

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

Online & 2 Lincoln St.
Essex Junction, VT 05452
Wednesday, April 12, 2023
6:30 PM

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Phone: (802) 878-6944

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

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

1. **CALL TO ORDER** [6:30 PM]
2. **AGENDA ADDITIONS/CHANGES**
3. **APPROVE AGENDA**
4. **PUBLIC TO BE HEARD**
 - a. Comments from Public on Items Not on Agenda
5. **BUSINESS ITEMS**
 - a. Discussion and Consideration of Community Advisory Board Recommendation from Essex BEST
 - b. Discussion and Consideration of Strategic Planning Outline
 - c. Discussion of Land Development Code Amendment Next Steps
 - d. Discussion and Consideration of City Business and Meetings Schedule with Consideration of Cultural Holidays
 - e. Discussion and Consideration of Juneteenth Funding Support Request
6. **CONSENT ITEMS**
 - a. Approve Check Warrants #17346 (031723); #17347 (032423); and #17348 (033023)
 - b. Approve Minutes: March 22, 2023; April 3, 2023
 - c. Acting as the Liquor Control Commission: Liquor License Approvals
 - d. FY24 TA60 Annual Financial Plan Approval
 - e. Memorial Day Banner Approval
 - f. Ice Cream Truck Street Vendor Application Approval
 - g. RFP Final Decision
7. **READING FILE**
 - a. Council & Manager member comments
 - b. Voting Results
 - c. Utility Receivables Balance and Shutoff Process Memo
 - d. New Wastewater Treatment Facility Data
 - e. Global Foundries Traffic Change
 - f. Bike/Walk Advisory Committee: March 20, 2023
 - g. Tree Advisory Committee: March 21, 2023
 - h. Joint Housing Committee: March 15, 2023
 - i. Brownell Library Trustees: March 21, 2023
8. **EXECUTIVE SESSION**
 - a. None anticipated
9. **ADJOURN**

Members of the public are encouraged to speak during the Public to Be Heard agenda item, during a Public Hearing, or, when recognized by the President, during consideration of a specific agenda item. The public will not be permitted to participate when a motion is being discussed except when specifically requested by the President. 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.

MEMORANDUM

TO: Town of Essex Selectboard
City of Essex Junction Council
Greg Duggan, Town Manager; Regina Mahoney, City Manager

FROM: Ron Hoague, Chief of Police

DATE: February 13, 2023

RE: Proposed Community Advisory Board and the Essex Police Department

Issue

Informing the Selectboard and Council of the initiative by Essex BEST to form a Community Advisory Board to partner with the Essex Police Department.

Discussion

Since 2020, the Town of Essex and the Essex Police Department have been working with the Essex BEST group to study methods and policies that foster the principles of diversity, equity and inclusion. Many of these initiatives have been or continue to be implemented by EPD. To this end, the BEST group has focused on the formation of a Community Advisory Board that will partner with the police department to facilitate a positive, trusting, and effective relationship between the community and the department.

The EPD's Community Advisory Board (CAB) is proposed to be an independent board made up of diverse community representatives, established in collaboration with the Chief of Police and EPD, whose primary goal will be to foster transparency and trust through:

- 1) Facilitating communication between the Essex community and the EPD.
- 2) Supporting the EPD on strategies and policy, especially around issues of equity.

The Essex CAB will foster two-way communication between the community and the EPD. As a resource, the CAB will assist in informing the community at large about the function and role of the EPD, as well as informing community members about department news, information, and updates. The CAB will serve as a conduit for voicing community needs and concerns around police services. In its capacity as an advisory committee, the CAB is intended to be an expression of the communities' viewpoints. As such, when police-related incidents occur, the CAB will continue to serve as an independent voice for the community in response to such incidents. The EPD will partner with the CAB, to the extent they are able, to provide sufficient information surrounding police-related incidents to facilitate and allow for community feedback.

The formation and operation of this board will be similar to other boards and committees under the auspices of the Selectboard and/or Council. A key difference is that there will be representation on the board from both the City and Town, with six members being appointed by the respective boards, three City residents and three Town residents. The members will each serve either a two- or three-year term after this initial appointment, and a three-year term for each subsequent appointment.

After considering many factors and other models of citizen boards, Essex BEST has come to the determination that an advisory style board is most suitable for this initiative.

Cost

There may be costs associated with the offer of stipends for the members similar to other committees. This will be for the consideration of the council and selectboard to decide whether this is appropriate.

Recommendation

The Council and Selectboard are recommended to vote in favor of the creation of a Citizen Advisory Board to partner with the Essex Police Department and instruct staff to create qualifications, advertise for members and facilitate the effort.

Community Advisory Board to the Essex Police Department (Vermont)

Mission Statement:

Our mission is to represent the diverse community of the Town of Essex and the City of Essex Junction in facilitating a positive, trusting, and effective relationship with the Essex Police Department (EPD). The Community Advisory Board (CAB) representatives will advocate for the systemically marginalized, disenfranchised and oppressed members of the community. The CAB will provide honest and open feedback and serve as a conduit between law enforcement and the community to support the EPD in continuously meeting the highest standards of engagement, professional service, and protection.

Vision:

We envision a safe environment where residents and visitors experience a strong positive trusting relationship between the community and law enforcement, maximizing the EPD's ability to serve its community effectively.

Goals:

- Break down barriers, generate trust, establish or improve relationships and foster understanding and communication between the Essex Town and City of Essex Junction communities and law enforcement.
- Foster active and robust participation, creativity and vision, and diverse representation among the CAB members. Diverse representation includes diversity based on race, ethnicity, age, gender identity, sexual orientation, religion/creed, and socioeconomic status, among others.
- Foster better policing by understanding the issues of the systemically marginalized, disenfranchised and oppressed members of the Essex Town and City of Essex Junction communities.
- Ensure application of equal protection under the law.

Description:

The EPD's Community Advisory Board (CAB) is an independent board made up of diverse community representatives, established in collaboration with the Chief of Police and EPD, whose primary goal will be to foster transparency and trust through:

- 1) Facilitating communication between the Essex community and the EPD.
- 2) Supporting the EPD on strategies and policy, especially around issues of equity.

The Essex CAB fosters two-way communication between the community and the EPD. As a resource, the CAB will assist in informing the community at large about the function and role of the EPD, as well as informing community members about department news, information, and

updates. The CAB also serves as a conduit for voicing community needs and concerns around police services. In its capacity as an advisory committee, the CAB is intended to be an expression of the communities' viewpoints. As such, when police-related incidents occur, the CAB will continue to serve as an independent voice for the community in response to such incidents. The EPD will partner with the CAB, to the extent they are able, to provide sufficient information surrounding police-related incidents to facilitate and allow for community feedback.

As an advising resource for the Chief and EPD, the CAB will continuously seek to learn about and understand the EPD's policies, procedures, and practices. To facilitate this understanding, the EPD will provide the CAB with relevant policies, procedures and practice updates, as well as quarterly and annual summaries of statistics such as the number of police uses of force, the number of police pursuits, crime rates, the number of citizen complaints received. Demographic data including race and other variables will be included in the provision of statistics to help monitor for potential biases in police work within the EPD. The CAB will provide advisory feedback designed to support police-community relations, improve EPD's operations, and address public safety issues to further enhance the quality of life in the community.

As identified by the EPD and the CAB, the CAB will focus on contemporary challenges that impact the community and its Police Department. Examples of topics include, but are not limited to, the following:

- Use of force
- Mental health response
- Criminal activity and trends
- Transparency
- Referrals to the Community Justice Center and other related restorative practices
- Best recruitment and retention practices
- Obstacles to effectively combating drug and gun crimes
- Support the EPD's Community Liaison staff
- Support crime victims

Structure:

The Essex CAB will be a committee with equal representation from the Town and the City Trustees.

- Members must be a resident of Essex Town or the City of Essex
- 16 years old or older
- Interested in public safety
- Be a good communicator
- Support the mission, vision and goals of CAB
- In terms of members, either 6 or 8 to start

- Be able to attend the majority of meetings (at least 80%)
- In the first year, include one community volunteer member from Essex BEST to help support the establishment of the Essex CAB

Notes:

1. The CAB will partner with the EPD's Community Liaison to complement, not duplicate roles and functions.
2. Although the CAB is expected to be proactive, it will not have power or authority to investigate, review or otherwise participate in matters involving specific police personnel or specific police-related incidents. It will not receive or review complaints initiated against personnel of the Essex Police Department, nor play any role in civil or criminal litigation.

Questions related to the Community Advisory Board

Background and why is this needed?

In 2020, municipal leaders in Essex invested in a multi-year engagement with Creative Discourse aimed at advancing anti-racism and inclusion. This effort was pursued in part because of increasing racial diversity among residents, which underscored the need to build a more inclusive, welcoming, and equitable community. National uprisings for racial justice that called for a re-visioning of public safety had ripple effects in Essex and also informed the decision to hire outside experts.

One of the first tasks that the Creative Discourse team engaged in was to develop and disseminate a survey of Essex residents which explored issues related to public safety, policing, and social equity. There were over 200 respondents who took part in completing a public safety survey and another 58 who attended 2-hour listening sessions including an affinity group for BIPOC (Black, Indigenous, and People of Color) and another for the Nepali community. *(Note: Of those who completed the survey, 36 identified as BIPOC, 145 identified as white, and 33 chose not to answer.)*

Data reflected different experiences in Essex based on the racial identity of the respondent. Fifty-seven percent of BIPOC respondents and 47% of white respondents observed or experienced racism in Essex, while the remaining percentage reported unsure. BIPOC respondents felt less safe than white residents, observed or experienced racism at higher rates, and had more negative interactions with police in general as well as in Essex. Nearly one-third (31%) of BIPOC respondents scored their feeling of safety as “less safe” in Essex scoring it a 2 or 3 out of 5 while only 10% of white residents reported feeling less safe.

Based upon the survey responses and the listening sessions, a Policing, Safety and Racial Justice Task Force renamed Essex BEST (Building Equity, Solidarity and Trust) was formed in late 2020 and comprised of over 20 community volunteers and municipal leaders.

The committee reviewed components of Essex’s public safety programs to determine whether and how changes should be made to improve public safety and assist the Essex Police Department in working toward the goal of a safe and thriving community. We reviewed data from EPD and engaged in informational interviews with a range of social service entities including the EPD, 911 Dispatch, EPD Dispatch, Howard Center’s Community Outreach, Howard Center’s First Call, the Community Justice Center, Aunt Dot’s, and CVOEO.

The culmination of these efforts was to establish mechanisms that would create pathways for communication and input from the community about EPD to hear from those who are most impacted. It is important to note that Essex BEST considered a range of models from a complaint department to a citizen oversight committee. We met with other groups in Vermont pursuing similar pathways and researched national models. The establishment of a Community Advisory Board was determined to be the most appropriate given the size of our communities, the existing foundation of the EPD to serve its citizens, and the desire within Essex BEST for the

Community Advisory Board to operate as a partner with the EPD while still maintaining independence from the EPD.

It's also important to note that this process has been a partnership hand-in-hand between community members and members of the EPD, in particular the Police Chief and the Lieutenant as well as more recently, the Community Affairs Liaison. The partnership within Essex BEST over the past 2+ years has only confirmed that this is the most appropriate path forward to achieve our stated goals.

What do you need from us and how will the Selectboard and Trustees be involved?

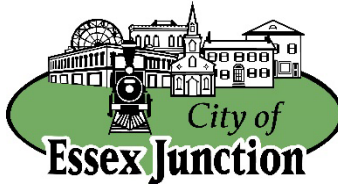
1. BEST would ask for the Selectboard and Trustee members to vote in support of forming and sustaining a Community Advisory Board as defined in the working document.
2. BEST has provided a framework for how CAB members will be chosen. When the Selectboard and Trustees vote in favor of establishing the CAB, we would ask them to recruit applicants to serve on the CAB and select 3 residents of the Town and 3 of the City to serve as described in the working document.

How might they announce openings to recruit and what might application process look like?

We would ask that the Selectboard and Trustees engage in their usual methods for recruiting community members to Boards, Commissions, and other similar groups. We would ask the following be included in any recruitment materials:

- What the CAB is and its purpose
- First 3 people for each would have 1-year, 2-year, and 3-year terms. After the first 3 in each community are appointed, each subsequent member would serve a 3-year term. This initial set up of staggering terms would ensure greater constancy over time of members.
- Criteria for consideration to serve as a CAB member is as follows:
 - Members must be a resident of Essex Town or the City of Essex
 - 16 years old or older
 - Interested in public safety
 - Be a good communicator
 - Support the mission, vision and goals of CAB
 - Be able to attend the majority of meetings (at least 80%)
 - In the first year, include one community volunteer member from Essex BEST to help support the establishment of the Essex CAB (Jody Kamon, a resident of the Town has volunteered for this role)
- We anticipate that municipal staff attending the CAB would include the EPD Community Affairs Liaison and as needed, the Police Chief.

****Importantly, when considering members, we would ask the Selectboard and Trustees to work to ensure intersectionality of diversity so that the perspectives and voices of marginalized and/or underrepresented groups are represented.***



Memo

To: Essex Junction City Council
From: Ashley Snellenberger, Communications & Strategic Initiatives Director
Meeting Date: April 12, 2023
Agenda Item: Discussion and Consideration of Strategic Planning Outline

Issue: Now that we are a City, we want to have a thorough strategic planning process to define our next priorities.

Discussion: As a starting point for defining what the city is looking for in a strategic planning process, a draft RFP outline with a purpose statement and deliverables is attached for your review and feedback. An RFP will be drafted from the Council's feedback. The RFP will be presented to the Council for final approval.

As a starting point the outline incorporates work to help establish a mission, vision and values and our priorities over the next five years. Any and all feedback is welcome.

The FY24 proposed budget also includes \$40,000 for re-branding. We could write the RFP with an option of doing this work in combination with the strategic planning work. There could be some efficiency in combining the efforts.

Cost: \$30,000 for strategic planning (to be paid for with LOT funds pending FY24 budget approval).

Recommendation: None at this time.

Recommended Motion: None at this time

Attachments: Draft RFP Outline

RFP Strategic Planning Outline

Purpose:

The main purpose of the strategic plan process is to define our next priorities now that we are a City.

To help the city define our next priorities, the City will hire a consultant to facilitate the strategic planning process and help us answer the following questions:

- What are our mission and vision?
- What are our long-term community values?
 - Are the 2012 Heart & Soul Community Values still viable, or do they need to be updated?
- What are our priorities for the next five years?
- How do we better engage with our community?

Deliverables:

The strategic planning process will include three phases: research gathering, visioning, and a final report.

Research Phase:

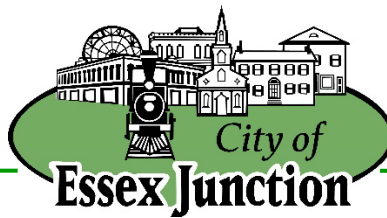
During this phase, the consultant will collect data and information to become familiar with the City of Essex Junction. This will include reviewing recent efforts and existing plans (Our Village Our Voices, City Manager search committee, 2019 Comprehensive Plan, Design Five Corners, and Heart & Soul), defining the demographics of our community, and benchmarking our City with other similar-sized cities.

Visioning Phase:

During this phase, the consultant will organize and facilitate discussions with the City Council, Board/Committees, and staff, public meetings, stakeholder group sessions, online survey(s), and other forums appropriate for outreach and public input, on the draft vision, mission and values; and brainstorm and prioritize the City's work over the next five years. Conducting a SWOT analysis may be a helpful tool in this phase.

Final Report Phase:

During this phase, the consultant, with input from the City Council, Committees/Boards, staff, and the community, will draft a final report. This report will include a defined mission, vision, and community values, and an actionable priorities plan for the next five years. This report will also include an implementation plan with defined milestones and benchmarks to measure the City's progress. This implementation plan will also include techniques to keep the Council, Committees/Boards, staff, and the community engaged in the implementation process to ensure the strategic plan remains a viable "living" project for the next five years.



MEMORANDUM

To: City Council
From: Christopher Yuen, Community Development Director
Meeting Date: 04/12/2023
Subject: Land Development Code Update

Issue:

The Planning Commission held their final public hearing on the Land Development Code (LDC) amendments and submitted them to Council on August 4, 2022. Several actions remain to be completed prior to the one-year statutory deadline for council action.

Discussion:

Extensive amendments to the LDC were discussed and recommended by the Planning Commission in August 2022. These amendments aimed to improve alignment with the Comprehensive Plan and the Five Corners Design Plan. They also aimed to address the ongoing housing shortage, improve stormwater management outcomes, address State Statute Changes, and to reflect Essex Junction's charter as a new city entity. The full Land Development Code Amendments mark-up document is available on the [Planning Commission webpage](#). The Planning Commission's summary report on the proposed bylaw changes is attached.

With time-sensitive issues at the forefront in 2022, such as Essex Junction's separation from the Town, Council only advanced the Cannabis-related sections of the LDC amendments towards adoption, tabling discussion of the remainder of the updates.

As the one-year statutory deadline for adoption approaches, staff is taking the following actions to prepare for the next steps:

1. Staff is preparing a set of additional amendments to the LDC updates to address new requirements that may be required by the S.100 state housing bill. These amendments will also address minor internal process improvement issues identified over the past few months.
2. Staff is preparing a public engagement campaign on the Land Development Code updates to increase public awareness, and to provide council with policy feedback.

Council should now prepare to provide direction on the bylaw adoption process over the next few months.

Cost:

Actions outlined in this memo have no associated costs.

Recommendation:

Staff recommends the following schedule of actions:

1. **April 12 City Council Meeting:**
Council provides staff with comments and suggestion for survey questions in the upcoming public engagement campaign.

2. **Late April:**
Staff launches public engagement campaign and survey. Members of council gets familiar with the LDC updates and consults staff with any questions or concerns.
3. **May 10 City Council Meeting:**
Council reviews preliminary results of the public survey and discusses changes to the LDC amendments. Council warns LDC Amendments Public Hearing for June 14.
4. **June 1 Planning Commission Meeting:**
The Planning Commission updates the summary report on the proposed bylaw changes based on Council's amendments.
5. **June 14 City Council Public Hearing:**
Council reviews results of the public survey and hears public comment. Council has the option of adopting the LDC updates at this time. If additional amendments are necessary, proceed to next step.
6. **June 28 City Council Meeting:**
Council makes further amendments to LDC updates and warns public hearing for July 26
7. **July 6 Planning Commission Meeting:**
The Planning Commission updates the summary report on the proposed bylaw changes based on Council's new amendments.
8. **July 26 City Council Public Hearing:**
Council hears public comment. Council adopts the LDC updates if desired. If Council decides against adoption the LDC updates at this time, the one-year statutory deadline will pass and the bylaw amendments will expire.

Additionally, Staff recommends that council members become familiar with the LDC amendments, and individually meet with the Community Development Department to review any remaining technical questions and concerns.

Recommended Motion:

No formal action needed at this time.

Essex Junction Planning Commission Reporting Form for Land Development Code Amendments

The following report was approved by the Planning Commission on July 11, 2022. The Planning Commission held a public hearing on August 4, 2022. Following the public hearing the Planning Commission motioned to send these Land Development Code amendments to the City Council.

This report is in accordance with 24 V.S.A. §4441(c) which states:

“When considering an amendment to a bylaw, the planning commission shall prepare and approve a written report on the proposal. A single report may be prepared so as to satisfy the requirements of this subsection concerning bylaw amendments and subsection 4384(c) of this title concerning plan amendments..... The report shall provide(:)

(A) brief explanation of the proposed bylaw, amendment, or repeal andinclude a statement of purpose as required for notice under §4444 of this title,

Overall purpose of the proposed Land Development Code (LDC) amendments:

1. Alignment with the latest Comprehensive Plan update and Five Corners Design Plan to improve infill development and the pedestrian experience in the Village and the trunk routes entering the Village. The design review and historic preservation standards that currently exist in the Village Center District have been expanded to the trunk routes Main Street, Lincoln Street, Pearl Street, Park Street and Maple Street. In addition, improved bike facility and amenity requirements have been added throughout the City. Amendments have also been made to the landscaping standards to improve the streetscape and pedestrian experience.
2. In response to the severe housing shortage, and elevated construction costs for housing, these amendments include several provisions to streamline the review process for housing and Accessory Dwelling Units, increase density in some districts, and reduce residential parking requirements.
3. Stormwater management application requirements and standards have been proposed to align with the City’s MS4 permit, Phosphorus Control Plan and changes in state stormwater requirements. These amendments include greater emphasis on Green Stormwater Infrastructure and Low Impact Development techniques.
4. State Statute changes since the last LDC update have been incorporated.
5. General amendments throughout the entire Land Development Code have been made to align with the new City of Essex Junction charter including: all references to the Village of Essex Junction have been replaced with the City of Essex Junction; development review authority has been changed from the Planning Commission and Zoning Board of Adjustment to the Development Review Board.

6. With cannabis retail beginning on October 1, 2022 the amendments include specific cannabis establishment definitions and zoning districts in which the establishments are permitted.
7. Clarification amendments have also been proposed throughout to reduce redundancy between process and standard sections.

(A)nd shall include findings regarding how the proposal:

1. *Conforms with or furthers the goals and policies contained in the municipal plan, including the effect of the proposal on the availability of safe and affordable housing:*

The proposed amendments conform with the goals and policies of the Comprehensive Plan by incorporating reference to the Five Corners Design Plan and standards to fulfill its purpose. In addition, these amendments are intended to enable increased housing stock throughout the City as called for in the Comprehensive Plan.

2. *Is compatible with the proposed future land uses and densities of the municipal plan:*

The proposed amendments are compatible with the proposed future land uses and densities of the municipal plan. The amendments include duplexes and triplexes in the R1 and R2 zoning districts with requirements that these are done in a detached structure style, and limits the frontage of the parcel that can be used for parking to ensure conformance with the existing character of these zoning districts while enabling infill.

3. *Carries out, as applicable, any specific proposals for any planned community facilities.”*

The proposed amendments do not carry out any specific proposals for planned community facilities and it would not impact any plans for community facilities.

Specific Proposed Amendments include:

General amendments throughout the entire Land Development Code have been made to align with the new City of Essex Junction charter including: all references to the Village of Essex Junction have been replaced with the City of Essex Junction; development review authority has been changed from the Planning Commission and Zoning Board of Adjustment to the Development Review Board.

Chapter 1: Purpose, Application and Severability

General amendments in this section include: Village references and charter references have been updated to the City.

Specific amendments in this chapter include: Removal of the 8 year Land Development Code update schedule as this is not a statutory requirement. [Section 104]

Chapter 2: Definitions

General amendments in this section include: Village references have been updated to the City; and development review authority definitions now include a reference statement just in case the old Planning Commission or Zoning Board of Adjustment terms are still in the Land Development Code.

Specific amendments in this chapter include:

- Cannabis uses have been added. These definitions mimic the state definitions. [Section 201.C 34 – 41] *NOTE: this amendment has also been separately forwarded to the City Council so they may act on it on its own if they so wish.*
- The number of children served in the day care home and day care facility and the number of adults served in the family care facility and family care home definitions have been aligned with state statute. [Section 201.C. 68 & 69, and 96 & 97]
- Triplex and fourplex definitions have been added. [Section 201.C. 87 & 88]
- Various definitions have been updated to align with stormwater management related LDC amendments. [Section 201.C, 109, 115, 127, 167, 179, 185, 203 and 204 and Section 201.H. 2, 5, 10, 23, 25 and 26]
- FEMA has been defined as the Federal Emergency Management Agency. [Section 201.E. 6]
- A high strength waste definition has been added to the Sewer Regulation definitions. [Section 201.F. 6]

Chapter 3: Decision Making and Administrative Bodies

General amendments in this section include: Village references and charter references have been updated to the City; development review authority has been changed from the Planning Commission/Zoning Board of Adjustment model to the Development Review Board model; and the Water Quality Superintendent position has been added. [All sections in Chapter 3 have been amended]

Chapter 4: Regulation of Land Use Activities

General amendments in this section include: Village references have been updated to the City.

Chapter 5: Development Review Procedures

General amendments in this section include: removal of redundant standards as those exist in other chapters, changes to timeframes as required by state statute changes, switching review authority from the Planning Commission and Zoning Board of Adjustment to the Development Review Board and associated appeals processes, clarified digital submittal requirements for final plans. [These amendments have been made to many sections throughout Chapter 5]

Specific amendments in this chapter include:

- Who receives mailed notices associated with development proposals has been aligned with the state statute requirements [Section 501.D.3]
- Simplifying the Accessory Dwelling Unit approval process in line with state statute, and to improve the process for development of accessory dwelling units. [Section 502.I]
- Clarification of process involved when a development proposal includes proposed public infrastructure. [Section 502.F.4(f) and (p), Section 503.H.4(c) and (d), Section 503.H.7]
- Alignment with state statute:

- Alignment with VTrans highway access permits [Section 502.F.3(a)(xvi), Section 502.F.4(v), Section 503.H.3(m), and Section 503.H.4(q)]
- Existing small lots [Section 502.L]
- Site plans and conditional use approvals last for two years [Section 502.C.7 and Section 502.F.9]
- Clarified Planned Unit Development approvals: better defined the purpose/objective of this review type, defined process for minor applications (under 6 units requires two stages of review) and major applications (over 6 units requires three stages of review), clarified submittal requirement for waiver requests. [Section 502.M and Section 511]
- Clarified stormwater management application requirements to align with the City’s MS4 permit. This includes additional submittal information on Green Stormwater Infrastructure and Low Impact Development techniques, and analyses as relevant for Total Maximum Daily Load standards. [Section 502.F.3(a)(ix), Section 502.F.4(u), Section 512 and Section 513]
- Clarified application requirements and expiration of approvals for activities involving public sewer. [Section 504.C and F]
- Alignment with state permits for projects involving wetlands. [Section 516.A]
- Added a “planting project” exemption as required by statute and specifically defined in 42 U.S.C. § 4121(a). [Section 516.I]

Chapter 6: Zoning Districts Regulations

General amendments in this section include: Village references have been updated to the City; development review authority has been changed from the Planning Commission/Zoning Board of Adjustment model to the Development Review Board model.

Specific amendments in this chapter include:

- Increased density in Multi-family Residential 1 (MF-1) and Multi-family Residential 2 (M-F2) and simplified how the density is calculated. Changed one single family home to one principal building is allowed per lot unless reviewed as a planned development; and principal building is defined as all uses on the use table. Planned Development review is no longer required for projects with 5 residential units or more; though an applicant can apply under Planned Development if they so choose. [Section 601 and 602]
- Requirements for Planned Development review have been eliminated in many of the districts as this review isn’t necessary when land isn’t being subdivided; though an applicant can apply under Planned Development if they so choose. [Section 603, 604, 605, 608 and 615]
- Design Five Corners concepts were incorporated into the Village Center zoning district design review standards to accommodate infill development while calming traffic and reclaiming more space for people; and to establish a pedestrian friendly atmosphere [Section 604.E and subpart 4(a)]. Eligibility for historic preservation review has been clarified in the Village Center district and reference has been made to the Historic Site map in the Comprehensive Plan (Map 2) [Section 604.E.2(b)]. Planned Unit Development section was simplified to remove reference to a commercial PUD and to clarify that a mixed use building does not necessarily need to go through PUD approval unless requested [Section 604.G].
- Added duplexes and triplexes as permitted uses in the R-1 & R-2 residential zoning districts to allow flexibility and infill development to address the severe housing shortage. The building

coverage is increased to help accommodate these uses. These uses do not require additional land area beyond that required for a single-family home. Special standards have been added to ensure compliance with the Comprehensive Plan. [Section 618, 619 & 622]

- A Design Review Overlay District has been added: The purpose of the Design Review Overlay District is to expand the design review standards used in the Village Center District into the trunk routes of Main Street, Lincoln Street, Pearl Street, Park Street and Maple Street as called for in the Comprehensive Plan. The purpose is to enable infill and redevelopment in line with the concepts of the Design Five Corners Plan and to establish a pedestrian friendly atmosphere. [Section 620]
- A Historic Preservation Overlay District has been added: The purpose of the Historic Preservation Overlay District is to expand the historic preservation standards used in the Village Center District into the trunk routes of Main Street, Lincoln Street, Pearl Street, Park Street and Maple Street as called for in the Comprehensive Plan; thereby recognizing the economic importance and unique historic qualities of the existing buildings and neighborhoods. [Section 621]
- Eliminated conditional use review for day care facilities to streamline the review for these considering the significant community need for these services. These will still need site plan review. [Section 622, and Section 717]
- Added the cannabis uses as defined by the state to the Land Use Table (Section 622) to establish where each type of use will be permitted by zoning district. [Section 622] *NOTE: this amendment has also been separately forwarded to the City Council so they may act on it on its own if they so wish. In this separate package the Land Use Table remains is Section 620.*

Chapter 7: General Development Standards

General amendments in this section include: Village references have been updated to the City; development review authority has been changed from the Planning Commission/Zoning Board of Adjustment model to the Development Review Board model.

Specific amendments in this chapter include:

- Parking requirements for residential uses (single family, duplex, triplex and multi-family) have been reduced from a minimum of 2 required parking spaces per residential unit to a minimum of 1 required parking space per residential unit. Building parking for housing is costly and takes up valuable space for parking rather than residential units. Reducing the required amount of minimum parking does not disallow a developer from building more parking if they feel they need to. [Section 703.C]
- The option to reduce required parking based on shared parking arrangements has been added with a shared parking manual for reference. [Section 703.K.14]
- Bicycle parking and amenity requirements have been added to recognize and promote cycling as a viable means of transportation and recreation for residents, consumers, visitors, and employees; and to ensure compliance with the Comprehensive Plan which calls for improved access to and safety of bicycle and pedestrian facilities. [Section 703.L]
- Reduced the setback requirement for small sheds in residential districts. [Section 706.F]

- Clarified that fences with public rights-of-way or easements are not allowed, but if unavoidable the fence shall be constructed with a removable panel for access to the infrastructure within the easement. [Section 707.B.3]
- A 15 foot buffer will not be required in accordance with Section 708.B.3 for multi-family developments next to single family uses within the Village Center District. [Section 708.B.3]
- Green Stormwater Infrastructure and Low Impact Development stormwater management strategies have been added to help the City meet the Phosphorus Control Plan; and other amendments necessary to meet the City’s MS4 permit and state stormwater requirements. [Section 710.D.6 and Section 713]
- Clarified that home occupations can take place in a garage; and edited the sign requirements for home occupations for content neutrality. [Section 711]
- Landscaping requirement amendments have been included as recommended by the Tree Advisory Council. [Section 719]
- Accessory Apartments have been amended to make these easier to build and to align with state statute requirements. [Section 721]
- Planned Unit Developments have been amended to align with state statute, clarify intent and waiver process and improved design considerations. [Section 723]

Chapter 8: Nonconformities

The specific amendment in this section includes: a statutory change to the existing small lot definition; this clarifies that legally subdivided small lots in nonaffiliated ownership from surrounding properties may be developed even if smaller than dimensional requirements of the zoning district. [Section 803]

Chapter 9: Subdivision

Specific amendments in this chapter include:

- A curb cut waiver for Green Stormwater Infrastructure discharge points. [Section 906.C.4]
- Clarified requirements and process for public infrastructure and private infrastructure proposals. Created new sections to make these provisions relevant to all infrastructure, not only streets. [Sections 906.E, 914 & 915]
- Clarified that drainage and utility easements should be in the location and proper width needed for the associated utility, not a standard 8’ on the sides and rear of lots in a subdivision. [Section 907]
- Added a requirement to replace any disturbed lot corner monuments and markers. [Section 911]
- Clarified digital submittal requirements for final plans. [Section 915]

Chapter 10: Enforcement

The specific amendment in this section includes: all references to the Village of Essex Junction have been replaced with the City of Essex Junction; development review authority has been changed from the Planning Commission and Zoning Board of Adjustment to the Development Review Board. [Section 1001 & 1002]

Chapter 11: Sewer Regulations

Specific amendments in this chapter include:

- Producers of high strength waste need to contact the Water Quality Superintendent prior to proceeding. [Section 1101.A]
- Combined sewer systems are now specifically prohibited. [Section 1101.B]
- Grease and fats are added to the list of prohibited substances discharged to the sewer system. [Section 1101.B]

Chapter 14: Water System Management and Use

Specific amendments in this chapter include: Clarified that the City does not need to be a co-applicant on privately funded water line extensions when not in the best interest of the City. [Section 1415.E]

Chapter 16: Fees and Charges

The specific amendment in this section includes: all references to the Village of Essex Junction have been replaced with the City of Essex Junction.

Chapter 17: Appeals

Specific amendments in this chapter include: appeals of decisions of the staff and administrative officer go to the Development Review Board rather than the Zoning Board of Adjustment or Planning Commission. All references to the Village of Essex Junction have been replaced with the City of Essex Junction.

Appendix A: Public Works Specifications

Specific amendments in this chapter include: a standard for drainage outlets has been added [Section 117.C.5].

Appendix B: Fee Schedule

General amendments in this chapter include: increased fees to align with costs of review, costs of services and state statute changes.

Note Chapters 12, 13 & 15 are reserved, so they don't have any content.

Memorandum

To: City Council

From: Raj Chawla, Vice President, City Council

CC: Regina Mahony, City Manager

Meeting Date April 12, 2023

Subject: Discussion regarding city business and meeting scheduling

Issue: This is an opportunity to discuss how to move forward with ensuring city business and meetings are scheduled with consideration of cultural holidays.

Discussion: We've had two scheduling mistakes, both relating to the first night of Passover, April 5, 2023. The first was the scheduling of our Annual Meeting in April of 2023 on the first night of Passover, April 5, 2023. The second was scheduling a virtual Coffee Chat with City Councilors, also on the first night of Passover.

This is an opportunity to set a path forward with the goal of selecting an interfaith calendar and setting a process for ensuring city business is conducted while respecting various cultural holidays and practices.

My hope would be that we make a reference resource available to all staff, council and committee members and link this resource from the city's website. The intention is that we follow a process of referencing the selected resources prior to scheduling city business, especially city business that is covered by open meeting law, involves interaction with the public or provides opportunities for participation by the public.

Some questions which will need to be addressed are:

1. Which holidays do or do not prevent community members from being able to participate in city business?
2. Will the City Council's meeting schedule need to change to ensure we are meeting our charter's requirement of meeting at least once per month?
3. How do we ensure our various committees and staff are following this practice?

Please see the sources I've selected to facilitate this discussion.

George Washington University, Office for Diversity, Equity and Community Engagement
<https://diversity.gwu.edu/interfaith-calendar>

Why I like it: It describes the importance and significance of the date to a particular faith, the general practices and recommended accommodations, highlighting "Holidays with significant work restrictions." Having all this information accessible in one place is invaluable.

University of Vermont, Office of Diversity, Equity and Inclusion
https://www.med.uvm.edu/diversityinclusion/news_and_events/religiousholidays

Interestingly, this calendar is adapted from the [University of Missouri, Kansas City Religious Holiday Calendar](#) and is almost a word-for-word copy of the [GW](#) calendar described above. GW's is better.

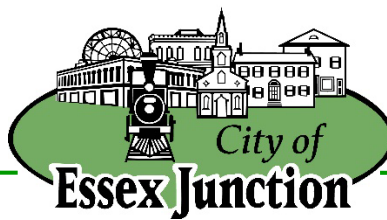
Why I like it: See comments above under GW. This calendar also identifies holidays with significant work restrictions in red text.

Interfaith Glossary of Terms

<https://www.interfaith-calendar.org/calendardefinitions.htm>

Why I like it: This seems to be a great resource for those seeking more information and includes many different religious faiths. I do not recommend the same source's calendar as the context, significance and recommended accommodations are not included. This is included here for reference, if needed.

Recommendation: Discuss and determine how to proceed to ensure a decision and process are in place and in use as quickly as possible.



MEMORANDUM

To: Essex Junction City Council
From: Regina Mahony, City Manager
Meeting Date: April 12, 2023
Subject: Support Request for Juneteenth

Issue

The issue is whether the City Council will support the Juneteenth event this year, which VIEW (Voices for Inclusion in Essex and Westford) is taking the lead in organizing.

Discussion

Rey Garofano reached out on behalf of VIEW and indicated that they are hoping to collaborate with their neighbors, Essex Junction and Westford on this year's Juneteenth event. The event will be held at the green space at the Essex Experience on Sunday, June 18th from 1 to 3. They are working on securing food and entertainment vendors as well as sponsors. She asked if Essex Junction can support the event financially. This would help cover the costs of the venue rental, food and talent. The Town of Essex is supporting the event with a \$2,000 contribution.

Cost

There is currently \$5,500 remaining in the Trustees Expenditure line; and could be used to cover the \$2,000 if the Council would like.

Recommendation

If the City Council wishes to support this effort, the following motion is recommended:

"I move that the City Council support this year's Juneteenth event, organized by VIEW, in the amount of \$2,000."

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
05290	02/21/23	ADVANCE AUTO PARTS HYDRAULIC HOSE-BULK TRK 552305257431	210-5-40-12-430.000 R&M Vehicles & Equipment	43.78	45095	03/17/23
05290	02/23/23	ADVANCE AUTO PARTS Trico Ice Winter 20" For 552305427273	210-5-40-12-430.000 R&M Vehicles & Equipment	13.39	45095	03/17/23
05290	02/24/23	ADVANCE AUTO PARTS DETAILER/ INTERIOR 1 16 7 552305527306	210-5-40-12-610.000 General Supplies	28.31	45095	03/17/23
05290	03/01/23	ADVANCE AUTO PARTS HD GREASE COUPLER 1 1 E 1 552306030720	210-5-40-12-610.000 General Supplies	6.43	45095	03/17/23
05290	03/02/23	ADVANCE AUTO PARTS DEGREASER 5 GA PRPWR 7040 552306130760	210-5-40-12-610.000 General Supplies	98.33	45095	03/17/23
05290	03/03/23	ADVANCE AUTO PARTS DR 1PKAXE BLACKOUT 1 E 12 552306230794	210-5-40-12-610.000 General Supplies	47.04	45095	03/17/23
05290	03/03/23	ADVANCE AUTO PARTS LIQUID CLEANER WAX 1 16 552306230796	210-5-40-12-610.000 General Supplies	-36.38	45095	03/17/23
05290	03/03/23	ADVANCE AUTO PARTS Shop supplies 552306297477	210-5-40-12-610.000 General Supplies	24.00	45095	03/17/23
02420	02/22/23	AUTOZONE Shop supplies 3236270298	210-5-40-12-610.000 General Supplies	103.58	45101	03/17/23
29410	03/10/23	BERGENDAHL DOROTHY Board Member Stipends STIPEN022023	210-5-10-10-190.000 Board member Payments	50.00	45107	03/17/23
29410	03/10/23	BERGENDAHL DOROTHY Board Member Stipend STIPEN112022	210-5-10-10-190.000 Board member Payments	50.00	45107	03/17/23
29410	03/10/23	BERGENDAHL DOROTHY Board Member Stipend STIPEN122022	210-5-10-10-190.000 Board member Payments	50.00	45107	03/17/23
07465	02/24/23	BIBENS ACE HARDWARE INC shop supplies, Cleaners 47137	210-5-40-12-610.000 General Supplies	32.96	45108	03/17/23
00530	02/13/23	BRODART CO Adult Collection, Supplie B6559141	210-5-35-10-640.201 Adult Collection	628.33	45111	03/17/23
00530	02/13/23	BRODART CO Adult Collection, Supplie B6559141	210-5-35-10-610.000 General Supplies	30.40	45111	03/17/23
00530	02/20/23	BRODART CO Adult Replacement, Suppli B6562647	210-5-90-00-640.201 Adult Collection replacem	80.98	45111	03/17/23
00530	02/20/23	BRODART CO Adult Replacement, Suppli B6562647	210-5-35-10-610.000 General Supplies	3.20	45111	03/17/23
00530	02/20/23	BRODART CO Adult Collection, Supplie B6562837	210-5-35-10-640.201 Adult Collection	292.25	45111	03/17/23
00530	02/20/23	BRODART CO Adult Collection, Supplie B6562837	210-5-35-10-610.000 General Supplies	14.40	45111	03/17/23
00530	02/20/23	BRODART CO Adult Replacement, Suppli B6562845	210-5-90-00-640.201 Adult Collection replacem	31.14	45111	03/17/23
00530	02/20/23	BRODART CO Adult Replacement, Suppli B6562845	210-5-35-10-610.000 General Supplies	1.60	45111	03/17/23
00530	02/21/23	BRODART CO J Collection, Supplies B6563626	210-5-35-10-640.201 Adult Collection	18.74	45111	03/17/23
00530	02/21/23	BRODART CO J Collection, Supplies B6563626	210-5-35-10-610.000 General Supplies	0.80	45111	03/17/23
00530	02/21/23	BRODART CO J Collection B6563750	210-5-35-10-640.202 Juvenile Collection	225.11	45111	03/17/23
00530	02/21/23	BRODART CO J Collection B6563750	210-5-35-10-610.000 General Supplies	17.60	45111	03/17/23

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
00530	02/22/23	BRODART CO Adult Collection, Supplie B6564323	210-5-35-10-640.201 Adult Collection	40.01	45111	03/17/23
00530	02/22/23	BRODART CO Adult Collection, Supplie B6564323	210-5-35-10-610.000 General Supplies	1.60	45111	03/17/23
V0310	03/08/23	BURLINGTON FIRE DEPARTMEN Training 024	210-5-25-10-500.000 Training, Conf, Dues	225.00	45112	03/17/23
03000	02/21/23	CARGILL SALT EASTERN INC DEICER SALT ICE CNTRL BLK 2908001141	210-5-40-12-600.000 Salt, Sand and Gravel	4600.14	45113	03/17/23
03000	02/22/23	CARGILL SALT EASTERN INC DEICER SALT ICE CNTRL BLK 2908005452	210-5-40-12-600.000 Salt, Sand and Gravel	2852.62	45113	03/17/23
03000	02/23/23	CARGILL SALT EASTERN INC DEICER SALT ICE CNTRL BLK 2908009480	210-5-40-12-600.000 Salt, Sand and Gravel	1880.82	45113	03/17/23
03000	02/23/23	CARGILL SALT EASTERN INC DEICER SALT ICE CNTRL BLK 2908009481	210-5-40-12-600.000 Salt, Sand and Gravel	1889.42	45113	03/17/23
03000	02/24/23	CARGILL SALT EASTERN INC DEICER SALT ICE CNTRL BLK 2908013936	210-5-40-12-600.000 Salt, Sand and Gravel	5616.66	45113	03/17/23
03000	02/28/23	CARGILL SALT EASTERN INC DEICER SALT ICE CNTRL BLK 2908026374	210-5-40-12-600.000 Salt, Sand and Gravel	3814.96	45113	03/17/23
03000	02/28/23	CARGILL SALT EASTERN INC DEICER SALT ICE CNTRL BLK 2908026375	210-5-40-12-600.000 Salt, Sand and Gravel	2805.32	45113	03/17/23
26395	07/29/22	CCRPC FY23 Dues Town and City 2022542	210-5-17-10-800.000 Appropriations to other a	6393.70	45117	03/17/23
V04609	03/01/23	CENTER POINT LARGE PRINT Adult Collection 1992782	210-5-35-10-640.201 Adult Collection	98.28	45118	03/17/23
V10617	02/24/23	CHADWICK-BAROSS Sw-4S parts C49692	210-5-40-12-430.000 R&M Vehicles & Equipment	572.45	45119	03/17/23
21120	03/04/23	CHAMPLAIN MEDICAL URGENT Shane R Kelley 0005857500	210-5-25-10-330.000 Professional Services	355.00	45120	03/17/23
21210	02/27/23	CINTAS LOC # 68M 71 M Supplies for PW 5147186489	210-5-40-12-610.000 General Supplies	194.06	45124	03/17/23
25120	03/03/23	CLICKTIME.COM EJRP Timesheets Feb 396220	210-5-30-10-330.000 Professional Services	777.00	45127	03/17/23
25120	03/03/23	CLICKTIME.COM Clicktime Feb 396508	210-5-13-10-505.000 Tech. Subs, Licenses	112.00	45128	03/17/23
04940	02/19/23	COMCAST Internet Services Feb 202 0136343 0223	210-5-41-20-530.000 Communications	168.39	45130	03/17/23
04940	03/03/23	COMCAST Cable TV 0207722 0323	210-5-25-10-530.000 Communications	21.53	45132	03/17/23
31545	03/08/23	COSTCO #314 Supplies 03082023	210-5-25-10-610.000 General Supplies	226.91	45134	03/17/23
38280	02/28/23	CRYSTAL ROCK BOTTLED WATE Bottled Water Feb 13 2023 177222770223	210-5-41-20-610.000 General Supplies	40.97	45136	03/17/23
11115	02/14/23	DOMINION TECH COMPUTER SV Lincoln firewall upgrade 232743	210-5-41-20-755.000 Furniture and Fixtures	3053.50	45139	03/17/23
40025	02/14/23	E J PRESCOTT INC Blanket of straw and wire 6136880	210-5-40-12-605.000 Summer Construction Suppl	287.60	45142	03/17/23
40025	02/15/23	E J PRESCOTT INC roll of straw blanket 6137322	210-5-40-12-605.000 Summer Construction Suppl	203.70	45142	03/17/23
V10576	03/01/23	ECOPIXEL LLC Website services Feb 2023 3251	210-5-10-10-530.000 Communications	416.92	45143	03/17/23

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
19005	03/01/23	FIRSTLIGHT FIBER Internet/Phone Services F 13686650	210-5-41-20-530.000 Communications	553.79	45155	03/17/23
16000	01/13/23	FISHER AUTO PARTS 70 pc Grease Fitting Asso 293411654	210-5-30-12-610.000 General Supplies	19.99	45156	03/17/23
34895	03/01/23	GAUTHIER TRUCKING, INC. Garbage Removal Feb 2023 1700445	210-5-41-20-400.000 Contracted Services	289.95	45160	03/17/23
34895	03/01/23	GAUTHIER TRUCKING, INC. RAILROAD AVE 1700446	210-5-40-12-425.000 Trash Removal	533.21	45160	03/17/23
34895	03/01/23	GAUTHIER TRUCKING, INC. BEECH ST 1700594	210-5-40-12-425.000 Trash Removal	76.19	45160	03/17/23
04035	03/01/23	GOT THAT RENTAL & SALES I HIGH PRESSURE GREASE 109782	210-5-40-12-610.000 General Supplies	12.99	45162	03/17/23
24250	03/08/23	IMPACT FIRE Fire Extinguisher Hydro T 25017895	210-5-25-10-570.000 Other Purchased Services	525.00	45170	03/17/23
33195	03/01/23	LIMOGE & SONS GARAGE DOOR JACKSON STREET - MAIN DO 79712TE	210-5-40-12-431.000 R&M Buildings & Grounds	155.00	45178	03/17/23
40580	02/24/23	M&T BANK paper comm dev supplies 022423 amz	210-5-16-10-610.000 General Supplies	4.79	45181	03/17/23
40580	02/24/23	M&T BANK paper comm dev supplies 022423 amz	210-5-10-10-610.000 General Supplies	78.20	45181	03/17/23
40580	02/24/23	M&T BANK comm dev supplies 022423 amzA	210-5-16-10-610.000 General Supplies	26.88	45181	03/17/23
40580	02/01/23	M&T BANK Health BKCK 03123162540	210-5-10-10-330.000 Professional Services	30.00	45181	03/17/23
40580	02/06/23	M&T BANK ComDevCYbkck 03623084753	210-5-40-12-330.000 Professional Services	30.00	45181	03/17/23
40580	02/15/23	M&T BANK PW bkck Derek 04523145737	210-5-40-12-330.000 Professional Services	30.00	45181	03/17/23
40580	02/01/23	M&T BANK HRIS Feb 2023 100775	210-5-10-10-340.000 Technical Services	830.08	45181	03/17/23
40580	02/10/23	M&T BANK HRIS billing 101117	210-5-10-10-340.000 Technical Services	8.71	45181	03/17/23
40580	03/01/23	M&T BANK HRIS March 102301	210-5-10-10-340.000 Technical Services	799.20	45181	03/17/23
40580	01/20/23	M&T BANK desk calendar 120 6229860	210-5-16-10-610.000 General Supplies	11.94	45181	03/17/23
40580	01/20/23	M&T BANK office supplies 120 7859462	210-5-10-10-610.000 General Supplies	13.60	45181	03/17/23
40580	01/21/23	M&T BANK fasteners 121 1700248	210-5-16-10-610.000 General Supplies	19.08	45181	03/17/23
40580	01/20/23	M&T BANK FDwire/AD supplies 122 2064266	210-5-25-10-610.000 General Supplies	19.99	45181	03/17/23
40580	01/20/23	M&T BANK FDwire/AD supplies 122 2064266	210-5-10-10-610.000 General Supplies	43.90	45181	03/17/23
40580	01/25/23	M&T BANK wall calendar 125 6929809	210-5-10-10-610.000 General Supplies	6.99	45181	03/17/23
40580	01/12/23	M&T BANK SM adobe 1/23 2354685063	210-5-13-10-505.000 Tech. Subs, Licenses	19.99	45181	03/17/23
40580	01/25/23	M&T BANK THadobe01/23 2364896610	210-5-10-10-505.000 Tech. Subs, Licenses	14.99	45181	03/17/23

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
40580	M&T BANK	01/30/23 HRadobe01/23 2368445366	210-5-10-10-505.000 Tech. Subs, Licenses	14.99	45181	03/17/23
40580	M&T BANK	02/07/23 Adobe Pro Chris Yuen 2375251372	210-5-10-10-505.000 Tech. Subs, Licenses	21.39	45181	03/17/23
40580	M&T BANK	02/12/23 SM Adobe 2/23 2378371551	210-5-13-10-505.000 Tech. Subs, Licenses	19.99	45181	03/17/23
40580	M&T BANK	02/16/23 Adobe Credit for taxes pa 2382318248	210-5-10-10-505.000 Tech. Subs, Licenses	-1.50	45181	03/17/23
40580	M&T BANK	02/25/23 TH Adobe3/23 2388753117	210-5-10-10-505.000 Tech. Subs, Licenses	14.99	45181	03/17/23
40580	M&T BANK	02/27/23 HR Adobe subscription 2390746105	210-5-10-10-505.000 Tech. Subs, Licenses	14.99	45181	03/17/23
40580	M&T BANK	02/23/23 APA Membership Chris Yuen 3350446	210-5-16-10-500.000 Training, Conf, Dues	119.00	45181	03/17/23
40580	M&T BANK	01/13/23 switch 2 Lincoln BestBuy11323	210-5-41-20-610.000 General Supplies	178.98	45181	03/17/23
40580	M&T BANK	12/09/22 ZoomAnnul 2023 INV179160539	210-5-10-10-505.000 Tech. Subs, Licenses	1829.90	45181	03/17/23
40580	M&T BANK	02/06/23 Bkck Yuen NIC262023	210-5-16-10-330.000 Professional Services	30.00	45181	03/17/23
26920	MAYVILLE DARBY	02/24/23 Recording Secretary CC 2/ 52	210-5-10-10-530.000 Communications	133.02	45184	03/17/23
26920	MAYVILLE DARBY	03/07/23 Recording Secretary CC 3/ 53	210-5-10-10-530.000 Communications	27.71	45185	03/17/23
26920	MAYVILLE DARBY	03/09/23 Recording Secretary CC 3/ 55	210-5-10-10-530.000 Communications	77.60	45186	03/17/23
V9970	MIDWEST TAPE	01/31/23 Adult Collection 503307633	210-5-35-10-640.201 Adult Collection	82.47	45188	03/17/23
05485	NATIONAL BUSINESS LEASING	03/10/23 Copier leases 3/15-4/14/ 79207057	210-5-35-10-442.000 Rental Vehicles/Equip	80.72	45191	03/17/23
05485	NATIONAL BUSINESS LEASING	03/10/23 Copier leases 3/15-4/14/ 79207057	210-5-35-10-442.000 Rental Vehicles/Equip	80.74	45191	03/17/23
05485	NATIONAL BUSINESS LEASING	03/10/23 Copier leases 3/15-4/14/ 79207057	210-5-40-12-442.000 Rental Vehicles/Equip	72.59	45191	03/17/23
05485	NATIONAL BUSINESS LEASING	03/10/23 Copier leases 3/15-4/14/ 79207057	210-5-10-10-442.000 Rental Vehicles/Equip	138.97	45191	03/17/23
24100	PERMA-LINE CORP OF NEW EN	02/18/23 SIGNS for South Hill Dr, 197179	210-5-40-12-572.000 Traffic Control	216.80	45197	03/17/23
V10554	PHOENIX BOOKS BURLINGTON	03/10/23 Adult Collection 746825	210-5-35-10-640.201 Adult Collection	26.00	45198	03/17/23
25140	PIKE INDUSTRIES INC	02/27/23 Asphalt 1220684	210-5-40-12-605.000 Summer Construction Suppl	592.64	45199	03/17/23
24410	PRIORITY EXPRESS INC	02/28/23 PostageDelivery: Courier: 8027239	210-5-35-10-560.000 Postage	178.12	45201	03/17/23
05380	PURCHASE POWER	03/05/23 Postage 4061 352023	210-5-10-10-560.000 Postage	201.00	45202	03/17/23
37430	R R CHARLEBOIS INC	02/28/23 TRK # 5 PARTS IE31832	210-5-40-12-430.000 R&M Vehicles & Equipment	37.82	45203	03/17/23
37430	R R CHARLEBOIS INC	03/01/23 TRK # 34 REPAIRS RC80898	210-5-40-12-430.000 R&M Vehicles & Equipment	121.95	45203	03/17/23

Vendor	Invoice Date	Invoice Description	Invoice Number	Account	Amount Paid	Check Number	Check Date
25480	02/20/23	SAC FASTENER COMPANY	SHOP SUPPLIES	210-5-40-12-610.000	56.62	45206	03/17/23
			57618	General Supplies			
17505	03/14/23	SAND HILL SOLAR LLC	City Solar 02/08/23-03/08	210-5-41-26-622.000	1244.33	45207	03/17/23
			251 SH	Electricity			
17505	03/14/23	SAND HILL SOLAR LLC	City Solar 02/08/23-03/08	210-5-41-23-622.000	158.85	45207	03/17/23
			251 SH	Electricity			
17505	03/14/23	SAND HILL SOLAR LLC	City Solar 02/08/23-03/08	210-5-41-21-622.000	386.47	45207	03/17/23
			251 SH	Electricity			
17505	03/14/23	SAND HILL SOLAR LLC	City Solar 02/08/23-03/08	210-5-41-22-622.000	224.40	45207	03/17/23
			251 SH	Electricity			
17505	03/14/23	SAND HILL SOLAR LLC	City Solar 02/08/23-03/08	210-5-41-20-622.000	224.41	45207	03/17/23
			251 SH	Electricity			
17505	03/14/23	SAND HILL SOLAR LLC	City Solar 02/08/23-03/08	210-5-40-12-622.000	448.11	45207	03/17/23
			251 SH	Electricity			
17505	03/14/23	SAND HILL SOLAR LLC	City Solar 02/08/23-03/08	210-5-40-12-622.000	110.18	45207	03/17/23
			251 SH	Electricity			
11345	02/23/23	SANITARY EQUIPMENT CO INC	VAC - STANDARD DUTY TIGER	210-5-40-12-610.000	61.38	45208	03/17/23
			0178198	General Supplies			
42565	12/07/22	SEVEN DAYS	Ad	210-5-40-12-540.000	210.60	45209	03/17/23
			226401	Advertising			
42565	03/01/23	SEVEN DAYS	CC Public Notice Ad 3/1/2	210-5-10-10-550.000	56.16	45209	03/17/23
			228352	Printing and Binding			
42565	03/08/23	SEVEN DAYS	CC Public Notice Ad 3/8/2	210-5-10-10-550.000	54.60	45209	03/17/23
			228538	Printing and Binding			
29835	03/07/23	SHERWIN-WILLIAMS	Paint	210-5-41-22-431.000	39.72	45210	03/17/23
			20669	R&M Buildings & Grounds			
23855	01/05/23	SOUTHWORTH-MILTON, INC.	Generator Maintenance	210-5-40-12-430.000	731.29	45213	03/17/23
			INV69576	R&M Vehicles & Equipment			
32720	02/02/23	UVM MEDICAL CENTER	EMS Supplies	210-5-25-10-613.000	434.58	45218	03/17/23
			41055A	Program Supplies			
11935	02/20/23	VIKING-CIVES USA	Volt Regulator	210-5-40-12-430.000	800.24	45220	03/17/23
			4522871	R&M Vehicles & Equipment			
11935	02/21/23	VIKING-CIVES USA	MOTOR-SPREADER HYD AUGER	210-5-40-12-430.000	246.58	45220	03/17/23
			4522983	R&M Vehicles & Equipment			
11935	02/23/23	VIKING-CIVES USA	MOTOR-SPREADER HYD AUGER	210-5-40-12-430.000	246.58	45220	03/17/23
			4523073	R&M Vehicles & Equipment			
11935	03/02/23	VIKING-CIVES USA	BLADE CARBIDE 5HL 3/4X6X3	210-5-40-12-610.000	451.50	45220	03/17/23
			4523367	General Supplies			
11935	03/06/23	VIKING-CIVES USA	BUYERS LIGHT BAR MINI LED	210-5-40-12-430.000	324.55	45220	03/17/23
			4523473	R&M Vehicles & Equipment			
11935	03/06/23	VIKING-CIVES USA	LED LIGHT CLR RECT 9000 L	210-5-40-12-430.000	88.75	45220	03/17/23
			4523484	R&M Vehicles & Equipment			
23395	02/27/23	VILLAGE HARDWARE - WILLIS	9 v Batteries 3PK Hitch	210-5-40-12-610.000	35.60	45223	03/17/23
			516194	General Supplies			
23395	02/28/23	VILLAGE HARDWARE - WILLIS	Sidewalk plow #10 parts	210-5-40-12-430.000	5.69	45223	03/17/23
			516198	R&M Vehicles & Equipment			
23395	03/01/23	VILLAGE HARDWARE - WILLIS	Water Hose	210-5-40-12-610.000	5.22	45223	03/17/23
			516205	General Supplies			
V9509	02/15/23	VT HUMANITIES COUNCIL	JProg-SB7338	210-5-35-10-840.202	75.00	45226	03/17/23
			RD7302734	Childrens Programs			

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
29375	03/10/23	Board Member Stipend STIPEN012023	210-5-10-10-190.000 Board member Payments	50.00	45229	03/17/23
29375	03/10/23	Board Member Stipend STIPEN022023	210-5-10-10-190.000 Board member Payments	50.00	45229	03/17/23
29375	03/10/23	Board Member Stipend STIPEN112022	210-5-10-10-190.000 Board member Payments	50.00	45229	03/17/23
29375	03/10/23	Board Member Stipend STIPEN122022	210-5-10-10-190.000 Board member Payments	50.00	45229	03/17/23
V1160	03/17/23	Payroll Transfer PR-03/17/23	210-2-00-00-210.004 Retirement Payable	2813.92	3172304	03/17/23
V1161	03/17/23	Payroll Transfer PR-03/17/23	210-2-00-00-210.004 Retirement Payable	6908.97	3172305	03/17/23
17425	03/17/23	Payroll Transfer PR-03/17/23	210-2-00-00-210.004 Retirement Payable	50.00	3172313	03/17/23
17140	03/17/23	Payroll Transfer PR-03/17/23	210-2-00-00-210.005 Misc Deductions Payable	66.50	3172316	03/17/23
03280	02/24/23	prep and patch work for s 5884	254-5-54-20-433.000 R&M Infrastructure	10500.00	45145	03/17/23
11345	02/23/23	VAC - STANDARD DUTY TIGER 0178198	254-5-54-20-610.000 General Supplies	10.22	45208	03/17/23
38760	02/28/23	5/8 x 3/4 Neptune T-10 Me INV0154317	254-5-54-70-750.001 Meter Replacement Program	1671.00	45216	03/17/23
05290	03/07/23	shop supplies 552306630915	255-5-55-30-570.000 Other Purchased Services	45.96	45095	03/17/23
05290	03/10/23	OIL 5W30 FULL SYN 1 QT F 552306947125	255-5-55-30-430.000 R&M Vehicles & Equipment	34.94	45095	03/17/23
14685	01/31/23	Chemical Building - no he 062281	255-5-55-30-330.000 Professional Services	860.00	45099	03/17/23
14685	02/28/23	Blower Room : Heat loop n 063222	255-5-55-30-330.000 Professional Services	949.35	45099	03/17/23
23455	03/02/23	January-23 Biosolids 20231ESS	255-5-55-30-568.000 Biosolids Subcontractor	10600.54	45122	03/17/23
21210	03/10/23	WW MED SUPPLIES CONTROL R 5149019263	255-5-55-30-610.000 General Supplies	223.07	45126	03/17/23
06870	01/19/23	SHT NY Bi-Monthly 2301-0 435538	255-5-55-30-568.000 Biosolids Subcontractor	410.00	45144	03/17/23
V10616	02/28/23	W2T501310, BIOXIDE 905748510	255-5-55-30-619.000 Chemicals	11160.00	45149	03/17/23
38955	02/27/23	SODIUM HYDROXIDE LINE 79822119	255-5-55-30-570.000 Other Purchased Services	23.78	45150	03/17/23
04640	02/21/23	HCS3/4-10x3 Z 5 VTBUR317672	255-5-55-30-570.000 Other Purchased Services	26.66	45152	03/17/23
04640	02/21/23	3/8-16 CHNUT W/SPRNG VTBUR317673	255-5-55-30-570.000 Other Purchased Services	35.50	45152	03/17/23
19005	10/01/22	Communications / Telephon 12422651	255-5-55-30-530.000 Communications	542.70	45155	03/17/23
24785	02/27/23	sludge holding mixing 9622604321	255-5-55-30-570.000 Other Purchased Services	16.71	45164	03/17/23
07010	02/20/23	39 Cascade Street 01/17/2 0223Cascade	255-5-55-30-622.000 Electricity	16848.33	45166	03/17/23

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
05485	NATIONAL BUSINESS LEASING	03/10/23	Copier leases 3/15-4/14/ 79207057	255-5-55-30-442.000 Rental Vehicles/Equip	80.74	45191	03/17/23
V1661	NORTH CENTRAL LABORATORIE	02/22/23	Lab Supplies 483563	255-5-55-30-618.000 Laboratory Supplies	3628.75	45193	03/17/23
V1661	NORTH CENTRAL LABORATORIE	02/27/23	Lab Supplies 483991	255-5-55-30-618.000 Laboratory Supplies	869.31	45193	03/17/23
23420	P & P SEPTIC SERVICE INC.	03/08/23	nitrifier transfer T594552	255-5-55-30-570.000 Other Purchased Services	1300.00	45195	03/17/23
11345	SANITARY EQUIPMENT CO INC	02/23/23	VAC - STANDARD DUTY TIGER 0178198	255-5-55-30-610.000 General Supplies	10.23	45208	03/17/23
V2093	SLACK CHEMICAL COMPANY IN	03/10/23	3,500 G Caustic 50% 6/30/ 451969	255-5-55-30-619.000 Chemicals	16859.00	45212	03/17/23
02970	USA BLUE BOOK INC	02/24/23	Calibration Gas Wall Moun 280162	255-5-55-30-570.000 Other Purchased Services	162.47	45217	03/17/23
23395	VILLAGE HARDWARE - WILLIS	02/23/23	trash bags padlock 516179	255-5-55-30-570.000 Other Purchased Services	42.98	45223	03/17/23
23395	VILLAGE HARDWARE - WILLIS	02/27/23	NUTS-BOLTS-SCREWS 516190	255-5-55-30-570.000 Other Purchased Services	24.68	45223	03/17/23
42625	ALDRICH & ELLIOTT PC	03/01/23	Maple river West engineer 81181	256-5-56-70-722.005 Maple/River/West St PS	795.00	45096	03/17/23
24785	GRAINGER	03/02/23	River St Maple St 9626708839	256-5-56-40-431.000 R&M Buildings & Grounds	731.78	45164	03/17/23
40580	M&T BANK	02/28/23	WW JOB AD 26978018	256-5-56-40-330.000 Professional Services	450.00	45181	03/17/23
17505	SAND HILL SOLAR LLC	03/14/23	City Solar 02/08/23-03/08 251 SH	256-5-56-40-434.002 West Street PS Costs	310.34	45207	03/17/23
17505	SAND HILL SOLAR LLC	03/14/23	City Solar 02/08/23-03/08 251 SH	256-5-56-40-434.001 Susie Wilson PS Costs	224.06	45207	03/17/23
17505	SAND HILL SOLAR LLC	03/14/23	City Solar 02/08/23-03/08 251 SH	256-5-56-40-622.000 Electricity	78.34	45207	03/17/23
11345	SANITARY EQUIPMENT CO INC	02/23/23	VAC - STANDARD DUTY TIGER 0178198	256-5-56-40-610.000 General Supplies	122.76	45208	03/17/23
38760	TI-SALES INC	02/28/23	5/8 x 3/4 Neptune T-10 Me INV0154317	256-5-56-70-750.001 Meter Replacement Program	3342.00	45216	03/17/23
36130	VERIZON WIRELESS VSAT	02/23/23	Pump Station Communicatio 9928493166	256-5-56-40-434.001 Susie Wilson PS Costs	78.02	45219	03/17/23
36130	VERIZON WIRELESS VSAT	02/23/23	Pump Station Communicatio 9928493166	256-5-56-40-431.000 R&M Buildings & Grounds	302.93	45219	03/17/23
36130	VERIZON WIRELESS VSAT	02/23/23	Pump Station Communicatio 9928493166	256-5-56-40-434.002 West Street PS Costs	78.03	45219	03/17/23
05485	NATIONAL BUSINESS LEASING	03/10/23	Copier leases 3/15-4/14/ 79207057	258-5-33-13-442.000 Rental Vehicles/Equip	94.15	45191	03/17/23
15160	ALLEN AMY	03/08/23	Program Refund 157462	259-4-30-14-020.311 Youth Programs	845.00	45098	03/17/23
27590	CATAMOUNT COLOR (OFFSET H	02/28/23	Summer Camp Brochure Prin 28641	259-5-30-10-550.000 Printing and Binding	3180.00	45115	03/17/23
19225	CRYSTAL CITY SPORTS PUB	03/03/23	DC Dinner 4/25 206808	259-5-30-14-610.000 General Supplies	1620.00	45135	03/17/23
20680	EPIC DRIVING LLC	03/13/23	March Drivers Ed 272	259-5-30-14-330.000 Professional Services	12240.00	45146	03/17/23

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
15170	03/03/23	Vac Camp 3/3 030323D	259-5-30-15-580.000 Travel	750.00	45148	03/17/23
V08218	03/08/23	Vac Camp 3/24 12782	259-5-30-15-580.000 Travel	392.00	45151	03/17/23
25035	02/21/23	Summer Camp Brochure Desi 23119	259-5-30-10-330.000 Professional Services	1500.00	45180	03/17/23
05485	03/10/23	Copier leases 3/15-4/14/ 79207057	259-5-30-10-442.000 Rental Vehicles/Equip	177.89	45191	03/17/23
05485	03/10/23	Copier leases 3/15-4/14/ 79207057	259-5-30-10-442.000 Rental Vehicles/Equip	177.90	45191	03/17/23
29425	03/08/23	RK MSP EES Snack 818239	259-5-30-15-610.000 General Supplies	198.03	45196	03/17/23
29425	03/08/23	RK FMS Snack 819011	259-5-30-15-610.000 General Supplies	74.71	45196	03/17/23
29425	03/08/23	RK Summit Snack 819718	259-5-30-15-610.000 General Supplies	143.25	45196	03/17/23
29425	03/08/23	RK Westford Snack 819903	259-5-30-15-610.000 General Supplies	187.05	45196	03/17/23
29425	03/08/23	RK Fleming Snack 820229	259-5-30-15-610.000 General Supplies	31.34	45196	03/17/23
29425	03/09/23	RK Snack 820990	259-5-30-15-610.000 General Supplies	140.48	45196	03/17/23
29425	03/13/23	RK Hiawatha Snack 822170	259-5-30-15-610.000 General Supplies	179.03	45196	03/17/23
29425	03/13/23	RK FMS Snack 822411	259-5-30-15-610.000 General Supplies	181.77	45196	03/17/23
29425	03/13/23	RK Summit Snack 822413	259-5-30-15-610.000 General Supplies	203.11	45196	03/17/23
29425	03/13/23	RK Fleming Snack 822519	259-5-30-15-610.000 General Supplies	129.39	45196	03/17/23
29425	03/13/23	RK MSP EES Snack 822526	259-5-30-15-610.000 General Supplies	94.03	45196	03/17/23
29425	03/14/23	RK EES Snack 823609	259-5-30-15-610.000 General Supplies	70.86	45196	03/17/23
20620	03/15/23	Playgroup February 031523D	259-5-30-14-330.000 Professional Services	210.00	45204	03/17/23
23495	03/13/23	Vac Camp Bus 3/3 70199286	259-5-30-15-580.000 Travel	279.00	45214	03/17/23
23495	03/13/23	Vac Camp Bus 3/3 70199287	259-5-30-15-580.000 Travel	263.50	45214	03/17/23
23555	03/06/23	Park St Window Coverings 165218	259-5-30-16-610.000 General Supplies	4575.00	45215	03/17/23
23395	03/10/23	Winter Program Supplies 516241	259-5-30-14-610.000 General Supplies	80.26	45223	03/17/23

03/20/23

Town of Essex Accounts Payable

03:56 pm

Check Warrant Report # 17346 Current Prior Next FY Invoices For Fund (GENERAL FUND)

CDeLibac

For Check Acct 01 (GENERAL FUND) All check #s 03/17/23 To 03/17/23 & Fund 2

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

175198.62

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Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
05290	ADVANCE AUTO PARTS	03/06/23	QUICK SPLICE TERM 1 PC C 552306530880	210-5-40-12-610.000 General Supplies	15.18	45232	03/24/23
05290	ADVANCE AUTO PARTS	03/07/23	BUTT TERMINAL 21 PC CND 1 552306630911	210-5-40-12-610.000 General Supplies	3.70	45232	03/24/23
05290	ADVANCE AUTO PARTS	03/08/23	DR UPHSTERY TOOL 1 EA P 1 552306730946	210-5-40-12-610.000 General Supplies	10.11	45232	03/24/23
05290	ADVANCE AUTO PARTS	03/08/23	MINI BULB-LONG LIFE 2 PA 552306757703	210-5-40-12-610.000 General Supplies	24.33	45232	03/24/23
05290	ADVANCE AUTO PARTS	03/09/23	TRAILER CONNECTOR 1 EA 64 552306831001	210-5-40-12-610.000 General Supplies	5.21	45232	03/24/23
05290	ADVANCE AUTO PARTS	03/13/23	STRIP DISC 2" HOLDER 1 E 552307231093	210-5-40-12-610.000 General Supplies	5.71	45232	03/24/23
05290	ADVANCE AUTO PARTS	03/13/23	GASKET REMOVAL DISC 1 E 1 552307231096	210-5-40-12-610.000 General Supplies	24.36	45232	03/24/23
05290	ADVANCE AUTO PARTS	03/13/23	STRIP DISC 2" HOLDER 1 E 552307231097	210-5-40-12-610.000 General Supplies	-5.71	45232	03/24/23
28555	ALLEGIANCE TRUCKS	03/09/23	Def 205, Fleetrите Def 20 X12201671001	210-5-40-12-626.000 Gasoline	89.94	45233	03/24/23
19815	AMAZON CAPITAL SERVICES	03/16/23	Adult Collection 13NQM9MRGFN9	210-5-35-10-640.201 Adult Collection	32.92	45236	03/24/23
19815	AMAZON CAPITAL SERVICES	03/14/23	Supplies 1CHYHGNV13DI	210-5-35-10-610.000 General Supplies	34.53	45236	03/24/23
19815	AMAZON CAPITAL SERVICES	03/13/23	Vacuum Supplies 1FRVTPYMLXRW	210-5-30-12-610.000 General Supplies	43.46	45236	03/24/23
19815	AMAZON CAPITAL SERVICES	03/13/23	Children's Programs 1LTDM3DVMJCQ	210-5-35-10-840.202 Childrens Programs	136.74	45236	03/24/23
19815	AMAZON CAPITAL SERVICES	03/03/23	Maint Office Computer Sta 1MF9MYGK9697	210-5-30-12-610.000 General Supplies	35.99	45236	03/24/23
19815	AMAZON CAPITAL SERVICES	03/16/23	Adult Collection 1XQKVXTTFRVY	210-5-35-10-640.201 Adult Collection	175.02	45236	03/24/23
04310	APALACHEE MARINE	03/02/23	Salt 69235	210-5-40-12-600.000 Salt, Sand and Gravel	3350.70	45239	03/24/23
04310	APALACHEE MARINE	03/07/23	Salt 69237	210-5-40-12-600.000 Salt, Sand and Gravel	6919.31	45239	03/24/23
00530	BRODART CO	02/21/23	Foundation: FASTips; Supp B6563455	210-5-35-10-610.000 General Supplies	3.20	45244	03/24/23
00530	BRODART CO	02/21/23	Foundation: FASTips; Supp B6563455	210-5-90-00-991.000 Library Donation Expense	61.02	45244	03/24/23
00530	BRODART CO	02/21/23	LibDntn: FoundationFASTip B6563834	210-5-90-00-991.000 Library Donation Expense	15.65	45244	03/24/23
00530	BRODART CO	02/21/23	LibDntn: FoundationFASTip B6563834	210-5-35-10-610.000 General Supplies	0.80	45244	03/24/23
00530	BRODART CO	03/09/23	LibDntn: FoundationFASTip B6572583	210-5-35-10-610.000 General Supplies	2.40	45244	03/24/23
00530	BRODART CO	03/09/23	LibDntn: FoundationFASTip B6572583	210-5-90-00-991.000 Library Donation Expense	46.97	45244	03/24/23
00530	BRODART CO	03/09/23	LibDntn: FoundationFASTip B6572809	210-5-90-00-991.000 Library Donation Expense	31.32	45244	03/24/23
00530	BRODART CO	03/09/23	LibDntn: FoundationFASTip B6572809	210-5-35-10-610.000 General Supplies	1.60	45244	03/24/23

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
00530	03/14/23	BRODART CO Adult Collection; Supplie B6574717	210-5-35-10-640.201 Adult Collection	15.65	45244	03/24/23
00530	03/14/23	BRODART CO Adult Collection; Supplie B6574717	210-5-35-10-610.000 General Supplies	0.80	45244	03/24/23
00530	03/14/23	BRODART CO Adult Collection; Supplie B6574785	210-5-35-10-640.201 Adult Collection	140.26	45244	03/24/23
00530	03/14/23	BRODART CO Adult Collection; Supplie B6574785	210-5-35-10-610.000 General Supplies	6.40	45244	03/24/23
00530	03/14/23	BRODART CO Adult Collection, Supplie B6574942	210-5-35-10-640.201 Adult Collection	173.16	45244	03/24/23
00530	03/14/23	BRODART CO Adult Collection, Supplie B6574942	210-5-35-10-610.000 General Supplies	8.00	45244	03/24/23
00530	03/14/23	BRODART CO Adult Collection; Supplie B6574945	210-5-35-10-640.201 Adult Collection	10.20	45244	03/24/23
00530	03/14/23	BRODART CO Adult Collection; Supplie B6574945	210-5-35-10-610.000 General Supplies	0.80	45244	03/24/23
22670	03/16/23	CAPITAL ONE CREDIT CARD - EJRP Credit Card March 6508 0323	210-5-30-10-505.000 Tech. Subs, Licenses	558.84	45246	03/24/23
22670	03/16/23	CAPITAL ONE CREDIT CARD - EJRP Credit Card March 6508 0323	210-5-17-10-850.000 Community Events and Cele	4.99	45246	03/24/23
03000	03/01/23	CARGILL SALT EASTERN INC SALT 2908031086	210-5-40-12-600.000 Salt, Sand and Gravel	1867.92	45247	03/24/23
03000	03/06/23	CARGILL SALT EASTERN INC SALT 2908044448	210-5-40-12-600.000 Salt, Sand and Gravel	4697.32	45248	03/24/23
03000	03/10/23	CARGILL SALT EASTERN INC SALT 2908060475	210-5-40-12-600.000 Salt, Sand and Gravel	2709.86	45250	03/24/23
03000	03/13/23	CARGILL SALT EASTERN INC SALT 2908066211	210-5-40-12-600.000 Salt, Sand and Gravel	8604.30	45252	03/24/23
33850	01/30/23	CENTRAL VERMONT PROPERTIE ROW rent 2023 9500247461	210-5-40-12-441.000 Rental Land/Buildings	50.00	45258	03/24/23
33850	01/30/23	CENTRAL VERMONT PROPERTIE ROW rent 2023 9500247476	210-5-40-12-441.000 Rental Land/Buildings	50.00	45258	03/24/23
V10617	03/09/23	CHADWICK-BAROSS LAMP-LH.FLASH., Grease, r C55547	210-5-40-12-430.000 R&M Vehicles & Equipment	134.24	45259	03/24/23
21120	03/15/23	CHAMPLAIN MEDICAL URGENT firefighter physicals 0005872600	210-5-25-10-330.000 Professional Services	1102.00	45260	03/24/23
21120	03/15/23	CHAMPLAIN MEDICAL URGENT Timothy J Miller 0005877200	210-5-25-10-330.000 Professional Services	355.00	45260	03/24/23
21210	03/16/23	CINTAS LOC # 68M 71 M SM SHOP TWL-RED-SOAP 4149537348	210-5-40-12-610.000 General Supplies	103.92	45265	03/24/23
21210	03/16/23	CINTAS LOC # 68M 71 M FINGERTIP BANDAGE SM 5149784649	210-5-40-12-612.000 Uniforms	32.24	45265	03/24/23
21210	03/01/23	CINTAS LOC # 68M 71 M PW water cooler March 202 9214024119	210-5-40-12-610.000 General Supplies	50.00	45265	03/24/23
17895	03/01/23	CLEAN NEST EJRP Cleaning February 13030	210-5-41-26-400.000 Contracted Services	2451.00	45266	03/24/23
30100	03/15/23	COBRAHELP CobraHelp COBRA 280306	210-5-10-10-210.000 Group Insurance	33.60	45267	03/24/23
04940	03/12/23	COMCAST cable and internet 0091811 0323	210-5-40-12-610.000 General Supplies	189.49	45268	03/24/23

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
04940	03/12/23	COMCAST cable and internet 0091811 0323	210-5-40-12-600.000 Salt, Sand and Gravel	74.48	45268	03/24/23
35260	03/13/23	EAST COAST PRINTERS INC Derek Stock, Uniform 02162310	210-5-40-12-612.000 Uniforms	211.25	45273	03/24/23
05020	03/08/23	ESSEX JCT CITY OF MSP Water Sewer 203064471	210-5-41-26-410.000 Water and Sewer Charges	1262.20	45276	03/24/23
05020	03/08/23	ESSEX JCT CITY OF MS Pool Water Sewer 203064481	210-5-41-26-410.000 Water and Sewer Charges	572.62	45276	03/24/23
05020	03/08/23	ESSEX JCT CITY OF 75 Maple Water Sewer 203064491	210-5-41-26-410.000 Water and Sewer Charges	60.66	45276	03/24/23
05020	03/08/23	ESSEX JCT CITY OF Park St Water Sewer 203067661	210-5-41-23-410.000 Water and Sewer Charges	356.00	45276	03/24/23
05020	03/08/20	ESSEX JCT CITY OF Water Sewer 203070421	210-5-41-22-410.000 Water and Sewer Charges	158.65	45276	03/24/23
05020	03/08/23	ESSEX JCT CITY OF Cascade Water Sewer 203083941	210-5-41-26-410.000 Water and Sewer Charges	43.38	45276	03/24/23
31875	03/09/23	ESSEX TOWN WATER DEPT MSP Water Sewer 322417311	210-5-41-26-410.000 Water and Sewer Charges	64.23	45277	03/24/23
21845	03/17/23	FIRST NATIONAL BANK OMAHA Training, AReplc, TechSub 0017 0323	210-5-35-10-640.202 Juvenile Collection	9.41	45281	03/24/23
21845	03/17/23	FIRST NATIONAL BANK OMAHA Training, AReplc, TechSub 0017 0323	210-5-90-00-640.201 Adult Collection replacem	50.50	45281	03/24/23
21845	03/17/23	FIRST NATIONAL BANK OMAHA Training, AReplc, TechSub 0017 0323	210-5-35-10-505.000 Tech. Subs, Licenses	256.66	45281	03/24/23
21845	03/17/23	FIRST NATIONAL BANK OMAHA Training, AReplc, TechSub 0017 0323	210-5-35-10-500.000 Training, Conf, Dues	145.84	45281	03/24/23
07010	03/09/23	GREEN MOUNTAIN POWER CORP solar accounts 02/08/23-0 030923D S	210-5-41-23-622.000 Electricity	182.69	45287	03/24/23
07010	03/09/23	GREEN MOUNTAIN POWER CORP solar accounts 02/08/23-0 030923D S	210-5-41-21-622.000 Electricity	733.75	45287	03/24/23
07010	03/09/23	GREEN MOUNTAIN POWER CORP solar accounts 02/08/23-0 030923D S	210-5-41-20-622.000 Electricity	335.48	45287	03/24/23
07010	03/09/23	GREEN MOUNTAIN POWER CORP solar accounts 02/08/23-0 030923D S	210-5-41-22-622.000 Electricity	335.48	45287	03/24/23
07010	03/09/23	GREEN MOUNTAIN POWER CORP solar accounts 02/08/23-0 030923D S	210-5-40-12-622.000 Electricity	228.79	45287	03/24/23
07010	03/09/23	GREEN MOUNTAIN POWER CORP solar accounts 02/08/23-0 030923D S	210-5-40-12-622.000 Electricity	169.17	45287	03/24/23
07010	03/13/23	GREEN MOUNTAIN POWER CORP non solar accounts 02/10/ 031323 NS	210-5-40-12-622.200 Streetlight Electricity	1318.78	45288	03/24/23
07010	03/13/23	GREEN MOUNTAIN POWER CORP non solar accounts 02/10/ 031323 NS	210-5-40-12-622.000 Electricity	10430.47	45288	03/24/23
07010	03/09/23	GREEN MOUNTAIN POWER CORP MSP Power 0323 75 MAPA	210-5-41-26-622.000 Electricity	368.02	45289	03/24/23
07010	03/09/23	GREEN MOUNTAIN POWER CORP MSP Power 0323 75 MAPL	210-5-41-26-622.000 Electricity	69.55	45290	03/24/23
25625	03/02/23	LOWE'S - 1080 EJRP Lowes March 4191080 0323	210-5-30-12-431.000 R&M Buildings & Grounds	232.61	45304	03/24/23
27840	03/16/23	MADISON NATIONAL LIFE INS Life Ins City Apr 2023 1549008	210-5-30-12-210.000 Group Insurance	73.20	45305	03/24/23

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
27840	MADISON NATIONAL LIFE INS	03/16/23	Life Ins City Apr 2023 1549008	210-5-30-10-210.000 Group Insurance	183.00	45305	03/24/23
27840	MADISON NATIONAL LIFE INS	03/16/23	Life Ins City Apr 2023 1549008	210-5-40-13-210.000 Group Insurance	7.32	45305	03/24/23
27840	MADISON NATIONAL LIFE INS	03/16/23	Life Ins City Apr 2023 1549008	210-5-13-10-210.000 Group Insurance	109.80	45305	03/24/23
27840	MADISON NATIONAL LIFE INS	03/16/23	Life Ins City Apr 2023 1549008	210-5-10-10-210.000 Group Insurance	146.40	45305	03/24/23
27840	MADISON NATIONAL LIFE INS	03/16/23	Life Ins City Apr 2023 1549008	210-5-40-12-210.000 Group Insurance	99.58	45305	03/24/23
27840	MADISON NATIONAL LIFE INS	03/16/23	Life Ins City Apr 2023 1549008	210-5-35-10-210.000 Group Insurance	239.37	45305	03/24/23
27840	MADISON NATIONAL LIFE INS	03/16/23	Life Ins City Apr 2023 1549008	210-5-16-10-210.000 Group Insurance	73.20	45305	03/24/23
26920	MAYVILLE DARBY	03/14/23	Recording Secretary for C 58	210-5-10-10-530.000 Communications	22.17	45308	03/24/23
V9970	MIDWEST TAPE	03/03/23	Adult Collection 503448836	210-5-35-10-640.201 Adult Collection	99.93	45310	03/24/23
V9970	MIDWEST TAPE	03/13/23	Adult Collection 503497412	210-5-35-10-640.201 Adult Collection	98.19	45310	03/24/23
V10462	MONAGHAN SAFAR DUCHAM PL	02/20/23	City legal Feb 2023 020123D	210-5-16-10-320.000 Legal Services	90.00	45312	03/24/23
V10462	MONAGHAN SAFAR DUCHAM PL	02/20/23	City legal Feb 2023 020123D	210-5-10-10-320.000 Legal Services	382.50	45312	03/24/23
V10462	MONAGHAN SAFAR DUCHAM PL	02/20/23	City legal Feb 2023 020123D	210-5-10-10-320.000 Legal Services	742.50	45312	03/24/23
14585	MUNICIPAL EMERGENCY SERVI	03/15/23	Spectacle Kit Assy IN1845987	210-5-25-10-612.000 Uniforms	236.78	45314	03/24/23
24960	NORTHEAST DELTA DENTAL	03/15/23	Apr Dental City 2023 031523925619	210-5-30-12-210.000 Group Insurance	104.53	45319	03/24/23
24960	NORTHEAST DELTA DENTAL	03/15/23	Apr Dental City 2023 031523925619	210-5-30-10-210.000 Group Insurance	647.20	45319	03/24/23
24960	NORTHEAST DELTA DENTAL	03/15/23	Apr Dental City 2023 031523925619	210-5-13-10-210.000 Group Insurance	233.97	45319	03/24/23
24960	NORTHEAST DELTA DENTAL	03/15/23	Apr Dental City 2023 031523925619	210-5-10-10-210.000 Group Insurance	302.52	45319	03/24/23
24960	NORTHEAST DELTA DENTAL	03/15/23	Apr Dental City 2023 031523925619	210-5-40-12-210.000 Group Insurance	310.66	45319	03/24/23
24960	NORTHEAST DELTA DENTAL	03/15/23	Apr Dental City 2023 031523925619	210-5-16-10-210.000 Group Insurance	104.53	45319	03/24/23
24960	NORTHEAST DELTA DENTAL	03/15/23	Apr Dental City 2023 031523925619	210-5-35-10-210.000 Group Insurance	410.46	45319	03/24/23
24960	NORTHEAST DELTA DENTAL	03/15/23	Apr Dental City 2023 031523925619	210-5-40-13-210.000 Group Insurance	13.71	45319	03/24/23
37430	R R CHARLEBOIS INC	03/10/23	Trk 6 IE32424	210-5-40-12-430.000 R&M Vehicles & Equipment	400.84	45328	03/24/23
37430	R R CHARLEBOIS INC	03/13/23	returned parts IE32620	210-5-40-12-430.000 R&M Vehicles & Equipment	-356.89	45328	03/24/23
37430	R R CHARLEBOIS INC	03/20/23	TRK#5 emission system RC80928	210-5-40-12-430.000 R&M Vehicles & Equipment	16001.13	45328	03/24/23

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
24325	03/16/23	RADIO NORTH GROUP INC ANTENNA - 24115025	210-5-40-12-520.000 Insurance	163.00	45330	03/24/23
24325	03/08/23	RADIO NORTH GROUP INC CABLE 10 FT,14 AWG,15A ne 24144987	210-5-25-10-430.000 R&M Vehicles & Equipment	78.00	45330	03/24/23
18010	03/20/23	REYNOLDS & SON, INC. Cone Traffic Pop-Up 3421878	210-5-25-10-750.000 Machinery & Equipment	436.31	45331	03/24/23
18010	03/20/23	REYNOLDS & SON, INC. Face Cap Assembly 3421879	210-5-25-10-750.000 Machinery & Equipment	8.67	45331	03/24/23
18010	03/20/23	REYNOLDS & SON, INC. Battery Stick (nimh) 3421880	210-5-25-10-750.000 Machinery & Equipment	19.68	45331	03/24/23
18010	03/20/23	REYNOLDS & SON, INC. Cylinder Cal Gas 34L 3421881	210-5-25-10-750.000 Machinery & Equipment	400.00	45331	03/24/23
43275	03/21/23	RYCANDON MECHANICAL, INC. MSP HVAC Maintenance 14661	210-5-30-12-431.000 R&M Buildings & Grounds	432.00	45335	03/24/23
03180	02/15/23	SAFETY SYSTEMS OF VT LLC Emergency Light Inspectio 22725	210-5-41-20-431.000 R&M Buildings & Grounds	562.03	45336	03/24/23
09105	03/21/23	SECURE SHRED EJRP Shred Service 420297	210-5-30-10-330.000 Professional Services	22.00	45338	03/24/23
42565	03/15/23	SEVEN DAYS Legal Notice Ordinance Ch 228691	210-5-10-10-550.000 Printing and Binding	95.16	45340	03/24/23
29835	03/17/23	SHERWIN-WILLIAMS black paint 17102	210-5-40-12-610.000 General Supplies	72.68	45342	03/24/23
29835	03/18/23	SHERWIN-WILLIAMS Paint 17391	210-5-41-22-431.000 R&M Buildings & Grounds	44.42	45342	03/24/23
29835	03/17/23	SHERWIN-WILLIAMS 5PK BLUE TRAY LNRS 22087	210-5-40-12-610.000 General Supplies	7.59	45342	03/24/23
23855	12/08/22	SOUTHWORTH-MILTON, INC. Parts picked up INV2780522	210-5-40-12-430.000 R&M Vehicles & Equipment	462.41	45343	03/24/23
23855	03/10/23	SOUTHWORTH-MILTON, INC. sidewalk plow INV2858514	210-5-40-12-430.000 R&M Vehicles & Equipment	1437.73	45343	03/24/23
23855	01/12/23	SOUTHWORTH-MILTON, INC. sidewalk plow SCINV691272	210-5-40-12-430.000 R&M Vehicles & Equipment	869.37	45343	03/24/23
23855	03/10/23	SOUTHWORTH-MILTON, INC. Sidewalk plow parts and 1 SCINV704460	210-5-40-12-430.000 R&M Vehicles & Equipment	646.69	45343	03/24/23
11935	03/13/23	VIKING-CIVES USA ORIGINAL ORDER VO14539 -3 4523473A	210-5-40-12-430.000 R&M Vehicles & Equipment	-324.55	45348	03/24/23
11935	03/07/23	VIKING-CIVES USA Misc LED LIGHT 4523509	210-5-40-12-430.000 R&M Vehicles & Equipment	311.22	45348	03/24/23
11935	03/16/23	VIKING-CIVES USA 60140 Wing detach truck 7 4523892	210-5-40-12-430.000 R&M Vehicles & Equipment	460.61	45348	03/24/23
23395	03/08/23	VILLAGE HARDWARE - WILLIS shop supplies Misc nuts 516232	210-5-40-12-610.000 General Supplies	6.87	45349	03/24/23
23395	03/08/23	VILLAGE HARDWARE - WILLIS nut 516234	210-5-40-12-610.000 General Supplies	1.14	45349	03/24/23
23395	03/13/23	VILLAGE HARDWARE - WILLIS shop supplies 516247	210-5-30-12-610.000 General Supplies	9.99	45349	03/24/23
23395	03/13/23	VILLAGE HARDWARE - WILLIS misc bolts, and screws 516248	210-5-40-12-610.000 General Supplies	7.52	45349	03/24/23
23395	03/13/23	VILLAGE HARDWARE - WILLIS wire ties ad nuts bolts a 516249	210-5-40-12-610.000 General Supplies	8.08	45349	03/24/23

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
23395	VILLAGE HARDWARE - WILLIS	03/13/23	WTHR Strip Seal Tape 516250	210-5-40-12-610.000 General Supplies	22.78	45349	03/24/23
21230	VISION SERVICE PLAN (CT)	03/19/23	Apr Vision City 2023 817510582	210-5-30-10-210.000 Group Insurance	125.65	45350	03/24/23
21230	VISION SERVICE PLAN (CT)	03/19/23	Apr Vision City 2023 817510582	210-5-30-12-210.000 Group Insurance	23.69	45350	03/24/23
21230	VISION SERVICE PLAN (CT)	03/19/23	Apr Vision City 2023 817510582	210-5-16-10-210.000 Group Insurance	23.69	45350	03/24/23
21230	VISION SERVICE PLAN (CT)	03/19/23	Apr Vision City 2023 817510582	210-5-10-10-210.000 Group Insurance	73.95	45350	03/24/23
21230	VISION SERVICE PLAN (CT)	03/19/23	Apr Vision City 2023 817510582	210-5-40-12-210.000 Group Insurance	63.50	45350	03/24/23
21230	VISION SERVICE PLAN (CT)	03/19/23	Apr Vision City 2023 817510582	210-5-13-10-210.000 Group Insurance	48.82	45350	03/24/23
21230	VISION SERVICE PLAN (CT)	03/19/23	Apr Vision City 2023 817510582	210-5-35-10-210.000 Group Insurance	102.96	45350	03/24/23
21230	VISION SERVICE PLAN (CT)	03/19/23	Apr Vision City 2023 817510582	210-5-40-13-210.000 Group Insurance	2.80	45350	03/24/23
07565	W B MASON CO INC	03/01/23	Office Supplies 236666135	210-5-30-10-610.000 General Supplies	99.98	45352	03/24/23
07565	W B MASON CO INC	03/02/23	comm dev supplies 236685299	210-5-16-10-610.000 General Supplies	14.97	45352	03/24/23
07565	W B MASON CO INC	03/07/23	Vacuum Bags 236775235	210-5-30-12-610.000 General Supplies	31.66	45352	03/24/23
07565	W B MASON CO INC	03/10/23	MSP Toilet Tissue 236892957	210-5-30-12-610.000 General Supplies	165.16	45352	03/24/23
07565	W B MASON CO INC	03/13/23	PS Tissues 236922379	210-5-30-12-610.000 General Supplies	67.99	45352	03/24/23
07565	W B MASON CO INC	03/20/23	Paper notebooks not recei CM1691830	210-5-30-12-610.000 General Supplies	-9.98	45352	03/24/23
07565	W B MASON CO INC	12/15/22	sales tax pd error CR234948341	210-5-25-10-610.000 General Supplies	-9.84	45352	03/24/23
V10462	MONAGHAN SAFAR DUCHAM PL	02/20/23	City legal Feb 2023 020123D	230-5-16-10-890.824 Cres. Connector	585.00	45312	03/24/23
19880	TREASURER, STATE OF VERMO	05/02/22	State overpaid-90% of pro BR0865_OP	230-4-40-13-041.831 BR0865 Rosewood Lane	2000.00	45345	03/24/23
23435	CHAMPLAIN WATER DISTRICT	02/28/23	City Water Feb 2023 022823D	254-5-54-70-411.400 CWD Water Purchase - Glob	202460.43	45261	03/24/23
23435	CHAMPLAIN WATER DISTRICT	02/28/23	City Water Feb 2023 022823D	254-5-54-20-411.000 CWD Water Purchase	43176.12	45261	03/24/23
23435	CHAMPLAIN WATER DISTRICT	02/28/23	City Water Feb 2023 022823D	254-5-54-70-411.400 CWD Water Purchase - Glob	4058.95	45261	03/24/23
23435	CHAMPLAIN WATER DISTRICT	02/28/23	City Water Feb 2023 022823D	254-5-54-20-411.000 CWD Water Purchase	865.60	45261	03/24/23
07010	GREEN MOUNTAIN POWER CORP	03/13/23	non solar accounts 02/10/ 031323 NS	254-5-54-20-622.000 Electricity	94.72	45288	03/24/23
V9454	LENNY'S SHOE & APP	03/13/23	Uniform cory 3485536	254-5-54-20-612.000 Uniforms	309.96	45303	03/24/23
27840	MADISON NATIONAL LIFE INS	03/16/23	Life Ins City Apr 2023 1549008	254-5-54-20-210.000 Group Insurance	97.72	45305	03/24/23

Vendor	Invoice Date	Invoice Description	Invoice Number	Account	Amount Paid	Check Number	Check Date
24960	03/15/23	NORTHEAST DELTA DENTAL	Apr Dental City 2023	254-5-54-20-210.000	188.07	45319	03/24/23
			031523925619	Group Insurance			
21230	03/19/23	VISION SERVICE PLAN (CT)	Apr Vision City 2023	254-5-54-20-210.000	38.23	45350	03/24/23
			817510582	Group Insurance			
14685	02/28/23	ALLIANCE MECHANICAL INC	lab heat pump repair	255-5-55-30-330.000	2022.96	45235	03/24/23
			063288	Professional Services			
11375	03/01/23	CASELLA WASTE MANAGEMENT	Grit Disposal for March 2	255-5-55-30-421.000	1189.45	45255	03/24/23
			3403982	Grit Disposal			
23455	03/21/23	CHITTENDEN SOLID WASTE DI	Waste oil, paint and batt	255-5-55-30-570.000	312.57	45264	03/24/23
			11003289	Other Purchased Services			
V10734	02/17/23	ENCORE ESSEX JUNCTION SOL	Monthly Payment (1/17/23-	255-5-55-30-622.000	2969.11	45274	03/24/23
			2302WWTP	Electricity			
06870	03/21/23	ENDYNE INC	2303-06519, TKN	255-5-55-30-340.000	35.00	45275	03/24/23
			440942	Technical Services			
29280	03/17/23	FIRST NATIONAL BANK OMAH	visa 02/28/23 - 03/17/23	255-5-55-30-612.000	157.00	45280	03/24/23
			0481 0423	Uniforms			
29280	03/17/23	FIRST NATIONAL BANK OMAH	visa 02/28/23 - 03/17/23	255-5-55-30-610.000	414.93	45280	03/24/23
			0481 0423	General Supplies			
29280	03/17/23	FIRST NATIONAL BANK OMAH	visa 02/28/23 - 03/17/23	255-5-55-30-505.000	51.00	45280	03/24/23
			0481 0423	Tech. Subs, Licenses			
27840	03/16/23	MADISON NATIONAL LIFE INS	Life Ins City Apr 2023	255-5-55-30-210.000	159.95	45305	03/24/23
			1549008	Group Insurance			
24960	03/15/23	NORTHEAST DELTA DENTAL	Apr Dental City 2023	255-5-55-30-210.000	340.21	45319	03/24/23
			031523925619	Group Insurance			
12775	03/20/23	PRATT & SMITH ELECTRICAL	REXA valve electrical wor	255-5-55-70-730.001	28624.98	45327	03/24/23
			10367	Energy Conservation			
23395	03/13/23	VILLAGE HARDWARE - WILLIS	Scour pads to remove gunk	255-5-55-30-570.000	9.49	45349	03/24/23
			516251	Other Purchased Services			
21230	03/19/23	VISION SERVICE PLAN (CT)	Apr Vision City 2023	255-5-55-30-210.000	68.69	45350	03/24/23
			817510582	Group Insurance			
07565	12/10/22	W B MASON CO INC	salesTax pd error	255-5-55-30-610.000	-0.81	45352	03/24/23
			CR234120236	General Supplies			
07010	03/09/23	GREEN MOUNTAIN POWER CORP	solar accounts 02/08/23-0	256-5-56-40-434.001	331.49	45287	03/24/23
			030923D S	Susie Wilson PS Costs			
07010	03/09/23	GREEN MOUNTAIN POWER CORP	solar accounts 02/08/23-0	256-5-56-40-434.002	397.39	45287	03/24/23
			030923D S	West Street PS Costs			
07010	03/09/23	GREEN MOUNTAIN POWER CORP	solar accounts 02/08/23-0	256-5-56-40-622.000	402.51	45287	03/24/23
			030923D S	Electricity			
07010	03/13/23	GREEN MOUNTAIN POWER CORP	non solar accounts 02/10/	256-5-56-40-622.000	461.32	45288	03/24/23
			031323 NS	Electricity			
27840	03/16/23	MADISON NATIONAL LIFE INS	Life Ins City Apr 2023	256-5-56-40-210.000	130.66	45305	03/24/23
			1549008	Group Insurance			
24960	03/15/23	NORTHEAST DELTA DENTAL	Apr Dental City 2023	256-5-56-40-210.000	306.14	45319	03/24/23
			031523925619	Group Insurance			
21230	03/19/23	VISION SERVICE PLAN (CT)	Apr Vision City 2023	256-5-56-40-210.000	62.64	45350	03/24/23
			817510582	Group Insurance			
27295	03/14/23	MAPLEHURST FLORIST	Sr. Center Flowers	258-5-33-13-830.000	7.00	45307	03/24/23
			100010	Regular Programs			
37985	02/27/23	A T & T MOBILITY	EJRP Cell Phones Feb	259-5-30-15-530.000	798.09	45231	03/24/23
			8730181 022A	Communications			

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
19815	AMAZON CAPITAL SERVICES	03/06/23 Office Supply CREDIT 11CTT4TK1KTA	259-5-30-15-610.000 General Supplies	-47.12	45236	03/24/23
19815	AMAZON CAPITAL SERVICES	03/08/23 RK/Camp Supplies 136Q93CX74C9	259-5-30-15-610.000 General Supplies	51.56	45236	03/24/23
19815	AMAZON CAPITAL SERVICES	03/15/23 PS Supplies 194VTXND43P4	259-5-30-16-610.000 General Supplies	172.86	45236	03/24/23
19815	AMAZON CAPITAL SERVICES	03/15/23 RK Fleming Supplies 1HQV67666T76	259-5-30-15-610.000 General Supplies	155.05	45236	03/24/23
19815	AMAZON CAPITAL SERVICES	03/11/23 Behavior Support Supplies 1HX3FD39FG9Y	259-5-30-15-610.000 General Supplies	33.56	45236	03/24/23
19815	AMAZON CAPITAL SERVICES	03/17/23 RK MSP EES Supplies 1LPWHDQK6QTL	259-5-30-15-610.000 General Supplies	98.85	45236	03/24/23
19815	AMAZON CAPITAL SERVICES	03/08/23 Fire Starters - Programs 1NYFYJTD3GKC	259-5-30-14-610.000 General Supplies	25.90	45236	03/24/23
19815	AMAZON CAPITAL SERVICES	03/15/23 RK Hiawatha Supplies 1P6T3J497JHR	259-5-30-15-610.000 General Supplies	205.83	45236	03/24/23
19815	AMAZON CAPITAL SERVICES	03/08/23 Winter Event Supplies 1RNWWDWY1YHJ	259-5-30-14-610.000 General Supplies	90.43	45236	03/24/23
19815	AMAZON CAPITAL SERVICES	03/14/23 RK FMS Supplies 1XMK7MJJ1FF4	259-5-30-15-610.000 General Supplies	107.67	45236	03/24/23
19815	AMAZON CAPITAL SERVICES	03/15/23 Preschool Supplies 1YKKHDNK4V97	259-5-30-16-610.000 General Supplies	12.72	45236	03/24/23
02695	AMERICAN SOCIETY OF COMPO	12/20/22 EJRP License 2023 500602687 23	259-5-30-14-330.000 Professional Services	420.00	45238	03/24/23
15190	BURLINGTON PAINT AND SIP	03/08/23 EJRP RecKids 3/29 2023005	259-5-30-15-580.000 Travel	480.00	45245	03/24/23
22670	CAPITAL ONE CREDIT CARD -	03/16/23 EJRP Credit Card March 6508 0323	259-5-30-17-610.000 General Supplies	263.93	45246	03/24/23
22670	CAPITAL ONE CREDIT CARD -	03/16/23 EJRP Credit Card March 6508 0323	259-5-30-14-610.000 General Supplies	230.30	45246	03/24/23
22670	CAPITAL ONE CREDIT CARD -	03/16/23 EJRP Credit Card March 6508 0323	259-5-30-15-610.000 General Supplies	100.68	45246	03/24/23
22670	CAPITAL ONE CREDIT CARD -	03/16/23 EJRP Credit Card March 6508 0323	259-5-30-15-500.000 Training, Conf, Dues	638.91	45246	03/24/23
22670	CAPITAL ONE CREDIT CARD -	03/16/23 EJRP Credit Card March 6508 0323	259-5-30-16-610.000 General Supplies	168.65	45246	03/24/23
15180	CARPENTER NICHOLAS	03/06/23 Youth Basketball (Referee 030623D	259-5-30-14-330.000 Professional Services	420.00	45254	03/24/23
27590	CATAMOUNT COLOR (OFFSET H	03/14/23 EJRP Brochure Mailing 28655	259-5-30-10-550.000 Printing and Binding	325.00	45257	03/24/23
17895	CLEAN NEST	03/01/23 EJRP Cleaning February 13030	259-5-30-15-330.000 Professional Services	1634.00	45266	03/24/23
05020	ESSEX JCT CITY OF	03/08/23 West St Garden Water 203075431	259-5-30-14-330.000 Professional Services	229.91	45276	03/24/23
15185	HART GREGORY	03/20/23 Program Refund 158340	259-4-30-14-020.312 Adult Programs	165.00	45296	03/24/23
27840	MADISON NATIONAL LIFE INS	03/16/23 Life Ins City Apr 2023 1549008	259-5-30-15-210.000 Group Insurance	329.40	45305	03/24/23
27840	MADISON NATIONAL LIFE INS	03/16/23 Life Ins City Apr 2023 1549008	259-5-30-16-210.000 Group Insurance	180.79	45305	03/24/23

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
24960	NORTHEAST DELTA DENTAL	03/15/23	Apr Dental City 2023 031523925619	259-5-30-16-210.000 Group Insurance	363.40	45319	03/24/23
24960	NORTHEAST DELTA DENTAL	03/15/23	Apr Dental City 2023 031523925619	259-5-30-15-210.000 Group Insurance	392.37	45319	03/24/23
17565	PARVANOV DRAGOMIR	03/16/23	EJRP Soccer Sparks 031623D	259-5-30-14-330.000 Professional Services	1628.00	45323	03/24/23
29425	PERFORMANCE FOOD SERVICE	02/23/23	VC Snack 814279	259-5-30-15-610.000 General Supplies	311.74	45324	03/24/23
29425	PERFORMANCE FOOD SERVICE	03/16/23	RK MSP S/H Snack 824532	259-5-30-15-610.000 General Supplies	180.04	45324	03/24/23
29425	PERFORMANCE FOOD SERVICE	03/20/23	RK FMS Snack 825958	259-5-30-15-610.000 General Supplies	153.27	45324	03/24/23
29425	PERFORMANCE FOOD SERVICE	03/20/23	RK Summit Snack 826305	259-5-30-15-610.000 General Supplies	168.69	45324	03/24/23
29425	PERFORMANCE FOOD SERVICE	03/20/23	RK Fleming Snack 826369	259-5-30-15-610.000 General Supplies	178.41	45324	03/24/23
29425	PERFORMANCE FOOD SERVICE	03/20/23	RK Hiawatha Snack 826593	259-5-30-15-610.000 General Supplies	188.69	45324	03/24/23
15175	RABIDOUX ADAM	02/27/23	Youth Basketball Referee 022723D	259-5-30-14-330.000 Professional Services	420.00	45329	03/24/23
10435	SCREENMYLOGO.COM	03/10/23	Barcomb Shirts 19903	259-5-30-14-610.000 General Supplies	100.00	45337	03/24/23
30300	SWISH SPORTS LLC	03/21/23	Swish Registrations 032123D	259-5-30-14-330.000 Professional Services	17762.86	45344	03/24/23
04205	UNO PIZZERIA & GRILL	04/23/23	EJRP DC Dinner 4/23 042323D	259-5-30-14-610.000 General Supplies	1785.00	45347	03/24/23
21230	VISION SERVICE PLAN (CT)	03/19/23	Apr Vision City 2023 817510582	259-5-30-15-210.000 Group Insurance	101.05	45350	03/24/23
21230	VISION SERVICE PLAN (CT)	03/19/23	Apr Vision City 2023 817510582	259-5-30-16-210.000 Group Insurance	83.63	45350	03/24/23
07565	W B MASON CO INC	03/02/23	PS Supplies 236695599	259-5-30-16-610.000 General Supplies	32.99	45352	03/24/23
07565	W B MASON CO INC	03/08/23	Winter Event Supplies 236829371	259-5-30-14-610.000 General Supplies	77.31	45352	03/24/23

04/05/23

Town of Essex Accounts Payable

04:39 pm

Check Warrant Report # 17347 Current Prior Next FY Invoices For Fund (GENERAL FUND)

CDelibac

For Check Acct 01 (GENERAL FUND) All check #s 03/24/23 To 03/24/23 & Fund 2

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

403496.02

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Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
05290	ADVANCE AUTO PARTS	03/22/23	Roloc Disc 1 EA 3M 455230815793	210-5-40-12-610.000 General Supplies	97.00	45353	03/30/23
05290	ADVANCE AUTO PARTS	03/21/23	ACRY EN2XSEMI GLS BK 1 E 552308031337	210-5-40-12-610.000 General Supplies	44.13	45353	03/30/23
05290	ADVANCE AUTO PARTS	03/22/23	Battery 552308131353	210-5-30-12-610.000 General Supplies	147.39	45353	03/30/23
05290	ADVANCE AUTO PARTS	03/22/23	MINI BULB 1 EA CRQST 552308157934	210-5-40-12-610.000 General Supplies	13.90	45353	03/30/23
05290	ADVANCE AUTO PARTS	03/22/23	SPE ZMD 3" R98P nor 1 EA 552308157936	210-5-40-12-610.000 General Supplies	90.50	45353	03/30/23
05290	ADVANCE AUTO PARTS	03/23/23	EVC CRM HDNR 552308231383	210-5-40-12-610.000 General Supplies	44.48	45353	03/30/23
05290	ADVANCE AUTO PARTS	03/23/23	CLR/ MKR LAMP 552308231397	210-5-40-12-430.000 R&M Vehicles & Equipment	18.26	45353	03/30/23
05290	ADVANCE AUTO PARTS	03/24/23	DEGREASER 5 GA 552308327532	210-5-40-12-610.000 General Supplies	69.17	45353	03/30/23
05290	ADVANCE AUTO PARTS	03/24/23	RESPIRATOR PARTICULA 552308327537	210-5-40-12-610.000 General Supplies	45.40	45353	03/30/23
05290	ADVANCE AUTO PARTS	03/24/23	2x3 sheet metal 22ga 552308327543	210-5-40-12-610.000 General Supplies	32.75	45353	03/30/23
05290	ADVANCE AUTO PARTS	03/24/23	HOSE CLAMP - PS 552308327563	210-5-40-12-610.000 General Supplies	2.91	45353	03/30/23
28555	ALLEGIANCE TRUCKS	03/21/23	DEF2.5,FLEETRITE DEF, 2.5 X12201709201	210-5-40-12-626.000 Gasoline	119.92	45354	03/30/23
19815	AMAZON CAPITAL SERVICES	03/24/23	Tech : Equip/Hardware 1N1VGGXF71YX	210-5-35-10-735.000 Tech: Equip/Hardware	46.92	45357	03/30/23
19815	AMAZON CAPITAL SERVICES	03/22/23	Office Supplies 1VVVY179C1N6	210-5-30-10-610.000 General Supplies	109.62	45359	03/30/23
19815	AMAZON CAPITAL SERVICES	03/23/23	Adult Replacement - patro 1Y1L3M7163JD	210-5-90-00-640.201 Adult Collection replacem	31.00	45361	03/30/23
29380	BALLARD KATIE L	02/15/23	HOUSING COMMISSION STIPEND HC TM 21523	210-5-10-10-190.000 Board member Payments	25.00	45362	03/30/23
00530	BRODART CO	03/14/23	Adult Repl; Supplies B6574797	210-5-35-10-610.000 General Supplies	0.80	45366	03/30/23
00530	BRODART CO	03/14/23	Adult Repl; Supplies B6574797	210-5-90-00-640.201 Adult Collection replacem	14.99	45366	03/30/23
00530	BRODART CO	03/14/23	Adult Collection; Supplie B6574936	210-5-35-10-640.201 Adult Collection	75.57	45366	03/30/23
00530	BRODART CO	03/14/23	Adult Collection; Supplie B6574936	210-5-35-10-610.000 General Supplies	4.00	45366	03/30/23
00530	BRODART CO	03/21/23	Adult Collection; Supplie B6578025	210-5-35-10-640.201 Adult Collection	160.15	45366	03/30/23
00530	BRODART CO	03/21/23	Adult Collection; Supplie B6578025	210-5-35-10-610.000 General Supplies	6.40	45366	03/30/23
00530	BRODART CO	03/21/23	Adult Collection, Supplie B6578152	210-5-35-10-610.000 General Supplies	20.00	45366	03/30/23
00530	BRODART CO	03/21/23	Adult Collection, Supplie B6578152	210-5-35-10-640.201 Adult Collection	387.08	45366	03/30/23
03000	CARGILL SALT EASTERN INC	03/15/23	SALT 2908074625	210-5-40-12-600.000 Salt, Sand and Gravel	2813.92	45367	03/30/23

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
V10617	03/22/23	CHADWICK-BAROSS Parts for the SW50 C56806	210-5-40-12-430.000 R&M Vehicles & Equipment	1033.31	45370	03/30/23
45120	03/23/23	CHAMPLAIN VALLEY EQUIPMEN PIN,LYNCH 1 CC04082	210-5-40-12-430.000 R&M Vehicles & Equipment	8.28	45371	03/30/23
29545	02/15/23	DALY EDMUND J HOUSING COMMISSION STIPEND HC TM 21523	210-5-10-10-190.000 Board member Payments	25.00	45378	03/30/23
33075	03/22/23	DELL MARKETING LP Tech: Equip/Hardware - 6 10660417722	210-5-35-10-735.000 Tech: Equip/Hardware	4595.70	45379	03/30/23
25715	11/28/22	DONALD L. HAMLIN CONSULT Credit memo inv pd 2X 22801 Credit	210-5-40-12-330.000 Professional Services	-338.25	45381	03/30/23
25715	03/22/23	DONALD L. HAMLIN CONSULT Engineering assistance to 22814 323	210-5-40-12-330.000 Professional Services	4364.34	45381	03/30/23
25715	03/22/23	DONALD L. HAMLIN CONSULT Autumn Pond Phase 2 engin 22821 0323	210-1-00-00-130.002 Exchange - Billable	1938.75	45381	03/30/23
25715	03/22/23	DONALD L. HAMLIN CONSULT various city projects, 23810 323	210-5-40-12-330.000 Professional Services	598.62	45381	03/30/23
25715	03/22/23	DONALD L. HAMLIN CONSULT Engineering assistance fo 23816 0323	210-5-40-12-330.000 Professional Services	220.00	45381	03/30/23
05020	03/08/23	ESSEX JCT CITY OF ST multi water/sewer acct 030823D	210-5-40-12-410.000 Water and Sewer Charges	862.97	45385	03/30/23
05020	03/08/23	ESSEX JCT CITY OF ST multi water/sewer acct 030823D	210-5-40-12-571.000 Streetscape Maintenance	453.02	45385	03/30/23
13475	03/21/23	NEEDHAM ELECTRIC SUPPLY (Light Fixtures S6006847001	210-5-30-12-431.000 R&M Buildings & Grounds	873.00	45398	03/30/23
37605	03/16/23	NEW ENGLAND MUNICIPAL RES City Kofax set up 52339	210-5-13-10-330.000 Professional Services	55.00	45399	03/30/23
V10729	02/28/23	OVERDRIVE INC Adult Collection: Craftsy 23066915	210-5-35-10-640.201 Adult Collection	8.97	45400	03/30/23
V10729	03/09/23	OVERDRIVE INC J Collection 23079283	210-5-35-10-640.202 Juvenile Collection	979.86	45400	03/30/23
22680	02/15/23	REDDITTA TA TANISHA M HOUSING COMMISSION STIPEND HC TM 21523	210-5-10-10-190.000 Board member Payments	25.00	45406	03/30/23
02320	02/15/23	REDMOND MARK HOUSING COMMISSION STIPEND HC TM 21523	210-5-10-10-190.000 Board member Payments	25.00	45407	03/30/23
12130	02/15/23	SMITH GABRIELLE HOUSING COMMISSION STIPEND HC TM 21523	210-5-10-10-190.000 Board member Payments	25.00	45408	03/30/23
23855	03/24/23	SOUTHWORTH-MILTON, INC. 924K - Brake pedal out o SCINV707467	210-5-40-12-430.000 R&M Vehicles & Equipment	791.64	45409	03/30/23
12890	03/15/23	U S BANK interest 2014-3 2010-5 20 VMBESS79323	210-5-95-00-955.903 Capital Imp Interest	29255.87	45411	03/30/23
23395	03/21/23	VILLAGE HARDWARE - WILLIS 3/4x60' tape Elec 516277	210-5-40-12-610.000 General Supplies	6.80	45414	03/30/23
V2377	02/24/23	VLCT EMPLOYMENT RESOURCE 2023 Q2 REN03553002	210-5-40-12-250.000 Unemployment Insurance	99.17	45415	03/30/23
V2377	02/24/23	VLCT EMPLOYMENT RESOURCE 2023 Q2 REN03553002	210-5-13-10-250.000 Unemployment Insurance	120.11	45415	03/30/23
V2377	02/24/23	VLCT EMPLOYMENT RESOURCE 2023 Q2 REN03553002	210-5-35-10-250.000 Unemployment Insurance	243.59	45415	03/30/23
28470	03/03/23	VMERS DB 110800 Payroll Transfer PR-03/03/23	210-2-00-00-210.004 Retirement Payable	18745.31	45417	03/30/23

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
28470	03/14/23	Payroll Transfer PR-03/14/23	210-2-00-00-210.004 Retirement Payable	873.00	45417	03/30/23
28470	03/17/23	Payroll Transfer PR-03/17/23	210-2-00-00-210.004 Retirement Payable	19041.12	45417	03/30/23
28470	03/31/23	Payroll Transfer PR-03/31/23	210-2-00-00-210.004 Retirement Payable	18439.31	45417	03/30/23
29825	03/22/23	MSP Gas March 1578756 0323	210-5-41-26-621.000 Natural Gas/Heating	429.45	45418	03/30/23
29825	03/22/23	MSP Gas March 810044 0323	210-5-41-26-621.000 Natural Gas/Heating	480.14	45420	03/30/23
03875	03/07/23	Conference Membership Du VLA 032023	210-5-35-10-500.000 Training, Conf, Dues	1120.00	45422	03/30/23
07565	03/09/23	Office Supplies 237015367	210-5-30-10-610.000 General Supplies	44.39	45424	03/30/23
07565	03/20/23	Brownell Supplies 237132938	210-5-41-21-431.000 R&M Buildings & Grounds	127.98	45424	03/30/23
07565	03/20/23	Paper notebooks 237232079	210-5-30-12-610.000 General Supplies	9.98	45424	03/30/23
25715	03/22/23	Survey, design, and const 21806 0323	254-5-54-70-723.004 Main St Water Line	3045.37	45381	03/30/23
05020	03/08/23	ST multi water/sewer acct 030823D	254-5-54-20-410.000 Water and Sewer Charges	43.38	45385	03/30/23
12890	03/15/23	interest 2014-3 2010-5 20 VMBBESS79323	254-5-54-70-723.004 Main St Water Line	59849.65	45411	03/30/23
12890	03/15/23	interest 2014-3 2010-5 20 VMBBESS79323	254-5-54-70-955.000 Bond Interest Expense	6422.02	45411	03/30/23
V2377	02/24/23	2023 Q2 REN03553002	254-5-54-20-250.000 Unemployment Insurance	37.32	45415	03/30/23
11870	03/21/23	new pager 10391891	255-5-55-30-530.000 Communications	152.95	45376	03/30/23
06870	03/22/23	Constituent Monitoring 23 440974	255-5-55-30-340.000 Technical Services	50.00	45384	03/30/23
06870	03/22/23	SHT NY Bi-Monthly 2303-05 440987	255-5-55-30-568.000 Biosolids Subcontractor	410.00	45384	03/30/23
12890	03/15/23	interest 2014-3 2010-5 20 VMBBESS79323	255-5-55-70-955.002 RZEDB Interest	18263.48	45411	03/30/23
V2377	02/24/23	2023 Q2 REN03553002	255-5-55-30-250.000 Unemployment Insurance	144.42	45415	03/30/23
V2377	02/24/23	2023 Q2 REN03553002	256-5-56-40-250.000 Unemployment Insurance	37.79	45415	03/30/23
40565	02/28/23	Yoga 020723	258-5-33-13-830.000 Regular Programs	320.00	45363	03/30/23
19815	03/24/23	RK Westford Supplies 11RRD9NJ71MN	259-5-30-15-610.000 General Supplies	19.55	45355	03/30/23
19815	03/22/23	Vac Camp Supplies 1QCNTW171C37	259-5-30-15-610.000 General Supplies	29.98	45358	03/30/23
19480	03/20/23	EJRP DC Trip 4/26 032023D	259-5-30-14-610.000 General Supplies	1175.00	45393	03/30/23
15195	03/21/23	Essex Has Talent 032123D	259-5-30-14-330.000 Professional Services	50.00	45395	03/30/23

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
29425	PERFORMANCE FOOD SERVICE	03/23/23	Vac Camp Food 825148	259-5-30-15-610.000 General Supplies	153.72	45401	03/30/23
29425	PERFORMANCE FOOD SERVICE	03/27/23	RK Summit Snack 829999	259-5-30-15-610.000 General Supplies	220.10	45401	03/30/23
29425	PERFORMANCE FOOD SERVICE	03/27/23	RK Hiawatha Snack 830005	259-5-30-15-610.000 General Supplies	173.48	45401	03/30/23
29425	PERFORMANCE FOOD SERVICE	03/27/23	RK MSP EES Snack 830350	259-5-30-15-610.000 General Supplies	149.14	45401	03/30/23
29425	PERFORMANCE FOOD SERVICE	03/27/23	RK Fleming Snack 830378	259-5-30-15-610.000 General Supplies	113.09	45401	03/30/23
14230	PREMIER COACH CO INC	03/22/23	EJRP Final DC Busses 69109 0323	259-5-30-14-330.000 Professional Services	21960.00	45403	03/30/23
20410	PRESKA CHARLES	03/27/23	Ice Hockey Program 032723D	259-5-30-14-330.000 Professional Services	928.00	45404	03/30/23
V2377	VLCT EMPLOYMENT RESOURCE	02/24/23	2023 Q2 REN03553002	259-5-30-10-250.000 Unemployment	1091.60	45415	03/30/23
07565	W B MASON CO INC	03/21/23	Preschool Supplies 237183164	259-5-30-16-610.000 General Supplies	70.98	45424	03/30/23
Report Total					224913.71		

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CITY OF ESSEX JUNCTION
CITY COUNCIL MEETING MINUTES
WEDNESDAY, MARCH 22, 2023

COUNCILORS PRESENT: Andrew Brown, President; Dan Kerin; Amber Thibeault; George Tyler

ADMINISTRATION and STAFF: Regina Mahoney, City Manager; Wendy Hysko, Library Director; Hannah Tracy, Assistant Library Director

OTHERS PRESENT: John Alden, American Institute of Architects; Dottie Bergenthal, Brownell Library Board of Trustees; Alise & Marcus Certa; Helen Donaley; Nick Meyer, Tree Advisory Committee; Christine Packard, Brownell Library Board of Trustees; Sarah Reeves, CSWD; Warren Spinner, Tree Advisory Committee; Mike Sullivan, CSWD; Heidi; RSM

1. CALL TO ORDER

Mr. Brown called the meeting of the City Council to order at 6:30 PM.

2. AGENDA ADDITIONS/ CHANGES

Ms. Mahoney said there were no changes tonight but noted that the agenda had been previously amended.

3. APPROVE AGENDA

No changes, thus, no approval needed.

4. RECOGNITION

a. Consider Resolution of Appreciation for Christine Packard

Ms. Mahoney said that Ms. Packard is stepping down as Chair of the Brownell Library Board of Trustees after 17 years of service. She will continue serving on the Board in a different capacity. Mr. Tyler read the Resolution of Appreciation for Service of Christine Packard:

WHEREAS Christine Packard has served as Chair of the Brownell Library Board of Trustees from January 2006;

WHEREAS After seventeen years of leading the Brownell Library Board of Trustees, Christine Packard has stepped down as Chair but will continue as a member of the Board;

WHEREAS Christine Packard's thoughtful leadership, calm demeanor, attention to detail and deep appreciation for the Brownell Library and former Village, and now City of Essex Junction, will be missed;

WHEREAS Christine Packard led the Brownell Library Board and Library through many years of work and issues including two Town/Village merger municipal discussions, three long range plans, one major overhaul of Brownell Library policies, significant Library security improvements, including a panic button system and security camera system, the departure of a long time Library Director and hiring of her successor, and a worldwide pandemic;

WHEREAS The staff of the Brownell Library and Brownell Library Board of Trustees cannot thank Christine enough for her leadership and dedication over the past 17 years,

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NOW, THEREFORE BE IT RESOLVED

That on this day, Wednesday, March 22, 2023, the Essex Junction City Council expresses its appreciation to Christine Packard for your many years of service to the Brownell Library in the City of Essex Junction. We thank you for your time and leadership in our community.

GEORGE TYLER made a motion, seconded by DAN KERIN, to approve the Resolution of Appreciation for Service of Christine Packard. Motion passed 4-0.

5. PUBLIC TO BE HEARD

a. Comments for Public on Items not on Agenda

Mr. Certa said that the budget document on the website is an earlier version and encouraged staff to update the documents.

6. BUSINESS ITEMS

a. Department Head Conversation with Wendy Hysko, Library Director

Ms. Hysko said that Brownell has been seeing a high volume of people coming into the library, including many new patrons. Mr. Brown asked if there had been any demographic changes in library patrons. Ms. Hysko said that many are residents of the new housing being constructed. The library also serves as a safe place for those in crisis situations. Mr. Brown noted that the library could function as the community's de facto warming/cooling area in extreme weather. He asked about unexpected library closures, and Ms. Hysko said this occasionally happens when staffing shortages occur. The library uses its digital communication mediums to inform residents and places a notice on the door. Mr. Tyler asked Ms. Hysko to describe the new locker system implemented. Ms. Hysko said this enables patrons to pick up materials when the building is unexpectedly closed due to low staffing levels. She detailed the technical features of the lockers, which send automated messages to users and allows them to pick up by scanning a bar code. Ms. Hysko said that she hopes to have 24/7 pickup at some point. Mr. Kerin asked if there were safety and vandalism concerns, and Ms. Hysko said that this was one of the constraints to limiting 24/7 pickup. She said that additional security cameras or possible relocation of the door could assist with these concerns. The library roofing project was discussed, as this will help with icing and vermin issues.

b. Update from the Tree Advisory Committee and Arbor Day Proclamation

Mr. Meyer and Mr. Spinner, members of the Tree Advisory Committee (TAC), said that this proclamation was required as a part of the City's annual Tree City USA application. Mr. Meyer said that the TAC has been working on increasing communications to the community and will be doing a historical tree walk in May and an awesome tree contest. He detailed the committee's partnership with Branch Out Burlington and said the TAC is growing trees for Essex Junction in their nursery. He said this offers a significant cost savings compared to purchasing trees. Mr. Meyer said that Essex Junction had been awarded Tree City USA status for eight years in a row and that they are one of only ten communities in Vermont with this status. Mr. Spinner detailed recent efforts to apply for grants. The TAC plans on doing a planting project at Hiawatha School to celebrate Arbor Day this year. Mr. Meyer lauded the Public Works Department for their assistance. Mr. Tyler asked for an update on Emerald Ash Borer. Mr. Spinner said that it is in surrounding communities. However, the City is lucky to not have many public ash trees. Mr. Brown recognized Tim Kermerer, who recently resigned from the TAC, for his work on the committee.

DAN KERIN made a motion, seconded by GEORGE TYLER, to approve the Celebrate Arbor Day Proclamation. Motion passed 4-0.

97 Mr. Meyer and Mr. Spinner thanked the City Council for their support over the years.
98

99 **c. Chittenden Solid Waste District Budget Presentation, Sarah Reeves**

100 Sarah Reeves, Executive Director of the Chittenden Solid Waste District (CSWD), was joined by Essex
101 Junction's representative, Mike Sullivan. She said that each member town is asked to review the budget
102 proposal and vote on it yearly. Ms. Reeves said that CSWD serves Chittenden County residents by
103 removing trash/recycling/compost. CSWD offers educational opportunities to assist residents in increasing
104 the amount of their recycled or composted waste, noting that over half of the items thrown out could be
105 recycled or composted. She reviewed the revenue compared to expenses, noting that revenue is up 9.8%
106 and expenses are up 8.7%. She detailed the fees charged by CSWD, noting which ones will increase and
107 which will not. Around half of the costs are associated with the drop-off centers, and bag disposal fees will
108 increase. She discussed staffing costs, noting that there will be a 7% cost-of-living adjustment.
109 Ms. Reeves discussed the Capital Plan, noting that major investments are planned for many of the drop-off
110 centers. Mr. Brown congratulated Ms. Reeves on a successful vote for a new materials recovery facility, as
111 this project was badly needed. Mr. Brown suggested making a one-time payment for the cost-of-living,
112 rather than a continual increase. Ms. Reeves said that this was briefly discussed. However, the Board felt
113 that it was important to make salaries competitive. This could be revisited in the future. Mr. Brown asked if
114 information on recycling could be included in the Annual Report, and Ms. Reeves answered affirmatively.
115

116 **DAN KERIN made a motion, seconded by GEORGE TYLER, to move that the City Council**
117 **approve of the FY 2024 Budget for the Chittenden Solid Waste District. Motion passed 4-0.**
118

119 **d. Discussion and consideration of Department of Energy Grant Support Letter**

120 Ms. Mahoney said that this is a statewide effort to apply for a federal Department of Energy grant to
121 develop better administration (education, project review, inspection, certification, and enforcement) of
122 Vermont's energy codes. John Alden, a member of the American Institute of Architects, said there is little
123 to no ability for the state to administer its own regulations. Architects and contractors sign a form stating
124 that their work is built to code. However, this is not checked. He believes that energy codes should be
125 administered the same way as building and fire safety codes, with checks to ensure they have been
126 completed correctly. This proposal will not result in any new codes but rather the enforcement of current
127 codes.
128

129 The American Institute of Architects, Vermont, is working on getting communities to sign on as supporters
130 of this grant to make the proposal more successful. Mr. Brown said there is no other request for funds or
131 other support other than signifying support for the proposal. Mr. Tyler and Mr. Kerin thanked Mr. Alden
132 for his work on this effort.
133

134 **GEORGE TYLER made a motion, seconded by DAN KERIN, that the City Council authorize the**
135 **Council President to sign the support letter. Motion passed 4-0.**
136

137 **e. Discussion and consideration of an Executive Session to discuss pending or probable civil litigation**

138 This was discussed in Executive Session.
139

140 **7. CONSENT ITEMS**

141 **Motion by DAN KERIN, second by GEORGE TYLER, to approve the consent agenda. Motion**
142 **passed 4-0.**

143 **a. Approve Check Warrants #17343 (030323); #17344 (030823); and #17345 (031023)**

144 **b. Approve Minutes: March 6, 2023; March 8, 2023; March 13, 2023**

145 c. Zoning Administrator Appointment of Community Development Director Chris Yuen
146

147 **8. READING FILE**

148 a. **Council member comments:** Mr. Brown said that he and Ms. Mahoney had discussed the City budget
149 on WVMT Morning Drive and CCTV. Recordings for both can be found on the respective organization's
150 websites.

151 b. **February 2023 Financial Reports**

152 c. **PACIF Grants: Respectful Workplace Training & EJRP cameras**

153 d. **Green Mountain Job and Retention Program**

154 e. **Planning Commission Minutes: March 9, 2023**

155
156 **9. EXECUTIVE SESSION**

157 a. **An executive session may be needed to discuss pending or probable civil litigation**
158 **GEORGE TYLER made a motion, seconded by DAN KERIN, that the City Council make the**
159 **specific finding that general public knowledge of pending or probable civil litigation or a**
160 **prosecution, to which the public body is or may be a party would place the City at a substantial**
161 **disadvantage. Motion passed 4-0.**

162
163 **GEORGE TYLER made a motion, seconded by DAN KERIN, move that the City Council enter into**
164 **executive session to discuss pending or probable civil litigation or a prosecution, to which the public**
165 **body is or may be a party, pursuant to 1 V.S.A. § 313(a)(1)(E) to include the City Council and City**
166 **Manager. Motion passed 4-0.**

167
168 **DAN KERIN made a motion, seconded by GEORGE TYLER, to exit Executive Session. Motion**
169 **passed 4-0 at 8:05 PM.**

170
171 **10. ADJOURN**

172 **AMBER THIBEAULT made a motion, seconded by DAN KERIN, to adjourn. Motion passed 4-0 at**
173 **8:06 p.m.**

174
175 Respectfully Submitted,
176 Darby Mayville
177 Recording Secretary
178
179

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**CITY OF ESSEX JUNCTION
CITY COUNCIL
SPECIAL MEETING
MINUTES OF MEETING
April 3, 2023**

COUNCILORS PRESENT: Andrew Brown, President; Raj Chawla, Vice President; Dan Kerin; Amber Thibeault; George Tyler.

ADMINISTRATION: Regina Mahony, City Manager; Jessica Morris, Finance Director.

OTHERS PRESENT: Danielle Brown, Charles Bucchioni, Marcus Certa, Brian Curtis, Tamara Jaques, Brett Johnson, Christopher Kline, James Pfeiffer, Shaun Robinson, Ken Signorello, Harlan Smith, Jack Smith, Edward Snowden, Tracie Spencer, Chris Sterzinar, Jason Struthers.

1. **CALL TO ORDER**

Councilor Brown called the meeting to order at 7:00 P.M.

2. **AGENDA ADDITIONS/CHANGES**

None.

3. **APPROVE AGENDA**

No approval needed as no changes were made to the agenda.

4. **PUBLIC TO BE HEARD**

a. Comments from public on items not on the agenda

None.

5. **PUBLIC HEARING**

a. Public Hearing on the IT RFP Bid Protest

Councilor Brown began by noting that the Appellant is Simpleroute and the Appellee is the City of Essex Junction staff, and by swearing in the witnesses that would be giving testimony during this public hearing.

Brett Johnson testified on behalf of the Appellant. He noted that Simpleroute is a managed services provider out of Burlington, Vermont. He noted that his firm was only firm to find vulnerabilities in the NEMRC software that is used by both the City and Town, which exposed bank and social security information for taxpayers and staff. He said that notifying municipalities of this at the company's own expense is a good demonstration that the company puts the values of its clients first. He said that his company is the most qualified for this Request for Proposals (RFP). He noted that the City Manager made comments during his company's walkthrough that were dismissive of the RFP process itself. He also noted that the City Manager arrived late for his company's one-hour interview with the City as part of the RFP process. He noted that while his company is not the cheapest bidder, they typically draft the most comprehensive and strongest proposals, and he was greatly surprised that the most expensive bid was selected as the apparently successful bid for this RFP. With respect to this process, he asked the City Council to consider whether cost considerations were taken into account when selecting the apparently successful bidder. He also asked whether the City's purchasing policy was followed and at least three quotes were obtained from vendors when the City engaged with Open Approach [the apparently successful bidder] on a smaller project with the City's Water Department. He noted that his firm included on-site and off-site support, but that Open Approach's bid included on-site support only for emergency work. He noted that the apparently successful bid included replacement of the majority of core equipment, though several of the City's devices are under active support and warranty and are still viable. He asked whether selecting the bid that is chosen would set a precedent by the City for ignoring price as a qualifier in the RFP process. He said that his firm proposed an alternative approach to splitting

54 the Town and City infrastructure, but that it was dismissed even though it could save the municipalities
55 money. He asked what makes the apparently successful bid stand out as the winning bid.

56
57 He submitted evidence along with his testimony, including the Purchasing Policy from the Town of
58 Essex/Village of Essex Junction, the FAQ under the Village Website from August 21, 2021, and a
59 September 2, 2022 Town of Essex Accounts Payable posting from August 5, 2022.

60
61 Regina Mahony, City Manager and Appellee, declined to cross-examine the witness.

62
63 Councilor Tyler asked for clarification on the connection between the conversation about the Town and
64 Village separating and the current issue around the IT department and this bid. Mr. Johnson said he
65 brought it up because the separation conversation discussed how the Village could save money by
66 separating their IT costs from the Town, and that statements made about the IT department's cost to
67 the Village should be compared to the current costs proposed by the apparently successful bidder's
68 quote.

69
70 City Manager Mahony testified on behalf of the Appellee. She spoke to several points in the appeal letter
71 received from Simpleroute. She said that with regards to the RFP process being a forgone conclusion,
72 she assured the Council that the process was fair, sound, a thorough process to secure the best vendor
73 for the City. She said she has no recollection of making remarks that would compromise the RFP
74 process. She acknowledged that she was late to the interview with Simpleroute, but noted that the City
75 had an 8-person review committee for this RFP and that the process was in good hands while she was
76 unavailable for the beginning of the interview. She said that this was an involved process, including the
77 issuing of the RFP in October, 2022 with site visits scheduled in November, and that 5 proposals were
78 received. She said that interviews were conducted with finalists and that staff sent additional information
79 to finalists prior to final proposal submission. She noted that the migration approach proposed by
80 Simpleroute would not have worked for the City for security reasons, citing stringent federal
81 cybersecurity requirements in a contract that the Police Department holds with the Federal Bureau of
82 Investigation (FBI). She outlined the scoring approach and results from the 8-person bid review team,
83 noting that Open Approach scored the highest for 5 out of the 8 individuals on that team. She said that
84 staff recommended selecting Open Approach as the finalist and Dominion Technologies as the second
85 choice for bidders, and that she made the final decision to select Open Approach as the apparently
86 successful bidder. She said that the contract between the City and Open Approach is currently being
87 negotiated. She spoke about the scoring criteria used in the RFP process, which included experience,
88 understanding of services to be provided, personnel expertise, compatibility with end users, project
89 approach, satisfaction of clients and users, and cost. She said that Open Approach scored highly
90 because it had a realistic project approach that included conducting a more in-depth, investigative step
91 of inventorying the current equipment before narrowing in on a more refined cost proposal. As a result
92 of this, Open Approach's cost proposal in the bid was "worst-case scenario" and would be refined if it
93 were selected as the bidder and able to conduct that more investigative inventory step. She said that
94 additionally, the migration approach was in line with the direction provided to vendors prior to final
95 submittal, the monthly service fees were inclusive of licenses, the addendum was a helpful explanation
96 of security risk and mitigation, and while the proposal was more costly, the bid review team felt that the
97 approach best matched current needs. She noted that with regards to Simpleroute's proposal, their
98 migration approach would violate the Police Department's service agreement with the FBI, and they
99 submitted this approach in their final proposal, plus an alternative, even when they were notified that
100 their initial approach would not meet the City's needs. She noted that while Simpleroute uncovered
101 security weaknesses in NEMRC's data, the repeated statement of that by Simpleroute has the effect of
102 repeatedly identifying a failure of NEMRC, a company the City works with, and that did not sit well with

103 review committee members. She submitted evidence along with her testimony, including talking points
104 and confidential pages from vendors' bids that she submitted under seal.

105
106 Mr. Johnson cross-examined the Appellee. He noted that Open Approach, the awardee, needs to do a
107 review of work to provide a price. He asked why none of those questions were asked up front, prior to
108 the second round of questions and responses. City Manager Mahony replied that the process was the
109 same and fair for everyone and that Open Approach's response to the proposal said that their first step
110 would be taking a more investigative approach to refining its cost proposal. Mr. Johnson clarified that
111 Simpleroute's approach to migration would in fact not run afoul of federal requirements or violate the
112 Police Department's service agreement with the FBI. He asked for a summary of the water resources
113 project that the City engaged Open Approach for. City Manager Mahony replied that she was not
114 employed by the City at the time of that project. Mr. Johnson asked if other quotes were received for
115 that work. City Manager Mahony replied that she believed it was a sole source contract. Mr. Johnson
116 asked about the scoring methodology for the bid and how each criteria was weighted. Ms. Mahony
117 replied that the criteria were weighted equally, that the score was between 0 and 10 for each, and that
118 they were summed to arrive at a total score for each bid.

119
120 Councilor Chawla noted that mention of the uncovering of NEMRC vulnerabilities didn't sit well with the
121 bid review team and asked how much of an impact that may have had on scoring. City Manager Mahony
122 said that it did not seem to have much of an effect on scores and that the scores were all relatively close.
123 She said that NEMRC was brought up in every interaction with Simpleroute, and that it didn't sit well.

124
125 Councilor Brown asked about the updated inventory that was shared with two of the three vendors later
126 on in the process. City Manager Mahony said that the inventory was shared with all three vendors
127 following the interviews and prior to the final submission of bids. Councilor Brown asked if Open
128 Approach's "worst case scenario" cost estimate was unique to that vendor or whether all vendors shared
129 a "worst case scenario" estimate, and City Manager Mahony replied that the cost estimate provided by
130 Open Approach was unique and that they proposed to conduct an investigatory step to narrow and
131 refine their estimate as part of their proposed scope of work.

132
133 Councilor Chawla asked about the level of information each vendor was given and City Manager Mahony
134 replied that each vendor was invited to a site visit to tour the City's facilities and view its equipment and
135 given the same level of information.

136
137 The Appellant, Mr. Johnson, made his closing remarks. He spoke in more detail about the NEMRC
138 software and its security flaws and said that his company designs software around that. He spoke about
139 the RFP process, saying that every firm was afforded the same opportunity and the same level
140 information. He said that it is concerning that Open Approach was not able to provide a more accurate
141 cost estimate than its "worst case scenario" estimate, given that other vendors were able to provide
142 more accurate and definitive cost estimates when submitting their final bids.

143
144 The Appellee, City Manager Mahony, made her closing remarks. She expressed confidence that the
145 RFP process was thorough, comprehensive, and well-executed. She said that the bid review team felt
146 that Open Approach's costs would not come in as high as their initial proposal and that she still believes
147 that selecting Open Approach was the right decision.

148
149 Councilor Brown closed the public hearing.

150
151 **6. BUSINESS ITEMS**

152 a. Deliberative session to discuss the IT RFP Bid Protest

153
154 **ANDREW BROWN** made a motion, seconded by **RAJ CHAWLA**, that the City Council enter into a
155 deliberative session to discuss the IT contract award appeal, pursuant to 1 V.S.A. §312(e) & (f)
156 to include the City Council and City Attorney. The motion passed 5-0 at 8:11 P.M.
157

158 **ANDREW BROWN** made a motion, seconded by **RAJ CHAWLA**, to exit deliberative session. The
159 motion passed 5-0 at 9:55 P.M.
160

161 7. **CONSENT AGENDA** – none.
162

163 8. **READING FILE** – none.
164

165 9. **EXECUTIVE SESSION**

166 a. *An executive session is not anticipated
167

168 10. **ADJOURN**
169

170 **DAN KERIN** made a motion, seconded by **RAJ CHAWLA** to adjourn the meeting. The motion
171 passed 5-0 at 9:56 P.M.
172

173 Respectfully Submitted,
174 Amy Coonradt

Memorandum

To: City Council, Regina Mahony, City Manager

CC: Ron Hoague, Police Chief

From: Susan McNamara-Hill, Clerk

Re: Liquor license applications

Date: April 12, 2023

Issue

The issue is whether the Council will approve the Liquor License applications for businesses in the City of Essex Junction listed in the March 29th and April 5th, 2023 memorandums from Police Chief Ron Hoague re: "Liquor License Applications".

Discussion

The following applications for businesses in the town are recommended for approval (the Town of Essex businesses listed in the memo will be approved by the Essex Selectboard).

1st class and/or 3rd class:

- Hornet's Nest Pub, LLC
- Naguenos
- Dependes (Pearl Street Pub)
- The Sausage Shack
- Sana Enterprises LLC (Café Mediterano)
- Tree Enterprises Inc (El Gato Cantina)
- Brown Lab Pub Co (McGillicuddy's Five Corners)
- T.O.B. Inc.

2nd class (may include tobacco and tobacco substitute):

- Third Burlington Corporation (Central Beverage)
- Seventh Burlington LLC (Fairgrounds Beverage)
- Fifth Burlington LLC (Five Corners Variety)
- KPH Drugs, Inc. (Kinney Drug Store #21)
- Sherman V. Allen Inc. (Mac's Essex Market)
- Simon's Five Corners, Inc. (Simon's Five Corners Store)

Tobacco and Tobacco Substitute only:

- Good Stuff Inc. (Good Stuff of Essex)

Recommendation

Staff recommends that the Council approve the Liquor License applications for businesses located in the City of Essex Junction listed in the March 29th and April 5th 2023 memorandums re: "Liquor License Applications".

DEPARTMENTAL MEMORANDUM



Date: March 29, 2023

To: Greg Duggan Regina Mahony
Town Manager 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:

Town of Essex

Essex Country Club LLC
Includes outside consumption

DBA: Essex Country Club LLC
332 Old Stage Road
Essex, VT 05452

City of Essex Junction

Hornet's Nest Pub, LLC
Includes 3rd class and outside consumption

DBA: Hornet's Nest Pub, LLC
12 Railroad Avenue
Essex Junction, VT 05452

Naguenos
New Application

DBA: Naguenos
34 Park Street
Essex Junction, VT 05452

Dependes, Inc.
Includes 3rd class and outside consumption

DBA: Pearl Street Pub
137 Pearl Street
Essex Junction, VT 05452

The Sausage Shack LLC

DBA: The Sausage Shack
105 Pearl Street
Essex Junction, VT 05452

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

Town of Essex

Martin's Foods of South Burlington, LLC.

DBA: Hannaford Supermarket & Pharmacy
21A Essex Way
Essex, VT 05452

Sweet Clover Market, LLC

DBA: Sweet Clover Market
21 Essex Way, Ste 418
Essex, VT 05452

DEPARTMENTAL MEMORANDUM



Date: April 5, 2023

To: Greg Duggan Regina Mahony
Town Manager 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:

Town of Essex

1st Republic Brewing Co, LLC
Includes outside consumption

DBA: 1st Republic Brewing
39 River Road, Suite 6
Essex, VT 05452

JES Impresa Corporation
Includes 3rd class and outside consumption

DBA: Jules on the Green
1 Commonwealth Avenue
Essex, VT 05452

Out-Bev Inc
Includes 3rd class and outside consumption

DBA: The Mad Taco
21 Essex Way, Suite 213
Essex, VT 05452

Spano, Inc.
Includes 3rd class and outside consumption

DBA: Mimmo's Pizzeria & Restaurant
4 Carmichael St, Ste 102, 103
Essex, VT 05452

City of Essex Junction

Sana Enterprises, LLC
Includes outside consumption

DBA: Café Mediterano
60 Pearl Street, Suite A
Essex Junction, VT 05452

Tree Enterprises, Inc.
Includes 3rd class

DBA: El Gato Cantina
4 Park Street
Essex Junction, VT 05452

Brown Lab Pub Co.
Includes 3rd class and outside consumption

DBA: McGillicuddy's Five Corners
4 Pearl Street, Suite 105
Essex Junction, VT 05452

T.O.B., Inc.
Includes 3rd class and outside consumption

DBA: Murray's Tavern
4 Lincoln Place
Essex Junction, VT 05452

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

Town of Essex

E.D.B., Inc.	DBA: Essex Discount Beverage 76 Center Road Essex, VT 05452
R.L. Vallee, Inc	DBA: Maplefields 72 Upper Main Street Essex, VT 05452
Price Chopper Operating Co. of Vermont, Inc	DBA: Price Chopper #192 90 Center Road Essex, VT 05452
River Road Beverage and Redemption, Inc	DBA: River Road Beverage and Redemption 45 River Road Essex, VT 05452
Slimain Handy's Convenience Stores, Inc.	DBA: Simon's Essex Center Store & Deli 134 Jericho Road Essex, VT 05451
Simon's Route 2A Store, LLC	DBA: Simon's Route 2A Store 221 Colchester Road Essex, VT 05452

City of Essex Junction

Third Burlington Corporation

DBA: Central Beverage
4 Central Street
Essex Junction, VT 05452

Seventh Burlington, LLC

DBA: Fairgrounds Beverage
103A Pearl Street
Essex Junction, VT 05452

Fifth Burlington, LLC

DBA: Five Corners Variety
39 Park Street
Essex Junction, VT 05452

KPH Drugs, Inc

DBA: Kinney Drugs Store #21
82 Pearl Street
Essex Junction, VT 05452

Sherman V. Allen, Inc.

DBA: Macs Essex Market
101 Pearl Street
Essex Junction, VT 05452

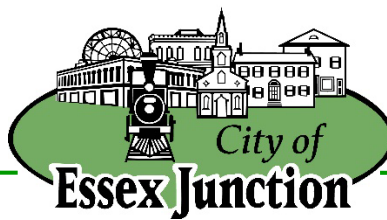
Simon's Five Corners, Inc

DBA: Simon's Five Corners Store
2 Park Street
Essex Junction, VT 05452

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

Good Stuff Inc.

DBA: Good Stuff of Essex
94 Pearl Street
Essex Junction, VT 05452



MEMORANDUM

To: Essex Junction City Council
From: Regina Mahony, City Manager
Meeting Date: April 12, 2023
Subject: Annual Financial Plan TA 60

Issue

The issue is whether the City Council will approve the Annual Financial Plan required by VT Agency of Transportation (VTrans).

Discussion

In accordance with Title 19 VSA Section 306(j), municipalities must complete a TA 60 Annual Financial Plan. In order for municipalities to qualify for any VTrans' grant-related programs a copy of the current Annual Financial Plan must be on file with the District. Attached is the completed TA-60, prepared by Jess Morris, for the Council's signature. This form is due to VTRANS on 4/14. Since the annual meeting doesn't happen until 4/11, Jess Morris was advised to complete the form with the Council approved budget amounts and just provide an update if the budget doesn't pass.

Cost

N/A

Recommendation

Staff recommends that the City Council approve the TA 60 Annual Financial Plan.

ANNUAL FINANCIAL PLAN - TOWN HIGHWAYS
19 V.S.A. § 306(j)

TA-60

of _____ Fiscal Year _____ Begin _____ End _____

INCOME

DESCRIPTION	ESTIMATED
State Funds - 19 V.S.A. Section 306(a):	
Class 1	\$
Class 2	\$
Class 3	\$
Town Tax Funds – 19 V.S.A. Section 307	\$
Special Funds (e.g., bonds or earmarks):	
a.	\$
b.	\$
c.	\$
TOTAL	\$

EXPENSES

DESCRIPTION	ESTIMATED
Winter Maintenance	\$
Non-Winter Maintenance	\$
Major Construction Projects	
a.	\$
b.	\$
c.	\$
TOTAL	\$

Comments:

This form shall be signed by the appropriate town officials and forwarded to the District Transportation Administrator.

ANNUAL FINANCIAL PLAN - TOWN HIGHWAYS

TA-60

19 V.S.A. § 306(j)
(page 2)

We, the Legislative Body of the Municipality of _____ certify
that funds raised by municipal taxes are equivalent to or greater than a sum of at least **\$300.00**
per mile for each mile of Class 1, 2, and 3 Town Highway in the municipality. (19 V.S.A. 307)

_____ Date: _____

(Duly Authorized Representatives)

The submitted Town Plan meets the requirements of Title 19, Section 306(j).

_____ Date: _____

District Transportation Administrator

APPLICATION TO HANG STREET BANNERS, GAS LAMP BANNERS OR EVENT
FLAGS IN THE VILLAGE OF ESSEX JUNCTION

Please Print

Applicant's Name: Brad Luck

Organization: EJRP

Tax Exempt #: _____ Non-Profit: _____ Yes _____ No

Address: 75 Maple St.

Phone: 802-310-4067 Email: blucke@ejrp.org

Application for: Street Banner Gas Lamp Banners _____ Event Flags _____

Message and dimensions: over dam + at 2 Lincoln
Essex Memorial Day Parade, Saturday, May 27, 10am

Locations you would like the event flags displayed: /

I certify that the above-described banner(s) or event flags have been constructed in accordance with the specifications noted.

Signed: [Signature] Date: 4/4/23

Please return completed application to the Manager, Village of Essex Junction,
2 Lincoln Street, Essex Junction, VT 05452.

OFFICE USE ONLY

Insurance Certificate received: _____ Yes _____ No
Liability Waiver received: _____ Yes _____ No Waiver signed: Yes _____ No _____
\$250 fee received: _____ Yes _____ No
Application complete: X Yes _____ No

Trustees= approval (date): _____

VILLAGE OF ESSEX JUNCTION
STREET VENDING PERMIT

APPLICATION

Name of Business MR. DING-A-LING ICE CREAM

Name of Owner(s) GARY HATHAWAY

Address 153 CHURCH RD

City/State/Zip COLCHESTER, VT. 05446

Telephone 802-373-4632

Nature and Type of Activity NEIGHBORHOOD ICE CREAM SALES

License Plate Number of Vehicle(s) NEW YORK REGISTRATION
47261ML

Date 4/3/2023

Signature 

Date _____

Signature _____

APPROVAL

Required Certificate of Insurance received.

Conditions:

- 1) Keep required \$1 million of general liability insurance in place.
- 2) Vending is restricted to class 3 residential roads.
- 3) No parking except to serve customers.
- 4) No street vending is allowed between the hours of 9 PM and 7 AM.
- 5) The Village of Essex Junction, through its Village Manager, reserves the right to revoke the street vending permit at any time.
- 6) Permit is good for one year from date of issue.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

04/01/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER State Farm Paula Traina State Farm 736 Upper Glen St Suite 200 A Queensbury, NY 12804	CONTACT NAME: Paula Traina & Alex Greene PHONE (A/C, No. Ext): 518-741-0485 FAX (A/C, No.): 518-375-3864 E-MAIL ADDRESS: Paula@PaulaTraina.com & Alex@PaulaTraina.com
	INSURER(S) AFFORDING COVERAGE INSURER A: State Farm Fire and Casualty Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:
INSURED MR DING A LING INC CREAM INC 324 OLD NISKAYUNA RD LATHAM, NY 121103514	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDITIONAL INSURED (Y/N)	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	X	98-CS-Q055-1	04/01/2023	04/01/2024	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Per occurrence) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY	X	319 9811-D01-52	04/01/2023	04/01/2024	COMBINED SINGLE LIMIT (Per accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED: RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/> N/A				PER STATUTE <input type="checkbox"/> OTHER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Ice cream distribution & vending

CERTIFICATE HOLDER Village of Essex Junction 2 Lincoln St Essex Junction, VT 05452	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Completed by an authorized State Farm representative. If signature is required, please contact a State Farm agent.
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**DECISION AND ORDER OF THE
CITY COUNCIL FOR THE
CITY OF ESSEX JUNCTION, VERMONT**

Re: Appeal of Award of RFP

The City Council for the City of Essex Junction, Vermont (“City”) held a special meeting to conduct a hearing on April 3, 2023 after receiving an appeal (“Protest”) from the grant of a contract following an October 17, 2022 Request for Proposal (“RFP”) [for] Information Technology Service by Simple Route, LLC, (“SR”) a Vermont Limited Liability Company having its principal place of business at 1690 Williston Rd. South Burlington VT 05403.

Notice of the hearing was provided to SR. Brett Johnson, a member and SR’s registered agent, appeared on its behalf and was SR’s sole witness. Regina Mahony, City Manager, appeared on behalf of and testified for the City.

The following exhibits were submitted into the record in this matter:

1. October 17, 2022 Request For Proposal, Information Technology Service.
2. Quote from DominionTech Computer Services received January 30, 2023.
3. Open Approach Final Proposal dated January 27, 2023.
4. City of Essex Junction + Simpleroute Service Proposal dated January 30, 2023.
5. Open Approach Enhanced Security Bundle Addendum.
6. Simpleroute Notice of Bid Protest letter to City Manager Mahony received March 9, 2023.
7. March 17, 2023 response letter to Brett Johnson by City Manager Mahony to Simpleroute.
8. Simpleroute Appeal Letter to City Council President Brown received March 20, 2023.
9. Confidential portions of Open Approach and Simpleroute bid submissions provided under seal.

10. Simpleroute Bid Protest Appeal to Council, hearing date 4/3/23 Regina Mahony Talking Points (inclusive of score sheet).
11. Town of Essex Accounts Payable report 09/02/2022.
12. Essex Junction Independence FAQ dated August 21, 2021.
13. Town of Essex/Village of Essex Junction Purchasing Policy (“Purchasing Policy”) dated 10/11/2018.

No party raised any objection to the admission of any exhibits, and therefore, every exhibit listed above was admitted into evidence. Item 9 above remains admitted under seal. Based on the testimony, evidence and exhibits presented, the City Council makes the following Findings of Fact and Conclusions of Law:

I. Findings Of Fact

1. The competitive proposal process in this case was initiated by an RFP for Information Technology (“IT”) Service[s] on or about October 17, 2022.
2. The RFP was a request for professional services.
3. The Purchasing Policy provides that, if professional services are being solicited, the process for competitive bid proposals should be used “with the most qualified firm for the project or individual awarded the bid, and price or fees negotiated after the award.”
4. The Purchasing Policy also provides that for professional services contracts, “1) the bid submission need not be sealed[, and] 2) price will not be the primary factor in the proposal selection.” Purchasing Policy at 14.
5. The Purchasing Policy provides that professional services are services “such as, but not limited to, architectural, engineering or legal services” *Id.*
6. The Purchasing Policy further provides that “[t]he bid process shall not apply to the selection of providers for services that are characterized by a high degree of professional judgment and discretion” *Id.* at 16.
7. The list of professional services in the Purchasing Policy is not an exhaustive list and is, therefore, not limited to the services specifically listed in the policy.
8. Proposals for IT services were received from 5 companies.

9. A staff review committee of 8 members (“Committee”) invited 3 vendors for interviews- DominionTech, Open Approach and Simpleroute (“Candidates”).
10. The Committee included the Town of Essex IT director, Rob Paluba.
11. City Staff performed a site visit with the Candidates on or about November 3, 4 and 5, 2022.
12. More than three qualified companies applied through the RFP process.
13. The Committee ranked the Candidates and proposals on a 1-10 ranking scale considering several criteria in the RFP.
14. Section 5 of the RFP set forth the Evaluation Criteria & Process, which stated the following:
 - A selection committee will conduct an evaluation of qualifications and will rate each submittal based on the following criteria:
 1. Experience
 2. Understanding of services to be provided
 3. Personnel expertise
 4. Compatibility with end users
 5. Project approach
 6. Satisfaction of clients/end users
 7. Cost
15. Each criteria was weighed by the committee equally on a scale of 1 – 10.
16. The criteria scores were added together to generate a total score for each candidate for each committee member.
17. The Committee member’s candidate scores were weighted equally and added together to make an overall total score for each candidate.
18. Open Approach had the highest total score of 372; Simpleroute ranked second with a total score of 356, and DominionTech scored third with a total of 350.
19. City Manager Mahoney personally scored Simpleroute the highest with a score of 54.
20. Other committee members scored Open Approach higher than Simpleroute.

II. Conclusions of Law

1. IT services constitute a professional service under the Purchasing Policy because this service is characterized by a high degree of professional judgment and is similar in that regard to engineering, legal or financial services.

2. City Manager Mahony scored Simpleroute the highest of the Candidates, and therefore, she could not have had a bias against Simpleroute as alleged by Simpleroute President Brett Johnson. The contract award comported with the Committee process by affording no one member's opinion any more weight than other committee members.

3. The City Manager not only complied with but went beyond the requirements of the City's Purchasing Policy to provide an additional layer of fairness and accuracy by appointing an eight-member proposal assessment committee, which included the Essex Town Information Technology Director.

4. The Committee's composition was balanced across knowledgeable City staff, and their analysis was thorough and fair.

5. The City Council concludes that there was no error or violation of the City of Essex Junction's Purchasing Policy when Open Approach was awarded the contract for IT Services.

Pursuant to the above Findings of Fact and Conclusions of Law, the City of Essex Junction City Council denies Simpleroute's appeal of the award of a contract following the October 17, 2022 RFP and upholds the contract award.

Any person interested in this decision may appeal the decision to the Chittenden County Superior Court, Civil Division within 30 days of the date of this decision, in writing pursuant to V.R.C.P. 75.

[Signature Page To Follow]

Dated at the City of Essex Junction, Vermont on this ____ day of April, 2023.

City of Essex Junction City Council

Andrew P. Brown, President

Raj Chawla, Vice President

George A. Tyler

Daniel S. Kerin

Amber Thibeault



MEMORANDUM

To: Regina Mahony, City Manager; City Council
From: Jess Morris, Finance Director
Date: April 5, 2023
Subject: Utility Receivable Balances and Shut Off Process

The utility (including water, wastewater and sanitation) receivable balance as of today is \$605,976.24; \$532,123.31 of that is current and due on 4/17, and \$73,852.93 is past due which represents about 12% of our total receivable balance. There are currently 314 accounts that are past due out of a total 2,006 accounts with a balance; 67 accounts have balances over 120 days, 248 accounts have balances over 90 days. The City has a total of 3,348 accounts. We expect to collect the majority of the current balance in the next couple of weeks, but there will be a portion that becomes past due as of 4/17 and will be included in the process described below. It is important to keep in mind that all receivables are collectible and will not be written off as they are a lien on the property and will either be collected through the process of working directly with customers or balances will be paid when a property is sold to a new owner as part of the closing process. Our focus will be to work with the oldest balances first to collect payment or get payment agreements in place and shut offs scheduled if necessary.

In May, the City will be performing water shut offs as allowed by Title 24 of Vermont Statute. Shut offs have not been performed since before the pandemic due to the state of emergency. The state of emergency was formally lifted on June 15th, 2021. The Finance and Public Works teams have coordinated a plan and process for shut offs to happen, to include direct communication with property owners and residents in advance of the actual shut off. Letters will be mailed to all past due accounts, followed by shut off notices 2 weeks after that. At the time the shut off letters are mailed, door hangers will also be left at each property scheduled for shut off 2 weeks prior to the disconnection. Another door hanger will be left on the day the shut off occurs. We will also use social media to alert the community as each of these steps occur – these will be generic messages and will not include information about specific properties included in the process.

In an effort to be proactive with customers, inserts were provided with the last round of bills mailed in March to communicate our payment options and terms, and also encourage customers to enroll in our automatic payment program. These inserts are attached for your reference. This appears to have been a successful approach as we have received over 30 new automatic payment program enrollments, with more trickling in each day.

Our team looks forward to working with customers to get this account clean up underway and work towards improving the financial health of the City.

City of Essex Junction Utility Bill Payment Reminders

All payments must be received by the due date on your bill. Postmarks will not be accepted.

If you have bill pay set up through your bank, please make sure they are aware when payment needs to be received to be considered on-time.

We offer several payment options:

- Sign up for automatic payments by using the form on the back of this page
- Pay online at www.essexjunction.org/departments/finance - look for the Pay Online button at the bottom of the page
- Pay in person at the Clerk's office at 81 Main Street during regular hours (Mon-Fri 8am-4:30pm)
- Drop your payment after hours in the drop boxes located at either 81 Main Street or 2 Lincoln Street
- Mail your payment to 81 Main Street

City of Essex Junction Voting Location Change

The City voting location has changed to the Champlain Valley Expo (CVE) beginning with the annual meeting voting day on April 11, 2023.

The Board of Civil Authority was presented with and approved a proposal to move the voting location to the CVE Blue Ribbon Pavilion instead of the high school gymnasium through the 2024 election season. During the meeting, members discussed that CVE provided more parking, easier accessibility to the building, the building being air-conditioned and heated and that moving the location to somewhere besides the school offered additional school safety with the decreased number of visitors entering the school building during voting days.



MEMORANDUM

TO: City Council
FROM: Chelsea Mandigo, Water Quality Superintendent
cc: Tri-Town Committee
DATE: April 5, 2023
SUBJECT: WastewaterSCAN program participation

Issue

Update on infectious disease sampling of wastewater and programs the facility is participating in.

Discussion

Since the COVID-19 pandemic, wastewater surveillance sampling program for infectious disease has increased.

The facility has participated in a sampling program with the Vermont Department of Health and the CDC to survey the level of COVID-19 in our wastewater coming into the facility since 2021. In early 2023, Monkeypox was added to the program as infectious disease being tested. This program will continue until July 2023.

In March 2023, the facility started participating in a new wastewater surveillance program that pays you to provide weekly samples of our solids. These samples are tested for 6 infectious diseases: COVID-19, Monkeypox, Influenza, RSV, Pneumonia, Norovirus. Below is a link to the City's data:

<https://data.wastewaterscan.org/?plantId=064aac08-396c-46d0-a68d-9767da0f1557>

As you will see on the website what is reported to the facility is the amount of the infectious disease detected. Even though we provide wastewater treatment for three municipalities, all wastewater enters the facility in one pipe. Therefore, we cannot trace back to what neighborhood or municipality has the infectious disease but simply the presence of it in the tri-town area.

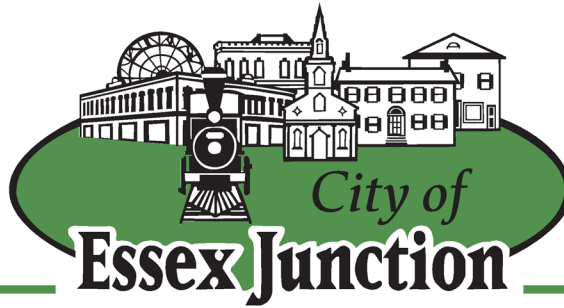
Costs

CDC sampling program: Free

WastewaterSCAN: Paid \$175/sample and committed to sampling 3x per week. Takes 15 min for staff to complete sampling. UPS picks up sample from facility.

Recommendation

N/A



Memorandum

To: Regina Mahony
From: Rick Jones
Date: 04/07/2023
Subject: GlobalFoundries traffic pattern change request

On 11/09/2022 the City received a request from GlobalFoundries to implement a traffic pattern change along River Street. Currently the typical traffic flow of one entrance lane and one exit lane along River Street is modified during the two evening shift change periods to create two exit lanes along River Street from the GlobalFoundries facility. This exit only traffic pattern has been in place for many years and was intended to manage the traffic from the site when there were approximately 8-10 thousand employees at the facility. With a much smaller number of employees at the facility, GlobalFoundries is looking to eliminate this exit only traffic pattern and return to the typical two-way traffic flow along River Street for all portions of the day.

In response to this request, we have met with representatives from GlobalFoundries on multiple occasions to coordinate on the necessary steps to implement this change, not only on the GlobalFoundries site but also at the Park/River/South Street intersection.

Phase 1 – The current intersection is set up to accommodate this special traffic flow pattern during the evening shift changes. In order to eliminate this special traffic flow pattern, the following changes are needed at the intersection:

- Remove static and dynamic signs pertaining to the special traffic pattern
- Modify the timing plans in the signal controller to eliminate the special traffic pattern

As this traffic signal and its related equipment is owned and maintained by the City, the City contacted their signal contractor to obtain an estimated cost of making these changes. The estimated cost for this work is \$4,200. As this work is on City owned infrastructure, the City will contract for the work. However, GlobalFoundries has agreed to reimburse the City for 100% of this work.

Phase 2 – In consideration of the work being done at the intersection, there is an opportunity to improve traffic operations at this intersection with the installation of Flashing Yellow Arrows for the northbound and southbound left turn lanes along Park Street. These arrows will allow for permitted left turns from

the left turn lanes, which are not currently allowed. This will benefit left turning vehicles turning onto South Street, as well as left turning vehicles turning into River Street. In order to accommodate this intersection enhancement, the following work items are needed:

- Replace the existing left turn signal heads with new Flashing Yellow Arrow signal heads
- Replace the existing signal controller, MMU unit, and provide new load switches in the signal cabinet
- Wiring and programming inside the signal cabinet
- Field wiring for the new signal heads

The estimate cost for Phase 2 is \$10,500. Similar to Phase 1, the City will contract for this work as it involves infrastructure owned by the City. This work benefits both the City and GlobalFoundries in that both left turn lanes along Park Street will be equipped with the Flashing Yellow Arrows allowing for permitted left turns. Accordingly, GlobalFoundries has agreed to reimburse the City 50% of the cost of this work.

Schedule – Work is anticipated to occur at the beginning of May 2023. The Phase 1 work will require close coordination between the City, the signal contractor, and GlobalFoundries to ensure that all signal controls and lane designations are in-place at the changeover. It is envisioned that the Phase 1 work will be completed and implemented to ensure that proper traffic flow is maintained. The Phase 2 work will follow with the installation of the Flashing Yellow Arrows to improve intersection performance.

Project costs:

Phase 1: \$4,200. Paid by the City and reimbursed 100% by GlobalFoundries

Phase 2: \$10,500. Paid by the City and reimbursed 50% by GlobalFoundries

**Bike Walk Committee
3/20/23 Meeting Notes**

Call to order 7:03PM

Attendees: Micah Hagan (taking minutes), Mark Brislin, Chris Klein, Eric Bowker, Aaron Todd, Tacy Lincoln

Public: Erica Quallen -Brooks Ave Subject

Minutes Review – For January Meeting

Minutes Approved Unanimously

Brooks Ave Speed Concerns

Neighborhood is marked at a 25MPH limit

Tight turns are not safe to be taken at 25mph.

Lack of sidewalks, also an issue.

Ideas: Speed humps and raised intersections

Various stripe painting options raised

Lack of Stop signs within the neighborhood

Susan seconded the value of raised intersections

Can we even reduce the speed limit if we want to?

Susan provided examples of disruptive signage in Dearborn MI.

Chris Yuen – New Community Development Director

Introduction and history

Role description

Covered history of the Circ Highway project, and how its lead to the Crescent Connector

Project Mainly Funded by State/Federal Money – limits our influence

Future option of closing down Main Street section near 5 corners – not a phase one item

Mapping project update

Bike lanes given extra pavement around railroad tracks to allow for perpendicular crossing.

Bike lanes striped all the way into 5 corners on Maple

Railroad St to be repaved

Potential for additional parallel parking on the Crescent connector – not finalized

Bike Network

Existing data is inconsistent and occasionally inaccurate

Data can be sent to Google to add routes that we have that are not represented

Need to highlight gaps that are currently in the system

CCRPC maps? Are we properly updating them?

Data Review Needs

Map Review

Need to cover the accuracy of the map

Need working session for next meeting

Land Development Code Updates

Bike Parking Updates – Covers short term and long term options

Rules would go into effect on renovation or redevelopment

Stricter rules for new development work. Features depend on project size.

Going to City Council by August

Looking for public comment in June

Meeting Adjourned at 8:55pm

**City of Essex Junction
Tree Advisory Committee
Minutes of Meeting
March 21, 2023**

Members Present: Nick Meyer, Nicole Klett, Warren Spinner, Rich Boyers, Max Seaton

I. Call To Order

The meeting was called to order at 5:09 pm by Nick, second by Nicole.

II. Additions or Amendments to Agenda

No additions or amendments.

III. Approval of Meeting Minutes

A motion to approve the February 21st, 2023 meeting minutes was made by Warren, 2nd by Max.

IV. Planting

Warren gave updates on planting. Met with Patrick Dattilio from the School Department and he was interested in the Old Colchester Rd sites proposed and verified that they were school owned and available. Plans for all 37 trees are in place as previously discussed in the 2/21/23 minutes. Still need to show locations to possible contractors for planting and maintenance interest and estimates. Awaiting response from finance for budget.

V. Arbor Day Celebration

Nick is meeting this Thursday the 23rd at Hiawatha with the core of club group Earth Rangers and Alice Weston. The club meets on Thursdays and could have an Arbor Day event on May 4th. Nick has trees under consideration for planting.

VI. Crescent Connector Update

Warren stated there isn't any new information. There is an intention that tree planting infrastructure could be funded for underground architecture and support trees. Still no start date advertised. As previously announced, Engineers Construction won the bid.

VII. Events-Trustee Meeting-Tree Training-Arbor Day Conference-Tree Walk

Nick will attend the Trustee meeting tomorrow night to update on TAC's past year and that we will be educating and inviting the public to attend more events and be tree stewards. Also, update plans on Tree Walk-Historic as Tim Jerman will be involved. Tim will need to give input on where to spend the most time on the 2 hour tour.

Treekeeper Training will occur on the 6th of April. The PSA has gone out as of the 17th of March with thanks to Ashley Snellenberger per Nicole. Nick or Steve will represent TAC at the BOB event.

The Arbor Day Conference on May 19th 9 am-3pm at VTC in Randolph is an opportunity for anyone interested in trees like arborists, tree wardens, tree committees, etc to learn about trees. Awards will be given out like Tree Steward awards and Tree City, Tree Campus and Tree Utility and lunch is served. Vermont Urban Forestry Program is sponsoring.

VIII. PR

Discussion of announcing the Arbor Day Conference, Tree City USA award and getting a picture of TAC with small blurb for PR for year 8 of receiving this award including what the criteria was to get the award, etc.

Will plan in late April to announce the planting at the nursery on May 6th and can tie into earth day. Nick may have previous language for the planting day.

The Arbor Day banner will be out for the week of May 1st in celebration of Arbor Day, May 5th for VT and info on planting a tree on the website will coincide as public education.

Will announce Hiawatha School Arbor Day event after May 4th including approved photos and a brief description.

June 3rd is the date for the Essex Junction Historic Tree Walk chosen because Burlington may do one on the 10th. A press release for the Tree Walk including who, what, where, when and info on the special trees and history of homes in Essex Junction needed. Also to include details on where to start, duration, who's speaking.

IX. Other Business

Nicole thanked Nick for heading up the Arbor Day banner creation and he in turn gave credit to Ashley Snellenberger for her work on it.

X. Date for Next Meeting

The Committee will meet on April 18th at 5:00 p.m.

Adjournment

Nick made a motion to adjourn at 6:00pm, 2nd Rich, 3rd by Warren.

**TOWN OF ESSEX / CITY OF ESSEX JUNCTION
JOINT HOUSING COMMISSION
Minutes of March 15, 2023**

City Representatives: Katie Ballard, Chair; Gabrielle Smith, Vice Chair; Ned Daly.

Town Representatives: Rupesh Asher; Deb Flannery; Mark Redmond.

Administration and Staff: Kent Johnson, Regina Mahoney, Katherine Sonnick, Chris Yuen.

1. CALL TO ORDER

Ballard called the meeting to order at 3:02 PM. There were no proposed changes to the agenda.

2. PUBLIC TO BE HEARD

There was no public to be heard.

3. BUSINESS ITEMS

a. Approval of Minutes

Smith made a motion, seconded by Daly, to approve the minutes of March 1, 2023. The motion passed 5-0-1.

b. Housing Trust Fund Discussion

Smith provided a review of the March 1 conversation around discussing each item the HTF could be used for, referencing Yuen's chart to break each item down. Yuen stated he could provide more context on the fourth column, which reflected conversation amongst Commissioners about what they felt would be low, medium, or high priority to use the HTF for. Flannery agreed that it was reflective of the last meeting's conversation. Ballard appreciated the context and proposed for future meetings, that more information about discussion topics is reviewed.

Ballard clarified that Staff would not be running the HTF group or items it would potentially fund and that a separate group would oversee the HTF. Based on that clarification, Yuen further explained that column two would show staff time needed per HTF topic assuming Staff would be heavily involved. Johnson confirmed that there is not additional capacity among Staff, beyond supporting Commission meetings and doing preliminary research into conversation topics, to support major projects put forward by the HC; Ballard reinforced that the HC does not have expectations that Staff are taking on more for the HC and that if the HTF moves forward, there would be a proposal to increase Staff capacity. Johnson sees a detailed proposal for funding and specific objectives of the HTF would be the next thing to bring back to the Select Board and/or Planning Commission.

Ballard added context that the Select Board liked the idea of the HTF and noted they would not look at it within the first year following separation. Once potential uses were narrowed down, the HC would review other HTFs in the State to research funding amounts and sources, and then finally identify the funding mechanism to build the HTF. The next proposal to the Select Board would outline all of these details. After separation, each Commission will need to carry the conversation forward for their respective community. The timeline to re-present to the City Council and Select Board would be late Summer 2023 into early Fall 2023, and they also hoped we'd obtain community feedback, which informs our discussion to schedule outreach sessions in

the community. Johnson appreciated this background and agreed there is staff capacity to support what the Select Board and Planning Commission would want to see, while also working to move other items that are a priority for the HC forward. Ballard also cites that we are months away from separation and still need to get structures in place to separate and move these topics forward for the City and for the Town.

Coming back to the HTF topics, Smith wondered if there were any other topics the HC wanted to review. Smith would like to separate supportive housing and low-barrier funding for prevention services, Ballard agreed, and Yuen said he can update the priority list to make them two objectives again. Ballard was surprised they were lower priority on the list as other HTFs do not offer this service and the HC has talked about this being a priority for a long time. Flannery offered that from last meeting, a comment was made that the HTF distributing funds directly to households at risk wouldn't support the need for reciprocal funds. Ballard clarified that parameters could be added around how often households could request funds or how much they could apply for. Smith thinks that having this service available would have a large impact on the community to keep families and individuals in their homes and to reduce the impacts of experiencing homelessness or living in at-risk status.

Johnson reiterated that last meeting's discussion was through the lens of what a municipality could support and echoes what Smith and Ballard have mentioned that by serving individual households, there will be a boarder positive impact on the community, and how to go about making it feasible for our community. Yuen specifies the third column in his notes noted the benefits and challenges of each item through discussion with the HC. Yuen is updating the list and supports separating prevention services and low-barrier funds for homelessness prevention. Ballard also cautions against stating some HTF uses are "duplicative" of existing programs because the intention through the HC would be to make eligibility more accessible to serve populations that might not be able to access existing services. Flannery offers that the HTF would be set up to build an asset through continued funds coming into the Trust Fund and offered perspective that there is an existing fragmented system of financial assistance supports and could cause more confusion or not guarantee the appropriate eligible population has access to the funds and offered that working towards a permanent asset that can continue to grow would be a benefit. Ballard would like to look more into that model as she hadn't seen a HTF set up in that way.

Smith offered that the joint HC might want to wait until after separation to look into details of this as she also believes a sustainable HTF is best and through her advocacy in the City, would like to see a mix of what Flannery and Ballard are discussing around the HTF. Smith also wonders where the HC is at with separation since the HC had planned to separate around April and Smith is curious what the Town and the City want to see their respective Commissions work on. Johnson agrees that each Commission may approach projects differently and thinks talking about

Johnson and Yuen will check on advertisement for vacancies on the HC, especially through Front Porch Forum and respective websites. There is an existing ad in place that can be used. The City has four of five representatives filled, if everyone currently serving on the Commission seeks reappointment. The Town will have three of five positions filled if everyone seeks reappointment; Ballard shared that Redmond is not planning to seek reappointment. Mahoney confirmed that the ad for vacancies can be reposted.

- c. Housing Commission outreach
Housing Commission outreach was not reviewed at today's meeting.
- d. Updates on HC presentation to the City's Planning Commission
This agenda item was not reviewed at today's meeting.

e. Housing Commission Separation

Taylor (not present at today's meeting) has reached out to Ballard to understand the role and responsibilities of the Chair position on the HC. Makeup of the Commission has changed since separation was voted on and there are still vacancies. A focused discussion on Separation might be better for end of April or May. Johnson offered that focusing on recruitment and advertising the vacancies might be the best place to start. Efforts would be better focused on the Town's vacancies. Smith advocated for a social media push of advertising as well, noting that social media groups are effective in this community; both entities are in need of members. Ballard asked Staff if quorum could be adjusted once separation is final, as the Commission Charters will be adjusted. Separation needs to happen by July 1, 2023.

Upon separation, the City will need a Clerk. The Town needs to identify a Chair, Vice-Chair, and a Clerk. Concerns are shared within the Commission that even if temporary officers can't be identified to fill these roles while vacancies are advertised, there may not be sufficient governing structure to effectively separate and move forward with separation. Ballard asked Asher and Flannery if they are willing to take on a leadership position within the Commission; Asher and Flannery both confirmed they are willing to in order to help the Commission.

Johnson will look into advertisements for the vacancy seats, adjusted charter and quorum, and whether or not it's been decided what the Charter and quorums would be. Ballard shared our ideal was to have seven members on each Commission, with a quorum of four members present. Ballard asked to know that for sure for the next meeting so we can move forward with other policies the Joint Commission is working on. Yuen shared he will also check on these items from the City's perspective as well.

Smith advocated that Separation should be the first topic on the next meeting's agenda so we can talk through details of roles, how to separate, when to separate, and discuss all of that while acknowledging the HC is behind where it thought it'd be at this time.

Smith also offered that it may make sense to vote on the HTF priorities separately because it might not make sense to move forward with them as a joint HC where separation is coming up in three months, and wants to ensure both entities are prepared to move forward formally after July 1, 2023. Ballard clarifies that co-positions can be identified but formal appointments can't be made until Charters are adjusted.

Ballard is open to answering questions from any Commissioner thinking about taking on leadership positions within the Commission.

- f. Updates from Staff, if applicable
This agenda item was not reviewed at today's meeting.
- g. Town Plan Workgroup update, if applicable
- h. There was no update on the Town Plan Workgroup.

4. BOARD MEMBER COMMENTS

5. READING FILE

There was no discussion on the reading file.

6. ADJOURN

CHAIR adjourned the meeting at 4:33pm.

Minutes prepared and submitted by Emily Taylor, Clerk.

Brownell Library Trustees

Meeting Minutes

Date: 3/21/23

Minutes submitted by: Ann Wadsworth

Brownell Trustees in attendance: Dottie Bergendahl, Linda Costello, Helen Donahey, Jeanne Grant, Joe Knox, Andy Kolovos, Christine Packard, Sheila Porter, Ann Wadsworth, Teen Trustee Lily Larsen, Teen Trustee Celine Yao

Brownell Staff in Attendance: Wendy Hysko, River West

Other Attendees: none

Meeting called to order at/by: 7:00 by Jeanne Grant

1. Agenda Changes/Deletions: A formal thank you and gift were given to Christine Packard for her 17 years as Chairperson of the Library Trustees.

2. Minutes of Tuesday, February 21, 2023

After the correction of two people's names, Sheila moved to accept the minutes as corrected; Christine seconded. Minutes accepted as corrected.

3. Financial Report:

Checking account balance is \$2195.47; \$1.28 earned in interest.

CD is \$2841.07, matures April 2023, will roll over unless we tell them differently. Joe recommends rolling it over.

Christine moved to roll over CD; Sheila seconded. Motion accepted.

Christine moved to acknowledge financial report; Sheila seconded.

Financial report acknowledged unanimously.

4. Announcements

none

5. Reports: Library Director and Staff Report

Ann asked River about "How to Have the Talk with Your Kids" program. Discussion ensued about privacy issues regarding recording library programs.

Dottie asked about the locked metal sharps containers that the library would like to purchase for the bathrooms.

Dottie asked about the woman who has been sleeping on the couch and putting her feet on the furniture. Wendy doesn't think she's been back since the social worker talked with her.

The English Language Learner's Conversation Group is being moved to Wednesday afternoons to coincide with a program at the Teen Center.

6. Committee Reports

There are no committees.

7. Foundation Report:

The Foundation board met last night. A decision was made that the children's summer program winners can choose any book from the book sale room. Foundation members are in favor of the trustees having the book sale on Memorial Day.

8. Old Business:

COVID library operations update

Some staff members have been out sick with Covid.

Essex Junction Independence plan update.

Discussion about City annual meeting on April 11; virtual informational meeting on April 10. Voting at Fairgrounds.

9. New Business:

Library Trustees site content review

Wendy went over the library trustees site.

10. Adjournment

Christine moved to adjourn, Sheila seconded. Meeting adjourned at 7:50.

This meeting will be held at Brownell Library in the Library's Kolvoord Community Room, 6 Lincoln St. Essex Junction, Vermont. Accommodations will be provided upon request to the Library Director to assure that library meetings are accessible to all individuals regardless of disability.

Note on Vermont Open Meeting Law - minutes must be taken at every public meeting and must include at least the members present, active participants, motions made, and votes taken. And posted on website and be available by request within 5 days of meeting.

****Minutes should be provided to Library Staff for posting by Friday afternoon of the meeting week to adhere to Vermont Open Meeting law. ****