



TOWN OF ESSEX SELECTBOARD REGULAR MEETING AGENDA

Online
Essex Junction, VT 05452
Monday, June 7, 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:

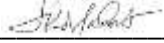
- **WATCH:** the meeting will be live-streamed on [Town Meeting TV](#).
- **JOIN ONLINE:** [Join Microsoft Teams Meeting](#). Depending on your browser, you may need to call in for audio (below).
- **JOIN CALLING:** Join via conference call (*audio only*): (802) 377-3784 | Conference ID: 351 279 122#
- **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. **AGENDA ADDITIONS/CHANGES**
3. **APPROVE AGENDA**
4. **PUBLIC HEARING**
 - a. Public Hearing on revisions to Title 7, Motor Vehicles, Traffic and Parking, of the Municipal Ordinance [6:35 PM]
5. **PUBLIC TO BE HEARD**
 - a. Comments from Public on Items Not on Agenda
6. **BUSINESS ITEMS**
 - a. *Interview and potential appointment: Dorothy Bergendahl, Energy Committee
 - b. *Interview and potential appointment: Tom Yandow, Zoning Board of Adjustment
 - c. **Consider approval of first-class liquor license: 1st Republic Brewing Co, LLC dba 1st Republic Brewing Co, LLC
 - d. **Consider renewal of first- and third-class liquor license: Fong LLC dba Joyce’s Noodle House
 - e. Discussion and potential action on request to invite Secretary of State to upcoming Selectboard meeting to discuss Open Meeting Laws and Public Records Act
 - f. Consider approval of final passage of revisions to Title 7, Motor Vehicles, Traffic and Parking, of the Municipal Ordinance
 - g. Consider approval of COVID true-up bonuses for employees
 - h. Consider approval of revisions to Town of Essex Personnel Guidelines
 - i. Presentation, discussion, and potential action to update Community Development fees
 - j. ***Legal discussion on Village of Essex Junction’s proposed separation from Town of Essex

****Selectboard will be acting as Board of Liquor Control Commissioners during this agenda item**
7. **CONSENT ITEMS**
 - a. Consider authorizing the Town to apply for the 2021 VTRANS Bike and Pedestrian Grant to complete final design and construction of a segment of a path on VT Route 15
 - b. Consider awarding bid for construction at Allen Martin Drive and VT Route 15
 - c. Consider awarding bid for purchase of replacement road grader
 - d. Approve minutes: May 17, 2021; May 24, 2021 - Joint
 - e. Check Warrants: #17864 – 5/21/21; 17867 – 5/28/21; #17871 – 6/4/21
8. **READING FILE**
 - a. Board member comments
 - b. Email from Jenny Willingham re: June 19th award ceremony honoring Mountain View Cemetery Commission for Restoration of the Common Burial Ground Cemetery
 - c. Letter from Barbara A. Higgins re: Resolution to Investigate an Amicable Separation
 - d. Email from Liz Subin re: Supporting Equity Work in Essex
 - e. Essex Juneteenth Celebration
 - f. Upcoming meeting schedule
9. **EXECUTIVE SESSION**
 - a. *An executive session may be requested to discuss the appointments of public officials

b. ***An executive session is anticipated to discuss legal matters

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:  6/4/2021



**TOWN OF ESSEX SELECTBOARD
NOTICE OF PUBLIC HEARING**

**June 7, 2021
6:35 p.m.**

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

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- **MUTE YOUR MIC:** When not speaking, please mute your microphone on your computer/phone.

The Selectboard of the Town of Essex shall hold a public hearing at 6:35 p.m. on June 7, 2021 online at https://teams.microsoft.com/l/meetup-join/19%3ameeting_YWI3MTkzZTUtZDNkNi00NTdhLWE2N2YtMjU2YTQ1NzVmMmU1%40thread.v2/0?context=%7b%22Tid%22%3a%22ecf8d528-f923-4497-9342-6544108d0637%22%2c%22Oid%22%3a%227d2b52d1-4870-4b4c-8056-abdf32a00af0%22%7d. You can find the link at www.essexvt.org or join via conference call (audio only): 802-377-3784 – Conference ID: 351 279 122#

The purpose of the public hearing is to consider final passage of revisions to Title 7, Motor Vehicles, Traffic and Parking, of the Municipal Ordinance.

The Selectboard of the Town of Essex hereby ordains that changes be made to the Municipal Ordinance, Title 7, Motor Vehicles, Traffic and Parking. The purpose of the revised provisions is to provide updates to ordinances that have not seen a major change in more than 20 years, including a new section to unify violations into one section; adding language for non-payment of fines and detailed procedures; adding exemptions to winter parking; correcting language to match an upcoming Public Nuisance ordinance; increasing distances of parking restrictions near intersections; and making updates to sections about traffic control signals, stop signs, yield signs, speed limits, and no parking zones.

Full text of the proposed revisions may be examined at the Essex Town Offices, 81 Main St., Essex Jct., VT, or online at www.essexvt.org. Should the Town of Essex Selectboard adopt these ordinances, they will become effective immediately.

Citizens have the right to petition for a vote on the ordinance at an annual or special meeting pursuant to 24 V.S.A. § 1973. Five (5) percent of the qualified voters of the Town of Essex, by written petition filed with the Town Clerk no later than forty-four (44) days following the date of adoption by the Selectboard, may request that the voters of the town disapprove of the Selectboard’s action at a duly warned annual or special meeting.

Please direct questions to Lt. Robert Kissinger at rkissinger@essex.org or 802-878-8331.

Andy Watts, Chair
Essex Selectboard

Title 7

MOTOR VEHICLES, TRAFFIC AND PARKING

Chapters:

- 7.01 General Provisions**
- 7.04 Traffic Lights and Stop Signs**
- 7.08 One-Way Streets and Turning Movements**
- 7.12 Speed Limits**
- 7.16 Weight Limits and Control of Thru-Truck Traffic**
- 7.20 Parking**
- 7.24 Towing**
- 7.30 Closure of Highways for Flooding and Other
Emergency Events**
- 7.40 Special Occasions—Town Highway Maintenance**
- 7.50 Severability**

Chapter 7.01

GENERAL PROVISIONS

Sections:

- 7.01.010 Adoption Authority**
- 7.01.020 Purpose**
- 7.01.030 Definitions**
- 7.01.040 Enforcement**
- 7.01.050 Violations – Penalties**
- 7.01.060 Severability**

7.01.010 Adoption authority

- A. Pursuant to the provisions of Title 23, Chapter 13, Subchapter 1 and Title 24, Chapter 59, Vermont Statutes Annotated, and the Charter of the Town of Essex, the Legislative body of the Town of Essex hereby ordains that the following Motor Vehicles, Traffic and Parking Ordinance is adopted for the Town of Essex and is designated as a civil ordinance.
- B. The adoption of this ordinance shall not effect prosecution for violations committed prior to the effective date of this ordinance, does not waive any fee or penalty due or not paid on the effective date and does not affect the validity of any bond, letter of credit or cash deposit posted, filed or deposited pursuant to the requirements of any other ordinance.

7.01.020 Purpose

- A. In the interest of the public health, safety and welfare of the Town of Essex, this ordinance is adopted to establish special traffic and parking regulations on the public highways within the Town of Essex, Vermont.

7.01.030 Definitions

- A. Word and/ or phrases when used in the ordinance shall, for purposes of this ordinance, have the meanings respectively ascribed to them herein, except when the context otherwise requires.
- B. Whenever any words and/ or phrases used herein are not defined, but are defined in the state statute regulating the operation of vehicles, any such definition therein shall be deemed to apply to such words or phrases used herein, except when the context otherwise requires.
- C. The definitions of Title 23, section 4, Vermont Statutes Annotated are incorporated herein by reference.

7.01.040 Enforcement

- A. This is a civil ordinance and shall be enforced by enforcement officials in the Vermont Judicial Bureau in accordance with Title 24, Chapter 59 and Title 23, Chapter 13, Vermont Statutes Annotated.

7.01.050 Violations – Penalties

- A. Any person who violates any provision of this Title 7, Chapters 7.04 through 7.16 shall be considered to have committed a civil traffic violation that falls under the jurisdiction of the Vermont Judicial Bureau and penalties shall be assessed according to the Judicial Bureau Waiver Penalty schedule of fines in effect at the time of the violation, as the same shall be amended from time to time.

7.01.060 Severability

- A. If any portion of this ordinance and any amendments hereto are found unconstitutional or invalid by a court of competent jurisdiction, the remainder of this ordinance and amendments made hereto shall not be affected by such finding, and shall remain in full force and effect. If any statute referred to in this ordinance shall be amended this ordinance shall be deemed to refer to such statute as amended.

CHAPTER 7.02

[Reserved]

CHAPTER 7.03

[Reserved]

Chapter 7.04

TRAFFIC LIGHTS AND STOP SIGNS

Sections:

- 7.04.010 Traffic Control Signals - Meaning**
- 7.04.020 Traffic Control Signals - Location**
- 7.04.030 Additional Traffic-Control Devices**
- 7.04.040 Stop signs—Locations designated**
- 7.04.050 Yield signs—Locations designated**

7.04.010 Traffic Control Signals - Meaning

- A. Whenever traffic is controlled by traffic-control signals exhibiting the words “Go,” “Caution,” or “Stop,” or exhibiting different colored lights or colored lighted arrows, successively one at a time or in combination, only the following colors shall be used, except for special pedestrian signals carrying a word legend, and said terms and lights shall indicate and apply to drivers of vehicles and pedestrians as follows:
 - a. Vehicular traffic facing the signal, except when prohibited by law from passing a stopped school bus, may proceed straight through or turn right or left unless a sign at such place prohibits either such turn. Vehicular traffic, including vehicles turning right or left, shall yield the right of way to other vehicles or to pedestrians lawfully within the intersection or on an adjacent crosswalk at the time such signal is exhibited.
- B. Steady green signal:

- b. Pedestrians facing the signal may proceed across the roadway within any marked or unmarked crosswalk.

C. Steady yellow signal:

- a. Vehicular traffic facing the signal is thereby warned that a red signal will be exhibited immediately thereafter, and such vehicular traffic shall not enter the intersection.
- b. Pedestrians facing a steady yellow signal, unless otherwise directed by a pedestrian-control signal, are advised that there is insufficient time to cross the roadway before a red signal is shown, and no pedestrian shall start to cross the roadway.

D. Steady red signal:

- a. Vehicular traffic facing the signal shall stop at a clearly marked stop line and / or before entering the crosswalk on the near side of the intersection, but if none, then before entering the intersection.
- b. Except when a sign or signal is in place prohibiting a turn, vehicular traffic facing any steady red signal may cautiously enter the intersection to turn right, or to turn left from a one-way street into a one-way street, after stopping as required in subsection (a). This traffic shall yield the right-of-way to pedestrians lawfully within an adjacent crosswalk and to other traffic lawfully using the intersection. No motorist shall turn right when facing a red arrow signal indication unless a regulatory sign is present which permits the movement.
- c. Unless otherwise directed by a pedestrian-control signal, no pedestrian facing the signal alone shall enter the roadway.

E. Red with green arrow:

- a. Vehicular traffic facing such signal may cautiously enter the intersection only to make the movement indicated by such arrow but shall yield the right-of-way to pedestrians and to other traffic lawfully using the intersection.

F. Whenever an illuminated flashing red or yellow signal is used in a traffic sign or signal it shall require obedience by vehicular traffic as follows:

- a. Flashing red: When a red lens is illuminated with rapid intermittent flashes, drivers of vehicles shall stop before entering the nearest crosswalk at an intersection or at a limit line when marked, or, if none, before entering the intersection, and the right to proceed shall be subject to the rules applicable after making a stop at a stop sign. This section does not apply to railroad grade crossings.
- b. Flashing yellow: When a yellow lens is illuminated with rapid intermittent flashes, drivers of vehicles may proceed only with caution.

7.04.020 Traffic Control Signals – Location

- A. Permanent traffic-control lights now or hereafter located and in operation at the following intersections are authorized to continue in use and operation:

<u>STREET NAME</u>	<u>INTERSECTING STREET(s)</u>
1. Allen Martin Drive	Jericho Road (VT-15); <i>** effective upon completion</i>
2. Billie Butler Drive	Upper Main Street (VT-15);
3. Blair Road	Susie Wilson Bypass, Kellogg Road, Susie Wilson Road;
4. Browns River Road (VT-128)	Center Road (VT-15), Towers Road and Jericho Road (VT-15);
5. Center Road (VT-15)	Old Stage Road, Upper Main Street (VT-15), Commonwealth Avenue;
6. Center Road (VT-15)	Essex Way;
7. Center Road (VT-15)	Essex Shopping Center (90 Center Road), residence at 95 Center Road;
8. Center Road (VT-15)	Towers Road, Browns River Road (VT-128), Jericho Road (VT -15);
9. Circumferential Highway (VT-289) Exit 7 westbound	Colchester Road (VT-2A);
10. Circumferential Highway (VT-289) Exit 9 east/westbound	Upper Main Street (VT-15);
11. Circumferential Highway (VT-289) Exit 10 east/westbound	Essex Way;
12. Circumferential Highway (VT-289) Exit 12 eastbound	River Road (VT-117);
13. Commonwealth Avenue	Center Road (VT-15), Old Stage Road, Upper Main Street (VT-15);
14. Colchester Road (VT-2A)	Susie Wilson Bypass, Circumferential Highway (VT-289) (7 entrance ramp);
15. Colchester Road (VT 2A)	Circumferential Highway (VT-289) - exit ramp at 7;
16. Essex Way	Circumferential Highway (VT-289) - entrance / exit ramps at 10;
17. Essex Way	Center Road (VT-15);
18. Ethan Allen Avenue	Fort Parkway (VT-15);
19. Fort Parkway (VT-15)	Ethan Allen Avenue;
20. Fort Parkway (VT-15)	Pearl Street, Susie Wilson Road;
21. Gauthier Drive	Kellogg Road, Morse Drive;
22. Jericho Road (VT15)	Browns River Road (VT-128), Center Road (VT-15), Towers Road;
23. Jericho Road (VT-15)	Sand Hill Road <i>**effective upon completion</i> ;
24. Jericho Road (VT-15)	Allen Martin Drive <i>**effective upon completion</i> ;
25. Joshua Way	Susie Wilson Road, Sunderland Way;
26. Kellogg Road	Susie Wilson Road, Blair Road, Susie Wilson Bypass;
27. Kellogg Road	Morse Drive, Gauthier Drive;
28. Kellogg Road	New England Drive;
29. Morse Drive	Kellogg Road, Gauthier Drive;
30. New England Drive	Kellogg Road;
31. Old Stage Road	Upper Main Street (VT-15), Commonwealth Avenue, Center Road (VT-15);
32. Pinecrest Drive	Susie Wilson Road; 10 Susie Wilson Road;
33. River Road (VT-117)	Sand Hill Road;
34. Sunderland Way	Susie Wilson Road, Joshua Way;
35. Sand Hill Road	Jericho Road; <i>**effective upon completion</i>
36. Susie Wilson Bypass	Kellogg Road; Susie Wilson Road, Blair Road,
37. Susie Wilson Road	Fort Parkway (VT-15), Pearl Street;
38. Susie Wilson Road	Joshua Way, Sunderland Way;
39. Susie Wilson Road	Pinecrest Drive; 10 Susie Wilson Road;
40. Susie Wilson Road	Market Place, David Drive;

41. Susie Wilson Road	Blair Road, Susie Wilson Bypass, Kellogg Road;
42. 10 Susie Wilson Road	Susie Wilson Road, Pinecrest Drive;
43. Towers Road	Center Road (VT-15), Jericho Road (VT-15), Browns River Road (VT-128);
44. Upper Main Street (VT-15)	Circumferential Highway (VT-289) entrance / exit ramps eastbound and westbound at 9;
45. Upper Main Street (VT-15)	Billie Butler Road / 72 Upper Main Street;
46. Upper Main Street (VT-15)	Old Stage Road, Commonwealth Avenue, Center Road (VT-15).

7.04.030 Additional traffic-control devices

- A. Other traffic-control devices of a mobile or portable nature may temporarily be utilized by the police, fire and public works departments for emergency situations as they deem necessary.

7.04.040 Stop signs—Locations designated

- A. The following streets, avenues and roads shall have erected thereon stop signs to control the traffic as stated below. All vehicles, motorcycles and other forms of common conveyance shall be caused to come to a full stop by the operators thereof in obedience to the traffic-control signs. Such vehicles shall not proceed from the stop position until the road onto which it is proceeding is clear.

<u>STREET NAME</u>	<u>INTERSECTING STREET(s)</u>
1. Abare Avenue	Susie Wilson Road;
2. Abare Avenue	Damon Drive;
3. Alder Lane	Browns River Road (VT-128);
4. Alder Lane	Jericho Road (VT-15);
5. Alderbrook Road	Greenbriar Drive;
6. Allen Martin Drive	Jericho Road (VT-15) (East / Westbound);
7. Allen Martin Parkway	Sand Hill Road;
8. Andrew Avenue	Gauthier Drive;
9. Baker Street	Greenfield Road;
10. Baker Street	Logwood Circle;
11. Bashaw Drive	Sydney Drive (East and West);
12. Billie Butler Drive	Billie Butler Drive; Carmichael Street;
13. Billie Butler Drive	Carmichael Street (South);
14. Blackberry Lane	Bobolink Circle;
15. Blair Road	Pioneer Street;
16. Blair Road	Susie Wilson Road;
17. Bluestem Road	Clover Drive;
18. Bluestem Road	Cedar Street;
19. Bixby Hill Road	Browns River Road (VT-128);
20. Bobolink Circle	Clover Drive (North and South);
21. Brigham Hill Lane	Brigham Hill Road;
22. Brigham Hill Road	Old Stage Road;
23. Bushey Lane	Gauthier Drive;
24. Butternut Court	Margaret Street;

25. Button Drive	Jackson Heights;
26. Button Drive	Pioneer Street;
27. Cabot Drive	Old Stage Road;
28. Cabot Drive	Chelsea Road;
29. Carmichael Street	Billie Butler Drive;
30. Carmichael Street	Essex Way;
31. Carmichael Street	Commonwealth Avenue (North and *South) <i>*effective upon acceptance;</i>
32. Catella Road	Osgood Hill Road;
33. Cavendish Court	Peacham Lane;
34. Cavendish Court	Weathersfield Bow;
35. Cedar Court	Cedar Street;
36. Cedar Street	Clover Drive;
37. Cemetery Road	Sand Hill Road;
38. Chapin Road	Towers Road;
39. Chase Court	Jericho Road (VT-15);
40. Chelsea Road	Cabot Drive;
41. Cindy Lane	Tanglewood Drive;
42. Circle Drive	Jericho Road (VT-15);
43. Clara Hill Lane	Sand Hill Road;
44. Clover Drive	Towers Road;
45. Colbert Street	Abare Avenue;
46. Colbert Street	Blair Road;
47. Colonel Page Road	Old Stage Road;
48. Colonel Page Road	Chapin Road;
49. Commonwealth Avenue	Carmichael Street (East and West) <i>*effective upon acceptance;</i>
50. Corporate Drive	Allen Martin Drive;
51. Craftsbury Court	Cabot Drive;
52. Craftsbury Court	Old Stage Road;
53. Creek Road	Rustic Drive;
54. Creek Road	Wildwood Drive;
55. Crestview Road	Drury Drive;
56. Dalton Drive	Dalton Drive;
57. Dalton Drive	Ethan Allen Avenue;
58. Damon Drive	Prescott Street;
59. Dartmoor Court	Hampshire Court;
60. David Drive	Susie Wilson Road;
61. Debra Drive	Sydney Drive (East and West);
62. Deer Crossing Lane	Saxon Hill Road;
63. Devon Hill Court	Southdown Court;
64. Discovery Road	Lamore Road;
65. Doon Way	South Street;
66. Douglas Road	Towers Road;
67. Essex Commons	Jericho Road (VT-15)

68. Essex Highlands
69. Essex Way
70. Essex Way
71. Ethan Allen Avenue
72. Evergreen Drive

73. Ewing Place
74. Fern Hollow Road
75. Fox Run Road
76. Fleury Road
77. Forest Road
78. Foster Road
79. Founders Road
80. Freeman Woods
81. Frederick Road
82. Gardenside Lane
83. Gentes Road
84. Gentes Road
85. Glenwood Drive
86. Goodrich Lane
87. Greenbriar Drive
88. Greenbriar Drive
89. Greenfield Road Extension
90. Greenfield Road Extension
91. Greenfield Road
92. Greenfield Court
93. Griffin Lane
94. Griffin Lane
95. Hagan Drive
96. Hampshire Court
97. Hanley Lane
98. Heatherbush Road
99. Heatherbush Road
100. Hickory Lane
101. Hickory Lane
102. High View Drive
103. Hillside Circle
104. Indian Brook Road
105. Ira Allen Drive
106. Ira Allen Drive
107. Irene Avenue
108. Irene Avenue
109. Iris Street
110. Iris Street
111. Jackson Heights

Weed Road;
Stannard Drive;
Lang Drive;
Dalton Drive (Westbound);
Stonebrook Circle (North and South) *effective upon acceptance;
Susie Wilson Road;
Tanglewood Drive;
Weathersfield Bow;
Towers Road;
Skyline Drive;
Sand Hill Road;
Sand Hill Road;
Essex Way;
Lamell Avenue;
Colchester Road (VT-2A);
Colchester Road (VT-2A);
Lamore Road (North and South);
Tanglewood Drive (East and West);
Brigham Hill Road;
Sand Hill Road;
Alderbrook Road (North and South);
Greenbriar Drive;
Greenfield Road;
River Road (VT-117);
Greenfield Road;
Gardenside Lane;
Colchester Road (VT-2A);
Lang Drive;
Suffolk Lane;
Osgood Hill Road;
Valleyview Drive;
Timberlane Drive;
Allen Martin Parkway;
Sage Circle;
Lamore Road;
Saxon Hollow Drive (North and South);
Old Stage Road;
Pioneer Street;
Jackson Heights;
Browns River Road (VT-128);
Marion Avenue;
Bixby Hill Road;
Bobolink Circle;
Pioneer Street;

112.	Jackson Heights	Pinecrest Drive;
113.	Jackson Street	Jackson Street;
114.	Joseph Lane	Thomas Lane;
115.	Joshua Way	Pinecrest Drive;
116.	Kimberly Drive	Pinecrest Drive;
117.	Kurk Drive	Pinewood Drive;
118.	Lamell Avenue	Richard Street;
119.	Lamoille Street	East Street;
120.	Lamore Road	Gentes Road;
121.	Landfill Road	Colchester Road (VT-2A);
122.	Lang Drive	Essex Way;
123.	Lang Drive	Hagan Drive;
124.	Lang Farm Center	Essex Way;
125.	Lasalle Road	Margaret Street;
126.	Lasalle Road	Sand Hill Road;
127.	Laurel Drive	Allen Martin Parkway;
128.	Laurel Drive	Laurel Drive;
129.	Lavigne Road	Sand Hill Road;
130.	Leo Drive	Jericho Road (VT-15);
131.	Lida Drive	Lang Drive;
132.	Lida Drive	Repa Drive;
133.	Lilac Lane	Jericho Road (VT-15);
134.	Linden Lane	Glenwood Drive;
135.	Locust Lane	Hubbells Falls Drive;
136.	Locust Lane	Beech Street;
137.	Logwood Circle	Greenbriar Drive;
138.	Logwood Circle	Logwood Circle;
139.	Londonderry Lane	Center Road (VT-15);
140.	Londonderry Lane	Chelsea Road;
141.	Lost Nation Road	Discovery Road;
142.	Lost Nation Road	Old Stage Road;
143.	Maplelawn Drive	Sand Hill Road (North and South);
144.	Margaret Street	Sand Hill Road;
145.	Marion Avenue	Irene Avenue;
146.	Marion Avenue	Frederick Road;
147.	Market Place	Pinecrest Drive;
148.	Market Place	Susie Wilson Road;
149.	McGee Road	Lost Nation Road;
150.	Naylor Road	Weed Road;
151.	Naylor Road	Jericho Road (VT-15);
152.	New England Drive	Gauthier Drive;
153.	North Hillcrest Road	Hillcrest Road;
154.	North Williston Road	River Road (VT-117);
155.	Oakwood Lane	Tanglewood Drive;
156.	Old Colchester Road	Colchester Road (VT-2A);

157.	Old Pump Road	Old Pump Road (East and West);
158.	Oliver Wight Drive	Allen Martin Drive;
159.	Orleans Road	Upper Main Street (VT-15) *effective upon completion;
160.	Orleans Road	Juniper Ridge Road *effective upon completion;
161.	Osgood Hill Road	Browns River Road (VT-128);
162.	Parizo Drive	Pinecrest Drive;
163.	Patricia Place	Margaret Street;
164.	Partridge Drive	Allen Martin Parkway;
165.	Partridge Drive	Partridge Drive;
166.	Peacham Lane	Willoughby Drive;
167.	Peacham Lane	Old Stage Road;
168.	Peacham Lane	Peacham Lane;
169.	Perkins Drive	River View Drive (North and South);
170.	Perry Drive	Lavigne Road;
171.	Pettingill Road	Browns River Road (VT-128);
172.	Pinecrest Drive	Colchester Road (VT-2A);
173.	Pinewood Drive	River Road (VT-117);
174.	Pinewood Drive	Valleyview Drive;
175.	Pioneer Street	Abare Avenue;
176.	Pioneer Street	Pinecrest Drive;
177.	Prescott Street	Abare Avenue;
178.	Pool Road	Sand Hill Road;
179.	Pomfret Lane	Fox Run Road;
180.	Raymond Drive	Winterlane Circle;
181.	Raymond Drive	River View Drive;
182.	Red Pine Circle	Thompson Drive; <i>*effective upon acceptance;</i>
183.	Repa Drive	Essex Way;
184.	Repa Drive	Hagan Drive;
185.	Richard Street	Jericho Road (VT-15);
186.	Ridge Road	Skyline Drive;
187.	Ridge Road	Valleyview Drive;
188.	River View Drive	Pinewood Drive (North and South);
189.	Ronald Court	Lamell Avenue;
190.	Rosewood Trail	Tanglewood Drive;
191.	Royal Park	Pinecrest Drive;
192.	Rustic Drive	Forest Road;
193.	Sage Circle	Butternut Court;
194.	Sand Hill Road	Jericho Road (VT-15) (East and West); <i>* deleted upon completion of traffic signals;</i>
195.	Sand Hill Road	Allen Martin Drive (North and South); <i>* deleted upon completion of traffic signals;</i>
196.	Sand Hill Road	River Road (VT-117);
197.	Sand Hill Road -Northbound	Sand Hill Road;
198.	Sand Hill Road- Southbound	Sand Hill Road; Allen Martin Drive;
199.	Saybrook Road	Center Road (VT-15);

200.	Sawmill Road	Sawmill Road (North and South);
201.	Saxon Hill Road	Jericho Road (VT-15);
202.	Saxon Hollow Drive	Allen Martin Parkway;
203.	Saxon Hollow Drive	Greenbriar Drive;
204.	Skyline Drive	Forest Road;
205.	Skyline Drive	Valleyview Drive;
206.	Sleepy Hollow Road	Weed Road;
207.	Southdown Court	Suffolk Lane;
208.	Stannard Drive	Essex Way (North and South);
209.	Stanton Drive	River Street;
210.	Stearns Avenue	Jackson Heights;
211.	Stearns Avenue	Pioneer Street;
212.	Steeplebush Road	Bobolink Circle;
213.	Steeplebush Road	Cedar Street;
214.	Stonebrook Circle	Windridge Road;
215.	Suffolk Lane	Pinecrest Drive (East and West);
216.	Sunset Drive	Center Road (VT-15);
217.	Tanglewood Drive	Sand Hill Road;
218.	Thistle Lane	Fox Run Road;
219.	Thomas Lane	Browns River Road (VT-128);
220.	Thomas Lane	Thomas Lane;
221.	Thompson Drive	Allen Martin Drive;
222.	Towers Road	Old Stage Road;
223.	Towers Road Extension	Old Stage Road;
224.	Turcotte Road	Gauthier Drive;
225.	Vale Drive	Countryside Drive;
226.	Vale Drive	Brickyard Road;
227.	Valleyview Drive	River Road (VT-117);
228.	Valleyview Drive	Windridge Road;
229.	Washington Circle	Orleans Road (North and South); <i>*effective upon acceptance</i>
230.	Walden Woods	Indian Brook Road;
231.	Weathersfield Bow	Willoughby Drive;
232.	Weed Road	Browns River Road (VT-128);
233.	Weed Road	Jericho Road (VT-15);
234.	West Sleepy Hollow Road	Browns River Road (VT-128);
235.	Whitcomb Meadows Lane	Jericho Road (VT-15);
236.	Whitetail Lane	Deer Crossing Lane;
237.	Wildwood Drive	Forest Road;
238.	Willoughby Drive	Old Stage Road;
239.	Windridge Road	Wildwood Drive;
240.	Winterlane Circle	Timberlane Drive;
241.	Wolfe Drive	River View Drive;
242.	Woodlawn Court	Woodlawn Drive;
243.	Woodlawn Drive	Tanglewood Drive;

7.04.050 Yield signs—Locations designated

- A. The following streets, avenues and roads shall have erected thereon yield signs so as to control the traffic as stated below. All vehicles, motorcycles and other forms of common conveyance shall yield to all traffic and assure that the way is clear of all motor vehicles, bicycles and pedestrians before entering the following streets or highways, when a yield sign so indicating is installed:

<u>STREET NAME</u>	<u>INTERSECTING STREET</u>
1. Billie Butler Drive	Upper Main Street (VT-15);
2. Carmichael Street	Billie Butler Drive (west side of triangle);
3. Dalton Drive	Ethan Allen Avenue;
4. Lamore Road	Lost Nation Road;
5. Lost Nation Road	Curve Hill Road, Lost Nation Road;
6. Kellogg Road	Susie Wilson Road (southbound);
7. Osgood Hill Road	Osgood Hill Road at the triangle.

Chapter 7.08

ONE-WAY STREETS AND TURNING MOVEMENTS

Sections:

- 7.08.010 One-Way Streets**
- 7.08.020 Do Not Enter**
- 7.08.030 Passing on One-Way Street; Marked Lanes**
- 7.08.040 Turning restrictions—Locations**
- 7.08.050 Bicycle path use restrictions**

7.08.010 One-Way Streets

- A. The following streets are hereby designated as one-way streets, and all traffic and travel thereon, except pedestrians, shall pass in the directions indicated, and not otherwise.

<u>STREET NAME</u>	<u>STARTING POINT</u>	<u>ENDING POINT</u>
1. Billie Butler Drive	Upper Main Street (VT-15)	Carmichael Street;
2. Billie Butler Drive	Carmichael Street	Upper Main Street (VT-15);
3. Lavigne Road	Perry Drive	Sand Hill Road;
4. Perry Drive	Jericho Road (VT-15)	Lavigne Road.

7.08.020 Do Not Enter

- A. The following streets are hereby designated as “Do Not Enter” and all traffic and travel thereon shall not pass.

<u>STREET NAME</u>	<u>INTERSECTION STREET</u>
1. Griffin Lane	Colchester Road (VT-2A);
2. Lavigne Road	Sand Hill Road;
3. Sand Hill Road	Jericho Road (VT-15) west intersection;
4. Susie Wilson Road	Susie Wilson Bypass.

7.08.030 Passing on One-Way Street; Marked Lanes

- A. On the streets and roads in the Town of Essex designated as one-way traffic, and on those streets and roads where, by appropriate pavement, street markings or signs more than one lane of traffic is designated in the same direction, it shall become lawful to overtake and pass a vehicle proceeding in the same direction on either side thereof. The operator of any such vehicle, upon any such street shall, before turning their vehicle from one traffic lane into another traffic lane, indicate by hand signal or directional light their intentions so to do, and shall turn into the other lane only after using due care and caution to avoid accidents.
- B. Where traffic lanes are so marked to indicate their use for a right turn only, left turn only, through traffic only, or a combination of the above of same, no person shall operate a vehicle except in the direction so indicated by such markings.

7.08.040 Turning restrictions—Locations

- A. No vehicle of any type, motorcycle, or other form of common conveyance, shall make left-hand turns from:

<u>STREET NAME</u>	<u>INTERSECTING STREET</u>
a.Griffin Lane	Colchester Road (VT-2A);
b.Sand Hill Road	Jericho Road (VT-15) eastern intersection;

- B. No vehicle of any type, motorcycle, or other form of common conveyance, shall make any turns on red traffic signals at:

<u>STREET NAME</u>	<u>INTERSECTING STREET</u>
a.Susie Wilson Road	Fort Parkway (VT-15).

- C. No vehicle of any type, motorcycle, or other form of common conveyance, shall turn on a red traffic signal when an illuminated sign indicating “No Turn on Red” symbol is displayed to drivers at the following intersections:

<u>STREET NAME</u>	<u>INTERSECTING STREET</u>
a.Browns River Road (VT-128)	Towers Road;
b.Center Road (VT-15)	Essex Way;
c.Center Road (VT-15)	90 Center Road;
d.Center Road (VT-15)	Jericho Road (VT-15);
e.Center Road (VT-15)	Commonwealth Road, Old Stage Road;
f. 90 Center Road	Center Road (VT-15);
g.Commonwealth Road	Center Road;

h. David Drive	Susie Wilson Road;
i. Essex Way	Center Road (VT-15);
j. Jericho Road (VT-15)	Browns River Road (VT-128);
k. Joshua Way	Susie Wilson Road;
l. Market Place	Susie Wilson Road;
m. Old Stage Road	Upper Main Street (VT-15);
n. Pinecrest Drive	Susie Wilson Road;
o. Susie Wilson Bypass	Kellogg Road;
p. Susie Wilson Road	David Drive;
q. Susie Wilson Road	135 Sunderland Way;
r. Susie Wilson Road	Sunderland Way;
s. Susie Wilson Road	Market Place;
t. Susie Wilson Road	Joshua Way;
u. Susie Wilson Road	Pinecrest Drive;
v. Sunderland Way	Susie Wilson Road;
w. 10 Sunderland Way	Susie Wilson Road
x. Towers Road	Center Road (VT-15);
y. Upper Main Street (VT-15)	Billie Butler Drive;
z. Upper Main Street (VT-15)	Commonwealth Road.

E. No vehicle of any type, motorcycle, or other form of common conveyance, shall make U Turns at:

<u>STREET NAME</u>	<u>INTERSECTION STREET</u>
a. Fort Parkway (VT-15) westbound	Ethan Allen Avenue;

7.08.050 Bicycle path use restrictions

A. No motor vehicle of any type shall be within all areas designated as a bicycle lane, multi-use recreation path or sidewalk.

Chapter 7.12 SPEED LIMITS

Sections:

7.12.010	Twenty-five Miles per Hour Speed Limit
7.12.020	Speed Limits above 25 Miles per Hour
7.12.030	Exemptions for emergency vehicles
7.12.040	Penalties

7.12.010 Twenty-five Miles per Hour Speed Limit

A. No vehicle of any type, motorcycle, or other form of common conveyance, shall be operated at a speed in excess of twenty-five miles per hour on any road in the Town of Essex except as provided in section 7.12.020.

7.12.020 Speed Limits above Twenty-five Miles per Hour

- A. No vehicle of any type, motorcycle, or other form of common conveyance, shall be operated at a speed in excess of that listed below and posted on the streets and roads named:

<u>STREET NAME</u>	<u>STARTING POINT</u>	<u>ENDING POINT</u>	<u>SPEED LIMIT</u>
Allen Martin Drive	Sand Hill Road	Jericho Road (VT-15)	35
Allen Martin Parkway	Sand Hill Road	To the End of Road	30
Browns River Road (VT-128)	Jericho Road (VT-15)	0.15± miles N of Bixby Hill Road	30
Browns River Road (VT-128)	.15± miles N of Bixby Hill Road	0.55± miles S of Weed Road	40
Browns River Road (VT-128)	0.55± miles S of Weed Road	Westford Town Line	50
Brigham Hill Road	Old Stage Road	Colchester Town Line	30
Center Road (VT-15)	Old Stage Road	0.10± miles W of Sunset Drive	40
Center Road (VT-15)	.10± W of Sunset Drive	Jericho Road (VT-15)	35
Chapin Road	Towers Road	Westford Town Line	35
Cilley Hill Road	Jericho Town Line	Westford Town Line	30
Circumferential Highway (VT-289)	Colchester Road (VT-2A)	River Road (VT-117)	50
Clover Drive	Towers Road	To cul de sac	30
Colchester Road (VT-2A)	Village Limits	0.062 ± miles North of Village Limits	35
Colchester Road (VT-2A)	0.62± miles N of Village limits	0.14± miles North of Gentes Road	40
Colchester Road (VT-2A)	0.14± miles N of Gentes Road	Colchester Town line	50
Corporate Drive	Allen Martin Drive	To the end of road	35
Curve Hill Road	Lost Nation Road	Colchester Town Line	30
Discovery Road	Lamore Road	Lost Nation Road	35
Essex Way	Center Road (VT-15)	Lang Drive	35
Essex Way	Lang Drive	Sydney Drive	30
Fort Parkway (V-15) EB	Colchester Town Line	Susie Wilson Road	45
Fort Parkway (VT-15) WB	Susie Wilson Road	Colchester Town Line	45
Gauthier Drive	Kellogg Road	To cul de sac	30
Gentes Road	Colchester Road (VT-2A)	Colchester Town Line	35
Jericho Road (VT -15)	Center Road (VT-15)	0.15± miles E of Sand Hill Road	35
Jericho Road (VT -15)	0.15± miles E of Sand Hill Road	0.12± mi E of Whitcomb Meadows Lane	40
Jericho Road (VT -15)	0.12± miles E of Whitcomb Meadows Lane	Jericho town line	50
Kellogg Road	Susie Wilson Road	450± ft W of Gauthier Drive	30
Kellogg Road	450± ft W of Gauthier Drive	Colchester Town Line	35
Lamore Road	Gentes Road	Lost Nation Road	35
Lincoln Street	0.043 ± mi N of North Street	Village limits	35
Lost Nation Road	Old Stage Road	To end of road	35
Naylor Road	Jericho Road (VT-15)	Weed Road	30
New England Drive	Kellogg Road	Gauthier Drive	30
North Williston Road	River Road (VT-117)	Williston Town Line	30
Old Pump Road	Sleepy Hollow Road	Jericho Town Line	30
Old Stage Road	Center Road (VT-15)	400± ft N of Willoughby Drive	30
Old Stage Road	400ft N of Willoughby Drive	Westford Town Line	40
Osgood Hill Road	Browns River Road (VT-128)	Westford Town Line	35
Pearl Street (VT-15) EB	Susie Wilson Road	Essex Junction Village Limits	45
Pettingill Road	Browns River Road (VT-128)	Westford Town Line	30
Pinecrest Drive	Susie Wilson Road	Colchester Road (VT-2A)	30
Pinewood Drive	River Road (VT-117)	Valleyview Drive	35

River Road (VT-117)	Village Limits	0.20± miles E of Sand Hill Rd	40
River Road (VT-117)	0.20± miles East of Sand Hill Rd	0.20± miles E of North Williston Rd	45
River Road (VT-117)	0.20± miles E of N. Williston Rd.	Jericho Town line	50
River Street	Park Street (VT-2A)	Robinson Parkway	35
Sand Hill Road	Jericho Road (VT-15)	700±ft N of Founders Road	30
Sand Hill Road	1300±FT S of Founders Road	Allen Martin Drive	30
Sand Hill Road	Allen Martin Drive	River Road (VT-117)	35
Sawmill Road	Jericho Town line	End of Road	30
Saxon Hill Road	Jericho Road (VT-15)	Deer Crossing Lane	30
Susie Wilson Road	Pearl Street (VT-15)	Susie Wilson Bypass	35
Susie Wilson Bypass	Susie Wilson Road	Colchester Road (VT-2A)	40
Thompson Drive	Allen Martin Drive	To the end of road	35
Towers Road	Center Road (VT-15)	Clover Drive	30
Towers Road	Clover Drive	Old Stage Road	40
Upper Main Street (VT-15)	Village Limits	Old Stage Road	40
Weed Road	Jericho Road (VT-15)	Browns River Road (Route 127)	35
Willoughby Drive	Old Stage Road	Pomfret Lane	30

7.12.030 Exemptions for emergency vehicles

- A. Drivers of authorized emergency vehicles are exempt from the provisions of this chapter as set forth in Title 23, section 1015, Vermont Statutes Annotated.

Chapter 7.16

WEIGHT LIMITS AND CONTROL OF THRU-TRUCK TRAFFIC

Sections:

- 7.16.010 No Overweight Permits issued**
- 7.16.020 Annual Overweight Permits - issued**
- 7.16.025 Annual Overweight Permit - limitations**
- 7.16.030 Overweight Permit - exclusions**
- 7.16.040 Posting of permitted legal load limit**
- 7.16.045 Posting for "No Thru Truck Traffic"**
- 7.16.050 Weight Restrictions – Registered weight**
- 7.16.060 Overweight violations - Penalties**

7.16.010 No Overweight Permits Issued

- A. No vehicle or other form of common conveyance shall operate on Gentes Road Bridge at a weight in excess of twenty-four thousand pounds and no overweight permits will be issued for Gentes Road Bridge in excess of twenty-four thousand pounds.

7.16.020 Annual Overweight Permits – Issued

- A. No vehicle or other form of common conveyance shall operate on any Class 2, 3 or 4 Town Street, highway or bridge at a weight in excess of twenty-four thousand pounds, without an overweight permit issued by the town, except as excluded under Section 7.16.030.

7.16.025 Annual Overweight permits – Limitations

- A. The town may issue annual overweight permits for all Class 2, 3 and 4 town highways, streets and bridges with limited use restrictions as determined by the manager, the director of public works, or a designated representative of either official.
- B. Town overweight permits shall only be issued up to the legal state limits, as set forth in Title 23, Subchapter 15, Vermont Statutes Annotated.
- C. All issued overweight permits shall contain a provision limiting vehicles to fifteen thousand pounds (two axle), eighteen thousand pounds (three axle) and twenty thousand pounds (tractor trailer only) on gravel roads during posted seasonal period(s) of weakened structural road conditions (such as mud season).

7.16.030 Overweight Permit - exclusions

- A. Overweight permits shall not be required for:
 - a. School buses,
 - b. Public agency transportation vehicles,
 - c. Emergency vehicles, or
 - d. Vehicles owned by or performing work for the Town of Essex.
- B. This article shall not apply to tractor, trailer, semi-trailer, motor trucks or any other motor vehicle making deliveries or emergency vehicles. This exemption shall also apply to motor vehicles originating from properties located on such street.
- C. Overweight permits shall not be required for emergency situations recognized by the manager, the director of public works, or a designated representative of either official, or chief of police or, in their absence, the shift supervisor; and vehicles with specific waivers granted by the legislative body, as the best interests of the town may require.

7.16.040 Posting of permitted legal load limit

- A. Town roads shall be posted to notify drivers of weight requirements.
- B. Town roads, accessible only from other town roads with similar posted weight limits shall not be required to be signed, since vehicular access to the non-signed roads can only occur over posted (signed) roads.

7.16.045 Posting for “No Thru Truck Traffic”

- A. The following roads shall have signs posted with the designation: “No Thru Truck Traffic”:

<u>STREET NAME</u>	<u>STARTING POINT</u>	<u>ENDING POINT</u>
a. Alder Lane	Browns River Road (VT-128)	Jericho Road (VT-15);
b. Osgood Hill Road	Browns River Road (VT-128)	Westford Town Line;
c. Peacham Lane Extension	Old Stage Road	Willoughby Drive;
d. Sand Hill Road	Jericho Road (VT-15)	Allen Martin Drive;
e. Weed Road	Browns River Road (VT-128)	Jericho Road (VT-15).

B. Exemptions are allowed at the discretion of the public works director or designee.

7.16.060 Overweight violations – Penalties

A. Penalties for violations shall be in accordance with the schedule established by Title 23, section 1391a, Vermont Statutes Annotated, Penalties for overweight operation.

Chapter 7.20

PARKING

Sections:

7.20.005	Authority
7.20.010	No parking—Both sides of street
7.20.020	No parking—Single side of street
7.20.030	Restricted parking
7.20.040	Winter parking ban - December 1st through April 1st
7.20.050	Abandoned Vehicles
7.20.060	General parking restrictions
7.20.070	Scoff law - Establishment and Maintenance of Scofflaw List
7.20.080	Enforcement
7.20.090	Parking Violations - Penalties

7.20.005 Authority

A. Violations of this Chapter 7.20 shall be brought as civil violations pursuant to Title 24, section 1974a, Vermont Statutes Annotated.

7.20.010 No parking—both sides of street

A. The following streets are designated no parking on either side of the street right-of-way:

<u>STREET NAME</u>	<u>STARTING / ENDING POINT</u>
a. Alder Lane	the entire length;
b.Allen Martin Parkway	the entire length;
c. Essex Way	Center Road (VT-15) to Lang Drive / Stannard Drive;
d.Ewing Place	Susie Wilson Road to the cul-de-sac;
e.Gauthier Drive	Kellogg Road to Turcotte Drive;
f. Hanley Lane	the entire length;
g.Hillcrest Road	to a point 90± feet south of Prospect Street;
h.Kellogg Road	Susie Wilson Road to the Colchester Town line;
i. Market Place	the entire length;
j. McGee Road	the entire length, except where designated;
k.Morse Drive	to a point 400 ± feet from Kellogg Road;
l. New England Drive	the entire length;
m. Old Colchester Road	Village limits to Colchester Road;
n.Old Stage Road	the entire length;

o. Pinecrest Drive	Susie Wilson Road to Colchester Road (VT-2A);
p. Red Pine Circle	the entire length;
q. Sand Hill Road	From Jericho Road (VT-15) to Allen Martin Drive;
r. Saybrook Road	Center Road (VT-15) to a point 195± feet south);
s. Sleepy Hollow Road	the entire length;
t. Susie Wilson Road	Pearl Street (VT-15) to Susie Wilson Bypass;
u. Susie Wilson Road	Blair Road to the cul-de-sac;
v. Thompson Drive	the entire length, excluding 1508± ft to 2480± ft from Allen
	Martin Drive on north side of Thompson Drive;
w. Towers Road	Browns River Road (VT-128) to Old Stage Road;
x. West Sleepy Hollow Road	from a point 630±ft south to the cul-de-sac;

7.20.020 No parking—Single side of street

- A. The following streets are hereby designated no parking on single side of street:

<u>STREET NAME</u>	<u>SIDE / STARTING / ENDING POINT</u>
a. Dalton Drive	south side, Ethan Allen Avenue to Colchester Town line;
b. Ethan Allen Avenue	north side, Fort Parkway (VT-15) to Colchester Town line;
c. Foster Road	north side, 37 Foster Road to and including the cul-de-sac;
d. Fox Run Road	north side, Pomfret Lane to Thistle Lane.

7.20.030 RESTRICTED PARKING

- A. For this section, it shall be prima facie proof the registered owner of the vehicle on record with Vermont Department of Motor Vehicles is a resident of such street.
- B. Nothing in this section shall prevent residents from having family or friends visit.
- C. **Municipal Parking Lots:** No parking shall be permitted in the municipal parking lots between the hours of 12:00 midnight and 6:00 am. A person who is actively charging their vehicle at a charging station is exempt. However, the exemption does not apply during the winter parking ban, which is from December 1 through April 1.
- D. Vehicles parked as permitted under this section shall be subject to all other parking requirements of this Ordinance.

7.20.040 WINTER PARKING BAN - December 1st through April 1st

- A. No person shall park or leave unattended a vehicle of any type on any street, road, or right-of-way in the Town of Essex during the period of December 1st through April 1st of the next year between the hours of 12:00 midnight and 7:00 a.m. The parking or leaving of any vehicle in violation of this section is hereby declared to be a public nuisance.
- B. Exemptions
- a. Exemptions may be granted by the chief of police or, in their absence, the shift supervisor on duty. All exemptions will be entered into a spreadsheet maintained with police dispatch that will contain:
 - i. The start and end date of the exemption;
 - ii. The street location;
 - iii. The supervisor approving exemption;

- iv. The make, model and color of vehicle;
- v. The registration and issuing state;
- vi. The phone number of the person requesting exemption; and
- vii. The owner of the vehicle.

7.20.050 Abandoned Vehicles

- A. Leaving dismantled, non-operating, unregistered vehicles or trailers within the public right-of-way is prohibited. No person shall leave any partially dismantled, non-operative, wrecked, junked, unregistered vehicle or trailer on any street or highway within the Town of Essex.

7.20.060 General Parking Restrictions

- A. No operator or driver shall stop, stand or park a motor vehicle or other vehicle on any street under any of the following conditions:
 - a. on a sidewalk or bike lane;
 - b. within an intersection;
 - c. on a crosswalk;
 - d. on any railroad tracks;
 - e. any place where official signs prohibit stopping, standing or parking;
 - f. in front of a public or private driveway;
 - g. within fifteen feet of a fire hydrant;
 - h. within any designated fire lane;
 - i. within thirty feet of an intersection with another street or road or designated crosswalk;
 - k. in any manner to impede or obstruct emergency vehicles;
 - l. on a two-way roadway except when the vehicle's right-hand wheels (passenger side of vehicle) are parallel to and within 12 inches of the right-hand curb or if there is no curb, within 12 inches of the edge of the roadway.
 - m. on a one-way roadway except when the vehicle is parallel to and within 12 inches of a curb or, if there is no curb, within 12 inches of the edge of the roadway, in the direction of authorized traffic movement
 - n. in any manner that blocks any intersection, street, lane, or alley identified by cross hatch marks and/or signs that say "Do not block";
 - o. parking or storage of equipment or unregistered vehicles or trailers within the municipality's right-of-way is prohibited;
 - p. in any space specified as reserved for a bus stop;
 - q. in any space specified as handicap w/out a valid permit.

7.20.070 SCOFFLAW -Establishment and Maintenance of Scofflaw List

- A. The chief of police or designee is hereby authorized to create and maintain a list of all vehicles which have accumulated within the preceding thirty-six months, three or more unpaid parking violations. Before placing any vehicle on said list, the chief of police or designee shall notify the registered owner of this proposed action. The notice will be sent by first class mail or delivered by a designee, to the address on record at the State Department of Motor Vehicles, on forms prescribed and provided by the chief of police and shall:
 - a. describe the year, make and vehicle identification number of the vehicle;
 - b. contain a list of the unpaid tickets and the total amount of accumulated charges; and
 - c. provide a warning that unless said charges are paid within fifteen (15) days of the date of the notice, said vehicles will be placed on the scofflaw list forthwith.

B. Removal and Storage of Vehicles

- a. Any vehicle which has been placed on the scofflaw list and is parked on any public street or in any other place within the Town of Essex where the parking or leaving of said vehicle is governed by town ordinance may be removed and stored until the charges for all outstanding fines are paid.

C. Record of Removed Vehicle

- a. The chief of police and the owner of any public garage to which such vehicle is removed shall keep a record of each vehicle so removed by manufacturer's trade name or make, registration number or vehicle identification number if the vehicle is not registered, registered owner if the vehicle bears Vermont registration, such other descriptive matter as may be necessary to identify such vehicle, and the name and address of any claimant thereof. The chief of police or designee shall, in addition, keep a record showing date of such removal, place to which such removal is made and the reason for such removal. All such records shall be open to public inspection during normal business hours, and the chief of police or designee shall publish in a media forums in the town the record of any vehicle which shall remain unclaimed for a period of five days.

D. Reclaiming of Vehicle

- a. Before the owner shall be permitted to reclaim a vehicle, which has been removed, the owner shall:
 - i. Furnish satisfactory evidence to the chief of police or designee and to the owner or person in charge of such public garage of owner's identity and of their ownership of such vehicle;
 - ii. Pay to the police department all charges for removing said vehicle and all charges for the storing or parking thereof, the publication of record of removal and all outstanding fines; and
 - iii. Sign a written receipt acknowledging delivery of said vehicle.

E. Charges

- a. No charges made or incurred hereunder shall be in excess of the rate ordinarily charged by the person making such removal or doing such storing or parking, and if such removal, storing or parking is done by the police department, such charges shall not exceed the amount established by the manager.

7.20.080 Enforcement

- A. Violations of the provisions in this Chapter 7.20 are considered to be civil traffic violations that fall under the jurisdiction of the Vermont Judicial Bureau in accordance with Title 24, sections 1974a and 1977, Vermont Statutes Annotated.
- B. State law authorizes the court administrator to refer past-due judgments to a designated collection agency (see Title 4 section 1109(d) and Title 13, section 7171, Vermont Statutes Annotated). Persons who fail to pay their fines within 30 days will be sent to a collection agency for collection. In addition, the vehicles of such persons may be placed on the scofflaw list established and maintained pursuant to Section 7.20.080, above.

7.20.090 Parking Violations – Penalties

- A. A person who is charged with committing a parking violation shall submit a fine in the amount established under subsection (C) of this section.
- B. It shall be prima facie proof the registered owner, rental agency or company was in control of the vehicle at the time of the violation.
- C. Fines for parking violations will be as follows:

<u>Violations</u>	<u>Section</u>	<u>Waiver Fine</u>	<u>Civil Penalty</u>
ABANDONED VEHICLE	7.20.050(A)	\$25.00	\$50.00
UNREGISTERED VEHICLE/TRAILER/ EQUIPMENT	7.20.060(A)(o)	\$25.00	\$50.00
BLOCKING INTERSECTION	7.20.060(A)(b)	\$50.00	\$100.00
DO NOT BLOCK- STREET/ALLEY/DRIVEWAY	7.20.060(A)(f/n)	\$50.00	\$100.00
BUS STOP	7.20.060(A)(p)	\$25.00	\$50.00
FIRE HYDRANT	7.20.060(A)(g)	\$50.00	\$100.00
FIRE LANE	7.20.060(A)(h)	\$50.00	\$100.00
HANDICAPPED	7.20.060(A)(q)	\$100.00	\$200.00
NO PARKING -BOTH SIDES OF STREETS	7.20.010(A)	\$25.00	\$50.00
NO PARKING – SINGLE SIDE OF STREET	7.20.020(A)	\$25.00	\$50.00
NO PARKING – SIGNS	7.20.060(A)(e)	\$25.00	\$50.00
TOO CLOSE TO INTERSECTION	7.20.060(A)(i)	\$25.00	\$50.00
VEHICLE ON CROSSWALK	7.20.060(A)(c)	\$50.00	\$100.00
RESTRICTED PARKING	7.20.030	\$25.00	\$50.00
VEHICLE OBSTRUCTING SIDEWALK / BIKE PATH	7.20.060(A)(a)	\$50.00	\$100.00
PARKED LEFT OF CURB	7.20.060(A)(l)	\$25.00	\$50.00
ONE- WAY STREET PARKING	7.20.060(A)(m)	\$25.00	\$50.00
PARKED W/ WHEEL ON TOP OF CURB/ TOO FAR FROM CURB	7.20.060(A)(l)	\$25.00	\$50.00
PARKED ON RAILROAD TRACKS	7.20.060(A)(d)	\$50.00	\$100.00
WINTER PARKING BAN	7.20.040(A)	\$25.00	\$50.00
IMPEDING EMERGENCY VEHICLES	7.20.060(A)(k)	\$150.00	\$300.00

D. Authority to Remove vehicles

- a. The parking or leaving of any vehicle in violation of this Chapter 7.20 is hereby declared to be a public nuisance. The chief of police or designee may remove any vehicle parked, or cause it to be removed, at the sole expense of the registered owner of such vehicle.
- b. Any vehicle removed for violating this Chapter 7.20 shall be impounded until lawfully claimed by the owner thereof or legally disposed of.

E. Charges

- a. No charges made or incurred shall be in excess of the rate ordinarily charged by the person making such removal or doing such storing or parking, and if such removal, storing or parking is done by the police department, such charges shall not exceed the amount established by the manager.

Chapter 7.30

CLOSURE OF HIGHWAYS – FLOODING OR OTHER EMERGENCY EVENTS

Sections:

7.30.010	Persons responsible for closure order
7.30.020	Written permission required
7.30.030	Prohibited action on closure order
7.30.040	Penalties
7.30.050	Applicability to other ordinance section

7.30.010 Persons responsible for closure order

- A. The public works director or chief of police or a designated representative(s) in their absence may order the closure of any town highway when the highway is, or it appears will become unsafe for public travel by virtue of flooding or other emergency events.

7.30.020 Written permission required

- A. Except with the written permission of the public works director or chief of police or designated representative(s) in their absence, no person shall drive a vehicle over any highway across which there is a gate or barrier indicating that the highway is closed to public travel.

7.30.030 Prohibited action on closure order

- A. After closure, no person shall drive through or around any closed gate or barrier on the highway, open or attempt to remove any such gate or barrier or cause any damage to the gate or barrier.

7.30.040 Penalty for violation

- A. Any person who violates the provisions of Section 7.30.030 hereof shall be liable for all costs incurred by the town for the repair or replacement costs incurred by the town, including the cost of emergency services or towing made necessary by violation of this ordinance.

7.30.050 Applicability to other ordinance sections

- A. The foregoing provisions are separate from and in addition to any other ordinance of the Town of Essex or Vermont Statutes regulating traffic or highway use.

Chapter 7.40

SPECIAL OCCASIONS

Section:

7.40.010	Authority
7.40.020	Purpose
7.40.030	Exceptions to the speed limit – provisions
7.40.040	Permit to close or obstruct public highway

7.40.010 Authority

- A. This ordinance is enacted by the Town of Essex legislative body to promote the public good, health, safety, and welfare of the Town and Title 23, section 1010, Vermont Statutes Annotated, and pursuant to its authority under Sections 103 of the Town Charter.

7.40.020 Purpose of provision

- A. The purpose of this ordinance is to regulate traffic in the event there is a public occasion, maintenance or repair to a town highway or state aid streets and highways to prevent accident or injury to people. The legislative body finds that whenever there is a public occasion or repair or maintenance on a public highway, it appears that traffic will be congested by reason of such events. In order to ensure the public good, the town finds that it is necessary to pass a special regulation set forth in the section below.
- B. The Public Works or Police Departments may close such street to parking of vehicles by causing signs to be posted thereon in conspicuous locations indicating the prohibition of parking and the hours of the ban is in effect.

7.40.030 Exceptions to the speed limit ordinance provisions

- A. During such time that there is any maintenance, construction or repair to any public highway, the speed limit of such public highway may be changed and/or motor vehicular traffic may be excluded for such public highway and such changes in the speed limit or exclusion of motor vehicles from public highways shall be conspicuously posted near all affected areas.

7.40.040 Permit to close or obstruct a public highway

- A. A permit shall be obtained from the town by person or person(s) requesting such closure prior to the closure or obstruction of a highway (excluding the town workforce in the performance of their duties). The town may charge a permit fee or require a financial deposit for services performed by the town relative to terms and conditions of the permit.

Title 7

MOTOR VEHICLES, TRAFFIC AND PARKING

Chapters:

- 7.01 General Provisions**
- 7.04 Traffic Lights and Stop Signs**
- 7.08 One-Way Streets and Turning Movements**
- 7.12 Speed Limits**
- 7.16 Weight Limits and Control of Thru-Truck Traffic**
- 7.20 Parking**
- 7.24 Towing**
- 7.30 Closure of Highways for Flooding and Other
Emergency Events**
- 7.40 Special Occasions—Town Highway Maintenance**
- 7.50 Severability**

Chapter 7.01

GENERAL PROVISIONS

Sections:

- 7.01.010 Adoption Authority**
- 7.01.020 Purpose**
- 7.01.030 Definitions**
- 7.01.040 Enforcement**
- 7.01.050 Violations – Penalties**
- 7.01.060 Severability**

7.01.010 Adoption authority

- A. Pursuant to the provisions of Title 23, Chapter 13, Subchapter 1 and Title 24, Chapter 59, Vermont Statutes Annotated, and the Charter of the Town of Essex, the Legislative body of the Town of Essex hereby ordains that the following Motor Vehicles, Traffic and Parking Ordinance is adopted for the Town of Essex and is designated as a civil ordinance.
- B. The adoption of this ordinance shall not effect prosecution for violations committed prior to the effective date of this ordinance, does not waive any fee or penalty due or not paid on the effective date and does not affect the validity of any bond, letter of credit or cash deposit posted, filed or deposited pursuant to the requirements of any other ordinance.

7.01.020 Purpose

- A. In the interest of the public health, safety and welfare of the Town of Essex, this ordinance is adopted to establish special traffic and parking regulations on the public highways within the Town of Essex, Vermont.

7.01.030 Definitions

- A. Word and/ or phrases when used in the ordinance shall, for purposes of this ordinance, have the meanings respectively ascribed to them herein, except when the context otherwise requires.
- B. Whenever any words and/ or phrases used herein are not defined, but are defined in the state statute regulating the operation of vehicles, any such definition therein shall be deemed to apply to such words or phrases used herein, except when the context otherwise requires.
- C. The definitions of Title 23, section 4, Vermont Statutes Annotated are incorporated herein by reference.

7.01.040 Enforcement

- A. This is a civil ordinance and shall be enforced by enforcement officials in the Vermont Judicial Bureau in accordance with Title 24, Chapter 59 and Title 23, Chapter 13, Vermont Statutes Annotated.

7.01.050 Violations – Penalties

- A. Any person who violates any provision of this Title 7, Chapters 7.04 through 7.16 shall be considered to have committed a civil traffic violation that falls under the jurisdiction of the Vermont Judicial Bureau and penalties shall be assessed according to the Judicial Bureau Waiver Penalty schedule of fines in effect at the time of the violation, as the same shall be amended from time to time.

7.01.060 Severability

- A. If any portion of this ordinance and any amendments hereto are found unconstitutional or invalid by a court of competent jurisdiction, the remainder of this ordinance and amendments made hereto shall not be affected by such finding, and shall remain in full force and effect. If any statute referred to in this ordinance shall be amended this ordinance shall be deemed to refer to such statute as amended.

CHAPTER 7.02

[Reserved]

CHAPTER 7.03

[Reserved]

Chapter 7.04

TRAFFIC LIGHTS AND STOP SIGNS

Sections:

7.04.010	Traffic Control Signals - Meaning
7.04.020	Traffic Control Signals - Location
7.04.030	Additional Traffic-Control Devices
7.04.040	Stop signs—Locations designated
7.04.050	Yield signs—Locations designated

7.04.010 Traffic Control Signals - Meaning

- A. Whenever traffic is controlled by traffic-control signals exhibiting the words “Go,” “Caution,” or “Stop,” or exhibiting different colored lights or colored lighted arrows, successively one at a time or in combination, only the following colors shall be used, except for special pedestrian signals carrying a word legend, and said terms and lights shall indicate and apply to drivers of vehicles and pedestrians as follows:
- B. Steady green signal:
- a. Vehicular traffic facing the signal, except when prohibited by law from passing a stopped school bus, may proceed straight through or turn right or left unless a sign at such place prohibits either such turn. Vehicular traffic, including vehicles turning right or left, shall yield the right of way to other vehicles or to pedestrians lawfully within the intersection or on an adjacent crosswalk at the time such signal is exhibited.

- b. Pedestrians facing the signal may proceed across the roadway within any marked or unmarked crosswalk.
- C. Steady yellow signal:
 - a. Vehicular traffic facing the signal is thereby warned that a red signal will be exhibited immediately thereafter, and such vehicular traffic shall not enter the intersection.
 - b. Pedestrians facing a steady yellow signal, unless otherwise directed by a pedestrian-control signal, are advised that there is insufficient time to cross the roadway before a red signal is shown, and no pedestrian shall start to cross the roadway.
- D. Steady red signal:
 - a. Vehicular traffic facing the signal shall stop at a clearly marked stop line and / or before entering the crosswalk on the near side of the intersection, but if none, then before entering the intersection.
 - b. Except when a sign or signal is in place prohibiting a turn, vehicular traffic facing any steady red signal may cautiously enter the intersection to turn right, or to turn left from a one-way street into a one-way street, after stopping as required in subsection (a). This traffic shall yield the right-of-way to pedestrians lawfully within an adjacent crosswalk and to other traffic lawfully using the intersection. No motorist shall turn right when facing a red arrow signal indication unless a regulatory sign is present which permits the movement.
 - c. Unless otherwise directed by a pedestrian-control signal, no pedestrian facing the signal alone shall enter the roadway.
- E. Red with green arrow:
 - a. Vehicular traffic facing such signal may cautiously enter the intersection only to make the movement indicated by such arrow but shall yield the right-of-way to pedestrians and to other traffic lawfully using the intersection.
- F. Whenever an illuminated flashing red or yellow signal is used in a traffic sign or signal it shall require obedience by vehicular traffic as follows:
 - a. Flashing red: When a red lens is illuminated with rapid intermittent flashes, drivers of vehicles shall stop before entering the nearest crosswalk at an intersection or at a limit line when marked, or, if none, before entering the intersection, and the right to proceed shall be subject to the rules applicable after making a stop at a stop sign. This section does not apply to railroad grade crossings.
 - b. Flashing yellow: When a yellow lens is illuminated with rapid intermittent flashes, drivers of vehicles may proceed only with caution.

Commented [RK1]: Cleaned up language – used language from T23

Commented [WE2]: Stricken because it appears redundant with previous sentence. Any reason why the last part of the sentence is stricken?

Commented [WE3]: Are there any intersections in Essex where a left on red is allowed?

Commented [WE4]: This sentence is a little confusing.

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7.04.020 Traffic Control Signals – Location

- A. Permanent traffic-control lights now or hereafter located and in operation at the following intersections are authorized to continue in use and operation:

<u>STREET NAME</u>	<u>INTERSECTING STREET(S)</u>
1. Allen Martin Drive	Jericho Road (VT-15); <i>** effective upon completion</i>
2. Billie Butler Drive	Upper Main Street (VT-15);
3. Blair Road	Susie Wilson Bypass, Kellogg Road, Susie Wilson Road;
4. Browns River Road (VT-128)	Center Road (VT-15), Towers Road and Jericho Road (VT-15);
5. Center Road (VT-15)	Old Stage Road, Upper Main Street (VT-15), Commonwealth Avenue;
6. Center Road (VT-15)	Essex Way;
7. Center Road (VT-15)	Essex Shopping Center (90 Center Road), residence at 95 Center Road;
8. Center Road (VT-15)	Towers Road, Browns River Road (VT-128), Jericho Road (VT -15);
9. Circumferential Highway (VT-289) Exit 7 westbound	Colchester Road (VT-2A);
10. Circumferential Highway (VT-289) Exit 9 east/westbound	Upper Main Street (VT-15);
11. Circumferential Highway (VT-289) Exit 10 east/westbound	Essex Way;
12. Circumferential Highway (VT-289) Exit 12 eastbound	River Road (VT-117);
13. Commonwealth Avenue	Center Road (VT-15), Old Stage Road, Upper Main Street (VT-15);
14. Colchester Road (VT-2A)	Susie Wilson Bypass, Circumferential Highway (VT-289) (7 entrance ramp);
15. Colchester Road (VT 2A)	Circumferential Highway (VT-289) - exit ramp at 7;
16. Essex Way	Circumferential Highway (VT-289) - entrance / exit ramps at 10;
17. Essex Way	Center Road (VT-15);
18. Ethan Allen Avenue	Fort Parkway (VT-15);
19. Fort Parkway (VT-15)	Ethan Allen Avenue;
20. Fort Parkway (VT-15)	Pearl Street, Susie Wilson Road;
21. Gauthier Drive	Kellogg Road, Morse Drive;
22. Jericho Road (VT15)	Browns River Road (VT-128), Center Road (VT-15), Towers Road;
23. Jericho Road (VT-15)	Sand Hill Road <i>**effective upon completion</i> ;
24. Jericho Road (VT-15)	Allen Martin Drive <i>**effective upon completion</i> ;
25. Joshua Way	Susie Wilson Road, Sunderland Way;
26. Kellogg Road	Susie Wilson Road, Blair Road, Susie Wilson Bypass;
27. Kellogg Road	Morse Drive, Gauthier Drive;
28. Kellogg Road	New England Drive;
29. Morse Drive	Kellogg Road, Gauthier Drive;
30. New England Drive	Kellogg Road;
31. Old Stage Road	Upper Main Street (VT-15), Commonwealth Avenue, Center Road (VT-15);
32. Pinecrest Drive	Susie Wilson Road; 10 Susie Wilson Road;
33. River Road (VT-117)	Sand Hill Road;
34. Sunderland Way	Susie Wilson Road, Joshua Way;
35. Sand Hill Road	Jericho Road; <i>**effective upon completion</i>
36. Susie Wilson Bypass	Kellogg Road; Susie Wilson Road, Blair Road,
37. Susie Wilson Road	Fort Parkway (VT-15), Pearl Street;
38. Susie Wilson Road	Joshua Way, Sunderland Way;
39. Susie Wilson Road	Pinecrest Drive; 10 Susie Wilson Road;
40. Susie Wilson Road	Market Place, David Drive;

41. Susie Wilson Road	Blair Road, Susie Wilson Bypass, Kellogg Road;
42. 10 Susie Wilson Road	Susie Wilson Road, Pinecrest Drive;
43. Towers Road	Center Road (VT-15), Jericho Road (VT-15), Browns River Road (VT-128);
44. Upper Main Street (VT-15)	Circumferential Highway (VT-289) entrance / exit ramps eastbound and westbound at 9;
45. Upper Main Street (VT-15)	Billie Butler Road / 72 Upper Main Street;
46. Upper Main Street (VT-15)	Old Stage Road, Commonwealth Avenue, Center Road (VT-15).

7.04.030 Additional traffic-control devices

- A. Other traffic-control devices of a mobile or portable nature may temporarily be utilized by the police, fire and public works departments for emergency situations as they deem necessary.

7.04.040 Stop signs—Locations designated

- A. The following streets, avenues and roads shall have erected thereon stop signs to control the traffic as stated below. All vehicles, motorcycles and other forms of common conveyance shall be caused to come to a full stop by the operators thereof in obedience to the traffic-control signs. Such vehicles shall not proceed from the stop position until the road onto which it is proceeding is clear.

<u>STREET NAME</u>	<u>INTERSECTING STREET(S)</u>
1. Abare Avenue	Susie Wilson Road;
2. Abare Avenue	Damon Drive;
3. Alder Lane	Browns River Road (VT-128);
4. Alder Lane	Jericho Road (VT-15);
5. Alderbrook Road	Greenbriar Drive;
6. Allen Martin Drive	Jericho Road (VT-15) (East / Westbound);
7. Allen Martin Parkway	Sand Hill Road;
8. Andrew Avenue	Gauthier Drive;
9. Baker Street	Greenfield Road;
10. Baker Street	Logwood Circle;
11. Bashaw Drive	Sydney Drive (East and West);
12. Billie Butler Drive	Billie Butler Drive; Carmichael Street;
13. Billie Butler Drive	Carmichael Street (South);
14. Blackberry Lane	Bobolink Circle;
15. Blair Road	Pioneer Street;
16. Blair Road	Susie Wilson Road;
17. Bluestem Road	Clover Drive;
18. Bluestem Road	Cedar Street;
19. Bixby Hill Road	Browns River Road (VT-128);
20. Bobolink Circle	Clover Drive (North and South);
21. Brigham Hill Lane	Brigham Hill Road;
22. Brigham Hill Road	Old Stage Road;
23. Bushey Lane	Gauthier Drive;
24. Butternut Court	Margaret Street;

25. Button Drive
 26. Button Drive
 27. Cabot Drive
 28. Cabot Drive
 29. Carmichael Street
 30. Carmichael Street
 31. Carmichael Street

 32. Catella Road
 33. Cavendish Court
 34. Cavendish Court
 35. Cedar Court
 36. Cedar Street
 37. Cemetery Road
 38. Chapin Road
 39. Chase Court
 40. Chelsea Road
 41. Cindy Lane
 42. Circle Drive
 43. Clara Hill Lane
 44. Clover Drive
 45. Colbert Street
 46. Colbert Street
 47. Colonel Page Road
 48. Colonel Page Road
 49. Commonwealth Avenue

 50. Corporate Drive
 51. Craftsbury Court
 52. Craftsbury Court
 53. Creek Road
 54. Creek Road
 55. Crestview Road
 56. Dalton Drive
 57. Dalton Drive
 58. Damon Drive
 59. Dartmoor Court
 60. David Drive
 61. Debra Drive
 62. Deer Crossing Lane
 63. Devon Hill Court
 64. Discovery Road
 65. Doon Way
 66. Douglas Road
 67. Essex Commons

Jackson Heights;
 Pioneer Street;
 Old Stage Road;
 Chelsea Road;
 Billie Butler Drive;
 Essex Way;
 Commonwealth Avenue (North and *South) **effective upon
 acceptance;*
 Osgood Hill Road;
 Peacham Lane;
 Weathersfield Bow;
 Cedar Street;
 Clover Drive;
 Sand Hill Road;
 Towers Road;
 Jericho Road (VT-15);
 Cabot Drive;
 Tanglewood Drive;
 Jericho Road (VT-15);
 Sand Hill Road;
 Towers Road;
 Abare Avenue;
 Blair Road;
 Old Stage Road;
 Chapin Road;
 Carmichael Street (East and West) **effective upon
 acceptance;*
 Allen Martin Drive;
 Cabot Drive;
 Old Stage Road;
 Rustic Drive;
 Wildwood Drive;
 Drury Drive;
 Dalton Drive;
 Ethan Allen Avenue;
 Prescott Street;
 Hampshire Court;
 Susie Wilson Road;
 Sydney Drive (East and West);
 Saxon Hill Road;
 Southdown Court;
 Lamore Road;
 South Street;
 Towers Road;
 Jericho Road (VT-15)

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Commented [RK7]: Changed from completion to acceptance, also ? on whether it is east and west or North. It will depend on what the intersection w/ commonwealth is – 4 way stop ?

68. Essex Highlands	Weed Road;
69. Essex Way	Stannard Drive;
70. Essex Way	Lang Drive;
71. Ethan Allen Avenue	Dalton Drive (Westbound);
72. Evergreen Drive	Stonebrook Circle (North and South) *effective upon acceptance;
73. Ewing Place	Susie Wilson Road;
74. Fern Hollow Road	Tanglewood Drive;
75. Fox Run Road	Weathersfield Bow;
76. Fleury Road	Towers Road;
77. Forest Road	Skyline Drive;
78. Foster Road	Sand Hill Road;
79. Founders Road	Sand Hill Road;
80. Freeman Woods	Essex Way;
81. Frederick Road	Lamell Avenue;
82. Gardenside Lane	Colchester Road (VT-2A);
83. Gentes Road	Colchester Road (VT-2A);
84. Gentes Road	Lamore Road (North and South);
85. Glenwood Drive	Tanglewood Drive (East and West);
86. Goodrich Lane	Brigham Hill Road;
87. Greenbriar Drive	Sand Hill Road;
88. Greenbriar Drive	Alderbrook Road (North and South);
89. Greenfield Road Extension	Greenbriar Drive;
90. Greenfield Road Extension	Greenfield Road;
91. Greenfield Road	River Road (VT-117);
92. Greenfield Court	Greenfield Road;
93. Griffin Lane	Gardenside Lane;
94. Griffin Lane	Colchester Road (VT-2A);
95. Hagan Drive	Lang Drive;
96. Hampshire Court	Suffolk Lane;
97. Hanley Lane	Osgood Hill Road;
98. Heatherbush Road	Valleyview Drive;
99. Heatherbush Road	Timberlane Drive;
100. Hickory Lane	Allen Martin Parkway;
101. Hickory Lane	Sage Circle;
102. High View Drive	Lamore Road;
103. Hillside Circle	Saxon Hollow Drive (North and South);
104. Indian Brook Road	Old Stage Road;
105. Ira Allen Drive	Pioneer Street;
106. Ira Allen Drive	Jackson Heights;
107. Irene Avenue	Browns River Road (VT-128);
108. Irene Avenue	Marion Avenue;
109. Iris Street	Bixby Hill Road;
110. Iris Street	Bobolink Circle;
111. Jackson Heights	Pioneer Street;

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112.	Jackson Heights	Pinecrest Drive;
113.	Jackson Street	Jackson Street;
114.	Joseph Lane	Thomas Lane;
115.	Joshua Way	Pinecrest Drive;
116.	Kimberly Drive	Pinecrest Drive;
117.	Kurk Drive	Pinewood Drive;
118.	Lamell Avenue	Richard Street;
119.	Lamoille Street	East Street;
120.	Lamore Road	Gentes Road;
121.	Landfill Road	Colchester Road (VT-2A);
122.	Lang Drive	Essex Way;
123.	Lang Drive	Hagan Drive;
124.	Lang Farm Center	Essex Way;
125.	Lasalle Road	Margaret Street;
126.	Lasalle Road	Sand Hill Road;
127.	Laurel Drive	Allen Martin Parkway;
128.	Laurel Drive	Laurel Drive;
129.	Lavigne Road	Sand Hill Road;
130.	Leo Drive	Jericho Road (VT-15);
131.	Lida Drive	Lang Drive;
132.	Lida Drive	Repa Drive;
133.	Lilac Lane	Jericho Road (VT-15);
134.	Linden Lane	Glenwood Drive;
135.	Locust Lane	Hubbells Falls Drive;
136.	Locust Lane	Beech Street;
137.	Logwood Circle	Greenbriar Drive;
138.	Logwood Circle	Logwood Circle;
139.	Londonderry Lane	Center Road (VT-15);
140.	Londonderry Lane	Chelsea Road;
141.	Lost Nation Road	Discovery Road;
142.	Lost Nation Road	Old Stage Road;
143.	Maplelawn Drive	Sand Hill Road (North and South);
144.	Margaret Street	Sand Hill Road;
145.	Marion Avenue	Irene Avenue;
146.	Marion Avenue	Frederick Road;
147.	Market Place	Pinecrest Drive;
148.	Market Place	Susie Wilson Road;
149.	McGee Road	Lost Nation Road;
150.	Naylor Road	Weed Road;
151.	Naylor Road	Jericho Road (VT-15);
152.	New England Drive	Gauthier Drive;
153.	North Hillcrest Road	Hillcrest Road;
154.	North Williston Road	River Road (VT-117);
155.	Oakwood Lane	Tanglewood Drive;
156.	Old Colchester Road	Colchester Road (VT-2A);

157.	Old Pump Road	Old Pump Road (East and West);
158.	Oliver Wight Drive	Allen Martin Drive;
159.	Orleans Road	Upper Main Street (VT-15) *effective upon completion;
160.	Orleans Road	Juniper Ridge Road *effective upon completion;
161.	Osgood Hill Road	Browns River Road (VT-128);
162.	Parizo Drive	Pinecrest Drive;
163.	Patricia Place	Margaret Street;
164.	Partridge Drive	Allen Martin Parkway;
165.	Partridge Drive	Partridge Drive;
166.	Peacham Lane	Willoughby Drive;
167.	Peacham Lane	Old Stage Road;
168.	Peacham Lane	Peacham Lane;
169.	Perkins Drive	River View Drive (North and South);
170.	Perry Drive	Lavigne Road;
171.	Pettingill Road	Browns River Road (VT-128);
172.	Pinecrest Drive	Colchester Road (VT-2A);
173.	Pinewood Drive	River Road (VT-117);
174.	Pinewood Drive	Valleyview Drive;
175.	Pioneer Street	Abare Avenue;
176.	Pioneer Street	Pinecrest Drive;
177.	Prescott Street	Abare Avenue;
178.	Pool Road	Sand Hill Road;
179.	Pomfret Lane	Fox Run Road;
180.	Raymond Drive	Winterlane Circle;
181.	Raymond Drive	River View Drive;
182.	Red Pine Circle	Thompson Drive; *effective upon acceptance;
183.	Repa Drive	Essex Way;
184.	Repa Drive	Hagan Drive;
185.	Richard Street	Jericho Road (VT-15);
186.	Ridge Road	Skyline Drive;
187.	Ridge Road	Valleyview Drive;
188.	River View Drive	Pinewood Drive (North and South);
189.	Ronald Court	Lamell Avenue;
190.	Rosewood Trail	Tanglewood Drive;
191.	Royal Park	Pinecrest Drive;
192.	Rustic Drive	Forest Road;
193.	Sage Circle	Butternut Court;
194.	Sand Hill Road	Jericho Road (VT-15) (East and West); * deleted upon completion of traffic signals;
195.	Sand Hill Road	Allen Martin Drive (North and South); * deleted upon completion of traffic signals;
196.	Sand Hill Road	River Road (VT-117);
197.	Sand Hill Road -Northbound	Sand Hill Road;
198.	Sand Hill Road- Southbound	Sand Hill Road; Allen Martin Drive;
199.	Saybrook Road	Center Road (VT-15);

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200.	Sawmill Road	Sawmill Road (North and South);
201.	Saxon Hill Road	Jericho Road (VT-15);
202.	Saxon Hollow Drive	Allen Martin Parkway;
203.	Saxon Hollow Drive	Greenbriar Drive;
204.	Skyline Drive	Forest Road;
205.	Skyline Drive	Valleyview Drive;
206.	Sleepy Hollow Road	Weed Road;
207.	Southdown Court	Suffolk Lane;
208.	Stannard Drive	Essex Way (North and South);
209.	Stanton Drive	River Street;
210.	Stearns Avenue	Jackson Heights;
211.	Stearns Avenue	Pioneer Street;
212.	Steeplebush Road	Bobolink Circle;
213.	Steeplebush Road	Cedar Street;
214.	Stonebrook Circle	Windridge Road;
215.	Suffolk Lane	Pinecrest Drive (East and West);
216.	Sunset Drive	Center Road (VT-15);
217.	Tanglewood Drive	Sand Hill Road;
218.	Thistle Lane	Fox Run Road;
219.	Thomas Lane	Browns River Road (VT-128);
220.	Thomas Lane	Thomas Lane;
221.	Thompson Drive	Allen Martin Drive;
222.	Towers Road	Old Stage Road;
223.	Towers Road Extension	Old Stage Road;
224.	Turcotte Road	Gauthier Drive;
225.	Vale Drive	Countryside Drive;
226.	Vale Drive	Brickyard Road;
227.	Valleyview Drive	River Road (VT-117);
228.	Valleyview Drive	Windridge Road;
229.	Washington Circle	Orleans Road (North and South); <i>*effective upon acceptance</i>
230.	Walden Woods	Indian Brook Road;
231.	Weathersfield Bow	Willoughby Drive;
232.	Weed Road	Browns River Road (VT-128);
233.	Weed Road	Jericho Road (VT-15);
234.	West Sleepy Hollow Road	Browns River Road (VT-128);
235.	Whitcomb Meadows Lane	Jericho Road (VT-15);
236.	Whitetail Lane	Deer Crossing Lane;
237.	Wildwood Drive	Forest Road;
238.	Willoughby Drive	Old Stage Road;
239.	Windridge Road	Wildwood Drive;
240.	Winterlane Circle	Timberlane Drive;
241.	Wolfe Drive	River View Drive;
242.	Woodlawn Court	Woodlawn Drive;
243.	Woodlawn Drive	Tanglewood Drive;

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7.04.050 Yield signs—Locations designated

- A. The following streets, avenues and roads shall have erected thereon yield signs so as to control the traffic as stated below. All vehicles, motorcycles and other forms of common conveyance shall yield to all traffic and assure that the way is clear of all motor vehicles, bicycles and pedestrians before entering the following streets or highways, when a yield sign so indicating is installed:

<u>STREET NAME</u>	<u>INTERSECTING STREET</u>
1. Billie Butler Drive	Upper Main Street (VT-15);
2. Carmichael Street	Billie Butler Drive (west side of triangle);
3. Dalton Drive	Ethan Allen Avenue;
4. Lamore Road	Lost Nation Road;
5. Lost Nation Road	Curve Hill Road, Lost Nation Road;
6. Kellogg Road	Susie Wilson Road (southbound);
7. Osgood Hill Road	Osgood Hill Road at the triangle.

Chapter 7.08

ONE-WAY STREETS AND TURNING MOVEMENTS

Sections:

- 7.08.010 One-Way Streets**
7.08.020 Do Not Enter
7.08.030 Passing on One-Way Street; Marked Lanes
7.08.040 Turning restrictions—Locations
7.08.050 Bicycle path use restrictions

7.08.010 One-Way Streets

- A. The following streets are hereby designated as one-way streets, and all traffic and travel thereon, except pedestrians, shall pass in the directions indicated, and not otherwise.

<u>STREET NAME</u>	<u>STARTING POINT</u>	<u>ENDING POINT</u>
1. Billie Butler Drive	Upper Main Street (VT-15)	Carmichael Street;
2. Billie Butler Drive	Carmichael Street	Upper Main Street (VT-15);
3. Lavigne Road	Perry Drive	Sand Hill Road;
4. Perry Drive	Jericho Road (VT-15)	Lavigne Road.

7.08.020 Do Not Enter

- A. The following streets are hereby designated as “Do Not Enter” and all traffic and travel thereon shall not pass.

<u>STREET NAME</u>	<u>INTERSECTION STREET</u>
1. Griffin Lane	Colchester Road (VT-2A);
2. Lavigne Road	Sand Hill Road;
3. Sand Hill Road	Jericho Road (VT-15) west intersection;
4. Susie Wilson Road	Susie Wilson Bypass.

7.08.030 Passing on One-Way Street; Marked Lanes

- A. On the streets and roads in the Town of Essex designated as one-way traffic, and on those streets and roads where, by appropriate pavement, street markings or signs more than one lane of traffic is designated in the same direction, it shall become lawful to overtake and pass a vehicle proceeding in the same direction on either side thereof. The operator of any such vehicle, upon any such street shall, before turning their vehicle from one traffic lane into another traffic lane, indicate by hand signal or directional light their intentions so to do, and shall turn into the other lane only after using due care and caution to avoid accidents.
- B. Where traffic lanes are so marked to indicate their use for a right turn only, left turn only, through traffic only, or a combination of the above of same, no person shall operate a vehicle except in the direction so indicated by such markings.

7.08.040 Turning restrictions—Locations

- A. No vehicle of any type, motorcycle, or other form of common conveyance, shall make left-hand turns from:

<u>STREET NAME</u>	<u>INTERSECTING STREET</u>
a. Griffin Lane	Colchester Road (VT-2A);
b. Sand Hill Road	Jericho Road (VT-15) eastern intersection;

- B. No vehicle of any type, motorcycle, or other form of common conveyance, shall make any turns on red traffic signals at:

<u>STREET NAME</u>	<u>INTERSECTING STREET</u>
a. Susie Wilson Road	Fort Parkway (VT-15).

- C. No vehicle of any type, motorcycle, or other form of common conveyance, shall turn on a red traffic signal when an illuminated sign indicating “No Turn on Red” symbol is displayed to drivers at the following intersections:

<u>STREET NAME</u>	<u>INTERSECTING STREET</u>
a. Browns River Road (VT-128)	Towers Road;
b. Center Road (VT-15)	Essex Way;
c. Center Road (VT-15)	90 Center Road;
d. Center Road (VT-15)	Jericho Road (VT-15);
e. Center Road (VT-15)	Commonwealth Road, Old Stage Road;
f. 90 Center Road	Center Road (VT-15);
g. Commonwealth Road	Center Road;

h. David Drive	Susie Wilson Road;
i. Essex Way	Center Road (VT-15);
j. Jericho Road (VT-15)	Browns River Road (VT-128);
k. Joshua Way	Susie Wilson Road;
l. Market Place	Susie Wilson Road;
m. Old Stage Road	Upper Main Street (VT-15);
n. Pinecrest Drive	Susie Wilson Road;
o. Susie Wilson Bypass	Kellogg Road;
p. Susie Wilson Road	David Drive;
q. Susie Wilson Road	135 Sunderland Way;
r. Susie Wilson Road	Sunderland Way;
s. Susie Wilson Road	Market Place;
t. Susie Wilson Road	Joshua Way;
u. Susie Wilson Road	Pinecrest Drive;
v. Sunderland Way	Susie Wilson Road;
w. 10 Sunderland Way	Susie Wilson Road
x. Towers Road	Center Road (VT-15);
y. Upper Main Street (VT-15)	Billie Butler Drive;
z. Upper Main Street (VT-15)	Commonwealth Road.

E. No vehicle of any type, motorcycle, or other form of common conveyance, shall make U Turns at:

<u>STREET NAME</u>	<u>INTERSECTION STREET</u>
a. Fort Parkway (VT-15) westbound	Ethan Allen Avenue;

7.08.050 Bicycle path use restrictions

A. No motor vehicle of any type shall be within all areas designated as a bicycle lane, multi-use recreation path or sidewalk.

Chapter 7.12 SPEED LIMITS

Sections:

7.12.010	Twenty-five Miles per Hour Speed Limit
7.12.020	Speed Limits above 25 Miles per Hour
7.12.030	Exemptions for emergency vehicles
7.12.040	Penalties

Commented [RK12]: added

Commented [RK13]: added

7.12.010 Twenty-five Miles per Hour Speed Limit

A. No vehicle of any type, motorcycle, or other form of common conveyance, shall be operated at a speed in excess of twenty-five miles per hour on any road in the Town of Essex except as provided in section 7.12.020.

7.12.020 Speed Limits above Twenty-five Miles per Hour

- A. No vehicle of any type, motorcycle, or other form of common conveyance, shall be operated at a speed in excess of that listed below and posted on the streets and roads named:

<u>STREET NAME</u>	<u>STARTING POINT</u>	<u>ENDING POINT</u>	<u>SPEED LIMIT</u>
Allen Martin Drive	Sand Hill Road	Jericho Road (VT-15)	35
Allen Martin Parkway	Sand Hill Road	To the End of Road	30
Browns River Road (VT-128)	Jericho Road (VT-15)	0.15± miles N of Bixby Hill Road	30
Browns River Road (VT-128)	.15± miles N of Bixby Hill Road	0.55± miles S of Weed Road	40
Browns River Road (VT-128)	0.55± miles S of Weed Road	Westford Town Line	50
Brigham Hill Road	Old Stage Road	Colchester Town Line	30
Center Road (VT-15)	Old Stage Road	0.10± miles W of Sunset Drive	40
Center Road (VT-15)	.10± W of Sunset Drive	Jericho Road (VT-15)	35
Chapin Road	Towers Road	Westford Town Line	35
Cilley Hill Road	Jericho Town Line	Westford Town Line	30
Circumferential Highway (VT-289)	Colchester Road (VT-2A)	River Road (VT-117)	50
Clover Drive	Towers Road	To cul de sac	30
Colchester Road (VT-2A)	Village Limits	0.062 ± miles North of Village Limits	35
Colchester Road (VT-2A)	0.62± miles N of Village limits	0.14± miles North of Gentes Road	40
Colchester Road (VT-2A)	0.14± miles N of Gentes Road	Colchester Town line	50
Corporate Drive	Allen Martin Drive	To the end of road	35
Curve Hill Road	Lost Nation Road	Colchester Town Line	30
Discovery Road	Lamore Road	Lost Nation Road	35
Essex Way	Center Road (VT-15)	Lang Drive	35
Essex Way	Lang Drive	Sydney Drive	30
Fort Parkway (V-15) EB	Colchester Town Line	Susie Wilson Road	45
Fort Parkway (VT-15) WB	Susie Wilson Road	Colchester Town Line	45
Gauthier Drive	Kellogg Road	To cul de sac	30
Gentes Road	Colchester Road (VT-2A)	Colchester Town Line	35
Jericho Road (VT -15)	Center Road (VT-15)	0.15± miles E of Sand Hill Road	35
Jericho Road (VT -15)	0.15± miles E of Sand Hill Road	0.12± mi E of Whitcomb Meadows Lane	40
Jericho Road (VT -15)	0.12± miles E of Whitcomb Meadows Lane	Jericho town line	50
Kellogg Road	Susie Wilson Road	450± ft W of Gauthier Drive	30
Kellogg Road	450± ft W of Gauthier Drive	Colchester Town Line	35
Lamore Road	Gentes Road	Lost Nation Road	35
Lincoln Street	0.043 ± mi N of North Street	Village limits	35
Lost Nation Road	Old Stage Road	To end of road	35
Naylor Road	Jericho Road (VT-15)	Weed Road	30
New England Drive	Kellogg Road	Gauthier Drive	30
North Williston Road	River Road (VT-117)	Williston Town Line	30
Old Pump Road	Sleepy Hollow Road	Jericho Town Line	30
Old Stage Road	Center Road (VT-15)	400± ft N of Willoughby Drive	30
Old Stage Road	400ft N of Willoughby Drive	Westford Town Line	40
Osgood Hill Road	Browns River Road (VT-128)	Westford Town Line	35
Pearl Street (VT-15) EB	Susie Wilson Road	Essex Junction Village Limits	45
Pettingill Road	Browns River Road (VT-128)	Westford Town Line	30
Pinecrest Drive	Susie Wilson Road	Colchester Road (VT-2A)	30
Pinewood Drive	River Road (VT-117)	Valleyview Drive	35

Commented [RK14]: Added Corporate Dr – left out

River Road (VT-117)	Village Limits	0.20± miles E of Sand Hill Rd	40
River Road (VT-117)	0.20± miles East of Sand Hill Rd	0.20± miles E of North Williston Rd	45
River Road (VT-117)	0.20± miles E of N. Williston Rd.	Jericho Town line	50
River Street	Park Street (VT-2A)	Robinson Parkway	35
Sand Hill Road	Jericho Road (VT-15)	700±ft N of Founders Road	30
Sand Hill Road	1300±FT S of Founders Road	Allen Martin Drive	30
Sand Hill Road	Allen Martin Drive	River Road (VT-117)	35
Sawmill Road	Jericho Town line	End of Road	30
Saxon Hill Road	Jericho Road (VT-15)	Deer Crossing Lane	30
Susie Wilson Road	Pearl Street (VT-15)	Susie Wilson Bypass	35
Susie Wilson Bypass	Susie Wilson Road	Colchester Road (VT-2A)	40
Thompson Drive	Allen Martin Drive	To the end of road	35
Towers Road	Center Road (VT-15)	Clover Drive	30
Towers Road	Clover Drive	Old Stage Road	40
Upper Main Street (VT-15)	Village Limits	Old Stage Road	40
Weed Road	Jericho Road (VT-15)	Browns River Road (Route 127)	35
Willoughby Drive	Old Stage Road	Pomfret Lane	30

7.12.030 Exemptions for emergency vehicles

- A. Drivers of authorized emergency vehicles are exempt from the provisions of this chapter as set forth in Title 23, section 1015, Vermont Statutes Annotated.

Commented [RK15]: Was omitted in the previous drafts, not sure if this is needed as covered by state statute

Chapter 7.16

WEIGHT LIMITS AND CONTROL OF THRU-TRUCK TRAFFIC

Sections:

- 7.16.010 No Overweight Permits issued
- 7.16.020 Annual Overweight Permits - issued
- 7.16.025 Annual Overweight Permit - limitations
- 7.16.030 Overweight Permit - exclusions
- 7.16.040 Posting of permitted legal load limit
- 7.16.045 Posting for "No Thru Truck Traffic"
- 7.16.050 Weight Restrictions – Registered weight
- 7.16.060 Overweight violations - Penalties

7.16.010 No Overweight Permits Issued

- A. No vehicle or other form of common conveyance shall operate on Gentes Road Bridge at a weight in excess of twenty-four thousand pounds and no overweight permits will be issued for Gentes Road Bridge in excess of twenty-four thousand pounds.

7.16.020 Annual Overweight Permits – Issued

- A. No vehicle or other form of common conveyance shall operate on any Class 2, 3 or 4 Town Street, highway or bridge at a weight in excess of twenty-four thousand pounds, without an overweight permit issued by the town, except as excluded under Section 7.16.030.

7.16.025 Annual Overweight permits – Limitations

- A. The town may issue annual overweight permits for all Class 2, 3 and 4 town highways, streets and bridges with limited use restrictions as determined by the manager, the director of public works, or a designated representative of either official.
- B. Town overweight permits shall only be issued up to the legal state limits, as set forth in Title 23, Subchapter 15, Vermont Statutes Annotated.
- C. All issued overweight permits shall contain a provision limiting vehicles to fifteen thousand pounds (two axle), eighteen thousand pounds (three axle) and twenty thousand pounds (tractor trailer only) on gravel roads during posted seasonal period(s) of weakened structural road conditions (such as mud season).

Commented [WE16]: Was the increase of 2,000 lbs. intentional?

Commented [RK17R16]: Reduced back to 20,000 lbs

7.16.030 Overweight Permit - exclusions

- A. Overweight permits shall not be required for:
 - a. School buses,
 - b. Public agency transportation vehicles,
 - c. Emergency vehicles, or
 - d. Vehicles owned by or performing work for the Town of Essex.
- B. This article shall not apply to tractor, trailer, semi-trailer, motor trucks or any other motor vehicle making deliveries or emergency vehicles. This exemption shall also apply to motor vehicles originating from properties located on such street.
- C. Overweight permits shall not be required for emergency situations recognized by the manager, the director of public works, or a designated representative of either official, or chief of police or, in their absence, the shift supervisor; and vehicles with specific waivers granted by the legislative body, as the best interests of the town may require.

7.16.040 Posting of permitted legal load limit

- A. Town roads shall be posted to notify drivers of weight requirements.
- B. Town roads, accessible only from other town roads with similar posted weight limits shall not be required to be signed, since vehicular access to the non-signed roads can only occur over posted (signed) roads.

7.16.045 Posting for “No Thru Truck Traffic”

- A. The following roads shall have signs posted with the designation: “No Thru Truck Traffic”:

<u>STREET NAME</u>	<u>STARTING POINT</u>	<u>ENDING POINT</u>
a. Alder Lane	Browns River Road (VT-128)	Jericho Road (VT-15);
b. Osgood Hill Road	Browns River Road (VT-128)	Westford Town Line;
c. Peacham Lane Extension	Old Stage Road	Willoughby Drive;
d. Sand Hill Road	Jericho Road (VT-15)	Allen Martin Drive;
e. Weed Road	Browns River Road (VT-128)	Jericho Road (VT-15).

B. Exemptions are allowed at the discretion of the public works director or designee.

7.16.060 Overweight violations – Penalties

A. Penalties for violations shall be in accordance with the schedule established by Title 23, section 1391a, Vermont Statutes Annotated, Penalties for overweight operation.

Commented [WE18]: Redundant with section 7.16.030(B) above.

Commented [RK19]: Added – realized no penalty section for overweight violations; other wise fine would default to T23 VSA 1008 \$220.00

Chapter 7.20

PARKING

Sections:

- 7.20.005 Authority**
- 7.20.010 No parking—Both sides of street**
- 7.20.020 No parking—Single side of street**
- 7.20.030 Restricted parking**
- 7.20.040 Winter parking ban - December 1st through April 1st**
- 7.20.050 Abandoned Vehicles**
- 7.20.060 General parking restrictions**
- 7.20.070 Scoff law - Establishment and Maintenance of Scofflaw List**
- 7.20.080 Enforcement**
- 7.20.090 Parking Violations - Penalties**

7.20.005 Authority

A. Violations of this Chapter 7.20 shall be brought as civil violations pursuant to Title 24, section 1974a, Vermont Statutes Annotated.

7.20.010 No parking—both sides of street

A. The following streets are designated no parking on either side of the street right-of-way:

<u>STREET NAME</u>	<u>STARTING / ENDING POINT</u>
a. Alder Lane	the entire length;
b. Allen Martin Parkway	the entire length;
c. ~~Ethan Allen Avenue~~	~~Fort Parkway (VT-15) to Colchester Town Line;~~
d. ~~c.~~ Essex Way	Center Road (VT-15) to Lang Drive / Stannard Drive;
e. ~~d.~~ Ewing Place	Susie Wilson Road to the cul-de-sac;
f. ~~e.~~ Gauthier Drive	Kellogg Road to Turcotte Drive;
g. ~~f.~~ Hanley Lane	the entire length;
h. ~~g.~~ Hillcrest Road	to a point 90± feet south of Prospect Street;
i. ~~h.~~ Kellogg Road	Susie Wilson Road to the Colchester Town line;
j. ~~i.~~ Market Place	the entire length;
k. ~~j.~~ McGee Road	the entire length, except where designated;
l. ~~k.~~ Morse Drive	to a point 400 ± feet from Kellogg Road;
m. ~~l.~~ New England Drive	the entire length;
n. ~~m.~~ Old Colchester Road	Village limits to Colchester Road;

~~0-n.~~ Old Stage Road
~~p-o.~~ Pinecrest Drive
~~q-p.~~ Red Pine Circle
~~r-q.~~ Sand Hill Road
~~s-r.~~ Saybrook Road
~~t-s.~~ Sleepy Hollow Road
~~u-t.~~ Susie Wilson Road
~~v-u.~~ Susie Wilson Road
~~w-v.~~ Thompson Drive
 Allen
~~x-w.~~ Towers Road
~~y-x.~~ West Sleepy Hollow Road

the entire length;
 Susie Wilson Road to Colchester Road (VT-2A);
 the entire length;
 From Jericho Road (VT-15) to Allen Martin Drive;
 Center Road (VT-15) to a point 195± feet south);
 the entire length;
 Pearl Street (VT-15) to Susie Wilson Bypass;
 Blair Road to the cul-de-sac;
 the entire length, excluding 1508± ft to 2480± ft from
 Martin Drive on north side of Thompson Drive;
 Browns River Road (VT-128) to Old Stage Road;
 from a point 630±ft south to the cul-de-sac;

Commented [RK20]: Red Pine Circle – left out on first draft

Commented [RK21]: Inserted section allowing parking in defined section

7.20.020 No parking—Single side of street

A. The following streets are hereby designated no parking on single side of street:

<u>STREET NAME</u>	<u>SIDE / STARTING / ENDING POINT</u>
a. Dalton Drive	south side, Ethan Allen Avenue to Colchester Town line;
b. Ethan Allen Avenue	~~south-north~~ side, Fort Parkway (VT-15) to Colchester Town line;
c. Foster Road	north side, 37 Foster Road to and including the cul-de-sac;
d. Fox Run Road	north side, Pomfret Lane to Thistle Lane.

7.20.030 RESTRICTED PARKING

- A. For this section, it shall be prima facie proof the registered owner of the vehicle on record with Vermont Department of Motor Vehicles is a resident of such street.
- B. Nothing in this section shall prevent residents from having family or friends visit.
- C. **Municipal Parking Lots:** No parking shall be permitted in the municipal parking lots between the hours of 12:00 midnight and 6:00 a.m. A person who is actively charging their vehicle at a charging station is exempt. However, the exemption does not apply during the winter parking ban, which is from December 1 through April 1.
- D. Vehicles parked as permitted under this section shall be subject to all other parking requirements of this Ordinance.

7.20.040 WINTER PARKING BAN - December 1st through April 1st

- A. No person shall park or leave unattended a vehicle of any type on any street, road, or right-of-way in the Town of Essex during the period of December 1st through April 1st of the next year between the hours of 12:00 midnight and 7:00 a.m. The parking or leaving of any vehicle in violation of this section is hereby declared to be a public nuisance.
- B. Exemptions
 - a. Exemptions may be granted by the chief of police or, in their absence, the shift supervisor on duty. All exemptions will be entered into a spreadsheet maintained with police dispatch that will contain:

- i. The start and end date of the exemption;
- ii. The street location;
- iii. The supervisor approving exemption;
- iv. The make, model and color of vehicle;
- v. The registration and issuing state;
- vi. The phone number of the person requesting exemption; and
- vii. The owner of the vehicle.

7.20.050 Abandoned Vehicles

- A. Leaving dismantled, non-operating, unregistered vehicles or trailers within the public right-of-way is prohibited. No person shall leave any partially dismantled, non-operative, wrecked, junked, unregistered vehicle or trailer on any street or highway within the Town of Essex.

7.20.060 General Parking Restrictions

- A. No operator or driver shall stop, stand or park a motor vehicle or other vehicle on any street under any of the following conditions:
 - a. on a sidewalk or bike lane;
 - b. within an intersection;
 - c. on a crosswalk;
 - d. on any railroad tracks;
 - e. any place where official signs prohibit stopping, standing or parking;
 - f. in front of a public or private driveway;
 - g. within fifteen feet of a fire hydrant;
 - h. within any designated fire lane;
 - i. within thirty feet of an intersection with another street or road or designated crosswalk;
 - k. in any manner to impede or obstruct emergency vehicles;
 - l. on a two-way roadway except when the vehicle's right-hand wheels (passenger side of vehicle) are parallel to and within 12 inches of the right-hand curb or if there is no curb, within 12 inches of the edge of the roadway.
 - m. on a one-way roadway except when the vehicle is parallel to and within 12 inches of a curb or, if there is no curb, within 12 inches of the edge of the roadway, in the direction of authorized traffic movement
 - n. in any manner that blocks any intersection, street, lane, or alley identified by cross hatch marks and/or signs that say "Do not block";
 - o. parking or storage of equipment or unregistered vehicles or trailers within the municipality's right-of-way is prohibited;
 - p. in any space specified as reserved for a bus stop;
 - q. in any space specified as handicap w/out a valid permit.

7.20.070 SCOFFLAW -Establishment and Maintenance of Scofflaw List

- A. The chief of police or designee is hereby authorized to create and maintain a list of all vehicles which have accumulated within the preceding thirty-six months, three or more unpaid parking violations. Before placing any vehicle on said list, the chief of police or designee shall notify the registered owner of this proposed action. The notice will be sent by first class mail or delivered by a designee, to the address on record at the State Department of Motor Vehicles, on forms prescribed and provided by the chief of police and shall:
 - a. describe the year, make and vehicle identification number of the vehicle;

- b. contain a list of the unpaid tickets and the total amount of accumulated charges; and
- c. provide a warning that unless said charges are paid within fifteen (15) days of the date of the notice, said vehicles will be placed on the scofflaw list forthwith.

B. Removal and Storage of Vehicles

- a. Any vehicle which has been placed on the scofflaw list and is parked on any public street or in any other place within the Town of Essex where the parking or leaving of said vehicle is governed by town ordinance may be removed and stored until the charges for all outstanding fines are paid.

C. Record of Removed Vehicle

- a. The chief of police and the owner of any public garage to which such vehicle is removed shall keep a record of each vehicle so removed by manufacturer's trade name or make, registration number or vehicle identification number if the vehicle is not registered, registered owner if the vehicle bears Vermont registration, such other descriptive matter as may be necessary to identify such vehicle, and the name and address of any claimant thereof. The chief of police or designee shall, in addition, keep a record showing date of such removal, place to which such removal is made and the reason for such removal. All such records shall be open to public inspection during normal business hours, and the chief of police or designee shall publish in a media forums in the town the record of any vehicle which shall remain unclaimed for a period of five days.

D. Reclaiming of Vehicle

- a. Before the owner shall be permitted to reclaim a vehicle, which has been removed, the owner shall:
 - i. Furnish satisfactory evidence to the chief of police or designee and to the owner or person in charge of such public garage of owner's identity and of their ownership of such vehicle;
 - ii. Pay to the police department all charges for removing said vehicle and all charges for the storing or parking thereof, the publication of record of removal and all outstanding fines; and
 - iii. Sign a written receipt acknowledging delivery of said vehicle.

E. Charges

- a. No charges made or incurred hereunder shall be in excess of the rate ordinarily charged by the person making such removal or doing such storing or parking, and if such removal, storing or parking is done by the police department, such charges shall not exceed the amount established by the manager.

7.20.080 Enforcement

- A. Violations of the provisions in this Chapter 7.20 are considered to be civil traffic violations that fall under the jurisdiction of the Vermont Judicial Bureau in accordance with Title 24, sections 1974a and 1977, Vermont Statutes Annotated.
- B. State law authorizes the court administrator to refer past-due judgments to a designated collection agency (see Title 4 section 1109(d) and Title 13, section 7171, Vermont Statutes Annotated). Persons who fail to pay their fines within 30 days will be sent to a collection agency for collection. In addition, the vehicles of such persons may be placed on the scofflaw list established and maintained pursuant to Section 7.20.080, above.

7.20.090 Parking Violations – Penalties

- A. A person who is charged with committing a parking violation shall submit a fine in the amount established under subsection (C) of this section.

B. It shall be prima facie proof the registered owner, rental agency or company was in control of the vehicle at the time of the violation.

C. Fines for parking violations will be as follows:

<u>Violations</u>	<u>Section</u>	<u>Waiver Fine</u>	<u>Civil Penalty</u>
ABANDONED VEHICLE	7.20.050(A)	\$25.00	\$50.00
UNREGISTERED VEHICLE/TRAILER/ EQUIPMENT	7.20.060(A)(o)	\$25.00	\$50.00
BLOCKING INTERSECTION	7.20.060(A)(b)	\$50.00	\$100.00
DO NOT BLOCK- STREET/ALLEY/DRIVEWAY	7.20.060(A)(f/n)	\$50.00	\$100.00
BUS STOP	7.20.060(A)(p)	\$25.00	\$50.00
FIRE HYDRANT	7.20.060(A)(g)	\$50.00	\$100.00
FIRE LANE	7.20.060(A)(h)	\$50.00	\$100.00
HANDICAPPED	7.20.060(A)(q)	\$100.00	\$200.00
NO PARKING -BOTH SIDES OF STREETS	7.20.010(A)	\$25.00	\$50.00
NO PARKING – SINGLE SIDE OF STREET	7.20.020(A)	\$25.00	\$50.00
NO PARKING – SIGNS	7.20.060(A)(e)	\$25.00	\$50.00
TOO CLOSE TO INTERSECTION	7.20.060(A)(i)	\$25.00	\$50.00
VEHICLE ON CROSSWALK	7.20.060(A)(c)	\$50.00	\$100.00
RESTRICTED PARKING	7.20.030	\$25.00	\$50.00
VEHICLE OBSTRUCTING SIDEWALK / BIKE PATH	7.20.060(A)(a)	\$50.00	\$100.00
PARKED LEFT OF CURB	7.20.060(A)(l)	\$25.00	\$50.00
ONE- WAY STREET PARKING	7.20.060(A)(m)	\$25.00	\$50.00
PARKED W/ WHEEL ON TOP OF CURB/ TOO FAR FROM CURB	7.20.060(A)(l)	\$25.00	\$50.00
PARKED ON RAILROAD TRACKS	7.20.060(A)(d)	\$50.00	\$100.00
WINTER PARKING BAN	7.20.040(A)	\$25.00	\$50.00
IMPEDING EMERGENCY VEHICLES	7.20.060(A)(k)	\$150.00	\$300.00

D. Authority to Remove vehicles

- a. The parking or leaving of any vehicle in violation of this Chapter 7.20 is hereby declared to be a public nuisance. The chief of police or designee may remove any vehicle parked, or cause it to be removed, at the sole expense of the registered owner of such vehicle.
- b. Any vehicle removed for violating this Chapter 7.20 shall be impounded until lawfully claimed by the owner thereof or legally disposed of.

E. Charges

- a. No charges made or incurred shall be in excess of the rate ordinarily charged by the person making such removal or doing such storing or parking, and if such removal, storing or parking is done by the police department, such charges shall not exceed the amount established by the manager.

Chapter 7.30

Commented [RK22]: Also omitted from draft

CLOSURE OF HIGHWAYS – FLOODING OR OTHER EMERGENCY EVENTS

Sections:

7.30.010	Persons responsible for closure order
7.30.020	Written permission required
7.30.030	Prohibited action on closure order
7.30.040	Penalties
7.30.050	Applicability to other ordinance section

7.30.010 Persons responsible for closure order

- A. The public works director or chief of police or a designated representative(s) in their absence may order the closure of any town highway when the highway is, or it appears will become unsafe for public travel by virtue of flooding or other emergency events.

7.30.020 Written permission required

- A. Except with the written permission of the public works director or chief of police or designated representative(s) in their absence, no person shall drive a vehicle over any highway across which there is a gate or barrier indicating that the highway is closed to public travel.

7.30.030 Prohibited action on closure order

- A. After closure, no person shall drive through or around any closed gate or barrier on the highway, open or attempt to remove any such gate or barrier or cause any damage to the gate or barrier.

7.30.040 Penalty for violation

- A. Any person who violates the provisions of Section 7.30.030 hereof shall be liable for all costs incurred by the town for the repair or replacement costs incurred by the town, including the cost of emergency services or towing made necessary by violation of this ordinance.

7.30.050 Applicability to other ordinance sections

- A. The foregoing provisions are separate from and in addition to any other ordinance of the Town of Essex or Vermont Statutes regulating traffic or highway use.

Chapter 7.40

SPECIAL OCCASIONS

Commented [RK23]: Was omitted from original draft

Section:

7.40.010	Authority
7.40.020	Purpose
7.40.030	Exceptions to the speed limit – provisions
7.40.040	Permit to close or obstruct public highway

7.40.010 Authority

- A. This ordinance is enacted by the Town of Essex legislative body to promote the public good, health, safety, and welfare of the Town and Title 23, section 1010, Vermont Statutes Annotated, and pursuant to its authority under Sections 103 of the Town Charter.

7.40.020 Purpose of provision

- A. The purpose of this ordinance is to regulate traffic in the event there is a public occasion, maintenance or repair to a town highway or state aid streets and highways to prevent accident or injury to people. The legislative body finds that whenever there is a public occasion or repair or maintenance on a public highway, it appears that traffic will be congested by reason of such events. In order to ensure the public good, the town finds that it is necessary to pass a special regulation set forth in the section below.
- B. The Public Works or Police Departments may close such street to parking of vehicles by causing signs to be posted thereon in conspicuous locations indicating the prohibition of parking and the hours of the ban is in effect.

7.40.030 Exceptions to the speed limit ordinance provisions

- A. During such time that there is any maintenance, construction or repair to any public highway, the speed limit of such public highway may be changed and/or motor vehicular traffic may be excluded for such public highway and such changes in the speed limit or exclusion of motor vehicles from public highways shall be conspicuously posted near all affected areas.

7.40.040 Permit to close or obstruct a public highway

- A. A permit shall be obtained from the town by person or person(s) requesting such closure prior to the closure or obstruction of a highway (excluding the town workforce in the performance of their duties). The town may charge a permit fee or require a financial deposit for services performed by the town relative to terms and conditions of the permit.

Memorandum

To: Town Selectboard, Evan Teich, Unified Manager
From: Linda Mahns, Administrative Assistant 
Re: Appointment of volunteer to the Essex Energy Committee
Date: June 4, 2021

Issue

The issue is whether the Selectboard will appoint a volunteer to the Essex Energy Committee.

Discussion

Dorothy Bergendahl has stepped forward for consideration to join the Essex Energy Committee and their letter of interest has been combined with this memo.

For reference, the following seats are vacant:

<i>Committee/Board</i>	<i>Open seats</i>	<i>Term(s) ending</i>	<i>Status</i>
Energy Committee	1	June 30, 2024	Advertised since 8/28/20

The appointment of public officials can be a protected discussion during the interview, provided that the Selectboard make a final decision to appoint a public official in an open meeting and shall explain the reasons for its final decision during the open meeting.

Cost

None.

Recommendation

It is recommended that the Selectboard interview Dorothy Bergendahl for the Essex Energy Committee ending June 30, 2024. If the board members wish to enter executive session, the following motion is recommended:

“I move 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.”

From: Dorothy P Bergendahl

Sent: Thursday, May 13, 2021 4:54 PM

To: Gregory Duggan <gduggan@ESSEX.ORG>; William Dodge; Irene Wrenner

Subject: Energy Committee Vacancy

Mr. Duggan

I understand there is a vacancy on the Essex Town Energy Committee. I would be interested in volunteering to fill that opening.

I have been a resident of the Town of Essex and the Village of Essex Junction since October of 2011. I was also a resident from the Summer of 1970 to the spring of 1979.

I have been an active volunteer with the Brownell Library for more than thirty years. More recently I have been serving on the program committee of the Essex Area Senior Center. In the 1980s and 1990s I served on the Board of the Vermont Humanities Council. I was also one of the founding members of Central Vermont Public Service's Customer Advisor Panel.

How do I proceed with this opportunity?

I also think the Energy Committee will be reporting to the Select Board on Monday May 17 at 6:30 pm. I would like to have the link to attend that meeting, which I think will be virtual.

Dorothy Bergendahl

--

Dorothy P Bergendahl Essex Junction, Vermont 05452-3150

Memorandum

To: Town Selectboard, Evan Teich, Unified Manager
CC: Sharon Kelley, Zoning Board Director
From: Linda Mahns, Administrative Assistant 
Re: Appointment of volunteer to the Essex Zoning Board of Adjustment
Date: June 4, 2021

Issue

The issue is whether the Selectboard will appoint a volunteer to the Essex Zoning Board of Adjustment.

Discussion

Thomas Yandow has stepped forward for consideration to join the Essex Zoning Board of Adjustment and their letter of interest has been combined with this memo.

For reference, the following seats are vacant:

Committee/Board	Open seats	Term(s) ending	Status
Zoning Board of Adjustment	1	June 30, 2022	Advertised since 4/1/2021

The appointment of public officials can be a protected discussion during the interview, provided that the Selectboard make a final decision to appoint a public official in an open meeting and shall explain the reasons for its final decision during the open meeting.

Cost

None.

Recommendation

It is recommended that the Selectboard interview Thomas Yandow for the Essex Zoning Board of Adjustment ending June 30, 2022. If the board members wish to enter executive session, the following motion is recommended:

"I move 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."

Thomas Yandow
11 Linden Lane, Essex, VT 05452
802-288-9298
t.yandow@yahoo.com

May 17, 2021

Ms. Sharon Kelley, Zoning Board Director
Town of Essex, VT
81 Main Street
Essex, VT 05452

Dear Ms. Kelley:

I am applying for the Town of Essex Zoning Board empty seat as advertised. For the past 11 years, I have worked for Yandow Associates, a woman-owned business, that provides Construction Coordination and Supervision services for our clients. I have a Bachelor of Science degree in Mechanical Engineering from UVM and an Associates of Science degree in Mechanical Engineering Technology from Vermont Technical College. I have over 30 years of engineering experience within the construction field, which has given me vast knowledge and experience in planning, designing, and constructing various size projects. I also have experience in preparing contract documents, reviewing, and inspecting construction and maintenance agreements.

I have drafted, designed, engineered, coordinated, and supervised Mechanical, Electrical, Plumbing, and Fire Protection projects during my career. It was this experience that helped start Yandow Associates in June of 2009. We saw an opportunity, with the economy, that consulting engineers needed their systems to be coordinated before they were installed. It is with these developed drawings that contractors install the new piping, electrical conduits, ductwork, sprinkler piping or other various utilities within a building.

Yandow Associates not only performed construction coordination, but we worked with a few different clients in developing site plans. This meant that I was reading and interpreting the zoning rules and applying them to the site plan designs. Sometimes the site plan design involves working with the Zoning Board Director for the interpretation and coming up with an acceptable building addition site plan. We have in the past gone before the Zoning Board to help get a variance on a building site plan addition.

The most recent project that Yandow Associates worked on was a general store for Jeff Hutchins in Westford. Jeff came to us with an idea. We met with the Westford planning board, received their project guidelines, designed a building that fit the Town of Westford permitting guides, and the building was constructed. We worked with a team of consultants to complete the rest of the design of the building. This is only one example of what Yandow Associates does.

I have extensive knowledge of the NFPA and ADA codes, as well as the VT OSHA rules. As a member of the Town of Essex Fire Department, I am becoming more informed about fire alarm control panels. In addition to the Fire Department, I have been an Eagle Scout mentor for several years, helping to facilitate and complete many Eagle Scout projects within the Town of Essex.

I possess strong organizational, communication, and leadership abilities, along with a core background of excellent administrative and mathematical skills.

Please feel free to contact me to discuss this further. I look forward to hearing from you.

Sincerely,

Thomas Yandow

Thomas Yandow

Memorandum

To: Selectboard, Evan Teich, Unified Manager
CC: Greg Duggan, Deputy Manager & Ron Hoague, Police Chief
From: Jenny Willingham, Assistant Clerk
RE: 1st Republic Brewing Co. LLC
Date: May 21, 2021

Issue

The issue is whether the Selectboard will approve a 1st Class Liquor License for 1st Republic Brewing Company, LLC. 1st Republic Brewing Company, LLC will continue to obtain a Manufacturers License directly from VT Dept. of Liquor Control. 1st Republic Brewing Company, LLC in addition to offering tastings, will be selling pints of beer.

Discussion

The June 7th packet contains a 1st Class Liquor License Application for 1st Republic Brewing Co., LLC.
This was reviewed & approved by the Police Department and recommended for approval.

Recommendation

Staff recommends that the Selectboard approve the 1st Class Liquor License for 1st Republic Brewing Co., LLC

DEPARTMENTAL MEMORANDUM



Date: May 21, 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 applicant. There was nothing of concern found:

1st Republic Brewing Co, LLC

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

FIRST/SECOND/THIRD CLASS LIQUOR LICENSE AND TOBACCO APPLICATION

(License year is May 1ST through April 30TH of the following year)

1st Republic Brewing Co, LLC

Print Name of Person, Partnership, Corp., Club or LLC

1st Republic Brewing Co, LLC

Doing Business as – Trade Name

39 River Rd., Ste #6

Street

Essex Junction, VT 05452

Town or City & Zip Code

802-923-6085

Telephone Number

P.O.Box 8312 Essex Jct., VT 05452

Mailing Address (if different from above)

Email address: mike@1strbc.com

APPLICATION FEES:

FIRST CLASS LICENSE - \$115.00 to DLC and \$115.00 to Town/City

SECOND CLASS LICENSE- \$70.00 to DLC and \$70.00 to Town/City

SECOND CLASS RETAIL DELIVERY PERMIT - \$100.00 to DLC

THIRD CLASS LICENSE - \$1,095 for a full year to DLC
\$550 for 6 or fewer months to DLC

TOBACCO LICENSE- (there is no application fee for tobacco if
applying for second class)

TOBACCO ENDORSEMENT PERMIT - \$50.00 to DLC

**If applying for Tobacco only license, please use the Tobacco Only form.*

Please check appropriate categories

☒ FIRST CLASS

☐ SECOND CLASS

☐ THIRD CLASS

☐ TOBACCO

☐ Retail Delivery Permit

☐ Tobacco Endorsement

☐ Restaurant

☐ Hotel

☐ Club

☐ Commercial Kitchen (a Liquor Control Commercial
Caterer's License is needed with this license)

TO THE CONTROL COMMISSIONERS OF THE TOWN/CITY OF Essex

Application is hereby made for a license to sell malt and vinous beverages under and in accordance with Title 7, Vermont Statutes Annotated, as amended, and certify that all statements, information and answers to questions herein contained are true; and in consideration of such license being granted do promise and agree to comply with all local and state laws; and to comply with all regulations made and promulgated by the Board of Liquor and Lottery. Upon hearing, the Board of Liquor and Lottery may, in its discretion, suspend or revoke such license whenever it may determine that the law or any regulations of the Board of Liquor and Lottery have been violated, or that any statement, information or answers herein contained are false.

MISREPRESENTATION OF A MATERIAL FACT ON ANY LICENSE APPLICATION SHALL BE GROUNDS FOR SUSPENSION OR REVOCATION OF THE LICENSE, AFTER NOTICE AND HEARING.

If this premise was previously licensed, please indicate name 1st Republic Brewing Co, LLC

I/we are applying as (please check one):

☐ INDIVIDUAL

☒ LIMITED LIABILITY COMPANY

☐ PARTNERSHIP

☐ CORPORATION

Please fill in name and address of individual, partners, directors or members.

LEGAL NAME

STREET/CITY/STATE

Michael W. Drake Family Trust

34 Greenwood Ave Essex Jct., VT 05452

Shawn Trout

56 Marion Ave Essex Jct., VT 05452

Dave Jarvis

42 Brian Lane Essex Jct., VT 05452

Hogle Revocable Living Trust

139 Tanglewood Dr. Swanton, VT 05

Are all of the above citizens or lawful permanent residents of the UNITED STATES? ☒ Yes ☐ No

If naturalized citizen or lawful permanent resident of the United States, please provide a copy of the naturalization or lawful permanent resident documentation.

CORPORATE INFORMATION:

If you have checked the box marked CORPORATION, please fill out this information for stockholders (attach sheet if necessary).

LEGAL NAME

STREET/CITY/STATE

Date of incorporation _____

Is corporate charter now valid? Yes ☐ No ☐

Corporate Federal Identification Number _____

Have you registered your corporation and/or trade name with the Town/City Clerk? Y ☐ N ☐ and/or Secretary of State? Y ☐ N ☐
(as required by VSA Title 11 § 1621, 1623 & 1625).

ALL APPLICANTS

HAVE ANY OF THE APPLICANTS EVER BEEN CONVICTED OR PLED GUILTY TO ANY CRIMINAL OR MOTOR VEHICLE OFFENSE IN ANY COURT OF LAW (INCLUDING TRAFFIC TICKETS) AT ANY TIME? ☐ YES ☒ NO

If yes, please complete the following information: (attached sheet if necessary)

Name	Court/Traffic Bureau	Offense	Date
------	----------------------	---------	------

Do any of the applicants hold any elective or appointive state, county, city, village/town office in Vermont? (See VSA, T.7, Ch. 9, §223)
If yes, please complete the following information:

Name	Office	Jurisdiction
------	--------	--------------

Please give name, title and date attended of manager, director, partner or individual who has attended a Liquor Control Licensee Education Seminar, as required by Education Regulation No. 3:

Name: Michael W. Drake
Title: VT MFG Certification
Date: 04/26/2021

If you have not attended an Education Seminar prior to making application, please visit www.liquorcontrol.vermont.gov and click on Seminar Schedule for a list of Seminars in your area.

FOR ALL APPLICANTS: DESCRIPTION /LOCATION OF PREMISES (Section 4)

Description of the premises to be licensed: 39 River Rd., Ste #6 Essex Junction, VT. End unit of a small strip mall. single story building
Space is 46 x 60 split in half divided by a fire-rated wall. The front half is the tasting room/lounge area and the back is the brewery

Does applicant own the premises described? YES ☐ NO ☒ If not owned, does applicant lease the premises? YES ☒ NO ☐

If leased, name and address of lessor who holds title to property: Adams Real Properties LLC 207 Boyer Circle #30, Williston, VT 05495

Are you making this application for the benefit of any other party? YES ☐ NO ☒

FIRST CLASS APPLICANTS ONLY: No first-class license may be issued without the following information.

HEALTH LICENSE #: Food _____ Lodging (if licensed as a Hotel) _____

VERMONT TAX DEPARTMENT: Meals & Rooms Certificate/Business Account# MRT-10011974-001

Business is devoted primarily to (please check one): Brewery

☐ FOOD (restaurant) ☐ HOTEL ☐ CLUB ☐ COMMERCIAL CATERING

If you are considering Outside Consumption service on decks, porches, cabanas, etc. you must complete an Outside Consumption Permit. This form can be found on our website at www.liquorcontrol.vermont.gov and then click on licensing and then forms.

ALL APPLICANTS MUST COMPLETE AND SIGN BELOW

The applicant(s) understands and agrees that the Board of Liquor and Lottery may obtain criminal history record information from State and Federal repositories prior to acting on this application.

I/We hereby certify, under pains and penalties of perjury, that I/We are in good standing with respect to or in full compliance with a plan approved by the Commissioner of Taxes to pay any and all taxes due the State of Vermont as of the date of this application. (VSA, Title 32, §3113).

In accordance with 21 VSA, §1378 (b) I/We certify, under pains and penalties of perjury, that I/We are in good standing with respect to or in full compliance with a plan to pay any and all contributions or payments in lieu of contributions due to the Department of Employment and Training.

If applicant is applying as an individual: I hereby certify that I/We are not under an obligation to pay child support or that I/We are in good standing with respect to child support or am in full compliance with a plan to pay any and all child support payable under a support order. (VSA, Title 15, §795).

Dated at 05/06/2021 in the County of Chittenden and State of VT,

this 6th day of May, 2021

Corporations/Clubs: Signature of Authorized Agent

Individuals/Partners: (All partners must sign)

M. J. [Signature]
[Signature]
[Signature]
[Signature]

TOWN/CITY APPROVAL/DISAPPROVAL

Upon being satisfied that the conditions precedent to the granting of this license as provided in Title 7 of the Vermont Statutes Annotated, as amended, have been fully met by the applicant, the commissioners will endorse their recommendation on the back of the applications and transmit both copies to the Board of Liquor and Lottery for suitable action thereon, before any license may be granted. For the information of the Board of Liquor and Lottery, all applications shall carry the signature of each individual commissioner registering either approval or disapproval. Lease or title must be recorded in town or city before issuance of license.

_____, Vermont, _____
Town/City Date

APPROVED

DISAPPROVED

Please check one: ☐ Approved ☐ Disapproved

by the Board of Control Commissioners of the City or Town of _____

Total Membership _____ Members present _____

Attest, _____
City or Town Clerk

TOWN OR CITY CLERK SHALL MAIL ONE APPLICATION DIRECTLY TO THE DIVISION OF LIQUOR CONTROL, 13 Green Mountain Drive, Montpelier, VT 05602. If application is disapproved, local control commissioners shall notify the applicant by letter.

No formal action taken by any agency or authority of any town board of selectmen or city board of aldermen on a first or second-class application shall be considered binding except as taken or made at an open public meeting. VSA Title 1 §312.

SECTION 5111 AND 5121 OF THE INTERNAL REVENUE CODE OF 1954 REQUIRE EVERY RETAIL DEALER IN ALCOHOLIC BEVERAGES TO FILE A FORM ANNUALLY AND PAY A SPECIAL TAX IN CONNECTION WITH SUCH SALES ACTIVITY. FOR FURTHER INFORMATION, CONTACT:

THE BUREAU OF ALCOHOL, TOBACCO & FIREARMS (TTB)
DEPARTMENT OF THE TREASURY
550 MAIN STREET, CINCINNATI, OH 45202
(513) 684-2979

NOTICE: All new applications are investigated by the Enforcement and Licensing Division prior to approval/disapproval of the license by the Board of Liquor and Lottery. Please note that this process can take anywhere from 2 weeks to 6 weeks to complete once Liquor Control receives the application.

**Personal Information Form
To Accompany License Applications**

Complete for all Owners, Partners, or Corporate Officers

Legal Name: Michael W. Drake

Telephone: 802-923-6085 Email: mike@1strbc.com

Address: 39 River Rd., Ste #6

<i>Street</i>	<i>City/Town</i>	<i>State</i>	<i>Zip Code</i>
<u>06/22/1970</u>	<u>Cocoa Beach, FL</u>		

Date of Birth: 06/22/1970 Place of Birth: Cocoa Beach, FL Gender: M

Drivers License #: 42038776 State: VT

Legal Name: Shawn M. Trout

Telephone: 719-360-3491 Email: shawn@1strbc.com

Address: 56 Marion Ave Essex Jct., VT 05452

<i>Street</i>	<i>City/Town</i>	<i>State</i>	<i>Zip Code</i>
<u>06/30/1982</u>	<u>Saratoga Springs, NY</u>		

Date of Birth: 06/30/1982 Place of Birth: Saratoga Springs, NY Gender: M

Drivers License #: 7184828A State: VT

Legal Name: David R. Jarvis

Telephone: 802-598-2929 Email: minimeinv@yaho.com

Address: 42 Briar Lane Essex Jct., VT 05452

<i>Street</i>	<i>City/Town</i>	<i>State</i>	<i>Zip Code</i>
<u>01/05/52</u>	<u>St. Albans, VT</u>		

Date of Birth: 01/05/52 Place of Birth: St. Albans, VT Gender: M

Drivers License #: 00271144 State: VT

Use additional forms if necessary.

Send completed form with application to:

Vermont Department of Liquor and Lottery
Division of Liquor Control
Attention: Licensing
13 Green Mountain Drive
Montpelier, VT 05602

Phone (802) 828-2345
FAX (802) 828-1031
Email DLC.EnfLic@vermont.gov

Confidential

Rev. 08/09/2019

**Personal Information Form
To Accompany License Applications**

Complete for all Owners, Partners, or Corporate Officers

Legal Name: Rickey Hogle
Telephone: 802-309-3889 Email: rickhogle119@gmail.com
Address: 139 Tanglewood Drive Swanton VT 05488
Street City/Town State Zip Code
Date of Birth: 1/19/1983 Place of Birth: Plattsburgh, NY Gender: Male
Drivers License #: 70254328 State: Vermont

Legal Name: Alana Hogle
Telephone: 802-309-3888 Email: nottymay@hotmail.com
Address: 139 Tanglewood Drive Swanton VT 05488
Street City/Town State Zip Code
Date of Birth: 2/25/1985 Place of Birth: Plattsburgh, NY Gender: Female
Drivers License #: 10254329 State: Vermont

Legal Name: _____
Telephone: _____ Email: _____
Address: _____
Street City/Town State Zip Code
Date of Birth: _____ Place of Birth: _____ Gender: _____
Drivers License #: _____ State: _____

Use additional forms if necessary.

Send completed form with application to:

Vermont Department of Liquor and Lottery
Division of Liquor Control
Attention: Licensing
13 Green Mountain Drive
Montpelier, VT 05602

Phone (802) 828-2345
FAX (802) 828-1031
Email DLC.EnfLic@vermont.gov

Confidential

Rev. 08/09//2019

Memorandum

To: Selectboard (Board of Liquor Control Commissioners); Evan Teich, Unified Manager
CC: Greg Duggan, Deputy Manager & Ron Hoague, Police Chief
From: Jenny Willingham, Assistant Clerk
RE: Fong LLC/DBA Joyce's Noodle House
Date: June 3, 2021

Issue

The issue is whether the Selectboard will approve a 1st & 3rd Class Liquor License renewal for Fong LLC/DBA Joyce's Noodle House.

Discussion

Fong LLC/DBA Joyce's Noodle House has applied for a 1st & 3rd Class Liquor License renewal. The application was reviewed & approved by the Police Department and recommended for approval.

Recommendation

Staff recommends that the Selectboard approve the renewal of a 1st & 3rd Class Liquor License for Fong LLC/DBA Joyce's Noodle House.

DEPARTMENTAL MEMORANDUM



Date: June 2, 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 applicant. There was nothing of concern found:

Fong, LLC

DBA: Joyce's Noodle House
5 Carmichael Street
Essex Junction, VT 05452

May 27, 2021

Mr. Andrew Watts, Chair
Essex Town Selectboard
81 Main Street
Essex Junction, VT 05452-3209

Dear Andy:

We ask the Selectboard to formally invite Vermont Secretary of State Jim Condos to attend an upcoming Selectboard meeting to engage the Board, the staff and the public on Vermont's Open Meeting Laws and Public Records Act. Given the events that transpired during the Selectboard meeting of March 25, 2021, and subsequent reactions from Board members and the public, our Town needs a shared understanding of these laws and the constitutional basis for them.

Our greatest concern regarding the March 25 meeting is that the three-way texting among three Board members may have indeed been a violation of the Open Meeting statute. The fact that profanity was used to describe residents is not our primary concern for purposes of this letter. Fortunately, that texting was discovered because of a citizen's submission of a public records request.

As you know, Secretary Condos is well-known for his "Transparency Tour," which grows out of his dedication to transparency in government. Before once such tour, he stated,

"The public's right to know is enshrined in our Vermont Constitution. Vermonters deserve openness and transparency in government. By educating municipal and state employees, elected officials, and engaged residents on the requirements of government under Vermont's Open Meeting Laws and the Public Records Act, I hope to help government officials of all stripes better serve Vermonters."

Frankly, Essex needs that help. Therefore, we ask you to make our request an agenda item so that the Board can discuss this potential invitation and decide how to proceed. As Secretary Condos also has written, "With trust in government at an all-time low, I believe that sunshine is the best disinfectant. Let the sun shine in!" We agree.

Sincerely,



Elizabeth Dunn
Former Vermont Representative,
District 8-1
2 Cindy Lane
Essex Jct., VT 05452



Bruce S. Post
Former Essex Selectboard Member
1 Cindy Lane
Essex Jct., VT 05452

CC: Honorable Jim Condos, Vermont Secretary of State

Memorandum

To: Selectboard; Evan Teich, Unified Manager
Cc: Chief Ron Hoague, Police; Lt. Rob Kissinger, Police
From: Greg Duggan, Deputy Manager
Re: Final passage of revised provisions to Title 7, Motor Vehicles, Traffic and Parking of the Town of Essex Municipal Ordinance
Date: June 4, 2021

Issue

The issue is whether the Selectboard will approve final passage and adoption of revised provisions to Title 7, Motor Vehicles, Traffic and Parking of the Town of Essex Municipal Ordinance.

Discussion

Following a public hearing on June 7, the Selectboard may be prepared to approve final passage and adoption of revisions to Title 7 of the Municipal Ordinance.

Clean and track changes versions of the ordinance are included in the Selectboard packet with the public hearing materials.

Town ordinances are adopted after a public hearing. The Selectboard passed the revised provisions to Title 7 in May, and warned a public hearing for June 7. If any changes are made to the ordinances after the public hearing, the Selectboard will need to warn another public hearing to review those changes before approving final passage of the ordinance.

Cost

If necessary approximately \$300 to warn public hearings and publish notices of the ordinances in a newspaper.

Recommendation

Staff recommends the Selectboard approve final passage of the revised provisions to Title 7, Motor Vehicles, Traffic and Parking of the Town of Essex Municipal Ordinance, effective immediately.

MEMORANDUM

To: Selectboard; Evan Teich, Unified Manager
From: Travis Sabatato, HR Director *TS*
Date: May 27, 2021
Re: True up bonuses

Issue

The issue is whether the Selectboard will authorize the payment of bonuses to Full-Time, Part-Time and Regular Part-Time non-union staff, who received reduced pay raises in Fiscal Year End 2021.

Discussion

Staff agreed to take reduced pay raises in Fiscal Year 2021 in response to the Town's financial uncertainty due to the COVID-19 pandemic. Fortunately the anticipated financial hardships on the Town as a result of the COVID-19 pandemic did not come to fruition. To acknowledge the excellent public service employees have continued to provide throughout the COVID-19 pandemic, and to acknowledge that staff took reduced pay raises as a good faith gesture, we are proposing that we issue bonuses in the amount of .50% of the employee's annual base rate. This bonus has already been authorized for members of the AFSCME union, to remain equitable, this bonus should be paid to all others who fall under the same criteria.

Cost

The estimated cost, for all eligible employees including the AFSCME union, is approximately \$17,000. These funds are available within the FY 21 budget, as we budgeted normal pay raises and issued reduced pay raises.

Recommendation

It is recommended that the Selectboard make the following motion to authorize payment of the true up bonuses:

"I move that the Selectboard authorize bonuses to all employees defined as "Full-Time", "Part-Time" or "Regular Part-Time" in the Town Personnel Guidelines, who received a COVID-19 related reduced pay raise in Fiscal Year 2021 in an amount equal to .50% of their annual base rate to be paid in the last pay check in June of 2021."

MEMORANDUM

To: Selectboard; Evan Teich, Unified Manager
From: Travis Sabatase, HR Director JS
Date: June 1, 2021
Re: Revisions to Essex Personnel Guidelines

Issue

The issue is whether the Selectboard will adopt proposed revisions to the Town of Essex Personnel Guidelines.

Discussion

Several changes were made to the recently ratified AFSCME Contract that staff feel should be reflected in the Personnel Guidelines. Specifically changes around compensatory time, vacation time, sick leave, bi-weekly payroll, personal leave, and retirement. These are all practices/policies/benefits that should remain consistent across the Town to the extent possible. The enclosed version of the Personnel Guidelines shows the proposed changes.

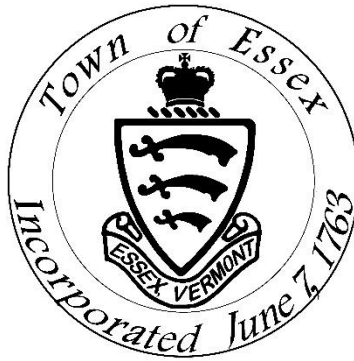
Cost

None.

Recommendation

It is recommended that the Selectboard adopt the proposed revisions to the Town of Essex Personnel Guidelines.

TOWN OF ESSEX



PERSONNEL GUIDELINES

Updated ~~August 2020~~ June 2021

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TOWN OF ESSEX PERSONNEL GUIDELINES

MISSION STATEMENT:

Our purpose is to deliver public services that maintain and improve the health, safety, welfare and quality of life in the Essex community.

GOAL STATEMENTS:

- 1) To be responsive to citizens' desires to shape their community by: balancing the diverse demands of the present generation with anticipated future needs; and maximizing the use of resources in delivering quality public services.
- 2) To retain and attract quality, customer-driven employees by: providing an environment that encourages, rewards and recognizes employees for hard work, efficiency, creativity and enthusiasm.

ORGANIZATIONAL VALUES

The quality of life and environment within the Town of Essex are enhanced by a partnership and spirit of close cooperation among its citizens, elected and appointed officials, and Town employees.

Each one of us is the Town.

Each one of us is striving for success.

We are what make the difference between a good organization and an excellent one.

As such, we value and will strive to adhere to the following principles in all of our actions.

Practice Open, Honest and Accessible Communication – Talk straight to each other. Listen to, and appreciate each other's thoughts and ideas. Confront issues in a positive, constructive manner. Encourage participation by the people who will be affected by the decisions made.

Demonstrate Honesty and Integrity – Trust, integrity and a lasting working relationship is fostered when every action is conducted in a truthful and forthright manner.

Exercise Fiscal Responsibility and Accountability – Careful management of our financial resources demonstrates our respect for each other because it is our taxes that support our organization. Fiscal responsibility recognizes that most problems cannot be solved by money alone and therefore demands fresh, proactive approaches and creativity in addressing issues. Fiscal accountability is accepting responsibility for the resources entrusted to us.

Provide Friendly and Courteous Service to all Customers – Our business is serving people. Therefore, our first responsibility is delivering quality services in a friendly, effective and efficient manner. We also seek “win-win” solutions to resolve each other’s concerns.

Welcome Diversity, Equity, Inclusion, and Promote Equal Opportunity – Diversity provides a unique opportunity to learn from and celebrate the mosaic of individuals and cultures in our community. Our organization provides an environment that is ~~fair~~ equitable and inclusive to all employees and those we serve.

Treat Others with Respect, Sensitivity and Dignity – Live the “golden rule” in every interaction by demonstrating a deep regard for the diversity, needs, feelings and beliefs of all people and acknowledging the ideas and opinions of everyone. Make decisions that serve the best interest of all the people, including those who choose not to participate.

Work Together as a Team – Work cooperatively as a group to address and resolve problems. Collaboration using the knowledge and skills of each other increases effectiveness and innovation.

Emphasize Initiative and Creativity – Encourage and reward new ideas. Change is welcomed because it enhances the opportunity for the organization and individuals to grow and excel.

Support a Human Environment – Recognize the importance of human needs such as enjoyment and satisfaction in one’s work. Provide an environment that is nurturing, spirited, caring, and informal and allows individuals to stretch beyond their normal capabilities. Make certain every individual balances their professional life with their personal life. Celebrate accomplishments by consistently acknowledging good performance.

Pursue Excellence and Professionalism – Strive to continually improve the way we deliver services and perform our day-to-day activities by being more accurate, thorough, responsive, efficient and effective. The successful completion of a task is more important than who gets the credit. A professional attitude dictates an objective analysis of issues, free of personal biases and with a commitment to the organization and the community.

Section 1: INTRODUCTION

Welcome to the Town of Essex! Our Town is dedicated to providing efficient, quality, and economical municipal services to the citizens of our community. We are depending on you as an employee to help us continue to provide these quality services. The best way to accomplish this goal is by working together with mutual respect and friendly cooperation.

Section 2: PURPOSE

The purpose of these Guidelines is to document personnel policy and ensure equity in the Town’s personnel management system as established by the Selectboard and administered by the ~~Town~~ Unified Manager.

EMPLOYEES OF THE TOWN NOT COVERED BY A COLLECTIVE BARGAINING AGREEMENT OR AN INDIVIDUAL CONTRACT ARE “AT WILL” EMPLOYEES.

THIS DOCUMENT CONTAINS GUIDELINES ONLY.

IT IS NOT AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE TOWN.

These Guidelines are meant to provide you with the information you need to know about policies and procedures in relation to your employment. As an employee of the Town, you should read these Guidelines and familiarize yourself with the policies. The Town realizes that situations or problems may arise which are not covered in these Guidelines and encourages you to communicate these to your Supervisor, Department Head, HR ~~Coordinator~~ Director or ~~Town~~ Unified Manager, whichever is appropriate.

The Town fully supports the employee and believes in meeting your needs to the best of its ability. These Guidelines are intended to help meet your needs, but the management staff relies on your continuous contributions and suggestions to help make them aware of areas which require attention.

The Town has the right to change any of these Guidelines at any time and with no advance notice.

These Guidelines shall apply to members of the Police Department and Public Works Department only to the extent consistent with their employee association agreements and department rules and regulations.

Section 3: EMPLOYEE DEFINITION

(a) **Full-time employee** is any employee hired for a classified position to perform services who routinely works at least thirty (30) hours per week or 130 hours a month. Full-time employees are eligible for benefits.

(b) **Part-time employee** is any employee hired to perform services who routinely works less than thirty (30) hours per week but not more than 936 hours per fiscal year. Part-time employees are not eligible to receive employee benefits, except as required by law, but may receive overtime pay for hours worked over eight (8) hours in one day if specifically authorized by the ~~Town~~ Unified Manager.

(c) **Regular part-time employee** is defined as any employee hired for a classified position on a year round basis and who works a minimum of 936 (average of 18 hours per week) hours per fiscal year. Regular part-time employees shall earn vacation and sick time on a pro-rated basis (see Section 10 for new hires). Any existing part-time employee whose schedule changes such that the employee is now a regular part-time employee (working more than 936 hours per year) and who has at least one year of service with the town will start to earn pro-rated vacation and sick time based upon the employee’s scheduled number of hours effective the date of change.

After one year at the new schedule, the employee's actual hours worked will be reviewed and the pro-rated earnings for the next year will be based upon the actual hours worked the previous year, provided the employee's scheduled hours do not change.

(d) **Seasonal employee** is any employee hired to perform services on a seasonal basis. A seasonal employee is one who works 120 days a year or less for the employer, these days need not be consecutive. Seasonal employees are not eligible for benefits, except as required by law. Overtime must be approved in advance by the ~~Town~~Unified Manager.

(e) **Temporary employee** is any employee hired on a temporary basis (not more than 4 months consecutively), but who works at least thirty (30) hours per week. Temporary employees are not eligible for benefits. Overtime must be approved in advance by the ~~Town~~Unified Manager.

*** Months are measured from the first day of the full calendar of employment.*

For hourly Employees, the Employer uses a special measurement method (Called the "look-back" method) to determine whether each employee has sufficient hours of service to obtain full-time status for purposes of group health plan coverage, based on the rules adopted by the Internal Revenue Service to comply with the Patient Protection and Affordable Care Act ("ACA"). Details regarding each of these plan periods and rules for counting hours of service are available upon request to the Plan Administrator. Determination of full-time Employee status will be made by the Plan Administrator, in its sole and absolute discretion, in accordance with the Plan and the applicable Employer Shared Responsibility provisions of the ACA and its accompanying regulations.

(f) **Flexible Working Arrangements** An employee may request and the ~~Town~~Unified Manager shall consider flexible working arrangements according to 21 VSA 309.

Section 4: RESIDENCY

There shall be no residency requirement for any Town employee. However, the distance of travel shall not interfere with prompt arrival to the job site.

Section 5: EMPLOYEE CONDUCT/RESPONSIBILITIES

As representatives of the Town, it is expected that all employees will be professional, courteous and helpful in their contact with other Town employees and residents of the community. The following is a partial list of employee responsibilities.

(a) It is expected that employees will be prompt and regular in attendance, use working hours for work, and leave only after working hours. It is imperative that all departments be staffed or monitored at all times during normal business hours. Working hours for each employee's department will be explained by the Department Head.

(b) Employees are expected to be cooperative, to treat each other with mutual respect, and to maintain a positive work attitude at all times. A cheerful, polite attitude not only makes work

more enjoyable, but also makes it easier for fellow workers and is absolutely essential when meeting and serving the public.

(c) Possessing or being under the influence of alcoholic beverages or narcotics will not be permitted in the workplace or at Town-sponsored functions during working hours. This does not include Town-sponsored functions at facilities properly licensed to serve alcohol. Refer to the Town's Substance Abuse Policy in Section 16 of this document.

(d) Employees shall make safety a matter of continuing concern and act at all times with the understanding that the safe way to do a job is the most efficient and only acceptable way. All employees are expected to attend safety classes as required by their particular departments and read the portion of the manual that pertains to their particular job. Safety is included as part of the performance evaluation of all employees.

(e) All employees shall be as neat and clean in dress and personal appearance as their job permits. Should uniforms be required, they will be provided at the Town's expense. Employees are also expected to keep their place of work as neat as possible.

(f) If an employee's conduct falls below a desirable standard, the employee may be subject to disciplinary action. An employee may be disciplined, up to and including discharge, for any of the following reasons:

- (1) Failure to follow the orders of one's Department Head/Supervisor.
- (2) Being absent without permission.
- (3) Being habitually absent or tardy.
- (4) Being wasteful of material, property or working time.
- (5) Inability to get along with fellow employees.
- (6) Conduct which is unbecoming a Town employee.
- (7) Any criminal offense.
- (8) Unethical behavior.
- (9) Loss of a license or certificate issued by the State and/or Federal authorities needed to conduct daily work.

This is only a sample of conduct that could result in discipline and is not intended to be an exhaustive list.

Section 6: EMPLOYMENT POLICIES AND PRACTICES

(a) **Equal Opportunity and Non-Discrimination** – The Town of Essex is committed to and totally supports and adheres to equal opportunity and nondiscrimination in all aspects of employment. Candidates for employment and employees will be considered for all positions on the basis of their qualifications, abilities and job performance, regardless of race, color, religion, union status, ancestry, national origin, place of birth, age, sex (including pregnancy), or sexual orientation, gender identity, positive HIV status, military status, genetic information, crime victim status, or disability, if the candidate is a qualified individual for the position, to the extent provided by law. The Town shall, without regard to these differences, recruit, hire, upgrade,

assign, retain and train all employees. In addition, the Town shall administer all personnel actions such as compensation benefits, Town sponsored training, etc. without regard to these differences. Reasonable accommodation will be made for employees who are qualified individuals with a disability and for any qualified person with a disability seeking employment with the Town.

Any employee who believes that an apparent violation of this Policy has occurred is strongly encouraged to promptly report such violation to the Assistant Manager, Deputy Town Manager, HR Director or the ~~Town~~-Unified Manager for prompt investigation. An employee may also contact the U.S. Equal Employment Opportunity Commission JFK Building, 475 Government Center, Boston MA 02203 , or call 1-800-669-4000 (for the hearing impaired contact the EEOC TDD number at 1-800-669-6820) or in Vermont: Office of Attorney General, Civil Rights Division, 109 State Street, Montpelier, VT 05609, (802) 828-3171 (voice/TDD).

Breastfeeding in the workplace – The employer will comply with 21 VSA 305 regarding employees with a need to breastfeed.

(b) Grievance Policy for Complaints Regarding Claims of Alleged Discrimination in Access to Services, Facilities or Employment Opportunities in the Town – The following grievance procedure is provided by the Town as a means for addressing complaints from a person alleging that the Town has not provided proper access to employment opportunities to an individual with a disability. Any person who has such a complaint may have such grievance addressed in the following procedure:

The Town has designated an ADA Coordinator to assist a grievant in following the procedures set forth in this grievance policy. The ADA Coordinator is the Deputy Town Manager and may be reached at telephone number (802) 878-1341 or TTY: 7-1-1 or (800) 253-0191.

Any person with a disability who believes that the Town has failed to provide access to an employment opportunity may file a written complaint with the ADA Coordinator. Such complaint shall be addressed to the ADA Coordinator and shall state in as much detail as possible the basis for the person's belief that the Town is failing to provide proper employment opportunities.

Upon receipt of such a complaint, the ADA Coordinator shall investigate the facts as alleged, and shall attempt to resolve the grievance to the mutual satisfaction of the grievant and other parties involved. If the ADA Coordinator is unable to resolve the matter to the satisfaction of all parties within ten (10) working days following receipt of the complaint, the ADA Coordinator shall prepare findings and recommendations relevant to the matter and submit the findings and recommendations to the ~~Town~~-Unified Manager.

Upon receipt of findings and recommendations from the ADA Coordinator, the ~~Town~~-Unified Manager shall provide notice to the grievant of an opportunity to present testimony relative to the complaint. The ~~Town~~-Unified Manager shall render a decision within thirty (30) calendar days following the completion of the hearing.

If the complaint cannot be resolved to the grievant's satisfaction by the ~~Town~~Unified Manager, the complaint will be heard by the Selectboard ("Board"). The Board will make a determination within thirty (30) days of its review of the matter. The Board's decision shall be the final administrative remedy available to the grievant.

This administrative grievance procedure is not a prerequisite to the pursuit of other legal remedies, including the pursuit of a grievance with the appropriate federal ADA enforcement agency.

(c) Sexual Harassment/Discrimination – The Town of Essex will not tolerate sexual harassment or discrimination prohibited by law. The Town has the responsibility to take immediate and appropriate action when sexual harassment/discrimination occurs. Sexual harassment is defined by law as:

Sexual Harassment is a form of sex discrimination and means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

Submission to that conduct is made either explicitly or implicitly a term or condition of employment; or

Submission to or rejection of such conduct by an individual is used as a component of the basis for employment decisions affecting that individual; or

The conduct has the purpose or effect of substantially interfering with the individual's work performance or creating an intimidating, hostile or offensive work environment.

The policy of the Town of Essex prohibits any employee from sexually harassing another employee. Sexual harassment can occur between employees of the same gender.

Examples of Sexual Harassment include:

- Unwelcome sexual advances.
- Suggestive or lewd remarks.
- Unwanted hugs, touches, kiss.
- Request for sexual favors.
- Displaying or transmitting unwelcome sexual posters, cartoons, objects or drawings.
- Unwelcome sexual jokes, banter and explicit language.
- Derogatory or provoking remarks about or relating to an employee's sex or sexual orientation.
- Harassing acts or behavior directed against a person on the basis of their sex or sexual orientation, off-duty conduct which falls within the above definition and affects the work environment.
- Conditioning any term of employment on the provision of sexual favors.
- Continuing to ask an employee to socialize on or off duty when that person has indicated a lack of interest.

This is only a sample of conduct that could be considered sexual harassment and is not intended to be an exhaustive list.

It is a violation of this policy and unlawful to retaliate against an employee for filing a complaint of sexual harassment or for cooperating in an investigation of sexual harassment. Retaliation will be punished as a separate offense and can result in discipline as described below.

Consequences for committing sexual harassment may include:

Disciplinary action, from a verbal warning to dismissal, damages and other relief for the victim, civil penalties up to \$10,000 per violation, and criminal penalties.

Employees who believe that they have been the target of sexual harassment, or who believe they have been subjected to retaliation for having brought or supported a complaint of harassment, are encouraged to directly inform the offending person or persons that such conduct is offensive and must stop. If the employee does not wish to communicate directly with the alleged harasser or harassers, or if direct communication has been ineffective, then the complainant is encouraged to report the situation as soon as possible to a direct supervisor. Every supervisor is responsible for promptly responding to or reporting any complaint or suspected acts of sexual harassment to the Department Head. If the employee believes the Supervisor is part of the problem, the employee may report directly to the HR ~~Coordinator~~Director, the ~~Town-Unified~~ Manager, Assistant Manager, or Deputy Town Manager. (See notices posted in your place of work for more detailed identification of those who are designated to receive reports of harassment.) The initial report should be made in writing; however, a report will also be accepted by phone or in person. The complainant may be asked to provide written confirmation of the substance of the complaint at the initial reporting stage or soon thereafter. If a complainant needs assistance in reducing a complaint to writing, the Town will provide such assistance upon request. It is helpful to an investigation if the employee keeps a diary of events and the names of people who witnessed or were told of the harassment, if possible.

In the event the Town receives a complaint of sexual harassment, or otherwise has reason to believe that sexual harassment is occurring, it will take all necessary steps to ensure that the matter is promptly investigated and addressed. The Town is committed, and required by law, to take action if it learns of potential sexual harassment, even if the aggrieved employee does not wish to formally file a complaint. Every supervisor is responsible for promptly responding to or reporting any complaint of suspected acts of sexual harassment. Supervisors should report to the HR ~~Coordinator~~Director who has been designated to receive such complaints or reports, to the ~~Town-Unified~~ Manager, Assistant Manager, or to the Deputy Town Manager. Failure by a supervisor to appropriately report or address such sexual harassment complaints or suspected acts shall be considered to be in violation of this policy and subject to discipline. All Town employees interviewed in connection with a harassment investigation are expected to cooperate fully in the investigation by providing complete, accurate, and truthful information. Town employees may also be expected to sign statements or other documents memorializing the information provided in the course of the investigation and may be asked to keep the substance of the interview confidential until such investigation is concluded. Town employees are expected

to comply fully with the investigator and failure to do so may subject the employee to discipline up to and including discharge.

Care will be taken to protect the identity of the complainant and of the accused party or parties, except as may be reasonably necessary to successfully complete the investigation. It shall be a violation of this policy for any employee who learns of the investigation or complaint to take any retaliatory action that affects the working environment of any person involved in this investigation. For this reason, the Town cannot guarantee confidentiality to the complainant, the accused, or any witnesses.

If the allegation of sexual harassment is found to be credible, the Town will take appropriate corrective action. The Town will inform the complainant and the accused person of the results of the investigation and, as appropriate, what actions will be taken to ensure that the harassment will cease and that no retaliation will occur. The complainant is not entitled to information concerning the precise nature of the discipline imposed, if any. Any employee, supervisor, or agent who has been found by the Town to have harassed another employee will be subject to sanctions appropriate to the circumstances, ranging from a verbal warning up to and including dismissal.

If the allegation is not found to be credible, the complainant and the accused person shall be so informed, with appropriate instruction provided to each, including the right of the complainant to contact any of the state or federal agencies identified below.

If a complainant is dissatisfied with this employer's action, or is otherwise interested in doing so, the complainant may file a complaint by writing or calling any of the following state or federal agencies:

Vermont Attorney General's Office, Civil Rights Unit, 109 State Street, Montpelier, VT 05602, Tel: (802) 828-3171 (voice/TDD). Complaints should be filed within 300 days of the adverse action.

Equal Employment Opportunity Commission, 1 Congress Street, Boston, MA 02114, Tel: (617) 565-3200 (voice), (617) 565-3204 (TDD). Complaints must be filed within 300 days of the adverse action.

Vermont Human Rights Commission, 133 State Street, Montpelier, VT 05633-6301, Tel: (802) 828-2480 (voice/TDD). Complaints must be filed within 360 days of the adverse action.

Each of these agencies can conduct impartial investigations, facilitate conciliation, and if it finds that there is probable cause or reasonable grounds to believe sexual harassment occurred, it may take the case to court. Although employees are encouraged to file their complaint of sexual harassment through the Town's complaint procedure, an employee is not required to do so before filing a charge with these agencies.

In addition, a complainant also has the right to hire a private attorney, and to pursue a private legal action in state court within three (3) or six (6) years, depending on the type of claims raised.

As part of their orientation, the HR ~~Coordinator~~Director shall arrange to have all new employees view the sexual harassment training video available through the Vermont League of Cities & Towns' PACIF University. The training will be made available to all employees.

(d) Investigations/Violations – All Harassment Complaints – In the event the Town receives a complaint of harassment based on legally protected categories other than sex (race, color, religion, union status, ancestry, national origin, place of birth, age, gender identity, positive HIV status, military status, genetic information, crime victim status, or disability), if the candidate is a qualified individual for the position, to the extent provided by law, or otherwise has reason to believe that harassment is occurring, it will take all necessary steps to ensure that the matter is promptly investigated and addressed. The Town is committed to take action if it learns of potential harassment as defined by these policies even if the aggrieved employee does not wish to formally file a complaint. Care will be taken to protect the identity of the complainant and of the accused party or parties, except as may be reasonably necessary to successfully complete the investigation. For this reason, the Town cannot guarantee confidentiality to the complainant, the accused, or any witnesses.

Any employee who believes that any of these anti-harassment policies are being violated is encouraged (1) to directly inform the offending person(s) that the conduct is unwelcome and must stop (unless the employee does not wish to communicate directly with the alleged harasser or harassers, or if direct communication has been ineffective) and (2) should report it immediately to the HR ~~coordinator~~Director, the ~~Town-Unified~~ Manager, Assistant Manager, or the Deputy Town Manager. The initial report should be made in writing; however, a report will also be accepted by phone or in person. The complainant may be asked to provide written confirmation of the substance of the complaint at the initial reporting stage or soon thereafter. If a complainant needs assistance in reducing a complaint to writing, the Town will provide such assistance upon request.

Charges that, if true, would substantiate a valid harassment complaint will be promptly and thoroughly investigated and corrective actions taken if the charge is substantiated. If it is determined that a violation has occurred, appropriate relief for the employee(s) bringing the complaint will follow, including but not limited to appropriate disciplinary action, up to and including discharge, against the person(s) who violated the policy.

During the course of any investigation, the Town official designated to conduct the investigation may interview Town employees who have been named as witnesses to the alleged harassment. All Town employees interviewed in connection with a harassment investigation are expected to cooperate fully in the investigation by providing complete, accurate, and truthful information. Town employees may also be expected to sign statements or other documents memorializing the information provided in the course of the investigation and may be asked to keep the substance of the interview confidential until such investigation is concluded. Town employees are expected to comply fully with the investigator and failure to do so may subject the employee to discipline up to and including discharge.

If the allegation of harassment is found to be credible, the Town will take appropriate corrective action. The Town's representative will inform the complainant and the accused person of the results of the investigation and generally what action will be taken to ensure that the harassment will cease and that no retaliation will occur. The complainant is not entitled to information concerning the precise nature of the discipline imposed, if any. Any employee, supervisor, or agent who has been found by the employer to have harassed another employee will be subject to sanctions appropriate to the circumstances, ranging from a verbal warning up to and including discharge.

If the allegation is not found to be credible, the complainant and the accused person shall be so informed, with appropriate instruction provided to each, including the right of the complainant to contact any of the state or federal agencies identified in this policy notice.

In all cases where a harassment complaint has been substantiated, the Town will make reasonable and appropriate follow-up inquiries with the complainant to ensure that the harassment has not resumed or that the complainant is not the subject of retaliation.

(e) **Retaliation** – Retaliation is illegal and contrary to the policy of the Town. Employees who bring complaints of harassment and or discrimination (or who identify potential violations), witnesses interviewed during the investigation, and others who may have opposed harassment or discriminatory conduct are protected from retaliatory acts.

If any employees believe that they are being retaliated against, a report should be made following the same procedures applicable to harassment complaints as set forth in paragraph b, c, or d, above. Those who are found to be acting in a retaliatory manner may be subject to discipline up to and including discharge.

(f) **Nepotism** – The Town of Essex acknowledges that both fairness and the appearance of fairness are important attributes to consider in the conduct of daily Town operations. Therefore, members of the immediate family of employees will not be hired in full-time, part-time, seasonal or temporary positions where:

- 1) One family member would have the authority or practical power to supervise, appoint, remove, discipline, or evaluate the performance of the other;
- 2) One family member would be responsible for auditing the work of the other;
- 3) Other circumstances exist which would place the relatives in a situation of actual, or probable conflict between the Town's interest and their own.

When employees become related during employment, the employees may remain in the employ of the Town provided they do not come into conflict with the restrictions written in this policy. If a conflict develops, a transfer/change in position must be arranged as soon as possible so as to eliminate the conflict. If a suitable transfer/change in position is not available within a reasonable length of time, the ~~Town~~Unified Manager should reassign personnel, if necessary, to resolve the conflict. For employees whose positions result in a conflict with this policy, the Town shall

resolve such conflicts by reassignment or termination of personnel at the discretion of the ~~Town~~ Unified Manager.

(g) **Permanent Disability Non-Work Related** – If any full-time, existing employee becomes injured or disabled as the result of a non-work related event, or is unable to continue work because of the reoccurrence of a non-work related disability or permanent injury, the Town will make reasonable accommodations as required by law as well as make efforts to train that employee to do another vacant job within the Town that the employee is capable of performing.

(h) **Political Activity Policy** – Participation in political activities is to be carried on outside of normal working hours. No political activities or solicitations will be conducted on Town-owned property. Political activities are defined for the purpose of this policy as activities in support of any partisan political issues 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. An employee shall not publicize or promote Town employment in any activities and campaigns and shall not, in any manner, suggest that the employee represents any official position or support. The definition includes employees who are or may be candidates for political office.

(i) **Solicitation and Distribution** – To avoid interference with work and to prevent coworkers from unnecessary annoyance, employees are not permitted to solicit, collect or accept contributions, or distribute written material during working time or to another employee while that employee is on working time (working time is defined as any time the employee is performing work and does not include break time or lunch time). Employees may not distribute literature at any time in work areas. Non employees are prohibited from soliciting or distributing material on Essex premises, unless authorized to do so by the ~~Town~~ Unified Manager.

(j) **Outside Employment** – In order to avoid conflict of interest, employees shall follow these guidelines when considering outside employment. No employee shall accept pay or compensation from outside employment for hours worked during the scheduled work hours with the Town. Overtime requirements for the Town are covered in the job descriptions and shall take precedence over any outside employment.

Under no circumstances shall any employee accept employment that requires the use of Town equipment, facilities, materials, or information not available to the public. There may be an exception in the case of the Police Department being hired from the Town to be of service to an outside interest.

(k) **Telephone Use** – While the Town recognizes that there are times when it becomes necessary to make personal long distance calls while at work, this practice is discouraged. If it becomes necessary to make such calls, a note shall be given to the Accounts Payable Department specifying the date the call was made and the location and number called. When the telephone bill is received, employees will be expected to pay for such calls as soon as possible.

(l) **Electronic Communication and Computer Policy** – The Town has adopted an electronic communication and computer policy included in Appendix A attached at the end of this

document. All employees are expected to become familiar with what is acceptable and what is not according to the rules set forth in this policy and follow such rules. Failure to do so may result in disciplinary action up to and including immediate termination.

(m) **Personnel Records** – Employees have supplied the Town with various facts about themselves. Personnel records are kept in a confidential file. Accurate and up-to-date personnel records are important to the Town and employees. Correct information enables the Town to reach employees in an emergency, forward employees' mail, and properly maintain insurance and other benefits. Examples of items kept in an individual's file might be a copy of a resume, job application, letter of employment acceptance, a W-4 form, , enrollment in retirement plan form, evaluations, awards, certificates and appreciation letters written on behalf of the employee. It is the employee's responsibility to timely notify the HR ~~Coordinator~~Director in the ~~Town~~Unified Manager's office of any change of address, telephone numbers, and marital, dependent, or beneficiary status. Employees who wish to view their personnel records may do so by contacting the HR ~~Coordinator~~Director one day in advance to set up an appointment. The HR ~~Coordinator~~Director will make copies of anything in the employee's file upon the employee's request to do so. Department Heads who wish to view or have copies of specific documents in an employee's file shall contact the HR ~~Coordinator~~Director. Department Heads shall not keep separate personnel files.

As a public employee, it is important to understand that some of your personnel records are public records and may need to be disclosed in an event there is a request for such records. The Town will review any such requests to determine if disclosure is appropriate under the law prior to making such disclosure.

(n) **Medical Records** – Medical records received by the Town on behalf of the employees will be kept in a separate file. This may include, but is not limited to, letters from a physician, FMLA documents and workers comp documents. The Town adopted a Notice of Privacy Practices in April 2004 and it is available from the ~~Town~~Unified Manager's office.

(o) **Evaluation Procedure** – The Town's performance evaluation system calls for one optional and one required session – an annual review and a mid-year review. Salary reviews are conducted simultaneously with the more formal annual review. The formal annual review should supplement daily employee evaluation and feedback. During the annual review, employee progress is evaluated over a long period of time and from a broad perspective. The mid-year review is to assess progress for the first six months against the performance objectives and professional objectives spelled out on the performance evaluation form. For more details on the Town's employee performance system, please obtain a copy from the HR ~~Coordinator~~Director.

(p) **Retirement** – A Town of Essex employee may choose to retire at age 55 and will be eligible for benefits in accordance with the terms of the retirement plan in which they have enrolled. Employees are advised to check with the IRS to be aware of any early retirement penalties, etc., which may be enforced at that time.

Commencing January 1, 2004, the Town adopted VMERS Plan C and participation is mandatory for employees hired as of January 1, 2004.

Section 7: EMPLOYEE-MANAGEMENT COOPERATION

The Town of Essex strongly encourages all employees to bring to their supervisor's attention ideas and suggestions that may improve service to the public, or contribute to safer and/or more efficient working conditions. Employee programs, wages, and working relationships are intended to permit each employee to achieve personal satisfaction and growth through work. However, in any group of people working together, honest differences of opinion will arise. Any time you have a work/personnel related problem or complaint, we urge you to discuss the matter with your supervisor. It is the Management staff's firm belief that anyone having a complaint must have the opportunity to be heard and to have any discrepancy addressed or resolved without fear of recrimination or penalty. This process should begin with an employee's immediate supervisor and, if need be, continue on to the Department Head and conclude with the Town Unified Manager. Most issues should be able to be resolved by the immediate supervisor.

In items that are not Manager authority-related, resolution may be through the Manager to the Selectboard.

Section 8: PAY POLICY

(a) **Total Remuneration** – The compensation and employee benefits established for a position shall represent the total remuneration for the employee. This remuneration is exclusive of reimbursement for expenses, or other approved benefits, or in the event that the Selectboard wishes to give a bonus to an employee. No reward, gift or other form of remuneration over and above the employee's regular compensation and employee benefits shall be received from any source by employees for the performance of their duties except as described above.

(b) **Gifts** – No Town employee shall solicit or accept any rebate, service, money, gift or gratuity from any person, company, or corporation where it could be perceived that a conflict between the personal interests of an employee and the interests of the Town exists. Accepting items which can be shared by all employees and taxpayers alike is acceptable. Examples include baked goods, candy or plants that are placed in a conspicuous place for all to enjoy.

When making purchases, refer to the current Town of Essex Purchasing Policy.

(c) **Car Allowance** – When authorized by the Town Unified Manager, an employee may receive a mileage reimbursement at the IRS rate for use of the employee's automobile for official Town purposes. Refer to the Town of Essex Vehicle Use Policy.

(d) **Pay Dates** – All employees will be paid one week in arrears. All employees will be paid on Friday following the close of the weekly pay period. All employees going on vacation/leave who wish to request advance paychecks should do so one week prior to payday. The Unified Manager has the right to switch to bi-weekly payroll by providing 90 days' notice to employees.

(e) **Direct Deposit** – All employees hired after July 1, 2006 will be paid through direct deposit (no paper checks will be issued).

(f) Annual pay raises shall be set by the Unified Manager.

(g) Base Rate of Compensation

- (1) Except for Law Enforcement Personnel, all non-exempt employees (as defined by the Fair Labor Standards Act, as amended, 29 U.S.C. ss 201 et seq., and the regulations promulgated thereunder) shall be compensated at their hourly rate for all hours worked up to 40 hours within the established work week.
- (2) Non-exempt Law Enforcement personnel shall be compensated at the equivalent hourly rate for all hours worked up to 40 hours within the established work period.
- (3) All exempt personnel (Supervisors, Administration, Professional, and Management, as defined by the Fair Labor Standards Act) shall be compensated at the equivalent weekly rate. The weekly rate is determined by dividing the annual salary by 52.

(h) Overtime Compensation

- (1) Except for Law Enforcement Personnel, hourly, non-exempt employees shall be compensated for all hours worked in excess of 40 hours during a work week at one and one-half times the hourly rate. Work performed on holidays will be paid at double time for all non-exempt employees. Sworn Law Enforcement personnel will refer to their union contract.
- (2) Hourly Law Enforcement personnel shall be compensated for all hours worked in excess of 40 hours during the work period at one and one-half times the hourly rate. Law Enforcement personnel will refer to their union contract.
- (3) Exempt employees are expected to work the hours necessary to perform their job and do not earn overtime compensation.
 - (a) Employees will be allowed to work at home on a day-to-day basis with the express approval of the Department Head and/or, in the case of a department head, of the ~~Town~~Unified Manager. This approval must be obtained in writing in advance of the date of the expected absence from the work place by the Department Head and/or ~~Town~~Unified Manager.
- (4) Hourly, non-exempt employees shall be compensated no less than the rate established in accordance with the applicable provisions of the Fair Labor

Standards Act, as amended, for those periods of time during which they are required to remain “on call” for emergencies or for related purposes.

- (5) Hourly, non-exempt employees shall be permitted to accumulate compensatory time off in lieu of overtime in accordance with the applicable provisions of the Fair Labor Standards Act to a maximum of 1420 hours. All compensatory time will be paid out in the last pay check of the calendar year.

(I) **Interim Stipend** - An employee who takes on an interim role, defined as a Full-Time position that the employee is filling on a temporary or limited basis for situations such as maternity leave, temporary position vacancy, short or long term disability, etc. shall be paid an interim stipend in the amount of \$100 per week. The department head shall be responsible for requesting an interim stipend and the stipend is subject to approval by the Unified Manager.

(j) **Classification Change** - An employee’s change in job classification that results in a movement to a higher level will result in a 3.5% increase for each level increase. An employee’s change in job classification that results in movement to a lower level will result in a 3.5% decrease for each level decrease.

Section 9: HOLIDAYS

The Town of Essex observes the following holidays:

New Year’s Day	Indigenous Peoples’ Day
Martin Luther King Day	Veterans’ Day
President’s Day*	Thanksgiving Day
Memorial Day	Post-Thanksgiving Day
Independence Day	Christmas Day
Bennington Battle Day	Manager’s Choice
Labor Day	

* In lieu of President’s Day, the Public Works department, including the Water and Sewer & the Highway Division, shall take the day off before or after July 4th as decided upon by the Unified Manager by May 1st of each year.

In the event a holiday occurs on a Saturday, the Town will observe the preceding Friday as a legal holiday. Holidays occurring on Sunday will be observed on the following Monday. A list of all Town holidays is posted at the beginning of each fiscal year.

Holiday Pay – Part-time Employees

Permanent part-time employees will receive pro-rated holiday pay based on the total weekly hours regularly worked. When part-time employees work specific days, they will receive holiday pay for the scheduled workday that falls on a holiday.

Section 10: VACATION

(a) It is the policy of the Town of Essex to encourage every employee to take some time away from the job (a minimum of five consecutive days) at least once every year and relax and enjoy leisure time that has been earned.

(b) Full-time employees are eligible for paid vacation days according to the following schedule:

<u>Years of Service</u>	<u>Days of Vacation</u>
Start of employment through end of 12 th month	0.75 day/month
13 th month through end of 60 th month	1.00 day/month
61 st month through end of 120 th month	1.35 days/month
121 st month through end of 180 th month	1.75 days/month
181 st month through end of 239 th month	2.10 days/month
240 th month and over	2.25 days/month

<u>New Hire to 5 years: 3 weeks (120 working hours/year or 10 hours/month)</u>
<u>5 years to 10 years: 4 weeks (160 working hours/year or 13.34 hours/month)</u>
<u>10 years to 20 years: 5 weeks (200 working hours/year or 16.67 hours/month)</u>
<u>20 years or over: 5 weeks 2 days (216 working hours/year or 18 hours/month)</u>

(c) Full-time and regular part-time employees are entitled to holiday and vacation pay and the various leave benefits in proportion to the average number of hours worked per week. Part-time employees' vacation will increase at the same rate as the full time employees based on the percentage of weekly hours worked.

(d) Vacations will be credited at the end of the month with vacation earned from the start of employment. The amount of vacation accrued is reflected on the employee's paycheck. Employees should be aware that no time earned would be reflected until a full calendar month of employment has been completed. ~~Employees will not be allowed to utilize accrued vacation time until they have completed six months of employment with the Town.~~

~~(e) Unused vacation time may be accrued from one year to the next; however, each employee is encouraged to take a minimum of five continuous days of vacation during the calendar year. A maximum of twelve weeks of vacation may be accrued by an employee unless the employee applies for and receives written approval from the Town Manager to accrue more.~~

(e) Employees hired before July 1, 2021 may carry over unused vacation entitlement provided that the number of vacation hours carried forward to the new calendar year which starts January 1, 2022, and every January 1 thereafter, does not exceed *480 vacation hours. All hours over the 480 cap at this time shall be forfeited, and shall have no cash value. Exceptions to allow accruals more than 480 hours must be submitted to the department head and approved by the Unified Manager. Requests will only be considered if the department's staffing needs directly cause the disapproval of a timely leave request, or caused a revocation of approved leave.

*Effective in the first pay check after the first full pay period subsequent to January 1, 2022 the

Town will cash out all vacation hours in excess of the 480 vacation hour threshold. This is a onetime benefit, to allow for employees to effectively transition into the newly formed vacation policy. This benefit is not a precedent and the Union agrees and acknowledges that they will not assert in the future that it is a precedent.

Employees hired after July 1, 2021 may carry over unused vacation entitlement provided that the number of vacation hours carried forward to the new calendar year which starts January 1, 2022 and every January 1 thereafter does not exceed 400 vacation hours. All hours over the 400 cap at this time shall be forfeited, and shall have no cash value. Exceptions to allow accruals over 400 hours must be submitted to the department head and approved by the Unified Manager. Requests will only be considered if the department's staffing needs directly cause the disapproval of a timely leave request, or caused a revocation of approved leave.

~~(f) Vacations of two days or less must be approved by the Department Head. Vacations of three or more days must be requested at least two weeks in advance and approved in writing by the Department Head and Town Manager~~ who will make every attempt to accommodate an employee's vacation request. An employee on vacation who becomes ill or injured or who has an immediate family member become ill, may, upon proper verification and notification to the Department Head at the start of the working day, change the vacation status to sick leave.

~~(g)~~ In the event that employment is terminated (voluntarily or involuntarily), the employee shall be entitled to receive the accrued and unused vacation and compensatory time in a cash payment. This does not apply to probationary employees who are discharged or resign within the first six months of employment.

(h) Effective July 1, 2021 employees shall have the opportunity to cash in up to 120 hours of vacation time once per fiscal year to be paid out in the first pay check in December. Employees shall be required to turn in the Town approved cash out form during the three weeks preceding the start of the pay period in which the vacation time is paid out. Employees shall be required to have at least 160 vacation hours remaining after cashing out time.

Effective July 1, 2022 the above mentioned cash out benefit shall be limited to 110 hours.

Effective July 1, 2023 the above mentioned cash out benefit shall be limited to 100 hours.

Section 11: SICK LEAVE

All full-time employees shall be granted sick leave at the rate of 1.25 days or 10 hours per month beginning the first of the month following the date of hire.

Full-time employees hired after January 1, 2018 may accumulate sick leave to a maximum of 600 hours.

Full-time employees hired before January 1, 2018 may accumulate sick leave without limit. Employees with more than 800 hours of sick leave will be allowed to convert sick leave to pay at

a ratio not to exceed 4:2 (4 weeks of sick time converted to 2 weeks of pay at the employee's base hourly rate). The conversion may happen one time per fiscal year.

Employees who leave employment in good standing shall have sick time paid out in accordance with exhibit 1.

Regular part-time employees shall be granted sick leave based on the percentage of hours worked.

Hourly employees must take the time used for personal appointments (i.e., doctor and dentist appointments) as sick or personal leave.

Sick or personal leave shall not be used in lieu of vacation time. Employees are eligible to use sick leave in compliance with Vermont Sick Leave Law 21 V.S.A. §§ 481 – 486. For the purposes of sick leave usage only; the Town will recognize domestic partners, as defined by the State of Vermont Department of Human Resources, in the same fashion as “spouse” as defined in the Vermont Sick Leave Law. Sick leave may be used for additional reasons beyond Vermont Sick Leave Law at the discretion of the Unified Manager.

If an employee is going to be absent due to sickness or other reasons, it is the employee's responsibility to notify the Department Head or, in the case of a department head, the ~~Town~~ Unified Manager. Employees must call in at least one-half (1/2) hour before the start of their shift explaining the reason they are going to be absent. The Department Head or Supervisor should be contacted each day an employee plans to be absent. In the case of a long-term absence, the Department Head or Supervisor should be notified every two days. If the Supervisor or Department Head cannot be reached, a message may be left on the individual's voicemail or with an employee in the ~~Town~~ Unified Manager's office.

It is understood that excessive unauthorized absenteeism, excessive unauthorized tardiness, or abuse of sick leave constitute basis for discipline and it is the intent of the Town of Essex to take corrective action up to and including discharge. Patterns of excessive use of sick time may constitute abuse of sick leave. The Town reserves the right to require a doctor's note for an employee's absences due to sickness at any time it reasonably suspects abuse.

Sick leave is a benefit intended to provide pay for absence(s) from work and employees are encouraged and expected to use such leave and be absent from the workplace while sick with a communicable illness that could be spread at the workplace.

~~Employees will not be allowed to utilize accrued sick time until they have completed six months of employment with the Town.~~

The Town reserves the right to require an employee who has been absent due to illness or injury to provide the Town with a doctor's certification that the employee is medically fit to perform the responsibilities required of the position.

If the Town has reason to believe that an employee is not medically fit to perform the responsibilities required of the position, the Town may require the employee to submit to a medical examination by a doctor of the Town's choice and at the expense of the Town.

Section 12: OTHER LEAVES

(a) **Meetings:** Hourly employees attending any meetings, seminars, or other work-related events approved by the Department Head or ~~Town~~Unified Manager will be compensated at their regular rate for each hour of absence from their employment while attending or traveling (in excess of their normal travel time), to and from the event. Exempt employees will be compensated at their regular pay and will not be paid for extra hours used while traveling to and from an event.

(b) **Personal Leave:** ~~Hourly~~Employees who work 30 or more hours per week will receive ~~16~~2 hours personal leave time per calendar year. Personal time cannot be carried over to the next year.

(c) **Military Leave:** Leave for military duty will be granted in accordance with Federal and State law. Any employee who is a member of the National Guard or a Military Reserve Unit will be granted necessary leave of absence for weekend training assemblies and for 15 days of annual training. During the 15 day annual training, employees will be compensated by the Town for the difference between the Town salary and compensation received for military duty.

Town employees who serve in the National Guard or a Military Reserve Unit may be called to serve additional active time either in a State or Federal military status.

Employees called to service under Federal military status are covered under the Federal Uniformed Services Employment and Re-employment Rights Act (Chapter 43 of Title 38, U.S. Code).

Under this law an employee is not required to seek permission to be absent for military duty but is required to provide notification to the Town of pending military service at the earliest opportunity. The law does not differentiate between voluntary and involuntary service. An employee cannot be required to use earned vacation or similar leave days for military leave but the employee may elect to do so.

When called to serve under State Active Duty, Title 21, Section 491 and 492, the Vermont Statutes apply and the Federal USERRA rights do not apply.

Under either State or Federal military service, other than the 15 day annual training, the Town will not provide any salary compensation, other than that required under State or Federal law.

The Town agrees to provide health and dental coverage to employees called to serve in either a State or Federal call-up under the following cost sharing provisions:

- i) The cost of employee coverage shall be at 100% of the total premium cost in the case of an individual without dependents; it being understood that the employee's primary health provider when called to active duty is the State or Federal government. In the event that evidence is provided to the Town that the State or Federal government will not provide health or dental coverage to the employee, then the employee will be covered at the same percentage of cost sharing as outlined under paragraph b.
- ii) There will be a share in the cost of extending Town health and dental benefits on the basis of a 20% employee / 80% Town split for dependent coverage under the Town's family policy coverage, providing the employee provides information to the Town that identifies that the dependents are covered under no other health or dental policies, other than the coverage available to them as military dependents. It is understood that under the Town's family coverage policy, the employee and the family of the employee cannot be separated from coverage. However, the employee will be a secondary care recipient of the Town policy; the primary coverage for the employee will be provided by the State or Federal government. The employee's dependents under the Town policy will be the primary care recipient.

The Town will not share in the cost of other benefits such as short term disability, death benefit, long term disability, optical or fitness. The employee may retain the applicable benefits by paying the Town 100% of the cost of the premium.

The Town will provide the opportunity for the employee to contribute to the Town's pension plan providing they are currently eligible and match that contribution at the same rate as the match for all other Town employees. The maximum employee/Town contribution shall be based on the base salary of the employee as if they were currently employed in the Town workforce. The contributions may be made during the employee's absence or up to the maximum time allowed under State or Federal Statutes to make up any contributions.

(d) **Jury duty:** Employees will be granted leave time away from regular duties when called to jury duty. An employee will be paid regular pay minus any jury duty stipend and not compensated for extra hours or travel time while serving on jury duty. If released during normal work hours from this duty, an employee is required to return to work.

(e) **Leave of absence without pay:** Any employee who wishes to be absent from duties may request in writing to the ~~Town~~-Unified Manager a leave of absence without pay. An employee wishing to continue insurance coverage while on leave must do so at the employee's own expense. Vacation and sick leave time will not be earned during the leave of absence nor will monies be contributed to the employee's pension fund. Such a leave will be granted when it is deemed to be in the best interest of the Town. Factors that will be considered in granting a leave of absence include: the employee's length of service and work record, the effect a leave would have on the work force, and the impact the leave may have on the Town.

(f) **Bereavement Leave:** In the event of the death of a member of the employee's immediate family, the employee will be granted five (5) days bereavement leave with pay. Immediate

family includes spouse, including a civil union partner, children, mother, father, sister, brother, mother-in-law, father-in-law, grandparents, spouse's grandparents, grandchildren, step-parents, and step-children.

One (1) day leave, with pay, will be granted in the event of the death of any other family member, (including aunts, uncles, nieces, nephews, other-in-laws or cousins). One (1) day leave, with pay, will also be given in the event of the death of a fellow employee or family friend with the approval of the ~~Town~~Unified Manager.

(g) **Maternity Leave:** Full-time employees may take six (6) weeks continuous leave (eight weeks for caesarian delivery) beginning on the delivery date and receive from the Town that portion of their normal salary which is not paid by short-term disability for those six weeks (eight (8) weeks for caesarian). The employee shall not receive more than 100% of their usual salary during maternity leave from these combined sources. Accumulated sick leave time may be used for maternity leave prior to delivery date. For maternity leaves of more than six (6) weeks (eight (8) for caesarian) after delivery for medical reasons, the Town's disability program combined with sick leave may be utilized. If an employee is also eligible for Parental and Family Leave as described below, any leave taken under this section will count towards an employee's twelve (12) weeks of Parental and Family Leave.

(h) **Spousal Leave:** Full-time employees may take up to five (5) continuous days' spousal leave with full pay upon the birth of a child. If an employee is also eligible for Parental and Family Leave as described below, any leave taken under this section will count towards an employee's twelve (12) weeks of Parental and Family Leave.

(i) **Adoption Leave:** Full-time employees may take up to five (5) days of paid leave when adopting a child. If an employee is also eligible for Parental and Family Leave as described below, any leave taken under this section will count towards an employee's twelve (12) weeks of Parental and Family Leave.

(j) **Family Medical Leave and Parental and Family Leave:** The Town is subject to both the federal Family Medical Leave Act (FMLA) and Vermont's Parental and Family Leave Act (VPFLA). The provisions stated below are only summaries of the Acts and their regulations. The Acts and any implementing regulations, as they may be amended from time to time, will control if clarification is needed.

Eligibility

Employees who have worked for the Town for at least a year and, in the twelve (12) months prior to the leave, worked at least 1,250 hours, are eligible for benefits under the FMLA. Employees who have worked for the Town for at least an average of thirty (30) hours per week over the course of a year are eligible for the benefits provided by the VPFLA, including Short-Term Family Leave. If an employee meets the eligibility standards for both the FMLA and VPFLA, the employee is entitled to receive the most generous provisions as between the two, but will not receive a double benefit. For example, if an employee met both the FMLA and VPFLA eligibility requirement, the

employee would still only get twelve (12) weeks of leave in a twelve (12) month period, not twenty-four (24) weeks.

An employee who is eligible for FMLA or VPFLA is, during a rolling twelve (12) month period, entitled to up to twelve (12) weeks of unpaid leave from employment for the following purposes:

1. Parental Leave

During the pregnancy and/or after childbirth or within a year following initial placement of a child sixteen (16) years of age or younger with the employee for the purpose of adoption.

2. Family Leave

For the serious illness or the serious health condition of the employee, employee's child, stepchild, ward of the employee who lives with the employee, foster child, parent, spouse or parent of the employee's spouse (similar to Medical Leave under the FMLA). If the illness of the employee is also deemed a work-related injury and the employee is out of work under a worker's compensation claim, the time out of work will be counted as time used against the employee's twelve (12) weeks of Family Leave.

A "serious health condition" means an illness, injury, impairment, or physical or mental condition that involves:

- a. Inpatient care (i.e., an overnight stay) in a hospital, hospice or residential medical care facility, including any period of *incapacity* (defined as an inability to work, attend school or perform other regular daily activities), or any subsequent treatment in connection with such inpatient care; or
- b. Continuing treatment by a health care provider.

A "health care provider" is (1) a doctor of medicine or osteopathy who is authorized to practice medicine or surgery by the state in which the doctor practices; or (2) a provider from whom the Town's group health plan's benefits manager will accept medical certification of the existence of a serious health condition.

An employee's "twelve month period" will be calculated as a rolling 12-month period measured forward as defined in the Family and Medical Leave Act (FMLA). During the 3-month period after the date on which these guidelines become effective in 2018, an employee eligible for FMLA/PFLA Leave may select the 12-month period that is most beneficial to the employee. Once the 3-month period is expired all employees will have their 12-month period measured by the rolling forward method.

3. Short-Term Family Leave

A VPFLA eligible employee is entitled to short-term family leave of up to four hours in any 30 day period (but not more than 24 hours in any 12 month period) of unpaid leave for the following purposes:

- To participate in preschool or school activities directly related to the academic advancement of the employee's child, stepchild, foster child or ward who lives with the employee;
- To attend or to accompany the employee's child, stepchild, foster child or ward who lives with the employee or the employee's parent, spouse or parent-in-law to routine medical or dental appointments;
- To accompany the employee's parent, spouse or parent-in-law to other appointments for professional services related to their care and well-being;
- To respond to a medical emergency involving the employee's child, stepchild, foster child or ward who lives with the employee or the employee's parent, spouse or parent-in-law.

Notice Requirements

The employee must give the Town reasonable written notice of intent to take family or parental leave, including the anticipated dates the leave will start and end. The Town will not require notice of more than six weeks prior to birth or adoption. If a serious health condition is claimed, the Town may require certification from a health care provider. For short-term family leave, an employee must give notice as early as possible, at least seven days before the leave is to be taken unless waiting seven days could have a significant adverse impact on the employee's family member.

Pay and Benefits

It is the employee's choice to use accrued sick or vacation leave, or any other accrued paid leave during the leave, up to six weeks. Use of paid leave, however, does not extend the overall leave time to which the employee is entitled. Employees who choose unpaid leave shall not accrue vacation or sick leave during the period of unpaid leave.

The Town will continue to provide to employees on leave all of their employee benefits unchanged during the leave period, to the extent required by law. The Town, however, may require the employee to contribute to the cost of any of these employee benefits at the existing rate of employee contribution.

Return to Work

The Town will require an employee who seeks to return to work after being absent due to a serious health condition to provide certification by the employee's treating health care provider that the employee is fit to return to full duty.

Upon return from leave, the Town will offer the employee the job the employee held previously or a comparable one at equal pay, benefits, seniority, and other terms and conditions.

Exceptions:

An employee is not entitled to leave under the VPFL Act if, prior to the employee's requesting leave, the Town notified the employee, or the employee notified the Town, of the employee's termination. An employee is not entitled to leave under the Act if the employer can prove by clear and convincing evidence that:

Layoff: During the period of leave the employee's job would have been terminated or the employee would have been laid off for reasons unrelated to the leave; or

Unique Services: The employee performed unique services and hiring a permanent replacement during the leave, after giving the employee notice of intent to do so, was the Town's only available alternative to prevent substantial and grievous economic injury. The employee must also be a "key" employee – a salaried "eligible" employee who is among the highest paid ten percent of employees.

To exercise this option, the Town will:

- Notify the employee of the person's status as a "key" employee in response to the employee's notice of intent to take FMLA leave;
- Notify the employee as soon as the Town decides it will deny job restoration, and explain the reasons for this decision;
- Offer the employee a reasonable opportunity to return to work from FMLA leave after giving this notice; and
- Make a final determination as to whether reinstatement will be denied at the end of the leave period if the employee then requests restoration.

Employees are protected from retaliation of any kind in connection with the enforcement of this law.

An employee who believes there has been a violation of these laws may:

- 1) Notify the ~~Town~~ Unified Manager of the facts and circumstances and request relief;
- 2) Bring a private suit for injunctive relief, economic damages including prospective lost wages, attorney fees and court costs; or
- 3) Lodge a complaint with Vermont's Office of the Attorney General at (802) 828-3657, or the U.S. Department of Labor at 1-866-4-USWAGE / TTY: 1-877-889-5627.

These agencies may investigate the employee's complaint and may bring action in court to enforce these laws.

(k) **Town Meeting Leave:** An employee who provides the Town seven (7) days' advance notice shall have the right to take Town Meeting day off from work unpaid unless the Town determines that such absence will interfere with the essential operation of the Town. The Town shall not retaliate against any employee who request Town Meeting Day off.

(l) **Miscellaneous Leave:** Leave for personal reasons involving a family or personal crisis are reviewed by the ~~Town~~Unified Manager on an individual basis. The Town recognizes employees may have circumstances which affect their personal life and work performance. If the reason for the Miscellaneous Leave also qualifies as a basis for Short-Term Parental and Family Leave, any such Miscellaneous Leave taken will automatically count as Short-Term Parental and Family Leave.

Section 13: SEPARATIONS

It is the Town management's hope that you will remain in the Town's employment for a long time. However, should an employee voluntarily decide to leave, it is requested that the employee give at least two weeks' notice. All employees who voluntarily leave the employment of the Town should contact the HR ~~Coordinator~~Director after giving notice. The purpose is to discuss the termination and/or continuance of benefits. The HR ~~Coordinator~~Director shall immediately notify the ~~Town~~Unified Manager of all notices of separation.

All terminated employees will be given the opportunity to have an exit interview with the ~~Town~~Unified Manager and the HR Director on or near their last day of work. The information discussed in this interview will be kept confidential. This interview allows employees to discuss any concerns or suggestions they may have. The ideas brought out in these discussions may help the Management and staff improve working conditions.

Involuntary Separations

The Town can terminate an employee's employment at any time, for any reason except those prohibited by law. If however, an employee is covered by a collective bargaining agreement, the terms of the collective bargaining agreement shall control.

Layoffs

An employee shall be laid off when it is deemed necessary by reasons of shortage of work or funds, operational efficiency, elimination of the position, other changes in the duties to be performed, or in the structure of the organization. All layoffs shall be contingent upon the ~~Town~~Unified Manager's approval.

Furloughs

In the event of unforeseen circumstances, including, but not limited to, budget shortfalls, technology failures, disease, loss of grant funding, etc., the Town may determine to place one or more employee(s) on partial or full Furlough. A Furlough is a form of leave from employment during which the employee is not paid wages for time spent on such leave, although the

employee remains employed. Typically, Furloughs are an alternative to a layoff and therefore protect an employee's employment.

The Unified Manager, with input from Department Heads, will determine which positions will be assigned to be on Furlough. The Unified Manager will also determine the length and frequency of any Furloughs, and what insurances, leaves and other benefits will be continued or discontinued during the Furloughs. The Vermont Municipal Retirement System does not permit time on Furlough to count as service credit towards retirement, unless an employee is on partial furlough and still working the minimum weekly hours required by VMERS.

If an employee holds a position covered by a collective bargaining agreement, the Town will give advance notice of and or bargain with that Union regarding proposed Furloughs to the extent that it is legally required to do so under the particular collective bargaining agreement and the law.

Section 14: EMPLOYEE BENEFITS

A very comprehensive benefits package has been established for full-time Town employees. All full-time employees are granted the following benefits:

(a) **Life insurance** in the amount of two time's base annual salary up to \$100,000.

(b) **Dental insurance** coverage for the employees and their families, with coverage of 50% to 100%, depending on the procedure. Coverage begins on the first of the month following the employee's date of hire.

(c) **Disability Insurance for Non-Work Related Injuries**

Short-Term Disability Insurance – The Town will furnish disability income insurance to provide income protection for short-term disabilities. Said insurance provides the employee with a benefit in an amount of 60% of the employee's regular pay per week, to a maximum of \$720 per week for a maximum of 26 weeks. The first day of the benefit will be determined by the insurance contract provisions. Employees collecting this disability pay cannot also collect worker's compensation, but they shall be able to utilize accumulated sick time while on disability. The combined income from disability insurance and that taken from accumulated sick time may not exceed more than 100% of the employee's weekly gross income. **Employees on short-term disability may only accrue leave at a rate equal to the amount of accrued leave time used.** *For example, if an employee utilizes an equivalent of ten (10) hours, additional leave would be accrued at 25% of the employee's regular rate of accrual, twenty (20) hours = 50% of regular rate of accrual, and so on.*

Long-Term Disability Insurance – The Town will also provide disability income insurance for long-term disabilities. The benefit, 180 days after onset of the disability, will pay 60% up to \$5,000 of the employee's basic monthly earnings. The benefit is

payable to a Town of Essex employee to age 65. Said insurance shall be an “own occupation” policy. The Town will pay the full cost of this insurance. **Employees on long-term disability may only accrue leave at a rate equal to the amount of accrued leave time used.** *For example, if an employee utilizes an equivalent of ten (10) hours, additional leave would be accrued at 25% of the employee’s regular rate of accrual, twenty (20) hours = 50% of regular rate of accrual, and so on.*

(d) **Worker’s Compensation** insurance covers on-the-job injuries.

(e) **Term Life Insurance** will be provided for all full-time employees at the choice of and expense of the Town.

(f) **An Employer Sponsored Group Health Insurance Plan** will be provided for all regular employees and their eligible dependents and spouses, to include civil union partners. All offered medical plans will include creditable prescription drug coverage. ~~Effective July 1, 2020;~~ ~~e~~Employees will contribute 11% towards the health insurance premium. Coverage begins on the first of the month following the employee’s hire date.

The Town and the employees will share in the cost of deductibles, co-payments, and co-insurance as follows: The Town will be responsible for the first 90% and the employee responsible for the remaining 10%.

Coverage begins on the first of the month following the employee’s hire date and ends on the last day of the month in which employment terminates.

Employees who elect to opt out of health insurance provided by or through the Town shall be compensated at a rate equal to 25% of the Town's premium cost for the plan. Employees must first demonstrate, in writing, that they have obtained health insurance through other means. Payments will be made weekly and are subject to applicable taxes. Employees who voluntarily elect to obtain health insurance coverage through alternate means may regain health insurance provided by or through the Town during applicable enrollment periods.

Employees who leave the Town to seek or accept employment elsewhere are eligible for a period of time for the Consolidated Omnibus Budget Reconciliation Act (COBRA) benefits which will allow them to remain on the Town’s plan for a limited period of time. The employee will be responsible for the cost of the premium plus an administrative charge.

(g) **Retirement Programs**

- 1) **VMERS Plan C** – Employees hired after January 1, 2004 shall join the Vermont Municipal Employees Retirement System. Members make annual pre-tax contributions into the trust with the Town contributing a percentage of pay as well. The Town and the employee shall both contribute their respective VMERS required rates as set by the plan. Details of this program are available through the Vermont State Treasurer’s office at (802) 828-2301 or on their website at www.tre.state.vt.us/retirement/muni/. ~~Employees shall contribute the following percentage of gross pay to VMERS:~~

~~For employees participating in the VMERS C retirement plan, the Town shall contribute on behalf of each employee covered by this Agreement an amount equal to two percent (2%) of an employee's total compensation to the employee's required contribution to VMERS C.~~

- 2) Town of Essex employees hired before January 1, 2004 may continue to participate in the ICMA retirement plan and contribute 3% of their weekly income with an 8% contribution from the Town.
- 3) **International City Management Association Retirement Corporation (ICMA-RC)** – The ICMA-RC is a voluntary, contributory, deferred compensation plan with immediate vesting. The benefits are transferable for those who move among local governments. ICMA-RC's policy making body may occasionally amend the Town's retirement plan. In that case, these policy changes will automatically become part of this document.

Note: The Town accepts no responsibility for the security of funds or investment outcomes of monies deposited in the retirement plan on behalf of employees.

(h) **Health & Fitness Programs** – The Town supports the concept that healthy employees are more productive employees. Employees who participate in the programs designed or managed by the Town's health and wellness committee may receive annual health and fitness bonuses not to exceed \$300 per year.

Health & Fitness or Wellness Programs Taxability

As a general rule, wellness incentives are subject to the same federal tax rules as any other employee rewards or prizes. That is, unless a specific tax exemption applies to the incentive, the amount of the incentive (or its fair market value) is included in an employee's gross income and it is subject to payroll taxes.

This program is based on the fiscal year (July 1 – June 30).

(i) **Employee Assistance Program** – This program provides confidential and professional short-term counseling and referral services to employees and their families. It is designed to address a wide range of personal problems including, but not limited to, marital or relationship difficulties, problems with children or adolescents, legal or financial stresses, alcohol or drug abuse, emotional problems, career questions, stress, anxiety, depression, health-related concerns, or abuse. Participation in the EAP is voluntary and there is no charge for the first one to three visits. After the initial one to three visits, the Town health insurance may contribute to the charges for additional visits. The counseling is completely confidential. If you would like to contact an EAP staff member, call 1-800-287-2173.

(j) **Optical "Vision" Program** – The Town will provide a plan that provides vision benefits for members and their eligible dependents through the carrier of its choice.

Notwithstanding any of the above, if the Town purchases an insurance policy or other coverage to fund any benefit offered to employees, including those listed above, the terms and conditions of the coverage purchased by the Town shall be the maximum benefit the Town shall provide to the employee. It is understood that the terms and conditions of such coverages may vary from time to time.

Section 15: EMPLOYEE SAFETY

The Town of Essex strives to maintain safe working conditions for its employees and will make every effort possible to enhance safety through training. However, the success of any safety program depends on the safety consciousness of everyone. You will be informed if there are special safety regulations or programs regarding your particular job. Please refer to the following guidelines in the event that any incidents (as defined below) should occur.

The Town of Essex has a Safety and Health Management Program designed to reduce work related accidents (thereby injuries) and illness and to promote safety and health in every task undertaken by employees on behalf of the Town of Essex. To this end, our Safety and Health Management Program includes:

- (1) Implementation of a safety committee to oversee all aspects of safety and health activities.
 - (2) Implementation of a program for conducting routine safety and health inspections to identify and eliminate unsafe working conditions or practices and control health hazards.
 - (3) Establishment of a comprehensive safety and health training program for all new and existing personnel.
 - (4) Provision of, and requirement of, the use of personal protective equipment to all employees as dictated by their respective job descriptions.
 - (5) Provision of mechanical and physical safeguards to the maximum extent possible.
 - (6) Development of safety and health policies with the requirement that every employee of the Town of Essex comply with these policies as a condition of employment.
 - (7) Prompt investigation of every accident to determine its cause and to correct the problem to reduce the likelihood of it happening again.
 - (8) Establishment of a safety incentive program to promote safety and health, encourage active participation of all employees in our safety program and to acknowledge through rewards individuals whose safety record exemplifies the standards set forth in this program.
- (a) **Incident report** – An incident report ~~should~~shall be completed by the employee to report any happening which is not consistent with routine operations and which results, or under

different circumstances may have resulted, in loss or damage to property, interruption of earnings, or injury to persons. The completed form should be submitted to the HR ~~Coordinator's~~ **Director's** office the same day the incident occurs, the next morning if the incident occurs at night, or the first working day following a weekend or holiday. This incident report initiates an insurance claim and is used to notify the ~~Town-Unified~~ Manager when an incident is of a serious nature. If there is any doubt as to the requirements of an incident report, the Department Head should be contacted.

(b) **Town Vehicle** – If the incident involves a Town vehicle, the Police Department must investigate and an accident report must be completed. If a police vehicle is involved, the accident must be investigated by another police agency. A copy of the accident report must be submitted to the Finance Director's office and the ~~Town-Unified~~ Manager's office.

(c) **Injury** – If the incident involves an injury, ~~a State of Vermont "First Report of Injury"~~ the Town incident reporting form must be completed and submitted to the HR ~~Coordinator-Director~~ within twenty four (24) hours. If the employee has been hospitalized or is unable to complete the form, it should be completed by the Department Head.

Section 16: SUBSTANCE ABUSE

Working while impaired is prohibited at the Town of Essex and can be the basis of suspension or termination of employment.

Impairment of an employee while at work due to the use of such substances as alcohol, marijuana, illegal drugs, prescription drugs, or any other controlled or uncontrolled substances not only reduces employee efficiency and accuracy, but increases the risk of injury to the impaired employee, other employees and the general public. For purposes of this policy, "impairment" or "being impaired" means that an employee's normal physical or mental abilities, or facilities while at work, have been detrimentally affected by the use of the substances.

Any employee who suspects substance abuse by another employee should discuss the situation promptly with the department head or the ~~Town-Unified~~ Manager.

The Town of Essex Substance Abuse Policy is as follows:

As an employer, the Town of Essex is responsible for maintaining safe, efficient working conditions for its employees by providing a drug-free workplace. Therefore, municipal employees shall not engage in the unlawful manufacture, distribution, possession or use of controlled substances (drugs) on the job or on any municipal work site.

An employee who is under the influence of any drug on the job may pose serious safety and health risks not only to the user but to co-workers and the general public at large.

DEFINITIONS

Controlled Substance: As used in this policy shall mean a controlled substance in schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812), and as further defined in regulation at 21 CFR 1300.11 – 1300.15.

Conviction: A finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes.

Criminal Drug Statute: A Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use of, or possession of any controlled substance.

Illegal Drug: Any drug which is not legally obtainable, or which is legally obtainable but has not been legally obtained. The term includes prescribed drugs not legally obtained and not being used for prescribed purposes.

Legal Drug: Includes prescribed drugs and over-the-counter drugs, which have been legally obtained and are being used for the purpose for which they were prescribed or manufactured.

Under the Influence: For the purpose of this policy, that the employee is noticeably affected by a drug.

Workplace: Includes non-municipally-owned property, which is used in the conduct of municipal business, including property used temporarily for business-related purposes, such as lodging sites rented for seminars, training, or other municipal activities.

APPLICABILITY AND GENERAL POLICY CONDITIONS

The following condition shall be applicable to all employees of the Town of Essex.

- (1) Employees shall be required, as a condition of their employment, to abide by the terms and conditions of this Drug-Free Workplace Policy.
- (2) An employee shall notify his Supervisor/Manager of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction. Failure to do so will result in discipline, up to and including dismissal.
- (3) If a convicted employee works in a federally-funded program, the involved federal grant agency shall be notified of the conviction within ten (10) days of the municipality's receiving the notice of the conviction. In the case of the Vermont Community Development Program, notify the Department of Housing and Community Affairs.
- (4) An employee convicted under any criminal drug statute for a violation occurring in the workplace, while on or off duty, or on duty away from the workplace, shall be immediately dismissed for the first offense.

(5) In the absence of compelling mitigating circumstances, an employee convicted under any criminal drug statute for a violation while not on duty shall be subject to immediate dismissal for the first offense if convicted of a felony. If the conviction is not a felony, discipline up to and including dismissal may be imposed, including for the first offense, provided that there is a nexus between the offense and the job of the employee.

(6) Appropriate disciplinary and/or corrective action is to be taken within thirty (30) days after the employer receives notice of a conviction. This, however, is not to be construed to limit the authority of the employer to take such action thereafter. Any disciplinary action must comply with the collective bargaining agreement, Section 504 of the Rehabilitation Act of 1978, and the Americans with Disabilities Act, if applicable.

(7) An employee not convicted under any criminal drug statute, but who engages in the illegal manufacture, distribution, dispensation, possession or use of controlled substances in any municipal workplace while on duty, or on duty away from the workplace, shall be subject to discipline up to and including dismissal for the first occurrence. An employee engaging in such actions while off duty and away from the workplace may be subject to discipline, up to and including dismissal, including for the first offense, provided there is a nexus to the employee's job and just cause for the discipline.

(8) An employee on municipal premises who appears to be under the influence of, or who possesses illegal or non-medically-authorized drugs, or who has used such drugs on municipal premises, may be temporarily relieved from duty pending further investigation.

(9) If the use of legal drugs endangers safety, management will reassign work on a temporary or permanent basis.

(10) Employees must observe other work rules established by their employing departments regarding the use, possession or presence of drugs involving their employment.

(11) Each employee of the municipality will make a good faith effort to maintain a drug-free workplace and uphold and promote this policy.

USE OF DRUGS

Legal Drugs: For certain positions, the legal use of a drug can pose a significant risk to the safety of the employee or others. Employees who feel or have been informed that the use of such a drug may present a safety risk are to report such drug use to their immediate supervisor.

Illegal Drugs: The use, sale, purchase, transfer or possession of an illegal drug by an employee while in a municipal facility, while performing municipal business, or while on the job is prohibited. Being under the influence of any illegal drug while conducting municipal business, while on municipal property or in a municipal facility, or while operating any municipal equipment is prohibited. Misuse of prescription drugs is considered to be the illegal use of drugs. This includes both the use of such drugs in a manner inconsistent with the prescribed use and any use of prescription drugs by persons for whom they are not prescribed.

RESPONSIBILITIES

Employer: It is the responsibility of each municipal Supervisor/Manager to advise each employee of this policy, to post the policy annually at each work-site, and to include a copy of this policy in each new employee's orientation.

Employee: It is the responsibility of each employee to be aware of and abide by this policy.

Administration: It is the responsibility of the ~~Town~~-Unified Manager to insure that managers, supervisors and employees receive training and orientation regarding the implementation of this policy.

Section 17: SMOKING IN THE WORKPLACE AND TOWN VEHICLES

The Town policy on smoking is the following:

In order to provide a healthy, comfortable and productive work environment for our employees, smoking is prohibited throughout the Town of Essex municipal buildings and in all Town vehicles effective July 1, 1989.

Effective January 1, 2018 this policy includes e-cigarettes.

Enforcement:

The success of this policy will depend upon the thoughtfulness, consideration and cooperation of smokers and nonsmokers. All employees share in the responsibility for adhering to and enforcing the policy.

Conflict shall be brought to the attention of the employee's Supervisor and if necessary, referred to the ~~Town~~-Unified Manager for a final decision.

The right of the nonsmoker to protect personal health and comfort should prevail over an employee's desire to smoke.

Section 18: USE OF CELL PHONES

The Town provides and equips some of its vehicles with mobile phones for the purpose of emergency contact and business use. Unless the vehicle is equipped with a hands-free system, using a mobile phone (which is a portable electronic device) while driving a Town vehicle is prohibited, per 23 V.S.A. §1095b. From a safety perspective, the appropriate procedure is to park the vehicle and make/receive phone calls when the vehicle is in a stopped, safe and parked position.

The same procedure applies in the case of using private mobile phones for personal business while in Town of Essex vehicles. Should an employee have an accident in a Town vehicle which

is moving and it is later identified that the employee was using a mobile phone for private business; the liability for the accident may rest with the employee.

Section 19: EMPLOYEE PROTECTION POLICY

The Town will comply with Vermont law regarding any obligations it has to defend and or indemnify municipal employees against personal liability in the performance of Town duties. See 24 V.S.A. §109a, Tort Claims Against Municipal Employees, as it may be amended from time to time.

Section 20: LOSS PREVENTION POLICY

The Town has a policy concerning loss prevention and safety in the workplace which reads as follows:

Be it resolved by the Selectboard of the Town of Essex, Vermont

Section 1. It is the goal of the Town of Essex to develop, implement and administer an all-encompassing loss prevention program. The Town of Essex recognizes that our residents and employees are its most important asset. Therefore, their safety is our greatest responsibility. In all of our assignments, the health and safety of all should be the utmost consideration. Management and supervisory personnel at all levels of the Town staff are directed to make safety a matter of continuing concern, equal in importance with all other operational considerations. This program is established to emphasize that effective loss prevention is an integral function of management procedures and practices in the delivery of Town services.

Section 2. Within the operational activities of any endeavor there may be exposure to personal injury or property damage that may be unintentionally hidden. Reviews of contemplated operations should include consideration of errors which could occur. The detail of the working situation and method should also receive consideration of the possibility of improper actions. Accidents are unplanned events. Proper planning can control accidents. Most accidents are preventable. The theory of loss prevention is to initiate the pre-planning necessary to minimize unsafe acts, contain environmental hazards and control unsafe conditions.

Section 3. Continued emphasis on loss prevention techniques, the refinement of work procedures, and safe working conditions has reduced employee injuries and property damage. All employees are charged with the responsibility to adhere to the loss prevention programs approved by their employer to adopt the concept that the safe way to complete a task is the most efficient and the only acceptable way. Safety is included as part of the performance evaluation of all Town of Essex employees.

Adopted by the Town of Essex Selectboard. Last revised August 3, 2020.

TOWN OF ESSEX

ELECTRONIC COMMUNICATIONS AND COMPUTER USE POLICY

(As adopted by Town of Essex Selectboard on 10/15/2001)

Purpose The purpose of this policy is to establish expectations and procedures for the use of Town-owned computers, hardware, and software and communication equipment.

Systems

Overview The Town of Essex provides computers, e-mail, telephones, cellular phones and facsimile communications equipment as essential tools to support the Town's business objectives. It is the responsibility of every employee to ensure that this technology is used appropriately and primarily for business purposes and in a manner that does not compromise confidentiality.

Computer

Software The Town of Essex provides the required hardware and software applications to adequately perform the employees' daily duties, and if necessary will be installed or modified by the Computer Systems Specialist as required. No external software or hardware should be applied to the existing systems without the written permission of the IT Director.

Equipment

Care Daily care and maintenance of computer or telecommunications equipment are the responsibility of the employee. This care includes preventing the equipment from exposure to extreme temperatures, magnets, dust, smoke, food and drink, etc. In order to preserve limited hard drive space resources, old e-mails, files, directories, folders, etc. should be managed as appropriate. No employee may tamper with or otherwise alter the performance of Town resources.

Installation Any new software or hardware must be approved by the Town Computer Systems Specialist or the ~~Town~~-Unified Manager. All installation and modification must be authorized by the Computer Systems Specialist. Software developed by or for the Town is Town property and cannot be sold or given to anyone without written consent by the Town.

E-mail Transmission of electronic messages on communications media shall be treated with the same degree of propriety, professionalism, and confidentiality as written correspondence. However, employees do not have any expectation of privacy to e-mail sent or received on a Town owned computer, or on Town time. E-mail sent or received is not considered "confidential." The ~~Town~~-Unified Manager or the ~~Town~~-Unified Manager's designee has the right to authorize the viewing of an employee's e-mail and/or attachments.

Employees may use e-mail to occasionally communicate with individuals outside Town government. This use will be similar to personal use of the telephone in that it cannot interfere with the execution of their duties and it may not be for private or personal gain, illegal, disruptive, or unethical activities. Employees are prohibited from using e-mail to send chain letters, solicitations for private gain, or any information in violation of this policy. Users shall take reasonable measures to limit the size of e-mail messages and not attach large files to sent messages. Offensive, demeaning or disruptive messages are prohibited. This includes, but is not limited to, messages that are inconsistent with the Town's policies concerning equal employment opportunity and sexual or other unlawful harassment. Unsolicited e-mail shall not be the responsibility of the employee to whom it is sent, however, the employee should regularly delete this form of e-mail.

All e-mail correspondence and their associated attachments in the communications systems is the property of the Town regardless of where it originated.

Security The Town, at its discretion, reserves the right to monitor, log, record, retain, and examine for any purpose the contents of its communications system, including e-mail, and facsimiles, as well as employee's mailboxes and related material and information. The Town reserves the right to disclose the contents of any such material for any purpose and to any person as the Town deems appropriate or desirable.

The existence of passwords and "message delete" functions do not restrict or eliminate the Town's ability or right to access electronic communications. Deleted messages may be recovered and reviewed.

Employees must use passwords to access the operating system of their computers and provide those passwords to the Computer Systems Specialist for a master password list that will be kept confidential. The employee, with management knowledge and permission, may change passwords. Passwords should be a minimum of six alphanumeric characters.

Employees shall not share passwords, or provide e-mail access to an unauthorized user or access another user's e-mail without authorization. Employees shall not post, display or make easily available any systems access information, including but not limited to passwords, host names, addresses, etc. Employees may not search for, copy or use password(s) belonging to others except as provided for by shared resources. Employees shall not leave files, sessions, or connections open, unattended or otherwise available.

Employees may not use resources in any way as to create or constitute unacceptable burden on those resources. A non-exclusive example of such unacceptable burdens would include creating unnecessarily large files.

Employees may be subject to disciplinary action if, through negligence or deliberate action, resources are compromised in any way by an employee or by someone using the employee's password(s) in an unauthorized manner.

Employees who use their own equipment to connect to the Town from outside the Town premises or from home should know that any communications that are delivered or sent through the Town communications system may leave copies behind on the Town system which are not private and are subject to all of the terms and provisions of this policy statement. Messages sent to “all e-mail users” and other broadcast messages should be used sparingly, and only for Town business. Expressly prohibited are chain letters and personal classified ads.

Internet Use The Town network, including its connection to the Internet, is to be used primarily for business and work-related matters. Unauthorized use includes, but is not limited to: unauthorized entry or attempted unauthorized entry into other computer systems or areas of the Town’s computer systems which a user is not authorized to view; use for purposes that interferes with an employee’s job; attempting to disable or compromise the security of information contained on Town computers; intentionally introducing a virus or other mischievous software onto any Town computer; accessing, downloading, sending, posting or printing pornographic or sexually explicit material; or the use of obscene/offensive language, images, jokes or messages that disparage any person or group of individuals.

Because postings placed on the Internet may display the Town’s address, make certain before posting information on the Internet that the information reflects the standards and policies of the Town. Under no circumstances shall information of a confidential or sensitive nature be placed on the Internet except as specifically authorized by the Town.

Subscriptions to news groups and mailing lists are permitted only when the subscription is for a work-related purpose. All other subscriptions are prohibited.

Virus

Protection All files downloaded from the Internet must be checked for possible computer viruses. If uncertain whether virus-checking software is current, please check with the Network Support Specialist.

Violations Any violation of this policy will result in disciplinary action up to and including immediate termination of employment.

ACKNOWLEDGEMENT of Personnel Guidelines

I acknowledge that I have received and read a copy of the Town of Essex Personnel Guidelines.

I further understand that the Personnel Guidelines of the Town of Essex are not a contract between the employer and employee. They are subject to change at any time by majority vote of the Selectboard.

Employee Signature

Date

Print Name

Memorandum

To: Selectboard; Evan Teich, Unified Manager

From: Greg Duggan, Deputy Manager

Re: Executive session for legal matters regarding Village of Essex Junction's proposed separation from Town of Essex

Date: June 4, 2021

Issue

The issue is whether the Selectboard enters into executive session to discuss confidential attorney-client communications made for the purpose of providing professional legal services to the body.

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. Confidential attorney-client communications made for the purpose of providing professional legal services to the body 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 confidential attorney-client communications made for the purpose of providing professional legal services to the body would place the Town at a substantial disadvantage."

Motion #2

"I move that the Selectboard enter into executive session to discuss confidential attorney-client communications made for the purpose of providing professional legal services to the body, pursuant to 1 V.S.A. § 313(a)(1)(F) to include the Unified Manager and Deputy Manager."

Memorandum

TO: Evan Teich, Town Manager and the Selectboard
FROM: Dennis Lutz, P.E., Public Works Director
Aaron Martin, P.E., Utilities Director/ Town Engineer
DATE: May 28, 2021
SUBJECT: 2021 VTRANS Bike and Pedestrian Grant Program
VT Route 15 Bike Path, Phase I

ISSUE: The issue is whether or not the Selectboard will authorize the Town to apply for the 2021 VTRANS Bike and Pedestrian Grant, to complete the final design and construction of a segment of a path along the east side of VT Route 15 between Orleans Road and VT Route 289. A project location map and typical cross section is provided as an attachment. If the Town is awarded the full grant amount requested, the funding would allow Essex to retain the services of a design consultant to complete the final plans, acquire Right of Way, and go out to bid for construction for the Phase I path segment. The application requires a letter of support from the Town Selectboard, pledging the required 20% minimum matching funds if the Town is awarded a grant.

DISCUSSION: The Town is in the process of applying for final design and construction funds under the 2021 VTrans Bike and Pedestrian Grant Program. The due date for a completed application is June 04, 2021. Due to time constraints, this package was provided to the board late. The letter of support will be submitted to the program coordinator as soon as it is approved and signed. The intent of applying for this grant is to try to acquire the funding for the Town to seek engineering assistance to complete the final design of the path, complete Right of Way documentation, and construct proposed path design described below.

At a Selectboard meeting on September 18, 2018, the Selectboard accepted the VT Route 15 Path scoping report, and approved Alternative 3a the preferred alternative for this project. This alternative consists of an 8-foot wide shared use path along the east side of VT Route with widened 4-foot shoulder on both sides of VT Route 15 to serve as the on-road bike lane. A typical section of this alternative has been attached to this memo for your reference. The Town has determined due to the high project cost, the project would be broken down into two phases. The original scoping study provided a path from Athens Drive in the Village of Essex Junction, with the path terminating at the VT Route 289 intersection. Phase 1 would be from VT Route 289 to Orleans Road. Phase 2 would continue from Orleans Road to Athens Drive. The Phase 1 portion of the path will be between Orleans Road, the New Creekside Village development, and VT Route 289. There is a significant outcropping of ledge on the portion of the project not included in this grant request which would greatly impact cost. Therefore the full project outlined in the scoping report was split to make it affordable at this time. The second portion can be built with a future grant.

The completion of the VT Route 15 path project will improve pedestrian safety and connect existing pedestrian multi-use paths and sidewalk networks to provide safe access from the Town/Village schools, existing recreational areas, shopping centers and residential neighborhoods.

COSTS: We estimate the engineering, Right of Way, and construction costs to bring this project to be on the order of \$1,720,200.00. A break down of both construction and professional costs has been provided this memo.

The total costs associated with engineering and Right of Way is estimated to be \$348,250.00. The construction estimate for the Phase I segment of the path is \$1,193,000.00. An additional \$178,950.00 has been budgeted for construction inspection services. This cost will likely be offset by the use of Town engineering staff to perform the inspection services for this project during construction. The actual cost with Town inspection will be \$1,541,250.

The estimated local share for this project is 20% or \$344,040 without Town inspection and \$308,250 with Town Inspection. Currently the Town does not have dedicated path funds set aside in this amount but there are sufficient overall Capital funds to fund the local share of this project. There is approximately \$259,598 available as of July 1, 2021. These projects take anywhere from 4 to 5 years to reach construction. The engineering and Right of Way costs are incurred in that time frame and there are sufficient funds to meet those costs. Funds can be assigned over the 4 to 5 years before construction begins in the Capital account to meet the construction costs when they come due.

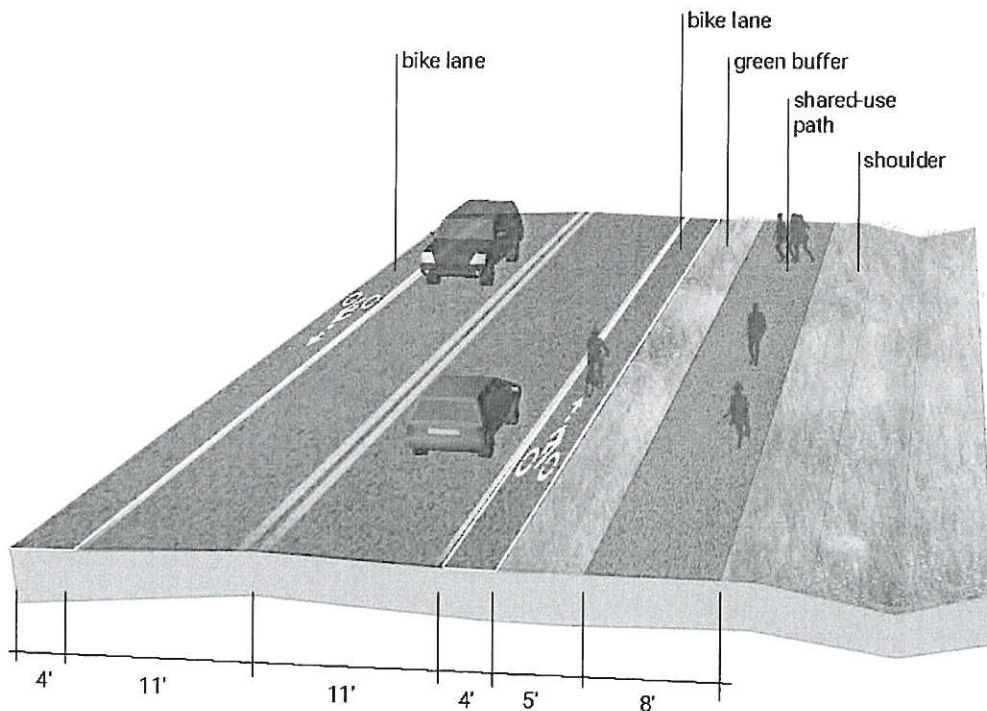
RECOMMENDATION: It is recommended that the Selectboard approve and sign the attached letter of support for the 20% matching funds of \$344,040.00, for the 2021 VTRANS Bike and Pedestrian Grant Program.

5.3 ALTERNATIVE 3: 8-FOOT SHARED USE PATH AND BIKE LANES

To reduce impacts and costs an 8-foot wide shared use path was developed and evaluated. This alternative also includes the widened 4-foot shoulder on both sides of VT Route 15 to serve as the on-road bike lane. This alternative has the same features as Alternative 2. A typical section of this alternative is shown in Figure 14. The features of this alternative are the same as Alternative 2 but with the addition of pedestrian street lighting. Major differences include:

- As with Alternative 2, the limits of the shared use path extend beyond the existing highway ROW for much of the project. It also impacts 10 properties, however it requires approximately 12,000 sf of permanent property acquisition as compared to 20,000 sf in Alternative 2. This alternative also requires (includes 2 feet beyond path) approximately 50,000 sf of temporary easements.
- At 25 Upper Main Street, Brian French property (Sta. 19+75 right), realigns shared use path to edge of roadway and reduces impacts.
- The construction cost, including the lighting, is \$1,100,000. This does not include the 1-foot shoulder widening on each side as this will be addressed in the VTrans resurfacing project.

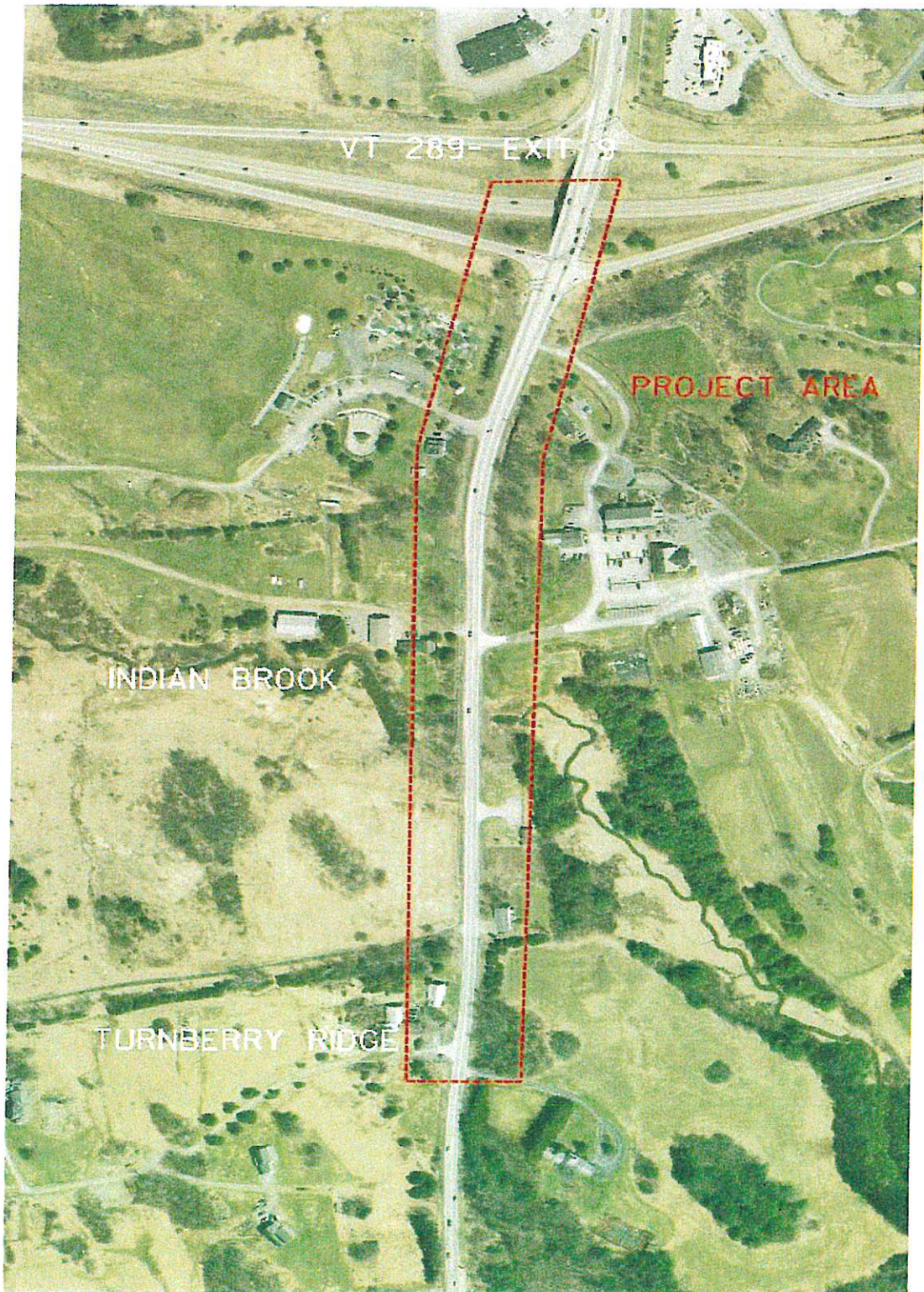
Figure 14 Alternative 3 Typical Section





Project Area Plan
VT 15 Athens Dr to
VT 289 Scoping

**VT Route 15 Sidewalk / Path
Turnberry Ridge to VT Route 289**



 55 Green Mountain Drive South Burlington, VT 05403 Tel: (802) 864-0223		Quantity Summary Essex Village/Essex Town 195311507 VT Route 15 East - 8' Path			
				Initials	Date
				Calc'd By: CJW	5/20/2021
				Checked By: DMY	5/21/2021
				Revised By:	
				Checked By:	
				Alternative A	
				Description	
Item No.	Item Description	Unit	Unit Price	Quantity	\$
201.10	CLEARING AND GRUBBING, INCLUDING INDIVIDUAL TREES AND STUMPS	LS	\$15,000.00	1	\$15,000.00
203.15	COMMON EXCAVATION	CY	\$15.00	1000	\$15,000.00
203.16	SOLID ROCK EXCAVATION	CY	\$45.00	50	\$2,250.00
301.35	SUBBASE OF DENSE GRADED CRUSHED STONE	CY	\$45.00	850	\$38,250.00
406.35	SUPERPAVE BITUMINOUS CONCRETE PAVEMENT	TON	\$150.00	300	\$45,000.00
601.2615	18" CPEP(SL)	LF	\$75.00	320	\$24,000.00
604.20	PRECAST REINFORCED CONCRETE CATCH BASIN WITH CAST IRON GRATE	EACH	\$5,000.00	4	\$20,000.00
616.21	VERTICAL GRANITE CURB	LF	\$60.00	725	\$43,500.00
630.10	UNIFORMED TRAFFIC OFFICERS	HR	\$65.00	200	\$13,000.00
630.15	FLAGGERS	HR	\$40.00	750	\$30,000.00
635.11	MOBILIZATION/DEMOBILIZATION	LS	\$73,640.00	1	\$73,640.00
641.10	TRAFFIC CONTROL	LS	\$30,000.00	1	\$30,000.00
678.23	WIRED CONDUIT	LF	\$25.00	3250	\$81,250.00
678.26	JUNCTION BOX	EACH	\$2,400.00	5	\$12,000.00
900.620	SPECIAL PROVISION (PEDESTRIAN LIGHTING ASSEMBLY)	EACH	\$10,000.00	25	\$250,000.00
900.645	SPECIAL PROVISION (LANDSCAPING)	LS	\$35,000.00	1	\$35,000.00
900.645	SPECIAL PROVISION (ADD PED PHASE TO EX. SIGNAL SYSTEM)	LS	\$30,000.00	1	\$30,000.00
900.645	SPECIAL PROVISION (STRENGTHEN CULVERT)	LS	\$20,000.00	1	\$20,000.00
900.670	SPECIAL PROVISION (RETAINING WALL)	SF	\$200.00	800	\$160,000.00
900.675	SPECIAL PROVISION (GREEN BIKE LANE PAVEMENT MARKING)	SY	\$125.00	450	\$56,250.00
				Subtotal	\$994,140.00
				Contingency	20.00%
				Total	\$1,192,968.00

2021 VTrans Large-scale Bicycle and Pedestrian Grant Application

9. Estimated Project Costs:

Engineering/Administration/Project Manager: Costs associated with survey, design, plans development, permitting, development of bid documents, bid analysis and Municipal Project Manager - typically around 25% of construction.	Engineering/ Admin/MPM Cost \$ 298,250
Right of Way: Cost of appraisals, property owner compensation and associated legal fees.	ROW Cost \$ 50,000
Construction: Cost of paying contractors to build projects, including a reasonable contingency. Please attach as much detail/ backup information as available to support the construction estimate.	Construction Cost \$ 1,193,000
Construction Inspection : Cost to provide oversight of contractor during construction - typically around 15% of construction.	Const. Insp.Cost \$ 178,950
TOTAL DESIGN/CONSTRUCTION AMOUNT APPLIED FOR : (including 20% local share)	\$ 1,720,200

10. Have you received any other grant funding for this project? Please describe and include the source of funding:



TOWN OF ESSEX VERMONT

81 MAIN STREET, ESSEX JUNCTION, VERMONT 05452
Fax: 878-1353 • **E-mail:** manager@essex.org • **Website:** www.essex.org

June 07, 2021

Jon Kaplan, P.E., Program Manager
State of Vermont
Highway Division, Municipal Assistance Bureau
1 National Life Drive
Montpelier, Vermont 05633-5001

Re: 2021 VTRANS Bicycle and Pedestrian Grant Program

Dear Mr. Kaplan:

The Town of Essex Selectboard supports the grant application for additional funds for the construction of the VT Route 15 Path, Phase I, here in the Town of Essex. In September of 2018, the Town Selectboard accepted the scoping report for this project and completely support the direction staff is taking by phasing the project to lessen the financial impacts and fully supports this grant application. If awarded a grant this year, the Town would solicit engineering services for preliminary engineering and begin Right of Way acquisition upon completion of the approved design. The Town would look to bid and construct Phase I as soon as a Right of Way Certificate is approved.

The Town of Essex has sufficient funds in its Capital fund to meet the 20% local share for the project. This path project has been endorsed by multiple boards and committees throughout the community. Carrying this project to completion this summer is a priority for the Town.

We enthusiastically support this application.

Sincerely,

Andy Watts,
Selectboard Chair

TOWN
MANAGER

PARKS AND
RECREATION

COMMUNITY
DEVELOPMENT

PUBLIC
WORKS

ASSESSOR

FINANCE

TOWN CLERK

LIBRARY

POLICE

878-1341

C:\Users\amartin\Desktop\2021 Bike and Ped Grant\Bike and Ped - SB Support LTR-09-15-20 Rev 1.doc 878-1341 878-1341 878-1341 878-1341 878-1341 878-1341 878-1341 878-1341 878-1341

Memorandum

TO: Evan Teich, Unified Manager and the Selectboard
FROM: Dennis Lutz, P.E., Public Works Director
DATE: 28 May 2021
SUBJECT: Bid award for Construction at Allen Martin Drive and VT15

ISSUE: The issue is whether or not to award the VT15/Allen Martin Drive Intersection Improvement Bid to Courtland Construction in the amount of \$139,300.

DISCUSSION: This project is a project identified in the Capital Plan for implementation. The project grew out of a CCRPC/Town Scoping Study as the first phase of a much larger project envisioned for construction 10 to 15 years in the future (i.e., signalization). Traffic has increased in the Saxon Hill Industrial Park , especially truck traffic, and ACT 250 representatives, VTRANS and Town Public Works agreed that implementation of the first phase intersection improvements would provide the near-term fix for the intersection.

The project was recently advertised, and two bidders submitted bids. Please refer to the attached spreadsheet. The apparent low bidder is Courtland Construction and it has been determined that their bid is valid. The original plan was to use solely developer impact funds for the project but the bid exceeds those funds by approximately \$50,000. It is a project that is needed for safety improvements and to insure that local projects using this intersection can continue to obtain ACT250 approval. The shortage in funding will be taken from available funds in the Highway Capital Account.

RECOMMENDATION: It is recommended that the Selectboard approve the bid submitted by Courtland Construction for the VT15/Allen Martin Drive Intersection Project in the amount of \$139,300.

BID TABULATION

Town of Essex VT - 2021 Allen Martin Drive / RT15 Intersection Project

Item No.	Item Description	Unit	Quantity Rounding	Bid Quantity	S.D. Ireland Bros., Inc	Unit Price	Item Total	Courtland Construction, Inc.	Unit Price	Item Total
1	Mobilization	LS	0	1		\$12,000.00	\$12,000.00		\$12,000.00	\$12,000.00
2	Traffic Control	LS	0	1		\$20,000.00	\$20,000.00		\$5,400.00	\$5,400.00
3	Flaggers	HR	0	500		\$45.00	\$22,500.00		\$40.00	\$20,000.00
4	Clearing and Grubbing	LS	0	1		\$4,000.00	\$4,000.00		\$3,200.00	\$3,200.00
5	Granite Curb	LF	7	415		\$75.00	\$31,125.00		\$72.00	\$29,880.00
6	1.5" Bituminous Pavement	SY	10	1240		\$5.75	\$7,130.00		\$6.00	\$7,440.00
7	3" Type II Base Pavement	SY	5	230		\$70.00	\$16,100.00		\$56.00	\$12,880.00
8	2" Type III Bituminous	SF	0	115		\$4.00	\$460.00		\$14.00	\$1,610.00
9	Concrete Pavement on Relocated Island	Ton	7.5	130		\$125.00	\$16,250.00		\$136.00	\$17,680.00
10	Line Striping	LS	0	1		\$2,000.00	\$2,000.00		\$3,715.00	\$3,715.00
11	Remove and Reset Signs	EA	0	1		\$150.00	\$150.00		\$95.00	\$95.00
12	Concrete Catch Basin With Cast Iron Grate	EA	0	2		\$3,000.00	\$6,000.00		\$3,500.00	\$7,000.00
13	Infiltration Trench	LF	0	150		\$50.00	\$7,500.00		\$56.00	\$8,400.00
14	Restoration	LS	0	1		\$5,250.00	\$5,250.00		\$10,000.00	\$10,000.00
TOTALS							\$150,465.00			\$139,300.00
						Bid Total was given as \$147,465.00		Bid Total was given as \$139,300.00		

Submittals: Bind Bond Hold Harmless Bidders Certification	Submittals: Bind Bond Hold Harmless Bidders Certification
--	--

Memorandum

TO: Evan Teich, Unified Manager and the Selectboard
FROM: Dennis Lutz, P.E., Public Works Director
DATE: 28 May 2021
SUBJECT: Bid award and Purchase of Replacement Road Grader

ISSUE: The issue is whether or not to award the grader bid To Nortrax in the amount of \$241,344.

DISCUSSION: Per the approved Equipment Replacement Plan, the Town's current road grader – a Caterpillar Model 143H purchased in 2004 – is scheduled for replacement in FYE2022. The Operating Budget and Capital Plan for FY2022 have already been approved and therefore the bid was advertised to obtain price quotes.

Prior to the bid advertisement, local vendors were asked to provide a grader for evaluation and testing. Only one company, Nortrax, provided a grader for this purpose - John Deere. The only other competitive and local vendor -- Milton Caterpillar did not. However, Town employees visited another community who had recently purchased a Caterpillar grader to look at its features. Bids were requested from both dealers but only one bid was received. A copy of the bid is attached.

After receiving the bid, additional discussions were held with Nortrax and some changes are reflected in the package that Public Works wants to accept\, namely

- 1) The Town will accept the trade-in value and so the base bid price is \$219,844.
- 2) Instead of a mid-mount scarifier a front mount at a cost of \$6,000 is proposed.
- 3) An 84-month warranty is proposed, adding \$4500 to the cost.
- 4) A full -circle gearbox drive with sealed bearings is proposed at a cost of \$11,000. This is an important addition, since the gear box drive on the existing Town grader has cost over \$20,000 to fix with numerous repairs needed and I There are no wear inserts to replace and maintenance takes only minutes by greasing the bearings every 500 hours. It provides an added 40% increase in torque and 15% increase in circle speed to increase productivity. This is an important addition to reduce future maintenance costs.

The total is \$241,344. At this time, pending end of year financial considerations, the cost of the vehicle may be paid for directly or through an internal lease-purchase over the next five years. The total cost is in line with the estimate in the Equipment Replacement Plan.

RECOMMENDATION: It is recommended that the Selectboard approve the bid submitted by Nortrax for the John Deere grader.

TOWN OF ESSEX
New Diesel Powered
Articulated All-Wheel Drive
ROAD GRADER
BID FORM

April 28, 2021

Proposal of NORTRAX (hereinafter called "BIDDER"),
organized and existing under the laws of the State of Vermont, doing business as
NORTRAX,

To the Selectboard, Town of Essex, Vermont, (hereinafter called "OWNER").

In compliance with your Advertisement for Bids, BIDDER hereby proposes to provide a new diesel powered articulated all-wheel drive road grader in strict accordance with the CONTRACT DOCUMENTS, within the delivery time set forth therein, and at the price stated below.

By submission of this BID, each BIDDER certifies, and in the case of a joint BID, each party thereto certifies as to his own organization, that this BID has been arrived at independently, without consultation, communications, or agreement as to any matter relating to this BID with any other BIDDER or with any competitor.

The Town will not accept delivery or deliver payment prior to July 1, 2021.

The Town will evaluate the comparative cost between vehicles not including the optional equipment.

Lump sum price for the referenced Road Grader as specified by the Town of Essex.

Without vehicle trade \$ 279,844.-

With vehicle trade \$ 219,844.-

Options bid separately:

Scarifiers, mid mount \$ 7800.-

Snow wing, 12 foot \$ 16,544.- (installed)

Roller, 8 foot drum \$ WALKER ROLL WIR90 \$29,000.-

Extended warranties \$ Provide attachment with year(s) of coverage and related cost. 72 months + 1600.-

NOT "NO COST" 84 months + 4500.-

Alternative Bid: Annual lease cost for a five-year lease for the referenced Road Grader as specified by the Town of Essex. muni lease w/ \$1 buyout

Without vehicle trade \$ 58,798.64 lease cost/year for 5 years

With vehicle trade \$ 33,807.51 lease cost/year for 5 years

Interest rate on lease 2.5 %.

Perspective delivery date to the Town of Essex < 90 days

[Signature]
Signature of Authorized Representative

Timothy PUDVARE - Territory Manager
Name and Title (Printed/Typed)

NORTRAX
Company Name

375 Engineers Drive Williston, VT 05495
Mailing Address

CERTIFICATION SHEET

NORTRAX certifies that the equipment submitted for
NAME OF VENDOR
consideration at the price stated in the submitted bid meets or exceeds the Town specifications
in all features except:

- 190 hp in Gear #1
- 27" high moldboard
- 8 gears F & 8 gears R

As the designated representative for

NORTRAX
NAME OF VENDOR

I understand that failure to disclose features which do not meet the Town's specifications for
the new truck body and plow equipment may be cause for forfeit of the bid.

[Signature]
Signature of Authorized Representative

Timothy P. V. M. - Territory Manager
Name and Title (Printed/Typed)

NORTRAX
Company Name

375 Engineers Dr. Williston, VT 05495
Mailing Address

Williston, VT 05495
City, State, Zip

802-363-2777 / 802 658-4821
Telephone Number / Fax Number

5/17/21
Date

Williston, VT 05495

City, State, Zip

802 363-2777 / 802 658-4821

Telephone Number / Fax Number

5/17/21

Date

END OF BID

**TOWN OF ESSEXSELECTBOARD
REGULAR MEETING
May 17, 2021**

SELECTBOARD: Andy Watts, Chair; Patrick Murray, Vice-Chair; Tracey Delphia, Clerk; Vince Franco, Dawn Hill-Fleury.

ADMINISTRATION: Greg Duggan, Deputy Manager; Ron Hoague, Chief of Police; Robert Kissinger, Police Lieutenant.

OTHERS PRESENT: Dottie Bergendahl, Natalee Braun, Alise Certa, Andy Champagne, Kevin Collins, Annie Cooper, Will Dodge, Betsy Dunn, Michael Fink, Erin Dickinson, Maureen Gillard, Elaine Haney, Dan Kerin, Phil March, Adam Newhard, Sarah Reeves, Brian Shelden, David Skopin, Margaret Smith, Dennis Thibeault, Irene Wrenner, Jeanne ____.

1. CALL TO ORDER

Andy Watts called the meeting of the Town of Essex Selectboard to order at 6:30pm.

2. AGENDA ADDITIONS/CHANGES

Consent item 6c (Reconsider Human Services Funding Awards) should be moved to Business Items as new item 5e. Consent items 6d through 6g should also be moved to Business Items as 5f through 5i. Additionally, Business Item 5d should be flexible to accommodate the speaker's availability.

3. AGENDA APPROVAL

ANDY WATTS made a motion, and TRACEY DELPHIA seconded, that the Selectboard approve the agenda with the following amendments: move Consent Item 6c to the Business Items as 5e, move Consent Item 6d-g to Business Items 5f-i, and add the provision that Business Item 5d be moved to a point in the agenda at which Sara Reeves is able to attend (nominally 8:00). The motion passed 5-0.

4. PUBLIC TO BE HEARD

a. Comments from Public on Items Not on Agenda

Mr. Newhard asked about conflicts of interest for members of the Selectboard. Mr. Watts replied that there is a Conflict of Interest Policy and that an individual is able to make their own determination as to whether they have a conflict of interest.

Mr. Champagne asked whether he could get the salary information for Town employees online, similarly to Rutland and Burlington and the State of Vermont. Deputy Manager Duggan replied that that information is public and can be requested through Town staff. Mr. Champagne asked if the salary information could be posted on the internet and be available. Deputy Manager Duggan said that he would look into that suggestion.

5. BUSINESS ITEMS

a. Presentation from Energy Committee about new net metering proposal from Norwich Technologies, and Energy Plan updates – Will Dodge

Mr. Dodge, the Chair of the Energy Committee, provided an overview of the scope, challenges, and recommendations regarding energy in Essex for 2021. He provided an update on some of the Energy Committee's activities. He said that the Energy Committee was formed in 2008 with the goals of tracking municipal energy use and recommending targets and actions for decreasing energy use, researching the use of renewable energy resources, increasing energy efficiency, researching funding options, developing energy efficiency educational programs, and assisting other town committees in areas of related concern, including the energy section of the Town Plan. He spoke about the Essex Energy Plan, which had four goals around land use, transportation, thermal use, and renewable energy. He spoke about weatherization efforts in Essex, noting that the thermal sector produces the second highest greenhouse gas emissions and is the highest energy user in Vermont. He also spoke about net metering efforts for solar generation, noting that the state allows for up to 500 kW AC of generation credit for municipalities. He noted that though there are existing projects in the Town of Essex and Village of Essex Junction through Green Lantern and Encore, there are still credits available for an additional project to accept the full 650 kW of output.

Mr. Dodge spoke about committee requests for Selectboard considerations. One of them is to look into solar at the Sand Hill Park building, which would be an achievable way to fulfill the goal of municipal-owned sites for renewable energy generation. Another is for the Town to think seriously about electric vehicles (EV) and electric maintenance tools, like replacing the Town's fleet with electric or biodiesel fuel vehicles as gas-powered vehicles reach the end of their useful life. Additionally, he suggested investigating the net metering possibility with Norwich Technologies, and requested the Selectboard's blessing to explore developing a concrete proposal for what savings could be achieved by using that extra capacity. Another request was around collaborating with the Community Development Office on weatherization promotion. Another was to fund an Energy Coordinator position to develop energy implementation plans, coordinate efforts for the Town and Village, and encourage residential and commercial energy conservation.

Mr. Murray agreed with the suggestion that the Town upgrade its vehicle fleet. He noted that federal American Rescue Plan Act (ARPA) funds include some components of weatherization and asked if the Committee has suggestions or recommendations for how to spend it. Mr. Dodge replied that one of the biggest priorities for weatherization is multi-tenant housing, since landlords often don't have incentives for becoming more energy efficient, since they pass energy costs on to their tenants. Mr. March said that one challenge is that they don't know which houses are the leakiest in terms of energy efficiency in the community and suggested conducting a survey of homes. Mr. Murray asked if Essex has conducted an energy audit of all of its municipal buildings. Mr. Duggan replied that Public Works Director Dennis Lutz may have the most knowledge but that a comprehensive audit hasn't been conducted.

Mr. Franco asked how it would be possible to involve the community in rooftop solar projects. Mr. Dodge replied that the Town has some good examples of rooftop solar that works well, such as in the outlet mall at the Essex Experience. He added that the legislature should get more involved, since it should be easier to do community solar. Mr. Duggan noted PACE loans that can be taken out and that as recipients make improvements, they can use those loans as tax deductions until they are paid off.

Ms. Delphia said that rooftop solar and redesigning parking lots and impervious surfaces are important. She asked if any work has been done to map out larger plots of land that can host solar infrastructure. Mr. Dodge replied that Community Development staff have spent time examining this.

Mr. Watts opened the discussion up to the public.

Ms. Braun spoke about the importance of community members engaging with each other on the individual level in order to build momentum around achieving climate-related goals.

Ms. Dunn asked if it would be possible to have the Energy Commission talk to the Essex Westford School Board about putting solar panels on top of school buildings. She also suggested a renters' commission for tenants to lodge complaints or grievances about landlords. She also asked if the Town has a definition of affordable housing. Mr. Duggan replied that the federal definition is affordable to people make below 80% of median income for a certain area. Mr. Dodge also noted that the Commission has reached out to the School Board in the past and will reach out again. Mr. Murray added that the School District has a contract with a solar energy company and will get more information to Mr. Dodge.

Mr. March said the Energy Committee has posted a weatherization guide on the Town's website to help residents locate weatherization programs and resources.

Selectboard members agreed that the Energy Committee should engage in preliminary work associated with their additional net metering proposal, recognizing that there are significant limitations to staff availability in the immediate future, but that a better idea of future staff bandwidth should be known soon.

b. Consider first approval of traffic ordinance updates and authorize staff to warn public hearing for final adoption

Mr. Duggan noted that these ordinances hadn't been updated in some time prior to their being reviewed in the autumn of 2020 by the Selectboard. He said they had been reviewed and revised in tandem with Village of Essex Junction ordinances but it is unclear how the Town and Village ordinances may ultimately overlap and that a Memorandum of Understanding may need to be developed. He noted that in the meantime, the Town revisions for areas outside the Village are ready for approval. He said the revisions provide clarity to residents and that updated, clear ordinances are helpful for police to pursue traffic violations in court settings. He noted slight changes in sections 7.20.010 and 7.20.020 to accurately capture the current parking rules on Ethan Allen Avenue (around which there had previously been some confusion).

Ms. Delphia asked whether sections 7.08.040 B and C need to specify individual streets with no right on red rules or whether the verbiage could be more broadly worded to prohibit right turns at red lights unless there is a specific or illuminated sign. Lieutenant Kissinger said that 7.08.040B applies specifically to Susie Wilson Road, since it doesn't allow right hand turns at all, but that they could look into broadening the language for 7.08.040C and will likely refer the question to the traffic bureau.

Ms. Delphia asked if there is a fee for overweight vehicles associated with the overweight permits. Lieutenant Kissinger replied that is regulated by federal standards. Chief Hoague noted that there is a process for charging for overweight permits and that Public Works and the State both track those. Mr. Duggan added that the state has a fee for overweight vehicles and that the Town sees a share of that. He noted that the Town sees more revenue from overweight vehicles during the development review

process. Mr. Watts noted that the Vermont League of Cities and Towns also frequently discusses overweight vehicle permits. Ms. Hill-Fleury asked whether the Police Department is notified about who has overweight permits. Lieutenant Kissinger replied that yes, they receive monthly updates.

Mr. Watts opened the discussion up to the public.

There was no public comment.

PATRICK MURRAY made a motion, and VINCE FRANCO seconded, that the Selectboard pass the revised provisions to Title 7, Motor Vehicles, Traffic and Parking of the Town of Essex Municipal Ordinance and authorize staff to warn a public hearing on the revisions for June 7, 2021. The motion passed 5-0.

c. *Discussion and potential action on Chittenden County Regional Planning Commission Board and Committee Appointments

The Selectboard will discuss this further in executive session.

d. Presentation of and discussion about Chittenden Solid Waste District's proposed Fiscal Year 2022 budget

Ms. Reeves began her presentation by noting that CSWD is a municipal district created in 1987 to oversee and manage the solid waste generated in Chittenden County, that it is governed by volunteer commissioners of 18 municipalities, and that the mission is to reduce and manage the waste generated within Chittenden County in an environmentally sound and efficient manner. She outlined how CSWD is funded, which includes user fees (customers pay directly to CSWD), revenue from solid waste management fee (per ton, charged to haulers brought to Coventry landfill), and from material and compost sales. She emphasized that CSWD is not funded directly by cities and towns or through assessed per capita fees or through property tax dollars, though she did note that CSWD receives grants from the state.

She outlined the Fiscal Year 2022 budget, noting that CSWD is anticipating revenue of \$12,954,793, which they believe is a conservative amount, and expenditures of \$12,323,072. She noted that the gap between revenue and expenditures will be divided among reserve funds and that they are proposing only minor fee increases. She said they are anticipating robust sales for compost and recycling, due to high demand for cardboard and residents' increased interest in home gardening. She said Essex has \$7,500 available in funding to spend on community clean-up activities and events.

DAWN HILL-FLEURY made a motion, and VINCE FRANCO seconded, to approve the Chittenden Solid Waste District's Fiscal Year 2022 budget as presented. The motion passed 5-0.

e. Reconsider FY2021 Human Service Funding Awards (was consent item 6c)

Mr. Duggan noted that the Human Services Committee realized it had missed several scores from its members, and when those scores were included some of the applications were adjusted in the rankings. He said the Human Services Committee is comfortable with reconsideration as recommended and amending them to include this recommendation.

**SELECTBOARD
(DRAFT)**

May 17, 2021

TRACEY DELPHIA made a motion, and DAWN HILL-FLEURY seconded, that the Selectboard reconsider the 2021 Human Service Funding Awards. The motion passed 5-0.

TRACEY DELPHIA made a motion, and DAWN HILL-FLEURY seconded, that the Selectboard approve the 2021 Human Service Funding Awards as presented with the caveat that the recommendations for Voices for Inclusion in Essex and Westford is contingent upon their being granted 501(c)(3) status. The motion passed 5-0.

f. *Consider reappointment of Justin St. James to the Town Zoning Board of Adjustment
Unrelated to this item specifically, Mr. Watts noted that Town staff is working on a stipend for committee members for Fiscal Year 2022. He said he would also like to have a discussion about reviewing and potentially revising how members are selected to be on committees. Mr. Murray suggested that it would be best to include this as a discussion item at a future Selectboard meeting.

This item was discussed during executive session.

g. *Consider reappointment of Joan Janzen to the Town Cemetery Commission
This item was discussed during executive session.

h. *Consider reappointment of Irene Wrenner to the Town Energy Committee
This item was discussed during executive session.

i. Consider reappointment of Marie Froeschl to the Essex Free Library Board of Trustees
This item was discussed during executive session.

6. CONSENT ITEMS:

- a. Consider approval of renewal of Certificate of Approval for 264 Colchester Road Salvage Yard**
- b. Consider approval of outdoor consumption permit: 1st Republic**
- c. Reconsider FY2021 Human Service Funding Awards**
- d. *Consider reappointment of Justin St. James to the Town Zoning Board of Adjustment (now Business Item 5f)**
- e. *Consider reappointment of Joan Janzen to the Town Cemetery Commission (now Business Item 5g)**
- f. *Consider reappointment of Irene Wrenner to the Town Energy Committee (now Business Item 5h)**
- g. *Consider reappointment of Marie Froeschl to the Essex Free Library Board of Trustees (now Business Item 5i)**
- h. Approve minutes: May 3, 2021**
- i. Check Warrants: #17853 – 4/30/21; #17855 – 5/7/21; #17860 – 5/14/21**

DAWN HILL-FLEURY made a motion, and TRACEY DELPHIA seconded, to approve the consent agenda. The motion passed 5-0.

7. READING FILE:

- a. Board member comments:** Mr. Watts noted that the upcoming meeting schedule didn't include the June 5th meeting, but that it has been confirmed. Mr. Murray thanked Mr. Mangan for serving

**SELECTBOARD
(DRAFT)**

May 17, 2021

on the Town Planning Commission and expressed appreciation for the analysis on residential property sales for out of state buyers.

- b. Email from Kelley Avery re: VLCT Group Dental Coverage Decrease in Rates**
- c. Email from Katie Spaeder re: Question about possible traffic lights or signs**
- d. Covid-19 Water usage through April 2021**
- e. Residential Property Sales – Out of State Buyers 2017-2020**
- f. Email from John Mangan re: stepping down from Town Planning Commission after term expires**
- g. Upcoming meeting schedule**

8. EXECUTIVE SESSION:

- a. *An executive session may be requested to discuss the appointment of public officials**

TRACEY DELPHIA made a motion, and DAWN HILL-FLEURY seconded, to 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 Deputy Manager. The motion passed 5-0 and the Selectboard entered into executive session at 8:09 PM.

DAWN HILL-FLEURY made a motion, and PATRICK MURRAY seconded, to exit executive session. The motion passed 5-0 at 8:41 PM.

ANDY WATTS made a motion, and DAWN HILL-FLEURY seconded, to reappoint Jeffrey Carr as Chittenden County Regional Planning Commission Board of Director Representative, Tracey Delphia as the CCRPC Board of Director alternate, Dennis Lutz as the CCRPC Transportation Advisory Committee Representative and Clean Water Advisory Committee Alternate, and Annie Costandi as the CWAC Representative. The motion passed 5-0.

ANDY WATTS made a motion, and DAWN HILL-FLEURY seconded, to reappoint the following members to their respective committees to a three-year term to expire June 30, 2024: Justin St. James to the Town Zoning Board of Adjustment; Irene Wrenner to the Town Energy Committee; Marie Froeschl to the Essex Free Library Board of Trustees; and to approve the Town Manager to appoint Joan Janzen to the Town Cemetery Commission. The motion passed 5-0.

9. ADJOURN:

DAWN HILL-FLEURY made a motion, and VINCE FRANCO seconded, to adjourn the meeting. The motion passed 5-0 at 9:09 PM.

Respectfully Submitted,
Amy Coonradt
Recording Secretary

Approved this _____ day of _____, 2021

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

DRAFT

**SELECTBOARD & TRUSTEES
(DRAFT)**

**TOWN OF ESSEX SELECTBOARD
VILLAGE OF ESSEX JUNCTION TRUSTEES
DRAFT JOINT MEETING MINUTES
Monday, May 24, 2021**

SELECTBOARD: Andy Watts, Chair; Patrick Murray, Vice Chair; Tracey Delphia; Vince Franco; Dawn Hill-Fleury

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

ADMINISTRATION and STAFF: Evan Teich, Unified Manager; Greg Duggan, Deputy Manager; Marguerite Ladd, Assistant Manager; Brad Luck, Essex Junction Recreation and Parks (EJRP) Director; Travis Sabatano, HR Director

OTHERS PRESENT: Jeanne Bull, Bob Burrows, Heidi Clark, Kevin Collins, Annie Cooper, Erin Dickinson, Erin Ennis, Maureen Gillard, Mary Lou Hurley, Tamara Jaques, Rachael Lizotte, Deb McAdoo, Sue McCormack, Jillian Niggel, Bruce Post, Mary Post, Brian Shelden, Ken Signorello, Saramichelle Stultz, Mike Sullivan, Harlan Smith, Gabrielle Smith, Laura Taylor, Irene Wrenner, Lorraine Zaloom, Margaret, RM

1. CALL TO ORDER

Mr. Watts called the Town of Essex Selectboard to order for the Joint meeting with the Village of Essex Junction Board of Trustees at 6:31 PM.

Mr. Brown called the Village of Essex Junction Board of Trustees to order for the Joint meeting with the Essex Selectboard at 6:31 PM.

2. AGENDA ADDITIONS/CHANGES

There were no additions or changes to the agenda.

3. APPROVE AGENDA

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

4. MOMENT OF COLLECTIVE SILENCE TO REFLECT ON ANNIVERSARY OF GEORGE FLOYD'S MURDER

A moment of collective silence was held for all those in attendance to reflect on the anniversary of George Floyd's murder.

5. PUBLIC TO BE HEARD

Mr. Signorello requested that the names and salaries of all employees be printed publicly to ensure transparency. He noted that this is done in Burlington and Rutland. Ms. Zaloom thanked the boards for holding a moment of collective silence. She also encouraged Mr. Watts and the other Selectboard members to consider holding informal community chats to make participation more easily accessible.

Ms. Post said that she is still upset about the contents of Mr. Murray's conversation with former Selectboard Chair Ms. Haney which was conducted via Facebook Messenger during a previous meeting. She said that the Selectboard should at least make a statement that they were sorry that this happened and

was disappointed that this did not occur. She said that she did not think that Mr. Murray should be Vice-Chair, and that he should be censured. She also asked why Mr. Teich stayed silent and how he could “serve two masters” in the event of separation. Mr. Watts explained that such discussions were held in Executive Session and that a public censure would require two violations. He said that information on Mr. Murray’s posts came to light after he had been elected Vice-Chair. Mr. Murray said that he had already apologized publicly and that it is not the responsibility of the other members of the Selectboard to chastise him for his behavior.

Ms. Stultz said that the website the Essex ReTorter and its authors started the culture of disrespect and said that “you get what you give.” She said that former chair Ms. Haney had to deal with disgusting comments in the meeting chat while presiding over meetings. She stated that she opposes the idea of listing employee salaries. Mr. Post said that it is important to publicly list employee pay and suggested disabling the chat feature during meetings. Mr. Franco encouraged the audience to remain civil when explaining their points of view.

6. BUSINESS ITEMS

a. Update on work of Committee on Equity in Essex and Task Force on Racial Equity, Policing, and Public Safety

The Committee on Equity for Essex is dedicated to redistributing decision-making, resources, and power into our community to ensure the voices of those who have been historically marginalized are heard. The task force has been meeting twice a month since mid-April. The primary work thus far has been to decide on priorities and to create the following subcommittees: Community/Municipal; Safety, Policing, Communications, and Racial Justice and Police. Mr. Chawla and Mr. Murray are the Trustee and Selectboard representatives, respectively.

Mr. Chawla said that the Community/Municipal group has been working to see how Essex can recruit more diverse board members and employees. They are also working to map our municipal budget to these topics. Mr. Murray said that the Policing subcommittee has been working to ensure that BIPOC residents feel safe with the police. He said that Chief Hoague has been very supportive and amazing to work with. Mr. Murray also said that early discussions on community oversight in policing have been occurring. Ms. Ladd encouraged all interested community members to sign up for e-mail updates. Mr. Teich said that stipends will help to ensure more diverse representation on committees.

Public Comment:

- Mr. Signorello said that a recent vacancy on the Selectboard had ten applicants, and that a current vacancy on the school board also had many applicants. He encouraged the Selectboard to consider if campaigning is a barrier to participation. He also suggested the use of nominating committees to encourage others to run for office.
- Mr. Post said that Brattleboro has a representative town meeting and voted last year to increase the Selectboard salary.

b. Consider approval of Joint Resolution between the Town of Essex Selectboard and Village of Essex Junction Trustees to investigate amicable Separation

Mr. Watts began the conversation by stating that this is just an investigation, not any type of commitment. He hopes that this will help to begin the healing in the community. Mr. Brown echoed these statements and said that Board members can help to set a tone of civility. He encouraged other Board members to hold him accountable if he says or does something that is not in line with this.

The document was drafted by Mr. Brown, Mr. Chawla, Mr. Watts, and Mr. Murray and was presented to both Boards for their review. Mr. Tyler noted that he would prefer to have the phrase “duplication” removed from this document, as he believes that it is misleading. The Boards agreed to do so.

Ms. Delphia expressed concern about the following phrase, “The Selectboard and Trustees agree to allocate the staffing resources necessary to investigate an amicable separation without impacting the progress of other needed municipal projects.” She requested a more in-depth assessment of the resources that would be needed for this project before voting to include it in this document. After some discussion, the Boards decided to remove this phrase from the document.

Ms. Hill-Fleury said that she felt that the Selectboard should have reviewed this document independently of the Trustees. She said that she would like to see a provision in this document to prevent the Village from annexing neighborhoods. She said that it is important to remember that the entire Town has not voted on separation. Mr. Watts said that it is inappropriate for the Selectboard to prevent a section of the community from joining the Village. Mr. Brown said that the Village intends to vote on separation in November and that there is no way that annexing could be done before this. Mr. Kerin noted that this document was intended to be in effect, “in perpetuity” and was a guiding vision, not a place for specific issues. The Boards also discussed the fact that the legislature would have the final say on any separation, and Mr. Watts noted that recent municipal separations have been approved with the consent of only the part of the community that was separating.

Public Comment:

- Mr. Post expressed concern for Mr. Kerin’s comment that this agreement would be “in perpetuity.” He said that in 1999, the Village voted to separate twice, however the legislature would not allow this request to go through. Mr. Watts said that the legislature recommended mediation since both separation and merger agreements were presented to them in parallel.
- Mr. Sheldon expressed concern for some of the comments made earlier in the meeting and said that the Town Outside the Village (TOV) does not need to vote on or consent to separation. Mr. Watts reminded Mr. Sheldon to keep his comments to the document at hand.
- Mr. Signorello said that, when Winooski voted to form its own municipality, 60% of voters lived in the new community. As a result, a community-wide vote was not needed. This is not the case in Essex.
- Ms. Hurley indicated her agreement with Ms. Delphia’s comments and said that the Selectboard should have discussed the topic without the Trustees prior to holding a joint meeting. She said that the Village has not voted yet, and that such discussions are premature. Mr. Watts said the Village is currently working on a separation plan and thus discussion is needed now. He said that he and Mr. Murray worked on the document together due to the difficulty of editing in a large group.
- Ms. Cooper said that Mr. Watts used the wording “Town” when he should have said “TOV.” The Selectboard represents all Town residents, regardless of where they live. She said that the TOV does not exist as its own entity, and no taxes are paid to it. Separation will affect all residents, no matter where they live. Mr. Watts said that he represents all residents of the Town.
- Ms. Stultz indicated her support for Mr. Sheldon’s statements.
- Ms. Wrenner requested that representation for the TOV be included in this plan and said that she would like to see a companion resolution to keep the community whole. Mr. Watts reminded Ms. Wrenner to keep her comments to the document at hand.
- Mr. Smith and Mr. Sullivan thanked the Boards for their work putting together this document.

Motion by ANDY WATTS, seconded by VINCE FRANCO, that the Selectboard approve the Joint Resolution between the Town of Essex Selectboard and Village of Essex Junction Trustees to investigate an amicable separation. The motion passed 5-0.

Motion by RAJ CHAWLA, seconded by DAN KERIN, that the Trustees approve the Joint Resolution between the Town of Essex Selectboard and Village of Essex Junction Trustees to investigate an amicable separation. The motion passed 5-0.

c. Schedule the next Joint Board meeting

The Boards agreed to have staff schedule the next joint meeting via Doodle. Some potential topics include racial equity work, separation, and the activities of the Cannabis Commission.

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

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

7. CONSENT ITEMS

a. **Consider reappointment of Debbie McAdoo to the Housing Commission

RAJ CHAWLA made a motion, seconded by AMBER THIBEAULT, that the Trustees reappoint Debbie McAdoo to the Housing Commission. The motion passed 5-0.

DAWN HILL-FLEURY made a motion, seconded by VINCE FRANCO, that the Selectboard reappoint Debbie McAdoo to the Housing Commission. The motion passed 5-0.

8. READING FILE

a. Board member comments

Mr. Watts informed the Board that he had recently testified on behalf of 3+3 initiative that was voted on by Essex voters last year. Mr. Brown said that he and Mr. Watts are working on including a proposal on conflict resolution for the June 5th strategic planning session agenda. Mr. Teich said that this session will be in-person for Board members, but that audience members are invited to join virtually.

b. Memo from Greg Duggan re: Strategic planning session on June 5

c. Public Building Reopening process: Town of Essex and Village of Essex Junction COVID-19 Workplace Protocols; Mask Guidance; and Remote Work Policy

d. Update on House Government Operations Committee action regarding 3+3 charter change

e. Upcoming meeting schedule

9. EXECUTIVE SESSION

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

TRACEY DELPHIA 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 8:35 PM.

ANDREW BROWN made a motion, seconded by RAJ CHAWLA, 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 8:35 PM.

GEORGE TYLER made a motion, seconded by AMBER THIBEAULT, that the Trustees exit executive session. The motion passed 5-0 at 9:45 PM.

DAWN HILL-FLEURY made a motion, seconded by PATRICK MURRAY, that the Selectboard exit executive session. The motion passed 5-0 at 9:45 PM.

10. ADJOURN

DAN KERIN made a motion, seconded by RAJ CHAWLA, that the Trustees adjourn the meeting. The motion passed 5-0 at 9:45 PM.

DAWN HILL-FLEURY made a motion, seconded by TRACEY DELPHIA, that the Selectboard adjourn the meeting. The motion passed 5-0 at 9:46 PM.

Respectfully Submitted,
Darby Mayville
Recording Secretary

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Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
09960	AAA POLICE SUPPLY	05/18/21	AMMO FOR TRAINING 88184	110-42140.500 POLICE TRAINING	2596.00	34066	05/21/21
14400	ABOVE AND BEYOND	05/14/21	May cleaning services 81 288	110-41943.010 Contr. Svcs - 81 Main St	830.00	34067	05/21/21
14400	ABOVE AND BEYOND	05/17/21	Monthly Janitorial Servic 6083	110-41943.013 Contractual Svcs - Police	1035.00	34067	05/21/21
42665	AMAZON/SYNCB	04/10/21	EJRP Amazon April 0432266 0421	110-45220.610 GENERAL SUPPLIES	33.84	34071	05/21/21
42665	AMAZON/SYNCB	03/20/21	Adult DVD 435355733457	110-45510.640 Adult Collection	19.99	34071	05/21/21
42665	AMAZON/SYNCB	03/25/21	Adult DVDs 437663558355	110-45510.640 Adult Collection	142.01	34071	05/21/21
42665	AMAZON/SYNCB	04/01/21	Laminating Pouches 637383999458	110-45510.610 GENERAL SUPPLIES	35.32	34071	05/21/21
42665	AMAZON/SYNCB	04/03/21	DVD and Craft Supplies 774949337784	110-45510.640 Adult Collection	9.96	34071	05/21/21
42665	AMAZON/SYNCB	04/03/21	DVD and Craft Supplies 774949337784	110-45510.610 GENERAL SUPPLIES	21.43	34071	05/21/21
25955	AT&T MOBILITY	05/04/21	EPD FIRSTNET CELL PHONES 28729196 521	110-42170.530 TELEPHONE	633.50	34072	05/21/21
02420	AUTOZONE	05/12/21	UPHOLSTERY CLEANER 3236926792	110-42152.431 R&M SUPPLIES	5.79	34073	05/21/21
07465	BIBENS ACE HARDWARE INC	04/12/21	LED 410055	110-41942.011 R&M Bldgs - Essex Free	12.99	34074	05/21/21
07465	BIBENS ACE HARDWARE INC	05/06/21	Keys 41215	110-45220.610 GENERAL SUPPLIES	19.90	34074	05/21/21
07465	BIBENS ACE HARDWARE INC	05/10/21	mailboxes 41245	110-41946.015 Gen Supplies - PW Garage	59.97	34074	05/21/21
07465	BIBENS ACE HARDWARE INC	05/10/21	shop supplies 41247	110-43110.610 GENERAL SUPPLIES	41.89	34074	05/21/21
07465	BIBENS ACE HARDWARE INC	05/12/21	parts for chloride truck 41274	110-43110.433 R&M SUPPLIES - VEHICLES	5.54	34074	05/21/21
07465	BIBENS ACE HARDWARE INC	05/12/21	for pipe repair at 81 Mai 41280	110-41942.010 R&M Bldgs - 81 Main St	10.39	34074	05/21/21
21500	CANON FINANCIAL SERVICES	05/12/21	Contract Charge 26697168	110-15101.000 EXCHANGE - GENERAL	245.00	34077	05/21/21
03000	CARGILL SALT EASTERN INC	05/17/21	winter road salt 2906227638	110-43125.610 GENERAL SUPPLIES	3118.22	34078	05/21/21
11375	CASELLA WASTE MANAGEMENT	05/01/21	trash pick up - Highway g 3162439	110-41943.015 Contractual Svs - PW Gara	257.03	34079	05/21/21
11375	CASELLA WASTE MANAGEMENT	05/01/21	trash pick up 81 Main St 3162440	110-41943.010 Contr. Svcs - 81 Main St	141.52	34079	05/21/21
11375	CASELLA WASTE MANAGEMENT	05/01/21	EPD TRASH/RECYCLE 3163773	110-41943.013 Contractual Svcs - Police	145.91	34079	05/21/21
11375	CASELLA WASTE MANAGEMENT	05/10/21	scale slip 836335 706210	110-41942.015 R&M Bldgs - PW Garage	55.35	34079	05/21/21
07710	CCR SALES AND SERVICE LLC	10/30/20	Wheel and Axle 49042	110-45220.431 R&M SUPPLIES	424.22	34080	05/21/21
26395	CCRPC	12/31/20	Tanglewood Shared Use Pat 20200773	110-43151.330 PROFESSIONAL SERVICES	154.40	34081	05/21/21

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For Check Acct 01 (GENERAL FUND) All check #s 05/21/21 To 05/21/21 & Fund 1

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
27640	CENTRAL EQUIP CO INC	05/19/21 Police training 5166	110-42140.500 POLICE TRAINING	250.00	34082	05/21/21
23525	CLARK'S TRUCK CENTER INC	05/11/21 oil filter and trans flui 446929	110-43110.433 R&M SUPPLIES - VEHICLES	347.76	34086	05/21/21
23525	CLARK'S TRUCK CENTER INC	05/11/21 oil and fuel filters - tr 446935	110-43110.433 R&M SUPPLIES - VEHICLES	514.20	34086	05/21/21
23525	CLARK'S TRUCK CENTER INC	04/27/21 repairs to rear end - trk 67297	110-43110.432 R&M SVCES - VEHICLES	243.72	34086	05/21/21
23525	CLARK'S TRUCK CENTER INC	05/05/21 repairs to trk 108 not co 67341	110-43110.432 R&M SVCES - VEHICLES	525.43	34086	05/21/21
39475	CLAUSSEN'S INC	05/19/21 plants for 81 Main #23105	110-43117.700 Streetscape Maintenance	188.75	34087	05/21/21
39475	CLAUSSEN'S INC	05/13/21 peonies for gardens 22950	110-43117.700 Streetscape Maintenance	162.00	34087	05/21/21
39475	CLAUSSEN'S INC	05/20/21 annuals for public works 23152	110-43117.700 Streetscape Maintenance	170.02	34087	05/21/21
25120	CLICKTIME.COM	05/06/21 Town Timesheets - April 344441	110-41510.570 OTHER PURCHASED SERVICES	320.00	34088	05/21/21
25120	CLICKTIME.COM	05/06/21 Town Timesheets - April 344441	110-45110.570 OTHER PURCHASED SERVICE	136.00	34088	05/21/21
V9941	COMMERCIAL CARD SVCS	05/07/21 EFL Background Check 050721D	110-41320.570 OTHER PURCHASED SERVICE	30.00	34091	05/21/21
07575	COURTLAND CONSTRUCTION CO	05/17/21 Chapin Rd Culvert 708	110-43150.430 Storm Sewer Maintenance	7441.25	34092	05/21/21
08565	CREATIVE DISCOURSE	05/07/21 Creative Discourse 1132	110-41110.320 PROFESSIONAL SERVICES	45.00	34093	05/21/21
08565	CREATIVE DISCOURSE	05/07/21 Creative Discourse 1132	110-41320.330 PROFESSIONAL SERVICES	45.00	34093	05/21/21
08565	CREATIVE DISCOURSE	05/07/21 Creative Discourse 1132	110-42130.330 PROFESSIONAL SERVICES	360.00	34093	05/21/21
27760	DELPHIA TRACEY ANN	04/13/21 Election work 210413	110-41400.820 ELECTIONS/TOWN MEETINGS	150.00	34094	05/21/21
40025	E J PRESCOTT INC	05/06/21 pipe repair 5857847	110-43150.430 Storm Sewer Maintenance	29.42	34097	05/21/21
35260	EAST COAST PRINTERS INC	05/12/21 BIKE PATROL SHIRTS 04282131	110-42130.612 UNIFORMS	135.00	34098	05/21/21
23215	ESSEX EQUIPMENT INC	05/12/21 hose and nozzle 107866860001	110-43110.610 GENERAL SUPPLIES	194.52	34099	05/21/21
23215	ESSEX EQUIPMENT INC	05/12/21 safety tape 107867170001	110-43120.610 GENERAL SUPPLIES	9.34	34099	05/21/21
V0777	ESSEX REPORTER	01/15/21 Ad for reclassification o 304822	110-43110.572 Advertising & Interview C	200.00	34100	05/21/21
V0777	ESSEX REPORTER	01/31/21 Osgood Hill/Catella ditch 305235	110-43151.540 FLOW MONITORING/ADVERTISI	250.00	34100	05/21/21
23955	F.E. HART FENCE CO. INC	04/15/21 Tennis Court Supplies 28266	110-45220.610 GENERAL SUPPLIES	17.00	34102	05/21/21
23955	F.E. HART FENCE CO. INC	04/15/21 Sand Hill Posts 29301	110-45220.610 GENERAL SUPPLIES	139.05	34102	05/21/21
19005	FIRSTLIGHT FIBER	06/15/21 Phone svc various locatio 9198699	110-41945.010 Telephone - 81 Main St	1167.16	34103	05/21/21

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19005	06/15/21	FIRSTLIGHT FIBER Phone svc various locatio 9198699	110-41945.013 Telephone - Police Sta.	1029.08	34103	05/21/21
14595	05/11/21	FOLEY SERVICES INC CARPET RUNNERS 1367544	110-41943.013 Contractual Svcs - Police	48.40	34104	05/21/21
14595	05/18/21	FOLEY SERVICES INC CARPET RUNNERS 1368717	110-41943.013 Contractual Svcs - Police	48.40	34104	05/21/21
13570	05/05/21	GALE/CENGAGE LEARNING Adult Large Print Books 74239475	110-45510.640 Adult Collection	121.56	34105	05/21/21
04035	05/13/21	GOT THAT RENTAL & SALES I pick up grabbers 85397	110-43110.610 GENERAL SUPPLIES	39.98	34108	05/21/21
04035	05/17/21	GOT THAT RENTAL & SALES I upside down marking paint 85585	110-43120.610 GENERAL SUPPLIES	42.00	34108	05/21/21
04035	05/19/21	GOT THAT RENTAL & SALES I safety flagging B5722	110-43120.610 GENERAL SUPPLIES	10.58	34108	05/21/21
07010	04/08/21	GREEN MOUNTAIN POWER CORP EPD ELECTRICITY 040821DEPD	110-41947.013 Electricity - Police Sta.	1539.47	34109	05/21/21
07010	05/10/21	GREEN MOUNTAIN POWER CORP EPD ELECTRICITY 0521DEPD	110-41947.013 Electricity - Police Sta.	1554.46	34109	05/21/21
23595	04/29/21	HAMMOND ELECTRIC INC LIGHT REPAIR LOCKER ROOM 9731JH	110-41942.013 R&M Bldgs - Police Sta.	122.40	34110	05/21/21
28070	04/23/21	HP FAIRFIELD LLC fittings for trackless 7485986	110-43110.433 R&M SUPPLIES - VEHICLES	363.56	34112	05/21/21
24250	05/05/21	IMPACT FIRE ANNUAL SUPPRESSION INSPEC 9320608	110-41943.013 Contractual Svcs - Police	337.50	34113	05/21/21
20005	05/15/21	INTEX PROPERTY MAINTENANC May cleaning - Memorial H 2305	110-41943.011 Contr. Svcs - Essex Free	715.00	34114	05/21/21
20005	05/15/21	INTEX PROPERTY MAINTENANC May cleaning - Memorial H 2305	110-41943.017 Contr. Svcs - Memorial Ha	220.00	34114	05/21/21
28255	05/14/21	JOHN LEO & SONS INC hemlock mulch for gardens 202678	110-43117.700 Streetscape Maintenance	140.00	34116	05/21/21
27745	05/14/21	MERRILL KATHRYN L Refund of Tax Credit 2087002054	110-20202.000 TAX PAYMENTS IN ADVANCE	2188.49	34119	05/21/21
27395	05/08/21	MVP HEALTH CARE INC 43118 Health Prem Jun 21 Vill 060121V	110-20213.000 HEALTH INSURANCE CO-PAY	538.94	34120	05/21/21
06675	05/19/21	NATIONAL BUSINESS TECHNOL Copier usage 4/18-5/17/21 IN424147	110-42220.442 Rental of Equipment	35.06	34121	05/21/21
06675	05/19/21	NATIONAL BUSINESS TECHNOL Copier usage 4/18-5/17/21 IN424147	110-42130.442 RENTAL OF EQUIPMENT	11.43	34121	05/21/21
06675	05/19/21	NATIONAL BUSINESS TECHNOL Copier usage 4/18-5/17/21 IN424147	110-42130.442 RENTAL OF EQUIPMENT	18.16	34121	05/21/21
06675	05/19/21	NATIONAL BUSINESS TECHNOL Copier usage 4/18-5/17/21 IN424147	110-45510.442 Rental of Equipment	19.51	34121	05/21/21
06675	05/19/21	NATIONAL BUSINESS TECHNOL Copier usage 4/18-5/17/21 IN424147	110-41960.442 Rental of Equipment	45.05	34121	05/21/21
06675	05/19/21	NATIONAL BUSINESS TECHNOL Copier usage 4/18-5/17/21 IN424147	110-41510.442 Rental of Equipment	4.88	34121	05/21/21
06675	05/19/21	NATIONAL BUSINESS TECHNOL Copier usage 4/18-5/17/21 IN424147	110-42130.442 RENTAL OF EQUIPMENT	50.12	34121	05/21/21
06675	05/19/21	NATIONAL BUSINESS TECHNOL Copier usage 4/18-5/17/21 IN424147	110-41540.442 Rental of Equipment	29.41	34121	05/21/21

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06675	05/19/21	NATIONAL BUSINESS TECHNOLOGICAL Copier usage 4/18-5/17/21 IN424147	110-41960.442 Rental of Equipment	0.90	34121	05/21/21
06675	05/19/21	NATIONAL BUSINESS TECHNOLOGICAL Copier usage 4/18-5/17/21 IN424147	110-43110.442 RENTAL OF EQUIPMENT	0.90	34121	05/21/21
06675	05/19/21	NATIONAL BUSINESS TECHNOLOGICAL Copier usage 4/18-5/17/21 IN424147	110-41320.442 Rental of Equipment	39.81	34121	05/21/21
27325	05/14/21	NORTH LYNX LLC ATC Software Configuratio EPD2021002	110-41942.013 R&M Bldgs - Police Sta.	2377.50	34122	05/21/21
24960	05/17/21	NORTHEAST DELTA DENTAL Vision Prem Jun 21 Town 060121D	110-41320.210 GROUP INSURANCE	252.07	34123	05/21/21
24960	05/17/21	NORTHEAST DELTA DENTAL Vision Prem Jun 21 Town 060121D	110-41510.210 GROUP INSURANCE	277.50	34123	05/21/21
24960	05/17/21	NORTHEAST DELTA DENTAL Vision Prem Jun 21 Town 060121D	110-41540.210 GROUP INSURANCE	205.99	34123	05/21/21
24960	05/17/21	NORTHEAST DELTA DENTAL Vision Prem Jun 21 Town 060121D	110-41560.210 GROUP INSURANCE	277.50	34123	05/21/21
24960	05/17/21	NORTHEAST DELTA DENTAL Vision Prem Jun 21 Town 060121D	110-41940.210 Group Insurance	134.48	34123	05/21/21
24960	05/17/21	NORTHEAST DELTA DENTAL Vision Prem Jun 21 Town 060121D	110-41950.210 GROUP INSURANCE	71.51	34123	05/21/21
24960	05/17/21	NORTHEAST DELTA DENTAL Vision Prem Jun 21 Town 060121D	110-41960.210 GROUP INSURANCE	109.05	34123	05/21/21
24960	05/17/21	NORTHEAST DELTA DENTAL Vision Prem Jun 21 Town 060121D	110-41970.210 GROUP INSURANCE	180.56	34123	05/21/21
24960	05/17/21	NORTHEAST DELTA DENTAL Vision Prem Jun 21 Town 060121D	110-42110.210 GROUP INSURANCE	205.99	34123	05/21/21
24960	05/17/21	NORTHEAST DELTA DENTAL Vision Prem Jun 21 Town 060121D	110-42120.210 GROUP INSURANCE	672.40	34123	05/21/21
24960	05/17/21	NORTHEAST DELTA DENTAL Vision Prem Jun 21 Town 060121D	110-42124.210 GROUP INSURANCE	323.58	34123	05/21/21
24960	05/17/21	NORTHEAST DELTA DENTAL Vision Prem Jun 21 Town 060121D	110-42130.210 GROUP INSURANCE	1558.12	34123	05/21/21
24960	05/17/21	NORTHEAST DELTA DENTAL Vision Prem Jun 21 Town 060121D	110-43110.210 GROUP INSURANCE	688.08	34123	05/21/21
24960	05/17/21	NORTHEAST DELTA DENTAL Vision Prem Jun 21 Town 060121D	110-43151.210 GROUP INSURANCE	37.54	34123	05/21/21
24960	05/17/21	NORTHEAST DELTA DENTAL Vision Prem Jun 21 Town 060121D	110-45110.210 GROUP INSURANCE	344.04	34123	05/21/21
24960	05/17/21	NORTHEAST DELTA DENTAL Vision Prem Jun 21 Town 060121D	110-45220.210 GROUP INSURANCE	268.96	34123	05/21/21
24960	05/17/21	NORTHEAST DELTA DENTAL Vision Prem Jun 21 Town 060121D	110-45300.210 GROUP INSURANCE	134.48	34123	05/21/21
24960	05/17/21	NORTHEAST DELTA DENTAL Vision Prem Jun 21 Town 060121D	110-45510.210 GROUP INSURANCE	71.51	34123	05/21/21
41950	04/20/21	OCCUPATIONAL HEALTH CENTE WINKLER PRE-EMPLOY PHYSIC 1207095112	110-42140.500 POLICE TRAINING	109.50	34126	05/21/21
27240	04/11/21	OTIS ELEVATOR COMPANY Elevator Maintenance EFL 100400355850	110-41942.011 R&M Bldgs - Essex Free	265.21	34127	05/21/21
24035	05/19/21	PETTY CASH-P W reimburse petty cash 05192021d	110-41946.014 Gen Supplies - PW Admin	32.65	34130	05/21/21

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Check Warrant Report # 17864 Current Prior Next FY Invoices For Fund (GENERAL FUND)

sfitzGerald

For Check Acct 01 (GENERAL FUND) All check #s 05/21/21 To 05/21/21 & Fund 1

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
24035	PETTY CASH-P W	05/19/21	reimburse petty cash 05192021d	110-43110.610 GENERAL SUPPLIES	12.13	34130	05/21/21
24035	PETTY CASH-P W	05/19/21	reimburse petty cash 05192021d	110-41946.015 Gen Supplies - PW Garage	8.48	34130	05/21/21
25140	PIKE INDUSTRIES INC	05/11/21	Asphalt 1127427	110-43120.610 GENERAL SUPPLIES	328.02	34131	05/21/21
24410	PRIORITY EXPRESS INC	04/30/21	Book Courier Service Apr 80512118	110-45510.570 OTHER PURCHASED SERVICE	81.88	34134	05/21/21
25330	QUEEN CITY STEEL CO.	05/05/21	plate for chloride tank 264058	110-43110.433 R&M SUPPLIES - VEHICLES	50.00	34135	05/21/21
42970	ROUSE TIRE SALES INC	04/20/21	mount tires - trk 106 30103749	110-43110.432 R&M SVCS - VEHICLES	75.00	34138	05/21/21
28030	ROUTE 15 AUTOMOTIVE SERVI	05/10/21	M/B 4 TIRES/DISPOSE/BRAKE 131126	110-42152.430 REPAIR/MAINTENANCE SERV	297.00	34139	05/21/21
28030	ROUTE 15 AUTOMOTIVE SERVI	05/11/21	REPAIRED BAD STARTER 131127	110-42152.430 REPAIR/MAINTENANCE SERV	100.00	34139	05/21/21
03180	SAFETY SYSTEMS OF VT LLC	03/11/21	Annual Inspection/sticker 20563	110-41943.011 Contr. Svcs - Essex Free	826.42	34141	05/21/21
12145	SHRED-EX	05/18/21	MAY Paper Shredding 19962	110-42130.330 PROFESSIONAL SERVICES	58.00	34143	05/21/21
11815	THE ROYAL GROUP INC	04/16/21	SH Pool Bldg Alarm 678364	110-45124.530 COMMUNICATIONS	163.50	34145	05/21/21
11815	THE ROYAL GROUP INC	04/29/21	SH Pool Alarm Update 678583	110-45124.530 COMMUNICATIONS	533.93	34145	05/21/21
21000	UNIFIRST CORPORATION	05/13/21	mats wiper rags highway 1080019530	110-43110.433 R&M SUPPLIES - VEHICLES	114.72	34146	05/21/21
11935	VIKING-CIVES USA	04/30/21	gutter brooms for sweeper 4506908	110-43110.433 R&M SUPPLIES - VEHICLES	246.30	34147	05/21/21
11935	VIKING-CIVES USA	05/17/21	parts for sweeper 101 4507124	110-43110.433 R&M SUPPLIES - VEHICLES	52.00	34147	05/21/21
25375	VISION SERVICE PLAN (CT) -	05/19/21	Vision Prem Jun 21 Town 060121D	110-41320.210 GROUP INSURANCE	46.01	34149	05/21/21
25375	VISION SERVICE PLAN (CT) -	05/19/21	Vision Prem Jun 21 Town 060121D	110-41510.210 GROUP INSURANCE	49.44	34149	05/21/21
25375	VISION SERVICE PLAN (CT) -	05/19/21	Vision Prem Jun 21 Town 060121D	110-41540.210 GROUP INSURANCE	46.92	34149	05/21/21
25375	VISION SERVICE PLAN (CT) -	05/19/21	Vision Prem Jun 21 Town 060121D	110-41560.210 GROUP INSURANCE	49.62	34149	05/21/21
25375	VISION SERVICE PLAN (CT) -	05/19/21	Vision Prem Jun 21 Town 060121D	110-41940.210 Group Insurance	23.46	34149	05/21/21
25375	VISION SERVICE PLAN (CT) -	05/19/21	Vision Prem Jun 21 Town 060121D	110-41950.210 GROUP INSURANCE	13.08	34149	05/21/21
25375	VISION SERVICE PLAN (CT) -	05/19/21	Vision Prem Jun 21 Town 060121D	110-41960.210 GROUP INSURANCE	15.20	34149	05/21/21
25375	VISION SERVICE PLAN (CT) -	05/19/21	Vision Prem Jun 21 Town 060121D	110-41970.210 GROUP INSURANCE	35.18	34149	05/21/21
25375	VISION SERVICE PLAN (CT) -	05/19/21	Vision Prem Jun 21 Town 060121D	110-42110.210 GROUP INSURANCE	60.00	34149	05/21/21
25375	VISION SERVICE PLAN (CT) -	05/19/21	Vision Prem Jun 21 Town 060121D	110-43110.210 GROUP INSURANCE	133.37	34149	05/21/21

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Check Warrant Report # 17864 Current Prior Next FY Invoices For Fund (GENERAL FUND)

sfitzGerald

For Check Acct 01 (GENERAL FUND) All check #s 05/21/21 To 05/21/21 & Fund 1

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
25375	05/19/21	VISION SERVICE PLAN (CT) - Vision Prem Jun 21 Town 060121D	110-45110.210 GROUP INSURANCE	70.38	34149	05/21/21
25375	05/19/21	VISION SERVICE PLAN (CT) - Vision Prem Jun 21 Town 060121D	110-45220.210 GROUP INSURANCE	46.92	34149	05/21/21
25375	05/19/21	VISION SERVICE PLAN (CT) - Vision Prem Jun 21 Town 060121D	110-45300.210 GROUP INSURANCE	23.46	34149	05/21/21
25375	05/19/21	VISION SERVICE PLAN (CT) - Vision Prem Jun 21 Town 060121D	110-45510.210 GROUP INSURANCE	7.66	34149	05/21/21
25375	05/19/21	VISION SERVICE PLAN (CT) - Vision Prem Jun 21 Town 060121D	110-43151.210 GROUP INSURANCE	17.25	34149	05/21/21
33890	04/29/21	VT CUSTOM SHEET METAL INC IBR Fire Pits 20541	110-45220.610 GENERAL SUPPLIES	150.00	34151	05/21/21
27030	05/21/21	VT OFFICE OF CHILD SUPPOR Payroll Transfer PR-05/21/21	110-20211.000 MISC DEDUCTIONS PAYABLE	311.54	34152	05/21/21
00935	05/04/21	VT PET FOOD & SUPPLY K9 FOOD/SUPPLIES 050421D	110-42130.613 K9 Supplies	193.05	34153	05/21/21
07565	05/17/21	W B MASON CO INC May office supplies C1305527521	110-41946.010 Gen Supplies - 81 Main St	222.91	34154	05/21/21
07565	05/17/21	W B MASON CO INC May office supplies C1305527521	110-45510.610 GENERAL SUPPLIES	196.80	34154	05/21/21
07565	05/17/21	W B MASON CO INC May office supplies C1305527521	110-41946.010 Gen Supplies - 81 Main St	48.04	34154	05/21/21
23000	05/06/21	WHITCOMB 5" Minus 900230000771	110-43120.610 GENERAL SUPPLIES	160.55	34155	05/21/21
27155	05/17/21	WILLEY'S SEAMLESS GUTTERS Gutter repair - Essex Fre 14129	110-41942.011 R&M Bldgs - Essex Free	2775.00	34156	05/21/21
09005	05/21/21	ICMA - 457 (PLAN 302056) Payroll Transfer PR-05/21/21	110-20211.000 MISC DEDUCTIONS PAYABLE	3960.34	5180421	05/21/21
14545	05/21/21	ICMA-RC (PLAN 705508) Payroll Transfer PR-05/21/21	110-20211.000 MISC DEDUCTIONS PAYABLE	420.26	5180422	05/21/21
23055	05/21/21	ICMA - 401 (PLAN 10904) Payroll Transfer PR-05/21/21	110-20208.000 RETIREMENT PAYABLE	212.90	5180423	05/21/21
17425	05/21/21	ICMA ROTH PLAN 706287 Payroll Transfer PR-05/21/21	110-20208.000 RETIREMENT PAYABLE	72.32	5190318	05/21/21
V1161	05/21/21	ICMA RETIREMENT TRUST-401 Payroll Transfer PR-05/21/21	110-20208.000 RETIREMENT PAYABLE	7327.97	5190319	05/21/21
V1160	05/21/21	ICMA RETIREMENT TRUST-457 Payroll Transfer PR-05/21/21	110-20208.000 RETIREMENT PAYABLE	1067.16	5190320	05/21/21
21385	05/21/21	HEALTH EQUITY Payroll Transfer PR-05/21/21	110-20215.000 HSA Payable HE	159.50	21052101	05/21/21
05390	05/21/21	FAMILY SUPPORT REGISTRY Payroll Transfer PR-05/21/21	110-20240.000 JUDGEMENTS PAYABLE	69.23	21052102	05/21/21
V10636	05/01/21	HEALTH EQUITY Monthly Fees for May 2021 86q2psf	110-41510.570 OTHER PURCHASED SERVICES	27.65	21052103	05/21/21
21060	04/27/21	VT BATTERY DISTRIBUTORS BATTERY FOR RADAR 9028	121-42160.810 Justice Fund Exp	39.56	34150	05/21/21
14400	05/17/21	ABOVE AND BEYOND CJC JANITORIAL SERVICE 6085	122-42160.330 Professional Services	195.00	34067	05/21/21
19005	06/15/21	FIRSTLIGHT FIBER Phone svc various locatio 9198699	122-42170.611 Equipment	1.11	34103	05/21/21

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Check Warrant Report # 17864 Current Prior Next FY Invoices For Fund (GENERAL FUND)

sfitzGerald

For Check Acct 01 (GENERAL FUND) All check #s 05/21/21 To 05/21/21 & Fund 1

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
06675	05/19/21	NATIONAL BUSINESS TECHNOLOGICAL Copier usage 4/18-5/17/21 IN424147	122-42160.442 Rental of Equipment	2.72	34121	05/21/21
24960	05/17/21	NORTHEAST DELTA DENTAL Vision Prem Jun 21 Town 060121D	122-42160.210 Group Insurance	134.48	34123	05/21/21
25375	05/19/21	VISION SERVICE PLAN (CT) - Vision Prem Jun 21 Town 060121D	122-42160.210 Group Insurance	23.46	34149	05/21/21
07565	05/17/21	W B MASON CO INC May office supplies C1305527521	122-42160.610 General Supplies	92.35	34154	05/21/21
23215	04/30/21	ESSEX EQUIPMENT INC Lacrosse Field Paint 107851310001	125-45110.911 GIRLS LACROSSE	19.08	34099	05/21/21
04035	05/06/21	GOT THAT RENTAL & SALES I Lacrosse Field Paint 84292	125-45110.910 BOYS LACROSSE	1188.00	34108	05/21/21
04035	05/06/21	GOT THAT RENTAL & SALES I Lacrosse Field Paint Retu c2143	125-45110.910 BOYS LACROSSE	-153.36	34108	05/21/21
06675	05/19/21	NATIONAL BUSINESS TECHNOLOGICAL Copier usage 4/18-5/17/21 IN424147	125-45110.442 Rental of Equipment	18.18	34121	05/21/21
24960	05/17/21	NORTHEAST DELTA DENTAL Vision Prem Jun 21 Town 060121D	125-45110.210 GROUP INSURANCE	134.48	34123	05/21/21
25375	05/19/21	VISION SERVICE PLAN (CT) - Vision Prem Jun 21 Town 060121D	125-45110.210 GROUP INSURANCE	23.46	34149	05/21/21
26395	09/30/20	CCRPC Storm Drainage Assessment 20200699	130-46820.011 CCRPC UPWP Planning	357.60	34081	05/21/21
26395	03/31/21	CCRPC Storm Drainage Assessment 20200859	130-46820.011 CCRPC UPWP Planning	357.60	34081	05/21/21
04035	05/07/21	GOT THAT RENTAL & SALES I Excavator Rental - SHP ga 84894	130-46897.003 PARK ASSET REPLACEMENT	750.00	34108	05/21/21
04035	05/04/21	GOT THAT RENTAL & SALES I SH Pool Supplies - gas li 84971	130-46897.003 PARK ASSET REPLACEMENT	153.98	34108	05/21/21
26705	04/30/21	JOHN TURNER CONSULTING inspections - Pinecrest D 200716603	130-46899.014 PATH-CA0436 PNCRST TA15(4	2275.00	34117	05/21/21
07305	05/03/21	AIRGAS USA LLC for water/sewer torches 9112798803	151-43200.611 SMALL TOOLS & EQUIPMENT	26.99	34069	05/21/21
07465	05/11/21	BIBENS ACE HARDWARE INC plug for sewer drain at w 41267	151-43200.435 R&M SUPPLIES - BLDGS	8.99	34074	05/21/21
23435	04/30/21	CHAMPLAIN WATER DISTRICT water consumption April 2 043021D	151-43201.411 WATER PURCHASE - CWD	60288.41	34084	05/21/21
21210	05/11/21	CINTAS LOC # 68M 71 M restock first aid supplie 5061749764	151-43200.435 R&M SUPPLIES - BLDGS	417.00	34085	05/21/21
25715	05/13/21	DONALD L. HAMLIN CONSULT capacity analysis study - 20401 51321	151-43202.330 PROFESSIONAL SVCES	1498.25	34096	05/21/21
23215	05/19/21	ESSEX EQUIPMENT INC supplies for saw (WS) 107877170001	151-43201.611 SMALL TOOLS AND EQUIP	71.10	34099	05/21/21
19005	06/15/21	FIRSTLIGHT FIBER Phone svc various locatio 9198699	151-43202.620 UTILITIES	374.52	34103	05/21/21
04035	05/19/21	GOT THAT RENTAL & SALES I hydrant painting supplies 85745	151-43201.431 R & M - SUPPLIES	66.56	34108	05/21/21
28255	05/05/21	JOHN LEO & SONS INC fuel for generator - Ald 118948	151-43202.620 UTILITIES	375.61	34116	05/21/21
28255	05/05/21	JOHN LEO & SONS INC fuel for generator Alder 118949	151-43202.620 UTILITIES	73.44	34116	05/21/21

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Town of Essex / Village of EJ Accounts Payable

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Check Warrant Report # 17864 Current Prior Next FY Invoices For Fund (GENERAL FUND)

sfitzGerald

For Check Acct 01 (GENERAL FUND) All check #s 05/21/21 To 05/21/21 & Fund 1

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
06675	NATIONAL BUSINESS TECHNOL	05/19/21	Copier usage 4/18-5/17/21 IN424147	151-43200.442 RENTALS	0.90	34121	05/21/21
24960	NORTHEAST DELTA DENTAL	05/17/21	Vision Prem Jun 21 Town 060121D	151-43200.210 GROUP INSURANCE	424.09	34123	05/21/21
25375	VISION SERVICE PLAN (CT)-	05/19/21	Vision Prem Jun 21 Town 060121D	151-43200.210 GROUP INSURANCE	88.77	34149	05/21/21
Report Total					131326.94		

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 \$ ***131,326.94
Let this be your order for the payments of these amounts.

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Town of Essex / Village of EJ Accounts Payable

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Check Warrant Report # 17867 Current Prior Next FY Invoices For Fund (GENERAL FUND)

HPackard

For Check Acct 01 (GENERAL FUND) All check #s 05/28/21 To 05/28/21 & Fund 1

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
19815	AMAZON CAPITAL SERVICES	03/13/21 Fiber cable for WWTF 1377LTQFT9X3	110-41560.741 HARDWARE/SFTWARE/SERVICE	37.43	34157	05/28/21
19815	AMAZON CAPITAL SERVICES	04/24/21 Summer work gloves 1GT3PXX3WRJD	110-43110.612 UNIFORMS	582.36	34157	05/28/21
19815	AMAZON CAPITAL SERVICES	04/23/21 electric stand up desk - 1NL6DDMY9CGG	110-41949.014 Capital Outlay - PW Admin	100.00	34157	05/28/21
19815	AMAZON CAPITAL SERVICES	07/24/21 Webcams 1QWNRGXQDFW	110-41560.741 HARDWARE/SFTWARE/SERVICE	131.94	34157	05/28/21
21530	AT YOUR HOUSE APPARATUS R	04/19/21 E1 T1 REPAIRS 452	110-42260.430 REPAIR AND MAINT SERV	763.42	34159	05/28/21
02420	AUTOZONE	05/22/21 CRUISER SUPPLIES 3236932843	110-42152.431 R&M SUPPLIES	37.83	34160	05/28/21
02000	BAKER & TAYLOR, INC	05/13/21 Adult Books 5016929639	110-45510.610 GENERAL SUPPLIES	2.10	34161	05/28/21
02000	BAKER & TAYLOR, INC	05/13/21 Adult Books 5016929639	110-45510.640 Adult Collection	44.93	34161	05/28/21
02000	BAKER & TAYLOR, INC	05/05/21 Adult Books 5016947245	110-45510.610 GENERAL SUPPLIES	4.90	34161	05/28/21
02000	BAKER & TAYLOR, INC	05/05/21 Adult Books 5016947245	110-45510.640 Adult Collection	100.95	34161	05/28/21
07465	BIBENS ACE HARDWARE INC	05/19/21 cleaning supplies for veh 41339	110-43110.433 R&M SUPPLIES - VEHICLES	21.16	34163	05/28/21
07465	BIBENS ACE HARDWARE INC	05/20/21 SH Pool Maint 41349	110-45124.431 R&M SUPPLIES	11.98	34163	05/28/21
11375	CASELLA WASTE MANAGEMENT	04/30/21 Sand Hill Trash Removal 3162453	110-45220.570 OTHER PURCHASED SERVICE	210.84	34170	05/28/21
11375	CASELLA WASTE MANAGEMENT	05/01/21 IBR Culvert Disposal 706140	110-45220.570 OTHER PURCHASED SERVICE	53.67	34170	05/28/21
21340	CERTIFIED LABORATORIES	05/05/21 Degreaser and asphalt rel 7357482	110-43110.433 R&M SUPPLIES - VEHICLES	502.80	34172	05/28/21
37790	CHITTENDEN COUNTY	02/01/21 County tax 1/2 020121D 1	110-48010.000 COUNTY TAX	51452.16	34173	05/28/21
37790	CHITTENDEN COUNTY	02/01/21 County tax 1/2 020121D 1	110-14301.000 PREPAID EXPENSES	10290.43	34173	05/28/21
21210	CINTAS LOC # 68M 71 M	05/20/21 FIRST AID KIT REPLENISH 5062854106	110-42130.611 SMALL TOOLS & EQUIPMENT	113.17	34174	05/28/21
39475	CLAUSSEN'S INC	05/20/21 balance due on 23152 due 23152R	110-43117.700 Streetscape Maintenance	13.50	34175	05/28/21
39475	CLAUSSEN'S INC	05/21/21 plants for Memorial Hall 23192R	110-43117.700 Streetscape Maintenance	119.36	34175	05/28/21
39475	CLAUSSEN'S INC	05/24/21 plants - 81 Main 23228R	110-43117.700 Streetscape Maintenance	294.38	34175	05/28/21
24305	DEMCO INC	05/10/21 Ultra-Aggressive Lbl Prot 6949273	110-45510.610 GENERAL SUPPLIES	58.91	34177	05/28/21
40025	E J PRESCOTT INC	05/17/21 stormwater work - vallevi 5861745	110-43150.430 Storm Sewer Maintenance	1695.60	34179	05/28/21
06870	ENDYNE INC	05/19/21 IBR Water Testing 371404	110-45220.570 OTHER PURCHASED SERVICE	75.00	34181	05/28/21
21150	FINDAWAY LLC	05/18/21 Playaways for Kids 350442	110-45510.641 Juvenile Collection	257.43	34186	05/28/21

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Check Warrant Report # 17867 Current Prior Next FY Invoices For Fund (GENERAL FUND)

HPackard

For Check Acct 01 (GENERAL FUND) All check #s 05/28/21 To 05/28/21 & Fund 1

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
21150	FINDAWAY LLC	05/20/21 Playaways for Kids 350686	110-45510.641 Juvenile Collection	179.98	34186	05/28/21
23090	FIRKEY JERRY	05/01/21 May health officer serv 050121D	110-44110.330 PUBLIC HEALTH OFFICER	770.04	34187	05/28/21
19445	FIRST NATIONAL BANK OMAHA	05/25/21 Website Domain and Zende 976052521	110-41560.741 HARDWARE/SFTWARE/SERVICE	693.52	34188	05/28/21
19005	FIRSTLIGHT FIBER	05/15/21 Phone svc PWO 4/15-5/14/2 9198700	110-41945.014 Telephone - PW Admin	194.57	34189	05/28/21
19005	FIRSTLIGHT FIBER	05/15/21 Phone svc 4/15-5/14/21 Hg 9198799	110-41945.015 Telephone - PW Garage	58.22	34189	05/28/21
07000	GALLS INC	05/17/21 WINKLER UNIFORM 018381053	110-42130.612 UNIFORMS	83.18	34191	05/28/21
07000	GALLS INC	05/18/21 WINKLER UNIFORM 018388105	110-42130.612 UNIFORMS	1117.39	34191	05/28/21
26400	GMT/CCTA	07/14/20 FYE 21 Q4 assessment 20210017Q4	110-48020.000 CCTA	69022.00	34192	05/28/21
04035	GOT THAT RENTAL & SALES I	05/17/21 Weed Wacker Supplies 85590	110-45220.431 R&M SUPPLIES	86.97	34193	05/28/21
07010	GREEN MOUNTAIN POWER CORP	05/04/21 IBR Gate Power April 050421D IBTB	110-45220.570 OTHER PURCHASED SERVICE	21.56	34195	05/28/21
07010	GREEN MOUNTAIN POWER CORP	05/10/21 Parks Garage Power April 051021D SH	110-41947.016 Electricity - Parks Garag	143.25	34197	05/28/21
07010	GREEN MOUNTAIN POWER CORP	05/17/21 street lights Saxon Hill 051721 Saxon	110-43115.622 Electricity - St/Traffic	25.99	34198	05/28/21
07010	GREEN MOUNTAIN POWER CORP	05/17/21 street lights Essex Highl 051721DEH	110-43115.622 Electricity - St/Traffic	123.40	34198	05/28/21
07010	GREEN MOUNTAIN POWER CORP	05/17/21 street lights Saxon Hill 051721DSHSEC	110-43115.622 Electricity - St/Traffic	43.06	34198	05/28/21
07010	GREEN MOUNTAIN POWER CORP	05/17/21 street lights Saxon Hill 051721DSHlig	110-43115.622 Electricity - St/Traffic	31.51	34198	05/28/21
24420	HERITAGE FORD	05/20/21 mud flaps for new trk 27 275054	110-43110.433 R&M SUPPLIES - VEHICLES	83.98	34204	05/28/21
33495	INGRAM LIBRARY SERVICES I	05/13/21 Adult Books 52917482	110-45510.640 Adult Collection	283.25	34206	05/28/21
33495	INGRAM LIBRARY SERVICES I	05/13/21 Adult Books 52917482	110-45510.610 GENERAL SUPPLIES	17.01	34206	05/28/21
33495	INGRAM LIBRARY SERVICES I	05/13/21 Juvenile Books 52917483	110-45510.641 Juvenile Collection	61.27	34206	05/28/21
33495	INGRAM LIBRARY SERVICES I	05/13/21 Juvenile Books 52917483	110-45510.610 GENERAL SUPPLIES	8.28	34206	05/28/21
33495	INGRAM LIBRARY SERVICES I	05/13/21 Juvenile Books 52917484	110-45510.641 Juvenile Collection	272.10	34206	05/28/21
33495	INGRAM LIBRARY SERVICES I	05/13/21 Juvenile Books 52917484	110-45510.610 GENERAL SUPPLIES	24.20	34206	05/28/21
33495	INGRAM LIBRARY SERVICES I	05/13/21 Ukulele Books 52917485	110-45510.640 Adult Collection	42.65	34206	05/28/21
33495	INGRAM LIBRARY SERVICES I	05/13/21 Ukulele Books 52917485	110-45510.641 Juvenile Collection	39.60	34206	05/28/21
33495	INGRAM LIBRARY SERVICES I	05/13/21 Ukulele Books 52917485	110-45510.610 GENERAL SUPPLIES	17.91	34206	05/28/21

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For Check Acct 01 (GENERAL FUND) All check #s 05/28/21 To 05/28/21 & Fund 1

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
33495	INGRAM LIBRARY SERVICES I	05/13/21	Adult Book 52917486	110-45510.640 Adult Collection	14.81	34206	05/28/21
33495	INGRAM LIBRARY SERVICES I	05/13/21	Juvenile Books 52917487	110-45510.641 Juvenile Collection	17.45	34206	05/28/21
20005	INTEX PROPERTY MAINTENANC	05/21/21	Multi-fold towels 186A	110-41942.011 R&M Bldgs - Essex Free	33.45	34207	05/28/21
27670	IROQUOIS MANUFACTURING, I	05/21/21	strobe rack for new trk 2 159687	110-43110.433 R&M SUPPLIES - VEHICLES	421.18	34208	05/28/21
28255	JOHN LEO & SONS INC	05/10/21	Prairie Field Topsoil 125490	110-45220.431 R&M SUPPLIES	45.00	34210	05/28/21
28255	JOHN LEO & SONS INC	05/17/21	Cemetery Topsiol 202701	110-45220.434 Cemetery Maintenance	80.00	34210	05/28/21
17710	KOFILE INC	05/20/21	May Land records INVKS0000865	110-41540.570 OTHER PURCHASED SERVICE	1205.00	34212	05/28/21
03845	LAWSON PRODUCTS INC	05/12/21	restock nuts/bolts 9308449567	110-43110.433 R&M SUPPLIES - VEHICLES	67.76	34213	05/28/21
14025	LINCOLN NATIONAL LIFE INS	05/10/21	Life Prem Jun 21 Town 060121D	110-41320.210 GROUP INSURANCE	262.66	34215	05/28/21
14025	LINCOLN NATIONAL LIFE INS	05/10/21	Life Prem Jun 21 Town 060121D	110-41510.210 GROUP INSURANCE	192.54	34215	05/28/21
14025	LINCOLN NATIONAL LIFE INS	05/10/21	Life Prem Jun 21 Town 060121D	110-41540.210 GROUP INSURANCE	91.89	34215	05/28/21
14025	LINCOLN NATIONAL LIFE INS	05/10/21	Life Prem Jun 21 Town 060121D	110-41560.210 GROUP INSURANCE	178.41	34215	05/28/21
14025	LINCOLN NATIONAL LIFE INS	05/10/21	Life Prem Jun 21 Town 060121D	110-41940.210 Group Insurance	63.48	34215	05/28/21
14025	LINCOLN NATIONAL LIFE INS	05/10/21	Life Prem Jun 21 Town 060121D	110-41950.210 GROUP INSURANCE	66.09	34215	05/28/21
14025	LINCOLN NATIONAL LIFE INS	05/10/21	Life Prem Jun 21 Town 060121D	110-41970.210 GROUP INSURANCE	192.57	34215	05/28/21
14025	LINCOLN NATIONAL LIFE INS	05/10/21	Life Prem Jun 21 Town 060121D	110-45110.210 GROUP INSURANCE	216.87	34215	05/28/21
14025	LINCOLN NATIONAL LIFE INS	05/10/21	Life Prem Jun 21 Town 060121D	110-45220.210 GROUP INSURANCE	98.42	34215	05/28/21
14025	LINCOLN NATIONAL LIFE INS	05/10/21	Life Prem Jun 21 Town 060121D	110-41960.210 GROUP INSURANCE	68.05	34215	05/28/21
14025	LINCOLN NATIONAL LIFE INS	05/10/21	Life Prem Jun 21 Town 060121D	110-43110.210 GROUP INSURANCE	509.28	34215	05/28/21
14025	LINCOLN NATIONAL LIFE INS	05/10/21	Life Prem Jun 21 Town 060121D	110-45510.210 GROUP INSURANCE	105.45	34215	05/28/21
14025	LINCOLN NATIONAL LIFE INS	05/10/21	Life Prem Jun 21 Town 060121D	110-42110.210 GROUP INSURANCE	121.10	34215	05/28/21
14025	LINCOLN NATIONAL LIFE INS	05/10/21	Life Prem Jun 21 Town 060121D	110-42120.210 GROUP INSURANCE	226.01	34215	05/28/21
14025	LINCOLN NATIONAL LIFE INS	05/10/21	Life Prem Jun 21 Town 060121D	110-42124.210 GROUP INSURANCE	270.57	34215	05/28/21
14025	LINCOLN NATIONAL LIFE INS	05/10/21	Life Prem Jun 21 Town 060121D	110-42130.210 GROUP INSURANCE	1215.29	34215	05/28/21
14025	LINCOLN NATIONAL LIFE INS	05/10/21	Life Prem Jun 21 Town 060121D	110-43151.210 GROUP INSURANCE	74.55	34215	05/28/21

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Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
14025	LINCOLN NATIONAL LIFE INS	04/23/21	Payroll Transfer PR-04/23/21	110-20211.000 MISC DEDUCTIONS PAYABLE	19.31	34215	05/28/21
14025	LINCOLN NATIONAL LIFE INS	05/07/21	Payroll Transfer PR-05/07/21	110-20211.000 MISC DEDUCTIONS PAYABLE	19.31	34215	05/28/21
14025	LINCOLN NATIONAL LIFE INS	05/14/21	Payroll Transfer PR-05/14/21	110-20211.000 MISC DEDUCTIONS PAYABLE	19.31	34215	05/28/21
14025	LINCOLN NATIONAL LIFE INS	05/21/21	Payroll Transfer PR-05/21/21	110-20211.000 MISC DEDUCTIONS PAYABLE	19.31	34215	05/28/21
08645	LOWES BUSINESS ACCT/SYNCB	05/05/21	building supplies 02130	110-41946.015 Gen Supplies - PW Garage	70.40	34216	05/28/21
08645	LOWES BUSINESS ACCT/SYNCB	05/24/21	weed and feed for town bl 09669A	110-43117.700 Streetscape Maintenance	279.18	34216	05/28/21
08645	LOWES BUSINESS ACCT/SYNCB	04/28/21	EPR Truck 34 11681	110-45220.431 R&M SUPPLIES	29.91	34216	05/28/21
17860	MAYER & MAYER	05/07/21	Payroll Transfer PR-05/07/21	110-20211.000 MISC DEDUCTIONS PAYABLE	25.00	34217	05/28/21
17860	MAYER & MAYER	05/14/21	Payroll Transfer PR-05/14/21	110-20211.000 MISC DEDUCTIONS PAYABLE	25.00	34217	05/28/21
17860	MAYER & MAYER	05/21/21	Payroll Transfer PR-05/21/21	110-20211.000 MISC DEDUCTIONS PAYABLE	25.00	34217	05/28/21
17860	MAYER & MAYER	05/28/21	Payroll Transfer PR-05/28/21	110-20211.000 MISC DEDUCTIONS PAYABLE	25.00	34217	05/28/21
14585	MUNICIPAL EMERGENCY SERVI	05/12/21	SURVIVOR LIGHT BATTERY IN1578640	110-42260.430 REPAIR AND MAINT SERV	82.15	34219	05/28/21
23080	MVP HEALTH CARE INC 43118	05/08/21	Health Prem Jun 21 Town 060121D	110-41320.210 GROUP INSURANCE	17.04	34220	05/28/21
23080	MVP HEALTH CARE INC 43118	05/08/21	Health Prem Jun 21 Town 060121D	110-41560.210 GROUP INSURANCE	0.10	34220	05/28/21
23080	MVP HEALTH CARE INC 43118	05/08/21	Health Prem Jun 21 Town 060121D	110-41960.210 GROUP INSURANCE	-0.01	34220	05/28/21
23080	MVP HEALTH CARE INC 43118	05/08/21	Health Prem Jun 21 Town 060121D	110-45510.210 GROUP INSURANCE	-2343.64	34220	05/28/21
23080	MVP HEALTH CARE INC 43118	05/08/21	Health Prem Jun 21 Town 060121D	110-42120.210 GROUP INSURANCE	0.01	34220	05/28/21
23080	MVP HEALTH CARE INC 43118	05/08/21	Health Prem Jun 21 Town 060121D	110-42124.210 GROUP INSURANCE	0.01	34220	05/28/21
23080	MVP HEALTH CARE INC 43118	04/16/21	Payroll Transfer PR-04/16/21	110-20213.000 HEALTH INSURANCE CO-PAY	2717.53	34220	05/28/21
23080	MVP HEALTH CARE INC 43118	04/23/21	Payroll Transfer PR-04/23/21	110-20213.000 HEALTH INSURANCE CO-PAY	2697.88	34220	05/28/21
23080	MVP HEALTH CARE INC 43118	05/07/21	Payroll Transfer PR-05/07/21	110-20213.000 HEALTH INSURANCE CO-PAY	2665.92	34220	05/28/21
23080	MVP HEALTH CARE INC 43118	05/14/21	Payroll Transfer PR-05/14/21	110-20213.000 HEALTH INSURANCE CO-PAY	80410.09	34220	05/28/21
23080	MVP HEALTH CARE INC 43118	05/21/21	Payroll Transfer PR-05/21/21	110-20213.000 HEALTH INSURANCE CO-PAY	2665.92	34220	05/28/21
25435	NEW ENGLAND REAL ESTATE N	05/25/21	Q3-21 MLS Fees, 48530 Tow 107348	110-14301.000 PREPAID EXPENSES	63.00	34221	05/28/21
29535	NEW YORK LIFE INS. CO.	05/07/21	Payroll Transfer PR-05/07/21	110-20211.000 MISC DEDUCTIONS PAYABLE	15.00	34222	05/28/21

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Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
29535	NEW YORK LIFE INS. CO.	05/14/21 Payroll Transfer	110-20211.000	15.00	34222	05/28/21
		PR-05/14/21	MISC DEDUCTIONS PAYABLE			
29535	NEW YORK LIFE INS. CO.	05/21/21 Payroll Transfer	110-20211.000	15.00	34222	05/28/21
		PR-05/21/21	MISC DEDUCTIONS PAYABLE			
41525	O'LEARY-BURKE CIVIL ASSOC	05/21/21 Fleury Road	110-43110.330	451.25	34223	05/28/21
		21713	PROFESSIONAL SERVICES			
27240	OTIS ELEVATOR COMPANY	05/09/21 Elevator Maintenance EFL	110-41942.011	265.21	34225	05/28/21
		100400388664	R&M Bldgs - Essex Free			
23420	P & P SEPTIC SERVICE INC.	05/14/21 Pearl St Park Portolet Ma	110-45220.570	200.00	34227	05/28/21
		T553998	OTHER PURCHASED SERVICE			
23420	P & P SEPTIC SERVICE INC.	05/14/21 Saxon Hill Portolet May	110-45220.570	200.00	34227	05/28/21
		T553999	OTHER PURCHASED SERVICE			
23420	P & P SEPTIC SERVICE INC.	05/14/21 IBR Portolet May	110-45220.570	200.00	34227	05/28/21
		T554000	OTHER PURCHASED SERVICE			
38035	PERFECTION MOTORSPORTS IN	05/20/21 parts for trailer #314	110-43110.433	37.86	34228	05/28/21
		0081634	R&M SUPPLIES - VEHICLES			
25140	PIKE INDUSTRIES INC	05/14/21 Asphalt	110-43120.610	397.32	34229	05/28/21
		1128029	GENERAL SUPPLIES			
25330	QUEEN CITY STEEL CO.	05/14/21 steel for oil drums in sh	110-41946.015	91.60	34231	05/28/21
		264305	Gen Supplies - PW Garage			
28030	ROUTE 15 AUTOMOTIVE SERVI	05/24/21 LOF/SHIELD PLATE	110-42152.430	169.95	34235	05/28/21
		131129	REPAIR/MAINTENANCE SERV			
05335	SAFELITE FULFILLMENT INC	05/20/21 WINDSHIELD REPAIR	110-42152.430	264.86	34238	05/28/21
		06721088638	REPAIR/MAINTENANCE SERV			
03180	SAFETY SYSTEMS OF VT LLC	10/14/20 installed smoke and CO de	110-41942.012	704.96	34239	05/28/21
		20129	R&M Bldgs - Fire Station			
42565	SEVEN DAYS	05/19/21 Legal Ad-PC	110-41970.540	87.36	34241	05/28/21
		211749	ADVERTISING			
22015	VT DEPT OF HEALTH	05/19/21 Engraved Paper	110-41540.610	50.00	34250	05/28/21
		670	GENERAL SUPPLIES			
22040	VT DEPT OF MOTOR VEHICLES	02/22/21 21 'Pierce Arrow XT Regis	110-42220.560	58.00	34251	05/28/21
		2327 Reg	DUES/SUBS/MEETINGS			
29825	VT GAS SYSTEMS	05/21/21 EPD NATURAL GAS	110-41948.013	301.79	34252	05/28/21
		2202281 0521	Natural Gas - Police Sta.			
27030	VT OFFICE OF CHILD SUPPOR	05/28/21 Payroll Transfer	110-20211.000	311.54	34254	05/28/21
		PR-05/28/21	MISC DEDUCTIONS PAYABLE			
23575	VTCTMA	05/24/21 Membership Renewal	110-41320.560	85.00	34255	05/28/21
		VTCTMA renewa	DUES/SUBSCRIPTION/MEET			
23485	YIPES! AUTO ACCESSORIES	05/17/21 floor mats - new truck 27	110-43110.433	213.20	34257	05/28/21
		75168901	R&M SUPPLIES - VEHICLES			
23485	YIPES! AUTO ACCESSORIES	05/17/21 lettering for new trackle	110-43110.433	73.90	34257	05/28/21
		75170401	R&M SUPPLIES - VEHICLES			
09005	ICMA - 457 (PLAN 302056)	05/28/21 Payroll Transfer	110-20211.000	4267.99	5260428	05/28/21
		PR-05/28/21	MISC DEDUCTIONS PAYABLE			
14545	ICMA-RC (PLAN 705508)	05/28/21 Payroll Transfer	110-20211.000	420.26	5260429	05/28/21
		PR-05/28/21	MISC DEDUCTIONS PAYABLE			
23055	ICMA - 401 (PLAN 10904	05/28/21 Payroll Transfer	110-20208.000	212.90	5260430	05/28/21
		PR-05/28/21	RETIREMENT PAYABLE			
23025	ESSEX POLICE EMPLOYEES AS	05/07/21 Payroll Transfer	110-20211.000	312.00	5260432	05/28/21
		PR-05/07/21	MISC DEDUCTIONS PAYABLE			

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Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
23025	ESSEX POLICE EMPLOYEES AS	05/14/21	Payroll Transfer PR-05/14/21	110-20211.000 MISC DEDUCTIONS PAYABLE	336.00	5260432	05/28/21
23025	ESSEX POLICE EMPLOYEES AS	05/21/21	Payroll Transfer PR-05/21/21	110-20211.000 MISC DEDUCTIONS PAYABLE	312.00	5260432	05/28/21
23025	ESSEX POLICE EMPLOYEES AS	05/28/21	Payroll Transfer PR-05/28/21	110-20211.000 MISC DEDUCTIONS PAYABLE	336.00	5260432	05/28/21
23030	UNITED WAY OF CHITTENDEN	05/07/21	Payroll Transfer PR-05/07/21	110-20211.000 MISC DEDUCTIONS PAYABLE	29.25	5260433	05/28/21
23030	UNITED WAY OF CHITTENDEN	05/14/21	Payroll Transfer PR-05/14/21	110-20211.000 MISC DEDUCTIONS PAYABLE	29.25	5260433	05/28/21
23030	UNITED WAY OF CHITTENDEN	05/21/21	Payroll Transfer PR-05/21/21	110-20211.000 MISC DEDUCTIONS PAYABLE	29.25	5260433	05/28/21
23030	UNITED WAY OF CHITTENDEN	05/28/21	Payroll Transfer PR-05/28/21	110-20211.000 MISC DEDUCTIONS PAYABLE	29.25	5260433	05/28/21
17135	THE EDGE (TOWN)	05/28/21	Payroll Transfer PR-05/28/21	110-20211.000 MISC DEDUCTIONS PAYABLE	158.00	5260436	05/28/21
05375	ESSEX JUNCTION EMPLOYEES	05/07/21	Payroll Transfer PR-05/07/21	110-20211.000 MISC DEDUCTIONS PAYABLE	32.00	5270413	05/28/21
05375	ESSEX JUNCTION EMPLOYEES	05/14/21	Payroll Transfer PR-05/14/21	110-20211.000 MISC DEDUCTIONS PAYABLE	32.00	5270413	05/28/21
05375	ESSEX JUNCTION EMPLOYEES	05/21/21	Payroll Transfer PR-05/21/21	110-20211.000 MISC DEDUCTIONS PAYABLE	32.00	5270413	05/28/21
05375	ESSEX JUNCTION EMPLOYEES	05/28/21	Payroll Transfer PR-05/28/21	110-20211.000 MISC DEDUCTIONS PAYABLE	32.00	5270413	05/28/21
17425	ICMA ROTH PLAN 706287	05/28/21	Payroll Transfer PR-05/28/21	110-20208.000 RETIREMENT PAYABLE	22.32	5270414	05/28/21
V1161	ICMA RETIREMENT TRUST-401	05/28/21	Payroll Transfer PR-05/28/21	110-20208.000 RETIREMENT PAYABLE	7265.39	5270415	05/28/21
V1160	ICMA RETIREMENT TRUST-457	05/28/21	Payroll Transfer PR-05/28/21	110-20208.000 RETIREMENT PAYABLE	1108.07	5270416	05/28/21
V2337	UNITED WAY OF CHITTENDEN	05/07/21	Payroll Transfer PR-05/07/21	110-20211.000 MISC DEDUCTIONS PAYABLE	16.00	5270417	05/28/21
V2337	UNITED WAY OF CHITTENDEN	05/14/21	Payroll Transfer PR-05/14/21	110-20211.000 MISC DEDUCTIONS PAYABLE	16.00	5270417	05/28/21
V2337	UNITED WAY OF CHITTENDEN	05/21/21	Payroll Transfer PR-05/21/21	110-20211.000 MISC DEDUCTIONS PAYABLE	16.00	5270417	05/28/21
V2337	UNITED WAY OF CHITTENDEN	05/28/21	Payroll Transfer PR-05/28/21	110-20211.000 MISC DEDUCTIONS PAYABLE	16.00	5270417	05/28/21
17140	THE EDGE (VILLAGE)	05/28/21	Payroll Transfer PR-05/28/21	110-20211.000 MISC DEDUCTIONS PAYABLE	66.50	5270420	05/28/21
05390	FAMILY SUPPORT REGISTRY	05/28/21	Payroll Transfer PR-05/28/21	110-20240.000 JUDGEMENTS PAYABLE	69.23	5282101	05/28/21
21385	HEALTH EQUITY	05/28/21	Payroll Transfer PR-05/28/21	110-20215.000 HSA Payable HE	159.50	5282104	05/28/21
21760	FIRST NATIONAL BANK OMAHA	04/26/21	EPR Credit Card April 0492 0421	110-45220.610 GENERAL SUPPLIES	13.26	5282105	05/28/21
21760	FIRST NATIONAL BANK OMAHA	04/26/21	EPR Credit Card April 0492 0421	110-45220.610 GENERAL SUPPLIES	34.07	5282105	05/28/21
21760	FIRST NATIONAL BANK OMAHA	04/26/21	EPR Credit Card April 0492 0421	110-45110.560 DUES/SUBSCRIP/MEETINGS	20.00	5282105	05/28/21

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Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
21760	FIRST NATIONAL BANK OMAHA	04/26/21	EPR Credit Card April 0492 0421	110-45110.610	69.00	5282105 05/28/21
27790	BUDBILL NADINE	05/24/21	CJC Grant Writing Service 12	122-42160.330	960.00	34167 05/28/21
04940	COMCAST	05/14/21	CJC CABLE/INTERNET 5/21-6 0128886 0521	122-42160.410	128.40	34176 05/28/21
07010	GREEN MOUNTAIN POWER CORP	05/19/21	CJC ELECTRICITY 51921CJC	122-42160.410	95.81	34201 05/28/21
14025	LINCOLN NATIONAL LIFE INS	05/10/21	Life Prem Jun 21 Town 060121D	122-42160.210	50.29	34215 05/28/21
23080	MVP HEALTH CARE INC 43118	05/08/21	Health Prem Jun 21 Town 060121D	122-42160.210	-0.01	34220 05/28/21
14025	LINCOLN NATIONAL LIFE INS	05/10/21	Life Prem Jun 21 Town 060121D	125-45110.210	45.60	34215 05/28/21
08645	LOWES BUSINESS ACCT/SYNCB	04/28/21	EPR Lacrosse Field Fence 11682	125-45110.910	455.60	34216 05/28/21
23420	P & P SEPTIC SERVICE INC.	05/14/21	Founders Rd Portolet T553997	125-45110.910	310.00	34227 05/28/21
21760	FIRST NATIONAL BANK OMAHA	04/26/21	EPR Credit Card April 0492 0421	125-45110.910	1800.00	5282105 05/28/21
21760	FIRST NATIONAL BANK OMAHA	04/26/21	EPR Credit Card April 0492 0421	125-45115.610	602.10	5282105 05/28/21
21760	FIRST NATIONAL BANK OMAHA	04/26/21	EPR Credit Card April 0492 0421	125-45110.560	46.99	5282105 05/28/21
21760	FIRST NATIONAL BANK OMAHA	04/26/21	EPR Credit Card April 0492 0421	125-45115.610	20.72	5282105 05/28/21
21760	FIRST NATIONAL BANK OMAHA	04/26/21	EPR Credit Card April 0492 0421	125-45110.610	220.87	5282105 05/28/21
21760	FIRST NATIONAL BANK OMAHA	04/26/21	EPR Credit Card April 0492 0421	125-45110.610	27.98	5282105 05/28/21
18000	FERGUSON WATERWORKS #590	05/10/21	IBR - culvert and parking 1020980	130-46897.003	1132.80	34185 05/28/21
21350	HERITAGE TOYOTA	05/24/21	MAINTENANCE 242895	130-46899.002	5900.00	34205 05/28/21
28255	JOHN LEO & SONS INC	04/30/21	IBR Parking Changes 125445	130-46897.003	3280.00	34210 05/28/21
41525	O'LEARY-BURKE CIVIL ASSOC	05/21/21	Allen Martin/Rte 15 21734	130-46803.010	135.00	34223 05/28/21
19815	AMAZON CAPITAL SERVICES	04/24/21	Summer work gloves 1GT3PXX3WRJD	151-43200.612	145.90	34157 05/28/21
19815	AMAZON CAPITAL SERVICES	04/23/21	electric stand up desk - 1NL6DMMY9CGG	151-43200.611	89.99	34157 05/28/21
07465	BIBENS ACE HARDWARE INC	05/20/21	to repair hoses for water 41351	151-43200.611	39.96	34163 05/28/21
41765	BROOK FIELD SERVICE LLC	05/18/21	block heater installed - 38037	151-43202.570	141.51	34166 05/28/21
04035	GOT THAT RENTAL & SALES I	05/26/21	for hydrant painting 86118	151-43201.431	11.00	34193 05/28/21
14025	LINCOLN NATIONAL LIFE INS	05/10/21	Life Prem Jun 21 Town 060121D	151-43200.210	303.16	34215 05/28/21

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For Check Acct 01 (GENERAL FUND) All check #s 05/28/21 To 05/28/21 & Fund 1

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
08645	LOWES BUSINESS ACCT/SYNCB	04/07/21	top for Aaron's desk 02888A	151-43200.611 SMALL TOOLS & EQUIPMENT	26.12	34216	05/28/21
23080	MVP HEALTH CARE INC 43118	05/08/21	Health Prem Jun 21 Town 060121D	151-43200.210 GROUP INSURANCE	0.01	34220	05/28/21
29835	SHERWIN-WILLIAMS	05/25/21	paint and brushes for hyd 34514	151-43201.431 R & M - SUPPLIES	59.18	34243	05/28/21
27795	DEPO BENJAMIN	05/25/21	83 Sawmill Rd Escrow Rele 052521D	175-22902.000 MISC ESCROW - BUILDERS	800.00	34178	05/28/21
Report Total					272321.02		

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 \$ ***272,321.02
Let this be your order for the payments of these amounts.

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Check Warrant Report # 17871 Current Prior Next FY Invoices For Fund (GENERAL FUND)

HPackard

For Check Acct 01 (GENERAL FUND) All check #s 05/31/21 To 06/04/21 & Fund 1

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
24665	ALEXANDER, MARTIN & MERRI	05/27/21 Refund of Tax Credit 1043018000	110-20202.000 TAX PAYMENTS IN ADVANCE	434.50	34260	06/04/21
45420	ALLEN UNIFORM SALES INC	05/27/21 HI VIS JACKETS 0424721	110-42220.612 UNIFORMS	943.98	34261	06/04/21
13190	ALPHA CARD	05/25/21 RIBBON/OVERLAY INV6600130	110-41560.741 HARDWARE/SFTWARE/SERVICE	200.00	34262	06/04/21
13190	ALPHA CARD	05/25/21 RIBBON/OVERLAY INV6600130	110-42130.610 GENERAL SUPPLIES	132.98	34262	06/04/21
19815	AMAZON CAPITAL SERVICES	05/21/21 PHONE CASES 1V77Y1MXWP7T	110-42170.530 TELEPHONE	59.85	34263	06/04/21
29085	BARRETT'S TREE SERVICE, I	05/20/21 Sand Hill Park Tree Remov 43878	110-45220.430 REPAIR/MAINTENANCE SERV	2650.00	34265	06/04/21
29295	BARTOL CURT R PHD	05/25/21 SARGENT MMPI-2 052521D	110-42130.330 PROFESSIONAL SERVICES	15.00	34266	06/04/21
07465	BIBENS ACE HARDWARE INC	05/25/21 hose for water tank 41387	110-43110.433 R&M SUPPLIES - VEHICLES	21.99	34267	06/04/21
07465	BIBENS ACE HARDWARE INC	05/26/21 IBR Supplies 41403	110-45220.431 R&M SUPPLIES	269.82	34267	06/04/21
24475	BOND O'REILLY AUTO-ESSEX	05/05/21 stock supplies 5677301058	110-43110.433 R&M SUPPLIES - VEHICLES	35.27	34268	06/04/21
24475	BOND O'REILLY AUTO-ESSEX	05/05/21 stock supplies 5677301059	110-43110.433 R&M SUPPLIES - VEHICLES	10.81	34268	06/04/21
24475	BOND O'REILLY AUTO-ESSEX	05/18/21 parts for trk 27 5677303243	110-43110.433 R&M SUPPLIES - VEHICLES	19.47	34268	06/04/21
24475	BOND O'REILLY AUTO-ESSEX	05/18/21 stock supplies 5677303329	110-43110.433 R&M SUPPLIES - VEHICLES	25.00	34268	06/04/21
03000	CARGILL SALT EASTERN INC	05/25/21 winter road salt 2906247064	110-43125.610 GENERAL SUPPLIES	1565.81	34271	06/04/21
03000	CARGILL SALT EASTERN INC	05/26/21 winter road salt 2906251209	110-43125.610 GENERAL SUPPLIES	3209.87	34271	06/04/21
11375	CASELLA WASTE MANAGEMENT	04/01/21 trash pick up 81 Main 3150949	110-41943.010 Contr. Svcs - 81 Main St	141.52	34272	06/04/21
03080	CHAMPLAIN DOOR CO INC	05/14/21 LABOR RATE CREDIT 964371	110-41942.013 R&M Bldgs - Police Sta.	-210.00	34273	06/04/21
03080	CHAMPLAIN DOOR CO INC	05/19/21 DOOR REPAIR SUPPLIES 964882	110-41942.013 R&M Bldgs - Police Sta.	430.20	34273	06/04/21
21210	CINTAS LOC # 68M 71 M	04/26/21 Cintas refill 81 Main 5060004820	110-41946.010 Gen Supplies - 81 Main St	103.66	34275	06/04/21
27330	COLLABORATIVE SUMMER LIBR	05/27/21 Summer Program Clothing 16941	110-45510.610 GENERAL SUPPLIES	127.01	34276	06/04/21
27075	COLLINS DOUG	05/27/21 beaver removal - various 100G	110-43110.570 OTHER PURCHASED SERVICE	1000.00	34277	06/04/21
04940	COMCAST	05/17/21 Cable/Internet 81 Main 5/ 0109571 0521	110-41945.010 Telephone - 81 Main St	188.08	34278	06/04/21
04940	COMCAST	05/14/21 Sand Hill Internet June 0116220 0521	110-45124.530 COMMUNICATIONS	149.95	34279	06/04/21
04940	COMCAST	05/19/21 Internet 2 Lincoln 0136343 0521	110-41940.900 Village Buildings Exp	153.35	34280	06/04/21
04940	COMCAST	05/26/21 EPD CABLE/INTERNET 0136954 0521	110-42151.430 POLICE COMMUNICATIONS	70.42	34281	06/04/21

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Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
04940	COMCAST	05/26/21	EPD CABLE/INTERNET 0136954 0521	110-42124.576 IT CARE AND MAINTENANCE	257.38	34281	06/04/21
19330	CONSOLIDATED COMMUNICATIO	05/21/21	EPD POTS LINES 052121D	110-41945.013 Telephone - Police Sta.	251.38	34283	06/04/21
19330	CONSOLIDATED COMMUNICATIO	05/18/21	Potsline EFL 5/18-6/17 51821D	110-41945.011 Telephone - Essex Free	162.09	34283	06/04/21
07575	COURTLAND CONSTRUCTION CO	05/21/21	replace 5 catch basin fra 710	110-43150.430 Storm Sewer Maintenance	8500.00	34285	06/04/21
07575	COURTLAND CONSTRUCTION CO	05/21/21	replace 4 catch basin fra 711	110-43150.430 Storm Sewer Maintenance	6800.00	34285	06/04/21
24305	DEMCO INC	05/24/21	Book Tape and Adhesives 6956636	110-45510.610 GENERAL SUPPLIES	241.32	34286	06/04/21
11115	DOMINION TECH COMPUTER SV	05/01/21	0365 Monthly Charges 20217831	110-41560.741 HARDWARE/SFTWARE/SERVICE	2396.90	34287	06/04/21
11115	DOMINION TECH COMPUTER SV	05/01/21	0365 Monthly Charges 20217831	110-42124.576 IT CARE AND MAINTENANCE	582.60	34287	06/04/21
40025	E J PRESCOTT INC	05/21/21	stormwater repair - 29 Fo 5865585	110-43150.430 Storm Sewer Maintenance	565.20	34289	06/04/21
21630	EEC EXCAVATING LLC	05/23/21	sidewalk work - 39 WIndri 146	110-43124.570 OTHER PURCHASED SERVICE	2600.00	34290	06/04/21
39060	ESSEX CAR WASH INC	05/31/21	MAY Monthly Car washes 3789	110-42152.430 REPAIR/MAINTENANCE SERV	234.00	34292	06/04/21
08885	FAIL SAFE	05/04/21	ANNUAL HOSE, LADDER TESTI INV013180	110-42260.430 REPAIR AND MAINT SERV	5901.60	34294	06/04/21
05390	FAMILY SUPPORT REGISTRY	06/04/21	Payroll Transfer PR-06/04/21	110-20240.000 JUDGEMENTS PAYABLE	69.23	6042101	06/04/21
04640	FASTENAL INDUSTRIAL & CON	04/15/21	nuts/bolts VTBUR292672	110-43110.433 R&M SUPPLIES - VEHICLES	50.50	34295	06/04/21
04640	FASTENAL INDUSTRIAL & CON	04/15/21	1" brush VTBUR292673	110-43110.433 R&M SUPPLIES - VEHICLES	39.82	34295	06/04/21
04640	FASTENAL INDUSTRIAL & CON	04/22/21	BROOM HANDLES FOR E1, E2 VTBUR293034	110-42260.430 REPAIR AND MAINT SERV	25.31	34295	06/04/21
04640	FASTENAL INDUSTRIAL & CON	04/23/21	DEF FOR DIESEL VTBUR293155	110-42260.430 REPAIR AND MAINT SERV	54.05	34295	06/04/21
04640	FASTENAL INDUSTRIAL & CON	04/26/21	BROOMS E1, E2 SQUEEGEES S VTBUR293215	110-42260.431 R&M SUPPLIES	232.47	34295	06/04/21
04640	FASTENAL INDUSTRIAL & CON	04/26/21	BROOMS E1, E2 SQUEEGEES S VTBUR293215	110-42260.430 REPAIR AND MAINT SERV	98.41	34295	06/04/21
24825	FIRST NATIONAL BANK OMAHA	05/25/21	MAY CREDIT CARD 8151 421A	110-42140.500 POLICE TRAINING	610.00	34297	06/04/21
24825	FIRST NATIONAL BANK OMAHA	05/25/21	MAY CREDIT CARD 8151 421A	110-42170.530 TELEPHONE	70.00	34297	06/04/21
24825	FIRST NATIONAL BANK OMAHA	05/25/21	MAY CREDIT CARD 8151 421A	110-42130.610 GENERAL SUPPLIES	-0.59	34297	06/04/21
24825	FIRST NATIONAL BANK OMAHA	05/25/21	MAY CREDIT CARD 8151 421A	110-42130.550 PRINTING AND BINDING	98.00	34297	06/04/21
19805	FIRST NATIONAL BANK OMAHA	04/26/21	Membership Dues and Tech 7383 421	110-45510.530 Technical Access	24.99	34298	06/04/21
19805	FIRST NATIONAL BANK OMAHA	04/26/21	Membership Dues and Tech 7383 421	110-45510.560 DUES/SUBSCRIP/MEETINGS	105.00	34298	06/04/21

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For Check Acct 01 (GENERAL FUND) All check #s 05/31/21 To 06/04/21 & Fund 1

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
19005	FIRSTLIGHT FIBER	05/15/21 Phone svc Hgwy complex 4/ 9198701	110-41945.013 Telephone - Police Sta.	66.63	34299	06/04/21
19005	FIRSTLIGHT FIBER	05/15/21 Phone svc Hgwy complex 4/ 9198701	110-41945.015 Telephone - PW Garage	82.68	34299	06/04/21
19005	FIRSTLIGHT FIBER	05/15/21 Phone svc Hgwy complex 4/ 9198701	110-41945.012 Telephone - Fire Station	61.23	34299	06/04/21
19005	FIRSTLIGHT FIBER	05/15/21 Phone svc Hgwy complex 4/ 9198701	110-41945.016 Telephone - Parks Garage	16.57	34299	06/04/21
14595	FOLEY SERVICES INC	05/25/21 CARPET RUNNERS 1369911	110-41943.013 Contractual Svcs - Police	48.40	34300	06/04/21
07000	GALLS INC	05/24/21 UNIFORM TIES 018431566	110-42130.612 UNIFORMS	285.12	34301	06/04/21
07010	GREEN MOUNTAIN POWER CORP	05/10/21 Power various locations 4 051021DA	110-41947.012 Electricity - Fire Statio	82.84	34302	06/04/21
07010	GREEN MOUNTAIN POWER CORP	05/10/21 Power various locations 4 051021DA	110-41947.011 Electricity - Essex Free	80.80	34302	06/04/21
07010	GREEN MOUNTAIN POWER CORP	05/10/21 Power various locations 4 051021DA	110-41947.016 Electricity - Parks Garag	53.37	34302	06/04/21
07010	GREEN MOUNTAIN POWER CORP	05/10/21 Power various locations 4 051021DA	110-41947.015 Electricity - PW Garage	371.01	34302	06/04/21
07010	GREEN MOUNTAIN POWER CORP	05/10/21 Power various locations 4 051021DA	110-41947.010 Electricity - 81 Main St	384.78	34302	06/04/21
07380	HARD WIRED AUTO ELECTRONI	05/24/21 CRUISER K9 INSTALL 1669	110-42152.430 REPAIR/MAINTENANCE SERV	540.00	34305	06/04/21
21385	HEALTH EQUITY	06/04/21 Payroll Transfer PR-06/04/21	110-20215.000 HSA Payable HE	159.50	6042104	06/04/21
09001	IBM CORPORATION (PA)	05/29/21 3 ADD DEVICE MGMT SOFTWARE 6809204232	110-42124.576 IT CARE AND MAINTENANCE	26.46	34306	06/04/21
23055	ICMA - 401 (PLAN 10904	06/04/21 Payroll Transfer PR-06/04/21	110-20208.000 RETIREMENT PAYABLE	212.90	6030408	06/04/21
09005	ICMA - 457 (PLAN 302056)	06/04/21 Payroll Transfer PR-06/04/21	110-20211.000 MISC DEDUCTIONS PAYABLE	4239.44	6020409	06/04/21
V1161	ICMA RETIREMENT TRUST-401	06/04/21 Payroll Transfer PR-06/04/21	110-20208.000 RETIREMENT PAYABLE	4851.90	6030412	06/04/21
V1160	ICMA RETIREMENT TRUST-457	06/04/21 Payroll Transfer PR-06/04/21	110-20208.000 RETIREMENT PAYABLE	1093.31	6030413	06/04/21
17425	ICMA ROTH PLAN 706287	06/04/21 Payroll Transfer PR-06/04/21	110-20208.000 RETIREMENT PAYABLE	22.32	6030415	06/04/21
14545	ICMA-RC (PLAN 705508)	06/04/21 Payroll Transfer PR-06/04/21	110-20211.000 MISC DEDUCTIONS PAYABLE	426.26	6030407	06/04/21
33495	INGRAM LIBRARY SERVICES I	05/16/21 Adult Books 52946606	110-45510.640 Adult Collection	36.20	34307	06/04/21
33495	INGRAM LIBRARY SERVICES I	05/16/21 Adult Books 52946606	110-45510.610 GENERAL SUPPLIES	4.67	34307	06/04/21
33495	INGRAM LIBRARY SERVICES I	05/16/21 Juvenile Books 52946607	110-45510.641 Juvenile Collection	10.93	34307	06/04/21
33495	INGRAM LIBRARY SERVICES I	05/16/21 Juvenile Books 52946607	110-45510.610 GENERAL SUPPLIES	2.68	34307	06/04/21
33495	INGRAM LIBRARY SERVICES I	05/16/21 Juvenile Books 52946608	110-45510.641 Juvenile Collection	25.74	34307	06/04/21

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Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
33495	05/16/21	Juvenile Books 52946608	110-45510.610 GENERAL SUPPLIES	2.68	34307	06/04/21
25365	05/28/21	Payroll Transfer PR-05/28/21	110-20205.000 FICA TAX W/H	17583.96	5260434	06/02/21
25365	05/28/21	Payroll Transfer PR-05/28/21	110-20206.000 FEDERAL INC TAX W/H	10081.71	5260434	06/02/21
V1165	05/28/21	Payroll Transfer PR-05/28/21	110-20206.000 FEDERAL INC TAX W/H	17875.49	5270418	06/02/21
20005	05/21/21	toilet Tissue - 81 Main 185	110-41946.010 Gen Supplies - 81 Main St	75.90	34309	06/04/21
27670	05/25/21	strobe light for new trk 159706	110-43110.433 R&M SUPPLIES - VEHICLES	198.90	34310	06/04/21
26920	05/27/21	recording secretary and t 10	110-41110.330 SECRETARY	73.71	34315	06/04/21
26920	05/27/21	recording secretary and t 10	110-41510.570 OTHER PURCHASED SERVICES	63.00	34315	06/04/21
26475	05/21/21	legal bill for town offic 052121D	110-41530.320 LEGAL SERVICES	4334.69	34317	06/04/21
05485	05/22/21	Paper cut 5/15-6/14/21 72557764	110-41560.741 HARDWARE/SFTWARE/SERVICE	295.00	34318	06/04/21
V1643	05/25/21	Service done remotely 48053	110-41540.330 PROFESSIONAL SERVICES	362.50	34319	06/04/21
23945	05/17/21	spill buckets - highway g 2332583600	110-41946.015 Gen Supplies - PW Garage	675.62	34320	06/04/21
29535	05/28/21	Payroll Transfer PR-05/28/21	110-20211.000 MISC DEDUCTIONS PAYABLE	15.00	34321	06/04/21
24315	05/26/21	NINJA DEV MGMT SFTWARE XYSCAQP7TW8R	110-42124.576 IT CARE AND MAINTENANCE	1863.00	34322	06/04/21
23420	05/28/21	IBR Portolet June T555039	110-45220.570 OTHER PURCHASED SERVICE	110.00	34324	06/04/21
23670	05/25/21	GRAGG VEST 184316	110-42130.612 UNIFORMS	978.00	34325	06/04/21
24410	05/31/21	Book Courier Service 80512123	110-45510.570 OTHER PURCHASED SERVICE	81.88	34329	06/04/21
24470	05/27/21	K9 VET VISIT 474672	110-42130.613 K9 Supplies	102.39	34331	06/04/21
28030	05/25/21	M/B 4 TIRES/DISPOSE 1 131130	110-42152.430 REPAIR/MAINTENANCE SERV	78.00	34332	06/04/21
28030	06/02/21	LOF/ M/B 4 TIRES/FILT 131132	110-42152.430 REPAIR/MAINTENANCE SERV	123.35	34332	06/04/21
21690	05/20/21	FIRST DEFENSE STREAM 121070859	110-42130.611 SMALL TOOLS & EQUIPMENT	218.40	34336	06/04/21
03180	06/01/21	annual contract - Town Fi 20680	110-41943.012 Contr. Svcs - Town Fire	250.00	34337	06/04/21
40120	05/28/21	PATCHES SEWN 46684	110-42130.612 UNIFORMS	130.00	34340	06/04/21
36130	05/18/21	CELL PHONE SERVICE 9880063010	110-41945.010 Telephone - 81 Main St	145.87	34347	06/04/21
36130	05/18/21	CELL PHONE SERVICE 9880063010	110-45110.530 COMMUNICATIONS	48.62	34347	06/04/21

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Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
36130	VERIZON WIRELESS	05/18/21	CELL PHONE SERVICE 9880063010	110-42124.576 IT CARE AND MAINTENANCE	600.25	34347	06/04/21
36130	VERIZON WIRELESS	05/18/21	CELL PHONE SERVICE 9880063010	110-42170.530 TELEPHONE	133.91	34347	06/04/21
36130	VERIZON WIRELESS	05/18/21	CELL PHONE SERVICE 9880063010	110-45220.530 COMMUNICATIONS	48.62	34347	06/04/21
36130	VERIZON WIRELESS	05/18/21	CELL PHONE SERVICE 9880063010	110-43110.570 OTHER PURCHASED SERVICE	-338.97	34347	06/04/21
36130	VERIZON WIRELESS	05/18/21	CELL PHONE SERVICE 9880063010	110-44110.560 DUES/SUBS/MEETINGS	48.62	34347	06/04/21
36130	VERIZON WIRELESS	05/18/21	CELL PHONE SERVICE 9880063010	110-42220.611 SMALL TOOLS AND EQUIP	240.06	34347	06/04/21
36130	VERIZON WIRELESS	05/18/21	CELL PHONE SERVICE 9880063010	110-43151.570 OTHER PURCHASED SERVICE	40.01	34347	06/04/21
44805	VMERS DB	05/07/21	Payroll Transfer PR-05/07/21	110-20208.000 RETIREMENT PAYABLE	19609.47	34349	06/04/21
44805	VMERS DB	05/14/21	Payroll Transfer PR-05/14/21	110-20208.000 RETIREMENT PAYABLE	19878.99	34349	06/04/21
44805	VMERS DB	05/21/21	Payroll Transfer PR-05/21/21	110-20208.000 RETIREMENT PAYABLE	19139.17	34349	06/04/21
44805	VMERS DB	05/28/21	Payroll Transfer PR-05/28/21	110-20208.000 RETIREMENT PAYABLE	19721.73	34349	06/04/21
23015	VT DEPT OF TAXES	05/28/21	Payroll Transfer PR-05/28/21	110-20207.000 STATE INC TAX W/H	3321.06	5260435	06/02/21
V2413	VT DEPT OF TAXES	05/28/21	Payroll Transfer PR-05/28/21	110-20207.000 STATE INC TAX W/H	2104.12	5270419	06/02/21
29825	VT GAS SYSTEMS	05/21/21	Various Gas Accounts 4/20 21137	110-41948.011 Natural Gas - Essex Free	139.65	34350	06/04/21
29825	VT GAS SYSTEMS	05/21/21	Various Gas Accounts 4/20 21137	110-41948.015 Natural Gas - PW Garage	291.37	34350	06/04/21
29825	VT GAS SYSTEMS	05/21/21	Various Gas Accounts 4/20 21137	110-41948.014 Natural Gas - PW Admin	54.10	34350	06/04/21
29825	VT GAS SYSTEMS	05/21/21	Various Gas Accounts 4/20 21137	110-41948.017 Natural Gas - Memorial Ha	141.68	34350	06/04/21
29825	VT GAS SYSTEMS	05/21/21	Various Gas Accounts 4/20 21137	110-41948.012 Natural Gas - Fire Sta.	173.49	34350	06/04/21
29825	VT GAS SYSTEMS	05/21/21	Various Gas Accounts 4/20 21137	110-41948.010 Natural Gas - 81 Main St	309.17	34350	06/04/21
29825	VT GAS SYSTEMS	05/21/21	Various Gas Accounts 4/20 21137	110-41948.018 Natural Gas - Powell	56.13	34350	06/04/21
34580	VT GOVERNMENT FINANCE OFF	06/01/21	VTGFOA 2021 Annual 2021SumWkshp	110-41510.560 DUES/SUBSCRIPT/MEETINGS	20.00	34351	06/04/21
27030	VT OFFICE OF CHILD SUPPOR	06/04/21	Payroll Transfer PR-06/04/21	110-20211.000 MISC DEDUCTIONS PAYABLE	311.54	34352	06/04/21
25510	WALK MY DOG	05/31/21	MAY Impound/ Kennel Servi EPD 11	110-44110.575 ANIMAL CONTROL/SHELTER	200.00	34355	06/04/21
08720	WATCHGUARD VIDEO	11/24/20	BODY CAMERA INSTALLATION 0006890	110-42124.575 INFORMATION TECHNOLOGY	5000.00	34356	06/04/21
08720	WATCHGUARD VIDEO	05/21/21	BWC CLOUD STORAGE CMINV0001460	110-14301.000 PREPAID EXPENSES	13900.00	34356	06/04/21

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Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
08720	WATCHGUARD VIDEO	05/21/21	BWC CLOUD STORAGE CMINV0001460	110-42124.575 INFORMATION TECHNOLOGY	2780.00	34356	06/04/21
27360	UP FOR LEARNING	06/01/21	CJC TRAINING 21FFSECJJC2	122-42160.500 Training, Conferences, Du	1000.00	34345	06/04/21
36130	VERIZON WIRELESS	05/18/21	CELL PHONE SERVICE 9880063010	122-42160.410 Utilities	243.12	34347	06/04/21
26480	VIENS CIERRA / MCDONALD B	05/27/21	CJC RESTITUTION 052721D	122-20203.000 Restitution Payable	1153.00	34348	06/04/21
16020	POSTMASTER	06/01/21	Postage Special Events Br 060121D	125-45110.536 POSTAGE	833.78	34327	06/04/21
36130	VERIZON WIRELESS	05/18/21	CELL PHONE SERVICE 9880063010	125-45110.530 COMMUNICATIONS	57.62	34347	06/04/21
43275	RYCANDON MECHANICAL, INC.	05/20/21	Sand Hill Bathroom Repair 13717	130-46897.003 PARK ASSET REPLACEMENT	293.25	34334	06/04/21
04525	STANTEC CONSULTING SVC IN	05/07/21	Cul-de-sac Stormwater Ret 1784888	130-46820.008 CA0536 Cul-De-Sac Retro	221.08	34341	06/04/21
19795	VANASSE HANGEN BRUSTIN IN	05/25/21	Stormwater Retrofit - LDS 0343919	130-46820.007 CA0514 LDS Church MM18(9)	730.36	34346	06/04/21
07575	COURTLAND CONSTRUCTION CO	05/24/21	hydrant relocation - Fort 712	151-43200.434 R&M SERVICES - BLDGS	5231.91	34285	06/04/21
19005	FIRSTLIGHT FIBER	05/15/21	Phone svc Hgwy complex 4/ 9198701	151-43200.620 UTILITIES	55.76	34299	06/04/21
07010	GREEN MOUNTAIN POWER CORP	05/10/21	Power various locations 4 051021DA	151-43200.620 UTILITIES	121.98	34302	06/04/21
07010	GREEN MOUNTAIN POWER CORP	05/10/21	Power various locations 4 051021DA	151-43202.620 UTILITIES	1137.35	34302	06/04/21
36130	VERIZON WIRELESS	05/18/21	CELL PHONE SERVICE 9880063010	151-43200.530 COMMUNICATIONS	40.01	34347	06/04/21
29825	VT GAS SYSTEMS	05/21/21	Various Gas Accounts 4/20 21137	151-43202.620 UTILITIES	41.12	34350	06/04/21
29825	VT GAS SYSTEMS	05/21/21	Various Gas Accounts 4/20 21137	151-43200.623 NATURAL GAS	39.49	34350	06/04/21

06/04/21

Town of Essex / Village of EJ Accounts Payable

Page 7 of 7

10:37 am

Check Warrant Report # 17871 Current Prior Next FY Invoices For Fund (GENERAL FUND)

HPackard

For Check Acct 01 (GENERAL FUND) All check #s 05/31/21 To 06/04/21 & Fund 1

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

Report Total				229795.61		
				=====		

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 \$ ***229,795.61
Let this be your order for the payments of these amounts.

From: Jenny Willingham <jwillingham@ESSEX.ORG>
Sent: Friday, May 21, 2021 8:52 AM
To: Evan Teich <eteich@essex.org>; Gregory Duggan <gduggan@ESSEX.ORG>
Subject: June 19th

Good morning!

The [Daughters of the American Revolution] DAR(Ann Gray is the presenter) is planning on presenting the Mountain View Cemetery Commission an award honoring the Restoration of the Common Burial Ground Cemetery. The Ceremony will be held at 10:30 on Saturday, June 19th at the Common Burial Ground. The MVC Commissioners along with myself will be in attendance. Ann Gray is requesting coverage by the Essex Reporter.

Enjoy your weekend!

Jenny

Barbara A. Higgins
7 Cindy Lane
Essex Junction, VT 05452-3307
bhiggins7979@gmail.com

May 24, 2021

Selectboard
Town of Essex
81 Main Street
Essex Junction, VT
05452

Re: Resolution to Investigate an Amicable Separation

Ladies and Gentlemen:

For those of you who don't know me, I have been a resident of Essex since 1973, I served two 3-yr terms on the Selectboard (SB) and was appointed and served on numerous standing and other committee/commissions, including charter/merger committees over the years.

The resolution before you, at best, is premature – neither the Town of Essex (TOE) or the Village of Essex Junction (VoEJ) has voted to separate. The only vote has been an advisory vote authorizing the Trustees of the VoEJ to investigate separation.

At its worst, this resolution disenfranchises the voters of the TOE as it relates to the question of separation, and, in my opinion, seeks to marginalize those voters who reside in the Town Outside the Village (TOV) – the very votes/taxpayers who would constitute a separated TOE.

One justification put forth in support of the proposed resolution is a legal opinion: this opinion is just that, an opinion based upon the 1922 approval by the Vermont Legislature of the separation of the Village of Winooski from the Town of Colchester without the consent of the latter.

The fact of the matter is municipal law is silent on the question of consent. Indeed in 1999, I believe that is the year, the VoEJ voted to separate and the Legislature (or the committee which considers these matters), refused to move the matter forward without voter approval by the TOE.

The bottom line is we do NOT know what the Legislature would do.

There are those who will say we can't wait until a separation is approved to develop a plan for a separation – why not I say.

There is no reason why there could not be a one-year transition period during which newly elected representatives of a separated TOE or their designees negotiate with the Trustees should separation be approved by the Legislature.

Lastly, any negotiation by the current SB and Trustees, would in my opinion, lead to more animosity and divisiveness.

There have been too many statements made by some members of the SB that raise serious questions of their ability to fairly negotiate on behalf of residents of the TOV.

Should the SB vote to approve this resolution, those members should be required to recuse themselves from the negotiations.

Thank you.

Respectfully,

A handwritten signature in black ink, appearing to read "Barbara A. Higgins". The signature is fluid and cursive, with the first name "Barbara" being more prominent.

Barbara A. Higgins

From: Liz Subin

Sent: Monday, May 31, 2021 6:22 PM

Subject: Supporting Equity Work in Essex

Dear Board Members, Beth and Erin,

As most of you know, I served on the school board in this district from 2014 to 2021. I have never been more proud of the work we are doing in Essex to put equity where it belongs: in the center of everything we do.

The Essex Safety, Racial Justice & Policing Equity Task Force, Town and Village government and the EWSD are all deeply engaged in policy review and creation. Essex Resists, Rights and Democracy Essex and the Engaged Community Members of the EWSD are advocating daily for racial and social justice in our institutions. Education and building local awareness on issues that affect all of us is being done through community wide events and conversations facilitated by Voices for Inclusion in Essex and Westford and the Community Justice Center.

We are doing this. It is happening through the collaborative, coordinated effort of many elected officials, student groups, district and municipal leaders and community members committed to addressing systemic racism and implementing strategies that make it better for all of us.

I want to thank the board and the district for your continued commitment to this essential work. Your bold leadership and unwavering support for racial justice sends a strong message to our community. I appreciate the hard work you do every day to make our public schools the best they can be for all of our learners and for your place in the larger community wide effort to do better.

Respectfully,
Liz Subin

Essex Juneteenth Celebration

On June 19, 2021, Essex will stage its 1st Juneteenth celebration. Our event will be held from 11am to 1pm at the pavilion of the Brownell Library at 5 Corners, celebrating the contributions of African Americans to life as we know it in the United States. US culture would not be as great, as colorful or as distinct without the contributions of people who came over here in chains and their descendants. Saturday, June 19th will be an opportunity to honor these varied and distinguished contributions to the world. The event will highlight excerpts and work of African American inventors, musicians, poets, orators and authors. We expect to schedule some readings, but it will largely be an interactive event in which the public will be invited to take part.

For those unfamiliar with the history of the day, Juneteenth is celebrated in commemoration of June 19, 1865 when the last enslaved people in Galveston, Texas were informed of Lincoln's Emancipation Proclamation on September 22, 1862 and the April 9, 1865 end of the Civil War, when Robert E. Lee surrendered the last major Confederate army to Ulysses S. Grant at Appomattox Courthouse. Juneteenth has been celebrated in Texas since June 19, 1866 and, in 1979, Texas became the first state to make Juneteenth an official holiday. Forty-seven states and the District of Columbia now recognize Juneteenth as a state or ceremonial holiday.

Juneteenth is also known as: **Freedom Day, Jubilee Day, Liberation Day, Emancipation Day**

Light refreshments will be served.

MEETING SCHEDULES

06/04/2021

TOWN SELECTBOARD MEETINGS		VILLAGE TRUSTEES MEETINGS	
			
June 5, 2021 – 8:00 AM		Joint Board Strategic Planning Session -- Linda	
June 7, 2021 – 6:30 PM		SB Regular -- Darby	
June 8, 2021 – 4:00 PM		VB Regular -- Amy	
June 14, 2021 – 4:00 PM		VB Special -- Darby	
June 15, 2021 – 6:30 PM		Joint Board Special Meeting – Amy	
June 21, 2021 – 6:30 PM		SB Regular – Cathy	
June 22, 2021 – 6:30 PM		VB Regular -- Darby	
June 29, 2021 – 6:30 PM		Joint Board Special Meeting	
July 12, 2021 – 6:30 PM		SB Regular -- Cathy	
July 13, 2021 – 6:30 PM		VB Regular -- Amy	
August 2, 2021—6:30 PM		SB Regular -- Cathy	
August 10, 2021—6:30 PM		VB Regular -- Amy	
August 17, 2021—6:30 PM		SB Regular – Cathy	
August 24, 2021—6:30 PM		VB Regular -- Amy	
September 13, 2021—6:30 PM		SB Regular -- Cathy	
September 14, 2021—6:30 PM		VB Regular – Darby	
October 4, 2021—6:30 PM		SB Regular – Darby	
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 – Darby	
November 9, 2021 – 8:00 AM		SB All day budget workshop --	
November 9, 2021—6:30 PM		VB Regular – Cathy	
November 15, 2021—6:30 PM		SB Regular -- Darby	
November 23, 2021—6:30 PM		VB Regular – Darby	
December 6, 2021—6:30 PM		SB Regular -- Cathy	
December 14, 2021—6:30 PM		VB Regular -- Amy	

December 20, 2021—6:30 PM	SB Regular – Cathy
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 – Darby
January 18, 2022—6:30 PM	SB Regular
January 25, 2022—6:30 PM	VB Regular -- Cathy
February 7, 2022—6:30 PM	SB Regular
February 8, 2022—6:30 PM	VB Regular
February 22, 2022—6:30 PM	VB Regular -- Cathy
February 23, 2022—6:30 PM	SB Regular meeting
February 28, 2022—6:30 PM	Town Informational hearing
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 -- Cathy
April 4, 2022—6:30 PM	SB Regular
April 6, 2022 – 7:00 PM	Village Informational hearing -- Cathy
April 13, 2022—6:30 PM	VB Regular