foregoing instrument by him subscribed to be his free act and deed and the
free act and deed of the Town of Essex.

CITY OF ESSEX JUNCTION

Witness

Regina Mahony, City Manager

STATE OF VERMONT
COUNTY OF CHITTENDEN, SS

At _____ in said County and State, this _____ day of _____, 2025,
personally appeared _____ duly authorized agent of the City of Essex
Junction, and acknowledged the foregoing instrument by her subscribed to be her free act and
deed and the free act and deed of the City of Essex Junction.

Management Agreement

- I. This Management Agreement is made between the Town of Essex ("Town"), a Vermont municipality having its Town offices located at 81 Main Street, Essex Junction, VT 05452 and the City of Essex Junction ("City"), a Vermont municipality having its City offices located at 2 Lincoln Street, Essex Junction, VT 05452 and the Tree Farm Management Group Corporation ("TFMG") a Vermont non-profit organization having its principal place of business located at P.O. Box 8436, Essex Junction, VT 0545 1 on this __ day of ____, 2025, and effective as of January 1, 2026.
- II. This Management Agreement governs the operation of approximately 98 acres of field and wooded areas at the Tree Farm Recreation Facility ("Facility"), which is currently and shall continue to be used exclusively for field-based sports, non-motorized trail use and associated uses as defined below. This Management Agreement is being entered into to ensure that the management of the Tree Farm Recreation Facility is coordinated jointly between the Town and the City.
- III. **Definitions** - Throughout this Management Agreement, the following definitions apply:
 - a. Facility - the field and wooded areas (comprising approximately 98 of the 99 acres) of the Tree Farm Recreation Facility. This does not include the approximately one-acre area where the Buildings (as defined in the 02/15/2010 memorandum of understanding between the Town and City) are located.
 - b. Field-based sports - refers to soccer, lacrosse, rugby, ultimate Frisbee, flag football, or other use deemed appropriate by the Town and City and in conformance with this Agreement.
 - c. Field area - refers to the area currently utilized for field-based sports, as indicated on the attached map in purple and green.
 - d. Wooded area - refers to the forested area, as indicated on the attached map in green/gray and dotted.
 - e. Existing Trails - refers to the trails already in use in the wooded area.
 - f. Proposed Trails - refers to all additions to the network of existing trails.
 - g. Non-motorized trail use - refers to the following uses of any existing or proposed trails except for the existing VAST snowmobile trail: walking, hiking, cross-country skiing, snowshoeing, running, or other use deemed appropriate by the Town and City and in conformance with this Agreement.
 - h. School - refers to any of the public schools serving the residents of Essex and Essex Junction.
- IV. **Operations** - The following section governs the operations of the Facility:
 - a. The Facility will be open for reservations from 8 a.m. until dusk each day, from late April/early May to late October/early November, weather

depending. The Facility is accessible to the public year-round by ways of the recreation path, adjacent public roads or overflow parking area.

- b. TFMG will be responsible for setting and maintaining the Facility schedule, which shall be posted on the TFMG website and linked to municipal websites. Notification will be provided via email to the Essex Parks and Recreation Department, the City of Essex Junction Recreation and Parks Department, and the Essex Police Department when the initial season schedule is posted, and of schedule changes associated with full facility rentals. \
- c. TFMG will be responsible for submitting a current profit and loss statement, and a complete list of assets and liabilities to the Town and City twice each year, prior to the opening and after the close of each season.
- d. TFMG will review their current management plan for its operations at the Facility within the first year of this agreement. Should any changes be proposed, managers of the Town and City will be provided a draft for review and comment. The management plan shall cover all aspects of TFMG's operational plans, including maintenance, event and activity management, rules and regulations, emergency response, , traffic, and insurance. Prior to the end of calendar year 2026, an Emergency Action Plan shall be created, with opportunity for comment provided to Essex Police, Town & City fire agencies, and Essex Rescue. The finalized plan shall be circulated to these parties and other neighboring rescue agencies.
- e. General use entry to the Facility will be via the main gate located along the northwest section of the Facility along Old Colchester Road. Facility users will be instructed to use the gate for entry and exit and to connect with Route 2A in accordance with agreed-upon traffic flow practices.
- f. Parking is allowed at designated locations only. Providing overflow parking and any transportation to and from those lots is the responsibility of TFMG.
- g. A traffic management plan approved by the Essex Police Department shall be required for larger special events.
- h. TFMG shall be responsible for maintenance and oversight of the existing trail system in the wooded area. Construction of any proposed trail must first receive approval from the Town and City. Trails may be used for non-motorized activities only, apart from the existing VAST trail. The Town Conservation & Trails Committee will be consulted regarding any proposed trail. TFMG will include information on the trail network, conditions, and use within the annual report submitted to the Town and City as referenced in the Lease. . TFMG is permitted to utilize resources and connections with the School for necessary updates the trail network may need in preparation to host a race at the Facility.
- i. The TFMG shall maintain throughout this agreement a positive standing with the State and Federal government as a recognized legal business entity and 501(c)3 non-profit organization. Failure to maintain either designation is grounds for the Municipalities to terminate this Management Agreement. A copy of TFMG's annual 990 federal filing shall

be sent to the Municipalities upon completion each year.

V. Fees - TFMG shall set and retain all fees reasonably necessary to sustain the orderly and efficient operation of the Facility. This does not include fees related to municipal use by the Town and City, which will be set separately .

VII. Indemnification and Hold-Harmless – TFMG agrees to indemnify and hold harmless the Town and City, and their respective officers, representatives, agents, and employees, from and against any and all claims, damages, losses, expenses or liabilities resulting from or in any way connected with the TFMG's or its guests', employees', tenants' , customers' , users' or the public's use or occupancy of the Facility. Such indemnity shall include but not be limited to any and all costs, expenses, investigations, attorney fees, liabilities, losses or liability defense incurred by the Town or City. This provision shall survive expiration or any earlier termination of this Management Agreement or use of the Facility by TFMG or its customers or users.

VIII. Miscellaneous –

- a. Any use of the Facility not covered in this Agreement, shall be subject to mutual approval by the Town and City. All applicable covenants and restrictions on the property apply.
- b. The Town and City are not responsible for damaged or stolen property or equipment.
- c. Priority will be given to Town and City uses of the Facility when possible and in accordance with TFMG's management plan.
- d. All disputes regarding usage of the fields shall first be referred to TFMG for resolution. TFMG's decisions on field usage may be appealed to a special four-member panel consisting of two members of the Town Selectboard and two members of the City Council appointed by the respective bodies as necessary. In the event of a 2-2 vote on the special appeal panel, TFMG's decision on field usage will be upheld.
- e. All parties acknowledge any forest education activities pursued or proposed by the School first need approval by the Town and the City.
- f. Any proposed commercial activity inconsistent with the goal of preserving open space for recreational uses and natural resource protection is strictly prohibited. This does not include hosting of tournaments, league activity, temporary advertising (i.e., during league or tournament play), field sponsorship, or general concessions operated by TFMG. Any proposed commercial activity shall first be discussed by and between TFMG and the Town and City Managers and referred to the Town Selectboard and City Council for approval.
- g. TFMG will make its financial records available for inspection and copying upon request by the Town and/or City.
- h. If at any time, for any reason, the TFMG is no longer managing the Facility, pursuant to the TFMG's original and current by-laws, and aligned with the mutual goals of the Town, City and TFMG, TFMG shall dissolve as a Corporation and the assets of the Corporation, after all debts and

liabilities identified pursuant to section IV.c above have been satisfied, then remaining in the hands of the Board of Directors shall be distributed, transferred, conveyed, delivered, and paid over, equally to the Town of Essex and City of Essex Junction for the benefit of their Recreation and Parks Departments. This shall include all physical and financial assets of the Corporation. This will ensure the continued efficient and orderly operation of the Facility and be made in recognition that the assets were acquired by TFMG from rentals of the municipally owned Facility and for the benefits of the users and community.

- i. TFMG agrees to identify a main point of contact for use by the Town and City for communications regarding Facility management.
- j. All parties acknowledge the desire of the Town and City to develop a more formal capital program for the Facility during the term of this Agreement, with TFMG to be invited to participate in this effort. Should the Town and City adopt a capital plan for the site prior to the expiration of this Agreement, and the collection of fees from facility users is identified as a revenue source within said plan, TFMG agrees to collect those fees on behalf of the Town and City. TFMG shall be allowed to list this fee separately from other site fees and identify it as a “municipal fee” or similar. The Town and City must provide notification by July 1 for fee collection to begin the following calendar year. At the time of notification, TFMG shall be provided information on fee remittance, including what fees are to be collected, where fees shall be directed, and on what schedule remittance shall occur.

IX. Term - This Agreement shall take effect as of the date identified in Section I of this document and remain in effect so long as there is an active lease of the Facility to the TFMG. This Agreement may be updated at any time by mutual agreement of all parties.

- a. This Agreement shall be revisited at least 12 months prior to Lease expiration for the purpose of discussing another extension, amendment, termination, or other management agreement.
- b. The Town and City reserve the right to terminate this Agreement prior to its expiration if (1) TFMG is not adequately performing the duties described in either this Agreement or the Management Plan, or (2) any party to this Agreement has otherwise materially breached this Agreement. It shall be within the sole discretion of the municipalities to determine whether TFMG is adequately performing its duties. The legislative body of both municipalities must each vote affirmatively to terminate this Agreement prior to its expiration.
- c. Prior to early termination of this Agreement, the party seeking to terminate the Agreement must notify the other parties in writing of any and all reasons the party is seeking to terminate the Agreement. Notice must detail the reasons set forth that the party is seeking termination and if termination is being sought on the basis of breach, the party alleging breach must set forth in detail the breach alleged. The breaching party shall be afforded 120 days to cure any alleged breach or deficiency prior to termination (“Corrective Action Period”).
- d. Following the Corrective Action Period, the non-breaching party shall

have 30 days to review the corrective actions taken by the alleged breaching party to determine whether the breaching party has achieved compliance with the terms of this Agreement or the Lease Agreement . If the compliance has not been achieved and the deficiency or breach has not been corrected, the non-breaching party may elect to proceed with terminating this Agreement or the Lease Agreement. Both municipal legislative bodies must again vote affirmatively to terminate this Agreement or the Lease Agreement prior to its expiration. Any joint determination shall be sent to the other party in writing.

- e. TFMG may voluntarily terminate this Agreement upon 90 days advance, written notice to the Town and City. In so doing, TFMG forfeits all rights or claims to use the Facility, and interim management of the Facility shall jointly be conducted by the Parks and Recreation Departments of the Town of Essex and City of Essex Junction, including all physical and financial assets after all debts have been satisfied for the continued operation of the Facility.
- f. At the time of the termination of this Agreement, either at its expiration or prior to its expiration, the Parties hereto agree that, after all debts have been satisfied, TFMG shall transfer in equal shares to the Town and City any and all funds, monies or revenues earned and accrued, in its possession or control at the time of the termination of this Agreement. All unencumbered physical assets shall remain with the facility for the continued operation of the facility.

For the Town of Essex

Greg Duggan, Town Manager

For the City of Essex Junction

Regina Mahony, City Manager

For the Tree Farm Management Group

Sven Eklof, TFMG President

Dated (Town): _____

Dated (City): _____

Dated (TFMG): _____

Memo

To: Essex Junction City Council

From: Brad Luck, Director, Essex Junction Recreation & Parks (EJRP)

Date: October 22 City Council Meeting

Re: Matching Grants Applications

Essex Junction Recreation & Parks (EJRP) is currently preparing applications for two State of Vermont grants through the Agency of Buildings and General Services Building Communities Grants Program.

The grants are for up to \$25,000 for facilities related improvements and require a 1-to-1 match. Applications are due November 10.

EJRP is currently planning to apply for:

1. Human Services and Educational Facilities Grant

Amount: \$25,000

Grant For: Facility improvements to senior space at 2 Lincoln – i.e. new floors, bathroom update, new lights, remove Pearl St vestibule, remove old office, paint all walls.

Matching: EJRP Program Fund, fund balance ~\$925K

2. Recreational Facilities Grant

Amount: \$25,000

Grant For: Storage addition to multi-purpose room at EJRP to allow for more activities to take place with increased ability to store necessary materials and equipment to support them.

Matching: EJRP Program Fund, fund balance ~\$925K

Since this is a matching grant, we are seeking Council approval to apply.

Consent Agenda Motion:

I move that the Essex Junction City Council authorizes EJRP to apply for both a Human Services and Educational Facilities Grant and a Recreational Facilities Grant from the State of Vermont for up to \$25,000 each, with matching funds coming from the EJRP Program Fund fund balance.

10/17/25

City of Essex Junction Accounts Payable

Page 1 of 15

02:44 pm

Check Warrant Report # 24097 Current Prior Next FY Invoices For Fund (GENERAL FUND)

Cdelibac

For Check Acct 01 (GENERAL FUND) All check #s 10/04/25 To 10/17/25

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
80132	ACHEE, DAVID	10/09/25	Stipend BWAC Oct 2025 100925Achee	210-5-16-10-190.000 Board member Payments	50.00	56829	10/17/25
05290	ADVANCE AUTO PARTS 9820	09/30/25	ULTIMATE WASHWAX 455252732239	210-5-25-10-430.000 R&M Vehicles & Equipment	31.98	56830	10/17/25
05290	ADVANCE AUTO PARTS 9820	09/30/25	55 drum oil 552527394790	210-5-40-12-626.000 Gasoline	1372.99	56830	10/17/25
05290	ADVANCE AUTO PARTS 9820	10/07/25	WASHER FLUID 552528053638	210-5-40-12-610.000 General Supplies	6.99	56830	10/17/25
80184	AMAZON BUSINESS SERVICES	10/03/25	BL AProg-Craft OCT25 17HV6WWLLF1C	210-5-35-10-840.201 Adult Programs	6.58	56835	10/17/25
80184	AMAZON BUSINESS SERVICES	10/06/25	BL Supplies OCT25 1MVMQYCWD6YP	210-5-35-10-610.000 General Supplies	117.79	56835	10/17/25
80184	AMAZON BUSINESS SERVICES	10/06/25	BL JFnd-AWRDBooks OCT25 1V9H9NPNDQY3	210-5-90-00-991.000 Library Donation Expense	128.35	56835	10/17/25
80184	AMAZON BUSINESS SERVICES	10/09/25	BL ADVDs OCT25 1VNNGN4RWT49	210-5-35-10-640.201 Adult Collection	119.52	56835	10/17/25
19815	AMAZON CAPITAL SERVICES	10/08/25	Office Supplies 1JFLQQLHXL9	210-5-30-10-610.000 General Supplies	58.50	56836	10/17/25
19815	AMAZON CAPITAL SERVICES	09/30/25	Seniors Supplies 1JP946XK4TXJ	210-5-30-10-610.000 General Supplies	12.49	56836	10/17/25
19815	AMAZON CAPITAL SERVICES	10/09/25	Office Supplies 1NV49HGP91CH	210-5-30-10-610.000 General Supplies	11.93	56836	10/17/25
80061	BASSICK, LINDA	10/01/25	BL CProg-Music OCT25 0025	210-5-35-10-840.202 Childrens Programs	100.00	56841	10/17/25
30125	BIEBER PHILLIP	10/09/25	Stipend BWAC Oct 2025 100925Bieber	210-5-16-10-190.000 Board member Payments	50.00	56842	10/17/25
00530	BRODART CO	10/10/25	BL Supplies OCT25 665068	210-5-35-10-610.000 General Supplies	19.70	56844	10/17/25
00530	BRODART CO	09/29/25	BL JBooks OCT25 B7069805	210-5-35-10-610.000 General Supplies	8.36	56844	10/17/25
00530	BRODART CO	09/29/25	BL JBooks OCT25 B7069805	210-5-35-10-640.202 Juvenile Collection	62.91	56844	10/17/25
30360	BURLINGTON TELECOM	10/01/25	BL PhoneInternet SEP25 BT 102025	210-5-41-21-530.000 Communications	337.34	56845	10/17/25
40900	CARASOFT TECHNOLOGY CORP	10/09/25	AP Essentials software 59999726INV	210-1-00-00-120.000 Prepaid Expenses	4489.91	56846	10/17/25
40900	CARASOFT TECHNOLOGY CORP	10/09/25	AP Essentials software 59999726INV	210-5-13-10-505.000 Tech. Subs, Licenses	897.98	56846	10/17/25
26395	CCRPC	09/30/25	Retainer Infill Housing C 2025-718	210-5-16-10-899.000 Matching Grant Funds	2625.00	56848	10/17/25
V04609	CENTER POINT LARGE PRINT	09/15/25	BL FBooks OCT25 2198467	210-5-90-00-991.000 Library Donation Expense	103.08	56849	10/17/25
V0461	CENTRAL BEVERAGE	10/07/25	BL NEWSPPRS SEP25 141	210-5-35-10-640.201 Adult Collection	438.00	56850	10/17/25
45120	CHAMPLAIN VALLEY EQUIPMEN	09/23/25	ASSY LAMP CC16645	210-5-30-12-610.000 General Supplies	62.27	56851	10/17/25
80030	CHEVALIER FIRE PROTECTION	10/02/25	MSP Sprinkler Inspections 8995	210-5-30-12-330.000 Professional Services	690.00	56855	10/17/25
21210	CINTAS LOC # 68M 71 M	10/02/25	3X10 BLACK MAT 4245252946	210-5-40-12-610.000 General Supplies	26.30	56856	10/17/25

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
21210	CINTAS LOC # 68M 71 M	10/09/25	3X10 BLACK MAT 4246000667	210-5-40-12-610.000 General Supplies	26.30	56856	10/17/25
21210	CINTAS LOC # 68M 71 M	10/15/25	WATER COOLER CLEANED in B 5297448905	210-5-40-12-610.000 General Supplies	42.95	56856	10/17/25
21210	CINTAS LOC # 68M 71 M	09/30/25	WATERBREAK COOLER AGREEME 9340330008	210-5-40-12-610.000 General Supplies	50.00	56856	10/17/25
80221	CLARK, BETHANY	09/25/25	Stipend GOV Sept. 2025 092525Clark	210-5-11-10-190.000 Board Member Payments	100.00	56857	10/17/25
17895	CLEAN NEST	10/01/25	Janitorial Services Septe 15728	210-5-41-20-420.000 Cleaning Services	1596.00	56858	10/17/25
17895	CLEAN NEST	10/01/25	BL Cleaning SEP25 15729	210-5-41-21-420.000 Cleaning Services	2860.00	56858	10/17/25
17895	CLEAN NEST	10/01/25	EJRP Cleaning Sept 15730	210-5-41-26-420.000 Cleaning Services	3358.67	56858	10/17/25
80197	COEN, Thomas	09/25/25	Stipend GOV Sept. 2025 092525Coen	210-5-11-10-190.000 Board Member Payments	100.00	56860	10/17/25
80208	Capital One Trade Credit	08/21/25	Phone Coupler 2161239	210-5-25-10-610.000 General Supplies	3.59	56861	10/17/25
80208	Capital One Trade Credit	09/04/25	Supplies 2161338	210-5-40-12-610.000 General Supplies	42.76	56861	10/17/25
80208	Capital One Trade Credit	09/11/25	Yellowjacket spray 2161407	210-5-40-12-610.000 General Supplies	29.97	56861	10/17/25
80208	Capital One Trade Credit	09/12/25	Supplies 2161417	210-5-40-12-610.000 General Supplies	58.95	56861	10/17/25
33075	DELL MARKETING LP	10/07/25	BL Tech OCT25 10840010467	210-5-35-10-735.000 Tech: Equip/Hardware	20.47	56862	10/17/25
35260	EAST COAST PRINTERS INC	09/30/25	Hats 09222511	210-5-40-12-612.000 Uniforms	240.00	56865	10/17/25
V10347	EHRLICH	09/29/25	2 Lincoln Pest Control 82757701	210-5-41-20-400.000 Contracted Services	67.44	56866	10/17/25
05550	ESO SOLUTIONS INC	09/06/25	Annual ESO cost ESO-177144	210-5-25-10-505.000 Tech. Subs, Licenses	5726.04	56870	10/17/25
V0777	ESSEX REPORTER	09/15/25	Website Ad September2025 418125	210-5-10-10-540.000 Advertising	145.00	56871	10/17/25
V0777	ESSEX REPORTER	09/30/25	Newsletter AD October 202 419877	210-5-10-10-540.000 Advertising	615.00	56871	10/17/25
V0795	ESSEX TOWN OF	10/09/25	Q1 FY26 Town agreements 1407	210-5-15-10-330.000 Professional Services	23643.75	56872	10/17/25
V0795	ESSEX TOWN OF	10/09/25	Q1 FY26 Town agreements 1407	210-5-95-00-900.000 Transfer Between Town/Cit	47184.50	56872	10/17/25
V0795	ESSEX TOWN OF	10/09/25	Q1 FY26 Town agreements 1407	210-5-18-10-800.108 Essex Police Dept	752088.25	56872	10/17/25
80021	FIRST NATIONAL BANK OF OM	09/17/25	NESGFOA conf lodging 091725	210-5-13-10-580.000 Travel	237.81	56874	10/17/25
80021	FIRST NATIONAL BANK OF OM	09/29/25	Housing Conf CYuen 092925	210-5-16-10-500.000 Training, Conf, Dues	195.00	56874	10/17/25
80021	FIRST NATIONAL BANK OF OM	09/17/25	2 Lincoln Supplies 1141826	210-5-10-10-610.000 General Supplies	32.29	56874	10/17/25
80021	FIRST NATIONAL BANK OF OM	09/17/25	MG Catma reg 13280671293	210-5-16-10-500.000 Training, Conf, Dues	177.91	56874	10/17/25

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
80021	FIRST NATIONAL BANK OF OM	10/01/25	04 Oct 25 GOCO Bill11 154151A	210-5-10-10-505.000 Tech. Subs, Licenses	545.80	56874	10/17/25
80021	FIRST NATIONAL BANK OF OM	09/19/25	2 Lincoln Supplies 1561006	210-5-10-10-610.000 General Supplies	125.29	56874	10/17/25
80021	FIRST NATIONAL BANK OF OM	09/26/25	2 Lincoln Open House 20250926977	210-5-11-10-831.000 Special or New Programs	54.98	56874	10/17/25
80021	FIRST NATIONAL BANK OF OM	10/13/25	FD Supplies 2911408	210-5-25-10-613.000 Program Supplies	68.97	56874	10/17/25
80021	FIRST NATIONAL BANK OF OM	10/03/25	2 Lincoln Supplies 3398662	210-5-10-10-610.000 General Supplies	113.76	56874	10/17/25
80021	FIRST NATIONAL BANK OF OM	09/30/25	Fire Dept. Supplies 4390647	210-5-25-10-610.000 General Supplies	79.59	56874	10/17/25
80021	FIRST NATIONAL BANK OF OM	10/02/25	Admin time tracking Sept 461718	210-5-13-10-505.000 Tech. Subs, Licenses	176.00	56874	10/17/25
80021	FIRST NATIONAL BANK OF OM	10/03/25	Brownell time tracking Se 462126	210-5-13-10-505.000 Tech. Subs, Licenses	252.00	56874	10/17/25
80021	FIRST NATIONAL BANK OF OM	09/30/25	2 Lincoln Supplies 5019426	210-5-10-10-610.000 General Supplies	12.17	56874	10/17/25
80021	FIRST NATIONAL BANK OF OM	09/18/25	docking stations for new 7793045	210-5-14-10-735.000 Tech: Equip/Hardware	2051.88	56874	10/17/25
34895	GAUTHIER TRUCKING, INC.	10/01/25	Period: 09/01/25-09/30/25 1895886	210-5-40-12-425.000 Trash Removal	156.88	56878	10/17/25
34895	GAUTHIER TRUCKING, INC.	10/01/25	2 Lincoln Garbage Septemb 1895887	210-5-41-20-425.000 Trash Removal	342.33	56878	10/17/25
34895	GAUTHIER TRUCKING, INC.	10/01/25	Service: 09/01/25-09/30/2 1895888	210-5-40-12-425.000 Trash Removal	643.08	56878	10/17/25
34895	GAUTHIER TRUCKING, INC.	10/01/25	Period: 09/01/25-09/30/25 1896057	210-5-40-12-425.000 Trash Removal	91.08	56878	10/17/25
34895	GAUTHIER TRUCKING, INC.	10/01/25	MSP Trash Removal Sept 1896803	210-5-41-26-425.000 Trash Removal	579.46	56878	10/17/25
34895	GAUTHIER TRUCKING, INC.	10/02/25	39 Cascade street Recycle 1898781	210-5-40-12-425.000 Trash Removal	345.00	56878	10/17/25
20470	GLOBAL MONTELLO ATT: FLEE	09/30/25	Sept vehicle fuel 336395	210-5-25-10-626.000 Gasoline	368.24	56879	10/17/25
20470	GLOBAL MONTELLO ATT: FLEE	09/30/25	Sept vehicle fuel 336395	210-5-40-12-626.000 Gasoline	1211.68	56879	10/17/25
20470	GLOBAL MONTELLO ATT: FLEE	09/30/25	Sept vehicle fuel 336395	210-5-30-12-626.000 Gasoline	205.71	56879	10/17/25
20470	GLOBAL MONTELLO ATT: FLEE	09/30/25	Sept vehicle fuel 336395	210-5-30-12-626.000 Gasoline	164.37	56879	10/17/25
04035	GOT THAT RENTAL & SALES I	10/07/25	Shop Tools 145489	210-5-30-12-610.000 General Supplies	1155.00	56880	10/17/25
04035	GOT THAT RENTAL & SALES I	10/08/25	Blade Cutters 147397	210-5-30-12-610.000 General Supplies	287.91	56880	10/17/25
07010	GREEN MOUNTAIN POWER CORP	10/08/25	GMP Multi Solar Accts: 09 100825D	210-5-40-12-622.000 Electricity	47.31	56883	10/17/25
07010	GREEN MOUNTAIN POWER CORP	10/08/25	GMP Multi Solar Accts: 09 100825D	210-5-41-22-622.000 Electricity	311.31	56883	10/17/25
07010	GREEN MOUNTAIN POWER CORP	10/08/25	GMP Multi Solar Accts: 09 100825D	210-5-41-21-622.000 Electricity	342.90	56883	10/17/25

10/17/25

City of Essex Junction Accounts Payable

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02:44 pm

Check Warrant Report # 24097 Current Prior Next FY Invoices For Fund (GENERAL FUND)

Cdelibac

For Check Acct 01 (GENERAL FUND) All check #s 10/04/25 To 10/17/25

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
07010	GREEN MOUNTAIN POWER CORP	10/08/25	GMP Multi Solar Accts: 09 100825D	210-5-41-20-622.000 Electricity	311.32	56883	10/17/25
07010	GREEN MOUNTAIN POWER CORP	10/08/25	GMP Multi Solar Accts: 09 100825D	210-5-40-12-622.200 Streetlight Electricity	364.80	56883	10/17/25
07010	GREEN MOUNTAIN POWER CORP	10/08/25	GMP Multi Solar Accts: 09 100825D	210-5-41-23-622.000 Electricity	67.52	56883	10/17/25
07010	GREEN MOUNTAIN POWER CORP	10/13/25	GMP Non Solar Accts.: 09/ 101325NS	210-5-40-12-622.200 Streetlight Electricity	12311.85	56884	10/17/25
07010	GREEN MOUNTAIN POWER CORP	10/13/25	GMP Non Solar Accts.: 09/ 101325NS	210-5-40-12-622.000 Electricity	895.43	56884	10/17/25
07010	GREEN MOUNTAIN POWER CORP	10/08/25	MSP Power October 102575MAPLE	210-5-41-26-622.000 Electricity	556.15	56885	10/17/25
07010	GREEN MOUNTAIN POWER CORP	10/08/25	MSP Power October 102575MAPLE2	210-5-41-26-622.000 Electricity	59.07	56886	10/17/25
07010	GREEN MOUNTAIN POWER CORP	10/14/25	GMP Railroad St. Crossing 3616101425	210-5-40-12-622.200 Streetlight Electricity	646.11	56887	10/17/25
07010	GREEN MOUNTAIN POWER CORP	09/12/25	08/13/25-09/12/25 - Railr 361691225	210-5-40-12-622.200 Streetlight Electricity	510.43	56888	10/17/25
07010	GREEN MOUNTAIN POWER CORP	10/14/25	GMP Park./Railroad Signal 8592101425	210-5-40-12-622.200 Streetlight Electricity	144.38	56889	10/17/25
07010	GREEN MOUNTAIN POWER CORP	09/12/25	08/13/25-09/12/25 - Park/ 859291225	210-5-40-12-622.200 Streetlight Electricity	113.48	56890	10/17/25
24250	IMPACT FIRE LLC	10/02/25	12+ UNITS ANNUAL FIRE EXT 125044552	210-5-40-12-431.000 R&M Buildings & Grounds	964.53	56892	10/17/25
24250	IMPACT FIRE LLC	10/02/25	Fire Extinguisher Inspect 125044553	210-5-41-20-431.000 R&M Buildings & Grounds	117.03	56892	10/17/25
33495	INGRAM LIBRARY SERVICES I	09/30/25	BL A+FBBooks OCT25 90868705	210-5-35-10-610.000 General Supplies	16.68	56893	10/17/25
33495	INGRAM LIBRARY SERVICES I	09/30/25	BL A+FBBooks OCT25 90868705	210-5-35-10-640.201 Adult Collection	185.59	56893	10/17/25
33495	INGRAM LIBRARY SERVICES I	09/30/25	BL A+FBBooks OCT25 90868705	210-5-90-00-991.000 Library Donation Expense	16.80	56893	10/17/25
33495	INGRAM LIBRARY SERVICES I	10/01/25	BL F-LP Books OCT25 90903955	210-5-90-00-991.000 Library Donation Expense	67.76	56893	10/17/25
33495	INGRAM LIBRARY SERVICES I	10/01/25	BL F-LP Books OCT25 90903955	210-5-35-10-610.000 General Supplies	0.66	56893	10/17/25
33495	INGRAM LIBRARY SERVICES I	10/02/25	BL A+F+LP+RBooks OCT25 90941273	210-5-35-10-640.201 Adult Collection	49.83	56893	10/17/25
33495	INGRAM LIBRARY SERVICES I	10/02/25	BL A+F+LP+RBooks OCT25 90941273	210-5-90-00-991.000 Library Donation Expense	68.88	56893	10/17/25
33495	INGRAM LIBRARY SERVICES I	10/02/25	BL A+F+LP+RBooks OCT25 90941273	210-5-35-10-610.000 General Supplies	35.77	56893	10/17/25
33495	INGRAM LIBRARY SERVICES I	10/02/25	BL A+F+LP+RBooks OCT25 90941273	210-5-90-00-991.000 Library Donation Expense	36.59	56893	10/17/25
33495	INGRAM LIBRARY SERVICES I	10/02/25	BL A+F+LP+RBooks OCT25 90941273	210-5-90-00-640.201 Adult Collection replacem	137.01	56893	10/17/25
11710	INVEST EAP	10/01/25	EAP 10012025	210-5-25-10-290.000 Other Employee Benefits	216.00	56895	10/17/25
80257	JANITECH LLC	10/01/25	Janitorial Services Octob INV-JT-5965	210-5-41-21-420.000 Cleaning Services	2613.00	56897	10/17/25

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
80257	JANITECH LLC	10/01/25 Janitorial Services Octob	210-5-41-20-420.000	2540.42	56897	10/17/25
		INV-JT-5965	Cleaning Services			
80257	JANITECH LLC	10/01/25 Janitorial Services Octob	210-5-41-26-420.000	2395.25	56897	10/17/25
		INV-JT-5965	Cleaning Services			
15145	JOBTARGET LLC	10/16/25 Job Posting-Library	210-5-10-10-540.000	399.00	56898	10/17/25
		33899301	Advertising			
V10407	KIMBALL MIDWEST	09/24/25 PAINT	210-5-40-12-610.000	153.96	56899	10/17/25
		103777612	General Supplies			
03525	KITTELL BRANAGAN & SARGEN	09/25/25 FY25 audit	210-5-13-10-335.000	10059.07	56900	10/17/25
		98980	Audit			
80227	LIGUORI, DANIEL	10/09/25 Stipend BWAC Oct 2025	210-5-16-10-190.000	50.00	56903	10/17/25
		100925Liguor	Board member Payments			
80238	LION First responder PPE	09/08/25 Shipping Only	210-5-25-10-750.000	25.00	56904	10/17/25
		30227965A	Machinery & Equipment			
27295	MAPLEHURST FLORIST	09/13/25 Flower Arrangement for 9/	210-5-25-10-750.000	195.00	56907	10/17/25
		120693	Machinery & Equipment			
26920	MAYVILLE DARBY	10/05/25 Minutes PC meeting Oct 20	210-5-16-10-330.000	49.44	56909	10/17/25
		54	Professional Services			
V9970	MIDWEST TAPE	09/26/25 BL ADVDs OCT25	210-5-35-10-640.201	75.72	56910	10/17/25
		507799284	Adult Collection			
V9970	MIDWEST TAPE	09/26/25 BL A.AUDCD SEP25	210-5-35-10-640.201	48.99	56910	10/17/25
		507799285	Adult Collection			
V9970	MIDWEST TAPE	09/26/25 BL ADVDs SEP25	210-5-35-10-640.201	77.72	56910	10/17/25
		507799287	Adult Collection			
V9970	MIDWEST TAPE	10/07/25 BL ADVDs OCT25	210-5-35-10-640.201	42.73	56910	10/17/25
		507846115	Adult Collection			
V9970	MIDWEST TAPE	10/07/25 BL AAudio OCT25	210-5-35-10-640.201	218.37	56910	10/17/25
		507846117	Adult Collection			
V10462	MONAGHAN SAFAR DUCHAM PL	09/30/25 Sept 2025 legal	210-5-16-10-320.000	1762.50	56911	10/17/25
		September 20	Legal Services			
V10462	MONAGHAN SAFAR DUCHAM PL	09/30/25 Sept 2025 legal	210-5-10-10-320.000	982.00	56911	10/17/25
		September 20	Legal Services			
14585	MUNICIPAL EMERGENCY SERVI	09/24/25 SCBA Repair	210-5-25-10-570.000	1409.21	56913	10/17/25
		IN2345422	Other Purchased Services			
27395	MVP HEALTH CARE INC 43118	10/11/25 Health Nov 2025	210-5-40-12-210.000	5128.10	56914	10/17/25
		22004972	Group Insurance			
27395	MVP HEALTH CARE INC 43118	10/11/25 Health Nov 2025	210-5-13-10-210.000	3823.50	56914	10/17/25
		22004972	Group Insurance			
27395	MVP HEALTH CARE INC 43118	10/11/25 Health Nov 2025	210-5-10-10-210.000	8650.54	56914	10/17/25
		22004972	Group Insurance			
27395	MVP HEALTH CARE INC 43118	10/11/25 Health Nov 2025	210-5-12-10-210.000	2007.08	56914	10/17/25
		22004972	Group Insurance			
27395	MVP HEALTH CARE INC 43118	10/11/25 Health Nov 2025	210-5-35-10-210.000	11781.57	56914	10/17/25
		22004972	Group Insurance			
27395	MVP HEALTH CARE INC 43118	10/11/25 Health Nov 2025	210-5-16-10-210.000	3010.62	56914	10/17/25
		22004972	Group Insurance			
27395	MVP HEALTH CARE INC 43118	10/11/25 Health Nov 2025	210-5-30-10-210.000	15630.19	56914	10/17/25
		22004972	Group Insurance			
27395	MVP HEALTH CARE INC 43118	10/11/25 Health Nov 2025	210-5-30-12-210.000	4827.04	56914	10/17/25
		22004972	Group Insurance			

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27395	MVP HEALTH CARE INC 43118	10/11/25	Health Nov 2025 22004972	210-2-00-00-210.006 Health Ins. Copay	4264.32	56914	10/17/25
44275	MVP SELECT CARE INC.	10/07/25	03 Sep 25 HRA Admin Fee CINV013889	210-5-13-10-210.000 Group Insurance	3.50	56915	10/17/25
44275	MVP SELECT CARE INC.	10/07/25	03 Sep 25 HRA Admin Fee CINV013889	210-5-10-10-210.000 Group Insurance	14.00	56915	10/17/25
44275	MVP SELECT CARE INC.	10/07/25	03 Sep 25 HRA Admin Fee CINV013889	210-5-12-10-210.000 Group Insurance	3.50	56915	10/17/25
44275	MVP SELECT CARE INC.	10/07/25	03 Sep 25 HRA Admin Fee CINV013889	210-5-30-12-210.000 Group Insurance	7.00	56915	10/17/25
44275	MVP SELECT CARE INC.	10/07/25	03 Sep 25 HRA Admin Fee CINV013889	210-5-30-10-210.000 Group Insurance	22.75	56915	10/17/25
44275	MVP SELECT CARE INC.	10/07/25	03 Sep 25 HRA Admin Fee CINV013889	210-5-35-10-210.000 Group Insurance	24.50	56915	10/17/25
44275	MVP SELECT CARE INC.	10/07/25	03 Sep 25 HRA Admin Fee CINV013889	210-5-16-10-210.000 Group Insurance	7.00	56915	10/17/25
44275	MVP SELECT CARE INC.	10/07/25	03 Sep 25 HRA Admin Fee CINV013889	210-5-40-12-210.000 Group Insurance	8.05	56915	10/17/25
10220	NEW ENGLAND AIR SYSTEMS L	09/30/25	2 Lincoln Bldg Maintenanc 208998	210-5-41-20-400.000 Contracted Services	181.00	56916	10/17/25
10220	NEW ENGLAND AIR SYSTEMS L	10/10/25	BL HVAC OCT25 209304	210-5-41-21-431.000 R&M Buildings & Grounds	181.00	56916	10/17/25
80081	O'BRIEN JOHN	10/09/25	Stipend BWAC Oct 2025 100925OBrien	210-5-16-10-190.000 Board member Payments	50.00	56917	10/17/25
19325	OPEN APPROACH INC	09/24/25	IT Hardware 27301	210-5-14-10-735.000 Tech: Equip/Hardware	19032.00	56918	10/17/25
19325	OPEN APPROACH INC	10/01/25	IT Services October 2025 27344	210-5-25-10-570.000 Other Purchased Services	98.40	56918	10/17/25
19325	OPEN APPROACH INC	10/01/25	IT Services October 2025 27344	210-5-14-10-505.000 Tech. Subs, Licenses	50.00	56918	10/17/25
19325	OPEN APPROACH INC	10/01/25	IT Services October 2025 27344	210-5-14-10-330.000 Professional Services	11905.60	56918	10/17/25
19325	OPEN APPROACH INC	10/01/25	IT Services October 2025 27344	210-5-14-10-505.000 Tech. Subs, Licenses	3447.00	56918	10/17/25
80133	PHILBROOK, LAUREN	10/09/25	Stipend BWAC Oct 2025 100925Philbr	210-5-16-10-190.000 Board member Payments	50.00	56923	10/17/25
V10554	PHOENIX BOOKS BURLINGTON	10/02/25	BL F.LDay Books OCT25 1706206	210-5-90-00-991.000 Library Donation Expense	56.00	56924	10/17/25
25140	PIKE INDUSTRIES INC	10/03/25	Asphalt 1348228	210-5-40-12-605.000 Summer Construction Suppl	227.25	56925	10/17/25
25140	PIKE INDUSTRIES INC	10/07/25	Asphalt 1348884	210-5-40-12-605.000 Summer Construction Suppl	525.75	56925	10/17/25
24410	PRIORITY EXPRESS INC	09/30/25	BL COURIER 9 SEP25 80272540	210-5-35-10-560.000 Postage	236.70	56927	10/17/25
05380	PURCHASE POWER	10/05/25	2 Lincoln Postage Septemb 1005254061	210-5-10-10-560.000 Postage	1009.75	56928	10/17/25
37430	R R CHARLEBOIS INC	10/01/25	VERMONT STATE INSPECTION RC90599	210-5-40-12-430.000 R&M Vehicles & Equipment	3692.77	56929	10/17/25
37430	R R CHARLEBOIS INC	10/15/25	Ladder 3 Inspection / Flu RC90709	210-5-25-10-430.000 R&M Vehicles & Equipment	1201.86	56929	10/17/25

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
18010	REYNOLDS & SON, INC.	10/03/25 Lanyard Self-Retracting 3458631	210-5-25-10-750.000 Machinery & Equipment	327.00	56932	10/17/25
22840	RIES DANIEL	10/13/25 Key Work I251013595	210-5-30-12-330.000 Professional Services	30.00	56933	10/17/25
03180	SAFETY SYSTEMS OF VT LLC	10/13/25 BL SecurityCamRep OCT25 13181692	210-5-41-21-431.000 R&M Buildings & Grounds	678.98	56934	10/17/25
17505	SAND HILL SOLAR LLC KSI I	10/13/25 Service Period: 9/5/25-10 282101325SH	210-5-40-12-622.200 Streetlight Electricity	911.21	56935	10/17/25
17505	SAND HILL SOLAR LLC KSI I	10/13/25 Service Period: 9/5/25-10 282101325SH	210-5-41-21-622.000 Electricity	1341.53	56935	10/17/25
17505	SAND HILL SOLAR LLC KSI I	10/13/25 Service Period: 9/5/25-10 282101325SH	210-5-41-20-622.000 Electricity	602.10	56935	10/17/25
17505	SAND HILL SOLAR LLC KSI I	10/13/25 Service Period: 9/5/25-10 282101325SH	210-5-41-23-622.000 Electricity	329.07	56935	10/17/25
17505	SAND HILL SOLAR LLC KSI I	10/13/25 Service Period: 9/5/25-10 282101325SH	210-5-40-12-622.000 Electricity	160.85	56935	10/17/25
17505	SAND HILL SOLAR LLC KSI I	10/13/25 Service Period: 9/5/25-10 282101325SH	210-5-41-26-622.000 Electricity	3413.68	56935	10/17/25
17505	SAND HILL SOLAR LLC KSI I	10/13/25 Service Period: 9/5/25-10 282101325SH	210-5-41-22-622.000 Electricity	602.10	56935	10/17/25
09105	SECURE SHRED	10/07/25 EJP Shred Service Oct 505705	210-5-30-10-330.000 Professional Services	25.00	56938	10/17/25
42565	SEVEN DAYS	10/15/25 Comp Plan RFP Ad 249515	210-5-16-10-540.000 Advertising	82.68	56939	10/17/25
23855	SOUTHWORTH-MILTON, INC.	09/23/25 parts for the Skid Steer INV3694198	210-5-40-12-430.000 R&M Vehicles & Equipment	578.42	56940	10/17/25
23855	SOUTHWORTH-MILTON, INC.	09/15/25 Plate return SCR0571057	210-5-40-12-430.000 R&M Vehicles & Equipment	-219.27	56940	10/17/25
80198	VERASAMY, MARLON	09/25/25 Stipend GOV Sept. 2025 092525Verasa	210-5-11-10-190.000 Board Member Payments	100.00	56946	10/17/25
19350	VERIZON CONNECT FLEET USA	10/01/25 Vehicle Tracking 10/1/25 370000080860	210-5-40-12-505.000 Tech. Subs, Licenses	151.60	56947	10/17/25
29700	VERMONT INFORMATION CONSO	09/30/25 E-check returns 2012438	210-2-00-00-205.000 Clearing Taxes	7943.99	56948	10/17/25
11935	VIKING-CIVES USA	10/07/25 JOHNSTON BRUSH 2 PC-710mm 4545854	210-5-40-12-610.000 General Supplies	284.44	56949	10/17/25
23395	VILLAGE HARDWARE - WILLIS	10/03/25 SEED-SOIL CONSERVATION MI 521006	210-5-40-12-605.000 Summer Construction Suppl	85.48	56950	10/17/25
23395	VILLAGE HARDWARE - WILLIS	10/10/25 2PK Key Tag/ Split Ring 521031	210-5-40-12-610.000 General Supplies	3.79	56950	10/17/25
V2371	VMCTA	10/01/25 Membership Dues SMH 3354	210-5-12-10-500.000 Training Conf Dues	45.00	56951	10/17/25
V2371	VMCTA	10/07/25 Membership Dues - DB 3522	210-5-12-10-500.000 Training Conf Dues	45.00	56951	10/17/25
80130	VMERS DC 110800	10/10/25 Payroll Transfer PR-10/10/25	210-2-00-00-210.004 Retirement Payable	2224.16	56952	10/17/25
29825	VT GAS SYSTEMS	09/22/25 MSP Gas October 157875609222	210-5-41-26-621.000 Natural Gas/Heating	56.85	56955	10/17/25
29825	VT GAS SYSTEMS	09/22/25 Serv Date: 08/18/25-09/18 25541	210-5-40-12-621.000 Natural Gas/Heating	83.17	56955	10/17/25

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
29825	VT GAS SYSTEMS	09/22/25	Serv Date: 08/18/25-09/18 25541	210-5-41-23-621.000 Natural Gas/Heating	84.52	56955	10/17/25
29825	VT GAS SYSTEMS	09/22/25	Serv Date: 08/18/25-09/18 25541	210-5-41-20-621.000 Natural Gas/Heating	54.20	56955	10/17/25
29825	VT GAS SYSTEMS	09/22/25	Serv Date: 08/18/25-09/18 25541	210-5-41-22-621.000 Natural Gas/Heating	60.81	56955	10/17/25
29825	VT GAS SYSTEMS	09/22/25	Serv Date: 08/18/25-09/18 25541	210-5-41-21-621.000 Natural Gas/Heating	76.68	56955	10/17/25
29825	VT GAS SYSTEMS	09/22/25	MSP Gas October 810044092225	210-5-41-26-621.000 Natural Gas/Heating	78.01	56955	10/17/25
V2368	VT HISTORICAL SOCIETY	10/07/25	BL ABooks OCT25 19009847	210-5-35-10-640.201 Adult Collection	29.42	56956	10/17/25
07565	W B MASON CO INC	09/30/25	Trash Bags 257208403	210-5-30-12-610.000 General Supplies	306.58	56958	10/17/25
07565	W B MASON CO INC	10/02/25	Cleaning Supplies 257280547	210-5-30-12-610.000 General Supplies	175.22	56958	10/17/25
07565	W B MASON CO INC	10/02/25	Park Street Supplies 257280839	210-5-30-12-610.000 General Supplies	242.09	56958	10/17/25
07565	W B MASON CO INC	10/03/25	Office Supplies 257310496	210-5-30-10-610.000 General Supplies	162.45	56958	10/17/25
80209	Wasted Public Bene Corp	10/10/25	MSP Portolet October 9477	210-5-30-12-330.000 Professional Services	330.00	56959	10/17/25
80209	Wasted Public Bene Corp	10/10/25	Cascade Portolet October 9892	210-5-30-12-330.000 Professional Services	120.00	56959	10/17/25
17425	ICMA ROTH PLAN 706287	10/10/25	Payroll Transfer PR-10/10/25	210-2-00-00-210.004 Retirement Payable	150.00	A 101725	10/10/25
80158	MISSION SQUARE TRADITINAL	10/10/25	Payroll Transfer PR-10/10/25	210-2-00-00-210.004 Retirement Payable	269.23	B 101725	10/10/25
V1160	ICMA RETIREMENT TRUST-457	10/10/25	Payroll Transfer PR-10/10/25	210-2-00-00-210.004 Retirement Payable	3073.98	C 101725	10/10/25
V1161	ICMA RETIREMENT TRUST-401	10/10/25	Payroll Transfer PR-10/10/25	210-2-00-00-210.004 Retirement Payable	5212.73	D 101725	10/10/25
V1165	INTERNAL REVENUE SERVICE	10/10/25	Payroll Transfer PR-10/10/25	210-2-00-00-210.002 Federal Inc Tax W/H	46730.59	F 101725	10/10/25
V1165	INTERNAL REVENUE SERVICE	10/14/25	Payroll Transfer PR-10/14/25	210-2-00-00-210.002 Federal Inc Tax W/H	611.83	G 101725	10/14/25
V2413	VT DEPT OF TAXES	10/10/25	Payroll Transfer PR-10/10/25	210-2-00-00-210.003 State Inc Tax W/H	6323.37	I 101725	10/10/25
V2413	VT DEPT OF TAXES	10/14/25	Payroll Transfer PR-10/14/25	210-2-00-00-210.003 State Inc Tax W/H	80.16	J 101725	10/14/25
V9721	IRELAND BROTHERS CORP/S.D	09/30/25	EJ Iroquois Avenue Waterl 462-25.03	230-5-40-10-720.002 Iroquois Ave Road and Wat	133867.76	56896	10/17/25
V10462	MONAGHAN SAFAR DUCHAM PL	09/30/25	Sept 2025 legal September 20	230-5-16-10-890.824 Cres. Connector	135.00	56911	10/17/25
80021	FIRST NATIONAL BANK OF OM	10/07/25	2 Lincoln Renovation 2971454	232-5-41-20-890.832 2 Lincoln Street Renovati	118.00	56874	10/17/25
80021	FIRST NATIONAL BANK OF OM	10/11/25	2 Lincoln Renovation 5625056	232-5-41-20-890.832 2 Lincoln Street Renovati	130.97	56874	10/17/25
80021	FIRST NATIONAL BANK OF OM	10/09/25	2 Lincoln Renovation 6525857	232-5-41-20-890.832 2 Lincoln Street Renovati	247.99	56874	10/17/25

10/17/25

City of Essex Junction Accounts Payable

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Check Warrant Report # 24097 Current Prior Next FY Invoices For Fund (GENERAL FUND)

Cdelibac

For Check Acct 01 (GENERAL FUND) All check #s 10/04/25 To 10/17/25

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
03180	SAFETY SYSTEMS OF VT LLC	09/19/25	2 Lincoln Renovation 13166019	232-5-41-20-890.832 2 Lincoln Street Renovati	4277.96	56934	10/17/25
39425	SCOTT & PARTNERS INC	10/06/25	BL Roof SEP25 6320	232-5-41-21-730.001 Roof	1932.50	56936	10/17/25
39425	SCOTT & PARTNERS INC	10/06/25	2 Lincoln Renovations 6335	232-5-41-20-890.832 2 Lincoln Street Renovati	3513.75	56936	10/17/25
V9231	TINA'S HOME DESIGN	09/17/25	Window Blinds 55612	232-5-41-20-890.832 2 Lincoln Street Renovati	3389.00	56944	10/17/25
07565	W B MASON CO INC	10/06/25	2 Lincoln Renovation 257346952	232-5-41-20-890.832 2 Lincoln Street Renovati	2800.00	56958	10/17/25
40900	CARASOFT TECHNOLOGY CORP	10/09/25	AP Essentials software 59999726INV	254-5-54-20-505.000 Tech. Subs, Licenses	43.97	56846	10/17/25
40900	CARASOFT TECHNOLOGY CORP	10/09/25	AP Essentials software 59999726INV	254-1-00-00-120.000 Prepaid Expenses	219.85	56846	10/17/25
23435	CHAMPLAIN WATER DISTRICT	09/30/25	Water Sep 2025 093025	254-5-54-70-411.400 CWD Water Purchase - Glob	250488.10	56852	10/17/25
23435	CHAMPLAIN WATER DISTRICT	09/30/25	Water Sep 2025 093025	254-5-54-20-411.000 CWD Water Purchase	58725.22	56852	10/17/25
23435	CHAMPLAIN WATER DISTRICT	09/30/25	Water Sep 2025 093025	254-5-54-70-411.400 CWD Water Purchase - Glob	4159.55	56852	10/17/25
23435	CHAMPLAIN WATER DISTRICT	09/30/25	Water Sep 2025 093025	254-5-54-20-411.000 CWD Water Purchase	975.18	56852	10/17/25
40025	E J PRESCOTT INC	09/30/25	gate valve boxes 6555937	254-5-54-20-610.000 General Supplies	532.33	56863	10/17/25
40025	E J PRESCOTT INC	10/02/25	West Street Hydrant 6557616	254-5-54-20-433.000 R&M Infrastructure	829.46	56863	10/17/25
24045	EMPIRE JANITORIAL SUPPLY	10/02/25	Motor for vacuum for gate 221694	254-5-54-20-430.000 R&M Vehicles & Equipment	311.79	56867	10/17/25
80021	FIRST NATIONAL BANK OF OM	10/01/25	04 Oct 25 GOCO Bill11 154151A	254-5-54-20-505.000 Tech. Subs, Licenses	36.39	56874	10/17/25
80021	FIRST NATIONAL BANK OF OM	10/02/25	Admin time tracking Sept 461718	254-5-54-20-505.000 Tech. Subs, Licenses	16.00	56874	10/17/25
20470	GLOBAL MONTELLO ATT: FLEE	09/30/25	Sept vehicle fuel 336395	254-5-54-20-626.000 Gasoline	294.34	56879	10/17/25
07010	GREEN MOUNTAIN POWER CORP	10/13/25	GMP Non Solar Accts.: 09/ 101325NS	254-5-54-20-622.000 Electricity	71.90	56884	10/17/25
03525	KITTELL BRANAGAN & SARGEN	09/25/25	FY25 audit 98980	254-5-54-20-335.000 Audit	5029.53	56900	10/17/25
27395	MVP HEALTH CARE INC 43118	10/11/25	Health Nov 2025 22004972	254-5-54-20-210.000 Group Insurance	4712.64	56914	10/17/25
44275	MVP SELECT CARE INC.	10/07/25	03 Sep 25 HRA Admin Fee CINV013889	254-5-54-20-210.000 Group Insurance	9.80	56915	10/17/25
29825	VT GAS SYSTEMS	09/22/25	Serv Date: 08/18/25-09/18 25541	254-5-54-20-621.000 Natural Gas/Heating	50.23	56955	10/17/25
20475	AERZEN USA CORPORATION	09/15/25	Air and oil filters SEPI-25-0052	255-5-55-30-570.000 Other Purchased Services	3063.26	56831	10/17/25
42625	ALDRICH & ELLIOTT PC	10/01/25	Essex Junction WWTF Flare 83322	255-5-55-70-722.020 Digester Flare/Flame Arre	1470.00	56833	10/17/25
14685	ALLIANCE GROUP SERV LLC	09/30/25	Hydronic System Flush 92977	G1 255-5-55-70-730.005 HVAC Upgrades	13210.76	56834	10/17/25

10/17/25

City of Essex Junction Accounts Payable

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Check Warrant Report # 24097 Current Prior Next FY Invoices For Fund (GENERAL FUND)

Cdelibac

For Check Acct 01 (GENERAL FUND) All check #s 10/04/25 To 10/17/25

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
40900	CARASOFT TECHNOLOGY CORP	10/09/25	AP Essentials software 59999726INV	255-5-55-30-505.000 Tech. Subs, Licenses	172.17	56846	10/17/25
40900	CARASOFT TECHNOLOGY CORP	10/09/25	AP Essentials software 59999726INV	255-1-00-00-120.000 Prepaid Expenses	860.83	56846	10/17/25
11375	CASELLA WASTE MANAGEMENT	10/01/25	WWTF Recycle and garbage 3753946	255-5-55-30-421.000 Grit Disposal	1377.68	56847	10/17/25
26290	CHAMPLIN ASSOC. INC.	10/03/25	Wired up Pephlo Trailer 5915	255-5-55-70-722.008 Vt Phos Challenge PePhlo	3526.60	56853	10/17/25
17895	CLEAN NEST	10/01/25	Janitorial Services Septe 15728	255-5-55-30-431.000 R&M Buildings	326.00	56858	10/17/25
V10347	EHRLICH	10/07/25	PEST CONTROL MAINTENANCE 84127805	255-5-55-30-431.000 R&M Buildings	106.61	56866	10/17/25
V10734	ENCORE ESSEX JUNCTION SOL	09/23/25	Fixed Monthly Payment (8/ 2509WWTP	255-5-55-30-622.000 Electricity	2218.85	56868	10/17/25
06870	ENDYNE INC	10/03/25	40CFR122.21 Appendix J Ta 551911	255-5-55-30-340.000 Technical Services	1185.00	56869	10/17/25
06870	ENDYNE INC	10/07/25	Essex Jct. WWTF TKN Only 552237	255-5-55-30-340.000 Technical Services	35.00	56869	10/17/25
06870	ENDYNE INC	10/07/25	Sludge Holding Tank 552259	255-5-55-30-568.000 Biosolids Subcontractor	795.00	56869	10/17/25
04640	FASTENAL INDUSTRIAL & CON	10/13/25	Oxygen Gas Sensor PCT VTBUR340697	255-5-55-30-570.000 Other Purchased Services	1185.15	56873	10/17/25
80021	FIRST NATIONAL BANK OF OM	10/01/25	04 Oct 25 GOCO Bill11 154151A	255-5-55-30-505.000 Tech. Subs, Licenses	145.55	56874	10/17/25
80021	FIRST NATIONAL BANK OF OM	10/02/25	Admin time tracking Sept 461718	255-5-55-30-505.000 Tech. Subs, Licenses	72.00	56874	10/17/25
19005	FIRSTLIGHT FIBER	10/01/25	Communications: 09/01/25- 21295649	255-5-55-30-530.000 Communications	545.36	56876	10/17/25
20470	GLOBAL MONTELLO ATT: FLEE	09/30/25	Sept vehicle fuel 336395	255-5-55-30-626.000 Gasoline	605.52	56879	10/17/25
24785	GRAINGER	11/05/25	STANDARD MANUAL DISPENSER 9664273175	255-5-55-30-570.000 Other Purchased Services	83.75	56881	10/17/25
24785	GRAINGER	10/10/25	pump 9671097245	255-5-55-30-570.000 Other Purchased Services	662.76	56881	10/17/25
V1093	HOLLAND CO., INC.	10/08/25	Sodium Aluminate delivery PI35967	255-5-55-30-619.000 Chemicals	23242.75	56891	10/17/25
24250	IMPACT FIRE LLC	10/02/25	12+ UNITS ANNUAL FIRE EXT 125044554	255-5-55-30-431.000 R&M Buildings	369.03	56892	10/17/25
80257	JANITECH LLC	10/01/25	Janitorial Services Octob INV-JT-5965	255-5-55-30-431.000 R&M Buildings	217.75	56897	10/17/25
V10407	KIMBALL MIDWEST	10/07/25	Supplies 103816876	255-5-55-30-610.000 General Supplies	300.30	56899	10/17/25
03525	KITTELL BRANAGAN & SARGEN	09/25/25	FY25 audit 98980	255-5-55-30-335.000 Audit	4764.77	56900	10/17/25
41005	LARAMIE WATER RESOURCES L	09/26/25	Installed new motor on bl 1754	255-5-55-30-570.000 Other Purchased Services	2529.36	56901	10/17/25
06995	LOU'S GLOVES, INC	10/03/25	Gloves.. 060339	255-5-55-30-618.000 Laboratory Supplies	512.00	56905	10/17/25
V1423	MAHER CORPORATION	10/07/25	Watson Marlow Qdos 120 30203	255-5-55-30-570.000 Other Purchased Services	418.00	56906	10/17/25

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
V10674	MOTION INDUSTRIES	07/23/25	Roller Conveyor chain and VT20-0028043	255-5-55-30-570.000 Other Purchased Services	1578.87	56912	10/17/25
V10674	MOTION INDUSTRIES	07/30/25	CONVEYING CHAIN for Headw VT20-0028057	255-5-55-30-570.000 Other Purchased Services	1489.26	56912	10/17/25
27395	MVP HEALTH CARE INC 43118	10/11/25	Health Nov 2025 22004972	255-5-55-30-210.000 Group Insurance	7506.49	56914	10/17/25
44275	MVP SELECT CARE INC.	10/07/25	03 Sep 25 HRA Admin Fee CINV013889	255-5-55-30-210.000 Group Insurance	14.00	56915	10/17/25
19325	OPEN APPROACH INC	10/01/25	IT Services October 2025 27344	255-5-55-30-505.000 Tech. Subs, Licenses	50.00	56918	10/17/25
19325	OPEN APPROACH INC	10/01/25	Monthly Billing for Octob 27345	255-5-55-30-340.000 Technical Services	160.00	56918	10/17/25
19325	OPEN APPROACH INC	09/30/25	Windows 11 Transition WWT 27539	255-5-55-30-735.000 Tech: Equip/Hardware	150.00	56918	10/17/25
19325	OPEN APPROACH INC	09/30/25	Laptop Imaging - WWTF Rep 27540	255-5-55-30-735.000 Tech: Equip/Hardware	2835.00	56918	10/17/25
23420	P & P SEPTIC SERVICE INC.	10/01/25	Bypass pumped off of city T653948	255-5-55-70-722.021 Aeration Header Replaceme	1800.00	56919	10/17/25
01020	UNIVERSITY OF VT	09/30/25	Pilot-Scale PePhlo System GCAS-144904	255-5-55-70-722.008 Vt Phos Challenge PePhlo	4060.96	56945	10/17/25
29825	VT GAS SYSTEMS	09/22/25	Serv Date: 08/18/25-09/18 25541	255-5-55-30-621.000 Natural Gas/Heating	1564.31	56955	10/17/25
40900	CARASOFT TECHNOLOGY CORP	10/09/25	AP Essentials software 59999726INV	256-1-00-00-120.000 Prepaid Expenses	151.73	56846	10/17/25
40900	CARASOFT TECHNOLOGY CORP	10/09/25	AP Essentials software 59999726INV	256-5-56-40-505.000 Tech. Subs, Licenses	30.35	56846	10/17/25
26290	CHAMPLIN ASSOC. INC.	09/25/25	High School Pump Station 5902	256-5-56-40-434.000 R&M Pump Stations	530.50	56853	10/17/25
35260	EAST COAST PRINTERS INC	10/03/25	Uniform for Ron Bundy 09262502	256-5-56-40-612.000 Uniforms	162.00	56865	10/17/25
80021	FIRST NATIONAL BANK OF OM	10/01/25	04 Oct 25 GOCO Bill1 154151A	256-5-56-40-505.000 Tech. Subs, Licenses	36.38	56874	10/17/25
80021	FIRST NATIONAL BANK OF OM	10/02/25	Admin time tracking Sept 461718	256-5-56-40-505.000 Tech. Subs, Licenses	16.00	56874	10/17/25
20470	GLOBAL MONTELLO ATT: FLEE	09/30/25	Sept vehicle fuel 336395	256-5-56-40-626.000 Gasoline	332.63	56879	10/17/25
07010	GREEN MOUNTAIN POWER CORP	10/08/25	GMP Multi Solar Accts: 09 100825D	256-5-56-40-434.001 Susie Wilson PS Costs	89.64	56883	10/17/25
07010	GREEN MOUNTAIN POWER CORP	10/08/25	GMP Multi Solar Accts: 09 100825D	256-5-56-40-434.002 West Street PS Costs	101.74	56883	10/17/25
07010	GREEN MOUNTAIN POWER CORP	10/08/25	GMP Multi Solar Accts: 09 100825D	256-5-56-40-622.000 Electricity	147.52	56883	10/17/25
07010	GREEN MOUNTAIN POWER CORP	10/13/25	GMP Non Solar Accts.: 09/ 101325NS	256-5-56-40-622.000 Electricity	458.97	56884	10/17/25
03525	KITTELL BRANAGAN & SARGEN	09/25/25	FY25 audit 98980	256-5-56-40-335.000 Audit	2646.63	56900	10/17/25
27395	MVP HEALTH CARE INC 43118	10/11/25	Health Nov 2025 22004972	256-5-56-40-210.000 Group Insurance	3305.67	56914	10/17/25
44275	MVP SELECT CARE INC.	10/07/25	03 Sep 25 HRA Admin Fee CINV013889	256-5-56-40-210.000 Group Insurance	5.50	56915	10/17/25

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
19325	OPEN APPROACH INC	10/01/25	Monthly Billing for Octob 27345	256-5-56-40-340.000 Technical Services	560.00	56918	10/17/25
17505	SAND HILL SOLAR LLC KSI I	10/13/25	Service Period: 9/5/25-10 282101325SH	256-5-56-40-622.000 Electricity	99.44	56935	10/17/25
17505	SAND HILL SOLAR LLC KSI I	10/13/25	Service Period: 9/5/25-10 282101325SH	256-5-56-40-434.002 West Street PS Costs	717.89	56935	10/17/25
17505	SAND HILL SOLAR LLC KSI I	10/13/25	Service Period: 9/5/25-10 282101325SH	256-5-56-40-434.001 Susie Wilson PS Costs	569.60	56935	10/17/25
29825	VT GAS SYSTEMS	09/22/25	Serv Date: 08/18/25-09/18 25541	256-5-56-40-434.002 West Street PS Costs	54.39	56955	10/17/25
29825	VT GAS SYSTEMS	09/22/25	Serv Date: 08/18/25-09/18 25541	256-5-56-40-621.000 Natural Gas/Heating	59.49	56955	10/17/25
29825	VT GAS SYSTEMS	09/22/25	Serv Date: 08/18/25-09/18 25541	256-5-56-40-434.001 Susie Wilson PS Costs	53.34	56955	10/17/25
V10154	MAX-R	09/05/25	BAG-DOG WASTE 2000CT INV34995	257-5-57-50-570.000 Other Purchased Services	1200.00	56908	10/17/25
27395	MVP HEALTH CARE INC 43118	10/11/25	Health Nov 2025 22004972	257-5-57-50-210.000 Group Insurance	2669.42	56914	10/17/25
44275	MVP SELECT CARE INC.	10/07/25	03 Sep 25 HRA Admin Fee CINV013889	257-5-57-50-210.000 Group Insurance	4.66	56915	10/17/25
10425	REGIONAL STORMWATER EDUCA	10/01/25	FY26 Adopt-a-Drain Annual 235	257-5-57-50-830.000 Regular Programs	916.49	56931	10/17/25
05590	STONE ENVIRONMENTAL INC	09/09/25	Services Provided: 05/01/ 17713	257-5-57-50-510.000 Permit/License/Registrati	667.85	56942	10/17/25
24130	VT DEPT ENVIRONMENTAL CON	09/25/25	MS4 City of Essex Junctio 702492525	257-5-57-50-510.000 Permit/License/Registrati	6508.00	56954	10/17/25
07305	AIRGAS USA LLC	09/30/25	Pool Chemicals 5519214596	259-5-30-11-431.000 R&M Buildings & Grounds	409.80	56832	10/17/25
19815	AMAZON CAPITAL SERVICES	10/09/25	Meet Me on Main Supplies 139VFTX64YFJ	259-5-30-14-610.000 General Supplies	82.62	56836	10/17/25
19815	AMAZON CAPITAL SERVICES	10/01/25	PS Discoverers Supplies 16C391DD7TLT	259-5-30-16-610.000 General Supplies	10.25	56836	10/17/25
19815	AMAZON CAPITAL SERVICES	10/03/25	PS Cleaning Supplies 16N1LCXRNT1K	259-5-30-16-610.000 General Supplies	25.51	56836	10/17/25
19815	AMAZON CAPITAL SERVICES	10/10/25	Meet Me on Main Supplies 16Y7M4CFL6WM	259-5-30-14-610.000 General Supplies	102.92	56836	10/17/25
19815	AMAZON CAPITAL SERVICES	10/03/25	PS Adventurers Supplies 17J13Y9XPDW4	259-5-30-16-610.000 General Supplies	25.98	56836	10/17/25
19815	AMAZON CAPITAL SERVICES	10/03/25	Town Behavior Supplies 17XHLCHLRJRJ	259-5-30-15-610.000 General Supplies	12.08	56836	10/17/25
19815	AMAZON CAPITAL SERVICES	10/06/25	RK Fleming Supplies 19CXDDNPDL67	259-5-30-15-610.000 General Supplies	177.83	56836	10/17/25
19815	AMAZON CAPITAL SERVICES	10/09/25	RK EES 1-2 Supplies 1CG9Y1TMY9YK	259-5-30-15-610.000 General Supplies	43.89	56836	10/17/25
19815	AMAZON CAPITAL SERVICES	10/03/25	Meet Me on Main Supplies 1DK6DC7LMDWL	259-5-30-14-610.000 General Supplies	71.88	56836	10/17/25
19815	AMAZON CAPITAL SERVICES	10/08/25	RK EES 1-2 Supplies 1FHFT9QKFHD3	259-5-30-15-610.000 General Supplies	162.30	56836	10/17/25
19815	AMAZON CAPITAL SERVICES	10/10/25	Town Behavior Supplies 1GD9XH3MNP9K	259-5-30-15-610.000 General Supplies	15.19	56836	10/17/25

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
19815	AMAZON CAPITAL SERVICES	10/09/25	Behavior Support Supplies 1GDCRM6HXVL7	259-5-30-15-610.000 General Supplies	19.57	56836	10/17/25
19815	AMAZON CAPITAL SERVICES	10/08/25	RK Fleming Supplies 1JFLQQRL97LG	259-5-30-15-610.000 General Supplies	103.18	56836	10/17/25
19815	AMAZON CAPITAL SERVICES	10/08/25	PS Adventurers Supplies 1JLMXX1KJ7XM	259-5-30-16-610.000 General Supplies	29.19	56836	10/17/25
19815	AMAZON CAPITAL SERVICES	10/02/25	Meet Me on Main Supplies 1KGXJK436F99	259-5-30-14-610.000 General Supplies	72.42	56836	10/17/25
19815	AMAZON CAPITAL SERVICES	10/03/25	Meet Me on Main Supplies 1LFLTFVNLMP	259-5-30-14-610.000 General Supplies	83.98	56836	10/17/25
19815	AMAZON CAPITAL SERVICES	10/08/25	PS Building Supplies 1LRD1TKPHMH	259-5-30-16-610.000 General Supplies	57.99	56836	10/17/25
19815	AMAZON CAPITAL SERVICES	10/09/25	RK FMS Supplies 1LRD1TKPVP4M	259-5-30-15-610.000 General Supplies	105.41	56836	10/17/25
19815	AMAZON CAPITAL SERVICES	10/10/25	Town Behavior Support 1MPNVCW7LC7T	259-5-30-15-610.000 General Supplies	7.80	56836	10/17/25
19815	AMAZON CAPITAL SERVICES	10/03/25	RK EES Supplies 1NTGQQRKLRHQ	259-5-30-15-610.000 General Supplies	25.98	56836	10/17/25
19815	AMAZON CAPITAL SERVICES	10/08/25	PS Building Supplies 1P4NGPXJFXDN	259-5-30-16-610.000 General Supplies	27.38	56836	10/17/25
19815	AMAZON CAPITAL SERVICES	10/08/25	PS Discoverers Supplies 1P4NGPXJHTRN	259-5-30-16-610.000 General Supplies	46.17	56836	10/17/25
19815	AMAZON CAPITAL SERVICES	10/03/25	Meet Me on Main Supplies 1PNQJYD9MGJ7	259-5-30-14-610.000 General Supplies	53.18	56836	10/17/25
19815	AMAZON CAPITAL SERVICES	10/03/25	PS Discoverers Supplies 1QDT6CPGPQ4H	259-5-30-16-610.000 General Supplies	71.11	56836	10/17/25
19815	AMAZON CAPITAL SERVICES	10/09/25	Meet Me on Main Supplies 1QMMYDFWY6L	259-5-30-14-610.000 General Supplies	119.95	56836	10/17/25
19815	AMAZON CAPITAL SERVICES	10/08/25	RK MSP Supplies 1R7WQKK6979X	259-5-30-15-610.000 General Supplies	38.02	56836	10/17/25
19815	AMAZON CAPITAL SERVICES	10/08/25	RK FMS Supplies 1R7WQKK6HHXT	259-5-30-15-610.000 General Supplies	8.99	56836	10/17/25
19815	AMAZON CAPITAL SERVICES	10/08/25	RK FMS Supplies 1R7WQKK6HMR	259-5-30-15-610.000 General Supplies	8.99	56836	10/17/25
19815	AMAZON CAPITAL SERVICES	10/09/25	RK Westford Supplies 1VFRJ1WRWHJ7	259-5-30-15-610.000 General Supplies	161.93	56836	10/17/25
19815	AMAZON CAPITAL SERVICES	10/09/25	Behavior Support Supplies 1XKW6QXTXYPF	259-5-30-15-610.000 General Supplies	28.58	56836	10/17/25
19815	AMAZON CAPITAL SERVICES	10/03/25	Meet Me on Main Supplies 1Y7J49P3LLKR	259-5-30-14-610.000 General Supplies	81.66	56836	10/17/25
19815	AMAZON CAPITAL SERVICES	10/09/25	Meet Me on Main Supplies 1YYG1KRT4TPL	259-5-30-14-610.000 General Supplies	53.18	56836	10/17/25
80267	BACHAND, ASHLEY	10/14/25	Cheer Coach 101425D	259-5-30-14-330.000 Professional Services	600.00	56840	10/17/25
25370	BOUNCE AROUND VT LLC	10/06/25	RK MSP 10/22 12197	259-5-30-15-330.000 Professional Services	735.00	56843	10/17/25
40900	CARASOFT TECHNOLOGY CORP	10/09/25	AP Essentials software 59999726INV	259-1-00-00-120.000 Prepaid Expenses	1944.59	56846	10/17/25
40900	CARASOFT TECHNOLOGY CORP	10/09/25	AP Essentials software 59999726INV	259-5-30-10-505.000 Tech. Subs, Licenses	388.92	56846	10/17/25

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
14440	CHAPIN ORCHARD	10/02/25	RK MSP 10/2 161687	259-5-30-15-330.000 Professional Services	76.00	56854	10/17/25
17895	CLEAN NEST	10/01/25	EJRP Cleaning Sept 15730	259-5-30-16-420.000 Cleaning Services	2890.33	56858	10/17/25
25120	CLICKTIME.COM	10/02/25	EJRP Timesheets Sept 461768	259-5-30-10-505.000 Tech. Subs, Licenses	888.00	56859	10/17/25
29970	EAST COAST ICE	10/08/25	RK EES Snack 1331	259-5-30-15-610.000 General Supplies	460.00	56864	10/17/25
80192	Fountain of Youth Fitness	10/06/25	Lifting Spirits 10/6 100625D	259-5-30-14-330.000 Professional Services	83.20	56877	10/17/25
80192	Fountain of Youth Fitness	10/14/25	Lifting Spirits 10.14 101425D	259-5-30-14-330.000 Professional Services	104.80	56877	10/17/25
34895	GAUTHIER TRUCKING, INC.	10/01/25	2 Lincoln Garbage Septemb 1895887	259-5-30-14-330.000 Professional Services	890.00	56878	10/17/25
80265	GREEN MOUNTAIN HENNA DESI	10/11/25	Meet Me on Main 101	259-5-30-14-330.000 Professional Services	510.00	56882	10/17/25
05585	INJURY TO EXCELLANCE / FI	10/02/25	Vac Camp 10/2 100225D	259-5-30-15-330.000 Professional Services	840.00	56894	10/17/25
80257	JANITECH LLC	10/01/25	Janitorial Services Octob INV-JT-5965	259-5-30-16-420.000 Cleaning Services	2177.50	56897	10/17/25
80174	LEBEAU, JESSICA	10/13/25	Cheer Coach 101325D	259-5-30-14-330.000 Professional Services	600.00	56902	10/17/25
27395	MVP HEALTH CARE INC 43118	10/11/25	Health Nov 2025 22004972	259-5-30-15-210.000 Group Insurance	10148.40	56914	10/17/25
27395	MVP HEALTH CARE INC 43118	10/11/25	Health Nov 2025 22004972	259-5-30-16-210.000 Group Insurance	5782.02	56914	10/17/25
44275	MVP SELECT CARE INC.	10/07/25	03 Sep 25 HRA Admin Fee CINV013889	259-5-30-16-210.000 Group Insurance	10.49	56915	10/17/25
44275	MVP SELECT CARE INC.	10/07/25	03 Sep 25 HRA Admin Fee CINV013889	259-5-30-15-210.000 Group Insurance	22.75	56915	10/17/25
19325	OPEN APPROACH INC	09/11/25	Childcare Laptop 27285	259-5-30-15-610.000 General Supplies	1586.00	56918	10/17/25
80173	PAYNE-FISHER, MAKAYLA	10/13/25	Cheer Coach 101325D	259-5-30-14-330.000 Professional Services	600.00	56920	10/17/25
29425	PERFORMANCE FOOD 24793-EJ	09/18/25	RK Snack 466578	259-5-30-15-610.000 General Supplies	88.78	56921	10/17/25
29425	PERFORMANCE FOOD 24793-EJ	10/01/25	Vac Camp Snack 471180	259-5-30-15-610.000 General Supplies	43.01	56921	10/17/25
29425	PERFORMANCE FOOD 24793-EJ	09/29/25	RK Founders Snack 473061	259-5-30-15-610.000 General Supplies	203.87	56921	10/17/25
29425	PERFORMANCE FOOD 24793-EJ	09/30/25	RK Westford Snack 473111	259-5-30-15-610.000 General Supplies	114.45	56921	10/17/25
29425	PERFORMANCE FOOD 24793-EJ	09/30/25	RK EES K Snack 473266	259-5-30-15-610.000 General Supplies	47.27	56921	10/17/25
29425	PERFORMANCE FOOD 24793-EJ	10/01/25	Vac Camp Snack 473983	259-5-30-15-610.000 General Supplies	142.24	56921	10/17/25
29425	PERFORMANCE FOOD 24793-EJ	10/01/25	RK EES 1-2 Snack 474789	259-5-30-15-610.000 General Supplies	296.02	56921	10/17/25
29425	PERFORMANCE FOOD 24793-EJ	10/01/25	RK Hiawatha Snack 475143	259-5-30-15-610.000 General Supplies	150.05	56921	10/17/25

10/17/25

City of Essex Junction Accounts Payable

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02:44 pm

Check Warrant Report # 24097 Current Prior Next FY Invoices For Fund (GENERAL FUND)

Cdelibac

For Check Acct 01 (GENERAL FUND) All check #s 10/04/25 To 10/17/25

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
29425	PERFORMANCE FOOD 24793-EJ	10/07/25	RK Westford Snack 475925	259-5-30-15-610.000 General Supplies	125.57	56921	10/17/25
29425	PERFORMANCE FOOD 24793-EJ	10/07/25	RK Hiawatha Snack 477677	259-5-30-15-610.000 General Supplies	68.68	56921	10/17/25
29425	PERFORMANCE FOOD 24793-EJ	10/06/25	RK FMS Snack 477737	259-5-30-15-610.000 General Supplies	132.53	56921	10/17/25
29425	PERFORMANCE FOOD 24793-EJ	10/06/25	RK MSP Snack 477887	259-5-30-15-610.000 General Supplies	207.29	56921	10/17/25
29425	PERFORMANCE FOOD 24793-EJ	10/08/25	RK EES 1-2 Snack 479580	259-5-30-15-610.000 General Supplies	203.73	56921	10/17/25
29425	PERFORMANCE FOOD 24793-EJ	10/09/25	RK EES K Snack 480664	259-5-30-15-610.000 General Supplies	122.82	56921	10/17/25
80071	PLUM THERAPY LLC KATRINA	10/02/25	Clinical Supervision Sept 100225D	259-5-30-15-330.000 Professional Services	300.00	56926	10/17/25
20620	RASCO LAURA	10/10/25	PS Playgroup Sept 101025D	259-5-30-14-330.000 Professional Services	270.00	56930	10/17/25
10435	SCREENMYLOGO.COM	09/01/25	RecKids Staff Sweatshirts 21803	259-5-30-15-610.000 General Supplies	2889.00	56937	10/17/25
45825	SPARE TIME	07/29/25	Reach EES 7/29 49261256	259-5-30-17-330.000 Professional Services	638.00	56941	10/17/25
23495	STUDENT TRANSPORTATION OF	10/06/25	Vac Camp Bus 10/2 70321344	259-5-30-15-580.000 Travel	405.56	56943	10/17/25
23495	STUDENT TRANSPORTATION OF	10/06/25	Vac Camp Bus 10/2 70321346	259-5-30-15-580.000 Travel	328.31	56943	10/17/25
80116	VT AUDIO VISUAL LLC	10/03/25	Meet Me on Main 7018	259-5-30-14-330.000 Professional Services	1771.00	56953	10/17/25
06195	VT INSTITUTE OF NATURAL S	10/03/25	Vac Camp 10/23 V1655	259-5-30-15-330.000 Professional Services	810.00	56957	10/17/25
07565	W B MASON CO INC	09/30/25	PS Supplies 257213433	259-5-30-16-610.000 General Supplies	79.55	56958	10/17/25
Report Total					1713757.79		

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 \$ *1,713,757.79
Let this be your order for the payments of these amounts.

**CITY OF ESSEX JUNCTION
PLANNING COMMISSION REGULAR MEETING
MINUTES OF MEETING
OCTOBER 2, 2025
DRAFT**

PLANNING COMMISSIONERS PRESENT: Elijah Massey, Chair; Diane Clemens, Vice-Chair; Elena Juodisius; Finn Hamilton (non-voting); Scott McCormick; Kirstie Paschall
ADMINISTRATION: Chris Yuen, Community Development Director
OTHERS PRESENT: None

1. CALL TO ORDER

Mr. Massey called the meeting to order at 6:32 PM.

2. AGENDA ADDITIONS/CHANGES

None.

3. PUBLIC TO BE HEARD

a. Comments from Public on Items Not on Agenda

None.

4. MINUTES

a. September 4, 2025

DIANE CLEMENS made a motion to approve the minutes of minutes, seconded by **SCOTT MCCORMICK** of September 4, 2025. Motion passed 5-0.

5. BUSINESS ITEMS

a. Update on Connect the Junction project public engagement and next steps

Mr. Yuen said that in-person and online participation has been occurring throughout the summer. Last Saturday was the in-person open house. Online participation was not as strong as in-person, which may have been due to the fact that the original version of the online open house was not mobile-friendly. The online open house will be available for an additional two weeks. The Planning Commission (PC) plans to hold an additional in-person opportunity on October 11th at the Meet Me on Main event. Clear direction from the City Council needs to be given regarding building heights to finalize this project. A joint meeting is proposed on November 6th for this purpose. The PC discussed public opinion on the issue and if additional outreach would be required. Building heights would need to be included in updates to the Land Development Code, which would require additional public input prior to final implementation. Essex Junction will be reviewing housing targets and determine when these could be reasonably reached when specific adjustments are made to the LDC. Ms. Clemens said that building heights should be discussed individually as the PC prior to making a recommendation. Mr. Yuen said that a recommendation could be given by the PC at a later date if they are not ready to make a recommendation immediately.

b. Review and Consideration of draft RFP for 2027 Comprehensive Plan Update

Mr. Yuen said that the first draft of the Request for Proposals (RFP) is included in the packet. The plan expires in August of 2027, and a municipal planning grant needs to be spent by April of 2027. Mr. McCormick said that he would send additional comments to Mr. Yuen via e-mail and encouraged this

document to be user-friendly and applicable. He said that it should have action items rather than general goals. Mr. Yuen said that Comprehensive Plans can be very large projects and noted the \$40,000 budget for this project. Mr. McCormick encouraged the plan to be condensed and to only include applicable items.

c. Introduction of Housing Infill project collaboration with Burlington, South Burlington and Winooski and 802 Homes – Phase 3 of Homes for All

Mr. Yuen said that Essex Junction is in talks with South Burlington and Winooski to collaborate on an initiative on infill housing. Workshops will be rotated between the municipalities, as each one has slightly different regulations. This will also allow for additional speakers and other opportunities. This project will require volunteer and other engagement opportunities for the PC. Mr. McCormick discussed the staggering costs of construction in Vermont. Mr. Yuen said that Essex Junction has been shortlisted for a grant through the 802 Homes Initiative.

d. Update on mural grant

Mr. Massey said that the local review committee had their first meeting this afternoon. The committee reviewed the work plan and will move forward on the initial solicitation on thematic input, which will target young people and students. The community will be able to weigh in on artist and design selection prior to the development of the final work plan. The project report is due at the end of September 2026, and it is solely a design grant. Mr. Yuen requested that local match information for the second round of the grant be made available as soon as possible.

6. MEMBERS UPDATES

Ms. Clemens said that Williston's Comprehensive Plan took two years to approve and highlighted recent news articles related to housing. She discussed the work of the Essex Energy Committee in engaging the community.

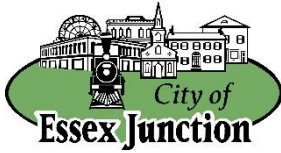
7. STAFF UPDATES

Mr. Yuen said that the consultants are working on a draft report on the Pearl Street multi-modal improvements project and plan on presenting to the City Council on November 12th. Municipal Day will be on October 17th.

8. ADJOURNMENT

SCOTT MCCORMICK made a motion, seconded by DIANE CLEMENS, to adjourn. Meeting adjourned 7:57 PM.

Respectfully submitted,
Darby Mayville



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

*Online & 2 Lincoln St
Essex Junction, VT 05452
Thursday, October 9th
2025, 7:00 PM*

E-mail: mgiguere@essexjunction.org

www.essexjunction.org

Phone: 802-878-6944, ext. 1625

1. **MEMBERS PRESENT**

John O'Brien, Daniel Liguori, Philip Bieber, David Achee, Lauren Philbrook

2. **OTHERS PRESENT**

Michael Giguere (staff representative), Jack Evans (Local Motion)

3. **CALL TO ORDER**

David called the meeting to order at 7:00 pm.

4. **AGENDA ADDITIONS/CHANGES**

Michael added an agenda item to discuss Meet me on Main. David added an agenda item to discuss the Wilkinson and Tyler Drive intersection.

5. **MINUTES FOR APPROVAL**

a. September 11th, 2025

Lauren made a motion, seconded by John, to approve the minutes as presented. Motion passed unanimously (5-0).

6. **PUBLIC TO BE HEARD**

Jack shared a summary of his upcoming presentation at the CATAMA Transportation Conference on e-bike battery safety and impacts on housing policy.

7. **BUSINESS ITEMS**

a. New RRFB location selection

The committee discussed potential locations to purchase and place the City's next Rectangular Rapid Flashing Beacon (RRFB). Michael mentioned that the RRFB at Main & Athens has been installed, and Lauren confirmed that it is operational.

Michael presented the committee's rubric on evaluating potential locations for RRFBs, giving a summary of each scoring category (Annual Average Daily Traffic, proximity to an arterial street, distance from other RRFBs, proximity to existing bike or pedestrian network, beacon visibility for drivers, and proximity to schools). He mentioned that RRFBs must be placed at an existing crosswalk.

Using the rubric, North & Grove and Lincoln & Central tied for the highest priority score of 22 out of a possible 30 points. The committee discussed the pros and cons of choosing to install a beacon at each intersection. Lincoln & Central scored lower for low vehicle traffic and proximity to existing beacon, but has many younger kids and more pedestrian traffic across the day near bus and train. The intersection geometry is also more straightforward. John mentioned that the geographic equity score could be indicative of greater traffic safety concerns on the road, and the committee agreed that North & Grove likely has larger issues that could not solely be solved with an RRFB. Michael mentioned that the drafted Traffic Calming Policy may have implementation strategies for this intersection in the future.

John brought up a resident request to check Maple & Elm, which scored 19 points due to good driver visibility and being located too close to existing beacon. He mentioned the resident's concern is that when traffic is really backed up it's hard to navigate it while being able to see around stopped cars. Railroad & Main is another difficult intersection to navigate on foot eastbound when there's lots of traffic on the Crescent Connector. This location is very close to an existing beacon but is located in a different

orientation. Michael mentioned needing to check engineering guidance on installation at an intersection so drivers on Main could see this beacon, noting that beacons are most effective at mid-block crossings.

John made a motion, seconded by Davd, to purchase and install a RRFB at Lincoln & Central. Motion passed unanimously (5-0).

b. New potential bike rack locations

Michael mentioned that Public Works has more bike racks in storage that could be distributed around the City. Lauren summarized her visit to the Tree Farm Soccer Complex, mentioning that she saw 8 bikes on a Saturday with no bike parking available. The committee decided that clusters of bike racks would be the best solution given the conditions near the fields. They discussed potential locations with the green barn being decided on as suitable. Jack mentioned that if mounted on rails, several hoop racks could be relocated easily if need be.

John mentioned that the Essex Police Department and shopping center at 159 Pearl Street also do not have bicycle parking. Michael agreed to work with Tree Farm management on getting bike parking installed and will start conversations with Essex Police Department and the shopping center.

c. Meet Me on Main debrief

Michael attended the second iteration of Meet Me on Main, an event hosted by EJRP on a short section of Main Street near Five Corners closed temporarily to vehicle traffic for games and events. He mentioned that there was a high level of engagement from visitors and even more activity than anticipated. David also attended and thought it was a great event, mentioning that having the road closed made it a much more pleasant area to be in, rerouted traffic did not seem too congested, and gave a good opportunity to browse local businesses. Jack was amazed by the volume of people. John spoke to City Council about this event and mentioned that he's hoping to see more events like this.

Michael mentioned that Connect the Junction's draft proposes to keep Main Street open to vehicle traffic but may have some rechannelization opportunities to provide more pedestrian space. John mentioned that he will draft a letter on behalf of BWAC to EJRP in support of more events like this.

David mentioned that he drove in and did not have a problem finding parking despite the high turnout. Jack mentioned it would be interesting to survey visitors and hear how they arrived to the event.

8. MEMBERS UPDATES

David mentioned that Wilkinson is a Five Corners cut through for drivers, speeding is often an issue, and that there is a hill with poor visibility. Michael mentioned that this would be good to revisit for traffic calming implementation even though the road is not an arterial.

9. STAFF UPDATES

a. RRFB installation at Main & Athens

Michael confirmed that the RRFB at Main & Athens is operational.

b. Wayfinding signage update

Michael shared his conversation with Ricky with Public Works on the project to improve signage for bicycle routes near the Countryside neighborhood. Ricky confirmed Public Works' capacity to install and maintain new signage and on street stencils.

In terms of next steps, Michael will work on recommending a specific implementation plan, such as determining which locations get signs and which get stencils. He will bring this plan to BWAC for approval.

c. Town of Essex - Upper Main Street/VT15 shared use path update

Michael mentioned that the Town of Essex was selected for Vtrans funding for an 8-foot shared use path along Upper Main Street. They are now working on engineering specifics for this project, including a small portion that falls in Essex Junction's jurisdiction near Fairview Farm neighborhood. Michael mentioned the potential need for some value engineered alternatives based on existing bicycle and stormwater infrastructure.

The idea is to have shared use path all the way along Main St. to connect Essex Junction and the Town of Essex. While the construction timeline is not currently known, it will likely not start for a few years due to grant funding timelines.

Northeastern corner is low hanging fruit for cycling infrastructure. The committee mentioned being excited to be making connections between sections of the City.

10. **READING FILE**

a. National Association of City Transportation Officials (NATCO) guides

- Urban Street Guide
- Urban Bikeway Guide

Michael included an excerpt from the NACTO Urban Bikeway Guide on how to develop universally understandable bike signage, including height designed for cyclists not for drivers. He mentioned that committee members are welcome to borrow these publications for project ideas.

11. **ADJOURN**

John made a motion to adjourn at 8:00 pm, seconded by Lauren. Motion passed unanimously (5-0).

City of Essex Junction Governance Committee Meeting Minutes
Thursday, October 9, 2025 @ 6:30 PM

Members present: Bethany Clark, Thomas Coen, Steve Eustis, Deb McAdoo, Brian Shelden, Marlon Verasamy

Absent: Elaine Haney, Candace Morgan, Gabrielle Smith

Staff present: Brad Luck

Members of the public present: None

Chair Steve Eustis called the meeting to order at 6:33 PM.

There were no additions or changes to the agenda. There was no public to be heard.

Marlon motioned and Brian seconded approval of the September 25 meeting minutes. They passed unanimously.

We reviewed the most recent summary of information about the governance topics that we have been exploring. Language was updated. The election of City Councilors - in terms of being at-large or through wards, was removed as an item for public comment.

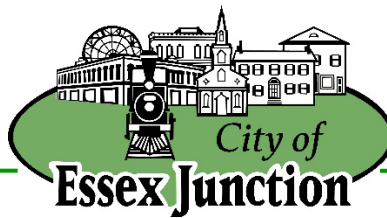
We agreed that the survey language should be updated to match the edits made tonight.

We talked about the value and data that can be gained from the survey and decided to move forward with it – acknowledging it isn't perfect. We talked about the value of focus groups and reaching out to civically engaged folks on City committees to ask them to join a focus group.

Deb and Bethany will be at Meet Me On Main! on Saturday, 10/11. Steve and Marlon will be at the City Council meeting on 10/22. Information will be put up on the City website and put out on social media and Front Porch Forum.

At the next meeting we will decide when to close the survey, who will be on the Junction City New Program on 10/27, the community conversations plan, a final report plan, focus groups, and other outreach activities.

Marlon moved and Deb seconded to adjourn, which passed unanimously. Steve adjourned the meeting at 8:09 PM.



MEMORANDUM

To: City Council
From: Christopher Yuen, Community Development Director
Meeting Date: Wednesday, October 22, 2025
Subject: 802 Homes / Homes for All Phase 3

Issue: The City has been selected by the Vermont Department of Housing and Community Development to serve as a “Development-Ready” community partner for their “802 Homes” initiative.

Discussion:

As mentioned in my October 8 memo to the City Council, the Community Development Department applied for the City to be one of three “Development-Ready” Community Partners as part of Vermont’s award-winning Homes for All initiative. Essex Junction has since been selected to participate in this program, alongside the Towns of Hartford and Manchester.

By participating as a “Development-Ready” community partner, the City will:

- Tailor plans for accessory dwelling units (ADUs) through four-unit homes—adaptable for stick-built or off-site construction—to meet the community’s needs.
- Be the first to gain access to a catalog of 10 ready-to-build, code-compliant home designs (Note: Once the 802 Homes catalog goes “live”, other communities will have a pathway to utilize the home designs).
- Learn how to systematically identify opportunity sites for infill housing in the community.
- Help shape a statewide model that empowers small-scale builders to deliver infill housing that fits into existing neighborhoods.
- Explore streamlined permitting approaches while reinforcing the community’s identity and values.

Across the country, communities embracing ready-to-build home designs are unlocking new housing potential. The Community Development Department is excited to be part of this initiative, which may play a major role in helping the City address the housing shortage and achieve its housing targets.

The first event of this initiative, a Missing Middle Homes & Infill Site Inventory Virtual Tour, is anticipated to take place on November 18, 2025. During this session:

- Typical infill sites and existing housing typologies will be selected to showcase a representative variety of typical infill opportunities within the selected “development-ready” communities that are applicable to similar communities across Vermont. They will be used as a source of inspiration for the 802 Homes catalog and the 10 home designs. The tour or virtual event will be planned and run by the DHCD’s consulting team.
- Communities will help identify compelling existing missing middle homes (MMHs) that could serve as precedents for the 10 home designs, as well as typical infill opportunities suitable for MMH development (e.g., large or double lots, deep lots that could accommodate an ADU or second principal structure, underutilized parcels adjacent to the village, etc.).

Technical staff, as well as interested members of the Planning Commission and City Council are invited to attend this event.

In the coming months, a broader group of stakeholders—including housing advocates, interested homeowners, and community members—will have the opportunity to participate in an in-person design charrette to help shape these ready-made home designs.

More information on Homes for All Phase 3 - 802 Homes is here:

<https://accd.vermont.gov/current-initiatives/homesforall/802homes>

Cost:

Aside from staff time dedicated to this project, there is no cost to the City.

Recommendation:

This memo is for information only.