



**CITY OF ESSEX JUNCTION**  
**CITY COUNCIL**  
**REGULAR MEETING AGENDA- REVISED** Wednesday, September 27, 2023  
**6:30 PM**

Online & 2 Lincoln St.  
Essex Junction, VT 05452

E-mail: [admin@essexjunction.org](mailto:admin@essexjunction.org)

[www.essexjunction.org](http://www.essexjunction.org)

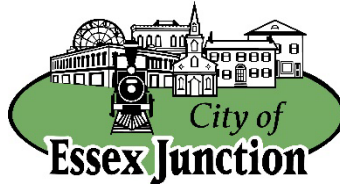
Phone: (802) 878-6944

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 of Strategic Planning Update
  - b. Discussion of 2025 Annual Meeting Date
  - c. Discussion of Amendments to the Policy Regarding City Council Meetings
  - d. \*Discussion regarding the City Manager Annual Evaluation
6. **CONSENT ITEMS**
  - a. Approve Check Warrant # 24010 (09222023)
  - b. Approve Minutes: September 13, 2023
7. **READING FILE**
  - a. Council Member & Manager Comments
  - b. Reappraisal Update including Sample Letter
  - c. Essex CHIPS' Sponsored movie – Our American Family
  - d. Police Community Advisory Board Minutes: August 31, 2023
  - e. Planning Commission Minutes: September 14, 2023
8. **EXECUTIVE SESSION**
  - a. \*An executive session may be needed to discuss the evaluation of an employee
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.*



## Memo

To: Essex Junction City Council  
From: Ashley Snellenberger, Communications & Strategic Initiatives Director  
Meeting Date: September 27, 2023  
Agenda Item: Strategic Plan Update

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**Issue:** At the August 9, 2023 meeting, Future iQ was selected as the Community Vision and Strategic Action Plan project consultant. This memo is to provide the Council with a brief update on the project and timeline.

**Discussion:** The purpose of the Community Vision and Strategic Action Plan is to create a community vision that understands the whole community, reflects core community values, addresses emerging trends and issues, imagines a preferred future, and promotes local action. Once the community vision has been established, a Strategic Action Plan will be developed with realistic, achievable targets and benchmarks or milestones that measure the City's progress throughout the next five years. The Strategic Action Plan will help the City direct its efforts and resources toward defined priorities over the next five years.

The Communications Director began weekly meetings with the Future iQ team on September 13, 2023. The main points of contact for the project from Future iQ will be David Beurle, CEO and Founder, and Celine Beurle, Chief Operating Officer. The Communications Director and Future iQ have been working on establishing the Steering Committee and their monthly meetings, creating the timeline for the project's launch to the public and for future workshops, and gathering information through interviews and reports.

Next Steps: Below is a list of upcoming dates important to the project.

- Launch of the Strategic Plan: October 6. This includes the community survey, project portal, and advertisement of the project.
- EJRP Pumpkin Palooza: October 28. The City will host a booth at this activity and ask for community feedback. This activity will be facilitated by City staff and the Steering Committee.
- Think Tank Workshops: Two-day workshop during the week of October 30. Future iQ will facilitate this activity.
- EJRP Train Hop: December 8. The City will ask for community feedback. This activity will be facilitated by City staff and the Steering Committee.
- Workshop Charrette: One-day workshop during the week of December 4. Future iQ will facilitate this activity.

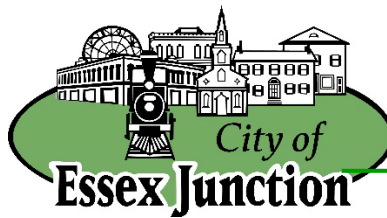
If needed, Future iQ can attend a future Council meeting to answer any questions or go into more detail about the workshops or project.

**Cost:** None

**Recommendation:** None

**Recommended Motion:** None

**Attachments:** None



## MEMORANDUM

**To:** City Council  
**From:** Regina Mahony, City Manager  
**Meeting Date:** 9/27/2023  
**Subject:** Discussion of the 2025 Annual Meeting Date

**Issue:** This is an initial discussion on the option of moving the 2025 Annual Meeting date to the State's traditional Town Meeting Day (the first Tuesday in March). This has no impact on when and how voting will occur in 2024.

### Discussion:

The community has traditionally had one voting date for both the school and municipal items. This is a preferred practice. This annual meeting date has been held in April, which is not Vermont's traditional 'Town Meeting Day' date.

The Essex Westford School District Board has decided to ask voters this year on the 2024 ballot for approval to move their annual meeting to be in alignment with Town Meeting Day in March 2025. **This agenda item is intended to gauge the Council's opinion on moving the City's 2025 Annual Meeting to Town Meeting Day.**

From my perspective, the pros of this change are:

- maintain the tradition of voting for both school and municipal items on the same day
- if mailing ballots remains a practice, the cost of printing and mailing them, can be shared with the school if we remain on the same day
- being able to follow the schedule and deadlines established by Vermont League of Cities & Towns for Vermont's Town Meeting Day date would be a big benefit

From my perspective, the cons of this change are:

- loss of one month to prepare the budget and ballot items

If the Council is interested in moving to Town Meeting Day in 2025, here are a few process items to consider. Last April, the city voters approved a Charter change to allow the Council to be able to set the annual meeting date by January 1 of each year, rather than have the voters set the date the whole year beforehand which greatly reduces the ability to adjust the date if so desired or needed. While this charter change was approved by the voters, it still needs approval from the state legislature.

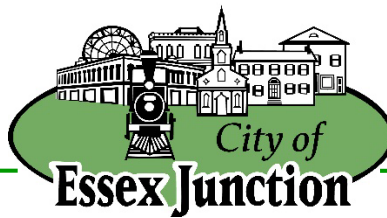
If the legislature approves the City Charter change in 2024, we can make the 2025 Town Meeting Day adjustment no later than January 1, 2025. However, the City may need to approve the 2024 ballot items prior to Legislative approval, and/or the City may not get legislative approval. In that case, and if the Council wants to move forward with Town Meeting Day, I believe we would ask the voters in 2024 to set the 2025 Annual Meeting Date to Town Meeting Day.

**Cost:** None

**Recommendation:** None

**Recommended Motion:** None

**Attachments:** None



## MEMORANDUM

**To:** City Council  
**From:** Regina Mahony, City Manager  
**Meeting Date:** 9/27/2023  
**Subject:** City Council Meeting Policy Update

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### Issue:

As discussed in May after the Council Orientation, the Council decided to work on updating the Communications Policy and the Meeting Policy. The Communication Policy was amended in August. The first draft of the Meetings Policy is attached for an initial discussion.

### Discussion:

The purpose of this policy is to provide guidance regarding legislative, administrative, and citizen participation at meetings of the City Council. The basis of this policy is the *2009 Trustees' Policy Regarding Trustees' Meetings*. That policy was reviewed and edited by Councilor Haney, the Communications and Strategic Initiatives Director, Ashley Snellenberger, and me. A tracked change version is attached. The formatting will be redone once the content is finalized. There are comment boxes in the document that highlight discussion items.

### Cost:

There are no associated costs with this issue.

### Recommendation:

None at this time. Staff can address the edits and comments discussed and bring this back in final form.

### Attachments:

Draft 2023 Policy Regarding City Council Meetings

**CITY OF ESSEX JUNCTION POLICY  
REGARDING CITY COUNCIL  
MEETINGS**

**PURPOSE:** To provide guidance regarding legislative, administrative, and citizen participation at meetings of the City Council.

**Section 1. Meetings**

All meetings shall be open to the public at all times, except as provided in 1 V.S.A. 313 in regard to executive sessions. In accordance with Section 2.07 of the City Charter, “As soon as possible after the election of the President and Vice President, the Council shall fix the time and place of its regular meetings, and such meetings shall be held at least once a month..”

- a. **Regular Meetings:** Regular meetings of the City Council shall be held on the second and fourth Wednesday of every month at 6:30 PM. These meetings will normally be held in the Lincoln Hall conference room, unless another physical location is identified on the agenda, and virtually so that attendees may participate remotely as allowed under state statute . Agendas for regular meetings must be posted at least 48 hours in advance of a regular meeting in accordance with 1 V.S.A. 312 (d)(1)
- b. **Special Meetings:** Special meetings may be held on the call of the President and the City Manager and, whenever practicable, upon no less than 48 hours notice to each member.” In accordance with 1 V.S.A. 312 (c)(2), “The time, place and purpose of a special meeting subject to this section shall be publicly announced at least 24 hours before the meeting.”
- c. **Emergency Meetings:** In accordance with 1 V.S.A. 312 (c)(3), “Emergency meetings may be held without public announcement, without posting of notices and without 24-hour notice to members, provided some public notice thereof is given as soon as possible before any such meeting.”

**Section 2. Agenda**

- a. The agenda for each regular meeting shall be prepared under the direction of the City Council President and City Manager, and it shall contain only such matters of Council business as have been presented, delivered, or requested of the Manager not later than 10 am of the Wednesday preceding the regular meeting. Individuals or parties shall be encouraged to put their request(s) in writing.
- b. The City Council President and City Manager determine whether an item belongs on the Consent Agenda. A Consent Agenda is a practice by which the ministerial action items are organized apart from the rest of the agenda and approved as a

group. This includes all of the business items that require formal Council approval but no discussion before taking a vote. Examples include approval of minutes, bill list, routine approvals, approval items from past meetings, and other similar matters. Items may be removed from the Consent Agenda on the request of any one Councilor and placed on the regular agenda. Items not removed may be adopted by general consent without debate.

- c. The City Council President and City Manager determine what goes in the Reading File. The reading file contains reports provided for information only and correspondence requiring no action.



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- d. No request for an item to be added to the agenda will be unreasonably withheld. However, it is recognized that a requested agenda item will be considered in relation to the Council's priorities and work programs. If the request aligns with the priorities and work program it will be scheduled for a future meeting. If the request does not align with the current priorities and work program, it may be added to a future considerations list.

When Councilors are contacted directly by a resident either by phone, email or in person and that resident is making a request for the Council's consideration, the Councilor will specify that they are able to listen to the request and/or concern, but shall not comment or make a commitment to that citizen. Rather, the Councilor(s) shall indicate that the Council works together to resolve issues for residents and will refer that person's request to the City Manager's office for consideration by the City Manager, City Council President, and if necessary, by the other Councilors for placement on the agenda.

- e. Whenever practicable, agendas and meeting packet information will be available on the City's website on the Friday evening before the meeting. The agenda is also posted at the City Office at 2 Lincoln, Brownell Library, and XXX in accordance with 1 V.S.A. § 312(d). In addition, and in accordance with 1 V.S.A. 312 (d), "A meeting agenda shall be made available to a person prior to the meeting upon specific request."

### **Section 3. Business**

- a. Business shall be taken up for consideration by the Council and addressed in the following order. The Council may reorder agenda items to accommodate schedules, prioritize pressing items, or for other reasons determined necessary by a vote of the Council.

- I. Pledge of Allegiance to Flag
- II. Call to Order
- III. Agenda Additions/Changes
- IV. Approve Agenda
- V. Public to Be Heard
- VI.
- VII. Public Hearing (when needed)
- VIII. Business Items
- IX. Consent Agenda
- X.
- XI. Councilor Comments & Concerns/City Manager's Report/Reading File
- XII.
- XIII. Executive Session
- XIV. Adjourn



#### **Section 4. Quorum**

- a. A majority of three Councilors shall constitute a quorum. Within twenty (20) minutes of the call for any meeting, if a quorum is not present, any lesser number present shall adjourn the meeting.

#### **Section 5. Chairperson**

The City Council President shall be the chairperson of all meetings as prescribed by the City Charter. In the absence of the City President, the Vice President shall be elected chairperson for the meeting involved and be vested with all of the same powers and duties as the City Council President. The chairperson shall be the parliamentarian of the meetings, and all questions of procedure shall be settled by the parliamentarian using the most recent edition of Robert's Rules of Order.

#### **Section 6. Public Participation**

- a. At the beginning of every agenda, a Public to be Heard section is included to provide the opportunity for the public to express its opinion on matters not on the agenda.
- b. For business items, the public shall be given a reasonable opportunity to express its opinion. Any person or party desiring to present evidence, petition the City Council, or make statements for the Council's consideration shall first wait until the agenda item is scheduled to be discussed and seek to be recognized by the chairperson. Upon recognition, the person or party shall state their name(s). All persons addressing the Council shall present their information and material as concisely as possible in accordance with rules established by the chairperson. Once a motion is on the table it is closed to public comment.
- c. If a large number of residents wish to address an agenda item, the chairperson may impose time limits on how long each person may speak to allow enough time for all interested members of the public to speak. The chairperson may also impose additional protocols for public participation as the situation warrants.
  - a. Remote public participation: A remote participant/attendee should use the hand raise feature to be recognized by the Chair for comment. When a remote participant/attendee is unmuted, they should state their name before commenting. Remote participants/attendees should also verify that their displayed name is accurate when joining a remote meeting.
- d. Any person making personal, impertinent, boisterous, or slanderous remarks at City Council meetings shall be asked to leave the meeting by the chairperson. Members of the body and members of the public shall obey the orders of the chairperson. The chairperson should adhere to the following process to restore order and decorum of a meeting, but may bypass any or all steps when they

determine in their sole discretion that deviation from the process is warranted:

- I. Call the meeting to order and remind the members of the applicable rules of procedure.
- II. Declare a recess or table the issue.
- III. Adjourn the meeting until a time and date certain.
- IV. The chairperson may call the police to remove disorderly person(s) from the meeting.
- V. The Chairperson may remove a participant attending online from the meeting if their behavior is disrespectful or unruly.

### **Section 7. Motions**

- a. No resolution, rule, regulation, appointment, or formal action shall be considered binding except as taken or made at such open meeting, except as provided under 1 V.S.A. 313 (a) (2) in regard to the negotiating or securing of real estate purchase options. The Councilor who has moved the adoption of any ordinance, resolution, or motion shall be accorded the privilege of being allowed to close the debate on the subject or call for the question.

### **Section 8. Voting**

- a. In accordance with Section 2.09(b) of the City Charter, "The presence of three members shall constitute a quorum. Three affirmative votes shall be necessary to take binding Council action." All members of the City Council including the President shall vote upon all items of business unless said voting would cause that Councilor a conflict of interest. The City Manager shall have the right to participate in any and all discussions for debate by the City Council but shall not have any right to vote.

### **Section 9. Minutes**

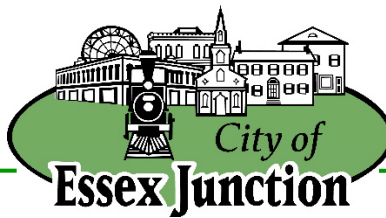
- a. In accordance with 1 V.S.A. 312 (b) (1), "Minutes shall be taken of all meetings of public bodies. The minutes shall cover all topics and motions that arise at the meeting and give a true indication of the business of the meeting. Minutes shall include at least the following minimal information:

- i. All members of the public body present;
  - ii. All other active participants in the meeting;
  - iii. All motions, proposals and resolutions made, offered and considered, and what disposition is made of same; and
  - iv. The results of any votes, with a record of the individual vote of each member if a roll call is taken.”
- b. The meeting minutes shall be posted within five calendar days of the meeting on the City’s website in accordance with state statute.
- c. Meeting minutes are a summary of business conducted and not a transcript. However, any Councilor may request the privilege of having an abstract of their remarks on any subject discussed at the meeting, not to exceed 100 words, entered into the minutes. If the majority of the Councilors approve said request, they thereafter shall prepare in writing such an abstract and shall submit it to the Clerk who shall enter the same in the minutes.

Other considerations:

Is this a document for the public to understand how our meetings work? Or just for the Council to follow? Or both? I would think both.

**Adopted by the Village Trustees on September 8, 1998. Amended on 3/11/08 and 10/13/09. Amended by the City Council on XXXXXXX**



## MEMORANDUM

**To:** City Council

**From:** Regina Mahony

**Meeting Date:** September 27, 2023

**Subject:** Executive Session for City Manager Annual Review

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**Issue:**

The issue is whether the City Council will enter executive session to discuss the evaluation of the City Manager.

**Discussion:**

To have a complete and thorough discussion about this topic, an executive session may be necessary. The evaluation of an employee can be a protected discussion.

**Recommended Motion:**

"I move that the City Council enter into executive session to discuss a personnel evaluation, pursuant to 1 V.S.A. § 313(a)(3) to include the City Council."

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
05290	09/12/23	ADVANCE AUTO PARTS ENGINE BRITE FOAMY 17 O; 25520910	210-5-40-12-610.000 General Supplies	14.70	50583	09/22/23
05290	09/13/23	ADVANCE AUTO PARTS TOGGLE W/COLORED BOO 2214 5652395	210-5-40-12-610.000 General Supplies	15.43	50583	09/22/23
05290	09/13/23	ADVANCE AUTO PARTS ENG DEGREASER HD 15 OZ 70 5652421	210-5-40-12-610.000 General Supplies	33.65	50583	09/22/23
05290	09/14/23	ADVANCE AUTO PARTS ENG CLNR BRIGHT 404 15 O 5752445	210-5-40-12-610.000 General Supplies	34.68	50583	09/22/23
05290	09/14/23	ADVANCE AUTO PARTS ENG CLNR BRIGHT 404 15 O 5752453	210-5-40-12-610.000 General Supplies	23.12	50583	09/22/23
19815	09/17/23	AMAZON CAPITAL SERVICES BL JCOLL SEP23 166VMPL9K9M6	210-5-35-10-640.202 Juvenile Collection	33.98	50584	09/22/23
19815	09/17/23	AMAZON CAPITAL SERVICES BL LIB.DON SEP23 1CNDRK7YM7KH	210-5-90-00-991.000 Library Donation Expense	113.91	50584	09/22/23
19815	09/12/23	AMAZON CAPITAL SERVICES Office Supplies 1M9JDMHHCRC6	210-5-30-10-610.000 General Supplies	4.23	50584	09/22/23
19815	09/10/23	AMAZON CAPITAL SERVICES BL AJCOLL SEP23 1QN3FRDM1NWY	210-5-35-10-640.201 Adult Collection	93.19	50584	09/22/23
19815	09/10/23	AMAZON CAPITAL SERVICES BL AJCOLL SEP23 1QN3FRDM1NWY	210-5-35-10-640.202 Juvenile Collection	93.18	50584	09/22/23
19815	09/13/23	AMAZON CAPITAL SERVICES Office Supplies 1QV7VMRDGGGH	210-5-30-10-610.000 General Supplies	21.27	50584	09/22/23
19815	09/14/23	AMAZON CAPITAL SERVICES Office Supplies 1TDMXVGK3VL3	210-5-30-10-610.000 General Supplies	8.82	50584	09/22/23
19815	09/17/23	AMAZON CAPITAL SERVICES BL JPROG SEP23 1VQKGLCJN9HN	210-5-35-10-840.202 Childrens Programs	121.30	50584	09/22/23
19630	09/12/23	BP WASTEWATER SERVICES LL 2 Lincoln Sewer line Work 20513	210-5-41-20-431.000 R&M Buildings & Grounds	225.00	50589	09/22/23
00530	08/14/23	BRODART CO BL JColl-Supply AUG23 B6647132	210-5-35-10-640.202 Juvenile Collection	9.71	50590	09/22/23
00530	08/14/23	BRODART CO BL JColl-Supply AUG23 B6647132	210-5-35-10-610.000 General Supplies	0.80	50590	09/22/23
00530	08/15/23	BRODART CO BL LibDon-Supply AUG23 B6647710	210-5-90-00-991.000 Library Donation Expense	31.31	50590	09/22/23
00530	08/15/23	BRODART CO BL LibDon-Supply AUG23 B6647710	210-5-35-10-610.000 General Supplies	1.60	50590	09/22/23
00530	08/29/23	BRODART CO BL AColl-Supply AUG23 B6653669	210-5-35-10-640.201 Adult Collection	573.34	50590	09/22/23
00530	08/29/23	BRODART CO BL AColl-Supply AUG23 B6653669	210-5-35-10-610.000 General Supplies	29.60	50590	09/22/23
00530	08/29/23	BRODART CO BL AColl AUG23 B6653924	210-5-35-10-640.201 Adult Collection	11.99	50590	09/22/23
00530	09/05/23	BRODART CO BL AColl-Supply SEP23 B6655700	210-5-35-10-640.201 Adult Collection	47.30	50590	09/22/23
00530	09/05/23	BRODART CO BL AColl-Supply SEP23 B6655700	210-5-35-10-610.000 General Supplies	1.60	50590	09/22/23
00530	09/05/23	BRODART CO BL AColl-Supply SEP23 B6655737	210-5-35-10-640.201 Adult Collection	292.07	50590	09/22/23
00530	09/05/23	BRODART CO BL AColl-Supply SEP23 B6655737	210-5-35-10-610.000 General Supplies	13.60	50590	09/22/23

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
00530	09/05/23	BL AColl-Supply SEP23 B6655937	210-5-35-10-640.201 Adult Collection	15.65	50590	09/22/23
00530	09/05/23	BL AColl-Supply SEP23 B6655937	210-5-35-10-610.000 General Supplies	0.80	50590	09/22/23
00530	09/06/23	BL JColl-Supply SEP23 B6656549	210-5-35-10-640.202 Juvenile Collection	119.22	50590	09/22/23
00530	09/06/23	BL JColl-Supply SEP23 B6656549	210-5-35-10-610.000 General Supplies	3.20	50590	09/22/23
00530	09/06/23	BL JColl-Supply SEP23 B6656783	210-5-35-10-640.202 Juvenile Collection	7.01	50590	09/22/23
00530	09/06/23	BL JColl-Supply SEP23 B6656783	210-5-35-10-610.000 General Supplies	0.80	50590	09/22/23
00530	09/06/23	BL JColl-Supply SEP23 B6656784	210-5-35-10-640.202 Juvenile Collection	19.90	50590	09/22/23
00530	09/06/23	BL JColl-Supply SEP23 B6656784	210-5-35-10-610.000 General Supplies	1.60	50590	09/22/23
00530	09/06/23	BL JColl-Supply SEP23 B6656785	210-5-35-10-640.202 Juvenile Collection	13.34	50590	09/22/23
00530	09/06/23	BL JColl-Supply SEP23 B6656785	210-5-35-10-610.000 General Supplies	0.80	50590	09/22/23
00530	09/13/23	BL AColl SEP23 B6661239	210-5-35-10-640.201 Adult Collection	240.00	50590	09/22/23
22670	09/15/23	EJRP Credit Card Aug/Sept 65080923	210-5-30-12-610.000 General Supplies	348.09	50592	09/22/23
22670	09/15/23	EJRP Credit Card Aug/Sept 65080923	210-5-30-10-505.000 Tech. Subs, Licenses	757.17	50592	09/22/23
22670	09/15/23	EJRP Credit Card Aug/Sept 65080923	210-5-17-10-850.000 Community Events and Cele	4.99	50592	09/22/23
22670	09/15/23	EJRP Credit Card Aug/Sept 65080923	210-5-30-10-610.000 General Supplies	4565.66	50592	09/22/23
22670	09/15/23	EJRP Credit Card Aug/Sept 65080923	210-5-30-10-610.000 General Supplies	-230.38	50592	09/22/23
40900	08/24/23	addt'l doc storage KOFAX IN	210-5-13-10-505.000 Tech. Subs, Licenses	247.36	50593	09/22/23
11375	07/17/23	FOR SERVICE/ old wood fro 712883	210-5-40-12-425.000 Trash Removal	118.75	50594	09/22/23
V0461	09/10/23	BL A COLL AUG23 113	210-5-35-10-640.201 Adult Collection	312.00	50596	09/22/23
21210	09/01/23	WATERBREAK COOLER LEASE 9237990920	210-5-40-12-610.000 General Supplies	50.00	50600	09/22/23
04320	08/04/23	see click fix 264117	210-5-40-12-422.000 Snow Removal	5250.72	50601	09/22/23
17895	09/01/23	MPR Floor Work 13493	210-5-41-26-400.000 Contracted Services	945.00	50602	09/22/23
25120	09/07/23	EJRP Timesheets August 409964	210-5-30-10-330.000 Professional Services	1392.00	50603	09/22/23
30100	09/15/23	cobrahelp 8-2023 294234	210-5-10-10-210.000 Group Insurance	38.40	50604	09/22/23
04940	09/12/23	TV Internet 9/19 to 10/1 00918110923	210-5-40-12-600.000 Salt, Sand and Gravel	73.59	50605	09/22/23

Vendor	Invoice Date	Invoice Description	Invoice Number	Account	Amount Paid	Check Number	Check Date
04940	09/12/23	COMCAST TV Internet 9/19 to 10/1	00918110923	210-5-40-12-610.000 General Supplies	188.60	50605	09/22/23
04940	08/27/23	COMCAST Internet	01792100923	210-5-41-22-530.000 Communications	172.90	50606	09/22/23
04940	09/03/23	COMCAST Cable TV	02077220923	210-5-41-22-530.000 Communications	21.53	50607	09/22/23
17025	09/18/23	COONRADT AMY CC Mtg Minutes	09132023 0144	210-5-11-10-330.000 Professtional Services	102.78	50608	09/22/23
V10576	08/01/23	ECOPIXEL LLC Website Services FY24	3336	210-5-10-10-505.000 Tech. Subs, Licenses	5888.00	50611	09/22/23
25600	07/01/23	ESSEX RESCUE, INC FY24 Annual Contribution	483	210-5-18-10-800.106 Essex Rescue	190620.00	50615	09/22/23
V0795	06/30/23	ESSEX TOWN OF amts due to Town	092023	210-2-00-00-215.000 Due to Town	197038.95	50616	09/22/23
14320	09/18/23	ESSEX WESTFORD SCHOOL DIS FY24 prelim cash flow edu	FY24-1	210-2-00-00-215.001 Due to School District	8364098.51	50617	09/22/23
21845	09/19/23	FIRST NATIONAL BANK OMAHA BL JPrg-Tch-P-Sup	0017 0923	210-5-35-10-840.202 Childrens Programs	103.42	50623	09/22/23
21845	09/19/23	FIRST NATIONAL BANK OMAHA BL JPrg-Tch-P-Sup	0017 0923	210-5-35-10-505.000 Tech. Subs, Licenses	294.12	50623	09/22/23
21845	09/19/23	FIRST NATIONAL BANK OMAHA BL JPrg-Tch-P-Sup	0017 0923	210-5-35-10-560.000 Postage	10.02	50623	09/22/23
21845	09/19/23	FIRST NATIONAL BANK OMAHA BL JPrg-Tch-P-Sup	0017 0923	210-5-35-10-610.000 General Supplies	135.00	50623	09/22/23
19005	09/01/23	FIRSTLIGHT FIBER 2 Lincoln Phones Aug 2023	15051650	210-5-41-20-530.000 Communications	1000.73	50625	09/22/23
19005	09/01/23	FIRSTLIGHT FIBER Telephone	15051676	210-5-25-10-530.000 Communications	345.19	50626	09/22/23
19005	09/01/23	FIRSTLIGHT FIBER MSP Internet Sept	15052109	210-5-41-26-530.000 Communications	360.00	50627	09/22/23
19005	09/01/23	FIRSTLIGHT FIBER communications	15057674	210-5-40-12-530.000 Communications	216.03	50628	09/22/23
20470	08/31/23	GLOBAL MONTELLO GROUP AUG 23 VEHICLE FUEL	304575	210-5-40-12-626.000 Gasoline	1852.18	50629	09/22/23
20470	08/31/23	GLOBAL MONTELLO GROUP AUG 23 VEHICLE FUEL	304575	210-5-41-26-626.000 Gasoline	483.67	50629	09/22/23
20470	08/31/23	GLOBAL MONTELLO GROUP AUG 23 VEHICLE FUEL	304575	210-5-41-22-626.000 Gasoline	400.20	50629	09/22/23
80042	09/14/23	GOV OS INC City land records setup	2945	210-5-12-10-505.000 Tech. Subs Licenses	6543.29	50630	09/22/23
07010	09/11/23	GREEN MOUNTAIN POWER CORP multi solar accts 8/8 to	09112023D	210-5-41-20-622.000 Electricity	119.87	50631	09/22/23
07010	09/11/23	GREEN MOUNTAIN POWER CORP multi solar accts 8/8 to	09112023D	210-5-41-22-622.000 Electricity	119.86	50631	09/22/23
07010	09/11/23	GREEN MOUNTAIN POWER CORP multi solar accts 8/8 to	09112023D	210-5-40-12-622.000 Electricity	35.96	50631	09/22/23
07010	09/11/23	GREEN MOUNTAIN POWER CORP multi solar accts 8/8 to	09112023D	210-5-41-21-622.000 Electricity	465.11	50631	09/22/23
07010	09/11/23	GREEN MOUNTAIN POWER CORP multi solar accts 8/8 to	09112023D	210-5-40-12-622.000 Electricity	233.66	50631	09/22/23

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07010	09/11/23	multi solar accts 8/8 to 09112023D	210-5-41-23-622.000 Electricity	52.88	50631	09/22/23
07010	09/12/23	non solar accounts 8/11 t 0923NS	210-5-40-12-622.200 Streetlight Electricity	11093.89	50632	09/22/23
07010	09/12/23	non solar accounts 8/11 t 0923NS	210-5-40-12-622.200 Streetlight Electricity	736.87	50632	09/22/23
33495	09/13/23	BL ACOLL-SUPPLY SEP23 77857921	210-5-35-10-640.201 Adult Collection	24.97	50634	09/22/23
33495	09/13/23	BL ACOLL-SUPPLY SEP23 77857921	210-5-35-10-560.000 Postage	1.77	50634	09/22/23
33495	09/13/23	BL AColl-Post SEP23 77857922	210-5-35-10-640.201 Adult Collection	15.85	50634	09/22/23
33495	09/13/23	BL AColl-Post SEP23 77857922	210-5-35-10-560.000 Postage	0.73	50634	09/22/23
37715	09/06/23	reset of VM password xt16 42910	210-5-14-10-330.000 Professional Services	60.00	50635	09/22/23
37715	09/06/23	reset password VM xt1624 42917	210-5-14-10-330.000 Professional Services	60.00	50635	09/22/23
15145	09/10/23	JOB ADS Finance and EJRP INV80088	210-5-10-10-330.000 Professional Services	250.00	50637	09/22/23
26330	09/05/23	LCC Membership Renewal 10 94377	210-5-19-10-800.104 Chamber of Commerce	935.00	50640	09/22/23
V9454	09/08/23	Regina's Boots uniforms 3506304	210-5-40-12-612.000 Uniforms	128.00	50643	09/22/23
27840	09/18/23	Life Ins Oct 2023 1580046	210-5-10-10-210.000 Group Insurance	241.07	50646	09/22/23
27840	09/18/23	Life Ins Oct 2023 1580046	210-5-13-10-210.000 Group Insurance	109.80	50646	09/22/23
27840	09/18/23	Life Ins Oct 2023 1580046	210-5-40-12-210.000 Group Insurance	50.59	50646	09/22/23
27840	09/18/23	Life Ins Oct 2023 1580046	210-5-40-13-210.000 Group Insurance	12.08	50646	09/22/23
27840	09/18/23	Life Ins Oct 2023 1580046	210-5-35-10-210.000 Group Insurance	256.20	50646	09/22/23
27840	09/18/23	Life Ins Oct 2023 1580046	210-5-16-10-210.000 Group Insurance	146.40	50646	09/22/23
27840	09/18/23	Life Ins Oct 2023 1580046	210-5-30-10-210.000 Group Insurance	183.00	50646	09/22/23
27840	09/18/23	Life Ins Oct 2023 1580046	210-5-30-12-210.000 Group Insurance	73.20	50646	09/22/23
13000	07/18/23	Road Service to street sw 71520	210-5-40-12-430.000 R&M Vehicles & Equipment	1142.44	50647	09/22/23
26920	09/19/23	PC minutes September 14 2 7	210-5-16-10-330.000 Professional Services	85.65	50648	09/22/23
80012	08/20/23	BL JPROG AUG23 AUGUST 2023	210-5-35-10-840.202 Childrens Programs	100.00	50649	09/22/23
03070	09/06/23	City #10 Window Env Stati 57152	210-5-10-10-550.000 Printing and Binding	569.13	50650	09/22/23
V10462	08/31/23	legal Aug 23 Aug 2023	210-5-10-10-320.000 Legal Services	1041.50	50651	09/22/23



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V10462	08/31/23	MONAGHAN SAFAR DUCHAM PL legal Aug 23 Aug 2023	210-5-16-10-320.000 Legal Services	427.50	50651	09/22/23
37605	08/31/23	NEW ENGLAND MUNICIPAL RES AP separation 53404	210-5-13-10-330.000 Professional Services	330.00	50653	09/22/23
24960	09/15/23	NORTHEAST DELTA DENTAL Dental Oct 2023 091523 6197	210-5-10-10-210.000 Group Insurance	561.40	50654	09/22/23
24960	09/15/23	NORTHEAST DELTA DENTAL Dental Oct 2023 091523 6197	210-5-13-10-210.000 Group Insurance	233.97	50654	09/22/23
24960	09/15/23	NORTHEAST DELTA DENTAL Dental Oct 2023 091523 6197	210-5-40-12-210.000 Group Insurance	310.66	50654	09/22/23
24960	09/15/23	NORTHEAST DELTA DENTAL Dental Oct 2023 091523 6197	210-5-40-13-210.000 Group Insurance	22.62	50654	09/22/23
24960	09/15/23	NORTHEAST DELTA DENTAL Dental Oct 2023 091523 6197	210-5-35-10-210.000 Group Insurance	443.03	50654	09/22/23
24960	09/15/23	NORTHEAST DELTA DENTAL Dental Oct 2023 091523 6197	210-5-16-10-210.000 Group Insurance	176.49	50654	09/22/23
24960	09/15/23	NORTHEAST DELTA DENTAL Dental Oct 2023 091523 6197	210-5-30-10-210.000 Group Insurance	647.20	50654	09/22/23
24960	09/15/23	NORTHEAST DELTA DENTAL Dental Oct 2023 091523 6197	210-5-30-12-210.000 Group Insurance	104.53	50654	09/22/23
44745	08/15/23	NORTHEASTERN SECURITY BL ALARM RM AUG23 1000222	210-5-41-21-431.000 R&M Buildings & Grounds	2111.33	50655	09/22/23
19325	09/01/23	OPEN APPROACH INC mgd svcs Sept 2023 20527	210-5-14-10-330.000 Professional Services	8400.00	50656	09/22/23
19325	09/01/23	OPEN APPROACH INC O365 Sept 2023 20553	210-5-14-10-505.000 Tech. Subs, Licenses	2541.60	50656	09/22/23
19325	09/01/23	OPEN APPROACH INC security Sept 2023 20580	210-5-14-10-330.000 Professional Services	1224.00	50656	09/22/23
19325	09/01/23	OPEN APPROACH INC Veeam Sept 2023 20676	210-5-14-10-330.000 Professional Services	121.10	50656	09/22/23
19325	09/05/23	OPEN APPROACH INC EJRP sched repl WJ 20726	210-5-14-10-735.000 Tech Hardware, Software,	951.22	50656	09/22/23
19325	08/31/23	OPEN APPROACH INC EJRP sched repl BL 20730	210-5-14-10-735.000 Tech Hardware, Software,	1567.00	50656	09/22/23
19325	09/13/23	OPEN APPROACH INC finance laptop 20766	210-5-14-10-735.000 Tech Hardware, Software,	1753.39	50656	09/22/23
19325	09/13/23	OPEN APPROACH INC council laptop battery 20767	210-5-14-10-735.000 Tech Hardware, Software,	121.00	50656	09/22/23
19325	09/14/23	OPEN APPROACH INC Phase III equipment 20770	210-5-14-10-735.000 Tech Hardware, Software,	15906.00	50656	09/22/23
27240	08/14/23	OTIS ELEVATOR COMPANY BL CONTRACTSERV AUG23 F10000115599	210-5-41-21-400.000 Contracted Services	100.00	50657	09/22/23
V10729	08/31/23	OVERDRIVE INC BL AColl AUG23 01459SV23305	210-5-35-10-640.201 Adult Collection	14.95	50658	09/22/23
29425	09/14/23	PERFORMANCE FOOD SERVICE TISSUE BATH 2 PL EMBS 45 924633	210-5-40-12-610.000 General Supplies	110.87	50661	09/22/23
25140	09/01/23	PIKE INDUSTRIES INC Asphalt 1247338	210-5-40-12-451.000 Summer Construction Servi	228.00	50663	09/22/23
V1816	08/20/23	POSTMASTER BURLINGTON Annual Permit #675 fee FY 082023675	210-5-10-10-560.000 Postage	310.00	50664	09/22/23

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05380	09/05/23	2 Lincoln Postage Sept 20 090520234061	210-5-10-10-560.000 Postage	402.50	50666	09/22/23
25330	08/28/23	#4 GRADE 60 REBAR 278683	210-5-40-12-610.000 General Supplies	30.00	50667	09/22/23
24350	05/31/23	budget software annual fe 116465	210-5-13-10-505.000 Tech. Subs, Licenses	14500.00	50668	09/22/23
37430	08/20/13	service sweeper 2014 RC82377	210-5-40-12-430.000 R&M Vehicles & Equipment	1338.85	50669	09/22/23
18010	07/03/23	Gasket 3426686	210-5-25-10-750.000 Machinery & Equipment	23.70	50670	09/22/23
18010	09/13/23	Helmet Front 3429641	210-5-25-10-612.000 Uniforms	64.31	50670	09/22/23
43275	09/19/23	Park St Plumbing 14994	210-5-41-23-431.000 R&M Buildings & Grounds	174.00	50671	09/22/23
43275	09/19/23	MSP HVAC Maint 14999	210-5-30-12-330.000 Professional Services	432.00	50671	09/22/23
43275	09/19/23	Aspire HVAC Maint 15001	210-5-30-12-330.000 Professional Services	100.00	50671	09/22/23
05280	09/06/23	Second Round Lawn repair 230523	210-5-40-13-575.000 Storm Sewer Maintenance	1919.66	50672	09/22/23
37965	08/24/23	shur pack 104487	210-5-40-12-451.000 Summer Construction Servi	476.00	50673	09/22/23
37965	08/29/23	sidewalk repair Redwood T 104599	210-5-40-12-451.000 Summer Construction Servi	557.50	50673	09/22/23
03180	09/12/23	Door Prox Cards 23315	210-5-30-12-610.000 General Supplies	576.00	50674	09/22/23
17505	09/12/23	service period 8/8 to 9/8 257SH	210-5-41-26-622.000 Electricity	2687.13	50675	09/22/23
17505	09/12/23	service period 8/8 to 9/8 257SH	210-5-41-23-622.000 Electricity	388.76	50675	09/22/23
17505	09/12/23	service period 8/8 to 9/8 257SH	210-5-41-21-622.000 Electricity	962.64	50675	09/22/23
17505	09/12/23	service period 8/8 to 9/8 257SH	210-5-41-22-622.000 Electricity	497.58	50675	09/22/23
17505	09/12/23	service period 8/8 to 9/8 257SH	210-5-41-20-622.000 Electricity	497.57	50675	09/22/23
17505	09/12/23	service period 8/8 to 9/8 257SH	210-5-40-12-622.000 Electricity	779.04	50675	09/22/23
17505	09/12/23	service period 8/8 to 9/8 257SH	210-5-40-12-622.000 Electricity	202.13	50675	09/22/23
42565	09/06/23	DRB Ad for September 21 2 232840	210-5-16-10-550.000 Printing and Binding	92.04	50678	09/22/23
20500	09/13/23	Room for conference 325791	210-5-12-10-500.000 Training Conf Dues	171.99	50679	09/22/23
29835	09/07/23	BRUSH yellow paint 43919	210-5-40-12-610.000 General Supplies	28.55	50680	09/22/23
29835	09/07/23	CS POLY KNIT 4 X 3/8 85919	210-5-40-12-610.000 General Supplies	11.34	50680	09/22/23
29835	09/14/23	Park St Paint 89317	210-5-41-23-431.000 R&M Buildings & Grounds	207.53	50680	09/22/23

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29835	09/14/23	SHERWIN-WILLIAMS CS POLY knit 89465	210-5-40-12-610.000 General Supplies	20.61	50680	09/22/23
23855	08/14/23	SOUTHWORTH-MILTON, INC. Loader repair 741797	210-5-40-12-430.000 R&M Vehicles & Equipment	12779.68	50681	09/22/23
29090	09/13/23	SUNBELT RENTALS hard hats 144535301000	210-5-40-12-610.000 General Supplies	52.24	50683	09/22/23
14800	09/01/23	TECH GROUP INC SecureCare Security Servi 201655	210-5-25-10-570.000 Other Purchased Services	64.00	50684	09/22/23
23395	09/06/23	VILLAGE HARDWARE - WILLIS PT2X 1202 ALU Spr Paint 517217	210-5-40-12-610.000 General Supplies	13.85	50685	09/22/23
21230	09/19/23	VISION SERVICE PLAN (CT) Vision Oct 2023 818842543	210-5-10-10-210.000 Group Insurance	113.10	50686	09/22/23
21230	09/19/23	VISION SERVICE PLAN (CT) Vision Oct 2023 818842543	210-5-13-10-210.000 Group Insurance	48.82	50686	09/22/23
21230	09/19/23	VISION SERVICE PLAN (CT) Vision Oct 2023 818842543	210-5-40-12-210.000 Group Insurance	60.31	50686	09/22/23
21230	09/19/23	VISION SERVICE PLAN (CT) Vision Oct 2023 818842543	210-5-40-13-210.000 Group Insurance	4.63	50686	09/22/23
21230	09/19/23	VISION SERVICE PLAN (CT) Vision Oct 2023 818842543	210-5-35-10-210.000 Group Insurance	96.20	50686	09/22/23
21230	09/19/23	VISION SERVICE PLAN (CT) Vision Oct 2023 818842543	210-5-16-10-210.000 Group Insurance	43.03	50686	09/22/23
21230	09/19/23	VISION SERVICE PLAN (CT) Vision Oct 2023 818842543	210-5-30-10-210.000 Group Insurance	125.65	50686	09/22/23
21230	09/19/23	VISION SERVICE PLAN (CT) Vision Oct 2023 818842543	210-5-30-12-210.000 Group Insurance	23.69	50686	09/22/23
30210	06/27/23	VLCT Legal Lunch C Yuen 1365	210-5-11-10-500.000 Training, Conferences, Du	10.00	50687	09/22/23
23395	09/08/23	VILLAGE HARDWARE - WILLIS Brushes 517230	210-5-40-12-610.000 General Supplies	15.18	50688	09/22/23
23395	09/08/23	VILLAGE HARDWARE - WILLIS 670Z Simple GRN Refill 517233	210-5-40-12-610.000 General Supplies	44.42	50688	09/22/23
23395	09/12/23	VILLAGE HARDWARE - WILLIS MAX 8PK D Battery 517245	210-5-40-12-610.000 General Supplies	19.94	50688	09/22/23
23395	09/13/23	VILLAGE HARDWARE - WILLIS NUTS-BOLTS-SCREWS water t 5172502	210-5-40-12-610.000 General Supplies	7.38	50688	09/22/23
23395	09/15/23	VILLAGE HARDWARE - WILLIS DURA 8PK AA Alk Battery 517261	210-5-40-12-610.000 General Supplies	21.83	50688	09/22/23
V2377	08/28/23	VLCT EMPLOYMENT RESOURCE unemp ins Q4 CY23 REN035530Q4	210-5-13-10-250.000 Unemployment Insurance	475.37	50688	09/22/23
V2377	08/28/23	VLCT EMPLOYMENT RESOURCE unemp ins Q4 CY23 REN035530Q4	210-5-40-12-250.000 Unemployment Insurance	63.05	50688	09/22/23
V2377	08/28/23	VLCT EMPLOYMENT RESOURCE unemp ins Q4 CY23 REN035530Q4	210-5-40-13-250.000 Unemployment Insurance	5.48	50688	09/22/23
V2377	08/28/23	VLCT EMPLOYMENT RESOURCE unemp ins Q4 CY23 REN035530Q4	210-5-35-10-250.000 Unemployment Insurance	172.26	50688	09/22/23
V2380	08/28/23	VLCT PACIF PACIF insurance Q4 CY23 REN230195Q4	210-5-40-12-260.000 Workers Comp Insurance	2611.82	50689	09/22/23
V2380	08/28/23	VLCT PACIF PACIF insurance Q4 CY23 REN230195Q4	210-5-40-13-260.000 Workers Comp Insurance	538.83	50689	09/22/23

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V2380	08/28/23	PACIF insurance Q4 CY23 REN230195Q4	210-5-13-10-260.000 Workers Comp Insurance	2047.10	50689	09/22/23
V2380	08/28/23	PACIF insurance Q4 CY23 REN230195Q4	210-5-13-10-260.000 Workers Comp Insurance	1466.48	50689	09/22/23
V2380	08/28/23	PACIF insurance Q4 CY23 REN230195Q4	210-5-25-10-260.000 Workers Comp Insurance	3951.50	50689	09/22/23
V2380	08/28/23	PACIF insurance Q4 CY23 REN230195Q4	210-5-13-10-520.000 Workers Comp Insurance	19190.78	50689	09/22/23
V2380	08/28/23	PACIF insurance Q4 CY23 REN230195Q4	210-5-13-10-520.000 Workers Comp Insurance	3088.84	50689	09/22/23
V2380	08/28/23	PACIF insurance Q4 CY23 REN230195Q4	210-5-40-12-520.000 Workers Comp Insurance	3949.11	50689	09/22/23
30210	08/09/23	TF Registration DBrown 08 2580	210-5-12-10-500.000 Training Conf Dues	89.00	50690	09/22/23
28470	09/15/23	Payroll Transfer PR-09/15/23	210-2-00-00-210.004 Retirement Payable	22140.26	50690	09/22/23
07565	05/11/23	2 Lincoln Maint Supplies 238371757	210-5-41-20-431.000 R&M Buildings & Grounds	62.99	50694	09/22/23
07565	05/16/23	Office Supplies FY23 238471859	210-5-30-10-610.000 General Supplies	99.98	50694	09/22/23
07565	05/18/23	EJRP Maint Supplies FY23 238530697	210-5-30-12-610.000 General Supplies	931.53	50694	09/22/23
07565	05/18/23	Preschool Maint Supplies 238530930	210-5-30-12-610.000 General Supplies	294.77	50694	09/22/23
07565	06/06/23	Brownell Maint Supplies F 238911817	210-5-41-21-431.000 R&M Buildings & Grounds	175.38	50694	09/22/23
07565	06/07/23	Park Street Maint Supplie 238946721	210-5-30-12-610.000 General Supplies	44.24	50694	09/22/23
07565	06/07/23	Office Supplies FY23 238951367	210-5-30-10-610.000 General Supplies	40.99	50694	09/22/23
07565	08/30/23	Brownell Janitorial Suppl 240806610	210-5-41-21-431.000 R&M Buildings & Grounds	267.98	50694	09/22/23
07565	09/01/23	MSP Maint Supplies 240863804	210-5-30-12-610.000 General Supplies	143.88	50694	09/22/23
07565	09/13/23	MSP Maint Supplies 241102173	210-5-30-12-610.000 General Supplies	581.01	50694	09/22/23
07565	09/14/23	Office Supplies 241146984	210-5-30-10-610.000 General Supplies	189.42	50694	09/22/23
07565	09/15/23	MPR Mats 241179689	210-5-30-12-610.000 General Supplies	69.98	50694	09/22/23
80037	08/22/23	BL ACOLL AUG23 Evil Heart VERNONLIB 08	210-5-35-10-640.201 Adult Collection	12.00	50708	09/22/23
22070	09/08/23	Res Pkg Permits 9308	210-5-10-10-550.000 Printing and Binding	613.01	50709	09/22/23
40855	09/20/23	Health Sep 2023 092023 7728	210-5-10-10-210.000 Group Insurance	7859.66	92223	09/22/23
40855	09/20/23	Health Sep 2023 092023 7728	210-5-13-10-210.000 Group Insurance	2807.02	92223	09/22/23
40855	09/20/23	Health Sep 2023 092023 7728	210-5-40-12-210.000 Group Insurance	5052.62	92223	09/22/23

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40855	09/20/23	CIGNA HEALTH AND LIFE INS	Health Sep 2023 092023 7728	210-5-40-13-210.000 Group Insurance	486.32	92223	09/22/23
40855	09/20/23	CIGNA HEALTH AND LIFE INS	Health Sep 2023 092023 7728	210-5-35-10-210.000 Group Insurance	7789.49	92223	09/22/23
40855	09/20/23	CIGNA HEALTH AND LIFE INS	Health Sep 2023 092023 7728	210-5-16-10-210.000 Group Insurance	1403.52	92223	09/22/23
40855	09/20/23	CIGNA HEALTH AND LIFE INS	Health Sep 2023 092023 7728	210-5-30-10-210.000 Group Insurance	9754.37	92223	09/22/23
40855	09/20/23	CIGNA HEALTH AND LIFE INS	Health Sep 2023 092023 7728	210-5-30-12-210.000 Group Insurance	2175.45	92223	09/22/23
40855	09/20/23	CIGNA HEALTH AND LIFE INS	Health Sep 2023 092023 7728	210-2-00-00-210.006 Health Ins. Copay	1920.91	92223	09/22/23
25715	08/23/23	DONALD L. HAMLIN CONSULT	7/1- 7/31 23 Brickyd rd c 22820 082323	230-5-40-13-895.830 BC2058 Brickyard Culvert	13829.14	50609	09/22/23
25715	08/23/23	DONALD L. HAMLIN CONSULT	7/1-7/31 23 Crescent conn 22822 082323	230-5-16-10-890.824 Cres. Connector	24636.04	50609	09/22/23
03280	09/13/23	ENGINEERS CONSTRUCTION IN	Brickyard Rd Culvert Repl PR4BRC	230-5-40-13-895.830 BC2058 Brickyard Culvert	555177.16	50614	09/22/23
V9632	09/08/23	HOYLE, TANNER & ASSOC, IN	Prof. serv 7/16/23 _8/12 0069668	230-5-40-13-895.830 BC2058 Brickyard Culvert	1794.75	50633	09/22/23
V10462	08/31/23	MONAGHAN SAFAR DUCHAM PL	legal Aug 23 Aug 2023	230-5-16-10-890.824 Cres. Connector	461.50	50651	09/22/23
V10462	08/31/23	MONAGHAN SAFAR DUCHAM PL	legal Aug 23 Aug 2023	230-5-40-13-895.830 BC2058 Brickyard Culvert	270.00	50651	09/22/23
39425	09/12/23	SCOTT & PARTNERS INC	2 Lincoln Renovations 092 4785 21-1457	232-5-41-20-890.832 2 Lincoln Street Renovati	1764.50	50676	09/22/23
23435	08/31/23	CHAMPLAIN WATER DISTRICT	Water Aug 2023 083123	254-5-54-20-411.000 CWD Water Purchase	927.30	50598	09/22/23
23435	08/31/23	CHAMPLAIN WATER DISTRICT	Water Aug 2023 083123	254-5-54-70-411.400 CWD Water Purchase - Glob	4361.65	50598	09/22/23
23435	08/31/23	CHAMPLAIN WATER DISTRICT	Water Aug 2023 083123	254-5-54-20-411.000 CWD Water Purchase	50649.13	50598	09/22/23
23435	08/31/23	CHAMPLAIN WATER DISTRICT	Water Aug 2023 083123	254-5-54-70-411.400 CWD Water Purchase - Glob	238233.32	50598	09/22/23
25715	08/23/23	DONALD L. HAMLIN CONSULT	7/1-7/31 230 water line m 21806 082323	254-5-54-70-723.004 Main St Water Line	24376.43	50609	09/22/23
40025	08/31/23	E J PRESCOTT INC	5-1/2-6-1/2 SERV BOX W/PL 6224504	254-5-54-20-610.000 General Supplies	529.80	50610	09/22/23
03280	08/29/23	ENGINEERS CONSTRUCTION IN	EJ Main Street Waterline 6551	254-5-54-70-723.004 Main St Water Line	220398.55	50614	09/22/23
03280	08/31/23	ENGINEERS CONSTRUCTION IN	EJ Main Street Waterline 6601	254-5-54-70-723.004 Main St Water Line	249199.51	50614	09/22/23
18000	09/08/23	FERGUSON WATERWORKS #590	1 QT RFLCT WHIT COAT 0245998	254-5-54-20-610.000 General Supplies	289.95	50621	09/22/23
20470	08/31/23	GLOBAL MONTELLO GROUP	AUG 23 VEHICLE FUEL 304575	254-5-54-20-626.000 Gasoline	214.70	50629	09/22/23
07010	09/12/23	GREEN MOUNTAIN POWER CORP	non solar accounts 8/11 t 0923NS	254-5-54-20-622.000 Electricity	67.94	50632	09/22/23
V10407	09/06/23	KIMBALL MIDWEST	PAINT 101411547	254-5-54-20-610.000 General Supplies	138.72	50639	09/22/23

Vendor	Invoice Date	Invoice Description	Invoice Number	Account	Amount Paid	Check Number	Check Date
27840	09/18/23	MADISON NATIONAL LIFE INS	Life Ins Oct 2023 1580046	254-5-54-20-210.000 Group Insurance	69.17	50646	09/22/23
24960	09/15/23	NORTHEAST DELTA DENTAL	Dental Oct 2023 091523 6197	254-5-54-20-210.000 Group Insurance	310.66	50654	09/22/23
V10641	09/07/23	PPG ARCHITECTURAL COATING	red match paint for fire 823220000463	254-5-54-20-610.000 General Supplies	188.33	50665	09/22/23
21230	09/19/23	VISION SERVICE PLAN (CT)	Vision Oct 2023 818842543	254-5-54-20-210.000 Group Insurance	60.31	50686	09/22/23
V2377	08/28/23	VLCT EMPLOYMENT RESOURCE	unemp ins Q4 CY23 REN035530Q4	254-5-54-20-250.000 Unemployment Insurance	28.11	50688	09/22/23
V2380	08/28/23	VLCT PACIF	PACIF insurance Q4 CY23 REN230195Q4	254-5-54-20-260.000 Workers Comp Insurance	1564.44	50689	09/22/23
V2380	08/28/23	VLCT PACIF	PACIF insurance Q4 CY23 REN230195Q4	254-5-54-20-520.000 Workers Comp Insurance	589.77	50689	09/22/23
40855	09/20/23	CIGNA HEALTH AND LIFE INS	Health Sep 2023 092023 7728	254-5-54-20-210.000 Group Insurance	10222.42	92223	09/22/23
V10609	09/19/23	2G ENERGY INC.	2G CHILLER PARTS from ger 415082301039	255-5-55-30-570.000 Other Purchased Services	769.87	50582	09/22/23
V10655	09/06/23	AQUAFIX (THE BUGMAN)	Aquabac XT (Case of 2, 2. 009331	255-5-55-30-619.000 Chemicals	3337.77	50586	09/22/23
11375	09/01/23	CASELLA WASTE MANAGEMENT	Aug 2023 grit recycling 3478916	255-5-55-30-421.000 Grit Disposal	1189.45	50594	09/22/23
V10734	08/21/23	ENCORE ESSEX JUNCTION SOL	Fixed Monthly Payment (7/ 2308 WWTP	255-5-55-30-622.000 Electricity	2969.11	50612	09/22/23
06870	09/15/23	ENDYNE INC	SHT NY Bi-Monthly 8/28/20 462520	255-5-55-30-340.001 Lab Testing	410.00	50613	09/22/23
06870	09/15/23	ENDYNE INC	Essex Jct. WWTF TKN Only 462521	255-5-55-30-340.001 Lab Testing	35.00	50613	09/22/23
06870	09/20/23	ENDYNE INC	Constituent Monitoring 9/ 462983	255-5-55-30-340.001 Lab Testing	50.00	50613	09/22/23
38955	09/06/23	F W WEBB COMPANY	#. 2400-65-3P CI CIRC PUM 82189543	255-5-55-30-570.000 Other Purchased Services	1165.60	50619	09/22/23
29280	09/19/23	FIRST NATIONAL BANK OMAH	Visa 8/22 to 9/19/23 04811923	255-5-55-30-610.000 General Supplies	126.37	50622	09/22/23
29280	09/19/23	FIRST NATIONAL BANK OMAH	Visa 8/22 to 9/19/23 04811923	255-5-55-30-505.000 Tech. Subs, Licenses	51.00	50622	09/22/23
29280	09/19/23	FIRST NATIONAL BANK OMAH	Visa 8/22 to 9/19/23 04811923	255-5-55-30-500.000 Training, Conf, Dues	240.00	50622	09/22/23
19005	09/01/23	FIRSTLIGHT FIBER	communicaton/telephon WW 15051649	255-5-55-30-530.000 Communications	542.70	50624	09/22/23
20470	08/31/23	GLOBAL MONTELLO GROUP	AUG 23 VEHICLE FUEL 304575	255-5-55-30-626.000 Gasoline	157.78	50629	09/22/23
V10347	09/05/23	J C EHRLICH	PEST CONTROL MAINT WW FAC 51197950	255-5-55-30-330.000 Professional Services	87.11	50636	09/22/23
05495	09/08/23	LCS CONTROLS, INC	July_Aug SCADA work 14549	255-5-55-30-330.000 Professional Services	5025.00	50642	09/22/23
V9454	08/09/23	LENNY'S SHOE & APP	Art uniform 50132 3502691	255-5-55-30-612.000 Uniforms	388.94	50643	09/22/23
06995	09/06/23	LOU'S GLOVES, INC	Nitrile Gloves 053979	255-5-55-30-618.000 Laboratory Supplies	450.00	50645	09/22/23

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Check Warrant Report # 24010 Current Prior Next FY Invoices For Fund (GENERAL FUND)

CDeLibac

For Check Acct 01 (GENERAL FUND) All check #s 09/22/23 To 09/22/23

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
27840	09/18/23	MADISON NATIONAL LIFE INS Life Ins Oct 2023 1580046	255-5-55-30-210.000 Group Insurance	207.89	50646	09/22/23
V10462	08/31/23	MONAGHAN SAFAR DUCHAM PL legal Aug 23 Aug 2023	255-5-55-30-320.000 Legal Services	45.00	50651	09/22/23
24960	09/15/23	NORTHEAST DELTA DENTAL Dental Oct 2023 091523 6197	255-5-55-30-210.000 Group Insurance	294.38	50654	09/22/23
03160	09/05/23	P & H SENESAC INC POLYMER FOR DEWATERING 20469	255-5-55-30-568.000 Biosolids Subcontractor	9108.00	50659	09/22/23
21230	09/19/23	VISION SERVICE PLAN (CT) Vision Oct 2023 818842543	255-5-55-30-210.000 Group Insurance	71.76	50686	09/22/23
V2377	08/28/23	VLCT EMPLOYMENT RESOURCE unemp ins Q4 CY23 REN035530Q4	255-5-55-30-250.000 Unemployment Insurance	109.77	50688	09/22/23
V2380	08/28/23	VLCT PACIF PACIF insurance Q4 CY23 REN230195Q4	255-5-55-30-260.000 Workers Comp Insurance	4502.50	50689	09/22/23
V2380	08/28/23	VLCT PACIF PACIF insurance Q4 CY23 REN230195Q4	255-5-55-30-520.000 Workers Comp Insurance	10945.52	50689	09/22/23
07565	04/10/23	W B MASON CO INC Wastewater Floor Project 237631710	255-5-55-30-570.000 Other Purchased Services	127.96	50691	09/22/23
17765	09/06/23	WAITE-HEINDEL ENVIRONMENT Biosolids CAP report to D 5869	255-5-55-30-568.000 Biosolids Subcontractor	260.00	50693	09/22/23
40855	09/20/23	CIGNA HEALTH AND LIFE INS Health Sep 2023 092023 7728	255-5-55-30-210.000 Group Insurance	3864.58	92223	09/22/23
20470	08/31/23	GLOBAL MONTELLO GROUP AUG 23 VEHICLE FUEL 304575	256-5-56-40-626.000 Gasoline	723.30	50629	09/22/23
07010	09/11/23	GREEN MOUNTAIN POWER CORP multi solar accts 8/8 to 09112023D	256-5-56-40-622.000 Electricity	97.02	50631	09/22/23
07010	09/11/23	GREEN MOUNTAIN POWER CORP multi solar accts 8/8 to 09112023D	256-5-56-40-434.001 Susie Wilson PS Costs	61.71	50631	09/22/23
07010	09/11/23	GREEN MOUNTAIN POWER CORP multi solar accts 8/8 to 09112023D	256-5-56-40-434.002 West Street PS Costs	73.08	50631	09/22/23
07010	09/12/23	GREEN MOUNTAIN POWER CORP non solar accounts 8/11 t 0923NS	256-5-56-40-622.000 Electricity	385.07	50632	09/22/23
27840	09/18/23	MADISON NATIONAL LIFE INS Life Ins Oct 2023 1580046	256-5-56-40-210.000 Group Insurance	98.45	50646	09/22/23
24960	09/15/23	NORTHEAST DELTA DENTAL Dental Oct 2023 091523 6197	256-5-56-40-210.000 Group Insurance	292.43	50654	09/22/23
17505	09/12/23	SAND HILL SOLAR LLC service period 8/8 to 9/8 257SH	256-5-56-40-622.000 Electricity	135.26	50675	09/22/23
17505	09/12/23	SAND HILL SOLAR LLC service period 8/8 to 9/8 257SH	256-5-56-40-434.002 West Street PS Costs	620.54	50675	09/22/23
17505	09/12/23	SAND HILL SOLAR LLC service period 8/8 to 9/8 257SH	256-5-56-40-434.001 Susie Wilson PS Costs	471.13	50675	09/22/23
23855	08/31/23	SOUTHWORTH-MILTON, INC. Generator repair 746958	256-5-56-40-434.001 Susie Wilson PS Costs	943.48	50681	09/22/23
21230	09/19/23	VISION SERVICE PLAN (CT) Vision Oct 2023 818842543	256-5-56-40-210.000 Group Insurance	58.20	50686	09/22/23
V2377	08/28/23	VLCT EMPLOYMENT RESOURCE unemp ins Q4 CY23 REN035530Q4	256-5-56-40-250.000 Unemployment Insurance	28.12	50688	09/22/23
V2380	08/28/23	VLCT PACIF PACIF insurance Q4 CY23 REN230195Q4	256-5-56-40-260.000 Workers Comp Insurance	1431.59	50689	09/22/23

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
V2380	08/28/23	PACIF insurance Q4 CY23 REN230195Q4	256-5-56-40-520.000 Workers Comp Insurance	464.23	50689	09/22/23
40855	09/20/23	Health Sep 2023 092023 7728	256-5-56-40-210.000 Group Insurance	4000.00	92223	09/22/23
19815	09/10/23	Office Supplies 11M97MJK16QP	259-5-30-15-610.000 General Supplies	22.99	50584	09/22/23
19815	09/10/23	Preschool Supplies 13NDTQXY1H3Q	259-5-30-16-610.000 General Supplies	183.95	50584	09/22/23
19815	09/14/23	RK Fleming Supplies 17WQRDC93TG7	259-5-30-15-610.000 General Supplies	14.99	50584	09/22/23
19815	09/10/23	RK FMS Supplies 1HRFW71C1KRJ	259-5-30-15-610.000 General Supplies	130.45	50584	09/22/23
19815	09/10/23	Preschool Supplies 1HRFW71C3L7L	259-5-30-16-610.000 General Supplies	28.83	50584	09/22/23
19815	09/10/23	RK Fleming Supplies 1J7YK1D11J9R	259-5-30-15-610.000 General Supplies	170.41	50584	09/22/23
19815	09/08/23	RK FMS Supplies 1P1JLKGFPML4	259-5-30-15-610.000 General Supplies	18.85	50584	09/22/23
19815	09/17/23	RK EES Supplies 1TMLJQ3RKDQR	259-5-30-15-610.000 General Supplies	57.72	50584	09/22/23
19815	09/07/23	RK EES Supplies 1V7VYRTRHGF3	259-5-30-15-610.000 General Supplies	63.09	50584	09/22/23
19815	09/11/23	Preschool Supplies 1VCGR4WY9X6F	259-5-30-16-610.000 General Supplies	182.90	50584	09/22/23
19815	09/07/23	RK MSP Supplies 1XKGPDPWK4HT	259-5-30-15-610.000 General Supplies	64.09	50584	09/22/23
25955	08/27/23	RecKids Cell Phones Sept 87301810823	259-5-30-15-530.000 Communications	810.68	50587	09/22/23
80038	09/14/23	Mountain Bike Camp WK 2 091423D	259-5-30-14-330.000 Professional Services	550.00	50588	09/22/23
22670	09/15/23	EJRP Credit Card Aug/Sept 65080923	259-5-30-16-500.000 Training, Conf, Dues	2716.40	50592	09/22/23
22670	09/15/23	EJRP Credit Card Aug/Sept 65080923	259-5-30-10-500.000 Training, Conf, Dues	2389.20	50592	09/22/23
22670	09/15/23	EJRP Credit Card Aug/Sept 65080923	259-5-30-14-500.000 Training, Conf, Dues	1772.80	50592	09/22/23
22670	09/15/23	EJRP Credit Card Aug/Sept 65080923	259-5-30-12-500.000 Training, Conf, Dues	1592.80	50592	09/22/23
22670	09/15/23	EJRP Credit Card Aug/Sept 65080923	259-5-30-15-500.000 Training, Conf, Dues	2576.85	50592	09/22/23
22670	09/15/23	EJRP Credit Card Aug/Sept 65080923	259-5-30-12-500.000 Training, Conf, Dues	509.79	50592	09/22/23
22670	09/15/23	EJRP Credit Card Aug/Sept 65080923	259-5-30-10-500.000 Training, Conf, Dues	906.96	50592	09/22/23
22670	09/15/23	EJRP Credit Card Aug/Sept 65080923	259-5-30-16-610.000 General Supplies	292.84	50592	09/22/23
22670	09/15/23	EJRP Credit Card Aug/Sept 65080923	259-5-30-10-560.000 Postage	66.00	50592	09/22/23
22670	09/15/23	EJRP Credit Card Aug/Sept 65080923	259-5-30-11-610.000 General Supplies	29.00	50592	09/22/23



Vendor	Invoice Date	Invoice Description	Invoice Number	Account	Amount Paid	Check Number	Check Date
22670	09/15/23	CAPITAL ONE CREDIT CARD -	EJRP Credit Card Aug/Sept 65080923	259-5-30-17-610.000 General Supplies	606.16	50592	09/22/23
22670	09/15/23	CAPITAL ONE CREDIT CARD -	EJRP Credit Card Aug/Sept 65080923	259-5-30-17-330.000 Professional Services	905.00	50592	09/22/23
22670	09/15/23	CAPITAL ONE CREDIT CARD -	EJRP Credit Card Aug/Sept 65080923	259-5-30-17-330.000 Professional Services	-905.00	50592	09/22/23
22670	09/15/23	CAPITAL ONE CREDIT CARD -	EJRP Credit Card Aug/Sept 65080923	259-5-30-14-610.000 General Supplies	501.39	50592	09/22/23
22670	09/15/23	CAPITAL ONE CREDIT CARD -	EJRP Credit Card Aug/Sept 65080923	259-5-30-14-500.000 Training, Conf, Dues	185.11	50592	09/22/23
22670	09/15/23	CAPITAL ONE CREDIT CARD -	EJRP Credit Card Aug/Sept 65080923	259-5-30-15-610.000 General Supplies	1282.89	50592	09/22/23
27590	08/31/23	CATAMOUNT COLOR (OFFSET H	Fall Brochure Mail Prep 30577	259-5-30-14-540.000 Advertising	3585.00	50595	09/22/23
06185	07/31/23	CHAMPLAIN VALLEY EXPOSITI	July 4th Event 4273	259-5-30-14-330.000 Professional Services	4956.00	50597	09/22/23
30240	08/23/23	CHOQUETTE INFLATABLES LLC	CMS Last Day Celebration 993	259-5-30-17-330.000 Professional Services	1020.00	50599	09/22/23
04330	09/01/23	EWSD CHILD NUTRITION	Summer Meals 3180	259-5-30-17-610.000 General Supplies	8163.40	50618	09/22/23
04640	08/29/23	FASTENAL INDUSTRIAL & CON	First Aid Supplies VTBUR322488	259-5-30-15-610.000 General Supplies	4.88	50620	09/22/23
20470	08/31/23	GLOBAL MONTELLO GROUP	AUG 23 VEHICLE FUEL 304575	259-5-30-15-626.000 Gasoline	80.16	50629	09/22/23
15145	09/10/23	JOBTARGET LLC	JOB ADS Finance and EJRP INV80088	259-5-30-15-330.000 Professional Services	750.00	50637	09/22/23
2950	09/19/23	KASPRISIN ANDREW	Summer Track/Field Progra 091923D	259-5-30-14-330.000 Professional Services	1200.00	50638	09/22/23
80040	09/14/23	LARSON/ GRIFFIN//	Mountain Bike Camp WK 2 091423D	259-5-30-14-330.000 Professional Services	550.00	50641	09/22/23
28425	09/19/23	LIBRIZZI JESSICA	Summer Tack/Field Program 091923D	259-5-30-14-330.000 Professional Services	949.00	50644	09/22/23
27840	09/18/23	MADISON NATIONAL LIFE INS	Life Ins Oct 2023 1580046	259-5-30-15-210.000 Group Insurance	365.49	50646	09/22/23
27840	09/18/23	MADISON NATIONAL LIFE INS	Life Ins Oct 2023 1580046	259-5-30-16-210.000 Group Insurance	180.96	50646	09/22/23
22410	09/14/23	NETZEL PILAR	Mountain Bike Camp WK 2 091423D	259-5-30-14-330.000 Professional Services	650.00	50652	09/22/23
24960	09/15/23	NORTHEAST DELTA DENTAL	Dental Oct 2023 091523 6197	259-5-30-15-210.000 Group Insurance	320.41	50654	09/22/23
24960	09/15/23	NORTHEAST DELTA DENTAL	Dental Oct 2023 091523 6197	259-5-30-16-210.000 Group Insurance	395.97	50654	09/22/23
19325	09/12/23	OPEN APPROACH INC	EJRP Computers 20764	259-5-30-15-330.000 Professional Services	2727.40	50656	09/22/23
17565	09/13/23	PARVANOV DRAGOMIR	EJRP Soccer Camps 8/14-18 091323D	259-5-30-14-330.000 Professional Services	1972.00	50660	09/22/23
29425	09/06/21	PERFORMANCE FOOD SERVICE	RK Hiawatha Snack 919553	259-5-30-15-610.000 General Supplies	157.00	50661	09/22/23
29425	09/06/23	PERFORMANCE FOOD SERVICE	RK Fleming Snack 919772	259-5-30-15-610.000 General Supplies	117.80	50661	09/22/23

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
29425	PERFORMANCE FOOD SERVICE	09/06/23	RK Snack 919931	259-5-30-15-610.000 General Supplies	189.90	50661	09/22/23
29425	PERFORMANCE FOOD SERVICE	09/06/23	RK MSP Snack 919935	259-5-30-15-610.000 General Supplies	166.48	50661	09/22/23
29425	PERFORMANCE FOOD SERVICE	09/06/23	RK EES Snack 919941	259-5-30-15-610.000 General Supplies	189.90	50661	09/22/23
29425	PERFORMANCE FOOD SERVICE	09/07/23	RK Snack 920640	259-5-30-15-610.000 General Supplies	231.39	50661	09/22/23
29425	PERFORMANCE FOOD SERVICE	09/11/23	RK FMS Snack 922428	259-5-30-15-610.000 General Supplies	181.85	50661	09/22/23
29425	PERFORMANCE FOOD SERVICE	09/13/23	RK Hiawatha Snack 923904	259-5-30-15-610.000 General Supplies	163.27	50661	09/22/23
29425	PERFORMANCE FOOD SERVICE	09/13/23	RK Westford Snack 924213	259-5-30-15-610.000 General Supplies	126.18	50661	09/22/23
29425	PERFORMANCE FOOD SERVICE	09/13/23	RK MSP Snack 924512	259-5-30-15-610.000 General Supplies	264.14	50661	09/22/23
29425	PERFORMANCE FOOD SERVICE	09/14/23	RK Fleming Snack 925181	259-5-30-15-610.000 General Supplies	160.33	50661	09/22/23
29425	PERFORMANCE FOOD SERVICE	09/18/23	RK EES Snack 925629	259-5-30-15-610.000 General Supplies	249.07	50661	09/22/23
10435	SCREENMYLOGO.COM	09/09/23	RK Staff Shirts 20263	259-5-30-15-610.000 General Supplies	712.00	50677	09/22/23
23495	STUDENT TRANSPORTATION OF	06/30/23	Discovery Bus 6/26-29 FY2 70216040	259-5-30-17-580.000 Travel	1319.62	50682	09/22/23
23495	STUDENT TRANSPORTATION OF	08/04/23	Discovery Bus 8/2 70220270	259-5-30-17-580.000 Travel	452.82	50682	09/22/23
23495	STUDENT TRANSPORTATION OF	08/08/23	Discovery Bus 8/3-7 70220562	259-5-30-17-580.000 Travel	1578.38	50682	09/22/23
23495	STUDENT TRANSPORTATION OF	08/14/23	Discovery Bus 8/9-11 70220800	259-5-30-17-580.000 Travel	1786.19	50682	09/22/23
21230	VISION SERVICE PLAN (CT)	09/19/23	Vision Oct 2023 818842543	259-5-30-15-210.000 Group Insurance	81.71	50686	09/22/23
21230	VISION SERVICE PLAN (CT)	09/19/23	Vision Oct 2023 818842543	259-5-30-16-210.000 Group Insurance	83.62	50686	09/22/23
V2377	VLCT EMPLOYMENT RESOURCE	08/28/23	unemp ins Q4 CY23 REN035530Q4	259-5-30-10-250.000 Unemployment Insurance	891.84	50688	09/22/23
V2380	VLCT PACIF	08/28/23	PACIF insurance Q4 CY23 REN230195Q4	259-5-30-10-260.000 Workers Comp Insurance	7880.24	50689	09/22/23
07565	W B MASON CO INC	08/30/23	RK EES Supplies 240805396	259-5-30-15-610.000 General Supplies	73.98	50694	09/22/23
28100	ZACHARY'S PIZZA	09/07/23	Reach EES 8/3 12252	259-5-30-17-330.000 Professional Services	350.00	50694	09/22/23
26445	TUDOR CHRISTOPHER L	09/06/23	Pickleball Clinics August 336	259-5-30-14-330.000 Professional Services	600.00	50707	09/22/23
40855	CIGNA HEALTH AND LIFE INS	09/20/23	Health Sep 2023 092023 7728	259-5-30-15-210.000 Group Insurance	5684.25	92223	09/22/23
40855	CIGNA HEALTH AND LIFE INS	09/20/23	Health Sep 2023 092023 7728	259-5-30-16-210.000 Group Insurance	4912.28	92223	09/22/23

09/22/23

City of Essex Junction Accounts Payable

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04:15 pm

Check Warrant Report # 24010 Current Prior Next FY Invoices For Fund (GENERAL FUND)

CDelibac

For Check Acct 01 (GENERAL FUND) All check #s 09/22/23 To 09/22/23

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

10517307.31

=====

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 \$ 10,517,307.31  
 Let this be your order for the payments of these amounts.

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**CITY OF ESSEX JUNCTION  
CITY COUNCIL  
REGULAR MEETING  
MINUTES OF MEETING  
September 13, 2023**

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

**ADMINISTRATION:** Regina Mahony, City Manager; Susan McNamara-Hill, Clerk; Jess Morris, Finance Director; Harlan Smith, Interim Buildings Coordinator; Ashley Snellenberger, Communications & Strategic Initiatives Director;

**OTHERS PRESENT:** John Alden, Diane Clemens, Annie Cooper, Christopher Kline, Resa Mehren,

1. **CALL TO ORDER**

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

2. **AGENDA ADDITIONS/CHANGES**

None.

3. **APPROVE AGENDA**

None needed.

4. **PUBLIC TO BE HEARD**

a. Comments from public on items not on the agenda

Diane Clemens asked when the City Council will be discussing sandwich boards and other code violations. City Manager Mahony replied that the City intends to ramp up the code enforcement discussion once the new City Planner is onboarded and settled.

Annie Cooper said that as strategic conversations gain momentum, she urged the City Council and City staff to stay connected with each other and with the public, to keep everyone as informed as possible.

5. **BUSINESS ITEMS**

a. Discussion and Consideration of GOP Civil Board of Authority Request

City Manager Mahony noted that the City Clerk received a request from the Essex Junction Republican Party that the City Council appoint three additional seats on its Board of Civil Authority (BCA) for election purposes. She noted that there are currently no Republicans on the BCA, and that in line with statute, underrepresented parties can request (and that the legislative body shall) the appointment of up to three nominees.

Ms. Clemens asked how long the term is for this type of appointment on the BCA. Clerk McNamara-Hill replied that according to the Secretary of State's office's Director of Elections, this term should extend until the next term of the elected Justices of the Peace (January of 2025).

Resa Mehren asked whether these appointments would have an impact on how the Governor chooses to fill the open position, given that the party of the vacated position puts forth names for appointment. Councilor Chawla replied that the Governor can choose to appoint one of these nominations, but does not necessarily need to follow them.

**ELAINE HANEY made a motion, seconded by MARCUS CERTA, that the City Council appoint Deborah Billado, Katherine M. Stebbins and George Findlay as members of the board of civil authority for election matters according to the provisions of 17 V.S.A. §2143, with a term expiring on January 31, 2025. The motion passed 5-0.**

54  
55 b. Discussion and Consideration of Authorization of Construction Manager award for the 2 Lincoln  
56 Renovation with ARPA Funds  
57 City Manager Mahony began by noting that at its last discussion in April, the City Council's next step for  
58 this project was to have staff prepare a proposal to hire a construction manager, who would review the  
59 budget, plans, and schedule, in order to get the most accurate cost estimates. She noted that there were  
60 two bidders, both with strong proposals, and that staff and consultants are recommending the selection  
61 of the Bread Loaf Corporation as the apparently successful bidder. She noted that Bread Loaf was the  
62 lowest bidder. She spoke to the timeline, noting that they hope to move this forward over the next several  
63 months, with construction on 2 Lincoln Street to begin in January and completion in August (though this  
64 is pending supply chain issues and other dependencies). She broke down the cost proposal for the  
65 Construction Manager scope of work, noting that other than the fixed lump sum of \$5,000 for  
66 preconstruction phase services, the remainder of the cost of the contract is variable depending on what  
67 the Guaranteed Maximum Price of the construction project is and how long the project takes. She noted  
68 that the City would use ARPA funds for this, which need to be obligated by December 2024 and used  
69 by December 2026.

70  
71 Councilor Brown noted that there were seven companies invited to bid on this, but only two of them  
72 ultimately submitted bids. He asked whether the City's purchasing policy has certain features or barriers  
73 to bidding for vendors, and asked that this be explored as a future topic. John Alden noted that several  
74 of the prospective bidders may not have had the time to commit to this project, but said that certain of  
75 them could be hired on as subcontractors once the project gets underway.

76  
77 The following public comments were received:

- 78 • Annie Cooper expressed concern about so few bids being received for this RFP.

79  
80 **ANDREW BROWN made a motion, seconded by MARCUS CERTA, that the City Council award**  
81 **the Construction Manager bid to the Bread Loaf Corporation, assign \$43,729 in ARPA funds for**  
82 **this project, and authorize the City Manager to move forward and execute a contract with the**  
83 **Bread Loaf Corporation for Construction Manager services for an amount not to exceed \$43,729**  
84 **plus a 5% fee including legal review. The motion passed 5-0.**

85  
86 c. Discussion of Engagement Goals for the Council

87 Director Snellenberger began by noting that she was tasked at the previous City Council meeting with  
88 developing six-month engagement goals for the Council, given the current interest in increasing  
89 engagement with the community. She noted that it was also suggested that staff review the 2015 Essex  
90 Planning Governance Report. She noted that the report includes an international rubric called the  
91 Spectrum of Public Participation, which assists with the selection of the level of participation for the  
92 public in any engagement process. She recommended that staff be trained on this rubric and that it be  
93 used as needed for determining the level of public engagement needed moving forward for projects and  
94 activities. She also outlined two goals that she is proposing for the next six months, which include  
95 increasing public engagement with residents (and strategies for doing so), and increasing public  
96 participation in the budget process (and strategies for doing so). She asked for Council feedback on  
97 both of these items (the use of the engagement rubric and the goals).

98  
99 Councilor Haney expressed support for the communications protocol related to the Spectrum rubric, and  
100 looked forward to receiving future updates on which projects and activities it is being applied to and how  
101 staff are using it.

102

Councilor Brown expressed support for the rubric. He suggested that the target for the participation in the budgeting process goal be increased from 2% to 4%, to make it more of a stretch goal. He provided clarification on the goal within the Essex Planning Governance Report that has already been met (moving to an enhanced Town Meeting/Australian ballot hybrid), noting that the budget was moved to the ballot (which was a community goal), but that statutorily and technically, moving fully to a hybrid isn't feasible. Councilor Chawla noted that the Town Meeting process was made to be more informational and about soliciting input for development of the final proposed budget in an intentional way.

Councilor Certa echoed other Councilors sentiments and appreciation for the proposals, and noted that some of the content of these proposals could build into a longer-term strategy for communication and engagement in addition to a six-month plan. He expressed concern that the targets associated with the goals could be difficult to accurately measure, and stressed the importance of a methodology for measurement that is accurate. He also noted that these goals and strategies don't ensure that underrepresented residents are engaged and said he would like to see more of an emphasis on those populations. He said he would also like to see tactics associated with these strategies and goals.

Director Snellenberger said that she initially selected a 2% target because the City does not have a baseline measurement yet. She noted that the consultant who will be working with the City on its strategic planning process (Future iQ) will be assisting with identifying the vulnerable populations that Councilor Certa referenced, which will in turn help inform the engagement strategy.

Councilor Chawla suggested modifying the second goal to be the residents of Essex Junction, not just the voting residents. He also noted that if any of this strategic planning work in turn increases the amount of time or resources needed to serve on any of the various volunteer boards in the City, that could in turn mean that barriers to participation have been increased, which should be avoided.

Councilor Haney suggested that in terms of establishing a baseline for the budget engagement goal, perhaps the City could use the average number of people who attended Village Town Meeting prior to separation, since that was generally the number of people who engaged with the budget prior to separation.

The following public comments were received:

- Annie Cooper asked whether there is an area within the public engagement rubric for dissent in the process. Director Snellenberger replied that the different levels of engagement have different ways that the City is interacting with the public. She said that the involve and collaborate steps on the spectrum are really where the City is engaging in back-and-forth with the public and receiving their proposals.

d. Discussion of FY25 Budget Goal Setting

City Manager Mahony began by speaking to the timeline, noting that the City's goal is to present a proposed budget to the City Council prior to Thanksgiving for a Budget Day within the first week of December. She also said that between that Budget Day and Annual Meeting, the City could host a Community Dinner in February, so that there is still time to hear input and make changes to the budget prior to a public hearing and voter approval. She noted that the employee association is in the last year of its current contract and will be renegotiating it for the next fiscal year. She also noted that they are conducting a salary study to inform those negotiations. She noted that this will likely have an impact on one of the budget's more prominent expense line items (salary).

Councilor Chawla noted that mailing ballots adds 30 to 45 days to a timeline for the budget and voting, which could impact the Community Dinner timing. City Manager Mahony replied that they can review

153 timelines and logistics for the ballot, Annual Report, and newsletter, and determine timeline impacts with  
154 ballot mailing.

155  
156 Councilor Chawla said that his general goals are for training and opportunities to build cohesion and  
157 efficiency within staff, given some staff turnover. He said that other goals depend on the results of  
158 contract negotiations for the employee association, since salary increases will have an impact on the  
159 budget.

160  
161 Councilor Certa said one of his goals is to have more proactive strategies for interacting with the  
162 community and solving issues. He said he also wants as much accessibility as possible, so that the  
163 community feels like it can engage with the City's staff and legislative body.

164  
165 Councilor Haney said she is also waiting for the results of the salary study and healthcare premium  
166 percentage increases, as those are generally large portions of the expenses within the budget. She said  
167 that she wants to ensure that there is a sidewalk line item included in the Capital Plan. She said she  
168 would also like to see a policy and a process for how the City allocates the local option tax revenue it's  
169 starting to receive. She said she would like to see it used for capital and for specific economic  
170 development initiatives. She additionally suggested allocating 1% of the budget in FY26 for human  
171 services grants, similarly to the approach that the Town has taken. She said she would also like to  
172 discuss participatory budgeting with the voters, and suggested piloting something in FY26. Councilor  
173 Chawla agreed with setting aside 1% for human services in a phased-in approach.

174  
175 Councilor Thibeault noted that there is usually heavy focus on the revenue side of the budget and that  
176 she tries to balance that by focusing her efforts on the revenue side. She said she would be interested  
177 in looking at community development fees, such as permit amounts, and other ways to increase  
178 revenue.

179  
180 Councilor Brown expressed support for the proposed February Community Dinner. He said he would  
181 also like to see how each department head defines success when it puts together its budget for Budget  
182 Day. He also noted that the penny on the dollar tax is also up for a revote on the next Town Meeting  
183 Day.

184  
185 Councilor Chawla suggested considering that every auxiliary employee or volunteer on a board or  
186 commission have access to a City email account, as their communications are still part of the public  
187 record and subject to Open Meeting Law when conducting the business of the City.

188  
189 Councilor Certa said that in terms of accessibility, every board and commission should be as easily  
190 accessible to the public as the City Council and Development Review Board are (i.e., their meetings can  
191 be viewed on YouTube) easily by the public.

192  
193 The following public comments were received:

- 194 • Resa Mehren said that the City should also factor in difficulties and delays with the postal service  
195 into the conversation around mailing out ballots, newsletters, and the Annual Report, as she and  
196 other residents in her area of the City have had continued difficulties with their mail.
- 197 • Annie Cooper said that there needs to be scrutiny on the funds that are used from taxpayers for  
198 committees like Heart & Soul and whatever the penny on the dollar tax is being used for.

199  
200 e. \*Discussion regarding the City Manager Annual Evaluation

201  
202

203 6. **CONSENT AGENDA**

- 204 a. Approve Check Warrants #24005 (08/22/23); #24007 (09/08/23)  
205 b. Approve Minutes: August 23, 2023; and August 30, 2023  
206 c. Approve Essex High School Homecoming Bonfire  
207 d. Approve Brickyard Culvert Change Order #2  
208

209 **MARCUS CERTA made a motion, seconded by ANDREW BROWN to approve the consent agenda**  
210 **as presented. The motion passed 5-0.**  
211

212 7. **READING FILE**

- 213 a. Council & Manager member comments: City Manager Mahony said that in terms of human  
214 resources, all positions are filled other than a Library substitute and childcare workers for EJRP. She  
215 noted that EJRP's last summer programming was on August 26<sup>th</sup> and that the school year began on  
216 August 30<sup>th</sup>. She provided enrollment statistics for EJRP's preschool classes and after-school  
217 programming. She noted two movie nights coming up at Maple Street Park in September. She noted  
218 an event through EJRP and Local Motion that would allow people to rent out e-bikes. She spoke  
219 about a successful annual Champlain Valley fair this year. Councilor Brown announced that he will  
220 not be seeking reelection for the upcoming term.  
221 b. August 2023 Financials  
222 c. Wastewater Discharge Incident Report  
223 d. Letter of Collaboration Regional Technology and Innovation Hub  
224

225 8. **EXECUTIVE SESSION**

- 226 a. \*An executive session may be needed to discuss the evaluation of an employee  
227

228 **MARCUS CERTA made a motion, seconded by ANDREW BROWN, that the City Council enter**  
229 **into executive session to discuss a personnel evaluation, pursuant to 1 V.S.A. § 313(a)(3) to**  
230 **include the City Council. The motion passed 5-0 at 7:56 PM.**  
231

232 **ANDREW BROWN made a motion, seconded by ELAINE HANEY, to exit executive session. The**  
233 **motion passed 5-0 at 9:18 PM.**  
234

235 9. **ADJOURN**

236  
237 **ANDREW BROWN made a motion, seconded by RAJ CHAWLA, to adjourn the meeting. The**  
238 **motion passed 5-0 at 9:18 P.M.**  
239

240 Respectfully Submitted,  
241 Amy Coonradt



## 2025 TOWN OF ESSEX & CITY OF ESSEX JUNCTON REAPPRAISAL PROJECT

During the initial data collecting phase for the reappraisal project, a letter will be sent to approximately 400+/- property owners to begin. Additional letters will then be sent in groups of 400+/- approximately every two weeks thereafter. The letter is to inform property owners that the data collectors will be in their area. The data collecting will begin in the more rural areas to beat the forthcoming inclement weather, working their way to the denser areas during the winter months. The first set of letters are slated to be mailed within the next ten (10) days.

Below is a sample of the letter:

### MUNICIPAL ASSESSOR'S OFFICE TOWN OF ESSEX & CITY OF ESSEX JUNCTION, VERMONT

Dear Property Owner:

The Town of Essex and City of Essex Junction have decided to reappraise all property in the Town and City for the 2025 Grand List. The goal of any reappraisal is to create fairness. Similar homes should have similar assessments. Similar market values should have similar assessments. Data collection is a key part of maintaining fair assessments.

The Town and City have contracted with Patriot Properties to do a complete reappraisal of all property within the city and town. This process will be completed for the 2025 Grand List. **The initial property listing process in your area will begin in September of 2023.**

Patriot Properties will use qualified field appraisers to gather the information. They are collecting exterior measurement data, exterior and interior construction data, and verifying property age. Each appraiser has identification and a letter of introduction from the Municipal Assessor's Office. Please feel free to call the Municipal Assessor's Office at (802) 878-1345 to verify any information about these individuals.

If you are not at home when Patriot Properties' appraisers visit, a card with instructions for making an appointment will be left. **If you do not wish to have the appraisers on your property without your presence, or you wish to make an appointment to inspect, you must call the Municipal Assessor's Office and inform them.** Property owners who rent the property are requested to notify the renters of the inspection procedure and grant the renter authorization to let the appraisers inspect the interior of the property.

When the field-listing phase is complete, Patriot Properties will begin an analysis of properties sold in the Town of Essex and City of Essex Junction to determine the fair market value of your property. Fair market value is best described as that value you might reasonably expect to receive if you were to sell your property. For the purposes of this reappraisal, the value set will be the fair market value as of April 1, 2025.

When the valuation process is completed, Patriot Properties will submit preliminary assessments to the Municipal Assessor. After review, Patriot Properties will mail a notice of preliminary value to each property owner. The notice will include instructions for scheduling an informal hearing with Patriot Properties. This process is in addition to the normal grievance process.

Your cooperation is greatly appreciated.

Thank you,

Karen K. Lemnah

Municipal Assessor

PRESENTS

# OUR AMERICAN FAMILY

*"Heartbreaking, unflinching and inspirational..."*

- NYC Movie Guru

## OUR AMERICAN FAMILY

Directed by Hallee Adelman

*(The Social Dilemma, Writing with Fire, Us Kids)* & Sean King O'Grady



**Tuesday, October 3 7:00pm Screening followed by in-person discussion with Linda Geraghty, matriarch of family featured in the film.**

**T-Rex Theatre at the Essex Experience, 21 Essex Way #300, Essex, VT**

**Tickets are free, please preregister at: <https://tinyurl.com/29auxnnd>**



**Film recommended for ages 16 and up due to language and thematic elements about substance use.**

**Thank you to our generous sponsors: Anonymous, Division of Substance Use Programs, Vermont Department of Health, Essex Experience and United Way of Northwest Vermont.**

**Refreshments available for purchase. Questions email: [office@essexchips.org](mailto:office@essexchips.org)**

Addiction is an all-encompassing force not only in the lives of the afflicted, but also those around them. Captured at a pivotal "nothing to lose" moment over the course of a year, OUR AMERICAN FAMILY is a radically honest portrait of five family members grappling with the legacy of generational addiction as they fight to heal resentments and pull each other out of the deepest depths.

**POLICE COMMUNITY ADVISORY BOARD  
REGULAR MEETING  
MINUTES OF MEETING  
AUGUST 31, 2023**

**POLICE COMMUNITY ADVISORY BOARD:** Gwendolyn Evans, Arthur Bergeron, Dan Maguire, Ta-Tanisha Redditta (Advisor), Leo Duque, Guillamue Teganyi, Christina Hagestad, Jody Kamon (Advisor, via MS Teams)

**STAFF:** Anthony Jackson-Miller (Community Affairs Liaison-Essex Police Department)

**ADMINISTRATION:** Greg Duggan (Town Manager), Regina Mahoney (City Manager), Ron Hoague (Police Chief)

**OTHERS PRESENT:** NONE

**1. CALL TO ORDER**

*Community Affairs Jackson-Miller called the meeting to order at 6:00pm*

**2. AGENDA ADDITIONS/CHANGES**

*Conversation was had around allowing Ta-Tanisha Redditta to present first as she had to leave early. No vote taken as no chairs have been elected yet. Unanimous decision to allow Ta-Tanisha to present first.*

**3. AGENDA APPROVAL**

*No approval needed.*

**4. PUBIC TO BE HEARD**

*No public comments to be heard.*

**5. BUSINESS ITEMS**

a. Board member introductions.

*Everyone went around the table and introduced themselves.*

b. Ta-Tanisha/Jody CAB History Review.

*Ta-Tanisha gave the board an overview of Essex BEST and how that ultimately came to the creation of the Community Affairs Liaison position as well as the formation of the Police Community Advisory Board. After her presentation, Ta-Tanisha informed the board that she needed to leave.*

c. Introduction of CAB Memo by Greg Duggan, Town Manager

*Town Manager Greg Duggan spoke about his memo which spoke about the structure of the Police Community Advisory Board which had 3 members from the Town and 3*

*members of the City which have terms of 1,2 and 3 years respectively. Jody Kamon is the advisor for the CAB for 1 year on behalf of the Town, while Ta-Tanisha is the advisor for the CAB on behalf of the Town.*

- d. Police Chief Hoague Presentation of Essex Police Department and Structure  
*Chief Hoague gave a presentation to the CAB about the department, its role, personnel, mission, and training.*
- e. Overview of Public Records Act and role of Community Affairs Liaison within the CAB by Anthony Jackson-Miller, Community Affairs Liaison  
*Community Affairs Liaison Jackson-Miller explained Public Records Act as it pertains to Vermont. He explained what folks on the CAB may be able to request, as well as the types of requests that may be denied. He also explained how his role to support and facilitate the space for the CAB to have meaningful dialogue between the public and the police department.*
- f. Q &A  
*Questions were asked of the Chief about the hardest things officers face, other types of trainings officers receive, and several clarifying questions on information he presented.*
- g. Discussion of Meeting Intervals  
*Conversation was had about how often board members would meet. The decision was made to hold off on that conversation until the following meeting. The plan was to have the Community Affairs Liaison reach out to everyone to get a sense of when everyone was free to have a meeting in September. Town Manger Duggan expressed that the community room was used often so locking down a date soon than later should be a priority. He stated he would work with the Community Affairs Liaison to figure out when the room was booked, and create dates based on the availability.*

## **6. CONFIRMATION OF TOPICS FOR NEXT MEETINGS AGENDA**

- a. Selections of Board Chair and Vice Chair  
*Conversation was had about the choosing of the Board Chair and Vice Chair. City Manager Regina Mahoney spoke about and explained the roles of the Board Chair, as well as the Vice Chair lending clarity to some of the confusion of what those positions entailed.*
- b. Selection of Board Secretary  
*Conversation was had about having a secretary for future meetings to take minutes. That was also to be voted on in the next meeting.*
- c. Plans of future work plans  
*No future works plans were talked about, but conversation was had about having an email created for folks to use to engage the community. The Community Affairs*

*Liaison stated he would send out an email asking folks on the board about their preference for the date for the next meeting based on room availability, as well as asking folks for suggestions on an email name for the CAB.*

**7. ADJOURN**

*Catherine Hagestad made a motion to adjourn which was unanimously seconded by the entire board.*

Respectfully Submitted,  
Anthony Jackson-Miller  
Community Affairs Liaison

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2023  
(see minutes of this day for corrections, if any)

DRAFT

**VILLAGE OF ESSEX JUNCTION  
PLANNING COMMISSION  
MINUTES OF MEETING  
SEPTEMBER 14, 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:** Jake Clark, Encore Renewable Energy; Warren Coleman; Jeff Cram, Global Foundries; Gina DeRossi, Global Foundries; Steve Eustis

**1. CALL TO ORDER**

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

**2. AGENDA ADDITIONS/CHANGES**

None.

**3. PUBLIC TO BE HEARD**

**a. Comments from Public on Items Not on Agenda**

Mr. Eustis asked about planting requirements to ensure that new developments do not encroach on the public infrastructure, such as sidewalks and fire hydrants. Mr. Yuen said that every development needs to submit a landscaping plan, and that sometimes there is a disconnect with how it is implemented. He said that this will be reviewed going forward.

**4. MINUTES**

**a. August 10, 2023**

**MOTION by ELIJAH MASSEY, SECOND by DIANE CLEMENS, to approve the minutes of August 10, 2023. Motion passed 5-0.**

**5. BUSINESS ITEMS**

**a. Introduce Jennifer Marbl – new City Planner in Community Development Department**

Mr. Yuen said that Ms. Marbl is ill and unable to attend tonight's meeting and will meet with the PC later.

**b. Global Foundries Solar installation**

Mr. Clark, of Encore Renewable Energy, and Jeff Cram, of Global Foundries presented. Mr. Clark introduced Encore and provided an overview of where and what type of solar panels are planned, and the reasoning for such. Global Foundries has petitioned the state to operate as their own utility and would like to utilize solar to do so and generate power where it is to be utilized. There will be no adverse impact on historical properties, wetlands, or wildlife. Answering a question from Mr. McCormick, Mr. Clark said that any excess power generated will go back into the grid, however this is unlikely to occur as solar is expected to supply 10-15% of the power needs for Global Foundries. Additional solar panels are expected to be installed in coming years. A certificate of public good from the state of Vermont will be required in order to complete installation. Ms. Clemens asked about the amount of noise to be generated with construction, noting that it is across the street from a school. Mr. Clark said that noise and delivery

will be minimal and that Encore will coordinate with the school about the project. Mr. Eustis asked if any deforestation will occur, Mr. Clark said that two trees will be planted for every tree that is cut, however tree cutting will be minimal and carefully analyzed. Mr. Yuen asked for information on how this project matches with the North Quadrant Master Plan from 2012. Mr. Cram said that the plan will be updated to include the use of solar on this property. Mr. Yuen said that the Planning Commission could write a letter to the Public Utility Commission to state that this project is in line with the municipal plan. All Planning Commissioners were amenable to this, and Mr. Yuen said that he would draft a letter for the October meeting. Mr. Clark said that there would be vegetative screening between the project area and Maple Street.

**ELIJAH MASSEY made a motion, seconded by DIANE CLEMENS to request that Chris Yuen draft a letter to the Public Utilities Commission confirming the alignment with the plan to the existing Municipal Plan. Motion passed 5-0.**

### **c. Rental Registry & Inspection Program**

#### **• Review updated draft of Ordinance**

Mr. Yuen said that the draft is almost ready to be shown to the City Council and that the Council is interested in having a joint meeting with the DRB and PC in October to discuss it. When reviewing the draft, Ms. Clemens said that she is concerned about the verbiage noting “out of state ownership” as a risk factor. Mr. Yuen said that this factor is likely a predictor of landlord responsiveness. He said that additional public engagement would occur to ensure that these risk factors are equitable and effective. The PC discussed the fairness of including this as a risk factor, and the possibility of mitigating accessibility risk by requiring a local contact person. Mr. Eustis said that it is important to consider the gray areas of this issue. Mr. Battalion said that the real risk factor is owner absenteeism, not their location. Mr. Massey said that this is one of many potential risk factors, which could be weighted, and that it is important to communicate why these indicators are being included. Mr. Battalion said that he is concerned that this could be seen as bias against out of state owners. The PC discussed getting the input of the City Council on this issue as well. Mr. Yuen said that there is always an issue of equity with selective enforcement. He said that there are methods for renters to contact the municipality if they feel there are issues, and also said that some communities give separate scores to the property itself and owner/property manager.

Mr. Batalion requested that verbiage be added to the document stating that adding/reducing bedrooms would not result in an additional fee. Thus, the application would be updated, not new. The number of violations was discussed that would result in more frequent inspections. Mr. Batalion expressed concern about only inspecting sample units in larger buildings, as all units should be inspected for safety concerns. Mr. Massey suggested creating some form of abridged checklist that would go in place for additional units. Mr. McCormick said that his major concern is the number of inspections that need to be conducted in a year, as it could result in an untenable workload. Mr. Yuen said that a backlog is possible, but that it will not result in properties losing their registration.

Mr. McCormick said that it is important to show how inspections are prioritized and that it should be written into the standard operating procedures. Mr. Yuen said that the fee schedule would likely depend on the number of units registered in Essex Junction. The PC discussed whether owners who own multiple unit properties should be offered a lower registration fee, as this reduces the cost of inspection and incentivizes density. The PC discussed the registration cost, and a desire to be close in price to Winooski

and Burlington. Answering a question from Mr. McCormick, Mr. Yuen said that the program, as currently proposed, would not include commercial properties initially, however, may do so in the future. Short-term rentals will have the same inspection process as long-term rentals. Ms. Clemens expressed concern that current regulations on weeds might impact wildflower gardens and beehives. The PC decided to strike this portion of the draft as it is covered in a different ordinance.

• **Next steps**

Mr. Yuen said that this will be presented to the City Council at a special meeting. He has worked with the Chittenden County Regional Planning Commission (CCRPC) to try to predict how many units are rented in Essex Junction. This has resulted in a preliminary estimate of 1,300 units, and around 330 properties. About half of the properties are single units. Mr. Scheld suggested that Mr. Yuen reach out to the Vermont Housing Finance Association (VHFA) for additional data, or if the data Essex Junction is collecting could be useful to them. Ms. Clemens asked how inspections on rooming houses, room rentals, or family rentals would be determined. Mr. Yuen said that units will only be inspected if there is a rental agreement and if money is being exchanged, however he will talk to Winooski and Burlington to see how these issues are addressed. Using the definition of a rental unit, Mr. Batalion said that he believes that a rooming house would be considered a single unit and need to be registered. Ms. Clemens brought up the home share program, where there is an agreement but no rent. Mr. Massey said that it is important to determine if the owner's residency in the location is relevant. Mr. Yuen said that he would check the Vermont Rental Housing Health Code to see what would apply. Mr. Batalion said that the code does not apply to properties subject to meals and rooms tax, which would include Air BnB units. After discussion with the PC, Mr. Yuen said that he would adjust this definition to ensure that short-term rentals and any unit where the exchange of money or services for housing could be included. Mr. Massey suggested to clarify the inclusion or exclusion of short-term rentals in the ordinance. Mr. Yuen will also discuss the idea of home shares with other municipalities. The PC discussed the idea that home shares need to meet minimum housing standards, however the fee could be waived.

Mr. Yuen will take the input and include it in the draft and will review the document again at the next meeting. Mr. Yuen will also show the PC the list of likely rental properties.

**d. Housing Commission cross appointment**

Mr. Yuen said that the City Council is looking for a Planning Commissioner to also serve on the Housing Commission. He requested that anyone who is interested reach out.

**e. Village center renewal**

Mr. Yuen said that this application has been submitted. He said that over the next few months PC should begin discussing the expansion of the existing Neighborhood Development Area.

**6. READING FILE**

**a. Nothing this month**

**7. MEMBERS UPDATES**

Ms. Clemens said that she received a notice about an Agency of Natural Resources environmental conference and has passed along the information to the rest of the PC. She has attended in the past and has found it to be very helpful and plans to attend this year. Mr. Scheld said that registration for the



VLCT's Town Fair is now open. Mr. Massey said that he will not be able to attend the next meeting on October 5.

**8. STAFF UPDATES**

None.

**9. ADJOURN**

**MOTION by ELIJAH MASSEY, SECOND by PATRICK SCHELD, to adjourn the meeting at 8:48 PM. Motion passed 5-0.**

Respectfully submitted,  
Darby Mayville