



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

Online & 2 Lincoln St.
Essex Junction, VT 05452
Wednesday, August 23, 2023
6:30 PM

E-mail: admin@essexjunction.org

www.essexjunction.org

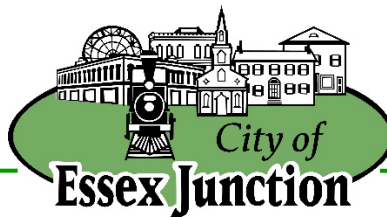
Phone: (802) 878-6944

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 Global Foundries' Solar Projects
 - b. Discussion of Emergency Management Plans and Procedures
 - c. Discussion of Code Enforcement and Rental Registry Program
 - d. Discussion and Consideration of VLCT Annual Meeting Voting Delegate
 - e. FY24 Tax Rate Increase Correction and Clarification
 - f. *Discussion and Consideration of an Executive Session to discuss pending or probable civil litigation
6. **CONSENT ITEMS**
 - a. Approve Check Warrants #24003 (081023); #24004 (081123)
 - b. Approve Minutes: August 9, 2023
 - c. Acting as the Liquor Control Commission: Tobacco License Approval
 - d. Approve Village Center & Neighborhood Development Area Renewals
 - e. Pleasant Street Block Party
7. **READING FILE**
 - a. Council Member & Manager Comments
 - b. Howard Center Community Outreach Q4 FY23 Report
 - c. Bike/Walk Advisory Committee Minutes: July 17, 2023
 - d. Capital Program Review Committee Minutes: August 1, 2023
 - e. Planning Commission Minutes: August 10, 2023
 - f. Tree Advisory Committee Minutes: July 18, 2023 & August 16, 2023
 - g. Brownell Library Trustee Minutes: August 15, 2023
8. **EXECUTIVE SESSION**
 - a. *An executive session may be needed to discuss pending or probable civil litigation
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. Regarding zoom participants, if individuals interrupt, they will be muted; and if they interrupt a second time they will be removed. This agenda is available in alternative formats upon request. Meetings of the City Council, like all programs and activities of the City of Essex Junction, are accessible to people with disabilities. For information on accessibility or this agenda, call the City Manager's office at 802-878-6944 TTY: 7-1-1 or (800) 253-0191.



MEMORANDUM

To: City Council

From: Regina Mahony, City Manager

Meeting Date: 8/23/23

Subject: Discussion and Consideration of Global Foundries' Solar Projects

Issue: Global Foundries is preparing to submit two Certificate of Public Good Petitions to the state Public Utility Commission (PUC) for solar projects. The City Council and Planning Commission may provide comments to the Public Utilities Commission if they so choose.

Discussion:

Encore Renewable Energy is the Burlington based solar developer which is proposing to develop and build these projects. They submitted the Advance Notices for the two separate solar projects on the Global Foundries Essex Campus to me on 8/1/2023.

The scope of studies needed to compile the full Certificate of Public Good Petitions are still being worked on, but this can be a helpful time for the petitioners to hear any questions or comments that the Council might have. Encore is attending the meeting to introduce the projects in a more detailed manner and answer any questions the City Council may have.

There were a few questions I had after reviewing the projects. I am including the questions and answers here for your information:

1. Will the parking lots in the B1 project remain parking lots with the solar canopies above them?
Within the B array, the plan is to install some areas with typical fixed tilt (FT) racking, and other areas with parking canopies. We can share our detailed decision making process regarding the balance of parking canopies with fixed tilt racking.
2. Where is the floodplain in relation to the panels in the B1 project? I don't see it in the legend on pg. 8.
I will have our natural resources advisor provide mapping for the floodplain in relation to that array. I am confident that the array is not within the floodplain. In any case the Agency of Natural Resources regulates floodplains and flood hazard areas, and if there are any panels planned in proximity to a floodplain, we will be required to procure a floodplain permit through the ANR.
3. Will you be able to see the panels in the Group A project from Rte. 117?
Yes - the panels in Group A project are likely to be visible from 117. We are in the process of developing a vegetative screening plan to mitigate the visibility of that array. We are working with a landscape architect to assess visibility and to create a screening plan. I must also convey that vegetative screening is intended to break up the visibility of the array. The intent of screening plantings is to mitigate the visibility, the intent is never to screen the array from view completely.

Cost: None

Recommendation:

No formal action is needed by the Council. However, if the Council chooses you may submit comments to the PUC.

Recommended Motion:

If the Council chooses to submit comments to the PUC, here is a suggested motion:

"I move that the Council authorize the City Manager to write a letter to the PUC with comments as discussed."

Attachments:

Group A 45 Day Notice

Group B1 45 Day Notice



August 1st, 2023

City of Essex Junction City Council
City of Essex Junction Planning Commission
Chittenden County Regional Planning Commission

**Re: Essex A North Lot Solar, LLC's 45-Day Notice to Persons and Entities
Entitled to Notice Pursuant to Public Utility Commission Rule 5.402(A), for a
Proposed 4.95 MW Solar Array to be located off Robinson Pkwy in Essex Junction,
VT.**

Dear Sir or Madam:

Essex A North Lot Solar, LLC (the "Applicant"), is pleased to provide you with this 45-Day notice in advance of filing a petition for a Certificate of Public Good with the Vermont Public Utility Commission ("Commission" or "PUC"), for a 4.95 MW solar electric generation facility to be known as the "Essex A North Lot Solar Project" (the "Project"). The Applicant proposes to construct the Project on GlobalFoundries property located off Robinson Parkway in Essex Junction, Vermont (the "Site"). This notice is provided in accordance with 30 VSA § 248, Vermont Statutes Annotated ("Section 248"), and Public Utility Commission Rule 5.402.

Pursuant to Commission Rule 5.402, the following letter includes information sufficient to understand the overall Project including the location of the facility, a description of the proposed Project, construction plans and equipment to be used. This letter also describes the rights of the noticed parties to comment on the Project plans and participate in the Section 248 review process.

This letter contains descriptions of the following:

- I. 30 V.S.A. § 248 Process Information;
- II. Project Description;
- III. Site Selection and Consideration of Alternatives
- IV. Construction and Transportation
- V. Preliminary Assessment of Environmental and Aesthetic Impacts;
- VI. Project Benefits;
- VII. Expected Filing Date.

Included as attachments to this letter are:

- I. Location Map / Preliminary Site Plan
- II. Preliminary Natural Resources Map

II. Representative Equipment Specifications

I. 30 V.S.A. Section 248 Petition and Notice

The state permitting process for electric generation facilities requires the Applicant to provide notice to certain entities and persons 45-days prior to a formal filing with the PUC. These include:

- The affected municipal legislative bodies;
- The affected municipal and regional planning commissions; and
- The Public Utility Commission.

The Applicant has also provided this 45-day notice to:

- The Department of Public Service
- The Agency of Natural Resources

Per Commission Rule 5.402(A), the municipal and regional planning commissions shall make recommendations, if any, at least seven (7) days prior to the intended filing date, which filing date is expected to be 45 days from the date of this notice.

Affected municipal and regional planning commissions may also provide revised recommendations within 45 days of the date on which the Applicant files its petition with the Commission, if the petition contains new or more detailed information that was not previously included in the original filing with the municipal and regional planning commissions pursuant to Section 248(f).

Recommendations made to the Commission pursuant to Section 248(f), or the lack of such recommendations, shall not preclude municipal or regional planning commissions from presenting evidence during technical hearings if granted party status.

Please send all recommendations during this 45-Day notice period to:

Vermont Public Utility Commission
c/o Clerk of the Commission
112 State Street
Montpelier, VT 05620-2701

AND

Encore Renewable Energy
Attn: Phillip D. Foy
P.O. Box 1072
Burlington, VT 05402
Tel: (802) 861-3023

phillip@encorerenewableenergy.com

For additional information regarding this process, including your commission's right to participate in the Public Utility Commission proceeding, please refer to the "Citizen's Guide to the Vermont Public Utility Commission's Section 248 Process," which can be found at <https://puc.vermont.gov/document/citizen-guide-public-utility-commission>.

II. Project Description

The Applicant is proposing a 4.95 MW solar project on property located off Robinson Parkway in Essex Junction, Vermont. The array will occupy roughly 30 acres of the greater 228-acre parcel. The electricity generated by this Project will flow to GlobalFoundries' electric grid.

The Site location, array footprint, and approximate property boundaries are shown in the preliminary site plan attached as Exhibit 1. Vermont Route 117 is to the north of the Project. In summary, the Project will consist of:

- Approximately 12,000 solar panels installed on ground-mounted racking systems across roughly 30 acres of the Site:
 - Coated with non-reflective glazing;
 - Approximately 10-15 feet off the ground at their highest point.
 - Modules are to be mounted on fixed tilt racking systems with rows running east-west.
- A network of string inverters dispersed across the array connected with underground cables installed in protective conduit;
- A 7-8 ft agricultural style perimeter fence;
- Temporary laydown area for delivery and short-term storage of materials; and
- An approximate 850-ft extension of 3-phase power to the Site for interconnection into GMP's grid, from the existing distribution service on Robinson Parkway;
- Utilizing GlobalFoundries' existing road infrastructure for access for the projects

III. Site Selection and Consideration of Alternatives

This site was selected because of the site's proximity to substation infrastructure, access to three phase transmission infrastructure, even topography, and limited environmental impacts.

The applicant worked with its consultants to configure the Project in a way that would maximize the potential energy generation benefits while minimizing environmental and aesthetic impacts. The Applicant will continue working with all stakeholders prior to filing the CPG petition and thereafter to address any concerns.

IV. Construction & Transportation

The Applicant proposes to deliver materials for the Project using trucks and state and local roads, which are accustomed to the type of traffic representative of the proposed daily delivery of materials. Deliveries will be made to a temporary construction staging area on the Site, located off the proposed access drive. Most all transportation activity will occur during the construction phase, which would last between three and five months.

The Project is not expected to require oversize or overweight deliveries. Access to and from the Site will be restricted by perimeter fencing in order to secure the Site and prevent the public from entering the facility. All equipment associated with the Project will be installed in accordance with all applicable regulations and electrical codes.

V. Preliminary Impact Assessment

i. Aesthetics

The project would be setback approximately 345 feet from Route 117, which is north of the Project. From a preliminary review by Encore Renewable Energy, it is planned that screening plantings will be planted between the Project and Route 117.

In preparation for the CPG application for the Project, the Applicant will engage T.J. Boyle Associates of Burlington, Vermont to perform a review of potential aesthetic impacts resulting from the Project.

Overall, preliminary review by Encore Renewable Energy indicates that the Project would not result in undue impacts to the aesthetic and scenic and natural beauty of the area. The Applicant will continue to work with Essex Junction, adjoining property owners, and T.J. Boyle Associates in order to address any potential aesthetic impacts. The Applicant will file the complete TJ Boyle aesthetic report, and final mitigation measures, where warranted, with the complete petition.

ii. Environmental

The Applicant has engaged VHB, Inc. to perform preliminary due diligence as well as detailed natural resource assessments and delineations, including both database and field surveys. Results of those studies will be provided in the final petition.

Given that the project is located within an existing agricultural field, parking lots, and previously disturbed mound of soil, the likelihood of impacts to most natural resources is low. VHB will conduct natural resource assessments, and impact analyses (where applicable) will be completed for criteria considered under Section 248 and as relevant to any additional necessary environmental permitting.

The Applicant will consult with state and federal agency staff as necessary pending results of detailed natural resource studies, which will inform Project design to avoid resources where possible and/or secure necessary permits, reviews, and approvals.

VI. Project Benefits

The Project is being developed in cooperation with GMP to provide locally generated renewable energy to GlobalFoundries. As its own electric utility, the Project will contribute to GlobalFoundries' achievement of the requirements under the Vermont Renewable Energy Standards by creating new, locally generated renewable energy. In addition, the Project will generate a new source of property tax revenue for the municipality.

VII. Conclusion

The Project is not expected to result in undue adverse impacts to the applicable criteria. The Applicant looks forward to submitting the full Section 248 petition package, which will contain all of the information required by the PUC to evaluate the merits of the Project for potential award of a Certificate of Public Good and inform others of the Project's impacts and value.

The Applicant intends to file a Section 248 Petition and supporting materials with the PUC soon after the expiration of this 45-day notice period, which is expected to be no sooner than October 5th, 2023.

We look forward to receiving any input or suggestions you may have as we move through the Section 248 process. If you have any questions you may direct them to the Applicant by phone at 802-861-3023 or by email at phillip@encorerenewableenergy.com.

Sincerely,



Phillip D. Foy
General Counsel
Encore Renewable Energy

Attachment 1 – Preliminary Site Plan
Attachment 2 – Preliminary Natural Resources Map
Attachment 3 – Representative Equipment Specifications

Copy to:

Vermont Public Utility Commission
112 State Street
Montpelier, Vermont 05620-2701

Department of Public Service
James Porter, Director for Public Advocacy
112 State Street - Third Floor
Montpelier, Vermont 05620-2601

Agency of Natural Resources
Secretary's Office
1 National Life Drive, Davis 2
Montpelier, Vermont 05620-3901

Green Mountain Power
163 Acorn Lane
Colchester, VT 05446

GlobalFoundries
1000 River Street
Essex Junction, VT 05452

Chittenden County Regional Planning Commission
110 W Canal St #202
Winooski, VT 05404

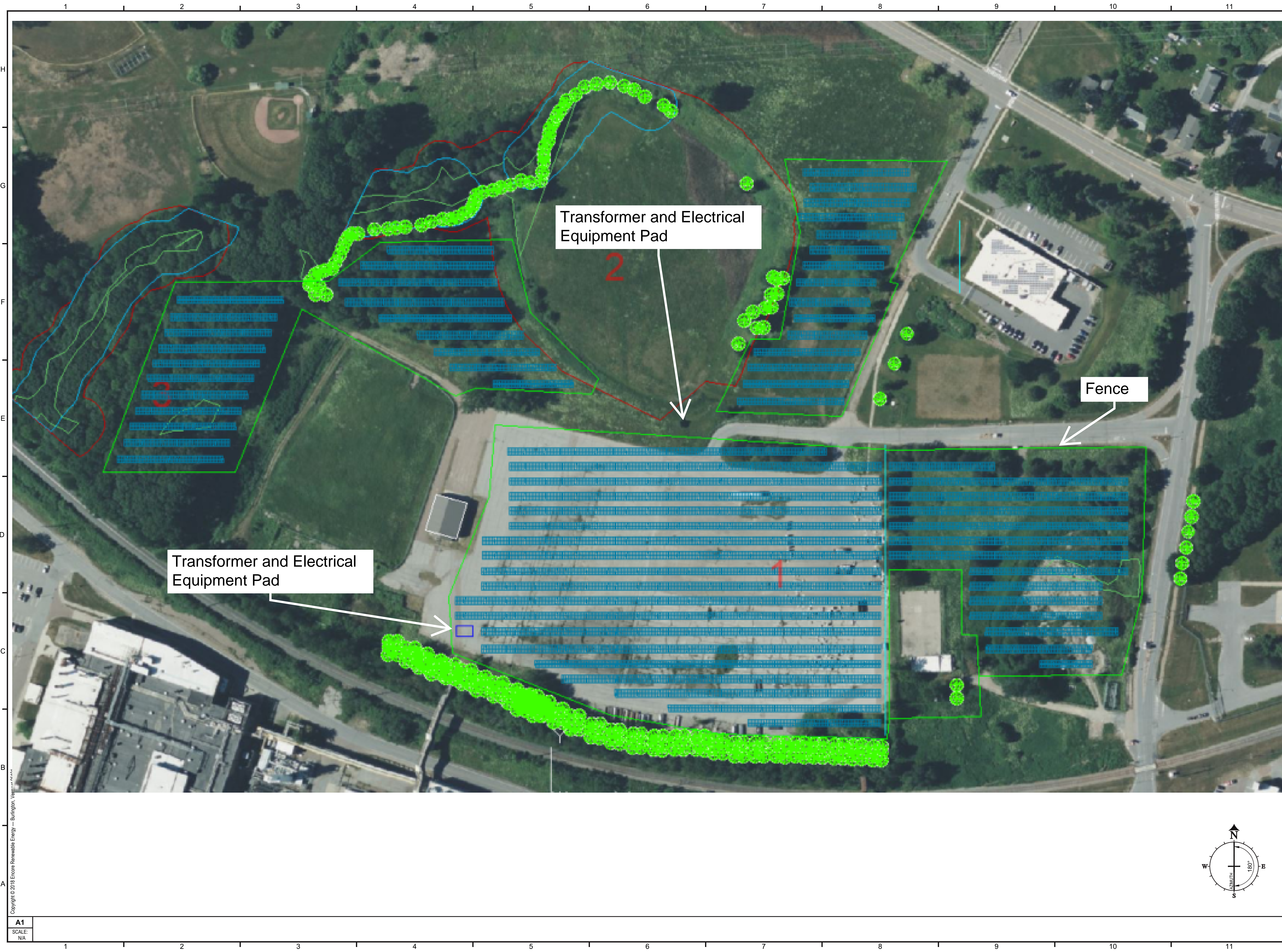
City of Essex Junction City Council
2 Lincoln St
Essex Junction, VT 05452

City of Essex Junction Planning Commission
2 Lincoln St
Essex Junction, VT 05452

Natural Resources Board
District #6 Environmental Commission
10 Baldwin Street
Montpelier, VT 05633-3201

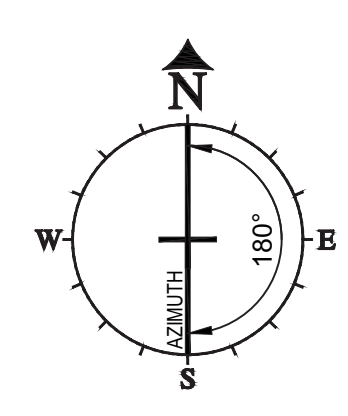
Agency of Agriculture and Food Markets
Secretary Anson Tebbetts
116 State Street
Montpelier, Vt 05620-2901

Department of Historic Preservation
Laura V. Trieschmann
One National Life Drive
Deane C. Davis Building, 6th Floor
Montpelier, VT 05620-0501



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A1
SCALE:
N/A



Leaders in Distributed Energy Generation.
110 Main Street, Suite 2E
Burlington, VT 05401
802-861-3023
www.encorerenewableenergy.com

PROFESSIONAL SEAL

ENGINEER'S SEAL APPLIES TO DESIGN OF STRUCTURAL COMPONENTS ONLY

Global Foundries IX Group A

Concept Plan

Type	Fenced Area	
FT	~30 acres	
Intrarow Spacing	Tilt	Azimuth
	25°	180°
Module Rating / Count		
540W 12,428 Modules		
DC Rating	AC Rating	
6.711 MW	4.95 MW	
Interconnection		
Existing line	Line Extension	Site Extension
x ft	y ft	z ft

RELEASE RECORD

5	08/01/2023	45 Day Notice ZB
4	03/17/2023	
3	09/14/2022	
2	09/08/2022	
1	09/06/2022	
DATE	DESCRIPTION	

PROJECT INFORMATION
TITLE & ADDRESS:
1040 Robinson Pkwy,
Essex Junction, 05452
ER PROJECT No.:
DRAWN BY: ZB
REVIEWED BY:
SHEET TITLE:
Concept Plan
SHEET No.:
P-102



LEGEND

- Mapped Vernal Pools
- Rare Threatened and Endange
- RTE Animal
- RTE Plant
- Deer Wintering Areas
- Wetland - VSWI
 - Class 1 Wetland
 - Class 2 Wetland
 - Wetland Buffer
- Parcels (standardized)
- Stream
 - Stream
 - Intermittent Stream
- Roads
 - Interstate
 - US Highway; 1
 - State Highway
 - Town Highway (Class 1)
 - Town Highway (Class 2,3)
 - Town Highway (Class 4)
 - State Forest Trail
 - National Forest Trail
 - Legal Trail
 - Private Road/Driveway
 - Proposed Roads
- Town Boundary

NOTES

Map created using ANR's Natural Resources Atlas





PREC BIFACIAL

PV MODULE

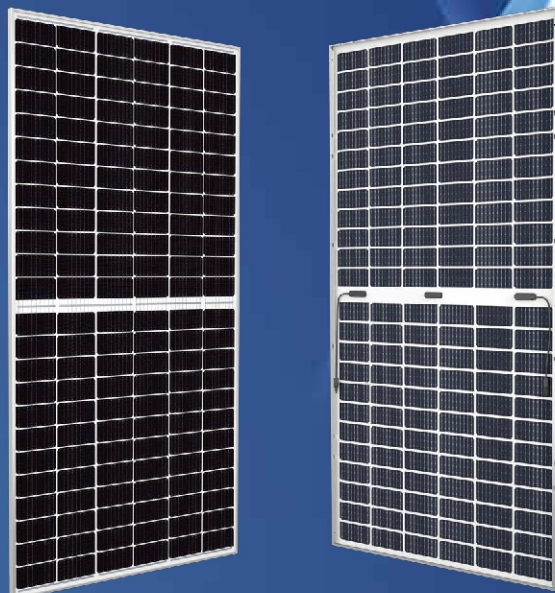
ET-M772BH525TW 530W

ET-M772BH530TW 535W

ET-M772BH535TW 540W

ET-M772BH540TW 545W

ET-M772BH545TW 550W



KEY FEATURES



Enhanced safety by excellent fire resistance



Perfect for sandy, snowy and high latitude regions



Bifacial technology enables additional energy harvesting from rear side(up to 25%)

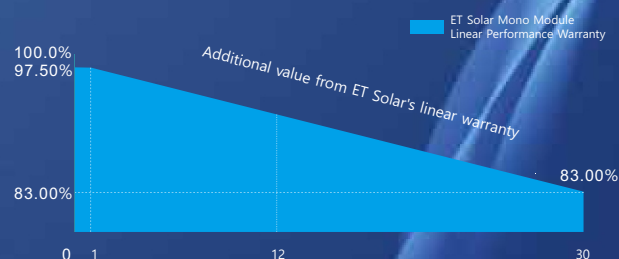


Lower operating temperature, more reliable



Cut cell, Less internal power loss, Less mismatch loss

WARRANTY



IEC61215
IEC61730
UL61215
UL61730



Guarantee on product material and workmanship



linear power output warranty

ET SOLAR
support@etsolar.hk



ELECTRICAL SPECIFICATIONS

Module Type	ET-M772BH530TW ET-M772BH530TB		ET-M772BH535TW ET-M772BH535TB		ET-M772BH540TW ET-M772BH540TB		ET-M772BH545TW ET-M772BH545TB		ET-M772BH550TW ET-M772BH550TB	
Maximum Power -P _{mp} (W)	530	398	535	401	540	405	545	409	550	349
Open Circuit Voltage -V _{oc} (V)	49.30	46.20	49.45	46.24	49.60	46.28	49.75	46.32	49.90	46.16
Short Circuit Current -I _{sc} (A)	13.72	11.29	13.79	11.38	13.86	11.46	13.93	11.54	14.00	11.20
Maximum Power Voltage -V _{mp} (V)	41.31	37.18	41.47	37.24	41.64	37.30	41.80	37.36	41.96	37.12
Maximum Power Current -I _{mp} (A)	12.83	10.69	12.90	10.77	12.97	10.86	13.04	10.94	13.11	11.03
Module Efficiency STC-η _m (%)	20.5%		20.7%		20.8%		21.0%		21.3%	
Power Tolerance (W)					(0 , +4.99)					
Pmax Temperature Coefficient					-0.350%/°C					
Voc Temperature Coefficient					-0.290 %/°C					
Isc Temperature Coefficient					+0.048 %/°C					

STC: Irradiance 1000 W/m² module temperature 25°C AM=1.5

REAR SIDE POWER GAIN (ET-M772BH535TW)

Parameter	10%	15%	20%	25%
Power Gain	10%	15%	20%	25%
Maximum Power - P_{mp} (W)	589	615	642	669
Open Circuit Voltage - V_{oc} (V)	49.06	49.06	49.06	49.06
Short Circuit Current - I_{sc} (A)	15.13	15.81	16.50	17.19
Maximum Power Voltage - V_{mp} (V)	42.67	42.67	42.67	42.67
Maximum Power Current - I_{mn} (A)	13.79	14.42	15.05	15.68

MECHANICAL SPECIFICATIONS

External Dimension	2279 x 1134 x 35mm
Weight	28kg
Solar Cells	PERC Mono crystalline 182 x 91 mm (144pcs)
Front Glass	3.2mm AR coating tempered glass
Frame	Anodized aluminium alloy
Junction Box	IP68, 3 diodes
Output Cables	4.0 mm², Portrait:350mm(+)/250mm(-) Or customized
Connector	MC4 Compatible

APPLICATION CONDITIONS

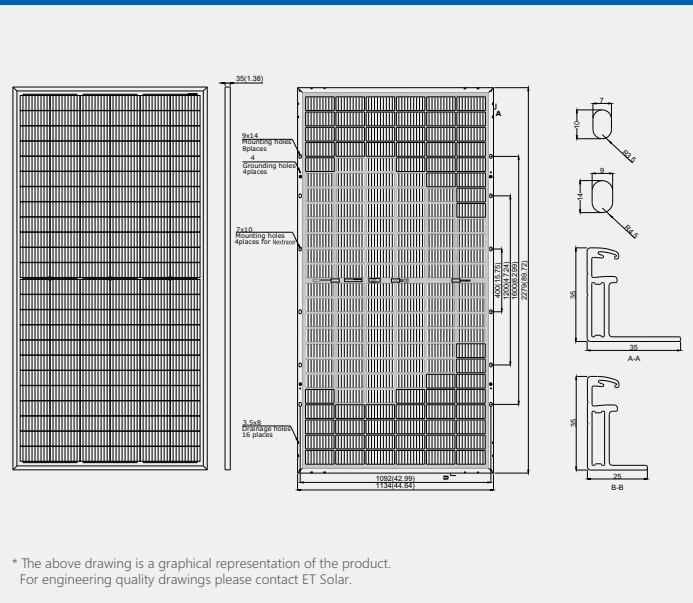
Maximum System Voltage	1500VDC
Maximum Series Fuse Rating	30A
Operating Temperature	-40~+85 °C
Nominal Operating Cell Temperature	45±2 °C

PACKING MANNER

Container	40'HQ
Pieces per Pallet	31
Pallets per Container	20
Pieces per Container	620

PHYSICAL CHARACTERISTICS Unit:mm

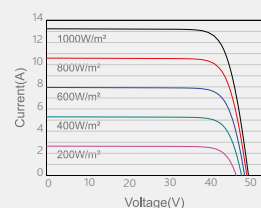
Unit:mm



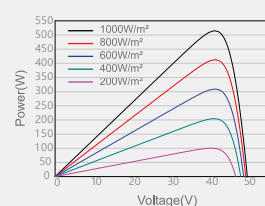
* The above drawing is a graphical representation of the product.
For engineering quality drawings please contact ET Solar.

CURVE

Current-Voltage Curve (530W)



Power-Voltage Curve (530W)



Note: the specifications are obtained under the Standard Test Conditions (STCs): 1000 W/m² solar irradiance, 1.5 Air Mass, and cell temperature of 25°C. The NOCT is obtained under the Test Conditions: 800 W/m², 20°C ambient temperature, 1m/s wind speed, AM 1.5 spectrum.

The specifications are subject to change without prior notice.

100/125kW, 1500Vdc String Inverters for North America



CPS SCH100/125KTL-DO/US-600

The 100 & 125kW high power CPS three phase string inverters are designed for ground mount applications. The units are high performance, advanced and reliable inverters designed specifically for the North American environment and grid. High efficiency at 99.1% peak and 98.5% CEC, wide operating voltages, broad temperature ranges and a NEMA Type 4X enclosure enable this inverter platform to operate at high performance across many applications. The CPS 100/125kW products ship with the Standard or Centralized Wire-box, each fully integrated and separable with AC and DC disconnect switches. The Standard Wire-box includes touch safe fusing for up to 20 strings. The CPS FlexOM Gateway enables communication, controls and remote product upgrades.

Key Features

- NFPA 70, NEC 2014 and 2017 compliant
- Touch safe DC Fuse holders adds convenience and safety
- CPS FlexOM Gateway enables remote FW upgrades
- Integrated AC & DC disconnect switches
- 1 MPPT with 20 fused inputs for maximum flexibility
- Copper and Aluminum compatible AC connections
- NEMA Type 4X outdoor rated, tough tested enclosure
- Advanced Smart-Grid features (CA Rule 21 certified)
- kVA Headroom yields 100kW @ 0.9PF and 125kW @ 0.95PF
- Generous 1.87 and 1.5 DC/AC Inverter Load Ratios
- Separable wire-box design for fast service
- Standard 5 year warranty with extensions to 20 years



100/125KTL Standard Wire-box



100/125KTL Centralized Wire-box

Model Name	CPS SCH100KTL-DO/US-600		CPS SCH125KTL-DO/US-600
DC Input			
Max. PV Power	187.5kW		
Max. DC Input Voltage	1500V		
Operating DC Input Voltage Range	860-1450Vdc		
Start-up DC Input Voltage / Power	900V / 250W		
Number of MPP Trackers	1		
MPPT Voltage Range ¹	870-1300Vdc		
Max. PV Input Current (Isc x1.25)	275A		
Number of DC Inputs	20 PV source circuits, pos. & neg. fused (Standard Wire-box) 1 PV output circuit, 1-2 terminations per pole, non-fused (Centralized Wire-box)		
DC Disconnection Type	Load-rated DC switch		
DC Surge Protection	Type II MOV (with indicator/remote signaling), Up=2.5kV, In=20kA (8/20uS)		
AC Output			
Rated AC Output Power	100kW	125kW	
Max. AC Output Power ²	100kVA (111KVA @ PF>0.9)	125kVA (132KVA @ PF>0.95)	
Rated Output Voltage	600Vac		
Output Voltage Range ³	528-660Vac		
Grid Connection Type ⁴	3Φ / PE / N (Neutral optional)		
Max. AC Output Current @600Vac	96.2/106.8A	120.3/127.0A	
Rated Output Frequency	60Hz		
Output Frequency Range ³	57-63Hz		
Power Factor	>0.99 (±0.8 adjustable)	>0.99 (±0.8 adjustable)	
Current THD	<3%		
Max. Fault Current Contribution (1-cycle RMS)	41.47A		
Max. OCPD Rating	200A		
AC Disconnection Type	Load-rated AC switch		
AC Surge Protection	Type II MOV (with indicator/remote signaling), Up=2.5kV, In=20kA (8/20uS)		
System			
Topology	Transformerless		
Max. Efficiency	99.1%		
CEC Efficiency	98.5%		
Stand-by / Night Consumption	<4W		
Environment			
Enclosure Protection Degree	NEMA Type 4X		
Cooling Method	Variable speed cooling fans		
Operating Temperature Range	-22°F to +140°F / -30°C to +60°C (derating from +113°F / +45°C)		
Non-Operating Temperature Range ⁵	-40°F to +158°F / -40°C to +70°C maximum		
Operating Humidity	0-100%		
Operating Altitude	8202ft / 2500m (no derating)		
Audible Noise	<65dBA@1m and 25°C		
Display and Communication			
User Interface and Display	LED Indicators, WiFi + APP		
Inverter Monitoring	Modbus RS485		
Site Level Monitoring	CPS FlexOM Gateway (1 per 32 inverters)		
Modbus Data Mapping	SunSpec/CPS		
Remote Diagnostics / FW Upgrade Functions	Standard / (with FlexOM Gateway)		
Mechanical			
Dimensions (WxHxD)	45.28x24.25x9.84in (1150x616x250mm) with Standard Wire-box 39.37x24.25x9.84in (1000x616x250mm) with Centralized Wire-box		
Weight	Inverter: 121lbs / 55kg; Wire-box: 55lbs / 25kg (Standard Wire-box); 33lbs / 15kg (Centralized Wire-box)		
Mounting / Installation Angle	15 - 90 degrees from horizontal (vertical or angled)		
AC Termination	M10 Stud Type Terminal [3Φ] (Wire range: 1/0AWG - 500kcmil CU/AL, Lugs not supplied) Screw Clamp Terminal Block [N] (#12 - 1/0AWG CU/AL)		
DC Termination	Screw Clamp Fuse Holder (Wire range: #12 - #6AWG CU) - Standard Wire-box Busbar, M10 Bolts (Wire range: #1AWG - 500kcmil CU/AL [1 termination per pole], #1AWG - 300kcmil CU/AL [2 terminations per pole], Lugs not supplied) - Centralized Wire-box		
Fused String Inputs	20A fuses provided (Fuse values of 15A or 20A acceptable)		
Safety			
Safety and EMC Standard	UL1741-SA-2016, CSA-C22.2 NO.107.1-01, IEEE1547a-2014; FCC PART15		
Selectable Grid Standard	IEEE 1547a-2014, CA Rule 21, ISO-NE		
Smart-Grid Features	Volt-RideThru, Freq-RideThru, Ramp-Rate, Specified-PF, Volt-VAR, Freq-Watt, Volt-Watt		
Warranty			
Standard ⁶	5 years		
Extended Terms	10, 15 and 20 years		

1) See user manual for further information regarding MPPT Voltage Range when operating at non-unity PF

2) "Max. AC Apparent Power" rating valid within MPPT voltage range and temperature range of -30°C to +40°C (-22°F to +104°F) for 100KW PF ≥0.9 and 125KW PF ≥0.95

3) The "Output Voltage Range" and "Output Frequency Range" may differ according to the specific grid standard.

4) Wye neutral-grounded, Delta may not be corner-grounded.

5) See user manual for further requirements regarding non-operating conditions.

6) 5 year warranty effective for units purchased after October 1st, 2019.



August 1st, 2023

Town of Essex Junction Selectboard
Town of Essex Junction Planning Commission
Chittenden County Regional Planning Commission

**Re: Essex B1 Parking Lot Solar, LLC's 45-Day Notice to Persons and Entities
Entitled to Notice Pursuant to Public Utility Commission Rule 5.402(A), for a
Proposed 2.8 MW Solar Array to be located off Robinson Pkwy in Essex Junction,
VT.**

Dear Sir or Madam:

Essex B1 Parking Lot Solar, LLC (the "Applicant"), is pleased to provide you with this 45-Day notice in advance of filing a petition for a Certificate of Public Good with the Vermont Public Utility Commission ("Commission" or "PUC"), for a 2.8 MW solar electric generation facility to be known as the "Essex B1 Parking Lot Solar Project" (the "Project"). The Applicant proposes to construct the Project on GlobalFoundries property located off Robinson Parkway in Essex Junction, Vermont (the "Site"). This notice is provided in accordance with 30 VSA § 248, Vermont Statutes Annotated ("Section 248"), and Public Utility Commission Rule 5.402.

Pursuant to Commission Rule 5.402, the following letter includes information sufficient to understand the overall Project including the location of the facility, a description of the proposed Project, construction plans and equipment to be used. This letter also describes the rights of the noticed parties to comment on the Project plans and participate in the Section 248 review process.

This letter contains descriptions of the following:

- I. 30 V.S.A. § 248 Process Information;
- II. Project Description;
- III. Site Selection and Consideration of Alternatives
- IV. Construction and Transportation
- V. Preliminary Assessment of Environmental and Aesthetic Impacts;
- VI. Project Benefits;
- VII. Expected Filing Date.

Included as attachments to this letter are:

- I. Location Map / Preliminary Site Plan
- II. Preliminary Natural Resources Map

II. Representative Equipment Specifications

I. 30 V.S.A. Section 248 Petition and Notice

The state permitting process for electric generation facilities requires the Applicant to provide notice to certain entities and persons 45-days prior to a formal filing with the PUC. These include:

- The affected municipal legislative bodies;
- The affected municipal and regional planning commissions; and
- The Public Utility Commission.

The Applicant has also provided this 45-day notice to:

- The Department of Public Service
- The Agency of Natural Resources

Per Commission Rule 5.402(A), the municipal and regional planning commissions shall make recommendations, if any, at least seven (7) days prior to the intended filing date, which filing date is expected to be 45 days from the date of this notice.

Affected municipal and regional planning commissions may also provide revised recommendations within 45 days of the date on which the Applicant files its petition with the Commission, if the petition contains new or more detailed information that was not previously included in the original filing with the municipal and regional planning commissions pursuant to Section 248(f).

Recommendations made to the Commission pursuant to Section 248(f), or the lack of such recommendations, shall not preclude municipal or regional planning commissions from presenting evidence during technical hearings if granted party status.

Please send all recommendations during this 45-Day notice period to:

Vermont Public Utility Commission
c/o Clerk of the Commission
112 State Street
Montpelier, VT 05620-2701

AND

Encore Renewable Energy
Attn: Phillip D. Foy
P.O. Box 1072
Burlington, VT 05402
Tel: (802) 861-3023

phillip@encorerenewableenergy.com

For additional information regarding this process, including your commission's right to participate in the Public Utility Commission proceeding, please refer to the "Citizen's Guide to the Vermont Public Utility Commission's Section 248 Process," which can be found at <https://puc.vermont.gov/document/citizen-guide-public-utility-commission>.

II. Project Description

The Applicant is proposing a 2.84 MW solar project on property located off Robinson Parkway in Essex Junction, Vermont. The array will occupy roughly 10 acres of the greater 228-acre parcel. The electricity generated by this Project will flow to GlobalFoundries' electric grid.

The Site location, array footprint, and approximate property boundaries are shown in the preliminary site plan attached as Exhibit 1. Robinson Parkway is on the north, west, and southern boundaries of the Project.

- Approximately 3,000 solar panels installed on ground-mounted racking systems across roughly 3 acres of the Site:
 - Coated with non-reflective glazing;
 - Approximately 10-15 feet off the ground at their highest point.
 - Modules are to be mounted on fixed tilt racking systems with rows running east-west
 - A 7-8 ft agricultural style perimeter fence;
- Approximately 4,000 solar panels installed on fixed, canopy mounted racking systems across roughly 7 acres of the Site:
 - Coated with non-reflective glazing;
 - Sloped at a fixed angle of 7 degrees; and
 - On canopy structures a minimum starting height of 10' in the air over the parking lot area
- A network of string inverters dispersed across the array connected with underground cables installed in protective conduit;
- Temporary laydown area for delivery and short-term storage of materials; and
- An approximate 120-ft extension of 3-phase power to the Site for interconnection into GMP's grid, from the existing distribution service on Robinson Parkway;
- Utilizing GlobalFoundries' existing road infrastructure for access for the projects.

III. Site Selection and Consideration of Alternatives

This site was selected because of the site's proximity to substation infrastructure, access to transmission infrastructure, even topography, and limited environmental impacts.

The applicant worked with its consultants to configure the Project in a way that would maximize the potential energy generation benefits while minimizing environmental and

aesthetic impacts. The Applicant will continue working with all stakeholders prior to filing the CPG petition and thereafter to address any concerns.

IV. Construction & Transportation

The Applicant proposes to deliver materials for the Project using trucks and state and local roads, which are accustomed to the type of traffic representative of the proposed daily delivery of materials. Deliveries will be made to a temporary construction staging area on the Site, located on the GlobalFoundries campus. Most all transportation activity will occur during the construction phase, which would last between three and five months.

The Project is not expected to require oversize or overweight deliveries. Access to and from the Site will be restricted by perimeter fencing in order to secure the Site and prevent the public from entering the facility. All equipment associated with the Project will be installed in accordance with all applicable regulations and electrical codes.

V. Preliminary Impact Assessment

i. Aesthetics

The Project is proposed in a parking lot and is encompassed by Robinson Parkway on every side except the east side of the Project, and it would be setback approximately 60 feet from Robinson Parkway at the closest point. From a preliminary review by Encore Renewable Energy, screening plantings are planned between the Project and Robinson Parkway on the east side of the Project. In preparation for the CPG application for the Project, the Applicant will engage T.J. Boyle Associates of Burlington, Vermont to perform a review of potential aesthetic impacts resulting from the Project.

Overall, preliminary review by Encore Renewable Energy indicates that the Project would not result in undue impacts to the aesthetic and scenic and natural beauty of the area. The Applicant will continue to work with Essex Junction, adjoining property owners, and T.J. Boyle Associates in order to address any potential aesthetic impacts. The Applicant will file the complete TJ Boyle aesthetic report, and final mitigation measures, where warranted, with the complete petition.

ii. Environmental

The Applicant has engaged VHB, Inc. to perform preliminary due diligence as well as detailed natural resource assessments and delineations, including both database and field surveys. Results of those studies will be provided in the final petition.

Given that the project is located within a parking lot, impacts to natural resources are low. VHB will conduct natural resource assessments, and impact analyses (where applicable) will be completed for criteria considered under Section 248 and as relevant to any additional necessary environmental permitting.

The Applicant will consult with state and federal agency staff as necessary pending results of detailed natural resource studies, which will inform Project design to avoid resources where possible and/or secure necessary permits, reviews, and approvals.

VI. Project Benefits

The Project is being developed in cooperation with GMP to provide locally generated renewable energy to GlobalFoundries. As its own electric utility, the Project will contribute to GlobalFoundries' achievement of the requirements under the Vermont Renewable Energy Standards by creating new, locally generated renewable energy. In addition, the Project will generate a new source of property tax revenue for the municipality.

VII. Conclusion

The Project is not expected to result in undue adverse impacts to the applicable criteria. The Applicant looks forward to submitting the full Section 248 petition package, which will contain all of the information required by the PUC to evaluate the merits of the Project for potential award of a Certificate of Public Good and inform others of the Project's impacts and value.

The Applicant intends to file a Section 248 Petition and supporting materials with the PUC soon after the expiration of this 45-day notice period, which is expected to be no sooner than October 5th, 2023.

We look forward to receiving any input or suggestions you may have as we move through the Section 248 process. If you have any questions you may direct them to the Applicant by phone at 802-861-3023 or by email at phillip@encorerenewableenergy.com.

Sincerely,



Phillip D. Foy
General Counsel
Encore Renewable Energy

Attachment 1 – Preliminary Site Plan
Attachment 2 – Preliminary Natural Resources Map
Attachment 3 – Representative Equipment Specifications

Copy to:

Vermont Public Utility Commission
112 State Street
Montpelier, Vermont 05620-2701

Department of Public Service
James Porter, Director for Public Advocacy
112 State Street - Third Floor
Montpelier, Vermont 05620-2601

Agency of Natural Resources
Secretary's Office
1 National Life Drive, Davis 2
Montpelier, Vermont 05620-3901

Green Mountain Power
163 Acorn Lane
Colchester, VT 05446

GlobalFoundries
1000 River Street
Essex Junction, VT 05452

Chittenden County Regional Planning Commission
110 W Canal St #202
Winooski, VT 05404

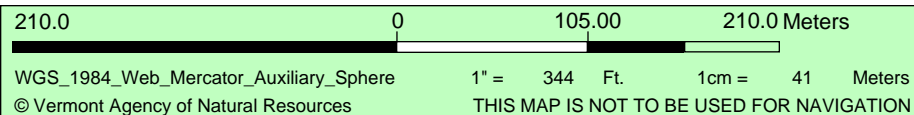
City of Essex Junction City Council
2 Lincoln St
Essex Junction, VT 05452

City of Essex Junction Planning Commission
2 Lincoln St
Essex Junction, VT 05452

Natural Resources Board
District #6 Environmental Commission
10 Baldwin Street
Montpelier, VT 05633-3201

Agency of Agriculture and Food Markets
Secretary Anson Tebbetts
116 State Street
Montpelier, Vt 05620-2901

Department of Historic Preservation
Laura V. Trieschmann
One National Life Drive
Deane C. Davis Building, 6th Floor
Montpelier, VT 05620-0501



DISCLAIMER: This map is for general reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable. ANR and the State of Vermont make no representations of any kind, including but not limited to, the warranties of merchantability, or fitness for a particular use, nor are any such warranties to be implied with respect to the data on this map.

LEGEND

-
- Mapped Vernal Pools
 - Rare Threatened and Endangered
 - RTE Animal
 - RTE Plant
 - Deer Wintering Areas
 - Wetland - VSWI
 - Class 1 Wetland
 - Class 2 Wetland
 - Wetland Buffer
 - Parcels (standardized)
 - Stream
 - Stream
 - Intermittent Stream
 - Roads
 - Interstate
 - US Highway; 1
 - State Highway
 - Town Highway (Class 1)
 - Town Highway (Class 2,3)
 - Town Highway (Class 4)
 - State Forest Trail
 - National Forest Trail
 - Legal Trail
 - Private Road/Driveway
 - Proposed Roads
 - Town Boundary

NOTES

Map created using ANR's Natural Resources Atlas



PREC BIFACIAL

PV MODULE

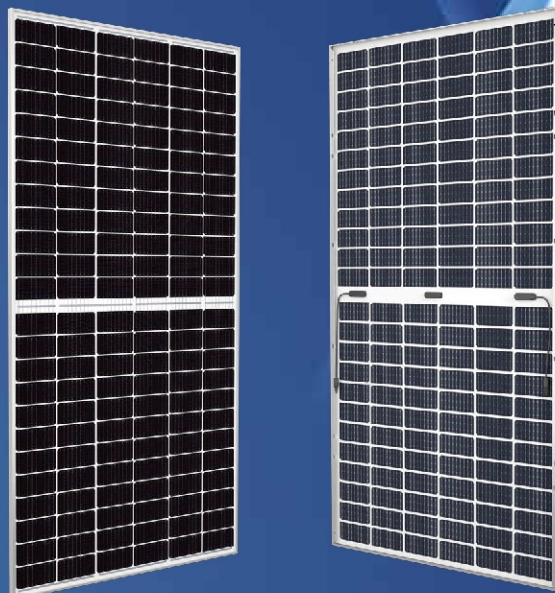
ET-M772BH525TW 530W

ET-M772BH530TW 535W

ET-M772BH535TW 540W

ET-M772BH540TW 545W

ET-M772BH545TW 550W



KEY FEATURES



Enhanced safety by excellent fire resistance



Perfect for sandy, snowy and high latitude regions



Bifacial technology enables additional energy harvesting from rear side(up to 25%)

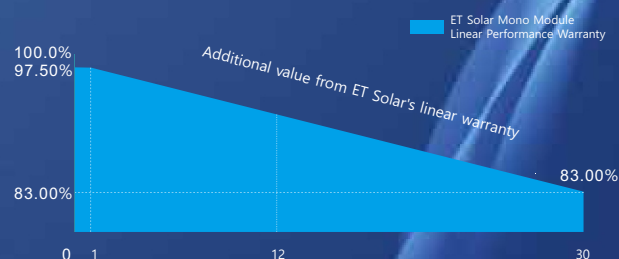


Lower operating temperature, more reliable



Cut cell, Less internal power loss, Less mismatch loss

WARRANTY



IEC61215
IEC61730
UL61215
UL61730



Guarantee on product material and workmanship



linear power output warranty

ET SOLAR
support@etsolar.hk



ELECTRICAL SPECIFICATIONS

Module Type	ET-M772BH530TW ET-M772BH530TB		ET-M772BH535TW ET-M772BH535TB		ET-M772BH540TW ET-M772BH540TB		ET-M772BH545TW ET-M772BH545TB		ET-M772BH550TW ET-M772BH550TB	
Maximum Power -P _{mp} (W)	530	398	535	401	540	405	545	409	550	349
Open Circuit Voltage -V _{oc} (V)	49.30	46.20	49.45	46.24	49.60	46.28	49.75	46.32	49.90	46.16
Short Circuit Current -I _{sc} (A)	13.72	11.29	13.79	11.38	13.86	11.46	13.93	11.54	14.00	11.20
Maximum Power Voltage -V _{mp} (V)	41.31	37.18	41.47	37.24	41.64	37.30	41.80	37.36	41.96	37.12
Maximum Power Current -I _{mp} (A)	12.83	10.69	12.90	10.77	12.97	10.86	13.04	10.94	13.11	11.03
Module Efficiency STC-η _m (%)	20.5%		20.7%		20.8%		21.0%		21.3%	
Power Tolerance (W)					(0 , +4.99)					
Pmax Temperature Coefficient					-0.350%/°C					
Voc Temperature Coefficient					-0.290 %/°C					
Isc Temperature Coefficient					+0.048 %/°C					

STC: Irradiance 1000 W/m² module temperature 25°C AM=1.5

REAR SIDE POWER GAIN (ET-M772BH535TW)

Parameter	10%	15%	20%	25%
Power Gain	10%	15%	20%	25%
Maximum Power - P_{mp} (W)	589	615	642	669
Open Circuit Voltage - V_{oc} (V)	49.06	49.06	49.06	49.06
Short Circuit Current - I_{sc} (A)	15.13	15.81	16.50	17.19
Maximum Power Voltage - V_{mp} (V)	42.67	42.67	42.67	42.67
Maximum Power Current - I_{mn} (A)	13.79	14.42	15.05	15.68

MECHANICAL SPECIFICATIONS

External Dimension	2279 x 1134 x 35mm
Weight	28kg
Solar Cells	PERC Mono crystalline 182 x 91 mm (144pcs)
Front Glass	3.2mm AR coating tempered glass
Frame	Anodized aluminium alloy
Junction Box	IP68, 3 diodes
Output Cables	4.0 mm², Portrait:350mm(+)/250mm(-) Or customized
Connector	MC4 Compatible

APPLICATION CONDITIONS

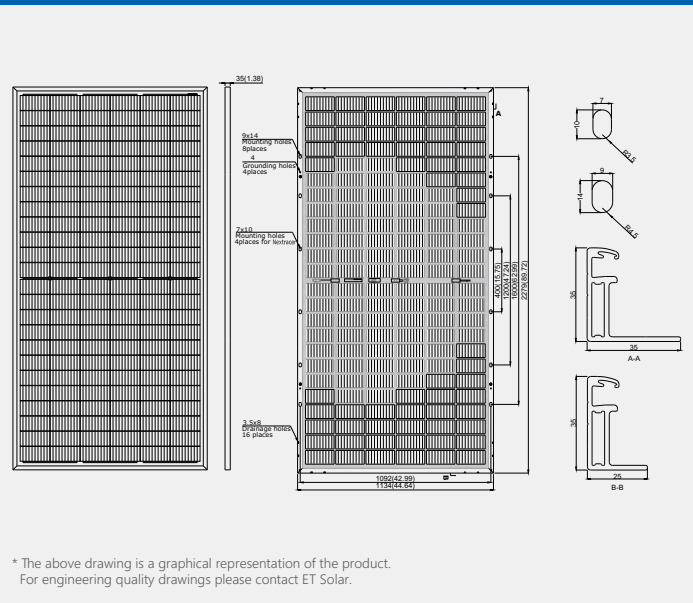
Maximum System Voltage	1500VDC
Maximum Series Fuse Rating	30A
Operating Temperature	-40~+85 °C
Nominal Operating Cell Temperature	45±2 °C

PACKING MANNER

Container	40'HQ
Pieces per Pallet	31
Pallets per Container	20
Pieces per Container	620

PHYSICAL CHARACTERISTICS Unit:mm

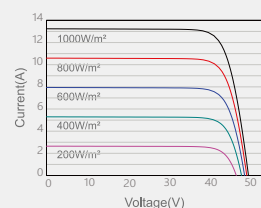
Unit:mm



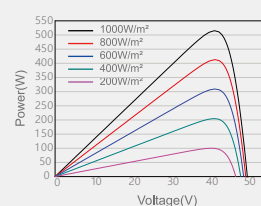
* The above drawing is a graphical representation of the product.
For engineering quality drawings please contact ET Solar.

CURVE

Current-Voltage Curve (530W)



Power-Voltage Curve (530W)



Note: the specifications are obtained under the Standard Test Conditions (STCs): 1000 W/m² solar irradiance, 1.5 Air Mass, and cell temperature of 25°C. The NOCT is obtained under the Test Conditions: 800 W/m², 20°C ambient temperature, 1m/s wind speed, AM 1.5 spectrum.

The specifications are subject to change without prior notice.

100/125kW, 1500Vdc String Inverters for North America



CPS SCH100/125KTL-DO/US-600

The 100 & 125kW high power CPS three phase string inverters are designed for ground mount applications. The units are high performance, advanced and reliable inverters designed specifically for the North American environment and grid. High efficiency at 99.1% peak and 98.5% CEC, wide operating voltages, broad temperature ranges and a NEMA Type 4X enclosure enable this inverter platform to operate at high performance across many applications. The CPS 100/125kW products ship with the Standard or Centralized Wire-box, each fully integrated and separable with AC and DC disconnect switches. The Standard Wire-box includes touch safe fusing for up to 20 strings. The CPS FlexOM Gateway enables communication, controls and remote product upgrades.

Key Features

- NFPA 70, NEC 2014 and 2017 compliant
- Touch safe DC Fuse holders adds convenience and safety
- CPS FlexOM Gateway enables remote FW upgrades
- Integrated AC & DC disconnect switches
- 1 MPPT with 20 fused inputs for maximum flexibility
- Copper and Aluminum compatible AC connections
- NEMA Type 4X outdoor rated, tough tested enclosure
- Advanced Smart-Grid features (CA Rule 21 certified)
- kVA Headroom yields 100kW @ 0.9PF and 125kW @ 0.95PF
- Generous 1.87 and 1.5 DC/AC Inverter Load Ratios
- Separable wire-box design for fast service
- Standard 5 year warranty with extensions to 20 years



100/125KTL Standard Wire-box



100/125KTL Centralized Wire-box

Model Name	CPS SCH100KTL-DO/US-600		CPS SCH125KTL-DO/US-600
DC Input			
Max. PV Power	187.5kW		
Max. DC Input Voltage	1500V		
Operating DC Input Voltage Range	860-1450Vdc		
Start-up DC Input Voltage / Power	900V / 250W		
Number of MPP Trackers	1		
MPPT Voltage Range ¹	870-1300Vdc		
Max. PV Input Current (Isc x1.25)	275A		
Number of DC Inputs	20 PV source circuits, pos. & neg. fused (Standard Wire-box) 1 PV output circuit, 1-2 terminations per pole, non-fused (Centralized Wire-box)		
DC Disconnection Type	Load-rated DC switch		
DC Surge Protection	Type II MOV (with indicator/remote signaling), Up=2.5kV, In=20kA (8/20uS)		
AC Output			
Rated AC Output Power	100kW	125kW	
Max. AC Output Power ²	100kVA (111KVA @ PF>0.9)	125kVA (132KVA @ PF>0.95)	
Rated Output Voltage	600Vac		
Output Voltage Range ³	528-660Vac		
Grid Connection Type ⁴	3Φ / PE / N (Neutral optional)		
Max. AC Output Current @600Vac	96.2/106.8A	120.3/127.0A	
Rated Output Frequency	60Hz		
Output Frequency Range ³	57-63Hz		
Power Factor	>0.99 (±0.8 adjustable)	>0.99 (±0.8 adjustable)	
Current THD	<3%		
Max. Fault Current Contribution (1-cycle RMS)	41.47A		
Max. OCPD Rating	200A		
AC Disconnection Type	Load-rated AC switch		
AC Surge Protection	Type II MOV (with indicator/remote signaling), Up=2.5kV, In=20kA (8/20uS)		
System			
Topology	Transformerless		
Max. Efficiency	99.1%		
CEC Efficiency	98.5%		
Stand-by / Night Consumption	<4W		
Environment			
Enclosure Protection Degree	NEMA Type 4X		
Cooling Method	Variable speed cooling fans		
Operating Temperature Range	-22°F to +140°F / -30°C to +60°C (derating from +113°F / +45°C)		
Non-Operating Temperature Range ⁵	-40°F to +158°F / -40°C to +70°C maximum		
Operating Humidity	0-100%		
Operating Altitude	8202ft / 2500m (no derating)		
Audible Noise	<65dBA@1m and 25°C		
Display and Communication			
User Interface and Display	LED Indicators, WiFi + APP		
Inverter Monitoring	Modbus RS485		
Site Level Monitoring	CPS FlexOM Gateway (1 per 32 inverters)		
Modbus Data Mapping	SunSpec/CPS		
Remote Diagnostics / FW Upgrade Functions	Standard / (with FlexOM Gateway)		
Mechanical			
Dimensions (WxHxD)	45.28x24.25x9.84in (1150x616x250mm) with Standard Wire-box 39.37x24.25x9.84in (1000x616x250mm) with Centralized Wire-box		
Weight	Inverter: 121lbs / 55kg; Wire-box: 55lbs / 25kg (Standard Wire-box); 33lbs / 15kg (Centralized Wire-box)		
Mounting / Installation Angle	15 - 90 degrees from horizontal (vertical or angled)		
AC Termination	M10 Stud Type Terminal [3Φ] (Wire range: 1/0AWG - 500kcmil CU/AL, Lugs not supplied) Screw Clamp Terminal Block [N] (#12 - 1/0AWG CU/AL)		
DC Termination	Screw Clamp Fuse Holder (Wire range: #12 - #6AWG CU) - Standard Wire-box Busbar, M10 Bolts (Wire range: #1AWG - 500kcmil CU/AL [1 termination per pole], #1AWG - 300kcmil CU/AL [2 terminations per pole], Lugs not supplied) - Centralized Wire-box		
Fused String Inputs	20A fuses provided (Fuse values of 15A or 20A acceptable)		
Safety			
Safety and EMC Standard	UL1741-SA-2016, CSA-C22.2 NO.107.1-01, IEEE1547a-2014; FCC PART15		
Selectable Grid Standard	IEEE 1547a-2014, CA Rule 21, ISO-NE		
Smart-Grid Features	Volt-RideThru, Freq-RideThru, Ramp-Rate, Specified-PF, Volt-VAR, Freq-Watt, Volt-Watt		
Warranty			
Standard ⁶	5 years		
Extended Terms	10, 15 and 20 years		

1) See user manual for further information regarding MPPT Voltage Range when operating at non-unity PF

2) "Max. AC Apparent Power" rating valid within MPPT voltage range and temperature range of -30°C to +40°C (-22°F to +104°F) for 100KW PF ≥0.9 and 125KW PF ≥0.95

3) The "Output Voltage Range" and "Output Frequency Range" may differ according to the specific grid standard.

4) Wye neutral-grounded, Delta may not be corner-grounded.

5) See user manual for further requirements regarding non-operating conditions.

6) 5 year warranty effective for units purchased after October 1st, 2019.

Emergency Management

Regina Mahony, City Manager

Ron Hoague, Police Chief & Emergency
Management Director

August 23, 2023



Agenda

- General Overview of the Plans that Guide Emergency Planning and Response: All Hazard Mitigation Plan, Local Emergency Management Plan and other relevant Plans
- General Overview of Emergency Management roles in the City and explanation of what is happening at the Staff level during an event
- Training opportunities
- Next steps



Plans (not an all-inclusive list)

- [2022 Chittenden County All Hazard Mitigation Plan](#) and Essex Junction Annex – outlines the strategy adopted by the Chittenden County Regional Planning Commission (CCRPC) and participating municipalities for implementing mitigation practices, improvements, and programs to lessen adverse impacts from natural and man-made hazard events. Updated every 5 years.
- [2019 Essex Junction Comprehensive Plan](#) – defines a long-range comprehensive vision for the community, including goals and policies. Updated every 8 years.
- Local Emergency Management Plan - Outlines the responsibility and means by which resources are identified, assigned, and deployed during or following an emergency or disaster. Updated every spring.
- Emergency Operation Plans for the Fair, 4th of July and Memorial Day events
- Green Mountain Power Emergency Action Plan for Essex 19 Dam



2022 Chittenden County All Hazard Mitigation Plan



Table 1.3. 2022 Chittenden Summary of Jurisdictional Ranking by Hazard

Jurisdiction	CCRPC	Bolton	Buels Gore	Burlington	Charlotte	Colchester	Essex	Essex Junction	Hinesburg	Huntington	Jericho	Milton	Richmond	St. George	Shelburne	South Burlington	Underhill	Westford	Williston	Winooski
Natural Hazards																				
Dam/Levee Failure	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L
Flooding	M	H	L	M	M	M	M	M	M	M	M	M	H	L	M	L	H	M	M	L
Fluvial Erosion	M	H	M	M	M	M	M	M	M	M	M	M	H	L	-	-	-	-	L	L
Human Infectious Disease	H	M	L	M	L	M	M	M	M	M	L	M	M	M	M	M	M	M	M	M
Invasive Species	M	M	L	L	M	M	M	L	M	L	L	L	L	L	L	L	L	L	L	L
Severe Rainstorm	H	H	M	H	M	M	M	M	H	M	M	H	L	H	H	H	H	M	H	H
Severe Winter Storm	H	H	H	H	H	H	H	H	H	H	H	H	H	H	M	M	H	H	H	H
Wildfire	L	M	L	L	L	L	L	L	L	L	L	L	L	M	M	L	M	L	L	L

2022
Chittenden
County All
Hazard
Mitigation
Plan

Jurisdiction	CCRPC	Bolton	Buels Gore	Burlington	Charlotte	Colchester	Essex	Essex Junction	Hinesburg	Huntington	Jericho	Milton	Richmond	St. George	Shelburne	South Burlington	Underhill	Westford	Williston	Winooski
Technological Hazards																				
Hazardous Materials	M	L	L	H	L	L	M	M	L	L	L	M	L	L	M	M	L	L	H	M
Major Transportation Incident	M	M	M	M	M	M	M	M	L	L	L	M	H	L	M	M	L	L	M	M
Multi-Structural Fire	M	L	L	H	M	L	M	M	M	M	L	M	L	M	M	M	M	L	M	M
Natural Gas Service Loss	L	L	L	L	L	L	L	L	L	M	L	L	L	L	M	L	L	L	L	L
Other Fuel Service Loss	L	L	L	L	L	L	L	L	L	L	L	L	M	L	L	L	L	L	L	L
Power Service Loss	M	H	L	L	M	M	M	M	M	M	M	M	M	H	L	L	H	L	L	H
Sewer Service Loss	M	L	L	L	L	M	L	L	L	L	L	L	L	L	L	M	L	L	M	M
Telecommunications Failure	L	M	L	L	M	L	M	M	M	M	M	L	L	L	M	L	L	M	M	L
Water Pollution (algal bloom, etc.)	H	L	L	M	M	L	M	M	L	L	L	L	L	L	M	M	L	L	L	L
Water Supply Loss	M	L	L	L	L	L	M	M	L	L	L	L	L	M	M	M	M	L	L	L
Societal Hazards																				
Civil Disturbance	M	L	L	M	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L
Crime	M	L	L	L	M	M	L	L	L	L	L	M	M	M	L	L	L	M	M	M
Economic Recession	M	L	L	L	M	M	M	M	M	M	M	M	M	L	M	M	M	M	L	M
Key Employer Loss	L	M	L	L	L	L	M	M	L	L	L	M	M	L	L	L	L	L	L	M
Terrorism	L	L	L	L	L	L	L	L	L	L	L	L	L	L	M	M	L	L	L	L

2019 Comprehensive Plan



The **Essex Junction Comprehensive Plan** defines a comprehensive long-range vision for the community. It contains general goals and policies that guide decisions about the physical development or redevelopment of the community, and community issues more broadly.

Natural Hazards Resiliency Goals

Goal 1: Avoid new development in floodplains, river corridors, and land adjacent to streams, wetlands, and upland forests; eliminate the exacerbation of flooding and fluvial erosion; encourage protection and restoration of these areas; and plan for flood emergency preparedness and response.

Objective 1.1: Continue to enforce the flood plain regulations to protect flood prone areas and minimize fluvial erosion.

Objective 1.2: Monitor the area south of Cascade Street that is not currently regulated by the flood plain regulations to determine if additional flood or erosion protections are needed.

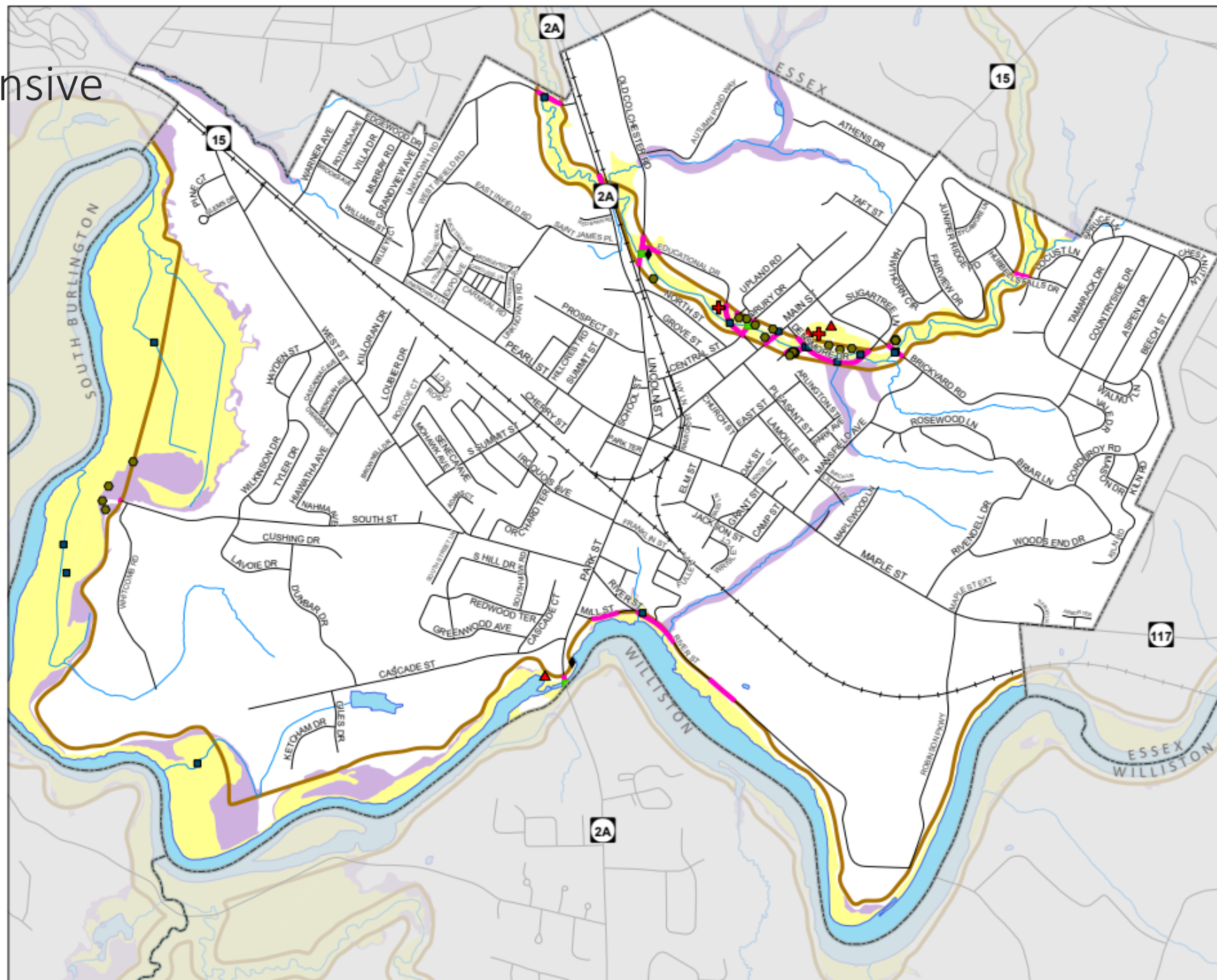
Objective 1.3: Plan culvert replacements for any undersized culverts in conjunction with roadway improvements.

Objective 1.4: Review the All Hazard Mitigation Plan on a regular basis and follow-up and report progress on action steps.

Objective 1.5: Continue annual certification and update of the Local Emergency Management Plan.

Objective 1.6: Adopt a river corridor overlay in the Land Development Code which includes the mapped river corridor and small streams with a drainage area of 0.5 sq.mi. to maintain the natural function of waterways including fluvial equilibrium and natural erosion processes, and to protect public/private property.

Map 11: Flood Hazard Areas Essex Junction 2019 Village Plan Legend



Local Emergency Management Plan



Defines the City's Emergency Management Director:

- Ron Hoague, Police Chief

And two other local points of contact:

- Regina Mahony, City Manager
- Chris Gaboriault, Fire Chief

The Plan also defines:

- Who can open the Emergency Operation Center, who will staff it if opened and where it is located (including back-up locations)
- What and how many National Incident Management System Resources we have
- Methods for public information and warnings
- Location of vulnerable populations
- Location of primary shelter, and two alternate locations
- Contact lists of key members of the Emergency Management Team, local response organizations, public works, and municipal and school contacts

During an Emergency Event or Possible Event

- The Emergency Management Director (EMD) follows the Local Emergency Management Plan
- Police, Fire and Rescue are, as always, actively responding to calls and setting up incident command if needed
- Public Works closely monitors for any damage or issues in city streets, including water, sewer and stormwater infrastructure.
- WWTF also monitors for any issues, especially if it's anticipated that the Winooski will flood beyond its banks. During large storms, the WWTF staff monitor the Winooski but also pump stations and the process overall.
- The EMD and points of contact also get notifications if and when the state opens the Emergency Operation Center, the daily situational reports, and the situational briefings. We attend these as needed/relevant.
- Public Works and the EMD also get requests for information from VTrans and CCRPC, who report any damage back to the state emergency operation center.
- The EMD and Manager coordinate with the Police Public Information Officer and City's Communication Director on public messaging as relevant, needed and in as timely a fashion as possible.



Green Mountain Power Emergency Action Plan for Essex 19 Dam

SUMMARY OF EMERGENCY ACTION PLAN (EAP) RESPONSIBILITIES

Green Mountain Power (GMP)'s Responsibilities

- Maintain this EAP and update it as required
- Provide and facilitate training and testing of the EAP
- Detect, verify, and assess emergency conditions
- Notify appropriate agencies of emergency conditions
- Terminate the emergency condition in conjunction with local authorities
- Facilitate an after-action evaluation and report

Emergency Management Agencies' Responsibilities

- Public warning and notification
- Evacuation from inundation areas and block access areas
- Establish evacuation routes and road closures
- Provide security for the affected areas during, and after, evacuation
- Establish shelters for evacuated individuals
- Facilitate return of evacuated individuals
- Participate in after-action evaluation

- This plan was last updated in January 2023.
- It clearly defines roles in the case of an event.
- It also includes a detailed Notification Flowchart in the case of a “potentially hazardous situation” and “failure is imminent or has occurred” situation
- Multiple entities in the City have copies of this plan: PD, Fire, City Manager, Wastewater Treatment Facility



Ongoing Preparation & Exercises

- There is a significant amount of planning and coordination that goes on in the City:
 - There are established Emergency Operation Plans for the Fair, 4th of July and Memorial Day events
 - Tabletop exercises are held every year before the Fair
 - Daily briefings are held every day of the Fair
 - Mutual Aid Agreements are set up for Police, Fire and Rescue
 - A CISA (Cybersecurity & Infrastructure Security Agency) sponsored tabletop exercise was held on August 15th to help us better prepare for potential cyber attacks
 - The WWTF has emergency operations plans for power outages at the facility and pump stations
 - The WWTF is also part of [Vermont Water/Wastewater Agency Response Network \(WARN\)](#). The network allows water and wastewater systems in Vermont to receive rapid mutual aid and assistance from other systems to continue providing services if they are impaired by unforeseen staff absences, materials shortages, or equipment failures.
- With every event there are lessons learned and improvements made



Trainings



Baseline Courses

IS-700 NIMS, an Introduction: This independent study course introduces the NIMS concept. NIMS provides a consistent nationwide template to enable all government, private-sector, and nongovernmental organizations to work together during domestic incidents.

ICS-100 Introduction to the Incident Command System: This independent study course introduces ICS and provides the foundation for higher level ICS training. It describes the history, features and principles, and organizational structure of the system. This course also explains the relationship between ICS and NIMS.

ICS 402 - ICS Summary for Executives

The purpose of this course is to provide a forum for Senior Official discussion regarding the National Incident Management System (NIMS) and the importance of the role of Senior Officials in preparedness. At the end of the course, students will be able to explain NIMS tenants and the role of the four command and coordination entities (Incident Command System [ICS], Emergency Operations Centers [EOC], Multiagency Coordination [MAC] Group and the Joint Information System [JIS]).

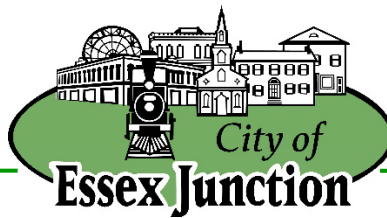
The target audience for this course is senior officials including executives, elected and appointed officials, city/county managers, agency administrators, as well as emergency management officials, public information officers, public safety (law enforcement, fire, EMS, public health and public works) personnel, and a jurisdiction's policy and legal advisors.

VT Emergency Management Conference in September – 2 days in Burke



Next Steps

- Continue with existing strategies: mutual aid agreements, annual LEMP update, tabletop exercises, work through Mitigation/Comprehensive Plan strategies
- Follow-up with improvements identified from the CISA, August 15th tabletop exercise
- Review what we have in place against this document - [Municipal Guidance for Flood Emergencies in Vermont](#)
- Attend trainings as relevant and available



MEMORANDUM

To: City Council
From: Christopher Yuen, Community Development Director
Meeting Date: 08/23/2023
Subject: Enforcement Tracking and Rental Registry update

Issue:

The Community Development Department is updating its bylaw enforcement tracking procedures and continuing to plan for a rental registry and inspection program. The issues are related because the FY24 budget includes a new staff position in the Community Development Department to work on both these program areas.

Discussion:

Code Enforcement: Staff understands that there is a strong desire from the community and the Council to better enforce codes and ordinances. The Community Development Department has been working on the list of issues that have been provided to staff to get a handle on the breadth of the problem. A summarized version of this list is attached to this memo for the Council's information. Staff will walk through this list with the Council during the meeting to describe and discuss:

- Who's currently responsible for enforcement?
- Current process followed to get issues addressed.
- Limitations:
 - o enforcement is conducted on a complaints basis (there are advantages and disadvantages to this)
 - o reliance on voluntary compliance, with the threat of legal action.
- What are the gaps in enforcement?
 - o Enforcement on a complaints basis may leave some gaps
 - o Repeat issues (i.e. cars on lawns) – perhaps there are better strategies that aren't being utilized currently
- Next steps:
 - o Have policy discussions and amend where needed (need to prioritize these in strategic planning work)
 - o Are there immediate, specific high-priority issues that deserve additional resources, public outreach, and proactive enforcement?
 - o Explore the potential for using Civil Violations tickets for enforcement.
 - o Hire Code Enforcement staff once continue to get a better handle on these issues and current staff capabilities; and once the rental registry program is sorted out.

Going forward, Staff intends to use this list to keep the Council informed on steps taken to resolve violations or identify areas where additional resources or policy changes are needed to resolve an issue. This enforcement tracking list is being actively used by the Community Development Department as new issues arise.

Rental Registry: The Planning Commission has been working on the rental registry program: researching other municipal programs, establishing goals for the program, researching software programs, and drafting the ordinance. At this point staff would like to check-in with the Council to provide information on these aspects, and receive any input or questions that the Council might have. Staff will provide a presentation on the following at the meeting:

- Goals of the Rental Registry Program
 - o Ensure the adequate life and safety of all residential rental properties.
 - o Develop inventory of residential rental properties in Essex Junction.
 - o Improve opportunities to connect landlords to adequate resources for improving their properties.
- Potential scope
 - o Residential rental - the ACS 5-year estimates indicate about 1,956 rental units in the City, but we don't know exactly. It is likely higher now.
 - o Short-Term Rentals - Staff and the Planning Commission recommended treating them the same as long-term rentals to start
 - o Commercial properties - can be an economic development tool, but better for later phase
- Potential timeline:
 - o Public engagement- including targeted outreach to landlords and renters
 - o Create ordinance with fee structure (will build a program budget to help inform the fee)
 - o Rental unit discovery – software?
 - o System Launch
 - o Registry Deadline
 - o Start inspections and enforce for non-registration
- Key choices:
 - o Will raise cost of rentals by approximately \$120 per unit per year, for landlords that don't incur penalties. Is this additional cost to renters worth the long-term benefits of proactively ensuring safe rental stock in the city?
 - o Would you support spending money on technology to assist with rental unit discovery and to do more targeted outreach and onboarding?
 - o What other key considerations should we have?

Recommendation:

Staff recommends that a software system is the first expense needed for the rental registry program; prior to hiring the staff person. The FY24 budget only includes funding for the salary needed for this position for half the year; and contemplates a revenue source from the rental registry for this FT position. Given the time it will take formalize this program we can likely use some of the FY24 budget to pay for the software prior to hiring.

Location	Issue Description	CDD Comments / actions	Further steps needed
Rosewood Lane	Addition without permit	Permit was issued September 2020 to demolish 2 story addition. Went to property 6/21/23, addition started. Contacted property owner to get after the fact permit. Letter was sent on June 29, 2023 permit is required. Zoning application was submitted and permit issued on July 7, 2023.	
Citywide	Are fire pits allowed?	Yes, but section 614 of Municipal Code prohibits burning of "materials of brush, grass, natural unpainted, unstained, untreated dimension lumber and wood products, tires, solid waste, composite materials, treated, painted or stained, pressure treated materials, other like materials and/or trash. Enforcement is through fire department, with support by police if necessary.	Policy Review: Enforcement procedures are currently complicated- as this is handled through the fire department.
Citywide	General inquiry about what we do with complaints about speeding and noise	PD would be notified, in Municipal Ordinance. This is a long time issue in Essex Town and City that we have struggled with along with many other communities. It seems to come to the forefront each summer. In addition to normal patrols, EPD has an assigned traffic enforcement officer who is working hard with enforcement, and education efforts (via signage) to get drivers to follow the traffic laws. Also, the City is working with traffic engineering to see if this can be used to slow traffic in neighborhoods.	Policy Review: In situations where speeding is a result of road design (too wide and straight) a more robust conversation is needed about potential edits to the speed table policy because there are other alternatives than just a speed table. We could also consider temporary speed tables for the non-plowing months, or speed tables with plowable profiles. Definitely requires more conversations with all parties: PD, PWs, Council, etc.
ROW Brickyard/Vale and Countryside	Bushes/tree limbs within ROW.	Rick Jones and Terry Hass check out the sites. Letters are sent to property management companies or owners to trim. Staff will follow-up	

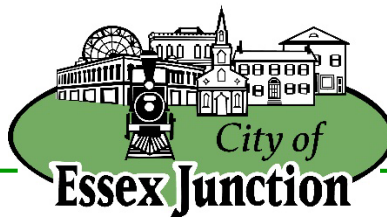
Citywide	Sandwich board signs along ROW	<p>Letters have been sent out to property owners regarding sandwich board signs in the past. Business owners say it is difficult to bring the sign in when the business is not open.</p> <p>During COVID Robin said we should not send out notices. If the issue arises again, enforcement will resume, unless otherwise instructed otherwise by council.</p> <p>CY: Sandwich-Board Signs are allowed under the temporary sign provisions in LDC Section 714.A.1.g. They are permitted in the ROW as long as they don't block entrances, sidewalks, or obstruct visibility triangles, must be within 15 ft of front door, and must be removed during hours when the business is not open.</p>	Policy Review: Are the current rules in the LDC the right approach for sandwich boards? If so, Staff will pursue enforcement. If not, Staff will pursue amendments to the sign section when the entire sign section gets re-written for content neutrality.
Citywide	How long are Temporary CO's valid for?	Temporary CO's are allowed under LDC Section 510.C. They are normally for 3-6 months depending on the time of year and what needs to be completed for the permanent CO to be issued.	
South Summit Street	Accumulation of items, possible health issues with composting and other items	Community Development Department notified the Health Officer. The Health Officer conducted a site visit on 6/20 - revealed multiple compost bins that were self contained and covered to meet the regulation. There was no evidence of an outhouse on the premises. The owner confirmed composting dog waste but is doing so in covered bins as meets the regulation. There was no smell or evidence of pests.	
Pearl Street	Structure within parking lot at ELEV802 during COVID	No permit was issued; but was allowed by prior staff as a Covid measure. A permanent solution is now needed.	Staff will contact the property owner and explain that this temporary approval now needs a permanent solution, or needs to be removed if a permit can't be issued for the structure.

Pearl Street	Accumulation of items and vehicles on private property	Staff has met with property owner and informed them that they must require that tenants remove the excess items and vehicles.	Policy Review: Generally, for residential rental properties, the CDD pauses enforcement if eviction proceedings are in progress.
Food Trucks	Temporary use permits are issued until October of each year	All existing food trucks have permits.	If we don't have these already, Staff will consider a sign that can be displayed in the windows to make it clear that these are permitted.
CVE	RV storage	Not sure what is permitted in the agreement for the fairgrounds	Staff will review the agreement and the zoning district, and follow-up if this use is not permissible.
Edgewood Drive	Unregistered vehicles	Letters are sent to property owners to relocate cars on paved/gravel areas of the property. If they do not comply, we send an an official "notice of violation" with a 14-day deadline.	
West Street	Barnier Trucking has been around since the 1970's	Letters had been sent in the 1990's but don't see were anything was resolved	Staff will discuss this issue, understand problem and identify a permanent solution.
	Cars on lawns	Letters are sent to property owners to relocate cars on paved/gravel areas of the property. If they do not comply, we send an an official "notice of violation" with a 14-day deadline.	
	Signs on commercial vehicles parked in parking lots	One commercial vehicle is permitted in residential areas; trucks are parked in parking lots when the office is not open during nights or weekends.	Staff will need more specific information about when and where this is happening to understand if this is in violation of the LDC or ordinances.

Taft Street	Noise and odor	<p>Health Officer was notified. THO conducted site visits on 7/24 & 7/25- occupants were not home.</p> <p>THO called on 7/27-Owner was not receptive, feels they are following regulations regarding the ducks, compost and cannabis cultivation. Attempted to come to voluntary compliance with ideas around mitigation of the odor.</p> <p>Resident states they are following the state law re: composting and farming.</p> <p>8/2-Call placed to Agency of Agriculture regarding options for resolution and to determine where the line between farming in neighborhoods and a public health concern is given neighbors are reporting illness and an inability to utilize outdoor spaces or open windows. Scott Waterman (scott.waterman@vermont.gov) offered to receive the complaint via email and to follow up with contacts at the Agency of Ag to conduct a site visit for guidance on water run off, proper disposal of feces, etc. Brought information back to team at the City. Sharon and Regina suggested following through with this</p>	<p>8/2-Call placed to Agency of Agriculture regarding options for resolution and to determine where the line between farming in neighborhoods and a public health concern is given neighbors are reporting illness and an inability to utilize outdoor spaces or open windows. Scott Waterman (scott.waterman@vermont.gov) offered to receive the complaint via email and to follow up with contacts at the Agency of Ag to conduct a site visit for guidance on water run off, proper disposal of feces, etc. Brought information back to team at the City. Sharon and Regina suggested following through with this – Faith did not send the email & had to go on leave for family emergency.</p> <p>These issues may be largely outside of the City's control with the Agency of Ag and VT Cannabis Control Board having regulatory authority over these uses.</p>
	Noise Ordinance Expo and fireworks	<p>There has been a suggestion to rewrite ordinance for waivers or large events.</p> <p>Currently, the Expo is required to have 3rd party noise monitoring and reporting and is subject to fines for exceeding limits under Sound Indemnification Agreement. Current agreement covers October 1, 2020 to December 31, 2023.</p>	<p>Policy Review: Council should consider tradeoffs between economic development and nuisance management and consider if Sound Indemnification Agreement is sufficient.</p>
	Health code violations for rentals	<p>Currently enforced by health officer on a complaints basis</p>	<p>Policy Review: PC is researching and working on a rental registry and inspection program to proactively identify these issues and get them corrected.</p>

Pearl Street	Apartment building built with 5 stories, PC approved the project for 4 stories	The 5th floor has been closed off from the 4th floor apartment and therefore not occupied. A temporary CO was issued until July 15, 2023. A permant CO has since been issued.	
Jackson Street	Complaint by neighbor that Chase Moving and Storage is driving larger trucks than is permitted under previously agreed-upon conditions	Truck traffic is not explicitly prohibited from this street or property, but Staff is researching prior approvals; and will follow-up.	
Pearl Street	Exterior bike racks have been removed	"Schoolyard" style racks were placed outside front entrance at the time of CO issuance, but have been removed as of 8/9/2023. Wait a week before follow up to see if they put them back on their own. 8/15/2023 - Bike racks still not there. Staff sent an email to owner for follow-up.	
Railroad Avenue	Broken glass at store front window	Letter sent to property owner with copy of Chapter 15 ordinance	
South Summit Street	Bushes/vines within ROW obstructing site visibility	Letter sent to property owner to remove and trim vines from ROW. Staff will follow up	
Hawthorn Circle	Neighbor says he doesn't see zoning permit for front porch currently under construction by his neighbor	Confirmed that a permit has been issued. Staff will follow up with owner and remind them that the permit should be displayed until work is complete	
Juniper Ridge Road	Neighbor says he doesn't see zoning permit for front porch currently under construction by his neighbor	Confirmed that a permit has been issued. Staff will follow up with owner and remind them that the permit should be displayed until work is complete	

West Street	Resident has set up bright spot lights that point over property line, into the neighboring 195 WEst Street property. Some might be motion sensor lights, sometimes turns them into strobe lights.	Staff will investigate and follow-up	
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MEMORANDUM

To: City Council

From: Regina Mahony, City Manager

Meeting Date: 8/23/23

Subject: VLCT Annual Meetings Voting Delegate

Issue: If the Council would like to participate in VLCT's Annual Meetings, you need to designate your voting delegate, so the delegate can register as such ahead of time.

Discussion:

VLCT invites all members to send a voting delegate to their annual meetings on Wednesday, September 26 from 1:00 to 2:30. This takes place during the Town Fair which is a two-day conference (9/26 to 9/27).

The annual meetings are where you will elect the VLCT Board of Directors, hear updates on recent program changes from VLCT leadership, learn about the financial health of the member-owned risk pools, and meet VLCT's new Director of Intergovernmental Affairs.

This is your annual opportunity to weigh in on how VLCT represents you in the state house, share insights into what services you need VLCT, PACIF or VERB to offer your municipality, and question both staff and board members about why we do things the way we do. Voting Delegates will need to register separately from their Town Fair registration.

There is no legislative policy to review this year. That is done every other year. On years when there is a policy on the Annual Meeting agenda, we can bring that to the full Council before the Annual Meeting, so the delegate will know how to vote.

For your information there is also a session at Town Fair on Tuesday morning that may be of interest:

Roundtable Session: Cannabis Control Board Update

Attendees will hear a brief update on the number of municipalities hosting adult-use cannabis establishments and then discuss state and local regulations and processes with the facilitator.

The Council can appoint a staff member if you'd like. Susan McNamara Hill, City Clerk, is only planning to attend on Wednesday. I can attend on Tuesday as the delegate if you'd like.

Cost:

Voting delegates who plan to only attend the Annual Meeting may attend the conference at no cost. There is a conference cost for the Town Fair (ranges from \$76 to \$176).

Recommended Motion:

If the City Council wishes to designate a voting delegate, the following motion is recommended:

"I move that the City Council designate _____ as the voting delegate for Essex Junction at the VLCT 2023 Annual Meeting."



MEMORANDUM

To: Regina Mahony, City Manager; City Council
From: Jess Morris, Finance Director
Date: August 21, 2023
Subject: FY24 Tax Rate Increase Correction and Clarification

Issue

To correct and clarify the messaging around the expected FY24 tax rate increase and impact on tax bills.

Discussion

Property owners have questioned the City's projected \$1/year increase on a tax bill for a property valued at \$280,000 after noticing that their bills increased more than projected. When the information was conveyed at the time the tax rate was approved by the Council, the data provided to Council did not include the tax agreement rate in the FY24 figures, but was included in the FY23 combined rate figures therefore incorrectly representing the estimated \$1/year increase on a \$280,000 property. A corrected comparison to include all rates for both fiscal years is included below with additional samples for other property values. The budget and tax rate calculation files will be corrected to mirror the estimated rate comparisons in each file moving forward.

	FY23 Rates	FY24 Rates	Increase/ (Decrease)	\$ 200,000.00	\$ 280,000.00	\$ 400,000.00
Town General	0.5513	-	(0.5513)	\$ -	\$ -	\$ -
Town Capital	0.0200	-	(0.0200)	\$ -	\$ -	\$ -
Tax Agreements	0.0021	0.0015	(0.0006)	\$ 3.00	\$ 4.20	\$ 6.00
City General	0.3464	0.9199	0.5735	\$ 1,839.80	\$ 2,575.72	\$ 3,679.60
City Economic Development Fund	0.0100	0.0100	0.0000	\$ 20.00	\$ 28.00	\$ 40.00
	0.9298	0.9314	0.0016	\$ 1,862.80	\$ 2,607.92	\$ 3,725.60
	<i>Annual Property Tax Bill Increase</i>			\$ 3.20	\$ 4.48	\$ 6.40

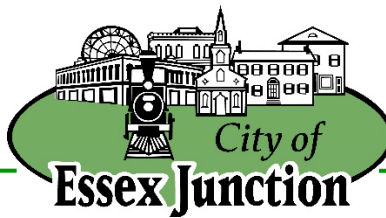
The Tax Agreement rate represents one tax stabilization agreement the City has in place with Whitcomb Family LLC for a property located on South Street. This is an agreement that was renewed in 2023 for a period of 3 years, with renewal for two subsequent 3-year terms. The agreement allows for the property to essentially be exempt from City taxes (not education taxes) in exchange for "allowing non-motorized recreation that does not conflict with farm operations, such as hiking, dog walking, mountain biking, bird watching, cross country skiing, snow shoeing, sledding, bow hunting, and photography by the residents of Essex Junction for the duration of the agreement".

Cost

N/A

Recommendation

N/A



MEMORANDUM

To: Essex Junction City Council

From: Regina Mahony, City Manager

Meeting Date: August 23, 2023

Subject: Executive session for Litigation

Issue: The issue is whether the City Council will enter executive session to discuss pending or probable civil litigation.

Discussion: To have a complete and thorough discussion about this topic, an executive session may be necessary because the premature disclosure of the information may put the City Council and the City at a substantial disadvantage. Pending or probable civil litigation or a prosecution, to which the public body is or may be a party can be a protected discussion.

Cost: N/A at this time

Recommendation:

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

Motion #1

"I move that the City Council make the specific finding that general public knowledge of pending or probable civil litigation or a prosecution, to which the public body is or may be a party would place the City at a substantial disadvantage."

Motion #2

"I move that the City Council enter into executive session to discuss pending or probable civil litigation or a prosecution, to which the public body is or may be a party, pursuant to 1 V.S.A. § 313(a)(1)(E) to include the City Council and City Manager."

08/11/23

City of Essex Junction Accounts Payable

Page 1 of 14

04:31 pm

Check Warrant Report # 24003 Current Prior Next FY Invoices For Fund (GENERAL FUND)

CDeLibac

For Check Acct 01 (GENERAL FUND) All check #s 08/10/23 To 08/10/23

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
05290	ADVANCE AUTO PARTS	08/07/23	40G SandDisc 10PK 1951679	210-5-40-12-610.000 General Supplies	7.33	50192	08/10/23
05290	ADVANCE AUTO PARTS	07/21/23	Rust-Oleum 20229870	210-5-40-12-610.000 General Supplies	11.95	50192	08/10/23
05290	ADVANCE AUTO PARTS	07/28/23	stove bolt 20951496`	210-5-40-12-610.000 General Supplies	9.61	50192	08/10/23
05290	ADVANCE AUTO PARTS	07/31/23	f- Dorman - Conduct-Tite 21251545	210-5-40-12-610.000 General Supplies	5.80	50192	08/10/23
05290	ADVANCE AUTO PARTS	06/22/23	Grease 7350765	210-5-40-12-610.000 General Supplies	20.10	50192	08/10/23
05290	ADVANCE AUTO PARTS	07/14/23	Rust-Oleum black paint 9529742	210-5-40-12-610.000 General Supplies	58.84	50192	08/10/23
05290	ADVANCE AUTO PARTS	07/17/23	Slime plug kit 9851121	210-5-40-12-610.000 General Supplies	22.94	50192	08/10/23
07305	AIRGAS USA LLC	06/01/23	lease renew FY24 7100256029	210-5-40-12-442.000 Rental Vehicles/Equip	504.00	50193	08/10/23
28555	ALLEGIANCE TRUCKS	08/04/23	Def 2.5 X12202121364	210-5-40-12-626.000 Gasoline	74.95	50195	08/10/23
19815	AMAZON CAPITAL SERVICES	08/04/23	BL SUPPLIES AUG23 1DX3TPJG9QP	210-5-35-10-610.000 General Supplies	111.71	50197	08/10/23
19815	AMAZON CAPITAL SERVICES	08/04/23	BL Supplies CRDT AUG23 1FY49HYHKFLX	210-5-35-10-610.000 General Supplies	-92.69	50197	08/10/23
19815	AMAZON CAPITAL SERVICES	08/03/23	BL SUPPLS JUL23 1KXGCMKL6XFR	210-5-35-10-610.000 General Supplies	95.86	50197	08/10/23
19815	AMAZON CAPITAL SERVICES	08/02/23	BL Supplies AUG23 1TPPL4HVQ16M	210-5-35-10-610.000 General Supplies	372.89	50197	08/10/23
19815	AMAZON CAPITAL SERVICES	08/04/23	BL AColl-Sup-Post AUG23 1WNL7XK1CYP7	210-5-35-10-560.000 Postage	2.83	50197	08/10/23
19815	AMAZON CAPITAL SERVICES	08/04/23	BL AColl-Sup-Post AUG23 1WNL7XK1CYP7	210-5-35-10-640.201 Adult Collection	153.24	50197	08/10/23
19815	AMAZON CAPITAL SERVICES	08/04/23	BL AColl-Sup-Post AUG23 1WNL7XK1CYP7	210-5-35-10-610.000 General Supplies	112.27	50197	08/10/23
19815	AMAZON CAPITAL SERVICES	07/27/23	Office Supplies 1XVC1NGMQVYX	210-5-30-10-610.000 General Supplies	19.54	50197	08/10/23
29410	BERGENDAHL DOROTHY	07/24/23	BL TrustStip MAR23 BERG032023	210-5-35-10-190.000 Board Member Payments	50.00	50202	08/10/23
29410	BERGENDAHL DOROTHY	07/24/23	BL TrustStip APR23 BERG042023	210-5-35-10-190.000 Board Member Payments	50.00	50202	08/10/23
29410	BERGENDAHL DOROTHY	07/24/23	BL TrustStip MAY23 BERG052023	210-5-35-10-190.000 Board Member Payments	50.00	50202	08/10/23
29410	BERGENDAHL DOROTHY	07/24/23	BL TrustStip JUN23 BERG062023	210-5-35-10-190.000 Board Member Payments	50.00	50202	08/10/23
00530	BRODART CO	07/12/23	BL JColl-Sup JUL23 B6631102	210-5-35-10-610.000 General Supplies	0.80	50204	08/10/23
00530	BRODART CO	07/12/23	BL JColl-Sup JUL23 B6631102	210-5-35-10-640.202 Juvenile Collection	9.71	50204	08/10/23
00530	BRODART CO	07/12/23	BL JColl-Sup JUL23 B6631104	210-5-35-10-640.202 Juvenile Collection	13.49	50204	08/10/23
00530	BRODART CO	07/12/23	BL JColl-Sup JUL23 B6631104	210-5-35-10-610.000 General Supplies	0.80	50204	08/10/23

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For Check Acct 01 (GENERAL FUND) All check #s 08/10/23 To 08/10/23

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
00530	BRODART CO	07/12/23	BL JRepl-Sup JUL23 B6631228	210-5-35-10-610.000 General Supplies	4.00	50204	08/10/23
00530	BRODART CO	07/12/23	BL JRepl-Sup JUL23 B6631228	210-5-90-00-640.202 Juvenile Collection repl	47.73	50204	08/10/23
00530	BRODART CO	07/12/23	BL JColl-Sup JUL23 B6631233	210-5-35-10-610.000 General Supplies	0.80	50204	08/10/23
00530	BRODART CO	07/12/23	BL JColl-Sup JUL23 B6631233	210-5-35-10-640.202 Juvenile Collection	8.89	50204	08/10/23
00530	BRODART CO	07/12/23	BL JColl-Sup JUL23 B6631395	210-5-35-10-610.000 General Supplies	2.40	50204	08/10/23
00530	BRODART CO	07/12/23	BL JColl-Sup JUL23 B6631395	210-5-35-10-640.202 Juvenile Collection	38.80	50204	08/10/23
00530	BRODART CO	07/22/23	BL LibDon-Sup JUL23 B6636385	210-5-90-00-991.000 Library Donation Expense	123.70	50204	08/10/23
00530	BRODART CO	07/22/23	BL LibDon-Sup JUL23 B6636385	210-5-35-10-610.000 General Supplies	6.40	50204	08/10/23
00530	BRODART CO	07/22/23	BL LibDon-Sup JUL23 B6636387	210-5-90-00-991.000 Library Donation Expense	15.66	50204	08/10/23
00530	BRODART CO	07/22/23	BL LibDon-Sup JUL23 B6636387	210-5-35-10-610.000 General Supplies	0.80	50204	08/10/23
00530	BRODART CO	07/22/23	BL LibDon-Sup JUL23 B6636388	210-5-35-10-610.000 General Supplies	0.80	50204	08/10/23
00530	BRODART CO	07/22/23	BL LibDon-Sup JUL23 B6636388	210-5-90-00-991.000 Library Donation Expense	15.12	50204	08/10/23
00530	BRODART CO	07/25/23	BL AColl,Supply JUL23 B6637414	210-5-35-10-610.000 General Supplies	11.20	50204	08/10/23
00530	BRODART CO	07/25/23	BL AColl,Supply JUL23 B6637414	210-5-35-10-640.201 Adult Collection	332.35	50204	08/10/23
00530	BRODART CO	07/25/23	BL AColl,Supply JUL23 B6637647	210-5-35-10-610.000 General Supplies	1.60	50204	08/10/23
00530	BRODART CO	07/25/23	BL AColl,Supply JUL23 B6637647	210-5-35-10-640.201 Adult Collection	68.03	50204	08/10/23
00530	BRODART CO	07/25/23	BL ARepl,Supply JUL23 B6637759	210-5-90-00-640.201 Adult Collection replacem	27.54	50204	08/10/23
00530	BRODART CO	07/25/23	BL ARepl,Supply JUL23 B6637759	210-5-35-10-610.000 General Supplies	1.60	50204	08/10/23
00530	BRODART CO	07/25/23	BL AColl,Supply JUL23 B6637760	210-5-35-10-640.201 Adult Collection	62.62	50204	08/10/23
00530	BRODART CO	07/25/23	BL AColl,Supply JUL23 B6637760	210-5-35-10-610.000 General Supplies	3.20	50204	08/10/23
00530	BRODART CO	07/26/23	BL JColl-Sup JUL23 B6638253	210-5-35-10-640.202 Juvenile Collection	10.25	50204	08/10/23
00530	BRODART CO	07/26/23	BL JColl-Sup JUL23 B6638253	210-5-35-10-610.000 General Supplies	0.80	50204	08/10/23
00530	BRODART CO	07/26/23	BL JColl-Sup JUL23 B6638350	210-5-35-10-640.202 Juvenile Collection	557.68	50204	08/10/23
00530	BRODART CO	07/26/23	BL JColl-Sup JUL23 B6638350	210-5-35-10-610.000 General Supplies	43.20	50204	08/10/23
00530	BRODART CO	07/26/23	BL JColl-Sup JUL23 B6638506	210-5-35-10-640.201 Adult Collection	30.21	50204	08/10/23

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
00530	BRODART CO	07/26/23	BL JColl-Sup JUL23 B6638506	210-5-35-10-610.000 General Supplies	2.40	50204	08/10/23
00530	BRODART CO	07/26/23	BL JCol-Sup JUL23 B6638637	210-5-35-10-610.000 General Supplies	0.80	50204	08/10/23
00530	BRODART CO	07/26/23	BL JCol-Sup JUL23 B6638637	210-5-35-10-640.202 Juvenile Collection	4.85	50204	08/10/23
00530	BRODART CO	07/26/23	BL JRepl-Sup JUL23 B6638643	210-5-35-10-610.000 General Supplies	1.60	50204	08/10/23
00530	BRODART CO	07/26/23	BL JRepl-Sup JUL23 B6638643	210-5-90-00-640.202 Juvenile Collection repl	11.90	50204	08/10/23
26395	CCRPC	07/01/23	FY24 Rethink Runoff dues 195	210-5-40-13-510.000 Permit, License, Registra	7000.00	50209	08/10/23
26395	CCRPC	07/20/23	Adopt-a-drain FY 24 dues 209	210-5-40-13-830.000 Regular Programs	583.16	50209	08/10/23
V0461	CENTRAL BEVERAGE	08/03/23	BL AColl JUL23 112	210-5-35-10-640.201 Adult Collection	274.75	50210	08/10/23
21210	CINTAS LOC # 68M 71 M	08/03/23	shop towels 4163510420	210-5-40-12-610.000 General Supplies	103.92	50213	08/10/23
17895	CLEAN NEST	07/01/23	City Cleaning June 13456	210-5-41-20-420.000 Cleaning Services	1574.12	50214	08/10/23
17895	CLEAN NEST	07/01/23	City Cleaning June 13456	210-5-41-21-420.000 Cleaning Services	2102.22	50214	08/10/23
25120	CLICKTIME.COM	08/03/23	EJRP Timesheets July 407700	210-5-30-10-330.000 Professional Services	1376.00	50215	08/10/23
04940	COMCAST	07/23/23	MSP Internet August 01763150723	210-5-41-26-530.000 Communications	404.26	50217	08/10/23
04940	COMCAST	07/23/23	Park St Internet August 02109080723	210-5-41-23-530.000 Communications	251.54	50217	08/10/23
25515	CONCORD INSPECTION LLC	08/05/23	Ladder Inspection 1550	210-5-25-10-570.000 Other Purchased Services	1665.56	50218	08/10/23
11870	CVC PAGING	07/25/23	airtime fee FY24 10395099	210-5-40-12-442.000 Rental Vehicles/Equip	76.20	50220	08/10/23
24305	DEMCO INC	07/27/23	Library supplies 7339722	210-5-35-10-610.000 General Supplies	284.80	50221	08/10/23
25715	DONALD L. HAMLIN CONSULT	07/20/23	EJ Paving 6/1 to 6/30/23 23804 0623	210-5-40-12-451.000 Summer Construction Servi	7275.90	50222	08/10/23
25715	DONALD L. HAMLIN CONSULT	07/20/23	park st school sprinkler 23805 0723	210-5-40-12-330.000 Professional Services	1897.90	50222	08/10/23
25715	DONALD L. HAMLIN CONSULT	07/20/23	EJ Misc. Assistance 6/1 t 23810 0723	210-5-40-12-330.000 Professional Services	352.00	50222	08/10/23
25715	DONALD L. HAMLIN CONSULT	06/22/23	credit 5/1 to 5/31/23 23816 0623	210-5-40-12-330.000 Professional Services	-1029.69	50222	08/10/23
35260	EAST COAST PRINTERS INC	07/14/23	uniforms troy 06132301	210-5-40-12-612.000 Uniforms	181.00	50224	08/10/23
38955	F W WEBB COMPANY	07/18/23	supplies 81589253	210-5-40-12-610.000 General Supplies	41.73	50232	08/10/23
23000	F W WHITCOMB	04/18/23	crushed stone 00013607A	210-5-40-12-451.000 Summer Construction Servi	666.37	50233	08/10/23
37875	FLEETPRIDE	06/26/23	supplies old SS5000 108838812	210-5-40-12-430.000 R&M Vehicles & Equipment	31.29	50234	08/10/23

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City of Essex Junction Accounts Payable

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For Check Acct 01 (GENERAL FUND) All check #s 08/10/23 To 08/10/23

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
37875	FLEETPRIDE	07/12/23 swivel handle Flt Wrench	210-5-40-12-610.000	25.81	50234	08/10/23
		109180427	General Supplies			
14040	FRANKLIN PAINT CO INC	07/14/23 traffic paint	210-5-40-12-572.000	3005.00	50235	08/10/23
		180217	Traffic Control			
14040	FRANKLIN PAINT CO INC	07/26/23 traffic paint	210-5-40-12-572.000	3005.00	50235	08/10/23
		180443	Traffic Control			
34895	GAUTHIER TRUCKING, INC.	08/01/23 barrel service Jackson	210-5-40-12-425.000	136.86	50237	08/10/23
		1731628	Trash Removal			
34895	GAUTHIER TRUCKING, INC.	08/01/23 barrel service Pearl, Mai	210-5-40-12-425.000	541.34	50237	08/10/23
		1731630	Trash Removal			
34895	GAUTHIER TRUCKING, INC.	08/01/23 barrel on bike path Beech	210-5-40-12-425.000	77.33	50237	08/10/23
		1731787	Trash Removal			
20470	GLOBAL MONTELLO GROUP	07/31/23 July Fuel	210-5-40-12-626.000	2344.43	50239	08/10/23
		303379	Gasoline			
20470	GLOBAL MONTELLO GROUP	07/31/23 July Fuel	210-5-41-26-626.000	416.07	50239	08/10/23
		303379	Gasoline			
20470	GLOBAL MONTELLO GROUP	07/31/23 July Fuel	210-5-41-22-626.000	368.17	50239	08/10/23
		303379	Gasoline			
07010	GREEN MOUNTAIN POWER CORP	07/10/23 MSP Power June	210-5-41-26-622.000	34.46	50243	08/10/23
		31072230623	Electricity			
07010	GREEN MOUNTAIN POWER CORP	07/11/23 MSP Power June	210-5-41-26-622.000	472.39	50243	08/10/23
		3241748623	Electricity			
06530	INFOUSA MARKETING INC	07/19/23 BL AColl JUL23	210-5-35-10-640.201	231.00	50245	08/10/23
		10004123011	Adult Collection			
33495	INGRAM LIBRARY SERVICES I	07/26/23 BL AColl-Sup-Post JUL23	210-5-35-10-610.000	0.58	50246	08/10/23
		77005152	General Supplies			
33495	INGRAM LIBRARY SERVICES I	07/26/23 BL AColl-Sup-Post JUL23	210-5-35-10-640.201	22.56	50246	08/10/23
		77005152	Adult Collection			
33495	INGRAM LIBRARY SERVICES I	07/26/23 BL AColl-Sup-Post JUL23	210-5-35-10-560.000	1.58	50246	08/10/23
		77005152	Postage			
33495	INGRAM LIBRARY SERVICES I	07/26/23 BL AColl-Sup-Post JUL23	210-5-35-10-640.201	12.80	50246	08/10/23
		77005153	Adult Collection			
33495	INGRAM LIBRARY SERVICES I	07/26/23 BL AColl-Sup-Post JUL23	210-5-35-10-560.000	0.43	50246	08/10/23
		77005153	Postage			
33495	INGRAM LIBRARY SERVICES I	07/26/23 BL AColl-Sup-Post JUL23	210-5-35-10-610.000	0.58	50246	08/10/23
		77005153	General Supplies			
33495	INGRAM LIBRARY SERVICES I	07/26/23 BL AColl-Post JUL23	210-5-35-10-640.201	12.80	50246	08/10/23
		77005154	Adult Collection			
33495	INGRAM LIBRARY SERVICES I	07/26/23 BL AColl-Post JUL23	210-5-35-10-560.000	0.49	50246	08/10/23
		77005154	Postage			
V10407	KIMBALL MIDWEST	07/31/23 GLOVES	210-5-40-12-612.000	34.94	50250	08/10/23
		101296990	Uniforms			
25795	LAKESHORE LEARNING	07/19/23 BL JColl JUL23	210-5-35-10-640.202	137.99	50251	08/10/23
		868605071923	Juvenile Collection			
30280	LEGO EDUCATION	07/13/23 BL JColl-WBGrant JUL23	210-5-35-10-895.000	56.54	50252	08/10/23
		1190556354	State and Other Grant Exp			
30280	LEGO EDUCATION	07/13/23 BL JColl-WBGrant JUL23	210-5-35-10-640.202	343.41	50252	08/10/23
		1190556354	Juvenile Collection			
V9454	LENNY'S SHOE & APP	07/31/23 uniforms Jamie	210-5-40-12-612.000	149.97	50253	08/10/23
		3501691	Uniforms			

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
25625	LOWE'S - 1080	06/02/23	EJRP Lowes June 4191080623	210-5-41-20-431.000 R&M Buildings & Grounds	983.18	50254	08/10/23
25625	LOWE'S - 1080	06/02/23	EJRP Lowes June 4191080623	210-5-30-12-610.000 General Supplies	80.56	50254	08/10/23
25625	LOWE'S - 1080	06/02/23	EJRP Lowes June 4191080623	210-5-30-12-431.000 R&M Buildings & Grounds	319.75	50254	08/10/23
V10130	LOWE'S BUSINESS ACCOUNT	07/25/23	pkg tape 84864	210-5-10-10-610.000 General Supplies	7.58	50255	08/10/23
40580	M&T BANK	07/01/23	HRIS GOCO July 23 122454	210-5-10-10-340.000 Technical Services	624.26	50256	08/10/23
40580	M&T BANK	06/12/23	Maynard Adobe Jun 23 2475365892	210-5-13-10-505.000 Tech. Subs, Licenses	19.99	50256	08/10/23
V10154	MAX-R	08/07/23	Doggie Waste Bags 19928	210-5-40-12-610.000 General Supplies	594.00	50257	08/10/23
V10462	MONAGHAN SAFAR DUCHAM PL	06/30/23	Legal June 23 June 2023	210-5-10-10-320.000 Legal Services	67.50	50263	08/10/23
V10462	MONAGHAN SAFAR DUCHAM PL	06/30/23	Legal June 23 June 2023	210-5-10-10-320.000 Legal Services	580.00	50263	08/10/23
V10462	MONAGHAN SAFAR DUCHAM PL	06/30/23	Legal June 23 June 2023	210-5-16-10-320.000 Legal Services	180.00	50263	08/10/23
19325	OPEN APPROACH INC	07/01/23	Managed Services July 23 20017	210-5-14-10-330.000 Professional Services	8670.00	50266	08/10/23
19325	OPEN APPROACH INC	07/01/23	Microsoft 365 July 23 20018	210-5-14-10-505.000 Tech. Subs, Licenses	4204.64	50266	08/10/23
24100	PERMA-LINE CORP OF NEW EN	07/13/23	square sign post 199489	210-5-40-12-451.000 Summer Construction Servi	1748.75	50273	08/10/23
V10554	PHOENIX BOOKS BURLINGTON	07/31/23	BL JColl JUL23 869043	210-5-35-10-640.202 Juvenile Collection	329.40	50274	08/10/23
25140	PIKE INDUSTRIES INC	07/05/23	Asphalt 12361284A	210-5-40-12-451.000 Summer Construction Servi	155.80	50275	08/10/23
24775	ROBERGE & SONS MOWING INC	07/27/23	mowing 951307	210-5-40-12-451.000 Summer Construction Servi	1680.00	50276	08/10/23
02050	RON BUSHEY'S SUNOCO	07/28/23	Tires landscape trailer 7872	210-5-40-12-430.000 R&M Vehicles & Equipment	451.04	50277	08/10/23
10435	SCREENMYLOGO.COM	06/23/23	Maintenance TShirts 20103	210-5-30-12-610.000 General Supplies	460.00	50279	08/10/23
29835	SHERWIN-WILLIAMS	07/06/23	Park Street Supplies 35238	210-5-41-23-431.000 R&M Buildings & Grounds	21.12	50281	08/10/23
29835	SHERWIN-WILLIAMS	07/26/23	acetone 37739	210-5-40-12-572.000 Traffic Control	268.72	50281	08/10/23
29835	SHERWIN-WILLIAMS	07/31/23	acetone 38778	210-5-40-12-572.000 Traffic Control	134.36	50281	08/10/23
29835	SHERWIN-WILLIAMS	08/02/23	ACETONE-5-SW 39180	210-5-40-12-572.000 Traffic Control	134.36	50281	08/10/23
29835	SHERWIN-WILLIAMS	07/05/23	Park Street Paint 58601	210-5-41-23-431.000 R&M Buildings & Grounds	65.86	50281	08/10/23
29835	SHERWIN-WILLIAMS	07/10/23	Park Street Paint 60573	210-5-41-23-431.000 R&M Buildings & Grounds	103.71	50281	08/10/23
29835	SHERWIN-WILLIAMS	08/01/23	Traffic control supplies 64762	210-5-40-12-572.000 Traffic Control	153.36	50281	08/10/23

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
29835	SHERWIN-WILLIAMS	08/04/23	RAC 5 STRIPING 319 66106	210-5-40-12-572.000 Traffic Control	111.87	50281	08/10/23
05590	STONE ENVIRONMENTAL INC	07/14/23	Flow Monitoring Indian Br 15866	210-5-40-13-510.000 Permit, License, Registra	2336.33	50284	08/10/23
29090	SUNBELT RENTALS	07/25/23	mowing supplies 142425391	210-5-40-12-610.000 General Supplies	79.31	50286	08/10/23
29090	SUNBELT RENTALS	05/18/23	stump grinder 9686398-0001	210-5-40-12-810.112 Tree Advisory Committee	49.99	50286	08/10/23
29090	SUNBELT RENTALS	05/19/23	stump grinder 9686398-0002	210-5-40-12-810.112 Tree Advisory Committee	491.21	50286	08/10/23
80016	SUSAN MCNAMARA - HILL CI	07/06/23	Postage 230706	210-5-16-10-560.000 Postage	0.74	50287	08/10/23
80016	SUSAN MCNAMARA - HILL CI	07/06/23	Postage 230706	210-5-10-10-560.000 Postage	63.00	50287	08/10/23
19420	TAPCO	05/15/23	Pedestrian Crosswalk Sign 1753580	210-5-16-10-810.111 BWAC	8430.54	50288	08/10/23
14800	TECH GROUP INC	08/01/23	SecureCare Security Servi 201325	210-5-25-10-570.000 Other Purchased Services	64.00	50289	08/10/23
80023	TOWN OF BROOKFIELD	05/23/23	BL AColl MAY23 BRKFLDLIB 05	210-5-35-10-640.201 Adult Collection	15.00	50292	08/10/23
19350	VERIZON CONNECT FLEET USA	08/01/23	tracking subscription Aug 344000046017	210-5-40-12-442.000 Rental Vehicles/Equip	151.60	50294	08/10/23
36130	VERIZON WIRELESS VSAT	06/18/23	Verizon shared 6/19 to 7/ 9937528026	210-5-25-10-530.000 Communications	280.07	50295	08/10/23
36130	VERIZON WIRELESS VSAT	06/18/23	Verizon shared 6/19 to 7/ 9937528026	210-5-40-12-530.000 Communications	40.01	50295	08/10/23
36130	VERIZON WIRELESS VSAT	07/18/23	Verizon shared 7/19 to 8/ 9939899667	210-5-25-10-530.000 Communications	280.07	50296	08/10/23
36130	VERIZON WIRELESS VSAT	07/18/23	Verizon shared 7/19 to 8/ 9939899667	210-5-40-12-530.000 Communications	40.01	50296	08/10/23
36130	VERIZON WIRELESS VSAT	07/19/23	cell phones 7/20 to 8/19 9939988411	210-5-40-12-530.000 Communications	192.57	50297	08/10/23
80024	VERMONT GRANITE MUSEUM	07/21/23	BL LibDon APass JUL23 VTGRAN 0723	210-5-90-00-991.000 Library Donation Expense	50.00	50299	08/10/23
25315	VESPA'S PIZZA PASTA & DEL	08/04/23	City Pizza Gathering 080423D	210-5-30-10-610.000 General Supplies	148.00	50300	08/10/23
23395	VILLAGE HARDWARE - WILLIS	07/11/23	blade 516981	210-5-40-12-610.000 General Supplies	43.96	50301	08/10/23
23395	VILLAGE HARDWARE - WILLIS	07/12/23	blades 516988	210-5-40-12-610.000 General Supplies	45.98	50301	08/10/23
23395	VILLAGE HARDWARE - WILLIS	07/25/23	Thumb Nozzle 517052	210-5-40-12-610.000 General Supplies	33.98	50301	08/10/23
23395	VILLAGE HARDWARE - WILLIS	08/03/23	2 gal sprayer 517083	210-5-40-12-610.000 General Supplies	113.99	50301	08/10/23
23395	VILLAGE HARDWARE - WILLIS	08/03/23	BL SoapDispnsRpr JUL23 517090	210-5-41-21-431.000 R&M Buildings & Grounds	3.92	50301	08/10/23
23395	VILLAGE HARDWARE - WILLIS	08/04/23	socket adapter 517091	210-5-40-12-610.000 General Supplies	11.98	50301	08/10/23
30210	VLCT	07/28/23	CC Training July 23 2464	210-5-11-10-500.000 Training, Conferences, Du	20.00	50302	08/10/23

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
29825	VT GAS SYSTEMS	07/21/23 Natural Gas EJFD 178343072120	210-5-41-22-621.000 Natruaal Gas/Heating	117.01	50306	08/10/23
V2258	VTGFOA	06/29/23 Maynard Membership 2024-013	210-5-13-10-500.000 Training, Conf, Dues	35.00	50308	08/10/23
07565	W B MASON CO INC	07/14/23 Office Supplies Lincoln J 239726596	210-5-10-10-610.000 General Supplies	795.00	50309	08/10/23
07565	W B MASON CO INC	07/28/23 Office Supplies 240058980	210-5-30-10-610.000 General Supplies	49.99	50309	08/10/23
07565	W B MASON CO INC	08/04/23 check printer toner 240200519	210-5-13-10-610.000 General Supplies	99.49	50309	08/10/23
29375	WADSWORTH ANN C	07/24/23 BL TrustStip MAR23 WADS032023	210-5-35-10-190.000 Board Member Payments	50.00	50310	08/10/23
29375	WADSWORTH ANN C	07/24/23 BL TrustStip APR23 WADS042023	210-5-35-10-190.000 Board Member Payments	50.00	50310	08/10/23
29375	WADSWORTH ANN C	07/24/23 BL TrustStip May23 WADS052023	210-5-35-10-190.000 Board Member Payments	50.00	50310	08/10/23
29375	WADSWORTH ANN C	07/24/23 BL TrustStip JUN23 WADS062023	210-5-35-10-190.000 Board Member Payments	50.00	50310	08/10/23
20445	WHITE CAP L P	06/21/23 Magnesium float 10018265150	210-5-40-12-610.000 General Supplies	48.42	50311	08/10/23
22670	CAPITAL ONE CREDIT CARD -	07/16/23 EJRP CC June FY23 6508723	210-5-17-10-850.000 Community Events and Cele	4.99	81023	08/10/23
22670	CAPITAL ONE CREDIT CARD -	07/16/23 EJRP CC July FY 24 6508723D	210-5-30-10-530.000 Communications	18.53	81023	08/10/23
22670	CAPITAL ONE CREDIT CARD -	07/16/23 EJRP CC July FY 24 6508723D	210-5-30-10-505.000 Tech. Subs, Licenses	714.68	81023	08/10/23
25715	DONALD L. HAMLIN CONSULT	07/20/23 Culvert Inspection 6/1 to 22820 0623	230-5-40-13-895.830 BC2058 Brickyard Culvert	24939.21	50222	08/10/23
25715	DONALD L. HAMLIN CONSULT	08/02/23 Crescent Connector Phase 228220623	230-5-16-10-890.824 Cres. Connector	58340.10	50222	08/10/23
03280	ENGINEERS CONSTRUCTION IN	06/30/23 Brickyard culvert replace 6347	230-5-40-13-895.830 BC2058 Brickyard Culvert	111206.20	50228	08/10/23
V10462	MONAGHAN SAFAR DUCHAM PL	06/30/23 Legal June 23 June 2023	230-5-16-10-890.824 Cres. Connector	572.00	50263	08/10/23
23435	CHAMPLAIN WATER DISTRICT	07/31/23 Water July 2023 073123	254-5-54-20-411.000 CWD Water Purchase	57411.08	50211	08/10/23
23435	CHAMPLAIN WATER DISTRICT	07/31/23 Water July 2023 073123	254-5-54-20-411.000 CWD Water Purchase	1051.10	50211	08/10/23
23435	CHAMPLAIN WATER DISTRICT	07/31/23 Water July 2023 073123	254-5-54-70-411.400 CWD Water Purchase - Glob	4537.95	50211	08/10/23
23435	CHAMPLAIN WATER DISTRICT	07/31/23 Water July 2023 073123	254-5-54-70-411.400 CWD Water Purchase - Glob	247862.83	50211	08/10/23
25715	DONALD L. HAMLIN CONSULT	07/20/23 Main Street Waterline 21806 0623	254-5-54-70-723.004 Main St Water Line	7871.79	50222	08/10/23
40025	E J PRESCOTT INC	07/13/23 Valve boxes 6199266	254-5-54-20-610.000 General Supplies	1020.40	50223	08/10/23
40025	E J PRESCOTT INC	07/21/23 SERVICE BOX 2 HOLE BI COV 6199935	254-5-54-20-610.000 General Supplies	93.33	50223	08/10/23
40025	E J PRESCOTT INC	07/21/23 valve sleeve 6202876	254-5-54-70-723.004 Main St Water Line	4169.00	50223	08/10/23

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40025	E J PRESCOTT INC	07/21/23	valve insertion labor 6202877	254-5-54-70-723.004 Main St Water Line	2450.00	50223	08/10/23
40025	E J PRESCOTT INC	07/21/23	water supplies 6202990	254-5-54-20-430.000 R&M Vehicles & Equipment	902.34	50223	08/10/23
40025	E J PRESCOTT INC	07/25/23	Valve 6205154	254-5-54-20-614.000 Meters and Parts	1909.95	50223	08/10/23
03280	ENGINEERS CONSTRUCTION IN	06/30/23	Brickyard culvert replace 6347	254-5-54-20-433.000 R&M Infrastructure	15157.04	50228	08/10/23
38955	F W WEBB COMPANY	07/14/23	supplies 81552249	254-5-54-20-610.000 General Supplies	13.86	50232	08/10/23
20470	GLOBAL MONTELLO GROUP	07/31/23	July Fuel 303379	254-5-54-20-626.000 Gasoline	207.80	50239	08/10/23
80010	GONILLO KAREN & VINCENT	07/12/23	Water Billed in error 071223	254-2-00-00-200.002 Overpayments Payable	30.60	50240	08/10/23
V9454	LENNY'S SHOE & APP	07/28/23	uniform Cory 3501464	254-5-54-20-612.000 Uniforms	250.98	50253	08/10/23
10110	MCGOVERN MECHANICAL CORP	08/02/23	water meter replacements 1943	254-5-54-70-750.001 Meter Replacement Program	433.33	50258	08/10/23
03070	MINUTEMAN PRESS	06/30/23	June utility bills 56831	254-5-54-20-560.000 Postage	268.46	50260	08/10/23
V10462	MONAGHAN SAFAR DUCHAM PL	06/30/23	Legal June 23 June 2023	254-5-54-70-723.004 Main St Water Line	696.50	50263	08/10/23
36130	VERIZON WIRELESS VSAT	07/19/23	cell phones 7/20 to 8/19 9939988411	254-5-54-20-530.000 Communications	176.82	50297	08/10/23
V10609	2G ENERGY INC.	08/03/23	oil sampling kits 415-08230089	255-5-55-30-570.000 Other Purchased Services	398.57	50189	08/10/23
05290	ADVANCE AUTO PARTS	07/19/23	Pegasus1005 oil 2G 0051226	255-5-55-30-610.000 General Supplies	2093.20	50192	08/10/23
05290	ADVANCE AUTO PARTS	07/24/23	circular pump oil 0533169	255-5-55-30-610.000 General Supplies	40.44	50192	08/10/23
14685	ALLIANCE MECHANICAL INC	02/28/23	Headworks eyewash repair 063223	255-5-55-30-570.000 Other Purchased Services	1834.76	50196	08/10/23
14685	ALLIANCE MECHANICAL INC	05/31/23	Heat maintenance Admin bu 065280	255-5-55-30-570.000 Other Purchased Services	581.79	50196	08/10/23
V9533	CCP INDUSTRIES	07/11/23	flannel rags IN03315616	255-5-55-30-610.000 General Supplies	223.84	50208	08/10/23
04940	COMCAST	07/23/23	internet only 0316028 0723	255-5-55-30-530.000 Communications	258.34	50217	08/10/23
25715	DONALD L. HAMLIN CONSULT	07/20/23	assistance Wtr Qual Super 23817 0623	255-5-55-30-340.000 Technical Services	353.97	50222	08/10/23
V10734	ENCORE ESSEX JUNCTION SOL	07/21/23	fixed monthly payment 6/2 2307	255-5-55-30-622.000 Electricity	2969.11	50226	08/10/23
06870	ENDYNE INC	08/01/23	Essex Jct. WWTF TKN Only 456542	255-5-55-30-340.000 Technical Services	35.00	50227	08/10/23
38955	F W WEBB COMPANY	07/12/23	supplies 81516956	255-5-55-30-570.000 Other Purchased Services	127.14	50232	08/10/23
20470	GLOBAL MONTELLO GROUP	07/31/23	July Fuel 303379	255-5-55-30-626.000 Gasoline	355.88	50239	08/10/23
04035	GOT THAT RENTAL & SALES I	07/21/23	washer cold water 115340	255-5-55-30-442.000 Rental Vehicles/Equip	162.50	50241	08/10/23

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07010	GREEN MOUNTAIN POWER CORP	07/21/23	39 Cascade 6/20 to 7/19/2	255-5-55-30-622.000	9656.65	50243	08/10/23
			0723 Cascade	Electricity			
V10347	J C EHRLICH	07/26/23	pest control maintenance	255-5-55-30-330.000	87.11	50247	08/10/23
			48835111	Professional Services			
V10462	MONAGHAN SAFAR DUCHAM PL	06/30/23	Legal June 23	255-5-55-30-320.000	289.50	50263	08/10/23
			June 2023	Legal Services			
19325	OPEN APPROACH INC	08/01/23	PS remote monitoring mont	255-5-55-30-340.000	130.00	50266	08/10/23
			20358	Technical Services			
15450	PEAK MOTOR AND PUMP	08/07/23	Coupling / VBL ART RAS P	255-5-55-30-570.000	270.56	50270	08/10/23
			91929	Other Purchased Services			
V2124	STAPLES ADVANTAGE	07/29/23	office supplies	255-5-55-30-610.000	170.31	50283	08/10/23
			3543580067	General Supplies			
36130	VERIZON WIRELESS VSAT	06/18/23	Verizon shared 6/19 to 7/	255-5-55-30-530.000	186.08	50295	08/10/23
			9937528026	Communications			
36130	VERIZON WIRELESS VSAT	07/18/23	Verizon shared 7/19 to 8/	255-5-55-30-530.000	186.26	50296	08/10/23
			9939899667	Communications			
38680	VT RURAL WATER ASSOC	08/03/23	Basic and Advanced Math W	255-5-55-30-500.000	84.00	50307	08/10/23
			12153	Training, Conf, Dues			
07565	W B MASON CO INC	06/02/23	office supplies	255-5-55-30-610.000	104.95	50309	08/10/23
			238879779	General Supplies			
07565	W B MASON CO INC	06/29/23	coffee supplies	255-5-55-30-610.000	52.19	50309	08/10/23
			239465020	General Supplies			
07565	W B MASON CO INC	08/02/23	copy paper	255-5-55-30-610.000	57.41	50309	08/10/23
			240148233	General Supplies			
20470	GLOBAL MONTELLO GROUP	07/31/23	July Fuel	256-5-56-40-626.000	362.63	50239	08/10/23
			303379	Gasoline			
24785	GRAINGER	08/01/23	pilot air control	256-5-56-40-431.000	767.62	50242	08/10/23
			9789557692	R&M Buildings & Grounds			
10110	MCGOVERN MECHANICAL CORP	08/02/23	water meter replacements	256-5-56-70-750.001	866.67	50258	08/10/23
			1943	Meter Replacement Program			
03070	MINUTEMAN PRESS	06/30/23	June utility bills	256-5-56-40-560.000	545.07	50260	08/10/23
			56831	Postage			
19325	OPEN APPROACH INC	08/01/23	PS remote monitoring mont	256-5-56-40-340.000	560.00	50266	08/10/23
			20358	Technical Services			
17895	CLEAN NEST	07/01/23	City Cleaning June	258-5-33-13-330.000	216.66	50214	08/10/23
			13456	Professional Services			
25445	802 REPTILES	05/11/23	Reach Fleming Program 7/2	259-5-30-17-330.000	450.00	50190	08/10/23
			000578	Professional Services			
25445	802 REPTILES	05/11/23	Reach EES Program 7/26	259-5-30-17-330.000	450.00	50190	08/10/23
			000579	Professional Services			
17295	ADDISON NORTHWEST SCHOOL	08/02/23	ESSEX MD PARADE - BAND	259-5-30-14-850.150	350.00	50191	08/10/23
			080223D	Memorial Day Parade			
01975	ALBERT D LAWTON SCHOOL	08/02/23	ESSEX MD PARADE-BAND	259-5-30-14-850.150	350.00	50194	08/10/23
			080223D	Memorial Day Parade			
19815	AMAZON CAPITAL SERVICES	07/29/23	Reach EES Supplies	259-5-30-17-610.000	146.11	50197	08/10/23
			11Q9QXV3YWKF	General Supplies			
19815	AMAZON CAPITAL SERVICES	07/31/23	Preschool Supplies	259-5-30-16-610.000	159.00	50197	08/10/23
			11YJ791NCJ93	General Supplies			
19815	AMAZON CAPITAL SERVICES	07/29/23	CMS Supplies	259-5-30-17-610.000	73.24	50197	08/10/23
			13QHTLRRYP9M	General Supplies			

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19815	AMAZON CAPITAL SERVICES	07/19/23	Camp Supplies 163MPJ4D393L	259-5-30-17-610.000 General Supplies	26.23	50197	08/10/23
19815	AMAZON CAPITAL SERVICES	07/22/23	Star Supplies 163MPJ4DPL9M	259-5-30-17-610.000 General Supplies	204.96	50197	08/10/23
19815	AMAZON CAPITAL SERVICES	07/19/23	Reach EES Supplies 16MWHC6436FK	259-5-30-17-610.000 General Supplies	127.43	50197	08/10/23
19815	AMAZON CAPITAL SERVICES	07/20/23	CMS Supplies 16RW6LFHF9M9	259-5-30-17-610.000 General Supplies	58.52	50197	08/10/23
19815	AMAZON CAPITAL SERVICES	07/26/23	Reach Fleming Supplies 17Y9MT3GKKPD	259-5-30-17-610.000 General Supplies	198.69	50197	08/10/23
19815	AMAZON CAPITAL SERVICES	08/24/23	CMS Supplies 19DJQLJQ9PRK	259-5-30-17-610.000 General Supplies	27.94	50197	08/10/23
19815	AMAZON CAPITAL SERVICES	07/19/23	Pool Supplies 1C6WX77H4YYR	259-5-30-11-610.000 General Supplies	59.99	50197	08/10/23
19815	AMAZON CAPITAL SERVICES	07/25/23	CMS Supplies 1C974W9V91XM	259-5-30-17-610.000 General Supplies	30.72	50197	08/10/23
19815	AMAZON CAPITAL SERVICES	07/26/23	CMS Supplies 1DT6NG4LHRMT	259-5-30-17-610.000 General Supplies	29.98	50197	08/10/23
19815	AMAZON CAPITAL SERVICES	07/23/23	Preschool Supplies 1HJQ6XPF9TQ9	259-5-30-16-610.000 General Supplies	392.69	50197	08/10/23
19815	AMAZON CAPITAL SERVICES	07/20/23	Preschool Supplies 1KLCVNV9C9C9	259-5-30-16-610.000 General Supplies	65.99	50197	08/10/23
19815	AMAZON CAPITAL SERVICES	07/22/23	Camp Supplies 1R1JX4C3Q9MH	259-5-30-17-610.000 General Supplies	87.99	50197	08/10/23
19815	AMAZON CAPITAL SERVICES	07/28/23	Pool Supplies 1T7RYRC7YCMF	259-5-30-11-610.000 General Supplies	82.45	50197	08/10/23
19815	AMAZON CAPITAL SERVICES	07/26/23	Camp Supplies 1W7LRG4NJDHK	259-5-30-17-610.000 General Supplies	96.16	50197	08/10/23
19815	AMAZON CAPITAL SERVICES	07/21/23	Reach EES Supplies 1WNG7TJVL9TW	259-5-30-17-610.000 General Supplies	20.63	50197	08/10/23
19815	AMAZON CAPITAL SERVICES	07/23/23	CMS Enrichment 1X7YYG1WGCJ	259-5-30-17-610.000 General Supplies	87.46	50197	08/10/23
19815	AMAZON CAPITAL SERVICES	07/23/23	Preschool Supplies 1XG3JC1JY16J	259-5-30-16-610.000 General Supplies	642.49	50197	08/10/23
19815	AMAZON CAPITAL SERVICES	07/25/23	Preschool Supplies 1XJMW9P9F9NNQ	259-5-30-16-610.000 General Supplies	49.95	50197	08/10/23
19815	AMAZON CAPITAL SERVICES	07/29/23	Preschool Supplies 1YQ6LNL74C4V	259-5-30-16-610.000 General Supplies	131.85	50197	08/10/23
19815	AMAZON CAPITAL SERVICES	08/02/23	Preschool Supplies 1YR97LRP6WLY	259-5-30-16-610.000 General Supplies	757.47	50197	08/10/23
25595	AMERICAN RED CROSS	07/26/23	CIT CPR First Aid 7/19 22611018	259-5-30-17-330.000 Professional Services	396.00	50200	08/10/23
17600	ASHLEY CAROLINE	08/02/23	ESSEX MEMORIAL DAY PARADE 080223D	259-5-30-14-850.150 Memorial Day Parade	150.00	50201	08/10/23
25370	BOUNCE AROUND VT	08/01/23	National Night Out 8/1 7929	259-5-30-14-330.000 Professional Services	435.00	50203	08/10/23
19040	CAIRNS ARENA	06/12/23	CMS Trip 7/21 3237423	259-5-30-17-330.000 Professional Services	270.00	50206	08/10/23
17285	CATAMOUNT PIPE BAND	08/02/23	ESSEX MEMORIAL DAY PARADE 080223D	259-5-30-14-850.150 Memorial Day Parade	1500.00	50207	08/10/23

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30255	08/07/23	CHESSEY KAREN S EJRP Volleyball Clinic 080723D	259-5-30-14-330.000 Professional Services	3492.00	50212	08/10/23
28130	05/11/23	COLCHESTER PAINTBALL, INC Camp Reach 7/17 2021027	259-5-30-17-330.000 Professional Services	700.00	50216	08/10/23
28130	07/28/23	COLCHESTER PAINTBALL, INC STAR Laser Tag 8/4 2021033	259-5-30-17-330.000 Professional Services	400.00	50216	08/10/23
31545	07/30/23	COSTCO #314 Pool Staff Training 073023D	259-5-30-11-610.000 General Supplies	173.96	50219	08/10/23
42360	07/28/23	ECHO AT THE LEAHY CENTER CMS Tickets 7/28 R104323	259-5-30-17-330.000 Professional Services	448.00	50225	08/10/23
42360	07/24/23	ECHO AT THE LEAHY CENTER Reach Tickets 7/24 R94794	259-5-30-17-330.000 Professional Services	360.00	50225	08/10/23
42360	07/25/23	ECHO AT THE LEAHY CENTER Reach Tickets 7/25 R94795	259-5-30-17-330.000 Professional Services	528.00	50225	08/10/23
20680	08/02/23	EPIC DRIVING LLC Drivers Ed Summer 300	259-5-30-14-330.000 Professional Services	13770.00	50229	08/10/23
03520	05/12/23	ESSEX CINEMAS Reach Movie 8/16 051223D	259-5-30-17-330.000 Professional Services	700.00	50230	08/10/23
25075	08/02/23	ESSEX HIGH SCHOOL STUDENT ESSEX MD PARADE-BAND 080223D	259-5-30-14-850.150 Memorial Day Parade	350.00	50231	08/10/23
25075	08/02/23	ESSEX HIGH SCHOOL STUDENT Essex MDay Parade-Cheerle 080223D1	259-5-30-14-850.150 Memorial Day Parade	180.00	50231	08/10/23
25075	08/02/23	ESSEX HIGH SCHOOL STUDENT Essex MD Parade - Footbal 080223D2	259-5-30-14-850.150 Memorial Day Parade	100.00	50231	08/10/23
25075	08/04/23	ESSEX HIGH SCHOOL STUDENT EJRP JrHornets Bball 080423	259-5-30-14-330.000 Professional Services	1681.00	50231	08/10/23
25075	08/04/23	ESSEX HIGH SCHOOL STUDENT EJRP Jr Hornets Soccer 080423D	259-5-30-14-330.000 Professional Services	1950.00	50231	08/10/23
31270	05/09/23	GAGNON MARK Camp Reach Performances 8 050923D	259-5-30-17-330.000 Professional Services	800.00	50236	08/10/23
20195	07/26/23	GET AIR Reach Trip 7/18 2021996	259-5-30-17-330.000 Professional Services	658.00	50238	08/10/23
20195	07/20/23	GET AIR Reach Trip 7/20 2021997	259-5-30-17-330.000 Professional Services	1081.50	50238	08/10/23
20470	07/31/23	GLOBAL MONTELLO GROUP July Fuel 303379	259-5-30-15-626.000 Gasoline	115.70	50239	08/10/23
17375	08/02/23	HANNAFORD'S VOLUNTEERS FI ESSEX MEMORIAL DAY PARADE 080223D	259-5-30-14-850.150 Memorial Day Parade	600.00	50244	08/10/23
25585	07/21/23	JAY PEAK RESORT Reach Trip 7/21 6736088001	259-5-30-17-330.000 Professional Services	3493.00	50248	08/10/23
2950	08/03/23	KASPRISIN ANDREW EJRP TrackField Camp 080323D	259-5-30-14-330.000 Professional Services	1400.00	50249	08/10/23
25625	06/02/23	LOWE'S - 1080 EJRP Lowes June 4191080623	259-5-30-17-610.000 General Supplies	759.25	50254	08/10/23
25625	06/02/23	LOWE'S - 1080 EJRP Lowes June 4191080623	259-5-30-11-431.000 R&M Buildings & Grounds	187.52	50254	08/10/23
25625	06/02/23	LOWE'S - 1080 EJRP Lowes June 4191080623	259-5-30-16-610.000 General Supplies	106.36	50254	08/10/23
14570	07/25/23	METROROCK STATION / VERTI Reach Trip 7/25 634024	259-5-30-17-330.000 Professional Services	2016.00	50259	08/10/23

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17300	MOUNT SINAI #3 MOTOR CORP	08/02/23	ESSEX MEMORIAL DAY PARADE 080223D1	259-5-30-14-850.150 Memorial Day Parade	500.00	50264	08/10/23
17280	MT SINAI #3	08/02/23	Essex Memorial Day Parade 080223D	259-5-30-14-850.150 Memorial Day Parade	400.00	50265	08/10/23
2900	PALMER LANE MAPLE	06/29/23	Discovery Field Trips 7600	259-5-30-17-610.000 General Supplies	809.75	50267	08/10/23
80020	PARIZO MIA	07/18/23	Pool Pass Refund 165922	259-4-30-11-020.305 Pool Memberships	150.00	50268	08/10/23
17565	PARVANOV DRAGOMIR	07/22/23	EJRP Soccer Sparks 072223D	259-5-30-14-330.000 Professional Services	2244.00	50269	08/10/23
25640	PELKEY'S ARCHERY INC	08/08/23	Archery Program 230808	259-5-30-14-330.000 Professional Services	3799.96	50271	08/10/23
29425	PERFORMANCE FOOD SERVICE	07/20/23	Reach EES Snack 893090	259-5-30-17-610.000 General Supplies	209.14	50272	08/10/23
29425	PERFORMANCE FOOD SERVICE	07/24/23	CMS Snack 894456	259-5-30-17-610.000 General Supplies	111.93	50272	08/10/23
29425	PERFORMANCE FOOD SERVICE	07/25/23	Reach Fleming Snack 896541	259-5-30-17-610.000 General Supplies	256.74	50272	08/10/23
29425	PERFORMANCE FOOD SERVICE	07/25/23	Camp Discovery Snack 896544	259-5-30-17-610.000 General Supplies	207.44	50272	08/10/23
29425	PERFORMANCE FOOD SERVICE	07/25/23	CMS Snack 896681	259-5-30-17-610.000 General Supplies	107.28	50272	08/10/23
29425	PERFORMANCE FOOD SERVICE	07/27/23	Reach EES Snack 897267	259-5-30-17-610.000 General Supplies	190.56	50272	08/10/23
29425	PERFORMANCE FOOD SERVICE	07/31/23	CMS Snack 898759	259-5-30-17-610.000 General Supplies	277.94	50272	08/10/23
29425	PERFORMANCE FOOD SERVICE	07/31/23	CMS Snack 898847	259-5-30-17-610.000 General Supplies	47.36	50272	08/10/23
29425	PERFORMANCE FOOD SERVICE	08/01/23	Reach Fleming Snack 899879	259-5-30-17-610.000 General Supplies	174.01	50272	08/10/23
29425	PERFORMANCE FOOD SERVICE	08/01/23	Discovery Snack 900374	259-5-30-17-610.000 General Supplies	249.77	50272	08/10/23
80028	RUSSELL'S GARDEN CTR INC	08/02/23	EJRP Comm Garden Supplies 449935	259-5-30-14-610.000 General Supplies	252.96	50278	08/10/23
14160	SHELBURNE MUSEUM	07/31/23	Reach Field Trip 7/31 1485	259-5-30-17-330.000 Professional Services	280.00	50280	08/10/23
45825	SPARE TIME	06/26/23	Reach Field Trip 6/26 31299841	259-5-30-17-580.000 Travel	540.00	50282	08/10/23
23495	STUDENT TRANSPORTATION OF	07/21/23	Reach Fleming Bus 7/19 70218354	259-5-30-17-580.000 Travel	245.81	50285	08/10/23
23495	STUDENT TRANSPORTATION OF	07/21/23	Discovery Bus 7/19 70218356	259-5-30-17-580.000 Travel	452.82	50285	08/10/23
23495	STUDENT TRANSPORTATION OF	07/24/23	Reach Fleming Bus 7/17 70218442	259-5-30-17-580.000 Travel	1850.06	50285	08/10/23
23495	STUDENT TRANSPORTATION OF	07/24/23	Discovery Bus 70218443	259-5-30-17-580.000 Travel	452.82	50285	08/10/23
23495	STUDENT TRANSPORTATION OF	07/24/23	CMS Bus 7/21 70218444	259-5-30-17-580.000 Travel	556.31	50285	08/10/23
23495	STUDENT TRANSPORTATION OF	07/27/23	Discovery Bus 7/24-26 70218734	259-5-30-17-580.000 Travel	905.64	50285	08/10/23

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
23495	STUDENT TRANSPORTATION OF	07/31/23	Discovery Bus 7/27-28 70219137	259-5-30-17-580.000 Travel	1121.25	50285	08/10/23
23495	STUDENT TRANSPORTATION OF	07/31/23	CMS Bus 7/28 70219140	259-5-30-17-580.000 Travel	685.69	50285	08/10/23
23495	STUDENT TRANSPORTATION OF	07/31/23	Camp REACH Bus 7/27 70219141	259-5-30-17-580.000 Travel	478.69	50285	08/10/23
23495	STUDENT TRANSPORTATION OF	07/31/23	Discovery Bus 7/31 70219893	259-5-30-17-580.000 Travel	465.76	50285	08/10/23
23495	STUDENT TRANSPORTATION OF	07/31/23	Reach EES Bus 7/31 70219894	259-5-30-17-580.000 Travel	517.50	50285	08/10/23
27970	THE PORTABLE MINI GOLF CO	04/20/23	Reach Golf 7/10-12 0000221	259-5-30-17-330.000 Professional Services	640.00	50290	08/10/23
27970	THE PORTABLE MINI GOLF CO	07/25/23	Discovery Golf 7/21 0000263	259-5-30-17-330.000 Professional Services	325.00	50290	08/10/23
08220	TODD CHAGNON CONSTRUCTION	07/18/23	Park Street Water Line 2022172	259-5-30-16-330.000 Professional Services	30300.00	50291	08/10/23
26445	TUDOR CHRISTOPHER L	08/04/23	Pickleball Clinics July 333	259-5-30-14-330.000 Professional Services	600.00	50293	08/10/23
36130	VERIZON WIRELESS VSAT	06/18/23	Verizon shared 6/19 to 7/ 9937528026	259-5-30-16-610.000 General Supplies	65.36	50295	08/10/23
36130	VERIZON WIRELESS VSAT	07/18/23	Verizon shared 7/19 to 8/ 9939899667	259-5-30-16-610.000 General Supplies	65.42	50296	08/10/23
26795	VERMONT CHALKY PAINT LLC	08/03/23	EJRP MakeNTake Camps 000010	259-5-30-14-330.000 Professional Services	1000.00	50298	08/10/23
25315	VESPA'S PIZZA PASTA & DEL	07/21/23	STAR Snack 7/21 072123D	259-5-30-17-610.000 General Supplies	98.00	50300	08/10/23
25315	VESPA'S PIZZA PASTA & DEL	07/26/23	CMS Lunch 7/26 072623D	259-5-30-17-610.000 General Supplies	200.00	50300	08/10/23
25315	VESPA'S PIZZA PASTA & DEL	07/30/23	Pool Staff Training 073023D	259-5-30-11-610.000 General Supplies	165.01	50300	08/10/23
25945	VT AFTERSCHOOL	07/20/23	Camp Staff Training 7/13 6335	259-5-30-17-330.000 Professional Services	100.00	50303	08/10/23
17325	VT CIVIL WAR HEMLOCKS	08/02/23	ESSEX MEMORIAL DAY PARADE 080223D	259-5-30-14-850.150 Memorial Day Parade	800.00	50304	08/10/23
17330	VT FIELD MUSIC FIFE AND D	08/02/23	ESSEX MEMORIAL DAY PARADE 080223D	259-5-30-14-850.150 Memorial Day Parade	700.00	50305	08/10/23
07565	W B MASON CO INC	07/20/23	Preschool Supplies 239853584	259-5-30-16-610.000 General Supplies	72.47	50309	08/10/23
05915	WUNDERLES BIG TOP ADVENTU	08/03/23	EJRP Circus Camp 1	259-5-30-14-330.000 Professional Services	9100.00	50312	08/10/23
22670	CAPITAL ONE CREDIT CARD -	07/16/23	EJRP CC June FY23 6508723	259-5-30-16-610.000 General Supplies	3094.51	81023	08/10/23
22670	CAPITAL ONE CREDIT CARD -	07/16/23	EJRP CC June FY23 6508723	259-5-30-14-850.150 Memorial Day Parade	114.69	81023	08/10/23
22670	CAPITAL ONE CREDIT CARD -	07/16/23	EJRP CC June FY23 6508723	259-5-30-17-610.000 General Supplies	287.61	81023	08/10/23
22670	CAPITAL ONE CREDIT CARD -	07/16/23	EJRP CC June FY23 6508723	259-5-30-15-610.000 General Supplies	59.58	81023	08/10/23
22670	CAPITAL ONE CREDIT CARD -	07/16/23	EJRP CC June FY23 6508723	259-5-30-17-580.000 Travel	667.60	81023	08/10/23

08/11/23

City of Essex Junction Accounts Payable

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04:31 pm

Check Warrant Report # 24003 Current Prior Next FY Invoices For Fund (GENERAL FUND)

CDelibac

For Check Acct 01 (GENERAL FUND) All check #s 08/10/23 To 08/10/23

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
22670	CAPITAL ONE CREDIT CARD -	07/16/23	EJRP CC June FY23 6508723	259-5-30-14-500.000 Training, Conf, Dues	645.00	81023	08/10/23
22670	CAPITAL ONE CREDIT CARD -	07/16/23	EJRP CC June FY23 6508723	259-5-30-11-610.000 General Supplies	90.91	81023	08/10/23
22670	CAPITAL ONE CREDIT CARD -	07/16/23	EJRP CC June FY23 6508723	259-5-30-10-560.000 Postage	34.18	81023	08/10/23
22670	CAPITAL ONE CREDIT CARD -	07/16/23	EJRP CC July FY 24 6508723D	259-5-30-14-610.000 General Supplies	231.08	81023	08/10/23
22670	CAPITAL ONE CREDIT CARD -	07/16/23	EJRP CC July FY 24 6508723D	259-5-30-17-610.000 General Supplies	132.97	81023	08/10/23
Report Total					754608.33		

To the Treasurer of City of Essex Junction, We Hereby certify
that there is due to the several persons whose names are
listed hereon the sum against each name and that there
are good and sufficient vouchers supporting the payments
aggregating \$ ***754,608.33
Let this be your order for the payments of these amounts.

08/11/23

City of Essex Junction Accounts Payable

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04:33 pm

Check Warrant Report # 24004 Current Prior Next FY Invoices For Fund (GENERAL FUND)

CDeLibac

For Check Acct 01 (GENERAL FUND) All check #s 08/11/23 To 08/11/23

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
05290	ADVANCE AUTO PARTS	08/08/23	waher fluid 2051744	210-5-40-12-430.000 R&M Vehicles & Equipment	6.43	50314	08/11/23
05290	ADVANCE AUTO PARTS	06/29/23	wheel bearing grease for 8029367	210-5-40-12-610.000 General Supplies	10.05	50314	08/11/23
05290	ADVANCE AUTO PARTS	07/17/23	kwik pro blister JB weld 9833119	210-5-40-12-610.000 General Supplies	13.24	50314	08/11/23
07465	BIBENS ACE HARDWARE INC	08/09/23	Insect repellent 48608	210-5-40-12-610.000 General Supplies	29.97	50315	08/11/23
16030	BROWN ELECTRIC	08/01/23	electrical maintenance p 38021	210-5-40-12-610.200 Streetlight Supplies	560.69	50316	08/11/23
45120	CHAMPLAIN VALLEY EQUIPMEN	07/18/23	20' Bar SN Hydra28 CC05757	210-5-40-12-610.000 General Supplies	117.98	50317	08/11/23
04940	COMCAST	07/19/23	Lincoln Internet July 23 0719236343	210-5-41-20-530.000 Communications	184.39	50319	08/11/23
V0795	ESSEX TOWN OF	08/07/23	purchase City tax account City Taxes 2	210-2-00-00-215.000 Due to Town	60420.98	50321	08/11/23
04035	GOT THAT RENTAL & SALES I	08/09/23	HARDHAT LINER, 116371	210-5-40-12-612.000 Uniforms	103.92	50323	08/11/23
07010	GREEN MOUNTAIN POWER CORP	07/10/23	Solar Accounts 6/7 to 7/7 07102023D	210-5-41-23-622.000 Electricity	62.64	50325	08/11/23
07010	GREEN MOUNTAIN POWER CORP	07/10/23	Solar Accounts 6/7 to 7/7 07102023D	210-5-41-20-622.000 Electricity	109.55	50325	08/11/23
07010	GREEN MOUNTAIN POWER CORP	07/10/23	Solar Accounts 6/7 to 7/7 07102023D	210-5-41-22-622.000 Electricity	109.55	50325	08/11/23
07010	GREEN MOUNTAIN POWER CORP	07/10/23	Solar Accounts 6/7 to 7/7 07102023D	210-5-40-12-622.000 Electricity	34.01	50325	08/11/23
07010	GREEN MOUNTAIN POWER CORP	07/10/23	Solar Accounts 6/7 to 7/7 07102023D	210-5-41-21-622.000 Electricity	601.76	50325	08/11/23
07010	GREEN MOUNTAIN POWER CORP	07/10/23	Solar Accounts 6/7 to 7/7 07102023D	210-5-40-12-622.000 Electricity	210.98	50325	08/11/23
07010	GREEN MOUNTAIN POWER CORP	07/13/23	Non Solar accounts 6/13 t 07122023NS	210-5-40-12-622.200 Streetlight Electricity	633.50	50325	08/11/23
07010	GREEN MOUNTAIN POWER CORP	07/13/23	Non Solar accounts 6/13 t 07122023NS	210-5-40-12-622.200 Streetlight Electricity	10028.08	50325	08/11/23
15145	JOBTARGET LLC	08/10/23	JOB AD EJRPFINANCE INV77308	210-5-10-10-330.000 Professional Services	250.00	50328	08/11/23
29060	KOFILE TECHNOLOGIES INC	08/04/23	Plat file cabinet INV-KT-01201	210-5-12-10-570.023 Records Preservation	7752.00	50329	08/11/23
03070	MINUTEMAN PRESS	08/11/23	tax bill postage 081123	210-5-13-10-560.000 Postage	1720.76	50331	08/11/23
80025	NAMASTE GARDEN LLC	12/01/22	Refund Liquor License pym 544	210-4-12-10-030.001 Liquor Licenses	115.00	50332	08/11/23
19325	OPEN APPROACH INC	08/01/23	August managed services 20267	210-5-14-10-330.000 Professional Services	8670.00	50334	08/11/23
19325	OPEN APPROACH INC	08/01/23	August O365 20294	210-5-14-10-505.000 Tech. Subs, Licenses	2431.74	50334	08/11/23
19325	OPEN APPROACH INC	08/01/23	August security 20321	210-5-14-10-505.000 Tech. Subs, Licenses	1224.00	50334	08/11/23
02970	USA BLUE BOOK INC	07/31/23	Nitrile gloves 00089576	210-5-40-12-612.000 Uniforms	718.00	50337	08/11/23

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City of Essex Junction Accounts Payable

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Check Warrant Report # 24004 Current Prior Next FY Invoices For Fund (GENERAL FUND)

CDeLibac

For Check Acct 01 (GENERAL FUND) All check #s 08/11/23 To 08/11/23

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
11935	VIKING-CIVES USA	07/31/23 Wide sweep broom	210-5-40-12-610.000	679.00	50339	08/11/23
		4526547	General Supplies			
11935	VIKING-CIVES USA	07/31/23 Led Light Clr Rect	210-5-40-12-430.000	270.09	50339	08/11/23
		4526569	R&M Vehicles & Equipment			
23395	VILLAGE HARDWARE - WILLIS	07/07/23 3IN B/W Vinyl #Set Vac Tr	210-5-40-12-610.000	2.12	50340	08/11/23
		516973	General Supplies			
23395	VILLAGE HARDWARE - WILLIS	08/09/23 STRAW APPROX	210-5-40-12-605.000	55.96	50340	08/11/23
		517101	Summer Construction Suppl			
V10238	VT AIR TESTING SVC	07/31/23 Relay for Life 2023 Sound	210-1-00-00-130.000	535.00	50341	08/11/23
		575	Exchange - General			
V9632	HOYLE, TANNER & ASSOC, IN	08/09/23 Brickyard Culvert constru	230-5-40-13-895.830	1642.25	50327	08/11/23
		0069451	BC2058 Brickyard Culvert			
12235	NEW ENGLAND CENTRAL RAILR	10/21/21 Crescent Connector August	230-5-16-10-890.824	4772.00	50333	08/11/23
		13NECR04R 21	Cres. Connector			
12235	NEW ENGLAND CENTRAL RAILR	08/12/20 Crescent Connector March	230-5-16-10-890.824	437.50	50333	08/11/23
		13NECR04R 2A	Cres. Connector			
12235	NEW ENGLAND CENTRAL RAILR	07/28/21 Crescent Connector Invoic	230-5-16-10-890.824	1579.50	50333	08/11/23
		13NECR04R 2B	Cres. Connector			
12235	NEW ENGLAND CENTRAL RAILR	07/12/23 Crescent Connector Corman	230-5-16-10-890.824	40881.10	50333	08/11/23
		13NECR04R 2C	Cres. Connector			
12235	NEW ENGLAND CENTRAL RAILR	07/20/22 Crescent Connector Invoic	230-5-16-10-890.824	13570.25	50333	08/11/23
		13NECR04R 2D	Cres. Connector			
12235	NEW ENGLAND CENTRAL RAILR	04/14/20 Crescent Connector So Sum	230-5-16-10-890.824	3315.00	50333	08/11/23
		17NECR06R 21	Cres. Connector			
12235	NEW ENGLAND CENTRAL RAILR	08/12/20 Crescent Connect So Summi	230-5-16-10-890.824	134.50	50333	08/11/23
		17NECR06R 2A	Cres. Connector			
12235	NEW ENGLAND CENTRAL RAILR	07/12/23 Crescent Connector So Sum	230-5-16-10-890.824	18429.91	50333	08/11/23
		17NECR06R 2B	Cres. Connector			
12235	NEW ENGLAND CENTRAL RAILR	07/20/22 Crescent Connector So Sum	230-5-16-10-890.824	1798.00	50333	08/11/23
		17NECR06R 2C	Cres. Connector			
12235	NEW ENGLAND CENTRAL RAILR	12/04/19 Crescent Connector inv 21	230-5-16-10-890.824	22264.66	50333	08/11/23
		17NECR06R 2D	Cres. Connector			
05290	ADVANCE AUTO PARTS	06/29/23 wheel bearing grease for	254-5-54-20-610.000	1.67	50314	08/11/23
		8029367	General Supplies			
05290	ADVANCE AUTO PARTS	07/17/23 kwik pro blister JB weld	254-5-54-20-610.000	2.21	50314	08/11/23
		9833119	General Supplies			
80010	FIGUEROA CARLOS	07/31/23 Tax OvrpmtUB RefundFiguer	254-2-00-00-200.002	550.00	50322	08/11/23
		073123	Overpayments Payable			
07010	GREEN MOUNTAIN POWER CORP	07/13/23 Non Solar accounts 6/13 t	254-5-54-20-622.000	53.56	50325	08/11/23
		07122023NS	Electricity			
00275	SB SIGNS INC	08/03/23 date change to water bill	254-5-54-20-610.000	65.00	50335	08/11/23
		28188	General Supplies			
23395	VILLAGE HARDWARE - WILLIS	07/07/23 3IN B/W Vinyl #Set Vac Tr	254-5-54-20-610.000	0.36	50340	08/11/23
		516973	General Supplies			
V10609	2G ENERGY INC.	07/24/23 Cogen engine install	255-5-55-70-722.013	54153.45	50313	08/11/23
		415082300810	Cogen			
05290	ADVANCE AUTO PARTS	06/29/23 wheel bearing grease for	255-5-55-30-610.000	1.68	50314	08/11/23
		8029367	General Supplies			
05290	ADVANCE AUTO PARTS	07/17/23 kwik pro blister JB weld	255-5-55-30-610.000	2.21	50314	08/11/23
		9833119	General Supplies			

08/11/23

City of Essex Junction Accounts Payable

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Check Warrant Report # 24004 Current Prior Next FY Invoices For Fund (GENERAL FUND)

CDeLibac

For Check Acct 01 (GENERAL FUND) All check #s 08/11/23 To 08/11/23

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
23455	CHITTENDEN SOLID WASTE DI	06/30/23	Biosolids June 2023 17114	255-5-55-30-568.000 Biosolids Subcontractor	9649.26	50318	08/11/23
23455	CHITTENDEN SOLID WASTE DI	05/24/23	April biosolids 20234ESS	255-5-55-30-568.000 Biosolids Subcontractor	8399.28	50318	08/11/23
06870	ENDYNE INC	07/07/23	TKN Test 452950	255-5-55-30-340.001 Lab Testing	35.00	50320	08/11/23
24785	GRAINGER	08/07/23	EAR PLUGS, CORDED, BELL, 33D 9795451302	255-5-55-30-610.000 General Supplies	377.37	50324	08/11/23
V1093	HOLLAND CO., INC.	06/22/23	sodium aluminate PI21882	255-5-55-30-619.000 Chemicals	16517.16	50326	08/11/23
V1423	MAHER CORPORATION	08/08/23	Grit blower replacement 4135	255-5-55-30-570.000 Other Purchased Services	2205.00	50330	08/11/23
23395	VILLAGE HARDWARE - WILLIS	07/07/23	3IN B/W Vinyl #Set Vac Tr 516973	255-5-55-30-610.000 General Supplies	0.35	50340	08/11/23
05290	ADVANCE AUTO PARTS	06/29/23	wheel bearing grease for 8029367	256-5-56-40-610.000 General Supplies	20.10	50314	08/11/23
05290	ADVANCE AUTO PARTS	07/17/23	kwik pro blister JB weld 9833119	256-5-56-40-610.000 General Supplies	26.48	50314	08/11/23
07010	GREEN MOUNTAIN POWER CORP	07/10/23	Solar Accounts 6/7 to 7/7 07102023D	256-5-56-40-434.001 Susie Wilson PS Costs	53.16	50325	08/11/23
07010	GREEN MOUNTAIN POWER CORP	07/10/23	Solar Accounts 6/7 to 7/7 07102023D	256-5-56-40-434.002 West Street PS Costs	63.31	50325	08/11/23
07010	GREEN MOUNTAIN POWER CORP	07/10/23	Solar Accounts 6/7 to 7/7 07102023D	256-5-56-40-622.000 Electricity	87.65	50325	08/11/23
07010	GREEN MOUNTAIN POWER CORP	07/13/23	Non Solar accounts 6/13 to 07122023NS	256-5-56-40-622.000 Electricity	368.80	50325	08/11/23
36130	VERIZON WIRELESS VSAT	07/23/23	PS Communication 6/24 to 9940409433	256-5-56-40-434.002 West Street PS Costs	77.68	50338	08/11/23
36130	VERIZON WIRELESS VSAT	07/23/23	PS Communication 6/24 to 9940409433	256-5-56-40-431.000 R&M Buildings & Grounds	301.57	50338	08/11/23
36130	VERIZON WIRELESS VSAT	07/23/23	PS Communication 6/24 to 9940409433	256-5-56-40-434.001 Susie Wilson PS Costs	77.67	50338	08/11/23
23395	VILLAGE HARDWARE - WILLIS	07/07/23	3IN B/W Vinyl #Set Vac Tr 516973	256-5-56-40-610.000 General Supplies	4.24	50340	08/11/23
15145	JOBTARGET LLC	07/31/23	EJRP Job Ad INV76055	259-5-30-15-330.000 Professional Services	500.00	50328	08/11/23
15145	JOBTARGET LLC	08/10/23	JOB AD EJRPFINANCE INV77308	259-5-30-15-330.000 Professional Services	750.00	50328	08/11/23
23495	STUDENT TRANSPORTATION OF	08/04/23	Reach EES Bus 8/3 70220268	259-5-30-17-580.000 Travel	232.88	50336	08/11/23
23495	STUDENT TRANSPORTATION OF	08/04/23	Reach EES Bus 8/1--2 70220271	259-5-30-17-580.000 Travel	776.25	50336	08/11/23

08/11/23

City of Essex Junction Accounts Payable

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04:33 pm

Check Warrant Report # 24004 Current Prior Next FY Invoices For Fund (GENERAL FUND)

CDeLibac

For Check Acct 01 (GENERAL FUND) All check #s 08/11/23 To 08/11/23

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

Report Total				301839.41		
				=====		

To the Treasurer of City of Essex Junction, We Hereby certify
that there is due to the several persons whose names are
listed hereon the sum against each name and that there
are good and sufficient vouchers supporting the payments
aggregating \$ ***301,839.41
Let this be your order for the payments of these amounts.

**CITY OF ESSEX JUNCTION
CITY COUNCIL
REGULAR MEETING
MINUTES OF MEETING
August 9, 2023**

COUNCILORS PRESENT: Raj Chawla, President; Amber Thibeault, Vice President; Marcus Certa, Clerk; Andrew Brown, Elaine Haney.

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

OTHERS PRESENT: Alise Certa, Heidi Clark, Resa Mehren, Bridget Meyer, Tim Miller.

1. CALL TO ORDER

Councilor Chawla called the meeting to order at 6:30 PM.

2. AGENDA ADDITIONS/CHANGES

Councilor Certa requested that the minutes from the last meeting be placed on the business agenda as item #5d. Councilor Chawla requested that the Block Party be placed on the consent agenda as item #6d.

3. APPROVE AGENDA

ELAINE HANEY made a motion, seconded by MARCUS CERTA, to approve the agenda as amended. The motion passed 5-0.

4. PUBLIC TO BE HEARD

a. Comments from public on items not on the agenda

Bridget Meyer spoke about the condition of the train and bus station in Essex Junction and asked for information about the expenditure of any funds that have been allocated for the station. She additionally asked for a status update on the pocket park on Main Street. She further noted that there had been a broken window on 8 Railroad Avenue for over a year and said that the City and community should pay attention to the condition of the downtown. City Manager Mahony noted that there had been an initial design completed for the Amtrak Station renovation project, noting that this project would install a new roof and sides to that building. She noted that there have been staff shortages that have delayed this project, particularly the lack of a City Planner. She noted that the City received a grant for the Main Street pocket park and will have it for two construction seasons. She said that by late fall, they should be ready to put together a construction bid to have a contractor lined up for the 2024 construction season. She said that she would look into the broken window issue further and would review ordinances to see if there are any that apply to broken windows. Ms. Meyer expressed disappointment that the City is prioritizing a City Planner over code enforcement staff, saying that code enforcement is greatly needed in Essex Junction.

5. BUSINESS ITEMS

a. Discussion and Consideration of Strategic Plan Consultant Selection

Director Snellenberger noted that the City had put out a Request for Proposals (RFP) for a consultant to assist with the development of a Community Vision and Strategic Action Plan for the City. She noted that the City had received five bids from consultant groups. She spoke about the selection committee that was put together to meet and evaluate the bids, noting that they selected two finalist bids for interviews, which occurred on August 2. She noted that as a result of those interviews, the selection committee recommended Future iQ as the successful bidder to help the City move forward with its Community Vision and Strategic Action Plan. She said that Future iQ's proposal aligned more with the RFP and could provide staff with additional support and that the selection committee liked their proposed

approach to this scope of work. She noted that the bid also came with several proposed additional options, which the selection committee believed could enhance the project. She said that the selection committee is also recommending increasing the budget for this project to \$42,500 to take advantage of some of these options. She recommended taking \$12,500 out of the \$40,000 allocation for rebranding and putting it toward this contract.

Councilor Haney asked about the difference in price between the Creative Discourse Group and Future iQ's bids. Director Snellenberger replied that Creative Discourse Group's proposed budget for all four phases (which included visioning and an action plan) came in at \$52,785, which was more than Future iQ's bid. Councilor Haney expressed concern about the lack of content around engaging with marginalized community members. Director Snellenberger noted that the selection committee also noted that lack of detail from proposals and asked about it during the interview process. She noted that Future iQ spoke to their efforts around engagement with marginalized and diverse communities and stakeholders. Councilor Haney said that the consultant should be focused on a variety of methods for engaging the community and for thinking strategically. She also said it is important for the consultants to engage with the City Council and its various boards and committees as part of this work. She also expressed concern about the potential lack of understanding on the part of Future iQ around the urban and rural interplay in the Junction.

Councilor Certa acknowledged Creative Discourse Group's great work on Heart & Soul but said that their approach to this RFP seemed misaligned with the scope of work and that Future iQ's focus on engagement brought them to the top of the list. He also spoke about Future iQ's focus on providing support to staff on this body of work. Director Snellenberger noted that the references received on Future iQ's prior work were also quite high-quality.

Councilor Chawla asked about the staff recommendation to reallocate funding from the rebranding efforts for this scope of work. City Manager Mahony replied that staff have implemented rebranding activities that should work in the short term and will continue this work and that reallocating funding to this important piece of work is prudent.

Councilor Thibeault asked how much work the consultant anticipates conducting remotely versus in person in Essex Junction. Councilor Certa replied that it seemed based on the City's desire and need for in-person engagement, so it sounded like the consultant is able to be flexible in this area.

Councilor Brown spoke about the inclusion of members of several boards and committees in the RFP review process and selection committee, in addition to the staff and Councilors who participated, and thanked staff for making this a more inclusive process than it has been in the past. Councilor Certa noted that the breadth of knowledge and experience among the selection committee was extremely valuable.

Bridget Meyer spoke about previous efforts on strategic planning and community engagement in the Junction. She said that engaging with as many individuals as possible in the community will be tantamount to the success of this current strategic planning and visioning process. She additionally said that she would like the end product of this to be a living document that is referred back to often by the City.

ANDREW BROWN made a motion, seconded by MARCUS CERTA, that the City Council increase the budget of the Community Vision and Strategic Action Plan project to \$42,500 with additional funds coming from the rebranding effort in the LOT fund and for the City Manager to initiate a contract with Future iQ. The motion passed 5-0.

b. Discussion of the Council Communication Policy & Strategies

City Manager Mahony began by noting that after the Council's orientation session in May, it identified two older policies that it would like to revise—the Communications Policy and the Meetings Policy. She said that the initial draft of the revised Communications Policy is ready for an initial discussion by the Council. She noted that this policy defines the roles of various staff, Councilors, and committee members and how they communicate with the public about City issues. Councilor Haney noted that this policy should be thought of more as a set of guidelines than a policy with a punitive component imposed by the City. Councilor Chawla noted that the policy could be modified in the future as the City embarks on more strategic communication with the public and broader efforts around community engagement. The Council spoke about email communications and how the general public may not be aware of the nuances around email communication with the Council and adhering to Open Meeting Law. The Council discussed making amendments around copying the City Council President on email responses to questions and decided to strike that language from the policy.

Resa Mehren noted that there are no requirements in the policy around response times for communicating with various municipal and elected officials. She also noted how quickly the Council brought forth an agenda item relating to a topic that was broached during public comment at its last meeting. Councilor Chawla replied that he generally holds himself to a 24-48-hour timeframe for responding to constituent inquiries. He also spoke about how items make it onto the agenda for the Council and that the Front Porch Forum topic happened to fit within the theme of other agenda items for tonight, which was generally coincidental. He noted that there will be further discussions of meeting procedure and agenda-setting policy over the next several months.

ELAINE HANEY made a motion, seconded by ANDREW BROWN, that the Council adopt the revised Communication Policy as amended. The motion passed 5-0.

City Manager Mahony noted that though the strategic planning process will improve communication and engagement with the community, the City will be well-suited to define the level of engagement needed based on the type of project, process, or policy being worked on. She noted a number of ideas she has heard around engagement since the beginning of her tenure here, and Councilor Chawla noted that the purpose of tonight's discussion is to determine if there are ideas that are missing and whether some of the ideas could be built on to strengthen engagement with the community.

Director Snellenberger noted that research around how the Essex Junction community would like to communicate is lacking and thinks this is a crucial step prior to developing and honing various communication tactics. Councilor Certa noted that two critical components to effective communication between the City and the public are both the public's knowledge and awareness of what is happening in the community and the public's accessibility to the government. He said that he would like to see some short-term opportunities for the Council to engage the community in addition to employing longer-term tactics. Director Snellenberger suggested articulating some six-month goals and then fleshing out longer-term goals.

Councilor Haney said that they should be thinking about how the government communicates and how the Council communicates. She said that there isn't a standard communication protocol across staff around how information is communicated to the public, which could be useful for the City to implement. She said that the City already communicates well in a number of areas, such as Front Porch Forum, Facebook, its website, and the Essex Reporter, but it could stand to enhance its communication in these areas. She said that one short-term communication tactic could be the "Coffee with a Councilor" event. She also emphasized that now is the time to form neighborhood assemblies.

Alise Certa said it is important to clearly define the goals around communication and engagement since it will help inform strategic planning but will also help the City measure success around communication. She additionally suggested that a survey could be valuable for gathering feedback from the public quickly.

Director Snellenberger will put together a draft of communication goals for the Council's consideration and discussion at one of its upcoming meetings. City Manager Mahony said that they would also take a look at the standardized communication protocol, as well as begin to refine the list of ideas around communication and engagement tactics.

c. Discussion and Consideration of Front Porch Forum Neighborhoods

Director Snellenberger noted that at its July 26, 2023, meeting, the City Council was asked by a member of the public to consider contacting Front Porch Forum to discuss changing the Essex Junction Forums to one neighborhood instead of four (which are currently Five Corners South, Five Corners North, Countryside, and Fairview Farms). She noted that the City has 17 custom access accounts for non-commercial community engagement and pays \$2,808.00 for them. She said that changing the number of neighborhood forums should have no bearing on this cost.

Councilor Haney noted that many communities typically see about 80% of FPF posts coming from residents and 20% from the government, but that Essex Junction is unique in that number is flipped—the City uses FPF like a City newsletter to engage with the public.

Councilor Chawla noted that the neighborhood forums, as delineated, don't represent the City or its neighborhoods and said it could be worth asking FPF how they determined those neighborhood areas and whether they would change it. He pointed out that users are able to cross-post to other neighborhoods.

Councilor Brown noted that FPF is a private company, and the City and Council don't have much authority or leverage to push FPF to change their neighborhood delineations, though he is open to engaging with FPF to make this request.

City Manager Mahony said that it may be worth it to engage in FPF on this, though it is not a time-sensitive issue.

Resa Mehren spoke about how some neighborhood forums are very specific to that area and may not be of interest to the other neighborhood forums for the community.

Bridget Meyer said that her street has two communication forums that are not FPF (in addition to FPF), including a Facebook page and an email list. She said that some people see FPF as more formal than those other forms of communication.

d. Approve Minutes: July 26, 2023

ANDREW BROWN made a motion, seconded by MARCUS CERTA, to approve the July 26, 2023 minutes with the following amendments:

- **Line 191: Correct spelling of Marcus Certa's name in the motion.**

The motion passed 5-0.

6. **CONSENT AGENDA**

- a. Approve Check Warrants #24001 (07/07/23); #24002 (07/28/23)
- b. Approve Minutes: July 26, 2023, **now Business Item #5d**
- c. Approve Champlain Water District MOU
- d. Acorn Circle Block Party *newly added*

ELAINE HANEY made a motion, seconded by MARCUS CERTA, to approve the consent agenda as amended. The motion passed 5-0.

7. **READING FILE**

- a. Council & Manager member comments: City Manager Mahony noted that the heavy amount of rain had delayed the Brickyard Project but acknowledged that the City is relatively lucky in terms of the damage it has seen from this summer's rains. Councilor Thibeault said that she would like the Council to discuss the City's delinquent tax sale policy at a future meeting. Councilor Brown asked whether staff who do not live in Essex Junction were impacted by flooding and are facing difficulties related to that. City Manager Mahony spoke about staff who had to take an ATV to a relative's house to procure another vehicle to be able to come to work and spoke about that staff's dedication.
- b. July 2023 Financial Reports
- c. Delinquent Tax Memo
- d. Park Street School Update
- e. FY23 Restorative Justice Report
- f. Development Review Board Minutes: July 20, 2023

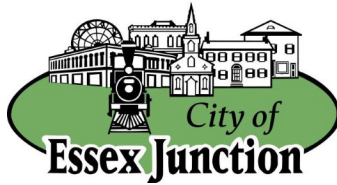
8. **EXECUTIVE SESSION**

- a. None anticipated

9. **ADJOURN**

ANDREW BROWN made a motion, seconded by RAJ CHAWLA, to adjourn the meeting. The motion passed 5-0 at 8:46 P.M.

Respectfully Submitted,
Amy Coonradt

**Memorandum (Revised)**

To: City Council, Regina Mahony, City Manager

From: Susan McNamara-Hill, Clerk

Re: Tobacco License application

Date: August 23, 2023

Issue

The issue is whether the City Council will approve the Tobacco License application from Ghazal Saeed.

Discussion

According to the Department of Liquor Licensing, Tobacco Licenses must be approved by the local legislative body before being sent to the state. In following the procedure of the Town of Essex, we are requesting that the Essex Police Department review the application before granting approval.

The applicant is requesting the tobacco license to be used during the 2023 Fair at CVE. This is considered by DLL to be an annual license, not a special event permit. Previously, the applicant was able to obtain the annual license directly from the state, but the procedures changed for this year and local approval is now required.

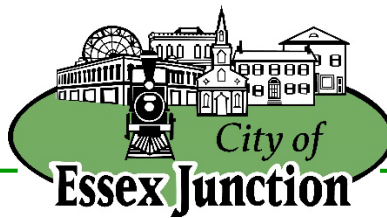
The Police Department has reviewed the application and has no issues with this application per email from Detective Corporal Nicholas Van Winkle.

Cost

There is no cost associated with this request.

Recommendation

Staff recommends that the City Council approve the application for the annual tobacco license.



MEMORANDUM

To: City Council
From: Christopher Yuen, Community Development Director
Meeting Date: 08/23/2023
Subject: VC Designation Renewal

Issue:

The City's Village Center Designation and Neighborhood Development Area Designations are up for renewal.

Discussion:

The City currently benefits from two State designations - the Village Center designation, and the Neighborhood Development Area designation. Currently, both designations apply to the same area and their boundaries align exactly with the limits of the Village Center zoning district. These designations last eight years at a time and both are up for renewal in September 2023.

With the Village Center (VC) Designation, building owners, lessees and the municipality are eligible for the following benefits: historic tax credits; facade improvement tax credits; code improvement tax credits; priority consideration for HUD, CDBG, and Municipal Planning Grants; priority site consideration by State Building and General Services when leasing or constructing buildings; and the option to create a special assessment district to raise funds for both operating and capital expenses to support specific projects in the designation.

The Neighborhood Development Area (NDA) designation provides state permitting exemptions for qualified mixed income housing, tax benefits, and limitation on appeals for residential development. These benefits are meant to encourage developers and municipalities to help increase the creation of new homes within walking distance of shops, jobs, services, and schools. A summary of the benefits of the available state designations is attached.

Both designations are critical to the continued revitalization of the Five Corners area. Staff recommends that the City consider expansion of the Neighborhood Development Area in the future, and are aware that there is some desire to change the Village Center Designation to a Downtown Designation. But as an immediate step, the designations must be renewed so that the State benefits continue to be available to applicants in the area.

As a part of the renewal application the Vermont Department of Housing and Community Development requires that the renewal application for VC and NDA designations be authorized by the municipal legislative body.

Recommendation:

Staff recommends that Council authorize the renewal application for the VC and NDA designation.

Recommended Motion:

I move that City Council authorize the renewal application for the Village Center and Neighborhood Development Area designation through the Vermont Department of Housing and Community Development designation program.

State Designation Programs

Benefits Overview

DOWNTOWN
VILLAGE
CENTER
NEW TOWN
CENTER
GROWTH
CENTER
NEIGHBORHOOD
DEVELOPMENT
AREA

AUTHORITY					
Statute Section (24 V.S.A. Chapter 76A)	2793	2793a	2793b	2793c	2793e
Date Established	1998	2002	2002	2006	2013
PURPOSE					
Historic Preservation*	√	√		√	√
Economic Revitalization*	√	√		√	√
Smart Growth	√	√	√	√	√
Economic Development	√	√	√	√	√
BENEFITS					
10% State Historic Rehabilitation Tax Credit	√	√			√
25% Façade Improvement Tax Credit	√	√			√
50% Code Improvement Tax Credit	√	√			√
50% Flood Mitigation Credit	√	√			√
Downtown Transportation Fund***	√	√			
Sprinkler System Rebate	√				
Special Assessment District	√	√	√		
Reallocation of Sales Tax on Construction Materials	√				
Traffic Calming Options	√				
Signage Options	√				
No appeal of decision on character of neighborhood for housing	√			√	√
Act 250 Threshold for Mixed-Income Housing & Mixed-Use Projects	√		√	√	√
Act 250 Limited Review & Criteria - "Downtown Findings"	√				
Act 250 Findings and Conclusions for Growth Centers				√	
Act 250 Master Plan Permit Application				√	
Act 250 Mitigation for Loss of Primary Agricultural Soils**	√		√	√	√
Act 250 fee reduction					√
Act 250 Existing Settlement under criterion 9(L)	√	√	√	√	√
Exemption from land gains tax	√	√	√	√	√
ANR Wastewater fee capped at \$50/application					√
Better Places placemaking grants	√	√	√		√
PRIORITY CONSIDERATION***					
All State Agencies and Funding Programs - first priority	√	√			
Specific State Agencies and Funding Programs:					
Municipal Planning Grants	√	√		√	√
Bike/Ped and Transportation Alternatives Grants	√	√		√	√
Property Assessment Fund (Contaminated Sites / Brownfields)	√	√		√	√
Community Development Block Grants	√	√		√	√
ANR Wastewater funding	√	√		√	
State affordable housing funds	√	√		√	√
Locating State Buildings	√	√	√	√	

*May not apply to all growth centers.

**Agricultural soil mitigation benefits apply to designated neighborhood development areas only when they are associated with a designated downtown and applies only to new town centers created before 1/1/14.

***Designated Village Centers that have completed a Better Connections planning process are eligible for the Downtown Transportation Fund

Statute establishes that designated downtowns and village centers should have greater priority for state funding and programs than new town centers and growth centers. (24 V.S.A. §2790(d) and 24 V.S.A. §2793c(i)(2)(A))

For more information, please contact:

Chris Cochran: chris.cochran@vermont.gov or 802.595.5410

Website: <http://accd.vermont.gov/community-development/designation-programs>

Comparison of Designation Programs

	DOWNTOWN	VILLAGE CENTER	NEW TOWN CENTER	GROWTH CENTER	NEIGHBORHOOD DEVELOPMENT AREA
AUTHORITY					
Statute Section (24 V.S.A. Chapter 76A)	2793	2793a	2793b	2793c	2793e
Date Established	1998	2002	2002	2006	2013
ADMINISTRATIVE REQUIREMENTS					
Pre-application meeting with DHCD staff	√	√	√	√	√
Complete application submitted by the legislative body of a municipality*	√	√	√	√	√
Notice sent to RPC and RDC of intent to apply	√	√	√	√	√
Notice of application published in local newspaper	√				
Notice of application sent to adjoining towns and interested parties				√	
Map of proposed designation**	√	√	√	√	√
Preliminary application required				√	
Number of days to a designation decision after application received	45	45	45	90	45
Number of years the designation remains in effect (renewal required to maintain designation)	8	8	8	20	***
Interim review required (interval of years) ***	4		4	5	***
LOCAL CAPACITY AND CHARACTERISTICS					
Area listed or eligible for National Register of Historic Places	√				
Community reinvestment agreement - signed by municipality & others	√		√		
Source of funding for necessary improvements	√				
An organizational structure for long-term revitalization	√				
Meet requirements for sewage and water systems	√		√	√	
Existing or planned multi-modal transport options including transit			√	√	
Existing or planned mix of uses				√	
Existing or planned civic and public buildings			√		
Existing or planned public spaces				√	
Existing or planned pedestrian friendly features				√	√
Right to use household energy conserving devices					√
PLANNING STATUS					
Confirmed Planning Process (Municipal Plan approved by RPC)	√	√	√	√	√
Plan addresses intention to apply for designation and support for goals****	√	√	√	√	√
20 year plan for growth with local and regional growth projections				√	
Adopted Zoning and Subdivision Regulations				√	√
Bylaw provisions that support the goals of designation	√		√	√	√
Non-regulatory programs that support the designation				√	
Capital budget and program for public infrastructure	√		√	√	
Municipal center plan			√		
Concept plan showing vision for the area				√	
Official Map (optional for Growth Centers)			√	√	
Maps showing resources and development constraints				√	√
Maps showing existing and planned public facilities				√	
Justification for designation location and boundaries			√	√	√
Plan for mixed income housing			√		
Impacts on natural resources avoided				√	√
Compatibility with cultural and historic resources				√	
Regional Planning Commission (RPC) description of regional context				√	
RPC confirms that designation is in conformance with regional plan				√	

* For Neighborhoods, landowners may apply directly. ** Growth Center map requirements differ from others.

*** Neighborhood review and renewal is concurrent with the underlying designation. **** Growth Center plan requirements differ from others.

For more information, please contact:

Chris Cochran: chris.cochran@vermont.gov or 802.595.5410

Website: <http://accd.vermont.gov/community-development/designation-programs>

RECEIVED

AUG 01 2023

City of Essex Junction

VILLAGE OF ESSEX JUNCTION

APPLICATION TO CLOSE OR OBSTRUCT A STREET

I/we hereby make application, as required by the Village of Essex Junction, Vermont, to close or obstruct a Village street.

CONDITIONS:

1. On the attached form, provide unanimous consent signatures of the households and businesses that abut the section of street to be closed or obstructed. Return the signature form with your completed application to the Village Office, 2 Lincoln Street, Essex Junction, VT 05452.
2. Work with the Public Works Director (878-6942 or 878-6944) to obtain road signs to warn drivers of road closing. The applicant will be responsible for picking up the signs from the Public Works garage, erecting the signs and returning them to the Public Works garage in a timely manner.
3. Maintain a twelve foot clear road in the center of the street in case of emergency.
4. Remove any obstructions immediately if emergency vehicles need to use the street.

Street(s) section to be closed: Pleasant between East and Park

Purpose: Block Party

Date 9/16 or 9/23 rain date Hours: 3 PM to 10 PM

Bridget Meyer 28 Pleasant St.
Name (please print) Address

Bridget Meyer Phone #: 802-881-2721 daytime _____ evening _____
Signature

FOR COMPLETION BY VILLAGE STAFF

The following have been contacted by Village Staff and advised of this event.

Police Dept. Yes _____ Date: _____ Fire Dept. Yes _____ Date: _____

Comments: _____ Comments: _____

Application approved by the Board of Trustees on (date): _____

policy\close or obstruct street

8/6/2003

APPLICATION TO CLOSE OR OBSTRUCT A STREET

We, the undersigned, acknowledge that (street name) Pleasant St. between East and Park will be closed to traffic on (date) _____ between the hours of _____ and _____ for the purpose of a block party.

NAME (Please print)	SIGNATURE	STREET ADDRESS	PHONE #
Bridget Meyer	<i>Bridget Meyer</i>	28 Pleasant	802-886-2721
Mark Brubli	<i>Mark Brubli</i>	25 Pleasant	802 999-4881
EMILY MAER	<i>Emily Maer</i>	22 Pleasant.	802-886-4980
Torrey	<i>Torrey</i>	22 Pleasant.	802-578-0371
DANIELE WOLF	<i>Daniele Wolf</i>	29 EAST ST.	(802) 238-0548
PAUL WOLF	<i>Paul Wolf</i>	29 EAST ST.	703-283-6694
Beth Ann Lawrence	<i>Beth Ann Lawrence</i>	33 Pleasant	(802) 578-6213
Andy Lawrence	<i>Andy Lawrence</i>	33 Pleasant	802 578-3936
Capella Versluis	<i>Capella Versluis</i>	43 Pleasant St	(802) 735-8461
Maura Collins	<i>Maura Collins</i>	43 Pleasant St	(802) 598-8036
Philip Bataillon	<i>Philip Bataillon</i>	41 Pleasant	(802) 777-9838

HOWARD CENTER COMMUNITY OUTREACH QUARTERLY REPORT FY23
Q3/Q4 Comparison (January 1, 2023 – March 31, 2023/April 1, 2023-June 30,2023)

Total Number of Services (each service may include multiple calls)	407
Phone	1102
Face-to-Face Contacts	185
Unique Client Count	232
% Adult (Unique client count)	86%
Adult	200
Youth (< 18 yrs)	24
Age unknown	8
% Services with Active Designated Agency Enrollment	57%
Active Howard Center Services	259
Not Active Howard Center Services	129
Unknown	15
Referrals total:	334
Behavioral Health Care	132
Social Services (Economic, Housing, Basic Needs, Employment)	134
Medical Health Care	56
FCCC	62
Police-Involved Contacts	111
Assisting Police or Co-Response	78
Diverting Police	10
Police Resource Time Saved (hours)	52
Proactive/Engaging Community Outreach Supports	107
Outcome to the Emergency Department	30
Medically Necessary (only)	1
Psychiatrically Necessary (only)	12
Both Medically & Psychiatrically Necessary	17
Transportation Means to the ED	-
Ambulance	14
Police	8
Outreach Staff Transport	3
Family/Other Transport	2
Level of Distress: Total services where distress rated	187
Maintaining or improvement by pre-post encounter	99%
If distressed, % showing improvement by end of service	167/187 (89%)
Escalating in distress at end of service	1%

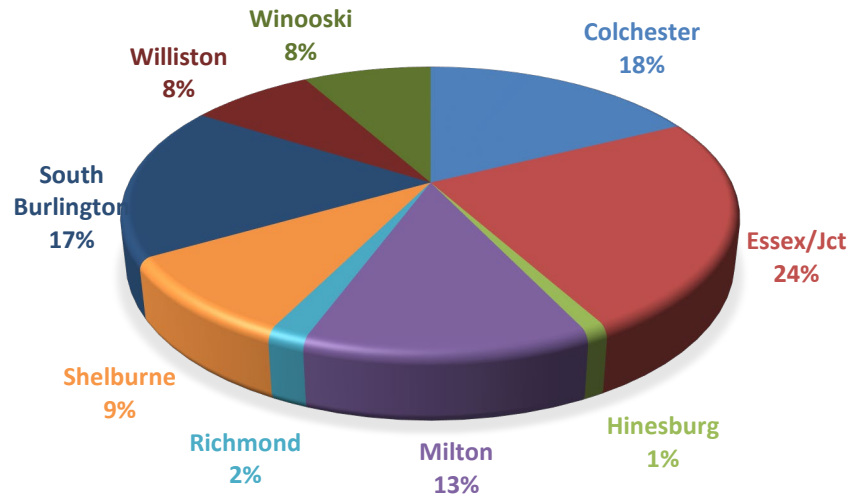
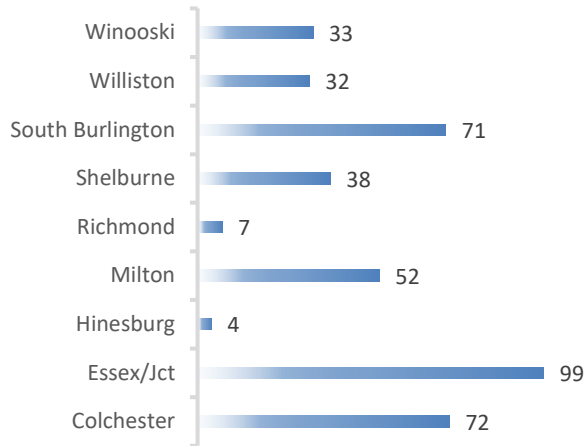
Who Initiated the Call?	
Caller	Total
Client/Community Member (self)	53
Police	207
Providers	6
Community Outreach staff	35
Schools	4
Family/Parent/Guardian/Friend	20
FCCC	30
Other	31

Primary Concern	
Issues	Total
Emotional/Behavioral/Mental Health Concern	247
Housing instability	31
Family/Relational Conflict	36
Homeless	20
Domestic Violence	5
Legal	3
Medical	6
Substance Use/Abuse	12
Suicidal ideation/behaviors	14
Other or Missing Info	33

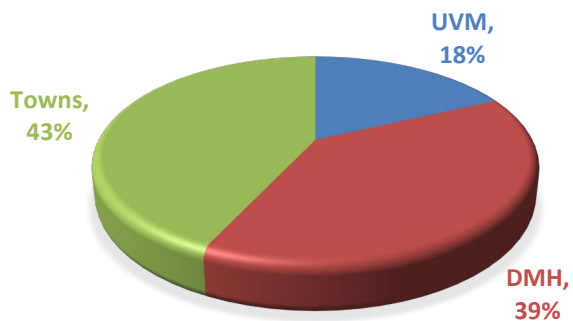
*Based on *primary* issue to increase sensitivity

FY22 Q3: CONTACTS BY TOWN

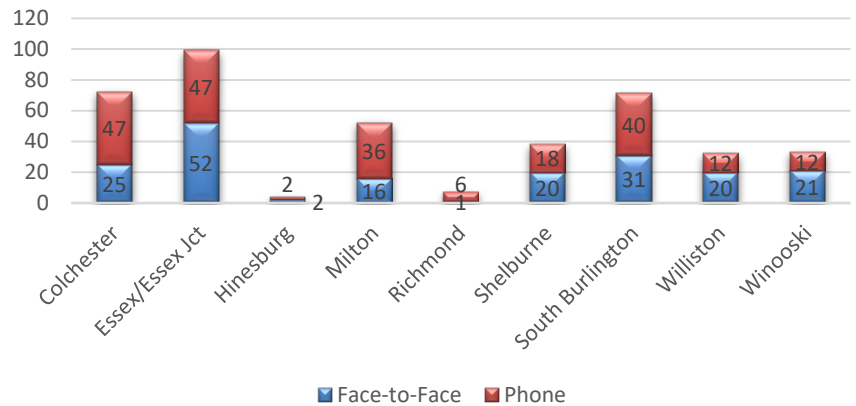
*contacts by town can overlap as services cross town borders



PARTNERSHIP FUNDING DISTRIBUTION

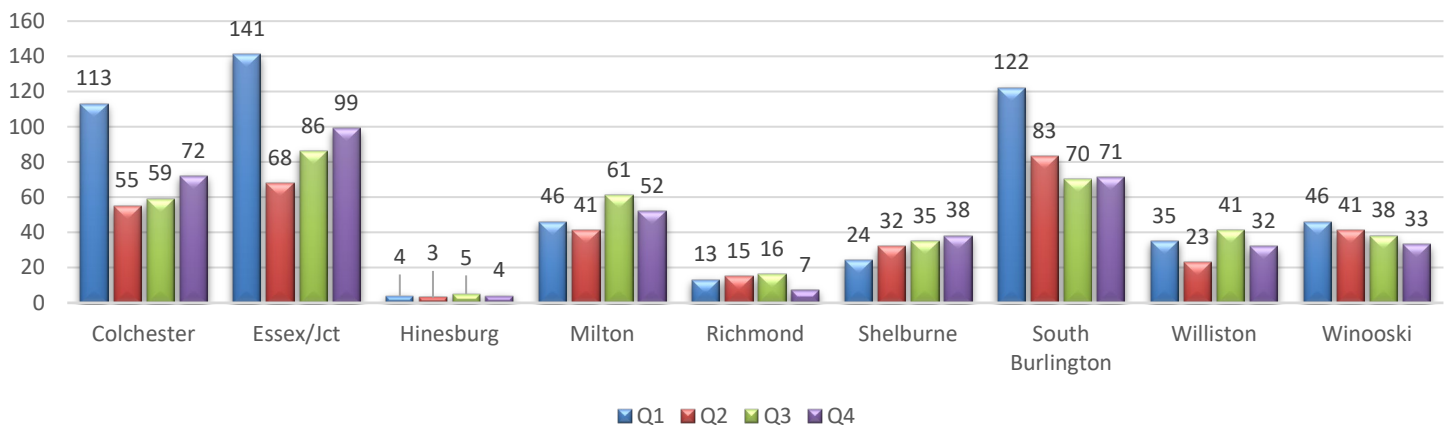


Q3 Service Type by Town



FY23 SERVICES BY TOWN

*each service may include multiple calls



City of Essex Junction
Bike/Walk Advisory Committee Meeting Minutes
July 17, 2023

Meeting Attendees: Micah Hagan, Chris Kline, Mark Breslin, Tacy Lincoln, Russ Miller-Johnson, Philip Bieber

Meeting Called to Order: at 7:05 p.m. Chair Hagan welcomed new committee members, Russ Miller-Johnson and Philip Bieber.

Meeting Minutes: Tacy Lincoln volunteered to take minutes for the meeting. Minutes from the June 26, 2023 meeting were unanimously approved.

Rapid Rectangular Flashing Beacon (RRFB) Update: The Lincoln and Central Streets RRFB has arrived (expenses will be included in the previous fiscal year's budget.) Micah will follow up with Ricky Jones about the installation process and time-line. As a point of clarification for new members of the committee, the BWAC is responsible for the oversight of the RRFB purchase and installation process of RRFBs.

Land Development Code (LDC) Update: Mark confirmed with Chris Yuen that the recent revisions to the LDC are in effect and on the website.

Google Bike Map Network: Chris Yuen is in the process of collating the data to develop a more formal map of the bike paths/lanes throughout the City. There will be a follow up at a subsequent meeting.

100 Mile Bike Fundraising Request: Mark is working with the event planners and has explored a couple of options in Essex Jct. However, given a number of logistical concerns and limitations (for example, the rain-date conflicts with the Halloween festivities at Maple Street Park), the event organizers will continue to seek alternative venues.

2023 National Night Out: This event is sponsored by police departments throughout the country on the first Tuesday of August. In Essex Junction, this event will be held on Tuesday, August 1, 2023, at the Essex High School parking lot. BWAC is welcome to participate. Russ expressed his willingness to represent BWAC and Philip proposed a couple of ideas for activities and will follow up with Mark to contact the event planners to confirm participation and Micah will find out if Local Motion plans to attend.

Future BWAC Projects: After some discussion about ideas and budget, Chris Kline proposed that the next BWAC meeting be dedicated to brain-storming ways in which BWAC can be involved in activities and how the BWAC budget might be utilized to support such efforts.

Next BWAC Meeting: August 21, 2023 at 7:00 p.m.

Meeting Adjournment: 7:42 p.m.

**VILLAGE OF ESSEX JUNCTION
CAPITAL PROGRAM REVIEW COMMITTEE MEETING
MINUTES OF MEETING
AUGUST 1, 2023**

COMMITTEE: Amber Thibeault, Chair; Kevin Collins; Nathan Doudera; Scott McCormick; Mike Plageman; Justin Rabidoux

ADMINISTRATION: Ricky Jones, Public Works Superintendent; Jess Morris, Finance Director

OTHERS PRESENT: Steve Eustis

1. CALL TO ORDER

Ms. Thibeault called the meeting to order at 6 PM.

2. AGENDA ADDITIONS/ CHANGES

None.

3. PUBLIC COMMENTS

There were no comments from the public.

4. DISCUSSION ITEMS

a. New Member Introductions

All members and staff introduced themselves. Ms. Thibeault explained that Capital Committee meetings will generally last an hour.

b. Discussion on Potential Revisions to Ranking Criteria

Ms. Thibeault explained that all committee members rank projects at home based on the project criteria and that rankings are averaged at the next meeting. The ranking system has been unchanged since the start of the committee, and she explained that the “community support” ranking may no longer be necessary. Mr. Rabidoux said that he wanted to spend some more time utilizing the ranking system before he made any changes to it. Answering a question from Mr. McCormick, Ms. Thibeault said that mandates are very unusual. Answering a question from Mr. McCormick, Ms. Thibeault said that the “cost of deferral” refers to if it would cost more to fix a project later than at present. All decided that this would be reviewed in the future. Answering questions from Mr. Doudera and Mr. Plageman, Ms. Thibeault said that projects are generally ranked once or re-ranked as a group if several years have passed.

c. Initial Discussion on LOT Policy

Ms. Thibeault said that Essex Junction passed the Local Options Tax (LOT) last fall. The City Council has requested that the Capital Committee draft a policy detailing how to use these funds. Ms. Thibeault suggested allocating specific LOT funds for sidewalks. Answering a question from Mr. Plageman, Ms. Morris said that the City is able to keep 70% of the total amount collected, minus some fees. She said that she would share the most recent quarterly return with the Committee and said that the annual sum is expected to be around \$750,000. Ms. Morris said that the City Council has decided to cover some one-time expenses with the LOT, including grant matching, paving, and rebranding. Answering a question from Ms. Thibeault, Mr. Jones said that the City has a monetary figure per foot of sidewalk reconstruction that can be used in project estimation, although this would need to be revised for inflation. Mr. Rabidoux asked about the relationship between the LOT and the debt

schedule and capital improvement program. He also requested to see other examples of LOT policies. Ms. Morris said that the intention of the LOT is for it to be used for capital projects, as capital needs have been exceeding spending. However, this was discussed prior to knowing the amount of money that would be earned with the LOT. Ms. Morris said that the City pays \$400,000 per year in debt.

Mr. Eustis said that he would like to see the City stop future borrowing and using the LOT funds for capital needs. He also encouraged the Committee to complete some of the smaller projects that have been on the list for a long time. He suggested that the Committee do the worst pieces of sidewalks in the community rather than completing a full sidewalk project for a specific street. Mr. Collins asked if it would be possible to calculate how much would be needed to complete all of the projects on the list, as he was concerned that the City may not have enough saved to complete these in a timely manner. Ms. Thibeault suggested that this be discussed at the next meeting after the per-foot figure for sidewalks is available. She said that further discussion could occur once Ms. Morris has an opportunity to update the financial figures after summer construction is complete. Mr. Rabideaux will search for and send out other examples of LOT policies in other communities.

d. West Street Sidewalk and CCRPC Sidewalk Inventory Data Presentation at 7/26/23 Council Meeting

Ms. Thibeault said that the Chittenden County Regional Planning Commission (CCRPC) presented their Sidewalk Inventory at the last City Council meeting. This detailed the condition of all paved, but not asphalt, sidewalks. Mr. Jones said that there are numerous map layers and data available with this project. Mr. Jones said that the Public Works Department could do small sidewalk projects, however, bigger jobs would require a sub-contractor. Ms. Thibeault said that she had heard significant complaints about the condition of the West Street sidewalks and that the worst sections would be redone utilizing LOT funds. Mr. Eustis expressed concern about temporary v. permanent fixes of sidewalk infrastructure.

5. REVIEW AND APPROVE MINUTES:

a. Approve Minutes: July 6, 2021

MIKE PLAGEMAN made a motion, seconded by NATHAN DOUDERA, to approve the minutes of July 6, 2021, and June 6, 2023. Motion passed 5-0-1, with JUSTIN RABIDOUX abstaining.

b. Approve Minutes: June 6, 2023

Discussed and voted upon with Item 5a.

6. ADJOURN

JUSTIN RABIDOUX made a motion, seconded by SCOTT MCCORMICK, to adjourn the meeting. The motion passed 6-0; the meeting adjourned at 7:02 PM.

Respectfully Submitted,
Darby Mayville
Recording Secretary

**VILLAGE OF ESSEX JUNCTION
PLANNING COMMISSION
MINUTES OF MEETING
AUGUST 10, 2023
DRAFT**

MEMBERS PRESENT: Philip Batalion, Chair; Patrick Scheld, Vice Chair; Diane Clemens; Elijah Massey; Scott McCormick

ADMINISTRATION: Chris Yuen, Community Development Director

OTHERS PRESENT: Dan Marconi, Tolemi

1. CALL TO ORDER

Mr. Batalion called the meeting to order at 6:31 PM.

2. AGENDA ADDITIONS/CHANGES

Mr. McCormick requested to add an update on a recent Capital Committee meeting. This will be discussed under Item 7, Members Updates.

3. PUBLIC TO BE HEARD

a. Comments from Public on Items Not on Agenda

None.

4. MINUTES

a. July 12, 2023

MOTION by PATRICK SCHELD, SECOND by DIANE CLEMENS, to approve the minutes of July 12, 2023. Motion passed 5-0.

5. BUSINESS ITEMS

a. Rental Registry & Inspection Program

• Software demo by Tolemi

Mr. Yuen said that he had seen several software demonstrations for tools that could help organize the Rental Registry program. He was impressed by one by a provider called “Tolemi”. He invited Mr. Maconi, from Tolemi, to do a presentation to the Planning Commission. Mr. Maconi said that Tolemi is a Boston-based software company that helps communities be more data-driven with their rental registries. Tolemi will extract existing public data and upload it to the rental registry for each community and can also be used for other purposes than rental registries. It can provide essential information on properties to identify potential rental properties and to make inspections easier and can also be used to provide information to the public. Potential tenants can use this search feature to learn more about the property prior to making a rental decision. Extensive search features can be used to determine compliance and other potential issues with properties. Single owners who use multiple LLCs can also be linked together using the data. In Rochester NY, Tolemi uses their database to calculate a score for each rental property owner. Higher scores result in a longer period between inspections. Mr. Maconi explained the backend of the system, and how the data can be viewed and used to determine a good route for inspections. He made some suggestions about how to implement this system, such as instituting higher fees for repeated failed inspections and instituting a system to ensure that high-quality properties are inspected less often than problematic ones.

Mr. Massey asked if Mr. Maconi saw a benefit to landlords when using this software. Mr. Maconi said that the application can allow landlords to sign up for specific alerts, such as a police incident at the property or other code violations. Mr. Yuen said that this would require the police to submit their data, and that he was unsure if this would be possible. Mr. Maconi said that most police departments can provide this type of data. Mr. McCormick asked if this would be adapted to each municipality, Mr. Maconi answered affirmatively and said that roll-out would take between 4-8 weeks. Mr. Maconi said that the City will have a dedicated Customer Success Manager to contact regularly if there are any issues. There is a development cost associated with Tolemi as well as an annual expense.

Mr. Yuen explained that Essex Junction is a small municipality and said that there is currently no software or database in place to manage code violations. He asked if Tolemi works with smaller municipalities that do not have fully digitized records. Mr. Maconi said that data can be data as rudimentary as a spreadsheet with addresses and a list of violations from the Planning department. Mr. Batalion asked who would host the data, Mr. Maconi said that it is cloud-based. Unlimited staff training would also be available. Mr. Scheld asked what the smallest cities are that Tolemi works with. Mr. Maconi said that they do not currently work with any Vermont communities and said that they do work with communities as small as 600-700 hundred people. He said that different sized cities use the software differently. Mr. Yuen asked if communities keep properties on the provisional status for a long time, as they gain the staff capacity to inspect. Mr. Maconi said that this is fairly typical and made some suggestions on how to select the properties to inspect first. Mr. Massey asked how many employees would be needed to run the rental registry program, Mr. Maconi said that it depends on the number and condition of the rentals. He also recommended multi-track enforcement, as this is best for a smaller community. Ms. Clemens asked if this system could tell if a landlord is in arrears in other communities. Mr. Maconi said that it would be possible if it was within the county. Mr. Massey asked if the software could be used to identify short-term rentals, Mr. Maconi said that it cannot currently tell the difference between long-term rentals and short-term rentals but it may be possible in the future with detailed analysis of water-meter data. Mr. Yuen asked if commercial properties can be included as well, Mr. Maconi answered affirmatively.

Mr. Yuen said that the full quote for Tolemi is \$27,000 per year. This could be reduced if Essex Junction decides to only use the Building Blocks program, which is a map-based application that connects and updates data held in different systems and formats across departments & agencies. Ms. Clemens expressed concern that based on the terms of the quotation, Essex Junction would lose all access to the data should they leave the vendor. Mr. Massey said that it is important to ensure that Essex Junction owns the data. He also said that the software choice seems like a staff decision, and asked what the role of the Planning Commission is in this process. Mr. Yuen said that this was intended to further explain the capabilities of such software to the PC to aid in the development of the ordinance. The PC discussed other software options, and what the best option would be for Essex Junction. Mr. Massey expressed a desire to learn more about the Building Blocks program, as it would help to understand the existing housing stock. Ms. Clemens encouraged the PC to think about what they wanted to accomplish, and how to get landlords on board.

• Review first draft of Ordinance

Mr. Yuen brought up the first draft of the Ordinance and went through all comments, which are as follows:

- Mr. McCormick suggested that the purpose and objective of the registry be clearly stated in the beginning. Mr. Massey suggested that “life and safety” be included as the priority.
- Ms. Clemens suggested that the role of the Health Officer be added to the definitions.
- The verbiage for the inspection schedule were discussed, and the public information process for such.
- Mr. Massey asked if a rental inspection would be triggered should a zoning permit requiring a Certificate of Occupancy be required, Mr. Yuen recommended that this not be the case. The PC discussed the cases in which this would be necessary, and the possibility of having this done at the discretion of the inspector.
- Multi-track inspections were discussed, and the ability to implement such. All properties will first have provisional status, and once a successful inspection occurs future inspections can occur less frequently. Ms. Clemens said that it is important to set rules to ensure that everyone is treated fairly.
- Mr. Yuen said that Winooski has verbiage in their code stating that inspections can occur should an emergency danger to health or safety be present. The PC discussed this and the definition for such.
- Mr. Yuen asked the PC when the fees should be determined and suggested using the fees set by Winooski as a starting point. Ms. Clemens suggested that the PC have a discussion with the City Council on this issue. Mr. Yuen noted that the fee schedule will be separate from the ordinance and can be finalized later than the ordinance.

• **Discuss potential inclusion of commercial rental properties**

The PC discussed the idea of creating a commercial property rental inspection program as a later phase of this project. Mr. Yuen said that, even if registration is free, there would need to be a benefit or consequence that would get landlords to register. Access to data and real-time alerts as benefits was also discussed.

• **Discuss potential inclusion of Short-Term Rentals**

Mr. Yuen and the PC discussed how other communities regulate short-term rentals. Mr. Yuen said that including them on the rental registry could also be used as a way for the City to capture revenue from short-term rentals or discourage such use if desired. The PC agreed that regulation of Short-Term rentals should be a separate discussion, and that to start, the program should treat short-term rentals and long-term rentals the same way.

• **Getting feedback from Council**

Mr. Yuen suggested getting feedback from the Council in October. He will present an updated version of this document at the next Planning Commission meeting.

• **Next steps**

Noted above.

b. Housing Commission double appointment

The City Housing has separated from the Town Housing Commission, and the City Council has passed a charter which includes seven members, and a quorum of four. Mr. Yuen asked if any PC members would be interested in serving on the Housing Commission, and there was some discussion on the ability of the PC members to serve on other commissions. Mr. Yuen will check the charter to determine

if this is the case. Mr. Yuen said that the Council intends to determine the priorities for both of these commissions in the next few months. Ms. Clemens suggested that the Council consider setting the committee size at five, to facilitate holding meetings easily. She also suggested that both Commissions have joint meetings in the future.

c. Village center renewal / expansion

Mr. Yuen said that he will be completing the renewal for the Village Center Designation. The state has asked if Essex Junction is interested in expanding the designation. He showed the PC a map showing potential future bounds of the Center, and asked if anyone knew how it was developed. After further discussion, it was determined that the expansion of VC district designation would not work but that these properties could possibly be a part of the Neighborhood Designation. Mr. Yuen will renew the Village Center designation and will have future conversations on the Neighborhood Designation with the PC.

d. Global Foundries Solar installation

Mr. Yuen said that Global Foundries is planning to install numerous solar arrays in the parking lot. They are willing to present the project to the Planning Commission if desired. Ms. Clemens brought up the Global Foundries Master Plan, and if it needed to be updated. She asked if this project would impact the water measurements that are being monitored throughout the property. Mr. Yuen said that he would pass the question along. The next meeting will be held on September 14, and Global Foundries staff will present this project at this time.

6. READING FILE

a. Nothing this month

7. MEMBERS UPDATES

Mr. McCormick said that the Capital Program Review Committee recently met and will meet again in September or October. The Local Options Tax (LOT) was discussed, as was its impact on the Capital and General Fund budget. The total estimated LOT income for Essex Junction is \$750,000 per year. Mr. McCormick said that the LOT could possibly be put towards the housing and rental registry. Mr. McCormick will mention this idea at the next Capital Program Review Committee. He also said that a sidewalk condition map will be posted on the City website shortly.

8. STAFF UPDATES

Mr. Yuen said that the Vermont Agency of Transportation has purchased access to big data, which municipalities can access. It can answer a variety of queries to gain transportation information. The City will be hiring Jennifer Marble as the new Planner. She will be moving to Vermont from Texas and starting the position in September.

9. ADJOURN

MOTION by ELIJAH MASSEY, SECOND by PATRICK SCHELD, to adjourn the meeting at 9:10 PM. Motion passed 5-0.

Respectfully submitted,
Darby Mayville

**City of Essex Junction
Tree Advisory Committee
Minutes of Meeting
July 18, 2023**

Members Present: Nick Meyer, Warren Spinner, Rich Boyers, Steve Rivard
Also present: Max Seaton

I. Call To Order

The meeting was called to order at 5:06 pm by Rich, second by Nick.

II. Additions or Amendments to Agenda

No additions or amendments.

III. Approval of Meeting Minutes

A motion to approve the May 2023 meeting minutes was made by Warren, 2nd by Rich.

IV. Planting 2024

Nick and Warren were out at the UVM/BOB nursery and identified 23 to 26 trees for 2024 planting. They shared that the trees are thriving but need attention. They spent time pruning and staking. The trees are growing tall. Warren topped a number of them. Warren will need to get in touch with Kyle Albee of Branch Out Burlington for replacement trees to plant at the nursery. TAC will need to identify locations within the Junction for planting.

TAC still would like to offer, V.J. 's crew a pizza lunch to thank them for helping with our tree planting.

V. Tree Historic Walk-PR

Tree Walk was very very successful. About 25 people attended and gave very positive feedback. The walk was about 2+ hours. Warren shared that he is exploring a possible tree walk at St. Michael's College.

VII. Derelict Commercial Planting

Nick raised the question of what position should the TAC take on commercial sites that are not being well maintained. TAC discussed the two shopping complexes on Pearl Street. The Land Development Code indicates that the landscape should be maintained for in perpetuity and that extends to new owners. Nick expressed whether Warren might write a letter about safety concerns and the potential for trees falling in the public right of way. Warren suggested that the city attorney might send a letter sharing concerns. Nick shared that presently the city has not hired an enforcement officer. A safety officer was hired by the city but she does not appear to have an enforcement role. Nick noted that a number of commercial property owners in Burlington take pride in their properties. Warren suggested that the city should focus on those trees that are a threat to the public right of way. Warren wondered whether in the code there is a timeline for property owners to respond to a letter. Steve suggested that there should be a record of what was done to maintain a property, so information gets passed along to new property owners. Nick plans to speak with Chris and Terry to determine how to proceed and more clearly define the role of TAC in the process.

VIII. Monthly PSAs

Up to this point, PSAs from TAC have been limited. There has not been a need for a PSA on summer watering.

IX. Tree Contest

Rich reviewed the concept for the Essex Junction Greatest Tree Contest. Participants will identify the greatest tree in Essex Junction and share what makes it great. It could be its size, shape, location, use, story, or anything else that speaks to them.

Participants will submit their entries through a Google form that includes a link to a photo, location, a brief description of the tree, and an explanation of what makes it great.

Rich and Nicole will arrange a meeting with Ashely. Steve will get information from BOB on their Awesome Tree Contest. TAC discussed the timing for the contest, potential sponsors, judging, celebration of winners, and thanking of sponsors.

X. Work Day

Nick suggested that we plan a pruning and mulching day to take care of the trees we planted in the city. Nick asked what are the priorities. Would we want to make the workday into a pruning workshop? Warren suggested that the first workday should focus on those trees that were recently planted.

XI. Date for Next Meeting

The Committee will meet on August 15 at 5:00 p.m

Adjournment

Rich made a motion to adjourn at 6:22 p.m. 2nd Nick.

January -Planning Calendar
February -Public Education around Tree Work/Trimming (Winter is the time to reach out to arborist)-HOLD for 2024
March -Public Education around Thinking about planting a tree?
April - Potential Tree Keeper Training/Dip and Bag 28th and Tree Sale 29th/National Arbor Day 28th
May -Tree Planting 6th/VT Arbor Day 5th/Hiawatha
June -Tree Walk 3rd
July -Public Education around Tree Planting/Maintenance/Watering
August -Advertise Tree Contest

September -Form Submission for Tree Contest open after Labor Day
October -Judging and Announcement of Tree Contest Winner
November -Public Education around Trees in Fall (Best Handling of Leaves, etc)
December -Public Education around Tree Decorating/Tradition of Cutting down Christmas Tree

**City of Essex Junction
Tree Advisory Committee
Minutes of Meeting
August 16, 2023**

Members Present: Nick Meyer, Warren Spinner, Rich Boyers
Also present: Max Seaton

I. Call To Order

The meeting was called to order at 5:23 pm by Warren, second by Nick.

II. Additions or Amendments to Agenda

No additions or amendments.

III. Approval of Meeting Minutes

A motion to approve the July 2023 meeting minutes was made by Warren, 2nd by Nicole.

IV. Tree Contest

Rich and Nicole have been meeting since the last week of July. They have met with Ashley regarding PR for the contest and have reviewed the concept for the Essex Junction Greatest Tree Contest to be a single category this year. Participants will identify the greatest tree in Essex Junction and share what makes it great. It could be its size, shape, location, use along with a story of connection.

Participants will submit their entries through a Google form that includes a link to a photo, location, a brief description of the tree, and an explanation of what makes it great. A hard copy will be available to be inclusive and will be available at municipal offices, the library and EJRP.

Rich and Nicole have created the flier and digital and hard form. Have secured a sponsor with Northfield Bank and other prizes collaborating with Brownell and the receipt of a birdhouse.

The TAC and a guest judge, possibly Marsha, Warren's wife for a "civilian" perspective will meet in October to judge at a date (A date for the first week in October will be set at the September meeting) and then awards at October's meeting and forward to the City Council.

V. Planting 2024

Warren has plans for 2024 tree needs after visiting the nursery. Quite a diverse selection of species will come out of nursery for use from past years planning and planting.

Warren placed an order for new trees and has 30 total trees requested. Trees have to be graded and then the vendor will follow up with what is available.

Nick reported things are going well at the nursery with areas weeded and tended to. Not much of a need for watering.

There are still areas to plant trees including finishing up on Old Colchester Rd and Brickyard and look into developments for spots including areas hit hard with Ash trees at Lavoie and Cushing.

Nick has a list of what has been planted since 2013 by TAC. The committee feels the work has reached the goal of being impactful and is changing the city landscape positively.

VII. Meeting with Chris Yuen: enforcement and review of development applications

Nick has a meeting with the planning director for EJ. Getting feedback in role in land development code for TAC. Discussions about follow through with commercial development including on Pearl Street, upkeep, and review of original agreements with planning commission and responsibilities even with change of ownership. Hiring an enforcement officer eventually but for now wondering how enforcement will work including for applications that have not lived up to monetary commitment to planting/trees in developments. City could establish a separate fund for improvement of streetscape/planting for instance. Meeting occurs on August 21st.

VIII. Work Days

One more work day in September at nursery. There are some birches on Educational Drive and other trees that might need trimming in the Junction. May get a pruning group together.

IX. Other Business

Next meeting discussed an Essex High School group's proposal about the Maple Street Park walk and Nicole's details on QR code discussion with Ashley.

X. Date for Next Meeting

The Committee will meet on September 19 at 5:00 p.m

Adjournment

Warren made a motion to adjourn at 6:42 p.m. 2nd Rich.

January -Planning Calendar
February -Public Education around Tree Work/Trimming (Winter is the time to reach out to arborist)-HOLD for 2024
March -Public Education around Thinking about planting a tree?
April - Potential Tree Keeper Training/Dip and Bag 28th and Tree Sale 29th/National Arbor Day 28th
May -Tree Planting 6th/VT Arbor Day 5th/Hiawatha
June -Tree Walk 3rd

July -Public Education around Tree Planting/Maintenance/Watering
August -Advertise Tree Contest
September -Form Submission for Tree Contest open after Labor Day
October -Judging and Announcement of Tree Contest Winner
November -Public Education around Trees in Fall (Best Handling of Leaves, etc)
December -Public Education around Tree Decorating/Tradition of Cutting down Christmas Tree

Brownell Library Trustee Meeting Minutes
August 15, 2023

Present: Jeanne Grant, Sheila Porter, Linda Costello, Dottie Bergendahl, Ann Wadsworth, Beth Custer, Christine Packard, Stephanie Neverett, Lily Larsen, Hannah Tracy, and Alison Pierce

The meeting was called to order at 7:02pm by chairperson Jeanne Grant

Agenda changes:

Dottie added Budget Working Group to the Financial report.
Hannah added Humanities program Snap Shot to New Business.

Announcements:

Jeanne introduced a potential new trustee, Stephanie Neverett.
New Teen Trustee Gabrielle Stevenson will be joining the board in September.
Hannah said the Brownell will not be doing Pumpkin Palooza this year.

Minutes:

Dottie moved and Sheila seconded approval of the June 2023 minutes.
Motion passed.

Financial Report:

Trustee Checking; \$2092.96
Trustee CD; \$2113.70
Dottie reviewed the Fiscal Year 2023 figures as well as the first month's figures of the current budget.
Dottie described the Budget working group process. The group needs to start meeting soon.
Jeanne asked Ann to take the post of interim Treasurer. Ann said yes.

Reports:

Dottie asked about the interactions with the police. We see some mixed messages from these.
Jeanne asked how to increase ELL attendance. Ann suggested making contacts through local food shelves. Hannah pointed out this is not a class to learn English but an opportunity to practice.
Jeanne complimented the new format of the web page.
Financial software and processes still having problems.

Committees: none

Foundation Report:

Dottie reported the Foundation had a successful book donation Saturday in July.
However future donation days will not be held when the Brownell is closed.
The book sale room has been weeded and new pricing has been posted.

Old Business: none

New Business:

open to The meeting talked about the recent interactions between patrons and an unhoused person in the library. There is a need to reinforce the principle that the library is open to anyone in the public who follow the rules of conduct.

Brownell The Humanities Council's First Wednesday programs are now call Snap Shots. They will now be streamed one program a week from September to December.

will live host three. Hannah is planning to stream the off-site programs in the Kolvoord room. She asked Trustees to “host” for these streaming events.

Hannah will be on leave soon through December.

Adjournment:

Sheila moved and Christine seconded; motion passed.

Meeting Adjourned at 8:21pm

Minutes submitted by: Dottie Bergendahl