

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

Online & 2 Lincoln St.
Essex Junction, VT 05452
Wednesday, May 22, 2024
6:30 PM

E-mail: admin@essexjunction.org

www.essexjunction.org

Phone: (802) 878-6944

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

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

1. **CALL TO ORDER** [6:30 PM]
2. **AGENDA ADDITIONS/CHANGES**
3. **APPROVE AGENDA**
4. **PUBLIC TO BE HEARD**
 - a. Comments from Public
5. **PUBLIC HEARING**
 - a. Public Hearing on the Large Water User Rate
6. **BUSINESS ITEMS**
 - a. Department Head Brief to Council – Brad Luck, EJRP
 - b. Update from the Bike Walk Advisory Committee
 - c. Discussion and Consideration of Regional Committee Appointments
 - d. Discussion and Consideration of Road Extension Request from Gabe Handy
 - e. Discussion and Consideration of Setting All Utility Rates
 - f. Discussion and Consideration of West St. Pump Station Replacement
 - g. Strategic Planning Report and Presentation
 - h. *Discussion and Consideration of an Executive Session to discuss a contract
7. **CONSENT ITEMS**
 - a. Approve Meeting Minutes: May 8, 2024
 - b. Appointments of the City Clerk and Audit Firm
 - c. Finalize Council Meeting Schedule Adjustments
 - d. VLCT Letter of Appreciation for Furniture Donation
 - e. Liquor License Approvals
8. **COUNCIL MEMBER COMMENTS & CITY MANAGER REPORT**
9. **READING FILE**
 - a. Check Warrant #24045 5/17/24
 - b. Appraisal Update
 - c. All Hazard Mitigation Plan CY2023 Progress Report
10. **EXECUTIVE SESSION**
 - a. *An Executive Session may be needed to discuss a contract
11. **ADJOURN**

Members of the public are encouraged to speak during the Public to Be Heard agenda item, during a Public Hearing, or, when recognized by the President, during consideration of a specific agenda item. The public will not be permitted to participate when a motion is being discussed except when specifically requested by the President. Regarding zoom participants, if individuals interrupt, they will be muted; and if they

interrupt a second time they will be removed. This agenda is available in alternative formats upon request. Meetings of the City Council, like all programs and activities of the City of Essex Junction, are accessible to people with disabilities. For information on accessibility or this agenda, call the City Manager's office at 802-878-6944 TTY: 7-1-1 or (800) 253-0191.

FY25 Water, Wastewater, and Sanitation Rate Setting

Public Hearing – May 22, 2024

City Combined Utility Rates

FY24 Combined Rates

- Usage .0441/c.f.
- Fixed Charge \$399.00/year
- Increase over FY23 12.1%
- Cost to average user \$656.62 per year or \$54.72 per month when using 120 gallons per day

FY25 Proposed Combined Rates

- Usage .0489/c.f.
- Fixed Charge \$392.56/year
- Increase over FY24 3.31%
- Cost to average user \$678.34 per year or \$56.53 per month when using 120 gallons per day

History – Annual Average Cost and Rates

Utility Charges Comparison					
<i>Residential Property using 120 gallons/Day</i>					
	FY21	FY22	FY23	FY24	FY25
Water					
Fixed Charge, annual	\$ 114.39	\$ 122.23	\$ 130.18	\$ 152.52	\$ 142.13
Usage (120 Gal/day, 5840 c.f./yr)	\$ 115.63	\$ 120.30	\$ 126.14	\$ 150.09	\$ 160.60
Total	\$ 230.02	\$ 242.53	\$ 256.32	\$ 302.61	\$ 302.73
\$ Change	\$ 12.79	\$ 12.51	\$ 13.79	\$ 46.29	\$ 0.12
% Change	5.89%	5.44%	5.69%	18.06%	0.04%
WWTF					
Fixed Charge, annual	\$ 113.95	\$ 113.95	\$ 122.37	\$ 127.66	\$ 128.26
Usage (120 Gal/day, 5840 c.f./yr)	\$ 62.49	\$ 62.49	\$ 64.24	\$ 67.82	\$ 78.45
Total	\$ 176.44	\$ 176.44	\$ 186.61	\$ 195.48	\$ 206.72
\$ Change	\$ 15.93	\$ (0.00)	\$ 10.17	\$ 8.87	\$ 11.24
% Change	9.92%	0.00%	5.77%	4.75%	5.75%
Sanitation					
Fixed Charge, annual	\$ 102.63	\$ 105.20	\$ 107.35	\$ 118.82	\$ 122.17
Usage (120 Gal/day, 5840 c.f./yr)	\$ 35.04	\$ 35.62	\$ 35.62	\$ 39.71	\$ 46.72
Total	\$ 137.67	\$ 140.82	\$ 142.97	\$ 158.53	\$ 168.89
\$ Change	\$ 6.46	\$ 3.15	\$ 2.15	\$ 15.56	\$ 10.36
% Change	4.93%	2.29%	1.53%	10.88%	6.54%
Total All Utility Rates, annual					
\$ Change	\$ 35.18	\$ 15.67	\$ 26.11	\$ 70.71	\$ 21.72
% Change	6.91%	2.88%	4.66%	12.07%	3.31%

Utility Charges Comparison					
<i>Rates</i>					
	FY21	FY22	FY23	FY24	FY25
Water					
Fixed Charge, annual	114.39	122.23	130.18	152.52	142.13
\$ Change	\$ 6.95	\$ 7.84	\$ 7.95	\$ 22.34	\$ (10.39)
% Change	6.47%	6.85%	6.50%	17.16%	-6.81%
Usage, per Cubic Foot					
Usage, per Cubic Foot	0.0198	0.0206	0.0216	0.0257	0.0275
\$ Change	\$ 0.0010	\$ 0.0008	\$ 0.0010	\$ 0.0041	\$ 0.0018
% Change	5.32%	4.04%	4.85%	18.98%	7.00%
WWTF					
Fixed Charge, annual	113.95	113.95	122.37	127.66	\$ 128.26
\$ Change	\$ 10.67	\$ -	\$ 8.42	\$ 5.29	\$ 0.60
% Change	10.33%	0.00%	7.39%	4.32%	0.47%
Usage, per Cubic Foot					
Usage, per Cubic Foot	0.0107	0.0107	0.011	0.0116	0.0134
\$ Change	\$ 0.0009	\$ -	\$ 0.0003	\$ 0.0006	\$ 0.0018
% Change	9.18%	0.00%	2.80%	5.45%	15.81%
Sanitation					
Fixed Charge, annual	102.63	105.2	107.35	118.82	122.17
\$ Change	\$ 4.71	\$ 2.57	\$ 2.15	\$ 11.47	\$ 3.35
% Change	4.81%	2.50%	2.04%	10.68%	2.82%
Usage, per Cubic Foot					
Usage, per Cubic Foot	0.006	0.0061	0.0061	0.0068	0.008
\$ Change	\$ 0.0003	\$ 0.0001	\$ -	\$ 0.0007	\$ 0.0012
% Change	5.26%	1.67%	0.00%	11.48%	17.65%

City Water User Rates

FY25 Proposed Rates

Usage	\$0.0275/cubic foot
Fixed Charge	\$142.13/year [50% of budget]
Increase over FY24	0.04% or \$0.12 annually for average user
Cost to average user	\$302.73/year [120 gallons per day]

Reasons for Increase

1. 5.1% increase in CWD Wholesale Rate
2. \$50,000 planned increase to capital contribution

City Wastewater Treatment User Rates

FY25 Proposed Rates

Usage	\$0.0134/cubic foot
Fixed Charge	\$128.26/year [65% of budget]
Increase over FY24	5.75% or \$11.24 for average user
Cost to average user	\$206.72/year [120 gallons per day]

Reasons for Increase

1. increase in cost of biosolids management – land application and subcontractor costs due to issues with digester
2. \$20,000 planned increase to capital contribution

City Sanitation User Rates

FY25 Proposed Rates

Usage	\$0.0080/cubic foot
Fixed Charge	\$122.17/year [75% of budget]
Increase over FY24	6.53% or \$10.36 for average user
Cost to average user	\$168.89/year [120 gallons per day]

Reasons for Increase

1. \$77,000 increase to capital contribution
2. \$5,800 increase to TV sewer lines

Large Water User Rate

FY25 Proposed Rate

Usage	\$0.157/1,000 gallons
Change from prior year	\$0.017/1,000 gallons or 15.33% *

Explanation:

The Large User rate for GlobalFoundries is calculated as 13% of the City's water operating budget plus a proportionate share of unaccounted water divided by estimated water usage. At the end of the fiscal year there is a reconciliation. GlobalFoundries either pays more or receives a credit depending on how much water they use and the amount of unaccounted water. In addition, the Large User also pays the CWD wholesale rate and the State of Vermont Water Supply Fee on all water used. These charges are a pass-through on the City books.

*please note this % increase was miscalculated at 42.61% when last reviewed by the Council; the actual change is much lower than previously presented and noticed in the warning for the public hearing

Wastewater Treatment Wholesale Rate

FY25 Proposed Rate

Usage	\$4.171/1,000 gallons
Increase over FY24	0.59%

Reasons for Increase

1. 2.2% increase in WWTF budget
2. increase in cost of biosolids management – land application and subcontractor costs due to issues with digester
3. Planned \$20,000 increase to the capital transfer

The Wastewater Treatment Wholesale Rate is the rate paid by the Town of Essex and the Town of Williston for the treatment of wastewater from those communities. The rate is based on estimated flows and budgeted costs. At the end of each fiscal year the actual flows and costs are analyzed, and adjustments are made.

Memo

To: City Council

From: Brad Luck, Recreation & Parks Director

Meeting Date: May 22, 2024

Agenda Item: Department Head Conversation

Six-Month Department Look Back

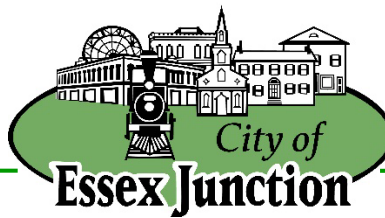
- Events - Winter Lights in the Park, Train Hop, Letters to the North Pole, Giving Tree, Essex Has Talent, Egg Hunt
- Programs - Pickleball, Preschool Playgroup, Kindermusik, Drivers Ed, Volleyball, Swish Basketball, Youth Basketball, Men's & Women's Basketball, Soccer Sparks, Dog Training, Tai Chi
- 8th Grade Washington, DC Trip – 63 kids just returned from great trip
- Spring running series – 40+ runners each Wednesday
- Senior Center – successful first several months, now relocated to Holy Family & Kolvord Room
- Rec Kids Afterschool Program – nearly 400 kids daily
- EJRP Preschool – serving 34 families; celebrating 15 years!
- Park Street School renovations – significant transformation of grounds and building
- Maple Street Park – it's busy!
- Facilities – Park Street, pool house, Library, 2 Lincoln

Six-Month Department Look Ahead

- Summer – programs, staff, park, and pool
- Events - Memorial Day Parade, Pride Fest, July 4th, Dog Day at the Pool
- Community gardens
- Seniors – hiring, programming, space
- Master plan & facility feasibility study
- Rec Advisory Council conversation
- New playground equipment @ Maple Street – replacing cable net structure destroyed in storm
- Maple Street Pool – two new diving boards, ADA lift, guard room updates
- People counters – all three entrances at Maple Street Park
- Benches out front at Maple Street – being replaced
- Signage – dogs in the park, dog free areas
- EJRP Preschool expansion – adding age 2/3 classroom
- Rec Kids in the fall – 435 registered
- Facilities – 2 Lincoln renovation

Anything you think the Council should know

- Courts – Maple Street (tennis, basketball, skatepark) and Cascade (tennis/pickleball) in need of full replacement
- Space – we are out of it and need more of it!
 - Indoor and outdoor
 - Preschool, youth, teen, adult, older adult
 - Programs, leagues, rentals, childcare



MEMORANDUM

To: City Council
From: Regina Mahony, City Manager
Meeting Date: May 22, 2024
Subject: City Representation on Regional Boards – Appointments/Reappointments

Issue:
 There are several regional boards the City has representation on; some of which need to be re-appointed.

Discussion:
 The following are the boards we currently have representation on. There are a few where the representative’s term expires at the end of May/June. We need to re-appoint representatives to these boards.

Mike Sullivan, has been, and still has interest in continuing as the City’s representative on the CSWD Board. His application is attached, and he will be in attendance at the meeting.

The other re-appointments are Councilor positions (with the exception of a CCRPC Committee):

Regional Board/Organization	Current Representative	Alternate Representative	Appointment Term	Next Steps
Chittenden County Communications Union District	Marta Pauer-Tursi	Vacant	1-year term from January to January	No action needed until December
Chittenden County Regional Planning Commission	Elaine Haney-Board (stepping down) Chris Yuen - PAC	Dan Kerin-Board Michael Giguere (new City Planner, starts in June) – PAC	Board: 2-year term, expires June 2025 PAC: June 2024 PAC	Need to Appoint for Board and PAC
Chittenden Solid Waste District	Mike Sullivan	Amber Thibeault	2-year term, expires May 2024	Need to re-appoint
Green Mountain Transit	Currently Vacant Recommendation: Raj Chawla	Alternate	1-year term, expires June 2024	Need to Appoint
Town Meeting TV	Amber Thibeault	Marcus Certa	1-year term, expires June 2024	Need to re-appoint
Champlain Water District	Aaron Martin	Greg Duggan	3-year term, expires March 2025	No action needed: Position is elected and will be on the 2025 Annual Meeting ballot for the City
Winooski Valley Parks District	George Tyler	Greg Duggan	3-year term, expires June 2025	No action needed
**Tree Farm Management Group	Currently Vacant Recommendation: Marcus Certa	N/A	3-year term, expires June 2027	Need to Appoint

******Represented by EJRP Representative and one resident appointed by the Council for a 3-year term.

There are also local committees the City has representation on:

- Tri-Town Committee on Sewage: Chelsea Mandigo, Jess Morris & Regina Mahony
- Capital Program Review Committee: Amber Thibeault & Jess Morris

There are also two other CCRPC committees that we have representatives on:

- Transportation Advisory Committee – Chris Yuen (June 25)
- Clean Water Advisory Committee – Chelsea Mandigo (June 25)

Cost:

There are no associated costs with this issue.

Recommendation:

Please note, with the exception of the CSWD seats, the Council can take more time and finalize the other appointments in June if they wish. If there are no changes, here are the appointments:

- CCRPC Board: TBD
- CCRPC (PAC): Appoint Chris Yuen as Representative and Michael Giguere as Alternate to the Planning Advisory Committee for CCRPC
- Chittenden Solid Waste District: Appoint Mike Sullivan as Representative and Amber Thibeault as Alternate
- Green Mountain Transit: Appoint Raj Chawla as Representative and continue to advertise for an Alternate
- Town Meeting TV: Appoint Amber Thibeault as Representative and Marcus Certa as Alternate
- Tree Farm Management Group – Appoint Marcus Certa as Representative
- All other appointments remain as is for now

Recommended Motion:

If the Council is ready and decides to follow the recommended motion:

“I move the Council appoint the following positions:

- CCRPC Board: TBD
- CCRPC (PAC): Appoint Chris Yuen as Representative and Michael Giguere as Alternate to the Planning Advisory Committee for CCRPC
- Chittenden Solid Waste District: Appoint Mike Sullivan as Representative and Amber Thibeault as Alternate
- Green Mountain Transit: Appoint Raj Chawla as Representative
- Town Meeting TV: Appoint Amber Thibeault as Representative and Marcus Certa as Alternate
- Tree Farm Management Group – Appoint Marcus Certa as Representative

Attachments:

Mike Sullivan application for the Chittenden Solid Waste District

View results

Respondent
12 Anonymous

14:31
Time to complete

1. Full name *

Michael Sullivan

2. Phone number *

[Redacted]

3. Email *

[Redacted]

4. Address *

[Redacted]

5. I am interested in applying to join the *

(note: if you are interested in more than one, please complete a separate application for each committee):

- Bike/Walk Advisory Committee
- Capital Program Review Committee
- Chittenden Solid Waste District (CSWD)
- Development Review Board
- Green Mountain Transit Board of Commissioners Alternative
- Housing Commission
- Planning Commission
- Police Community Advisory Board
- Tree Advisory Committee
- Tree Farm Management Group Committee

6. Have you previously or are you currently an appointed member to the committee you are wishing to be appointed to? *

- Yes
- No

Returning Committee Members

7. Why do you want to be reappointed to this committee? *

I am still interested in helping to solve the issues and impacts of the waste-stream in our community.

8. What have you enjoyed about your time on this committee so far? *

Learning about how much our community is motivated to minimize waste.

9. What are two significant accomplishments this committee has made during your term? *

The plan moving forward on the new MURF (automated recycle facility) will make a significant impact in minimizing material sent to the land fill.

10. What do you hope to accomplish by being reappointed for another term? *

I plan to keep focused on issues affecting our city and contributing to minimizing waste in our state.

11. Is there anything else you would like to say about your interest and application? *

I appreciate being able to fill a need for new city.

New Committee Members

12. Why are you interested in joining this committee? *

See above

13. What about you education, experiences, and background will help you be a contributing member to this committee? *

I am a concerned citizen and have an engineering background that matches well with the needs of this committee.

14. What do you hope to accomplish during your term on this committee? *

Giving good representation for the city of Essex Jct.

15. Is there anything else you would like to say about your interest and application? *

See above

MEMORANDUM

To: City Council
From: Regina Mahony, City Manager
Meeting Date: May 22, 2024
Subject: Public Road Extension Request from Gabe Handy

Issue: A request from Gabe Handy for a public road extension should be considered.

Discussion: Gabe Handy is requesting that Cherry St be extended as a public road to provide frontage necessary to subdivide a lot for housing (see "Proposed Housing Lot" in the image below). The red box on the image below is the *general* location of the request. Cherry Street is already a public road on the west side of South Summit Street; the request is simply an extension of the length of that public road to accommodate the public road frontage necessary for a subdivision.



It is the Council's authority to accept (or discontinue) a public road however, that is not the question in front of the Council at this time. If the Council is amenable to this concept, it in no way constitutes an acceptance of a public road nor approval from the City for the proposed development.

Mr. Handy does not yet have any development applications submitted to the City for this proposal and it is very early in concept. Seeking input on whether the Council is open to this extension is the first step that will allow Mr. Handy to move forward with this concept. If the proposed development does not work for some other reason, there is no need for, nor should the public road be extended.

Considering the need for additional housing in the City, I recommend support of this proposal under the following conditions:

1. The City does not incur any costs (beyond those associated with Staff time) for the proper transfer of ownership of this road right of way. Expenses will include, but not be limited to, legal, survey and public hearing warning costs. These should be covered in full by Mr. Handy.
2. The length of the public road is the minimum necessary to achieve the subdivision.
3. The public road be brought up to full public road standards as determined through the Development Review Board process.
4. Mr. Handy provide a public sidewalk along Cherry Street from the intersection with S Summit Street.
5. Any other conditions imposed by the Development Review Board through the development review process.
6. This step in no way constitutes an acceptance of a public road nor approval from the City for the proposed development.

Cost: None as described herein.

Recommendation:

Staff recommends that the Council provide initial feedback on ~~whether~~ this concept ~~is amenable or not~~. If the Council is amenable, Mr. Handy would then be able to move forward with his conceptual design. The City Manager would continue discussions with Mr. Handy on the specifics of the public road acceptance process and associated conditions described above.

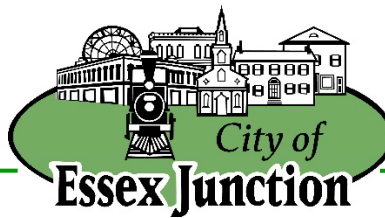
Recommended Motion:

If the City Council agrees, the following motion is recommended:

“I move that the City Council authorize the City Manager to continue discussions with Mr. Handy on this conceptual public road extension for Cherry Street, under the conditions herein, including but not limited to an official public road acceptance process that will come back before the Council at a future date.”

Attachments:

None



MEMORANDUM

To: City Council; Regina Mahony, City Manager
From: Jess Morris, Finance Director
Meeting Date: May 22, 2024
Subject: Approve FY25 Utility Rates

Issue

To present the proposed FY25 utility rates for consideration and approval by the Council.

Discussion

In order to fund the FY25 Water, WWTF, and Sanitation Fund budgets staff recommends the City utility rates be set as follows:

Rate:	FY25 Rate:
Water usage rate	\$0.0275 / cubic foot
Water Annual Fixed Charge	\$142.13 / year
Wastewater Treatment usage rate	\$0.0134 / cubic foot
Wastewater Treatment Annual Fixed Charge	\$128.26 / year
Sanitation usage rate	\$0.0080 / cubic foot
Sanitation Annual Fixed Charge	\$122.17 / year
Large Water User Rate	\$0.157 / 1,000 gallons
Wastewater Treatment Wholesale Rate	\$4.171 / 1,000 gallons

Cost

The combined cost to the City resident using 120 gallons per day will increase by 3.31% or \$21.72 per year. The large user rate will increase by \$0.017 or 15.33%. The wastewater treatment wholesale rate will increase by \$0.0246 or 0.59%.

Recommendation

Staff recommends that the City Council adopt the FY25 utility rates as presented.

Recommended Motion

Motion to approve the FY25 utility rates as presented.



MEMORANDUM

TO: City Council
FROM: Chelsea Mandigo, Water Quality Superintendent
MEETING DATE : May 22, 2024
SUBJECT: West St Pump Station Emergency repair

Issue: To amend the Fiscal Year 2025 Sanitation Capital Plan for an emergency repair to West St pump station.

Discussion: As mentioned in previous discussions, the City's pump stations are aging with four of the eight in need of retrofits within the next decade. Some have not received major upgrades since installation ranging from 1970's to 2000's.

One of the stations at the top of the list, and in the beginning stages of design for retrofit is West St pump station (installed 1964, retrofit 1983). West St is the station with the greatest amount of flow City-wide and in need for more capacity to service growth in the City and Town of Essex. This station is the only one that can easily back up into surrounding businesses and homes meaning it has no emergency storage, other than a generator to keep the station going during a power outage.

Less than a year ago we replaced the mechanical seal of pump #2 which is not something you do that often. We started to see signs of the same part failure which we knew was not a good sign. Upon further investigation, several abnormal parts showed damage including the motor shaft and worn casing (less than 1 inch from breaking through). These issues are a result of the age of the station. This station cannot go down to only one functioning pump as it could result in human and environmental health issues, and we would be in violation with the State for not having a redundant pump.

The only course of action is to replace the pump almost entirely, as all signs show it is close to catastrophic failure.

Staff investigated alternatives including, the Town of Essex offering a spare pump from a similar station to try and help with cost savings. Unfortunately, it will not work after checking with the manufacturer engineers. We will work with our design engineers for West St retrofit project to see if there could be cost savings with how we approach the project given this new development.

Costs: The cost to replace this pump is at most to be \$40,000. There is a long lead time for these parts 12-14 weeks, so the funds for this project would be from the FY'25 Sanitation Capital Fund. The Town of Essex cost shares West St pump station expenses at 50% with the City per the Two-Party Agreement. The Sanitation Capital projects for FY25 were reviewed with the Finance Director to see if any could be postponed. It was agreed that we can postpone for a year the Collection System Capacity study, which was marked at \$28,300. This would cover the City's portion of this repair.

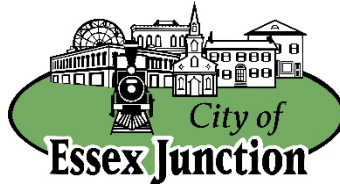
Below is a FY25 Approved Sanitation Capital Reserve Balance:

Sanitation Fund Capital Reserve Balance									
	FY24	FY25	FY26	FY27	FY28	FY29	FY30	FY31	
Beginning Fund Balance	200,277	51,548	39,975	84,730	139,768	66,171	128,890	154,881	
Planned Spending	(168,897)	(115,130)	(3,332,584)	(67,322)	(122,218)	(40,000)	(130,829)	(54,240)	
Debt Payments (HS Pump Station Upgrade RF1-157 FY34 and ARRA Stimulus Loan FY31)	(82,000)	(81,344)	(81,760)	(81,318)	(81,318)	(81,318)	(81,317)	(81,317)	
Estimated Debt Payment on Pump Station Upgrades (\$3,250,000 for 20 yrs @ 3.66%)				(99,017)	(278,350)	(272,409)	(266,468)	(260,527)	
Revenue Sources									
Transfer In from Sanitation Operating Budget	95,000	172,000	222,000	272,000	322,000	372,000	422,000	452,000	
Allocation Fee Revenue	7,168								
Bond Funding ESTIMATE ONLY		12,900	3,237,100						
Town Share (50% of West St pump station) ESTIMATE ONLY				30,695	86,289	84,447	82,605	80,763	
Interest Earnings									
Total Revenues	102,168	184,900	3,459,100	302,695	408,289	456,447	504,605	532,763	
Ending Fund Balance	51,548	39,975	84,730	139,768	66,171	128,890	154,881	291,560	

Below is the proposed Sanitation Capital Reserve Plan/projection, showing the Collection System Study pushed out one yea and the West St pump station emergency repair with \$20,000 Town of Essex contribution highlighted in yellow.

Sanitation Fund Capital Reserve Balance									
	FY24	FY25	FY26	FY27	FY28	FY29	FY30	FY31	
Beginning Fund Balance	200,277	51,548	48,275	93,030	119,768	46,171	108,890	134,881	
Planned Spending	(168,897)	(126,830)	(3,332,584)	(95,622)	(122,218)	(40,000)	(130,829)	(54,240)	
Debt Payments (HS Pump Station Upgrade RF1-157 FY34 and ARRA Stimulus Loan FY31)	(82,000)	(81,344)	(81,760)	(81,318)	(81,318)	(81,318)	(81,317)	(81,317)	
Estimated Debt Payment on Pump Station Upgrades (\$3,250,000 for 20 yrs @ 3.66%)				(99,017)	(278,350)	(272,409)	(266,468)	(260,527)	
Revenue Sources									
Transfer In from Sanitation Operating Budget	95,000	172,000	222,000	272,000	322,000	372,000	422,000	452,000	
Allocation Fee Revenue	7,168								
Bond Funding ESTIMATE ONLY		12,900	3,237,100						
Town Share (50% of West St pump station) ESTIMATE ONLY		20,000		30,695	86,289	84,447	82,605	80,763	
Interest Earnings									
Total Revenues	102,168	204,900	3,459,100	302,695	408,289	456,447	504,605	532,763	
Ending Fund Balance	51,548	48,275	93,030	119,768	46,171	108,890	134,881	271,560	

Recommendation: It is recommended that the City Council approve the amended Fiscal Year 2025 Sanitation Capital Plan to include the West St pump station emergency pump replacement.



Memo

To: Essex Junction City Council
From: Ashley Snellenberger, Communications & Strategic Initiatives Director
Meeting Date: May 22, 2024
Agenda Item: Community Vision and Strategic Action Plan

Issue: The City is entering the final stage of the Community Vision and Strategic Action Plan project with Future iQ. David Beurle, CEO of Future iQ, will attend the May 22 City Council meeting to present the Draft Community Vision and Strategic Action Plan report and information on the project to date.

Discussion: The Community Vision and Strategic Action Plan project has been exploring the future direction of the City of Essex Junction, looking out to 2030. This project, which started in September 2023, has included community-wide engagement and outreach, including Stakeholder Survey #1 (425 responses), individual stakeholder interviews (15 individuals), a two-day Think-Tank (40 attendees), six Focus Group sessions (84 attendees), and the Stakeholder Survey #2 (150 responses).

The Draft Community Vision and Strategic Action Plan report includes a culmination of the work from these efforts. With the guidance of Future iQ, we identified 20 key drivers that will shape the future of our City, developed four plausible scenarios, and outlined the expected and preferred futures for Essex Junction. Six strategic pillars, representing the major themes or topic areas that reflect Essex Junction's preferred future, were also developed based on community input and data gathered through the community survey and Think Tank Workshops. These strategic pillars include Housing and Density, Public Services and Facilities, Economic Development, Transportation and Connectivity, Environment, and Community Engagement.

The final stage of this process is to develop the City's Strategic Action Work Plan. This work plan will outline the services, projects, or activities that align with the six strategic pillars and will help the City progress toward its desired future over the next five years. City committees and department heads will prioritize strategies for the Strategic Action Work Plan. This information will be included in the Final Community Vision and Strategic Action Plan report, which will be available in June.

Cost: None

Recommendation: None

Recommended Motion: None

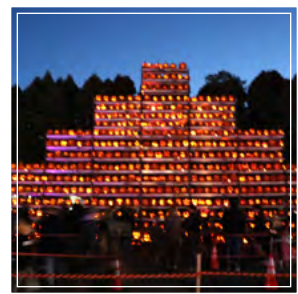
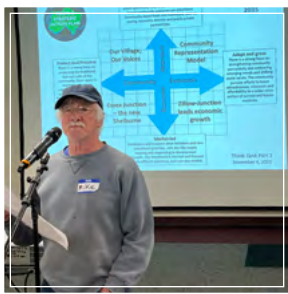
Attachments: Draft Community Vision and Strategic Action Plan Report

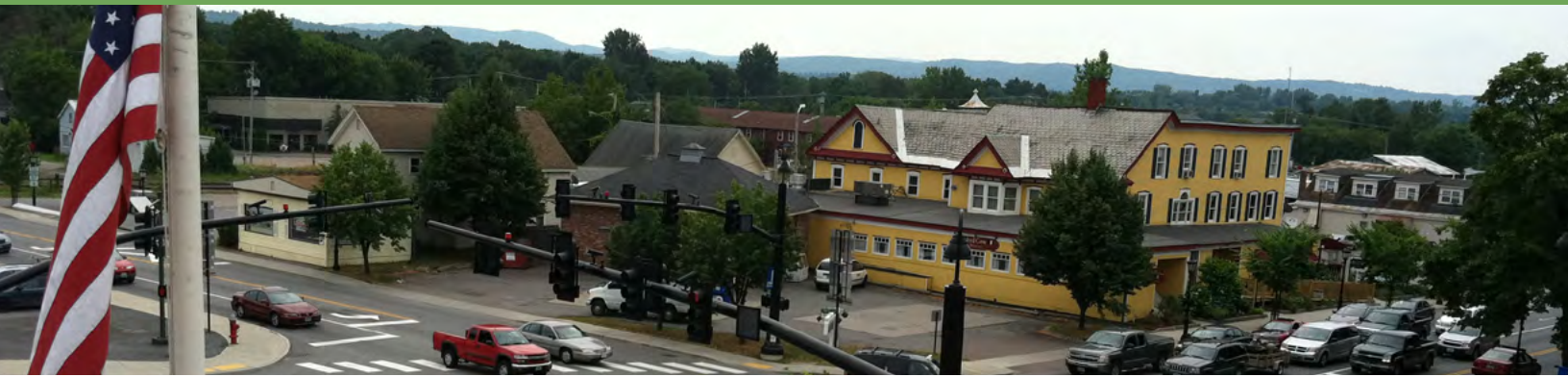


CITY OF ESSEX JUNCTION COMMUNITY VISION & STRATEGIC ACTION PLAN

VERMONT, USA

MAY 2024





CITY OF ESSEX JUNCTION COMMUNITY VISION & STRATEGIC ACTION PLAN

VERMONT, USA

MAY 2024

This report presents the Community Vision and Strategic Action Plan that has been developed following extensive community engagement undertaken during the City of Essex Junction Community Visioning and Strategic Action Planning process. Beginning in August 2023 through May 2024, the engagement process included two Community Surveys, the City of Essex Junction Think-Tank workshop, and 6 Focus Group workshops. This engagement process was designed to provide an open, inclusive, and transparent platform for community members to help create a shared vision looking out to 2030.

The reports and associated data analysis are available on the project portal:
lab2.future-iq.com/essex-junction-visionstrategic-action-plan

REPORT PREPARED BY

future→iQ[®]
Create Future Intelligence[®]

This report represents Future iQ's analysis of the engagement outcomes, and how this data has informed the identification of a preferred future and strategic pillars. The recommended Key Strategic Pillars have been developed from the community input gathered during the visioning process.



May 17, 2024



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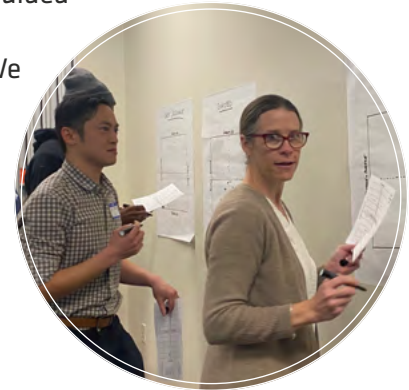


»»»» ACKNOWLEDGEMENTS

The City of Essex Junction Community Vision and Strategic Action Plan process has been guided by the Steering Committee, established at the start of the project in August 2023. These committed individuals met in person on a monthly basis for the duration of the project. We would like to acknowledge their input and guidance throughout the process.

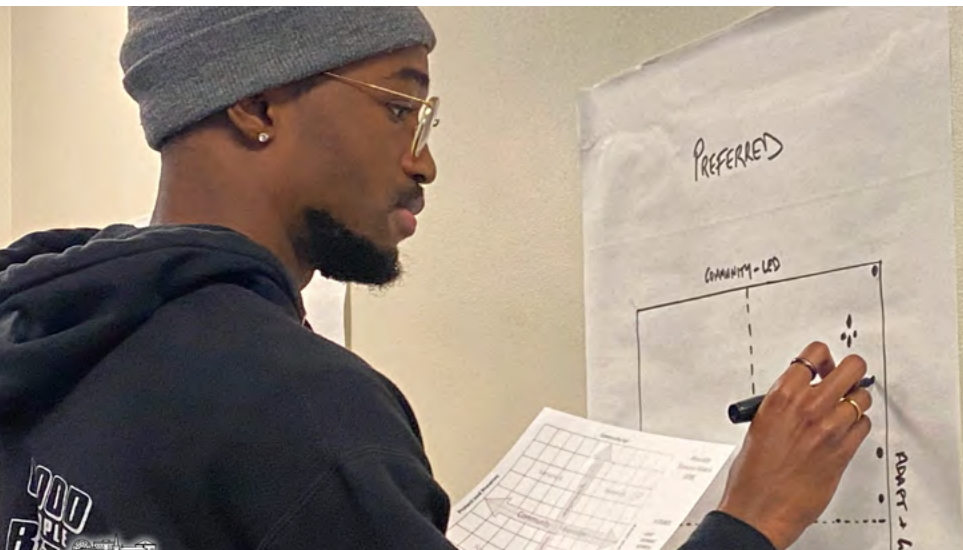


- STEERING COMMITTEE MEMBERS**
- | | |
|------------------------|-------------------------|
| Andrew Brown | Emily Hagan-Howe |
| Marcus Certa | Brad Luck |
| Cristin Gildea | Chris Yuen |
| Tacy Lincoln | Regina Mahony |
| Scott McCormick | |



Community members from across the City of Essex Junction engaged in the community vision and strategic action planning process with great enthusiasm and commitment. Their passion and interest ensured discussions were open, thoughtful, and reflective of the myriad of perspectives that exist within the City of Essex Junction.

Additionally, appreciation is especially extended to Ashley Snellenberger, Communications & Strategic Initiatives Director at the City of Essex Junction, who managed this project and worked with Future iQ on a weekly basis on the organization, content, and direction of the project.



»»»» SNAPSHOT – REPORT HIGHLIGHTS

This report lays out the findings from each step in the visioning process. The process identified key priorities for the future of the City of Essex Junction, looking out to 2030. Community members imagined and considered possible directions and the impacts and consequences of those directions. The process then drilled down deeper into what people saw as the preferred future for the City of Essex Junction. This understanding helps lay the groundwork for establishing the route to this preferred future and will inform the City of Essex Junction regarding future planning efforts.



APPETITE FOR CHANGE

As a newly independent city, this is now a time for intentional and progressive planning for the future of the City of Essex Junction. There is an appetite for change amongst residents who feel that this is a point in time that the City of Essex Junction can develop and change in a sensitive manner.



DESIRE TO SHAPE THE FUTURE VIA EXTENSIVE AND INCLUSIVE COMMUNITY ENGAGEMENT

Community members within the City of Essex Junction are committed to plan for the future in a manner which puts community engagement at the forefront. However, it was noted early on in the process that many residents are unaware that the City is newly independent and some are confused about what is happening within the City. The clear desire to shape the future of the City of Essex Junction has been apparent throughout the process, whilst retaining the qualities that currently exist and taking on the grand challenges looking out to the future in 2030. This includes an intentional focus on engaging with members of the community who may not have been willing to engage in the past.



RETAINING THE 'NEIGHBORHOOD VILLAGE FEEL'

A repeated theme throughout the entire planning process was the desire of the community to retain the 'neighborhood village' feel that the City of Essex Junction is proud of. As a newly independent city, with the challenges to create its new and unique identity, it has been seen as critical to retain the charm and small town village feel that will attract new residents and retain current residents.



ADDRESSING THE KEY ISSUE OF HOUSING AND DENSITY

Residents of the City of Essex Junction have been disparate regarding the needs to address the issue of housing and density. The options of building up or building out has been a key theme throughout the process. While this is ultimately a decision made by the City, residents are concerned about either buildings being too high or alternatively, the idea of 'sprawl' with the development of commercial/residential buildings.



DESIRE FOR A SUSTAINABLE FUTURE

As the world faces climate change issues, the planning process has highlighted the need for the City of Essex Junction to take a lead on sustainability issues. This has been noted via sensitive and thoughtful design of the city with green spaces as well as increased measures to mitigate climate change.

1.0 | INTRODUCTION

In August 2023, the City of Essex Junction embarked on the City of Essex Junction Community Vision and Strategic Action Plan process to deliver a 5-year Strategic Action Plan.



As a newly independent city, the City of Essex Junction’s intention was to provide an opportunity for the community to discuss the priorities and vision for the City of Essex Junction’s future looking out over the next 5 years via the Strategic Action Plan.

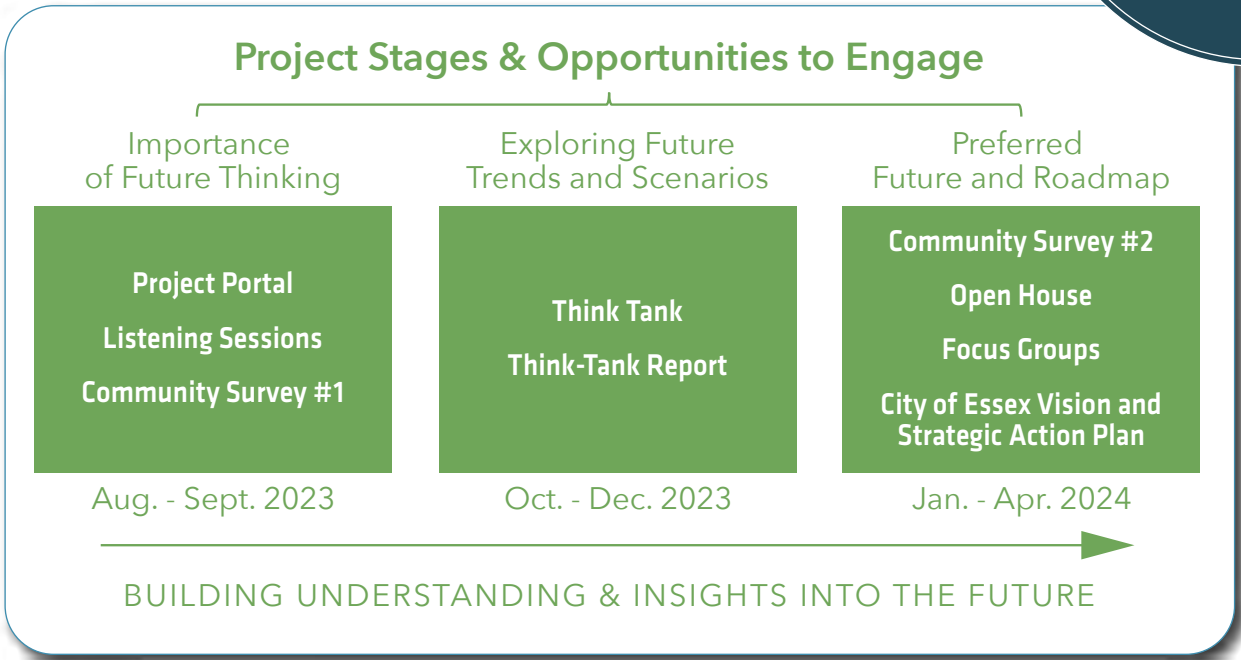
This City of Essex Junction Community Vision and Strategic Action Plan represents the final element of an extensive seven-month engagement process that started in August 2023. This report represents Future iQ’s analysis of the visioning and strategic planning process, the engagement outcomes and how this data has informed the identification of a preferred future, six Strategic Pillars and eighteen key focus action areas for the City of Essex Junction.

This Plan examines the identification of the preferred future for the City of Essex Junction while discussing the engagement stages of the overall visioning process. The key themes and aspirations that emerged from the engagement process are included within the “strategic pillars” and further explored in the “key action areas” of the report.

1.1 | PROJECT TIMELINE

Community input and transparent, inclusive engagement was center to the community visioning and strategic action planning process. The comprehensive engagement and data-driven process progressively narrowed and focused the discussion on emerging key themes and community aspirations for the future. The purpose of the process was to arrive, as close as possible, at a “point of consensus” that represented the most widely shared vision for the future, and strategic pillars and action areas that will guide the community towards that future.

The City of Essex Junction process offers a model for similar recently independent cities that are looking ahead to the future and wrestling with the associated challenges of forming a new identity and macro trends relating to changing weather patterns, workforce, and associated housing issues.



2.1 | COMMUNITY ENGAGEMENT HIGHLIGHTS

The community of the City of Essex Junction embarked on a participatory engagement process involving **Community Surveys**, a **Think-Tank**, an **Open House** and **Focus Group** sessions. This engagement process was intended to create a unified community vision which will serve as the foundational support for future planning efforts within the City of Essex Junction.



Results from the two Community Surveys can be viewed and filtered via cohorts on the data visualization platform within the project portal at lab2.future-iq.com/essex-junction-visionstrategic-action-plan/stakeholder-survey.



DataInsight

- A repeated theme throughout the process was the desire of the community to retain the 'neighborhood village' feel that the City of Essex Junction is proud of.
- Community members are committed to plan for the future in a manner which puts community engagement at the forefront. However, it was noted in Community Survey #1 that most residents are unaware that the City is newly independent and confused about what is happening within the City.
- Community members are proud of where they live, however some respondents from Community Survey #1 felt that the reputation of the City was that it was lacking in amenities and was out dated, with too much traffic congestion.



The participation rates were impressive, with over 800 people participating throughout the process. This reflects the deep commitment of the community to the future of the City of Essex Junction.

2.2 | COMMUNITY ENGAGEMENT METRICS

Community engagement was the key feature of the City of Essex Junction Community Vision and Strategic Action Plan project. The engagement and data-driven methodology progressively focused the discussion on emerging key themes and community members aspirations for the future. The purpose of the process was to arrive at a 'point of consensus' that represented the shared vision for the future, and a comprehensive Strategic Plan with actions that will propel the City of Essex Junction towards that shared future. Efforts were made to ensure it was as easy as possible for residents to participate and provide meaningful input in a variety of formats. The engagement was offered via two online community surveys, a two-day Think-Tank, Open House session and 6 Focus Group workshops. Online, the project portal provided regular updated information and will continue to serve as a central location where community members can go to view reports and information on the process.

Monthly Steering Committee Meetings

425 Survey #1 Responses

150 Survey #2 Responses

3 WORDS THAT DESCRIBE THE FUTURE I WANT FOR THE CITY OF ESSEX JUNCTION

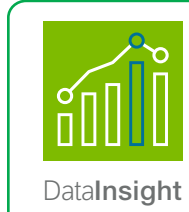
Walkable
Thriving
Affordable

84 Participants in 6 Focus Groups

40 Think-Tank Participants

Community-Wide Open House

Sustainable
Improvable
Hopeful



- Engagement numbers were impressive, however one of the concerns by community members is lack of engagement and participation by some residents.
- One of the key community engagement features for the City of Essex Junction process was the **project portal**. The portal served as a central location where community members could go to find updated project information, take surveys, view survey results via data visualization, reports, and register to participate in project events. To explore the project portal, please visit future-iq.com/essex-junction-visionstrategic-action-plan.



2.3 | STAKEHOLDER ENGAGEMENT STEPS

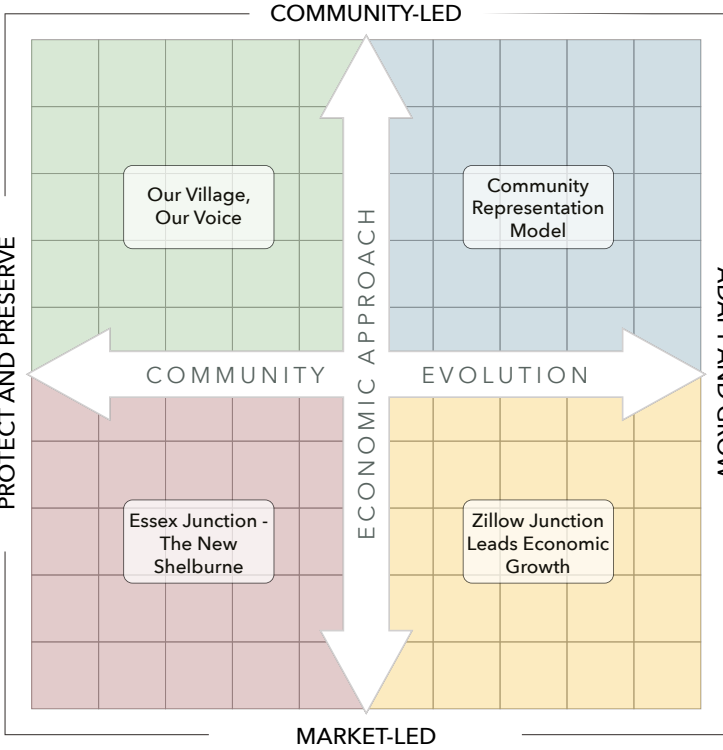
The City of Essex Junction visioning and strategic action planning was built on a **scenario-planning methodology**. The Think-Tank held over two sessions in November 2023, began with examining external and internal trends shaping the future of the City of Essex Junction. Key drivers were identified and four plausible scenarios were created by the Think-Tank participants. More details on the Think-Tank process is available in the City of Essex Junction Community Vision and Strategic Action Plan **Think-Tank report**. For more information, visit lab2.future-iq.com/wp-content/uploads/2024/01/EssexJunction-thinktank-report07.pdf.

The scenario-based planning methodology is based on two key “Future-Splitting Themes” represented by the axes in the scenario matrix. Each axis represents a continuum with different future directions and outcomes at each end.

The community and City led economic initiatives, which specifically help shape outcomes to ensure broad community outcomes are prioritized. Community-based tools are maximized, such as zoning, economic districts and public private partnerships .



There is a strong focus on preserving the traditional feel and scale of the community. Open space is maximized, and new residential and commercial development are resisted. There is a deliberate focus on slowing growth and limiting density.



There is a strong focus on strengthening community connectivity and embracing emerging trends and shifting social values. The community pursues efforts to boost attractiveness, relevance and affordability to a wider cross section of current and future residents.

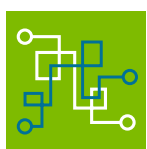
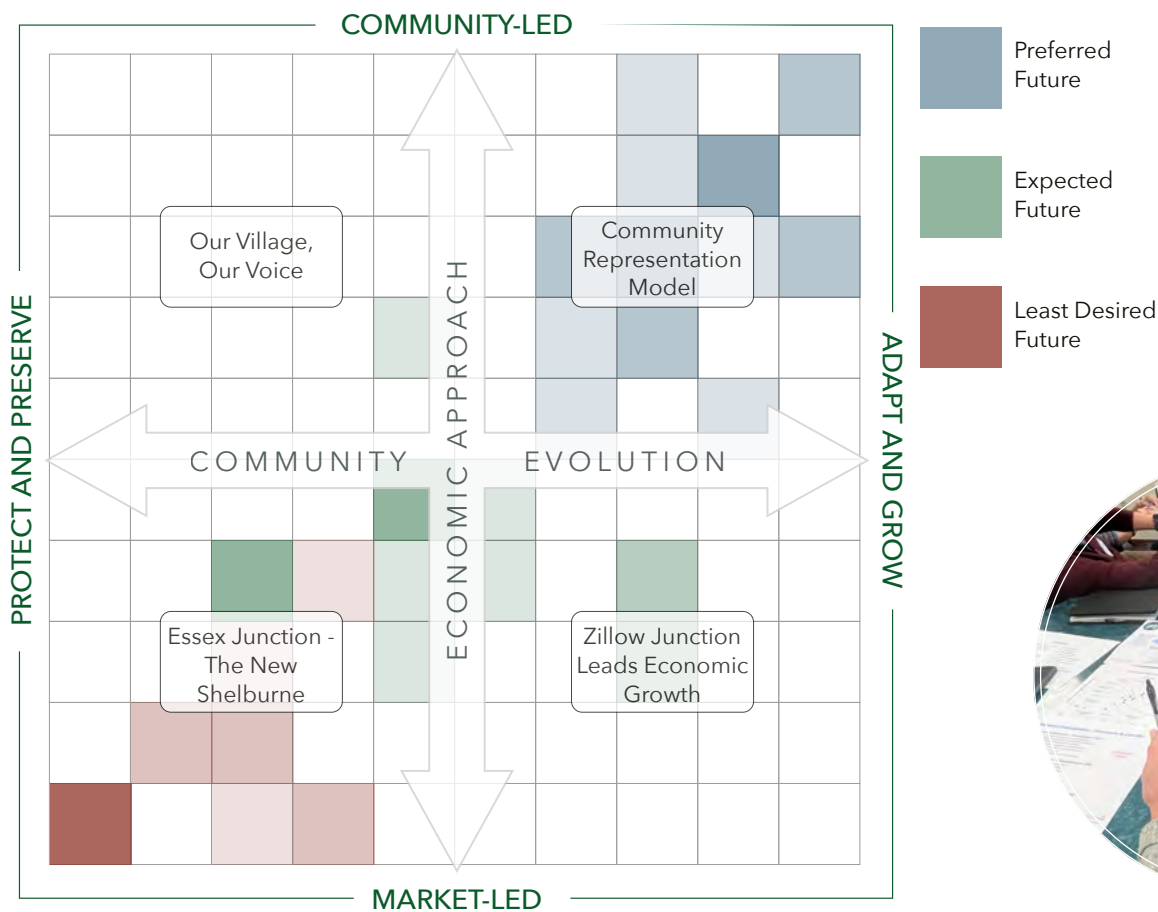
Developers and investors drive initiatives and new investment priorities, with the City largely reacting and responding to development proposals. City investment is minimal and focused on cost-efficient outcomes, and user-pay models.





2.4 | IDENTIFYING THE PREFERRED FUTURE

During the Think-Tank, participants were asked to consider what they thought was the preferred future for the City of Essex Junction looking out to 2030. This was derived by laying a 10x10 grid over the scenario matrix, creating the option for 100 slightly different versions of the future. The scenario matrix is defined by the main continuums (axes), the end point descriptions and the scenario narratives. The responses from the participants were grouped to create heatmaps, and the following diagram shows the main concentrations of responses.



FutureInsight

- The heatmaps showed significant groupings of responses to the different futures, and these are shown in the above diagram. These responses were also validated during the Focus Group discussions.
- The responses highlight a desire to create the 'Community Representation Model' scenario, which requires significant movement on the 'Community Evolution' axis, and the 'Economic Approach' axis. This data laid the foundation for the creation of the community vision and Strategic Pillars.

2.5 | VALIDATING THE PREFERRED FUTURE

The City of Essex Junction Vision and Strategic Action Plan Stakeholder Survey #2 asked ranking questions based on a 1 – 10 continuum to seek respondent input regarding their desire for change looking out to 2035 in the following areas:

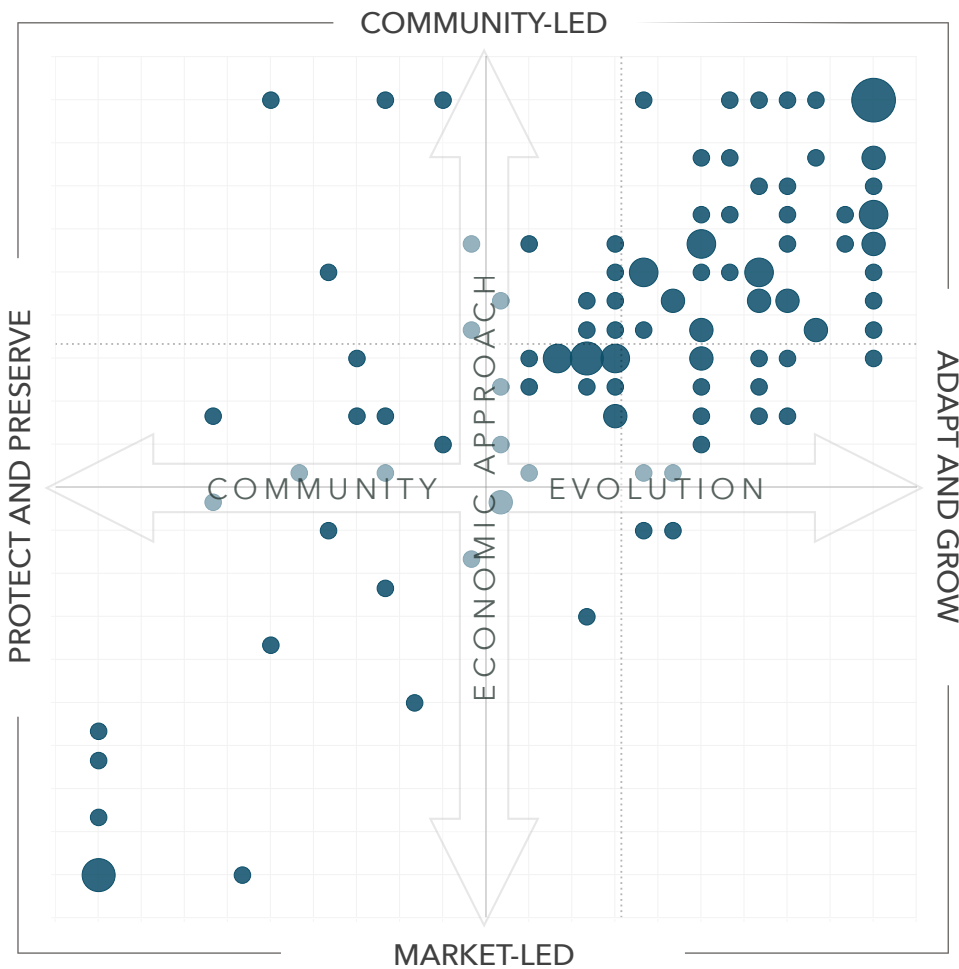
ECONOMIC DEVELOPMENT APPROACH

- Housing and Urban Design/Development
- Economic and Business Development
- Public Services and Facilities

COMMUNITY EVOLUTION

- Transportation and Connectivity
- Environmental Stewardship
- Community Engagement and Decision-Making

Individual responses for each of these questions were recombined and plotted over the scenario matrix. This provided a way to validate the type of future people are interested in based on a series of specific topics.



DataInsight

- The six questions in the survey were subsets of the themes that were laid out in the scenario matrix. Each question provided a scale, that allowed respondents to select where they thought the focus should be in the future.
- The recombined responses, based on a series of the six specific topics, help validate the heatmaps for the preferred future in the scenario matrix. This provides a strong validation that the 'Community Representation Model' is the desired future, from both an aspirational preferred future perspective, as well as from responses to a series of specific topics.



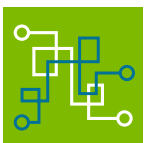
3.0 | COMMUNITY VISION

The future scenario 'Community Representation Model' reflects the community's desire to plan for a future that is equitable and inclusive of all community members. This Strategic Action Plan lays out a series of actions and ideas that can be incorporated into the future planning efforts by the City of Essex Junction.

The community visioning and strategic action planning process allowed community members to explore the future evolution of the City of Essex Junction around the two main themes of 'Community Evolution' and 'Economic Approach' via the Think-Tank, surveys, and Focus Group workshops.

Through an in-depth scenario planning process via the Think-Tank, the preferred future identified for the City of Essex Junction in 2030 is called 'Community Representation Model'. The preferred future was described as:

This scenario forecasts a future where the City of Essex Junction becomes known for its inclusive and welcoming ethos. As a result, the population is both economically and ethnically diverse. The economic approach is community led while having a strong focus on adapting and growing as a community. Community connectivity is significant in relation to amenities, activities, and engagement as well as practically via cycle lanes, trails, and public transportation. Walkability and cycling are encouraged and there are passive and active greenspaces within the city. Inclusivity and equity are demonstrated via subsidized housing, vertical development and incentives and grants for new businesses. There is investment in the public good and shared amenities and resources that create desirable living conditions. There is a focus on community vitality across the city with vibrant amenities and activities. The enviable location is attractive to people wishing to move to the city due to its amenities, character, sense of community and proximity to the airport, Burlington, and the landscape of Vermont.



FutureInsight

- The newly independent City of Essex Junction is located southwest of Essex, Vermont and is bordered on the south by the Winooski River. The city is 6 miles east of downtown Burlington.
- Benefiting from an enviable Vermont location, the community of the newly independent City of Essex Junction wish to retain all that is unique about the place as well as being welcoming and inclusive to new residents and visitors.

4.0 | STRATEGIC ACTION PILLARS FRAMEWORK

The Strategic Pillars of the City of Essex Junction Community Vision and Strategic Action Plan process were developed from the community input and data which was gathered over the course of the entire engagement process.

Previous research has also been examined to help produce 'pillars' that represent the major themes or topic areas that underpin the preferred future for the City of Essex Junction. The key action areas listed under each pillar are the building blocks to achieve the preferred community future and were generated by each Focus Group session which was held for each pillar. The follow-on community ideas are suggested steps by community members that could be taken to put the community on the path to this preferred future.

Pillars are considered interdependent.

The strategic pillars help to organize future thinking into six important elements for the City of Essex Junction. These are intended to be the foundational building blocks that support and guide the community towards its preferred future 'Community Representation Model'.



4.1.1 | IMPORTANCE OF HOUSING AND URBAN DESIGN

The City of Essex Junction is regarded as a destination community, where people are wanting to move to the community as a residential location. However, the community is geographically very constrained, with limited available space for any future development or infill. This constraint is driving development and planning to consider greater density and height of buildings. Overall, throughout the planning process, there has been a willingness to consider and incorporate greater density, but that it needs to be done in the 'right way'. This particularly focused on the desire to retain a strong neighborhood character, and to retain a scale that makes sense in the City of Essex Junction.

The City of Essex Junction offers a very desirable location with great transit links to Burlington and a strong small community feel.



ResidentValue

- In the second stakeholder survey, participants were asked about the approach the city should take regarding housing and urban design, and whether to leave it to market forces or guide and direct. Overwhelmingly, respondents thought the City should intentionally guide development and take a more active approach in tackling housing issues. The weighted average on the responses was 7.53 out of 10 (see Survey #2 results on portal).
- There seems to be considerable interest in exploring design standards and principles that help amplify and retain the aesthetics and visual appeal of the community. This was one of the highest rated pillars in terms of importance over the next 5 years.

4.1.2 | KEY ACTION AREAS

The three main action areas below were identified during the focus groups and refined by the Steering Committee. They represent the big ‘building blocks’ that help define action for this strategic pillar. Additional information on ideas has been added from the second community survey.

Action 1: Enhance the ‘Neighborhood Village Feel’

The notion of creating and sustaining a ‘village feel’ has been very important to people in the community. Ideas on how to achieve this have included adding a balance of smaller one-story single housing together with more multi-story mixed income and multi-generational housing as the population increases. There was also an emphasis on using the housing approach to help build ‘ownership’ pathways, by offering smaller home options. The overarching concern was that the rate of expansion does not overwhelm schools and roads.

Action 2: Include contemporary design principles into the City of Essex Junction

There was a desire for the City to guide the design of properties more intentionally in the community. Examples of where this could be applied included continuing the 5 Corners Project and Transit Design Process, which was seen as a promising process. Ideas included encouraging development from the city center outwards, sound barriers along busy streets, and multi-use bike/walking lanes and trails. Overall, the desire was for the urban design to be aligned with the community roots as a village.

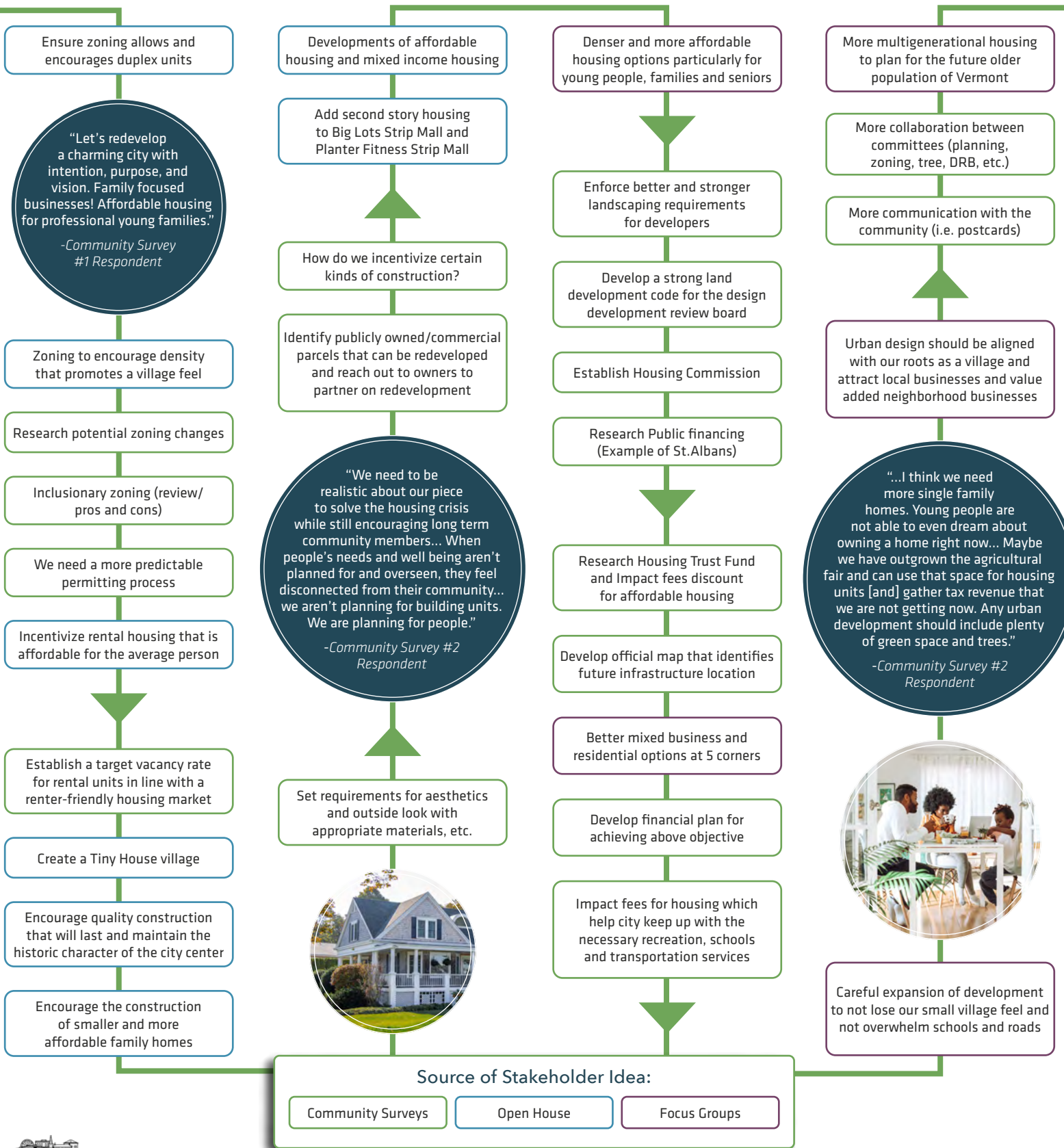


Action 3: Improve the City’s Landscaping and Design Standards

The participants in the process have identified landscaping and design standards in shared spaces as a key way to ‘soften’ the urban environment and create a more intimate village feel. This includes approaches to preserve and enhance green space, including tree planting and green infrastructure to offset harsh landscape. There is a desire to create improved walkability and bikability and help build interconnected neighborhoods via these pathways and lanes. There also needs to be a focus on the upkeep and maintenance of older buildings and structures, as these provide the authentic roots of the City of Essex Junction streetscapes.



The following bullet points are ideas and actions that emerged during the community engagement process. Focus group participants and survey respondents were asked for specific ideas on actions the community could take to achieve the preferred future 'Community Representation Model'. Below are their original ideas color coded in relation to the source of the idea.



4.2 | PILLAR 2: PUBLIC SERVICES AND FACILITIES

4.2.1 | IMPORTANCE OF PUBLIC SERVICES AND FACILITIES

The City of Essex Junction has a key municipal responsibility to provide some essential services, such as water and sewer. It also has the flexibility to provide other important services to the community. The recreation and lifestyle amenities in the City of Essex Junction were consistently highlighted as key priority areas. This includes amenities such as the parks, library and senior center. In addition, there is a strong focus on the core services that help maintain safety in the community.

Like all communities, the City of Essex Junction has limitations in funding and resources. Focusing on high priority projects is an essential approach.



ResidentValue

- In the second stakeholder survey, participants were asked about the approach the city should take about the provision of services and cost, and whether City investment should be the minimum necessary to maintain facilities and services at the current level; or if the city should creatively and carefully invest more in community priorities and outcomes. People leaned toward a creative investment approach, with the weighted average on the responses being 7.05 out of 10 (see Survey #2 results on portal).
- There are a wide range of public facilities and services that people identified as priorities, but they were grouped as issues of safety, community amenities, and basic infrastructure services such as water.

4.2.2 | KEY ACTION AREAS

The three main action areas below were identified during the focus groups and refined by the Steering Committee. They represent the big ‘building blocks’ that help define action for this strategic pillar. Additional information on ideas has been added from the second community survey.

Action 4: Promote and Enhance Safety

Safety was a key issue in the community discussions. Residents appreciate that the City of Essex Junction is currently a safe and peaceful community and want to ensure that continues. There is broad support to Police, Fire and Rescue at current funding levels, and investment in new fire and rescue facilities. There is also a strong sentiment that public works should be supported at a level to maintain safe and walkable neighborhoods and improve the overall walkability and bike-ability of the city.



Action 5: Address and Focus on Community Wellness

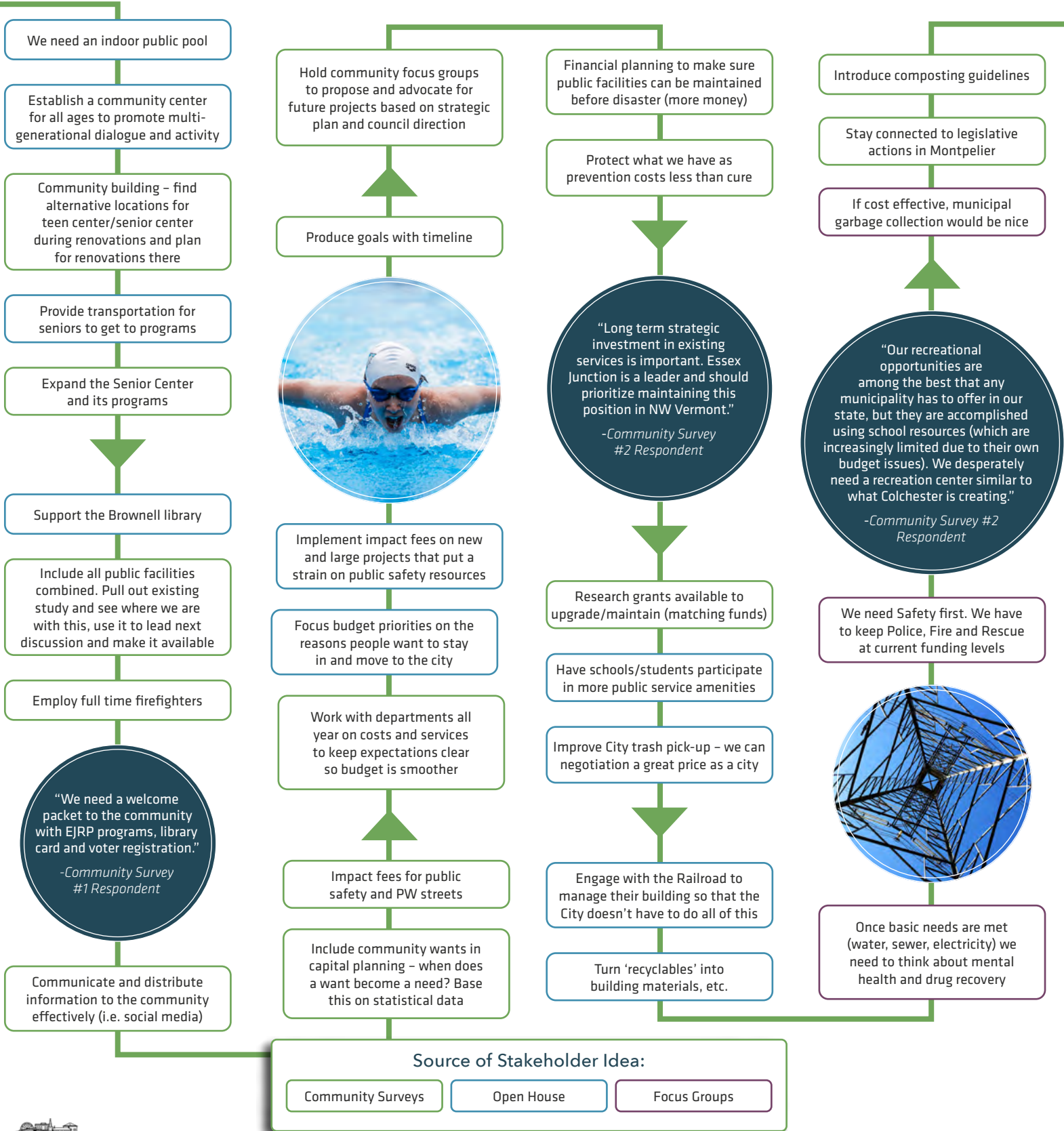
The topic of community wellness ran through the engagement work. Residents see that the City of Essex Junction has an important role to play in creating community wellness. This is through the provision of amenities that support healthy lifestyles, build community connections and allow people to engage in their community life together. There is a desire for expanded recreation options, especially the idea of trails and indoor recreation facilities.

Action 6: Provide Responsible, Open and Transparent Government

There is a desire for local government to be transparent, open and responsive to community needs. This includes issues such as better explaining the basic services the City must provide, outlining its role in water and sewerage, and sharing the budget implications. There is interest in better communication about the broader costs of services such as transportation, library, senior center and recreation areas. As society changes, there will be a need to incorporate new metrics such as diversity, equity and inclusion from both policy and practice perspectives.



The following bullet points are ideas and actions that emerged during the community engagement process. Focus group participants and survey respondents were asked for specific ideas on actions the community could take to achieve the preferred future 'Community Representation Model'. Below are their original ideas color coded in relation to the source of the idea.



4.3.1 | IMPORTANCE OF ECONOMIC AND BUSINESS DEVELOPMENT

Local economic and business development has been a strong theme in the planning work. There is appetite for more community and City-led economic initiatives, which specifically help ensure broad community outcomes are prioritized. These outcomes include more businesses that serve the needs of locals, and create local destination experiences, such as dining and retail areas. A key focus is to enhance the downtown experience and find creative approaches to stimulate the local business sector.

There is a strong desire to see more businesses that serve local needs, and which will help build the local community identity.



ResidentValue

- In the second stakeholder survey, participants were asked about the approach the city should take regarding business and economic development, and whether to take a hands-off approach (let businesses work it out), or should the City actively use community-based tools to shape outcomes. Overwhelmingly, respondents thought the city should actively use community-based tools to shape outcomes. The weighted average on the responses was 6.73 out of 10 (see Survey #2 results on portal), and it was the second highest rated pillar in terms of importance over the next five years.
- The interest in local economic and business development seems to be primarily driven by a desire to see more local businesses that provide interesting food, retail and experiences, targeted to residents and visitors. There is a desire to see a more vibrant local business community.

4.3.2 | KEY ACTION AREAS

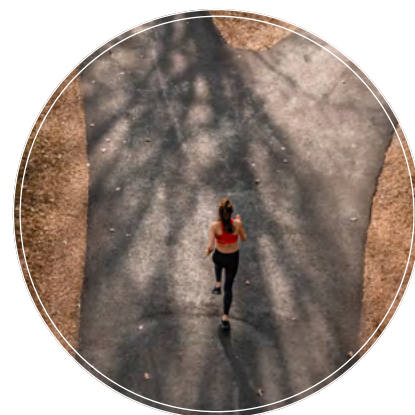
The main action areas below were identified during the focus groups and refined by the Steering Committee. They represent the big ‘building blocks’ that help define action for this strategic pillar. Additional information on ideas has been added from the second community survey.

Action 7: Enhance Downtown and Corridors

The continued revitalization of the downtown area and the main retail corridors was the key focus of many comments. Overall residents see there is an upside potential to create more vibrant and interesting business areas, that will attract locals and visitors, and help enhance the experience of the City of Essex Junction. There is interest in these small walkable urban ‘nodes’ that could be full of life and energy. Residents especially liked the idea of promoting local and regional businesses, that sell Vermont produce and products.

Action 8: Provide and Promote Partnership Driven Institutional Support and Advocacy

The planning work has identified the need for more community-based organizations and businesses that work to improve the city and help its population. It was viewed by some that the City should be actively funding these organizations and assisting them in finding space very close to Five Corners as this will increase the community’s ability to thrive.

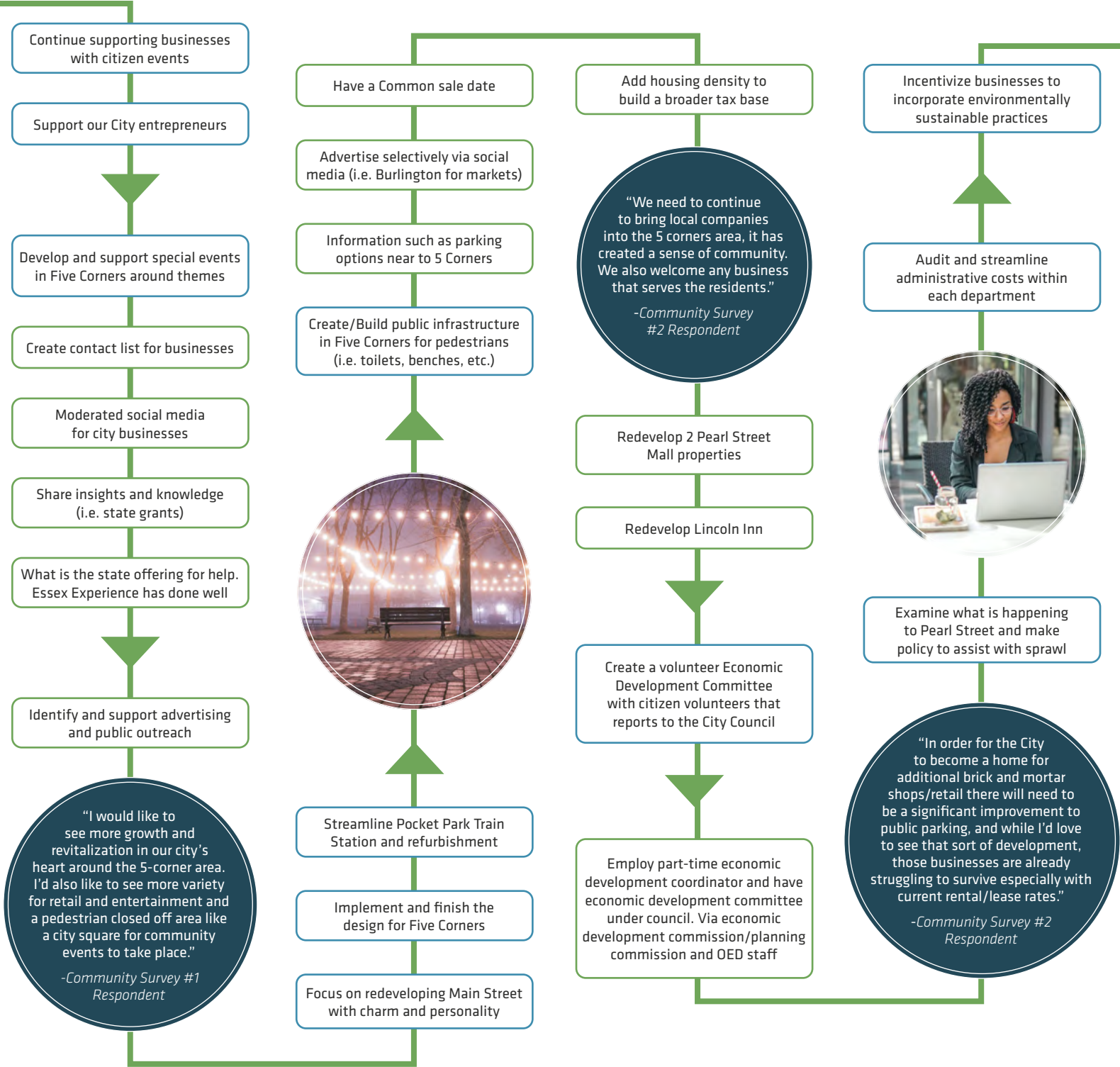


Action 9: Bring Businesses Together to Work Collaboratively

There was a recognized need to build the business ecosystem. A dedicated economic development committee is needed which could creatively build partnerships (i.e.: with Global Foundries and CVExpo). Creativity is needed to grow the vibrant economic sector that the city needs. An important part of the economic and development approach will be promoting the City of Essex Junction. This could have important impacts on attracting new residents and businesses to the community, who are attracted by the values and the local approach.



The following bullet points are ideas and actions that emerged during the community engagement process. Focus group participants and survey respondents were asked for specific ideas on actions the community could take to achieve the preferred future 'Community Representation Model'. Below are their original ideas color coded in relation to the source of the idea.



Source of Stakeholder Idea:

- Community Surveys
- Open House
- Focus Groups

4.4.1 | IMPORTANCE OF TRANSPORTATION AND CONNECTIVITY

The City of Essex Junction is well serviced with macro transportation options, including commuter options to Burlington, and good road connections. The focus of residents interest is primarily on internal transportation and connectivity. This topic surfaced in all the community engagement sessions, where people have expressed a desire for more safe walkways, bikeways and connections between neighborhoods and to the downtown. There is a strong desire to create a more walkable community.

Residents in the City of Essex Junction have expressed a great interest in being able to connect the community in off-road networks of trails and walkways.



ResidentValue

- Thinking about future transportation and connectivity, and what they thought should be the approach in the City of Essex Junction respondents were asked ‘Should the approach be to stick to existing road networks, or aggressively pursue ways to fund and implement safe routes on and off road’. Overwhelmingly, respondents thought the city should aggressively pursue ways to fund and implement safe routes on and off road. The weighted average on the responses was 6.93 out of 10 (see Survey #2 results on portal).
- There seems to be considerable interest in multimodal connectivity and creating a network of trails. However, this pillar was one of the lowest ranked in terms of importance in the next five years.

4.4.2 | KEY ACTION AREAS

The three main action areas below were identified during the focus groups and refined by the Steering Committee. They represent the big ‘building blocks’ that help define action for this strategic pillar. Additional information on ideas has been added from the second community survey.

Action 10: Improve Communication Methods

Resident input has highlighted the need for more signage and directional information. There are currently connection options that people might not be aware of or using. Part of the future communication and educational work will be to promote the existing safe walking and biking options throughout the city, but also to advocate for the expansion of this network.



Action 11: Enhance Transportation Safety

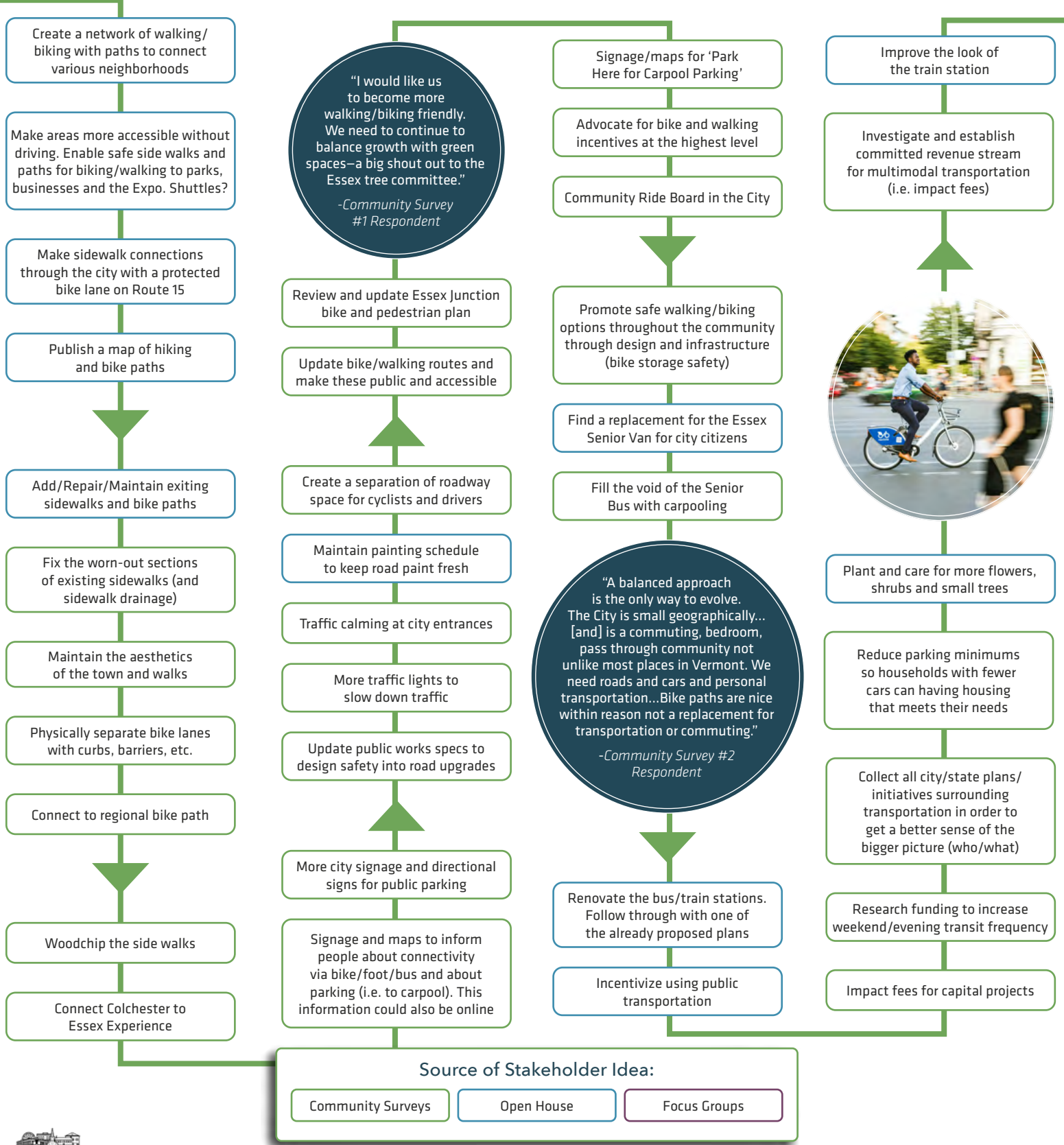
To create a more walkable and bikeable community will require a focus on safety. There are ideas and options such as traffic calming at city entrances, more traffic lights to slow down traffic, and more well located highly visible crosswalks. Many residents also expressed the desire for the physical separation of bike and walking lanes, from the road system.

Action 14: Develop a Citywide Multimodal Transportation Plan

During the planning process, many people talked about the need to have an aggressive plan to build a full multimodal network across the city. This plan would look at the future connections, connection to regional trails, and internal transportation options and modes. This was seen as a potentially transformational approach, that could enhance the livability of the City of Essex Junction and create a very different level of community connection.



The following bullet points are ideas and actions that emerged during the community engagement process. Focus group participants and survey respondents were asked for specific ideas on actions the community could take to achieve the preferred future 'Community Representation Model'. Below are their original ideas color coded in relation to the source of the idea.



4.5 | PILLAR 5: ENVIRONMENTAL STEWARDSHIP

4.5.1 | IMPORTANCE OF ENVIRONMENTAL STEWARDSHIP

The residents of the City of Essex Junction share a deep commitment to environmental sustainability and stewardship. This sentiment was repeated throughout the planning process, as people explored the many ways the City could embrace a long-term approach to environmental stewardship. There was significant interest in practical solutions like tree planting and reducing pesticide use, through to more systemic topics such as moving to renewable energy sources and managing for future climate related risks.

Residents in the City of Essex Junction have expressed a clear interest and desire in demonstrating and investing in environmental stewardship.



ResidentValue

- In the second stakeholder survey, participants were asked about the approach the City should take regarding environmental stewardship in the City of Essex Junction, and whether no action is needed, or if the City should develop a city-wide, comprehensive, and long-term approach to environmental stewardship. Overwhelmingly, respondents thought the City should develop a city-wide, comprehensive, and long-term approach to environmental stewardship. The weighted average on the responses was 7.10 out of 10 (see Survey #2 results on portal).
- There seems to be considerable community support for environmental stewardship, that builds green spaces and helps adjust to the impacts of climate change. However, this pillar was one of the lowest ranked in terms of importance in the next five years.

4.5.2 | KEY ACTION AREAS

The three main action areas below were identified during the focus groups and refined by the Steering Committee. They represent the big 'building blocks' that help define action for this strategic pillar. Additional information on ideas has been added from the second community survey.

Action 13: Support Green Spaces and Tree Planting

The green spaces in the City of Essex Junction are highly regarded, and the tree planting works is strongly supported by residents. The participants in the planning process have identified strong support for managing the green spaces as important ecological zones. There is a desire for the use of more native species, and to increase the tree planting across the community. Tree planting is seen as helping climate reliance, improving habitat and enhancing the aesthetics of the community.



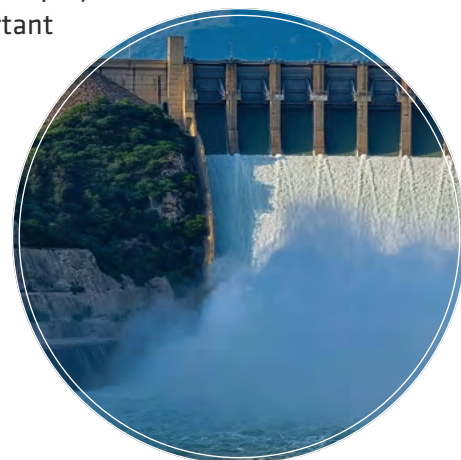
Action 14: Encourage Clean Energy and Efficiency Options

There is strong support for embracing clean energy / renewable energy options. This can also include energy efficient approaches, such as home weatherization. This can be undertaken at an individual home owner level, and at citywide level. This topic needs more information and support for homeowners to make the transition, and there is an important educational role the City can play in assisting with information and demonstration examples.

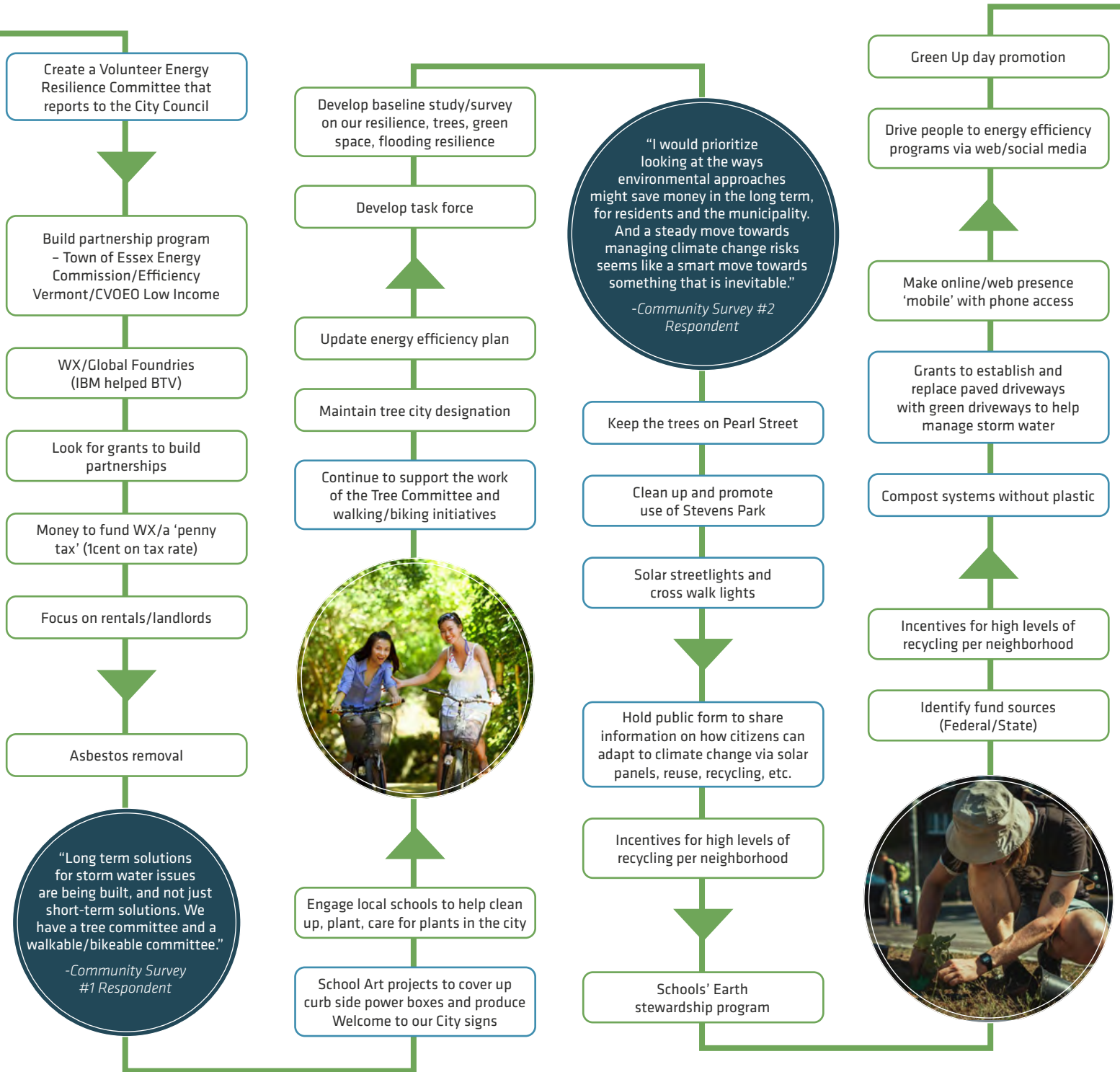


Action 15: Create a City-wide Comprehensive Sustainability Plan

The City of Essex Junction needs a comprehensive long-term sustainability plan. There are many topics raised through the planning work that need to be picked up in such a plan, such as investment in renewable energy, emission reduction, waste management and recycling programs, climate mitigation efforts, and overall environmental stewardship. This plan would represent a shared community approach to this overall topic of environmental stewardship, and the role the community can play. This could be a very exciting initiative and is an ideal topic to continue the important community engagement work.



The following bullet points are ideas and actions that emerged during the community engagement process. Focus group participants and survey respondents were asked for specific ideas on actions the community could take to achieve the preferred future 'Community Representation Model'. Below are their original ideas color coded in relation to the source of the idea.



4.6.1 | IMPORTANCE OF COMMUNITY ENGAGEMENT AND DECISION MAKING

As a newly formed and independent municipality, the City of Essex Junction is working to build a sense of community and identity. The geographic scale of the community is small, which can naturally help in building connection and engagement. However, many residents are also new to the community and may work elsewhere. This can make connecting with people more challenging. A lot of the planning workshops have explored how to make these connections with people in the community, and many good ideas have been offered, which have focused on how to create an environment of connection and meaningful community dialogue.

The leadership of the City of Essex Junction views community engagement as a critical building block to create an inclusive and healthy community fabric.



ResidentValue

- In the second stakeholder survey, participants were asked what the focus of community engagement should be, and whether it is important for the City to create a plan that fosters a strong sense of community. Overwhelmingly, respondents thought the City should create a community engagement plan. The weighted average on the responses was 6.96 out of 10 (see Survey #2 results on portal).
- There is a strong underlying desire to create an inclusive and engaged community in the City of Essex Junction. This will require dedicated work, especially to reach the various segments of the population that traditionally do not participate.

4.6.2 | KEY ACTION AREAS

The three main action areas below were identified during the focus groups and refined by the Steering Committee. They represent the big 'building blocks' that help define action for this strategic pillar. Additional information on ideas has been added from the second community survey.

Action 16: Promote Community Vitality

The subtext of a lot of the discussions about community engagement was about how to create a more vibrant and connected community. The issue of vibrancy is intriguing, as it gets to the heart of community character and vitality. Community based events are seen as central to the process of building vitality. Examples offered during the planning work included the Farmers Market, art and music events, multicultural events and other seasonal events. These are all seen as part of building the vitality of the community and bringing people together.



Action 17: Enhance Community Connectivity

There is a strong desire to build community connectively, which is at the heart of an engaged community. Ideas offered have included multilingual communications, welcome packets / wagons, volunteer openings and regular community meetings. Residents have appreciated the town hall format of the City Council and are keen to see more City engagement opportunities. The challenge is to reach all of the residents, and ideas were suggested about boosting social media, using print media and having volunteer 'community connectors' and local influencers.



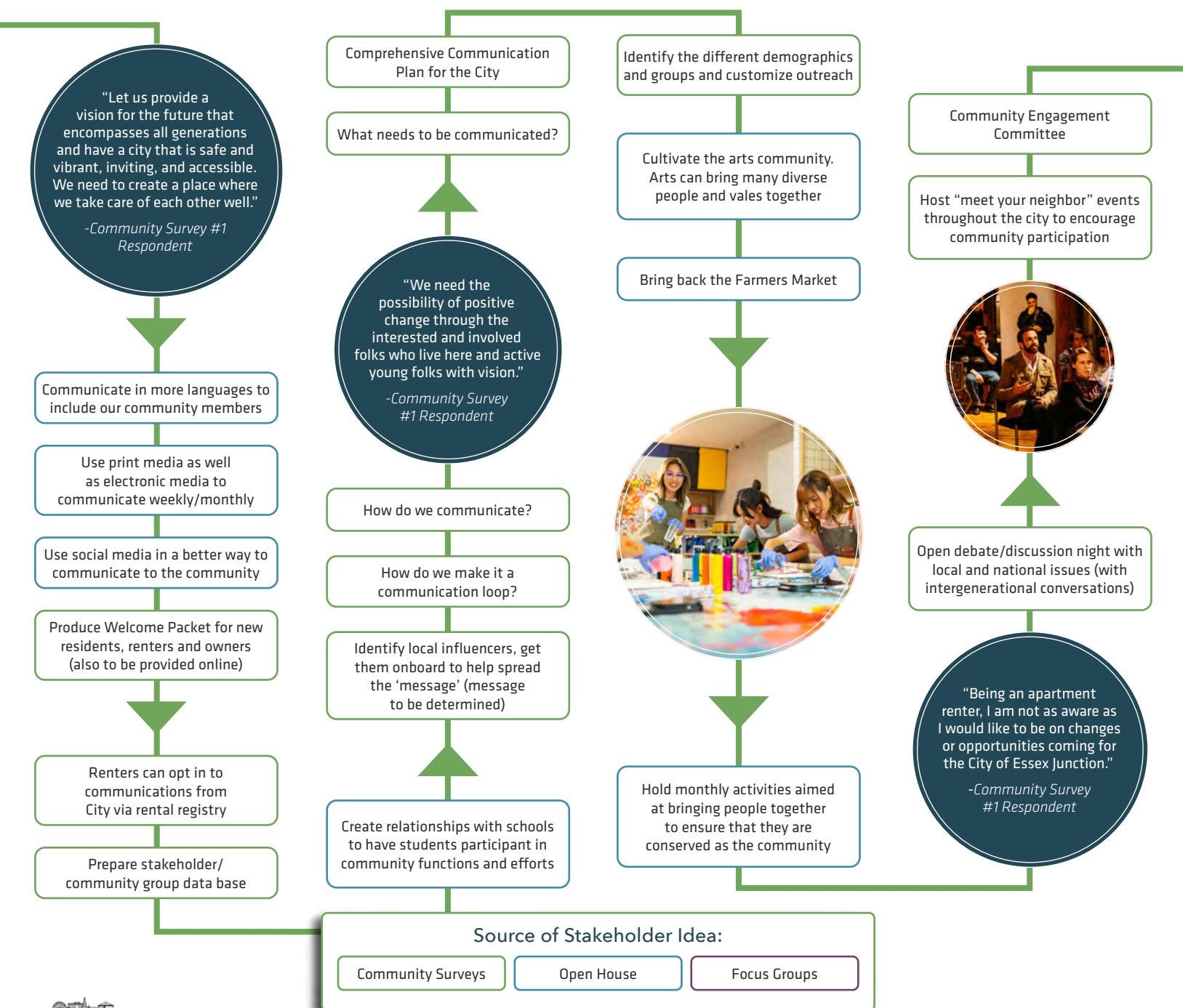
Action 18: Create a Comprehensive Community Engagement Plan

Given the importance and complexity of engagement, it has been proposed that the City develop a comprehensive community engagement plan. This would identify what needs to be communicated, how it is done and how to create a communication loop. The plan may also explore the formation of a Community Engagement Committee or Taskforce, that works to bring in all the segments of the community and helps build the communications network. Such a Taskforce could include members from key stakeholder groups and representatives of key community segments.



4.6.3 | IDEAS FROM THE COMMUNITY

The following bullet points are ideas and actions that emerged during the community engagement process. Focus group participants and survey respondents were asked for specific ideas on actions the community could take to achieve the preferred future 'Community Representation Model'. Below are their original ideas color coded in relation to the source of the idea.



5.0 | COMBINED STRATEGIC ACTION FRAMEWORK

The framework for action developed through the community visioning and strategic action planning process has identified a set of key actions that will help the City of Essex Junction pivot its trajectory towards the 'Community Representation Model' future. This framework is the culmination of community input, surveys and deliberation by the focus groups. The resulting overall framework creates the basis of the roadmap to the future and the guiding vision that will inform future planning efforts by the City of Essex Junction.



KEY ACTIONS

- Action 1: Enhance the 'Neighborhood Village Feel'
- Action 2: Include Contemporary Design Principles into the City of Essex Junction
- Action 3: Improve the City's Landscaping and Design Standards



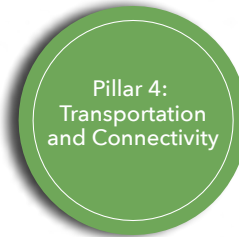
KEY ACTIONS

- Action 4: Promote and Enhance Safety
- Action 5: Address and Focus on Community Wellness
- Action 6: Provide Responsible, Open and Transparent Government



KEY ACTIONS

- Action 7: Enhance Downtown and Corridors
- Action 8: Provide and Promote Partnership Driven Institutional Support and Advocacy
- Action 9: Bring Businesses Together to Work Collaboratively



KEY ACTIONS

- Action 10: Improve Community Education
- Action 11: Enhance Transportation Safety
- Action 12: Develop a Citywide Multimodal Transportation Plan



KEY ACTIONS

- Action 13: Support Green Spaces and Tree Planting
- Action 14: Encourage Clean Energy and Efficiency Options
- Action 15: Create a City-wide Comprehensive Sustainability Plan



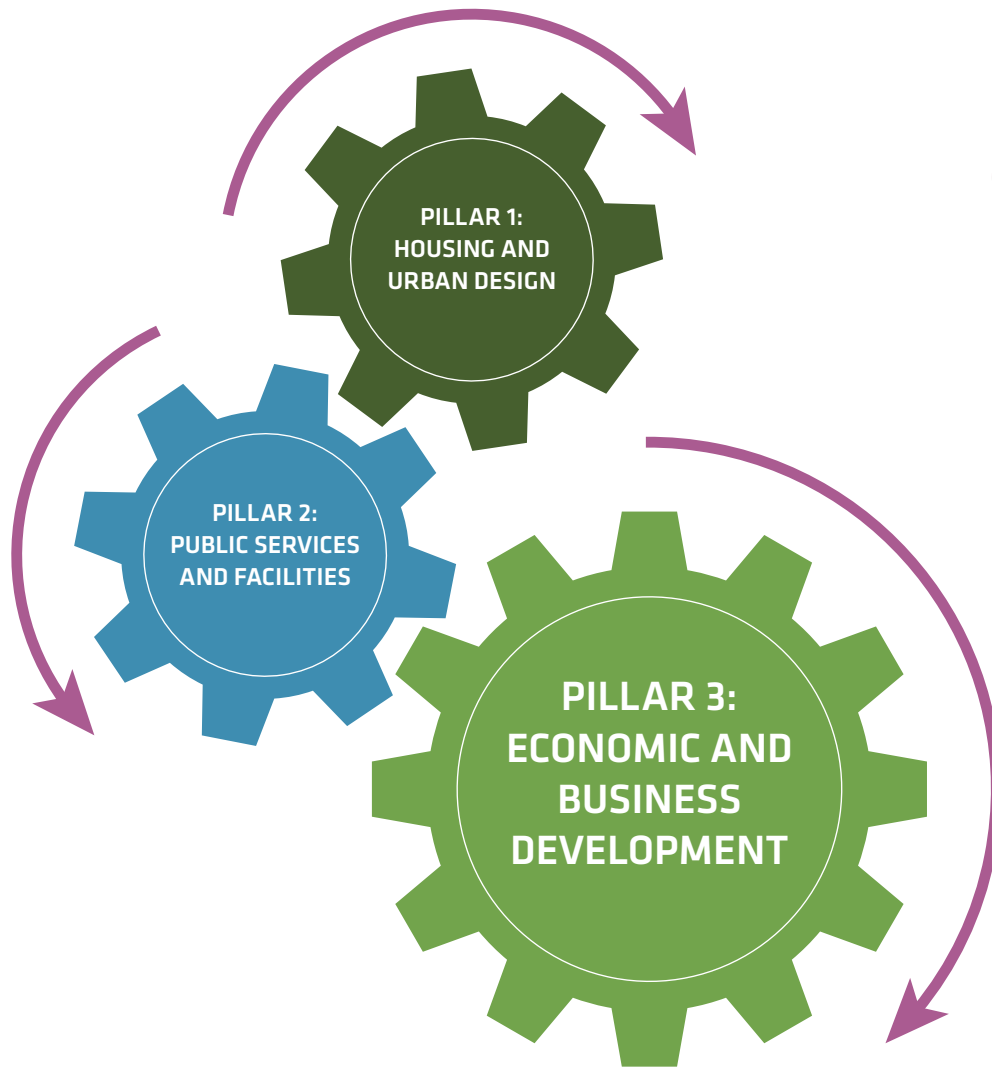
KEY ACTIONS

- Action 16: Promote Community Vitality
- Action 17: Enhance Community Connectivity
- Action 18: Create a Comprehensive Community Engagement Plan



6.0 | DYNAMIC SYSTEMS-THINKING APPROACH

Communities function as ecosystems, where actions in one area can impact other areas. The recommended strategic pillars and actions for the City of Essex Junction will be most effective if they operate in concert.





7.0 | INITIAL PRIORITIZATION

TO BE INSERTED





8.0 | NEXT STEPS – ROADMAP TO THE FUTURE

The City of Essex Junction has undertaken an extensive community visioning and strategic planning process that has produced the following outcomes:

- Documented a detailed understanding of the community’s views across a range of important topics and future shaping factors.
- Allowed detailed examination of plausible future scenarios, explored expected, least desired, and preferred futures, and built an understanding of the implications of these future options.
- Identified a vision for the future, acknowledging that there are a variety of viewpoints, with the majority in a central range.
- Identified key strategic pillars, action areas, and community ideas.

The community of Essex Junction has shown a healthy appetite for change going forward. This is the first step toward the preferred future ‘Community Representation Model’, that will guide the City’s future planning efforts.

This work has been built on public participation and open and transparent dialogue. The vision looks out to 2030. Now, the next phase of work needs to begin. The following immediate next steps are recommended:

- Consideration and acceptance of the *City of Essex Junction Community Vision and Strategic Action Plan* by the City Council.
- Incorporation of the key elements of the community vision into the City’s future planning efforts



9.0 | FOR MORE INFORMATION

For more information about the City of Essex Junction Community Vision and Strategic Action Plan Project and next steps, please contact:

ASHLEY SNELLENBERGER

Communications & Strategic Initiatives Director
City of Essex Junction
802.878.6944 EXT: 1601
ASnellenberger@essexjunction.org

To read all reports and to explore the City of Essex Junction Community Vision and Strategic Action plan process, please visit the project portal :

lab2.future-iq.com/essex-junction-visionstrategic-action-plan/



THINK-TANK REPORT

November 2023



BENCHMARK REPORT

January 2024



STRATEGIC ACTION PLAN

April 2024

ABOUT FUTURE IQ

Future IQ specializes in applying innovative tools and approaches to assist municipalities, organizations, regions, and industries shape their economic and community futures. With over two decades of experience, the company's global clientele spans three continents.

To learn more about Future IQ, and our recent projects visit www.future-iq.com or email info@future-iq.com.

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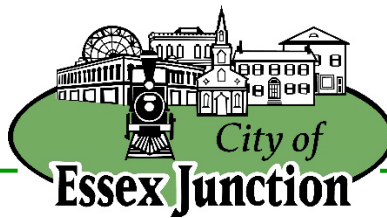




CITY OF ESSEX JUNCTION
**COMMUNITY VISION &
STRATEGIC ACTION PLAN**

VERMONT, USA

MAY 2024



MEMORANDUM

To: Essex Junction City Council
From: Regina Mahony, City Manager
Meeting Date: May 22, 2024
Subject: Executive session for a contract

Issue: The issue is whether the City Council will enter executive session to discuss a contract.

Discussion: To have a complete and thorough discussion about this topic, an executive session may be necessary because the premature disclosure of the information may put the City Council and the City at a substantial disadvantage. Contracts can be a protected discussion.

Cost: N/A at this time

Recommendation:

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

Motion #1

"I move that the City Council make the specific finding that premature disclosure of the contractual matters would place the city at a substantial disadvantage."

Motion #2

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

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**CITY OF ESSEX JUNCTION
CITY COUNCIL
REGULAR MEETING
MINUTES OF MEETING
May 8, 2024**

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

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ADMINISTRATION: Regina Mahony, City Manager; Chris Yuen, Community Development Director.

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OTHERS PRESENT: Joe Cornacchia, Brett Grabowski, Bridget Meyer, Nick Meyer, Dennis Thibeault,
Resa.

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1. **CALL TO ORDER**

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City Manager Mahony called the meeting to order at 6:30 P.M.

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2. **REORGANIZATION**

a. Election of President, Vice President, and Clerk

Councilor Thibeault made a motion, seconded by Councilor Haney, to nominate Raj Chawla as City Council President. The motion passed 5-0.

Councilor Chawla made a motion, seconded by Councilor Certa, to nominate Amber Thibeault as City Council Vice President. The motion passed 5-0.

Councilor Certa made a motion, seconded by Councilor Chawla, to nominate Tim Miller to be City Council Clerk. The motion passed 5-0.

City Council President Chawla said that in previous meetings, members of the public have made racist, anti-Semitic comments, noting that comments have disrupted presentations during the public comment portion of the meeting. He said that the City Council does not condone such language and opposes it. He said that such language is harmful and is entirely inconsistent with the community's values. He said that while it is not possible to prevent harmful speech during public comments, the Council will continue to condemn such comments publicly.

3. **AGENDA ADDITIONS/CHANGES**

City Manager Mahony noted that that agenda item #6g is no longer necessary. Councilor Thibeault also requested moving the minutes from April 18th from the consent agenda to be business item #6e. City Council President Chawla requested moving consent item #6c to be business item #6a.

4. **APPROVE AGENDA**

Councilor Certa made a motion, seconded by Councilor Haney to approve the agenda as amended. The motion passed 5-0.

5. **PUBLIC TO BE HEARD**

a. Comments from public on items not on the agenda

Joe Cornacchia spoke about forming neighborhood watches in the City. He noted that he and his neighbors are interested in obtaining Neighborhood Watch signs, but that the City is responsible for the cost of purchasing these signs for the City. City Manager Mahony said that she will inquire with the Essex Police Department and Public Works Department on this.

Bridget Meyer spoke about obtaining speed cone signs for neighborhoods with children in them and asked whether the City also needs to purchase these for its constituents to access them. She asked City Manager Mahony to also inquire about these.

56
57 Councilor Haney left the meeting.
58

59 **6. BUSINESS ITEMS**

60 a. Grabowski Parking Request **was consent item #7c**

61 City Manager Mahony said that this is a request to temporarily remove the overnight parking ban signs from
62 12 spaces in front of Park Street School for the duration of the new development project occurring there. City
63 Council President Chawla asked about the timeframe for the project and its construction. Mr. Grabowski
64 replied that they anticipate beginning construction between July 1 and August 1 and that it would last
65 approximately 15 months. City Council President Chawla asked if this is for the entire lot or just a portion of
66 it. Community Development Director Yuen replied that there are more than 12 spaces in the lot, and it is just
67 a portion of them that they are seeking a waiver for. Mr. Grabowski said that in the longer term, he would like
68 to explore with the City whether its parking policy can be modified. City Council President Chawla said that
69 he would like the Council to have an intentional and thoughtful conversation about parking with the developer
70 community and public in the coming months.

71
72 **Councilor Certa made a motion, seconded by City Council President Chawla, to authorize the**
73 **temporary removal of the overnight parking ban for 12 parking spaces at the Park Street School**
74 **property, for the duration of demolition and construction activities at 17 Park Street as discussed.**
75 **The motion passed 4-0.**
76

77 b. Council Orientation Presentation

78 City Manager Mahony said that this presentation provides a basic overview of many aspects of the City and
79 City Council. She said that the presentation will cover the City's demographics, its Comprehensive Plan, the
80 City's form of government, the Council's authority, the Council's Conflict of Interest Policy and Ethical Code,
81 the Manager's authority, the City's organization and staffing, budget and fiduciary responsibility, priority
82 projects, hiring, and events, and information about resources available to the Council.

83
84 She began by speaking about the Comprehensive Plan, noting that it was last completed in 2019 (prior to
85 separation), that it needs to be revised every 8 years, and that its current content is largely still relevant. She
86 noted that the plan is important because the City's zoning bylaws must reflect the priorities articulated within
87 the plan. She said that key areas within the plan include focus on the local economy, health and recreation,
88 education, and community connections.

89
90 She then spoke about the Council-Manager form of government that the City has. She noted that Councilors
91 make up the legislative body of the City and set its policies, and that the City Manager is the Chief
92 Administrative Officer of the City and runs its day-to-day operations and implements and administers the
93 policies and priorities as set forth by the Council. She outlined the Council's authority and activities. She also
94 outlined the Manager's authority and activities.

95
96 City Manager Mahony then spoke about the Council Rules of Procedure and how the City Council runs its
97 meetings. She noted the basic outline of the Council's agendas and that meetings are held on the second
98 and fourth Wednesdays at 6:30. She noted that she and the City Council President set the agenda and that
99 Councilors can request items by the Wednesday prior to the meeting.

100
101 She then walked through the City's various Boards and Committees, noting which are specified in charter,
102 which are regional organizations with City representation, which are policy committees of the Council, and
103 which are possible future policy committees of the Council (which are pending further discussion in the
104 Strategic Planning process). She noted that over the next several meetings, they will be bringing both annual
105 appointments to all boards and commissions and representation of the Council and community members on
106 regional boards. Councilor Certa asked about timing for restarting the Housing Commission (which is
107 currently inactive). City Manager Mahony replied that she would recommend that interested participants sit

108 on the steering committee for the Transit-Oriented Development project or that they participate in Planning
109 Commission meetings, as that is where much of the policy work around housing is occurring.

110
111 City Manager Mahony then spoke about transparency, ethics, and conflict of interest. She noted that all
112 communication (except for executive session) is considered public, that meetings must be warned, and
113 minutes produced, that inadvertent quorum should be avoided, that debate must take place in public settings,
114 and that executive session material is considered confidential. She also provided an overview of the City's
115 Conflict of Interest and Ethics Policy and what Councilors should do if they believe they have a conflict of
116 interest for a specific topic.

117
118 She spoke briefly about City staff and organization. She noted that there are staff that have specific authority
119 as directed by State statute. She noted that the Zoning Administrator, Police Chief, Fire Department, and
120 City Clerk all have requirements and authority enshrined in statute. She also provided an overview of the
121 City's organizational chart and its department heads.

122
123 She then provided an overview of the City's budget for Fiscal Year, including its major sources of revenue
124 and expenditures, an overview of the City's purchasing policy, and a list of the City's priority projects. Some
125 of the projects include the 2 Lincoln Street building renovation, the City's strategic planning initiative,
126 construction projects including the Crescent Connector and Main Street waterline, better ordinance
127 enforcement, work on the Amtrak Station, setting up a stormwater utility, and a number of other projects. She
128 also provided an overview of vacant positions and hiring updates. She then provided a summary of upcoming
129 events.

130
131 c. Discussion and Consideration of City Council Meeting Schedule

132 City Manager Mahony said that meetings are generally the second and fourth Wednesday of each month,
133 but that various cultural and religious holidays occur that may warrant rescheduling or shifting meetings
134 around and flagged several notable meeting dates in 2024 that would need to change (July 10, July 24,
135 October 23, November 27, December 25). She recommended canceling the July meetings and holding one
136 meeting on July 17th, rescheduling the October 23 meeting to October 30, and canceling the November 27
137 and December 25 meetings.

138
139 She also noted that the City will not have its regular meeting space once the 2 Lincoln Street renovations
140 begin, and asked whether the Council would be interested in having one business meeting a month rather
141 than two and freeing up Councilors to participate in community events. Councilor Certa expressed concern
142 about consolidating the Council's business into one monthly meeting. Councilor Miller expressed the same
143 concern. Both Councilors were supportive of community engagement and getting out into the community.
144 Councilor Thibeault echoed these concerns, saying that two meetings a month are already quite lengthy.
145 City Council President Chawla agreed, also suggesting that Councilors commit to public events ahead of
146 time (in pairs, to avoid inadvertent quorum), so that there is awareness about engagement at community
147 events. He said that remaining flexible is going to be key as the Council loses its current meeting space for
148 a span of time. The Council will discuss this topic at its following meeting.

149
150 d. Discussion and Consideration of Main Street Park Next Steps

151 City Manager Mahony noted that the City received a Downtown Transportation Fund grant from the State for
152 its 1 Main Street Park project, and the City must decide whether to continue to work on the park or to return
153 the grant. She said that the City has inquired about transferring the grant from the Main Street Park project
154 to the Amtrak project but learned that the grant cannot be transferred from one project to another. She noted
155 that it is a reimbursement grant, so the City would not have to return any funds (as it has not yet incurred
156 funds for this project). She said that one option is to return the current grant and reapply for the same grant
157 for the Amtrak project. City Council President Chawla asked if the City could modify the design to cost less
158 than what was originally submitted for the Main Street Park project, and City Manager Mahony replied that
159 they can ask whether that modification is acceptable. Director Yuen noted that the project is already
160 significantly scaled back from its original plan. Councilor Miller said that the Amtrak project is much higher

161 on the priority list than the park, given that the park is in an area that will be under redevelopment for a
162 number of years. Councilor Thibeault asked about the corrective action plan and soil remediation for the Main
163 Street park space. City Manager Mahony replied that soil remediation would be conducted by the State only
164 for the areas where there would be trees and posts. She also noted that a portion of the corrective action
165 work was also covered by brownfield planning funds. She said that they do not know whether there is funding
166 to help finalize the corrective action plan. Councilor Thibeault said that she would support pursuing a grant
167 for the Amtrak project, and table the Main Street Park project for now. Councilor Certa said that he would
168 like to look at potential parks in the Main Street area once the Crescent Connector project and other
169 development projects are completed. City Council President Chawla agreed, saying that future priorities
170 should include creating and protecting public green space. Director Yuen said that it may be in the City's
171 interest to explore doing something small now at 1 Main Street that doesn't tap into much of the City's funding
172 but uses the grant, while not disturbing the soil. Councilors said they would be supportive of exploring this
173 with the State.

174
175 The following public comments were received:

- 176 • Bridget and Nick Meyer said that they have been involved in volunteering at 1 Main Street Park since
177 the City began working on the project. Ms. Meyer noted that she investigated the cost of shade sails
178 several years ago, which were significantly less than the \$600,000 cost of the proposed project. She
179 said that if the City pursues renovation of this park in future, it would be good to set parameters when
180 developing landscape architecture plans. Mr. Meyer said that they could pursue shade sails and
181 better planters, which would greatly help improve the space.

182
183 e. Meeting minutes: April 18, 2024 **was consent item #7a**

184 Councilor Thibeault asked that the April 18th minutes note that it was a Special Meeting (rather than a Regular
185 Meeting).

186
187 **Councilor Thibeault made a motion, seconded by Marcus Certa, to approve the minutes of April 18,**
188 **2024 as amended to reflect that it was a Special Meeting. The motion passed 4-0.**

189
190 f. *Discussion and Consideration or an Executive Session to discuss a contract

191 See item #10a below.

192
193 g. **Discussion and Consideration of an Executive Session to discuss pending or probable civil litigation

194 No longer needed.

195
196 **7. CONSENT ITEMS**

197 a. Approve Meeting Minutes: April 24, 2024

198 b. Acting as the Liquor Control Commission: Liquor License Approvals

199 c. Grabowski Parking Request **moved to business item #6a**

200 d. Approve Change Orders from Main St. Waterline Project and Wrap Up

201 e. Award Contract for Consultant for Stormwater Utility Formation

202
203 **Councilor Certa made a motion, seconded by City Council President Chawla, to approve the consent**
204 **agenda as presented. The motion passed 4-0.**

205
206 **8. COUNCILOR COMMENTS & CITY MANAGER REPORT**

207 City Manager Mahony noted that two wastewater staff passed their wastewater exams, allowing them to
208 become licensed wastewater operators. She also noted that May 13 the City will start its biosolids application
209 at Whitcomb Farms. She noted that this week is Professional Municipal Clerks week and thanked the City's
210 clerk department for their work. She noted that there are 15 open committee positions, which the City is
211 currently advertising for volunteer applicants. She noted that there is a Reappraisal Coffee Chat occurring
212 on Wednesday May 15 at the Town Offices at 81 Main Street. Councilor Thibeault asked whether a synopsis
213 of City Council meetings posted on Front Porch Forum would be helpful to engage with the community, and

214 other Councilors agreed. Councilor Miller said he would begin drafting summaries of meetings and send to
215 Director Snellenberger, City Manager Mahony, and City Council President Chawla for their review prior to
216 posting on FPF.

217
218 9. **READING FILE**

- 219 a. Check Warrant #24044 5/2/2024
220 b. April Financial Report
221 c. Essex Community Justice Center Newsletter
222 d. DRB Minutes 4/18/2024
223 e. PCAB Minutes 4/16/2024
224 f. BWAC Minutes 4/25/2024
225 g. TAC Minutes 4/16/2024
226

227 10. **EXECUTIVE SESSION**

- 228 a. *An Executive Session may be needed to discuss a contract
229

230 **Councilor Certa made a motion, seconded by City Council President Chawla, that the City Council**
231 **make the specific finding that premature disclosure of the contractual matters would place the city**
232 **at a substantial disadvantage and that the City Council enter into executive session to discuss a**
233 **contract, pursuant to 1 V.S.A. § 313(a)(1)(A) to include the City Council and City Manager. The motion**
234 **passed 4-0 at 8:33 PM.**
235

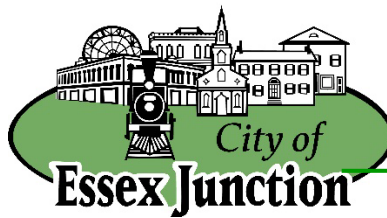
236 **Councilor Certa made a motion, seconded by City Council President Chawla, to exit executive**
237 **session. The motion passed 4-0 at 9:32 PM.**
238

- 239 b. **An Executive Session may be needed to discuss pending or probable civil litigation
240 None needed. Item removed from agenda.
241

242 11. **ADJOURN**

243
244 **Councilor Certa made a motion, seconded by City Council President Chawla, to adjourn the meeting.**
245 **The motion passed 5-0 at 9:32 P.M.**
246

247 Respectfully Submitted,
248 Amy Coonradt



MEMORANDUM

To: City Council
From: Regina Mahony, City Manager
Meeting Date: 5/22/2024
Subject: Appointments for City Clerk and Audit Firm

Issue: Pursuant to the City Charter, the following City Clerk needs to be appointed annually by the Council; and at this time the Audit Firm should be appointed as well.

Discussion: Under the Village Charter the following were Trustee appointments to be made annually; however, the new City Charter changes some of this process as described here:

1. Clerk - Under the City Charter the Manager shall recommend appointment of the City Clerk annually, with Council approval [Section 602(o)].
2. Audit Firm - Under the City Charter the Council duties include “provide for an independent audit by a certified public accountant.” Therefore, I believe the Council should still appoint the firm, though there is no requirement for an annual appointment. This relationship is also described in the Purchasing Policy, and that will be amended to reflect a 3-year term as best practice. Therefore, the Council can appoint the auditor for a 3 year term.
3. Attorney - Under the City Charter the Manager shall recommend hiring of a City Attorney with Council approval [Section 602(d)]. There is no mention of an annual appointment like there is for the Clerk. Therefore, this appointment holds until changed.
4. Treasurer/Tax Collector – Under the City Charter the Treasurer is now appointed by the Manager and does not need to be done annually [Section 602(b)].
5. Fire Chief – There is no mention of this appointment in the new City Charter. The Personnel Policy still references the old Village Charter, but the new City Charter takes precedence. The Fire Chief is an administrative position, similar to other Department Heads, and therefore is a logical Manager appointment.
6. Engineer – There is no mention of this appointment in the new City Charter. The Purchasing Policy references the old Village Charter but the new City Charter takes precedence. The Village Engineer is an administrative position, similar to other Department Heads, and therefore is a logical Manager appointment. The purchasing policy will be updated to align this with other professional services.

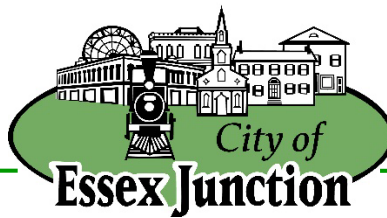
Therefore, the recommendation is for the Council to reappoint the Clerk and appoint the Auditor for a 3-year term at this time. The following Council appointment will remain in place until changed: City Attorney – Claudine Safar, Monaghan Safar PLLC.

The City Manager is reappointing the following positions:
City Treasurer/Tax Collector – Susan McNamara-Hill
Fire Chief – Chris Gaboriault
City Engineer - Jeff Kershner, Donald L Hamlin Consulting Engineers

Recommendation: It is recommended that the Council reappoint the Clerk; and the Auditor for a 3-year term.

Recommended Motion:

“I move that the Council appoint Susan McNamara-Hill as City Clerk for FY25; and Kittell Branagan & Sargent as the Audit Firm for FY25 to FY27.”



MEMORANDUM

To: City Council
From: Joanne Pfaff, Administrative Assistant
Meeting Date: 05/22/2024
Subject: City Council Meeting Schedule

Issue:

The City Council meeting schedule needs to be set so as not to conflict with any holidays or religious and cultural observances. This was discussed at the May 8th, 2024 meeting, however, not all Council members were present to discuss and no decisions were made. The recommendations are presented here again for Council consideration.

Discussion:

City Council meetings are held on the 2nd and 4th Wednesday of every month. Due to holidays and religious and cultural observances, sometimes they conflict with these set meeting times. It is essential that we be thoughtful about not scheduling meetings on these dates. Our goal is to be inclusive and support engagement and attendance at our meetings. Past practice is to only hold one meeting in July due to July being a heavy vacation month, one meeting in November due to the Thanksgiving holiday, and one meeting in December due to Budget Day and the holidays. The following dates are conflicts with our regularly scheduled Council meetings for FY25.

2024

Wednesday, October 23, 2024 – Shemini Atzeret (no meetings)
Wednesday, November 27, 2024 – Thanksgiving Eve (no meetings)
Wednesday, December 25, 2024 – Christmas Day (no meetings)

The two regularly scheduled meetings in July are Wednesday, July 10, 2024 and Wednesday July 24, 2024. To hold one July meeting, Staff is recommending July 17, 2024 as it's mid-month. Also, July 10th would require a packet to go out around July 4th; and the City Manager is on vacation for July 24th. Therefore, July 17th seems the most logical if the Council is available.

2025

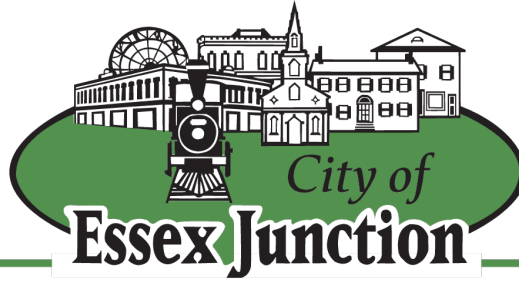
Wednesday, April 23, 2025 – Yom HaSho'ah (Discretionary – Day of Remembrance)

Cost:

There are no associated costs with this issue.

Recommendation:

1. Cancel the July 10, 2024 meeting and the July 24, 2024 meeting, and schedule meeting for July 17, 2024
2. Re-schedule the October 23, 2024 meeting to October 30, 2024
3. Cancel the November 27, 2024 and December 25, 2024 meetings
4. Continue to hold the April 23, 2025 meeting, as this cultural observance has no restrictions



May 22, 2024

Dear VLCT,

On behalf of the City Council, I would like to thank you for the generous donation of office furniture that was recently acquired by the City of Essex Junction.

With the anticipated move to a temporary office space while the municipal building is being renovated, we required additional office furnishings to accommodate this space. VLCT donated fourteen workstations consisting of:

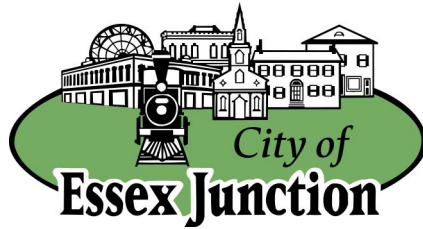
- Professional office cubicles
- Desks
- Personal storage cabinet
- Single drawer filing cabinet (which doubles as a bench)
- Small conference table with six executive chairs
- Two executive office setups
- Two file storage systems (one large and one fireproof standard size)

This furniture will allow us to set up a professional temporary office workspace and provide a pleasant workspace in our permanent offices for our employees when completed.

The staff at VLCT were extremely accommodating to our maintenance staff during disassembly and removal of the furniture. It was reported to me that this was a terrific experience. The City appreciates all that VLCT has done for us.

Regards,

Raj Chawla
City Council President



Memorandum

To: City Council, Regina Mahony, City Manager
CC: Ron Hoague, Police Chief
From: Susan McNamara-Hill, Clerk
Re: Liquor and Tobacco license applications
Date: May 22, 2024

Issue

The issue is whether the Council will approve the Liquor and Tobacco License applications for businesses in the City of Essex Junction listed in the May 10, 2024 memorandum from Police Chief Ron Hoague re: "Liquor License Applications."

Discussion

The following applications have been reviewed by the police department and are recommended for approval.

Outside Consumption:

- Sparky's BBQ & Grill – 4 Lincoln Place. The 1st and 2nd class liquor licenses were approved by the Council on March 13, 2024.

Tobacco/tobacco substitute only:

- Sweetspot Vermont LLC – 139 Pearl Street.

Recommendation

Staff recommends that the Council approve the Liquor and Tobacco License applications for the businesses listed in the May 10, 2024 memorandum re: "Liquor License Applications".

DEPARTMENTAL MEMORANDUM



Date: May 10, 2024

To: Regina Mahony
City Manager

From: Ron Hoague
Chief of Police

Subject: Liquor License Applications

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

Sparky's BBQ & Grill
Includes outside consumption

DBA: Sparky's BBQ & Grill
4 Lincoln Place
Essex Junction, VT 05452

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

Sweetspot Vermont LLC

DBA: Sweetspot Vermont
139 Pearl Street
Essex Junction, VT 05452

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
05290	ADVANCE AUTO PARTS	04/29/24	TRAILER LIGHT LED 1 EA la 2057937	210-5-40-12-430.000 R&M Vehicles & Equipment	58.89	52390	05/17/24
05290	ADVANCE AUTO PARTS	04/30/24	AIR FILTER-HD 1 EA for S 2157958	210-5-40-12-430.000 R&M Vehicles & Equipment	67.19	52390	05/17/24
05290	ADVANCE AUTO PARTS	04/30/24	FEM DISCONNECT WP 2157964	210-5-40-12-610.000 General Supplies	42.34	52390	05/17/24
05290	ADVANCE AUTO PARTS	04/30/24	bolts hex nuts 2157970	210-5-40-12-610.000 General Supplies	11.28	52390	05/17/24
05290	ADVANCE AUTO PARTS	05/01/24	ADHESIVE SEALANT CLR 2258041	210-5-40-12-610.000 General Supplies	9.92	52390	05/17/24
05290	ADVANCE AUTO PARTS	05/06/24	HYBRID CERAMIC WAX 1 EP 1 2758166	210-5-40-12-610.000 General Supplies	17.74	52390	05/17/24
05290	ADVANCE AUTO PARTS	05/07/24	SS7000 slow 2858222	210-5-40-12-610.000 General Supplies	4.13	52390	05/17/24
05290	ADVANCE AUTO PARTS	04/24/24	OIL 10W30 HM 1 QT FM 455241155773	210-5-40-12-610.000 General Supplies	6.43	52390	05/17/24
19815	AMAZON CAPITAL SERVICES	05/08/24	BL AProg MAY24 11J4VHWW3J4K	210-5-35-10-840.201 Adult Programs	9.48	52393	05/17/24
19815	AMAZON CAPITAL SERVICES	05/10/24	Office Supplies 1DW9MLPCL4MX	210-5-30-10-610.000 General Supplies	5.98	52393	05/17/24
19815	AMAZON CAPITAL SERVICES	05/01/24	BL A ProgCraftsMAY24 1HLV4LV7NDVR	210-5-35-10-840.201 Adult Programs	137.12	52393	05/17/24
19815	AMAZON CAPITAL SERVICES	05/02/24	BL AProgCrafts MAY24 1LXDK67MWGY4	210-5-35-10-840.201 Adult Programs	44.80	52393	05/17/24
19815	AMAZON CAPITAL SERVICES	05/07/24	BL A DVDMovieMAY24 1NHTRVD1YDV	210-5-35-10-640.201 Adult Collection	23.99	52393	05/17/24
19815	AMAZON CAPITAL SERVICES	05/07/24	BL A DVDMovie MAY24 1NXQKXQL36T1	210-5-35-10-640.201 Adult Collection	19.96	52393	05/17/24
19815	AMAZON CAPITAL SERVICES	05/08/24	BL SUPPLIES MAY24 1QT7LN6W1YYQ	210-5-35-10-610.000 General Supplies	93.85	52393	05/17/24
19815	AMAZON CAPITAL SERVICES	05/09/24	BL Supplies MAY24 1RMLN1RL9QJ4	210-5-35-10-610.000 General Supplies	256.98	52393	05/17/24
19815	AMAZON CAPITAL SERVICES	05/07/24	BL A DVDMoviesMAY24 1XXNKN9Y1QLQ	210-5-35-10-640.201 Adult Collection	168.29	52393	05/17/24
25055	AQUARIUS LANDSCAPE SPRINK	04/25/24	Memorial Park Sprinkler A 5579011	210-5-40-12-571.000 Streetscape Maintenance	106.00	52396	05/17/24
25055	AQUARIUS LANDSCAPE SPRINK	04/25/24	Memorial Park Sprinkler A 5579012	210-5-40-12-571.000 Streetscape Maintenance	74.21	52396	05/17/24
25055	AQUARIUS LANDSCAPE SPRINK	04/25/24	2 Lincoln Sprinkler April 5579013	210-5-40-12-571.000 Streetscape Maintenance	166.00	52396	05/17/24
25055	AQUARIUS LANDSCAPE SPRINK	04/25/24	2 Lincoln Sprinkler April 5579014	210-5-40-12-571.000 Streetscape Maintenance	354.95	52396	05/17/24
02420	AUTOZONE	04/20/24	1 FIRE XTNGUISH Shield Fi 3236467794	210-5-25-10-611.000 Small Tools and Equipment	35.88	52398	05/17/24
02420	AUTOZONE	04/30/24	921 SYL LED 2P Sylvania W 3236472212	210-5-25-10-430.000 R&M Vehicles & Equipment	50.07	52398	05/17/24
80061	BASSICK, LINDA	05/03/24	BL CProg MAY24 006	210-5-35-10-840.202 Childrens Programs	100.00	52399	05/17/24
17120	BOYLE LAKSMI JOSHI	05/07/24	Election worker 240507	210-5-12-10-120.000 Part Time Salaries	97.50	52402	05/17/24

Vendor	Invoice Date	Invoice Description	Invoice Number	Account	Amount Paid	Check Number	Check Date
19630	05/10/24	Service call to Shop	24735	210-5-40-12-431.000 R&M Buildings & Grounds	1500.00	52404	05/17/24
19630	05/15/24	Service call confined spa	24807	210-5-40-12-431.000 R&M Buildings & Grounds	5913.90	52404	05/17/24
20915	04/12/24	30 trees + supplies	041224D	210-5-40-12-810.112 Tree Advisory Committee	1230.14	52405	05/17/24
00530	05/03/24	BL A BooksProcessMAY24	B6785009	210-5-35-10-610.000 General Supplies	6.06	52406	05/17/24
00530	05/03/24	BL A BooksProcessMAY24	B6785009	210-5-35-10-640.201 Adult Collection	104.02	52406	05/17/24
00530	05/03/24	BL ABooksProcessMAY24	B6785109	210-5-35-10-640.201 Adult Collection	30.77	52406	05/17/24
00530	05/03/24	BL ABooksProcessMAY24	B6785109	210-5-35-10-610.000 General Supplies	2.02	52406	05/17/24
00530	05/03/24	BL ABooksProcessMAY24	B6785110	210-5-35-10-610.000 General Supplies	6.06	52406	05/17/24
00530	05/03/24	BL ABooksProcessMAY24	B6785110	210-5-35-10-640.201 Adult Collection	92.45	52406	05/17/24
00530	05/03/24	BL ABooksProcessMAY24	B6785112	210-5-35-10-610.000 General Supplies	4.04	52406	05/17/24
00530	05/03/24	BL ABooksProcessMAY24	B6785112	210-5-35-10-640.201 Adult Collection	64.26	52406	05/17/24
00530	05/03/24	BL ABooksProcessMay24	B6785113	210-5-35-10-640.201 Adult Collection	27.54	52406	05/17/24
00530	05/03/24	BL ABooksProcessMay24	B6785113	210-5-35-10-610.000 General Supplies	2.02	52406	05/17/24
00530	05/07/24	BL JBooksProcessMay24	B6786388	210-5-35-10-640.202 Juvenile Collection	44.96	52406	05/17/24
00530	05/07/24	BL JBooksProcessMay24	B6786388	210-5-35-10-610.000 General Supplies	1.01	52406	05/17/24
00530	05/07/24	BL JBooksProcessMay24	B6786389	210-5-35-10-640.202 Juvenile Collection	26.40	52406	05/17/24
00530	05/07/24	BL JBooksProcessMay24	B6786389	210-5-35-10-610.000 General Supplies	1.01	52406	05/17/24
00530	05/07/24	BL JBooksProcessMay24	B6786398	210-5-35-10-610.000 General Supplies	1.01	52406	05/17/24
00530	05/07/24	BL JBooksProcessMay24	B6786398	210-5-35-10-640.202 Juvenile Collection	17.96	52406	05/17/24
00530	05/07/24	BL JBooksProcessMay24	B6786404	210-5-35-10-640.202 Juvenile Collection	12.41	52406	05/17/24
00530	05/07/24	BL JBooksProcessMay24	B6786404	210-5-35-10-610.000 General Supplies	1.01	52406	05/17/24
00530	05/07/24	BL A BooksProcessMAY24	B6786405	210-5-35-10-640.201 Adult Collection	63.71	52406	05/17/24
00530	05/07/24	BL A BooksProcessMAY24	B6786405	210-5-35-10-610.000 General Supplies	4.04	52406	05/17/24
00530	05/07/24	BL A Coll-Supply MAY24	B6786411	210-5-35-10-640.201 Adult Collection	285.97	52406	05/17/24
00530	05/07/24	BL A Coll-Supply MAY24	B6786411	210-5-35-10-610.000 General Supplies	16.16	52406	05/17/24

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
00530	05/07/24	BL JBooksProcessMay24 B6786415	210-5-35-10-640.202 Juvenile Collection	207.28	52406	05/17/24
00530	05/07/24	BL JBooksProcessMay24 B6786415	210-5-35-10-610.000 General Supplies	19.19	52406	05/17/24
00530	05/07/24	BL JBooksProcessMay24 B6786423	210-5-35-10-610.000 General Supplies	4.04	52406	05/17/24
00530	05/07/24	BL JBooksProcessMay24 B6786423	210-5-35-10-640.202 Juvenile Collection	57.26	52406	05/17/24
00530	05/08/24	BL BooksProcess MAY24 B6787271	210-5-35-10-610.000 General Supplies	7.07	52406	05/17/24
00530	05/08/24	BL BooksProcess MAY24 B6787271	210-5-35-10-640.201 Adult Collection	95.00	52406	05/17/24
00530	05/09/24	BL ABksProcsssCREDITMAY24 B6787618	210-5-35-10-640.201 Adult Collection	-14.80	52406	05/17/24
00530	05/13/24	BL ABooksProcessMay24 B6789395	210-5-35-10-640.201 Adult Collection	707.92	52406	05/17/24
00530	05/13/24	BL ABooksProcessMay24 B6789395	210-5-35-10-610.000 General Supplies	44.44	52406	05/17/24
00530	05/13/24	BL ABooksProcess MAY24 B6789447	210-5-35-10-610.000 General Supplies	37.37	52406	05/17/24
00530	05/13/24	BL ABooksProcess MAY24 B6789447	210-5-35-10-640.201 Adult Collection	607.40	52406	05/17/24
30360	05/01/24	Phones PW 019604398504	210-5-40-12-530.000 Communications	100.16	52408	05/17/24
07710	05/03/24	Air Filter, Spark Plug 76533	210-5-30-12-610.000 General Supplies	183.47	52410	05/17/24
19090	05/06/24	MSP Admin Bldg Roof 050624D	210-5-41-26-431.000 R&M Buildings & Grounds	19510.00	52411	05/17/24
V0461	04/11/24	BL A NewspprsMAR24 121	210-5-35-10-640.201 Adult Collection	327.75	52413	05/17/24
V0461	05/02/24	BL A Coll APR24 122	210-5-35-10-640.201 Adult Collection	431.00	52413	05/17/24
21120	04/30/24	Physicals 00067088-00	210-5-25-10-330.000 Professional Services	37.00	52415	05/17/24
12435	05/06/24	County Basic Class Tuitio 05062024	210-5-25-10-500.000 Training, Conf, Dues	300.00	52418	05/17/24
21210	05/09/24	SM shop towels and etc 4192103437	210-5-40-12-610.000 General Supplies	156.30	52420	05/17/24
21210	05/06/24	PW water cooler supplies 5210061003	210-5-40-12-610.000 General Supplies	87.73	52420	05/17/24
21210	05/01/24	WATERBREAK COOLER LEASE 9270136735	210-5-40-12-610.000 General Supplies	50.00	52420	05/17/24
17895	05/01/24	EJRP Cleaning April 15212	210-5-41-26-420.000 Cleaning Services	2355.95	52421	05/17/24
17895	05/01/24	EJRP Cleaning April 15212	210-5-41-23-420.000 Cleaning Services	2355.95	52421	05/17/24
17895	05/01/24	City Bldg Cleaning April 15214	210-5-41-20-420.000 Cleaning Services	1579.52	52421	05/17/24
17895	05/01/24	City Bldg Cleaning April 15214	210-5-41-21-420.000 Cleaning Services	2369.29	52421	05/17/24

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
06955	05/07/24	Presiding Officer Elec wo 240507	210-5-12-10-120.000 Part Time Salaries	574.00	52422	05/17/24
04940	04/23/24	MSP Phones/Internet May 01763150424	210-5-41-26-530.000 Communications	483.33	52424	05/17/24
04940	04/23/24	Park St Phones/Internet M 02109080424	210-5-41-23-530.000 Communications	307.27	52425	05/17/24
17025	05/15/24	Recording Secretary CC 20 0176	210-5-11-10-330.000 Professtional Services	114.40	52427	05/17/24
19065	04/24/24	2 Lincoln Server Room 1947	210-5-41-20-431.000 R&M Buildings & Grounds	2750.00	52428	05/17/24
35360	05/01/24	Bark 050124D	210-5-40-12-605.000 Summer Construction Suppl	720.00	52429	05/17/24
25715	05/15/24	Engineering April Gabe Ha 23802 051520	210-1-00-00-130.002 Exchange - Billable	572.00	52431	05/17/24
25715	04/25/24	Eng Billable to Franklin 23802042524	210-1-00-00-130.002 Exchange - Billable	528.00	52431	05/17/24
25715	05/15/24	Engineer April 24 Amber L 24801 051520	210-1-00-00-130.002 Exchange - Billable	465.36	52431	05/17/24
25715	04/25/24	EJ-Autumn Pond Constructi 24801042524	210-5-40-12-330.000 Professional Services	535.00	52431	05/17/24
25715	05/15/24	EJ paving project 24804051524	210-5-40-12-451.000 Summer Construction Servi	1297.01	52431	05/17/24
25715	05/15/24	Eng May 24 Brett Grabowsk 24805 051520	210-1-00-00-130.002 Exchange - Billable	601.25	52431	05/17/24
25715	04/25/24	Eng Billable to Milot Rea 24805042524	210-1-00-00-130.002 Exchange - Billable	1387.50	52431	05/17/24
25715	04/25/24	EJ-132 Pearl Street 24806042524	210-5-40-12-330.000 Professional Services	185.00	52431	05/17/24
25715	05/15/24	RVJ assist Summit St lef 24816051524	210-5-40-12-330.000 Professional Services	277.50	52431	05/17/24
25715	05/15/24	EJ utility Map Update 202 24818051524	210-5-40-12-330.000 Professional Services	244.00	52431	05/17/24
03280	03/30/24	5 YARDS OF TOPSOIL PICKED 7378	210-5-40-12-451.000 Summer Construction Servi	200.00	52438	05/17/24
V10634	04/01/24	BL TechSub JUL24-JUN25 #US-86335	210-1-00-00-120.000 Prepaid Expenses	281.14	52439	05/17/24
29510	05/07/24	Electon worker 240507	210-5-12-10-120.000 Part Time Salaries	37.50	52440	05/17/24
80021	05/01/24	657.80 137595	210-5-10-10-340.000 Technical Services	657.80	52443	05/17/24
80021	04/15/24	Job Ad- Older Adult EJRP 271257	210-5-10-10-540.000 Advertising	216.00	52443	05/17/24
80021	05/09/24	Brownell time tracking Ap 427987	210-5-10-10-340.000 Technical Services	180.00	52443	05/17/24
80021	05/03/24	Collapsible Wagon for Ele 9218643	210-5-12-10-820.000 Elections	109.99	52443	05/17/24
80021	05/07/24	TAC VT Forestry Conf 3 Re 9562185539	210-5-40-12-810.112 Tree Advisory Committee	150.00	52443	05/17/24
80021	04/30/24	Snow Foam Cleaner 9914637	210-5-25-10-610.000 General Supplies	36.99	52443	05/17/24

Vendor	Invoice Date	Invoice Description	Invoice Number	Account	Amount Paid	Check Number	Check Date
80021	05/03/24	HR101 Training	VTHRA101	210-5-10-10-500.000 Training, Conf, Dues	99.00	52443	05/17/24
19005	05/01/24	2 Lincoln Phones April 20	17036650	210-5-30-13-530.000 Communications	113.53	52445	05/17/24
19005	05/01/24	2 Lincoln Phones April 20	17036650	210-5-41-20-530.000 Communications	865.01	52445	05/17/24
19005	05/01/24	communications	17036651	210-5-41-20-530.000 Communications	109.35	52446	05/17/24
19005	05/01/24	Telephone	17036652	210-5-41-20-530.000 Communications	322.46	52447	05/17/24
19005	05/01/24	EJRP Internet May	17036654	210-5-41-26-530.000 Communications	360.00	52448	05/17/24
16000	04/29/24	BA.LDW IN FILTERS for sw	293461098	210-5-40-12-430.000 R&M Vehicles & Equipment	56.73	52449	05/17/24
14040	04/23/24	White Turbo Dry Low voc A	183357	210-5-40-12-572.000 Traffic Control	3239.50	52450	05/17/24
34895	05/01/24	ENVIRONMENTAL FEES Jackso	1790815	210-5-40-12-425.000 Trash Removal	143.94	52452	05/17/24
34895	05/01/24	2 Lincoln Garbage April 2	1790816	210-5-41-20-425.000 Trash Removal	316.49	52452	05/17/24
34895	05/01/24	BARREL SERVICE Railroad a	1790817	210-5-40-12-425.000 Trash Removal	585.53	52452	05/17/24
34895	05/01/24	WEEKLY SERVICE Beech St	1790982	210-5-40-12-425.000 Trash Removal	83.28	52452	05/17/24
34895	05/01/24	MSP Trash Removal May	1791680	210-5-41-26-425.000 Trash Removal	440.15	52452	05/17/24
20470	04/30/24	April Vehicle Fuel	314382	210-5-40-12-626.000 Gasoline	3346.91	52453	05/17/24
20470	04/30/24	April Vehicle Fuel	314382	210-5-30-12-626.000 Gasoline	151.74	52453	05/17/24
20470	04/30/24	April Vehicle Fuel	314382	210-5-25-10-626.000 Gasoline	284.41	52453	05/17/24
04035	05/01/24	RAKE, LEVEL HEAD16 TWD HD	125903	210-5-40-12-610.000 General Supplies	129.98	52455	05/17/24
04035	05/03/24	Nifty Nabber	126042	210-5-30-12-610.000 General Supplies	79.97	52455	05/17/24
04035	05/10/24	Mower Service	W7505	210-5-30-12-330.000 Professional Services	121.97	52455	05/17/24
04035	05/10/24	Mower Service	W7506	210-5-30-12-330.000 Professional Services	216.94	52455	05/17/24
80042	05/13/24	May Land records	1NV5996	210-5-12-10-505.000 Tech. Subs Licenses	350.00	52456	05/17/24
24785	05/08/24	Air Reel	9111579232	210-5-25-10-750.000 Machinery & Equipment	531.18	52457	05/17/24
07010	05/09/24	MSP Power May	0524 75MAPLE	210-5-41-26-622.000 Electricity	309.66	52458	05/17/24
07010	05/09/24	EJRP Power May	0524 MAPLE2	210-5-41-26-622.000 Electricity	58.23	52459	05/17/24
80107	04/30/24	Hose Testing	081395	210-5-25-10-570.000 Other Purchased Services	2593.10	52463	05/17/24

Vendor	Invoice Date	Invoice Description	Invoice Number	Account	Amount Paid	Check Number	Check Date
25625	05/02/24	EJRP Lowes April	41910800524	210-5-30-12-610.000 General Supplies	98.23	52468	05/17/24
25625	05/02/24	EJRP Lowes April	41910800524	210-5-41-20-431.000 R&M Buildings & Grounds	355.69	52468	05/17/24
V10130	04/19/24	ABC Extinguisher	15552575	210-5-25-10-611.000 Small Tools and Equipment	-26.16	52469	05/17/24
V10130	04/09/24	1570645 OROK 1000L6 SIDE	74111	210-5-40-12-610.000 General Supplies	66.47	52469	05/17/24
V10130	04/09/24	salter tarps	75020	210-5-40-12-610.000 General Supplies	20.39	52469	05/17/24
V10130	04/19/24	ABC Extinguisher	76051	210-5-25-10-611.000 Small Tools and Equipment	26.16	52469	05/17/24
V10130	04/22/24	2 cycle oil for shop	85575	210-5-40-12-610.000 General Supplies	68.16	52469	05/17/24
V10130	04/16/24	jumping jack tarp	99516	210-5-40-12-610.000 General Supplies	13.25	52469	05/17/24
27840	05/15/24	Life Ins Jun 2024	1624691	210-5-30-12-210.000 Group Insurance	73.20	52470	05/17/24
27840	05/15/24	Life Ins Jun 2024	1624691	210-5-30-10-210.000 Group Insurance	183.00	52470	05/17/24
27840	05/15/24	Life Ins Jun 2024	1624691	210-5-40-13-210.000 Group Insurance	12.08	52470	05/17/24
27840	05/15/24	Life Ins Jun 2024	1624691	210-5-13-10-210.000 Group Insurance	109.80	52470	05/17/24
27840	05/15/24	Life Ins Jun 2024	1624691	210-5-35-10-210.000 Group Insurance	256.20	52470	05/17/24
27840	05/15/24	Life Ins Jun 2024	1624691	210-5-10-10-210.000 Group Insurance	204.47	52470	05/17/24
27840	05/15/24	Life Ins Jun 2024	1624691	210-5-40-12-210.000 Group Insurance	123.42	52470	05/17/24
27840	05/15/24	Life Ins Jun 2024	1624691	210-5-16-10-210.000 Group Insurance	67.25	52470	05/17/24
80012	08/20/23	BL JPROG AUG23	AUGUST 2023	210-5-35-10-840.202 Childrens Programs	100.00	52472	05/17/24
80012	07/28/23	BL JProg JUL23	JULY2023	210-5-35-10-840.202 Childrens Programs	100.00	52472	05/17/24
80012	06/30/23	BL J Programs JUNE23	JUNE2023	210-5-35-10-840.202 Childrens Programs	50.00	52472	05/17/24
80012	09/23/23	BL J PROG SEP23	SEP 2023	210-5-35-10-840.202 Childrens Programs	100.00	52472	05/17/24
V9970	05/03/24	BL JDVDMoviesMAY24	505424430	210-5-35-10-640.202 Juvenile Collection	150.19	52473	05/17/24
V10462	04/30/24	April legal	April 2024	210-5-10-10-320.000 Legal Services	7828.00	52474	05/17/24
V10462	04/30/24	April legal	April 2024	210-5-16-10-320.000 Legal Services	3315.00	52474	05/17/24
V10462	04/30/24	April legal	April 2024	210-5-40-13-330.000 Professional Services	337.50	52474	05/17/24
29675	05/07/24	Election worker	240507	210-5-12-10-120.000 Part Time Salaries	97.50	52476	05/17/24

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
45220	05/13/24	Clerk training 240513	210-1-00-00-120.000 Prepaid Expenses	61.12	52477	05/17/24
37605	02/06/24	historical data copy from 54483	210-5-13-10-330.000 Professional Services	330.00	52478	05/17/24
19325	05/01/24	IT Managed Services May 2 22724	210-5-14-10-330.000 Professional Services	8700.00	52480	05/17/24
19325	05/01/24	IT Managed Services May 2 22724	210-5-14-10-505.000 Tech. Subs, Licenses	5172.02	52480	05/17/24
19325	04/30/24	Progress Invoice May 2024 22930	210-5-14-10-330.000 Professional Services	1539.00	52480	05/17/24
V10729	04/30/24	BL CraftsClass APR24 01459SV24133	210-5-35-10-640.201 Adult Collection	2.99	52481	05/17/24
23420	05/01/24	Cascade Portolet May T620529	210-5-30-12-330.000 Professional Services	120.00	52483	05/17/24
24100	05/07/24	FINISHED TRAFFIC SIGNS- w 204088	210-5-40-12-605.000 Summer Construction Suppl	65.95	52486	05/17/24
V10554	05/06/24	BL JBooks MAY24 1150285	210-5-35-10-640.202 Juvenile Collection	31.98	52487	05/17/24
V10554	05/06/24	BL A Books MAY24 1150319	210-5-35-10-640.201 Adult Collection	100.80	52487	05/17/24
24410	04/30/24	BL FedGrantCour-9 APR24 80272418	210-5-35-10-560.000 Postage	13.13	52489	05/17/24
24410	04/30/24	BL FedGrantCour-9 APR24 80272418	210-5-35-10-890.000 Federal Grant Expenditure	225.73	52489	05/17/24
05380	05/05/20	2 Lincoln Postage Supplie 0505244061	210-5-10-10-560.000 Postage	91.29	52490	05/17/24
37430	05/10/24	SWITCH-POSITIVE Truck #34 IE52111	210-5-40-12-430.000 R&M Vehicles & Equipment	99.99	52491	05/17/24
V9587	04/18/24	Topsoil per yard 162583	210-5-40-12-451.000 Summer Construction Servi	150.00	52493	05/17/24
V9587	04/29/24	Topsoil per yard 162687	210-5-40-12-605.000 Summer Construction Suppl	150.00	52493	05/17/24
18010	05/08/24	STRM Repair 3439829	210-5-40-12-610.000 General Supplies	22.63	52494	05/17/24
22840	05/05/24	MSP Locks I240506548	210-5-30-12-330.000 Professional Services	240.00	52495	05/17/24
23500	05/07/24	Election worker 240507 BR	210-5-12-10-120.000 Part Time Salaries	97.50	52497	05/17/24
03180	05/01/24	BLFirePan15.1.24-4.30.25 24936	210-1-00-00-120.000 Prepaid Expenses	250.00	52499	05/17/24
03180	05/01/24	BLFirePan15.1.24-4.30.25 24936	210-5-41-21-400.000 Contracted Services	50.00	52499	05/17/24
17505	05/08/24	service period 4/8/24 - 5 265SH	210-5-40-12-622.000 Electricity	158.52	52500	05/17/24
17505	05/08/24	service period 4/8/24 - 5 265SH	210-5-41-21-622.000 Electricity	1074.25	52500	05/17/24
17505	05/08/24	service period 4/8/24 - 5 265SH	210-5-41-26-622.000 Electricity	2621.18	52500	05/17/24
17505	05/08/24	service period 4/8/24 - 5 265SH	210-5-41-23-622.000 Electricity	334.56	52500	05/17/24

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
17505	05/08/24	SAND HILL SOLAR LLC KSI I service period 4/8/24 - 5 265SH Electricity	210-5-41-22-622.000	509.25	52500	05/17/24
17505	05/08/24	SAND HILL SOLAR LLC KSI I service period 4/8/24 - 5 265SH Electricity	210-5-41-20-622.000	509.25	52500	05/17/24
17505	05/08/24	SAND HILL SOLAR LLC KSI I service period 4/8/24 - 5 265SH Electricity	210-5-40-12-622.000	215.79	52500	05/17/24
00275	04/30/24	SB SIGNS INC on 3/8" staff with spear 30596 Machinery & Equipment	210-5-25-10-750.000	228.78	52501	05/17/24
24345	04/04/24	SENSOURCE INC BL CONTRCT-DoorCnt JUN24 59228 Contracted Services	210-5-41-21-400.000	489.00	52502	05/17/24
42565	04/24/24	SEVEN DAYS Park Equip RFP Ad 237782 Advertising	210-5-30-10-540.000	107.12	52503	05/17/24
V2118	05/09/24	SOUTH BURLINGTON LIBRARY BL ARepl MAY2024 SBPL MAY2024 Adult Collection replacem	210-5-90-00-640.201	27.95	52505	05/17/24
V10695	03/29/24	SS TREE CARE LLC Removal of 7 ash trees in 0329242D Streetscape Maintenance	210-5-40-12-571.000	3025.00	52506	05/17/24
V10695	03/29/24	SS TREE CARE LLC Removal of multiple dead 032924D Streetscape Maintenance	210-5-40-12-571.000	1100.00	52506	05/17/24
V10695	04/26/24	SS TREE CARE LLC This is the summery of th 042624D Streetscape Maintenance	210-5-40-12-571.000	3150.00	52506	05/17/24
29090	04/24/24	SUNBELT RENTALS 1 STAKESGRADE Tree Commit 153300635 Tree Advisory Committee	210-5-40-12-810.112	30.18	52507	05/17/24
29090	04/24/24	SUNBELT RENTALS 2 NGK SPARK PLUG (NGK/ CM 153315299 General Supplies	210-5-40-12-610.000	22.40	52507	05/17/24
29090	04/30/24	SUNBELT RENTALS 1 FILTER 153432134 General Supplies	210-5-40-12-610.000	6.27	52507	05/17/24
29090	04/29/24	SUNBELT RENTALS Truck #2 supplies 153466586 R&M Vehicles & Equipment	210-5-40-12-430.000	33.17	52507	05/17/24
36825	04/26/24	THE SMALL ENGINE CO INC Inline Fuel Shut Off 100783 R&M Vehicles & Equipment	210-5-40-12-430.000	11.13	52508	05/17/24
20865	05/07/24	TOWLE ANN Election worker 240507 Part Time Salaries	210-5-12-10-120.000	67.50	52509	05/17/24
40920	04/18/24	U I INSURANCE SERVICES IN Group Insurance 10892 Prepaid Expenses	210-1-00-00-120.000	2464.00	52510	05/17/24
40920	04/18/24	U I INSURANCE SERVICES IN Group Insurance 10892 Group Insurance	210-5-25-10-210.000	224.00	52510	05/17/24
19885	04/10/24	VELOCITYEHS MSDS contract renewal 6/7 307757 R&M Buildings & Grounds	210-5-41-22-431.000	704.32	52511	05/17/24
19885	04/10/24	VELOCITYEHS MSDS contract renewal 6/7 307757 R&M Buildings & Grounds	210-5-41-20-431.000	125.77	52511	05/17/24
19885	04/10/24	VELOCITYEHS MSDS contract renewal 6/7 307757 R&M Buildings & Grounds	210-5-40-12-431.000	704.32	52511	05/17/24
19885	04/10/24	VELOCITYEHS MSDS contract renewal 6/7 307757 R&M Buildings & Grounds	210-5-41-26-431.000	176.08	52511	05/17/24
19885	04/10/24	VELOCITYEHS MSDS contract renewal 6/7 307757 R&M Buildings & Grounds	210-5-41-21-431.000	125.77	52511	05/17/24
19350	05/01/24	VERIZON CONNECT FLEET USA VEHICLE TRACKING 306000056986 Communications	210-5-40-12-530.000	151.60	52512	05/17/24
36130	04/17/24	VERIZON WIRELESS VSAT Cell Service April 2024 9961893722 Communications	210-5-40-12-530.000	210.54	52513	05/17/24

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36130	VERIZON WIRELESS VSAT	04/17/24	Cell Service April 2024 9961893722	210-5-25-10-530.000 Communications	160.04	52513	05/17/24
36130	VERIZON WIRELESS VSAT	04/17/24	Cell Service April 2024 9961893722	210-5-10-10-530.000 Communications	50.50	52513	05/17/24
29700	VERMONT INFORMATION CONSO	04/30/24	Annual Subscription 1789158	210-5-10-10-505.000 Tech. Subs, Licenses	75.00	52514	05/17/24
25315	VESPA'S PIZZA PASTA & DEL	05/03/24	Friday City Staff Pizza 050324D	210-5-30-10-610.000 General Supplies	92.00	52515	05/17/24
11935	VIKING-CIVES USA	04/29/24	Description: LIGHT LED BE 4533857	210-5-40-12-430.000 R&M Vehicles & Equipment	253.32	52516	05/17/24
80083	VILLA, ELIZABETH	05/07/24	Election worker 240507 EV	210-5-12-10-120.000 Part Time Salaries	52.50	52517	05/17/24
23395	VILLAGE HARDWARE - WILLIS	04/30/24	SEED-SOIL CONSERVATION MI 518209	210-5-40-12-605.000 Summer Construction Suppl	655.26	52518	05/17/24
23395	VILLAGE HARDWARE - WILLIS	05/06/24	840Z Reg HE Detergent 518251	210-5-40-12-610.000 General Supplies	51.75	52518	05/17/24
23395	VILLAGE HARDWARE - WILLIS	05/06/24	BL SUPPLIES-Plntr MAY24 518253	210-5-35-10-610.000 General Supplies	37.99	52518	05/17/24
29825	VT GAS SYSTEMS	04/23/24	VT Gas Multi accts 3/19 t 24200	210-5-41-22-621.000 Natrual Gas/Heating	382.38	52519	05/17/24
29825	VT GAS SYSTEMS	04/23/24	VT Gas Multi accts 3/19 t 24200	210-5-41-20-621.000 Natrual Gas/Heating	493.02	52519	05/17/24
29825	VT GAS SYSTEMS	04/23/24	VT Gas Multi accts 3/19 t 24200	210-5-40-12-621.000 Natural Gas/Heating	388.75	52519	05/17/24
29825	VT GAS SYSTEMS	04/23/24	VT Gas Multi accts 3/19 t 24200	210-5-41-21-621.000 Natrual Gas/Heating	668.06	52519	05/17/24
29825	VT GAS SYSTEMS	04/23/24	VT Gas Multi accts 3/19 t 24200	210-5-41-23-621.000 Natrual Gas/Heating	276.31	52519	05/17/24
06195	VT INSTITUTE OF NATURAL S	04/20/24	BL JFndtnProgrmAPR24 V0172	210-5-90-00-991.000 Library Donation Expense	327.50	52520	05/17/24
41630	VT STATE TREASURER	05/02/24	Dog report to state 20240430	210-2-00-00-215.004 Due to VT Dog Lic	2760.00	52521	05/17/24
V2258	VTGFOA	05/16/24	JM annual mtg summer wor Jun24-006	210-5-13-10-500.000 Training, Conf, Dues	60.00	52523	05/17/24
07565	W B MASON CO INC	05/02/24	Clerk Supplies May 2024 246306652	210-5-12-10-610.000 General Supplies	46.74	52524	05/17/24
07565	W B MASON CO INC	05/02/24	Office Supplies 246312362	210-5-30-10-610.000 General Supplies	41.15	52524	05/17/24
07565	W B MASON CO INC	05/07/24	2 Lincoln Supplies May 20 246397293	210-5-10-10-610.000 General Supplies	35.60	52524	05/17/24
07565	W B MASON CO INC	05/07/24	Senior Center Pencil Shar 246402868	210-5-30-13-610.000 General Supplies	27.27	52524	05/17/24
07565	W B MASON CO INC	05/08/24	Park Street Supplies 246431528	210-5-30-12-610.000 General Supplies	183.66	52524	05/17/24
07565	W B MASON CO INC	05/09/24	MSP Cleaning Supplies 246461693	210-5-30-12-610.000 General Supplies	868.18	52524	05/17/24
07565	W B MASON CO INC	05/15/24	2 Lincoln Supplies 246584718	210-5-10-10-610.000 General Supplies	27.42	52524	05/17/24
23485	YIPES! AUTO ACCESSORIES	04/30/24	VENTSHADE 2-PC 13135	210-5-40-12-430.000 R&M Vehicles & Equipment	57.95	52527	05/17/24

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
19630	05/15/24	BP WASTEWATER SERVICES LL Maple/Railroad St 24808	230-5-16-10-890.824 Cres. Connector	400.00	52404	05/17/24
36240	05/09/24	DUBOIS & KING INC Re: ESSEX JCT STP 5300 (1 524053	230-5-16-10-890.824 Cres. Connector	1971.97	52433	05/17/24
V10462	04/30/24	MONAGHAN SAFAR DUCHAM PL April legal April 2024	230-5-16-10-890.824 Cres. Connector	655.00	52474	05/17/24
V10130	04/23/24	LOWE'S BUSINESS ACCOUNT New Truck # 4 89998	231-5-40-12-751.007 4Wd Pickup Trk #4	85.63	52469	05/17/24
V10130	04/24/24	LOWE'S BUSINESS ACCOUNT fit up new truck # 4 92763	231-5-40-12-751.007 4Wd Pickup Trk #4	24.17	52469	05/17/24
11935	04/29/24	VIKING-CIVES USA requeust install strobe li 4533821	231-5-40-12-751.007 4Wd Pickup Trk #4	2202.38	52516	05/17/24
23485	04/30/24	YIPES! AUTO ACCESSORIES 4-PC RAINGUARD 13136	231-5-40-12-751.007 4Wd Pickup Trk #4	89.98	52527	05/17/24
05290	05/07/24	ADVANCE AUTO PARTS SS7000 slow 2858222	254-5-54-20-610.000 General Supplies	0.70	52390	05/17/24
33850	05/02/24	CENTRAL VERMONT PROPRTIE ROW 887781 9500262238	254-5-54-20-441.000 Rental Land/Buildings	50.00	52414	05/17/24
33850	05/02/24	CENTRAL VERMONT PROPRTIE ROW 889305 9500262274	254-5-54-20-441.000 Rental Land/Buildings	50.00	52414	05/17/24
23435	04/30/24	CHAMPLAIN WATER DISTRICT Water Apr 2024 043024	254-5-54-70-411.400 CWD Water Purchase - Glob	228633.86	52416	05/17/24
23435	04/30/24	CHAMPLAIN WATER DISTRICT Water Apr 2024 043024	254-5-54-20-411.000 CWD Water Purchase	825.00	52416	05/17/24
23435	04/30/24	CHAMPLAIN WATER DISTRICT Water Apr 2024 043024	254-5-54-20-411.000 CWD Water Purchase	45061.50	52416	05/17/24
23435	04/30/24	CHAMPLAIN WATER DISTRICT Water Apr 2024 043024	254-5-54-70-411.400 CWD Water Purchase - Glob	4185.90	52416	05/17/24
31275	05/03/24	DON WESTON EXCAVATING INC 39 Pheasant Street Essex 10945	254-5-54-20-433.000 R&M Infrastructure	1900.00	52430	05/17/24
25715	05/15/24	DONALD L. HAMLIN CONSULT CEJ-Main street Waterline 21806051524	254-5-54-70-723.004 Main St Water Line	6328.37	52431	05/17/24
25715	03/05/24	DONALD L. HAMLIN CONSULT capital Estimates Jan 24 23823030524	254-5-54-20-330.000 Professional Services	176.00	52431	05/17/24
40025	04/12/24	E J PRESCOTT INC 3/4 RANGER COMP X COMP CP 6300056	254-5-54-20-610.000 General Supplies	165.05	52434	05/17/24
40025	04/12/24	E J PRESCOTT INC HRP301-00 COLLISON REPAIR 6304635	254-5-54-20-614.000 Meters and Parts	248.72	52434	05/17/24
40025	04/24/24	E J PRESCOTT INC 12 EZ VALVE II DI OL 13.2 6314734	254-5-54-20-614.000 Meters and Parts	20178.00	52434	05/17/24
40025	04/24/24	E J PRESCOTT INC 12" EZ VALVE INSERTION 6314737	254-5-54-20-614.000 Meters and Parts	5300.00	52434	05/17/24
40025	04/24/24	E J PRESCOTT INC 5-1/2-6-1/2 SERV BOX W/PL 6316150	254-5-54-20-614.000 Meters and Parts	432.32	52434	05/17/24
40025	05/01/24	E J PRESCOTT INC 6X4 VALVE BOX MUD PLUG 6319624	254-5-54-20-614.000 Meters and Parts	186.45	52434	05/17/24
40025	05/01/24	E J PRESCOTT INC 5-1/4 K81A SAFETY REPAIR 6319648	254-5-54-20-610.000 General Supplies	231.75	52434	05/17/24
20470	04/30/24	GLOBAL MONTELLO ATT: FLEE April Vehicle Fuel 314382	254-5-54-20-626.000 Gasoline	123.03	52453	05/17/24

Vendor	Invoice Date	Invoice Description	Invoice Number	Account	Amount Paid	Check Number	Check Date
27840	05/15/24	Life Ins Jun 2024	1624691	254-5-54-20-210.000 Group Insurance	51.24	52470	05/17/24
80059	05/02/24	INVENTORY Essex Jct SL 14	16689	254-5-54-70-723.006 Service Line Inventoy	36848.46	52475	05/17/24
36130	04/17/24	Cell Service April 2024	9961893722	254-5-54-20-530.000 Communications	181.02	52513	05/17/24
29825	04/23/24	VT Gas Multi accts 3/19 t	24200	254-5-54-20-621.000 Natural Gas/Heating	302.88	52519	05/17/24
05290	05/07/24	SS7000 slow	2858222	255-5-55-30-610.000 General Supplies	0.70	52390	05/17/24
42625	05/01/24	Professional Services 3.3	82142	255-5-55-70-730.003 10 Year Engineer Evaluati	5258.00	52391	05/17/24
14685	04/30/24	Service call for VFD issu	072781	255-5-55-30-431.000 R&M Buildings	620.00	52392	05/17/24
11375	05/01/24	April 2024 grit and recyc	3564152	255-5-55-30-421.000 Grit Disposal	1260.81	52409	05/17/24
26290	05/09/24	TROUBLESHOOTING the ABBVF	4608	255-5-55-30-570.000 Other Purchased Services	307.30	52417	05/17/24
17895	05/01/24	WW Facility Cleaning Apri	15215	255-5-55-30-330.000 Professional Services	215.44	52421	05/17/24
V10347	05/08/24	PEST CONTROL MAINTENANCE	60729376	255-5-55-30-431.000 R&M Buildings	94.95	52435	05/17/24
V10347	05/08/24	EXTERIOR BAIT STATIONS	61205134	255-5-55-30-330.000 Professional Services	112.00	52435	05/17/24
V10734	04/23/24	Fixed Monthly Payment 3/2	2404	255-5-55-30-622.000 Electricity	2969.11	52436	05/17/24
06870	05/03/24	SHT NY Bi-Monthly April	486660	255-5-55-30-568.000 Biosolids Subcontractor	410.00	52437	05/17/24
06870	05/06/24	14 Groundwater Monitoring	486842	255-5-55-30-568.000 Biosolids Subcontractor	3120.00	52437	05/17/24
V10616	05/09/24	BIOXIDE 3634 gallons	906459995	255-5-55-30-619.000 Chemicals	11810.50	52441	05/17/24
19005	05/01/24	communications	17036649	255-5-55-30-530.000 Communications	542.70	52444	05/17/24
20470	04/30/24	April Vehicle Fuel	314382	255-5-55-30-626.000 Gasoline	420.20	52453	05/17/24
V1093	05/03/24	Sodium AL 9.636 DT	PI27083	255-5-55-30-619.000 Chemicals	20742.69	52460	05/17/24
27840	05/15/24	Life Ins Jun 2024	1624691	255-5-55-30-210.000 Group Insurance	244.12	52470	05/17/24
V1661	04/29/24	lab supplies Apr01 2024	503179	255-5-55-30-618.000 Laboratory Supplies	752.64	52479	05/17/24
03160	04/29/24	POLYMER FOR DEWATERING	20490	255-5-55-30-568.000 Biosolids Subcontractor	9108.00	52482	05/17/24
19885	04/10/24	MSDS contract renewal 6/7	307757	255-5-55-30-570.000 Other Purchased Services	1262.74	52511	05/17/24
36130	04/17/24	Cell Service April 2024	9961893722	255-5-55-30-530.000 Communications	141.01	52513	05/17/24
23395	05/13/24	3GAL Stand-N-Spray	518290	255-5-55-30-610.000 General Supplies	60.79	52518	05/17/24

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
29825	04/23/24	VT Gas Multi accts 3/19 t 24200	255-5-55-30-621.000 Natural Gas/Heating	1938.24	52519	05/17/24
V10409	05/02/24	WATER INDUSTRIES INC EQ 4 parts 144055	255-5-55-30-570.000 Other Purchased Services	1610.88	52525	05/17/24
V10409	05/08/24	WATER INDUSTRIES INC SHAFT sleeve SST, oil sea 144131	255-5-55-30-570.000 Other Purchased Services	150.23	52525	05/17/24
05290	05/07/24	ADVANCE AUTO PARTS SS7000 slow 2858222	256-5-56-40-610.000 General Supplies	8.25	52390	05/17/24
19630	05/16/24	BP WASTEWATER SERVICES LL Lincoln Street sewer main 24826	256-5-56-70-722.008 Lincoln St Sewer Repair	21000.00	52404	05/17/24
20470	04/30/24	GLOBAL MONTELLO ATT: FLEE April Vehicle Fuel 314382	256-5-56-40-626.000 Gasoline	217.41	52453	05/17/24
27840	05/15/24	MADISON NATIONAL LIFE INS Life Ins Jun 2024 1624691	256-5-56-40-210.000 Group Insurance	80.52	52470	05/17/24
20040	04/30/24	RAB CONSULTING & SERVICES Sewer Ordinance developme 197	256-5-56-40-330.000 Professional Services	663.00	52492	05/17/24
11555	04/25/24	RUSSELL RESOURCES INC Roscoe/Cascade PS 245858	256-5-56-40-433.000 R&M Infrastructure	924.54	52498	05/17/24
17505	05/08/24	SAND HILL SOLAR LLC KSI I service period 4/8/24 - 5 265SH	256-5-56-40-434.001 Susie Wilson PS Costs	475.54	52500	05/17/24
17505	05/08/24	SAND HILL SOLAR LLC KSI I service period 4/8/24 - 5 265SH	256-5-56-40-434.002 West Street PS Costs	606.11	52500	05/17/24
17505	05/08/24	SAND HILL SOLAR LLC KSI I service period 4/8/24 - 5 265SH	256-5-56-40-622.000 Electricity	675.16	52500	05/17/24
29825	04/23/24	VT GAS SYSTEMS VT Gas Multi accts 3/19 t 24200	256-5-56-40-434.002 West Street PS Costs	50.38	52519	05/17/24
29825	04/23/24	VT GAS SYSTEMS VT Gas Multi accts 3/19 t 24200	256-5-56-40-434.001 Susie Wilson PS Costs	48.43	52519	05/17/24
29825	04/23/24	VT GAS SYSTEMS VT Gas Multi accts 3/19 t 24200	256-5-56-40-621.000 Natural Gas/Heating	198.55	52519	05/17/24
19815	05/14/24	AMAZON CAPITAL SERVICES RK EES Supplies 11JJ194JFCV7	259-5-30-15-610.000 General Supplies	49.98	52393	05/17/24
19815	05/06/24	AMAZON CAPITAL SERVICES RK Hiawatha Supplies 131QG6KFRNG4	259-5-30-15-610.000 General Supplies	67.94	52393	05/17/24
19815	05/14/24	AMAZON CAPITAL SERVICES Behavior Support Supplies 17TMKTTHFLC3	259-5-30-15-610.000 General Supplies	49.98	52393	05/17/24
19815	05/06/24	AMAZON CAPITAL SERVICES RK MSP Supplies 17VPRPT1WNCJ	259-5-30-15-610.000 General Supplies	129.66	52393	05/17/24
19815	05/04/24	AMAZON CAPITAL SERVICES RK Fleming Supplies 1DTDPW3CFWGX	259-5-30-15-610.000 General Supplies	105.21	52393	05/17/24
19815	05/13/24	AMAZON CAPITAL SERVICES RK MSP Supplies 1FIXPKH4CL9K	259-5-30-15-610.000 General Supplies	102.98	52393	05/17/24
19815	05/13/24	AMAZON CAPITAL SERVICES RK MSP Supplies 1GJG736P1VK7	259-5-30-15-610.000 General Supplies	19.95	52393	05/17/24
19815	04/29/24	AMAZON CAPITAL SERVICES Program Supplies 1HFNXKDD3L4C	259-5-30-14-610.000 General Supplies	69.91	52393	05/17/24
19815	05/04/24	AMAZON CAPITAL SERVICES RK MSP Supplies 1JRHYRR1CTFG	259-5-30-15-610.000 General Supplies	261.79	52393	05/17/24
19815	05/04/24	AMAZON CAPITAL SERVICES RK MSP Supplies 1KGMF1JDFVRC	259-5-30-15-610.000 General Supplies	18.94	52393	05/17/24

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
19815	AMAZON CAPITAL SERVICES	05/13/24	RK Hiawatha Supplies 1MRHH6PD74RW	259-5-30-15-610.000 General Supplies	112.44	52393	05/17/24
19815	AMAZON CAPITAL SERVICES	05/12/24	RK Hiawatha Supplies 1N9K9V9VWHJ3	259-5-30-15-610.000 General Supplies	7.30	52393	05/17/24
19815	AMAZON CAPITAL SERVICES	04/27/24	Program Supplies 1QXMW77HD3JM	259-5-30-14-610.000 General Supplies	59.99	52393	05/17/24
19815	AMAZON CAPITAL SERVICES	05/13/24	Preschool Supplies 1RLMFN1Y6YCM	259-5-30-16-610.000 General Supplies	35.15	52393	05/17/24
19815	AMAZON CAPITAL SERVICES	05/04/24	West St Garden Supplies 1WWW4WYKF46Y	259-5-30-14-610.000 General Supplies	101.87	52393	05/17/24
19815	AMAZON CAPITAL SERVICES	05/04/24	RK Westford Supplies 1Y6WGM3DHDW	259-5-30-15-610.000 General Supplies	151.51	52393	05/17/24
19815	AMAZON CAPITAL SERVICES	05/10/24	RK Westford Supplies 1YNF3W1GLMCW	259-5-30-15-610.000 General Supplies	324.81	52393	05/17/24
19815	AMAZON CAPITAL SERVICES	05/14/24	Preschool Supplies 1YNG7GNNG3TF	259-5-30-16-610.000 General Supplies	28.99	52393	05/17/24
25955	AT&T MOBILITY	04/27/24	RK Cell Phones May 87301810524	259-5-30-15-530.000 Communications	865.74	52397	05/17/24
07465	BIBENS ACE HARDWARE INC	05/07/24	West St Garden Supplies 510085	259-5-30-14-610.000 General Supplies	108.33	52400	05/17/24
41280	BOUCHARD-PIERCE	04/29/24	Pool House Project Microw 86098251	259-5-30-11-431.000 R&M Buildings & Grounds	279.00	52401	05/17/24
80055	BOYLE/ NATALIE//	05/14/20	Easy Flow Yoga Winter 051424D	259-5-30-14-330.000 Professional Services	299.20	52403	05/17/24
01930	CENTER FOR TECHNOLOGY	04/15/24	Meadow Terr. Garden Tilli 041524D	259-5-30-14-330.000 Professional Services	400.00	52412	05/17/24
80025	CHURCHILL, MEGAN	05/03/24	RK Refund-Churchill \$225 184535	259-4-30-15-020.313 Childcare - AS	225.00	52419	05/17/24
25120	CLICKTIME.COM	05/02/24	EJRP Timesheets May 427602	259-5-30-10-505.000 Tech. Subs, Licenses	1056.00	52423	05/17/24
26420	COMMUNITY PRODUCTS	05/02/24	Preschool Supplies B1F19	259-5-30-16-610.000 General Supplies	3835.00	52426	05/17/24
25325	FILLION ASSOCIATES, INC	05/07/24	Pool Chemicals 35083	259-5-30-11-431.000 R&M Buildings & Grounds	5485.00	52442	05/17/24
10705	GARDENERS SUPPLY CO INC	05/03/24	West Street Garden Suppli WILX45384	259-5-30-14-610.000 General Supplies	34.79	52451	05/17/24
20470	GLOBAL MONTELLO ATT: FLEE	04/30/24	April Vehicle Fuel 314382	259-5-30-15-626.000 Gasoline	158.15	52453	05/17/24
11260	GOLD STAR DOG TRAINING	05/13/24	Dog Training May 104	259-5-30-14-330.000 Professional Services	3032.00	52454	05/17/24
80025	HOOD, ANDREW	05/13/24	Summer Camp Refund-Hood \$ 185377	259-4-30-17-020.313 Childcare - DC	445.00	52461	05/17/24
80025	HOOD, COURTNEY	05/10/24	RecKids Refund-Hood \$460 185274	259-4-30-15-020.313 Childcare - AS	460.00	52462	05/17/24
80025	JOHNSON, ERIN	05/10/24	RK/Camp Refund-Johnson \$1 185277	259-4-30-17-020.313 Childcare - DC	830.00	52464	05/17/24
80025	JOHNSON, ERIN	05/10/24	RK/Camp Refund-Johnson \$1 185277	259-4-30-15-020.313 Childcare - AS	524.00	52464	05/17/24
80109	KAPLAN EARLY LEARNING CO	05/07/24	Preschool Table Chairs 0006910565	259-5-30-16-610.000 General Supplies	1627.84	52465	05/17/24

Vendor	Invoice Date	Invoice Description	Invoice Number	Account	Amount Paid	Check Number	Check Date
28895	05/05/24	Kindermusik Prog May	1026	259-5-30-14-330.000 Professional Services	1232.00	52466	05/17/24
V1248	04/17/24	Pool House Counter Tops	76026	259-5-30-11-431.000 R&M Buildings & Grounds	2401.43	52467	05/17/24
25625	05/02/24	EJRP Lowes April	41910800524	259-5-30-11-431.000 R&M Buildings & Grounds	95.93	52468	05/17/24
27840	05/15/24	Life Ins Jun 2024	1624691	259-5-30-16-210.000 Group Insurance	180.96	52470	05/17/24
27840	05/15/24	Life Ins Jun 2024	1624691	259-5-30-15-210.000 Group Insurance	328.89	52470	05/17/24
80025	05/09/24	Drivers Ed Refund-Clark \$	185149	259-4-30-14-020.312 Adult Programs	650.00	52471	05/17/24
19325	04/18/24	Lap Top for Pool Gate	22700	259-5-30-11-610.000 General Supplies	1088.00	52480	05/17/24
19325	04/30/24	Laptop Imaging Pool Gate	22937	259-5-30-11-330.000 Professional Services	135.00	52480	05/17/24
80025	05/14/24	Camp Refund-Peloquin \$632	185399	259-4-30-17-020.313 Childcare - DC	632.00	52484	05/17/24
29425	05/02/24	RK Fleming Snack	164281	259-5-30-15-610.000 General Supplies	135.59	52485	05/17/24
29425	05/03/24	RK Hia Snack CREDIT	165235	259-5-30-15-610.000 General Supplies	-35.91	52485	05/17/24
29425	05/07/24	RK FMS Snack	166405	259-5-30-15-610.000 General Supplies	214.00	52485	05/17/24
29425	05/07/24	RK Hiawatha Snack	166406	259-5-30-15-610.000 General Supplies	289.83	52485	05/17/24
29425	05/08/24	RK Westford Snack	166612	259-5-30-15-610.000 General Supplies	132.76	52485	05/17/24
29425	05/07/24	RK Snack	166879	259-5-30-15-610.000 General Supplies	37.47	52485	05/17/24
29425	05/07/24	RK EES Snack	166880	259-5-30-15-610.000 General Supplies	268.66	52485	05/17/24
29425	05/08/24	RK Summit Snack	167809	259-5-30-15-610.000 General Supplies	209.44	52485	05/17/24
25395	05/09/24	Pool Cleaning Brush	260520	259-5-30-11-431.000 R&M Buildings & Grounds	189.96	52488	05/17/24
25395	05/09/24	Pool Chemicals	263775	259-5-30-11-431.000 R&M Buildings & Grounds	458.60	52488	05/17/24
80106	05/13/24	Fit and Strong Moms Sprin	051324D	259-5-30-14-330.000 Professional Services	680.00	52496	05/17/24
80110	04/12/24	Soccer Sparks March	041224D	259-5-30-14-330.000 Professional Services	1478.40	52504	05/17/24
29090	04/22/24	Lights Removal Lift Renta	15239995402	259-5-30-12-442.000 Rental Vehicles/Equip	172.50	52507	05/17/24
29090	04/24/24	Light Removal Lift Rental	15239995403	259-5-30-12-442.000 Rental Vehicles/Equip	40.25	52507	05/17/24
36130	04/17/24	Cell Service April 2024	9961893722	259-5-30-16-530.000 Communications	50.50	52513	05/17/24
31370	05/14/24	Memorial Day Parade Tent	941635	259-5-30-14-850.150 Memorial Day Parade	473.00	52522	05/17/24

05/17/24

City of Essex Junction Accounts Payable

03:28 pm

Check Warrant Report # 24045 Current Prior Next FY Invoices For Fund (GENERAL FUND)

CDeLibac

For Check Acct 01 (GENERAL FUND) All check #s 05/10/24 To 05/17/24

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
80025	05/10/24	RecKids Refund-Wilson \$15 185305	259-4-30-15-020.313 Childcare - AS	154.00	52526	05/17/24
Report Total				606829.31		

To the Treasurer of City of Essex Junction, We Hereby certify
that there is due to the several persons whose names are
listed hereon the sum against each name and that there
are good and sufficient vouchers supporting the payments
aggregating \$ ***606,829.31
Let this be your order for the payments of these amounts.

MEMORANDUM

TO: Essex Junction City Council
FROM: Karen K. Lemnah, Assessor
DATE: May 16, 2024
RE: 2025 Reappraisal Timeline/Workplan for the Town of Essex & City of Essex Junction.

=====
Issue:

The issue is to inform the City Council on the timeline/workplan for the reappraisal project for all properties in the town & city.

Discussion:

Following is a bulleted timeline/workplan for the reappraisal.

- Request for Qualifications sent out September 13, 2022.
- Contracted with Patriot Properties, Inc. (N/K/A as Catalis, Inc.) December 5, 2022.
- Project commenced July 2023 (Catalis gathered property data from the town & city's current grand lists).
- Field inspections began September 2023 and will continue until December 2024.
- Three (3) separate batch mailers sent out to specific neighborhood areas to date. The first batch sent September 2023; second batch sent January 2024, & third batch sent March 2024.
(The mailers were for town properties only, due to the more rural nature of the properties and working from the outside of the reappraisal area, towards the denser areas).
- City properties will begin receiving mailers sometime early/mid-summer).
- Due to Global Foundries classified as a specialty property, the reappraisal has a separate contract. The contract is with CBRE Valuation & Advisory from Hartford, CT. CBRE conducted the last reappraisal for IBM.
- Global Foundries physical inspection expected sometime in September 2024.
- Final inspections of all properties estimated to be complete April 2025.
- The reappraisal valuations are effective as of April 1, 2025.
- Sometime in January 2025, Income & Expense mailers mailed out to commercial properties.
- Catalis will install basic valuation tables created from sales & income data/analysis sometime between January 2025 – April 2025 and revise them as we approach the appraisal date.
- April – May 2025 Catalis will review all property to set preliminary values.
- Preliminary values for review by the Assessor, May 2025.
- May 2025 Catalis to notify all property owners of their new proposed values.
- Informal Public Hearings conducted May-June 2025.
- Submission of values to create the 2025 Preliminary Grand List filed with the clerk's office will be June 20, 2025.
- The formal grievance hearings with the Assessor and CATALIS will commence fourteen (14) days after filing the preliminary grand list and will continue for an additional fourteen (14) days or extended, depending on the number of grievances. Extensions approved by the Director of Property Valuation and Review, approved by the Select Board/Council, and recorded in the clerk's office.
- Results of formal grievances mailed seven (7) days after the grievance period ends.
- Deadline for filing an appeal to the Board of Civil Authority (BCA) is 14 days from the date of mailing the formal grievance results.
- Deadline for filing the final grand list with the clerk's office is August 14th.

Typical yearly grievances can be completed within the statutory grievance/appeal deadlines. A reappraisal year is not typical, therefore, the above grievance/appeal timelines, may differ.

Cost:

N/A

Recommendation:

This memo is for informational purposes.

CITY OF ESSEX JUNCTION

Report: Calendar Year 2023: Progress on Implementation of All-Hazards Mitigation Plan

Date: May 2024

To: City Council

From: Ron Hoague, Chief of Police
City Emergency Management Director

Information collected by: Chittenden County RPC in partnership with municipal staff

Town of Essex and Village of Essex Junction Mitigation Actions: Implementation Monitoring Worksheet

Action #	Proposed Action	Agency/ Departments	Risk Reduction Benefit	Hazard(s) Addressed
2022-1	Increase use of rain barrels/gardens	City Public Works		Severe Rainstorms, Flood, Fluvial Erosion, Water Pollution, Severe Winter Weather, Wildfire
	Report on Progress in 2023 →	As a designated Municipal Separate Storm Sewer System (MS4) permittee, the City promotes the increased use of rain barrels and rain gardens through providing funds toward and participation in the regional Rethink Runoff campaign (www.rethinkrunoff.org).		
2022-2	Improve public alert system (centralized sign)	Fire Chief	Provide enhanced warning, updates and alerts to citizens regarding potential threats from various hazards.	All-hazards
	Report on Progress in 2023 →	Via the Police Department, the City joined VT Alerts system and is in the process of rolling this out.		
2022-3	Acquire ladder fire truck	Fire Chief	Provided enhanced fire protection for community.	All-hazards
	Report on Progress in 2023 →	The City, now separated, owns a ladder truck.		
2022-4	Retrofit all new and existing critical infrastructure,	Public Works	Addresses damage to new/existing public infrastructure and buildings. Mitigates temporary road and bridge	Severe Rainstorms, Flood, Fluvial Erosion, Water Pollution, Severe Winter Weather, Wildfire

			closure and budgetary impacts.	
	Report on Progress in 2023 →	The City replaced twin corrugated metal culverts with a concrete box culvert on Brickyard road that allows Indian Brook to pass through and not overtop the road unless it's a 100 yr storm. Replacement of 2 other stormwater outlets that had failed.		
2022-5	Update to river corridor zoning standard	City Public Works	Addresses damage to new/existing public infrastructure and buildings.	Severe Rainstorms, Flood, Fluvial Erosion, Water Pollution, Severe Winter Weather, Wildfire
	Report on Progress in 2023 →	No progress was made on this action in 2023.		
2022-6	Reduce zoning waivers/improve enforcement	City Public Works	Addresses damage to new/existing public infrastructure and buildings.	Severe Rainstorms, Flood, Fluvial Erosion, Water Pollution, Severe Winter Weather, Wildfire
	Report on Progress in 2023 →	No progress was made on this action in 2023.		
2022-7	Encourage use of heat pumps	City Council	Education and Awareness Programs. Inform citizens about how to avoid becoming casualties in various emergencies.	Extreme Temperatures, Severe Winter Storms
	Report on Progress in 2023 →	The City incorporated heat pumps into the design of the renovations to the municipal offices located at 2 Lincoln Street.		
2022-8	Increase funding for community outreach	City Council	Informs citizens about how to avoid becoming casualties in various emergencies.	Severe Rainstorms, Flood, Fluvial Erosion, Water Pollution, Severe Winter Weather, Wildfire
	Report on Progress in 2023 →	The City, via contract with the Town, has created a communications policy in addition to two employees who work in public outreach, one in the Manager's Office and one in the Police Department. The Police Department uses this position to inform the public during times of emergency and also to inform on topics of preparedness.		
2022-9	Develop skilled trades education programs	City Council	Provide enhanced services to residents and businesses on hazard reduction related activities.	Severe Rainstorms, Flood, Fluvial Erosion, Water Pollution, Severe Winter Weather, Wildfire
	Report on Progress in 2023 →	No progress was made on this action in 2023.		