



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

Online & 2 Lincoln St.  
Essex Junction, VT 05452  
Wednesday, June 26, 2024  
**6:30 PM**

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

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

Phone: (802) 878-6944

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

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

1. **CALL TO ORDER** [6:30 PM]
2. **AGENDA ADDITIONS/CHANGES**
3. **APPROVE AGENDA**
4. **PUBLIC TO BE HEARD**
  - a. Comments from Public
5. **BUSINESS ITEMS**
  - a. Communications and Strategic Initiatives Director Department Head Brief to Council
  - b. \*Interviews and Consider Appointments to the Bike Walk Advisory Committee, Capital Review Committee, Development Review Board, Planning Commission, and Tree Advisory Committee
  - c. Discussion and Consideration of Champlain Valley Expo Sound Waivers and Concerts
  - d. \*\*Discussion and Consideration of an Executive Session to discuss a contract
6. **CONSENT ITEMS**
  - a. Approve Meeting Minutes: June 12, 2024
7. **COUNCIL MEMBER COMMENTS & CITY MANAGER REPORT**
8. **READING FILE**
  - a. Check Warrant # 24047 06/14/24
  - b. Board of Civil Authority Minutes 06/04/24
  - c. Planning Commission Minutes 06/06/24
  - d. Tree Advisory Committee Minutes 05/21/24
  - e. Notice to Taxpayers – Filing the 2024 Preliminary Grand List
9. **EXECUTIVE SESSION**
  - a. \*An Executive Session may be needed for the appointment of public officials
  - b. \*\*An Executive Session may be needed to discuss a contract
10. **ADJOURN**

*Members of the public are encouraged to speak during the Public to Be Heard agenda item, during a Public Hearing, or, when recognized by the President, during consideration of a specific agenda item. The public will not be permitted to participate when a motion is being discussed except when specifically requested by the President. Regarding zoom participants, if individuals interrupt, they will be muted; and if they interrupt a second time they will be removed. This agenda is available in alternative formats upon request. Meetings of the City Council, like all programs and activities of the City of Essex Junction, are accessible to people with disabilities. For information on accessibility or this agenda, call the City Manager's office at 802-878-6944 TTY: 7-1-1 or (800) 253-0191.*

## Memo

**To:** City Council

**From:** Ashley Snellenberger, Communications & Strategic Initiatives Director

**Meeting Date:** June 26, 2024

**Agenda Item:** Department Head Conversation

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This is intended to be an opportunity for the Council to engage with the Department Head and to have a conversation that is not driven by a business item or budget need, but an honest look into their operations, staff, and services. The Department Head will begin with a few highlights from each of the three sections below before opening it up to a dialogue with the Council. The intention is for this conversation to be 10-15 minutes.

**Six-Month Department Look Back (celebrations, accomplishments, mistakes, challenges, staff, volunteers, community members, partnerships, budgets, programs, initiatives, efforts, etc.)**

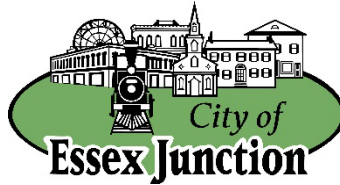
- Community Vision and Strategic Action Plan
- Employee Newsletter
- Junction City News
- Budget Engagement, including Community Meal, Annual Report, and Newsletter
- Committee Renewals and Applications
- Assisted Tree Advisory Committee
- Green Up Day
- Policy Updates

**Six-Month Department Look Ahead (celebrations, accomplishments, mistakes, challenges, staff, volunteers, community members, partnerships, budgets, programs, initiatives, efforts, etc.)**

- Development of Work Plans
- Community Newsletter
- Rebranding

**Anything you think the Council should know**

- I'm excited about the direction the City is headed and looking forward to improving communications with our residents, committees, and staff.



## Memo

To: Essex Junction City Council  
From: Joanne Pfaff, Administrative Assistant  
Meeting Date: June 26, 2024  
Agenda Item: Committee Appointment

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**Issue:** The City has fourteen open positions on various committees/boards/commissions.

- Bike/Walk Advisory Committee: 4 open positions
- Capital Program Review Committee: 1 open position
- Development Review Board: 2 open positions
- Planning Commission: 3 open positions
- Police Community Advisory Board: 2 open positions
- Tree Advisory Committee: 2 open positions

**Discussion:** The following applicants are attending the meeting in person or via Zoom and are available for the City Council to interview:

Bike/Walk Advisory Committee (4 open positions)

- David Achee (In-Person)
- Elena Juodisius (In-Person) – applied for BWAC but also expressed interest in DRB and PC when asked; with caveat that only interested in 1 committee/board.
- Lauren Philbrook (In-Person)

Capital Program Review Committee (1 open position)

- Karen Dolan (In-Person)

Development Review Board (2 open positions)

- Cristin Gildea (In-Person)
- Elena Juodisius (In-Person) – applied for BWAC but also expressed interest in DRB and PC when asked; with caveat that only interested in 1 committee/board.

Planning Commission (3 open positions)

- Scott McCormick (Zoom)
- Luke Brockmeier (In-Person)
- Elena Juodisius (In-Person) – applied for BWAC but also expressed interest in DRB and PC when asked; with caveat that only interested in 1 committee/board.

Tree Advisory Committee (2 open positions)

- Leslie Goldring (In-Person)
- Kirstie Paschall (Zoom)
- Andrea Shortsleeve (In-Person)
- Warren Spinner (In-Person)

Police Community Advisory Board (2 open positions) – no applicants

In addition to these specific appointments there are other committee related discussions for the Council to consider:

1. The BWAC currently has 8 members; it may be prudent to reduce the size of this committee to 5 which is similar to the other committees.
2. There are new Committees that the Council will soon put in place: Governance Committee (as required by Charter); and the Rec Advisory Committee.
3. There are many new Committees that have been discussed and identified in the Strategic Plan process. In light of this, a future agenda will include an overall discussion item on staffing resources, the purpose of the Committees and whether any consolidation or shifting in direction might make sense.

**Cost:** None

**Recommendation:** It is recommended that the City Council enter Executive Session to consider appointments to the various committees/boards/commissions; and consider a reduction of the size of the BWAC. This could wait until all interviews take place.

**Recommended Motion:**

Motion #1 “I move that the City Council enter into executive session to discuss appointment of public officials, pursuant to 1 V.S.A. § 313(a)(3) to include the City Manager.”

Following Executive Session:

“I make a motion to appoint (Names) to the Bike/Walk Advisory Committee.”

“I make a motion to appoint (Name) to the Capital Review Advisory Committee.”

“I make a motion to appoint (Name) to the Development Review Board.”

“I make a motion to appoint (Name) to the Planning Commission”

“I make a motion to appoint (Names) to the Tree Advisory Committee.”

**If the Council so chooses:**

“I move that the Bike Walk Advisory Committee membership should be reduced from 8 to 5.”

**Attachments:** Applications for the various committees/boards/commissions.

## View results

Respondent

12

Anonymous

10:03

Time to complete

1. Full name \*

David Achee

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 Alternate
- Planning Commission
- Police Community Advisory Board
- Town Meeting TV
- Tree Advisory Committee
- Tree Farm Management Group

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

- Yes
- No

## New Committee Members

7. Why are you interested in joining this committee? \*

I'm a resident who frequently cycles both by myself and with my child around Essex Junction, and in the wider area. I believe Essex Junction has a unique opportunity to position itself as a leader in building a safe community for pedestrians and cyclists.

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

Drawing from my extensive experience as a dedicated cyclist, both for leisure and commuting, I bring a firsthand understanding of what fosters a truly bike-friendly environment within a community. Having resided in multiple states, I've had the opportunity to witness firsthand the successes and shortcomings of various approaches to bike safety..

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

I hope to provide a pragmatic perspective while advocating to push Essex Junction to do more for the ease and safety of non-motorized transportation.

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

No

## View results

Respondent

6

Anonymous

11:09

Time to complete

1. Full name \*

Elena Juodisius

2. Phone number \*

[REDACTED]

3. Email \*

[REDACTED]

4. Address \*

[REDACTED]

5. I am interested in applying to join the \*

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- Development Review Board
- Green Mountain Transit Board of Commissioners Alternate
- Planning Commission
- Police Community Advisory Board
- Town Meeting TV
- Tree Advisory Committee
- Tree Farm Management Group

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

- Yes
- No

## New Committee Members

7. Why are you interested in joining this committee? \*

Currently I don't have a car and often walk, bus or cycle to work and other activities. As part of my daily life, I am thinking of ideas to improve our infrastructure and would like to be able to contribute constructively to these efforts. Given my experience described below, I believe I will be a productive member of the committee, being well-versed in the topic.

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

As well as lived experience, I am a landscape designer/planner with a master's in landscape architecture degree. My professional work has included streetscape design, trail connectivity planning, promoting safe routes to school initiatives, and incorporating a comprehensive understanding of ADA and universal access in all my site design efforts. This background provides me with insight into current research and best practices, feasibility and costs, and an eye to help review and understand projects.

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

My goal on the committee would be to provide enthusiasm and design review to improve key road crossings, help create bike connectivity and safety, and add sidewalks for a community more connected that allows all sorts of activities and use. My first task would be doing some research and listening to understand what work has been done to date, what the needs of all residents are, and the priorities of the city. Upon this, I would set concrete outcomes to both physical design improvements as well as advocacy, awareness and/or events.



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

As a new resident of Essex Junction, I am excited for the opportunity to be involved and participate in the community! I would be honored to serve on the walk/bike committee and help promote safer and more friendly bike and pedestrian spaces for the city.

## Attachment for Elena Juodisius

### DRB

1. Why are you interested in joining this committee?

As a landscape designer and planner, I have been on the consultant side in front of other communities Development Review Boards and understand the importance of the board in understanding and interpreting regulations and ensuring that development is done in accordance with the guidance set out by the city. With my educational and professional background, I believe I would be an asset to the committee, sharing my understanding of the built environment and what is both feasible and achievable.

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

My hopes on the DRB committee are to review each application and provide guidance that shapes the built environment of our city towards a future that is well thought through, promotes community building and connectivity, and economic and environmental sustainability.

### Planning Commission

1. Why are you interested in joining this committee?

The planning commission is responsible for setting the city on the course for sustainability, equity, and a livable and beautiful community. I would be interested in helping provide support to city staff in developing recommendations to support addressing the housing crisis and creating sensible guidance. I have some professional and educational experience in community planning, and I believe I can add some insights and creative thinking to contribute to these efforts.

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

My first goal on the Planning Commission would be to fully understand the visioning work that has been done to date in developing the identity and direction of the community. I would be honored to help move forward efforts in increasing housing availability and accessibility to all members of our community, improving infrastructure, increasing safety in our transportation networks, and developing sensible land uses that create the type of character we want in the various areas of the community. I would love to support the committee with research, both understanding similar communities and engaging the general public in this type of thinking.

## View results

Respondent

11

Anonymous

16:25

Time to complete

### 1. Full name \*

Lauren Philbrook

### 2. Phone number \*

[REDACTED]

### 3. Email \*

[REDACTED]

### 4. Address \*

[REDACTED]

5. I am interested in applying to join the \*

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- Capital Program Review Committee
- Chittenden Solid Waste District (CSWD)
- Development Review Board
- Green Mountain Transit Board of Commissioners Alternate
- Planning Commission
- Police Community Advisory Board
- Town Meeting TV
- Tree Advisory Committee
- Tree Farm Management Group

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

- Yes
- No

## New Committee Members

7. Why are you interested in joining this committee? \*

I became aware of this committee because of a concern I have with a pedestrian route to Summit Street School. I have young children so I'm very interested in increasing safety for more vulnerable pedestrian groups and I think being involved with the committee could let me contribute to that goal.

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

I have a graduate degree in Cell Biology. Through earning this degree I received extensive training in reading technical and scientific papers, and interpreting research and statistics. I believe this will transfer to keeping up with the latest in urban planning in regards to bike and pedestrian infrastructure. I also was a year-round bike commuter for nearly a decade so I have an appreciation for infrastructure that supports that lifestyle.

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

I'd like to see Essex Junction become a more pleasant place to walk, rather than just a place people drive through on their way to somewhere else. With our small community schools we have the opportunity to have a lot of kids commute to school walking or biking, but in order for that to happen we need safe, wide sidewalks. Right now many people drive their kids to school because of fears that they could be hit by a car. So, during my term I would like to see improvements to the main pedestrian routes to our elementary schools.

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

I spoke with Raj Chawla about my concerns with school routes and he encouraged me to apply to the bike/walk committee.

## View results

Respondent

4 Anonymous

07:32

Time to complete

1. Full name \*

Karen

2. Phone number \*

[REDACTED]

3. Email \*

[REDACTED]

4. Address \*

[REDACTED]

5. I am interested in applying to join the \*

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- 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? \*

To continue to the work that we have completed in the past few years.

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

The focused work and ability to help set capital priorities for the city.

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

Drafted a policy for LOT use based on review of other policies in VT and continued prioritization project of capital projects.

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

Continue the work in progress

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

I am interested in continuing the work of the committee and using the foundation that I have built with committee knowledge. The updated quarterly schedule also better aligns with my availability so I look forward to having better attendance.

## New Committee Members

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

n/a

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

n/a

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

n/a

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

n/a



## View results

Respondent

7

Anonymous

35:34

Time to complete

1. Full name \*

Cristin Gildea

2. Phone number \*

[REDACTED]

3. Email \*

[REDACTED]

4. Address \*

[REDACTED]

5. I am interested in applying to join the \*

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- Town Meeting TV
- Tree Advisory Committee
- Tree Farm Management Group

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 would love to continue serving on the DRB committee. I feel like my first 2 years on the committee I did a lot of learning and listening to better understand how the committee works and how I can best contribute to the group. The committee is just starting to gel and it would be great to continue with the group for another term. Now that I am more familiar with our land development codes I have better questions to ask when reviewing projects and that is important.

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

I feel privileged to sit on this committee and be the voice for my neighbors and all the residents of Essex Junction as we work to help shape the future of our city in a way that works for all our residents. I have also enjoyed getting to know my fellow committee members/ neighbors. Its wonderful to meet other residents who feel passionate about the city of Essex Junction.

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

During my time on the committee the Land Development code was updated, and Essex Junction officially became a city.

The DRB now has design review authority when reviewing projects which i think is an important role for the committee. Having design guidelines that we can overlay on to the projects that come before us will help us achieve the outcomes that we all want with new development.

Secondly, I think the committee has been able to hold developers more accountable and adhere to the land development code more effectively than in the past. In some instances, we have pushed a developer to make changes to their proposal and return to our committee with a project that is better and also better fits the needs of their immediate neighbors and the community as a whole.

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

As development projects come to fruition, I would like to see this committee start seeing those projects come before this committee again. Before a project receives its certificate of occupancy let's make sure the project has followed through on all that was agreed upon especially any landscaping and or lighting conditions.

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

I would be delighted to serve another term on the DRB.

## New Committee Members

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

DRB committee

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

N/A

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

N/A

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

N/A

## View results

Respondent

5

Anonymous

30:21

Time to complete

1. Full name \*

Luke Brockmeier

2. Phone number \*

[REDACTED]

3. Email \*

[REDACTED]

4. Address \*

[REDACTED]

5. I am interested in applying to join the \*

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- Tree Farm Management Group

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

- Yes
- No

## New Committee Members

7. Why are you interested in joining this committee? \*

My wife and I moved to Vermont a year ago. We chose Vermont because of its clean air; its walkable town centers; its commitment to natural beauty; its slow traffic speeds; and its relative affordability.

I want to be on the Planning Commission to help preserve those aspects of my community.

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

I was the president of my community council in Cincinnati, representing a neighborhood of 10,000 people (as it grew to 13,000 people). These are volunteer bodies that present the consensus preferences of the neighborhood to local, state, and federal policymakers.

My term saw us transition to a form-based code and navigate the pressures of becoming a trendy neighborhood in the region.

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

I would like to help establish Five Corners as the vibrant downtown of Essex Junction and the cultural center of the town.

I would like to find places and ways to add significantly more housing within the city limits without altering the character of the city.

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

We chose Vermont to live in because most other parts of the country are at least one of: dramatically more expensive; not going to have water in 10 years; persecuting large portions of their population.

I think \*a lot\* of people are going to draw the same conclusions we did. I think \*a lot\* of those people are going to want to live in Essex Junction specifically; Essex Junction is similar in feel and infrastructure to the urban residential neighborhoods people are used to.

I do not think Chittenden County is really prepared for this, or else there would be more apartments being developed in traditional population centers and fewer apartments being developed in town peripheries.

## View results

Respondent

1

Anonymous

30:15

Time to complete

1. Full name \*

Scott McCormick

2. Phone number \*

[REDACTED]

3. Email \*

[REDACTED]

4. Address \*

[REDACTED]

5. I am interested in applying to join the \*

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- Green Mountain Transit Board of Commissioners Alternate
- 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? \*

In addition to being a member of the Planning Commission, I also volunteered to be on the selection committee and steering committee for the EJ Vision and Strategic Planning (V&SP) activity facilitated by Future iQ. With the final V&SP report comes the opportunity for the Council and Planning Commission to integrate the recommended strategic pillars into future programming consistent with the current and future city comprehensive plans. I think that I can appropriately use my extensive experience with land use planning, environmental management and climate change adaptation to inform future implementation of key elements of the comprehensive plan and the V&SP pillars. I also am excited about and eager to assist the Community Development Director, if requested, on updated planning activities associated with the Transit Oriented Development study.

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

I have a long history of advising, collaborating, and working closely with local governments in Africa, the Caribbean and Asia. I value that my experience with the Essex Junction Planning Commission has allowed me to use some of this experience where I live, as a stakeholder in my community. As a member of the commission, and the Capital Projects Review Committee, and the V&SP Steering Committee, I feel fortunate that I have able to contribute to the transition of Essex Junction from a village to a city. As a member of the commission, I have gained an appreciation for the challenges we face, and I have thoroughly enjoyed being able to contribute to improving the Land Development Code (LDC) and the development of a proposed rental registration program. In addition, I have appreciated and enjoyed the collegial working and personal relationships built over the last two years, with city staff, councilors, fellow commissioners, and members of some of the other committees.



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

For the first six months of my tenure on the commission, the focus was on reviewing the draft LDC and recommending final revisions for the review of the council. We continue the critically important review of the LDC draft for inclusion of critical elements of planning (e.g. sign regulations and EV charging infrastructure) that relate to addressing affordable housing, renewable energy and changing state legislative priorities. Another important commission accomplishment during my term included reviewing the objectives and strategies of the Comprehensive Plan and prioritizing five key areas for attention. The highest priority, access to safe and affordable housing provided the commission the foundation for the development of a draft ordinance for a rental registry. This effort involved significant discussion with other Vermont communities (e.g. Winooski and Barre) with existing registries. This approximately six-month effort provided a comprehensive draft ordinance and staffing organization to cost-neutral manage the program and also enforce other city codes. Finally, my involvement with the V&SP steering committee allowed me to represent commission priorities into the proposed six strategic pillars.

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

With the preparation and future approval of the V&SP, the city will have a five-year roadmap for its future development. The Planning Commission will most likely discuss programmatic several or all of the six strategic pillars (Housing, Economic Development, Public Services, Transportation, Environmental Stewardship, and Community Engagement) relevant to planning. However, I would like to promote an emphasis on two of these pillars as priorities: (1) integrating proposed V&SP actions for energy conservation and a switch to renewable energy sources into future planning and (2) identifying approaches for improving community engagement. I have recently been appointed to the Vermont Climate Council's Rural Resilience and Adaptation Subcommittee. Over the next nine months, this subcommittee, among others will assist the Vermont Climate Council update the state's Climate Action Plan. Two of the high priority actions of the existing plan include improving access to low-income and landlord weatherization programs and conversion to renewable sources of energy. The Essex Comprehensive Plan has a combined town and village energy plan as an annex, but it needs updating to reflect the city's and state's priorities; an action that could be facilitated by the commission in the absence of an Energy Committee. The Planning Commission could assist the City Council by identifying opportunities to align the LDC consistent with Vermont State priorities. Second, the members of the Planning Commission have consistently identified the lack of citizen and stakeholder involvement in its work as a significant impediment to efficient planning. I have considerable experience identifying and facilitating community stakeholder groups and I would be willing to assist as appropriate in improving citizen participation and engagement.

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

I feel I bring to the Planning Commission an extensive background in planning and program management, developed over a 45-year career assisting hundreds of communities and stakeholder organizations. I have been able professionally to build the necessary interdisciplinary expertise to address a wide range of problems relevant to the six pillars of the proposed V&SP. I also have significant experience preparing successful technical proposals and I would be happy to assist, if requested in identifying and applying for program funds. This background and expertise, I feel, makes me a valuable member of the Planning Commission and I hope the Council agrees and appoints me for another term.

## New Committee Members

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

I am an existing planning commissioner and reapplying for another term. See my responses in questions 7-11.

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

I have a Ph.D. and an MSc in Land Resources and an MA in Agricultural Economics. My BSc is in Environmental Engineering. Over my 45-year professional career, I designed rural water supply systems as a Peace Corps volunteer in Kenya, authored a study on sustainable agriculture for US Congress, managed several international donor projects, including a community-based conservation program in China; a transboundary river basin project in Angola, Botswana and Namibia; a climate change adaptation, biodiversity, and water resources project in Burundi, Kenya, Tanzania, Rwanda and Uganda; a land tenure and land use project in Botswana; and a coastal management project in Jamaica. I have managed large technical teams, facilitated numerous stakeholder workshops and advised transboundary river basin commissions and lake basin secretariats. I have found my experience extremely relevant to my first two-year term on the Planning Commission.

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

I am an existing planning commissioner and reapplying for another term. See my responses in questions 7-11.

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

I am an existing planning commissioner and reapplying for another term. See my responses in questions 7-11.

## View results

Respondent

8

Anonymous

35:27

Time to complete

1. Full name \*

Leslie Goldring

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
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- Green Mountain Transit Board of Commissioners Alternate
- Planning Commission
- Police Community Advisory Board
- Town Meeting TV
- Tree Advisory Committee
- Tree Farm Management Group

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

- Yes
- No

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## New Committee Members

7. Why are you interested in joining this committee? \*

I've always gardened and been a huge proponent of green spaces and access to nature. I didn't even know the Tree Advisory Committee existed until I met Nick Meyer at a round table discussion in late January. I was sick in February, but have attended meetings since then, along with the annual tree planting day at Branch Out Burlington. I have signed up for the Urban Forestry Conference on May 23rd. I plan to continue attending meetings and helping out at work parties as much as I can.

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

I don't have a strong background in trees, but I hope to educate myself further. I have always gardened, so am not afraid to get dirty. I have the ability in my schedule to attend meetings and work parties. I'm willing to do whatever I can to help out with the committee's goals.

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

I hope to help support the committee, especially in their work of increasing the number of healthy trees and related green spaces in our community. I would like to see stronger landscaping design regulations integrated into new commercial construction.

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

I have a very strong interest in how the changing climate is affecting our growing zone and plant species range. I hope to take the Master Gardener program at UVM next winter to help increase my general knowledge and to help gain the contacts and resources to stay current on all of the information available related to adapting to change.

## View results

Respondent

2

Anonymous

04:58

Time to complete

1. Full name \*

Kirstie paschall

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 Alternate
- 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

## New Committee Members

7. Why are you interested in joining this committee? \*

I have previous experience to offer as a municipal employee and have been looking for a meaningful way to engage with the community. I enjoy gardening, plants, trees and think the mission of the tree committee is wonderful.

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

I worked for the city of winooski for 5 years including experience managing committees and additionally have professional experience as a project manager. I am organized, collaborative, an effective communicator, and have experience with diverse communities

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

I hope to be part of expanding the mission of the tree committee and educating other community members on projects and initiatives

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

I am excited at the opportunity to participate meaningfully in community planning and progress and look forward to learning more!

## View results

Respondent

3

Anonymous

10:54

Time to complete

### 1. Full name \*

Andrea Shortsleeve

### 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 Alternate
- 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

## New Committee Members

7. Why are you interested in joining this committee? \*

As a life long (and 3rd generation) Junction resident, I have a strong appreciation and respect for our community. I believe the our community is shaped by the trees that we have growing among our neighborhoods and streets, they provide character, wildlife habitat, temperature regulation, water absorption, and fresh air for our community. It would be a privilege to help our neighbors benefit and learn about the trees and other vegetation growing around us.

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

BS in Wildlife Biology, McGill University; MSc in Human Dimensions of Natural Resources. Twenty years working as a wildlife biologist for US Forest Service and VT Department of Fish and Wildlife. I am currently a Habitat Biologist for the VT Dept of Fish and Wildlife, specializing in providing landowners and communities technical assistance to improve their forests and fields for wildlife and forest health.

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

I'd like to promote the use of native tree species in our community properties and projects, educate our neighbors on the value of trees in our landscaping, and advocate for the incorporation of more greenery and trees in development projects.

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

No, but I'm happy to answer any questions that the hiring panel has.

## View results

Respondent

10

Anonymous

1361:49

Time to complete

### 1. Full name \*

Warren Spinner

### 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 Alternate
- Planning Commission
- Police Community Advisory Board
- Town Meeting TV
- Tree Advisory Committee
- Tree Farm Management Group

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? \*

To continue offering my 45 yrs. of experience as a professional Arborist/Urban Forester to the TAC and City.

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

My interaction with city departments and residents addressing and assisting in resolving Tree and landscaping issues.

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

Submitting the cities Tree City USA applications (we just received our 9th year award). Assisting city staff with the Emerald Ash Borer grant application which we received.

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

Finishing the EAB Grant (2025). Revising the Maple Street Park Tree Walk. Hosting another Great Tree Contest. Continue our city-wide tree planting. Continue our collaboration with Branch Out Burlington (Burlington's volunteer tree group).

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

I'm really enjoying working with new and existing city staff. They're helpful assisting us with our needs!

## New Committee Members

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

N/A

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

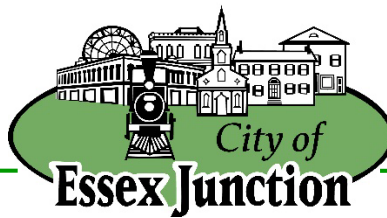
N/A

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

N/A

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

N/A



## MEMORANDUM

**To:** City Council  
**From:** Regina Mahony, City Manager  
**Meeting Date:** June 26, 2024  
**Subject:** CVE Sound Waiver Request

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**Issue:** Champlain Valley Expo has requested an additional 15 sound waivers.

**Discussion:** Attached to this memo is information from CVE regarding this request. In addition, Tim Shea will provide a presentation at the meeting. The purpose of this agenda item will be to review the request from CVE, and to ask any questions that the Council may have of CVE or Staff. Staff can follow up with further information as requested at a future meeting.

For easy reference, there are two agreements between the City and CVE:

1. The 2024 to 2027 [Sound Indemnification Agreement](#)
2. The 2023 to 2027 [Financial Agreement](#)

As a reminder, when the Council approved the Sound Indemnification Agreement on November 8, 2023, the motion included the following: "...that the City Council approve the Champlain Valley Expo (CVE) Sound Indemnification Agreement as amended to expire December 31, 2027 with the requirement that staff revisit the policy and Land Development Code (LCD) regarding noise nuisances no later than 12 months prior to the renewal of this contract." Therefore, Staff currently has this on the list to start in November 2026. If the Council wishes to move forward with this request, Staff could try to move that effort up sooner, however, as discussed at that time it may be a heavy lift to research alternatives to the current waiver system. It may also be beneficial to use a consultant to assist with this effort.

At this time, Staff would like to know the Council's questions and thoughts on this proposal. Staff can then follow-up accordingly with any questions, as well as administrative or policy level changes necessary to achieve the desired result.

**Cost:** There is no cost to the city associated with this proposal; however, the proposal would likely result in increased LOT revenue.

**Recommendation:** For discussion purposes only; no recommendation at this time.

### Attachments:

Memo from Tim Shea  
Background information from CVE  
Community Meeting Trifold



**CHAMPLAIN  
VALLEY  
EXPOSITION**

TO: Members of the Essex Junction City Council

FROM: Tim Shea

DATE: June 19, 2024

RE: Sound Waivers

Thank you for giving me time on your agenda at your June 26, 2024, meeting. I will be making a presentation where I will outline plans to upgrade our Grandstand and the benefits this project will have to the community.

In order to justify an investment of \$1 million, we will need to expand the programming in the Grandstand beyond its current ten days of the annual Champlain Valley Fair. In my presentation I will request 15 additional sound waivers to accommodate the expanded programming. I also want to point out that we are not seeking any funding from the city for this project. We feel this project will pay dividends to the city in the form of “new” local option tax revenue.

Please see enclosed information.



## Champlain Valley Exposition — Media Backgrounder “Here When You Need Us Most”

**Mission:** Serving the people of Vermont and the region by promoting agriculture, education, arts and culture, commerce and entertainment activities.

- Champlain Valley Expo is a registered 501(c)3 non-profit with 15 staff members
  - The vast majority of the organization’s revenue comes from admission to events and rental/special event income
  - Aside from personnel, the largest expenses include:
    - Event production
    - Entertainment contracts
    - “Invisible” costs (see below for details)
      - Public safety
      - Facilities
      - Trash/recycle/composting

### **Past Highlights**

- Britney Spears — 1999
- Reba McEntire — 1999
- The Beach Boys — 1999, returned in 2004
- Alan Jackson — 2003
- Kenny Chesney — 2004
- Paul Simon — 2006
- Taylor Swift — 2007
- Willie Nelson — 2007, returned in 2011
- Elton John — 2008
- Kelly Clarkson — 2009
- Phish — 2011— Benefit to rebuild a devastated Vermont after Tropical Storm Irene
- Neil Young — 2015
- Pentatonix — 2017, returning in 2024
- The Avett Brothers — 2019
- Melissa Ethridge — 2019

### **Community Impact**

- For each ticket purchased, an estimated \$12 is spent in the community
  - Gas purchases
  - Restaurants
  - Hotels
  - Retail businesses
  - Coffee shops

- \$600,000 in local option taxes generated over the next 10 years:
  - The city of Essex Junction receives 70 percent of all local option taxes
  
- Social/cultural impacts
  - Celebrating and promoting agriculture in Vermont as it continues to face challenges within its industries
    - Animals
    - Equipment
    - Vendors
    - Prizes
  - Bringing together thousands of people for a fun, joyful cause
  - For many young Vermonters, their first large-scale live music experience happens during the fair
    - For example: In 2007 Taylor Swift was in her Champlain Valley Expo “era” and gave a performance locals will not soon forget

### **Events at Champlain Valley Expo**

- Champlain Valley Fair
  - Brings out more than 120,000 attendees
  - Services needed during the 10-day event
    - Essex Police public safety coverage
    - Contracted security
    - Electric utilities
    - Solid Waste/recycling

*Like many nonprofits, Champlain Valley Expo is projecting a loss for the 2024 season, as costs increase and revenue remains the same*

- Examples of Non-fair/Champlain Valley Expo-hosted events:
  - Blood drives\*
  - City of Essex Junction 4th of July Celebration\*
  - City of Essex Junction elections\*
  - Girls on the Run 5k
  - Graduation ceremonies
  - Green Mountain Roller Derby
  - Higher Ground Concert Presentations
  - Job fairs for community members seeing employment/employees
  - Junior Iron Chef competition
  - Memorials for which a large space is required\*
  - Mt. Sinai Shriners Bingo
  - Nordic/Far Post Soccer clubs
  - Public safety training\*
  - Relay for Life
  - National Street Rod Association
  - Vermont Flower Show
  - Vermont Renaissance Faire
  - Warming shelter location\*



- Yankee Sportsman Classic
- \* Champlain Valley Expo provides complimentary space
- COVID-19 response
  - Champlain Valley Expo was transformed into a 400-bed surge hospital
  - 80,000 vaccines were administered on-site
- Farmers to Families Food Box Program
  - As a food distribution site, thousands of community members in need received help and nutrition in record-breaking volumes

**Current Needs**

- Increased sound waivers
  - Currently 20 are allowed from the city of Essex Junction
  - Champlain Valley Expo is seeking an additional 15 permits, for an estimated three events monthly from May—September
  - It is in Champlain Valley Expo’s best interest to obey its sound waivers; violation consequences include fines ranging from \$100 to \$5,000

	Residential Receiving Premises			
	Sample Period (15 mins)		Instantaneous Maximum (db)	
<b>Source Premises</b>	7am-10pm	10pm-7am	7am-10pm	10pm-7am
<b>Residential</b>	60	55	80	60
<b>Commercial</b>	65	60	80	60
<b>Industrial</b>	80	75	90	70

- Grandstand updates
  - Built in 1966
    - Much-needed deferred maintenance must be addressed
  - It is structurally sound but aesthetically it is in need of upgrades, as are the ground seating surface and bathrooms, which are dated
  - In order to enhance the guest experience and attract coveted, top-tier artists for concerts, etc., Champlain Valley Expo needs to upgrade the grandstand. To justify this expense, the facility needs to be used more than the ten days of the fair which is why we are requesting additional sound waivers
  - Impervious surfaces, including parking lots and rooftops are also in need of upgrades, must be updated to comply with local government requirements and ecological preservation

- Champlain Valley Expo has 33 acres of impervious surface. To comply with Act 64, the Vermont Clean Water Act of 2015, Champlain Valley Expo must remedy the situation.
  - The cost to remedy is an estimated \$50,000 per acre
  - Estimated cost of \$1.5 million
  
- Trickle-down from other organizations' hardships post COVID. These were some of the largest shows Champlain Valley Expo hosted.
  - The Farm Show held its last event in 2020
  - The Vermont Quilt Show has been disbanded

*Increased sound waivers will benefit the community by attracting more events and generate "new" tax revenue for the city of Essex Junction. The income from those events provides the opportunity to make necessary upgrades, which, in a cyclical fashion will attract even bigger names for high-quality events.*

- *This is a win-win for Essex Junction and the longevity of Champlain Valley Expo as a resource*

# The Grandstand

- Built in 1966
- Structurally sound
- Improvements needed:
  - New seating
  - New track surface - currently dirt and with unpredictable weather, this can cause a lot of issues with events
  - Updates to the restrooms



## CVE-Here When You Need Us

The Champlain Valley Exposition is home to:

- City of Essex Elections
- Public Safety/First Responder Trainings
- Non-Profit/Community Events:
  - Girls on the Run 5K
  - Relay for Life
  - 4-H Competitions & Fundraisers
  - Cub Scout Day Camp
  - EJRP 4th of July Celebrations
  - Blood Drives
- Athletic programs:
  - Nordic Soccer Club
  - Farpost Soccer Club
  - Green Mountain Roller Derby
- During COVID, we served as:
  - A testing site
  - A vaccination site
  - A food distribution site
  - A surge hospital
  - A High School Graduation site



(802) 878-5545

[info@cvexpo.org](mailto:info@cvexpo.org)

105 Pearl St., Essex Jct., VT 05452

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



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## Potential Upgrades & Programming in the Grandstand

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# What is our goal?

- The Champlain Valley Exposition is a 501(c)(3) not for profit organization with a mission of serving the people of Vermont and the region by promoting agriculture, education, arts and culture, commerce and entertainment activities.
- We can better serve that mission by:
  - Enhancing the guest experience through necessary grandstand updates
  - Extend programming in the grandstand
- These additional events will help offset costs so CVE can continue to support local community and non-profit events.



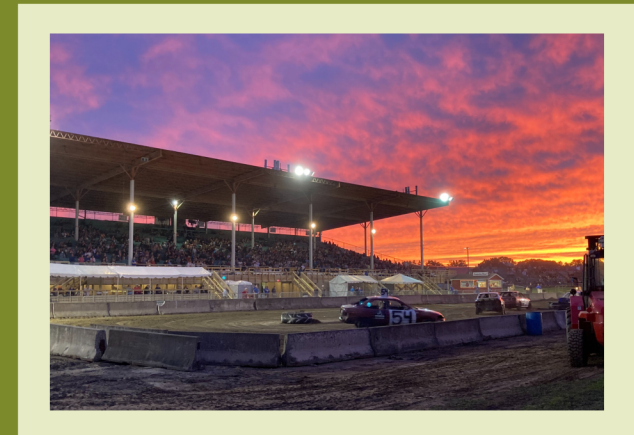
# Why are these updates and additional programming needed?

- Like everyone else, CVE is dealing with expenses that are growing faster than our revenues:
  - Special events continue to struggle post-COVID, we have lost 2 of our largest shows-The Quilt Festival and The Farm Show
  - An upcoming storm-water project will cost CVE \$1.5 million
  - Increased expense of public safety
- Deferred maintenance has built up in the 20 years since our last capital project
- In the past 24 months, we have spent \$500k on:
  - Roofs
  - Rebuilding a horse barn
  - Replacing HVAC units
  - Installing a new culvert at Gate E



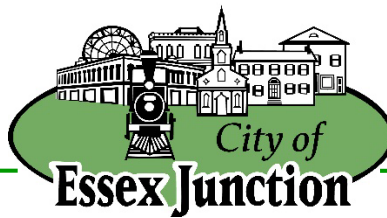
# What are the benefits to the City of Essex Junction?

- Increased sound waivers will benefit the community by attracting more events and generating “new” tax revenue for the city of Essex Junction. The income from those events provides the opportunity to make necessary upgrades, which, in a cyclical fashion will attract even bigger names for high-quality events.
  - This is a win-win for Essex Junction and the longevity of Champlain Valley Expo as a resource
- For every ticket sold to an event at CVE, \$12 goes into the local economy through goods, services and lodging
- The city receives 70 percent of local option taxes:
  - Over the next 10 years, the CVE will generate:
    - \$577,900 from concert ticket sales
    - \$7,800 from food sales
    - \$13,000 from alcohol sales



# What are the barriers?

- Necessary upgrades are estimated at over \$1 million
- An investment this great could not be justified for the ten days of the Fair, so additional programming is needed which will only be possible through an additional 15 sound waivers



## MEMORANDUM

**To:** Essex Junction City Council  
**From:** Regina Mahony, City Manager  
**Meeting Date:** June 26, 2024  
**Subject:** Executive session for a contract

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**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  
June 12, 2024**

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

**ADMINISTRATION:** Regina Mahony, City Manager; Jess Morris, Finance Director, Harlan Smith, Interim Building Coordinator; Ashley Snellenberger, Director of Communications and Strategic Initiatives;

**OTHERS PRESENT:** John Alden, David Beurle, Luke Brockmeier, Christina Corodimas, Drew Darrow, Ken Linge, Scott McCormick, Bridget Meyer, John O'Brien, Kirstie Paschall, Marlon Verasamy, Resa.

1. **CALL TO ORDER**

City Council President Chawla called the meeting to order at 6:30 P.M. He said that in previous City Council meetings members of the public have made racist and anti-Semitic comments and that these comments have disrupted presentations that were made during the public comment period. He said that the City Council does not condone such language and opposes it. He said that such comments are deeply harmful and are 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.

2. **AGENDA ADDITIONS/CHANGES**

City Manager Mahony proposed moving the executive session #5g up to #5d. City Council President Chawla requested moving the tax sale policy from the Consent Item #6b to be Business Item #5h.

3. **APPROVE AGENDA**

**City Council President Chawla made a motion, seconded by Councilor Haney, to approve the agenda as amended. The motion passed 5-0.**

4. **PUBLIC TO BE HEARD**

a. Comments from public on items not on the agenda

Bridget Meyer spoke about sign on the corner of Railroad Street and Main Street, saying that it previously had had a clock in it but now is derelict and does not look appealing. She suggested that the City could take it down, that the City could replace the clock space with a painting in the sign, or the City could replace the clock.

John O'Brien commended the summary of last month's meeting that Councilor Miller posted on Front Porch Forum, saying that the summary was comprehensive and engaging. He said that in the current climate, it is wonderful and vital to see that level of engagement with the public.

5. **BUSINESS ITEMS**

a. Vermont Bond Bank Presentation

Ken Linge of the Vermont Bond Bank presented on this item, saying that it provides an overview of the financial benchmark assessment and Essex Junction's current position and debt capacity. He began by listing the various bond bank programs available in the state, which include a pooled loan program, state revolving funds, other lending programs related to flexible loan funds, energy projects, and flood recovery, and support and technical assistance for capital planning and debt capacity purposes. He outlined advantages and considerations for each type of loan program. He spoke about how the Bond Bank can support renewable energy and energy efficiency projects, including leveraging federal funding. Councilor Certa asked if these loans could help the City develop a weatherization program, and Mr. Linge replied that

56 the Bond Bank isn't able to make loans to the private sector or residents, but to governments. He outlined  
57 an illustrative timeline, noting that applications to the Bond Bank are typically due in December and May,  
58 with funding available at the end of February or July. He spoke about the financial assessment component,  
59 saying that they follow the same commonly used national methodologies for assessing credit. He said they  
60 look at operating ratios and debt ratios and compare them to benchmarks and medians for other similar  
61 municipalities.

62  
63 Mr. Linge spoke about debt observations on governmental activities specific to Essex Junction. He said that  
64 a strong cash position implies liquidity if expenses or revenues differ significantly from projected amounts.  
65 He said that the government's actual long-term debt to value, long-term debt per capita, and annual debt  
66 service on the governmental actual long-term debt as a percentage of the budget are well below the Vermont  
67 medians. He said that adding new debt stresses ratios, though not the government actual long-term debt to  
68 value when compared to Moody's. He said that the local economics appear quite healthy, even though the  
69 municipal tax rate is 86% above the Vermont median. He said that quality capital planning and reserve fund  
70 management suggests that there is capacity for effectively scheduling projects and distributing the impacts  
71 of new debt. He said that this indicates an ability and willingness to cover debt service. He spoke about local  
72 economic and social indicators, including population growth and household incomes.

73  
74 Mr. Linge then spoke about operating ratios and debt ratios for the City's enterprise funds. He noted that it  
75 appears that in the Water Fund, there is enough excess revenue to cover operating costs and debt service.  
76 He said that operating margins for the Water Fund are tight and there is limited unrestricted revenue  
77 available, though the days cash on hand is higher than the Vermont median. He said that there is a debt  
78 service coverage ratio that is greater than 1.25x, which indicates that there is immediate debt capacity. He  
79 said that the debt service to budget and debt to revenues is well below the Vermont median. He then spoke  
80 about the Wastewater Fund and its takeaways. He said that the operating margin is in line with the Vermont  
81 median, that there are health reserves, that the debt service coverage ratio is too low to have additional debt  
82 capacity at this time without increasing revenue, and that debt to assets, debt to revenues, and debt service  
83 to budget are all well above the median. He then spoke about the Sanitation Fund and the assessment  
84 takeaways. He said that the operating margin is below the Vermont median, that there are healthy reserves,  
85 that the debt service coverage ratio is high enough to incur immediate additional debt capacity, that the debt  
86 to assets, debt to revenues, and debt service to budget are all well below the median, signaling additional  
87 debt capacity. He said that for all enterprise funds, quality capital planning and reserve fund management  
88 suggests that there is capacity for effectively scheduling projects and distributing the impacts of new debt.

89  
90 Mr. Linge noted that the financial benchmark assessment isn't a guarantee of funding or a loan approval but  
91 is information and guidance about capacity. He stressed the importance of capital planning.

92  
93 b. Discussion and Consideration of the 2 Lincoln Renovation

94 Interim Building Coordinator Smith provided an overview of the current status of the 2 Lincoln renovation  
95 project. He said that the goal is to renovate the building to house municipal staff for the City. He spoke about  
96 how the City awarded the Construction Manager contract to Bread Loaf Corporation in September of 2023,  
97 and that they now have 100% designs. He said that they have put much of the work out to bid and that Bread  
98 Loaf worked to develop alternates 1, 2, and 3 for the Council's consideration for inclusion in the scope of the  
99 project. He said that alternate 1 is the vaulted ceiling in the lobby to keep the character of the age of building,  
100 and that the total was \$38,900. He said that staff left alternate 1 out of the proposed project but have included  
101 alternates 2 and 3, which are the vestibule and teen center space, respectively. He said that staff met with  
102 the architect team on Monday June 10 and confirmed that the cost estimates for the project are accurate  
103 (\$2,883,888 for the project plus \$294,690 for alternates 2 and 3). He noted that the City has \$2,638,336 of  
104 available funding earmarked for the project, and that staff would like the Council to weigh in on several of the  
105 proposed options for accommodating the shortfall.

106  
107 City Manager Mahony said that there is a shortfall of about \$500,000, and that there are several options for  
108 addressing this shortfall. These include local option tax funds that weren't necessary in FY24, which include

109 \$40,158 for the code enforcement/rental registry position and \$28,000 for a stormwater grant match). They  
110 also include assigning a projected conservative FY24 quarter four revenue of \$200,000, and the balance of  
111 \$84,765 to this project. She said that this would assign \$325,000 to this project, and that this does not include  
112 projected FY25 LOT fund revenue. She said that the remaining funding needed could come from the capital  
113 reserve fund.

114  
115 Councilor Haney asked about the alternates that had been previously discussed. City Council Manager  
116 Mahony replied that the Council's previous direction was to call several of the features out as alternates and  
117 determine what the costs are with and without those alternates, which is what this discussion does. Interim  
118 Building Coordinator Smith noted that the municipal offices will move into the senior programming space on  
119 July 8-10, and the construction start date will be early November with scheduled completion in June of 2025.

120  
121 Councilor Miller asked for more detail about the vestibule component of the project. Interim Building  
122 Coordinator Smith replied that the vestibule increases aesthetic appeal, accessibility, energy efficiency, and  
123 as a protection area in the winter. Councilor Miller asked about the mechanical zone costs for the teen center  
124 alternate. Interim Building Director Smith replied that the mechanical improvements are around improving air  
125 circulation, given that the current system does not include a central air system. He said that the new system  
126 would serve the teen center and the bathroom and lobby areas. Councilor Miller asked about the kitchenette  
127 costs, and Interim Building Coordinator Smith replied that the costs are for electrical and plumbing.

128  
129 Councilor Certa said that the plan as proposed covers the current uses of this building, but that they may not  
130 fit with what the long-term uses of this building will be. He said that he hopes that upcoming facility reviews  
131 for the Parks & Recreation department will take the senior and teen programming into consideration, given  
132 that 2 Lincoln may not be the best place for these programs in the long term. He said that he also thinks that  
133 a vaulted ceiling would better represent the community both aesthetically and in the long term, so he is  
134 conflicted about some of this proposal. Interim Building Coordinator Smith noted that the City can elect to  
135 choose the vaulted ceiling option further into the project, if it seems that there will be leftover contingency  
136 funding or if the Council finds another way of securing \$39,000. He said that the decision about the ceiling  
137 does not need to be finalized tonight. He also said that these improvements put the building in a better  
138 position of future conversion, should the needs for the building evolve in the future.

139  
140 City Council President Chawla said that the Council gave guidance on what it wanted for the teen center  
141 space already and that taking the opportunity to address the HVAC now is wise. He said that he generally  
142 supports this, and that if the Council can get fair warning on the vaulted ceiling portion, they can reconsider  
143 it at a future meeting and determine whether funding can be secured for it.

144  
145 Councilor Haney asked if assigning funds from the capital reserve would impact or defer other projects, and  
146 City Manager Mahony replied that no, there are no negative impacts from using funds from the capital reserve  
147 for this project.

148  
149 The following public comments were received:

- 150 • Christina Corodimas, Director of Essex CHIPS, spoke about the importance of the CHIPS program  
151 for the youth of Essex Junction, and said that she hopes the interests of the children in the community  
152 are taken into account in these decisions.

153  
154 **Councilor Certa made a motion, seconded by Councilor Miller, that the City Council re-assign \$68,158**  
155 **in LOT funds for this project; assign an additional \$284,766 in LOT funds for this project; assign**  
156 **\$215,242 from the capital fund reserve for this project; and authorize the City Manager to move**  
157 **forward on the renovation of 2 Lincoln with the funds as identified by staff herein, to include but not**  
158 **be limited to execution of a Notice to Proceed. The motion passed 5-0.**

159  
160 c. Strategic Plan Report Presentation and Discussion



David Beurle, a consultant working on the Strategic Plan, provided a presentation on the draft report. He began by providing an overview of the timeline for the engagement process, noting that it began in August/September 2023 and included listening sessions, think tank sessions, and community surveys. He said that in terms of responses, 425 people responded to survey #1, 150 people responded to survey #2, that there were monthly steering committee meetings, 6 focus groups with a total of 84 participants, 40 think-tank participants, and a community-wide open house. He spoke briefly about findings from these engagements. He spoke about the six strategic pillars that are the building blocks to getting to the community's desired future state, which include housing and urban design, public services and facilities, economic and business development, transportation and connectivity, environmental stewardship, and community engagement and decision-making. He said that the second community survey focused on these pillars, how they should be prioritized, and how individual issues would fit into them. He noted that the top priority pillar is housing and urban design, followed by economic and business development. He noted that out of these exercises, they developed 18 key actions across the pillars. He spoke about the order of implementation for each of these, noting that the first action to be implemented should be the provision of responsible, open, and transparent government, followed by enhancing the downtown and corridors. He said that the pillars are strong and the actions are being refined even further, and he is confident that there was a good community engagement process to develop this. He noted that the second survey is still open and that the report will be finalized after that.

City Manager Mahony said that the final report will inform both the five-year strategic plan for the Council and annual work plans both for the Council and for department heads in the City. She said that the Council will conduct its own prioritization based on the findings of this project and the departments' annual work plans will also tie into these. She said that in the fall, they should be able to put these components all together.

Councilor Certa spoke positively as a member of the Steering Committee and said that the experience was positive overall. He said that they are finding that overall, this vision still aligns with strategic work that was conducted previously, such as Heart & Soul. He emphasized the importance of community feedback and thanked the volunteers in the community for their time during this process.

The following public comments were received:

- Scott McCormick thanked the City staff and consultants for their work on this. He spoke about the importance of environmental stewardship and noted that while it did not rise to the top as a priority like housing does, it is important to think about the pillars in an interconnected and interdependent way (for example, thinking about weatherization and affordable housing).

d. \*Discussion and Consideration of an Executive Session to discuss a contract

**City Council President Chawla made a motion, seconded by Councilor Certa, that the City Council make the specific finding that premature disclosure of the contractual matters would place the city at a substantial disadvantage, and that based on that finding, 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. The motion passed 5-0 at 8:21 P.M.**

**City Council President Chawla made a motion, seconded by Councilor Certa, to exit executive session. The motion passed 5-0 at 8:47 P.M.**

e. Discussion and Consideration of Direction Setting for the FY26 Budget Process

City Manager Mahony said that there was an initial conversation about improvements to the budget process as well as setting direction for the FY26 budget at the Council's April 24<sup>th</sup> meeting. She said that staff reflected on that feedback and have several recommendations for process improvements.

City Manager Mahony spoke about the budget process in general. She noted that this next budget will only be the City's third, and that they will have 18 months of actual experience (which isn't much but is more than

214 for FY25). She also noted that the Strategic Plan will be in place and will be a useful guide for future planning  
215 efforts. She noted that the budget process will begin earlier than last year, with Council direction provided to  
216 staff in June, which will provide more time for staff and department heads to meet the Council's goals. She  
217 said that staff will try to provide enterprise budgets earlier in the process, but cautioned that because they  
218 are tied to rates, the earlier they are presented, the less accurate the projected rates will be.  
219

220 City Manager Mahony also spoke about the Council's budget process and potential improvements. She  
221 spoke about the difficulties of holding a full Budget Day, and spoke about alternatives. These include a  
222 Council member liaison for each department, but said that staff are not recommending this alternative, given  
223 that the City Manager's job is to be that liaison. Another alternative was the formation of a Finance  
224 Committee, but noted that staff determined that it would not solve the problem the Council is trying to solve.  
225 She spoke about an alternative of two three-to-four hour long meetings on December 11 and December 18,  
226 prior to which staff will prepare 5-to-10 minute department videos covering their FY26 budgets and annual  
227 work plans. She said that Councilors and the public could review these videos ahead of time, which would  
228 make for a shorter Q&A period at the Council meetings on the budget.  
229

230 City Manager Mahony then spoke about bringing the budget to the community and engaging the public on it.  
231 These include continuing the Open House/Community Meal, as well as Coffee Chats and neighborhood  
232 forums that staff can help organize.  
233

234 City Manager Mahony then spoke about future improvements. She noted that the Strategic Plan, Annual  
235 Workplan, and Council Retreat process will greatly improve the overall budget process. She noted that the  
236 City will use Questica software to track FY25 expenditures, which will be useful for planning for future budget  
237 years (though not FY26). She noted that staff will also be investigating performance or outcomes-based  
238 budgeting and will pilot this with the Strategic Plan and Annual Workplan.  
239

240 She asked for City Council feedback on the proposed alternatives for Budget Day, as well as for overall  
241 Council direction on the percentage increase/decrease to target for the FY26 budget.  
242

243 Councilor Haney suggested that the Council keep the full-day Budget Day, out of consideration for  
244 department heads and City Councilors. She also said that in terms of reviewing the budget, having all  
245 presentations on one day allows her to see the budget more cohesively and in a big-picture way. She said  
246 that in terms of the budget percentage increase/decrease, she suggested that departments examine their  
247 budgets for operational efficiencies, not necessarily for cuts. She said that there will likely be increases in the  
248 budget due to health insurance premium increases, contractually-obligated increases for staff, and the very  
249 much unknown education tax increase at the State level. She said given that, she would be comfortable with  
250 a 3% maximum increase. Marlon Verasamy, a member of the Essex Westford School District Board, noted  
251 that the latest estimate Statewide for an increase is 15% across districts for FY25.  
252

253 Councilor Miller spoke in support of a full-day Budget Day, for many of the same reasons expressed by  
254 Councilor Haney. He said that the pressures on Essex Junction residents are enormous and will only  
255 continue. He said that the City needs to do its diligence to control what it can and would be supportive of a  
256 minimal budget increase for FY26.  
257

258 Councilor Certa expressed support for a full-day Budget Day. He said that in terms of the budget, he would  
259 like to see a level-funded budget, but recognize that that isn't realistic, but said he would like to work toward  
260 that as a goal. He said that the Council and staff should be working through difficult questions early in the  
261 budget process. He asked if Questica supports outcomes and performance-based budgets. Director Morris  
262 replied that strategic and performance-based budget is an add-on to the Questica software, and said she is  
263 working to receive a demonstration of the software and a cost estimate for consideration for future budgets.  
264 Councilor Certa recommended that department heads include a review of their performance on last year's  
265 metrics during their presentations. He also said that while he recognizes that the liaison approach may not

266 be what staff recommends, he asked that some form of it be considered in future, as he found that a deep  
267 dive into several department budgets was extremely helpful and valuable to him in his decision-making.  
268

269 Councilor Thibeault agreed with keeping an all-day Budget Day as well as a maximum budget increase of  
270 3%.  
271

272 City Council President Chawla said he would like to see an incorporation of diversity, inclusion, and  
273 belonging, as well as team-building and community-building both within the City and out in the community.  
274 He said he would like to see a serious commitment to these topics in the FY26 budget. He expressed support  
275 for measuring performance and how it affects the budget and tax rate. He tentatively agreed with a 3% overall  
276 tax increase but asked City Manager Mahony to exercise flexibility in determining how to arrive at that  
277 increase. He noted that every department has its own challenges and realities, saying that recognizing that  
278 allows the City to be nimble. He said he isn't supportive of a full-day Budget Day, given other constraints for  
279 him, but said he would like to see how scheduling plays out. He then spoke about enterprise budgets, saying  
280 that he would like to understand the cost of having non-recreation activities (childcare, preschool, after  
281 school) on the overall recreation budget. He asked what offering new services does to the overall department  
282 and fiscal impacts, saying that he would be interested in conducting this analysis for the FY26 budget to  
283 make informed decisions. Councilor Haney said that the Council is interested as a whole in doing a deep  
284 dive into the Recreation budget and scrutinizing it more thoroughly to increase transparency. Councilor Certa  
285 said he would like to understand the impacts of the programs that serve both Essex Junction and other  
286 municipalities' residents. City Council President Chawla expressed support for the idea of departmental  
287 budget videos.  
288

289 f. Discussion and Consideration of Next Steps for Main Street Park

290 City Manager Mahony said that this item is to provide responses to previously-asked Councilor questions on  
291 the topic of Main Street Park, and obtain direction for next steps. She noted that the grant would still be  
292 \$200,000 even if the City reduced its contribution to 20% or \$20,000 and minimized its design proposal for  
293 the project. She said that the options staff are laying out are 1. Continue with currently proposed design,  
294 which has \$200,000 in grant funding and \$278,002.46 in municipal contributions, 2.Reduce the scope as  
295 described above to the minimum match rate, and 3. Halt work on the project and return funds to the  
296 Downtown Transportation Funds Grant.  
297

298 Councilors expressed support for Option 2. Councilor Haney said that she would be interested in pursuing  
299 the lowest cost option for that area, given that there will be a significant amount of construction in the future  
300 related to the Crescent Connector and future projects. She said she would support Option 2.  
301

302 The following public comments were received:

- 303 • Bridget Meyer said she would be in support of shade sails as part of the design for the park, better  
304 planters, and potentially something to improve the surface of the park. She asked who is developing  
305 the plan for this. City Manager Mahony replied that the thinking is to go back to the landscape architect  
306 with this direction. Ms. Meyer said that it will be important to have community involvement, input, and  
307 feedback on the design of the park.  
308

309 **City Council President Chawla made a motion, seconded by Councilor Haney, that that Council**  
310 **authorize City Staff to resume work on the Main Street Park, with a lower-cost design, as discussed.**  
311 **The motion passed 5-0.**  
312

313 g. Health Officer Appointment

314 City Manager Mahony noted that the Health Officer position was moved to the Essex Junction Fire  
315 Department and that staff are recommending that the City Council recommend to the Vermont Department  
316 of Health that John Rowell, Assistant Fire Chief, be appointed the City's Health Officer.  
317

318 **Councilor Haney made a motion, seconded by Councilor Certa, that the City Council make a**  
319 **recommendation to the Department of Health to appoint John Rowell to the position of Health Officer**  
320 **for the City. The motion passed 5-0.**

321  
322 h. Tax Sale Policy and Delinquent Tax Policy \*\*was Consent Item #6b\*\*

323 City Manager Mahony said that changes at the State level were made to requirements around tax sale  
324 policies and that staff are currently analyzing the changes and how they align with the City's current tax sale  
325 policy, and that they should have something to present to the City Council at an upcoming meeting.

326  
327 Councilor Haney asked that a legislative summary discussion occur at an upcoming City Council meeting.

328  
329 **6. CONSENT ITEMS**

330 a. Approve Meeting Minutes: Amended May 8, 2024; May 22, 2024

331 b. Tax Sale Policy and Delinquent Tax Policy \*\*now Business Item #5h\*\*

332 c. Approve Block Party Applications (Hiawatha Ave and Acorn Circle)

333  
334 **City Council President Chawla made a motion, seconded by Councilor Haney, to approve the consent**  
335 **agenda as amended. The motion passed 5-0.**

336  
337 **7. COUNCILOR COMMENTS & CITY MANAGER REPORT**

338 City Manager Mahony provided an update on the ladder truck and its repairs. She noted that businesses are  
339 open during the Crescent Connector construction project.

340  
341 Councilor Certa requested that the Bike Walk Advisory Committee's meeting minutes be more detailed,  
342 especially around public comments, to help Councilors and other members of the public understand the  
343 topics being discussed and feedback on them.

344  
345 **8. READING FILE**

346 a. Check Warrant #24046 5/31/2024

347 b. Champlain Water District 2024 Water Quality Report

348 c. May Financial Report

349 d. Tri Town Sewer Committee Minutes 05/15/2024

350 e. Bike Walk Advisory Committee Minutes 05/20/2024

351 f. Police Community Advisory Board Minutes 05/21/2024

352  
353 **9. EXECUTIVE SESSION**

354 a. \*An Executive Session may be needed to discuss a contract

355 See item #5d above.

356  
357 **10. ADJOURN**

358  
359 **Councilor Haney made a motion, seconded by Councilor Certa, to adjourn the meeting. The motion**  
360 **passed 5-0 at 9:47 P.M.**

361  
362 Respectfully Submitted,

363 Amy Coonradt

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
05290	06/11/24	misc. supplies 6359294	210-5-40-12-610.000 General Supplies	98.47	52626	06/14/24
07305	01/06/24	lease renew 7/1/24-6/30/2 7109229492	210-5-40-12-610.000 General Supplies	480.00	52627	06/14/24
01975	06/03/24	5/27 Parade - Marching Ba 060324D	210-5-30-10-850.000 Community Events & Celebr	350.00	52629	06/14/24
01975	06/03/24	Parade ADL Cheerleaders 060324D1	210-5-30-10-850.000 Community Events & Celebr	150.00	52629	06/14/24
28555	04/06/24	DEF2.5,FLEETRITE DEF, 2.5 X12203033901	210-5-40-12-626.000 Gasoline	87.92	52631	06/14/24
19815	06/03/24	BL FNFTN-JCrafts JUN24 17P4NTQ617NC	210-5-90-00-991.000 Library Donation Expense	178.74	52632	06/14/24
19815	05/28/24	BL Supplies MAY24 17PYR19X96J7	210-5-35-10-610.000 General Supplies	32.62	52632	06/14/24
19815	06/03/24	BL Supplies JUN24 19DNFV63J3K	210-5-35-10-610.000 General Supplies	71.94	52632	06/14/24
19815	06/05/24	BL FNFTN-JCrafts JUN24 1CGYT16Q31FQ	210-5-90-00-991.000 Library Donation Expense	30.99	52632	06/14/24
19815	06/05/24	BL Supplies JUN24 1CPNMPVM3PXY	210-5-35-10-610.000 General Supplies	267.21	52632	06/14/24
19815	05/31/24	BL ARepl Book MAY24 1HLQM3K1WGDQ	210-5-90-00-640.201 Adult Collection replacem	16.49	52632	06/14/24
19815	06/09/24	BL ARBooks-CREDIT JUN24 1VPJHQ3PRHHC	210-5-90-00-640.201 Adult Collection replacem	-15.29	52632	06/14/24
80114	06/03/24	Memorial Day Parade 060324D	210-5-30-10-850.000 Community Events & Celebr	100.00	52635	06/14/24
02420	05/30/24	LONG LIFE MINI B Sylvania 3236486079	210-5-25-10-430.000 R&M Vehicles & Equipment	15.18	52636	06/14/24
07465	06/05/24	Maint Supplies 512635	210-5-30-12-610.000 General Supplies	37.13	52638	06/14/24
19630	06/06/24	2 Lincoln Augered Line 25264	210-5-41-20-400.000 Contracted Services	225.00	52640	06/14/24
00530	05/29/24	BL FNFTN-Fastip MAY24 B6797008	210-5-90-00-991.000 Library Donation Expense	197.07	52641	06/14/24
00530	05/29/24	BL FNFTN-Fastip MAY24 B6797008	210-5-35-10-610.000 General Supplies	12.12	52641	06/14/24
00530	05/29/24	BL FNFTN-FASTip MAY24 B6797170	210-5-35-10-610.000 General Supplies	1.01	52641	06/14/24
00530	05/29/24	BL FNFTN-FASTip MAY24 B6797170	210-5-90-00-991.000 Library Donation Expense	16.20	52641	06/14/24
00530	05/30/24	BL A Books MAY24 B6797496	210-5-35-10-610.000 General Supplies	1.01	52641	06/14/24
00530	05/30/24	BL A Books MAY24 B6797496	210-5-35-10-640.201 Adult Collection	26.99	52641	06/14/24
00530	05/30/24	BL ABooks MAY24 B6797497	210-5-35-10-610.000 General Supplies	1.01	52641	06/14/24
00530	05/30/24	BL ABooks MAY24 B6797497	210-5-35-10-640.201 Adult Collection	17.28	52641	06/14/24
00530	05/30/24	BL ABooks MAY24 B6797640	210-5-35-10-640.201 Adult Collection	113.34	52641	06/14/24

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
00530	05/30/24	BL ABooks MAY24 B6797640	210-5-35-10-610.000 General Supplies	6.06	52641	06/14/24
00530	05/30/24	BL ABooks MAY24 B6797701	210-5-35-10-610.000 General Supplies	3.03	52641	06/14/24
00530	05/30/24	BL ABooks MAY24 B6797701	210-5-35-10-640.201 Adult Collection	50.74	52641	06/14/24
00530	05/30/24	BL ABooks MAY24 B6797704	210-5-35-10-610.000 General Supplies	4.04	52641	06/14/24
00530	05/30/24	BL ABooks MAY24 B6797704	210-5-35-10-640.201 Adult Collection	94.49	52641	06/14/24
00530	05/31/24	BL JBooks MAY24 B6798109	210-5-35-10-610.000 General Supplies	14.14	52641	06/14/24
00530	05/31/24	BL JBooks MAY24 B6798109	210-5-35-10-640.202 Juvenile Collection	136.48	52641	06/14/24
00530	06/04/24	BL ABooks JUN24 B6799382	210-5-35-10-610.000 General Supplies	1.01	52641	06/14/24
00530	06/04/24	BL ABooks JUN24 B6799382	210-5-35-10-640.201 Adult Collection	16.20	52641	06/14/24
00530	06/04/24	BL ABooks JUN24 B6799418	210-5-35-10-610.000 General Supplies	19.19	52641	06/14/24
00530	06/04/24	BL ABooks JUN24 B6799418	210-5-35-10-640.201 Adult Collection	364.69	52641	06/14/24
00530	06/04/24	BL ABooks JUN24 B6799568	210-5-35-10-640.201 Adult Collection	28.19	52641	06/14/24
00530	06/06/24	BL ABooks JUN24 B6800352	210-5-35-10-610.000 General Supplies	16.16	52641	06/14/24
00530	06/06/24	BL ABooks JUN24 B6800352	210-5-35-10-640.201 Adult Collection	259.85	52641	06/14/24
00530	06/06/24	BL ABooks JUN24 B6800629	210-5-35-10-640.201 Adult Collection	268.59	52641	06/14/24
00530	06/06/24	BL ABooks JUN24 B6800629	210-5-35-10-610.000 General Supplies	15.15	52641	06/14/24
16030	05/02/24	labormaterials troublesho 38737	210-5-40-12-610.200 Streetlight Supplies	2772.53	52643	06/14/24
16030	05/06/24	labormaterials replace ph 38738	210-5-40-12-610.200 Streetlight Supplies	1963.12	52643	06/14/24
30360	06/01/24	PW phone/internet May 003619	210-5-40-12-530.000 Communications	245.65	52644	06/14/24
30360	06/01/24	BL Phone/Internet MAY24 BT 062024	210-5-41-21-530.000 Communications	333.74	52644	06/14/24
17285	05/05/24	5/27 Parade Participation 050524D	210-5-30-10-850.000 Community Events & Celebr	1500.00	52646	06/14/24
V04609	06/01/24	BL AColl-LP JUN24 2096817	210-5-35-10-640.201 Adult Collection	98.28	52647	06/14/24
V0461	06/10/24	BL Newspprs MAY24 123	210-5-35-10-640.201 Adult Collection	451.50	52648	06/14/24
15285	05/31/24	May24 background 1272125	210-5-10-10-330.000 Professional Services	179.99	52651	06/14/24
37790	01/31/24	county tax install 1 July 2024	210-5-19-10-800.103 County Tax	24418.33	52652	06/14/24

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
37790	01/31/24	CHITTENDEN COUNTY county tax install 1 July 2024	210-1-00-00-120.000 Prepaid Expenses	4883.67	52652	06/14/24
21210	06/06/24	CINTAS LOC # 68M 71 M SHOP TWL 4194948036	210-5-40-12-610.000 General Supplies	156.30	52654	06/14/24
21210	06/03/24	CINTAS LOC # 68M 71 M service cooler Med cabin 5214209927	210-5-40-12-610.000 General Supplies	51.61	52654	06/14/24
21210	06/01/24	CINTAS LOC # 68M 71 M WATERBREAK cooler lease 9274380154	210-5-40-12-610.000 General Supplies	50.00	52654	06/14/24
04940	05/24/24	COMCAST internet 00918110524	210-5-40-12-610.000 General Supplies	29.19	52656	06/14/24
04940	05/23/24	COMCAST MSP Internet June 01763150524	210-5-41-26-530.000 Communications	483.33	52656	06/14/24
04940	05/23/24	COMCAST Park St Internet June 02109080524	210-5-41-23-530.000 Communications	307.27	52656	06/14/24
17025	05/30/24	COONRADT AMY Recording Secretary CC 5/ 0177	210-5-11-10-330.000 Professtional Services	114.40	52657	06/14/24
31545	06/04/24	COSTCO #314 Maintenance CTE BBQ 060424D	210-5-25-10-610.000 General Supplies	102.15	52658	06/14/24
31545	06/05/24	COSTCO #314 Water/supplies 06052024	210-5-25-10-610.000 General Supplies	632.79	52658	06/14/24
31545	06/11/24	COSTCO #314 Senior Ctr Supplies 061124D	210-5-30-13-610.000 General Supplies	16.23	52658	06/14/24
19065	06/03/24	CPL ELECTRICAL CONSTRUCTI Brownell Lighting replac 1952	210-5-41-21-400.000 Contracted Services	360.00	52659	06/14/24
35360	05/24/24	CYR LUMBER INC Hemlock 052424D	210-5-40-12-605.000 Summer Construction Suppl	66.75	52660	06/14/24
09325	06/05/24	DJ'S TREE SERVICE & LOGGI MSP Tree Removal 27914	210-5-30-12-330.000 Professional Services	1600.00	52661	06/14/24
31275	05/29/24	DON WESTON EXCAVATING INC Shawn's Way culvert site 10950	210-5-40-13-451.000 Summer Construction Servi	1330.00	52662	06/14/24
31275	06/05/24	DON WESTON EXCAVATING INC 36 Cascade Street landsca 10966	210-5-40-13-451.000 Summer Construction Servi	1905.00	52662	06/14/24
25715	05/29/24	DONALD L. HAMLIN CONSULT Amtrak Platform project 24802052924	210-1-00-00-130.002 Exchange - Billable	605.76	52663	06/14/24
25715	05/29/24	DONALD L. HAMLIN CONSULT Ej Capital estimates 24823052924	210-5-40-12-330.000 Professional Services	341.25	52663	06/14/24
25075	06/03/24	ESSEX HIGH SCHOOL STUDENT Parade EHS Cheerleaders 060324D	210-5-30-10-850.000 Community Events & Celebr	250.00	52668	06/14/24
25075	06/03/24	ESSEX HIGH SCHOOL STUDENT Parade EHS Band 060324D1	210-5-30-10-850.000 Community Events & Celebr	350.00	52668	06/14/24
80118	03/20/24	ESSEX MIDDLE SCHOOL Parade - EMS Cheerleaders 060324D	210-5-30-10-850.000 Community Events & Celebr	375.00	52669	06/14/24
21840	04/18/24	FIRST NATIONAL BANK OMAHA Ball cart Tree Committee 041824D	210-5-40-12-810.112 Tree Advisory Committee	389.98	52673	06/14/24
19005	06/01/24	FIRSTLIGHT FIBER 2 Lincoln Phones May 2024 17347651	210-5-30-13-530.000 Communications	114.44	52675	06/14/24
19005	06/01/24	FIRSTLIGHT FIBER 2 Lincoln Phones May 2024 17347651	210-5-41-20-530.000 Communications	1022.23	52675	06/14/24
19005	06/01/24	FIRSTLIGHT FIBER Communication 17347701	210-5-41-20-530.000 Communications	108.79	52676	06/14/24

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
19005	06/01/24	FIRSTLIGHT FIBER communications 17347703	210-5-41-20-530.000 Communications	257.98	52677	06/14/24
19005	06/01/24	FIRSTLIGHT FIBER MSP Internet June 17348112	210-5-41-26-530.000 Communications	360.00	52678	06/14/24
34895	05/30/24	GAUTHIER TRUCKING, INC. EAB recycle wood 1794010	210-5-40-12-890.834 Emerald Ash Borer	345.00	52679	06/14/24
34895	06/01/24	GAUTHIER TRUCKING, INC. trash on West St furnitur 1796318	210-5-40-12-425.000 Trash Removal	245.00	52679	06/14/24
34895	06/01/24	GAUTHIER TRUCKING, INC. Jackson recycle 1796797	210-5-40-12-425.000 Trash Removal	143.94	52679	06/14/24
34895	06/01/24	GAUTHIER TRUCKING, INC. 2 Lincoln Garbage May 202 1796798	210-5-41-20-425.000 Trash Removal	316.49	52679	06/14/24
34895	06/01/24	GAUTHIER TRUCKING, INC. Railroad Ave Barrel 1796799	210-5-40-12-425.000 Trash Removal	585.53	52679	06/14/24
34895	06/01/24	GAUTHIER TRUCKING, INC. barrel beech St 1796965	210-5-40-12-425.000 Trash Removal	83.28	52679	06/14/24
34895	06/01/24	GAUTHIER TRUCKING, INC. MSP Trash Removal June 1797690	210-5-41-26-425.000 Trash Removal	440.15	52679	06/14/24
20470	05/31/24	GLOBAL MONTELLO ATT: FLEE May Vehic Fuel 315694	210-5-25-10-626.000 Gasoline	316.29	52680	06/14/24
20470	05/31/24	GLOBAL MONTELLO ATT: FLEE May Vehic Fuel 315694	210-5-40-12-626.000 Gasoline	2296.38	52680	06/14/24
20470	05/31/24	GLOBAL MONTELLO ATT: FLEE May Vehic Fuel 315694	210-5-30-12-626.000 Gasoline	246.83	52680	06/14/24
12250	06/03/24	GRACE RENTALS LLC 20' Container 2983	210-5-25-10-500.000 Training, Conf, Dues	3710.00	52681	06/14/24
17375	06/03/24	HANAFORD'S VOLUNTEERS FIF Parade Participation 060324D	210-5-30-10-850.000 Community Events & Celebr	600.00	52682	06/14/24
37715	06/04/24	INTEGRITY COMMUNICATIONS MSP Phone Connection Repa 43668	210-5-30-12-330.000 Professional Services	180.00	52684	06/14/24
V9454	06/08/24	LENNY'S SHOE & APP uniforms VERWEY 4005814	210-5-40-12-612.000 Uniforms	83.98	52687	06/14/24
27295	06/03/24	MAPLEHURST FLORIST Firebird Planters June 20 111402	210-5-40-12-571.000 Streetscape Maintenance	607.50	52689	06/14/24
13000	05/31/24	MARSHALL TIRE GROUP INC Vehicle: #6 75119	210-5-40-12-430.000 R&M Vehicles & Equipment	507.67	52690	06/14/24
26920	06/10/24	MAYVILLE DARBY BCA minutes 19	210-5-11-10-330.000 Professtional Services	51.39	52691	06/14/24
V9970	05/17/24	MIDWEST TAPE BL ADVDs/CDs MAY24 505490001	210-5-35-10-640.201 Adult Collection	385.30	52692	06/14/24
V9970	05/29/24	MIDWEST TAPE BL JDVDs MAY24 505541966	210-5-35-10-640.202 Juvenile Collection	110.98	52692	06/14/24
V9970	05/29/24	MIDWEST TAPE BL ADVDs-CDs MAY24 505541967	210-5-35-10-640.201 Adult Collection	410.78	52692	06/14/24
V9970	05/29/24	MIDWEST TAPE BL JDVD MAY24 505541969	210-5-35-10-640.202 Juvenile Collection	26.24	52692	06/14/24
03070	05/29/24	MINUTEMAN PRESS City Stationary May 2024 58405	210-5-10-10-550.000 Printing and Binding	369.81	52693	06/14/24
V10462	05/31/24	MONAGHAN SAFAR DUCHAM PL legal May 2024 May 2024	210-5-10-10-320.000 Legal Services	6889.00	52694	06/14/24



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V10462	05/31/24	MONAGHAN SAFAR DUCHAM PL legal May 2024 May 2024	210-5-16-10-320.000 Legal Services	876.00	52694	06/14/24
14815	05/15/24	MOTOROLA SOLUTIONS, INC Remote Speaker 8281893050	210-5-25-10-611.000 Small Tools and Equipment	1092.08	52695	06/14/24
17300	06/03/24	MOUNT SINAI #3 MOTOR CORP Parade Participation 060324D	210-5-30-10-850.000 Community Events & Celebr	500.00	52696	06/14/24
17280	06/03/24	MT SINAI #3 CYCLE UNIT Memorial Day Parade 06324D	210-5-30-10-850.000 Community Events & Celebr	450.00	52698	06/14/24
14585	05/29/24	MUNICIPAL EMERGENCY SERVI SCBA Repair IN2060143	210-5-25-10-570.000 Other Purchased Services	140.80	52699	06/14/24
37605	06/01/24	NEW ENGLAND MUNICIPAL RES Cloud services FY25 55098	210-1-00-00-120.000 Prepaid Expenses	1497.60	52700	06/14/24
19325	06/01/24	OPEN APPROACH INC IT Services June 2024 23092	210-5-14-10-505.000 Tech. Subs, Licenses	5147.42	52702	06/14/24
19325	06/01/24	OPEN APPROACH INC IT Services June 2024 23092	210-5-14-10-330.000 Professional Services	8755.00	52702	06/14/24
19325	05/31/24	OPEN APPROACH INC UPS Battery Ticket #31507 23225	210-5-14-10-735.000 Tech Hardware, Software,	225.00	52702	06/14/24
V10729	05/31/24	OVERDRIVE INC BL A.Craftsy MAY24 01459SV24167	210-5-35-10-640.201 Adult Collection	5.98	52703	06/14/24
23420	05/30/24	P & P SEPTIC SERVICE INC. Cascade Park Portolet Jun T622493	210-5-30-12-330.000 Professional Services	120.00	52704	06/14/24
23420	06/05/24	P & P SEPTIC SERVICE INC. Brownell Library Auger Se T622975	210-5-41-21-400.000 Contracted Services	865.00	52704	06/14/24
24100	05/30/24	PERMA-LINE CORP OF NEW EN Finished Traffic Signs 204383	210-5-40-12-605.000 Summer Construction Suppl	304.70	52706	06/14/24
24100	06/08/24	PERMA-LINE CORP OF NEW EN FINISHED TRAFFIC signs 204577	210-5-40-12-451.000 Summer Construction Servi	207.80	52706	06/14/24
V10554	05/30/24	PHOENIX BOOKS BURLINGTON BL ABooks MAY24 1169188	210-5-35-10-640.201 Adult Collection	155.14	52707	06/14/24
25140	06/07/24	PIKE INDUSTRIES INC Asphalt 1279560	210-5-40-12-451.000 Summer Construction Servi	227.24	52708	06/14/24
80054	05/29/24	PLAYAWAY PRODUCTS LLC BL JAVBks MAY24 463707	210-5-35-10-640.202 Juvenile Collection	663.62	52709	06/14/24
80054	05/29/24	PLAYAWAY PRODUCTS LLC BL JAVbooks MAY24 463730	210-5-35-10-640.202 Juvenile Collection	521.92	52709	06/14/24
24410	05/31/24	PRIORITY EXPRESS INC BL Courier-9 MAY24 80272422	210-5-35-10-560.000 Postage	238.86	52712	06/14/24
05380	06/05/24	PURCHASE POWER 2 Lincoln Postage May 202 060520244061	210-5-10-10-560.000 Postage	1009.75	52714	06/14/24
24325	05/24/24	RADIO NORTH GROUP INC SERVICE - RNG EJFD 24146224	210-5-25-10-611.000 Small Tools and Equipment	2000.00	52716	06/14/24
80115	06/03/24	ROYER, CHARLOTTE Memorial Day Parade 060324D	210-5-30-10-850.000 Community Events & Celebr	40.00	52717	06/14/24
43275	06/04/24	RYCANDON MECHANICAL, INC. 2 Lincoln Sr Center Heat 15416	210-5-30-13-330.000 Professional Services	15000.00	52718	06/14/24
37965	06/04/24	S D IRELAND CONCRETE Total : Cust Job: SO. HIL 109990	210-5-40-12-451.000 Summer Construction Servi	786.25	52719	06/14/24
03180	05/15/24	SAFETY SYSTEMS OF VT LLC 2 Lincoln Fire Alarm Serv 25027	210-5-41-20-400.000 Contracted Services	432.48	52720	06/14/24

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03180	05/22/24	SAFETY SYSTEMS OF VT LLC MSP Phone Line Repair 25057	210-5-41-26-400.000 Contracted Services	300.00	52720	06/14/24
00275	06/07/24	SB SIGNS INC Parade Banner 30770	210-5-30-10-850.000 Community Events & Celebr	126.00	52723	06/14/24
80113	06/03/24	SEERY, MEARA Memorial Day Parade 060324D	210-5-30-10-850.000 Community Events & Celebr	40.00	52725	06/14/24
V10040	05/31/24	SMALL DOG ELECTRONICS BL iPads MAY24 SB1477593	210-5-35-10-735.000 Tech: Equip/Hardware	1240.00	52727	06/14/24
V2124	04/28/24	STAPLES ADVANTAGE BL Supplies APR24 6001774828	210-5-35-10-610.000 General Supplies	136.98	52731	06/14/24
29090	05/24/24	SUNBELT RENTALS STAKESGRADE BDL 154577803	210-5-40-12-610.000 General Supplies	29.64	52732	06/14/24
80025	05/31/24	TUCKER, JEAN W -LIFE ESTA 1021066000 Tax'23 Tucker 066000 REF23	210-2-00-00-200.002 Overpayments Payable	238.85	52737	06/14/24
19350	06/03/24	VERIZON CONNECT FLEET USA VEHICLE TRACKING 6/1 to 6 376000062563	210-5-40-12-442.000 Rental Vehicles/Equip	151.60	52738	06/14/24
36130	05/17/24	VERIZON WIRELESS VSAT Cell Service May 2024 9964398829	210-5-40-12-530.000 Communications	210.54	52739	06/14/24
36130	05/17/24	VERIZON WIRELESS VSAT Cell Service May 2024 9964398829	210-5-10-10-530.000 Communications	50.50	52739	06/14/24
36130	05/17/24	VERIZON WIRELESS VSAT Cell Service May 2024 9964398829	210-5-25-10-530.000 Communications	160.04	52739	06/14/24
80096	06/11/24	VERMONT LIBRARY ASSOCIATI BL Dues JUN24 VLA JUN24	210-5-35-10-500.000 Training, Conf, Dues	460.00	52740	06/14/24
25315	06/07/24	VESPA'S PIZZA PASTA & DEL City Pizza 6/7 060724D	210-5-30-10-610.000 General Supplies	124.00	52741	06/14/24
11935	05/29/24	VIKING-CIVES USA vehicle lights 4534391	210-5-40-12-430.000 R&M Vehicles & Equipment	192.70	52742	06/14/24
11935	05/29/24	VIKING-CIVES USA sweeper brush truck 4534392	210-5-40-12-610.000 General Supplies	340.00	52742	06/14/24
23395	06/04/24	VILLAGE HARDWARE - WILLIS SPRAYER TWIN PACK 1GAL GA 518454	210-5-40-12-610.000 General Supplies	32.29	52743	06/14/24
V2377	05/27/24	VLCT EMPLOYMENT RESOURCE UI Q3 2024 REN037521Q3	210-1-00-00-120.001 Prepaid Insurance	877.10	52744	06/14/24
28470	05/24/24	VMERS DB 110800 Payroll Transfer PR-05/24/24	210-2-00-00-210.004 Retirement Payable	21476.90	52745	06/14/24
17325	06/03/24	VT CIVIL WAR HEMLOCKS Parade Participation 060324D	210-5-30-10-850.000 Community Events & Celebr	650.00	52747	06/14/24
07565	05/28/24	W B MASON CO INC 2 Lincoln Paper Towels 246813001	210-5-41-20-431.000 R&M Buildings & Grounds	47.88	52749	06/14/24
07565	05/28/24	W B MASON CO INC Batteries 246814713	210-5-30-10-610.000 General Supplies	88.97	52749	06/14/24
07565	05/29/24	W B MASON CO INC MSP Trash Bags 246847506	210-5-30-12-610.000 General Supplies	498.65	52749	06/14/24
07565	05/31/24	W B MASON CO INC MSP Toilet Tissue 246907026	210-5-30-12-610.000 General Supplies	247.74	52749	06/14/24
07565	06/06/24	W B MASON CO INC Park St Paper Products 247042795	210-5-30-12-610.000 General Supplies	210.22	52749	06/14/24
20445	06/03/24	WHITE CAP L P STEEL STAKE W/HOLES 10020010718	210-5-40-12-610.000 General Supplies	52.90	52750	06/14/24

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25715	05/29/24	Crescent connector	4.1-4.3 22822052924	230-5-16-10-890.824 Cres. Connector	26504.53	52663	06/14/24
25715	06/05/24	crescent connec	Stone Env 22822060524	230-5-16-10-890.824 Cres. Connector	13014.25	52663	06/14/24
V10462	05/31/24	legal May 2024	May 2024	230-5-16-10-890.824 Cres. Connector	2281.50	52694	06/14/24
23435	05/31/24	Water May 2024	053124	254-5-54-70-411.400 CWD Water Purchase - Glob	291621.64	52650	06/14/24
23435	05/31/24	Water May 2024	053124	254-5-54-20-411.000 CWD Water Purchase	62823.93	52650	06/14/24
23435	05/31/24	Water May 2024	053124	254-5-54-70-411.400 CWD Water Purchase - Glob	5339.10	52650	06/14/24
23435	05/31/24	Water May 2024	053124	254-5-54-20-411.000 CWD Water Purchase	1150.20	52650	06/14/24
20470	05/31/24	May Vehic Fuel	315694	254-5-54-20-626.000 Gasoline	194.96	52680	06/14/24
80059	06/10/24	SL inventory project	1461 16795	254-5-54-70-723.006 Service Line Inventoy	24892.51	52697	06/14/24
29090	05/22/24	BASE MARKING PAINT	water 154490979	254-5-54-20-610.000 General Supplies	87.48	52732	06/14/24
36130	05/17/24	Cell Service May 2024	9964398829	254-5-54-20-530.000 Communications	181.02	52739	06/14/24
V2377	05/27/24	UI Q3 2024	REN037521Q3	254-1-00-00-120.001 Prepaid Insurance	38.74	52744	06/14/24
42625	06/01/24	10 yr eval April 28. 2024	82216	255-5-55-70-730.003 10 Year Engineer Evaluati	1912.00	52630	06/14/24
11375	06/01/24	Grit May 2024	3575860	255-5-55-30-421.000 Grit Disposal	1260.81	52645	06/14/24
23455	02/29/24	FEB24 Biosolids	19100	255-5-55-30-568.000 Biosolids Subcontractor	13378.41	52653	06/14/24
21210	05/31/24	SERVICE Med cab	5214016386	255-5-55-30-610.000 General Supplies	44.85	52654	06/14/24
06870	06/04/24	WWTF BOD -5 Day	490212	255-5-55-30-340.001 Lab Testing	105.00	52666	06/14/24
19005	06/01/24	communication/telephone	17347650	255-5-55-30-530.000 Communications	542.70	52674	06/14/24
20470	05/31/24	May Vehic Fuel	315694	255-5-55-30-626.000 Gasoline	111.88	52680	06/14/24
V9454	05/20/24	Uniform for Jason Kluza	4003800	255-5-55-30-612.000 Uniforms	347.95	52687	06/14/24
V9454	05/31/24	uniform Ken McGowan	4005179	255-5-55-30-612.000 Uniforms	344.95	52687	06/14/24
V9454	06/03/24	uniform for Tyler Sulliv	4005470	255-5-55-30-612.000 Uniforms	399.97	52687	06/14/24
V10462	05/31/24	legal May 2024	May 2024	255-5-55-30-320.000 Legal Services	90.00	52694	06/14/24
V10329	06/05/24	Biosoids Spring 2024	258	255-5-55-30-567.000 Biosolids Land Applicatio	114258.00	52701	06/14/24
19325	06/01/24	agreement standard servic	23038	255-5-55-30-340.000 Technical Services	130.00	52702	06/14/24

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80119	PUMP CONTROL SOLUTIONS LL	06/04/24	Fine Screen Level Contro 1065	255-5-55-30-570.000 Other Purchased Services	3478.10	52713	06/14/24
20040	RAB CONSULTING & SERVICES	06/03/24	Tri town high strength wa 199	255-5-55-30-330.000 Professional Services	351.00	52715	06/14/24
03180	SAFETY SYSTEMS OF VT LLC	05/22/24	Fire Alarm Inspec. 2024 25055	255-5-55-30-431.000 R&M Buildings	857.80	52720	06/14/24
03180	SAFETY SYSTEMS OF VT LLC	05/30/24	Fire Alarm Serv Labor 25073	255-5-55-30-431.000 R&M Buildings	490.00	52720	06/14/24
29470	SIKORA SERVICE CENTER	05/20/24	2015 chevy Lic AAR492 Ins 38658	255-5-55-30-430.000 R&M Vehicles & Equipment	94.99	52726	06/14/24
29470	SIKORA SERVICE CENTER	05/16/24	State Inspection 38662	255-5-55-30-430.000 R&M Vehicles & Equipment	60.00	52726	06/14/24
V2159	SURPASS CHEMICAL CO INC	05/30/24	dSodium Hypochlorite 4510 386264	255-5-55-30-619.000 Chemicals	11211.86	52733	06/14/24
36130	VERIZON WIRELESS VSAT	05/17/24	Cell Service May 2024 9964398829	255-5-55-30-530.000 Communications	141.01	52739	06/14/24
V2377	VLCT EMPLOYMENT RESOURCE	05/27/24	UI Q3 2024 REN037521Q3	255-1-00-00-120.001 Prepaid Insurance	141.48	52744	06/14/24
24130	VT DEPT ENVIRONMENTAL CON	05/30/24	permit July 1, 2023 - Jun 31254053024	255-5-55-30-510.000 Permits, Licenses, Reg	9900.00	52748	06/14/24
33850	CENTRAL VERMONT PROPERTIE	06/03/24	ROW 889760 9500263293	256-5-56-40-441.000 Rental Land/Buildings	50.00	52649	06/14/24
20470	GLOBAL MONTELLO ATT: FLEE	05/31/24	May Vehic Fuel 315694	256-5-56-40-626.000 Gasoline	514.40	52680	06/14/24
41005	LARAMIE WATER RESOURCES L	06/03/24	Rebuild pump #2 West St E 1492	256-5-56-40-434.002 West Street PS Costs	1615.00	52686	06/14/24
V10462	MONAGHAN SAFAR DUCHAM PL	05/31/24	legal May 2024 May 2024	256-5-56-40-330.000 Professional Services	90.00	52694	06/14/24
19325	OPEN APPROACH INC	06/01/24	agreement standard servic 23038	256-5-56-40-340.000 Technical Services	560.00	52702	06/14/24
20040	RAB CONSULTING & SERVICES	05/31/24	Sewer Ordinance developme 198	256-5-56-40-330.000 Professional Services	468.00	52715	06/14/24
V2377	VLCT EMPLOYMENT RESOURCE	05/27/24	UI Q3 2024 REN037521Q3	256-1-00-00-120.001 Prepaid Insurance	30.11	52744	06/14/24
07305	AIRGAS USA LLC	06/06/24	Pool Chemicals 1130834563	259-5-30-11-431.000 R&M Buildings & Grounds	929.57	52627	06/14/24
07305	AIRGAS USA LLC	05/31/24	Pool Chemicals 5507973220	259-5-30-11-431.000 R&M Buildings & Grounds	125.45	52627	06/14/24
80117	ALBEE, AARON (STICKS & ST	06/11/24	July 4th Event DEPOSIT 061124D	259-5-30-14-330.000 Professional Services	500.00	52628	06/14/24
19815	AMAZON CAPITAL SERVICES	06/08/24	CMS Supplies 13TMCFGDMYXV	259-5-30-17-610.000 General Supplies	271.87	52632	06/14/24
19815	AMAZON CAPITAL SERVICES	06/06/24	Pool Supplies 147HDG9C9LP9	259-5-30-11-610.000 General Supplies	41.45	52632	06/14/24
19815	AMAZON CAPITAL SERVICES	05/29/24	RK FMS Supplies 1F44FCNPJLQN	259-5-30-15-610.000 General Supplies	146.14	52632	06/14/24
19815	AMAZON CAPITAL SERVICES	05/31/24	Camp Disc/Reach Supplies 1FFRK4KMX6LG	259-5-30-17-610.000 General Supplies	315.12	52632	06/14/24
19815	AMAZON CAPITAL SERVICES	06/04/24	Pool Supplies 1KRRF9414QQV	259-5-30-11-610.000 General Supplies	36.13	52632	06/14/24

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19815	06/03/24	AMAZON CAPITAL SERVICES RK Summit Supplies 1MGD7VXJ19VY	259-5-30-15-610.000 General Supplies	499.18	52632	06/14/24
19815	06/06/24	AMAZON CAPITAL SERVICES CMS Art Supplies 1TLQLNGL9WX7	259-5-30-17-610.000 General Supplies	29.44	52632	06/14/24
19815	06/04/24	AMAZON CAPITAL SERVICES RK Westford Supplies 1VNMR9G74J6R	259-5-30-15-610.000 General Supplies	156.91	52632	06/14/24
19815	06/08/24	AMAZON CAPITAL SERVICES Discovery Supplies 1X6H9LFDNJYT	259-5-30-17-610.000 General Supplies	403.13	52632	06/14/24
25595	05/31/24	AMERICAN RED CROSS Childcare Staff First Aid 22695824	259-5-30-15-330.000 Professional Services	570.00	52634	06/14/24
23190	06/07/24	BAILEY SPRING & CHASSIS RK Bus Repairs W20649	259-5-30-15-330.000 Professional Services	1711.16	52637	06/14/24
07465	06/10/24	BIBENS ACE HARDWARE INC Camp Utility Cart 513195	259-5-30-17-610.000 General Supplies	129.99	52638	06/14/24
25370	07/04/24	BOUNCE AROUND VT LLC July 4th Event PREPAY FY 070424D	259-1-00-00-120.000 Prepaid Expenses	4126.00	52639	06/14/24
25120	06/06/24	CLICKTIME.COM EJRP Timesheets May 429712	259-5-30-10-505.000 Tech. Subs, Licenses	1008.00	52655	06/14/24
29970	06/06/24	EAST COAST ICE RK Hiawatha 6/6 1091A	259-5-30-15-330.000 Professional Services	176.00	52664	06/14/24
80105	04/16/24	ECO-COUNTER CORP MSP People Counters C010012	259-5-30-12-610.000 General Supplies	13590.00	52665	06/14/24
20680	05/30/24	EPIC DRIVING LLC Drivers Ed May/June 376	259-5-30-14-330.000 Professional Services	15300.00	52667	06/14/24
38955	05/29/24	F W WEBB COMPANY Pool Repair Parts 85870012	259-5-30-11-431.000 R&M Buildings & Grounds	84.98	52670	06/14/24
44980	03/28/24	FACE MANIA July 4th Face Painting PR 032824D	259-1-00-00-120.000 Prepaid Expenses	1500.00	52671	06/14/24
04640	05/14/24	FASTENAL INDUSTRIAL & CON First Aid Supplies VTBUR328683	259-5-30-16-610.000 General Supplies	0.21	52672	06/14/24
04640	05/21/24	FASTENAL INDUSTRIAL & CON Park St First Aid Supplie VTBUR328849	259-5-30-16-610.000 General Supplies	0.64	52672	06/14/24
20470	05/31/24	GLOBAL MONTELLO ATT: FLEE May Vehic Fuel 315694	259-5-30-15-626.000 Gasoline	88.62	52680	06/14/24
80025	05/29/24	HUGHES, ELISABETH PS Refund-Hughes \$1,304.6 186286	259-4-30-16-020.313 Childcare - PS	1304.65	52683	06/14/24
28895	06/03/24	KINDERMUSIK WITH RACHEL L Kindermusik May 1027	259-5-30-14-330.000 Professional Services	1100.00	52685	06/14/24
80120	05/18/24	LINCO PICKLEBALL Pickleball 5/18 051824D	259-5-30-14-330.000 Professional Services	380.00	52688	06/14/24
29425	05/29/24	PERFORMANCE FOOD SERVICE RK FMS Snack 180328	259-5-30-15-610.000 General Supplies	137.01	52705	06/14/24
29425	05/30/24	PERFORMANCE FOOD SERVICE RK Fleming Snack 181464	259-5-30-15-610.000 General Supplies	172.59	52705	06/14/24
29425	05/30/24	PERFORMANCE FOOD SERVICE RK EES Snack 181640	259-5-30-15-610.000 General Supplies	237.22	52705	06/14/24
29425	06/04/24	PERFORMANCE FOOD SERVICE RK Hiawatha Snack 182716	259-5-30-15-610.000 General Supplies	144.66	52705	06/14/24
29425	06/03/24	PERFORMANCE FOOD SERVICE RK FMS Snack 183284	259-5-30-15-610.000 General Supplies	128.75	52705	06/14/24

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
29425	06/03/24	RK MSP Snack 183361	259-5-30-15-610.000 General Supplies	351.36	52705	06/14/24
29425	06/05/24	RK Summit Snack 184313	259-5-30-15-610.000 General Supplies	121.80	52705	06/14/24
29425	06/10/24	RK EES Snack 187502	259-5-30-15-610.000 General Supplies	99.55	52705	06/14/24
80071	06/05/24	Clinical Supervision Apri 060524D	259-5-30-15-330.000 Professional Services	300.00	52710	06/14/24
25395	05/31/24	Pool Floor Grate 264764	259-5-30-11-431.000 R&M Buildings & Grounds	25.96	52711	06/14/24
25395	06/04/24	Pool Pump 265530	259-5-30-11-431.000 R&M Buildings & Grounds	165.41	52711	06/14/24
17395	03/22/24	VC to Hardack Pool 4/23 0000624	259-5-30-15-330.000 Professional Services	960.00	52721	06/14/24
V10199	05/29/24	MSP Signage 9102	259-5-30-12-610.000 General Supplies	3977.50	52722	06/14/24
10435	05/29/24	Summer Staff T-Shirts 20772	259-5-30-17-610.000 General Supplies	2599.00	52724	06/14/24
10435	05/30/24	Barcomb Summer TShirts 20775	259-5-30-14-610.000 General Supplies	521.20	52724	06/14/24
10435	05/30/24	Track Field Camp TShirts 20776	259-5-30-14-610.000 General Supplies	616.00	52724	06/14/24
10435	05/31/24	CMS Shirts 20782	259-5-30-17-610.000 General Supplies	2366.00	52724	06/14/24
10435	05/31/24	Camp REACH Shirts 20783	259-5-30-17-610.000 General Supplies	2465.75	52724	06/14/24
10435	05/31/24	Camp Star Shirts 20784	259-5-30-17-610.000 General Supplies	978.50	52724	06/14/24
10435	06/05/24	Camp Discovery Shirts 20793	259-5-30-17-610.000 General Supplies	2538.00	52724	06/14/24
17675	05/29/24	REACH Deposit 6/2527 052924D	259-5-30-17-330.000 Professional Services	100.00	52728	06/14/24
80110	06/10/24	Soccer Sparks May 061024D	259-5-30-14-330.000 Professional Services	3740.00	52729	06/14/24
38930	04/05/24	Camp REACH Deposit 8/1 PR E13868	259-5-30-17-330.000 Professional Services	200.00	52730	06/14/24
30300	06/10/24	Swish Spring League 061024D	259-5-30-14-330.000 Professional Services	5488.00	52734	06/14/24
14695	06/06/24	July 4th Event PREPAY 2625	259-1-00-00-120.000 Prepaid Expenses	1950.00	52735	06/14/24
27970	05/31/24	July 4th Event PRE PAY FY 000368	259-5-30-14-330.000 Professional Services	475.00	52736	06/14/24
36130	05/17/24	Cell Service May 2024 9964398829	259-5-30-16-530.000 Communications	50.50	52739	06/14/24
V2377	05/27/24	UI Q3 2024 REN037521Q3	259-1-00-00-120.001 Prepaid Insurance	874.57	52744	06/14/24
80116	01/29/24	July 4th Sound PREPAY FY2 5055	259-1-00-00-120.000 Prepaid Expenses	2820.00	52746	06/14/24
07565	05/29/24	Preschool Supplies 246853289	259-5-30-16-610.000 General Supplies	36.10	52749	06/14/24

06/14/24  
03:36 pm

City of Essex Junction Accounts Payable  
Check Warrant Report # 24047 Current Prior Next FY Invoices For Fund (GENERAL FUND)  
For Check Acct 01 (GENERAL FUND) All check #s 06/14/24 To 06/14/24

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CDeLibac

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
07565	W B MASON CO INC	05/30/24	Pool Supplies 246877980	259-5-30-11-610.000 General Supplies	10.98	52749	06/14/24
07565	W B MASON CO INC	05/31/24	RK MSP Supplies 246909354	259-5-30-15-610.000 General Supplies	38.99	52749	06/14/24
80025	WIATROWSKI, JANET	05/30/24	Program Refund-Wiatrowski 186317	259-4-30-14-020.312 Adult Programs	100.00	52751	06/14/24
Report Total					810660.55		

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 \$ \*\*\*810,660.55  
Let this be your order for the payments of these amounts.

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**CITY OF ESSEX JUNCTION  
BOARD OF CIVIL AUTHORITY  
REGULAR MEETING  
MINUTES OF MEETING  
JUNE 5, 2024**

**JUSTICE OF THE PEACE/BCA MEMBERS PRESENT IN-PERSON:** Kelly Adams, Marcus Certa, Diane Clemens, Dylan Gimabatista, Elaine Haney, Gibson Smith, Carmon Verasamy, Tim Miller, Susan McNamara-Hill

**JUSTICE OF THE PEACE/BCA MEMBERS PRESENT REMOTELY:** Raj Chawla, Cheri Davis, Pat Murray, Deja Murray, Amber Thibeault

**ADMINISTRATION:** Dan Brown, Assistant City Clerk (remote)

**OTHERS PRESENT:** James Collins

**1. CALL TO ORDER**

Mr. Gimabatista called the meeting to order at 6:07 PM.

**2. AGENDA ADDITIONS/ CHANGES**

Mr. Gimabatista requested the addition of the approval of the minutes from the December 12, 2023, meeting.

**3. APPROVE AGENDA**

**ELAINE HANEY made a motion, seconded by KELLY ADAMS to approve the amended agenda. Motion passed 14-0.**

**4. MINUTES APPROVAL**

**MARCUS CERTA made a motion, seconded by GIBSON SMITH, to approve the minutes of December 12, 2023. Motion passed 14-0.**

**5. BOARD OF ABATEMENT**

**a. Review and approve Rules of Procedure**

Mr. Gimabatista said that he had worked with staff to review comprehensive procedures for the BCA to follow, which have been reviewed by the City Attorney. He noted that gendered pronouns have been removed. Mr. Murray asked for more clarification about the definition of a situation that would be difficult for the applicant to predict or outside of their control. Mr. Gimabatista said that lawmakers are interested in preventing tax sales but agreed that it seemed broad, and that this observation could be shared with lawmakers. Ms. Haney questioned the definition term "service charges," and Ms. McNamara-Hill will consult with the City Attorney regarding this and other questions on the bill's applicability. Ms. Adams suggested adding an amendment informing applicants that they can bring a translator to the meeting, all were in favor.

**KELLY ADAMS made a motion, seconded by MARCUS CERTA, to approve the Rules of Procedure, with language access changes. Motion passed 14-0.**

**6. BOARD OF CIVIL AUTHORITY**

**a. Appoint Election workers**

Mr. Giambatista thanked all who worked and volunteered in the recent election season. Ms. Clemens, Presiding Officer, said that election workers need to be appointed if BCA members are not able to work during the entire voting period. Mr. Giambatista encouraged all BCA members to volunteer when they can, including with mail-in ballots and after the polls close. The process of adding JOP candidates to



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the ballot was discussed. Answering a question from Mr. Certa, Ms. Clemens said that poll workers need to be able to hear and interact with voters. Mr. Chawla questioned hearing as a criterion. The BCA discussed the education of the community and election workers regarding voting procedures. Language access for voting and access to hand-delivered ballots was discussed.

The following people were proposed to be added as election workers:

- Marie Daneau
- Constance Dufour
- Mike Ewan
- Diana Hamilton
- Brian Sheldon
- Connie Snyder
- Mike Sullivan
- Timothy Trembley
- Sarah Webb

**PATRICK MURRAY made a motion, seconded by KELLY ADAMS, to appoint the election workers as listed by the Clerk. Motion passed 14-0.**

**b. Other Business**

Ms. Clemens discussed the flow of traffic at the fairgrounds during the November elections.

**7. BOARD OF ABATEMENT**

**b. Request for Abatement:**

**• James & Kathleen Collins, 121 Iroquois Avenue**

This application was heard first since the applicant was present. Mr. Giambatista swore Mr. Collins in by reading him an oath. Mr. Giambatista explained the criteria in which the Board makes their decisions, and recent changes. Mr. Collins said that he paid his taxes on the due date, however his account was compromised and his account depleted. This resulted in his tax check bouncing, and he provided documentation of such. Mr. Murray asked if Mr. Collins has since paid his taxes. Mr. Collins answered affirmatively. Mr. Collins is seeking to have the returned check fee and interest abated.

**a. Request for Abatement:**

**• Naresh Basel, 135 Main Street**

Not discussed, as the applicant was not in attendance.

**c. Adjourn to Deliberative Session**

**8. ADJOURNMENT**

The meeting was adjourned.

Respectfully Submitted,  
Darby Mayville  
Recording Secretary

**CITY OF ESSEX JUNCTION  
PLANNING COMMISSION  
PUBLIC HEARING  
MINUTES OF MEETING  
June 6, 2024  
DRAFT**

**MEMBERS PRESENT:** Phil Batalion, Chair; Patrick Scheld, Vice Chair; Diane Clemens, Scott McCormick.

**ADMINISTRATION:** Michael Giguere, City Planner; Chris Yuen, Community Development Director.

**OTHERS PRESENT:** Shawn Handy, Lexi.

**1. CALL TO ORDER**

Phil Batalion called the meeting to order at 6:32 PM.

**2. AGENDA ADDITIONS/CHANGES**

Commissioner McCormick requested adding a Commissioner update topic around the Climate Action Plan.

Director Yuen requested adding a sub-topic for the Land Development Code amendments related to the Vermont Homes For All Initiative.

**3. PUBLIC TO BE HEARD**

a. Comments from Public on Items Not on Agenda  
None.

**4. MINUTES**

a. April 4, 2024

**MOTION by SCOTT McCORMICK, SECOND by DIANE CLEMENS to approve the minutes of April 4, 2024 as presented. VOTING: unanimous (4-0); motion carries.**

**5. BUSINESS ITEMS**

a. Welcome for new City Planner Michael Giguere

City Planner Giguere introduced himself and provided a summary of his background and expertise.

b. Land Development Code amendments, including discussion on following topics:

i. Change previously discussed in April

ii. Approval of Temporary Uses – Food Trucks and Trailers

Director Yuen noted that there was a proposed amendment to allow for year-round operation of food trucks and trailers, saying that consecutive reviews would be allowed by staff if there were no issues. He said that it may be worth considering regulation on sound nuisance, given that there was one complaint regarding a food truck's generator noise.

Commissioner Batalion asked whether there is a noise ordinance, and Director Yuen replied that there is and that sound can be regulated, but that enforcement has been the issue around this topic in the past.

Commissioner Batalion said that he would be comfortable adding language around noise, or a requirement that generators be plugged in to minimize noise. Director Yuen said he would take this back and draft proposed language.

iii. Tandem Parking Spaces

Director Yuen noted that this was discussed in April and that there had been a question around length. He said that he researched what other municipalities in Chittenden County have for regulations and that 34 feet was a common length.

iv. Planned Unit Development open space requirements

Director Yuen said that this relates to allowing balconies in lieu of yard space, noting that he put wording into the amendments to allow for this.

v. Miscellaneous technical changes for technical consistency and cultural inclusivity

Director Yuen spoke briefly about the technical changes made within the LDC amendments. Planning Commissioners spoke about the technical change related to the definition of “Family.”

vi. Day Care/Family Care Facilities in residential and mixed-use districts

Director Yuen also noted that Day Care and Family Care Homes are not allowed uses in the Agricultural districts, but noted that there is quite a bit of residential development in those districts and said that there isn't a good policy reason to bar those as uses in those districts, so he made changes to allow these as uses. He also noted that Day Care Facilities were not allowed in the Highway Arterial district and he also made a change to allow those as uses in that district.

vii. Uses not specified in the use-table

Director Yuen said that the proposed amendments would codify that similar uses (that aren't specified in the use table) be treated the same as the specified uses they are similar to. He also said that if a use is not specified and isn't similar to a specified use, the path would be to look at conditional uses, which would be reviewed and approved by the Development Review Board (DRB).

viii. Other changes for consistency with State Statute

Director Yuen spoke about other changes for consistency with Vermont law. He said that one is the MF-3 zone, which allows for 3 units per lot, which isn't compliant with the HOME Act, which allows for 4 units per lot in residential districts. He said that this change would make the MF-3 zone similar to the R-2 district. He noted a new reference to statute regarding limits to municipal powers to regulate certain uses, such as emergency shelters.

ix. Multiple Residential Buildings per Lot

Director Yuen spoke about a change related to allowing multiple buildings per lot. He said that if four units are allowed in one larger structure, four should also be allowed for two smaller structures on the same lot (consistent maximum of four units per lot), for the R-1 and R-2 districts. Commissioner Batalion said he is supportive of this but would like City Council discussion and buy-in prior to proceeding with this amendment, since this change has the potential to change the landscape of the City.

x. Consistency of Density Limits between R1, R2, MF3, and R-O Districts

Director Yuen said that the MF3 and R-O districts are transition zones between the R-1 and R-2 districts and the City center. He said that they previously allowed for higher densities than the residential districts but aren't as high as the Village Center district. He said that however, now that four-plexes are allowed in residential districts through the HOME Act, the densities in the MF3 and R-O districts are lower than the residential districts. He said that there is no planning justification for this unusual density pattern, if these areas are to continue serving as transition zones. Commissioners agreed that it does not make sense for them to be less dense than the residential districts.

xi. Vermont Homes for All Initiative

Director Yuen said that the City applied to participate in the state's Homes for All Toolkit, which is for small-scale homebuilders, investors, and community leaders. He said that it also includes example housing typologies that come with pre-approvable plans. He said that because the City doesn't have a building code, it relies on its zoning to prevent unwanted housing typologies from being built. He encouraged Planning Commissioners to review the toolkit. Commissioner Scheld echoed this, speaking about how this toolkit helps making homebuilding and development more accessible.

Director Yuen asked whether now is an appropriate time for staff to review dimensional requirements in the lower-density neighborhoods (R1, R2, MF3) to see if they are following best practices to encourage missing infill housing. He noted that the TOD study will examine the main corridors, but that there is no separate initiative planned to look at the other neighborhoods. He said that this would entail looking at setbacks and lot coverage limits. Commissioners discussed this, and Director Yuen said that he will look into this and report back.

Commissioner Clemens asked that the chart related to Section 622 be oriented for better readability in the document.

c. Chittenden County Regional Planning Commission board member position

Director Yuen noted that a board position on the CCRPC is opening up and invited Planning Commissioners to apply, if interested.

d. Reschedule July and October meetings

Commissioners discussed rescheduling, and decided to reschedule the July meeting to July 3, 2024 and will address the October meeting at a later date.

## **6. COMMISSIONER UPDATES**

a. Vision & Strategic Planning

Director Yuen that there is also a survey that is open to all department heads and commission and board members, in order to obtain feedback to help with prioritization. He encouraged Commissioners to fill out the survey.

Commissioner Batalion said that this is his last meeting and will not be reapplying for another term.

Commissioner Scheld said that he is moving to the Town of Essex and is unsure if he will be eligible for serving on the City's Planning Commission, or will have enough time to dedicate to serving, but he will continue to explore options.

b. Climate Action Plan

Commissioner McCormick said that the state's initial Climate Action Plan was approved in 2021 and that it needs to be updated by July 1, 2025. He said that subcommittees are working diligently to come up with amendments and conducting a gap analysis of what needs to be addressed in the next version of the action plan. He said that many of the items being discussed are items that the Planning Commission has also discussed, including affordable housing, land use changes, building codes, and weatherization programs. Director Yuen suggested having a dedicated item at the next meeting to update the Commission on progress on the next Climate Action Plan and solicit feedback.

**7. STAFF UPDATES**

Director Yuen said that the Transit Oriented Development (TOD) study has kicked off and the proposed timeline includes a four-day design workshop for the public at the end of the summer and anticipates the entire project wrapping up within the next year. He said that they are considering forming a steering committee for this project.

**8. ADJOURNMENT**

**MOTION by SCOTT McCORMICK, SECOND by DIANE CLEMENS, to adjourn the meeting.  
VOTING: unanimous (4-0); motion carries.**

The meeting was adjourned at 8:24 P.M.

*RScty: AACoonradt*

## **Essex May Minutes Essex Tree Committee 5/21/2024**

In attendance: Nick Myer Warren Spinner Rich Boyers Steve Rivard Max Seaton Leslie Goldring.

**Spring Planting Update:** 25 trees planted mostly in the Cascade St and Tyler St neighborhoods as well as Cascade Park and Mansfield Ave (replacement) and 47 Main St. All mulched and with Gator Bags. City to water weekly or as needed.

Celebration Maple planted in Cascade Park as a donation to the Seaton family. Potential for Fall planting ( mid to end of October ) of 10 trees from the Branch out Burlington Tree Nursery. Trees of low risk for fall planting will be chosen. Still more to be planned next spring.

18 more trees to be planted in the Cascade, Tyler, Lavoie, neighborhood. These will be paid for from our EAB grant. Public works is removing some of the Ash trees. Calls received from homeowners in this neighborhood asking to remove trees on private property. The City will not honor these requests for private property work. However the Tree Committee may offer to donate trees as replacements in the future. Warren and Nick will meet with Elise Schadler from the Vt Urban and Community Forestry Organization as follow up to the EAB grant and steps being taken to fulfill requirements.

**Arbor Day Planting:** Hiawatha School planting enthusiastically attended by Alice Weston's class and 2 other 3rd grade classes. In class presentation by Nick and Steve on the benefits of Trees Nick to check size of next year's donated tree from Horsfords. It was noted that Ms Weston's enthusiasm could lead to this location being a School Tree Campus USA in the future.

**Committee Policies:** Current Essex Policy needs review as to Tree Warden status with the State of Vermont. The Committee will offer our policy to be checked by the Vermont Urban and Community Forestry Organization. The Committee will be asking for training and demo's on the new State Tree Inventory Software.

**Calendar:** 2nd Tuesday of the months of May through September ( inclusive ) Weeding and Maintenance will be held at 5 30 pm at the Branch Out Burlington tree Nursery. Awesome Tree Contest September event to be led by Rich Boyers. Potential for a Tree Walk in Maple Street Park TBD. Mary Jo Engle may be able to help with the QR codes necessary for this project. Handicap accessible needs to be addressed. Nicole was meeting with Brian Japp who is interested in helping. Next meeting on June 18 maybe a work session along West St. No meeting in July. TAC will place ornamental grass and flowers in the round planters in front of the Firebird Cafe.

**Developments:** Park St upcoming building, developer is against use of Silva Cells. The Committee will use the example of the poor tree growth in front of BoxCar Bakery as examples of no Silva Cells used. Developers continue to disregard TAC suggestions, It was discussed that our committee is advisory only. We are on record as to having warned the developers..

**Other Business:** Calls have been received about the trees in Steven's Park. Rain garden plantings along the walking path across from the Amtrak Station need to be pruned. City is responsible for this.

Motion to adjourn at 6 pm by Rich seconded by Warren.

## **CITY OF ESSEX JUNCTION ASSESSOR RECORD OF NOTICES POSTED**

I hereby certify that the Notices to Taxpayers of the time and dates of holding the grievance hearings for 2024 and in the form as set forth on the opposite page were signed by me this day duly posted in the City Clerk's Office and in four other public places in said Municipality of Essex to wit:

**City Clerk's Office – 2 Lincoln Street**

**Brownell Library – 6 Lincoln Street**

**Hannaford Super Market & Pharmacy – 21A Essex Way**

**Essex Junction Recreation & Parks – 75 Maple Street**

**Nest Coffee & Bakery – 17 Main Street**

Dated in the City of Essex Junction in the County of Chittenden this  
21<sup>st</sup> day of June A.D. 2024.



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Karen K. Lemnah  
Assessor



## NOTICE TO TAXPAYERS – FILING THE 2024 PRELIMINARY (ABSTRACT) GRAND LIST

Agreeably to the provisions of Title 32, Vermont Statutes Annotated, Section 4111, notice is hereby given that the undersigned Assessor within and for the City of Essex Junction has this day completed the abstract of property owners as of the first day of April 2024. The Assessor has this same day lodged the abstract in the office of the clerk for the inspection of taxpayers.

All grievances **must be in writing** and submitted to the Assessor on or before July 5, 2024, via email, postage, or drop off lock box located at 81 Main Street, Essex Junction, VT. Owners will need to provide an email address or phone number when submitting the written grievance, along with documents supporting what they feel is the fair market value of the subject property. **Property owners may conduct their grievance solely in writing but may also request a hearing to present their case.**

Grievances received or postmarked after 4:00pm on Friday, July 5, 2024, will not be heard.

If requested, the Assessor will contact the property owner(s) with a scheduled grievance time and information for the scheduled hearing. Note: Grievers must be the owner(s) of record as of April 1<sup>st</sup> but can assign a new owner or other agent to be their representative. ***A signed statement from the owner of record that grants the representative permission to grieve must be provided by the time of the grievance hearing.***

For your convenience an online grievance application can be obtained via <https://www.essexvt.org/DocumentCenter/View/5007/Grievance-Application>

Grievance hearings will be held on Monday, July 8, 2024, in person from 8:00a.m. to 4:00p.m. Grievance hearings will be held in the first-floor conference room at the Town of Essex Offices located at 81 Main Street, Essex Junction, VT.

At the close of grievance hearings, the Assessor shall make such corrections in the abstract as were determined upon hearing or otherwise. Unless cause to the contrary is shown, the contents of said abstract will, for the tax year 2024, become the grand list of the City of Essex Junction of each taxpayer named therein.

Signed at City of Essex Junction, in the County of Chittenden this 21<sup>st</sup> day of June, 2024.



Assessor  
City of Essex Junction

ASSESSOR MUST POST A COPY OF THIS NOTICE IN THE CITY CLERK'S OFFICE AND IN AT LEAST FOUR OTHER PUBLIC PLACES.