City of Essex Junction
City Council Regular Meeting Agenda

WEDNESDAY, JUNE 24, 2026 • 6:30 PM
Online & 2 Lincoln Street, Essex Junction, VT 05452

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This Agenda has been Amended on 6/22/26

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 the Brownell Library Trustees, Development Review Board, Police Community Advisory Board and the Recreation Advisory Committee [15 Minutes]
   b. Conversation with CHIPS Executive Director, Amy Boudreaux [10 Minutes]
   c. Communications Department Head Brief to Council [10 Minutes]
   d. Discussion and Consideration of Retreat Debrief [10 Minutes]
   e. Discussion and Consideration of the Engagement Plan [10 Minutes]
   f. Discussion and Consideration of the Economic Development Services RFP [10 Minutes]
   g. Discussion and Consideration of the Pearl Street Multimodal Project and Westbound Lane Configuration [15 Minutes]
   h. **Discussion and Consideration of an Executive Session to Discuss Contracts – Added 6/22/26

6. **CONSENT ITEMS**
   a. Approve Meeting Minutes: 6/3/26 and 6/10/26
   b. Annual Memo with Manager Appointments and Appointments of the City Clerk and Tree Warden
   c. Approve the 2026 Town Road and Bridge Standards
   d. Approve Street Closure Application for Meet Me on Main
   e. Approve Fraud Policy Amendments

7. **COUNCIL MEMBER COMMENTS & CITY MANAGER REPORT**

8. **READING FILE**
   a. Check Warrant #24120 6/12/26
   b. Champlain Water District Water Quality Report
   c. Recreation Advisory Committee Minutes 6/3/26
   d. Development Review Board Minutes 6/3/26
   e. Planning Commission Minutes 6/4/26
   f. Tree Farm Management Group Minutes 6/8/26

9. EXECUTIVE SESSION

a. *An Executive Session may be needed to discuss the appointment of public officials
b. **An Executive Session may be need to discuss contracts

10. ADJOURN

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Upcoming City Council Meetings

(Meeting Dates are Subject to Change, * denotes special meeting or date change)

July 8, 2026	August 12, 2026	September 9, 2026	October 14, 2026
July 22, 2026	August 26, 2026	September 23, 2026	October 28, 2026

City Council Rules for Public Participation

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: June 24, 2026
Agenda Item: Committee Appointments

ISSUE: Open positions still remain on the following committees.

- Brownell Library Trustee: 1 vacant position
- Development Review Board: 1 open position plus alternate(s)
- Police Community Advisory Board: 1 open position
- Recreation Advisory Committee: 1 open position

DISCUSSION: The following applicants have either interviewed already or are attending the meeting in person or via Zoom and are available for the City council to interview.

Per the Memorandum of Understanding By and Between the City of Essex Junction City Council and the Brownell Library Board of Trustees it states "When there is a vacancy of an elected Library Trustee, the City Council will appoint a person to fill that vacancy until an election is had pursuant to 24 VSA § 963, and the Brownell Trustees' Bylaws. The Council will endeavor to fill the vacancy as soon as practicable. The Library Trustees will provide the City Council with a list of skills needed by the Library Trustees to aid them as they recruit and appoint new Library Trustees. When a vacancy occurs among the permanent Trustees, the permanent Trustees will endeavor to fill the vacancy as soon as practicable."

Brownell Library Trustee (1 vacant position)

- Kory Riemensperger (In-Person)
- Jeb Spaulding (In-Person)
- Susan Swogger (Interviewed 6/10/26)

Development Review Board (1 open position + alternates) –-*John Alden's term is up. Although he is not seeking re-appointment, he is interested in being an alternate if needed. The following people interviewed for other committees but are interested in serving on the DRB if the council chooses.

- Marcus Certa (Interviewed 6/10/26)
- Amanda Svensson (Interviewed 5/27/26)
- Susan Swogger (Interviewed 6/10/26) – Susan would prefer to be on the DRB however she would also serve as a Library Trustee.

Police Community Advisory Board (1 open position) – no applicants

Recreation Advisory Committee (1 open position)

- Susie McGovern (Online)
- Cheryl Hacker (Interviewed 5/27)

Additionally, in the memorandum to Council dated May 13, 2026, titled “Representation on Regional Boards,” Amber Thibeault was identified as the Council representative on the Capital Review Committee. As Amber’s term expires at the end of June, Council will need to determine whether she will continue in this role or whether a new representative should be appointed.

RECOMMENDATION: It is recommended that the City Council enter Executive Session to consider appointments for the Brownell Library Trustee, Development Review Board, Police Community Advisory Board, Recreation Advisory Committee and the Council Representative to the Capital Review Committee.

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 fill the vacant position as Brownell Library Trustee until the 2027 Annual Meeting.

“I make a motion to appoint (_____) as a member and (_____) as an alternate to the Development Review Board for a 3-year term ending June 30, 2029.”

“I make a motion to appoint (_____),to the Police Community Advisory Board for a 3-year term ending June 30, 2029.”

“I make a motion to appoint (_____),to the Recreation Advisory Committee for a 2-year term ending June 30, 2028.”

“I make a motion to appoint (_____),as the Council representative on the Capital Review Committee for a 3-year term ending June 30, 2029.”

ATTACHMENTS:

Brownell Library Trustee Job Description

Applications

View results

Respondent

42 Anonymous

12:16
Time to complete

1. Full name *

Kory Riemensperger

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):

- (●) Brownell Library Trustee
- ( ) Development Review Board
- ( ) Police Community Advisory Board
- ( ) Recreation Advisory Committee

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?

Public libraries are the intellectual and civic anchors of a community. Moving to Essex Junction last year, I immediately recognized the Brownell Library as a vital space for our community that cultivates accessible education and information for all. As a resident committed to lifelong learning, I want to give back to the local institution that makes that kind of intellectual exploration accessible to everyone. I am eager to help guide the policies and planning that keep the Brownell Library free, welcoming, and responsive to our changing world.

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

My academic and professional trajectory directly supports the governance, financial, and strategic needs of this body. I hold a B.A. in English and Communication and an M.A. in Communication from Wake Forest University in North Carolina.

Professionally, my career is rooted in institutional advancement, strategic communication, and executive policy. As a Philanthropy Officer for Major Gifts at UVM Health – Home Health & Hospice, I have experience in donor management, funding strategy, and community outreach, including managing sponsorships and fundraising for large local events like the Jiggety Jog 5K.

Previously, I served as Manager of Executive Communications in the Office of the CEO at the National Audubon Society, where I drafted board updates and executive policies.

These roles require a firm grasp of sustainable funding, stakeholder engagement, and consensus-building—skills I am ready to apply to the Brownell Library's financial and policy-setting needs.

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

During my term, my primary goal will be to actively support and advance the Brownell Library Strategic Plan. I hope to draw on my communications experience to expand the library's outreach, ensuring our programming and resources actively engage underrepresented or marginalized voices in Essex Junction. I also plan to leverage my background in philanthropy and major gifts to help identify and secure sustainable resources or community partnerships that supplement the library's financial support from the City. Ultimately, I want to help ensure the library remains an innovative, dynamic space for all community members.

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

My commitment to Essex Junction extends deeply into community building and fostering diverse interests. I am an enthusiastic advocate for varied programming—from the arts and generative music production to education and outdoor recreation. I understand that serving on the board requires hands-on participation, and I am fully prepared to attend monthly meetings, build consensus with the current permanent Trustees, and actively engage in library events and initiatives. It would be a privilege to serve the city in this capacity and support the Brownell Library's continued growth.

View results

Respondent

41 Anonymous

04:19
Time to complete

1. Full name *

Jeb (George B) Spaulding

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):

- (●) Brownell Library Trustee
- ( ) Development Review Board
- ( ) Police Community Advisory Board
- ( ) Recreation Advisory Committee

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 am an enthusiastic supporter of the Brownell, believe my background will be useful on the board, and have the time to serve.

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

I have quite a bit of experience serving on boards and in education, government, and finance.

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

Assist the board in any way needed.

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

No answer provided.

View results

Respondent

27 Anonymous

12:58
Time to complete

1. Full name *

Susan E. Swogger

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 am interested in contributing to the well-being and growth of my community, and this seems like a good way to do it. I care about both the historical and future needs of this city, and want to collaborate with others to help determine our greatest needs and most beneficial path. This committee seems like a great way to both learn about and to contribute to our shared needs.

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

I have experience working in leadership and on the line in academic libraries in a range of communities, from large city to suburban to very small rural communities. The level of cooperative work and leadership necessary to participate in such a setting is useful for any kind of shared consideration. I have some experience in writing and contributing supports to grant work, which though very different in nature may also be useful in interpreting some of what we may see. I also have past experience serving on a Watershed Management Commission in that tiny rural city in Missouri, which gave me an interest in infrastructure work.

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

I hope to learn more about our needs and help to contribute to making sure they are all met, both now and for our future growth and change. This is a difficult time in the broader world, with far more disruption and much changing opportunities for external investment in traditional grant and federal funding sources. These challenges have made me wish to directly connect and contribute to my community.

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

I hope to join this committee and contribute to our city. If you have already identified the candidates that best suit the committee, but there are future needs for subcommittees or similar taskforces, I hope you will keep me connected.

View results

Respondent

30 Anonymous

06:48
Time to complete

1. Full name *

Marcus Certa

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 am still deeply interested in how our City operates. This committee will give me more of a chance to participate in those discussions relating to some of the biggest projects and most important to our quality of life in the City.

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

I have been hanging around the City Council for a little bit which I think gives me some important insight and experience as well as having participated in project prioritization efforts within multiple organizations.

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

Provide additional clarity for the Council and staff when we look at the huge list of projects that need to be tackled every year and the future planning that also occurs.

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

I am very interested in this role along with being the City representative on Town Meeting TV. And, yes, I am willing to participate in other committees and do plan to do so.

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
- ◉ 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?

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 VTrans. 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.

View results

Respondent

43 Anonymous

15:40
Time to complete

1. Full name *

Susie McGovern

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):

- ○ Brownell Library Trustee
- ○ Development Review Board
- ○ Police Community Advisory Board
- ◉ Recreation Advisory Committee

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 am interested in joining the parks committee to help shape the future of Essex Junctions parks and improve park access.

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

I currently work full time remote for a nonprofit environmental organization based in Indiana, where I review proposed developments and determine environmental impact, watchdog environmental permits, advocate for watershed and natural resource protection, educate on water quality problems and other environmental issues, and provide technical assistance to residents impacted by environmental problems.

As a result of watchdogging a wetland permit and ultimately getting it denied, I am currently working with my organization and a local community group to protect a 19 acre wetland in Indianapolis and turn it into a protected park and nature preserve.

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

I would like to first learn the goals of the committee and residents, but ultimately would like to help expand and improve park access and quality for Essex Junction residents.

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

I am a bit newer to Vermont, having been here since 2024 and just moved to Essex Junction in early May. I am interested in getting plugged into the community and making a difference. I felt compelled to apply to this role after walking the XC trail behind our apartments in Essex Junction, which is next to some unprotected forest lands and headwater streams to the Winooski.

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
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- ( ) 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?

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 you 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 to 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.

Job description for open position on the Board of Trustees

The Brownell Library is a Department of the City of Essex Junction and adheres to the City's municipal code of ethics, City and Library policies, and all state and federal laws pertaining to Vermont public libraries. Per VT State Statutes and the MOU between the Essex Junction City Council and Brownell Library Board of Trustees (March 12, 2025), the Library is supported financially by the City and provides services free of charge.
The Brownell Library Board of Trustees is committed to building a Board that represents a variety of backgrounds, perspectives, and skills.

It is expected that elected library Trustees:

- Demonstrate that you support the Library's mission and goals
- Be a resident of the City of Essex Junction
- Fulfill the requirements to have your name placed on the ballot: refer to the City of Essex Junction City offices for current requirements
- Win the majority of votes

Permanent Trustee vacancies must:

- Demonstrate that you support the Library's mission and goals
- Be selected by consensus by the current permanent Trustees

Library Mission, Values, and Goals

Brownell Library Trustees provide leadership, policy-setting, and planning for the Library. Five elected and five permanent board members serve as one body. The Board of Trustees is committed to the Library's mission, which is to cultivate a thriving, innovative environment where every voice is valued, and our collective efforts prepare individuals to contribute meaningfully to a changing world.

Elected and permanent Trustees are expected to perform the following, including but not limited to:

- Attend and participate in monthly meetings
- Be actively involved in Library events and initiatives
- Support the active Brownell Library Strategic Plan

MEMO

To: City Council
From: Ashley Snellenberger, Communications & Strategic Initiatives Director
Meeting Date: June 24, 2026
Agenda Item: Department Head Brief to Council

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

DISCUSSION:

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

- Rebranding of the City
- Community Engagement Plan
- Committee Orientation
- Year Two of Work Plans and Retreat

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

- Rollout of Engagement Plan to staff
- Update the new logo on the website and signs and work on moving to .gov domain.
- Plan for ADA compliance
- Plan for Work Plan and budget development
- Transition plans

Anything you think the Council should know

- It has truly been a pleasure to serve the City of Essex Junction. I am incredibly proud of all that we have accomplished together over the past four years. Working alongside a fantastic City manager and a team of dedicated coworkers has made my time here both enjoyable and rewarding. The opportunity to connect with so many wonderful residents has been another highlight of my work. Thank you to the Council (past and current) for your support of my role. I will deeply miss everyone who has been a part of this period of my life. This is not a full goodbye. I will continue working remotely, likely through September. I look forward to finishing out the last few months with you all online.

MEMO

To: City Council
From: Ashley Snellenberger, Communications & Strategic Initiatives Director
Meeting Date: June 24, 2026
Agenda Item: Council Retreat Summary

ISSUE:

On June 3, 2026, the City Council held a retreat to discuss community engagement and economic development and to establish priorities for FY28.

DISCUSSION:

During the first part of the day, the Council identified characteristics of effective teams, discussed how to effectively work together, and developed six working agreements (or norms). Staff have refined these agreements and have listed them below:

1. Establish and maintain clear expectations for Council and staff members.
2. Understand and follow established policy procedures.
3. Be open to change, listen carefully, and respect others' ideas and viewpoints, even if you disagree.
4. Keep working toward shared goals and stay up to date with what is going on.
5. Assume others have good intentions and always be respectful in your interactions.
6. Talk with others often to help everyone understand the current context and work well together.

The next topic the Council discussed was community engagement. The Council reflected on current engagement efforts and remarked on significant improvement over the last year, and would like to see this work continue to evolve and improve. The Council further identified priorities for strengthening trust, participation, and community connection over the coming year. The facilitator and staff have refined these priorities and developed a goal to incorporate into the draft Community Engagement Plan.

- Implement the City's Community Engagement Plan with a focus on
    - Identifying public events and interacting with people at these events
    - Creating tools and opportunities to engage with underrepresented communities (including renters, people who speak a range of languages, etc.)
    - Improving feedback loops so people know how their participation impacted decision-making

The final topic of the morning focused on economic development and the role the City should play in shaping its economic future. The Council identified priorities that may deserve more attention over the coming years. These included:

1. Work with a consultant to create an economic development strategy

2. Engage with local businesses to develop a local business database, gather feedback, and foster collaboration among local businesses
3. Increase community development staffing/capacity or research feasibility of adding economic development staff
4. Establish an Economic Development Committee or Main Street Downtown Committee

The second part of the day brought together the Council and Department Heads, where participants celebrated progress on the current strategic plan. Here are some of the accomplishments that were celebrated at the retreat.

- Brownell Library: Developed a new strategic plan for the library.
- Finance: Had a successful audit and updated the Purchasing Policy.
- Water Resource Recovery Facility/Stormwater: Worked with the Town of Essex to update a Two-Party agreement (still needs to be finalized, but has increased revenue for the city) and hired a new Stormwater Coordinator.
- Human Resources: Transitioned to a new benefits broker and started revising the City's Mission, Vision, and Values statements with staff.
- Communications: Rebranded the City and began developing a Community Engagement Plan.
- Clerk: Began the process to have the City designated as a U.S. passport site.
- EJRP: Developed "Meet Me on Main," a new community event, and renovated the Senior Center Space.
- Public Works: Bond vote to build a new Public Works building was approved by the voters.
- Community Development: Completed the Connect the Junction Transit Oriented Development Master Plan.
- Fire Department: Obtained property at Champlain Valley Expo for a fire training facility.
- City Manager: Finished the renovation of the City Offices at 2 Lincoln St. and is proud of the hard work City staff accomplished this year.

The Council and Department Heads then outlined and discussed action items for the upcoming fiscal year. Here, in priority order, are the top ideas/projects determined through the voting process:

1. Wastewater infrastructure to support housing
2. Explore Alternative revenue streams
3. Fund rolling stock
4. Community engagement
5. Increase community development staffing/capacity
6. Advocate for stabilized and expanded public transit plan
7. Build public works facility
8. Recreation master plan

Following the retreat, the facilitator and staff organized these priority items into five priorities to reflect the discussion from the full day.

- **Economic development (Pillar 3)**
    - Work with a consultant to create an economic development strategy
    - Engage with local businesses to develop a local business database, gather feedback, and foster collaboration among local businesses

    - Increase community development staffing/capacity (2)
- **Community Engagement (Pillar 6)**
    - Implement the city's engagement plan with a focus on
        - Identifying public events and interacting with people at these events
        - Creating tools and opportunities to engage with underrepresented communities (including renters, people who speak a range of languages, etc.)
        - Improving feedback loops so people know how their participation impacted decision-making
- **Funding Priorities (Pillars 1 & 2)**
    - Identify and expand Wastewater infrastructure to support housing (8)
    - Fund rolling stock (to pay for city trucks) (5)
    - Explore Alternative revenue streams (8)
    - Build public works facility (2)
- **Advocate for stabilized and expanded public transit plan (Pillar 4)**
- **Recreation master plan (Pillar 2)**

It is also important to keep in mind the full list of items that were brainstormed during the Retreat. All the items will be added to the full Project List (if they aren't there already). The attached document titled "Ideas by Pillar from 2026 Retreat with Vote Counts" captures all the items. Note the highest priority items in green highlight; as well as the additional items with a majority of City Council member votes in blue highlight. While all items will be added, staff will think about both the top priorities (in green), and those items with a majority Council vote (in blue) in development of the upcoming FY27/28 Department Work Plans. City staff will incorporate the priorities into their Department Work Plans, which will be presented to the Council alongside the FY28 budget.

COST:

None

RECOMMENDATION:

This agenda item is intended to debrief from the Retreat, and to provide the Council with an opportunity to share any reflections or additional thoughts before the City Manager sets the Workplan instructions for the Department Heads.

The Council should review the agreements and priorities and determine if they approve or if refinement needs to be done. Please come prepared with any and all comments, questions, edits on the agreements or priorities.

RECOMMENDED MOTION:

None

ATTACHMENTS:

Ideas by Pillar from 2026 Retreat with Vote Counts

Council Retreat Priorities 2026

Economic development (Pillar 3)

- Work with a consultant to create an economic development strategy
- Engage with local businesses to develop a local business database, gather feedback, and foster collaboration among local businesses
- Increase community development staffing/capacity (2)

Community Engagement (Pillar 6)

- Implement the City's engagement plan with a focus on
    - Identifying public events and interacting with people at these events
    - Creating tools and opportunities to engage with underrepresented communities (including renters, people who speak a range of languages, etc.)
    - Improving feedback loops so people know how their participation impacted decision-making

Funding Priorities (Pillars 1 &2)

- Identify and expand Wastewater infrastructure to support housing (8)
- Fund rolling stock (to pay for city trucks) (5)
- Explore Alternative revenue streams (8)
- Build public works facility (2)

Advocate for stabilized and expanded public transit plan (Pillar 4)

Recreation master plan (Pillar 2)

Ideas by Pillar for 2026 Retreat with Vote Counts

The top priorities discussed during the retreat are highlighted in blue. The priorities voted on by at least 3 Council members are highlighted in green.

Total Votes	Action	Staff	Council	Pillar
17	WW Infrastructure to support housing	10	7	Pillar 1
17	Fund rolling stock	12	5	Pillar 2
14	stabilize & eventually expand public transit service	9	5	Pillar 4
12	Implement Comp plan climate & energy actions	9	3	Pillar 5
11	Tree Farm capital plan	10	1	Pillar 2
10	increase Community Development staffing/capacity	7	3	Pillar 1
10	Rec master plan	7	3	Pillar 2
10	Build PW's facility - Must Do	9	1	Pillar 2
10	Social media policy	7	3	Pillar 2
9	Social Services grant - Must Do	8	1	Pillar 2
9	Host business roundtables for collaboration	5	4	Pillar 3
9	Our birthday party	8	1	Pillar 6
8	ADA compliant main entrance library	8	0	Pillar 2
8	Hire economic development consultant	6	2	Pillar 3
8	Analysis of future bonding capacity	6	2	Pillar 3
8	5 corners lights working better	6	2	Pillar 4
7	Develop use of AI policy and training	7	0	Pillar 2
7	Rec community center	7	0	Pillar 2
7	DPW Cat	4	3	Pillar 2
6	Economic development/downtown committee/capacity	3	3	Pillar 3
5	Review Impact Fees	2	3	Pillar 1
5	Homeless policy/Enforcement Policy	2	3	Pillar 2
5	Explore alternative revenue streams 2	2	3	Pillar 2
5	Library insulation enhancement	5	0	Pillar 2
5	Pearl Street shared use path	3	2	Pillar 4

5	Investigate firework to drone	5	0	Pillar 5
4	Explore use of Chip financing/TIF	2	2	Pillar 1
4	Economic development staff position	0	4	Pillar 3
4	Main Street shared use path	3	1	Pillar 4
4	Election info reimagined	3	1	Pillar 6
3	Stevens Park options and alternatives	3	0	Pillar 2
3	Emergency shelter (cold/hot weather)	1	2	Pillar 2
3	Pearl Street Park parking	0	3	Pillar 2
3	Public parking 3-5 year planning (paid/garage)	2	1	Pillar 2
3	Discuss FT Fire Chief/DH	0	3	Pillar 2
3	RFP for IT Services	0	3	Pillar 2
3	Professional development training for supervisors	3	0	Pillar 2
3	ADA website	2	1	Pillar 2
3	More business services in neighborhood	3	0	Pillar 3
3	Engagement committee	3	0	Pillar 6
2	Housing Committee	0	2	Pillar 1
2	Implement traffic calming improvement	1	1	Pillar 1
2	Implement FBC	1	1	Pillar 1
2	Expand Rental Registry	1	1	Pillar 1
2	PT Assistant in Clerk's office	2	0	Pillar 2
2	Emergency management plan update City Wide	2	0	Pillar 2
2	Park Street bike lanes	1	1	Pillar 4
2	Implement one traffic calming improvement	1	1	Pillar 4
2	youth members	2	0	Pillar 6
1	More Services in neighborhoods (also pillar 3)	1	0	Pillar 1
1	Housing trust fund	0	1	Pillar 1
1	Review of the charter (Pillar 6?)	1	0	Pillar 2
1	Staffing - Deputy Manager/Program Manager	0	1	Pillar 2
1	Expand downtown (center designation)	1	0	Pillar 3
1	Small business association	1	0	Pillar 3
1	Participatory Budgeting	1	0	Pillar 6

0	Explore Tier 1 designation	0	0	Pillar 1
0	Consider alternative traffic enforcement	0	0	Pillar 4
0	Green energy exploration	0	0	Pillar 5
0	Prepare for global warming	0	0	Pillar 5
0	Public participation training	0	0	Pillar 6
0	Text alert system	0	0	Pillar 6

MEMO

To: City Council
From: Ashley Snellenberger, Communications & Strategic Initiatives Director
Meeting Date: June 24, 2026
Agenda Item: Draft Community Engagement Plan

ISSUE:
At the May 27, 2026, Council meeting, a draft version of the Community Engagement Plan was introduced to the Council. At that meeting the Council asked to see a version with the suggestions from the CCRPC Outreach and Engagement Manager, asked for prompts for the Council, and asked to discuss this in more detail.

DISCUSSION:
Edits to the Plan:

The version in the packet tonight includes the updates from CCRPC Outreach and Engagement Manager and staff members that were not included in the first version. This included language to better explain a concept or was an added tool. All additions have been highlighted in red. It is suggested that the Community Engagement Goals and Actions and Toolkit be reviewed yearly as actions get completed and the toolkit is used by staff.

Council Retreat:

At the Council retreat a Community Engagement goal was developed. This goal has been incorporated into the Engagement Plan. This goal also aligns with the staff goals that were already included in the Plan.

- The City Council will implement the Community Engagement Plan with a focus on
    - Identifying public events and interacting with people at these events
    - Creating tools and opportunities to engage with underrepresented communities (including renters, people who speak a range of languages, etc.) **[Goal 2 of Plan]**
    - Improving feedback loops so people know how their participation impacted decision-making **[Goal 3 of Plan]**

Questions for the Council:

1. Does the goal from your retreat capture your goals for engagement or are there others you would like to include in the Plan?
2. Are there any additional goals staff you would like to see included in the Plan?
3. Do you agree with the Community Engagement Framework as presented in the Plan?
4. Is there anything missing or do you feel comfortable approving of the Plan?

RECOMMENDATION:

If the Council has no further changes, it is suggested that the Council approve the Comprehensive Community Engagement Plan as presented.

RECOMMENDED MOTION:

If no further changes: “I make a motion to approve the Comprehensive Community Engagement Plan.”

ATTACHMENTS:

Draft Community Engagement Plan 06242026

CITY OF
Essex Junction

DRAFT Comprehensive Community Engagement Plan

JUNE 24, 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

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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. Depending on the scale and scope of the project, program or initiative, community engagement can occur along this spectrum and at various stages in the lifecycle of the project. Smaller projects may only require the inform level of participation, where more complex projects may include increased levels of participation at a variety of key points throughout the project.

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

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**

With the help of the Community Engagement Toolkit, 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.

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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.

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- 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.

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- 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.

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- 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 Council's Goal for Engagement:

- The City Council will implement the Community Engagement Plan with a focus on
  - Identifying public events and interacting with people at these events
  - Creating tools and opportunities to engage with underrepresented communities (including renters, people who speak a range of languages, etc.)
  - Improving feedback loops so people know how their participation impacted decision-making

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.

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- 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.
  - Establish relationships and work with local community liaisons to engage with underrepresented communities.
  - 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.

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- 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.

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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?

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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?

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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.

Who will be impacted positively or negatively?
• 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?
  ○ Financial
  ○ Transportation
  ○ Environment
  ○ Inconvenience
  ○ Change to routine
  ○ What else?	

Who NEEDS to know about this? • Is there a legal requirement? • Which groups/individuals are directly impacted versus groups indirectly impacted? • What stakeholders will be hard to reach/engage, and how will you overcome that?	
Who can or will contribute to this conversation? • Who are the experts? • Are there outside groups who can speak to the project/topic?	

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• What other government agencies have done similar projects, and what can we learn from them?	
Who could stop this project? • 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.	
Who might be hard to reach? • 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.	
Who are the internal stakeholders? • 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 stakeholders early and regularly, you can spot issues before they become problems. • Involve other City departments during your planning phase.	

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

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- 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)
- Governance Committee Final Report (2025)

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	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 stakeholders throughout the decision-making process, drawing on their knowledge	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?

	from stakeholders to make a decision?		and expertise to make recommendations?		
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 reflected in the alternatives developed or the final decision.	We will collaborate with you so your advice, innovation and recommendations are included in the final decision that we make together.	We will provide you with the mechanism to decide and then 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.

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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

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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 your willing to relinquish if necessary?

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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?

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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	• Facebook • Front Porch Forum	Inform	

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	• NextDoor		
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	• Legislature • Business Owners • Committees • Employees	Inform	
Printed Public Information Materials	• 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,	
One-on-one interviews	Interviews with an individual to gather input in the project or decision.	Consult, Involve, Collaborate	
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	
Current City Committees	A group of experts or representative stakeholders in Essex Junction appointed by the Council to advise on a project or policy recommendation.	Consult, Involve, Collaborate, Empower	
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,	

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Public Meetings/ Informational Meetings (in person or online)	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	
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?

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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.

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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?				

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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

National Civic League: https://www.nationalcivicleague.org/

Charter Review Commission using a "civic lottery" to identify commission members (Decatur GA)

Conversation Corps to train community members to hold civic dialogues about important community issues (Austin TX)

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Healthy Democracy process to review the city's civic health (Franklin TN). By the way, Vermont recently completed a civic health index that could be a useful resource.

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:

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

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MEMO

To: City Council
From: Regina Mahony
Meeting Date: June 24, 2026
Agenda Item: RFP for Economic Development Consultant Services

ISSUE: To review the draft Economic Development Consultant Services RFP.

DISCUSSION:

Given the Council's goal of increased revenue generation, one action associated with this goal is to establish a game plan on economic development. Therefore, the draft RFP is intended to seek proposals from qualified and experienced professional consultants to guide the City on the next steps for establishing an Economic Development program. This work will on the Actions (#7-9) in the Strategic Plan, the Economic Mobility & Opportunity work and connections with peer municipalities in that work.

As described in the RFP the purpose is not to develop a traditional Economic Development Strategy, strategic plan, or comprehensive economic development plan. Instead, the City seeks practical recommendations regarding how economic development functions should be organized, governed, funded, staffed, and implemented to support the City's long-term economic vitality.

COST: $30,000. This was included in the FY27 budget for this purpose. The consultant work is listed as $28,000 to retain some funds for committee stipends if needed.

RECOMMENDATION: While no formal Council action is necessary, Staff would appreciate feedback on the drafted RFP to ensure that we are on the same page with the intent of this work.

ATTACHMENTS:

Draft RFP for Economic Development Consultant Services

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

P: 802-878-6944
F: 802-878-6946
E: admin@essexjunction.org

REQUEST FOR PROPOSALS (RFP): ECONOMIC DEVELOPMENT CONSULTANT SERVICES

City of Essex Junction, Vermont

The City of Essex Junction is seeking proposals from qualified and experienced professional consultants to guide the City on the next steps for establishing an Economic Development program.

Date Issued:	June/July XX, 2026
Deadline for Questions:	July X, 2026 by 4:30 PM
Staff Response to Questions:	July X, 2026 by 4:30 PM
Submission Deadline:	July X, 2026 by 4:30 PM
Contact Information:	Regina Mahony City Manager City of Essex Junction 2 Lincoln St Essex Junction, Vermont, 05452 802-878-6944 rmahony@essexjunction.org

About the City of Essex Junction

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

Essex Junction continues to be a strong employment center for large and small, service oriented, retail, and manufacturing enterprises. As the host community for Global Foundries the City plays a critical role in the state's economy. The following strengths (as modified from the 2019 Comprehensive Plan) combine to make Essex Junction a great place to locate and/or invest in a business:

- Essex Junction is strategically located within the region and has the infrastructure to support new businesses and business expansion. The City is a transportation hub, with close access to Interstate 89 and Vermont Routes 15, 2A, and 117, and Burlington International Airport. In addition, the Crescent Connector- a Circ alternatives project intended to mitigate traffic at Five Corners and open areas of underutilized land in the designated Village Center to development has been completed. The downtown transportation terminal is a major stop for Amtrak and for Green Mountain Transit which provides county-wide public transportation.
- The Village Center and the Pearl Street commercial corridor have been designated as a Downtown Center in the 2026 Chittenden County ECOS Plan (awaiting final approval), which are mixed use centers bringing together community economic activity and civic assets.
- The City has a variety of old and new, large, and small business properties. The historic Village Center and Pearl Street commercial corridor have had multimillion dollar, federally funded restorations, and redevelopment. In addition to Global Foundries, the City is home to the Center for Technology, Essex, which is Vermont's largest

secondary technical education facility and the Champlain Valley Exposition, Vermont's largest indoor and outdoor exposition center.

- As of the last count in 2019, there are approximately 225 small businesses in Essex Junction.
- The City has adequate sewer capacity for new development, though there are some infrastructure upgrades needed in certain locations in the City. Also, in the long term the housing targets will not be met in full at current capacity.
- The City has a Commercial Tax Stabilization Policy intended to encourage economic development, diversify the tax base, enhance the street scape and provide long-term growth in the Grand List and help maintain the vitality of the Village of Essex Junction's commercial business district. Any for-profit or non-profit corporation, partnership, cooperative, or proprietorship that is existing, locating or expanding in a commercial zone in the Village of Essex Junction may be eligible for tax stabilization.
- Essex Junction has a State designated Village Center District which provides tax credits for a variety of building repairs and improvements. Note that the state designation program is currently undergoing a reform and may open up new or different opportunities for the City to consider.
- Numerous housing units have been added to the downtown making Essex Junction a great place to live near employment, with more units planned. In addition, the City is undergoing a zoning rewrite that will increase the number of permissible homes along the transit served areas.
- City residents live in comfortable, friendly neighborhoods all within walking distance of the downtown. The City continues to prioritize walking and biking by dedicating 25% of LOT revenue to sidewalk replacements, and an active Bike Walk Committee working to improve bike infrastructure. This support of bike and pedestrian travel makes it easier for residents to visit downtown businesses.
- The schools are consistently ranked among the best in the state.

Project Overview and Goals

The City seeks proposals from qualified economic development consulting firms to assist the City in evaluating, designing, and recommending the next steps necessary to establish a municipal economic development program. The City currently does not have a formal economic development program, dedicated staff function, committee, or organizational framework to support economic development activities. However, the City intends to leverage existing regional planning work (both the regional Comprehensive Economic Development Strategy and the Economic Mobility Program) and align efforts with its Comprehensive Plan to avoid duplication.

The purpose of this engagement is not to develop a traditional Economic Development Strategy, strategic plan, or comprehensive economic development plan. Instead, the City seeks practical recommendations regarding how economic development functions should be organized, governed, funded, staffed, and implemented to support the City's long-term economic vitality.

Project Goals

The City is highly reliant on property tax revenue and seeks to expand and diversify its revenue base through strengthened economic development efforts.

The selected consultant will help the City:

- Understand the current economic development landscape, assets, challenges, and opportunities.
- Identify the most appropriate role for the City in economic development activities.
- Evaluate organizational and governance models used by comparable communities.
- Recommend options for establishing a sustainable economic development program.
- Identify staffing, funding, partnership, and operational requirements.
- Provide a phased implementation roadmap for launching the program.

Desired Outcomes
At the conclusion of the project, the City will have:

- A clear understanding of its role in economic development.
- Recommended organizational and governance structures.
- Staffing and funding recommendations.
- A practical framework for establishing an economic development program.
- A phased roadmap for implementation.

Background and Reference Documents

Development of the implementation roadmap should take into consideration the following existing and interrelated municipal and regional initiatives:

1. **Essex Junction's 2024 Community Vision and Strategic Action Plan (CVSAP)** – Following a two-day workshop and robust public engagement period, Essex Junction developed its first Community Vision and Strategic Action Plan in June 2024 after separation from the Town of Essex. The vision and strategic pillars adopted through this initiative reflect a chosen ethos for Essex Junction: a Community Representation Model that 'focuses on community led conscious redevelopment and economic development to ensure broad community outcomes are prioritized'. One of the six pillars is Economic and Business Development, and three associated actions (see pages 16-18 of the Plan for more detail). In addition, we've have developed annual reports as we implement this plan. The current status of the Economic and Business Development Pillar can be seen on page 11 of this 2026 report.

2. **Regional Comprehensive Economic Development Strategy** – The Comprehensive Economic Development Strategy (CEDS) for the Chittenden County region is the West Central Vermont CEDS developed in 2023. This plan provides a solid basis for economic development strategy in the region.

3. **Essex Junction Comprehensive Plan Update -** The 2027 Comprehensive Plan update is currently underway. The team has incorporated outreach to the business community as a part of this work. Ultimately the plan will include and economic development element. Input in the development of the Comprehensive Plan will be beneficial in building the City's economic development program.

4. **Economic Mobility and Opportunity Initiative -** The Chittenden County Regional Planning Commission (CCRPC), in partnership with the municipalities of Essex Junction, Shelburne, South Burlington, and Winooski, are engaged in a 30-month, grant-funded Economic Mobility and Opportunity Program through the International City/County Management Association (ICMA). This national initiative supports local governments in advancing equity and economic mobility through cross-sector collaboration and data-informed strategies and decision-making. The Economic Mobility Manager is working across the four participating municipalities to address systemic barriers

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that affect residents' abilities to access stable housing, good jobs, entrepreneurship opportunities, and long-term financial security. The position supports collaborative projects that expand opportunity, strengthen partnerships, and advance inclusive community development throughout the region. Collectively, "We aim to be a region where everyone has access to governance participation, entrepreneurship, and attainable housing." Building the City's economic development program upon this approach has the potential to make inclusion economically beneficial and vital to the city in the long-term.

5. **Other Recent Local Efforts in the Region of Interest:**
    a. South Burlington's Economic Development Strategy **-** Adopted by the South Burlington City Council in August 2025, this is a recent, in-depth strategic plan for economic development in our region. Much of the data and basis of the plan is likely relevant to Essex Junction.
    b. Experience Shelburne – a branded economic development effort guided by a strong partnership between community volunteers and advisors and the Town of Shelburne.

Scope of Services

The consultant shall propose a scope of work and methodology that addresses the project objectives. The City anticipates that the work may include stakeholder engagement (likely through a working committee), assessment of existing conditions, review of comparable communities, evaluation of organizational models, and development of recommendations; however, respondents are encouraged to propose the approach they believe will best achieve the desired outcomes.

Key questions to be addressed may include:

- What role should the City play in economic development?
- What economic development functions are most appropriate for the City at this time?
- What organizational structures and governance models should be considered?
- What staffing, funding, and partnership arrangements may be necessary to support an economic development program?
- What foundational policies, procedures, or resources should be established?
- What implementation steps should be considered in the short, medium, and long term?

Deliverables
Respondents should propose deliverables they believe are necessary to meet the project objectives. At a minimum, the City expects a written report and presentation materials with recommendations that:

- Identify options for establishing an economic development function. This should include recommendations for or against: establishment of an economic development committee, Main Street program, Small Business Association or the like; business recruitment strategy; required or incentivized development agreements to encourage community input in development applications; or any other function the City should consider.
- Evaluate the advantages, challenges, and resource implications of those options.

- Provide recommendations regarding organizational structure, governance, staffing, and partnerships.
- Provide a practical framework for establishing an economic development program, including a phased roadmap for implementation.

The City welcomes innovative approaches and encourages respondents to recommend the methodologies, deliverables, and engagement strategies that will provide the greatest value. Due to this flexibility, the City intends to negotiate the final scope of work with the selected consultant.

Consultant Qualifications

The selected consultant should demonstrate experience in one or more of the following areas:

- Economic development program development.
- Organizational and governance assessments.
- Municipal operations and administration.
- Economic development implementation and capacity building.
- Stakeholder engagement and facilitation.
- Public-private partnership development.
- Vermont Downtown Designation Program, Main Street America programs and familiarity with Vermont's designation reform plans.

Submission Requirements

Proposals must be received by 4:30 PM (local time) on July X, 2026 at the Essex Junction City Offices, 2 Lincoln Street, Essex Junction, VT 05452; or via email to rmahony@essexjunction.org. Hard copy proposals shall be marked to the attention of Regina Mahony, City Manager. The City assumes no responsibility for formatting or transmission errors for digital submissions. Incomplete or late proposals will not be considered.

To be considered, interested parties must submit by the deadline a proposal package that includes the following:

- Letter of interest – must be no more than two pages long and include contact information and signature.
- Summary of qualifications, experience, and availability.
- Project team – identify who will participate in this project and include a brief resume of project team members identifying their qualifications and experience.
- Proposed approach to the process, including a proposed schedule and description of proposed community engagement.
- Proposed budget - The contract amount for the proposed work shall not exceed a maximum of $28,000 for project completion, including all expenses. A cost proposal should be included with the technical proposal and list the prime consultant and any sub-consultants separately and include the following:
    - Assigned personnel hours, fully loaded hourly rates, and costs per task.
    - Direct expenses as a separate line item.
    - Subconsultant cost proposals in the same format.
- List of three clients – The client name, contact person, telephone number, and email for at least three clients for whom you have completed a similar project in the past.
- A minimum of three examples of similar work products, at least one of which was prepared on behalf of a City or comparable entity.

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

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

Questions and Contact

Please direct questions about the Request for Proposals (RFP) to Regina Mahony, City Manager, at rmahony@essexjunction.org. The deadline for questions is 4:30 PM on July X, 2026. Responses will be provided on the City's website by 4:30 PM on July X, 2026.

Project Timeline

While there is no firm timeline on this project, it would be beneficial to understand future budgetary implications no later than December 2026.

Project Budget

The maximum budget for this project is $28,000 in total (including all community engagement costs).

Selection

The City of Essex Junction's selection committee will review and evaluate all properly submitted proposals received on or before the deadline. The selection committee will first review each proposal for compliance with the mandatory requirements of the RFP. Failure to comply with any mandatory requirements may disqualify a proposal. The selection committee shall participate in the analysis of RFPs, the interview process (if applicable), and the final recommendation of the selected consultant for the project.

Proposals will be evaluated by the City of Essex Junction selection committee as set forth below:

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

Contract Requirements

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

The City of Essex Junction Rights

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

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

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

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MEMORANDUM

To: City Council
From: Christopher Yuen, Community Development Director
Meeting Date: Wednesday, June 24, 2026
Subject: Pearl Street Multimodal Improvements: Decision on the Westbound Lane Configuration

Issue: Whether the westbound (WB) portion of Pearl Street between West St Extension and Susie Wilson Road should be restriped from two travel lanes to one travel lane and one bike lane, as proposed in the scoping study, or kept as two travel lanes.

Discussion:

Background

On November 12 2025, the Council approved the 2025 Alternative as the preferred near-term design for the Pearl Street Multimodal Improvements, between West Street Extension and Susie Wilson Road. The approved design replaces the existing sidewalk with a wider shared-use path, adds new crosswalks, and adds an eastbound transit stop so that eastbound Green Mountain Transit Route 2 buses can serve riders along a segment that is currently skipped. The design minimizes disruption to existing curbs and utilities by leaving the existing center median in place.

The Council has approved those elements. The one decision still open is how to stripe the westbound side of Pearl Street.

The 2025 scoping study recommended reducing the westbound direction from two travel lanes to one travel lane until shortly before the Susie Wilson Road intersection, where the road would widen back to two lanes as it is today. The freed-up space would become a westbound on-road bike lane. This single westbound travel lane would match the configuration of Pearl Street just upstream, so the road would carry one westbound lane consistently along the corridor before opening back up at the intersection. Final design is ongoing.

Questions raised about the lane reduction

The lane reduction has prompted some questions that warranted further analysis. The most significant concern came from what people saw on August 12, 2025, when daytime repaving narrowed westbound Pearl Street to a single lane and traffic backed up significantly during the morning rush. We note that the August 12 experience is not directly comparable to the proposed design.

- **Where the single lane ended.** On August 12, the single lane extended almost all the way to the Susie Wilson Road intersection. That effectively cut the capacity through the intersection in half, because there were not two lanes of cars staged to use the limited green time in each signal cycle. Under the proposed design, the road widens back to two lanes approximately 500 feet before the intersection, so the intersection keeps its full capacity.
- **A possible signal effect.** The City Engineer also believes the paving work may have caused the Susie Wilson Road signals to “gap out.” When the traffic cameras at the intersection do not sense a continuous line of cars just ahead, the signal can cut the green time short. That may have given westbound Pearl Street less green time than usual that day.

Through a partnership with VTrans, the City has access to INRIX data. INRIX is anonymized speed and travel-time information drawn from connected vehicles and mobile devices traveling the corridor, which lets us

compare conditions across different days. That data confirms that traffic on August 12 was unusually bad and was not a typical day.

What the live tests showed

To see how the proposed striping would actually perform, staff ran three live tests that closed one westbound lane with cones to closely match the proposed design. Staff observations, together with the INRIX data, show that traffic was slower, which is the intended calming effect, but there was no meaningful increase in overall congestion.

The table below summarizes the INRIX data for westbound Pearl Street at Susie Wilson Road. Two numbers are worth focusing on. The first is the typical trip, the time it takes to travel the corridor on an average run. The second is the time a driver should budget on a bad day, which reflects the slower trips drivers occasionally hit and is a good measure of how reliable the corridor is.

Table 1: Performance Summaries for PEARL ST bearing W at SUSIE WILSON RD using INRIX probe data

Time Period: 7:00 AM - 5:30 PM Only	Speed (mph)	Travel time (minutes)	Planning time (minutes)
Aug 12, 2025 (Repaving)	13.8	2.21	3.12
Dec 8 through December 12, 2025 Only (Baseline)	27	0.93	1.19
Dec 18, 2025 (Test Day #1)	22.2	1.12	1.47
Mar 18, 2026 (Test Day #2)	25.1	0.99	1.19
Feb 2 through Mar 17, 2026 Weekdays Only (Baseline)	29	0.85	1.04
Jun 9, 2026 (Test Day #3)	22.9	1.09	1.39
Jun 10 through Jun 12, 2026 (Baseline)	22.8	0.89	1.08

The August 12 repaving day stands well apart from everything else. The typical trip that day was about 2.21 minutes and a cautious driver would have needed to budget over 3 minutes, roughly three times the normal buffer. The three lane-reduction test days look nothing like that. On the most recent test, June 9, the typical trip was about 1.09 minutes versus about 0.89 minutes on the matching baseline days, a difference of roughly twelve seconds, and the time to budget on a bad day rose only from about 1.08 to about 1.39 minutes, roughly nineteen extra seconds. In plain terms, the lane reduction made trips a little slower and slightly less predictable, but nowhere near the disruption seen on August 12. The corridor stayed reliable.

Corridor Capacity and Bottlenecks

Traffic in this corridor is shaped by its capacity bottlenecks, and the most relevant one for this decision is the signal for the westbound through movement at Pearl Street and Susie Wilson Road. Under existing signal timing, that movement can let through only about 1,366 vehicles per hour in ideal conditions. A single free-flowing travel lane at 30 mph can carry between roughly 1,900 and 2,000 vehicles per hour. In other words, one westbound lane already carries more than this intersection can accept, so a second westbound lane upstream does not let any more cars through it.

This holds even during a heavy-traffic event, such as a concert letting out at the fairgrounds. Breaking the numbers into five-minute pieces for easier understanding, the Susie Wilson Road signal can process about

114 westbound cars every five minutes. If a few hundred cars arrive at once, the intersection saturates and a queue forms upstream. That happens under both the current two-lane configuration and the proposed single-lane configuration. The difference is that a single lane provides less storage capacity, so the queue grows in length about twice as fast. That should not change the average delay, as long as drivers keep using the full capacity available at Susie Wilson Road.

Further upstream there is a second bottleneck worth noting, the signal at West Street Extension and VT 15 (Pearl Street). It can currently handle about 1,528 westbound through vehicles per hour, and that would drop to about 870 under the proposed design. The reason is that while Pearl Street is already a single westbound lane approaching this signal, today the road fans out to two lanes just before the intersection, while the proposed design keeps it as one lane through the intersection. Both the modeling and the real-world tests show there is still generally enough capacity there to handle expected traffic volumes.

Speed and Volume data from the third test day

For the third test on Tuesday, June 9, 2026, CCRPC helped install automatic traffic recorders (ATRs) so we could confirm two things: whether the test day had typical traffic volumes, and how speeds on the test day compared to normal days. The recorders were only in place by about 11:00 AM, so we have roughly half a day of data. Looking at the 12:00 PM to 5:59 PM window:

Day	Median speed (mph)	85th percentile (mph)
June 9 (test day, WB right lane closed)	33.4	39.1
Baseline average (June 10 to 12)	**39.1**	**44.7**

On the test day, both the median and the 85th percentile speeds dropped compared with the baseline average, by roughly 5.7 mph at the median, and about 5.6 mph at the 85th percentile. Traffic volumes were comparable across all four days, about 4,500 to 4,700 vehicles in the window, so the lower speeds reflect the lane-closure condition rather than a difference in how many cars were on the road. In short, the single lane slowed traffic down, without choking it.

Field observations

The City Engineer, Jeff Kershner, documented the three pilot tests in detail; that memorandum is attached. He noted that traffic generally flowed fine, but that during the peak of the morning rush a queue did form, with the westbound double queue at times extending back to the 245 Pearl Street driveway and not always clearing during a single green cycle. Staff also went out to observe on a normal, non-test day during the morning rush. Even with both westbound lanes open, the westbound through movement at Susie Wilson Road did not clear during some signal cycles, and a queue formed back to roughly the same point. The same uneven use of the two lanes that we saw on test days was also apparent on the normal day, with the right lane filling up because of right-turning vehicles while the left lane stayed underused at times.

The trade-off

Either configuration would work. Staff see the choice between one and two westbound lanes coming down to the following:

- **Reasons to reduce to one lane:**
  - Calmer, slower traffic.
  - A shorter, safer crossing for people walking to the eastbound bus stop.

    - Still enough capacity to fully use the available capacity at the Susie Wilson Road intersection.
    - Adds an on-road westbound bike lane, which improves pedestrian comfort on the shared-use path by giving faster cyclists the option to use the bike lane instead.
- **Reasons to keep two lanes:**
    - It may appear duplicative to the public to provide both a bike lane and a new shared-use path.
    - Less car storage space, so queues will grow in length faster during sudden demand spikes such as at the end of a fairground event.

Cost:

The approved alternative estimated at $960,000. There is little marginal cost difference between striping a single westbound lane vs maintaining two westbound lanes.

Recommendation

Either configuration works. Staff recommend the Council weigh the trade-offs above and direct staff on which configuration to implement. It should be noted that if there is a desire to change the lane configuration again in the future, that can be done at little to no cost if timed with repaving work.

Recommended motions

Depending on the Council's direction, one of the following motions would be in order:

1. "I move that the City Council direct staff to proceed with final design and implementation of the Pearl Street Multimodal Improvements using a single westbound travel lane as proposed in the 2025 scoping study."
2. "I move that the City Council direct staff to proceed with final design and implementation of the Pearl Street Multimodal Improvements retaining two westbound travel lanes."

Attachments:

- City Engineer's memorandum

memorandum

Donald L. Hamlin Consulting Engineers

Date: **06/17/2026**

To: **Chris Yuen**

From: **Jeffrey P. Kershner, P.E.**

RE: **Pearl Street Path – WB Lane Closure**

The proposed Pearl Street Path project called for the restriping of the WB travel lanes from two lanes to one travel lane and one bike lane between West Street Extension to approximately 550 feet in advance of Susie Wilson Road, where the roadway would transition back to two travel lanes. In order to address concerns related to the reduction of travel lanes and roadway capacity, the City performed three pilot tests where one travel lane was closed using traffic cones to simulate the proposed roadway configuration with only one travel lane. For each pilot test, traffic cones were installed starting at the island west of Warner Avenue to close the left lane at the Pearl Street/West Street Extension traffic signal, essentially continuing the one travel lane along Pearl Street from Five Corners. Traffic cones were installed along Pearl Street west of West Street Extension to close the left travel lane and extended to 245 Pearl Street where the traffic cones stopped and the roadway returned to two travel lanes.

The first test was performed on 12/18/2025 to coincide with the cutting of existing trees in the island, which required the closure of one travel lane. We observed the roadway segment during the morning from 6:45am until approximately 8:30am. We focused our observations on the western section of Pearl Street between 245 Pearl Street and Susie Wilson Road. We observed varying traffic patterns with large groups of vehicles at times and little to no vehicles at others; an observation that was not anticipated or explained. Upon further discussion with the EJPW staff that were cutting the trees, they indicated that they were stopping vehicles completely at times for safety reasons while trees were being removed. This explained the varying traffic pattern and, in our opinion, negated the effectiveness of the lane closure test that day.

A second test was performed on 03/18/2026. We note that on the morning newscast of multiple stations, the lane closure test was highlighted as occurring that day and the news anchors mentioned avoiding Essex Junction that day due to the lane closure test. Despite this public notification and suggestion to seek alternate routes, the test was performed that day. Cones were setup in the same locations starting at approximately 7:00am, with all of the cones in place by 7:15am. I was parked in the center island in front of 245 Pearl Street where I was able to observe the Pearl Street/Susie Wilson Road intersection and further back to the east in the rearview mirror. My location was at the end of the cones where the roadway transitioned back to two lanes. Presented below are my general observations from the morning:

- Vehicle speeds appeared lower with only one travel lane. I was in position prior to the cones being setup, so I was able to observe traffic flow with two lanes still in-place and then when one lane was closed.

- 7:27am: The double queue extended back to the 245 Pearl drive and that queue did not clear during the green cycle for WB traffic on Pearl street.
- 7:48am: The double queue extended back to the 245 Pearl drive.
- In general, there was a big platoon of vehicles for 15-20 seconds, followed by a gap in vehicles, and then another platoon of vehicles.
- The slip-lane onto Susie Wilson Road causes an unbalanced queue as right turners stay in the right lane. At times, the right lane queue backs up far enough to restrict access to the left lane.
- 8:28am: Train went by. No noticeable impact due to the train.

I left at 9:00am. I returned several times throughout the day and noted no significant backups or concerns.

I returned to the island at 3:30pm and stayed until 5:50pm. Presented below are my general observations from the afternoon:

- Vehicle speeds seemed higher than the morning (with the lane reduction).
- Traffic levels seemed oddly low.
- 5:00pm: The double queue extended back to the 245 Pearl drive, but only the right lane. Several vehicles observed turning right onto Susie Wilson Road as the queue cleared.
- There was unused green time on Pearl EB, i.e. no cars coming EB. This occurred multiple times.
- 5:20pm: Right lane queue back to 243 Pearl. The left lane was "open". The backup cleared very quickly.

Cones started to be picked up at 5:30pm and were all picked up at 5:45pm. I left at 5:50pm.

Due to the public notice provided by the local newscasts of the March test, it was decided to perform an unannounced third test, which was performed on 06/09/2026. Cones were setup in the same locations as the previous tests starting at approximately 7:00am, with all of the cones in place by 7:20am. I was parked in the same location on the center island in front of 245 Pearl Street where I was able to observe the Pearl Street/Susie Wilson Road intersection and further back to the east in the rearview mirror. My location was at the end of the cones where the roadway transitioned back to two lanes. Presented below are my general observations from the morning:

- Once the cones were all setup, there was a noticeable increase in the queues, extending back to 251 Pearl Street. This appeared due to the two lanes now being joined into one because of the cones and vehicles were not spread out over the two lanes.
- I did not notice a visible reduction in vehicle speeds with only one travel lane, as I did with the previous test. I was in position prior to the cones being setup, so I was able to observe traffic flow with two lanes still in-place and then when one lane was closed.
- 7:33am: The double queue extended back to the just before the 245 Pearl drive and that queue did not clear during the green cycle for WB traffic on Pearl street.
- 7:38am: The double queue extended back to the 245 Pearl drive with a constant single line of slow moving vehicles extending back as far as I could see in the rearview mirror. This condition continued with no significant gaps in the single line of vehicles behind me until approximately 7:48am.
- 7:50am: The queue length was less at Susie Wilson Road, but there was a constant line of cars coming that formed a double (almost) queue back to 245 Pearl Street.
- 8:00am: Noticeable reduction in vehicles.
- 8:25am: Rick Jones called and said there was a train at Five Corners that had backed up traffic.

- 8:30am: Train went by me. No noticeable impact due to the train.
- The slip-lane onto Susie Wilson Road continued to cause an unbalanced queue as right turners stay in the right lane. At times, the right lane queue backs up far enough to restrict access to the left lane.

I left at 9:00am. I returned several times throughout the day and noted no significant backups or concerns.

I returned to the island at 3:50pm and stayed until 5:40pm. Presented below are my general observations from the afternoon:

- 3:56pm: Long single queue due to the left lane not being used (unbalanced queue).
- 4:05pm: Problem cleared. Vehicle queues did not reach 245 Pearl Street and generally cleared each cycle. Small right lane queues now and then due to right-turning vehicles having to wait to turn onto Susie Wilson Road.
- 4:40pm: Very brief backup to 243 Pearl Street.
- In general, it takes a very minor 'blip' to result in a backup and long queue. But these queues seemed to dissipate after a few signal cycles.
- EJPW started picking up cones at 5:25pm.
- 5:30pm: The VTrans paving project contractor was just getting started setting up signs, etc. and these activities were starting to impact the flow of traffic.

All cones were picked up by 5:40pm. I left at 5:40pm.

MEMO

To: City Council
From: Regina Mahony, City Manager
Meeting Date: June 24, 2026
Agenda Item: Executive session for Personnel Contracts

Issue: The issue is whether the City Council will enter executive session to discuss personnel contracts.

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. Contracts 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 contractual matters would place the city at a substantial disadvantage."

Motion #2

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

CITY OF ESSEX JUNCTION
CITY COUNCIL
SPECIAL MEETING
DRAFT MINUTES OF MEETING
June 3, 2026

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

ADMINISTRATION: Regina Mahony, City Manager; Mark Brislin, EJRP Director; Colleen Dwyer, Human Resources Director; Chris Gaboriault, Fire Chief; Wendy Hysko, Library Director; Rick Jones, Public Works Superintendent; Susan McNamara-Hill, City Clerk; Chelsea Mandigo, Water Quality Superintendent; Jess Morris, Finance Director; Ashley Snellenberger, Communications & Strategic Initiatives Director; Chris Yuen, Community Development Director.

OTHERS PRESENT: Sue McCormack, Facilitator; Marcus Certa, Resa Mehren.

1. **CALL TO ORDER**

City Council President Thibeault called the meeting to order at 8:00 A.M.

2. **AGENDA ADDITIONS/CHANGES**

None.

3. **APPROVE AGENDA**

None needed.

4. **PUBLIC TO BE HEARD**

a. Comments from Public

None.

5. **CITY COUNCIL DISCUSSION:** *facilitated by Sue McCormack*

a. Council effectiveness and working agreements

City Manager Mahony began by noting that this annual retreat is a key part of the City's planning processes. Ms. McCormack then began by speaking about the goals of today's discussion, which are to continue to build shared understanding about roles, responsibilities, and norms, and focus on the Council's priorities around community engagement and economic development. Councilors began by sharing what they hope to take away from today's annual retreat. Ms. McCormack then led the Council in a facilitated discussion about establishing good shared norms and working agreements.

b. Community engagement and trust-building

Ms. McCormack then facilitated a discussion with the Council on the topic of community engagement and trust-building, with the goal of identifying a handful of priorities and action items to work on over the next year.

c. Economic development and the City's role in shaping future growth and redevelopment

Ms. McCormack then facilitated a discussion with the Council on economic development and the City's role in future growth and redevelopment, with the goal of identifying a handful of priorities and action items to work on over the next year.

6. **JOINT SESSION WITH COUNCIL AND DEPARTMENT HEADS:** *facilitated by Sue McCormack*

a. Team building and strategic reflection

Ms. McCormack facilitated icebreaker sessions with the Council and City Department Heads focusing on interactions with community businesses, engagement in community events, and the areas in Essex Junction that best represent the community's identity. She facilitated an exercise with Department Heads on their

hopes for the community if they were to leave the City now and return in five years. Staff brought up hopes related to improved traffic, more affordable housing, and continued development of the City.

b. Celebration of accomplishments and progress

Ms. McCormack facilitated a discussion with Department Heads and the Council on the departments' accomplishments over the last year and progress on the City's goals and strategic vision.

c. Discussion of strategic plan pillars and future opportunities

Ms. McCormack facilitated a discussion about the City's Strategic Plan pillars. City Manager Mahony reviewed a brief overview of the pillars, which included housing, public services and facilities, economic and business development, transportation and connectivity, environmental stewardship, and community engagement and decision-making. The Council and Department Heads then engaged in personal reflection and selected the action items associated with each of the six pillars that they would like to see prioritized over the next one to two years.

d. Small group discussions on strategic priorities

The Council and Department Heads then engaged in small group discussions around the strategic priorities and action items they had identified.

e. Priority-setting and identification of areas of alignment

Ms. McCormack facilitated a discussion around priority-setting and areas of alignment for the strategic priorities, areas of focus, and potential action items. She reviewed the list of criteria to help prioritize items, including whether the idea clearly supports the strategic pillars, is realistic for implementation in the next several years with available or attainable resources, would have noticeable positive impacts on the community, will reduce disparities and will promote diversity, equity, and inclusion, the City has or could build the relationships or partnerships needed to make it successful, and is something that could be invested in or sustained over time. They reviewed the list of items across pillars that they had developed in small group discussions, including infrastructure to support housing, more services in neighborhoods, increased community development, staff, staffing capacity housing needs, new impact fees, explore use of CHIP financing/fee, explore Tier 1 designation, implement traffic calming improvements, housing trust fund, form-based code, exploring a rental registry, holding a 5th birthday party for the City, public participation and training, having a social media plan, emergency management plan updates, having a text alert system, having an engagement committee, election information, investigate the use of firework drones, green energy exploration, implement Comprehensive Plan climate and energy actions, stabilize and eventually expand public transit services, Park Street bike lanes, implement one traffic calming improvement, hiring an economic development consultant, expand downtown center designation, host business roundtables for collaboration, having an economic development staff position, having more business services in neighborhoods, developing a policy and staff training around AI use, Stevens Park options and alternatives, recreation master plan, recreation community center, developing a homeless policy, developing an enforcement policy, having an emergency shelter, Pearl Street Park parking, public parking, a 3-5 year plan for parking garage, exploring alternative revenue streams, discuss having a full-time fire chief, ADA compliant main entry to the library, build public works facility, social services grants, RFP for IT services, professional development training for supervisors, Tree Farm capital plan, fund rolling stock, staffing for deputy manager, library installation enhancement, ADA compliance for the City's website, and having a part-time assistant in the clerk's office.

f. Refinement of short-and-long-term priorities

Ms. McCormack then facilitated a discussion of the above identified items and refining them for developing short- and long-term priorities for the City, through the lens of shared purpose and momentum. The top priorities that emerged were wastewater infrastructure to support housing, funding rolling stock, and exploring alternative revenue streams. Other top priorities included stabilizing and expanding the City's public transit network, implementing the Comprehensive Plan's climate and energy actions, the Tree Farm Capital Plan, increasing community development staffing capacity, building a public works facility, developing a Recreation

Master Plan, hosting business roundtables for collaboration, and the City's five-year birthday party. The discussion included debate about whether some items were more public-facing versus internal infrastructure work, and concerns about resource and staffing capacity constraints and how to balance maintenance of existing systems with new initiatives.

g. Discussion of next steps

City Manager Mahony said that staff will summarize today's discussions and present a summary of the retreat at an upcoming regular City Council meeting, and staff will use these discussions to inform budget building for the next fiscal year.

7. **ADJOURN**

Councilor Chawla made a motion, seconded by Councilor Shelden, to adjourn the meeting. The motion passed 5-0 at 2:00 P.M.

Respectfully Submitted,
Amy Coonradt

CITY OF ESSEX JUNCTION
CITY COUNCIL
REGULAR MEETING
DRAFT MINUTES OF MEETING
June 10, 2026

COUNCILORS PRESENT: Amber Thibeault, President; Tim Miller, Vice President; Bethany Clark, Clerk; Raj Chawla, Brian Shelden.
ADMINISTRATION: Regina Mahony, City Manager;

OTHERS PRESENT: Amanda Borok, Marcus Certa, Clayton Clark, Thomas Coen, Kevin Collins, Bridget Downey-Meyer, Rachel Hamm Vaughan, Jessie Huntley, Luca Karki, Pat Lynch, Dan Maxon, Nick Meyer, Michael Miller, Reed Nye, John O'Brien, Drew Perry, Mike Plageman, Justin Rabidoux, Heidi Swevens, Susan Swogger, 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
Dan Maxon said he would like to discuss concerns regarding City staff with the Council. City Council President Thibeault asked that he reach out to her directly to have this discussion.

Marcus Certa expressed concern about car and motorcycle speeds and the lack of police presence and enforcement. He summarized specific examples and asked for more information related to the Police Department's patrol plan. He also spoke about one of the City Council's topics from their annual retreat, regarding economic development. He emphasized the importance of prioritizing this topic this year, to decrease the burden on residents.

Heidi Swevens spoke about the potential change in the Green Mountain Transit #4 bus schedule, and expressed concern about how this will negatively impact her access to the community. She said that public transportation fills an important gap for many individuals and families. Councilor Miller suggested that she also speak to the Town Selectboard about this route change.

Bridget Meyer spoke about the traffic concerns expressed by Mr. Certa and said that traffic calming is important and needs a concerted effort to address safety concerns in Essex Junction. She also shared an idea of holding a meeting among the City's committees, to make sure that committees are communicating and coordinating with each other.

Resa also expressed concern about traffic concerns and noise in residential neighborhoods. She also spoke about the City's reappraisal process, noting that there have been concerns expressed in the community about inaccurate appraisals.

5. **BUSINESS ITEMS**
a. Interview and Consideration of Appointments to Bike Walk Advisory Committee, Capital Review Committee, Development Review Board, Moderator, Planning Commission, Recreation Advisory Committee, and Tree Advisory Committee

The Council interviewed Jessica Huntley and John O'Brien for open positions on the Bike Walk Advisory Committee. The applicants spoke about their relevant experience, involvement in the community, qualifications, and interest in participating on the Bike Walk Advisory Committee. Councilors asked them questions related to the City's bike/walk infrastructure and their vision for this in the future.

The Council interviewed Marcus Certa, Thomas Coen, Kevin Collins, and Susan Swogger for open positions on the Capital Review Committee. The applicants spoke about their relevant experience, involvement in the community, qualifications, and interest in participating on the Capital Review Committee. Councilors asked them questions related to projects on the Capital Review list that they would prioritize, and their interest in serving on other committees if they are not appointed to the Capital Review Committee.

The Council interviewed Bridget Downey-Meyer, Rachel Hamm Vaughan, Patrick Lynch, and Drew Perry for open positions on the Recreation Advisory Committee. The applicants spoke about their relevant experience, involvement in the community qualifications, and their interest in participating on the Recreation Advisory Committee. Councilors asked them questions related to recommendations related to meeting periodicity, their past experience on the Recreation Advisory Committee (if they hold current seats), and their interest in serving on other committees if they are not appointed to the Recreation Advisory Committee.

The Council interviewed Amanda Borok, Luca Karki, and Nick Meyer for open positions on the Tree Advisory Committee. The applicants spoke about their relevant experience, involvement in the community qualifications, and their interest in participating on the Tree Advisory Committee. Councilors asked them questions related to their past experience on the Tree Advisory Committee (if they hold current seats), their vision for more active involvement in the development of the City, and their interest in serving on other committees of they are not appointed to the Tree Advisory Committee.

See item #9a below for appointments.

b. Discussion and Consideration of Green Mountain Transit's #4 Bus Service

City Manager Mahony began by noting that this topic relates to the #4 bus service, the challenges of funding it, and exploring potential ways to continue the service. She said that keeping the #4 bus at its current service level of around 50 runs per week has a $112,000 funding gap, and that keeping it at a reduced service level of 26 runs per week would close the funding gap to about $58,000. She said that the final decision on this will be made by the Green Mountain Transit Board at their June 16, 2026 meeting. She acknowledged that the City is not in a decision-making spot on this topic, and noted that both scenarios above assume that the City will continue to contribute to the #4 service at the level that has been budgeted ($19,000 in the FY27 for the #4 bus service). She also spoke about paratransit services, noting that GMT partially funds SSTA services because of its connection to fixed route service, and that these paratransit services are provided within a fixed geographic boundary for those who cannot walk and use that fixed route service. She said that if this fixed route service for the #4 route is eliminated, paratransit services would be eliminated as well. She said that it would be helpful for other stakeholders, such as the Town of Essex and the Essex Westford School District, to know whether Essex Junction would be willing to maintain funding for the #4 service, even in a reduced capacity, since those other stakeholders also access and use this route. Clayton Clark, the General Manager of Green Mountain Transit, added that GMT is anticipating hearing from the School District on their contribution, and added that GMT statutory authority could allow them to demand the full assessment even if the service for the route is cut, but said that GMT would be reluctant to do so and potentially damage its partnerships with municipalities. Councilor Chawla asked for clarification on the School District's obligation and thinking, and Mr. Clark replied that the School District is focusing on the route as it pertains to running during the school day and serving individuals during that time. Councilor Chawla asked for a summary of the funding model, and Mr. Clark replied that costs are shared equally and assessments are based on origin and destination of rides. Councilor Chawla asked what funding and operations would look like if they were to reduce the #4 route to 26 runs per week, but preserve the paratransit option in full. Mr. Clark said that this point is worth further discussion with the City and Council. Mr. Clark also spoke about the uncertainty of future federal funding and the difficulties in exploring options now with that unknown future state. City

Manager Mahony said that the City can't determine funding implications for a reduced service and full paratransit service until they know what the Town of Essex and the School District decide. Mr. Clark noted that the City is fully covering paratransit costs in its FY27 budget, regardless of the fixed route decision. Councilor Clark agreed about the importance of preserving the paratransit service, and said the City should do what it can to maintain the 50 runs per week of the #4 service. Councilor Miller said he would be interested in further exploring the details around the City's funding obligation to maintaining service going forward. Councilor Shelden agreed that some level of service should be maintained, and would be interested in seeing further details.

The following public comments were received:

- Heidi Swevens said she would be interested in providing public comments to the GMT Board, the School District, and the Town of Essex.
- Marcus Certa asked about the implications for the Town of Essex and City of Essex Junction if the School District were to participate in cost-sharing. He also asked for statistics about ridership and utilization of GMT services for the City. Mr. Clark noted that there are 78 individuals who received ADA pickup on the #4 route.
- Resa noted that not everyone in the community can bike or walk, and expressed fear about the #4 route being eliminated and what that means for the future. She emphasized the importance of mass transit for the City.

The City Council discussed whether to fund GMT for its full assessment, which is included in the FY27 budget and was passed by voters, even if the #4 service is operating in a reduced capacity (or eliminated). Councilors expressed support for maintaining the GMT line item in the FY27 budget. Councilor Chawla asked how the City can better coordinate and communicate with the Town on this topic, given that there is a sense of urgency around this topic. City Manager Mahony said that she can relay to the Town of Essex Manager and the School Board Chair how the City Council feels about the topic. Mr. Clark noted that the Town of Essex may possibly vote at an upcoming meeting to no longer be a GMT member, but added that GMT serves non-members (such as Colchester).

c. Discussion and Consideration of Essex Junction – Vermont's 10th City – Historical Marker Application
City Manager Mahony said the City is contemplating an application to the State of Vermont for a historical marker denoting Essex Junction as Vermont's tenth city. She said that the hope is to have the marker, if approved by the State, for the City's fifth birthday in July of 2027.

Councilor Clark made a motion, seconded by Councilor Miller, that the City Council authorize the City Manager to apply for the historic site marker sign, approve the text for the historic marker sign, with the understanding that the VDHP has a final say in text, approve the location of the historic marker sign in the flower bed by the flagpole in front of the 2 Lincoln building, and approve the installation if approved by VDHP. The motion passed 5-0.

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

6. **<u>CONSENT ITEMS</u>**
a. Approve Meeting Minutes: May 27, 2026
b. Acting as the Liquor Control Commission – Approve Liquor/Tobacco Licenses
c. Approve Local Match Commitment for the All Hazard Mitigation Plan
d. Approve VT Route 15 (Main Street) Shared Use Path, Phase 2 – Approval of VTrans bicycle and Pedestrian Program Grant Application

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

7. **COUNCILOR COMMENTS & CITY MANAGER REPORT:** City Manager Mahony noted several infrastructure projects occurring currently, including the Railroad Avenue Water Line project, thanked VTrans for adding a section of Pearl Street to their paving schedule for 2026, and noted that sidewalk work on Main Street will start next week. She noted that the Brownell Library roof replacement was completed. She noted that testing occurred for one lane westbound on Pearl Street from the West Street Extension to Susie Wilson Road, and said that they will return to the Council with the multimodal alternative for Pearl Street at a meeting in the near future. Councilor Miller noted that the Senior Center has reopened at 2 Lincoln Street and that the reopening event was well-attended and successful. He welcomed seniors back to the space.

8. **READING FILE**

a. Check Warrant #24119 – May 29, 2026
b. May Financial Reports
c. Regional Boards and Committees Minutes Memo
d. Development Review Board Minutes – May 21, 2026

9. **EXECUTIVE SESSION**

a. *An Executive Session may be needed to Discuss Public Officials

City Council President Thibeault made a motion, seconded by Councilor Chawla that the City Council enter into executive session to discuss the appointment of public officials, pursuant to 1 V.S.A. §313(a)(3) to include the City Manager. The motion passed 5-0.

Councilor Chawla made a motion, seconded by Councilor Miller, to exit executive session. The motion passed 5-0 at 8:46 P.M.

Councilor Chawla made a motion, seconded by Councilor Miller, to appoint Robert Frederick to the Bike Walk Advisory Committee for a 2-year term ending June 30, 2028 and John O'Brien, Ian Van Kirk, and Jessical Huntley to the Bike Walk Advisory Committee for a 3-year term ending June 30, 2029. Further, to appoint Kevin Collins, Mike Plageman, and Justin Rabidoux to the Capital Program Review Committee for a 3-year term ending June 30, 2029. Further, to appoint Steve Eustis as Moderator for a 1-year term ending June 30, 2027. Further, to appoint Kirstie Paschall to the Planning Commission for a 3-year term ending June 30, 2029. Further, to appoint Bridget Downey-Meyer, Patrick Lynch, Rachel Hamm Vaughan, and Drew Perry to the Recreation Advisory Committee for a 2-year term ending June 30, 2028. Further, to appoint Amanda Borok to a vacant position on the Tree Advisory Committee for the remaining 1-year term ending June 30, 2027 and Luca Karki and Nick Meyer to the Tree Advisory Committee for a 3year term ending June 30, 2029. The motion passed 5-0.

b. **An Executive Session may be needed to Discuss Personnel

Councilor Miller made a motion, seconded by Councilor Clark, that the City Council enter into executive session to discuss a personnel evaluation (check-in), pursuant to 1 V.S.A. §313(a)(3) to include the City Council and the City Manager. The motion passed 5-0.

10. **ADJOURN**

Councilor Clark made a motion, seconded by Councilor Miller, to adjourn the meeting. The motion passed 5-0 at 8:51 P.M.

Respectfully Submitted,
Amy Coonradt

2 Lincoln Street
Essex Junction, VT 05452-3154
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MEMORANDUM

To: City Council
From: Regina Mahony, City Manager
Meeting Date: 6/24/2026
Subject: Appointments for City Clerk and Tree Warden

Issue: Pursuant to the City Charter, Personnel Regulations and state statute, the City Clerk, Tree Warden and Moderator need to be appointed annually by the Council.

Discussion: Annual appointments need to be made as follows:

1. Clerk - Under the City Charter the Manager shall recommend appointment of the City Clerk annually, with Council approval [Section 602(o)].
2. Audit Firm - Under the City Charter the Council duties include "provide for an independent audit by a certified public accountant." Therefore, I believe the Council should still appoint the firm, though there is no requirement for an annual appointment. A 3-year term is best practice. In May of 2024 the Council appointed Kittell Branagan & Sargent as the Audit Firm for FY25 to FY27. Therefore, no appointment is needed this year.
3. Attorney - Under the City Charter the Manager shall recommend hiring of a City Attorney with Council approval [Section 602(d)]. There is no mention of an annual appointment like there is for the Clerk. Therefore, this appointment holds until changed.
4. Moderator – As amended in March 2024, Section 302 of the Charter states "The Council shall appoint a Moderator who shall preside at the next City Informational Meeting. The term of Moderator shall be one year. Only qualified voters of the City of Essex Junction shall be eligible to hold the office of Moderator." Therefore, the City Council will need to appoint a moderator annually. As this is the first year this is not an elected position, it was advertised with the Committee appointments. Therefore, the Council made this appointment on June 10th.
5. Tree Warden – In accordance 24 V.S.A. § 871(b) the City Council shall appoint a tree warden, and notify the Commissioner of Forests, Parks and Recreation of the appointment.
6. Treasurer/Tax Collector – Under the City Charter the Treasurer is now appointed by the Manager and does not need to be done annually [Section 602(b)].
7. Fire Chief – There is no mention of this appointment in the new City Charter. The Personnel Policy now states that the Fire Chief shall be appointed to a one-year term by the City Manager.
8. Engineer – There is no mention of this appointment in the new City Charter. The Purchasing Policy references the old Village Charter but the new City Charter takes precedence. The Village Engineer is an administrative position, similar to other Department Heads, and therefore is a logical Manager appointment. The purchasing policy will be updated to align this with other professional services.

The following Council appointment will remain in place until changed: City Attorney – Claudine Safar, Monaghan Safar PLLC.

The City Manager is reappointing the following positions:

City Treasurer/Tax Collector – Susan McNamara-Hill
Fire Chief – Chris Gaboriault
City Engineer - Jeff Kershner, Donald L Hamlin Consulting Engineers

Recommendation: It is recommended that the Council reappoint the Clerk and Tree Warden.

Recommended Motion:

"I move that the Council reappoint Susan McNamara-Hill as City Clerk for FY27 and reappoint Warren Spinner as Tree Warden."

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MEMORANDUM

To: City Council
From: Regina Mahony, City Manager
Meeting Date: June 24, 2026
Subject: Adopt the now revised 2026 Town Road and Bridge Standards

Issue: Every year VTrans has a number of annual things that municipalities need to submit and report on; this includes certification that we are meeting the State Town Road and Bridge Standards.

Discussion: At the March 25, 2026 meeting the Council re-adopted the 2019 Town Road and Bridge standards. Since that time a new 2026 update was made to the standards and the City now needs to adopt those.

Meeting the Town Road and Bridge standards is critical to ensuring that we receive the best match scenario for FEMA funding in case of an emergency.

The Village first adopted these 2019 standards on August 13, 2019. If you'd like more background information see pdf pg #'s 4 – 17 in this packet:
https://www.essexjunction.org/fileadmin/files/Board_of_Trustees/2019_Packets/Packet_20190813.pdf?a9b8d472e07f0426263f150ed3bc2b8daecb57fc

Starting last year VTrans has suggested that municipalities re-affirm the adoption of these standards via the attached form, so that FEMA can quickly and easily see that the standards are being met. Jeff Kershner has reviewed our current Land Development Code regulations against the new 2026 Town Road and Bridge Standards. While we will likely do some follow-up in the Land Development Code to make the connections between the two documents more explicit, we do comply with the standards now. We've completed the certification form for the Council's approval accordingly.

Cost: None

Recommendation:
It is recommended that the Council adopt and sign the 2026 Town Road and Bridge Standards as described in the attached form, as well as the Certification of Compliance form.

Recommended Motion:
I move that the City Council adopt and sign the 2026 Town Road and Bridge Standards as described in the attached form as well as the Certification of Compliance.

Attachments:
Adoption of the 2026 Town Road and Bridge Standards
Certification of Compliance for Town Road and Bridge Standards

TOWN ROAD AND BRIDGE STANDARDS

(January 21, 2026)

MUNICIPALITY OF Essex Junction, VERMONT

The Legislative Body of the Municipality of Essex Junction hereby adopts the following Town Road and Bridge Standards which shall apply to the construction, repair, and maintenance of town roads and bridges.

The standards below are considered minimums. Municipalities that have construction standards / specifications in place that meet or exceed the minimum standards: indicate adoption date and include as Appendix C. **Date of Adoption:** 2/26/2025

Municipalities must comply with all applicable state and federal approvals, permits and duly adopted standards when undertaking road and bridge activities and projects.

Any new road regulated by and/or to be conveyed to the municipality shall be constructed according to the minimum of these standards.

Circle **YES** or **NO** below to indicate town adoption of that section of the Standards

Road and Bridge Standards Sections	**Hydrologically-connected road segments***	**Non-hydrologically-connected road segments****
Section 1 – Municipal Road Standards	**YES** (Required by MRGP)	**YES** **NO**
Section 2 – Class 4 Road Standards	**YES** (Required by MRGP)	**YES** **NO** N/A
	Town wide	
Section 3 - Perennial stream- bridge and culvert standards	**YES** (Required by DEC Stream Alteration Standard)	
Section 4 – Intermittent stream crossings	**YES** **NO**	
Section 5- Drainage crossings	**YES** **NO**	
Section 6 - Roadway construction standards	**YES** **NO**	
Section 7 - Guardrail standard	**YES** **NO**	
Section 8 - Driveway access standard	**YES** **NO**	

Road segments – ANR Resources Atlas includes a map layer of all of Vermont's municipal roads divided into 100-meter (328 foot) segments, each with a unique identification number.

***Hydrologically-connected road segments** - are those municipal road segments and catch basin outlets, Class 1-4, as shown on the ANR Natural Resources Hydrologically-connected municipal road segment layer (http://anrmaps.vermont.gov/websites/anra5/) or the Road Erosion Inventory Scoring (MRGP Implementation Table portal) layer (https://anrweb.vt.gov/DEC/IWIS/MRGPReportViewer.aspx?ViewParms=True&Report=Portal).

****Adoption of standards on non-hydrologically-connected road segments** does not indicate that these road segments are then subject to the Municipal Roads General Permit (MRGP).

Municipalities may also find additional resources in the latest version of the *Vermont Better Roads Manual*. https://vtrans.vermont.gov/sites/aot/files/Better%20Roads%20Manual%20Final%202024.pdf

Road and Bridge Standards Sections

Section 1 – Municipal Road Standards - See Appendix A

These standards are required by Act 64 and the DEC Municipal Roads General Permit (MRGP) for hydrologically-connected roads only.

Municipalities may adopt Section 1 Road standards by road type for non-hydrologically-connected roads/segments/catch basins.

Section 2 – Class 4 Road Standards - See Appendix A

Section 3 - Perennial stream - bridge and culvert standards

Bridge and culvert work on perennial stream crossings must conform with the statewide DEC Stream Alteration Standard.

"Perennial stream" means a watercourse or portion, segment, or reach of a watercourse, generally exceeding 0.25 square miles in watershed size, in which surface flows are not frequently or consistently interrupted during normal seasonal low flow periods. Perennial streams that begin flowing subsurface during low flow periods, due to natural geologic conditions, remain defined as perennial. All other streams, or stream segments of significant length, shall be termed intermittent. A perennial stream shall not include the standing waters in wetlands, lakes, and ponds.

Streambank stabilization and other in-stream work must conform with the statewide DEC Stream Alteration Standard.

For River Management Engineer Districts: https://dec.vermont.gov/sites/dec/files/wsm/rivers/docs/RME_districts.pdf

Section 4 – Intermittent stream crossings – See Appendix B for sizing table and graphic. These standards are above and beyond the culvert standards in Section 1.

"Intermittent streams" are defined as streams with beds of bare earthen material that run during seasonal high flows but are disconnected from the annual mean groundwater level.

Section 5 – Drainage crossings (NOT perennial or intermittent streams)- Upon replacement, municipally owned or maintained cross culverts shall be a minimum of 18". Undersized drainage crossings shall be upsized 6-12" if road geometry allows. Indications that a culvert is undersized include a culvert that plugs with sediment and/or gets washed out during rain events.

Section 6 - Roadway construction standards – Sub-base and gravel standards

All new or substantially reconstructed gravel roads shall have ___inches* thick gravel sub-base, with an additional ___inches* top course of crushed gravel. N/A - no gravel roads

All new or substantially reconstructed paved roads shall have 24 inches* thick gravel sub-base.

*Municipalities shall indicate their own construction criteria.

Section 7 - Guardrail standard

When a roadway, culvert, bridge, or retaining wall construction or reconstruction project results in hazards such as foreslopes, drop offs, or fixed obstacles within the designated clear-zone, the AASHTO Roadside Design Guide will govern the analysis of the hazard and the subsequent treatment of that hazard. For roadway situations, an approved barrier system may be steel beam guardrail with 6-foot posts and approved guardrail end treatment. If there is less than 3 feet from the rail to the hazard, then steel beam guardrail with 8-foot posts shall be used. The G-1D is an example of an approved guardrail end treatment. For bridge rails systems, VTrans bridge rail standards shall be referenced

Section 8 - Driveway access standard

The municipality has a process in place, formal or informal, to review all new drive accesses and development roads where they intersect town roads, as authorized under 19 V.S.A. Section 1111. Municipality may reference VTrans Standard *A-76 Standards for Town & Development Roads* and *B-71a and b Standards for Residential and Commercial Drives*; the VTrans *Access Management Program Guidelines*; and the latest version of the *Vermont Better Roads Manual* for other design standards and specifications.

Passed and adopted by the Legislative Body of the Municipality of Essex Junction **, State of Vermont on** _____**, 20**26

Selectboard / City Council / Village Board of Trustees:

_____ _____

_____ _____

_____

Appendix A

MUNICIPAL ROAD STANDARDS

The following standards constitute the minimum required Best Management Practices (BMPs) for municipal roads. These standards shall apply to the construction, repair, and maintenance of all town roads and bridges.

It is the municipality's responsibility to maintain all practices after installation. Roads not meeting these standards must implement the BMPs listed below in order to meet the required town's standards.

Feasibility

Municipalities shall implement these standards to the extent feasible. In determining feasibility, municipalities may consider the following criteria: The implementation of a standard listed in Part 6 of this general permit does not require the acquisition of additional state or federal permits[3] or noncompliance with such permits, or noncompliance with any other state or federal law. The implementation of a standard does not require the condemnation of private property; impacts to significant environmental and historic resources, including historic stone walls, historic structures including structures registered on either the Vermont State Register of Historic Places or the National Register of Historic Places, or removing vegetation within 250 feet of a lakeshore; impacts to buried utilities; and excessive hydraulic hammering of ledge. Additionally, the implementation of any standard shall not be required if it would render the road unsafe for travel.

Municipalities shall document in the REI Reassessment each instance where feasibility affects implementation of the standards.

Standards for All Construction and Soil Disturbing Activities

Following construction and soil disturbance on a hydrologically-connected road segment, all bare or unvegetated areas shall be revegetated with seed and mulch, hydroseeded, or stone lined within 5 days of disturbance of soils, or, if precipitation is forecast, sooner. Projects authorized under the Construction General Permit (CGP 3-9020) or Individual Construction Stormwater Permit (INDC) shall instead comply with the terms and conditions of that permit.

Standards for Open Drainage Roads (Not Class 4)

The following are the required standards for all non-compliant hydrologically-connected open drainage roads. To maintain compliance with the requirements of this General Permit, municipalities shall apply these standards to all new construction, general BMP maintenance, and significant upgrades of stormwater treatment practices.

A. Roadway/Travel Lane Standards

1. Roadway Crown

a. Gravel roads shall be crowned, in or out-sloped:

Minimum: ¼" per foot

Recommended: ¼" – ½" per foot or 2% - 4%.

[3] Self-verification under a non-reporting permit category does not constitute a permit for purposes of this section.

b. Paved/ditched roads shall be crowned during new construction, redevelopment, or repaving where repaving involves removal of the existing paving.

Minimum: 1/8" per foot or 1% Recommended: 1% -

2%.

2. Shoulder berms (also called Grader/Plow Berm/Windrows)

Shoulder berms shall be removed to allow precipitation to shed from the travel lane into the road drainage system. Roadway runoff shall flow in a distributed manner to the drainage ditch or filter area and there shall be no shoulder berms or evidence of a "secondary ditch". Shoulder berms may remain in place if the road crown is in-sloped or out-sloped to the opposite side of the road from berm side of road. The shoulder berm standard only applies to open drainage gravel roads.

A. Road Drainage Standards

Roadway runoff shall flow in a distributed manner to grass or a forested area by lowering road shoulders or conversely by elevating the travel lane level above the shoulder. Road shoulders shall be lower than travel lane elevation. If distributed flow is not possible, roadway runoff may enter a drainage ditch, stabilized as follows:

1. For roads with slopes between 0% and 5%: At a minimum, grass-lined ditch, no bare soil. Geotextile and erosion matting may be used instead of seed and mulch. Alternatively, ditches may be stabilized using any of the practices identified for roads with slopes 5% or greater included in Sub-part B.2, below.

   Recommended shape: trapezoidal or parabolic cross section with mild side slopes; two foot horizontal per one foot vertical or flatter and 2-foot ditch depth.

2. For roads with slopes 5% or greater but less than 8%:

   a. Stone-lined ditch: minimum 6"- 8" minus stone or the equivalent for new practice construction. Recommended fractured stone with 2-foot ditch depth from top of stone-lined bottom,

   b. Grass-lined ditch with stone check dams[4], or

   c. Grass-lined ditch if installed with disconnection practices such as cross culverts and/or turnouts to reduce road stormwater runoff volume. There shall be at least <u>two</u> cross culverts or turnouts per segment disconnecting road stormwater out of the road drainage network into vegetated areas or spaced every 160'.

3. For roads with slopes of 8% or greater: Stone-lined ditch. Stone-lined ditches are not required if the toe of the ditch backslope is located outside of the town right-of-way.

   a. For slopes greater than or equal to 8% but less than 10%: minimum 6"-8" minus stone or the equivalent for new construction. Recommended fractured stone with 2-foot ditch depth from top of stone-lined bottom.

[4] See check dam installation specifications.

b. For slopes greater than 10%: minimum 6-8" minus stone. Recommended 12" minus fractured stone or the equivalent. Recommended 2-foot ditch depth from top of stone-lined bottom.

4. If appropriate, bioretention areas, level spreaders, armored shoulders, and sub-surface drainage practices may be substituted for the above road drainage standards.

C. Drainage Outlets to Waters & Turnouts

Roadway drainage shall be disconnected from waterbodies and defined channels, since the latter can act as a stormwater conveyance, and roadway drainage shall flow in a distributed manner to a grass or forested filter area. Drainage outlets and conveyance areas shall be stabilized as follows:

1. Turn-outs - all drainage ditches shall be turned out to avoid direct outlet to surface waters.
2. There must be adequate outlet protection at the end of the turnout, based upon slope ranges below. Turnout slopes shall be measured on the bank where the practice is located and not based on the road slope.

   a. For turnouts with slopes of 0% or greater but less than 5%: stabilize with grass at minimum. Alternatively, stabilize using the practices identified in Sub-parts (b)-(c), below, when possible.

   b. For turnouts with slopes 5% or greater: stabilize with stone.

   c. For slopes greater than 5% but less than 10%: minimum 6"-8" minus stone or the equivalent for new construction.

   d. For slopes greater than 10%: minimum: 6-8" minus stone or equivalent for new construction. Recommended 12" minus fractured stone or the equivalent.

D. Municipal Cross Culverts and Intermittent Stream Culverts

1. All municipal culverts- Culvert end treatment or headwall required for areas with slopes 5% or greater, if erosion is due to absence of these structures. End treatment or headwall is required for new construction on road segment slopes 5% or greater.
2. All municipal culverts- Stabilize outlet such that there will be no scour erosion, if erosion is due to absence or inadequacy of outlet stabilization. Stone aprons or plunge pools required for new construction on road segment slopes 5% or greater.
3. Cross culverts- Upgrade to 18" culvert (minimum), if erosion is due to inadequate size or absence of structure.
4. In instances where intermittent streams enter the municipal road drainage network, the Secretary requires culvert sizing based on in-field and mapping techniques described in the Intermittent Stream Crossing Sizing Guidance, found in Appendix B.
5. Drainage culverts conveying perennial waters are subject to coverage under the DEC Stream Alteration General Permit. MRGP Standards do not apply to culverts conveying perennial waters.

6. A French Drain (also called an Under Drain) or French Mattress (also called a Rock Sandwich) sub-surface drainage practice may be substituted for a cross culvert.

E. Driveway Culverts within the municipal ROW

1. Culvert end treatment or headwall required for areas with road segment slopes of 5% or greater, if erosion is due to absence of these structures. End treatment or headwall is required for new construction.
2. Stabilize outlet such that there will be no scour erosion, if erosion is due to absence or inadequacy of outlet stabilization. Stone aprons or plunge pools required for new construction.
3. Upgrade to minimum 15" culvert, 18" recommended, if erosion is due to inadequate size or absence of structure.
4. Intermittent streams may enter the municipal road drainage network, and in these cases, the Secretary requires culvert sizing based on in-field and mapping techniques described in Appendix B.
5. Driveway culverts conveying perennial waters are subject to coverage under the DEC Stream Alteration General Permit.

Standards for Closed Drainage Roads

Catch Basin Outlet Stabilization: All hydrologically-connected catch basin outlets shall be stabilized to eliminate all rill and gully erosion. Catch basin outlet stabilization practices include: stone-lined ditch, stone apron, check dams, culvert header/headwall, and green stormwater infrastructure practices such bioretention practices, when appropriate.

Standards for Connected Class 4 Roads

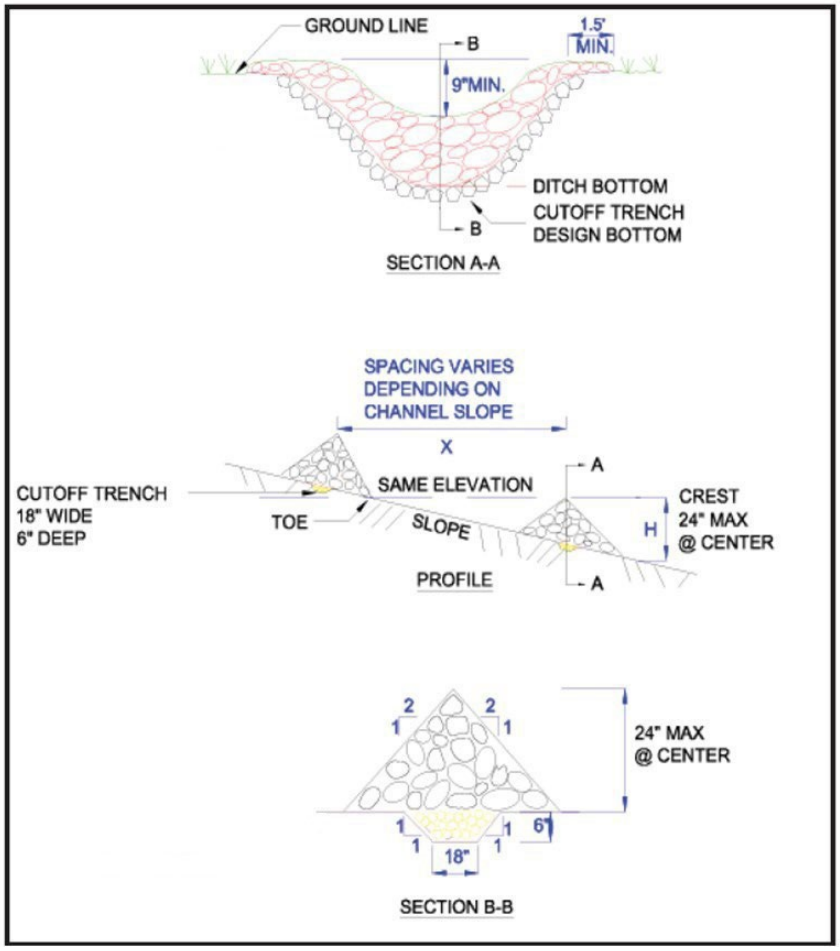
Stabilize any areas of gully erosion identified in the REI with the practices described above or equivalent practices. Disconnection practices such as broad-based dips and water bars may replace cross culverts and turnouts.

Stone Check Dam Specification

- Height: No greater than 2 feet. Center of dam should be 9 inches lower than the side elevation
- Side slopes: 2:1 or flatter
- Stone size: Use a mixture of 2 to 9 inch stone
- Width: Dams should span the width of the channel and extend up the sides of the banks
- Spacing: Space the dams so that the bottom (toe) of the upstream dam is at the elevation of the top (crest) of the downstream dam. This spacing is equal to the height of the check dam divided by the channel slope.

$$\text{Spacing (in feet)} = \frac{\text{Height of check dam (in feet)}}{\text{Slope in channel (ft/ft)}}$$

- Maintenance: Remove sediment accumulated behind the dam as needed to allow channel to drain through the stone check dam and prevent large flows from carrying sediment over the dam. If significant erosion occurs between check dams, a liner of stone should be installed.



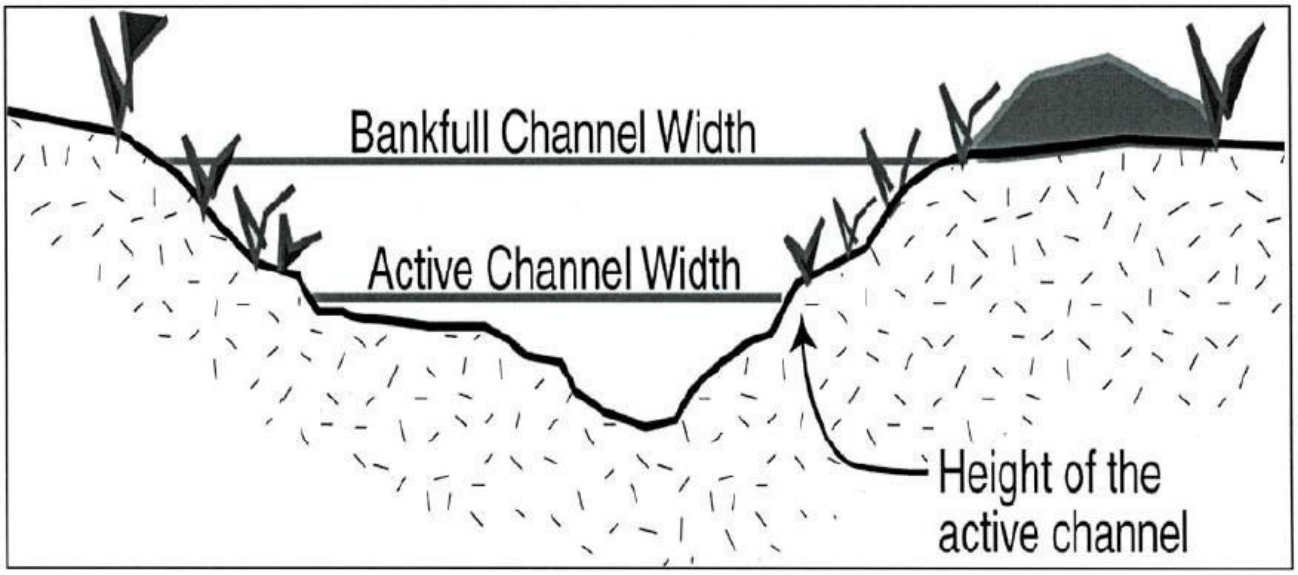
Appendix B. Intermittent Stream Crossing Specification

VT DEC Watershed Management Division Date: June 2022

Per 6.3.D of the Municipal Road General Permit, all municipal road crossings on intermittent streams require sizing of new and replacement structures to be based on the Active Channel Width (ACW).

1. Intermittent streams will be field identified and consist of a defined channel entering the road network and a define channel leaving the road network. The absence of surface base flows for an extended period of the year and the watershed size, typically under 0.25 mi2, differentiates these stream channels from perennial stream channels.
2. Hydraulics sizing of intermittent stream crossings will conform with the VTrans Hydraulics Manual for the roadway classification, Chapter 4 - Table 4-2. The design of these culverts will satisfy criteria in Chapter 6 - section 6.4.
3. Embedment of culverts on intermitted streams if often beneficial for sediment transport and to reduce the need to increase road heights when maintaining adequate cover above the pipe; minimum embedment of 1' for 4-6' culverts.
4. Culvert end treatments are required for intermittent stream crossings. Inlet and outlet headwalls must consist of any combination of VTrans stone fill with a grubbing layer, laid-up stone, reinforced concrete, and/or a culvert end section.
5. Culvert slope to match stream bed slope. Outlet apron at culvert end using of E-stone is recommended – see details.

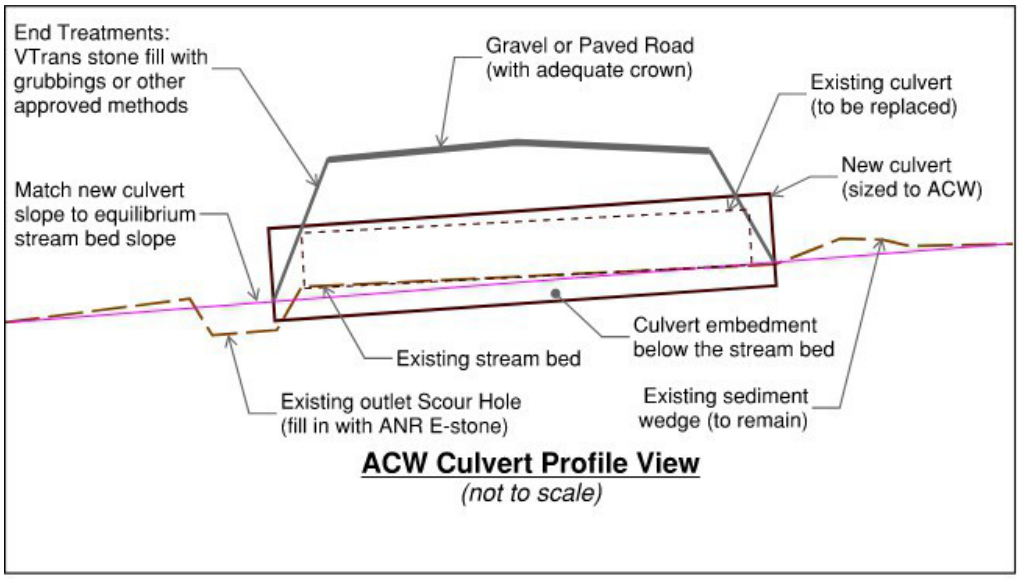
Determining the Active Channel Width on Intermittent Streams



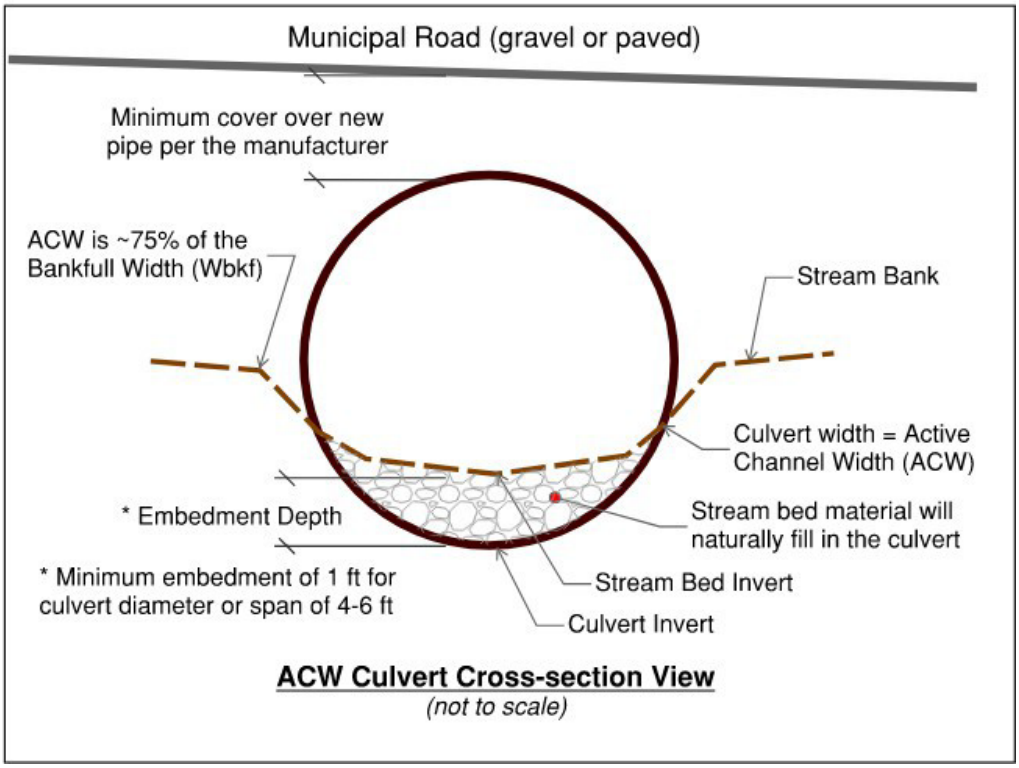
Active Channel Width (ACW) is defined as the limits of streambed scour on banks formed by prevailing stream discharges, measured perpendicular to streamflow. The active channel width is narrower than the bankfull width (~75%) and is defined by a break in slope on the channel bank, typically seen as the edge of permanent vegetation.

Culvert Sizing for Crossings on Intermittent Streams:

Determine the ACW through field measurements, ***the culvert sizing will meet or exceed the Active Channel Width***. * To obtain the measurements, go to a typical crossing location and obtain several upstream and downstream Active Channel Width measurements in riffles or straighter sections which are often the narrower channel width locations. * The selected active channel width for the structure will be a representative average of these field measurements.



ACW Culvert Profile View
(not to scale)



ACW Culvert Cross-section View
(not to scale)

Certification of Compliance
for
Town Road and Bridge Standards
and
Network Inventory

We, the Legislative Body of the Municipality of Essex Junction certify that we have reviewed, understand and comply with the Town Road and Bridge Standards / Public Works Specifications and Standards passed and adopted by the Selectboard / City Council / Village Board of Trustees on June 24, 2026.

We further certify that our adopted standards ☑ do ☐ do not meet or exceed the minimum requirements included in the June 5, 2019 State-approved template.

We further certify that we ☑ do ☐ do not have an up-to-date highway network inventory which identifies location, size, deficiencies/condition of roads, bridges, causeways, culverts and highway-related retaining walls on class 1, 2, and 3 town highways, and estimated cost of repair.

_____ Date:_____

_____

_____

_____

_____
(Duly Authorized Administrator)

For a summary of your community's road and bridge information please visit: tinyurl.com/rdsinfo

City of Essex Junction, VT
Application to Close or Obstruct a Street for a Community Event

---

I/we do hereby make an application, as required by the City of Essex Junction, VT, to close or obstruct a City street for the purpose of a Community Event.

CONDITIONS:

1. Provide a detailed site plan and/or aerial view of the street(s) to be closed or obstructed. This must include provisions for emergency access. Return the site plan with your completed application sixty (60) days in advance of the event to the City Office, Attention Managers Office, 2 Lincoln Street, Essex Junction, VT 05452, or email admin@essexjunction.org. It requires final approval from the City Council per The City of Essex Junction Municipal Code, Chapter 2, Section 208. The City Council meets on the 2nd and 4th Wednesday of every month, so please plan accordingly.

2. Work with the Essex Junction Public Works Department (802-878-6942 or 802-878-6944 x1600) to obtain road signs to warn drivers of road closing. The applicant will be responsible for picking up the signs from the Public Works garage, erecting the signs, and returning them to the Public Works garage in a timely manner.

3. Maintain a twelve (12) foot clear road in the center of the street in case of emergency.

4. Remove any obstructions immediately if emergency vehicles need to use the street.

Street(s) section to be closed: Main St from 5 Corners to RailRoad

Purpose: Meet Me on Main

Date: Sept 19 & 26 & Oct 3 Hours: 1 PM to 10:30 PM
(including set up and tear down)

EJRP Mark Brislin EJRP
Name of Organizer (please print) Organization/Event Name

Email: mbrislin@ejrp.org Cell # (required on site): 802 999 4081

75 Maple Street Essex Junction.
Address

Mark Brislin 6/9/26
Applicant Signature Date

FOR COMPLETION BY STAFF

Date Application Received: 6/9/2026

Public Works Date approved 06/09/26 Approved by: Rick Jones
Rick Jones (Jun 9, 2026 15:06:05 EDT)

Comment: none

Police Dept. Date approved 06/09/26 Approved by: Ron Hoague

Comment: No officers required this year.

Fire Dept. Date approved 06/09/26 Approved by: Chris Gaboriault
Chris Gaboriault (Jun 9, 2026 19:22:50 EDT)

Comment: None

Date Approved by the City Council:_____

Bilodeau Wells & Co
Martone's Market & Café
Recently viewed
Bespoke Bikes & Everyday Special Things
Bicycle store
China Garden
Chinese
Donna Kunkel
TD Bank
Pomp & Primp
Yankee Pride Quilts
Quilt shop
Lincoln St
Memorial Wy
Main St
Veterans Memorial Park
Mexi-Cuban Cravings
Mexican
2A
15
Google

MEMO

To: City Council, City of Essex Junction
From: Colleen Dwyer, Human Resources Director
Meeting Date: June 24, 2026
Agenda Item: Update to Fraud Policy

ISSUE:
Consideration of proposed updates to the City of Essex Junction Fraud Policy.

DISCUSSION:
The City's Fraud Policy is one of the ways we help protect public resources and maintain trust in City operations. It sets out what to do if fraud is suspected, how concerns are reviewed, and how people who report concerns in good faith are protected.

An internal review identified a few areas where the policy could be clearer and more consistent with current references and standards. The proposed changes are administrative. They do not change the intent of the policy or how it works.

The updates would:

- Make the definition of fraud clearer and easier to understand
- Clarifies the process for an elected official
- Add adoption and revision date fields so the policy record is easier to maintain going forward

These updates are meant to make the policy clearer and easier to use, while keeping the existing protections in place for employees or others who report suspected fraud in good faith.

COST:
There is no financial impact associated with these updates.

RECOMMENDATION:
It is recommended that the City Council review and approve the updated Fraud Policy as presented.

RECOMMENDED MOTION:
Move to approve the updated City of Essex Junction Fraud Policy as presented.

ATTACHMENTS:

Fraud Policy

CITY OF ESSEX JUNCTION

POLICY REGARDING FRAUD

Definition: * "An act, expression, omission, or concealment calculated to induce another to part with something of value or to surrender a legal right."*

The City of Essex Junction does not condone any type of fraud in the internal or external conduct of its business.

If any full-time, part-time, employee or any elected official (hereafter called the informer) suspects another full-time, part-time, or any elected official of fraud in the performance of the business of the City of Essex Junction, the following procedure should be followed:

(1) If the informer is an employee (full-time or part-time, they should first discuss the matter with their department head. The department head should immediately bring the matter to the attention of the City Manager.

(2) If the informer is an elected official, they should immediately bring the matter to the attention of the City Manager.

(3) If the department head is the person suspected of fraud, the employee should skip step 1 and bring the matter to the attention of the City Manager directly.

(4) If the City Manager is the person suspected of fraud, the department head or elected official should bring the matter to the attention of the City Council. If the City Manager is the person suspected of fraud and also the informer's supervisor, the informer should bring the matter to the attention of the City Council.

(5) The City Manager, upon being notified of the suspicions, will appoint a committee of four to investigate the situation. The committee will consist of the City Manager, a department head, a City Councilor and the City Auditor. If the City Manager is the person suspected of fraud, the City Council will appoint the committee which will consist of two department heads a member of the City Council and the City Auditor.

(6) Following a thorough investigation to include an interview with the suspect, a determination will be made as to the validity and the gravity of the suspected fraud.

(7) Should an act of fraud be determined to have been committed by an employee, Article 4, Section 401 of the General Rules and Personnel Regulations of the City of Essex Junction would be followed.

(8) If an act of fraud is determined to have been committed by an elected official, the elected official shall receive written notice detailing the allegations and shall be provided the opportunity to respond in writing. A hearing shall then be held with the remaining members of the City Council to review the allegations, the elected official's response, and any supporting evidence. Following the hearing, the City Council shall make a determination based on the findings of the majority. Where appropriate and as permitted by law, disciplinary action may be imposed, up to and including removal from the City Council.

The identity of the informer shall be protected until it is necessary for it to be divulged at a hearing. Further, the informer will be protected against any repercussions from the suspect in regards to their employment or their

relationship with co-workers. Any suspect causing distress due to retaliation to the informer will be reprimanded.

* Merriam-Webster's Collegiate Dictionary, Twelfth Edition, 2025

Adopted by the City Council XXXXXX, Revised on XXXXX.

For Check Acct 01(GENERAL FUND) All check #s 06/12/26 To 06/12/26

Vendor		Invoice Date	Invoice Description / Invoice Number	Account	Amount Paid	Check Number	Check Date
05290	ADVANCE AUTO PARTS 9820	05/28/26	BRAKE CLEANER	210-5-40-12-610.000	45.00	58762	06/12/26
			552614850632	General Supplies			
05290	ADVANCE AUTO PARTS 9820	06/04/26	Supplies	210-5-40-12-610.000	89.68	58762	06/12/26
			552615520493	General Supplies			
05290	ADVANCE AUTO PARTS 9820	06/11/26	Oil and filter for the wa	210-5-40-12-430.000	52.46	58762	06/12/26
			552616220772	R&M Vehicles & Equipment			
28555	ALLEGIANCE TRUCKS	03/25/26	Diagnostic for A/C issue	210-5-25-10-430.000	205.65	58765	06/12/26
			R122006301:A	R&M Vehicles & Equipment			
80331	AMAZON ww ACCT # A2WSQDN	06/05/26	OFFICE SUPPLIES	210-5-40-12-610.000	6.64	58767	06/12/26
			1MQXRRCHT9MT	General Supplies			
80184	AMAZON BUSINESS SERVICES	06/08/26	BL JFndn JUN26	210-5-90-00-991.000	155.52	58768	06/12/26
			1K6WYMJMML7C	Library Donation Expense			
80184	AMAZON BUSINESS SERVICES	06/01/26	BL Supplies MAY26	210-5-35-10-610.000	132.36	58768	06/12/26
			1Q3CQQY7J4NG	General Supplies			
19815	AMAZON CAPITAL SERVICES	06/02/26	Seniors Supplies	210-5-30-10-610.000	321.61	58769	06/12/26
			13V641YQ9YW6	General Supplies			
19815	AMAZON CAPITAL SERVICES	05/27/26	Maint Supplies	210-5-30-12-610.000	10.95	58769	06/12/26
			1CH7DTRTT7FM	General Supplies			
19815	AMAZON CAPITAL SERVICES	05/29/26	Office Supplies	210-5-30-10-610.000	21.79	58769	06/12/26
			1HW1GJY3RJKL	General Supplies			
19815	AMAZON CAPITAL SERVICES	06/01/26	Seniors Supplies	210-5-30-10-610.000	44.99	58769	06/12/26
			1TH1P9RXPV16	General Supplies			
19815	AMAZON CAPITAL SERVICES	06/02/26	Seniors Supplies	210-5-30-10-610.000	205.22	58769	06/12/26
			1TW9PXG77JJD	General Supplies			
02420	AUTOZONE	06/08/26	WINDSHLD FLUID N ShopPro	210-5-25-10-430.000	9.78	58773	06/12/26
			03236806281	R&M Vehicles & Equipment			
30125	BIEBER PHILLIP	05/08/25	Stipend BWAC May 2025	210-5-16-10-190.000	50.00	58775	06/12/26
			050825Bieber	Board member Payments			
25370	BOUNCE AROUND VT LLC	05/23/26	Parade 5/23	210-5-30-10-850.000	481.81	58776	06/12/26
			052326D	Community Events & Celebr			
00530	BRODART CO	05/21/26	BL JBooks MAY26	210-5-35-10-640.202	278.41	58777	06/12/26
			B7232649	Juvenille Collection			
00530	BRODART CO	05/21/26	BL JBooks MAY26	210-5-35-10-610.000	32.43	58777	06/12/26
			B7232649	General Supplies			
00530	BRODART CO	06/01/26	BL JBooks JUN26	210-5-35-10-640.202	432.59	58777	06/12/26
			B7239668	Juvenille Collection			
00530	BRODART CO	06/01/26	BL JBooks JUN26	210-5-35-10-610.000	43.54	58777	06/12/26
			B7239668	General Supplies			
16030	BROWN ELECTRIC	05/21/26	Crosswalk at intersection	210-5-40-12-610.200	349.00	58778	06/12/26
			41398	Streetlight Supplies			
30360	BURLINGTON TELECOM	06/01/26	Phone/Internet Service Ma	210-5-40-12-530.000	160.24	58779	06/12/26
			43985060126	Communications			
30360	BURLINGTON TELECOM	06/01/26	Phone/Internet Service Ma	210-5-41-23-530.000	193.36	58779	06/12/26
			43985060126	Communications			
30360	BURLINGTON TELECOM	06/01/26	Phone/Internet Service Ma	210-5-41-26-530.000	279.72	58779	06/12/26
			43985060126	Communications			
30360	BURLINGTON TELECOM	06/01/26	Phone/Internet Service Ma	210-5-30-10-530.000	26.12	58779	06/12/26
			43985060126	Communications			
30360	BURLINGTON TELECOM	06/01/26	Phone/Internet Service Ma	210-5-41-22-530.000	52.24	58779	06/12/26
			43985060126	Communications			

For Check Acct 01(GENERAL FUND) All check #s 06/12/26 To 06/12/26

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
30360	BURLINGTON TELECOM	06/01/26	Phone/Internet Service Ma 43985060126	210-5-41-20-530.000 Communications	356.74	58779	06/12/26
30360	BURLINGTON TELECOM	06/01/26	BL Phone Internet MAY26 BT 062026	210-5-41-21-530.000 Communications	342.06	58780	06/12/26
80326	Burlington Firefighters R	04/03/26	Training Seminar Registra 04032026	210-5-25-10-500.000 Training, Conf, Dues	300.00	58781	06/12/26
26395	CCRPC	04/30/26	Comp Plan Update April 20 2025943	210-5-16-10-899.000 Matching Grant Funds	1426.09	58783	06/12/26
26395	CCRPC	04/30/26	Comp Plan Update April 20 2025943	210-5-16-10-895.000 State and Other Grant Exp	4278.26	58783	06/12/26
V04609	CENTER POINT LARGE PRINT	06/01/26	BL LPBooks JUN26 2249834	210-5-90-00-991.000 Library Donation Expense	103.08	58784	06/12/26
V0461	CENTRAL BEVERAGE	05/20/26	BL Papers APRIL26 171A	210-5-35-10-640.201 Adult Collection	429.75	58785	06/12/26
V0461	CENTRAL BEVERAGE	06/05/26	BL NewsPapers MAY26 173	210-5-35-10-640.201 Adult Collection	435.25	58785	06/12/26
V10617	CHADWICK-BAROSS	06/01/26	MONITOR PSO0228351	210-5-40-12-610.000 General Supplies	125.48	58787	06/12/26
37790	CHITTENDEN COUNTY	02/03/26	county tax installment 1 July 2026	210-1-00-00-120.000 Prepaid Expenses	33989.00	58789	06/12/26
80025	CINDY DELIBAC	08/18/25	Used AC Delibac Air 81825	210-5-41-22-610.000 General Supplies	400.00	58790	06/12/26
21210	CINTAS LOC # 68M 71 M	06/04/26	Shop supplies 4271430537	210-5-40-12-610.000 General Supplies	207.89	58791	06/12/26
21210	CINTAS LOC # 68M 71 M	05/29/26	SERVICE cabinet 5338748512	210-5-40-12-610.000 General Supplies	112.45	58791	06/12/26
21210	CINTAS LOC # 68M 71 M	05/31/26	WATERBREAK COOLER AGREEME 9374858728	210-5-40-12-610.000 General Supplies	50.00	58791	06/12/26
80221	CLARK, BETHANY	08/04/25	Stipend GOV August 2025 080425Clark	210-5-11-10-190.000 Board Member Payments	100.00	58792	06/12/26
80221	CLARK, BETHANY	12/04/25	Stipend GOV December 2025 120425Clark	210-5-11-10-190.000 Board Member Payments	50.00	58792	06/12/26
39475	CLAUSSEN'S INC	06/01/26	Flowers for the City 40708	210-5-40-12-571.000 Streetscape Maintenance	218.98	58793	06/12/26
80197	COEN, Thomas	03/27/25	Stipend GOV March 2025 032725Coen	210-5-11-10-190.000 Board Member Payments	50.00	58795	06/12/26
17025	COONRADT AMY	06/01/26	Recording Secretary CC 5/ 0245	210-5-11-10-330.000 Professtional Services	92.70	58796	06/12/26
17025	COONRADT AMY	06/07/26	Recording Secretary CC 6/ 0246	210-5-11-10-330.000 Professtional Services	148.32	58796	06/12/26
31545	COSTCO #314	06/02/26	CTE BBQ 060226D	210-5-25-10-610.000 General Supplies	257.22	58797	06/12/26
31545	COSTCO #314	06/04/26	Senior Center Supplies 060426D	210-5-30-10-610.000 General Supplies	186.70	58797	06/12/26
31545	COSTCO #314	06/08/26	Employee Gathering Food 6826costco	210-5-25-10-610.000 General Supplies	54.77	58797	06/12/26
33075	DELL MARKETING LP	06/07/26	BL TECH JUN26 10878040902	210-5-35-10-340.000 Technical Services	20.50	58798	06/12/26
25715	DONALD L. HAMLIN CONSULT	05/26/26	227 Pearl St.Engineering 24808 052626	210-1-00-00-130.002 Exchange - Billable	138.75	58799	06/12/26

Vendor		Invoice Date	Invoice Description / Invoice Number	Account	Amount Paid	Check Number	Check Date
25715	DONALD L. HAMLIN CONSULT	05/26/26	Meadow Terr Invoice April 24825 052626	210-1-00-00-130.002 Exchange - Billable	214.55	58799	06/12/26
25715	DONALD L. HAMLIN CONSULT	05/26/26	60 Old Colchester Rd Eng 26801 052626	210-1-00-00-130.002 Exchange - Billable	231.25	58799	06/12/26
25715	DONALD L. HAMLIN CONSULT	05/26/26	Comm Dev misc April 2026 26826 052626	210-5-16-10-330.000 Professional Services	463.95	58799	06/12/26
01420	EASTERN SALES INC	05/15/26	AP cks 4331	210-5-13-10-550.000 Printing and Binding	379.00	58803	06/12/26
23580	ED EATON FIRE TRUCK REPAI	05/18/26	Primer Repair - Engine 5 2-2026	210-5-25-10-430.000 R&M Vehicles & Equipment	285.00	58804	06/12/26
V10347	EHRLICH	05/26/26	2 Lincoln Pest Control Ma 96361518	210-5-41-20-400.000 Contracted Services	70.44	58805	06/12/26
V0777	ESSEX REPORTER	05/31/26	Newsletter AD June 2026 451706	210-5-10-10-540.000 Advertising	615.00	58809	06/12/26
38955	F W WEBB COMPANY	06/02/26	Supplies 96337574	210-5-40-12-610.000 General Supplies	39.69	58810	06/12/26
21845	FIRST NATIONAL BANK OMAHA	06/05/26	BL Furn+Supp+Progs JUN26 0017 062026B	210-5-35-10-840.201 Adult Programs	51.16	58812	06/12/26
21845	FIRST NATIONAL BANK OMAHA	06/05/26	BL Furn+Supp+Progs JUN26 0017 062026B	210-5-35-10-610.000 General Supplies	601.21	58812	06/12/26
21845	FIRST NATIONAL BANK OMAHA	06/05/26	BL Furn+Supp+Progs JUN26 0017 062026B	210-5-35-10-755.000 Furniture & Fixtures	594.96	58812	06/12/26
21845	FIRST NATIONAL BANK OMAHA	06/05/26	BL Furn+Supp+Progs JUN26 0017 062026B	210-5-35-10-755.000 Furniture & Fixtures	-312.10	58812	06/12/26
14040	FRANKLIN PAINT CO INC	06/01/26	Traffic Control paint 310500	210-5-40-12-572.000 Traffic Control	3105.00	58814	06/12/26
34895	GAUTHIER TRUCKING, INC.	06/01/26	11 JACKSON ST - 05/1/26-0 1942059	210-5-40-12-425.000 Trash Removal	161.88	58817	06/12/26
34895	GAUTHIER TRUCKING, INC.	06/01/26	2 Lincoln Rubbish Removal 1942060	210-5-41-20-425.000 Trash Removal	347.33	58817	06/12/26
34895	GAUTHIER TRUCKING, INC.	06/01/26	05/01/26-05/31/26-RAILROA 1942061	210-5-40-12-425.000 Trash Removal	648.08	58817	06/12/26
34895	GAUTHIER TRUCKING, INC.	06/01/26	BEECH ST Barrel on bike p 1942223	210-5-40-12-425.000 Trash Removal	93.83	58817	06/12/26
34895	GAUTHIER TRUCKING, INC.	06/01/26	MSP Trash Removal June 1942905	210-5-41-26-425.000 Trash Removal	519.46	58817	06/12/26
04035	GOT THAT RENTAL & SALES I	06/04/26	BUGGY, POWER CONCRETE 154856	210-5-40-12-442.000 Rental Vehicles/Equip	140.00	58819	06/12/26
07010	GREEN MOUNTAIN POWER CORP	05/11/26	04/08/26-05/08/26 051126D	210-5-41-23-622.000 Electricity	215.72	58820	06/12/26
07010	GREEN MOUNTAIN POWER CORP	05/11/26	04/08/26-05/08/26 051126D	210-5-41-21-622.000 Electricity	428.29	58820	06/12/26
07010	GREEN MOUNTAIN POWER CORP	05/11/26	04/08/26-05/08/26 051126D	210-5-40-12-622.000 Electricity	51.41	58820	06/12/26
07010	GREEN MOUNTAIN POWER CORP	05/11/26	04/08/26-05/08/26 051126D	210-5-41-22-622.000 Electricity	182.19	58820	06/12/26
07010	GREEN MOUNTAIN POWER CORP	05/11/26	04/08/26-05/08/26 051126D	210-5-40-12-622.200 Streetlight Electricity	952.66	58820	06/12/26
07010	GREEN MOUNTAIN POWER CORP	05/11/26	04/08/26-05/08/26 051126D	210-5-41-20-622.000 Electricity	182.19	58820	06/12/26

For Check Acct 01(GENERAL FUND) All check #s 06/12/26 To 06/12/26

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
07010	GREEN MOUNTAIN POWER CORP	05/14/26	04/13/26-05/13/26 051426NS	210-5-40-12-622.000 Electricity	861.27	58821	06/12/26
07010	GREEN MOUNTAIN POWER CORP	05/14/26	04/13/26-05/13/26 051426NS	210-5-40-12-622.200 Streetlight Electricity	12284.93	58821	06/12/26
80025	HARVEY CAROLE	04/14/25	1002005121 Tax Ref 2024 005121 REF	210-2-00-00-200.002 Overpayments Payable	3.00	58824	06/12/26
33495	INGRAM LIBRARY SERVICES I	05/26/26	BL A.FBooks MAY26 96832542	210-5-90-00-991.000 Library Donation Expense	86.79	58826	06/12/26
33495	INGRAM LIBRARY SERVICES I	05/26/26	BL A.FBooks MAY26 96832542	210-5-35-10-610.000 General Supplies	27.81	58826	06/12/26
33495	INGRAM LIBRARY SERVICES I	05/26/26	BL A.FBooks MAY26 96832542	210-5-35-10-640.201 Adult Collection	208.76	58826	06/12/26
33495	INGRAM LIBRARY SERVICES I	05/28/26	BL LP.RBooks JUN26 96898880	210-5-90-00-640.201 Adult Collection replacem	20.50	58826	06/12/26
33495	INGRAM LIBRARY SERVICES I	05/28/26	BL LP.RBooks JUN26 96898880	210-5-35-10-610.000 General Supplies	1.86	58826	06/12/26
33495	INGRAM LIBRARY SERVICES I	05/28/26	BL LP.RBooks JUN26 96898880	210-5-90-00-991.000 Library Donation Expense	27.36	58826	06/12/26
33495	INGRAM LIBRARY SERVICES I	06/01/26	BL A.F.LPBooks JUN26 96981667	210-5-35-10-610.000 General Supplies	39.12	58826	06/12/26
33495	INGRAM LIBRARY SERVICES I	06/01/26	BL A.F.LPBooks JUN26 96981667	210-5-90-00-991.000 Library Donation Expense	50.40	58826	06/12/26
33495	INGRAM LIBRARY SERVICES I	06/01/26	BL A.F.LPBooks JUN26 96981667	210-5-35-10-640.201 Adult Collection	45.18	58826	06/12/26
33495	INGRAM LIBRARY SERVICES I	06/01/26	BL A.F.LPBooks JUN26 96981667	210-5-90-00-991.000 Library Donation Expense	39.77	58826	06/12/26
33495	INGRAM LIBRARY SERVICES I	06/01/26	BL A.F.LPBooks JUN26 96981667	210-5-35-10-640.201 Adult Collection	286.46	58826	06/12/26
80257	JANITECH LLC	06/01/26	Janitorial Services June INV-JT-7694	210-5-41-26-420.000 Cleaning Services	943.58	58827	06/12/26
80257	JANITECH LLC	06/01/26	Janitorial Services June INV-JT-7694	210-5-41-26-420.000 Cleaning Services	1451.67	58827	06/12/26
80257	JANITECH LLC	06/01/26	Janitorial Services June INV-JT-7694	210-5-41-20-420.000 Cleaning Services	1911.00	58827	06/12/26
80257	JANITECH LLC	06/01/26	Janitorial Services June INV-JT-7694	210-5-41-21-420.000 Cleaning Services	2613.00	58827	06/12/26
15145	JOBTARGET LLC	06/02/26	Brownell- Library Post 35601361	210-5-10-10-540.000 Advertising	399.00	58828	06/12/26
15145	JOBTARGET LLC	06/10/26	Repost EJRP job Ad 35639741	210-5-10-10-540.000 Advertising	399.00	58828	06/12/26
29060	KOFILE TECHNOLOGIES INC	05/28/26	Land Record books INV-KT-02503	210-5-12-10-570.023 Records Preservation	1901.66	58829	06/12/26
80025	LEVANWAY MALCOM TRUSTEE	04/14/25	1020210000 Tax Ref 2024 0210000 REF	210-2-00-00-200.002 Overpayments Payable	3363.25	58831	06/12/26
25625	LOWE'S - 1080	05/02/26	EJRP Lowes May 4191080526	210-5-30-12-610.000 General Supplies	391.60	58833	06/12/26
26920	MAYVILLE DARBY	08/25/25	Aug DRB 50	210-5-16-10-330.000 Professional Services	72.00	58834	06/12/26
26920	MAYVILLE DARBY	09/04/25	Minutes 51	210-5-12-10-330.000 Professional Services	48.00	58834	06/12/26

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
80025	MCLEMORE, LINDA	04/14/25	1029134000 Tax Ref 2024 134000 REF	210-2-00-00-200.002 Overpayments Payable	63.95	58835	06/12/26
80012	MECHLER THOMAS	01/25/25	BL CProgs DD JAN25 MECHLER01202	210-5-35-10-840.202 Childrens Programs	100.00	58836	06/12/26
80012	MECHLER THOMAS	05/30/26	BL JFnd-DD MAY26 MECHLER0520A	210-5-90-00-991.000 Library Donation Expense	100.00	58837	06/12/26
V9970	MIDWEST TAPE	05/18/26	BL ADvds MAY26 508868524	210-5-35-10-640.201 Adult Collection	26.99	58840	06/12/26
14815	MOTOROLA SOLUTIONS, INC	04/22/26	3 Motorola Mobile Radios 8282318751	210-5-25-10-611.000 Small Tools and Equipment	24865.26	58841	06/12/26
14815	MOTOROLA SOLUTIONS, INC	04/22/26	7 year extended warranty 8282318781	210-5-25-10-611.000 Small Tools and Equipment	1814.40	58841	06/12/26
27395	MVP HEALTH CARE INC 43118	06/10/26	11 May Health HRA 2026 CINV020142	210-5-30-12-210.000 Group Insurance	7.00	58842	06/12/26
27395	MVP HEALTH CARE INC 43118	06/10/26	11 May Health HRA 2026 CINV020142	210-5-10-10-210.000 Group Insurance	14.00	58842	06/12/26
27395	MVP HEALTH CARE INC 43118	06/10/26	11 May Health HRA 2026 CINV020142	210-5-30-10-210.000 Group Insurance	14.86	58842	06/12/26
27395	MVP HEALTH CARE INC 43118	06/10/26	11 May Health HRA 2026 CINV020142	210-5-16-10-210.000 Group Insurance	7.00	58842	06/12/26
27395	MVP HEALTH CARE INC 43118	06/10/26	11 May Health HRA 2026 CINV020142	210-5-13-10-210.000 Group Insurance	7.00	58842	06/12/26
27395	MVP HEALTH CARE INC 43118	06/10/26	11 May Health HRA 2026 CINV020142	210-5-40-12-210.000 Group Insurance	8.05	58842	06/12/26
27395	MVP HEALTH CARE INC 43118	06/10/26	11 May Health HRA 2026 CINV020142	210-5-12-10-210.000 Group Insurance	3.50	58842	06/12/26
27395	MVP HEALTH CARE INC 43118	06/10/26	11 May Health HRA 2026 CINV020142	210-5-35-10-210.000 Group Insurance	24.50	58842	06/12/26
80220	Mountain Creek Cleaning S	05/29/26	BL CLEANING MAY26 1175	210-5-41-21-420.000 Cleaning Services	869.00	58843	06/12/26
19325	OPEN APPROACH INC	06/01/26	IT Services June 2026 29417	210-5-14-10-505.000 Tech. Subs, Licenses	50.00	58845	06/12/26
19325	OPEN APPROACH INC	06/01/26	IT Services June 2026 29417	210-5-14-10-330.000 Professional Services	10395.60	58845	06/12/26
19325	OPEN APPROACH INC	06/01/26	IT Services June 2026 29417	210-5-14-10-505.000 Tech. Subs, Licenses	3341.40	58845	06/12/26
19325	OPEN APPROACH INC	06/01/26	IT Services June 2026 29417	210-5-25-10-570.000 Other Purchased Services	98.40	58845	06/12/26
V10729	OVERDRIVE INC	05/31/26	BL A.DigiCraft MAY26 01459SV26181	210-5-35-10-640.201 Adult Collection	2.99	58846	06/12/26
27950	PETE'S TIRE BARNS INC	03/12/26	Tire Repair 057855	210-5-25-10-430.000 R&M Vehicles & Equipment	94.45	58848	06/12/26
V10554	PHOENIX BOOKS BURLINGTON	06/04/26	BL JBooks JUN26 2002473	210-5-35-10-640.202 Juvenille Collection	1275.21	58849	06/12/26
V10554	PHOENIX BOOKS BURLINGTON	06/04/26	BL Recognit JUN26 2002717	210-5-35-10-845.000 Employee/Volunteer Recogn	50.00	58849	06/12/26
V10554	PHOENIX BOOKS BURLINGTON	06/04/26	BL JFndn JUN26 2002722	210-5-90-00-991.000 Library Donation Expense	40.00	58849	06/12/26
25140	PIKE INDUSTRIES INC	06/01/26	Asphalt 1375823	210-5-40-12-605.000 Summer Construction Suppl	165.64	58850	06/12/26

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25140	PIKE INDUSTRIES INC	06/09/26	Asphalt 1378337	210-5-40-12-605.000 Summer Construction Suppl	501.00	58850	06/12/26
24410	PRIORITY EXPRESS INC	05/31/26	BL Courier 9 MAY26 80272623	210-5-35-10-560.000 Postage	241.02	58853	06/12/26
05380	PURCHASE POWER	06/05/26	2 Lincoln Postage May 202 0605264061	210-5-10-10-560.000 Postage	502.25	58854	06/12/26
37430	R R CHARLEBOIS INC	06/01/26	S7000 inspection RC92284	210-5-40-12-430.000 R&M Vehicles & Equipment	82.35	58856	06/12/26
18010	REYNOLDS & SON, INC.	06/10/26	Turnout Gear 3466826	210-5-25-10-612.000 Uniforms	5264.34	58858	06/12/26
37965	S D IRELAND CONCRETE	06/04/26	COMM 3500 EXTERIOR 193072 126767	210-5-40-12-605.000 Summer Construction Suppl	694.00	58859	06/12/26
03180	SAFETY SYSTEMS OF VT LLC	05/20/26	BL RM+ContractMAY26-27 113485586	210-5-41-21-431.000 R&M Buildings & Grounds	2310.00	58860	06/12/26
03180	SAFETY SYSTEMS OF VT LLC	05/20/26	BL RM+ContractMAY26-27 113485586	210-1-00-00-120.000 Prepaid Expenses	435.00	58860	06/12/26
03180	SAFETY SYSTEMS OF VT LLC	05/30/26	BL FireAlrm May26-May27 113502420	210-1-00-00-120.000 Prepaid Expenses	300.00	58860	06/12/26
17505	SAND HILL SOLAR LLC KSI I	05/13/26	billing period - 04/08/26 289SH051326	210-5-40-12-622.000 Electricity	181.68	58861	06/12/26
17505	SAND HILL SOLAR LLC KSI I	05/13/26	billing period - 04/08/26 289SH051326	210-5-40-12-622.200 Streetlight Electricity	552.57	58861	06/12/26
17505	SAND HILL SOLAR LLC KSI I	05/13/26	billing period - 04/08/26 289SH051326	210-5-41-23-622.000 Electricity	236.60	58861	06/12/26
17505	SAND HILL SOLAR LLC KSI I	05/13/26	billing period - 04/08/26 289SH051326	210-5-41-20-622.000 Electricity	665.55	58861	06/12/26
17505	SAND HILL SOLAR LLC KSI I	05/13/26	billing period - 04/08/26 289SH051326	210-5-41-26-622.000 Electricity	2485.29	58861	06/12/26
17505	SAND HILL SOLAR LLC KSI I	05/13/26	billing period - 04/08/26 289SH051326	210-5-41-21-622.000 Electricity	1006.02	58861	06/12/26
17505	SAND HILL SOLAR LLC KSI I	05/13/26	billing period - 04/08/26 289SH051326	210-5-41-22-622.000 Electricity	665.56	58861	06/12/26
80214	SHELTON, MARK	05/02/25	Senior Prog 5/22 05222025	210-5-30-10-330.000 Professional Services	100.00	58863	06/12/26
29835	SHERWIN-WILLIAMS	05/29/26	ACETONE-5-SW 9350-9	210-5-40-12-572.000 Traffic Control	134.36	58864	06/12/26
29835	SHERWIN-WILLIAMS	06/01/26	ACETONE-5-SW 9471-3	210-5-40-12-572.000 Traffic Control	134.36	58864	06/12/26
29835	SHERWIN-WILLIAMS	06/10/26	ACETONE-5-SW 9881-3	210-5-40-12-572.000 Traffic Control	268.72	58864	06/12/26
29470	SIKORA SERVICE CENTER	05/19/26	SKID STEER TIRES 47012	210-5-40-12-430.000 R&M Vehicles & Equipment	744.00	58865	06/12/26
29470	SIKORA SERVICE CENTER	05/22/26	2019 Chevrolet - Silverad 47059	210-5-40-12-430.000 R&M Vehicles & Equipment	716.66	58865	06/12/26
29470	SIKORA SERVICE CENTER	06/08/26	charged freon 47287	210-5-40-12-430.000 R&M Vehicles & Equipment	162.50	58865	06/12/26
23855	SOUTHWORTH-MILTON,INC.	06/02/26	Parts for skid steer INV3929300	210-5-40-12-430.000 R&M Vehicles & Equipment	574.53	58868	06/12/26
V10695	SS TREE CARE LLC	05/28/26	22 trees planted 05282622	210-5-40-12-810.112 Tree Advisory Committee	2400.00	58869	06/12/26

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V10695	SS TREE CARE LLC	05/28/26	removed all 5 ash trees o 0528265	210-5-40-12-810.112 Tree Advisory Committee	3600.00	58869	06/12/26
04525	STANTEC CONSULTING SVC IN	05/27/26	Pearl Street Traffic Engi 2567447	210-5-16-10-330.000 Professional Services	4748.33	58870	06/12/26
80123	SULLIVAN/ MICHAEL//	05/27/26	Stipend CSWD May 27 2026 052726Sulliv	210-5-11-10-190.000 Board Member Payments	50.00	58872	06/12/26
19350	VERIZON CONNECT FLEET USA	06/01/26	Fleet tracking - 06/01/2 344000081858	210-5-40-12-505.000 Tech. Subs, Licenses	151.60	58878	06/12/26
36130	VERIZON WIRELESS VSAT	05/17/26	Cell Service May 2026 6143834112	210-5-25-10-530.000 Communications	60.08	58879	06/12/26
36130	VERIZON WIRELESS VSAT	05/17/26	Cell Service May 2026 6143834112	210-5-10-10-530.000 Communications	37.44	58879	06/12/26
36130	VERIZON WIRELESS VSAT	05/17/26	Cell Service May 2026 6143834112	210-5-40-12-530.000 Communications	92.46	58879	06/12/26
23395	VILLAGE HARDWARE - WILLIS	05/22/26	GE 23W A21 SW Bulb 200247B	210-5-40-12-610.000 General Supplies	43.68	58881	06/12/26
23395	VILLAGE HARDWARE - WILLIS	05/29/26	6CUFT Poly Wheelbarrow 522261	210-5-40-12-610.000 General Supplies	128.24	58881	06/12/26
23395	VILLAGE HARDWARE - WILLIS	06/05/26	SEED-SOIL CONSERVATION 522302	210-5-40-12-605.000 Summer Construction Suppl	119.68	58881	06/12/26
28470	VMERS DB 110800	06/05/26	Payroll Transfer PR-06/05/26	210-2-00-00-210.004 Retirement Payable	25081.05	58882	06/12/26
80130	VMERS DC 110800	06/05/26	Payroll Transfer PR-06/05/26	210-2-00-00-210.004 Retirement Payable	1483.46	58883	06/12/26
29825	VT GAS SYSTEMS	05/22/26	Serv Date: 04/16/26-05/18 VGS052226	210-5-40-12-621.000 Natural Gas/Heating	180.11	58884	06/12/26
29825	VT GAS SYSTEMS	05/22/26	Serv Date: 04/16/26-05/18 VGS052226	210-5-41-22-621.000 Natural Gas/Heating	123.97	58884	06/12/26
29825	VT GAS SYSTEMS	05/22/26	Serv Date: 04/16/26-05/18 VGS052226	210-5-41-20-621.000 Natural Gas/Heating	305.39	58884	06/12/26
29825	VT GAS SYSTEMS	05/22/26	Serv Date: 04/16/26-05/18 VGS052226	210-5-41-21-621.000 Natural Gas/Heating	461.09	58884	06/12/26
29825	VT GAS SYSTEMS	05/22/26	Serv Date: 04/16/26-05/18 VGS052226	210-5-41-23-621.000 Natural Gas/Heating	278.72	58884	06/12/26
06195	VT INSTITUTE OF NATURAL S	06/04/26	BL ACollectionPass VINS 062026	210-1-00-00-120.000 Prepaid Expenses	250.00	58885	06/12/26
07565	W B MASON CO INC	05/18/26	Office Supplies 262019050	210-5-30-10-610.000 General Supplies	22.99	58888	06/12/26
07565	W B MASON CO INC	05/19/26	Office Supplies 262047613	210-5-30-10-610.000 General Supplies	80.92	58888	06/12/26
07565	W B MASON CO INC	05/19/26	Maint Supplies 262047863	210-5-30-12-610.000 General Supplies	4.66	58888	06/12/26
07565	W B MASON CO INC	05/26/26	Office Supplies 262156867	210-5-30-10-610.000 General Supplies	83.83	58888	06/12/26
07565	W B MASON CO INC	05/27/26	Janitorial Supplies 2 Lin 262195575	210-5-41-20-610.000 General Supplies	70.98	58888	06/12/26
07565	W B MASON CO INC	05/28/26	Janitorial Supplies Sr. C 262217134	210-5-30-12-610.000 General Supplies	43.41	58888	06/12/26
07565	W B MASON CO INC	06/01/26	Office Supplies 262286527	210-5-30-10-610.000 General Supplies	271.53	58888	06/12/26

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17425	ICMA ROTH PLAN 706287	06/05/26	Payroll Transfer PR-06/05/26	210-2-00-00-210.004 Retirement Payable	150.00 A	60526	06/12/26
V1160	ICMA RETIREMENT TRUST-457	06/05/26	Payroll Transfer PR-06/05/26	210-2-00-00-210.004 Retirement Payable	2383.90 B	60626	06/12/26
V1161	ICMA RETIREMENT TRUST-401	06/05/26	Payroll Transfer PR-06/05/26	210-2-00-00-210.004 Retirement Payable	5093.95 C	60626	06/12/26
V1165	INTERNAL REVENUE SERVICE	06/05/26	Payroll Transfer PR-06/05/26	210-2-00-00-210.002 Federal Inc Tax W/H	47158.18 D	60626	06/12/26
V2413	VT DEPT OF TAXES	06/05/26	Payroll Transfer PR-06/05/26	210-2-00-00-210.003 State Inc Tax W/H	6603.49 E	60626	06/12/26
25715	DONALD L. HAMLIN CONSULT	05/27/26	Amtrak site improvements 22811 052726	220-5-00-00-890.836 Train Station	315.00	58799	06/12/26
25715	DONALD L. HAMLIN CONSULT	05/27/26	Main St Park April invoic 22815 052726	220-5-00-00-720.002 1 Main; Road Res-Q	2565.00	58799	06/12/26
25715	DONALD L. HAMLIN CONSULT	05/27/26	EJ-Crescent Connector Pha 22822052726	230-5-16-10-890.824 Cres. Connector	5445.00	58799	06/12/26
25715	DONALD L. HAMLIN CONSULT	05/26/26	Pearl St West Multimodal 25829 052626	230-5-40-13-720.003 SW & Road West St to Susi	9857.25	58799	06/12/26
25625	LOWE'S - 1080	05/02/26	EJRP Lowes May 4191080526	232-5-41-20-730.000 Buildings & Improvements	408.33	58833	06/12/26
V10617	CHADWICK-BAROSS	06/01/26	MONITOR PSO0228351	254-5-54-20-610.000 General Supplies	20.91	58787	06/12/26
23435	CHAMPLAIN WATER DISTRICT	05/31/26	Water May 2026 053126	254-5-54-70-411.400 CWD Water Purchase - Glob	324104.04	58788	06/12/26
23435	CHAMPLAIN WATER DISTRICT	05/31/26	Water May 2026 053126	254-5-54-20-411.000 CWD Water Purchase	64270.26	58788	06/12/26
23435	CHAMPLAIN WATER DISTRICT	05/31/26	Water May 2026 053126	254-5-54-20-411.000 CWD Water Purchase	1067.26	58788	06/12/26
23435	CHAMPLAIN WATER DISTRICT	05/31/26	Water May 2026 053126	254-5-54-70-411.400 CWD Water Purchase - Glob	5382.00	58788	06/12/26
25715	DONALD L. HAMLIN CONSULT	05/26/26	EJ-Meadow Terrace Valve R 26819052626	254-5-54-20-433.000 R&M Infrastructure	1421.50	58799	06/12/26
40025	E J PRESCOTT INC	06/04/26	VALVE BOX COVER WATER 6652955	254-5-54-20-433.000 R&M Infrastructure	141.06	58800	06/12/26
35260	EAST COAST PRINTERS INC	05/27/26	Safety vest for Jarred Ba S100001987	254-5-54-20-612.000 Uniforms	38.00	58802	06/12/26
07010	GREEN MOUNTAIN POWER CORP	05/14/26	04/13/26-05/13/26 051426NS	254-5-54-20-622.000 Electricity	105.84	58821	06/12/26
V9454	LENNY'S SHOE & APP	06/11/26	Uniform for Cory Beaudion 4117231	254-5-54-20-612.000 Uniforms	155.00	58830	06/12/26
27395	MVP HEALTH CARE INC 43118	06/10/26	11 May Health HRA 2026 CINV020142	254-5-54-20-210.000 Group Insurance	9.80	58842	06/12/26
37430	R R CHARLEBOIS INC	06/01/26	S7000 inspection RC92284	254-5-54-20-430.000 R&M Vehicles & Equipment	13.73	58856	06/12/26
V2227	TI-SALES, INC.	05/27/26	2" Neptune T-10 Meter Int INV0198158	254-5-54-70-750.001 Meter Replacement Program	527.38	58876	06/12/26
V2227	TI-SALES, INC.	06/02/26	Neptune 360 Advanced Modu INV0198411	254-5-54-70-750.001 Meter Replacement Program	1985.58	58876	06/12/26
36130	VERIZON WIRELESS VSAT	05/17/26	Cell Service May 2026 6143834112	254-5-54-20-530.000 Communications	104.94	58879	06/12/26

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29825	VT GAS SYSTEMS	05/22/26	Serv Date: 04/16/26-05/18 VGS052226	254-5-54-20-621.000 Natural Gas/Heating	148.34	58884	06/12/26
38680	VT RURAL WATER ASSOC	06/02/26	2 classes Cory Beaudoin 06022026	254-5-54-20-500.000 Training, Conf, Dues	48.00	58886	06/12/26
42625	ALDRICH & ELLIOTT PC	05/01/26	ww fLARE 3. 29. 2026 to A 83867	255-5-55-70-722.020 Digester Flare/Flame Arre	1617.00	58764	06/12/26
42625	ALDRICH & ELLIOTT PC	05/01/26	Prof Serv3.29. to April 83870	255-5-55-30-330.000 Professional Services	406.90	58764	06/12/26
42625	ALDRICH & ELLIOTT PC	06/01/26	Prof Serv 4 26. to 5.30, 83945	255-5-55-70-722.020 Digester Flare/Flame Arre	588.00	58764	06/12/26
14685	ALLIANCE GROUP SERV LLC	05/29/26	Control Building: No Hot 101643	255-5-55-30-431.000 R&M Buildings	1379.93	58766	06/12/26
14685	ALLIANCE GROUP SERV LLC	05/29/26	Wire up a pump. 101816	255-5-55-30-431.000 R&M Buildings	863.74	58766	06/12/26
14685	ALLIANCE GROUP SERV LLC	06/09/26	Boiler #1 low pressure 102021	255-5-55-30-431.000 R&M Buildings	462.50	58766	06/12/26
80331	AMAZON ww ACCT # A2WSQDN	06/08/26	SUNSCREEN 1GMY7DKMN79F	255-5-55-30-609.000 Safety Supplies	19.45	58767	06/12/26
80331	AMAZON ww ACCT # A2WSQDN	06/05/26	OFFICE SUPPLIES 1PPWTYVCVRVG	255-5-55-30-610.000 General Supplies	7.08	58767	06/12/26
80288	Applied Specialties Innov	04/16/26	Charge Pack 155 360285	255-5-55-30-568.000 Biosolids Subcontractor	6586.40	58774	06/12/26
11375	CASELLA WASTE MANAGEMENT	05/01/26	Grit removal April 3833878	255-5-55-30-421.000 Grit Disposal	1487.90	58782	06/12/26
V10617	CHADWICK-BAROSS	06/01/26	MONITOR PSO0228351	255-5-55-30-610.000 General Supplies	20.91	58787	06/12/26
80329	EMERSON SWAN	04/06/26	TACO SEAL KIT 1708396	255-5-55-30-570.000 Other Purchased Services	229.93	58806	06/12/26
06870	ENDYNE INC	05/27/26	BOD - 5 day WO 2605-16164 577724	255-5-55-30-340.000 Technical Services	105.00	58807	06/12/26
19005	FIRSTLIGHT FIBER	06/01/26	May 2026 23196650	255-5-55-30-530.000 Communications	547.04	58813	06/12/26
07010	GREEN MOUNTAIN POWER CORP	05/21/26	Usage Period: 04/20/26 - 39CASCADE052	255-5-55-30-622.000 Electricity	22424.21	58822	06/12/26
V1093	HOLLAND CO., INC.	05/31/26	SODIUM ALUMINATE PI39596	255-5-55-30-619.000 Chemicals	21664.50	58825	06/12/26
80257	JANITECH LLC	06/01/26	Janitorial Services June INV-JT-7694	255-5-55-30-431.000 R&M Buildings	145.17	58827	06/12/26
80257	JANITECH LLC	06/01/26	Janitorial Services June INV-JT-7694	255-5-55-30-431.000 R&M Buildings	72.58	58827	06/12/26
06995	LOU'S GLOVES, INC	06/04/26	Gloves 062087	255-5-55-30-609.000 Safety Supplies	314.00	58832	06/12/26
38535	MIDDLEBURY FENCE CO	05/19/26	Gate service call 5/18/26 124247	255-5-55-30-431.000 R&M Buildings	250.00	58839	06/12/26
27395	MVP HEALTH CARE INC 43118	06/10/26	11 May Health HRA 2026 CINV020142	255-5-55-30-210.000 Group Insurance	17.50	58842	06/12/26
V10329	NORTH WILLISTON CATTLE CO	06/01/26	Biosolids Spring 2026 270	255-5-55-30-567.000 Biosolids Land Applicatio	78380.04	58844	06/12/26
19325	OPEN APPROACH INC	06/01/26	IT Services June 2026 29417	255-5-55-30-505.000 Tech. Subs, Licenses	50.00	58845	06/12/26

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19325	OPEN APPROACH INC	06/01/26	Monthly Billing for June 29418	255-5-55-30-340.000 Technical Services	160.00	58845	06/12/26
37430	R R CHARLEBOIS INC	06/01/26	S7000 inspection RC92284	255-5-55-30-430.000 R&M Vehicles & Equipment	13.72	58856	06/12/26
29470	SIKORA SERVICE CENTER	05/29/26	State Inspection - A308 47164	255-5-55-30-430.000 R&M Vehicles & Equipment	65.00	58865	06/12/26
V2093	SLACK CHEMICAL COMPANY IN	05/27/26	Bleach 15%- EXP 6/30/26 C 502349	255-5-55-30-619.000 Chemicals	8772.40	58866	06/12/26
36130	VERIZON WIRELESS VSAT	05/17/26	Cell Service May 2026 6143834112	255-5-55-30-530.000 Communications	37.44	58879	06/12/26
23395	VILLAGE HARDWARE - WILLIS	05/29/26	2 GAL Poison Ivy Killer 522263	255-5-55-30-431.000 R&M Buildings	75.98	58881	06/12/26
23395	VILLAGE HARDWARE - WILLIS	06/01/26	20LBClassSun/ Shade Seed 522271	255-5-55-30-431.000 R&M Buildings	119.69	58881	06/12/26
23395	VILLAGE HARDWARE - WILLIS	06/01/26	2" Comb Padlock/ Key 522273	255-5-55-30-610.000 General Supplies	35.14	58881	06/12/26
23395	VILLAGE HARDWARE - WILLIS	06/04/26	Extra Keys cut 522294	255-5-55-30-610.000 General Supplies	7.94	58881	06/12/26
23395	VILLAGE HARDWARE - WILLIS	06/05/26	Hose with nozzles 522303	255-5-55-30-610.000 General Supplies	197.98	58881	06/12/26
29825	VT GAS SYSTEMS	05/22/26	Serv Date: 04/16/26-05/18 VGS052226	255-5-55-30-621.000 Natural Gas/Heating	3357.53	58884	06/12/26
13620	WATER ENVIRONMENT FEDERAT	06/06/26	8 Memberships 000526858	255-5-55-30-500.000 Training, Conf, Dues	855.00	58889	06/12/26
42625	ALDRICH & ELLIOTT PC	05/01/26	PUMP STATION 3.29. 2026 t 83865	256-5-56-70-722.055 West St PS	1600.00	58764	06/12/26
33850	CENTRAL VERMONT PROPERTIE	06/01/26	889760 ROW 9500286698	256-5-56-40-441.000 Rental Land/Buildings	50.00	58786	06/12/26
V10617	CHADWICK-BAROSS	06/01/26	MONITOR PSO0228351	256-5-56-40-610.000 General Supplies	250.95	58787	06/12/26
07010	GREEN MOUNTAIN POWER CORP	05/11/26	04/08/26-05/08/26 051126D	256-5-56-40-434.002 West Street PS Costs	250.80	58820	06/12/26
07010	GREEN MOUNTAIN POWER CORP	05/11/26	04/08/26-05/08/26 051126D	256-5-56-40-434.001 Susie Wilson PS Costs	239.20	58820	06/12/26
07010	GREEN MOUNTAIN POWER CORP	05/11/26	04/08/26-05/08/26 051126D	256-5-56-40-622.000 Electricity	472.41	58820	06/12/26
07010	GREEN MOUNTAIN POWER CORP	05/14/26	04/13/26-05/13/26 051426NS	256-5-56-40-622.000 Electricity	522.80	58821	06/12/26
27395	MVP HEALTH CARE INC 43118	06/10/26	11 May Health HRA 2026 CINV020142	256-5-56-40-210.000 Group Insurance	9.00	58842	06/12/26
19325	OPEN APPROACH INC	06/01/26	Monthly Billing for June 29418	256-5-56-40-340.000 Technical Services	560.00	58845	06/12/26
37430	R R CHARLEBOIS INC	06/01/26	S7000 inspection RC92284	256-5-56-40-430.000 R&M Vehicles & Equipment	164.70	58856	06/12/26
17505	SAND HILL SOLAR LLC KSI I	05/13/26	billing period - 04/08/26 289SH051326	256-5-56-40-434.002 West Street PS Costs	523.66	58861	06/12/26
17505	SAND HILL SOLAR LLC KSI I	05/13/26	billing period - 04/08/26 289SH051326	256-5-56-40-434.001 Susie Wilson PS Costs	442.69	58861	06/12/26
17505	SAND HILL SOLAR LLC KSI I	05/13/26	billing period - 04/08/26 289SH051326	256-5-56-40-622.000 Electricity	173.95	58861	06/12/26

Vendor		Invoice Date	Invoice Description / Invoice Number	Account	Amount Paid	Check Number	Check Date
V2227	TI-SALES, INC.	05/27/26	2" Neptune T-10 Meter Int	256-5-56-70-750.001	1054.77	58876	06/12/26
			INV0198158	Meter Replacement Program			
V2227	TI-SALES, INC.	06/02/26	Neptune 360 Advanced Modu	256-5-56-70-750.001	3971.16	58876	06/12/26
			INV0198411	Meter Replacement Program			
29825	VT GAS SYSTEMS	05/22/26	Serv Date: 04/16/26-05/18	256-5-56-40-434.001	58.12	58884	06/12/26
			VGS052226	Susie Wilson PS Costs			
29825	VT GAS SYSTEMS	05/22/26	Serv Date: 04/16/26-05/18	256-5-56-40-434.002	60.26	58884	06/12/26
			VGS052226	West Street PS Costs			
29825	VT GAS SYSTEMS	05/22/26	Serv Date: 04/16/26-05/18	256-5-56-40-621.000	103.67	58884	06/12/26
			VGS052226	Natural Gas/Heating			
27395	MVP HEALTH CARE INC 43118	06/10/26	11 May Health HRA 2026	257-5-57-50-210.000	4.66	58842	06/12/26
			CINV020142	Group Insurance			
05590	STONE ENVIRONMENTAL INC	06/08/26	Indian Brook Flow Monitor	257-5-57-50-510.000	3193.43	58871	06/12/26
			18371	Permit/License/Registrati			
19815	AMAZON CAPITAL SERVICES	05/26/26	Senior Center Furniture C	258-5-33-13-755.000	-135.90	58769	06/12/26
			1CH7DTRTDYYL	Furniture and Fixtures			
07305	AIRGAS USA LLC	05/31/26	Pool Chemicals	259-5-30-11-431.000	220.21	58763	06/12/26
			5524711034	R&M Buildings & Grounds			
07305	AIRGAS USA LLC	05/20/26	Pool Chemicals	259-5-30-11-431.000	302.28	58763	06/12/26
			9172183540	R&M Buildings & Grounds			
19815	AMAZON CAPITAL SERVICES	05/29/26	RK Fleming Supplies	259-5-30-15-610.000	29.97	58769	06/12/26
			16VN9CNLVNMK	General Supplies			
19815	AMAZON CAPITAL SERVICES	06/01/26	RK EES 1-2 Behavior	259-5-30-15-610.000	15.82	58769	06/12/26
			17M1TFTHHGYJ	General Supplies			
19815	AMAZON CAPITAL SERVICES	05/31/26	RK Fleming Supplies	259-5-30-15-610.000	271.22	58769	06/12/26
			1CD1W9HW9P66	General Supplies			
19815	AMAZON CAPITAL SERVICES	06/01/26	CMS Supplies	259-5-30-17-610.000	91.55	58769	06/12/26
			1DXQ7PQH7H6C	General Supplies			
19815	AMAZON CAPITAL SERVICES	06/02/26	RK Fleming Supplies	259-5-30-15-610.000	656.16	58769	06/12/26
			1G9D4PW79HWK	General Supplies			
19815	AMAZON CAPITAL SERVICES	06/03/26	PS Supplies	259-5-30-16-610.000	40.68	58769	06/12/26
			1GQ7XL7DMQVF	General Supplies			
19815	AMAZON CAPITAL SERVICES	05/26/26	Preschool Supplies	259-5-30-16-610.000	18.49	58769	06/12/26
			1H99P9CVR7FP	General Supplies			
19815	AMAZON CAPITAL SERVICES	06/02/26	RK MSP Supplies	259-5-30-15-610.000	17.47	58769	06/12/26
			1HNV3PTQ643Y	General Supplies			
19815	AMAZON CAPITAL SERVICES	05/26/26	Preschool Supplies	259-5-30-16-610.000	9.99	58769	06/12/26
			1HPPY3R64L34	General Supplies			
19815	AMAZON CAPITAL SERVICES	06/02/26	Behavior Support Supplies	259-5-30-15-610.000	9.89	58769	06/12/26
			1HYYNYYX9RWM	General Supplies			
19815	AMAZON CAPITAL SERVICES	05/26/26	RK Founders Supplies	259-5-30-15-610.000	64.95	58769	06/12/26
			1K77RLF667GY	General Supplies			
19815	AMAZON CAPITAL SERVICES	06/03/26	PS Supplies	259-5-30-16-610.000	22.48	58769	06/12/26
			1M6P46VCPTGF	General Supplies			
19815	AMAZON CAPITAL SERVICES	06/03/26	RK EES K Supplies	259-5-30-15-610.000	69.29	58769	06/12/26
			1NMYM9DRP9LR	General Supplies			
19815	AMAZON CAPITAL SERVICES	05/27/26	RK EES K Supplies	259-5-30-15-610.000	176.79	58769	06/12/26
			1Q4PJTRHY7LL	General Supplies			
19815	AMAZON CAPITAL SERVICES	05/26/26	RK Town Behavior Supplies	259-5-30-15-610.000	12.17	58769	06/12/26
			1QG4X6XVNF9Q	General Supplies			

For Check Acct 01(GENERAL FUND) All check #s 06/12/26 To 06/12/26

Vendor		Invoice Date	Invoice Description / Invoice Number	Account	Amount Paid	Check Number	Check Date
19815	AMAZON CAPITAL SERVICES	06/01/26	RK EES 1-2 Supplies 1QGQ9TJ4TM4C	259-5-30-15-610.000 General Supplies	118.35	58769	06/12/26
19815	AMAZON CAPITAL SERVICES	06/01/26	RK MSP Supplies 1QWKNKK4GQVX	259-5-30-15-610.000 General Supplies	169.00	58769	06/12/26
19815	AMAZON CAPITAL SERVICES	05/28/26	CMS Supplies 1T1QKRRD47NC	259-5-30-17-610.000 General Supplies	739.98	58769	06/12/26
19815	AMAZON CAPITAL SERVICES	06/02/26	RK Fleming Supplies 1WNMTQJDK1Q9	259-5-30-15-610.000 General Supplies	56.99	58769	06/12/26
19815	AMAZON CAPITAL SERVICES	06/01/26	RK Westford Supplies 1X3X6P3XY9GC	259-5-30-15-610.000 General Supplies	19.99	58769	06/12/26
17600	ASHLEY, CAROLINE	06/02/26	Parade Participation 2026 060226D	259-5-30-14-850.150 Memorial Day Parade	150.00	58772	06/12/26
25370	BOUNCE AROUND VT LLC	05/23/26	Parade 5/23 052326D	259-5-30-14-850.150 Memorial Day Parade	548.19	58776	06/12/26
25370	BOUNCE AROUND VT LLC	06/03/26	RK Hiawatha 6/3 (2nd Inv- 060326D	259-5-30-15-330.000 Professional Services	185.00	58776	06/12/26
25120	CLICKTIME.COM	06/04/26	EJRP Timesheets May 476433	259-5-30-10-505.000 Tech. Subs, Licenses	1576.00	58794	06/12/26
31545	COSTCO #314	06/03/26	RK MSP Event 6/3 060326D	259-5-30-15-610.000 General Supplies	147.62	58797	06/12/26
31545	COSTCO #314	06/04/26	Preschool Event 060426D1	259-5-30-16-610.000 General Supplies	136.27	58797	06/12/26
29970	EAST COAST ICE	06/01/26	RK Westford 5/27 052726	259-5-30-15-610.000 General Supplies	164.00	58801	06/12/26
29970	EAST COAST ICE	06/04/26	RK Hiawatha 6/4 060426	259-5-30-15-610.000 General Supplies	300.00	58801	06/12/26
20680	EPIC DRIVING LLC	05/26/26	Drivers Ed Summer 627	259-5-30-14-330.000 Professional Services	9450.00	58808	06/12/26
25325	FILLION ASSOCIATES, INC	06/02/26	Pool Parts 38080	259-5-30-11-431.000 R&M Buildings & Grounds	2494.90	58811	06/12/26
80025	FURNISS, JULIE	07/29/25	Camp Refund-Furniss $199. 214174	259-4-30-17-020.313 Childcare - DC	199.75	58815	06/12/26
80192	Fountain of Youth Fitness	06/02/26	Lifting Spirits 6/1 060226D	259-5-30-14-330.000 Professional Services	92.00	58816	06/12/26
80192	Fountain of Youth Fitness	06/08/26	Lifting Spirits 6/8 060826D	259-5-30-14-330.000 Professional Services	75.20	58816	06/12/26
20195	GET AIR	06/20/25	CMS 6/27 062025D	259-5-30-17-330.000 Professional Services	1755.00	58818	06/12/26
20195	GET AIR	06/23/25	CMS 6/20 062325D	259-5-30-17-330.000 Professional Services	1215.00	58818	06/12/26
20195	GET AIR	07/29/25	Reach Fleming 7/29 2981663	259-5-30-17-330.000 Professional Services	1090.00	58818	06/12/26
04005	GREGORY, CIARA	05/29/26	Zumba Gold May 052926D	259-5-30-14-330.000 Professional Services	264.00	58823	06/12/26
80257	JANITECH LLC	06/01/26	Janitorial Services June INV-JT-7694	259-5-30-16-420.000 Cleaning Services	2177.50	58827	06/12/26
80273	MERHAR, CHRISTINA	06/07/26	Yoga Spring Session 2 060726D	259-5-30-14-330.000 Professional Services	446.40	58838	06/12/26
27395	MVP HEALTH CARE INC 43118	06/10/26	11 May Health HRA 2026 CINV020142	259-5-30-16-210.000 Group Insurance	7.00	58842	06/12/26

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27395	MVP HEALTH CARE INC 43118	06/10/26	11 May Health HRA 2026	259-5-30-15-210.000	23.63	58842	06/12/26
			CINV020142	Group Insurance			
27395	MVP HEALTH CARE INC 43118	06/10/26	11 May Health HRA 2026	259-5-30-14-210.000	3.50	58842	06/12/26
			CINV020142	Group Insurance			
29425	PERFORMANCE FOOD 24793-EJ	05/19/26	RK Founders Snack	259-5-30-15-610.000	195.50	58847	06/12/26
			615950	General Supplies			
29425	PERFORMANCE FOOD 24793-EJ	05/27/26	RK Hiawatha Snack	259-5-30-15-610.000	137.62	58847	06/12/26
			618760	General Supplies			
29425	PERFORMANCE FOOD 24793-EJ	05/26/26	RK Founders Snack	259-5-30-15-610.000	287.43	58847	06/12/26
			618862	General Supplies			
29425	PERFORMANCE FOOD 24793-EJ	05/26/26	RK Fleming Snack	259-5-30-15-610.000	205.84	58847	06/12/26
			618954	General Supplies			
29425	PERFORMANCE FOOD 24793-EJ	05/26/26	RK EES 1-2 Snack	259-5-30-15-610.000	284.49	58847	06/12/26
			618955	General Supplies			
29425	PERFORMANCE FOOD 24793-EJ	05/27/26	RK EES K Snack	259-5-30-15-610.000	146.05	58847	06/12/26
			618956	General Supplies			
29425	PERFORMANCE FOOD 24793-EJ	06/01/26	RK EES 1-2 Snack	259-5-30-15-610.000	181.76	58847	06/12/26
			620904	General Supplies			
29425	PERFORMANCE FOOD 24793-EJ	06/01/26	RK MSP Snack	259-5-30-15-610.000	326.50	58847	06/12/26
			621316	General Supplies			
29425	PERFORMANCE FOOD 24793-EJ	06/02/26	RK Founders Snack	259-5-30-15-610.000	198.79	58847	06/12/26
			624293	General Supplies			
29425	PERFORMANCE FOOD 24793-EJ	06/03/26	RK Westford Snack	259-5-30-15-610.000	91.88	58847	06/12/26
			624452	General Supplies			
29425	PERFORMANCE FOOD 24793-EJ	06/03/26	RK EES K Snack	259-5-30-15-610.000	187.26	58847	06/12/26
			624869	General Supplies			
80071	PLUM THERAPY LLC	06/03/26	Clinical Supervision May	259-5-30-15-330.000	300.00	58851	06/12/26
			060326D	Professional Services			
25395	POOL WORLD INC	05/22/26	Pool Chemicals	259-5-30-11-431.000	210.86	58852	06/12/26
			279809	R&M Buildings & Grounds			
V1875	QUALITY BAKE SHOP	06/05/26	Preschool Event 6/5	259-5-30-16-610.000	90.00	58855	06/12/26
			060526D	General Supplies			
20620	RASCO, LAURA	06/09/26	Preschool Playgroup May/J	259-5-30-14-330.000	240.00	58857	06/12/26
			060926D	Professional Services			
10435	SCREENMYLOGO.COM	06/01/26	Barcomb League Shirts	259-5-30-14-610.000	684.50	58862	06/12/26
			22246	General Supplies			
10435	SCREENMYLOGO.COM	06/02/26	Lifeguard Shirts	259-5-30-11-610.000	629.50	58862	06/12/26
			22256	General Supplies			
10435	SCREENMYLOGO.COM	06/03/26	CMS Shirts	259-5-30-17-610.000	3387.00	58862	06/12/26
			22265	General Supplies			
10435	SCREENMYLOGO.COM	05/19/26	Reach Shirts	259-5-30-17-610.000	2271.25	58862	06/12/26
			22266	General Supplies			
10435	SCREENMYLOGO.COM	06/04/26	Discovery Shirts	259-5-30-17-610.000	2306.50	58862	06/12/26
			22267	General Supplies			
10435	SCREENMYLOGO.COM	06/05/26	Nova Shirts	259-5-30-17-610.000	747.50	58862	06/12/26
			22271	General Supplies			
38875	SO. BURLINGTON SCHOOL DIS	02/14/26	Cheer Comp 2/14	259-5-30-14-330.000	125.00	58867	06/12/26
			021426D	Professional Services			
38875	SO. BURLINGTON SCHOOL DIS	02/14/26	Cheer Comp 2/14	259-5-30-14-330.000	125.00	58867	06/12/26
			021426D1	Professional Services			

For Check Acct 01(GENERAL FUND) All check #s 06/12/26 To 06/12/26

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38875	SO. BURLINGTON SCHOOL DIS	02/14/26	Cheer Comp 2/14	259-5-30-14-330.000	125.00	58867	06/12/26
			021426D2	Professional Services			
80224	Simpson, Jeffrey	06/04/26	Parade Participation Inv2	259-5-30-14-850.150	200.00	58873	06/12/26
			060426D	Memorial Day Parade			
80333	Stitched by JB	06/02/26	Sew Cool Program May	259-5-30-14-330.000	1264.00	58874	06/12/26
			060226D	Professional Services			
80034	THE VILLAGE SCOOP	06/09/26	RK MSP 5/20	259-5-30-15-610.000	203.00	58875	06/12/26
			0605252	General Supplies			
01020	UNIVERSITY OF VT	05/28/26	Job Fairs-RK	259-5-30-15-330.000	700.00	58877	06/12/26
			94813854	Professional Services			
36130	VERIZON WIRELESS VSAT	05/17/26	Cell Service May 2026	259-5-30-16-530.000	37.44	58879	06/12/26
			6143834112	Communications			
25315	VESPA'S PIZZA PASTA & DEL	06/02/26	RK City Pool Party	259-5-30-15-610.000	240.00	58880	06/12/26
			060226D	General Supplies			
25315	VESPA'S PIZZA PASTA & DEL	06/03/26	RK Town Pool Party 6/3	259-5-30-15-610.000	325.00	58880	06/12/26
			060326D	General Supplies			
31370	VT TENT CO INC	04/08/26	Summer Camp Tent	259-5-30-17-330.000	10050.00	58887	06/12/26
			1004008	Professional Services			
07565	W B MASON CO INC	05/19/26	Preschool Supplies	259-5-30-16-610.000	131.96	58888	06/12/26
			262051081	General Supplies			
07565	W B MASON CO INC	05/28/26	Pool Cleaning Supplies	259-5-30-11-431.000	820.04	58888	06/12/26
			262221798	R&M Buildings & Grounds			
07565	W B MASON CO INC	06/03/26	Childcare Office	259-5-30-15-610.000	42.94	58888	06/12/26
			262344118	General Supplies			

	Report Total				885431.36		
					==========		

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 $ ***885,431.36
Let this be your order for the payments of these amounts.

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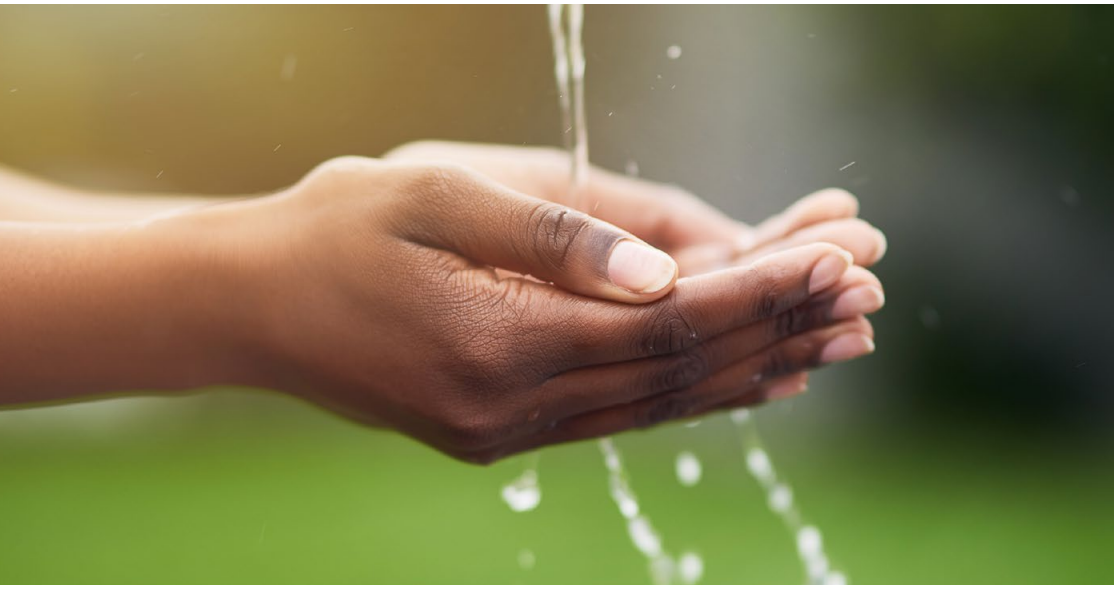
Champlain Water District

ANNUAL WATER QUALITY REPORT

Reporting Year 2025



PWS ID#: VT0005092

Introduction

In 2025 Champlain Water District's Peter L. Jacob Water Treatment Facility continued to maintain the highest degree of treatment process optimization and has continually maintained its elite Excellence in Water Treatment status for 26 years. Champlain Water District (CWD) was the first water utility in the country to receive the Excellence in Water Treatment award from the Partnership for Safe Water. In 2025 Champlain Water District also received the partnership's Directors Award for Distribution with the goal of further optimizing distribution system operations, resulting in improved water quality and enhanced public health protection.

CWD works very hard to ensure safe, high-quality drinking water is delivered to its customers. We accomplish this by:

- Protecting Shelburne Bay as the deep-water source that supplies the water;
- Treating the water with state-of-the-art filtration and disinfection at the Peter L. Jacob Water Treatment Facility;
- Ensuring corrosion control and disinfection by-product control throughout the countywide service area; and
- Transmission, storage, and distribution system management.

The water that CWD provides throughout Chittenden County - as far north as Milton, as far east as the Village of Jericho, and as far south as Shelburne - is of the highest quality and serves many uses for CWD's 83,500 customers and many of the area's major employers, such as Global Foundries and Husky.

CWD Contact Information:

Joe Duncan – General Manager

Travis Sheldon – Director of Water Quality Operations

Phone: (802) 864-7454

Email: travis.sheldon@champlainwater.org

Website: champlainwater.gov

Address:
403 Queen City Park Road
South Burlington, VT 05403

Other Resources:

U.S. EPA Safe Drinking Water Hotline:
(800) 426-4791

Provides information on potential health effects and how to lessen infection risk from Cryptosporidium and other biological contaminants.

Vermont Department of Environmental Conservation, Drinking Water & Groundwater Protection Division:
(802) 828-1535

Vermont Department of Health, Division of Environmental Health: (802) 652-0357

Municipal water systems served by CWD:

PWSID	WATER SYSTEM NAME	PHONE
VT0005087	Town of Shelburne	(802) 985-5122
VT0005091	City of South Burlington	(802) 864-4361
VT0005098	Town of Williston	(802) 878-1239
VT0005065	Town of Essex	(802) 878-1344
VT0005066	City of Essex Junction	(802) 878-6944
VT0021810	Colchester Water System	(802) 864-7454
VT0005077	Village of Jericho	(802) 899-2938
VT0020333	Mallets Bay Water Company	(802) 864-7454
VT0005079	Town of Milton	(802) 893-6030
VT0005102	City of Winooski	(802) 655-6419

Where Does My Water Come From?

Champlain Water District's water source is far offshore in Shelburne Bay. CWD invested in this intake source area because it is well away from potential sources of contamination. Shelburne Bay holds 33 billion gallons of water. CWD's Watershed Management Program for Source Protection has the following objectives:

- Work collaboratively with local organizations on projects to improve lake water quality;
- Educate people about Shelburne Bay's role in providing drinking water; and
- Limit degradation of the CWD source water.

Important Health Information

Some people may be more vulnerable to contaminants in drinking water than the general population. Immunocompromised persons such as persons with cancer undergoing chemotherapy, persons who have undergone organ transplants, people with HIV/AIDS or other immune system disorders, some elderly, and infants can be particularly at risk from infections. These people should seek advice about drinking water from their health-care providers. U.S. Environmental Protection Agency (U.S. EPA)/Centers for Disease Control and Prevention (CDC) guidelines on appropriate means to lessen the risk of infection by *Cryptosporidium* and other microbial contaminants are available from the Safe Drinking Water Hotline (800-426-4791) or epa.gov/safewater.

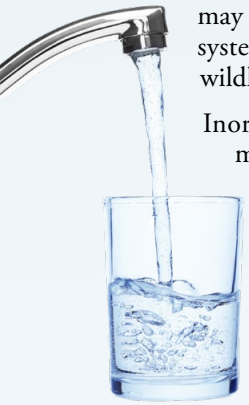
Please share this report with all the other people who drink this water, especially those who may not have received this notice directly (for example, people in apartments, nursing homes, schools, and businesses).

Questions?

For more information about this report, or for any questions relating to your drinking water, please call Travis Sheldon, Director of Water Quality Operations, at (802) 861-4896.

Substances That Could Be in Water

The sources of drinking water (both tap water and bottled water) include rivers, lakes, streams, ponds, reservoirs, springs, and wells. As water travels over the surface of the land or through the ground, it dissolves naturally occurring minerals and, in some cases, radioactive material and can pick up substances resulting from the presence of animals or from human activity. Contaminants that may be present in source water include:



Microbial Contaminants, such as viruses and bacteria, which may come from sewage treatment plants, septic systems, agricultural livestock operations, and wildlife.

Inorganic Contaminants, such as salts and metals, which can occur naturally in the soil or groundwater or may result from urban stormwater runoff, industrial or domestic wastewater discharges, oil and gas production, mining, or farming.

Pesticides and Herbicides, which may come from a variety of sources such as agriculture, urban stormwater runoff, and residential uses.

Organic Chemical Contaminants, including synthetic and volatile organic chemicals, which are by-products of industrial processes and petroleum production and can also come from gas stations, urban stormwater runoff, and septic systems.

Radioactive Contaminants, which can occur naturally or be the result of oil and gas production and mining activities.

To ensure that tap water is safe to drink, the U.S. EPA prescribes regulations that limit the amount of certain contaminants in water provided by public water systems. Food and Drug Administration regulations establish limits for contaminants in bottled water, which must provide the same protection for public health.

Drinking water, including bottled water, may reasonably be expected to contain at least small amounts of some contaminants. The presence of contaminants does not necessarily mean that water poses a health risk. More information about contaminants and potential health effects can be obtained by calling the Safe Drinking Water Hotline (800-426-4791) or visiting epa.gov/safewater.

Source Water Assessment

Many of the people who live along Shelburne Bay and the streams flowing into it do not realize that their homes, yards, and parks are within an area called the Shelburne Bay Watershed. By protecting the Shelburne Bay Watershed, residents help protect the quality of CWD's deep Shelburne Bay source.

The State of Vermont Water Supply Rule requires public community water systems to develop a source protection plan. This plan delineates a source protection area for our system and identifies potential and actual sources of contamination. Please contact us if you are interested in reviewing our plan.

Protozoan and virus protection is provided through optimized filtration and primary disinfection. When evaluating a water supplier for proper protozoan and virus treatment, the combined filtration and post-disinfection processes should remove and destroy 99.5 percent of Cryptosporidium cysts, 99.9 percent of Giardia cysts, and 99.99 percent of viruses. CWD surpasses these treatment requirements.

CWD completed the required Giardia and *Cryptosporidium* monitoring from April 2008 to December 2010 as required under U.S. EPA's rules. CWD has also conducted Round 2 monitoring as specified by the U.S. EPA. This follow-up monitoring was completed in September 2018. All CWD inactivation used free chlorine as a primary disinfectant.

The U.S. EPA believes some people may be more vulnerable to contaminants in drinking water than the general population. *Cryptosporidium* and Giardia are microbial parasites that can be found in surface water throughout the U.S. Although filtration removes Cryptosporidium, the most commonly used filtration methods cannot guarantee 100 percent removal. This is why CWD continues to upgrade and optimize its water treatment processes. U.S. EPA's turbidity standard is for all the filters combined. CWD's turbidity goal is much stricter and is for each individual filter. CWD's continued use of state-of-the-art laser particle-counting technology continues to allow each process filter to be optimized at removing particles larger than two microns.

Lead in Home Plumbing

Lead can cause serious health problems, especially for pregnant women and young children. Lead in drinking water is primarily from materials and components associated with service lines and home plumbing. CWD is responsible for providing high-quality drinking water and removing lead pipes but cannot control the variety of materials used in plumbing components in your home. You share the responsibility for protecting yourself and your family from the lead in your home plumbing. You can take responsibility by identifying and removing lead materials within your home plumbing and taking steps to reduce your family's risk. Before drinking tap water, flush your pipes for several minutes by running your tap, taking a shower, or doing laundry or a load of dishes. You can also use a filter certified by an American National Standards Institute-accredited certifier to reduce lead in drinking water. If you are concerned about lead and wish to have your water tested, contact the Champlain Water District. Information on lead in drinking water, testing methods, and steps you can take to minimize exposure is available at epa.gov/safewater/lead.

In the monitoring period from 2023 to 2025, none of the 245 first-draw sample sites exceeded the U.S. EPA action level for lead or copper.

As required by the Lead and Copper Rule Revision, our served systems have prepared a service line inventory. The purpose of the inventory was to determine if any of our service lines contain lead, galvanized pipe requiring removal, or unknown materials. Please contact your local municipal water system if you would like access to this inventory.

Test Results

Our water is monitored for many substances on a very strict sampling schedule. The water we deliver must meet specific health standards. Our goal at CWD is to meet or exceed these standards. Here, we show those substances that were detected in our water (a complete list of all our analytical results, including those below the laboratory detection limit, is available upon request). Remember that detecting a substance does not mean the water is unsafe to drink.

The state recommends monitoring for certain substances less than once per year because the concentrations of these substances do not change frequently. In these cases, the most recent sample data is included, along with the year in which the sample was taken.

INORGANIC SUBSTANCES

SUBSTANCE (UNIT OF MEASURE)	YEAR SAMPLED	MCL [MRDL]	MCLG [MRDLG]	AMOUNT DETECTED	RANGE LOW-HIGH	VIOLATION	TYPICAL SOURCE
Fluoride (ppm)	2025	4	4	0.7	0.6 - 0.8	No	Erosion of natural deposits; Water additive which promotes strong teeth; Discharge from fertilizer and aluminum factories
Manganese (ppb)	2025	50	NA	0.005	0.002 - 0.008	No	Leaching from natural deposits
Nitrate (ppm)	2025	10	10	0.24	NA	No	Runoff from fertilizer use; Leaching from septic tanks, sewage; Erosion of natural deposits

DISINFECTION BYPRODUCTS

SUBSTANCE (UNIT OF MEASURE)	YEAR SAMPLED	MCL [MRDL]	MCLG [MRDLG]	HIGHEST LRAA	RANGE LOW-HIGH	VIOLATION	TYPICAL SOURCE
Haloacetic Acids [HAA5] (ppb)	2025	60	NA	34	19 - 34	No	By-product of drinking water disinfection
Total Trihalomethanes [TTHMs] (ppb)	2025	80	NA	42	27 - 42	No	By-product of drinking water disinfection

SECONDARY SUBSTANCES

SUBSTANCE (UNIT OF MEASURE)	YEAR SAMPLED	SMCL	MCLG	AMOUNT DETECTED	RANGE LOW-HIGH	VIOLATION	TYPICAL SOURCE
Aluminum (ppb)	NA	200	NA	0.05	0.038 - 0.002	No	Erosion of natural deposits; Residual from some surface water treatment processes
Chloride (ppm)	2025	250	NA	19	18 - 21	No	Runoff/leaching from natural deposits
Conductivity (µS/cm)	2025	NA	NA	198	173 - 230	No	Naturally occurring
pH (units)	2025	6.5 - 8.5	NA	7.64	7.48 - 7.85	No	Naturally occurring
Sulfate (ppm)	2025	250	NA	12	11 - 13	No	Runoff/leaching from natural deposits; Industrial wastes
Total Hardness (ppm)	2024	NA	NA	65	NA	No	Naturally occurring
Zinc (ppm)	2023	5	NA	0.12	ND - 0.12	No	Runoff/leaching from natural deposits; Industrial wastes

Definitions

90th %ile: The levels reported for lead and copper represent the 90th percentile of the total number of sites tested. The 90th percentile is equal to or greater than 90% of our lead and copper detections.

AL (Action Level): The concentration of a contaminant which, if exceeded, triggers treatment or other requirements which a water system must follow.

Herbicide: Any chemical(s) used to control undesirable vegetation.

LRAA (Location Running Annual Average): Calculates the rolling 12-month average of contaminant levels at a specific monitoring location in a drinking water system.

MCL (Maximum Contaminant Level): The highest level of a contaminant that is allowed in drinking water. MCLs are set as close to the MCLGs as feasible using the best available treatment technology.

MCLG (Maximum Contaminant Level Goal): The level of a contaminant in drinking water below which there is no known or expected risk to health. MCLGs allow for a margin of safety.

MRDL (Maximum Residual Disinfectant Level): The highest level of a disinfectant allowed in drinking water. There is convincing evidence that addition of a disinfectant is necessary for control of microbial contaminants.

MRDLG (Maximum Residual Disinfectant Level Goal): The level of a drinking water disinfectant below which there is no known or expected risk to health. MRDLGs do not reflect the benefits of the use of disinfectants to control microbial contaminants.

NA: Not applicable.

ND (Not detected): Indicates that the substance was not found by laboratory analysis.

Pesticide: Generally, any substance or mixture of substances intended for preventing, destroying, repelling, or mitigating any pest.

ppb (parts per billion): One part substance per billion parts water (or micrograms per liter).

ppm (parts per million): One part substance per million parts water (or milligrams per liter).

ppt (parts per trillion): One part substance per trillion parts water (or nanograms per liter).

SMCL (Secondary Maximum Contaminant Level): These standards are developed to protect aesthetic qualities of drinking water and are not health based.

µS/cm (microsiemens per centimeter): A unit expressing the amount of electrical conductivity of a solution.

LEAD AND COPPER

SYSTEM	LEAD AND COPPER	COLLECTION DATE	90TH PERCENTILE	RANGE	UNIT	AL*	SITES OVER AL	TYPICAL SOURCE
VT0005065	Lead	07/29/2025 - 08/04/2025	0	0 - 1	ppb	15	0/20	Corrosion of household plumbing systems; Erosion of natural deposits
	Copper		0.049	0 - 0.066	ppm	1.3	0/20	
VT0005066	Lead	07/08/2025 - 09/04/2025	0.7	0 - 4.3	ppb	15	0/33	Corrosion of household plumbing systems; Erosion of natural deposits
	Copper		0.038	0 - 0.09	ppm	1.3	0/33	
VT0005077	Lead	07/08/2025 - 07/22/2025	0.3	0 - 2.7	ppb	15	0/18	Corrosion of household plumbing systems; Erosion of natural deposits
	Copper		0.07	0 - 0.072	ppm	1.3	0/18	
VT0005079	Lead	07/15/2025 - 09/12/2025	0	0 - 3.9	ppb	15	0/20	Corrosion of household plumbing systems; Erosion of natural deposits
	Copper		0.048	0 - 0.095	ppm	1.3	0/20	
VT0005087	Lead	08/08/2025 - 09/25/2025	0	0 - 1.9	ppb	15	0/29	Corrosion of household plumbing systems; Erosion of natural deposits
	Copper		0.056	0 - 0.11	ppm	1.3	0/29	
VT0005091	Lead	07/15/2025 - 08/01/2025	0	0 - 1.3	ppb	15	0/31	Corrosion of household plumbing systems; Erosion of natural deposits
	Copper		0.049	0 - 0.086	ppm	1.3	0/31	
VT0005098	Lead	08/05/2025 - 09/24/2025	1.2	0 - 14.5	ppb	15	0/25	Corrosion of household plumbing systems; Erosion of natural deposits
	Copper		0.038	0 - 0.076	ppm	1.3	0/25	
VT0005102	Lead	09/03/2025 - 09/18/2025	0.4	0 - 3.3	ppb	15	0/27	Corrosion of household plumbing systems; Erosion of natural deposits
	Copper		0.054	0 - 0.085	ppm	1.3	0/27	
VT0020333	Lead	07/22/2025 - 08/11/2025	0	0 - 0	ppb	15	0/12	Corrosion of household plumbing systems; Erosion of natural deposits
	Copper		0.048	0 - 0.052	ppm	1.3	0/12	
VT0021810	Lead	06/23/2025 - 07/03/2025	0	0 - 12.4	ppb	15	0/30	Corrosion of household plumbing systems; Erosion of natural deposits
	Copper		0.048	0 - 0.08	ppm	1.3	0/30	

PFAS SAMPLING RESULTS

	PFHPA ppt	PFNA ppt	PFHXS ppt	PFOA ppt	PFOS ppt	SUM OF 5 REGULATED PFAS COMPOUNDS
10/2/25	ND	ND	ND	ND	ND	ND
10/3/24	ND	ND	ND	ND	ND	ND
2/20/24	ND	ND	ND	ND	ND	ND
10/4/23	ND	ND	ND	2.6	ND	2.6

* Additional PFAS, not regulated by the Vermont Water Supply Rule, may also have been detected in the past five years. Please contact us if you would like more information on other unregulated PFAS that may be in your drinking water.

**Changes to the regulation of PFAS have been implemented beginning in 2026. You will be notified directly if any exceedance of the new standards has occurred.

Fluoridation

Fluoride is added for dental health under the Vermont Department of Health Fluoridation Program.

Public Notice: Important Information About Your Drinking Water

Our water system has sampled for a series of unregulated contaminants. Unregulated contaminants are those that don't yet have a drinking water standard set by the U.S. EPA. There may be Vermont-specific standards for some of these contaminants. The purpose of monitoring for these contaminants is to help the U.S. EPA decide whether the contaminants should have a standard. As our customers, you have a right to know that this data is available. We had no reported detections for samples collected under the fifth round of Unregulated Contaminant Monitoring Rule (UCMR5). If you are interested in examining the results, please contact Travis Sheldon at (802) 861-4896 or travis.sheldon@champlainwater.org.

State Water System ID: VT0005065, VT0005066, VT0021810

We are required to monitor your drinking water for specific contaminants on a regular basis. Results of regular monitoring are an indicator of whether our drinking water meets health standards. CWD incurred a failure to monitor violation for disinfection by-products (DBP) for the monitoring period of July 1 through September 30, 2025. A failure to perform required monitoring means we cannot be sure of the quality of our water during that time.

Samples for this monitoring period were required in July but were not collected until August 21, 2025. Sample results were in line with historical data, and regularly scheduled routine monitoring continued in October. We have taken steps to ensure this oversight will not be repeated.

CITY OF ESSEX JUNCTION
RECREATION ADVISORY COMMITTEE
REGULAR MEETING DRAFT Minutes

Online & 75 Maple St.
Essex Junction, VT 05452
Wednesday, June 3, 2026
6:00 PM

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

Meeting was called to order by Bridget at 6:03pm
Members present: Bridget Downey-Meyer, Cora Delucia, Pat Lynch, Rachel Hamm Vaughan, Oona Osborne
Members not present: Joshua Birmingham, Piper Goodkind, Jocelyn Emilio
Staff present: Mark Brislin

2. **ADDITIONS OR AMENDMENTS TO AGENDA**

No additions or amendments made

3. **PUBLIC TO BE HEARD**

No public to be heard

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

Pat motioned to approve minutes, Rachel 2nd, minutes unanimously approved

5. **RAC MEMBER FEEDBACK TIME**

Memorial Day Parade: Street closure during the Memorial Day parade with the addition of vendors and activities was well received, potential future expansion ideas could include: live music and coordination with the VFW to bring more visitors to their BBQ. Shortened route felt right – appropriately symbolic to conclude with the VFW. Parade commentary is difficult to hear unless spectators are in the immediate vicinity. Banter felt more colorful than one member expected for the theme of the event.

Trash can spacing/availability in parks: Mark will ask maintenance team to monitor patterns of where trash is being left and consider moving cans toward habitually messy areas

Upcoming Summer Schedule: ensure Maple Street Park summer event schedule is broadly communicated to increase awareness

6. **Community Engagement & Program Development Updates**

Park Ambassadors: RAC members to attend public EJRP events to be available to solicit feedback and comments. Consideration of an online form or email contact to provide a mechanism for the public to provide feedback.

7. **Pacifier Tree Continued Conversation**

Members discussed research done on an individual basis. Not a good fit for EJRP at this time.

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

Mark provided the Director's Report

9. **DISCUSS ANY POTENTIAL ACTION STEPS**

RAC to brainstorm ways to be publicly identifiable (name badges, t-shirts) and to more thoroughly explore each of the EJRP parks

10. **ADJOURN**

Bridget made the motion to adjourn at 7:09pm. Pat 2nd

CITY OF ESSEX JUNCTION
DEVELOPMENT REVIEW BOARD
MINUTES OF SPECIAL MEETING
JUNE 3, 2026
DRAFT

MEMBERS PRESENT: John Alden, Chair; Maggie Massey, Vice-Chair; Luke Brockmeier; Cristin Gildea
ADMINISTRATION/STAFF: Chris Yuen, Community Development Director
OTHERS PRESENT: Scott Aldrich, Nick Bouton, Raj Chawla Diane Clemens, Bart Frisbie, Collin Frisbie, MJ Engel, Gabe Handy, David & Michelle Holton, Dan Maxon, Karen Maxon, Todd (screenname)

Mr. Alden called the meeting to order at 6:30 PM.

1. ADDITIONS OR AMENDMENTS TO AGENDA

Mr. Yuen said that this is a hybrid meeting, and that staff are present at 2 Lincoln Street to ensure public participation. While efforts will be made to accommodate remote public participants, in-person participation is the only legally mandated form of public participation. If there are technical difficulties the meeting may be paused and resumed on June 18th, 2026. All votes that are not unanimous will be done via roll call.

Mr. Alden suggested discussing Items B and C prior to Item A. All agreed.

MAGGIE MASSEY made a motion, seconded by LUKE BROCKMEIER, to change the agenda to go over B and C prior to A. Motion passed 4-0.

2. PUBLIC MEETING

a. Final Site Plan to construct a 4-story building with 39 residential units and parking at 8 Railroad Street in the VC District, by Franklin South, LLC, owner. No changes proposed from previously approved plans (SP# 6.2023.1, approved May 13, 2024).
Mr. Yuen swore in all participants.

Mr. Alden said this approval is being sought due to the developer needing more time before construction can begin. Mr. Handy explained the delay in starting this project, stating that he elected to build another project first and is seeking an extension now to be reviewed under the existing Land Development Code.

Mr. Alden closed the hearing.

LUKE BROCKMEIER made a motion, seconded by MAGGIE MASSEY, that the Development Review Board approve the Final Site Plan at 8 Railroad Street in the VC District, by Franklin South, LLC, with the conditions as proposed. Motion passed 4-0.

b. Major Site Plan amendment to relocate curb cut to avoid an existing utility pole and construct 39 studio apartments with parking at 227-229 Pearl Street and in the MF/MU1 District, by Handy's

Hotels & Rental, LLC, owner. No other changes proposed from previous approved plans (SP#2.2024.1, approved June 26, 2024).
Mr. Alden said the only comment from the City Engineer was that a 90-degree turn is preferred. Mr. Handy said the driveway has been shifted due to the location of an existing utility pole. The location of parking spaces needed to be adjusted; however, the same number will still be present. Mr. Yuen said the City Council has endorsed a scoping study for Pearl Street which will allow for a reduced speed of 30 mph. He said the City Engineer believes that the proposed turn angle is workable so long as the speed limit is 30 mph and stated the Fire Department is also amenable. Mr. Handy said moving the utility pole would be very difficult and require collaboration with Green Mountain Power. Mr. Brockmeier expressed concern about moving vans or other large vehicles getting stuck turning in or out. Mr. Alden said he believes the turn radius is large enough to ensure that this would not happen, Mr. Yuen concurred. Mr. Chawla asked if this project would hinder the potential removal of the center median on Pearl Street, Mr. Yuen said he did not believe this would be an impediment.

MAGGIE MASSEY made a motion, seconded by LUKE BROCKMEIER that the Development Review Board approve Major Site Plan Amendment SP4.2026 for the relocation and redesign of the curb cut at 227-229 Pearl Street as discussed and to include the staff recommendations. Motion passed 4-0.

3. <u>MINUTES</u>
a. May 21, 2026
MAGGIE MASSEY made a motion, seconded by CRISTIN GILDEA, to approve the minutes of May 21, 2026. Motion passed 4-0

4 . <u>PUBLIC TO BE HEARD</u>
None.

5. <u>PUBLIC MEETING</u>
a. Continued Conceptual review for Planned Residential Development with three (3) duplexes and eight (8) single family homes at 60 Old Colchester Road in the R1 District by Sterling Homes Properties, LLC, agent for Louis C. Kalanges, owner.
Mr. Yuen swore in all participants.

Mr. Alden noted the addition of a memo from staff and a letter from the Tree Farm Recreational Facility opposing the project's proposed new crosswalk and direct gravel path connection into the tree farm. Mr. Yuen reviewed the staff memo and confirmed that the developer would be responsible for all sewer extension costs, besides sewer stubs. He confirmed that private septic is prohibited and noted that a sewer extension for Old Colchester Road is included in the City's Capital Plan for FY 2033. Mr. Alden raised questions about how the Land Development Code (LDC) should be interpreted regarding unit density calculations and traditional subdivision practices. He suggested reviewing the development by looking at the units per acre criteria, as had been applied in previous decisions. In response, Mr. Yuen discussed density limits for Planned Unit Developments (PUDs) in the Residential 1 district, with two proposed methods discussed: proportional density (dividing maximum units per lot by minimum lot size) and direct application of per lot standards. He said, under the proportional density standards, the applicant proposal would fall within the density limits. Mr. Yuen discussed historical examples of PUD approvals using the

proportional density method. Under direct application of per lot standards, the applicant's proposal would exceed the four-unit per lot limit.

Mr. Brockmeier suggested calculating density in number of structures, rather than number of dwelling units. Mr. Yuen said two principal structures (which could both be duplexes) are allowed per lot but that that PUDs are explicitly exempted from the two principal structure per lot limitation. Mr. Brockmeier said he believes the proportional density method may be more applicable to the Residential 2 zoning district. Regarding the character of the neighborhood, Mr. Alden expressed concerns about the effectiveness of vision statements in guiding density decisions when there are no clear mechanisms in the LDC to enforce them. Mr. Yuen discussed the language in Housing Goal 1 of the Comprehensive Plan regarding neighborhood characteristics, determining it lacks the specificity required to support denial of conditions. Defined standards are required for regulatory force.

Mr. Frisbie, of Sterling Homes, presented on behalf of the applicant. He had no further questions about the staff report and said he welcomed questions from the DRB. Mr. Alden noted that this is the first level of review, and that it is intended to guide the applicant as they move forward. Ms. Gildea noted that the proposed addition of a crosswalk and gravel path into the Tree Farm property was denied by the Tree Farm Management Group. She asked if the City could assist with traffic calming measures. Mr. Yuen noted that and existing crosswalk about 400 ft to the south remains, and that the applicant would like to add a sidewalk connecting to this. Ms. Gildea said she would like to see this project benefit the surrounding area as well by including traffic calming and walkability features. Mr. Yuen will discuss this idea with staff.

In public comment, Mr. Chawla asked for details about the original proposed crosswalk location. Mr. Yuen said this was to be at the entrance of the PUD. Mr. Alden said he believes that the DRB could request connectivity, however the Tree Farm is acting as a private entity. Mr. Yuen said that while it would have been beneficial to residents at the proposed development to have a crosswalk to the tree farm directly in front of their property, it additional development of similar scale occurs along Old Colchester Road in the future, the ideal location for a future additional crosswalk may not necessarily be in front of the subject property. Mr. Holton, of Old Colchester Road expressed concern about safety and increased traffic on Old Colchester Road that would be added with the proposed development. He said there are more proposed homes in this new development than currently exist on Old Colchester Road. He would like to know more about the possibility of current residences connecting to the municipal sewers. Mr. Holton discussed potential impacts on his property, suggesting a stockade fence for privacy and landscaping for screening. He said he would like to see some subjectivity in decision-making to consider neighborhood character.

Mr. Maxon criticized the mathematical density calculations used, arguing they don't accurately reflect real-world conditions and shouldn't be used to justify the project. He discussed the need for subjective considerations. Mr. Maxon questioned the basis for sewer connection requirements and their classification as a water quality issue. He said he was told that there would be a report from the Water Quality Superintendent in the staff report and questioned why this was not the case. Mr. Yuen said a thorough review by staff subsequent to the April DRB meeting confirmed that the current sewer requirements have been in the LDC since 1992 and that an additional report by the Water Quality department was not necessary as the regulatory language is clear. Mr. Maxon discussed PUD requirements, including land use intensity transition. He noted that this is not in the proposal and would like to see it included.

Answering a question from Mr. Maxon, Mr. Yuen said he would like to request a condition for public access to walking paths, and open space and recreation areas. Mr. Maxon said he does not believe the current proposal sufficiently meets these public benefits requirements, especially regarding landscaping and recreation. Mr. Alden said today's question is whether the City would allow the density in this parcel that will make this development possible.

Mr. Aldrich raised concerns about the City's continual pattern of promising to extend sewer infrastructure to Old Colchester Road without actually doing such. He believes the City is obligated to bring sewer to the closest right of way or continue to approve septic plans. Mr. Alden asked how the sewer system would be adequately sized for all the development that might occur. Mr. Yuen said the applicant would need to adhere to the public works specifications, and that connections could be made along the full length. Ms. Maxon highlighted quality of life concerns for future residents of the proposed homes, specifically noise concerns for properties near the railroad tracks and Route 2A.

Mr. Alden closed the public hearing.

Mr. Brockmeier cited Section 723 of the LDC, explaining that the requirements for a PUD versus subdivision involve specific amenities like landscaping, private open space, common open space, and land use intensity transitions. Mr. Alden said his main questions are whether PUD requirements are met, and if this considered to be sufficiently met to the DRB. Unit density and how it is determined is a critical issue. Protecting the character of the neighborhood is important, especially considering transitions between different housing types. He said concerns regarding the public space being usable are valid. Ms. Massey discussed competing priorities of expanding the sewer core and expanding connectivity while still protecting the character of the neighborhood. Mr. Alden noted previous approvals had included full frontage sidewalks, though this would need community and neighborhood input. He said the planning strategy must leave open the possibility of additional pedestrian connectivity. Mr. Aldrich raised privacy concerns for homeowners from proposed trail routes. Mr. Alden said Essex Junction hopes to provide diverse housing options.

Mr. Alden said he finds the proposed density to be allowable according to precedent which has been used in previous development applications. He said based the units per acre density method, the allowable density could be much higher than the proposed 14 units. All concurred. Mr. Alden said the buffers to the property are existing, which may or may not extend the length of the property line. Comments from neighbors regarding improving the buffers should be taken seriously in a future application. Mr. Brockmeier discussed the balance between providing access to public amenities and ensuring neighborhood privacy. Curbs will be required on Old Colchester Road but not within the development. Private street designation is acceptable. Additional details on landscaping are required, as will the hiring of a landscape architect. Mr. Alden spoke of the need for transitional areas due to the difference in density between this application and the surrounding neighbors. Mr. Alden said Section 723 of the LDC clearly outlines all PUD conditions very clearly. An HOA would need to be present in this development, and the covenant could include requirements for basic trail maintenance.

MAGGIE MASSEY made a motion, seconded by LUKE BROCKMEIER, that the DRB approve the conceptual plan for a Planned Residential Development with three (3) duplexes and eight (8) single family homes at 60 Old Colchester Road in the R1 District by Sterling Homes Properties, LLC, agent for Louis C. Kalanges, owner.

DRB Discussion: Mr. Alden requested the addition of a provision allowing for current and future properties along the proposed sewer extension to tie-ins if they so choose. Ms. Gildea said she would like to ensure sufficient landscaping between the surrounding property owners, and that the PUD requirements be referenced. Mr. Alden suggested that the applicant work with the neighbors to see how they can best implement screening and prevent unwanted cross-traffic. The sidewalk is required to be the full frontage of the property. Mr. Brockmeier encouraged the City to help the Tree Farm solve its southern access problem through this development.

Public Discussion: Mr. Aldrich expressed concern about current plowing standards on Old Colchester Road.

JOHN ALDEN restated the motion as all those in favor of the original motion as all with additional conditions as amended. The motion passed 4-0.

Key conditions include requiring curbs along Old Colchester Road, ensuring proper sidewalk coverage along the full length of the development, and implementing superior landscaping that meets PUD requirements. The board also requires the applicant to work with neighbors on buffer improvements and ensure proper sewer line connections for existing and future properties along the development.

6. <u>OTHER DEVELOPMENT REVIEW BOARD ITEMS</u>
Mr. Yuen said the Planning Commission is working on developing a draft of the proposed form-based code, which is now available for review.

7. <u>ADJOURNMENT</u>
LUKE BROCKMEIER made a motion, seconded by MAGGIE MASSEY, to adjourn the meeting. Motion passed 4-0 at 8:58 PM.

Respectfully submitted,
Darby Mayville

CITY OF ESSEX JUNCTION
PLANNING COMMISSION REGULAR MEETING
MINUTES OF MEETING
JUNE 4, 2026
DRAFT

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

1. CALL TO ORDER
Mr. Massey called the meeting to order at 6:30 PM.

2. AGENDA ADDITIONS/CHANGES
None.

3. PUBLIC TO BE HEARD
a. Comments from Public on Items Not on Agenda
None.

4. MINUTES
a. May 7th, 2026
SCOTT MCCORMICK made a motion, seconded by ELENA JUODISIUS, to approve the minutes of May 7th, 20206, as presented. Motion passed 4-0.

5. BUSINESS ITEMS
a. Discussion of the 2027 Comprehensive Plan Update
Mr. Schibler, of the Chittenden County Regional Planning Commission (CCRPC), presented an overview of the CCRPC's recent work on the Comprehensive Plan and outstanding topics to be addressed. Public engagement is still in process, but significant work has been completed. A focus group relating to housing was held on April 21st, 2026. Key themes from the focus group included support for housing development opportunities, improving rental housing quality, enhancing the village feel, affordability and diversity of housing types, and the importance of integrating green spaces in housing developments. The energy & climate focus group, consisting mostly of residents with professional experience, discussed the balance between regulatory and incentive approaches for implementing energy codes. Also discussed was the need for more oversight of large building construction and better enforcement and education regarding energy codes. The creation of a revolving loan fund for energy upgrades in rental properties was discussed with Mr. McCormick suggesting that local options tax revenue could be utilized to fund this. The discussion also touched on the City's role as a potential connector and educator between state incentives and community members, and the potential for multi-municipality collaboration on loan funds.

Mr. Schibler discussed business outreach efforts, noting that there is support from business owners of the City's efforts. He discussed the themes around balancing walkability and parking needs, business visibility challenges related to signage, support for the police department, an interest in better City

communication and a desire for business owner collaboration groups. Mr. Schibler said some businesses on Pearl Street feel they cannot expand due to space or zoning concerns. He said a business owner focus group will occur at Boxcar Bakery on June 15th, 2026, at 3:30 PM. Ms. Mahoney, City Manager, will be present at this focus group. Mr. Schibler will be meeting with Jeetan Khadka, of PeopleFirst Workfoce Solutions to discuss the City's role in assisting minority businesses owners.

Mr. Schibler introduced future land use mapping, explaining its purpose in promoting community health, safety, and welfare while supporting plan implementation through zoning regulations and compatibility with state and regional planning, particularly regarding Tier 1A and 1B designations. He outlined several approaches for creating future land use maps, including grouping existing areas together, starting with the regional plan, or developing a new neighborhood-by-neighborhood approach. The discussion also touched on maintaining, transforming, or evolving specific areas. Mr. Massey expressed preference for grouping existing areas together rather than a neighborhood-by-neighborhood approach. Mr. Hamilton expressed a desire to make maps more user-friendly by potentially displaying them publicly with interactive elements like sticky notes for community feedback. Answering a question from Mr. Massey, Mr. Yuen said changing the future land use map does not necessarily impact the zoning map, so long as existing areas are grouped together. It would simply create broader categories that could still allow for adjustments within those groupings. Mr. McCormick said a bottom-up approach that would allow for flexibility and community input on potential changes. He also identified several areas, such as CVE, which could be identified for future housing development. Ms. Paschall encouraged regular check-ins during the process.

Mr. Schibler reviewed zoning plans from Essex Town, Winooski and Williston with particular attention to how to handle transitions between different zones and maintain consistency at community boundaries. Mr. Yuen said transit mapping can be helpful for building cities around public transport. Mr. Schibler described Winooski as having "use-agnostic zoning" where a larger number of uses are allowed in specific areas. Unlike Winooski, Mr. Yuen said parts of Essex Junction lacks walkable commercial areas, especially in residential neighborhoods. The PC discussed challenges and opportunities related to land use categories, particularly around integrating small-scale commercial and retail development with residential neighborhoods. Walkability and maintaining the family-friendly nature of residential neighborhoods was discussed. Mr. Schibler will identify specific areas, such as the Residential 1 and 2 districts, which could be consolidated.

All agreed to name future land use categories such that the Village Center area can be renamed as the City Center or downtown area in the future for consistent nomenclature. Mr. Yuen discussed how to map agricultural zones, with the PC deciding to separate existing residential developments from agricultural land. Mr. Schibler discussed mapping and categorization approaches for future land use planning, focusing on how to, and if it is necessary to, differentiate between parks, conserved land, open spaces, and residential areas. The PC decided to consider combining multi-family residential areas with regular residential zones since the distinction may diminish over time. Mr. McCormick said that floodplain designations should be included in mapping. Mr. Schibler suggested creating an interactive map viewer to help visualize the proposed zoning categories. He displayed the South Burlington Future Land Use Map and the Westford Future Zoning Transects & Designation Map for comparison purposes. Mr. Schibler discussed the plan for reviewing and consolidating zoning districts, starting with existing purpose statements and language.

The PC will discuss several chapters for the Comprehensive Plan at each monthly meeting, with the goal of finalizing the plan by the end of the year. The adoption deadline by the City Council is August 11, 2027. Prior to approval by the City Council, the CCRPC must also approve the document.

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

Mr. Yuen provided an update on the LDC draft, noting that it remains a living document with ongoing revisions expected within the next month ahead of the July PC meeting. At this time, the PC could request additional changes or consider warning a public hearing. The draft includes a new exemption for design review if pre-approved 802 Homes templates are used. Mr. Yuen requested all PC members send feedback on the draft. Mr. McCormick encouraged less technical jargon to be included in the document to make it more accessible. Ms. Juodisius brought up regulations around mobile tiny homes used as accessory dwelling units, with Mr. Yuen agreeing to review existing regulations to ensure they allow for appropriate sewer hookups and compliance with zoning requirements.

6. MEMBERS UPDATES

Mr. Massey discussed a recent housing workshop. Mr. Yuen discussed an infill housing workshop on June 22nd in South Burlington. The City received the Notable Project Award for the Connect the Junction Plan at the 2026 Vermont Walk/Bike Summit.

7. STAFF UPDATES

Mr. Yuen said the Vermont League of Cities and Towns Spring Planning and Zoning Forum will be held on June 10th.

8. ADJOURNMENT

SCOTT MCCORMICK made a motion, seconded by ELENA JUOSIDIUS, to adjourn. Motion passed 4-0. Meeting adjourned 8:35 PM.

Respectfully submitted,
Darby Mayville

Tree Farm Management Group - Monthly Meeting

Date:Monday 6/8/26 at 6:00 PM

Location: Essex Police Department Conference Room

145 Maple Street, Essex Junction, VT 05452

In attendance: Aaron Stewart, Jim Goudie, Giles Willey, Maria Godleski, Paul Benoit, Wendee Pringle, Debbie Knakal, Harlan Smith, Mark Brislin

Absent - Ally Vile, Garry Scott, and Mike Nick

AGENDA

Call to Order: 601PM

Agenda Additions/Changes: Refrigerator for the barn

1. **Public to be heard -** none
2. **BUSINESS ITEMS**
    a. **Approval of the May Meeting Minutes** TFMG Meeting Minutes, May Approved 6.8.26.pdf Paul made a motion, which was seconded by Aarong, that the minutes be approved. All were in favor.
    b. **Field Scheduling and Reservation Updates (Debbie) -** Essex Cross Country Invitational will be 8/29. They reserve their own additional toilets, are not using the fields but do fill the parking lot. May 2026 usage hours increased over May 2025 due to VPL moving their games to the TF. VSA only had parking attendants in the main lot for their tournament. Debbie will convey to them in the future they need enough attendants to park people in the back so visitors don't get blocked in. VSA had requested credit for games they cancelled. We will not be giving a credit as the process is outlined in our Facility Rules. The deposit check for the Veteran's Cup in the amount of $20,000 was received. Debbie will tell them to pay the reminder prior to the start of the event.
3. **Financial Review (Giles)** TF Financials June 2026.pdf
    a. **Financial updates -** see below
    b. **Parking Lot/Dry Well/Field Wear Spot Plan (Giles) -** We should move the rocks along the tree line between the parking lot and field 4 closer to the road/lot and as money allows acquire more rocks to dot the entire length of the tree line. People are parking beside them, choking the main lot and driveway to the back road. Giles received quotes from S&D for field wear spots and from Weston for dry wells to mitigate the accumulation of water in the parking lot. After much

discussion about which way to use our remaining budget, it was decided to focus on the fields to have safe playable surfaces. Aaron will use his drone to take aerial photos to help Giles narrow the scope of the field work and manage the costs. We will consider a capital campaign for the parking lot and dry well with the work occurring in the off season. The driveway and circle remain mostly in good condition from the crushed asphalt. We have used all the material we budgeted for this year. The grading has been targeted. The work at Autumn Pond is wrapping up. Paul to communicate with them about the contractor completing the final stages of clean up needed in the area of the TF they used. This would include leveling the remaining pile of material and adding smaller gravel on top of the large gravel to make it accessible to passenger vehicles for overflow parking.

c. **Goal Weights (James/Giles) -** Tabled until next meeting after a count.
d. **Starlink (Aaron/Giles) -** The Starlink with 100mb service has been acquired. This will allow tournaments to upload scores, etc. It is $50/month and was $20 to acquire the hardware. Giles will also need to purchase an inexpensive mounting bracket to attach it to the barn. It will only be activated for the months the facility is open and thus we will only pay for those months. This year we will be in the test phase and next year we will look to embed the fees or charge for them.
e. **Electrical Upgrades at Barn (Giles) -** Matt who is one of the vendors at the June tournaments had asked if he could upgrade the electrical service at the barn with a 30 amp exterior circuit/outlet. We approved this, but we have not heard back.
f. **Portable toilet Cleaning (Maria) -** in 2027, we will need to account for weeks/weekends where the full facility is rented by not by more than one user like occurred in May. This would look like paying for weekend cleaning in addition to the included mid-week cleaning. JCrew will be topping off the toilet paper on Fridays, at a minimum. TFMG members can access the barn for additional toilet paper and hand sanitizer if it is drawn to their attention units are out of these items.
g. **Vehicles on Fields/Paths (Maria) -** While it might be necessary at the beginning of the season for renters to drive on the foot path to put items in the barn for storage, there should be no driving to park on fields or driving on the recreation path. Maria will ask Debbie to remind users of this and we should add it to the Facility Rules.

4. **Other -**
   a. **Calendar and Management Plan (Ally) -** While Ally was not in attendance tonight, there were no significant calendar events to attend to in the meeting.

b. **Bylaws (Paul/Wendee) -** Additional changes will be made based on feedback from the group.
c. **Fridge (Aaron) -** The new fridge for the barn has been ordered. Nordic and Essex United split the cost. Best Buy will deliver it and remove the old fridge. It arrives this week.
d. **Pedestrian Bridge (Maria) -** While not discussed in this meeting, it is being included in these notes to reflect email communication in which all TFMG members were included. This bridge was closed by the state. The TF was not notified about this. Aaron Stewart met with Aaron Martin the Town Director of Public Works on site to problem solve. The Town placed cones and strung caution tape to create a pedestrian walkway in the TF driveway from the white barn to the parking corral. The Town is hoping to get the bridge cleared to be re-opened.

5. **Additions to the Agenda -**
   a. **Executive Session -** none occured
6. **Next Meeting & Adjournment** - 723 PM Aaron motioned to end the meeting. Maria seconded that motion. All were in favor.

Next meeting Monday 7/13/26 at 6 PM at Tree Farm Recreational Facility (by the red barn between fields 3 and 6), 189 Old Colchester Road, Essex Junction, VT 05452