



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

Online & 2 Lincoln St.
Essex Junction, VT 05452
Wednesday, August 28, 2024
6:30 PM

E-mail: admin@essexjunction.org

www.essexjunction.org

Phone: (802) 878-6944

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

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

1. **CALL TO ORDER** [6:30 PM]
2. **AGENDA ADDITIONS/CHANGES**
3. **APPROVE AGENDA**
4. **PUBLIC TO BE HEARD**
 - a. Comments from Public
5. **BUSINESS ITEMS**
 - a. Discussion on Development of the Stormwater Utility
 - b. Department Head Brief to Council, Chris Yuen, Community Development Director
 - c. Discussion Regarding City Committees
 - d. Presentation and Discussion of Overview of Essex Junction Recreation and Parks
 - e. Discussion and Consideration of the Recreation Advisory Council
 - f. *Discussion and Consideration of an Executive Session to discuss a Contract
6. **CONSENT ITEMS**
 - a. Approve Meeting Minutes: August 14, 2024
 - b. Letter of support for Manager for the VT Local Government Institute
7. **COUNCIL MEMBER COMMENTS & CITY MANAGER REPORT**
8. **READING FILE**
 - a. Check Warrant # 24052 08/23/24
 - b. Williston Wastewater Capacity Purchase
 - c. FY24 Restorative Justice Report
 - d. PCAB Minutes 07/16/24
9. **EXECUTIVE SESSION**
 - a. *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.



MEMORANDUM

TO: City Council

FROM: Chelsea Mandigo, Water Quality Superintendent

MEETING DATE: August 28, 2024

SUBJECT: Update on the formation of a Stormwater Utility for the City

Issue: To provide an update on the formation of a stormwater utility to fund the City's stormwater management program.

Discussion: In 2003, the State of Vermont issued the first Municipal Separate Storm Sewer System (MS4) permit requiring communities of a certain population to reduce stormwater runoff into local waterbodies.

Many of the requirements are project-driven plans to improve water quality. These include 1) a Flow Restoration Plan (FRP) for Indian Brook 2) a FRP for Sunderland Brook and 3) a Phosphorus Control Plan (PCP) for Lake Champlain. The City has been working on implementing the projects within these plans. The City has sought and received grant funds to offset the cost of many of these projects. Most of these costs are administrative and capital. Before separation from the Town of Essex, some of the operating and most capital funds for stormwater projects came from the Town of Essex. Now that we are separated there is no established capital fund for stormwater.

The approved FY25 budget includes the development of a stormwater utility in the city. There are 13 MS4 designated communities in Vermont with half having formed a stormwater utility to create a fair, equitable, and stable source of funding for stormwater management that is paid by all properties including tax-exempt. However, it is important to note that GlobalFoundries is exempted from the utility by the State of Vermont Stormwater Permitting Rule (2019) due to stormwater discharge from the site being permitted under 10VSA 1263 (22-105(a)(3)). In addition, all stormwater from the site is discharged directly to the Winooski River with no connection to the City's infrastructure or right-of-way. Another exemption is properties subject to Required Agricultural Practices (RAPs) by the State of Vermont. Three parcels fall under this exemption.

For the past 8 months, staff have been working with a utility formation consultant, Raftelis, to develop a stormwater utility for the City. The contract with them was approved by the previous City Council on December 20, 2023.

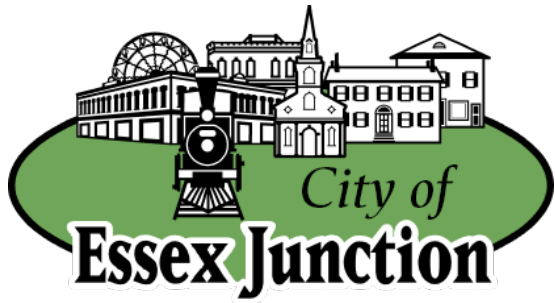
To do this they completed a digital imagery assessment to calculate the impervious area (aka driveways, roofs, sidewalks, etc. preventing stormwater from infiltrating into the ground) of every parcel in the City. A median was established; which is 2,973 square feet of impervious area. This is the value that equals 1 equivalent residential unit (ERU). All single-family homes including duplexes and triplexes in the City will be charged 1 ERU. Non-single family home ERUs are calculated based on the impervious area of the parcel.

A credit manual is being developed allowing non-single family parcels to apply for up to 50% of the fee if they fit the criteria of one of the credit categories. The intent is to acknowledge stormwater permit requirements that are already imposed on some properties. The draft credit manual mirrors the neighboring MS4 communities' credit manuals. Credit categories include stormwater treatment practices, education, and permit compliance.

A stormwater ordinance is being developed to outline utility operations and stormwater program compliance measures. It will go through a public hearing process for approval to establish the utility.

Costs: The consultants created a financial model to calculate the ERU rate for future use. The stormwater utility fee will be part of the utility bill sent tri-annually for sewer and water use. Some parcels in the City, that do not pay a sewer and water fee, need to be set up for the stormwater utility fee. The draft rate is \$75-80/year for a single-family home or 1 ERU. A final rate will be set soon.

Recommendation: This agenda item is to provide an update on the development of the stormwater utility. No action is needed at this time. The next steps will require action to warn the public hearing for the ordinance when Staff has a draft ready. The intent is to this set up to begin billing in February



City of Essex Junction

Introduction to Stormwater Utilities

August 28, 2024



Agenda

- 1. What is stormwater?**
- 2. How is stormwater management currently funded?**
- 3. What is a Stormwater Utility?**
- 4. How are stormwater user fees calculated?**
- 5. DRAFT Essex Junction stormwater rates**

What is stormwater? Why is it important?

- **Stormwater** is the water created by rain and/or snowmelt
- When **stormwater** hits impervious surfaces like pavement and roofs, it turns into **stormwater runoff**, which picks up pollutants and can cause flooding
- **Stormwater management** is the process of managing this runoff to prevent pollution and ensure public safety
- **State mandated permit requiring the City to manage and reduce the amount of stormwater runoff entering our local waterways and Lake Champlain**

How is stormwater management currently funded?

- Currently funded through the General Fund, based on ad-valorem property taxes
- Disadvantages:
 - Stormwater competing for funding
 - Tax-exempt properties do not contribute to funding stormwater management

What is a Stormwater Utility?

- Stormwater utilities provide **fair, equitable, and stable sources of funding** for stormwater management
- Stormwater utilities are funded by stormwater user fees
 - › Similar to water and sewer fees, stormwater user fees are based on each property's demand on the City's stormwater system.
 - › Stormwater runoff isn't metered like water. Instead, the burden that each property places on the system is based on property characteristics and most importantly, its total **impervious area**.

Communities that have SW utility (All have state mandated permits-MS4)

- Burlington est. 2009
- South Burlington est. 2005
- Williston est. 2015
- Shelburne est. 2021
- Colchester est. 2017
- St. Albans Town est. 2020
- St. Albans City est. 2018



Impervious Area (IA)

- Impervious area is defined as developed areas of land that prevent or significantly impede the infiltration of stormwater into the soil.
- Examples include roofs, sidewalks, walkways, patios, swimming pools, private driveways, parking lots, access extensions, alleys and other paved, engineered, compacted or gravel surfaces.



Advantages of IA-based Fees

1

Industry Standard

The industry standard is to charge customers stormwater fees based on their amount of impervious area.

2

More Equitable

More equitable because it is proportional to the burden each property places on the system .

3

Stable Funding

Allows for dedicated and stable source of funding.

How to Bill Based on IA?

- The standard unit of charge is the **Equivalent Residential Unit (ERU)**.
- The ERU is defined as the typical amount of impervious area on a single family residential detached property based on a statistically significant sample.
- The ERU is then calculated for all non-single family residential parcels based on the amount of measured impervious area.



Calculating Units of Service



Single Family Residential



Multi-Family Residential



Non-Residential



Other

Many cities charge single family homes 1 ERU each and bill all other properties based on their measured IA using the ERU as the billing unit.

How are stormwater fees calculated?

The utility's **revenue requirements** and **units of service** are used to calculate the stormwater billing rate.

1 Revenue Requirements:

- Expenses
- Regulatory requirements
- Staffing
- Fiscal policies
- Cost escalations
- Level of service
- Known and unknown capital needs
- Etc.

2 Units of Service

- Definition of ERU
- Number of ERUs
- Data maintenance
- Exemptions
- Credit programs
- Etc.

Draft Stormwater Billing Rate for Essex Junction

- Annual Rate: \$75-80 / ERU
- Billed 3x per year

Example Properties

Single Family Residential Property:



2,967 sq ft IA

1 ERU

\$75-80 annual fee

Commercial Property:



57,785 sq ft IA

19 ERUs

\$1,425-1,520 annual fee

Tax Exempt Property:



44,857 sq ft IA

14 ERUs

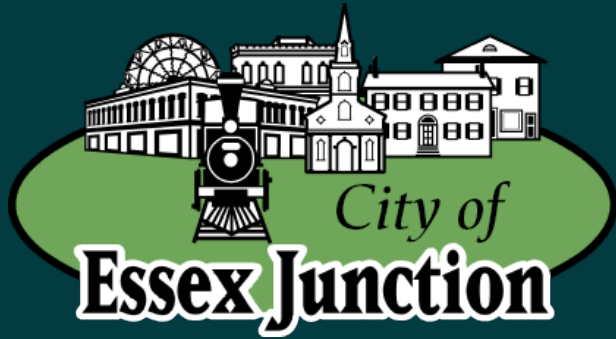
\$1,050-1,120 annual fee

Exempt Properties

- GlobalFoundries
 - › State of Vermont Permitting Rule (2019)
 - › Stormwater discharge permitted under 10VSA1263 (22-105 (a)(3))
 - › Stormwater goes directly to Winooski without contacting City infrastructure or right-of-way
- Parcels subject to develop Required Agriculture Practices (RAPs) by the State of Vermont
 - › Act 43 of 2023-clarified municipalities cannot assess stormwater fees on properties subject to RAPs
 - › 3 parcels in the City

Credit Manual

- **Credit** towards the stormwater fee assessed for a property will be available through an application process.
- Credit cannot exceed 50% of the stormwater fee assessed for a property
- Drafted credit categories focus on stormwater treatment practices, stormwater education, and stormwater permit compliance
- 2% reduction in revenue assumed from credits issued when setting the ERU rate



Thank you!

City's stormwater utility page

<https://www.essexjunction.org/departments/stormwater/stormwater-utility>

Contact: Chelsea Mandigo, Water Quality Superintendent – Chelsea@essexjunction.org
Mary Tchamkina - mtchamkina@raftelis.com

Memo

To: City Council

From: Christopher Yuen, Community Development Director

Meeting Date: August 28, 2024

Agenda Item: Department Head Conversation

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 Trustees. 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.)

- **Neighborhood Development Area Designation (NDA) expansion** - successfully petitioned to the State to extend the City's NDA designation along the Pearl Street corridor.
- **Development Review**- 77 zoning permits so far in 2024; 8 site plan and design review applications, expected to lead to the construction of up to 164 residential units + some downtown commercial space.
- **Rental Registry and Inspection Program proposal** - Initial proposal and broad public engagement effort to garner feedback from hundreds of owners, renters and citizen activists.
- **Enforcement Processes** – Implemented electronic recordkeeping for the enforcement of zoning regulations and certain ordinances. Health Officer records have recently been integrated into the same system.
- **Feedback to State Legislators** – Provided technical feedback to state legislators throughout the 2024 legislative session.
- **LDC Amendments**- Preparing next round of Land Development Code amendments, to address longstanding issues with the sign regulations content neutrality, to comply with new statutory requirements, and to further reduce barriers to housing creation.
- **Staffing the Bike Walk Advisory Committee (BWAC)** – To enable better coordination with the City's other land use and transportation planning efforts, the Community Development Department assumed the role of staffing the BWAC, previously under the EJRP.
- **New City Planner**- Filled a job opening for the City Planner Position this year.
- **Emerald Ash Borer Grant**- Supported the Public Works and the Tree Advisory Committee in successfully applying for \$18,000 in grant funding.

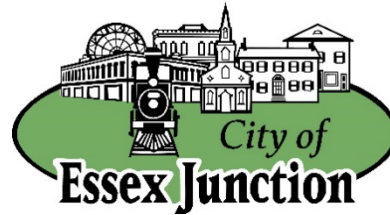
Six-Month Department Look Ahead (celebrations, accomplishments, mistakes, challenges, staff, volunteers, community members, partnerships, budgets, programs, initiatives, efforts, etc.)

- **Main Street Park**- After confirming direction with the City Council, we have resumed work on 1 Main Street pocket park. Revised, lower-cost design will begin construction in 2025.

- **Amtrak Station Renovation-** Applied for and received pre-award authority for the Federal Railway Administration in May, which allows the City to begin Preliminary Design and Engineering, Environmental Review, and work on other federal grant obligation requirements. RFQ for design services will be issued soon.
- **“Connect the Junction” Transit-Oriented Development Master Plan-** Current Conditions report is complete, project website is now live (connectthejunction.org), and the project team has begun executing the project’s Community Engagement Plan. Please save the date for the Community Design Charette – October 4th through 7th.
- **Pearl-Street Short-Term Multimodal Improvements-** A scoping study for short-term multimodal improvements along VT-15 (Pearl Street), between Susie Wilson Road and West Street Extension is programmed for the current fiscal year.

Anything you think the Council should know

- With the ongoing major planning processes and project delivery responsibilities listed above, there will likely be limited capacity for the department to take on additional new projects next year. I look forward to working through the annual workplan and budgeting process to balance and prioritize the most impactful initiatives for the residents and businesses in Essex Junction.



MEMORANDUM

To: City Council

From: Regina Mahony, City Manager

Meeting Date: August 28, 2024

Subject: Discussion Regarding City Committees

Issue: To have a general discussion about existing and future City Committees.

Discussion:

There have been a few stated reasons why the City Council wanted to have a general discussion regarding Committees:

1. Committee size – we've been faced with both not enough interest and too much interest on various committees. In the spring over the last two years the Council has adjusted the size of a committee appropriately based on the number of interested members. I see no reason why we can't continue to be nimble and adjust in this way. The budgets for stipends may be off slightly, but these are relatively minor dollar amounts and this should be workable.
2. Number of Committees – as referenced in the Project List presented to the Council with the Strategic Plan work, there is interest in a variety of new Committees. When thinking about adding more Committees it is worthwhile to assess the existing Committees to see if there is the possibility of removing others, or combining missions in some way because Committees require staff resources, and financial resources to get work done. We are committed to two new Committees in this fiscal year; it's worthwhile to consider the other existing committees before setting these up:
 - a. Recreation Advisory Council (also on this 8/28/24 agenda to get started) – While there may be some logical connection to the work the Bike Walk Advisory Committee is doing with recreation; they are also doing transportation and safety related work that is closely tied to work the Community Development Department is focused on. There are also specific projects on The List, that are a logical fit for the BWAC to work on including traffic calming and the sidewalk policy. Therefore, at this time, I think we should move forward with the Recreation Advisory Council without any adjustment to existing Committees.
 - b. Governance Committee required in the City Charter (this will be on an agenda in the coming month or so). As stated in the City Charter: "Within three years after the approval of this charter by the Legislature, the Council shall appoint a special commission to study governance considerations such as, but not limited to, form of government, election of officials at-large or through wards or districts, governing body composition, term of office, term limits, and councilor compensation." Because this is a very specific mission and not intended to be a long-standing Committee, I don't believe there are any existing Committees that we should consider merging or consolidating with this one.
3. Greater Collaboration between the Council and Committees – ultimately the Strategic Planning process will provide a method for greater coordination between the Committees and the Council. We also have the Committee's scheduled on the Council agendas for regular check-ins

(Tree Advisory Committee was in March, Bike Walk Advisory Committee was in May). The DRB is next up and scheduled on the 9/11/24 Council agenda. The remaining Committees will be scheduled every other month, and we will repeat this on an annual basis.

4. Feedback on potential new Committees – At the July 17, 2024 Council meeting the Project List was presented along with the Community Vision and Strategic Action Plan report. As a reminder, I have been collecting the ideas on this list from the Council and community members since I began in September 2022. This list also has larger committed projects on it to help bring some understanding of the current workload. However, this is by no means a complete list of all the current, committed work the City is doing. This list has sometimes been referred to as the “wouldn’t it be great list,” and it requires prioritization for Staff to know which of these efforts to move forward. To facilitate prioritization, Staff has categorized these projects into pillars and action items and assigned fiscal years for implementation. At the July meeting this list was simply introduced. **Given this general committee discussion, it might be a good time to get input from the Council on the potential new Committees as currently prioritized in The List.** These are copied here for your convenience:

Possible Future Policy Committees of the Council – The following is an excerpt of just the Committees from the Project List that was presented in the Council in July as part of the Strategic Planning work.

Project Ideas	Committed, Future or Remove (for now)	Fiscal Year	Who would lead effort (department or specific staff or committee – existing or new)	Strategic Plan Pillar - *priority (top 3)	Strategic Plan Action - *priority (top 3)
Housing Commission	Remove - charter set; couldn't recruit enough members, especially with the continued need to fill the Planning Commission and the DRB. The Planning Commission is taking on much of this work now.		Community Development Dept	*Pillar 1: Housing and Community Design	Action 1: Enhance the 'Neighborhood Feel'
Governance Committee	Committed - required by Charter to look at governance (Mayor, Wards, Neighborhood Assemblies, etc.), and/or ordinances more generally? Otherwise time limited and move on to Community Engagement or DEI next.	FY 25	New Committee, Manager or EJRP Director	*Pillar 2: Public Services and Facilities	*Action 6: Provide Responsible, Open and Transparent Government
Policy/Ordinance Committee	Future or Remove - Meet intentionally for 18 months to do a full review. 1 or 2 Councilors and other community volunteers	FY 26	New Committee, Community Development, Manager	*Pillar 2: Public Services and Facilities	*Action 6: Provide Responsible, Open and Transparent Government

Community Engagement Committee	Remove - This group could help facilitate neighborhood and living room conversations. But likely more effective to have specific project Steering Committees in place temporarily; and events could be more in line with the Downtown Committee.		New Committee, Communications Director	Pillar 6: Community Engagement and Decision Making	Action 17: Enhance Community Connectivity
DEI Committee	Remove - while this is a high priority of the Strategic Plan, ensuring DEI work as fundamental to all the other work we do, may likely be more effective. Also other Committee work (like the Downtown Committee) could be the arm for community relationship building rather than setting up a DEI committee for the purpose of always asking for feedback rather than establishing a 2 way relationship.		New Committee, Manager or Communications Director	*Pillar 2: Public Services and Facilities	*Action 6: Provide Responsible, Open and Transparent Government
Downtown or Economic Development Committee	Future - after TOD project, Amtrak and Main St Park project are complete or mostly underway; unless a volunteer effort wants to start sooner.	FY 27	New Committee, Communications Director or Community Development	*Pillar 3: Economic and Business Development	Action 9: Bring Businesses Together to Work Collaboratively
Recreation Advisory Committee	Committed	FY 25	New Committee, EJRP	*Pillar 2: Public Services and Facilities	Action 5: Address and Focus on Community Wellness
City Energy Committee	Remove - May be more efficient to keep energy under the Planning Commission and/or the Bike Walk Advisory Committee, and the Tree Advisory Committee as the latter two are taking actions that will address climate change and reduce energy use; and the PC is working on policies to address all the Pillar 5 actions		New Committee	Pillar 5: Environmental Stewardship	Action 14: Encourage Clean Energy and Efficiency Options

Building Improvements Committee	Future or Remove - There are a lot of building needs coming up; currently the Capital Review Committee doesn't look at buildings because the building projects have traditionally been more about maintenance and need making the public input aspect of the Committee based work less necessary. Though the projects we have coming up are much larger. The Capital Review Committee could play a role, or other Committees could play a role, or we could create a Committee for this purpose. We could also wait to see what the various consultant reports and services say we need: Rec, Fire Dept, PWs before deciding how best to move forward.	FY 26	New Committee, Buildings	*Pillar 2: Public Services and Facilities	*Action 6: Provide Responsible, Open and Transparent Government
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Existing Committees (for reference):

Specified in Charter and not subject to change: Planning Commission, Development Review Board, Board of Abatement, Board of Civil Authority and Library Board of Trustees

Policy Committees of Council: Bike/Walk Advisory Committee, Tree Advisory Committee, Capital Program Review Committee, Police Community Advisory Board, Tri-Town Sewer Committee, Housing Commission – *currently inactive*

Regional Organizations with City Representation: Chittenden County Communications Union District, Chittenden County Regional Planning Commission, Chittenden Solid Waste District, Green Mountain Transit, Town Meeting TV, Winooski Valley Parks District, Champlain Water District (elected representative), Tree Farm Management Group

Cost: N/A

Recommendation: No action needed. This agenda item is for discussion purposes only.

Memo

To: City Council
From: Brad Luck, Recreation & Parks Director
Meeting Date: August 28, 2024
Agenda Item: Information about EJRP

On the next pages is a summary of information about EJRP. Councilors have expressed an interest in learning more about EJRP and specifically, the Program Fund budget.

This information is background and will be presented, discussed, and opened to questions.

RECOMMENDED MOTION:

None.

Essex Junction Recreation & Parks (EJRP)

- Municipal recreation and parks department formed in 1970.
- In 1971, became a part of the Essex Junction School District.
- In 2018, returned to the municipality.

Summer 2024 Program Data

- 1,137 summer day camp participants
- 724 summer program youth & adult participants
- 542 swim lessons
- 433 pool passes
- 186 staff on summer payroll
- 92 community garden plots

General Fund (paid by taxpayers)

- Administration
 - 6 Full-Time employees
 - Older Adults
 - 1 Program Director (included above)
 - Contractors & supplies \$20,000
 - Contractors & supplies
 - Support for July 4th & Memorial Day Parade
- Parks and Facilities (including Buildings role for all of City)
 - 2 Full-Time Employees
 - Contractors, Supplies, Repairs & Maintenance, Gasoline
- Buildings
 - Park Street School
 - Maple Street
- Capital Budget
 - 1% of Grand List

Total General Fund Budget:

- Net (Revenues Minus Expenses): \$1,401,833
- 8 Full-Time Employees
- 92% of the EJRP General Fund is Salaries & Benefits
- EJRP Represents 12.6% of the Total City General Fund

Program (Enterprise) Fund (paid by user fees)

- Administration
 - Unemployment & Workers Comp for Program Fund employees
 - City Admin Fee
 - Brochures Design, Print & Mail
 - Travel & Conference for General Fund employees
 - RecTrac Program Software
 - Kofax & Questica
- Pool
 - Maple Street Swim Lessons, Pool Memberships, and Daily Fees
 - Staff, Supplies, Contractors, Equipment, Repairs & Maintenance
- Parks and Facilities
 - Park Patrol
 - Winter Lights
 - Travel & Conference for General Fund employees
- Recreation Programs
 - 1 Full-Time Employee

Programs:

- | | | |
|---------------------------------|---------------------------------|-------------------------------------|
| • Community Gardens | • Art Camps | • Tennis/Parent & Child Tennis Camp |
| • CPR classes | • Yoga Camp | • Pickleball Clinics |
| • Dog classes | • Halloween Hustle | • Soccer Sparks |
| • Driver’s Ed | • Pee-Wee/Jr Hornets Basketball | • STING Basketball |
| • Kindermusik | • Youth Basketball | • Swish Basketball |
| • 8 th Grade DC Trip | • LEtGO Your Mind Camp | • Over 30’s Basketball |
| • Wilderness First Aid | • Fall/Spring Running Series | • Men’s Basketball |
| • Yoga Classes | • Mountain Biking Camp | • Barcomb Basketball |
| • Volleyball Camp | | • Women’s Basketball |
| • Archery Camp | | • Track & Field Camp |
| • Cooking Camp | | • Circus Camp |
| • Baseball Camp | | |
| • Basketball Camp | | |

Community Events:

- | | | |
|-------------------------|-----------------------------|-------------------------|
| • July 4 th | • Essex Has Talent | • Movie Nights |
| • Construction Junction | • Giving Tree | • Summer Concert Series |
| • Dog Days at the Pool | • Letters to the North Pole | |
| • Egg Hunt | • Pumpkin Palooza | |

- After School Care
 - Rec Kids Afterschool Program, Vacation Camps
 - 12 Full-Time Employees; 4 at 100%, 8 @ 75%
- Preschool
 - 3 Classrooms – ages 2-3 room, 3-4 room, 4-5 room
 - 7 Full-Time Employees
- Summer Day Camps
 - Camp Maple Street, Camp Discovery, Camp REACH (2), Camp STAR
 - 8 Full-Time Employees @ 25%
- Total Program Fund Budget:
 - \$3,832,937
 - 20 full-time employees

Ways Program Fund has been used to support new initiatives:

- Park Street School renovations, playground upgrades and expansion, new classroom and preschool slots for 2-3 year olds
- People counters at Maple Street Park
- New benches and trash receptacles (forthcoming) at Maple Street Park
- Guard room renovations at Maple Street Pool

Utilizing an enterprise fund for recreation enables the community to operate a self-supported service. This approach allows for the collection of program revenues to cover the necessary expenses. Users of programs bear the brunt of the costs and nonusers do not have to involuntarily contribute via the tax levy. It reduces or eliminates the argument of a taxpayer who objects to paying for quality-of-life services. Citizens get to make choices about accessing services or not. The recreation department is able to generate and use surplus revenues to reinvest in programs, community events, staffing to support programs and events, supplies, equipment, and infrastructure. Enterprise funding presents opportunities to be entrepreneurial, nimble, and flexible in the creation and implementation of recreation services. The recreation department can introduce community program wants and needs as they emerge, adding programs or enhancing programming according to interest. Current General Fund budgeting occurs 10 months before a new fiscal year starts and 22 months before some programs would need to have been anticipated. A lot can happen in that time that could change interest and availability for programming. With an Enterprise Fund, new programs can be added and operated – sometimes at a loss, with an appreciation that occasionally it is necessary to take a loss in order to start or grow something. Given that the department is offering recreational and

educational programs to the public, these options are a part of the marketplace. The market space EJP operates in does not have borders, which means nonresidents seeking programming that EJP is offering can choose to participate. The advantage for City residents is that:

- Programming opportunities are local. For busy parents or adults, offerings are close to home so that inordinate amounts of time are not spent traveling back and forth.
- Program rosters fill and thus classes can take place. Without non-resident participation there would likely not be enough interest for many programs to run. By attracting outside participants, EJP is able to offer more.
- They have an avenue for input. City residents can ask for new programming, choose whether or not to participate in programs, and have an avenue for voicing feedback and concerns. When the places residents shop are in neighboring communities or with private entities, the opportunity to influence and change things is different and less clear.

Capital Fund

- The EJRP Capital Replacement Reserve Fund originated in 2002.
- For the first 15 years, voters voted on a separate line item either at the school district annual meeting or by Australian ballot.
- The level of funding for 10 of the first 15 years was \$0.01 on the Village Grand List.
- The fund was supported with \$60,000 in its first year, before the penny for parks concept was introduced and continued for the next seven years. In FY10 the penny initiative failed. The annual amount approved for each of the next four years was \$75,000, before returning to the \$0.01 again in FY15.
- Since EJRP came back to the municipality in 2017 (FY18), the practice has continued of the \$0.01 on the Grand List. The amount is included in the tax rate and no longer voted on as a separate line item.

EJRP FY25 Budgets

GENERAL FUND	REVENUES	EXPENSES	NET
Admin	\$9,500	\$(796,603)	\$(787,103)
Parks and Facilities	\$1,500	\$(334,950)	\$(333,450)
Buildings - Park Street School		\$(31,050)	\$(31,050)
Buildings - Maple Street		\$(136,850)	\$(136,850)
Capital		\$(113,380)	\$(113,380)
TOTAL GENERAL FUND	\$11,000	\$(1,412,833)	\$(1,401,833)

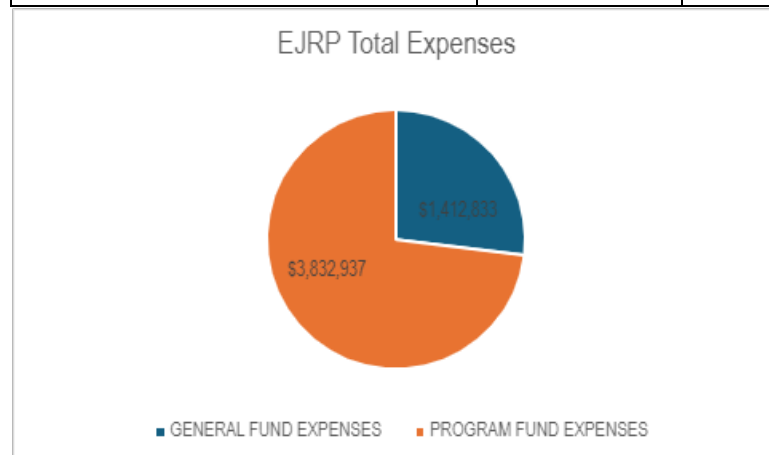
PROGRAM FUND	REVENUES	EXPENSES	NET
Admin	\$-	\$(150,295)	\$(150,295)
Pool	\$172,327	\$(165,459)	\$6,868
Parks	\$32,489	\$(36,974)	\$(4,485)
Programs	\$543,955	\$(626,079)	\$(82,124)
After School	\$1,671,432	\$(1,551,595)	\$119,837
Preschool	\$624,996	\$(627,757)	\$(2,761)
Summer Day Camp	\$689,296	\$(674,779)	\$14,517
TOTAL PROGRAM FUND	\$3,734,495	\$(3,832,937)	\$(98,442)

Note: ~\$73K of the \$98K negative net to the Program Fund budget for FY25 is due to late budget changes of moving cleaning fees from the General Fund for Park Street School and creating an admin fee to the City from the Program Fund

EJRP TOTAL BUDGET	\$3,745,495	\$(5,245,770)	\$(1,500,275)
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EJRP EXPENSES

GENERAL FUND EXPENSES	\$1,412,833	27%
PROGRAM FUND EXPENSES	\$3,832,937	73%
EJRP TOTAL EXPENSES	\$5,245,770	100%



Memo

To: City Council
From: Brad Luck, Recreation & Parks Director
Meeting Date: August 28, 2024
Agenda Item: Forming a Recreation Advisory Council

On the next page is a draft Purpose Statement of what a Recreation Advisory Council could look like.

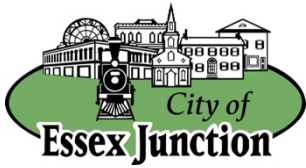
It is all draft and subject to Council edits, however, there are a few items highlighted with some outlined possible/suggested choices.

It is recommended that the Council review the draft Purpose Statement for the Recreation Advisory Council, suggest edits or for staff to research outstanding questions, and ultimately reach consensus and an affirmative vote on a final document so that we can begin to recruit members for appointments at upcoming meetings. Depending on when everything is finalized, it is possible that a first meeting could be held as soon as November. If the Council has a preferred “start no sooner than” date, please advise.

If consensus is reached on a final Purpose Statement tonight, the following is the recommended motion:

RECOMMENDED MOTION:

I move that we adopt the Essex Junction Recreation & Parks Recreation Advisory Council Purpose Statement with Council suggested edits.



Essex Junction Recreation & Parks

Recreation Advisory **Council/Committee/Commission/Board**



PURPOSE STATEMENT

Approved by City Council:

PURPOSE

The Recreation Advisory Council shall represent the best interests of the City and its residents by serving in an advisory capacity to Essex Junction Recreation & Parks (EJRP) in the development, maintenance, and stewardship of a comprehensive system of parks and recreation services.

FOCUS

The Recreation Advisory Council shall serve as the liaison between the community of Essex Junction and EJRP, and will review, recommend, and influence aspects of EJRP; including, but not limited to: programs, park and facility needs, and strategic, capital, and financial planning.

Recreation Advisory Council members will assist at recreation related community events and seek to involve other community volunteers.

The Recreation Advisory Council shall communicate directly to the City Council on issues of importance and provide at least one annual update to the Council.

MEMBERSHIP

The City Council will appoint the members of the Recreation Advisory Council. The Recreation Advisory Council shall consist of **5 OR 6 OR 7 OR 8 OR 9** voting members, including the following: **4 OR 5 OR 6 OR 7 OR 8** adult (age 18 or older) community representatives and **1 OR 2** youth (age 13-17) representatives. Age determination shall be based on the member's age as of July 1, at the start of their appointment.

The term of the adult members shall be for **2 OR 3** years. The terms shall be staggered. The term of the youth member shall be for **1 OR 2** years. Terms shall begin on **July 1** and terminate on **June 30** of the year the term expires.

OFFICERS

Officers of the Recreation Advisory Council shall be a Chairperson, Vice Chairperson, and Secretary. No two offices may be held by the same person. The officers shall be chosen at the July meeting by the Council, or as soon as possible thereafter, and shall serve for a term of one year. Officers shall hold office until their successor has been selected. The Chairperson shall preside at meetings of the Recreation Advisory Council and represent the Recreation Advisory Council at public meetings. The Vice Chairperson shall fill in the duties for the Chairperson in their absence. The Secretary shall keep a record of the meetings in the form of minutes.

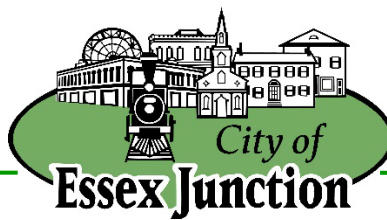
VOTING

Each member shall be entitled to one vote. Approval of any matter requires an affirmative vote from at least X [50% of total plus 1 if even number; 50% rounded up to the next whole number if odd number] members, provided a quorum of X [50% of total plus 1 if even number; 50% rounded up to the next whole number if odd number] voting members are attending for the vote.

MEETINGS OF MEMBERS

The Recreation Advisory Council shall meet bimonthly, with at least five meetings annually. Additional meetings may be scheduled by affirmative vote of the Recreation Advisory Council.

All Recreation Advisory Council meetings, votes, and actions shall follow the laws of the State of Vermont. The Recreation Advisory Council is an advisory body.



MEMORANDUM

To: Essex Junction City Council
From: Regina Mahony, City Manager
Meeting Date: August 28, 2024
Subject: Executive session for a contract

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

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

Cost: N/A at this time

Recommendation:

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

Motion #1

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

Motion #2

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

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**CITY OF ESSEX JUNCTION
CITY COUNCIL
REGULAR MEETING
MINUTES OF MEETING
August 14, 2024**

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

ADMINISTRATION: Regina Mahony, City Manager; Ashley Snellenberger, Communications and Strategic Initiatives Director.

OTHERS PRESENT: Clayton Clark, Laura Coriell, Jeffrey Cronin, Logan Dye, Steven Eustis, Christine Gaynor-Patterson, Cristin Gildea, Rick Hamlin, Michael Herbert, Joseph Leavitt, Genevieve Melle, Tim Shea, Dennis Thibeault, 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 noted that Consent Agenda item #6d should read "Tyler Drive", not "Taylor Drive". She also noted that under Consent Agenda item #6b, Dollar Plus Treasure's tobacco license was pending police department approval, and that they have now received that approval.

3. **APPROVE AGENDA**

None needed.

4. **PUBLIC TO BE HEARD**

a. Comments from public on items not on the agenda

Steven Eustis spoke about a property on South Street not mowing grass along its sidewalks, which has made it difficult to navigate the sidewalk and also raises concerns about coming into contact with ticks. He said that with the spread of the Emerald Ash Borer beetle, the City has decided to replace the ash trees in the public right-of-way. He suggested that the City mail letters to property-owners who have ash trees on their properties to notify them that they should take the trees down (because many property-owners assume that the City will take all ash trees down, even those that are not in the public right-of-way). He also said that on West Street near the church there are a number of dead trees and some are overhanging the road, and expressed concern that these could pose a danger to pedestrians or cars.

Genevieve Melle expressed opposition to the Champlain Valley Expo paying for its new grandstand by having a concert every other week to increase revenue. She expressed concern about the quality-of-life issues in the City, given the potential effects of the Crescent Connector, and now potentially additional noise issues with increased concert frequency. She raised concerns about equity, given that the residents who would be affected by increased Champlain Valley Expo noise would be those in apartment buildings along Pearl Street. She expressed disappointment with the direction the City is taking in its development.

Christine Gaynor-Patterson said there is some confusion around the sign ordinance and enforcement of it, especially in the context of elections. She said some candidates are following the ordinance, while others are not, and expressed concerns about the fairness of this. She suggested the City clarify the ordinance in preparation for the general election in November. She also expressed concern about waiving the noise

ordinance for Champlain Valley Expo, and challenged the City to ensure that its goals and ordinances align with its purported identity as a walkable, inclusive community.

5. **BUSINESS ITEMS**

a. Discussion and Consideration of Appointment of Cristin Gildea to the Chittenden County Regional Planning Commission (CCRPC)

Ms. Gildea began by noting that she is strongly interested in representing the City of Essex Junction on the CCRPC and interested in collaborating with neighboring towns in the region on collective issues, such as housing, climate change, Act 250 revisions, and other common issues. She spoke about her work on the Development Review Board and said that also sitting on the CCRPC would be a good linkage. She said that she would also report back out to the City Council on CCRPC activities on a regular basis. Councilor Haney spoke about her experience on the CCRPC and said she is glad to transition this role to someone who is equally interested in these issues, Councilor Certa said he thinks Ms. Gildea would be a good fit for the CCRPC.

City Council President Chawla made a motion, seconded by Councilor Haney, that the City Council appoint Cristin Gildea to the remaining term on the Chittenden County Regional Planning Commission (CCRPC), which expires in June 2025. The motion passed 5-0.

b. Presentation on the Crescent Connector Tutorial

Resident Engineer Rick Hamlin gave a presentation on the traffic movement changes that will occur once the Crescent Connector is completed (which will be in the next month). He began by noting that this project originated in 2011 with preliminary study and concepts. He noted that the project contained two phases, the first of which was a reconstruction of all railroad crossings in the City limits, and the second of which realigns and changes the traffic pattern to pedestrianize Main Street and reroute its traffic onto the Crescent Connector, which would in turn create a standard four-way intersection at Five Corners. He spoke about a new parking area at part of the Connector that will include EV charging stations, bike boxes, a bike rack, and new downtown core parking that will replace some of the parking lost on Park Street. He also noted dedicated bike lanes on both sides of the Crescent Connector and sidewalks. He noted a new left-turn lane at the Maple Street/Railroad Street intersection. He said this allows for a bicycle lane on Maple Street to extend to the Five Corners. He noted that the Railroad Street configuration will remain largely unchanged, though it has been widened. He noted new lighting throughout the project. He noted that the project is slated for completion in the middle of September, once the roads are paved, striped, and the traffic signals come online.

Councilor Haney confirmed that the Crescent Connector's road is called Railroad Street. She asked if left turns are permitted from Maple Street to Park Street at Five Corners, and Mr. Hamlin replied that no, left turns will not be permitted at the Five Corners intersection from Maple to Park Street, and someone can only go straight or turn right. Councilor Haney asked how the public will be educated about the traffic flow change. City Manager Mahony noted that this discussion is the kickoff to the public engagement, and that staff are also preparing a press release to help start to educate the public.

Councilor Thibeault asked when the 30-day trial period for the traffic signals will begin, and Mr. Hamlin replied that it will begin once the roads are paved and striped and directional signals are installed. He noted that no work to impair traffic in the City's right-of-way will occur during the week of the fair.

Councilor Certa asked what signage will be posted to demonstrate that there is no left turn permitted from Maple Street onto Park Street at Five Corners. Mr. Hamlin replied that the signage will be similar to that on Main Street, and there will be directional arrows on Route 2A before the Maple Street intersection. Councilor Certa asked how this information will be conveyed to Waze and Google Maps. Mr. Hamlin replied that this will be communicated to map technology through the Police Department, and they are currently working on it. Councilor Certa asked if there will be a barrier or fence between the Lincoln Inn and the new Crescent Connector parking lot, and Mr. Hamlin replied that there will be a new six-foot fence from Park Street to Maple and Maple Street to Main Street, to separate the public from railroad operations.

108
109 Mr. Hamlin noted that as part of the project there was a Corrective Action Plan due to contaminated soils
110 near the railroad tracks, and said that there is a draft ordinance that will need to be adopted to warn future
111 potential developers and others of these contaminated soils in the future. He noted that the soils have been
112 capped with an orange barrier. He also noted that they will be completing the cleanup of the site and squaring
113 away final aesthetic details as the project winds down.
114

115 c. Presentation and Discussion of Global Foundries Electric Battery Storage Project (Essex VT BESS)
116 City Manager Mahony began by noting that approval of this project will go through the State's Public Utilities
117 Commission (PUC), though the City Council and Planning Commission have the opportunity to provide
118 comments to the PUC on this proposal. She noted that the Planning Commission heard a presentation of
119 this project already, and that the project applicant has been in touch with the Fire Department as well.
120

121 Michael Herbert began by providing an overview of Lightshift Energy, which would be the owner and operator
122 of a battery storage facility at GlobalFoundries. He said that they are seeking a Certificate of Public Good for
123 a battery energy storage system (BESS) to reduce GlobalFoundries' energy consumption during peak times
124 and provide broader clean energy and electric reliability benefits to the region. He said that this will reduce
125 operating costs at GlobalFoundries, provide a source of clean power capacity and support grid reliability,
126 offer benefits to the transmission system by reducing power flows at peak times, and support renewable
127 energy goals and integrate solar power. He noted that additionally, they will use locally-based suppliers and
128 labor, as well as create state and municipal tax revenue. He described the location of the BESS site on the
129 GlobalFoundries campus. He said the site would contain a small access drive, 12 battery containers and 5
130 transformer/inverter containers. He noted that the site was selected to minimize the aesthetic impact, and
131 that visibility of the infrastructure is limited to locations north of the site. He said that the system will emit
132 about 60 decibels of noise at the source and about 30 decibels at the property boundary, based on a noise
133 analysis conducted as part of the application. City Council President Chawla said he is curious about the
134 impact of this level of noise to the apartment buildings that face this unit. Mr. Herbert replied that they could
135 share the noise analysis. Councilor Certa asked about safety considerations given to this site and any details
136 on Fire Department training conducted. Mr. Leavitt spoke about extensive engagement with the Essex
137 Junction Fire Department, including familiarization, compilation of the detailed design specifications, and a
138 comprehensive hazard mitigation analysis through a third party, which are all reviewed with the Fire
139 Department to ensure mutual understanding. He said that in parallel, Lightshift is also working on a detailed
140 emergency response plan. He noted that they have designed the site to be contained to a small area. He
141 said that when they near site completion, they will conduct on-site training with the Fire Department and
142 support additional training through the life of the project. He said that the costs for this are borne by Lightshift.
143

144 d. Presentation and Discussion of Green Mountain Transit's Funding Gap
145 Clayton Clark, GMT General Manager, presented an update on GMT's financial gap for FY2025 and FY2026
146 between revenue and expenses. He spoke about potential service reductions, though he noted that the
147 situation continues to be fluid through the next legislative session and that these potential service reductions
148 are worst case scenario. He said that they continue to try to identify other revenue sources and non-service
149 expenses to cut. He said that over the past 5 years, the cost for operating public transit has grown much
150 higher than the revenue used to pay for it, given increased labor costs and shortages. He also noted the
151 sunset of federal funding and lack of additional support from the legislature. He said that in FY26, they
152 will have exhausted their reserve funds and will have a \$3 million gap between revenue and expenses, which
153 would require a reduction of 30% in urban service. He said that they will issue a draft plan for service
154 reductions on August 27, 2024, though they will continue to work to identify funding sources and take public
155 input at public hearings on this draft plan. He said they also plan to field a survey to town managers and
156 legislative bodies to gather feedback as well. He said they will solicit feedback through September and work
157 to refine the draft reduction plan in October. He said that GMT must present a financial sustainability plan to
158 the legislature in mid-November, which will be informed by the service reduction plan. He said that they would
159 implement service reductions in two phases, one in February for FY25 and the second in June for the
160 beginning of FY26.

161
162 Councilor Certa noted that GMT’s statute gives them the authority to request a special assessment, and that
163 not requesting a special assessment to address the funding gap was identified by legislators as a reason
164 they were opposed to providing additional funds to GMT. He asked if this is a general comment about the
165 legislature or if there are specific legislators that have made this comment, because special assessments
166 require unanimous approval by municipal members. City Council President Chawla asked if members of the
167 House/Senate transportation committees are being invited to the public hearings. Councilor Haney said she
168 interpreted the special assessment statement as the legislature being unwilling to provide additional funds
169 until GMT exercises a special assessment and obtains additional funds, and then the legislature would
170 provide further funds. She also noted that CCRPC has gone out of their way to make connections and
171 ensuring robust public participation in the planning process with marginalized and vulnerable populations,
172 which would likely be the most impacted by these service reductions. She suggested that GMT connect with
173 CCRPC to include these communities in their engagement. Mr. Clark replied that he is well connected with
174 CCRPC and sits on its Equity Advisory Council, and will work with them to spread the word about
175 engagement. He clarified that the Chair of the House Transportation Committee brought up a concern from
176 the legislature that GMT did not seek additional funding through its urban municipal members through its
177 statutory special assessment authority prior to seeking funding through the State. He confirmed that they
178 would need a unanimous vote from urban municipal members to have a special assessment, and said he
179 did not know if this is possible, though they will go through the special assessment process. He noted that
180 they obtained \$630,000 in one-time funds from the legislature in FY25, and he will recommend that the
181 special assessment match that one-time funding. He noted that they will finalize the special assessment ask
182 for municipal members in October. He further noted that one-time funds from a special assessment will be
183 helpful in delaying some service reductions but will not solve the bigger systems issues at play, though he
184 thinks the delay in service reductions will be helpful. He said that once more rural transit systems hit their
185 fiscal cliffs in the next year, the legislature will be likely to have more of an appetite for putting funding toward
186 public transit at the State level. He noted that urban municipalities are contributing far more funding toward
187 public transit than rural municipalities, both in absolute and per capita dollars. He noted that the entire
188 Chittenden County delegation is invited to the service reduction public hearings.

189
190 Mr. Clark then spoke about potential assessment reform for GMT. He noted that GMT’s current assessment
191 system was established in 2008 and municipalities at the time were focused on predictability for public transit
192 costs, which led to an assessment methodology that would increase by a certain rate each year. He said that
193 this methodology doesn’t capture service line additions or reductions, and doesn’t allow for providing the best
194 service to municipalities. He said he would like to reform the assessment methodology to allow for a more
195 dynamic suite of offerings to municipalities and to address some of the underlying issues related to funding.

196
197 Councilor Certa asked how the reinstatement of fares has impacted ridership levels. Mr. Clark replied that
198 ridership tends to drop in the summertime (in tandem with when they last reinstated fares), but that they have
199 not seen as much of an impact as anticipated. He noted that they are meeting their revenue targets, which
200 could help close the funding gap. He also noted that while the system was fare free they saw an increase in
201 the number of behavioral issues and no-trespass orders they had to issue, and that those numbers have
202 dropped with the reinstatement of fares (and said that he has mixed feelings about this).

203
204 City Council President Chawla expressed an interest in working on the assessment reforms, given the key
205 role that GMT plays in the urban transit system.

206
207 The following public comments were received:

- 208 • Christine Gaynor-Patterson expressed concern about the potential 30% reduction in GMT services,
209 and asked the City to think about how it would compensate for this potential lack of infrastructure,
210 given its push to becoming a more walkable, multimodal, dense urban area. City Council President
211 Chawla agreed and acknowledged these issues and the frustration around them.
- 212
213 e. Discussion and Consideration of Champlain Valley Expo Sound Waivers and Concerts

214 Councillor Haney recused herself from the discussion, due to a conflict of interest.
215

216 City Manager Mahony noted that this was previously discussed at the Council's June 26th meeting and that
217 Mr. Shea provided responses to the Council's questions raised during that meeting. She also noted that at
218 the June meeting the Council asked staff to analyze what level of public participation should be used for this
219 decision under the Spectrum of Public Participation framework, and that staff have determined that the level
220 of engagement should be the "Consult" level, which aims to obtain public feedback on analysis, alternatives,
221 opportunities, solutions, pros, and cons.
222

223 City Council President Chawla asked if there is a way to drop the decibel level limit overall and whether CVE
224 would be willing to look at ways to limit and focus sound through different speaker configurations. Tim Shea,
225 Executive Director of the Champlain Valley Expo, replied that they would be willing to explore decibel
226 reduction, but reiterated that bands will choose the venue, not vice versa, so they may be passed over by
227 bands that do not want that strict of a decibel limit. He said that they have talked to a sound engineer, but
228 one challenge is that most of the analysis is hypothetical. He said that they can look into reconfiguring the
229 speakers. He said that they will also have someone go into surrounding neighborhoods during some of the
230 shows at the Fair to measure sound levels, though he cautioned that the Fair generates a notable amount of
231 noise in addition to sound from music shows. Councillor Certa asked if CVE has looked into sound mitigation
232 technology such as echo barriers. City Council President Chawla asked an overarching question of how far
233 CVE is willing to go to implement sound mitigation to the extent that they no longer rely on sound waivers
234 except for the very largest of shows. He also asked how short of an agreement term CVE would be willing to
235 explore, to give both parties the opportunity to explore what works and what doesn't in terms of waivers and
236 sound mitigation. Mr. Shea replied that they are willing to invest whatever is economically feasible to mitigate
237 as much sound as possible. He said that in terms of an agreement term length, he said it would be difficult
238 to justify an agreement that is shorter than ten years, given the investments needed for infrastructure
239 upgrades. City Manager Mahony asked if it would be possible to do four or five grandstand only concerts
240 next year to test out the sound mitigation and then move forward. Mr. Shea replied that the grandstand is still
241 structurally sound but not in the best condition, so it may be difficult to charge a high enough ticket price to
242 entice people to come.
243

244 Councillors discussed next steps in terms of public engagement on this issue, saying that they will likely
245 discuss this over the course of the next several City Council meetings. Director Snellenberger spoke about
246 assigning this issue the public engagement level of "Consult", given that this is not a City project but rather
247 an ask from an external vendor. She noted a number of strategies for obtaining feedback (stakeholder
248 interviews, focus groups, surveys, public comment during meetings, comments from social media, and email
249 correspondence to the City Manager and City Council), saying that the easiest strategy to pursue here may
250 be to field a survey to the public, or explore a public hearing on the topic. She said that they could use
251 Microsoft Forms as a survey tool.
252

253 Councillor Certa agreed with the approach of using surveys, but expressed concern that a survey will not
254 elicit responses from people who have not already given their feedback. He said that they have had two
255 meetings on this topic with strong participation and have had emails from constituents, and asked about the
256 value-add of fielding a survey with the potential to only receive responses from the members of the
257 community who have already engaged. City Council President Chawla also expressed concern that they
258 aren't able to verify from a survey whether someone is a resident of the City. He noted that the emails they
259 have received represent a good cross-section of the City, and suggested posting a call for more public
260 comment prior to the next meeting. Councillor Miller agreed that they have engaged with the public and
261 received quite a bit of feedback already. Councillor Certa added that one sector they may not have heard
262 enough feedback from is businessowners in the Junction, and Councillors agreed to try and solicit more input
263 individually from businessowners in the next two weeks.
264

265 The following public comments were received:

- Resa asked how CVE was given the information that was noted tonight (emails, questions, comments from constituents), and City Manager Mahony replied that CVE requested it and it was provided by the City. Resa said that the City needs to assess the value-add of any revised agreement or waivers to Essex Junction.
- Christine Gaynor-Patterson asked how CVE obtains sound ordinance waivers, and how those waivers can be revoked or reassessed. She also echoed Resa’s question about the value-add to Essex Junction of any revised agreements or waivers for CVE.

f. Discussion of Essex Junction’s Participation in VLCT Welcoming and Engaging Communities Program
City Manager Mahony noted that representatives from Essex Junction (herself, City Council President Chawla, and HR Director Dwyer) participated in the 2023-2024 cohort of VLCT’s Welcoming and Engaging Communities Program. She said that this allowed representatives from different municipalities to come together and discuss topics like equality, diversity, data analytics, inclusion, and belonging and specific challenges for municipalities around each of these. She said one component of the program was a survey fielded to City staff and committee members to determine how welcomed they feel living and working in the community. She said that the City’s score on this survey indicates that it has some work to do to become a more welcoming and engaging place to work. She said that City staff will analyze the data further to try and identify areas for improvement, with the longer-term goal of engaging with employees to figure out what the issues are. Councilor Certa said that if the data isn’t broken out department-by-department, it will be difficult to figure out where the feedback is coming from and how to address needs. City Council President Chawla acknowledged the significant amount of change the City has sustained over the last number of years, and would guess that some of the survey responses are due to this. He said that the City needs to begin this work internally, and suggested also making adjustments to how policies and ordinances are developed, and how decisions are made to be more inclusive and give staff a better experience. Councilor Certa said it is important to emphasize that the feedback was received and that incremental improvements will be made based on that feedback, which will lead to more engagement.

g. *Discussion and Consideration of an Executive Session to discuss a Contract
See item #9a below.

h. **Discussion and Consideration of an Executive Session to discuss Personnel

6. **CONSENT ITEMS**

- a. Approve Meeting Minutes: July 17, 2024
- b. Acting as Liquor Control Commission: Liquor and Tobacco License Approvals
- c. Approval of Maple Street Playground RFP Award
- d. Approval of Block Party Tyler Drive 8/18/24
- e. Approval of EHS Bonfire Request

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

7. **COUNCILOR COMMENTS & CITY MANAGER REPORT:**

City Manager Mahony thanked the Fire Department for its work last Friday to clear downed trees during the windstorm. She noted that the Crescent Connector project is nearing completion, and thanked the public for their patience during construction. She noted that there is a staff memo in the reading file on the “Connect the Junction” project (also known as the Transit-Oriented Development project), which examines the portions of the City with robust bus service and thinking through housing and business needs and development in this area. She noted a community charette process October 6 – 8 and welcomed community engagement. She also noted the City’s membership in CATMA to try and help staff members use non-car transportation. Councilor Certa thanked staff for their collective work during the windstorm last Friday to ensure that people had what they needed. Councilor Miller thanked Public Works for restriping roadways and crosswalks,

318 especially because they have to do those activities at night. He also said that tonight is his 20th wedding
319 anniversary and wished his wife a happy anniversary.
320

321 8. **READING FILE**

- 322 a. Check Warrant #24049 7/12/2024; #24050 7/26/2024; #24051 8/9/2024
323 b. July Financial Report and Memo
324 c. Connect the Junction Project
325 d. Community Resource Brochure
326 e. Lead Service Line Update Memo from MSK
327 f. CATMA Membership
328 g. Regional Boards and Committees Minutes Memo
329 h. BWAC Minutes 7/15/24
330 i. CRC Minutes 7/2/2024
331 j. PC Minutes 7/3/24 and 8/1/24
332

333 9. **EXECUTIVE SESSION**

- 334 a. *An Executive Session may be needed to discuss a Contract
335

336 **Councilor Certa made a motion, seconded by City Council President Chawla, that the City Council**
337 **make the specific finding that premature disclosure of the contractual matters would place the city**
338 **at a substantial disadvantage and that the City Council enter into executive session to discuss a**
339 **contract, pursuant to 1 V.S.A. § 313(a)(1)(A) to include the City Council and City Manager. The motion**
340 **passed 5-0 at 9:45 P.M.**
341

342 **City Council President Chawla made a motion, seconded by Councilor Certa, to exit executive**
343 **session. The motion passed 5-0 at 10:40 P.M.**
344

345 **City Council President Chawla made a motion, seconded by Councilor Haney, that the City Council**
346 **authorize the City Manager to execute a contract with the Essex Junction Employee Association for**
347 **2024-2027. The motion passed 5-0.**
348

- 349 b. **An Executive Session may be needed to discuss Personnel
350

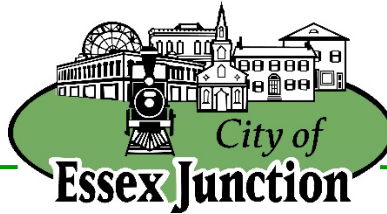
351 **Councilor Certa made a motion, seconded by City Council President Chawla, that the City Council**
352 **enter into executive session to discuss a personnel evaluation, pursuant to 1 V.S.A. § 313(a)(3) to**
353 **include the City Council and City Manager. The motion passed 5-0 at 9:45 P.M.**
354

355 **City Council President Chawla made a motion, seconded by Councilor Certa, to exit executive**
356 **session. The motion passed 5-0 at 10:40 P.M.**
357

358 10. **ADJOURN**
359

360 **City Council President Chawla made a motion, seconded by Councilor Certa, to adjourn the meeting.**
361 **The motion passed 5-0 at 10:41 P.M.**
362

363 Respectfully Submitted,
364 Amy Coonradt



August 28, 2024

To Whom It May Concern,

On behalf of the Essex Junction City Council, I am writing to support the City Manager, Regina Mahony's, application to the Local Government Institute.

[The Local Government Institute](#) was developed to help municipal and local government managers and assistant managers gain the essential skills to lead their teams and support their communities. The program is a partnership of UVM Professional and Continuing Education (PACE), the Vermont League of Cities and Towns (VLCT), and the Vermont Town and City Management Association (VTCMA).

Regina Mahony has been the City Manager for Essex Junction for approximately two years; and is well suited for this program. Regina Mahony is a dedicated Manager and looking for continuing education to further her skillset. Regina is looking forward to this eight-course certificate program taught by experienced municipal managers and local government experts.

Further, we greatly appreciate the generous grant from UVM's Leahy Institute for Rural Partnerships, to make this program free to participants.

Please let me know if you need anything further.

Sincerely,

Raj Chawla
City Council President

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
05290	07/30/24	ADVANCE AUTO PARTS ENG CLNR BRIGHT SUPPLIES 455242122888	210-5-40-12-610.000 General Supplies	65.45	53288	08/23/24
05290	08/06/24	ADVANCE AUTO PARTS Glass Cleaner and Towel 455242195044	210-5-40-12-610.000 General Supplies	57.90	53288	08/23/24
05290	08/12/24	ADVANCE AUTO PARTS ACRY ENML 2X FLT BLK 1 E 552422550609	210-5-40-12-610.000 General Supplies	77.30	53288	08/23/24
05290	08/15/24	ADVANCE AUTO PARTS LIC LIGHT MINI-CHM 1 EA 6 552422850717	210-5-40-12-610.000 General Supplies	10.98	53288	08/23/24
28555	08/07/24	ALLEGIANCE TRUCKS FLEETRITE DEF, 2.5 GALLON 12203198201	210-5-40-12-626.000 Gasoline	65.94	53290	08/23/24
19815	08/16/24	AMAZON CAPITAL SERVICES BL A LOT AUG24 1GC41F3VC419	210-5-35-10-640.201 Adult Collection	83.88	53292	08/23/24
19815	08/10/24	AMAZON CAPITAL SERVICES BL ABooks AUG24 1NNWJC1KHF66	210-5-35-10-640.201 Adult Collection	24.56	53292	08/23/24
19815	08/12/24	AMAZON CAPITAL SERVICES BL ABooksReplBks AUG24 1YJ9MYT74VJ3	210-5-90-00-640.201 Adult Collection replacem	56.99	53292	08/23/24
19815	08/12/24	AMAZON CAPITAL SERVICES BL ABooksReplBks AUG24 1YJ9MYT74VJ3	210-5-35-10-640.201 Adult Collection	80.74	53292	08/23/24
31770	08/09/24	BARRETT TRUCKING CO. INC TRANSPORT 2 SIDEWALK plow 141867	210-5-40-12-430.000 R&M Vehicles & Equipment	990.00	53294	08/23/24
80061	07/19/24	BASSICK, LINDA BL CMusic Prog JUL24 0011	210-5-35-10-840.202 Childrens Programs	200.00	53295	08/23/24
00530	07/08/24	BRODART CO BL ABooks JUL24 B6817167	210-5-35-10-610.000 General Supplies	1.01	53300	08/23/24
00530	07/08/24	BRODART CO BL ABooks JUL24 B6817167	210-5-35-10-640.201 Adult Collection	16.20	53300	08/23/24
00530	07/11/24	BRODART CO BL FNDTN Books JUL24 B6819591	210-5-90-00-991.000 Library Donation Expense	56.83	53300	08/23/24
00530	07/11/24	BRODART CO BL FNDTN Books JUL24 B6819591	210-5-35-10-610.000 General Supplies	4.04	53300	08/23/24
00530	07/23/24	BRODART CO BL JBooks JUL24 B6826493	210-5-35-10-610.000 General Supplies	1.01	53300	08/23/24
00530	07/23/24	BRODART CO BL JBooks JUL24 B6826493	210-5-35-10-640.202 Juvenile Collection	13.49	53300	08/23/24
00530	07/23/24	BRODART CO BL JBooks JUL24 B6826575	210-5-35-10-610.000 General Supplies	4.04	53300	08/23/24
00530	07/23/24	BRODART CO BL JBooks JUL24 B6826575	210-5-35-10-640.202 Juvenile Collection	45.86	53300	08/23/24
00530	07/24/24	BRODART CO BL JBooks JUL24 B6827234	210-5-35-10-610.000 General Supplies	9.09	53300	08/23/24
00530	07/24/24	BRODART CO BL JBooks JUL24 B6827234	210-5-35-10-640.202 Juvenile Collection	157.76	53300	08/23/24
00530	07/25/24	BRODART CO BL JBooks JUL24 B6828137	210-5-35-10-640.202 Juvenile Collection	57.38	53300	08/23/24
00530	07/25/24	BRODART CO BL JBooks JUL24 B6828137	210-5-35-10-610.000 General Supplies	4.04	53300	08/23/24
00530	07/29/24	BRODART CO BL JBooks JUL24 B6830525	210-5-35-10-640.202 Juvenile Collection	55.17	53300	08/23/24
00530	07/29/24	BRODART CO BL JBooks JUL24 B6830525	210-5-35-10-610.000 General Supplies	3.03	53300	08/23/24

Vendor	Invoice Date	Invoice Description	Invoice Number	Account	Amount Paid	Check Number	Check Date
00530	07/29/24	BL JBooks JUL24	B6830635	210-5-35-10-640.202 Juvenile Collection	15.66	53300	08/23/24
00530	07/29/24	BL JBooks JUL24	B6830635	210-5-35-10-610.000 General Supplies	2.02	53300	08/23/24
16030	08/05/24	Annual Lamp post check Fa	38958	210-5-40-12-610.200 Streetlight Supplies	2110.60	53301	08/23/24
22670	08/16/24	EJRP Credit Card July/Aug	65080824	210-5-17-10-850.000 Community Events and Cele	4.99	53302	08/23/24
22670	08/16/24	EJRP Credit Card July/Aug	65080824	210-5-30-10-500.000 Training, Conf, Dues	357.54	53302	08/23/24
22670	08/16/24	EJRP Credit Card July/Aug	65080824	210-5-41-20-755.000 Furniture and Fixtures	-130.00	53302	08/23/24
22670	08/16/24	EJRP Credit Card July/Aug	65080824	210-5-30-12-500.000 Training, Conf, Dues	140.00	53302	08/23/24
30100	08/15/24	COBRA Aug 24	319746	210-5-10-10-330.000 Professional Services	42.50	53308	08/23/24
04940	08/03/24	Cable TV	Xfinity0824	210-5-25-10-530.000 Communications	21.43	53309	08/23/24
25515	08/02/24	Ladder Testing	1779	210-5-25-10-430.000 R&M Vehicles & Equipment	490.56	53310	08/23/24
38280	08/16/24	2 Linc Bottled Water Augu	177222770824	210-5-41-20-610.000 General Supplies	27.98	53312	08/23/24
35260	08/12/24	uniforms with logo	08122451	210-5-40-12-612.000 Uniforms	159.50	53316	08/23/24
35260	12/26/23	uniform for Dan Verway	12212340	210-5-40-12-612.000 Uniforms	250.00	53316	08/23/24
38955	08/02/24	Galvanized cap	86758041	210-5-40-12-610.000 General Supplies	15.76	53321	08/23/24
23000	08/02/24	SHUR-PAC	002300023011	210-5-40-12-605.000 Summer Construction Suppl	186.83	53322	08/23/24
80021	08/07/24	General Supplies AD 08072	111105031907	210-5-10-10-610.000 General Supplies	282.00	53324	08/23/24
80021	08/07/24	General Supplies AD 08072	111309319049	210-5-10-10-610.000 General Supplies	17.08	53324	08/23/24
80021	07/12/24	General Supplies AD 07122	111446676027	210-5-10-10-610.000 General Supplies	54.98	53324	08/23/24
80021	08/01/24	GOCO Aug 24	139986	210-5-10-10-505.000 Tech. Subs, Licenses	731.78	53324	08/23/24
80021	07/25/24	2 Lincoln Supplies	1716263	210-5-10-10-610.000 General Supplies	35.99	53324	08/23/24
80021	07/28/24	Acrobat Pro annual licens	2829733946	210-5-14-10-505.000 Tech. Subs, Licenses	3742.44	53324	08/23/24
80021	07/19/24	Power Strips for Temporar	4237062	210-5-10-10-610.000 General Supplies	41.97	53324	08/23/24
80021	08/01/24	Admin timesheets July	433851	210-5-13-10-505.000 Tech. Subs, Licenses	280.00	53324	08/23/24
80021	08/08/24	Brownell time tracking Ju	434292	210-5-13-10-505.000 Tech. Subs, Licenses	180.00	53324	08/23/24
80021	07/15/24	2 Linc IT Equip for Temp	8117019	210-5-41-20-610.000 General Supplies	248.82	53324	08/23/24

Vendor	Invoice Date	Invoice Description	Invoice Number	Account	Amount Paid	Check Number	Check Date
80021	07/29/24	PW Job Ad 7-24	95433109	210-5-10-10-540.000 Advertising	502.05	53324	08/23/24
80021	07/31/24	PW Job Ad 73124	96104288	210-5-10-10-540.000 Advertising	141.13	53324	08/23/24
80021	08/12/24	PW Job Ad 824	96329518	210-5-10-10-540.000 Advertising	536.15	53324	08/23/24
80021	07/24/24	BL Supplies JUL24	DECALS072424	210-5-35-10-610.000 General Supplies	212.96	53324	08/23/24
80021	07/16/24	BL Grant-JuvFNDDN JUL24	HOMEDPOT071	210-5-90-00-991.000 Library Donation Expense	64.76	53324	08/23/24
80021	07/16/24	BL Grant-JuvFNDDN JUL24	HOMEDPOT071	210-5-35-10-895.000 State and Other Grant Exp	333.24	53324	08/23/24
80021	07/16/24	BL JProg (FNDDN)	INVENT071624	210-5-90-00-991.000 Library Donation Expense	223.55	53324	08/23/24
80021	07/15/24	Owl Audio/Video	Q-21609	210-5-14-10-735.000 Tech Hardware, Software,	1347.00	53324	08/23/24
21845	08/19/24	BL Assorted JUL-AUG24	0017 0824	210-5-90-00-991.000 Library Donation Expense	20.95	53326	08/23/24
21845	08/19/24	BL Assorted JUL-AUG24	0017 0824	210-5-35-10-840.202 Childrens Programs	162.21	53326	08/23/24
21845	08/19/24	BL Assorted JUL-AUG24	0017 0824	210-5-35-10-505.000 Tech. Subs, Licenses	138.82	53326	08/23/24
21845	08/19/24	BL Assorted JUL-AUG24	0017 0824	210-5-35-10-560.000 Postage	29.20	53326	08/23/24
21845	08/19/24	BL Assorted JUL-AUG24	0017 0824	210-5-35-10-610.000 General Supplies	24.43	53326	08/23/24
21845	08/19/24	BL Assorted JUL-AUG24	0017 0824	210-5-35-10-840.201 Adult Programs	4.99	53326	08/23/24
21845	08/19/24	BL Assorted JUL-AUG24	0017 0824	210-5-35-10-500.000 Training, Conf, Dues	51.75	53326	08/23/24
21835	06/21/24	Jackets	830507553	210-5-25-10-612.000 Uniforms	774.26	53327	08/23/24
25410	08/19/24	Election, certification,	141241	210-5-12-10-500.000 Training Conf Dues	125.00	53328	08/23/24
25410	08/19/24	Election, certification,	141241	210-5-12-10-820.000 Elections	157.16	53328	08/23/24
25410	08/19/24	Election, certification,	141241	210-5-12-10-560.000 Postage	10.40	53328	08/23/24
34895	08/01/24	West Street Trash Remova	1809198	210-5-40-12-425.000 Trash Removal	45.00	53330	08/23/24
34895	08/14/24	RECYCLE WOOD EAB	1812855	210-5-40-12-890.834 Emerald Ash Borer	345.00	53330	08/23/24
04035	08/08/24	RAKE, STONE/ ROAD AND SHO	130797	210-5-40-12-610.000 General Supplies	345.94	53332	08/23/24
07010	08/09/24	Solar Accounts 7/8/24-8/8	080924D	210-5-41-20-622.000 Electricity	143.74	53335	08/23/24
07010	08/09/24	Solar Accounts 7/8/24-8/8	080924D	210-5-41-22-622.000 Electricity	143.74	53335	08/23/24
07010	08/09/24	Solar Accounts 7/8/24-8/8	080924D	210-5-41-23-622.000 Electricity	66.34	53335	08/23/24

Vendor	Invoice Date	Invoice Description	Invoice Number	Account	Amount Paid	Check Number	Check Date
07010	08/09/24	Solar Accounts 7/8/24-8/8	080924D	210-5-41-21-622.000 Electricity	678.48	53335	08/23/24
07010	08/09/24	Solar Accounts 7/8/24-8/8	080924D	210-5-40-12-622.000 Electricity	47.24	53335	08/23/24
07010	08/09/24	Solar Accounts 7/8/24-8/8	080924D	210-5-40-12-622.000 Electricity	237.10	53335	08/23/24
07010	08/09/24	MSP Power August	082475MAPLE	210-5-41-26-622.000 Electricity	2857.63	53336	08/23/24
07010	08/09/24	MSP Power August	082475MAPLE2	210-5-41-26-622.000 Electricity	55.91	53337	08/23/24
07010	08/13/24	Non-Solar Accounts 7/12/2	81324NS	210-5-40-12-622.000 Electricity	761.07	53338	08/23/24
07010	08/13/24	Non-Solar Accounts 7/12/2	81324NS	210-5-40-12-622.200 Streetlight Electricity	12258.58	53338	08/23/24
33495	08/15/24	BL ABooks AUG24	83206995	210-5-35-10-640.201 Adult Collection	350.92	53339	08/23/24
33495	08/15/24	BL ABooks AUG24	83206995	210-5-90-00-640.201 Adult Collection replacem	16.76	53339	08/23/24
33495	08/15/24	BL ABooks AUG24	83215021	210-5-35-10-640.201 Adult Collection	339.74	53339	08/23/24
80087	08/11/24	Copier Lease August 2024	535792394	210-5-40-12-442.000 Rental Vehicles/Equip	70.40	53342	08/23/24
80087	08/11/24	Copier Lease August 2024	535792394	210-5-10-10-442.000 Rental Vehicles/Equip	165.54	53342	08/23/24
80087	08/11/24	Copier Lease August 2024	535792394	210-5-30-10-442.000 Rental Vehicles/Equip	149.40	53342	08/23/24
80087	08/11/24	Copier Lease August 2024	535792394	210-5-35-10-442.000 Rental Vehicles/Equip	328.00	53342	08/23/24
V10462	07/31/24	July legal	July 2024	210-5-40-13-330.000 Professional Services	22.50	53348	08/23/24
V10462	07/31/24	July legal	July 2024	210-5-10-10-320.000 Legal Services	1012.50	53348	08/23/24
V10462	07/31/24	July legal	July 2024	210-5-10-10-320.000 Legal Services	150.50	53348	08/23/24
V10462	07/31/24	July legal	July 2024	210-5-16-10-320.000 Legal Services	45.00	53348	08/23/24
01175	08/14/24	BL EJRP Progrm AUG24	19924	210-5-35-10-895.000 State and Other Grant Exp	300.00	53350	08/23/24
24960	08/15/24	Dental Sep 2024	082124 6197	210-5-40-13-210.000 Group Insurance	23.81	53351	08/23/24
24960	08/15/24	Dental Sep 2024	082124 6197	210-5-35-10-210.000 Group Insurance	466.30	53351	08/23/24
24960	08/15/24	Dental Sep 2024	082124 6197	210-5-13-10-210.000 Group Insurance	382.50	53351	08/23/24
24960	08/15/24	Dental Sep 2024	082124 6197	210-5-40-12-210.000 Group Insurance	475.71	53351	08/23/24
24960	08/15/24	Dental Sep 2024	082124 6197	210-5-16-10-210.000 Group Insurance	147.89	53351	08/23/24
24960	08/15/24	Dental Sep 2024	082124 6197	210-5-10-10-210.000 Group Insurance	488.93	53351	08/23/24

Vendor	Invoice Date	Invoice Description	Invoice Number	Account	Amount Paid	Check Number	Check Date
24960	08/15/24	NORTHEAST DELTA DENTAL	Dental Sep 2024 082124 6197	210-5-30-12-210.000 Group Insurance	110.02	53351	08/23/24
24960	08/15/24	NORTHEAST DELTA DENTAL	Dental Sep 2024 082124 6197	210-5-30-10-210.000 Group Insurance	863.37	53351	08/23/24
44745	08/01/24	NORTHEASTERN SECURITY	BL Alarms 8.1.24-7.31.25 1000976	210-5-41-21-400.000 Contracted Services	350.00	53352	08/23/24
23420	08/19/24	P & P SEPTIC SERVICE INC.	MSP Portolets August T628287	210-5-30-12-330.000 Professional Services	330.00	53354	08/23/24
V9862	08/12/24	PERCY RENTALS, SALES & SE	SPK, BLADE NOTCHED 20.5 () 41037	210-5-40-12-430.000 R&M Vehicles & Equipment	241.36	53356	08/23/24
V10554	08/12/24	PHOENIX BOOKS BURLINGTON	BL ABooks AUG24 0001232727	210-5-35-10-640.201 Adult Collection	39.16	53359	08/23/24
V10554	08/15/24	PHOENIX BOOKS BURLINGTON	BL ABooks AUG 24 1234286	210-5-35-10-640.201 Adult Collection	36.75	53359	08/23/24
25140	08/02/24	PIKE INDUSTRIES INC	Asphalt 1288581	210-5-40-12-605.000 Summer Construction Suppl	452.96	53360	08/23/24
25140	08/09/24	PIKE INDUSTRIES INC	Asphalt 1289791	210-5-40-12-605.000 Summer Construction Suppl	307.04	53360	08/23/24
37430	07/17/24	R R CHARLEBOIS INC	AAR485 Truck #6 repair RC86366	210-5-40-12-430.000 R&M Vehicles & Equipment	902.08	53361	08/23/24
80069	08/14/24	RAFTELLIS FINANCIAL CONSU	Prof Services 7/1-31/2424 35134	210-5-40-13-330.000 Professional Services	24565.00	53362	08/23/24
18010	06/12/24	REYNOLDS & SON, INC.	Helmets 3441150A	210-5-25-10-612.000 Uniforms	556.01	53363	08/23/24
05280	08/19/24	S & D LANDSCAPES LLC	2 Brookside lawn repair 240478	210-5-40-13-575.000 Storm Sewer Maintenance	8072.54	53366	08/23/24
03180	08/14/24	SAFETY SYSTEMS OF VT LLC	Verkada Camera Renewal 5878	210-5-41-26-400.000 Contracted Services	1002.96	53367	08/23/24
17505	08/13/24	SAND HILL SOLAR LLC KSI I	7/8/24-8/8/24 2688824	210-5-41-23-622.000 Electricity	431.89	53368	08/23/24
17505	08/13/24	SAND HILL SOLAR LLC KSI I	7/8/24-8/8/24 2688824	210-5-41-26-622.000 Electricity	3382.72	53368	08/23/24
17505	08/13/24	SAND HILL SOLAR LLC KSI I	7/8/24-8/8/24 2688824	210-5-41-21-622.000 Electricity	1386.47	53368	08/23/24
17505	08/13/24	SAND HILL SOLAR LLC KSI I	7/8/24-8/8/24 2688824	210-5-41-20-622.000 Electricity	657.25	53368	08/23/24
17505	08/13/24	SAND HILL SOLAR LLC KSI I	7/8/24-8/8/24 2688824	210-5-40-12-622.000 Electricity	278.41	53368	08/23/24
17505	08/13/24	SAND HILL SOLAR LLC KSI I	7/8/24-8/8/24 2688824	210-5-41-22-622.000 Electricity	657.24	53368	08/23/24
17505	08/13/24	SAND HILL SOLAR LLC KSI I	7/8/24-8/8/24 2688824	210-5-40-12-622.000 Electricity	204.63	53368	08/23/24
00275	08/09/24	SB SIGNS INC	Election signs 31004	210-5-12-10-610.000 General Supplies	140.00	53369	08/23/24
09105	08/13/24	SECURE SHRED	EJRP Shred Service August 465139	210-5-30-10-330.000 Professional Services	24.00	53371	08/23/24
09105	08/13/24	SECURE SHRED	2 Linc Shred svc 465144	210-5-12-10-610.000 General Supplies	24.00	53371	08/23/24
29835	08/01/24	SHERWIN-WILLIAMS	Admin Building Paint Supp 16997	210-5-30-12-610.000 General Supplies	21.42	53372	08/23/24

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
29835	08/05/24	SHERWIN-WILLIAMS MSP Paint Supplies 18936	210-5-30-12-610.000 General Supplies	150.50	53372	08/23/24
29835	08/08/24	SHERWIN-WILLIAMS ACETONE-5-SW 21039	210-5-40-12-572.000 Traffic Control	134.36	53372	08/23/24
23855	08/08/24	SOUTHWORTH-MILTON, INC. PWR02082 Repair loader 2218250A	210-5-40-12-430.000 R&M Vehicles & Equipment	449.46	53374	08/23/24
05590	08/12/24	STONE ENVIRONMENTAL INC 5/01-6/30/24 Monitoring 16753	210-5-40-13-510.000 Permit, License, Registra	363.35	53376	08/23/24
05590	08/15/24	STONE ENVIRONMENTAL INC 07/01-31/24 Monitoring 16769	210-5-40-13-510.000 Permit, License, Registra	360.00	53376	08/23/24
24535	07/25/24	STRYKER MEDICAL AED Batteries 9206782173	210-5-25-10-611.000 Small Tools and Equipment	1970.25	53377	08/23/24
23395	08/08/24	VILLAGE HARDWARE - WILLIS 3/16"x50' Poly Rope 518755	210-5-40-13-570.000 Other Purchased Services	7.88	53386	08/23/24
23395	08/09/24	VILLAGE HARDWARE - WILLIS 7-3/4" BRSH/ Thread Hole 518762	210-5-40-12-610.000 General Supplies	20.88	53386	08/23/24
21230	08/19/24	VISION SERVICE PLAN (CT) Vision Sep 2024 821116151	210-5-40-12-210.000 Group Insurance	88.63	53387	08/23/24
21230	08/19/24	VISION SERVICE PLAN (CT) Vision Sep 2024 821116151	210-5-40-13-210.000 Group Insurance	4.63	53387	08/23/24
21230	08/19/24	VISION SERVICE PLAN (CT) Vision Sep 2024 821116151	210-5-10-10-210.000 Group Insurance	87.97	53387	08/23/24
21230	08/19/24	VISION SERVICE PLAN (CT) Vision Sep 2024 821116151	210-5-13-10-210.000 Group Insurance	73.95	53387	08/23/24
21230	08/19/24	VISION SERVICE PLAN (CT) Vision Sep 2024 821116151	210-5-35-10-210.000 Group Insurance	96.20	53387	08/23/24
21230	08/19/24	VISION SERVICE PLAN (CT) Vision Sep 2024 821116151	210-5-16-10-210.000 Group Insurance	33.36	53387	08/23/24
21230	08/19/24	VISION SERVICE PLAN (CT) Vision Sep 2024 821116151	210-5-30-10-210.000 Group Insurance	150.78	53387	08/23/24
21230	08/19/24	VISION SERVICE PLAN (CT) Vision Sep 2024 821116151	210-5-30-12-210.000 Group Insurance	23.69	53387	08/23/24
V2371	08/20/24	VMCTA Fall Conf Reg 1636	210-5-12-10-500.000 Training Conf Dues	175.00	53388	08/23/24
28470	08/16/24	VMERS DB 110800 Payroll Transfer PR-08/16/24	210-2-00-00-210.004 Retirement Payable	18322.95	53389	08/23/24
80130	08/16/24	VMERS DC 110800 Payroll Transfer PR-08/16/24	210-2-00-00-210.004 Retirement Payable	2646.39	53390	08/23/24
07565	08/02/24	W B MASON CO INC MSP Toilet Tissue 248208436	210-5-30-12-610.000 General Supplies	82.58	53392	08/23/24
07565	08/02/24	W B MASON CO INC MSP Maint Supplies 248219264	210-5-30-12-610.000 General Supplies	134.98	53392	08/23/24
07565	08/07/24	W B MASON CO INC Toilet Tissue 248296165	210-5-30-12-610.000 General Supplies	82.58	53392	08/23/24
07565	08/09/24	W B MASON CO INC MSP Trash Bags 248368808	210-5-30-12-610.000 General Supplies	559.96	53392	08/23/24
07565	08/12/24	W B MASON CO INC Fire Dept. Supplies 248399687	210-5-25-10-610.000 General Supplies	193.96	53392	08/23/24
07565	08/16/24	W B MASON CO INC Office Supplies 248518349	210-5-30-10-610.000 General Supplies	48.98	53392	08/23/24

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
40855	CIGNA HEALTH AND LIFE INS	08/13/24	Health Aug 2024 081324 7728	210-5-30-10-210.000 Group Insurance	13593.13 E	823243	08/23/24
40855	CIGNA HEALTH AND LIFE INS	08/13/24	Health Aug 2024 081324 7728	210-5-10-10-210.000 Group Insurance	9038.93 E	823243	08/23/24
40855	CIGNA HEALTH AND LIFE INS	08/13/24	Health Aug 2024 081324 7728	210-5-30-12-210.000 Group Insurance	2482.62 E	823243	08/23/24
40855	CIGNA HEALTH AND LIFE INS	08/13/24	Health Aug 2024 081324 7728	210-2-00-00-210.006 Health Ins. Copay	2485.29 E	823243	08/23/24
40855	CIGNA HEALTH AND LIFE INS	08/13/24	Health Aug 2024 081324 7728	210-5-40-12-210.000 Group Insurance	8551.00 E	823243	08/23/24
40855	CIGNA HEALTH AND LIFE INS	08/13/24	Health Aug 2024 081324 7728	210-5-13-10-210.000 Group Insurance	800.85 E	823243	08/23/24
40855	CIGNA HEALTH AND LIFE INS	08/13/24	Health Aug 2024 081324 7728	210-5-40-13-210.000 Group Insurance	554.98 E	823243	08/23/24
40855	CIGNA HEALTH AND LIFE INS	08/13/24	Health Aug 2024 081324 7728	210-5-16-10-210.000 Group Insurance	1601.70 E	823243	08/23/24
40855	CIGNA HEALTH AND LIFE INS	08/13/24	Health Aug 2024 081324 7728	210-5-35-10-210.000 Group Insurance	8924.11 E	823243	08/23/24
80041	FUTURE IQ INC	08/14/24	Stratgic Plan 4/4 591	224-5-00-00-330.000 Professional Services	10625.00	53329	08/23/24
25715	DONALD L. HAMLIN CONSULT	08/07/24	Crescent Connector Phase 22822 080724	230-5-16-10-890.824 Cres. Connector	35455.83	53313	08/23/24
03280	ENGINEERS CONSTRUCTION IN	07/31/24	Crescent Connect Phase 2 7687	230-5-16-10-890.824 Cres. Connector	638597.78	53319	08/23/24
V10462	MONAGHAN SAFAR DUCHAM PL	07/31/24	July legal July 2024	230-5-16-10-890.824 Cres. Connector	897.00	53348	08/23/24
80077	BREADLOAF CONSTRUCTION CO	08/20/24	2 Linc Reno 7/2024 23708-1	232-5-41-20-890.832 2 Lincoln Street Renovati	73580.92	53299	08/23/24
39425	SCOTT & PARTNERS INC	08/13/24	21-1457 2 Lincoln Renovat 5377	232-5-41-20-890.832 2 Lincoln Street Renovati	1840.00	53370	08/23/24
07010	GREEN MOUNTAIN POWER CORP	08/13/24	Non-Solar Accounts 7/12/2 81324NS	254-5-54-20-622.000 Electricity	96.17	53338	08/23/24
24960	NORTHEAST DELTA DENTAL	08/15/24	Dental Sep 2024 082124 6197	254-5-54-20-210.000 Group Insurance	197.17	53351	08/23/24
21230	VISION SERVICE PLAN (CT)	08/19/24	Vision Sep 2024 821116151	254-5-54-20-210.000 Group Insurance	36.83	53387	08/23/24
40855	CIGNA HEALTH AND LIFE INS	08/13/24	Health Aug 2024 081324 7728	254-5-54-20-210.000 Group Insurance	3548.32 E	823243	08/23/24
42625	ALDRICH & ELLIOTT PC	08/01/24	10 year eval prof service 82380	255-5-55-70-730.003 10 Year Engineer Evaluati	2390.00	53289	08/23/24
14685	ALLIANCE GROUP SERV LLC	07/31/24	REPAIR: Remco Chiller - g 074571	255-5-55-30-435.000 COGEN	732.50	53291	08/23/24
11375	CASELLA WASTE MANAGEMENT	08/01/24	RECYCLE July 2024 3597763	255-5-55-30-421.000 Grit Disposal	1260.81	53304	08/23/24
V9533	CCP INDUSTRIES	08/09/24	FLANNEL, RECLAIMED 50# SW 05073183	255-5-55-30-610.000 General Supplies	152.04	53305	08/23/24
06870	ENDYNE INC	08/09/24	Essex Jct. WWTF TKN Only 499285	255-5-55-30-340.000 Technical Services	35.00	53318	08/23/24
06870	ENDYNE INC	08/13/24	August Eff metals 2024 499539	255-5-55-30-340.000 Technical Services	50.00	53318	08/23/24

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
06870	08/15/24	Essex Jct. WWTF TKN Only	255-5-55-30-340.000	35.00	53318	08/23/24
		499918	Technical Services			
38955	08/02/24	pipe for new caustic line	255-5-55-30-570.000	111.54	53321	08/23/24
		86740204	Other Purchased Services			
38955	08/13/24	PIPE 1/2x400' BLK PE4710	255-5-55-30-570.000	111.54	53321	08/23/24
		86870488	Other Purchased Services			
04640	08/12/24	Oxygen GasSensor PCT	255-5-55-30-570.000	2197.30	53323	08/23/24
		330869	Other Purchased Services			
80029	08/09/24	2024 ALCOM 7.4X18 ENCLOSE	255-5-55-70-722.008	12725.00	53341	08/23/24
		408090002091	Vt Phos Challenge PePhlo			
80087	08/11/24	Copier Lease August 2024	255-5-55-30-442.000	158.45	53342	08/23/24
		535792394	Rental Vehicles/Equip			
V10462	07/31/24	July legal	255-5-55-30-320.000	247.50	53348	08/23/24
		July 2024	Legal Services			
24960	08/15/24	Dental Sep 2024	255-5-55-30-210.000	382.84	53351	08/23/24
		082124 6197	Group Insurance			
19325	07/31/24	Outdoor Wireless AP Servi	255-5-55-30-340.000	520.00	53353	08/23/24
		23732	Technical Services			
80146	07/31/24	Repair headworks auger	255-5-55-30-570.000	510.00	53382	08/23/24
		1087830	Other Purchased Services			
43260	08/09/24	WINDSOCK KIT	255-5-55-30-610.000	107.93	53384	08/23/24
		181650927	General Supplies			
43260	08/15/24	Credit Freight	255-5-55-30-610.000	-31.75	53384	08/23/24
		181912603	General Supplies			
43260	08/13/24	Extension ladder 24'	255-5-55-30-610.000	544.45	53384	08/23/24
		19511717	General Supplies			
21230	08/19/24	Vision Sep 2024	255-5-55-30-210.000	80.74	53387	08/23/24
		821116151	Group Insurance			
40855	08/13/24	Health Aug 2024	255-5-55-30-210.000	6310.96	823243	08/23/24
		081324 7728	Group Insurance			
07010	08/09/24	Solar Accounts 7/8/24-8/8	256-5-56-40-434.001	351.15	53335	08/23/24
		080924D	Susie Wilson PS Costs			
07010	08/09/24	Solar Accounts 7/8/24-8/8	256-5-56-40-434.002	90.42	53335	08/23/24
		080924D	West Street PS Costs			
07010	08/09/24	Solar Accounts 7/8/24-8/8	256-5-56-40-622.000	117.64	53335	08/23/24
		080924D	Electricity			
07010	08/13/24	Non-Solar Accounts 7/12/2	256-5-56-40-622.000	546.07	53338	08/23/24
		81324NS	Electricity			
12235	08/02/24	ROW FY24 8951	256-5-56-40-441.000	1787.78	53349	08/23/24
		215013	Rental Land/Buildings			
24960	08/15/24	Dental Sep 2024	256-5-56-40-210.000	177.99	53351	08/23/24
		082124 6197	Group Insurance			
17505	08/13/24	7/8/24-8/8/24	256-5-56-40-622.000	871.14	53368	08/23/24
		2688824	Electricity			
17505	08/13/24	7/8/24-8/8/24	256-5-56-40-434.002	782.27	53368	08/23/24
		2688824	West Street PS Costs			
17505	08/13/24	7/8/24-8/8/24	256-5-56-40-434.001	613.71	53368	08/23/24
		2688824	Susie Wilson PS Costs			
21230	08/19/24	Vision Sep 2024	256-5-56-40-210.000	34.71	53387	08/23/24
		821116151	Group Insurance			

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
40855	08/13/24	CIGNA HEALTH AND LIFE INS Health Aug 2024 081324 7728	256-5-56-40-210.000 Group Insurance	2305.37 E	823243	08/23/24
05290	08/13/24	ADVANCE AUTO PARTS Pool Slide Steps 455242265	259-5-30-11-431.000 R&M Buildings & Grounds	86.74	53288	08/23/24
19815	08/17/24	AMAZON CAPITAL SERVICES Preschool Supplies 11YC7XNWHM4T	259-5-30-16-610.000 General Supplies	37.49	53292	08/23/24
19815	08/12/24	AMAZON CAPITAL SERVICES CMS Supplies 14414WGV31CL	259-5-30-17-610.000 General Supplies	70.69	53292	08/23/24
19815	08/10/24	AMAZON CAPITAL SERVICES CMS Supplies 16JN7HXGGM7P	259-5-30-17-610.000 General Supplies	31.98	53292	08/23/24
19815	07/13/24	AMAZON CAPITAL SERVICES Preschool Supplies 19NRWCXCLT6H	259-5-30-16-610.000 General Supplies	1612.46	53292	08/23/24
19815	08/10/24	AMAZON CAPITAL SERVICES REACH EES Supplies 1CVL971WJ6LW	259-5-30-17-610.000 General Supplies	10.91	53292	08/23/24
19815	08/10/24	AMAZON CAPITAL SERVICES CMS Art Supplies 1KKJPCPMJJVF	259-5-30-17-610.000 General Supplies	11.79	53292	08/23/24
19815	08/14/24	AMAZON CAPITAL SERVICES CMS Supplies 1QD7OYWT3LMQ	259-5-30-17-610.000 General Supplies	212.14	53292	08/23/24
19815	08/17/24	AMAZON CAPITAL SERVICES CMS Supplies 1QJLMP4HHX9L	259-5-30-17-610.000 General Supplies	18.65	53292	08/23/24
19815	08/15/24	AMAZON CAPITAL SERVICES Preschool Supplies 1V93WXCRCLL6	259-5-30-16-610.000 General Supplies	31.99	53292	08/23/24
19815	08/18/24	AMAZON CAPITAL SERVICES Preschool Supplies 1XWP1MD7MXXD	259-5-30-16-610.000 General Supplies	552.81	53292	08/23/24
19815	08/09/24	AMAZON CAPITAL SERVICES 14K9QYF79GR4 REACH EES Su	259-5-30-17-610.000 General Supplies	89.96	53292	08/23/24
25275	06/02/24	BMI Music License FY25 53698618	259-5-30-14-330.000 Professional Services	435.00	53296	08/23/24
41280	08/13/24	BOUCHARD-PIERCE Preschool Refrigerator 8612629	259-5-30-16-610.000 General Supplies	899.00	53297	08/23/24
25370	08/16/24	BOUNCE AROUND VT LLC Discovery 8/16 081624D	259-5-30-17-330.000 Professional Services	1289.00	53298	08/23/24
25370	08/13/24	BOUNCE AROUND VT LLC Reach Fleming 8/16 10378	259-5-30-17-330.000 Professional Services	759.00	53298	08/23/24
22670	08/16/24	CAPITAL ONE CREDIT CARD - EJRP Credit Card July/Aug 65080824	259-5-30-17-610.000 General Supplies	2385.49	53302	08/23/24
22670	08/16/24	CAPITAL ONE CREDIT CARD - EJRP Credit Card July/Aug 65080824	259-5-30-11-431.000 R&M Buildings & Grounds	759.96	53302	08/23/24
22670	08/16/24	CAPITAL ONE CREDIT CARD - EJRP Credit Card July/Aug 65080824	259-5-30-17-330.000 Professional Services	2736.81	53302	08/23/24
22670	08/16/24	CAPITAL ONE CREDIT CARD - EJRP Credit Card July/Aug 65080824	259-5-30-14-610.000 General Supplies	5982.10	53302	08/23/24
22670	08/16/24	CAPITAL ONE CREDIT CARD - EJRP Credit Card July/Aug 65080824	259-5-30-15-530.000 Communications	904.25	53302	08/23/24
22670	08/16/24	CAPITAL ONE CREDIT CARD - EJRP Credit Card July/Aug 65080824	259-5-30-14-330.000 Professional Services	45.00	53302	08/23/24
22670	08/16/24	CAPITAL ONE CREDIT CARD - EJRP Credit Card July/Aug 65080824	259-5-30-11-610.000 General Supplies	95.69	53302	08/23/24
22670	08/16/24	CAPITAL ONE CREDIT CARD - EJRP Credit Card July/Aug 65080824	259-5-30-16-610.000 General Supplies	266.91	53302	08/23/24

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Check Warrant Report # 24052 Current Prior Next FY Invoices For Fund (GENERAL FUND)

CDeLibac

For Check Acct 01(GENERAL FUND) All check #s 08/23/24 To 08/23/24

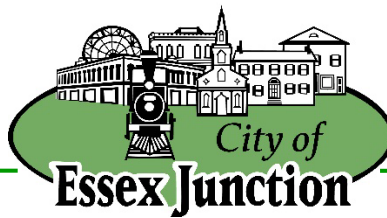
Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
22670	CAPITAL ONE CREDIT CARD -	08/16/24	EJRP Credit Card July/Aug 65080824	259-5-30-12-610.000 General Supplies	104.81	53302	08/23/24
22670	CAPITAL ONE CREDIT CARD -	08/16/24	EJRP Credit Card July/Aug 65080824	259-5-30-10-505.000 Tech. Subs, Licenses	437.41	53302	08/23/24
22670	CAPITAL ONE CREDIT CARD -	08/16/24	EJRP Credit Card July/Aug 65080824	259-5-30-11-610.000 General Supplies	12.83	53302	08/23/24
80025	CARROLL TAMMY	11/16/23	Carroll Program Refund 175273	259-4-30-14-020.311 Youth Programs	125.00	53303	08/23/24
06185	CHAMPLAIN VALLEY EXPOSITI	08/13/24	July 4th Event 081324D	259-5-30-14-330.000 Professional Services	5767.08	53306	08/23/24
17895	CLEAN NEST	08/02/24	Park Street Floor Work 15308	259-5-30-16-420.000 Cleaning Services	215.00	53307	08/23/24
17895	CLEAN NEST	08/07/24	Park St Carpet Cleaning 15309	259-5-30-16-420.000 Cleaning Services	155.00	53307	08/23/24
31545	COSTCO #314	08/07/24	Summer Staff Party 080724D	259-5-30-17-610.000 General Supplies	297.16	53311	08/23/24
20120	DURGIN & CROWELL LUMBER C	08/06/24	Preschool Playground 20245800	259-5-30-16-610.000 General Supplies	2250.00	53314	08/23/24
29970	EAST COAST ICE	08/15/24	Reach Supplies 8/15 081524D	259-5-30-17-610.000 General Supplies	480.00	53315	08/23/24
80105	ECO-COUNTER CORP	07/05/24	Park Counter Software Upg C010033	259-5-30-12-610.000 General Supplies	1080.00	53317	08/23/24
04330	EWSD CHILD NUTRITION	08/06/24	Summer Camp Meals 3205	259-5-30-17-610.000 General Supplies	21626.25	53320	08/23/24
20195	GET AIR	07/17/24	Discovery 7/17 no tax 2638452	259-5-30-17-330.000 Professional Services	693.00	53331	08/23/24
20195	GET AIR	08/09/24	Camp STAR 8/9 2649427	259-5-30-17-330.000 Professional Services	944.00	53331	08/23/24
04035	GOT THAT RENTAL & SALES I	08/08/24	Preschool Playground Work 130370	259-5-30-16-330.000 Professional Services	965.00	53332	08/23/24
80018	GOYETTE LUKE	08/13/24	Baseball Camp 081324D	259-5-30-14-330.000 Professional Services	2280.00	53333	08/23/24
80025	GRATTON, ERIC	08/13/24	Swim Lesson Refund-Gratto 192786	259-4-30-11-020.306 Swim Lessons	165.00	53334	08/23/24
2950	KASPRISIN ANDREW	08/13/24	Track and Field Camp 081324D	259-5-30-14-330.000 Professional Services	1100.00	53340	08/23/24
80087	KONICA MINOLTA PREMIER FI	08/11/24	Copier Lease August 2024 535792394	259-5-30-10-442.000 Rental Vehicles/Equip	165.50	53342	08/23/24
80087	KONICA MINOLTA PREMIER FI	08/11/24	Copier Lease August 2024 535792394	259-5-30-16-442.000 Rental Vehicles/Equip	149.40	53342	08/23/24
80120	LINCO PICKLEBALL	08/18/24	8/17 Pickleball Clinic 8/ 081724D	259-5-30-14-330.000 Professional Services	20.00	53343	08/23/24
25035	LIQUID STUDIO	08/15/24	Fall Brochure Design 24162	259-5-30-10-330.000 Professional Services	1500.00	53344	08/23/24
80126	MAPLE STREET ART SPACE LL	08/19/24	Summer Art Camps 081924D	259-5-30-14-330.000 Professional Services	12424.00	53345	08/23/24
80148	MASON, AARON	08/13/24	Mountain Biking Camp 081324D	259-5-30-14-330.000 Professional Services	1325.00	53346	08/23/24
14570	METROCK STATION / VERTI	06/20/24	Discovery 6/20 1032017	259-5-30-17-330.000 Professional Services	1144.00	53347	08/23/24

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
01175	08/14/24	NO STRINGS MARIONETTE CO BL EJRP Progrm AUG24 19924	259-5-30-14-330.000 Professional Services	300.00	53350	08/23/24
24960	08/15/24	NORTHEAST DELTA DENTAL Dental Sep 2024 082124 6197	259-5-30-16-210.000 Group Insurance	238.20	53351	08/23/24
24960	08/15/24	NORTHEAST DELTA DENTAL Dental Sep 2024 082124 6197	259-5-30-15-210.000 Group Insurance	299.37	53351	08/23/24
19325	07/31/24	OPEN APPROACH INC Computer Imaging 23733	259-5-30-17-330.000 Professional Services	135.00	53353	08/23/24
2900	08/16/24	PALMER LANE MAPLE Discovery 8/16 7927	259-5-30-17-610.000 General Supplies	249.25	53355	08/23/24
29425	07/08/24	PERFORMANCE FOOD SERVICE Reach EES Snack 202533	259-5-30-17-610.000 General Supplies	298.96	53357	08/23/24
29425	08/06/24	PERFORMANCE FOOD SERVICE CMS Snack 219121	259-5-30-17-610.000 General Supplies	355.65	53357	08/23/24
29425	08/06/24	PERFORMANCE FOOD SERVICE CMS Snack 219451	259-5-30-17-610.000 General Supplies	91.41	53357	08/23/24
29425	08/06/24	PERFORMANCE FOOD SERVICE Camp STAR Snack 219771	259-5-30-17-610.000 General Supplies	131.20	53357	08/23/24
29425	08/12/24	PERFORMANCE FOOD SERVICE Star Snack 219931	259-5-30-17-610.000 General Supplies	163.78	53357	08/23/24
29425	08/12/24	PERFORMANCE FOOD SERVICE Discovery Snack 221656	259-5-30-17-610.000 General Supplies	204.23	53357	08/23/24
29425	08/13/24	PERFORMANCE FOOD SERVICE CMS Snack 223026	259-5-30-17-610.000 General Supplies	484.53	53357	08/23/24
29425	08/15/24	PERFORMANCE FOOD SERVICE Reach Fleming Supplies 224047	259-5-30-17-610.000 General Supplies	71.25	53357	08/23/24
29425	08/15/24	PERFORMANCE FOOD SERVICE CMS Snack 224125	259-5-30-17-610.000 General Supplies	41.83	53357	08/23/24
80149	08/13/24	PERLINE, KEVIN Mountain Bike Camp 081324D	259-5-30-14-330.000 Professional Services	1175.00	53358	08/23/24
2945	06/24/24	RICE MEMORIAL HIGH SCHOOL Gym Rental 8/14 062424D	259-5-30-14-330.000 Professional Services	105.00	53364	08/23/24
80150	08/13/24	RIGGEN, ELLIOT Mountain Biking Camp 081324D	259-5-30-14-330.000 Professional Services	1000.00	53365	08/23/24
29835	07/30/24	SHERWIN-WILLIAMS CMS Service Supplies 16161	259-5-30-17-610.000 General Supplies	99.70	53372	08/23/24
29835	08/13/24	SHERWIN-WILLIAMS Pool Slide Maintenance 22490	259-5-30-11-431.000 R&M Buildings & Grounds	14.87	53372	08/23/24
29835	07/29/24	SHERWIN-WILLIAMS CMS Mural 73429	259-5-30-17-610.000 General Supplies	238.05	53372	08/23/24
80110	08/08/24	SOCCER SPARKS PARVANOV D Summer Soccer Sparks 080824D	259-5-30-14-330.000 Professional Services	3388.00	53373	08/23/24
45825	08/02/24	SPARE TIME STAR 8/2 41726373	259-5-30-17-330.000 Professional Services	860.00	53375	08/23/24
23495	07/09/24	STUDENT TRANSPORTATION OF Reach EES Bus 7/1 70266869	259-5-30-17-580.000 Travel	297.56	53378	08/23/24
23495	07/15/24	STUDENT TRANSPORTATION OF Discovery Bus 7/8 70267206	259-5-30-17-580.000 Travel	452.82	53378	08/23/24
23495	07/15/24	STUDENT TRANSPORTATION OF Reach EES Bus 7/8-9 70267210	259-5-30-17-580.000 Travel	1138.50	53378	08/23/24

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
23495	STUDENT TRANSPORTATION OF	07/15/24	Discovery Bus 7/12 70267228	259-5-30-17-580.000 Travel	595.12	53378	08/23/24
23495	STUDENT TRANSPORTATION OF	07/18/24	Reach EES Bus 7/15-16 70267389	259-5-30-17-580.000 Travel	439.88	53378	08/23/24
23495	STUDENT TRANSPORTATION OF	07/22/24	Reach EES Bus 7/18-19 70267584	259-5-30-17-580.000 Travel	1173.82	53378	08/23/24
23495	STUDENT TRANSPORTATION OF	07/25/24	Reach EES Bus 7/23-24 70268008	259-5-30-17-580.000 Travel	491.62	53378	08/23/24
23495	STUDENT TRANSPORTATION OF	07/25/24	Camp Reach Bus 7/22 70268009	259-5-30-17-580.000 Travel	232.88	53378	08/23/24
23495	STUDENT TRANSPORTATION OF	07/31/24	Reach Fleming Bus 7/24-31 70268836	259-5-30-17-580.000 Travel	1474.88	53378	08/23/24
23495	STUDENT TRANSPORTATION OF	07/31/24	Reach EES Bus 7/25-31 70268837	259-5-30-17-580.000 Travel	1707.75	53378	08/23/24
23495	STUDENT TRANSPORTATION OF	08/13/24	Discovery Bus 8/2-12 70270016	259-5-30-17-580.000 Travel	2354.64	53378	08/23/24
23495	STUDENT TRANSPORTATION OF	08/13/24	CMS Bus 8/2-9 70270017	259-5-30-17-580.000 Travel	1177.32	53378	08/23/24
23495	STUDENT TRANSPORTATION OF	08/13/24	Star Bus 8/2-9 70270018	259-5-30-17-580.000 Travel	698.62	53378	08/23/24
23495	STUDENT TRANSPORTATION OF	08/13/24	Reach EES Bus 8/1-9 70270019	259-5-30-17-580.000 Travel	1047.94	53378	08/23/24
23495	STUDENT TRANSPORTATION OF	08/13/24	Fleming EES 8/1-8 70270020	259-5-30-17-580.000 Travel	763.31	53378	08/23/24
03905	THE EDGE	08/15/24	Tennis Camps August 081524D	259-5-30-14-330.000 Professional Services	2715.00	53380	08/23/24
20340	THE SWIMMING HOLE	07/19/24	Discovery 7/19 071924D	259-5-30-17-330.000 Professional Services	732.00	53381	08/23/24
26445	TUDOR CHRISTOPHER L	08/15/24	July Pickleball Instructo 354	259-5-30-14-330.000 Professional Services	300.00	53383	08/23/24
25315	VESPA'S PIZZA PASTA & DEL	08/08/24	Staff Party Food 080824D	259-5-30-17-610.000 General Supplies	523.88	53385	08/23/24
21230	VISION SERVICE PLAN (CT)	08/19/24	Vision Sep 2024 821116151	259-5-30-15-210.000 Group Insurance	72.04	53387	08/23/24
21230	VISION SERVICE PLAN (CT)	08/19/24	Vision Sep 2024 821116151	259-5-30-16-210.000 Group Insurance	45.91	53387	08/23/24
31370	VT TENT CO INC	06/19/24	Discovery Tent June-Augus 9425711	259-5-30-17-610.000 General Supplies	8075.75	53391	08/23/24
07565	W B MASON CO INC	08/06/24	Pool Supplies 248283391	259-5-30-11-610.000 General Supplies	19.98	53392	08/23/24
07565	W B MASON CO INC	08/13/24	Preschool Supplies 248435686	259-5-30-16-610.000 General Supplies	9.99	53392	08/23/24
05915	WUNDERLES BIG TOP ADVENTU	08/14/24	Circus Camp 081424D	259-5-30-14-330.000 Professional Services	9100.00	53393	08/23/24
40855	CIGNA HEALTH AND LIFE INS	08/13/24	Health Aug 2024 081324 7728	259-5-30-16-210.000 Group Insurance	5675.39 E	823243	08/23/24
40855	CIGNA HEALTH AND LIFE INS	08/13/24	Health Aug 2024 081324 7728	259-5-30-15-210.000 Group Insurance	6486.87 E	823243	08/23/24

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
Report Total				1092253.59		

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 \$ *1,092,253.59 Let this be your order for the payments of these amounts.



August 22, 2024

Mr. Erik Wells
Town Manager
7900 Williston Road
Williston, VT 05495

Dear Erik,

This is in response to your letter dated July 25, 2024, regarding the purchase of the remaining wastewater capacity.

The Town of Williston and the City of Essex Junction entered into an agreement in 2022 that has enabled Williston to purchase 50,000 gallons per day of additional wastewater treatment capacity at a minimum of 10,000 gallons per day increments over a five-year span. The purchase rate is \$14.13 per gallon. To date, Williston has completed the purchase of 20,000 of the 50,000 gallons per day with purchases in fiscal years 2023 and 2024.

I understand the Town of Williston would like to complete the purchase of the remaining capacity of 30,000 gallons per day in fiscal year 2025. The total due from Williston to complete the capacity purchase is \$423,900.

You have my approval to complete this purchase in 2025. Upon receipt of payment, the full 50,000 gallons per day of additional wastewater treatment capacity as referenced in the 2022 agreement will be purchased.

Sincerely,

A handwritten signature in blue ink that reads "Regina Mahony". The signature is written in a cursive, flowing style.

Regina Mahony
City Manager
Essex Junction, VT

CC: Chelsea Mandigo, Wastewater Superintendent, Essex Junction
Jess Morris, Finance Director, Essex Junction
Bruce Hoar, Public Works Director, Williston
Shirley Goodell-Lackey, Finance Director, Williston

Encl:

Request Letter from Erik Wells dated July 25, 2024
2022 Agreement for the Sale of Wastewater Treatment Capacity between the City of Essex Junction and the Town of Williston



Office of the Town Manager

7900 Williston Road
Williston VT 05495
802-876-1168

July 25, 2024

Ms. Regina Mahony
City Manager
2 Lincoln Street
Essex Junction, VT, 05452

Dear Regina,

The Town of Williston and the City of Essex Junction entered into an agreement in 2022 that has enabled Williston to purchase 50,000 gallons per day of additional wastewater treatment capacity at a minimum of 10,000 gallons per day increments over a five-year span. The purchase rate is \$14.13 per gallon. To date, Williston has completed the purchase of 20,000 of the 50,000 gallons per day with purchases in fiscal years 2023 and 2024.

The Williston Selectboard would like to remove this expense liability from future budgets and has authorized the use of sewer fund net position to make the remaining capacity purchase of 30,000 gallons per day in fiscal year 2025. The total due from Williston to complete the capacity purchase is \$423,900.

With the approval of the City of Essex Junction, the Town of Williston will purchase the remaining 30,000 gallons of capacity this fiscal year. Please confirm in writing the approval of Essex Junction for Williston to complete the capacity purchase, and we will use that approval as the basis to issue the check for the purchase and for record keeping.

Sincerely,

A handwritten signature in black ink that reads "Erik Wells".

Erik Wells
Town Manager
Williston, VT

CC: Shirley Goodell-Lackey, Finance Director, Williston
Bruce Hoar, Public Works Director, Williston
Chelsea Mandigo, Wastewater Superintendent, Essex Junction
Jess Morris, Finance Director, Essex Junction
David Rugh, Town Attorney, Williston

AGREEMENT
for the Sale of Wastewater Treatment Capacity
between the City of Essex Junction
and the Town of Williston

WHEREAS, the City of Essex Junction ("City") and the Town of Williston ("Town") (collectively, the Parties hereto) and the Town of Essex executed an agreement for the construction, operation and maintenance of a sanitary sewage treatment system dated May 1, 1975, and amended on September 22, 1981, February 28, 1995, December 20, 2004, and November 11, 2011, which continues in full force and effect (the "Tri-Town Agreement"); and

WHEREAS, the City and the Town previously entered into an Agreement for the sale of wastewater treatment capacity by the City to the Town, most recently in an Agreement last dated May 4, 2016; and

WHEREAS, the City has additional wastewater treatment plant capacity which it wishes to sell and which will be in the public interest to sell; and

WHEREAS, the Town has a need to purchase additional wastewater treatment plant capacity for the benefit of the public; and

WHEREAS, the Parties wish to provide for the purchase and sale of wastewater treatment plant capacity separate from the provisions of the Tri-Town Agreement as amended and in full force and effect, but consistent with the Tri-Town Agreement.

NOW THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties agree as follows:

1. Beginning July 1, 2022, the Town will purchase a total of 50,000 gallons per day of surplus wastewater treatment plant capacity over a period of five years at the rate of \$14.13 per gallon of surplus capacity, which shall be paid in annual installments of a minimum of 10,000 gallons per day surplus capacity. Payment will be due on or before July 30th each year.
2. On or before January 15th each year, the Town may defer its obligations under this Agreement to purchase 10,000 gallons per day of capacity. The Town may request up to two one-year deferrals over the course of this Agreement. If the Town requests a deferral, the Town will pay a deferral payment of \$7,500 for each year deferred. Payment will be due on or before July 30th in the year the deferral is requested.
3. The percentage treatment capacity the Town is responsible for when calculating bond payment charges and other related charges as set forth in the Tri-Town Agreement or amendments thereto will increase proportionally as of July 1st each year that the Town purchases an additional 10,000 gallons or more of surplus capacity.
4. Notwithstanding the foregoing, the Town may, by written notice to the City, and upon written approval of the City, on or before January 15th of each year, elect in any year to purchase more than one annual installment of treatment capacity in increments of 10,000 gallons per day, up to the

maximum capacity allocated to the Town under this Agreement. In the event the Town elects to purchase additional installment(s) of treatment capacity, then the term of this Agreement shall be shortened by one year for every additional 10,000 gallons requested and the Town's percentage treatment capacity when calculating bond payment charges and other related charges in the Tri-Town Agreement or amendments thereto shall thereby increase proportionately.

5. This Agreement, and any extension hereof, shall be subject to the terms of the Tri-Town Agreement, as amended, that are unaltered by this Agreement and all other provisions of the Tri-Town Agreement shall remain in force and effect.

In witness whereof, the Parties hereto have caused their duly authorized and legal representatives to affix hereto the proper signatures on the date and year below written.

TOWN OF WILLISTON

Mary Gattor
Witness

11/17/22
Date

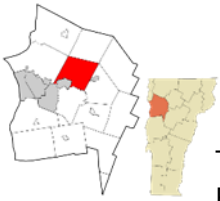
Erik Will
Authorized Representative for
the Town of Williston

CITY OF ESSEX JUNCTION

Jessie Morris
Witness

11/15/22
Date

Regina Mahony
Authorized Representative for
the City of Essex Junction



Restorative Justice in Essex Town & Junction

Through a Pre-Charge program, the Essex Police Department can refer cases to Restorative Justice Panels instead of court. The panels are facilitated by trained community volunteers and serve as a proven and cost-effective means to addressing low level offenses. Through a series of conversations, the panel process holds those responsible for crime accountable for their actions and provides an important opportunity for those affected by crime to share their stories and identify needs for repair.

Essex PD Officer Referrals FY 2024

Officers with the greatest number of referrals

Cpl. Beaulieu
Sgt. Hall
Ofc. Kochelyaev

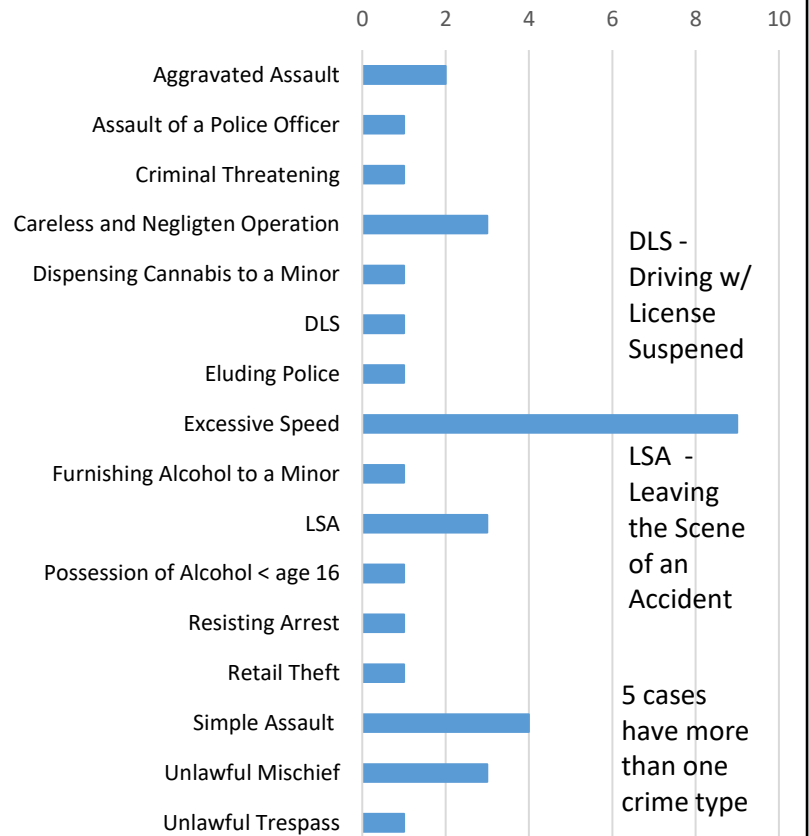
7 referrals (24% of new referrals) were kicked back from the Chittenden County States Attorney's Office.

In the previous fiscal year we had 9 kick-backs (23% of total referrals).

Quote from parent / guardian:

“Having to talk to the panel made it real. My child was also encouraged to build community.”

Essex PD Direct Referrals by Crime Type FY 2024



Community Impact of FY 2024 Referrals

14 of the new cases had community members and businesses impacted by the crime. Essex CJC staff reached out to all the impacted parties to discuss the referral, explore what they needed, and discuss how they can be involved.

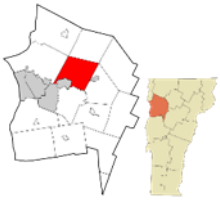
Affected parties from 8 of those cases chose to participate in the restorative justice process involving their situation.

\$110 in restitution was resolved through the panel agreement process by those responsible for the crime.

Community residents provided **199 hours of service** through the facilitation of panels in the community.

Cultural Advocates supported the Essex CJC with 1 case referred by the Essex PD.

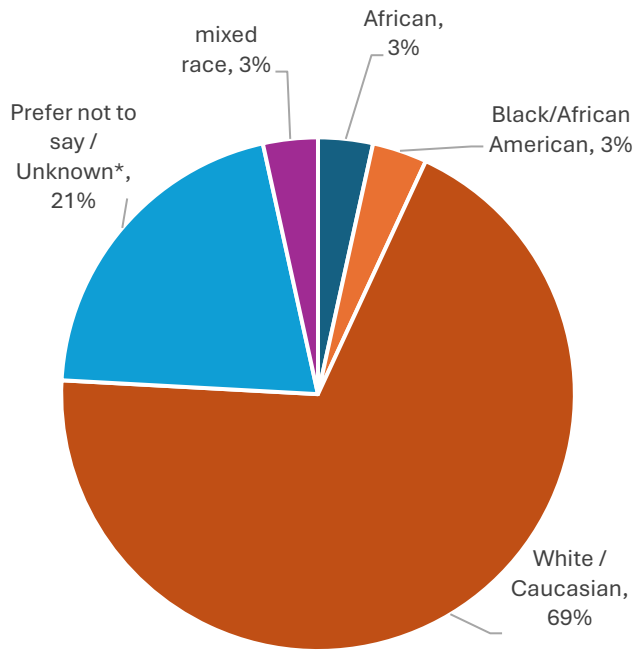




Restorative Justice in Essex Town & Junction

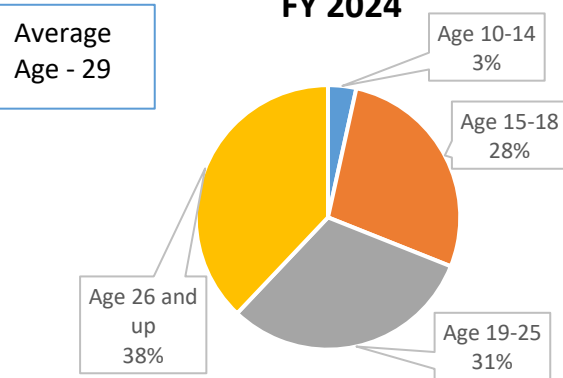
FY 2024 at a glance

Self-Reported Race / Ethnicity of Essex PD Direct Referrals FY 2024



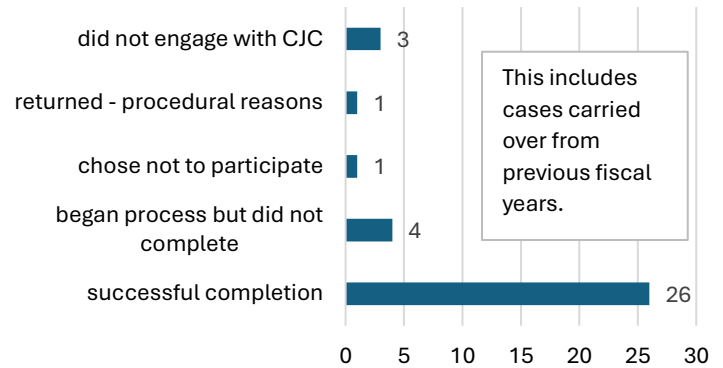
* "Prefer not to say / Unknown" reflects people who did not respond to CJC outreach, chose not to provide race information, or have not had a CJC meeting yet.

Responsible Party Ages of Essex PD Direct Referrals FY 2024



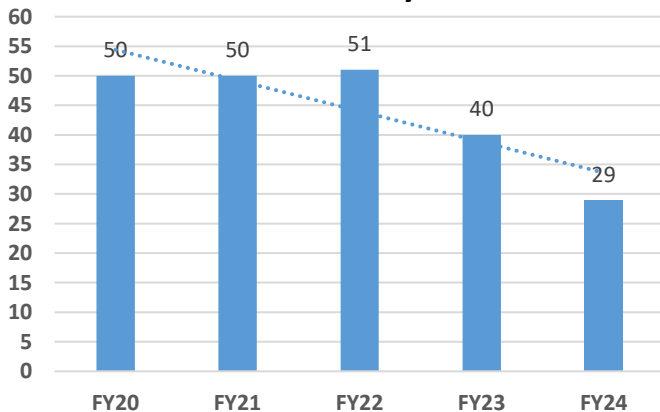
Average Age - 29

Cases Resolved in FY24

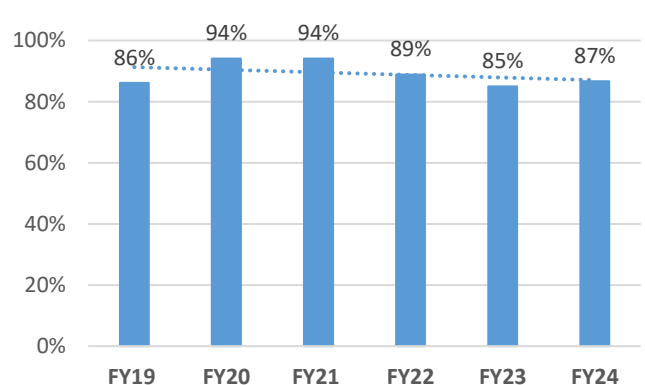


5 Year Trends

Essex PD Referrals by Fiscal Year



Successful Completions of Essex PD Direct Referrals



POLICE COMMUNITY ADVISORY BOARD

July 16, 2024

**POLICE COMMUNITY ADVISORY BOARD
REGULAR MEETING
MINUTES OF MEETING - DRAFT
July 16, 2024**

POLICE COMMUNITY ADVISORY BOARD: Dan Maguire and Vince Cuciti

Absent: Leo Duque, Christina Hagestad, Gwendolyn Evans, Ta-Tanisha Redditta (Advisor) and Jody Kamon (Advisor)

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

ADMINISTRATION: Ron Hoague (EPD Chief)

OTHERS PRESENT: None

1. CALL TO ORDER

Anthony Jackson-Miller called the meeting to order at 6:03pm.

2. AGENDA ADDITIONS/CHANGES

The board did not have a quorum. The board determined to take up this month's agenda/business items to include selection of the chair, co-chair and secretary for the next year - at the August meeting.

3. AGENDA APPROVAL

Agenda was moved to the next meeting.

4. PUBLIC TO BE HEARD

No members of the public were heard.

5. CONSENT ITEMS

a. Approval of the Minutes from June 18, 2024 meeting was tabled until the next meeting.

6. BUSINESS ITEMS

a. Business items were tabled until the next meeting.

However:

- The Chief did share and discuss a prototype survey which could be used as a template going forward.*
- The board did discuss the upcoming National Night Out and the Fair.*
- The board also explored different strategies to attract interest in serving on the PCAB.*

7. ADJOURN

A motion to adjourn was made and seconded by the Board. The meeting adjourned at 6:18pm.

Respectfully submitted,

Dan Maguire