

City of Essex Junction

City Council Regular Meeting Agenda



WEDNESDAY, JULY 8, 2026 • 6:30 PM
Online & 2 Lincoln Street, Essex Junction, VT 05452

www.essexjunction.org • P: 802-878-6944
E: admin@essexjunction.org

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. Discussion on the Rolling Stock Capital Plan [10 Minutes]
 - b. Discussion of the FY28 Budget Direction [15 Minutes]
 - c. Discussion and Consideration on the West Street Forcemain Project including a Bond Vote, Contract Amendment for Design Services, Clean Water Revolving Loan Fund Application Amendment, and Sanitation Capital Plan Amendment [15 Minutes]
 - d. Discussion and Consideration of Setting a Special Meeting Date to Set the FY27 Tax Rate [5 Minutes]
 - e. *Discussion and Consideration of an Executive Session to Discuss Attorney Client Communication and Litigation
6. **CONSENT ITEMS**
 - a. Approve Meeting Minutes: 6/24/26
 - b. Approve Command Vehicle Bid Award
 - c. Approve a FY26 General Fund Transfer to FY27 for a Speed Cushion Purchase
 - d. Approve Waste Water Recovery Facility Drying Bed Contract Award and Amend the Waste Water Recovery Facility Capital Plan
 - e. Amend the Waste Water Recovery Facility Capital Plan for the Front Gate Replacement
 - f. Acting as the Liquor Control Commission – Approve Liquor/Tobacco Licenses
7. **COUNCIL MEMBER COMMENTS & CITY MANAGER REPORT**
8. **READING FILE**
 - a. Check Warrant #24121 6/26/26
 - b. Brownell Library Trustee Minutes 6/16/26

- c. Police Community Advisory Board Minutes 6/16/26
- d. Development Review Board Minutes 6/18/26
- e. Capital Review Committee Minutes 6/30/26

9. EXECUTIVE SESSION

- a. *An Executive Session may be needed to discuss Attorney Client Communication and Litigation

10. ADJOURN

This agenda is available in alternative formats upon request. Meetings of the City Council, like all programs and activities of the City of Essex Junction, are accessible to people with disabilities. For information on accessibility or this agenda, call the City Manager's office at 802-878-6944 TTY: 7-1-1 or (800) 253-0191.

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

	September 9, 2026	*November 10, 2026
July 22, 2026	September 23, 2026	*December 2, 2026
August 12, 2026	October 14, 2026	*December 16, 2026
August 26, 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: Regina Mahony, City Manager; Jess Morris, Finance Director
 Meeting Date: July 8, 2026
 Agenda Item: Rolling Stock Discussion

ISSUE: The rolling stock is underfunded to make necessary purchases in future years.

DISCUSSION:

There is a \$1,100,000 fire truck slated for FY30 in the rolling stock capital plan. Because fire trucks have an extremely long wait time (2 to 3 years) for ordering and production, the Fire Department worked on the specifications and bid process documents this spring. However, due to the lack of funding in future years we cannot approve a bid award at this point in time for a truck purchase in FY30, so I've asked the Fire Department to pause the process.

At the request of the Council, we prepared a comprehensive look at the transfers to the capital plan as part of the FY27 budget process. For ease of reference, [here](#) is the FY27 Budget Day packet; see pgs 4 – 6, and pg. 46 for information on this topic. We also knew (among many other expenses) that we had to properly fund the stormwater capital plan, which was a large increase to rate payers on the second year of the phased approach. On the plus side, we eased the general fund capital transfer now that we've had the Local Option Tax revenue for a few years and felt that we could rely on it more consistently. We kept the rolling stock transfer at the same fund level as we have in the past and we knew we'd be okay with this plan for FY27, but we'd have to address this in future years.

Also as a reminder, during development of the FY27 budget we were mindful of the overall affordability challenges for the community especially given the unknowns of the reappraisal and the potential for a higher percentage of the tax burden falling on residential properties, and the request for the Public Works facility debt.

At budget day, the rolling stock looked like this:

Rolling Stock Fund Balance					
	FY27	FY28	FY29	FY30	FY31
Beginning Fund Balance	369,870	320,653	28,691	(332,446)	(70,417)
Planned Spending					
Streets	(371,500)	(637,450)	(731,500)	(135,000)	-
Fire	-	-	-	(1,100,000)	-
Total Spending	(371,500)	(637,450)	(731,500)	(1,235,000)	-
Debt Payments (fire truck)				1,100,000	(390,000)
Revenue Sources					
Highway General Fund Transfer In					
Fire General Fund Transfer In					
General Fund Transfer In	322,283	345,488	370,363	397,029	425,615
Vac Truck Rental					
Sale of Assets					
Interest Earnings					
Total Revenues	322,283	345,488	370,363	397,029	425,615
Ending Fund Balance	320,653	28,691	(332,446)	(70,417)	(34,802)
annual planned increase GF transfer in:					
	7.2%	7.2%	7.2%	7.2%	7.2%

Throughout the budget process details and data continue to get adjusted and finetuned. We had to move the sidewalk plow replacements up one-year each due to repair and maintenance issues we are having with them. By the time we got to a final budget, the rolling stock challenge moved up a year:

Rolling Stock Fund Balance					
	FY27	FY28	FY29	FY30	FY31
Beginning Fund Balance	369,870	78,653	(213,309)	(326,346)	(64,317)
Planned Spending					
Streets	(613,500)	(637,450)	(483,400)	(135,000)	-
Fire	-	-	-	(1,100,000)	-
Total Spending	(613,500)	(637,450)	(483,400)	(1,235,000)	-
Debt Payments (fire truck)				1,100,000	(390,000)
Revenue Sources					
Highway General Fund Transfer In					
Fire General Fund Transfer In					
General Fund Transfer In	322,283	345,488	370,363	397,029	425,615
Vac Truck Rental					
Sale of Assets					
Interest Earnings					
Total Revenues	322,283	345,488	370,363	397,029	425,615
Ending Fund Balance	78,653	(213,309)	(326,346)	(64,317)	(28,702)
annual planned increase GF transfer in:					
	7.2%	7.2%	7.2%	7.2%	7.2%

Need: Assuming all other things remain equal, an additional ~\$218,500 is needed in the rolling stock fund in FY28, with future years continuing to increase at 7.2%, to keep this fund out of the red. For your information, ~\$218,500 equates to roughly a 2% increase on the tax rate.

Potential Solutions: Because we are outside of the regular budget process it is not possible to come up with an exact solution today that will solve a problem in FY30. There are also other budget pressures that we are not considering when looking at one issue at a time. However, we can consider these solutions in development of the FY28 budget.

Increase revenue options:

- Increase the FY28 general fund transfer to the rolling stock by ~\$218,500 with future years continuing to increase at 7.2%
- If the unassigned fund balance is over 15% at the end of FY26, the amount that is over can be transferred to the rolling stock as a one-time influx. This will not likely solve future years. We will also not have this information until the end of the FY28 budget process.
- Grants
- Ask the voters for a half cent tax to support the rolling stock

Cut expenses options:

- Push vehicles further out, but this is a tradeoff with increased expenses in repair and maintenance and some of the vehicles (i.e. sidewalk plows and plow trucks) are already slated for replacement past their useful life.
- Remove vehicles from the fleet. As an example, we've thought about contracting out sidewalk plowing and we couldn't make it work (so far anyway).
- Don't add new vehicles – the command vehicle is the only addition to the fleet. Removal of this purchase would reduce the FY28 need of \$218,500 by \$70,000. This would essentially work as a one-time influx of funds. In the future years we still need to get the transfer increased by \$218,500 plus 7% growth per year.

COST: N/A

RECOMMENDATION: No action is needed at this time. This is for discussion purposes only.

ATTACHMENTS: None



MEMO

To: Essex Junction City Council
From: Regina Mahony, City Manager; Jess Morris, Finance Director
Meeting Date: July 8, 2026
Agenda Item: FY28 Budget Discussion

ISSUE: The City Manager and Finance Director seek Council direction on development of the FY28 budget as they prepare the FY28 budget preparation instructions for Department Heads.

DISCUSSION: While the Council has not yet set the 2027 Annual Meeting date, we expect to be moving the Annual Meeting to Town Meeting Day in March. This will require an earlier budget preparation process. Here are the steps associated with developing the FY28 proposed budget:

1. The Council retreat held on June 3rd provided an opportunity for the Council to set policy priorities (as discussed at the June 24th meeting). These priorities will provide a solid base for the Departments to establish FY28 workplans and associated budgets. The Department Heads will also fill out the metrics and report status on the FY26 workplans for the Council to review, along with the draft FY28 budget. Note that exploring alternative revenue streams was identified and will certainly be a component of the budget development process. It is too soon to tell what that might look like at this time.
2. With early direction on a range for an overall budget increase/decrease percentage, the Finance Director and City Manager can work with Departments to meet the Council's goals. Here are some points of information to help with your discussion:
 - a. The Council set a FY27 goal of 3% to 5%, or less. We were able to produce a budget with an increase of 4%. Here are the last three budget years for reference.

Fiscal Year	General Fund Budget Increase	Tax Rate Increase
FY25	5% (\$582,953)	6.6%
FY26	3% (\$415,117)	2.6%
FY27	4% (\$502,228)	4.1%

- b. Please note if a level funded budget is desired, the budget is beholden to contractual obligations. Therefore, to achieve a level funded budget, services will need to be eliminated.
 - i. The existing City Association contract is in place through FY27. Negotiations for a new contract, that will be in effect for FY28, will begin in the coming weeks.
 - ii. Note that FY27 included impacts of the latest Police Union contract.
 - c. Staff will have the benefit of three full years of actuals for comparison (FY24, FY25, and preliminary FY26). This will be a continued improvement over prior years as most budgeting includes a process for using a three-year average to project future needs.
 - d. The [US Inflation Rate](#) is a helpful point of information.
3. Instructions to Department Heads will be sent in July 2026, once we have direction from this meeting.

- a. Staff will endeavor to get preliminary enterprise budgets prepared earlier like we have the last two years, because we understand the challenge of not having the full picture impact of both the general fund on tax payers and the enterprise funds on utility rate payers at the same time. However, it is important to note the earlier the enterprise fund rates are presented, the more preliminary and subject to change they are.
4. Budget Day: As discussed at the May 13th meeting, budget day will be held the week of November 16th with the exact date to be determined. Staff will aim to provide the Manager's budget to the Council the week of November 2nd which will give Councilors two weeks to review the information prior to budget day as we've done in previous years.

COST: N/A at this time

RECOMMENDATION: It is recommended that the City Council provide Staff with a range for an overall direction on % increase/decrease for the FY28 budget.

RECOMMENDED MOTION: N/A

ATTACHMENTS: None



MEMO

To: City Council
From: Chelsea Mandigo, Water Quality Superintendent
Meeting Date: July 8, 2026
Agenda Item: West Street Pump Station Force Main Project

ISSUE: To consider actions necessary to advance the West Street Force Main Replacement Project, including engineering, financing, and future bond funding. This is an introductory conversation on this topic. Action will be needed at the July 22nd meeting.

DISCUSSION: The West Street Pump Station, installed in 1964 and last retrofitted in 1983, serves a large and critical service area that includes West Street, the Pearl Street Corridor from the Fairgrounds to the Town of Essex, the Susie Wilson Road Pump Station service area, the Gauthier Industrial Park, the Fort Ethan Allen Pump Station service area, and the Pinecrest Drive Neighborhood in the Town of Essex. In addition to its age, the station consistently operates at or above capacity.

As the pump station replacement project has progressed through design, it has been determined that the existing force main—the pipe that conveys wastewater from the station to the treatment facility—is undersized and limits the station’s ability to increase flow capacity above what it is currently receiving. The upsizing of the force main is necessary to ensure reliable and efficient system performance of the station.

Replacing the force main concurrently with the pump station is necessary to support long-term reliability and overall cost efficiency. If the project is postponed a couple of years after the station replacement, it would require the temporary installation of oversized pumps in the new pump station to overcome the limitations of the existing pipe, resulting in higher upfront costs, increased wear on infrastructure, and inefficient operations.

This need was not identified when voters approved the previous \$3.8 million bond for pump station replacements. As a result, funding for the force main replacement is not currently available within existing project budgets or the Sanitation Capital Reserve Fund, meaning consideration of the timing of a bond vote is needed. Options for a bond vote include this coming November 2026 or March 2027. An important consideration in making this decision is an analysis of the City’s debt capacity from the Bond Bank. We could not get this information in time for the July 8th meeting packet. This information will be provided and a decision on the bond vote will be necessary at the July 22nd meeting to make the November ballot deadlines.

Additionally, this project will require an amendment to the Fiscal Year 2027 Sanitation Capital Plan to incorporate it. Also, the Engineer Service Agreement as well as the Clean Water State Revolving Fund Priority List Application, which is the State’s version of a Capital Plan for funding dollars, needs to be amended to include this project.

COST: The estimated cost for replacing the one-mile force main from the West Street Pump Station to South Street Lane with a larger diameter pipe is \$2 million. This project is anticipated to be cost-shared with the Town of Essex and is likely to follow a similar cost-share arrangement to the station, which will initially be 70% Town of Essex and 30% City and may adjust in the future based on flow.

Due to insufficient funds in the Sanitation Capital Reserve Fund, a bond vote will be required to move the project forward. To maintain alignment with the West Street Pump Station replacement schedule, holding a bond vote in November 2026 would best support project timing and implementation; however, consideration could also be given for March 2027.

The amendment to the Engineer Service Agreement is \$25,700. This cost will be included in the overall cost of the force main project, which is anticipated to be \$2 million.

The Clean Water State Revolving Fund application is being amended by \$2 million to include the force main project.

Below is the Sanitation Capital Reserve Fund Balance, showing the inclusion of the force main project for the \$5.8 million in total debt for the three pump stations and force main replacement projects. The transfers in from the operating budget remain the same as what was approved during the FY27 budget process. There is sufficient fund balance to cover the debt service projected for this project.

Sanitation Fund Capital Reserve Balance					
	FY27	FY28	FY29	FY30	FY31
Beginning Fund Balance	513,548	511,376	439,674	508,325	526,851
Planned Spending	(5,972,854)	(130,352)	(40,000)	(140,126)	(65,104)
Debt Payments (HS Pump Station Upgrade RF1-157 FY34 and ARRA Stimulus Loan FY31)	(81,318)	(81,318)	(81,318)	(81,317)	(81,317)
Estimated Debt Payment on Maple/River/West St Pump Station Retro-fits (\$5,800,000 for 20 yrs with 2.0% admin fee)		(354,709)	(354,709)	(354,709)	(354,709)
Revenue Sources					
Transfer In from Sanitation Operating Budget	252,000	302,000	352,000	402,000	432,000
Allocation Fee Revenue					
Bond Funding (Maple/River/West St Pump Station Retro-fits and West St force main)	5,800,000				
Town Share 70% of West St Pump Station Retro-fit and West St force main (West St portion is 77.6% of total debt - \$4.5M of \$5.8M)		192,678	192,678	192,678	192,678
Interest Earnings					
Total Revenues	6,052,000	494,678	544,678	594,678	624,678
Ending Fund Balance	511,376	439,674	508,325	526,851	650,399

RECOMMENDATION: It is recommended that the Council consider placing a vote on the November 2026 ballot to fund the West Street Force Main Replacement Project, amend the Sanitation Capital Plan to include the force main project, and sign the application to the Clean Water State Revolving Fund Priority List for this project.

It is further recommended that the council authorize the manager to sign the amendment to the Engineer Service Agreement with Aldrich and Elliott for the pump stations and force main replacement projects.

It would be helpful for Staff to know if the Council agrees to the November 2026 ballot question. If so, staff will prepare all the necessary documentation for consideration at the July 22nd Council meeting. This will include a Necessity Resolution and potentially a Special Meeting warning. At that meeting the Council can take all necessary action steps for this project.

RECOMMENDED MOTION:

No action is needed at this time; action will be taken at the July 22nd meeting.

ATTACHMENTS: Engineering Services Agreement Amendment, Clean Water State Revolving Fund Application

This is **EXHIBIT K**, consisting of 4 pages, referred to in and part of the **Agreement between Owner and Engineer for Professional Services** dated **June 26th, 2024**.

**AMENDMENT TO OWNER-ENGINEER
AGREEMENT Amendment No. 2**

The Effective Date of this Amendment is: June 10th, 2026

Background Data

Effective Date of Owner-Engineer Agreement:

Owner: City of Essex Junction

Engineer: Aldrich + Elliott, PC

Project: Essex Junction WW Pump Station Refurbishments

Nature of Amendment: [Check those that are applicable and delete those that are inapplicable.]

- ☒ Additional Services to be performed by Engineer
- ☐ Modifications to services of Engineer
- ☐ Modifications to responsibilities of Owner
- ☐ Modifications of payment to Engineer
- ☐ Modifications to time(s) for rendering services
- ☐ Modifications to other terms and conditions of the Agreement

Description of Modifications:

Aldrich + Elliott, PC to provide PER amendment services to incorporate upgrade of the West Street force main into the pump station improvement project. The force main has been identified as the limiting capacity infrastructure for future expansion of the service area where the Town/City

Agreement Summary:

Original agreement amount:	\$ <u>12,900</u>
Net change for prior amendments:	\$ <u>115,800</u>
This amendment amount:	\$ <u>25,700</u>
Adjusted Agreement amount:	\$ <u>154,400</u>

Change in time for services (days or date, as applicable): 180 days

The foregoing Agreement Summary is for reference only and does not alter the terms of the Agreement, including those set forth in Exhibit C.

Owner and Engineer hereby agree to modify the above-referenced Agreement as set forth in this Amendment. All provisions of the Agreement not modified by this or previous Amendments remain in effect.

OWNER:

ENGINEER:

By: _____
Print
name: _____

Title: _____

Date Signed: _____

Aldrich + Elliott, PC

By: _____
Print
name: Jason R. Booth, PE

Title: President

Date Signed: 6/1/2026

Paragraph(s) A1.01, A1.02, and A1.03. of the Agreement are further amended to include the following agreement(s) of the parties:

INTRODUCTION

A+E was tasked with developing improvements to the West Pump Station, including Step I and Step II services for the replacement of the existing dry-pit submersible station with a new pumping arrangement. While providing these services, the ENGINEER and OWNER identified a need to increase the capacity of the receiving force main to maintain service and support future growth within the receiving sewer-shed.

The existing 8" force main is approximately 6,025 feet long and connects the West Street pump station to manhole 'F2' on South Street. The City has decided to complete Step I services to evaluate alternatives to upsize the existing force main along-side the completion of Step II services to upgrade the existing pump station. The West Street pump station refurbishment/upgrade will either be sequenced to provide a minimal revision once the upsized force main is available or be delayed until construction of the new force main can occur.

The West Street pump station and 8-inch force main were originally constructed in 1966. The pump station had an original design capacity of 600 gallons per minute. Based on recent runtime data collected by the City, the pump station has an average daily peak flow rate of 675 gpm over the past 5 years. In order to maintain service and meet demand the existing pump station is pushing well past its original design capacity with the primary limitation identified as the receiving force main.

The PER will confirm original design assumptions, but at this time it is believed that the pump station will gain significant capacity if the force main can be upsized from 8" to 10". The anticipated alternatives include pipe-bursting the existing line for upsize within the existing profile, installation of a new 10" line parallel to the existing line, and identifying if another force main path exists following development in the area since 1966.

SCOPE OF SERVICES

The ENGINEER will provide the following professional engineering consultant services under the scope of this agreement:

PRELIMINARY ENGINEERING (STEP I)

Preliminary Engineering Report Amendment

A. Gather and Review Existing Information

Existing information will be reviewed for evaluating the West Street sewer force main project. The following information will be gathered and reviewed:

- As-Built Drawings
- O&M Manuals
- Storm/Sewer/Gas/Electrical/Water GIS system Mapping
- Digital Orthophotos
- Previous Studies
- Other data as appropriate.

B. Preliminary Design Criteria

Preliminary design criteria will be developed for the replacement force main and confirmed with the ongoing design of the West Street Pump Station upgrade.

C. Report

The Preliminary Engineering Report will be prepared following the WID format to include:

- Existing Facilities
- Project Need
- Alternatives Evaluated
- Selected Alternative
- Proposed Project

A proposed project will be developed to include:

- Description
- Project Schedule
- Estimated Construction Cost
- Total Project Cost Summary
- Permit Requirements
- Available Funding
- Debt Retirement

Also, for the proposed project, a preliminary proposed layout of the new force main will be prepared using available base mapping / orthophotos / Lidar.

A 90% draft of the report will be issued to the OWNER and State for review. Once the review comments are received, the comments will be addressed a final report issued in PDF electronic format.

D. Meetings

A 60% review meeting is included with the OWNER and State.

ADDITIONAL SERVICES

In addition to the foregoing being performed, the following services shall be provided only when mutually agreed upon in writing by and between the OWNER and the ENGINEER's compensation and time duration of the Agreement. Additional services will commence when incorporated into this scope of services by written Amendment signed by both parties. Examples of Additional services available are:

1. Pre-Design Services (Field Survey and detailed base-map preparation)
2. Final Design Services
3. Permitting
4. Permit filing fees
5. Environmental Report /Archeological Assessment /Soil Management Services
6. Bid phase services
7. Redesigns ordered by the OWNER or REGULATORY AGENCY after final design plans have been reviewed and accepted.
8. Assistance to the OWNER on matters of land acquisition, litigation, or arbitration in regard to this project.

RUS CERTIFICATION PAGE (MODIFIED from RUS BULLETIN 1780-26, EXHIBIT C)**DEC CERTIFICATION PAGE**

PROJECT NAME: Essex Jct Pump Stations Improvements – West Street Force Main
PROJECT LOCATION: River St, Maple St, and West St, Essex Junction VT.
APPLICANT & LOAN/GRANT NUMBER: RF1 - 375

The Engineer and Owner hereby concur in the Funding Agency required revision to E-500 (2014). In addition, the Engineer certifies to the following:

All modifications required by DEC and RUS Bulletin 1780-26 have been made in accordance with the terms of the license agreement, which states in part that the Engineer “must plainly show all changes to the Standard EJCDC Text, using ‘Track Changes’ (redline/strikeout), highlighting, or other means of clearly indicating additions and deletions.” Such other means may include attachments indicating changes (e.g. Supplementary Conditions modifying the General Conditions).

SUMMARY OF ENGINEERING FEES

Note that the fees indicated on this table are only a summary and if there is a conflict with any provision of Exhibit C, the provisions there overrule the values listed on this table. Fees shown will not be exceeded without the concurrence of the Agency.

Description of Steps and Services	Fee Amount	Basis of Payment (Lump Sum or NTE)
1. Step 0 – Feasibility Study		LS/NTE
2. Step I – Preliminary Engineering		
a. Preliminary Engineering Report Services Addendum	\$8,200	LS
b. Environmental Information Document Services	\$4,700	NTE
c. Preliminary Engineering Report – West Street Force Main	\$25,700	LS
3. Step II – Final Design		
a. Basis of Final Design and Final Design Plans and Contract Documents	\$100,000	LS
b. Subsurface Investigation	\$8,800	NTE
c. Special Services (Permitting / Bond Vote)	\$7,000	NTE
4. Step III		
a. Bid Phase Services		LS
b. Construction Phase Services		LS
c. Resident Project Representative Services		NTE
d. Post Construction Phase Services		LS
5. Total Engineering Costs	\$154,400	
6. Construction Costs		
a. Ejector Stations (Contract 1)	\$862,500	
b. West Street (Contract 2)	\$1,725,000	
c. West Street Force Main (Contract 3)	\$2,000,000	

d. Small Purchase		
7. Total Project Cost	\$4,741,900	
8. Total Bond Amount	3,800,000 (as of 5/5/25)	

SCOPE OF SERVICES

The scope of services can be found in the following pages of the contract under Exhibit J – Special Provisions.

PROGRESS MEETING AND DELIVERABLES

DEC places funding holds on projects at the 30%, 60%, and 90% of engineering Step I & II (planning and final design) services pending a project meeting and deliverables. Holds may be negotiated to add or delete holds based on the needs of the project. This contract involves the following Step I and II deliverables and meetings:

Percent Complete	Approximate Meeting Schedule	Deliverables
60%	7/15/2026	60% Report
90%	9/15/2026	90% Report and Final Cost Estimate for Proposed Project
Final	10/31/2026	Final Report

Any adjustments to engineering fees or changes to maximum estimated values must be approved by the Agency and must include a table of what specific category or categories of fees are being changed, what fees were before and are after the change, and the resulting total fee.

Aldrich + Elliott PC

Engineer



Date 6/1/2026

Jason Booth, PE

President

City of Essex Junction

Owner

Date _____

Regina Mahony

City Manager

Water Infrastructure

FINANCING PROGRAMS



VERMONT WATER & WASTEWATER REVOLVING LOAN FUNDS

State Revolving Loan Programs

FUNDING APPLICATION

IMPORTANT: Please select the Type of Entity and Loan Type(s) before completing the application. This information is used to set up the rest of the form.
This form MUST be completed electronically, handwritten applications will not be accepted.

Select the Type of Entity this application is for:

- ☒ Municipality, Fire District, or other similar entity
- ☐ Homeowners Association, LLC, Proprietorship, 501(c)3 Non-Profit, or other similar entity

LOAN TYPE

This section may be completed by engineer or applicant

A draft [Engineering Services Agreement \(ESA\)](#) must be submitted via [ANR Online](#). Do not submit a draft ESA with this loan application.

This loan will be used for (select all that apply):

- | | |
|--|--|
| ☐ Step I Drinking Water Loan (Feasibility & Planning) | ☒ Step I Clean Water Loan (Feasibility & Planning) |
| ☐ Step II Drinking Water Loan (Final Design) | ☐ Step II Clean Water Loan (Final Design) |
| ☐ Step III Drinking Water Loan (Construction) | ☐ Step III Clean Water Loan (Construction) |
| ☐ Drinking Water Loan Amendment | ☐ Clean Water Loan Amendment |
| ☐ Municipal Source Water Protection Loan | ☐ CWSRF Interim Financing |
| | ☐ Pollution Control or ARPA Grant |

ANR Online Submission ID from the "Engineering Services Agreement Review and Approval" form:

HQN-ARPA-RHMQC

APPLICANT INFORMATION

This section may be completed by engineer or applicant

LOAN APPLICANT

City of Essex Junction

DATE OF APPLICATION

Jun 14, 2026

SYSTEM NAME

Essex Junction WWTF

WSID NUMBER

WASTEWATER PERMIT NUMBER

3-1254

MAILING ADDRESS

2 Lincoln Street

TOWN

Essex Junction

STATE

VT

ZIP+4

05452 - 3154

PHONE

802-878-6943 ext. 1705

CELL PHONE

TAX ID

SAM UNIQUE ENTITY ID

CONTACT PERSON - AUTHORIZED REPRESENTATIVE

This section may be completed by engineer or applicant

All authorized representatives and any alternate authorized representatives must be members of the owner's governing body or direct employees of the owner and may not be independent contractors working for the owner.

CONTACT NAME		TITLE	
Regina Mahony		City Manager	
MAILING ADDRESS	TOWN	STATE	ZIP
2 Lincoln Street	Essex Junction	VT	05452
PHONE	CELL PHONE	EMAIL ADDRESS	
802-878-6944		rmahony@essexjunction.org	

ALTERNATE AUTHORIZED REPRESENTATIVE(S) (At least one Alternate Authorized Representative is Required)

This section may be completed by engineer or applicant

AUTHORIZED REPRESENTATIVE NAME		TITLE	
Chelsea Mandigo		Water Quality Superintendent	
MAILING ADDRESS	TOWN	STATE	ZIP
2 Lincoln Street	Essex Junction	VT	05452
PHONE	CELL PHONE	EMAIL ADDRESS	
802-878-6943 ext. 1705		chelsea@essexjunction.org	

Add Alternate Representative

ENGINEERING FIRM & REPRESENTATIVE (or Legal Firm and Attorney's Name if this is a Source Protection Loan)

This section may be completed by engineer or applicant

FIRM NAME		CONTACT NAME	
Aldrich + Elliott, PC		Jeffrey Lewis, PE	
MAILING ADDRESS	TOWN	STATE	ZIP
6 Market Place, Suite 2	Essex	VT	05452
PHONE	CELL PHONE	EMAIL ADDRESS	
802-879-7733 ext. 117	802-881-4417	JLewis@aeengineers.com	

LOAN REQUEST

This section may be completed by engineer or applicant

Project Title:

Total amount requested for this loan: \$

Total projected project cost: \$

Please enter details of costs not included in the Engineering Services Agreement that the requested loan amount will cover:

The ESA includes all costs associated with preparation of an amendment to the preliminary engineering report to incorporate upgrade of the West Street PS force main.

Please describe the source(s) of the additional funding needed to cover the difference between the amount requested for this loan and the total projected project cost:

Additional funding will be required for Step II and Step III engineering services and project construction in later stages of the project. This funding need will be met by a combination of SRF funding and local funding.

Please describe the history of the project:

A PER was completed to upgrade three city owned pump stations, during final design for the West Street pump station it was determined that the force main will need to be upgraded to meet future demands. This PER amendment will evaluate alternatives to upgrade the West Street force main.

Please describe who will benefit from the proposed project:

The sewer customers located within the pump station collection areas will benefit from the proposed project. This includes residents of the City of Essex Junction and the Town of Essex.

Do current and potential customers have alternative sources of water and is the proposed project the best and most cost-effective alternative?

The proposed project is the best and most cost-effective alternative. This will be further documented in the complete PER.

Please provide a description of the project as it relates to this loan. Include specifications and materials used, water sources, and treatment facilities (attach sheets if necessary):

Please see attached preliminary Study completed.

Please include estimated or actual project cost summary/estimate of probable project costs.

Is the Applicant interested in sponsoring a Water Infrastructure Sponsorship Program (WISPr) project?

☐ Yes ☒ No

SITE INFORMATION

This section may be completed by engineer or applicant

An attorney's legal opinion may be required regarding the site or sites where the project will be located. The Facilities Engineering Division's Construction Section will make this determination for the project.

Do you own all land or possess all the easements or rights-of-ways for project sites?

☒ Yes ☐ No

ESTIMATED PROJECT SCHEDULE

This section should be completed by the engineer

Estimated Project Initiation Date:

Estimated Project Completion Date:

ESTIMATED SPENDING SCHEDULE OF LOAN PROCEEDS

This section may be completed by engineer or applicant

Quarter	Year	Amount
April - June	2026	\$2,000
July - September	2026	\$15,000
October - December	2026	\$8,700
Add Another Quarter	TOTAL -->	\$25,700

REVENUES

This section should be completed by the applicant

What is the Applicant's fiscal year?

User Rate Revenue Table

	Current FY - 2	Current FY - 1	Current FY (estimated)	Current FY + 1 (estimated)	Current FY + 2 (estimated)
Amount Billed	\$837,030	\$809,943	\$1,006,390	\$1,036,582	\$1,067,679
Amount Collected	\$815,708	\$789,413	\$980,881	\$1,010,667	\$1,040,987
Amount Uncollected/Outstanding	\$21,322	\$20,530	\$25,509	\$25,915	\$26,692
Estimated Amount of Commercial Revenue					

Does the system use tax revenue to support any utility related activities, including capital projects?

☐ Yes ☒ No

EXPENDITURES / SYSTEM OPERATION & MAINTENANCE EXPENSES

This section should be completed by the applicant

Current Fiscal Year O&M Costs (exclusive of debt and reserve fund payments):

Post Project Fiscal Year O&M Costs (exclusive of debt and reserve fund payments):

Please attach a copy of your actual YTD revenue and expenses, and projected budget.

EXPENDITURES / SYSTEM DEBT

This section should be completed by the applicant

What is the applicant's total long-term outstanding debt?

What is the applicant's total annual long-term debt payment?

Direct Debt

	Current FY	Current FY + 1	Current FY + 2	Current FY + 3	Current FY + 4	Current FY + 5
Total Payment	\$84,456	\$84,456	\$84,456	\$84,456	\$84,456	\$84,456

Long-Term Debt Schedule

Purpose of Long-Term Debt	Direct or Self-Supporting	Year of Maturity	\$ Amount Outstanding
Sani and WW Improvements	Direct	2030	\$97,107
HS Pump Station Upgrade	Direct	2034	\$547,845
Add Another Long-Term Debt			
Total As of ->			\$644,952

Does the system have any authorized but unissued debt (excluding the debt requested in this application)?

☐ Yes ☒ No

Does the Applicant have any future borrowing plans over the next 5 years?

☒ Yes ☐ No

Please describe the system's future borrowing plans.

Future Borrowing plans are directly tied to this application; the construction of the pump station and force main upgrades.

Are there other capital projects in the near term (5 years)?

☒ Yes ☐ No

Please describe those other capital projects planned for the near term (5 years)?

Replace/upgrade existing sanitation lines in conjunction with identified road/sidewalk/bridge projects.

Does the Applicant have an annual or cumulative deficit?

☐ Yes ☒ No

Does the Applicant anticipate an increase in revenues as a result of these improvements?

☐ Yes ☒ No

Does the Applicant anticipate a reduction in operating expenses as a result of these improvements?

☒ Yes ☐ No

Please explain the reduction in operating expenses you anticipate will result from these improvements.

We expect to gain efficiency at the West Street pump station due to reduced headloss with a larger diameter force main.

What are the economic trends in your service area - jobs, population increases/decreases, housing starts, property values, etc.? For Mobile Home Parks, please provide an occupancy history for the past five (5) years.

Population of 10,590 in Essex Jct with a median age of 39. 16.3% of residents are over 65 and 15.3% were born outside the US. there are 4,789 housing units with a median gross rent of \$1,473, the median household income is \$92,589. The average assessed home value in Essex Junction is \$280,000.

List any current or potential connections using greater than 5% of demand or provide a general description of service area.

The service area for the West St pump station includes areas within the City of Essex Junction and the Town of Essex with the flow estimated to be split approximately 50/50. The average flow in gpd for the station is approximately 260,000 over the past 3 years. the majority of flow is residential in nature with minor commercial use.

SYSTEM RESERVE FUNDS

This section should be completed by the applicant

Does the Applicant have any reserve funds?

☒ Yes ☐ No

Please describe the reserve fund and what it is used for:

Capital Reserve Fund - designated for capital projects and improvements as identified through annual budgeting processes.

Is the Applicant actively contributing to reserve funds in accordance with a short-term Asset Replacement Table (START)?

☒ Yes ☐ No

What does the Applicant do with surpluses, if any?

Surpluses are held in the Capital Reserve.

Reserve Funds

	Current FY	Current FY + 1	Current FY + 2	Current FY + 3	Current FY + 4
Amount Available	\$200,016	\$93,635	\$157,610	\$267,338	\$346,781

Financial Documentation & Controls

This section should be completed by the applicant

Please submit 3 years audit financial statements. If not available, submit:

- 3 years statement of revenue and expenditure, AND;
- 3 years year-ending cash balance (checking, savings, and investment accounts)

Has anything occurred since the date of your last annual financial report or financial statement that would have a significantly negative effect on your revenues, expenditures, or ability to pay future debt service?

☐ Yes ☒ No

Did the Applicant have more than one budget defeat in the last two years?

☐ Yes ☒ No

Does the Applicant have any pending litigation in excess of \$10,000 on the system and/or the municipality?

☐ Yes ☒ No

Does the Applicant offer a retirement plan to its employees (including VMERS)?

☒ Yes ☐ No

Please describe your plan, your estimated proportionate share of unfunded pension liability:

VMERS fully funded

If the Applicant has its own retirement plan separate from VMERS, does it have any unfunded pension liabilities?

☐ Yes ☒ No

Describe the Applicant's budget control system. Does the Applicant use multi-year forecasting or interim (quarterly or monthly) financial reports to monitor your status?

Monthly financial reports are issued to all department heads and Council.

Are all account records currently maintained for:

Checkbook ☒ Yes ☐ No ☐ Don't Know

By Whom: Finance

Comments:

Receipts ☒ Yes ☐ No ☐ Don't Know

By Whom: Clerk/Treasurer

Comments:

Disbursements ☒ Yes ☐ No ☐ Don't Know

By Whom: Finance

Comments:

Deposit Slips ☒ Yes ☐ No ☐ Don't Know

By Whom: Clerk/Treasurer

Comments:

Are bank statements reconciled on a regular basis?

☒ Yes ☐ No ☐ Don't Know By Whom: Accountant II

Comments:

Are bank accounts and ledger balances reconciled on a monthly basis?

☒ Yes ☐ No ☐ Don't Know By Whom: Finance Staff

Comments:

Are financial records maintained in a computerized system?

☒ Yes ☐ No ☐ Don't Know By Whom: Finance/NEMRC

Comments:

Are any financial records maintained in manual form?

☐ Yes ☒ No ☐ Don't Know By Whom:

Comments:

Does the applicant maintain separate reporting for this utility?

☒ Yes ☐ No ☐ Don't Know By Whom: Finance

Comments:

Does someone other than the treasurer receive unopened bank statements and review bank reconciliations?

☒ Yes ☐ No ☐ Don't Know By Whom: Accountant II

Comments:

Does the same individual open the mail and deposit checks?

☐ Yes ☒ No ☐ Don't Know By Whom:

Comments:

Does the organization receive payments in cash?

☒ Yes ☐ No ☐ Don't Know By Whom: Clerk/Treasurer

Comments:

Does the Applicant have pre-numbered receipt books for cash payments?

☐ Yes ☒ No ☐ Don't Know By Whom:

Comments:

All cash payments are processed through the register/NEMRC cash receipts, and receipts are given at time of in-person payment. Cash payments are only accepted in-person.

Are checks always written to specified payees and not to cash?

☒ Yes ☐ No ☐ Don't Know By Whom: Accountant I

Comments:

Are pre-numbered checks used for all bank accounts?

☒ Yes ☐ No ☐ Don't Know By Whom: Accountant I

Comments:

Are checks written by the same individual who approves payments?

☐ Yes ☒ No ☐ Don't Know By Whom:

Comments:

Have there been any changes in authorized signatures during the fiscal year?

☐ Yes ☒ No ☐ Don't Know By Whom:

Comments:

Has a signature stamp ever been used for any account?

☐ Yes ☒ No ☐ Don't Know By Whom:

Comments:

Is the organization professionally audited by a CPA?

☒ Yes ☐ No ☐ Don't Know By Whom: Kittell, Branagan, and Sargent

Comments:

Does the Authorized Representative assist in the audit planning process?

☐ Yes ☒ No ☐ Don't Know By Whom:

Comments:

Is a specific individual responsible for correcting audit findings?

☒ Yes ☐ No ☐ Don't Know By Whom: Finance Director

Comments:

Are regular financial reports prepared for the board?

☒ Yes ☐ No ☐ Don't Know By Whom: Finance Director

Comments:

Reports are Issued monthly

Are budget to actual reports prepared for each department?

☒ Yes ☐ No ☐ Don't Know By Whom: Finance Director

Comments:

Reports are Issued monthly

Has the Authorized Representative borrowed money from the utility?

☐ Yes ☒ No ☐ Don't Know By Whom:

Comments:

Has the organization had a theft, embezzlement or wire fraud in the last 5 years?

☐ Yes ☒ No ☐ Don't Know By Whom:

Comments:

Has the Treasurer or CFO participated in any business which does business with the system/utility?

☐ Yes ☒ No ☐ Don't Know By Whom:

Comments:

Does the Applicant loan money to employees?

☐ Yes ☒ No ☐ Don't Know By Whom:

Comments:

Have board members attended financial trainings?

☒ Yes ☐ No ☐ Don't Know By Whom:

Comments:

Annual Council orientation, and individual training as needed.

Has the Treasurer/CFO attended trainings on recordkeeping?

☒ Yes ☐ No ☐ Don't Know By Whom:

Comments:

Does the Applicant have written financial policies and procedures?

☒ Yes ☐ No ☐ Don't Know By Whom:

Comments:

Does each employee have copies of these policies and procedures?

☒ Yes ☐ No ☐ Don't Know By Whom:

Comments:

KEY PERSONNEL

Please list the names and qualifications of the following key personnel including areas of expertise, years of experience in similar programmatic work, years at current position, and/or any relevant qualifications.

Please include all personnel related to the loan. Authorized Rep, Alternative Authorized Rep(s), Clerk, Board Members, Financial Manager, etc.
Failure to include all key personnel will result in the application being considered incomplete.

NAME

POSITION (select from the list or enter another value)

Regina Mahony

Town Manager/Administrator

QUALIFICATIONS:

NAME

POSITION (select from the list or enter another value)

Susan McNamara-Hill

Treasurer

QUALIFICATIONS:

NAME

POSITION (select from the list or enter another value)

Chelsea Mandigo

Alternate Representative/Water Quality Superintendent

QUALIFICATIONS:

NAME

POSITION (select from the list or enter another value)

Jessica Morris

Financial Manager

QUALIFICATIONS:

NAME

POSITION (select from the list or enter another value)

Amber Thibeault

Governing Body Chair

QUALIFICATIONS:

Add Another Key Person

ADDITIONAL COMMENTS

Provide any additional comments for your application here:

Certification

The Applicant certifies that it possesses the legal authority to apply for the SRF loan, and to finance and construct the proposed facilities. A resolution, motion, or similar action has been duly adopted or passed as an official act of the Applicant's Legislative Body authorizing the filing of the application. A resolution, motion, or similar action has been duly adopted or passed authorizing the person identified herein as the authorized representative of the Applicant in connection with the project for the purpose of furnishing information, data and documents pertaining to the project as required by the State of Vermont.

Authorization Date:

REPRESENTATIVE SIGNATURE

PRINT NAME

REPRESENTATIVE SIGNATURE

PRINT NAME

REPRESENTATIVE SIGNATURE

PRINT NAME

REPRESENTATIVE SIGNATURE

PRINT NAME

REPRESENTATIVE SIGNATURE

PRINT NAME

Clerk Certification

Clerk Signature Date:

SIGNATURE OF CLERK

PRINT NAME

Authorized Representative Certification

Authorized Representative Signature Date:

SIGNATURE OF AUTHORIZED REPRESENTATIVE

PRINT NAME

Submit completed application and all attachments via the ANR Online website at:

<https://anronline.vermont.gov/?formtag=SRFLoanIntake>



MEMO

To: Essex Junction City Council
From: Regina Mahony, City Manager
Meeting Date: July 8, 2026
Agenda Item: Add Special Meeting to Set the FY27 Tax Rate

ISSUE: We may not have all the information necessary to set the tax rate at the July 22nd Council meeting.

DISCUSSION: We normally set the tax rate in July to get the tax bills processed as early as possible in August. We are required to mail the bills no later than August 15th, 30 days before the first installment is due on September 15th.

Ideally, we would do this at the July 22nd meeting, however we may have a more accurate grand list to work from the following week. Therefore, we'd like to set a Special Council Meeting for Monday, August 3rd at 5:30pm to possibly set the tax rate. We can cancel it if we are able to do this at the July 22nd meeting. We will have more certainty over the next two weeks.

If a BCA meeting is needed on August 3rd, the BCA would meet at 6:00pm.

COST: N/A

RECOMMENDATION:

Staff recommends that the Council set a special meeting for the purpose of setting the tax rate. We can cancel it if we are able to do this at the July 22nd meeting.

RECOMMENDED MOTION:

"I move that the City Council set a special Council meeting on August 3, 2026 at 5:30pm."

ATTACHMENTS: None



MEMO

To: City Council

From: Regina Mahony

Meeting Date: July 8, 2026

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

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

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

Cost: N/A at this time

Recommendation:

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

Motion #1

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

Motion #2

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

**CITY OF ESSEX JUNCTION
CITY COUNCIL
REGULAR MEETING
DRAFT MINUTES OF MEETING
June 24, 2026**

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

ADMINISTRATION: Regina Mahony, City Manager; Wendy Hysko, Library Director, Ashley Snellenberger, Director of Communications & Strategic Initiatives; Chis Yuen, Community Development Director.

OTHERS PRESENT: Amy Boudreaux, Marcus Certa, Karen Hergesheimer, Susie McGovern, Reed Nye, Kory Riemensperger, Jeb Spaulding, Dennis Thibeault, Stephen Wille Padnos, Resa.

1. CALL TO ORDER

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

2. AGENDA ADDITIONS/CHANGES

None.

3. APPROVE AGENDA

None.

4. PUBLIC TO BE HEARD

a. Comments from Public

Stephen Wille Padnos spoke about a bill that recently passed in the State legislature (H.941), a provision of which states that municipalities are no longer allowed to regulate plants, except cannabis and hemp. He said that this has implications for visibility triangles, rights of way, plantings around fire hydrants, etc. He suggested that municipalities and the Vermont League of Cities and Towns should conduct a policy and legal analysis of this bill.

Resa expressed appreciation for the notes on the agenda showing that it has been edited since it was first posted, which is useful for the public to follow along with City Council meetings and activities.

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

The Council interviewed Kory Riemensperger and Jeb Spaulding for open positions on the Brownell Library Trustees. The applicants spoke about their relevant experience, involvement in the community, qualifications, and interest in participating on the Brownell Library Trustees Board. Councilors asked the applicant questions related to their familiarity with the Trustees and their recently developed strategic plan, how they see the library's role in the community, and whether they would be interested in serving on other committees if not appointed to this one.

The Council interviewed Susie McGovern for an open position on the Recreation Advisory Committee. The applicant spoke about her relevant experience, involvement in the community, qualifications, and interest in participating on the Recreation Advisory Committee. Councilors asked the applicant questions related to how they've interacted with Essex Junction recreation programming and infrastructure and whether they would be interested in serving on other committees if not appointed to this one.

See item #9a below for appointments.

b. Conversation with CHIPS Executive Director, Amy Boudreaux

Amy Boudreaux, Executive Director of Essex CHIPS, spoke on this agenda item. She provided an update on the program and its recent activities. She noted that CHIPS reopened in January and that its focus has been on rebuilding programs, strengthening relationships, and creating opportunities for youth and families in the community. She said that since reopening, they have engaged 85 youth from the area, through teen center programs, additional extra programs on Friday nights, and outreach events. She said that they have held more than 80 program days and engagement opportunities for students, and have led special events, leadership opportunities, volunteer activities, and outreach efforts. She noted that between 12-26 youth attend regular programming events, but have had higher volumes at drop-in events. She said that they strongly encourage youth to have a voice and ownership of programming and the space, and noted that there are youth members of the CHIPS Board of Directors. She noted that CHIPS launched a youth advisory board to solicit further feedback on programming. She spoke about the results of a recently-fielded CHIPS survey. She spoke about establishing a referral system and partnerships with schools. She spoke about some of the events that CHIPS has held for community connections.

Councilor Chawla asked about any challenges or gaps that have arisen since CHIPS reopened. Ms. Boudreaux replied that mental health is a persistent challenge, but that CHIPS provides valuable opportunities for youth to connect face-to-face and interact with each other in person and that staff are trained to help with youth. She also spoke about challenges engaging with high school-aged youth, but that they are working to develop programming for that age demographic as well as a mentorship program. Councilor Clark asked about greatest opportunities for Essex CHIPS moving forward, and Ms. Boudreaux replied that she would like to see more opportunities to connect with youth in middle and high school, and in turn have them connect more with the community, as well as focus on workforce development and different career opportunities. She said they are also focusing on prevention-related education and providing caregiver workshops to support parents in areas they might need more help in. Councilor Clark asked about outreach and engagement mechanisms that CHIPS uses, and Ms. Boudreaux replied that they are working on broadening their outreach and engagement efforts, but that they work with schools, local care organizations, and have a strong social media presence. Councilor Miller asked how the community can support the local donation program for CHIPS, and Ms. Boudreaux said that they will have set hours for drop-offs that they will publicize to collect donations.

c. Communications Department Head Brief to Council

Communications and Strategic Initiatives Director Snellenberger spoke on this agenda item. She began by summarizing the department's activities over the last six months, including the City's rebranding efforts and development of a new City logo, developing the City's Community Engagement Plan, hosting a committee orientation and training for committee and board members, and working on the second year of departmental work plans and the Council Retreat. She then summarized the activities that the department anticipates engaging on in the next six months, including rolling out the Community Engagement Plan to staff, updating the new logo on the website and signs in the City, as well as moving to a .gov domain for City staff, planning for ADA compliance throughout the City by 2028, working on departmental work plan and budget development for FY28, and working on transition plans, as she will be transitioning to another job opportunity in the next several months. She thanked the Council and City staff for the opportunity to work with them and for the City over the last four years.

d. Discussion and Consideration of Retreat Debrief

Director Snellenberger provided a written summary of the City Council's retreat on June 3, 2026, at which it discussed community engagement, economic development, and established priorities for Fiscal Year 2028. She spoke about the Council's first discussion item, which was to develop six working agreements/norms for effectively working together. She then noted the Council's discussions of community engagement and economic development, and its development of priorities around strengthening trust, participation, and community connection over the next year, as well as the City's role in shaping its economic future and priorities around creating an economic development strategy, strengthening relationships with local businesses, increasing staff capacity around community development and economic development, and establishing an Economic Development Committee or Main Street Downtown Committee. She then spoke

about the second half of the Retreat, which included the Council and department heads, and focused on celebrating progress on the current strategic plan and action items for the upcoming fiscal year.

Councilor Chawla talked about the Retreat itself and having entire department head staff and Council making joint decisions. He emphasized the importance of feedback and collaborative discussion, but cautioned that the Council's role as a legislative and decision-making body not be minimized. He spoke about the list of outstanding items that may not rise to the top of being Council and City priorities but are still issues nonetheless, and asked how those will be addressed along with bigger items. City Manager Mahony said that they are still learning through the process, given that this was the second annual City Council Retreat, and said that they can have a more in-depth discussion prior to the third annual Retreat about placing greater emphasis on the Council's role in setting priorities. City Council President Thibeault agreed, acknowledging that the list of priorities is lengthy and that each of them represents some form of the City's constituency or geography, and that the priorities as articulated in the debrief document align with what was discussed at the Retreat. Director Snellenberger noted that one part of the work plan process will be for department heads to determine if there are items on the larger list of priorities that can feasibly be added to their work plans, even if they are smaller items. Councilor Miller agreed with Councilor Chawla about looking at structural changes to the retreat process prior to next year's Retreat. Councilor Clark agreed that the list of priorities coming out of the Retreat aligns with what was discussed. City Manager Mahony also spoke about how capacity is a limiting factor for any of the items on the priority list (or larger list), and Councilor Clark said that the Council will eventually need to think about how to expand that capacity.

e. Discussion and Consideration of the Engagement Plan

Director Snellenberger noted that the Council discussed an initial draft of the Community Engagement Plan at its May 27, 2026 meeting, and that they had requested feedback from the Chittenden County Regional Planning Commission (CCRPC) Outreach and Engagement Manager. She noted that the version before the Council tonight includes updates based on feedback from CCRPC. She also noted a request from the previous discussion for prompts from staff for the Council to further facilitate discussion and refinement of the plan, and she included those prompts for discussion. They include whether the goal from the Retreat captures goals for the engagement plan or whether further detail is needed, whether there are additional goals that staff should include in the plan, whether the Council agrees with the Community Engagement Framework as presented in the plan, and whether the Council thinks there is anything missing from the plan or if they feel comfortable approving the plan as drafted in its current state.

Councilor Clark said that the Council has expressed an interest in strengthening the City's social media presence, which is included in the Community Engagement Plan, and that she is comfortable with the plan as drafted. Councilor Chawla agreed with the additional goal of engaging with underrepresented communities. He also noted that the responsibility for much of the engagement is on City staff, and said he would like to set an expectation for Council members to carry some of this responsibility as well. Director Snellenberger replied that they could incorporate and build Council engagement into the engagement plan in certain areas, and that there are implicit expectations that Councilors will support engagement efforts with the community. Councilor Clark agreed that the Council should and does play a significant role in community engagement, but acknowledged that staff will include the Council in their engagement plans as they are developed.

Councilor Miller made a motion, seconded by Councilor Clark, to approve the Comprehensive Community Engagement Plan. The motion passed 5-0.

f. Discussion and Consideration of the Economic Development Services RFP

City Manager Mahony began by noting that there was a \$30,000 line item included in the Fiscal Year 2027 budget for economic development consulting services, given that the City does not have an economic development committee or department, that there have been thoughts about potentially changing the City's designation from Village to a Downtown designation (but that there is a lot of activity at the state level with Act 250 changes and future land use map changes), that there has been interest in revenue generation for

the City that decreases the burden on the residential side of the City's grand list, and how the City can move forward at this point in time. She noted that the purpose of the RFP for consulting services is not to develop a traditional economic development strategy, strategic plan, or comprehensive economic development plan, but to seek practical recommendations regarding how the City's economic development functions should be organized, governed, funded, staffed, and implemented to support the City's long-term economic goals.

City Council President Thibeault said she would like to see the timeline pushed up, given that deliverables and actionable information will be crucial to budget discussions for the FY28 budget. Councilor Clark asked if the selection committee for the RFP has been formed yet (City Manager Mahony: no), and also noted that the RFP was written in a way that they could receive bids from vendors who have experience in municipal operations but not in economic development. City Manager Mahony said she would review the required bidder experience to ensure that economic development experience is required. Councilor Chawla said that at least one City Councilor should be on the selection committee. Councilors discussed whether \$30,000 was an appropriate amount for the scope of this contract (some Councilors thought the number too small and others thought too large), but agreed to wait and see the types of bids that are submitted in response to the RFP.

g. Discussion and Consideration of the Pearl Street Multimodal Project and Westbound Lane Configuration
Community Development Director Yuen spoke on this agenda item. He began by noting that the Pearl Street Multimodal Project improvements have mostly been approved, with the exception of the westbound lane configuration. He said that as the consultant had drawn up in the scoping study, the number of westbound lanes is reduced to one from the City until the Susie Wilson Road intersection. He noted that there were some concerns about that proposal and traffic capacity. He noted that three live tests were conducted at three different locations on three different dates where the westbound side of the road was reduced to one lane. He shared data of analysis from those live tests, which showed that the test days were slower but not much slower, and that part of that was due to slower travel speeds.

Councilor Chawla said that the reduction to one lane westbound shows a slowing in traffic but not necessarily the congestion that was a potential concern when this proposal was initially presented. Councilor Miller asked about the funding for this project, given some of the high needs in the rolling stock and capital projects for stormwater and other utilities, and City Manager Mahony replied that this is a General Fund capital project, and that the funds used for it would not come from the same funding source as the funds for utility capital projects, but noted that the rolling stock is also funded from the General Fund. Councilor Chawla noted that the improvements through this project have been discussed in the City for more than a decade, and that increased multimodal connectivity is something the community has expressed as a top priority consistently. Councilor Miller acknowledged this, but also said there is also a pressing need to reallocate funds to shore up the drastically underfunded rolling stock. Councilor Sheldon noted that this proposed project does not negatively impact traffic and that multimodal infrastructure is an important priority for the City and residents. City Manager Mahony said that supporting Green Mountain Transit (GMT) is one of the City's priorities, too, and that one method of supporting the bus system is making it more easily accessible for more people to use, and that this project would be a big help for accessing GMT services in that area of the City. City Council President Thibeault asked if City staff recommends moving forward with this project, and Director Yuen replied that yes, he would recommend moving forward with this configuration for the westbound lane and moving forward with the project as a whole, given that the Community Development Department receives numerous complaints about this stretch of road specifically, that this part of the City serves as a regional connection, and that this project aligns with the long-range vision for the Connect the Junction Plan. City Manager Mahony agreed that reducing the westbound side to one lane is a good idea and that it can be easily changed back to two lanes if traffic is negatively impacted, but she appreciates the challenge with spending almost \$1 million on this project. She noted that this project is at the top of the Capital Committee's project list and was funded to move forward, and that an extensive amount of work has gone into developing this alternative and figuring out how to achieve the goals of the project with the funding allocated for it. She said she would be hard-pressed to determine that repurposing this funding for the rolling stock would be the

best use of funding, either, without going through the full budgeting process and determining the City's priorities.

The following public comments were received:

- Marcus Certa said he would recommend pausing on this project to allow the Council the opportunity to discuss the rolling stock and other items that are in need of funding, and he said that this project should be re-examined in order to implement a shared use path that is built correctly to meet needs.

Councilor Chawla noted that there are apartments being built on this stretch of road, and that there will be plenty of people commuting through the area and using it, and that it will also increase GMT ridership. He said that this is a community priority, and expressed concern about postponing the project for another two to three years.

Councilor Chawla made a motion, seconded by Councilor Shelden, 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. The motion passed 3-2 (Councilors Clark and Miller dissenting).

h. ****Discussion and Consideration of an Executive Session to Discuss Contracts**

6. CONSENT ITEMS

- Approve Meeting Minutes: June 3, 2026, and June 10, 2026
- Annual Memo with Manager Appointments and Appointments of the City Clerk and Tree Warden
- Approve the 2026 Town Road and Bridge Standards
- Approve Street Closure Application for Meet Me on Main
- Approve Fraud Policy Amendments

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

7. COUNCILOR COMMENTS & CITY MANAGER REPORT: Councilor Miller noted the 4th of July events at the Champlain Valley Expo from 6:00 P.M. to 9:30 P.M.

8. READING FILE

- Check Warrant #24120 – June 12, 2026
- Champlain Water District Water Quality Report
- Recreation Advisory Committee Minutes – June 3, 2026
- Development Review Board Minutes – June 3, 2026
- Planning Commission Minutes – June 4, 2026
- Tree Farm Management Group Minutes – June 8, 2026

9. EXECUTIVE SESSION

- *An Executive Session may be needed to discuss the appointment of public officials

Councilor Miller 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 8:51 P.M.

Councilor Clark made a motion, seconded by Councilor Chawla, to appoint Kory Riemensperger to fill the vacant position as Brownell Library Trustee until the 2027 Annual Meeting. Further, to appoint Amanda Svensson as a member Susan Swogger and John Alden as an alternate to the Development

Review Board for a 3-year term ending June 30, 2029. Further, to appoint Susie McGovern to the Recreation Advisory Committee for a 2-year term ending June 30, 2028. Further, to appoint Amber Thibeault as the Council representative on the Capital Review Committee for a 3-year term ending June 30, 2029. The motion passed 5-0.

b. *An Executive Session may be needed to discuss contracts

Councilor Miller made a motion, seconded by Councilor Chawla, that the City Council make the specific finding that premature disclosure of contractual matters would place the City at a substantial disadvantage, and that the City Council enter into executive session to discuss a contract, pursuant to 1 V.S.A. §313(a)(1)(A) to include the City Council and City Manager. The motion passed 5-0.

Councilor Chawla made a motion, seconded by Councilor Miller, to exit executive session. The motion passed 5-0 at 8:51 P.M.

10. **ADJOURN**

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

Respectfully Submitted,
Amy Coonradt



MEMO

To: City Council
From: Chris Gaboriault, Fire Chief
Meeting Date: July 8, 2026
Agenda Item: Approval to Spend Rolling Stock for Command Vehicle

ISSUE: Add a Command Vehicle to Fire Department Fleet

DISCUSSION: The fire department currently operates a 2019 Ford F-150 pick-up truck to fill the role of Utility Vehicle, First Response and Command. This vehicle is housed at the fire station, to accommodate those three roles.

To fill an Incident Command role, a chief officer is required to respond to the station, gear up and respond to a reported emergency. In most cases, a command officer is responding along with fire apparatus.

The Incident Commander (IC) is the designated individual responsible for overseeing the entire incident response process. This role is vital for ensuring effective coordination and decision-making during emergencies.

Performing a size-up and directing responding resources is challenging when an IC arrives at the same time or shortly after fire units are already on scene. Having a Command Vehicle will provide an expedited response providing critical minutes to an IC, who needs to evaluate an incident, access resources are required, review resources responding, establish a plan of action and communicate that plan to responding units.

A Command Vehicle will also serve as a critical outpost, providing IC with the necessary space and technology to coordinate effectively during more complex emergencies.

COST: The estimated cost for adding this resource is \$82,912.00 for both the vehicle and the upfit. Two quotes were received: one from MHQ for both the truck and upfit for \$79,408.65; and Key Chevrolet (truck) & Hardwired (upfit) for \$75,011.49. The lower price is with Key Chevrolet and Hardwired. There is also a command cabinet for \$7,901, bringing the total to \$82,912. Radios were also purchased in FY26 for this vehicle. There are sufficient funds to cover this purchase: \$70,000.00 currently in Rolling Stock (FY26) and the additional \$12,912.00 would be supported from the Fire Departments FY27 budget.

RECOMMENDATION: Under the new purchasing policy the City Council is the authorizing agent for purchases of \$70,000 or more. It is recommended that the Council approve the \$82,912.00 expenditure to improve Incident Management Operations.

RECOMMENDED MOTION: "I move that the City Council authorize the purchase of the command vehicle and the associated cabinet for \$82,912."

ATTACHMENTS: None



MEMO

To: City Council

From: Chris Yuen, Community Development Director

Meeting Date: July 8, 2026

Agenda Item: Authorization to Carry Forward BWAC Funds for Speed Cushion Purchase

ISSUE:

Whether to authorize the carry-forward of \$4,373 in FY26 operating budget funds into FY27 to cover the cost of a set of removable speed cushions ordered for pilot traffic calming installation.

DISCUSSION:

Removable speed cushions will be a helpful tool to have in pilot traffic calming installations. Speed cushions function the same as speed tables, except they are sized to allow large vehicles such as fire trucks to straddle the bump with minimal slow down. The equipment can be removed for the winter and relocated based on community feedback and operational needs. The Bike Walk Advisory Committee will be involved in the installation at the time of implementation, consistent with the policy described in the traffic calming manual adopted by Council on December 17, 2025.

The order for this equipment, placed through Traffic Logix, was submitted in FY26, but delivery will not occur until FY27. Because the expense will be recognized in FY27 despite being budgeted and encumbered in FY26, Council authorization is needed to carry the funds forward to the appropriate fiscal year. If this carryforward is not authorized, the cost will instead be paid out of the existing FY27 operating budget.

The funds are available in the BWAC account, 210-5-16-10-810.111, which has a balance of \$5,587.29 in FY26.

COST:

\$4,373, to be moved from the FY26 BWAC operating budget (210-5-16-10-810.111) to FY27.

RECOMMENDATION:

Staff recommends that Council authorize the carryforward of \$4,373 from the FY26 BWAC account (210-5-16-10-810.111) to FY27 to fund the speed cushion purchase upon delivery.

RECOMMENDED MOTION:

I move to authorize the carryforward of \$4,373 from the FY26 Bike Walk Advisory Committee account (210-5-16-10-810.111) to FY27 for the purchase of removable speed cushions for the traffic calming pilot installation.

ATTACHMENTS:

Traffic Logix Invoice SIN37303



P.O. Box 222428
 Chantilly, VA 20153
 Phone: 1-866-915-6449 Fax:
 www.trafficlogix.com
 GST No.: 837372499RT0001 QST No.: 1214636715TQ0001

Invoice Number:

SIN37303

Invoice Date:

6/26/2026

Page: 1

INVOICE

Bill City of Essex Junction, VT
 To: Cindy Delibac
 2 Lincoln St
 Essex Junction, VT 05452
 USA

Ship City of Essex Junction, VT
 To: Cindy Delibac
 11 Jackson St
 Essex Junction, VT 05452
 USA

Customer ID	P.O. Number	Sales Order No.	Terms	Due Date	Quote #
ESS017		T-SO-034495	1% 10 days, Net 30	7/26/2026	QUO-56159-L5Z6S1

Item/Description	Unit	Order Qty	Quantity	Unit Price	Total Price
LSH03W Left Speed Hump - 0" to 3" WHITE	Each	6	6	100.25	601.50
RSH03W Right Speed Hump - 0" to 3" WHITE	Each	6	6	100.25	601.50
MSH03B Middle Speed Hump - 0" to 3" BLACK	Each	6	6	100.25	601.50
LSH33W Left Speed Hump - 3" to 3" WHITE	Each	3	3	100.25	300.75
RSH33W Right Speed Hump - 3" to 3" WHITE	Each	3	3	100.25	300.75
MSH33B Middle Speed Hump - 3" to 3" BLACK	Each	6	6	100.25	601.50
MSH03MUTCDLEFT Middle Speed Hump - 0" - 3" MUTCD Arrow Left WHITE	Each	3	3	100.25	300.75
MSH03MUTCDRIGHT Middle Speed Hump - 0"- 3" MUTCD Arrow Right WHITE	Each	3	3	100.25	300.75
23599TL 7" Speed Hump Lagbolt Kits	Each	220	220	0.00	0.00
PU140-LV Advanced Polyurethane Anchor Adhesive-400ml.	Each	9	9	5.00	45.00
23596 SDS-Plus Shank Rotary-Hammer Drill Bit 9/16"	Each	2	2	65.00	130.00
PU-APGUN 400mL 1:1 dispenser -Applicator Gun	Each	1	1	65.00	65.00
Freight revenue		1	1	570.00	570.00

Tracking No:731035012

CHECK REMITTANCE TO ADDRESS HAS CHANGED,
 PLEASE REMIT TO: P.O. Box,
 Chicago, IL 60673
 1/1

Subtotal:	4,419.00
Invoice Discount:	45.00
Total Sales Tax:	0.00
Total USD:	4,374.00

If either Party does not question or dispute this Invoice within twenty-one (21) days of receiving it, the Invoice shall be considered correct, complete and conclusive between the Parties.



MEMO

To: City Council

From: Chelsea Mandigo, Water Quality Superintendent

Meeting Date: July 8, 2026

Agenda Item: Water Resource Recovery Facility Drying Bed Contract Award

ISSUE: To award the contract for the installation of a 3 Bay Drying Bed at the Water Resource Recovery Facility and amend the FY27 Wastewater Capital Plan to include the cost and revenue of the project.

DISCUSSION: The Tri-town currently uses drying beds at the City of Winooski Wastewater Treatment Facility. A drying bed is an area where wet material, usually from pump station cleanings (e.g., grease, “flushable” wipes, grit, etc.), can be stored and allowed to dry before being disposed of at a landfill, saving on disposal costs. It was identified in the facility’s 10-year plan that there is room on-site to install drying beds. The Tri-town identified this project as a high priority to enhance operational efficiencies by eliminating the need to drive to Winooski for material storage.

Aldrich & Elliott was hired to design the drying beds. It was decided to have three bays in the drying beds so that each Tri-Town community would have a designated bed to utilize for material drying needs. The cleaning costs of the beds are part of the overall facility budget, which is cost-shared by the Tri-Town.

The project was put out for bid in June and received two responses from Bevins Excavating and S.D. Ireland. This project was included in the FY27 Wastewater Capital Project list, with the project cost left to be determined as the cost-sharing arrangements among the Tri-Town were still being negotiated when the FY27 budget was approved.

COST: The cost-sharing to construct the drying beds was decided by the Tri-Town to be divided evenly among the three communities. The cost of managing the beds is coordinating with Casella to haul the dry material to the landfill. Currently, the drying beds used in Winooski are cleaned every other year, with disposal costs ranging from \$6,000 to \$8,000. The new beds we plan to build at the facility will be smaller due to space limitations on-site. We anticipate cleaning these beds annually, and the disposal costs will be similar to the current costs over a two-year period.

The primary cost savings from installing the beds at the facility will come from reduced Public Works staff time required to support our department in cleaning pump stations and managing the beds. Pump stations are usually cleaned every three months, and it takes the Vac-truck about two hours to travel to Winooski and dump its load after the cleaning. Additionally, Public Works occasionally needs to drive the loader to Winooski to manage the material in the bed, which also takes a couple of hours. During the summer, Wastewater staff visit the beds a couple of times a month to weed whack. By bringing this process in-house, wastewater staff can manage the material in the beds using their own equipment, allowing Public Works staff to focus on other tasks. This change will also reduce the time required for the Vac-truck to dump its load to just half an hour or less.

The low bidder was Bevins Excavating at \$273,207.50. There are sufficient funds in the Wastewater Fund Capital Reserve Balance to cover the City’s portion of this project, approximately \$91,069. The capital plan will need to be amended to include the cost and revenue of this project.

<u>Wastewater Fund Capital Reserve Balance</u>					
	FY27	FY28	FY29	FY30	FY31
Beginning Fund Balance	2,372,466	2,353,543	2,545,791	2,998,985	3,535,847
Planned Spending	(695,784)	(304,615)	(63,668)	-	-
Debt Payments (ARRA Stimulus Loan ends FY31)	(3,138)	(3,138)	(3,138)	(3,138)	(3,138)
Revenue Sources					
<i>Transfer In from Wastewater Operating Budget</i>	480,000	500,000	520,000	540,000	560,000
<i>Williston and Town of Essex share of drying beds (1/3 each community)</i>	200,000				
<i>Interest Earnings</i>					
Total Revenues	680,000	500,000	520,000	540,000	560,000
Ending Fund Balance	2,353,543	2,545,791	2,998,985	3,535,847	4,092,709

RECOMMENDATION: It is recommended to award the contract to the low bidder, Bevins Excavating, for the 3-Bay Drying Beds Project. It is further recommended to amend the FY 27 Wastewater Capital Plan to include the cost and revenue of this project.

RECOMMENDED MOTION: “I make a motion to authorize the Manager to execute the contract with Bevins Excavating for the 3-Bay Drying Bed project at the Water Resource Recovery Facility.”

“I make a motion to amend the Fiscal Year 2027 Wastewater Capital Fund to include the drying beds project.”

ATTACHMENTS: A+E Bid Award Recommendation

6/26/2026

City Of Essex Junction
Essex Junction WWTF Drying Beds
35 Cascade Street
Essex Junction, Vt 05452

RE: **Bid Analysis and Recommendation for Contract Award**
Essex Junction WWTF
Drying Beds
A+E Project 25032

Dear Ms. Mandigo,

We have compiled the results of the bids received on June 17th, 2026, for the above-mentioned project. The results of the attached bid tabulation confirm that Bevin's Excavating of Milton, Vermont is the low bidder for the project. After review of the pricing submitted by Bevin's Excavating, we recommend the following:

- The Drying Bed project be awarded to Bevins Excavating of Milton, VT in the amount of \$273,207.50.
- Job superintendent must be consistent on the job at all times.
- Retainage in an amount up to a maximum of 10% should be held from each pay requisition by the contractor until such time that the work is determined, by the OWNER to be substantially complete.
- Contractor to submit Performance and Payment bonds and a current Certificate of Insurance listing the City of Essex Junction and Aldrich + Elliott, PC as additional insured.

Please feel free to contact our office if you have any questions or require additional information.

Sincerely,

Aldrich + Elliott, PC



Jason R. Booth, P.E.
President

Attachments



City of Essex Junction, Vermont

3-Bay Drying Bed

Contract No. 1

Bid Tabulation

6/17/2026

Description of Item		Total Quantity	Unit	Engineers Estimate		Bevins		S.D. Ireland	
				Unit Price	Extended Price	Unit Price	Extended Price	Unit Price	Extended Price
BASE BID									
F - Lump sum									
F-1	3-Bay Drying Bed	1	LS	\$ 230,850.00	\$ 230,850.00	\$ 265,250.00	\$ 265,250.00	\$ 547,000.00	\$ 547,000.00
F-2	Bonds	1	LS	\$ 18,468.00	\$ 18,468.00	\$ 7,957.50	\$ 7,957.50	\$ 9,500.00	\$ 9,500.00
TOTAL BASE BID CONTRACT PRICE:					\$ 249,318.00		\$ 273,207.50		\$ 556,500.00

Bid Informalities:

Notes:

Jeffrey Lewis, PE

Managing Engineer/Associate

Aldrich + Elliott, PC

Engineers representing the City Of Essex Junction



MEMO

To: City Council

From: Chelsea Mandigo, Water Quality Superintendent

Meeting Date: July 8, 2026

Agenda Item: Amendment to Wastewater Capital Plan for the Front Gate Opener

ISSUE: To amend the Wastewater Capital Plan for Fiscal Year (FY) 2027 to include the front entry gate opener.

DISCUSSION: The FY27 Wastewater Capital Plan needs to be amended to include the replacement of the front entry gate opener. Problems occurred this winter with the opener, and multiple repairs were attempted, but it continued to fail. The company has stopped responding to our requests for service. The proper operation of the entry gate needs to be restored before winter. We received two quotes from different companies for a full system replacement that is weather and rodent proof unlike our current opener which was installed as part of the 2011 maintenance upgrade to the facility.

COST: The cost of the front gate opener is \$14,600. There are sufficient funds in the Wastewater Fund Capital Reserve to support this project.

Wastewater Fund Capital Reserve Balance					
	FY27	FY28	FY29	FY30	FY31
Beginning Fund Balance	2,372,466	2,353,543	2,545,791	2,998,985	3,535,847
Planned Spending	(695,784)	(304,615)	(63,668)	-	-
Debt Payments (ARRA Stimulus Loan ends FY31)	(3,138)	(3,138)	(3,138)	(3,138)	(3,138)
Revenue Sources					
<i>Transfer In from Wastewater Operating Budget</i>	480,000	500,000	520,000	540,000	560,000
<i>Williston and Town of Essex share of drying beds (1/3 each community)</i>	200,000				
<i>Interest Earnings</i>					
Total Revenues	680,000	500,000	520,000	540,000	560,000
Ending Fund Balance	2,353,543	2,545,791	2,998,985	3,535,847	4,092,709

RECOMMENDATION: It is recommended that the council approve the amendments to the FY27 Wastewater Capital Plan to include the front entry gate opener replacement.

RECOMMENDED MOTION: "I make a motion to amend the Fiscal Year 2027 Wastewater Capital Fund to include the front entry gate opener replacement"

ATTACHMENTS: None



MEMO

To: City Council, Regina Mahony, City Manager
From: Susan McNamara-Hill, Clerk
Meeting Date: July 8, 2026
Agenda Item: Liquor Licenses

ISSUE:

The issue is whether the Council will approve the Liquor License application for a business in the City of Essex Junction listed in the June 24, 2026 memorandum from Police Chief Ron Hoague re: "Liquor License Applications."

DISCUSSION:

The following application has been reviewed by the police department and is recommended for approval.

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

- Pick Thai LLC, 34 Park Street, Unit 8 (*includes outside consumption*)

COST:

There is no cost associated with this matter. The applicant has paid the local license fee of \$115 to the City.

RECOMMENDATION:

Staff recommends that the Council approve the Liquor applications for the businesses listed in the June 24, 2026 memorandum re: "Liquor License Applications".

RECOMMENDED MOTION:

To be included in Consent Agenda approval.

ATTACHMENTS:

Departmental Memorandum from Ron Hoague, Chief of Police

DEPARTMENTAL MEMORANDUM



Date: June 24, 2026

To: Regina Mahony
City Manager

From: Ron Hoague
Chief of Police

Subject: Liquor License Applications

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

Pick Thai LLC
Includes outside consumption

DBA: Pick Thai
34 Park Street, Unit 8
Essex Junction, VT 05452

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
05290	ADVANCE AUTO PARTS 9820	06/16/26	Filter for Zero Turn mowe 552616720993	210-5-40-12-610.000 General Supplies	2.92	58890	06/26/26
05290	ADVANCE AUTO PARTS 9820	06/17/26	Supplies 552616850964	210-5-40-12-610.000 General Supplies	49.11	58890	06/26/26
05290	ADVANCE AUTO PARTS 9820	06/17/26	Supplies 552616869505	210-5-40-12-610.000 General Supplies	25.98	58890	06/26/26
28555	ALLEGIANCE TRUCKS	06/19/26	Replace Air Conditioning R122006392:0	210-5-25-10-430.000 R&M Vehicles & Equipment	7051.36	58893	06/26/26
80184	AMAZON BUSINESS SERVICES	06/22/26	BL JFndnCraft JUN26 14479FVKG7QC	210-5-90-00-991.000 Library Donation Expense	111.20	58895	06/26/26
80184	AMAZON BUSINESS SERVICES	06/17/26	BL APrograms JUN26 19FJM9GYC7H3	210-5-35-10-840.201 Adult Programs	249.91	58895	06/26/26
80184	AMAZON BUSINESS SERVICES	05/30/26	BL AProgs JUN26 1HD3PCK1991P	210-5-35-10-840.201 Adult Programs	45.49	58895	06/26/26
80184	AMAZON BUSINESS SERVICES	06/13/26	BL FndProgSup JUN26 1NJVDKNF73JN	210-5-90-00-991.000 Library Donation Expense	20.59	58895	06/26/26
80184	AMAZON BUSINESS SERVICES	06/10/26	BL Supplies JUN26 1RRFGRMYT99J	210-5-35-10-610.000 General Supplies	83.27	58895	06/26/26
80184	AMAZON BUSINESS SERVICES	06/20/26	BL TECH JUN26 1XDK4NLD4F1D	210-5-35-10-735.000 Tech: Equip/Hardware	857.50	58895	06/26/26
80184	AMAZON BUSINESS SERVICES	06/21/26	BL AProgs JUN26 1XDK4NLDJ73N	210-5-35-10-840.201 Adult Programs	25.99	58895	06/26/26
80184	AMAZON BUSINESS SERVICES	06/23/26	BL AProg JUN26 1XTMCNRCW4NT	210-5-35-10-840.201 Adult Programs	93.96	58895	06/26/26
19815	AMAZON CAPITAL SERVICES	06/22/26	Office Supplies 1YD7RWMVW9YW	210-5-30-10-610.000 General Supplies	8.54	58896	06/26/26
80061	BASSICK, LINDA	06/02/26	BL JFnd Music JUN26 0033	210-5-90-00-991.000 Library Donation Expense	125.00	58899	06/26/26
00530	BRODART CO	05/19/26	BL JBooks MAY26 B7230735	210-5-35-10-640.202 Juvenile Collection	458.00	58901	06/26/26
00530	BRODART CO	05/19/26	BL JBooks MAY26 B7230735	210-5-35-10-610.000 General Supplies	52.35	58901	06/26/26
00530	BRODART CO	05/19/26	BL JBooks MAY26 B7230967	210-5-35-10-640.202 Juvenile Collection	485.57	58901	06/26/26
00530	BRODART CO	05/19/26	BL JBooks MAY26 B7230967	210-5-35-10-610.000 General Supplies	52.85	58901	06/26/26
00530	BRODART CO	06/10/26	BL JBooks JUN26 B7247035	210-5-35-10-640.202 Juvenile Collection	473.92	58901	06/26/26
00530	BRODART CO	06/10/26	BL JBooks JUN26 B7247035	210-5-35-10-610.000 General Supplies	49.43	58901	06/26/26
00530	BRODART CO	06/11/26	BL JBooks JUN26 B7247556	210-5-35-10-640.202 Juvenile Collection	499.94	58901	06/26/26
00530	BRODART CO	06/11/26	BL JBooks JUN26 B7247556	210-5-35-10-610.000 General Supplies	48.42	58901	06/26/26
00530	BRODART CO	06/11/26	BL JBooks JUN26 B7247829	210-5-35-10-640.202 Juvenile Collection	25.16	58901	06/26/26
00530	BRODART CO	06/16/26	BL JBooks JUN26 B7250287	210-5-35-10-640.202 Juvenile Collection	637.12	58901	06/26/26
00530	BRODART CO	06/16/26	BL JBooks JUN26 B7250287	210-5-35-10-610.000 General Supplies	76.08	58901	06/26/26

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
26395	CCRPC	11/30/25 Pearl St Ped Crosswalk No 2025-804	210-5-16-10-899.000 Matching Grant Funds	648.00	58904	06/26/26
26395	CCRPC	04/30/26 Pearl St Ped Crosswalk Ap 2025-972	210-5-16-10-899.000 Matching Grant Funds	1746.74	58904	06/26/26
21120	CHAMPLAIN MEDICAL URGENT	06/13/26 FireFighter Physical 00080349-00	210-5-25-10-330.000 Professional Services	358.00	58905	06/26/26
21210	CINTAS LOC # 68M 71 M	06/11/26 3X10 BLACK MAT 4272203723	210-5-40-12-610.000 General Supplies	26.30	58906	06/26/26
21210	CINTAS LOC # 68M 71 M	06/18/26 3X10 BLACK MAT 4272927344	210-5-40-12-610.000 General Supplies	26.30	58906	06/26/26
30100	COBRAHELP	06/15/26 COBRA HELPS June 2026 368783	210-5-10-10-330.000 Professional Services	69.20	58907	06/26/26
04940	COMCAST	06/19/26 Bkup intrnet 7/2026 01363430626	210-5-41-20-530.000 Communications	164.89	58908	06/26/26
04940	COMCAST	06/03/28 Cable TV 2 months 020772206032	210-5-41-22-530.000 Communications	51.32	58909	06/26/26
17025	COONRADT AMY	06/15/26 Recording Secretary CC 6/ 0247	210-5-11-10-330.000 Professtional Services	105.06	58910	06/26/26
17025	COONRADT AMY	06/22/26 DRB Minutes June 18 2026 0248	210-5-16-10-330.000 Professional Services	92.70	58910	06/26/26
07530	CURTIS LUMBER INC	06/12/26 Park Maintenance Supplies 2606148202	210-5-30-12-431.000 R&M Buildings & Grounds	273.66	58912	06/26/26
80208	Capital One Trade Credit	04/09/26 Shop Supplies 21602912	210-5-40-12-610.000 General Supplies	13.29	58913	06/26/26
80208	Capital One Trade Credit	05/05/26 shop supplies 21603042	210-5-40-12-610.000 General Supplies	18.96	58913	06/26/26
80208	Capital One Trade Credit	05/08/26 Shop Supplies 21603082	210-5-40-12-610.000 General Supplies	29.53	58913	06/26/26
80208	Capital One Trade Credit	05/08/26 Maint Supplies 21603087	210-5-30-12-610.000 General Supplies	37.99	58913	06/26/26
80208	Capital One Trade Credit	05/13/26 Supplies 21603114	210-5-40-12-610.000 General Supplies	39.88	58913	06/26/26
80187	DELUCIA, CORA	06/03/26 Stipend RAC June 2026 060326Deluci	210-5-11-10-190.000 Board Member Payments	50.00	58915	06/26/26
24305	DEMCO INC	06/17/26 BL Supplies JUN26 7820870	210-5-35-10-610.000 General Supplies	62.34	58916	06/26/26
25715	DONALD L. HAMLIN CONSULT	06/19/26 Eng Fees 17 Park St May 2 24805 061926	210-1-00-00-130.002 Exchange - Billable	231.25	58918	06/26/26
25715	DONALD L. HAMLIN CONSULT	06/19/26 Eng. fees 227 Pearl May 2 24808 061926	210-1-00-00-130.002 Exchange - Billable	92.50	58918	06/26/26
25715	DONALD L. HAMLIN CONSULT	06/19/26 Eng Fees 60 Old Colcheste 26801 061926	210-1-00-00-130.002 Exchange - Billable	231.25	58918	06/26/26
25715	DONALD L. HAMLIN CONSULT	06/19/26 EJ-Paving - May 1 - May 3 26808 061926	210-5-40-12-451.000 Summer Construction Servi	832.50	58918	06/26/26
25715	DONALD L. HAMLIN CONSULT	06/19/26 EJ-Misc Assistance 2026 M 26810 061926	210-5-40-12-330.000 Professional Services	323.75	58918	06/26/26
25715	DONALD L. HAMLIN CONSULT	06/19/26 Eng Fees 45-55 Cascade St 26814 061926	210-1-00-00-130.002 Exchange - Billable	601.25	58918	06/26/26
25715	DONALD L. HAMLIN CONSULT	06/19/26 Eng Fees Comm Dev May 202 26826 061926	210-5-16-10-330.000 Professional Services	510.93	58918	06/26/26

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35260	EAST COAST PRINTERS INC	06/12/26	Employee Gather 6/2026 S10000205700	210-5-10-10-845.000 Employee/Volunteer Recogn	1275.50	58923	06/26/26
35260	EAST COAST PRINTERS INC	06/12/26	Uniform Shawn Jamie M. (S S10000217300	210-5-40-12-612.000 Uniforms	124.95	58923	06/26/26
V0777	ESSEX REPORTER	06/15/26	Newsletter Website June 2 453940	210-5-10-10-540.000 Advertising	145.00	58926	06/26/26
V0795	ESSEX TOWN OF	06/10/26	Q4 shared services 1474	210-5-15-10-330.000 Professional Services	23643.75	58927	06/26/26
V0795	ESSEX TOWN OF	06/10/26	Q4 shared services 1474	210-5-95-00-900.000 Transfer Between Town/Cit	47184.50	58927	06/26/26
V0795	ESSEX TOWN OF	06/10/26	Q4 shared services 1474	210-5-18-10-800.108 Essex Police Dept	752088.25	58927	06/26/26
14320	ESSEX WESTFORD SCHOOL DIS	06/23/26	Annual meeting ballots MISC000081	210-5-12-10-820.000 Elections	625.00	58928	06/26/26
38955	F W WEBB COMPANY	06/11/26	MSP Sprinkler Parts 96474388	210-5-30-12-610.000 General Supplies	24.18	58929	06/26/26
80021	FIRST NATIONAL BANK OF OM	06/03/26	Food for Retreat 003-56271	210-5-11-10-610.000 General Supplies	233.63	58933	06/26/26
80021	FIRST NATIONAL BANK OF OM	06/03/26	Tree Advisory Committee A 06032026	210-5-40-12-810.112 Tree Advisory Committee	50.00	58933	06/26/26
80021	FIRST NATIONAL BANK OF OM	05/22/26	Tractor supplyPW cable pu 13237	210-5-40-12-610.000 General Supplies	129.99	58933	06/26/26
80021	FIRST NATIONAL BANK OF OM	06/01/26	GOCO June 2026 Bill 164422	210-5-10-10-505.000 Tech. Subs, Licenses	745.79	58933	06/26/26
80021	FIRST NATIONAL BANK OF OM	05/14/26	Supplies 3685840	210-5-41-20-610.000 General Supplies	74.46	58933	06/26/26
80021	FIRST NATIONAL BANK OF OM	06/04/26	Admin time tracking May 2 476384	210-5-13-10-505.000 Tech. Subs, Licenses	176.00	58933	06/26/26
80021	FIRST NATIONAL BANK OF OM	06/04/26	Brownell time tracking Ma 476776	210-5-13-10-505.000 Tech. Subs, Licenses	228.00	58933	06/26/26
80021	FIRST NATIONAL BANK OF OM	06/03/26	Food for Retreat 52620G	210-5-11-10-610.000 General Supplies	32.52	58933	06/26/26
80021	FIRST NATIONAL BANK OF OM	05/18/26	Supplies 5887407	210-5-11-10-610.000 General Supplies	11.82	58933	06/26/26
80021	FIRST NATIONAL BANK OF OM	06/02/26	Food for Retreat 74998G	210-5-11-10-610.000 General Supplies	14.93	58933	06/26/26
80021	FIRST NATIONAL BANK OF OM	05/31/26	BL TECH MAY26 S582185018	210-5-10-10-505.000 Tech. Subs, Licenses	151.06	58933	06/26/26
80021	FIRST NATIONAL BANK OF OM	06/06/26	Claude Pro June 2026 CYue SR4IJBAS 000	210-5-16-10-505.000 Tech. Subs., Licenses	21.40	58933	06/26/26
244635	FIRST NATIONAL BANK OMAHA	05/29/26	Training 109909	210-5-10-10-500.000 Training, Conf, Dues	75.16	58935	06/26/26
21845	FIRST NATIONAL BANK OMAHA	06/17/26	BL AColl JUN26 0017 062026	210-5-35-10-640.201 Adult Collection	6.33	58936	06/26/26
21840	FIRST NATIONAL BANK OMAHA	06/17/26	uniform RVJ 2nd 06310617	210-5-40-12-612.000 Uniforms	30.00	58937	06/26/26
21835	FIRST NATIONAL BANK OMAHA	06/11/26	Water/Gatorade 06112026	210-5-25-10-610.000 General Supplies	124.71	58938	06/26/26
80327	FIRST NATIONAL BANK OMAHA	06/12/26	ERJP CC 8406 June 8406062026	210-5-30-10-610.000 General Supplies	403.00	58939	06/26/26

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16000	FISHER AUTO PARTS	06/18/26	Gloves 548804	210-5-40-12-609.000 Safety Supplies	26.98	58940	06/26/26
80325	First National Bank Omaha	06/12/26	EJRP CC June 1389062026	210-5-30-12-330.000 Professional Services	32.27	58942	06/26/26
20470	GLOBAL MONTELLO ATT: FLEE	05/31/26	May vehicle fuel 347788	210-5-40-12-626.000 Gasoline	4364.75	58945	06/26/26
20470	GLOBAL MONTELLO ATT: FLEE	05/31/26	May vehicle fuel 347788	210-5-30-12-626.000 Gasoline	443.18	58945	06/26/26
20470	GLOBAL MONTELLO ATT: FLEE	05/31/26	May vehicle fuel 347788	210-5-25-10-626.000 Gasoline	386.69	58945	06/26/26
07010	GREEN MOUNTAIN POWER CORP	06/10/26	MSP Power June 062675MAPLE	210-5-41-26-622.000 Electricity	1565.41	58947	06/26/26
07010	GREEN MOUNTAIN POWER CORP	06/10/26	MSP Power June 062675MAPLE2	210-5-41-26-622.000 Electricity	69.14	58948	06/26/26
80334	HASEN, Linda Ann	05/19/26	Stipend BLT May 2026 051926Hasan	210-5-35-10-190.000 Board Member Payments	50.00	58950	06/26/26
33495	INGRAM LIBRARY SERVICES I	06/12/26	BL A.F.LPBooks JUN26 97251223	210-5-35-10-640.201 Adult Collection	377.28	58953	06/26/26
33495	INGRAM LIBRARY SERVICES I	06/12/26	BL A.F.LPBooks JUN26 97251223	210-5-90-00-991.000 Library Donation Expense	116.40	58953	06/26/26
33495	INGRAM LIBRARY SERVICES I	06/12/26	BL A.F.LPBooks JUN26 97251223	210-5-35-10-610.000 General Supplies	42.90	58953	06/26/26
33495	INGRAM LIBRARY SERVICES I	06/12/26	BL A.F.LPBooks JUN26 97251223	210-5-35-10-640.201 Adult Collection	85.68	58953	06/26/26
33495	INGRAM LIBRARY SERVICES I	06/15/26	BL A.F.Books JUN26 97285154	210-5-35-10-640.201 Adult Collection	16.80	58953	06/26/26
33495	INGRAM LIBRARY SERVICES I	06/15/26	BL A.F.Books JUN26 97285154	210-5-35-10-640.201 Adult Collection	751.34	58953	06/26/26
33495	INGRAM LIBRARY SERVICES I	06/15/26	BL A.F.Books JUN26 97285154	210-5-35-10-610.000 General Supplies	76.32	58953	06/26/26
33495	INGRAM LIBRARY SERVICES I	06/21/26	BL A.F.RBooks JUN26 97394476	210-5-35-10-640.201 Adult Collection	37.16	58953	06/26/26
33495	INGRAM LIBRARY SERVICES I	06/21/26	BL A.F.RBooks JUN26 97394476	210-5-90-00-640.201 Adult Collection replacem	31.03	58953	06/26/26
33495	INGRAM LIBRARY SERVICES I	06/21/26	BL A.F.RBooks JUN26 97394476	210-5-35-10-640.201 Adult Collection	284.66	58953	06/26/26
33495	INGRAM LIBRARY SERVICES I	06/21/26	BL A.F.RBooks JUN26 97394476	210-5-35-10-610.000 General Supplies	33.00	58953	06/26/26
28900	INTENTIONAL EVOLUTION LLC	06/04/26	employee gather MVG pt 1 000423	210-5-10-10-845.000 Employee/Volunteer Recogn	2000.00	58954	06/26/26
28900	INTENTIONAL EVOLUTION LLC	06/04/26	employee gather MVG pt 1 000423	210-5-10-10-330.000 Professional Services	5750.00	58954	06/26/26
45410	J B SIMONS INC	03/25/26	Uniform Badges 145982	210-5-25-10-612.000 Uniforms	1416.50	58955	06/26/26
80087	KONICA MINOLTA PREMIER FI	06/10/26	Copier Lease June 2026 584179816	210-5-10-10-442.000 Rental Vehicles/Equip	165.54	58958	06/26/26
80087	KONICA MINOLTA PREMIER FI	06/10/26	Copier Lease June 2026 584179816	210-5-30-10-442.000 Rental Vehicles/Equip	149.40	58958	06/26/26
80087	KONICA MINOLTA PREMIER FI	06/10/26	Copier Lease June 2026 584179816	210-5-35-10-442.000 Rental Vehicles/Equip	328.00	58958	06/26/26

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80087	KONICA MINOLTA PREMIER FI	06/10/26	Copier Lease June 2026 584179816	210-5-40-12-442.000 Rental Vehicles/Equip	70.40	58958	06/26/26
V10130	LOWE'S BUSINESS ACCOUNT	04/30/26	Posts 043026D	210-5-40-12-610.000 General Supplies	54.34	58960	06/26/26
V10130	LOWE'S BUSINESS ACCOUNT	04/25/26	OSB Sheathing for Trainin 87970	210-5-25-10-500.000 Training, Conf, Dues	35.64	58960	06/26/26
80188	LYNCH, PATRICK	06/03/26	Stipend RAC June 2026 060326Lynch	210-5-11-10-190.000 Board Member Payments	50.00	58961	06/26/26
27840	MADISON NATIONAL LIFE INS	06/17/26	Life Ins Jul 2026 1778311	210-1-00-00-120.001 Prepaid Insurance	1124.53	58962	06/26/26
22885	MAPLE LEAF CARPET & TILE	06/01/26	BL CarpetTileCln JUN26 27271	210-5-41-21-420.000 Cleaning Services	2815.00	58963	06/26/26
26920	MAYVILLE DARBY	06/06/26	June Minutes DRB and PC 64 June 2026	210-5-16-10-330.000 Professional Services	142.14	58964	06/26/26
V10462	MONAGHAN SAFAR DUCHAM PL	05/31/26	legal May 2026 May 2026	210-5-10-10-320.000 Legal Services	1200.00	58966	06/26/26
V10462	MONAGHAN SAFAR DUCHAM PL	05/31/26	legal May 2026 May 2026	210-5-16-10-320.000 Legal Services	3802.50	58966	06/26/26
27395	MVP HEALTH CARE INC 43118	06/10/26	Health Jul 2026 23074894	210-1-00-00-120.001 Prepaid Insurance	58116.70	58967	06/26/26
24960	NORTHEAST DELTA DENTAL	06/15/26	Dental Jul 2026 061526 6197	210-1-00-00-120.001 Prepaid Insurance	2898.26	58969	06/26/26
80195	OSBORNE, OONA	06/03/26	Stipend RAC June 2026 060326Osborn	210-5-11-10-190.000 Board Member Payments	50.00	58970	06/26/26
V10729	OVERDRIVE INC	06/10/26	BL JDigiBooks JUN26 01459DA26199	210-5-35-10-640.202 Juvenile Collection	126.00	58971	06/26/26
V10729	OVERDRIVE INC	06/11/26	BL ADigibooks JUN26 01459DA26200	210-5-35-10-640.201 Adult Collection	804.13	58971	06/26/26
V9862	PERCY RENTALS, SALES & SE	06/18/26	lawn mower repair parts 42482	210-5-40-12-610.000 General Supplies	454.05	58972	06/26/26
24100	PERMA-LINE CORP OF NEW EN	04/23/26	Rail Road Crossing signs 214059	210-5-40-12-572.000 Traffic Control	310.00	58974	06/26/26
80054	PLAYAWAY PRODUCTS LLC	06/22/26	BL JAUD JUN26 538852	210-5-35-10-640.202 Juvenile Collection	920.08	58976	06/26/26
80215	Pringle-Corcoran, Wendee	06/08/26	TFMG Stipend June 2026 060826Pringl	210-5-11-10-190.000 Board Member Payments	50.00	58978	06/26/26
18010	REYNOLDS & SON, INC.	06/05/26	Turnout Gear (4 - sets) 3466713	210-5-25-10-612.000 Uniforms	20344.07	58979	06/26/26
22840	RIES DANIEL	06/12/26	MSP Lock Repair I260612611	210-5-41-26-610.000 General Supplies	290.00	58980	06/26/26
17505	SAND HILL SOLAR LLC KSI I	06/11/26	billing period - 05/08/26 290SH061126	210-5-41-26-622.000 Electricity	2920.19	58982	06/26/26
17505	SAND HILL SOLAR LLC KSI I	06/11/26	billing period - 05/08/26 290SH061126	210-5-41-21-622.000 Electricity	278.07	58982	06/26/26
17505	SAND HILL SOLAR LLC KSI I	06/11/26	billing period - 05/08/26 290SH061126	210-5-41-21-622.000 Electricity	1182.11	58982	06/26/26
17505	SAND HILL SOLAR LLC KSI I	06/11/26	billing period - 05/08/26 290SH061126	210-5-41-22-622.000 Electricity	782.07	58982	06/26/26
17505	SAND HILL SOLAR LLC KSI I	06/11/26	billing period - 05/08/26 290SH061126	210-5-41-20-622.000 Electricity	782.08	58982	06/26/26

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17505	SAND HILL SOLAR LLC KSI I	06/11/26	billing period - 05/08/26 290SH061126	210-5-40-12-622.200 Streetlight Electricity	649.31	58982	06/26/26
17505	SAND HILL SOLAR LLC KSI I	06/11/26	billing period - 05/08/26 290SH061126	210-5-40-12-622.000 Electricity	213.44	58982	06/26/26
09105	SECURE SHRED	06/16/26	Shred Service 533692	210-5-12-10-330.000 Professional Services	25.00	58985	06/26/26
42565	SEVEN DAYS	06/03/26	DRB ad June 18th meeting 254243	210-5-16-10-540.000 Advertising	66.56	58986	06/26/26
80292	STEFANIE PIGEON inc	06/15/26	Broker Fee June 2026 51645	210-5-10-10-210.000 Group Insurance	52.17	58988	06/26/26
80292	STEFANIE PIGEON inc	06/15/26	Broker Fee June 2026 51645	210-5-12-10-210.000 Group Insurance	13.04	58988	06/26/26
80292	STEFANIE PIGEON inc	06/15/26	Broker Fee June 2026 51645	210-5-13-10-210.000 Group Insurance	26.09	58988	06/26/26
80292	STEFANIE PIGEON inc	06/15/26	Broker Fee June 2026 51645	210-5-40-12-210.000 Group Insurance	30.00	58988	06/26/26
80292	STEFANIE PIGEON inc	06/15/26	Broker Fee June 2026 51645	210-5-35-10-210.000 Group Insurance	104.35	58988	06/26/26
80292	STEFANIE PIGEON inc	06/15/26	Broker Fee June 2026 51645	210-5-16-10-210.000 Group Insurance	26.09	58988	06/26/26
80292	STEFANIE PIGEON inc	06/15/26	Broker Fee June 2026 51645	210-5-30-10-210.000 Group Insurance	48.91	58988	06/26/26
80292	STEFANIE PIGEON inc	06/15/26	Broker Fee June 2026 51645	210-5-30-12-210.000 Group Insurance	26.09	58988	06/26/26
V2168	SYMQUEST GROUP INC	05/21/26	BL Supplies MAY26 2108081	210-5-35-10-610.000 General Supplies	35.72	58990	06/26/26
80189	VAUGHAN, RACHEL	06/03/26	Stipend RAC June 2026 060326Vaughan	210-5-11-10-190.000 Board Member Payments	50.00	58994	06/26/26
36130	VERIZON WIRELESS VSAT	06/17/26	Cellular Service June 202 6146343362	210-5-10-10-530.000 Communications	37.44	58995	06/26/26
36130	VERIZON WIRELESS VSAT	06/17/26	Cellular Service June 202 6146343362	210-5-25-10-530.000 Communications	60.08	58995	06/26/26
36130	VERIZON WIRELESS VSAT	06/17/26	Cellular Service June 202 6146343362	210-5-40-12-530.000 Communications	47.46	58995	06/26/26
11935	VIKING-CIVES USA	06/15/26	Brushes Street Sweeper 4553963	210-5-40-12-430.000 R&M Vehicles & Equipment	1188.98	58997	06/26/26
23395	VILLAGE HARDWARE - WILLIS	06/16/26	TV 5GAL WHT Plas Pail 522353	210-5-40-12-610.000 General Supplies	13.28	58998	06/26/26
23395	VILLAGE HARDWARE - WILLIS	06/17/26	WHT STDT1 Rural Mailbox- 522368	210-5-40-12-735.000 Tech: Equip/Hardware	36.09	58998	06/26/26
23395	VILLAGE HARDWARE - WILLIS	06/18/26	Supplies for office 522379	210-5-40-12-610.000 General Supplies	14.71	58998	06/26/26
23395	VILLAGE HARDWARE - WILLIS	06/22/26	1x72" BLK Cut Pipe 522391	210-5-40-12-610.000 General Supplies	62.68	58998	06/26/26
21230	VISION SERVICE PLAN (CT)	06/19/26	Vision July 2026 825442013	210-1-00-00-120.001 Prepaid Insurance	525.88	58999	06/26/26
V2380	VLCT PACIF	05/22/26	Q1 FY27 and Fire WC audit 20370	210-5-25-10-260.000 Workers Comp Insurance	2507.00	59001	06/26/26
V2380	VLCT PACIF	05/22/26	Q1 FY27 and Fire WC audit 20370	210-1-00-00-120.001 Prepaid Insurance	51423.70	59001	06/26/26

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28470	VMERS DB 110800	06/18/26	Payroll Transfer PR-06/18/26	210-2-00-00-210.004 Retirement Payable	27730.33	59002	06/26/26
80130	VMERS DC 110800	06/18/26	Payroll Transfer PR-06/18/26	210-2-00-00-210.004 Retirement Payable	1717.77	59003	06/26/26
V10238	VT AIR TESTING SVC	06/15/26	Cake concert sound monito 645	210-1-00-00-130.000 Exchange - General	752.50	59004	06/26/26
V10238	VT AIR TESTING SVC	06/15/26	Mt Joy Concert sound moni 646	210-1-00-00-130.000 Exchange - General	752.50	59004	06/26/26
38680	VT RURAL WATER ASSOC	06/09/26	Cert exam prep LaFountain 028284861226	210-5-40-12-500.000 Training, Conf, Dues	617.00	59006	06/26/26
07565	W B MASON CO INC	05/26/26	Supplies 262169432	210-5-10-10-610.000 General Supplies	42.99	59007	06/26/26
07565	W B MASON CO INC	05/26/26	Supplies 262169432	210-5-11-10-610.000 General Supplies	74.93	59007	06/26/26
07565	W B MASON CO INC	05/26/26	Supplies 262169432	210-5-16-10-610.000 General Supplies	36.59	59007	06/26/26
07565	W B MASON CO INC	06/05/26	Trash Bags 262405558	210-5-30-12-610.000 General Supplies	494.37	59007	06/26/26
07565	W B MASON CO INC	06/12/26	Office Supplies 262560026	210-5-30-10-610.000 General Supplies	66.72	59007	06/26/26
V2377	VLCT EMPLOYMENT RESOURCE	05/22/26	Q1 FY27 Unemp Insur REN041257Q3	210-1-00-00-120.001 Prepaid Insurance	1067.35	59009	06/26/26
05375	ESSEX JUNCTION EMPLOYEES	06/05/26	Payroll Transfer PR-06/05/26	210-2-00-00-210.005 Misc Deductions Payable	190.00	A 62626	06/26/26
05375	ESSEX JUNCTION EMPLOYEES	06/18/26	Payroll Transfer PR-06/18/26	210-2-00-00-210.005 Misc Deductions Payable	190.00	B 62626	06/26/26
17140	THE EDGE (VILLAGE)	06/18/26	Payroll Transfer PR-06/18/26	210-2-00-00-210.005 Misc Deductions Payable	631.73	C 62626	06/26/26
17425	ICMA ROTH PLAN 706287	06/18/26	Payroll Transfer PR-06/18/26	210-2-00-00-210.004 Retirement Payable	150.00	D 62626	06/26/26
V1160	ICMA RETIREMENT TRUST-457	06/18/26	Payroll Transfer PR-06/18/26	210-2-00-00-210.004 Retirement Payable	2425.73	E 62626	06/26/26
V1161	ICMA RETIREMENT TRUST-401	06/18/26	Payroll Transfer PR-06/18/26	210-2-00-00-210.004 Retirement Payable	5094.26	F 62626	06/26/26
V1165	INTERNAL REVENUE SERVICE	06/12/26	Payroll Transfer PR-06/12/26	210-2-00-00-210.002 Federal Inc Tax W/H	-1841.15	G 62626	06/26/26
V1165	INTERNAL REVENUE SERVICE	06/18/26	Payroll Transfer PR-06/18/26	210-2-00-00-210.002 Federal Inc Tax W/H	57916.63	H 62626	06/26/26
V2413	VT DEPT OF TAXES	06/12/26	Payroll Transfer PR-06/12/26	210-2-00-00-210.003 State Inc Tax W/H	-360.79	I 62626	06/26/26
V2413	VT DEPT OF TAXES	06/18/26	Payroll Transfer PR-06/18/26	210-2-00-00-210.003 State Inc Tax W/H	8157.98	J 62626	06/26/26
25715	DONALD L. HAMLIN CONSULT	06/19/26	EJ-Sidewalks 2025 - May 1 25809 061926	224-5-40-12-573.000 Sidewalk Improve/Repairs	138.75	58918	06/26/26
80228	PLACE CREATIVE COMPANY	06/05/26	Rebranding June 2026 5059	224-5-00-00-330.000 Professional Services	1250.00	58975	06/26/26
25715	DONALD L. HAMLIN CONSULT	06/19/26	EJ-Iroquois Ave Waterline 24807 061926	230-5-40-10-720.002 Iroquois Ave Road and Wat	1248.95	58918	06/26/26
39425	SCOTT & PARTNERS INC	06/08/26	BL Roof JUN26 6835	232-5-41-21-730.001 Roof	722.50	58983	06/26/26

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31275	DON WESTON EXCAVATING INC	06/01/26	EJ Railroad Avenue New Wa EJRailroad01	254-5-54-70-723.001 Railroad Ave Rd/Wtr Line	47710.66	58917	06/26/26
31275	DON WESTON EXCAVATING INC	06/15/26	EJ Railroad Avenue New Wa EJRailroad02	254-5-54-70-723.001 Railroad Ave Rd/Wtr Line	119813.45	58917	06/26/26
25715	DONALD L. HAMLIN CONSULT	06/19/26	EJ-Railroad Ave Waterline 24819 061926	254-5-54-70-723.001 Railroad Ave Rd/Wtr Line	7812.53	58918	06/26/26
25715	DONALD L. HAMLIN CONSULT	06/19/26	EJ-Utility Map Updates - 26818 061926	254-5-54-20-330.000 Professional Services	153.23	58918	06/26/26
40025	E J PRESCOTT INC	06/10/26	5-1/4 B62 HYD REPAIR KIT 6655809	254-5-54-20-433.000 R&M Infrastructure	441.36	58921	06/26/26
80021	FIRST NATIONAL BANK OF OM	06/01/26	GOCO June 2026 Bill 164422	254-5-54-20-505.000 Tech. Subs, Licenses	49.72	58933	06/26/26
80021	FIRST NATIONAL BANK OF OM	06/04/26	Admin time tracking May 2 476384	254-5-54-20-505.000 Tech. Subs, Licenses	16.00	58933	06/26/26
80010	GAGNON, JEAN-PAUL	06/25/26	Utility Refund Gagnon 017000 REF	254-2-00-00-200.002 Overpayments Payable	428.02	58944	06/26/26
20470	GLOBAL MONTELLO ATT: FLEE	05/31/26	May vehicle fuel 347788	254-5-54-20-626.000 Gasoline	283.50	58945	06/26/26
V9454	LENNY'S SHOE & APP	05/18/26	Uniform Jarred Barone 4114625	254-5-54-20-612.000 Uniforms	302.97	58959	06/26/26
27840	MADISON NATIONAL LIFE INS	06/17/26	Life Ins Jul 2026 1778311	254-1-00-00-120.001 Prepaid Insurance	102.48	58962	06/26/26
03070	MINUTEMAN PRESS	06/24/26	UB Postage June 2026 062426	254-5-54-20-560.000 Postage	667.13	58965	06/26/26
27395	MVP HEALTH CARE INC 43118	06/10/26	Health Jul 2026 23074894	254-1-00-00-120.001 Prepaid Insurance	4384.16	58967	06/26/26
24960	NORTHEAST DELTA DENTAL	06/15/26	Dental Jul 2026 061526 6197	254-1-00-00-120.001 Prepaid Insurance	369.22	58969	06/26/26
80292	STEFANIE PIGEON inc	06/15/26	Broker Fee June 2026 51645	254-5-54-20-210.000 Group Insurance	23.48	58988	06/26/26
V2227	TI-SALES, INC.	06/19/26	3/4" CTS Quick Joint Ford INV0199161	254-5-54-70-750.001 Meter Replacement Program	293.28	58993	06/26/26
36130	VERIZON WIRELESS VSAT	06/17/26	Cellular Service June 202 6146343362	254-5-54-20-530.000 Communications	104.94	58995	06/26/26
21230	VISION SERVICE PLAN (CT)	06/19/26	Vision July 2026 825442013	254-1-00-00-120.001 Prepaid Insurance	67.27	58999	06/26/26
V2380	VLCT PACIF	05/22/26	Q1 FY27 and Fire WC audit 20370	254-1-00-00-120.001 Prepaid Insurance	3297.40	59001	06/26/26
V2377	VLCT EMPLOYMENT RESOURCE	05/22/26	Q1 FY27 Unemp Insur REN041257Q3	254-1-00-00-120.001 Prepaid Insurance	16.21	59009	06/26/26
14685	ALLIANCE GROUP SERV LLC	06/19/26	Control Building: Hot Wat 102368	255-5-55-30-431.000 R&M Buildings	1081.64	58894	06/26/26
11375	CASELLA WASTE MANAGEMENT	06/01/26	Trash May 2026 3845596	255-5-55-30-421.000 Grit Disposal	1487.90	58903	06/26/26
40025	E J PRESCOTT INC	06/03/26	4 FULL FACE FLG ACC PACK 6652012	255-5-55-30-570.000 Other Purchased Services	42.66	58921	06/26/26
V10347	EHRLICH	06/16/26	PEST CONTROL MAINTENANCE 97702561	255-5-55-30-431.000 R&M Buildings	127.93	58924	06/26/26
06870	ENDYNE INC	03/18/26	BOD-5day 569645	255-5-55-30-340.000 Technical Services	70.00	58925	06/26/26

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06870	ENDYNE INC	04/16/26	Constituent Monitoring 573022	255-5-55-30-340.000 Technical Services	100.00	58925	06/26/26
06870	ENDYNE INC	04/16/26	Essex Jct. WWTF TKN Only 573107	255-5-55-30-340.000 Technical Services	35.00	58925	06/26/26
06870	ENDYNE INC	06/11/26	Essex Jct. WWTF TKN Only 580524	255-5-55-30-340.000 Technical Services	35.00	58925	06/26/26
06870	ENDYNE INC	06/12/26	Constituent Monitoring 580806	255-5-55-30-340.000 Technical Services	70.00	58925	06/26/26
06870	ENDYNE INC	06/17/26	Essex Jct. WWTF TKN Only 581168	255-5-55-30-340.000 Technical Services	35.00	58925	06/26/26
29280	FIRST NATIONAL BANK OMAH	06/17/26	Purchases05/28-06/11/26 0481061726	255-5-55-30-570.000 Other Purchased Services	12.82	58932	06/26/26
29280	FIRST NATIONAL BANK OMAH	06/17/26	Purchases05/28-06/11/26 0481061726	255-5-55-30-505.000 Tech. Subs, Licenses	0.99	58932	06/26/26
80021	FIRST NATIONAL BANK OF OM	06/01/26	GOCO June 2026 Bill 164422	255-5-55-30-505.000 Tech. Subs, Licenses	198.88	58933	06/26/26
80021	FIRST NATIONAL BANK OF OM	06/04/26	Admin time tracking May 2 476384	255-5-55-30-505.000 Tech. Subs, Licenses	72.00	58933	06/26/26
80010	GAGNON, JEAN-PAUL	06/25/26	Utility Refund Gagnon 017000 REF	255-2-00-00-200.002 Overpayments Payable	457.32	58944	06/26/26
20470	GLOBAL MONTELLO ATT: FLEE	05/31/26	May vehicle fuel 347788	255-5-55-30-626.000 Gasoline	445.35	58945	06/26/26
80298	INDEPENDENT PIPE AND SUPP	06/03/26	Gasket for the cogen 6593929	255-5-55-30-435.000 COGEN	12.10	58952	06/26/26
80171	KOMLINE-SANDERSON CORP	04/01/25	Scraper Blade, Poly, 1.5/GR 42062743	255-5-55-30-570.000 Other Purchased Services	559.00	58957	06/26/26
80087	KONICA MINOLTA PREMIER FI	06/10/26	Copier Lease June 2026 584179816	255-5-55-30-442.000 Rental Vehicles/Equip	158.45	58958	06/26/26
V9454	LENNY'S SHOE & APP	06/05/26	Uniform Safety H. Holden 4116520	255-5-55-30-612.000 Uniforms	165.00	58959	06/26/26
V9454	LENNY'S SHOE & APP	06/05/26	Uni 129 Safety 195 Weick 4116523	255-5-55-30-612.000 Uniforms	324.88	58959	06/26/26
27840	MADISON NATIONAL LIFE INS	06/17/26	Life Ins Jul 2026 1778311	255-1-00-00-120.001 Prepaid Insurance	256.20	58962	06/26/26
V10462	MONAGHAN SAFAR DUCHAM PL	05/31/26	legal May 2026 May 2026	255-5-55-30-320.000 Legal Services	50.00	58966	06/26/26
27395	MVP HEALTH CARE INC 43118	06/10/26	Health Jul 2026 23074894	255-1-00-00-120.001 Prepaid Insurance	8348.91	58967	06/26/26
24960	NORTHEAST DELTA DENTAL	06/15/26	Dental Jul 2026 061526 6197	255-1-00-00-120.001 Prepaid Insurance	449.54	58969	06/26/26
80119	PUMP CONTROL SOLUTIONS LL	06/17/26	GBT flow meter 1670	255-5-55-30-570.000 Other Purchased Services	4048.96	58977	06/26/26
80292	STEFANIE PIGEON inc	06/15/26	Broker Fee June 2026 51645	255-5-55-30-210.000 Group Insurance	65.22	58988	06/26/26
36130	VERIZON WIRELESS VSAT	06/17/26	Cellular Service June 202 6146343362	255-5-55-30-530.000 Communications	37.44	58995	06/26/26
21230	VISION SERVICE PLAN (CT)	06/19/26	Vision July 2026 825442013	255-1-00-00-120.001 Prepaid Insurance	85.09	58999	06/26/26
V2380	VLCT PACIF	05/22/26	Q1 FY27 and Fire WC audit 20370	255-1-00-00-120.001 Prepaid Insurance	15029.00	59001	06/26/26

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V2377	VLCT EMPLOYMENT RESOURCE	05/22/26	Q1 FY27 Unemp Insur REN041257Q3	255-1-00-00-120.001 Prepaid Insurance	171.23	59009	06/26/26
42625	ALDRICH & ELLIOTT PC	06/01/26	22016.002 EJ Pump Station 83939	256-5-56-70-722.055 West St PS	2500.00	58892	06/26/26
42625	ALDRICH & ELLIOTT PC	06/01/26	PS Upgrades: 4.26. 26 -5 83940	256-5-56-70-722.005 Maple/River St PS	918.67	58892	06/26/26
25715	DONALD L. HAMLIN CONSULT	06/19/26	EJ-Sewer Study Phase 2 - 25822 061926	256-5-56-70-722.006 Collection Sys Capacity S	10323.73	58918	06/26/26
25715	DONALD L. HAMLIN CONSULT	06/19/26	EJ-West St Forcemain Surv 26815 061926	256-5-56-70-722.055 West St PS	1751.45	58918	06/26/26
80021	FIRST NATIONAL BANK OF OM	06/01/26	GOCO June 2026 Bill 164422	256-5-56-40-505.000 Tech. Subs, Licenses	49.71	58933	06/26/26
80021	FIRST NATIONAL BANK OF OM	06/04/26	Admin time tracking May 2 476384	256-5-56-40-505.000 Tech. Subs, Licenses	16.00	58933	06/26/26
80010	GAGNON, JEAN-PAUL	06/25/26	Utility Refund Gagnon 017000 REF	256-2-00-00-200.002 Overpayments Payable	439.51	58944	06/26/26
20470	GLOBAL MONTELLO ATT: FLEE	05/31/26	May vehicle fuel 347788	256-5-56-40-626.000 Gasoline	507.26	58945	06/26/26
27840	MADISON NATIONAL LIFE INS	06/17/26	Life Ins Jul 2026 1778311	256-1-00-00-120.001 Prepaid Insurance	94.06	58962	06/26/26
03070	MINUTEMAN PRESS	06/24/26	UB Postage June 2026 062426	256-5-56-40-560.000 Postage	1354.47	58965	06/26/26
27395	MVP HEALTH CARE INC 43118	06/10/26	Health Jul 2026 23074894	256-1-00-00-120.001 Prepaid Insurance	4983.72	58967	06/26/26
80332	Mobius Automation LLC	02/26/26	MGate Module 1474	256-5-56-40-434.001 Susie Wilson PS Costs	800.00	58968	06/26/26
24960	NORTHEAST DELTA DENTAL	06/15/26	Dental Jul 2026 061526 6197	256-1-00-00-120.001 Prepaid Insurance	276.45	58969	06/26/26
17505	SAND HILL SOLAR LLC KSI I	06/11/26	billing period - 05/08/26 290SH061126	256-5-56-40-434.002 West Street PS Costs	615.21	58982	06/26/26
17505	SAND HILL SOLAR LLC KSI I	06/11/26	billing period - 05/08/26 290SH061126	256-5-56-40-434.001 Susie Wilson PS Costs	520.23	58982	06/26/26
17505	SAND HILL SOLAR LLC KSI I	06/11/26	billing period - 05/08/26 290SH061126	256-5-56-40-622.000 Electricity	204.46	58982	06/26/26
80292	STEFANIE PIGEON inc	06/15/26	Broker Fee June 2026 51645	256-5-56-40-210.000 Group Insurance	33.52	58988	06/26/26
V2227	TI-SALES, INC.	06/19/26	3/4" CTS Quick Joint Ford INV0199161	256-5-56-70-750.001 Meter Replacement Program	586.56	58993	06/26/26
21230	VISION SERVICE PLAN (CT)	06/19/26	Vision July 2026 825442013	256-1-00-00-120.001 Prepaid Insurance	50.85	58999	06/26/26
V2380	VLCT PACIF	05/22/26	Q1 FY27 and Fire WC audit 20370	256-1-00-00-120.001 Prepaid Insurance	2341.18	59001	06/26/26
V2377	VLCT EMPLOYMENT RESOURCE	05/22/26	Q1 FY27 Unemp Insur REN041257Q3	256-1-00-00-120.001 Prepaid Insurance	32.43	59009	06/26/26
25715	DONALD L. HAMLIN CONSULT	06/19/26	EJ-Hiawatha Infiltration 25815 061926	257-5-57-50-899.000 Matching Grant Funds	798.45	58918	06/26/26
27840	MADISON NATIONAL LIFE INS	06/17/26	Life Ins Jul 2026 1778311	257-1-00-00-120.001 Prepaid Insurance	48.68	58962	06/26/26
27395	MVP HEALTH CARE INC 43118	06/10/26	Health Jul 2026 23074894	257-1-00-00-120.001 Prepaid Insurance	2618.86	58967	06/26/26

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24960	NORTHEAST DELTA DENTAL	06/15/26	Dental Jul 2026 061526 6197	257-1-00-00-120.001 Prepaid Insurance	103.41	58969	06/26/26
80292	STEFANIE PIGEON inc	06/15/26	Broker Fee June 2026 51645	257-5-57-50-210.000 Group Insurance	17.35	58988	06/26/26
21230	VISION SERVICE PLAN (CT)	06/19/26	Vision July 2026 825442013	257-1-00-00-120.001 Prepaid Insurance	18.65	58999	06/26/26
V2380	VLCT PACIF	05/22/26	Q1 FY27 and Fire WC audit 20370	257-1-00-00-120.001 Prepaid Insurance	1914.33	59001	06/26/26
V2377	VLCT EMPLOYMENT RESOURCE	05/22/26	Q1 FY27 Unemp Insur REN041257Q3	257-1-00-00-120.001 Prepaid Insurance	20.41	59009	06/26/26
80117	ALBEE, AARON (STICKS & ST	06/10/26	July 4th PREPAY FY27 061026D	259-1-00-00-120.000 Prepaid Expenses	2500.00	58891	06/26/26
19815	AMAZON CAPITAL SERVICES	06/09/26	RK EES K Supplies 11DM71PYXYYG	259-5-30-15-610.000 General Supplies	32.99	58896	06/26/26
19815	AMAZON CAPITAL SERVICES	06/15/26	Summer Behavior 11KCXHWX7HTF	259-5-30-17-610.000 General Supplies	56.37	58896	06/26/26
19815	AMAZON CAPITAL SERVICES	06/05/26	RK Fleming Supplies 11XNQNP RR7P9	259-5-30-15-610.000 General Supplies	32.99	58896	06/26/26
19815	AMAZON CAPITAL SERVICES	06/15/26	Childcare Supplies 13KTV9NY9947	259-5-30-17-610.000 General Supplies	38.98	58896	06/26/26
19815	AMAZON CAPITAL SERVICES	06/05/26	Discovery EES Supplies 14DMRT7WWC34	259-5-30-17-610.000 General Supplies	51.32	58896	06/26/26
19815	AMAZON CAPITAL SERVICES	06/09/26	CMS Supplies 193JYCRD1DV9	259-5-30-17-610.000 General Supplies	7.75	58896	06/26/26
19815	AMAZON CAPITAL SERVICES	06/09/26	RK Fleming Supplies 199V7VD19GJ4	259-5-30-15-610.000 General Supplies	11.99	58896	06/26/26
19815	AMAZON CAPITAL SERVICES	06/20/26	REACH FMS Supplies 19KPPQGYNQTP	259-5-30-17-610.000 General Supplies	270.56	58896	06/26/26
19815	AMAZON CAPITAL SERVICES	06/09/26	Summer Camp Supplies 1DKRR93D7LTD	259-5-30-17-610.000 General Supplies	312.76	58896	06/26/26
19815	AMAZON CAPITAL SERVICES	06/04/26	Camp REACH FMS Supplies 1HFC9YN4GFG4	259-5-30-17-610.000 General Supplies	99.22	58896	06/26/26
19815	AMAZON CAPITAL SERVICES	06/15/26	Summer Behavior EMS/FMS 1KQHY4WK94QF	259-5-30-17-610.000 General Supplies	147.26	58896	06/26/26
19815	AMAZON CAPITAL SERVICES	06/17/26	CMS T1D 1MNYQJTYL6P3	259-5-30-17-610.000 General Supplies	13.94	58896	06/26/26
19815	AMAZON CAPITAL SERVICES	06/11/26	RK EES K Supplies 1N3YJT4X6R79	259-5-30-15-610.000 General Supplies	13.04	58896	06/26/26
19815	AMAZON CAPITAL SERVICES	06/18/26	CMS Supplies 1NTKQ9JR6JM1	259-5-30-17-610.000 General Supplies	1349.01	58896	06/26/26
19815	AMAZON CAPITAL SERVICES	06/18/26	CMS Enrichment 1NTKQ9JRDJDD	259-5-30-17-610.000 General Supplies	327.94	58896	06/26/26
19815	AMAZON CAPITAL SERVICES	06/15/26	Discovery EMS Supplies 1QH7TRRTHYKR	259-5-30-17-610.000 General Supplies	357.30	58896	06/26/26
19815	AMAZON CAPITAL SERVICES	06/15/26	Reach Fleming Supplies 1QMDC37Y7T7K	259-5-30-17-610.000 General Supplies	290.36	58896	06/26/26
19815	AMAZON CAPITAL SERVICES	06/09/26	RK Fleming Supplies 1RRFGRMYGWLY	259-5-30-15-610.000 General Supplies	229.93	58896	06/26/26
80328	Aspen East Stables	06/15/26	Horse Programs May 061526D	259-5-30-14-330.000 Professional Services	1348.00	58898	06/26/26

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25370	BOUNCE AROUND VT LLC	07/04/26	July 4th PREPAY FY27 070426D	259-1-00-00-120.000 Prepaid Expenses	4150.00	58900	06/26/26
80145	CAIRO SHRINER NO. CLOWN U	06/16/26	Memorial Day Parade 061626D	259-5-30-14-850.150 Memorial Day Parade	300.00	58902	06/26/26
31545	COSTCO #314	06/22/26	Nova Bins 062226D	259-5-30-17-610.000 General Supplies	49.66	58911	06/26/26
31545	COSTCO #314	06/22/26	Nova Bins 062226D1	259-5-30-17-610.000 General Supplies	85.14	58911	06/26/26
80338	Champlain Color Dips	06/15/26	July 4th PREPAY FY 27 061526D	259-1-00-00-120.000 Prepaid Expenses	1600.00	58914	06/26/26
80337	Diamond, Augusta Rose	06/19/26	MSP Performance 7/14 061926D	259-1-00-00-120.000 Prepaid Expenses	200.00	58920	06/26/26
29970	EAST COAST ICE	06/08/26	RK MSP 6/8 060826	259-5-30-15-610.000 General Supplies	300.00	58922	06/26/26
29970	EAST COAST ICE	06/18/26	Staff Training 6/18 061826	259-5-30-17-610.000 General Supplies	240.00	58922	06/26/26
44980	FACE MANIA	06/17/26	July 4 PREPAY FY27 2026940	259-1-00-00-120.000 Prepaid Expenses	1275.00	58930	06/26/26
25325	FILLION ASSOCIATES, INC	06/18/26	Pool Chemicals 38195	259-5-30-11-431.000 R&M Buildings & Grounds	5349.52	58931	06/26/26
80327	FIRST NATIONAL BANK OMAHA	06/12/26	ERJP CC 8406 June 8406062026	259-5-30-15-610.000 General Supplies	645.88	58939	06/26/26
80327	FIRST NATIONAL BANK OMAHA	06/12/26	ERJP CC 8406 June 8406062026	259-5-30-14-610.000 General Supplies	5190.00	58939	06/26/26
80327	FIRST NATIONAL BANK OMAHA	06/12/26	ERJP CC 8406 June 8406062026	259-5-30-11-610.000 General Supplies	1396.43	58939	06/26/26
80327	FIRST NATIONAL BANK OMAHA	06/12/26	ERJP CC 8406 June 8406062026	259-5-30-10-505.000 Tech. Subs, Licenses	21.40	58939	06/26/26
80317	First National Bank Omaha	06/17/26	EJRP CC June 1188062026	259-5-30-15-610.000 General Supplies	192.78	58941	06/26/26
80325	First National Bank Omaha	06/12/26	EJRP CC June 1389062026	259-5-30-15-610.000 General Supplies	785.23	58942	06/26/26
80325	First National Bank Omaha	06/12/26	EJRP CC June 1389062026	259-5-30-17-610.000 General Supplies	331.50	58942	06/26/26
80325	First National Bank Omaha	06/12/26	EJRP CC June 1389062026	259-5-30-11-610.000 General Supplies	110.50	58942	06/26/26
80325	First National Bank Omaha	06/12/26	EJRP CC June 1389062026	259-5-30-15-330.000 Professional Services	650.00	58942	06/26/26
80325	First National Bank Omaha	06/12/26	EJRP CC June 1389062026	259-5-30-16-610.000 General Supplies	150.95	58942	06/26/26
80325	First National Bank Omaha	06/12/26	EJRP CC June 1389062026	259-5-30-10-505.000 Tech. Subs, Licenses	546.76	58942	06/26/26
80325	First National Bank Omaha	06/12/26	EJRP CC June 1389062026	259-5-30-14-610.000 General Supplies	1982.00	58942	06/26/26
80325	First National Bank Omaha	06/12/26	EJRP CC June 1389062026	259-5-30-14-330.000 Professional Services	167.00	58942	06/26/26
80325	First National Bank Omaha	06/12/26	EJRP CC June 1389062026	259-5-30-14-850.150 Memorial Day Parade	237.98	58942	06/26/26
80325	First National Bank Omaha	06/12/26	EJRP CC June 1389062026	259-5-30-15-530.000 Communications	752.65	58942	06/26/26

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
80325	06/12/26	First National Bank Omaha EJRP CC June 1389062026	259-5-30-12-610.000 General Supplies	81.52	58942	06/26/26
80192	06/15/26	Fountain of Youth Fitness Lifting Spirits 6/15 061526D	259-5-30-14-330.000 Professional Services	84.00	58943	06/26/26
11260	06/22/26	GOLD STAR DOG TRAINING Dog Training June 164	259-5-30-14-330.000 Professional Services	2156.00	58946	06/26/26
80339	05/29/26	Game Time MSP Swing C09492364	259-5-30-17-610.000 General Supplies	9453.46	58949	06/26/26
80270	06/11/26	Hartigan, Michael Music 7/14 PrePay FY27 1	259-1-00-00-120.000 Prepaid Expenses	200.00	58951	06/26/26
20135	05/28/26	KAMCO SUPPLY CORP OF BOST Bathroom Partition Parts S1837972	259-5-30-15-610.000 General Supplies	1356.88	58956	06/26/26
80087	06/10/26	KONICA MINOLTA PREMIER FI Copier Lease June 2026 584179816	259-5-30-10-442.000 Rental Vehicles/Equip	165.50	58958	06/26/26
80087	06/10/26	KONICA MINOLTA PREMIER FI Copier Lease June 2026 584179816	259-5-30-16-442.000 Rental Vehicles/Equip	149.40	58958	06/26/26
27840	06/17/26	MADISON NATIONAL LIFE INS Life Ins Jul 2026 1778311	259-1-00-00-120.001 Prepaid Insurance	667.95	58962	06/26/26
27395	06/10/26	MVP HEALTH CARE INC 43118 Health Jul 2026 23074894	259-1-00-00-120.001 Prepaid Insurance	14898.62	58967	06/26/26
24960	06/15/26	NORTHEAST DELTA DENTAL Dental Jul 2026 061526 6197	259-1-00-00-120.001 Prepaid Insurance	594.97	58969	06/26/26
29425	06/08/26	PERFORMANCE FOOD 24793-EJ RK Fleming Snack 627585	259-5-30-15-610.000 General Supplies	285.42	58973	06/26/26
29425	06/08/26	PERFORMANCE FOOD 24793-EJ RK Founders Snack 627654	259-5-30-15-610.000 General Supplies	256.96	58973	06/26/26
29425	06/08/26	PERFORMANCE FOOD 24793-EJ RK MSP Snack 627661	259-5-30-15-610.000 General Supplies	230.62	58973	06/26/26
29425	06/09/26	PERFORMANCE FOOD 24793-EJ RK EES 1-2 Snack 628483	259-5-30-15-610.000 General Supplies	204.79	58973	06/26/26
29425	06/10/26	PERFORMANCE FOOD 24793-EJ RK Westford Snack 629717	259-5-30-15-610.000 General Supplies	47.42	58973	06/26/26
29425	06/15/26	PERFORMANCE FOOD 24793-EJ RK MSP Snack 631868	259-5-30-15-610.000 General Supplies	60.51	58973	06/26/26
29425	06/22/26	PERFORMANCE FOOD 24793-EJ CMS Snack 635959	259-5-30-17-610.000 General Supplies	484.51	58973	06/26/26
17395	05/07/26	SAINT ALBANS CITY OF Vac Camp 4/24 0000833	259-5-30-15-330.000 Professional Services	848.00	58981	06/26/26
39425	06/08/26	SCOTT & PARTNERS INC MSP Storage Proj 25-1821 6839	259-5-30-12-330.000 Professional Services	3287.25	58983	06/26/26
10435	06/17/26	SCREENMYLOGO.COM TrackField TShirts 22311	259-5-30-14-610.000 General Supplies	510.00	58984	06/26/26
80110	06/17/26	SOCCER SPARKS PARVANOV D Soccer Programs May 061726D	259-5-30-14-330.000 Professional Services	4512.00	58987	06/26/26
80292	06/15/26	STEFANIE PIGEON inc Broker Fee June 2026 51645	259-5-30-15-210.000 Group Insurance	81.52	58988	06/26/26
80292	06/15/26	STEFANIE PIGEON inc Broker Fee June 2026 51645	259-5-30-16-210.000 Group Insurance	39.13	58988	06/26/26
80292	06/15/26	STEFANIE PIGEON inc Broker Fee June 2026 51645	259-5-30-14-210.000 Group Insurance	13.04	58988	06/26/26

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
23495	STUDENT TRANSPORTATION OF	06/09/26	RK Field Trip 6/3 70358141	259-5-30-15-580.000 Travel	670.50	58989	06/26/26
14695	THE BIG BLUE TRUNK llc	04/19/26	July 4th Celebration FY27 2775	259-1-00-00-120.000 Prepaid Expenses	1425.00	58991	06/26/26
27970	THE PORTABLE MINI GOLF CO	06/12/26	July 4th PREPAY FY27 000633	259-1-00-00-120.000 Prepaid Expenses	610.00	58992	06/26/26
36130	VERIZON WIRELESS VSAT	06/17/26	Cellular Service June 202 6146343362	259-5-30-16-530.000 Communications	37.44	58995	06/26/26
25315	VESPA'S PIZZA PASTA & DEL	06/16/26	Staff Training Lunch 6/16 061626D	259-5-30-17-610.000 General Supplies	599.50	58996	06/26/26
25315	VESPA'S PIZZA PASTA & DEL	06/18/26	Staff Training 6/18 061826D	259-5-30-17-610.000 General Supplies	91.00	58996	06/26/26
21230	VISION SERVICE PLAN (CT)	06/19/26	Vision July 2026 825442013	259-1-00-00-120.001 Prepaid Insurance	149.36	58999	06/26/26
V2380	VLCT PACIF	05/22/26	Q1 FY27 and Fire WC audit 20370	259-1-00-00-120.001 Prepaid Insurance	22374.07	59001	06/26/26
80116	VT AUDIO VISUAL LLC	05/23/26	July 4th PREPAY FY27 60742026	259-1-00-00-120.000 Prepaid Expenses	2820.00	59005	06/26/26
07565	W B MASON CO INC	06/05/26	PS Supplies 262399582	259-5-30-16-610.000 General Supplies	111.54	59007	06/26/26
07565	W B MASON CO INC	06/08/26	Pool Cleaning Supplies 262442755	259-5-30-11-610.000 General Supplies	384.06	59007	06/26/26
07565	W B MASON CO INC	06/09/26	Pool Supplies 262462804	259-5-30-11-610.000 General Supplies	12.85	59007	06/26/26
07565	W B MASON CO INC	06/11/26	Preschool Floor Maintenanc 262526960	259-5-30-16-610.000 General Supplies	534.16	59007	06/26/26
07565	W B MASON CO INC	06/12/26	CMS Supplies 262551200	259-5-30-17-610.000 General Supplies	108.88	59007	06/26/26
07565	W B MASON CO INC	06/12/26	CMS Supplies 262551249	259-5-30-17-610.000 General Supplies	22.20	59007	06/26/26
07565	W B MASON CO INC	06/12/26	Childcare Supplies 262551451	259-5-30-17-610.000 General Supplies	47.78	59007	06/26/26
07565	W B MASON CO INC	06/15/26	Camp Supplies 262581398	259-5-30-17-610.000 General Supplies	55.86	59007	06/26/26
07565	W B MASON CO INC	06/18/26	Preschool Floor Work 262664429	259-5-30-16-610.000 General Supplies	39.99	59007	06/26/26
07565	W B MASON CO INC	06/18/26	Camp Supplies 262677000	259-5-30-17-610.000 General Supplies	31.27	59007	06/26/26
V2377	VLCT EMPLOYMENT RESOURCE	05/22/26	Q1 FY27 Unemp Insur REN041257Q3	259-1-00-00-120.001 Prepaid Insurance	1653.37	59009	06/26/26

06/25/26

City of Essex Junction Accounts Payable

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04:43 pm

Check Warrant Report # 24121 Current Prior Next FY Invoices For Fund (GENERAL FUND)

Cdelibac

For Check Acct 01 (GENERAL FUND) All check #s 06/13/26 To 06/26/26

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date

Report Total				1491582.20		
				=====		

To the Treasurer of City of Essex Junction, We Hereby certify
that there is due to the several persons whose names are
listed hereon the sum against each name and that there
are good and sufficient vouchers supporting the payments
aggregating \$ *1,491,582.20
Let this be your order for the payments of these amounts.

Brownell Library Board of Trustees
Meeting Minutes

Tuesday, June 16, 2026 7:00 pm

Minute recorder: Sheila Porter

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

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

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

1. Agenda Changes/Deletions – none

2. Public to be Heard – none

3. Announcements -

- Book sale room open/free for a few weeks while trying to empty inventory.

4. Staff Education

- Communications Director Ashley Snellenberger provided orientation on Ethics and Open Meeting Law.
- Counts as yearly training.

5. Minutes of May 19, 2026

- Minutes accepted as written. Motion by Sheila, seconded by Christine. Passed unanimously.

6. Financial Report

- On track overall with budget.
- Trustee checking account balance noted as \$5,131.31.
- Wendy to send a copy of the new Foundation request form to the Trustee Board.
- Discussion regarding 100th party funding and reimbursement.
- Discussion about moving money held by the Foundation to Friends.
- Motion by Jessica to get Trustee money from Foundation and move it to Friends; seconded by Christine. Karen and Linda recused. Passed unanimously.
- Venessa will communicate with the Foundation regarding the request and vote to move funds.

7. Reports – Director & Staff

- Summer reading excitement.
- Sustainable library cards replacing plastic cards.
- Roof project – no more asbestos.
- Training substitutes.
- Looking for a new youth assistant librarian.

8. Work Groups –
100th Planning

- July party planning.
- SignUp Genius with volunteer time slots.
- Food and drinks.
- Games, face painting, bubbles.

Sustainability

- Alex C is waiting for direction from Hannah.

Mentoring

- Venessa created an onboarding document draft.
- Discussion of edits.
- Document to remain live and updated as needed.
- Continue discussion at future meeting.

9. Old Business

Nonprofit policy – ratify May vote.

- Friends' recognition: Board ratified recognition of Friends. Motion by Alex, seconded by Venessa. Karen recused. Passed unanimously.
- Foundation recognition: Board ratified decision not to recognize Foundation. Motion by Alex, seconded by Jess. Karen and Linda recused. Passed unanimously.

10. New Business

Retirement gift for Erna.

- Motion by Sheila to provide a \$100 gift card for Erna; seconded by Venessa. Passed unanimously.

11. Adjournment

- Motion to adjourn by Sheila; seconded by Venessa. Passed unanimously at 8:40 PM.

POLICE COMMUNITY ADVISORY BOARD

POLICE COMMUNITY ADVISORY BOARD

REGULAR MEETING

MINUTES OF MEETING- DRAFT

June 16, 2026

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

ABSENT: Lisa Holmes, Christina Hagestad

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

ADMINISTRATION:

OTHERS PRESENT:

1. CALL TO ORDER

Chair Gwendolyn Evans called the meeting to order at 6:05pm.

2. AGENDA ADDITIONS/CHANGES

No additions or changes

3. AGENDA APPROVAL

The agenda was approved.

4. PUBLIC TO BE HEARD

None

5. CONSENT ITEMS

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

6. BUSINESS ITEMS

- a. Chief gave an update on the Lt process; advising that the decision was made and Srgt Mike Chistolini will be the next Lt. Chistolini will attend the July meeting to meet the PCAB members. Brief history of Mike Chistolini and what he has done / accomplished at the PD thus far. Chief announced the retirement of Det Srgt John Dunn. Segwaying into the Srgt process beginning the following week. Eight applicants for Srgt and 1 applicant for dispatch supervisor. Chief described what the Srgt application process is like- to include the written test, the interview process, presentation for the interview panel and the in-basket exercise. Two new graduates from Vermont Police Academy who are on the street with their Field Training Officers. And the potential for two more recruits starting the academy in August. Chief announced one employee who turned in resignation and last day is June 18.

- b. Chief gave update on current cases. Discussed the manslaughter and reckless endangerment case that was arraigned that day. The proposed new dog ordinance going to the Select Board was discussed.
- c. Kristen discussed current public events happening to include attendance at Big Beautiful Life with officer Ersi Dinzey. The marketing team was in attendance and would be continuing to provide more videos for recruitment. Dan Maguire commented on the video of officer Dinzey.
- d. Chief gave update property crime, to include some recent arrests.
- e. PCAB Board discussed strategies to recruit new members to serve on the board. It was discussed if we would have a meeting in July / August. Gwendolyn suggested bringing friends / neighbors at the next meeting. Jenny suggested holding July / August meetings with a work plan of attending events / promoting PCAB. Dan offers to stay on the PCAB board until his replacement is found.
- f. Jenny offered to attend the Coming Together Summit in July on behalf of PCAB. Gwendolyn is also interested in attending. A decision to have a table separate from the Police Department was made. Dan offered that he would like to attend the Coming Together Summit as well. Jenny requested flyers for what PCAB is to distribute.
- g. A discussion of what events PCAB could and would be attending- to include National Night Out. Jenny, Gwendolyn, Nancy and Dan all agreed they would attend NNO.
- h. Jenny proposed that all PCAB members give notice by the Tuesday prior to a meeting that they will not be in attendance.
- i. Work Plan was discussed. Three mail goals were established.
 - Goal 1: To fill the vacant positions on the PCAB Board, to include Dan's.
 - Goal 2: PCAB will attend a minimum of six (6) community / public events between now and the end of 2026.
 - Goal 3: PCAB will host a minimum of four public outreach events; such as coffee talks at local, panel discussion at Teen Police Academy or a 'know your rights' discussion. Jenny is going to reach out to a few local coffee shops and try to set this up.

7. ADJOURN

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

Respectfully submitted,

Kristen Wright
Community Affairs Liaison

**CITY OF ESSEX JUNCTION
DEVELOPMENT REVIEW BOARD
MINUTES OF MEETING
JUNE 18, 2026
DRAFT**

MEMBERS PRESENT: John Alden, Chair; Luke Brockmeier; Dylan Zwicky.

ADMINISTRATION: Chris Yuen, Community Development Director.

OTHERS PRESENT: Scott Homsted.

1. Additions or Amendments to Agenda

John Alden called the meeting to order at 6:30 P.M.

There were no additions or changes to the agenda.

2. Public to be Heard

None.

3. Approval of Minutes

- a. June 3, 2026

MOTION by Board Member Brockmeier, SECOND by Board Member Zwicky, to approve the minutes from June 3, 2026 as presented. The motion passed 3-0.

4. Public Hearing

- a. Preliminary Plan review for a seven-lot subdivision for future residential development at 11 Meadow Terrace in the R1 District by Center for Technology Essex, owners.

Board Member Alden swore in all members of the public and applicants who will give testimony at tonight's meeting.

Scott Homsted of Krebs and Lansing spoke on behalf of the Applicant. He began by noting that this is a continuation of a project that has come before the Development Review Board (DRB) previously, and is a continuation of the Center for Technology's Essex project, which creates lots so that they can continue their building trades program. He noted that they permitted the road extension of Meadow Terrace several years prior, which connected the existing Meadow Terrace to Taft Street, which allowed them to construct the initial lot (for which construction is currently underway). He said that in tandem, they are now seeking to complete the project's design and permitting phase for the remaining lots. He noted that they presented their sketch plan several months ago to the DRB, at which time they discussed several minor items related to a waiver request for the length ratio on several of the lots, and that they are before the DRB now to present further details than were shown during Sketch Plan review. He said these further details include potential house layouts, building connections, water and sewer, and conceptual grading, based on setback requirements and utility connections that could serve the lots. He noted that there are some short sections of easements that could be used to ensure that utilities are connected to each lot. He noted a 15-foot strip of land in the southeast portion of the development behind existing Lots 1A and 2A, and that it's currently shown as part of Lot 8A, and that they intend to pursue boundary

line adjustments with the owner of those lots in the coming months. He noted that this had previously been a trail but will no longer be a viable trail when this land is developed.

Board Member Alden noted a comment in the staff report about wetlands and the Governor's executive order on wetlands, and Mr. Homsted replied that they reached out to their wetland consultant to obtain additional clarity, but that they are unsure what the status of the Wetland Division's rule will be and whether further legislative action is necessary to further clarify requirements. He said that their goal is to obtain approval for as many lots as possible, and that if a lot is forfeited due to wetland buffer requirements, they believe that the plan would still be viable. He said that they are hoping to proceed with the preliminary plan as presented, but that they will revise prior to final plan approval if there is further clarity on State requirements. Community Development Director Yuen added that wetland requirements are under state jurisdiction regardless of Essex Junction's Land Development Code requirements. Board Member Alden asked about access to the lots, and Mr. Homsted replied that there's a driveway from the existing CTE building that was reoriented to create a 90-degree intersection. Mr. Alden asked if the lot that could potentially have two units would be subdivided or if it is able to have two principal structures, and Mr. Homsted replied that recent infill-promoting regulations allow for two principal structures on a lot such as this, and that they could have a common holding as the legal mechanism. Board Member Brockmeier asked about the comment regarding Lot 9A and whether the stormwater practice was deeded to the City, and Mr. Homsted replied that there is an easement as part of a previous approval and that the renderings show a building envelope around this infrastructure. Director Yuen noted that there will need to be an access easement to the City for maintenance purposes and that they would like more information on how the water is intended to flow from Lot 7A to Lot 9A. Mr. Homsted replied that the front of the lot is elevated so that drainage will occur back toward the road into the stormwater collection system and to the gravel wetland via catch basins and piping, and that the back of the lot will utilize a disconnection method of stormwater management where the water is dispersed through a vegetated strip. He spoke about the drainage in the gravel wetland and the vegetation that would surround it. He noted that the developer will manage the gravel wetland through development and then will turn it over to the City for ongoing maintenance.

Board Members agreed that there were no further concerns with the preliminary plans as presented, and that they were amenable to Mr. Homsted's proposed approach for proposed condition #3 of working out boundary line adjustments with the owners of the lots.

MOTION by Board Member Zwicky, SECOND by Board Member Brockmeier, to approve the preliminary plat for the proposed 7-lot subdivision at 11 Meadow Terrace in the R1 District by the Center for Technology Essex, owners, with conditions as presented. The motion passed 3-0.

5. Other Development Review Board Items

a. Preview of proposed Form-Based Code to implement Connect the Junction Transit Oriented Development Master Plan

Director Yuen began by noting that Connect the Junction is the Transit Oriented Development Master Plan that the City Council adopted on December 17, 2025, and that consultants from Framework Cultural Placemaking have been working with the City to develop the plan and assist with public engagement for the project. He spoke about the LDC amendments necessary to implement the Connection the Junction plan, and began by speaking about changes to building height limits, and noted that the Planning Commission recommended and the City Council approved changes to allow for up to 9

stories plus one affordable housing bonus story in the Pearl Street corridor and portions of the City Center. He said that their goal is to combine and consolidate three zoning districts (the Transit-Oriented Development District, the Highway Arterial District, and the Multi-Family Mixed Use 1 District). He noted that these zones are similar enough that this is feasible, and would allow for them to be developed densely. He noted that this doesn't apply to the more historic portions of the Village Center District, in order to maintain its historic character. He said that while they wanted to combine these districts, they are only proposing to focus this round of LDC amendments on the Village Center and Transit-Oriented Development Districts, due to wastewater capacity constraints at the West Street Pump Station and current work to revise the City's future land use maps through its Comprehensive Plan updates. He noted that the State's explicit housing targets were part of the impetus for this change. Board Member Alden asked how much of this is the City's own initiative and whether the Chittenden County Regional Planning Commission (CCRPC) has issued recommendations or guidance. Director Yuen noted that the municipalized housing targets come from the CCRPC based on the state's housing needs assessment, which is updated periodically and broken down by region, and that they are driven by what is most feasible and which areas have access to more mass transit.

Director Yuen then noted that the most significant LDC amendments are to implement form-based code, which focuses on the physical form of buildings and how they shape the public realm, rather than conventional zoning, which regulates the activity allowable on a property. He said that the implications of this for the DRB is that they will now be reviewing projects against clear, measurable objective standards, which are more predictable, easier to apply consistently, and are more defensible if a decision is challenged. He said that this narrows the DRB's discretion to what does or does not meet the standards, but that discretion remains where the code calls for it (e.g., through waivers, exemptions, site plan judgment, and areas where the standards intentionally leave some flexibility).

Director Yuen then briefly described what the form-based code standards cover. These include building height and how it relates to street width, residential adjacency, how buildings sit on lots and meet the setback, façade composition, articulation, and materials, parking placement and screening, and landscaping (through a points-based system). He noted that this does not change approvals for permitted and conditional use (which are still governed by the use chart), historic resources (which fall under HRO District rules), site plan review (which will still apply), and that the existing Design Review overlay district will remain but will have the VC and TOD Districts carved out. He spoke in further detail about and provided examples for each of the standards included in the form-based code.

Director Yuen then spoke about next steps. He noted that amendments are in draft and under Planning Commission review, with public hearings anticipated this summer and potential adoption in the fall, and that they are soliciting questions and feedback now to ensure that the standards are feasible and implementable for the City. Board Member Brockmeier noted that if some districts have form-based code and some don't, permitting processes could vary across the City. Director Yuen replied that this proposed form-based code is broad and that it doesn't get into the level of detail that the use table (for example) does, and that the use table allows for a relatively generous degree of flexibility compared to the use tables of other municipalities.

6. Adjournment

MOTION by Board Member Brockmeier, SECOND by Board Member Zwicky, to adjourn the meeting. The motion passed 3-0.

The meeting was adjourned without objection at 8:54 P.M.

RScty: AACoonradt

**CITY OF ESSEX JUNCTION
CAPITAL PROGRAM REVIEW COMMITTEE MEETING
DRAFT MINUTES OF MEETING
JUNE 30, 2026**

COMMITTEE: Amber Thibeault, Chair; Kevin Collins, Vice-Chair; Karen Dolan (virtual); Mike Plageman; Justin Rabidoux

ADMINISTRATION: Jeff Kershner, City Engineer; Jess Morris, Finance Director

PUBLIC: None

1. CALL TO ORDER

In lieu of a Chair, Ms. Morris called the meeting to order at 6:03 PM.

2. AGENDA ADDITIONS/ CHANGES

None.

3. PUBLIC COMMENTS

There were no comments from the public.

4. DISCUSSION ITEMS

a. Appointments: Chair and Vice Chair

KEVIN COLLINS made a motion, seconded by JUSTIN RABIDOUX, to nominate AMBER THIBEAULT as Chair. Motion passed 5-0.

JUSTIN RABIDOUX made a motion, seconded by KAREN DOLAN, to nominate KEVIN COLLINS as Vice Chair. Motion passed 5-0.

b. Discussion: Capital Project Re-Rankings of T (Old Colchester Rd Sanitary Sewer), VV (West St Sidewalk – South St to Clems Dr), NNN (Pleasant St Roadway Rebuild)

All members completed a full reranking of each project. Regarding Project T (Old Colchester Rd Sanitary Sewer), the remaining service life is the major component for the reranking. The project reranking has resulted in the project moving significantly down the list. Regarding Project NNN (Pleasant St. Roadway Rebuild), this project was proposed to be delayed as the street had been ground and repaved in 2021. This will extend the life of the road approximately a decade. The project ranks higher than most in community support due to strong advocacy from the residents. Regarding project T (Old Colchester Rd Sanitary Sewer), this is proposed to be removed as this is a requirement of a project which recently received DRB approval. The project will be fully funded by the developer, and no City contribution is necessary. All were amenable to removing project T.

5. REVIEW AND APPROVE MINUTES:

a. Review and Approve Minutes: April 7, 2026

KAREN DOLAN made a motion, seconded by JUSTIN RABIDOUX, to approve the minutes of April 7, 2026. Motion passed 5-0.

6. READING FILE

a. Main St Shared Use Path grant application from June 10, 2026 City Council meeting

Ms. Thibault said this was approved by the City Council and will hopefully result in grant funds for the previously approved Main Street Path. This was a joint initiative between Essex Junction and Essex Town. Grants will likely be awarded in the upcoming fall or winter, with a start date of no earlier than

July 1, 2027. The details of a cooperative agreement between Essex Town and Essex Junction will be developed if awarded.

Potential agenda items for future meetings were discussed.

7. ADJOURN

MIKE PLAGEMAN made a motion, seconded by KEVIN COLLINS, to adjourn the meeting. Motion passed 5-0; the meeting adjourned at 6:48 PM.

Respectfully Submitted,
Darby Mayville
Recording Secretary