

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

Online & 2 Lincoln St.
Essex Junction, VT 05452
Wednesday, May 27, 2026
6:30 PM

E-mail: admin@essexjunction.org

www.essexjunction.org

Phone: (802) 878-6944

This meeting will be in-person and available remotely. Options to watch or join the meeting remotely:

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

1. **CALL TO ORDER** [6:30 PM]
2. **AGENDA ADDITIONS/CHANGES**
3. **APPROVE AGENDA**
4. **PUBLIC TO BE HEARD**
 - a. Comments from Public
5. **BUSINESS ITEMS**
 - a. Interview and Consideration of Appointments to Bike Walk Advisory Committee, Planning Commission and Moderator [25 Minutes]
 - b. Fire Department - Department Head Brief to Council [10 Minutes]
 - c. Discussion and Consideration of the Engagement Plan [20 Minutes]
 - d. Discussion and Consideration of Essex Junction – Vermont’s 10th City – Historical Marker Application [5 Minutes]
 - e. Discussion and Consideration of FY26 Chittenden Solid Waste District Budget [15 Minutes]
 - f. Discussion and Consideration of Voting Delegate for the Vermont League of Cities and Towns Special Meeting [5 Minutes]
 - g. *Discussion and Consideration of an Executive Session to discuss Attorney Client Communication and Litigation
6. **CONSENT ITEMS**
 - a. Approve Meeting Minutes: 5/6/26 and 5/13/26
 - b. Acting as the Liquor Control Commission – Approve Liquor/Tobacco Licenses
 - c. Approve Amendment to the Delinquent Tax Policy to Incorporate Annual Meeting Vote on Not Honoring Postmarks
7. **COUNCIL MEMBER COMMENTS & CITY MANAGER REPORT**
8. **READING FILE**
 - a. Check Warrant # 24118 5/15/26
 - b. All Hazard Mitigation Plan CY2025 Progress Report
 - c. Update on Transition of Community Justice to City of Burlington
 - d. Planning Commission Minutes 5/7/26
 - e. Tree Farm Management Group Minutes 5/11/26
 - f. Brownell Library Trustee Minutes 5/19/26
 - g. Police Community Advisory Board Minutes 5/19/26
9. **EXECUTIVE SESSION**
 - a. *An Executive Session may be needed to discuss Attorney Client Communication and Litigation

10. ADJOURN

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

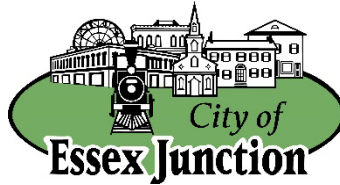
Upcoming City Council Meetings
(Meeting Dates are Subject to Change)
(* denotes special meeting or date change)

*June 3, 2026 Retreat	August 12, 2026	October 14, 2026
June 10, 2026	August 26, 2026	October 28, 2026
June 24, 2026	September 9, 2026	*November 10, 2026
July 8, 2026	September 23, 2026	*December 2, 2026
July 22, 2026		*December 16, 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.



Memo

To: Essex Junction City Council
From: Joanne Pfaff, Administrative Assistant
Meeting Date: May 27, 2026
Agenda Item: Committee Appointments

Issue: The City has open positions on various committees.

- Bike/Walk Advisory Committee: 4 open positions
- Capital Program Review Committee: 3 open positions
- Development Review Board: 1 open position plus alternate(s)
- Planning Commission: 1 open position
- Police Community Advisory Board: 1 open position
- Recreation Advisory Committee: 5 open positions
- Tree Advisory Committee: 3 open positions
- Chittenden Solid Waste District City Representative: alternate position
- Moderator: 1 open position

Discussion: Due to the number of applications received, interviews will take place at this meeting and at the June 10th meeting. The following applicants are attending the meeting in person or via Zoom and are available for the City Council to interview:

Bike Walk Advisory Committee (4 open positions)

- Robert Frederick (In-Person)
- Cheryl Hacker (Zoom)
- Ian VanKirk (In-Person)
- Jessica Huntley (June 10th)
- John O'Brien (June 10th)

Planning Commission (1 open position)

- Kirstie Paschall (Zoom)
- Amanda Svensson (In-Person)

Moderator (1 open position)

- Steve Eustis – no other applicants applied for this position, so no interview needed as Steve is the current moderator. The council can re-appoint if they choose.

Recommendation: It is recommended that the City Council enter Executive Session to consider appointments to the Planning Commission and Moderator position. Appointments to the other committees will be considered on June 10th following interviews of all applicants.

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

Following Executive Session:

“I make a motion to appoint (_____) to the Planning Commission for a 3-year term ending June 30, 2029.”

“I make a motion to appoint (_____) as Moderator for a 1-year term ending June 30, 2027.”

Attachments: Applications

Robert Frederick

Cheryl Hacker

Ian VanKirk

Kirstie Paschall

Amanda Svensson

View results

Respondent

20

Anonymous

11:11

Time to complete

1. Full name *

Robert Frederick

2. Phone number *

[REDACTED]

3. Email *

[REDACTED]

4. Address *

[REDACTED]

5. I am interested in applying for the *

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

- Bike Walk Advisory Committee
- Capital Review Committee
- Development Review Board
- Planning Commission
- Police Community Advisory Board
- Recreation Advisory Committee
- Tree Advisory Committee
- Moderator
- Chittenden Solid Waste District (City Representative on Regional Board)

6. Have you previously or are you currently an appointed member to the position/committee you are wishing to be appointed to? *

Yes - Proceed to Question #7

No - Proceed to Question #12

New Committee Members

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

I worked with BWAC during my senior year at UVM for my engineering capstone project to improve pedestrian accessibility around the Grove St/North St intersection and Ivy Ln. Now as a resident of Essex Junction and an avid cyclist and pedestrian, I want to continue that involvement in a more official capacity.

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

I graduated from UVM with a degree in Environmental Engineering and a keen interest in alternative transportation. I work for the Vermont Agency of Transportation and have been involved in projects that have incorporated bike infrastructure. Outside of my professional career, I love biking around and near the City and want to improve that experience for others.

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

I want to lower the barrier of entry for people who want to cycle and walk around the City but feel worried about doing so. With the new Essex Junction Comprehensive Plan being finalized, now is a perfect time to ensure that residents of the City do not feel left out of new developments and can easily access new amenities and experiences using any mode they wish.

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

No answer provided.

View results

Respondent

37

Anonymous

12:17

Time to complete

1. Full name *

Cheryl Hacker

2. Phone number *

[REDACTED]

3. Email *

[REDACTED]

4. Address *

[REDACTED]

5. I am interested in applying for the *

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

- Bike Walk Advisory Committee
- Capital Review Committee
- Development Review Board
- Planning Commission
- Police Community Advisory Board
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- Tree Advisory Committee
- Moderator
- Chittenden Solid Waste District (City Representative on Regional Board)

6. Have you previously or are you currently an appointed member to the position/committee you are wishing to be appointed to? *

Yes - Proceed to Question #7

No - Proceed to Question #12

New Committee Members

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

Prior to moving to Essex Junction in 2023, I biked to work every day in a dense, large city. We purchased our home here because of its location adjacent to the bike path. I continue to bike as much as possible with our growing family and hope to increase ridership and accessibility for all of those who are looking to bike (and walk!) in a safe manner.

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

I received my masters degree in Sustainability in 2022. Work & research involved included writing a paper about sustainable forms of transportation throughout Vermont. Due to the lack of density in the state, biking - including e-biking is one of the best ways to do this. Currently I am an architect in Winooski, where I try to bike once a week from home.

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

Decrease the stigma of using a bike as a main form of transportation throughout the city and as a means of connecting us to other towns and cities to expand our footprint. We are getting closer!

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

Walking and biking are amazing ways to decrease carbon footprint, but also to help people engage better with our neighbors, restaurants, community and economy. I'd love to be able to do all of these things just by using my own person.

View results

Respondent

28

Anonymous

1001:30

Time to complete

1. Full name *

Ian VanKirk

2. Phone number *

[REDACTED]

3. Email *

[REDACTED]

4. Address *

[REDACTED]

5. I am interested in applying for the *

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

- Bike Walk Advisory Committee
- Capital Review Committee
- Development Review Board
- Planning Commission
- Police Community Advisory Board
- Recreation Advisory Committee
- Tree Advisory Committee
- Moderator
- Chittenden Solid Waste District (City Representative on Regional Board)

6. Have you previously or are you currently an appointed member to the position/committee you are wishing to be appointed to?

*

Yes - Proceed to Question #7

No - Proceed to Question #12

New Committee Members

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

Everyone in my family are runners. I've trained for 3 marathons on these streets. I have a teenager who also runs and bikes around the city. The ability to get around easily on foot is one of the things we love about the Junction. I'd like to contribute to keeping city pedestrian and biker friendly.

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

As I said in the previous answer, I'm an avid runner. I've logged countless miles running and walking through the Junction and have been up nearly every street and path at some point.

Aside from my athletics, I've been in the corporate world for nearly 20 years. I've served on many committees so know how these processes work.

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

To help maintain the walkability within the Junction and assist in finding areas of improvement.

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

No answer provided.

View results

Respondent

36

Anonymous

03:48

Time to complete

1. Full name *

Kirstie paschall

2. Phone number *

[REDACTED]

3. Email *

[REDACTED]

4. Address *

[REDACTED]

5. I am interested in applying for the *

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

- Bike Walk Advisory Committee
- Capital Review Committee
- Development Review Board
- Planning Commission
- Police Community Advisory Board
- Recreation Advisory Committee
- Tree Advisory Committee
- Moderator
- Chittenden Solid Waste District (City Representative on Regional Board)

6. Have you previously or are you currently an appointed member to the position/committee you are wishing to be appointed to? *

Yes - Proceed to Question #7

No - Proceed to Question #12

Returning Committee Members

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

I have thoroughly enjoyed our work so far and look forward to being part of the comprehensive plan process

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

Having the opportunity to understand the fundamentals of city planning

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

Tod master plan and kick off of comprehensive plan process

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

Being able to carry forward what ive learned into a major iniative

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

No answer provided.

New Committee Members

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

No answer provided.

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

No answer provided.

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

No answer provided.

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

No answer provided.

View results

Respondent

21

Anonymous

09:09

Time to complete

1. Full name *

Amanda Svensson

2. Phone number *

[REDACTED]

3. Email *

[REDACTED]

4. Address *

[REDACTED]

5. I am interested in applying for the *

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

- Bike Walk Advisory Committee
- Capital Review Committee
- Development Review Board
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- Police Community Advisory Board
- Recreation Advisory Committee
- Tree Advisory Committee
- Moderator
- Chittenden Solid Waste District (City Representative on Regional Board)

6. Have you previously or are you currently an appointed member to the position/committee you are wishing to be appointed to? *

Yes - Proceed to Question #7

No - Proceed to Question #12

New Committee Members

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

As a civil engineer working in transportation I care deeply about local infrastructure and how it impacts us both physically and mentally, and want to contribute to my community in a meaningful way. I am an avid biker and runner and have seen how Essex junction has developed over the years both from the a vehicle and active transportation perspective and I want to play a part in future growth.

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

I graduated from UVM last year with a degree in civil engineering and have been working with Stantec as a transportation designer since then. I have designed both scoping studies for the CCRPC and design contract plans for VTTrans. Beyond transportation I have worked with waste water treatment and facility management.

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

I want to work towards building Essex junction for the future as the city and the state continue to grow. With a lot of aging infrastructure and higher demands I want to continue to make Essex junction into a city that prioritizes its residents.

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

No answer provided.

Memo

To: City Council

From: Chris Gaboriault, Fire Chief

Meeting Date: May 27, 2026

Agenda Item: Department Head Conversation

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

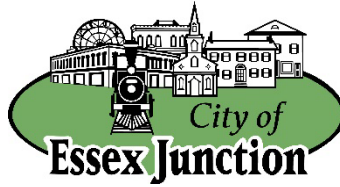
- Call volume for calendar year 2026 is down 20% when compared to 2025
- Work continues on our Training site at CVE, a wet spring has prevented us from access earlier this year. Plans are in place to add features to the site this calendar year
- Vehicle maintenance has exceeded our budget line, we plan to cover the shortfall with excess salary dollars
- Based on lead times for new fire apparatus, truck planning is complete and we are ready to initiate a Request for Quote
- Quotes have been obtained for a new Command Vehicle

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

- Staffing continues to shift with two members leaving and two new applications being reviewed
- Two of our members will be completing Basic Training this summer, another officer is almost halfway through his deployment at the end of 2026
- We will be moving our storage Conex Box to the training site, and we anticipate having our training site 75% - 80% complete by end of this calendar year

Anything you think the Council should know

- The City needs to address the Rolling Stock funding shortfall. This is impacting both the Command Vehicle and Pumper Replacement planned for FY29



Memo

To: Essex Junction City Council
From: Ashley Snellenberger, Communications & Strategic Initiatives Director
Meeting Date: May 27, 2026
Agenda Item: Review of Initial Comprehensive Community Engagement Plan

Issue: The Communications Director has developed an initial draft of the Comprehensive Community Engagement Plan and requests Council feedback to guide its refinement.

Discussion: Pillar 6, Action 18 of the Community Vision and Strategic Action Plan calls for the creation of a Comprehensive Community Engagement Plan. Over the past year, the Communications Director has developed this initial draft.

The Comprehensive Community Engagement Plan is organized into three main components, each building on the previous element to offer a complete engagement roadmap:

1. Community Engagement Framework: Defines the concept and purpose of engagement, describes how the City engages with the community, and clarifies the roles and responsibilities of both the City and community members. Intended for both staff and the public.
2. Community Engagement Goals and Actions: Outlines specific steps City staff will implement over the next five years to strengthen engagement. Serves as both a guide for staff and a reference for the public to track progress and understand intentions.
3. Community Engagement Toolkit: An internal guide providing procedures, tools, and resources to help staff deliver meaningful engagement across projects.

This is not the final version of the Plan, and we will be revising it throughout the next few months. We have had other partners also review this document, including CCRPC's Outreach & Engagement Manager and the Economic Mobility Manager, and we will gather additional feedback from staff and other regional partners.

Cost: None

Recommendation: No recommendation at this time. The Communications Department would like the Council to review this Plan and share any initial feedback or suggestions as we continue to refine the Plan.

Recommended Motion: None

Attachments: Draft Comprehensive Community Engagement Plan

DRAFT Comprehensive Community Engagement Plan

May 27, 2026

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Introduction

In 2024, the City Council adopted the Community Vision and Strategic Action Plan as a framework for our community's vision and priorities. The community identified six strategic pillars that reflect Essex Junction's preferred future: Housing and Density, Public Services and Facilities, Economic Development, Transportation and Connectivity, Environment, and Community Engagement. The plan also identifies 18 key actions that build on these pillars. The plan ranks the six pillars and 18 action items by importance and order of implementation over the next five years.

This plan focuses specifically on the Community Engagement and Decision Making pillar. This pillar aims to foster a sense of community and identity by creating an environment of connection and meaningful community dialogue. Ranked fourth in priority, this pillar includes three main actions: Promote Community Vitality, Enhance Community Connectivity, and Create a Comprehensive Community Engagement Plan. This is the first edition of that plan.

The Comprehensive Community Engagement Plan is organized into three main components, each building on the previous element to offer a complete engagement roadmap:

1. **Community Engagement Framework:** explains what engagement is, the purpose of community engagement, how the City engages with the community, and the roles and responsibilities of the City and community.
2. **Community Engagement Goals and Actions:** include actions to be taken by the City staff to improve engagement over the next five years.
3. **Community Engagement Toolkit:** a guide to support City staff in engaging with the community. It provides procedures, tools, and resources for providing meaningful community engagement.

Community Engagement Framework

The City's Community Engagement Framework outlines the City's approach, strategies, and engagement roles. It is built on the idea that everyone has the right to be informed, consulted, and involved. With this Framework, the City hopes to build trust, conduct effective engagement, and foster good governance.

What is Community Engagement?

The City defines Community Engagement as working together with groups of people who share a location, interest, or situation to address issues that affect their well-being.

What is Not Community Engagement?

Engagement does not take away the final decision-making power from the Council, City Manager, or staff. Instead, it helps them make better, more informed, and lasting decisions.

Engagement is different from communication. Communication is typically one-way, where information is simply shared. Engagement is two-way: with information shared, and you are invited to give feedback or collaborate. That feedback is then used to help make decisions or shape strategies.


How the City Engages with the Community

The City of Essex Junction has adopted the International Association of Public Participation (IAP2) Spectrum of Engagement to help guide the engagement process.

IAP2 Spectrum of Public Participation



IAP2's Spectrum of Public Participation was designed to assist with the selection of the level of participation that defines the public's role in any public participation process. The Spectrum is used internationally, and it is found in public participation plans around the world.

INCREASING IMPACT ON THE DECISION 					
	INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
PUBLIC PARTICIPATION GOAL	To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.	To obtain public feedback on analysis, alternatives and/or decisions.	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	To place final decision making in the hands of the public.
PROMISE TO THE PUBLIC	We will keep you informed.	We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision.	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	We will look to you for advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.	We will implement what you decide.

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WHEN THE CITY WILL ENGAGE WITH THE COMMUNITY

Engagement can happen at different times, depending on what works best for the community.

The City is committed to building relationships and encouraging ongoing participation, not just when a specific project needs input. These efforts lay the groundwork for deeper and more meaningful engagement.

When specific matters arise that affect stakeholders and allow meaningful influence, the City will engage you as early in the process as possible, not after all the decisions have been made. Some examples of project types include city planning, transportation and construction, recreation programming and planning, climate and emergency preparedness, etc. In these situations, you can expect the City to engage you to:

- Identify your needs and aspirations.
- Inform the creation of new projects, programs, or services.
- Evaluate an existing project, program, or service.
- Fulfill a legislated requirement.
- Respond to a community-led request.

The City is mindful of engagement fatigue. To help with this, we will build on past engagement, coordinate between projects, and consider other community activities to avoid conflicts during busy periods. We'll also give you plenty of time to respond.

WHEN THE CITY WON'T ENGAGE WITH THE COMMUNITY

There will be certain topics we don't ask you about, like matters of immediate public safety, when change is legislated by other levels of government, or when change simply isn't possible.

The City may decide not to engage if an issue is technical and not a good fit for public input, there is little or no public interest, or if meaningful engagement is not possible. Sometimes, we may only consult with a small group of people who are most affected.

WHAT WILL COMMUNITY ENGAGEMENT LOOK AND FEEL LIKE?

Creating meaningful engagement takes time, effort, and resources. We use a step-by-step approach to make engagement effective. Sometimes we follow these steps in order, sometimes we will only do some of these steps, and other times we move between them as needed.

Stage 1: **Define**

We will establish the scope of the decision and determine if community engagement makes sense.

You can expect us to do some of these things during this stage:

- Communicate the goal of the project in plain language.
- Define what decisions are being made, what kind of input is needed from the community, and how it will influence the project.
- Assess the effects the project will have on you and why the project is important.
- Assess what opportunities exist for meaningful engagement given timelines, resources, and community interest.
- Assess what community data and insights already exist and may be relevant to the decision.
- Determine if engagement is appropriate.
- Set engagement objectives.
- Identify who we need to engage and any common or likely barriers to their participation.
- Identify community leaders and partner organizations.

Stage 2: **Design**

We will develop project engagement plans that align with the engagement objectives set in stage 1.

You can expect us to do some of these things during this stage:

- Determine the most effective ways to reach and engage you.
- Identify timelines that align with your needs and project goals.
- Outline what success looks like.
- Coordinate engagement across projects when it makes sense.
- Review engagement data from other projects to inform the design of new engagement opportunities.
- Make space for trust and relationship-building with individuals from historically underrepresented groups, both within and outside projects.
- Ask you how, when, and where you would like to have conversations with us.

Stage 3: **Deliver**

We will deliver community engagement as outlined in stage 2.

You can expect us to do some of these items during this stage:

- Promote community engagement throughout the project using a variety of channels.

- Plan engagement opportunities you can do on your own time, as well as those that bring people together (in-person and/or virtually).
- Host engagement at many locations, including schools, parks, libraries, businesses, events, and through digital channels.
- Engage in social listening on digital platforms.
- Join other community groups' events and community conversations.
- Host engagement opportunities in accessible venues, in central community areas, and, when possible, in virtual formats.
- Provide asynchronous participation opportunities, such as surveys and online portals, when possible, for those who cannot participate in real-time involvement.
- Use visuals, diagrams, posters, videos, and images to communicate (in addition to words).
- Create interactive engagement exhibits (physical and digital), use pop-up placemaking strategies, or gamify engagement.
- Create opportunities for you to bring your own projects to life.
- Collect and carefully analyze all community engagement data.
- Refine community engagement goals, methods, communications, and marketing as needed throughout a project.
- Engage with you at different phases of a project.
- Be open to changing our communications or engagement approaches if they aren't working.
- Evaluate communications and community engagement.

Stage 4: **Share**

We will share data and insights from community engagement.

You can expect us to do some of these things during this stage:

- Share data and insights with you in plain language.
- Tell you how community engagement, along with other key considerations, informed a recommendation or decision.
- Communicate why a decision or request for input is framed the way it is and how it may affect you.
- Share how a decision is connected to past decisions or approved policy and how it may inform future ones.
- Tell you if, when, and why community feedback did not inform a decision.

- Tell you about the successes and challenges associated with the community engagement opportunity.
- Ask what we might have missed or not heard when sharing community engagement findings.
- Be clear with reports or presentations about what we heard, who we heard from, and how that shaped a recommendation or decision.
- Focus more on the quality and diversity of our engagement than on the number of people we spoke with.
- Provide plain-language, summary versions of final reports and project outputs.
- Share data and insights via the same engagement channels participants used to learn about the project or engage, to cultivate trust, and as a best practice.

Who is Responsible for Community Engagement?

CITY STAFF

City staff play a pivotal role in advancing the City's Community Engagement Framework. Their responsibilities include:

- Approaching community engagement and making decisions with an understanding that each decision and change has an impact on people in our community.
- Working with administration to ensure appropriate resources and systems are in place to deliver meaningful community engagement.
- Liaising with consultants to ensure consultant-led community engagement aligns with the City's community engagement framework.
- Helping determine when community engagement is appropriate.
- Taking action to identify and remove barriers to equitable participation.
- Engaging the community with respect.
- Communicating how community engagement has shaped decision-making.
- Balancing community engagement with other intergovernmental, social and cultural, technical, financial, and environmental considerations when making recommendations and decisions.
- Evaluating community engagement efforts and aspires to continuous improvement.
- Engaging in relevant professional development related to community engagement.
- Maintaining a repository of community engagement resources, tools, and supports for staff.

- Evaluating and updating the City's Community Engagement Framework.

COMMUNITY MEMBERS

As community members, you hold important community engagement responsibilities, including:

- Recognizing that the City strives to listen to many voices and takes all input into consideration (sometimes this means a decision aligns with your input, while other times it may not).
- Remembering that community engagement is one part of good decision-making and must be balanced with other considerations, including intergovernmental, social and cultural, technical, financial, and environmental.
- Requesting alternative ways of participating if required.
- If you feel comfortable doing so, let us know if you or someone else experiences barriers to participation that have not been addressed.
- Interacting with staff, Councilors, and other engagement participants with respect.
- Listening and looking to understand other viewpoints and perspectives.
- Providing input and feedback within project timelines.
- Encouraging others to participate.
- Telling us how we're doing.

CITY COUNCIL

As key leaders in Essex Junction, the City Council's support is important for successful community engagement. Their role is to:

- Ask about the Community Engagement Framework and its application to City projects.
- Interact with City staff, the community, and engagement participants with respect.
- Let City staff know when you become aware of barriers to equitable participation.
- Encourage community participation in engagement opportunities.
- Connect City staff with relevant community members, organizations, and businesses.
- Review information gathered through community engagement and balance it with intergovernmental, socio-cultural, technical, financial, and environmental considerations when making decisions.
- Ask about and support realistic timelines and appropriate resources required to deliver meaningful community engagement.

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Community Engagement Goals and Actions

Decisions made at the City shape our residents' daily lives. They influence how they live, get around, connect with each other, take part in the local economy, and what gets built. The community needs meaningful opportunities to weigh in on these critical decisions.

Our community engagement goals and actions guide us in this work. They keep us aligned with our engagement framework and help us track our progress.

City's Priorities for Engaging with the Community:

- An early and ongoing dialogue with the community.
- More meaningful engagement.
- More consistency in the way we engage with the community.
- A concerted effort to be more inclusive, extend the reach of our engagement activities, and reduce barriers to participation.
- Consideration of engagement outcomes and provision of feedback.

GOAL 1: BUILD INTERNAL CAPACITY BY DEVELOPING STAFF SKILLS AND RESOURCES FOR EFFECTIVE ENGAGEMENT.

- Who: Staff and external partners regularly involved in community engagement, including boards, committees, and consultants representing the City.
- Outcomes: Build a staff culture that values community engagement as a key part of our work, and encourage everyone to see the community as a valuable resource.
- Actions:
 - Use the Community Engagement Toolkit to make sure our engagement activities are consistent. This helps staff follow best practices and use the same approach for all projects that involve the community.
 - Offer training and support to staff, especially those new to community engagement, so they can build their skills and feel confident working with the community.
 - Pursue additional training and development opportunities for staff to enhance their ability to design, implement, and evaluate engagement activities.
 - Create and update a Community Network Map to help staff easily identify stakeholders and partners for effective outreach.

GOAL 2: DRIVE CONTINUOUS IMPROVEMENT BY ADOPTING INNOVATIVE METHODS TO ENGAGE AND REACH MORE COMMUNITY MEMBERS.

- Who: Staff and external partners regularly involved in community engagement, including boards, committees, and consultants representing the City.
- Outcomes: Involve our community in ways that are meaningful, cooperative, and represent everyone. Make sure our interactions are real, timely, accurate, and open. Build strong, positive relationships with the community.
- Actions:
 - Explore digital engagement platforms and additional forms of communication (video) to increase convenience, accessibility, and participation rates among diverse community members.
 - Create a Municipal Language Access Plan, translate important information into other languages, and make sure our communications are clear and easy to understand so everyone can participate.
 - Set up a Yearly Engagement Calendar to organize our planning, spread out activities, and help keep participation high.
 - Work with the City Council and staff to define what successful community engagement looks like, so progress can be measured and shared with the community.
 - Develop a Community Engagement Committee to regularly review engagement processes, recommend improvements, and support engagement efforts to enhance community involvement.
 - Review event locations, digital files, web pages, and other resources to make sure they are accessible, and remove any barriers so everyone can take part.
 - Consider how the City can cover participants' costs while engaging in activities (e.g., stipends, parking, transit fare, refreshments, child and/or eldercare) to reduce financial barriers and encourage broader involvement.

GOAL 3: DEMONSTRATE HOW COMMUNITY FEEDBACK HAS INFLUENCED DECISION-MAKING.

- Who: Staff and external partners regularly involved in community engagement, including boards, committees, and consultants representing the City.
- Outcomes: The community knows when their feedback will be used, and the City reports back to show how input has shaped decisions or will be used in the future.
- Actions:
 - Share the Community Engagement Plan with residents so they know what to expect and can prepare to participate effectively.

- Create a way to report engagement results to the community so residents can see how their input influenced decisions.

DRAFT

Community Engagement Toolkit

Most City projects require some level of public information or engagement. Even small projects should share basic information with the community. Use the Community Engagement Toolkit to help develop your project's engagement plan. Fill out as much information as you can, but only complete the sections that apply to your project.

What To Do:

1. Download the Community Engagement Toolkit.
2. Fill out the questions that correlate to each step.
3. Set up a meeting with the Communications Director to go through your completed toolkit.
4. Revise your plan with any necessary changes.
5. Move forward with your project.

Step 1: Define the Project

The team responsible for the project should start by meeting to define the project, decide who will be involved, and set a timeline.

DEFINE YOUR ISSUE/PROJECT

What is your project called?

What specific problem, goal, or issue are you addressing?

How does your project connect to the strategic plan?

What decision is being made? Has a decision already been made?

Who is the decision-maker?

What input or type of input would be most meaningful and from whom?

What are the biggest issues expected to come up?

What does a successful outcome look like?

STEP 2: Identify Stakeholders

Now, identify who will be most interested in or affected by the project. Also, check how your project fits with the City’s current plans.

Before telling the public about your project, identify the stakeholders who need or want to hear about it.

IDENTIFYING YOUR STAKEHOLDER GROUPS

“Stakeholders” are most easily defined as anyone who could be affected by the project. While the broader public should always be informed and included in a project, stakeholder groups are distinct groups of people, neighborhoods, businesses, and organizations affected by the project and should be specifically engaged. These groups usually spend more time and effort contributing to the project.

Who are potential stakeholders?

Think about including people from all backgrounds, such as different races, nationalities, genders, languages, and income levels. Your list of stakeholders may grow as the project moves forward and more people show interest. Stay flexible and ready to involve new stakeholders at any time. Answer the following questions to help you identify the potential stakeholders for your project. A sample list of stakeholders is available after these questions.

<p>Who will be impacted positively or negatively?</p> <ul style="list-style-type: none">• Who will be directly impacted?• Who will be indirectly impacted?• Consider geography – who lives, works, plays, or commutes in the project area?• What are the potential impacts?<ul style="list-style-type: none">○ Financial○ Transportation○ Environment○ Inconvenience○ Change to routine○ What else?	
<p>Who NEEDS to know about this?</p> <ul style="list-style-type: none">• Is there a legal requirement?	

<ul style="list-style-type: none"> • Which groups/individuals are directly impacted versus groups indirectly impacted? • What stakeholders will be hard to reach/engage, and how will you overcome that? 	
<p>Who can or will contribute to this conversation?</p> <ul style="list-style-type: none"> • Who are the experts? • Are there outside groups who can speak to the project/topic? • What other government agencies have done similar projects, and what can we learn from them? 	
<p>Who could stop this project?</p> <ul style="list-style-type: none"> • What is the potential for backlash on a project, and who could potentially be negatively impacted? • Remember, it is just as important to hear/understand the oppositional views so they can be addressed. 	
<p>Who might be hard to reach?</p> <ul style="list-style-type: none"> • Identify hard-to-reach stakeholders, such as youth, older adults, and people with limited English, low incomes, or disabilities. Work with organizations that support these groups to find the best ways to reach and engage them. 	
<p>Who are the internal stakeholders?</p> <ul style="list-style-type: none"> • Internal stakeholders can be other City departments, City Council, City employees, and boards and committees that could be impacted, included, or asked questions. • The City has experts in many fields. If you consider internal 	

<p>stakeholders early and regularly, you can spot issues before they become problems.</p> <ul style="list-style-type: none"> • Involve other City departments during your planning phase. 	
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A sample list of potential stakeholders may include:

- Business leaders
- Civic organizations
- Community organizations
- Faith-based communities
- Individuals with disabilities
- Older adults
- Youth and young adults
- Homeowners and/or renters
- Partner organizations
- ESL community
- Populations traditionally underrepresented
- City staff
- City committees or boards

Here is a sample list of organizations that may be interested in being involved in your project, depending on the topic.

- Essex Westford School District
- Non-profit organizations (Lions Club, Rotary, etc.)
- Sports leagues and recreation programs
- Senior center
- Politicians who represent Essex Junction
- Regional groups, we have representation on (CSWD, CWD, Tree Farm, Town Meeting TV, WVPD, CCCUD, CCRPC).
- Champlain Valley Expo
- GlobalFoundries

REVIEWING EXISTING CITY PLANS

The City and its partners have involved the community in many past planning projects. There may be useful data and feedback available for your project. Check how your project connects to existing City plans, and ask the project manager or department for information from earlier outreach. Below are some current plans and reports with community outreach

data. CCRPC also has a database of regional and state reports with engagement efforts. You can view this database here: (URL).

- Connect the Junction Transit Oriented Master Plan (2025)
- City Community Vision and Strategic Action Plan (2024)

Step 3: Determine Level of Engagement

Once you have a project summary and your stakeholders determined, decide how much community engagement your project needs.

The chart below is a way to start thinking about the right level of engagement. The International Association for Public Participation (IAP2) is a trusted resource for best practices. The table here is adapted from the IAP2 guide used by the City Council.

	Inform	Consult	Involve	Collaborate	Empower
Questions to Consider	Do you want to inform people about a project, or help them understand a problem or opportunity? Do you need more information from citizens to make a decision?	Do you want to get public feedback about a project, program or decision? Do you want to stimulate public debate about the issue?	Do you want to work directly with citizens throughout the decision-making process, drawing on their knowledge and expertise to make recommendations?	Do you want to create long-term partnerships among stakeholders (participants and community groups) that will implement the solutions they create?	Do you want the public to take leadership for implementing actions that address the purpose?
Participation Goal	One way Communication to provide balanced and objective information to assist understanding about something that is going to happen or has already happened.	Two way Communication designed to obtain feedback on ideas, alternatives and proposals to inform our decision making.	Participatory process designed to help identify issues and views to ensure that concerns and aspirations are understood and considered prior to our decision making.	Working together to develop an understanding of all issues and interests to work out alternatives and identify preferred solutions for joint decision making.	To place final decision-making in the hands of the community.
The City will	We will share information about a decision or direction.	We will explore options, gain feedback and an understanding of your concerns and preferences.	We will involve you in the process so your ideas, concerns and aspirations are	We will collaborate with you so your advice, innovation and recommendations are included in the	We will provide you with the mechanism to decide and then

			reflected in the alternatives developed or the final decision.	final decision that we make together.	implement what you decide.
Role of Community	Listen	Contribute	Participate	Partner	Decide

ADDITIONAL QUESTIONS TO CONSIDER:

Can we stand behind the level of engagement we use?

Can the public really affect the project's outcome, or is the project past the point where feedback would be useful? Re-think the process if public input cannot be used in decision-making.

INTERNAL PERCEPTIONS AND EXPECTATIONS

After you have reviewed the IAP2 Guide, use this assessment to determine your level of engagement. Place a check mark in the appropriate boxes. Then, follow the instructions below to score your assessment. Use the scale to determine your level of engagement.

Assessment Questions	Very Low	Low	Moderate	High	Very High
What is the legally required level of engagement?					
To what extent do you believe the public could help improve the outcome of this project?					
At what level do you perceive public interest in this project?					
What is the potential for the public to influence the decision-making process?					

What level of media interest do you anticipate?					
What is the likelihood that decision makers will fully consider public input?					
What level of resources are likely to be needed to support engagement?					
What is the anticipated level of controversy?					
Scoring					
1. Total the number of checks in each column.					
2. Multiply the total of checks in each column by the weighting number in each column.	X1	X2	X3	X4	X5
4. Add the column scores together and enter that number here.					
5. Divide the total score by the number of questions (/8).					
This is the average score:					

Scale:

1 - 2 = Very low to low; Spectrum recommendation: at least Inform

2 - 3 = Low to moderate; Spectrum recommendation: at least Consult

3 - 4 = Moderate to high; Spectrum recommendation: probably Involve

4 - 5 = High to very high; Spectrum recommendation: minimum Involve, consider Collaborate or Empower

BASED ON THE LEVEL OF ENGAGEMENT, ANSWER ONE OF THE FOLLOWING:

Inform. What are the key things you want stakeholders to understand? What do they need to know to make this effort successful? What information is missing? Be as specific and comprehensive as possible.

Consult. What specific types of information do you want from your participants? Is it simply input into a pre-developed proposal or is it general perceptions and values related to the issue(s) you are seeking to address? Be specific.

Involve. If you are expecting stakeholders to help make decisions, what specifically do they have purview over? How will their input be incorporated into the process or outcomes? How will you describe your engagement's intentions in this regard?

Collaborate. What specific contributions and partnerships do you want from your stakeholders? What can they realistically contribute? What authority are you willing to relinquish if necessary?

Empower. What specifically do you expect stakeholders to do on their own?

DEVELOP YOUR ENGAGEMENT TEAM

At this stage, form an engagement team to plan and carry out your engagement process. You can include external organizations and City committees as part of this team. This team would have the following responsibilities:

Responsibility	Who
Selecting tools and designing the process for citizen participation	
Identifying and recruiting participants	
Publicizing the effort	
Developing background information	
Designing benchmarks and criteria for evaluation	
Reporting the outcomes of the process	
Making recommendations based on the outcomes	

Step 4: Provide Background Information and Timeline

The public needs background information to give useful feedback. Make sure information is available to anyone who wants it, including printed copies for those who don't use the internet. Choose materials that best explain the project and think about where people will see them. For example, what you post online may be different from what you share at a community meeting.

INFORMATIONAL MATERIALS MAY INCLUDE:

- Documents
- Memos
- Videos/Photos
- Council meetings (minutes/video)
- Maps
- Links to City web pages with information on a given topic
- Posters
- What else?

CREATING A TIMELINE

The simplest way to make a timeline is to start from your final decision date and work backward. Use the worksheet questions to help build your timeline. Once it's ready, share it with the public so they know how much time they have to give feedback.

Don't let time constraints limit your engagement process. Adjust your target dates if needed to make sure you can complete the process properly.

START WITH THE FINAL TARGET DATES AND WORK BACKWARD TO CREATE A TIMELINE:

	Date
Final decision.	
Public feedback presented to decision-makers for consideration.	
Public feedback gathered and organized.	
Public engagement event(s).	
Public education of project.	
Notification to public about upcoming project.	

Step 5: Engage the Community

People get information in different ways, so there’s no single solution for public engagement. Usually, you’ll need to use several tools. Try to reach as many people as possible, but make sure everyone knows where to find the most up-to-date information. Often, this will be the City’s website.

City Tool Box:

These are tools the City has available for you to use in any combination. When picking tools, think about what you want to learn, how you’ll use the information, and how you’ll report it. It’s helpful to have several ways to share and collect information to reach more people.

Look over these tools and talk with the Communications Director about which ones to use for your engagement process, when to use them, and what help you need from the Communications Director.

Tool	Description	Engagement Level	Will Use this Tool
City Website News	News release and graphics sent out to news subscribers.	Inform	
City Webpage	A project webpage on the built or linked to the City’s website.	Inform	
Social Media	<ul style="list-style-type: none"> • Facebook • Front Porch Forum • NextDoor 	Inform	
Community Newsletter Online	Newsletter sent electronically through email to subscribers on the first Friday of the month.	Inform	

Community Newsletter AD	Printed ad in the Essex Reporter on the first Friday of the month.	Inform	
Junction City News	Town Meeting TV show monthly fourth Monday of the month.	Inform	
Postcards	Mailed to all residents in Essex Junction or a specific group of people.	Inform	
Water Bill Inserts	A flyer that goes out with water bills (four times per year).	Inform	
News Release to Broader Media	TV stations, regional/state newspapers.	Inform	
Email to specific stakeholders	<ul style="list-style-type: none"> • Legislature • Business Owners • Committees • Employees 	Inform	
Printed Public Information Materials	<ul style="list-style-type: none"> • Factsheet • Flyers • Brochures • Maps • Graphics • Posters 	Inform and Consult	
Information Kiosks	A station where project information is available. Can be staffed or not.	Inform, Consult, Involve,	
Charrettes	Intensive session where participants design project features.	Consult, Involve, Collaborate	
Focus Groups	Forum to gather input from experts from various target audiences.	Consult, Involve, Collaborate	
Task Forces or Short-Term Committee	A group of experts or representative stakeholders selected to develop a specific product or policy recommendation.	Consult, Involve, Collaborate, Empower	
Open Houses	An open house encourages people to tour information at their own pace. There is typically no formal presentation and people can come and go at any time during the meeting.	Consult, Involve,	
Public Meetings/ Informational Meetings (in	An organized large-group meeting usually used to make a presentation and give the public an opportunity to ask questions and give comments at the end.	Consult, Involve, Collaborate	

person or online)			
Workshops	An informal public meeting that may include presentations and exhibits but ends with interactive working groups.	Consult, Involve, Collaborate	
Tours	Tours of the project site or building for key stakeholders and the public.	Inform, Consult	
Community Events	Hold a table at an event already taking place in the community.	Inform, Consult	
Comment Forms	Comments can be collected at public events, either on cards or posters	Consult, Involve, Collaborate	
Surveys/Polls (online or paper)	Most commonly used tool. Questionnaire to quantify a decision, perspectives, or collect information. Usually online methods but could be mailed to residents.	Consult, Involve, Collaborate	

Step 6: Evaluate Feedback and Process

“We asked, you said, we did.”

If your level of engagement is Inform you can move to the second evaluation method and this will be your last step. For all other levels of engagement, you’ll need to do two types of evaluations.

EVALUATION METHOD ONE

First, collect and review the data you get from the public.

How will we gather data? Decide ahead of time how you’ll collect data, such as using spreadsheets, Word documents, or charts. Choose a method that fits how decision-makers will use the data. For example, does the Council need to see every direct quote, or is a summary better?

How will the data be used?

--

How will we measure and report feedback?

--

Additional things to consider:

- Collect data as you go, instead of waiting until the end. This keeps records accurate and makes it easier to answer questions about the feedback quickly.
- Consider what types of questions you will ask the public, and what the public may ask of you.
- You'll get both positive and negative feedback, so plan how you'll present both sides.

EVALUATION METHOD TWO

The second evaluation happens after the project is finished. Think about how you can improve the process for better public engagement in the future. Just using certain tools doesn't guarantee good results. Answering these questions will help future projects.

What worked?	
What didn't work?	
What could've been done differently?	
What went better than expected?	

The project manager should collect and organize all public feedback. Store the information so staff and the Communications Director can easily access it. Also, make a summary of the feedback and how it was used available to the community.

Step 7: Follow Through with the Public

After you've collected and reviewed public feedback, summarize how people's opinions and ideas were considered and explain why decisions were made. Share this information with the public using the same tools you used to collect feedback. Explain why you chose one option over others and why you decided to move forward.

When the public takes the time and effort to give us their feedback, we need to make sure we let them know how valuable they are and how much we appreciate their effort. Put in the time to let our community know they have been heard.

POST-PARTICIPATION EVALUATION

How will you measure if you've been successful? What constitutes success for both the project team and participants? What do you need to do to carry out this evaluation?				
Evaluation Steps	What Worked?	What Didn't Work?	What Could Have Been Done Differently?	What Went Better Than Expected?
Technique used				
How info was gathered				
How data was used				
How did you follow through with the public?				

Appendix A: Additional Engagement Resources/Ideas

Below are a list of potential engagement resources or ideas to consider for future implementation to the Community Engagement Plan.

Citizens' Assemblies

Civic assemblies—often referred to as Citizens' Assemblies—are deliberative democracy forums that use a democratic lottery to select a broadly representative sample of everyday people. These assemblies are designed to bring citizens into the heart of decision-making to tackle complex public problems and help write policy proposals.

Key Takeaways from ICMA Reimagined Conference in May 2026:

- The specific question (“remit”) matters more than the broad issue—start focused.
- Sortition (civic lottery) helps achieve diversity in participation better than other methods, though it’s not perfect.
- Assemblies can handle difficult issues (examples cited internationally), but:
 - They are resource-intensive and expensive
 - Participants are often paid and engaged over multiple days

Examples:

Inside a Kentucky City’s Unusual Experiment in Citizen-Led Governance - In Lexington, 36 randomly-selected residents took part in one of the country’s first civic assemblies to recommend changes to the city’s governing charter: https://nextcity.org/features/inside-a-kentucky-citys-unusual-experiment-in-citizen-led-governance?utm_source=Next+City+Newsletter&utm_campaign=70b4a34e53-DailyNL_2026_01_09_COPY_01&utm_medium=email&utm_term=0_fcee5bf7a0-70b4a34e53-470656123

Dayton, OH is another example where they established a Citizen Assembly to work on a new public hospital (though on pause as of May 2026).

Resources:

FIDE (Federation for Innovation in Democracy) - <https://www.fidemocracy.org/partnership-for-local-citizens-assemblies>

Additional Notes:

Dayton, OH is also a good example of Neighborhood Assemblies. Dayton has 7 Priority Boards (PBs) tied to 66 neighborhood associations, operating since 1975. They were re-vamped recently as they became somewhat insular. These are City funded and staffed; they have a Community Engagement division (8 staff).

Community Councils and Co-Creation

Concept of Municipal Federalism from University of Indiana Public Policy Institute, David Swindell Director and Professor

Overcoming lack of citizen participation requires changing institutional arrangements and incentives.

Possible ideas:

Ψ PUBLIC POLICY INSTITUTE 2026 TIG, Dallas TX

What IS Municipal Federalism?

Neighborhoods opt in and decide what they want

- Real **provision** authority as an incentive
 - Zoning variances and land use decisions
 - Code enforcement
 - Neighborhood park planning and maintenance
 - Secondary and tertiary street flow control
 - Curb and sidewalk maintenance prioritization
 - Participatory budgeting
 - Community development

Examples of Youth Driven Participatory Budgeting:

Boston - Youth Lead the Change. They have T-shirts that say "I've been managing millions since I was a teenager." Use \$1 million from Capital budget to be allocated through this youth led participatory budgeting process. Age 14-25. Office of Youth Engagement. The

youth develop the ideas and ultimately vote, etc. Allows kids the opportunity to vote on something real even before they are allowed to vote in elections.

LA - Invest in Youth Coalition. Similar program as above.

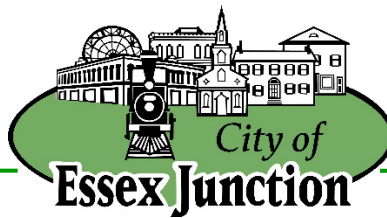
Kiva Process

The Kiva Process is a method for facilitating inclusive group dialogue and decision making.

Resources: <https://leadershipforumcommunity.org/resource/kiva-a-process-for-inclusive-dialogue/>

<https://villagegreennj.com/wp-content/uploads/2015/12/KIVA-Info-2.pdf>

DRAFT



MEMORANDUM

To: City Council
From: Joanne Pfaff, Administrative Assistant
Meeting Date: May 27, 2026
Subject: Vermont Roadside Historic Site Marker

Issue: To decide whether to apply for and install a Vermont Roadside Historic Site Marker at 2 Lincoln Street.

Discussion: To commemorate the historic milestone of Essex Junction becoming Vermont's 10th City, staff propose installing a historic site marker at 2 Lincoln Street. The Vermont Division for Historic Preservation (VDHP) has established specific requirements for these markers, including a maximum text length of 765 characters, including spaces. Staff conducted research and developed two draft text options for Council consideration. To maintain consistency with other state historic markers, VDHP staff will review and edit the final selected text as needed.

Staff also propose placing the marker in the flower bed near the flagpole in front of the building. This location provides convenient public access, allowing visitors to park nearby and use the sidewalk to view the marker safely and easily.

The process involves many steps, and the VDHP recommends allowing 8 to 12 months between application submission and the unveiling. Staff is proposing a July 1, 2027 unveiling to coincide with the City's fifth anniversary.

Cost: Pick up and installation of site marker by City Public Works staff, otherwise there is no initial production cost or annual cost as VDHP retains ownership and maintenance responsibility for the marker.

Recommendation: Staff recommends the Council approve moving forward with this application and installation, choose which text option they prefer for the site marker with the understanding that the VDHP has the final say on the text; and approve the location of the historic site marker in the flower bed by the flagpole in front of the 2 Lincoln building.

Recommended Motion: "I move that the City Council authorize the City Manager to apply for the historic site marker sign, approve Option _____ for the historic marker sign text with the understanding that the VDHP has the final say on the text, approve the location of the historic site marker in the flower bed by the flagpole in front of the 2 Lincoln building, and approve the installation if approved by VDHP."

Attachments:

Text for Historic Site Marker
Picture of Proposed Location
Site Marker Procedures

OPTION A

City of Essex Junction
Vermont's 10th City

Originally part of the Town of Essex, Essex Junction was incorporated as a village on November 15, 1892, to provide municipal services that the larger town could not. Following years of debate over merging or separating, largely driven by concerns about rising property taxes, residents ultimately voted for independence. On November 2, 2021, village voters approved a city charter, beginning the formal separation from the Town of Essex. The Vermont Legislature later passed Bill H.491 (Act M-10), officially creating the City of Essex Junction and adopting its charter. Governor Phil Scott signed the legislation into law on April 20, 2022, and on July 1, 2022, Essex Junction became Vermont's 10th city. **(748 characters including spaces)**

OPTION B

City of Essex Junction
Vermont's 10th City

Essex Junction, originally part of the Town of Essex, was incorporated as a village on November 15, 1892. This allowed for municipal services the broader town could not provide. After years of discussion over whether to merge or separate, mainly due to rising property taxes, residents chose independence. On November 2, 2021, village voters approved a city charter, initiating the split from the Town of Essex. The Vermont Legislature then passed Bill H.491 to officially establish the City of Essex Junction and adopt its charter. Governor Phil Scott signed the legislation into law in April 2022, and on July 1, 2022, Essex Junction became Vermont's 10th city. **(705 characters including spaces)**



Vermont Roadside Historic Site Markers

The Vermont Historic Site Marker program commemorates facts, persons, events, and places prominently identified with the history of the nation, state, or region. The text for each proposed marker shall be reviewed and edited by the manager of the marker program and the staff of the Vermont Division for Historic Preservation (VDHP) and shall be approved by the Vermont Advisory Council on Historic Preservation (ACHP) and State Historic Preservation Officer.

Please review the [Criteria for Evaluation of Roadside Historic Sites Markers](#).

PROCEDURE FOR DEVELOPING MARKER TEXT

Research and Write the Roadside Marker Text. Research the topic by consulting multiple primary and secondary sources. Documentation supporting the topic and text proposed is required as part of the submittal. Text should follow the “Highway Marker Writing Style.” It is often helpful to seek assistance from local and regional historical associations and governmental entities in researching and writing the proposed text; staff of VDHP is also available to assist. Changes will be proposed by VDHP staff to ensure text meets the program criteria and accepted writing style; edited text will be forwarded for applicant’s approval.

Roadside Historic Site Marker Writing Style

To ensure stylistic consistency among state markers, VDHP staff will revise and edit draft texts. The goal is to provide as much accurate and interesting information as possible in a limited space. Applicants can help by following these suggestions when writing their drafts.

- Spell out numbers less than 10, otherwise use Arabic numerals (one, two, etc., but 10, 237, 10,000, etc.).
- Do not use honorary titles such as Mr. and Mrs. but do use and abbreviate occupational titles and ranks (the Rev., Col., Maj. Gen., Dr., etc.).

- Do not use commas before or after Jr., Sr., II, etc. (e.g. Joseph Smith Jr. founded the Latter-Day Saint movement).
- Write nicknames as follows: Wilson “Snowflake” Bentley. On first use, give a person's full name as he or she used it or as it is best known (e.g. Frederick Billings, Maria von Trapp, Chester A. Arthur), but on subsequent use only the last name. The familiar use of first names alone is not recommended.
- Markers are intended to present historically accurate information as objectively as possible. Therefore, markers will not editorialize or assign value judgment to events or people. Unless there is sufficient documentary evidence to establish authenticity without question, no “firsts” or other superlative terms will be used.
- As markers are intended to be permanent features of the landscape, please also avoid making observations in the text about current conditions of buildings or land.
- The text should be submitted with the understanding that it will likely undergo further editing and revision by VDHP staff in consultation with the applicant or original author.
- Please remember that the marker may be read from a moving vehicle, so it is best to put the most important information at the beginning.

It is better to be a little longer than shorter when submitted the first drafts to allow for editing. VDHP staff is ready to assist with editing.

Work with VDHP to Revise or Refine the Marker Text. Before submitting text for approval to the ACHP, a review committee composed of members of the ACHP, VDHP, and selected historians will review the proposed application. Any major questions about the topic or text that arise will be discussed with the applicant, including further documentation, if necessary. If changes to the text are warranted, VDHP staff will work closely with the applicant, or the applicant’s author, to produce a mutually agreed upon text. Because VDHP and the ACHP bear the ultimate responsibility for what appears on a marker, they reserve the right to edit a text for accuracy, clarity, brevity, and thoroughness.

Please be aware that a marker’s text must be limited to 765 characters (letters and spaces).

Final text will be restricted to 765 characters. This includes the title bar, spaces, paragraph breaks, and letters. It does not include the ownership block at the bottom: “Vermont Division for Historic Preservation—[year].” For example, the underlined text for the Achsa W. Sprague marker includes 763 characters.

Achsa W. Sprague
Spiritualist and Reformer

Achsa Sprague (1827–1862) was born and lived in Plymouth Notch, teaching in the stone school by age 12. At 20, she contracted a mysterious disease and spent seven years bedridden, waking one day miraculously cured. Attributing recovery to “angelic powers,” she became a trance medium and lectured on Spiritualism throughout the United States and Canada. Sprague was a prolific author of Spiritualist articles, prose, poems, and letters through “automatic writing,” which she claimed was controlled by worldly energies. She supported women’s suffrage, prison reform, and the abolition of slavery. Sprague died at age 34 and is buried in the Plymouth Notch Cemetery. Her tombstone is engraved with her verse, “I Still Live.”

Vermont Division for Historic Preservation -- 2016

Continuation of the text on the opposite side of the marker is an option in some cases to tell a longer story or break up the context.

Final Decision of the ACHP. VDHP will provide an applicant with advance notification of when the marker will be presented to the ACHP at the appropriate meeting. The meeting is open to the public and applicants may attend. VDHP will notify the applicant of the ACHP’s findings and any related comments. Once a text is approved, VDHP will send the applicant a copy of the final board-approved text.

All applications should be submitted 60 days before to the ACHP meeting.

PROCEDURE FOR IDENTIFYING MARKER LOCATION

Suggest a Suitable Marker Location. VDHP retains ownership and maintenance responsibility for the marker. Therefore, placement on public land or a highway/town right-of-way is preferred as near as possible to the site it marks, at least 200 feet from the nearest adjacent sign. If it is to be installed on private land, owner consent is required at the time of the application submittal and a Memorandum of Agreement (MOA) must be signed prior to production of the marker. VDHP and VTrans staff will evaluate the proposed location based on its historic association with the marker subject and public safety. Ultimately, VTrans or the town garage will have the final determination in approving and selecting the location based primarily on traffic safety if it is to be placed in a state or town right-of-way. Be sure in your application to specify the highway route number and the physical site (e.g., U.S. Route 7, 0.2 miles south of Interstate 89) and indicate the location on a street or highway map accompanying the application. **Photographs and a map of the location must be provided.**

Markers will not be placed on a curve or hill in such a place at which a slowing car could cause a traffic hazard. There should be a minimum of 500 feet visibility; 1200 feet is desirable. Wherever possible the marker will be placed at a pull-off where an automobile will be able to park completely

off the traveled portion of the highway. The pull-off should be 10 feet wide and between 200 and 400 feet long. The sign should be placed approximately 4 feet back from the pull-off.

Owners of the property, including town and city managers, must be consulted prior to submittal of an application for clarity of topic, verification of facts, and concurrence for the placement of the marker. **Recordation of this collaboration must be provided.**

Location Approval. VDHP is responsible for applying for the necessary permits required for installation.

For markers on a state right-of-way: VDHP shall coordinate with Agency of Transportation (VTrans), which is responsible for approving the site location in consultation with VDHP. VTrans will install the marker.

For markers on town/city right-of-way: VDHP shall coordinate with town or city managers and town garages to determine the most appropriate location of the marker. Most town garages will install the marker.

For markers on private property: VDHP shall work with owners, who must sign a Memorandum of Agreement prior to the installation.

- **Property owners are responsible for picking up and installation of the marker.** VDHP shall provide detailed directions on the installation.
- **Applicant is responsible for contacting DIG SAFE to ensure the does not interfere with underground utilities.**

Manufacturing and delivery of the Marker. VDHP will arrange for production of the marker with the foundry. Markers will be delivered to our offices at National Life in Montpelier. Applicants can work with VDHP if another delivery location is preferred; a cost to applicants may be applied in these cases.

Casting and delivery take approximately 120 days once the foundry has been notified by VDHP.

Installation shall be coordinated by VDHP and depends on the location (i.e.: state right-of-way, town right-of-way, or private property). If a marker is to be installed on private property, it is the responsibility of the applicant to pick up the marker and pole at National Life.

Schedule Unveiling Ceremony. The process for ordering and manufacturing markers is determined by several factors including the workload of VDHP and VTrans, the schedule and agendas of the ACHP, and manufacturing and shipping delays arising at the foundry; thus, VDHP cannot be held responsible for meeting local deadlines for any planned dedication event. For that reason, if a

sponsoring organization or individual desires to hold an unveiling ceremony, VDHP should be notified and consulted well in advance about the schedule to coordinate with the foundry and arrange installation. The applicant should only fix scheduling of a ceremony after VDHP and the foundry can confirm a realistic shipping date for a marker.

The marker's applicant/sponsor will arrange publicity for unveiling ceremony in cooperation with VDHP.

Please complete the [Roadside Historic Site Marker Application](#) online or in print. We accept applications via email or direct mail to our Montpelier office. For questions or inquiries regarding the application, you may email ACCD.HistoricMarkers@vermont.gov.

Economic Development

Housing

Community Development

Historic Preservation

Tourism and Marketing

About the Agency

Contact Us - Admin

[Lindsay Pacheco](#), Administrative Services Coordinator

[802-461-6191](tel:802-461-6191)

One National Life Drive
Deane C. Davis Building, 6th Floor
Montpelier, VT 05620-0501

Send a Request

[Report website accessibility feedback](#) or request content in another format.

[Send us a public information request.](#)

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[Return to top](#)

CSWD FY2027 Budget Proposal

SARAH REEVES
Executive Director



Who We Are

CHITTENDEN COUNTY, VT

169,481

residents

8,939

businesses

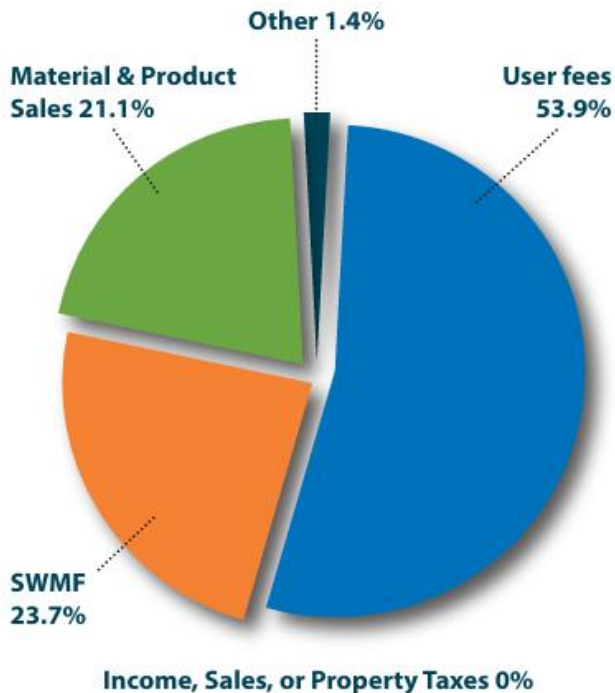
2023 data. Sources: U.S. Census and VT Dept. of Labor



CSWD LOCATIONS

- Drop-Off Centers
- Environmental Depot
- Materials Recycling Facility
- Organics Diversion Facility (Green Mountain Compost)

FY25 REVENUE \$16.5M (unaudited)



Why We're Here

- Per the Chittenden Solid Waste District municipal Charter, the legislative bodies of each member municipality must vote to approve the District's annual budget.
- Each Selectboard and City Council has one vote, and votes are not weighted by population.

100% MATERIALS GENERATED (318,459 tons)

61% RECYCLED/DIVERTED + 39% LANDFILLED



1

318,459
TONS GENERATED

15,097

56,967

77,012

105,533

63,850



2

194,263
TONS DIVERTED

7,755

46,841

46,123

93,545

3

124,196
TONS LANDFILLED

7,342

10,126

30,890

11,988

63,850

Materials that could have been diverted



New MRF Project Fraud Incident

- After FY27 draft budget was reviewed by CSWD Finance Committee, the District fell victim to a significant phishing scam, losing \$3M in payments meant for our construction partner.
- This continues to be an open investigation led by law enforcement and CSWD is cooperating fully.
- The Board is conducting an internal review of the incident with an independent third party.

Next Steps

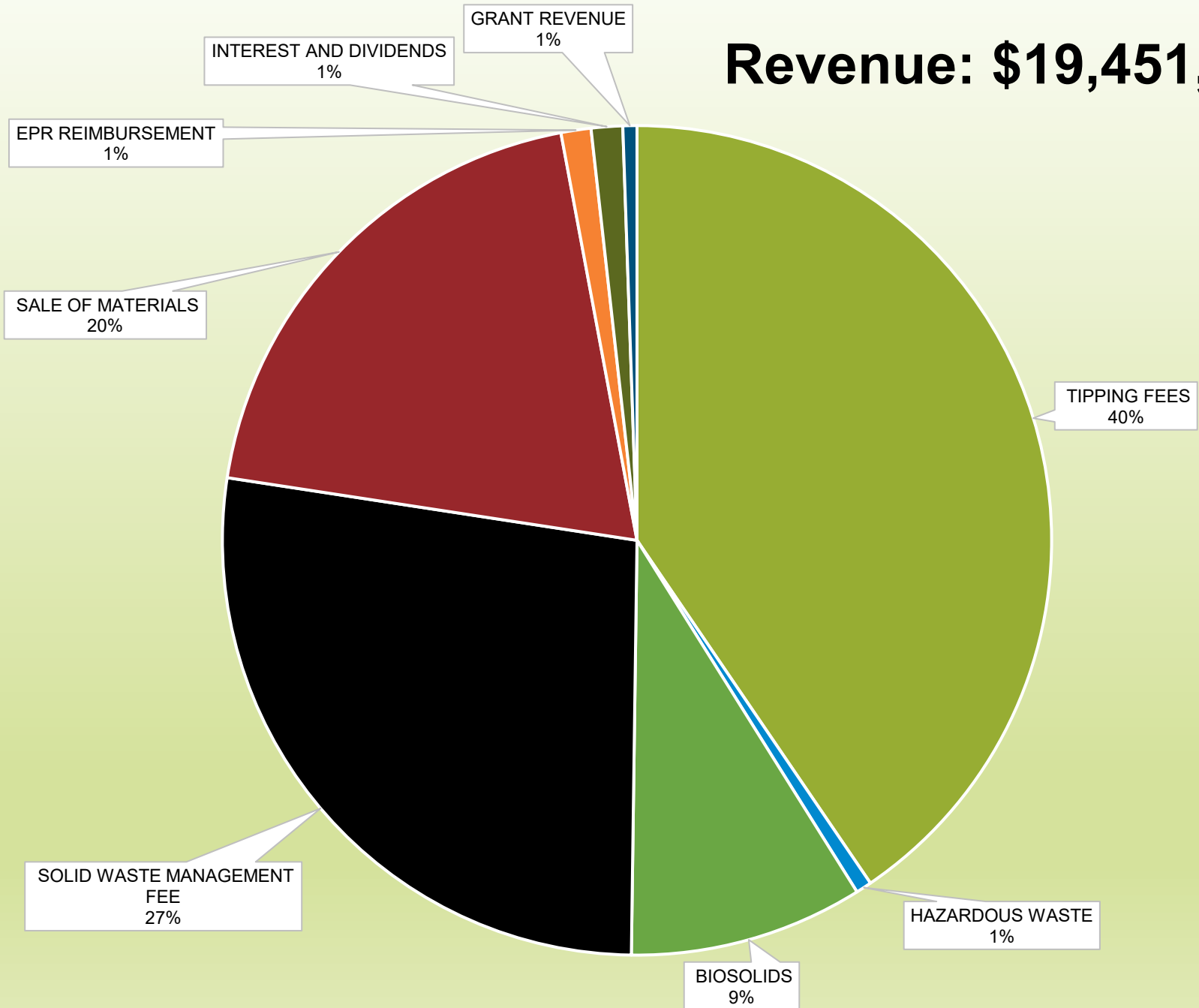
- Member municipalities are not expected to bear the burden of closing the project funding gap.
- Management revised the draft FY27 budget and resubmitted to the Finance Committee. The revised budget contained revised revenue expectations, avoided expenses, and deferred capital, to preserve cash.
- All FY27 revenue generated that exceeds budgeted needs will be directed to the MRF project fund. It is anticipated that CSWD will seek a short-term bank loan to fill the gap.
- It is expected recovery will span two fiscal years, with FY30 starting on an even keel.

FY27 Bottom Line

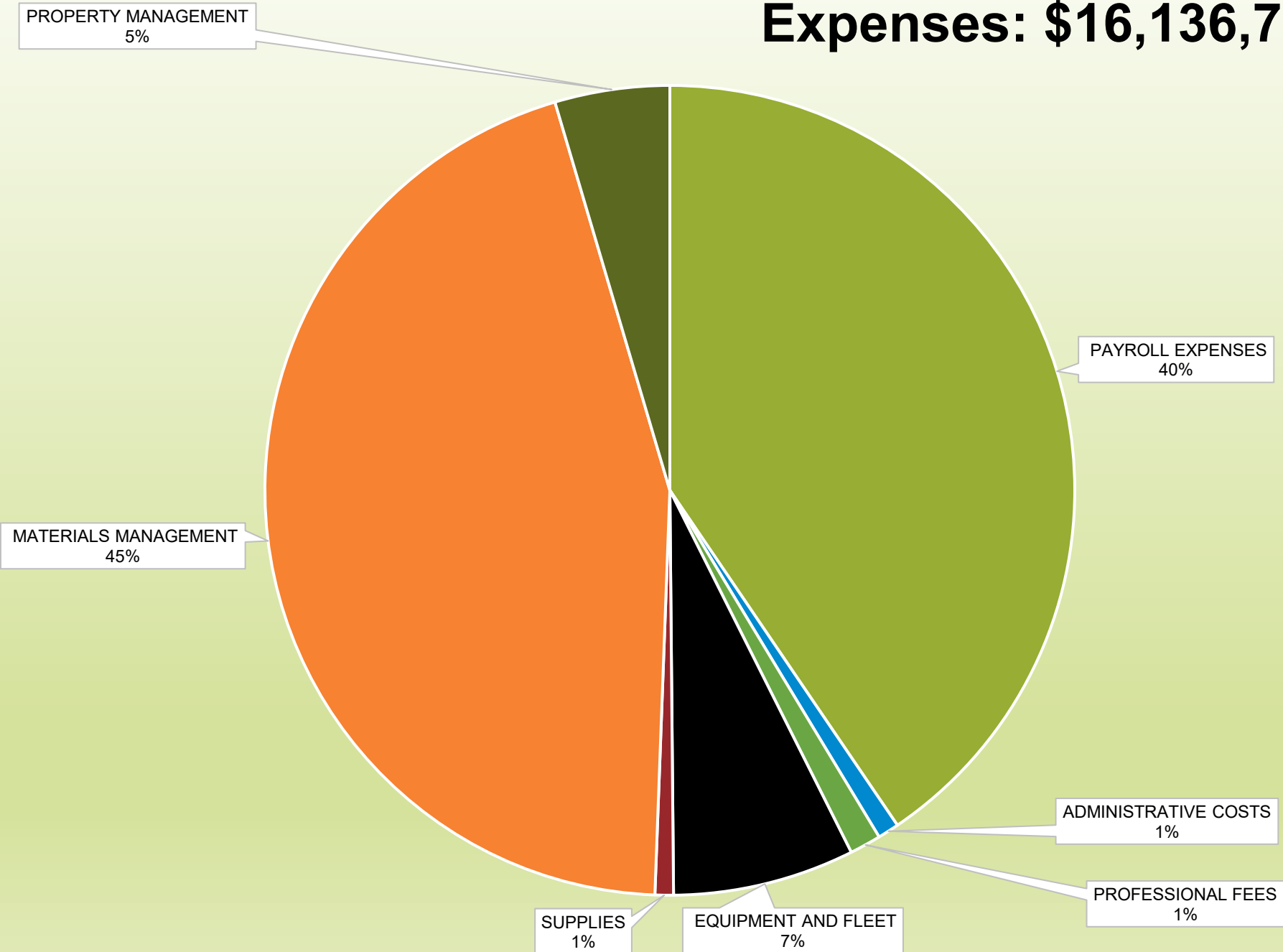
Revenue (minus) Cost of Good Sold	\$19,255,200			
Expenses	\$16,136,738			
Income from Operations <i>Before depreciation & transfers</i>	\$3,118,462			
RESERVE FUND BALANCES	FY25	FY26 BUD	MRF Build Draw	FY27 Balance-Anticipated
Solid Waste Management Fee Fund	\$866,001	\$866,001	(\$399,607)	\$466,393
Operating Fund	\$2,729,314	\$2,246,005	(\$1,036,397)	\$1,209,608
Capital Fund	\$2,545,400	\$0	\$0	\$0
MRF Project Fund	\$3,037,265	\$4,855,387	(\$7,738,849)	\$0
Facilities Closure Fund	\$1,506,983	\$1,506,983	\$0	\$1,506,983
Landfill Post Closure Fund (Restricted)	\$1,000,000	\$960,933	\$0	\$960,933
Community Clean Up Fund	\$95,000	\$95,000	\$0	\$95,000
Biosolids Fund (Restricted)	\$560,662	\$423,755	\$0	\$423,755
Debt Service Fund (Temporarily Restricted)	\$390,400	\$481,340	\$0	\$481,340
Undesignated	(\$154,428)	(\$3,023,308*)	\$0	(\$3,023,308)
Prior Year Adjustment	(\$151,047)	(\$294,666)	-	(\$294,666)
Total FUNDS	\$12,415,650	\$8,117,429	(\$9,174,853)	\$1,826,038

*(FY26 - Fraud Loss)

Revenue: \$19,451,432



Expenses: \$16,136,738



FY27 Compared to FY26 Budget

- Revenue Change: \$1.94M (+11.2%)
 - Material Sales Increase (+28.2%)
 - Tip Fees Increase (+7.4%)
 - SWMF Increase (+2.7%)
 - Product Stewardship Reimbursement Increase (+26.2%)

FY27 Compared to FY26 Budget

- Expenses Change: \$172,024 (+1.1%)
 - Wages & Benefits Increase (+2.6%)
 - Material Management Increase (+6.9%)
 - Administrative Costs Decrease (-14.4%)
 - Promotion & Education Decrease (-36.1%)
 - Professional Fees Decrease: (-42.2%)
 - Equipment & Fleet Decrease: (-12.5%)
 - Travel & Training Decrease: (-40.6%)

Fee Changes

- **Drop Off Centers**
 - Facility Use Fee: \$1 per vehicle
 - Leaf & Yard: \$1/cy up to 2cy; \$5/cy over 2cy
- **Material Recycling Facility:** Increase to \$100/ton
- **Organics Recycling Facility:** Increase to \$77/ton
- **Environmental Depot:** No Increase
- **Solid Waste Management Fee:** Increase from \$40/ton to \$41.92/ton
 - Fee charged to haulers for all Chittenden County waste destined for landfill disposal

Requested: Motion to Approve

- MOTION to approve the Chittenden Solid Waste District's FY2027 budget as presented by District staff.



ADMINISTRATIVE OFFICE

19 Gregory Drive, Suite 204
South Burlington, VT 05403

EMAIL info@cswd.net

TEL (802) 872-8100

www.cswd.net

April 16, 2026

FISCAL YEAR 2027 BUDGET

Dear Citizens of Chittenden County,

I present to you Chittenden Solid Waste District's Fiscal Year 2027 Budget proposal. It provides necessary funding for facilities, operations, public programs, and capital programs to meet the Board of Commissioners' strategic goals over the coming year. It also lays the foundation to continue to advance those goals into the future. **This budget does not propose municipal assessments or municipal per capita fees.** Budget managers were tasked with significantly revising the proposed budget that was presented to the CSWD Finance Committee in February, with the resulting budget representing a pared down version designed to preserve cash needed for the completion of the new Materials Recycling Facility.

SOLID WASTE MANAGEMENT FEE:

This is the fee CSWD charges licensed haulers for each ton of Chittenden County trash they collect destined for landfill disposal. This is the first budget to utilize the fee determination process described in CSWD's solid waste management ordinance, as amended by the Board of Commissioners on April 16, 2025. The **SWMF will increase from \$40/ton to \$41.92/ton**, representing a 4.8% increase as reflected in the Garbage and Trash Consumer Price Index (determined by the U.S. Department of Labor Statistics). This mechanism allows the District fee to keep pace with inflation and adequately fund the District's capital infrastructure needs beyond the new Materials Recycling Facility project.

FACILITIES AND OPERATIONS:

Materials Recycling Facility:

Current MRF processing costs are \$76.35/ton per the operating contract with the MRF operator, Casella Waste Systems and will increase by at least 3% on January 1, 2027. CSWD pays Casella a per-ton fee to operate the MRF and to market the sorted materials. **The MRF tip fee is budgeted at \$100/ton for FY2027.**

Average commodity pricing has been weak in FY 2026. Global economic instability makes it difficult to confidently forecast much beyond one month at a time. This budget proposes a conservative commodity revenue estimate of \$75/ton, down from \$97/ton in FY2026.

New MRF Project

After significant delays, CSWD broke ground on the new MRF project in November 2025. The delay in breaking ground led to significant project cost escalation. When the facility is commissioned in 2027, it will have capacity to manage 1.5 times the current volume processed at the existing facility,

providing significant flexibility for the future and ensuring that Chittenden County's needs for local recycling processing are met for the next 25 years.

In February 2026, CSWD was the victim of a sophisticated social engineering business email scam. Scammers stole \$3M in payments to our construction partner, leaving CSWD with a project funding gap. We are making up the gap in part by reducing our operational expenses to cover only necessary services and staffing and re-evaluating the need for certain large equipment purchases, and reducing administrative expenses such as reducing advertising, printing, and postage, eliminating non-required training and travel, and eliminating consultant projects like our annual household survey. We also re-examined revenue estimates against YTD actuals and revised accordingly. The revision exercise resulted in projected cash savings of \$1.63M. While significant, this will not completely cover the loss. CSWD will draw significantly from non-restricted reserves and will likely seek a short-term loan to bridge the funding gap and complete the project.

When the facility is commissioned and fully operational, it will be fully utilizing its revenue to pay all MRF operational expenses, and the debt service associated with the project. Any excess revenue will be directed to a capital reserve fund for the MRF's future capital replacement needs. Until the bond debt is repaid, it is unlikely that the MRF will be a significant contributor to the general uses capital reserve fund.

Organics Recycling Facility:

Organics Recycling Facility tip fees are increasing from \$70/ton to \$77/ton. We've increased our pricing for our wholesale material to meet cost increases, including those related to tariffs. To take advantage of excess yard waste material, we've received approval from ANR to produce a yard waste-only compost product as a new offering.

Drop Off Centers:

Bag prices at the Drop Off Centers will not increase in FY2027. However, to continue to move towards self-sufficiency for the DOC system, two financial model changes are proposed in the FY2027 budget for the DOCs.

For several years, staff have reviewed the costs associated with managing materials for which CSWD does not charge a disposal fee. These materials have been subsidized by the Solid Waste Management Fee; however subsidization doesn't achieve the Board's goal that each revenue-generating operation (MRF, ORF, and DOCs) be as self-supporting as possible.

Facility Fee:

Due to the need to sustainably provide capital replacement funding for operations and facilities, a new fee will be implemented at the DOCs on July 1. This fee will be designated to the capital fund for projects and needs unrelated to the Materials Recycling Facility.

To help decide how to best assess the fee, DOC customers were asked to participate in a survey and provide input. Over three weeks in March, DOC operators informed customers of the survey and provided a card with a link to Survey Monkey. Nearly 800 DOC customers responded, representing every community in Chittenden County. Essentially, one question was presented with this context:

CSWD will be implementing a small fee on July 1 to begin to sustainably fund the District's capital reserve. Which application of the fee is most preferred: \$1 increase per bag of trash; \$1 per bin of recycling (in addition to trash fee); \$1 per container of food scraps (in addition to trash fee); or \$1 flat fee per visit? Respondents were asked to rank their preference.

Respondents were overwhelmingly NOT in favor of charging for recycling or for food scraps and were tied with their preference for either a per-bag increase or a per-visit facility fee. CSWD staff presented the findings to the Board of Commissioners for their information and input. **It is the recommendation of CSWD management to assess a \$1.00 per-visit facility fee, with a few exceptions.** The facility fee option was selected as the most equitable option, in that a per bag increase would place the burden on customers who regularly bring their trash to the DOC while occasional customers, who only use the DOCs for special waste like mattress or bulky waste disposal, wouldn't share the responsibility for contributing to the capital reserve. The exceptions to the facility fee will be materials that are subject to Extended Producer Responsibility laws and textiles. Customers who bring only these materials during their visit, with no other items destined for disposal, will not be charged the facility fee.

The fee-exempted materials are:

- Electronics covered by the law (computers & laptops, peripherals, printers, modems, monitors, smart boards, televisions, circuit/mother boards);
- Batteries (except lead acid batteries);
- Mercury-containing bulbs (fluorescent bulbs);
- Mercury-containing thermostats
- PCB containing ballasts
- Clean, dry, and odorless textiles

Leaf and Yard Waste:

Leaf and yard waste is a deceptively difficult material to manage and is costly to transport due to its light weight and difficulty to pack down. To try to recover some of the costs associated with moving large amounts of material, leaf and yard waste will be charged a fee beginning July 1, 2026. The fees are:

- \$1.00 per cubic yard for the first two yards;
- \$5.00 per cubic yard over two cubic yards

Even though the DOCs are District facilities, they are very much viewed as "local". Our six DOCs serve 29% of Chittenden County as a primary source of waste disposal, recycling, and management of special materials not accepted elsewhere. More than 75% of Chittenden County residents use the DOCs each year, such as for electronics recycling, bulky waste disposal, or leaf and yard waste drop off. We recognize that we perform a vital function in the community, and our mission is to do so safely, efficiently, economically, and in an environmentally responsible manner.

Environmental Depot:

There are **no increases to the fees** charged to commercial generators of household hazardous waste, and HHW disposal will continue to be available to households at no charge. The Depot is open year-round, Tuesday – Saturday, with same-day appointments usually available.

EMPLOYEE COMPENSATION:

This budget proposes a 3.08% COLA for July 1, based on the US Bureau of Labor Statistics' consumer price index for the Northeast (Urban B/C class). Our budgeted staffing level is just under 57 full-time equivalent employees.

CAPITAL INVESTMENT:

The near-sole focus for FY2027 will be the new Materials Recycling Facility. Nearly all other capital projects have been deferred to out-years. The capital reserve will need time to replenish, and when it does the DOC in Milton will take top priority.

OUR COMMITMENT:

As the economy becomes increasingly volatile, waste reduction education will be even more important to help Chittenden County citizens manage their costs related to solid waste. Our team of solid waste professionals is dedicated to ensuring our members' solid waste is managed in an environmentally sound, efficient, effective and economical manner. I continue to work with our team and Board of Commissioners to make sure CSWD remains a stable and predictable service provider to the citizens of Chittenden County.

Sincerely,



Sarah Reeves, Executive Director

FY 2027 BUDGET PROPOSAL



Chittenden Solid Waste District

**19 GREGORY DRIVE, SUITE 204
SOUTH BURLINGTON, VT 05403
802-872-8100**



Printed on recycled paper



Chittenden Solid Waste District

ADMINISTRATIVE OFFICE

19 Gregory Drive, Suite 204

South Burlington, VT 05403

EMAIL info@cswd.net

TEL (802) 872-8100

www.cswd.net

To: CSWD Member Towns and Cities
From: Sarah Reeves, Executive Director
John Balparda, Director of Finance
Date: April 23, 2026
RE: Fiscal Year 2027 Budget for Consideration and Approval

MEMBER MUNICIPALITY RESPONSIBILITY

Article IV, Section 4 of CSWD's Charter describes the process by which the District's annual budget is adopted. Subsections (a) and (b) read, in part:

(a) Following the public hearing provided for in the preceding section, the Board of Commissioners shall review the proposed budget in light of comments received at the hearing, and shall thereupon approve the budget for adoption pursuant to subsection (b), with or without changes.

(b) Within 45 days of the approval of the budget by the Board of Commissioners, the legislative body of each member municipality shall act to approve or disapprove the budget. The budget shall be approved if approved by the legislative bodies of a majority of the member municipalities. (For such purposes, each municipality shall be entitled to one vote.) A legislative body that disapproves the budget must file with the Board of Commissioners a written statement of objections to the budget identifying those specific items to be changed, and failure to file such statement of objections within the forty-five (45) day period shall constitute approval by such municipality. A legislative body that fails to act to approve or disapprove the budget within the forty-five (45) day period shall likewise be deemed to have approved the budget.

Each spring, CSWD reaches out to our eighteen member towns and cities and requests permission to present the budget to the local legislative body within the timeline specified by the Charter. We're appreciative of the efforts of the towns and cities to accommodate this request, and we appreciate the conversations that happen at the presentations. Thank you!

BUDGET HIGHLIGHTS – FY2027

Fiscal Year 2027 initially looked much like FY26, until when in early March CSWD became the victim of a sophisticated social engineering business email scam. The result was the loss of two payments to our MRF construction partner, totaling just over \$3,000,000. As soon as we became aware of the fraud, we reached out to our bank and law enforcement authorities. As of this memo, we are operating under the assumption that the money lost will not be recovered. We have augmented our internet safety and training protocols, reviewed our accounts payable and procurement procedures, and are reviewing our financial policies. Our network is secure, as are our bank and investment accounts.

This also caused us significantly to revise our proposed FY27 budget to conserve as much cash as possible to ensure that we would be able to adequately fund the new Materials Recycling Facility project. We will be operating with a basic-needs-only mindset for the next year and will be scrutinizing each potential purchase with the core mission and values front of mind. Given these measures, we will be short of cash to finish the project. We're working with our bank to determine next steps towards a short-term loan to ensure there's adequate cash flow to bring the project to conclusion. We will aim to commission the new MRF as soon as acceptance testing is complete, slated for late Q3 or early Q4 of FY27.

CSWD is not proposing to shift this burden to our member towns and cities.

We will keep our members updated on the project's progress (photos of the construction site are on the CSWD website) and will keep everyone informed about our financing options. We greatly appreciate the support shown to us throughout this ordeal and ask that everyone see this as a cautionary tale. CSWD has sound financial policies and procedures in place, and our staff is trained in spotting standard scams. However, the scammers are getting better and better, and AI is making their jobs easier and easier.

CSWD Sources of Revenue

CSWD's revenue has three main components: Solid Waste Management Fees (SWMF), Tipping Fees (facility user fees), and Material Sales. The remaining revenue comes from grants, license fees, transportation charges, and Extended Producer Responsibility program reimbursements.

CSWD receives no municipal payments (assessments, per capita fees, tax payments, etc.) from our member communities.

- Solid Waste Management Fees: Fees charged on each ton destined for disposal and which originated in Chittenden County. Four material types make up the tons subject to the SWMF—municipal solid waste, construction & demolition debris (C&D), construction & demolition debris fines, and material eligible to be used as alternate daily landfill cover (ADC). C&D fines and ADC are charged 25% of the SWMF.
In FY27, SWMF represents 27.1% of the revenue budget.
- Tipping/User Fees: Fees charged for material disposal at Drop-Off Centers (DOCs), the Materials Recycling Facility (MRF), the Organics Recycling Facility (ORF), and the Environmental Depot.
In FY27, Tip/User Fees represent 40.3% of the revenue budget.
- Material Sales: Revenue generated from the sale of products we make—compost products, Local Color paint, baled recyclables.
In FY27, Materials Sales represent 19.6% of the revenue budget.

BUDGET DETAILS

REVENUE SNAPSHOT

Revenue (in thousands)	FY26 Adopted Budget	FY27 Proposed Budget	Change from FY26BUD	% Revenue
Tip Fees	7,306	7,844	7.4%	40.3%
Material Sales	2,969	3,806	28.2%	19.6%
SWMF	5,129	5,270	2.7%	27.1%
All Other	2,124	2,531	4.7%	13%
Total	17,528	19,451	9.9%	100.0%
Cost of Goods Sold	214	196	-.09%	
Gross Profit	17,314	19,255	11.1%	

Solid Waste Management Fee:

Solid Waste Management Fees are charged to haulers when they dispose Chittenden County trash destined for the landfill in Coventry. The budgeted **increase to the solid waste management fee is \$1.92/ton, making the fee \$41.92/ton, effective July 1**. The increase was calculated according to the process outlined in CSWD’s local Solid Waste Management Ordinance and applied the average CPI for the Garbage and Trash industry for the 13-month period January 2025-January 2026, which was 4.8%. The CPI calculations are made by the U. S. Bureau of Labor Statistics, and a 13-month average was used instead of a 12-month average because the Bureau didn’t produce a calculation for the month of October 2025.

The SWMF supports several departments in CSWD – Administration, Finance, Outreach & Communication, Compliance, Household Hazardous Waste, and Maintenance & Roll-Off, and funds the Community Clean Up Fund.

A standalone MRF Project Capital Fund has been created as part of the reserves, and excess Solid Waste Management Fee revenue that is not assigned to support budgeted department expenses will be directed to the MRF Project fund.

Tip Fees, User Fees, and Material Sales Assumptions:

- Materials Recycling Facility (current facility) processing costs are increasing in FY 2027 per the operating contract with MRF operator, Casella Waste Systems. CSWD pays Casella a per-ton fee to operate the MRF and to market the sorted materials. Per the contract, the operating fee increased on January 1, 2026 to \$76.35/ton and will increase again on January 1, 2027, using the Northeast Urban B/C class CPI. The budgeted increase is 3%. This will likely be the final year of this iteration of the MRF operating contract, as we anticipate being in the new facility by Q4 of FY27.

- **The MRF tip fee increased to \$100/ton on April 1, 2026 and the budget carries this figure forward.** The budgeted tip fee remains close to the regional market rate, as fees in the region range between \$100-\$120/ton as of the date of this memo. The budget assumes 44,000 tons of inbound recycling, and marketing 35,000 of those tons.
- Average MRF commodity revenue through Q3 of FY26 was volatile, averaging around \$80/ton. The forecast for the remainder of FY26 and for Q1 FY27 is in flux, as global trade is currently in turmoil. The demand remains suppressed for plastics heading into FY 2027; however demand is beginning to stabilize for fiber products. This budget assumes a conservative average commodity revenue of \$75/ton, down significantly from the FY26 budget amount of \$97/ton.
- Consumer demand for goods will, as it always does, dictate the price of recycled content supplied to manufacturers. Much of what is processed by the MRF can be considered “household staples”, meaning the containers, boxes, and cardboard are all part of everyday living and regular weekly household spending, as opposed to discretionary spending on things like furniture, electronics, or appliances. MRF tons are inelastic through recessions, however a sustained recession would likely cause constriction in this area, affecting both inbound and outbound revenue.
- Organics Recycling Facility has realized great success in implementing the Contamination Policy, and we appreciate the cooperation of the hauling community to continue to improve the quality of food scraps entering the facility.
 - Staff are mindful of the Board’s desire that the ORF be self-supporting and are also mindful that food scrap collection is an additional burden of cost to generators. In this budget, we are striving to balance these two factors. **Organics Recycling Facility tip fees will increase from \$70/ton to \$77/ton for FY 2027.** We’ve increased our pricing for our wholesale material to meet cost increases, including those related to tariffs. To take advantage of excess yard waste material, we’ve received approval from ANR to produce a yard waste-only compost product as a new offering. This new product line is currently in development.

Drop Off Centers: Even though the DOCs are District facilities, they are very much viewed as “local”. Our six DOCs serve 29% of Chittenden County as a primary source of waste disposal, recycling, and management of special materials not accepted elsewhere. More than 75% of Chittenden County residents use the DOCs each year, for services like electronics recycling, bulky waste disposal, or leaf and yard waste drop off. We recognize that we perform a vital role in the community, and our mission is to do so safely, efficiently, economically, and in an environmentally responsible manner.

- **Bag prices at the Drop Off Centers will not increase in FY2027.** However, to continue to move towards self-sufficiency for the DOC system, two financial model changes are proposed in the FY2027 budget for the DOCs. For several years, staff have reviewed the costs associated with managing materials for which CSWD does not charge a disposal fee. These materials have traditionally been subsidized by the Solid Waste Management Fee; however subsidization

doesn't achieve the Board's goal that each revenue-generating operation (MRF, ORF, and DOCs) be as self-supporting as possible.

○ *Facility Fee:*

Due to the need to sustainably provide capital replacement funding for operations and facilities, **a new facility use fee of \$1/visit (with a few exceptions) will be implemented at the DOCs on July 1.** This fee will be designated to the capital fund for projects and needs unrelated to the new Materials Recycling Facility.

To help decide how to best assess the fee, DOC customers were asked to participate in a survey and provide input. Over three weeks in March, DOC operators informed customers of the survey and provided a card with a link to Survey Monkey. Nearly 800 DOC customers responded, representing every community in Chittenden County. Essentially, one question was presented with this context: CSWD will be implementing a small fee on July 1 to begin to sustainably fund the District's capital reserve. Which application of the fee is most preferred: \$1 increase per bag of trash; \$1 per bin of recycling (in addition to trash fee); \$1 per container of food scraps (in addition to trash fee); or \$1 flat fee per visit? Respondents were asked to rank their preference.

Respondents were overwhelmingly NOT in favor of charging for recycling or for food scraps and were tied with their preference for either a per-bag increase or a per-visit facility fee. CSWD staff presented the findings to the Board of Commissioners for their information and input. The facility fee option was selected as the most equitable option, in that a per bag increase would place the burden of the fee increase on customers who regularly bring their trash to the DOC while occasional customers, who only use the DOCs for special waste like mattress or bulky waste disposal, wouldn't share the responsibility for contributing to the capital reserve. The exceptions to the facility fee will be materials that are subject to VT's Extended Producer Responsibility laws and textiles. Customers who bring only these materials during their visit, with no other items destined for disposal, will not be charged the facility fee.

The fee-exempted materials are:

- Electronics covered by the law (computers & laptops, peripherals, printers, modems, monitors, smart boards, televisions, circuit/mother boards);
- Batteries (except lead acid batteries);
- Mercury-containing bulbs (fluorescent bulbs);
- Mercury-containing thermostats
- PCB containing ballasts
- Clean, dry, and odorless textiles

○ *Leaf and Yard Waste:*

Leaf and yard waste is a deceptively difficult material to manage and is costly to transport due to its light weight and difficulty to pack down. To try to recover some of the costs associated with moving large amounts of material, **leaf and yard waste will be charged a fee beginning July 1, 2026**. The fees are:

- \$1.00 per cubic yard for the first two yards;
- \$5.00 per cubic yard over two cubic yards

EXPENSES SNAPSHOT

<u>(in thousands)</u>	FY26 Approved Budget	FY27 Proposed Budget	Change from FY26BUD	% Expenses
Payroll Expenses	6,294	6,460	2.6%	40%
Travel & Training	130	77	-40.6%	0%
Administrative Costs	166	136	-14.4%	.8%
Professional Fees	345	199	-42.2%	1.2%
Equipment & Fleet	1,321	1,156	-12.5%	7.2%
Supplies	138	117	-14.8%	.7%
Materials Management	6,687	7,150	6.9%	44.3%
Property Management	651	730	12.2%	4.5%
Promotion & Education	129	80	-36.1%	.5%
Community Support	103	29	-74.4%	.2%
Total Expense	15,965	16,136	1.1%	

Key Points:

- This budget proposes a 3.08% COLA for July 1, based on the 2025 twelve-month average Consumer Price Index of the Northeast Urban Class B/C. In FY27 we are anticipating using slightly more full-time hours than in FY26, bringing our staffing up to 56.72 Full Time Equivalents from 56.23 FTEs last year. Costs for healthcare benefits and annual merit increased moderately results in a total Wages and Benefits increase of 3.4%; Total Compensation expense per Full-Time Equivalent change over FY26 is +2.55%.

	FY26 BUD	FY27 BUD	% Change
Payroll Expense	\$6,294,309	\$6,459,845	2.63%
Full Time Equivalents	56.2	56.7	0.87%
Expense per FTE	\$111,998	\$113,930	1.72%

- Promotion and Education program expenses are down significantly to the budget revision exercise. The marketing and advertising budget is reduced by 50%, and all outsourced surveys for FY27 are eliminated. The Outreach and Education program is merging with the Compliance and Safety program, and the Marketing and Communications programs are merging, all under the direction of the Public Policy, Compliance, and Waste Reduction department.
- Materials Management is down slightly (-4.5%) for the first time in several years, reflecting a modicum of pricing stabilization across key inputs. Materials Management is how we refer to hauling services we use to move materials we produce (compost, recyclables) to market and move materials we collect (MSW from Drop-Off Centers, trash we generate, etc.) to disposal.

BOTTOM LINE

Each year we need to “get to zero.” In FY27, we are projecting a surplus of cash of \$3,118,462. This is the result of the combination of budget revisions for income projections, tightly controlling expenses, and deferring capital except for the new MRF. The cash freed up by the proposed budget revisions will be specifically directed to the MRF Capital Project Fund and will not be used to pay for day-to-day operations or administrative needs. We generally budget conservatively in several areas, such as Sale of Materials, healthcare utilization, and tipping fee revenue from the DOCs and ORF, this year also due to general economic uncertainty related to global politics.

The requested municipal approval is to approve the budget as presented for the daily operational needs of the Chittenden Solid Waste District, which are represented by \$19,451,432 in Income/Revenue, and \$16,136,738 in Expenses.

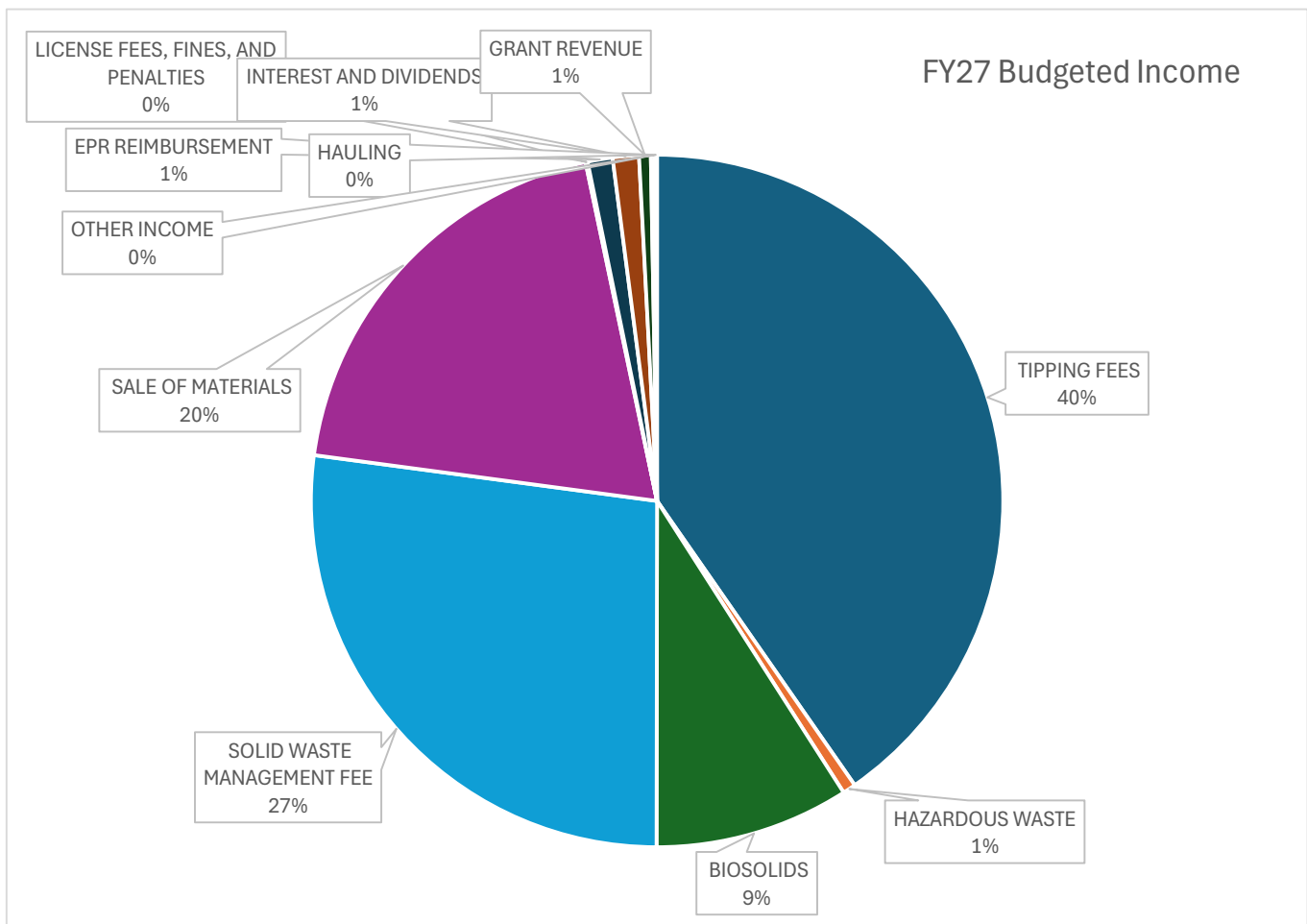
Projected Fund Balances

The completion of the MRF project will require a significant drawdown of cash reserves / funds. Approximately \$9M in project costs will be funded from CSWD cash reserves, \$7.7M from the MRF Project Capital Fund, \$400K from the Solid Waste Management Fund, and \$1M from the Operating Fund. We anticipate that future operations, including operating the new MRF, will generate sufficient cash flow to cover day-to-day operations and slowly replenish the Operating and Solid Waste Management Funds by mid fiscal 2029. The chart on the following page shows our best understanding of where the funds will be at the end of FY27.

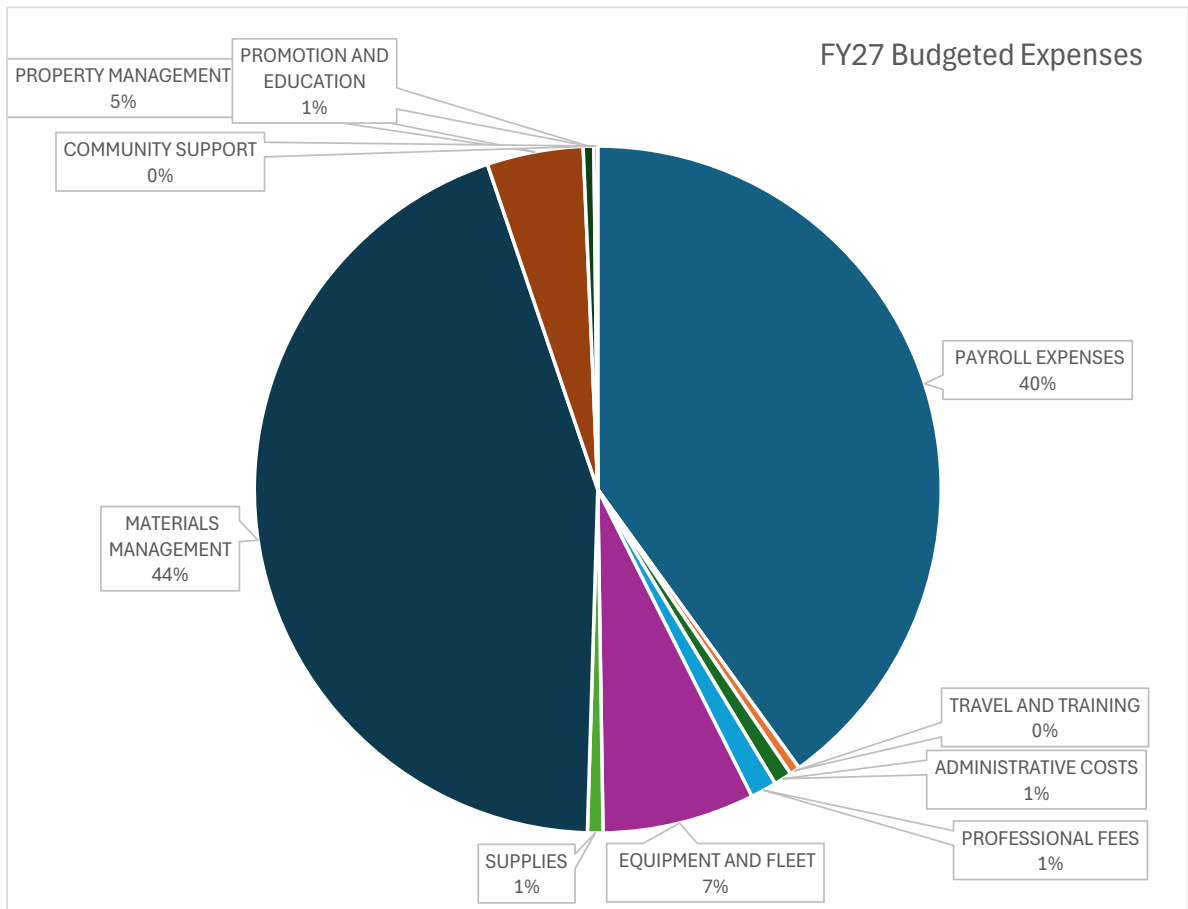
Projected Fund Balances

(in thousands)	FY25 Ending Projected	Projected FY26	FY27 BUD OpEx	FY27 BUD CapEx	MRF Build	Expected FY27
INTERNAL PURPOSES						
Solid Waste Management Fund	\$866	\$866	\$0		(\$399)	\$466
Operating Fund	\$2,729	\$2,246	\$0		(\$1,036)	\$1,209
Capital Fund	\$2,545	\$0	\$0			\$0
MRF Project Capital Fund	\$3,027	\$4,855	\$3,118	(\$235)	(\$7,738)	\$0
TOTAL INTERNAL	\$9,168	\$7,967	\$3,118	(\$235)	(\$9,174)	\$1,676
EXTERNAL PURPOSES						
Facilities Closure Fund	\$1,507	\$1,507	\$0			\$1,507
COMMUNITY CLEAN UP FUND	\$95	\$95	\$0			\$95
TOTAL EXTERNAL	\$1,602	\$1,602	\$0	\$0	\$0	\$1,602
RESTRICTED						
Landfill Post Closure Fund	\$1,000	\$961	\$0			\$9601
Biosolids Fund	\$560	\$424	\$0			\$424
RESTRICTED	\$1,560	\$1,385	\$0	\$0	\$0	\$1,385
TEMPORARILY RESTRICTED						
Debt Service	\$390	\$481	\$0			\$481
TEMPORARILY RESTRICTED	\$390	\$481	\$0	\$0	\$0	\$481
UNDESIGNATED (FY26 Fraud Loss)	(\$154)	(\$3,023)	\$0			(\$3,023)
Prior Year Adjustment	(\$151)	(\$295)	\$0			(\$295)
Total FUNDS	\$12,415	\$8,117	\$3,118	(\$235)	(\$9,175)	\$1,826

TIPPING FEES	\$7,843,940	40.3%	Income
HAZARDOUS WASTE	\$119,311	0.6%	
BIOSOLIDS	\$1,767,008	9.1%	
SOLID WASTE MANAGEMENT FEE	\$5,269,936	27.1%	
SALE OF MATERIALS	\$3,806,547	19.6%	
LICENSE FEES, FINES, AND PENALTIES	\$18,976	0.1%	
EPR REIMBURSEMENT	\$226,290	1.2%	
INTEREST AND DIVIDENDS	\$237,259	1.2%	
GRANT REVENUE	\$106,000	0.5%	
HAULING	\$33,962	0.2%	
OTHER INCOME	\$22,203	0.1%	
TOTAL	\$19,451,432		



PAYROLL EXPENSES	\$6,459,845	40.0%	Expense
TRAVEL AND TRAINING	\$77,453	0.5%	
ADMINISTRATIVE COSTS	\$136,131	0.8%	
PROFESSIONAL FEES	\$199,537	1.2%	
EQUIPMENT AND FLEET	\$1,156,052	7.2%	
SUPPLIES	\$117,237	0.7%	
MATERIALS MANAGEMENT	\$7,150,330	44.3%	
PROPERTY MANAGEMENT	\$730,583	4.5%	
PROMOTION AND EDUCATION	\$80,602	0.5%	
COMMUNITY SUPPORT	\$28,966	0.2%	
Other		0.0%	
Total	\$16,136,738	100.0%	



who we are

We are a municipal district created in 1987 to oversee and manage solid waste in Chittenden County.

CSWD serves about a quarter of the population of Vermont (169,481 residents and 8,939 businesses)* with facilities, programs, and expertise developed over our 38-year history.

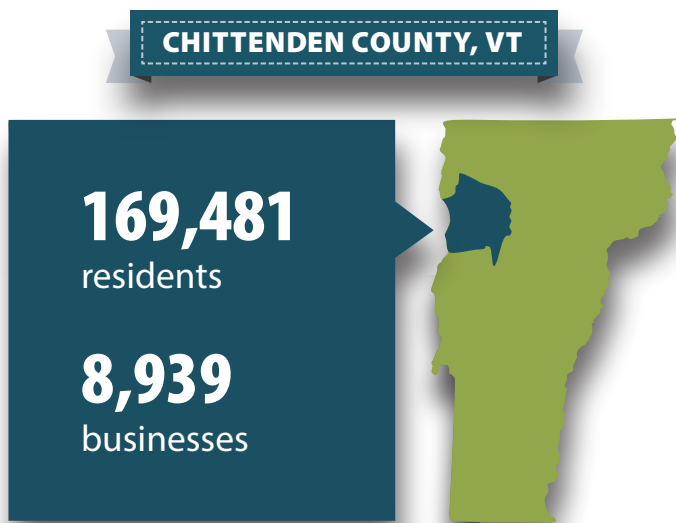
**2023 data. Sources: U.S. Census and VT Dept. Of Labor*

OUR MISSION

The Chittenden Solid Waste District's mission is to reduce and manage the solid waste generated within Chittenden County in an environmentally sound, efficient, effective and economical manner.

OUR VISION

Products are designed to be reused or recycled and our community fully participates in minimizing disposal and maximizing reuse and recycling.



2023 data. Sources: U.S. Census and VT Dept. of Labor

HOW WE'RE FUNDED

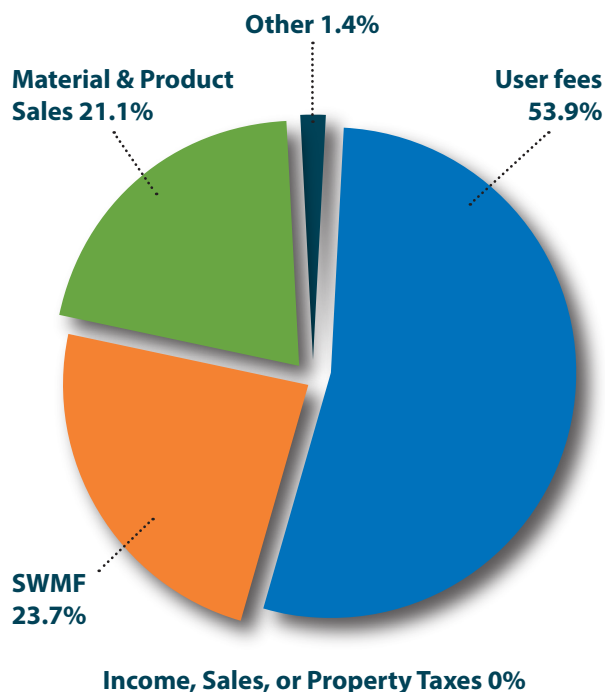
Our revenue comes from three primary sources:

- **User fees** on incoming material at our facilities;
- **The Solid Waste Management Fee (SWMF)**, a per-ton fee on material sent to the landfill;
- **Material and product sales** from material we collect and process at our facilities and sell;
- A small, variable percentage of our funding comes from **State grants for hazardous waste and other materials management**.

We are not funded by Income, Sales, or Property tax dollars.

FY25 REVENUE \$16.5M

(unaudited)



what we do

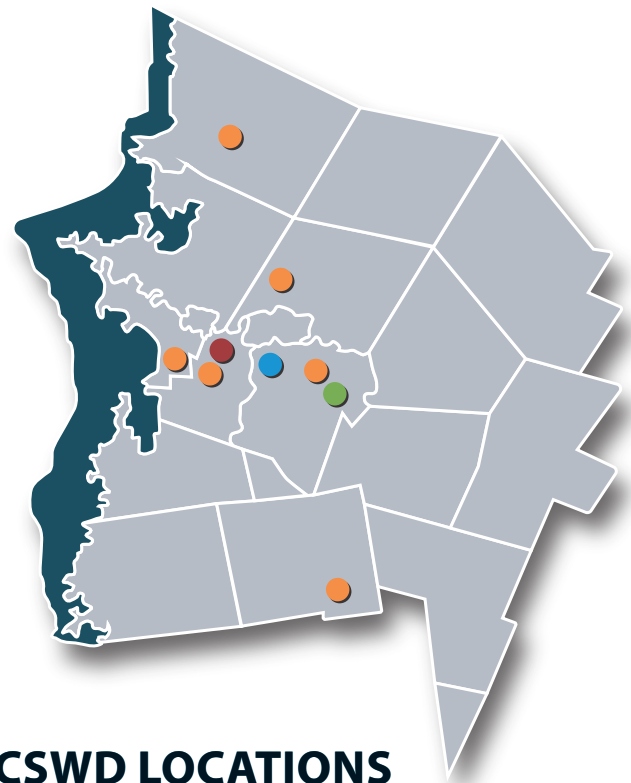
REDUCE WASTE

- › **Educate residents, businesses, schools, and event leaders** on waste prevention and diversion
- › **Promote community reuse options**
- › **Process leftover paint** from residents and businesses into Local Color Paint
- › **Maintain and enforce our Ordinance**, which includes waste prevention and diversion requirements
- › **Help our members** comply with federal and state solid waste laws
- › **Provide facilities and tools** to help members prevent waste and maximize diversion from the landfill to recycling, composting, and other resource recovery
- › **Advocate for state-wide policies** that will reduce waste

MANAGE MATERIALS

Our facilities:

- › **The only municipally owned Materials Recycling Facility** (blue-bin recyclables sorting center) in Vermont
- › **Six regional Drop-Off Centers** for household trash, recycling, organics, and special materials
- › **A comprehensive hazardous waste program for households and small businesses** that includes a permanent year-round collection facility *and* a seasonal mobile collection unit
- › **The state's largest Organics Diversion Facility** (home of Green Mountain Compost) turning food scraps and yard trimmings into compost and soil blends supporting local soils



CSWD LOCATIONS

- **Drop-Off Centers**
- **Environmental Depot**
- **Materials Recycling Facility**
- **Organics Recycling Facility** (Green Mountain Compost)

SUPPORT OUR MEMBERS

- › **Technical expertise and support** for waste-related RFPs and studies
- › **Grant funding**
 - › Community Cleanup Fund for all member towns
 - › Waste Reduction Container and Project Grants
- › **Brokering and investigation** of beneficial use options for biosolids
- › **Green Up Vermont donation** on behalf of all member towns;
- › **Outreach and education**

how we're doing

This graphic shows three key measurements of all the materials that individuals and businesses in Chittenden County, VT generated in Calendar Year 2025:

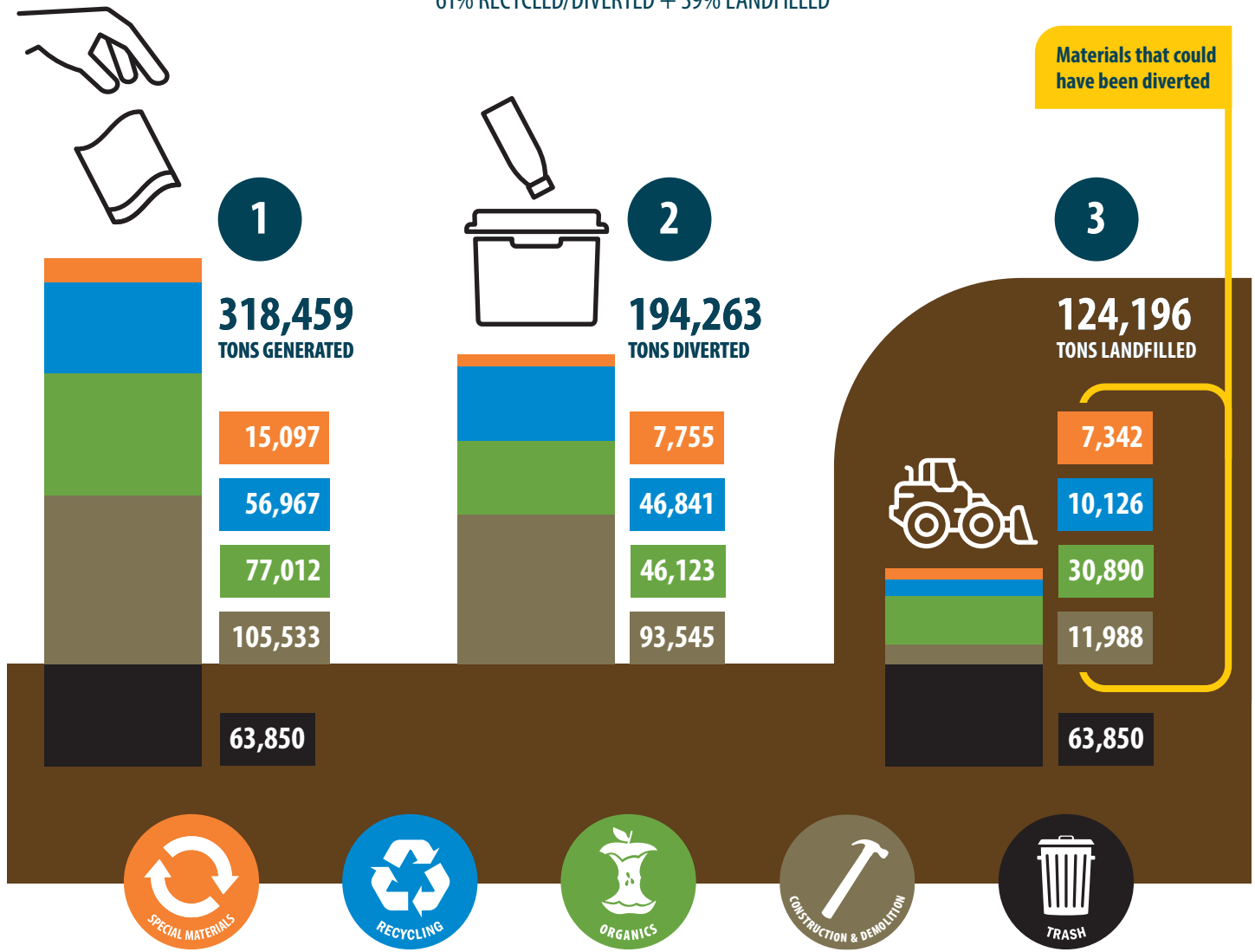
1. Total waste and recyclable/compostable materials generated in Chittenden County in 2025.
2. Total materials kept out of the landfill and recycled or composted in 2025.
3. Total materials (including recyclables and compostable materials) landfilled in 2025.

Note: "Trash" is made up of materials that can't be recycled or composted.

Full details are available in the 2024 [CSWD Diversion Report](#).

100% MATERIALS GENERATED (318,459 tons)

61% RECYCLED/DIVERTED + 39% LANDFILLED



**Proposed FY27 Budget
All Programs**

	FY25 Actual	FY26 Adopted Budget	Proposed FY27 Budget	\$ Change FY26 BUD v FY27 BUD	% Change FY26 BUD v FY27 BUD
Ordinary Income/Expense					
Income					
40000 - INCOME					
40100 - TIPPING FEES	\$7,014,487	\$7,305,910	\$7,843,940	\$538,030	7.4%
40400 - HAZARDOUS WASTE	\$114,722	\$104,000	\$119,311	\$15,311	14.7%
40500 - BIOSOLIDS	\$1,750,850	\$1,413,000	\$1,767,008	\$354,008	25.1%
41000 - SOLID WASTE MANAGEMENT	\$3,900,128	\$5,129,004	\$5,269,936	\$140,932	2.7%
42000 - SALE OF MATERIALS	\$3,381,615	\$2,968,667	\$3,806,547	\$837,880	28.2%
43000 - LICENSE FEES FINES & PENALTIES	\$17,099	\$19,000	\$18,976	(\$24)	-0.1%
44000 - RENTAL INCOME	\$7,100	\$0	\$0	\$0	N/A
45000 - PRODUCT STEWARDSHIP AND REIMB	\$180,882	\$179,250	\$226,290	\$47,040	26.2%
46000 - INTEREST & DIVIDENDS	\$493,468	\$211,000	\$237,259	\$26,259	12.4%
47000 - GRANT REVENUE	\$1,617,323	\$111,323	\$106,000	(\$5,323)	-4.8%
47500 - GAIN/LOSS ON DISPOSAL OF ASSETS	\$390,471	\$0	\$0	\$0	N/A
48000 - HAULING	\$15,348	\$64,000	\$33,962	(\$30,038)	-46.9%
49000 - OTHER INCOME	\$21,070	\$23,000	\$22,203	(\$797)	-3.5%
Total - 40000 - INCOME	\$18,904,562	\$17,528,154	\$19,451,432	\$1,923,279	11.0%
Total - Income	\$18,904,562	\$17,528,154	\$19,451,432	\$1,923,279	11.0%
Cost Of Sales					
50000 - COST OF GOODS SOLD					
51000 - Organics Cost of Goods Sold	(\$102,672)	\$198,947	\$183,364	(\$15,583)	-7.8%
52000 - Bins & Containers	\$3,512		\$3,760	\$3,760	N/A
53000 - Paint	\$8,759	\$15,000	\$9,109	(\$5,891)	-39.3%
Total - 50000 - COST OF GOODS SOLD	(\$90,401)	\$213,947	\$196,232	(\$17,715)	-8.3%
Total - Cost Of Sales	(\$90,401)	\$213,947	\$196,232	(\$17,715)	-8.3%
Gross Profit	\$18,994,963	\$17,314,207	\$19,255,200	\$1,940,993	11.2%
Expense					
60000 - EXPENSES					
60100 - PAYROLL EXPENSES	\$5,713,200	\$6,294,307	\$6,459,845	\$165,538	2.6%
61000 - TRAVEL & TRAINING	\$65,370	\$130,350	\$77,453	(\$52,897)	-40.6%
62000 - ADMINISTRATIVE COSTS	\$201,665	\$159,099	\$136,131	(\$22,968)	-14.4%
63000 - PROFESSIONAL FEES	\$105,177	\$345,007	\$199,537	(\$145,470)	-42.2%
64000 - EQUIPMENT AND FLEET	\$1,213,887	\$1,320,761	\$1,156,052	(\$164,708)	-12.5%
66000 - SUPPLIES	\$93,517	\$137,617	\$117,237	(\$20,380)	-14.8%
67000 - MATERIALS MANAGEMENT	\$6,718,798	\$6,686,752	\$7,150,330	\$463,578	6.9%
68000 - PROPERTY MANAGEMENT	\$641,243	\$651,271	\$730,583	\$79,312	12.2%
69000 - PROMOTION & EDUCATION	\$128,798	\$126,200	\$80,602	(\$45,598)	-36.1%
70000 - COMMUNITY SUPPORT	\$25,402	\$113,350	\$28,966	(\$84,384)	-74.4%
Total - 60000 - EXPENSES	\$14,907,057	\$15,964,714	\$16,136,738	\$172,024	1.1%
Total - Expense	\$14,907,057	\$15,964,714	\$16,136,738	\$172,024	1.1%
Net Ordinary Income (Before Depreciation & Transfers)	\$4,087,906	\$1,349,492	\$3,118,462	\$1,768,970	131.1%

**CSWD
Proposed FY27 Budget
Administrative Programs**

	Compliance	Executive	Finance	General Admin	IT	Marketing	O&C Admin	Outreach & Communication	Solid Waste Management Fee	Total
Ordinary Income/Expense										
Income										
40000 - INCOME										
41000 - SOLID WASTE MANAGEMENT	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,269,936	\$5,269,936
43000 - LICENSE FEES FINES & PENALTIES	\$18,976	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$18,976
46000 - INTEREST & DIVIDENDS	\$0	\$0	\$200,000	\$0	\$0	\$0	\$0	\$0	\$0	\$200,000
Total - 40000 - INCOME	\$18,976	\$0	\$200,000	\$0	\$0	\$0	\$0	\$0	\$5,269,936	\$5,488,912
Total - Income	\$18,976	\$0	\$200,000	\$0	\$0	\$0	\$0	\$0	\$5,269,936	\$5,488,912
Gross Profit	\$18,976	\$0	\$200,000	\$0	\$0	\$0	\$0	\$0	\$5,269,936	\$5,488,912
Expense										
60000 - EXPENSES										
60100 - PAYROLL EXPENSES	\$236,323	\$243,325	\$505,409	\$394,633	\$262,544	\$140,379	\$222,628	\$401,626	\$0	\$2,406,867
61000 - TRAVEL & TRAINING	\$6,500	\$1,150	\$291	\$22,063	\$1,380	\$24,021	\$1,500	\$2,120	\$0	\$59,025
62000 - ADMINISTRATIVE COSTS	\$8,402	\$2,500	\$1,553	\$24,976	\$118	\$240	\$1,000	\$20,412	\$0	\$59,203
63000 - PROFESSIONAL FEES	\$6,000	(\$0)	\$54,150	\$24,106	\$0	\$43,404	\$20,075	\$0	\$0	\$147,735
64000 - EQUIPMENT AND FLEET	\$5,464	\$0	\$68,082	\$10,616	\$178,675	\$0	\$3,600	\$2,851	\$0	\$269,288
66000 - SUPPLIES	\$950	\$0	\$3,621	\$2,391	\$0	\$300	\$0	\$665	\$0	\$7,927
67000 - MATERIALS MANAGEMENT	\$0	\$0	\$98	\$1,500	\$0	\$0	\$0	\$0	\$0	\$1,598
68000 - PROPERTY MANAGEMENT	\$0	\$0	\$0	\$317,548	\$0	\$0	\$0	\$0	\$0	\$317,548
69000 - PROMOTION & EDUCATION	\$500	\$0	\$0	\$0	\$0	\$70,990	\$0	\$8,626	\$0	\$80,116
70000 - COMMUNITY SUPPORT	\$0	\$0	\$16,042	\$0	\$0	\$0	\$4,500	\$0	\$0	\$20,542
Total - 60000 - EXPENSES	\$264,140	\$246,974	\$649,246	\$797,833	\$442,717	\$279,333	\$253,303	\$436,300	\$0	\$3,369,848
Total - Expense	\$264,140	\$246,974	\$649,246	\$797,833	\$442,717	\$279,333	\$253,303	\$436,300	\$0	\$3,369,848
Net Ordinary Income (Before Depreciation & Transfers)	(\$245,164)	(\$246,974)	(\$449,246)	(\$797,833)	(\$442,717)	(\$279,333)	(\$253,303)	(\$436,300)	\$5,269,936	\$2,119,064

CSWD
Proposed FY27 Budget
Operations Programs

	Drop Off Center (DOC)	Hazardous Waste	Maintenance & Hauling	Materials Recycling Facility	Operating Administration	Organics Recycling Facility	Property Management	Total
Ordinary Income/Expense								
Income								
40000 - INCOME								
40100 - TIPPING FEES	\$3,348,799	\$0	\$0	\$4,126,312	\$0	\$368,829	\$0	\$7,843,940
40400 - HAZARDOUS WASTE	\$0	\$119,311	\$0	\$0	\$0	\$0	\$0	\$119,311
42000 - SALE OF MATERIALS	\$232,368	\$36,997	\$0	\$2,517,856	\$0	\$1,019,327	\$0	\$3,806,547
45000 - PRODUCT STEWARDSHIP AND REIMB	\$25,833	\$200,457	\$0	\$0	\$0	\$0	\$0	\$226,290
47000 - GRANT REVENUE	\$0	\$106,000	\$0	\$0	\$0	\$0	\$0	\$106,000
48000 - HAULING	\$0	\$0	\$33,962	\$0	\$0	\$0	\$0	\$33,962
49000 - OTHER INCOME	\$19,071	\$774	\$0	\$118	\$0	\$2,240	\$0	\$22,203
Total - 40000 - INCOME	\$3,626,071	\$463,539	\$33,962	\$6,644,286	\$0	\$1,390,396	\$0	\$12,158,253
Total - Income	\$3,626,071	\$463,539	\$33,962	\$6,644,286	\$0	\$1,390,396	\$0	\$12,158,253
Cost Of Sales								
50000 - COST OF GOODS SOLD								
51000 - Organics Cost of Goods Sold	\$0	\$0	\$0	\$0	\$0	\$183,364	\$0	\$183,364
52000 - Bins & Containers	\$3,760	\$0	\$0	\$0	\$0	\$0	\$0	\$3,760
53000 - Paint	\$0	\$9,109	\$0	\$0	\$0	\$0	\$0	\$9,109
Total - 50000 - COST OF GOODS SOLD	\$3,760	\$9,109	\$0	\$0	\$0	\$183,364	\$0	\$196,232
Total - Cost Of Sales	\$3,760	\$9,109	\$0	\$0	\$0	\$183,364	\$0	\$196,232
Gross Profit	\$3,622,311	\$454,430	\$33,962	\$6,644,286	\$0	\$1,207,032	\$0	\$11,962,020
Expense								
60000 - EXPENSES								
60100 - PAYROLL EXPENSES	\$1,540,415	\$509,229	\$506,851	\$0	\$597,332	\$899,151	\$0	\$4,052,979
61000 - TRAVEL & TRAINING	\$3,680	\$956	\$368	\$3,976	\$182	\$8,252	\$0	\$17,414
62000 - ADMINISTRATIVE COSTS	\$62,259	\$2,112	\$939	\$4,255	\$669	\$6,196	\$0	\$76,429
63000 - PROFESSIONAL FEES	\$1,752	\$4,353	\$178	\$1,315	\$0	\$1,786	\$14,919	\$24,302
64000 - EQUIPMENT AND FLEET	\$103,523	\$11,622	\$135,405	\$387,215	\$4,182	\$244,816	\$0	\$886,764
66000 - SUPPLIES	\$29,096	\$25,614	\$19,997	\$0	\$260	\$32,856	\$988	\$108,811
67000 - MATERIALS MANAGEMENT	\$1,388,920	\$324,976	\$11,100	\$3,525,859	\$0	\$92,059	\$0	\$5,342,914
68000 - PROPERTY MANAGEMENT	\$73,221	\$55,257	\$34,903	\$80,869	\$0	\$85,780	\$65,545	\$395,575
69000 - PROMOTION & EDUCATION	\$122	\$0	\$0	\$0	\$0	\$364	\$0	\$486
70000 - COMMUNITY SUPPORT	\$7,658	\$0	\$0	\$0	\$0	\$766	\$0	\$8,424
Total - 60000 - EXPENSES	\$3,210,646	\$934,121	\$709,741	\$4,003,488	\$602,625	\$1,372,026	\$81,451	\$10,914,098
Total - Expense	\$3,210,646	\$934,121	\$709,741	\$4,003,488	\$602,625	\$1,372,026	\$81,451	\$10,914,098
Net Ordinary Income	\$411,665	(\$479,691)	(\$675,779)	\$2,640,798	(\$602,625)	(\$164,995)	(\$81,451)	\$1,047,922

CSWD
Proposed FY27 Budget
Biosolids

	Totals
Ordinary Income/Expense	
Income	
40510 - Biosolid Monthly Fee	
40510 - Biosolid Monthly Fee	\$1,761,008
40511 - Biosolids Administration Fee	\$6,000
Total - 40510 - Biosolid Monthly Fee	\$1,767,008
Total - Income	\$1,767,008
Gross Profit	\$1,767,008
Expense	
60000 - EXPENSES	
61000 - TRAVEL & TRAINING	
61300 - Membership Dues	\$1,014
Total - 61000 - TRAVEL & TRAINING	\$1,014
67000 - MATERIALS MANAGEMENT	
67200 - DISPOSAL FEES	
67220 - Sludge Disposal	\$1,761,008
Total - 67200 - DISPOSAL FEES	\$1,761,008
Total - 67000 - MATERIALS MANAGEMENT	\$1,761,008
Total - Expense	\$1,762,022
Net Ordinary Income	\$4,986

CSWD
Proposed FY27 Budget
Closed Landfill

	Total
Ordinary Income/Expense	
Income	
40000 - INCOME	
46000 - INTEREST & DIVIDENDS	\$37,259
Total - Income	\$37,259
Gross Profit	\$37,259
Expense	
60000 - EXPENSES	
62000 - ADMINISTRATIVE COSTS	\$500
63000 - PROFESSIONAL FEES	\$27,500
66000 - SUPPLIES	\$500
67000 - MATERIALS MANAGEMENT	
67400 - LEACHATE	\$24,360
67500 - TESTING	\$20,450
Total - 67000 - MATERIALS MANAGEMENT	\$44,810
68000 - PROPERTY MANAGEMENT	
68100 - BUILDING & LAND	\$16,700
68200 - UTILITIES	\$360
68400 - GOVERNMENT TAXES & FEES	\$400
Total - 68000 - PROPERTY MANAGEMENT	\$17,460
Total - 60000 - EXPENSES	\$90,770
Total - Expense	\$90,770
Net Ordinary Income	(\$53,511)

CSWD
Fund Balances
FY27 Proposed Budget

	FY25	Expected FY26	FY27 BUD OpEx	FY27 BUD CapEx	MRF Build	Expected FY27
32100 - DESIGNATED FOR INTERNAL PURPOSES						
32103 - Solid Waste Management Fund	\$866,001	\$866,001	\$0		(\$399,607)	\$466,393
32105 - Operating Fund	\$2,729,314	\$2,246,005	\$0		(\$1,036,397)	\$1,209,608
32106 - Capital Fund	\$2,545,500	\$0	\$0			\$0
32107 - MRF Project Capital Fund	\$3,027,265	\$4,855,387	\$3,118,462	(\$235,000)	(\$7,738,849)	\$0
Total - 32100 - DESIGNATED FOR INTERNAL PURPOSES	\$9,168,079	\$7,967,392	\$3,118,462	(\$235,000)	(\$9,174,853)	\$1,676,001
32200 - DESIGNATED FOR EXTERNAL PURPOSES						
32201 - Facilities Closure Fund	\$1,506,983	\$1,506,983	\$0			\$1,506,983
32202 - COMMUNITY CLEAN UP FUND	\$95,000	\$95,000	\$0			\$95,000
Total - 32200 - DESIGNATED FOR EXTERNAL PURPOSES	\$1,601,983	\$1,601,983	\$0	\$0	\$0	\$1,601,983
33000 - RESTRICTED						
33001 - Landfill Post Closure Fund	\$1,000,000	\$960,933	\$0			\$960,933
33002 - Biosolids Fund	\$560,662	\$423,755	\$0			\$423,755
Total - 33000 - RESTRICTED	\$1,560,662	\$1,384,688	\$0	\$0	\$0	\$1,384,688
34000 - TEMPORARILY RESTRICTED						
34100 - Debt Service Fund	\$390,400	\$481,340	\$0			\$481,340
Total - 34000 - TEMPORARILY RESTRICTED	\$390,400	\$481,340	\$0	\$0	\$0	\$481,340
36000 - UNDESIGNATED (FY26 Fraud Loss)	(\$154,428)	(\$3,023,308)	\$0			(\$3,023,308)
38000 - Prior Year Adjustment	(\$151,047)	(\$294,666)	\$0			(\$294,666)
Total FUNDS	\$12,415,650	\$8,117,429	\$3,118,462	(\$235,000)	(\$9,174,853)	\$1,826,038

CHITTENDEN SOLID WASTE DISTRICT
CAPITAL PROJECTS 3 YEAR PLAN

FY26 - PREVIOUSLY APPROVED FY27 FY28 FY29

MATERIALS RECOVERY FACILITY

Building & Building Repair

Sub Total	\$	-	\$0	\$0

Capital Equipment

Sub Total	\$	-	\$0	\$0

Rolling Stock

Sub Total	\$	-	\$0	\$0

New MRF Project

Sub Total	\$	-	\$0	\$0
Total MRF	\$	-	\$0	\$0

ORGANICS RECYCLING FACILITY

Site Work

Site 21 Site Work				\$50,000
Yard Waste Receiving Area Regrade			\$30,000	
Sub Total	\$	-	\$30,000	\$0

Building & Building Repair

Sub Total	\$	-	\$0	\$0

Capital Equipment

Eggersmann Air Separator V 60			\$75,000	
Sub Total	\$	-	\$0	\$75,000

Rolling Stock

644k Loader COMPLETE	\$	350,000.00		
Pump Truck Chassis Replacement			\$80,000	
Sub Total	\$	350,000.00	\$0	\$80,000

Hauling

Sub Total	\$	-	\$0	\$0

ORF New Projects

Sub Total	\$	-	\$0	\$0
Total ORF	\$	350,000.00	\$30,000	\$155,000

Closed LF
Site Work

East Side Base Remediation	\$	50,000.00			
Total Closed LF	\$	50,000.00	\$0	\$0	\$0

Biosolids

Total Biosolids			\$0	\$0	\$0
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Roll-OFF and Maintenance

Building & Building Repair

Maintenance Building Rehab			\$	50,000	
Sub Total	\$	-	\$	50,000	\$ -

Rolling Stock

2012 KENWORTH TRUCK T800 #31				\$	290,000
Service Truck Replacement					\$ 110,000
Sub Total	\$	-	\$	-	\$ 290,000
Total Roll-Off and Maintenance	\$	-	\$	50,000	\$ 290,000

Drop Off Centers

Site Work

Milton - Design/Survey			\$	50,000	\$ 50,000
Williston Stormwater Design/Build			\$	25,000	\$ 75,000
Sub Total	\$	-	\$	75,000	\$ 125,000

Building & Building Repair

Essex and South Burlington Overhead Structure Repair				\$	60,000
Sub Total			\$	-	\$ 60,000

Capital Equipment

Compactors	BDOC x1 (FY27) WDOC x2 (FY28)		\$	30,000	\$ 65,000
Sub Total		\$	-	\$ 30,000	\$ 65,000
Total Drop Off Centers		\$	-	\$ 105,000	\$ 250,000

HAZARDOUS WASTE AND LATEX PAINT

Sitework

Sub Total	\$	-	\$	-	
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Building & Building Repair

Sub Total	\$	-	\$	-	\$ -
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Rolling Stock

Replacement Forklift COMPLETE	\$	25,000.00			
Sub Total	\$	25,000.00	\$	-	\$ -
Total HAZARDOUS WASTE AND LATEX PAINT	\$	25,000.00	\$	-	\$ -

Property Management

Site 21 Property Improvement		\$ 50,000		
Sub Total		\$ 50,000		
Total Property Management		\$ 50,000	\$0	\$0

Administration

Site Work

Sub Total	\$ -	\$ -	\$ -	\$ -
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Intangible

Sub Total	\$ -	\$ -	\$ -	\$ -
Total Administration	\$ -	\$ -	\$ -	\$ -

Miscellaneous

Total Cap Cost	\$ 425,000	\$ 235,000	\$ 695,000	\$ 160,000
Program Input				
General Fund Support		\$ 235,000	\$ 695,000	\$ 160,000
Closed Landill Reserve	\$ 50,000	\$ -	\$ -	\$ -

SCHEDULE OF PROGRAM TIPPING FEES	FY25		FY26		Rate change	increase from
					FY27	FY26 to FY27
MATERIALS RECYCLING FACILITY						
<i>Materials Sales fluctuate with market price.</i>						
Budgeted Tipping Fees:						
In-District materials, per ton	\$	90.00	\$	90.00	\$ 100.00	\$ 10.00
Out-of-District materials, per ton	\$	90.00	\$	90.00	\$ 100.00	\$ 10.00
DROP-OFF CENTERS						
<i>Items accepted vary by facility</i>						
Facility Fee (per transaction at all DOCs)	\$	-	\$	-	\$ 1.00	\$ 1.00
Except for the following transactions: Bulbs, Household Batteries, Covered E-Waste, Mercury Devices, PCB Ballasts, and Textiles						
Household Trash						
Small - up to 13 gallons	\$	3.00	\$	4.00	\$ 4.00	\$ -
Medium - 14 to 35 gallons	\$	8.00	\$	8.00	\$ 8.00	\$ -
Large - 36 to 45 gallons	\$	11.00	\$	11.00	\$ 11.00	\$ -
per cubic yard	\$	48.00	\$	48.00	\$ 48.00	\$ -
Recycling						
Blue-bin Recyclables, with paid trash items		No charge		No charge	\$ No charge	\$ -
Blue-bin Recyclables ONLY	\$	2.00	\$	2.00	\$ 2.00	\$ -
More than 1 Cubic Yard		\$5.00/CY		\$5.00/CY	\$ 5.00/CY	\$ -
Organics						
Food Scraps, with paid trash items		No charge		No charge	\$ No charge	\$ -
Food Scraps (per 5 gallons), without paid trash items Up to 35 gallon	\$	1.00	\$	1.00	\$ 1.00	\$ -
Pallets & clean lumber:						
Up to 2 cubic yards (Milton, Williston, SB & Essex)		No charge		No charge	\$ No charge	\$ -
Each cubic yard in excess of 2 cy	\$	5.00	\$	5.00	\$ 5.00	\$ -
Yard debris (including natural wood)						
Each cubic yard up to 2 cy (Milton, Hinesburg (NO WOOD), SB & Essex)		No charge		No charge	\$ 1.00	\$ 1.00
Each cubic yard in excess of 2 cy	\$	5.00	\$	5.00	\$ 5.00	\$ -

SCHEDULE OF PROGRAM TIPPING FEES	FY25		FY26		Rate change	increase from
					FY27	FY26 to FY27
Special Materials						
Non-covered Electronics ~ per pound (by appt. only)	\$	0.18	\$	0.30	\$ 0.30	\$ -
Gypsum wallboard (clean, new scrap):						
Small loads (up to 2 cy), per cubic yard	\$	28.00	\$	28.00	\$ 28.00	\$ -
Large loads, per ton	\$	100.00	\$	100.00	\$ 100.00	\$ -
Propane cylinders over 20 lbs.	\$	5.00	\$	5.00	\$ 8.00	\$ 3.00
Mercury-containing products		No charge		No charge	No charge	\$ -
Propane cylinders 20 lbs.		No charge		No charge	\$ 3.00	\$ 3.00
Propane cylinders under 20 lbs		No charge		No charge	No charge	
Lead Acid Batteries						
Car/Boat	\$	-	\$	-	\$ 2.00	\$ 2.00
Smaller than Car/Boat	\$	-	\$	-	\$ 1.00	\$ 1.00
Construction & Demolition Materials						
up to 13-gallon bag/barrel	\$	6.00	\$	8.00	\$ 8.00	\$ -
up to 33-gallon bag/barrel	\$	16.00	\$	16.00	\$ 16.00	\$ -
up to 45-gallon bag/barrel	\$	22.00	\$	22.00	\$ 22.00	\$ -
up to 64-gallon bag/barrel	\$	30.00	\$	30.00	\$ 30.00	\$ -
per cubic yard	\$	96.00	\$	96.00	\$ 96.00	\$ -
Other Items						
Appliances without refrigerants	\$	5.00	\$	6.00	\$ 6.00	\$ -
Appliances with refrigerants	\$	15.00	\$	15.00	\$ 15.00	\$ -
Batteries (household and lead acid)		No charge		No charge	No charge	\$ -
Electronics -non-covered	\$	2.00	\$	2.00	\$ 2.00	\$ -
Electronics - items covered by State program		No charge		No charge	No charge	\$ -
Fluorescent lamps		No charge		No charge	No charge	\$ -
XS Furniture Item	\$	3.00	\$	4.00	\$ 4.00	\$ -
Small furniture item	\$	8.00	\$	8.00	\$ 8.00	\$ -
Medium Furniture item	\$	11.00	\$	11.00	\$ 11.00	\$ -
Large furniture item	\$	15.00	\$	15.00	\$ 15.00	\$ -
XL furniture item	\$	24.00	\$	24.00	\$ 24.00	\$ -
Twin box spring	\$	20.00	\$	27.00	\$ 27.00	\$ -
Twin mattress	\$	20.00	\$	27.00	\$ 27.00	\$ -
Full/double/queen mattress	\$	25.00	\$	32.00	\$ 32.00	\$ -
Full/double/queen box spring	\$	25.00	\$	32.00	\$ 32.00	\$ -
King mattress	\$	30.00	\$	37.00	\$ 30.00	\$ -
King box spring	\$	30.00	\$	37.00	\$ 37.00	\$ -

SCHEDULE OF PROGRAM TIPPING FEES	FY25		FY26		Rate change	increase from		
					FY27	FY26 to FY27		
Crib mattress	\$	8.00	\$	10.00	\$	10.00	\$	-
Scrap metal		No charge		No charge		No charge		
Textiles*		No charge		No charge		No charge		
Tires								
Tires ~ up to 20" (bike tires up to 20)	\$	4.00	\$	4.00	\$	5.00	\$	1.00
Tires ~ 19.5" to 24.5" Heavy Truck/ Commercial Vehicle	\$	15.00	\$	15.00	\$	15.00	\$	-
Tires ~ large equipment tires	\$	56.00	\$	56.00	\$	56.00	\$	-
Tires ~ XL equipment tires	\$	100.00	\$	100.00	\$	100.00	\$	-
Tires with Rim (additional charge)	\$	-	\$	-	\$	1.00	\$	1.00
Tires ~ per ton	\$	250.00	\$	250.00	\$	300.00	\$	50.00
Used oil		No charge		No charge		No charge	\$	-
Used oil filters		No charge		No charge		No charge	\$	-
Ashes (accepted as trash)	\$3-15; \$48 (Cubic Yard)	\$3-15; \$48 (Cubic Yard)	\$3-15; \$48 (Cubic Yard)	\$3-15; \$48 (Cubic Yard)	\$		\$	-
Books - up to 5 gallons (includes hard/soft covered and notebooks)	\$	-	\$	-	\$	1.00	\$	1.00
Per 5 gallons thereafter with a limit of ½ Cubic Yard (100 gallons)	\$	-	\$	-	\$	1.00	\$	1.00
Shredded Paper, with paid trash items		No charge		No charge		No charge	\$	-
Shredded Paper ONLY	\$	2.00	\$	2.00	\$	2.00	\$	-
More than 1 Cubic Yard		\$5.00/CY		\$5.00/CY		\$5.00/CY	\$	-

HAZARDOUS WASTE - ENVIRONMENTAL DEPOT & ROVER

Environmental Depot								
Household hazardous waste		No Charge		No Charge		No Charge		
Business hazardous waste ~ Conditionally Exempt Generators		Call For Pricing		Call For Pricing		Call For Pricing		
Rover								
Household hazardous waste		No Charge		No Charge		No Charge		

Organics Diversion Facility

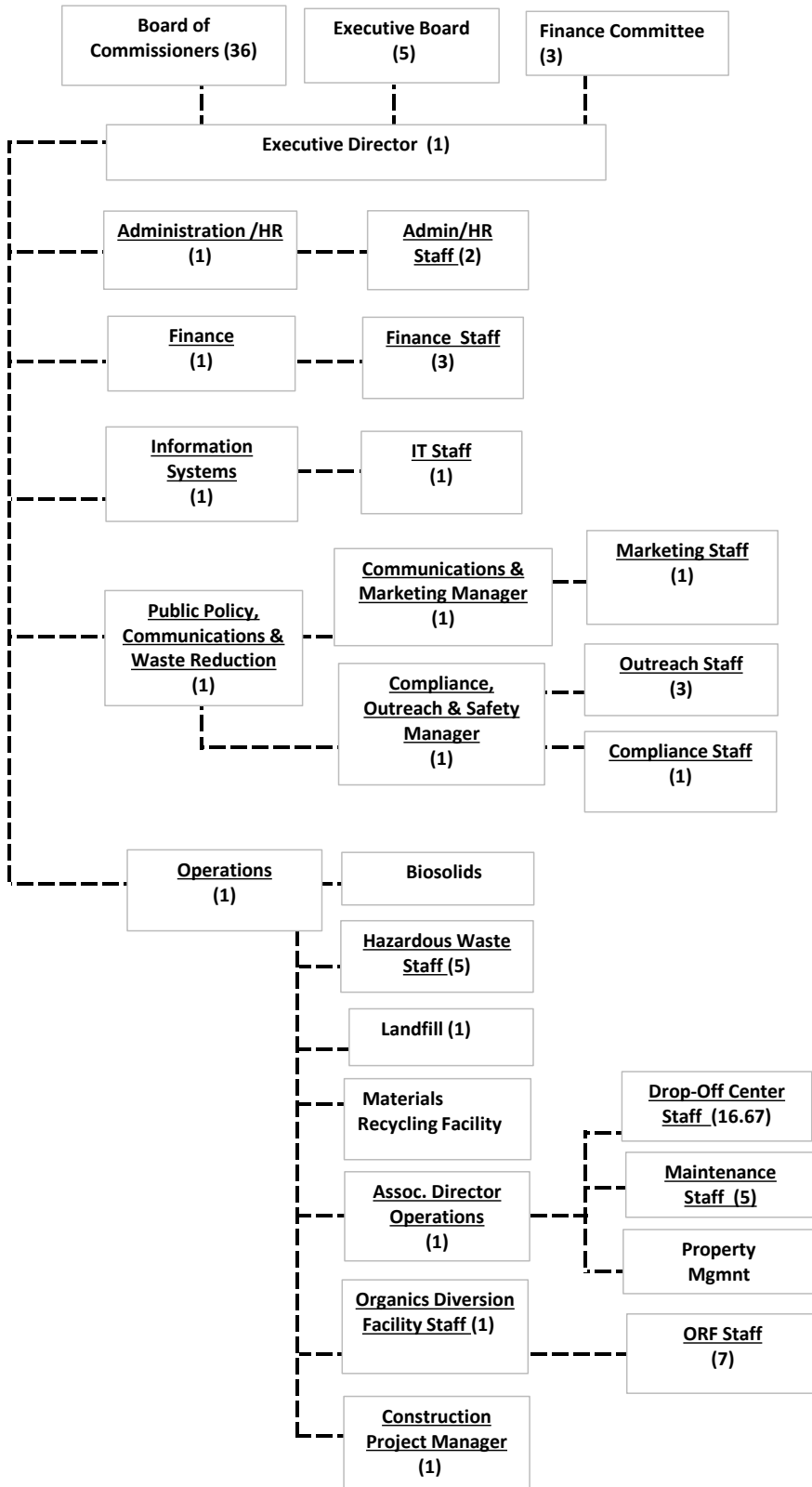
Food Waste								
Tip fee, per ton	\$	70.00	\$	70.00	\$	77.00	\$	7.00

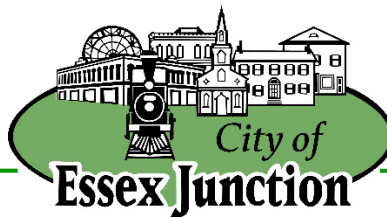
Solid Waste Management

Budgeted Fee:								
Management Fee, per ton	\$	30.00	\$	40.00	\$	41.92	\$	1.92

FY27 Organizational Chart

FTE	
FY 26	56.23
FY 27	56.72





MEMORANDUM

To: City Council
From: Regina Mahony, City Manager
Meeting Date: May 27, 2026
Subject: VLCT Voting Delegate

Issue: To designate a voting delegate for the VLCT special meeting.

Discussion:

The Vermont League of Cities and Towns (VLCT) Board of Directors has called a special meeting of the membership on Monday, June 22, at 3 PM to consider incorporating VLCT and amending the bylaws to allow VLCT to offer an association health plan and make other miscellaneous changes.

For the meeting agenda and information about these changes and why they are being proposed, please see [the announcement on our website](#).

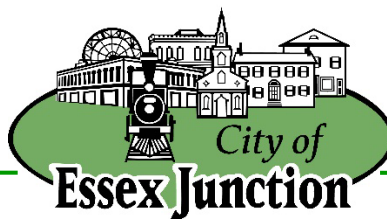
The City Council needs to designate and register one official as the Voting Delegate for this meeting.

Cost: N/A

Recommended Motion:

"I move that the City Council designate _____ as the City's Voting Delegate for the VLCT special meeting."

Attachments: None



MEMORANDUM

To: City Council

From: Regina Mahony

Meeting Date: May 27, 2026

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

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

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

Cost: N/A at this time

Recommendation:

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

Motion #1

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

Motion #2

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

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**CITY OF ESSEX JUNCTION
CITY COUNCIL
REGULAR MEETING
DRAFT MINUTES OF MEETING
MAY 6, 2026**

COUNCILORS PRESENT: Amber Thibeault, President; Tim Miller, Vice-President; Bethany Clark, Clerk; Raj Chawla; Brian Shelden

ADMINISTRATION: Regina Mahony, City Manager; JoAnn Nichols, Animal Control Officer; Robert Welch, Police Officer

OTHERS PRESENT: Marcus Certa, Heidi Clark, Kerri McCarthy-Beam, Resa Mehren, Dennis Thibeault, Alison Wermer, Stephen Wille Padnos, NBC5, J

1. **CALL TO ORDER**

In lieu of a chair, Ms. Mahony called the meeting to order at 6:30 PM.

2. **REORGANIZATION**

RAJ CHAWLA made a motion, seconded by TIM MILLER, to nominate AMBER THIBEAULT as President. Motion passed 5-0.

BETHANY CLARK made a motion, seconded by BRIAN SHELDEN, to nominate TIM MILLER as Vice-President. Motion passed 5-0.

TIM MILLER made a motion, seconded by RAJ CHAWLA, to nominate BETHANY CLARK as Clerk. Motion passed 5-0.

3. **AGENDA ADDITIONS/CHANGES**

None.

4. **APPROVE AGENDA**

No changes, thus no approval required.

5. **PUBLIC TO BE HEARD**

None.

6. **PUBLIC HEARING**

a. Potentially Vicious Dog Bite Hearing

Ms. Thibeault read the following complaint into the record:

To the City Council of Essex Junction, a report of a” potentially vicious dog” event.

The encounter occurred at 4:55 PM on Tuesday, April 28, 2026 at Summit Street School playground. The victim of the attack was [redacted], age 5 years old, of [redacted] Essex Junction, VT, 05452.

I am [redacted] grandmother, [redacted] was leaving the playground on the sidewalk leading to the School Street parking lot. I was leaving the playground via the sidewalk leading to the Holy Family parking lot.

51 I saw a woman with two dogs enter the playground from the School Street parking lot. One dog was a black
52 lab, about 60# and the other a white and tan pit-bull mix, about 80#. The woman either dropped the leashes
53 or the dogs pulled free. When they saw [redacted] they rushed at him, the pit-bull mix jumped on him and
54 knocked him to the ground. [redacted] weighs about 40#. He screamed in fright.

55
56 The woman began shouting at the dogs to come back, which they did not do. She had to run to them before
57 she could grab the leashes and get them away from [redacted].

58
59 I started shouting and running across the playground telling her dogs are not allowed in the school yard and
60 to leave. That they had knocked down my grandson. I repeatedly told her to leave.

61
62 By the time she had loaded the dogs back to her car my grandson had left the area via the School Street parking
63 lot. He later said he was not injured.

64
65 I have a photo of the woman and her license plate. We did not exchange any personal information.

66
67 I refer you to ordinance 503:F, 507 and 510. I think all are relevant here.

68
69 Sincerely,

70 Alison Wermer

71 [redacted]

72 Essex Junction, VT 05452

73
74 Ms. Thibeault swore in all those present who would be providing testimony. She requested conflicts of
75 interest or ex-parte communications, of which there were none. Ms. Wermer, complainant, read a series of
76 ordinances which she believes the dogs in question were in violation of. She requested an apology from the
77 dog owner for knocking down and scaring her grandson, and for swearing at her in front of her grandson. She
78 said there is a dog park on West Street and that the dog owner made an illegal left hand leaving the Summit
79 Street parking lot. Answering a question from Ms. Mahony, Ms. Wermer said she was unsure if the dog
80 handler ever had her dogs leashed during the encounter.

81
82 Ms. Thibeault swore in Ms. McCarthy-Beam, owner of the dogs involved with the incident. She said her dog
83 barked at the child but did not touch him. She claims he fell on his own. She frequently brings her dogs to
84 Summit Street School playground and allows them to run off-leash. She said she is not aware that this is not
85 allowed. The dogs are not registered. She has proof of their rabies vaccinations. Ms. McCarthy-Beam claims
86 that Ms. Wermer was too far away to see the situation accurately.

87
88 Officer Welch discussed an incident which occurred on School Street in Essex Junction. Ms. McCarthy-
89 Beam's dogs were dragging leashes, unaccompanied by a handler at visible distance, and the Labrador
90 attacked a leashed Husky. The mixed-breed dog circled the dog and its owner. He recently received additional
91 communication identifying Ms. McCarthy-Beam as the owner of the dogs involved. No citations were issued,
92 as he did not have a method of identifying the owner of the dogs until recently. No definite injuries to the
93 Husky were reported, however there were suspected injuries. Ms. Nichols, Animal Control Officer, said she
94 has had minimal interactions regarding these dogs.

95
96 As Ms. McCarthy-Beam was not present earlier in the meeting, Ms. Wermer re-read her statement citing
97 several ordinances and dog licensing requirements that she believes were violated in this incident. In response,

98 Ms. McCarthy-Beam asked why Ms. Wermer’s grandson was walking by himself in the playground. Mr.
99 Miller said there are no ordinances prohibiting such.

100
101 **RAJ CHAWLA made a motion, seconded by TIM MILLER, to close the proceedings, evidence and**
102 **enter into Deliberative Session. Motion passed 5-0.**

103
104 A written decision will be issued following Deliberative Session.

105
106 7. **BUSINESS ITEMS**

107 None.

108
109 8. **DELIBRATIVE SESSION**

110 **TIM MILLER made a motion, seconded by BETHANY CLARK to exit Deliberative Session. Motion**
111 **passed 5-0 at 7:25 PM.**

112
113 9. **ADJOURN**

114 **RAJ CHAWLA made a motion, seconded by TIM MILLER, to adjourn. Motion passed 5-0 at 7:25**
115 **PM.**

116
117 Respectfully Submitted,
118 Darby Mayville
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**CITY OF ESSEX JUNCTION
CITY COUNCIL
REGULAR MEETING
DRAFT MINUTES OF MEETING
May 13, 2026**

COUNCILORS PRESENT: Amber Thibeault, President; Tim Miller, Vice President; Bethany Clark, Clerk; Raj Chawla, Brian Shelden.

ADMINISTRATION: Regina Mahony, City Manager; Ashley Snellenberger, Director of Communications & Strategic Initiatives.

OTHERS PRESENT: Marcus Certa, Dennis Thibeault, Michael, 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 the process for swearing in new City Councilors. Councilors discussed how they were sworn in, which involves process and paperwork with the Clerk Treasurer, rather than being sworn in at a public Council meeting. City Manager Mahony noted that new Councilors were sworn in the prior week due to the timing of a special hearing related to a potential vicious dog bite. She noted that Councilor Thibeault is the Council President, Councilor Miller is the Council Vice President, and Councilor Clark is the Council Clerk.

5. **BUSINESS ITEMS**

a. Council Orientation Presentation

City Manager Mahony provided an informational overview of the City and City Council as orientation for new Council members. She began by summarizing the City's demographics and summarizing its current Comprehensive Plan, noting that the Comprehensive Plan is currently being updated for 2027. She then spoke about the City's vision and Strategic Action Plan that was developed over the last several years, outlining the six pillars and action items under each pillar from that Plan. She also noted that the Vision and Strategic Action Plan will help frame and inform some of the Comprehensive Plan updates for 2027, and that the Comprehensive Plan will also include updates to align with new state and regional planning requirements related to housing targets and new land use maps. She then spoke about the City's governmental structure, noting that Essex Junction has a City-Manager form of government, where the Council is responsible for policy-setting for the City and the Manager is the Chief Administrative Officer and is responsible for running the City's operations. She articulated the Council's authorities under this structure, and the Manager's authorities under this structure. She then provided an overview of the Council's Rules of Procedure, touched on transparency, Open Meeting Law compliance, the City's Code of Ethics, the City's updated Purchasing Policy, and reviewed the City's Declaration of Inclusion. She summarized the City's various boards and commissions, potential future boards and committees that could be created in the future, the City's organizational chart, and briefly mentioned the City's physical plant, facilities, and parks. She provided an overview of the FY27 budget summary, estimated tax impact, revenue, expenses, and purchasing. She highlighted a list of the City's priority projects, noted current City vacant positions for which it is hiring, and spoke about upcoming events.

b. Discussion and Consideration of the Council Retreat Agenda

56 Communications & Strategic Initiatives Director Snellenberger spoke about this agenda item. She noted that
57 the City Council will have its strategic planning retreat on June 3 from 8:00AM to approximately 3:30PM. She
58 said that this retreat is an opportunity for the Council and department heads to begin reviewing and
59 discussing the City's priorities for the next year, which will also inform the budget build for FY28. She said
60 that the retreat will be facilitated by Sue McCormack, who facilitated the prior year's retreat. She said that
61 they are planning to have Council-specific discussions in the morning and department head discussions with
62 the Council in the afternoon. Councilors discussed the agenda and process, noting that last year's retreat
63 went well. Director Snellenberger noted that department heads are currently drafting their department work
64 plans, which will be available for the Council to review prior to the retreat, and which will then inform
65 discussion at the retreat itself. Director Snellenberger said she would send the Council summary of last year's
66 retreat to new Councilors for their review as well.

67
68 The following public comments were received:

- 69 • Resa asked if the retreat is open to the public. City Council President Thibeault replied that there is a
70 public comment opportunity at the beginning of the Retreat, but they are welcome to attend the
71 entirety of the Retreat. Resa asked if the facilitator role went out to bid, and City Manager Mahony
72 replied that it did not, given the small dollar amount for the role.

73
74 c. Discussion and Consideration of the Council Meeting Schedule for July through December
75 City Manager Mahony said that the City reviews any cultural holidays that are in conflict with City Council
76 meetings and makes adjustments as necessary. She said that they also looked at adjusting the schedule to
77 reflect the change in date for the 2027 Annual Meeting. The Council reviewed the proposed date changes
78 for City Council meetings.

79
80 **Councilor Chawla made a motion, seconded by Councilor Shelden, to approve the revised City
81 Council meeting schedule as presented. The motion passed 5-0.**

82
83 d. Discussion and Consideration of Regional Committee Appointments
84 City Manager Mahony noted that this pertains to Essex Junction representation at respective regional boards
85 and committees, and specifically for boards and committees that need appointments at this time. She noted
86 that the City needs to reappoint members to the Planning Advisory Committee for the Chittenden County
87 Regional Planning Commission (CCRPC), the Chittenden Solid Waste District, and Town Meeting TV.

88
89 City Council President Thibeault noted that she has a conflict of interest and has resigned from her seat on
90 the Town Meeting TV Board.

91
92 **Councilor Chawla made a motion, seconded by Councilor Clark, that the City the Council appoint the
93 following positions: CCRPC (PAC): Appoint Chris Yuen as Representative and Michael Giguere as
94 Alternate to the Planning Advisory Committee for CCRPC; Chittenden Solid Waste District: Appoint
95 Mike Sullivan as the City representative on the CSWD Board; Town Meeting TV: Appoint Marcus Certa
96 as Representative and Bethany Clark as Alternate; All other appointments remain as is for now. The
97 motion passed 5-0.**

98
99 **6. CONSENT ITEMS**

- 100 a. Approve Meeting Minutes – April 29, 2026
- 101 b. Approve Bike Walk Advisory Committee Policy Amendments
- 102 c. Annual Designation of Newspaper, Time, and Place of Regular Meetings, and Physical Posting Location
- 103 d. Approve Grant – Slam T1D Funding Proposal
- 104 e. Approve Annual Local Emergency Management Plan
- 105 f. Approve Memorial Day Road Closure Amended to Include Main Street from 8AM to 2PM
- 106 g. Approve Block Party Application for Upland/Drury

108 Councilor Miller made a motion, seconded by Councilor Shelden, to approve the consent agenda.
109 The motion passed 5-0.
110

111 7. **COUNCILOR COMMENTS & CITY MANAGER REPORT:** City Manager Mahony noted that there are a
112 number of community events coming up. She congratulated Logan, the City's Town Meeting TV staff
113 member, for graduating from the University of Vermont this weekend. Councilor Miller noted that the
114 Memorial Day parade route is changing this year, as the Police Department has recommended
115 shortening the parade route and having it conclude near the Champlain Valley Exposition entrance by
116 the VFW, rather than the fairgrounds' main entrance.
117

118 8. **READING FILE**

- 119 a. Check Warrant #24117 – April 30, 2026
- 120 b. April Financial Reports
- 121 c. Regional Boards and Committees Minutes Memo
- 122 d. Reappraisal Update
- 123 e. Mural Feedback Survey News Release
- 124 f. Elaine Haney and Marcus Certa Resolutions
- 125 g. Brownell Library Trustee Minutes – April 21, 2026
- 126 h. Recreation Advisory Committee Minutes – April 27, 2026
- 127 i. Tree Advisory Committee Minutes – April 28, 2026
- 128 j. Board of Civil Authority and Board of Abatement Minutes – May 4, 2026
- 129

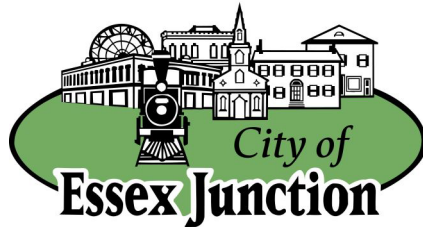
130 9. **EXECUTIVE SESSION**

- 131 a. Not Anticipated
- 132

133 10. **ADJOURN**

134
135 Councilor Miller made a motion, seconded by Councilor Chawla, to adjourn the meeting. The motion
136 passed 5-0 at 7:23 P.M.
137

138 Respectfully Submitted,
139 Amy Coonradt



Memorandum

To: City Council, Regina Mahony, City Manager
CC: Ron Hoague, Police Chief
From: Susan McNamara-Hill, Clerk
Re: Liquor License applications
Date: May 27, 2026

Issue

The issue is whether the Council will approve the Liquor License applications for businesses in the City of Essex Junction listed in the May 21, 2026, memorandum from Police Chief Ron Hoague re: "Liquor License Applications."

Discussion

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

1st class (serves beer, wine and ready-to-drink spirits beverages for consumption on the premises):

- Jake Tran (The Firebird Café, 1 Main Street, *Includes outside consumption*)

Recommendation

Staff recommends that the Council approve the Liquor license applications for businesses listed in the May 21, 2026, memorandum re: "Liquor License Applications".

DEPARTMENTAL MEMORANDUM



Date: May 21, 2026

To: Regina Mahony
City Manager

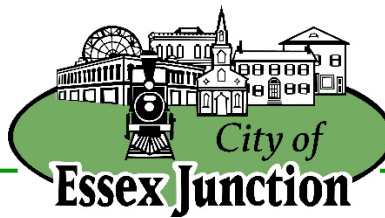
From: Ron Hoague
Chief of Police

Subject: Liquor License Applications

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

Jake Tran
Includes outside consumption

DBA: The Firebird Cafe
1 Main Street
Essex Junction, VT 05452



MEMORANDUM

To: Regina Mahony, City Manager; City Council
From: Jess Morris, Finance Director
Meeting Date: May 27, 2026
Subject: Revised Delinquent Tax Bill Policy

Issue

To revise the Delinquent Tax Bill policy.

Discussion

At the City’s Annual Meeting on April 14, 2026 City voters approved the following ballot article:

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?

The passing of this article means that the City will no longer accept postmarks as on time tax payments.

The following revisions should be made to the Delinquent Tax Bill policy.

- Updated Section 1. Definitions - Received to reflect the language in the approved article specifying the time, date, and methods of payment
- Updated Section 3. Due Dates to reflect that the dates were approved by voters, and remove “...or as set by the City Council”
- Updated formatting of the reference to statute in Section 7. Abatement
- Updated the revision and adoption note to add the current date

For additional context, the 8% penalty for delinquent tax payments is directed by the City’s charter. State statute also allows municipalities to charge up to 1.5% interest per month on delinquent balances. Essex Junction and neighboring communities are currently charging the following penalties and interest rates. Essex Junction is on par and we are not recommending any changes.

Municipality	Penalty	Interest per Month
<i>Essex Junction</i>	8%	1%
South Burlington	8%	1%
Colchester	5% for first 30 days, additional 3% after 30 days	1%
Essex	8%	1%
Milton	8%	1%
Richmond	8%	1%
Winooski	8%	1% for first 3 months, then 1.5%
Williston	1%	1% for first 3 months, then 1.5%

Cost

None

Recommendation

Staff recommends the City Council approve the Delinquent Tax Bill policy as revised.

Recommended Motion

I move that the City Council approve the Delinquent Tax Bill policy as revised.

CITY OF ESSEX JUNCTION
CITY COUNCIL PENALTY AND INTEREST ON DELINQUENT TAX BILLS POLICY

Purpose: To ensure that penalty and interest are assessed uniformly and to encourage the timely payment of bills.

Section 1. Definitions

"Received" shall mean delivered, by physical delivery or electronic payment, to the tax collector by close of business on the due date as approved by voters at Annual Meeting on April 14, 2026.

"Installment" shall mean amount due on a specific due date.

Section 2. Penalty

An 8% penalty shall be assessed on all tax installments not received on the due date. The penalty will be deposited into the General Fund.

Section 3. Due Dates

Property tax installments shall be due on September 15th and March 15th of each year as approved by voters at Annual Meeting on April 14, 2026. If the due date falls on a weekend or holiday, the installment shall be due the following business day.

Section 4. Interest

1% interest shall be assessed monthly on all tax installments not received on the due date, beginning the month following the payment due date. All interest shall be deposited into the General Fund.

Section 5. Application of Payments of Delinquent Tax Installments

Payments (partial or full) made on delinquent tax installments will be applied to oldest balances first to principal, then interest and penalties. This is the only way payments will be applied to delinquent tax installments.

Section 6. Property Transfer

Property transfer means that a new owner of a property is responsible for all amounts owed by the previous owners.

Section 7. Abatement

Penalty and interest on taxes may only be abated by the Board of Abatement in accordance with 24 V.S.A. § 1533-1536.

Adopted by the City Council on 7/17/24. Revised and adopted by the City Council on 4/29/26.

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
05290	05/06/26	ADVANCE AUTO PARTS 9820 Parts 552006014205	210-5-40-12-610.000 General Supplies	20.65	58532	05/15/26
05290	04/30/26	ADVANCE AUTO PARTS 9820 supplies 552612059670	210-5-40-12-430.000 R&M Vehicles & Equipment	112.15	58532	05/15/26
05290	04/30/26	ADVANCE AUTO PARTS 9820 Supplies for the super su 552612091529	210-5-40-12-610.000 General Supplies	124.13	58532	05/15/26
05290	05/01/26	ADVANCE AUTO PARTS 9820 shop supplies 552612129242	210-5-40-12-610.000 General Supplies	54.51	58532	05/15/26
05290	05/01/26	ADVANCE AUTO PARTS 9820 Return 552612129243	210-5-40-12-610.000 General Supplies	-9.36	58532	05/15/26
05290	05/06/26	ADVANCE AUTO PARTS 9820 HD WIRE TIE W 6/8/10 1 E 552612629459	210-5-40-12-610.000 General Supplies	10.28	58532	05/15/26
05290	05/06/26	ADVANCE AUTO PARTS 9820 Vehicle supplies 552612659917	210-5-40-12-430.000 R&M Vehicles & Equipment	24.78	58532	05/15/26
05290	05/08/26	ADVANCE AUTO PARTS 9820 DEGREASER 5 GA PRPWR 552612829535	210-5-40-12-610.000 General Supplies	72.78	58532	05/15/26
80184	05/02/26	AMAZON BUSINESS SERVICES BL ABooks MAY26 1F63HJGDPT6N	210-5-35-10-640.201 Adult Collection	35.00	58535	05/15/26
80184	05/06/26	AMAZON BUSINESS SERVICES BL ARepDVD MAY26 1TNCQGYPY7CM	210-5-90-00-640.201 Adult Collection replacem	23.49	58535	05/15/26
19815	04/24/26	AMAZON CAPITAL SERVICES Senior Supplies 11T9NM1KXJP4	210-5-30-10-610.000 General Supplies	422.58	58536	05/15/26
19815	04/19/26	AMAZON CAPITAL SERVICES Senior Supplies 1TKPHFVR1WH7	210-5-30-10-610.000 General Supplies	395.40	58536	05/15/26
27975	04/17/26	ASSOCIATION FOR RURAL & S BL ARSL Dues JUN26 79195	210-5-35-10-500.000 Training, Conf, Dues	50.00	58541	05/15/26
02420	05/05/26	AUTOZONE Car Wash 03236790830	210-5-25-10-430.000 R&M Vehicles & Equipment	25.20	58542	05/15/26
80061	04/30/26	BASSICK, LINDA BL FndnProg-Music MAY26 0032	210-5-90-00-991.000 Library Donation Expense	125.00	58543	05/15/26
80088	05/02/26	BEN & JERRY'S CATERING BL Volunteers MAY26 C207620	210-5-35-10-845.000 Employee/Volunteer Recogn	550.00	58544	05/15/26
80185	04/27/26	BIRMINGHAM, JOSHUA Stipend RAC April 2026 042726Birmin	210-5-11-10-190.000 Board Member Payments	50.00	58545	05/15/26
00530	04/22/26	BRODART CO BL JBooks APR26 B7210480	210-5-35-10-640.202 Juvenile Collection	408.91	58546	05/15/26
00530	04/22/26	BRODART CO BL JBooks APR26 B7210480	210-5-35-10-610.000 General Supplies	34.45	58546	05/15/26
11375	03/16/26	CASELLA WASTE MANAGEMENT trash removal 720506	210-5-40-12-425.000 Trash Removal	26.18	58547	05/15/26
17285	04/06/26	CATAMOUNT PIPE BAND Memorial Day Parade 2026 040626D	210-5-30-10-850.000 Community Events & Celebr	1500.00	58548	05/15/26
V04609	05/01/26	CENTER POINT LARGE PRINT BL LP Books MAY26 2244038	210-5-90-00-991.000 Library Donation Expense	103.08	58550	05/15/26
21120	05/01/26	CHAMPLAIN MEDICAL URGENT FireFighter Physical 00079541-00	210-5-25-10-330.000 Professional Services	358.00	58552	05/15/26
25530	04/30/26	CHARLEBOIS TRUCK PARTS Wheels truck #34 IX05941	210-5-40-12-430.000 R&M Vehicles & Equipment	1478.58	58555	05/15/26
15285	04/30/26	CHECKR INC Background Check- WRRF In 2421122	210-5-10-10-330.000 Professional Services	50.00	58556	05/15/26

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
21210	04/30/26	shop supplies 4267668255	210-5-40-12-610.000 General Supplies	26.30	58557	05/15/26
21210	05/07/26	Shop Supplies 4268422755	210-5-40-12-610.000 General Supplies	207.89	58557	05/15/26
21210	05/01/26	HARD SURFACE DISINFEC SVC 5333180809	210-5-40-12-610.000 General Supplies	38.90	58557	05/15/26
21210	04/30/26	WATERBREAK COOLER AGREEME 9370564485	210-5-40-12-610.000 General Supplies	50.00	58557	05/15/26
27330	03/09/26	BL JFndnAP.SRswag MAY26 914833	210-5-35-10-840.201 Adult Programs	42.75	58558	05/15/26
27330	03/09/26	BL JFndnAP.SRswag MAY26 914833	210-5-90-00-991.000 Library Donation Expense	447.64	58558	05/15/26
17025	05/04/26	Recording Secretary CC 4/ 0243	210-5-11-10-330.000 Professtional Services	123.60	58559	05/15/26
80187	04/27/26	Stipend RAC April 2026 042726Deluci	210-5-11-10-190.000 Board Member Payments	50.00	58561	05/15/26
31275	05/06/26	5 Corners - clean the blo 11264	210-5-40-12-422.000 Snow Removal	1775.00	58562	05/15/26
V10347	04/30/26	2 Lincoln Pest Control Ap 94690200	210-5-41-20-400.000 Contracted Services	70.44	58564	05/15/26
V0777	04/30/26	Newsletter AD May 2026 447092	210-5-10-10-540.000 Advertising	615.00	58567	05/15/26
V0795	04/30/26	Coming Together Summit 2026	210-5-19-10-900.000 Transfer between Town/Cit	1670.24	58568	05/15/26
38955	04/29/26	Maint Supplies 95850933	210-5-30-12-610.000 General Supplies	7.05	58569	05/15/26
38955	04/30/26	Supplies 95883384	210-5-40-12-610.000 General Supplies	6.47	58569	05/15/26
38955	05/04/26	Vet. Memorial Park Founta 95914097	210-5-30-12-610.000 General Supplies	256.46	58569	05/15/26
20705	04/22/26	Landscaping 5504	210-5-40-12-571.000 Streetscape Maintenance	5650.00	58570	05/15/26
80079	04/30/26	Bond Vote Ad March 2026 0007672940	210-5-10-10-540.000 Advertising	2454.64	58573	05/15/26
34895	05/01/26	11 JACKSON ST 1936692	210-5-40-12-425.000 Trash Removal	161.88	58574	05/15/26
34895	05/01/26	2 Lincoln Garbage April 2 1936693	210-5-41-20-425.000 Trash Removal	347.33	58574	05/15/26
34895	05/01/26	PEARL ST, MAIN ST MEMORIA 1936694	210-5-40-12-425.000 Trash Removal	648.08	58574	05/15/26
34895	05/01/26	BARREL ON BIKE PATH - BBE 1936852	210-5-40-12-425.000 Trash Removal	93.83	58574	05/15/26
34895	05/01/26	EJRP Trash Removal May 1937501	210-5-41-26-425.000 Trash Removal	519.46	58574	05/15/26
20470	04/30/26	April Vehicle Fuel 346231	210-5-25-10-626.000 Gasoline	476.57	58575	05/15/26
20470	04/30/26	April Vehicle Fuel 346231	210-5-30-12-626.000 Gasoline	457.61	58575	05/15/26
20470	04/30/26	April Vehicle Fuel 346231	210-5-40-12-626.000 Gasoline	4664.71	58575	05/15/26

Vendor	Invoice Date	Invoice Description	Invoice Number	Account	Amount Paid	Check Number	Check Date
80196	04/27/26	GOODKIND, PIPER	Stipend RAC April 2026	210-5-11-10-190.000	50.00	58577	05/15/26
			042726Goodki	Board Member Payments			
27990	04/08/26	GORDON'S WINDOW DECOR INC	Maint Shop Window Treatme	210-5-30-12-431.000	1356.20	58578	05/15/26
			126433	R&M Buildings & Grounds			
04035	04/29/26	GOT THAT RENTAL & SALES I	shop supplies	210-5-40-12-610.000	39.25	58579	05/15/26
			153189	General Supplies			
04035	05/05/26	GOT THAT RENTAL & SALES I	shovels	210-5-40-12-610.000	124.97	58579	05/15/26
			153455	General Supplies			
07010	05/11/26	GREEN MOUNTAIN POWER CORP	MSP Power May	210-5-41-26-622.000	415.86	58581	05/15/26
			75MAPLE05112	Electricity			
07010	05/11/26	GREEN MOUNTAIN POWER CORP	MSP Power May	210-5-41-26-622.000	55.16	58582	05/15/26
			75MAPLE0526	Electricity			
21335	05/03/26	HOLY FAMILY / ST LAWRENCE	Sr Bingo/Bridge March, Apr	210-5-30-10-330.000	1000.00	58587	05/15/26
			03040526	Professional Services			
21335	05/03/26	HOLY FAMILY / ST LAWRENCE	Sr Cribbage Rental	210-5-30-10-330.000	500.00	58587	05/15/26
			26030405	Professional Services			
21335	05/03/26	HOLY FAMILY / ST LAWRENCE	Sr Luncheon Rental Aprl/M	210-5-30-10-330.000	375.00	58587	05/15/26
			AprMay26	Professional Services			
33495	04/29/26	INGRAM LIBRARY SERVICES I	BL A.F. LPBooks MAY26	210-5-35-10-610.000	44.81	58588	05/15/26
			96226176	General Supplies			
33495	04/29/26	INGRAM LIBRARY SERVICES I	BL A.F. LPBooks MAY26	210-5-90-00-991.000	19.52	58588	05/15/26
			96226176	Library Donation Expense			
33495	04/29/26	INGRAM LIBRARY SERVICES I	BL A.F. LPBooks MAY26	210-5-90-00-991.000	68.32	58588	05/15/26
			96226176	Library Donation Expense			
33495	04/29/26	INGRAM LIBRARY SERVICES I	BL A.F. LPBooks MAY26	210-5-35-10-640.201	336.76	58588	05/15/26
			96226176	Adult Collection			
33495	04/29/26	INGRAM LIBRARY SERVICES I	BL A.ReplBooks APR26	210-5-35-10-610.000	2.43	58588	05/15/26
			96232132	General Supplies			
33495	04/29/26	INGRAM LIBRARY SERVICES I	BL A.ReplBooks APR26	210-5-90-00-640.201	15.20	58588	05/15/26
			96232132	Adult Collection replacem			
33495	05/04/26	INGRAM LIBRARY SERVICES I	BL A.F. RBooks MAY26	210-5-35-10-610.000	7.97	58588	05/15/26
			96328249	General Supplies			
33495	05/04/26	INGRAM LIBRARY SERVICES I	BL A.F. RBooks MAY26	210-5-90-00-640.201	26.82	58588	05/15/26
			96328249	Adult Collection replacem			
33495	05/04/26	INGRAM LIBRARY SERVICES I	BL A.F. RBooks MAY26	210-5-90-00-991.000	16.24	58588	05/15/26
			96328249	Library Donation Expense			
33495	05/04/26	INGRAM LIBRARY SERVICES I	BL A.F. RBooks MAY26	210-5-35-10-640.201	53.80	58588	05/15/26
			96328249	Adult Collection			
33495	05/07/26	INGRAM LIBRARY SERVICES I	BL ABooks MAY26	210-5-35-10-610.000	3.82	58588	05/15/26
			96442775	General Supplies			
33495	05/07/26	INGRAM LIBRARY SERVICES I	BL ABooks MAY26	210-5-35-10-640.201	30.79	58588	05/15/26
			96442775	Adult Collection			
33495	05/08/26	INGRAM LIBRARY SERVICES I	BL A.F. RBooks MAY26	210-5-35-10-610.000	17.70	58588	05/15/26
			96466929	General Supplies			
33495	05/08/26	INGRAM LIBRARY SERVICES I	BL A.F. RBooks MAY26	210-5-35-10-640.201	83.99	58588	05/15/26
			96466929	Adult Collection			
33495	05/08/26	INGRAM LIBRARY SERVICES I	BL A.F. RBooks MAY26	210-5-90-00-640.201	8.54	58588	05/15/26
			96466929	Adult Collection replacem			
33495	05/08/26	INGRAM LIBRARY SERVICES I	BL A.F. RBooks MAY26	210-5-90-00-991.000	94.78	58588	05/15/26
			96466929	Library Donation Expense			

Vendor	Invoice Date	Invoice Description	Invoice Number	Account	Amount Paid	Check Number	Check Date
37715	05/08/26	INTEGRITY COMMUNICATIONS	VM Programming	210-5-14-10-330.000	120.00	58589	05/15/26
			44666	Professional Services			
80257	05/01/26	JANITECH LLC	Janitorial Services May 2	210-5-41-26-420.000	943.58	58590	05/15/26
			INV-JT-7417	Cleaning Services			
80257	05/01/26	JANITECH LLC	Janitorial Services May 2	210-5-41-26-420.000	1451.67	58590	05/15/26
			INV-JT-7417	Cleaning Services			
80257	05/01/26	JANITECH LLC	Janitorial Services May 2	210-5-41-20-420.000	1365.00	58590	05/15/26
			INV-JT-7417	Cleaning Services			
80257	05/01/26	JANITECH LLC	Janitorial Services May 2	210-5-41-21-420.000	2613.00	58590	05/15/26
			INV-JT-7417	Cleaning Services			
15145	05/08/26	JOBTARGET LLC	job ad- preschool	210-5-10-10-540.000	504.00	58591	05/15/26
			35470427	Advertising			
20135	04/15/26	KAMCO SUPPLY CORP OF BOST	Door	210-5-30-12-431.000	1192.00	58592	05/15/26
			SI825597	R&M Buildings & Grounds			
80319	05/08/26	KINETIC FURNITURE OF VT	BL ErgoFurniture MAY26	210-5-35-10-755.000	1962.00	58594	05/15/26
			KINETIC05202	Furniture & Fixtures			
V9454	04/29/26	LENNY'S SHOE & APP	Uniform	210-5-40-12-612.000	125.00	58595	05/15/26
			4112558	Uniforms			
25625	04/02/26	LOWE'S - 1080	Lowes EJRP March	210-5-30-12-610.000	27.28	58596	05/15/26
			10800426	General Supplies			
80188	04/27/26	LYNCH, PATRICK	Stipend RAC April 2026	210-5-11-10-190.000	50.00	58597	05/15/26
			042726Lynch	Board Member Payments			
80126	04/30/26	MAPLE STREET ART SPACE LL	Sr Program 4/30	210-5-30-10-330.000	500.00	58599	05/15/26
			043026D	Professional Services			
80012	04/22/26	MECHLER THOMAS	BL CProg-DD APR26	210-5-35-10-840.202	100.00	58600	05/15/26
			MECHLER0420A	Childrens Programs			
V9970	04/29/26	MIDWEST TAPE	BL ACds MAY26	210-5-35-10-640.201	11.04	58601	05/15/26
			508787320	Adult Collection			
V10462	04/30/26	MONAGHAN SAFAR DUCHAM PL	Legal March 2026	210-5-10-10-320.000	1987.50	58603	05/15/26
			March 2026	Legal Services			
V10462	04/30/26	MONAGHAN SAFAR DUCHAM PL	Legal March 2026	210-5-16-10-320.000	1932.50	58603	05/15/26
			March 2026	Legal Services			
V10462	04/30/26	MONAGHAN SAFAR DUCHAM PL	Legal March 2026	210-5-10-10-320.000	325.00	58603	05/15/26
			March 2026	Legal Services			
V10462	04/30/26	MONAGHAN SAFAR DUCHAM PL	Legal March 2026	210-1-00-00-115.001	1350.00	58603	05/15/26
			March 2026	AR Manual			
80320	04/30/26	MTS Entertainment	Memorial Day Parade 2026	210-5-30-10-850.000	450.00	58604	05/15/26
			000077	Community Events & Celebr			
27395	05/09/26	MVP HEALTH CARE INC 43118	Health Jun 2026	210-5-30-12-210.000	4878.65	58605	05/15/26
			22974570	Group Insurance			
27395	05/09/26	MVP HEALTH CARE INC 43118	Health Jun 2026	210-2-00-00-210.006	4991.61	58605	05/15/26
			22974570	Health Ins. Copay			
27395	05/09/26	MVP HEALTH CARE INC 43118	Health Jun 2026	210-1-00-00-115.001	4294.96	58605	05/15/26
			22974570	AR Manual			
27395	05/09/26	MVP HEALTH CARE INC 43118	Health Jun 2026	210-5-30-10-210.000	8139.56	58605	05/15/26
			22974570	Group Insurance			
27395	05/09/26	MVP HEALTH CARE INC 43118	Health Jun 2026	210-5-13-10-210.000	3864.39	58605	05/15/26
			22974570	Group Insurance			
27395	05/09/26	MVP HEALTH CARE INC 43118	Health Jun 2026	210-5-10-10-210.000	9686.30	58605	05/15/26
			22974570	Group Insurance			

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27395	05/09/26	MVP HEALTH CARE INC 43118 Health Jun 2026 22974570	210-5-12-10-210.000 Group Insurance	2028.54	58605	05/15/26
27395	05/09/26	MVP HEALTH CARE INC 43118 Health Jun 2026 22974570	210-5-16-10-210.000 Group Insurance	3864.39	58605	05/15/26
27395	05/09/26	MVP HEALTH CARE INC 43118 Health Jun 2026 22974570	210-5-40-12-210.000 Group Insurance	4772.15	58605	05/15/26
27395	05/09/26	MVP HEALTH CARE INC 43118 Health Jun 2026 22974570	210-5-35-10-210.000 Group Insurance	11907.57	58605	05/15/26
80323	05/12/26	MexiCuban Cravings LLC Employee gathering food 5 1001	210-5-10-10-845.000 Employee/Volunteer Recogn	550.00	58606	05/15/26
10220	04/30/26	NEW ENGLAND AIR SYSTEMS L Park St Blower Motor 213233	210-5-41-23-431.000 R&M Buildings & Grounds	1945.00	58607	05/15/26
37605	05/03/26	NEW ENGLAND MUNICIPAL RES tax billing seminar Mayna 59340	210-5-13-10-500.000 Training, Conf, Dues	350.00	58608	05/15/26
32365	05/06/26	NORTH COUNTRY FIRE SCHOOL Fire Training #64=65=66=20	210-5-25-10-500.000 Training, Conf, Dues	450.00	58610	05/15/26
25680	05/06/26	NORTHEAST NURSERY INC Marking Lime 353237	210-5-30-12-610.000 General Supplies	464.14	58611	05/15/26
15725	03/09/26	O'REILLY AUTOMOTIVE INC BATTERY CHARGER 5677159851	210-5-40-12-610.000 General Supplies	249.99	58612	05/15/26
19325	05/01/26	OPEN APPROACH INC IT Services May 2026 29179	210-5-14-10-505.000 Tech. Subs, Licenses	50.00	58613	05/15/26
19325	05/01/26	OPEN APPROACH INC IT Services May 2026 29179	210-5-14-10-330.000 Professional Services	10430.60	58613	05/15/26
19325	05/01/26	OPEN APPROACH INC IT Services May 2026 29179	210-5-14-10-505.000 Tech. Subs, Licenses	3359.00	58613	05/15/26
19325	05/01/26	OPEN APPROACH INC IT Services May 2026 29179	210-5-25-10-570.000 Other Purchased Services	98.40	58613	05/15/26
19325	04/30/26	OPEN APPROACH INC Library Sharepoint 29352	210-5-14-10-330.000 Professional Services	2000.00	58613	05/15/26
V10729	04/30/26	OVERDRIVE INC BL ADigi-Craftsy APR26 01459SV26148	210-5-35-10-640.201 Adult Collection	2.99	58614	05/15/26
25140	05/01/26	PIKE INDUSTRIES INC Asphalt 1367650	210-5-40-12-605.000 Summer Construction Suppl	241.60	58617	05/15/26
25140	05/08/26	PIKE INDUSTRIES INC Asphalt 1369767	210-5-40-12-605.000 Summer Construction Suppl	159.20	58617	05/15/26
25635	04/30/26	PIONEER MANUFACTURING CO Field Paint 295277	210-5-30-12-610.000 General Supplies	2156.50	58618	05/15/26
24410	04/30/26	PRIORITY EXPRESS INC BL Courier 8 APR26 80272618	210-5-35-10-560.000 Postage	214.72	58621	05/15/26
24325	04/23/26	RADIO NORTH GROUP INC Headset Repair 4147856	210-5-25-10-570.000 Other Purchased Services	217.00	58622	05/15/26
18010	05/04/26	REYNOLDS & SON, INC. Bauer SCBA Filling Statio 3465718	210-5-25-10-570.000 Other Purchased Services	206.00	58623	05/15/26
18010	05/12/26	REYNOLDS & SON, INC. Helmet Front 3465945	210-5-25-10-612.000 Uniforms	92.81	58623	05/15/26
17505	04/10/26	SAND HILL SOLAR LLC KSI I billing period - 03/09/26 288SH041026	210-5-40-12-622.200 Streetlight Electricity	359.18	58628	05/15/26
17505	04/10/26	SAND HILL SOLAR LLC KSI I billing period - 03/09/26 288SH041026	210-5-40-12-622.000 Electricity	118.11	58628	05/15/26

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17505	04/10/26	billing period - 03/09/26	288SH041026	210-5-41-23-622.000 Electricity	153.83	58628	05/15/26
17505	04/10/26	billing period - 03/09/26	288SH041026	210-5-41-20-622.000 Electricity	432.60	58628	05/15/26
17505	04/10/26	billing period - 03/09/26	288SH041026	210-5-41-21-622.000 Electricity	653.93	58628	05/15/26
17505	04/10/26	billing period - 03/09/26	288SH041026	210-5-41-26-622.000 Electricity	1615.34	58628	05/15/26
17505	04/10/26	billing period - 03/09/26	288SH041026	210-5-41-22-622.000 Electricity	432.60	58628	05/15/26
80094	05/01/26	BL SLI Dues MAY26	1410	210-5-35-10-500.000 Training, Conf, Dues	100.00	58629	05/15/26
09105	04/28/26	EJRP Shred Service May	528060	210-5-30-10-330.000 Professional Services	25.00	58631	05/15/26
80123	04/22/26	Stipend CSWD April 2026	042226Sulliv	210-5-11-10-190.000 Board Member Payments	50.00	58635	05/15/26
29090	05/08/26	Maint Supplies	000183652666	210-5-30-12-610.000 General Supplies	36.20	58636	05/15/26
29090	05/04/26	Tree stakes	183446150000	210-5-40-12-810.112 Tree Advisory Committee	52.92	58636	05/15/26
29090	05/11/26	Road Signs/Traffic Cones	183715273	210-5-40-12-572.000 Traffic Control	685.42	58636	05/15/26
29090	05/11/26	Road signs	183737325	210-5-40-12-572.000 Traffic Control	175.00	58636	05/15/26
80189	04/27/26	Stipend RAC April 2026	042726Vaughan	210-5-11-10-190.000 Board Member Payments	50.00	58639	05/15/26
19350	05/01/26	VEHICLE TRACKING 05/01/26	600000084750	210-5-40-12-505.000 Tech. Subs, Licenses	151.60	58640	05/15/26
29700	04/30/26	Payment refunds	2066078	210-4-16-10-030.008 License and Zoning Fees	50.00	58641	05/15/26
29700	04/30/26	Payment refunds	2066078	210-4-00-00-098.000 Misc Revenue	13024.00	58641	05/15/26
29700	04/30/26	Payment refunds	2066078	210-5-10-10-330.000 Professional Services	75.00	58641	05/15/26
11935	03/04/26	City of Essex --Flow	4551198	210-5-40-12-430.000 R&M Vehicles & Equipment	375.35	58642	05/15/26
11935	04/29/26	JOHNSTON BRUSH 2	4553253	210-5-40-12-610.000 General Supplies	705.92	58642	05/15/26
28470	05/08/26	Payroll Transfer	PR-05/08/26	210-2-00-00-210.004 Retirement Payable	25020.72	58644	05/15/26
80130	05/08/26	Payroll Transfer	PR-05/08/26	210-2-00-00-210.004 Retirement Payable	1414.71	58645	05/15/26
41630	04/30/26	Dog fees to state	260430	210-2-00-00-215.004 Due to VT Dog Lic	3213.00	58647	05/15/26
V2258	05/04/26	workshop Morris	Jun26-005	210-5-13-10-500.000 Training, Conf, Dues	60.00	58648	05/15/26
07565	04/16/26	Office Supplies	261370277	210-5-30-10-610.000 General Supplies	293.64	58649	05/15/26
07565	04/24/26	Maint Supplies	261544123	210-5-30-12-610.000 General Supplies	758.76	58649	05/15/26

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
07565	04/29/26	2 Lincoln Supplies 261624450	210-5-10-10-610.000 General Supplies	35.38	58649	05/15/26
80209	05/01/26	Cascade Portolet 13266	210-5-30-12-330.000 Professional Services	260.70	58651	05/15/26
05375	05/08/26	Payroll Transfer PR-05/08/26	210-2-00-00-210.005 Misc Deductions Payable	170.00	A 51526	05/08/26
17425	05/08/26	Payroll Transfer PR-05/08/26	210-2-00-00-210.004 Retirement Payable	150.00	B 51526	05/08/26
V1160	05/08/26	Payroll Transfer PR-05/08/26	210-2-00-00-210.004 Retirement Payable	2344.96	C 51526	05/08/26
V1161	05/08/26	Payroll Transfer PR-05/08/26	210-2-00-00-210.004 Retirement Payable	5340.96	D 51526	05/08/26
V1165	05/08/26	Payroll Transfer PR-05/08/26	210-2-00-00-210.002 Federal Inc Tax W/H	44885.12	E 51526	05/08/26
V2413	05/08/26	Payroll Transfer PR-05/08/26	210-2-00-00-210.003 State Inc Tax W/H	6109.86	F 51526	05/08/26
17765	05/12/26	Main St Park plan review 8156	220-5-00-00-720.002 1 Main; Road Res-Q	530.00	58650	05/15/26
80228	05/08/26	Rebranding Uniforms and D 5041	224-5-00-00-330.000 Professional Services	1200.00	58619	05/15/26
38955	04/21/26	Sr Center Toilet 95545043	232-5-41-20-730.000 Buildings & Improvements	337.00	58569	05/15/26
38955	04/20/26	Sr Center Project 95709314	232-5-41-20-730.000 Buildings & Improvements	131.62	58569	05/15/26
34895	05/04/26	Sr Ctr Dumpster 1939349	232-5-41-20-730.000 Buildings & Improvements	714.01	58574	05/15/26
20135	04/15/26	Sr Center Project SI825546	232-5-41-20-730.000 Buildings & Improvements	384.86	58592	05/15/26
25625	04/02/26	Lowes EJRP March 10800426	232-5-41-20-730.000 Buildings & Improvements	1642.39	58596	05/15/26
05290	04/30/26	Supplies for the super su 552612091529	254-5-54-20-610.000 General Supplies	20.68	58532	05/15/26
33850	05/04/26	ROW rent 9500285743	254-5-54-20-441.000 Rental Land/Buildings	50.00	58551	05/15/26
33850	05/04/26	ROW rent 9500285771	254-5-54-20-441.000 Rental Land/Buildings	50.00	58551	05/15/26
23435	04/30/26	Water Apr 2026 043026	254-5-54-20-411.000 CWD Water Purchase	50377.17	58554	05/15/26
23435	04/30/26	Water Apr 2026 043026	254-5-54-70-411.400 CWD Water Purchase - Glob	259924.58	58554	05/15/26
23435	04/30/26	Water Apr 2026 043026	254-5-54-70-411.400 CWD Water Purchase - Glob	4316.25	58554	05/15/26
23435	04/30/26	Water Apr 2026 043026	254-5-54-20-411.000 CWD Water Purchase	836.54	58554	05/15/26
31275	02/04/26	10 Meadow Terrace waterbr 11243	254-5-54-20-433.000 R&M Infrastructure	5835.00	58562	05/15/26
31275	04/28/26	Replace gate valves and v 11256	254-5-54-70-750.002 New/Replacement Valves	5369.46	58562	05/15/26
31275	04/28/26	Replace gate value boxes 11257	254-5-54-70-750.002 New/Replacement Valves	5890.06	58562	05/15/26

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31275	04/28/26	DON WESTON EXCAVATING INC Meadows Terrace Water val 11259	254-5-54-20-433.000 R&M Infrastructure	11285.00	58562	05/15/26
40025	04/28/26	E J PRESCOTT INC WESTON JOBS for water bre 6632992	254-5-54-20-433.000 R&M Infrastructure	576.81	58563	05/15/26
40025	04/28/26	E J PRESCOTT INC 28 MANHOLE COVER HOOK LOO 6633121	254-5-54-20-610.000 General Supplies	36.77	58563	05/15/26
20470	04/30/26	GLOBAL MONTELLO ATT: FLEE April Vehicle Fuel 346231	254-5-54-20-626.000 Gasoline	208.23	58575	05/15/26
27395	05/09/26	MVP HEALTH CARE INC 43118 Health Jun 2026 22974570	254-5-54-20-210.000 Group Insurance	4516.56	58605	05/15/26
23855	05/06/26	SOUTHWORTH-MILTON, INC. Backhoe parts INV3904153	254-5-54-20-430.000 R&M Vehicles & Equipment	111.66	58632	05/15/26
05290	04/30/26	ADVANCE AUTO PARTS 9820 Supplies for the super su 552612091529	255-5-55-30-610.000 General Supplies	20.69	58532	05/15/26
14685	04/30/26	ALLIANCE GROUP SERV LLC gas boiler is faulting, d 100766	255-5-55-30-431.000 R&M Buildings	790.00	58534	05/15/26
14685	05/11/26	ALLIANCE GROUP SERV LLC Replacing a phase monitor 100938	255-5-55-30-431.000 R&M Buildings	586.17	58534	05/15/26
14685	05/11/26	ALLIANCE GROUP SERV LLC Service Agreement: 1711 - 100943	255-5-55-30-431.000 R&M Buildings	5925.00	58534	05/15/26
21210	05/01/26	CINTAS LOC # 68M 71 M WW Control room cabinet o 5333180808	255-5-55-30-610.000 General Supplies	154.62	58557	05/15/26
V10347	05/07/26	EHRlich PEST CONTROL MAINTENANCE 96360807	255-5-55-30-431.000 R&M Buildings	127.93	58564	05/15/26
V10734	04/20/26	ENCORE ESSEX JUNCTION SOL FixedPayment (3/19/26-4/2 2604WWTP	255-5-55-30-622.000 Electricity	2218.85	58565	05/15/26
06870	04/28/26	ENDYNE INC Sludge Holding Tank 574031	255-5-55-30-568.000 Biosolids Subcontractor	795.00	58566	05/15/26
06870	05/07/26	ENDYNE INC 14 Groundwater Monitoring 575878	255-5-55-30-568.000 Biosolids Subcontractor	450.00	58566	05/15/26
06870	05/08/26	ENDYNE INC SHT NY Bi-Monthly 576105	255-5-55-30-568.000 Biosolids Subcontractor	1706.00	58566	05/15/26
19005	05/01/26	FIRSTLIGHT FIBER Communications- April 1, 22944650	255-5-55-30-530.000 Communications	545.36	58571	05/15/26
20470	04/30/26	GLOBAL MONTELLO ATT: FLEE April Vehicle Fuel 346231	255-5-55-30-626.000 Gasoline	132.31	58575	05/15/26
24785	04/28/26	GRAINGER CIRCULATING PUMP, FLANGE, 9896428647	255-5-55-30-570.000 Other Purchased Services	864.58	58580	05/15/26
24785	05/04/26	GRAINGER SLEEVE COUPLING INSERT, 8J 9902204974	255-5-55-30-570.000 Other Purchased Services	73.18	58580	05/15/26
07010	04/21/26	GREEN MOUNTAIN POWER CORP Usage Period: 03/19/26 - Cascade04212	255-5-55-30-622.000 Electricity	27718.12	58583	05/15/26
80316	04/30/26	Garland Company, INC roof repairs to digester CI-GUS026258	255-5-55-30-431.000 R&M Buildings	227.40	58586	05/15/26
80257	05/01/26	JANITECH LLC Janitorial Services May 2 INV-JT-7417	255-5-55-30-431.000 R&M Buildings	72.58	58590	05/15/26
80257	05/01/26	JANITECH LLC Janitorial Services May 2 INV-JT-7417	255-5-55-30-431.000 R&M Buildings	145.17	58590	05/15/26
V1423	04/29/26	MAHER CORPORATION Pumphead 30541	255-5-55-30-570.000 Other Purchased Services	470.00	58598	05/15/26

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24620	04/30/26	MILTON RENTAL AND SALES Repair of equipment 121135	255-5-55-30-430.000 R&M Vehicles & Equipment	240.00	58602	05/15/26
V10462	04/30/26	MONAGHAN SAFAR DUCHAM PL Legal March 2026 March 2026	255-5-55-30-320.000 Legal Services	50.00	58603	05/15/26
27395	05/09/26	MVP HEALTH CARE INC 43118 Health Jun 2026 22974570	255-5-55-30-210.000 Group Insurance	8601.04	58605	05/15/26
V1661	04/21/26	NORTH CENTRAL LABORATORIE Lab Supplies 534851	255-5-55-30-618.000 Laboratory Supplies	120.44	58609	05/15/26
19325	05/01/26	OPEN APPROACH INC IT Services May 2026 29179	255-5-55-30-505.000 Tech. Subs, Licenses	50.00	58613	05/15/26
19325	05/01/26	OPEN APPROACH INC Monthly Billing for May 29312	255-5-55-30-340.000 Technical Services	160.00	58613	05/15/26
03180	05/04/26	SAFETY SYSTEMS OF VT LLC Inspection Job #47874407 113460985	255-5-55-30-431.000 R&M Buildings	1029.00	58627	05/15/26
V2124	05/09/26	STAPLES ADVANTAGE Floor cleaner and soap 6063417279	255-5-55-30-610.000 General Supplies	121.28	58633	05/15/26
02970	04/29/26	USA BLUE BOOK INC Lab Supplies INV01033599	255-5-55-30-618.000 Laboratory Supplies	2473.09	58638	05/15/26
02970	05/11/26	USA BLUE BOOK INC Credit for a return - amp SCN812701	255-5-55-30-570.000 Other Purchased Services	-305.00	58638	05/15/26
23395	04/20/26	VILLAGE HARDWARE - WILLIS Nuts and bolts for mainte 521943	255-5-55-30-570.000 Other Purchased Services	17.52	58643	05/15/26
07565	05/08/26	W B MASON CO INC BLIZZARD 1 GALLON DISTILL 261838700	255-5-55-30-618.000 Laboratory Supplies	269.91	58649	05/15/26
05290	04/30/26	ADVANCE AUTO PARTS 9820 Supplies for the super su 552612091529	256-5-56-40-610.000 General Supplies	248.26	58532	05/15/26
05290	05/06/26	ADVANCE AUTO PARTS 9820 80W90 GEAR OIL 1 QT 1 552612629484	256-5-56-40-430.000 R&M Vehicles & Equipment	17.80	58532	05/15/26
42625	04/01/26	ALDRICH & ELLIOTT PC Serviced 3/1/26-3/28/2626 83780	256-5-56-70-722.055 West St PS	6601.62	58533	05/15/26
20470	04/30/26	GLOBAL MONTELLO ATT: FLEE April Vehicle Fuel 346231	256-5-56-40-626.000 Gasoline	1082.70	58575	05/15/26
27395	05/09/26	MVP HEALTH CARE INC 43118 Health Jun 2026 22974570	256-5-56-40-210.000 Group Insurance	5134.24	58605	05/15/26
19325	05/01/26	OPEN APPROACH INC Monthly Billing for May 29312	256-5-56-40-340.000 Technical Services	560.00	58613	05/15/26
11555	05/12/26	RUSSELL RESOURCES INC Repair to pump station 266895	256-5-56-40-434.000 R&M Pump Stations	2949.91	58624	05/15/26
11555	05/12/26	RUSSELL RESOURCES INC WAVE START KIT -2 PUMP FR 266898	256-5-56-40-434.000 R&M Pump Stations	2372.00	58624	05/15/26
17505	04/10/26	SAND HILL SOLAR LLC KSI I billing period - 03/09/26 288SH041026	256-5-56-40-622.000 Electricity	113.09	58628	05/15/26
17505	04/10/26	SAND HILL SOLAR LLC KSI I billing period - 03/09/26 288SH041026	256-5-56-40-434.001 Susie Wilson PS Costs	287.74	58628	05/15/26
17505	04/10/26	SAND HILL SOLAR LLC KSI I billing period - 03/09/26 288SH041026	256-5-56-40-434.002 West Street PS Costs	340.34	58628	05/15/26
V10462	04/30/26	MONAGHAN SAFAR DUCHAM PL Legal March 2026 March 2026	257-5-57-50-320.000 Legal Services	175.00	58603	05/15/26
27395	05/09/26	MVP HEALTH CARE INC 43118 Health Jun 2026 22974570	257-5-57-50-210.000 Group Insurance	2697.96	58605	05/15/26

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
37965	S D IRELAND CONCRETE 04/14/26	catch basin frame 125245	257-5-57-50-575.000 Storm Sewer Maintenance	435.00	58626	05/15/26
37965	S D IRELAND CONCRETE 04/15/26	catch basin frame and cov 125257	257-5-57-50-575.000 Storm Sewer Maintenance	1331.70	58626	05/15/26
19815	AMAZON CAPITAL SERVICES 04/29/26	Senior Center Furniture 1HKDXNCJFGWY	258-5-33-13-755.000 Furniture and Fixtures	886.65	58536	05/15/26
19815	AMAZON CAPITAL SERVICES 05/01/26	Sr Center Furniture 1VKL6XFH9JN7	258-5-33-13-755.000 Furniture and Fixtures	1064.15	58536	05/15/26
19815	AMAZON CAPITAL SERVICES 05/07/26	RK Westford Supplies 11Q33QWNDQ9M	259-5-30-15-610.000 General Supplies	76.02	58536	05/15/26
19815	AMAZON CAPITAL SERVICES 05/05/26	RK Fleming Supplies 11QPCRVD9M3	259-5-30-15-610.000 General Supplies	223.41	58536	05/15/26
19815	AMAZON CAPITAL SERVICES 04/17/26	PS Cleaning Supplies 11YM346F37DW	259-5-30-16-610.000 General Supplies	12.70	58536	05/15/26
19815	AMAZON CAPITAL SERVICES 04/28/26	RK Town Behavior 1347VV39DTM9	259-5-30-15-610.000 General Supplies	5.99	58536	05/15/26
19815	AMAZON CAPITAL SERVICES 05/01/26	RK EES K Supplies 139WYY4XP3DP	259-5-30-15-610.000 General Supplies	113.54	58536	05/15/26
19815	AMAZON CAPITAL SERVICES 04/20/26	RK Fleming Supplies 177FLNH37XXH	259-5-30-15-610.000 General Supplies	52.47	58536	05/15/26
19815	AMAZON CAPITAL SERVICES 04/20/26	RK Westford Supplies 177FLNH3MTNC	259-5-30-15-610.000 General Supplies	39.95	58536	05/15/26
19815	AMAZON CAPITAL SERVICES 05/04/26	RK EES 1-2 Supplies 17PTKDN39KWD	259-5-30-15-610.000 General Supplies	104.93	58536	05/15/26
19815	AMAZON CAPITAL SERVICES 04/30/26	PS Explorers Supplies 19FDY4V3XTVP	259-5-30-16-610.000 General Supplies	35.52	58536	05/15/26
19815	AMAZON CAPITAL SERVICES 04/14/26	RK Town Behavior 1CPV6PGG7HF4	259-5-30-15-610.000 General Supplies	6.99	58536	05/15/26
19815	AMAZON CAPITAL SERVICES 04/27/26	Program Supplies 1CVC9PLN791H	259-5-30-14-610.000 General Supplies	151.96	58536	05/15/26
19815	AMAZON CAPITAL SERVICES 04/14/26	RK Founders Supplies 1CWTT93J7FHD	259-5-30-15-610.000 General Supplies	93.09	58536	05/15/26
19815	AMAZON CAPITAL SERVICES 04/14/26	RK Hiawatha Supplies 1DW9FVYNFPL7	259-5-30-15-610.000 General Supplies	57.35	58536	05/15/26
19815	AMAZON CAPITAL SERVICES 04/16/26	RK Town Behavior 1GYLYLMDNL7	259-5-30-15-610.000 General Supplies	19.99	58536	05/15/26
19815	AMAZON CAPITAL SERVICES 05/05/26	PS Supplies 1H31CDGY9HGH	259-5-30-16-610.000 General Supplies	89.82	58536	05/15/26
19815	AMAZON CAPITAL SERVICES 04/21/26	PS Supplies 1K3Y99PT4PPJ	259-5-30-16-610.000 General Supplies	22.57	58536	05/15/26
19815	AMAZON CAPITAL SERVICES 04/18/26	PS Supplies 1M74H7D9P31T	259-5-30-16-610.000 General Supplies	143.94	58536	05/15/26
19815	AMAZON CAPITAL SERVICES 04/27/26	Town Behavior Supplies 1MGHDDFPKPL9	259-5-30-15-610.000 General Supplies	15.19	58536	05/15/26
19815	AMAZON CAPITAL SERVICES 04/20/26	RK Founders Supplies 1NG1V3PNWTFN	259-5-30-15-610.000 General Supplies	9.99	58536	05/15/26
19815	AMAZON CAPITAL SERVICES 05/03/26	RK Fleming Supplies 1NP4Q9RQGF3V	259-5-30-15-610.000 General Supplies	13.19	58536	05/15/26
19815	AMAZON CAPITAL SERVICES 05/07/26	PS Event Supplies 1P3JHTRW4G6Y	259-5-30-16-610.000 General Supplies	96.33	58536	05/15/26

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
19815	AMAZON CAPITAL SERVICES	04/15/26	Town Behavior Supplies 1PGDV31V4YXQ	259-5-30-15-610.000 General Supplies	41.22	58536	05/15/26
19815	AMAZON CAPITAL SERVICES	04/14/26	RK Town Behavior 1QDTMKFNFMLL	259-5-30-15-610.000 General Supplies	20.78	58536	05/15/26
19815	AMAZON CAPITAL SERVICES	05/07/26	PS Adventurers Supplies 1R43Q99Y6C4F	259-5-30-16-610.000 General Supplies	18.59	58536	05/15/26
19815	AMAZON CAPITAL SERVICES	04/15/26	Vac Camp Supplies 1RJ17LG1GK1J	259-5-30-15-610.000 General Supplies	109.64	58536	05/15/26
19815	AMAZON CAPITAL SERVICES	05/04/26	PS Cleaning Supplies 1RPKWCC7VWWD	259-5-30-16-610.000 General Supplies	59.97	58536	05/15/26
19815	AMAZON CAPITAL SERVICES	05/08/26	RK Town Behavior Supplies 1VX7DXQXJQVX	259-5-30-15-610.000 General Supplies	14.94	58536	05/15/26
19815	AMAZON CAPITAL SERVICES	04/15/26	RK Westford Supplies 1VX7K4LD9DMP	259-5-30-15-610.000 General Supplies	25.79	58536	05/15/26
19815	AMAZON CAPITAL SERVICES	04/15/26	Town Behavior Supplies 1VX7K4LDH9YM	259-5-30-15-610.000 General Supplies	127.33	58536	05/15/26
19815	AMAZON CAPITAL SERVICES	05/07/26	RK MSP Supplies 1WJHWXLNFBGK	259-5-30-15-610.000 General Supplies	190.42	58536	05/15/26
19815	AMAZON CAPITAL SERVICES	04/30/26	PS Explorers Supplies 1X19HXFHXK1P	259-5-30-16-610.000 General Supplies	124.28	58536	05/15/26
19815	AMAZON CAPITAL SERVICES	04/17/26	Town Behavior Supplies 1XL37V4HKCQH	259-5-30-15-610.000 General Supplies	38.79	58536	05/15/26
19815	AMAZON CAPITAL SERVICES	05/07/26	RK EES 1-2 Supplies 1YMHT3VP3FY	259-5-30-15-610.000 General Supplies	54.57	58536	05/15/26
19815	AMAZON CAPITAL SERVICES	04/29/26	RK Fleming Supplies 1YQYHX6646L4	259-5-30-15-610.000 General Supplies	69.66	58536	05/15/26
25055	AQUARIUS LANDSCAPE SPRINK	04/28/26	West St Garden Pipe Insta 5581617	259-5-30-14-330.000 Professional Services	7200.00	58540	05/15/26
25765	CEDAR RIDGE SPRINKLER COR	04/27/26	Room For Me Project 14806	259-5-30-15-330.000 Professional Services	1453.37	58549	05/15/26
80321	CHAMPLAIN VALLEY COMPOST	04/21/26	West St Garden Compost 042126D	259-5-30-14-610.000 General Supplies	589.50	58553	05/15/26
31545	COSTCO #314	05/04/26	PS Supplies 050426D	259-5-30-16-610.000 General Supplies	56.39	58560	05/15/26
38955	F W WEBB COMPANY	04/28/26	Pool Maint. 95839827	259-5-30-11-431.000 R&M Buildings & Grounds	242.58	58569	05/15/26
80192	Fountain of Youth Fitness	05/05/26	Lifting Spirits 5/4 050526D	259-5-30-14-330.000 Professional Services	92.00	58572	05/15/26
80192	Fountain of Youth Fitness	05/11/26	Lifting Spirits 5/11 051126D	259-5-30-14-330.000 Professional Services	123.20	58572	05/15/26
11260	GOLD STAR DOG TRAINING	05/16/26	Dog Programs April/May 159	259-5-30-14-330.000 Professional Services	3430.00	58576	05/15/26
27990	GORDON'S WINDOW DECOR INC	04/28/26	Room For Me Grant 126432	259-5-30-15-895.000 State and Other Grant Exp	1009.20	58578	05/15/26
04035	GOT THAT RENTAL & SALES I	04/24/26	Lights Lift Rental 152726	259-5-30-12-442.000 Rental Vehicles/Equip	525.00	58579	05/15/26
80191	GREEN MTN TRAINING CTR	04/28/26	Vac Camp 4/23 0059	259-5-30-15-330.000 Professional Services	990.00	58584	05/15/26
04005	GREGORY, CIARA	05/01/26	Zumba Gold April 050126D	259-5-30-14-330.000 Professional Services	208.00	58585	05/15/26

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
80257	05/01/26	JANITECH LLC Janitorial Services May 2 INV-JT-7417	259-5-30-16-420.000 Cleaning Services	2177.50	58590	05/15/26
28895	05/06/26	KINDERMUSIK WITH RACHEL L Kindermusik May 1045	259-5-30-14-330.000 Professional Services	921.60	58593	05/15/26
25625	04/02/26	LOWE'S - 1080 Lowes EJRP March 10800426	259-5-30-15-895.000 State and Other Grant Exp	2158.55	58596	05/15/26
80126	05/07/26	MAPLE STREET ART SPACE LL Vac Camp 4/20-24 050726D	259-5-30-14-330.000 Professional Services	4680.00	58599	05/15/26
27395	05/09/26	MVP HEALTH CARE INC 43118 Health Jun 2026 22974570	259-5-30-16-210.000 Group Insurance	3864.39	58605	05/15/26
27395	05/09/26	MVP HEALTH CARE INC 43118 Health Jun 2026 22974570	259-5-30-14-210.000 Group Insurance	1014.28	58605	05/15/26
27395	05/09/26	MVP HEALTH CARE INC 43118 Health Jun 2026 22974570	259-5-30-15-210.000 Group Insurance	10168.12	58605	05/15/26
29425	04/21/26	PERFORMANCE FOOD 24793-EJ RK Hiawatha Snack CREDIT 598407	259-5-30-15-610.000 General Supplies	-50.53	58615	05/15/26
29425	04/22/26	PERFORMANCE FOOD 24793-EJ Vac Camp Snack 598635	259-5-30-15-610.000 General Supplies	154.63	58615	05/15/26
29425	04/29/26	PERFORMANCE FOOD 24793-EJ RK Westford Snack 601769	259-5-30-15-610.000 General Supplies	240.14	58615	05/15/26
29425	04/29/26	PERFORMANCE FOOD 24793-EJ RK Snack 602411	259-5-30-15-610.000 General Supplies	236.04	58615	05/15/26
29425	04/29/26	PERFORMANCE FOOD 24793-EJ RK Hiawatha Snack 602765	259-5-30-15-610.000 General Supplies	266.47	58615	05/15/26
29425	05/04/26	PERFORMANCE FOOD 24793-EJ RK Fleming Snack 603855	259-5-30-15-610.000 General Supplies	280.99	58615	05/15/26
29425	05/04/26	PERFORMANCE FOOD 24793-EJ RK Westford Snack 604499	259-5-30-15-610.000 General Supplies	17.95	58615	05/15/26
29425	05/04/26	PERFORMANCE FOOD 24793-EJ RK Founders Snack 605140	259-5-30-15-610.000 General Supplies	261.10	58615	05/15/26
29425	05/04/26	PERFORMANCE FOOD 24793-EJ RK MSP Snack 605508	259-5-30-15-610.000 General Supplies	308.48	58615	05/15/26
29425	05/06/26	PERFORMANCE FOOD 24793-EJ RK Westford Snack 606161	259-5-30-15-610.000 General Supplies	177.62	58615	05/15/26
29425	05/06/26	PERFORMANCE FOOD 24793-EJ RK Fleming Snack 606597	259-5-30-15-610.000 General Supplies	185.51	58615	05/15/26
29425	05/06/26	PERFORMANCE FOOD 24793-EJ RK Hiawatha Snack 606980	259-5-30-15-610.000 General Supplies	112.76	58615	05/15/26
29425	05/11/26	PERFORMANCE FOOD 24793-EJ RK MSP Snack 609604	259-5-30-15-610.000 General Supplies	286.37	58615	05/15/26
29425	05/11/26	PERFORMANCE FOOD 24793-EJ RK Founders Snack 609607	259-5-30-15-610.000 General Supplies	221.85	58615	05/15/26
29425	05/11/26	PERFORMANCE FOOD 24793-EJ RK EES Snack 609642	259-5-30-15-610.000 General Supplies	166.24	58615	05/15/26
80071	05/12/26	PLUM THERAPY LLC Clinical Supervision Apri 051226D	259-5-30-15-330.000 Professional Services	300.00	58620	05/15/26
05280	05/01/26	S & D LANDSCAPES LLC PS Snow Removal Final Inv 260250	259-5-30-16-330.000 Professional Services	1156.20	58625	05/15/26
10435	04/29/26	SCREENMYLOGO.COM PS Tumblers 22186	259-5-30-16-610.000 General Supplies	168.00	58630	05/15/26

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
23495	STUDENT TRANSPORTATION OF	03/06/26	Vac Camp 3/3 70341808	259-5-30-15-580.000 Travel	366.94	58634	05/15/26
23495	STUDENT TRANSPORTATION OF	04/21/26	Vac Camp Bus 4/20 70347441	259-5-30-15-580.000 Travel	502.13	58634	05/15/26
23495	STUDENT TRANSPORTATION OF	04/21/26	Vac Camp Bus 4/20 70347443	259-5-30-15-580.000 Travel	366.94	58634	05/15/26
23495	STUDENT TRANSPORTATION OF	04/24/26	Vac Camp 4/21-23 70347796	259-5-30-15-580.000 Travel	1454.87	58634	05/15/26
23495	STUDENT TRANSPORTATION OF	04/24/26	Vac Camp 4/23 70347797	259-5-30-15-580.000 Travel	347.63	58634	05/15/26
23495	STUDENT TRANSPORTATION OF	04/24/26	Vac Camp 4/22 70347798	259-5-30-15-580.000 Travel	366.94	58634	05/15/26
23495	STUDENT TRANSPORTATION OF	04/24/26	Vac Camp 4/20 70347839	259-5-30-15-580.000 Travel	424.88	58634	05/15/26
23495	STUDENT TRANSPORTATION OF	04/28/26	Vac Camp 4/23 70348198	259-5-30-15-580.000 Travel	289.69	58634	05/15/26
23495	STUDENT TRANSPORTATION OF	04/28/26	Vac Camp 4/22 70348202	259-5-30-15-580.000 Travel	791.81	58634	05/15/26
23495	STUDENT TRANSPORTATION OF	04/28/26	Vac Camp 4/21-24 70348203	259-5-30-15-580.000 Travel	714.56	58634	05/15/26
23495	STUDENT TRANSPORTATION OF	04/30/26	RK MSP 4/29 70349022	259-5-30-15-580.000 Travel	328.31	58634	05/15/26
29090	SUNBELT RENTALS	04/24/26	Lights Lift 182336463000	259-5-30-12-442.000 Rental Vehicles/Equip	252.00	58636	05/15/26
29090	SUNBELT RENTALS	04/18/26	Lights Lift 18233646300A	259-5-30-12-442.000 Rental Vehicles/Equip	3372.15	58636	05/15/26
29975	SWEET SCOOPS	04/29/26	RK EES 4/29 ESSEX20261	259-5-30-15-610.000 General Supplies	256.72	58637	05/15/26
06195	VT INSTITUTE OF NATURAL S	03/11/26	RK Hiawatha 4/30 V1963	259-5-30-15-330.000 Professional Services	617.00	58646	05/15/26
07565	W B MASON CO INC	04/24/26	PS Supplies 261544047	259-5-30-16-610.000 General Supplies	418.52	58649	05/15/26
07565	W B MASON CO INC	04/28/26	PS Supplies 261604335	259-5-30-16-610.000 General Supplies	63.60	58649	05/15/26
07565	W B MASON CO INC	05/07/26	PS Supplies 261816447	259-5-30-16-610.000 General Supplies	159.48	58649	05/15/26

For Check Acct 01 (GENERAL FUND) All check #s 05/08/26 To 05/15/26

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
Report Total				734972.66		

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 \$ ***734,972.66
 Let this be your order for the payments of these amounts.

CITY OF ESSEX JUNCTION

Report: Calendar Year 2025: Progress on Implementation of All-Hazards Mitigation Plan

Date: April 2026

To: City Council

From: Ron Hoague, Chief of Police
City Emergency Management Director

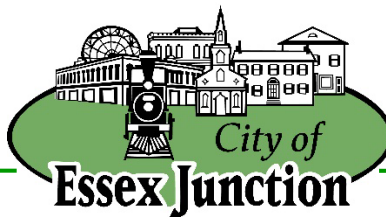
Information collected by: Chittenden County RPC in partnership with municipal staff

City of Essex Junction Mitigation Actions: Implementation Monitoring Worksheet

Action #	Proposed Action	Agency/ Departments	Risk Reduction Benefit	Hazard(s) Addressed
2022-1	Increase use of rain barrels/gardens	Stormwater Department		Severe Rainstorms, Flood, Fluvial Erosion, Water Pollution, Severe Winter Weather, Wildfire
	Report on Progress in 2025 →	<u>City reports progress in 2025 as follows:</u> As a designated Municipal Separate Storm Sewer System (MS4) permittee, the City promotes the increased use of rain barrels and rain gardens through providing funds toward and participation in the regional Rethink Runoff campaign (www.rethinkrunoff.org).		
2022-2	Improve public alert system (centralized sign)	Fire Chief	Provide enhanced warning, updates and alerts to citizens regarding potential threats from various hazards.	All-hazards
	Report on Progress in 2025 →	<u>City reports progress in 2025 as follows:</u> The City, via Essex PD, has implemented the VT Alerts system and has access to messaging.		
2022-3	Acquire ladder fire truck	Fire Chief	Provided enhanced fire protection for community.	All-hazards
	Report on Progress in 2025 →	<u>The City reports as follows for 2025:</u> Previously completed. The City owns a ladder truck, 105'		

2022-4	Retrofit all new and existing critical infrastructure,	Public Works and Stormwater Departments	Addresses damage to new/existing public infrastructure and buildings. Mitigates temporary road and bridge closure and budgetary impacts.	Severe Rainstorms, Flood, Fluvial Erosion, Water Pollution, Severe Winter Weather, Wildfire
	Report on Progress in 2025 →	<u>City reports progress in 2025 as follows:</u> The City replaced three (3) catch basins in the stormwater system. Regular inspections of infrastructure conducted throughout the year to ensure proper function of the stormwater system.		
2022-5	Update to river corridor zoning standard	City Public Works	Addresses damage to new/existing public infrastructure and buildings.	Severe Rainstorms, Flood, Fluvial Erosion, Water Pollution, Severe Winter Weather, Wildfire
	Report on Progress in 2025 →	<u>City reports progress in 2025 as follows:</u> The City updated the Land Development Code in 2024, however no changes were made to the river corridor zoning.		
2022-6	Reduce zoning waivers/ improve enforcement	City Public Works, Community Development and Stormwater Departments	Addresses damage to new/existing public infrastructure and buildings.	Severe Rainstorms, Flood, Fluvial Erosion, Water Pollution, Severe Winter Weather, Wildfire
	Report on Progress in 2025 →	<u>City reports progress in 2025 as follows:</u> The Technical Advisory Committee meets monthly to discuss development activities in the City. Relevant Committee members conduct enforcement work as appropriate.		
2022-7	Encourage use of heat pumps	City Council	Education and Awareness Programs. Inform citizens about how to avoid becoming casualties in various emergencies.	Extreme Temperatures, Severe Winter Storms
	Report on Progress in 2025 →	<u>City reports progress in 2025 as follows:</u> No report for 2025.		
2022-8	Increase funding for community outreach	City Council	Informs citizens about how to avoid becoming casualties in various emergencies.	Severe Rainstorms, Flood, Fluvial Erosion, Water Pollution, Severe Winter Weather, Wildfire

	Report on Progress in 2025 →	<u>City reports progress in 2025 as follows:</u> Nothing to report in 2025.		
2022-9	Develop skilled trades education programs	City Council	Provide enhanced services to residents and businesses on hazard reduction related activities.	Severe Rainstorms, Flood, Fluvial Erosion, Water Pollution, Severe Winter Weather, Wildfire
	Report on Progress in 2025 →	<u>City reports progress in 2025 as follows:</u> No report for 2025.		



MEMORANDUM

To: City Council

From: Regina Mahony, City Manager

Meeting Date: May 27, 2026

Subject: Update on Transition of Community Justice to City of Burlington

Issue: To provide the City Council with an update on the Community Justice transition.

Discussion:

See the attached memo from Town Manager Greg Duggan to the Selectboard for a full update.

Community Justice is a police service provided by the Town of Essex to the City of Essex Junction through the Police Services Agreement. Community Justice will still be provided, however it will now be through a different entity. Due to this modification this memo is being provided to the City Council pursuant to Section 4 of the Police Services Agreement.

A second memo will be provided in June with the MOU as approved by the Town of Essex.

Cost: N/A

Recommendation: No action is needed.

Recommended Motion: This memo is for information only.

Attachments:

Greg Duggan memo

Memorandum

To: Selectboard

From: Greg Duggan, Town Manager

Re: Update on transition of community justice to City of Burlington

Date: May 15, 2026

Issue

The issue is to update the Selectboard on the transition process of moving community justice to the City of Burlington.

Discussion

When Vermont Act 180 passed in 2024, it set in motion a change to how restorative justice services will be provided throughout the state. Perhaps the most significant change was that the State will only fund one community justice center (CJC) in each county. In Chittenden County, the funding will be directed to the City of Burlington as of July 1, 2026. Burlington's CJC will become the Chittenden County CJC and serve the entire county.

Unfortunately, the change means that the Essex CJC will cease to exist on June 30, 2026. One full-time staff member resigned from the CJC in April. The other three staff, who work part-time, will have their employment with Essex come to an end on June 30. All four have been tremendously professional and have continued to provide excellent service.

Essex CJC has for years provided restorative justice services in Essex, Essex Junction, Colchester, Milton and, to a lesser extent, Jericho, Underhill, and Westford. Services have included the following:

- Pre-charge diversion, which allows for certain criminal offenses to be handled through restorative justice programs prior to facing criminal charges;
- Re-entry program to reduce recidivism by supporting people coming out of prison;
- Parallel justice / victim outreach, which offers support and resources to victims of crime;
- Community referrals, which offer restorative processes such as mediation, coaching, and education in cases where harm has happened, but the case does not qualify for pre-charge diversion; and
- Safe Driving program, an educational program designed to teach participants about the long-term consequences and impact that distracted driving and/or impaired driving has on victims, the community, and drivers.

The Town Manager has been working with counterparts in South Burlington and Williston – which also have CJsCs closing – the Burlington CJC Director, and a representative from the Attorney General's Office to plan for the transition of services within the county. In addition to that steering committee, a broader transition team has included members of law enforcement and CJsCs.

The State of Vermont will fund pre-charge through the Attorney General's office and re-entry through the Department of Corrections. The other programs will not be funded by the State and will instead rely on grants and contributions from municipalities receiving the services. The steering committee mentioned above has been drafting a memorandum of understanding that will set the framework for continued provision of these services, including ways to monitor the effectiveness of the programs to see if they should continue beyond FY2027.

Essex has budgeted \$46,200 in FY27 for restorative justice services. The Essex CJC has offered the parallel justice / victim outreach and safe driving programs. Community referrals have been available but have seen little use through the Essex CJC program.

In June, the Selectboard will have a business item to consider approval of the MOU to receive restorative justice services from the Chittenden County CJC in fiscal year 2027.

Cost

None at this time.

Recommendation

This memo is informational.

**CITY OF ESSEX JUNCTION
PLANNING COMMISSION REGULAR MEETING
MINUTES OF MEETING
MAY 7, 2026
DRAFT**

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

PLANNING COMMISSIONERS ABSENT: None

ADMINISTRATION: Chris Yuen, Community Development Director;

OTHERS PRESENT: John Burnett, Bart Frisbie, Marcus Certa, Mark Mendes, David Minkoff, Darren Schibler

1. CALL TO ORDER

Mr. Massey called the meeting to order at 6:34 PM.

2. AGENDA ADDITIONS/CHANGES

None.

3. PUBLIC TO BE HEARD

a. Comments from Public on Items Not on Agenda

None.

4. MINUTES

a. March 31st, 2026

SCOTT MCCORMICK made a motion, seconded by DIANE CLEMENS, to approve the minutes of March 31st, 20206, with corrections. Motion passed 5-0.

Corrections:

-Naming customs will be consistent throughout.

5. BUSINESS ITEMS

a. Discussion of the 2027 Comprehensive Plan Update Process

Mr. Schibler, of the Chittenden County Regional Planning Commission (CCRPC), provided an update regarding recent community engagement efforts, including two focus groups on housing and energy/climate issues. Business owner outreach is also underway. Regular progress reports are available. The budget for this project is on track, with 67% of the project budget being spent. The housing focus group, held on April 21st, attracted around twenty attendees. Mr. Schibler discussed the format of the focus group and specific brainstorming sessions. Attendees discussed a desire to maintain the village feel while allowing for housing development, with particular emphasis on green spaces, partnerships with developers, mixed-use development, and affordable housing options. Landlord-tenant relations were discussed, and the need to offer assistance to both groups. A revolving land fund for improvements to rental projects was discussed. Mr. Mendes discussed the need to have a variety of housing types in Essex Junction. Ms. Clemens discussed the connection between these topics and the rental registry, which was proposed several years ago, Mr. McCormick concurred. Mr. Schibler said the focus groups worked on identifying issues, rather than suggesting specific solutions. He said attendees felt that there should be a difference between approaches with larger rental properties and smaller landlords. Mr. Schibler discussed

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conversations with the Champlain Valley Expo relating to developing housing on the parcel and the need to address traffic operations.

The energy and climate focus group was attended by several experts in the energy industry. Key points included achieving Essex Junction's targets for electric vehicle adoption, reducing heating costs and improving renewable energy in the heating sector. Public/private partnerships were discussed, as well as regulatory and incentive-based approaches. Discussions also focused on sustainability strategies for Essex Junction, particularly regarding new developments at Five Corners and the Pearl Street corridor. Mr. Schibler discussed the balance between regulatory requirements and incentive-based programs, suggesting a three-pronged approach: regulatory measures for large developments, incentive programs for smaller buildings and retrofits, and grant-funded initiatives for existing buildings. The importance of connecting residents to existing resources was discussed, and the possible need for an energy coordinator. The possibility of municipal-based public transportation for specific destinations was discussed. Attendees explored ideas like renewable heating ordinances and geothermal technology, while acknowledging cost concerns and the need for equitable implementation. Mr. Schibler suggested reaching out to recent developers to see their reasoning for choosing specific heating technology. Mr. Yuen said there is no incentive for landlords to choose higher efficiency products if a tenant is required to pay the utility bills.

Mr. McCormick discussed new technologies which are being developed for multi-family units and said the City could help to provide additional information to developers on these options. Answering a question from Mr. Hamilton, Mr. Schibler discussed balancing the shift to renewable energy with cost realities. Programs exist to assist lower-income residents; however, it is important to look into why they are not being used as much as they could be. Answering a question from Mr. Massey, Mr. Schibler discussed state funding and assistance for energy-efficiency projects. Mr. Schibler said it is important to highlight the fact that energy-efficiency is a positive financial investment.

Mr. Schibler discussed business outreach efforts. CCRPC staff has visited numerous local businesses to learn more about how the City can better support them. Conversations have been insightful, and some of the challenges cited include signage visibility, parking needs, and building maintenance issues. This is particularly relevant to larger properties. Sandwich board signs were specifically cited as an issue. Mr. Schibler said, overall, most businesses are happy and satisfied with being in Essex Junction. Mr. McCormick discussed business promotion and a potential business association. He also discussed a desire to better engage with minority-owned businesses. Mr. Schibler suggested leveraging connections with the Vermont Professionals of Color Network and community liaisons at CCRPC. He suggested soliciting responses to specific documents, rather than open-ended questions. Cymone Beford, Economic Mobility Manager at CCRPC, may be available to assist with engagement. Mr. Schibler discussed efforts working with the Essex High School Business Club for door-to-door outreach. Business owner outreach and focus group formation will continue for the next month or so. Next month, the PC will discuss how to work through this information, and draft chapters will be available for review in August.

b. Discussion and consideration of First Congregational Church of Essex Junction

Mr. Yuen discussed a proposal from the First Congregational Church of Essex Junction to add housing to their property to generate sustaining income in a way that aligns with their mission and values. He said this is a good idea, however there are neighborhood impact issues to consider. The plans are dependent on successfully rezoning the parcels from Multi-Family 3 to Village Center (VC) district zoning and

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changes to the future land use map. Church officials will present a general idea to the PC this evening, and details regarding zoning and neighborhood protections do not need to be reviewed tonight.

Mr. Burnett, of the First Congregational Church, said it is important for the church to diversify their income sources, as member contributions are down. He discussed redevelopment options to include mixed-use housing while continuing to maintain the thrift shop as a storefront. Ms. Clemens noted the historical status of all three buildings. Rezoning the property is essential to moving the plan forward. Mr. Massey noted the challenging nature of demolishing a historical structure, and Mr. Burnett said that church leadership is supportive of moving this forward. Any type of change to the exterior of the historic buildings must go through the review process. Mr. Mendes, Pastor of First Congregational Church, clarified that, while the Church Council has established a committee to investigate the feasibility of this project, no financial analysis has been conducted yet, and the congregation has not been formally consulted. Further design will only be done if zoning will not allow for such. Mr. Massey said there are several multi-unit rental properties in the immediate area. Mr. Yuen said development to the Sawyer House parcel is unlikely to have much impact on surrounding residential properties. He said form-based code would apply to any development. The proposed three or four-story buildings would likely be acceptable under the residential adjacency standards. Mr. Yuen said he believes that this proposal would not look out of place in the neighborhood.

The PC discussed adjusting the future land use map to allow for the potential church development project. All commissioners expressed support for the request, noting that the church property aligns with community feedback about pedestrian-friendly streetscapes and building character. Ms. Pascall said that the PC must consider precedent-setting in this process. Ms. Clemens suggested that this was a good opportunity to solicit feedback regarding changes to other parcels adjoining the VC district. Mr. Massey described the public input that would be involved with their process. Ms. Pascall noted that the church is an important part of the community, and that some of the character of the current parcel would be maintained. This feedback will be integrated in the draft Comprehensive Plan and future land use map, though the church will still need to go through a separate zoning revision process after the future land use map is approved.

c. Discussion and consideration of Land Development Code amendments, including Form-Based Code Proposal

Mr. Yuen discussed the first draft of the document and technical difficulties in formatting that some PC members have experienced. He will resend the document as a PDF. He outlined a timeline for revisions, with a second draft anticipated by June 4th and a potential public hearing in August. Targeted outreach will occur in May and June. General public engagement will focus on the changes that are anticipated to be most important to the public. The PC discussed specific form-based code amendments regarding street room ratios, rights-of-way, building massing, and frontage types, particularly focusing on parking frontage standards in Transit-Oriented Development (TOD) and VC districts. Mr. Yuen suggested the future renaming of the VC District as City Center. Answering a question from Ms. Clemens, Mr. Yuen discussed screening and buffering requirements for surface parking. These new standards aim to improve pedestrian orientation while maintaining flexibility for certain development styles. Frontage relating to surface parking was discussed.

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Mr. Hamilton noted the rear setbacks in the form-based code, particularly a 30-foot requirement, could impact buildable area and reduce housing unit availability. He believes that the buffering requirements are too extreme. Mr. Yuen said the setback only applies under specific conditions, particularly when buildings reach maximum height. The residential adjacency does not add to the increased rear setback unless the building is much higher than the adjacent buildings. Mr. Massey confirmed that while setback reduces developable space, it helps balance housing needs with community concerns about impacts and change. Mr. McCormick concurred. Exceptions are available for smaller unit developments. Mr. Yuen said there are limits on what can be built on small lots for functionality and usability purposes. The PC indicated support for the thirty-foot setback as it aligns with form-based code goals and provides green space.

Mr. Yuen discussed the applicability, benefits, and waivers for form-based code compliance, particularly regarding landscaping standards. Mr. Yuen said projects which do not increase the gross floor area by more than 30% do not need to come to compliance. Regarding the proposed scoring system for landscaping, developers do not need to come in full compliance for projects which only impact a smaller area. Mr. Yuen reviewed the recent Chittenden Crossing and 8 Railroad Street projects and found that the 30 point threshold reasonably well. The PC decided to move toward using impacted area for landscape scoring and to test the new system with more cases. Ms. Juodisius discussed the applicability of internal renovations with minimal site disturbances. Mr. Yuen discussed changes of use for linear frontage and confirmed that single-family dwellings in the VC would remain unchanged under the current regulations.

Regarding proposed changes to design review overlay district boundaries, Mr. Yuen proposed plans to eliminate the VC and TOD districts from design review requirements as they would fall under the Form-Base standards. He addressed technical corrections to TOD district parking minimums and parking requirements in VC district. He noted that there are some properties in the VC district with no parking whatsoever. He suggested that should a new development provide less than 75% of the typically required parking spaces, the DRB should have the option to stipulate that the developer has to facilitate parking space lease options from nearby properties within a 600-foot radius is proposed. Mr. Yuen said this does not force the DRB to impose this, however it provides them the option of doing such. He said developers may be able to trade unused spaces in other nearby areas as well. All agreed that the DRB should be able to determine if the developer can facilitate parking in other nearby areas. Mr. McCormick discussed reserving spaces for residents in mixed-use developments. The VC currently has no required spaces per unit.

Mr. Yuen discussed unit mix requirements for larger residential developments. Mr. Massey asked if the PC is interested in requiring more than the 20% minimum requirement for units to have two or more bedrooms. Mr. Yuen said Essex Junction would like a better mix of units but noted that studios and one-bedroom units are currently in high demand due to limited availability in the market. Mr. McCormick said he believes the 20% figure is too low and Ms. Juodisius encouraged flexibility. Mr. Massey said additional offerings will help to allow more people to stay and move into the community. Mr. Yuen suggested seeking input from Framework, the project consultant.

Mr. Yuen discussed updates to development standards, including landscaping requirements, street design and infrastructure standards, bike lane requirements for new streets and parking requirements for commercial spaces. Architectural review is not required for smaller projects. Mr. Yuen said it has been

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common to assume retail use for parking calculations at the time of site plan application and asked for input on this process. The PC expressed preference for Option B, which would codify current practice. Mr. McCormick said Option B may provide an excess of spaces, however these could be leased out to other businesses or rental properties. He discussed the balance between maximizing units and providing sufficient parking. Mr. Yuen reviewed updates to parking waiver criteria, including a change to require off-site parking to be within 600 feet rather than 200 feet, and clarified that assigned parking spaces cannot be counted toward available waiver justification, even if they are vacant. This is to discourage assigned parking and to encourage the re-allocation of disused spaces to other residents or commercial tenants who need them.

The PC discussed several code amendments, including window wells and landscaping requirements. They agreed to codify a three-foot setback requirement for window wells in districts where there is otherwise a higher setback requirement. If there is no setback this is not applicable. The PC discussed how to determine the affected area for landscaping, and the applicability of interior-only renovations. This will be sent to Framework for further review. A landscape architect is currently required to be hired for properties of five units or above, when smaller projects only require a landscaping professional. This will be left as is. The technical review committee will continue to work on technical changes.

6. MEMBERS UPDATES

Ms. Clemens said she attended the Chittenden County Regional Housing Convening on April 29th. Mr. Hamilton attendant Plan BTV 250 on April 30th. Mr. Massey said community input is being sought for the artist pitches for the Vermont Arts Council mural. Online surveys and in-person engagements are ongoing, and the working group will select an artist and move forward with the actual design in June. Both potential artists are from Vermont.

7. STAFF UPDATES

Mr. Yuen said the City Council chose to install a buffered bike lane on Park Street and move the parallel parking from both sides.

8. ADJOURNMENT

SCOTT MCCORMICK made a motion, seconded by SCOTT MCCORMICK, to adjourn. Motion passed 5-0. Meeting adjourned 9:24 PM.

Respectfully submitted,
Darby Mayville

Tree Farm Management Group - Monthly Meeting

Date: Monday 5/11/26 at 6:00 PM

**Location: Essex Town Offices Conference Room
81 Main Street, Essex Junction, VT 05452**

In attendance: Aaron Stewart, Giles Willey, Maria Godleski, Paul Benoit, Wendee Pringle, Ally Vile, Garry Scott, Debbie Knakal

Absent - Jim Goudie, Mike Nick, Harlan Smith, Mark Brislin

*Due to a last minute issue with access to the building the meeting was held at Aaron Stewart's house. Ally and Garry needed to leave early.

AGENDA

Call to Order: 604PM

Agenda Additions/Changes: Parking Lot, Essex United Inquiries

1. Public to be heard - none

2. BUSINESS ITEMS

a. Approval of the April Meeting Minutes [TFMG Meeting Minutes, 4.13.26](#) Giles made a motion, which was seconded by Paul, that the minutes be approved. All were in favor.

b. Field Scheduling and Reservation Updates (Debbie) - We have yet to receive money from the Veterans Cup organizers despite updating our reservation packet and any other questions. Debbie to contact them. If they need more information, they will need to pay as agreed or we will open those fields for use. Other reservations and payments are coming in as normal. Field 1 will be used by Burlington Rugby on 5/16 for one game while a rugby tournament is played on field 2. After 5/16, but before the June soccer tournaments, the uprights on Field 2 will be taken down and will remain down until late July/early August. Nordic Spring BBQ will occur in the picnic area on 5/19 530-730PM. We will likely need to figure out a rotation to take fields offline for 3 weeks each to get sod in the goal mouths. Using the field lining Turf Tank robot to move the field orientation more regularly could assist with this.

3. Financial Review (Giles) [TF Financials May 2026.pdf](#)

a. Financial updates - We started to get spring payments this month; roughly 19K in revenue. This includes \$1K from Hanson & Doremus for field sponsorship. On the expense side we have purchased all of the big ticket items that were in our

budget (electric sprayer backup to the Turf Tank, 2 full size and 2 U10/12 goals, Bench for Charlie Lancaster, 2 valve replacements for irrigation system). Our annual liability insurance has been paid. They charged us the same rate as 2025. Giles to work with Debbie on providing sponsors with invoices. 20 loads of material so far have been put in the access road and circle. Giles to grade the middle road in advance of the upcoming tournaments. We would like CTE to consider improving/replacing the pit, etc. around the water meter/shut off. Additionally more hedge rows are in need of trimming.

- b. **Goal weights (Giles)** - Many of the sand goal weights are in disrepair. Giles recommends we replace a percentage with the plastic weights each year. An inventory will be done to determine which should be thrown away and how many usable we have remaining.

4. Other -

- a. **Calendar (Ally)** - Tax Update, the 990 was filed today and no taxes are due.
- b. **Management Plan (Ally)** - Ally connected with Sven to get a good copy of the last management plan to work from.
- c. **Bylaws (Paul/Wendee)** - This agenda is continued to our next meeting as the updates were provided this morning.
- d. **Charlie Lancaster Bench (Paul/Giles)** - The bench has been installed. The inscription will read "In Loving Memory of Charlie Lancaster" A date for family and friends to gather in his honor by the bench will be set in the near future. The family is appreciative.
- e. **Sponsorship Update (Maria from Mike's email)** - Mike has gotten agreements from businesses to sponsor the fields. They include the following: Hanson & Doremus / Sven Eklof - \$1,000, Vespa's Pizza / Steve Vespa - \$500, Soccer Post / Jacob Labowitz- \$500, Stewart Construction / Aaron Stewart - \$500, Nordic Soccer Club / Jim Goudie - \$500, Essex United Soccer Club / Adam Smith - \$500, Hagan Marketing / Ara Hagan - \$1,000, Twin State Basement Services / Saudin Bahunjic - \$1,000. Yipes Auto is again providing up to \$500 in banners. Four Nine Design is providing hosting fees for the website for the calendar year 2026.
- f. **Vendor Update (Maria/Aaron)** - Sarah Watters began vending on 5/3. She provided her COI and verified she is in compliance with the state and municipalities. We received a request from a second vendor. Aaron to follow up with the requirements and limitations (where they can park, working tournament weekends requires connecting with each tournament for approval).
- g. **Emergency Services Meeting Update (Maria)** - Maria attended a meeting with Essex Police Chief Hoague and Essex Rescue Executive Director Colleen Ballard along with a representative from the Veteran's Cup to go over safety, traffic and

parking plans. They requested other large tournaments have these meetings. The organizers for the soccer tournaments in June might consider doing one large meeting.

- h. Proposed pedestrian connection to Tree Farm at 60 Old Colchester Road (Aaron)** - Aaron sent the email as agreed.

5. Additions to the Agenda -

- a. Board Members** - As Garry filed the required slot from the school district, we needed to make decisions about voting members. Mark Benjamin was asked if he wanted to continue as a non-voting member/volunteer and he declined.
- b. Parking Lot** - We have received complaints about the condition of the parking lot and about individuals being parked in. Giles to follow up with Weston about enhancing what they do and a potential cost. Dumping material and grading is a short lived solution, we may need grinding, dumping and grading.
- c. Essex United Inquiries** - Aaron brought items from their board meeting. Data Line at the Barn - This would allow tournaments to update game results and game times. With limited service at the TF this currently can't happen. Giles to review what conduit comes up by the barn current. Fridge in the Barn - there is one in there but it does not work well. Essex United would be willing to provide a new one. J-Crew to be asked to contract to assist after their tournament in clean up.
- d. Executive Session** - none occurred

- 6. Next Meeting & Adjournment** - 7:53 PM Giles motioned to end the meeting. Paul seconded that motion. All were in favor.

- 7. Next meeting Monday 6/8/26 at 6 PM at the Police Department Conference Room.**

Brownell Library Board of Trustees

Meeting Minutes

Tuesday, May 19, 2026 7:00 pm

Minute recorder: Helen Donahey

In person: Brownell Library Kolvoord Community Room. 6 Lincoln St Essex Junction

Trustees Present: Alex Carmichel, Helen Donahey, Jessica Dow, Karen Hergesheimer, Linda Hasan, Venessa Luck, Christine Packard, Sheila Porter, Helen Donahey. Teen Trustee: Rhiannon A. Staff: Wendy, Alison

Public present: Jeanne Grant (former trustee); Liz Villa (Foundation), Marcus Wilson (Friends)

Chair Karen Hergesheimer opened the meeting at 7:00 pm.

1. Agenda Changes/Deletions – remove trustee photo (photo was taken prior to this meeting)

2. Public to be Heard – none; public will be invited to comment later in the agenda

3. Announcements

- Thanks to our teen trustees Rhiannon A. (present) and Gabrielle S. (absent, sent a card of thanks).
- Trustee Beth Custer has resigned her elected position, so there is a vacancy to be filled.
- The Public – film screening with Howard Outreach - tomorrow May 20 at 5:30

4. Minutes of Tuesday, April 21, 2026 – Sheila moved acceptance as written. Venessa seconded. No discussion. Passed unanimously.

5. Financial Report - Venessa: The CD has been cashed out. With the redemption of CD, the bank account balance is now \$5,104.57. The library budget is at 80% now with 2 months left in the fiscal year so we should be on track with our regular budget. The buildings budget is more of a challenge this year. Sheila moved that we acknowledge the financial report. Christine seconded. No discussion. Passed unanimously.

6. Reports Library Director and Staff Report: It's been busy, especially after school. More challenging patrons means staff are spread thin. A "No Loitering" sign has been installed in the vestibule. Karen asked how trustees can support staff. Wendy said that if we want to talk with any staff member it's really helpful to make an appointment as everyone is so busy it's hard to have an in-depth talk on the fly.

7. Committee Reports: we have no committees.

8. Work groups 100th Planning - 100th party - July 100th party is a Trustee led event

Sheila reported that there will be a Sign Up Genius going out for the July party. Trustees are encouraged to sign up. Sheila reviewed the food planning – burgers, hot dogs, veggie options, GF options, chips and soda. She will be pricing food and supplies at Costco for budgeting purposes; Helen will help with the actual purchasing trip. We're planning for 200 attendees tentatively. Venessa suggested we make sure there are adequate trash and recycling facilities. Memory Book project: Alex found a file of correspondence with Mr. Brownell around the design and construction of the library and has shared a digital file with Wendy so the library now has the on file. Wendy shared it with the trustees. Helen will reach out to EHS Hive editor Sam Houghton to try to connect interested students to help with the book project.

9. Staff bimonthly education - Circulation Librarian Alison spoke about her role as Volunteer Coordinator. Alison meets with interested people, finds an appropriate role for them, schedules volunteers, and oversees recognition cards and events. Ideally she'd love to have job descriptions for the various volunteer roles. Alison's other roles include "Calendar

Queen” which involves coordinating the staff vacation and weekend scheduling, and she also has a lot of institutional knowledge so is a great resource on a wide range of topics.

10. Old Business

Mentor work group - Venessa has a draft she is working on. She will send it to the group next and then hopes to have it ready for the Trustees at the June meeting.

Nonprofit policy – recognition of non-profit groups Friends recognition Foundation recognition

Karen reminded the group that we needed to recognize any nonprofit organizations that wish to be affiliated with the Brownell Library under our nonprofit policy, and that at last month’s meeting it was determined that we would allow additional time for groups to provide the needed documentation, and that we would vote on recognition at the May meeting. Karen noted that any decision to recognize or not recognize an organization is not irreversible, and can be addressed when circumstances change. Karen then brought up the recognition of the Friends of Brownell Library and noted that she needed to recuse herself from the vote.

Wendy reviewed that the Friends of Brownell Library have worked with Wendy to provide an MOU. The MOU provided by the Friends of Brownell Library meets the requirements of the library policy and the guidelines. Wendy was asked about the conduct of the Friends towards staff and Wendy confirmed that there have been no concerns. Christine moved to recognize the Friends of Brownell Library. Jessica seconded. The motion passed unanimously, with Karen H. recusing herself.

Foundation recognition (Linda Hasan as Foundation Chair and Karen Hergesheimer as Friends President recused themselves from vote)

Wendy received some documents from the Foundation but not the items that are needed. One ongoing issue has been that there is no transparency regarding what funds are available. There are no procedures or formal process to apply for funds. The only documentation is a check request form that does not clearly state requirements for funding projects or what range of funding is available. There have been efforts from the trustees and staff to put processes in place and those attempts have not been fruitful. The MOU that was provided had not been updated with the items requested by staff including budget procedures. These efforts have taken a considerable amount of staff time over a period of years.

Karen then opened the floor for public comment. She asked that comments be limited to 1 minute.

Liz Villa – shared that Foundation members are not trying to be difficult but were not understanding what is needed. She stated that requests may have seemed clear but were not. Liz thought they had covered everything. She asked for time to have a one-on-one discussion to understand what the issues are.

Karen noted that this is a difficult conversation and that this has been challenging. Recognition can change depending on circumstances. This is about are the trustees doing our job to support the library and staff.

Jeanne Grant – spoke about several instances when she was a trustee when the staff felt they were treated rudely and disrespectfully by Foundation members. In order to support the library and staff we must be respectful to them.

Sheila Porter – feels that as a trustee it is our job to support the staff. It feels as if continuing to recognize the Foundation when they are not respecting the staff and not following the policy we would not be doing our job as trustees. Sheila moved that we no longer recognize the Foundation. Christine seconded.

Alex noted that the organization is failing to fulfill the requirement to maintain current governance documents and provide an updated MOU.

Karen noted that there is also a failure to align with the library’s mission. The organization has not acted in a manner that is supportive of the library and its staff and the mission.

Jessica noted that staff need to feel safe, supported and valued, and staff retention is something they should prioritize as Trustees.

Wendy noted that this has been a long and difficult period.

In response to a question regarding holding a vote while a trustee on leave, it was noted that we have quorum.

Following discussion, the motion passed unanimously (Hasan and Hergesheimer recused). Karen will follow up with an email to the Foundation, and Wendy will follow-up with the Foundation about next steps due to the vote to no longer recognize the Foundation as a supporting non-profit of Brownell Library.

Meeting time review – There was discussion about start and end times for the meeting. It was determined that 7 pm is the preferred start time. End time – Sheila noted that historically the scheduled time was 7 – 9 pm. After discussion, no end time was proposed. We will continue to work to be efficient and end as early as possible while allowing for full discussion of the agenda.

11. New Business - Jeanne shared some samples of the new t-shirts purchased by the Friends that will be for sale at upcoming events.

12. Adjournment – the meeting was adjourned at 8:00 p.m.

Respectfully submitted,

Helen Donahey

POLICE COMMUNITY ADVISORY BOARD

POLICE COMMUNITY ADVISORY BOARD

REGULAR MEETING

MINUTES OF MEETING- DRAFT

May 19, 2026

POLICE COMMUNITY ADVISORY BOARD: Gwendolyn Evans, Dan Maguire, Nancy Bean

ABSENT: Lisa Holmes, Christina Hagestad, Jenny Parker

STAFF: Kristen Wright- Community Liaison, Essex Police Department and Ron Hoague (EPD Chief)

ADMINISTRATION:

OTHERS PRESENT:

1. CALL TO ORDER

Chair Gwendolyn Evans called the meeting to order at 6:02pm.

2. AGENDA ADDITIONS/CHANGES

No additions or changes

3. AGENDA APPROVAL

The agenda was approved.

4. PUBLIC TO BE HEARD

None

5. CONSENT ITEMS

a. The Board approved the Minutes for the April meeting.

6. BUSINESS ITEMS

- a. Chief gave an update about town traffic operations changes that are being discussed with the Select Board.*
- b. The Chief discussed the upcoming Memorial Day Parade and the changes made this year; including the route and the food vendors.*
- c. Chief discussed an increase of Property Crimes as the weather has shifted to being warmer. What specific areas were being targeted, and how unlocked vehicles seemed to be an easy target.*
- d. Chief discussed the upcoming Lt promotional process and how Gwendolyn would be joining the interview panel on 5/27. All four of the current Srgts applied for the Lt position. The LT promotion will lead to two Srgts being promoted. Chief invited PCAB members to participate in that process as well.*

- e. *Chief discussed the CJC changes and how the last day for the Essex CJC will be June 30, 2026 and then it will become the Chittenden County CJC. Discussed having someone from the Chittenden County CJC attend a PCAB meeting and present after they get their footing post merger.*
- f. *Two recruits are graduating on 5/29 from the Vermont Police Academy and will then be on Field Training. Two people are anticipated to join the upcoming Police Academy class in August.*
- g. *Discussed the positions allowed versus which positions are filled and what types of leave staff are on: FMLA, Military, Paternity. Recruitment tools were discussed, including how to appeal to out of state applicants*
- h. *Kristen discussed the proposed PCAB goals and how the committee could achieve them. The committee liked the idea of hosting a community forum. Potentially setting up a forum on the Use of Force Policy and invite the public to better understand the role, rights and responsibilities of the police department as it relates to use of force. Gwendolyn offered having a community forum / post incident debrief IF/WHEN there is a major incident in town.*
- i. *Filling the upcoming vacancy positions for the PCAB board and how to best appeal to minority groups to apply to fill those positions. Continued discussion on reaching out to the radio and possibly the Essex Reporter to see if they would be interested in featuring an article about PCAB and the vacant committee positions opening up. Dan asked about how much of the Essex population was part of the group of people who would not be actively utilizing social media and what the PCAB group should do to reach those folks.*

7. ADJOURN

A motion to adjourn was made by Dan. The motion was seconded and approved by the Board. The meeting adjourned at 7:00pm.

Respectfully submitted,

Kristen Wright
Community Affairs Liaison