



TOWN OF ESSEX SELECTBOARD REGULAR MEETING AGENDA

Online
Essex Junction, VT 05452
Monday, April 5, 2021
6:30 PM

E-mail: manager@essex.org

www.essexvt.org

Phone: (802) 878-1341

Due to the Covid-19 pandemic, **this meeting will be held remotely**. Available options to watch or join the meeting:

- **WATCH:** the meeting will be live-streamed on [Town Meeting TV](#).
- **JOIN ONLINE:** [Join Microsoft Teams Meeting](#). Depending on your browser, you may need to call in for audio (below).
- **JOIN CALLING:** Join via conference call (*audio only*): (802) 377-3784 | Conference ID: 720 034 015#
- **PROVIDE FULL NAME:** For minutes, please provide your full name whenever prompted.
- **CHAT DURING MEETING:** Please use “Chat” to request to speak, only. **Please do not use for comments.**
- **RAISE YOUR HAND:** Click on the hand in Teams to speak or use the “Chat” feature to request to speak.
- **MUTE YOUR MIC:** When not speaking, please mute your microphone on your computer/phone.

1. **CALL TO ORDER** [6:30 PM]
2. **REORGANIZATION**
 - a. Election of Chair, Vice Chair, Clerk
3. **AGENDA ADDITIONS/CHANGES**
4. **APPROVE AGENDA**
5. **PUBLIC TO BE HEARD**
 - a. Comments from Public on Items Not on Agenda
6. **BUSINESS ITEMS**
 - a. Presentation of “Across the Dotted Line: Community Connections in Essex” – Gabrielle Smith from Heart and Soul of Essex
 - b. *Consider approval of first- and third-class liquor license renewals, including outdoor consumption permits
 - c. *Consider approval of new first- and third-class liquor licenses, including outdoor consumption permits
 - d. *Consider approval of second-class liquor license renewals
 - e. Consider reconstitution of the Town/Village Storm Water Coordinating Committee and appointment of Selectboard member to the Committee
 - f. Consider approval of Rules and Regulations for Orderly Conduct of Business
 - g. Consider approval of Conflict of Interest Policy
 - h. Consider approval of Communications Policy
 - i. Consider approval of Selectboard Computer Use Policy
 - j. Consider approval of Selectboard meeting schedule for 2021-2022
 - k. Consider appointment of Selectboard member to Cannabis Study Committee
 - l. **Discussion of pending or probable civil litigation
 - m. ***Discussion and possible action to execute American Federation of State, County and Municipal Employees (AFSCME) contract for 2021-2024

***Selectboard will be acting as Board of Liquor Control Commissioners during this agenda item**
7. **CONSENT ITEMS**
 - a. Consider approval of support for grant funding for rehabilitation of culvert on Old Susie Wilson Road
 - b. Consider approval of support for grant funding for 2022 Town Highway Class 2 Paving Grant - Essex Way
 - c. Consider approval of support for grant funding for 2022 Town Highway Class 2 Paving Grant - Old Stage Road
 - d. Approve minutes: March 15, 2021; March 22, 2021 – Joint board; March 25, 2021
 - e. Check Warrant: #17839 – 3/19/21; 17841 – 3/26/21; #17843 – 4/2/21
8. **READING FILE**
 - a. Board member comments
 - b. Email from Tracey Delphia re: Resignation from Essex ZBA
 - c. Memo from Annie Costandi, Chelsea Mandigo, Dennis Lutz, and James Jutras re: Information on Stormwater Phosphorus Control Plan
 - d. Memo from Darren Schibler re: Residential Phasing Policy

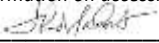
- e. Fiscal Year 2022 Essex Parks and Recreation Program Fund Budget
- f. Chittenden County Regional Planning Commission March Newsletter
- g. Memo from Renae Marshall, Colchester Deputy Town Manager, Aaron Frank, Colchester Town Manager, Robert Vickery, Colchester Town Assessor and Julie Graeter, Colchester Town Clerk/Treasurer re: Act 175 Vermont Education Property Tax Transition Study

9. **EXECUTIVE SESSION**

- a. **An executive session is anticipated to discuss pending or probable litigation
- b. ***An executive session is anticipated for contracts and labor relations agreements with employees

10. **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 Chair, 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 Chair. This agenda is available in alternative formats upon request. Meetings of the Selectboard, like all programs and activities of the Town of Essex, are accessible to people with disabilities. For information on accessibility or this agenda, call the Town Manager's office at 878-1341.

Certification:  4/2/2021

April 1, 2021

TO: Evan Teich, Unified Manager, Town of Essex and Village of Essex Junction
Greg Duggan, Deputy Town Manager

FROM: Gabrielle Ratté Smith, Board member, Heart & Soul of Essex

RE: *Across the Dotted Line*, a photo story project

The board of the Heart & Soul of Essex is announcing a new project. *Across the Dotted Line: Community Connections in Essex* is a photo story initiative. Residents of Essex are invited to submit a photo of friends, families, or any relationship between people who live on either side of the “dotted line” of the border of the Village within the Town. This community is in the midst of a very difficult and divisive revote on a plan to merge the two municipalities. The Village of Essex Junction has received a petition from Village residents to pursue separation from the Town should merger not pass. This initiative is designed to highlight the many relationships across the community that bind all of us together. These relationships connect our community together, no matter what the outcome of the votes on April 13 and the decisions that follow.

A bit of background: Between 2012 and 2014, The Heart & Soul of Essex project directly engaged with over 1,000 residents who live in the Town of Essex and Village of Essex Junction. People who live and work in Essex gathered in living rooms, answered surveys, attended forums, held pop-up coffee shops, students created a community wide art project, and several in person celebrations brought our community together. Many other activities and events were held. As a result of this work, the community identified six core values: Local economy, health and recreation, community connections, education, thoughtful growth, and safety. The values were central content for Essex’s award winning town plan. Each of these values have detailed descriptions based on community input and are backed up by extensive data. Visit www.heartandsoulofessex.org to find reports, history of the project, and more information.

Whether these two municipalities merge, separate, or find another way forward, their past and future are intertwined. Through photos and short stories of relationships across the “dotted line,” residents will share inspiring stories and images of friendships and families with deep connections to Essex, Essex Junction and to each other. The Heart & Soul of Essex sought to ensure that as Essex continues to grow and change, we hold onto what is special about our community and that decisions reflect what matters to the people who live and work here. The photos will help to remind us of the relationships, people, and community that matter to us as we come to an important vote that will shape how we grow and change.

Henry Wu, EHS Class of 2020 (and Harvard University Class of 2025!), is working with me on this project. He has done almost all of the technical work on our webpage, Facebook, and Instagram for this project. We are requesting the ability for Henry to screen share from his computer so he can briefly show the Board the look of the website and the photo story submissions we have received so far.

Thank you.

Memorandum

To: Selectboard, Evan Teich, Unified Manager
CC: Greg Duggan, Deputy Manager & Ron Hoague, Police Chief
From: Jenny Willingham, Assistant Clerk
RE: Liquor License renewals (First/Third Class)
Date: March 31, 2021

Issue

The issue is whether the Selectboard will approve the Liquor License Renewals (First/Third Class) listed in the March 31st memorandum from Police Chief Ron Hoague re: "Liquor License Applications".

Discussion

The April 6th Selectboard packet contains the list of applicants for all First/Third Class Establishments that have been reviewed by the Police Department and recommended for approval. Staff noted on the list, if there is an Outside Consumption Permit.

Recommendation

Staff recommends that the Selectboard approve the First/Third Class Liquor License renewals listed in the March 31st memorandum re: "Liquor License Applications".

Memorandum

To: Selectboard, Evan Teich, Unified Manager
CC: Greg Duggan, Deputy Manager & Ron Hoague, Police Chief
From: Jenny Willingham, Assistant Clerk
RE: New Liquor Licenses (First/Third Class)
Date: March 31, 2021

Issue

The issue is whether the Selectboard will approve the new Liquor Licenses:
RRBL LLC/DBA: Barnyard- 1 David Drive (1st, 3rd & OCP)
FRG Essex LLC/DBA: The Scale Essex- 137 Pearl St. # 3 (1st only)
(First & First/Third Class) listed in the March 31st memorandum from
Police Chief Ron Hoague re: "Liquor License Applications".

Discussion

The April 6th Selectboard packet contains the list of new applicants for
A First & First/Third & OCP that have been reviewed by the Police
Department and recommended for approval.
Staff noted on the list, if there is an Outside Consumption Permit.

Recommendation

Staff recommends that the Selectboard approve the First/Third Class
New Liquor License applications for RRBL LLC/DBA: Barnyard & FRG Essex LLC/
DBA: The Scale Essex. These are listed in the March 31st memorandum re:
"Liquor License Applications".

DEPARTMENTAL MEMORANDUM



Date: March 31, 2021

To: Evan Teich
Unified Manager

From: Ron Hoague
Chief of Police

Subject: Liquor License Applications

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

RRBL, LLC (new)
(1st + 3rd + OCP)

DBA: Barnyard – Essex
1 David Drive
Essex Junction, VT 05452

M&M Management, LLC
1st + 3rd + OCP

DBA: The Food Bar
34 Park Street
Essex Junction, VT 05452

Essex Junction Grand Buffet
1st

DBA: Essex Junction Grand Buffet
66 Pearl Street
Essex Junction, VT 05452

HPR, LLC
1st + 3rd + OCP

DBA: Railroad and Main
35 Main Street
Essex Junction, VT 05452

FRG Essex LLC
1st

DBA: The Scale Essex
137 Pearl Street, Suite 3
Essex Junction, VT 05452

Memorandum

To: Selectboard, Evan Teich, Unified Manager
CC: Greg Duggan, Deputy Manager & Ron Hoague, Police Chief
From: Jenny Willingham, Assistant Clerk
RE: Liquor License renewals (Second Class)
Date: April 1, 2021

Issue

The issue is whether the Selectboard will approve the Liquor License Renewals (Second) listed in the April 1st memorandum from Police Chief Ron Hoague re: "Liquor License Applications".

Discussion

The April 6th Selectboard packet contains the list of applicants for Wesco Inc./DBA: Champlain Farms at 25 Jericho Road & 56 Pearl Street for a Second Class renewals. These Establishments that have been reviewed by the Police Department and recommended for approval.

Recommendation

Staff recommends that the Selectboard approve the Second Class Renewals for Wesco Inc./DBA: Champlain Farms at 25 Jericho Road & 56 Pearl Street.

Liquor License renewals listed in the April 1st memorandum re: "Liquor License Applications".

DEPARTMENTAL MEMORANDUM



Date: April 1, 2021

To: Evan Teich
Unified Manager

From: Ron Hoague
Chief of Police

Subject: Liquor License Applications

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

RRBL, LLC	DBA: Barnyard – Essex 1 David Drive Essex Junction, VT 05452
M&M Management, LLC	DBA: The Food Bar 34 Park Street Essex Junction, VT 05452
Essex Junction Grand Buffet	DBA: Essex Junction Grand Buffet 66 Pearl Street Essex Junction, VT 05452
HPR, LLC	DBA: Railroad and Main 35 Main Street Essex Junction, VT 05452
FRG Essex LLC	DBA: The Scale Essex 137 Pearl Street, Suite 3 Essex Junction, VT 05452

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

Wesco, Inc.

2nd

DBA: Champlain Farms (Essex)
56 Pearl Street
Essex Junction, VT 05452

Wesco, Inc.

2nd

DBA: Champlain Farms (Essex)
25 Jericho Road
Essex Junction, VT 05452

Memorandum

TO: Evan Teich, Unified Manager

Town of Essex Selectboard

Village of Essex Junction Trustees

FROM: Dennis Lutz, PE, Public Works Director

Jim Jutras, Village Water Quality Superintendent

Ann Costandi, PE, Town Storm Water Program Coordinator/Staff Engineer

Chelsea Mandigo, Village Stormwater Coordinator/ Wastewater Operator

DATE: 22 March 2021

SUBJECT: Reconstitution of the Town/Village Storm Water Coordinating Committee

ISSUE: The issue is whether or not the Selectboard and Village Trustees will reconstitute the Joint Stormwater Coordinating Committee for the purpose of providing recommendations and guidance to the Selectboard and Trustees on issues relating to meeting the continuing requirements of the National Pollution Discharge Elimination System (NPDES) MS4 Phase 2 General Permit (3-9014) issued to both communities.

DISCUSSION:

General Background and Update: Both boards established this Committee in 2013 for the primary purpose of meeting the Flow Restoration Plan (FRP) and other requirements placed on the Town and the Village in the NPDES Phase 2 Permit issued at that time. The Committee met on a number of occasions and helped develop the joint approach to meeting the FRP requirements and expired permits issues. Four major FRP projects were identified as part of an overall community plan and to date three have been constructed. The fourth is scheduled for construction in late 2022. Grant funding was obtained for all the projects, thereby reducing the local costs significantly. A copy of the memo requesting the establishment of the Committee in 2013 is attached as well as a policy that was adopted to guide the Committee and the Committee members.

Over the past two years, there has been little need for the Committee to hold meetings since the Committee had met its primary goal of compliance with the primary tasks outlined in the Policy. However, the NPDES Phase 2 permit was reissued in July 2018 with changes now directing the effort to requiring reduction in the amount of phosphorus discharged to Lake Champlain from each community. The Village obtained a grant to develop a joint Town-Village Phosphorus Reduction Plan in the amount of \$50,000 with a fund match of 80/20%. The consultant has recently provided a draft of the proposed plan and the draft is under review. Compliance with the permit and the reduction target will need to occur over the next twenty years and will be

costly. In very general terms, the work will include stabilization of gravel roads and drainage from those roads, outfall improvements in both communities, increased street sweeping and reconstruction of many existing stormwater facilities that do not meet the standards needed for phosphorus removal and flow reduction.

Staff is of the opinion that the committee needs to be reconstituted and repurposed. On the list of Committee members, Max Levy is willing to continue serving as the Town representative and Harris Abbott as the Village representative. George Tyler has agreed to serve as the Village Trustee representative. A new representative will be needed to represent the Selectboard, and the administrative representative should be changed to Evan Teich or a designated representative in his absence. It is important that a Selectboard member be appointed to help provide Selectboard input into the process, especially since one of the major issues will be how to fund the needed improvements. The Committee would meet periodically – on the order of about every six weeks (+ or -).

The tasks for the committee have changed since earlier issues have to a great degree been addressed. A revised Policy document has been prepared by staff and is attached.

RECOMMENDATION: It is recommended that the Selectboard appoint a member of the Selectboard to serve on Joint Stormwater Coordinating Committee and approve the revised Policy document for the Committee.

JOINT STORMWATER POLICY COORDINATION COMMITTEE

PURPOSE:

The purpose of the Committee is to study and make recommendations to the Selectboard and Trustees on policy relating to common interests in complying with the NPDES Phase 2 MS4 Stormwater permit (3-9014) requirements. Further, the Committee shall explore and make recommendations relating to joint/cooperative stormwater management, operations, and funding of stormwater activity in both jurisdictions.

NEED:

The individual NPDES Phase 2 MS4 permit issued to each community requires that a single Flow Restoration Plan and Phosphorus Control Plan be developed and adopted in each community. Both communities share a common interest for clean-up of impacted watersheds for flow reduction and for water quality impacts on Lake Champlain. Some level of new or upgraded stormwater infrastructure will be required to be financed, built, and managed in each community. The complexity of the stormwater issues facing both entities requires significant time and effort that the elected bodies cannot provide in the required compliance time frames without study and input from a program management-oriented Stormwater Policy Coordinating Committee.

MEMBERSHIP:

The Committee shall consist of the following members:

- 1) Unified Manager or designated representative
- 2) Selectboard Member appointed by the Selectboard
- 3) Trustee member appointed by the Village Trustees
- 4) Village Stormwater Staff - Water Quality Superintendent
- 5) Village Stormwater Staff - Stormwater Coordinator
- 6) Town Public Works Director
- 7) Town Stormwater Coordinator
- 8) Town Representative appointed by the Selectboard who has served previously on the Committee or who has experience with stormwater water quality issues and permits
- 9) Village Representative appointed by the Trustees who has served previously on the Committee or who has experience with stormwater water quality issues and permits

TASKS

- 1) Continue monitoring the progress of the projects identified under the adopted Town and Village Flow Restoration Plan until such a time that implementation of the NPDES Phase 2 Permit FRP compliance is obtained.
- 2) Study and make recommendations relative to Phosphorus Control Plans (PCP) for each community prior to the adoption of the PCP by the Selectboard and Trustees, to include but not be limited to:
 - a) Make recommendations regarding the draft PCP
 - b) Review and make recommendations on projects proposed for implementation to meet the PCP required phosphorus reduction levels in each community
 - c) Make recommendation(s) regarding funding of the work required to meet the PCP
 - d) Make recommendations regarding stormwater controls/standards for new development to assist the communities in meeting the PCP
 - e) Study and make recommendation regarding a stormwater assessment for new development to assist the two communities in financially meeting the requirements of the PCP
- 3) Review the stormwater budget, stormwater management structure, and stormwater operations in each community and make recommendations where either greater efficiencies or reduced costs or both can be achieved through joint efforts. Perform the same review for stormwater planning and local regulation development as it relates to the appropriate requirements for review of these documents under the NPDES Phase 2 permit.
- 4) Other stormwater-related study elements as set forth by the Selectboard and Trustees or identified within the NPDES Phase 2 Permit for consideration.

JOINT STORMWATER POLICY COORDINATION COMMITTEE MEMBERS

Name	Representing	Phone Number	E-mail
Patrick C. Scheidel	Town and Village	(802) 878-1341	pscheidel@essex.org
R. Michael Plageman	Essex Selectboard	(802) 879-1989	mikeppgd@comcast.net
George Tyler	Village Trustees	(802) 878-7785	gtyler@essexjunction.org
Jim Jutras	Village Staff	(802) 316-6132	jim@essexjunction.org
Chelsea Mandigo	Village Staff	(802) 878-6943	chelsea@essexjunction.org
Dennis Lutz	Town Staff	(802) 878-1344	dlutz@essex.org
Annie Costandi	Town staff	(802) 878-1344	acostandi@essex.org
Max Levy	Town permit Rep.	(802) 598-5029	Maxglevyinessex@aol.com
Harris Abbott	Village permit Rep.	(802) 878-4873	harris.abbott1@myfairpoint.net
			jabbott4111@myfairpoint.net

Memorandum

TO: Patrick C. Scheidel, Town and Village Manager

Essex Selectboard

Essex Junction Trustees

FROM: Dennis E. Lutz, P.E., Essex Public Works Director

Jim Jutras, Village Water Quality Superintendent/Stormwater Coordinator

DATE: 18 July 2013

SUBJECT: Plan for Stormwater Permit Compliance Coordination between the Town and the Village

ISSUE: The issue is whether or not the Essex Selectboard and the Village Trustees will create a Joint Stormwater Policy Coordination Committee for the primary purpose of providing recommendations and guidance to the Selectboard and Trustees on issues relating to meeting the requirements of the National Pollution Discharge Elimination System (NPDES) MS4 Phase 2 General Permits (3-9014) recently issued to the Town and Village. If authorized by the respective Boards, the Committee's role could be expanded to development of other aspects of stormwater policy beyond the minimum permit requirements.

DISCUSSION:

General Background and Update: Both elected Boards have been briefed by their respective staffs over the past few months on the referenced permit that was issued in December of 2012. It is not the intent of this memo to revisit the entire list of compliance requirements. Both the Village and the Town submitted their Notification of Intents and updated Stormwater Management Plans to the Vermont Agency of Natural Resources (VANR) by the required due date of 3 June 2013. Staff from the VANR is in the process of reviewing the documents and we anticipate being required to make some changes before final approval by VANR. Once the State approves the NOI's and Stormwater Management Plans, they will issue an Authorization to Discharge which sets in motion a number of time sensitive actions that must be taken by the permit holders.

Two important issues will need to be addressed very early in the timetable for compliance. The first is stream flow monitoring (due 3 months after the Authorization to Discharge is issued) and the second is the handling of expired permits in the impaired watersheds (due 6 months after the Authorization to Discharge is issued).

Stream Flow Monitoring: At this time, the two staffs are pursuing options on the stream flow monitoring issue. The Agency of Natural Resources did not follow through on commitments made earlier to the NPDES MS4 Phase 2 permit holders that the Agency would

determine a way to run the program if the permit holders picked up the cost. They took the issue to the Legislature but it never made it out of Committee. The permit holders never learned of this until well into the summer. A small group of permit holders is meeting to determine the feasibility of using a third party contractor to manage the required monitoring program. When the group asked the State to provide the parameters of what is involved (i.e., number of sites, locations, type of monitoring controls, number of tests to be taken), the State has yet to respond. We do not believe they have thought the process through and are only doing it now that the permit has been issued. Because of the costs involved and the need to share costs in the monitoring program, the Coordinating Committee should review and provide input regarding how the program can be developed with one “management system” for the two communities.

Expired Permits: This issue has both short –term and long term implications for both communities. Decisions made early in the process can have major ramifications later when the Stream Flow Restoration Plans are developed and major costs may be incurred by the two communities.

To better understand this issue, it is appropriate to look at the end of the permit process and work backward. Ultimately, the end game is to have the two impaired streams de-listed as impaired waterways with the effort obtained at least cost. The clean-up of both streams involve multiple partners. On Sunderland Brook, it is the Village and the Town and to a lesser degree VTRANS and Colchester that are the affected MS4 permit holders. On Indian Brook, it is the Town and Village and to a lesser degree VTRANS. It is highly likely that facilities to treat or detain stormwater will need to be built in each community. The Flow Restoration Plans developed later in the permit process will look at each of the watersheds and determine where the biggest gains can be made at lowest cost. The final solution may involve building some stormwater systems in one community that eliminate the need for building a similar system in the other community.

The list of currently undetermined projects will likely require long-term financing (bonds), since the improvements will be expensive and there is little likelihood of obtaining grant assistance. The political reality is that if the process is handled independently by each community, stormwater systems may be built that are duplicative. In addition, Village residents would have to pay for their own system upgrades and the Town residents (including the Village) would have to pay for new systems outside the Village. This is not a viable financial or political scenario. A better solution is one where the two elected Boards work together to arrive at some form of joint collaboration on stormwater compliance.

The purpose of this memo is not to determine how this will be accomplished but to set the process in motion for discussion of a future solution.

How does this relate to the expired permits? There are expired permits in both communities as well as discharges to these two streams that have no permits. For example, in the Town outside the Village there are 35 discharges into Sunderland Brook and 20 parcels with

expired permits. In many cases, the expired permits discharge stormwater into the public system catch basins in Town accepted streets. One example is expired permit #1-0896 which covers the commercial properties on David Drive (Pizza Hut, Oil and Go, etc.). There are large impervious areas on these lots that discharge into the Town storm system that starts on Susie Wilson Road and discharges over the bank off the cul-de-sac on David Drive. Another example is the residential development known as Shillingford Crossing off Pinecrest Drive. The residential house footprints and driveways contribute runoff to the Town street system. In both these cases, private stormwater is co-mingled with the public stormwater off the streets. Other discharges in the watershed go directly from private lands to the stream.

The prior paragraph only identifies the numbers from one of the Town watersheds. Indian Brook in the Town adds another 20 outfalls and 24 expired discharge permits. Some of the expired discharge permits comeingle and go to a single outfall, which explains why there are more expired discharge permits than outfalls. In the Village, there are similar numbers of expired permits. We have identified at least 11 potential types of system-permit combinations and so there is the potential for many alternative approaches.

The questions are these: If the Town or Village accepts the full responsibility for the expired permits now, do the Town or Village taxpayers or both later pay the entire bill for improvements that are necessary to meet the TMDL stream requirements? Additionally, what are the legal implications if the communities treat property owners differently (commercial or residential)? Should the communities “trade” permit responsibility for land on which to construct systems? What legal mechanisms do the communities have to “force” acceptance of joint permit responsibilities? Should the Boards just accept full responsibility for the stream clean-up and spread the costs for the clean-up over their respective jurisdictions?

These are all tough questions with no easy answers. Early decisions can drive later decisions that may not be palatable for the two communities. Also, if the ultimate solution may involve some form of one-party bonding, should the two Boards develop a consistent joint policy well before that decision has to be made?

Currently, the Town staffs are working with the State to get a better understanding and description of each expired permit. In the Town, the plan is to produce GIS maps that provide the overlays of the storm systems and property lines in each impaired watershed. This will then be overlaid, after meeting with the State, with the limits of the expired permits to give a visual description of what areas and properties are affected. We anticipate that this will be done within the next month. It is recommended that the Village prepare similar GIS maps or coordinate a similar mapping effort with the Town.

BASIS FOR RECOMMENDATION:

In my opinion, the appropriate way to proceed is for both the Village Trustees and the Town Selectboard to establish a Joint Stormwater Policy Coordination Committee to develop

recommendations for the two Boards to consider relative to meeting the requirements of the NPDES Phase 2 MS4 Permit. Further, the Committee should consist of the following:

- 1) Town/ Village Manager – ex officio member - Patrick C. Scheidel
- 2) Selectboard Member appointed by the Selectboard
- 3) Trustee Member appointed by the Trustees
- 4) Village Stormwater Staff- Jim Jutras with staff support (Chelsea Mandigo)
- 5) Town Public Works Staff- Dennis Lutz with staff support (Annie Constandi)
- 6) Town Representative appointed by the Town Selectboard who is a representative from one of the current, expired discharge permit holders
- 7) Village Representative appointed by the Village Trustees who is a representative from one of the current, expired discharge permit holders

From time to time, it may be necessary for the appointed group to informally involve other Town staff such as the respective Planning Department Heads, the Highway Superintendents or others.

As with any appointed committee, it is important to establish tasking, limits, timetables and end products. An attempt has been made to provide a first cut on an attachment to this memorandum. An important element of the Committees' work would be to provide guidance to the elected Boards prior to any decision that must be made on the expired permits. My best estimate of time frame is that the decision on the expired permits must be made probably well before 1 March 2014.

RECOMMENDATION:

It is recommended that the Essex Selectboard and the Village Trustees create a Joint Stormwater Policy Coordination Committee for the primary purpose of providing recommendations and guidance to the Selectboard and Trustees on issues relating to meeting the requirements of the National Pollution Discharge Elimination System (NPDES) MS4 Phase 2 General Permits (3-9014) recently issued to the Town and Village.

JOINT STORMWATER POLICY COORDINATION COMMITTEE

PURPOSE:

The purpose of the Committee is to study and make recommendations to the Selectboard and Trustees on policy relating to common interests in complying with the NPDES PHASE 2 MS4 Stormwater Permit (3-9014) requirements. Further, the Committee shall explore and make recommendations relating to joint /cooperative stormwater management, operations and funding of stormwater activity in both jurisdictions.

NEED:

The individual NPDES PHASE 2 MS4 Permit issued to each community requires that a single Flow Restoration Plan be developed in each of the impaired waterways -- Indian and Sunderland Brooks. Both communities are the principle municipalities responsible for clean-up of these watersheds. Eventually, some level of new or upgraded stormwater infrastructure will be required to be financed, built and maintained in both municipalities. With the current political and financial governmental relationship, a joint and coordinated approach to some or all aspects of permit compliance has the potential to reduce costs and improve the efficiency of delivered services in both communities. The complexity of the stormwater issues facing both entities requires significant time and effort that the elected bodies cannot provide in the required compliance time frames without study and input from a program management-oriented Stormwater Policy Coordinating Committee.

MEMBERSHIP:

The Committee shall consist of the following members:

- 1) Town/ Village Manager – ex officio member - Patrick C. Scheidel
- 2) Selectboard Member appointed by the Selectboard
- 3) Trustee Member appointed by the Trustees
- 4) Village Stormwater Staff- Jim Jutras with staff support (Chelsea Mandigo)
- 5) Town Public Works Staff- Dennis Lutz with staff support (Annie Constandi)
- 6) Town Representative appointed by the Town Selectboard who is a representative from one of the current, expired discharge permit holders
- 7) Village Representative appointed by the Village Trustees who is a representative from one of the current, expired discharge permit holders

TASKS:

- 1) Receive input from staff on the required stream flow monitoring program and recommendation(s) on the most appropriate way to proceed.
 - a. Make a recommendation to the Boards on management and funding of the required stream flow monitoring program.
 - b. Complete preliminary work on this issue prior to 1 January 2014 as a target date
- 2) Develop recommendations relative to municipal partial/ full /no acceptance of responsibility for expired permits in the impaired waterways.
 - a. Review all existing permits to better understand commonalities/differences
 - b. Review the VANR documentation relative to the implications of accepting partial or full or no expired permit responsibility
 - c. Develop pros/cons on potential recommendations with respect to the three approaches
 - d. Recommend an approach
 - e. Complete preliminary work on this issue prior to 1 January 2014 as a target date
- 3) Develop recommendations for joint development of the Flow Restoration Plans for both impaired waterways by spring 2014.
- 4) Review the stormwater budgets, stormwater management structure and stormwater operations in each community and make recommendations where either greater efficiencies or reduced costs or both can be achieved through joint or directed efforts. Perform the same review for stormwater planning and local regulation development as it relates to the appropriate requirements for review of these documents under the NPDES PHASE 2 permit (with no set time frame).
- 5) Participate in the development of the Flow Restoration Plans with recommendations for potential coordinated or joint funding, operation and maintenance of facilities (with no set time frame).
- 6) Other stormwater-related study elements as set forth by the Selectboard and Trustees.

JOINT STORMWATER POLICY COORDINATION COMMITTEE

PURPOSE:

The purpose of the Committee is to study and make recommendations to the Selectboard and Trustees on policy relating to common interests in complying with the NPDES PHASE 2 MS4 Stormwater Permit (3-9014) requirements. Further, the Committee shall explore and make recommendations relating to joint /cooperative stormwater management, operations and funding of stormwater activity in both jurisdictions.

NEED:

The individual NPDES PHASE 2 MS4 Permit issued to each community requires that a single Flow Restoration Plan be developed in each of the impaired waterways -- Indian and Sunderland Brooks. Both communities are the principle municipalities responsible for clean-up of these watersheds. Eventually, some level of new or upgraded stormwater infrastructure will be required to be financed, built and maintained in both municipalities. With the current political and financial governmental relationship, a joint and coordinated approach to some or all aspects of permit compliance has the potential to reduce costs and improve the efficiency of delivered services in both communities. The complexity of the stormwater issues facing both entities requires significant time and effort that the elected bodies cannot provide in the required compliance time frames without study and input from a program management-oriented Stormwater Policy Coordinating Committee.

MEMBERSHIP:

The Committee shall consist of the following members:

- 1) Town/ Village Manager – ex officio member - Patrick C. Scheidel
- 2) Selectboard Member appointed by the Selectboard
- 3) Trustee Member appointed by the Trustees
- 4) Village Stormwater Staff- Jim Jutras with staff support (Chelsea Mandigo)
- 5) Town Public Works Staff- Dennis Lutz with staff support (Annie Constandi)
- 6) Town Representative appointed by the Town Selectboard who is a representative from one of the current, expired discharge permit holders
- 7) Village Representative appointed by the Village Trustees who is a representative from one of the current, expired discharge permit holders

TASKS:

- 1) Receive input from staff on the required stream flow monitoring program and recommendation(s) on the most appropriate way to proceed.
 - a. Make a recommendation to the Boards on management and funding of the required stream flow monitoring program.
 - b. Complete preliminary work on this issue prior to 1 January 2014 as a target date
- 2) Develop recommendations relative to municipal partial/ full /no acceptance of responsibility for expired permits in the impaired waterways.
 - a. Review all existing permits to better understand commonalities/differences
 - b. Review the VANR documentation relative to the implications of accepting partial or full or no expired permit responsibility
 - c. Develop pros/cons on potential recommendations with respect to the three approaches
 - d. Recommend an approach
 - e. Complete preliminary work on this issue prior to 1 January 2014 as a target date
- 3) Develop recommendations for joint development of the Flow Restoration Plans for both impaired waterways by spring 2014.
- 4) Review the stormwater budgets, stormwater management structure and stormwater operations in each community and make recommendations where either greater efficiencies or reduced costs or both can be achieved through joint or directed efforts. Perform the same review for stormwater planning and local regulation development as it relates to the appropriate requirements for review of these documents under the NPDES PHASE 2 permit (with no set time frame).
- 5) Participate in the development of the Flow Restoration Plans with recommendations for potential coordinated or joint funding, operation and maintenance of facilities (with no set time frame).
- 6) Other stormwater-related study elements as set forth by the Selectboard and Trustees.



TOWN OF ESSEX VERMONT

MEMORANDUM OF AGREEMENT BETWEEN TOWN OF ESSEX AND VILLAGE OF ESSEX JUNCTION RE: STORM WATER PERMITTING AND MANAGEMENT SERVICES

This Memorandum of Agreement (Agreement) is entered into this 13th day of January 2015, by and between the Town of Essex ("Town") and Village of Essex Junction ("Village").

WITNESSETH:

WHEREAS, both the Village and the Town are authorized to discharge storm water within their respective municipal borders pursuant to an Authorization to Discharge Under Municipal Separate Storm Sewer System (MS4) General Permit 3-9014; and

WHEREAS, as MS4 permit holders, both the Village and the Town are subject to similar permit compliance obligations, including the payment of annual operating fees to the State of Vermont (State), the development of plans for addressing expired state storm water permits discharging into their respective MS4 systems, the filing of semi-annual and annual reports, and the development of a Flow Restoration Plan (FRP); and

WHEREAS, presently there are two designated impaired waterways located within the Town and the Village—Indian Brook and Sunderland Brook—which flow through both communities in shared watersheds; and

WHEREAS, the MS4 General Permit 3-9014 requires communities in shared watersheds to work collectively to develop watershed-based FRPs; and

WHEREAS, the Village and Town previously formed a Joint Storm Water Coordinating Committee (SWCC), which developed a common ordinance for handling expired permits in the impaired waterways for both municipalities and is presently developing a joint FRP; and

WHEREAS, proposed total maximum daily load (TMDL) requirements for phosphorous flowing into Lake Champlain will require the continued coordination of storm water planning and improvements by the Village and Town; and

WHEREAS, section 4901 of Title 24, Vermont Statutes Annotated, allows a municipality to contract with another municipality to perform any governmental service, activity or undertaking which each municipality is authorized by law to perform, provided the legislative body of each municipality approves the contract and the expenses for such governmental service are included in a municipal budget approved under 17 V.S.A. § 2664 or comparable charter provision; and

WHEREAS, the Village and the Town desire to continue their coordinated efforts with respect to storm water permit compliance and program management by creating one cost center within the Town's annual budget;

NOW THEREFORE, in consideration of the mutual covenants and agreements hereinafter set forth, the parties hereto agree as follows:

1. On or before January 15th of each year, the Village Board of Trustees shall provide the Town Selectboard with a budget amount for storm water permit compliance and program management within the Village for inclusion in the Town's annual budget. The costs to be included in the Village's budget amount shall be: (1) all salaries and benefits of Village employees involved in storm water permitting and management; (2) State storm water permit fees; (3) payments to the State for required stream flow monitoring; (4) GIS support for storm

water system mapping; (5) field data collection costs required under storm water permits; (6) consultant studies determined necessary by the SWCC; (7) employee storm water training and travel to effect permit compliance; and (8) minor storm water system design costs required for implementation of permit-required storm water system improvements.

Unless otherwise agreed by the Town and Village, the amounts submitted by the Village Board of Trustees for inclusion in the Town budget shall not include funds for the repair, maintenance or reconstruction of existing storm water system infrastructure in the Village, including catch basins, pipelines, outfalls, culverts and related structures, which shall continue to be a Village expense separate and apart from storm water permit compliance and program management costs.

2. The Town Selectboard shall include the storm water permit compliance and program management costs provided by the Village Board of Trustees pursuant to section 1, above in the Town's annual budget for approval by the legal voters of the Town at its annual meeting in March pursuant to 24 V.S.A. Appx. Ch. 117, § 303. In the event the voters do not approve a budget that includes the Village's storm water permit compliance and program management costs, then this Agreement shall be null and void and the Village shall remain responsible for raising such funds through the Village budgeting process.

3. The Town shall be responsible for paying all Town and Village storm water permit compliance and program management costs during each fiscal year that the voters approve the inclusion of the Village's costs in the Town budget, including costs associated with the proportionate salaries and benefits of the Village Water Quality Superintendent (33%) and the Village Environmental Technician (20%). The stated percentages are subject to change upon the mutual agreement of the Parties.

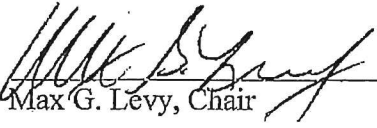
4. The SWCC shall continue in place to assist with the coordination of storm water activities within each municipality. The SWCC shall make recommendations to the Village Board of Trustees and the Town Selectboard for the inclusion of additional costs in the combined storm water budget for future budget years, including major storm water system design and construction costs as required by a State-approved FRP. The SWCC also shall make recommendations to the Village Board of Trustees and the Town Selectboard concerning development of a separate charge or fee for storm water permit compliance and program management separate and distinct from the Town General Fund if determined to be in each party's "best interests."

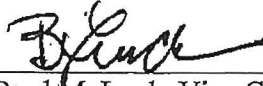
5. This Agreement may be modified only by a written amendment signed by the Parties. If any provision of this Agreement shall be found to be invalid, inoperative or unenforceable in law or equity, such finding shall not affect the validity of any other provisions of this Agreement, which shall be construed, reformed and enforced to effect the purposes of this Agreement to the fullest extent permitted by law. This Agreement shall be governed by and construed under the law of the State of Vermont, without application of principles of conflicts of laws, and constitutes the entire agreement of the Parties with respect to the subject matter hereof, superseding all prior oral and written communications, proposals, negotiations, representations, understandings, courses of dealing, agreements, contracts, and the like between the Parties in such respect.

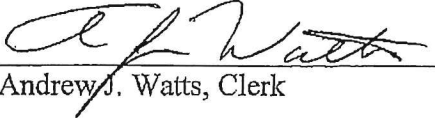
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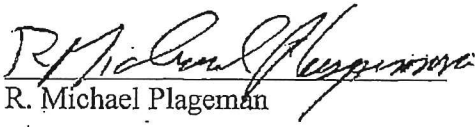
IN WITNESS WHEREOF, the parties hereto have set their hands the day and year first above written.

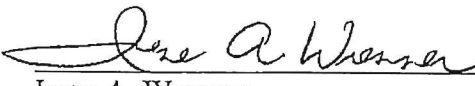
For the Town of Essex Selectboard


Max G. Levy, Chair

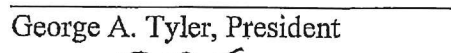

Brad M. Luck, Vice Chair


Andrew J. Watts, Clerk

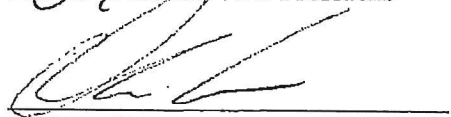

R. Michael Plageman

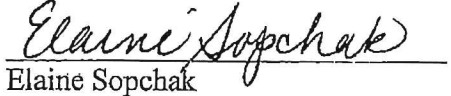

Irene A. Wrenner

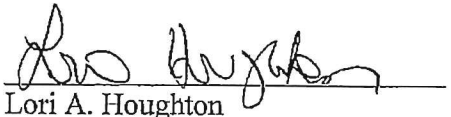
For the Village of Essex Junction Board of Trustees


George A. Tyler, President


Daniel S. Kerin, Vice President


Andrew Brown


Elaine Sopchak


Lori A. Houghton

Memorandum

To: Selectboard; Evan Teich, Unified Manager

From: Greg Duggan, Deputy Manager

Re: Approval of Rules and Regulations for Orderly Conduct of Business

Date: April 2, 2021

Issue

The issue is whether the Selectboard will approve Rules and Regulations for Orderly Conduct of Business.

Discussion

The Selectboard, at its reorganization meeting each year, is asked to approve Rules and Regulations for Orderly Conduct of Business (attached). The Rules and Regulations were last revised on April 16, 2018.

Staff is proposing one change to the Rules and Regulations for Orderly Conduct of Business: under Section 4 of “Participation”, staff asks that requests to add items to Selectboard agendas be received by noon on the Wednesday before an agenda is published, with possible exceptions for special meetings.

The Selectboard may wish to discuss any potential updates to the Rules and Regulations for Orderly Conduct of Business before approving the document.

Cost

None.

Recommendation

It is recommended that the Selectboard approve the Rules and Regulations for Orderly Conduct of Business.

RULES AND REGULATIONS FOR ORDERLY CONDUCT OF BUSINESS

DEFINITIONS

Regular Meetings -Scheduled or special meetings with an agenda, where items are reported on and discussed and motions may be made and voted.

Special Meetings -Special meetings for the purpose of reviewing one or more reports, schedules, formats, or proposals, and formulating or amending same but otherwise a “regular meeting.” Special meetings must be publicly announced at least 24 hours in advance of the meeting.

Public Hearing -A meeting or part of a meeting set aside for input by the public at large with regard to a proposed ordinance, report or specific idea, or proposal or project, and warned as a "public hearing".

Informational Meeting -A meeting or part of a meeting for the purpose of dissemination of information to the public at large on a specific proposal, report, idea or project by the Selectboard, staff or consultants conducted by the Selectboard and warned as an "Informational Meeting".

PREAMBLE

The within “Rules and Procedures” are intended to facilitate the orderly conduct of the business of the Town of Essex and specifically to establish an understanding among the members of the Selectboard, staff and the public of the existence of a consistent procedure for agendas and participation in and at meetings of the Selectboard.

It is recognized by these rules and the policy of the Selectboard, that the general welfare of all of the residents or a majority of them is paramount in the resolution of issues and, therefore, the Selectboard will conduct its business in a manner that affords the greatest opportunity for full disclosure of facts pertinent to the issue. To this end, an orderly agenda is necessary. However, public awareness and input through the several methods outlined herein will be sought and encouraged.

It is the intent of the Selectboard to exercise the authority and trust vested in it as a representative body to conduct the affairs of the public, as it deems, on the merit of the information before it, is in the best interest of the Town of Essex and its residents, affording all parties the opportunity to prepare comments upon issues before they are discussed in a public meeting.

PARTICIPATION

1. **Public Meetings** -Regular participation shall include the members of the Selectboard and the Town Manager and staff or consultants whose participation is pertinent to the issues on the agenda. Other individuals shall be included on the agenda in accordance with number 4 below.

2. **Public Hearings** -Public hearings shall be warned and held on specific agenda items and any person wishing to attend and be heard may do so. Anyone wishing to speak may do so only when recognized by the Chair, and shall state their name for the record. All comments shall be germane to the issue and shall be presented in a productive manner without ridicule, or insults and free of tumultuous or threatening remarks or gestures. No member of the audience shall at any public hearing interrogate or poll members of the Selectboard individually or collectively. Minor clarification may be requested and granted at the discretion of the Chair. The Chair may establish procedures for input including, but not limited to, time limits, sign-up sheets, and division of speakers pro and con, except in the latter case provision for rebuttal shall be made.

3. **Informational Meetings** -Informational meetings shall be restricted to the agenda item. The meeting shall begin with a presentation of the item by the Selectboard, the Chair, and a staff member or when appropriate, a consultant. The prime consideration should be to present information to the public through statements, presentation of audio-visual displays and secondly, through response to audience questions. This exchange should be exhausted prior to receiving comments and opinions to assure that everyone is afforded the opportunity to become familiar with the issue. Public comment under the public hearing procedure may then be heard if the Selectboard so votes.

The Selectboard may combine public informational meetings and public hearings in the same call or may hold them separately on a given issue.

4. **Agenda** - Each meeting shall have an agenda listing the time and place, the type of meeting and the items to be discussed or acted on. Items listed on the agenda shall be worded so as to give warning of the scope of the issue and should not be vague, deceptive or overly limiting. Any person may request that a new ~~business~~-item be placed on the regular meeting agenda by informing the Town Manager's office by noon on the Wednesday before four working days preceding the scheduled meeting date the agenda is published; exceptions may be permitted for special meetings. This rule shall not apply to old business already acted upon, tabled, or tabled to a specific time without the consent of the Selectboard. Selectboard members may contact the Town Manager's office to add items to the agenda by noon on the Wednesday before until such time as the agenda is published; exceptions may be permitted for special meetings. Selectboard members or the Manager may ask for an amended agenda based on new information when delay would not be in the best interest of the Town of Essex. The agenda may be amended by a quorum of the Selectboard.

5. **Absences** -When a Selectboard member is to be absent from a duly warned meeting of the Selectboard, the member should notify the Chair and Manager as soon as is practicable. The Chair and Manager will then determine if a quorum of members will be present at the meeting, and if not, cancel the meeting. A new meeting will be scheduled for such time when a quorum will be present

CONDUCT OF MEETINGS

1. The meeting shall be called to order by the Chair, who shall proceed through the agenda as presented or who shall oversee its change or amendment through an orderly process.

2. All participants shall address the Chair who shall insure that each participant has the opportunity to be heard without interruption or competing conversations.
3. People wishing to speak shall seek recognition from the Chair by raising their hand or making a similar gesture or other method adopted by the Selectboard. Only the Chair should interrupt the speaker, and only in exercise of the impartial role of Chair. Speakers shall keep statements pertinent to the agenda item being discussed and the Chair shall suppress divergent comments.
4. If necessary to interrupt, a Selectboard member or Manager should:
 - a. Seek permission from the Chair;
 - b. Speakers interrupted may yield or not. In the latter case, the Chair may allow the interruption, in the former case the interrupter will be allowed to speak as provided above.
 - c. Chair may interrupt speaker and recognize interrupter.
 - d. If recognized, interrupter may either:
 - (1) Direct question or brief comment to the Chair;
 - (2) Ask permission to interrogate speaker directly;
 - e. Questions or comments should be brief.
 - f. The Chair shall take responsibility to track developments and assure speaker gets back expeditiously to where the speaker left off.
5. Side conversations shall not be allowed at the table or from the audience. Persons invited to participate should come to the table and participate in the same manner as the Selectboard and Manager.
6. Only the Chair may, at an appropriate time, call for a vote on a motion made and seconded. A member may, however, move the question.
7. The Chair should assure that each person at the table has an opportunity to speak, pass or reserve or speak and reserve. To reserve simply means that the person, while not wishing to speak at that time, reserves the privilege before a vote is taken.
8. The Chair shall alternate the rotation of comments to the extent practical.
9. Board members and all other participants shall welcome a variety of opinions. When disagreements occur, discussion shall remain civil and all viewpoints shall be treated with respect.

MOTIONS AND VOTES

1. It shall be the responsibility of the Chair to steer each issue to a conclusion. The Chair shall be alert to repetition and at the appropriate time shall ask the body if members are ready to vote, shall entertain motions, or shall invite additional comment.
2. Motions shall not always be necessary on each item, however, if the Selectboard wishes to create policy, give direction, enact, enable, or adopt a proposal, or an ordinance, or anything within its authority, it shall be by motion made and seconded and a recorded vote.
3. The motion before the Selectboard shall be read and the Chair shall assure the body is prepared to vote. Abstentions must be declared before the vote is taken and acknowledged by the Chair. The vote of any member, who fails to declare and have recognized an abstention, shall be recorded as contrary to the motion. In such cases, it shall be so recorded in the minutes without additional comment.
4. Abstentions shall be made only in cases of conflict of interest and the reason therefore shall be stated.
5. Conflict of interest is defined in the Town of Essex Conflict of Interest Policy.
6. Petitions may be accepted and acknowledged. The Selectboard may then place the item on a future agenda for discussion and possible action. When petitions are placed on agendas for regular meetings, a spokesperson may be allowed to speak briefly on behalf of the signers. Further action shall be as deemed appropriate by the Selectboard. The administration, consultants, or others shall not be called upon to respond to a petition without a reasonable opportunity to investigate and prepare a response.
7. All decisions of the Selectboard shall be explicit with the intent that all members, the staff, the Manager and the public shall be able to understand the action from reading the minutes.
8. Any member of the Selectboard may call for point of order on violation of these rules compelling a ruling of the Chair.
9. The parliamentary authority for the conduct of meetings shall be the latest edition of "Robert's Rules of Order, Newly Revised," in all cases where they are applicable and in which they are not inconsistent with these "Rules and Procedures."
10. Cell phones or other electronic, handheld devices shall only be used during meetings for purposes related to the meeting. Phones or devices should either be turned off or placed on a setting that does not utilize an audible ring (such as "silent" or "vibrate").
11. All policies shall be introduced at a Selectboard meeting and acted upon at the next meeting. Policy amendments that are not substantial may be acted upon at the same meeting at which they are introduced.
12. Resolutions may be introduced and adopted at the same Selectboard meeting.

13. The Selectboard must give unanimous consent before proceeding past 11 p.m.

These rules are adopted under the authority of Section 204 of the Charter of the Town of Essex and as such are incumbent upon all persons in attendance. Upon failure to yield to the Chair, any person may be warned and then expelled from the meeting place.

Adopted on September 13, 1984 by the Town of Essex Selectboard. Amended on November 16, 1987; December 7, 2009; April 5, 2010; October 16, 2017; April 16, 2018; April 5, 2021.

Town of Essex Selectboard

Dated: April ~~16~~⁵, ~~2018~~²⁰²¹

~~Max G. Levy, Chair~~Tracey Delphia

~~R. Michael Plageman, Vice Chair~~Patrick Murray

~~Elaine Haney Sopchak, Clerk~~Vince Franco

Andrew J. Watts

~~Irene A. Wrenner~~Dawn Hill-Fleury

Memorandum

To: Selectboard; Evan Teich, Unified Manager

From: Greg Duggan, Deputy Manager *GSD*

Re: Approval of Conflict of Interest Policy

Date: April 3, 2021

Issue

The issue is whether the Selectboard will approve the Town of Essex Conflict of Interest Policy.

Discussion

The Selectboard, at its reorganization meeting each year, is asked to approve the Town of Essex Conflict of Interest Policy (attached). The Conflict of Interest Policy was last amended on April 2, 2018.

Cost

None.

Recommendation

It is recommended that the Selectboard approve the Town of Essex Conflict of Interest Policy.

TOWN OF ESSEX CONFLICT OF INTEREST POLICY

Article 1. Authority.

Under the authority granted in 24 V.S.A. § 2291 (20) and the Town of Essex Charter, 24 Appendix V.S.A. § 103 (a), the Town of Essex Selectboard hereby adopts the following policy concerning conflicts of interest.

Article 2. Purpose.

The purpose of this policy is to ensure that the business of the Town of Essex will be conducted in such a way that no public official will gain a personal or financial advantage from the official's work for the Town; that decisions made by municipal officials are based solely on the best interests of the community; and that the public trust in municipal officials will be preserved.

Article 3. Application. This policy applies to all public officers as that term is defined below.

Article 4. Definitions. For the purposes of this policy, the following definitions shall apply:

A. ***Conflict of interest*** means any of the following:

1. A real or perceived, direct or indirect, personal or financial interest of a public officer, including but not limited to the officer's spouse, household member, child, stepchild, parent, grandparent, grandchild, sibling, aunt or uncle, in-law, business associate, or employer or employee, in the outcome of a cause, proceeding, application, or any other matter pending before the officer or before the public body in which the public officer holds office;
2. A situation where a public officer has publicly displayed a prejudgment of the merits of a particular quasi-judicial proceeding. This section shall not apply to a member's particular political views or general opinion on a given issue; and
3. A situation where a public officer has not disclosed ex parte communications with a party in a quasi-judicial proceeding.

A "conflict of interest" does not arise in the case of votes or decisions on matters in which the public official has a personal or financial interest in the outcome, such as in the establishment of a tax rate, that is no greater than that of other persons generally affected by the decision.

B. ***Emergency*** means an imminent threat or peril to the public health, safety or welfare.

C. ***Ex Parte Communication*** means direct or indirect communication between a member of a public body and any party, party's representative, party's counsel or

any person interested in the outcome of a quasi-judicial proceeding, that occurs outside the proceeding and concerns the substance or merits of the proceeding.

- D. **Official act or action** means any legislative, administrative or quasi-judicial act performed by any elected or appointed officer while acting on behalf of the municipality.
- E. **Public body** means any board, council, commission, or committee of the municipality.
- F. **Public interest** means an interest of the community as a whole, conferred generally upon all residents of the municipality.
- G. **Public officer** means a person elected, or appointed by the Selectboard, to perform executive, administrative, legislative, or quasi-judicial functions for the municipality.
- H. **Quasi-judicial proceeding** (e.g., vicious dog complaint) means a case in which the legal rights of one or more persons who are granted party status are adjudicated, which is conducted in such a way that all parties have opportunities to present evidence and to cross-examine witnesses presented by other parties, which results in a written decision, the result of which is appealable by a party to a higher authority.

Article 5. Prohibited Conduct.

- A. A public officer shall not participate in any official action if the officer has a conflict of interest in the matter under consideration, unless the officer can act fairly, objectively, and in the public interest, per Article 8.
- B. A public officer shall not personally, or through any member of the officer's household, business associate, employer or employee, represent, appear for, or negotiate in a private capacity on behalf of any person or organization in a cause, proceeding, application, or other matter pending before the public body in which the officer holds office.
- C. Public officers shall not accept gifts or other offerings for personal gain by virtue of their public office that are not available to the public in general.
- D. Public officers shall not use resources unavailable to the general public, including but not limited to Town staff time, equipment, supplies, or facilities, for private gain or personal purposes.

Article 6. Disclosure.

Public officers who have reason to believe that they have or may have a conflict of interest but believe that they are able to act fairly, objectively, and in the public interest in spite of the potential conflict of interest shall, prior to participating in any official action

on the matter, disclose to the public body at a public meeting or hearing the matter under consideration, the nature of the potential conflict of interest, and why they believe that they are able to act in the matter fairly, objectively, and in the public interest.

Alternatively, any person may request, but not require, a public officer to recuse oneself from a matter due to a conflict of interest.

Article 7. Consideration of Recusal.

Once there has been a disclosure of an actual or perceived conflict of interest, other public officers shall be afforded an opportunity to ask questions or make comments about the situation. If a previously unknown conflict is discovered during a meeting or hearing conducted by a public body of the municipality, the public body shall take evidence pertaining to the conflict and, if appropriate, adjourn to an executive session to address the conflict.

Article 8. Recusal.

- A. **Recusal of Appointed and Elected Officers.** After taking the actions listed in Articles 6 and 7, public officers, whether appointed or elected, shall declare whether they will recuse themselves and explain the basis for that decision. If public officers have an actual or perceived conflict of interest but believe they can act fairly, objectively, and in the public interest in spite of the conflict, officers shall state why they believe that they are able to act in the matter fairly, objectively, and in the public interest.

Otherwise, public officers shall recuse themselves from the matter under consideration.

- B. **Recusal of Appointed Officers.** The failure of an appointed public officer to recuse oneself in spite of a conflict of interest may be grounds for discipline or removal from office.

Article 9. Recording.

The minutes of the meeting or the written decision from the hearing shall document the actions taken in Articles 6 through 8.

Article 10. Post-Recusal Procedure.

- A. A public officer who has recused oneself from a proceeding shall not sit with the board, deliberate with the board, participate in that proceeding as a board member in any capacity, nor remain physically present in the room.
- B. The board may adjourn the proceedings to a time certain if, after a recusal, it may not be possible to take action through the concurrence of a majority of the board. The board may then resume the proceeding with sufficient members present.

Article 11. Enforcement.

A. Enforcement Against Elected Officers; Progressive Consequences for Failure to Follow the Conflict of Interest Procedures. In cases where an elected public officer has engaged in any of the prohibited conduct listed in Article 5, or has not followed the conflict of interest procedures in Articles 6 through 10, the Selectboard may take progressive action to discipline an offending public officer by following the steps listed below:

1. The Chair shall meet informally, in private, with the public officer to discuss the possible conflict of interest violation. If the Chair is potentially in violation of the conflict of interest policy, the Vice Chair shall meet with the Chair to discuss the possible conflict.
2. The board may meet to discuss the conduct of the public officer. Executive session may be used for such discussion in accordance with 1 V.S.A. § 313(a)(4). The public officer may request that this meeting occur in public. If appropriate, the board may admonish the offending public officer in executive session.
3. If the board decides that further action is warranted, the board may admonish the offending public officer at an open meeting and have this action recorded in the minutes of the meeting. The public officer shall be given the opportunity to respond to the admonishment.
4. Upon majority vote in an open meeting, the board may request that the offending public officer resign from the board. The Selectboard cannot order a member to resign, as members of the Selectboard are elected directly by the people and no recall provisions exist in State law or the Town charter.

B. Enforcement Against Appointed Officers. A board may choose to follow any of the steps articulated in Article 11A. In addition to or in lieu of any of those steps, the Selectboard may choose to remove an appointed officer from office, subject to state law.

Article 12. Exception.

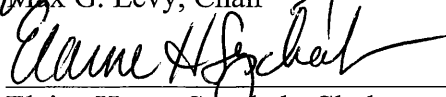
The recusal provisions of Article 8 shall not apply if the Selectboard determines that an emergency exists and that actions of the public body otherwise could not take place. In such cases, public officers who have reason to believe they have a conflict of interest shall disclose such conflict as provided in Article 6.

Article 13. Effective Date.

This policy shall become effective immediately upon its adoption by the Town of Essex Selectboard.

Signatures:

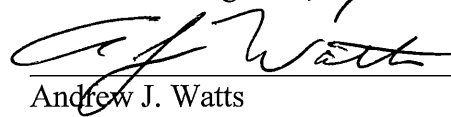

Max G. Levy, Chair


Elaine Haney Sopchak, Clerk


Irene A. Wrenner

Date: April 16, 2018


R. Michael Plageman, Vice Chair


Andrew J. Watts

Adopted 06/04/12. Signed 06/18/12; 04/20/15; Amended 04/18/2016; Amended 10/2/17;
Amended 4/2/18.

Memorandum

To: Selectboard; Evan Teich, Unified Manager

From: Greg Duggan, Deputy Manager *GSD*

Re: Approval of Communications Policy

Date: April 2, 2021

Issue

The issue is whether the Selectboard will approve the Town of Essex Communications Policy.

Discussion

The Selectboard last amended the Communications Policy on May 6, 2019.

For 2021, board member Andy Watts suggested an addition under Section 1 (**in bold**): "... Elected and appointed board, committee, and commission members must be mindful to prevent email **or social media** conversations from inadvertently violating Open Meeting Law. ..."

Staff supports the proposed change.

Cost

None.

Recommendation

It is recommended that the Selectboard approve the Town of Essex Communications Policy.

Town of Essex Communications Policy	
Revision Number: 23.0	Town of Essex Selectboard Adopted on: 5/18/2015
Revision Date: 5/6/20194/5/2021	
Effective Date: 5/6/20194/5/2021	

The Town of Essex Communication Policy applies to all elected and appointed board, committee, and commission members. The goal of the policy is to ensure that Essex residents receive accurate and timely information.

Any communication – be it email, telephone, in person, on social media, or otherwise – should be considered public unless subject to a statutorily listed and invoked exemption to the public records law.

I. Public Communication

Selectboard: The Selectboard may choose to speak as a unified group on official matters. Selectboard members may also choose to speak as individual members. In speaking as an individual member rather than on behalf of the entire Board, the member should endeavor to clearly make the distinction. For example, Board members should consider utilizing the following phrase or a similar one: “The Selectboard has taken position _____. My position is _____.” In instances where no vote has been taken, no member of the Board should express an opinion as if it were the position of the entire Board.

Board members uncertain of the accuracy of technical or factual information are encouraged to work with staff, through the Manager’s office, to obtain factual and complete information.

Formal positions of the Selectboard, or calls or questions seeking the official opinion of the Selectboard, should be referred to the Chair unless another Board member has been designated by the body. When responding to an email comment or question Selectboard members are encouraged to copy the Chair or other Board member designated by the body.

Elected and appointed board, committee, and commission members must be mindful to prevent email or social media conversations from inadvertently violating Open Meeting Law. At no time should a quorum of members have a discussion regarding Town business, with the following exceptions, as set forth by 1 VSA § 312 (g):

- Communications to schedule a meeting, organize an agenda, or distribute materials to discuss at a meeting;
- Clerical work;
- Staff work assignments;
- Routine day-to-day administrative matters, if no action is required and no money appropriated or spent;
- Site inspections; or
- Quasi-judicial deliberations.

All members of an appointed board, committee, or commission are responsible for ensuring that any information conveyed by an individual member is accurate and complete. Members are

encouraged to work with the relevant staff to obtain factual and complete information. Official communication related to a board, committee, or commission should be through the Chair or other member designated by the body. Chairs of appointed boards, committees, or commissions are encouraged to notify the Selectboard Chair and Manager of any response to media inquiries.

II. Responses to Public Comments

The U.S. Supreme Court has consistently held that in accordance with the First Amendment citizens have a right to criticize government regardless of the quality or accuracy of the criticism. When a citizen chooses to run for local elected office, inherent in that decision is acknowledgment that in the course of discharging governmental responsibilities one's words and actions may be publicly criticized or condemned, and that the criticism or condemnation may be unfair, inaccurate, or politically motivated. The elected official does not have recourse to the same legal protections from defamation that a private person may as long as the criticism pertains to government-related issues.

This policy is not intended to discourage any elected or appointed official from exercising that individual's First Amendment rights. However, board, committee, and commission members must always keep in mind that, due to the public nature of their roles, their personal online communications can be perceived as also official communications or positions of the Selectboard and Town. Therefore members must practice discretion when communicating online.

The Town of Essex supports and promotes an open exchange of views on community and government issues taking place in a broad array of physical and digital forums. Elected and appointed officials are encouraged to participate in these exchanges when such participation is valuable to the overall dialogue. Any response should be in accordance with the following protocol:

Selectboard: As the elected officials representing all residents of Essex, Board members may participate in the above referenced exchanges or dialogues as individuals. To the extent practicable, such participation shall conform to this policy regardless of forum. If an individual Board member does participate, that member should inform the other Board members of this participation. When responding to inaccurate or deliberately misleading information, Board members are encouraged to work with the Manager to ensure that any information provided by the Board member is accurate.

Appointed officials (members of other boards, committees, and commissions): Appointed officials may participate in the above referenced exchanges or dialogues as individuals. Representation of official Town policy or proposals, unless otherwise determined, should be left to members of the Selectboard (via the Chair) or Manager. To the extent practicable, such participation shall conform to this policy regardless of forum.

Town of Essex Selectboard

Dated ~~May 6, 2019~~April 5, 2021.

~~Elaine Haney, Chair~~Tracey Delphia

~~Max G. Levy, Vice Chair~~Patrick Murray

~~Patrick Murray, Clerk~~Vince Franco

~~Annie Cooper~~Andrew J. Watts

~~Andrew J. Watts~~Dawn Hill-Fleury

Memorandum

To: Selectboard; Evan Teich, Unified Manager

From: Greg Duggan, Deputy Manager *GSD*

Re: Approval of Selectboard Computer Use Policy

Date: April 2, 2021

Issue

The issue is whether the Selectboard will approve the Town of Essex Selectboard Computer Use Policy.

Discussion

The Selectboard adopted its Computer Use Policy on October 24, 2017 and it has never been amended.

Staff is proposing a change for 2021: the removal of Section 7, which stipulates submission guidelines for packet materials. This information is covered in the Rules & Regulations for Orderly Conduct of Business. Having it in two places creates the possibility that one policy will be updated and not the other, which could lead to confusion in the future.

Cost

None.

Recommendation

It is recommended that the Selectboard approve the Town of Essex Selectboard Computer Use Policy.

Town of Essex Selectboard Computer Use Policy

The Town of Essex Selectboard Computer Use Policy applies to Selectboard members as they use Town-issued computer devices for the purposes of conducting Town business. All Selectboard members will be issued a Town computer. The goal of the policy is to ensure that these devices are used and maintained appropriately.

1. **Orientation** - Prior to having access to assigned devices Selectboard members must receive training on use of the device from the Town IT Department staff.
2. **Agreements** - Board members must read and sign a Town of Essex Electronic Communication and Computer Use Agreement and the Selectboard Computer Use Agreement before taking possession of Town assigned computer devices.
3. **Ownership** - Assigned devices are Town property and the Town reserves the right to recall, inspect, repair, replace, or service the device when needed. Selectboard member do not have an expectation of privacy on Town-issued devices.
4. **Software** - Only software approved by the Town IT manager or the manager's designee will be installed on assigned devices. Users shall not uninstall, deactivate, or shut off any software designed to protect the device, including antivirus software, Mobil Device Management, etc.
5. **Assistance** - Requests for assistance or help shall be submitted through the Town IT Help desk system. Selectboard members will be trained in use of the IT Help desk system.
6. **Access to Selectboard meeting packets** - The Manager's Office will post Selectboard packets to an internet-accessible, shared storage location. When packets are ready, the Manager's Office will notify Selectboard members via email of packet availability. Selectboard members can then download the meeting packet from the shared storage location. Members wishing to have paper copies of the packet must print their own materials or notify the Manager's Office that they would like a paper packet, which must be picked up by the Selectboard member at 81 Main St. Packets printed by the Manager's Office will not be collated.
- ~~7. **Submission of materials for packets** - Selectboard members who wish to include electronic materials in the Selectboard packet must submit the materials to the Manager's Office by noon on the Thursday prior to a meeting.~~
- ~~8.~~ **7. Confidential materials** - Selectboard packets distributed to Selectboard members may contain confidential materials. For this reason, Selectboard members shall not share their access to Selectboard packets or materials. Public versions of Selectboard packets that do not contain confidential materials will be posted to the Town website and elsewhere for public consumption, as needed.

9.8. Use and conduct during meetings - During board meetings, Town-issued computer devices, as well as cell phones or other electronic, hand-held devices, shall only be used for purposes related to the meetings. (Town devices will be able to access the Town of Essex website, Village of Essex Junction website, and shared storage locations for access to documents relative to the meeting.)

10.9. Use of Devices – Town issued devices are not to be used by anyone other than the assigned Selectboard member or Town staff. Users shall not use issued devices to visit external web sites, conduct web searches, or communicate with others during Board meetings. The use of devices for any political activities or solicitations is prohibited. Political activities are defined for the purpose of this policy as activities in support of any partisan political issue or activities in support of, or in concert with, any individual candidate for political office, or party, which seek to influence the election of candidates to Town of Essex offices.

11.10. Public Records – Selectboard members shall understand that materials, records, and documents on Town-issued device may be subject to Vermont’s Open Meeting Law (1 V.S.A. § 310-314) and Public Records Law request (1 V.S.A. § 315-320).

12.11. Use and Care – Selectboard members shall adhere to the following guidelines when in possession of a Town-issued computer device:

- a. Treat Town-issued equipment with as much care as if it were your own property.
- b. Keep the computer stored in a secure place when you cannot directly monitor it.
- c. Avoid use in situations that are conducive to loss or damage.
- d. Avoid leaving the computer in environments with excessively hot or cold temperatures.
- e. Read and follow general maintenance notices from the Town IT department.
- f. Computer screens can be easily damaged if proper care is not taken. Broken screens are NOT covered by warranty and can cost more than \$400 to replace. Screens are particularly sensitive to damage from excessive pressure.
- g. Do not touch the computer screen with anything other than your finger, a stylus, other approved touchscreen devices, or approved computer screen cleaners.
- h. Clean the screen with a soft, dry anti-static cloth or with a screen cleaner designed specifically for LCD type screens.
- i. Never leave any object on the keyboard. Items left on the keyboard are liable to crack the screen when the lid is closed.
- j. Always transport the equipment within the case provided or approved by the Town.
- k. Electronic equipment shall be turned fully off before returning them to the carrying case.

13.12. Device Updates - System updates will occur automatically when assigned devices connect to the Town computer network. Selectboard members are encouraged to show up at

least 10 minutes before meetings to allow the devices enough time to complete any updates. IT staff may initiate maintenance remotely when needed.

14.13. Damage or Theft - Broken, stolen, or lost devices must be reported to the Town IT Department within 24 hours. Selectboard members will also be required to complete and submit a Town Incident Report form, providing details of the incident, within two business days. Reports are required for insurance purposes and for any possible Police Department investigations. The faster the report is made to the IT Department the better the possibility of recovering the lost or stolen device.

15.14. Violations of use - If a Selectboard member violates this policy, the Selectboard shall respond to the violation in executive session to evaluate and/or discipline a public official in accordance with 1 V.S.A. § 313(3) and 1 V.S.A. § 313(4). Upon a second offense, the Selectboard shall again respond to the violation in executive session; if 80 percent of the board so desires, the Selectboard may choose to publicly censure the member for violating the Selectboard Computer Use Policy.

16.15. End of Selectboard tenure - Selectboard members who leave the board for any reason shall return their devices to the IT Department within 48 hours of leaving the board.

Signatures:

Date: ~~October 24, 2017~~ April 5, 2021

~~Max G. Levy, Chair~~ Tracey Delphia

~~R. Michael Plageman, Vice Chair~~ Patrick Murray

~~Susan E. Cook, Clerk~~ Vince Franco

Andrew J. Watts

~~Irene A. Wrenner~~ Dawn Hill-Fleury

Adopted 10/16/17. Amended 4/5/21.

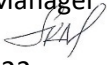
Selectboard Computer Use Agreement

I have completed Town computer device training with the Town IT Department on the ____ day of _____, 20___. I have read the Town Selectboard Computer Use Policy and I agree to use the device according to the Policy and agree to return the device upon the completion of my tenure on the Selectboard.

Name

Date

Memorandum

To: Town Selectboard; Evan Teich, Unified Manager
From: Linda Mahns, Administrative Assistant 
Re: Proposed meeting schedule for 2021-2022
Date: April 2, 2021

Issue

The issue is whether the Selectboard will approve of the proposed meeting schedule for 2021-2022.

Discussion

Attached is the proposed meeting schedule for the coming year for the Selectboard's review and consideration. Meeting dates have been adjusted as necessary to accommodate holidays and regularly-scheduled joint board meetings have been removed.

Cost

None.

Recommendation

It is recommended that the Selectboard approve the proposed meeting schedule for 2021-2022.

MEETING SCHEDULES

04/02/2021

TOWN SELECTBOARD MEETINGS		VILLAGE TRUSTEES MEETINGS	
			
April 14, 2021—6:30 PM	VB Regular -- Darby		
April 19, 2021—6:30 PM	SB Regular -- Amy		
April 27, 2021—6:30 PM	VB Regular -- Amy		
May 3, 2021—6:30 PM	SB Regular -- Amy		
May 11, 2021—6:30 PM	VB Regular -- Amy		
May 17, 2021 – 6:30 PM	SB Regular -- Amy		
May 25, 2021 – 6:30 PM	VB Regular		
June 7, 2021 – 6:30 PM	SB Regular		
June 8, 2021 – 6:30 PM	VB Regular -- Amy		
June 21, 2021 – 6:30 PM	SB Regular -- Amy		
June 22, 2021 – 6:30 PM	VB Regular		
July 12, 2021 – 6:30 PM	SB Regular		
July 13, 2021 – 6:30 PM	VB Regular -- Amy		
August 2, 2021—6:30 PM	SB Regular		
August 10, 2021—6:30 PM	VB Regular -- Amy		
August 16, 2021—6:30 PM	SB Regular -- Amy		
August 24, 2021—6:30 PM	VB Regular -- Amy		
September 13, 2021—6:30 PM	SB Regular		
September 14, 2021—6:30 PM	VB Regular		
October 4, 2021—6:30 PM	SB Regular		
October 12, 2021—6:30 PM	VB Regular		
October 18, 2021—6:30 PM	SB Regular		
October 26, 2021—6:30 PM	VB Regular		
November 1, 2021—6:30 PM	SB Regular		
November 2, 2021 – 8:30 AM	VB All day budget workshop		
November 9, 2021 – 8:00 AM	SB All day budget workshop		
November 9, 2021—6:30 PM	VB Regular		
November 15, 2021—6:30 PM	SB Regular		
November 23, 2021—6:30 PM	VB Regular		

December 6, 2021—6:30 PM	SB Regular
December 14, 2021—6:30 PM	VB Regular -- Amy
December 20, 2021—6:30 PM	SB Regular
December 21, 2021—6:30 PM	VB Regular
January 3, 2022—6:30 PM	SB Regular -- Amy
January 11, 2022—6:30 PM	VB Regular
January 18, 2022—6:30 PM	SB Regular
January 25, 2022—6:30 PM	VB Regular
February 7, 2022—6:30 PM	SB Regular
February 8, 2022—6:30 PM	VB Regular
February 22, 2022—6:30 PM	VB Regular
February 23, 2022—6:30 PM	SB Regular meeting
February 28, 2022—6:30 PM	SB Informational hearing
March 1, 2022 – 7:00 PM	SB Annual meeting
March 7, 2022—6:30 PM	SB Regular
March 8, 2022—6:30 PM	VB Regular
March 21, 2022—6:30 PM	SB Regular
March 22, 2022—6:30 PM	VB Regular
April 4, 2022—6:30 PM	SB Regular
April 6, 2022 – 7:00 PM	VB Informational hearing
April 12, 2022—6:30 PM	VB Regular

Memorandum

To: Selectboard; Board of Trustees; Evan Teich, Unified Manager; Greg Duggan, Deputy Manager
Cc: Marguerite Ladd, Assistant Manager
From: Robin Pierce, Village Community Development Director
Owiso Makuku, Town Interim Community Development Director
Re: Update on Cannabis
Date: April 5, 2021

Issue

This is an update for the Selectboard and Trustees to inform them of Town and Village progress in creating a Cannabis Committee, and for the Selectboard/Trustees to appoint a member to serve on the Cannabis Committee.

Discussion

The plan is to form an internal board/committee to research cannabis, do outreach and make recommendations. The board is proposed to consist of a Selectboard member, a Trustee, a Police officer or representative, someone from the Economic Development Commission, someone from each of the Planning Commissions, each of the Zoning Boards of Adjustment, both Community Development Directors and either Evan Teich, Unified Manager, or Greg Duggan, Deputy Manager.

We are doing outreach to each of the above-named groups and are asking both the Selectboard (on April 5) and the Trustees (at their April 14 meeting) to nominate/appoint someone from each of their respective ranks to the committee.

Cost

None

Recommendation

Staff recommends the Selectboard/Trustees appoint a member to the Cannabis Committee.

Memorandum

To: Selectboard; Evan Teich, Unified Manager
Cc: Chief Charlie Cole, Fire Department; Travis Sabatano, HR Director
From: Greg Duggan, Deputy Manager
Re: Executive session for pending or probable litigation
Date: April 5, 2021

Issue

The issue is whether the Selectboard enters into executive session to discuss pending or probable civil litigation, to which the public body is or may be a party.

Discussion

In order to have a complete and thorough discussion about this topic, it would appear that an executive session would be necessary because the premature disclosure of the information may put the Selectboard and the Town at a substantial disadvantage. Pending or probable litigation, to which the public body is or may be a party, can be a protected discussion.

Cost

N/A

Recommendation

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

Motion #1

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

Motion #2

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

Memorandum

To: Selectboard; Evan Teich, Unified Manager
CC: Greg Duggan, Deputy Manager; Tammy Getchell, Assistant to the Manager; Aaron Martin, Town Engineer/Utilities Director
From: Travis Sabataseo, HR Director 
Re: Executive Session for Contracts/ Labor Relations Agreements with Employees
Date: March 24, 2021

Issue

The issue is whether the Selectboard will enter into executive session to discuss contracts and labor relations agreements with employees; and whether the Selectboard will authorize the Unified Manager to execute a contract with the American Federation of State, County and Municipal Employees (AFSCME) for 2021-2024.

Discussion

In order to have a complete and thorough discussion about this topic, it would appear that an executive session would be necessary because the premature disclosure of the information may put the Town at a substantial disadvantage.

Cost

N/A

Recommendation

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

Motion #1

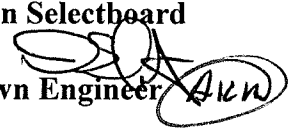
"I move that the Selectboard make the specific finding that premature general public knowledge of the Town's position concerning ongoing contract negotiations and labor relations agreements with employees would place the Town at a substantial disadvantage."

Motion #2

"I move that the Selectboard enter into executive session to discuss contracts and labor relations agreements with employees pursuant to 1 V.S.A. § 313(a)(1)(A) and 1 V.S.A. § 313(a)(1)(B), to include the Unified Manager, Deputy Manager, Assistant to the Manager, Town Engineer/Utilities Director, and HR Director."

Following executive session, the Selectboard may be ready to authorize the Unified Manager to execute a contract with the American Federation of State, County and Municipal Employees (AFSCME) for 2021-2024.

Memo

To: Evan Teich, Municipal Manager and the Town Selectboard
From: Dennis E. Lutz, P.E., Public Works Director
Aaron K. Martin, P.E., Utilities Director / Town Engineer 
Date: March 17, 2021
Subject: 2022 Town Highway Structures Grant – Old Susie Wilson Road
(Consent Agenda)

ISSUE: The purpose of this memo is to provide information to the Selectboard regarding the 2020 Structures Grant program from VTrans. If a grant is awarded, funding will be used to offset the construction costs associated with the rehabilitation of an existing 11' X 11' X 75' CGMP cross culvert located on Old Susie Wilson Road, (TH# 132), a dead end two-lane Class 3 Town Highway.

DISCUSSION: Last year, the State of Vermont, Department of Transportation, (VTrans), decided not to award Class II Paving and Town Highway Structure Grants due to the unforeseen financial impacts of Covid 19 on State budgets last year. The State of Vermont has notified all municipalities that both grants will be funded this year, with the potential to increase the maximum awards and the potential to provide additional funding for the 2022 grant cycle. Staff has updated a few items on the application, including the project cost estimate, and will be re-submitting an application for the Town of Essex.

Old Susie Wilson Road, (TH# 132), is a dead-end, two-lane Class 3 Town Highway. Indian Brook crosses Susie Wilson Road approximately 0.33 Miles from the intersection of Kellogg Road through an 11' X 11' X 75' CGMP cross culvert. See the attached location map for further reference. Five years ago, during system inspections, the outlet of the existing culvert had been undermined with a large void area under the culvert outlet. Upon further investigation it was discovered that the side slopes around both the inlet and especially the outlet had settled substantially.

Public Works has a serious concern regarding this deterioration and the structural integrity of the culvert. Over the long term, the culvert could potentially collapse and cut off access to both residents and first responders to the residential homes located at the dead-end. A failure could also obstruct the flow of Indian Brook causing further erosion and damage to the road. Although there is no immediate danger of a collapse or public safety, if left to deteriorate further over time, the potential only increases. Staff is of the opinion that the hazard potential should be eliminated this year by submitting a grant to offset rehabilitation costs.

The Town of Essex looked at several options from full replacement of the culvert pipe to culvert pipe rehabilitation. Conventional construction and replacement of the culvert is cost prohibitive and would require a substantial amount of shoring and temporary access for residents, water and gas utilities. The Town contacted the VTRANS Structures Division to inquire about replacement alternatives for large diameter culvert rehabilitation. Two options were provided, completely sleeving the culvert and a concrete invert modification. Due to the condition of the invert, and the

remaining culvert being in fairly good condition, the Town chose the concrete invert rehabilitation option. A detail has been provided as an attachment to this memo.

If a grant is awarded to the Town, staff intends to procure design services for the proposed culvert rehabilitation project. These services will consist of providing the following: a full hydraulic analysis of the culvert and back waters, with the impacts of the proposed invert modifications, submittal of all appropriate permits from the State of Vermont and the Army Corp of Engineers, and a set of contract drawings and specifications for construction. The Town would then put this project out to bid this calendar year if at all possible.

COSTS: If a grant is awarded, the State would reimburse up to 90% of the eligible project cost, which includes all the work outlined above. The Town will cover the remaining 10% of the eligible cost of the project and the full amount of the non-eligible costs. If the Town does not obtain a structures grant this year, then the scope of the project would be downsized, and repairs with some slope stabilization would take place using Operating budgets.

The total project cost for the Susie Wilson Road Culvert Rehabilitation project is \$202,400.00. Refer to the attached cost estimate for further detail. The Town is asking for \$182,160.00 of assistance through the VTRANS Structure Grant program. The Town will be responsible for the other 10% of the eligible cost of the project and 100% of the non-eligible costs, (estimated Town construction costs = \$20,240.00). If the Town obtains the grant, the plan is to use available funds to make up the local share.

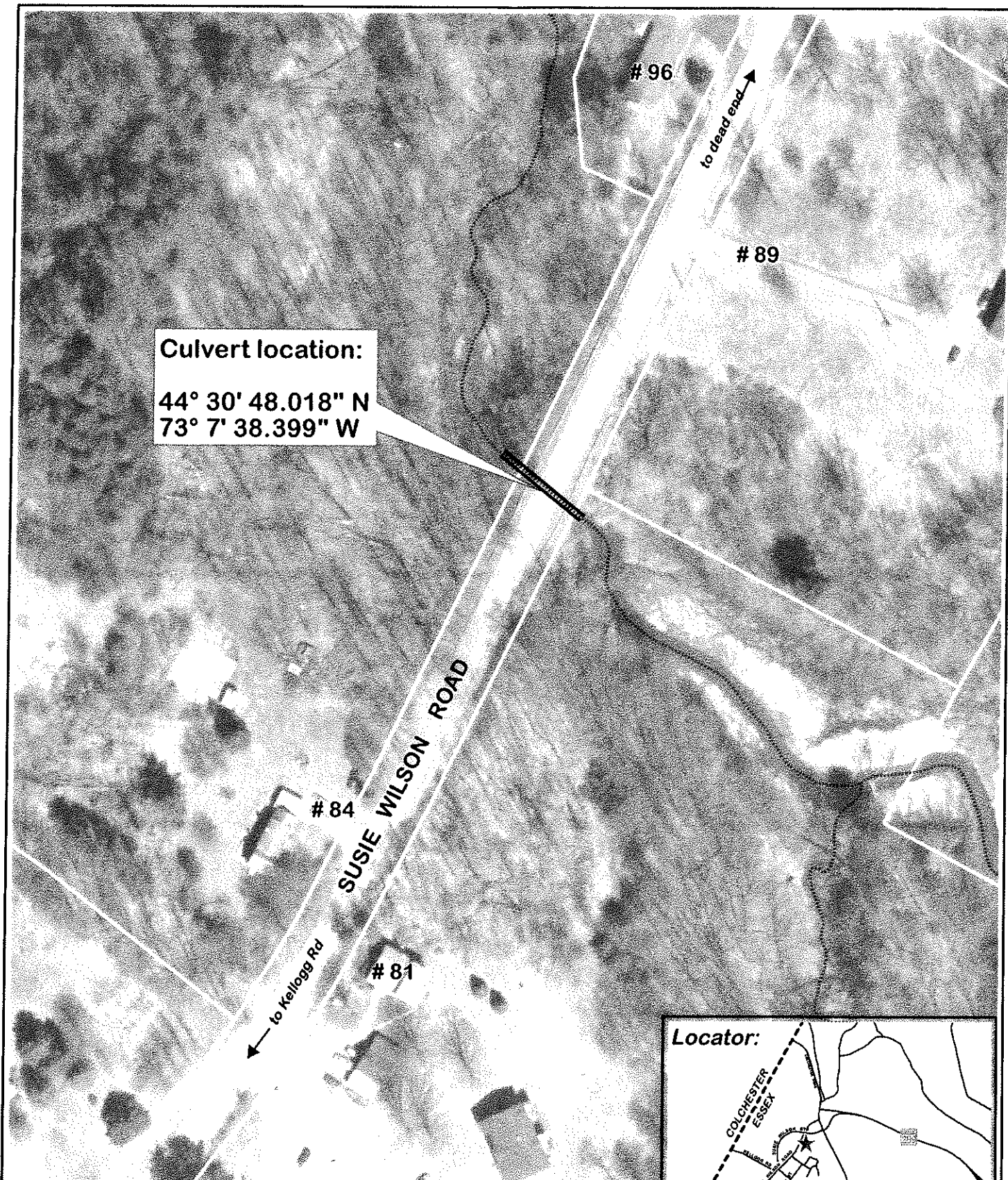
RECOMMENDATION: Although no Selectboard signatures are required to submit the grant, it is recommended that the Selectboard support the staff's application for the grant funds.

SUSIE WILSON ROAD, INDIAN BROOK CULVERT

Item	Item Description	Units	Unit Cost	Quantity	Total
CONSTRUCTION					
TOE #1	11' X 11' X 75' Concrete Invert Modification	LS	\$ 95,000.00	1	\$ 125,000.00
TOE #2	Dewatering	LS	\$ 25,000.00	1	\$ 35,000.00
ENGINEERING AND PERMITTING				Subtotal	\$ 160,000.00
<i>*TOE #3</i>	<i>Engineering Design Services (15%)</i>	<i>LS</i>	<i>\$ 24,000.00</i>	<i>1</i>	
<i>*TOE #4</i>	<i>Permitting (5%)</i>	<i>LS</i>	<i>\$ 8,000.00</i>	<i>1</i>	
TOE #5	Construction Inspection (10%)	LS	\$ 16,000.00	1	\$ 16,000.00
				Subtotal	\$ 16,000.00
				Project Contingency (15%)	\$ 26,400.00
				Total Project Cost	\$ 202,400.00

** NOTE: The Town of Essex is currently under contract with an engineering consultant for design and permitting of the culvert rehabilitation project. These cost are not eligible and were not used to calculate the total project cost for this grant application*

USE \$ 202,400.00	Eligible Project Costs (March 2021 Update)
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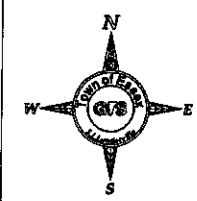


Culvert location:
44° 30' 48.018" N
73° 7' 38.399" W

SUSIE WILSON ROAD

to Kellogg Rd

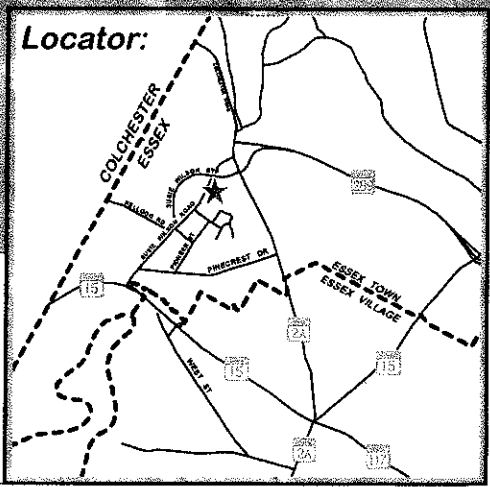
to dead end



Susie Wilson Road Essex, Vermont



December 2019



Memo

To: Evan Teich, Municipal Manager and the Town Selectboard
From: Dennis E. Lutz, P.E., Public Works Director
Aaron K. Martin, P.E., Utilities Director / Town Engineer
Dan Gregoire, Staff Engineer
Date: April 5, 2021
Subject: 2022 Town Highway Class 2 Paving Grant – Essex Way
(Consent Agenda)

ISSUE: The purpose of this memo is to provide information to the Selectboard regarding the 2022 Town Highway Class 2 Paving Grant program from VTRANS. If a grant is awarded, funding will be used to offset the construction costs associated with cold planning followed by the installation of a Type III pavement wearing course overlay of a 0.29 mile long section Essex Way, from the intersection of Essex Way with VT Route 15 to the existing pavement change just north of the VT Route 289 over pass.

DISCUSSION: Last year, the State of Vermont, Department of Transportation, (VTrans), decided not to award Class II Paving and Town Highway Structure Grants due to the unforeseen financial impacts of Covid 19 on State budgets last year. The State of Vermont has notified all municipalities that both grants will be funded this year, with the potential to increase the maximum awards and the potential to provide additional funding for the 2022 grant cycle. Staff has updated a few items on the application, including the project cost estimate, and will be re-submitting an application for the Town of Essex.

The existing pavement along the 0.29 mile length of the Class II Highway, Essex Way, (TH#7), between the intersection of Essex Way with VT Route 15 to the existing pavement change just north of the VT Route 289 over pass, is starting to deteriorate with rutting, surface delamination, and pavement cracking. Due to the rutting and cracking, surface drainage is not allowed to properly flow to the shoulders and catch basins, and is pooling in the ruts and delaminated areas. Not only does the water become a hazard to the traveling public, it penetrates and drains into the existing road subbase. During the spring of the year, the freeze – thaw cycle only accelerates the deterioration of the road, introducing further damage.

Due to increasing traffic load on this section of Class II highway, Public Works would like to be proactive on the maintenance of Essex Way before further deterioration occurs. A grant award would allow the Town of Essex to provide a quality travel way through this corridor between VT Route 15 and VT Route 289 well into the future.

The proposed project includes 0.29 mile portion of Essex Way (TH#7). The limits of the project are shown as an attachment to this memorandum. The proposed work is to include the following; cold

plane to the depth of one and a half (1.5) inch followed by the installation of a one and a half (1.5) inch Type III bituminous concrete pavement overlay with new pavement markings.

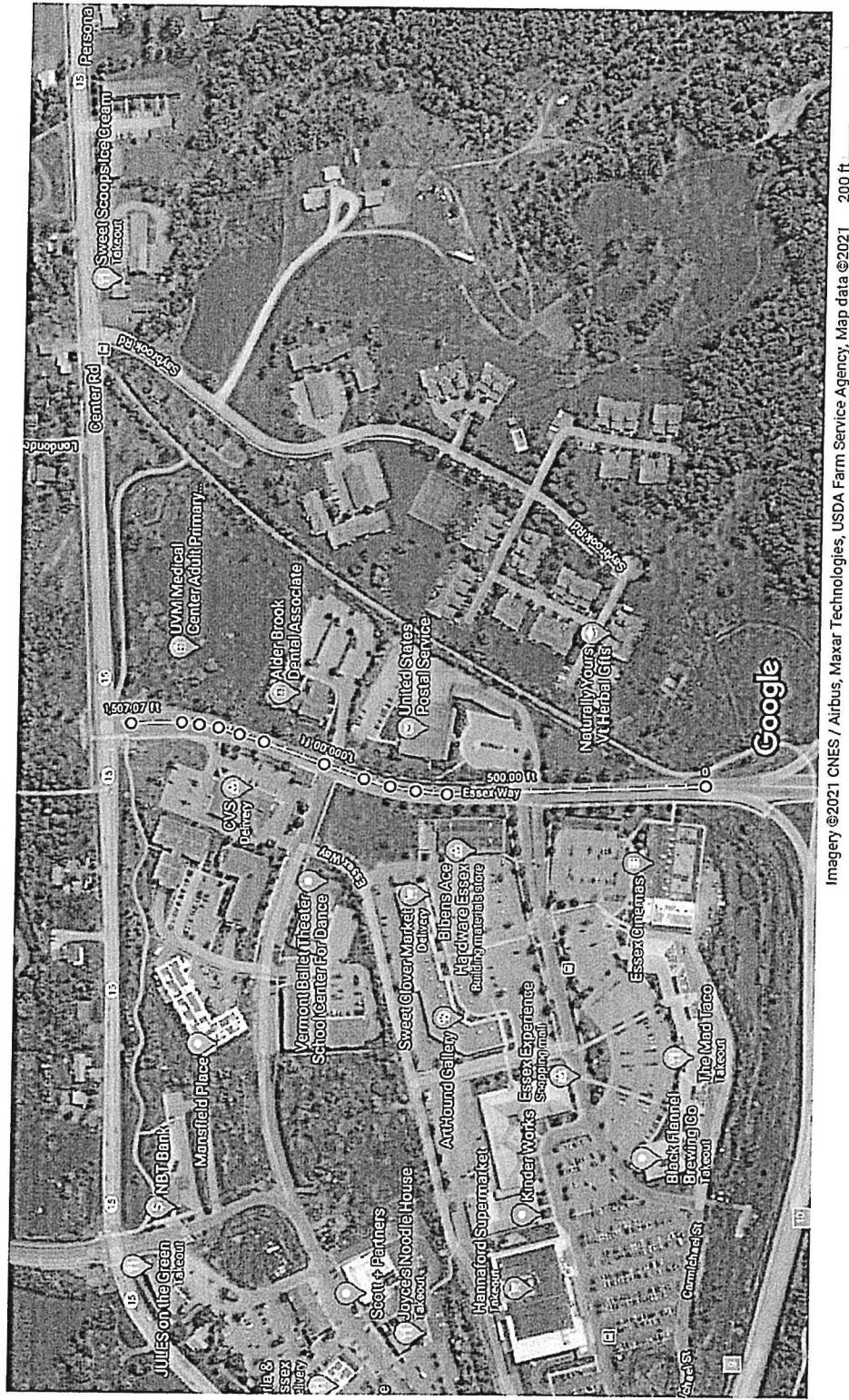
COSTS:

The total project cost for the Sand Hill Road pavement replacement project is \$88,000. An updated cost estimate is provided in as an attachment to this application to this memorandum, and has been developed for the work described above within the limits depicted herein.

If a grant is awarded, the State would reimburse up to 80% of the eligible project cost, which includes all the work outlined above. The Town will cover the remaining 20% of the eligible cost of the project and the full amount of the non-eligible costs.

The Town is asking for \$70,400 of assistance through the Class II Paving Grant program. A cost estimate was submitted as part of the application. The Town will be responsible for the other 20% of the eligible cost of the project and 100% of the non-eligible costs, (estimated Town cost = \$17,600). If the Town obtains the grant, the plan is to use Capitol Funds to make up the local share.

RECOMMENDATION: Although no Selectboard signatures are required to submit the grant, it is recommended that the Selectboard support the staff's application for the grant funds.



Essex Way Location Map

Essex Way TH - 7 Cost Estimate

Item	Item Description	Units	Unit Cost	Quantity	Total
Pavement Shim & Overlay					
TOE	Cold Planing, Bituminous Pavement (1.5")	SY	\$ 4.00	6,300	\$ 25,200.00
TOE	Type III B.C. Pavement (1.5 Inch Thick)	Ton	\$ 95.00	640	\$ 60,800.00
				Subtotal	\$ 86,000.00
TOE	Line Striping	LS	\$ 2,000.00	1	\$ 2,000.00
				Subtotal	\$ 2,000.00
				Total Project Cost	\$ 88,000.00

USE	\$	88,000.00	Eligible Project Costs
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Memo

To: Evan Teich, Municipal Manager and the Town Selectboard
From: Dennis E. Lutz, P.E., Public Works Director 
Aaron K. Martin, P.E., Utilities Director / Town Engineer
Dan Gregoire, Staff Engineer
Date: April 5, 2021
Subject: 2022 Town Highway Class 2 Paving Grant – Old Stage Road
(Consent Agenda)

ISSUE: The purpose of this memo is to provide information to the Selectboard regarding the 2022 Town Highway Class 2 Paving Grant program from VTRANS. If a grant is awarded, funding will be used to offset the construction costs associated with the installation of a Type IV pavement shim course and Type III pavement wearing course overlay of a 1.25 mile long section of Old Stage Road, from the intersection of Towers Road to the intersection of Lost Nation Road.

DISCUSSION: Last year, the State of Vermont, Department of Transportation, (VTrans), decided not to award Class II Paving and Town Highway Structure Grants due to the unforeseen financial impacts of Covid 19 on State budgets last year. The State of Vermont has notified all municipalities that both grants will be funded this year, with the potential to increase the maximum awards and the potential to provide additional funding for the 2022 grant cycle. Staff has updated a few items on the application, including the project cost estimate, and will be re-submitting an application for the Town of Essex.

The existing pavement along the 1.25 mile length of the Class II Highway, Old Stage Road, (TH#2), between the intersection of Towers Road and the intersection of Lost Nation Road, is severely deteriorated with severe rutting, severe pavement cracking, and numerous repaired potholes. Due to the rutting and cracking, surface drainage is not allowed to properly flow to the shoulders, and is pooling in the ruts. Not only does the water become a hazard to the traveling public, it penetrates and drains into the existing road subbase. During the spring of the year, the freeze – thaw cycle only accelerates the deterioration of the road. The Town has seen an increase in the number of new potholes this spring over last year.

The Town of Essex has been proactive on maintaining Old Stage Road in sections when funding is available. Over the past 5 Years, the Town has shimmed and / or overlaid sections of Old Stage Road from Towers Road, north to the Town line with Westford. Last year, as part of the Towns summer paving, a substantial portion of Old Stage Road was overlaid, with the section of road between Brigham Hill Road and Towers Road receiving an overlay onto a shim course installed the previous year. One, 800 ft. section within this year's paving program from Station 20±80 to Station 28±80 received a shim course as part of the Town's FY 2021 paving season. This section will be overlaid this year as part of the summer FY2022 paving season. A grant award would allow the Town of

Essex to continue with the pavement rehabilitation of Old Stage Road, and provide the traveling public a safer road to travel sooner.

The proposed project includes 6,585 foot portion of Old Stage Road (TH#2). The limits of the project are shown in an attachment to this memorandum. The proposed work is to include the following; providing a Type IV bituminous concrete pavement shim course as needed to level the road and re-establish crown, with the exception of from Station 20±80 to Station 28±80 and a one and a half (1.5) inch Type III bituminous concrete pavement overlay with new pavement markings. One foot wide gravel shoulders will be reestablished on both sides of the road.

COSTS:

The total project cost for the Sand Hill Road pavement replacement project is \$265,625. An updated cost estimate is provided as an attachment to this memorandum, and has been developed for the work described above within the limits depicted herein.

If a grant is awarded, the State would reimburse up to 80% of the eligible project cost, which includes all the work outlined above up to the sum of \$200,000. The Town will cover the remaining 20% of the eligible cost of the project and the full amount of the non-eligible costs.

The Town is asking for \$200,000 of assistance through the Class II Paving Grant program. A cost estimate will be submitted as part of the application. The Town will be responsible for the other 20% of the eligible cost of the project and 100% of the non-eligible costs, (estimated Town cost = \$65,625). If the Town obtains the grant, the plan is to use Capitol Funds to make up the local share.

RECOMMENDATION: Although no Selectboard signatures are required to submit the grant, it is recommended that the Selectboard support the staff's application for the grant funds.

Old Stage Road TH - 2 Cost Estimate

Item	Item Description	Units	Unit Cost	Quantity	Total
Pavement Shim & Overlay					
TOE	Bituminous Concrete Pavement	Ton	\$ 95.00	2,495	\$ 237,025.00
TOE	1 Foot Gravel Shoulders	LF	\$ 2.00	13,000	\$ 26,000.00
				Subtotal	\$ 263,025.00
TOE	Durable 4 Inch Yellow Line, Waterborne Paint	LF	\$ 0.20	13,000	\$ 2,600.00
				Subtotal	\$ 2,600.00
				Total Project Cost	\$ 265,625.00



Old Stage Road From Towers Road to Lost Nation Road

**TOWN OF ESSEX
SELECTBOARD MEETING MINUTES
Monday March 15, 2021**

SELECTBOARD: Elaine Haney, Chair; Vince Franco; Dawn Hill-Fleury; Patrick Murray; Andy Watts

ADMINISTRATION and STAFF: Evan Teich, Unified Manager; Courtney Bushey, Assistant Finance Director; Greg Duggan, Deputy Manager; Tammy Getchell, Assistant to the Manager; Sarah Macy; Finance Director; Linda Mahns, Administrative Assistant; Owiso Makuku, Community Development Director

OTHERS PRESENT: Meredith Albers; Bob Burrows; Heidi Clark; Annie Cooper; Tracey Delphia; Erin Dickinson; Betsy Dunn; Maureen Gillard; Bill Keyser, Kittell Branagan & Sargent; Rachael Lizotte; James McCormick; Scott Moore; Ryan Morgan; Adam Newhard; Sarah Nosek; Bruce Post; Mary Post; Roseanne Prestipino; Ta-Tanisha Redditta; Angel Segarra; Ken Signorello; Gabrielle Smith; Harlan Smith; Margaret Smith; Mike Spaeder; Saramichelle Stultz; Liz Subin; Kimberly Tetreault; Irene Wrenner; Tom Yandow; Brendon; Christina; Mitch; RM; Susanna

1. CALL TO ORDER

Ms. Haney called the Essex Selectboard to order at 6:30 PM.

2. AGENDA ADDITIONS/ CHANGES

Mr. Duggan requested the Selectboard remove from the agenda item 6b, Consider renewal of yearly Certificate of Approval for Location of a Salvage Yard at 264 Colchester Road.

3. AGENDA APPROVAL

DAWN HILL-FLEURY made a motion, seconded by PATRICK MURRAY, to approve the agenda, as amended. The motion passed 5-0.

4. PUBLIC TO BE HEARD

a. Comments from Public on Items Not on Agenda

Mr. Watts said people from the public were contacting him about struggles connecting with the meeting. Staff refreshed a link to the meeting on the posted agenda. Ms. Dickinson said, and Mr. Murray concurred, that Microsoft Teams was having a widespread, problem across the country. Community members said they had limited functions on Microsoft Teams. Ms. Haney reminded the public that they could watch the meeting on YouTube and call in with comments or questions.

Mr. Reynolds said there was no posting about legal load limits from VT Route 117 to Allen Martin Drive, even though there was a posting of a 24,000 load limit from VT Route 15 on Allen Martin Drive. He said the road is not intended to be a connecting road and, as a result, 60,000-80,000 pound trucks are passing through. He requested the municipality post the road to prevent this from this continuing. Mr. Teich said Public Works will look at the situation and contact Mr. Reynolds.

5. BUSINESS ITEMS

a. *Interview and potential appointment: Mike Spaeder, Conservation and Trails Committee

The Selectboard interviewed Mr. Spaeder for the Conservation and Trails Committee (CTC) and discussed public official appointments during executive session as agenda item 8a. Mr. Spaeder said he is a volunteer caretaker of trailheads by his house and he often walks the Essex trails. Mr. Spaeder talked with Mr. Murray about his favorite trails: Birchwood and the Alderbrook loop. He suggested putting up directional signs on trails and making maps available. Mr. Watts asked Mr.

Spaeder what his unique focus would be and if he had attended any CTC meetings. He said he attended some meetings, served on an ad-hoc, spring clean-up committee, and brought a unique experience to ensure effective trail networking. Mr. Franco asked what the top three CTC priorities should be for upcoming years. Mr. Spaeder said priorities should be to map the trails; connect trails with easements and Act 250 permits so they can cross wetlands with less damage; and engage the community to take care of the trails.

b. ***Interview and potential appointment: Ta-Tanisha Redditta, Economic Development Commission**

The Selectboard interviewed Ms. Redditta for the Economic Development Commission (EDC), then discussed public official appointments during executive session as agenda item 8a. Ms. Redditta said she is new to Essex but has previous experience with the NAACP, Lupus Foundation, and PTA. Mr. Murray thanked Ms. Redditta for serving on Essex's Racial Justice Committee. She told Mr. Murray she found out about the EDC seat during her committee work and said she wants to volunteer to know more about how things are done. Mr. Watts asked about Ms. Redditta's prior experience or unique contribution that she would bring to the EDC and Ms. Haney wondered what, in particular, she may want to pursue. Ms. Redditta said she learns fast and has good ideas and suggestions. She said connecting with community businesses and letting them know the municipality is there for them is a priority. Ms. Cooper spoke on Ms. Redditta's behalf, as the EDC Chair. She said she'd met with the candidate and was impressed with her experience with business outreach. She expressed confidence in Ms. Redditta's abilities and thanked her for applying. Ms. Makuku also spoke on behalf of the candidate. She said Ms. Redditta had interesting thoughts and input during her time on the Racial Justice Committee.

c. ***Interview and potential appointment: James McCormick, Conservation and Trails Committee and Economic Development Commission**

The Selectboard interviewed Mr. McCormick for the EDC and the CTC, then discussed public official appointments during executive session as agenda item 8a. Ms. Haney asked why Mr. McCormick applied for both seats. He said he grew up in Essex Jct., recently bought a house in Winooski, and continues to follow the activities of Essex. He said he wants to be more involved in decision making about the outdoors, nature, and economic development. Mr. Murray asked if he had a preference between the EDC or the CTC and Mr. McCormick sided more toward the EDC. Mr. Watts asked what unique things he could bring to the positions. Mr. McCormick said he has a background in home repair and construction, so could be helpful with anything related to this. He told Ms. Haney that he had not yet attended any meetings, and is generally interested in the issues along with special interest in the Local Options Tax.

d. ***Interview and potential appointment: Kimberly Tetreault, Conservation and Trails Committee**

The Selectboard interviewed Ms. Tetreault for the CTC, then discussed public official appointments during executive session as agenda item 8a. Ms. Tetreault talked about her experiences walking and running her dog on Indian Brook trails and Saxon Hill. She said being outside is important for youth but it is hard to navigate Essex's trails system. She said she wants to help people find the trails and learn how to protect them, without littering. She talked about studying natural resource conservation at Community College of Vermont (CCV). Mr. Watts asked what unique things she could bring to the position, and if she had attended any meetings. She said she is a CCV student and is an enthusiast who loves talking with people. She said she could engage people in participating in efforts and help gain public support. Mr. Franco asked what the top three CTC priorities should be for upcoming years. Ms. Tetreault said they should: mark and

map territory; retain area for community use through easements; and encourage appropriate use of the trails.

e. **Presentation of Fiscal Year 2020 Audit**

Ms. Macy introduced Mr. Keyser of Kittell, Branagan & Sargent to provide an overview of the Town of Essex Fiscal Year (FY2020) audit. Mr. Keyser said the audit, completed the last week of October 2020, was clean, with an unmodified opinion and no single audit requirement. He talked about balance adjustments in water, recreation, state capital, the firetruck lease, as well as to offset general fund expense. He explained prior period adjustments to the Recreation Fund, due activity fluctuations. Mr. Keyser went over the financial statements, including: comparative statements; major fluctuations; future planning; and government-wide statements. Mr. Keyser discussed: net investments in capital expenses; fixed assets; capital assets; and restricted funds for re-appraisals. He explained tax collection processes and said the amount of receivable taxes not collected in FY2020 was higher than usual and tax sales were on pause due to COVID. He talked about the Town's Fund Balance Policy and said the unassigned fund balance for FY2020 was in compliance. When discussing business funds, water, sewer, and recreation, Mr. Keyser noted that the recreation fund had a deficit in FY2020, which is expected to turn around in FY2021. He said there were no new accounting requirements this year and pointed out a disclosure about COVID in the audit footnotes.

The Selectboard discussed the audit with Mr. Keyser, Mr. Teich, and Ms. Macy. Mr. Murray asked how funds that may come to the municipality from the federal government would be accounted for. Mr. Keyser said federal funds above \$750,000 would be subject to single audit testing, to look at specific controls and ensure the funds were not misspent. Mr. Murray asked how the uncollected property tax for FY2020 compares to previous years. Ms. Macy said it is about \$50,000 more than usual. Mr. Teich asked Mr. Keyser to talk about the financial health of the Village of Essex Junction and the Town and the strength of their cash position. Mr. Keyser said the fund balance sheet and having 15% fund balance available is strong. He said when they audit a large volume of Essex Town invoices, there are very few mistakes due to accounting and financial controls, staff duties and experience, and established checks and balances. He said the expenses of the Village are clearly coded separately from Town expenses. Mr. Watts wondered if there was a concern this year about funds available for possible pay-out of vacation or earned sick leave. Ms. Macy said there is enough assigned fund balance to cover 100% of this cost. A resident was curious about property tax increases and Ms. Macy said increases will be posted in August, after information comes from the state about the Grand List.

f. ****Consider approval of first-class liquor license renewals**

Mr. Duggan reminded the Selectboard about the streamlined liquor license renewal process, with the Police Department and Clerk's Office vetting applications. Through this process, any businesses of concern would have been required to meet with the Selectboard. Mr. Duggan said the Clerk's Office and Police Department found no concerns with the license renewal applications and new outdoor consumption permit that have been provided to the Selectboard for approval. Ms. Hill-Fleury asked how the departments vet the applications. Mr. Duggan said the Clerk's Office ensures applications are complete and the Police Department researches whether any establishments' activities were of concern due to violations or calls. Mr. Teich said Essex takes licenses seriously and when the Selectboard chair reads the admonishment for new liquor licenses, this clarifies that action will be taken if there are violations. He said it is a tight process and the Department of Liquor Control could also do a review of its own.

ANDY WATTS made a motion, seconded by DAWN HILL-FLEURY, that the Selectboard approve the First/Third Class Liquor License renewals, including the outdoor liquor license

requests, listed in the February 10, 2021 and March 10, 2021 memorandums re: "Liquor License Applications". The motion passed 5-0.

g. ****Consider approval of second-class liquor license renewals**

ANDY WATTS made a motion, seconded by DAWN HILL-FLEURY, that the Selectboard approve the attached list of Second-Class Liquor License renewals. The motion passed 5-0.

****Selectboard acted as Board of Liquor Control Commissioners during these agenda items**

h. **Discuss results of merger vote and vote for reconsideration**

Mr. Duggan invited the Selectboard members to discuss the merger vote and the petition-led vote for reconsideration of the question. Ms. Haney asked whether the Selectboard wanted to have any informational meetings prior to the revote. Mr. Franco was in favor of holding an informational meeting for people who still had questions about merger. The other Selectboard members said they wanted to only discuss information about the revote such as it being the result of a voter-backed petition, when it will take place, where the question will be on the ballot, the location of the polls, etc. Mr. Murray talked about his struggle with the mechanism of re-votes and said that while he does not approve of this one personally, the Selectboard is required to move forward with the petition for a re-vote. He said he would not be able to attend a special informational meeting if it is scheduled on March 24 or 25, due to work commitments. Ms. Hill-Fleury suggested that if community members still have questions about merger they could call Selectboard members to talk one on one. Mr. Watts said he thinks the Selectboard should maintain a neutral stance and send postcards about the revote technicalities. He also said he thinks the Selectboard should not discuss separation because it would be a Village decision to pursue. Mr. Murray disagreed saying the Selectboard has a responsibility to talk about the possibility of separation because of the petition to the Village Board of Trustees regarding separation. Ms. Haney asked staff about the feasibility of a postcard going out quickly. Mr. Teich said a draft postcard could be ready for the Selectboard to approve at the meeting Monday, March 22. The Selectboard members confirmed for him that the postcard should say that the vote is from a voter-backed petition and include information about where and when the vote will be as well as where the question may be found on the ballot if this is known. Ms. Mahns answered a question about the quantity of postcards being printed and said a draft plus printing/mailling quotes can be ready for the March 22nd meeting.

Ms. Dunn said she believes the Selectboard needs to tell the Town residents about separation because conflicting information is being spread and it is important for the Selectboard to communicate about what is true.

Ms. Dickinson suggested that the postcard include a link to the booklet the municipality sent to voters regarding merger. She said she thought many residents already discarded theirs. She asked where to go for answers to commonly asked questions. Ms. Haney said information can be found on www.greateressex2020.org.

Ms. Lizotte said she lives in the Town outside the Village (TOV) and is in favor of the merger. She said many other TOV residents are also in favor but the issue seems too divisive to speak. She said it would be a great opportunity for all areas of the Town to merge. She sees it as a good compromise and will enthusiastically vote for it.

Mr. Post expressed concern that there may not be enough time for overseas voters to receive the ballot and return it in time. He said all Essex voters abroad should be able to vote because every vote counts.

Ms. Post said people serving in the National Guard were just deployed and may have new addresses. Mr. Teich said staff will make every effort to get ballots to people.

Ms. Haney asked staff whether they could schedule a special meeting for Wednesday, March 24, or Thursday, March 25. Mr. Teich said if a meeting is scheduled, staff would prefer Thursday because there are already meetings scheduled for Monday and Tuesday of that week. He requested they maintain focus on the one item on the agenda. Ms. Haney said the purpose of this meeting would be to discuss the reconsideration vote and to take questions.

6. CONSENT ITEMS

DAWN HILL-FLEURY made a motion, seconded by ANDY WATTS, to approve the Consent Agenda as amended:

- a. **Consider approval of Essex Town Center (ETC)|Next Plan**
 - **Approval of the Essex Town Center master plan, ETC|Next.**
 - ~~b. **Consider renewal of yearly Certificate of Approval for Location of a Salvage Yard at 264 Colchester Road**~~

The agenda was amended to remove this item.
 - c. ****Consider approval of outdoor consumption permit for Silver Hospitality LLC dba Salt & Bubbles Wine Bar and Market**
 - **Approval of outdoor consumption permit for Silver Hospitality LLC dba Salt & Bubbles Wine Bar and Market**
 - d. **Approve minutes: February 25, 2021; March 1, 2021**
 - e. **Check Warrant: #17826 – 2/12/21; #17830 - 2/19/21; #17832 – 2/26/21; #17834 – 3/5/21; #17837 – 3/12/21**
- **Selectboard acted as Board of Liquor Control Commissioners during this agenda item**

Consent Agenda discussion: Mr. Watts wondered why some check warrants were dated many weeks prior to this consent agenda. Staff said they would follow up with him with an answer. He also said he would vote on the consent agenda minutes of February 25, even though he was not in attendance.

The motion passed 5-0.

7. READING FILE

- a. Board member comments

Mr. Murray acknowledged that this would be Ms. Haney's final meeting on the Selectboard. He thanked her for her efforts guiding the community and for mentoring him during his service. He said he treasured her genuine, true approach toward service and that she made Essex and the board a better place.

Mr. Teich echoed Mr. Murray's sentiments and thanked Ms. Haney for her three years on the Selectboard, which included many hours, nights, weekends, and extra efforts in service.

Mr. Teich thanked the Essex Fire Department, as well as Jericho and Underhill, for helping with GlobalFoundries' recent loss of water, which impacts the company's ability to make microchips. He said the Fire Departments laid over 3,000 feet of hose, keeping GlobalFoundries working for days while the problem was rectified. He said the effort helped prevent national security issues and kept thousands of employees working that week. He said GlobalFoundries presented them with a plaque and a \$2,500 check for their efforts.

Mr. Franco expressed deep thanks to Ms. Haney for the pleasure of serving with her. He said it was a wonderful growth and learning experience and that he is grateful for her time and effort.

Ms. Hill-Fleury thanked Ms. Haney for all she did with her time on the Selectboard and for her years serving as a Village Trustee.

Mr. Watts thanked Ms. Haney and acknowledged that by the two of them not seeing eye-to-eye, solutions were made better and he saw different points of view.

Mr. Watts reminded the Selectboard members that the next meeting would include calendar planning so they should all know their availability.

- b. Memo from Dennis Lutz re: Status of Winter Operations through 7 February 2021
- c. Letter of resignation from Hilary Jones from Conservation and Trails Committee
- d. Upcoming meeting schedule

8. EXECUTIVE SESSION

- a. ***An executive session may be requested to discuss the appointment(s) of a public official**

ANDY WATTS made a motion, seconded by PATRICK MURRAY, that the Selectboard enter into executive session to discuss the proposed public official appointment(s) in accordance with 1 V.S.A. Section 313(a)(3) and to include the Unified Manager and the Deputy Manager. The motion passed 5-0 at 8:31 PM.

DAWN HILL-FLEURY made a motion, seconded by ANDY WATTS, to exit executive session. The motion passed 5-0 at 8:37 PM.

DAWN HILL-FLEURY made a motion, seconded by VINCE FRANCO, to appoint Mike Spaeder to the Conservation and Trails Committee to a term ending June 30, 2023, and Kimberly Tetreault to the Conservation and Trails Committee for a term ending June 30, 2022. The motion passed 5-0.

ANDY WATTS made a motion, seconded by DAWN HILL-FLEURY, to appoint Ta-Tanisha Redditta to the Economic Development Commission to a term ending June 30, 2023. The motion passed 5-0.

9. ADJOURN

DAWN HILL-FLEURY made a motion, seconded by VINCE FRANCO, to adjourn. The motion passed 5-0 at 8:42 PM.

Respectfully Submitted,
Cathy Ainsworth
Recording Secretary

Approved this _____ day of _____, 2021
(See minutes of this day for corrections, if any)

Vince Franco, Clerk, Selectboard

**SELECTBOARD & TRUSTEES
(DRAFT)**

**TOWN OF ESSEX SELECTBOARD
VILLAGE OF ESSEX JUNCTION TRUSTEES
DRAFT JOINT MEETING MINUTES
Monday, March 22, 2021**

SELECTBOARD: Elaine Haney, Chair; Vince Franco; Dawn Hill-Fleury; Patrick Murray; Andy Watts

TRUSTEES: Andrew Brown, President; Raj Chawla; Dan Kerin; Amber Thibeault; George Tyler

ADMINISTRATION and STAFF: Evan Teich, Unified Manager; Greg Duggan, Deputy Manager; Jill Evans, Director of the Essex Community Justice Center; Ron Hoague, Chief of Police; Marguerite Ladd, Assistant Manager; Brad Luck, Essex Junction Recreation and Parks (EJRP) Director; Sarah Macy, Finance Director; Robin Pierce, Community Development Director; Allyson Vile, Parks & Recreation Director

OTHERS PRESENT: Wayne Beebe; Bob Burrows; Alise Certa; Heidi Clark; Diane Clemens; Annie Cooper; Tracey Delphia; Erin Dickinson; Betsy Dunn; Natalie Feilchenfeld; Rosy Gallo; Maureen Gillard; Rachael Lizotte; Erin Maguire; Edward Malina; Susan McCormack, Creative Discourse; Timothy Miller; Scott Moore; Sarah Nosek; Betty Poulin; Roseanne Prestipino; Ta-Tanisha Redditta; Rep. Marybeth Redmond; Brian Shelden; Ken Signorello; Margaret Smith; Gabrielle Smith; Saramichelle Stultz; Liz Subin; Mike Thorne; Ann Wadsworth; Phyllis Willey; Irene Wrenner; Tom Yandow; Johnson; Nicole; RM; Rob

1. CALL TO ORDER

Mr. Brown called the Village of Essex Junction Board of Trustees to order for the Joint meeting with the Essex Selectboard at 6:32 PM.

Ms. Haney called the Town of Essex Selectboard to order for the Joint meeting with the Village of Essex Junction Board of Trustees at 6:32 PM.

2. AGENDA ADDITIONS/CHANGES

There were no additions or changes to the agenda. Mr. Franco read "An Invitation to Civility" from the book *All Those in Favor* by Susan Clark and Frank Bryan.

3. APPROVE AGENDA

With no changes to the agenda, approval was not required.

4. PUBLIC TO BE HEARD

Mr. Signorello asked about the status of the Memorial Day parade. Mr. Teich said the parade will not take place in 2021, due to COVID restrictions.

5. BUSINESS ITEMS

a. Presentation of racial equity work in Essex from Creative Discourse

Ms. McCormack, founder of Creative Discourse, set context for Essex's Racial Equity efforts, including the pandemic, national racial violence and protests, and inequalities experienced by black, Indigenous, and people of color (BIPOC). She presented a slide deck of Essex's Safety, Policing & Racial Justice engagement process with Creative Discourse, which included data collected from surveys and listening sessions; outcomes of their process; and suggested next steps. She said they aimed to answer the following questions: How do people envision public safety? What are people's experiences with public safety and policing in Essex? How do people want to make Essex a safer place to live and work? Ms. McCormack provided information about the demographics of participants and described a shared vision for safety in Essex. She

illustrated people's different experiences in Essex, based on the identities they hold, and displayed rates and comparisons about how safe people feel living in Essex: if people have experienced or observed racism in Essex; people's overall experience with police anywhere; and people's experience with the Essex Police Department. She shared ideas they gathered from the process, including representative leadership; police reforms; and building community commitment to equity, inclusion, and racial justice. She provided an overview of action ideas for Essex, including community policing, and collaborative planning. She described the work of the Collaborative Planning Team, a multi-racial/ethnic group of youth and adults and community members. Ms. McCormack talked about current and emerging, equity, action-planning efforts with the Essex Westford School District (EWS), the municipality of Essex, the Community Justice Center, and the Police Department. She provided an outline of recommendations from Creative Discourse for moving forward with the work, including new priorities, action plans, and collaborations.

Mr. Chawla spoke positively about his experience on the Safety, Policing, and Racial Justice collaborative-planning team, calling it a good start to a longer process. He said greater diversity on staff and boards is a priority and that he appreciates the municipalities and schools working together.

Ms. Maguire also spoke positively about the process with Creative Discourse and the collaborative-planning team. As a school leader she appreciated Creative Discourse's process of involving school boards and leadership to trainings at the onset. She said diversifying the workforce and leadership in Essex is a priority.

Ms. Dunn said these efforts are moving in the right direction and talked about the work ahead, given the centuries of belief systems involved. She said it is essential to involve the Asian community, considering recent racist attacks. She thanked Ms. McCormack for her help.

b. Presentation from Economic Development Commission about ongoing work

Ms. Cooper, the Economic Development Commission (EDC) chair, discussed the EDC's ongoing work, including the 2021 work plan, strengthening business contacts, and coordinating online media. She described alignment of efforts between the Greater Burlington Industrial Corporation (GBIC), the Energy Committee, the Bike Walk Advisory Committee, the Tree Advisory Committee, and the Essex Junction Village Planning Commission. She said the EDC will also reach out to the Housing Commission and the Town of Essex Planning Commission. Ms. Cooper discussed the EDC's effort to build its contact list from 40 businesses last year to 1,500 businesses now. She said the EDC has been looking into a local option tax, building on conversations with the Selectboard and Trustees. She said the EDC will survey businesses, invite board members to share their thoughts, and gather feedback from the community on the possibility of the local option tax. She said the EDC will give the information they gather to the Selectboard and Trustees to determine whether to put a local option tax on a future ballot. She clarified that, at this time, nobody is deciding on the tax and that the public must vote before anything could be incorporated.

Mr. Teich and Mr. Brown said they looked forward to hosting more events like Out & About. Mr. Franco, Ms. Makuku, and Mr. Pierce commended staff, board members and the EDC team for the event's success. Mr. Brown suggested Board members email their thoughts on the local option tax to the EDC. Mr. Watts said he forwarded his comments about the local option tax to the EDC, because his change in jobs means he is no longer restricted by his former employer about commenting on the topic. Ms. Haney commended the EDC for bringing committees together to focus on shared work. She said the 1500 businesses listserv represents a strong business at foundation in Essex and she is looking forward to continued momentum.

Rep. Redmond expressed appreciation of the EDC's work and shared relevant news from the legislature. She described Friday's Senate-approved Covid recovery package, which could benefit Essex businesses.

Ms. Wrenner suggested that the boards consider only holding an advisory vote about whether the community wants to pursue a local option tax again, since it has failed in the past.

Ms. Dunn asked if the EDC would be working on Essex's plans for the marijuana legislation. Mr. Duggan said that staff will work on outreach to help boards make an informed decision.

c. Presentation of changes at Indian Brook Park – Ally Vile

Ms. Vile summarized the memo she provided regarding changes to Indian Brook Park access. She described the honor system previously in place and the costs incurred for park maintenance and upkeep. She described the new Indian Brook access process which requires new passes at the gate. She said the system is similar to what other parks do and described the differences between season and day passes. She explained vehicle passes, for individual vehicles; flex passes, used on multiple vehicles; and pedestrian passes, for bikers or pedestrians; and the option for a dog endorsement. She explained that the new changes will allow Essex Parks and Rec to better quantify park use by people and dogs. Ms. Vile said revising the park access was a collaborative process focused on customer service.

The board members asked questions about the changes. Ms. Thibeault asked for clarification on the transition of people with current passes and whether people could pay for passes at the park. Ms. Vile explained that everyone with a current pass will get a new pass for the season and then could buy new passes for the next season. She said people can buy the passes at the park, or at the Parks and Rec office during business hours. Mr. Watts wondered whether Parks and Rec connected with the Police Department about enforcing the new parking ordinance on Indian Brook Road. Ms. Vile said she would connect about this and said changes to the gatehouse may also help with parking. Mr. Chawla asked Ms. Vile how they justified the 60% increase for a two-year pass. Ms. Vile shared examples of how the previous structure was unrealistic to be able to keep up with management of the 700-acre park. Mr. Chawla talked with Ms. Vile about the lack of current data on park use which could be rectified by this new pass structure. Ms. Haney and Ms. Vile discussed a future goal for the park to become self-sustaining enterprise fund.

Ms. Margaret Smith hoped that the new dog passes could allow only a limited number of dogs per person and described her concerns about safety and waste when big packs of dogs access the park. She also wondered if Parks and Rec will verify residency for pass holders. She talked about the high usage of the park and asked if they would consider re-establishing senior rates.

Ms. Dunn asked for clarification on pass pricing and Mr. Duggan shared the flyer of rates.

Ms. Feilchenfeld, a former resident of Essex and 20-year, non-resident, park pass-holder, expressed concerns with the proposed changes that will affect non-resident passes. She said the cost increase to non-residents may also cause other communities to put up this type of barrier to people who want to use other parks.

Ms. Delphia wondered if it would be possible to purchase a dog endorsement with just the daily rate or if it is only offered with a flex pass. She also wanted to know if the changes would eliminate the current senior discount.

Mr. Signorello asked about the costs associated with the Indian Brook Dam's upkeep.

Ms. Wrenner said her family has expressed concern about dog waste at the park. She said she hopes the park staff will revoke passes when people do not abide by the waste rule for dogs.

In response to questions from the public, Ms. Vile said:

- Parks & Rec can consider dog number limits and the possibility of reinstating senior rates.
- Moving to daily pass purchases for non-residents is going in the right direction for Parks & Rec.
- A dog pass can be purchased with a day pass or a season pass.
- Indian Brook's municipal dam is considered a high priority for the state and makes it eligible for grants. She said it is inspected each year to determine repair requirements.
- Dog waste and behavior is a constant issue and when people have been identified, passes were, and will continue to be, revoked. However, there is not enough staff for constant enforcement of dog behaviors or people's behaviors related to dogs.
- When the fee structure was developed, the subgroup of non-residents who are dedicated to using the park, were not provided more privilege than any other non-residents.

d. Discussion about potential merger and other scenarios for Village of Essex Junction and Town of Essex

Ms. Haney talked about next steps for the petition-led ballot question in the Town. Mr. Brown talked about preparations for the Village Annual Meeting and talked about the petition-led, non-binding resolution which advises the Trustees to take steps toward separation if the revote does not pass. He clarified that Village residents will vote on both ballot questions. Ms. Haney said the Informational Hearing with the Selectboard about the reconsideration vote is scheduled for Thursday, March 25. Mr. Tyler explained what a non-binding resolution is and Mr. Brown said this resolution was presented to the Trustees with signatures from more than 400 residents. There were no public comments at this time.

e. Consider approval of FAQs and postcard mailing about upcoming vote on reconsideration of merger

Ms. Haney invited the Selectboard to consider approval of the FAQs and a postcard mailing about the upcoming vote on reconsideration of merger. Mr. Duggan clarified that the postcard and ballots are being mailed to all active, registered voters. Ms. Hill-Fleury suggested including wording on the postcard for people to look at both sides of the ballot. Mr. Watts said he would prefer to not put out new information generated for the FAQ without going through an entire drafting and revision process. He said he wanted to avoid any confusion that may be generated by including information about separation. Mr. Duggan and Mr. Teich said the information was included because staff are being asked the questions on a daily basis and people are posing the questions on social media. Mr. Murray said he supports including separation information on the FAQ document because people want to know the consequences of voting down the merger. He said it is important to give residents information as the Village considers the non-binding resolution ballot question.

Ms. Evans agreed with Mr. Murray. She said the merger is confusing so adding the information about separation helps people consider what may happen if there is no merger.

Ms. Wrenner said it is inappropriate for the Selectboard to put out information about separation on the web or on a postcard.

Mr. Signorello said he did not see information anywhere on the postcard about tax savings or increases with the merger and said this information is important and should be included.

Ms. Clemens said she feels represented when the Town provides objective information on the issues. She said it is offensive to say that something happening within the Town, even though it may be happening currently only in the Village, should not be communicated.

Mr. Shelden agreed with Ms. Clemens that neutral information about a common question people want to understand should be included: What are half of the Town residents voting on?

Ms. Stultz said she is concerned that if information does not go out to people in the Town, including the Village, people could criticize the board for not being transparent.

Ms. Smith said people are in various places of readiness to vote and are not sure where to go for accurate information because it is hard to weed out perspectives from residents who are entrenched in their opinions. She said information about the Village vote is important to include.

The Selectboard members and staff discussed how to proceed with the FAQ and the postcard. Mr. Duggan clarified that the FAQ would be posted on the GreaterEssex2020 and Town websites, so there could be time for a revision process, but the postcard needed to be addressed during this meeting. He said the FAQ questions and answers were based on questions staff have been hearing for months. Mr. Kerin said if the merger does not pass, even though the question on the Village ballot is a non-binding resolution, it is unlikely that the municipalities will return to status quo. Mr. Chawla said, as a Town resident, it is important for information to be shared because one half of the Town is talking about a serious potential consequence if merger does not pass. Mr. Watts restated that he wanted a drafting process for the FAQ. He wondered if a similar document were on the Village website, so they could make the FAQ comparable. Ms. Haney expressed concern with unintentional consequences that can come up when the Selectboard takes a stance in the majority, with Mr. Watts dissenting. Ms. Hill-Fleury approved of both documents, if the card includes a note saying that people can go to the website to learn more about the tax implications of merger. Mr. Murray said he would not mind splitting the vote to address the two items separately.

PATRICK MURRAY made a motion, seconded by DAWN HILL-FLEURY, to approve sending the postcard to the active voters of the Town of Essex. The motion passed 5-0.

PATRICK MURRAY made a motion, seconded by VINCE FRANCO, that the Selectboard approve the web content to be placed online with the amendments that Ms. Hill-Fleury requested. The motion passed 4-1 by roll call, with Mr. Watts dissenting.

f. Discussion on future Strategic Planning Sessions

Mr. Duggan invited the Trustees and Selectboard members to consider conducting a strategic planning session together to prioritize and set goals for the upcoming fiscal year. He suggested the session include planning for how to avoid having meetings multiple times during the weeks. He posed guiding questions for the discussion. Mr. Teich also brought up issues that the board members may want to address together.

The board members devised a plan to meet together for a strategic planning session. Mr. Brown said it is important for the boards to plan together but, depending on the vote results, the Trustees may need a separate strategic planning meeting as well. Mr. Tyler said the outcome of April vote will determine the strategic planning session's direction, but there will continue to be shared efforts that need to be planned. He said he is in favor of strategic planning with the Selectboard, regardless of the vote, but suggested holding off on hiring a facilitator until the topics are known. Mr. Franco proposed that the strategic planning session focus on what the municipalities need and what can be agreed upon. Ms. Haney thought that having a facilitator at the last strategic planning session contributed to the meeting's success and efficiency. The board

members agreed that they would prefer to hold the session in May on a Saturday. Mr. Watts wondered if there should be a “cooling off period” before the strategic planning session so board members and the community can consider how to heal. He liked the idea of hiring a facilitator for the meeting and encouraged everyone to bring positivity to move forward together. Chawla suggested that the strategic planning session could benefit Ms. Delphia as she starts on the Selectboard.

Mr. Teich suggested May 22 for the Strategic Planning Session but said he would poll the Trustees and Selectboard members. Mr. Tyler suggest the session be in person, socially distanced. Mr. Brown agreed and wondered if it could be held at Indian Brook.

g. *Discussion and potential action on evaluation of public official

Discussion happened in executive session at the end of the meeting.

6. CONSENT ITEMS

- a. Approve minutes: March 11, 2021 – Selectboard only

DAWN HILL-FLEURY made a motion, and VINCE FRANCO seconded, that the Selectboard approve the consent agenda as presented. The motion passed 5-0.

7. READING FILE

- a. Board member comments
There were no board member comments at this time.
- b. Email from Chris Moldovan re: Mitten Money from Senator Sanders fundraiser
- c. Email from Sharon Zukowski re: Submission to Selectboard re: Petition to Reconsider
- d. Upcoming meeting schedule

8. EXECUTIVE SESSION

- a. *An executive session is anticipated for the evaluation of public official

ANDY WATTS made a motion, seconded by DAWN HILL-FLEURY, that the Selectboard enter into executive session to discuss the evaluation of a public official in accordance with 1 V.S.A. Section 313(a)(3), to include the Trustees and HR Director. The motion passed 5-0 at 8:23 PM.

ANDREW BROWN made a motion, seconded by GEORGE TYLER, that the Trustees enter into executive session to discuss the evaluation of a public official in accordance with 1 V.S.A. Section 313(a)(3), to include the Selectboard and HR Director. The motion passed 5-0 at 8:25 PM.

GEORGE TYLER made a motion, seconded by AMBER THIBEAULT, that the Trustees exit executive session. The motion passed 5-0 at 9:13 PM.

DAWN HILL-FLEURY made a motion, seconded by VINCE FRANCO, that the Selectboard exit executive session. The motion passed 5-0 at 9:13 PM.

9. ADJOURN

RAJ CHAWLA made a motion, seconded by DAN KERIN, that the Trustees adjourn the meeting. The motion passed 5-0 at 9:14 PM.

DAWN HILL-FLEURY made a motion, seconded by VINCE FRANCO, that the Selectboard adjourn the meeting. The motion passed 5-0 at 9:14 PM.

**SELECTBOARD & TRUSTEES
(DRAFT)**

March 22, 2021

316 Respectfully Submitted,
317 Cathy Ainsworth
318 Recording Secretary
319

**TOWN OF ESSEX SELECTBOARD
SPECIAL MEETING
March 25, 2021**

SELECTBOARD: Elaine Haney, Chair; Patrick Murray, Vice-Chair; Dawn Hill-Fleury; Vince Franco; Andy Watts.

ADMINISTRATION: Evan Teich, Unified Manager; Greg Duggan, Deputy Manager; Sarah Macy, Finance Director.

OTHERS PRESENT: Judy Adams, Jason Baldasaro, Bob Bates, Bob Burrows, Dennis Bergeron, Andrew Brown, Jean Bull, Stephen Cluett, Annie Cooper, Patty Davis, Tracey Delphia, Jon Demeritt, Jennifer Derivan, Erin Dickinson, Betsy Dunn, Maureen Gillard, Patrick Ivory, Jeffrey Lewis, Max Levy, Brad Luck, Timothy Miller, Robyn Moore, Scott Moore, Adam Newhard, Athena Newhard, Peter Pelaia, Mary Post, Betty Poulin, Roseanne Prestipino, Angel Segarra, Brian Shelden, Ken Signorello, Gabrielle Smith, Mike Sullivan, George Tyler, Heather Woodworth, Irene Wrenner, Bill Hathaway, Jess, Karenlee, Rick & Chris, RM.

1. CALL TO ORDER

Ms. Haney called the meeting of the Town of Essex Selectboard to order at 6:32pm.

2. AGENDA ADDITIONS/CHANGES

Mr. Duggan asked to include a memo to accompany Business Item 5b, a memo from Finance Director Sarah Macy re: Cost of Separation, Specific Examples of Current v. Merger v. Separation.

3. AGENDA APPROVAL

VINCE FRANCO made a motion, and PATRICK MURRAY seconded, to amend and adopt the agenda with the following changes: Add memo to 5b outlining examples of separation costs.

VOTING (by roll call): Vince Franco – aye, Patrick Murray - aye, Dawn Hill-Fleury – nay, Andy Watts – nay, Elaine Haney – aye. The motion passed 3-2.

4. PUBLIC TO BE HEARD

Mr. Franco read the following Invocation of Civility: *“We are gathered together in civil assembly. We gather as a community, in the oldest sense of the word. We gather to come together and try to make decisions; about what is right, about what is wrong. Let us advocate for our positions, but not at the expense of others. Let us remember that there is an immense gap between saying, ‘I am right’ and saying, ‘I believe I am right.’ And that our neighbors with whom we might disagree are good people ‘with hopes and dreams as true and high as ours.’ And let us always remember that, in the end, caring for each other, in this community, is far greater than any difference of opinion we might have. Thank you for being here this evening.”*

Mr. Levy wished Ms. Haney luck with her future endeavors as she ends her term on the Selectboard.

Mr. Bergeron asked for clarification on who would be receiving ballots in the mail. Mr. Duggan replied that all active, registered voters would be receiving ballots. Mr. Bergeron also asked why there is a revote and Mr. Murray replied that 400 people had petitioned for a revote, which is over the 5% threshold.

Mr. Signorello voiced concern for a piece of information being added to the agenda that hadn't been included in the packet, which no one has been able to see (referring to the memo appended to business item 5b).

5. BUSINESS ITEMS

a. Question and Answer session regarding April 13th vote for reconsideration on whether the Town of Essex shall adopt the Plan of Merger of the Town of Essex, Vermont and Village of Essex Junction, Vermont dated January 11, 2021 and the proposed Charter for the merged communities.

Ms. Haney said that the purpose of the session is to hear and answer questions on the forthcoming revote on merger. Mr. Teich commended the Town administration for its efforts to get the new ballot out, noting that 15,000 ballots have gone out to active voters. He said there is a ballot box out in front of the Town Offices. Mr. Teich advised voters to return their ballots by mail with plenty of time to allow for mail delivery.

Ms. Haney opened the forum up to the public.

- Ms. Derivan voiced her concern that this revote is occurring, since the voters voiced their opinion the first time and additionally expressed concern that a revote is occurring within such a short time period.
- Ms. Davis asked about the Town's attorney and his qualifications and also asked where in the statute allows for this type of revote. Ms. Haney replied that the specific statute is 17 V.S.A. § 2661, adding that the attorney has worked for the Town for many years and is a qualified municipal attorney.
- Ms. Dunn noted that the ballots were folded such that the merger question is on the opened-up side. She also noted that there are four subchapters that discuss reconsideration votes in state statute, and that they are 17 V.S.A. § 2640-2642 and 17 V.S.A. § 2661. She said she had asked the Secretary of State to help clarify that.
- Mr. Signorello wants the notification to be corrected from "registered" to "active" voters. Mr. Duggan confirmed that correction has been made.
- Ms. Dickinson asked for clarification between an active voter and a registered voter. Mr. Teich replied that a voter can be registered but never vote and the act of voting is what makes someone an active voter. He advised that people can contact the Clerk's Office to get back on the active roll. Ms. Dickinson asked about the lookback to be considered an active voter still. Ms. Hill-Fleury replied that the Town looks at the last two national election cycles. Ms. Dickinson also asked how people are being notified that this vote is occurring. Mr. Teich replied that according to the statute for a reconsideration of vote, it must occur no less than 30 days and no more than 60 days after the original vote. He

93 added that they are outreaching to voters by mail and are also exploring whether the
94 Selectboard would like to pursue other outreach. He added that information will also be
95 posted on the Town and Village websites, Front Porch Forum, the Essex Reporter,
96 WCAX, and Town Meeting Television.

- 97 • Mr. Bergeron noted that the mail is collected and sent to a processing facility and which
98 facility that is depends on the day that it is mailed. He said mail could go to Burlington or
99 could go to White River Junction, which could take additional days. He suggested that
100 voters make decisions now and mail their ballots back as soon as possible.
- 101 • Mr. Sheldon said he understands some of community's concern about turnaround for this
102 election, said this is a day on which parts of Essex are having elections anyway, and
103 asked what the general outreach is that Essex normally does to let people know there is
104 an election? Ms. Haney replied with what Mr. Teich had outlined above. She said they
105 are not deviating from normal processes other than additionally mailing a postcard. Mr.
106 Teich added that the Town normally puts out banners to let people know that a vote is
107 coming but that they haven't decided if they will put out banners or not for this
108 reconsideration.
- 109 • Ms. Dickinson asked if postcards are being sent to everyone or just to active voters. Mr.
110 Duggan replied that they were mailed to all households of Essex.
- 111 • Ms. Davis said there are a lot of older people who aren't necessarily electronically
112 connected and can't get updates and asked how they are being informed other than
113 verbally and when they should expect to see postcards. Mr. Murray said the postcards are
114 going out later this week.
- 115 • Mr. Signorello asked what effort was spent on reconsideration vote in 2007? Ms. Hill-
116 Fleury replied that the information was in the Essex Reporter and there were banners out,
117 but that the Town didn't start mailing postcards until the last few elections.
- 118 • Ms. Moore asked when the school budget votes were moved to early April instead of in
119 March. Ms. Hill-Fleury replied that the school budget vote has been held in April since at
120 least 1995.
- 121 • Ms. Smith asked what the number of registered voters versus the number of active voters
122 is. Staff will follow up with this information. Ms. Wrenner noted that out of 16,000
123 voters, only 812 were challenged and the rest were active.
- 124 • Mr. Bates asked for clarity around the date of the school vote. He said that he believed
125 the rationale for changing it from March to April was that teacher salary negotiations
126 were not completed in February in time to warn the budget for the March meeting, so
127 pushed it back to April.
- 128 • Ms. Poulin said the Town's ballot has the back side first, which considers the
129 reconsideration vote. She said that the ballot does say to vote both sides, but says it on the
130 back. She asked what has changed between the last merger vote and this merger vote and
131 said she is worried that voters don't have the full story and that half of the community is
132 in the dark. Ms. Haney replied that when the first merger vote was put on the ballot, the
133 majority of the Selectboard and Trustees agreed that they supported the merger and so did
134 not pursue investigating separation because there was general agreement that merger was
135 the better path to take. She said this reconsideration vote has no changes from that merger
136 plan. She said the Village has an advisory question about whether to pursue separation as
137 a Plan B.

- Mr. Moore said there is no page number on the ballots, so no such thing as the front or the back.
- Mr. Teich clarified Trustees' comments. He said that if the citizens of the Village vote in the advisory for separation, he and others will take it very seriously that it is the will of the people.
- Ms. Davis asked about separation and what that would mean for shared resources. Ms. Haney said the question on the Village ballot would like the Trustees to pursue a separation that does not include any municipal agreements other than sharing of police services.
- Ms. Dunn asked if the Selectboard has been able to consider the ramifications of separation. Ms. Haney replied that it's premature because the outcome of the vote has not yet occurred.

b. Consider approval of additional outreach regarding April 13th vote.

Mr. Teich reiterated that the Selectboard is following state law, in that it needs to put out a ballot no fewer than 30 days and no more than 60 days after the original vote, noting that it selected April 13 as the date for a vote to correspond with the school budget vote. He said the Town has been receiving questions about why it doesn't put out information about separation and noted that most elected officials felt that they didn't want to put out information about separation since it was not on the ballot and is not the preferred path to pursue for the Selectboard and Trustees. He said the Village and Town have been sharing personnel, services, buildings, and equipment, and that it is not easy to put together separation cost estimates, especially around budget assumptions, but that Finance Director Macy has put together several examples of the effects of separation.

Ms. Macy noted that estimating separation costs is a difficult exercise and talked about the assumptions that are unable to be made, such as how to cost police services. She provided summary information of the effects of merger. She said that if the Town's tax levy is approximately \$14.2 million in the upcoming budget and the Town loses 42% of its grand list by the Village separating, then that would result in a 31% increase to the tax rate outside the Village. She said that if the Town wants to maintain its current tax rate with a reduced grand list, it needs to find a \$6 million cut in the tax levy. She said that \$3.3 million would be cut by unwinding agreements between the Town and Village and sharing police, but that there would still be a \$2.7 million gap, all else being equal. She said that her analysis also includes concrete examples around fire, capital, and bonding.

Mr. Duggan noted that this discussion is about whether to do additional outreach and wanted the Selectboard to have the chance to review and discuss Ms. Macy's memo to determine if they would like to share this information with the public. Ms. Haney said the board needs time to review the memo and its contents. Ms. Haney asked how this new information would be conveyed. Mr. Teich said it would be posted on the website.

Mr. Murray asked Mr. Watts and Ms. Hill-Fleury why they are opposed to discussing this information. Ms. Hill-Fleury replied that the vote for reconsideration is on the same question as posed in March, and that putting out too much information could confuse voters. Mr. Watts said

**SELECTBOARD
(DRAFT)**

March 25, 2021

that he has concerns with making any analysis too simple and that the current analysis overstates the budget needs of the Town and understates the budget needs of the Village. Mr. Murray said that the entire community needs to be aware as much as possible of the different possibilities. He said that if the Town votes down merger, there is the possibility that the Village will pursue separation.

Ms. Wrenner noted the \$2.7 million in cuts, but suggested that they could be thought of as \$2.7 million in tax increases. She said that with that assumption, and the assumption that a merger would cost the Town outside the Village around \$2 million, then separation would really be costing the Town around \$700,000 net. She asked if the benefits of status quo versus the benefits of merger be explicitly stated somewhere.

Mr. Brown said that status quo is not tolerable and that separation could happen. He said if merger fails, and if the Village voters decide to approve the non-binding resolution regarding separation, and given our representative democracy, that is absolutely the next step for the Village. He said this information needs to be shared with all voters so that they are informed that this could be a ramification.

Mr. Bates said this is not an either/or proposition. He suggested taking the best of what's been suggested and looking at the needs of the community. He said this either/or mode implies a threat, which isn't the approach that should be taken as a community.

Ms. Bull said that separation needs to be discussed because it is a consequence of merger not passing. She said that if merger doesn't pass, the Village will go forward with separating, which would mean a significant tax increase all at once for Town outside the Village residents, which will be unreasonable and not do-able.

Ms. Wrenner said that with the consolidations that have been done in the last 5 to 7 years, there is a lot of tax equity going on. She pointed out that the Village also approves the Town's budget, of which they are a part. She also said that the Town would lose 42% of its tax base, but also wouldn't have to be providing services to that portion of the Town. Mr. Brown said that when they are talking about departments, they only talking about the Town outside the Village and that the Village has their own departments. He said the Town outside the Village would end up losing 42% of the people who pay for those Town outside the Village departments. He said that in a separation scenario, the Village would see a tax reduction.

Ms. Haney asked if the Board wished to provide additional outreach to residents on this ballot item. Mr. Watts said he is not in favor of the content as written, and that the communication needs to be clear in which assumptions are included and what assumptions have been left out. Mr. Franco suggested that an explanation of assumptions and calculations be included in the memo. Mr. Murray said that they should be releasing as much relevant information as possible to the public.

The Selectboard agreed to have staff update memo with comments made this evening, and then send to Board members for review and input before reposting the memo, along with a similar analysis conducted in September 2020.

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6. ADJOURN:

DAWN HILL-FLEURY made a motion, and VINCE FRANCO seconded, to adjourn the meeting. The motion passed 5-0 at 9:05 pm.

Respectfully Submitted,
Amy Coonradt
Recording Secretary

Approved this _____ day of _____, 2021

(see minutes of this day for corrections, if any)

DRAFT

03/19/21

Town of Essex / Village of EJ Accounts Payable

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12:00 pm

Check Warrant Report # 17839 Current Prior Next FY Invoices For Fund (GENERAL FUND)

sfitzGerald

For Check Acct 01 (GENERAL FUND) All check #s 03/19/21 To 03/19/21 & Fund 1

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
14400	03/15/21	ABOVE AND BEYOND January cleaning 81 Main 281	110-41942.010 R&M Bldgs - 81 Main St	830.00	33174	03/19/21
07305	02/18/21	AIRGAS USA LLC Welding Supplies 9110132941	110-43110.610 GENERAL SUPPLIES	388.05	33175	03/19/21
19815	01/31/21	AMAZON CAPITAL SERVICES 4 WEBCAMS 1KV6FWH6FKJM	110-42124.575 INFORMATION TECHNOLOGY	119.96	33177	03/19/21
19815	02/25/21	AMAZON CAPITAL SERVICES CELL PHONE BATTERIES 1PMFNHXJXJM9	110-42170.530 TELEPHONE	89.97	33177	03/19/21
42665	02/11/21	AMAZON/SYNCB Adult DVDs 465984666764	110-45510.640 Adult Collection	61.23	33180	03/19/21
42665	02/26/21	AMAZON/SYNCB Adult DVDs 593875885764	110-45510.640 Adult Collection	113.26	33180	03/19/21
42665	02/26/21	AMAZON/SYNCB Adult DVDs 847756859383	110-45510.640 Adult Collection	33.75	33180	03/19/21
42665	02/11/21	AMAZON/SYNCB Children's Puzzles 967445797496	110-45510.641 Juvenile Collection	62.46	33180	03/19/21
25955	03/04/21	AT&T MOBILITY EPD FIRSTNET CELL PHONES 8729196321	110-42170.530 TELEPHONE	632.78	33182	03/19/21
02420	03/16/21	AUTOZONE CRUISER SUPPLIES 3236892165	110-42152.431 R&M SUPPLIES	18.76	33183	03/19/21
02000	03/01/21	BAKER & TAYLOR, INC Adult Book 5016759405	110-45510.610 GENERAL SUPPLIES	0.70	33186	03/19/21
02000	03/01/21	BAKER & TAYLOR, INC Adult Book 5016759405	110-45510.640 Adult Collection	15.34	33186	03/19/21
02000	03/01/21	BAKER & TAYLOR, INC Adult Books 5016759406	110-45510.610 GENERAL SUPPLIES	0.70	33186	03/19/21
02000	03/01/21	BAKER & TAYLOR, INC Adult Books 5016759406	110-45510.640 Adult Collection	15.34	33186	03/19/21
02000	03/02/21	BAKER & TAYLOR, INC Adult Books 5016790887	110-45510.610 GENERAL SUPPLIES	2.80	33186	03/19/21
02000	03/02/21	BAKER & TAYLOR, INC Adult Books 5016790887	110-45510.640 Adult Collection	58.71	33186	03/19/21
07465	03/09/21	BIBENS ACE HARDWARE INC Trail Supplies 40718	110-45220.610 GENERAL SUPPLIES	60.56	33187	03/19/21
07465	03/10/21	BIBENS ACE HARDWARE INC Painting Supplies 40722	110-45220.610 GENERAL SUPPLIES	55.12	33187	03/19/21
07465	10/03/21	BIBENS ACE HARDWARE INC fasteners 40729	110-43110.433 R&M SUPPLIES - VEHICLES	2.58	33187	03/19/21
07465	03/12/21	BIBENS ACE HARDWARE INC Picnic Table Paint 40744	110-45220.610 GENERAL SUPPLIES	79.94	33187	03/19/21
02035	03/01/21	BURLINGTON FREE PRESS Newspaper 3/1-3/31/21 FP3050180B	110-45510.640 Adult Collection	14.50	33189	03/19/21
03000	03/16/21	CARGILL SALT EASTERN INC winter road salt 2906092205	110-43125.610 GENERAL SUPPLIES	3111.87	33190	03/19/21
11375	03/01/21	CASELLA WASTE MANAGEMENT March Service WWTP 3139221	110-41510.999 Default AP	1025.83	33191	03/19/21
11375	03/01/21	CASELLA WASTE MANAGEMENT Sandhill Trash Removal 3140718	110-45220.570 OTHER PURCHASED SERVICE	210.84	33191	03/19/21
27590	02/19/21	CATAMOUNT COLOR (OFFSET H Annual Report 64661	110-41110.550 PRINTING/BINDING ORDNS	8298.00	33192	03/19/21

03/19/21

Town of Essex / Village of EJ Accounts Payable

Page 2 of 6

12:00 pm

Check Warrant Report # 17839 Current Prior Next FY Invoices For Fund (GENERAL FUND)

sfitzGerald

For Check Acct 01 (GENERAL FUND) All check #s 03/19/21 To 03/19/21 & Fund 1

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
07710	CCR SALES AND SERVICE LLC	03/09/21	EPR Chainsaw Parts 64902	110-45220.431 R&M SUPPLIES	51.98	33193	03/19/21
40205	CDW-G	03/11/21	MS MBG WIN PRO 10 ENG UPG 9239948	110-42124.576 IT CARE AND MAINTENANCE	140.49	33194	03/19/21
23455	CHITTENDEN SOLID WASTE DI	11/30/20	scale slips 767303 and 76 1120MRF14	110-43110.570 OTHER PURCHASED SERVICE	19.20	33196	03/19/21
04640	FASTENAL INDUSTRIAL & CON	03/05/21	CHAIN SAW CHAPS, MOP VTBUR290957	110-42220.610 GENERAL SUPPLIES	15.00	33213	03/19/21
04640	FASTENAL INDUSTRIAL & CON	03/05/21	CHAIN SAW CHAPS, MOP VTBUR290957	110-42220.611 SMALL TOOLS AND EQUIP	102.80	33213	03/19/21
24825	FIRST NATIONAL BANK OMAHA	02/24/21	FEB CREDIT CARD 8151 22421	110-42130.550 PRINTING AND BINDING	54.00	33216	03/19/21
24825	FIRST NATIONAL BANK OMAHA	02/24/21	FEB CREDIT CARD 8151 22421	110-42130.560 DUES/SUBS/MEETINGS	125.25	33216	03/19/21
24825	FIRST NATIONAL BANK OMAHA	02/24/21	FEB CREDIT CARD 8151 22421	110-42130.610 GENERAL SUPPLIES	-40.98	33216	03/19/21
21760	FIRST NATIONAL BANK OMAHA	01/25/21	EPR Credit Card January 0492 0121	110-45220.610 GENERAL SUPPLIES	55.56	33217	03/19/21
21760	FIRST NATIONAL BANK OMAHA	02/24/21	EPR Credit Card February 0492 0221	110-45110.560 DUES/SUBSCRIP/MEETINGS	65.00	33217	03/19/21
21760	FIRST NATIONAL BANK OMAHA	02/24/21	EPR Credit Card February 0492 0221	110-45220.610 GENERAL SUPPLIES	399.88	33217	03/19/21
21760	FIRST NATIONAL BANK OMAHA	02/24/21	EPR Credit Card February 0492 0221	110-45220.610 GENERAL SUPPLIES	159.00	33217	03/19/21
16000	FISHER AUTO PARTS	02/25/21	BATTERY 293321425	110-42152.431 R&M SUPPLIES	163.92	33220	03/19/21
16000	FISHER AUTO PARTS	03/10/21	BATTERY 293322794	110-42152.431 R&M SUPPLIES	145.92	33220	03/19/21
27405	FLYNN PATRICK E	03/15/21	Tax Credit Refunded 1027108000	110-20202.000 TAX PAYMENTS IN ADVANCE	1570.65	33221	03/19/21
14595	FOLEY SERVICES INC	03/16/21	CARPET RUNNERS 1358194	110-41943.013 Contractual Svcs - Police	48.40	33222	03/19/21
07000	GALLS INC	03/09/21	GRAGG UNIFORM EQUIP/ALLOW 017836719	110-42130.612 UNIFORMS	738.99	33224	03/19/21
07000	GALLS INC	03/12/21	UNIFORM EQUIPMENT 017868155	110-42130.612 UNIFORMS	7.19	33224	03/19/21
07000	GALLS INC	03/12/21	UNIFORM EQUIPMENT 017871698	110-42130.612 UNIFORMS	3.63	33224	03/19/21
30685	GOVERNMENT FINANCE OFF. A	02/28/21	Budget Training 2971550	110-41510.560 DUES/SUBSCRIPT/MEETINGS	245.00	33226	03/19/21
30685	GOVERNMENT FINANCE OFF. A	03/18/21	Police Budgeting Part 1 3001082	110-41510.560 DUES/SUBSCRIPT/MEETINGS	35.00	33226	03/19/21
30685	GOVERNMENT FINANCE OFF. A	03/18/21	Police Budgeting Part 2 3001083	110-41510.560 DUES/SUBSCRIPT/MEETINGS	35.00	33226	03/19/21
30685	GOVERNMENT FINANCE OFF. A	03/18/21	Police Budgeting Part 3 3001084	110-41510.560 DUES/SUBSCRIPT/MEETINGS	35.00	33226	03/19/21
07010	GREEN MOUNTAIN POWER CORP	03/03/21	IBR Booth Power February 030321 IBTB	110-45220.570 OTHER PURCHASED SERVICE	20.29	33228	03/19/21
07010	GREEN MOUNTAIN POWER CORP	03/09/21	Power various locations 2 030921D	110-41947.010 Electricity - 81 Main St	633.85	33229	03/19/21

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For Check Acct 01 (GENERAL FUND) All check #s 03/19/21 To 03/19/21 & Fund 1

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
07010	GREEN MOUNTAIN POWER CORP	03/09/21 Power various locations 2 030921D	110-41947.011 Electricity - Essex Free	169.83	33229	03/19/21
07010	GREEN MOUNTAIN POWER CORP	03/09/21 Power various locations 2 030921D	110-41947.012 Electricity - Fire Statio	184.76	33229	03/19/21
07010	GREEN MOUNTAIN POWER CORP	03/09/21 Power various locations 2 030921D	110-41947.015 Electricity - PW Garage	745.39	33229	03/19/21
07010	GREEN MOUNTAIN POWER CORP	03/09/21 Power various locations 2 030921D	110-41947.016 Electricity - Parks Garag	44.18	33229	03/19/21
07010	GREEN MOUNTAIN POWER CORP	03/10/21 EPD ELECTRICITY 032121D EPD	110-41947.013 Electricity - Police Sta.	2438.35	33231	03/19/21
33495	INGRAM LIBRARY SERVICES I	03/03/21 Adult Book 51700268	110-45510.640 Adult Collection	14.26	33235	03/19/21
33495	INGRAM LIBRARY SERVICES I	03/03/21 Adult Book 51700268	110-45510.610 GENERAL SUPPLIES	0.69	33235	03/19/21
33495	INGRAM LIBRARY SERVICES I	03/03/21 Adult Books 51700269	110-45510.640 Adult Collection	41.36	33235	03/19/21
33495	INGRAM LIBRARY SERVICES I	03/03/21 Adult Books 51700269	110-45510.610 GENERAL SUPPLIES	1.38	33235	03/19/21
33495	INGRAM LIBRARY SERVICES I	03/03/21 Adult Book 51700270	110-45510.640 Adult Collection	10.36	33235	03/19/21
33495	INGRAM LIBRARY SERVICES I	03/03/21 Adult Book 51700270	110-45510.610 GENERAL SUPPLIES	1.99	33235	03/19/21
20005	INTEX PROPERTY MAINTENANC	03/15/21 Multi-fold Towels for Mem 183A	110-41946.017 Gen Supplies - Memorial H	33.45	33236	03/19/21
20005	INTEX PROPERTY MAINTENANC	03/15/21 January cleaning Memorial 2254	110-41942.011 R&M Bldgs - Essex Free	715.00	33236	03/19/21
20005	INTEX PROPERTY MAINTENANC	03/15/21 January cleaning Memorial 2254	110-41942.017 R&M Bldgs - Memorial Hall	220.00	33236	03/19/21
28255	JOHN LEO & SONS INC	03/09/21 fuel for generator 117623	110-41944.015 Gas - PW Garage	35.15	33237	03/19/21
03845	LAWSON PRODUCTS INC	03/08/21 stock supplies 9308275520	110-43110.433 R&M SUPPLIES - VEHICLES	31.24	33243	03/19/21
26920	MAYVILLE DARBY	03/11/21 Recording Secretary 6	110-41110.330 SECRETARY	115.50	33246	03/19/21
26475	MCNEIL,LEDDY, & SHEAHAN I	02/10/21 Legal services invoice Ja 021021D	110-41530.320 LEGAL SERVICES	2616.50	33248	03/19/21
27395	MVP HEALTH CARE INC 43118	03/08/21 Health Prem Vill Apr 21 040121V	110-20213.000 HEALTH INSURANCE CO-PAY	545.76	33250	03/19/21
44275	MVP SELECT CARE INC.	03/05/21 Administrative Fee Invoic 202102A	110-41510.570 OTHER PURCHASED SERVICES	40.00	33251	03/19/21
37605	NEW ENGLAND MUNICIPAL RES	02/21/21 Annual CAMA Disaster Reco 47640	110-41950.330 PROFESSIONAL SERVICES	734.27	33254	03/19/21
24960	NORTHEAST DELTA DENTAL	03/16/21 Dental Prem Apr 21 Town 040121D	110-41320.210 GROUP INSURANCE	252.07	33257	03/19/21
24960	NORTHEAST DELTA DENTAL	03/16/21 Dental Prem Apr 21 Town 040121D	110-41510.210 GROUP INSURANCE	277.50	33257	03/19/21
24960	NORTHEAST DELTA DENTAL	03/16/21 Dental Prem Apr 21 Town 040121D	110-41540.210 GROUP INSURANCE	205.99	33257	03/19/21
24960	NORTHEAST DELTA DENTAL	03/16/21 Dental Prem Apr 21 Town 040121D	110-41560.210 GROUP INSURANCE	277.50	33257	03/19/21

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Check Warrant Report # 17839 Current Prior Next FY Invoices For Fund (GENERAL FUND)

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For Check Acct 01 (GENERAL FUND) All check #s 03/19/21 To 03/19/21 & Fund 1

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
24960	NORTHEAST DELTA DENTAL	03/16/21	Dental Prem Apr 21 Town 040121D	110-41940.210 Group Insurance	134.48	33257	03/19/21
24960	NORTHEAST DELTA DENTAL	03/16/21	Dental Prem Apr 21 Town 040121D	110-41950.210 GROUP INSURANCE	71.51	33257	03/19/21
24960	NORTHEAST DELTA DENTAL	03/16/21	Dental Prem Apr 21 Town 040121D	110-41960.210 GROUP INSURANCE	109.05	33257	03/19/21
24960	NORTHEAST DELTA DENTAL	03/16/21	Dental Prem Apr 21 Town 040121D	110-41970.210 GROUP INSURANCE	180.56	33257	03/19/21
24960	NORTHEAST DELTA DENTAL	03/16/21	Dental Prem Apr 21 Town 040121D	110-42110.210 GROUP INSURANCE	205.99	33257	03/19/21
24960	NORTHEAST DELTA DENTAL	03/16/21	Dental Prem Apr 21 Town 040121D	110-42120.210 GROUP INSURANCE	672.40	33257	03/19/21
24960	NORTHEAST DELTA DENTAL	03/16/21	Dental Prem Apr 21 Town 040121D	110-42124.210 GROUP INSURANCE	323.58	33257	03/19/21
24960	NORTHEAST DELTA DENTAL	03/16/21	Dental Prem Apr 21 Town 040121D	110-42130.210 GROUP INSURANCE	1599.23	33257	03/19/21
24960	NORTHEAST DELTA DENTAL	03/16/21	Dental Prem Apr 21 Town 040121D	110-43110.210 GROUP INSURANCE	688.08	33257	03/19/21
24960	NORTHEAST DELTA DENTAL	03/16/21	Dental Prem Apr 21 Town 040121D	110-43151.210 GROUP INSURANCE	37.54	33257	03/19/21
24960	NORTHEAST DELTA DENTAL	03/16/21	Dental Prem Apr 21 Town 040121D	110-45110.210 GROUP INSURANCE	613.00	33257	03/19/21
24960	NORTHEAST DELTA DENTAL	03/16/21	Dental Prem Apr 21 Town 040121D	110-45220.210 GROUP INSURANCE	268.96	33257	03/19/21
24960	NORTHEAST DELTA DENTAL	03/16/21	Dental Prem Apr 21 Town 040121D	110-45300.210 GROUP INSURANCE	134.48	33257	03/19/21
24960	NORTHEAST DELTA DENTAL	03/16/21	Dental Prem Apr 21 Town 040121D	110-45510.210 GROUP INSURANCE	71.51	33257	03/19/21
41525	O'LEARY-BURKE CIVIL ASSOC	03/12/21	Fleury Road edits 21414	110-43110.330 PROFESSIONAL SERVICES	308.75	33259	03/19/21
28030	ROUTE 15 AUTOMOTIVE SERVI	03/09/21	NEW HOOD LATCH 131092	110-42152.430 REPAIR/MAINTENANCE SERV	45.00	33263	03/19/21
28030	ROUTE 15 AUTOMOTIVE SERVI	03/16/21	LOF/REAR SHOCKS 131095	110-42152.430 REPAIR/MAINTENANCE SERV	114.95	33263	03/19/21
42565	SEVEN DAYS	03/10/21	Legal Ad ZBA 209945	110-41970.540 ADVERTISING	54.08	33267	03/19/21
V2124	STAPLES ADVANTAGE	03/06/21	assorted office supplies 3471516655	110-41510.999 Default AP	137.02	33268	03/19/21
19200	T. CLARK ENTERPRISES LLC	03/13/21	hauling winter sand 1816	110-43125.610 GENERAL SUPPLIES	5478.85	33271	03/19/21
11815	THE ROYAL GROUP INC	12/31/20	3 BOXES 1000" CAT5 CABLE 675009	110-42124.575 INFORMATION TECHNOLOGY	399.00	33272	03/19/21
11815	THE ROYAL GROUP INC	12/31/20	100 ACCESS CARDS 675018	110-42124.575 INFORMATION TECHNOLOGY	129.00	33272	03/19/21
11815	THE ROYAL GROUP INC	12/31/20	100 ACCESS CARDS 675018	110-41560.741 HARDWARE/SFTWARE/SERVICE	129.00	33272	03/19/21
39690	U S POSTAL SVC	03/12/21	Postage for election 031221D	110-41946.010 Gen Supplies - 81 Main St	20000.00	33274	03/19/21
11935	VIKING-CIVES USA	03/15/21	plow shoes 4505578	110-43110.433 R&M SUPPLIES - VEHICLES	178.56	33275	03/19/21

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
11935	03/15/21	VIKING-CIVES USA cylinder for plow - truck 4505588	110-43110.433 R&M SUPPLIES - VEHICLES	466.22	33275	03/19/21
27030	03/19/21	VT OFFICE OF CHILD SUPPORT Payroll Transfer PR-03/19/21	110-20211.000 MISC DEDUCTIONS PAYABLE	311.54	33278	03/19/21
24520	02/25/21	VT SYSTEMS INC IBR RecTrac Set Up - Revi 69066	110-45220.570 OTHER PURCHASED SERVICE	100.00	33279	03/19/21
23000	03/09/21	WHITCOMB 3/4" stone 00713636	110-43120.610 GENERAL SUPPLIES	1018.23	33281	03/19/21
23000	03/09/21	WHITCOMB shur pac 00713642	110-43120.610 GENERAL SUPPLIES	836.14	33281	03/19/21
14545	03/19/21	ICMA-RC (PLAN 705508) Payroll Transfer PR-03/19/21	110-20211.000 MISC DEDUCTIONS PAYABLE	420.30	3180104	03/19/21
23055	03/19/21	ICMA - 401 (PLAN 10904 Payroll Transfer PR-03/19/21	110-20208.000 RETIREMENT PAYABLE	780.65	3180105	03/19/21
09005	03/19/21	ICMA - 457 (PLAN 302056) Payroll Transfer PR-03/19/21	110-20211.000 MISC DEDUCTIONS PAYABLE	4045.18	3180106	03/19/21
V1161	03/19/21	ICMA RETIREMENT TRUST-401 Payroll Transfer PR-03/19/21	110-20208.000 RETIREMENT PAYABLE	7400.60	3180274	03/19/21
V1160	03/19/21	ICMA RETIREMENT TRUST-457 Payroll Transfer PR-03/19/21	110-20208.000 RETIREMENT PAYABLE	1150.13	3180275	03/19/21
17425	03/19/21	ICMA ROTH PLAN 706287 Payroll Transfer PR-03/19/21	110-20208.000 RETIREMENT PAYABLE	71.83	3180277	03/19/21
21385	03/19/21	HEALTH EQUITY Payroll Transfer PR-03/19/21	110-20215.000 HSA Payable HE	159.50	21031901	03/19/21
05390	03/19/21	FAMILY SUPPORT REGISTRY Payroll Transfer PR-03/19/21	110-20240.000 JUDGEMENTS PAYABLE	69.23	21031902	03/19/21
24825	02/24/21	FIRST NATIONAL BANK OMAHA FEB CREDIT CARD 8151 22421	122-42160.610 General Supplies	544.00	33216	03/19/21
24960	03/16/21	NORTHEAST DELTA DENTAL Dental Prem Apr 21 Town 040121D	122-42160.210 Group Insurance	134.48	33257	03/19/21
21760	01/25/21	FIRST NATIONAL BANK OMAHA EPR Credit Card January 0492 0121	125-45110.610 GENERAL SUPPLIES	23.14	33217	03/19/21
21760	01/25/21	FIRST NATIONAL BANK OMAHA EPR Credit Card January 0492 0121	125-45110.560 DUES/SUBSCRIPT/MEETINGS	46.99	33217	03/19/21
21760	01/25/21	FIRST NATIONAL BANK OMAHA EPR Credit Card January 0492 0121	125-45115.610 General Supplies	-208.33	33217	03/19/21
21760	01/25/21	FIRST NATIONAL BANK OMAHA EPR Credit Card January 0492 0121	125-45110.560 DUES/SUBSCRIPT/MEETINGS	336.00	33217	03/19/21
21760	02/24/21	FIRST NATIONAL BANK OMAHA EPR Credit Card February 0492 0221	125-45110.560 DUES/SUBSCRIPT/MEETINGS	46.99	33217	03/19/21
21760	02/24/21	FIRST NATIONAL BANK OMAHA EPR Credit Card February 0492 0221	125-45115.610 General Supplies	250.00	33217	03/19/21
21760	02/24/21	FIRST NATIONAL BANK OMAHA EPR Credit Card February 0492 0221	125-45115.610 General Supplies	49.58	33217	03/19/21
21760	02/24/21	FIRST NATIONAL BANK OMAHA EPR Credit Card February 0492 0221	125-45110.560 DUES/SUBSCRIPT/MEETINGS	20.00	33217	03/19/21
21760	02/24/21	FIRST NATIONAL BANK OMAHA EPR Credit Card February 0492 0221	125-45115.610 General Supplies	40.65	33217	03/19/21
25590	03/08/21	FUN EXPRESS LLC Egg Hunt Supplies 70842931901	125-45115.610 General Supplies	1286.63	33223	03/19/21

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Check Warrant Report # 17839 Current Prior Next FY Invoices For Fund (GENERAL FUND)

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For Check Acct 01 (GENERAL FUND) All check #s 03/19/21 To 03/19/21 & Fund 1

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
24960	03/16/21	NORTHEAST DELTA DENTAL Dental Prem Apr 21 Town 040121D	125-45110.210 GROUP INSURANCE	134.48	33257	03/19/21
23495	03/15/21	STUDENT TRANSPORTATION OF Bolton Prog Bus 3/10 70116069	125-45110.580 TRAVEL	711.72	33270	03/19/21
41525	03/12/21	O'LEARY-BURKE CIVIL ASSOC Allen Martin/Route15 21343	130-46803.010 VT15 / Allen Martin Dr	1922.50	33259	03/19/21
39425	02/10/21	SCOTT & PARTNERS INC Facilities analysis on Tr 3160	130-46808.100 Bldgs Facilities Needs	1822.50	33265	03/19/21
05590	03/11/21	STONE ENVIRONMENTAL INC Phosphorus Control Plan, 14094	130-46820.009 CA0530 Phosphorus Control	2100.01	33269	03/19/21
25715	03/15/21	DONALD L. HAMLIN CONSULT capacity analysis study 20401 31521	151-43202.330 PROFESSIONAL SVCES	3011.25	33205	03/19/21
07010	03/09/21	GREEN MOUNTAIN POWER CORP Power various locations 2 030921D	151-43202.620 UTILITIES	2929.14	33229	03/19/21
07010	03/09/21	GREEN MOUNTAIN POWER CORP Power various locations 2 030921D	151-43200.620 UTILITIES	392.69	33229	03/19/21
24960	03/16/21	NORTHEAST DELTA DENTAL Dental Prem Apr 21 Town 040121D	151-43200.210 GROUP INSURANCE	424.09	33257	03/19/21
43275	03/10/21	RYCANDON MECHANICAL, INC. meter installation - 34 R 13632	151-43200.743 WATER METER PURCHASES	1299.58	33264	03/19/21
Report Total				96117.77		

To the Treasurer of Town of Essex, 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 \$ ****96,117.77
Let this be your order for the payments of these amounts.

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Check Warrant Report # 17841 Current Prior Next FY Invoices For Fund (GENERAL FUND)

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For Check Acct 01 (GENERAL FUND) All check #s 03/26/21 To 03/26/21 & Fund 1

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
14400	03/19/21	ABOVE AND BEYOND EPD Monthly Janitorial Se 5896	110-41943.013 Contractual Svcs - Police	1035.00	33282	03/26/21
39050	03/09/21	ADAMSON INDUSTRIES CO 4 SETINA SKID PLATES 146548	110-42152.431 R&M SUPPLIES	997.80	33283	03/26/21
19815	03/19/21	AMAZON CAPITAL SERVICES GENERAL SUPPLIES 1CVTG7LT36WH	110-42130.610 GENERAL SUPPLIES	178.97	33285	03/26/21
02000	03/11/21	BAKER & TAYLOR, INC Adult Books 5016775972	110-45510.610 GENERAL SUPPLIES	2.80	33286	03/26/21
02000	03/11/21	BAKER & TAYLOR, INC Adult Books 5016775972	110-45510.640 Adult Collection	58.18	33286	03/26/21
07465	03/16/21	BIBENS ACE HARDWARE INC Picnic Table/Shed/Trash C 40768	110-45220.610 GENERAL SUPPLIES	131.09	33287	03/26/21
07465	03/17/21	BIBENS ACE HARDWARE INC CHARGE CORD PLUG END 40781	110-42260.430 REPAIR AND MAINT SERV	16.99	33287	03/26/21
07465	03/19/21	BIBENS ACE HARDWARE INC painting supplies 40797	110-41946.015 Gen Supplies - PW Garage	56.92	33287	03/26/21
07465	03/19/21	BIBENS ACE HARDWARE INC Spray paint 40806	110-41946.015 Gen Supplies - PW Garage	19.96	33287	03/26/21
07465	03/19/21	BIBENS ACE HARDWARE INC spray insulation 40807	110-41510.210 GROUP INSURANCE	15.98	33287	03/26/21
07465	03/19/21	BIBENS ACE HARDWARE INC SUPPLIES TO REPAIR DOOR 40809	110-41942.013 R&M Bldgs - Police Sta.	35.78	33287	03/26/21
07465	03/23/21	BIBENS ACE HARDWARE INC EPR Maint Tools 40821	110-45220.610 GENERAL SUPPLIES	11.97	33287	03/26/21
07465	03/23/21	BIBENS ACE HARDWARE INC paint for plows 40825	110-43110.433 R&M SUPPLIES - VEHICLES	17.97	33287	03/26/21
26790	03/25/21	BUSIER WILLIAM B Credit Refunded: 1037012000 2	110-20202.000 TAX PAYMENTS IN ADVANCE	1816.00	33290	03/26/21
21500	03/13/21	CANON FINANCIAL SERVICES Contract Charge 26367687	110-15101.000 EXCHANGE - GENERAL	245.00	33291	03/26/21
11375	03/01/21	CASELLA WASTE MANAGEMENT trash pick up 81 Main St 3140706	110-41943.010 Contr. Svcs - 81 Main St	141.52	33292	03/26/21
27590	03/16/21	CATAMOUNT COLOR (OFFSET H IBR Pass Printing 10809	110-45220.570 OTHER PURCHASED SERVICE	1096.00	33293	03/26/21
27450	03/25/21	CHURCHMAN JOHN C & JENNIF Refund of Tax Credit 2012016003	110-20202.000 TAX PAYMENTS IN ADVANCE	1565.03	33297	03/26/21
04940	03/17/21	COMCAST Cable/internet 81 Main 3/ 0109571 0321	110-41945.010 Telephone - 81 Main St	188.07	33299	03/26/21
04940	02/19/21	COMCAST Internet 2 Lincoln 2/26-3 0136343 0221	110-41940.900 Village Buildings Exp	153.35	33301	03/26/21
04940	03/19/21	COMCAST Internet 2 Lincoln 3/26/2 0136343 0321	110-41940.900 Village Buildings Exp	153.35	33301	03/26/21
07530	03/24/21	CURTIS LUMBER INC trim boards for windows a 2103001562	110-41942.012 R&M Bldgs - Fire Station	268.56	33303	03/26/21
17215	03/19/21	DRAKE PETROLEUM CORPORATI regular gas / diesel fuel IN016543121	110-41944.015 Gas - PW Garage	10468.75	33305	03/26/21
17055	03/25/21	DUNBAR, SARAH M Refund of Tax Credit 1035058201B	110-20202.000 TAX PAYMENTS IN ADVANCE	2192.35	33306	03/26/21
23215	03/24/21	ESSEX EQUIPMENT INC Brushes for sidewalks swe 107806430001	110-43110.433 R&M SUPPLIES - VEHICLES	604.50	33308	03/26/21

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Town of Essex / Village of EJ Accounts Payable

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Check Warrant Report # 17841 Current Prior Next FY Invoices For Fund (GENERAL FUND)

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For Check Acct 01 (GENERAL FUND) All check #s 03/26/21 To 03/26/21 & Fund 1

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
05020	ESSEX JCT VILLAGE OF	03/15/21	EPD WATER/SEWER 202196691	110-41941.013 Water/Sewer - Police Sta	469.34	33309	03/26/21
05020	ESSEX JCT VILLAGE OF	03/15/24	water and sewer bill 81 M 202215951	110-41941.010 Water/Sewer - 81 Main St	219.90	33309	03/26/21
04640	FASTENAL INDUSTRIAL & CON	02/16/21	plow equipment supplies VTBUR290243	110-43110.433 R&M SUPPLIES - VEHICLES	53.73	33312	03/26/21
04640	FASTENAL INDUSTRIAL & CON	03/02/21	plow equipment supplies VTBUR290785	110-43110.433 R&M SUPPLIES - VEHICLES	11.22	33312	03/26/21
23090	FIRKEY JERRY	03/01/21	HEALTH OFFICER MAR 030121D	110-44110.330 PUBLIC HEALTH OFFICER	770.04	33314	03/26/21
19005	FIRSTLIGHT FIBER	03/15/21	Phone svc various locatio 8828702	110-41945.010 Telephone - 81 Main St	1018.64	33317	03/26/21
19005	FIRSTLIGHT FIBER	03/15/21	Phone svc various locatio 8828702	110-41945.013 Telephone - Police Sta.	810.10	33317	03/26/21
19005	FIRSTLIGHT FIBER	03/15/21	Phone svc PWO 2/15-3/14/2 8828703	110-41945.014 Telephone - PW Admin	97.29	33317	03/26/21
19005	FIRSTLIGHT FIBER	03/15/21	Phone svc hgwy complex 2/ 8828704	110-41945.015 Telephone - PW Garage	82.89	33317	03/26/21
19005	FIRSTLIGHT FIBER	03/15/21	Phone svc hgwy complex 2/ 8828704	110-41945.012 Telephone - Fire Station	61.44	33317	03/26/21
19005	FIRSTLIGHT FIBER	03/15/21	Phone svc hgwy complex 2/ 8828704	110-41945.013 Telephone - Police Sta.	63.80	33317	03/26/21
19005	FIRSTLIGHT FIBER	03/15/21	Phone svc hgwy complex 2/ 8828704	110-41945.016 Telephone - Parks Garage	13.29	33317	03/26/21
19005	FIRSTLIGHT FIBER	03/15/21	Phone svd hgwy 2/15-3/14/ 8828762	110-41945.015 Telephone - PW Garage	55.74	33317	03/26/21
19005	FIRSTLIGHT FIBER	03/15/21	Phone svc Pow Mus 2/15-3/ 8829277	110-41945.018 Telephone - Powell	15.36	33317	03/26/21
19005	FIRSTLIGHT FIBER	03/15/21	Phone svc Mem Hall 2/15-3/ 8829300	110-41945.017 Telephone - Mem Hall	48.18	33317	03/26/21
13570	GALE/CENGAGE LEARNING	03/17/21	Adult Large Print Books 73988537	110-45510.640 Adult Collection	77.97	33319	03/26/21
13570	GALE/CENGAGE LEARNING	03/23/21	Large Print Books 74022718	110-45510.640 Adult Collection	60.78	33319	03/26/21
07000	GALLS INC	03/15/21	UNIFORM SHIRT 017884709	110-42130.612 UNIFORMS	55.95	33320	03/26/21
07000	GALLS INC	03/17/21	HALL EQUIP ALLOWANCE 017907667	110-42130.612 UNIFORMS	93.50	33320	03/26/21
04035	GOT THAT RENTAL & SALES I	03/19/21	ear plugs 83231	110-43110.612 UNIFORMS	18.79	33321	03/26/21
04035	GOT THAT RENTAL & SALES I	03/19/21	EPR Rakes 83244	110-45220.610 GENERAL SUPPLIES	38.97	33321	03/26/21
07010	GREEN MOUNTAIN POWER CORP	03/09/21	Parks Garage Power Februa 030921 SHRR	110-41947.016 Electricity - Parks Garag	341.73	33325	03/26/21
07010	GREEN MOUNTAIN POWER CORP	03/16/21	street lights Essex Highl 19854301 032	110-43115.622 Electricity - St/Traffic	111.86	33326	03/26/21
07010	GREEN MOUNTAIN POWER CORP	03/16/21	street lights Saxon Hill 33084304 03/	110-43115.622 Electricity - St/Traffic	39.03	33326	03/26/21
07010	GREEN MOUNTAIN POWER CORP	03/16/21	street lights Saxon Hill 75974308 032	110-43115.622 Electricity - St/Traffic	31.49	33326	03/26/21

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Check Warrant Report # 17841 Current Prior Next FY Invoices For Fund (GENERAL FUND)

sfitzGerald

For Check Acct 01 (GENERAL FUND) All check #s 03/26/21 To 03/26/21 & Fund 1

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
07010	GREEN MOUNTAIN POWER CORP	03/16/21 street lights	110-43115.622	25.21	33326	03/26/21
		85974307 032	Electricity - St/Traffic			
23595	HAMMOND ELECTRIC INC	03/17/21 new back plates for therm	110-41942.010	225.00	33328	03/26/21
		9645JH	R&M Bldgs - 81 Main St			
28070	HP FAIRFIELD LLC	03/01/21 plow blades for sidewalk	110-43110.433	231.45	33330	03/26/21
		7417020	R&M SUPPLIES - VEHICLES			
33495	INGRAM LIBRARY SERVICES I	03/11/21 Juvenile Book	110-45510.641	9.52	33332	03/26/21
		51848414	Juvenile Collection			
33495	INGRAM LIBRARY SERVICES I	03/11/21 Juvenile Book	110-45510.610	0.69	33332	03/26/21
		51848414	GENERAL SUPPLIES			
33495	INGRAM LIBRARY SERVICES I	03/11/21 Adult Book	110-45510.640	14.81	33332	03/26/21
		51848415	Adult Collection			
33495	INGRAM LIBRARY SERVICES I	03/11/21 Adult Book	110-45510.610	0.69	33332	03/26/21
		51848415	GENERAL SUPPLIES			
33495	INGRAM LIBRARY SERVICES I	03/11/21 Adult Books	110-45510.640	30.68	33332	03/26/21
		51848416	Adult Collection			
33495	INGRAM LIBRARY SERVICES I	03/11/21 Adult Books	110-45510.610	1.38	33332	03/26/21
		51848416	GENERAL SUPPLIES			
33495	INGRAM LIBRARY SERVICES I	03/11/21 Adult Books	110-45510.640	96.06	33332	03/26/21
		51848417	Adult Collection			
33495	INGRAM LIBRARY SERVICES I	03/11/21 Adult Books	110-45510.610	4.14	33332	03/26/21
		51848417	GENERAL SUPPLIES			
33495	INGRAM LIBRARY SERVICES I	03/11/21 Adult Books	110-45510.640	39.37	33332	03/26/21
		51848418	Adult Collection			
33495	INGRAM LIBRARY SERVICES I	03/11/21 Adult Books	110-45510.610	3.37	33332	03/26/21
		51848418	GENERAL SUPPLIES			
14025	LINCOLN NATIONAL LIFE INS	03/11/21 Life Prem Apr 21 Town	110-41320.210	262.66	33335	03/26/21
		040121D	GROUP INSURANCE			
14025	LINCOLN NATIONAL LIFE INS	03/11/21 Life Prem Apr 21 Town	110-41510.210	192.54	33335	03/26/21
		040121D	GROUP INSURANCE			
14025	LINCOLN NATIONAL LIFE INS	03/11/21 Life Prem Apr 21 Town	110-41540.210	91.89	33335	03/26/21
		040121D	GROUP INSURANCE			
14025	LINCOLN NATIONAL LIFE INS	03/11/21 Life Prem Apr 21 Town	110-41560.210	178.41	33335	03/26/21
		040121D	GROUP INSURANCE			
14025	LINCOLN NATIONAL LIFE INS	03/11/21 Life Prem Apr 21 Town	110-41940.210	63.48	33335	03/26/21
		040121D	Group Insurance			
14025	LINCOLN NATIONAL LIFE INS	03/11/21 Life Prem Apr 21 Town	110-41950.210	66.09	33335	03/26/21
		040121D	GROUP INSURANCE			
14025	LINCOLN NATIONAL LIFE INS	03/11/21 Life Prem Apr 21 Town	110-41970.210	192.57	33335	03/26/21
		040121D	GROUP INSURANCE			
14025	LINCOLN NATIONAL LIFE INS	03/11/21 Life Prem Apr 21 Town	110-45110.210	216.87	33335	03/26/21
		040121D	GROUP INSURANCE			
14025	LINCOLN NATIONAL LIFE INS	03/11/21 Life Prem Apr 21 Town	110-45220.210	113.18	33335	03/26/21
		040121D	GROUP INSURANCE			
14025	LINCOLN NATIONAL LIFE INS	03/11/21 Life Prem Apr 21 Town	110-41960.210	59.54	33335	03/26/21
		040121D	GROUP INSURANCE			
14025	LINCOLN NATIONAL LIFE INS	03/11/21 Life Prem Apr 21 Town	110-43110.210	648.69	33335	03/26/21
		040121D	GROUP INSURANCE			
14025	LINCOLN NATIONAL LIFE INS	03/11/21 Life Prem Apr 21 Town	110-45510.210	199.41	33335	03/26/21
		040121D	GROUP INSURANCE			

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
14025	LINCOLN NATIONAL LIFE INS	03/11/21	Life Prem Apr 21 Town 040121D	110-42110.210 GROUP INSURANCE	121.10	33335	03/26/21
14025	LINCOLN NATIONAL LIFE INS	03/11/21	Life Prem Apr 21 Town 040121D	110-42120.210 GROUP INSURANCE	226.01	33335	03/26/21
14025	LINCOLN NATIONAL LIFE INS	03/11/21	Life Prem Apr 21 Town 040121D	110-42124.210 GROUP INSURANCE	270.57	33335	03/26/21
14025	LINCOLN NATIONAL LIFE INS	03/11/21	Life Prem Apr 21 Town 040121D	110-42130.210 GROUP INSURANCE	1199.28	33335	03/26/21
14025	LINCOLN NATIONAL LIFE INS	03/11/21	Life Prem Apr 21 Town 040121D	110-43151.210 GROUP INSURANCE	73.86	33335	03/26/21
14025	LINCOLN NATIONAL LIFE INS	02/26/21	Payroll Transfer PR-02/26/21	110-20211.000 MISC DEDUCTIONS PAYABLE	21.01	33335	03/26/21
14025	LINCOLN NATIONAL LIFE INS	03/05/21	Payroll Transfer PR-03/05/21	110-20211.000 MISC DEDUCTIONS PAYABLE	21.01	33335	03/26/21
14025	LINCOLN NATIONAL LIFE INS	03/12/21	Payroll Transfer PR-03/12/21	110-20211.000 MISC DEDUCTIONS PAYABLE	21.01	33335	03/26/21
14025	LINCOLN NATIONAL LIFE INS	03/19/21	Payroll Transfer PR-03/19/21	110-20211.000 MISC DEDUCTIONS PAYABLE	21.01	33335	03/26/21
17860	MAYER & MAYER	03/05/21	Payroll Transfer PR-03/05/21	110-20211.000 MISC DEDUCTIONS PAYABLE	25.00	33336	03/26/21
17860	MAYER & MAYER	03/12/21	Payroll Transfer PR-03/12/21	110-20211.000 MISC DEDUCTIONS PAYABLE	25.00	33336	03/26/21
17860	MAYER & MAYER	03/19/21	Payroll Transfer PR-03/19/21	110-20211.000 MISC DEDUCTIONS PAYABLE	25.00	33336	03/26/21
17860	MAYER & MAYER	03/26/21	Payroll Transfer PR-03/26/21	110-20211.000 MISC DEDUCTIONS PAYABLE	25.00	33336	03/26/21
17080	MCKESSON MEDICAL SURGICAL	03/15/21	GLASSES MINI INTRDR CLEAR 18080610	110-42130.611 SMALL TOOLS & EQUIPMENT	16.22	33337	03/26/21
26475	MCNEIL,LEDDY, & SHEAHAN I	03/11/21	legal inv for various tow 031121D	110-41530.320 LEGAL SERVICES	2666.50	33338	03/26/21
23080	MVP HEALTH CARE INC	02/19/21	Payroll Transfer PR-02/19/21	110-20213.000 HEALTH INSURANCE CO-PAY	2860.28	33340	03/26/21
23080	MVP HEALTH CARE INC	02/26/21	Payroll Transfer PR-02/26/21	110-20213.000 HEALTH INSURANCE CO-PAY	2717.53	33340	03/26/21
23080	MVP HEALTH CARE INC	03/05/21	Payroll Transfer PR-03/05/21	110-20213.000 HEALTH INSURANCE CO-PAY	2717.53	33340	03/26/21
23080	MVP HEALTH CARE INC	03/12/21	Payroll Transfer PR-03/12/21	110-20213.000 HEALTH INSURANCE CO-PAY	82438.33	33340	03/26/21
23080	MVP HEALTH CARE INC	03/12/21	Payroll Transfer PR-03/12/21	110-41320.210 GROUP INSURANCE	-66.54	33340	03/26/21
23080	MVP HEALTH CARE INC	03/12/21	Payroll Transfer PR-03/12/21	110-41540.210 GROUP INSURANCE	7.56	33340	03/26/21
23080	MVP HEALTH CARE INC	03/12/21	Payroll Transfer PR-03/12/21	110-41560.210 GROUP INSURANCE	0.10	33340	03/26/21
23080	MVP HEALTH CARE INC	03/12/21	Payroll Transfer PR-03/12/21	110-43110.210 GROUP INSURANCE	0.01	33340	03/26/21
23080	MVP HEALTH CARE INC	03/12/21	Payroll Transfer PR-03/12/21	110-45510.210 GROUP INSURANCE	100.16	33340	03/26/21
23080	MVP HEALTH CARE INC	03/12/21	Payroll Transfer PR-03/12/21	110-42120.210 GROUP INSURANCE	-37.74	33340	03/26/21

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
23080	MVP HEALTH CARE INC	03/12/21 Payroll Transfer	110-42124.210	-86.25	33340	03/26/21
		PR-03/12/21	GROUP INSURANCE			
23080	MVP HEALTH CARE INC	03/12/21 Payroll Transfer	110-42130.210	0.01	33340	03/26/21
		PR-03/12/21	GROUP INSURANCE			
23080	MVP HEALTH CARE INC	03/12/21 Payroll Transfer	110-15109.000	-1365.24	33340	03/26/21
		PR-03/12/21	EXCHANGE - COBRA			
06675	NATIONAL BUSINESS TECHNOL	03/19/21 Copier usages 2/18-3/17/2	110-42220.442	7.67	33341	03/26/21
		IN414012	Rental of Equipment			
06675	NATIONAL BUSINESS TECHNOL	03/19/21 Copier usages 2/18-3/17/2	110-42130.442	10.44	33341	03/26/21
		IN414012	RENTAL OF EQUIPMENT			
06675	NATIONAL BUSINESS TECHNOL	03/19/21 Copier usages 2/18-3/17/2	110-42130.442	12.30	33341	03/26/21
		IN414012	RENTAL OF EQUIPMENT			
06675	NATIONAL BUSINESS TECHNOL	03/19/21 Copier usages 2/18-3/17/2	110-45510.442	20.43	33341	03/26/21
		IN414012	Rental of Equipment			
06675	NATIONAL BUSINESS TECHNOL	03/19/21 Copier usages 2/18-3/17/2	110-41960.442	43.44	33341	03/26/21
		IN414012	Rental of Equipment			
06675	NATIONAL BUSINESS TECHNOL	03/19/21 Copier usages 2/18-3/17/2	110-41510.442	9.39	33341	03/26/21
		IN414012	Rental of Equipment			
06675	NATIONAL BUSINESS TECHNOL	03/19/21 Copier usages 2/18-3/17/2	110-42130.442	41.92	33341	03/26/21
		IN414012	RENTAL OF EQUIPMENT			
06675	NATIONAL BUSINESS TECHNOL	03/19/21 Copier usages 2/18-3/17/2	110-41540.442	71.73	33341	03/26/21
		IN414012	Rental of Equipment			
06675	NATIONAL BUSINESS TECHNOL	03/19/21 Copier usages 2/18-3/17/2	110-41960.442	9.13	33341	03/26/21
		IN414012	Rental of Equipment			
06675	NATIONAL BUSINESS TECHNOL	03/19/21 Copier usages 2/18-3/17/2	110-43110.442	9.13	33341	03/26/21
		IN414012	RENTAL OF EQUIPMENT			
06675	NATIONAL BUSINESS TECHNOL	03/19/21 Copier usages 2/18-3/17/2	110-41320.442	26.45	33341	03/26/21
		IN414012	Rental of Equipment			
29535	NEW YORK LIFE INS. CO.	03/05/21 Payroll Transfer	110-20211.000	15.00	33343	03/26/21
		PR-03/05/21	MISC DEDUCTIONS PAYABLE			
29535	NEW YORK LIFE INS. CO.	03/12/21 Payroll Transfer	110-20211.000	15.00	33343	03/26/21
		PR-03/12/21	MISC DEDUCTIONS PAYABLE			
29535	NEW YORK LIFE INS. CO.	03/19/21 Payroll Transfer	110-20211.000	15.00	33343	03/26/21
		PR-03/19/21	MISC DEDUCTIONS PAYABLE			
29535	NEW YORK LIFE INS. CO.	03/26/21 Payroll Transfer	110-20211.000	15.00	33343	03/26/21
		PR-03/26/21	MISC DEDUCTIONS PAYABLE			
V2393	NORTHEAST MAILING SYSTEMS	03/16/21 Ink cartridges for postag	110-41943.010	322.42	33344	03/26/21
		363226	Contr. Svcs - 81 Main St			
23465	PITNEY BOWES, INC.	02/23/21 Mailing machine 81 Main 1	110-41943.010	381.78	33348	03/26/21
		3313032163	Contr. Svcs - 81 Main St			
18085	POULIN SUSAN J	03/25/21 Refund of Tax Credit 2020	110-20202.000	1552.00	33350	03/26/21
		2055008076A	TAX PAYMENTS IN ADVANCE			
28030	ROUTE 15 AUTOMOTIVE SERVI	03/17/21 LOF	110-42152.430	34.95	33353	03/26/21
		131096	REPAIR/MAINTENANCE SERV			
28030	ROUTE 15 AUTOMOTIVE SERVI	03/19/21 LOF	110-42152.430	34.95	33353	03/26/21
		131098	REPAIR/MAINTENANCE SERV			
03180	SAFETY SYSTEMS OF VT LLC	02/12/21 repair and add sensors to	110-41942.012	1084.92	33354	03/26/21
		20505	R&M Bldgs - Fire Station			
03180	SAFETY SYSTEMS OF VT LLC	03/03/21 annual inspection/sticker	110-41943.015	542.23	33354	03/26/21
		20533	Contractual Svs - PW Gara			

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Check Warrant Report # 17841 Current Prior Next FY Invoices For Fund (GENERAL FUND)

sfitzGerald

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Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
03180	SAFETY SYSTEMS OF VT LLC	03/03/21	annual inspection for Fir 20534	110-41943.012 Contr. Svcs - Town Fire	486.83	33354	03/26/21
03180	SAFETY SYSTEMS OF VT LLC	03/02/21	repair of ground fault - 20540	110-41942.012 R&M Bldgs - Fire Station	130.00	33354	03/26/21
03180	SAFETY SYSTEMS OF VT LLC	03/03/21	repair of bad pull statio 20547	110-41942.012 R&M Bldgs - Fire Station	285.98	33354	03/26/21
03180	SAFETY SYSTEMS OF VT LLC	03/11/21	annual inspection/sticker 20562	110-41943.017 Contr. Svcs - Memorial Ha	606.92	33354	03/26/21
42565	SEVEN DAYS	03/17/21	public notice ads 210077	110-41970.540 ADVERTISING	344.76	33356	03/26/21
42565	SEVEN DAYS	03/17/21	Legal Ad-PC 3/17 210077A	110-41970.540 ADVERTISING	84.24	33356	03/26/21
27430	STONE ROBERT	03/19/21	Refund of Tax Credit 2045074000	110-20202.000 TAX PAYMENTS IN ADVANCE	1565.51	33357	03/26/21
19200	T. CLARK ENTERPRISES LLC	03/19/21	hauling winter sand 1817	110-43125.610 GENERAL SUPPLIES	6505.10	33359	03/26/21
11815	THE ROYAL GROUP INC	03/04/21	relocated key pad at Town 1368	110-41942.012 R&M Bldgs - Fire Station	615.00	33360	03/26/21
25425	TRACTOR SUPPLY CREDIT PLA	03/23/21	paint for plows 540556	110-43110.433 R&M SUPPLIES - VEHICLES	108.85	33361	03/26/21
12890	U S BANK	03/15/21	Bond Interest Payments 050121D	110-47214.000 POLICE FACILITY	92359.95	33362	03/26/21
11935	VIKING-CIVES USA	03/05/21	plow blades 4504875	110-43110.433 R&M SUPPLIES - VEHICLES	1203.32	33364	03/26/21
11935	VIKING-CIVES USA	03/12/21	install strobe on Sweeper 4505488	110-43110.432 R&M SVCS - VEHICLES	528.57	33364	03/26/21
25375	VISION SERVICE PLAN (CT) -	03/19/21	Vision Prem Apr 21 Town 040121D	110-41320.210 GROUP INSURANCE	46.01	33367	03/26/21
25375	VISION SERVICE PLAN (CT) -	03/19/21	Vision Prem Apr 21 Town 040121D	110-41510.210 GROUP INSURANCE	49.44	33367	03/26/21
25375	VISION SERVICE PLAN (CT) -	03/19/21	Vision Prem Apr 21 Town 040121D	110-41540.210 GROUP INSURANCE	46.92	33367	03/26/21
25375	VISION SERVICE PLAN (CT) -	03/19/21	Vision Prem Apr 21 Town 040121D	110-41560.210 GROUP INSURANCE	49.62	33367	03/26/21
25375	VISION SERVICE PLAN (CT) -	03/19/21	Vision Prem Apr 21 Town 040121D	110-41940.210 Group Insurance	23.46	33367	03/26/21
25375	VISION SERVICE PLAN (CT) -	03/19/21	Vision Prem Apr 21 Town 040121D	110-41950.210 GROUP INSURANCE	13.08	33367	03/26/21
25375	VISION SERVICE PLAN (CT) -	03/19/21	Vision Prem Apr 21 Town 040121D	110-41960.210 GROUP INSURANCE	15.20	33367	03/26/21
25375	VISION SERVICE PLAN (CT) -	03/19/21	Vision Prem Apr 21 Town 040121D	110-41970.210 GROUP INSURANCE	35.18	33367	03/26/21
25375	VISION SERVICE PLAN (CT) -	03/19/21	Vision Prem Apr 21 Town 040121D	110-42110.210 GROUP INSURANCE	60.00	33367	03/26/21
25375	VISION SERVICE PLAN (CT) -	03/19/21	Vision Prem Apr 21 Town 040121D	110-43110.210 GROUP INSURANCE	133.37	33367	03/26/21
25375	VISION SERVICE PLAN (CT) -	03/19/21	Vision Prem Apr 21 Town 040121D	110-45110.210 GROUP INSURANCE	70.38	33367	03/26/21
25375	VISION SERVICE PLAN (CT) -	03/19/21	Vision Prem Apr 21 Town 040121D	110-45220.210 GROUP INSURANCE	46.92	33367	03/26/21

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Check Warrant Report # 17841 Current Prior Next FY Invoices For Fund (GENERAL FUND)

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For Check Acct 01 (GENERAL FUND) All check #s 03/26/21 To 03/26/21 & Fund 1

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
25375	VISION SERVICE PLAN (CT) -	03/19/21	Vision Prem Apr 21 Town 040121D	110-45300.210 GROUP INSURANCE	23.46	33367	03/26/21
25375	VISION SERVICE PLAN (CT) -	03/19/21	Vision Prem Apr 21 Town 040121D	110-45510.210 GROUP INSURANCE	54.58	33367	03/26/21
25375	VISION SERVICE PLAN (CT) -	03/19/21	Vision Prem Apr 21 Town 040121D	110-43151.210 GROUP INSURANCE	17.25	33367	03/26/21
V2380	VLCT PACIF	02/02/21	Ins Adds INT190020221	110-41510.520 INSURANCE	580.00	33369	03/26/21
29825	VT GAS SYSTEMS	03/22/21	EPD NATURAL GAS 2202281 0321	110-41948.013 Natural Gas - Police Sta.	602.71	33370	03/26/21
27030	VT OFFICE OF CHILD SUPPOR	03/26/21	Payroll Transfer PR-03/26/21	110-20211.000 MISC DEDUCTIONS PAYABLE	311.54	33371	03/26/21
09005	ICMA - 457 (PLAN 302056)	03/26/21	Payroll Transfer PR-03/26/21	110-20211.000 MISC DEDUCTIONS PAYABLE	3978.05	3240108	03/26/21
14545	ICMA-RC (PLAN 705508)	03/26/21	Payroll Transfer PR-03/26/21	110-20211.000 MISC DEDUCTIONS PAYABLE	420.26	3240109	03/26/21
23055	ICMA - 401 (PLAN 10904	03/26/21	Payroll Transfer PR-03/26/21	110-20208.000 RETIREMENT PAYABLE	780.65	3240110	03/26/21
23040	AFSCME COUNCIL 93	03/05/21	Payroll Transfer PR-03/05/21	110-20211.000 MISC DEDUCTIONS PAYABLE	254.00	3240111	03/26/21
23040	AFSCME COUNCIL 93	03/12/21	Payroll Transfer PR-03/12/21	110-20211.000 MISC DEDUCTIONS PAYABLE	254.00	3240111	03/26/21
23040	AFSCME COUNCIL 93	03/19/21	Payroll Transfer PR-03/19/21	110-20211.000 MISC DEDUCTIONS PAYABLE	254.00	3240111	03/26/21
23040	AFSCME COUNCIL 93	03/26/21	Payroll Transfer PR-03/26/21	110-20211.000 MISC DEDUCTIONS PAYABLE	254.00	3240111	03/26/21
23025	ESSEX POLICE EMPLOYEES AS	03/05/21	Payroll Transfer PR-03/05/21	110-20211.000 MISC DEDUCTIONS PAYABLE	324.00	3240112	03/26/21
23025	ESSEX POLICE EMPLOYEES AS	03/12/21	Payroll Transfer PR-03/12/21	110-20211.000 MISC DEDUCTIONS PAYABLE	324.00	3240112	03/26/21
23025	ESSEX POLICE EMPLOYEES AS	03/19/21	Payroll Transfer PR-03/19/21	110-20211.000 MISC DEDUCTIONS PAYABLE	324.00	3240112	03/26/21
23025	ESSEX POLICE EMPLOYEES AS	03/26/21	Payroll Transfer PR-03/26/21	110-20211.000 MISC DEDUCTIONS PAYABLE	312.00	3240112	03/26/21
23030	UNITED WAY OF CHITTENDEN	03/05/21	Payroll Transfer PR-03/05/21	110-20211.000 MISC DEDUCTIONS PAYABLE	29.25	3240113	03/26/21
23030	UNITED WAY OF CHITTENDEN	03/12/21	Payroll Transfer PR-03/12/21	110-20211.000 MISC DEDUCTIONS PAYABLE	29.25	3240113	03/26/21
23030	UNITED WAY OF CHITTENDEN	03/19/21	Payroll Transfer PR-03/19/21	110-20211.000 MISC DEDUCTIONS PAYABLE	29.25	3240113	03/26/21
23030	UNITED WAY OF CHITTENDEN	03/26/21	Payroll Transfer PR-03/26/21	110-20211.000 MISC DEDUCTIONS PAYABLE	29.25	3240113	03/26/21
17135	THE EDGE (TOWN)	03/26/21	Payroll Transfer PR-03/26/21	110-20211.000 MISC DEDUCTIONS PAYABLE	158.00	3240116	03/26/21
05375	ESSEX JUNCTION EMPLOYEES	03/05/21	Payroll Transfer PR-03/05/21	110-20211.000 MISC DEDUCTIONS PAYABLE	34.00	3250384	03/26/21
05375	ESSEX JUNCTION EMPLOYEES	03/12/21	Payroll Transfer PR-03/12/21	110-20211.000 MISC DEDUCTIONS PAYABLE	34.00	3250384	03/26/21
05375	ESSEX JUNCTION EMPLOYEES	03/19/21	Payroll Transfer PR-03/19/21	110-20211.000 MISC DEDUCTIONS PAYABLE	32.00	3250384	03/26/21

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
05375	03/26/21	ESSEX JUNCTION EMPLOYEES Payroll Transfer PR-03/26/21	110-20211.000 MISC DEDUCTIONS PAYABLE	32.00	3250384	03/26/21
17425	03/26/21	ICMA ROTH PLAN 706287 Payroll Transfer PR-03/26/21	110-20208.000 RETIREMENT PAYABLE	71.83	3250385	03/26/21
V1161	03/26/21	ICMA RETIREMENT TRUST-401 Payroll Transfer PR-03/26/21	110-20208.000 RETIREMENT PAYABLE	7400.60	3250386	03/26/21
V1160	03/26/21	ICMA RETIREMENT TRUST-457 Payroll Transfer PR-03/26/21	110-20208.000 RETIREMENT PAYABLE	1135.96	3250387	03/26/21
V2337	03/05/21	UNITED WAY OF CHITTENDEN Payroll Transfer PR-03/05/21	110-20211.000 MISC DEDUCTIONS PAYABLE	16.00	3250388	03/26/21
V2337	03/12/21	UNITED WAY OF CHITTENDEN Payroll Transfer PR-03/12/21	110-20211.000 MISC DEDUCTIONS PAYABLE	16.00	3250388	03/26/21
V2337	03/19/21	UNITED WAY OF CHITTENDEN Payroll Transfer PR-03/19/21	110-20211.000 MISC DEDUCTIONS PAYABLE	16.00	3250388	03/26/21
V2337	03/26/21	UNITED WAY OF CHITTENDEN Payroll Transfer PR-03/26/21	110-20211.000 MISC DEDUCTIONS PAYABLE	16.00	3250388	03/26/21
17140	03/26/21	THE EDGE (VILLAGE) Payroll Transfer PR-03/26/21	110-20211.000 MISC DEDUCTIONS PAYABLE	66.50	3250391	03/26/21
05390	03/26/21	FAMILY SUPPORT REGISTRY Payroll Transfer PR-03/26/21	110-20240.000 JUDGEMENTS PAYABLE	69.23	21032601	03/26/21
21385	03/26/21	HEALTH EQUITY Payroll Transfer PR-03/26/21	110-20215.000 HSA Payable HE	159.50	21032602	03/26/21
04940	03/14/21	COMCAST CJC CABLE/INTERNET 0128886 0321	122-42160.410 Utilities	128.40	33300	03/26/21
19005	03/15/21	FIRSTLIGHT FIBER Phone svc various locatio 8828702	122-42160.410 Utilities	1.11	33317	03/26/21
07010	03/18/21	GREEN MOUNTAIN POWER CORP CJC ELECTRICITY 955441010321	122-42160.410 Utilities	101.76	33327	03/26/21
14025	03/11/21	LINCOLN NATIONAL LIFE INS Life Prem Apr 21 Town 040121D	122-42160.210 Group Insurance	50.29	33335	03/26/21
06675	03/19/21	NATIONAL BUSINESS TECHNOL Copier usages 2/18-3/17/2 IN414012	122-42160.442 Rental of Equipment	1.62	33341	03/26/21
27440	03/04/21	PRODUCTIVITY VERMONT CJC TRAINING 20212279	122-42160.500 Training, Conferences, Du	850.00	33351	03/26/21
25375	03/19/21	VISION SERVICE PLAN (CT)- Vision Prem Apr 21 Town 040121D	122-42160.210 Group Insurance	23.46	33367	03/26/21
38700	03/16/21	BOLTON VALLEY RESORT INC Bolton Prog Final Pymt 031621D	125-45110.570 OTHER PURCHASED SERVICES	1750.00	33288	03/26/21
14025	03/11/21	LINCOLN NATIONAL LIFE INS Life Prem Apr 21 Town 040121D	125-45110.210 GROUP INSURANCE	45.60	33335	03/26/21
06675	03/19/21	NATIONAL BUSINESS TECHNOL Copier usages 2/18-3/17/2 IN414012	125-45110.442 Rental of Equipment	15.95	33341	03/26/21
16020	03/16/21	POSTMASTER Essex Rec Summer Brochure 031621D	125-45110.536 POSTAGE	809.88	33349	03/26/21
23495	03/22/21	STUDENT TRANSPORTATION OF Bolton Ski Bus 3/17 70116242	125-45110.580 TRAVEL	700.33	33358	03/26/21
25375	03/19/21	VISION SERVICE PLAN (CT)- Vision Prem Apr 21 Town 040121D	125-45110.210 GROUP INSURANCE	23.46	33367	03/26/21
00275	03/09/21	SB SIGNS INC Updated Trail Signs 24672	130-46897.003 PARK ASSET REPLACEMENT	775.00	33355	03/26/21

03/26/21

Town of Essex / Village of EJ Accounts Payable

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02:58 pm

Check Warrant Report # 17841 Current Prior Next FY Invoices For Fund (GENERAL FUND)

sfitzGerald

For Check Acct 01 (GENERAL FUND) All check #s 03/26/21 To 03/26/21 & Fund 1

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
23435	02/28/21	water February 2021 February 202	151-43201.411 WATER PURCHASE - CWD	49389.89	33296	03/26/21
18000	03/19/21	water system repair parts 10064841	151-43201.431 R & M - SUPPLIES	248.79	33313	03/26/21
19005	03/15/21	Phone svc various locatio 8828702	151-43202.620 UTILITIES	431.18	33317	03/26/21
19005	03/15/21	Phone svc hgwY complex 2/ 8828704	151-43200.620 UTILITIES	55.77	33317	03/26/21
14025	03/11/21	Life Prem Apr 21 Town 040121D	151-43200.210 GROUP INSURANCE	302.13	33335	03/26/21
03070	03/22/21	Mar water sewer bill prin 52919	151-43200.540 ADVERTISING / BILLING	1821.57	33339	03/26/21
23080	03/12/21	Payroll Transfer PR-03/12/21	151-43200.210 GROUP INSURANCE	0.01	33340	03/26/21
06675	03/19/21	Copier usages 2/18-3/17/2 IN414012	151-43200.442 RENTALS	9.13	33341	03/26/21
12160	03/11/21	AR1001 Pmt AR1001FY212	151-22501.000 BONDS PAYABLE CURRENT	14147.26	33346	03/26/21
25375	03/19/21	Vision Prem Apr 21 Town 040121D	151-43200.210 GROUP INSURANCE	88.77	33367	03/26/21
Report Total				323048.31		

To the Treasurer of Town of Essex, 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 \$ ***323,048.31
Let this be your order for the payments of these amounts.

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
02420	AUTOZONE	03/27/21	CRUISER SUPPLIES 3236899255	110-42152.431 R&M SUPPLIES	21.96	33376 04/02/21
27055	AXWORTHY ALAN T	03/02/21	ELECTION WORK AA 210302	110-41400.820 ELECTIONS/TOWN MEETINGS	84.00	33377 04/02/21
27050	AXWORTHY MARY PISTOR	03/02/21	ELECTION WORK MA 210302	110-41400.820 ELECTIONS/TOWN MEETINGS	75.00	33378 04/02/21
07465	BIBENS ACE HARDWARE INC	03/25/21	paint for plows 40850	110-43110.433 R&M SUPPLIES - VEHICLES	24.95	33379 04/02/21
07465	BIBENS ACE HARDWARE INC	03/25/21	Tennis Court Nets 40856	110-45220.610 GENERAL SUPPLIES	7.98	33379 04/02/21
24475	BOND O'REILLY AUTO-ESSEX	03/03/21	battery 5677291184	110-43110.433 R&M SUPPLIES - VEHICLES	170.03	33380 04/02/21
24475	BOND O'REILLY AUTO-ESSEX	03/24/21	oil for trk 26 5677294131	110-43110.433 R&M SUPPLIES - VEHICLES	8.99	33380 04/02/21
24475	BOND O'REILLY AUTO-ESSEX	03/30/21	ball joints 5677295133	110-43110.433 R&M SUPPLIES - VEHICLES	191.27	33380 04/02/21
06955	CLEMENS DIANE	02/12/21	ELECTION WORK DC 210212	110-41400.820 ELECTIONS/TOWN MEETINGS	249.00	33385 04/02/21
06955	CLEMENS DIANE	03/01/21	ELECTION WORKER DC 210301	110-41400.820 ELECTIONS/TOWN MEETINGS	237.00	33385 04/02/21
06955	CLEMENS DIANE	03/02/21	ELECTION WORKER DC 210321	110-41400.820 ELECTIONS/TOWN MEETINGS	420.00	33385 04/02/21
08225	CODDINGTON WILLIAM	03/02/21	ELECTION WORK WC 210302	110-41400.820 ELECTIONS/TOWN MEETINGS	75.00	33386 04/02/21
14420	COGLEY ROBERT M	03/02/21	ELECTION WORK RC 210302	110-41400.820 ELECTIONS/TOWN MEETINGS	160.80	33387 04/02/21
14415	COGLEY SUSAN M	03/02/21	ELECTION WORK SC 210302	110-41400.820 ELECTIONS/TOWN MEETINGS	160.80	33388 04/02/21
04940	COMCAST	03/14/21	Sand Hill Telephone April 0116220 0321	110-45124.530 COMMUNICATIONS	149.95	33389 04/02/21
04940	COMCAST	03/26/21	EPD CABLE/INTERNET 4/3-5/ 0136954 0321	110-42151.430 POLICE COMMUNICATIONS	70.42	33390 04/02/21
04940	COMCAST	03/26/21	EPD CABLE/INTERNET 4/3-5/ 0136954 0321	110-42124.576 IT CARE AND MAINTENANCE	257.37	33390 04/02/21
19330	CONSOLIDATED COMMUNICATIO	03/18/21	Phone svc Essex Free 2/18 031821DEFL	110-41945.011 Telephone - Essex Free	160.86	33393 04/02/21
19330	CONSOLIDATED COMMUNICATIO	03/21/21	EPD POTS LINES 032121DEPD	110-41945.013 Telephone - Police Sta.	250.33	33394 04/02/21
14320	ESSEX WESTFORD SCHOOL DIS	03/15/21	50% Education Taxes FY21 2	110-20271.000 DUE TO SCHOOL DISTRICT	19250947.56	33402 04/02/21
21755	FIRST NATIONAL BANK OMAHA	03/24/21	Credit card purchases Mar 9853 321	110-43151.581 TAXES/LICENSES/REGIST'S	100.00	33405 04/02/21
21755	FIRST NATIONAL BANK OMAHA	03/24/21	Credit card purchases Mar 9853 321	110-43110.570 OTHER PURCHASED SERVICE	13.77	33405 04/02/21
25410	FIRST NATIONAL BANK OMAHA	03/18/21	Reimbursable cost to mail 6416 321	110-36603.000 MISCELLANEOUS	39.60	33406 04/02/21
16000	FISHER AUTO PARTS	03/29/21	COILS/PLUGS 293324753	110-42152.431 R&M SUPPLIES	295.73	33408 04/02/21
16000	FISHER AUTO PARTS	03/29/21	Ignition Coil 293324771	110-42152.431 R&M SUPPLIES	116.82	33408 04/02/21

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
16000	03/29/21	FISHER AUTO PARTS Ignition Coil RETURN 293324847	110-42152.431 R&M SUPPLIES	-220.74	33408	04/02/21
14595	03/23/21	FOLEY SERVICES INC CARPET RUNNERS 1359361	110-41943.013 Contractual Svcs - Police	48.40	33409	04/02/21
07000	03/19/21	GALLS INC UNIFORM PANTS 017925299	110-42130.612 UNIFORMS	112.76	33410	04/02/21
07000	03/24/21	GALLS INC COMMEND BAR 017967903	110-42130.612 UNIFORMS	3.63	33410	04/02/21
04035	03/26/21	GOT THAT RENTAL & SALES I rain jacket 83462	110-43110.612 UNIFORMS	21.49	33411	04/02/21
31540	02/12/21	HILL-FLEURY DAWN ELECTION WORK DHF 210212	110-41400.820 ELECTIONS/TOWN MEETINGS	219.00	33412	04/02/21
23980	03/26/21	INTERSTATE BATTERY OF VT 6 BATTERIES FOR UPS 903201014597	110-42130.610 GENERAL SUPPLIES	176.70	33413	04/02/21
17710	03/25/21	KOFILE INC Land records March 2021 INVSW000475	110-41540.570 OTHER PURCHASED SERVICE	1205.00	33414	04/02/21
27110	03/02/21	LAVIGNE GEORGIA ELECTION WORK GL 210302	110-41400.820 ELECTIONS/TOWN MEETINGS	78.00	33416	04/02/21
08645	03/01/21	LOWES BUSINESS ACCT/SYNCB 6 Ft. power strip disinfectant 10502	110-41950.610 GENERAL SUPPLIES	30.37	33418	04/02/21
08645	02/23/21	LOWES BUSINESS ACCT/SYNCB Mathieu Town Forest 10703	110-45220.610 GENERAL SUPPLIES	41.56	33418	04/02/21
05485	02/20/21	NATIONAL BUSINESS LEASING Paper cut 2/15-3/14/21 71533745	110-41560.741 HARDWARE/SFTWARE/SERVICE	295.00	33422	04/02/21
05485	03/20/21	NATIONAL BUSINESS LEASING Paper cut 3/15-4/14/21 71840362	110-41560.741 HARDWARE/SFTWARE/SERVICE	295.00	33422	04/02/21
27240	03/10/21	OTIS ELEVATOR COMPANY 81 main elevator maintena 100400322373	110-41942.010 R&M Bldgs - 81 Main St	231.84	33425	04/02/21
23500	03/02/21	ROUSSELLE BRENDA ELECTION WORK BR 210302	110-41400.820 ELECTIONS/TOWN MEETINGS	78.00	33430	04/02/21
28030	03/29/21	ROUTE 15 AUTOMOTIVE SERVICE INSTALL COIL PACS/PLUGS 131100	110-42152.430 REPAIR/MAINTENANCE SERVICE	150.00	33431	04/02/21
28030	03/30/21	ROUTE 15 AUTOMOTIVE SERVICE LOF 131101	110-42152.430 REPAIR/MAINTENANCE SERVICE	34.95	33431	04/02/21
05335	03/24/21	SAFELITE FULFILLMENT INC WINDSHIELD REPAIR 06721086286	110-42152.430 REPAIR/MAINTENANCE SERVICE	419.24	33433	04/02/21
02550	03/02/21	SANEL NAPA restock filters fittings 91312002528	110-43110.433 R&M SUPPLIES - VEHICLES	129.36	33435	04/02/21
02550	03/16/21	SANEL NAPA restock fittings 9131224309	110-43110.433 R&M SUPPLIES - VEHICLES	135.67	33435	04/02/21
02550	03/16/21	SANEL NAPA restock supplies 9131224318	110-43110.433 R&M SUPPLIES - VEHICLES	11.20	33435	04/02/21
02550	02/24/21	SANEL NAPA oil filter cab filter 9131234904	110-43110.433 R&M SUPPLIES - VEHICLES	12.75	33435	04/02/21
12145	03/24/21	SHRED-EX MAR Paper Shredding 19619	110-42130.330 PROFESSIONAL SERVICES	50.00	33441	04/02/21
00085	11/03/20	SONNICK JOHN ELECTION WORKER JS 210302	110-41400.820 ELECTIONS/TOWN MEETINGS	225.00	33443	04/02/21
11815	12/29/20	THE ROYAL GROUP INC CAMERA REPAIR-INSURANCE 674903	110-41942.013 R&M Bldgs - Police Sta.	5471.92	33449	04/02/21

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
11815 THE ROYAL GROUP INC	12/29/20	CAMERA REPAIR-INSURANCE 674903	110-42124.575 INFORMATION TECHNOLOGY	3020.12	33449	04/02/21
20865 TOWLE ANN	03/02/21	ELECTION WORK AT 210302	110-41400.820 ELECTIONS/TOWN MEETINGS	48.00	33450	04/02/21
36130 VERIZON WIRELESS	03/18/21	WIRELESS CELL SERVICE 9875782061	110-45220.530 COMMUNICATIONS	48.61	33451	04/02/21
36130 VERIZON WIRELESS	03/18/21	WIRELESS CELL SERVICE 9875782061	110-45110.530 COMMUNICATIONS	354.01	33451	04/02/21
36130 VERIZON WIRELESS	03/18/21	WIRELESS CELL SERVICE 9875782061	110-43151.570 OTHER PURCHASED SERVICE	40.01	33451	04/02/21
36130 VERIZON WIRELESS	03/18/21	WIRELESS CELL SERVICE 9875782061	110-44110.560 DUES/SUBS/MEETINGS	48.61	33451	04/02/21
36130 VERIZON WIRELESS	03/18/21	WIRELESS CELL SERVICE 9875782061	110-42124.576 IT CARE AND MAINTENANCE	600.25	33451	04/02/21
36130 VERIZON WIRELESS	03/18/21	WIRELESS CELL SERVICE 9875782061	110-41945.010 Telephone - 81 Main St	145.83	33451	04/02/21
36130 VERIZON WIRELESS	03/18/21	WIRELESS CELL SERVICE 9875782061	110-42170.530 TELEPHONE	133.82	33451	04/02/21
36130 VERIZON WIRELESS	03/18/21	WIRELESS CELL SERVICE 9875782061	110-43110.570 OTHER PURCHASED SERVICE	163.83	33451	04/02/21
36130 VERIZON WIRELESS	03/18/21	WIRELESS CELL SERVICE 9875782061	110-42220.611 SMALL TOOLS AND EQUIP	240.06	33451	04/02/21
27100 VLCT PACIF CLAIMS	12/17/20	GMP pole - Greenbriar Dri 20201024A01	110-43110.573 Accident Claims	1000.00	33456	04/02/21
27100 VLCT PACIF CLAIMS	03/30/21	GMP Pole hit 41 Bobolink 20210059A01	110-43110.573 Accident Claims	1000.00	33457	04/02/21
44805 VMERS DB	03/05/21	Payroll Transfer PR-03/05/21	110-20208.000 RETIREMENT PAYABLE	19171.08	33458	04/02/21
44805 VMERS DB	03/12/21	Payroll Transfer PR-03/12/21	110-20208.000 RETIREMENT PAYABLE	19376.58	33458	04/02/21
44805 VMERS DB	03/19/21	Payroll Transfer PR-03/19/21	110-20208.000 RETIREMENT PAYABLE	19402.97	33458	04/02/21
44805 VMERS DB	03/26/21	Payroll Transfer PR-03/26/21	110-20208.000 RETIREMENT PAYABLE	18796.69	33458	04/02/21
29825 VT GAS SYSTEMS	03/22/21	Gas various locations 2/1 20903	110-41948.014 Natural Gas - PW Admin	97.32	33461	04/02/21
29825 VT GAS SYSTEMS	03/22/21	Gas various locations 2/1 20903	110-41948.011 Natural Gas - Essex Free	296.43	33461	04/02/21
29825 VT GAS SYSTEMS	03/22/21	Gas various locations 2/1 20903	110-41948.012 Natural Gas - Fire Sta.	418.04	33461	04/02/21
29825 VT GAS SYSTEMS	03/22/21	Gas various locations 2/1 20903	110-41948.015 Natural Gas - PW Garage	590.67	33461	04/02/21
29825 VT GAS SYSTEMS	03/22/21	Gas various locations 2/1 20903	110-41948.018 Natural Gas - Powell	126.74	33461	04/02/21
29825 VT GAS SYSTEMS	03/22/21	Gas various locations 2/1 20903	110-41948.017 Natural Gas - Memorial Ha	332.71	33461	04/02/21
29825 VT GAS SYSTEMS	03/22/21	Gas various locations 2/1 20903	110-41948.010 Natural Gas - 81 Main St	648.53	33461	04/02/21
27030 VT OFFICE OF CHILD SUPPOR	04/02/21	Payroll Transfer PR-04/02/21	110-20211.000 MISC DEDUCTIONS PAYABLE	311.54	33463	04/02/21

04/02/21

Town of Essex / Village of EJ Accounts Payable

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12:01 pm

Check Warrant Report # 17843 Current Prior Next FY Invoices For Fund (GENERAL FUND)

sfitzGerald

For Check Acct 01 (GENERAL FUND) All check #s 04/02/21 To 04/02/21 & Fund 1

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
22220	WATTS ANDY	02/10/21 ELECTION WORK	110-41400.820	84.00	33466	04/02/21
		AW 210210	ELECTIONS/TOWN MEETINGS			
22220	WATTS ANDY	02/11/21 ELECTION WORK	110-41400.820	84.00	33466	04/02/21
		AW 210211	ELECTIONS/TOWN MEETINGS			
22220	WATTS ANDY	03/02/21 ELECTION WORK	110-41400.820	42.00	33466	04/02/21
		AW 210302	ELECTIONS/TOWN MEETINGS			
22220	WATTS ANDY	03/02/21 ELECTION WORK	110-41400.820	87.00	33466	04/02/21
		WATTS 210302	ELECTIONS/TOWN MEETINGS			
14545	ICMA-RC (PLAN 705508)	04/02/21 Payroll Transfer	110-20211.000	421.56	3310459	04/02/21
		PR-04/02/21	MISC DEDUCTIONS PAYABLE			
23055	ICMA - 401 (PLAN 10904	04/02/21 Payroll Transfer	110-20208.000	212.90	3310460	04/02/21
		PR-04/02/21	RETIREMENT PAYABLE			
09005	ICMA - 457 (PLAN 302056)	04/02/21 Payroll Transfer	110-20211.000	4060.16	3310461	04/02/21
		PR-04/02/21	MISC DEDUCTIONS PAYABLE			
V1161	ICMA RETIREMENT TRUST-401	04/02/21 Payroll Transfer	110-20208.000	7415.21	4020438	04/02/21
		PR-04/02/21	RETIREMENT PAYABLE			
V1160	ICMA RETIREMENT TRUST-457	04/02/21 Payroll Transfer	110-20208.000	1128.34	4020439	04/02/21
		PR-04/02/21	RETIREMENT PAYABLE			
17425	ICMA ROTH PLAN 706287	04/02/21 Payroll Transfer	110-20208.000	72.32	4020441	04/02/21
		PR-04/02/21	RETIREMENT PAYABLE			
21385	HEALTH EQUITY	04/02/21 Payroll Transfer	110-20215.000	159.50	21040201	04/02/21
		PR-04/02/21	HSA Payable HE			
05390	FAMILY SUPPORT REGISTRY	04/02/21 Payroll Transfer	110-20240.000	69.23	21040202	04/02/21
		PR-04/02/21	JUDGEMENTS PAYABLE			
36130	VERIZON WIRELESS	03/18/21 WIRELESS CELL SERVICE	122-42160.410	243.05	33451	04/02/21
		9875782061	Utilities			
07465	BIBENS ACE HARDWARE INC	03/26/21 Lacrosse Supplies	125-45110.910	16.98	33379	04/02/21
		40865	BOYS LACROSSE			
07465	BIBENS ACE HARDWARE INC	03/26/21 Lacrosse Ball Cleaning Su	125-45110.910	6.99	33379	04/02/21
		40866	BOYS LACROSSE			
25390	FIRST NATIONAL BANK OMAHA	03/18/21 EJRP CC March	125-45115.610	178.72	33404	04/02/21
		4955 0321	General Supplies			
00275	SB SIGNS INC	03/23/21 Egg Hunt Event Signage	125-45115.610	307.50	33436	04/02/21
		24726	General Supplies			
23495	STUDENT TRANSPORTATION OF	03/29/21 Bolton Ski Bus 3/24	125-45110.580	626.52	33446	04/02/21
		70116581	TRAVEL			
36130	VERIZON WIRELESS	03/18/21 WIRELESS CELL SERVICE	125-45110.530	57.61	33451	04/02/21
		9875782061	COMMUNICATIONS			
39425	SCOTT & PARTNERS INC	12/21/20 Tree Farm Rebuild look.	130-46808.100	1387.50	33437	04/02/21
		3106	Bldgs Facilities Needs			
04525	STANTEC CONSULTING SVC IN	03/05/21 cul-de-sac stormwater ret	130-46820.008	147.39	33444	04/02/21
		1762460	CA0536 Cul-De-Sac Retro			
36130	VERIZON WIRELESS	03/18/21 WIRELESS CELL SERVICE	151-43200.530	40.01	33451	04/02/21
		9875782061	COMMUNICATIONS			
29825	VT GAS SYSTEMS	03/22/21 Gas various locations 2/1	151-43200.623	196.62	33461	04/02/21
		20903	NATURAL GAS			
29825	VT GAS SYSTEMS	03/22/21 Gas various locations 2/1	151-43202.620	139.77	33461	04/02/21
		20903	UTILITIES			

04/02/21

Town of Essex / Village of EJ Accounts Payable

Page 5 of 5

12:01 pm

Check Warrant Report # 17843 Current Prior Next FY Invoices For Fund (GENERAL FUND)

sfitzGerald

For Check Acct 01 (GENERAL FUND) All check #s 04/02/21 To 04/02/21 & Fund 1

Vendor	Invoice	Invoice Description		Amount	Check	Check
	Date	Invoice Number	Account	Paid	Number	Date
-----				-----		
		Report Total		19367142.62		
				=====		

To the Treasurer of Town of Essex, 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 \$ 19,367,142.62
Let this be your order for the payments of these amounts.

----- Forwarded message -----

From: **Tracey Delphia**

Date: Mon, Mar 15, 2021 at 10:59 AM

Subject: Resignation from Essex ZBA

To: Deana Stoneback <DStoneback@essex.org>, Sharon Kelley <skelley@essex.org>, Nick Martin, Justin St. James, Mike Plageman, Hubert Norton

Good morning,

Due to my election to the Essex Selectboard, I am hereby resigning from the Essex Zoning Board of Adjustment immediately. It is my hope that resigning in advance of the start of my SB term will allow time to advertise the vacancy earlier than is necessary.

Please let me know if you have questions or concerns. I am hopeful this resignation will not require action of the board so we'll have an additional 2.5 weeks to advertise the vacancy to minimize the time the seat goes unfilled.

Thanks!

Tracey

Memorandum

TO: Evan Teich, Unified Manager and Greg Duggan, Deputy Town Manager

FROM: Annie Costandi, P.E., Stormwater Coordinator/Staff Engineer

Chelsea Mandigo, Stormwater Coordinator/Wastewater Operator

Dennis Lutz, P.E., Public Works Director

Jim Jutras, Water Quality Superintendent

DATE: March 12, 2021

SUBJECT: Information on Stormwater Phosphorus Control Plan Submittal to the State

The Village and Town are required by Section 8.2 of the State MS4 Stormwater Permit to submit a Phosphorus Control Plan (PCP) to the State detailing how the municipalities will reduce the amount of phosphorus entering Lake Champlain from municipally owned and operated impervious surfaces in accordance with the Lake Champlain Phosphorus Total Maximum Daily Load. The PCP is due to the State by April 1, 2021.

The Village secured a grant on behalf of both communities to develop a joint PCP and hired Stone Environmental as the primary consultant. A draft of the PCP was provided to the Town and Village on March 2, 2021 and after a thorough review, we determined that there is additional work that needs to be done in order to refine the list of projects, their prioritization, and associated implementation costs before bringing the plan to the Selectboard and Board of Trustees for their approval.

The plan is to move forward with submitting the draft PCP to the State on April 1st in order to stay in compliance with the stormwater permit. In the submittal, the State will be informed that the document is in draft form and will be refined over the next coming months. In that time, we will reinstitute and utilize the Joint Stormwater Coordinating Committee to assist in developing the prioritization and providing direction on the best way to meet the phosphorus reduction targets. Once a final PCP has been developed, a presentation will be given to both Boards for their consideration and approval which will then be submitted to the State.

Comments have been provided to Stone to incorporate into the PCP prior to the April 1st deadline. A copy of that draft PCP will be provided to you to keep you informed on the progress of the plan. We will provide an update when the final PCP is developed.

Memorandum

To: Essex Selectboard

CC: Evan Teich, Unified Manager; Greg Duggan, Deputy Town Manager

From: Darren Schibler, Town Planner

Re: 2020 Residential Phasing Report

Date: March 23, 2021

Issue

The issue is to present the Selectboard with the 2020 residential phasing report.

Discussion

Section 3.3 of the *Town of Essex Official Subdivision Regulations*, the Residential Phasing Policy, is designed to ensure a balance between population growth and municipal facility and service capacities, as well as to favor development in established growth areas. This is done by setting maximums on how many new dwellings and bedrooms can be built each year, within or outside planned growth areas, theoretically limiting the number of new occupants (termed Estimated Population Equivalents or EPEs). An annual summary of residential phasing activity during the prior calendar year must be approved by the Planning Commission and provided to the Selectboard.

In 2020, the Planning Commission granted preliminary or final residential phasing approval to five projects, including allocations for 121 EPEs in 2021, 96 in 2022, and 36 in 2023. None of these approvals included final EPE allocations for 2020, and only 8 dwelling units comprising 28 EPEs were allocated in 2020 from projects approved in previous years. The Bouffard development and Town Center Buildings G&H were initially granted preliminary phasing for 2020, but have not yet received final approval, so their allocations were carried to future years or expired, respectively. In addition to the table below, a spreadsheet showing the full running tabulation of residential phasing is attached.

Dwelling Units by Year	2008-2019	2020	2021	2022	2023	2024	Total
Inside sewer core (ISC)	430	8	38	32	14	0	522
Outside sewer core (OSC)	80	0	4	4	0	0	88
TOTAL	510	8	42	36	14	0	610
% Outside sewer core	16%	0%	10%	11%	0%	0%	14%

EPEs by Year	2008-2019	2020	2021	2022	2023	2024	Total
Inside sewer core (ISC)	873	28	138	113	54	0	1206
Outside sewer core (OSC)	290	0	4	4	0	0	298
TOTAL	1163	28	142	117	54	0	1504
EPE Target, as adjusted	2481	205	205	205	205	205	3506
# allowed OSC (20% of target)	496	41	41	41	41	41	701
Actual % OSC allocated	25%	0%	3%	3%	0%	0%	20%
Max remaining EPEs OSC	N/A	41	37	37	41	41	362
Leftover EPEs	1318	177	63	88	151	205	1776
Excess EPEs used	21	0	0	0	0	0	21

The Residential Phasing Policy limits residential development outside the sewer core to 20% of the annual EPE target, as may have been adjusted (it was 205 for 2020). All EPEs approved for 2020 were inside the sewer core (part of the Streamside Village project). Furthermore, thanks to the recently approved projects, development outside the sewer core accounts for just under 20% of the total EPEs approved since phasing was enacted in 2008, achieving an important goal of the Town's policy and the Chittenden County ECOS plan. However, the annual and total approved allocations remain far lower than the targets for growth except year 2017, and the policy allows for far more growth within the sewer core than is being built.

Recommendation

This memo is for informational purposes only.

From: Sarah Macy

Sent: Thursday, April 1, 2021 10:04 AM

To: Linda Mahns <lmahns@essexjunction.org>; Tammy Getchell <tgetchell@essexjunction.org>

Cc: Marguerite Ladd <mladd@ESSEX.ORG>; Gregory Duggan <gduggan@ESSEX.ORG>; Allyson Vile <avile@ESSEX.ORG>

Subject: SLB Reading File 4/5 - FY22 EPR Program Fund Budget

Attached for the reading file on the 4/5 selectboard meeting.

This will move to business on 4/19 with a presentation, opportunity for questions, and possible adoption. Should align with Dennis' water/sewer budget schedule but this one does NOT need a public hearing.

Thank you!!

Sarah Macy, CPFO

Finance Director

Town of Essex | Village of Essex Junction

(802) 878-1359

smacy@essex.org

	2019 Budget	2019 Actual	2020 Budget	2020 Actual	2021 Budget	2022 Budget	\$ Change	% Change
Revenues								
020.002-Shared Employee Revenue	-	-	-	9,501	-	-	-	n/a
020.300-Program Registration Fees	375,000	342,147	350,000	135,180	300,000	172,500	(127,500)	-42.5%
020.301-Boys Lacrosse Revenue	-	-	-	-	10,000	10,500	500	5.0%
020.302-Girls Lacrosse Revenue	-	-	-	-	8,200	9,000	800	9.8%
020.308-Facility & Field Rental	-	10	-	-	-	1,000	1,000	n/a
060.000-Interest Income	-	262	-	84	-	-	-	n/a
098.000-Miscellaneous Revenue	18,000	9,210	-	9,676	-	-	-	n/a
Total Revenues	393,000	351,629	350,000	154,441	318,200	193,000	(125,200)	-39.3%
Expenditure								
110.000-Regular Salaries	115,000	103,089	110,000	102,163	110,000	25,412	(84,588)	-76.9%
130.000-Overtime	-	3,938	-	3,700	3,500	-	(3,500)	-100.0%
210.000-Group Insurance	-	-	-	1,076	-	7,867	7,867	n/a
220.000-Social Security	8,798	8,188	8,000	7,844	8,200	1,984	(6,216)	-75.8%
230.000-Retirement	2,202	4,738	3,000	9,752	5,000	2,593	(2,407)	-48.1%
290.000-Other Employee Benefits	-	-	-	-	-	180	180	n/a
330.000-Professional Services	7,800	-	1,000	1,025	2,000	-	(2,000)	-100.0%
410.000-Water and Sewer Charges	2,500	2,325	500	450	-	-	-	n/a
441.000-Rental of Land or Buildings	17,000	17,875	10,600	13,375	-	-	-	n/a
442.000-Rental of Vehicles or Equipment	-	-	-	2,666	-	-	-	n/a
500.000-Training, Conferences, Dues	17,200	5,790	1,500	1,518	1,000	500	(500)	-50.0%
530.000-Communications	650	276	650	711	720	720	-	0.0%
540.000-Advertising	4,000	122	-	-	-	-	-	n/a
550.000-Printing and Binding	14,000	13,985	10,000	7,050	10,200	9,000	(1,200)	-11.8%
560.000-Postage	5,500	5,081	4,000	2,593	4,000	2,500	(1,500)	-37.5%
561.000-Credit Card Processing Fees	-	13,889	12,000	11,476	12,000	12,000	-	0.0%
570.000-Other Purchased Services	175,000	166,638	165,000	117,554	150,000	100,000	(50,000)	-33.3%
580.000-Travel	10,000	6,721	5,000	4,120	5,000	2,500	(2,500)	-50.0%
610.000-General Supplies	5,000	4,587	8,000	11,138	5,000	4,500	(500)	-10.0%
800.120-Essex Football League	900	-	900	-	900	-	(900)	-100.0%
800.121-Little League/Softball	3,000	3,000	3,000	3,000	3,000	3,000	-	0.0%
800.122-Babe Ruth League	475	-	475	-	475	-	(475)	-100.0%
830.000-Regular Programs	12,500	-	-	-	-	-	-	n/a
830.301-Boys Lacrosse	-	3,009	5,000	172	5,000	2,500	(2,500)	-50.0%
830.302-Girls Lacrosse	-	1,169	5,000	-	5,000	1,500	(3,500)	-70.0%
831.000-Special or New Programs	-	10,420	10,050	9,796	-	-	-	n/a
850.152-Easter Egg Hunt	-	582	200	-	300	300	-	0.0%

Costing Center	159-30-14 - EPR Programs							
850.153-Winter Carnival	-	946	1,200	1,122	1,000	1,000	-	0.0%
850.154-Halloween	-	563	300	269	300	600	300	100.0%
900.000-Transfer between Town/Village	-	-	-	-	-	12,000	12,000	n/a
Total Expenditure	401,525	376,929	365,375	312,572	332,595	190,656	(141,939)	-42.7%
<i>Net 59-EPR Program Fund</i>	<i>(8,525)</i>	<i>(25,301)</i>	<i>(15,375)</i>	<i>(158,131)</i>	<i>(14,395)</i>	<i>2,344</i>	<i>16,739</i>	<i>-116.3%</i>

Costing Center Summary

159-30-14 - EPR Programs

Previous Costing Center	159-30-14 - EPR Programs	Budget Year	2022
Entity	Town	Accounting Reference	159-30-14
Department	30 - EPR - Town	Approved	No
Stage	Budget Entry	Manager	Ally Vile (avile)

Narrative

The COVID19 pandemic hit our department and programming fund very hard. Because of that, certain programs either didn't run at all (lacrosse 2020 season) or ran at a significant lower enrollment capacity (summer day camps and fall soccer). Due to COVID19 compliance guidelines, lower enrollment didn't necessarily equate to decreased staffing or general expenses. We were able to receive some grant funds to offset added expenses, which was very beneficial.

This coming summer (FY22), our Explorer's Day Camp and school vacation camps will now be operated from the licensed childcare department through EJRP. We will focus on specialty camp offerings with contracted instructors or seasonal/part-time staff along with bringing our general/normal programming back up to typical capacities and balancing out our overall revenues and expenses.

Description

Enterprise fund

New Initiatives

We plan to get larger programming back to typical enrollments as we move out of the pandemic. We are currently working on an updated cost recovery project and plan to implement new practices to our pricing platform. This doesn't necessarily mean programs will be more expensive, but in turn, more balanced to provide fiscally responsible programming to our community in all areas of access.

Goals and Priorities

Budget Prior Year Comparison

Costing Center Summary

159-30-14 - EPR Programs

Object	Changes	Percent Change	2021 Amount	2022 Amount
Revenues				
020.300-Program Registration Fees	Decreased	42.50 %	300,000	172,500
020.301-Boys Lacrosse Revenue	Increased	5.00 %	10,000	10,500
020.302-Girls Lacrosse Revenue	Increased	9.76 %	8,200	9,000
020.308-Facility & Field Rental	New this year		-	1,000
Total Revenues		39.35 %	318,200	193,000
Expenditure				
110.000-Regular Salaries	Decreased	76.90 %	110,000	25,412
130.000-Overtime	Not used this year		3,500	-
210.000-Group Insurance	New this year		-	7,867
220.000-Social Security	Decreased	75.80 %	8,200	1,984
230.000-Retirement	Decreased	48.14 %	5,000	2,593
290.000-Other Employee Benefits	New this year		-	180
330.000-Professional Services	Not used this year		2,000	-
500.000-Training, Conferences, Dues	Decreased	50.00 %	1,000	500
530.000-Communications	Unchanged	0.00 %	720	720
550.000-Printing and Binding	Decreased	11.76 %	10,200	9,000
560.000-Postage	Decreased	37.50 %	4,000	2,500
561.000-Credit Card Processing Fees	Unchanged	0.00 %	12,000	12,000
570.000-Other Purchased Services	Decreased	33.33 %	150,000	100,000
580.000-Travel	Decreased	50.00 %	5,000	2,500
610.000-General Supplies	Decreased	10.00 %	5,000	4,500
800.120-Essex Football League	Not used this year		900	-
800.121-Little League/Softball	Unchanged	0.00 %	3,000	3,000
800.122-Babe Ruth League	Not used this year		475	-
830.301-Boys Lacrosse	Decreased	50.00 %	5,000	2,500
830.302-Girls Lacrosse	Decreased	70.00 %	5,000	1,500
850.152-Easter Egg Hunt	Unchanged	0.00 %	300	300
850.153-Winter Carnival	Unchanged	0.00 %	1,000	1,000
850.154-Halloween	Increased	100.00 %	300	600
900.000-Transfer between Town/Village	New this year		-	12,000
Total Expenditure		42.68 %	332,595	190,656

2022 Budget Details

Objects	Comments	Object Subtotals	2022 Budget
Revenues			
020 Charges for Services			
020.002-Shared Employee Revenue			-
020.300-Program Registration Fees			172,500
020.301-Boys Lacrosse Revenue			10,500
020.302-Girls Lacrosse Revenue			9,000

Costing Center Summary

159-30-14 - EPR Programs

Objects	Comments	Object Subtotals	2022 Budget
020.308-Facility & Field Rental			1,000
Total			193,000
098 Miscellaneous Revenues			
060.000-Interest Income			-
098.000-Miscellaneous Revenue		-	
098.000-Miscellaneous Revenue	Parking Great Escape	-	
098.000-Miscellaneous Revenue	Tickets Great Escape	-	
098.000-Miscellaneous Revenue	Tickets Six Flags	-	
			-
Total			-
Total Revenues			193,000
Expenditure			
100 Salaries			
110.000-Regular Salaries		25,412	
110.000-Regular Salaries	Program Coordinator salary (60% shared employee)	-	
			25,412
120.000-Part Time Salaries			-
130.000-Overtime			-
Total			25,412
200 Benefits			
210.000-Group Insurance			7,867
220.000-Social Security			1,984
230.000-Retirement			2,593
290.000-Other Employee Benefits			180
Total			12,624
300-699 Operating Expenses			
330.000-Professional Services	Previously split expense throughout all operating		-
410.000-Water and Sewer Charges	Pre FY22 all utilities were lumped together in thi		-
441.000-Rental of Land or Buildings			-
500.000-Training, Conferences, Dues	Conference registration fees		500
530.000-Communications	Program Director phone service		720
540.000-Advertising			-
550.000-Printing and Binding	Program brochures - 50/50 split with EJRP		9,000
560.000-Postage	Postage for brochures - 50/50 split with EJRP		2,500
561.000-Credit Card Processing Fees			12,000
570.000-Other Purchased Services	Instructor fees		100,000
580.000-Travel	Program related travel expenses		2,500
610.000-General Supplies			4,500
613.000-Program Supplies			-
621.000-Natural Gas/Heating			-
622.000-Electricity			-
Total			131,720
700 Capital or Property Objects			
750.000-Machinery and Equipment			-
Total			-

Costing Center Summary

159-30-14 - EPR Programs

Objects	Comments	Object Subtotals	2022 Budget
800 Appropriations			
800.120-Essex Football League			-
800.121-Little League/Softball	Municipal contribution to volunteer-run organizati		3,000
800.122-Babe Ruth League			-
Total			3,000
820-850 Program & Event Expenses			
830.000-Regular Programs			-
830.301-Boys Lacrosse	League fees, etc.		2,500
830.302-Girls Lacrosse	League fees, etc.		1,500
831.000-Special or New Programs	Parking Great Escape	-	
831.000-Special or New Programs	Tickets Great Escape	-	
831.000-Special or New Programs	Tickets Six Flags	-	
			-
835.000-Program Instructor Fees			-
850.152-Easter Egg Hunt	Co-Sponsored with EJRP - community event		300
850.153-Winter Carnival	Co-Sponsored with EJRP - community event		1,000
850.154-Halloween	Co-Sponsored with EJRP - community event		600
Total			5,900
900 Transfer between Town/Village (as expense)			
900.000-Transfer between Town/Village	Transfer to Village General Fund (colocation)		12,000
Total			12,000
Total Expenditure			190,656
Net Total			2,344

	2019 Budget	2019 Actual	2020 Budget	2020 Actual	2021 Budget	2022 Budget	\$ Change	% Change
Revenues								
020.300-Program Registration Fees	40,000	36,132	40,000	30,095	40,000	40,000	-	0.0%
Total Revenues	40,000	36,132	40,000	30,095	40,000	40,000	-	0.0%
Expenditure								
110.000-Regular Salaries	35,000	6,498	7,000	4,748	7,000	-	(7,000)	-100.0%
120.000-Part Time Salaries	-	-	-	-	-	10,800	10,800	n/a
220.000-Social Security	-	497	500	363	500	827	327	65.4%
530.000-Communications	-	354	350	380	400	350	(50)	-12.5%
550.000-Printing and Binding	-	-	200	73	100	-	(100)	-100.0%
570.000-Other Purchased Services	-	20,364	20,000	13,974	20,000	15,000	(5,000)	-25.0%
580.000-Travel	-	3,557	3,000	2,134	3,000	1,500	(1,500)	-50.0%
610.000-General Supplies	-	760	800	-	500	500	-	0.0%
Total Expenditure	35,000	32,030	31,850	21,672	31,500	28,977	(2,523)	-8.0%
<i>Net 59-EPR Program Fund</i>	<i>5,000</i>	<i>4,101</i>	<i>8,150</i>	<i>8,423</i>	<i>8,500</i>	<i>11,023</i>	<i>2,523</i>	<i>29.7%</i>

Costing Center Summary

159-30-15 - EPR Extended School Program

Previous Costing Center	159-30-15 - EPR Extended School Program	Budget Year	2022
Entity	Town	Accounting Reference	159-30-15
Department	30 - EPR - Town	Approved	No
Stage	Budget Entry	Manager	Ally Vile (avile)

Narrative

The COVID19 pandemic hit our department and programming fund very hard. Because of that, certain programs either didn't run at all (Spring and Fall 1 2020 ESP sessions) or ran at a significant lower enrollment capacity. Due to COVID19 compliance guidelines, lower enrollment didn't necessarily equate to decreased staffing or general expenses. Program scheduling has also had limitations due to school space restrictions and transportation availability. The Program Coordinator has adapted to all the changes and has been able to create new programming options for even middle school students and to help fill remote learning days when school work is complete.

Description

Enterprise Fund

New Initiatives

We plan to get additional programming and enrollments back to typical levels as we move out of the pandemic. We are currently working on an updated cost recovery project and plan to implement new practices to our pricing platform. This doesn't necessarily mean programs will be more expensive, but in turn, more balanced to provide fiscally responsible programming to the afterschool needs apart from general childcare.

Goals and Priorities

Budget Prior Year Comparison

Object	Changes	Percent Change	2021 Amount	2022 Amount
Revenues				
020.300-Program Registration Fees	Unchanged	0.00 %	40,000	40,000
Total Revenues		0.00 %	40,000	40,000
Expenditure				
110.000-Regular Salaries	Not used this year		7,000	-
120.000-Part Time Salaries	New this year		-	10,800
220.000-Social Security	Increased	65.40 %	500	827
530.000-Communications	Decreased	12.50 %	400	350
550.000-Printing and Binding	Not used this year		100	-
570.000-Other Purchased Services	Decreased	25.00 %	20,000	15,000
580.000-Travel	Decreased	50.00 %	3,000	1,500
610.000-General Supplies	Unchanged	0.00 %	500	500
Total Expenditure		8.01 %	31,500	28,977

2022 Budget Details

Costing Center Summary

159-30-15 - EPR Extended School Program

Objects	Comments	Object Subtotals	2022 Budget
Revenues			
020 Charges for Services			
020.300-Program Registration Fees			40,000
Total			40,000
Total Revenues			40,000
Expenditure			
100 Salaries			
110.000-Regular Salaries			-
120.000-Part Time Salaries		10,800	
120.000-Part Time Salaries	Part time employees/staff coverage during programs	-	
Total			10,800
200 Benefits			
220.000-Social Security			827
Total			827
300-699 Operating Expenses			
530.000-Communications	Dedicated cell line		350
540.000-Advertising			-
550.000-Printing and Binding	In-house design & printing		-
570.000-Other Purchased Services	Instructor fees		15,000
580.000-Travel	Program related travel		1,500
610.000-General Supplies			500
613.000-Program Supplies			-
Total			17,350
820-850 Program & Event Expenses			
835.000-Program Instructor Fees			-
Total			-
Total Expenditure			28,977
Net Total			11,023



Photo by Lee Krohn
March 2021

REGIONAL NOTES

March 2021

Quick Links

[VT Dept. of Health Daily COVID-19 Updates »](#)

[Chittenden County Municipal Response to COVID-19 »](#)

[UVM Health Network COVID-19 FAQ »](#)

[Vermont League of Cities & Towns Resources »](#)

[CCRPC Website »](#)

[CCRPC Calendar »](#)

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CCRPC Calendar of Events

PLEASE NOTE:
All meetings below will be held REMOTELY until further notice.
Information about joining

Good afternoon,

Happy spring! With the change in temperatures and the promise of widespread vaccine eligibility on the horizon, we are looking forward to the months ahead and hope you are staying safe and healthy.

We are pleased to announce the release of the **2020 ECOS Annual Report: The State of Chittenden County**. ECOS stands for Environment, Community, Opportunity, Sustainability. The ECOS Annual Report is an infographic that visually highlights some of the notable trends and issues in Chittenden County, and summarizes progress toward the goals set in our **ECOS Plan**, the combined Regional Plan, Metropolitan Transportation Plan and Comprehensive Economic Development Strategy for Chittenden County.

It will come as no surprise that this year's report looks different, as the data typically presented is over a year old and would tell a starkly different story than what is currently happening in our community due to the COVID-19 pandemic. 2020 has also spotlighted the systemic racism in our nation and our community. This year's ECOS Annual Report focuses on race, equity, and COVID-19 recovery and the ECOS leadership team's related efforts. View the Annual Report and accompanying online data Scorecard [here](#).

A few notable highlights from the 2020 ECOS Annual Report include:

- **Demographics** | 83% of the population growth in Chittenden County over the last 10 years has been Hispanic (of any race), Black or African American, and/or American Indian and Alaska Native. This equates to 5,901 of the 7,069 people from 2010-2019.
- **Annual Median Household Income** | Black and African American households earn less than half of White households.
- **COVID-19 Among BIPOC Vermonters** | In Chittenden County, BIPOC residents contracted COVID-19 at 2.7 times the rate of White residents.

Achieving a healthy, inclusive, and prosperous future for Chittenden County is the vision of our **ECOS Plan**. However, the ECOS partners know we cannot achieve that future without addressing the systemic racism in our community. While addressing inequity has been one of the eight key strategies in the ECOS Plan since 2013, it is clear that a healthy, inclusive and prosperous future is not in reach for all Chittenden County residents, and there is much work to be done. At CCRPC, we will be working with our

remotely is provided with every meeting agenda.

APRIL

4/6, 9:00am: CCRPC Transportation Advisory Committee Meeting

[CANCELED] 4/6, 11:00am: CCRPC Clean Water Advisory Committee Meeting

4/6, 12:15pm: CCRPC MS-4 Sub-Committee Meeting

4/7, 5:45pm: CCRPC Executive Committee Meeting

4/8, 7:00pm: Richmond Bridge Street Study Public Meeting

4/21, 6:00pm: CCRPC Board Meeting

[View full calendar »](#)



CCRPC FY21 Annual Work Program

The CCRPC's Unified Planning Work Program (UPWP) is our annual work program that describes our activities and specifies the deliverables for the next year. The UPWP is the mechanism to implement the strategies for our region outlined in the **ECOS Plan** and helps municipalities implement their local plans.

[Learn More »](#)



NEW: 2020 ECOS Annual Report Available

The 2020 Annual Report is the seventh edition. In addition to some of the data we report on annually,

member municipalities, partners, and state agencies to confront and address systemic racism.

To learn more about the ECOS Plan, visit <http://www.ecosproject.com> or contact info@ccrpcvt.org.

Best regards,

Charlie Baker
Executive Director, **CCRPC**

Of Note

CCRPC Summer Internship Opportunities - Applications Due: April 9
The CCRPC seeks to hire 3 interns for the summer months (June - August) of 2021. Applications are due April 9. [Learn More »](#)

RFP Available: Social Change Marketing Campaign Services Re: Stormwater - Applications Due: April 9

The CCRPC is soliciting responses from qualified Contractors and/or Organizations to aid in implementation of a social change marketing campaign known as Rethink Runoff. [Learn More »](#)

RFQ Available: Civil Engineering Services for the Town of Westford - Applications Due: April 14

The Town of Westford, and project partners (e.g. Vermont River Conservancy, Champlain Housing Trust, and Green Mountain Habitat for Humanity), will conduct site investigation, planning, and pre-development work on the property at 1705 VT Route 128 in Westford. [Learn More »](#)

RFQ Available: Planning, Engineering, and Environmental Services - Applications Due: April 23

The CCRPC is issuing a RFQ on behalf of the nineteen communities that comprise the CCRPC for Planning, Engineering and Environmental Services. [Learn More »](#)

CCRPC FY22 Annual Work Program (UPWP) Development Underway

The CCRPC is in the process of creating the FY2022 Unified Planning Work Program (UPWP), our **annual work program** that describes our activities and specifies the deliverables for the next year (July 1, 2021-June 30, 2022). [Learn More »](#)

IRS and Vermont Extend April 15 Income Tax Deadline to May 17

The deadline for Vermont personal income tax filings for tax year 2020 has been extended from April 15 to May 17 in alignment with the federal due date change announced by the IRS. This extension means taxpayers can file their 2020 Vermont personal income tax, and pay any tax owed, by May 17 without penalties and interest.

Transportation

Implementing ECOS Strategy 2

Richmond Bridge Street Complete Streets Corridor Study Public Meeting: April 8

The Town of Richmond, with assistance from CCRPC and consultant VHB, seeks to plan for walking and biking improvements to Bridge Street. Following our first public meeting in December, we compiled your thoughts for improving walking and biking on Bridge Street and came up with some draft concepts. We welcome you to join us at our next virtual public meeting at 7:00pm on April 8th via Zoom! [Learn More »](#)

Survey: Swift and Spear Street Intersection Feasibility Study - Responses Due: April 8

Over the next several months, the City of South Burlington, CCRPC, and their design consultants will be exploring options to improve walking, bicycling, and driving through the Swift Street / Spear Street intersection. The project team invites you to learn more about this project and provide input about your experiences at this intersection. Your input will be used to

this year's **ECOS Annual Report** includes indicators of disparities that have resulted from systemic racism in our nation and community, as well as indicators associated with the COVID-19 pandemic.

This intentional focus on race, equity, and the COVID-19 pandemic marks the commitment of the ECOS leadership team to address these challenges.

[Learn More »](#)



United Way of Northwest Vermont COVID-19 COMMUNITY RESPONSE

United Way is dedicated to supporting our community members through the COVID-19 pandemic and the social and economic fallout that may result from it. To support all of our neighbors, United Way is working with its existing network of partnerships and the community at large to develop a **comprehensive list** of community-based services and volunteer opportunities updated on a daily basis.

[Learn More »](#)

CCRPC Board of Directors FY21 Membership

Bolton: Sharon Murray

Buel's Gore: Garret Mott

Burlington: Andy Montroll

Charlotte: Jim Donovan

Colchester: Jacqueline
Murphy

Essex: Jeff Carr

Essex Junction: Dan Kerin

Hinesburg: Michael
Bissonette

Huntington: Barbara Elliott

create alternative design options and proposed improvements. We want to hear from you! [Learn More »](#)

Survey: Winooski City Parking Management Plan

Do you live, work, or play in Winooski? Please help us better understand parking habits throughout the City by taking [this survey](#)! The survey will be active throughout the month of April pending response rates. Thank you!

Chittenden County I-89 2050 Study Updates

The Chittenden County I-89 2050 Study is a collaborative effort of the Chittenden County Regional Planning Commission and the Vermont Agency of Transportation to develop a comprehensive investment program for the 37 mile I-89 corridor in Chittenden County, Vermont through 2050. Outreach efforts to share this study's findings at each phase of the project and solicit input from stakeholders to inform decision-making have been ongoing. Visit the project website for previous and upcoming public participation opportunities. [Learn More »](#)

GMP Workplace Charging Program

The GMP Workplace Charging Program makes it easy for businesses, organizations, and municipalities to install EV chargers for public use with no upfront costs. The flat, monthly subscription charge starts at \$35 per month and covers the cost of the charger, installation, software and maintenance, and includes optional low-interest financing through the [Vermont Economic Development Authority \(VEDA\)](#). Have questions or want to set up a site visit to get rolling? Email the [GMP Business Innovation Team](#).

Way to Go! School Challenge Gets Creative During COVID

The [Way to Go!](#) team, with support from CCRPC and VTrans, have adapted this award-winning program to be relevant for students statewide during the global pandemic. For example, student artists at Fletcher Elementary School, and at schools statewide, are creating their own unique face masks and supporting the environment at the same time. Read about their project [here](#).

Exit 16 DDI Updated Project Schedule Available

VTrans has announced an updated schedule for the Exit 16 Diverging Diamond Interchange (DDI) project. The bid advertisement and the contract award are planned for Spring 2022. Once awarded, phase one of construction can be begin, which includes utility relocation, ledge removal, and the construction of a retaining wall and shared-use path. Phase two will begin in 2023 and includes construction of the new DDI. [Learn More »](#)

More Transportation Projects & Updates

- Chittenden County [I-89 2050 Study](#) »
- Richmond Bridge Street Complete Streets [Corridor Study](#) »
- Swift and Spear Street Intersection [Feasibility Study](#) »
- North Winooski Avenue [Parking Management Plan](#) »
- [VT2A Connector Path - Beaudry Lane to VSECU](#) »
- Winooski Avenue [Corridor Study](#) »
- South Burlington VT116-Kimball-Tilley [Land Use & Transportation Plan](#) »
- Winooski East Allen Street [Scoping Study](#) »
- Colchester Ave Protected Bike Lanes and East Ave [Intersection Improvements](#) »
- [Bikeway Connectivity, Pedestrian Safety, and Stormwater Management in the Old North End](#) »
- Richmond Rd. / North Rd. / Texas Hill Rd. Intersection [Scoping Study](#) »
- [Advanced Traffic Monitoring System](#) »
- [Way to Go! to School](#) »
- [Municipal Road General Permit \(MRGP\) Technical Assistance](#) »

For a full list of transportation projects, visit the CCRPC Transportation Advisory Committee [website](#); a full project list is provided in every TAC agenda and is updated regularly. [View the latest TAC agenda](#) »

Jericho: Catherine McMains

Milton: Tony Micklus

Richmond: Bard Hill

Shelburne: John Zicconi

St. George: Jeff Pillsbury

So. Burlington: Chris Shaw

Underhill: Vacant

Westford: Allison Hope

Williston: Erik Wells

Winooski: Mike O'Brien
(Chair)

FY21 Membership is
effective July 1, 2020
through June 30, 2021.

For more information
about the CCRPC Board
of Directors, [click here](#).

CCRPC Staff

Charlie Baker, Executive
Director

Dan Albrecht, Senior
Planner

Pam Brangan, GISP, GIS
Data & IT Manager

Jason Charest, PE, Senior
Transportation Planning
Engineer

Eleni Churchill,
Transportation Program
Manager

Forest Cohen, Senior
Business Manager

Bryan Davis, AICP, Senior
Transportation Planner

Marshall Distel,
Transportation Planner

Chris Dubin, Senior
Transportation Planner

Christine Forde, AICP,
Senior Transportation
Planner

Amy Irvin Witham, Business
Office Manager

Regina Mahony, AICP,
Planning Program Manager

Melanie Needle, Senior
Planner

Taylor Newton, Senior
Planner

Sai Sarepalli, PE, Senior
Transportation Planning

Economy

Implementing ECOS Strategy 1

Vermont Arts Council Artist Development Grants - Applications Due: **May 10**

Artist Development Grants support artists at all stages of their careers. Grants can fund activities that enhance mastery of an artist's craft or skills; activities that increase the viability of an artist's business; or for teaching artists, developing the skills necessary to provide instruction in K-12 schools remotely during the COVID-19 crisis. [Learn More »](#)

From St. Johnsbury to Shelburne, Museums Prepare to Reopen - Carefully

All around Vermont, museums are envisioning a summer when they can cautiously emerge from various states of closure. Like restaurants and hotels, museum operations -- which rely on in-person engagement between visitors and exhibits -- have been sharply restricted during a year of pandemic. Now, as COVID-19 vaccines are distributed, and the state gradually loosens those restrictions, museum directors feel more optimistic than they have in months. [Learn More »](#)

Energy & Natural Resources

Implementing ECOS Strategies 3 & 4

Clean Water Lecture Series: **April 1**

Join David Sausville, Wildlife Biologist with the Vermont Fish and Wildlife Department (VFWD) to discuss a new wetland restoration program funded by the U.S. Environmental Protection Agency and Lake Champlain Basin Program. The goal of this program is to support wetland acquisition, conservation, and restoration projects. Wetlands improve water quality, provide wildlife habitat, and increase access to public recreation. David will also summarize the history of VFWD's stewardship to Wildlife Management Areas and future conservation projects. [Learn More »](#)

Webinar: Forest Sustainability from a Forester's Point of View: **April 1**

New Hampshire, Vermont, Maine and northern New York State are among the most heavily wooded regions of the U.S. How should these forests be treated? Join this talk about climate change, forestation and renewable heat using tree-based biomass. This webinar will provide insights based in science and experience. [Learn More »](#)

Earth Day: April 22

EarthDay.org's mission is to diversify, educate and activate the environmental movement worldwide. Growing out of the first Earth Day in 1970, it is the world's largest recruiter to the environmental movement, working with more than 75,000 partners in over 190 countries to drive positive action for our planet. [Learn More »](#)

Vermont Urban Community Forestry Program Public Places Awards

This awards program recognizes special public spaces, the corridors that connect them, or networks of public spaces which have been defined or enriched by planning or design, as well as regulations that promote positive public uses and benefits. Submission deadline: May 7, 2021. [Learn More »](#)

'Ask an Arborist' May Webinar Series

VT Urban & Community Forest Program is celebrating trees throughout the month of May with an "Ask an Arborist" webinar series. Each Friday, we will have an ISA Certified Arborist host an informal conversation about all things trees -- from planting to pruning to planning! Each arborist will share about their work and answer any tree question you may have! [Learn More »](#)

Quality of Place

Implementing ECOS Strategy 2

2021 AARP Community Challenge - Applications Due: **April 14**

AARP Vermont invites community organizations and local governments across the state to apply for the 2021 Community Challenge grant program, now through April 14. Grants fund quick-action projects that can range from several hundred dollars for small, short-term activities to several

Engineer

Emma Vaughn,
Communications Manager

Please Note: As of March 16, 2020, CCRPC employees are working remotely and the office is closed to visitors. Please call or email and we will respond as soon as possible. Thank you!

For bios and contact information, [click here](#).

Our Communities

Bolton »
Buel's Gore »
Burlington »
Charlotte »
Colchester »
Essex »
Essex Junction »
Hinesburg »
Huntington »
Jericho »
Milton »
Richmond »
Shelburne »
South Burlington »
Underhill »
Westford »
Williston »
Winooski »

thousand or tens of thousands for larger projects that address placemaking, transportation and mobility, housing, civic engagement, COVID-19 recovery, diversity and inclusion, and more. [Learn More »](#)

Share Your Thoughts on the Future of Vermont

The challenges facing Vermont call on us to unite to build a better future. The Vermont Council on Rural Development, a neutral facilitator of public process, is excited to share the first draft of The Vermont Proposition: An effort to set non-partisan priorities for statewide action. The Proposition draft, based on input from thousands of Vermonters, shares a set of ideas to drive common action and advance a successful future for our communities, environment and economy. Now, VCRD is looking to you to help strengthen the Proposition. What's missing? What could be improved? What do we need to do to be successful for the next generation? To learn more about the initiative, see the current draft, and share your thoughts, visit futureofvermont.org.

New Exhibit Celebrates Winooski's Mill Heritage

Visitors to the Heritage Winooski Mill Museum can now enjoy detailed drawings of a fictional mill town similar to Winooski. These drawings were created by Caldecott award-winning illustrator David Macaulay, whose original sketches are on display at the museum. [Learn More »](#)

ACCD COVID-19 Recovery Resource Center

To aid Vermonters as we all respond to and recover from the COVID-19 outbreak, ACCD has developed a Recovery Resource Center of available tools including financial assistance programs, unemployment information, and a series of Frequently Asked Questions to help businesses and individuals navigate the resources available in this time of need. [Learn More »](#)

Emergency Management**Implementing ECOS Strategy 2****Local Emergency Management Plans Due May 1**

All municipal jurisdictions are expected to review and update their Local Emergency Management Plan (LEMP) annually and to formally readopt them between Town Meeting Day-on the first Tuesday in March-and May 1st. A current Local Emergency Management Plan is also required for municipalities to receive federal preparedness funds and increased state reimbursement through the Emergency Relief and Assistance Fund (ERAF). Please contact [Christine Forde](#) with any questions, or visit the [LEMP webpage](#).

Vermont Alert

VT-ALERT is the state system that notifies Vermonters of emergency situations, weather alerts, road information, and more. Register for a free account at www.vtalert.gov.

Social Community**Implementing ECOS Strategy 2****Starting April 1, All BIPOC Vermonters Are Eligible For Vaccines**

Because of the disproportionate impact of COVID-19 on Vermonters of color and disproportionately low rates of vaccine uptake, the Department of Health has partnered with organizations across the state to administer vaccination clinics specifically focused on these populations. Starting April 1, if you or anyone in your household identifies as Black, Indigenous, or a person of color (BIPOC), including anyone with Abenaki or other First Nations heritage, all household members who are 16 years or older can also sign up to get a vaccine. [Learn More »](#)

New Video Podcast Focuses on the Economic Impact of COVID-19 on Women

Based on median earnings for full-time, year-round workers, women are paid 82 cents for every dollar paid to men. Vermont Commission on Women presented the second in a series of (un)Equal Pay Day video podcast conversations, which was first broadcast on March 24th, the day into the

year women needed to work before their earnings caught up to those of men in 2020 due to the wage gap. [Learn More »](#)

UVM Integrative Health to Host Integrative Pain Management Conference: May 7

UVM Integrative Health, the College of Nursing and Health Sciences and UVM Medical Center are co-hosting a conference for the health care community aimed at helping providers understand non-pharmacologic approaches to pain management. [Learn More »](#)

VSAC GEAR UP Sponsors New Podcast for Parents

Vermont Student Assistance Corporation's GEAR UP program is sponsoring a new podcast series aimed at parents of teenagers and the tough challenges that face teens. [Learn More »](#)

If you have any questions, feedback, or suggested content for upcoming issues, please contact Emma Vaughn, Communications Manager: evaughn@ccrpcvt.org or (802) 846-4490 x *21.

Chittenden County Regional Planning Commission
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ccrpcvt.org | ecosproject.com

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Memo

10a

From the Town Manager's Office

To: Colchester Selectboard

From: Renae Marshall, Deputy Town Manager, Aaron Frank, Town Manager, Robert Vickery, Town Assessor and
Julie Graeter, Town Clerk/Treasurer

Date: February 19, 2021

Re: Act 175 Vermont Education Property Tax Transition Study

The Vermont Department of Taxes (the Department), in consultation with the Vermont League of Cities and Towns (VLCT) and the Vermont Municipal Clerks' and Treasurers' Association (VMCTA) has provided a report studying potential approaches to transitioning the responsibility for billing and collecting the statewide education property tax from municipalities to the Department. Initially the Town management was excited to learn that the State of Vermont might consider taking over all state education tax billing. This was based on our knowledge that the majority of Colchester taxpayers incorrectly believe that the taxes they pay to the town are levied by the town. But after reviewing the report, and the ideas submitted therein, we are no longer excited about the change and have the following concerns with the changes being considered:

- 1.) Complexity and Misunderstanding** – The town prioritizes good customer service to our residents and taxpayers. The idea of sending two separate bills to each taxpayer will result in confusion and frustration for our residents and town staff as it will have implications for escrow, billing cycles and software changes.
- 2.) Loss of Local Control** - Town staff will continue to address questions but will have no control over the administration of the billing. Among the changes being considered, is requiring a statewide billing cycle and standardizing the look and format of the bills. This will take time to administer and could result in each taxpayer receiving two bills until the issues are resolved across the state. Each municipality has voted on the number of billing cycles and due dates that best fit their municipal needs and values. Our tax cycles help the town and school district to respectively avoid and reduce the need for borrowing money for operating expenses, which also reduces operating costs. This local control would be eliminated with a statewide billing cycle. For example, if a statewide billing cycle is not enacted, then each Colchester property owner could potentially have 5-6 different property tax installments due per year.
- 3.) Homestead/Housesite (HH) Allocation** – The state currently pays each town a percentage of the Homestead and Non-Residential Grand List to administer the HH allocations. In Colchester, the FY2020 payment was \$69,190. If the state takes over the tax billing, it is assumed they would also take over the administration of the HH and this payment would go away. Staff currently spend approximately 10 hours/week administering the HH. These hours would decrease but not go away completely should the state take over the education property tax billing. The town would still be required to verify compliance and deal with questions from residents regarding how to file for HH which is roughly 50% of the time spent on administration of the HH.

4.) Property Tax Appeal Process – On rare occasions, the state has disagreed with a Board of Civil Authority (BCA) or Board of Listers' (BOL) findings in an appeal and have adjusted the Equalized Education Grand List (EEGL) to reflect the difference in value. This proposal would create two different assessments on two different tax bills. This could create two separate appeal processes. Disagreement in assessed value between the town and state has also happened in Grand List changes with partial reappraisals of a property class or neighborhood. If a disagreement in a partial reappraisal happens, it could affect hundreds of parcels. This happened in Colchester a couple of years ago when commercial apartments were reassessed. The state did not recognize the reappraisal in the EEGL and we appealed the EEGL to the state appeal board; we were successful and as a result, the EEGL was corrected.

Rather than transitioning the responsibility for billing and collecting the statewide education property tax from municipalities to the Department, town staff suggests making changes to the format of the property tax bill to better distinguish municipal services tax from the state homestead education tax that our residents and taxpayers pay.