

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

Online & 2 Lincoln St.
Essex Junction, VT 05452
Wednesday, March 11, 2026
6:30 PM

E-mail: admin@essexjunction.org

www.essexjunction.org

Phone: (802) 878-6944

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

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

1. **CALL TO ORDER** [6:30 PM]
2. **AGENDA ADDITIONS/CHANGES**
3. **APPROVE AGENDA**
4. **PUBLIC TO BE HEARD**
 - a. Comments from Public
5. **PUBLIC HEARING**
 - a. Second Public Hearing on Charter Change Amendments
6. **RECOGNITION**
 - a. Resolution of Appreciation for Brad Luck
7. **BUSINESS ITEMS**
 - a. Discussion and Consideration of the FY27 General Fund Operating and Capital Budgets [10 Minutes]
 - b. Discussion and Consideration of the Final Informational Hearing and Annual Meeting Warning [10 Minutes]
 - c. Discussion and Consideration of the Fire Department Personnel Regulations and Associated Edits to the Full Personnel Regulations [10 Minutes]
 - d. *Discussion and Consideration of an Executive Session to Discuss a Personnel Evaluation
8. **CONSENT ITEMS**
 - a. Approve Meeting Minutes: 2/25/26
 - b. Approve Administrative Officer Reappointment of Chris Yuen
 - c. Approve Railroad Avenue Waterline Capital Plan Amendment, Bid Acceptance and Contract Authorization
 - d. Approve Street Vending Permit
9. **COUNCIL MEMBER COMMENTS & CITY MANAGER REPORT**
10. **READING FILE**
 - a. Check Warrant #24112 3/6/26
 - b. February Financial Report
 - c. Regional Boards and Committees Meeting Memo
 - d. Voter Information for City Annual Meeting
 - e. Reappraisal Update
 - f. Fidium Fiber Press Release
 - g. Let's Build Homes Slideshow
 - h. Recreation Advisory Committee Minutes 2/4/26
 - i. Police Community Advisory Board Minutes 2/17/26

- 11. **EXECUTIVE SESSION**
 - a. *An Executive Session May Be Needed to Discuss a Personnel Evaluation

- 12. **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.

**Upcoming City Council Meetings
(Meeting Dates are Subject to Change)
(* denotes special meeting or date change)**

*March 23, 2026	May 13, 2026
March 25, 2026	May 27, 2026
*April 15, 2026	June 10, 2026
*April 29, 2026	June 24, 2026

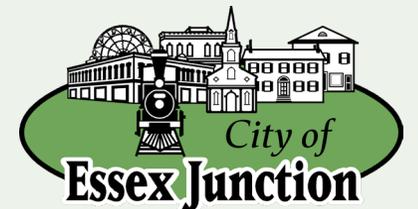
**City Council Rules for Public Participation
City of Essex Junction**

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.

Charter Amendments Public Hearing (2nd)

March 11, 2026



GOVERNANCE COMMITTEE

The proposed Charter Change ballot questions and the question regarding the base City Council stipend were recommended by the Governance Committee.

The nine-member committee, established in 2025 as required by the City Charter, researched potential reforms and gathered input from officials and the community.

The Essex Junction Governance Committee's final report, delivered to the City Council on December 10, 2025, can be found here:

<https://www.essexjunction.org/boards/governance-committee>

The report includes several appendices, including data from surrounding communities.

PROPOSED ARTICLE 3

The proposed Article 3 asks if you approve an amendment to Subchapter 2: Governance Structure, Section 205, Compensation, of the City Charter.



This amendment would add: “The President of the Council shall be paid an annual compensation that is twenty-five percent (25%) more than the annual compensation paid to the other Council members.”



The Essex Junction Governance Committee recommended this change because the Council President has additional duties and time commitments justifying a 25% higher stipend

PROPOSED ARTICLE 4

The proposed Article 4 asks if you approve an amendment to Subchapter 2: Governance Structure, Section 205, Compensation, of the City Charter.



Removing (strikethrough) and adding (underlined) the following text: “Compensation paid to the Council members shall be ~~set by the voters at the annual meeting,~~ adjusted annually, effective July 1 of each year, by the percentage change in the Consumer Price Index for the Northeast Region, as published by the U.S. Bureau of Labor Statistics for the most recent calendar year, with a minimum of ...”



The Essex Junction Governance Committee recommended this to remove the Council’s ability to raise its own stipends and to set a regular way to increase them.



Linking stipend increases to the Consumer Price Index makes the process consistent and keeps the decision separate from the Council.

PROPOSED ARTICLE 5

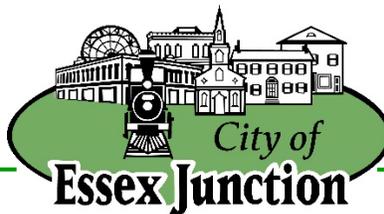
The proposed Article 5 asks if you approve an amendment to Subchapter 12: Amendment of Charter and Initiatives, Section 1202 Charter Review Committee, of the City Charter.



This amendment would add: “The City Council shall appoint a Charter Review Committee at least once every twelve (12) years for the purpose of conducting a comprehensive review of this charter. A majority of the Committee’s members shall be residents of the City who are not members of the City Council.”



The Essex Junction Governance Committee recommended this to ensure the City Charter is fully reviewed at least every 12 years.



MEMORANDUM

To: City Council
From: Regina Mahony, City Manager
Meeting Date: 3/11/26
Subject: Adoption of the FY27 Proposed Budget

Issue

To adopt the proposed FY27 General Fund Operating and Capital Budgets after the many budget working sessions and public hearing held on 2/25/26.

Discussion

Proposed General Fund Budget:

There have been no changes to the operating budget as presented on 2/11/26.

There was one modification to the capital plan as follows which has no impact on the budgeted General Fund transfer to the Capital Reserve for FY27:

The Capital Review Committee ranked a new Main Street Shared Use Path project at their meeting on February 10th and it ranked very high. Based on the score assigned by the Committee, the Capital Plan has been updated to include this project for FY27. In order to accommodate this project in FY27, the Memorial Park Restoration project has been moved from FY27 to FY28, and the North Street Waterline project has been moved from FY29 to FY30. The Main Street SUP project is currently budgeted at a total cost of \$592,500 but we do plan on pursuing grant funding from the State for the project which would require a 20% match (\$118,500). If the grant is awarded to the City, we could potentially use LOT funds to cover the full amount of the grant match and reevaluate how this would impact the timing of other projects in the Capital Plan.

Assuming no further changes, the FY27 City General Fund Budget is \$12,921,469; \$11,891,682 of which is to be levied in taxes against the City Grand List.

The estimated tax rate increase is 4.1% over the FY26 tax rate; and the estimated tax increase to a \$280,000 city property is \$118 (which includes the tax agreement and economic development rates as well).

As a point of information, collectively the combined property tax and PRELIMINARY utility rates, as presented at the 2/25 meeting, to support the enterprise fund budgets (water, wastewater, sanitation and stormwater) are estimated to increase by approximately 6.6%, or \$244 per year for the average home, but will be finalized in the spring.

Proposed Budgets:

The amount of the proposed FY27 City General Fund Operating Budget is as follows:

General Fund	\$ 12,921,469
--------------	---------------

The amounts of the proposed FY27 Capital Budgets are as follows:

General Fund Capital Reserve	\$1,895,320
Rolling Stock Fund	\$613,500
Recreation Capital Reserve	\$114,103

Recommendation

Staff recommends that the City Council approve the FY27 General Fund Operating and Capital Program Budgets in the amounts listed above.

Recommended Motion

I move that the City Council approve the FY27 General Fund Operating and Capital Program Budgets as presented.

Attachments:

FY27 Full Budget Packet

FY27 General Fund Budget Summary

	2024 Budget	2024 Actual	2025 Budget	2025 Actual	2026 Budget	2027 Budget	\$ Change	% Change
Revenues								
Property Taxes	10,420,986	10,433,476	11,110,346	11,145,692	11,405,931	11,891,682	485,751	4%
General	3,456,044	3,507,965	632,664	948,334	721,705	785,864	64,159	9%
Clerk	105,008	76,404	71,464	86,023	78,035	63,800	(14,235)	-18%
Information Technology	14,000	14,000	-	-	-	-	-	n/a
Community Development	79,158	76,720	47,000	43,330	75,000	45,000	(30,000)	-40%
Economic Development	4,000	-	-	-	-	-	-	n/a
Fire	10	10	-	-	-	-	-	n/a
Streets	153,500	168,729	132,500	134,810	127,500	127,220	(280)	0%
Brownell Library	500	21,948	650	17,526	900	900	-	0%
Recreation	12,479	9,267	11,000	7,975	10,170	7,003	(3,167)	-31%
Total Revenues	14,245,685	14,308,518	12,005,624	12,383,689	12,419,241	12,921,469	502,228	4%
Expenditures								
Administration	611,570	627,915	688,830	586,001	735,309	761,756	26,446	4%
Legislative	83,333	48,646	102,244	61,424	99,150	88,251	(10,900)	-11%
Clerk	306,750	262,588	256,470	264,184	268,921	261,444	(7,477)	-3%
Finance	504,300	482,589	589,118	526,823	621,777	677,648	55,871	9%
Information Technology	153,650	259,205	228,611	194,066	211,551	238,513	26,962	13%
Assessing	77,810	79,310	89,568	91,967	96,075	147,890	51,815	54%
Community Development	482,813	320,506	396,078	365,009	425,610	438,750	13,140	3%
Economic Development	40,000	6,005	-	28	-	30,000	30,000	n/a
Fire	545,484	537,675	530,292	513,638	543,037	553,642	10,605	2%
Public Safety and Services	2,977,293	2,973,733	3,057,361	2,897,815	3,235,493	3,516,597	281,104	9%
County/Regional Functions	346,883	316,733	354,376	360,754	445,901	442,929	(2,972)	-1%
Streets	1,566,556	1,572,099	1,552,923	1,445,544	1,583,502	1,653,741	70,239	4%
Stormwater	167,484	163,921	230,850	194,831	-	-	-	n/a
Brownell Library	964,134	915,181	1,016,569	1,003,167	1,047,704	1,082,917	35,213	3%
Recreation	1,100,479	1,065,014	1,131,553	1,167,090	1,135,776	1,095,086	(40,691)	-4%
Buildings	3,215,263	375,786	350,655	351,407	362,720	409,974	47,254	13%
Debt	402,528	394,916	392,053	367,446	375,943	361,365	(14,578)	-4%
Transfers and Misc.	699,356	3,456,126	1,036,574	3,898,816	1,230,770	1,160,967	(69,803)	-6%
Total Expenditures	14,245,685	13,857,948	12,004,124	14,290,010	12,419,241	12,921,469	502,228	4%

	2024 Budget	2024 Actual	2025 Budget	2025 Actual	2026 Budget	2027 Budget	\$ Change	% Change
820.000-Election Expenses	-	-	-	-	-	-	-	n/a
845.000-Employee/Volunteer Recognition	6,000	3,108	6,000	3,242	6,000	4,500	(1,500)	-25.0%
850.000 Community Events and Celebrations	-	-	500	500	-	-	-	n/a
900.000-Transfer between Town/Village	-	-	-	-	-	-	-	n/a
Total Expenditure	611,570	627,915	688,830	586,001	735,309	761,756	26,446	3.6%

210-11-10 - Legislative

Expenditure								
190.000-Board member payments	16,500	1,000	13,800	2,550	11,800	4,600	(7,200)	-61.0%
190.001-City Council payments	12,500	12,500	12,500	12,500	12,500	12,500	-	0.0%
220.000-Social Security	956	956	956	956	956	956	-	0.0%
225.000-Act 76 Childcare Tax	-	-	41	41	41	41	-	0.0%
320.000-Legal Services	-	-	-	-	3,600	-	(3,600)	-100.0%
330.000-Professional Services	32,114	16,794	33,608	18,460	28,739	28,981	242	0.8%
500.000-Training, Conferences, Dues	17,563	15,648	17,563	15,968	18,364	18,822	458	2.5%
540.000-Advertising	1,200	284	1,200	-	900	900	-	0.0%
580.000-Travel	500	-	500	-	250	250	-	0.0%
610.000-General Supplies	2,000	1,463	2,075	767	2,000	1,200	(800)	-40.0%
831.000-Special or New Programs	-	-	20,000	10,182	20,000	20,000	-	0.0%
Total Expenditure	83,333	48,646	102,244	61,424	99,150	88,251	(10,900)	-11.0%

210-12-10 - Clerk

Revenues								
020.003-Use of Vault	-	27	50	54	25	50	25	100.0%
020.004-Recording Fees	86,000	47,589	55,000	56,487	55,000	55,000	-	0.0%
020.010-Printing and Duplication Services	5,590	288	4,000	411	1,000	500	(500)	-50.0%
020.011-Online Land Records	-	70	-	628	150	800	-	-
020.013-Sales of Certified Copy	7,200	720	6,000	1,340	1,000	1,000	-	0.0%
020.023-Records Preservation	-	17,248	-	20,511	15,000	-	(15,000)	-100.0%
030.001-Liquor Licenses	2,875	2,250	2,875	2,055	2,500	2,000	(500)	-20.0%
030.002-Hunting and Fishing	-	-	10	5	10	-	(10)	-100.0%
030.003-Marriage Licenses	624	240	630	495	250	500	250	100.0%
030.004-Animal Licenses	2,500	3,150	2,700	3,842	3,000	3,800	800	26.7%
030.005-Green Mountain Passport	120	116	100	156	100	150	50	50.0%
030.006-DMV Registrations	99	6	99	39	-	-	-	n/a
098.000-Misc Revenue	-	4,700	-	-	-	-	-	n/a
Total Revenues	105,008	76,404	71,464	86,023	78,035	63,800	(14,235)	-18.2%

Expenditure								
110.000-Regular Salaries	162,764	164,685	157,132	159,733	151,619	157,098	5,479	3.6%
120.000-Part Time Salaries	2,785	3,151	7,426	3,014	10,024	6,100	(3,924)	-39.1%
130.000-Overtime	434	235	453	1,145	470	736	265	56.4%
210.000-Group Insurance	51,149	21,912	30,302	51,064	37,371	37,655	284	0.8%
220.000-Social Security	12,790	12,794	12,919	12,592	12,682	12,542	(141)	-1.1%
225.000-Act 76 Childcare Tax	-	26	557	530	547	541	(6)	-1.1%
230.000-Retirement	15,627	15,673	15,396	15,529	15,172	15,872	700	4.6%
290.000-Other Employee Benefits	-	-	700	700	800	800	-	0.0%
330.000-Professional Services	-	-	192	252	486	2,744	2,259	465.0%
430.000-R&M Vehicles and Equipment	50	-	50	-	50	-	(50)	-100.0%
442.000-Rental of Vehicles or Equipment	2,664	-	-	-	-	-	-	n/a
500.000-Training, Conferences, Dues	3,000	2,198	3,000	2,774	2,000	2,000	-	0.0%
505.000-Technology Subscriptions, Licenses	15,000	3,154	4,200	4,284	4,300	4,457	157	3.7%
550.000-Printing and Binding	1,000	817	1,500	574	1,500	500	(1,000)	-66.7%
560.000-Postage	500	377	500	325	400	3,400	3,000	750.0%
570.023-Records Preservation	-	16,432	-	(4)	15,000	-	(15,000)	-100.0%
580.000-Travel	1,738	1,367	500	879	500	1,000	500	100.0%
610.000-General Supplies	5,250	1,829	3,776	2,688	2,000	2,000	-	0.0%

	2024 Budget	2024 Actual	2025 Budget	2025 Actual	2026 Budget	2027 Budget	\$ Change	% Change
735.000-Technology: Hardware, Software, Equipment	-	-	2,000	3,199	-	-	-	n/a
820.000-Election Expenses	32,000	17,939	15,867	4,906	14,000	14,000	-	0.0%
Total Expenditure	306,750	262,588	256,470	264,184	268,921	261,444	(7,477)	-2.8%

210-13-10 - Finance

Expenditure								
110.000-Regular Salaries	225,124	228,034	287,174	281,534	292,962	309,259	16,297	5.6%
130.000-Overtime	-	-	-	-	-	-	-	n/a
190.000-Board Member Payments	750	400	1,400	150	1,400	1,400	-	0.0%
210.000-Group Insurance	53,585	36,244	57,813	46,028	59,140	87,062	27,921	47.2%
220.000-Social Security	17,730	18,750	23,190	23,701	25,436	25,621	185	0.7%
225.000-Act 76 Childcare Tax	-	30	1,000	965	1,097	1,105	8	0.7%
230.000-Retirement	20,688	20,675	27,366	27,136	30,634	31,496	862	2.8%
250.000-Unemployment Insurance	3,209	2,205	3,834	3,850	4,608	4,716	108	2.3%
260.000-Workers Comp insurance	21,182	9,124	21,182	28,663	39,043	39,284	241	0.6%
290.000-Other Employee Benefits	-	-	1,400	700	1,600	1,600	-	0.0%
330.000-Professional Services	15,250	15,327	14,310	8,257	14,388	13,690	(699)	-4.9%
335.000-Audit	12,612	11,400	14,453	16,957	18,412	21,828	3,416	18.6%
442.000-Rental of Vehicles or Equipment	2,000	-	-	-	-	-	-	n/a
500.000-Training, Conferences, Dues	1,500	380	1,758	700	1,758	1,799	41	2.3%
505.000-Technology Subscription, Licenses	28,640	26,476	21,999	15,226	22,754	17,474	(5,280)	-23.2%
520.000-Insurance	93,600	107,517	103,615	66,902	99,922	109,990	10,068	10.1%
550.000-Printing and Binding	2,780	2,997	3,883	3,795	3,883	4,450	567	14.6%
560.000-Postage	3,400	1,721	2,800	1,887	2,800	6,000	3,200	114.3%
570.000-Other Purchased Services	-	-	-	-	-	-	-	n/a
580.000-Travel	1,100	189	1,140	54	1,140	275	(865)	-75.9%
610.000-General Supplies	1,150	403	800	320	800	600	(200)	-25.0%
735.000-Tech: Equip/Hardware	-	719	-	-	-	-	-	n/a
Total Expenditure	504,300	482,589	589,118	526,823	621,777	677,648	55,871	9.0%

210-14-10 - Information Technology

Revenues								
Contribution from WWTF	14,000	14,000	-	-	-	-	-	n/a
Total Revenues	14,000	14,000	-	-	-	-	-	n/a
Expenditure								
330.000-Professional Services	100,000	169,301	118,981	115,012	140,016	153,324	13,308	9.5%
432.000-R&M Technology	5,000	-	5,000	-	5,000	5,000	-	0.0%
505.000-Technology Subscription, Licenses	25,000	56,657	63,026	66,838	41,785	56,189	14,404	34.5%
735.000-Technology: Hardware, Software, Equipment	23,650	33,248	41,604	12,216	24,750	24,000	(750)	-3.0%
Total Expenditure	153,650	259,205	228,611	194,066	211,551	238,513	26,962	12.7%

210-15-10 - Assessing

Expenditure								
330.000-Professional Services	-	-	89,068	90,932	94,575	144,415	49,840	52.7%
505.000-Technology Subscription, Licenses	-	1,500	500	1,035	1,500	3,475	1,975	131.7%
900.000-Transfer between Town/City	77,810	77,810	-	-	-	-	-	n/a
Total Expenditure	77,810	79,310	89,568	91,967	96,075	147,890	51,815	53.9%

210-16-10 - Community Development

Revenues								
030.008-License and Zoning Fees	39,000	76,720	47,000	43,330	75,000	45,000	(30,000)	-40.0%
091.000-Transfer btwn Funds	40,158	-	-	-	-	-	-	n/a
Total Revenues	79,158	76,720	47,000	43,330	75,000	45,000	(30,000)	-40.0%
Expenditure								

	2024 Budget	2024 Actual	2025 Budget	2025 Actual	2026 Budget	2027 Budget	\$ Change	% Change
110.000-Regular Salaries	256,708	202,758	223,763	219,440	225,773	234,543	8,770	3.9%
130.000-Overtime	-	38	-	-	-	-	-	n/a
190.000-Board member payments	15,600	7,300	14,400	8,550	9,600	9,600	-	0.0%
210.000-Group Insurance	89,186	23,412	33,625	55,615	59,616	70,667	11,051	18.5%
220.000-Social Security	20,281	16,488	18,142	17,883	18,624	19,286	662	3.6%
225.000-Act 76 Childcare Tax	-	30	783	696	803	832	29	3.6%
230.000-Retirement	23,328	17,981	21,347	18,152	19,374	20,256	882	4.6%
290.000-Other Employee Benefits	-	-	1,050	1,050	1,200	1,200	-	0.0%
320.000-Legal Services	6,000	22,451	16,978	12,807	17,000	17,000	-	0.0%
330.000-Professional Services	40,760	17,233	25,780	14,004	23,560	23,666	107	0.5%
500.000-Training, Conferences, Dues	4,700	1,831	5,890	4,181	4,630	5,800	1,170	25.3%
505.000-Technology Subscription, Licenses	360	-	600	-	600	600	-	0.0%
530.000-Communications	5,660	502	1,320	-	1,080	-	(1,080)	-100.0%
540.000-Advertising	1,350	687	3,650	1,434	2,600	2,300	(300)	-11.5%
550.000-Printing and Binding	1,000	2,685	1,000	556	3,000	3,000	-	0.0%
560.000-Postage	280	165	350	-	2,350	2,700	350	14.9%
580.000-Travel	6,600	2,840	8,400	3,521	5,800	5,800	-	0.0%
610.000-General Supplies	1,000	53	3,000	336	3,000	2,000	(1,000)	-33.3%
810.111-Bike/Walk Committee	10,000	4,052	10,000	6,783	10,000	10,000	-	0.0%
899.000-Matching Grant Funds	-	-	6,000	-	17,000	9,500	(7,500)	-44.1%
Total Expenditure	482,813	320,506	396,078	365,009	425,610	438,750	13,140	3.1%

210-17-10 - Economic Development

Revenues								
050.000-Event Donations	4,000	-	-	-	-	-	-	n/a
Total Revenues	4,000	-	-	-	-	-	-	n/a
Expenditure								
330.000-Professional Services	-	-	-	-	-	30,000	30,000	n/a
800.000-Appropriations to other agencies	-	-	-	-	-	-	-	n/a
831.000-Special or New Programs	5,000	4,328	-	-	-	-	-	n/a
850.000-Community Events and Celebrations	15,000	1,676	-	28	-	-	-	n/a
899.000-Matching Grant Funds	20,000	-	-	-	-	-	-	n/a
Total Expenditure	40,000	6,005	-	28	-	30,000	30,000	n/a

210-18-10 - Public Safety and Services

Expenditure								
500.000-Training, Conferences, Dues	2,000	-	-	-	-	-	-	n/a
530.000-Communications	1,560	-	-	-	-	-	-	n/a
800.106-Essex Rescue	190,620	190,620	196,338	196,338	207,140	207,140	-	0.0%
800.107-Essex Jct. Cemetery Association	20,000	20,000	20,000	20,000	20,000	20,000	-	0.0%
800.10X-Essex Police Dept.	2,763,113	2,763,113	2,841,023	2,681,477	3,008,353	3,289,457	281,104	9.3%
Total Expenditure	2,977,293	2,973,733	3,057,361	2,897,815	3,235,493	3,516,597	281,104	8.7%

210-19-10 - County and Regional Functions

Expenditure								
800.101-Chittenden County Regional Planning Commission	13,225	13,225	13,720	13,720	19,712	16,269	(3,443)	-17.5%
800.102-Green Mountain Transit	244,355	244,355	249,615	249,615	311,638	314,996	3,358	1.1%
800.103-County Tax	54,553	24,418	58,604	64,982	73,911	67,978	(5,933)	-8.0%
800.104-Chamber of Commerce	950	935	965	965	995	1,025	30	3.0%
800.105-GBIC	3,500	3,500	-	-	3,750	3,750	-	0.0%
800.110-Essex Community Historical Society	-	-	-	-	2,000	2,000	-	0.0%
800.109-Winooski Valley Park District	30,300	30,300	31,472	31,472	33,895	36,911	3,016	8.9%
Total Expenditure	346,883	316,733	354,376	360,754	445,901	442,929	(2,972)	-0.7%

210-25-10 - Fire

	2024 Budget	2024 Actual	2025 Budget	2025 Actual	2026 Budget	2027 Budget	\$ Change	% Change
Revenues								
098.000-Miscellaneous Revenue	10	10	-	-	-	-	-	n/a
Total Revenues	10	10	-	-	-	-	-	n/a
Expenditure								
120.000-Part Time Salaries	216,000	224,067	302,400	269,348	315,000	327,600	12,600	4.0%
210.000-Group Insurance	3,600	2,688	3,400	2,677	3,400	3,400	-	0.0%
220.000-Social Security	16,524	17,188	23,134	20,651	24,098	25,061	964	4.0%
225.000-Act 76 Childcare Tax	-	20	998	913	1,040	1,081	42	4.0%
260.000-Workers Comp insurance	20,000	16,454	20,000	13,113	20,000	15,000	(5,000)	-25.0%
290.000-Other Employee Benefits	1,000	864	1,000	3,364	1,000	1,000	-	0.0%
330.000-Professional Services	7,000	3,157	7,000	6,481	6,000	6,000	-	0.0%
430.000-R&M Vehicles and Equipment	26,000	20,270	26,000	55,103	25,000	25,000	-	0.0%
431.000-R&M Buildings and Grounds	-	280	-	-	-	-	-	n/a
500.000-Training, Conferences, Dues	5,500	6,840	7,000	11,113	7,000	8,000	1,000	14.3%
505.000-Technology Subscription, licenses	7,000	220	8,000	7,082	8,000	8,000	-	0.0%
530.000-Communications	2,600	2,721	3,361	1,312	4,500	3,500	(1,000)	-22.2%
570.000-Other Purchased Services	11,000	13,889	11,000	20,478	11,000	11,000	-	0.0%
610.000-General Supplies	4,000	5,384	4,000	5,228	4,000	4,000	-	0.0%
611.000-Small Tools and Equipment	45,000	41,332	45,000	46,272	45,000	45,000	-	0.0%
612.000-Uniforms	30,000	30,326	32,000	18,564	32,000	34,000	2,000	6.3%
613.000-Program Supplies	6,000	3,258	7,500	13,631	7,500	7,500	-	0.0%
626.000-Gasoline	6,000	4,150	6,500	4,671	6,500	6,500	-	0.0%
750.000-Machinery and Equipment	20,000	26,307	22,000	13,637	22,000	22,000	-	0.0%
920.000-Transfer between funds (capital)	118,260	118,260	-	-	-	-	-	n/a
Total Expenditure	545,484	537,675	530,292	513,638	543,037	553,642	10,605	2.0%

210-30-10 - EJRP, Administration

Revenues								
020.000-Charges for Services	12,479	7,767	9,500	6,475	8,670	5,503	(3,167)	-36.5%
050.001-Memorial Day Parade	-	-	-	-	-	-	-	n/a
090.000-Transfer between Town/Village	-	-	-	-	-	-	-	n/a
091.000-Transfer between funds	-	1,500	-	-	-	-	-	n/a
Total Revenues	12,479	9,267	9,500	6,475	8,670	5,503	(3,167)	-36.5%
Expenditure								
110.000-Regular Salaries	395,062	392,843	461,786	455,535	436,934	420,662	(16,272)	-3.7%
120.000-Part Time Salaries	-	3,835	-	5,218	-	-	-	n/a
130.000-Overtime	-	-	-	-	-	-	-	n/a
210.000-Group Insurance	162,427	151,163	189,293	222,266	217,195	144,659	(72,536)	-33.4%
220.000-Social Security	30,453	30,371	35,603	35,016	33,731	35,035	1,304	3.9%
225.000-Act 76 Childcare Tax	-	56	1,536	1,339	1,455	1,511	56	3.9%

	2024 Budget	2024 Actual	2025 Budget	2025 Actual	2026 Budget	2027 Budget	\$ Change	% Change
230.000-Retirement	33,729	33,674	40,590	35,062	33,819	35,271	1,453	4.3%
290.000-Other Employee Benefits	-	-	2,100	3,150	2,400	2,400	-	0.0%
330.000-Professional Services	1,764	496	21,424	13,019	11,764	11,764	-	0.0%
442.000-Rental of Vehicles or Equipment	-	713	1,776	1,899	1,776	1,776	-	0.0%
500.000-Training, Conferences, Dues	6,068	2,791	3,155	3,985	2,873	2,742	(131)	-4.6%
505.000-Technology Subscription, Licenses	10,825	12,072	-	11,701	-	-	-	n/a
530.000-Communications	1,980	2,607	2,640	2,641	2,160	2,160	-	0.0%
540.000-Advertising	3,000	3,000	-	12	-	-	-	n/a
550.000-Printing and Binding	-	-	-	-	-	-	-	n/a
561.000-Credit Card Processing Fees	-	220	200	368	200	-	(200)	-100.0%
610.000-General Supplies	7,200	5,180	15,000	11,626	15,000	15,000	-	0.0%
735.000-Technology: Hardware, Software, Equipme	-	-	-	-	-	-	-	n/a
832.000-Scholarships	4,000	4,000	4,000	4,000	4,000	4,000	-	0.0%
850.000-Community Events & Celebrations	17,500	17,500	17,500	17,344	-	-	-	n/a
910.000-Transfer to Other Funds	-	-	-	-	17,500	42,500	25,000	142.9%
Total Expenditure	674,007	660,522	796,603	824,181	780,807	719,481	(61,326)	-7.9%

210-30-12 - EJRP, Parks and Facilities

Revenues								
091.000-Transfer between funds	-	-	1,500	1,500	1,500	1,500	-	0.0%
Total Revenues	-	-	1,500	1,500	1,500	1,500	-	0.0%

Expenditure								
110.000-Regular Salaries	139,627	141,265	143,767	144,351	129,489	135,104	5,615	4.3%
120.000-Part Time Salaries	46,574	64,633	56,341	58,872	66,335	65,292	(1,043)	-1.6%
130.000-Overtime	-	1,592	-	646	-	-	-	n/a
210.000-Group Insurance	38,170	31,891	40,769	37,355	64,535	76,475	11,940	18.5%
220.000-Social Security	14,337	16,252	15,400	15,542	15,082	15,432	350	2.3%
225.000-Act 76 Childcare Tax	-	54	664	685	651	666	15	2.3%
230.000-Retirement	14,033	13,986	14,447	13,926	12,484	13,161	677	5.4%
290.000-Other Employee Benefits	-	-	700	350	800	800	-	0.0%
330.000-Professional Services	12,573	12,991	12,603	22,175	16,049	18,500	2,451	15.3%
431.000-R&M Buildings and Grounds	4,532	4,699	12,013	10,995	11,577	10,995	(583)	-5.0%
441.000-Rental of Land or Buildings	500	500	500	500	500	500	-	0.0%
442.000-Rental of Vehicles or Equipment	4,743	2,356	2,925	-	2,207	-	(2,207)	-100.0%
500.000-Training, Conferences, Dues	3,902	3,239	2,000	235	2,000	2,000	-	0.0%
505.000-Tech. Subs/Licenses	-	-	-	-	-	-	-	n/a
530.000-Communications	1,320	-	1,320	495	1,080	1,080	-	0.0%
610.000-General Supplies	28,759	23,215	30,000	30,289	27,681	32,289	4,608	16.6%
626.000-Gasoline	1,500	3,601	1,500	3,313	4,500	3,313	(1,187)	-26.4%
Total Expenditure	310,569	320,274	334,950	339,729	354,970	375,605	20,635	5.8%

210-30-13 - EJRP, Adult

Expenditure								
110.000-Regular Salaries	26,167	5,425	-	-	-	-	-	n/a
210.000-Group Insurance	13,055	-	-	-	-	-	-	n/a
220.000-Social Security	2,048	415	-	-	-	-	-	n/a
225.000-Act 76 Childcare	-	-	-	-	-	-	-	n/a
230.000-Retirement	2,254	-	-	-	-	-	-	n/a
290.000-Other Employee Benefits	-	-	-	-	-	-	-	n/a
330.000-Professional Services	20,000	20,012	-	1,300	-	-	-	n/a
500.000-Training, Conferences, Dues	2,000	-	-	1,292	-	-	-	n/a
530.000-Communications	-	776	-	305	-	-	-	n/a
610.000-General Supplies	-	7,207	-	283	-	-	-	n/a
900.000-Transfer between Town/City	50,379	50,382	-	-	-	-	-	n/a
Total Expenditure	115,902	84,218	-	3,180	-	-	-	n/a

	2024 Budget	2024 Actual	2025 Budget	2025 Actual	2026 Budget	2027 Budget	\$ Change	% Change
210-35-10 - Brownell Library								
Revenues								
050.000-Donation Revenue	-	-	-	-	-	-	-	n/a
098.000-Miscellaneous Revenue	500	937	650	1,233	900	900	-	0.0%
Total Revenues	500	937	650	1,233	900	900	-	0.0%
Expenditure								
110.000-Regular Salaries	463,761	429,464	458,449	451,512	475,410	492,939	17,529	3.7%
120.000-Part Time Salaries	125,170	121,221	146,548	137,322	146,132	149,400	3,267	2.2%
190.000-Board Member Payments	-	900	5,500	1,100	2,200	3,300	1,100	50.0%
210.000-Group Insurance	138,896	137,670	158,376	174,585	188,643	191,031	2,388	1.3%
220.000-Social Security	45,552	42,510	46,605	44,483	47,904	49,495	1,591	3.3%
225.000-Act 76 Childcare Tax	-	82	2,010	1,913	2,066	2,135	69	3.3%
230.000-Retirement	48,256	45,678	48,190	44,086	44,755	46,660	1,905	4.3%
250.000-Unemployment Insurance	-	172	-	-	-	-	-	n/a
290.000-Other Employee Benefits	-	-	2,450	2,450	2,800	2,800	-	0.0%
340.000-Technical Services	2,000	1,100	3,000	2,160	3,000	3,000	-	0.0%
442.000-Rental of Vehicles or Equipment	3,000	4,694	3,901	3,936	3,936	4,000	64	1.6%
500.000-Training, Conferences, Dues	5,500	3,106	6,500	6,576	6,000	6,000	-	0.0%
505.000-Technology Subscription, Licenses	12,500	10,360	13,500	11,720	14,797	14,797	-	0.0%
530.000-Communications	2,640	2,585	2,640	2,280	2,160	2,160	-	0.0%
540.000-Advertising	700	-	700	-	700	700	-	0.0%
560.000-Postage	3,000	2,201	3,000	2,639	3,000	3,800	800	26.7%
610.000-General Supplies	14,000	14,068	12,200	12,529	11,200	11,200	-	0.0%
640.201-Adult Collection	50,000	49,507	52,000	51,994	46,000	34,000	(12,000)	-26.1%
640.202-Juvenile Collection	25,000	24,962	26,000	25,995	25,500	17,000	(8,500)	-33.3%
650.201-Adult Digital Collection	-	-	-	-	-	18,000	18,000	n/a
650.202-Juvenile Digital Collection	-	-	-	-	-	9,000	9,000	n/a
735.000-Technology: Hardware, Software, Equipme	8,660	9,228	9,000	9,165	7,000	7,000	-	0.0%
750.000-Machinery and Equipment	8,000	8,435	-	-	-	-	-	n/a
755.000-Furniture and Fixtures	-	-	8,000	8,678	7,000	7,000	-	0.0%
840.201-Adult Programs	1,500	1,181	2,000	2,065	2,000	2,000	-	0.0%
840.202-Childrens Programs	4,500	4,588	4,500	4,471	4,500	4,500	-	0.0%
845.000-Employee/Volunteer Recognition	1,500	1,470	1,500	1,509	1,000	1,000	-	0.0%
Total Expenditure	964,134	915,181	1,016,569	1,003,167	1,047,704	1,082,917	35,213	3.4%
210-40-12 - PW, Streets								
Revenues								
020-017 EV Charger	-	-	-	2,711	-	2,500	2,500	n/a
042.006-State Aid to Highways	130,000	125,136	130,000	128,710	125,000	122,220	(2,780)	-2.2%
090.000-Transfer between Town/Village	20,000	40,000	-	-	-	-	-	n/a
098.000-Miscellaneous Revenue	3,500	3,593	2,500	3,389	2,500	2,500	-	0.0%
Total Revenues	153,500	168,729	132,500	134,810	127,500	127,220	(280)	-0.2%
Expenditure								
110.000-Regular Salaries	232,292	208,344	247,092	234,430	218,526	236,400	17,874	8.2%
120.000-Part Time Salaries	21,973	13,315	28,323	27,294	33,920	35,980	2,060	6.1%
130.000-Overtime	26,974	12,849	28,237	13,466	21,342	30,834	9,492	44.5%
190.000-Board Member Payments	3,000	-	3,000	500	3,000	3,000	-	0.0%
210.000-Group Insurance	121,401	112,582	135,833	133,914	124,748	81,169	(43,579)	-34.9%
220.000-Social Security	21,962	18,639	23,615	21,050	21,341	24,019	2,679	12.6%
225.000-Act 76 Childcare Tax	-	42	1,019	801	921	1,036	116	12.6%
230.000-Retirement	22,855	17,971	24,809	21,731	21,732	25,309	3,577	16.5%
250.000-Unemployment Insurance	250	226	432	399	204	383	179	87.7%
260.000-Workers Comp insurance	12,600	16,482	12,600	12,774	15,663	24,229	8,566	54.7%
290.000-Other Employee Benefits	-	-	1,400	700	1,600	1,600	-	0.0%
330.000-Professional Services	18,000	14,140	20,000	27,381	20,000	30,050	10,050	50.3%

	2024 Budget	2024 Actual	2025 Budget	2025 Actual	2026 Budget	2027 Budget	\$ Change	% Change
410.000-Water and Sewer Charges	3,500	3,575	3,500	3,177	3,800	3,800	-	0.0%
422.000-Snow Removal	21,000	17,576	21,000	24,991	25,000	28,000	3,000	12.0%
425.000-Trash Removal	9,100	13,341	9,500	12,125	9,500	12,000	2,500	26.3%
430.000-R&M Vehicles and Equipment	38,000	118,837	100,000	152,050	120,000	188,000	68,000	56.7%
431.000-R&M Buildings and Grounds	10,000	10,644	10,000	4,626	10,000	10,000	-	0.0%
432.000-R&M Technology	-	-	-	189	-	567	567	n/a
441.000-Rental of Land or Buildings	13,000	9,926	13,000	10,183	13,000	13,000	-	0.0%
442.000-Rental of Vehicles or Equipment	3,000	3,663	3,864	2,996	3,000	3,800	800	26.7%
451.000-Summer Construction Services	300,000	366,319	300,000	197,652	310,000	310,000	-	0.0%
500.000-Training, Conferences, Dues	2,000	180	3,500	426	3,500	3,000	(500)	-14.3%
505.000-Tech. Subs, Licenses	-	-	-	8,066	-	861	861	n/a
520.000-Insurance	17,800	19,175	17,800	12,954	17,264	20,452	3,188	18.5%
521.000-Insurance Deductibles	1,000	2,110	1,000	3,779	1,000	1,000	-	0.0%
530.000-Communications	4,500	4,825	4,500	5,085	5,340	5,040	(300)	-5.6%
540.000-Advertising	-	92	500	446	500	500	-	0.0%
571.000-Streetscape Maintenance	20,000	29,184	20,000	20,936	25,000	23,000	(2,000)	-8.0%
572.000-Traffic Control	33,000	30,378	33,000	40,735	35,000	35,000	-	0.0%
573.000-Sidewalk and Curb Maintenance	6,000	-	6,000	-	6,000	6,000	-	0.0%
575.000-Storm Sewer Maintenance	145,000	78,495	165,000	158,435	165,000	165,000	-	0.0%
600.000-Salt, Sand and Gravel	45,000	19,226	45,000	24,154	45,000	35,000	(10,000)	-22.2%
605.000-Summer Construction Supplies	3,000	1,201	3,000	1,275	3,000	3,000	-	0.0%
609.000-Safety Supplies	35,000	36,180	35,000	32,500	35,000	35,000	-	0.0%
610.000-General Supplies	15,000	26,175	15,000	12,537	20,000	15,000	(5,000)	-25.0%
610.200-Streetlight Supplies	3,510	5,326	2,700	4,632	3,400	3,510	110	3.2%
612.000-Uniforms	4,200	3,504	4,200	3,925	4,200	4,200	-	0.0%
621.000-Natural Gas/Heating	4,200	20,463	4,500	14,703	25,000	20,000	(5,000)	-20.0%
622.000-Electricity	138,000	141,925	138,000	150,708	142,000	150,000	8,000	5.6%
622.200-Streetlight Electricity	42,000	39,475	50,000	39,640	50,000	45,000	(5,000)	-10.0%
626.000-Gasoline/Fuel	-	-	-	2,046	-	-	-	n/a
750.000-Machinery and Equipment	7,000	-	7,000	-	10,000	10,000	-	0.0%
810.112-Tree Advisory Committee	10,000	4,272	10,000	6,136	10,000	10,000	-	0.0%
920.000-Transfer between funds (capital)	151,440	151,440	-	-	-	-	-	n/a
Total Expenditure	1,566,556	1,572,099	1,552,923	1,445,544	1,583,502	1,653,741	70,239	4.4%

210-41-20 - Buildings - 2 Lincoln St

Expenditure								
400.000-Contracted Services	3,000	4,944	3,000	1,545	6,000	6,579	579	9.7%
410.000-Water and Sewer Charges	1,500	828	750	761	1,700	1,500	(200)	-11.8%
420.000-Cleaning Services	22,000	15,841	15,000	7,665	18,000	27,132	9,132	50.7%
425.000-Trash Removal	3,600	3,657	4,000	3,979	4,000	4,392	392	9.8%
431.000-R&M Buildings and Grounds	20,000	10,558	5,000	4,599	8,000	7,000	(1,000)	-12.5%
450.000-Construction Services	2,824,514	-	-	-	-	-	-	n/a
505.000-Technology Subscription, Licenses	-	-	-	-	-	2,102	2,102	n/a
530.000-Communications	8,968	13,911	10,600	7,144	7,000	6,959	(41)	-0.6%
610.000-General Supplies	5,000	1,569	2,150	1,242	3,500	1,500	(2,000)	-57.1%
621.000-Natural Gas/Heating	6,500	5,332	5,800	2,396	6,000	6,000	-	0.0%
622.000-Electricity	11,000	8,215	8,500	9,187	9,000	10,000	1,000	11.1%
755.000-Furniture and Fixtures	7,000	1,072	7,000	211	500	750	250	50.0%
Total Expenditure	2,913,082	65,926	61,800	38,729	63,700	73,914	10,214	16.0%

210-41-21 - Buildings - Brownell Library

Expenditure								
400.000-Contracted Services	4,750	15,498	6,350	5,197	6,350	6,500	150	2.4%
410.000-Water and Sewer Charges	700	606	540	627	650	650	-	0.0%
420.000-Cleaning Services	30,000	26,906	30,000	37,384	42,000	43,300	1,300	3.1%
425.000-Trash Removal	25,175	14,315	23,300	25,901	21,650	40,000	18,350	84.8%

	2024 Budget	2024 Actual	2025 Budget	2025 Actual	2026 Budget	2027 Budget	\$ Change	% Change
431.000-R&M Buildings and Grounds	-	-	-	-	-	1,000	1,000	n/a
530.000-Communications	4,090	4,005	4,470	4,031	4,470	4,500	30	0.7%
610.000-General Supplies	-	-	1,800	1,989	1,500	2,000	500	33.3%
621.000-Natural Gas/Heating	7,200	6,589	7,200	7,433	7,200	7,500	300	4.2%
622.000-Electricity	14,750	16,740	14,650	18,977	16,800	19,500	2,700	16.1%
755.000-Furniture and Fixtures	-	-	2,155	1,493	-	2,000	2,000	n/a
Total Expenditure	86,665	84,659	90,465	103,031	100,620	126,950	26,330	26.2%

210-41-22 - Buildings - Fire Station

Expenditure								
400.000-Contracted Services	600	736	600	563	850	1,420	570	67.1%
410.000-Water and Sewer Charges	500	575	500	408	600	600	-	0.0%
420.000-Cleaning Services	500	-	250	-	250	-	(250)	-100.0%
431.000-R&M Buildings and Grounds	8,000	7,783	8,500	11,121	8,500	20,000	11,500	135.3%
530.000-Communications	2,400	4,880	4,140	797	2,000	1,500	(500)	-25.0%
610.000-General Supplies	1,100	1,562	1,500	343	1,500	500	(1,000)	-66.7%
621.000-Natural Gas/Heating	4,000	3,523	5,000	6,541	5,000	5,000	-	0.0%
622.000-Electricity	7,000	8,215	8,000	9,187	8,250	8,500	250	3.0%
755.000-Furniture and Fixtures	-	-	2,000	1,200	-	-	-	n/a
Total Expenditure	24,100	27,275	30,490	30,161	26,950	37,520	10,570	39.2%

210-41-23 - Buildings - Park Street School

Expenditure								
400.000-Contracted Services	1,000	1,083	2,000	2,370	2,000	4,348	2,348	117.4%
410.000-Water and Sewer Charges	1,500	1,222	1,150	784	1,500	784	(716)	-47.8%
420.000-Cleaning Services	32,500	21,453	-	2,282	-	-	-	n/a
431.000-R&M Buildings and Grounds	15,000	14,778	15,000	30,326	15,000	15,000	-	0.0%
505.000-Technology Subscription, Licenses	-	-	-	-	-	671	671	n/a
530.000-Communications	3,100	3,337	3,100	2,873	2,500	2,873	373	14.9%
621.000-Natural Gas/Heating	3,500	1,987	3,900	2,892	3,900	2,892	(1,008)	-25.8%
622.000-Electricity	5,900	4,493	5,900	4,737	5,900	4,737	(1,163)	-19.7%
Total Expenditure	62,500	48,354	31,050	46,263	30,800	31,305	505	1.6%

210-41-26 - Buildings - Maple Street Park and Pool

Expenditure								
400.000-Contracted Services	1,000	3,336	3,000	3,246	6,500	7,501	1,001	15.4%
410.000-Water and Sewer Charges	7,800	8,623	7,800	7,594	8,750	7,594	(1,156)	-13.2%
420.000-Cleaning Services	32,500	26,580	32,500	44,698	35,000	28,743	(6,257)	-17.9%
425.000-Trash Removal	4,716	4,279	4,900	5,634	4,900	5,634	734	15.0%
431.000-R&M Buildings and Grounds	30,000	53,206	30,000	18,300	-	-	-	n/a
505.000-Technology Subscription, Licenses	-	-	-	-	-	1,343	1,343	n/a
530.000-Communications	8,900	9,844	9,150	7,366	4,000	7,366	3,366	84.2%
610.000-General Supplies	-	-	6,500	781	6,500	6,500	-	0.0%
621.000-Natural Gas/Heating	6,500	5,785	6,500	5,975	7,000	5,975	(1,025)	-14.6%
622.000-Electricity	37,500	37,919	36,500	39,629	38,000	39,629	1,629	4.3%
920.000-Transfer between funds (capital)	-	-	-	-	30,000	30,000	-	0.0%
Total Expenditure	128,916	149,571	136,850	133,224	140,650	140,284	(366)	-0.3%

210-90-00 - Transfers and Misc

Revenues								
050.000-Donation Revenue	-	8,106	-	12,309	-	-	-	n/a
Grant Revenue	-	12,904	-	3,984	-	-	-	n/a
Total Revenues	-	21,010	-	16,293	-	-	-	n/a
Expenditure								
Grant Expenses	-	3,021	-	26,109	-	-	-	n/a
Donation Expenses	-	8,974	-	11,620	-	-	-	n/a

	2024 Budget	2024 Actual	2025 Budget	2025 Actual	2026 Budget	2027 Budget	\$ Change	% Change
Capital Transfer	531,585	3,276,360	584,744	3,409,258	643,218	643,218	-	0.0%
Rolling Stock Transfer	-	-	283,450	283,450	300,638	322,283	21,645	7.2%
Buildings Transfer	50,000	50,000	50,000	50,000	50,000	50,000	-	0.0%
EJRP Capital Transfer	112,771	112,771	113,380	113,380	114,103	114,103	0	0.0%
910.000-Stormwater Fees	-	-	-	-	7,811	6,363	(1,448)	-18.5%
922.000-Contribution to Fund Balance/Reserves	5,000	5,000	5,000	5,000	5,000	25,000	20,000	400.0%
922.XXX-General Reserves	-	-	-	-	110,000	-	(110,000)	-100.0%
Total Expenditure	699,356	3,456,126	1,036,574	3,898,816	1,230,770	1,160,967	(69,803)	-5.7%

210-95-00 - Debt

Expenditure								
900.000-Transfer between Town/City	203,203	203,203	200,574	193,608	188,738	183,148	(5,590)	-3.0%
950.903-Capital Imp Principal	135,135	135,300	135,135	135,135	135,135	135,135	-	0.0%
955.903-Capital Imp Interest	64,190	56,413	56,344	38,702	52,070	43,082	(8,988)	-17.3%
Total Expenditure	402,528	394,916	392,053	367,446	375,943	361,365	(14,578)	-3.9%

Building Maintenance Fund

	FY26 Projection	FY27 Projection	FY28 Projection
Beginning Balance	1,178,148	98,108	148,108
Add	50,000	50,000	50,000
Spend	1,130,040	-	-
Ending Balance	98,108	148,108	198,108

Notes

\$50,000 annual transfer, \$2,824,513.71 FY24 surplus transfer and \$400,000 LOT funds for 2 Lincoln
 FY24 Brownell roof and entrance \$200,000 (spent \$11,399.50 in FY23, \$39,730.08 in FY24, \$6787.76 in FY25), FY25 2 Lincoln renovations \$3,892,679.71 (spent \$46,048.50 in FY24, \$2,933,674.10 in FY25), FY26 Brownell carpet replacement \$75,000 (originally budgeted FY25) - actual roof replacement cost \$65,000 plus architect fees

Economic Development Fund

	FY26 Projection	FY27 Projection	FY28 Projection
Beginning Balance	914,544	293,327	316,327
Add	113,000	113,000	
	734,217	90,000	
Spend			
Ending Balance	293,327	316,327	316,327

Notes

tax revenue - this amount will most likely change after reappraisal (potential increase); this figure does not include interest revenue for FY26/FY27; to be reconsidered by voters in 2027
 FY25 \$40,000 Main St Park (spent \$6425 in FY25); FY25 \$90,000 Crescent Connector (spent \$86,820.25 in FY25) and \$250,000 Amtrak (spent \$2865 in FY25); FY26 \$450,000 Amtrak; FY27 \$50,000 Amtrak; FY27 \$40,000 Connect the Junction implementation or Pearl St quick build

Local Option Tax Fund

	FY26 Projection	FY27 Projection	FY28 Projection	FY29 Projection	FY30 Projection
Beginning Balance	1,087,262	759,263	609,263	459,263	309,263
Add	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000
Spend	1,327,999	1,150,000	1,150,000	1,150,000	1,150,000
Ending Balance	759,263	609,263	459,263	309,263	159,263

Notes

annualized average of actual receipts
 FY25 Rebranding \$27,500 (not spent FY25); FY25 Banners/Signs \$14,375 (not spent FY25); FY25 Sidewalks \$255,525.56 (spent \$19,401.75); FY26-FY29 conservative revenue estimate with 25% to sidewalks and \$800,000 to capital (revenue does not include potential interest)

General Fund Capital Reserve Fund Balance

	FY27	FY28	FY29	FY30	FY31
Beginning Fund Balance	387,495	51,954	3,690	1,549,837	940,923
Planned Spending	(1,895,320)	(1,614,806)	(10,000)	(2,171,622)	(1,963,254)
Revenue Sources					
<i>General Fund Transfer In</i>	643,218	649,650	656,147	662,708	669,335
<i>CVE Annual Contribution</i>	16,561	16,892			
<i>LOT Transfer In</i>	900,000	900,000	900,000	900,000	750,000
<i>Misc. Donations and Interest Earnings</i>					
<i>Summary Stormwater Grants</i>					
<i>Brickyard Culvert</i>					
<i>Vtrans Structures Grant-Main St. Ped Bridge</i>					
<i>Crescent Connector Grant</i>					
<i>Pearl St. Missing Link Grants</i>					
<i>FEMA - Densmore Drive (Oct 2019 event) and State 15%</i>					
Total Revenues	1,559,779	1,566,542	1,556,147	1,562,708	1,419,335
Ending Fund Balance	51,954	3,690	1,549,837	940,923	397,005

Rolling Stock Fund Balance

	FY27	FY28	FY29	FY30	FY31
Beginning Fund Balance	369,870	78,653	(213,309)	(326,346)	(64,317)
Planned Spending					
<i>Streets</i>	(613,500)	(637,450)	(483,400)	(135,000)	-
<i>Fire</i>	-	-	-	(1,100,000)	-
Total Spending	(613,500)	(637,450)	(483,400)	(1,235,000)	-
Debt Payments (fire truck)				1,100,000	(390,000)
Revenue Sources					
<i>Highway General Fund Transfer In</i>					
<i>Fire General Fund Transfer In</i>					
<i>General Fund Transfer In</i>	322,283	345,488	370,363	397,029	425,615
<i>Vac Truck Rental</i>					
<i>Sale of Assets</i>					
<i>Interest Earnings</i>					
Total Revenues	322,283	345,488	370,363	397,029	425,615
Ending Fund Balance	78,653	(213,309)	(326,346)	(64,317)	(28,702)

Capital Plan and Rolling Stock Fund Details

Fund	Dept	Project	FY27	FY28	FY29	FY30	FY31
GFC	Streets	Main St Shared Use Path	592,500				
GFC	Streets	Rosewood Lane Road Reconstruction and Sidewalk	1,214,820	1,304,806			
GFC	Streets	Replace Waterline North St - Grove St to Central St				2,111,622	
GFC	Streets	Road Reconstruction Pleasant St - Main St to Mansfield Ave					1,963,254
GFC	Streets	Asset Management Program	13,000				
GFC	Streets	Bike Lanes - FY27 Park St (parking removal and bike	10,000				
RS	Streets	Mower			15,900		
GFC	Streets	Pedestrian Crossings - FY30 West St Ext and CVE				TBD	
GFC	Fire	Thermal Cameras (placed in service 2022)				60,000	
GFC	Streets	Traffic calming measures	10,000	10,000	10,000		
GFC	Streets	Traffic cameras (FY27 5 corners lights - 5 cameras @	55,000				
GFC	General	Veteran's Memorial Park		300,000			
RS	Streets	Compressor - 2017 Sullair #13		31,200			
RS	Streets	Dumptruck - 2014 Freightliner #6	287,500				
RS	Streets	Loader - 2014 Cat #9		281,250			
RS	Streets	Mower	15,000				
RS	Streets	Pickup - 2019 Silverado #1		72,000			
RS	Streets	Pickup 1 Ton - 2019 Silverado #15	69,000				
RS	Fire	Pumper - 2008 8E5				1,100,000	
RS	Streets	Sidewalk Plow - 2017 Prinoth PW4S #10	242,000				
RS	Streets	Sidewalk Plow - 2021 Prinoth SW50S #11		253,000			
RS	Streets	Trailer Mounted Boom Lift - 2019 #35			45,000		
RS	Streets	Vac Truck #8					
RS	Streets	Vacuum Sweeper - 2013 Johnston #16			422,500		
RS	Streets	Wheel Loader - 2019 Neuson Wacker #38				135,000	

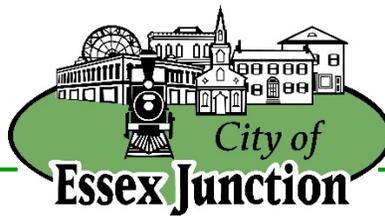
EJRP Capital Plan

Based on 1% of City grand list with 0.35% annual growth

Category	FY27	FY28	FY29	FY30	FY31
	Amount	Amount	Amount	Amount	Amount
Resurfacing	\$ 2,653	\$ -	\$ 6,850	\$ -	\$ 38,709
Lighting & Technology	\$ -	\$ -	\$ 6,204	\$ 11,884	\$ -
Maintenance Equipment	\$ 44,450	\$ 22,433	\$ 19,849	\$ 7,090	\$ -
Park Amenities	\$ -	\$ -	\$ -	\$ 10,000	\$ 10,000
Buildings & Facilities	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000
Pool	\$ -	\$ 25,069	\$ 15,000	\$ 19,331	\$ -
Landscaping	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000
TOTAL	\$114,103	\$114,502	\$114,903	\$115,305	\$115,709

FY27 Detail

Category	Items	Amount
Resurfacing	Replenish playground safety chips	\$ 2,653
Maintenance Equipment	Truck (payment 3 of 5); Line painter (payment 3 of 6); New Kabota	\$ 44,450
Buildings & Facilities	Maintenance garage addition; Cascade Park redevelopment project	\$ 55,000
Landscaping	Landscaping, tree, and turf maintenance.	\$ 12,000
TOTAL		\$114,103



MEMORANDUM

To: City Council
From: Regina Mahony, City Manager
Meeting Date: March 11, 2026
Subject: Approve Informational Hearing and Annual Meeting Warning

Issue: The City Council needs to approve the informational hearing and annual meeting warning.

Discussion:

The attached warning is for the Informational Hearing on March 23, 2026 as well as the Annual Meeting on April 14, 2026. The warning also includes the ballot questions for the 2026 Annual Meeting.

The order of the ballot items are now adjusted according to direction from the Council at the February 25, 2026 meeting.

The deadline for ballot items requested via petition has passed (2/26/26) and no petitions were received.

The items for discussion include:

Article 1 – Adopting the budget: Unless any changes are made at this meeting in the prior business item for the budget, there are no changes expected to this ballot item. The required public hearing for the budget was held on February 11, 2026.

Article 2 – Public Works Facility Bond: The necessity resolution was approved on February 25, 2026 for a bond amount of \$13,960,000 at the recommendation of staff. Note to the community - prior outreach materials to the community included a lower figure of \$13,560,000.

Articles 4 – 6 – Charter Changes: The second public hearing will take place at this meeting. The first public hearing was held on February 25, 2026. No changes can be made to the language itself.

Article 7 – Lead Water Service Line: Note that there are two components of the next phase of the lead service line inventory work. Our outreach materials originally said the deadline was 2037. There is some nuance here, and there are actually two deadlines so we've clarified this in the outreach materials:

- December 2034 – deadline for completing nonlead service line validation
- December 2037 – deadline for identifying all unknown service line materials and replacing lead/GRR lines under the city's control.

Article 9 – Postmarks: Note this is not a Charter change question. Therefore, following the vote, we will record the vote within the City's Delinquent Tax Policy so City staff follow the voter approved practice into the future.

Cost:
No cost.

Recommendation:

Staff recommends that the Council approve the warning as drafted (unless edits are needed) and sign the warning upon approval.

Recommended Motion:

I move that the City Council approve the warning as drafted.

Attachments:

DRAFT Annual Meeting Warning

WARNING
CITY OF ESSEX JUNCTION
INFORMATIONAL HEARING MARCH 23, 2026 AND
ANNUAL MEETING APRIL 14, 2026

Informational Hearing – Online via Zoom and at 2 Lincoln Street
Monday, March 23, at 6:00 PM

Available options to watch or join the meeting:

- **WATCH:** the meeting will be live-streamed on Town Meeting TV.
- **JOIN ONLINE:** [Join via Zoom](#).
- **JOIN CALLING:** *(toll free, audio only)* 1(888) 788-0099, Meeting ID: 944 6429 7825; Passcode: 635787
- **MODERATOR:** All instructions for conduct of the meeting will be guided by the Moderator.

If you have difficulty accessing the hearing, please call or email admin@essexjunction.org.

Under the City of Essex Junction Charter, voting in the Annual City Meeting is entirely by Australian (paper) ballot. A public informational hearing on the Articles to be voted on at Annual Meeting will be held according to 17 V.S.A. § 2680. **No voting will take place during this hearing.** If you wish to make a public comment but do not have the ability to comment remotely during the meeting, please email your comment(s) to the City Manager at admin@essexjunction.org.

AGENDA will include:

- **Discussion of Article 1 – Adopting the budget**
- **Discussion of Article 2 – Bond for Public Works Garage**
- **Discussion of Article 3 – Compensation for City Council members**
- **Discussion of Article 4 – Charter amendment regarding City President’s compensation**
- **Discussion of Article 5 – Charter amendment regarding City Council compensation annual adjustment**
- **Discussion of Article 6 – Charter amendment regarding Charter review schedule**
- **Discussion of Article 7 – Loan for water service lines**
- **Discussion of Article 8 – Social Services Contribution**
- **Discussion of Article 9 – Method of on-time tax payments**
- **Announcement of offices up for election in Article 10**
- **Public to be heard (to be moderated)**

WARNING
CITY OF ESSEX JUNCTION
ANNUAL MEETING APRIL 14, 2026
7:00 AM TO 7:00 PM

The legal voters of the City of Essex Junction are hereby notified and warned to meet at the Champlain Valley Exposition in the Blue Ribbon Pavilion, 105 Pearl Street in the City of Essex Junction on Tuesday, April 14, 2026 to transact the following business by Australian (paper) ballot. Said voting by Australian (paper) ballot to begin at 7:00 AM and close at 7:00 PM.

ARTICLE 1. Shall the voters approve an annual General Fund Budget in the amount of \$12,921,469 for fiscal year July 1, 2026, to June 30, 2027, \$11,891,682 of which is to be levied in taxes against the City Grand List?

ARTICLE 2. Shall general obligation bonds or notes of the City of Essex Junction in an amount not to exceed Thirteen Million, Nine Hundred and Sixty Thousand Dollars and Zero Cents (\$13,960,000.00) be issued under Chapter 53 of Title 24, Vermont Statutes Annotated, payable from the City's general fund, derived from the taxation of real property for a period not to exceed thirty years, and subject to reduction by available grants-in-aid or other funding sources, be issued to finance the cost of constructing a public works facility (the Project)?

ARTICLE 3. Should the compensation paid to the City Council members change from \$2,500.00 a year to \$3,600.00 a year starting July 1, 2027.

ARTICLE 4. Shall the voters approve an amendment to the City of Essex Junction Charter that changes the City Council President's annual compensation to be twenty-five percent (25%) more than the annual compensation paid to the other City Council members? (strikethrough represents a deletion, and underline represents an addition):

Subchapter 2: Governance Structure

Section 205. Compensation -

(a)(~~1~~) The President of the Council shall be paid an annual compensation that is twenty-five percent (25%) more than the annual compensation paid to the other Council members.

ARTICLE 5. Shall the voters approve an amendment to the City of Essex Junction Charter where compensation paid to the City Council members adjusts annually, effective July 1 of each year, in a manner consistent with any percentage change in the Consumer Price Index for the Northeast Region, as published by the U.S. Bureau of Labor Statistics for the most recent calendar year? (strikethrough represents a deletion, and underline represents an addition):

Subchapter 2: Governance Structure

Section 205. Compensation

(a) Compensation paid to the Council members shall be ~~set by the voters at the annual meeting,~~ adjusted annually, effective July 1 of each year, by the percentage change in the

Consumer Price Index for the Northeast Region, as published by the U.S. Bureau of Labor Statistics for the most recent calendar year, with a minimum of

ARTICLE 6. Shall the voters approve an amendment to the City of Essex Junction Charter that states that the City Council shall appoint a Charter Review Committee, at least once every 12 years, to conduct a comprehensive review of the City of Essex Junction Charter? (strikethrough represents a deletion, and underline represents an addition):

Subchapter 12: AMENDMENT OF CHARTER AND INITIATIVES

Section 1202. Charter Review Committee

The City Council shall appoint a Charter Review Committee at least once every twelve (12) years for the purpose of conducting a comprehensive review of this charter. A majority of the Committee's members shall be residents of the City who are not members of the City Council.

ARTICLE 7. Shall the voters authorize a planning loan through the Drinking Water State Revolving Fund for a project in the Water Enterprise Fund to be used for service line material identification and nonlead service line validation as required by federal drinking water regulations in an amount not to exceed \$892,771 to be financed over a period not to exceed ten years?

ARTICLE 8. Shall the City of Essex Junction voters approve a one-cent Social Services Contributions tax to support social service organizations, such amount being reasonably necessary and for the support of programs to benefit City of Essex Junction residents?

ARTICLE 9. Shall the voters authorize payment of real property taxes in equal installments on March 15 and September 15 by physical delivery or electronic payment to the tax collector by close of business on that date?

ARTICLE 10. To elect City officers required by law including: two City Council member (three-year terms) and one Library Trustee (five-year term)?

Dated this 11th day of March, 2026 by the Essex Junction City Council.

Amber Thibeault, President

Marcus Certa, Vice President

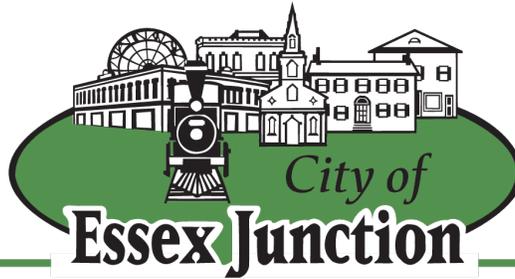
Tim Miller, Clerk

Elaine Haney

Brian Shelden

Received for record this _____ day of _____, 2026 in the records of the City of Essex Junction.

Susan McNamara-Hill, Clerk



MEMORANDUM

To: City Council, City of Essex Junction

From: Colleen Dwyer, Human Resources Director

CC: Chris Gaboriault, Fire Chief

Date: March 11, 2026

Subject: Adoption of Essex Junction Fire Department General Rules and Personnel Regulations

Issue

The City of Essex Junction Fire Department operates with personnel who provide emergency services on an as needed basis and are compensated for their work. These individuals are part-time employees, not volunteers, and not categorized correctly in the City's Personnel Regulations.

Discussion

Fire Department staff are hired, paid, and managed by the City; are subject to training requirements, discipline for cause, and City oversight; and receive limited employment benefits, including earned sick leave and access to the Employee Assistance Program. Therefore, Fire Department staff function as employees, not volunteers as the current Personnel Regulations define them. Therefore, the current city-wide General Rules and Personnel Regulations creates ambiguity regarding employment status, authority, and accountability, and exposes the City to operational, legal, and compliance risks.

The City has a responsibility to clearly establish the rules, standards, and expectations that govern their employment.

While the phraseology has not been accurate, the operational practices of the EJFD have been consistent with the rules and regulations of part-time employment. Therefore, the proposed Personnel Regulations reflect the way the department operates today. This is not intended to expand benefits or change compensation structures, but rather to formalize expectations, responsibilities, and protections for both the City and Fire Department staff.

Further, these proposed Essex Junction Fire Department General Rules and Personnel Regulations ensure the Fire Department is consistent with employment laws, City governance standards, and best practices for public safety organizations.

The proposed regulations address, among other items:

- **Employment Status:** Defines Fire Department staff as part-time employees hired by the Fire Chief
- **Appointments and Promotions:** Establishes appointment authority and promotion processes

- **Training and Attendance:** Sets minimum training and participation requirements
- **Discipline and Termination:** Provides for discharge for cause and due process protections
- **Compensation:** Clarifies pay structure and exclusion from the City's merit pay system
- **Employee Protections:** Includes nondiscrimination, ethics, sick leave, and EAP access
- **Volunteer Exception:** Preserves volunteer status only for elected officials who served as volunteer firefighters prior to adoption, for the duration of their elected term

With these new Fire Department regulations, the city's General Rules and Personnel Regulations need to be amended to remove rules and conditions specific to Fire Department. In addition, there are some other unrelated amendments that we propose to make at this time:

1. **Clarification of Unpaid Leave:** The update clarifies the City's ability to approve limited unpaid leave when appropriate and outlines the process for requesting it. This includes a standardized unpaid leave request form, which sets clear expectations for employees and Department Heads and promotes consistency in decisions.
2. **Clarification of Overtime for Seasonal Employees:** The regulations have been updated to state clearly how overtime pay applies to seasonal employees. This clarification ensures compliance with wage and hour requirements and provides transparency for both employees and payroll administration.

These updates do not establish new benefits or entitlements. They clarify existing practices and align the Personnel Regulations with current policies and adopted documents.

Recommendation

I recommend that the City Council adopt the Essex Junction Fire Department General Rules and Personnel Regulations as presented, thereby formally recognizing Fire Department staff as part-time employees and establishing a clear, consistent personnel framework specific to the Fire Department. In addition, I recommend the City Council approve the updated General Rules and Personnel Regulations as presented.

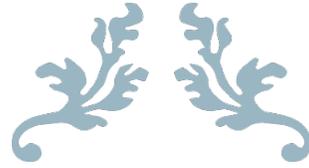
Recommended Motion

I move that the City Council approve the Essex Junction Fire Department General Rules and Personnel Regulations as presented, and approve the amended General Rules and Personnel Regulations as presented.

Attachments:

General Rules and Personnel Regulations FINAL EJFD removed

Essex Junction Fire Department General Rules and Personnel Regulations FINAL



GENERAL RULES & PERSONNEL REGULATIONS

City of Essex Junction



March 12, 2025

Table of Contents

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

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

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

APPENDIX VIII Municipal Code of Ethics..... 53

APPENDIX IX City of Essex Junction Substance Misuse Policy 59

APPENDIX X Electronic Communications and Computer Use Policy..... 65

APPENDIX XI Safety Policy 67

APPENDIX XII Employee Recognition and Merit Bonus Awards Policy 68

APPENDIX XIII Policy on Administrative Procedures for Personnel Files and Medical
Records70

APPENDIX XIV Policy Regarding Providing References for Former Employees..... 73

APPENDIX XV Cell Phone Stipend Policy 75

APPENDIX XVI EJRP Preschool Paid Time Off (PTO).....78

Introduction

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

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

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

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

Purpose, Enactment and Effect

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

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

Mission Statement

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

Goal Statement

1. To be responsive to citizens' desires to shape their community by balancing the diverse demands of the present generation with anticipated future needs and maximizing the use of resources by delivering quality public services.
2. To retain and attract quality, customer-oriented employees by providing an environment that encourages, rewards, and recognizes employees for hard work, efficiency, creativity and enthusiasm.

Organizational Values

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

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

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

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

Each one of us is the City.

Each one of us is striving for success.

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

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

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

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

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

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

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

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

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

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

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

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

ARTICLE 1

General Rules for Public Officials, All Employees and Volunteers

101. Effect

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

There is a separate set of General Rules & Personnel Regulations for the Essex Junction Fire Department.

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

102. Definitions

Department Head an employee who has direct supervision and responsibility for personnel of an entire municipal department.

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

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

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

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

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

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

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

103. Equal Opportunity and Non-Discrimination

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

104. Appointments

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

105. Records

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

106. Monies Received

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

107. Oath

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

108. Salaries

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

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

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

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

The merit-based increases are assigned as follows:

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

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

The merit-based increases are assigned as follows:

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

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

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

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

109. Termination of Office

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

110. References

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

111. Traveling Expense

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

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

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

112. Smoking

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

113. Employee Assistance Program

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

114. Open Door Policy

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

115. Ethics Policy

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

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

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

116. Partisan Political Activity

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

Prohibited Partisan Political Activities

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

1. Partisan Activities at Work

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

- When using the City of Essex Junction issued devices
 - Through the City of Essex Junction email
2. **Use of Official Authority**
 - Using one's official authority or influence to affect the outcome of an election or nomination
 3. **Soliciting or Coercing Contributions**
 - Directly or indirectly coercing contributions from colleagues for any political party or candidate
 - Soliciting political contributions from others, inviting employees to political events, or suggesting they participate in political activities
 4. **Encouraging Partisan Activity**
 - Knowingly encouraging or discouraging partisan political activities among colleagues
 5. **Engaging in Unlawful Political Conduct**
 - Participating in illegal activities related to politics that would render an employee unfit for their position

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

ARTICLE 2 Employee Rules and Regulations

201. Effect

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

202. Appointment of Supervisory Personnel

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

203. Assignment of Duties

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

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

204. Employment of Personnel

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

205. Departmental Rules

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

206. Probationary Employee

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

207. Discharge for Cause

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

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

208. Evaluations

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

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

209. Personnel File

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

210. Employee Organizations

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

211. Prescription Medications

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

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

212. Substance Use

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

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

213. Accidents

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

214. Closing a City Department

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

215. Building Security

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

216. Absence Without Leave

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

217. Religious Belief Accommodations

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

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

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

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

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

ARTICLE 3 Employee Benefits

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

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

301. Sick Leave

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

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

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

302. Vacation

Vacation time will be accrued at the following rates:

New Hire to 5 Years	3 weeks (10 hours/month)
5 Years to 10 Years	4 weeks (13.34 hours/month)
After 10 years	5 weeks (16.67 hours/month)
After 20 years	5 weeks, 2 days (18 hours/month)

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

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

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

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

303. Holidays

The holidays to be observed with pay are:

- New Year's Day
- Martin Luther King Day (3rd Monday in January)
- Presidents Day*✓
- Memorial Day
- Juneteenth (June 19th) ✓
- Independence Day (July 4th)
- Bennington Battle Day (August 16th) ✓
- Labor Day (1st Monday in September)
- Indigenous Peoples' Day (2nd Monday in October) ✓
- Veterans Day (November 11th) ✓
- Thanksgiving Day
- Day after Thanksgiving Day
- Workday before/after Christmas Day**
- Christmas Day
- Three (3) personal holidays (choice of the employee) ***

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

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

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

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

** Workday before or workday after Christmas. Date will be set by the City Manager by May 1st of each year.

*** Personal Holidays may be taken in increments of ½ hour or more at a time.

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

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

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

304. Various Insurances

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

304.1 Health Insurance: The City shall enroll all full-time employees in Group Health Insurance plans covering the employee and dependents of the employee, unless the employee opts out. When an employee's employment terminates, the health plan will terminate at the end of that month in which the employee has their last workday. Benefits will be provided in accordance with Federal law (i.e., COBRA) or state law for civil union partners.

(a) Employees will contribute towards the health insurance premiums as follows:

- Effective January 1, 2025 Employees will pay a dollar amount equal to 5.0% of the cost of premium
- Effective January 1, 2026: Employees will pay a dollar amount equal to 6.0% of the cost of the premium
- Effective January 1, 2027: Employees will pay a dollar amount equal to 6.0% of the cost of the premium

(b) The employee contribution to the medical premium will be paid through (pre-tax) payroll deduction.

(c) Regarding cost of deductibles, co-payments, and co-insurance associated with covered benefits, the City shall be responsible for the first eighty percent (80%) and the employee shall be responsible for the remaining twenty percent (20%)

(d) If an employee opts out of the City's health insurance and provides evidence that the employee has health insurance through another source, 35% of the City's cost of the plan premium for which the employee is eligible shall be paid to the employee monthly. The opt-out payment is taxable income to the employee.

(e) Health benefits provided to an employee's domestic partner are subject to taxation under federal law. Since the City's health benefits are offered on a pre-tax basis for employees, the value of the benefits extended to a domestic partner is considered taxable income.

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

304.2 Cafeteria Plan (Optional) The City shall offer a Section 125 (Cafeteria Plan) to all full-time employees. The plan shall include the following components:

(a) Premium Conversion: Allows employee paid premiums to be paid with pre-tax dollars.

(b) Election of Dependent Care Assistance: Allows up to the maximum IRS allowed amount per year to be deducted pre-tax from employee's pay to be reimbursed to the employee to pay eligible dependent care expenses.

(c) Flexible Spending Account for Health Care Reimbursement: Allows up to the maximum IRS allowed amount per year to be deducted pre-tax from employee's pay to be reimbursed to the employee to pay eligible (not reimbursed by insurance) health care expenses.

304.3 Dental and Vision Insurance: The City provides dental and vision insurance for all full-time employees and dependents at no cost to the employee.

304.4. Life Insurance: A life insurance policy shall be carried for each full-time employee with a death benefit payable to the employee's named beneficiary of 2 ½ times base salary up to \$100,000. The IRS-determined value of the insurance amount that exceeds \$50,000 is taxable subject to the IRS valuation table which is based on an employee's age and the dollar amount of insurance coverage that exceeds \$50,000.

304.5. Short Term Disability: A policy shall be carried providing a weekly benefit to each full-time employee in the event of time lost from work due to non-occupational accident or sickness. The weekly benefit is 66.66% of base salary up to \$400.

304.6. Retirement Savings Plan: For employees hired before October 1, 2021. The City will continue to provide the current 401(a) plan. Employees shall continue to

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

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

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

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

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

305. Leave of Absence

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

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

305.2 Short-Term Absence Without Pay (Not to Exceed 40 Hours)

Short-term absences without pay may be approved, at the discretion of the City Manager, for limited personal, family, or other extenuating circumstances when paid leave is unavailable. Such absences may be granted on a short-term and limited basis to employees who have exhausted all applicable paid leave balances.

- **Maximum Duration:** Absence without pay under this section shall not exceed forty (40) hours within a defined pay period or for a single occurrence. Any unpaid absence exceeding forty (40) hours must be requested and reviewed under Section 305.1, Leave of Absence Without Pay.
- **Approval Process:** Requests must be submitted via the Unpaid Time Off Request Form in advance to the employee's Department Head for review. Final approval is granted by the City Manager. Approval is discretionary and subject to operational needs.
- **Benefits:** Employees approved for absence without pay under this section shall continue to receive benefits in accordance with applicable benefit plan provisions, provided the absence does not exceed forty (40) hours.
- **Exclusions:** This section does not apply to leaves covered by the Family and Medical Leave Act (FMLA) or other legally protected leave, which must be administered in accordance with applicable law.

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

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

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

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

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

305.4. MATERNITY LEAVE

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

305.5. SPOUSAL/PARTNER LEAVE

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

305.6 ADOPTION LEAVE

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

305.7 PARENTAL AND FAMILY LEAVE WITHOUT PAY

(a) A full-time employee, with one year or more days of service, shall be entitled to take unpaid leave for a period not to exceed 60 working days (12 weeks) in a 12-month period for parental leave (to include birth or adoption). Equivalent leave is available for an employee if he or she is seriously ill or his or her children, stepchildren, foster children, ward of the employee who lives with the employee, parents, spouses, partner or parent of employee's spouse or partner are seriously ill. Serious illness means an accident, illness, injury, disease, or physical or mental condition that (1) poses imminent danger of death, (2) requires inpatient care in a hospital, hospice, or residential medical care facility, or (3) requires continuing treatment or rehabilitation by a health care provider.

(b) Full-time employees are also eligible for unpaid short-term leave up to four hours in any 30 day period, not to exceed 24 hours in any 12 month period for the following reasons: (1) to participate in preschool or school activities of the employee's child, stepchild, foster child, ward, parent, spouse, partner, parent-in-law ; (2) to attend or accompany the employee's child stepchild, foster child, ward, parent, spouse, partner, parent-in-law to routine medical or dental appointments; (3) to accompany the employee's parent, spouse, partner, or parent-in-law to other appointments for professional services related to their care and well-being; and (4) to respond to a medical emergency involving the employee's child, stepchild, foster child, or ward who lives with the employee or the employee's parent, spouse, partner or parent-in-law. Employees should make reasonable efforts to schedule appointments outside of normal working hours.

(c) Employees may use accumulated paid leave time (sick, compensatory, personal holiday or vacation) while out on parental and family leave.

306. Jury/Witness Duty

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

307. Tuition Reimbursement

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

308. Wellness Incentive Program

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

309. Personal Property

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

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

310. Work Days and Work Week

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

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

(b) All employees shall be granted a 30-minute meal break during each eight (8) hour work shift. Whenever possible, the meal break shall be scheduled at the middle of the shift. Employees required by their supervisor to remain on the job site during the meal break shall be paid for such period.

(c) Employees whose work conditions require it shall be granted a fifteen-minute personal clean-up period immediately prior to the end of each work shift.

(d) In circumstances where a shift is not a typical 8-hour shift at the Library, breaks shall be provided as follows: employees working a four (4) to six (6) hour shift receive one fifteen (15) minute break. Employees working a six (6) to eight (8) hour shift receive two fifteen (15) minute breaks.

311. Overtime

311.1 In accordance with the Fair Labor Standards Act (FLSA), hourly employees will be paid overtime (time and one half) for hours worked over 40 in one week. All requests for overtime pay must be approved by the employee's Supervisor.

311.2 Hourly employees required to work hours beyond the agreed upon weekly schedule will be paid overtime.

311.3 Hourly employees required to work on Sundays and Holidays shall be paid double time for work performed on those days. Holidays are the day of the Holiday and the days observed by the City, the length of the day is 12 AM through 11:59 PM. Personal holidays are not considered a holiday for this purpose. Seasonal hourly employees are not eligible for Sunday and Holiday double time but will be paid overtime in accordance with the Fair Labor Standards Act (FLSA).

311.4 Hourly employees may elect to accrue compensatory time in lieu of cash payment. The rate of time accrued shall be one- and one-half hours of compensatory time off for each hour overtime worked (except for hours worked on Sundays and holidays which will be double time). The total amount of accrued compensatory time shall not exceed 200 hours. All compensatory time will be paid out in the last paycheck of the calendar year. Forty (40) hours of compensatory time can be carried over in the new calendar year.

311.5 Employees may convert up to 40 hours of accrued compensatory time to pay each fiscal year, with a minimum request of 4 hours. The request must be submitted on a form specific to this purpose (See Appendix I) and approved by the employee's Supervisor. Conversion over the 40 hours maximum per year may be granted at the discretion of the City Manager.

311.6 Employees in positions that are classified as exempt from the FLSA shall not receive any overtime pay. In addition, elected officials who have a salary established by the City Council shall not receive any overtime pay. A current list of exempt positions can be found in Appendix VI.

311.7 Due to demands and the nature of the work, sections 311.2 and 311.3 shall not apply to recreation department employees. Recreation employees may be required to

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

312. Full Time Employee Benefits Related to Sick Leave

312.1. Sick Leave Conversion. A full-time employee who has accumulated 75 or more sick days (600 hours) may convert (on a 2:1 basis) up to 10 sick days into up to 5 days additional vacation or pay per year. (See Appendix II)

312.2. Sick Leave Pay Out. Employees who leave employment in good standing shall have sick time paid out in accordance with Appendix VII.

312.3. Employees are eligible to use sick leave in compliance with Vermont Sick Leave Law Title 21 Vermont Statutes Annotated, Chapter 5, Subchapter 4B. For the purposes of sick leave usage only, the City will recognize domestic partners, as defined by the state of Vermont Human Resources Department with regard to coverage for State of Vermont health and dental plan, in the same fashion as a spouse, meaning that: (a) the persons are each other's sole domestic partner and have been in an enduring domestic relationship sharing a residence for not less than six consecutive months prior to the submission of the application; (b) the persons are eighteen years or older; (c) neither person is married to anyone else; (d) the parties are not related by blood closer than would bar marriage under Vermont state law; (e) the persons are competent to enter into a legally binding contract, and (f) the persons have agreed between themselves to be responsible for each other's welfare.

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

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

313. Layoffs and Furloughs

313.1 Layoffs: Any municipal employee may be laid off when it is necessary to reduce the number of employees in any department because of a shortage of work or funds, abolition of a position, change in departmental functions or organizations, or for related reasons that do not discredit the employee. Employees shall be laid off insofar as possible in inverse order of length of service within the class of positions. Persons laid off in accordance with the foregoing procedure shall be entitled to have their names placed at the head of a reinstatement list, according to their seniority, with the most senior employees being reinstated first.

313.2 Furloughs: In the event of unforeseen circumstances, including, but not limited to, budget shortfalls, technology failures, disease or pandemic, loss of grant funding, etc., the City may determine to place one or more employee(s) on partial or full Furlough. A Furlough is a form of leave from employment during which the employee is not paid

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

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

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

314. Seniority

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

315. Methods of Reinstatement

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

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

(1) Any full-time employee of the City who is a duly qualified member of the reserve components of the uniformed services of the United States of America or State of Vermont shall be entitled to reinstatement of employment and benefits if the employee is absent from work due to a reason of service and:

(a) Service in the uniformed services of the United States is such that the cumulative length of the absence from City employment and of all previous absences from City employment by reason of service in the uniformed services does not exceed 5 years;

(b) who gives evidence defining the date of departure and the date of return for purposes of military training thirty (30) days prior to the date of departure, and

(c) who shall further give evidence of the satisfactory completion of such service immediately thereafter, and

(d) who is still qualified to perform the duties of such position, shall upon return be entitled to be restored to their previous or similar position with the same status, pay and seniority. In such circumstances, seniority shall continue to accrue during such period of absence. Such period of absence shall be construed as an absence with leave. Under such circumstances, the City shall pay the employee the difference between what they are paid by the military during such training period, and what they would have earned with the City. Such period of absence shall not be deducted from the employee's vacation pay or counted as vacation time.

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

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

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

317. Cellphone Stipend

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

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

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

318. Dogs in the Workplace

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

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

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

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

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

ARTICLE 4 Employee Conduct (All Employees)

401. Employee Conduct

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

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

401.1 Violence

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

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

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

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

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

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

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

403. Employee Suspensions and Dismissals

(a) The City Manager or Department Head, with the approval of the City Manager, may suspend, for disciplinary reasons, any employee in their department. The City Manager or Department Head, with the approval of the City Manager, may dismiss an employee at any time for cause. Cause shall include but not be limited to those causes for disciplinary action defined in Section 401, or physical or mental disability. Prior to suspension or dismissal, the employee shall be notified in writing of the charges against the employee, the reasons for the suspension or dismissal, and their right to attend a hearing with the City Manager and/or Department Head. The employee may bring representation to the hearing and will be allowed to present evidence in their defense. After the hearing, if suspension or dismissal is carried out, the employee shall be notified in writing of their right to appeal to the City Council in accordance with Section 403

(b). Copies of the notice shall be forwarded to the City Council.

(b) Within ten (10) calendar days of the receipt of such notice, an employee may request a hearing before the City Council by filing such request with the City Manager. The City Council then shall proceed to hold such hearing not less than ten (10) days nor more than twenty (20) calendar days after receipt by the City Manager of the hearing request, unless the Parties agree that more time is necessary. At the hearing, the employee is entitled to be represented by counsel, to bring and question witnesses and to answer and be heard on the charges. Within ten (10) days of the conclusion of the hearing, the City Council shall forward the written findings of fact and their decision to the employee. The City Council may support, dismiss or modify the action of the City Manager.

(c) The provisions of Section 401 shall not apply to probationary employees who, during such probationary period, may be freely suspended or discharged.

404. Hearings

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

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

405. Finding and Decision

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

406. Harassment

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

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

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

Harassment Prohibited

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

Sexual Harassment

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

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

This conduct is prohibited when it:

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

Examples of Unlawful Harassment

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

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

Reporting Harassment

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

Employees may also file complaints with government agencies such as:

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

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

Response to Harassment Reports

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

ARTICLE 5 Salaried Employees

501. Flex Time

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

502. Working from Home

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

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

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

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

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

503. Working on Holidays

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

504. Reasonable Suspicion CDL Drivers

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

Prohibited Conduct:

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

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

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

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

APPENDIX I Compensatory Time Conversion Form

Employee ID #: _____

Employee Name: _____

Date of Request: _____

Requested number of Comp Time Hours to be converted to pay (minimum of 4 hrs.): _____

Gross compensation expected (hours to be converted x hourly rate): _____

Accrued comp time balance before conversion: _____

Accrued comp time balance expected after conversion: _____

Number of comp time hours previously converted this fiscal year (max is 40): _____

Total number of hours converted this fiscal year after this conversion: _____

APPENDIX II Sick Time Conversion Form

Employee ID # _____

Employee Name: _____

Date of Request: _____

Check one:

Requested number of Sick Days to be converted to Vacation: _____

Requested number of Sick Days to be converted to Pay: _____

Accrued sick time balance before conversion: _____ hours (must be at least 600).

Accrued sick time balance expected after conversion: _____ hours

Accrued vacation time balance before conversion: _____ hours

Accrued vacation time balance expected after conversion: _____ hours

Number of sick days previously converted this year (max. is 10 days): _____

Total number of sick days converted this year after this conversion: _____

Employee

Date

For HR/Payroll Department:

Approved

Date

APPENDIX III Part-Time Employee Benefits Implementation

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

Purpose

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

Opt out

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

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

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

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

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

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

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

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

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

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

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

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

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

Part-time employees may not be paid for more than their normally scheduled week when using paid vacation. Requests for vacation time must be approved by the Department Head. Vacation time may be used in units of ½ hour or more with the approval of the Department Head. Employees must use accrued paid vacation time before requesting unpaid leave.

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

An employee scheduled to work 20 hours per week will accrue

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

An employee scheduled to work 24 hours per week will accrue

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

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

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

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

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

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

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

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

APPENDIX IV Summary of Full-Time Employee Benefits

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

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

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

Optional Benefits:

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

APPENDIX V PAY SCALE

Pay scale Range in USD Effective July 1, 2024 through June 30, 2027		
Grade 1	Hourly	18.23 – 26.43
	Annual	37,920 – 54,984
Grade 2	Hourly	20.05 – 29.08
	Annual	41,712 – 60,482
Grade 3	Hourly	22.06 – 31.99
	Annual	45,883 – 66,531
Grade 4	Hourly	22.90 - 33.21
	Annual	47,640 – 69,078
Grade 5	Hourly	24.85 – 36.03
	Annual	51,689 – 74,950
Grade 6	Hourly	26.96 – 39.10
	Annual	56,083 – 81,320
Grade 7	Hourly	29.45 – 42.70
	Annual	61,250 – 88,813
Grade 8	Hourly	33.42 – 48.46
	Annual	69,519 – 100,802
Grade 9	Hourly	37.93 – 55.00
	Annual	78,904 – 114,410
Grade 10	Hourly	43.06 – 62.43
	Annual	89,556 – 129,856
Grade 11	Hourly	55.63 – 80.66
	Annual	115,700 – 167,765

APPENDIX VI List of Current Positions

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

City Planner	6	FT	NE
Grounds and Facilities Foreman	5	FT	NE
Accountant I	5	FT	NE
Asst Zoning/Admin Asst Com Dev Director	5	FT	NE
Youth Services Librarian	5	FT	NE
Circulation Librarian	5	FT	NE
Business Coordinator/III Librarian	5	FT	NE
Assistant Youth Librarian	4	FT	NE
Assistant Clerk/Treasurer	4	FT	NE
Licensed Childcare Administrator	4	FT	NE
Behavior Support Specialist	4	FT	NE
Admin Assistant to City Manager	4	FT	NE
Tech Svcs/Assist Program Librarian	4	FT	NE
Wastewater Operator II	4	FT	NE
Business Services Administrator	4	FT	NE
Site Coordinator	3	FT	NE
Equip Oper/Maint Tech I	3	FT	NE
Preschool Teacher	3	FT	NE
Accounts Receivable Coordinator	3	FT	NE
Assistant Pre School Teacher	2	FT	NE
EJRP Customer Service Specialist	2	FT	NE
EJRP Grounds/Facilities Tech	2	FT	NE
Equip Operator/Maint Tech II	2	FT	NE
Assistant Site Coordinator	2	FT/PT	NE
Library Assistant - Youth and Young Adult	2	FT	NE
Circulation Assistant	2	PT	NE
Library Assistant-Adult Department	1	PT	NE

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

APPENDIX VII Sick Time Payout Chart

*If you leave in good standing

*Up to a Max of

*If you leave in good standing
Years of Service No Age Requirement

*Up to a Max of

Years of Service & Age 55+

Total Hours

Total Hours

20	800
19	700
18	600
17	500
16	400
15	300
14	200
13	100
12	75
11	50
10	25

20	400
19	350
18	300
17	250
16	200
15	150
14	100
13	50
12	37.5
11	25
10	12.5

APPENDIX VIII Municipal Code of Ethics

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

§ 1991. DEFINITIONS

As used in this chapter:

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

(D) are not related by blood closer than would bar marriage under State law; and
(E) have agreed between themselves to be responsible for each other's welfare.

(9) "Illegal order" means a directive to violate, or to assist in violating, a federal, State, or local law.

(10) "Immediate family" means an individual's spouse, domestic partner, or civil union partner; child or foster child; sibling; parent; or such relations by marriage or by civil union or domestic partnership; or an individual claimed as a dependent for federal income tax purposes.

(11) "Legislative body" means the selectboard in the case of a town, the mayor, alderpersons, and city council members in the case of a city, the president and trustees in the case of an incorporated village, the members of the prudential committee in the case of a fire district, and the supervisor in the case of an unorganized town or gore.

(12) "Municipal officer" or "officer" means:

(A) any member of a legislative body of a municipality;

(B) any member of a quasi-judicial body of a municipality; or

(C) any individual who holds the position of, or exercises the function of, any of the following positions in or on behalf of any municipality:

(i) advisory budget committee member;

(ii) auditor;

(iii) building inspector;

(iv) cemetery commissioner;

(v) chief administrative officer;

(vi) clerk;

(vii) collector of delinquent taxes;

(viii) department heads;

(ix) first constable;

(x) lister or assessor;

(xi) mayor;

(xii) moderator;

(xiii) planning commission member;

(xiv) road commissioner;

(xv) town or city manager;

(xvi) treasurer;

(xvii) village or town trustee;

(xviii) trustee of public funds; or

(xix) water commissioner.

(xx) and all other City of Essex Junction employees, elected and appointed officials not listed above.

(13) "Municipality" means any town, village, or city.

(14) "Protected employee" means an individual employed on a permanent or limited status basis by a municipality.

(15) "Public body" has the same meaning as in 1 V.S.A. § 310.

(16) "Retaliatory action" includes any adverse performance or disciplinary action, including discharge, suspension, reprimand, demotion, denial of promotion, imposition of a performance warning period, or involuntary transfer or reassignment; that is given in retaliation for the protected employee's involvement in a protected activity, as set forth in section 1997 of this title.

§ 1992. CONFLICTS OF INTEREST

(a) Duty to avoid conflicts of interest. In the municipal officer's official capacity, the officer shall avoid any conflict of interest or the appearance of a conflict of interest. The appearance of a conflict shall be determined from the perspective of a reasonable individual with knowledge of the relevant facts.

(b) Recusal.

(1) If a municipal officer is confronted with a conflict of interest or the appearance of one, the officer shall immediately recuse themselves from the matter, except as otherwise provided in subdivisions (2) and (5) of this subsection, and not take further action on the matter or participate in any way or act to influence a decision regarding the matter. After recusal, an officer may still take action on the matter if the officer is a party, as defined by 24 V.S.A §1201, in a contested hearing or litigation and acts only in the officer's capacity as a member of the public. The officer shall make a public statement explaining the officer's recusal.

(2)(A) Notwithstanding subdivision (1) of this subsection (b), an officer may continue to act in a matter involving the officer's conflict of interest or appearance of a conflict of interest if the officer first:

(i) determines there is good cause for the officer to proceed, meaning:

(I) the conflict is amorphous, intangible, or otherwise speculative;

(II) the officer cannot legally or practically delegate the matter; or

(III) the action to be taken by the officer is purely ministerial and does not involve substantive decision-making; and

(ii) the officer submits a written nonrecusal statement to the legislative body of the municipality regarding the nature of the conflict that shall:

(I) include a description of the matter requiring action;

(II) include a description of the nature of the potential conflict or actual conflict of interest;

(III) include an explanation of why good cause exists so that the municipal officer can take action in the matter fairly, objectively, and in the public interest;

(IV) be written in plain language and with sufficient detail so that the matter may be understood by the public; and

(V) be signed by the municipal officer.

(B) Notwithstanding subsection (A) of this subdivision (2), a municipal officer that would benefit from any contract entered into by the municipality and the officer, the officer's immediate family, or an associated business of the officer or the officer's immediate family, and whose official duties include execution of that contract, shall recuse themselves from any decision-making process involved in the awarding of that contract.

(C) Notwithstanding subsection (A) of this subdivision (2), a municipal officer shall not continue to act in a matter involving the officer's conflict of interest or appearance of a conflict of interest if authority granted to another official or public body elsewhere under law is exercised to preclude the municipal officer from continuing to act in the matter.

(1) If an officer's conflict of interest or the appearance of a conflict of interest concerns an official act or actions that take place outside a public meeting, the officer's nonrecusal statement shall be filed with the clerk of the municipality and be available to the public for the duration of the officer's service plus a minimum of five years.

(2) If an officer's conflict of interest is related to an official municipal act or actions considered at a public meeting, the officer's nonrecusal statement shall be filed as part of the minutes of the meeting of the public body in which the municipal officer serves.

(3) If, at a meeting of a public body, an officer becomes aware of a conflict of interest or the appearance of a conflict of interest for the officer and the officer determines there is good cause to proceed, the officer may proceed with the matter after announcing and fully stating the conflict on the record. The officer shall submit a written nonrecusal statement pursuant to subdivision (2) of this subsection within five business days after the meeting. The meeting minutes shall be subsequently amended to reflect the submitted written nonrecusal statement.

(c) Authority to inquire about conflicts of interest. If a municipal officer is a member of a public body, the other members of that body shall have the authority to inquire of the officer about any possible conflict of interest or any appearance of a conflict of interest and to recommend that the member recuse themselves from the matter.

(d) Confidential information. Nothing in this section shall require a municipal officer to disclose confidential information or information that is otherwise privileged under law.

§ 1993. PROHIBITED CONDUCT

(a) Directing unethical conduct. A municipal officer shall not direct any individual to act in a manner that would:

(1) benefit a municipal officer in a manner related to the officer's conflict of interest;

(2) create a conflict of interest or the appearance of a conflict of interest

for the officer or for the directed individual; or

(3) otherwise violate the Municipal Code of Ethics as described in this chapter.

(b) Preferential treatment. A municipal officer shall act impartially and not unduly favor or prejudice any person in the course of conducting official business. An officer shall not give, or represent an ability to give, undue preference or special treatment to any person because of the person's wealth, position, or status or because of a person's personal relationship with the officer, unless otherwise permitted or required by State or federal law.

(c) Misuse of position. A municipal officer shall not use the officer's official position for the personal or financial gain of the officer, a member of the officer's immediate family or household, or the officer's business associate.

(d) Misuse of information. A municipal officer shall not use nonpublic or confidential information acquired during the course of official business for personal or financial gain of the officer or for the personal or financial gain of a member of the officer's immediate family or household or of an officer's business associate.

(e) Misuse of government resources. A municipal officer shall not make use of a town's, city's, or village's materials, funds, property, personnel, facilities, or equipment, or permit another person to do so, for any purpose other than for official business unless the use is expressly permitted or required by State law; ordinance; or a written agency, departmental, or institutional policy or rule. An officer shall not engage in or direct another person to engage in work other than the performance of official duties during working hours, except as permitted or required by law or a written agency, departmental, or institutional policy or rule.

(f) Gifts.

(1) No person shall offer or give to a municipal officer or candidate, or the officer's or candidate's immediate family, anything of value, including a gift, loan, political contribution, reward, or promise of future employment based on any understanding that the vote, official action, or judgment of the municipal officer or candidate would be, or had been, influenced thereby.

(2) A municipal officer or candidate shall not solicit or accept anything of value, including a gift, loan, political contribution, reward, or promise of future employment based on any understanding that the vote, official action, or judgment of the municipal officer or candidate would be or had been influenced thereby.

(3) Nothing in subdivision (1) or (2) of this subsection shall be construed to apply to any campaign contribution that is lawfully made to a candidate or candidate's committee pursuant to 17 V.S.A. chapter 61 or to permit any activity otherwise prohibited by 13 V.S.A. chapter 21.

(g) Unauthorized commitments. A municipal officer shall not make unauthorized commitments or promises of any kind purporting to bind the municipality unless otherwise permitted by law.

(h) Benefit from contracts. A municipal officer shall not benefit from any contract entered into by the municipality and the officer, the officer's immediate family, or an associated business of the officer or the officer's immediate family, unless:

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

APPENDIX IX City of Essex Junction Substance Misuse Policy

Section 1. Purpose

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

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

Section 2. Violations

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

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

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

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

Section 3. Termination

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

Section 4. Testing

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

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

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

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

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

Section 5. Test Procedures

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

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

Section 6. Collection of Samples

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

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

Section 7. Chain of Custody and Storage of Samples

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

test.

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

APPENDIX X Electronic Communications and Computer Use Policy

Purpose:

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

Systems Overview:

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

Use:

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

Security:

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

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

Personal Use:

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

Correspondence and the Open Meeting Law:

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

Email Use:

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

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

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

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

Attachments should be kept reasonably sized.

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

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

Internet Access:

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

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

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

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

Discipline:

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

APPENDIX XI Safety Policy

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

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

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

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

The Committee's responsibilities include:

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

APPENDIX XII Employee Recognition and Merit Bonus Awards Policy

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

Eligibility

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

Types of Awards

1. Non-Recurring Bonuses

Non-recurring bonuses are one-time lump sum or cash-equivalent awards that do not affect the employee's hourly rate.

- Special Project Bonus: Employees who demonstrate exemplary work on a short-term (less than 12 months) special project, in addition to regular duties, may receive a bonus of at least \$250. Eligible projects include initiatives that enhance the City's business or residential appeal, generate cost savings, or improve departmental services.
- Performance-Based Bonus: Employees who consistently perform above standard expectations, achieving a performance rating of "4" or higher, may qualify for a bonus of at least \$500 during their annual review. This bonus is awarded in addition to any regular salary adjustments based on performance.
- Nomination Process: Department heads must nominate employees for bonus or education awards. The City Manager will recommend award amounts, with final approval from the City Council. The total award will not exceed 5% of the employee's annual salary.

2. Education Award

Employees who earn a degree or higher education certificate relevant to their job may be nominated to receive a bonus award of up to \$1,000.

3. Longevity Bonus Awards

Longevity awards celebrate milestones in continuous service and are given in five-year increments beginning at the 10-year mark. All employees, both full-time and part-time, are eligible, with service counting as total years with the City (including rehired or part-time service).

- Award Amounts:
 - 10 years of service: \$25
 - 15 years of service: \$30
 - 20 years of service: \$50
 - 25 years of service: \$75
 - 30 years of service: \$100

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

Taxation

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

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

Purpose

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

Section 2: File Maintenance and Security

1. File Maintenance

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

2. File Security

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

3. File Retention

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

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

Section 3: Personnel File Contents

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

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

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

Section 4: Personnel File Access

1. Employee Access

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

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

2. Management and Supervisor Access

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

3. Third-Party Access

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

Section 5: Medical Record File Contents

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

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

Section 6: Medical Record File Access

1. **Employee Access**

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

2. **Restricted Access**

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

3. **Third-Party Access**

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

4. **DOT Regulations**

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

5. **Investigation**

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

Compliance and Enforcement

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

APPENDIX XIV Policy Regarding Providing References for Former Employees

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

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

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

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

Release of Information for Employee Reference Check

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

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

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

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

Signed: _____

Date: _____

APPENDIX XV Cell Phone Stipend Policy

Purpose:

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

Scope:

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

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

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

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

AND

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

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

Additional Resources:

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

Cell Phone Stipend Agreement

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

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

Policy Summary

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

Employee Responsibilities

Recipients of a cell phone stipend have the following responsibilities:

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

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

Employee Certification

By signing below, I certify that I have read, understand, and agree to the Cell Phone Stipend Policy and my responsibilities under the policy.

Employee Signature

Date

Department Head/City Manager Signature

Date

*Reimbursement Rates are subject to change from fiscal year to fiscal year.

APPENDIX XVI EJRP Preschool Paid Time Off (PTO)

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

Program Schedule & Breaks

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

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

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

Staffing System & Time Off

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

Opportunities for Time Off

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

Consistency in Staffing

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

Preschool PTO Model (effective 7-1-2025)

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

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

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

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

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

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

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

APPENDIX XVII UNPAID TIME OFF REQUEST FORM

(Short-Term Absence Without Pay – Section 305.2)

Employee Information

Employee Name: _____

Employee Number: _____

Request Details

Dates of Unpaid Time Off Requested:

From: _____ To: _____

Total Hours Requested (not to exceed 40 hours): _____

Reason for Request:

I have exhausted all applicable paid leave balances. I understand that approval of unpaid time off is discretionary and subject to operational needs.

Employee Acknowledgment

Employee Signature: _____ Date: _____

Department Head Review

I have reviewed this request and recommend:

Approval Denial

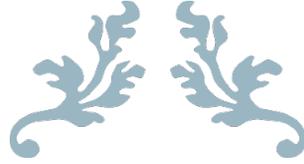
Comments:

Department Head Signature: _____ Date: _____

City Manager Approval

Approved Denied

City Manager Signature: _____ Date: _____



GENERAL RULES AND PERSONNEL REGULATIONS

City of Essex Junction Fire Department



Contents

General Rules & Personnel Regulations for All Fire Department Staff	2
ARTICLE 1. Introduction.....	2
101. Purpose.....	2
102. Effect	2
103. Definitions.....	2
ARTICLE 2. Recruitment, Selection & Non-Discrimination	2
201. Eligibility and Application Process	2
202. Appointments and Promotions	2
203. Equal Opportunities and Non-Discrimination	3
204. Religious Belief Accommodations	3
ARTICLE 3. Training & Operational Readiness.....	4
301. Training	4
302. Driving Authorization & Training	5
303. Ethics Policy & Training.....	6
ARTICLE 4. Compensation & Benefits.....	6
401. Pay.....	6
402. Sick Time.....	6
403. Employee Assistance Program	6
ARTICLE 5. Employee Conduct, Discipline & Termination	6
ARTICLE 6. Volunteer Status	7
Appendix I – Ethics Policy.....	8

General Rules & Personnel Regulations for All Fire Department Staff

ARTICLE 1. Introduction

101. Purpose

The Essex Junction Fire Department General Rules and Personnel Regulations formally recognize Fire Department staff as part time employees; define the scope of employment, authority, and oversight; establish consistent standards for hiring, training, promotion, discipline, and termination; and align Fire Department operations with City personnel practices and applicable state and federal law, while recognizing the unique operational needs of emergency services.

The City of Essex Junction is committed to maintaining a respectful and inclusive work environment, reflected in these regulations.

102. Effect

The Regulations apply to all fire department staff in the City of Essex Junction. These regulations are subject to change at any time by majority vote of the City Council.

103. Definitions

- **Fire Department Staff- Part Time:** Any part-time employee hired to perform emergency services on an as-needed basis. Fire department staff are hired by the Essex Junction Fire Chief. All fire department staff may only be discharged for cause. They are not eligible for benefits, except for the sick time and employee assistance program. Pay rates for fire department staff are set by the Fire Chief after approval of the City budget. Fire department staff are not included in the merit pay scale.

ARTICLE 2. Recruitment, Selection & Non-Discrimination

201. Eligibility and Application Process

- Any individual may express their interest in serving with the Essex Junction Fire Department by completing an application form.
- Any individual may be hired by the Essex Junction Fire Chief based on the needs of the department.

202. Appointments and Promotions

Fire Chief

- The Fire Chief shall be appointed by the City Manager.
- The term of the Fire Chief shall be one (1) year.

Assistant Fire Chiefs, Captains, and Lieutenants

- The Fire Chief shall appoint the Assistant Fire Chiefs, Captain(s), and Lieutenant(s) in coordination with the Human Resources Director.
- All appointments shall follow applicable City personnel procedures.

Promotion Process for Captain and Lieutenant

- Posting of Vacancies
 - Vacancies shall be posted at the Fire Station and/or distributed via email to department members.
- Application Procedure
 - Interested members must submit a written application to the Fire Chief within five (5) days of the vacancy posting.
- Interview Process
 - Qualified applicants shall interview with the Fire Chief and Assistant Chief.
- Selection and Appointment
 - The Fire Chief, with input from other Chiefs, shall make the final determination regarding promotions.

203. Equal Opportunities and Non-Discrimination

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

204. Religious Belief Accommodations

The City of Essex Junction is dedicated to respecting and accommodating the religious beliefs of all fire department staff. We understand that these beliefs are an integral part of

the employee, and the City is committed to making reasonable accommodations whenever possible, as required by law.

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

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

- **Genuinely Held Belief:** Your request must be based on a sincerely held religious belief. We may ask for verification from an individual that is aware of your sincerely held religious practices or beliefs or other proof of applicable religious doctrine if necessary.
- **Essential Functions:** You must be able to perform all the essential functions of your duties.
- **Undue Hardship:** The accommodation must not impose undue hardship on the City.
- **Notification of Changes:** If your circumstances change and you no longer need the accommodation, please notify the Fire Chief.
- **Non-Discrimination:** The accommodation must not result in illegal discrimination against other fire department staff.

ARTICLE 3. Training & Operational Readiness

301. Training

Fire department staff must complete training each quarter to maintain their employment. With approval from the Fire Chief, make-up training may be permitted for those absent due to leave or extenuating circumstances.

Fire department staff are required to complete training necessary to maintain operational readiness and competency. Training may include department drills, Vermont Fire Academy courses, department-approved classroom or online instruction, skill refreshers, and driver training.

Fire department staff who fail to meet required training standards may be placed on restricted status, required to complete make-up training, or be subject to disciplinary action under these Regulations. The Fire Chief or their designee shall review each fire department staff training participation and driver's authorization status annually.

302. Driving Authorization & Training

Only fire department staff who have been authorized by the Fire Chief or their designee may operate any department vehicle. To receive authorization, a fire department staff must hold a valid Vermont driver's license, maintain an acceptable driving record as determined by the City's insurance carrier, and complete required driver training as established by the department.

A fire department staff may not operate any department vehicle under emergency conditions until they have successfully completed the department's driver training program and demonstrated competency to the Fire Chief or their designee. All drivers must operate vehicles in accordance with Vermont motor vehicle laws, department policies, and accepted emergency vehicle operation practices. Seatbelts must be worn by all occupants at all times.

Any accident, incident, or near-miss involving a department vehicle must be reported immediately to the Fire Chief. The Fire Chief may suspend or revoke driving privileges at any time based on safety concerns, performance, or changes in driver eligibility.

302.1 Vehicle Accident Follow Up Procedure

The Fire Chief, or a Review Board appointed by the Fire Chief, shall review any accident to determine the circumstances, including when and where the accident occurred, how it occurred, prevailing conditions, and the operator's account of events.

Following the review, the Fire Chief or Review Board shall determine whether the accident was avoidable or unavoidable and identify any appropriate corrective or disciplinary action. Such action may include, but is not limited to, a verbal warning, written warning, remedial training, suspension of driving privileges, or termination.

The Fire Chief shall make the final determination regarding any action to be taken.

If the Fire Chief is the subject of the review, the City Manager shall be consulted and shall determine what action, if any, is to be taken.

303. Ethics Policy & Training

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

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

The City of Essex Junction's Code of Ethics is modeled on the state statute 3 V.S.A. Chapter 31; 24 V.S.A. Chapter 60. See Appendix I.

ARTICLE 4. Compensation & Benefits

401. Pay

Fire department staff shall receive a minimum starting hourly rate of pay. Hourly rates will be adjusted based on rank, years of service, and Fire/EMS certification levels.

402. Sick Time

The Vermont Sick Leave Law applies to employees aged 18 and older, working over 20 weeks a year, with an average of at least 18 hours per week. Employees accrue one hour of sick leave for every 52 hours worked, up to 40 hours annually.

403. Employee Assistance Program

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

ARTICLE 5. Employee Conduct, Discipline & Termination

Fire Department staff are subject to sections of the City of Essex Junction General Rules & Personnel Regulations concerning conduct. These sections include, but may not be limited to:

401. Employee Conduct

402. Employee Concern and Feedback Procedure (for Non-Association members)

406. Harassment

112. Smoking

116. Partisan Political Activity

Subject to its obligations toward employees with disabilities, the municipality reserves the right to terminate an employee who is unable to perform the essential duties or responsibilities of their designated role.

A fire department staff may be dismissed or suspended by the Fire Chief with written notice. Upon receiving the notice, the fire department staff is entitled to a hearing before the City Manager, provided a written request for the hearing is submitted within five days. The City Manager possesses the authority to overturn the dismissal or suspension and may order the reinstatement of the fire department staff.

Upon termination of employment, fire department staff are required to return all equipment, technology, and records belonging to the City. Additionally, they must deliver any other municipal property in their possession to the Fire Chief or Human Resources Director.

ARTICLE 6. Volunteer Status

These Essex Junction Fire Department General Rules and Personnel Regulations formally recognize Fire Department staff as part time employees and supersedes prior City of Essex Junction personnel policies that define Essex Junction Fire Department members as volunteers. Any current and existing elected City official that was acting as a volunteer firefighter prior to the enactment of these Regulations, shall maintain that volunteer status and shall not be considered an employee until the expiration of the official's existing term. Upon expiration of the official's existing term the volunteer status will lapse and the firefighter will be considered an employee unless they resign or are otherwise terminated from employment. Any firefighter with volunteer status pursuant to this section shall be subject to all other General Rules and Personnel Regulations and the Ethics Policy. The City official shall recuse themselves from any vote concerning the fire department and shall not participate in any decision related to the official's status with the fire department.

Appendix I – Ethics Policy

MUNICIPAL CODE OF ETHICS

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

§ 1991. DEFINITIONS

As used in this chapter:

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

(H) an officer or employee of an entity listed in this subdivision (7) when acting within the scope of the officer's or employee's duties.

(8) "Domestic partner" means an individual in an enduring domestic relationship of a spousal nature with the municipal officer, provided the individual and municipal officer:

(A) have shared a residence for at least six consecutive months;

(B) are at least 18 years of age;

(C) are not married to or considered a domestic partner of another individual;

(D) are not related by blood closer than would bar marriage under State law; and

(E) have agreed between themselves to be responsible for each other's welfare.

(9) "Illegal order" means a directive to violate, or to assist in violating, a federal, State, or local law.

(10) "Immediate family" means an individual's spouse, domestic partner, or civil union partner; child or foster child; sibling; parent; or such relations by marriage or by civil union or domestic partnership; or an individual claimed as a dependent for federal income tax purposes.

(11) "Legislative body" means the selectboard in the case of a town, the mayor, alderpersons, and city council members in the case of a city, the president and trustees in the case of an incorporated village, the members of the prudential committee in the case of a fire district, and the supervisor in the case of an unorganized town or gore.

(12) "Municipal officer" or "officer" means:

(A) any member of a legislative body of a municipality;

(B) any member of a quasi-judicial body of a municipality; or

(C) any individual who holds the position of, or exercises the function of, any of the following positions in or on behalf of any municipality:

(i) advisory budget committee member;

(ii) auditor;

(iii) building inspector;

(iv) cemetery commissioner;

(v) chief administrative officer;

(vi) clerk;

(vii) collector of delinquent taxes;

(viii) department heads;

(ix) first constable;

(x) lister or assessor;

- (xi) mayor;
- (xii) moderator;
- (xiii) planning commission member;
- (xiv) road commissioner;
- (xv) town or city manager;
- (xvi) treasurer;
- (xvii) village or town trustee;
- (xviii) trustee of public funds; or
- (xix) water commissioner.
- (xx) and all other City of Essex Junction employees, elected and appointed officials not listed above.

(13) “Municipality” means any town, village, or city.

(14) “Protected employee” means an individual employed on a permanent or limited status basis by a municipality.

(15) “Public body” has the same meaning as in 1 V.S.A. § 310.

(16) “Retaliatory action” includes any adverse performance or disciplinary action, including discharge, suspension, reprimand, demotion, denial of promotion, imposition of a performance warning period, or involuntary transfer or reassignment; that is given in retaliation for the protected employee’s involvement in a protected activity, as set forth in section 1997 of this title.

§ 1992. CONFLICTS OF INTEREST

(a) Duty to avoid conflicts of interest. In the municipal officer’s official capacity, the officer shall avoid any conflict of interest or the appearance of a conflict of interest. The appearance of a conflict shall be determined from the perspective of a reasonable individual with knowledge of the relevant facts.

(b) Recusal.

(1) If a municipal officer is confronted with a conflict of interest or the appearance of one, the officer shall immediately recuse themselves from the matter, except as otherwise provided in subdivisions (2) and (5) of this subsection, and not take further action on the matter or participate in any way or act to influence a decision regarding the matter. After recusal, an officer may still take action on the matter if the officer is a party, as defined by

24 V.S.A §1201, in a contested hearing or litigation and acts only in the officer's capacity as a member of the public. The officer shall make a public statement explaining the officer's recusal.

(2)(A) Notwithstanding subdivision (1) of this subsection (b), an officer may continue to act in a matter involving the officer's conflict of interest or appearance of a conflict of interest if the officer first:

(i) determines there is good cause for the officer to proceed, meaning:

(I) the conflict is amorphous, intangible, or otherwise speculative;

(II) the officer cannot legally or practically delegate the matter; or

(III) the action to be taken by the officer is purely ministerial and does not involve substantive decision-making; and

(ii) the officer submits a written nonrecusal statement to the legislative body of the municipality regarding the nature of the conflict that shall:

(I) include a description of the matter requiring action;

(II) include a description of the nature of the potential conflict or actual conflict of interest;

(III) include an explanation of why good cause exists so that the municipal officer can take action in the matter fairly, objectively, and in the public interest;

(IV) be written in plain language and with sufficient detail so that the matter may be understood by the public; and

(V) be signed by the municipal officer.

(B) Notwithstanding subsection (A) of this subdivision (2), a municipal officer that would benefit from any contract entered into by the municipality and the officer, the officer's immediate family, or an associated business of the officer or the officer's immediate family, and whose official duties include execution of that contract, shall recuse themselves from any decision-making process involved in the awarding of that contract.

(C) Notwithstanding subsection (A) of this subdivision (2), a municipal officer shall not continue to act in a matter involving the officer's conflict of interest or appearance of a conflict of interest if authority granted to another official or public body elsewhere under law is exercised to preclude the municipal officer from continuing to act in the matter.

(3) If an officer's conflict of interest or the appearance of a conflict of interest concerns an official act or actions that take place outside a public meeting, the officer's nonrecusal statement shall be filed with the clerk of the municipality and be available to the public for the duration of the officer's service plus a minimum of five years.

(4) If an officer's conflict of interest is related to an official municipal act or actions considered at a public meeting, the officer's nonrecusal statement shall be filed as part of the minutes of the meeting of the public body in which the municipal officer serves.

(5) If, at a meeting of a public body, an officer becomes aware of a conflict of interest or the appearance of a conflict of interest for the officer and the officer determines there is good cause to proceed, the officer may proceed with the matter after announcing and fully stating the conflict on the record. The officer shall submit a written nonrecusal statement pursuant to subdivision (2) of this subsection within five business days after the meeting.

The meeting

minutes shall be subsequently amended to reflect the submitted written nonrecusal statement.

(c) Authority to inquire about conflicts of interest. If a municipal officer is a member of a public body, the other members of that body shall have the authority to inquire of the officer about any possible conflict of interest or any appearance of a conflict of interest and to recommend that the member recuse themselves from the matter.

(d) Confidential information. Nothing in this section shall require a municipal officer to disclose confidential information or information that is otherwise privileged under law.

§ 1993. PROHIBITED CONDUCT

(a) Directing unethical conduct. A municipal officer shall not direct any individual to act in a manner that would:

(1) benefit a municipal officer in a manner related to the officer's conflict of interest;

(2) create a conflict of interest or the appearance of a conflict of interest for the officer or for the directed individual; or

(3) otherwise violate the Municipal Code of Ethics as described in this chapter.

(b) Preferential treatment. A municipal officer shall act impartially and not unduly favor or prejudice any person in the course of conducting official business. An officer shall not give, or represent an ability to give, undue preference or special treatment to any person because of the person's wealth, position, or status or because of a person's personal relationship with the

officer, unless otherwise permitted or required by State or federal law.

(c) Misuse of position. A municipal officer shall not use the officer's official position for the personal or financial gain of the officer, a member of the officer's immediate family or household, or the officer's business associate.

(d) Misuse of information. A municipal officer shall not use nonpublic or confidential information acquired during the course of official business for personal or financial gain of the officer or for the personal or financial gain of a member of the officer's immediate family or household or of an officer's business associate.

(e) Misuse of government resources. A municipal officer shall not make use of a town's, city's, or village's materials, funds, property, personnel, facilities, or equipment, or permit

another person to do so, for any purpose other than for official business unless the use is expressly permitted or required by State law; ordinance; or a written agency, departmental, or institutional policy or rule. An officer shall not engage in or direct another person to engage in work other than the performance of official duties during working hours, except as permitted or required by law or a written agency, departmental, or institutional policy or rule.

(f) Gifts.

(1) No person shall offer or give to a municipal officer or candidate, or the officer's or candidate's immediate family, anything of value, including a gift, loan, political contribution, reward, or promise of future employment based on any understanding that the vote, official action, or judgment of the municipal officer or candidate would be, or had been, influenced thereby.

(2) A municipal officer or candidate shall not solicit or accept anything of value, including a gift, loan, political contribution, reward, or promise of future employment based on any understanding that the vote, official action, or judgment of the municipal officer or candidate would be or had been influenced thereby.

(3) Nothing in subdivision (1) or (2) of this subsection shall be construed to apply to any campaign contribution that is lawfully made to a candidate or candidate's committee pursuant to 17 V.S.A. chapter 61 or to permit any activity otherwise prohibited by 13 V.S.A. chapter 21.

(g) Unauthorized commitments. A municipal officer shall not make unauthorized commitments or promises of any kind purporting to bind the municipality unless otherwise permitted by law.

(h) Benefit from contracts. A municipal officer shall not benefit from any contract entered into by the municipality and the officer, the officer's immediate family, or an associated business of the officer or the officer's immediate family, unless:

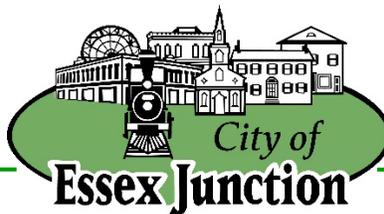
(1) the benefit is not greater than that of other individuals generally affected by the contract;

(2) the contract is a contract for employment with the municipality;

(3) the contract was awarded through an open and public process of competitive bidding;

or

(4) the total value of the contract is less than \$2,000.00



MEMORANDUM

To: City Council

From: Regina Mahony, City Manager

Meeting Date: March 11, 2026

Subject: Executive Session for personnel evaluation of the City Manager

Issue:

The issue is whether the City Council will enter executive session to discuss the personnel evaluation for the City Manager.

Discussion:

To have a complete and thorough discussion about this topic, an executive session may be necessary. The evaluation of an employee can be a protected discussion.

Recommended Motion:

"I move that the City Council enter into executive session to discuss a personnel evaluation, pursuant to 1 V.S.A. § 313(a)(3) to include the City Council and City Manager."

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
49
50
51
52
53
54
55
56

**CITY OF ESSEX JUNCTION
CITY COUNCIL
REGULAR MEETING
DRAFT MINUTES OF MEETING
February 25, 2026**

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

ADMINISTRATION: Regina Mahony, City Manager; Ricky Jones, Public Works Superintendent; Chelsea Mandigo, Water Quality Superintendent; Jess Morris, Finance Director;

OTHERS PRESENT: Raj Chawla, Annie Costandi, Joe Duncan, Carrie Johnson, Seth Adam Manley, Reed Nye, Andy Rowe, Tim Shea, Dennis Thibeault, David F., Resa.

1. **CALL TO ORDER**

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

2. **AGENDA ADDITIONS/CHANGES**

None.

3. **APPROVE AGENDA**

None needed,

4. **PUBLIC TO BE HEARD**

a. Comments from Public

Resa asked about accessing meeting materials, citing technical difficulties. Councilor Certa provided suggestions for accessing materials in an easier way.

5. **PUBLIC HEARING**

a. First Public Hearing on Charter Change Amendments

City Council President Thibeault opened the public hearing.

City Manager Mahony began by noting that proposed charter change amendments require two public hearings, and that this is the first public hearing on this set of proposed amendments, the second of which is scheduled for March 11, 2026. She said that there are three proposed charter change questions that will appear on the ballot, and a fourth question about Councilor stipend base pay that isn't a charter change but will also appear on the ballot. She noted that all four questions arose from the Governance Committee process and recommendations. She provided a history of the Governance Committee, its actions, and the final report issued by that Committee. She reviewed the proposed charter change questions. The first asks whether the City Council President should be paid compensation that is 25% higher than other Councilors, due to the additional time commitments required of the President. The second is regarding how the Council's stipend should be adjusted over time, and whether voters will approve indexing the adjustment to the percentage change in the Consumer Price Index (CPI) automatically. The third is whether the Charter should include a consistent time period for a Charter Review Committee to periodically review the City's charter every 12 years.

The following public comments were received:

- Seth Adam Manley asked what the current Council stipend is. City Manager Mahony replied that the current stipend is \$2,500 per year per Councilor.

Councilor Certa made a motion, seconded by Councilor Haney, to close the public hearing. The motion passe 5-0.

6. **BUSINESS ITEMS**

57 a. Discussion and Consideration of the Resolution of Necessity for the Public Works Facility Bond Vote
58 City Manager Mahony noted that a resolution of necessity is the last step prior to placing a bond vote officially
59 on the City's ballot for its Annual Meeting. She noted that the current public works facility is on Jackson
60 Street, that current structures are beyond their serviceable life and no longer adequately support the Public
61 Works Department's daily operations, the main building is around 80 years old and uses outdated
62 construction material, and that the current facility faces deficiencies such as limited storage for equipment,
63 inadequate heated storage, low ceilings, and operational inefficiencies for staff. She noted that the salt shed,
64 while newer, requires more bays for salt storage than it currently has. She also noted that staff are
65 recommending a bond amount of \$13,960,000, to account for both hard and soft costs. She said that if the
66 bond vote passes, the City will look at a number of different financing options to ensure that they obtain the
67 most favorable loan terms.

68
69 **Councilor Certa made a motion, seconded by Councilor Miller, that the City Council approve the**
70 **resolution of necessity for the Public Works Facility in the City of Essex Junction as presented, for**
71 **an amount of \$13,960,000. The motion passed 4-1 (Councilor Shelden dissenting).**
72

73 b. Discussion and Consideration of FY27 Enterprise Fund Operating and Capital Budgets for Water,
74 Wastewater, Sanitation, Stormwater, and EJRP Program Fund
75 Finance Director Morris said that this is the second round of review for the FY27 Enterprise Fund Operating
76 and Capital budgets for these areas. She noted that they have data through January for most funds, but that
77 they were not able to prepare water bill estimates in time for this round of review but should have additional
78 figures and estimates to share in March. She said that they are currently projecting an overall increase for
79 water, wastewater, and sanitation, of about 11% or \$90 on an average resident's bill. She said that it had
80 previously been a 9.2% or \$74 increase when these estimates were first looked at in January. She
81 acknowledged that there have been several double-digit increases over the last few years, and that staff are
82 being mindful of that and trying to look for any savings or efficiencies where possible. She said that they have
83 been working to identify infiltration issues for the wastewater and sanitation systems to mitigate those where
84 possible, which entails slip-lining the pipes. She acknowledged that this is a costly procedure, and that they
85 are proposing to increase the transfer from sanitation to the capital reserve to cover those costs. She also
86 noted that there are regulatory change pressures for wastewater and stormwater.

87
88 Director Morris summarized the Water, Wastewater, and Stormwater Funds. She noted that the Water Fund's
89 revised rate change is a 6% increase with a 3.7% budget increase. She noted that CWD communicated the
90 FY27 water rate to the City between the first round of review and today, which resulted in that 6% increase.
91 She noted that the Wastewater Fund has a 3% budget increase and a 14.5% user fee increase, most of
92 which is related to payroll and benefit increases and the capital transfer increase, and upcoming changes
93 with how the City handles biosolids. She noted that the Sanitation Fund has a 9% budget increase and a
94 15% user fee increase, which is largely driven by the capital transfer increase. She noted that there may be
95 a change between now and March related to the two-party agreement revenue estimates. She noted that the
96 Stormwater Fund's operating budget has an increase of around 55%, with a 63% increase in the ERU rate.
97 She said that there was no capital transfer included in the FY26 budget and that a transfer has been added
98 to the FY27 budget of \$150,000. She said that this capital is needed for some MS4 permit requirements that
99 must be met in the near future. She summarized the capital funds, noting that they are anticipated to be
100 adequate to cover anticipated projects, with the exception of the Stormwater Fund (hence the proposed
101 \$150,000 transfer to capital for stormwater capital costs). She noted that this increase may not be adequate,
102 and that they have supplied estimates of how additional \$50,000 transfer increments will result in around a
103 \$9 increase per year per ERU.

104
105 Director Morris then summarized the Essex Junction Recreation & Parks (EJRP) operating budget. She
106 noted that it has remained largely unchanged since the first review of the budget in January. She noted the
107 administrative fees have been reviewed and recalculated, and that it is being allocated out within the program
108 fund to the various associated programs. She noted that this budget is a decrease from what was presented
109 on Budget Day, due to updated health insurance election information. She noted an updated Senior Center

110 Fund balance of \$17,317. She said that overall, they anticipate another round of updates for the March 25,
111 2026 City Council meeting, at which point it should be finalized and warned for rate-setting and
112 communicating to residents around anticipated changes.

113
114 City Council President Thibeault asked if an additional \$50,000 increase in the stormwater capital transfer
115 would have implications for the bond. Director Morris replied that it will not negate the need for the bond, but
116 could reduce it, and she can look into this for the next round of review.

117
118 Councilor Certa asked if any of the PFAS remediation work is being factored into the budget. Water Quality
119 Superintendent Mandigo replied that the two line items used in the budget to cover the biosolids program will
120 cover the cost if they need to change their method, regardless of the disposal rate, though a caveat is that if
121 New York banned biosolids applications due to PFAS, Casella could come back and increase the City's
122 rates. She said that they should be fine for FY27 but may need to address this in FY28. Councilor Certa
123 noted that some of the increases in stormwater were due to deferred costs from FY26 and asked about the
124 possibility of deferring a further portion of the costs until FY28. Director Morris replied that this budget
125 represents the lowest numbers that staff are comfortable with. She said that some of the projects in the
126 capital plans are also general fund projects, and they do not want to hold up a water line project if the
127 stormwater portion of it is delayed, for example. Water Quality Superintendent Mandigo also noted that they
128 are coming up on some deadlines articulated in their permit, and they do not want to fall too far behind in
129 meeting those deadlines.

130
131 c. Champlain Water District Annual Presentation

132 Joe Duncan, General Manager of Champlain Water District (CWD), spoke on this agenda item and provided
133 an update on CWD's budget process. He noted that they generally strive for increases in the 3-5% range,
134 but that there were some factors that resulted in increases outside of that range this year. He said that FY26's
135 rate was 3.011 per 1,000 gallons, to 3.170 per 1,000 for FY27, which is a 5.56% increase. He said that the
136 drivers of this increase include increases in salaries, additional debt service, a decrease in water use from
137 GlobalFoundries (a large industrial water user in the district), and additional electricity costs (due to
138 unanticipated rate hikes from Green Mountain Power in FY25-26). He said that this results in an
139 approximately \$300,000 increase in CWD's budget. He spoke about CWD's robust capital program and
140 proactive investment in its capital and physical plant to ensure that equipment is running and in good health.

141
142 d. Discussion and Consideration of Champlain Water District Commissioner Vacancy and Appointment

143 City Manager Mahony noted that the City's CWD Commissioner, Aaron Martin, was elected last year for a
144 three-year annual term and that he has since moved out of the City (and the Commissioner position has a
145 residency requirement). She said that the recommendation before the Council is to re-appoint the position
146 through the existing term, and they are proposing to appoint Annie Costandi for the Alternate 1 position and
147 Regina Mahony for the Alternate 2 position, and that Ms. Costandi would serve in the vacant seat until the
148 next election in 2028. Ms. Costandi said she would be happy to fill this open position and to do her part for
149 the community and her peers.

150
151 **Councilor Certa made a motion, seconded by Councilor Miller, that the City Council appoint Annie**
152 **Costandi as the Essex Junction Champlain Water District Alternate Commissioner, and to appoint**
153 **Regina Mahony, City Manager, as the Champlain Water District Second Alternate Commissioner, until**
154 **the 2028 Annual Meeting election. The motion passed 5-0.**

155
156 e. Discussion of Initial Draft of the Informational Hearing and Annual Meeting Warning and Ballot Questions
157 City Manager Mahony said that this warning will be finalized at the March 11, 2026 meeting. She said that
158 there is nothing in the budget that has changed but that part of the budget process includes approving the
159 capital plan. She said that the Capital Committee had a project that came in front of them recently for a
160 shared use path on Main Street out into the Town, and that the Town has received grant approval for phase
161 one of the project, and that phase two is located partially in the Town and partially in the City. She said this
162 was brought to the Capital Committee to determine if the City would support a grant application for the phase

two work. She noted that the project was ranked highly by the Capital Committee, which would shift a number of other projects back in FY27.

She said that other items on the ballot include the proposed charter changes, the potential bond vote for the Public Works Facility, and election of officers for two City Council seats and one Library Trustee seat.

The Council discussed whether it would be possible to reorder the ballot questions to move the bond vote up on the ballot to be the first question asked and agreed to do so if City Manager Mahony confirmed that this is acceptable and allowed.

f. Discussion and Consideration of an Extension to the Existing Sound Indemnification Agreement with Champlain Valley Expo

City Manager Mahony began by noting that a request was received by Champlain Valley Expo (CVE), to maintain the status quo of the current sound waivers for a ten-year period. She said that the purpose of the ten-year period is to allow CVE to obtain financing for their capital improvements. She said that the sound indemnification agreement that dictates the waiver process is through December of 2027 and the recommendation is that the City would modify that to be ten years from now. She said that this extension would not affect the current financial agreement that the City has with CVE, which is set for renewal in December of 2027.

Tim Shea, Executive Director of CVE, spoke to this agenda item. He said that CVE is pursuing capital improvements to the grandstand on the grounds and that a longer runway for current sound waivers puts CVE in a better position to line up financing for these capital improvements, which are currently projected to be between \$1 million and \$2 million. Councilor Certa noted that in previous discussions, CVE had said that they could secure financing without needing to negotiate an extension of the sound waivers, and asked what has changed since then. He also asked whether CVE is contemplating lining up the current financial agreement with an extended sound waiver agreement or whether the financial agreement would continue to follow a three-year term. Mr. Shea replied that they believe they can make the current sound waivers (10 for the fair and 10 for the non-fair shows) work, but that it entails added risk. He said that they do not currently anticipate a different timeline for the financial agreement, but that their focus is on the sound waiver agreement at this time. Councilor Certa noted that the request is just for an extension of the waiver agreement without other modifications to the agreement to offset that ask. Councilor Sheldon asked what CVE is considering returning to the City in exchange for an extension of this agreement. City Manager Mahony replied that CVE would conduct capital improvements to the property itself without having to add more waivers to the agreement, but only an extension of the current terms. Mr. Shea noted that more shows also contributes to local option tax revenue and helps contribute to other parts of the economy, such as hotel bookings. Councilor Certa said that the community would like to get something in exchange for this term extension, given that some residents are more impacted by the sound from CVE events than others. He said he would like to see more effort to determine how to mitigate sound impacts for adjacent residents. City Council President Thibeault said she would support this extension, and would like to see the improvements take place and then enter into negotiations on the financial agreement with CVE. She said that CVE does a number of benefits for the City that are not being charged, such as hosting the Council retreat, hosting elections, hosting training space for the Fire Department, that also need to be factored into the conversation around negotiations. Councilor Haney acknowledged that CVE has worked collaboratively in the past to try and address sound issues with residents, and asked Mr. Shea to confirm that they will be attentive to any opportunities for further sound mitigation. Mr. Shea confirmed that CVE would like to continue operating as a good neighbor, and that they work with promoters to ensure that they are being as good neighbors as possible. Councilor Miller said that a strong CVE stands to benefit the community as a whole and contributes to the local economy. He said that this current ask does not change the current financial agreement but will allow CVE to conduct capital improvements for a better facility experience.

The following public comments were received:

- Raj Chawla expressed concern about the loss of leverage for the City if the sound waiver agreement is extended, and said that this is also a good time to reimagine the financial agreement with CVE. He said that the last time negotiations were occurring, the City received a large amount of feedback from residents on what the requirements should be. He expressed deep concern that the City is missing an opportunity to work with CVE to benefit taxpayers, residents, and the fairground.
- Resa said that the Council should think about how many more taxpayers will be impacted by the sound issues from CVE in ten years, given the City's work to increase density and housing stock in the Junction. She also asked why Councilor Haney has not recused herself from the discussion. Councilor Haney replied that this particular discussion does not violate the City's conflict of interest policy or present her with a personal conflict of interest. She said that she has no financial interest in CVE, nor did she participate in any of the discussions around the negotiation of the contract.

Councilor Miller made a motion, seconded by Councilor Haney, that the City Council authorize the City Manager to execute the amended Sound Indemnification Agreement between Champlain Valley Exposition, Inc. and the City of Essex Junction for Champlain Valley Exposition events through December 31, 2036. The motion passed 3-2 (Councilors Certa and Shelden dissenting).

g. *Discussion and Consideration of an Executive Session to Discuss a Personnel Evaluation
See item #10a below.

7. CONSENT ITEMS

- a. Approve Meeting Minutes – February 11, 2026
- b. Acting as the Liquor Control Commission: Approve Liquor Licenses
- c. Essex Junction Little League Street Closure Application
- d. Approve Republican Representation on City Board of Civil Authority for Elections

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

8. COUNCILOR COMMENTS & CITY MANAGER REPORT: City Manager Mahony said that they will finalize content on the final warning and work to prepare ballots for the Annual Meeting on Tuesday, April 14, 2026, for voting. She noted that dog licenses are due by April 15, 2026. City Council President Thibeault noted that she and Councilor Haney will be at Quality Bake Shop tomorrow morning at 9:00 to speak with interested constituents on the budget and ballot items. Councilor Certa said that the City has made good progress in being more accessible and transparent but noted that three of the last five or six events have had no public participation and urged residents and the public to engage with their Councilors. Councilor Miller said that he will be at the Tractor Supply Co on Saturday at 8:00 AM to welcome Essex Junction's newest business.

9. READING FILE

- a. Check Warrant #24105 – February 6, 2026; #24106 – February 20, 2026
- b. Background Information on the Main Street Bike Path Project
- c. Board of Civil Authority and Board of Abatement Minutes – February 2, 2026
- d. Tree Farm Management Group Minutes – February 4, 2026
- e. Planning Commission Minutes – February 5, 2026
- f. Capital Committee Minutes – February 10, 2026
- g. Bike Walk Advisory Committee Minutes – February 12, 2026

10. EXECUTIVE SESSION

- a. *An executive session may be needed to discuss a personnel evaluation

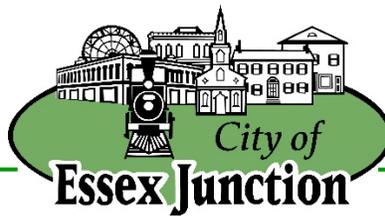
265 Councilor Certa made a motion, seconded by Councilor Miller, that the City Council move into
266 executive session to discuss a personnel evaluation pursuant to 1.V.S.A §313(A)(3) to include the
267 City Council and Carrie Johnson of Maple Hollow Consulting, LLC.
268

269 Councilor Miller made a motion, seconded by Councilor Certa, to exit executive session. The motion
270 passed 5-0 at 8:54 P.M.
271

272 11. ADJOURN
273

274 Councilor Miller made a motion, seconded by Councilor Certa, to adjourn the meeting. The motion
275 passed 5-0 at 8:54 P.M.
276

277 Respectfully Submitted,
278 Amy Coonradt



MEMORANDUM

To: City Council
From: Regina Mahony, City Manager
Meeting Date: March 11, 2026
Subject: Reappointment of Administrative Officer

Issue:

Whether to appoint Christopher Yuen as Administrative Officer for a new three-year term.

Discussion:

Under Section 304 of the Land Development Code and 24 V.S.A. § 4448, the Community Development Director serves as the Administrative Officer (AO) responsible for administering the City's zoning bylaws.

Pursuant to 24 V.S.A. § 4448(a), the Administrative Officer is nominated by the Planning Commission and appointed by the legislative body for a three-year term.

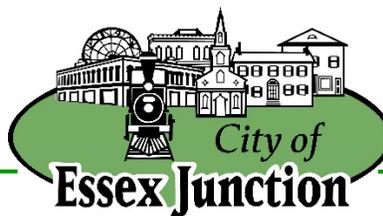
At its February 5, 2026 meeting, the Planning Commission nominated Christopher Yuen to serve as Administrative Officer for a new three-year term. Mr. Yuen was originally appointed to this position by the City Council on March 22, 2023. His current term expires on March 11, 2026.

Recommendation:

Appoint Christopher Yuen to serve as Administrative Officer for a three-year term beginning March 22, 2026.

Recommended Motion:

I move that the City Council appoint Christopher Yuen to serve as Administrative Officer for a three-year term beginning March 22, 2026.



MEMORANDUM

To: City Council
From: Regina Mahony, City Manager
Meeting Date: March 11, 2026
Subject: Railroad Ave New Waterline Extension Project Bid Award

Issue: Bids have been advertised and received for the Railroad Ave New Waterline Extension Project and a bid needs to be awarded.

Discussion: This project involves the installation of new 8” waterline along Railroad Avenue to improve water quality, fire protection, and create redundancy in the water system in this area. The existing 8” waterline along Railroad Avenue that currently dead-ends approximately 100 feet south of Lincoln Place will be extended northerly to connect to the existing 6” waterline along Central Street. The new 8” waterline will also be connected to the existing 4” waterline along Lincoln Place and replace the existing hydrant on Lincoln Place. Nine bids were submitted. Following a review of the bids, the City Engineer finds Don Weston Excavating, Inc. to be the low bidder, a responsible bidder, and has received confirmation that they wish to complete the project.

Cost: The funds in the Capital budget for this project are \$281,332. The Don Weston Excavating, Inc. bid is for \$264,263. The engineering costs are approximately \$47,000. Collectively there is a shortfall of approximately \$30,000. However, we are projecting the water fund balance to be approximately \$342,000 at the end of FY26 (with the \$30,000 for this project factored in) and therefore there are enough capital water funds to move this project forward.

Water Fund Capital Reserve Balance					
	FY26	FY27	FY28	FY29	FY30
Beginning Fund Balance	1,210,965	342,195	680,858	1,006,840	1,393,466
Planned Spending	(1,176,318)	(23,883)	(5,591)	-	(621,646)
Debt Payments (previous FY35, Main St. water line FY53, lead service line FY32)	(252,452)	(247,454)	(328,427)	(323,374)	(318,301)
Revenue Sources					
Transfer In from Water Operating Budget	560,000	610,000	660,000	710,000	760,000
Interest Earnings					
Vac Truck Rental					
Total Revenues	560,000	610,000	660,000	710,000	760,000
Ending Fund Balance	342,195	680,858	1,006,840	1,393,466	1,213,519

Recommendation: It is recommended that the City Council award the bid for the Railroad Ave New Waterline Extension project to Don Weston Excavating, Inc. for \$264,263 and amend the FY26 Water Fund Capital Plan as presented.

Recommended Motion: Should the Council decide to move forward with the recommendation, below is a recommended motion:

“I move that the City Council award the bid for Railroad Ave New Waterline Extension project to Don Weston Excavating, Inc for \$264,263 and authorize the City Manager to sign the contract and amend the FY26 Water Fund Capital Plan as presented.”

Attachments:
 Letter and Bid Tabulation from Jeff Kershner, City Engineer

DONALD L. HAMLIN
CONSULTING ENGINEERS, INC.
ENGINEERS AND LAND SURVEYORS

Please reply to:

P.O. Box 9
Essex Junction
Vermont 05453

136 Pearl Street
Essex Junction, Vermont

Tel. (802) 878-3956
Fax (802) 878-2679
www.dlhce.com

March 2, 2026

Ms. Regina Mahony
City of Essex Junction
2 Lincoln Street
Essex Junction, VT 05452

Re: Railroad Avenue New Waterline Extension
Recommendation of Award

Dear Ms. Mahony:

Please find enclosed a copy of the bid tabulation for the Railroad Avenue New Waterline Extension project. We received bids from nine contractors. After opening the bids, Don Weston Excavating, Inc. was the apparent low bidder. We have reviewed all of the bids submitted and determined that Don Weston Excavating is the low bidder with a total base bid of \$264,263.00, and find their bid responsive and find Don Weston Excavating, Inc. a responsible bidder.

We have spoken with Jeff Weston from Don Weston Excavating, and he has assured us that they wish to complete the project. Accordingly, we recommend that Don Weston Excavating, Inc. be awarded the contract for this project.

Please do not hesitate to contact me with any questions or if we may be of further service.

Respectfully,



Jeffrey P. Kershner, P.E.
President

Enc.

Cc: Rick Jones, Public Works Superintendent

City of Essex Junction
Railroad Avenue Waterline Extension
Bid Tabulation

2/27/2026 Omega Excavation & Site Development Desroches Construction Services, Inc. Dirt Tech Company, LLC Ormond Bushey and Sons Inc. S.D. Ireland Brothers Corporation Isaac's Excavating and Construction LLC Don Weston Excavating Inc. Cutting Edge Landscaping & Excavation Munson Earth Moving

ITEM	QUANTITY	UNIT	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
1) Saw Cut Existing Pavement, assume 4" Thick	810	lf	\$ 5.20	\$ 4,212.00	\$ 3.00	\$ 2,430.00	\$ 8.00	\$ 6,480.00	\$ 2.75	\$ 2,227.50	\$ 4.50	\$ 3,645.00	\$ 2.00	\$ 1,620.00	\$ 4.00	\$ 3,240.00	\$ 12.00	\$ 9,720.00	\$ 7.00	\$ 5,670.00
2) Saw Cut Existing Cement Concrete, 4" Thick	30	lf	\$ 8.50	\$ 255.00	\$ 6.00	\$ 180.00	\$ 24.00	\$ 720.00	\$ 2.25	\$ 67.50	\$ 8.50	\$ 255.00	\$ 2.00	\$ 60.00	\$ 6.00	\$ 180.00	\$ 100.00	\$ 3,000.00	\$ 48.00	\$ 1,440.00
3) Cold Plane Pavement 12" Strip at Joint	90	sy	\$ 62.00	\$ 5,580.00	\$ 16.50	\$ 1,485.00	\$ 13.00	\$ 1,170.00	\$ 57.50	\$ 5,175.00	\$ 18.00	\$ 1,620.00	\$ 30.00	\$ 2,700.00	\$ 10.00	\$ 900.00	\$ 120.00	\$ 10,800.00	\$ 15.00	\$ 1,350.00
4) Remove Existing Concrete Sidewalk	55	sf	\$ 36.00	\$ 1,980.00	\$ 33.00	\$ 1,815.00	\$ 49.00	\$ 2,695.00	\$ 30.00	\$ 1,650.00	\$ 35.00	\$ 1,925.00	\$ 30.00	\$ 1,650.00	\$ 20.00	\$ 1,100.00	\$ 180.00	\$ 9,900.00	\$ 50.00	\$ 2,750.00
5) Remove and Reset Existing Granite Curb	65	lf	\$ 144.00	\$ 9,360.00	\$ 55.00	\$ 3,575.00	\$ 120.00	\$ 7,800.00	\$ 94.00	\$ 6,110.00	\$ 65.00	\$ 4,225.00	\$ 50.00	\$ 3,250.00	\$ 30.00	\$ 1,950.00	\$ 185.00	\$ 12,025.00	\$ 62.00	\$ 4,030.00
6) Excavation of Pavement 4" to 6" Thick	615	sy	\$ 8.80	\$ 5,412.00	\$ 5.00	\$ 3,075.00	\$ 5.00	\$ 3,075.00	\$ 10.75	\$ 6,611.25	\$ 5.00	\$ 3,075.00	\$ 9.00	\$ 5,535.00	\$ 5.00	\$ 3,075.00	\$ 19.50	\$ 11,992.50	\$ 13.00	\$ 7,995.00
7) Catch Basin Inlet Protection	10	each	\$ 210.00	\$ 2,100.00	\$ 75.00	\$ 750.00	\$ 170.00	\$ 1,700.00	\$ 40.50	\$ 405.00	\$ 250.00	\$ 2,500.00	\$ 50.00	\$ 500.00	\$ 100.00	\$ 1,000.00	\$ 225.00	\$ 2,250.00	\$ 70.00	\$ 700.00
8) 8" Gate Valve with Valve Box	7	each	\$ 2,310.00	\$ 16,170.00	\$ 2,800.00	\$ 19,600.00	\$ 2,830.00	\$ 19,810.00	\$ 3,519.25	\$ 24,634.75	\$ 3,200.00	\$ 22,400.00	\$ 3,500.00	\$ 24,500.00	\$ 3,000.00	\$ 21,000.00	\$ 3,950.00	\$ 27,650.00	\$ 3,250.00	\$ 22,750.00
9) 8" Ductile Iron Pipe, CI 52	490	lf	\$ 125.00	\$ 61,250.00	\$ 140.00	\$ 68,600.00	\$ 290.00	\$ 142,100.00	\$ 211.25	\$ 103,512.50	\$ 125.00	\$ 61,250.00	\$ 325.00	\$ 159,250.00	\$ 140.00	\$ 68,600.00	\$ 187.00	\$ 91,630.00	\$ 210.00	\$ 102,900.00
10) 6" Ductile Iron Pipe, CI 52	10	lf	\$ 138.00	\$ 1,380.00	\$ 110.00	\$ 1,100.00	\$ 270.00	\$ 2,700.00	\$ 155.00	\$ 1,550.00	\$ 105.00	\$ 1,050.00	\$ 150.00	\$ 1,500.00	\$ 70.00	\$ 700.00	\$ 180.00	\$ 1,800.00	\$ 756.00	\$ 7,560.00
11) New Hydrant Assembly (Valve, Hydrant, Tee, Glands and Thrust Block)	1	each	\$ 10,600.00	\$ 10,600.00	\$ 10,600.00	\$ 10,600.00	\$ 8,570.00	\$ 8,570.00	\$ 10,178.25	\$ 10,178.25	\$ 12,500.00	\$ 12,500.00	\$ 6,000.00	\$ 6,000.00	\$ 15,000.00	\$ 15,000.00	\$ 7,500.00	\$ 7,500.00	\$ 10,600.00	\$ 10,600.00
12) Connect to existing 8" waterline on RR Ave	1	ls	\$ 3,900.00	\$ 3,900.00	\$ 6,400.00	\$ 6,400.00	\$ 2,120.00	\$ 2,120.00	\$ 3,050.00	\$ 3,050.00	\$ 3,700.00	\$ 3,700.00	\$ 6,000.00	\$ 6,000.00	\$ 4,000.00	\$ 4,000.00	\$ 8,500.00	\$ 8,500.00	\$ 8,050.00	\$ 8,050.00
13) Connect to existing 6" waterline on Central Street (two connections)	1	ls	\$ 5,070.00	\$ 5,070.00	\$ 7,700.00	\$ 7,700.00	\$ 2,130.00	\$ 2,130.00	\$ 2,332.00	\$ 2,332.00	\$ 3,300.00	\$ 3,300.00	\$ 8,000.00	\$ 8,000.00	\$ 8,000.00	\$ 8,000.00	\$ 6,500.00	\$ 6,500.00	\$ 9,150.00	\$ 9,150.00
14) Connect to existing 4" waterline on Lincoln Place	1	ls	\$ 3,680.00	\$ 3,680.00	\$ 6,400.00	\$ 6,400.00	\$ 1,060.00	\$ 1,060.00	\$ 963.00	\$ 963.00	\$ 2,400.00	\$ 2,400.00	\$ 4,000.00	\$ 4,000.00	\$ 6,000.00	\$ 6,000.00	\$ 1,500.00	\$ 1,500.00	\$ 8,850.00	\$ 8,850.00
15) Reducer (8x4)	1	each	\$ 1,060.00	\$ 1,060.00	\$ 2,300.00	\$ 2,300.00	\$ 490.00	\$ 490.00	\$ 540.00	\$ 540.00	\$ 1,220.00	\$ 1,220.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 950.00	\$ 950.00	\$ 1,800.00	\$ 1,800.00
16) Reducer (8x6)	2	each	\$ 1,470.00	\$ 2,940.00	\$ 2,600.00	\$ 5,200.00	\$ 560.00	\$ 1,120.00	\$ 413.00	\$ 826.00	\$ 1,250.00	\$ 2,500.00	\$ 500.00	\$ 1,000.00	\$ 1,000.00	\$ 2,000.00	\$ 1,800.00	\$ 3,600.00	\$ 2,200.00	\$ 4,400.00
17) 8" 45 degree Mechanical Bend	6	each	\$ 985.00	\$ 5,910.00	\$ 1,050.00	\$ 6,300.00	\$ 610.00	\$ 3,660.00	\$ 623.00	\$ 3,738.00	\$ 1,340.00	\$ 8,040.00	\$ 500.00	\$ 3,000.00	\$ 500.00	\$ 3,000.00	\$ 1,750.00	\$ 10,500.00	\$ 1,800.00	\$ 10,800.00
18) 8" 11-1/4 degree Mechanical Bend	2	each	\$ 960.00	\$ 1,920.00	\$ 1,020.00	\$ 2,040.00	\$ 650.00	\$ 1,300.00	\$ 590.00	\$ 1,180.00	\$ 1,300.00	\$ 2,600.00	\$ 500.00	\$ 1,000.00	\$ 500.00	\$ 1,000.00	\$ 1,750.00	\$ 3,500.00	\$ 1,550.00	\$ 3,100.00
19) 8" Tee (8x8)	2	each	\$ 1,600.00	\$ 3,200.00	\$ 1,500.00	\$ 3,000.00	\$ 990.00	\$ 1,980.00	\$ 991.25	\$ 1,982.50	\$ 1,650.00	\$ 3,300.00	\$ 700.00	\$ 1,400.00	\$ 1,500.00	\$ 3,000.00	\$ 1,950.00	\$ 3,900.00	\$ 1,400.00	\$ 2,800.00
20) New Cement Concrete Sidewalk - 4" Thick	55	sy	\$ 205.00	\$ 11,275.00	\$ 106.00	\$ 5,830.00	\$ 140.00	\$ 7,700.00	\$ 137.75	\$ 7,576.25	\$ 175.00	\$ 9,625.00	\$ 110.00	\$ 6,050.00	\$ 110.00	\$ 6,050.00	\$ 176.00	\$ 9,680.00	\$ 360.00	\$ 19,800.00
21) New Detectable Warning Plates	10	sf	\$ 49.00	\$ 490.00	\$ 44.00	\$ 440.00	\$ 45.00	\$ 450.00	\$ 41.00	\$ 410.00	\$ 60.00	\$ 600.00	\$ 50.00	\$ 500.00	\$ 50.00	\$ 500.00	\$ 70.00	\$ 700.00	\$ 58.00	\$ 580.00
22) Plant Mixed Gravel	420	cy	\$ 60.00	\$ 25,200.00	\$ 48.00	\$ 20,160.00	\$ 72.00	\$ 30,240.00	\$ 64.00	\$ 26,880.00	\$ 45.00	\$ 18,900.00	\$ 30.00	\$ 12,600.00	\$ 55.00	\$ 23,100.00	\$ 39.00	\$ 16,380.00	\$ 64.00	\$ 26,880.00
23) New Bituminous Concrete Pavement - 4" Type II	140	tons	\$ 217.00	\$ 30,380.00	\$ 273.00	\$ 38,220.00	\$ 220.00	\$ 30,800.00	\$ 225.00	\$ 31,500.00	\$ 165.00	\$ 23,100.00	\$ 175.00	\$ 24,500.00	\$ 200.00	\$ 28,000.00	\$ 185.00	\$ 25,900.00	\$ 240.00	\$ 33,600.00
24) New Bituminous Concrete Pavement - 1", Type III	40	tons	\$ 242.00	\$ 9,680.00	\$ 225.00	\$ 9,000.00	\$ 210.00	\$ 8,400.00	\$ 255.00	\$ 10,200.00	\$ 185.00	\$ 7,400.00	\$ 175.00	\$ 7,000.00	\$ 220.00	\$ 8,800.00	\$ 200.00	\$ 8,000.00	\$ 240.00	\$ 9,600.00
25) New 2" Thick Extruded Polystyrene Insulation	64	sf	\$ 3.00	\$ 192.00	\$ 4.00	\$ 256.00	\$ 2.50	\$ 160.00	\$ 4.50	\$ 288.00	\$ 3.00	\$ 192.00	\$ 3.00	\$ 192.00	\$ 2.00	\$ 128.00	\$ 77.00	\$ 4,928.00	\$ 6.50	\$ 416.00
26) Traffic Control	1	ls	\$ 7,000.00	\$ 7,000.00	\$ 4,500.00	\$ 4,500.00	\$ 3,300.00	\$ 3,300.00	\$ 330.00	\$ 330.00	\$ 7,500.00	\$ 7,500.00	\$ 4,000.00	\$ 4,000.00	\$ 15,000.00	\$ 15,000.00	\$ 5,000.00	\$ 5,000.00	\$ 15,500.00	\$ 15,500.00
27) Traffic Control Flaggers	320	hr	\$ 68.00	\$ 21,760.00	\$ 77.00	\$ 24,640.00	\$ 85.00	\$ 27,200.00	\$ 206.00	\$ 65,920.00	\$ 70.00	\$ 22,400.00	\$ 110.00	\$ 35,200.00	\$ 50.00	\$ 16,000.00	\$ 187.50	\$ 60,000.00	\$ 105.00	\$ 33,600.00
28) Dust Control	1	ls	\$ 1,725.00	\$ 1,725.00	\$ 1,400.00	\$ 1,400.00	\$ 5,700.00	\$ 5,700.00	\$ 5,867.50	\$ 5,867.50	\$ 1,800.00	\$ 1,800.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 5,000.00	\$ 5,000.00	\$ 8,000.00	\$ 8,000.00
29) 4" White Line - Painted	110	lf	\$ 1.00	\$ 110.00	\$ 2.00	\$ 220.00	\$ 1.10	\$ 121.00	\$ 2.00	\$ 220.00	\$ 3.00	\$ 330.00	\$ 5.00	\$ 550.00	\$ 2.00	\$ 220.00	\$ 5.50	\$ 605.00	\$ 6.00	\$ 660.00
30) 24" Wide Crosswalk Bar - Painted	110	lf	\$ 5.00	\$ 550.00	\$ 60.00	\$ 6,600.00	\$ 12.00	\$ 1,320.00	\$ 2.00	\$ 220.00	\$ 3.00	\$ 330.00	\$ 30.00	\$ 3,300.00	\$ 10.00	\$ 1,100.00	\$ 7.50	\$ 825.00	\$ 6.00	\$ 660.00
31) 24" White Stop Bar - Painted	12	lf	\$ 7.50	\$ 90.00	\$ 44.00	\$ 528.00	\$ 5.00	\$ 60.00	\$ 10.00	\$ 120.00	\$ 6.00	\$ 72.00	\$ 40.00	\$ 480.00	\$ 10.00	\$ 120.00	\$ 15.00	\$ 180.00	\$ 6.00	\$ 72.00
32) Test Excavation on Central Street	1	each	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
33) Mobilization/Demobilization	1	ls	\$ 17,535.00	\$ 17,535.00	\$ 26,200.00	\$ 26,200.00	\$ 7,750.00	\$ 7,750.00	\$ 7,465.00	\$ 7,465.00	\$ 44,000.00	\$ 44,000.00	\$ 9,000.00	\$ 9,000.00	\$ 18,000.00	\$ 18,000.00	\$ 30,000.00	\$ 30,000.00	\$ 13,000.00	\$ 13,000.00

Bid Total = \$ 273,966.00 Bid Total = \$ 292,544.00 Bid Total = \$ 335,881.00 Bid Total = \$ 335,730.00 Bid Total = \$ 279,754.00 Bid Total = \$ 337,837.00 Bid Total = \$ 264,263.00 Bid Total = \$ 396,415.50 Bid Total = \$ 381,063.00

Only had \$2,600 for this
Total was \$289,944

Had total of \$9,780
Had total of \$3,500
Total was \$477,495.50

CITY OF ESSEX JUNCTION

SOLICITOR / PEDDLER / STREET VENDOR PERMIT APPLICATION

Please complete all sections. Incomplete applications may be denied or delayed.

1. Applicant Information

- Full Legal Name: GARY LEE HATHAWAY
- Home Address: 153 CHURCH RD.
City: COLCHESTER State: VT. Zip: 05446
- Mailing Address (if different): _____
- Phone Number: 802-373-3673
- Email Address: GaryHathaway@aol.com

2. Business Information (if applicable)

- Business Name: MR. DENG-A-LING ICE CREAM
- Business Address: 153 CHURCH RD COLCHESTER, VT
- Business Phone Number: 802-373-3673
- Business ID Number (All Solicitors, Peddlers and Street Vendors must register their business with the Vermont Secretary of State): 0229103
- Type of Business / Organization:
 Individual Corporation LLC Partnership Non-Profit
 Other: _____

3. Nature of Solicitation / Peddling / Vending

- Type of Activity (check all that apply):
 Door-to-Door Solicitation
 Street / Sidewalk Peddling
 Temporary Stand / Booth
 Sales from Vehicle
 Food Truck / Trailer
- Description of Goods, Services, or Materials Offered:
PRE PACKAGED ICE CREAM

4. Dates and Times

- Proposed Start Date: 4-1-2026
 - Proposed End Date: 8-15-2026
 - Days of the Week: VARIOUS
 - Hours of Operation: 9am 9pm
-

6. Vehicle Information (add additional vehicle information on back of page 3)

- Vehicle Make: GMC 1991
 - Model: VAN
 - Color: WHITE
 - License Plate Number & State: 43484-NE NEW YORK
-

7. Supporting Documents

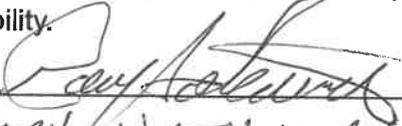
- Copy of Government-Issued Photo ID of applicant and all additional employees
 - Copy of Vermont Department of Health Certificate (If Selling Food) - *not needed for pre-packaged ice cream GMP*
 - Certificate of Liability Insurance (Street Vending Only): A certificate of insurance demonstrating a combined single limit of \$1,000,000 per occurrence and in the aggregate of general liability insurance and property damage and auto liability coverage with a \$1,000,000 combined single limit for bodily injury and property damage per occurrence. The City of Essex Junction shall be named on the certificate as an additional insured.
-

8. Conditions of Permit

- Vending is restricted to class 3 residential roads
 - No parking except to serve customers
 - No soliciting, peddling, or vending is permitted between the hours of 9PM and 7AM
 - Permit is good from date of issuance until December 31st of said year
 - The City of Essex Junction, through its City Manager, reserves the right to revoke the permit at any time.
-

9. Applicant Certification & Signature

I certify that the information provided in this application is true and correct to the best of my knowledge. I understand that providing false or misleading information may result in denial or revocation of the permit. I agree to comply with all applicable municipal ordinances and state laws governing solicitation and peddling. By signing this application, applicant agrees to hold the City harmless of any liability.

- Applicant Signature: 
- Printed Name: GARY HATHAWAY
- Date: 3/2/2026

10. For Municipal Use Only

- Application Received By: Joanne Pfaff Date: 3/2/2026
- Application Fee Paid (\$25): Yes No
- Certificate of Insurance Received (Street Vending Only): Yes No
- Approved by the City Council (Street Vending Only): Yes No Date: _____
(Per Chapter 2, Section 204 of the City of Essex Junction Municipal Code)
- Approved by the City Manager (Soliciting/Peddling): Yes No
(Per Chapter 6, Section 609A of the City of Essex Junction Municipal Code)
- City Manager Signature: _____ Date: _____
- Permit Number: _____
- Permit Issued Date: _____

State Law reference— Authority to license and regulate itinerant vendors, peddlers, door-to-door salesmen, and those selling goods, wares, merchandise, or services, who engage in a transient or temporary business, or who sell from an automobile, truck, wagon, or other conveyance, excepting persons selling fruits, vegetables, or other farm produce, 24 V.S.A. § 2291(8).

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
05290	ADVANCE AUTO PARTS 9820	02/20/26	Shop Supplies 552605157579	210-5-40-12-610.000 General Supplies	186.18	57942	03/06/26
05290	ADVANCE AUTO PARTS 9820	02/20/26	Shop Supplies 552605157580	210-5-40-12-610.000 General Supplies	408.81	57942	03/06/26
05290	ADVANCE AUTO PARTS 9820	02/20/26	Shop Supplies 552605157581	210-5-40-12-610.000 General Supplies	462.94	57942	03/06/26
05290	ADVANCE AUTO PARTS 9820	02/20/26	Electrical Tape 552605157584	210-5-40-12-610.000 General Supplies	4.38	57942	03/06/26
05290	ADVANCE AUTO PARTS 9820	02/24/26	Supplies 552605557664	210-5-40-12-610.000 General Supplies	116.79	57942	03/06/26
05290	ADVANCE AUTO PARTS 9820	02/25/26	Supplies 552605657681	210-5-40-12-610.000 General Supplies	70.40	57942	03/06/26
05290	ADVANCE AUTO PARTS 9820	02/25/26	Hoses and clamps 552605657693	210-5-40-12-610.000 General Supplies	18.66	57942	03/06/26
05290	ADVANCE AUTO PARTS 9820	02/27/26	Supplies 552605827087	210-5-40-12-610.000 General Supplies	5.62	57942	03/06/26
07305	AIRGAS USA LLC	02/26/26	SPRK LIGHTER 2001/3011 SN 9169659982	210-5-40-12-610.000 General Supplies	11.00	57943	03/06/26
28555	ALLEGIANCE TRUCKS	02/20/26	Truck #7 - coolant leak o R122006236:0	210-5-40-12-430.000 R&M Vehicles & Equipment	1433.13	57945	03/06/26
28555	ALLEGIANCE TRUCKS	02/19/26	Regulator, Window, Power, X12204476302	210-5-40-12-430.000 R&M Vehicles & Equipment	1818.00	57945	03/06/26
28555	ALLEGIANCE TRUCKS	02/19/26	CLAMP, MUFFLER, PIPE X122044763:0	210-5-40-12-430.000 R&M Vehicles & Equipment	252.79	57945	03/06/26
28555	ALLEGIANCE TRUCKS	02/24/26	return of CLAMP, MUFFLER, X122044846:0	210-5-40-12-430.000 R&M Vehicles & Equipment	-12.88	57945	03/06/26
28555	ALLEGIANCE TRUCKS	02/25/26	Credit invoice for X12204 X12204487201	210-5-40-12-430.000 R&M Vehicles & Equipment	-1818.00	57945	03/06/26
80184	AMAZON BUSINESS SERVICES	02/18/26	BL Supplies CREDIT FEB26 1CF9MD13M73W	210-5-35-10-610.000 General Supplies	-17.74	57947	03/06/26
80184	AMAZON BUSINESS SERVICES	02/18/26	BL AProg-Craft FEB26 1V6XC1V4V3W7	210-5-35-10-840.201 Adult Programs	71.65	57947	03/06/26
80184	AMAZON BUSINESS SERVICES	02/22/26	BL ADVDs FEB26 1WQDD6JG9FR4	210-5-35-10-640.201 Adult Collection	21.33	57947	03/06/26
80184	AMAZON BUSINESS SERVICES	02/25/26	BL CProg-Crafts FEB26 1XNJY33R6L9D	210-5-35-10-840.202 Childrens Programs	56.14	57947	03/06/26
02420	AUTOZONE	02/20/26	SKU-000757188 Car Wash 03236759559	210-5-25-10-430.000 R&M Vehicles & Equipment	12.60	57950	03/06/26
02420	AUTOZONE	02/20/26	SYLVANIA R Sylvania Rugge 03236759795	210-5-40-12-430.000 R&M Vehicles & Equipment	46.55	57950	03/06/26
23190	BAILEY SPRING & CHASSIS	02/18/26	Parts for Truck #34 W22083	210-5-40-12-430.000 R&M Vehicles & Equipment	1953.64	57952	03/06/26
31770	BARRETT TRUCKING CO. INC	02/09/26	SALT 153622	210-5-40-12-600.000 Salt, Sand and Gravel	2577.60	57953	03/06/26
31770	BARRETT TRUCKING CO. INC	02/10/26	SALT 153661	210-5-40-12-600.000 Salt, Sand and Gravel	2590.80	57953	03/06/26
31770	BARRETT TRUCKING CO. INC	02/12/26	Salt 153781	210-5-40-12-600.000 Salt, Sand and Gravel	2702.40	57953	03/06/26
31770	BARRETT TRUCKING CO. INC	02/19/26	SALT 153923	210-5-40-12-600.000 Salt, Sand and Gravel	2622.00	57953	03/06/26

Vendor	Invoice Date	Invoice Description	Invoice Number	Account	Amount Paid	Check Number	Check Date
31770	02/24/26	SALT		210-5-40-12-600.000	3822.00	57953	03/06/26
			153997	Salt, Sand and Gravel			
80272	02/17/26	Stipend PCAB February 202		210-5-11-10-190.000	50.00	57954	03/06/26
			021726Bean	Board Member Payments			
00530	02/03/26	BL JBooks FEB26		210-5-35-10-640.202	295.31	57955	03/06/26
			B7154051	Juvenile Collection			
00530	02/03/26	BL JBooks FEB26		210-5-35-10-610.000	24.80	57955	03/06/26
			B7154051	General Supplies			
30360	03/01/26	Phone/Internet February 2		210-5-41-20-530.000	357.63	57956	03/06/26
			43985030126	Communications			
30360	03/01/26	Phone/Internet February 2		210-5-41-23-530.000	193.69	57956	03/06/26
			43985030126	Communications			
30360	03/01/26	Phone/Internet February 2		210-5-41-22-530.000	52.46	57956	03/06/26
			43985030126	Communications			
30360	03/01/26	Phone/Internet February 2		210-5-30-13-530.000	26.23	57956	03/06/26
			43985030126	Communications			
30360	03/01/26	Phone/Internet February 2		210-5-41-26-530.000	280.38	57956	03/06/26
			43985030126	Communications			
30360	03/01/26	Phone/Internet February 2		210-5-40-12-530.000	160.46	57956	03/06/26
			43985030126	Communications			
30360	03/01/26	BL Phone-Internet FEB26		210-5-41-21-530.000	342.94	57957	03/06/26
			BT 032026	Communications			
26395	01/31/26	Comp Plan Updates Jan 202		210-5-16-10-899.000	612.50	57959	03/06/26
			2025-848	Matching Grant Funds			
26395	01/31/26	Comp Plan Updates Jan 202		210-5-16-10-895.000	1837.50	57959	03/06/26
			2025-848	State and Other Grant Exp			
26395	01/31/26	Equity January 2026		210-5-10-10-330.000	587.42	57959	03/06/26
			2025-856	Professional Services			
V04609	02/03/26	BL Fndn LP Books FEB26		210-5-90-00-991.000	25.17	57960	03/06/26
			2226929	Library Donation Expense			
21210	02/19/26	3X10 BLACK MAT		210-5-40-12-610.000	26.30	57963	03/06/26
			4260157283	General Supplies			
21210	02/27/26	3X10 BLACK MAT		210-5-40-12-610.000	26.30	57963	03/06/26
			4260918910	General Supplies			
21210	02/28/26	WATERBREAK COOLER AGREEME		210-5-40-12-610.000	50.00	57963	03/06/26
			9361705106	General Supplies			
04940	02/19/26	2 Lincoln Backup Internet		210-5-41-20-530.000	164.89	57964	03/06/26
			013634302192	Communications			
17025	02/17/26	Recording Secretary CC 20		210-5-11-10-330.000	123.60	57967	03/06/26
			0237	Professtional Services			
33075	02/26/26	BL Computers FEB26		210-5-35-10-735.000	4500.00	57968	03/06/26
			10863776646	Tech: Equip/Hardware			
80187	02/04/26	Stipend RAC Feb 2026		210-5-11-10-190.000	50.00	57969	03/06/26
			020426Deluci	Board Member Payments			
00600	02/27/26	BL Keys FEB26		210-5-41-21-431.000	29.90	57970	03/06/26
			102821	R&M Buildings & Grounds			
31275	02/06/26	5 Corners snow removal		210-5-40-12-422.000	10670.00	57972	03/06/26
			11244	Snow Removal			
80226	02/17/26	Stipend BLT February 2026		210-5-35-10-190.000	50.00	57974	03/06/26
			021726Dow	Board Member Payments			

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
35260	02/17/26	EAST COAST PRINTERS INC Uniforms for Ricky Jones 02162610	210-5-40-12-612.000 Uniforms	20.00	57977	03/06/26
23580	02/14/26	ED EATON FIRE TRUCK REPAI Pump Repair 1-2026	210-5-25-10-430.000 R&M Vehicles & Equipment	676.50	57979	03/06/26
V10347	02/23/26	EHRlich Pest Control 2 Lincoln Fe 91563163	210-5-41-20-400.000 Contracted Services	70.44	57980	03/06/26
80186	02/04/26	EMILO, JOCELYN Stipend RAC Feb 2026 020426Emilo	210-5-11-10-190.000 Board Member Payments	50.00	57981	03/06/26
V0777	02/15/26	ESSEX REPORTER Newsletter Website Feb 20 435199	210-5-10-10-540.000 Advertising	145.00	57983	03/06/26
V0795	02/28/26	ESSEX TOWN OF Due to Town Feb 2026 022826	210-2-00-00-215.000 Due to Town	43.00	57985	03/06/26
21845	02/18/26	FIRST NATIONAL BANK OMAHA BL Assorted FEB26 0017 022026	210-5-35-10-505.000 Tech. Subs, Licenses	159.46	57990	03/06/26
21845	02/18/26	FIRST NATIONAL BANK OMAHA BL Assorted FEB26 0017 022026	210-5-35-10-840.202 Childrens Programs	13.35	57990	03/06/26
21845	02/18/26	FIRST NATIONAL BANK OMAHA BL Assorted FEB26 0017 022026	210-5-35-10-840.201 Adult Programs	18.60	57990	03/06/26
21835	02/10/26	FIRST NATIONAL BANK OMAHA Drinks 604100009996	210-5-25-10-610.000 General Supplies	118.90	57992	03/06/26
25410	02/18/26	FIRST NATIONAL BANK OMAHA POSTAGE 767777	210-5-12-10-560.000 Postage	78.00	57993	03/06/26
34895	03/01/26	GAUTHIER TRUCKING, INC. 2 Lincoln Garbage Februar 1925439	210-5-41-20-425.000 Trash Removal	342.33	57994	03/06/26
20470	02/28/26	GLOBAL MONTELLO ATT: FLEE Fuel Feb 2026 343235	210-5-25-10-626.000 Gasoline	245.59	57996	03/06/26
20470	02/28/26	GLOBAL MONTELLO ATT: FLEE Fuel Feb 2026 343235	210-5-40-12-626.000 Gasoline	5589.84	57996	03/06/26
20470	02/28/26	GLOBAL MONTELLO ATT: FLEE Fuel Feb 2026 343235	210-5-30-12-626.000 Gasoline	150.79	57996	03/06/26
80196	02/04/26	GOODKIND, PIPER Stipend RAC Feb 2026 020426Goodki	210-5-11-10-190.000 Board Member Payments	50.00	57998	03/06/26
04035	02/18/26	GOT THAT RENTAL & SALES I RULE TAPE 200FT FIBERGLAS 150977	210-5-40-12-610.000 General Supplies	25.99	58000	03/06/26
04035	02/24/26	GOT THAT RENTAL & SALES I Safety gloves 151118	210-5-40-12-609.000 Safety Supplies	62.96	58000	03/06/26
08475	02/11/26	GREEN MOUNTAIN ELECTRIC S BL LightBulbs FEB26 S5686003001	210-5-41-21-610.000 General Supplies	539.83	58002	03/06/26
80046	02/17/26	HAGESTAD CHRISTINA Stipend PCAB February 202 021726Hagest	210-5-11-10-190.000 Board Member Payments	50.00	58004	03/06/26
80091	02/17/26	HERGESHEIMER KAREN Stipend BLT February 2026 021726Herges	210-5-35-10-190.000 Board Member Payments	50.00	58005	03/06/26
33495	02/16/26	INGRAM LIBRARY SERVICES I BL A.F.LP.R Books FEB26 94511030	210-5-35-10-640.201 Adult Collection	314.81	58008	03/06/26
33495	02/16/26	INGRAM LIBRARY SERVICES I BL A.F.LP.R Books FEB26 94511030	210-5-90-00-991.000 Library Donation Expense	77.61	58008	03/06/26
33495	02/16/26	INGRAM LIBRARY SERVICES I BL A.F.LP.R Books FEB26 94511030	210-5-35-10-610.000 General Supplies	46.18	58008	03/06/26
33495	02/16/26	INGRAM LIBRARY SERVICES I BL A.F.LP.R Books FEB26 94511030	210-5-90-00-640.201 Adult Collection replacem	12.17	58008	03/06/26

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
33495	INGRAM LIBRARY SERVICES I	02/16/26	BL A.F.LP.R Books FEB26 94511030	210-5-90-00-991.000 Library Donation Expense	66.08	58008	03/06/26
33495	INGRAM LIBRARY SERVICES I	02/18/26	BL ABooks FEB26 94586920	210-5-35-10-640.201 Adult Collection	54.21	58008	03/06/26
33495	INGRAM LIBRARY SERVICES I	02/18/26	BL ABooks FEB26 94586920	210-5-35-10-610.000 General Supplies	5.21	58008	03/06/26
33495	INGRAM LIBRARY SERVICES I	02/19/26	BL A.F.LPBooks FEB26 94612270	210-5-35-10-610.000 General Supplies	17.35	58008	03/06/26
33495	INGRAM LIBRARY SERVICES I	02/19/26	BL A.F.LPBooks FEB26 94612270	210-5-90-00-991.000 Library Donation Expense	15.68	58008	03/06/26
33495	INGRAM LIBRARY SERVICES I	02/19/26	BL A.F.LPBooks FEB26 94612270	210-5-35-10-640.201 Adult Collection	137.84	58008	03/06/26
33495	INGRAM LIBRARY SERVICES I	02/19/26	BL A.F.LPBooks FEB26 94612270	210-5-90-00-991.000 Library Donation Expense	37.21	58008	03/06/26
33495	INGRAM LIBRARY SERVICES I	02/19/26	BL ABooks FEB26 94612271	210-5-35-10-610.000 General Supplies	14.25	58008	03/06/26
33495	INGRAM LIBRARY SERVICES I	02/19/26	BL ABooks FEB26 94612271	210-5-35-10-640.201 Adult Collection	99.33	58008	03/06/26
33495	INGRAM LIBRARY SERVICES I	02/20/26	BL A.F.RBooks FEB26 94641722	210-5-90-00-991.000 Library Donation Expense	69.43	58008	03/06/26
33495	INGRAM LIBRARY SERVICES I	02/20/26	BL A.F.RBooks FEB26 94641722	210-5-90-00-640.201 Adult Collection replacem	72.57	58008	03/06/26
33495	INGRAM LIBRARY SERVICES I	02/20/26	BL A.F.RBooks FEB26 94641722	210-5-35-10-640.201 Adult Collection	83.94	58008	03/06/26
33495	INGRAM LIBRARY SERVICES I	02/20/26	BL A.F.RBooks FEB26 94641722	210-5-35-10-610.000 General Supplies	20.84	58008	03/06/26
33495	INGRAM LIBRARY SERVICES I	02/25/26	BL ARBooks FEB26 94764855	210-5-35-10-610.000 General Supplies	1.39	58008	03/06/26
33495	INGRAM LIBRARY SERVICES I	02/25/26	BL ARBooks FEB26 94764855	210-5-90-00-640.201 Adult Collection replacem	33.70	58008	03/06/26
33495	INGRAM LIBRARY SERVICES I	02/26/26	BL A.F.R Books FEB26 94791931	210-5-35-10-640.201 Adult Collection	477.83	58008	03/06/26
33495	INGRAM LIBRARY SERVICES I	02/26/26	BL A.F.R Books FEB26 94791931	210-5-35-10-610.000 General Supplies	47.60	58008	03/06/26
33495	INGRAM LIBRARY SERVICES I	02/26/26	BL A.F.R Books FEB26 94791931	210-5-90-00-991.000 Library Donation Expense	83.68	58008	03/06/26
33495	INGRAM LIBRARY SERVICES I	02/26/26	BL A.F.R Books FEB26 94791931	210-5-90-00-640.201 Adult Collection replacem	24.39	58008	03/06/26
27670	IROQUOIS MANUFACTURING, I	02/17/26	MOTOR 176023	210-5-40-12-430.000 R&M Vehicles & Equipment	207.57	58009	03/06/26
80227	LIGUORI, DANIEL	02/12/26	Stipend BWAC Feb. 2026 021226Liquor	210-5-16-10-190.000 Board member Payments	50.00	58012	03/06/26
V10130	LOWE'S BUSINESS ACCOUNT	02/02/26	bench grinder for shop 71105PW	210-5-40-12-610.000 General Supplies	113.05	58014	03/06/26
80188	LYNCH, PATRICK	02/04/26	Stipend RAC Feb 2026 020426Lynch	210-5-11-10-190.000 Board Member Payments	50.00	58015	03/06/26
80213	Luck, Venessa	02/17/26	Stipend BLT February 2026 021726Luck	210-5-35-10-190.000 Board Member Payments	50.00	58016	03/06/26
80012	MECHLER THOMAS	02/27/26	BL CProg-DD FEB26 MECHLER0220A	210-5-35-10-840.202 Childrens Programs	100.00	58021	03/06/26

Vendor	Invoice Date	Invoice Description	Invoice Number	Account	Amount Paid	Check Number	Check Date
V10462	01/31/26	January 2026 legal		210-5-10-10-320.000	3400.00	58023	03/06/26
		January 2026		Legal Services			
V10462	01/31/26	January 2026 legal		210-5-16-10-320.000	3361.90	58023	03/06/26
		January 2026		Legal Services			
V10462	01/31/26	January 2026 legal		210-5-35-10-320.000	175.00	58023	03/06/26
		January 2026		Legal Services			
44275	02/19/26	07 Jan 2026 HRA Fee Alloc		210-5-30-12-210.000	7.00	58025	03/06/26
		CINV017002		Group Insurance			
44275	02/19/26	07 Jan 2026 HRA Fee Alloc		210-5-30-10-210.000	14.88	58025	03/06/26
		CINV017002		Group Insurance			
44275	02/19/26	07 Jan 2026 HRA Fee Alloc		210-5-10-10-210.000	14.00	58025	03/06/26
		CINV017002		Group Insurance			
44275	02/19/26	07 Jan 2026 HRA Fee Alloc		210-5-13-10-210.000	7.00	58025	03/06/26
		CINV017002		Group Insurance			
44275	02/19/26	07 Jan 2026 HRA Fee Alloc		210-5-12-10-210.000	3.50	58025	03/06/26
		CINV017002		Group Insurance			
44275	02/19/26	07 Jan 2026 HRA Fee Alloc		210-5-40-12-210.000	8.05	58025	03/06/26
		CINV017002		Group Insurance			
44275	02/19/26	07 Jan 2026 HRA Fee Alloc		210-5-35-10-210.000	24.50	58025	03/06/26
		CINV017002		Group Insurance			
44275	02/19/26	07 Jan 2026 HRA Fee Alloc		210-5-16-10-210.000	7.00	58025	03/06/26
		CINV017002		Group Insurance			
80308	02/18/26	Class Dues - db		210-5-12-10-500.000	80.00	58026	03/06/26
		20260218		Training Conf Dues			
80081	02/12/26	Stipend BWAC Feb. 2026		210-5-16-10-190.000	50.00	58027	03/06/26
		021226OBrien		Board member Payments			
19325	03/01/26	IT Services March 2026		210-5-14-10-505.000	50.00	58028	03/06/26
		28663		Tech. Subs, Licenses			
19325	03/01/26	IT Services March 2026		210-5-14-10-505.000	3315.00	58028	03/06/26
		28663		Tech. Subs, Licenses			
19325	03/01/26	IT Services March 2026		210-5-25-10-570.000	98.40	58028	03/06/26
		28663		Other Purchased Services			
19325	03/01/26	IT Services March 2026		210-5-14-10-330.000	10435.60	58028	03/06/26
		28663		Professional Services			
80195	02/04/26	Stipend RAC Feb 2026		210-5-11-10-190.000	50.00	58029	03/06/26
		020426Osborn		Board Member Payments			
V10729	02/14/26	BL JDigiBooks FEB26		210-5-35-10-640.202	636.92	58030	03/06/26
		01459DA26049		Juvenile Collection			
80177	02/17/26	Stipend PCAB February 202		210-5-11-10-190.000	50.00	58033	03/06/26
		021726Parker		Board Member Payments			
80133	02/12/26	Stipend BWAC Feb. 2026		210-5-16-10-190.000	50.00	58035	03/06/26
		021226Philbr		Board member Payments			
23465	02/18/26	2 Lincoln Postage Meter L		210-5-10-10-442.000	571.35	58036	03/06/26
		3322102824		Rental Vehicles/Equip			
24410	02/28/26	BL CourierGrnt 8 FEB26		210-5-35-10-890.000	212.56	58039	03/06/26
		8027269		Federal Grant Expenditure			
80215	02/04/26	Stipend TFMG Feb. 2026		210-5-11-10-190.000	50.00	58040	03/06/26
		020426Pringl		Board Member Payments			
37430	02/25/26	Supplies		210-5-40-12-610.000	87.94	58041	03/06/26
		IE82281		General Supplies			

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
37430	02/06/26	Repair for Truck #6 RC91448	210-5-40-12-430.000 R&M Vehicles & Equipment	2989.80	58041	03/06/26
37430	02/24/26	Repair to truck #6 RC91566	210-5-40-12-430.000 R&M Vehicles & Equipment	1961.69	58041	03/06/26
18010	02/24/26	MSA 10048280 3463395	210-5-25-10-750.000 Machinery & Equipment	475.18	58045	03/06/26
09105	02/24/26	SHRED SVCS 520831	210-5-12-10-330.000 Professional Services	25.00	58048	03/06/26
42565	02/18/26	Charter Legal Notice Feb 251911	210-5-11-10-540.000 Advertising	269.36	58049	03/06/26
42565	02/25/26	Bid AD Main St sidewalk F 252045	210-5-40-12-540.000 Advertising	274.56	58049	03/06/26
29090	02/24/26	Safety Glasses 180485028	210-5-40-12-609.000 Safety Supplies	51.15	58051	03/06/26
80301	02/11/26	ELECTION ENVELOPES INV038700	210-5-12-10-820.000 Elections	1120.88	58052	03/06/26
21000	02/25/26	BL MATS FEB26 1080325332	210-5-41-21-400.000 Contracted Services	90.65	58055	03/06/26
80189	02/04/26	Stipend RAC Feb 2026 020426Vaughn	210-5-11-10-190.000 Board Member Payments	50.00	58056	03/06/26
36130	02/17/26	Cellular Service February 6136269828	210-5-40-12-530.000 Communications	47.47	58057	03/06/26
36130	02/17/26	Cellular Service February 6136269828	210-5-10-10-530.000 Communications	37.45	58057	03/06/26
36130	02/17/26	Cellular Service February 6136269828	210-5-25-10-530.000 Communications	60.08	58057	03/06/26
29700	02/28/26	Echeck return 2051694	210-2-00-00-205.001 Clearing UB	312.96	58059	03/06/26
11935	02/23/26	VR1211 PLOW REPAIR 4550839	210-5-40-12-430.000 R&M Vehicles & Equipment	4769.88	58060	03/06/26
23395	02/20/26	Hose: inv 521671 200247A	210-5-40-12-610.000 General Supplies	11.39	58061	03/06/26
23395	02/25/26	nozzle 521687	210-5-40-12-610.000 General Supplies	25.64	58061	03/06/26
21230	02/19/26	Vision Mar 2026 824683374	210-5-30-12-210.000 Group Insurance	28.04	58062	03/06/26
21230	02/19/26	Vision Mar 2026 824683374	210-5-30-10-210.000 Group Insurance	142.45	58062	03/06/26
21230	02/19/26	Vision Mar 2026 824683374	210-5-12-10-210.000 Group Insurance	14.02	58062	03/06/26
21230	02/19/26	Vision Mar 2026 824683374	210-5-10-10-210.000 Group Insurance	89.41	58062	03/06/26
21230	02/19/26	Vision Mar 2026 824683374	210-5-13-10-210.000 Group Insurance	73.95	58062	03/06/26
21230	02/19/26	Vision Mar 2026 824683374	210-5-40-12-210.000 Group Insurance	53.16	58062	03/06/26
21230	02/19/26	Vision Mar 2026 824683374	210-5-16-10-210.000 Group Insurance	37.71	58062	03/06/26
21230	02/19/26	Vision Mar 2026 824683374	210-5-35-10-210.000 Group Insurance	96.20	58062	03/06/26

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
28470	02/27/26	Payroll Transfer PR-02/27/26	210-2-00-00-210.004 Retirement Payable	27878.26	58063	03/06/26
80130	02/27/26	Payroll Transfer PR-02/27/26	210-2-00-00-210.004 Retirement Payable	2421.43	58064	03/06/26
29825	02/20/26	MSP VT Gas Feb 15787560220A	210-5-41-26-621.000 Natural Gas/Heating	662.93	58065	03/06/26
29825	02/20/26	MSP Gas Feb 810044022026	210-5-41-26-621.000 Natural Gas/Heating	798.55	58066	03/06/26
29825	02/20/26	Serv 01/20/26-02/19/26 VGS22026	210-5-41-22-621.000 Natural Gas/Heating	1323.22	58067	03/06/26
29825	02/20/26	Serv 01/20/26-02/19/26 VGS22026	210-5-41-23-621.000 Natural Gas/Heating	634.74	58067	03/06/26
29825	02/20/26	Serv 01/20/26-02/19/26 VGS22026	210-5-41-20-621.000 Natural Gas/Heating	1260.21	58067	03/06/26
29825	02/20/26	Serv 01/20/26-02/19/26 VGS22026	210-5-40-12-621.000 Natural Gas/Heating	1167.40	58067	03/06/26
29825	02/20/26	Serv 01/20/26-02/19/26 VGS22026	210-5-41-21-621.000 Natural Gas/Heating	1823.24	58067	03/06/26
V2258	02/17/26	Delibac webinar Feb26-043	210-5-13-10-500.000 Training, Conf, Dues	30.00	58068	03/06/26
07565	02/17/26	IT supplies 260129477	210-5-14-10-735.000 Tech: Equip/Hardware	24.29	58069	03/06/26
07565	02/19/26	2 Lincoln Building Suppli 260198207	210-5-41-20-610.000 General Supplies	80.39	58069	03/06/26
80209	02/27/26	MSP Portolets March 12060	210-5-30-12-330.000 Professional Services	330.00	58070	03/06/26
05375	02/13/26	Payroll Transfer PR-02/13/26	210-2-00-00-210.005 Misc Deductions Payable	170.00	A 22726	02/27/26
05375	02/27/26	Payroll Transfer PR-02/27/26	210-2-00-00-210.005 Misc Deductions Payable	170.00	B 22726	02/27/26
17140	02/27/26	Payroll Transfer PR-02/27/26	210-2-00-00-210.005 Misc Deductions Payable	532.00	C 22726	02/27/26
17425	02/27/26	Payroll Transfer PR-02/27/26	210-2-00-00-210.004 Retirement Payable	150.00	D 22726	02/27/26
80158	02/27/26	Payroll Transfer PR-02/27/26	210-2-00-00-210.004 Retirement Payable	269.23	E 22726	02/27/26
V1160	02/27/26	Payroll Transfer PR-02/27/26	210-2-00-00-210.004 Retirement Payable	3167.33	F 22726	02/27/26
V1161	02/27/26	Payroll Transfer PR-02/27/26	210-2-00-00-210.004 Retirement Payable	5449.81	G 22726	02/27/26
V1165	02/27/26	Payroll Transfer PR-02/27/26	210-2-00-00-210.002 Federal Inc Tax W/H	52966.16	H 22726	02/27/26
V2413	02/27/26	Payroll Transfer PR-02/27/26	210-2-00-00-210.003 State Inc Tax W/H	7300.87	I 22726	02/27/26

For Check Acct 01 (GENERAL FUND) All check #s 02/27/26 To 03/06/26

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
Report Total				195317.51		

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 \$ ***195,317.51
Let this be your order for the payments of these amounts.

For Check Acct 01 (GENERAL FUND) All check #s 02/27/26 To 03/06/26

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
80302	02/19/26	Train station improvement 1277784	220-5-00-00-890.836 Train Station	49200.00	58022	03/06/26
Report Total				49200.00		

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 \$ ****49,200.00
Let this be your order for the payments of these amounts.

For Check Acct 01 (GENERAL FUND) All check #s 02/27/26 To 03/06/26

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
80228	02/18/26	Rebranding Feb 2026 4970	224-5-00-00-330.000 Professional Services	2400.00	58037	03/06/26
Report Total				2400.00		

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 \$ *****2,400.00
Let this be your order for the payments of these amounts.

Vendor	Invoice Date	Invoice Description	Invoice Number	Account	Amount Paid	Check Number	Check Date
25715	02/24/26	DONALD L. HAMLIN CONSULT	EJ-Crescent Connector Pha	230-5-16-10-890.824	4776.00	57973	03/06/26
			2282222426	Cres. Connector			
25715	02/24/26	DONALD L. HAMLIN CONSULT	EJ-Public Works Facility	230-5-41-25-730.000	12191.60	57973	03/06/26
			2482822426	Public Works Facility			
Report Total					16967.60		

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 \$ ****16,967.60
 Let this be your order for the payments of these amounts.

For Check Acct 01 (GENERAL FUND) All check #s 02/27/26 To 03/06/26

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
19815	AMAZON CAPITAL SERVICES	02/04/26	Senior Center Wifi 11WPFM9L67J1	232-5-41-20-730.000 Buildings & Improvements	374.00	57948	03/06/26
19815	AMAZON CAPITAL SERVICES	01/29/26	Sr Center Wifi 1637LWF4DN1P	232-5-41-20-730.000 Buildings & Improvements	368.00	57948	03/06/26
36240	DUBOIS & KING INC	01/23/26	Senior Center Work 126111	232-5-41-20-730.000 Buildings & Improvements	1040.00	57975	03/06/26
22725	MANSFIELD ENVIRONMENTAL A	02/06/26	Senior Center Work 2105	232-5-41-20-730.000 Buildings & Improvements	9026.00	58017	03/06/26
03180	SAFETY SYSTEMS OF VT LLC	01/27/26	Senior Center Work 13318921 COE	232-5-41-20-730.000 Buildings & Improvements	990.00	58046	03/06/26
Report Total					11798.00		

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 \$ ****11,798.00
Let this be your order for the payments of these amounts.

Vendor	Invoice Date	Invoice Description	Invoice Number	Account	Amount Paid	Check Number	Check Date
23435	02/28/26	CHAMPLAIN WATER DISTRICT	022826	254-5-54-70-411.400	271763.83	57961	03/06/26
			022826	CWD Water Purchase - Glob			
23435	02/28/26	CHAMPLAIN WATER DISTRICT	022826	254-5-54-20-411.000	53649.48	57961	03/06/26
			022826	CWD Water Purchase			
23435	02/28/26	CHAMPLAIN WATER DISTRICT	022826	254-5-54-70-411.400	4512.85	57961	03/06/26
			022826	CWD Water Purchase - Glob			
23435	02/28/26	CHAMPLAIN WATER DISTRICT	022826	254-5-54-20-411.000	890.89	57961	03/06/26
			022826	CWD Water Purchase			
31275	02/16/26	DON WESTON EXCAVATING INC	Main Street water main br	254-5-54-20-433.000	5025.00	57972	03/06/26
			11246	R&M Infrastructure			
40025	02/16/26	E J PRESCOTT INC	repair bans for water bre	254-5-54-20-433.000	1316.96	57976	03/06/26
			6605997	R&M Infrastructure			
40025	02/23/26	E J PRESCOTT INC	High school repair	254-5-54-20-433.000	610.26	57976	03/06/26
			6607567	R&M Infrastructure			
21840	02/18/26	FIRST NATIONAL BANK OMAHA	For billing cycle ending	254-5-54-20-500.000	48.00	57991	03/06/26
			0631021826	Training, Conf, Dues			
20470	02/28/26	GLOBAL MONTELLO ATT: FLEE	Fuel Feb 2026	254-5-54-20-626.000	103.51	57996	03/06/26
			343235	Gasoline			
44275	02/19/26	MVP SELECT CARE INC.	07 Jan 2026 HRA Fee Alloc	254-5-54-20-210.000	9.80	58025	03/06/26
			CINV017002	Group Insurance			
36130	02/17/26	VERIZON WIRELESS VSAT	Cellular Service February	254-5-54-20-530.000	104.96	58057	03/06/26
			6136269828	Communications			
21230	02/19/26	VISION SERVICE PLAN (CT)	Vision Mar 2026	254-5-54-20-210.000	67.27	58062	03/06/26
			824683374	Group Insurance			
29825	02/20/26	VT GAS SYSTEMS	Serv 01/20/26-02/19/26	254-5-54-20-621.000	744.09	58067	03/06/26
			VGS22026	Natural Gas/Heating			
Report Total					338846.90		

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 \$ ***338,846.90 Let this be your order for the payments of these amounts.

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
14685	02/24/26	ALLIANCE GROUP SERV LLC Job Description: Wire tem 98136	255-5-55-30-431.000 R&M Buildings	2062.08	57946	03/06/26
80074	02/13/26	AUTOMATECH INC WIN-911 Perpetual license 150505-0	255-5-55-30-505.000 Tech. Subs, Licenses	1900.00	57949	03/06/26
80290	02/12/26	Atlas Copco Vacuum Gas compressor replacemen 6540031621	255-5-55-30-570.000 Other Purchased Services	16206.46	57951	03/06/26
11375	02/01/26	CASELLA WASTE MANAGEMENT Recycle and trash WW Janu 3800360	255-5-55-30-421.000 Grit Disposal	1487.90	57958	03/06/26
11375	02/16/26	CASELLA WASTE MANAGEMENT 10 yard dumpster for dige 3807645	255-5-55-30-421.000 Grit Disposal	173.80	57958	03/06/26
11375	02/23/26	CASELLA WASTE MANAGEMENT 10YD HOOK REMOVAL MSW 3809166	255-5-55-30-421.000 Grit Disposal	784.94	57958	03/06/26
23455	02/01/26	CHITTENDEN SOLID WASTE DI JAN26 Biosolids INV24412	255-5-55-30-568.000 Biosolids Subcontractor	17419.18	57962	03/06/26
04940	01/23/26	COMCAST Services from Jan 30, 202 031602801232	255-5-55-30-530.000 Communications	189.89	57965	03/06/26
04940	02/23/26	COMCAST Services from Mar 01, 202 031602802232	255-5-55-30-530.000 Communications	189.89	57966	03/06/26
80097	02/26/26	DL THURROTT INC Blower 3 troubleshooting 30820487	255-5-55-30-330.000 Professional Services	1380.00	57971	03/06/26
40025	02/23/26	E J PRESCOTT INC Clamps for digester repai 6607610	255-5-55-30-570.000 Other Purchased Services	983.72	57976	03/06/26
06870	02/18/26	ENDYNE INC BOD Endyne 566467	255-5-55-30-340.000 Technical Services	105.00	57982	03/06/26
38955	02/27/26	F W WEBB COMPANY Blue monster tape for Dig 94947287	255-5-55-30-570.000 Other Purchased Services	76.16	57987	03/06/26
04640	02/17/26	FASTENAL INDUSTRIAL & CON Scaffold VTBUR343098	255-5-55-30-609.000 Safety Supplies	1404.93	57988	03/06/26
29280	02/18/26	FIRST NATIONAL BANK OMAH WW - 0481 -For billing cy 0481021826	255-5-55-30-570.000 Other Purchased Services	12.38	57989	03/06/26
29280	02/18/26	FIRST NATIONAL BANK OMAH WW - 0481 -For billing cy 0481021826	255-5-55-30-435.000 COGEN	8.91	57989	03/06/26
29280	02/18/26	FIRST NATIONAL BANK OMAH WW - 0481 -For billing cy 0481021826	255-5-55-30-618.000 Laboratory Supplies	618.10	57989	03/06/26
29280	02/18/26	FIRST NATIONAL BANK OMAH WW - 0481 -For billing cy 0481021826	255-5-55-30-505.000 Tech. Subs, Licenses	199.99	57989	03/06/26
20470	02/28/26	GLOBAL MONTELLO ATT: FLEE Fuel Feb 2026 343235	255-5-55-30-626.000 Gasoline	159.59	57996	03/06/26
24785	02/04/26	GRAINGER Sockets 9796173194	255-5-55-30-611.000 Small Tools & Equipment	313.20	58001	03/06/26
24785	02/18/26	GRAINGER Return of wrong socket 9811466672	255-5-55-30-611.000 Small Tools & Equipment	-162.19	58001	03/06/26
24785	02/23/26	GRAINGER WATER STOP FILTER,PK10 9818073943	255-5-55-30-570.000 Other Purchased Services	132.17	58001	03/06/26
24785	02/23/26	GRAINGER CALIBRATION CAP KIT 9818073950	255-5-55-30-609.000 Safety Supplies	90.32	58001	03/06/26
07010	02/18/26	GREEN MOUNTAIN POWER CORP Usage 01/16/26 - 02/16/26 35Cascade 22	255-5-55-30-622.000 Electricity	24973.28	58003	03/06/26
V1093	02/27/26	HOLLAND CO., INC. Sodium Bisulfite Solution PI38032	255-5-55-30-619.000 Chemicals	5349.09	58006	03/06/26

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
V9854	02/18/26	IDEXX DISTRIBUTION, INC. Lab supplies 3194585593	255-5-55-30-618.000 Laboratory Supplies	928.66	58007	03/06/26
V10130	02/09/26	LOWE'S BUSINESS ACCOUNT Maintenance Supplies 8610	255-5-55-30-570.000 Other Purchased Services	39.82	58014	03/06/26
42805	02/24/26	MARYLAND BIOCHEMICAL CO.I Bacteria for Nitrificatio 2UU1117	255-5-55-30-619.000 Chemicals	2821.89	58020	03/06/26
V10462	01/31/26	MONAGHAN SAFAR DUCHAM PL January 2026 legal January 2026	255-5-55-30-320.000 Legal Services	50.00	58023	03/06/26
44275	02/19/26	MVP SELECT CARE INC. 07 Jan 2026 HRA Fee Alloc CINV017002	255-5-55-30-210.000 Group Insurance	17.50	58025	03/06/26
19325	03/01/26	OPEN APPROACH INC IT Services March 2026 28663	255-5-55-30-505.000 Tech. Subs, Licenses	50.00	58028	03/06/26
19325	03/01/26	OPEN APPROACH INC Monthly Billing for March 28730	255-5-55-30-340.000 Technical Services	160.00	58028	03/06/26
03160	02/24/26	P & H SENESAC INC POLYMER FOR DEWATERING 910800A	255-5-55-30-568.000 Biosolids Subcontractor	9108.00	58031	03/06/26
03160	02/24/26	P & H SENESAC INC POLYMER FOR DEWATERING OP 910800B	255-5-55-30-568.000 Biosolids Subcontractor	9108.00	58031	03/06/26
23420	02/13/26	P & P SEPTIC SERVICE INC. clean out digester T661186	255-5-55-30-570.000 Other Purchased Services	9225.00	58032	03/06/26
29090	02/23/26	SUNBELT RENTALS Digester supplies for rep 180414833	255-5-55-30-611.000 Small Tools & Equipment	51.02	58051	03/06/26
36130	02/17/26	VERIZON WIRELESS VSAT Cellular Service February 6136269828	255-5-55-30-530.000 Communications	67.44	58057	03/06/26
23395	02/25/26	VILLAGE HARDWARE - WILLIS Supplies 521691	255-5-55-30-610.000 General Supplies	13.93	58061	03/06/26
23395	03/02/26	VILLAGE HARDWARE - WILLIS Laundry Basket 521708	255-5-55-30-618.000 Laboratory Supplies	10.44	58061	03/06/26
21230	02/19/26	VISION SERVICE PLAN (CT) Vision Mar 2026 824683374	255-5-55-30-210.000 Group Insurance	85.09	58062	03/06/26
29825	02/20/26	VT GAS SYSTEMS Serv 01/20/26-02/19/26 VGS22026	255-5-55-30-621.000 Natural Gas/Heating	4970.67	58067	03/06/26
07565	02/20/26	W B MASON CO INC Copy paper for office 260262870	255-5-55-30-610.000 General Supplies	56.22	58069	03/06/26

For Check Acct 01 (GENERAL FUND) All check #s 02/27/26 To 03/06/26

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
Report Total				112822.47		

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 \$ ***112,822.47
Let this be your order for the payments of these amounts.

Vendor	Invoice Date	Invoice Description	Invoice Number	Account	Amount Paid	Check Number	Check Date
42625	02/01/26	Pump Stations January 01	83618	256-5-56-70-722.005 Maple/River St PS	2706.90	57944	03/06/26
29280	02/18/26	WW - 0481 -For billing cy	0481021826	256-5-56-40-434.000 R&M Pump Stations	123.00	57989	03/06/26
20470	02/28/26	Fuel Feb 2026	343235	256-5-56-40-626.000 Gasoline	208.95	57996	03/06/26
44275	02/19/26	07 Jan 2026 HRA Fee Alloc	CINV017002	256-5-56-40-210.000 Group Insurance	5.50	58025	03/06/26
19325	03/01/26	Monthly Billing for March	28730	256-5-56-40-340.000 Technical Services	560.00	58028	03/06/26
36130	02/17/26	Billing period: Jan 18 -	6136269829	256-5-56-40-434.001 Susie Wilson PS Costs	22.98	58058	03/06/26
36130	02/17/26	Billing period: Jan 18 -	6136269829	256-5-56-40-434.002 West Street PS Costs	22.98	58058	03/06/26
36130	02/17/26	Billing period: Jan 18 -	6136269829	256-5-56-40-434.000 R&M Pump Stations	89.22	58058	03/06/26
21230	02/19/26	Vision Mar 2026	824683374	256-5-56-40-210.000 Group Insurance	25.72	58062	03/06/26
29825	02/20/26	Serv 01/20/26-02/19/26	VGS22026	256-5-56-40-434.001 Susie Wilson PS Costs	45.34	58067	03/06/26
29825	02/20/26	Serv 01/20/26-02/19/26	VGS22026	256-5-56-40-434.002 West Street PS Costs	46.42	58067	03/06/26
29825	02/20/26	Serv 01/20/26-02/19/26	VGS22026	256-5-56-40-621.000 Natural Gas/Heating	659.16	58067	03/06/26
Report Total					4516.17		

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 \$ ****4,516.17
Let this be your order for the payments of these amounts.

For Check Acct 01(GENERAL FUND) All check #s 02/27/26 To 03/06/26

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
44275	02/19/26	MVP SELECT CARE INC. 07 Jan 2026 HRA Fee Alloc CINV017002	257-5-57-50-210.000 Group Insurance	4.65	58025	03/06/26
21230	02/19/26	VISION SERVICE PLAN (CT) Vision Mar 2026 824683374	257-5-57-50-210.000 Group Insurance	18.65	58062	03/06/26
Report Total				23.30		

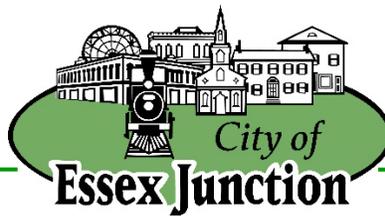
To the Treasurer of City of Essex Junction, We Hereby certify
that there is due to the several persons whose names are
listed hereon the sum against each name and that there
are good and sufficient vouchers supporting the payments
aggregating \$ *****23.30
Let this be your order for the payments of these amounts.

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
42360	02/24/26	Vac Camp 2/23 R241953	259-5-30-15-330.000 Professional Services	164.00	57978	03/06/26
29190	02/18/26	Gym Rental Jan/Feb 021826D	259-5-30-14-330.000 Professional Services	962.50	57984	03/06/26
04330	12/02/25	Vac Camp Nov Lunch 3247	259-5-30-15-610.000 General Supplies	2041.20	57986	03/06/26
04330	02/13/26	Vac Camp Dec Lunch 3253	259-5-30-15-610.000 General Supplies	1036.80	57986	03/06/26
19215	02/06/26	Vac Camp Art 020626D	259-5-30-15-330.000 Professional Services	100.00	57995	03/06/26
19215	02/25/26	Vac Camp 2/24 022426D	259-5-30-15-330.000 Professional Services	150.00	57995	03/06/26
11260	03/01/26	Dog Training Feb/March 156	259-5-30-14-330.000 Professional Services	3262.00	57997	03/06/26
80303	02/23/26	Youth Bball Referee 022326D	259-5-30-14-330.000 Professional Services	630.00	58010	03/06/26
80304	02/23/26	Youth Bball Referee 022326D	259-5-30-14-330.000 Professional Services	630.00	58011	03/06/26
25035	02/21/26	Summer Prog Brochure Desi 26109	259-5-30-10-330.000 Professional Services	2205.00	58013	03/06/26
80126	03/03/26	Vac Camp Art Prog 030326D	259-5-30-14-330.000 Professional Services	4410.00	58019	03/06/26
25620	02/26/26	Vac Camp 2/26 022626D	259-5-30-15-330.000 Professional Services	668.00	58024	03/06/26
44275	02/19/26	07 Jan 2026 HRA Fee Alloc CINV017002	259-5-30-15-210.000 Group Insurance	23.62	58025	03/06/26
44275	02/19/26	07 Jan 2026 HRA Fee Alloc CINV017002	259-5-30-16-210.000 Group Insurance	10.50	58025	03/06/26
29425	02/16/26	RK MSP Snack 560610	259-5-30-15-610.000 General Supplies	368.11	58034	03/06/26
80071	03/02/26	Clinical Supervision Feb 030226D	259-5-30-15-330.000 Professional Services	300.00	58038	03/06/26
80307	02/23/26	Youth Bball Referee 022326D	259-5-30-14-330.000 Professional Services	1260.00	58042	03/06/26
80306	02/23/26	Youth Bball Referee 022326D	259-5-30-14-330.000 Professional Services	315.00	58043	03/06/26
16090	02/28/26	Vac Camp 2/28 022826D	259-5-30-15-330.000 Professional Services	708.00	58044	03/06/26
17395	02/11/26	Vac Camp 3/20 0000813	259-5-30-15-330.000 Professional Services	1168.00	58047	03/06/26
17675	02/25/26	Vac Camp 2/25 011426D	259-5-30-15-330.000 Professional Services	390.00	58050	03/06/26
17675	02/27/26	Vac Camp 2/27 022726D	259-5-30-15-330.000 Professional Services	900.00	58050	03/06/26
20340	03/03/26	Vac Camp 2/23 022326D	259-5-30-15-330.000 Professional Services	782.00	58053	03/06/26
20340	03/03/26	Vac Camp 3/2 030326D	259-5-30-15-330.000 Professional Services	618.00	58053	03/06/26
80305	02/23/26	Youth Bball Referee 022326D	259-5-30-14-330.000 Professional Services	630.00	58054	03/06/26

For Check Acct 01(GENERAL FUND) All check #s 02/27/26 To 03/06/26

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
36130	VERIZON WIRELESS VSAT	02/17/26	Cellular Service February 6136269828	259-5-30-16-530.000 Communications	37.45	58057	03/06/26
21230	VISION SERVICE PLAN (CT)	02/19/26	Vision Mar 2026 824683374	259-5-30-15-210.000 Group Insurance	136.42	58062	03/06/26
21230	VISION SERVICE PLAN (CT)	02/19/26	Vision Mar 2026 824683374	259-5-30-16-210.000 Group Insurance	54.14	58062	03/06/26
Report Total					----- 23960.74 =====		

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 \$ ****23,960.74
Let this be your order for the payments of these amounts.



MEMORANDUM

To: Regina Mahony, City Manager; City Council; Department Managers

CC: Tri-Town Members (Essex Town and Williston)

From: Jess Morris, Finance Director

Meeting Date: March 11, 2026

Subject: February Financial Report

The following budget vs actual report includes detail by fund for all City funds (General Fund, capital funds, enterprise funds, etc). Each report details the approved budget, year to date actuals, remaining budget amount, actual as a % of budget, and a month to date amount which is the total revenue/expenditure for the last month of the included reporting period. These reports are run through 2/28/26 therefore the year to date actuals are for the period 7/1/25-2/28/26, and the month actuals are for the month of February.

While we will continue to receive February invoices over the coming weeks, we are about 67% of the way through the fiscal year. The General Fund revenue is just over 97% of budget or \$12,100,971 and expenditures are just under 61% of budget or \$7,569,356.

The Water Fund operating revenue is just under 64% of budget or \$1,255,222 and operating expenditure is just under 68% of budget or \$1,327,859. The Wastewater Fund operating revenue is just under 75% of budget or \$2,391,319 and operating expenditure is just under 61% of budget or \$1,949,832. The Sanitation Fund operating revenue is just under 65% of budget or \$740,752 and operating expenditure is just under 67% of budget or \$612,929. The Stormwater Fund operating revenue is just under 82% or \$264,633, and operating expenditure is just under 48% or \$154,170.

At the end of February there were 213 delinquent utility accounts with balances totaling \$44,518. There is currently still just one property with water shut off for non-payment as a result of the September shut-off process. February utility bills were mailed on 2/27 with a payment due date of 3/30.

The EJRP Program Fund revenue is just over 54% of budget or \$2,374,630, and expenditure is just under 70% of budget or \$3,078,999.

There are several factors that contribute to revenue and expenditures seeming either higher or lower at any point during the fiscal year. Property taxes are billed in August and all revenue is recorded at that point for the entire fiscal year, and utility bills are produced tri-annually thereby recording revenue every four months rather than monthly. There are several large payments made either on a quarterly, bi-annual or annual basis for things such as insurance (property/casualty/auto/worker's comp), debt payments, and annual dues/memberships to various organizations, as well as quarterly transfers for capital and administrative allocations between funds.

Also included with the financial report are reports of the LOT Fund activity, 2 Lincoln Renovation, and Economic Development Fund activity.

LOT Fund Balance Detail

LOT Funds Revenue FY23		659,341.99	
	11/21/22 Disbursement - Q1	1,178.64	
	2/9/23 Disbursement - Q2	239,621.26	
	5/12/23 Disbursement - Q3	195,435.64	
			funds received in August, but recorded back to June to properly
	6/30/23 Disbursement - Q4	219,588.49	recognize revenue
	Interest Accrued	3,517.96	
LOT Funds Revenue FY24		986,078.22	
	Q1	284,780.40	
	Q2	223,554.85	
	Q3	219,797.53	
	Q4	232,463.92	
	Interest Accrued	25,481.52	allocated monthly
LOT Funds Revenue FY25		1,048,482.39	
	Q1	263,103.52	
	Q2	261,428.29	
	Q3	237,710.40	
	Q4	259,860.01	
	Interest Accrued	26,380.17	allocated monthly
LOT Funds Revenue FY26		602,540.64	
	Q1	300,296.44	
	Q2	288,049.65	
	Q3		
	Q4		
	Interest Accrued	14,194.55	allocated monthly
Less:			
			strategic planning, capital transfer, IT migration and paving
FY24 Expenses	(587,239.00)		actual spent
			capital projects within the approved capital plan \$1,000,000,
FY25 Expenses	(1,019,401.75)		sidewalks \$19,401.75
FY25 Sidewalks per Policy Balance of Funds Avail.	(236,123.81)		25% of projected revenue
			\$40,000 assigned during budget, \$12,500 reassigned to
Rebranding Balance of Funds Avail.	(11,575.00)		Strategic Planning by Council
Banners/Signs Balance of Funds Avail.	(14,375.00)		
			capital projects within the approved capital plan \$400,000,
FY26 Expenses to Date	(626,586.50)		rebranding \$8475, \$4256 sidewalks
FY26 Capital Transfer Balance of Funds Avail.	(200,000.00)		\$800,000 total
FY26 Sidewalks per Policy Balance of Funds Avail.	(239,338.50)		25% of projected revenue
		361,803.68	
	Balance of LOT Funds Available		
	Projected Remaining FY26 LOT Revenue	411,653.91	\$1,000,000 projected, less actual funds received to date
	Projected FY26 LOT Fund Balance	773,457.59	

updated 3/3/26

2 Lincoln Renovation Project

	Breadloaf	Scott & Partners	Other	Totals
Original Contract	\$ 2,770,578.00	\$ 231,419.00	n/a	\$ 3,001,997.00
Change Orders/Amendments/Non-Contract	\$ 479,963.10	\$ 58,610.18	n/a	\$ 538,573.28
Revised Contract	\$ 3,250,541.10	\$ 290,029.18	n/a	\$ 3,540,570.28
Payments to Date	\$ 3,230,178.26	\$ 300,031.68	\$ 186,419.90	\$ 3,716,629.84
Balance of Contract	\$ 20,362.84	\$ (10,002.50)	n/a	\$ (176,059.56)

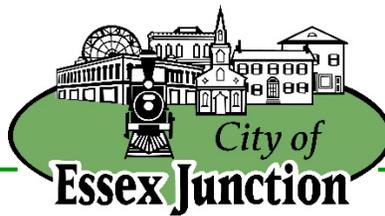
Approved Project Funds	4,020,975.60
Payments to Date	(3,716,629.84)
Remaining Contract Obligations	(20,362.84)
Anticipated Additional Costs	(253,290.00)
Balance of Funds Available	<u>30,692.92</u>

updated 3/4/26

Economic Development Fund Balance Detail

FY26 Economic Development Fund Beginning Balance PRELIMINARY	914,544.23	
Economic Development Funds Received FY26	129,984.09	
		<i>Property Taxes</i> 113,280.34 will be allocated around 9/15 and 3/15 tax payment due dates
		<i>Interest Accrued</i> 16,703.75 allocated monthly
Less:		
FY26 Expenses to Date	(9,547.50)	
		FY25 \$40,000 grant match, less \$6,425 actual spent FY25, less
Main St Park	(29,990.00)	\$3,585 actual spent to date FY26
Crescent Connector	(86,820.25)	actual spent FY25
EV Charging	(1,060.03)	actual spent FY25
		FY25 \$250,000 grant match, FY26 \$450,000 grant match, less
		\$2,538 actual spent FY25, less \$5,962.50 actual spent to date
Amtrak Grant Match	(691,499.50)	FY26
Balance of Economic Development Funds Available	<u>225,611.04</u>	
Projected FY26 Economic Development Fund Revenue	-	\$112,000 less actual property tax revenue to date
Projected FY26 Economic Development Fund Balance	<u>225,611.04</u>	

updated 3/3/26



MEMORANDUM

To: City Council

From: Joanne Pfaff

Meeting Date: March 11, 2026

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](#)

[Chittenden County Regional Planning Commission](#)

Cost: N/A

Recommendation: N/A

Recommended Motion: N/A

Attachments: N/A

MEMORANDUM

TO: City Council and Regina Mahony, City Manager
FROM: Susan McNamara-Hill, City Clerk
DATE: March 11, 2026
SUBJECT: Voting information

The City of Essex Junction Annual Meeting will be held on April 14, 2026, along with the Essex-Westford Budget vote.

Please note the following information regarding this election:

- Ballots will not be mailed automatically for this election.
- Polls will be open for in person voting on all City and School Articles from 7:00am-7:00pm on April 14th at the Blue Ribbon Pavilion Building, Champlain Valley Fairgrounds, at 105 Pearl Street.
- To request an early/mailed/absentee ballot choose on the options below:
 - Log into your My Voter Page <https://vote.vermont.gov/> and request your ballot online.
 - Email or call the Clerk's Office: clerks@essexjunction.org (802-878-6944 option 7).
 - Early voting will also be available in the City Clerk's office starting March 25th.

An Informational Meeting on ballot items will be held on March 23, 2026, at 6:00 p.m. at 2 Lincoln Street. An online option is available as with all City Council Meetings.

Voter Registration:

Residents may register at the City Office, or online at <https://vote.vermont.gov/> or at the polling place for same day registration. All that is required for voter registration is your VT driver's license number, or if you do not have a VT driver's license, the last four digits of your social security number. Paper registration forms and additional voter information may be found at <https://sos.vermont.gov/elections/voters/>

M E M O R A N D U M

TO: City Manager/City Council
FROM: Karen K. Lemnah, Assessor
DATE: March 3, 2026
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.

Town of Essex & City of Essex Junction, Vermont – 2026 Reappraisal Completion Schedule

Updated: February 26, 2026

The following schedule provides an overview of project status, remaining tasks, and projected completion dates.

General Update

- The Field Appraiser team is finalizing the seventh and final city mailer.
- Commercial property photos uploaded by **February 27, 2026**.
- Town permit review will begin **March 3, 2026**.
- City permit review expected to begin **mid-March**.
- Tasks may overlap and/or complete them earlier than projected.

All information below reflects progress as of **February 26, 2026***.

1. Field Inspections – Town

- **Total Parcels:** 4,040
 - **Status:** Complete
-

2. Field Inspections – City

- **Total Parcels:** 3,251
 - **Remaining:** 265
 - **Projected Completion:** **March 13, 2026**
 - Note: Interior inspections may continue past March 13.
-

3. Questionnaire Follow-Up (Town & City)

Town:

- 1,800 questionnaires mailed on **February 12, 2026**.
- 286 questionnaires were returned and require data entry.
- Additional responses arrive daily.

City:

- Follow-up questionnaires mailed **mid-March**.
- Data entry may extend past the target completion date.

Projected Completion for All Questionnaire Data Entry: April 1, 2026

4. Commercial & Industrial Property Inspections

- **Total Parcels:** 402
 - **Status:** 100% complete (as of November 14, 2025)
-

5. Land Values & Neighborhood Coding

- Neighborhood coding and classification work is complete.
-

6. Quality Control Review

Town Review:

- Conducted by five CATALIS Review Field Appraisers; beginning **February 24, 2026*** (Updated information as 3/2; Completion for the Town Quality Control Review will be Friday, 3/6).
- Includes drive-by verification of grades, depreciation, land ratings, and other property data.

City Review:

- Will begin once City data entry completed.

Projected Completion (Town & City): April 1, 2026

7. Final Assessment Review

- CATALIS final analysis and consistency checks: **by April 1, 2026**
- Town and City statistical review of assessment data: **by April 1, 2026**

8. Informal Meetings with Property Owners

- Preliminary value notices expected mailing **mid-May** (estimated **May 15**).
- Informal review meetings will begin around **June 1, 2026**.
- Approximately **615 meetings** anticipated (about 8% of properties).
- With three CATALIS appraisers conducting twenty-five meetings per day, meetings expected to conclude by **June 15, 2026**.

9. 2026 Grand List Preparation

- A preliminary rollover to VTPIE/NEMRC state software systems will occur after informal meetings conclude.
- Review of exempt properties completed before the Grand List is issued.
- **Abstract Grand List Issuance Deadline: June 24, 2026** (Town & City)
- Abstracts and final value notices expected to be prepared for mailing by **June 20, 2026**.

FOR IMMEDIATE RELEASE

Contact:

Hunter Thompson, Director of Telecommunications and Connectivity, Vermont
Department of Public Service

Email: PSD.Telecom@vermont.gov

Additional Fiber Build Out Prompts Consolidated Communications/Fidium Fiber to Petition For Expanded Discontinuation of Legacy Phone Service.

February 18, 2026

The Vermont Department of Public Service announces that Consolidated Communications (CCI), operating as Fidium Fiber, filed an additional petition with the Federal Communications Commission (FCC) on February 9, 2026.

This petition requests approval to expand the discontinuation of traditional copper landline phone service in additional Vermont communities as the company continues transitioning to fiber-optic infrastructure.

Newly Affected Exchanges:

- Readsboro
- Wilmington
- Bennington
- Stowe
- Essex Junction
- St. Johnsbury
- Morrisville
- South Londonderry

If approved, approximately **251 additional Vermont customers** would transition from legacy copper voice services to Voice over Internet Protocol (VoIP) services, delivered over fiber-optic networks.

What This Means for Customers

In the communities listed above, Fidium Fiber has replaced much of its older copper network with fiber-optic technology. Customers would move from traditional landline

services to VoIP phone service, which uses an internet connection instead of copper wiring.

“The transition from aging copper to fiber creates new opportunities for services such as telehealth, remote work, and participation with the digital economy. At the same time, these changes can raise important questions for customers. We encourage people to reach out to their service provider or the Department’s Telecommunications and Connectivity office for assistance.”

--- Hunter Thompson, Director of Telecommunications and Connectivity for the Department of Public Service.

VoIP service can provide improved speed and reliability. However, customers using VoIP service should plan ahead and install a battery backup in case of a power outage.

The Department of Public Service provides resources and tips for staying connected, with more information available on their [Copper-to-Fiber Phone Service Transitions in Vermont Webpage](https://publicservice.vermont.gov/telecommunications-and-connectivity/copper-fiber-phone-service-transitions-vermont) (<https://publicservice.vermont.gov/telecommunications-and-connectivity/copper-fiber-phone-service-transitions-vermont>).

Proposed Timing

If the FCC approves the petition, Fidium Fiber may discontinue legacy landline service in the affected areas **on or after May 5, 2026**.

For questions or concerns with your utility service or questions about the copper-to-fiber transition consumers can contact the [Consumer Affairs and Public Information Division](https://publicservice.vermont.gov/consumer-affairs-and-public-information): (<https://publicservice.vermont.gov/consumer-affairs-and-public-information>).

For Website or Press Inquiries Only

More Information and Resources

- FCC filing in the Electronic Comment Filing System [FCC’s Electronic Comment Filing System \(ECFS\)](https://www.fcc.gov/ecfs/search/search-filings/filing/102091566227040) (<https://www.fcc.gov/ecfs/search/search-filings/filing/102091566227040>).
- Fidium Fiber customer support: 866-573-1221 | [FidiumFiber.com](https://fidiumfiber.com).

- FCC Consumer Guide – [Tech Transitions: Network Upgrades That May Affect Your Service | Federal Communications Commission](https://www.fcc.gov/tech-transitions) (https://www.fcc.gov/tech-transitions).
- [AARP article: What Replacing Copper Telephone Lines Means for Older Customers](https://www.aarp.org/personal-technology/phasing-out-copper-phone-lines/?msockid=2fd8106c08ea6cee3329060d09de6d67) (https://www.aarp.org/personal-technology/phasing-out-copper-phone-lines/?msockid=2fd8106c08ea6cee3329060d09de6d67).



Vermonters' Views on Housing Availability and Affordability

Key findings from a statewide telephone survey of 404 registered voters

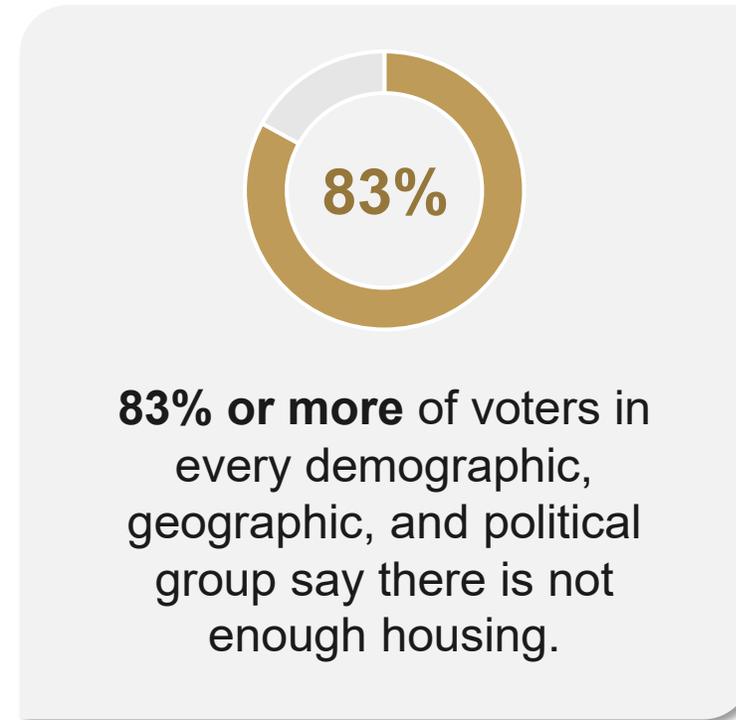
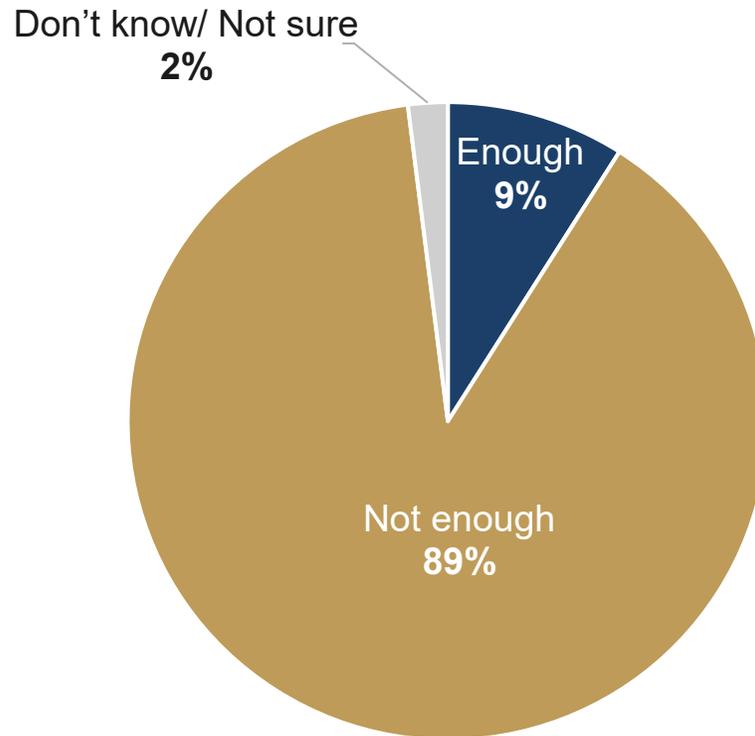
Conducted February 12-16, 2026

Margin of error: ± 4.9 percentage points



There is no debate among Vermonters: there is not enough housing that people can afford.

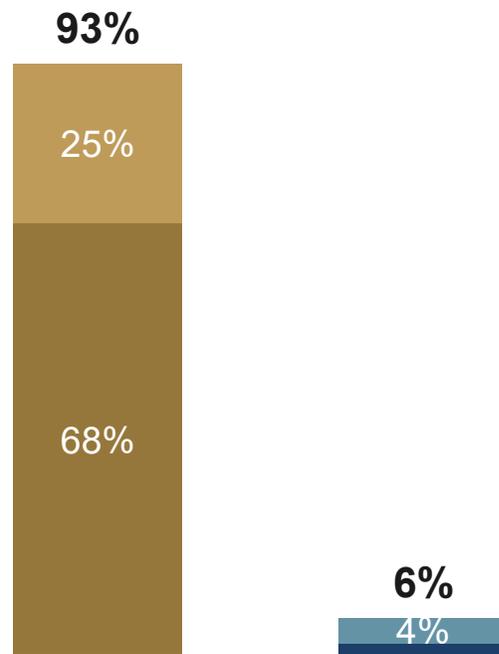
Generally speaking, do you think Vermont has enough homes that are affordable for average people to buy or rent, or not enough?



The cost of housing is viewed as a huge problem, especially for younger Vermonters.

Would you say that the cost of renting or buying a home in Vermont is a ...

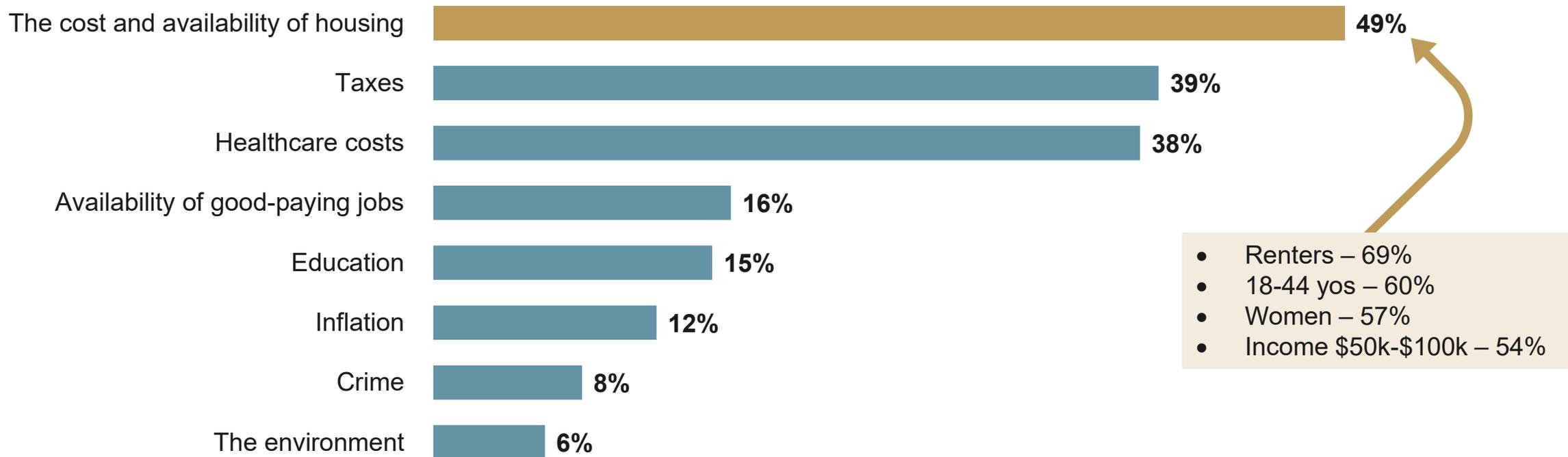
■ Major problem ■ Somewhat of a problem ■ Minor problem ■ Not really a problem



Major problem %	
18-44	73
45-64	66
65 and older	66
Parents of <18	80
Non-parents	65
Northern counties	76
Chittenden	70
Central counties	67
Southern counties	63

Even in the context of other key issues, housing is paramount in importance.

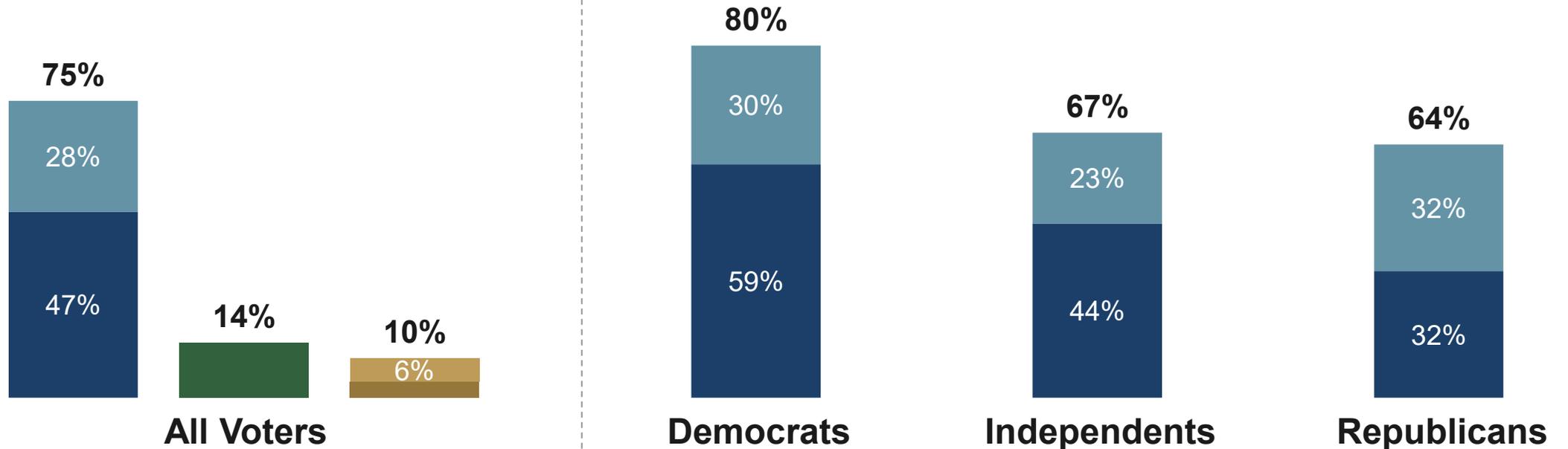
Most important issues or challenges facing Vermont (1 to 2 chosen)



Three in four say it's important for the legislature to take action on housing.

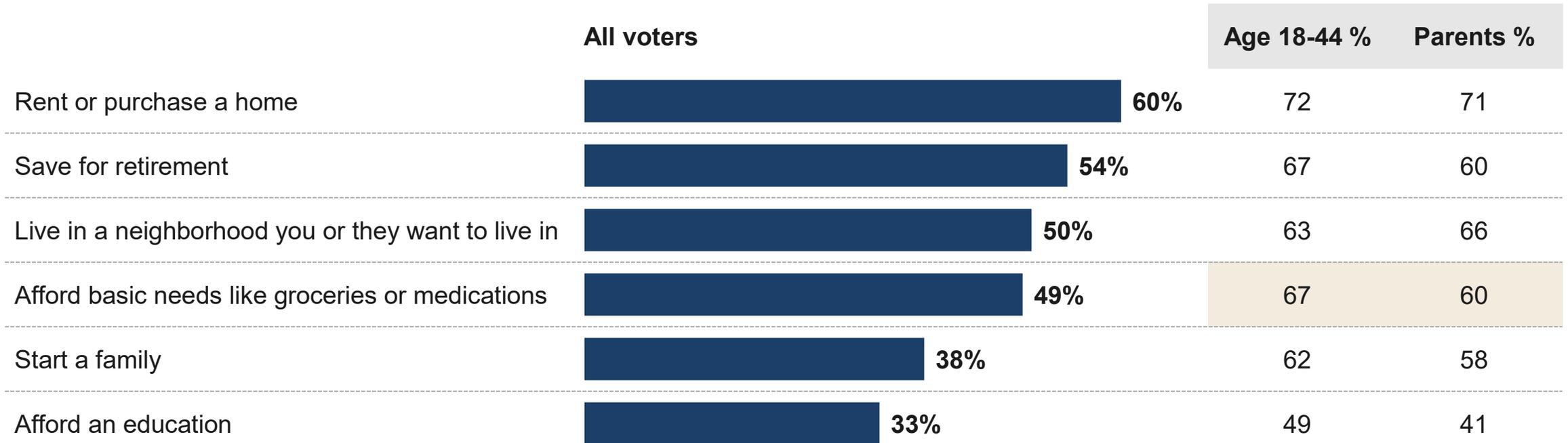
How important do you think it is that the state legislature takes action to deal with the housing situation in the state?

■ Extremely important ■ Pretty important ■ Just somewhat important ■ Not that important ■ Not important at all



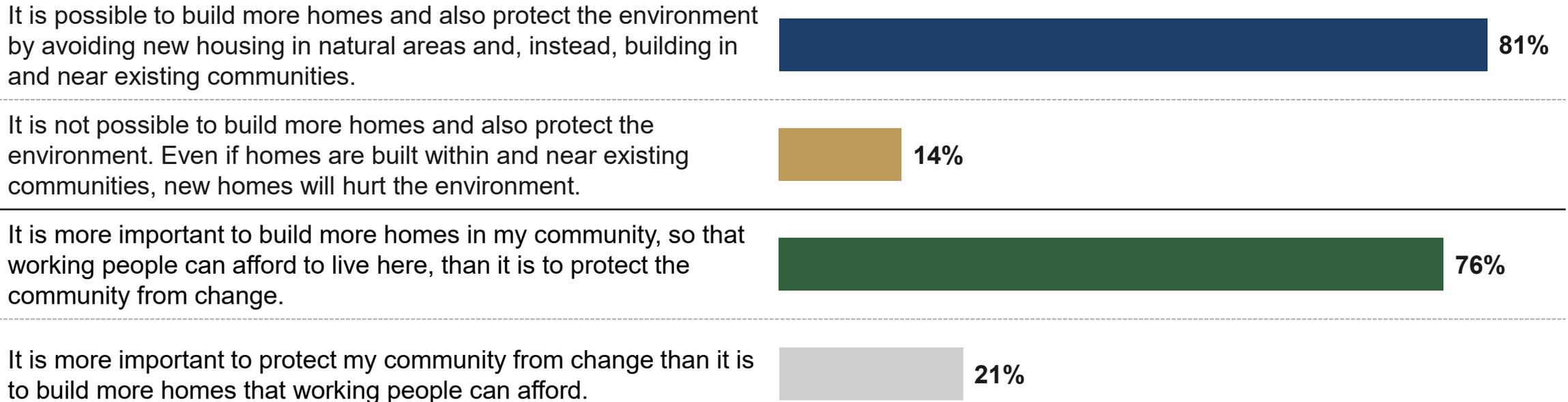
The cost of housing has real and extensive downstream effects on people's lives.

Have housing costs had a negative impact on your ability, or the ability of anyone you know in your community in Vermont, to do any of the following?



Vermonters firmly reject two premises: more housing has to hurt the environment and protecting communities from change is a priority over building housing.

Which of the following is closer to your view?



In a mini “debate” about how to approach housing, voters come down on the side of doing more by over two-to-one.

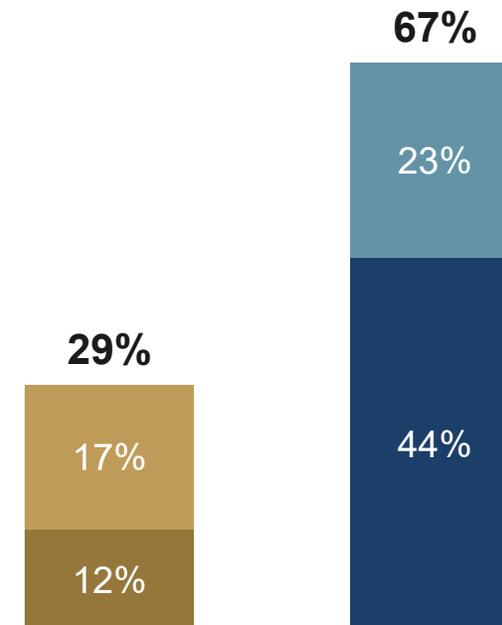
STATEMENT A: Rapidly building more homes is the wrong way to address Vermont’s housing crisis. It would lead to overcrowding, harm the environment, and hurt people’s quality of life. Any development should be a gradual process to ensure a safe and sustainable long-term solution.

STATEMENT B: Vermont’s housing shortage is hurting our economy and communities. A lack of homes means sky-high housing costs, fewer workers, struggling businesses, and an aging population that threatens the viability of our schools, hospitals, and essential services. We can build homes, protect the environment and create a more affordable and vibrant state.

Which statement do you agree with more?

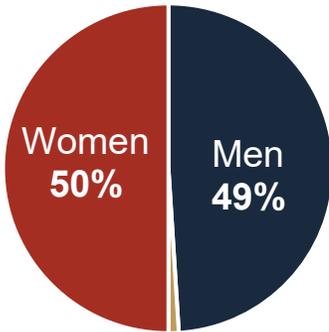
- A - somewhat more
- A - much more

- B - somewhat more
- B - much more

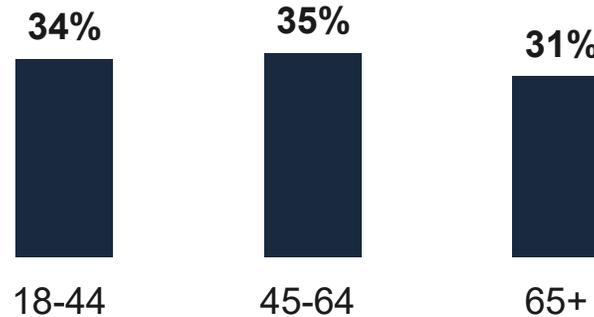


Appendix: Profile of the Sample

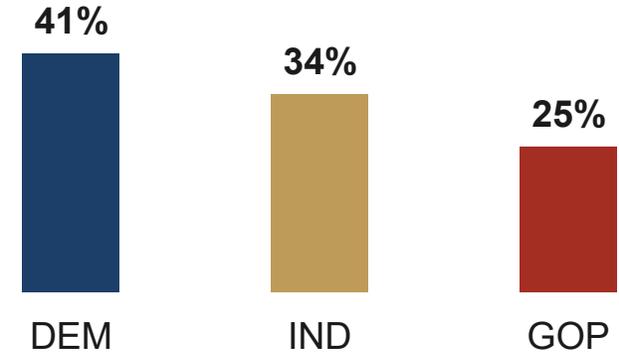
Gender



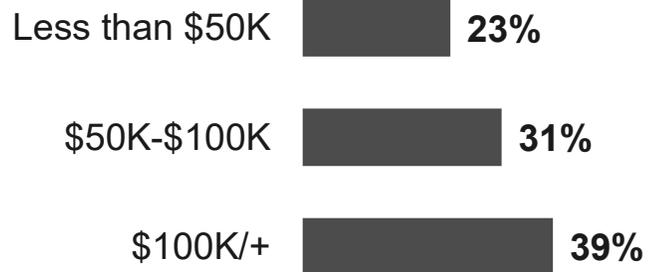
Age



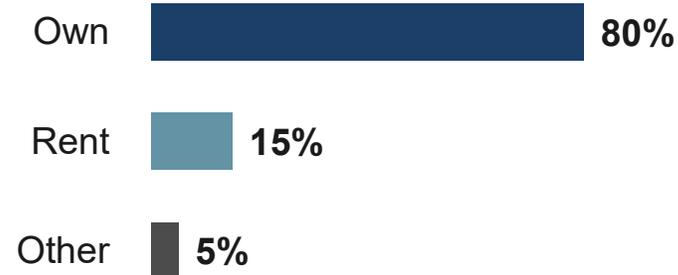
Party ID



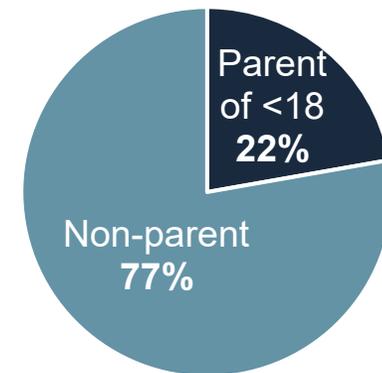
Household Income

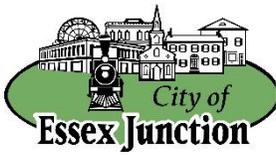


Housing Situation



Parental Status





**CITY OF ESSEX JUNCTION
RECREATION ADVISORY COMMITTEE
DRAFT MEETING MINUTES**

*Online & 75 Maple St.
Essex Junction, VT 05452*
**Wednesday, February 4, 2026
6:00 PM**

Members Present: Bridget Downey-Meyer, Cora Delucia, Oona Osborne, Piper Goodkind, Pat Lynch, Rachel Hamm Vaughan, Jocelyn Emilio

Members Not Present: Joshua Birmingham

Staff Present: Brad Luck

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

1. **WELCOME AND INTRODUCTIONS** [6:00 PM]
2. **ADDITIONS OR AMENDMENTS TO AGENDA**
 - No additions or amendments were made to the agenda.
3. **PUBLIC TO BE HEARD**
 - There was no one from the public to be heard.
4. **REVIEW AND APPROVE MINUTES FROM LAST MEETING**
 - The minutes were reviewed. Cora motioned to pass, Pat seconded, and the motion was passed unanimously.
5. **RAC MEMBER FEEDBACK TIME**
 - Members shared ways they have recreated since the last time we met.
6. **STAFF UPDATES – FY27 BUDGET**
 - Brad talked about the budget changes and compared the current year to previous ones.
 - Members reviewed articles that will appear on the ballot
7. **DIRECTOR’S REPORT/UPDATE**
 - Brad shared the directors report highlighting senior center improvements, the wrapping up of community events such as Winter Lights in the Park and the Train Hop, programs such as youth basketball and the 8th grade DC trip, preschool enrollment and licensed childcare.
8. **DISCUSS ANY POTENTIAL ACTION STEPS**
 - No action steps were discussed
9. **ADJOURN**
 - Rachel motioned to adjourn, Pat seconded. The motion passed unanimously.
 - The meeting was adjourned at 7:23p.m.

POLICE COMMUNITY ADVISORY BOARD

February 17, 2026

POLICE COMMUNITY ADVISORY BOARD

REGULAR MEETING

MINUTES OF MEETING- DRAFT

February 17, 2026

POLICE COMMUNITY ADVISORY BOARD: Jenny Parker, Dan Maguire, Nancy Bean, Christina Hagestad, Lisa Helme

ABSENT: Gwendolyn Evans

STAFF: Alyssa March- Community Liaison, Essex Police Department and Ron Hoague (EPD Chief)

ADMINISTRATION:

OTHERS PRESENT:

1. CALL TO ORDER

Vice Chair Christina Hagestad called the meeting to order at 6:02pm.

2. AGENDA ADDITIONS/CHANGES

None

3. AGENDA APPROVAL

The agenda was approved.

4. PUBLIC TO BE HEARD

None

5. CONSENT ITEMS

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

6. BUSINESS ITEMS

a. Lisa introduced herself to the Board. Lisa has worked for the state, public safety- First Net, and the agency of education.

b. Nancy showed the Board different options for shirts with the logo. The Board discussed options and decided on shirts and windbreakers in the color black. They think that having "Police Community Advisory Board" on the front and the new PCAB on the Logo would look the best.

c. Alyssa shared that Gwendolyn asked for the upcoming events on the agenda Gwendolyn was unable to attend. Alyssa shared that Soup Night is coming up for the Board and that Gwendolyn would like to attend. Dan volunteered to go with her, and they will be sitting with EPD. More events will be discussed in the next meeting.

d. Alyssa shared that the Town sent out a scholarship opportunity to be shared with the Boards. Alyssa will send the link to the Board to see if anyone is interested.

e. Jenny asked to add information about PCAB survey winners. Jenny shared that one of the winners did not respond and asked the Board if they would be open to donating that money to a

local organization and the Board agreed. Jenny then shared that one of the winners requested that their winnings go to a local donation at the choice of the Board. The Board agreed to donate \$200 to Aunt Dots. Alyssa shared that she will speak with Michelle from EPD about getting the gift cards for the winners and having them at EPD for pick up and then notify Jenny to tell the winners.

f. Alyssa shared the Community Outreach report for the last year. The Board did notice a drop in numbers within Essex from the first to second quarter. The Chief asked the Board if they would like the new Team Lead to attend a meeting to discuss what Community Outreach is and the Board agreed. Alyssa will be reaching out to George.

g. The Chief shared that the policy is set to be signed.

h. Alyssa asked all of the Board members to sign the computer policy ASAP and send it back to Alyssa and the Board agreed.

7. ADJOURN

A motion to adjourn was made by Christina. The motion was seconded and approved by the Board. The meeting adjourned at 6:55pm.

Respectfully submitted,

Alyssa March
Community Affairs Liaison