

CITY OF ESSEX JUNCTION CITY COUNCIL REGULAR MEETING AGENDA

Online & 2 Lincoln St. Essex Junction, VT 05452 Jednesday, December 10, 2025

Wednesday, December 10, 2025 6:30 PM

E-mail: <u>admin@essexjunction.org</u> 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 the Public

5. **BUSINESS ITEMS**

- a. Annual Tree Farm Management Group Presentation [10 Minutes]
- b. City Clerk Department Head Brief to Council [10 Minutes]
- c. Discussion and Consideration of the Governance Committee's Charter Change Final Report and Recommendations, and Dissolution of the Governance Committee [30 Minutes]
- d. Discussion and Consideration of Annual Meeting Engagement Plan [15 Minutes]
- e. Discussion and Consideration of Budget Day Feedback [15]
- f. Discussion and Consideration of Postmarked Payments for Tax Bills [10 Minutes]
- g. Discussion and Consideration of April Meeting Date Adjustments [5 Minutes]

6. **CONSENT ITEMS**

- a. Approve Meeting Minutes: Joint CC, PC 11/6/25; CC 11/12/25
- b. Approve FY26 Wastewater Capital Plan Amendment for Doors
- c. Approve Comprehensive Plan Consultant Selection
- d. Approve CVE 2026 Banner Applications

7. COUNCIL MEMBER COMMENTS & CITY MANAGER REPORT

8. **READING FILE**

- a. Check Warrant #24099 11/14/25 and #24100 11/25/25
- b. Regional Boards and Committees Memo
- c. Railroad and Main Streets Kiosk Update
- d. Vermont Department of Health Annual Report
- e. Reappraisal Update
- f. Board of Civil Authority/Board of Abatement Minutes 11/3/25
- g. Governance Committee Minutes 11/5/25 and 11/20/25
- h. Bike Walk Advisory Committee Minutes 11/18/25
- Police Community Advisory Committee Minutes 11/18/25
- j. Brownell Library Trustees Minutes 11/18/25
- k. Planning Commission 11/18/25
- I. Development Review Board 11/20/25
- m. Tree Advisory Committee Minutes 11/25/25

9. ADJOURN

Members of the public are encouraged to speak during the Public to Be Heard agenda item, during a Public Hearing, or, when recognized by the President, during consideration of a specific agenda item. The public will not be permitted to participate when a motion is being discussed except when specifically requested by the President. Regarding zoom participants, if individuals interrupt, they will be muted; and if they interrupt a second time they will be removed. This agenda is available in alternative formats upon request. Meetings of the City Council, like all programs and activities of the City of Essex Junction, are accessible to people with disabilities. For information on accessibility or this agenda, call the City Manager's office at 802-878-6944 TTY: 7-1-1 or (800) 253-0191.

City Council Rules for Public Participation City of Essex Junction

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

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

Memo

To: City Council

From: Susan McNamara-Hill, Clerk/Treasurer

Meeting Date: December 10, 2025

Agenda Item: Department Head Conversation

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

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

- The clerk's office continued to provide all services to the public while in our temporary location.
- Having all our land records online meant we didn't need to have daily access to our vault.
- We recently completed two statutory requirements regarding the voter checklist with the Board of Civil Authority:
 - o In each odd-numbered year we are required to go through the checklist to see if any voters should be removed or challenged.
 - Under a new law, we were required to review the voter checklist to make sure all our voters were listed in the correct districts for representative and senate (VT State)
- In July, Assistant Clerk Dan Brown attended his first year at the New England Municipal Clerks Institute. This is a three-year program that helps teach leadership and practical skills to municipal clerks from all over New England. Attendance is for one week in the summer for three consecutive years.

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

- We will continue to update our vault with new shelving to better maintain our records.
- We will be working on more robust election worker training, helping election workers to become more familiar with the state laws governing elections.

Anything you think the Council should know

• The clerks' office is committed to continuous learning and professional development through attending training opportunities and networking with fellow clerks.

Memo

To: Essex Junction City Council

From: Governance Committee

Date: December 10 City Council Meeting

Re: Governance Committee Final Report

The Governance Committee has been meeting since March. Per their charge, they have wrapped up their work as close to the November timeline as possible. Tonight, members will be on hand to present the findings and answer questions.

Recommended Motion:

It is recommended that the Council accept the report, dissolve the Committee, and express appreciation for their work:

"I move that we accept the final report from the Governance Committee and dissolve the Committee effective December 10, 2025. We thank the community members for their good work and volunteer time spent on this important City initiative."



Final Report & Recommendations December 5, 2025

EXECUTIVE SUMMARY

The City of Essex Junction Governance Committee was established in 2025 under the City Charter's requirement that a special commission review local governance structures within three years of incorporation. Over eight months, the nine-member Committee examined potential structural reforms—including form of government, election methods, Council size and terms, compensation, and Charter review—to determine whether adjustments were needed as the City transitions from Village to City. The Committee focused on structural questions rather than "soft" reforms such as engagement or civic culture, which may be better suited for future community-led efforts.

The Committee began by developing a shared understanding of the issues and gathering feedback from current and former Essex Junction officials, most of whom felt the current system works effectively. Members also interviewed leaders from nine comparable Vermont communities. Despite wide variation in governance models—strong mayor, weak mayor, and council-manager—most interviewees believed their structures served their communities well. This reinforced the conclusion that governance design is highly context-specific and not determined by population size, geography, or standard formulas.

Community engagement included public forums, focus groups, and a four-week online survey. Overall, participation and community engagement was limited. After synthesizing research and input, the Committee reached the following recommendations:

No Change:

- Retain the Council-Manager form of government
- Keep at-large elections
- Continue with a President elected by Councilors
- Maintain five Councilors
- Maintain three-year staggered terms
- Maintain no term limits

Changes:

- Increase Councilor stipends from \$2,500 to \$3,600
- Provide the Council President 25% higher compensation
- Index annual stipend adjustments to the Consumer Price Index (CPI)
- Require a comprehensive Charter Review every 12 years

Future Exploration:

- Broader **soft reforms** to strengthen engagement and participation
- Examine a recall provision for elected officials



BACKGROUND

On July 1, 2022, the Village of Essex Junction became the City of Essex Junction. The City Charter had been approved by voters 3,070 to 411 in November 2021. It went on to be passed by the Vermont House and Senate, and ultimately signed by the Governor. The City Charter (Appendix 1) very intentionally mimicked the Village Charter in terms of how the City government would operate. It was deliberate so that the vote on whether or not to become a City, independent from the Town of Essex, was truly just that. The vote was not also about expanding the size of the elected body or moving to wards, or changing the length of elected members terms. However, in the Charter, the following section was added:

Sec. 15. TRANSITIONAL PROVISION; FUTURE GOVERNANCE COMMISSION Within three years after the approval of this charter by the Legislature, the Council shall appoint a special commission to study governance considerations such as, but not limited to, form of government, election of officials at-large or through wards or districts, governing body composition, term of office, term limits, and councilor compensation.

To honor this Charter provision, on September 25, 2024, the City Council approved the Governance Committee Purpose Statement (Appendix 2), which said that "the City Council wished to explore governance structures"..." such as, but not limited to, form of government, election officials at-large or through wards or districts, governing body composition, term of office, term limits, and councilor compensation." The Committee was to submit its work to the Council no later than November 1, 2025.

The Council started taking applications from interested community members and interviewing them. Seven members of the community volunteered and were selected, plus two City Councilors (Appendix 3 – Governance Committee Members). The first meeting was held on March 27, 2025.

Per the purpose statement outlined by the City Council, the Committee did not ask residents what kind of government they wanted, the Committee focused its efforts on structural reforms – looking mostly at Charter oriented changes. It did not look at "soft" reforms – things like community engagement, participation, education, local government culture, communication, and trust between government and residents. The latter types of reforms lend themselves better to a values centered approach to gathering community input on the ideal qualities of local government and barriers to participation, to then use that data to inform better approaches. This methodology could be useful in the future if there is an appropriate amount of time and resources to support the work. There are many



universal values that could be prioritized – transparency, representativeness, collaborative, innovative, efficient, stable, fiscally prudent, etc. The challenge however is that there are no linear formulas that connect values to most structural reforms. For example, a desire for broader representation could lead to a conclusion that structural reforms to a seven-member council and two-year terms will get more people at the decision-making table and attract more people to run with a shorter commitment to time in office. While this is a plausible conclusion, it may not manifest itself, and soft reforms such as local government 101 workshops, video testimonials, and a civic mentorship program (with or without the structural reforms) could be more effective measures to accomplish the same goal. The closest the Committee came to examining soft reforms was a look at neighborhood assemblies, which are discussed later in the report.

The Committee identified the following items to consider:

- Form of Government:
 - Current: Council-Manager
 - Council-Manager, Mayor-Council (Strong Mayor), Mayor-Council-Manager (Weak Mayor)
- Council Composition:
 - Current: 5 Councilors; President elected by Councilors
- Councilor Terms Length:
 - Current: 3 years
- Councilor Term Limits:
 - Current: no term limits
- Election of Officials:
 - o Current: At-Large
 - At-large, districts/wards, hybrid
- Council Compensation:
 - Current: \$2,500 per year
- Neighborhood Assemblies
 - o Current: none
- Voting Date
 - o Current: April

The Form of Government question was broken into two separate questions – form of government and leader of the Council – should it be a president elected by the Councilors or a mayor elected by the residents. The method of increasing the stipend for City Councilors would later be added to the list, along with consideration if the leader of the City Council should receive a higher stipend than the rest of the Councilors, and whether or not routine reviews of the Charter should be spelled out.



APPROACH

Common Understanding

The Committee spent the first few meetings educating itself on the various potential structural reforms and held several discussions to ensure that there was a common understanding of the issues at hand. The insights from these conversations were captured in the Committee Thoughts and Questions document (Appendix 4). Note – there was an early conversation about moving the City annual voting date from April to Town Meeting Day. It became clear that this is the druthers of the current Council and the EWSD School Board was planning to have voters consider changing their voting date to Town Meeting Day as well, but needs to ask the question on the 2026 ballot to make the change for 2027. There was a recognition of the value of having these votes on the same day in terms of expense and convenience for voters. Further consideration of this topic was taken off the table given it was already being prioritized and had a path forward in the near future.

Thoughts from Elected Leaders

To gain insight from people with direct experience in serving on the elected governing body – formerly the Village Trustees and now the City Council since 2022, the Committee reached out to the nine individuals who had served on the board since 2010. There were seven responses. The results can be found in Appendix 5 – Councilor & Trustee Survey Results.

The consensus on most items was that the status quo was working well and they did not see much reason for change (i.e. "If it ain't broke...."). This would be similar to the feedback in the next section from leaders from other Vermont communities who felt that their current governance structures were serving them well and they did not see the need for changes. There was an acknowledgement that in both the feedback from current and former elected officials from the City and interviews with leaders from other communities, it was the perspective from those in positions of power and there could be an inherent bias towards preservation of the current systems.

Exploring Other Communities

With a shared understanding of the topics at hand and consideration of the voice of recent elected officials, the Committee set out on a mission to gather input from nine other Vermont communities. Working in groups of three, each group had three communities to research. The goal was to interview at least one person from each community, and ideally two. The individuals were to be the chief administrative officer (either the manager or mayor) and the head of the elected body (weak mayor or president or chair). The interview questions can be found in Appendix 6.



The nine communities were selected based on communities that were closest in both population and square miles compared to the City (Appendix 7 – Other Vermont Communities). The communities were: Winooski, St. Albans City, Barre City, Montpelier, Rutland City, Barre Town, Williston, Burlington, and Brattleboro. The communities had a mixture of forms of government including (2) strong mayor, (4) weak mayor, and (3) council-manager.

At least one individual from each community was interviewed. Committee members took notes (Appendix 8 – Interview Reports), shared them with others, and presented/discussed the key takeaways from the conversations.

While there were various insights from the different communities, the sentiment was that each community generally felt that their government was serving their community well. Despite a wide range of differences in form of government, size of elected body, term lengths, elected official stipends, etc., there was not a compelling call for change in most communities on any of the structural reforms up for consideration. This observation begs all the questions – are people simply comfortable with what they know and experience? Are these elected officials and chief administrators proud of their community and not wanting to find fault in their home town? All of this despite the smallest community being of 1.5 square miles and the largest at 32.4, and the lowest population being 6,887 and largest being 44,743. It was clear that when it comes to the structural make-up of local government, there is no one size fits all approach or even a scale if your community is of a certain size in square miles or of a certain population, then X, Y, or Z is the best way to govern. Voting in wards or districts with wards, happens in communities of 2.0, 4.0, and 15.5 square miles. Communities with population differences of less than 100 residents have council-manager and weak mayor forms of government. It was clear that local government is truly just that – all local. History, community dynamics, infrastructure, neighborhoods, and more contributed to how each community governs itself.

Governance Action Items

Given the Committee's common understanding, feedback from current and former elected officials from the City, and conversations with nine other Vermont communities, the Committee took the temperature of its members to see which items they wanted to seek community input on and to see if there were some issues that they unanimously wanted to take off the table given the information gathered to date.

The Committee assembled a list of the ten Governance Action Items (Appendix 9) with facts about the status quo, an option they were considering, and options they had ruled out based on their learnings. For two of the ten options, they felt confident in



recommending no change at this time. This was for form of government (council-manager) and election system (at-large). For the other eight items, the Committee wanted to get input from the community before reaching its own conclusions.

Community Feedback

Next the Committee sought input from the community. They published information on the City website and shared it on the City's homepage, social media, and Front Porch Forum. Members attended the Meet Me on Main! community event to raise awareness of the conversation that was taking place, answer questions, and encourage people to take the survey. There was an in-person opportunity scheduled for residents to join the conversation, as well as a virtual opportunity. The flyer advertising these opportunities is Appendix 12 - Community Conversations Flyer. There was a focus group offered to all members of City committees, and a focus group offered to City employees. Three residents attended the in-person conversation, two residents joined the virtual conversation, six residents participated in the focus group, and two staff members joined the discussion in a separate focus group. The agenda for the conversations and focus groups is Appendix 13 – Community Conversations Agenda. The summary of new insights and questions that came up in these four conversations can be found in Appendix 14 – Community Conversations Notes.

The Community Survey was available for four weeks online. The information from the Governance Action Items sheet were incorporated to give facts about the status quo and other option being considered for the eight governance issues the Committee was seeking input on. There were 57 respondents – 53 who self-identified as residents and 4 who were employees of the City. The results of the survey can be found in Appendix 15 – Community Survey Summary.

The survey was a small sample of residents and not statistically representative of the community, however, it did produce several schools of thought:

1. Over 50% of respondents agreed with maintaining the status quo for:

Leader of City Council – president elected by Councilors (31/57)

Number of City Councilors – 5 members (38/57)

Term Length for City Councilors – 3 years for all (34/57)

Stipend for City Councilors - \$2,500 (34/57)

Stipend for Leader of City Council – same as rest (33/57)



2. The respondents were split on status quo vs. change:

Term Limits for City Councilors – Yes (25/57), No (24/57) Charter Review – Built-into Charter (26/57), Not built-into Charter (24/57)

Over 50% of respondents agreed with change for:
 Stipend Increases for City Councilors – define in Charter (30/57)

Committee Conclusions

Given all these conversations, discussions, feedback from current and former elected leaders, interview responses from other Vermont communities, and input from the community, the Committee conducted its final deliberations and made the findings and recommendations outlined below. The Committee appreciated and acknowledged the following:

- this was a limited timeline (eight months) for conducting research, doing outreach, and reaching conclusions;
- the scope of the inquiry was focused on structural reforms but through conversations and information gathering there is a clear interest by community members to examine soft reforms and those should be explored in the future;
- there was a low level of community engagement and participation in this effort and the recommendations from the Committee have not been fully vetted by the public.



FINDINGS & RECOMMENDATIONS

Form of Government

Committee Recommendation: No Change

Maintain Council-Manager form of government

Prevailing Rationale:

• The Committee felt that in a community of our size, we are best served by hiring an apolitical, professional administrator to run the City government.

Financial Impact:

• None.

Status Quo and No Proposed Change

- *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

Ruled Out

- *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

Electoral System

Committee Recommendation: No Change

Maintain at-large elections for all City Councilors

Prevailing Rationale:

• The Committee felt that there are no prevailing reasons to break down the City into smaller wards within its 4.6 square miles. While smaller communities do it, there are no clear distinctions or differences in the various areas of the City, and that redistricting every census could be cumbersome and confusing. Elected leaders over the last 15 years have proven to be spread out geographically (Appendix 10 – Elected Officials Map).

Financial Impact:

None.



Status Quo and No Proposed Change

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

Ruled Out

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

Neighborhood Assemblies

Committee Recommendation: Further Work/Exploration Needed

Maintain no Neighborhood Assemblies (at this time)

Prevailing Rationale:

• There were several discussions about Neighborhood Assemblies. The Committee reached the conclusion that this concept of smaller affinity groups engaging with City government in some way, could be valuable, but was not convinced that the Neighborhood Assembly model that exists in Burlington is the right model for the City. There were a lot of questions of what is it we are trying to accomplish or address and are Neighborhood Assemblies the correct solution to address this issue? This really was identified as a soft reform that had more to do with communication, engagement, input opportunities, and resident relationships. There was even the most basic question of what is a neighborhood and where do we draw the lines and why? The recommendation is to further explore this and other related topics in a broader community discussion of soft reforms, which could lead to changes in the City that may or may not be structural/Charter related.

Financial Impact:

None.



Recall Provision

Committee Recommendation: Further Work/Exploration Needed

• Maintain no recall provision for City Councilors in the Charter *Prevailing Rationale*:

The topic of recall provisions for City Councilors came up through a conversation
with a community member. It was not on the Committee's radar or a part of its
explorations. The Town of Essex recently added a recall provision to their Charter
(Appendix 11 – Recall Provisions). Due to the late timing of this question being
considered by the Committee, this is a structural reform that could be given further
consideration in the future.

Financial Impact:

None.

Leader of City Council

Committee Recommendation: No Change

- Maintain leader of the Council is a president elected by the City Councilors *Prevailing Rationale:*
 - There was an openness on the Committee's part to give this great consideration. There are ten cities in Vermont:
 - six have a weak mayor form of government with a mayor elected by the residents
 - o two have a strong mayor form of government with a city council president,
 - two have a council-manager form of government with a president/chair elected by the Councilors.

The Committee recognized the strengths of having a visible champion of the City in a mayor and questioned if that was an expectation of voters – that now we are a city, we should have a mayor. But, the Committee identified that the Councilors could best select amongst themselves the individual most capable of leading meetings and that the collegiality of the board helps it operate efficiently. The Committee approached this topic by distinguishing a president as elected by the board and a mayor as elected by the residents, but also discussed the notion of keeping the responsibility for the selection of the leader of the Council within the Council, but changing the title of the leader from "president" to "mayor." They could not reach consensus on this concept.

Financial Impact:

• None.



Status Quo

President Elected by Councilors

- *City Councilors elect leader of Council (titled "President"); no direct public input
- *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; internal accountability
- *Needs to be responsive to Council dynamics in order to retain leadership role

Option

Mayor Elected by Residents

- *Residents elect leader of Council (titled "Mayor"); direct public input
- *Potential for leadership change only on election cycles; less flexibility, possibly greater leadership stability
- *Councilors do not select leader of Council
- *Mayor is visible/known representative of City for local, regional, and state affairs
- *Typically a Mayor is a more political leader of the Council; running on agendas; seeking votes from entire community to embrace as leader; serves as a symbolic leader of the City

Number of City Councilors

Committee Recommendation: No Change

Maintain five City Councilors

Prevailing Rationale:

The Committee felt that there was no compelling reason to increase the size of City
Council and that it is currently a well-functioning board. There were concerns about
needing an increase in the number of people running, given the lack of candidates
or competitive races in recent years and a recognition that simply increasing the
number of Councilors does not automatically result in broader or more diverse
voices at the table.

Financial Impact:

• None.

Status Quo

5 Members

- *Fewer people needed to run/elect
- *Fewer voices around table
- *Fewer people to spread work of Council
- *Lower number needed for consensus and votes to take action; more efficient
- *Fewer stipends and less admin resources to support Council

Option

7 Members

- *More people needed to run/elect
- *More voices around table
- *More people to spread work of Council
- *Higher number needed for consensus and votes to take action; less efficient
- *More stipends and more admin resources to support Council
- *Opportunity to form sub-committees of 3 Councilors to get work done; potential for less transparency

Ruled Out



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

Term Length for City Councilors

Committee Recommendation: No Change

• Maintain three-year terms for all City Councilors

Prevailing Rationale:

• The Committee felt that the current practice and simplicity of all Councilors serving the same three-year term length, with staggered terms, provides consistency and gives Councilors an appropriate amount of time to learn their responsibility and focus on governing before running for re-election.

Financial Impact:

None.

Status Quo

3-Years for All

- *More time to adjust to learning curve of Councilor role
- *More opportunities/experiences to hone decision-making skills
- *Greater Council consistency with terms longer and staggered
- *Focus on longer term gains with more time between elections
- *Less frequent accountability and slower to respond to shifts in public opinion
- *Simple with all same term length

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
- *Less consistency with some shorter terms
- *Greater voter accountability and faster to respond to shifts in public opinion with 2-year terms
- *More complex with differing term lengths

Ruled Out

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



Term Limits for City Councilors (and Appointed Committee Members)

Committee Recommendation: No Change

• Maintain no term limits for all

Prevailing Rationale:

• The Committee felt that elections allow voters to choose their elected officials and there did not need to be an arbitrary measure. They also did not find this to be an issue in recent memory – in terms of people staying in office for extended periods of time.

Financial Impact:

None.

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

Stipend for City Councilors

Committee Recommendation: Change

Increase City Councilor annual stipends from \$2,500 to \$3,600

Prevailing Rationale:

• The Committee felt that the amount of time and work that a Councilor must put in to do this role well, in addition to the high levels of responsibility and decision-making, warranted a higher stipend. They also acknowledged that the higher stipend may alleviate barriers from running for office for some.

Financial Impact:

- An additional \$1,100 per Councilor x 5 = \$5,500
- If the stipend for the leader of the council is 25% higher, as recommended in the next section, this would be an additional \$275 (above 25% of \$2,500)

•

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 to feel they have ability to serve if elected



Option

Higher Stipend

- *Higher stipend may attract a broader pool of candidates; reducing or eliminating financial barrier; may not improve economic diversity of Councilors
- *Increased costs
- *Financial gain could be motivation for someone to run
- *Compensation reflects time and effort required to serve

Ruled Out

Lower/No Stipend

*Being a City Councilor is a time-consuming role and people deserve to be compensated for their time

Stipend for Leader of City Council

Committee Recommendation: Change

 Leader of City Council should receive a stipend that is 25% more than other City Councilors

Prevailing Rationale:

 The Committee recognized the additional time and duties that are required of the leader of the Council and felt that it warranted a stipend that is 25% more than the other Councilors.

Financial Impact:

- Based on current stipends = \$2,500 x 25% = \$625
- Based on recommended stipends = \$3,600 x 25% = \$900

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
- *Councilors may seek role for compensation

Stipend Increases for City Councilors

Committee Recommendation: Change

Annual stipend adjustments shall be indexed to the Consumer Price Index (CPI)

Prevailing Rationale:

 The Committee felt strongly about the need to remove the process of stipend increases being initiated by the Council and to have a routine method for increasing them. Indexing increases to CPI ensures consistency and separates the question from the Council.

Financial Impact:

Annual CPI x Councilor Stipend x 5



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

Committee Recommendation: Change

Comprehensive review committee every 12 years built into Charter

Prevailing Rationale:

• The Committee heard about this as a practice in Brattleboro and liked it. They form a Charter Revision Committee every 15 years. There was a recognition that most of the time Charter amendments come through as specific changes without a holistic review. It was discussed on several occasions that creating this review process would not change the existing pathways for Charter changes and those avenues could still be used at any point in time. Up for consideration is whether or not this effort is about structural reforms only (like the purpose of this Governance Committee), or if it should be more broad and give consideration to soft reforms as well. Including soft reforms with the structural analysis may lend the inquiry to be more engaging and appetizing for public input. The two types of reforms also may play off from each other.

Financial Impact:

• Staff time, committee stipends, potential outreach materials and/or consultants; estimated \$10,000 every 12 years

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



CONCLUSION

In summary, we recommend the following:

No Changes

- Form of Government maintain Council-Manager
- **Election System** maintain at-large election for all City Councilors
- Leader of the Council maintain a president elected by the Councilors
- Number of City Councilors maintain five City Councilors
- Term Length maintain three-year terms for all City Councilors
- Term Limits maintain no term limits

Changes

- Stipend for City Councilors increase stipend from \$2,500 to \$3,600
- Stipend for Leader of City Council 25% more than City Councilors
- Stipend Increases for City Councilors annually indexed to CPI
- Charter Review comprehensive review committee every 12 years built into Charter

Future Work/Explorations

- Soft Reforms throughout the Committee's conversations and engagement with
 others, there were a lot of questions about how to improve community engagement,
 communications, citizen involvement, etc. These types of changes were not in the
 purview of this Committee, but it is recommended that the City consider engaging
 in a community dialogue about these topics, which could lead to other structural
 reforms, or could simply lead to changes in other practices, plans, and policies.
- **Recall Provision** given the limited time for the Committee to give due diligence to study this item, there is not a recommendation at this time, but this could be given consideration in the future.

Respectfully Submitted,

Candace Morgan

Steve Eustis, Chair Marlon Versasamy, Vice Chair Elaine Haney, Secretary
Bethany Clark Thomas Coen Deb McAdoo

Brian Shelden Gabrielle Smith



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The Vermont Statutes Online

The Statutes below include the actions of the 2024 session of the General Assembly.

NOTE: The Vermont Statutes Online is an unofficial copy of the Vermont Statutes Annotated that is provided as a convenience.

Title 24 Appendix: Municipal Charters

Chapter 4: City of Essex Junction

Subchapter 1: INCORPORATION AND POWERS OF THE CITY

§ 101. Corporate existence retained

Notwithstanding the provisions of any other municipal charter, the inhabitants of the Village of Essex Junction, within its corporate limits, shall be a municipal corporation by the name of the City of Essex Junction. (Added 2021, No. M-10 (Adj. Sess.), § 2, eff. July 1, 2022.)

§ 102. General powers; law

Except as modified by the provisions of this charter, or by any lawful regulation or ordinance of the City of Essex Junction, all provisions of the statutes of this State applicable to municipal corporations shall apply to the City of Essex Junction. (Added 2021, No. M-10 (Adj. Sess.), § 2, eff. July 1, 2022.)

§ 103. Specific powers

- (a) The City of Essex Junction shall have all the powers granted to cities and municipal corporations by the Constitution and laws of this State together with all the implied powers necessary to carry into execution all the powers granted, and it may enact ordinances not inconsistent with the Constitution and laws of the State of Vermont or with this charter.
- (b) The City of Essex Junction may acquire real and personal property within or without its corporate limits for any municipal purpose, including storm water collection and disposal; waste water collection and disposal; solid waste collection and disposal; provision of public water supply; provision of public parks and recreation facilities; provision of municipal facilities for office, fire protection, and police protection; provision of public libraries; provision of public parking areas; provision of sidewalks, bicycle paths, and green strips; provision of public roadways; provision of public view zones and open spaces; and such other purposes as are addressed under the general laws of the State of Vermont.
- (c) The City of Essex Junction may acquire such property in fee simple or any lesser interest or estate, by purchase, gift, devise, lease, or condemnation and may sell, lease, mortgage, hold, manage, and control such property as its interest may require.

- (d) The City of Essex Junction may exercise any of its powers or perform any of its functions and may participate in the financing thereof, jointly or in cooperation, by contract or otherwise, with other Vermont municipalities, the State of Vermont, any one or more subdivisions or agencies of the State or the United States.
- (e) The City of Essex Junction may establish and maintain an electric power system and regulate power line installations; provided, however, that the City shall have no authority under this charter that conflicts with that authority granted to the Public Utilities Commission or any other state regulatory agency. The City of Essex Junction may also establish a telecommunications system and an enterprise to deliver Internet or broadband services.
- (f) In this charter, mention of a particular power shall not be construed to be exclusive or to restrict the scope of the powers that the City of Essex Junction would otherwise have if the particular power were not mentioned. (Added 2021, No. M-10 (Adj. Sess.), § 2, eff. July 1, 2022.)

§ 104. Reservation of powers

Nothing in this charter shall be so construed as in any way to limit the powers and functions conferred upon the City of Essex Junction and the City Council by general or special enactments in force or effect or hereafter enacted, and the powers and functions conferred by this charter shall be cumulative and in addition to the provisions of such general or special enactments. (Added 2021, No. M-10 (Adj. Sess.), § 2, eff. July 1, 2022.)

§ 105. Form of government

The municipal government provided by this charter shall be known as council-manager form of government. Pursuant to its provisions and subject only to the limitations imposed by the State Constitution and by this charter, all powers of the City of Essex Junction shall be vested in an elective City Council, which shall enact ordinances, codes, and regulations; adopt budgets; determine policies; and appoint the City Manager, who shall enforce the laws and ordinances and administer the government of the City. All powers of the City shall be exercised in the manner prescribed by this charter or prescribed by ordinance. (Added 2021, No. M-10 (Adi. Sess.), § 2, eff. July 1, 2022.)

Subchapter 2: GOVERNANCE STRUCTURE

§ 201. Powers and duties of governing body

- (a) The members of the City of Essex Junction City Council shall constitute the legislative body of the City of Essex Junction for all purposes required by statute and, except as otherwise provided in this charter, shall have all the powers and authority given to and perform all duties required of City legislative bodies or Councils under the laws of the State of Vermont.
 - (b) Within the limitations of the foregoing, the City of Essex Junction Council shall have the power to:
- (1) Appoint and remove a City Manager and supervise, create, change, and abolish offices, commissions, or departments other than the offices, commissions, or departments established by this charter.

- (2) Appoint the members of all boards, commissions, committees, or similar bodies unless specifically provided otherwise by this charter.
 - (3) Provide for an independent audit by a certified public accountant.
 - (4) Inquire into the conduct of any officer, commission, or department and investigate any and all municipal affairs.
- (5) Exercise every other power that is not specifically set forth herein but that is granted to councils or legislative bodies by the statutes of the State of Vermont. (Added 2021, No. M-10 (Adj. Sess.), § 2, eff. July 1, 2022.)

§ 202. Governing body; composition and terms of office

- (a) There shall be a City Council consisting of five members.
- (b) All members shall reside within the boundaries of the City of Essex Junction to be elected by the qualified voters.
- (c) The term of office of a City Councilor shall be three years, and terms shall be staggered. (Added 2021, No. M-10 (Adj. Sess.), § 2, eff. July 1, 2022.)

§ 203. Vacancy in office

In case of a vacancy of a Council seat, the vacancy shall be filled by the City Council until the next annual election pursuant to subsection 204(c) of this charter. (Added 2021, No. M-10 (Adj. Sess.), § 2, eff. July 1, 2022.)

§ 204. Election of governing body officers

- (a) The terms of the officers shall commence on the first day of the month following the month of election. At the first meeting of the month following the annual City meeting, the Council shall organize and elect a President, Vice President, and Clerk by a majority vote of the entire Council and shall file a certificate of the election for record in the office of the City Clerk.
- (b) The President of the Council, or in the President's absence the Vice President, shall preside at all meetings of the Council and shall be recognized as the head of the City government for all ceremonial purposes.
- (c) In the event of death, resignation, or incapacity of any Council member, the remaining members of the Council may appoint a person to fill that position until the next annual election. Incapacity shall be determined by a vote of the Council. Incapacity shall include the failure by any member of the board to attend at least 50 percent of the meetings of the board in any calendar year. At the next annual election, the vacancy shall be filled and the person so elected shall serve for the remainder of the term of office. In the event the Council is unable to agree upon an interim replacement until the next annual City election, a special election shall be held forthwith to fill the position.
- (d) In the event that a Councilor is no longer a resident of the City prior to the expiration of the Councilor's term, the Councilor's office shall be deemed vacant. The Council may appoint a person to fill the vacant office until a successor can be elected at the next annual election. (Added 2021, No. M-10 (Adj. Sess.), § 2, eff. July 1, 2022.)

§ 205. Compensation

- (a) Compensation paid to the Council members shall be set by the voters at the annual meeting, with a minimum of \$1,500.00 a year each. Council members' compensation must be set forth as a separate item in the annual budget presented to the meeting. Council members may choose to forgo the compensation or a portion of the compensation.
- (b) The City Council shall fix the compensation of all appointees and the City Manager. The Council shall review, approve, and ratify any collective bargaining agreements, which may be negotiated or fixed by the Manager or their designee. (Added 2021, No. M-10 (Adj. Sess.), § 2, eff. July 1, 2022.)

§ 206. Conflict of interest; prohibitions

(a) Holding other office. No Council member shall hold any City employment during the term for which they were elected to the Council, unless allowed by State statute. A Council member may be appointed to represent the City on other boards except as pursuant to 17 V.S.A. § 2647.

- (b) Appointments and removals. Neither the legislative body nor any of its members shall in any manner dictate the appointment or removal of any municipal administrative officers or employees whom the manager or any of the manager's subordinates are empowered to appoint. The legislative body may discuss with the Manager the appointment, performance, and removal of such officers and employees in executive session.
- (c) Interference with administration. Except for the purpose of inquiries and investigations under subdivision 201(b)(4) of this charter, the legislative body or its members shall deal with the municipal officers and employees who are subject to the direction and supervision of the Manager solely through the Manager, and neither the legislative body nor its members shall give orders to any such officer or employee, either publicly or privately. (Added 2021, No. M-10 (Adj. Sess.), § 2, eff. July 1, 2022; amended 2023, No. M-18 (Adj. Sess.), § 2, eff. March 13, 2024.)

§ 207. Governing body; meetings

As soon as possible after the election of the President and Vice President, the Council shall fix the time and place of its regular meetings, and such meetings shall be held at least once a month. (Added 2021, No. M-10 (Adj. Sess.), § 2, eff. July 1, 2022.)

§ 208. Special city meetings

Special City meetings shall be called in the manner provided by the laws of the State, and the voting on all questions shall be by the Australian ballot system. (Added 2021, No. M-10 (Adj. Sess.), § 2, eff. July 1, 2022.)

§ 209. Council meetings; procedure

- (a) The Council shall determine its own rules and order of business.
- (b) The presence of three members shall constitute a quorum. Three affirmative votes shall be necessary to take binding Council action.
- (c) In accordance with Vermont's Open Meeting Law, the Council shall keep minutes of its proceedings. The journalized minutes shall be a public record.
- (d) All meetings of the Council shall be open to the public unless, by an affirmative vote of the majority of the members present, the Council shall vote that any particular session shall be an executive session or deliberative session in accordance with Vermont's Open Meeting Law. (Added 2021, No. M-10 (Adj. Sess.), § 2, eff. July 1, 2022.)

§ 210. Appointments

The Council shall have the power to appoint the members of all boards, commissions, committees, or similar bodies unless specifically provided otherwise by this charter. The terms of all appointments shall commence on the day after the day of appointment unless the appointment is to fill a vacancy in an office, in which case the term shall commence at the time of appointment. (Added 2021, No. M-10 (Adj. Sess.), § 2, eff. July 1, 2022.)

§ 211. Additional governing body provisions

- (a) No claim for personal services shall be allowed to the officers elected at the annual meeting, except when compensation for such services is provided for under the provisions of this charter or by the general law.
- (b) The Council may authorize the sale or lease of any real or personal estate belonging to the City. (Added 2021, No. M-10 (Adj. Sess.), § 2, eff. July 1, 2022.)

Subchapter 3: OTHER ELECTED OFFICES

§ 301. Brownell Library Trustees

There shall be a five-member Board of Library Trustees who shall be elected to five-year terms using the Australian ballot system. Only qualified voters of the City of Essex Junction shall be eligible to hold the office of elected library trustee. (Added 2021, No. M-10 (Adj. Sess.), § 2, eff. July 1, 2022.)

§ 302. Moderator

The Council shall appoint a Moderator who shall preside at the next City Informational Meeting. The term of Moderator shall be one year. Only qualified voters of the City of Essex Junction shall be eligible to hold the office of Moderator. (Added 2021, No. M-10 (Adj. Sess.), § 2, eff. July 1, 2022; amended 2023, No. M-18 (Adj. Sess.), § 2, eff. March 13, 2024.)

Subchapter 4: CITY MEETINGS

§ 401. City meetings and elections

- (a) Annually on or before January 1, the Council shall set the date of the next annual meeting, at which time the voters shall vote for the election of officers, the voting on the City budget, and any other business included in the warnings for the meetings.
- (b) Provisions of the laws of the State of Vermont relating to the qualifications of electors, the manner of voting, the duties of elections officers, and all other particulars respective to preparation for, conducting, and management of elections, so far as they may be applicable, shall govern all municipal elections, and all general and special meetings, except as otherwise provided in this charter.
- (c) The election of officers and the voting on all questions shall be by Australian ballot system. The City Clerk and Board of Civil Authority shall conduct elections in accordance with general laws of the State. (Added 2021, No. M-10 (Adj. Sess.), § 2, eff. July 1, 2022; amended 2023, No. M-18 (Adj. Sess.), § 2, eff. March 13, 2024.)

Subchapter 5: ORDINANCES

§ 501. Adoption of ordinances

Ordinances shall be adopted in accordance with State law pursuant to 24 V.S.A. §§ 1972–1976, with the additional requirements noted in this subchapter. (Added 2021, No. M-10 (Adj. Sess.), § 2, eff. July 1, 2022.)

§ 502. Public hearing

- (a) The Council shall hold a minimum of one public hearing prior to the adoption of any ordinance.
- (b) At the time and place so advertised, or at any time and place to which the hearing may from time to time be adjourned, the ordinance shall be introduced, and thereafter, all persons interested shall be given an opportunity to be heard.
- (c) After the hearing, the Council may finally pass the ordinance with or without amendment, except that if the Council makes an amendment, it shall cause the amended ordinance to be published, pursuant to subsections (a) and (b) of this section with a notice of the time and place of a public hearing at which the amended ordinance will be further considered, which publication shall be at least three days prior to the public hearing. The Council may finally pass the amended ordinance or again amend it subject to the same procedures as outlined herein. (Added 2021, No. M-10 (Adj. Sess.), § 2, eff. July 1, 2022.)

§ 503. Effective date

Every ordinance shall become effective upon passage unless otherwise specified. (Added 2021, No. M-10 (Adj. Sess.), § 2, eff. July 1, 2022.)

§ 504. Rescission of ordinances

All ordinances shall be subject to rescission by a special or annual City meeting, as follows: If, within 44 days after final passage by the Council of any such ordinance, a petition signed by voters of the City not less in number than five percent of the qualified voters of the municipality is filed with the City Clerk requesting its reference to a special or annual City meeting, the Council shall fix the time and place of the meeting, which shall be within 60 days after the filing of the petition, and notice thereof shall be given in the manner provided by law in the calling of a special or annual City meeting. Voting shall be by Australian ballot. An ordinance so referred shall remain in effect upon the conclusion of the meeting unless a majority of those present and voting against the ordinance at the special or annual City meeting exceeds five percent in number of the qualified voters of the municipality. (Added 2021, No. M-10 (Adj. Sess.), § 2, eff. July 1, 2022.)

§ 505. Petition for enactment of ordinance; special meeting

- (a) Voters of the City may at any time petition for the enactment of any proposed lawful ordinance by filing the petition, including the text of the ordinance, with the City Clerk. The Council shall call a special City meeting (or include the ordinance as annual meeting business) to be held within 60 days after the date of the filing, unless prior to the meeting the ordinance shall be enacted by the Council. The warning for the meeting shall state the proposed ordinance in full or in concise summary and shall provide for an Australian ballot vote as to its enactment. The ordinance shall take effect on the 10th day after the conclusion of the meeting, provided that voters, constituting a majority of those voting thereon, shall have voted in the affirmative.
- (b) The proposed ordinance shall be examined by the City Attorney before being submitted to the special City meeting. The City Attorney is authorized, subject to the approval of the Council, to correct the ordinance so as to avoid repetitions, illegalities, and unconstitutional provisions and to ensure accuracy in its text and references and clarity and precision in its phraseology, but the City Attorney shall not materially change its meaning and effect.
- (c) The provisions of this section shall not apply to any appointments of officers, members of commissions, or boards made by the Council or to the appointment or designation of Council, or to rules governing the procedure of the Council. (Added 2021, No. M-10 (Adj. Sess.), § 2, eff. July 1, 2022.)

Subchapter 6: CITY MANAGER

§ 601. Manager; appointment and hiring

The Council shall appoint a City Manager under and in accordance with Vermont Statutes Annotated. (Added 2021, No. M-10 (Adj. Sess.), § 2, eff. July 1, 2022.)

§ 602. Powers of Manager

- (a) The Manager shall be the chief administrative officer of the City of Essex Junction. The Manager shall be responsible to the Council for the administration of all City of Essex Junction affairs placed in the Manager's charge by or under this charter. The Manager shall have the following powers and duties in addition to those powers and duties delegated to municipal managers under the Vermont statutes.
- (b) The Manager shall appoint and, when the Manager deems it necessary for the good of the service, suspend or remove all City of Essex Junction employees, including the Treasurer, and other employees provided for by or under this charter for cause, except as otherwise provided by law, this charter, collective bargaining unit contracts, or personnel rules adopted pursuant to this charter. The Manager may authorize any employee who is subject to the Manager's direction and supervision to exercise these powers with respect to subordinates in that employee's department, office, or agency. There shall be no discrimination in employment, in accordance with applicable State and federal laws, including 21 V.S.A. § 495. Appointments, lay-offs, suspensions, promotions, demotions, and removals shall be made primarily on the basis of training, experience, fitness, and performance of duties, in such manner as to ensure that the responsible administrative officer may secure efficient service.
- (c) The Manager, or designee, shall direct and supervise the administration of all departments, offices, and agencies of the City of Essex Junction, except as otherwise provided by this charter or by law.
- (d) The Manager shall recommend hiring of a City Attorney with Council approval and shall hire special attorneys as needed.
- (e) The Manager or a staff member designated by the Manager shall attend all Council meetings and shall have the right to take part in discussion and make recommendations but may not vote. The Council may meet in executive session without the Manager for discussion of the Manager's performance or if the Manager is the subject of an investigation pursuant to subdivision 201(b)(4) of this charter.
- (f) The Manager shall see that all laws, provisions of this charter, and acts of the Council, subject to enforcement by the Manager or by officers subject to the Manager's direction and supervision, are faithfully executed.
 - (g) The Manager shall prepare and submit the annual budget and capital program to the Council.

- (h) The Manager shall submit to the Council and make available to the public a complete report on the finances and administrative activities of the City of Essex Junction as of the end of each fiscal year.
- (i) The Manager shall make such other reports as the Council may require concerning the operations of the City of Essex Junction's departments, offices, and agencies subject to the Manager's direction and supervision.
- (j) The Manager shall keep the Council fully advised as to the financial condition and future needs of the City of Essex Junction and make such recommendations to the Council concerning the affairs of the City of Essex Junction as the Manager deems desirable.
 - (k) The Manager shall be responsible for the enforcement of all City of Essex Junction ordinances and laws.
- (I) The Manager may when advisable or proper delegate to subordinate officers and employees of the City of Essex Junction any duties conferred upon the Manager by this charter, the Vermont statutes, or the Council members.
- (m) The Manager shall perform such other duties as are specified in this charter or in State law or as may be required by the Council.
 - (n) The Manager shall fix the compensation of City employees.
- (o) The Manager shall recommend appointment of the City Clerk annually, with Council approval. (Added 2021, No. M-10 (Adj. Sess.), § 2, eff. July 1, 2022.)

§ 603. Manager; removal; hearing

The Council may remove the Manager from office for cause in accordance with the following procedures:

- (1) The Council shall adopt by affirmative vote of a majority of all its members a preliminary resolution that must state the reasons for removal and may suspend the Manager from duty for a period not to exceed 45 days. Within three days after the vote, a copy of the resolution shall be delivered to the Manager.
- (2) Within five days after a copy of the resolution is delivered to the Manager, the Manager may file with the Council a written request for a hearing; the hearing shall be in a public or executive session by choice of the Manager. This hearing shall be held at a special Council meeting not earlier than 15 days nor later than 30 days after the request is filed. The Manager may file with the Council a written reply not later than five days before the hearing.
- (3) The Council may adopt a final resolution of removal, which may be made effective immediately, by affirmative vote of a majority of all its members at any time after five days from the date when a copy of the preliminary resolution was delivered to the Manager, if the Manager has not requested a public hearing, or at any time after the public hearing, if the Manager has requested one. (Added 2021, No. M-10 (Adj. Sess.), § 2, eff. July 1, 2022.)

§ 604. Vacancy in office of City Manager

The Manager, by letter filed with the City Clerk, may appoint a staff member to perform the Manager's duties in the event of the Manager's absence due to disability, incapacitation, or vacation unless the Manager has previously appointed a staff member as assistant manager or deputy manager, who would automatically assume the Manager's responsibilities in the Manager's absence. If the Manager fails to make such designations, the Council may by resolution appoint an officer or employee of the City to perform the duties of the Manager until the Manager is able to return to duty. (Added 2021, No. M-10 (Adj. Sess.), § 2, eff. July 1, 2022.)

Subchapter 7: BOARDS AND COMMISSIONS

§ 701. Board of Civil Authority

The Board of Civil Authority shall be defined by 17 VSA § 2103(5). (Added 2021, No. M-10 (Adj. Sess.), § 2, eff. July 1, 2022.)

§ 702. Board of Abatement of Taxes

The Board of Civil Authority shall constitute a Board of Abatement as provided by law. The Board of Abatement shall meet and discharge its duties as required by the applicable statutory provisions. (Added 2021, No. M-10 (Adj. Sess.), § 2, eff. July 1, 2022.)

§ 703. Planning Commission

There shall be a Planning Commission, and its powers, obligations, and operation shall be under and in accordance with Vermont Statutes Annotated, as amended, and members will be appointed by the City Council from among the qualified voters of the City. Members of the Commission shall hold no other City office. The City Council shall have the authority pursuant to 24 V.S.A. § 4323(a) to set the terms of the Planning Commission members. (Added 2021, No. M-10 (Adj. Sess.), § 2, eff. July 1, 2022.)

§ 704. Development Review Board

A Development Review Board shall be established, and its powers, obligations, and operation shall be under and in accordance with Vermont Statutes Annotated, as amended, and members will be appointed by the City Council for terms of three years from among the qualified voters of the City. (Added 2021, No. M-10 (Adj. Sess.), § 2, eff. July 1, 2022.)

§ 705. Brownell Library Trustees

The Brownell Library Board of Library Trustees that holds office at the time of enactment of this charter shall serve until their terms are completed. Any existing policies of the Library Trustees at the time of the enactment of this charter shall become the policies of the new Brownell Library Board of Trustees. The five permanent, self-perpetuating Library Trustees shall function in accordance with the terms of the Brownell Trust agreement dated May 25, 1925. The Library Trustees shall have the authority to establish any new policy for the operation of the Library or repeal or replace any existing policy and shall otherwise act in conformance with the Vermont statutes. Notwithstanding the forgoing, the Library is required to follow all financial and personnel policies adopted by the City Council. (Added 2021, No. M-10 (Adj. Sess.), § 2, eff. July 1, 2022.)

Subchapter 8: ADMINISTRATIVE DEPARTMENTS

§ 801. Personnel administration and benefits

- (a) The Manager or the Manager's appointee shall be the personnel director. The Manager shall maintain personnel rules and regulations protecting the interests of the City and of the employees. These rules and regulations must be approved by the Council and shall include the procedure for amending them and for placing them into practice. Each employee shall receive a copy of the rules and regulations when the employee is hired.
- (b) The rules and regulations may deal with the following subjects or with other similar matters of personnel administration: job classification, jobs to be filled, tenure, retirement, pensions, leaves of absence, vacations, holidays, hours and days of work, group insurance, salary plans, rules governing hiring, temporary appointments, lay-off, reinstatement, promotion, transfer, demotion, settlement of disputes, dismissal, probationary periods, permanent or continuing status, in-service training, injury, employee records, and further regulations concerning the hearing of appeals.
- (c) No person in the service of the City shall either directly or indirectly give, render, pay, or receive any service or other valuable thing for or on account of or in connection with any appointment, proposed appointment, promotion, or proposed promotion. (Added 2021, No. M-10 (Adj. Sess.), § 2, eff. July 1, 2022.)

§ 802. Real estate assessor

There shall be either a real estate Assessor who is a certified real estate appraiser or an independent appraisal firm, headed by a certified real estate appraiser, appointed by the Manager that shall carry out the duties of assessor in the same manner and be subject to all of the same liabilities prescribed for listers under the law of the State of Vermont in assessing property within the City of Essex Junction and that shall establish the grand list thereof and shall return such list to the City Clerk within the time required by State statute. (Added 2021, No. M-10 (Adj. Sess.), § 2, eff. July 1, 2022.)

§ 803. Appraisal of property

Appraisals shall be reviewed periodically and kept up to date. (Added 2021, No. M-10 (Adj. Sess.), § 2, eff. July 1, 2022.)

§ 804. Appraisal of business property for tax purposes

Appraisal of business personal property shall be in accordance with the provisions of 32 V.S.A. § 3618, as the same may from time to time be amended, provided that all business personal property acquired by a taxpayer after September 30, 1995, shall be exempt from tax. (Added 2021, No. M-10 (Adj. Sess.), § 2, eff. July 1, 2022.)

§ 805. Purpose

The purpose of appointing an Assessor is in lieu of the election of listers. The City shall be governed by, and each taxpayer shall have rights granted by, the applicable State statutes concerning real and personal property taxation, appeal therefrom, and other statutes concerning taxation. (Added 2021, No. M-10 (Adj. Sess.), § 2, eff. July 1, 2022.)

Subchapter 9: BUDGET PROCESS

§ 901. Fiscal year

The fiscal year of the City shall begin on the first day of July and end on the last day of June of each calendar year. The fiscal year shall constitute the budget and accounting year as used in this charter. (Added 2021, No. M-10 (Adj. Sess.), § 2, eff. July 1, 2022.)

§ 902. Annual municipal budget

With support from the finance department, the Manager shall submit to the Council a budget for review before the annual City Meeting or at such previous time as may be directed by the Council. The budget shall contain:

- (1) an estimate of the financial condition of the City as of the end of the fiscal year;
- (2) an itemized statement of appropriations recommended for current expenses, and for capital improvements, during the next fiscal year, with comparative statements of appropriations and estimated expenditures for the current fiscal year and actual appropriations and expenditures for the immediate preceding fiscal year;
- (3) an itemized statement of estimated revenues from all sources, other than taxation, for the next fiscal year and comparative figures of tax and other sources of revenue for the current and immediate preceding fiscal years;
- (4) a capital budget for not fewer than the next five fiscal years, showing anticipated capital expenditures, financing, and tax requirements; and
- (5) such other information as may be required by the Council. (Added 2021, No. M-10 (Adj. Sess.), § 2, eff. July 1, 2022.)

§ 903. Governing body's action on budget

The Council shall review and approve the recommended budget with or without change. The budget shall be published not later than two weeks after its preliminary adoption by the Council. The Council shall fix the time and place for holding a public hearing for the budget and shall give public notice of the hearing. (Added 2021, No. M-10 (Adj. Sess.), § 2, eff. July 1, 2022.)

§ 904. Budget meeting; warning

- (a) The Council shall hold at least one public hearing at least 30 days prior to the annual meeting to present and explain its proposed budget and shall give a public notice of such hearing.
- (b) The Manager shall, not less than 30 days prior to the annual meeting, make available the Council's recommended budget and the final warning of the pending annual meeting.
- (c) The annual City report shall be made available to the legal voters of the City not later than 10 days prior to the annual meeting. (Added 2021, No. M-10 (Adj. Sess.), § 2, eff. July 1, 2022.)

§ 905. Appropriation and transfers

- (a) An annual budget shall be adopted at the City Meeting by the vote of a majority of eligible voters by Australian ballot in accordance with section 401 of this charter. If, after the total budget has been appropriated, the Council finds additional appropriations necessary, the appropriations shall be made and reported at the next City Meeting as a specific item. The appropriations shall only be made in special circumstances or situations of an emergency nature. No specific explanation need be given for any normal annual operating expense in any office, department, or agency that may be increased over the budget amount by an amount not more than 10 percent of the office's, department's, or agency's budget.
- (b) From the effective date of the budget, the amounts stated therein, as approved by the voters, become appropriated to the several agencies and purposes therein named.
- (c) The Manager may at any time transfer an unencumbered appropriation balance or portion thereof between general classifications of expenditures within an office, department, or agency. At the request of the Manager, the Council may, by resolution, transfer any unencumbered appropriation balance or portion thereof within the Council budget from one department, office, or agency to another.
- (d) Notwithstanding the above, no unexpended balance in any appropriation not included in the Council budget shall be transferred or used for any other purpose. (Added 2021, No. M-10 (Adj. Sess.), § 2, eff. July 1, 2022.)

§ 906. Amount to be raised by taxation

Upon passage of the budget by the voters, the amounts stated therein as the amount to be raised by taxes shall constitute a determination of the amount of the levy for the purposes of the City in the corresponding tax year, and the Council shall levy such taxes on the grand list as prepared by the assessor for the corresponding tax year. (Added 2021, No. M-10 (Adj. Sess.), § 2, eff. July 1, 2022.)

Subchapter 10: TAXATION

§ 1001. Taxes on real property

Taxes on real property shall be paid in equal installments on March 15 and September 15. The Council shall send notice to taxpayers not less than 30 days prior to when taxes are due. (Added 2021, No. M-10 (Adj. Sess.), § 2, eff. July 1, 2022.)

§ 1002. Penalty

An additional charge of eight percent shall be added to any tax not paid on or before the dates specified in section 1001 of this charter, and interest as authorized by Vermont statutes. (Added 2021, No. M-10 (Adj. Sess.), § 2, eff. July 1, 2022.)

§ 1003. Assessment and taxation agreement

The Council is authorized and empowered to negotiate and execute assessment and taxation agreements between the City and a taxpayer or taxpayers within the City of Essex Junction consistent with applicable requirements of the Vermont Constitution. This section shall not be construed to supersede any provision of State law relating to the education property tax. (Added 2021, No. M-10 (Adj. Sess.), § 2, eff. July 1, 2022.)

Subchapter 11: CAPITAL IMPROVEMENTS

§ 1101. Capital programs

- (a) Preparation of capital program. The Manager shall prepare and submit to the Council a capital program at least three months prior to the final date for submission of the budget.
 - (b) Contents. The capital program shall include:
 - (1) a clear general summary of its contents;

- (2) a list of all capital improvements that are proposed to be undertaken during not fewer than the next five fiscal years, with appropriate supporting information as to the necessity for such improvements;
 - (3) cost estimates, method of financing, and recommended time schedules for each such improvement; and
 - (4) the estimated annual cost of operating and maintaining the facilities to be constructed or acquired.
- (c) Revision. The information required by this section may be revised and extended each year with regard to capital improvements still pending or in process of construction or acquisition. (Added 2021, No. M-10 (Adj. Sess.), § 2, eff. July 1, 2022.)

Subchapter 12: AMENDMENT OF CHARTER AND INITIATIVES

§ 1201. Governing law

This charter may be amended in accordance with the procedure provided for by State statutes for amendment of municipal charters. (Added 2021, No. M-10 (Adj. Sess.), § 2, eff. July 1, 2022.)

Subchapter 13: GENERAL PROVISIONS

§ 1301. Savings clause

Repeal or modification of this charter shall not affect the validity of a previously enacted ordinance, resolution, or bylaw. (Added 2021, No. M-10 (Adj. Sess.), § 2, eff. July 1, 2022.)

§ 1302. Severability

The provisions of this charter are declared to be severable. If any provisions of this charter are for any reason invalid, such invalidity shall not affect the remaining provisions, which can be given effect without the invalid provision. (Added 2021, No. M-10 (Adj. Sess.), § 2, eff. July 1, 2022.)

§ 1303. Superseding language

The City of Essex Junction shall be formed notwithstanding the following language ("Notwithstanding the provisions of any other municipal charters, territory within the corporate limits [of the Town of Essex] shall not be annexed to or become a part of any other municipal corporation except by annexation procedures as set forth in the statutes of the State of Vermont.") contained in chapter 117, section 101 of this title. (Added 2021, No. M-10 (Adj. Sess.), § 2, eff. July 1, 2022.)

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



APPENDIX 2: GOVERNANCE COMMITTEE PURPOSE STATEMENT

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

Governance Committee Purpose Statement Approved by the City Council: September 25, 2024

PURPOSE

Essex Junction is a welcoming community, home to a diverse population, including residents of all ages, ethnicity, nationalities, and backgrounds; and the City Council wishes to explore governance structures to ensure that voices are equitably represented at policy making tables. As such, the Governance Committee shall represent the best interests of the City and its residents by serving in an advisory capacity to the City Council for the purpose of studying governance considerations for the City such as, but not limited to, form of government, election of officials at-large or through wards or districts, governing body composition, term of office, term limits, and councilor compensation.

MEMBERSHIP

The City Council will appoint the members of the Governance Committee. Members shall be residents of the City of Essex Junction. The Governance Committee shall consist of up to 9 voting members to include two City Council members.

TIMELINE & TERM LENGTH

It is anticipated that the Governance Committee's work may result in recommended charter changes. The intent is to prepare these charter changes in time for them to be brought to the voters on the 2026 Annual Meeting ballot. Therefore, the work of the Governance Committee shall be complete and submitted to the City Council no later than November 1, 2025.

There may be additional work beyond this timeline to help with public outreach and engagement associated with any potential charter changes.

This will be a limited time Committee, to be established as soon as a minimum of 7 members can be appointed, and it will be dissolved upon completion of the work listed herein. Member terms shall be for the full length of time this time limited Committee is in existence.

OFFICERS

Officers of the Governance Committee shall be a Chairperson, Vice Chairperson, and Secretary. No two offices may be held by the same person. The officers shall be chosen at the first meeting of the Committee. The Chairperson shall preside at meetings of the Governance Committee. The Vice Chairperson shall fill in the duties for the Chairperson in their absence. The Secretary shall keep a record of the meetings in the form of minutes.

VOTING

Each member shall be entitled to one vote. Approval of any matter requires an affirmative vote from a quorum of the body which is established as a majority of the membership (4 if 7 members; 5 if 9 members).

MEETINGS OF MEMBERS

The Governance Committee shall meet as needed to achieve the work as stated herein within this limited time period; this may include sub-Committee work. A schedule should be established by the Governance Committee at it's first meeting.

All Governance Committee meetings, votes, and actions shall follow the laws of the State of Vermont. The Governance Committee is an advisory body.

APPENDIX 3: GOVERNANCE COMMITTEE MEMBERS

City of Essex Junction

Governance Committee

Name

- 1 Thomas Coen
- 2 Steve Eustis, Chair
- 3 Deb McAdoo
- 4 Candace Morgan
- 5 Brian Shelden
- 6 Gabrielle Smith
- 7 Marlon Versasamy, Vice Chair
- 8 Elaine Haney, Secretary
- 9 Bethany Clark

Staff Administrator:

Brad Luck, Recreation & Parks Director

COMMITTEE THOUGHTS AND QUESTIONS

Form of Government: Should we have a Council-Manager form of government as we do now, whereby the chief administrative officer is appointed? Should we have a Strong Mayor system like in Burlington where the chief administrative officer is an elected position? Should we have a Weak Mayor system whereby the elected leader of the council has some powers, but the role is mostly ceremonial, and the chief administrative officer is an appointed position?

I don't know.

Seems like our current setup with a manager is working and we can remove a manager relatively quickly if needed. If gives us the opportunity to have a manager that is trained in running a municipality. For me a professional manager is going to be less political and well trained. A professional manager also allows for "average" people to be on the council. I think we need to encourage non-political, not super-connected people to be on the council.

I don't have an opinion on this yet. I am not inclined to a Strong Mayor system, but I could be convinced otherwise once we have done our research.

I first what to understand what challenges we are experiencing under our current form of government. If our current structure is working well to meet our needs, then do not think we should be looking for change for the sake of change itself. If there are current challenges, then I would want to uncover which alternative forms of government address those challenges and what drawbacks they have. Personally, having apolitical professional staff run the city makes sense to me, particularly for a city of our size.

What are the added benefits of changing to a different model than current?

Challenges of strong mayor system resulting in frequent major changes.

Does a mayor (strong or weak) align better and provide clarity given we are a city?

What are the cost implications of different models? Concerns of a strong mayor model adding additional paid political layer within government on top of existing professionals.

Concerned about power – ensuring it is limited and gives room for more voices.

Value expertise in the chief executive.

I don't have a strong opinion here except for this: CM seems to be working. I haven't heard any strong objections to CM except "we're a city, why don't we have a mayor?"

Consider spelling out the role/responsibilities of the President of the Council or Mayor in the Charter

Is there a gap in leadership, visibility, economic development, and other roles as an extension of the staff that the President of the Council or Mayor can/should play?

Do some of the expected or desired roles or perceived gaps need to be written in the Charter or communicated/stated in some other way or document?

Council Composition: How many elected officials should we have (currently have 5)? Should the leader of the Council be elected by the Council or the people?

7. I don't know about the leadership role.

I haven't seen a reason (or anyone even hinting more is better) to have more than 5. It is easiest if the council chair is elected by the councilors as it prevents a lot of hassle with dealing with special elections if council challengers win or lots of political games if people need to resign their seats to run for head of council. We had a lot of problems with our previous system. Have there been any perceived problems with the current system?

I don't have an opinion yet on either question. I am open to expanding to 7, especially if we combine that increase with wards or other district form.

Five seems like a reasonable number given the size of our city. We want to keep an odd number so the alternative would be moving to 7. That of course makes decision making harder, increases some administrative expenses/burden, and needs to be sufficient interest from residents to serve in those new positions. Based on our peer cities, 5 seems reasonable. But again, would like to hear from folks on how our system is currently functioning, including from city councilors.

Is five equitable? How many people should one representative represent?

Having more councilors allows for larger sub-groups/committees without triggering a quorum.

Consideration of advantages/disadvantages to staggered terms and number of seats up for election at one time.

Is a smaller team (i.e. 5 vs. 7) more effective and/or efficient vs. larger?

Is a smaller number better i.e. 3 or 4?

More councilors = more voices

Would we have enough people running for elections?

Admittedly with little experience here, but, it seems like 5 is working? But I'm open to any odd number. If the president / mayor / chair is elected by the people, you'd have to give them more power in some way. Someone elected at-large by the people would want more power than someone only elected by a subset of the people. Otherwise, why would you run at-large? It's more work – both to run and to serve – and more expensive.

More councilors could help spread out the workload better

Greater flexibility if elected by the Council for roles to change annually instead of on full-term cycles.

Councilor Term Lengths: What is the right number of years for a councilor term? Should they all be the same or different lengths?

3-4 years

It takes a year or two to really get your feet under you to know the councilor job well. Therefore 3 years seems like a good amount of time because of this learning curve.

Don't have an opinion yet

For equity, councilor terms should all be the same length. I've never heard of different term lengths for the same elected position before. 3 years seems like a reasonable time and is aligned with our peers. But again, would want to get feedback from stakeholders — is that currently working, what challenges does it create? Current terms are overlapping (i.e. council members are up for election at different times). In general, I think this is a good idea as is brings continuity to the council while also ensuring regular participation from the public on council members. It also provides some insulation from short term political winds since not all seats are up at any one point in time. Also follows models from other cities.

Concerns of large turnover in any one given year.

Consideration of time that it takes for councilors to learn the role – learning curve.

Is a shorter term more appealing/less of a commitment for some community members?

Three (3) years seems a good trade-off between commitment (longer would discourage people to stand up) and ability to gain experience before re-election (shorter would be continuously up for election). The important bit here, to me, is that they overlap. I don't think we should have the whole council be up at the same time like the State Legislature or US Congress. Too easy to lose institutional knowledge.

Length and staggering are ways to consider stability, consistency, gradual change, and opportunities for new perspective

Councilor Term Limits: Should there be a maximum number of years or terms that a councilor may serve?

No.

I generally believe term limits makes sense to keep fresh viewpoints on the council. If we add term limits, we might want to consider a number of years break before someone could run again. In other words not a lifetime limit, but rather "streaks". Perhaps 5 years off after becoming term limited.

I'm not a fan of term limits in general. Could be convinced otherwise for City Council.

Term limits are helpful if there are substantial barriers to participation and entrenched incumbency. I don't see that as current issues. Council campaigns are relatively low-cost and short. Council members have voluntarily not run again. With a small city, instituting term limits can also have the adverse effect of limiting institutional knowledge and limiting the pool of qualified candidates. It does not seem like there is an overabundance of candidates at the moment (only 2 ran for the most recent open council seat).

Concern of aggregation of power

Is it a barrier for new participation if people don't want to run against incumbents?

Value of institutional knowledge vs. new voices. Stagnation vs. fresh perspective.

Are these being used in other communities? What is the experience?

Is there a better opportunity for a smoother transition if a term limited councilor knows they cannot run again?

"When the playing field is leveled and the process is fair and open, it turns out we have term limits. They're called elections." –Aaron Sorkin, The West Wing S1E20

No. I don't think that term limits accomplish what people think they do. People just run for other things, and you lose institutional knowledge as they do.

https://www.ppic.org/wp-content/uploads/content/pubs/rb/RB_1104BCRB.pdf

Election of Officials: Should officials be elected at-large (without regard to residence location within the City), or through districts/wards, an overlay of wards within districts, or a hybrid of some at-large and some through districts/wards?

At Large.

I am feeling that the city is small enough and similar enough to not need wards. I was able to follow all the Front Porch Forums prior to consolidation to one. Frequently and over long periods of time, similar issues were brought up all over the city. Without wards we can have the best people on the council regardless of where they live. It also eliminates the need to rebalance every 10 years when new census data is available. The city is also not so big that it is difficult to reach all the citizens if campaigning at-large. If we were a merged Essex (which we aren't), wards would make more sense to me since there are 3 very different regions in Essex.

I am very interested in exploring this with the committee.

I think there is a benefit to simplicity for voters, especially in a small city like Essex Junction. If we were larger, then I do see a benefit of having ward specific councilors, but based on our city size this again can have the adverse effect of limiting the pool of qualified candidates. If we did want to consider this, should be done in tandem with increasing the council size (which doesn't seem like a current need). Would also want to better understand if some areas of the city feel under-represented on the council geographically. And then what are some options to address that (i.e. through better community engagement/outreach).

I generally think that EJ is too small to justify wards, but I'm open to the idea.

Two counter arguments:

- 1) an EJCC seat has more constituents (11,000) than a Vermont State Representative Seat (4,100 or 8,200 in a two-member district). Meaning it's more work (and more expensive) to run for an EJCC seat than a State Rep seat. Is that what we want?
- 2) if we go this route let's make sure that any wards we draw are legal (one person one vote), follow the Voting Rights Act of 1968, and are redistricted regularly and fairly.

If we're considering wards seriously, let's start by breaking out some redistricting software to see what any legal wards would look like.

I have done this for our House Seats, but it's been a while. I used Dave's Redistricting to look at Essex Town and Essex Junction when the legislature asked the Essex BCA for feedback after the 2022 reapportionment. I learned some interesting things.

I think people are picturing drawing lines around, say, the South Summit neighborhood, Countryside, Rivendell, and the Fairgrounds / Grandview

neighborhood and calling those the wards. However, those neighborhoods are *very* different in sizes. And they are hard to connect together: nobody lives in the CVE, Global Foundries, or the High School.

Point is: I don't think legal wards would look like what people think they would look like.

If we go the ward route, I would recommend using the Austin, TX, ward and redistricting ordinance as a model.

(https://www.austintexas.gov/content/independent-citizens-redistricting-commission)

Happy to present on the Austin Redistricting Commission (and/or cut up some sample wards) if anyone is interested.

What would wards solve?

What is wrong with the current system and what would we gain from a change? Concerns of challenges of finding candidates to run.

Councilor Compensation: What is an appropriate amount to pay councilors annually for their service (currently \$2,500/year)?

I don't know.

\$2,500 seems like a fair amount of compensation. What are the reasons to think it is not enough? That much can certainly pay for child care, pet care, and other financial constraints of the position. It is nice to get something for your time and this seems to accomplish that.

I would like to see the compensation increased. I see the concept of volunteering for a significant time commitment like this to be outdated and exclusionary. Most residents are either full or over-employeed or retired. We need to make the City Council an option for those who cannot afford to commit to the time required for free, or who wouldn't do it for free for whatever reason. I like the range of \$7,500 - \$10,000, but that is a pretty undereducated guess.

I think we should definitely increase councilor compensation. It is a huge time commitment and the limited renumeration is a barrier for participation for many individuals. I'm not sure yet what is the right level that is both affordable, practical, and appropriate, but maybe close to \$10k/year with built in annual inflationary increases? Would want to learn what peer cities are doing, but think in general pay across the board is too low if we want to broaden who is able to serve.

Well, I didn't run for this seat for the money.

What I would recommend, is, that whatever compensation we have be indexed for inflation. And/or for the midpoint of the merit increase staff gets.

It's very easy to demonize politicians voting to raise their own salary. Therefore, unless we want to find out that we're not paying people enough to consider a run in (say) 2045, when \$2,500 only buys a creemee :-) we should index it for inflation and forget about it.

Where are other communities at?

Does higher compensation draw or allow others to consider participating in this way?

Does a higher compensation make being a Councilor more accessible?

Is the current compensation a barrier to Council participation?

More generally, what are the barriers to participation (compensation, fear of attacks, etc.)?

How do you increase it over time? Automatic? Set period of time? Ensure a built-in method of annual/regular increases.

Can we track or get an estimate of number of hours that Councilors put in per month and assign an appropriate dollar amount to it?

Balance of money not being a motivator.

Other way of compensating? i.e. discount on property taxes

What are other communities doing?

Should the President of the Council receive a higher stipend?

Consider additional stipends for additional committee work

Considerations of equity and opportunity – does the amount (current or higher) allow others to consider serving

Should it be a per meeting stipend instead of a set amount – which could also count the extra meetings for the chair/vice chair?

Being a councilor involves a lot of time and work, not only for the individual, but also for their family

Neighborhood Assemblies: Should there be neighborhood assemblies?

Yes. I am concerned about the attendance though.

I do not know enough about neighborhood assemblies. What are they trying to accomplish? What is the definition of a neighborhood? Is it better to just have city wide outreach, such as the annual meal meeting (January), and planning/zoning initiatives, celebrations (block party, etc.), etc.

I am very interested in exploring how this might work in EJ.

I think we definitely need some form of intentional community engagement strategy. I'm not sure that neighborhood assemblies are the answer (but they could be!) They strike me as a time- and resource-intensive approach and think other community engagement approaches could be more efficient at achieving the same results. But want to learn more.

I don't see exactly what these would accomplish. There's so little feedback given to the City now, adding a hierarchy seems like overkill. But, I'm listening.

What is a neighborhood?

What are we trying to accomplish? What issue are we trying to solve? Citizen access? Communication of City business? Increased opportunities for citizen input and engagement?

What role would we want them to play? Official City business/engagement/neighborhood relations?

Does this increase accessibility for residents – easier, more comfortable, more local point of access? Does this give people more of a voice?

Important to consider set-up, role, "power," responsibility, follow-through, meeting frequency? Is it the same for all or does each neighborhood define for themselves?

What are we trying to address and once defined, are neighborhood assemblies the right solution? Is there another solution or avenue for people to have ______ (if the blank is better access to local government, better input, easier engagement, less intimidated engagement, less formal opportunities to participate, greater comfort in engaging in dialogue about municipal business)?

Are there other affinity group options to satisfy the goal(s)? What do other communities do?

For non-English speakers – added challenges of language barriers, fear, safety. Building cohesion, engagement, and input opportunities from people at a lower level – access points where people are comfortable talking Are there non-charter related issues that we would like to address in terms of how meetings are run, information is communicated, how/when the community is engaged?

What is the "right" size of a neighborhood to accomplish goals?

Is this a charter change recommendation of some sort or something else?

Voting Date: Should we vote on the budget and elect officials on Town Meeting Day? In April as it is now? Regardless, be on the same day as the school vote?

Yes, move to Town Meeting Day.

I prefer to move both the school vote and city vote to Town Meeting Day. There is so much statewide hype and public interest in Town Meeting Day it would be great to take advantage of it.

Yes, move the vote to March Town meeting day, yes to voting on budget, elected officials and school vote on the same day.

We should definitely vote on budget, election officials, and the school budget all on the same day. Voter participation is already low — having separate dates creates greater barriers to participate and less incentive. We should consider moving all this to town meeting day in March to take advantage of statewide publicity of voting on town meeting day.

Yes, move to Town Meeting Day. This was part of my campaign platform, and I heard 0 objections and many supporters.

Value in aligning with broader Vermont voting. Hype/attention/interest about budgets and elections statewide in March.

School district expressed interest in moving to Town Meeting Day by spring 2027.

3. What other thoughts, comments, or questions do you have?

I have an open mind on things and look forward to debating the merits of the various proposals. I just listed my current insights based on my experience interacting with the city as a citizen, moderator, and member of the governing board. My general principals are to keep things as simple as possible, discourage politics and crony networks, and have as many average people involved in the governance, backed by a professional staff.

Excited to discuss, learn more, and meet with various stakeholders and officials from other cities!

Curious about other advisory/committee/etc. role for community members to engage other than Council but in a meaningful way that may address some barriers to being a councilor i.e. long-term lengths.

Engagement and communication

APPENDIX 5: COUNCILOR & TRUSTEE SURVEY RESULTS

Anonymous survey results from 7 current/former City Councilors/Village Trustees that have served on the Council between 2010-present. The survey was sent to 9 individuals. Individual responses alternate between highlighted and unhighlighted.

1. Form of Government: Should we have a Council-Manager form of government as we do now, whereby the chief administrative officer is appointed? Should we have a Strong Mayor system like in Burlington where the chief administrative officer is an elected position? Should we have a Weak Mayor system whereby the elected leader of the council has some powers, but the role is mostly ceremonial, and the chief administrative officer is an appointed position? What is working well now?

Could a change to this aspect of our local government improve things and if so what change would you recommend?

We are a small municipality, less than 4 square miles, in my opinion, we do not need a mayor, nor do we need to change how the current council-manager form of government is working, and has worked, even before the town/village split. In a few words, if it's not broke, why try to fix it. I'd flip it around and ask, why isn't it working, and what is the driver to make the change.

Council-Manager has worked very well for us both as a village and as a city. Now that we're a city I think exploring the weak mayor model is worthwhile. A mayor could help with both communications and as an extension of the staff on certain issues, especially considering we are just barely staffed enough and do not have capacity to take anything else on. We are sorely in need of leadership on economic development and a mayor would be a logical and helpful resource on getting that work off the ground and establishing its importance.

Weak mayor is pointless and would function very closely to what the Council President does now. The only differences are breaking a tie for the council and that the resident vote on the person. Don't take the step to dip the toe into the water, either go full mayor or no mayor. Talk with Kristine Lott in Winooski, she'll tell you what it's like.

What works with the council manager form is the manager knows what they are doing. Let's be honest, could any of you really step into the role of the manager and know what you're doing on a day to day basis? There is a reason that Burlington, Newport, and Rutland have a strong administrative team, the mayor does not have the knowledge to run the day to day of the City, they rely on their finance, HR, community development, and other staff to make sure the policies they want to implement can actually happen.

The only positive to moving to a mayor of any kind is the VT Mayors group, but they are not a strong force in this state.

I believe the current system is working well and should remain in place. Our elected council members with input from community members are keenly aware of the needs of our city. They are best suited to make the decision of a manager who will work with them to address the needs of our city now and into the future.

The current form seems to work well. It doesn't loan itself to the type of staff turnover we see often times in a Mayoral system.

I think our current form of government has been effective as we've always had very strong managers. Our new planning personnel is also strong. Although I will continue to say that none of our personnel, while very strong, are extraverts spending time out and about in the community. I would be interesting in exploring a strong mayor form of government. Would this provide us more opportunities in development, in having our voice heard in state government, in having someone out in the public?

What is working well:

Our council-manager government is working very well and is an excellent fit for our community. We are very capably governed and I would hesitate to fix something that's not broken. The EJ Council/Trustees have a good track record of choosing qualified, effective managers, the present manager being a great example. A strong mayor system is absolutely unwarranted. Among other things, it risks putting someone with no grounding in municipal administration, finance, law, operations and planning in charge of our government.

Should we change it:

Creating a 'weak' mayor system would be problematic not only because it sounds awful (who wants to be known as a 'weak' mayor?) but it would also probably mean having the mayor elected separately from the city council, and thus the voters and not the council would decide who chairs the board, which is a terrible idea. We abolished that system years ago.

On the other hand, other than running the city council meetings, the council president's additional roles are not defined in the charter, such as working with the manager to set the agenda, overseeing the follow-through on council actions, and interfacing with media, developers, etc. Thus, it might be a reasonable idea to amend the charter to specifically spell out any additional responsibilities you want the council president to have besides being "... the head of the government for all ceremonial purposes." (What are "ceremonial purposes"? Parades? Funerals?) From my own experience I would suggest that the council president have clearly spelled out authority to: 1) work with the manager to set the agenda for upcoming board meetings; 2) work with the manager to monitor the status of city council actions; 3) work with the manager to respond to media inquiries and decide who, manager or

president, shall be the public face of the city on a case by case basis; 4) work with the manager to meet with developers, other political leaders, businesses, etc., to help promote the city's interests.

2. Council Composition: How many elected officials should we have (currently have 5)? Should the leader of the Council be elected by the Council or the people?

What is working well now?

Could a change to this aspect of our local government improve things and if so what change would you recommend?

I would leave the 5 councilors and have the leader elected by the council. The leader is exactly that, the person who the council feels can lead the group to get the job done and unify the team, it is not a political position. If the residents chose the council, there should be criteria in which the people are voting on that position.

Considering the sheer workload of the council, I think having 7 members would be really helpful. It seems easier in recent years to find candidates and having 7 members would more easily allow for ad hoc and standing committees. Local government is way more complex than it used to be and the responsibilities are more intense. Councilors need to know that they will be expected to work.

Classic public administration question with no right answer. Moving to the people means closer democratic anchors and may built trust with the community because they could be voted out easier. Downside is the public doesn't know what they don't know. Does the public really know who the best person is to run the City?

Essex Junction is a small city with a relatively small population. I don't see the need to expand the council beyond 5 members at this time nor into the foreseeable future.

5 is generally fine. The shortcoming of it however is 3 members makes a quorum and that sometimes proves difficult for general discussion. I think leaving the Council to determine who their leader should be is the best option.

I think 5 council members is enough. I am concerned that we still have council members who do not attend meetings in person. This needs to change. I also think we could have community subgroups that don't need a staff member to attend - that may open up the ability for additional residents to be

involved. My understanding is that due to lack of staff some suggested committees haven't been created. Maybe that's old news.

What is working well now:

The five member council is working very well and should not be changed.

Should we change it:

Council Size:

I apologize for giving a lengthy answer, but I think this is an important question:

- There's a flawed view that municipal elected boards are supposed to unfailingly represent the will of the people. Therefore, having more board members means having more robust representation from the community. This is absolutely wrong. Board members are elected and entrusted by the people to study and understand the operations and nuances of local government and armed with this knowledge, make informed decisions on the peoples' behalf. Elected officers need to have the backbone and the chops to sometimes make decisions that their constituents don't like. This is why local boards are called selectboards, councils, and trustees, and not representatives.
- There's no evidence that you'll get better municipal decisions from a seven-member board than a five-member board. It just takes longer to get things done.
- I've heard the argument that having more seats would provide more opportunities for community members to serve. Keep in mind that the role of local government is to serve the community and not to accommodate someone's personal life journey. The board structure that best fits the size of the community in the most effective and efficient way is what you're shooting for.
- We traditionally have very few competitive races for these seats. This year was a good example. We had two people running for one seat. If you had two additional seats, you'd probably have to be reaching out to get people to run. City councilors have a lot more legislative authority than other city boards and commissions, so you want these seats to remain competitive and have high value. People shouldn't be running for the city council on a whim.
- Last, in all the years that I served on the trustees/city council, I never once heard any constituent complain that they felt underrepresented or that their particular neighborhood or section of Essex Junction was unrepresented or being ignored. I've never heard any constituent call for a larger board. Don't fix something that's not broken.

Leader of the Council:

When I was first elected to the trustees, the president of the board was elected by the voters. I was surprised to discover that the "village president" had absolutely no additional legislative authority or responsibilities than anyone else. It only meant that if a sitting board member wanted to chair the

board when the current president stepped down, they had to give up their seat and run for president. It made no sense, and so we abolished it.

Reinstating the old system, which I sincerely hope you do not recommend, could mean that someone with no leadership experience or someone with an ax to grind or a particular issue to settle could be elected to lead and set the agenda for an experienced, dedicated city council. So don't go down that path. The city council is by far the best body to decide who among them has the energy and commitment to lead the board.

3. Councilor Term Lengths: What is the right number of years for a councilor term? Should they all be the same or different lengths?
What is working well now?
Could a change to this aspect of our local government improve things and if so what change would you recommend?

3-years is reasonable. There is a lot of work/money that goes into a campaign, even for city council, therefore, if the term is less, I think folks might be wary of spending that time and resources.

Three years seems fine, as does staggering them. Shorter or longer terms seems confusing to me and I don't recommend it.

3 years is good. Long enough to begin to know what is going on but short enough to still have a life if it's not your thing. Don't change this one.

The current process of offset three year terms has worked well. It allows community members enough time to become familiar with the elected council members and make an informed decision on whether to re-elect them. Lengthening terms to five years would stymie the process.

Three years feels like a good term. For someone new to politics, it takes a year to get their feet underneath them. I wouldn't advocate for terms any longer than three years.

The 3 year staggered terms work well - enough time to learn and get things done while not too long.

What is working well now and should we change it:

I think three-year, staggered terms are by far the best system. It provides a stable and consistent level of experience while allowing gradual change and opportunities for new perspectives. Great model, don't change it.

4. Councilor Term Limits: Should there be a maximum number of years or terms that a councilor may serve?

What is working well now?

Could a change to this aspect of our local government improve things and if so what change would you recommend?

I don't think it's necessary to set term limits. We have attrition now, and having consistency on the council, isn't a bad thing.

Having term limits like maybe no more than 3 or 4 terms seems like a good idea. I think it would make the public feel good. I would want some kind of language about it that allows for non-consecutive terms to accumulate to no more than the limit.

Again, no right answer. George being around for as long as he was, I believe, was a great thing for the Village and City. There needs to be someone with history to know why things are the way they are. As municipal managers nationally and locally have shorter tenures the burden of "why do we do X that way" will fall on someone. I see a lot of value in no term limits. The public loves them though, except for when the elected official is doing great things. Imagine how much less federal assistance VT would have if Leahy had a term limit.

I don't believe there should be term limits for council members. The current and past city council members have been able to work with residents to bring about a lot of positive changes to our community. Most significantly separation from the Town of Essex. Term limits could result in losing the knowledge and experience of one or two members of the board during a key negotiation process.

We haven't run into this yet. This is a pretty thankless position. I would be surprised if people wanted to make a sustained run at it.

Interesting question. I can see both sides but do believe that institutional knowledge is needed. So if we were going to limit I would say 4 terms.

What is working well now: Current system is fine.

Should we change it:

I can't think of any reason for term limits. It's not like you've got hordes of people lining up to run for city council. If someone's doing a good job and wants to continue serving, why force them to leave?

5. Election of Officials: Should officials be elected at-large (without regard to residence location within the City), or through districts/wards, an overlay of wards within districts, or a hybrid of some at-large and some through districts/wards?

What is working well now?

Could a change to this aspect of our local government improve things and if so what change would you recommend?

Prefer to keep at-large. Again, we are less than 4-square miles, and I don't believe that having districts/wards is necessary.

At large. Adding wards and districts complicates everything and finding candidates in specific wards could be challenging. From an equity standpoint I understand this but from a practicality standpoint I believe it adds a lot of work to the clerk's office that frankly I don't think we're prepared to take on. I'd rather try out neighborhood assemblies for awhile to see how they work first.

EJ doesn't need wards. We are too small geographically. EJ needs neighborhood assemblies. Abdicate some basic planning responsibilities to the neighborhoods with a relatively small amount of money to help build a sense of community. It would also help with the pipeline of councilors, PC, DRB, and others.

Yes, electing members at large should remain in place. Geographically Essex Junction is a very small city, I don't see the need to divide a small city into tiny districts. It's already difficult enough to find people willing to dedicate the time and effort to run for office. Creating districts will further restrict the number of people who are able and willing to run for office.

This is a great question. Different neighborhoods have different needs but at the same time we're not a huge municipality. I'll be interested to see what the outcome of your discussion is on this as I don't wanna advocate one way or the other.

Now that we are our own city of approximately 10,000 people without a ton of space for continued growth, I like the elected at-large. It keeps the city together, rather than separating into smaller communities by artificial barriers.

What is Working Well Now and Should We Change it:

(Again, sorry for the long answer but it's important.)

The current at-large system is absolutely fine. There is no call for changing it. No one in the community has asked for it. No one has claimed that their neighborhood has been underrepresented.

If you haven't served on the city council, please look at the last five or ten city council agendas. How many issues do you see that have a "neighborhood" nuance – where people from one part of EJ might generally feel differently about something than their neighbors in another part of EJ? The answer is zero.

The difference between Essex Junction's neighborhoods is in average property values, not in racial/ethnic composition, or discernable political proclivities. We are a homogenous community with a strong sense of connection to each other. Cleaving this into wards/districts, besides being completely unnecessary, risks causing divisions, petty resentments, and politicizing things in a negative and unnecessary way.

In all the years I served, I never observed a trustee or councilor show bias or preference for their own neighborhood over another.

Burlington is a good example of what can go wrong when you do something like this. A little college town with 45K people has the same size council as Boston and Washington DC. Their eight wards and four districts have created politicized silos that compel council members to take politicized stances on every day, common sense municipal questions. At best, they should have a seven-member board with perhaps four wards. I don't know how they got themselves into this mess, but it's a massively inefficient and ponderous way to do things.

Wards and districts are for large cities with big, diverse populations and development levels. That's not Essex Junction. Maybe someday we'll find ourselves there, but this isn't a good idea for right now.

To repeat, I strongly urge you to look at actual agendas for the city council, keep in mind how difficult it already is to get people to serve in local government, and then ask yourself how chopping EJ up into voting wards and districts could possibly make things better.

6. Councilor Compensation: What is an appropriate amount to pay councilors annually for their service (currently \$2,500/year)?

What is working well now?

Could a change to this aspect of our local government improve things and if so what change would you recommend?

I'd like our compensation to be in line with other SB's and CC's. I believe it is at this time.

The chair should get double what the rest of the council gets. It's an enormous amount of work, especially for someone who has a full time job. \$5k for president, \$3500 for vp, \$2500 for the rest.

No right answer. The President should get more though given the number of hours it takes.

The current amount is fine. I don't see the need to raise it any higher.

If you'd ask me this question before I served, I would've said it's more than enough. Most days I feel like it's fair, but there are times when I shake my head. Perhaps there should be additional compensation for president and vice president?

Such a hard question. I think there should be a base pay - \$2500 seems good to me - but with stipends if they pick up additional subcommittee work.

What is working well now:

I think the current compensation level is fine.

Should we change it:

Maybe a gradual increase from time to time, to keep up with inflation.

7. Neighborhood Assemblies: Should there be neighborhood assemblies? What is working well now? Could a change to this aspect of our local government improve things and if so what change would you recommend?

I've attended these in Burlington, and while it's helpful to have neighborhoods with specific interests gather, I think this can and is done informally, and does not need to be formalized.

This is an experiment worth exploring, especially since it was recommended by the EGG report and is (I believe) the only recommendation that hasn't been implemented yet. I think residents would appreciate the additional opportunity to have their voices heard, and it's a way for the council to connect with different areas of the community in ways we haven't before. It would require staff time but I think it's a good interim step we could take to learn more before committing to wards/districts.

Already answered this. Here it is again. EJ needs neighborhood assemblies. Abdicate some basic planning responsibilities to the neighborhoods with a relatively small amount of money to help build a sense of community. It would also help with the pipeline of councilors, PC, DRB, and others.

I feel the current system is working well. People who are passionate about an issue can reach out to the city council in person or online. I can imagine scenarios where neighborhood assemblies or districts could be viewed as divisive and pit one area of our city against another.

Not sure how this would work if we don't have wards. It would be interesting to test this idea but do feel like we give a lot of public to be heard time in our meetings today. If we had wards, then I could see neighborhood assemblies being critical to community engagement.

What is working well now:

We don't have neighborhood assemblies right now and I don't hear anyone asking for them, so I'd say things are working fine without them, right?

Should we change it:

I'm not strongly opposed to the idea, but I don't know what it brings to the table. Again, I can't stress enough how we struggle to get people to serve, so this seems that you'd be adding a whole new layer of positions for people to fill. Also keep in mind that any city-sanctioned committee or 'assembly' would need administrative support to organize and possibly attend evening meetings, keep minutes, etc. Do we have the staff capacity for that, and would it be worth the commitment of resources?

And what do these assemblies do? I assume they discuss local issues and perhaps come to some resolution or conclusion? Then what? Would the city council be legally bound to follow their advice? Not unless you want to radically alter the structure of city government. And so, these assemblies are going to go through a lot of meeting time and discussion to achieve what? I appreciate the idealism of wanting to engage the community and garner their input, but I suspect you'll get very low participation and a lot of frustration.

8. Voting Date: Should we vote on the budget and elect officials on Town Meeting Day? In April as it is now? Regardless, be on the same day as the school vote? What is working well now?

Could a change to this aspect of our local government improve things and if so what change would you recommend?

I'm all in favor of switching to Town Meeting day in March as long as we can get the school board to do so as well, as I do not believe it's helpful to have multiple election days - it's confusing for folks, and costs more money.

We need to move it to Town Meeting Day in March. It makes sense to do that along with the school district. I am really hopeful we will accomplish this so that in 2027 we'll all vote on TMD in March.

Only move if the school district moves too. Keep the alignment to reduce voting. In my utopia, it would move to November to align with national elections to increase turnout.

I would like to see the elections held on Town Meeting Day.

The school board has indicated that they're ready to move their elections in 2027 for FY 28. We should follow this move as we currently vote in April so that our citizenry isn't going to the polls twice and it saves dollars as well

I think we should move to Town Meeting day.

What is working well now:

Seems to be working okay now. I appreciated not having to vote twice – once in March and then again in April. I also really liked the city's public-input budget meeting at CVE. It was well organized and fun. I strongly urge you to mention that in your final report.

Should we change it:

Our annual meeting/town meeting used to be a big deal, when we met as a community, debated the budget and then voted on it. But that went by the boards when we moved to Australian balloting.

With that said, I guess it would be nice to have city elections on the same day as other VT cities and towns, but right now it's much more practical to have them on the same day as the EWSD vote. If we moved city elections back to March, that would mean the city clerk must coordinate and manage two different elections very close together. This includes mailing out two tranches of ballots, which

costs many thousands of dollars and could be much more expensive if we have another pandemiclike event in which all ballots must be mailed. Right now, she can wrap all this work – which is quite substantial – into one consolidated effort, which is a good thing. Moving it back to March without changing the EWSD April vote would also mean a lot of additional work for volunteers at the polls.

Therefore, I suggest we keep ourselves aligned with the EWSD vote. I know they used to have a statutory reason for holding it in April, but I'm not sure they still do, so you might want to check with them and make a recommendation that applies to both the city and the EWSD.

9. What other thoughts, comments, or questions do you have?4 responses

Thank you for the committee's work on this.

Good luck! I'm excited to see what comes out of this. I think it's an important look at the way we function.

Thanks for this work!

In summary, I urge you to resist the understandable temptation to recommend some innovative change in our government. As I suggested, if you're not familiar with city government, look at some city council agendas to see what kinds of things they actually deal with. How would imposing some new system – more council members, neighborhood assemblies, weak mayors, wards/districts – actually help them make better decisions? Look around Chittenden County, how many other towns our size have voting districts and neighborhood assemblies and mayors? Most towns have councilmanager governments with five member boards because that's the most effective way of doing things for communities our size. Sometimes the most difficult but best course of action is to do nothing.

Governance Interview Questions for VT Communities

Form of Government:

Your community has a [council-manager/weak mayor/strong mayor] form of government. How does this model serve your community well? What are the gaps, challenges, or barriers you experience with this model?

Number of Elected Officials & Leader of the Elected Board:

Your community has [XX] members on the [selectboard/City Council/Board of Aldermen]. Does this number of elected officials serve your community well, why or why not?

In your community, the leader of the elected board is selected by the [Board/Council/electorate]. Has this system served your community well or not? Please explain.

Elected Officials Term Lengths:

In your community, elected officials' term lengths are: [explain system as you understand it]. Does this number and/or system of term lengths serve your community well or not? Please explain.

Elected Official Term Limits:

Does your community have term limits for elected officials? If so, what are they? Has this system served your community well or not? Please explain?

Elected Officials Compensation:

Can you please tell us how much elected officials in your community are paid each year and if they all receive the same compensation. Also, can you explain the process for increasing elected officials' pay?

Election of Officials:

In your community, officials are elected [at-large/through districts or wards/through an overlay of wards within districts/through a hybrid model of some at-large and some through districts or wards]. Has this structure served your community well or not? Please explain.

Neighborhood Assemblies or other neighborhood-oriented concepts:

Does your community have a charter-mandated Neighborhood Assembly or another neighborhood-oriented concept for community organization, input, or engagement?

Additional Questions:

- What are the three most effective ways that your local government engages with the residents and why do you think these are effective? Are there strategies that you have tried that have not been effective?
- Has your community done any recent community surveying or polling related to governance structure that you would be willing to share – the survey instrument and/or the public results?
- Do you have a way that you gauge resident satisfaction of government services and/or governance and if so, is this done with regularity?
- Bringing you back to your government, can you think of an example of a success in your community that was the direct result of the design of your community's government?
- Are there any other resources people, communities, organizations, readings, etc. that you would suggest we seek out that would be helpful in our analysis?
- Is there anything that we didn't ask about or discuss that you would like to share?

APPENDIX 7: OTHER VERMONT COMMUNITIES

Comparing Vermont Communities

#	Community	Form of Government	Election System	Number of Elected Officials	Leader of Elected Body Selected by	Term Length	Elected Officials Term Limits	Elected Official Compensation	Population	Square Miles
1	Winooski	Weak Mayor	At-Large	5 (mayor+4)	Residents	Mayor (3yr), Councilors (2yr)	None	\$1,700/\$1,500	7,997	1.5
2	St. Albans City	Weak Mayor	Wards (6)	7 (mayor+6)	Residents	Mayor (2yr), Councilors (3yr)	None	No pay	6,887	2
3	Barre City	Weak Mayor	Wards (3)	7 (mayor+6)	Residents	2yr	None	\$2,000/\$1,000	8,491	4
4	City of Essex Junction	Council-Manager	At-Large	5	Board	3yr	None	\$2,500	10,590	4.7
5	Montpelier	Weak Mayor	Districts	7 (mayor+6)	Residents	2yr	None	\$4,080/\$2,040	8,074	10.3
6	Rutland City	Strong Mayor	At-Large	11	Residents	2yr	None	\$2,600	15,807	7.7
7	Barre Town	Council-Manager	At-Large	5	Board	3 (3yr), 2 (2yr)	None	\$2,000	7,923	30.7
8	Williston	Council-Manager	At-Large	5	Board	3 (3yr), 2 (2yr)	None	\$1,500/\$1,200	10,103	30.6
9	Burlington	Strong Mayor	Districts & Wards	12	Residents	2yr	None	\$5,000	44,743	15.5
10	Brattleboro	Council-Manager	At-Large	5	Board	3 (3yr), 2 (1yr)	None	\$10,000/\$8,000	12,184	32.4

OTHER VERMONT COMMUNITY INTERVIEW REPORTS

Community: Burlington

Interviewee Position: Head of Elected Body (Mayor)

Interviewee Name: Emma Mulvaney-Stanak

Form of Government

- Strong Mayor with City council. Strong mayor has only been in place for about 20 years.
- Overall the structure works well, a strong mayor is needed to be able to run
 everything day to day in the City. So many things arise day-to-day that a part time
 elected official could not keep up with. Better community service and engagement
- Great from an accessibility, equity and inclusion angle as well. Allows anyone to be able to reach for the job.
- There are 18 depts under the mayor that they are in the process of reducing.

Number of Elected Officials

- 1 Mayor, 12 City Councillors 8 Wards and 4 Districts
- Used to be 14 when the Mayor was on City Council
- Thinks that it could actually be less as it's hard sometimes to get everyone in any consensus, but believes that may stem more from the positions being partisan than anything else. Though feels like that people hid behind the partisan labels as an excuse for the dysfunction.

Leader of Elected Board Selection

- Elected by the board. The Mayor is there but does not lead the meeting, the City Council President does,
- There are some exceptions where the Mayor presides, such as appointments
- Council has struggled under the last few of City Council Presidents

Term Length Number/System

- Mayor is 3 years and City Council is 2 so that there in some continuity
- Thinks that the Council should be 3 as the first year you are still trying to figure things out and the second year, you're running again for office.
- Also worries though about loosing the accesibility that 2 years provides

Term Limits

- Emphatic yes to term limits. In the past, things have gotten stagnant on the Council.
- None currently and doesn't have a specific number that comes to mind, but folks spending multiple decades in the same office isn't the best for a community.

Elected Officials Compensation

- \$5000 for Council Members
- Mayor makes appx \$125K
- Believes that stipends need to be inccreased for all the council/committee work and community engagment that folks do.
- Would like to see thse eventually become full time paid postions, but knows with the current financial envoriment, that is not a possibilty right now.

Election of Officials Method

- Wards and Districts, Mayor is at-large
- Some of the wards could be combined like the Distrcits are to give the Councilors a more wide ranging view of the community

Neighborhood Assemblies or Concepts

- Loves the idea of the Neighborhood Assemblies, but feels they are underfuded and under supported
- Some neiborhoods pair up for meetings, but have also had falling outs.
- Some issues with the same folks always at meetings and not drawing new or diverse swaths of the nieghboorhoods
- Can be a drain on resources. Staff time is needed to help run all the meetings
- Still would recconmend exploring the idea

Anything Else

- The effectiveness of any government is dependent not just on the systems and structures, but the people. Failures in either can lead to widespread dysfunction.
- Lack of training and on going supports can undermine and Council/Selectboard.
- Strong relationship between the Mayor and Council President is key
- If you ever do go the route of Strong Mayor, you have to set the pseron up for sucess with a full stafff, which could be difficult for the community to accept due to cost.
- For any engagement, be accommodating and inclusive, hybrid, child care and meals for in person.

 went to a mayor's confercence and was surprised that there are cities much bigger that Burlington that use a weak mayor system

Community: Barre Town

Interviewee Position: Chief Administrative Officer

Interviewee Name: Chris Violette

Form of Government

- 5-member select board with a manager, been this way a long time
- Was one of the last councils to meet weekly recently made the change to biweekly (better to meet biweekly)
- Structure works well, wouldn't change anything

Number of Elected Officials

- 5 currently, would not decrease to 3. 5 suits us well.
- Doesn't see a big need to move to 7 would need to have a good reason.

Leader of Elected Board Selection

Selected by board

Term Length Number/System

- 3 have 3-year terms, 2 have 2-year terms. Has worked well. There's always someone on the ballot every year.
- Have to run for a specific seat with a designated length

Term Limits

- No term limits
- Have had more tenured members on select board and has helped from an institutional knowledge standpoint (at least 3 members have been there 5+ years)
- Wouldn't want someone to be there for 30+ years but not sure what the cut point should be.
- Term limits not currently needed.

Elected Officials Compensation

- \$2,000 per year, same for all (including chair), paid twice a year
- Amount hasn't changed in a long time outlined in our Charter, and the specific amount is determined annually. This decision is made through an article during the

annual voting by Australian Ballot in May. If the Selectboard wishes to request an increase in their pay, they must officially announce it and include it on the ballot. Additionally, if enough citizens support a raise, they could initiate a petition to bring it forward.

- Chair should get more given more work that occurs
- Amount could go up but still wants this viewed as a volunteer position, not sure what right amount would be, or exact process for changing it (am following up)
- Want to make sure people run for the right reasons

Election of Officials Method

- At large structure has worked well
- Could see a benefit to shift to wards because Barre Town is made up of several unincorporated villages (each has its own post office) and board representation can be lopsided. There's a difference in affluence between areas.

Neighborhood Assemblies or Concepts

Don't have these — think they would take up a lot of staff time. Town is laid back not asking for this — and they use other engagement strategies (newletter, front
porch forum, social media)

Community: St. Albans City

Interviewee Position: Chief Administrative Officer

Interviewee Name: Dominic Cloud

Form of Government

- 7 member city council with a weak mayor
- Main measuring stick for him is the ability as a community to remain consistent and not be subject to whims of 1 or 2 members of the council
- 7 members allows for them to manage through elections without massive swerves
- Mayor's job is to build consensus on the council; they never come out on a major initiative other than a 7-0 vote
- Political leadership is building consensus

Number of Elected Officials

- 7 members serves them well, as mentioned above
- Question shouldn't be to increase because of work focus should be on how often you're meeting and what work you're asking the Council to do

• St. Albans meets once a month for two hours

Leader of Elected Board Selection

- Mayor presides over the Council but also as Council president
- Standing committees established by the Council: Public Safety and Finance & Administration
- Standing meetings are ad hoc, but most work happens here keeping the Council meetings shorter

Term Length Number/System

- Staggered; Council is 3 years; Mayor is 2
- Tend to have longer tenures ensures stability & shorter meetings

Term Limits

- No term limits & wouldn't recommend
- Charter should be enabling and not constraining charters are there to speak to circumstances unique beyond state law otherwise it will be inadvertently constraining you

Elected Officials Compensation

- No compensation, per the Charter
- Have thought about changing and acknowledges there's potentially an equity issue but has not been an issue for St Albans in terms of getting people to run

Election of Officials Method

- St Albans is divided along Main Street from old railroad days where executives lived vs workers
- Without wards it would have just been run by the hill section
- Charter follows Burlington pretty closely
- He feels wards are unnecessary for Essex Jct

Neighborhood Assemblies or Concepts

- St. Albans doesn't have these and something like it has come up overtime but would not recommend it being added to a charter. You'd want to be able to turn the switch on or off depending on what's happening
- You need to have a really large city and population to do something like this and have them matter/be meaningful

• St. Albans is two square miles - not really large enough to require this

Anything Else

- Charters and Governance is mostly about process our citizens are mostly concerned about outcomes
- Does the charter help us get greater outcomes or be more efficient
- Question should be how do we produce more not how do we engage more
- Vermont's problems are about outcomes & not about process/engagement
- The Merger/Separation discussion in EJ is a great example of an on again/off again political fluctuation driven by a few people - you need to put a team of people together and hold them together not keep swerving

Community: Rutland

Interviewee Position: Head of Elected Body

Interviewee Name: Mayor Mike Doenges Rutland

Form of Government

- Strong Mayor (weird strong mayor). Might not recommend it!
- Gaps: losing institutional knowledge
- Elected treasurer / clerk. Appointed others
- Mayor is 4 roles: manage 150 staff / marketing & comms for Rutland / political baby kissing / development
- Would like to have a city manager

Number of Elected Officials

- 11 aldermen. Used to be ward based, now at-large; Thinks 7 would be a better number. 11 makes sense if the city had a much bigger population.
- All elections including mayor are non-partisan.
- 6 one year / 5 next. 2 year terms
- 2 years not really enough time to get work done. "18-month time frame." Large # of members—harder to get people to show up; diversity important. 11 is difficult.
- Voters have a nativist approach, though there are some non-Vermonters; last election a lot of repeat members were elected again. Very loud vocal minority.

Leader of Elected Board Selection

- Board of aldermen president is selected by board. Thinks it's a good system. Able to align mayor's vision with the president's and board's vision. Don't agree on everything. Beneficial for the board to have a representative to the mayor. Current president is the most recent mayor.
- Mike thought the voters picking the President is a bad idea because then it is about popularity and the board needs to work with the President so will have the best interest to pick the best President.

Term Length Number/System

• 2 year terms. 5 seats one year, 6 seats another year. 3 years is reasonable. Aligning appointment term lengths with elected term lengths would be good.

Term Limits

• No term limits. Personally thinks an 8-10 year term limit would be good. Long term members have an expectation that it's "their" board. Can become apathetic. Stuck in old ways. A term limit can spur more motivation to get things done.

Elected Officials Compensation

- Aldermen make \$2600/year. Mayor salary has fallen behind in terms of COL increases. Mayor now makes \$106k. Was \$89k when he came in. CEO of ~150 staff. A city manager makes ~\$140k. Some run for mayor to get the salary. If the mayor's salary were more in line with board salaries, different people would run. It's a FT position. In the budget as part of the executive department, approved by voters. Part of the pay grade table. 4 different unions (PW, rec, police, fire). Doing a salary audit soon; also uses VLCT salary survey.
- Despite mayor salary increase, he believes it is "too low" and should be more like \$130K. He mentioned some people running for office and others running for salary.

Election of Officials Method

- Used to have wards but they don't anymore. Mayor is considering merging city & town. Wards are good if you have geographic size. Wards could add value to properly representing a region however.
- Mentioned that Rutland as it currently exists is too similar across the city to justify wards. If there was a merger with another community, the extra diversity from a large community might mean wards could make sense.

Neighborhood Assemblies or Concepts

- Nothing in particular. Some people have started up things on their own. Police
 divide the city into sectors. Different purpose though. Closest thing is sector
 meetings for police and not a lot of people show up. [to define not a lot, he
 mentioned a handful of people show up]
- "Sometimes it's a discussion. Recently held a series of public safety events and hundreds attended. Town hall style meetings are important, making them smaller and in different places would probably not have worked. He said he thought it best that everyone received/participated in the same message at the same time.

Government Engagement

- Social media and national media have broken down communication on the local level. Too many methods (10-12) of delivery needed to actually reach people. Uses social most bc that's where most people seem to be. Sends press releases (Herald, 7D, VTDigger). TV stations are helpful. #1 effective but also most expensive is direct mail. \$4k each time, EDDM.
- No one showed up to a public meeting with the topic of comms.

Gauging Resident Satisfaction

- He uses some social media tools for this—sentiment, polls, etc. Calculated the most frequent posters/sharers/watchers. Lot of popcorn eaters out there.
- Downtown partnership and RPC and EDC also do a lot of this and they share results.

Example of Success

• Their new TIF committee. Can't have more than 2 aldermen be on the committee.

Anything Else

 Professionals, professionals. Decision makers guiding the day to day operations of the city should be professionals. That's why a city manager is so important. Don't want to clean up mistakes made by volunteers.

Community: Williston

Interviewee Position: Chief Administrative Officer

Interviewee Name: Erik Wells

Form of Government

works well

- clarity on roles
- no changes

Number of Elected Officials

- 5
- 3 is too small; hasn't thought about 7

Leader of Elected Board Selection

- by board
- works well
- long serving chairs

Term Length Number/System

- mix of 2 and 3 years terms
- good that <50% up for election each year (maintain institutional knowledge)
- excatly 2 of 5 up for election each year, but separate elections and not just top two vote getters.
- no contested race in 3-4 years

Term Limits

- none
- could help, but could hurt

Elected Officials Compensation

- \$1200 and inflation adjusted
- in budget
- no concerns raised from community

Election of Officials Method

- at large
- as Taft corners builds out, it could make sense to explore geographic representation since that area is so different than rest of Town

Neighborhood Assemblies or Concepts

• for large initiatives like new town plan, they hold meetings in different locations in order to get more engagement

Government Engagement

- always working to improve
- the more personal the better
- surveys
- being present at town events

Example of Success

• focus has been on land use.

Other Resources

- VLCT, ICMA, UVM MPA, Ctr for Rural Studies; Chris Koliba book on governance
- Government is working well for Williston

Anything Else

• Williston's government is working really for Williston

Community: Williston

Interviewee Position: Head of Elected Body

Interviewee Name: Ted Kenney

Form of Government

- works well
- mgr does not get into politics
- no changes
- chair sets agenda

Number of Elected Officials

- 5 is the right number
- no sub committees; sometimes an ad hoc committee

Leader of Elected Board Selection

- by board
- separate election by voters would create factions; board has to work with the chair and knows capabilities when selecting

Term Length Number/System

- mix of 2 and 3 year terms
- works really well
- always 40% of board up for election

Term Limits

- none
- has never been discussed

Elected Officials Compensation

- \$1200 (\$1500 chair)
- no drive to increase; reduced recently

Election of Officials Method

- at large
- no issues at this time

Neighborhood Assemblies or Concepts

- none
- They reach out for info in general
- If an issue affects a neighborhood, the mgr reaches out to that neighborhood

Government Engagement

- nothing special
- mgr channel 17 show sometimes
- Selectboard moves meetings around sometimes, but that doesn't always bring new people in to the meeting

Anything Else

- watch out for skewed version of what majority wants, in the cases of arbitrary trying to stack feedback by geography, income, etc.
- at end of day, Selectboard is responsible for a lot and each person can't know it all
- Williston's government is working really for Williston

Community: Barre City

Interviewee Position: Chief Administrative Officer

Interviewee Name: Nick Storellicastro

Form of Government

- 7 member council; incl mayor + 2 councilors elected from each ward; terms are staggered so every year there's a ward councilor seat up; mayor's term is 2 years; clerk is also elected
- Mayor is the chair of the council; they vote on ties; preside over meetings;
 "outdated" provisions in charter that grant mayor some "strange" powers like ability to command police force in an emergency; council appoints manager, hired by contract:
- Weak mayor; hiring of staff and budgeting are the manager's responsibility; thinks
 this is a good model for Barre; apolitical—allows him to make independent,
 objective recommendations that the council then decides whether to take up
- Enjoys the network of other City / Town managers throughout Vermont: something
 we've heard before. Only issues have been relationships and not structural nature
 of the council; there's a residency requirement in the charter for the manager and
 he would change that; feels balance of power between manager and council is
 equalized.
- Nick ok with the 2-year terms and does not feel like Barre is losing institutional knowledge with terms shorter than some. Especially because every ward has an election every year; feels that that active election every year encourages participation with residents

Number of Elected Officials

- 6 members on the City Council & a mayor elected at large
- Feels it's the right number of voices in the room. The bigger it becomes the more unwieldy it can become.
- Some wards are won by/with only 120 votes. Making the wards any smaller might be problematic

Leader of Elected Board Selection

- Gives the mayor a bully pulpit (in a good way); value in someone who is the face of the city who can advocate and has the backing of the public as a whole, instead of being from one ward.
- Elected clerk was on the ballot to make it appointed but this was soundly defeated.

Term Length Number/System

• 2-year terms not too short; feels just about right; can do a lot in 2 years; meets every other week; enough time to learn what councilors' concerns and ideologies are; 3

years might be fine but he prefers that every ward has an election every year. 2 years is a good length if someone turns out not to be a good councilor

Term Limits

- "They don't have term limits; has experienced this in other jobs and thinks Barre is
 so small that term limits could be a problem; a lot of returning councilors (served
 previously and came back on the council); term limits would prevent that and in a
 small town that could be a problem; concerned about losing good people with a lot
 of institutional knowledge; implications for leadership—makes them less effective
- Nick has mixed opinions here. Watched term limits implemented in CO and lost a lot of good people. Later saw people serving for 40 years in the NY Assembly having stale ideas.

Elected Officials Compensation

- \$2000 for mayor and \$1000 for councilors; in the charter to pay them but not an amount; budget line item; Has been those amounts for the last few years; hasn't heard a lot of feedback on it; people have asked to compensate committee members and he's opposed to that; a councilor asked for an intern for a project and council rejected this; mayor and other councilors donate their stipends for a holiday party; staff do the research and legwork; work of the manager and staff depends on whether there's a majority on council who want to see it done
- Creates agenda in coordination with mayor; councilors can request items to go on agenda; also works on topics councilors want to work on; ratio is about 75% manager/city business 25% councilor ideas; having a good relationship between the manager and council is more important than even a clearly worded charter.
- Barre does not compensate committee members
- Interesting discussion about a councilor who wanted "leg staff." Nick did not think that that was a good idea. Prefers to have City staff do the policy analysis. Also: the example he cited was a minority idea. One councilor wanted to research a policy where the rest of the policy didn't agree. Nick thought it therefore inappropriate to use city \$\$ for a minority proposal

Election of Officials Method

 It's been 3 wards for a very long time; geographic and condensed around specific neighborhoods; each ward is very compact and walkable; interests and ideologies tend to align within each ward; elections are very competitive; officially nonpartisan but definitely party based; ward 3 has lowest turnout, which tracks with

- demographics; each ward is distinct from the other when you look at the city as a whole; wouldn't change it; having a ward election every year gets people to the polls to weigh in on other important things like the budget
- Ward lines a reexamined every 10 years with the census; clerk's office does this; elected clerk is in charge of redistricting; Barre population is stable and so wards wouldn't dramatically change

Neighborhood Assemblies or Concepts

- No; people haven't called for it; will do public outreach based on wards; post-flood outreach an example; people don't necessarily associate with their ward; good unit of outreach and could be conducive to engagement in that way; subcommittees had existed in the past but have been repealed;
- As needed ward meetings but not often; some councilors will do them for feedback or a grant app for example
- are able to hold these ward meetings in each ward. Trade off is walkable vs parking

Government Engagement

- Has a new Barre alert app that's been very successful so far (Regroup); Facebook because that's how a lot of people get their news (not that it's very effective); city website is "poor" and they don't really invest in it and people don't use it; now does a full page ad in the Times Argus that serves as a newsletter of sorts; use FPF for agendas but not for anything timely—too much of a time lag (which means probably that Barre residents may not use FPF that much)
- #1 was Regroup which has 900 residents signed up, #2 was FB, and #3 was website (in that order of effectiveness)

Surveying/Polling

 Last year they did a web-based budget survey ahead of the budget process; Qs on services, how happy people were with them, received about 200 responses; used Regroup to notify people about the survey

Example of Success

 Just bought a PW garage in Barre Town that was owned by the current mayor; manager was able to engage with mayor as a private citizen and came to the council to get approval; mayor was able to recuse himself and manager's objective opinion on suitability of the building helped the council make the decision Community: Winooski

Interviewee Position: Chief Administrative Officer

Interviewee Name: Elaine Wang

Form of Government

- City Council/Weak Mayor
- Wouldn't change the form of government
- it is helpful to have a Mayor that is the clear focal point to open up contact with staff and government. A recognizable title is helpful in statewide networks. Benefits us.
- he Strong Mayor form of government in Vermont is not a good idea. If you don't know how to manage government, why would you have a strong mayor? You need a professional manager, and because we have one, it is a reason why we are doing well. Kristine - having a professional city manager is essential. Separation of policy and operations is a good thing.

Number of Elected Officials

• 5, including the mayor

Term Length Number/System

2 years

Term Limits

• With our dynamic and younger community (I didn't note the rest of her comment)

Election of Officials Method

 City Councilors are elected at large. What comes to mind - ICMA recommendation that if you don't have wards now, don't

Government Engagement

• Finding connectors, folks who are already well connected. For ex. I kept visiting the local mosque, took several visits, finally worked. Elaine spent time reaching out to business owners. Make the effort to find, build relationships with connectors.

Surveying/Polling

- Focus groups for spending ARPA money
- Reached out to unheard voices, focus groups on policy chief, also surveys

• Go to events, QR codes, go to where people are

Community: Winooski

Interviewee Position: Head of Elected Body
Interviewee Name: Kristine Lott, Mayor

Form of Government

- same, wouldn't change
- the title of Mayor has a certain weight to it, with pluses and minuses. Mayors get
 more airtime with legislators and be stronger advocates. For residents, assume that
 the Mayor is a strong mayor and can do more than they can. I am the point of
 connection and ensure an effective flow of information between the Council and
 staff. The Mayor is the voice of the Council.

Leader of Elected Board Selection

- The Mayor is elected by the voters, and this is the right course for Winooski
- Being the Mayor is a big responsibility. I set the agenda with staff, I facilitate the
 meeting, etc. Five has worked well. Getting bigger would be hard to fill seats, hard to
 manage the body, communicate with all members, etc. Use Committees to build
 interest in serving on the council.

Term Length Number/System

• 2 year term for councilors and 3 years for Mayor (just changed the Mayor's term to 3 from 2). This is a good idea, I think.

Term Limits

• there are no limits, and no one has overstayed their "welcome" Sometimes on the commissions we see lengthy terms. It has been discussed but no limits.

Elected Officials Compensation

• Set by voters, as long as you see it as a stipend for actual costs, not time served, it feels fair. For Mayor, I spend 8 - 15 hours a week.

Election of Officials Method

• Perception that it is hard to do and get people running. Thinks it might be harder with wards. We are so small, not as critical. However, we do have concentrations of race.

Example of Success

- The Finance Director created an engagement activity with residents to use Monopoly money to crowd source input into budgeting.
- The challenge is to spend the time. Staff maintains a spreadsheet to track engagement, contacts this allows us to pay attention to groupings, identities. Explicit about engaging diverse populations.

Community: Brattleboro

Interviewee Position: Chief Administrative Officer Interviewee Name: John Potter, Town Manager

Form of Government

- Charter committee reviewing updating model to remove Representative Town Meeting.
- Charter is reviewed every 15 years as required by Charter.
- Community is challenged with high rate of social issues, addiction and the maladies that go along with it.
- Three newspapers helps with community engagement and outreach, town manager podcast that summarizes mtgs, town monthly newsletter, etc.
- More SB members would equal more staff required to support.

Number of Elected Officials

• 5

Term Length Number/System

 More younger Selectboard members running this past year, two new younger members as result.

Term Limits

• Term limits on Committee, not Selectboard

Elected Officials Compensation

• \$10,000 Selectboard Chair and \$8,000 Members per year.

 Previously worked in CO and sees stipend as still too low inspite of being highest in VT.

Neighborhood Assemblies or Concepts

- Not in favor of RTM model.
- issues with open meeting rules and compliance with remote mtg access.

Government Engagement

• described community as highly engaged.

Community: Brattleboro

Interviewee Position: Head of Elected Body

Interviewee Name: Liz McLoughlin, Selectboard Chair

Form of Government

- Selectboard Chair compensation \$10k, Members \$8k per Charter, did not increase participation, and just got new, younger members.
- Term limits on Committee volunteers (9yrs, can come back in a year) but not Selectboard members-never had anyone hit the limit.
- Amazing civic culture in community.
- Brattleboro is a tri-state community and there are special issues that negatively impact their community e.g. homelessness and shelter policy.
- They had a mayor and it didn't workout for them, Selectboard replaced the Mayor.

Number of Elected Officials

• 5

Leader of Elected Board Selection

• Member elected.

Term Length Number/System

 Two 1-yr terms and three 3-yr terms, one year to get feet wet and then return for longer terms.

Term Limits

- Term limits on Committee, not Selectboard
- Volunteer vs. Elected determines term limits.

Elected Officials Compensation

- Acknowledged number of hours and need to support expenses, used example of budget not passing and number of additional hours required to rebudget and revote.
- Higher stipend did not change motivation of volunteers, money did not change motivation of service.
- Compensation in Charter and

Election of Officials Method

vote at first meeting.

Neighborhood Assemblies or Concepts

- Representative Town Mtg similar idea, area districts have elected Town Mtg
 Representatives and these are the people who vote on the budget approval.
- Representative Town Meeting does not equate to one voice one vote.
- Representative Town Meeting is not working, politicized and not representing citizens

Government Engagement

• Social issues keep people engaged these days, community split on approach.

Community: Montpelier

Interviewee Position: Chief Administrative Officer

Interviewee Name:

Form of Government

- agreed with mayor
- job is combo of policy-making and management

Number of Elected Officials

- 2 councilors in each voter district 6 councilors total
- mayor and city manager meet weekly

Elected Officials Compensation

- last increase was 2017
- \$2040 for city council; \$4080 mayor

Neighborhood Assemblies or Concepts

- more council members have had district meetings to hear from consituents
- city councilors urged to engage where citizens are, at farmer's markets, kiosks, community forums
- no formalized community involvement or engagement

Community: Montpelier

Interviewee Position: Head of Elected Body, Mayor

Interviewee Name:

Form of Government

- city manager has extensive knowledge of city management
- ideal; enables active city council
- full-time administrator deals with complexities and carries out policy
- strong mayor is a huge job and difficult to find with turnover and salary

Number of Elected Officials

• city councilor has a number of bosses but mayor gives main point of contact

Leader of Elected Board Selection

mayor is popularly elected

Term Length Number/System

- 2 year terms for city council and mayor; mayoral term could be longer
- mayoral elections in odd number years, city council in even so people can run for mayor without relinquishing council seat

Term Limits

• no term limits, have never been considered

Elected Officials Compensation

- city councilors are not paid enough
- pay for city elected officials is a line item in city budget so voters vote on it as part of voting for the budget annually

Election of Officials Method

- districts are small; make sense for size and population and neighborhood make up
- redistricting happens periodically but only minor changes are made
- 3 districts
- questions for districting: how much to spend on elections, ensure it's not too big

Surveying/Polling

- city councilors tend to hear from the same people; not representative polling
- best community forums when they are about specific issues

Miscellaneous (things you want to add)

 Montpelier's first woman mayor was in 1986; ever since then, it's alternated male and female

City of Essex Junction Governance Committee

Potential Governance Related Action Items



	Listerjunction			
Governance Topic	Status Quo and No Proposed Change		Ruled Out	
City Manager	*Apolitical, professional administrator *Manager selected for expertise and experience *Elected officials have less control over municipal or	*Manager (Mayor) may not be qualified or lack expertise; holds position of popularity *Power concentrated in one elected position		t be qualified or lack expertise; holds position due to ne elected position
Governance Topic	Status Quo		Option	
Leader of City Council	President Elected by Councilors *City Councilors elect leader of Council (titled "Presion of direct public input *Greater flexibility to change leadership with annual e Council; possible more frequent leadership turnover *President has support from majority of Council; into *Needs to be responsive to Council dynamics in order	*Residents elect leader of Council (titled "Mayor"); direct public input *Potential for leadership change only on election cycles; less flexibility, possibly greater leadership stability *Council; internal accountability *Councilors do not select leader of Council		
Governance Topic	Status Quo	Option		Ruled Out
Number of City Councilors	*Fewer people needed to run/elect *Fewer voices around table *Fewer people to spread work of Council *Lower number needed for consensus and votes to take action; more efficient *Fewer stipends and less admin resources to support Council	7 Members *More people needed to ru *More voices around table *More people to spread w	ork of Council or consensus and votes to admin resources to committees of 3	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



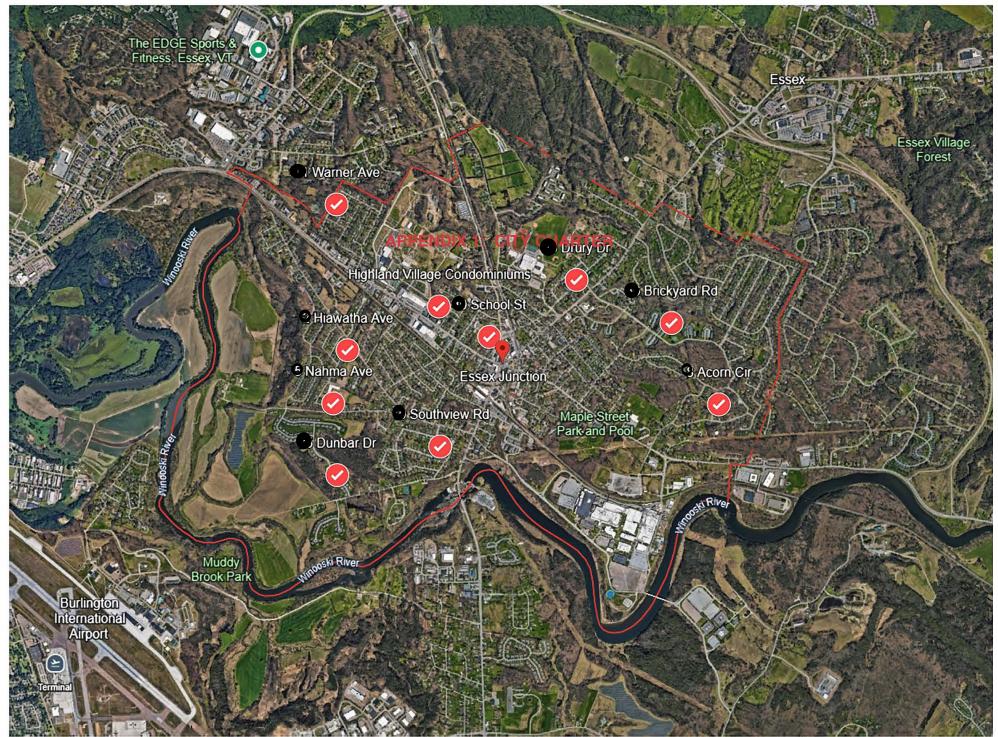
Governance Topic	Status Quo	Option	Ruled Out
Term Length for City Councilors	*More time to adjust to learning curve of Councilor role *More opportunities/experiences to hone decision-making skills *Greater Council consistency with terms longer and staggered *Focus on longer term gains with more time between elections *Less frequent accountability and slower to respond to shifts in public opinion *Simple with all same term length		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	or voter accountability *Forces turnover and new *Reduces incumbent adv *Can force loss of institut	
Governance Topic	Status Quo	Option	Ruled Out
Stipend for City Councilors	*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 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; may not improve economic diversity of Councilors *Increased costs *Financial gain could be motivation for someone to run *Compensation reflects time and effort required to serve	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	Leader Receives More *Leader compensated for additional time and duties *Councilors may seek role for compensation
Governance Topic	Status Quo	Option
Stipend Increases for City Councilors	*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	*Removes decision and conflict from Council *Could define frequency and/or rate *Once defined, difficult to change as requires community vote
Governance Topic	Status Quo	Option
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	*Charter review frequency and process defined in Charter to require regular comprehensive review *Once defined, difficult to change as requires community vote
Governance Topic	Status Quo and No Proposed Change	Ruled Out
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	*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



Recall Provisions

• **Recall Provisions** – there was a question about whether or not the committee had considered adding recall provisions for City Councilors to the Charter. This is the Town of Essex's recently added recall provision:

§ 210. Recall of Selectboard members

- (a) A petition signed by 15 percent of the registered voters of the municipality, based upon the total number of registered voters at the last preceding municipal election, demanding the recall of the Selectboard member or members cited in the petition, shall be filed with the Town Clerk.
- (b) Within 60 days after receiving a valid petition, the Selectboard shall call a special meeting or, if annual meeting is within 60 days, include a question on the annual Town meeting ballot to vote on whether the elected officer shall be removed. The vote shall be held by Australian ballot.
- (c) The Selectboard member shall be removed only if at least as many registered voters of the Town vote as voted in the election wherein the officer was elected or at least one-third of the registered voters of the Town vote, whichever is greater, and a majority of that number vote for removal. The Selectboard member or members shall be removed from office immediately, and the Selectboard shall then name a successor in accordance with the replacement provisions of this charter.
- (d) A recall petition shall not be brought against an individual more than once within 12 months. (Added 2023, No. M-19 (Adj. Sess.), § 2, eff.
 March 29, 2024.)

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: <u>bluck@ejrp.org</u> Visit: www.essexjunction.org

Community Conversation About Governance

Wednesday, November 5 6:30p.m.-8:00p.m.

Essex Junction Recreation & Parks (EJRP), 75 Maple Street

Welcome, Introductions, Agenda for the Evening

Paired Conversation:

- Pick someone you did not come with.
- What's your connection to the City of Essex Junction and how long have you been connected?
- What's something exciting to you about the new City?

How We Got Here, Overview of the Governance Topics, What Happens Next?

Clarifying Questions & Answer

Gallery Walk With Governance Topics

Small Group Processing:

- What Stuck Out to You?
- What Is A Burning Question You Want Answered Tonight That Was Not Answered In Your Walk-Through or Group Conversation?
- Write Questions on Index Cards

Large Group Question & Answer From Index Cards

Closing – Thanks, Summarize, Next Steps

Survey





KNOW SOMEONE WHO COULDN'T MAKE IT TONIGHT BUT WANTS TO JOIN THE CONVERSATION: Remote Community Conversation About Governance

Wednesday, November 12

6:30-8:00p.m.

Governance Conversations Notes

We had 3 community members join our in-person community conversation, 2 community members join our virtual community conversation, 6 community members join our focus group, and 2 employees join our employee focus group. Below are some notes of new items that came up:

- Leader of City Council there have been a few discussions, but to clarify the facts:
 - o 10 Cities in Vermont.
 - o 6 Weak-Mayors, 2 Strong Mayors, 2 Council-Manager forms of government.
 - The elected board chooses their leader for the two council-manager cities.
 - The residents elect the mayor in the six weak-mayor cities.
- Leader of City Council some members of the citizen focus group were intrigued by the idea of a weak mayor but also articulated that their underlying issue was really about a lack of a clear, comprehensive shared vision of where the City is headed and a lack of leadership (either Council or staff or both) to engage with citizens and have a presence to advance that vision. There was a discussion if those desires could be met in another way through volunteers and/or staff, instead of moving to a weak-mayor model.
- **Number of City Councilors** the idea of using three person sub-committees was appealing to staff in the sense that they could work with councilors and have engagement, buy-in and re-work information prior to presenting to the full council and community the first time and not knowing how information would be received.
- Number of City Councilors there was a suggestion that the Council could utilize community volunteers to create sub-committees to do the work and that volunteers are not tapped as resources as often as they could. There was also a suggestion that instead of adding more City Councilor stipends, that the money could be better spent creating other committees and providing meeting stipends for those members. It was brought up that if broad and diverse representation is a desired goal there is a way to be more intentional on the committee level through intentional advertising and appointments of underrepresented groups i.e. people of color, women, people under 40, etc.
- **Term Limits** if there is a desire to implement term limits, there should be discussion if the limit defined has to do with consecutive terms or total number of terms/years (i.e. what does it mean if someone takes a break and then returns?)
- **Stipend for Leader of City Council** staff could vouch for the observed amount of time that the President spends in weekly meetings, on emails and phone calls -

recognizing it is a lot. The way the City currently operates is that the Vice President is a part of agenda setting meetings and fills in for the President in their absence. There was a thought of three tiers of pay – President, Vice President, and the other Council members.

- **Stipend Increases** there was a discussion of requiring Councilor stipend increases to be a separate line item on the budget vote.
- **Stipend Increases** there was a thought that increases could be built in/indexed but they wouldn't have to increase every year (see chart example below).

City Councilor Stipend Increases

Avg CPI Change	2.72%
2015-2024	2.72%

Year	Every Year	Every Other Year	Every Three Years
2025	\$2,500	\$2,500	\$2,500
2026	\$2,568		
2027	\$2,638	\$2,568	
2028	\$2,710		\$2,568
2029	\$2,783	\$2,638	
2030	\$2,859		
2031	\$2,937	\$2,710	\$2,638
2032	\$3,017		
2033	\$3,099	\$2,783	
2034	\$3,183		\$2,710
2035	\$3,270	\$2,859	
2036	\$3,358		
2037	\$3,450	\$2,937	\$2,783
2038	\$3,544		
2039	\$3,640	\$3,017	

2040	¢2.720	\$2.0E0
2040	\$3,739	\$2,859

- **Charter Review** there were a couple of suggestions of when the Charter should be reviewed: 1) in-between Comprehensive Plan updates. 2) with the Census.
- **Recall Provisions** there was a question about whether or not the committee had considered adding recall provisions for City Councilors to the Charter. This is the Town of Essex's recently added recall provision:

§ 210. Recall of Selectboard members

- (a) A petition signed by 15 percent of the registered voters of the municipality, based upon the total number of registered voters at the last preceding municipal election, demanding the recall of the Selectboard member or members cited in the petition, shall be filed with the Town Clerk.
- (b) Within 60 days after receiving a valid petition, the Selectboard shall call a special meeting or, if annual meeting is within 60 days, include a question on the annual Town meeting ballot to vote on whether the elected officer shall be removed. The vote shall be held by Australian ballot.
- (c) The Selectboard member shall be removed only if at least as many registered voters of the Town vote as voted in the election wherein the officer was elected or at least one-third of the registered voters of the Town vote, whichever is greater, and a majority of that number vote for removal. The Selectboard member or members shall be removed from office immediately, and the Selectboard shall then name a successor in accordance with the replacement provisions of this charter.
- (d) A recall petition shall not be brought against an individual more than once within 12 months. (Added 2023, No. M-19 (Adj. Sess.), § 2, eff. March 29, 2024.)

What is your connection to the City of Essex Junction?

	Count	Percent
Resident	53	93
Work here	4	7

What street do you live on?

Fairview Dr

Gaines Court

25 Dunbar Drive Grandview Rotunda Ave. 7 Lamoille Street Grove Seneca Ave Hawthorne circle 9 Fuller Place South Summit South Summit **Arlington Street** Hiawa Autumn pond Way Hiawatha Sugartree Ln Beech Jackson Street Tamarack Beech Juniper Ridge Tamarack Dr **Brickyard** Juniper Ridge Rd Tyler Drive Cascade St killoran dr. Tyler Drive Lincoln City Villa Dr Clems Drive Park Villa Drive Corduroy Rd Park warner avenue **Drury Drive** Pearl Waverly **Fairview** Pleasant Wilkinson Wilkinson Dr FAIRVIEW DR Pleasant St

Prospect

Rotunda

Wilkinson Drive

Woodstock Lane

Leader of City Council				
	Count	Percent		
Status Quo: President Elected by Councilors	31	54.4		
Change to: Mayor Elected by Residents	19	33.3		
I do not have a preference	6	10.5		
No response / skipped	1	1.8		

Status Quo: President Elected by Councilors

"Council works as a unit" is the goal; this is accomplished best if the leader builds consensus within council.

I think what we have now is working

let the council pick their leader

No Mayor

No, but I don't want a mayor. Keep politics out of it.

President not Mayor

Since councilors get elected, there is n reason to operate differently.

Someone who is driven by building consensus and not a personal/party agenda

The board will work together better with the leader elected by them.

The current system seems to be working well.

The system has worked for all the years that I've lived here

There is no need for a mayor in name only

what do you mean. If you mean-do I have a reason for voting for a leader of city council, or do you mean that the City council should have a President or a Mayor? Personally once you elect a mayor it means more dynasty, more money going into an unneeded heigherarchy thus more taxes. And city taxes are way too high now. For decades we were told that taxes would go down if we were separated or combined with town. Everywhere we were told taxes would go down. So we voted to separate and the taxes went up, and up, and up once again. We don't need a city pocket park, We don't need more employees. Let everyone take their own tree to the dump, let us seed our own lawn after a winter of city plowing, and the list goes on

Change to: Mayor Elected by Residents

A President coming from the Counsilors, is already in place with prejudices and personal agenda.

Any sort of accountability towards the public would be ideal, someone more accountable for Board decorum

I would like a leader that listens to reaidents

Power to the people

Support an efficient system with and empowered leader, who is empowered directly by voters and not other elected officials.

This will consolidate power by setting the council agenda and proprities for the city which will improve community engagement through this controversy

Voters should choose the leader of City Council

We are a growing city, so having a mayor might give us more visibility in some issues.

Number of City Councilors		
	Count	Percent
Status Quo: 5 Members	38	66.7
Change To: 7 Members	17	29.8
I do not have a preference	1	1.8
No response / skipped	1	1.8

Status Quo: 5 Members

5 is fine

7 members would be cumbersome and not add significant value

City only has 11,000 residents--5 City Councilors are sufficient

Current system seems to be working well. Concern that adding members may slow deliberation/decision making.

EJ is a small community, I feel like a 6 member counsil would allow 2-person subcommittees to work on special projects or topics

Five is ample representation for a City the size of Essex; perfect example of more not being better

Having more councilors won't solve any city problem.

I fear we would constantly be recruiting because terrible candidates would constantly be running

I value transparency over number of councilmembers, with connection with voters to allow involvement.

I've had confidence in this group for years, and continue to feel the same.

keep it simple, 5 is enough

More people just increases the factions and difficulties getting votes.

not broken

Simpler, more nimble = better.

The five member council seems to be working well. I don't see a need to change it.

too much government now, people complain - well, compromise. we have too far left, too far right. Stick to the middle. Its a democracy, its slow, its messy but its the best there is...people don't like it - vote someone else in

Until there is more public participation, 7 seats won't be filled.

Yes, it has been working well so far.

Change To: 7 Members

Like the idea of more voices to increase the viewpoints making decisions

more opinions

Other

9 members desired

Term Length for City Councilors			
	Count	Percent	
Status Quo: 3-Years for All		59.6	
Change To: Some 3-Years, Some 2-Years 18		31.6	
I do not have a preference 5 8.		8.8	

Status Quo: 3-Years for All

3 years works. Why change?

A 2-year term is too short in my view; it takes a while for new councilors to get used to the role, 3 years allows someone to make an impact

Added complexity and turnover does not seem to make shorter terms worth the switch.

current system is working

Current system works

I like the idea of shorter terms for some if voters make a bad decision then there is quicker redress... but voters should make a good decision to prevent that sort of thing so... keep it 3 years...

Keep it simple

Keep it the same, with how openings occuring when they become due. That way there is continuity, without a clean slate.

reasonable length and allows them to get good understanding of issues

Simple + consistent. Different terms feels arbitrary.

Simpler to have 3 years for all

so be it.

We need continuity.

Change To: Some 3-Years, Some 2-Years

Better to have a few years in cEe needs reevaluation from residents. Time changes

break it up for new comers

Having a shorter term might attract more people to consider serving.

I agree that some individuals may not want to commit to 3 years

More incentive to get things done.

More people might step up to run for 2 year terms, rather than 3 year terms

Term Limits for City Councilors (and appointed committee members)

	Count	Percent
Status Quo: No Term Limits	24	42.1
Change To: Yes Term Limits	25	43.9
I do not have a preference	8	14

COMMENTS:

Status Quo: No Term Limits

3-5; it takes time to get situated and familiar

City Councilors and appointed committee members seem to step down after a few terms. Don't see a need for term limits.fter

I think reasonable community minded people should be allowed to serve with the people's continued support.

If someone is doing a good job and continues to be elected, they should be able to serve.

I'm grateful to the folks who show up and make this such a great place. If people are willing to serve, I'm grateful. Longer service provides continuity, as many projects are ongoing over time.

Institutional knowledge is important

It's hard enough to get people to serve, no reason to run them out arbitrarily

just leave it to voters.

Term limits bad! Rrrrr!

The City currently needs all the engagement it can solicit, limits would constrain the pool of city residents able and willing to serve in this civic capacity.

There is a lot of institutional knowledge longterm members have brought to the table.

We get to vote councilors out, no need for *council* term limits

Change To: Yes Term Limits

2	
2-3	

12 years

12 years with a 3 year break before rejoining

15 years

2 terms

3 terms and take a break for a year and come back if you want

6 yrs, 2 terms

After a certain length of time, previous councilors could run again.

I think that a term limit is helpful to encourage new perspectives over time, But I feel that a term limit of 6 years is reasonable

No one is indispensable

Term limits like 4

term limits of 3x (9 years). The old timers can come and provide their input and that often works. No term limits means that someone could easily stay beyond his/her usefulness. New ideas are good, but we need to keep the ol' timers involved. Maybe an emeritus status so they feel like their comments are valuable. No vote, but always welcome.

Term limits. 3?. So 9 years max

Stipend for City Councilors			
	Count	Percent	
Status Quo: \$2500 Per Year	34	59.6	
Change To: Higher Stipend	16	28.1	
I do not have a preference	6	10.5	
No response / skipped	1	1.8	

Status Quo: \$2500 Per Year

\$2500 is a nice compromise between not burdening the budget and helping councilors with their expenses for volunteering.

Although I recognize the value of a higher stipend (I know they are doing a LOT of work) I would rather my tax dollars went to the library or public works, etc.

City taxpayers are already struggling under current tax burden.

certainly would not give a higher stipend.

I do not believe people are serving our community for the money. If that were true, you would have a different citizen stepping forward.

I'm open to higher stipend; however, I believe city councilors should be willing to serve to support community. Maximum stipend should not exceed \$4000.00.

If this is changed, suggest a community survey be conducted to understand if higher stipend would generate the intended increased participation. Also, amount should be based on analysis of income/cost of living data, not crowd sourced.

Incentive to serve

let the city councilors form or have city residents come to forums/respond to surveys/help councilor with duties/figure out good/bad of ideas. more involvement of community

serving shouldn't be about money

Since only the Council votes for their own stipend, this is a NO to increasing them.

Slippery slope... stipends honor the commitment... but they shouldn't be an incentive...

Taxes keep increasing, affordablility for citizens is pushing people out.

This is a volunteer-based service. Compensation received should be a secondary, or not even, a consideration.

With taxes already so high, I am not comfortable suggesting a higher stipend.

Change To: Higher Stipend

\$5000

8k for leader, 6k for council members no increase till next charter review

City Councilors need to be compensated for their long hours. A higher stipend can also help open up the ability for some marginalized groups to participate.

I think it is reasonable to raise it but not more than \$4000 per year

Life is expensive and we should compensate more

lots of time commitment

The councilors work extremely hard and the time commitment is significant

Stipend for Leader of City Council				
	Count	Percent		
Status Quo: Leader Receives Same Stipend as Rest	33	57.9		
Change To: Leader Receives More	19	33.3		
I do not have a preference	4	7		
No response / skipped	1	1.8		

Status Quo: Leader Receives Same Stipend as Rest

All councilors should be equal in this regard. If one doesn't want the increased workload that comes with being the leader they can choose to not take the position.

City taxpayers are already struggling with tax burden.

Do not want Council leader motivated by financial gain.

Equal pay for equal work

I selected keeping the status quo for now, since we might change to having a mayor.

keep it all the same, don't promote a dynasty, nor a bully leader. This way, there's no added incentive. let it rotate yearly if that is the councils wish. maybe even a 6 month rotation, each member could take on specific duties (which they do now but emphasize that).

Same answer. Folks don't do this for the money, nor should they. It's a civic duty that they feel compelled to serve. Ever grateful for their service

Why? No need for more...

With the City Mgr taking over more and more, this is a NO. If the leader isn't at a meeting, are you going to give the VP more for that meeting? Just no.

Change To: Leader Receives More

\$7500

10% more

Leader should be considered for more indicative of this work. Voters should approve as a ballot item

more time should earn more compensation

Not a lot more so it doesn't become a sought paid position, but maybe 10% more to acknowledge the additional responsibility?

Significant additional time commitment for the president

The leader should be clearly the leader, empowered in both perception and governance to actually lead the city

They do at least twice the work of a regular councilor if they are doing it well

Voters/taxpayers should be asked this on a ballot. At election

Other

Depends upon what and how much more leader is doing

I do not know enough about how much more the leader does if the leader spends a significantly greater amount of time and effort as leader then an increase is reasonable

Stipend Increases for City Councilors				
	Count	Percent		
Status Quo: Can Increase with Budget Each Year	19	33.3		
Change To: Charter Defines Council Stipend Increases	30	52.6		
No response / skipped	4	7		
I do not have a preference	4	7		

Status Quo: Can Increase with Budget Each Year

A stipend increase vote would make me reconsider my support.

Charter changes are messy, take a long time and often ignored in Montpelier when it comes time to approve them.

flexibility if remains in budget, annual

I trust our civic leaders. There is opportunity for public input during budget process.

There's too much public discussion about stipends and automatic increases would help save time and reflect COLA in some way

Change To: Charter Defines Council Stipend Increases

aim high and reevaluate with charter review

annual COLA

avoid conflict of interest

Avoid real or perceived conflicts of interest.

Every 3 years, 10%

Every 5 years look at the current CPI

In the Charter, the frequency could be every 2 or 3 years, and the rate of increase could be linked to inflation.

Less arguing, its all defined ahead in writing

Putting it in the charter takes away the finger pointing or claims that Councilors may be unfairly giving themselves raises.

Remove (real or perceived) COI.

Residents should have a voice

simple COLA once a year, aligned with the organization meeting each year.

This should index to inflation

would like stipend increases to parallel all others (employees/other boards/firefighters) in detailing how monetary stipend/pay increases

Other

Council should NOT be determining their stipend! They can petition, voters can decide.

Put on ballot

Stipend increases should be a separate question on the City annual ballot.

vote on it separately each year. separate line item each year. showing the years when there were increases, and how much it was, when etc. be transparent.

Charter Review				
	Count	Percent		
Status Quo: No Built-In Charter Review	24	42.1		
Change To: Built-In Charter Review	26	45.6		
I do not have a preference	7	12.3		

Status Quo: No Built-In Charter Review

All 11 pages of the city charter should be provided at the Annual meeting to those who wish to have one. Someone should go over them briefly at the annual mtg. (10 minutes MAX) People can read it in total if they want. Have extras handed back to you for next year or at city office for visitors throughout the year. keep sending newsletters. Front porch forum is great but, but many are not on FPF. Many seniors and now more are off social media

Don't create busy work.

Don't waste time if there is no need for review or change.

Establish a Charter Change Committee that meets as needed. Doing so regularly may induce unneeded change just for the sake of it.

It would take time to review the Charter, so it can be done only when needed.

Since the legislature has to approve any changes, let's not do this unless necessary.

Status quo. I don't see a problem

Wait for a problem, then fix the problem. A set timeframe is only good if you predict 100% of the problems, which is not how problems work.

Change To: Built-In Charter Review

15 years

15 years

At least for a while, political and financial needs will reuire adjustments

every 10 years full review

Every 15 years

Review should occur at regular intervals, but at a frequency that fits with the schedule of other governing documents.

reviewing charter enables councilors to be more familiar with the charter

Other

we don't need to create more bureaucracy



Memo

To: Essex Junction City Council

From: Ashley Snellenberger, Communications & Strategic Initiatives Director

Meeting Date: December 10, 2025

Agenda Item: Preparation for FY 27 Budget Discussions

Issue: It's time to begin discussions about the FY 27 budget with the community. This memo outlines the Council's engagement activities and the format for the Community Meal. Additionally, we need to decide on a date for the Informational Meeting.

Discussion:

Budget Engagement Schedule

Each year, the Council offers community members opportunities to participate in budget discussions before finalizing the budget for the ballot. This year, discussions are scheduled during the Council meetings on January 21, January 28, February 11, and February 25.

The City has also organized various engagement activities, such as Coffee Chats, attendance at Senior meetings, and tabling at programs in Brownell Library and Maple Street Park. Unfortunately, these activities have not attracted many participants, with an average attendance of only three people across eight events held last year. However, we had more success with two recent events: two ice cream socials at rental developments this summer (40 attendees) and the Meet Me on Main event this fall (over 200 interactions). Tabling in locations where people gather has proven to be our most effective strategy. However, organizing outdoor tabling in January and February poses challenges unless we can find an indoor venue. One potential opportunity is the upcoming ADL Basketball Tournament, typically scheduled for the third weekend in February, just days before the final Council meeting when the budget warning must be finalized.

Staff would like to know what level of engagement activities the Council wishes to pursue this year.

Community Meal

For the past two years, the City has hosted a Community Meal and Budget Discussion in January, attended by 30 to 50 people. This year, the Community Meal is scheduled for January 31, from 11:30 AM

to 2 PM. Based on Council feedback for a less formal dais, we would like to consider shifting to an open house format instead of a formal meeting. Our idea is to set up a community activity where budget information is displayed on posters, and Council members and Department Heads are available to answer questions. A current suggestion is to hold a community chili cook-off. We have reserved the Multipurpose Room at Maple Street Park for this event, or we could consider hosting it at the Public Works facility if the Council approves inclusion of a bond vote for that facility on the ballot. Another option is to provide tours of the Public Works facility during this time.

Staff would like the Council to discuss this format and decide whether to move forward with this idea, maintain the previous format, or choose an alternative approach.

Informational Meeting

The Informational Meeting must be held 30 days prior to the annual meeting (previously, it was 10 days). This means the meeting should take place between March 9 and April 6. Ballots will be available and mailed to residents who have requested them on March 18. If the Council wants residents to receive information about ballot initiatives before they get their ballots, the meeting should occur between March 9 and March 18.

Below are scheduled meetings for March, alongside significant religious or cultural observances:

- March 11: City Council Meeting
- March 12: Bike/Walk Advisory Committee Meeting
- March 17: Police Community Advisory Board Meeting, Brownell Library Trustees Meeting, St. Patrick's Day
- March 19-20: Eid al-Fitr
- April 1-9: Passover

City staff suggest that the Informational Meeting be held on Monday, March 9, or Monday, March 16. If neither of those dates work Wednesday, March 18 is possible, though it's not the preferred date for the City Manager as she has a conflict.

Cost: None

Recommendation: None

Recommended Motion: None

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



P: 802.878.6944 F: 802.878.6946 E: admin@essexjunction.org

MEMORANDUM

To: City Council

From: Regina Mahony, City Manager Meeting Date: December 10, 2025 Subject: Budget Day Feedback

Issue: The purpose of this agenda item is to provide an opportunity for additional budget feedback, and/or

discuss new items proposed at budget day.

Discussion:

Because budget day is largely a day of presenting information to the Council, the Council may not have time to discuss topics or ideas fully. In anticipation of that (and I'm writing this memo before the budget day), this agenda item is intended to provide space for that.

This is the first year that we have completed a Strategic Planning cycle. Most importantly that means the Council set priorities at the June retreat. If any new ideas come up at this time, we will need to sort out how to (or not) incorporate them into the process.

Cost: N/A

Recommendation:

None at this time.

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MEMORANDUM

To: City Council

From: Regina Mahony, City Manager

CC: Susan McNamara-Hill, City Clerk and Jess Morris, Finance Director

Meeting Date: December 10, 2025

Subject: Discussion & Consideration of Postmarked Payments for Tax Bills

Issue: Whether to continue to accept postmarks as proof of on time delivery for tax payments, or ask the

voters to change this practice.

Discussion:

On July 17, 2024 the City Council approved updated tax policies which included the change to no longer accept postmarks for tax payments. This change was made due to the inefficiencies in the process of applying/reversing penalties and fees for both the Finance and Clerk staff as well as significant challenges with timely mail delivery. Essentially the process of assessing penalties and interest each month is required to be done the day after payments are due. It's important to note that past practices did not require that the penalty amounts get posted to the accounts immediately after the due date; however that does not align with our current policy of entering payments as they are received which is best practice. Under our current practice, if we accept postmarked payments, any of those penalties/interest assessments must be reversed manually for each customer and the payment applied to the account. This is a coordinated effort between the Clerk's office who receives all payments, and the Finance office who makes all manual adjustments to the accounts. These manual adjustments require documentation and verification for internal control purposes and must be verified by a supervisor for audit purposes. We were seeing payments coming in weeks, and over a month in some cases, past the due date which was adding a significant amount of time and work to both departments. There are also now a variety of payment options available to customers that didn't exist previously; and as an alternative to sending a check in the mail, or paying through the alternative options with fees, you can drop a check in the secure drop box at the City office any time of day or night. This is checked every morning when the office opens and throughout the day on payment due dates.

It has come to our attention, that because the City Charter (see Subchapter 10 attached) doesn't speak explicitly to the time and method of delivery of tax payments, that we are consequently subject to the default postmark provision of 32 V.S.A. § 4773(b) which allows postmarks as proof of on time delivery (see this section of statute attached). Upon this realization, late penalties assessed on accounts with postmarks on or before September 15, 2025 were administratively waived or credited.

Therefore, at this time the City will be accepting postmarks as proof of on time delivery for tax payments. However, the City does not accept postmarks as on time delivery of utility payments.

If the Council is interested in no longer accepting postmarks as proof of on time delivery of tax payments, the question must be brought to the voters. For discussion purposes, the question on the ballot would look something like:

• Shall the voters authorize payment of real property taxes by physical delivery to the tax collector before 4:30pm [or midnight] on the due dates?

If the Council wants to move forward on this, City Attorney review would be needed to ensure proper wording of the question given the current Charter language and whether or not a Charter change would be needed. For internal process, we will also consider whether we should set the time at 4:30pm or midnight.

Cost: N/A

Recommendation: Due to the inefficiencies in the process of applying/reversing penalties and fees, I believe not accepting postmarks for tax payments is the most efficient thing to do.

Recommended Motion:

If the Council chooses to pose the question to the voters, here is a motion:

I move that the City Council authorize the City Manager to continue to research this topic and work with the City Attorney on a ballot question that would ask the voters to specify method and time of delivery for tax payments.

Attachments:

Essex Junction City Charter Subchapter 10: TAXATION

§ 1001. Taxes on real property

Taxes on real property shall be paid in equal installments on March 15 and September 15. The Council shall send notice to taxpayers not less than 30 days prior to when taxes are due. (Added 2021, No. M-10 (Adj. Sess.), § 2, eff. July 1, 2022.)

§ 1002. Penalty

An additional charge of eight percent shall be added to any tax not paid on or before the dates specified in section 1001 of this charter, and interest as authorized by Vermont statutes. (Added 2021, No. M-10 (Adj. Sess.), § 2, eff. July 1, 2022.)

§ 1003. Assessment and taxation agreement

The Council is authorized and empowered to negotiate and execute assessment and taxation agreements between the City and a taxpayer or taxpayers within the City of Essex Junction consistent with applicable requirements of the Vermont Constitution. This section shall not be construed to supersede any provision of State law relating to the education property tax. (Added 2021, No. M-10 (Adj. Sess.), § 2, eff. July 1, 2022.)

<u>Title 32</u>: <u>Taxation and Finance</u>

<u>Chapter 133 : Assessment and Collection of Taxes</u>

Subchapter 004: COLLECTION OF TOWN AND OTHER TAXES

(Cite as: 32 V.S.A. § 4773)

§ 4773. Date and method of payment; discount

(a) A municipality that has not previously voted to establish the time and method of tax payment for the municipality may by majority vote of its members present and voting at a regular or special town meeting fix a date or dates, time of acceptance, and method of delivery, including acceptance of postmarked mail, for the payment of the tax and may direct its collector or treasurer, as receiver of taxes, to deduct a percent, to be fixed by such vote, not to exceed four percent from the tax of a person who pays his or her taxes on or before such date or dates.

(b) A municipality that does not vote to fix a date, time, or method of delivery for the payment of a tax shall accept payment of a tax delivered or postmarked before midnight on the day established in the notice required by section 4772 of this title. (Amended 2003, No. 100 (Adj. Sess.), § 2.)							



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

MEMORANDUM

To: City Council

From: Joanne Pfaff, Administrative Assistant

Meeting Date: 12/10/25

Subject: City Council Meeting Schedule

Issue:

The City Council meeting schedule needs to be reviewed and set for January 2026 through June 2026.

Discussion:

City Council meetings are typically held on the second and fourth Wednesday of each month. However, in April, the schedule conflicts with Passover, which occurs April 1-9. It is recommended that no meetings be held during the first two or the last two days of Passover. Therefore, the Council meeting scheduled for April 8, 2026, will need to be adjusted.

Recommendation:

We recommend rescheduling the Council meetings originally set for April 8 and April 22, 2026, to April 15 and April 29, 2026. Town Meeting TV has confirmed that they can adjust to this schedule.

Motion:

I move that the City Council reschedule the April 8 and April 22, 2026 meetings to April 15 and April 29, 2026.

CITY OF ESSEX JUNCTION PLANNING COMMISSION REGULAR MEETING CITY COUNCIL SPECIAL MEETING MINUTES OF MEETING NOVEMBER 7, 2025 DRAFT

PLANNING COMMISSIONERS PRESENT: Elijah Massey, Chair; Diane Clemens, Vice-Chair; Elena Juodisius; Finn Hamilton (non-voting); Scott McCormick; Kirstie Paschall

CITY COUNCIL PRESENT: Amber Thibeault, President; Marcus Certa; Tim Miller, Brian Shelden ADMINISTRATION: Regina Mahony, City Manager; Chris Yuen, Community Development Director OTHERS PRESENT: Jeff Arango, Luke Brockmeier, Dave Contois, (illegible) Contois, Brendan Degraffi, Marshall Distel, Jack Evans, Sarah Lukins, Maggie Massey, Rachel McCloud, Ella Ruehsen, Jak Tiano, Dave

1. CALL TO ORDER

Mr. Massey called the Planning Commission meeting to order at 6:31 PM.

Ms. Thibeault called the City Council meeting to order at 6:31 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, seconded by SCOTT MCCORMICK, to approve the minutes of minutes of September 4, 2025. Motion passed 5-0.

5. BUSINESS ITEMS

a. Discussion and Consideration of Connect the Junction Transit Oriented Development Master Plan

Mr. Yuen discussed the history of this project and said that the most recent draft plan was made public in June of 2025. City staff and the project team have worked to engage the community, especially regarding building height and changes to the operations of Five Corners. Mr. Arango, of Framework Design, provided a presentation on the project. The Connect the Junction project is federally funded and ten communities in northern Vermont were selected for this funding. Transit-Oriented Development (TOD) focuses on creating dense, walkable, mixed-use development near transit. Mr. Yuen said that the City currently adds around fifty new housing units per year. To achieve the mid-range housing targets set by the regional planning commission, the City would need to at least double housing production. Mr. Arango spoke of the benefits and differences between rental and owner-occupied units, and the importance of access to homeownership for the middle class. Mr. Certa said that much of the new development is rental properties, and that opportunities for homeownership are not being provided.

Mr. Arango discussed the big ideas that structure the plan. He said that local developers seem supportive of the plan and of working with the City in general. Mr. Yuen detailed public engagement efforts, noting that staff set up an ice cream stand in front of two apartment buildings on Pearl Street to gain public input. Mr. Arango discussed how additional housing could be added should Essex Junction allow higher buildings. He proposes that Essex Junction increase the height limit to seven stories, with an additional story possible for affordable housing units. Mr. Yuen said that staff are not assuming at every new building will be eight stories tall and believes that most new buildings will be between five and six stories. Mr. Miller asked if there was a possibility that the taller height limits could be for a specific area, Mr. Yuen answered affirmatively. Ms. Clemens discussed slowly increasing building height until the direct City Center area. Mr. Certa suggested creating a 3D rendering of what the area would look like with higher height limits. Mr. Shelden said that the Pearl Street corridor seems to be the place best suited for higher heights. Ms. Mahony said that these height limits are not requirements, however housing is necessary and this appears to be a good place for it.

Mr. Arango discussed community support for increasing building height along the Pearl Street Corridor and reviewed the reasons that individuals cited for supporting or not supporting the height increase. Mr. Miller spoke of the potential cost differences between different types of building sizes. Mr. Arango discussed how inclusionary zoning has been incorporated into other communities. He said that the "missing middle" housing is the most difficult to deliver with inclusionary zoning projects. Ms. Mahony said that the intention of inclusionary zoning is to mix lower-cost and market rate housing. Ms. Clemens said that the PC may make a recommendation but is ultimately restricted by the City Council's decisions on building heights.

Mr. Massey requested public comment. Mr. Brockmeier discussed views from higher buildings. Mr. Tiano said that he is the Policy Director at Lets Build Homes but is speaking as an individual. He finds this proposal very well-though out and a very good way to incorporate affordable housing. Mr. Degraffi said that he is in support of the additional building height proposal. Mr. Evans, of Local Motion, urged the boards to go beyond allowing the seven stories to allow for additional housing. Ms. McCloud spoke of the need for more missing middle housing.

Mr. Arango said that changes in transportation patterns and the development of the Crescent Connector have assisted with traffic calming in the area, and that Essex Junction has always had a strong pedestrian-friendly nature. The Meet Me on Main events showed that pedestrianization can be a strong draw for the community, however permanently closing Main Street is not being recommended at this time. Mr. Arango discussed removing slip lanes and other roadway areas dedicated to turning. Mr. Shelden and Mr. Miller questioned the closing of Memorial Way, as it is important for public safety and the easy movement of traffic. Answering a question from Ms. Clemens, Mr. Arango said that he did not hear any complaints from business owners regarding food truck competition at the Meet Me on Main event. Essex Junction is only served by one bus route and restricting turns on Memorial Way would not impact this. Mr. Certa said that he is open to short-term tests of restricting turns, however, is unsure of the long-term impact. Answering a question from Mr. Certa, Mr. Arango said that many of the streets in Essex Junction have a slow enough speed limit so that many people may feel comfortable biking in the winter. He believes that there is community support for biking and walking infrastructure. Mr. Yuen said that having the ability to use both bikes and public transit makes living without a car much more tolerable year-round, even if there is a seasonality to cycling. Mr. Evans spoke of the year-round benefits of cycling and said that

winter cycling is one of the largest questions that Local Motion answers. Mr. Arango said that bicycle facilities can be designed at a raised, sidewalk height, rather than with on-street painted bike lanes. Answering a question from Ms. Clemens, Mr. Yuen said that the state retains the responsibility of paving class one state routes however the City can make other changes.

Mr. Arango discussed the installation of a mural on the fire station, activating Railroad Avenue for better community usage and public space investment. He said that additional work needs to be done to move these ideas forward. The next steps include finalizing revisions to the plan, work on the Land Development Code updates, and project completion by mid-2026. Mr. McCormick said that there was significant discussion about building height at the engagement meetings, and that it appears to many are not opposed to taller buildings. He believes that additional discussion needs to be had regarding where the best places are in the City for higher buildings. Ms. Mahony said that approving this plan tonight would not prevent the PC and City Council from making additional changes in the LDC. Ms. Thibeault said that she does not expect the PC to decide tonight. Mr. Massey said that the PC will discuss accepting or adopting the document at the December meeting. Ms. Clemens said that the content of the document has improved since the last draft but noted several errors.

DIANE CLEMENS made a motion, seconded by SCOTT MCCORMICK, to table the report until the December meeting. Motion passed 5-0.

b. Introduction of 802 Homes / Homes for All Phase project

Mr. Yuen said that the state of Vermont is working on an initiative to create ready-to-build, code-compliant plans to assist with infill housing. The City is participating as a development-ready community.

6. MEMBERS UPDATES

Mr. McCormick said that he recently attended the Agency of Natural Resources Municipal Day. The Climate Action office is developing plans for integrating climate action into municipal plans. He is meeting with the agency to discuss Essex Junction becoming a pilot community. Ms. Clemens said that she attended the Regional Housing Convening meeting, as the Planning Commission serves as the de facto Housing Commission for Essex Junction.

7. STAFF UPDATES

None.

8. ADJOURNMENT

BRIAN SHELDEN made a motion, seconded by TIM MILLER, to adjourn. Motion passed 5-0. Meeting adjourned at 8:58 PM.

SCOTT MCCORMICK made a motion, seconded by DIANE CLEMENS, to adjourn. Motion passed 5-0. Meeting adjourned 8:58 PM.

Respectfully submitted, Darby Mayville

CITY OF ESSEX JUNCTION CITY COUNCIL REGULAR MEETING AGENDA

DRAFT MINUTES OF MEETING (Revised on 11/18/25) November 12, 2025

COUNCILORS PRESENT: Amber Thibeault, President; Tim Miller, Clerk; Elaine Haney. **ADMINISTRATION:** Regina Mahony, City Manager; Colleen Dwyer, Director of H

Regina Mahony, City Manager; Colleen Dwyer, Director of Human Resources; Ricky Jones, Public Works Superintendent; Chris Yuen,

Community Development Director; Ashley Snellenberger, Communications

and Strategic Initiatives Director.

OTHERS PRESENT: Marcus Certa (Council member only observing, not participating), Lauren

Chicote, Bethany Clark, Jeffrey Ferland, Christine Forde, Toni Morgan, Katie Murad, Sean Neely, Meghan O'Rourke, Dennis Thibeault, George Tyler, Nick

Warner, Sharon Wille Padnos, Stephen Wille Padnos, Resa.

1. CALL TO ORDER

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

2. AGENDA ADDITIONS/CHANGES

City Manager Mahony state that she did not have any changes to the agenda, but she made note that Councilor Marcus Certa is in attendance but is observing only. He will not be participating in any discussions or taking any action.

3. APPROVE AGENDA

None needed.

4. PUBLIC TO BE HEARD

a. Comments from Public

Stephen Wille Padnos noted that he is opposed to renewing the cannabis cultivation license for 8 Taft Street. He also noted that municipal water rate payers are seeing increases in their water bills and expressed concern that this is a hidden cost that is making it more difficult to afford to live in the City. City Council President Thibeault noted that there was a communication sent out by the City to explain the price increase and the rationale behind it. City Manager Mahony provided a brief explanation and offered to respond to any follow up questions that Mr. Wille Padnos may have after reviewing the communication.

5. **BUSINESS ITEMS**

 Acting as the Cannabis Control Commission: Consideration of S-000009646, Outdoor Cultivator Tier 1 Small Cultivator for TrichomeVT

City Manager Mahony began by noting that this particular property has undergone litigation in the past related to cannabis licensing and that a resulting Vermont Supreme Court decision has resulted in more authority to municipalities to regulate cannabis. She noted that a notice of violation was issued for this property and was reviewed by the Development Review Board, which agreed with the violation, and that the issue is now in front of the City Council for its consideration. She said that the sole authority of the Council in this case is acting as the local Cannabis Control Commission and deciding whether this does or does not meet zoning requirements. She noted that the DRB's recommendation is to deny the license renewal and revoke the local cannabis license for Trichome. She said that if the City Council agrees with the DRB's recommendation, that is then sent on to the State, which is the issuer of the cannabis license.

Councilor Haney asked whether the State has already approved the cannabis license for this property and how that would be impacted by the Council's decision. City Manager Mahony replied that a municipality has the right to weigh in on whether a cannabis license is out of compliance with zoning or local law, and that the State still has the right to override a municipal decision. Councilor Haney noted that despite the litigation surrounding this particular case and the Supreme Court ruling that changed precedent about what

municipalities can do, municipalities continue to be at a disadvantage in this process, in terms of authority and control.

Councilor Haney made a motion, seconded by Councilor Miller, that the Essex Junction Local Cannabis Control Commission deny the license renewal and revoke the local cannabis control license for TrichomeVT's Tier 1 outdoor cultivation. The motion passed 3-0.

b. Annual Winooski Valley Parks District Presentation and Discussion

Nick Warner and Lauren Chicote presented on this agenda item, providing a Fiscal Year 2025 report and a Fiscal Year 2027 request to the City of Essex Junction in the amount of \$36,911. Mr. Warner spoke about the history of the Winooski Valley Park District and its dual mission of ecological protection and public recreation. He noted that it is funded by eight municipalities, of which the City of Essex Junction is one.

City Council President Thibeault asked about the variance between several operating revenue budget lines (general income and other operational support) between FY2025, FY2026, and FY2027, and Mr. Warner and Ms. Chicote provided an explanation. Councilor Haney asked about how WVPD is working with the City on Stevens Park, and Mr. Warner replied that they are assessing how they can be most useful and help with maintenance in the park. Councilor Haney also asked about the potential canoe launch near Global Foundries, and Mr. Warner replied that they are working with the Town of Essex as well as private property owners, to create that launch.

c. Annual Town Meeting TV Presentation and Discussion

Megan O'Rourke, Executive Director of Town Meeting TV, presented on this agenda item. She noted that though most of the revenue for Town Meeting TV comes from cable subscribers, they are working to diversify revenue to support their work, including municipal contributions. She noted that this year's request for municipal contributions for Essex Junction is \$15,315, a 5% increase over last year's contribution. She further noted that this increase is part of offsetting the decline in cable revenue that supports the majority of Town Meeting TV's work.

Councilor Haney noted that the legislature increased the base funding from the Secretary of State's office and asked whether that is offsetting the decline in revenue from Burlington Telecom and Comcast. Ms. O'Rourke replied that yes, this increase is helping to offset that revenue decline.

d. Human Resources Department Head Brief to Council

Human Resources Director Dwyer spoke regarding this agenda item. She spoke about activities over the last six months, noting that the administrative hiring procedure was updated for the first time since 2014, that managers received training on standardized employee evaluations from VLCT, and that they are looking forward and preparing for union contract negotiations as well as updating the mission, vision, and values of the department. She also noted that a Hiring and Wage Compression Committee is in the process of issuing recommendations to the City Manager about hiring and wage compression and that the department is working on launching an employee engagement and survey to track longitudinal data on employee satisfaction.

Councilor Haney asked about the Hiring and Wage Compression Committee, which positions were on the committee, and whether there was consultant support for the committee. Director Dwyer replied that the committee was born out of the negotiation process, was comprised of six individuals both in and out of the union, and did not include consultant support. Councilor Miller asked how the department is settling into being back at 2 Lincoln Street, and Director Dwyer replied that it has been a positive experience and has been great to see staff connect in different ways.

e. Discussion and Consideration of Pearl Street Multimodal Project Alternative Including Delay Analysis Presentation

Community Development Director Yuen introduced this topic by noting that it is related to consideration of a design alternative that can be funded with the City's available capital budget of \$1.23 million. He noted that there have been several public meetings on this topic over the last few months, saying that there was a Planning Commission meeting dedicated to this topic as well as a public engagement summary and Q&A documents.

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Sean Neely, a consultant with Stantec, provided an overview of the scoping study, noting that the area in question is Pearl Street between Susie Wilson Road and the West Street Extension. He spoke about the purpose of the current study, which is to provide safe, visible, comfortable and convenient multimodal transportation that connect this section of Pearl Street and do so in such a way as to fit within the available budget for this body of work. He spoke about the needs for the current study, which are to provide an inviting travel corridor, complete a missing bicycle facility link in the regional bicycle network, and to identify short-and medium-term improvements that can be accomplished using existing resources from the City. He reviewed three alternatives from the 2018 scoping study, noting that the preferred alternative at the time would cost \$2.6 million (\$4 million in 2025 dollars). He then reviewed the alternative #2 from the 2025 study, one of which retains most of the existing median and curbs, reduces the existing two-lane westbound roadway to one lane, and includes a buffered bike lane and shared-use path, while decreasing the eastbound lanes to one lane to allow for a public transit stop and pedestrian crossing. He noted that this proposal would reduce the speed limit to 30 MPH. He then compared project costs for the 2018 alternatives and the 2025 alternative. He noted that median removal was the primary driver of project costs for all alternatives, saying that the 2025 alternative minimizes the number of curbs that are removed in order to contain costs.

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Councilor Haney expressed appreciation for the work to include a crosswalk in the project, as one has been needed for years on that section of Route 15. Councilor Miller expressed strong concern about any project that includes a reduction in westbound traffic, given that on-road bicycle lanes become snowbanks in winter, rendering them essentially unusable. He said he is supportive of a sidewalk-height shared use path and that he is supportive of an eastbound transit stop. He said he would also support the use of a pedestrian HAWK (high-intensity activated crosswalk) signal. He expressed concern about emergency vehicle access. City Manager Mahony said that having two bike lanes is an attempt to make the mid-block pedestrian crossing safer by having the pedestrian only cross one lane of traffic on the westbound side, rather than two lanes of traffic, and that it is also intended to be a form of traffic calming. Mr. Neely added that the alternative assumes the City would take on snow removal in this area as part of its winter operations and that five feet of grass buffer is generally considered reasonable snow storage space. He said he would not advocate for a HAWK in this area, as they can sometimes contribute to confusion among the driving public. He spoke about emergency access, noting that the grass buffer and curb can be used by emergency vehicles. He said that in terms of the volume of westbound traffic. Stantec conferred with VTrans and evaluated the capacity of the roadway, and purposefully ensured that the travel lanes on the westbound approach are long enough to sufficiently store the queues and not negatively impact traffic operations along the road. City Manager Mahony asked about accommodating traffic related to fairground events. Mr. Neely replied that westbound travel could be temporarily modified by cones and signage to allow for two lanes exiting the fairgrounds. He also noted that best practice in roadway design accommodates not for the worst traffic, but for the 30th busiest hour of the year. Councilor Miller noted that as the number of housing units coming online in Essex Junction increases, so will the number of cars that will be added to the roadways. Councilor Haney also noted that in addition to that, the number of pedestrians will also increase. She said that she thinks this preferred alternative provides a good compromise to balance traffic volume and increased pedestrian safety. Director Yuen asked if the existing second westbound lane actually provides additional capacity to the road, and Mr. Neely replied that having two westbound lanes is not required for the volume that they are seeing in the traffic. He also noted that because the changes contemplated for the westbound side of Pearl Street are just painting, the changes could easily be reversed if the results are unsatisfactory.

The following public comments were received:

• Resa said that the better biking and pedestrian infrastructure are great, but that they are not practical in this area, especially if the cost of them means detrimental impacts to car traffic.

 Stephen Wille Padnos said that paint markings are difficult to see in the winter if there is snow cover, and a painted bicycle lane may be difficult to see and abide by. Mr. Neely said that though the current design of the bicycle lane is to demarcate it with paint, there is the option to install raised bollards to provide vertical buffering.

City Council President Thibeault made a motion, seconded by Councilor Haney, that the City Council approve the 2025 Alternative 2 as the preferred alternative for the near term for the Pearl Street Multimodal Improvements Scoping Study, on the condition that staff return to the Council prior to final design regarding the alternative for westbound traffic configuration. The motion passed 3-0.

f. Discussion and Consideration of Public Works Facility Next Steps

City Manager Mahony began by noting that the purpose of this discussion is to provide an update and information to the City Council about the need for a new public works facility. She said that the key takeaway is that the better the City can properly maintain its fleet of vehicles (by storing them in such a covered facility), the longer they can extend the life of those vehicles. She noted that the Public Works leadership have also conducted site visits at other public works facilities, such as that of Milton. She said that the cost estimate is still projected to be between \$8 million and \$9 million, and that Councilors should consider this for both the Budget Day discussion on December 5 as well as further budget discussions in mid-February. She said that if the Council ultimately decides to move forward with this, a bond vote would be put in front of voters on April 7th.

Councilor Haney asked whether all enterprise fund estimated needs will be available for the Budget Day discussion in early December, in order to have an estimate of the total tax burden for the upcoming fiscal year. City Manager Mahony replied in the affirmative, caveating that some enterprise budgets are determined based on the amount of flow or usage, which is difficult to project six months ahead of time. She said that there are no additional new bond items up for consideration. Councilor Miller asked about intermediary steps between now and a bond vote, and City Manager Mahony replied that the City would have an architect look at the design and provide more refined cost estimates for inclusion in a construction RFP. Councilor Miller advocated for taking a design-build approach with the RFP, to streamline the design and construction process. Public Works Superintendent Jones spoke briefly about the site visit to the new Milton public works facility.

g. Discussion and Consideration of Rebranding Identity Options

Communications & Strategic Initiatives Director Snellenberger began by noting that this item is to consider brand identity options that were developed by the branding consultant, Place Creative Company. She noted that these seven options were presented to the Rebranding Committee several weeks ago, and that the options included a logo, tagline, color palette, and examples of how the logo would appear on products. She noted that the City and Committee have five rounds of revisions they can make to one of these options, and that the taglines are interchangeable and can be with any of the logo options. She presented and described each of the options (A-G) with the Council. She noted that each of these options was presented to the Rebranding Committee, which felt that Concept A was the logo that best represented the City, saying that it is distinctive to the City in that it represents the Five Corners in an abstract way, while also being an aesthetically pleasing image that strikes a good balance between contemporary and traditional design. She said that the Committee also felt that "Vermont's Neighborhood City" was a good tagline fit for this logo as well. Jeffrey Ferland and Katie Murad, both members of the Committee, also spoke briefly and noted their support of Concept A. Councilor Miller also spoke as a member of the Committee, saying that he was generally underwhelmed by the options but agreed that Concept A is the best of the options. Councilor Haney said she is supportive of Concept A, but said she would like to see either the word "Essex" capitalized, or capital letters used for the entire word. She said that she would also like to see the font size for "Junction" be equal to or larger than that of "Essex" in the logo, given that the City is often referred to as "the Junction." She said that she likes the tagines "Where it all comes together" and "small City, big heart." City Council President Thibeault agreed with Councilor Hanev about emphasizing the Junction portion of the City's identity. She said she likes the "Small City, big heart" tagline. She said she would like to have further

discussions around which tagline to use, but would like to see further refinement for the Concept A logo as the preferred choice.

The following public comments were received:

- Resa expressed appreciation for the work done by the Rebranding Committee, saying that she likes Concept A, but would like to see the font in grey.
- Stephen Wille Padnos added that he likes Concept A, but suggested that dash lines could be added
 to indicate that the image is of the Five Corners intersection. He said the image could also be zoomed
 out slightly to show that it is the intersection. He further suggested moving the image to the same line
 as the word "Essex."

Director Snellenberger said she would take this feedback and have the consultants work on a round of edits and revisions to the logo and taglines.

6. **CONSENT ITEMS**

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- a. Approve Meeting Minutes: October 22, 2025
- b. Approve Lincoln Hall Conference Room Policy Update
- c. Acting as the Liquor Control Commission Approve Liquor/Tobacco Licenses

Councilor Haney made a motion, seconded by Councilor Miller, to approve the consent agenda. The motion passed 3-0.

7. COUNCILOR COMMENTS & CITY MANAGER REPORT: City Manager Mahony noted that there will be some work conducted on the outside of the 2 Lincoln Street building to address a chimney leak (which is not related to the recently concluded renovations). City Council President Thibeault noted that the Council and City staff are conducting a food drive on December 1, 2025 from 8:30 to 3:00 P.M. at the City offices, and will be accepting non-perishable food items.

8. READING FILE

- a. Check Warrant #24098 October 31, 2025
- b. October Financial Reports
- c. Resolutions of Appreciation for Troy Wilber and John Rowell
- d. Reappraisal Update
- e. Lead Service Line Inventory Annual Letters Update
- f. Regional Boards and Committees Memo
- g. Recreation Advisory Committee Minutes October 15, 2025
- h. Brownell Trustee Meeting Minutes October 21, 2025
- i. Police Community Advisory Board Meeting Minutes October 21, 2025
- j. Governance Committee Meeting Minutes October 23, 2025
- k. Capital Review Committee Meeting Minutes October 28, 2025

9. **EXECUTIVE SESSION**

a. No Executive Session is anticipated

10. ADJOURN

Councilor Haney made a motion, seconded by Councilor Miller, to adjourn the meeting. The motion passed 3-0 at 9:08 P.M.

Respectfully Submitted,

265 Amy Coonradt



Memo

To: City Council

From: Chelsea Mandigo, Water Quality Superintendent

Jess Morris, Finance Director

Meeting Date: December 10, 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: Most of the exterior doors at the facility are metal and were installed during the 1985 upgrade. Five of these doors and their frames are now showing significant signs of deterioration and cannot be repaired. Two of these doors require immediate attention, as they are allowing heat to escape the building. The three remaining doors have been budgeted for replacement in the FY27 Wastewater Capital Plan, as they are not as severely deteriorated, where heat loss is a concern at this time.

Cost: Quotes were received, and a vendor was chosen to order and install new fiberglass doors, which should hold up better to the weather and are a bit less expensive. The cost for two doors, including installation, is \$16,000. There are sufficient funds in the FY26 Wastewater Capital Reserve Fund to support this project.

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 FY26 Wastewater Capital Plan to add the outside door replacement project at \$16,000.

Recommended Motion: "I move that the City Council amend the FY26 Wastewater Capital Plan by \$16,000 for the replacement of outside doors."

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



P: 802-878-6944, ext. 1607 F: 802.878.6946 E: cyuen@essexjunction.org

MEMORANDUM

To: City Council

From: Christopher Yuen, Community Development Director

Meeting Date: December 10, 2025

Subject: Comprehensive Plan Update – Consultant Selection

Issue:

Whether to authorize the City Manager to execute a contract with the Chittenden County Regional Planning Commission (CCRPC) to complete the City of Essex Junction Comprehensive Plan Update for an amount of \$40,000.

Discussion:

On October 10, 2025, the City issued a Request for Proposals (RFP) seeking qualified planning consultants to complete a full update of the 2019 Comprehensive Plan. The update will integrate major statutory, regional, and local policy changes; align the plan with recent statewide housing legislation and the municipalized housing targets; incorporate the 2024 Community Vision & Strategic Action Plan; integrate the Connect the Junction Transit-Oriented Development Master Plan; and update the Enhanced Energy Plan to produce a standalone City version. The project budget is supported by a \$30,000 Municipal Planning Grant and a \$10,000 City match.

Proposals were due on November 14, 2025. Three consulting teams submitted complete proposals:

- Chittenden County Regional Planning Commission (CCRPC)
- SE Group
- Framework Cultural Placemaking

A selection committee met on December 3, 2025 to review and score the proposals based on the criteria outlined in the RFP: understanding of the project and methodology (40 points), qualifications and relevant experience (30 points), and cost effectiveness (30 points). The selection committee consisted of the City Manager, the Community Development Director, the Communications & Strategic Initiatives Director, the City Planner, and a Planning Commissioner.

Following individual scoring and group discussion, CCRPC received the highest overall score, with SE Group and Framework Cultural Placemaking tying for second place. CCRPC's proposal demonstrated a strong understanding of the required statutory updates, deep familiarity with regional planning frameworks and the ECOS Plan, and extensive experience supporting Vermont municipalities with comprehensive planning, mapping, and public engagement. It also scored the highest for cost effectiveness.

The project is anticipated to kick off in January 2026 and to be substantially complete by April 2027 in time for final adoption by the City Council prior to the expiration of the current plan in August 2027.

Cost:

The total cost of the work is exactly \$40,000, consistent with the RFP and available funding. While the City Manager is authorized under the Purchasing Policy to approve purchases up to this amount, staff are requesting City Council authorization due to the significance of the Comprehensive Plan and the scale of the work.

Recommendation:

It is recommended that the City Council authorize the City Manager to execute a contract with the Chittenden County Regional Planning Commission to complete the Comprehensive Plan Update for an amount of \$40,000.

Recommended Motion:

I move that the City Council authorize the City Manager to execute a contract with the Chittenden County Regional Planning Commission to complete the Comprehensive Plan Update for an amount of \$40,000.

Attachments:

- 1. RFP: Comprehensive Plan Update
- 2. CCRPC Proposal



City of Essex Junction 2 Lincoln Street Essex Junction, Vermont 05452 Office: (802) 878-6944 Fax: (802) 878-6946

Request for Proposal Comprehensive Plan Update

The City of Essex Junction has issued a Request for Proposal (RFP) for a Comprehensive Plan Update.

Proposals are due on November 14, 2025, at 4:30 PM. (local time) at the City Office, 2 Lincoln Street, Essex Junction, Vermont, 05452, or by email to cyuen@essexjunction.org. The deadline for questions is November 4, 2025 at 4:30 PM.p

Information for bidders and the complete RFP may be obtained, without charge, on the City of Essex Junction webpage at www.essexjunction.org/news/invitation-to-bid, at the City Office, or by calling (802) 878-6944. Questions concerning this RFP should be sent to Christopher Yuen, Community Development Director, City of Essex Junction, at 802-878-6955 or cyuen@essexjunction.org. The City of Essex Junction, through its Authorized Representative, reserves the right to waive any informalities in or reject any and all proposals, in whole or in part, or to accept any proposal deemed to be in the best interest of the City of Essex Junction.

Authorized Representative (Print Name)

Signature

Date

The City of Essex Junction is an equal-opportunity employer and is committed to equal opportunity in its contracting process. Auxiliary aids and services are available upon request to individuals with disabilities.



P 802-878-6944, ext. 1607 F: 802.878.6946 E: cyuen@essexjunction.org

REQUEST FOR PROPOSALS (RFP): COMPREHENSIVE PLAN UPDATE

City of Essex Junction, Vermont

The City of Essex Junction is seeking proposals from qualified and experienced professional planning consultants to lead a collaborative, community-driven process and complete the technical work necessary to update its 2019 Comprehensive Plan. The updated plan must meet the requirements of the Vermont Municipal and Regional Planning and Development Act (24 V.S.A. Chapter 117) and be aligned with the Chittenden County Regional Planning Commission's (CCRPC) ECOS Plan.

Date Issued: October 10, 2025

Deadline for Questions: November 4, 2025 by 4:30 PM
Staff Response to Questions: November 7, 2025 by 4:30 PM
Submission Deadline: November 14, 2025 by 4:30 PM

Contact Information: Christopher Yuen, AICP

Community Development Director

City of Essex Junction

2 Lincoln St

Essex Junction, Vermont, 05452

802-878-6944 x 1607 cyuen@essexjunction.org

1. Introduction

The City of Essex Junction is a vibrant, growing community in northwestern Vermont, known for its walkable neighborhoods, strong local economy, and small-town character. Home to approximately 11,000 residents, the City serves as a regional node for employment, education, and transportation while maintaining a welcoming, community-oriented atmosphere. Formerly part of the Town of Essex, Essex Junction became an independent city in 2022 following a community-led effort to create a local government more closely aligned with residents' priorities.

The City is seeking proposals from qualified consulting firms to prepare an updated Comprehensive Plan that will guide Essex Junction's growth and development for the next 10–20 years. The selected consultant will work closely with City staff, the Planning Commission, City Council, and other boards and committees. The current Comprehensive Plan, adopted in August 2019, will expire in August 2027.

The total project budget is \$40,000, funded by a \$30,000 Municipal Planning Grant from the State of Vermont and a \$10,000 City match.

2. Purpose and Intent

The City of Essex Junction is undertaking a Comprehensive Plan Update to address significant changes in state law, regional planning frameworks, and community priorities. Since the last update in 2019, Vermont's housing crisis has escalated, major statewide land use policies have shifted, and Essex

Junction has become an independent city following its separation from the Town of Essex. This update is not meant to only be a routine renewal—it is a necessary modernization to align with new policies, address pressing local needs, and guide sustainable growth over the next 20 years.

The purpose of the Comprehensive Plan is to guide City-wide growth and development patterns, investments, and initiatives, and is the foundation for determining effective public policy, master planning, and land use decisions for the future. It should reflect and respond to the priorities, values, and requirements of Essex Junction residents and to provide a clear path forward for navigating the complex tradeoffs inherent in long-range planning. It will provide an ongoing framework for informed and directed development.

The plan shall include goals, objectives, and strategies, and will utilize maps, graphs, and other imagery tools to analyze, assess, and recommend best practices for values-based planning, economic development, housing, infrastructure, transportation, and other improvements. This plan update must meet the requirements of the Vermont Municipal and Regional Planning and Development Act (V.S.A. Title 24, Chapter 117) and be in alignment with the Chittenden County Regional Planning Commission's ECOS Plan. It is expected that parts of the 2019 plan may still be applicable today and may be readopted with some updates. Other parts of the plan may require more substantial changes or complete re-write.

As the guiding policy document for the City, the plan update should integrate the following recent and upcoming interrelated municipal and state initiatives:

- 1. 2024 Community Vision and Strategic Action Plan (CVSAP) Following a two-day workshop and robust public engagement period, Essex Junction developed its first Community Vision and Strategic Action Plan in June 2024 after separation from the Town of Essex. The vision and strategic pillars adopted through this initiative should serve as guiding principles behind this plan. The strategic actions should be integrated into the Comprehensive Plan as appropriate.
- 2. Act 47 of 2023 (HOME Act), Act 181 of 2024 and Municipalized Housing Targets This plan update must align with recent statutory changes enacted in recent years to address the ongoing housing shortage. It should map out a plausible and realistic pathway to meeting or exceeding the municipalized housing targets either as drafted or as adopted into the ECOS Plan depending on timing. These targets more than double the existing rate of housing construction in the City.
- 3. Regional Future Land Use Map and State Designation Programs- The plan update must include a new future land use map that aligns with the regional future land use map and the City's transition of most areas to Tier 1B status. It should also consider the potential that some areas may be transitioned to Tier 1A in the future if feasible. While the Future Land Use Map in the 2019 Comprehensive Plan replicated the 2019 zoning map, the map in the updated Comprehensive Plan should be redrawn at a level of specificity partway between the Regional future land use map and the City's zoning map..
- 4. Connect the Junction Transit Oriented Development Master Plan- The City is currently in the final stages of completing a Transit Oriented Development Master Plan for the Pearl Street Corridor and the City Center. This plan includes various transportation, land use, and public

realm proposals such as modifications to the traffic pattern at the Five Corners intersection, additional pedestrian crossings near bus stops, height limit increases, zoning district consolidations, and a transition to form-based code. These efforts aim to achieve the density necessary to sustain frequent, all-day transit. The Transit-Oriented Development Master Plan, expected to be adopted by early 2026, should be fully integrated into the Comprehensive Plan.

- 5. Recent and Upcoming Transportation Projects- The Comprehensive Plan Update should incorporate recent and upcoming transportation projects such as the newly completed Crescent Connector Road, the citywide traffic calming policy update currently under consideration. The plan should also reference relevant regional plans such as the Chittenden County Regional Safety Action Plan, as well as national best practice guidance as appropriate.
- 6. Financing Tools such as CHIP, TIF, Vermont Infrastructure Sustainability Fund- The Comprehensive Plan Update should include high-level recommendations on potential options for funding infrastructure necessary to accommodate the targeted growth. It should explore whether new and existing financing tools such as the Community Housing and Infrastructure Program (CHIP), Tax Increment Financing (TIF), and the Vermont Infrastructure Sustainability Fund may be helpful for the City in upcoming years.

The 2019 Comprehensive plan references a combined Town of Essex / Village of Essex Junction Enhanced Energy Plan. As a part of the Comprehensive Plan update project, the selected consultant shall update the Enhanced Energy Plan and create a standalone version for the City to re-adopt.

3. Submission Requirements

Proposals must be received by 4:30 PM (local time) on November 14, 2025 at the Essex Junction City Offices, 2 Lincoln Street, Essex Junction, VT 05452. Proposals shall be marked to the attention of Christopher Yuen, Community Development Director. Digital proposals may be submitted via e-mail to cyuen@essexjunction.org, but the City assumes no responsibility for formatting or transmission errors. Incomplete or late proposals will not be considered.

Proposals are limited to 10 pages (project understanding, scope, team experience, hours by task, cost proposal, and schedule) plus up to 5 additional pages for team qualifications and relevant project summaries.

The City of Essex Junction reserves the right to request additional materials to decide which proposal best meets its needs and it may reject any or all proposals if deemed to be in the City's best interest to do so.

All proposals submitted become the property of the City of Essex Junction and are considered public documents. Preparing, submitting, and presenting a proposal is the sole expense of the designer.

3.1 Questions and Contact

Please direct questions about the Request for Proposals (RFP) to Christopher Yuen, Community Development Director, at 802-878-6944 extension 1607 or cyuen@essexjunction.org. The deadline for

questions is 4:30 PM on November 4th, 2025. Responses will be provided on the City's website by 4:30 PM on November 7th, 2025.

3.2 Technical Proposal

The Technical Proposal should demonstrate that the consultant understands the intent and scope of the project, the character of the deliverables required for completion, and the specific tasks that must be performed to supply these services. In addition, consultant qualifications necessary to successfully complete this project should be demonstrated. Please include the following information in the technical proposal.

- **Cover Letter & Project Abstract** Introduce the firm and summarize your understanding of the project, including your proposed approach.
- **Methodology** Describe your proposed methods and tasks, referencing the Scope of Work. Consultants are encouraged to suggest enhancements or additional tasks.
- Role of Key Staff, Qualifications & Timeline Identify the project manager and key team
 members, their roles, and time commitments. Provide resumes for participating individuals only.
 Include a table of estimated labor hours per task and a Gantt chart showing the project schedule
 and milestones.

3.3 Cost Proposal

A cost proposal should be included with the technical proposal and list the prime consultant and any sub-consultants separately and include the following:

- Assigned personnel hours, fully loaded hourly rates, and costs per task.
- Direct expenses as a separate line item.
- Subconsultant cost proposals in the same format.

4.0 Scope of Work

The Scope of Work (SOW) is consistent with the Municipal Planning Grant application and is not necessarily in chronological order. A breakdown of tasks and responsibilities by the consultant or team is anticipated to include the phasing and tasks listed below. Respondents are invited to provide recommendations for refinements, or additional tasks envisioned to make this work successful.

Task 1: Project Management

- The selected consultant shall designate a project manager to communicate regularly with the Community Development Director to coordinate meeting agendas, deliver progress reports, and resolve any issues that may arise throughout the course of the project.
- The first project management meeting will include a review of the scope of work, outreach and technical methodologies, roles, responsibilities, and proposed schedule.
- The project manager of the selected consultant will be responsible for the development of a detailed project schedule and work plan that identifies key dates and milestones.
- The selected consultant shall schedule regular meetings with City staff to discuss project progress, direction, and new tasks.
- The selected consultant will be expected to coordinate meeting presentations and attendance with City staff to solicit input and feedback from the Planning Commission, City Council, and

other boards and committees as appropriate, and shall provide interim reports, presentations, and updates to each as required and appropriate.

Task 2: Planning Commission Work Sessions

- The selected consultant will attend at least eight Planning Commission meetings
- These meetings are intended to be a platform for the Planning Commission and members of the public to provide high-level policy direction and to review data and draft plan material as they become available.
- Each meeting may be focused on one or more policy topics or Comprehensive Plan section.
- The selected consultant will be responsible for preparing any presentation materials necessary
 for each Planning Commission meeting except for material produced by city staff in-house as
 agreed upon during project management meetings.

Task 3: Review Existing Plans

- The selected consultant will review the Essex Junction 2019 Comprehensive Plan to identify sections, charts, datasets, and/or topics in need of revision, addition, or removal.
- The selected consultant will review and integrate other relevant plans, actions and strategies such as the six pillars of the 2024 Community Vision and Strategic Action Plan (CVSAP) and documents, including but not limited to those mentioned in Section 2 of this RFP.

Task 4: Mapping and Analysis

- The selected consultant shall update all necessary maps, charts and data visualizations in the 2019 Comprehensive Plan. These include but are not limited to natural resources, historic sites, recreation, transportation, community facilities, non-motorized transportation, wastewater, water distribution, existing land use, future land use, flood hazard area, and parking.
- The City may be able to offer limited assistance in this task with the help of a Fall 2025 student intern from the University of Vermont Sustainable Urban Planning course. These work products will be made available to the consultant when available.
- The 2019 Comprehensive Plan currently references an Enhanced Energy Plan. Mapping and analysis to update the enhanced energy plan will need to be conducted as well.

Task 5: Policy Updates

- The selected consultant shall prepare amendments as necessary to bring the Comprehensive Plan into compliance with state statute and the Regional Plan such that the Regional Planning Commission may approve the plan and confirm the city's planning process.
- Policy options presented should be based on best practices. The consultant should discuss key
 policy tradeoffs with city staff, the Planning Commission and the general public prior to making
 major recommendations.
- The Comprehensive Plan should integrate all relevant goals and actions listed in the 2024 CVSAP and the Connect the Junction Transit Oriented Development Plan
- The consultant may include additional goals/objectives/programs as identified during public engagements, but the "six pillars" adopted through the 2024 CVSAP should be a core part of the Comprehensive Plan.

Task 6: Public Engagement

- The selected consultant shall lead the implementation of a multi-channel, inclusive public
 engagement strategy to ensure broad participation in the Comprehensive Plan update,
 particularly among underserved and underrepresented populations. The City has adopted the
 IAP2 Spectrum of Public Participation as a guiding framework, aiming to involve and collaborate
 with the community at key stages of the process.
- To expand accessibility and reach those who face barriers to in-person participation, the project should include one or more online public surveys and leverage the City's website and social media channels to share updates and gather input.
- The project aims to engage at least 500 residents and stakeholders—about 5% of the City's population.
- The project should integrate existing engagement results from previous engagement efforts including the Community Vision and Strategic Action Plan, the Connect the Junction Transit Oriented Development Master Plan, and any other relevant projects listed in the Chittenden County Regional Planning Commission's Interactive Community Engagement Database to avoid duplicative outreach, and public fatigue.

Task 7: Prepare for Plan Adoption

- The selected consultant shall prepare for and attend Planning Commission and City Council hearings for Plan Adoption
- The selected consultant will be responsible for proposing and maintaining a project schedule that allows for timely plan adoption in a manner consistent with all statutory requirements.

Task 8: Document Preparation

- The selected consultant will produce a print and web-ready final draft of the updated
 Comprehensive Plan, including an Executive Summary, organized in a user-friendly format.
- All maps and data shall be provided to the City in digital format upon the completion of the plan update project.

Project Timeline

The project shall be at least 30% complete by June 30, 2026. This project is funded with a Municipal Planning Grant and shall be substantially completed by the grant agreement end date of April 30, 2027.

Project Budget

The maximum budget for this project is \$40,000 in total: \$30,000 from the State of Vermont Municipal Planning Grant and \$10,000 from the City.

Selection

The Selection Committee includes the City Manager, Community Development Director, and member(s) of City's Planning Commission or other appointed boards. They will review and evaluate each proposal based on the criteria below. Firms will then be ranked accordingly. The Selection Committee may interview the top three firms if it is deemed necessary to choose the highest qualified firm. Upon selection of a firm, a final scope of work, and schedule will be negotiated with the top-ranked firm. Criteria for Selection

Responses will be scored using a predetermined point methodology for each of the factors below for a total of 100 points.

Review Criteria	Maximum Points
A demonstrated understanding of the project, approach, methodology and	40
responsiveness to the scope.	
 A thoughtful and innovative approach to address the project's scope :; 	
 Quality and thoroughness of the proposal and clearly laid out schedule, 	
tasks, and deliverables.	
Qualifications, demonstrated experience with similar projects, and references	30
Cost effectiveness - The degree to which the proposal maximizes value and	30
impact within the specified budget including clear, detailed, and realistic budget	
justification that aligns with the scope of work	
TOTAL	100

Contract Requirements

The Responder, prior to being awarded a contract, shall apply for registration with the Vermont Secretary of State's Office to do business in the State of Vermont, if not already so registered. The registration form may be obtained from the Vermont Secretary of State, 109 State Street, Montpelier, VT 05609-1104 or online. The contract will not be executed until the Responder is registered with the Secretary of State's Office. The successful Responder will be expected to execute sub-agreements for each sub-Responder named in the proposal upon award of this contract.

The City of Essex Junction Rights

The City of Essex Junction reserves the right to modify or issue changes to the original RFP. Any change will be distributed to all those who the RFP was originally distributed to. The City of Essex Junction also reserves the right to reject any and all proposals received as a result of this solicitation, to negotiate with any qualified source, to waive any formality and any technicalities, or to cancel the RFP in part or in its entirety if it is in the best interest of the City of Essex Junction. This solicitation of proposals in no way obligates the City of Essex Junction to award a contract.

Equal Employment Opportunity

The firm shall comply with the applicable provisions of Title VI of the Civil Rights Act of 1964 as amended, Executive Order 11246 as amended by Executive Order 11375, and as supplemented by the Department of Labor regulations (41DFR Part 60). The firm shall comply with all the requirements of Title 21, V.S.A., Chapter 5, Subchapters 6 and 7, relating to fair employment practices to the extent applicable. A similar provision shall be included in any and all subcontracts.

Insurance & Purchasing Policy Requirements

The firm shall meet the insurance requirements of the City's Purchasing Policy. Also, all contracts for services shall contain indemnification and hold harmless language as required by the City's Purchasing Policy.

COMPREHENSIVE PLAN UPDATE City of Essex Junction

PROPOSAL by:

Chittenden County Regional Planning Commission
110 West Canal St., Suite 202, Winooski VT 05404 | ** ccrpcvt.org*

CONTACT:

Darren Schibler, Senior Planner: dschibler@ccrpcvt.org



November 13, 2025





November 13, 2025

City of Essex Junction

Attn: Chris Yuen
Community Development Director
2 Lincoln Street
Essex Junction, VT 05452
cyuen@essexjunction.org

Re: City of Essex Junction Comprehensive Plan Update

Dear Mr. Yuen,

The Chittenden County Regional Planning Commission (CCRPC) is pleased to submit a proposal to provide consulting services to the City of Essex Junction to update its 2019 Comprehensive Plan in preparation for readoption in 2027. With our local knowledge, positive working relationship with the City, and deep familiarity with new required plan goals and elements, our team is uniquely equipped to support the City in this effort. We are excited for the opportunity to help translate the community's values into a complete vision for land use, housing, economic development, transportation, and infrastructure while also completing the necessary routine updates to the plan.

The experience of CCRPC's staff working with its member municipalities to address emerging needs and conducting robust community outreach makes us well suited to this work. Our current effort to update the ECOS Regional Plan under Act 181's new paradigm showcases our ability to navigate big changes with communities and engage meaningfully not only with municipal staff and officials, but also directly with the public. We are especially familiar with Essex Junction's current planning goals through our collaboration on the Connect the Junction project, which we expect to be a key topic in outreach and in the plan. Staff have also supported numerous municipal plan amendments and readoptions during their time working at CCRPC.

CCRPC has reviewed the scope of work and deliverables in the request for proposals and finds that it can complete the project as proposed. CCRPC staff also have extensive experience completing projects funded through municipal planning grants (MPGs).

CCRPC appreciates the opportunity to submit this proposal and hopes to continue our collaborative work with the City of Essex Junction on this landmark project. Thank you for your time and consideration.

Sincerely,

Darren Schibler CCRPC Senior Planner

Jarren Schilden

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ATTACHMENTS

Gantt Chart

Resumes (Darren Schibler; Maya Balassa; Emma Vaughn)

Introduction

The Chittenden County Regional Planning Commission (CCRPC) is pleased to submit a proposal to the City of Essex Junction to support drafting and adoption of its first-ever City Plan. Planning for Chittenden County's future development has been a core part of CCRPC's work since our inception in 1966. CCRPC's cross-disciplined staff are experienced in preparing plans that support smart-growth goals given the challenges and opportunities of Vermont's small-scale development pattern.

Scope of Work and Project Approach

CCRPC staff, with Senior Planner Darren Schibler as Project Lead, will work closely with Essex Junction's staff and Planning Commission to coordinate the plan update. The Project Lead will be responsible for the bulk of text editing, map and data analysis and presentation, reporting, and organizing public outreach. The Project Lead will be supported by other CCRPC staff members, including CCRPC Regional Planner Maya Balassa, in review of the plan and community engagement. Any additional staff that may work on this project will be assigned depending on the needs of the City.

CCRPC understands that plan updates are most successful when there is meaningful public engagement, robust discussion, and clearly defined and shared expectations for adoption and implementation. To this end, CCRPC anticipates significant project time spent on engagement, particularly in the early visioning stage of the process, but continuing throughout the plan drafting and adoption process. CCRPC will provide options for the community to participate online and in person, live and asynchronously, and through conventional and alternative channels to invite participation from those who otherwise wouldn't be heard. This may include direct resident and community engagement, site visits, and public forums.

We will also build upon prior and concurrent engagement efforts such as the 2024 Community Vision and Strategic Action Plan, the Connect the Junction Transit-Oriented Development Plan, and the City's rebranding initiative. CCRPC's work to update the ECOS Regional Plan, create a new future land use map, and establish new housing targets will also provide important plan policy foundations. Our intent is to hear from a wide array of community members to better understand priorities, hear all ideas and perspectives on key topics, and build trust and support for new policies and actions.

Finally, CCRPC understands that the City of Essex Junction is interested in exploring Tier 1A designation for all or a portion of its eligible areas, as well as to explore financing tools for public infrastructure (such as TIF and CHIP) to support the City's goals. This will inform CCRPC's recommended plan actions and our public outreach efforts.

Table 1. Description of Work and Proposed Schedule

CCRPC's proposed work schedule generally follows the Scope of Work described in the Request for Proposals, except that Tasks 7 and 8 are combined into one task and some tasks have been renumbered according to their sequence in the project timeline.

A more detailed schedule is <u>attached as a Gantt chart</u>. CCRPC has drafted the proposed schedule based on the City's timeline for completion of its Municipal Planning Grant by April 30, 2027. This puts adoption of the new plan four months ahead of expiration of the current plan. It also builds in flexibility in case of unanticipated delays and aligns public engagement with summer events and avoids winter holidays. It is also designed to align with regularly scheduled Planning Commission and City Council meetings and assumes that the Comprehensive Plan update will be the primary focus of those meetings. CCRPC is open to revising the project approach and schedule to meet the City's needs. CCRPC can begin the project upon the completion of a contract for services.

TASK	PROPOSED SCHEDULE	DETAILED APPROACH AND METHOD
1 – Project Management	Ongoing (Start January 2026)	 CCRPC staff will work with City staff to review scope of work and timeline, plan public outreach events, and identify roles and responsibilities. CCRPC will meet with the PC at the project outset to confirm policy goals, timeline, and communication channels. (A separate meeting under Task 6 will address public engagement approaches.) This task will include weekly meetings with and monthly progress reports for City staff.
2 – Review Existing Plans	January 2026	 CCRPC will provide a written review the existing Comp Plan and note statutorily required changes as the first of two statutorily required regional consultations. CCRPC will review other relevant plans, including the 2024 Community Vision and Strategic Action Plan, Connect the Junction, and timely transportation projects. CCRPC will review its own database of state- and region-wide engagement efforts. A summary of key themes, points of tension, and information gaps will be provided. This will inform the Public Participation Plan with the intent of avoiding duplicative outreach and public fatigue.
3 – Mapping and Analysis	February – June 2026	 CCRPC has already provided a Municipal Energy Data Guide for Essex Junction to meet Vermont's Enhanced Energy Planning Standards. CCRPC will ensure that all maps contain the latest available geographic data, preferably using REST services, and can provide an ArcGIS map package with all data for forward compatibility. Demographic, housing, economic, transportation, utility, energy, and other statutorily required data will be updated according to the latest available at the time of plan drafting. CCRPC anticipates using the 2025 release of 5-year American Community Survey data as the primary demographic source.

TASK	PROPOSED SCHEDULE	DETAILED APPROACH AND METHOD
4 – Public Engagement	February – October 2026	 CCRPC staff will present a Public Participation Plan (PPP) for the plan readoption process for feedback by the Planning Commission. Subject to staff, PC, and public input as well as project budget and timeline, CCRPC anticipates that outreach elements will include some or all the following (not necessarily in this order): Create materials to populate a municipally hosted project website and to share updates through Front Porch Forum and other municipal communication channels One electronic community survey Tabling at up to six existing events Joint meeting of City advisory boards / committees Three focus groups and/or key informant interviews One open house event Two press releases or newspaper articles
5 – Policy Updates / Plan Drafting	April – November 2026	 Based on public engagement and PC input, CCRPC will confirm and/or update the plan's Core Values and Community Vision & Strategy These will guide CCRPC staff updates or rewrites of chapters, which will be presented as they are drafted to the Planning Commission and the public. CCRPC will coordinate with City staff and the PC on the sequencing of drafting chapters / themes
6 – Planning Commission Work Sessions	May – December 2026	Following public engagement, CCRPC will present updated plan material as it is drafted for review and feedback at PC meetings on a roughly monthly basis. At the final work session, CCRPC will provide a full draft, including an Executive Summary, in a user-friendly format for public hearings.
7 – Prepare for Plan Adoption / Document Preparation	December 2026 – April 2027	 CCRPC will prepare the plan adoption report and associated notices required under 24 V.S.A. § 4384(c) and (f), including any revisions as directed by the City, as well as regional approval and confirmation documents. Distribution of the report and notices under §4384(e) will be the responsibility of City staff. CCRPC staff will work with City staff to warn at least one and up to two public hearings with the Planning Commission on the draft plan. One round of document revisions will be budgeted in this task based on PC direction. CCRPC staff will work with City staff to warn up to two public hearings with the City Council on the draft plan. One round of revisions will be budgeted in this task based on Council direction. CCRPC will provide final print, digital, and web-ready versions of the adopted plan.

Project Budget / Cost Proposal

The following is a summary of CCRPC's cost proposal. The cost proposal is based on each task outlined in the scope of work, number of hours per task by employee, and the employee's individual billable rate. Please note that this budget does not include an allocation for postage related to a town-wide mailing.

Task & Description	Darren Schibler	Maya Balassa	Emma Vaughn	Total				
	Senior Planner &	Regional	Communications					
	Project Manager	Planner	Manager					
1 – Project Management	50	40	0	90				
2 – Review Existing Plans	40	16	0	56				
3 – Mapping & Analysis	40	8	0	48				
4 – Public Engagement	120	24	10	154				
5 – Policy Updates / Plan Drafting	80	24	10	114				
6 – PC Work Sessions	40	24	0	64				
7 – Plan Adoption / Document Prep	20	14	5	39				
Percent time by Staff	72%	28%	5%	100%				
Total Hours	390	150	25	565				
Staff Hourly Rate	\$70	\$70	\$70					
Total Staff Costs	\$27,300	\$10,500	\$1,750	\$39,550				
Mileage & Materials Costs								
Total Project Cost Not to Exceed								

Qualifications and Staffing

Chittenden County Regional Planning Commission Mission

The Chittenden County Regional Planning Commission (CCRPC) is one of 11 regional planning commissions in Vermont and serves the region as the sole Metropolitan Planning Organization (MPO) operating within Vermont. CCRPC was founded in 1966 to promote the mutual cooperation of its 19 member municipalities and to facilitate the appropriate development and preservation of the physical and human resources in Chittenden County.

CCRPC's Board is composed of 19 municipal commissioners and five at-large commissioners (representing Agriculture, Conservation/Environment, Socio-Economic/Housing, and Transportation). The legislative body of each of Chittenden County's municipalities selects its own commissioner and alternate commissioner. The full Commission selects the five at-large representatives.

Among CCRPC's primary responsibilities is to provide planning services (including GIS) to local municipalities. This includes working on land use, housing, transportation, economic development and emergency management related planning. By providing planning services, CCRPC staff has gained extensive experience in grant administration, project management and community outreach. CCRPC has a long history of managing projects with state funding, including grants from the Vermont Agency of Commerce and Community Development (ACCD) and the Agency of Transportation (VTrans).

CCRPC is committed to providing a high level of customer service to our member municipalities. Given CCRPC's proximity to Essex Junction, our staff will consistently be accessible in-person, by email, or by phone/video to Essex Junction staff, appointed officials, and elected officials to answer questions or concerns regarding this project. This accessibility allows CCRPC to provide timely and thorough responses to community inquiries.

CCRPC's municipally focused mission allows it to be flexible when working on municipal projects. This flexibility has several benefits and allows projects to evolve over time and to change as needed to fit municipal needs. CCRPC is committed to ensuring that all projects it completes are of high quality and truly serve the needs of the region's municipalities.

Staffing

Below is an overview of the extensive professional experience CCRPC staff bring to every project:

Darren Schibler, CFM | Senior Planner and Project Lead | 9 years of professional experience

Having started his planning career with CCRPC as a GIS intern, Darren returned in 2022 after working as the Planner for the Town of Essex for five years. He has extensive experience at the municipal level coordinating planning efforts such as master plan updates, housing needs assessments, and capital projects. He has also drafted and administered zoning bylaws in collaboration with other staff, volunteers, developers, and the public. With a B.S. in Natural Resources Ecology from the Rubenstein School at the University of Vermont, Darren's environmental background shines through his work on land conservation initiatives, town forest management and recreation plans, and water quality projects. Darren also serves on the Vermont Urban and Community Forestry Council and is a Certified Floodplain Manager®.

Maya Balassa, CFM | Regional Planner | 3 years of professional experience

Having begun her planning career as a Planner with the City of Portland, Maine, Maya moved Burlington and began working at Chittenden County Regional Planning Commission to support municipal planning and development efforts across Chittenden County. She has extensive experience with development review, zoning administration, and long-range planning, working collaboratively with municipal staff, boards, developers, and community members. In Portland, she managed site plan and subdivision reviews, supported ordinance updates, and regularly presented to the Planning Board.

At CCRPC, Maya provides technical assistance to municipalities through town plan reviews, bylaws assistance, and general planning support. With experience grounded in both regulatory and community-focused work, and a Master's in Urban and Environmental Planning from the University of Virginia, she enjoys helping towns navigate growth and development in ways that balance local priorities and regional goals.

Emma Vaughn | Communications Manager | 17 years of professional experience

Emma joined the CCRPC in 2013, and her work focuses on facilitating communication between the many parties involved in CCRPC's focus areas of transportation, regional planning, housing, and more. Emma manages the CCRPC's website and provides outreach, public participation, graphic design and infographic support to municipalities, partners, and the state. She is passionate about finding creative ways to simplify complex topics and processes so they can be understood by all audiences. She also manages the CCRPC's Title VI Program and serves as the Title VI and ADA Coordinator for the organization. Emma graduated from Saint Michael's College with a Bachelor's degree in Journalism and Mass Communication. She grew up in rural southern Vermont, and resides in Essex Junction with her family.

Relevant Project Experience

Essex Town Center Master Plan (ETC|NEXT)

This project re-imagined the Town's historic center and aging shopping mall to become a better connected, more cohesive community crossroads. The project established a new land use paradigm for the community and set the stage for later initiatives, touching on nearly every element of planning including placemaking, zoning and form-based codes, infrastructure capacity, economic development, and housing needs. Darren Schibler became the staff lead for the project during his tenure as the Essex Town Planner, guiding it through municipal leadership transitions as well as the efforts to merge with and later separate from Essex Junction. The plan was adopted as policy by the Selectboard in March 2021 and features significantly in the 2025 Essex Town Plan.

Bolton Town Plan 2025

In 2024-2025, Maya Balassa, Sarah Muskin, and Darren Schibler worked closely with the Bolton Planning Commission to update the data, context, and maps for the 2025 Bolton Town Plan while building on prior outreach conducted by the Town. In addition to ensuring statutory compliance and addressing current trends throughout the text of the plan, CCRPC staff provided extensive formatting support to maintain the plan's readability after the original files were lost. The Plan was adopted by the Selectboard and regionally approved by the CCRPC Board in June 2025.

Williston Housing Needs Assessment and Strategic Planning Assistance

In 2022, CCRPC staff partnered with the Vermont Housing Finance Agency to complete a housing needs assessment for Williston that identified key gaps in the community's housing market. These included imbalances between jobs and homes, wages and housing cost, and household size and home size. The report also highlighted the need for additional and more affordable housing (subsidized, service-supported, and otherwise). In 2023, CCRPC continued this effort by recommending strategies to address identified gaps and supporting the Town in their implementation, through amending regulations (adopting inclusionary zoning and streamlining the review process) and non-regulatory approaches (identifying sites for infill housing, establishing a Housing Trust Fund and advisory board, funding infrastructure for housing in compact centers, and partnering with state agencies and nonprofits to leverage incentives and grant funding).

References

The references provided below are professional references for whom a similar project has been completed.

Project	Reference	Contact Information
Bolton Town Plan 2025	Steve Barner	(802) 434-4497
Update	Bolton Planning Commission Chair	sjbarner@gmavt.net
Essex Town Center Master	Greg Duggan	(802) 878-1341
Plan (ETC NEXT)	Town Manager, Town of Essex	gduggan@essex.org
Williston Housing Needs Summary and Strategic Planning	Matt Boulanger, AICP Williston Director of Planning & Zoning	(802) 878-6704 ext.2 mboulanger@willistonvt.org

Essex Junction Comprehensive Plan 2027 | CCRPC Proposal - Gantt Chart

Tasl	Description	Start	End	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	Jul-26	Aug-26	Sep-26	Oct-26	Nov-26	Dec-26	Jan-27	Feb-27	Mar-27	Apr-27	May-27	Jun-27	Jul-27	Aug-27
1	Project Management	Jan-26	Apr-27																				
2	Review Existing Plans	Jan-26	Jan-26																				
3	Mapping and Analysis	Feb-26	Jun-26																				
4	Public Engagement	Mar-26	Oct-26		PC																		
5	Policy Updates / Plan Drafting	Apr-26	Nov-26																				
6	PC Work Sessions	May-26	Dec-26					PC															
7	Plan Adoption	Dec-26	Apr-27							•		•								PC	PC	Council	Council

Kev Dates*

Key Dates*	
Public Participation Plan Draft	2/5/2026
PC Plan Work Session #1	5/6/2026
PC Plan Work Session #2	6/3/2026
PC Plan Work Session #3	7/8/2026
PC Plan Work Session #4	8/5/2026
PC Plan Work Session #5	9/2/2026
PC Plan Work Session #6	10/7/2026
PC Plan Work Session #7	11/4/2026
PC Plan Work Session #8 (Complete Draft)	12/2/2026
PC 1st Hearing Notice / Report Distributed	12/8/2026
PC 1st Hearing	1/7/2027
PC 2nd Hearing (optional)	2/4/2027
Plan submitted to Council (hard deadline)	2/22/2027
1st Council Public Hearing (hard deadline)	3/24/2027
Annual Meeting / Elections	4/13/2027
Final Council Public Hearing (hard deadline)	4/14/2027
Council Adopts Plan (hard deadline)	4/28/2027

^{*}Dates listed are proposed to meet key project deadlines, follow normal meeting schedules, and provide some flexibility. CCRPC is open to revisions to project approach and schedule to meet City needs.

Darren Schibler

151 Chapin Road, Essex, VT 05452

(408) 691-7682 | darren.schibler@gmail.com

I am a systems thinker with over a decade of experience in environmental policy, project coordination, data management, & public engagement. I am a team player in facilitating research-based, consensus-driven actions to improve communities' environmental & social well-being.

RELEVANT EXPERIENCE

Senior Planner, Chittenden County Regional Planning Commission

Nov 2022 - Present

- Help draft and implement regional and state policy in topic areas of housing, energy, economic development, hazard mitigation, brownfields remediation, conservation, and working lands
- Support member municipalities in updating their comprehensive plans and administering zoning bylaws, including significant assistance in floodplain management
- Oversee professional services contracts for both regional and municipal planning efforts
- Administer a \$700,000 ARPA block grant for urban tree planting on behalf of VT FPR
- Conduct regional reviews of development projects; participate in state regulatory proceedings

Town Planner, Town of Essex

Iun 2017 - Oct 2022

- Led creation of Essex's strategic plans for housing, energy, & town center
- Led public engagement, addressed resident concerns, and responded to information requests on firearms ordinance, town forest management plans, and town center master plan
- Secured 4 state / federal grants totaling \$82,600 for tree stewardship & zoning reform
- Negotiated for meaningful public investments in review of development applications
- Fostered collaboration and cultivated leadership on volunteer committees

GIS Intern, Chittenden County Regional Planning Commission

Sep 2016 - June 2017

- Updated county-wide GIS datasets, including housing, employment, parcels, & stormwater
- Assisted senior staff with project development, quality control, & software automation

Member / Chair, Essex Conservation Committee (volunteer)

Oct 2014 - Jun 2017

- Led creation of a local conservation reserve fund & street tree management plan / fund
- Coordinated publicity, logistics, and volunteers for Clean Up Days, street tree survey

Library & Course Reserve Support Staff, UVM Libraries

Apr 2015 - Jun 2017

- Supervised and trained 10+ student employees, performed evaluations, resolved conflicts
- Streamlined databases and department protocols; collaborated on inter-departmental projects

Board Member and Secretary, Young Tradition Vermont (volunteer) Sep 2012 - Aug 2016

- Administered programs to support diverse youth engagement in traditional music and dance
- Assisted Director in event planning and production, budgeting, and nonprofit management

EDUCATION

Association of State Floodplain Managers, Certified Floodplain Manager

July 2024

Rubenstein School of Environment and Natural Resources

August 2010 - May 2014

Bachelor of Science in Natural Resource Ecology, minor in Chemistry Advanced GIS Training Certificate, May 2021

SOFTWARE SKILLS

• Microsoft Office

• ArcGIS Pro

Microsoft Teams

• Adobe Pro

• QGIS

• Zoom

MAYA BALASSA

mayabalassa@gmail.com | (828) 768-2652 | 41 Coyle St Portland, ME 04102

EDUCATION

University of Virginia | Master of Urban + Environmental Planning | 2021

North Carolina State University | Bachelor of Science: Environmental Science | 2018

North Carolina State University | Bachelor of Science: Political Science | 2018

CERTIFICATIONS

Portland Yoga Project | 200h Yoga Teacher Training | 2023

North Carolina State University | Stream Bank Repair | 2022

North Carolina State University | Stormwater SCM Inspection and Management | 2021

RELEVANT EXPERIENCE

Planner | Chittenden County Regional Planning Commission | 8.2024 - Current

- Support municipalities in Chittenden County with long range planning work
- Assist municipalities in grant management
- Provide zoning and site plan review assistance
- Facilitate community engagement efforts to comply with State statute and regional planning work

Planner | City of Portland, Maine | 8.2022 - 7.2024

- Manage site plan application projects; communicate with applicants and the public on relevant ordinances and interpretations
- Assist with long range planning projects
- Review site plan applications and construction management plans for compliance with appropriate regulations and policies

- Prepare and present staff reports for the Planning Board
- Manage the Temporary Art Program

Watershed Coordinator | RiverLink (AmeriCorps Project Conserve) | 9.2021–7.2022

- Manage the Adopt-A-Storm Drain Program, in partnership with the City of Asheville
- Assist with running volunteer days
- Assist with community engagement on grant funded projects
- Plan, promote, and execute community workshops
- Assist Watershed Manager, in general

Caterer | Caroline Allured Catering | 4.2019-6.2022

- Prepare and serve food at large events
- Assist with set and break down of events
- Support guests

Department Assistant | UVA Urban + Environmental Planning Program | 9.2020–4.2021

• Write, research, and design the alumni newsletters using MailChimp

Stormwater Intern | Town of Waynesville | 5.2020-8.2020

- Update stormwater outfall maps using GIS and GIS survey tools
- Create informational posters on the municipal separate storm sewer system for Waynesville departments and the public
- Collaborate with the local water nonprofit to create educational documents for the residents of Waynesville
- Create a page on stormwater on the Town of Waynesville website



Communications Manager and Title VI + ADA Coordinator CCRPC | 2013-Present

Emma joined the CCRPC in 2013, and her work focuses on facilitating communication between the many parties involved in CCRPC's focus areas of transportation, regional planning, housing, equity, and more. Emma manages the CCRPC's website and provides outreach, public participation, graphic design and communications support to municipalities, partners, and the state. She is passionate about finding creative ways to simplify complex topics and processes so they can be understood by all audiences. She also manages the CCRPC's Title VI Program and serves as the Title VI and ADA Coordinator for the organization. Emma grew up in rural southern Vermont, and resides in Essex Junction with her family.

EDUCATION

Saint Michael's College Colchester, VT

B.A., Journalism + Mass Communication: Minor: East Asian Studies

MEMBERSHIP

International Association of **Public Participation (IAP2)** 2012-Present

EMMA VAUGHN (she/her)



emmahelenavaughn@gmail.com | (802) 363-8051 120 Main Street, Essex Junction, VT 05452

SKILLS

Ability to understand and summarize broad, complex concepts and projects into clear, concise, and visually appealing ways.

Effective, professional communications support for staff, municipalities, partners, and the state, including:

WEBSITE + PROJECT WEBPAGE DEVELOPMENT / MANAGEMENT • PROJECT MANAGEMENT + SUPPORT • OUTREACH + ENGAGEMENT DEVELOPMENT + IMPLEMENTATION • COMMUNICATIONS STRATEGIZING + GUIDANCE • GRAPHIC DESIGN • BRANDING

High-quality, accessible graphic design production for internal and external initiatives, including:

OUTREACH + ENGAGEMENT MATERIALS (FLYERS, ADVERTISEMENTS, LOGOS, FACT SHEETS) • COHESIVE, CREATIVE DOCUMENT DESIGN + PACKAGING (MUNICIPAL + REGIONAL PLANS; PROJECT PLANS; EXECUTIVE SUMMARIES) • INCLUSIVE, ACCESSIBLE ONLINE + PRINTED INFOGRAPHICS • MUNICIPAL SUPPORT + CONSULTATION • PRESENTATION DESIGN • BRANDING PACKAGES

- Successful small- and large-scale event planning for a variety of marketing / communications / outreach initiatives.
- Extensive, efficient editing and proofreading skills.
- Fluency in relevant professional software, including:

MICROSOFT OFFICE SUITE • ADOBE CREATIVE SUITE • WORDPRESS • ARC GIS ONLINE / HUB • MONDAY.COM • CANVA • ZOOM • KONVEIO PUBLIC ENGAGEMENT SOFTWARE • GOOGLE ANALYTICS

EXPERIENCE

- Communications Manager | CCRPC | 2013-Present
 - Marketing + Communications Specialist | 2010-2013 Vasa, Inc.

WEBSITE CONTENT DEVELOPMENT + MANAGEMENT • CUSTOMER SERVICE + SUPPORT • EMAIL + PRINT ADVERTISING COPYWRITING + DESIGN • DATABASE MANAGEMENT • SOCIAL MEDIA + CAMPAIGN DEVELOPMENT + IMPLEMENTATION • GRAPHIC DESIGN • BRANDING

Client Support + Marketing Copywriter | 2008-2010 Resolution, Inc.

CREATIVE COPYWRITING FOR MAJOR NATIONAL BRANDS • CLIENT SUPPORT • COPYEDITING • PRODUCT RESEARCH + MARKETING DEVELOPMENT • DATABASE + WEBSITE MANAGEMENT • LARGE SCALE PRINT + MEDIA MANAGEMENT

APPLICATION TO HANG STREET BANNERS, GAS LAMP BANNERS OR EVENT FLAGS IN THE CITY OF ESSEX JUNCTION

Applicant's Name: Brenna Deovith
Organization: Champlain Valley Exposition
Tax Exempt #: <u>SUT-10007637</u> Non-Profit: Yes No
Address: 105 Pearl St., ESSEX JCt., UTOS452
Phone: 802-878-5645 Email: bdeavite cvexpo.org
Application for: Street Banner Gas Lamp Banners Event Flags
Message and dimensions: "Vermont Cotherings Summer Penaissance
Faire" with clates 30ft x 3ft
Locations you would like the event flags displayed: Over 2A
Dates to be hung: From: 6/12/2026 To: 6/28/2026
I certify that the above-described banner(s) or event flags have been constructed in accordance with the specifications noted.
Signed: Date: 12 2 2025
Please return completed application to the Managers Office, City of Essex Junction, 2 Lincoln Street, Essex Junction, VT 05452.
OFFICE USE ONLY
Insurance Certificate received: Yes No
City Council approval (date):

LIABILITY WAIVER

The City of Essex Junction has agreed to hang a banner(s) or event flags for (print organization name) Champlain Valley Exposition hereinafter known as "Owner."
To the extent permitted by law, the "Owner" agrees to indemnify and hold harmless the City of Essex Junction and its subsidiaries, its agents, employees or any other persons against loss or expense including attorney's fees, by reason of the liability imposed by law upon the City except in cases of the City's sole negligence, for damage because of bodily injury including death at any time resulting therefrom, sustained by any person or persons, or on account of damaged property arising out of the hung banner or in consequence of the performance of hanging the banner, whether such injuries to persons or damage to property are due, or claim to be due, to any passive negligence of the City employees or agents or any other person.
This indemnification and hold harmless agreement shall be insured by liability insurance naming the City as an additional insured in the "Owner's" policy, and a certificate of insurance must be provided prior to hanging the banner(s) or event flags.
Event: Summer Renaissance Faire
The banner(s)/event flags will be hung from 6 12 2026 to 6 28 2026 date
OWNER'S ACKNOWLEDGMENT; By: Date: 12/2/2025
CITY OF ESSEX JUNCTION ACKNOWLEDGMENT:
By: Jane Pfoff Date: 12/5/2025

APPLICATION TO HANG STREET BANNERS, GAS LAMP BANNERS OR EVENT FLAGS IN THE CITY OF ESSEX JUNCTION

Please Print Applicant's Name: Brenna Deowith
Organization: Champlain Valley Exposition
Tax Exempt #: <u>SUT-10007637</u> Non-Profit: Yes No
Address: 105 Pearl St., ESSEX JCt., UT05452
Phone: 802-878-5545 Email: bdeavite Cvexpo.org
Application for: Street Banner Gas Lamp Banners Event Flags
Message and dimensions: "Champlain Valley Fair"
widates 30ft x3ft
Locations you would like the event flags displayed:
Dates to be hung: From: 8/21/2026 To: 9/6/2025 I certify that the above-described banner(s) or event flags have been constructed in
accordance with the specifications noted.
Signed: Date: 12 2025
Please return completed application to the Managers Office, City of Essex Junction, 2 Lincoln Street, Essex Junction, VT 05452.
OFFICE USE ONLY
Insurance Certificate received: Yes No Liability Waiver received: Yes No Waiver signed: Yes No Application complete: Yes No
City Council approval (date):

LIABILITY WAIVER

The City of Essex Junction has agreed to hang a banner(s) or event flags for (print organization name) Champlain Valley Exposition, hereinafter known as "Owner."
To the extent permitted by law, the "Owner" agrees to indemnify and hold harmless the City of Essex Junction and its subsidiaries, its agents, employees or any other persons against loss or expense including attorney's fees, by reason of the liability imposed by law upon the City except in cases of the City's sole negligence, for damage because of bodily injury including death at any time resulting therefrom, sustained by any person or persons, or on account of damaged property arising out of the hung banner or in consequence of the performance of hanging the banner, whether such injuries to persons or damage to property are due, or claim to be due, to any passive negligence of the City employees or agents or any other person.
This indemnification and hold harmless agreement shall be insured by liability insurance naming the City as an additional insured in the "Owner's" policy, and a certificate of insurance must be provided prior to hanging the banner(s) or event flags.
Event: Champlain Valley Fair
The banner(s)/event flags will be hung from 8212026 to 9/6/2026 date
OWNER'S ACKNOWLEDGMENT: By: Date: 12/2/2025
CITY OF ESSEX JUNCTION ACKNOWLEDGMENT: By: Date: 12/4/2025

APPLICATION TO HANG STREET BANNERS, GAS LAMP BANNERS OR EVENT FLAGS IN THE CITY OF ESSEX JUNCTION

Please Print Applicant's Name: Brenna Deavith
Organization: Champlain Valley Exposition
Tax Exempt #: <u>SUT-10007637</u> Non-Profit: Yes No
Address: 105 Pearl St., Essex Jot., UT05452
Phone: 802-878-5645 Email: bdeavite Cvexpo.org
Application for: Street Banner Gas Lamp Banners Event Flags
Message and dimensions: "National Street Rod Association"
widates 30ft x 3ft
Locations you would like the event flags displayed: Over 2A
Dates to be hung: From: 9 7 2026 To: 9 20 20 26
I certify that the above-described banner(s) or event flags have been constructed in accordance with the specifications noted.
Signed: Date: 12/2/2025
Please return completed application to the Managers Office, City of Essex Junction, 2 Lincoln Street, Essex Junction, VT 05452.
OFFICE USE ONLY
Insurance Certificate received: Yes No Liability Waiver received: Yes No Waiver signed: Yes No Application complete: Yes No
City Council approval (date):

LIABILITY WAIVER

The City of Essex Junction has agreed to hang a banner(s) or event flags for (print organization name) Champlain Volley Exposition, hereinafter known as "Owner."
To the extent permitted by law, the "Owner" agrees to indemnify and hold harmless the City of Essex Junction and its subsidiaries, its agents, employees or any other persons against loss or expense including attorney's fees, by reason of the liability imposed by law upon the City except in cases of the City's sole negligence, for damage because of bodily injury including death at any time resulting therefrom, sustained by any person or persons, or on account of damaged property arising out of the hung banner or in consequence of the performance of hanging the banner, whether such injuries to persons or damage to property are due, or claim to be due, to any passive negligence of the City employees or agents or any other person.
This indemnification and hold harmless agreement shall be insured by liability insurance naming the City as an additional insured in the "Owner's" policy, and a certificate of insurance must be provided prior to hanging the banner(s) or event flags.
Event: National Street Rad Association (NORA)
The banner(s)/event flags will be hung from 972026 to 920206 date
OWNER'S ACKNOWLEDGMENT: By: Date: 12/2/2025
CITY OF ESSEX JUNCTION ACKNOWLEDGMENT: By: Date: 12/4/2025

APPLICATION TO HANG STREET BANNERS, GAS LAMP BANNERS OR EVENT FLAGS IN THE CITY OF ESSEX JUNCTION

Please Print Applicant's Name: Brenna Deovit
Organization: Champlain Valley Exposition
Tax Exempt #: <u>SUT-10007637</u> Non-Profit: No
Address: 105 Pearl St., ESSEX Jct., VT05452
Phone: 802-878-5545 Email: bdeavite cvexpo.org
Application for: Street Banner Gas Lamp Banners Event Flags
Message and dimensions: "Chomplain Valley Croft & Antique Expo"
widotes 30ft x 3ft
Locations you would like the event flags displayed:Over 2A
Dates to be hung: From: 10 2 2026 To: 10 18 2025 I certify that the above-described banner(s) or event flags have been constructed in accordance with the specifications noted.
Please return completed application to the Managers Office, City of Essex Junction, 2 Lincoln Street, Essex Junction, VT 05452.
OFFICE USE ONLY
Insurance Certificate received: Yes No Liability Waiver received: Yes No Waiver signed: Yes No No Application complete: Yes No
City Council approval (date):

LIABILITY WAIVER

The City of Essex Junction has agreed to hang a banner(s) or event flags for (print organization name) Champlain Valley Exposition, hereinafter known as "Owner."	
To the extent permitted by law, the "Owner" agrees to indemnify and hold harmless the City of Essex Junction and its subsidiaries, its agents, employees or any other persons against loss or expense including attorney's fees, by reason of the liability imposed by law upon the City except in cases of the City's sole negligence, for damage because of bodily injury including death at any time resulting therefrom, sustained by any person or persons, or on account of damaged property arising out of the hung banner or in consequence of the performance of hanging the banner, whether such injuries to persons or damage to property are due, or claim to be due, to any passive negligence of the City employees or agents or any other person.	
This indemnification and hold harmless agreement shall be insured by liability insurance naming the City as an additional insured in the "Owner's" policy, and a certificate of insurance must be provided prior to hanging the banner(s) or event flags.	
Event: Champlain Valley Craft & Antique Expo	
The banner(s)/event flags will be hung from 10 2 2026 to 10 18 2026 date	
OWNER'S ACKNOWLEDGMENT: By: Date: 12 2 202) <u>C</u>
CITY OF ESSEX JUNCTION ACKNOWLEDGMENT: By: Date: 12 4 2025	5

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City of Essex Junction Accounts Payable Check Warrant Report # 24099 Current Prior Next FY Invoices For Fund (GENERAL FUND) For Check Acct 01(GENERAL FUND) All check #s 11/14/25 To 11/14/25

Invoice Invoice Description Amount Check Check Date Invoice Number Paid Number Date Vendor Account 57080 11/14/25 05290 ADVANCE AUTO PARTS 9820 10/29/25 Antifreeze 210-5-30-12-610.000 77.88 455253025426 General Supplies 10/31/25 DEGREASER 5 GAL 210-5-40-12-610.000 57080 11/14/25 05290 ADVANCE AUTO PARTS 9820 36.39 552530444576 General Supplies ALLEGIANCE TRUCKS 09/02/25 Rod for Dorr Lock 57083 11/14/25 28555 210-5-25-10-430.000 40.55 X201164850:0 R&M Vehicles & Equipment AMAZON BUSINESS SERVICES 10/27/25 BL CPrograms OCT25 210-5-35-10-840.202 57084 11/14/25 80184 223.89 Childrens Programs 80184 AMAZON BUSINESS SERVICES 10/09/25 BL ADvd Return OCT25 210-5-35-10-640.201 -18.89 57084 11/14/25 1GLRK67KVFR7 Adult Collection 19815 AMAZON CAPITAL SERVICES 10/31/25 Senior Supplies 210-5-30-10-610.000 13.66 57085 11/14/25 179R1K6NJ9XD General Supplies 19815 AMAZON CAPITAL SERVICES 11/05/25 Senior Supplies 210-5-30-10-610.000 295.20 57085 11/14/25 1M3KYJKJFHLQ General Supplies AMAZON CAPITAL SERVICES 11/03/25 Office Supplies 210-5-30-10-610.000 12.99 57085 11/14/25 19815 10N1FTJ160KN General Supplies 19815 AMAZON CAPITAL SERVICES 11/06/25 Seniors Supplies 210-5-30-10-610.000 23.56 57085 11/14/25 10YC67694DXW General Supplies 25055 AQUARIUS LANDSCAPE SPRINK 11/06/25 2 Lincoln Sprinkler Closi 210-5-41-20-431.000 166.00 57088 11/14/25 5581533 R&M Buildings & Grounds 02420 AUTOZONE 11/03/25 Antifreeze 210-5-30-12-610.000 41.94 57089 11/14/25 03236708362 General Supplies 57090 11/14/25 80061 BASSICK, LINDA 11/07/25 BL CProgs-Music NOV25 210-5-35-10-840.202 100.00 0026 Childrens Programs 10/23/25 BL JBooks OCT25 00530 BRODART CO 210-5-35-10-640.202 835.48 57092 11/14/25 B7086783 Juvenille Collection 00530 BRODART CO 10/23/25 BL JBooks OCT25 210-5-35-10-610.000 182.39 57092 11/14/25 B7086783 General Supplies 11/08/25 BL RM Electric NOV28 210-5-41-21-431.000 57093 11/14/25 16030 BROWN ELECTRIC 510.42 R&M Buildings & Grounds 30360 BURLINGTON TELECOM 11/01/25 Phone/Internet November 2 210-5-41-22-530.000 52.46 57094 11/14/25 43985110125 Communications 30360 BURLINGTON TELECOM 11/01/25 Phone/Internet November 2 210-5-41-20-530.000 357.63 57094 11/14/25 43985110125 Communications 30360 BURLINGTON TELECOM 11/01/25 Phone/Internet November 2 210-5-40-12-530.000 160.46 57094 11/14/25 43985110125 Communications 30360 BURLINGTON TELECOM 11/01/25 Phone/Internet November 2 210-5-30-13-530.000 26.23 57094 11/14/25 43985110125 Communications 57094 11/14/25 30360 BURLINGTON TELECOM 11/01/25 Phone/Internet November 2 210-5-41-23-530.000 193.69 43985110125 Communications 30360 BURLINGTON TELECOM 11/01/25 Phone/Internet November 2 210-5-41-26-530.000 280.38 57094 11/14/25 43985110125 Communications 30360 BURLINGTON TELECOM 11/01/25 BL PhoneInternet OCT25 210-5-41-21-530.000 394.40 57095 11/14/25 BT 112025 Communications CATMA 2500.00 57096 11/14/25 80207 07/02/25 CATMA membership 2026 210-5-10-10-290.000 3329 Other Employee Benefits V04609 CENTER POINT LARGE PRINT 10/09/25 BL LP Books NOV25 210-5-90-00-991.000 103.08 57098 11/14/25 2204212 Library Donation Expense CENTER POINT LARGE PRINT 10/29/25 BL Fnd:LPbooks NOV25 57098 11/14/25 V04609 210-5-90-00-991.000 25.17

2207592

Library Donation Expense

For Check Acct 01(GENERAL FUND) All check #s 11/14/25 To 11/14/25

		Invoice	Invoice Description		Amount	Check	Check
Vendor		Date	Invoice Number	Account	Paid	Number	Date
V0461	CENTRAL BEVERAGE	11/06/25	BL Newspapers OCT25	210-5-35-10-640.201	461.50	57099	11/14/25
			151	Adult Collection			
15285	CHECKR INC	10/31/25	Background check EJRP	210-5-10-10-330.000	50.00	57101	11/14/25
			2137224	Professional Services			
21210	CINTAS LOC # 68M 71 M	10/30/25	3X10 BLACK MAT	210-5-40-12-610.000	26.30	57102	11/14/25
			4248220037	General Supplies			
21210	CINTAS LOC # 68M 71 M	11/06/25	3X10 BLACK MAT	210-5-40-12-610.000	26.30	57102	11/14/25
			4248946937	General Supplies			
80221	CLARK, BETHANY	10/23/25	Stipend Gov October 2025	210-5-11-10-190.000	100.00	57103	11/14/25
			102325Clark	Board Member Payments			
39475	CLAUSSEN'S INC	11/04/25	Bulbs	210-5-40-12-571.000	54.43	57104	11/14/25
			38643	Streetscape Maintenance			
80197	COEN, Thomas	10/23/25	Stipend Gov October 2025	210-5-11-10-190.000	100.00	57106	11/14/25
			102325Coen	Board Member Payments			
23660	D & M FIRE & SAFETY EQUIP	11/06/25	BL FireExtInsp NOV25	210-5-41-21-400.000	85.00	57108	11/14/25
			65133	Contracted Services			
33075	DELL MARKETING LP	11/08/25	BL Computers NOV25	210-5-35-10-735.000	20.47	57109	11/14/25
			10845902927	Tech: Equip/Hardware			
24305	DEMCO INC	11/06/25	BL Supplies NOV25	210-5-35-10-610.000	305.00	57110	11/14/25
			7723774	General Supplies			
31275	DON WESTON EXCAVATING INC	10/30/25	Main Street - Reset manho	210-5-40-12-451.000	11444.37	57111	11/14/25
			11219	Summer Construction Servi			
25715	DONALD L. HAMLIN CONSULT	10/29/25	com dev/brownell sept	210-5-16-10-330.000	97.50	57112	11/14/25
			25810102925	Professional Services			
23580	ED EATON FIRE TRUCK REPAI	11/03/25	Pump Testing	210-5-25-10-430.000	570.00	57113	11/14/25
			2-2025	R&M Vehicles & Equipment			
V0777	ESSEX REPORTER	10/15/25	Website Ad October 2025	210-5-10-10-540.000	145.00	57116	11/14/25
			420871	Advertising			
V0777	ESSEX REPORTER	10/31/25	Newsletter Ad November 20	210-5-10-10-540.000	615.00	57116	11/14/25
			422630	Advertising			
80170	FRIENDS OF HILDENE INC	11/03/25	BL MuseumPass Jan-Dec26	210-5-90-00-991.000	125.00	57120	11/14/25
			HILDENE NOVA	Library Donation Expense			
34895	GAUTHIER TRUCKING, INC.	11/01/25	11 JACKSON ST	210-5-40-12-425.000	156.88	57122	11/14/25
			1901863	Trash Removal			
34895	GAUTHIER TRUCKING, INC.	11/01/25	2 Lincoln Garbage October	210-5-41-20-425.000	342.33	57122	11/14/25
			1901864	Trash Removal			
34895	GAUTHIER TRUCKING, INC.	11/01/25	RailRoad ave - PEARL ST,	210-5-40-12-425.000	643.08	57122	11/14/25
			1901865	Trash Removal			
34895	GAUTHIER TRUCKING, INC.	11/01/25	BEECH ST barrel on bike p	210-5-40-12-425.000	91.08	57122	11/14/25
	·		1902033	Trash Removal			
34895	GAUTHIER TRUCKING, INC.	11/01/25	MSP Trash Removal Nov	210-5-41-26-425.000	519.46	57122	11/14/25
			1902775	Trash Removal			
20470	GLOBAL MONTELLO ATT: FLEE	10/31/25	October vehicle fuel	210-5-40-12-626.000	2259.81	57123	11/14/25
· -	· 	, 20	337816	Gasoline			,
20470	GLOBAL MONTELLO ATT: FLEE	10/31/25	October vehicle fuel	210-5-30-12-626.000	205.58	57123	11/14/25
		,,	337816	Gasoline	_33.33	5,123	, _ 1, 23
20470	GLOBAL MONTELLO ATT: FLEE	10/31/25	October vehicle fuel	210-5-30-12-626.000	228.53	57123	11/14/25
		,,	337816	Gasoline		5,123	, _ 1, 23
20470	GLOBAL MONTELLO ATT: FLEE	10/31/25	October vehicle fuel	210-5-25-10-626.000	547.20	57123	11/14/25
•••		_ ,, 51, 25	337816	Gasoline	J 2 0	3.223	_,,

City of Essex Junction Accounts Payable Check Warrant Report # 24099 Current Prior Next FY Invoices For Fund (GENERAL FUND) For Check Acct 01(GENERAL FUND) All check #s 11/14/25 To 11/14/25

		Invoice	Invoice Description		Amount	Check Check
Vendor		Date	Invoice Number	Account	Paid	
26400	GMT/CCTA		FY26 Member Assessment In		71148.25	57124 11/14/25
			2026-0006-3	GMT		
04035	GOT THAT RENTAL & SALES I	10/28/25	POST HOLE DIGGER FIBERGLA	210-5-30-12-610.000	72.99	57126 11/14/25
			148241	General Supplies		
12250	GRACE RENTALS LLC	11/07/25	BL FStorageContnr NOV25	210-5-90-00-991.000	2882.50	57127 11/14/25
			3079	Library Donation Expense		
07160	GREEN MOUNTAIN LIBRARY CO	11/04/25	BL LUV Subs JAN-DEC26	210-5-35-10-500.000	100.00	57129 11/14/25
			G264363	Training, Conf, Dues		
07160	GREEN MOUNTAIN LIBRARY CO	11/04/25	BL LUV Subs JAN-DEC26	210-5-35-10-505.000	1732.10	57129 11/14/25
			G264363	Tech. Subs, Licenses		
07160	GREEN MOUNTAIN LIBRARY CO	11/04/25	BL LUV Subs JAN-DEC26	210-1-00-00-120.000	1732.10	57129 11/14/25
			G264363	Prepaid Expenses		
21335	HOLY FAMILY / ST LAWRENCE	10/29/25	Seniors Bingo/Bridge	210-5-30-10-330.000	900.00	57132 11/14/25
			25SeptOct	Professional Services		
21335	HOLY FAMILY / ST LAWRENCE	10/29/25	Senior Cribbage SeptOct	210-5-30-10-330.000	400.00	57132 11/14/25
22405		10/04/05	Sept0ct25	Professional Services	00.00	FF100 11 /14 /0F
33495	INGRAM LIBRARY SERVICES I	10/24/25	BL A+FBooks OCT25	210-5-35-10-610.000	28.83	57133 11/14/25
33495	INGRAM LIBRARY SERVICES I	10/24/25	91473507 BL A+FBooks OCT25	General Supplies 210-5-90-00-991.000	16.24	57133 11/14/25
33493	INGRAM LIBRARI SERVICES I	10/24/25	91473507	Library Donation Expense	10.24	5/133 11/14/25
33495	INGRAM LIBRARY SERVICES I	10/24/25	BL A+FBooks OCT25	210-5-35-10-640.201	252.58	57133 11/14/25
33473	INGRAM BIBRARI SERVICES I	10/24/25	91473507	Adult Collection	232.30	3/133 11/14/23
33495	INGRAM LIBRARY SERVICES I	11/02/25	BL A.F.RBooks NOV25	210-5-35-10-640.201	351.77	57133 11/14/25
55155		,,	91664820	Adult Collection	552	07100 11,11,10
33495	INGRAM LIBRARY SERVICES I	11/02/25	BL A.F.RBooks NOV25	210-5-90-00-640.201	12.20	57133 11/14/25
			91664820	Adult Collection replacem		
33495	INGRAM LIBRARY SERVICES I	11/02/25	BL A.F.RBooks NOV25	210-5-90-00-991.000	74.31	57133 11/14/25
			91664820	Library Donation Expense		
33495	INGRAM LIBRARY SERVICES I	11/02/25	BL A.F.RBooks NOV25	210-5-35-10-610.000	38.87	57133 11/14/25
			91664820	General Supplies		
33495	INGRAM LIBRARY SERVICES I	11/03/25	BL ABooks NOV25	210-5-35-10-640.201	24.35	57133 11/14/25
			91685144	Adult Collection		
33495	INGRAM LIBRARY SERVICES I	11/03/25	BL ABooks NOV25	210-5-35-10-610.000	2.43	57133 11/14/25
			91685144	General Supplies		
33495	INGRAM LIBRARY SERVICES I	11/06/25	BL ABooks NOV25	210-5-35-10-640.201	25.29	57133 11/14/25
			91785385	Adult Collection		
33495	INGRAM LIBRARY SERVICES I	11/06/25	BL ABooks NOV25	210-5-35-10-610.000	1.39	57133 11/14/25
			91785385	General Supplies		
33495	INGRAM LIBRARY SERVICES I	11/06/25	BL ABooks CREDIT NOV25	210-5-35-10-640.201	-36.40	57133 11/14/25
			91793878	Adult Collection		
33495	INGRAM LIBRARY SERVICES I	11/06/25	BL ABooks CREDIT NOV25	210-5-35-10-610.000	-2.78	57133 11/14/25
00057	TANTERON LLC	10/07/05	91793878	General Supplies	071 00	E7124 11/14/0E
80257	JANITECH LLC	10/2//25	Credit for Senior Center CM-JT-200		-871.00	57134 11/14/25
80257	JANITECH LLC	11/01/25	Janitorial Services Novem	Cleaning Services	1669.42	57134 11/14/25
30231	OMMITECH DIC	11/01/25	INV-JT-6159	Cleaning Services	1007.42	57134 11/14/25
80257	JANITECH LLC	11/01/25	Janitorial Services Novem	_	2613.00	57134 11/14/25
		, 01/23	INV-JT-6159	Cleaning Services	_515.00	0.204 11/14/23
80257	JANITECH LLC	11/01/25	Janitorial Services Novem	_	2395.25	57134 11/14/25
			INV-JT-6159	Cleaning Services		
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City of Essex Junction Accounts Payable Check Warrant Report # 24099 Current Prior Next FY Invoices For Fund (GENERAL FUND) For Check Acct 01(GENERAL FUND) All check #s 11/14/25 To 11/14/25

		Invoice	Invoice Description		Amount	Check Check
Vendor		Date	Invoice Number	Account	Paid	Number Date
15145	JOBTARGET LLC	10/31/25	Job Ad-WRRF	210-5-10-10-540.000	399.00	57135 11/14/25
			34011864	Advertising		
80275	KAJEET, INC.	10/30/25	BL HotSpots NOV25	210-5-35-10-640.201	501.27	57136 11/14/25
			INV41223	Adult Collection		
03525	KITTELL BRANAGAN & SARGEN	11/06/25	FY25 audit progress bill	210-5-13-10-335.000	1564.74	57137 11/14/25
			99279	Audit		
V9454	LENNY'S SHOE & APP	10/31/25	Uniform for Jayden Rich	210-5-40-12-612.000	255.00	57138 11/14/25
			4083754	Uniforms		
80025	LIMAS JOSELYN	11/03/25	1043026000 DBL PMT 2025	210-2-00-00-200.002	5302.07	57139 11/14/25
			026000 REF	Overpayments Payable		
V10130	LOWE'S BUSINESS ACCOUNT	10/29/25	Cutting Blades	210-5-25-10-750.000	85.49	57140 11/14/25
			98290	Machinery & Equipment		
80137	MCCORMICK, SCOTT	10/28/25	Stipend CRC October 2025	210-5-13-10-190.000	50.00	57141 11/14/25
			102825McCorm	Board Member Payments		
V9970	MIDWEST TAPE	10/13/25	BL ADvds OCT25	210-5-35-10-640.201	23.24	57143 11/14/25
			507880271	Adult Collection		
V9970	MIDWEST TAPE	10/24/25	BL A Audio OCT25	210-5-35-10-640.201	149.58	57143 11/14/25
			507933322	Adult Collection		
V9970	MIDWEST TAPE	10/24/25	BL ADvd OCT25	210-5-35-10-640.201	15.74	57143 11/14/25
			507933323	Adult Collection		
V9970	MIDWEST TAPE	10/24/25	BL ADvd OCT25	210-5-35-10-640.201	25.49	57143 11/14/25
			507933325	Adult Collection		
V9970	MIDWEST TAPE	11/04/25	BL AAudio NOV25	210-5-35-10-640.201	250.55	57143 11/14/25
			507984802	Adult Collection		
V9970	MIDWEST TAPE	11/04/25	BL ADvds NOV25	210-5-35-10-640.201	46.48	57143 11/14/25
			507984804	Adult Collection		
44275	MVP SELECT CARE INC.	11/07/25	04 Oct 25 HRA Admin Fee	210-5-30-12-210.000	7.00	57146 11/14/25
			CINV014454	Group Insurance		
44275	MVP SELECT CARE INC.	11/07/25	04 Oct 25 HRA Admin Fee	210-5-30-10-210.000	22.75	57146 11/14/25
			CINV014454	Group Insurance		
44275	MVP SELECT CARE INC.	11/07/25	04 Oct 25 HRA Admin Fee	210-5-13-10-210.000	3.50	57146 11/14/25
			CINV014454	Group Insurance		
44275	MVP SELECT CARE INC.	11/07/25	04 Oct 25 HRA Admin Fee	210-5-10-10-210.000	14.00	57146 11/14/25
			CINV014454	Group Insurance		
44275	MVP SELECT CARE INC.	11/07/25	04 Oct 25 HRA Admin Fee	210-5-12-10-210.000	3.50	57146 11/14/25
			CINV014454	Group Insurance		
44275	MVP SELECT CARE INC.	11/07/25	04 Oct 25 HRA Admin Fee	210-5-40-12-210.000	8.05	57146 11/14/25
			CINV014454	Group Insurance		
44275	MVP SELECT CARE INC.	11/07/25	04 Oct 25 HRA Admin Fee	210-5-35-10-210.000	24.50	57146 11/14/25
			CINV014454	Group Insurance		
44275	MVP SELECT CARE INC.	11/07/25	04 Oct 25 HRA Admin Fee	210-5-16-10-210.000	7.00	57146 11/14/25
			CINV014454	Group Insurance		
80025	NAEF FRANK	11/07/25	1028038000 TAX PEN REF	210-2-00-00-200.002	472.25	57147 11/14/25
			38000 REF 25	Overpayments Payable		
10220	NEW ENGLAND AIR SYSTEMS L	10/31/25	Park St Service	210-5-41-23-400.000	1019.67	57148 11/14/25
			209612	Contracted Services		
10220	NEW ENGLAND AIR SYSTEMS L	11/01/25	HVAC Yearly Maintenance F	210-5-41-21-431.000	2281.00	57148 11/14/25
			209627	R&M Buildings & Grounds		
10220	NEW ENGLAND AIR SYSTEMS L	11/01/25	HVAC Yearly Maintenance F	210-5-41-22-431.000	570.00	57148 11/14/25
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209627

R&M Buildings & Grounds

For Check Acct	O1 (CENEDAL	FIIND)	All check	# 0	11/14/25 To 11/14/25	

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Check Number Date
10220	NEW ENGLAND AIR SYSTEMS L	11/01/25	HVAC Yearly Maintenance F	210-5-41-20-431.000	2189.00	57148 11/14/25
			209627	R&M Buildings & Grounds		
10220	NEW ENGLAND AIR SYSTEMS L	11/01/25	HVAC Yearly Maintenance F	210-5-41-23-431.000	3000.00	57148 11/14/25
			209627	R&M Buildings & Grounds		
10220	NEW ENGLAND AIR SYSTEMS L	11/01/25	HVAC Yearly Maintenance F	210-5-40-12-431.000	800.00	57148 11/14/25
			209627	R&M Buildings & Grounds		
10220	NEW ENGLAND AIR SYSTEMS L	11/01/25	HVAC Yearly Maintenance F	210-5-41-26-431.000	2305.00	57148 11/14/25
			209627	R&M Buildings & Grounds		
37605	NEW ENGLAND MUNICIPAL RES	09/29/25	PRC annual hosting fee	210-5-15-10-505.000	530.45	57149 11/14/25
			57816	Tech. Subs, Licenses		
44745	NORTHEASTERN SECURITY	10/28/25	BL DoorAlarm OCT25	210-5-41-21-431.000	1300.00	57151 11/14/25
			2001817	R&M Buildings & Grounds		
19325	OPEN APPROACH INC	11/01/25	IT Services November 2025	210-5-14-10-505.000	50.00	57152 11/14/25
			27606	Tech. Subs, Licenses		
19325	OPEN APPROACH INC	11/01/25	IT Services November 2025	210-5-25-10-570.000	98.40	57152 11/14/25
			27606	Other Purchased Services		
19325	OPEN APPROACH INC	11/01/25	IT Services November 2025	210-5-14-10-330.000	11940.60	57152 11/14/25
			27606	Professional Services		
19325	OPEN APPROACH INC	11/01/25	IT Services November 2025	210-5-14-10-505.000	3447.00	57152 11/14/25
			27606	Tech. Subs, Licenses		
V10729	OVERDRIVE INC	10/06/25	BL JDigiBooks OCT25	210-5-35-10-640.202	552.91	57153 11/14/25
			01459DA25311	Juvenille Collection		
V10729	OVERDRIVE INC	10/31/25	BL A.Craftsy OCT25	210-5-35-10-640.201	2.99	57153 11/14/25
			01459SV25343	Adult Collection		
80025	PALMER JEAN	11/03/25	1029178001 Tax Ref 2025	210-2-00-00-200.002	492.42	57155 11/14/25
			178001 REF	Overpayments Payable		
V10554	PHOENIX BOOKS BURLINGTON	10/28/25	BL JBooks OCT25	210-5-35-10-640.202	23.99	57157 11/14/25
			1730424	Juvenille Collection		
25140	PIKE INDUSTRIES INC	10/31/25	Asphalt	210-5-40-12-605.000	301.50	57158 11/14/25
			1353150	Summer Construction Suppl		
25140	PIKE INDUSTRIES INC	11/07/25	Asphalt	210-5-40-12-605.000	1788.48	57158 11/14/25
			1354507	Summer Construction Suppl		
80050	PLAGEMAN ROBERT M	10/28/25	Stipend CRC October 2025	210-5-13-10-190.000	50.00	57159 11/14/25
			102825Plagem	Board Member Payments		
24410	PRIORITY EXPRESS INC	10/31/25	BL Courier 9 OCT25	210-5-35-10-560.000	238.86	57161 11/14/25
			80272544	Postage		
05380	PURCHASE POWER	11/05/25	2 Lincoln Postage October	210-5-10-10-560.000	502.25	57162 11/14/25
			110520254061	Postage		
37430	R R CHARLEBOIS INC	10/06/25	VT inspec Truck #5	210-5-40-12-430.000	5858.42	57163 11/14/25
			RC90636	R&M Vehicles & Equipment		
24325	RADIO NORTH GROUP INC	10/13/25	Antenna	210-5-25-10-611.000	58.00	57164 11/14/25
			24147480	Small Tools and Equipment		
18010	REYNOLDS & SON, INC.	11/06/25	Bourke NFPA Eyeshield	210-5-25-10-612.000	120.75	57165 11/14/25
			3459857	Uniforms		
21815	RICK'S TOWING & REPAIR	11/05/25	Stack Conex Boxes at Trai	210-5-25-10-500.000	500.00	57166 11/14/25
			#25-11301	Training, Conf, Dues		
22840	RIES DANIEL	11/03/25	MSP Lock Work	210-5-30-12-330.000	396.00	57167 11/14/25
			1251103596	Professional Services		
37965	S D IRELAND CONCRETE	10/28/25	Job: 6 WILLEY'S CT.	210-5-40-12-605.000	521.00	57168 11/14/25
			122786	Summer Construction Suppl		

For Check Acct 01(GENERAL FUND) All check #s 11/14/25 To 11/14/25

		Invoice	Invoice Description		Amount	Check Check
Vendor		Date	Invoice Number	Account	Paid	Number Date
17505	SAND HILL SOLAR LLC KSI I	11/10/25	Service Period: 10/7/25-1		311.40	57169 11/14/25
			283SH111025	Electricity		
17505	SAND HILL SOLAR LLC KSI I	11/10/25	Service Period: 10/7/25-1		471.26	57169 11/14/25
			283SH111025	Streetlight Electricity		
17505	SAND HILL SOLAR LLC KSI I	11/10/25	Service Period: 10/7/25-1		693.70	57169 11/14/25
17505		11 /10 /05	283SH111025	Electricity	211 22	F71 CO 11 /14 /OF
17505	SAND HILL SOLAR LLC KSI I	11/10/25	Service Period: 10/7/25-1		311.39	57169 11/14/25
17505	G1100 11111 G0110 11G 14GT T	11/10/05	283SH111025	Electricity	170 10	E71.00 11/14/0E
17505	SAND HILL SOLAR LLC KSI I	11/10/25	Service Period: 10/7/25-1		170.18	57169 11/14/25
17505	G1100 11111 G0110 11G 14GT T	11/10/05	283SH111025	Electricity	1765 21	E71.00 11./14./0E
17505	SAND HILL SOLAR LLC KSI I	11/10/25	Service Period: 10/7/25-1 283SH111025		1765.31	57169 11/14/25
17505	SAND HILL SOLAR LLC KSI I	11/10/25	Service Period: 10/7/25-1	Electricity	83.30	E7160 11/14/2E
17505	SAND HILL SOLAR LLC KSI I	11/10/25	283SH111025	Electricity	63.30	57169 11/14/25
00275	SB SIGNS INC	09/29/25	30" vehicle logo decals 2	<del>-</del>	90.00	57170 11/14/25
00275	SB SIGNS INC	03/23/23	32458	R&M Vehicles & Equipment	30.00	3/1/0 11/14/23
09105	SECURE SHRED	10/07/25	shred services	210-5-12-10-330.000	25.00	57171 11/14/25
03103	SECORE SHRED	10/01/25	505703	Professional Services	25.00	3/1/1 11/14/23
09105	SECURE SHRED	11/04/25	shred services	210-5-12-10-330.000	25.00	57171 11/14/25
03103	SECORE SHRED	11/04/25	508544	Professional Services	25.00	3/1/1 11/14/23
09105	SECURE SHRED	11/04/25	EJRP Shred Service Nov	210-5-30-10-330.000	25.00	57171 11/14/25
03103	baccia binab	11,04,25	508547	Professional Services	25.00	3/1/1 11/11/23
42565	SEVEN DAYS	10/29/25	RFP Mural for Fire Statio		109.72	57172 11/14/25
	3_v_x 2	-0,-0,-0	249793	Advertising		07171 117171
42565	SEVEN DAYS	11/05/25	DRB Ad 11/20/25 meeting	210-5-16-10-540.000	95.16	57172 11/14/25
		,,	249931	Advertising		
80025	STRUTHERS JASON	11/12/25	1043001009 Tax Ref 2025	210-2-00-00-200.002	1633.54	57176 11/14/25
			001009 REF	Overpayments Payable		
80123	SULLIVAN/ MICHAEL//	10/22/25	Stipend CSWD October 2025		50.00	57177 11/14/25
			102225Sulliv	Board Member Payments		
29090	SUNBELT RENTALS	11/03/25	STARTER, RECOIL for pump	210-5-30-12-610.000	26.56	57178 11/14/25
			176464589	General Supplies		
29090	SUNBELT RENTALS	11/03/25	Credit for a double payme	210-5-30-12-610.000	-240.10	57178 11/14/25
			CR161013461	General Supplies		
80198	VERASAMY, MARLON	10/23/25	Stipend Gov October 2025	210-5-11-10-190.000	100.00	57182 11/14/25
			102325Verasa	Board Member Payments		
19350	VERIZON CONNECT FLEET USA	11/03/25	VEHICLE TRACKING Subscrip	210-5-40-12-505.000	151.60	57183 11/14/25
			350000080916	Tech. Subs, Licenses		
24570	VERMONT AWARDS AND ENGRAV	11/06/25	Memorial Plaque TW	210-5-10-10-845.000	101.02	57184 11/14/25
			92778	Employee/Volunteer Recogn		
23395	VILLAGE HARDWARE - WILLIS	10/15/25	Maint Supplies	210-5-30-12-610.000	237.22	57185 11/14/25
			521051	General Supplies		
23395	VILLAGE HARDWARE - WILLIS	10/30/25	nuts and bolts	210-5-40-12-610.000	20.40	57185 11/14/25
			521124	General Supplies		
23395	VILLAGE HARDWARE - WILLIS	10/31/25	14PC Drill Bit Set	210-5-40-12-610.000	22.79	57185 11/14/25
			521135	General Supplies		
23395	VILLAGE HARDWARE - WILLIS	11/03/25	GT5/8" Fem Hose Mender	210-5-40-12-610.000	41.30	57185 11/14/25
			521140	General Supplies		
23395	VILLAGE HARDWARE - WILLIS	11/07/25	WINTER RYE BY THE LB 1# =	210-5-40-12-610.000	7.11	57185 11/14/25
			521168	General Supplies		

### For Check Acct 01(GENERAL FUND) All check #s 11/14/25 To 11/14/25

		Invoice	Invoice Description		Amount	Check Check
Vendor		Date	Invoice Number	Account	Paid	Number Date
23395	VILLAGE HARDWARE - WILLIS	08/22/25	Propane Tank	210-5-30-12-610.000	76.98	57185 11/14/25
			911420	General Supplies		
28470	VMERS DB 110800	11/07/25	Payroll Transfer	210-2-00-00-210.004	24076.61	57186 11/14/25
			PR-11/07/25	Retirement Payable		
80130	VMERS DC 110800	11/07/25	Payroll Transfer	210-2-00-00-210.004	2334.55	57187 11/14/25
			PR-11/07/25	Retirement Payable		
29825	VT GAS SYSTEMS	10/22/25	MSP VT Gas Nov	210-5-41-26-621.000	131.19	57188 11/14/25
			15787561022A	Natural Gas/Heating		
29825	VT GAS SYSTEMS	10/22/25	MSP VT Gas Nov	210-5-41-26-621.000	117.97	57189 11/14/25
			810044102225	Natural Gas/Heating		
00935	VT PET FOOD & SUPPLY	11/05/25	Clay Cat Litter	210-5-25-10-610.000	373.50	57190 11/14/25
			48454-01	General Supplies		
V2258	VTGFOA	10/30/25	fall workshop	210-5-13-10-500.000	60.00	57192 11/14/25
			Nov25-003	Training, Conf, Dues		
07565	W B MASON CO INC	10/29/25	Office Supplies	210-5-30-10-610.000	82.18	57193 11/14/25
			257849727	General Supplies		
07565	W B MASON CO INC	10/31/25	Park St Maint Supplies	210-5-30-12-610.000	477.10	57193 11/14/25
			257908078	General Supplies		
07565	W B MASON CO INC	10/31/25	Maint Supplies	210-5-30-12-610.000	606.96	57193 11/14/25
			257908562	General Supplies		
07565	W B MASON CO INC	11/03/25	Office Supplies	210-5-30-10-610.000	128.95	57193 11/14/25
			257928627	General Supplies		
07565	W B MASON CO INC	11/03/25	Office Supplies	210-5-30-10-610.000	44.09	57193 11/14/25
			257931568	General Supplies		
25715	DONALD L. HAMLIN CONSULT	10/29/25	Pocket Park Aug - Sept 20		450.00	57112 11/14/25
			22815102925	1 Main; Road Res-Q		
25715	DONALD L. HAMLIN CONSULT	10/29/25	EJ-Crescent Connector Pha		3988.10	57112 11/14/25
			22822102925	Cres. Connector		
25715	DONALD L. HAMLIN CONSULT	10/29/25	EJ-Public Works Facility		633.75	57112 11/14/25
			24828102925	Public Works Facility		
25715	DONALD L. HAMLIN CONSULT	10/29/25	com dev/brownell sept	232-5-41-21-730.001	97.50	57112 11/14/25
			25810102925	Roof		
23435	CHAMPLAIN WATER DISTRICT	10/31/25	Water Oct 2025	254-5-54-20-411.000	1055.94	57100 11/14/25
			103125	CWD Water Purchase		
23435	CHAMPLAIN WATER DISTRICT	10/31/25	Water Oct 2025	254-5-54-20-411.000	63588.74	57100 11/14/25
			103125	CWD Water Purchase		
23435	CHAMPLAIN WATER DISTRICT	10/31/25	Water Oct 2025	254-5-54-70-411.400	326103.34	57100 11/14/25
			103125	CWD Water Purchase - Glob		
23435	CHAMPLAIN WATER DISTRICT	10/31/25	Water Oct 2025	254-5-54-70-411.400	5415.20	57100 11/14/25
			103125	CWD Water Purchase - Glob		
31275	DON WESTON EXCAVATING INC	10/30/25	West Street - Set curb fr		1785.00	57111 11/14/25
			11218	R&M Infrastructure		
20470	GLOBAL MONTELLO ATT: FLEE	10/31/25	October vehicle fuel	254-5-54-20-626.000	192.17	57123 11/14/25
			337816	Gasoline		
03525	KITTELL BRANAGAN & SARGEN	11/06/25	FY25 audit progress bill		782.37	57137 11/14/25
			99279	Audit		
03070	MINUTEMAN PRESS	10/31/25	UB Mailing Oct 2025	254-5-54-20-560.000	439.65	57144 11/14/25
			60992	Postage		
80059	MSK ENGINEERS	11/06/25	Project 1461-001 ESSEX JU		1705.23	57145 11/14/25
			18166	Service Line Inventoy		

### City of Essex Junction Accounts Payable Check Warrant Report # 24099 Current Prior Next FY Invoices For Fund (GENERAL FUND) For Check Acct 01(GENERAL FUND) All check #s 11/14/25 To 11/14/25

		Invoice	Invoice Description		Amount	Check Check
Vendor		Date	Invoice Number	Account	Paid	Number Date
44275	MVP SELECT CARE INC.	11/07/25	04 Oct 25 HRA Admin Fee	254-5-54-20-210.000	9.80	57146 11/14/25
			CINV014454	Group Insurance		
V2227	TI-SALES, INC.	10/31/25	5/8" X 3/4" Neptune T-10	254-5-54-70-750.001	1422.87	57179 11/14/25
			INV0191057	Meter Replacement Program		
V2227	TI-SALES, INC.	11/05/25	Neptune 360 Advanced Modu	254-5-54-20-505.000	1857.60	57179 11/14/25
			INV0191205	Tech. Subs, Licenses		
20475	AERZEN USA CORPORATION	10/22/25	Aertronic - Screen for bl	255-5-55-30-570.000	3262.38	57081 11/14/25
			SEPI-25-0061	Other Purchased Services		
V9533	CCP INDUSTRIES	10/29/25	FLANNEL, RECLAIMED 50# SW	255-5-55-30-610.000	360.88	57097 11/14/25
			IN05603491	General Supplies		
V10347	EHRLICH	11/03/25	PEST CONTROL MAINTENANCE		106.61	57114 11/14/25
			85530988	R&M Buildings		
06870	ENDYNE INC	10/30/25	Biosoids Land Application	•	5500.00	57115 11/14/25
			554794	Biosolids Land Applicatio		
06870	ENDYNE INC	11/04/25	Essex Jct. WWTF TKN Only		35.00	57115 11/14/25
		, , , ,	556147	Technical Services		. , .
06870	ENDYNE INC	11/07/25	SHT NY Bi-Monthly	255-5-55-30-568.000	410.00	57115 11/14/25
00070		,	556703	Biosolids Subcontractor	120.00	0.110 11,11,10
V10616	EVOQUA WATER TECH LLC	10/29/25	BIOXIDE	255-5-55-30-619.000	12075.00	57117 11/14/25
		-0,-0,-0	907278851	Chemicals		0,11, 11,11,10
04640	FASTENAL INDUSTRIAL & CON	11/04/25	Bolts for the GBT	255-5-55-30-570.000	111.93	57118 11/14/25
01010	THE TABLE TABLE TO CON	11,01,23	VTBUR341202	Other Purchased Services	111.75	3/110 11/14/13
04640	FASTENAL INDUSTRIAL & CON	11/06/25	Supplies	255-5-55-30-610.000	639.15	57118 11/14/25
01010	THE TABLE TABLE TO CON	11,00,23	VTBUR341232	General Supplies	033.13	3/110 11/14/13
04640	FASTENAL INDUSTRIAL & CON	11/06/25	Supplies	255-5-55-30-570.000	273.72	57118 11/14/25
01010	THE TABLE TABLE TO CON	11,00,23	VTBUR341232	Other Purchased Services	273.72	3/110 11/14/13
19005	FIRSTLIGHT FIBER	11/01/25	Communications: 11/1/25-1		545.36	57119 11/14/25
13003	TIMOTHIOM TIBER	11,01,13	21552649	Communications	343.30	3/113 11/14/13
20470	GLOBAL MONTELLO ATT: FLEE	10/21/25	October vehicle fuel	255-5-55-30-626.000	192.55	57123 11/14/25
20470	GLOBAL MONTELLO ATT. PLEE	10/31/23	337816	Gasoline	172.55	3/123 11/14/23
24785	GRAINGER	10/21/25	SURGE PROTECTOR STRIP,7 O		289.32	57128 11/14/25
24703	GRAINGER	10/31/23	9695390642	General Supplies	269.32	3/126 11/14/23
24785	GRAINGER	10/21/25	BATTERY CHARGER	255-5-55-30-610.000	539.66	57128 11/14/25
24703	GRAINGER	10/31/23	9695390659	General Supplies	339.00	3/126 11/14/23
V1093	HOLLAND CO., INC.	11/07/25	Sodium Bisulfite Solution		5190.30	57131 11/14/25
V1093	HOLLAND CO., INC.	11/0//23	PI36532	Chemicals	3190.30	3/131 11/14/23
80257	JANITECH LLC	11/01/25	Janitorial Services Novem		217.75	57134 11/14/25
80237	DANITECH INC	11/01/23	INV-JT-6159	R&M Buildings	217.73	3/134 11/14/23
03525	KITTELL BRANAGAN & SARGEN	11/06/25	FY25 audit progress bill	<u>-</u>	741.19	57137 11/14/25
03323	KIIIEEE BRANAGAN & SARGEN	11/00/23	99279	Audit	741.13	3/13/ 11/14/23
44275	MATE CRIECE CARE INC	11/07/25	04 Oct 25 HRA Admin Fee		14.00	571 <i>46</i> 11/14/25
44275	MVP SELECT CARE INC.	11/0//25			14.00	57146 11/14/25
10225	ODEN ADDROACH INC	11/01/25	CINV014454	Group Insurance	E0 00	E71E2 11/14/2E
19325	OPEN APPROACH INC	11/01/25	IT Services November 2025		50.00	57152 11/14/25
10225	ODEN ADDROACH TWO	11/01/05	27606	Tech. Subs, Licenses	160.00	E71E0 11/14/05
19325	OPEN APPROACH INC	11/01/25	Monthly Billing for Novem		160.00	57152 11/14/25
02160	D C H CENEGAC TWO	10/07/05	27607	Technical Services	0100 00	E71E4 11/14/05
03160	P & H SENESAC INC	10/2//25	2 TOTES 9530 Polymer	255-5-55-30-568.000	9108.00	57154 11/14/25
172002	CLACK CHEMICAL COMPANY	10/20/05	20660	Biosolids Subcontractor	10750 00	E7170 11/14/0F
V2093	SLACK CHEMICAL COMPANY IN	10/30/25	Caustic 50%	255-5-55-30-619.000	10752.00	57173 11/14/25
			494605	Chemicals		

# City of Essex Junction Accounts Payable Check Warrant Report # 24099 Current Prior Next FY Invoices For Fund (GENERAL FUND) For Check Acct 01(GENERAL FUND) All check #s 11/14/25 To 11/14/25

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	
v2093	SLACK CHEMICAL COMPANY IN	11/03/25	chlorine 4542 gal	255-5-55-30-619.000	9447.47	57173	11/14/25
80276	Trublue of Northern Vermo	11/12/25	494772 deposit 2 overhead doors		8231.50	57180	11/14/25
02970	USA BLUE BOOK INC	10/30/25	#569 Blower filters INV00871306	Other Purchased Services 255-5-55-30-570.000 Other Purchased Services	469.90	57181	11/14/25
23395	VILLAGE HARDWARE - WILLIS	10/29/25	Nuts for Rag press	255-5-55-30-610.000 General Supplies	31.30	57185	11/14/25
VI633	WILMINGTON TRUST	10/30/25	debt payment AR1-004 AR1-004 103A	255-2-00-00-250.001 AR1-004	2786.30	57194	11/14/25
VI633	WILMINGTON TRUST	10/30/25	debt payment AR1-004 AR1-004 103A	255-5-55-70-955.001 ARRA Loan-AR1-004 Admin	351.53	57194	11/14/25
80274	XYLEM WATR SOLUTIONS USA	10/23/25	ESSEX JUNCT WO-376498 3556D96536	255-5-55-70-722.026 SHT #1 Mixer	36326.90	57195	11/14/25
80274	XYLEM WATR SOLUTIONS USA	11/04/25	mixers - ESSEX JUNCT WO-0 3556D97987	255-5-55-70-722.026 SHT #1 Mixer	13364.30	57195	11/14/25
20470	GLOBAL MONTELLO ATT: FLEE	10/31/25	October vehicle fuel 337816	256-5-56-40-626.000 Gasoline	303.23	57123	11/14/25
03525	KITTELL BRANAGAN & SARGEN	11/06/25	FY25 audit progress bill 99279	256-5-56-40-335.000 Audit	411.70	57137	11/14/25
03070	MINUTEMAN PRESS	10/31/25	UB Mailing Oct 2025 60992	256-5-56-40-560.000 Postage	892.63	57144	11/14/25
44275	MVP SELECT CARE INC.	11/07/25	04 Oct 25 HRA Admin Fee CINV014454	256-5-56-40-210.000 Group Insurance	5.50	57146	11/14/25
19325	OPEN APPROACH INC	11/01/25	Monthly Billing for Novem 27607	256-5-56-40-340.000 Technical Services	560.00	57152	11/14/25
17505	SAND HILL SOLAR LLC KSI I	11/10/25	Service Period: 10/7/25-1 283SH111025	256-5-56-40-622.000 Electricity	51.36	57169	11/14/25
17505	SAND HILL SOLAR LLC KSI I	11/10/25	Service Period: 10/7/25-1 283SH111025	256-5-56-40-434.002 West Street PS Costs	371.26	57169	11/14/25
17505	SAND HILL SOLAR LLC KSI I	11/10/25	Service Period: 10/7/25-1 283SH111025	256-5-56-40-434.001 Susie Wilson PS Costs	294.60	57169	11/14/25
23855	SOUTHWORTH-MILTON, INC.		9 Old Colchester Road Pum SINV0077070	R&M Pump Stations	722.41		11/14/25
V2227	TI-SALES, INC.		5/8" X 3/4" Neptune T-10 INV0191057	Meter Replacement Program	2845.75		11/14/25
V2227	TI-SALES, INC.		Neptune 360 Advanced Modu INV0191205	Tech. Subs, Licenses	3715.20		11/14/25
VI633	WILMINGTON TRUST		debt payment AR1-004 AR1-004 103A	256-2-00-00-250.001 AR1-004	12607.61		11/14/25
VI633	WILMINGTON TRUST		debt payment AR1-004 AR1-004 103A	256-5-56-70-955.001  ARRA Loan-AR1-004 Admin	1590.60		11/14/25
44275	MVP SELECT CARE INC.		04 Oct 25 HRA Admin Fee CINV014454	257-5-57-50-210.000 Group Insurance	4.65		11/14/25
07305	AIRGAS USA LLC		Pool Chemicals 5519936771	259-5-30-11-431.000 R&M Buildings & Grounds	389.48		11/14/25
19815 19815	AMAZON CAPITAL SERVICES  AMAZON CAPITAL SERVICES		RK Fleming Supplies 11W47DCT6RPV RK EES 1-2 Supplies	259-5-30-15-610.000 General Supplies 259-5-30-15-610.000	102.47 167.49		11/14/25 11/14/25
<del>-</del>		,,	1CH6WV9DGVH3	General Supplies	2 <u> </u>		, -,

# City of Essex Junction Accounts Payable Check Warrant Report # 24099 Current Prior Next FY Invoices For Fund (GENERAL FUND) For Check Acct 01(GENERAL FUND) All check #s 11/14/25 To 11/14/25

		Invoice	Invoice Description		Amount	Check Check
Vendor		Date	Invoice Number	Account	Paid	Number Date
19815	AMAZON CAPITAL SERVICES		RK EES 1-2 Supplies	259-5-30-15-610.000	9.99	57085 11/14/25
			1CRW6G3T3F67	General Supplies		
19815	AMAZON CAPITAL SERVICES	10/29/25	RK Fleming Supplies	259-5-30-15-610.000	45.97	57085 11/14/25
			1FGXQ4TN9N17	General Supplies		
19815	AMAZON CAPITAL SERVICES	10/31/25	RK Fleming Supplies	259-5-30-15-610.000	39.28	57085 11/14/25
			1GDHDMX7QKKH	General Supplies		
19815	AMAZON CAPITAL SERVICES	10/30/25	RK EES 1-2 Supplies	259-5-30-15-610.000	17.98	57085 11/14/25
			1GLRK67K37MD	General Supplies		
19815	AMAZON CAPITAL SERVICES	11/04/25	Town Behavior Supplies	259-5-30-15-610.000	12.99	57085 11/14/25
			1GNFPMPF4YCQ	General Supplies		
19815	AMAZON CAPITAL SERVICES	10/31/25	RK Fleming Supplies	259-5-30-15-610.000	104.89	57085 11/14/25
			1LDKRJTFMKKP	General Supplies		
19815	AMAZON CAPITAL SERVICES	10/30/25	RK Hiawatha Supplies	259-5-30-15-610.000	77.23	57085 11/14/25
			1P3N14GV3X3W	General Supplies		
19815	AMAZON CAPITAL SERVICES	11/05/25	RK Fleming Supplies	259-5-30-15-610.000	18.53	57085 11/14/25
			1RF1NMY36QD7	General Supplies		
19815	AMAZON CAPITAL SERVICES	11/05/25	RK EES K Supplies	259-5-30-15-610.000	130.15	57085 11/14/25
			1RMNKMNN7THX	General Supplies		
19815	AMAZON CAPITAL SERVICES	11/03/25	Childcare Supplies	259-5-30-15-610.000	22.58	57085 11/14/25
			1RY1CDYHF77Y	General Supplies		
19815	AMAZON CAPITAL SERVICES	11/05/25	RK MSP Supplies	259-5-30-15-610.000	32.56	57085 11/14/25
			1TRR1NJ76WCM	General Supplies		
19815	AMAZON CAPITAL SERVICES	11/05/25	RK Fleming Supplies	259-5-30-15-610.000	25.99	57085 11/14/25
			1VLK3X6F6XJW	General Supplies		
19815	AMAZON CAPITAL SERVICES	11/03/25	RK MSP Supplies	259-5-30-15-610.000	59.99	57085 11/14/25
			1X413DYQFJKQ	General Supplies		
19815	AMAZON CAPITAL SERVICES	10/28/25	RK Hiawatha Supplies	259-5-30-15-610.000	50.91	57085 11/14/25
			1YC4T91RHJTY	General Supplies		
19815	AMAZON CAPITAL SERVICES	11/04/25	RK Fleming Supplies	259-5-30-15-610.000	60.38	57085 11/14/25
			1YPM4QHX1RWX	General Supplies		
25595	AMERICAN RED CROSS	10/31/25	RK Staff CPR	259-5-30-15-330.000	360.00	57087 11/14/25
			23014371	Professional Services		
29145	BEN & JERRY'S WATERBURY S	10/29/25	Vac Camp Tour 11/25	259-5-30-15-330.000	55.00	57091 11/14/25
			112525	Professional Services		
25120	CLICKTIME.COM	11/03/25	EJRP Timesheets Oct	259-5-30-10-505.000	1024.00	57105 11/14/25
			463620	Tech. Subs, Licenses		
18025	CREATIVE DISPLAYS INC	11/04/25	Winter Light Display	259-5-30-12-610.000	976.33	57107 11/14/25
			63207	General Supplies		
80192	Fountain of Youth Fitness	11/05/25	Lifting Spirits 11/3	259-5-30-14-330.000	83.20	57121 11/14/25
			110525D	Professional Services		
11260	GOLD STAR DOG TRAINING	10/27/25	Dog Program Nov	259-5-30-14-330.000	4088.00	57125 11/14/25
			150	Professional Services		
04035	GOT THAT RENTAL & SALES I	10/23/25	Pumpkin Display Planks	259-5-30-12-442.000	114.00	57126 11/14/25
			148086	Rental Vehicles/Equip		
04005	GREGORY CIARA	11/04/25	Zumba Gold Oct	259-5-30-14-330.000	184.00	57130 11/14/25
			110425D	Professional Services		
80257	JANITECH LLC	11/01/25	Janitorial Services Novem	259-5-30-16-420.000	2177.50	57134 11/14/25
			INV-JT-6159	Cleaning Services		
80273	MERHAR, CHRISTINA	11/01/25	Yoga Fall Session 1	259-5-30-14-330.000	319.20	57142 11/14/25
			11010ED	D		

110125D

Professional Services

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### City of Essex Junction Accounts Payable

## Check Warrant Report # 24099 Current Prior Next FY Invoices For Fund (GENERAL FUND) For Check Acct 01(GENERAL FUND) All check #s 11/14/25 To 11/14/25

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Check Number Date
44275	MVP SELECT CARE INC.	11/07/25	04 Oct 25 HRA Admin Fee	259-5-30-16-210.000 Group Insurance	10.50	57146 11/14/2
44275	MVP SELECT CARE INC.	11/07/25	04 Oct 25 HRA Admin Fee	259-5-30-15-210.000	22.75	57146 11/14/
			CINV014454	Group Insurance		
80052	NEWMONT FARM LLC	10/17/25	Pumpkin Palooza	259-5-30-14-610.000	5520.00	57150 11/14/2
			2047	General Supplies		
19325	OPEN APPROACH INC	09/30/25	RK Laptop Imaging	259-5-30-15-330.000	405.00	57152 11/14/2
			27541	Professional Services		
29425	PERFORMANCE FOOD 24793-EJ	10/28/25	RK Westford Snack	259-5-30-15-610.000	244.75	57156 11/14/2
			492633	General Supplies		
29425	PERFORMANCE FOOD 24793-EJ	10/30/25	RK Hiawatha Snack	259-5-30-15-610.000	172.78	57156 11/14/2
			492795	General Supplies		
29425	PERFORMANCE FOOD 24793-EJ	10/28/25	RK FMS Snack	259-5-30-15-610.000	220.25	57156 11/14/2
			494181	General Supplies		
29425	PERFORMANCE FOOD 24793-EJ	11/03/25	RK EES 1-2 Snack	259-5-30-15-610.000	398.30	57156 11/14/2
			496556	General Supplies		
29425	PERFORMANCE FOOD 24793-EJ	11/03/25	RK Snack	259-5-30-15-610.000	233.99	57156 11/14/2
			497232	General Supplies		
29425	PERFORMANCE FOOD 24793-EJ	11/03/25	RK MSP Snack	259-5-30-15-610.000	295.28	57156 11/14/2
			497308	General Supplies		
29425	PERFORMANCE FOOD 24793-EJ	11/04/25	RK EES Snack	259-5-30-15-610.000	98.05	57156 11/14/2
			497315	General Supplies		
80071	PLUM THERAPY LLC	10/30/25	Clinical Supervision Oct	259-5-30-15-330.000	300.00	57160 11/14/2
			103025D	Professional Services		
80110	SOCCER SPARKS PARVANOV D	11/04/25	Soccer Sparks Fall	259-5-30-14-330.000	3744.00	57174 11/14/2
		, , , ,	110425D	Professional Services		
29090	SUNBELT RENTALS	10/27/25	Pumpkin Tent Heat	259-5-30-12-442.000	478.20	57178 11/14/2
<b>-</b>		,, _0	175844680000	Rental Vehicles/Equip		
38200	VT RECREATION & PARKS ASS	11/05/25	VRPA Track Meet	259-5-30-14-330.000	630.00	57191 11/14/2
55200	. I MONEATION & PANNO ADD	11,03/23	110525D	Professional Services	050.00	3/131 11/14/
			1103230	FIOTESSIONET SELVICES		
	Report	775438.00				

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 \$ ***775,438.00

Let this be your order for the payments of these amounts.

For Check Acct 01(GENERAL FUND) All check #s 11/25/25 To 11/26/25

		Invoice	Invoice Description		Amount	Check Check
Vendor		Date	Invoice Number	Account	Paid	Number Date
80132	ACHEE, DAVID	11/13/25	Stipend BWAC November 202	210-5-16-10-190.000	50.00	57197 11/25/25
			111325Achee	Board member Payments		
05290	ADVANCE AUTO PARTS 9820	11/17/25	#9 Loader Oil Change	210-5-40-12-430.000	173.94	57198 11/25/25
			455253215486	R&M Vehicles & Equipment		
05290	ADVANCE AUTO PARTS 9820	11/12/25	Shop Supplies	210-5-40-12-610.000	14.48	57198 11/25/25
			552531654676	General Supplies		
05290	ADVANCE AUTO PARTS 9820	11/13/25	Shop Supplies	210-5-40-12-610.000	113.97	57198 11/25/25
			552531723801	General Supplies		
05290	ADVANCE AUTO PARTS 9820	11/14/25	Oil Filters and oil	210-5-40-12-430.000	297.88	57198 11/25/25
			552531854738	R&M Vehicles & Equipment		
05290	ADVANCE AUTO PARTS 9820	11/17/25	Relay	210-5-40-12-610.000	13.21	57198 11/25/25
			552532144863	General Supplies		
05290	ADVANCE AUTO PARTS 9820	11/17/25	Supplies	210-5-40-12-610.000	80.36	57198 11/25/25
			552532154850	General Supplies		
05290	ADVANCE AUTO PARTS 9820	11/17/25	Shop Supplies	210-5-40-12-610.000	142.26	57198 11/25/25
			552532154861	General Supplies		
05290	ADVANCE AUTO PARTS 9820	11/18/25	6GA 1/2 RING TERMINA 2	210-5-40-12-610.000	5.35	57198 11/25/25
			552532223965	General Supplies		
05290	ADVANCE AUTO PARTS 9820	11/18/25	Supplies for Truck #5	210-5-40-12-430.000	5.54	57198 11/25/25
			552532223972	R&M Vehicles & Equipment		
28555	ALLEGIANCE TRUCKS	11/17/25	Oil filter for Truck #7	210-5-40-12-430.000	208.80	57200 11/25/25
			X122042879:0	R&M Vehicles & Equipment		
28555	ALLEGIANCE TRUCKS	11/17/25	Credit for a return	210-5-40-12-430.000	-36.54	57200 11/25/25
			X122042880:0	R&M Vehicles & Equipment		
80172	ALPHA ELEVATOR COMPANY	11/17/25	BL Elevator NOV25	210-5-41-21-431.000	1125.00	57202 11/25/25
			7322	R&M Buildings & Grounds		
80172	ALPHA ELEVATOR COMPANY	11/17/25	BL Elevator NOV25	210-5-41-21-400.000	918.00	57202 11/25/25
			7322	Contracted Services		
80184	AMAZON BUSINESS SERVICES	11/12/25	BL A.S.BS NOV25	210-5-35-10-610.000	246.69	57203 11/25/25
			1HJHR39D93WQ	General Supplies		
80184	AMAZON BUSINESS SERVICES	11/12/25	BL A.S.BS NOV25	210-5-41-21-610.000	65.98	57203 11/25/25
			1HJHR39D93WQ	General Supplies		
80184	AMAZON BUSINESS SERVICES	11/12/25	BL A.S.BS NOV25	210-5-35-10-640.201	67.89	57203 11/25/25
			1HJHR39D93WQ	Adult Collection		
19815	AMAZON CAPITAL SERVICES	11/13/25	Seniors Supplies	210-5-30-10-610.000	13.48	57204 11/25/25
			16PD1KKL47QF	General Supplies		
19815	AMAZON CAPITAL SERVICES	11/10/25	Seniors Supplies	210-5-30-10-610.000	55.78	57204 11/25/25
			1DTN41D17DHC	General Supplies		
19815	AMAZON CAPITAL SERVICES	11/18/25	Plow Parts	210-5-30-12-610.000	15.99	57204 11/25/25
			1FJRHFQN4966	General Supplies		
19815	AMAZON CAPITAL SERVICES	11/07/25	Seniors Supplies	210-5-30-10-610.000	62.55	57204 11/25/25
			1KFWK3KMMMRX	General Supplies		
19815	AMAZON CAPITAL SERVICES	11/18/25	Seniors Supplies	210-5-30-10-610.000	122.99	57204 11/25/25
			1M7Q7R3C64PC	General Supplies		
25055	AQUARIUS LANDSCAPE SPRINK	11/06/25	Memorial Park Sprinkler C	210-5-30-12-330.000	106.00	57208 11/25/25
			5581532	Professional Services		
80272	BEAN, NANCY L.	11/18/25	Stipend PCAB November 202	210-5-11-10-190.000	50.00	57209 11/25/25
			111825Bean	Board Member Payments		
30125	BIEBER PHILLIP	11/13/25	Stipend BWAC November 202	210-5-16-10-190.000	50.00	57210 11/25/25
			111325Bieber	Board member Payments		

# City of Essex Junction Accounts Payable Check Warrant Report # 24100 Current Prior Next FY Invoices For Fund (GENERAL FUND) For Check Acct 01(GENERAL FUND) All check #s 11/25/25 To 11/26/25

		Invoice	Invoice Description		Amount	Check	Check
Vendor		Date	Invoice Number	Account	Paid	Number	Date
1.6000		11/06/05			1262.00		11 /05 /05
16030	BROWN ELECTRIC	11/06/25	58 Ivy Lane Essex Junctio		1362.22	5/212	11/25/25
1.0000		11 (00 (05	40908	Streetlight Supplies	4007 71	F=010	11 (05 (05
16030	BROWN ELECTRIC	11/08/25	Install solar-crosswalk M		4087.71	5/212	11/25/25
26205	CORRO	10/21/25	40922	BWAC	15000 00	E701E	11 /05 /05
26395	CCRPC	10/31/25	FY26 ICMA EMO	210-5-10-10-330.000	15000.00	5/215	11/25/25
21210	CINTAS LOC # 68M 71 M	11/14/25	2025-755 SERVICE ACKNOWLEDGEMENT	Professional Services 210-5-40-12-610.000	37.40	E701 <i>6</i>	11/25/25
21210	CINIAS LOC # 66M /I M	11/14/25	5302907413	General Supplies	37.40	5/216	11/25/25
80221	CLARK, BETHANY	11/05/25	Stipend GOV November 2025		50.00	57217	11/25/25
00221	CHAIN, BETHANT	11/03/23	110525Clark	Board Member Payments	30.00	37217	11/23/23
30100	COBRAHELP	11/17/25	Cobra Admin Nov 2025	210-5-10-10-330.000	44.20	57219	11/25/25
30100	CODIGINALIE	11/1//23	353282	Professional Services	44.20	37213	11/23/23
80197	COEN, Thomas	11/20/25	Stipend GOV November 2025		50.00	57220	11/25/25
00137	COLIN, THOMAS	11,20,20	112025Coen	Board Member Payments	30.00	37220	11, 23, 23
04940	COMCAST	11/19/25	Backup Internet December	_	164.89	57221	11/25/25
01010		,,	01363431125	Communications	201102	0,111	,,
04940	COMCAST	11/03/25	Cable TV	210-5-41-22-530.000	23.68	57222	11/25/25
01010		, 00, -0	02077221125	Communications	20.00	0,111	,,
17025	COONRADT AMY	11/17/25	Recording Secretary CC 11		160.68	57223	11/25/25
		,_,	0230	Professtional Services			,,
80248	EAGLE ENGRAVING INC	12/16/24	Command Board	210-5-25-10-750.000	133.35	57224	11/25/25
		•	2024-9553	Machinery & Equipment			, -, -
80248	EAGLE ENGRAVING INC	04/02/25	Axe to Recognize Stephen	210-5-25-10-750.000	610.00	57224	11/25/25
		,,	2025-2913	Machinery & Equipment			,,
25290	EBSCO SUBSCRIPTION SERVIC	11/17/25	BL SbscrSrv NOV25-OCT26	210-1-00-00-120.000	546.67	57225	11/25/25
		, , ,	91011035250	Prepaid Expenses			, -, -
25290	EBSCO SUBSCRIPTION SERVIC	11/17/25	BL SbscrSrv NOV25-OCT26	210-5-35-10-505.000	1093.33	57225	11/25/25
			91011035250	Tech. Subs, Licenses			
03280	ENGINEERS CONSTRUCTION IN	10/31/25	2025 MISC SIGNAL WORK	210-5-40-12-572.000	594.50	57228	11/25/25
			9595	Traffic Control			
80021	FIRST NATIONAL BANK OF OM	11/01/25	05 Nov GOCO Bill	210-5-10-10-505.000	560.02	57233	11/25/25
			155387	Tech. Subs, Licenses			
80021	FIRST NATIONAL BANK OF OM	10/17/25	2 Lincoln Supplies	210-5-13-10-610.000	11.79	57233	11/25/25
			1957066	General Supplies			
80021	FIRST NATIONAL BANK OF OM	10/29/25	Fire Dept. Supplies	210-5-25-10-610.000	429.00	57233	11/25/25
			2101003	General Supplies			
80021	FIRST NATIONAL BANK OF OM	11/06/25	admin time tracking Oct 2	210-5-13-10-505.000	176.00	57233	11/25/25
			463570	Tech. Subs, Licenses			
80021	FIRST NATIONAL BANK OF OM	11/06/25	Brownell time tracking Oc	210-5-13-10-505.000	240.00	57233	11/25/25
			463967	Tech. Subs, Licenses			
80021	FIRST NATIONAL BANK OF OM	10/29/25	Job Ad- PW	210-5-10-10-540.000	503.67	57233	11/25/25
			845394	Advertising			
80021	FIRST NATIONAL BANK OF OM	10/21/25	Pumpkin Palooza Supplies	210-5-11-10-831.000	92.02	57233	11/25/25
			8524243	Special or New Programs			
80021	FIRST NATIONAL BANK OF OM	10/17/25	FD Supplies	210-5-25-10-610.000	87.55	57233	11/25/25
			9863453	General Supplies			
80021	FIRST NATIONAL BANK OF OM	10/31/25	2 PC BRUSHED DRL/ IMP KIT	210-5-40-12-610.000	99.00	57233	11/25/25
			Street103125	General Supplies			
244635	FIRST NATIONAL BANK OMAHA	11/12/25	Chit. County Managers Lun	210-5-10-10-500.000	35.12	57234	11/25/25
			111005	Mariaina Conf Day			

111225

Training, Conf, Dues

For Check Acct 01(GENERAL FUND) All check #s 11/25/25 To 11/26/25

			Invoice	Invoice Description		Amount	Check	Check
PIRST NATIONAL BANK OMBIN   1/06/25 BL ABSORTEM NOV25   210-3-31-0-305.000   159.4 6 37235 11/25/25   2105-3-3-10-305.000   159.4 6 37235 11/25/25   2105-3-3-10-305.000   30.3 3   37235 11/25/25   2105-3-3-10-305.000   30.3 3   37235 11/25/25   2105-3-3-10-305.000   30.3 3   37235 11/25/25   2105-3-3-10-305.000   30.3 3   37235 11/25/25   2105-3-3-10-305.000   30.3 3   37235 11/25/25   2105-3-3-10-305.000   30.3 3   37235 11/25/25   2105-3-3-10-305.000   30.3 3   37235 11/25/25   2105-3-3-10-305.000   30.3 3   37235 11/25/25   30.1 1   3105-3-3-10-305.000   30.3 3   37235 11/25/25   30.1 1   3105-3-3-10-305.000   32.0 0   37235 11/25/25   30.1 1   3105-3-3-10-305.000   32.0 0   37235 11/25/25   30.1 1   3105-3-3-10-305.000   32.0 0   37235 11/25/25   30.1 1   3105-3-3-10-305.000   32.0 0   37235 11/25/25   30.1 1   3105-3-3-10-305.000   32.0 0   37235 11/25/25   30.1 1   3105-3-3-10-305.000   32.0 0   37235 11/25/25   30.1 1   3105-3-3-10-305.000   32.0 0   37235 11/25/25   3105-3-3-10-305.000   32.0 0   37235 11/25/25   32.1 1   3105-3-3-10-305.000   32.0 0   37235 11/25/25   32.1 1   3105-3-3-10-305.000   32.0 0   37235 11/25/25   32.1 1   3105-3-3-10-305.000   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0	Vendor		Date	Invoice Number	Account	Paid	Number	Date
PIRST NATIONAL BANK OMBIN   1/06/25 BL ABSORTEM NOV25   210-3-31-0-305.000   159.4 6 37235 11/25/25   2105-3-3-10-305.000   159.4 6 37235 11/25/25   2105-3-3-10-305.000   30.3 3   37235 11/25/25   2105-3-3-10-305.000   30.3 3   37235 11/25/25   2105-3-3-10-305.000   30.3 3   37235 11/25/25   2105-3-3-10-305.000   30.3 3   37235 11/25/25   2105-3-3-10-305.000   30.3 3   37235 11/25/25   2105-3-3-10-305.000   30.3 3   37235 11/25/25   2105-3-3-10-305.000   30.3 3   37235 11/25/25   2105-3-3-10-305.000   30.3 3   37235 11/25/25   30.1 1   3105-3-3-10-305.000   30.3 3   37235 11/25/25   30.1 1   3105-3-3-10-305.000   32.0 0   37235 11/25/25   30.1 1   3105-3-3-10-305.000   32.0 0   37235 11/25/25   30.1 1   3105-3-3-10-305.000   32.0 0   37235 11/25/25   30.1 1   3105-3-3-10-305.000   32.0 0   37235 11/25/25   30.1 1   3105-3-3-10-305.000   32.0 0   37235 11/25/25   30.1 1   3105-3-3-10-305.000   32.0 0   37235 11/25/25   30.1 1   3105-3-3-10-305.000   32.0 0   37235 11/25/25   3105-3-3-10-305.000   32.0 0   37235 11/25/25   32.1 1   3105-3-3-10-305.000   32.0 0   37235 11/25/25   32.1 1   3105-3-3-10-305.000   32.0 0   37235 11/25/25   32.1 1   3105-3-3-10-305.000   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0   32.0 0								
1914	21845	FIRST NATIONAL BANK OMAHA	11/06/25	BL Assorted NOV25	210-5-35-10-505.000	235.00	57235	11/25/25
PIRST INSTORMAL BANK CHAIR   1/06/25 BL ABSORTED NOVES   210-3-31-0-800.000   30.33   57325 1/125/72   1/125/73   1/125/73   1/125/73   1/125/73   1/125/73   1/125/73   1/125/73   1/125/73   1/125/73   1/125/73   1/125/73   1/125/73   1/125/73   1/125/73   1/125/73   1/125/73   1/125/73   1/125/73   1/125/73   1/125/73   1/125/73   1/125/73   1/125/73   1/125/73   1/125/73   1/125/73   1/125/73   1/125/73   1/125/73   1/125/73   1/125/73   1/125/73   1/125/73   1/125/73   1/125/73   1/125/73   1/125/73   1/125/73   1/125/73   1/125/73   1/125/73   1/125/73   1/125/73   1/125/73   1/125/73   1/125/73   1/125/73   1/125/73   1/125/73   1/125/73   1/125/73   1/125/73   1/125/73   1/125/73   1/125/73   1/125/73   1/125/73   1/125/73   1/125/73   1/125/73   1/125/73   1/125/73   1/125/73   1/125/73   1/125/73   1/125/73   1/125/73   1/125/73   1/125/73   1/125/73   1/125/73   1/125/73   1/125/73   1/125/73   1/125/73   1/125/73   1/125/73   1/125/73   1/125/73   1/125/73   1/125/73   1/125/73   1/125/73   1/125/73   1/125/73   1/125/73   1/125/73   1/125/73   1/125/73   1/125/73   1/125/73   1/125/73   1/125/73   1/125/73   1/125/73   1/125/73   1/125/73   1/125/73   1/125/73   1/125/73   1/125/73   1/125/73   1/125/73   1/125/73   1/125/73   1/125/73   1/125/73   1/125/73   1/125/73   1/125/73   1/125/73   1/125/73   1/125/73   1/125/73   1/125/73   1/125/73   1/125/73   1/125/73   1/125/73   1/125/73   1/125/73   1/125/73   1/125/73   1/125/73   1/125/73   1/125/73   1/125/73   1/125/73   1/125/73   1/125/73   1/125/73   1/125/73   1/125/73   1/125/73   1/125/73   1/125/73   1/125/73   1/125/73   1/125/73   1/125/73   1/125/73   1/125/73   1/125/73   1/125/73   1/125/73   1/125/73   1/125/73   1/125/73   1/125/73   1/125/73   1/125/73   1/125/73   1/125/73   1/125/73   1/125/73   1/125/73   1/125/73   1/125/73   1/125/73   1/125/73   1/125/73   1/125/73   1/125/73   1/125/73   1/125/73   1/125/73   1/125/73   1/125/73   1/125/73   1/125/73   1/125/73   1/125/73   1/125/73   1/125/73   1/125/73   1/125/73   1/125				0017 1125	Tech. Subs, Licenses			
PIRST NATIONAL BANK OMAIN   1/86/25 BL AssOrted NOV25   210-43-1-050.000   303.93   37235 11/25/25   21845   FIRST NATIONAL BANK OMAIN   1/16/25 BL AssOrted NOV25   210-43-10-050.000   250.05   37235 11/25/25   21845   71875 NATIONAL BANK OMAIN   1/16/25 BL AssOrted NOV25   210-43-10-10-000.000   250.05   37235 11/25/25   21845   71875 NATIONAL BANK OMAIN   1/16/25 BL AssOrted NOV25   210-53-10-10-000.000   250.05   37235 11/25/25   21845   71875 NATIONAL BANK OMAIN   1/16/25 BL AssOrted NOV25   210-53-10-10-40.020   44.86   37235 11/25/25   210-53-10-40-0.000   24.86   37235 11/25/25   210-53-10-40-0.000   24.86   37235 11/25/25   210-53-10-40-0.000   24.86   37235 11/25/25   210-53-10-40-0.000   24.86   37235 11/25/25   210-53-10-40-0.000   24.86   37235 11/25/25   210-53-10-40-0.000   24.86   37235 11/25/25   210-53-10-40-0.000   24.86   37235 11/25/25   210-53-10-40-0.000   24.86   37235 11/25/25   210-53-10-40-0.000   24.86   37235 11/25/25   210-53-10-40-0.000   24.86   37235 11/25/25   210-53-10-40-0.000   24.86   37235 11/25/25   210-53-10-40-0.000   24.86   37235 11/25/25   210-53-10-40-0.000   24.86   37235 11/25/25   210-53-10-40-0.000   24.86   37235 11/25/25   210-53-10-40-0.000   24.86   37235 11/25/25   210-53-10-40-0.000   24.86   37235 11/25/25   210-53-10-40-0.000   24.86   37235 11/25/25   210-53-10-40-0.000   24.86   37235 11/25/25   210-53-10-40-0.000   24.86   37235 11/25/25   210-53-10-40-0.000   24.86   37235 11/25/25   210-53-10-40-0.000   24.86   37235 11/25/25   210-52-10-40-0.000   24.86   37235 11/25/25   210-52-10-40-0.000   24.86   37235 11/25/25   210-52-10-40-0.000   24.86   37235 11/25/25   210-52-10-40-0.000   24.86   37235 11/25/25   210-52-10-40-0.000   24.86   37235 11/25/25   210-52-10-40-0.000   24.86   37235 11/25/25   210-52-10-40-0.000   24.86   37235 11/25/25   210-52-10-40-0.000   24.86   37235 11/25/25   210-52-10-40-0.000   24.86   37235 11/25/25   210-52-10-40-0.000   24.86   27235 11/25/25   210-52-10-40-0.000   24.86   27235 11/25/25   210-52-10-40-0.000   24.	21845	FIRST NATIONAL BANK OMAHA	11/06/25	BL Assorted NOV25	210-5-35-10-505.000	159.46	57235	11/25/25
Part				0017 1125	Tech. Subs, Licenses			
PIRST NATIONAL BANK OMAIN   1/06/25 BL Assorted NOV25   210-5-35-10-840.202   40.69   57235 11/25/25   210-53-51.0-900.00   250.00   57235 11/25/25   210-53-51.0-900.00   250.00   57235 11/25/25   210-53-51.0-900.00   250.00   57235 11/25/25   210-53-51.0-900.00   250.00   57235 11/25/25   210-53-51.0-940.202   44.86   57235 11/25/25   210-53-51.0-940.202   44.86   57235 11/25/25   210-53-51.0-940.202   44.86   57235 11/25/25   210-53-51.0-940.202   44.86   57235 11/25/25   210-53-51.0-940.202   44.86   57235 11/25/25   210-53-51.0-940.202   44.86   57235 11/25/25   210-53-51.0-940.202   210-53-51.0-940.202   210-53-51.0-940.202   210-53-51.0-940.202   210-53-51.0-940.202   210-53-51.0-940.202   210-53-51.0-940.202   210-53-51.0-940.202   210-53-51.0-940.202   210-53-51.0-940.202   210-53-51.0-940.202   210-53-51.0-940.202   210-53-51.0-940.202   210-53-51.0-940.202   210-53-51.0-940.202   210-53-51.0-940.202   210-53-51.0-940.202   210-53-51.0-940.202   210-53-51.0-940.202   210-53-51.0-940.202   210-53-51.0-940.202   210-53-51.0-940.202   210-53-51.0-940.202   210-53-51.0-940.202   210-53-51.0-940.202   210-53-51.0-940.202   210-53-51.0-940.202   210-53-51.0-940.202   210-53-51.0-940.202   210-53-51.0-940.202   210-53-51.0-940.202   210-53-51.0-940.202   210-53-51.0-940.202   210-53-51.0-940.202   210-53-51.0-940.202   210-53-51.0-940.202   210-53-51.0-940.202   210-53-51.0-940.202   210-53-51.0-940.202   210-53-51.0-940.202   210-53-51.0-940.202   210-53-51.0-940.202   210-53-51.0-940.202   210-53-51.0-940.202   210-53-51.0-940.202   210-53-51.0-940.202   210-53-51.0-940.202   210-53-51.0-940.202   210-53-51.0-940.202   210-53-51.0-940.202   210-53-51.0-940.202   210-53-51.0-940.202   210-53-51.0-940.202   210-53-51.0-940.202   210-53-51.0-940.202   210-53-51.0-940.202   210-53-51.0-940.202   210-53-51.0-940.202   210-53-51.0-940.202   210-53-51.0-940.202   210-53-51.0-940.202   210-53-51.0-940.202   210-53-51.0-940.202   210-53-51.0-940.202   210-53-51.0-940.202   210-53-51.0-940.202   210-53-51.0-940.202	21845	FIRST NATIONAL BANK OMAHA	11/06/25	BL Assorted NOV25	210-5-35-10-500.000	303.93	57235	11/25/25
Part				0017 1125	Training, Conf, Dues			
11/2013   PIRST NATIONAL BANK OMAIA   11/06/28 BL ABSORTED NOVES   210-5-35-10-50.0000   250.05   57235 11/25/25   210-5-35-10-840.020   44.66   57235 11/25/25   210-5-35-10-840.020   24.66   57235 11/25/25   210-5-35-10-840.020   25.00   37235 11/25/25   210-5-35-10-840.020   25.00   37235 11/25/25   210-5-35-10-840.020   25.00   37235 11/25/25   210-5-35-10-840.020   25.00   37235 11/25/25   210-5-35-10-840.020   25.00   37235 11/25/25   210-5-35-10-840.020   25.00   37235 11/25/25   210-5-35-10-840.020   25.00   37235 11/25/25   210-24-35-10-840.020   25.00   37235 11/25/25   210-24-35-10-840.020   25.00   37235 11/25/25   210-24-35-10-840.020   25.00   37235 11/25/25   210-24-35-10-840.020   25.00   37235 11/25/25   210-24-35-10-840.020   25.00   27235 11/25/25   210-24-35-10-840.020   25.00   27235 11/25/25   210-24-35-10-840.020   25.00   27235 11/25/25   210-24-35-10-840.020   25.00   27235 11/25/25   210-24-35-10-840.020   25.00   27235 11/25/25   210-24-35-10-840.020   25.00   27235 11/25/25   210-24-35-10-840.020   25.00   27235 11/25/25   210-24-35-10-840.020   25.00   27235 11/25/25   210-24-35-10-840.020   25.00   27235 11/25/25   210-24-35-10-840.020   25.00   27235 11/25/25   210-24-35-10-840.020   25.00   27235 11/25/25   210-24-35-10-840.020   25.00   27235 11/25/25   210-24-35-10-840.020   25.00   25.00   27237 11/25/25   210-24-35-10-840.020   25.00   25.00   25.20 11/25/25   210-24-35-10-840.020   25.00   25.20 11/25/25   210-24-35-10-840.020   25.00   25.20 11/25/25   210-24-35-10-840.020   25.00   25.20 11/25/25   210-24-35-10-840.020   25.00   25.20 11/25/25   210-24-35-10-840.020   25.00   25.20 11/25/25   210-24-35-10-840.020   25.00 11/25/25   210-24-35-10-840.020   25.00 11/25/25   210-24-35-10-840.020   25.00 11/25/25   210-24-35-10-840.020   25.00 11/25/25   210-24-35-10-840.020   25.00 11/25/25   210-24-35-10-840.020   25.00 11/25/25   210-24-35-10-840.020   25.00 11/25/25   210-24-35-10-840.020   25.00 11/25/25   25.00 11/25/25   25.00 11/25/25   25.00 11/25/25   25.00 11/25/25	21845	FIRST NATIONAL BANK OMAHA	11/06/25	BL Assorted NOV25	210-5-35-10-840.202	40.69	57235	11/25/25
TRIST NATIONAL BANK ONAIR				0017 1125	Childrens Programs			
1	21845	FIRST NATIONAL BANK OMAHA	11/06/25	BL Assorted NOV25	210-5-35-10-500.000	250.05	57235	11/25/25
11/06/25   E. ABSOTTEM NOVE25   210-5-35-10-300.000   261.00   57235   11/25/25   12/25/25   12/25/25   12/25/25   12/25/25   12/25/25   12/25/25   12/25/25   12/25/25   12/25/25   12/25/25   12/25/25   12/25/25   12/25/25   12/25/25   12/25/25   12/25/25   12/25/25   12/25/25   12/25/25   12/25/25   12/25/25   12/25/25   12/25/25   12/25/25   12/25/25   12/25/25   12/25/25   12/25/25   12/25/25   12/25/25   12/25/25   12/25/25   12/25/25   12/25/25   12/25/25   12/25/25   12/25/25   12/25/25   12/25/25   12/25/25   12/25/25   12/25/25   12/25/25   12/25/25   12/25/25   12/25/25   12/25/25   12/25/25   12/25/25   12/25/25   12/25/25   12/25/25   12/25/25   12/25/25   12/25/25   12/25/25   12/25/25   12/25/25   12/25/25   12/25/25   12/25/25   12/25/25   12/25/25   12/25/25   12/25/25   12/25/25   12/25/25   12/25/25   12/25/25   12/25/25   12/25/25   12/25/25   12/25/25   12/25/25   12/25/25   12/25/25   12/25/25   12/25/25   12/25/25   12/25/25   12/25/25   12/25/25   12/25/25   12/25/25   12/25/25   12/25/25   12/25/25   12/25/25   12/25/25   12/25/25   12/25/25   12/25/25   12/25/25   12/25/25   12/25/25   12/25/25   12/25/25   12/25/25   12/25/25   12/25/25   12/25/25   12/25/25   12/25/25   12/25/25   12/25/25   12/25/25   12/25/25   12/25/25   12/25/25   12/25/25   12/25/25   12/25/25   12/25/25   12/25/25   12/25/25   12/25/25   12/25/25   12/25/25   12/25/25   12/25/25   12/25/25   12/25/25   12/25/25   12/25/25   12/25/25   12/25/25   12/25/25   12/25/25   12/25/25   12/25/25   12/25/25   12/25/25   12/25/25   12/25/25   12/25/25   12/25/25   12/25/25   12/25/25   12/25/25   12/25/25   12/25/25   12/25/25   12/25/25   12/25/25   12/25/25   12/25/25   12/25/25   12/25/25   12/25/25   12/25/25   12/25/25   12/25/25   12/25/25   12/25/25   12/25/25   12/25/25   12/25/25   12/25/25   12/25/25   12/25/25   12/25/25   12/25/25   12/25/25   12/25/25   12/25/25   12/25/25   12/25/25   12/25/25   12/25/25   12/25/25   12/25/25   12/25/25   12/25/25   12/25/25   12/25/25   12/25/25   12/25/25   12/25/25   12/2				0017 1125	Training, Conf, Dues			
21845   FIRST NATIONAL BANK OMAIR   11/06/25 BL Assorted NOV25   210-5-35-10-500.000   26.00   57235 11/25/25	21845	FIRST NATIONAL BANK OMAHA	11/06/25	BL Assorted NOV25	210-5-35-10-840.202	44.86	57235	11/25/25
11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25					-			
11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25   11/10/25	21845	FIRST NATIONAL BANK OMAHA	11/06/25			261.00	57235	11/25/25
					<u>-</u> -			
1106/25 BL ABSOLTED NOTE NOTE NOTE NOTE NOTE NOTE NOTE NOTE	21845	FIRST NATIONAL BANK OMAHA	11/06/25			26.91	57235	11/25/25
1021   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125   125								
1935   FIRST NATIONAL BANK OMAHA   10/22/25 Water/Gatorade/Candy   210-5-25-10-613.000   192.85   57237 11/25/25   10222025   Program Supplies   Program Supplies	21845	FIRST NATIONAL BANK OMAHA	11/06/25			180.00	57235	11/25/25
10222025   Program Supplies   10222025   Program Supplies   21835   FIRST NATIONAL BANK OMAHA   10/22/25   Reter/Catorade/Candy   210-5-25-10-610.000   192.85   57237 11/25/25   21835   FIRST NATIONAL BANK OMAHA   10/22/25   Lasagna Meatballs for Ro 210-5-25-10-610.000   754.50   57237 11/25/25   10222025A   Other Purchased Services   210-5-25-10-610.000   29.99   57237 11/25/25   21835   FIRST NATIONAL BANK OMAHA   10/22/25   Cake for John Rowell's Re 210-5-25-10-500.000   29.99   57237 11/25/25   21835   FIRST NATIONAL BANK OMAHA   11/01/25   Cake fee and Doughnuts for 210-5-25-10-500.000   43.48   57237 11/25/25   2214   Training, Conf., Dues   210-5-24-10-300.000   69.99   57238 11/25/25   210-540-12-430.000   69.99   57238 11/25/25   210-540-12-430.000   69.99   57238 11/25/25   210-540-12-430.000   69.99   57238 11/25/25   210-540-12-430.000   69.99   57238 11/25/25   210-540-12-430.000   69.99   57238 11/25/25   210-540-12-430.000   69.99   57238 11/25/25   210-540-12-430.000   69.99   57238 11/25/25   210-540-12-430.000   69.99   57238 11/25/25   210-540-12-430.000   69.99   57238 11/25/25   210-540-12-430.000   69.99   57238 11/25/25   210-540-12-430.000   69.99   57238 11/25/25   210-540-12-430.000   69.99   57238 11/25/25   210-540-12-430.000   69.99   57238 11/25/25   210-540-12-430.000   69.99   57238 11/25/25   210-540-12-69.000   69.99   57238 11/25/25   210-540-12-69.000   69.99   57238 11/25/25   210-540-12-69.000   69.99   57238 11/25/25   210-540-12-69.000   69.99   57238 11/25/25   210-540-12-69.000   69.99   57238 11/25/25   210-540-12-69.000   69.99   57238 11/25/25   210-540-12-69.000   69.99   57238 11/25/25   210-540-12-69.000   69.99   57238 11/25/25   210-540-12-69.000   69.99   57238 11/25/25   210-540-12-69.000   69.99   57238 11/25/25   210-540-12-69.000   69.99   57238 11/25/25   210-540-12-69.000   69.99   57238 11/25/25   210-540-12-69.000   69.99   57238 11/25/25   210-540-12-69.000   69.99   57238 11/25/25   210-540-12-69.000   69.99   57238 11/25/25   210-540-12-69.000   69			10/00/05			.=		
PIRST NATIONAL BANK OMAHA   10/22/25 Water/Gatorade/Candy   210-5-25-10-610.000   192.85   57237 11/25/25   10220255   General Supplies   1022025A   Other Purchased Services   Other Purc	21835	FIRST NATIONAL BANK OMAHA	10/22/25	<del>-</del>		473.80	57237	11/25/25
1022/025   General Supplies   1022/025   Lasagna Meatballs for Ro 210-5-25-10-570.000   754.50   57237   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25   1/25/25			10/00/05		•			
Time	21835	FIRST NATIONAL BANK OMAHA	10/22/25	<del>-</del>		192.85	57237	11/25/25
1022025A	01005	EIDGE NAEIGNAI DANK OMAUA	10/00/05			754 50	F7027	11 /05 /05
Part	21835	FIRST NATIONAL BANK OMAHA	10/22/25	•		754.50	5/23/	11/25/25
162125   General Supplies   1701/25   Coffee and Doughnuts for   210-5-25-10-500.000   43.48   57237   17/25/25   2214   Training, Conf., Dues   2215-540-12-430.000   69.99   57238   11/25/25   210211765   Raff Wehicles & Equipment   2210-5-12-10-505.000   364.14   57240   11/25/25   21071/284   Tech. Subs Licenses   210-5-12-10-505.000   364.14   57240   11/25/25   21071/285   210-5-12-10-505.000   364.14   57240   11/25/25   21071/285   210-5-12-10-505.000   364.14   57240   11/25/25   21071/285   21071/285   21071/285   21071/285   21071/285   21071/285   21071/285   21071/285   21071/285   21071/285   21071/285   21071/285   21071/285   21071/285   21071/285   21071/285   21071/285   21071/285   21071/285   21071/285   21071/285   21071/285   21071/285   21071/285   21071/285   21071/285   21071/285   21071/285   21071/285   21071/285   21071/285   21071/285   21071/285   21071/285   21071/285   21071/285   21071/285   21071/285   21071/285   21071/285   21071/285   21071/285   21071/285   21071/285   21071/285   21071/285   21071/285   21071/285   21071/285   21071/285   21071/285   21071/285   21071/285   21071/285   21071/285   21071/285   21071/285   21071/285   21071/285   21071/285   21071/285   21071/285   21071/285   21071/285   21071/285   21071/285   21071/285   21071/285   21071/285   21071/285   21071/285   21071/285   21071/285   21071/285   21071/285   21071/285   21071/285   21071/285   21071/285   21071/285   21071/285   21071/285   21071/285   21071/285   21071/285   21071/285   21071/285   21071/285   21071/285   21071/285   21071/285   21071/285   21071/285   21071/285   21071/285   21071/285   21071/285   21071/285   21071/285   21071/285   21071/285   21071/285   21071/285   21071	21025	ETDEM NAMIONAL DANK OMAUA	10/22/25			20 00	57227	11/25/25
11/01/25   11/01/25   2214   Training, Conf., Dues   2214   11/01/25   2214   11/01/25   2214   11/01/25   2214   11/01/25   2214   11/01/25   2214   11/01/25   2214   11/01/25   2214   11/01/25   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214   2214	21633	FIRST NATIONAL BANK OMARA	10/22/23			29.99	37237	11/23/23
Second Column   Second Colum	21935	FIDST NATIONAL BANK OMAHA	11/01/25			43 48	57237	11/25/25
37875   FLEETFRIDE   11/12/25 SOLENOID for Truck #5   210-5-40-12-430.000   69.99   57238 11/25/25	21033	THE MITTERE SHALL CHARLE	11,01,13	_		13.10	37237	11,25,25
80042	37875	FLEETPRIDE	11/12/25			69.99	57238	11/25/25
80042 GOV OS INC 10/06/25 October Land Records 210-5-12-10-505.000 364.14 57240 11/25/25 INV11284 Tech. Subs Licenses 200-5-12-10-505.000 364.14 57240 11/25/25 INV11550 Tech. Subs Licenses 200-7-12-10-505.000 364.14 57240 11/25/25 INV11550 Tech. Subs Licenses 200-7-12-10-505.000 364.14 57240 11/25/25 INV11550 Tech. Subs Licenses 200-7-12-12-10-2000 622.08 57242 11/25/25 INV11550 Tech. Subs Licenses 200-7-12-12-12-12-12-12-12-12-12-12-12-12-12-	0.0.0		,,				0.200	,,
1NV11284   Tech. Subs Licenses   S0042   GOV OS INC   11/11/25 NOV LAND RECORDS   210-5-12-10-505.000   364.14   57240 11/25/25   1NV11550   Tech. Subs Licenses   Tech. Subs	80042	GOV OS INC	10/06/25			364.14	57240	11/25/25
SOUND SOURC   11/11/25 NOV LAND RECORDS   210-5-12-10-505.000   364.14   57240 11/25/25   1070150   Tech. Subs Licenses   11/07/25 10/07/25-11/06/25 - Multi 210-5-41-21-622.000   622.08   57242 11/25/25   110725D   Electricity   110725D   Streetlight Electricity   110725D			.,,					
07010 GREEN MOUNTAIN POWER CORP 11/07/25 10/07/25-11/06/25 - Multi 210-5-41-21-622.000 622.08 57242 11/25/25 110725D Electricity  07010 GREEN MOUNTAIN POWER CORP 11/07/25 10/07/25-11/06/25 - Multi 210-5-40-12-622.200 369.20 57242 11/25/25 110725D Streetlight Electricity  07010 GREEN MOUNTAIN POWER CORP 11/07/25 10/07/25-11/06/25 - Multi 210-5-41-20-622.000 815.05 57242 11/25/25 110725D Electricity  07010 GREEN MOUNTAIN POWER CORP 11/07/25 10/07/25-11/06/25 - Multi 210-5-40-12-622.000 107.69 57242 11/25/25 110725D Electricity  07010 GREEN MOUNTAIN POWER CORP 11/07/25 10/07/25-11/06/25 - Multi 210-5-40-12-622.000 815.05 57242 11/25/25 110725D Electricity  07010 GREEN MOUNTAIN POWER CORP 11/07/25 10/07/25-11/06/25 - Multi 210-5-41-22-622.000 815.05 57242 11/25/25 110725D Electricity  07010 GREEN MOUNTAIN POWER CORP 11/07/25 10/07/25-11/06/25 - Multi 210-5-41-23-622.000 62.82 57242 11/25/25 110725D Electricity  07010 GREEN MOUNTAIN POWER CORP 11/10/25 10/10/25-11/10/25 Non Sol 210-5-40-12-622.000 964.33 57243 11/25/25 111025NS Electricity  07010 GREEN MOUNTAIN POWER CORP 11/10/25 10/10/25-11/10/25 Non Sol 210-5-40-12-622.000 964.33 57243 11/25/25 111025NS Electricity	80042	GOV OS INC	11/11/25		210-5-12-10-505.000	364.14	57240	11/25/25
110725D   Electricity   11/07/25 10/07/25-11/06/25 - Multi 210-5-40-12-622.200   369.20   57242 11/25/25   110725D   Streetlight Electricity   11/07/25 10/07/25-11/06/25 - Multi 210-5-41-20-622.200   815.05   57242 11/25/25   110725D   Electricity   11/07/25 10/07/25-11/06/25 - Multi 210-5-41-20-622.000   815.05   57242 11/25/25   110725D   Electricity   11/07/25 10/07/25-11/06/25 - Multi 210-5-40-12-622.000   107.69   57242 11/25/25   110725D   Electricity   11/07/25 10/07/25-11/06/25 - Multi 210-5-40-12-622.000   107.69   57242 11/25/25   110725D   Electricity   11/07/25 10/07/25-11/06/25 - Multi 210-5-41-22-622.000   815.05   57242 11/25/25   110725D   Electricity   11/07/25 10/07/25-11/06/25 - Multi 210-5-41-23-622.000   62.82   57242 11/25/25   110725D   Electricity   11/07/25 10/07/25-11/06/25 - Multi 210-5-41-23-622.000   62.82   57242 11/25/25   110725D   Electricity   11/07/25 10/07/25-11/06/25 - Multi 210-5-40-12-622.000   964.33   57243 11/25/25   110725D   Electricity   11/07/25 10/07/25-11/10/25 Non Sol 210-5-40-12-622.000   964.33   57243 11/25/25   11025NS   Electricity   11/07/25 10/07/25-11/10/25 Non Sol 210-5-40-12-622.200   12718.20   57243 11/25/25   11025NS   Electricity   11/07/25 10/07/25-11/10/25 Non Sol 210-5-40-12-622.200   12718.20   57243 11/25/25   11/07/25 10/07/25-11/10/25 Non Sol 210-5-40-12-622.200   12718.20   57243 11/25/25   11/07/25 Non Sol 210-5-40-12-622.200   12718.20   57243 11				1NV11550	Tech. Subs Licenses			
110725D   Electricity   11/07/25 10/07/25-11/06/25 - Multi 210-5-40-12-622.200   369.20   57242 11/25/25   110725D   Streetlight Electricity   11/07/25 10/07/25-11/06/25 - Multi 210-5-41-20-622.200   815.05   57242 11/25/25   110725D   Electricity   11/07/25 10/07/25-11/06/25 - Multi 210-5-41-20-622.000   815.05   57242 11/25/25   110725D   Electricity   11/07/25 10/07/25-11/06/25 - Multi 210-5-40-12-622.000   107.69   57242 11/25/25   110725D   Electricity   11/07/25 10/07/25-11/06/25 - Multi 210-5-40-12-622.000   107.69   57242 11/25/25   110725D   Electricity   11/07/25 10/07/25-11/06/25 - Multi 210-5-41-22-622.000   815.05   57242 11/25/25   110725D   Electricity   11/07/25 10/07/25-11/06/25 - Multi 210-5-41-23-622.000   62.82   57242 11/25/25   110725D   Electricity   11/07/25 10/07/25-11/06/25 - Multi 210-5-41-23-622.000   62.82   57242 11/25/25   110725D   Electricity   11/07/25 10/07/25-11/06/25 - Multi 210-5-40-12-622.000   964.33   57243 11/25/25   110725D   Electricity   11/07/25 10/07/25-11/10/25 Non Sol 210-5-40-12-622.000   964.33   57243 11/25/25   11025NS   Electricity   11/07/25 10/07/25-11/10/25 Non Sol 210-5-40-12-622.200   12718.20   57243 11/25/25   11025NS   Electricity   11/07/25 10/07/25-11/10/25 Non Sol 210-5-40-12-622.200   12718.20   57243 11/25/25   11/07/25 10/07/25-11/10/25 Non Sol 210-5-40-12-622.200   12718.20   57243 11/25/25   11/07/25 Non Sol 210-5-40-12-622.200   12718.20   57243 11	07010	GREEN MOUNTAIN POWER CORP	11/07/25	10/07/25-11/06/25 - Multi	210-5-41-21-622.000	622.08	57242	11/25/25
110725D Streetlight Electricity  07010 GREEN MOUNTAIN POWER CORP 11/07/25 10/07/25-11/06/25 - Multi 210-5-41-20-622.000 815.05 57242 11/25/25 110725D Electricity  07010 GREEN MOUNTAIN POWER CORP 11/07/25 10/07/25-11/06/25 - Multi 210-5-40-12-622.000 107.69 57242 11/25/25 110725D Electricity  07010 GREEN MOUNTAIN POWER CORP 11/07/25 10/07/25-11/06/25 - Multi 210-5-41-22-622.000 815.05 57242 11/25/25 110725D Electricity  07010 GREEN MOUNTAIN POWER CORP 11/07/25 10/07/25-11/06/25 - Multi 210-5-41-23-622.000 62.82 57242 11/25/25 110725D Electricity  07010 GREEN MOUNTAIN POWER CORP 11/07/25 10/07/25-11/06/25 - Multi 210-5-41-23-622.000 62.82 57242 11/25/25 110725D Electricity  07010 GREEN MOUNTAIN POWER CORP 11/10/25 10/10/25-11/10/25 Non Sol 210-5-40-12-622.000 964.33 57243 11/25/25 111025NS Electricity  07010 GREEN MOUNTAIN POWER CORP 11/10/25 10/10/25-11/10/25 Non Sol 210-5-40-12-622.000 12718.20 57243 11/25/25								
07010 GREEN MOUNTAIN POWER CORP 11/07/25 10/07/25-11/06/25 - Multi 210-5-41-20-622.000 815.05 57242 11/25/25 110725D Electricity  07010 GREEN MOUNTAIN POWER CORP 11/07/25 10/07/25-11/06/25 - Multi 210-5-40-12-622.000 107.69 57242 11/25/25 110725D Electricity  07010 GREEN MOUNTAIN POWER CORP 11/07/25 10/07/25-11/06/25 - Multi 210-5-41-22-622.000 815.05 57242 11/25/25 110725D Electricity  07010 GREEN MOUNTAIN POWER CORP 11/07/25 10/07/25-11/06/25 - Multi 210-5-41-23-622.000 62.82 57242 11/25/25 110725D Electricity  07010 GREEN MOUNTAIN POWER CORP 11/10/25 10/10/25-11/10/25 Non Sol 210-5-40-12-622.000 964.33 57243 11/25/25 111025NS Electricity  07010 GREEN MOUNTAIN POWER CORP 11/10/25 10/10/25-11/10/25 Non Sol 210-5-40-12-622.000 964.33 57243 11/25/25 111025NS Electricity	07010	GREEN MOUNTAIN POWER CORP	11/07/25	10/07/25-11/06/25 - Multi	210-5-40-12-622.200	369.20	57242	11/25/25
110725D   Electricity   11/07/25   10/07/25-11/06/25 - Multi   210-5-40-12-622.000   107.69   57242   11/25/25   110725D   Electricity   11/07/25   11/07/25   11/07/25   11/07/25   11/07/25   11/07/25   11/07/25   11/07/25   11/07/25   11/07/25   11/07/25   11/07/25   11/07/25   11/07/25   11/07/25   11/07/25   11/07/25   11/07/25   11/07/25   11/07/25   11/07/25   11/07/25   11/07/25   11/07/25   11/07/25   11/07/25   11/07/25   11/07/25   11/07/25   11/07/25   11/07/25   11/07/25   11/07/25   11/07/25   11/07/25   11/07/25   11/07/25   11/07/25   11/07/25   11/07/25   11/07/25   11/07/25   11/07/25   11/07/25   11/07/25   11/07/25   11/07/25   11/07/25   11/07/25   11/07/25   11/07/25   11/07/25   11/07/25   11/07/25   11/07/25   11/07/25   11/07/25   11/07/25   11/07/25   11/07/25   11/07/25   11/07/25   11/07/25   11/07/25   11/07/25   11/07/25   11/07/25   11/07/25   11/07/25   11/07/25   11/07/25   11/07/25   11/07/25   11/07/25   11/07/25   11/07/25   11/07/25   11/07/25   11/07/25   11/07/25   11/07/25   11/07/25   11/07/25   11/07/25   11/07/25   11/07/25   11/07/25   11/07/25   11/07/25   11/07/25   11/07/25   11/07/25   11/07/25   11/07/25   11/07/25   11/07/25   11/07/25   11/07/25   11/07/25   11/07/25   11/07/25   11/07/25   11/07/25   11/07/25   11/07/25   11/07/25   11/07/25   11/07/25   11/07/25   11/07/25   11/07/25   11/07/25   11/07/25   11/07/25   11/07/25   11/07/25   11/07/25   11/07/25   11/07/25   11/07/25   11/07/25   11/07/25   11/07/25   11/07/25   11/07/25   11/07/25   11/07/25   11/07/25   11/07/25   11/07/25   11/07/25   11/07/25   11/07/25   11/07/25   11/07/25   11/07/25   11/07/25   11/07/25   11/07/25   11/07/25   11/07/25   11/07/25   11/07/25   11/07/25   11/07/25   11/07/25   11/07/25   11/07/25   11/07/25   11/07/25   11/07/25   11/07/25   11/07/25   11/07/25   11/07/25   11/07/25   11/07/25   11/07/25   11/07/25   11/07/25   11/07/25   11/07/25   11/07/25   11/07/25   11/07/25   11/07/25   11/07/25   11/07/25   11/07/25   11/07/25   11/07/25   11/07/25   11/07/25   11/0				110725D	Streetlight Electricity			
07010 GREEN MOUNTAIN POWER CORP 11/07/25 10/07/25-11/06/25 - Multi 210-5-40-12-622.000 107.69 57242 11/25/25 110725D Electricity  07010 GREEN MOUNTAIN POWER CORP 11/07/25 10/07/25-11/06/25 - Multi 210-5-41-22-622.000 815.05 57242 11/25/25 110725D Electricity  07010 GREEN MOUNTAIN POWER CORP 11/07/25 10/07/25-11/06/25 - Multi 210-5-41-23-622.000 62.82 57242 11/25/25 110725D Electricity  07010 GREEN MOUNTAIN POWER CORP 11/10/25 10/10/25-11/10/25 Non Sol 210-5-40-12-622.000 964.33 57243 11/25/25 111025NS Electricity  07010 GREEN MOUNTAIN POWER CORP 11/10/25 10/10/25-11/10/25 Non Sol 210-5-40-12-622.000 12718.20 57243 11/25/25	07010	GREEN MOUNTAIN POWER CORP	11/07/25	10/07/25-11/06/25 - Multi	210-5-41-20-622.000	815.05	57242	11/25/25
110725D Electricity  07010 GREEN MOUNTAIN POWER CORP 11/07/25 10/07/25-11/06/25 - Multi 210-5-41-22-622.000 815.05 57242 11/25/25 110725D Electricity  07010 GREEN MOUNTAIN POWER CORP 11/07/25 10/07/25-11/06/25 - Multi 210-5-41-23-622.000 62.82 57242 11/25/25 110725D Electricity  07010 GREEN MOUNTAIN POWER CORP 11/10/25 10/10/25-11/10/25 Non Sol 210-5-40-12-622.000 964.33 57243 11/25/25 111025NS Electricity  07010 GREEN MOUNTAIN POWER CORP 11/10/25 10/10/25-11/10/25 Non Sol 210-5-40-12-622.000 964.33 57243 11/25/25 111025NS Electricity				110725D	Electricity			
07010 GREEN MOUNTAIN POWER CORP 11/07/25 10/07/25-11/06/25 - Multi 210-5-41-22-622.000 815.05 57242 11/25/25 110725D Electricity  07010 GREEN MOUNTAIN POWER CORP 11/07/25 10/07/25-11/06/25 - Multi 210-5-41-23-622.000 62.82 57242 11/25/25 110725D Electricity  07010 GREEN MOUNTAIN POWER CORP 11/10/25 10/10/25-11/10/25 Non Sol 210-5-40-12-622.000 964.33 57243 11/25/25 111025NS Electricity  07010 GREEN MOUNTAIN POWER CORP 11/10/25 10/10/25-11/10/25 Non Sol 210-5-40-12-622.200 12718.20 57243 11/25/25	07010	GREEN MOUNTAIN POWER CORP	11/07/25	10/07/25-11/06/25 - Multi	210-5-40-12-622.000	107.69	57242	11/25/25
110725D Electricity  07010 GREEN MOUNTAIN POWER CORP 11/07/25 10/07/25-11/06/25 - Multi 210-5-41-23-622.000 62.82 57242 11/25/25 10/0725D Electricity  07010 GREEN MOUNTAIN POWER CORP 11/10/25 10/10/25-11/10/25 Non Sol 210-5-40-12-622.000 964.33 57243 11/25/25 111025NS Electricity  07010 GREEN MOUNTAIN POWER CORP 11/10/25 10/10/25-11/10/25 Non Sol 210-5-40-12-622.200 12718.20 57243 11/25/25				110725D	Electricity			
07010 GREEN MOUNTAIN POWER CORP 11/07/25 10/07/25-11/06/25 - Multi 210-5-41-23-622.000 62.82 57242 11/25/25 110725D Electricity  07010 GREEN MOUNTAIN POWER CORP 11/10/25 10/10/25-11/10/25 Non Sol 210-5-40-12-622.000 964.33 57243 11/25/25 111025NS Electricity  07010 GREEN MOUNTAIN POWER CORP 11/10/25 10/10/25-11/10/25 Non Sol 210-5-40-12-622.200 12718.20 57243 11/25/25	07010	GREEN MOUNTAIN POWER CORP	11/07/25	10/07/25-11/06/25 - Multi	210-5-41-22-622.000	815.05	57242	11/25/25
110725D Electricity 07010 GREEN MOUNTAIN POWER CORP 11/10/25 10/10/25-11/10/25 Non Sol 210-5-40-12-622.000 964.33 57243 11/25/25 111025NS Electricity 07010 GREEN MOUNTAIN POWER CORP 11/10/25 10/10/25-11/10/25 Non Sol 210-5-40-12-622.200 12718.20 57243 11/25/25				110725D	Electricity			
07010 GREEN MOUNTAIN POWER CORP 11/10/25 10/10/25-11/10/25 Non Sol 210-5-40-12-622.000 964.33 57243 11/25/25  111025NS Electricity  07010 GREEN MOUNTAIN POWER CORP 11/10/25 10/10/25-11/10/25 Non Sol 210-5-40-12-622.200 12718.20 57243 11/25/25	07010	GREEN MOUNTAIN POWER CORP	11/07/25	10/07/25-11/06/25 - Multi	210-5-41-23-622.000	62.82	57242	11/25/25
111025NS Electricity 07010 GREEN MOUNTAIN POWER CORP 11/10/25 10/10/25-11/10/25 Non Sol 210-5-40-12-622.200 12718.20 57243 11/25/25				110725D	Electricity			
07010 GREEN MOUNTAIN POWER CORP 11/10/25 10/10/25-11/10/25 Non Sol 210-5-40-12-622.200 12718.20 57243 11/25/25	07010	GREEN MOUNTAIN POWER CORP	11/10/25	10/10/25-11/10/25 Non Sol	210-5-40-12-622.000	964.33	57243	11/25/25
				111025NS	Electricity			
111025NS Streetlight Electricity	07010	GREEN MOUNTAIN POWER CORP	11/10/25	10/10/25-11/10/25 Non Sol	210-5-40-12-622.200	12718.20	57243	11/25/25
				111025NS	Streetlight Electricity			

For Check Acct 01(GENERAL FUND) All check #s 11/25/25 To 11/26/25

		Invoice	Invoice Description		Amount	Check Check
Vendor		Date	Invoice Number	Account	Paid	Number Date
07010	GREEN MOUNTAIN POWER CORP	11/07/25	MSP Power Nov	210-5-41-26-622.000	63.12	57244 11/25/25
07010	GREEN MOUNTAIN POWER CORP	11 /07 /05	112575MAPLE2 MSP Power Nov	Electricity	1700 24	E704E 11/0E/0E
07010	GREEN MOUNTAIN POWER CORP	11/0//25		210-5-41-26-622.000	1788.34	57245 11/25/25
33495	INGRAM LIBRARY SERVICES I	11/16/25	112575Maple BL A.F.RBooks NOV25	Electricity 210-5-90-00-991.000	117.60	57246 11/25/25
33493	INGRAM DIBRARI SERVICES I	11/10/23	91995025	Library Donation Expense	117.00	3/240 11/23/23
33495	INGRAM LIBRARY SERVICES I	11/16/25	BL A.F.RBooks NOV25	210-5-90-00-640.201	39.88	57246 11/25/25
55155		,,	91995025	Adult Collection replacem	22.00	0.210 22,20,20
33495	INGRAM LIBRARY SERVICES I	11/16/25	BL A.F.RBooks NOV25	210-5-35-10-640.201	235.10	57246 11/25/25
			91995025	Adult Collection		
33495	INGRAM LIBRARY SERVICES I	11/16/25	BL A.F.RBooks NOV25	210-5-35-10-610.000	33.99	57246 11/25/25
			91995025	General Supplies		
33495	INGRAM LIBRARY SERVICES I	11/19/25	BL A.R.Books NOV25	210-5-35-10-640.201	94.71	57246 11/25/25
			92107356	Adult Collection		
33495	INGRAM LIBRARY SERVICES I	11/19/25	BL A.R.Books NOV25	210-5-35-10-610.000	9.38	57246 11/25/25
			92107356	General Supplies		
33495	INGRAM LIBRARY SERVICES I	11/19/25	BL A.R.Books NOV25	210-5-90-00-640.201	13.41	57246 11/25/25
			92107356	Adult Collection replacem		
20135	KAMCO SUPPLY CORP OF BOST	10/31/25	Maint Supplies	210-5-30-12-610.000	610.44	57247 11/25/25
			S1782661	General Supplies		
80087	KONICA MINOLTA PREMIER FI	11/10/25	Copier Lease November 202	210-5-40-12-442.000	70.40	57248 11/25/25
			568554216	Rental Vehicles/Equip		
80087	KONICA MINOLTA PREMIER FI	11/10/25	Copier Lease November 202	210-5-35-10-442.000	328.00	57248 11/25/25
			568554216	Rental Vehicles/Equip		
80087	KONICA MINOLTA PREMIER FI	11/10/25	Copier Lease November 202		149.40	57248 11/25/25
			568554216	Rental Vehicles/Equip		
80087	KONICA MINOLTA PREMIER FI	11/10/25	Copier Lease November 202		165.54	57248 11/25/25
07040	MARTICON NAMIONAL LIES INC	11/10/05	568554216	Rental Vehicles/Equip	67.05	E70E1 11/0E/0E
27840	MADISON NATIONAL LIFE INS	11/18/25	Life Ins Dec 2025 1732771	210-5-12-10-210.000	67.25	57251 11/25/25
27840	MADISON NATIONAL LIFE INS	11/19/25	Life Ins Dec 2025	Group Insurance 210-5-35-10-210.000	256.20	57251 11/25/25
27040	MADISON NATIONAL LIFE INS	11/10/23	1732771	Group Insurance	230.20	37231 11723723
27840	MADISON NATIONAL LIFE INS	11/18/25	Life Ins Dec 2025	210-5-16-10-210.000	103.85	57251 11/25/25
		,_,	1732771	Group Insurance		0.101 11,10,10
27840	MADISON NATIONAL LIFE INS	11/18/25	Life Ins Dec 2025	210-5-40-12-210.000	120.78	57251 11/25/25
			1732771	Group Insurance		
27840	MADISON NATIONAL LIFE INS	11/18/25	Life Ins Dec 2025	210-5-10-10-210.000	146.40	57251 11/25/25
			1732771	Group Insurance		
27840	MADISON NATIONAL LIFE INS	11/18/25	Life Ins Dec 2025	210-5-13-10-210.000	146.40	57251 11/25/25
			1732771	Group Insurance		
27840	MADISON NATIONAL LIFE INS	11/18/25	Life Ins Dec 2025	210-5-30-12-210.000	73.20	57251 11/25/25
			1732771	Group Insurance		
27840	MADISON NATIONAL LIFE INS	11/18/25	Life Ins Dec 2025	210-5-30-10-210.000	292.80	57251 11/25/25
			1732771	Group Insurance		
23445	MATTHEW BENDER & CO., INC	11/07/25	BL ABooks NOV25	210-5-35-10-640.201	184.10	57252 11/25/25
			47205539	Adult Collection		
26920	MAYVILLE DARBY	11/10/25	Recording Secretary CRC,		30.90	57253 11/25/25
0.0000		44.44.	56	Professional Services		FR0F0 44 (5= (5=
26920	MAYVILLE DARBY	11/10/25	Recording Secretary CRC,		49.44	57253 11/25/25
			56	Professional Services		

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NORTHEAST DELTA DENTAL

NORTHEAST DELTA DENTAL

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# City of Essex Junction Accounts Payable Check Warrant Report # 24100 Current Prior Next FY Invoices For Fund (GENERAL FUND) For Check Acct 01(GENERAL FUND) All check #s 11/25/25 To 11/26/25

Invoice Invoice Description Amount Check Check Date Invoice Number Paid Number Date Vendor Account MAYVILLE DARBY 57253 11/25/25 26920 11/10/25 Recording Secretary CRC, 210-5-16-10-330.000 86.52 Professional Services 56 57254 11/25/25 80012 MECHLER THOMAS 11/14/25 BL CProg DD OCTNOV25 210-5-35-10-840.202 150.00 MECHLER 1011 Childrens Programs MIDWEST TAPE 11/11/25 BL AAudio NOV25 210-5-35-10-640.201 72.79 57255 11/25/25 V9970 508014306 Adult Collection MONAGHAN SAFAR DUCHAM PL 10/31/25 legal Oct 2025 210-5-16-10-320.000 57256 11/25/25 V10462 1071.90 Oct 2025 Legal Services V10462 MONAGHAN SAFAR DUCHAM PL 10/31/25 legal Oct 2025 210-5-10-10-320.000 1669.50 57256 11/25/25 Oct 2025 Legal Services 27395 MVP HEALTH CARE INC 43118 11/10/25 Health Dec 2025 210-5-35-10-210.000 11781.57 57257 11/25/25 22146116 Group Insurance 27395 MVP HEALTH CARE INC 43118 11/10/25 Health Dec 2025 210-5-16-10-210.000 3010.62 57257 11/25/25 22146116 Group Insurance 27395 MVP HEALTH CARE INC 43118 11/10/25 Health Dec 2025 210-2-00-00-210.006 4488.64 57257 11/25/25 22146116 Health Ins. Copay 27395 MVP HEALTH CARE INC 43118 11/10/25 Health Dec 2025 210-5-30-12-210.000 4827.04 57257 11/25/25 22146116 Group Insurance MVP HEALTH CARE INC 43118 27395 11/10/25 Health Dec 2025 210-5-30-10-210.000 18450.15 57257 11/25/25 22146116 Group Insurance 27395 MVP HEALTH CARE INC 43118 11/10/25 Health Dec 2025 210-5-12-10-210.000 2007.08 57257 11/25/25 22146116 Group Insurance MVP HEALTH CARE INC 43118 8650.54 57257 11/25/25 27395 11/10/25 Health Dec 2025 210-5-10-10-210.000 22146116 Group Insurance 57257 11/25/25 27395 MVP HEALTH CARE INC 43118 11/10/25 Health Dec 2025 210-5-13-10-210.000 3823.50 22146116 Group Insurance 27395 MVP HEALTH CARE INC 43118 11/10/25 Health Dec 2025 210-5-40-12-210.000 5128.10 57257 11/25/25 22146116 Group Insurance 09/18/25 Under Coating 210-5-25-10-430.000 2100.00 57258 11/25/25 80256 Mike Bushey Auto R&M Vehicles & Equipment 80256 Mike Bushey Auto 11/03/25 State Inspection 210-5-25-10-430.000 60.00 57258 11/25/25 11032025 R&M Vehicles & Equipment 80279 Moore, Robyn 11/19/25 Senior Program 11/19 210-5-30-10-330.000 200.00 57259 11/25/25 111925D Professional Services 25235 NO FIRE INC 11/14/25 BL SprklrInsp NOV25 210-5-41-21-400.000 330.00 57260 11/25/25 2525 Contracted Services 24960 NORTHEAST DELTA DENTAL 11/17/25 Dental Nov 2025 210-5-16-10-210.000 191.39 57261 11/25/25 111725 6197 Group Insurance NORTHEAST DELTA DENTAL 11/17/25 Dental Nov 2025 437.88 57261 11/25/25 24960 210-5-10-10-210.000 111725 6197 Group Insurance 24960 NORTHEAST DELTA DENTAL 11/17/25 Dental Nov 2025 210-5-35-10-210.000 489.91 57261 11/25/25 111725 6197 Group Insurance 24960 NORTHEAST DELTA DENTAL 11/17/25 Dental Nov 2025 210-5-12-10-210.000 75.80 57261 11/25/25 111725 6197 Group Insurance NORTHEAST DELTA DENTAL 11/17/25 Dental Nov 2025 197.21 57261 11/25/25 24960 210-5-40-12-210.000

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11/17/25 Dental Nov 2025

11/17/25 Dental Nov 2025

Group Insurance

Group Insurance

Group Insurance

210-5-13-10-210.000

210-5-30-10-210.000

401.87

780.79

57261 11/25/25

57261 11/25/25

## City of Essex Junction Accounts Payable nt Report # 24100 Current Prior Next FY Invoices For Fund (

## Check Warrant Report # 24100 Current Prior Next FY Invoices For Fund (GENERAL FUND) For Check Acct 01(GENERAL FUND) All check #s 11/25/25 To 11/26/25

		Invoice	Invoice Description		Amount	Check Check
Vendor		Date	Invoice Number	Account	Paid	Number Date
24960	NORTHEAST DELTA DENTAL	11/17/25	Dental Nov 2025	210-5-30-12-210.000	218.94	57261 11/25/25
			111725 6197	Group Insurance		
80081	O'BRIEN JOHN	11/13/25	Stipend BWAC November 202	210-5-16-10-190.000	50.00	57262 11/25/25
			1113250Brien	Board member Payments		
80177	PARKER, JENNY	11/18/25	Stipend PCAB November 202	210-5-11-10-190.000	50.00	57263 11/25/25
			111825Parker	Board Member Payments		
29425	PERFORMANCE FOOD 24793-EJ	11/20/25	Toilet paper and Paper to	210-5-40-12-610.000	731.37	57264 11/25/25
			506595	General Supplies		
80133	PHILBROOK, LAUREN	11/13/25	Stipend BWAC November 202	210-5-16-10-190.000	50.00	57266 11/25/25
			111325Philbr	Board member Payments		
25140	PIKE INDUSTRIES INC	11/18/25	-	210-5-40-12-605.000	150.00	57267 11/25/25
			1355813	Summer Construction Suppl		
23465	PITNEY BOWES, INC.	11/20/25	2 Lincoln Postage Lease N	210-5-10-10-442.000	571.35	57268 11/25/25
			3321608729	Rental Vehicles/Equip		
80215	Pringle-Corcoran, Wendee	10/13/25	Stipend TFMG October 2025		50.00	57269 11/25/25
			101325Pringl	Board Member Payments		
37430	R R CHARLEBOIS INC	11/13/25	Fuel filter for Truck #5		58.44	57270 11/25/25
			IE77649	R&M Vehicles & Equipment		
37430	R R CHARLEBOIS INC	11/13/25	Trucks #8, #34 and #6	210-5-40-12-430.000	650.89	57270 11/25/25
			IE77651	R&M Vehicles & Equipment		
37430	R R CHARLEBOIS INC	11/13/25	Parts for Truck #5	210-5-40-12-430.000	175.39	57270 11/25/25
			IE77654	R&M Vehicles & Equipment		
03180	SAFETY SYSTEMS OF VT LLC	11/13/25	BL F.AlrmInsp+Repr NOV25		225.80	57273 11/25/25
02100	CATHERY GYGENERG OF THE TAG	11/12/25	13222384	R&M Buildings & Grounds	640.00	E7072 11 /0E /0E
03180	SAFETY SYSTEMS OF VT LLC	11/13/25	BL F.AlrmInsp+Repr NOV25		640.82	57273 11/25/25
03180	SAFETY SYSTEMS OF VT LLC	11/12/25	13222384 Full Functional Fire Alar	Contracted Services	680.00	57273 11/25/25
03160	SAFEII SISIEMS OF VI LLC	11/12/25	13223498	R&M Buildings & Grounds	680.00	5/2/3 11/25/25
03180	SAFETY SYSTEMS OF VT LLC	11/17/25	Full Functional Fire Alar	-	797.30	57273 11/25/25
03100	SAESII SISIEMS OF VI BEC	11/1//25	13229737	R&M Buildings & Grounds	737.30	37273 11723723
29470	SIKORA SERVICE CENTER	10/15/25	State inspection 2025	210-5-40-12-430.000	101.75	57276 11/25/25
	<u> </u>	20, 20, 20	44547	R&M Vehicles & Equipment		07270 22720720
29470	SIKORA SERVICE CENTER	10/16/25	New 1 Street - State Insp		640.47	57276 11/25/25
		,,	44560	R&M Vehicles & Equipment		
29470	SIKORA SERVICE CENTER	10/17/25	New truck State inspectio		101.75	57276 11/25/25
			44590	R&M Vehicles & Equipment		
23855	SOUTHWORTH-MILTON, INC.	11/10/25	Loader	210-5-40-12-430.000	812.47	57277 11/25/25
			INV3740267	R&M Vehicles & Equipment		
23855	SOUTHWORTH-MILTON, INC.	11/17/25	Parts for the Loader	210-5-40-12-430.000	321.37	57277 11/25/25
			INV3746702	R&M Vehicles & Equipment		
23855	SOUTHWORTH-MILTON, INC.	11/18/25	Element Kt	210-5-40-12-430.000	61.80	57277 11/25/25
			INV3748392	R&M Vehicles & Equipment		
23855	SOUTHWORTH-MILTON, INC.	11/17/25	Service for the Loader	210-5-40-12-430.000	4208.81	57277 11/25/25
			SINV0082525	R&M Vehicles & Equipment		
29090	SUNBELT RENTALS	11/12/25	Shackle Screw Pin	210-5-40-12-610.000	16.29	57279 11/25/25
			176870694	General Supplies		
21000	UNIFIRST CORPORATION	11/19/25	BL Mats NOV25	210-5-41-21-400.000	83.02	57280 11/25/25
			1080307874	Contracted Services		
80198	VERASAMY, MARLON	11/20/25	Stipend GOV November 2025	210-5-11-10-190.000	100.00	57281 11/25/25
			112025Verasa	Board Member Payments		

# City of Essex Junction Accounts Payable Check Warrant Report # 24100 Current Prior Next FY Invoices For Fund (GENERAL FUND) For Check Acct 01(GENERAL FUND) All check #s 11/25/25 To 11/26/25

		Invoice	Invoice Description		Amount	Check Check
Vendor		Date	Invoice Number	Account	Paid	Number Date
11935	VIKING-CIVES USA	11/14/25	Description: JOHNSTON BRU	210-5-40-12-430.000	492.30	57282 11/25/25
			4546975	R&M Vehicles & Equipment		
11935	VIKING-CIVES USA	11/18/25	Description: WHELEN LIGHT	210-5-40-12-430.000	158.32	57282 11/25/25
			4547145	R&M Vehicles & Equipment		
23395	VILLAGE HARDWARE - WILLIS	11/10/25	NUTS-BOLTS-SCREWS	210-5-40-12-610.000	7.97	57283 11/25/25
			521176	General Supplies		
23395	VILLAGE HARDWARE - WILLIS	11/14/25	Supplies	210-5-40-12-610.000	68.37	57283 11/25/25
			521214	General Supplies		
23395	VILLAGE HARDWARE - WILLIS	11/20/25	Batteries	210-5-40-12-610.000	20.89	57283 11/25/25
			521239	General Supplies		
21230	VISION SERVICE PLAN (CT)	11/19/25	Vision Dec 2025	210-5-16-10-210.000	37.71	57284 11/25/25
			824083204	Group Insurance		
21230	VISION SERVICE PLAN (CT)	11/19/25	Vision Dec 2025	210-5-35-10-210.000	96.20	57284 11/25/25
			824083204	Group Insurance		
21230	VISION SERVICE PLAN (CT)	11/19/25	Vision Dec 2025	210-5-40-12-210.000	53.16	57284 11/25/25
			824083204	Group Insurance		
21230	VISION SERVICE PLAN (CT)	11/19/25	Vision Dec 2025	210-5-10-10-210.000	89.41	57284 11/25/25
			824083204	Group Insurance		
21230	VISION SERVICE PLAN (CT)	11/19/25	Vision Dec 2025	210-5-13-10-210.000	73.95	57284 11/25/25
			824083204	Group Insurance		
21230	VISION SERVICE PLAN (CT)	11/19/25	Vision Dec 2025	210-5-12-10-210.000	14.02	57284 11/25/25
			824083204	Group Insurance		
21230	VISION SERVICE PLAN (CT)	11/19/25	Vision Dec 2025	210-5-30-10-210.000	142.45	57284 11/25/25
			824083204	Group Insurance		
21230	VISION SERVICE PLAN (CT)	11/19/25	Vision Dec 2025	210-5-30-12-210.000	28.04	57284 11/25/25
			824083204	Group Insurance		
28470	VMERS DB 110800	11/21/25	Payroll Transfer	210-2-00-00-210.004	27212.36	57285 11/25/25
			PR-11/21/25	Retirement Payable		
80130	VMERS DC 110800	11/21/25	Payroll Transfer	210-2-00-00-210.004	2605.77	57286 11/25/25
			PR-11/21/25	Retirement Payable		
07565	W B MASON CO INC	11/13/25	2 Lincoln Supplies Nov 20	210-5-10-10-610.000	93.98	57288 11/25/25
			258187763	General Supplies		
07565	W B MASON CO INC	11/18/25	BL ToiletPaper NOV25	210-5-41-21-610.000	77.29	57288 11/25/25
			258268430	General Supplies		
07565	W B MASON CO INC	11/18/25	BL Paper NOV25	210-5-35-10-610.000	337.56	57288 11/25/25
			258287729	General Supplies		
80209	Wasted Public Bene Corp	11/07/25	Cascade Portolet Nov	210-5-30-12-330.000	120.00	57289 11/25/25
	-		10043	Professional Services		
80209	Wasted Public Bene Corp	11/07/25	MSP Portolets Nov	210-5-30-12-330.000	330.00	57289 11/25/25
	•		10044	Professional Services		
80227	LIGUORI, DANIEL	11/13/25	Stipend BWAC November 205	210-5-16-10-190.000	50.00	57290 11/25/25
	,	, -, -	111325Liguor	Board member Payments		
33195	LIMOGE & SONS GARAGE DOOR	11/10/25	JOB: RESET MULTI CODE REM	-	160.00	57291 11/25/25
			90061TE	R&M Buildings & Grounds		
05020	ESSEX JCT CITY OF	10/28/25	Water and Sewer Charge:	-	1055.10 E	3 112525 11/25/25
· · · · ·	<del></del>	.,,	102825DPW	Streetscape Maintenance		,,
05020	ESSEX JCT CITY OF	10/28/25	Water and Sewer Charge:	-	362.20 F	3 112525 11/25/25
<b>-</b>		,,	102825DPW	Transfer btwn Funds	- 3- 1- 3 -	,,
05020	ESSEX JCT CITY OF	10/28/25	Water and Sewer Charge:		1166.23 F	3 112525 11/25/25
		,,	102825DPW	Water and Sewer Charges		,,,
				concr omargos		

For Check Acct 01(GENERAL FUND) All check #s 11/25/25 To 11/26/25

		Invoice	Invoice Description		Amount	Check	Check
Vendor		Date	Invoice Number	Account	Paid	Number	Date
V1165	INTERNAL REVENUE SERVICE	11/21/25	Payroll Transfer	210-2-00-00-210.002	52208.13 E	112625	11/26/25
			PR-11/21/25	Federal Inc Tax W/H			
05020	ESSEX JCT CITY OF	10/28/25	Water/Sewer	210-5-41-22-410.000	527.52	112525	11/25/25
			1029009000A	Water and Sewer Charges			
05020	ESSEX JCT CITY OF	10/28/25	77 Maple St Water	210-5-90-00-910.000	579.52 D	112525	11/25/25
			204285321	Transfer btwn Funds			
05020	ESSEX JCT CITY OF	10/28/25	77 Maple St Water	210-5-41-26-410.000	1799.41 D	112525	11/25/25
			204285321	Water and Sewer Charges			
V2413	VT DEPT OF TAXES	11/21/25	Payroll Transfer	210-2-00-00-210.003	7170.64	112625	11/26/25
			PR-11/21/25	State Inc Tax W/H			
05020	ESSEX JCT CITY OF	10/28/25	75 Maple St Water/Sewer	210-5-41-26-410.000	2852.44 E	112525	11/25/25
			204285331	Water and Sewer Charges			
05020	ESSEX JCT CITY OF	10/28/25	MSP Maint Bldg Water	210-5-41-26-410.000	150.88 F	112525	11/25/25
			204285341	Water and Sewer Charges			
05020	ESSEX JCT CITY OF	10/28/25	Park St Water	210-5-41-23-410.000	394.47	112525	11/25/25
			204285351	Water and Sewer Charges			
05020	ESSEX JCT CITY OF	10/28/25	Park St Water	210-5-90-00-910.000	108.66	112525	11/25/25
			204285351	Transfer btwn Funds			
05020	ESSEX JCT CITY OF	10/28/25	2 Lincoln Water/Sewer Oct	210-5-41-20-410.000	208.58 H	112525	11/25/25
			204285371	Water and Sewer Charges			
05020	ESSEX JCT CITY OF	10/28/25	2 Lincoln Sprinkler Water	210-5-41-20-410.000	104.18 1	112525	11/25/25
			204285381	Water and Sewer Charges			
05020	ESSEX JCT CITY OF	10/28/25	BL WaterWW JUL-OCT25	210-5-41-21-410.000	273.98 J	112525	11/25/25
			204285401	Water and Sewer Charges			
05020	ESSEX JCT CITY OF	10/28/25	Cascade Pk Water	210-5-41-26-410.000	57.88 I	112525	11/25/25
			204285481	Water and Sewer Charges			
05020	ESSEX JCT CITY OF	10/28/25	2 Maple Stormwater Oct 20	210-5-90-00-910.000	18.11 M	112525	11/25/25
			204296921	Transfer btwn Funds			
05020	ESSEX JCT CITY OF	10/28/25	Fairview Cemetery Stormwa	210-5-90-00-910.000	36.22 N	112525	11/25/25
			204308551	Transfer btwn Funds			
05375	ESSEX JUNCTION EMPLOYEES	11/07/25	Payroll Transfer	210-2-00-00-210.005	170.00 C	112525	11/25/25
			PR-11/07/25	Misc Deductions Payable			
05375	ESSEX JUNCTION EMPLOYEES	11/21/25	Payroll Transfer	210-2-00-00-210.005	170.00 E	112525	11/25/25
			PR-11/21/25	Misc Deductions Payable			
17140	THE EDGE (VILLAGE)	11/21/25	Payroll Transfer	210-2-00-00-210.005	432.25 Ç	112525	11/25/25
			PR-11/21/25	Misc Deductions Payable			
17425	ICMA ROTH PLAN 706287	11/07/25	Payroll Transfer	210-2-00-00-210.004	150.00 F	112525	11/25/25
			PR-11/07/25	Retirement Payable			
17425	ICMA ROTH PLAN 706287	11/21/25	Payroll Transfer	210-2-00-00-210.004	150.00 S	112525	11/25/25
			PR-11/21/25	Retirement Payable			
80158	MISSION SQUARE TRADITINAL	11/07/25	Payroll Transfer	210-2-00-00-210.004	269.23 1	112525	11/25/25
			PR-11/07/25	Retirement Payable			
80158	MISSION SQUARE TRADITINAL	11/21/25	Payroll Transfer	210-2-00-00-210.004	269.23 t	112525	11/25/25
			PR-11/21/25	Retirement Payable			
V1160	ICMA RETIREMENT TRUST-457	11/07/25	Payroll Transfer	210-2-00-00-210.004	2916.72 V	112525	11/25/25
			PR-11/07/25	Retirement Payable			
V1160	ICMA RETIREMENT TRUST-457	11/21/25	Payroll Transfer	210-2-00-00-210.004	3133.47 W	112525	11/25/25
			PR-11/21/25	Retirement Payable			
V1161	ICMA RETIREMENT TRUST-401	11/07/25	Payroll Transfer	210-2-00-00-210.004	5214.92 X	112525	11/25/25
			PR-11/07/25	Retirement Payable			

For Check Acct 01(GENERAL FUND) All check #s 11/25/25 To 11/26/25

		Invoice	Invoice Description		Amount	Check Check
Vendor		Date	Invoice Number	Account	Paid	Number Date
V1161	ICMA RETIREMENT TRUST-401	11/21/25	Payroll Transfer	210-2-00-00-210.004	5438.76	z 112525 11/25/25
			PR-11/21/25	Retirement Payable		
80021	FIRST NATIONAL BANK OF OM	10/16/25	Rebranding Survey GC	224-5-00-00-570.000	250.00	57233 11/25/25
			017676	Other Purchased Services		
V10462	MONAGHAN SAFAR DUCHAM PL	10/31/25	legal Oct 2025	230-5-16-10-890.824	112.50	57256 11/25/25
			Oct 2025	Cres. Connector		
39425	SCOTT & PARTNERS INC	11/06/25	2 Lincoln Renovation Octo	232-5-41-20-890.832	1197.50	57274 11/25/25
			6379	2 Lincoln Street Renovati		
39425	SCOTT & PARTNERS INC	11/06/25	BL Roof OCT25	232-5-41-21-730.001	1615.00	57274 11/25/25
			6388	Roof		
05290	ADVANCE AUTO PARTS 9820	11/18/25	Supplies for Truck #5	254-5-54-20-430.000	31.76	57198 11/25/25
		, .,	552532223971	R&M Vehicles & Equipment		,
80021	FIRST NATIONAL BANK OF OM	10/31/25	tools for water	254-5-54-20-610.000	548.00	57233 11/25/25
		,	103125Water	General Supplies		
80021	FIRST NATIONAL BANK OF OM	11/01/25	05 Nov GOCO Bill	254-5-54-20-505.000	37.34	57233 11/25/25
00021	THE MITTERNE BINN OF ON	11,01,10	155387	Tech. Subs, Licenses	37.34	3,233 11,23,23
80021	FIRST NATIONAL BANK OF OM	11/06/25	admin time tracking Oct 2	,	16.00	57233 11/25/25
80021	FIRST NATIONAL BANK OF OM	11/00/23	463570	Tech. Subs, Licenses	10.00	3/233 11/23/23
21840	FIRST NATIONAL BANK OMAHA	11/10/25	Visa 10/30/25 - 11/19/25		72.00	57236 11/25/25
21040	FIRST NATIONAL BANK OMAHA	11/19/25	0631111925		72.00	5/236 11/25/25
07010	CREEN MOUNTAIN DOMES CORD	11/10/05		Training, Conf, Dues	147.06	E7040 11/0E/0E
07010	GREEN MOUNTAIN POWER CORP	11/10/25	10/10/25-11/10/25 Non Sol		147.26	57243 11/25/25
			111025NS	Electricity		44 (0- (0-
27840	MADISON NATIONAL LIFE INS	11/18/25	Life Ins Dec 2025	254-5-54-20-210.000	102.48	57251 11/25/25
07005		11 /10 /05	1732771	Group Insurance	4710 64	
27395	MVP HEALTH CARE INC 43118	11/10/25	Health Dec 2025	254-5-54-20-210.000	4712.64	57257 11/25/25
			22146116	Group Insurance		
24960	NORTHEAST DELTA DENTAL	11/17/25	Dental Nov 2025	254-5-54-20-210.000	216.78	57261 11/25/25
			111725 6197	Group Insurance		
21230	VISION SERVICE PLAN (CT)	11/19/25	Vision Dec 2025	254-5-54-20-210.000	67.27	57284 11/25/25
			824083204	Group Insurance		
05020	ESSEX JCT CITY OF	10/28/25	Water and Sewer Charge:	254-5-54-20-410.000	57.88	B 112525 11/25/25
			102825DPW	Water and Sewer Charges		
V10609	2G ENERGY INC.	07/29/25	Repair of the cogen	255-5-55-30-435.000	4567.56	57196 11/25/25
			415082500839	COGEN		
V10609	2G ENERGY INC.	09/03/25	Repair of the Cogen	255-5-55-30-435.000	8152.80	57196 11/25/25
			415082501098	COGEN		
V10609	2G ENERGY INC.	11/17/25	Water Pressure Sensor	255-5-55-30-435.000	1419.69	57196 11/25/25
			415082501400	COGEN		
V10609	2G ENERGY INC.	11/17/25	Double Solenoid Valve	255-5-55-30-435.000	3771.48	57196 11/25/25
			415082501413	COGEN		
V10609	2G ENERGY INC.	11/17/25	Valve Cover Gasket	255-5-55-30-435.000	6910.75	57196 11/25/25
			415082501417	COGEN		
14685	ALLIANCE GROUP SERV LLC	10/31/25	Hydronic System Flush Gl	255-5-55-70-730.005	3761.24	57201 11/25/25
			94016	HVAC Upgrades		
20660	BRENNTAG LUBRICANTS LLC	11/18/25	MOBIL DELVAC MODERN GREAS	255-5-55-30-570.000	254.42	57211 11/25/25
			BLN25948474	Other Purchased Services		
11375	CASELLA WASTE MANAGEMENT	11/01/25	Trash and Recycle October	255-5-55-30-421.000	1377.68	57214 11/25/25
			3766187	Grit Disposal		
21210	CINTAS LOC # 68M 71 M	11/14/25	WWTF Safety products: Con	255-5-55-30-610.000	151.86	57216 11/25/25
			5302907411	General Supplies		

Amount Check Check

# City of Essex Junction Accounts Payable Check Warrant Report # 24100 Current Prior Next FY Invoices For Fund (GENERAL FUND) For Check Acct 01(GENERAL FUND) All check #s 11/25/25 To 11/26/25

Invoice Invoice Description

		INVOICE	invoice beactiption		Amount	Check Check
Vendor		Date	Invoice Number	Account		Number Date
V10734	ENCORE ESSEX JUNCTION SOL		Fixed Monthly Payment (9/	255-5-55-30-622.000	2218.85	57226 11/25/25
			2510WWTP	Electricity		
06870	ENDYNE INC	11/12/25	Essex Jct. WWTF TKN Only		35.00	57227 11/25/25
			556994	Technical Services		
06870	ENDYNE INC	11/13/25	Constituent Monitoring		50.00	57227 11/25/25
			557119	Technical Services		
38955	F W WEBB COMPANY	11/17/25	Valve and Bushing for GBT		156.91	57230 11/25/25
			93484328	Other Purchased Services		
04640	FASTENAL INDUSTRIAL & CON	11/13/25	Work light with USB	255-5-55-30-610.000	210.05	57231 11/25/25
			VTBUR341374	General Supplies		
29280	FIRST NATIONAL BANK OMAH	11/19/25	Visa 0481 - Service Perio		19.09	57232 11/25/25
		44 /40 /0=	0481111925	COGEN		
29280	FIRST NATIONAL BANK OMAH	11/19/25	Visa 0481 - Service Perio		275.47	57232 11/25/25
		44 /40 /0=	0481111925	General Supplies		
29280	FIRST NATIONAL BANK OMAH	11/19/25	Visa 0481 - Service Perio		8.84	57232 11/25/25
		44 /04 /05	0481111925	Process Monitoring Upgrad		
80021	FIRST NATIONAL BANK OF OM	11/01/25		255-5-55-30-505.000	149.34	57233 11/25/25
00001		11 /06/05	155387	Tech. Subs, Licenses	70.00	FF000 11 /0F /0F
80021	FIRST NATIONAL BANK OF OM	11/06/25	admin time tracking Oct 2		72.00	57233 11/25/25
0.4505	anaann	11/14/05	463570	Tech. Subs, Licenses	422 64	57041 11/05/05
24785	GRAINGER	11/14/25	SUBMERSIBLESUMPPUMP	255-5-55-30-570.000	433.64	57241 11/25/25
80087	VONTOR MINOLER DREWIED ET	11/10/25	9712441865	Other Purchased Services	158.45	57248 11/25/25
80087	KONICA MINOLTA PREMIER FI	11/10/25	Copier Lease November 202		138.45	5/248 11/25/25
27840	MADISON NATIONAL LIFE INS	11/10/25	568554216 Life Ins Dec 2025	Rental Vehicles/Equip 255-5-55-30-210.000	219.60	57251 11/25/25
27640	MADISON NATIONAL LIFE INS	11/10/25	1732771		219.60	57251 11/25/25
V10462	MONAGHAN SAFAR DUCHAM PL	10/21/25	legal Oct 2025	Group Insurance 255-5-55-30-320.000	45.00	57256 11/25/25
V10462	MONAGRAN SAFAR DUCHAM FL	10/31/25	Oct 2025	Legal Services	45.00	37236 11/23/23
27395	MVP HEALTH CARE INC 43118	11/10/25	Health Dec 2025	255-5-55-30-210.000	7506.49	57257 11/25/25
27333	MVF MEADIN CARE INC 43110	11/10/25	22146116	Group Insurance	7500.45	37237 11723723
24960	NORTHEAST DELTA DENTAL	11/17/25	Dental Nov 2025	255-5-55-30-210.000	402.23	57261 11/25/25
24500	NORTHEADT DESIGN DENTAL	11/1//25	111725 6197	Group Insurance	402.23	37201 11723723
23395	VILLAGE HARDWARE - WILLIS	11/19/25	Bolts for GBT	255-5-55-30-610.000	108.48	57283 11/25/25
25555	VILLED INDUME WILLIS	11, 15, 25	521234	General Supplies	100.40	3,203 11,23,23
21230	VISION SERVICE PLAN (CT)	11/19/25	Vision Dec 2025	255-5-55-30-210.000	80.74	57284 11/25/25
		,,	824083204	Group Insurance		0,201 22,20,20
05020	ESSEX JCT CITY OF	10/28/25	Water and Sewer Charge: J		724.40 #	112525 11/25/25
		,,	102825D	Stormwater Charges		
05020	ESSEX JCT CITY OF	10/28/25	Water and Sewer Charge: J	-	2901.28 #	112525 11/25/25
		,,	102825D	Water and Sewer Charges		
42625	ALDRICH & ELLIOTT PC	11/01/25	Pump Stations: September	_	6000.00	57199 11/25/25
		, , ,	83423	Maple/River St PS		
42625	ALDRICH & ELLIOTT PC	11/01/25	Pump Stations: September	-	2000.00	57199 11/25/25
		, , ,	83423	West St PS		
80021	FIRST NATIONAL BANK OF OM	11/01/25	05 Nov GOCO Bill	256-5-56-40-505.000	37.34	57233 11/25/25
			155387	Tech. Subs, Licenses		
80021	FIRST NATIONAL BANK OF OM	11/06/25	admin time tracking Oct 2		16.00	57233 11/25/25
			463570	Tech. Subs, Licenses		
07010	GREEN MOUNTAIN POWER CORP	11/07/25	10/07/25-11/06/25 - Multi		90.17	57242 11/25/25
			110725D	Susie Wilson PS Costs		

For Check Acct 01(GENERAL FUND) All check #s 11/25/25 To 11/26/25

		Invoice	Invoice Description		Amount	Check	Check
Vendor		Date	Invoice Number	Account	Paid	Number	Date
07010	GREEN MOUNTAIN POWER CORP	11/07/25	10/07/25-11/06/25 - Multi	256-5-56-40-622.000	400.39	57242	11/25/25
0,020		,,	110725D	Electricity	100.00	0.2.2	,,
07010	GREEN MOUNTAIN POWER CORP	11/07/25	10/07/25-11/06/25 - Multi	<del>-</del>	99.89	57242	11/25/25
07010	CIMEN MOONIMIN TOWER COM	11,01,15	110725D	West Street PS Costs	33.03	3,242	11,25,25
07010	GREEN MOUNTAIN POWER CORP	11/10/25	10/10/25-11/10/25 Non Sol		604.54	57243	11/25/25
		,_,	111025NS	Electricity			,,
27840	MADISON NATIONAL LIFE INS	11/18/25	Life Ins Dec 2025	256-5-56-40-210.000	94.06	57251	11/25/25
			1732771	Group Insurance			
27395	MVP HEALTH CARE INC 43118	11/10/25	Health Dec 2025	256-5-56-40-210.000	3305.67	57257	11/25/25
			22146116	Group Insurance			
24960	NORTHEAST DELTA DENTAL	11/17/25	Dental Nov 2025	256-5-56-40-210.000	202.15	57261	11/25/25
			111725 6197	Group Insurance			
21230	VISION SERVICE PLAN (CT)	11/19/25	Vision Dec 2025	256-5-56-40-210.000	39.74	57284	11/25/25
			824083204	Group Insurance			
05020	ESSEX JCT CITY OF	10/28/25	Water and Sewer Charge: J	256-5-56-40-410.000	164.98	A 112525	11/25/25
			102825D	Water and Sewer Charges			
29280	FIRST NATIONAL BANK OMAH	11/19/25	Visa 0481 - Service Perio	257-5-57-50-500.000	51.75	57232	11/25/25
			0481111925	Training, Conferences, Du			
27840	MADISON NATIONAL LIFE INS	11/18/25	Life Ins Dec 2025	257-5-57-50-210.000	48.68	57251	11/25/25
			1732771	Group Insurance			
27395	MVP HEALTH CARE INC 43118	11/10/25	Health Dec 2025	257-5-57-50-210.000	2669.42	57257	11/25/25
			22146116	Group Insurance			
24960	NORTHEAST DELTA DENTAL	11/17/25	Dental Nov 2025	257-5-57-50-210.000	100.81	57261	11/25/25
			111725 6197	Group Insurance			
10425	REGIONAL STORMWATER EDUCA	11/01/25	FY26 Regional Stormwater	257-5-57-50-510.000	5000.00	57272	11/25/25
			243	Permit/License/Registrati			
21230	VISION SERVICE PLAN (CT)	11/19/25	Vision Dec 2025	257-5-57-50-210.000	18.65	57284	11/25/25
			824083204	Group Insurance			
19815	AMAZON CAPITAL SERVICES	11/18/25	RK EES K Supplies	259-5-30-15-610.000	66.76	57204	11/25/25
			11VHF3VF4MLC	General Supplies			
19815	AMAZON CAPITAL SERVICES	11/10/25	RK Westford Supplies	259-5-30-15-610.000	100.90	57204	11/25/25
			139YP7CJ71HX	General Supplies			
19815	AMAZON CAPITAL SERVICES	11/17/25	RK ADL Supplies	259-5-30-15-610.000	89.98	57204	11/25/25
			13PT1PVK6M31	General Supplies			
19815	AMAZON CAPITAL SERVICES	11/10/25	RK EES 1-2 Supplies	259-5-30-15-610.000	82.82	57204	11/25/25
			17LTQNVD6WHW	General Supplies			
19815	AMAZON CAPITAL SERVICES	11/07/25	RK Westford Supplies	259-5-30-15-610.000	23.98	57204	11/25/25
		44 /05 /05	1C6DWP66KRMG	General Supplies			44 (05 (05
19815	AMAZON CAPITAL SERVICES	11/07/25	RK EES 1-2 Supplies	259-5-30-15-610.000	59.61	57204	11/25/25
10015		11/10/05	1CY6T4QVL377	General Supplies	371.77	F 7004	11 /05 /05
19815	AMAZON CAPITAL SERVICES	11/12/25	RK EES 1-2 Supplies	259-5-30-15-610.000	3/1.//	5/204	11/25/25
10015	AMAZON CADIMAI CEDUTCEC	11/14/25	1JD7C3HJ91JN	General Supplies	26 05	E7204	11 /25 /25
19815	AMAZON CAPITAL SERVICES	11/14/25	RK Fleming Supplies 1K7MH9VGM7QN	259-5-30-15-610.000 General Supplies	36.95	3/204	11/25/25
19815	AMAZON CAPITAL SERVICES	11/07/25	Behavior Support	259-5-30-15-610.000	16.13	57204	11/25/25
17013	AMELIAN SERVICES	11,01,25	1LCVMP7LLL1Q	General Supplies	10.13	3/204	11/23/23
19815	AMAZON CAPITAL SERVICES	11/14/25	RK MSP Supplies	259-5-30-15-610.000	49.31	57204	11/25/25
	OH IIIM BERVICED	,, 23	1PCLNHCJLP6M	General Supplies	47.51	3,204	,,
19815	AMAZON CAPITAL SERVICES	11/10/25	PS Discoverers Supplies	259-5-30-16-610.000	121.25	57204	11/25/25
·	<b></b>	,,	1Q1LNJ3W9DQW	General Supplies			-,, <b></b>

# City of Essex Junction Accounts Payable Check Warrant Report # 24100 Current Prior Next FY Invoices For Fund (GENERAL FUND) For Check Acct 01(GENERAL FUND) All check #s 11/25/25 To 11/26/25

		Invoice	Invoice Description		Amount	Check Check
Vendor		Date	Invoice Number	Account	Paid	Number Date
19815	AMAZON CAPITAL SERVICES	11/07/25	RK Founders Supplies	 259-5-30-15-610.000	214.96	57204 11/25/25
19013	AMAZON CAFITAL SERVICES	11/0//23	1QMQYNNFLKDY		214.90	37204 11/23/23
19815	AMAZON CAPITAL SERVICES	10/27/25	PS Discoverers Supplies	General Supplies 259-5-30-16-610.000	6.89	57204 11/25/25
19615	AMAZON CAPITAL SERVICES	10/2//25	1TP31QFQFRGL		6.89	5/204 11/25/25
19815	AMAZON CAPITAL SERVICES	11/12/25	Program Supplies	General Supplies 259-5-30-14-610.000	39.99	57204 11/25/25
19013	AMAZON CAFITAL SERVICES	11/13/23	1VR6J7XY4G13	General Supplies	39.99	37204 11/23/23
19815	AMAZON CAPITAL SERVICES	11/14/25	RK Hiawatha Supplies	259-5-30-15-610.000	28.88	57204 11/25/25
17015	AMAZON CAPITAL SERVICES	11/14/23	1WMGXRXNJ9N1	General Supplies	20.00	3/204 11/23/23
19815	AMAZON CAPITAL SERVICES	11/14/25	PS Discoverers Supplies	259-5-30-16-610.000	98.99	57204 11/25/25
		,,	1WNLQ6MNJYPN	General Supplies	20.22	0,201 22,20,20
19815	AMAZON CAPITAL SERVICES	11/14/25	Vac Camp ADL	259-5-30-15-610.000	76.77	57204 11/25/25
		,,	1WRY3QWMJKJ6	General Supplies		0,201 22,20,20
19815	AMAZON CAPITAL SERVICES	11/06/25	Program Supplies	259-5-30-14-610.000	1078.19	57204 11/25/25
		, ,	1WYKPJVWCRPN	General Supplies		
19815	AMAZON CAPITAL SERVICES	11/07/25	RK Westford Supplies	259-5-30-15-610.000	9.99	57204 11/25/25
			1WYKPJVWKC6Q	General Supplies		
19815	AMAZON CAPITAL SERVICES	11/14/25	RK Supplies	259-5-30-15-610.000	37.73	57204 11/25/25
			1XJKQRDJLLPG	General Supplies		
19815	AMAZON CAPITAL SERVICES	11/07/25	Program Supplies	259-5-30-14-610.000	16.14	57204 11/25/25
			1YFMTCT7L7RD	General Supplies		
19815	AMAZON CAPITAL SERVICES	11/14/25	Vac Camp ADL	259-5-30-15-610.000	56.95	57204 11/25/25
			1YQ9L6F7KC4V	General Supplies		
25595	AMERICAN RED CROSS	11/19/25	RK CPR Training 10/2430	259-5-30-15-330.000	560.00	57207 11/25/25
			23039579	Professional Services		
22670	CAPITAL ONE CREDIT CARD -	11/15/25	EJRP CC Oct/Nov	259-5-30-16-610.000	74.89	57213 11/25/25
			65081125	General Supplies		
22670	CAPITAL ONE CREDIT CARD -	11/15/25	EJRP CC Oct/Nov	259-5-30-10-505.000	770.88	57213 11/25/25
			65081125	Tech. Subs, Licenses		
22670	CAPITAL ONE CREDIT CARD -	11/15/25	EJRP CC Oct/Nov	259-5-30-15-530.000	754.26	57213 11/25/25
			65081125	Communications		
22670	CAPITAL ONE CREDIT CARD -	11/15/25	EJRP CC Oct/Nov	259-5-30-11-610.000	12.83	57213 11/25/25
			65081125	General Supplies		
22670	CAPITAL ONE CREDIT CARD -	11/15/25	EJRP CC Oct/Nov	259-5-30-14-610.000	16186.73	57213 11/25/25
			65081125	General Supplies		
22670	CAPITAL ONE CREDIT CARD -	11/15/25	EJRP CC Oct/Nov	259-5-30-15-610.000	556.78	57213 11/25/25
			65081125	General Supplies		
22670	CAPITAL ONE CREDIT CARD -	11/15/25	EJRP CC Oct/Nov	259-5-30-14-330.000	1615.55	57213 11/25/25
			65081125	Professional Services		
22670	CAPITAL ONE CREDIT CARD -	11/15/25	EJRP CC Oct/Nov	259-5-30-12-610.000	74.24	57213 11/25/25
			65081125	General Supplies		
22670	CAPITAL ONE CREDIT CARD -	11/15/25	EJRP CC Oct/Nov	259-5-30-16-500.000	859.50	57213 11/25/25
			65081125	Training, Conf, Dues		
80277	CLOSE UP MAGIC LLC	11/04/25	RK Hiawatha 11/17	259-5-30-15-330.000	400.00	57218 11/25/25
			6	Professional Services		
19570	ESSEX PARKS & RECREATION	11/06/25	Vac Camp IBR 11/26	259-5-30-15-330.000	195.00	57229 11/25/25
			110625D	Professional Services		
38955	F W WEBB COMPANY	11/04/25	Pool Supplies	259-5-30-11-431.000	405.06	57230 11/25/25
			93279447	R&M Buildings & Grounds		
80192	Fountain of Youth Fitness	11/10/25	Lifting Spirits 11/10	259-5-30-14-330.000	115.00	57239 11/25/25
			111025D	Professional Services		

### For Check Acct 01(GENERAL FUND) All check #s 11/25/25 To 11/26/25

		Invoice	Invoice Description		Amount	Check	Check
Vendor		Date	Invoice Number	Account	Paid	Number	Date
80192	Fountain of Youth Fitness	11/17/25	Lifting Spirits 11/17	259-5-30-14-330.000	99.20	57239	11/25/25
			111725D	Professional Services			
80087	KONICA MINOLTA PREMIER FI	11/10/25	Copier Lease November 202		149.40	57248	11/25/25
			568554216	Rental Vehicles/Equip			
80087	KONICA MINOLTA PREMIER FI	11/10/25	Copier Lease November 202		165.50	57248	11/25/25
			568554216	Rental Vehicles/Equip			
27840	MADISON NATIONAL LIFE INS	11/18/25	Life Ins Dec 2025	259-5-30-16-210.000	256.20	57251	11/25/25
			1732771	Group Insurance			
27840	MADISON NATIONAL LIFE INS	11/18/25	Life Ins Dec 2025	259-5-30-15-210.000	585.60	57251	11/25/25
			1732771	Group Insurance			
27395	MVP HEALTH CARE INC 43118	11/10/25	Health Dec 2025	259-5-30-15-210.000	12968.36	57257	11/25/25
		44 /40 /05	22146116	Group Insurance			44 (05 (05
27395	MVP HEALTH CARE INC 43118	11/10/25	Health Dec 2025	259-5-30-16-210.000	5830.58	57257	11/25/25
		44 /4 = /0=	22146116	Group Insurance			44 (05 (05
24960	NORTHEAST DELTA DENTAL	11/17/25	Dental Nov 2025	259-5-30-15-210.000	464.62	57261	11/25/25
		44 /4 = /0=	111725 6197	Group Insurance			44 (05 (05
24960	NORTHEAST DELTA DENTAL	11/17/25	Dental Nov 2025	259-5-30-16-210.000	262.50	57261	11/25/25
00405		11 /06/05	111725 6197	Group Insurance	252.06	57064	11 /05 /05
29425	PERFORMANCE FOOD 24793-EJ	11/06/25	RK Fleming Snack	259-5-30-15-610.000	358.96	57264	11/25/25
			499416	General Supplies			44 (05 (05
29425	PERFORMANCE FOOD 24793-EJ	11/11/25	RK Westford Snack	259-5-30-15-610.000	264.26	57264	11/25/25
		44 /40 /05	500148	General Supplies			44 (05 (05
29425	PERFORMANCE FOOD 24793-EJ	11/10/25	RK Snack	259-5-30-15-610.000	35.05	5/264	11/25/25
20425	DEDECOMANGE FOOD 24702 F.T.	11/10/05	501497	General Supplies	104 24	E70 <i>C</i> 4	11 /05 /05
29425	PERFORMANCE FOOD 24793-EJ	11/10/25	RK EES 1-2 Snack 501498	259-5-30-15-610.000	194.34	5/264	11/25/25
29425	PERFORMANCE FOOD 24793-EJ	11/10/05	RK Snack	General Supplies 259-5-30-15-610.000	207.73	E72 <i>64</i>	11/25/25
29423	PERFORMANCE FOOD 24/93-EU	11/12/23	501500		207.73	37204	11/23/23
29425	PERFORMANCE FOOD 24793-EJ	11/10/25	RK MSP Snack	General Supplies 259-5-30-15-610.000	209.69	57264	11/25/25
29423	PERFORMANCE FOOD 24/93-E0	11/10/23	501753	General Supplies	209.09	37204	11/23/23
29425	PERFORMANCE FOOD 24793-EJ	11/11/25	RK EES K Snack	259-5-30-15-610.000	168.17	57264	11/25/25
23423	TEME CHARMON TOOK 24773 NO	11,11,25	501875	General Supplies	100.17	37204	11,25,25
29425	PERFORMANCE FOOD 24793-EJ	11/11/25	RK Founders Snack	259-5-30-15-610.000	195.23	57264	11/25/25
23423	TEME CHARMON TOOK 24773 NO	11,11,25	502618	General Supplies	133.23	37204	11,25,25
29425	PERFORMANCE FOOD 24793-EJ	11/12/25	RK Fleming Snack	259-5-30-15-610.000	358.37	57264	11/25/25
		,,	503174	General Supplies			,,
29425	PERFORMANCE FOOD 24793-EJ	11/12/25	RK Hiawatha Snack	259-5-30-15-610.000	50.53	57264	11/25/25
		,,	503190	General Supplies			,,
29425	PERFORMANCE FOOD 24793-EJ	11/20/25	Vac Camp Snack	259-5-30-15-610.000	141.24	57264	11/25/25
			504756	General Supplies			
29425	PERFORMANCE FOOD 24793-EJ	11/18/25	RK Westford Snack	259-5-30-15-610.000	88.66	57264	11/25/25
		,_,	505576	General Supplies			,,
29425	PERFORMANCE FOOD 24793-EJ	11/17/25	RK Snack	259-5-30-15-610.000	356.76	57264	11/25/25
-		. , _ •	505681	General Supplies			,
29425	PERFORMANCE FOOD 24793-EJ	11/17/25	RK MSP Snack	259-5-30-15-610.000	160.95	57264	11/25/25
		, ,	505836	General Supplies			
29425	PERFORMANCE FOOD 24793-EJ	11/18/25	RK EES K Snack	259-5-30-15-610.000	45.06	57264	11/25/25
			507485	General Supplies			
29425	PERFORMANCE FOOD 24793-EJ	11/19/25	RK Founders Snack	259-5-30-15-610.000	17.05	57264	11/25/25
			508289	General Supplies			
				••			

## City of Essex Junction Accounts Payable Check Warrant Report # 24100 Current Prior Next FY Invoices For Fund (GENERAL FUND)

For Check Acct 01(GENERAL FUND) All check #s 11/25/25 To 11/26/25

		Invoice	Invoice Description		Amount	Check	Check
Vendor		Date	Invoice Number	Account	Paid	Number	Date
29425	PERFORMANCE FOOD 24793-EJ	11/20/25	RK MSP Snack	259-5-30-15-610.000	54.84	57264	11/25/25
			508795	General Supplies			
29425	PERFORMANCE FOOD 24793-EJ	11/20/25	Vac Camp Breakfast	259-5-30-15-610.000	357.27	57264	11/25/25
			509077	General Supplies			
20620	RASCO LAURA	11/17/25	Preschool Playgroup Oct	259-5-30-14-330.000	270.00	57271	11/25/25
			111725D	Professional Services			
10435	SCREENMYLOGO.COM	11/10/25	Youth BBall Jerseys	259-5-30-14-610.000	5855.50	57275	11/25/25
			21889	General Supplies			
23495	STUDENT TRANSPORTATION OF	08/04/25	CMS Bus 8/1	259-5-30-17-580.000	2240.25	57278	11/25/25
			70314484	Travel			
23495	STUDENT TRANSPORTATION OF	08/04/25	Disc EMS Bus 8/1	259-5-30-17-580.000	521.44	57278	11/25/25
			70314485	Travel			
23495	STUDENT TRANSPORTATION OF	08/08/25	Reach FMS Bus 8/4-7	259-5-30-17-580.000	1100.81	57278	11/25/25
			70315165	Travel			
23495	STUDENT TRANSPORTATION OF	08/11/25	Disc EMS Bus 8/6-8	259-5-30-17-580.000	907.69	57278	11/25/25
			70315237	Travel			
23495	STUDENT TRANSPORTATION OF	08/11/25	Reach Fleming Bus 8/5	259-5-30-17-580.000	386.25	57278	11/25/25
			70315238	Travel			
23495	STUDENT TRANSPORTATION OF	08/18/25	Disc EMS Bus 8/13	259-5-30-17-580.000	366.94	57278	11/25/25
			70315518	Travel			
23495	STUDENT TRANSPORTATION OF	08/18/25	Reach Fleming Bus 8/12-14	259-5-30-17-580.000	1313.26	57278	11/25/25
			70315521	Travel			
29090	SUNBELT RENTALS	11/01/25	Winter Lights Lift	259-5-30-12-442.000	5793.01	57279	11/25/25
			175938777	Rental Vehicles/Equip			
21230	VISION SERVICE PLAN (CT)	11/19/25	Vision Dec 2025	259-5-30-15-210.000	146.09	57284	11/25/25
			824083204	Group Insurance			
21230	VISION SERVICE PLAN (CT)	11/19/25	Vision Dec 2025	259-5-30-16-210.000	54.14	57284	11/25/25
			824083204	Group Insurance			
25945	VT AFTERSCHOOL	11/18/25	RK Training 11/5	259-5-30-15-330.000	75.00	57287	11/25/25
			6911	Professional Services			
05020	ESSEX JCT CITY OF	10/28/25	Community Garden Water	259-5-30-14-410.000	785.22 F	112525	11/25/25
			204285411	Water and Sewer Charges			

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Check Warrant Report # 24100 Current Prior Next FY Invoices For Fund (GENERAL FUND)

For Check Acct 01(GENERAL FUND) All check #s 11/25/25 To 11/26/25

		Invoice	Invoice	Description		Amount	Check	Check
Vendor		Date	Invoice	Number	Account	Paid	Number	Date
		m						
	Report !	rotal				402710.92		
						========		
	To the Treasurer of City of	Facer June	stion Wo	Horoby gortify				
	that there is due to the sever				•			
	listed hereon the sum against	-						
	are good and sufficient vouche							
	aggregating \$ ***402,710.92	ers support	ing the	payments				
	Let this be your order for the	. na.monta	of those	amount a	•			
	het this be your order for the	e payments	or these	e amounts.				
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					•			



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

## **MEMORANDUM**

**To:** City Council **From:** Joanne Pfaff

Meeting Date: December 10, 2025 Subject: Regional Boards and Committees

Issue: To improve coordination and understanding of discussions, decisions and actions taken on the

regional boards and committees where the City is represented.

**Discussion:** In the packet for the first Council meeting of every month we will include this quick reference to the regional board's websites and minute locations in each reading file to keep the regional boards at front of mind. By reviewing the meeting minutes, the Council can have a better understanding of the discussions and allow them to stay informed about regional issues and resolutions.

Chittenden Solid Waste District
Town Meeting TV
Chittenden County Communications Union District
Green Mountain Transit
Winooski Valley Parks District
Champlain Water District
Tree Farm Management Group
Chittenden County Regional Planning Commission

Cost: N/A

**Recommendation:** N/A

**Recommended Motion: N/A** 

Attachments: N/A

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



P: 802.878.6944 F: 802.878.6946 E: admin@essexjunction.org

## **MEMORANDUM**

To: City Council and City Manager, Regina Mahony

From: Joanne Pfaff
Date: December 10, 2025

Subject: Update Regarding the Sign Kiosk at the Corner of Railroad Street and Main Street

**Issue:** This memo provides background information and an update to the Council on the progress of the sign replacement at the corner of Railroad Street and Main Street.

**Discussion:** At the June 12, 2024 Council meeting a resident raised a concern about the sign saying, "it previously had a clock in it but now is derelict and does not look appealing." She suggested making improvements to the sign as this is an important location in the village/city center. This project was added to the Project List and has been on the workplan for FY25 and FY26.

Therefore, we have been gathering information regarding the sign and researching options to improve it. The panels have faded over time, and their information, links, and QR codes are outdated. The panels refer to the "Village of Essex Junction" throughout. The clocks were removed several years ago because they were unable to keep accurate time and required frequent manual adjustments by the Public Works Department.

Due to the federal grant source of the original panels (by way of CCRPC), they need to remain in place for 15 years and we are only 10 years in. Therefore, the panels must remain until 2030, however, the grant parameters do permit updates to the panels.

The North Side Kiosk Panels A and C feature information about what was then the "Village of Essex Junction." Brief highlights on the area's history, community, recreation, and education are accompanied by several photographs. All text is provided in both English and French. Panel B is an aerial view map of the City and includes a legend of information. The South Side Kiosk Panels A, B and C feature information about the Lake Champlain Byway including maps, pictures, and text along with informational links and QR codes. Panel D is a community bulletin board. The top section of the sign is engraved with "Essex Junction" and there is currently and empty hole where clocks used to be affixed.

Options on what can be done with the sign considering the original grant restrictions include:

- 1. Remove the top section of the sign where the clocks once were and leave the kiosk as is, so it doesn't look like something is obviously missing.
- 2. Replace the clocks only
- 3. Replace the panels with updated information
- 4. Replace the clocks and the panels with updated information

We contacted Wood & Wood Signs in Waitsfield who originally installed the sign to see what it would cost to replace only the clocks with a surface mounted synchronized analog clock with power over ethernet. This type of clock automatically synchronizes its time with a network time server, ensuring accuracy, and

eliminates the need for separate power cords and batteries. Wood & Wood Signs came back with a quote of \$2,425 for 2 one-sided clocks. Delivery and installation were not included in the quote.

Next, we contacted EJRP and the School District to provide us with updated wording and pictures for the recreation and educational sections of the panels. We reviewed all the other information on the panels and compiled a list of information that needed to be updated which includes:

## North Side Kiosk

- Panel A -
  - replace all verbiage and pictures as well as the Essex Junction logo and QR code at the bottom
- Panel B
  - change "village" to "City"
  - o update the legend and QR codes (this has old names and QR codes don't work)
  - update the map
    - Add the Crescent Connector road
    - Take off Summit Street School
- Panel C replace all verbiage and pictures as well as the LCRCC logo and QR code at the bottom

## South Side Kiosk

- Panel C update the Informational Links, Logos and QR codes (logos are outdated and QR codes don't work)
- Panel D change "village" to "City"

In conferring with CCRPC, they are willing to provide us with 10 hours gratis on updating the information on the signs and can devote time to this starting in January 2026. They will also coordinate the French translation of the panels which they estimate will cost \$200.

We reached out to 3 sign companies to get quotes on printing of the panels. We asked them to provide us with a recommendation on the material to use that is durable and UV resistant. Quotes were as follows:

**Yipes** - \$1116.63 (\$951.63 printing, \$165 delivery & installation) Printed Wrap Vinyl w/Gloss Laminate, Mounted on Max Metal.

**SB Signs** - \$1502.50 (\$1102.50 printing, \$400 delivery & installation) – digitally printed on 3mm Aluminum Composite with a UV laminate.

*Wood & Wood Signs - \$2700 (\$1950 printing, \$750 delivery & installation) - 1/8" thick Aluminum Composite panels with direct digitally printed graphics and copy and UV matte laminate.

*Wood & Wood Signs was the company chosen to print and install the panels/clocks back in 2015. We confirmed with them that the material they quoted was the original material they printed the signs on in 2015.

## Cost

Replacing North and South Panels Only - \$1116.63 to \$2700

Replacing the Clocks Only - \$2425 plus delivery and installation

Replacing the hole where the clocks once were with a printed metal plate of the new City logo - \$800 plus installation

Translation into French of each panel - \$200

## Recommendation

We recommend waiting until the rebranding process is complete so that we can incorporate the new logo into the panels; and consider use of the logo as a replacement of the clocks. This would be a more affordable option for the remaining 5 years of the sign, rather than replacing the panels and the clocks. The new logo should be ready by March of 2026.

We will bring this item back to the Council at that time for your consideration and decision to use the Economic Development Fund for this.

## Attachments:

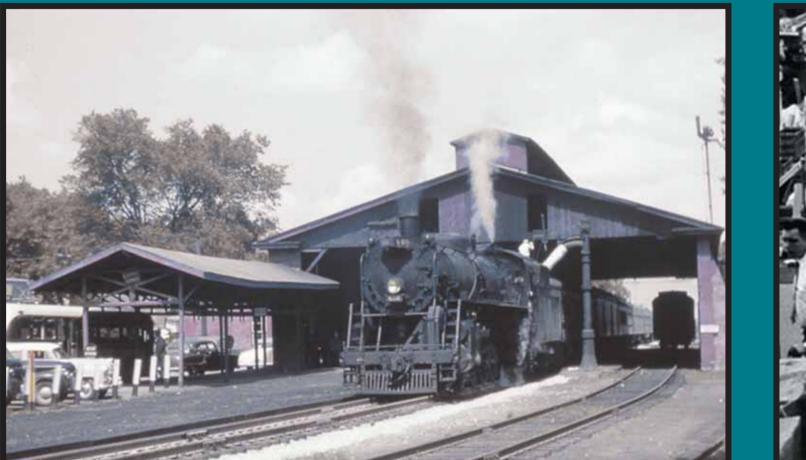
**Current Kiosk Panels** 

Take a moment to look at the pictures: all the activities are within either a short walking distance, bus ride, or drive from where you now stand. Truly extraordinary. This display provides just a glimpse into what Essex Junction has to offer, for both visitor and resident. Take advantage of technology and carry this display with you on your travels. Download a wealth of information via the scan codes, and explore the unique and rich offerings that is Essex Junction, Vermont.

# What Essex Junction Has To Offer...

# History

The history of Essex Junction is as diverse as it is long. Incorporated in 1892, the village reflects 19th century architechure and our Vermont heritage. There are many opportunities to experience its richness, from history hikes through our downtown and neighborhoods to iconic landmarks. Come explore.





# Community

Community defines us. Essex Junction values our community connections and is committed to sustainability. A range of activities and amenities await you, including festivals, Farmers' Market, agricultural, arts, and entertainment events. There are few places that boast such a level of engagement and an excellent quality of life.





## Recreation

Essex Junction is active and on the move. Most activities are within a short distance, from public parks to first class recreational and sports facilities and programs like the Maple Street Pool, Essex Junction Skateboard Park, and extensive hiking and BMX trails. Essex Junction offers it all.





## Education

With Vermont's largest high school, state-of-theart technical center, a bustling community-based library, and three major universities within 20 miles, Essex Junction is focused on quality education and training. It offers opportunities in learning, arts, and athletics that afford students of all ages to extend their education to a life-long endeavor.









# Welcome! You have arrived at one of the most dynamic villages in Vermont. Since the first mill at Hubbells Falls in the early 1800's to today's high tech manufacturing, Essex Junction offers a special combination of history community, recreation, and education. Village d'Essex Junction

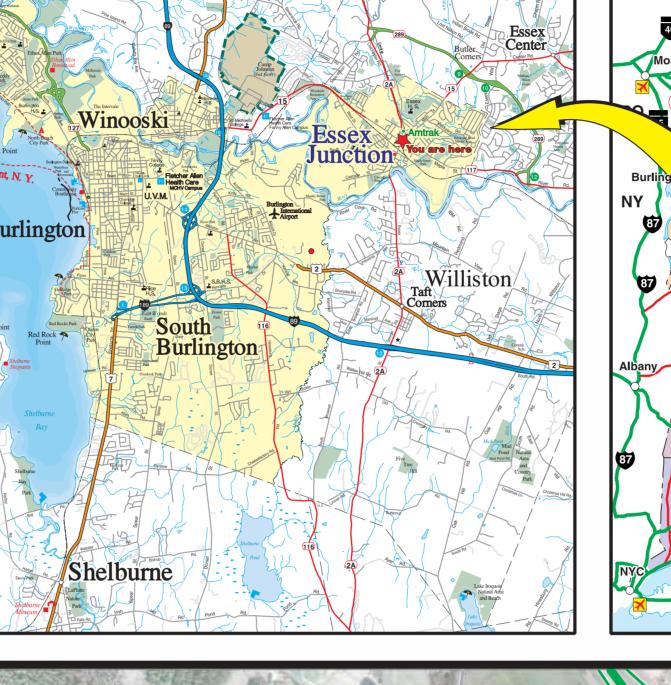
## Village of Essex Junction Information Legend

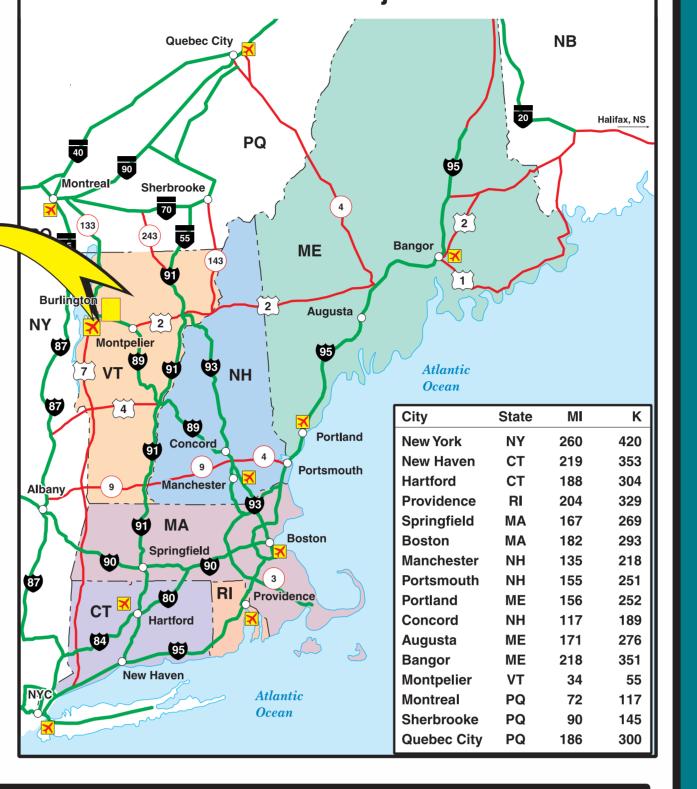
www.essexjunction.org 802-878-6944

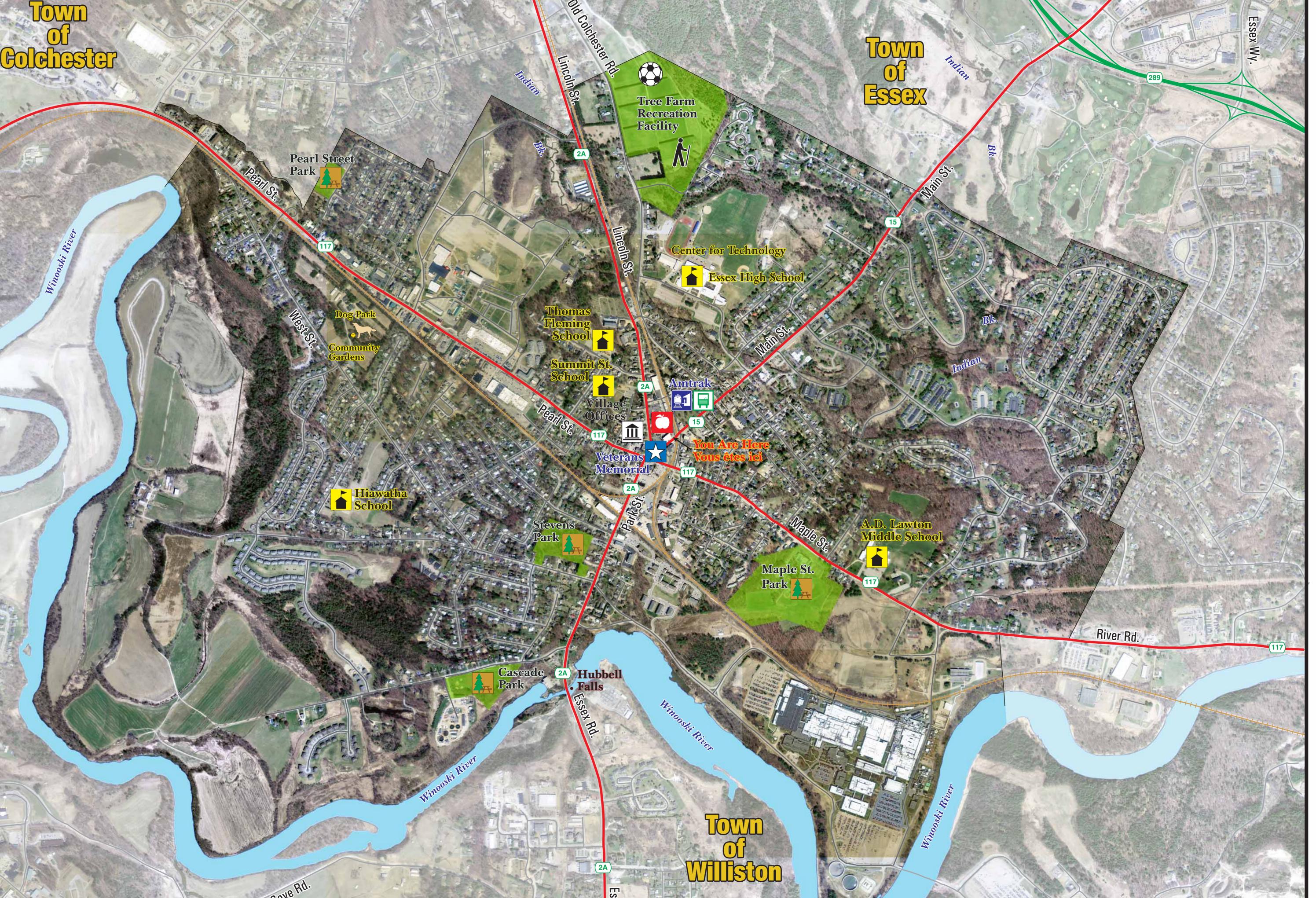












Bienvenue. Vous voici arrivés dans l'un des villages les plus dynamiques du Vermont. Le village a pris naissance lors de la construction du premier moulin, à Hubbells Falls, au début des années 1800, et se caractérise aujourd'hui par son secteur manufacturier de pointe. Essex Junction se veut un amalgame bien particulier centré sur l'histoire, la communauté, les loisirs et l'éducation.

Prenez le temps de regarder les photos: toutes les activités sont à proximité de l'endroit où vous vous trouvez, vous pouvez vous y rendre rapidement à pied, en autobus ou voiture. Voilà qui est extraordinaire. Ce kiosque donne un aperçu de ce qu'Essex Junction a à offrir, aux visiteurs comme aux résidents. Profitez de la technologie et apportez l'information avec vous lors de vos déplacements. Téléchargez une mine d'information par le biais des codes numérisés et explorez les attraits uniques et riches d'Essex Junction, Vermont.

# Ce qu'Essex Junction a à offrir...





# Histoire

oire d'Essex Junction est aussi diversifiée que riche. onstitué en 1892, le village est le témoin de l'architecture du 19esiècle et du patrimoine du Vermont. Les possibilités historiques dans le centre-ville et les différents quartiers, ou lors de visites des points d'intérêt iconiques. Venez





# Communauté

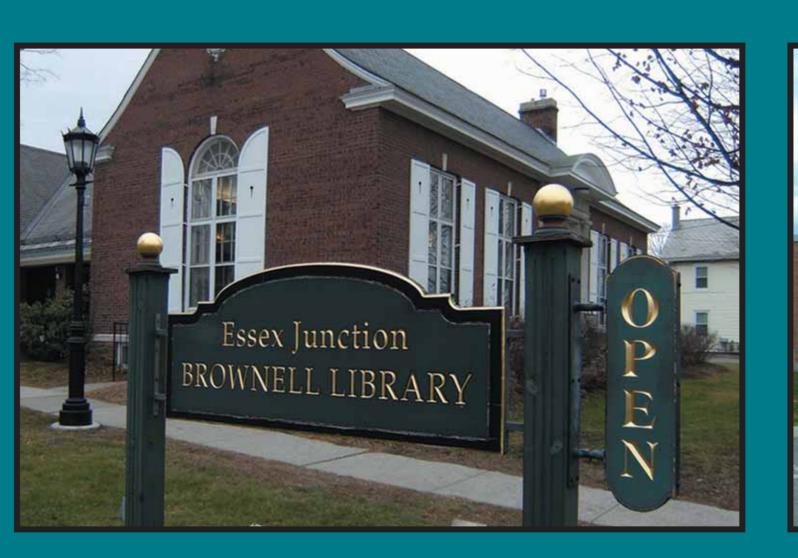
Notre communauté nous définit! Essex Junction valorise les liens qui existent au sein de sa communauté et s'est engagé à en assurer la durabilité. Une gamme d'activités et de modités vous attendent, dont des festivals, des marchés et des événements agricoles, artistiques et récréatifs. Il y a peu d'endroits qui offrent un tel niveau d'engagement et une telle qualité de vie!





# Loisirs

tion est actif et en mouvement! La plupart des activités se trouvent à courte distance, qu'il s'agisse des parcs publics, des installations de loisirs et de sports de première catégorie ou encore d'endroits comme la piscine Maple Street Pool, le planchodrome Essex Junction Skateboard Park et les innombrables sentiers de randonnée pédestre et de vélo tout-terrain. Essex Junction a tant à offrir.



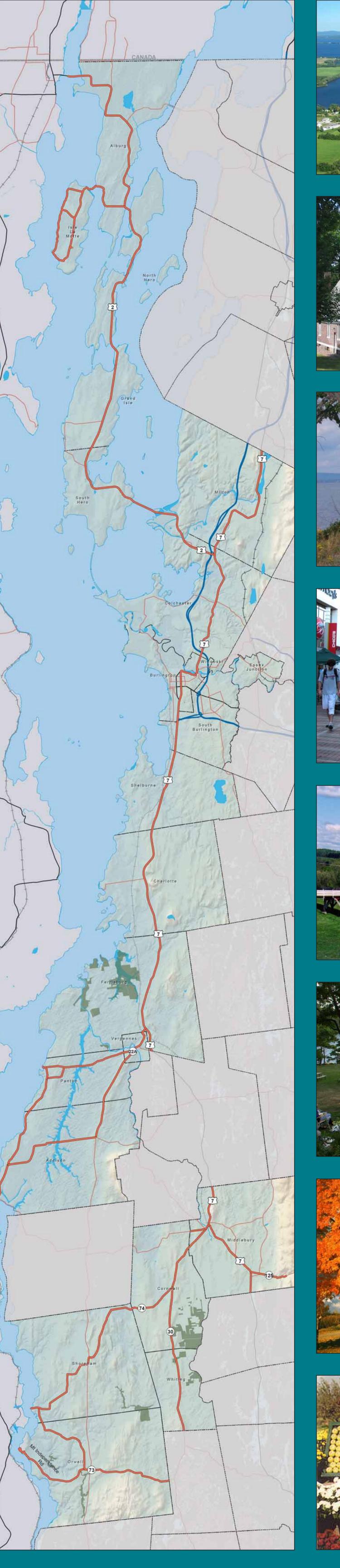


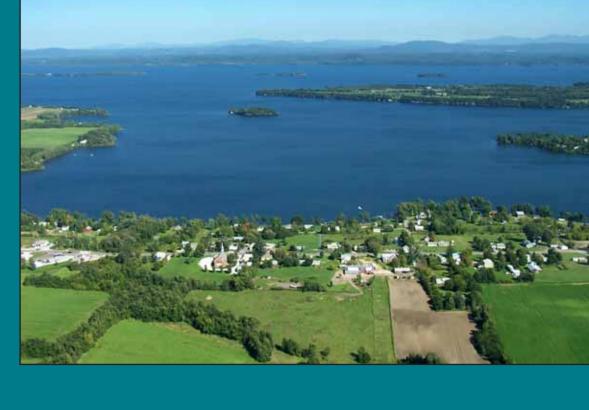
# Education

En plus de compter sur son territoire la plus grande école secondaire du Vermont, un centre technique ultramoderne et une bibliothèque communautaire animée, Essex Junction se situe à moins de 35 km de trois grandes universités. À Essex Junction, l'éducation et la formation de qualité revêtent donc une grande importance. Les occasions liées à l'apprentissage, aux arts et aux sports sont nombreuses et permettent aux étudiants de tous âges de parfaire leur éducation, pour en faire le dessein d'une vie.























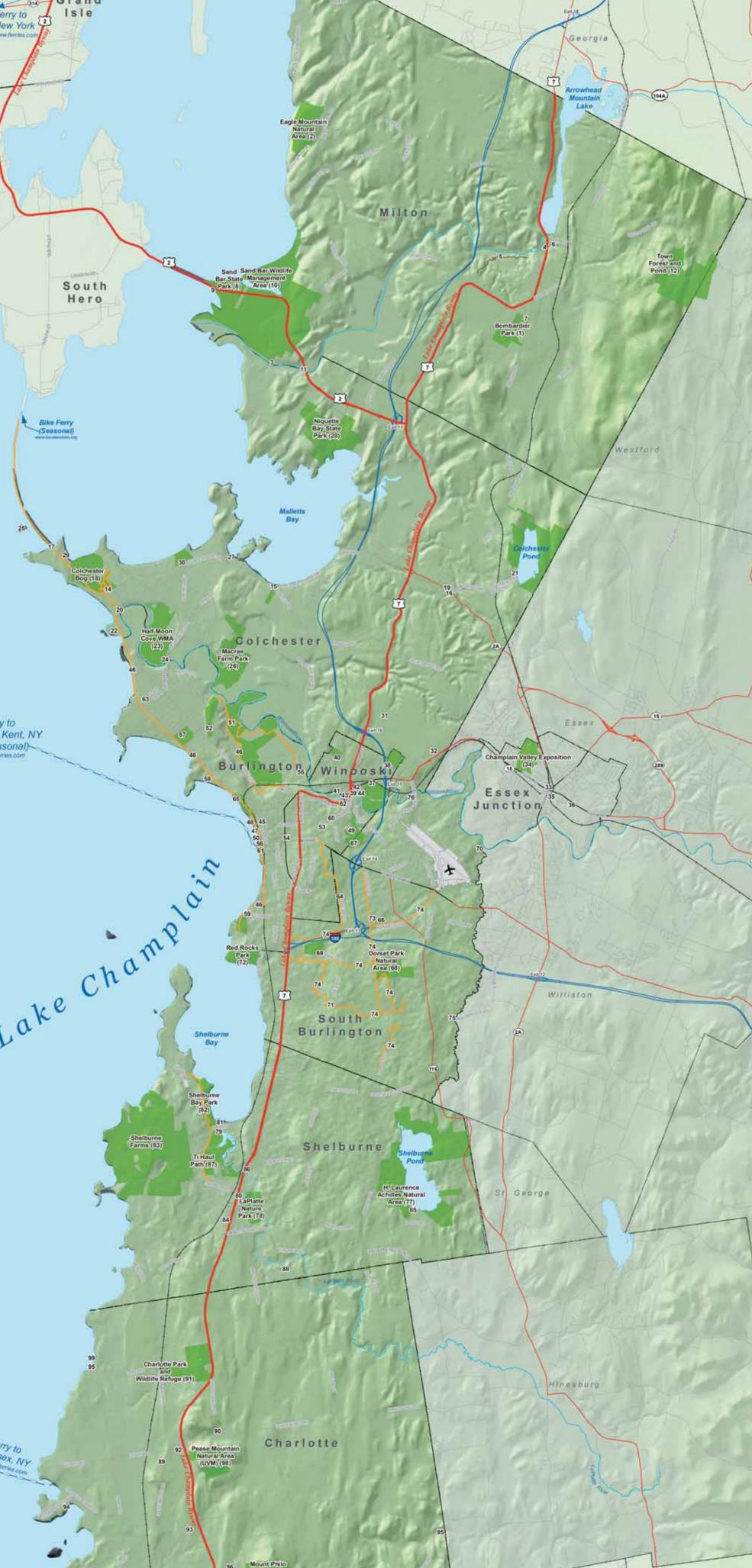
# Lake Champlain Byway Le parcours panoramique du lac Ch



information, contact these sites directly.

ur des terres municipaleset fédérales ou encore sur des terres gérées par des institutions sans but lucratif. Or peut donc y accéder gratuitement ou moyennant des frais minimes. Pour obtenir l'information la plus récente, veuillez communiquer directement avec les responsables de ces sites.

Il est également possible d'obtenir de l'information et des services auprès d'entreprises privées. Rendez-vous au bureau de la chambre de commerce Lake Champlain Regional Chamber of Commerce (situé au 60, rue Main, au centre-ville de Burlington) ou communiquez avec l'organisme au www.vermont.org ou encore



1 Bombardier Park 893-4922 / miltonvt.org 🔝 🎛 🚻

13 Van Everest Fishing Access (VTFW) 878-1564 / vtfishandwildlife.com 14 Airport Park and Log Schoolhouse colchestervt.gov 🚮 🔯 🧰 👭 (museum open mid-May - mid-Oct.)

15 Bayside Park 264-5640 / colchestervt.gov 🔄 🚻 🏗 🖸 16 Burnham Memorial Library 879-7576 / burnham.lib.state.vt.us 🛃 [2] 17 Causeway Park and Island Line Trail 264-5640 / colchestervt.gov 🐧 题 🌅 🔟 18 Colchester Bog (UVM) 656-4055 / uvm.edu/~envprog

19 Colchester Historical Society colchestervt.gov 🛅 👔 (limited hours, call first) 20 Colchester Point Fishing Access (VTFW) 878-1564 / vtfishandwildlife.com 21 Colchester Pond (WVPD) 863-5744 / wvpd.org 🕅 🔼 🗔 🕼

22 Delta Park (WVPD) 863-5744 / wvpd.org 🔼 💆 23 Half Moon Cove WMA 878-1564 / vtfishandwildlife.com 💯 🌅 🔝 24 Heineberg Access/Billado Park 264-5640 / colchestervt.gov 🔼 🌅 25 Law Island 264-5640 / colchestervt.gov 🔥 🛃 🔯

26 Macrae Farm Park (WVPD) 863-5744 / wvpd.org 27 Malletts Bay Fishing Access (VTFW) 878-1564 / vtfishandwildlife.com 🔄 🌅 📳 28 Niquette Bay State Park 893-5210 / vtstateparks.com 🔣 🔄 🚻

30 Rossetti Natural Area 264-5640 / colchestervt.gov [] 31 Sunny Hollow Natural Area 264-5640 / colchestervt.gov 32 Vermont Veterans Militia Museum & Library 338-3360 / vtguard.com/museum 🛅 🚺 (open mid-week, call first)

33 Brownell Library 878-6955 / brownelllibrary.org 34 Champlain Valley Exposition 878-5545 / cvexpo.org

35 Historical Society (in Mason Brothers) 878-8654 36 Maple Street Park and Pool 878-1375 / ejrp.org 2 (pool open mid-June - August)

37 Casavant Natural Area/Winooski Nature Trail 655-6410 / winooskivt.org 38 Gilbrook Natural Area 655-6410 / winooskivt.org 🔣 💹 39 Heritage Winooski Mill Museum 655-6424 / winooskivt.org

40 Landry Park and Myers Pool 655-6410 / winooskivt.org 2 (pool open June - August)

41 Millyard Canoe Access 655-6410 / winooskivt.org 42 Winooski Memorial Library 655-6424 / winooskilibrary.wordpress.com 🛃 🛜 43 Winooski One Hydro Park and Fishway 865-7300 / burlingtonelectric.com 44 Winooski River Walk 655-6410 / winooskivt.org 🔀 💹 🔠

45 Battery Park 864-0123 / enjoyburlington.com 🚻 🚻 🖸 46 Burlington Bikepath 864-0123 / enjoyburlington.com 💹 🔣 🖸 47 Burlington Waterfront 865-3377 / enjoyburlington.com 📳 🔄 🧶 🛍 🕕 🖸

50 ECHO Lake Aquarium and Science Center 864-1848 / echovermont.org 🛅 🛂 🚻 🔯 💹

51 Ethan Allen Homestead 865-4556 / ethanallenhomestead.org 🛅 🚻 🥌 🧖 🦲 (museum, open mid-May - mid Oct.) 52 Ethan Allen Park 864-0123 / enjoyburlington.com 53 Fleming Museum (UVM) 656-2090 / uvm.edu/~fleming in

55 Intervale Center 660-0440 / intervale.org 56 Local Motion Trailside Center 652-2453 / localmotion.org | bike rentals 57 Leddy Park 864-0123 / enjoyburlington.com 🚺 🔄 🔼 58 North Beach Park 864-0123 / enjoyburlington.com 🔄 🔼 🎑

59 Oakledge Park 864-0123 / enjoyburlington.com 🔄 🔼 🐼 🛍 🔟 🖸 🗾 60 Perkins Museum of Geology (UVM) 656-8694 / uvm.edu/perkins 61 Perkins Pier & Community Boathouse 865-7247 / enjoyburlington.com 🚺 🔁 🔼 🚻 🔟 canoe, kayak & powerboat rentals 62 Salmon Hole Park 863-5744 / wvpd.org 🔣 🔼 🖸

65 Waterfront/Urban Reserve Dog Park burlingtondogpark.org

**South Burlington** 66 Awasiwi Trail 846-4108 / sburlrecdept.com 67 Centennial Woods (UVM) 656-4055 / uvm.edu/~envprog 69 East Woods Natural Area (UVM) 656-4055 / uvm.edu/~envprog

70 Muddy Brook Park (WVPD) 863-5744 / wvpd.org 🔣 💹 🛅 🌉 71 Overlook Park 846-4108 / sburlrecdept.com 72 Red Rocks Park 846-4108 / sburlrecdept.com 🔝 🛃 🔄 🔄 🔠 75 Muddy Brook Wetland Reserve (WVPD) 863-2874 / wvpd.org

76 Winooski Gorge Natural Area (WVPD) 863-5744 / wvpd.org 77 H. Laurence Achilles Natural Area @ Shelburne Pond (TNC and UVM) 229-4425 / nature.org/vermont [3] 🛅 🛅

78 LaPlatte Nature Park 985-9551 / shelburnevt.org 79 LaPlatte River Marsh Natural Area (TNC) 229-4425 / nature.org/vermont [3] 80 Pierson Library 985-5124 / shelburnevt.org 🚨 👔 🚻 81 Shelburne Bay Fishing Access (VTFW) 878-1564 / vtfishandwildlife.com

82 Shelburne Bay Park 985-9551 / shelburnevt.org 🚺 🐯 🌅 83 Shelburne Farms 985-8686 / shelburnefarms.org ? 🛅 🕅 🤼 🗟 85 Shelburne Pond Fishing Access (VTFW) 878-1564 / vtfishandwildlife.com 🔄 🌉 💆 86 Shelburne River Park (Lake Champlain Land Trust) 862-4150 / lclt.org

87 Ti Haul Path 985-9551 / shelburnevt.org 🥻 题 88 Upper LaPlatte River Natural Area (LCLT) 862-4150 / lclt.org 89 Barber Hill 425-3071 / charlottevt.org 🚺 🖸

90 Charlotte Memorial Museum 425-2410 in (limited hours, call first) 91 Charlotte Park and Wildlife Refuge 425-3071 / charlottevt.org 92 Charlotte Public Library 425-3864 / charlottepubliclibrary.org 93 Co-Housing Trail 425-3071 / charlottevt.org 94 Converse Bay Fishing Access (VTFW) 878-1564 / vtfishandwildlife.com 🔄 🄼 🌅 95 Holmes, Quinlan & Sequin Covered Bridges 425-3071 / charlottevt.org

96 Mack Trail 425-3071 / charlottevt.org 🚺 🐯 97 Mount Philo State Park 425-2390 / vtstateparks.com 🔼 🌃 🔞 98 Pease Mountain Natural Area (UVM) 656-4055 / uvm.edu/~envprog 99 Town Beach 425-3071 / charlottevt.org 100 Williams Woods Natural Area (TNC) 229-4425 / nature.org/vermont

# Gateway to the Lake Champlain Byway

## Portail du parcours panoramique Lake Champlain Byway

Welcome! Essex Junction is truly the gateway to one of the most beautiful byways in the country. From here, the entire byway and all member communities are an easy drive. The views will amaze you, the people welcome you, and the amenities charm you.

For your convenience, there are a number of scanable codes that will help guide you in your exploration of our home. Simply scan them with your smart phone and carry with you places to see and things to do while you visit.

Essex Junction is a member community of the Lake Champlain Byway, a Scenic Byway designated by the State of Vermont located in the northwest portion of the state. From north to south, the formal route is 185 miles (297 km) long and consists of U.S. Route 2 through the Champlain Islands, U.S. Route 7 through the cities of Winooski, Burlington and several surrounding towns, and then south to Addison County. The Byway was designated for its unique collection of intrinsic assets, particular its scenic, natural, historic and recreational resources. The Byway hosts numerous state and municipal parks, recreation paths, museums, beaches, marinas, and performing arts venues. Find more information about things to do at www.lakechamplainbyway.com.

Bienvenue! Essex Junction est vraiment la porte d'entrée d'un des plus beaux parcours panoramiques du pays. À partir d'ici, on accède facilement en voiture à tout le reste du parcours et à toutes les communautés membres. Les panoramas vous émerveilleront, les gens vous accueilleront chaleureusement et les commodités vous charmeront.

Pour que ce soit pratique pour vous, nous avons prévu un certain nombre de codes numérisés. Ils vous guideront et vous aideront à explorer notre chez-nous. Vous n'avez qu'à les balayer avec votre téléphone intelligent. Ainsi, vous aurez en main les endroits à voir et les choses à faire pendant votre visite.

Essex Junction est une communauté membre du *Lake* Champlain Byway, un parcours panoramique conçu par l'état du Vermont et situé dans la partie nordouest de l'état. Du nord au sud, le tracé officiel s'étire sur 297 km (185 milles). Il se compose de la route U.S. 2 qui traverse les îles du lac Champlain et la route U.S. 7 qui passe par les villes de Winooski et de Burlington, puis par plusieurs bourgades environnantes pour aller jusqu'au sud du comté d'Addison. Le parcours panoramique a été choisi pour son éventail unique d'atouts intrinsèques, particulièrement ses ressources panoramiques, naturelles, historiques et récréatives. Le parcours panoramique traverse de nombreux parcs, des sentiers récréatifs, des musées, des plages, des marinas relevant de l'état et des municipalités, ainsi que des lieux dédiés aux arts d'interprétation. Pour plus d'information sur les choses à faire, visitez le www.lakechamplainbyway.com.

# Liens utiles



Vermont Byways

They're Destinations, Not Just Roads

VERMONT VermontVacation.com

VERMONT

The official site of the Lake Champlain Byway Site officiel du Lake Champlain Byway www.lakechamplainbyways.com





The Lake Champlain Regional Chamber of Commerce www.vermont.org 802-863-3489





**Explore all the Vermont Byways Explorer tous les parcours panoramiques du Vermont** www.vermont-byways.us 802-828-3683





# Village of Essex Junction Community Bulletin Board

Babillard communautaire du village d'Essex Junction







## **Burlington Local Health Office Annual Report: 2025**

Twelve Local Health Offices around the state are your community connection with the Vermont Department of Health. The Burlington District Office provides essential services and resources to municipalities in Chittenden County. Some highlights of our work in 2025 are below. For more information, visit HealthVermont.gov/local/Burlington.

If you need help accessing or understanding this information, contact Melissa. Needham@Vermont.gov.

## **Improve Family and Child Health**

We provide families with healthy foods, nutrition education, lactation support, and referrals to health care providers and community resources. This year, our office:

- Served 2,900 pregnant people, new parents, and young children participating in the WIC program.
- Helped participants access over \$9,000 in fruits and vegetables through the Farm to Family Program.

## **Enhance Community Health and Safety**

We work to advance equity, protect against disease and injury, and prepare for health emergencies. This year, our office:

- Hosted 26 vaccination clinics and monitored infectious diseases in Chittenden County communities.
- Supported the distribution of prescription drug mail-back envelopes to residents in 16 of 18 municipalities served by the Burlington District Office.
- Hosted 22 Stop the Bleed courses and four recurring foot and wound care clinics and distributed over 220 Stop the Bleed kits, 100 hot weather kits, 120 tick removal kits and 500 Be Bright at Night reflectors to municipalities, community partners and the public.

## **Build Healthier Communities**

We work with municipalities, schools, worksites, healthcare providers, and community organizations to create equitable opportunities for all Vermonters to lead healthy lives. Our office:

- Offers support to Chittenden County communities interested in enhancing community well-being through input on municipal plans, support conducting walk audits, and expertise in school and worksite wellness policies.
- Supported worksite wellness initiatives, with 48 worksites in 11 Chittenden County municipalities earning the Governor's Excellence in Worksite Wellness Award in 2025.
- Partnered with schools to promote asthma awareness and management, resulting in 16 Chittenden County schools achieving Asthma-Friendly School designations in 2025.





## MEMORANDUM

TO: City Manager/City Council

**FROM:** Karen K. Lemnah, Assessor

DATE: November 26, 2025

**RE:** Status Update - Reappraisal for 2026

______

## Issue

The issue is to inform the City Manager and City Council of the status of the Reappraisal for 2026.

## **Discussion**

The reappraisal supervisor provides a progress report periodically for the reappraisal project. The progress report informs us about the status of tasks and actions relating to the project to ensure that we are on target for the contracted completion date.

## Recommendation

This memo is for informational purposes.

See attached progress report.

## Essex, Vermont Reappraisal Completion Schedule

This estimate is based upon work completed as of November 21, 2025

## 1. Field Inspection - Town

Total Parcels Town = 4,040 Remaining Town Parcels = 0

## Process Completed

## 2. Field Inspection - City

Total Parcels City = 3,251
Remaining City Parcels = 1,144
1,144 / 30 = 38 days to complete or 6 weeks*
The sixth City mailer will go out by December 3, 2025
City Completion date would be December 30, 2025**

## 3. Field Inspection - Commercial/Industrial

Total Parcels = 402
# Employees = 3
Inspections 95% complete as of November 14, 2025
Process completed (except for photographing)

## 4. Land Value and Neighborhood Establishment

Neighborhoods have been established and entered into the software.

## Process Completed

## 5. Property Review

The review of property in the Town will be started as soon as all data has been entered for the database. Review consists of a drive by to set final grades, depreciation, land gradings and basic data. The process is set to start in the late fall and should take 4 weeks.

## Completion is set for Jan 1, 2026.

The review of property in the City will be started as soon as all data has been entered for the database. Review consists of a drive by to set final grades, depreciation, land gradings and basic data. The process is set to start in January 2026 and should take 4 weeks.

## Completion is set for February 1, 2026.

Note - Both City and Town reviews are dependent on data being entered in the software. As soon as sufficient data is entered, review will begin. Completion of both reviews will be completed no later than February 1, 2026.

## 6. Final Assessments

There are two separate processes involved.

Catalis Review - run final analysis and check files for accuracy and consistency.

## Completed by March 1, 2026

 $\label{town-constraints} Town/\mbox{City Review - review final statistical analysis and files for accuracy and consistency.}$ 

## Completed by March 15, 2026

Note - both reviews can be done simultaneously.

## 7. Informal Hearings

The mailer will go out in mid-May 2026. Hearings will begin 2 weeks later. Generally, we plan for 6-8% appeal at this level. At 8% the expected hearing

numbers would be 615. Hearing schedules are set to 25 per day/per schedule.

615 / 25 = 25 scheduled days.

3 hearing officers would complete the process in about 8 days. Any necessary inspections will take place immediately and adjustments will be ongoing.

## Completed by June 15, 2026

## 8. Preparation for 2026 Abstract

A preliminary roll to VTPIE/NEMRC will be done after step 5 to ensure a smooth final roll process. Both Town and City have abstract issuance dates of no later than June 24, 2026.

Notices ready to mail June 20, 2026

* Production levels have increased with the training completed for the new FA.

**This date is estimated. Will adjust as we see the level of work flow with new FA in field.

## CITY OF ESSEX JUNCTION BOARD of CIVIL AUTHORITY REGULAR MEETING MINUTES OF MEETING NOVEMBER 3, 2025

**BCA MEMBERS PRESENT:** Dylan Giambatista (Chair), Jordan Verasamy (Vice-Chair), Katie Ballard (remote), Marcus Certa (remote), Diane Clemens, Cheri Davis (remote), Elaine Haney (remote), Susan McNamara-Hill (Clerk), Brian Shelden (remote), Gibson Smith, Amber Thibeault (remote), Carmon Verasamy

**STAFF PRESENT:** None

**MEMBERS OF THE PUBLIC PRESENT: None** 

## 1. CALL TO ORDER

Mr. Giambatista called the meeting to order at 6:03 PM.

## 2. AGENDA ADDITIONS/ CHANGES

None.

## 3. APPROVE AGENDA

CARMON VERASAMY made a motion, seconded by DIANE CLEMENS, to approve the agenda. Motion passed 12-0.

## 4. APPROVE MINUTES of PREVIOUS MEETINGS

a. July 26, 2022, October 12, 2022, February 8, 2023, August 4, 2025, September 2, 2025 Mr. Giambatista said that he and Ms. McNamara-Hill recently discovered that there were some older sets of minutes that had not been approved.

DIANE CLEMENS made a motion, seconded by GIBSON SMITH, to approve the meeting minutes from July 26, 2022, October 12, 2022, and February 8, 2023. Motion passed 11-0-1, with BRIAN SHELDEN abstaining.

JORDAN VERASAMY made a motion, seconded by GIBSON SMITH, to approve the meeting minutes from August 4, 2025, and September 2, 2025, as amended. Motion passed 12-0. Amendments:

Ms. Clemens requested that the spelling of "members" be corrected in the heading of both documents.

## 5. REVIEW LEGISLATIVE DISTRICTS PROCESS

Ms. McNamara-Hill said that internal review has found about a dozen voters who were listed as being in the incorrect district, and the state recently informed her that there were an additional six voters that were also found as being in the incorrect district. The state will be conducting a voter audit each month. This is being done due to concerns about voters being issued ballots in incorrect districts in other parts of the state. All Board members thanked Ms. McNamara-Hill for her hard work on this project.

## 6. OTHER BUSINESS

Mr. Giambatista said that next year's midterm election is not expected to be especially busy, as there are no large votes or controversial issues anticipated. The primary election will be held on August 11, 2026. The municipal and school elections will be held on April 7, 2026. Mr. Giambatista will send the dates to the full Board to see who would be available to work on these dates. The shifts for election workers are typically 7AM-1PM and 1 PM-7PM, however this can vary based on availability. Stipends are

## BOARD OF CIVIL AUTHORITY –11/3/25 PAGE 2

available. Ms. McNamara-Hill said that recent changes to election laws will require candidates to register with the clerk at least two days before the election if they plan on running a write-in campaign.

Mr. Giambatista said that the next meeting is scheduled for December 1, 2025, but could be cancelled if no abatement requests are received.

## 7. ADJOURNMENT

JORDAN VERASAMY made a motion, seconded by ELAINE HANEY, to adjourn the meeting. Motion passed 12-0. Meeting adjourned at 6:28 PM.

Respectfully Submitted, Darby Mayville Recording Secretary

## CITY OF ESSEX JUNCTION BOARD of CIVIL AUTHORITY MEETING as BOARD of ABATEMENT REGULAR MEETING MINUTES OF MEETING NOVEMBER 3, 2025

**BCA MEMBERS PRESENT:** Dylan Giambatista (Chair), Jordan Verasamy (Vice-Chair), Katie Ballard (remote), Marcus Certa (remote), Raj Chawla (remote), Diane Clemens, Cheri Davis (remote), Elaine Haney (remote), Susan McNamara-Hill (Clerk), Brian Shelden (remote), Gibson Smith, Amber Thibeault (remote), Carmon Verasamy, Elisa Ziglar

**STAFF PRESENT:** None

**MEMBERS OF THE PUBLIC PRESENT:** Steve and Catherine Eustis

## 1. CALL TO ORDER

Mr. Giambatista called the meeting to order at 6:28 PM.

## 2. AGENDA ADDITIONS/ CHANGES

Mr. Giambatista suggested that materials be e-mailed, rather than mailed in the future due to mail delays.

## 3. APPROVE AGENDA

JORDAN VERASAMY made a motion, seconded by CARMON VERASAMY, to approve the agenda. Motion passed 14-0.

## 4. APPROVE MINUTES of PREVIOUS MEETINGS

a. August 4, 2025 and September 2, 2025

ELISA ZIGLAR made a motion, seconded by JORDAN VERASAMY, to approve the meeting minutes from August 4, 2025 and September 2, 2025, as amended. Motion passed 12-0.

Amendments:

Ms. Clemens requested that the spelling of "members" be corrected in the heading of both documents. She will be sending other technical corrections to Ms. McNamara-Hill for inclusion in the final version.

## 5. APPLICATION for ABATEMENT

## a. Erina Ng, 8 Chestnut Lane. Request to abate penalty for E-check payment that was returned by the bank after the due date.

Ms. McNamara-Hill said that no additional information has been received beyond the initial request. Mr. Giambatista said that the payment was made via an e-check on September 12th. The property owner called on September 15th to verify that the payment had been made. At that time, the payment was showing as having been made. On September 18th, the payment was returned as the account could not be located. Tyler Technologies, which is the same vendor used for credit card processing, manages e-check processing for the City. Normally, this issue occurs due to insufficient funds. The property owner made a payment on September 22nd. Ms. Ziglar suggested that verbiage be added to the website stating that it could take a specific amount of time for an

electronic check to process. Mr. Giambatista said that this is likely already in the agreement posted by the vendor.

## b. Steven M. & Catherine J. Eustis, 18 Wilkinson Drive. Request to abate penalty for late filed homestead declaration.

Mr. Giambatista reviewed the abatement process with Mr. Eustis. He administered the oath to Mr. Eustis. Mr. Giambatista requested the disclosure of any conflicts of interests with Board members, of which there were none. Mr. Eustis said that he mailed in his taxes on March 31st and presented a receipt for this. He photocopied all these documents which show that his homestead forms were included. He received notification via certified mail stating that his taxes were received. However, when he received his property tax bill his home was listed as a non-homestead property. He contacted the state, who asked him to re-send the homestead document. He was charged a \$218 fee by the City of Essex Junction for a late filing fee, which the state said was an optional fee. Mr. Giambatista said that this request has to do with a state filing, which is different than what the Board normally handles. Mr. Eustis said that there is no way to know that the state has lost this document until the tax bill is received. Ms. Clemens said that this is not the first time the Board has heard of this issue and wondered if the City should be more proactive on conversations with the state. Ms. Ballard said that this is not an error of the lister and asked if this abatement request should be in a different category. Ms. McNamara-Hill said that legal opinions have stated that this can be used for any type of administrative error.

## 6. <u>DELIBRATIVE SESSION</u>

ELISA ZIGLAR made a motion, seconded by GIBSON SMITH, to enter into Executive Session. Motion passed 14-0.

The Board of Civil Authority exited Deliberative Session at 7:39 PM.

## 7. ADJOURNMENT

JORDAN VERASAMY made a motion, seconded by KATIE BALLARD, to adjourn the meeting. Motion passed 14-0. Meeting adjourned at 7:41 PM.

Respectfully Submitted, Darby Mayville Recording Secretary

## City of Essex Junction Governance Committee Meeting Minutes Wednesday, November 5, 2025 @ 6:30 PM

Members present: Bethany Clark, Elaine Haney, Steve Eustis, Candace Morgan, Brian

Shelden, Gabrielle Smith, Marlon Verasamy

**Absent:** Thomas Coen

**Staff present:** Brad Luck

Members of the public present: Rev Baker, George Dunbar, Scott McCormick

Chair Steve Eustis called the meeting to order at 6:42 PM.

There was no public to be heard.

The meeting was a public Community Conversation About Governance. There were introductions and an overview of the agenda for the evening. Elaine and Gabrielle outlined the governance topics that the Committee is exploring and there was an opportunity for conversation and questions about each item. Members of the public were encouraged to take the survey after the meeting and informed about the online community conversation that was taking place on Wednesday, 11/12, at 6:30p.m.

Deb motioned for adjournment. Gabrielle seconded. The motion passed unanimously at 8:02p.m.

## City of Essex Junction Governance Committee Meeting Minutes Thursday, November 20, 2025 @ 6:30 PM

Members present: Thomas Coen, Steve Eustis, Elaine Haney, Deb McAdoo, Candace

Morgan, Brian Shelden, Gabrielle Smith, Marlon Verasamy

**Absent:** Bethany Clark

Staff present: Brad Luck

Members of the public present: None

Chair Steve Eustis called the meeting to order at 6:46 PM.

There were no additions to the agenda, and no members of the public to be heard.

Gabrielle moved to approve the minutes of October 23rd and November 5th. Deb seconded. There were no corrections or comments. The minutes were approved unanimously.

The purpose of this meeting was to discuss community feedback, committee recommendations, and the drafting of a final report.

Brad gave an overview of the various community input opportunities that have occurred and notes from all the conversations.

The committee has been focused on structural reforms but often in conversations with the public a desire for softer reforms came up (a clearer vision, leadership engagement with public).

Deb noted that there were comments emphasizing the usefulness of a mayoral system in terms of economic development. Elaine agreed and Brian also noted similar comments from a small number of residents.

Brad also provided a comprehensive document that organizes community feedback and current/former elected officials feedback together by topic.

Brad shared a draft report that provides background, details, appendices, and—still to be written—the committee's recommendations.

Steve conducted a straw poll on the different topics to get a sense of whether the committee had reached consensus on which recommendations to make.

Before the next meeting, committee members will review the compiled data and responses so that they can confirm consensus on all items and be prepared for the upcoming City Council meeting.

Deb moved to adjourn, Marlon seconded, and Steve adjourned the meeting at 8:05 PM.



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

Online & 2 Lincoln St Essex Junction, VT 05452 Thursday, November 13th 2025, 7:00 PM

Phone: 802-878-6944, ext. 1625

E-mail: mgiguere@essexjunction.org

www.essexjunction.org

## 1. MEMBERS PRESENT

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

## 2. **OTHERS PRESENT**

a. Michael Giguere, (Staff Representative), Jack Evans (Local Motion)

## 3. **CALL TO ORDER**

a. The meeting was called to order by John at 7:00 pm.

## 4. AGENDA ADDITIONS/CHANGES

a. A draft letter to the Essex Junction Recreation & Parks (EJRP) congratulating them on the "Meet Me on Main" event was added to business items.

## 5. MINUTES FOR APPROVAL

- a. October 9th, 2025
  - Lauren motioned to approve the minutes. Daniel seconded. The motion was approved unanimously (5-0).

## 6. **PUBLIC TO BE HEARD**

a. Jack Evans announced an upcoming film screening of "Cycling Without Age" on November 20th, hosted by Local Motion at Bespoke Bikes.

## 7. **BUSINESS ITEMS**

- a. Safe Routes to Schools community survey
  - The committee discussed implementing a Safe Routes to Schools community survey, using a similar survey from South Burlington as an example. The group discussed partnering with Local Motion, school principals, and the school district to distribute the survey. John offered to present the idea to the school board. The committee agreed to first identify interested stakeholders at individual Essex Junction schools before determining the next steps. Daniel and John will lead this outreach.
- b. Letter of Commendation to EJRP for 'Meet Me on Main'
  - John presented a draft letter to the Essex Junction Recreation & Parks (EJRP) department, commending and supporting them for the successful "Meet Me on Main" event. David motioned to adopt the letter and send it on official letterhead. Lauren seconded. The motion was approved unanimously (5-0).

## 8. MEMBERS UPDATES

a. No specific updates were shared.

## 9. **STAFF UPDATES**

- a. CCRPC Regional Transportation Options Plan
  - Michael Giguere provided an update on the Chittenden County Regional Planning Commission's (CCRPC) regional transportation options plan. This Transportation Demand Management (TDM) plan aims to discourage single-rider vehicles. Essex Junction is due to renew its plan, and TDM strategies could be considered as part of the City's upcoming comprehensive plan update. CCRPC will continue to conduct outreach.
- b. RRFB at Lincoln and Central
  - Michael reported that the proposed Rectangular Rapid-Flashing Beacon (RRFB) installation

## CITY OF ESSEX JUNCTION BIKE WALK ADVISORY COMMITTEE MEETING MINUTES – November 13TH. 2025

at Lincoln and Central is facing challenges due to obstacles with existing wooden utility poles. North and Grove has been proposed as a potential backup location.

## c. Tree Farm bicycle parking

Michael updated the committee on new bicycle parking at the Tree Farm. The racks were
placed centrally at the green barn. The Tree Farm administration was receptive to the new
parking and is open to additional racks if needed, though any additional racks would need
to be purchased. Daniel proposed adding signage to notify visitors of the new parking.

## d. Traffic Calming Policy

• Chris and Michael presented the traffic calming policy proposal to the City Council. An updated version will be presented to the Council on December 17th. Committee members were encouraged to attend.

## e. Rebranding Survey

 Michael shared that results from the recent City rebranding survey indicated that the community views walkability as a key value that sets Essex Junction apart from other communities.

## 10. **READING FILE**

## 11. ADJOURN

a. Lauren motioned to adjourn. David seconded. The motion was approved unanimously (5-0). The meeting concluded at 7:55 PM.

This agenda is available in alternative formats upon request. Meetings of the Bike/Walk Advisory Committee, like all programs and activities of the City of Essex Junction, are accessible to people with disabilities. For information on accessibility or this agenda, call the City Manager's office at 802-878-6944 TTY: 7-1-1 or (800) 253-0191.

^{*} attachments included in packet

### POLICE COMMUNITY ADVISORY BOARD

November 18, 2025

## POLICE COMMUNITY ADVISORY BOARD REGULAR MEETING MINUTES OF MEETING- DRAFT November 18, 2025

POLICE COMMUNITY ADVISORY BOARD: Jenny Parker, Gwendolyn Evans, Dan Maguire, Nancy

Bean, Dan Maguire

**ABSENT:** Christina Hagestad

STAFF: Alyssa March- Community Liaison, Essex Police Department and Ron Hoague (EPD Chief)

**ADMINISTRATION:** 

**OTHERS PRESENT:** Vince C.

## 1. CALL TO ORDER

Chair Gwendolyn Evans called the meeting to order at 5:58pm.

## 2. AGENDA ADDITIONS/CHANGES

Alyssa asked for the addition of the new member introducing herself.

## 3. AGENDA APPROVAL

The agenda was approved.

## 4. PUBLIC TO BE HEARD

## 5. CONSENT ITEMS

a. The Board approved the Minutes for the September and October meetings.

## 6. BUSINESS ITEMS

- a. Nancy Bean is the newest member of the PCAB in the City. Nancy gave some background about herself and her connections to law enforcement throughout the years.
- b. The Board discussed the Handbook for Board, Committee & Commission Members and they approve.
- c. Alyssa showed PCAB the survey data to the Board. The Board went through each question and discussed some feedback and results that were shown. The Board agreed that the survey information is helpful for PCAB moving forward and gives ideas on how to support the community.
- d. Gwendolyn shared her work plan ideas for the Board. Gwendolyn would like her and Chief to go to Vermont Edition of Vermont Public Radio and discuss PCAB.

Gwendolyn expressed how helpful National Night Out could be to get the community informed about PCAB and asked Alyssa if there was anyway PCAB could support planning and organizing NNO. Alyssa shared that she starts planning at the top of the year and would love the support.

Gwendolyn suggested NNO have a booth about service animals so community members can tell the difference between service animals and pets.

Gwendolyn shared that she knows that she has not been up to date with the PCAB Blog and asked if anyone else would like to take it over or take turns. The Board did not agree or disagree. Dan suggested that PCAB go "on tour" and Jenny agreed. The Board discussed going to local coffee shops to make it available to the public for members of the community to come speak to them and go to senior homes or senior centers and interacting with them. While discussing this topic, the Board questioned how the community members would be able to identify themselves in the community. There was discussion about shirts or hats stating that they are PCAB. The Board agreed that each member will come up with three different work plan ideas for next month's meeting.

- e. Alyssa shared that the Whimsical Walk will not be having a table so Gwendlyn will not need to attend. Nancy offered to be with Alyssa at Troy's Toy Drive. Dan is still planning on going to The Train Hop and Gwendolyn might be interested in attending. Alyssa informed the Board that she will provide location details when she gets them.
- f. The Chief asked the Board if they would like guest speakers to come back to PCAB to share who they are and how they work with EPD. Dan mentioned wanting Tabitha to come back and speak. Gwendolyn asked if someone from EPD could come back and discuss the Citizen's Academy and encouraged members to join for the learning experience. Chief says he can have someone come speak.
- g. Alyssa suggested to the Board that they start a social media account to reach out to community members. The Board agreed that social media could be helpful.
- h. The chief gave an update on EPD. Two officers graduate from the Academy next Wednesday. Two candidates are scheduled to attend the next academy in February and potentially two more will be going. The PD would be at 30 out of 31 officers.

Due to an officer leaving, the Traffic officer has stepped down and is covering the road. The Officers in special assignments (DEA and CUSI) will also be covering the road. Two officers are in the National Guard and will be on leave at some point next year.

Chief shared that budget season is here but the PD is in good standing.

Chief shared that in the next meeting, he will bring the new discipline policy for the Board to look at.

## 7. ADJOURN

A motion to adjourn was made by Gwendolyn. The motion was seconded and approved by the Board. The meeting adjourned at 7:19pm.

Respectfully submitted,

Alyssa March Community Affairs Liaison

## Brownell Library Board of Trustees meeting minutes Kolvoord Community Room 6 Lincoln Street, Essex Junction, VT Tuesday, November 18, 2025

Brownell Trustees in attendance: Karen Hergesheimer, Dottie Bergendahl, Jeanne Grant, Helen

Donahey, Sheila Porter, Jessica Dow (virtual), Alex Carmical, Venessa Luck

Teen Trustees: Gabby Stevenson

Brownell Staff in Attendance: Wendy Hysko, Tracey Durgan

Other Attendees: N/A

Meeting called to order at 7:00pm by Karen.

## 1. Agenda Changes/Deletions

- Venessa is taking notes, not Jessica. Jessica to take notes in December.

## 2. Public to be Heard

- No public to be heard.

## 3. Announcements -

- Linda Costello, past board member, moved back to Vermont in Mansfield Place. Obtained contact information from family member, if board members want to connect with her.
- Jeanne: Announced that she is going to continue to no longer be chair and when considering reelection in Spring 2026, decided to not run again. Opportunity for a resident of EJ to run for open position in April.
- High School performing Chicago this weekend, encouraged others to attend. Tickets available online.
- Request for meetings to be concise on time.

## 4. Minutes of Tuesday, October 21, 2025

- Dottie moved to approve, Sheila seconded. All approved.

## 5. Financial Report

- Dottie gave report: Checking account = \$2,034.96, CD= \$2,949.41. Budget report is tending correct, with usual areas are high/low, but on point for 25% of the year. 25% of the year mostly, general supplies are high, building/grounds is high as well (due to summer/fall), and nothing else concerning at this point.
- Title clarification of title of document. Reflective of bills over the last period vs October only.

- Sheila acknowledged report, Jeanne second, all approved.

## 6. Reports

Library Director and Staff Report

- Individuals using the grounds for sleeping; mostly in October (1-2 people at a time). Does not seem to be as much of an issue in November. How do staff take care of the material left behind? Staff picked up and repackaged, leaving it outside, and it got picked up from others. Reviewed process of how staff handles valuable belongings vs items left and staff safety (particularly around needles).
- Appreciation for Wednesday activities for kids again in the Kolvoord room.
- Acknowledgement of the amount of activity in the library; programming, dealing with social needs, and managing it all as a staff.

## 7. Committee Reports

- No committees currently.

## 8. Work groups

100th Planning

## 100th party:

- Finalizing plans for Kickoff party in January. Gathering information for monthly events throughout the year for that event. Discussed budget ideas; food costs (for January party), inquired about sponsor to provide \$ for the food (around \$300). Library Foundation voiced having funds potentially available to support the ask of money. Reviewed request form for Foundation to release money. Group supported either option (sponsor vs Foundation). Last option is to use program budget from the library.
- Confirmed that the community meal will not conflict with the schedule for the January party.

## Sustainability

- No pressure to present, but going to keep on the list to keep it fluid and part of the discussion. Alex working on several factors of sustainability, including trustee job description.

## **Budget work group:**

- Dottie presented: meeting upcoming on Friday November 21st, with goal to review feedback around how savings with employee budget and shift that money into flat level funding to improve the ability to sustain the availability of what people come to the library to get (books/programming, electronic access, references, computers).

- Meeting with City Council on December 5th to support/present the budget in the annual budget hearing.
- Staff have been in touch with finance and hoping to have more information soon.
- Karen working on presentation for this budget meeting for the City Council. Trustees can attend the hearing to support the budget, held at City offices. Karen will communicate with updates on the time on the 5th for members to attend.

## 9. Foundation Report

- Dottie shared that this past Saturday was donation day, donations were not overwhelming, and had support from Trustees. Members did more purging of the current book collection in the book sale room, with room to add. No donation day in December. Replacement of flooring downstairs and how to organize when this happens- could be a reason to clear the room and offer a sale to clean out more books (summer timing?).
- Book Donation Sign-up Sheet:

- January: Sheila- February: Alex- March: Jeanne

## 10. Staff update/education

(new item on the agenda where staff share about information to teach trustees and to give us some insight into how to communicate with community members)

## -Materials budget and funding digital demand:

- -FY 2027- a new digital collection line, will help see where the growth and demand is with digital content. Tracey reported that the staff met to determine what will be included in that line item: she reviewed all bills and tracked different things. Parts of the digital collection stayed stable over time (ex: digital magazines, typically same price over the past few years), while other things have been going up (ex:Libby goes up 5% per item over the year). Patrons can now see what is available on Libby and holds on Libby have increased. GMLC agreement to purchase extra copies on high demand items (4 or more holds on one item), which drives costs up. To comply with contract, the library then makes the purchases of those items. These licensure purchases expire after 2 years (metered access).
  - 2023: \$5500 (advantage cost- items on hold)
  - 2024: \$6800 (advantage cost- items on hold)
  - 2025: almost \$12,000 (advantage cost- items on hold) *significant cost increase*

- Average cost of adult e-book: \$50 in 2022, now in 2025 \$60
- Average cost of children/teen e-book: \$40, now \$52
- Cost of e-books are higher than a physical book and has an expiration.

Budget costs = digital cuts, items that were not getting as much use. This includes: Biblio+ movies, comics+, newsbank (local newspapers), and a few other databases (saved \$4,500 in these cuts).

- Have people complained? Not that staff has noticed overall. But staff have heard about folks asking about local newspaper resources and reflecting to patron that this is no longer available.

### 11. Old Business

## - Group norms

Venessa spoke about why this arose and will continue discussions with sustainability, onboarding, checkin opportunities. Themes mentioned to focus on were onboarding, training, mentor/mentee, and formalize the process. SLI: Alex and Erna continue to work on SLI and job descriptions. Could be a place to continue to work on this.

How has the board supported new trustees in the past- Christine and Jeanne are available for consult. Other group Ideas: yearly connection meetings, checking in, and/or trainings.

Ideas for group connectedness, Venessa to email ideas for the group.

## 12. New Business

## Update on Friends Fall Forum:

- -Linda and Karen attended a Friends library group in Shelburne. Keynote speaker, Hannah Miller (professor at Johnson campus), writing a book, spoke about the benefit of libraries and what libraries in VT are doing. They went to each library in Vermont, knitting, writing, meeting people, and decided to include educational libraries (107 libraries in Vermont). More libraries per capita in Vermont than any other state. Each library in VT is unique.
- -Special Speakers: lawyer who spoke about non-profit work, President of VT Library Association spoke about hiring their first state lobbyist, and panel of libraries who held Friend's book sale events (held book sales 1x a year, some 2x a year).

## Friends reboot update:

- Reviewed past discussions about friends vs foundation (and the original intent). Karen continued her research and found the original friends and re-instated the "Friends of the Brownell Library." Next step

is the tax-exempt status with the IRS, but due the government shutdown, delay in response. Karen is currently the head of the Friends.

-Hoping to get more folks in the community engaged, but needing to wait on the IRS. Plan is to get things started in January 2026.

## Train Hop

-December 12th: 5:30pm-8pm

Event with Brownell Library, EJRP and local businesses: ask for trustees to staff train stations within the library. Email will be sent to trustees for timing/# needed. Be aware of parking if arriving later. Rain, snow, or bitter cold.

Santa Letters: space available for kids to write, but staff are not required to write the response letters.

## 13. Adjournment

Sheila moved to adjourn, Dottie seconded. All approved.

Minutes submitted by: Venessa Luck

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Note on Vermont Open Meeting Law - minutes must be taken at every public meeting and must include at least the members present, active participants, motions made, and votes taken. And posted on website and be available by request within 5 days of meeting.

^{****}Minutes should be provided to the Library Director and Assistant Library Director for posting by Friday afternoon of the meeting week to adhere to Vermont Open Meeting law. ****

## CITY OF ESSEX JUNCTION PLANNING COMMISSION SPECIAL MEETING MINUTES OF MEETING NOVEMBER 18, 2025 DRAFT

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

**ADMINISTRATION**: Chris Yuen, Community Development Director; Michael Giguere, City Planner **OTHERS PRESENT**: Chris Cochrane, Jeff Dube, Matthew Littell, Zoë Mueller, Alex Davis, Camille Wimpe, Samantha Dunn, Jeff Kershner, Chris Welch, Darren Schibler

## 1. CALL TO ORDER

The meeting was started by Zoë Mueller, the project manager for 802 Homes for the selected consultant (Utile) at 8:00 am.

## 2. BUSINESS ITEMS

**a.** Zoë previewed the meeting agenda and noted that Utile will facilitate the discussion using Google My Maps to track notes and map locations relevant to the project.

The group discussed Essex Junction's physical development patterns and real estate market conditions to help the consultants understand existing factors influencing the potential for infill development. Jeff noted that a pump station analysis is being conducted by the City and that while the wastewater treatment facility has capacity for additional housing, sewage treatment capacity may need to be increased depending on the rate of residential growth.

Staff and commission members shared insights into the City's regulatory and permitting landscape, including zoning bylaws and dimensional standards, the technical review process for site plan and zoning permit approval, and challenges observed in recent infill development applications. Consultants and state staff offered potential solutions and considerations to strengthen these areas, such as creating a developer project checklist to clarify the technical review process and timeline. Commission members shared direct perspectives as residents of the City, including dimensional challenges of typical properties, community demographics, and past housing policy initiatives such as evaluating a rental registry program.

The group also identified several areas for further exploration of infill potential, including West Street; Church and East Street; Summit Street/School Street; and specific parcels on Maple Street and Pearl Street.

## 3. ADJOURNMENT

The meeting was concluded at 10:00 am.

## CITY OF ESSEX JUNCTION DEVELOPMENT REVIEW BOARD MINUTES OF MEETING NOVEMBER 20, 2025 DRAFT

MEMBERS PRESENT: Maggie Massey, Vice-Chair; Luke Brockmeier; Dylan Zwicky

**ADMINISTRATION/STAFF:** Michael Giguere, City Planner **OTHERS PRESENT:** Jeff Amato, Nick Daley, Tim Miller

Ms. Massey called the meeting to order at 6:39 PM.

## 1. ADDITIONS OR AMENDMENTS TO AGENDA

Mr. Giguere said that Item 3b, "Minutes for Approval: November 6th, 2025" will be omitted as quorum was not achieved.

## 2. PUBLIC TO BE HEARD

None.

## 3. MINUTES

a. September 18, 2025

DYLAN ZWICKY made a motion, seconded by LUKE BROCKMEIER, to approve the minutes of September 18, 2025, as amended. Motion passed 3-0.

Amendments:

-Mr. Giguere said that he will correct the spelling of names throughout the document.

b. November 6th, 2025

## 4. PUBLIC MEETING

a. Conceptual site plan application for the addition of two (2) apartments and one (1) commercial space within the existing mixed-use building with three (3) existing apartments and one (1) commercial space at 67 Lincoln Street in the MF-MU2 District by Lincoln Street Station, LLC, owner.

Mr. Giguere said that this is a hybrid meeting, and that staff are present at 2 Lincoln Street to ensure public participation. While efforts will be made to accommodate remote public participants, in-person participation is the only legally mandated form of public participation. If there are technical difficulties the meeting may be paused and resumed on December 18th, 2025. All votes that are not unanimous will be done via roll call. A roll call attendance was conducted.

Mr. Giguere swore in all participants.

Ms. Massey opened the public meeting.

Mr. Daley and Mr. Amato, of Lincoln Street Station, were present to answer questions. Mr. Giguere read comments from DRB Chair Mr. Alden regarding landscaping, lighting and existing compliance status. Mr. Alden also said that he would like to understand the full details of the requested waiver. In response to these comments, Mr. Giguere said the applicants have presented site plan changes since his staff report

was written. These satisfy previous comments and staff now recommend both conceptual and final approval at this meeting.

The site currently is an existing non-conformity regarding lot coverage. The applicant is required to bring the shed on the property boundary into compliance, which means that it be moved fully onto the property. A walkway is also proposed which will add to lot coverage. Mr. Giguere recommends a condition of approval requesting that the only square footage to be added to this application is for the walkway and shed. Comments were incorporated from the Tree Advisory Committee and the applicant is proposing planting additional trees. Mr. Brockmeier said that he would like to ensure that the applicant files a landscaping plan. Mr. Daley said that they hope to clean up the overgrowth to improve the property. Ms. Massey requested public comment, of which there was none.

LUKE BROCKMEIER made a motion, seconded by DYLAN ZWICKY, to close the public meeting. Motion passed 3-0.

DYLAN ZWICKY made a motion, seconded by LUKE BROCKMEIER, to approve the conceptual site plan with the caveat that the applicant revise their zoning permit to reflect the 70.4% lot coverage prior to the issuance of the zoning permit and other conditions as included in the staff report. Motion passed 3-0.

## 4. PUBLIC HEARING

a. Final site plan application for the addition of two (2) apartments and one (1) commercial space within the existing mixed-use building with three (3) existing apartments and one (1) commercial space at 67 Lincoln Street in the MF-MU2 District by Lincoln Street Station, LLC, owner. Ms. Massey opened the public hearing.

Ms. Massey requested public input, of which there was none.

DYLAN ZWICKY made a motion, seconded by LUKE BROCKMEIER, to close the public hearing. Motion passed 3-0.

LUKE BROCKMEIER made a motion, seconded by DYLAN ZWICKY, that the DRB approve the final site plan for the addition of two (2) apartments and commercial space within the existing mixed-use building at 67 Lincoln Street in the MFMU2 District by Lincoln Street Station, LLC, owners, the following conditions:

- 1) All staff comments shall be addressed to the satisfaction of City staff.
- 2) Applicant shall submit manufacturer's cutsheets or similar technical specifications of the proposed light fixture replacement(s) to City Staff to ensure compliance with Section 704 of the LDC prior to the issuance of a zoning permit.
- 3) All new landscaping materials shall meet the Tree Selection Guide from the Vermont Urban and Community Forestry Program as specified in Section 719.F of the LDC.
- 4) Applicant shall submit a Sewer Allocation Request form and pay all applicable sewer allocation fees prior to the issuance of a zoning permit.
- 5) A waiver will be granted up to 70.4% lot coverage, as discussed. Motion passed 3-0.

## ESSEX JUNCTION DEVELOPMENT REVIEW BOARD 11/20/25

## 6. OTHER DEVELOPMENT REVIEW BOARD ITEMS

Mr. Giguere said that the March meeting will need to be rescheduled.

## 7. ADJOURNMENT

DYLAN ZWICKY made a motion, seconded by LUKE BROCKMEIER, to adjourn the meeting. Motion passed 3-0 at 7:06 PM.

Respectfully submitted, Darby Mayville Essex Tree Committee Meeting Minutes October 25 2025

In Attendance: Nick Meyer, Steve Rivard, Leslie Goldring, Rich Boyers, Max Seton, Andrea Shortsleeve.

**Minutes**: September minutes Accepted and approved.

**Memorial Tree Planting**: Princeton Elm was planted by Nick, Warren and Steve on November 8 @ Essex High School outside of the library, in memory of Karen Tokat. Next summer watering discussed and TBD. Margaret Skinner will publish an article in the Branch Out Burlington Newsletter.

**State of the Trees**: From the summer 2025 drought, TBD next spring/summer.

Potential New Tree Plantings: Continue planting along roadside at Hiawatha school, (part of annual Arbor Day Celebration) Cascadnac Avenue and Wenonah Avenue. Outreach was discussed as part of this endeavor. The committee will ask Ashley at the city office to order business cards to include OR code.

## Committee & sub-Committee creation:

Public Awareness, Rich to spearhead these efforts, to include Education, Outreach, Engagement. A Sub Committee could look at a Greatest Tree Contest and Tree Walks at Maple Street Park, while keeping expectations manageable.

**Planning and Zoning** Nick will continue to lead on these topics. Example Nick reports that Chris from the city offices has stepped up oversight and sent letters to developers holding them accountable for planting as per the specs.

**Volunteers** and additional members: It was suggested that we should put out a request on Front Porch Forum. Also, it was suggested to have Warren contact last year's winner (whom he is familiar with) of the awesome tree contest to solicit joining. The committee reluctantly accepted the resignation of Andrea Shortsleeve. MS Shortsleeve has been a valued member of the Essex Tree Committee.

**Other Business**: ADL School has won a \$ 2,000.00 tree planting grant through The Community Service and Connections program and will be seeking help from ETC. Nick to meet with this group on Dec 3.

Adjourn 5:40 pm

There will be no December meeting.

