

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

**Online & 6 Lincoln St.
Essex Junction, VT 05452
Wednesday, September 25, 2024
6:30 PM**

E-mail: admin@essexjunction.org

www.essexjunction.org

Phone: (802) 878-6944

This meeting will be in-person at 6 Lincoln Street in the Kolvoord Room at Brownell Library 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. Department Head Brief to Council, Colleen Dwyer, HR Director
 - b. Chittenden County Regional Planning Commission Annual Report and Presentation
 - c. Discussion and Consideration of Green Mountain Transit Service Reduction Comments
 - d. Discussion and Consideration of Vermont League of Cities and Towns Annual Meeting Voting Delegate
 - e. *Discussion and Consideration of Executive Session to discuss a Contract
6. **CONSENT ITEMS**
 - a. Approve Meeting Minutes: September 11, 2024
 - b. Approve Application and Acceptance of the Municipal Energy Resilience Program Grant for 2 Lincoln
 - c. Execute West, Maple, River Street Pump Station Project Clean Water State Revolving Fund Loan Application
 - d. Approve Revised Governance Committee Purpose Statement
 - e. Acting as the Local Cannabis Control Commission: Approval of S-000009646, Outdoor Cultivator Tier 1 Small Cultivator for TrichomeVT
7. **COUNCIL MEMBER COMMENTS & CITY MANAGER REPORT**
8. **READING FILE**
 - a. Check Warrant #24054, 09/18/24
 - b. Planning Commission Minutes 09/05/24
 - c. Tree Advisory Committee Minutes 08/20/24
 - d. Police Community Advisory Board Minutes 8/20/24
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.

Memo

To: City Council

From: Colleen Dwyer

Meeting Date: September 25, 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 Council. The intention is for this conversation to be 10-15 minutes.

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

- Overview of recruitment and retention in 2024.
- Participation in the welcoming and engaging VLCT cohort.
- Completion of the contract.

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

- Establish uniform evaluation guidelines.
- Update the personnel regulations.
- Reintroduce a former process for open enrollment, providing more detailed information beforehand.


Anything you think the Council should know

- The staff is committed to the community. They care about their work and the people they serve. The city runs well because of Regina's leadership and the hard work and dedication of the staff.



FY24 ANNUAL REPORT

CITY of ESSEX JUNCTION

 All information available at: ccrpcvt.org/essex-junction

The **Chittenden County Regional Planning Commission (CCRPC)** is a political subdivision of the State created by the municipalities of Chittenden County in 1966 for the development of policies, plans and programs that address regional issues and opportunities in Chittenden County. The CCRPC also serves as the region’s sole federally designated Metropolitan Planning Organization (MPO) operating in Vermont and is responsible for transportation planning in Chittenden County in close collaboration with our municipalities, state and federal agencies, other partners, and the public.

The CCRPC is governed by a 29-member board consisting of one representative from each of the County’s 19 municipalities, transportation representatives, and at-large members representing the interests of agriculture, environmental conservation, business, and housing/socio-economic. CCRPC’s vision is to be a pre-eminent, integrated regional organization that plans for healthy, vibrant communities, economic development, and efficient transportation of people and goods while improving the region’s livability.

 [Learn more about CCRPC »](#)

In **FY24**, the CCRPC invested about **\$6 million** in:



The program leverages more than **\$5.4 million** in Federal and State investment with \$263,000 in municipal dues and another \$340,000 in local match for specific projects—a 10:1 return on local investment.

Specific activities the CCRPC is engaged in with **Essex Junction** and CCRPC’s regional activities are discussed in the following sections of this report and at ccrpcvt.org/essex-junction.

FY24 ESSEX JUNCTION REPRESENTATIVES

CCRPC Board | Representative: *Elaine Haney* | Alternate: *Dan Kerin*

Transportation Advisory Committee | Representative: *John Alden*

Planning Advisory Committee | Representative: *Chris Yuen*

Clean Water Advisory Committee | Representative: *Chelsea Mandigo*

Regional Emergency Management Committee | Representative: *Ron Hoague* | Alternate: *Chris Gaboriault*

ESSEX JUNCTION ACTIVITIES

In FY2024, the CCRPC provided assistance to Essex Junction on the following projects and initiatives:

- **Essex Junction Stormwater CCTV Inspection (Phase 3):** Phase 3 of this project continued the inspection of selected stormwater drainage infrastructure in Essex Junction and development of an asset management database of the assessed infrastructure. Data and information generated by this effort will be incorporated into the stormwater infrastructure maintenance and replacement plan. Total consultant budget: \$96,000.
- **Geographic Information Systems (GIS) Services:** The City of Essex Junction contracted with CCRPC for GIS services following the separation of the City and the Town. CCRPC worked with the City on several projects:
 - Worked with the City’s interns to create a field-based app for stormwater inspections.
 - Developed a rental registry dataset using grand list and housing point data.
 - Provided population and residential density maps for the City’s Neighborhood Development Area (NDA) application.
 - Performed analyses to determine average square footage of impervious surface for residential parcels.
 - Provided the City with an updated cannabis regulation map.
- **Transit-Oriented Development (TOD) Master Planning:** The City has been selected to participate in the CCRPC’s Northwest Vermont TOD project. The project, funded via a federal RAISE grant, is funding TOD planning and bylaw work in 10 communities in Northwest Vermont. In FY24, the CCRPC began collaborating with the City and a consultant on a TOD master plan for the Village Center and the Route 15 corridor. This plan aims to explore land use and transportation strategies to enhance walking and biking, improve access to transit, and strengthen the connection between transit, housing, jobs, and services in the area. Up to \$100,000 has been made available to the City over FY24 and FY25 to pay for consultant services. No local match is required.
- **Energy Implementation:** CCRPC provided technical support regarding the state-wide [Municipal Energy Resilience Program](#) by scheduling and attending building energy assessments. CCRPC also provided information about incentives.
- **Technical Assistance:** CCRPC staff provided a variety of technical assistance to Essex Junction:
 - Completed a sidewalk conditions assessment.
 - Provided letters of support for the city’s DHCD designation renewal and NDA expansion applications.
 - Answered zoning-related questions about nonconforming structures, abutter notices, and 2-lot subdivisions.
 - Reviewed Section 248 applications for two solar projects at Global Foundries.
 - Worked with Town staff to prepare the 2023 Annual Monitoring report for review by the Selectboard on progress by the Town towards implementation of actions detailed in the Town’s 2022 All-Hazards Mitigation Plan.
 - Worked to close out FY23 Grants in Aid grant with VTrans for reporting and invoicing requirements.
 - Discussed previous walk bike planning efforts and potential funding for changes to Route 15 from Susie Wilson Road to West Street Extension with EJ Community Development Director.

- **Traffic Counts:** No traffic counts were conducted in Essex Junction in FY24. Historic traffic counts conducted in support of Essex Junction's transportation projects and studies can be [found here](#).
- **Byway Coordination:** Chittenden County includes eight of Lake Champlain Byway's 22 communities: Milton, Colchester, Winooski, Essex Junction, Burlington, South Burlington, Shelburne, and Charlotte. CCRPC staff maintained the [Byway website](#) including a helpful [Interactive Map](#). Additionally, CCRPC received and installed new Byway interpretive panels that replaced faded panels originally installed in 2008.
- **Older Adults and Persons with Disabilities (O&D) Transportation Program:** [The Chittenden County O&D Transportation Program](#) supports community members through affordable transportation to medical appointments, access to fresh food at the grocery store, and social visits. In FY24, 361 trips were provided to Essex Junction residents as part of this program.

FY2025 CCRPC WORK PROGRAM

Project Name	Brief Description	Total Budget
Pearl Street Multimodal Improvements Scoping Study	This project will build on the 2018 Bicycle/Pedestrian Improvements study along VT Route 15 between Susie Wilson Road and West Street Extension and will provide an update to the study to focus on short-term design options that improve safety and connectivity for cyclists and pedestrians.	\$25,000

PROJECTS IN THE TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

The [TIP](#) is a prioritized, multi-year list of transportation projects in Chittenden County. To receive federal funds, each transportation project, program, or operation must be authorized through CCRPC approval of the TIP. Essex Junction projects included in the TIP are listed below. These projects are also included in the Vermont Agency of Transportation Capital Program.

- **Crescent Connector Road:** \$13 million for the construction of a new road between VT2A and VT 117 and improvement to Railroad Street between VT117 and VT15. This is a CIRC Alternative Phase I project. Construction is scheduled to be completed in Fall 2024.

REGIONAL ACTIVITIES

- **ECOS Plan Implementation and Update:** The [2018 Chittenden County ECOS Plan](#) (Environment; Community; Opportunity; Sustainability) is the regional plan for Chittenden County and combines the Regional Plan, the Metropolitan Transportation Plan, and the Comprehensive Economic Development Strategy into one. Efforts to update the ECOS Plan to be consistent with Act 181 (the Act 250 bill) began in 2024. Staff conducted six months of ECOS specific community engagement activities to gather input from underrepresented communities to inform this plan update. The engagement strategy and compiled results can be found [on our website](#). The Plan will be turned into an interactive website which will launch in the coming months. The Plan will be further updated with Town input when regional housing targets are available, and the future land use map is updated per Act 181. Additional discussion is needed on this topic.
- **Public Engagement and Equity:** The CCRPC continued to build organizational capacity to address systemic racism and inequities in our communities through the following actions:
 - The CCRPC developed an [equity webpage](#) and adopted an organizational [equity statement](#).

- Supported and facilitated an [Equity Advisory Committee](#).
 - The Equity Advisory Committee worked on the organizational Equity Statement, Core Values and a Code of Conduct for CCRPC Staff and representatives. The committee also supported and advised community engagement for the ECOS Plan update.
 - Strengthened relationships and partnerships and forged new ones with organizations, grassroots organizers, and individuals working with marginalized communities.
- **Housing:** On behalf of all of the RPCs, CCRPC drafted a Regional Planning Report, recommending a new role for regional plans related to Act 250. CCRPC worked with the legislature to adopt comprehensive Act 250 reform through [H.687 or Act 181](#). Additionally, CCRPC organized two Housing Convening events to facilitate peer exchanges on housing tools, sponsored National Fair Housing Month events in partnership with CVOEO, and assisted communities with implementing the [HOME Act](#) (S.100/Act 47). The [Building Homes Together 2.0 campaign](#) launched in fall 2021 with the goal of building 1,000 homes per year by 2025 for people of all incomes, including 25% affordable homes. In 2022, 594 homes were built, 110 were affordable.
 - **Regional Energy Planning:** The CCRPC drafted the ECOS Plan’s enhanced energy plan sections to be consistent with the 2022 Department of Public Service’s Energy Planning Standards. The CCRPC also began to update energy targets for each municipality with an enhanced energy plan. Under the Climate Pollution Reduction Grant, CCRPC also provided assistance to create or update municipal enhanced energy plans with implementation actions consistent with the Vermont Climate Action Plan.
 - **Regional Energy Implementation:** CCRPC provided technical support to municipalities regarding the state-wide [Municipal Energy Resilience Program](#) for municipal buildings and other energy and climate-related grant and incentive programs. CCRPC coordinated with the Climate Action Office, the Public Service Department, and other partners on potential funding for municipalities.
 - **Public Transportation Planning:** The CCRPC remains engaged with [Green Mountain Transit](#) (GMT) in a wide variety of public transit planning projects and initiatives. Within the CCRPC’s FY24 [UPWP](#), \$442,340 was provided to GMT for transit planning in Chittenden County.
 - **Northwest VT Transit Oriented Development (TOD):** Beginning in FY23, the CCRPC commenced work on a RAISE federal grant to analyze real estate market demand and develop comprehensive plans for transit-oriented development for 10 communities across five-counties in Northwest Vermont. The \$2.1 million grant will also support planning to assess how to enhance public transportation services in these communities to connect them with the region’s economic hubs. In FY24, the CCRPC finalized the RAISE grant agreement with FTA, held a kick-off meeting with participating RPCs, contracted with a consultant for the real estate market analysis task, completed Memorandums of Agreement (MOAs) between the CCRPC and each participating RPC/municipality, and contracted with eight land use consultants to initiate the TOD master planning work. This planning grant is expected to be completed in FY26.
 - **Transportation Demand Management (TDM):** CCRPC began work on a Regional Transportation Options Plan to assess the feasibility of transportation demand management (TDM) options, and advance recommendations of both the 2023 [Metropolitan Transportation Plan](#) (MTP) and the Chittenden County [I-89 2050 Study](#). CCRPC staff participated in CATMA’s 2nd Annual Transportation Summit and their [Transportation Coordinator \(TC\) Network](#) program and events to learn from other TC Network members about employee TDM benefits and programs.
 - **Walk/Bike Planning:** CCRPC staff collaborated with CATMA and local municipalities to support the regional bikeshare program. The CCRPC also promoted TDM strategies and provided bike/ped-

related technical assistance to municipalities and businesses, assisted municipalities with bike/ped grants and UPWP applications, managed bike/ped-related UPWP projects, and conducted bike/ped counts on paths, designated bike lanes, and other roadways. CCRPC staff assisted with planning [the 2024 VT Walk/Bike Summit](#), held in June in Saint Johnsbury.

- **Clean Water:** The CCRPC continued to host the [Clean Water Advisory Committee and the MS-4 Sub-Committee](#). CCRPC staff continued to serve on the Lake Champlain Sea Grant Program Advisory Committee. The CCRPC managed education and outreach programs such as the [Rethink Runoff](#) on behalf of our MS-4 municipalities. As [Clean Water Service Provider \(CWSP\) for the Northern Lake Champlain Direct Drainages \(Basin 5\)](#), CCRPC worked with its [Basin 5 Water Quality Council](#) (BWQC) to oversee the development and implementation of non-regulatory water quality improvement projects that reduce phosphorus loading into these streams and Lake Champlain.
- **Emergency Management:** CCRPC continued to staff the Regional Emergency Management Committee ([REMC](#)). CCRPC staff participate in a wide array of emergency management-related workshops and exercises to support our role in the State Emergency Operations Center (SEOC) when called upon. The CCRPC served as the local liaison between municipalities and the state to collect damage assessment information after significant storm events, helped with emergency preparedness for hazardous materials incidents, collected information from each municipality on annual implementation of hazard mitigation activities, and worked with municipalities to complete Local Emergency Management Plans.
- **Municipal Roads General Permit (MRGP) Compliance and Water Quality Planning Assistance:** CCRPC staff continued to assist Chittenden County municipalities to meet their MRGP obligations. This includes evaluating segments through Road Erosion Inventories (REIs), tracking and documenting upgraded segments and outlets, and reporting to DEC. Staff also assists municipalities with the State's Grants in Aid (GIA) program, which allocates funding to participating towns for stormwater improvements related to the MRGP. In FY24, 14 Chittenden County municipalities signed up to participate in the GIA program. An estimated 20 non-compliant segments will be upgraded using an allocated \$410,000.
- **Traffic Alert Program:** CCRPC compiled and sent out 35 traffic alerts about activities impacting traffic in Chittenden County over 8 months (no alerts January-March).
- **VT Culverts:** [The VT Culverts website](#) can be used to view a town's bridges and culverts on a map or chart based on condition or inventory date. CCRPC is one of two RPCs that manage the website. VT Culverts continues to gain traction in our region and throughout the state. At the end of June, six municipalities have actively used VT Culverts to inventory town-maintained bridges and culverts.
- **Chittenden County Communications Union District (CCCUD):** CCRPC assisted [the CCCUD](#) as they explored opportunities to provide high-speed internet access to under- or unserved addresses in their 8-municipality district. After much deliberation, the CCCUD voted to apply to the Vermont Community Broadband Board (VCBB) for available funds to bring high-speed internet access to half of the under- and unserved addresses in its district.
- **Older Adults and Persons with Disabilities (O&D) Transportation Program:** [The Chittenden County O&D Transportation Program](#) supports community members through affordable transportation to medical appointments, access to fresh food at the grocery store, and social visits. In FY24, the O&D Committee held three meetings to discuss program funding, volunteer driver outreach and opportunities to involve more mobility partners in O&D transportation planning. CCRPC staff participated on the planning committee for the [5th Annual O&D Transportation Summit](#) which was held in June.

- **Chittenden County Brownfields Program:** In May 2023, CCRPC secured a competitive EPA grant of \$500,000 for Brownfields Assessment and Cleanup Planning over the next four years to aid property owners, potential developers and municipalities in investigating environmental issues before potential property redevelopment. In FY24, using these Federal and State funds environmental assessment and clean up planning was conducted at 13 project sites in eight municipalities. A [web-map of all brownfield sites](#) in Chittenden County was also developed.
- **Exit 14 Scoping Study:** The CCRPC, in collaboration with VTrans, the Cities of South Burlington and Burlington, and other partners initiated a scoping study to evaluate alternatives to improve safety, connectivity, and operational efficiency for all users of the [Exit 14 Interchange](#) area. The study will select a locally preferred alternative to recommend to VTrans for consideration and implementation.

For further information about the CCRPC, please visit <http://www.ccrpcvt.org/> or contact CCRPC Executive Director, Charlie Baker: cbaker@ccrpcvt.org.

The CCRPC's Summary of Act 181 & Community Engagement Plan

Last Updated: September 11, 2024

Overview of Act 181

Act 181, passed into law June 2024, overhauls Vermont's planning framework for coordinating state, regional, and municipal land use.

- **Location-based Act 250 Jurisdiction and State Designation Programs:** The Act modernizes how Vermont maps and directs public investments to designated centers and creates location-based Act 250 jurisdiction. This change is intended to recognize that some areas of Vermont are planned for growth, contain necessary infrastructure (e.g. water, wastewater), and have sufficient local zoning regulations in place to adequately regulate development. The map used to determine location-based Act 250 jurisdiction and designation boundaries is the Regional Future Land Use Map adopted by the RPC and approved by the State Land Use Review Board (LURB) based upon statutory definitions.
- **Meaningful Participation & Environmental Justice:** The Bill revises the adoption process that regional plans undergo to provide the opportunity for a more robust and comprehensive public participation process, with a specific focus on environmental justice (EJ) focus populations as defined in 3 V.S.A. 6002. It necessitates that RPCs evaluate the distribution of environmental benefits and burdens in the development of the Future Land Use Map.

Goals of new Future Land Use Map & Housing Targets: The new Future Land Use (FLU) Map will guide development in Chittenden County by designating areas for growth, conservation, and other purposes based on environmental, infrastructure, and community factors. Additionally, The Department of Housing and Community Development will set regional housing targets, which will be disaggregated by CCRPC for each municipality. CCRPC will work with each municipality to develop a regional future land use map that can meet these housing targets.

Interested & Affected Parties (IAPs): Municipal selectboards, planning commissions and other committees; municipal community members and interest groups representing EJ focus populations; regional and statewide interest groups.

Who makes what decisions? The CCRPC will attempt to build community consensus between all interested and affected parties, especially each municipality. Ultimately, the CCRPC Board must ensure the FLU Map complies with legal requirements (24 V.S.A. 4348a) to be approved by the State's Land Use Review Board (LURB).

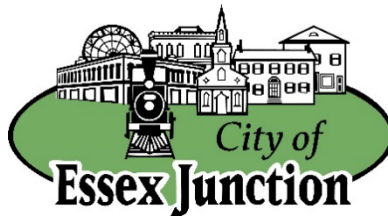
Overview of The CCRPC's Engagement Plan

Goals of Engagement

1. Ensure all 19 municipalities are fully informed about the Act 181 (H.687) requirements.
2. Collect detailed input from each municipality to help inform the new Regional Future Land Use Map through multiple forms of engagement.
3. Foster a collaborative environment to attempt to build community consensus on the Regional Future Land Use Map, including with marginalized communities.
4. Provide clear, accessible information and resources to all participants throughout the process.
5. Develop a draft Regional Future Land Use Map with Housing Targets by June 2025.

Engagement Activities & Timeline

<p>Phase 1 CCRPC Internal Planning & Coordination (August 2024 - Ongoing):</p> <ul style="list-style-type: none">• Develop initial draft FLU maps and housing target disaggregation methodology.• Create educational materials, including summaries and municipality-specific two-pagers.• Develop municipal engagement templates and materials.
<p>Phase 2 Inform & Educate about Act 181 & Engagement Process (Fall 2024):</p> <ul style="list-style-type: none">• Hold educational meetings with selectboards and city councils to introduce the project, explain Act 181, and outline the engagement process.• Distribute informational materials to municipalities, relevant regional and state agencies, and planning commissions.• Develop customized engagement plans for each municipality based on their input.
<p>Phase 3 Assess Environmental Benefits & Burdens (Fall - Spring 2025, ongoing):</p> <ul style="list-style-type: none">• Map environmental justice focus populations within Chittenden County.• Define and visualize environmental benefits and burdens.• Assess how the proposed map changes affect environmental justice (EJ) populations.
<p>Phase 4 Engagement to Review Draft FLU Map (Winter 2025):</p> <ul style="list-style-type: none">• Conduct municipal and regional meetings to review and amend the draft FLU map.• Hold discussion groups and community meetings as per the municipal engagement plans.• Distribute an interactive map to gather public feedback.
<p>Phase 5 Review Final FLU Map Draft & Discuss Housing Targets (Spring 2025):</p> <ul style="list-style-type: none">• Conduct review meetings with all interested and affected parties to reflect their input and reach consensus.• Discuss housing target methodology and implications.• Hold selectboard and planning commission meetings to review the final draft and housing targets.
<p>Phase 6 Finalize Map & Housing Targets, Prepare for Formal Approval (Summer 2025):</p> <ul style="list-style-type: none">• Present final map and housing targets to the LRPC, CCRPC Board, and the State Land Use Review Board for approval.



MEMORANDUM

To: City Council
From: Regina Mahony, City Manager
Meeting Date: September 25, 2024
Subject: GMT Service Reduction Plan Comments

Issue: To review a draft letter from the City Council regarding the Green Mountain Transit (GMT) proposed service reduction plan.

Discussion:

The draft service reduction plan can be found online here: [RideGMT.com/service-reductions](https://ridegmt.com/service-reductions). The draft service reduction plan is also attached to this memo.

There are significant proposed reductions to the #10 bus, which would eliminate the #10 altogether if this comes to fruition:

1. An early phase (Nov/Dec 2024) includes an elimination of all Saturday service.
2. A later phase (June 2025) eliminates all #10 runs on weekdays.

For your information, these are the FY23 ridership numbers for the #10 bus:

#10 - Williston/Essex - Total Rides	31,340
#10 - Weekday Average	121
#10 - Saturday Average	70

There are proposed reductions to the #2 bus:

1. A later phase (June 2025) reduces Saturday service from 30 minute service to 45 minute service from 06:30 to 20:00.
2. A later phase (June 2025) removes the last two pm trips at 21:15 and 22:30 on Saturdays.

For your information, these are the FY23 ridership numbers for the #2 bus. The #2 bus has the second highest ridership behind the #1 bus (Burlington to Williston):

#2 Essex Junction - Total Rides	417,134
#2 - Weekday Average	1,399
#2 - Saturday Average	725
#2 - Sunday Average	390

Attached is a draft comment letter for GMT regarding the service reduction plan, because I believe it is important to put our comments on record. However, it is likely even more important that we relay these comments to the Legislature when the session starts in January.

Recommendation: Review the attached letter, approve it as is or with edits, and authorize the Council President to sign the letter on the Council's behalf, and submit it to GMT.

Recommended Motion:

“I move that the Council approve the letter [as amended], authorize the Council President to sign the letter on the Council’s behalf, and submit it to GMT.”

Attachments:

Draft Comment Letter to GMT

GMT Draft Service Reduction Plan



September 26, 2024

Clayton Clark
General Manager
Green Mountain Transit
Sent via email

Dear Mr. Clark,

I am writing on behalf of the City of Essex Junction's City Council to provide comments on the draft service reduction plan. We understand this is also a state funding support issue, and we plan to provide comments to the Legislature as well.

As you know, Essex Junction is served by Green Mountain Transit's Routes 2 & 10. The importance of these routes to the community are significant with many community members and employees relying on the bus for work, medical services, shopping, etc. Additionally, the importance of these routes transcends our City and County borders. Frequent and reliable bus service is essential in the success of the state's goals around responding to climate change, the housing crisis, and becoming a welcoming and engaging state:

- Transportation is the biggest contributor to greenhouse gas emissions in the state. Retaining the bus riders we have now, and getting additional folks out of their individual cars for their every day trips will not happen without frequent bus service.
- These routes serve corridors that both currently house significant portions of the County and State populations; and are planned, for good reason, to house many more. We have a housing shortage. Addressing the demand is most logical in areas with existing infrastructure – transit included. Putting more people in these areas helps pay for the operations and maintenance costs, but also eliminates the need for new, costly infrastructure outside of these existing areas.
- Housing costs are already out of reach, and increasingly so for our renters. One important component of making ends meet is to reduce transportation costs. More households can eliminate or reduce car ownership if the bus service is frequent and reliable creating a true alternative to car ownership.
- We also know we have an aging population that will increasingly rely on public transit. Reducing service is the opposite of what we need to equitably serve this growing population.
- It's good for the environment and for individuals if we continue to support the bus service that supports our high-density areas to help folks afford housing and to reduce greenhouse gas emissions.

Without reliable and frequent bus service we will fail to achieve these state goals.

The FY23 ridership totals included in the Service Reduction Plan show the #2 being the route with the second highest ridership totals (FY23 data). The use on weekdays is significantly higher than the

weekends, and therefore we appreciate that there are no weekday service reductions for the #2 route in the plan. However, there are Saturday reductions in the plan scheduled for June 2025 implementation:

- Move from 30 min service to 45 min service 6:30-20:00 on Saturdays.
- Remove last two PM trips at 21:15 and 22:30 on Saturdays.

The City is not in support of any reductions to the #2 bus given the geographic area it serves and the reliance on this bus by many riders as evidenced by the ridership numbers.

The #10 bus is slated for two potential reductions, which would ultimately eliminate it altogether. While we can understand the #10 is targeted for reduction due to its relatively low ridership numbers and therefore higher cost per rider figures, however, we are gravely concerned about the loss of SSTA services if this fixed route line is eliminated. From the City's perspective, this associated reduction of service for the disabled population is an unacceptable outcome.

Further, the lack of ridership on the #10 bus is likely tied to the infrequency of service. There are major employment centers along this line that would likely be used more by commuters if the bus ran more frequently. We realize the current predicament GMT is in, and while additional service is not likely at this time, it's important to point out that we will not achieve our collective goals if we don't increase service, let alone reduce it.

The City is not in support of reductions to the #10 bus for the reasons described herein.

We understand a component of addressing the funding gap is to request additional funding from the member municipalities. As you already know, the urban municipalities pay a significantly higher share of the cost of bus service than the rural communities. It is the City's hope that the Legislature can help address the funding gap, as the City's GMT Annual Assessment for FY25 is significant as is, at nearly \$250,000:

Fixed Route Operating Assessment	\$205,689
Capital Match	\$6,313
Paratransit Assessment	<u>\$37,613</u>
Total Assessment:	<u>\$249,615</u>

These are all very challenging issues. Thank you for the work you are doing to try to lessen the impact as much as possible.

Thank you,

Raj Chawla
Essex Junction City Council President

CC:
Representative Lori Houghton
Representative Karen Dolan
Charlie Baker, CCRPC Executive Director

Day of Week	Description of Service Change	Financial Impact	Estimated Rides Impacted	FY23 Cost/Ride
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Fiscal Year 2025 - Pre-November 2024

Weekday	August 2024 - Restructured routing and timing of Neighborhood Specials for 2024-2025 School Year.	(\$105,550.00)	281	\$6.25
Weekday	October 2024 - Transfer of 1 AM and 1 PM 116 Commuter runs to Tri Valley Transit	(\$41,500.00)	12	\$44.82
		(\$147,050.00)		

Fiscal Year 2025 - November/December 2024

Weekday	Eliminate all 4 runs of the Jeffersonville Commuter	(\$84,600.00)	25	\$63.18
Saturday	Eliminate all 10 runs of the #10 Williston/Essex Route on Saturdays	(\$21,950.00)	70	\$24.08
Saturday	Eliminate 12 runs on the #5 Pine Street on Saturdays to adjust headways from 30 minutes to 60 minutes	(\$12,950.00)	91	\$10.49
Saturday	Eliminate the last 5 runs of the #11 Airport on Saturday (18:45, 19:30, 20:00, 21:15, 22:30)	(\$10,450.00)	53	\$12.27
Saturday	Eliminate 12 runs on the #8 City Loop on Saturdays to adjust headways from 30 minutes to 60 minutes	(\$10,350.00)	78	\$15.85
Saturday	Eliminate 3 runs on the #6 Shelburne on Saturday (18:30, 21:15, 22:30)	(\$4,750.00)	54	\$6.28

Green Mountain Transit - Draft Urban Service Reduction Plan to Save \$3,000,000

DRAFT ONLY

Day of Week	Description of Service Change	Financial Impact	Estimated Rides Impacted	FY23 Cost/Ride
Saturday	Eliminate 4 runs on the #9 Winooski on Saturday (06:00, 20:00, 21:15, 22:30)	(\$4,750.00)	54	\$6.32
Saturday	Eliminate 3 runs on the #7 North Ave on Saturday (18:30, 21:15, 22:30)	(\$3,900.00)	50	\$6.47
	End contract with Village of Jeffersonville for Depot Street Park and Ride	(\$1,167.00)	NA	NA
	End contract for Underhill Flats Park and Ride	(\$166.00)	NA	NA
	Increase ADA Fare from \$3.00 to \$4.00 effective January 1, 2024	NA	NA	NA
		(\$155,033.00)		

Fiscal Year 2025 - February/March 2025

Weekday	Transfer to GMT Rural or Elimination of Montpelier LINK	(\$132,662.00)	207	\$22.35
Weekday	Consolidate St. Albans LINK and Milton Commuter - Transfer to GMT Rural 2 AM and 2 PM runs	(\$83,350.00)	127	\$27.46
Weekday	Eliminate Mid Day Milton Commuter run	(\$10,053.00)	10	\$27.46
Weekday	Eliminate both AM runs of the #3 Lakeside Commuter	(\$2,567.00)	3	NA
	End Contract with Ride your Bike LLC for PARC Lot	(\$6,819.00)	NA	NA
	End Contract for Collins Perley Sports Arena for the Collins Perley Park & Ride	(\$1,566.00)	NA	NA

Green Mountain Transit - Draft Urban Service Reduction Plan to Save \$3,000,000

DRAFT ONLY

Day of Week	Description of Service Change	Financial Impact	Estimated Rides Impacted	FY23 Cost/Ride
	End Contract with Common Associates for the Highgate Shopping Plaza Park & Ride	(\$1,233.00)	NA	NA
		(\$238,250.00)		

Fiscal Year 2026 - June 2025 Implementation

Weekday	Eliminate #11 Airport on Weekdays	(\$409,900.00)	326	\$11.41
Weekday	Reduce service to Saturday Plus Service on Weekdays during the Summer Schedule	(\$212,500.00)	NA	NA
Weekday	Eliminate all #8 City Loop Runs on Weekdays	(\$202,900.00)	217	\$6.75
Weekday	Eliminate all #10 Williston/ Essex runs on Weekdays	(\$177,950.00)	121	\$13.23
Saturday	Eliminate #11 Airport on Saturdays	(\$85,200.00)	311	\$12.27
Saturday	Eliminate all #5 Pine Street runs on Saturday	(\$56,400.00)	171	\$10.49
Saturday	On #2 Essex on Saturday move from 30 min service to 45 min service 6:30-20:00	(\$43,150.00)	250	\$6.78
Saturday	Eliminate all #8 City Loop runs on Saturdays	(\$40,100.00)	105	\$15.85
Sunday	Eliminate all #11 Airport runs on Sundays	(\$31,050.00)	112	\$11.85
Saturday	On #6 Shelburne on Saturday move from 30 min service to 45 min service 6:30-20:00	(\$20,550.00)	228	\$6.28

Green Mountain Transit - Draft Urban Service Reduction Plan to Save \$3,000,000

DRAFT ONLY

Day of Week	Description of Service Change	Financial Impact	Estimated Rides Impacted	FY23 Cost/Ride
Sunday	Eliminate #5 Pine Street on Sunday	(\$19,600.00)	75	\$10.09
Sunday	Eliminate all #8 City Loop Runs on Sundays	(\$18,050.00)	47	\$15.30
Saturday	On #7 North Ave on Saturday move from 30 min service to 45 min service	(\$16,950.00)	126	\$6.47
Saturday	On #2 Essex on Saturdays remove last two PM trips at 21:15 and 22:30.	(\$8,650.00)	51	\$6.78
Saturday	On #1 Williston on Saturdays remove last two PM trips at 21:15 and 22:30.	(\$8,500.00)	52	\$4.25
Weekday	Carryover - Transfer to GMT Rural or Elimination of Montpelier LINK	(\$397,950.00)	207	\$22.35
Weekday	Carryover - Consolidate St. Albans LINK and Milton Commuter - transfer to GMT Rural 2 AM and 2 PM runs	(\$250,050.00)	127	\$27.46
Weekday	Carryover - Elimination of all 4 runs of the Jeffersonville Commuter	(\$145,000.00)	25	\$63.18
Weekday	Carryover - Restructured routing and timing of Neighborhood Specials for 2025-2026 School Year.	(\$105,550.00)	281	\$6.35
Weekday	Carryover - Transfer of 1 AM and 1 PM 116 Commuter runs to Tri Valley Transit	(\$55,300.00)	12	\$44.82
Saturday	Carryover - Elimination of all 10 runs of the #10 Williston/Essex Route on Saturdays	(\$37,700.00)	70	\$24.08
Weekday	Carryover - Elimination of the Mid Day Milton Commuter run	(\$30,150.00)	10	\$27.46
Weekday	Carryover of the end of the contract with Ride your Bike LLC for PARC Lot	(\$11,924.00)	NA	NA
Saturday	Carryover - Eliminate 3 runs on the #6 Shelburne on Saturday (18:30,21:15 and 22:30)	(\$8,800.00)	54	\$6.28

Day of Week	Description of Service Change	Financial Impact	Estimated Rides Impacted	FY23 Cost/Ride
Saturday	Carryover - Eliminate 4 runs on the #9 Winooski on Saturday (6:00, 7:00, 21:15, 22:30)	(\$8,800.00)	54	\$6.32
Weekday	Carryover - Elimination of both AM runs of the #3 Lakeside Commuter	(\$7,700.00)	3	NA
Saturday	Carryover - Eliminate 3 runs on the #7 North Ave on Saturday (18:30, 21:15, 22:30)	(\$7,250.00)	50	\$6.47
	Carryover - End Contract for Collins Perley Sports Arena for the Collins Perley Park & Ride	(\$4,841.00)	NA	NA
	Carryover - End Contract with Common Associates for the Highgate Shopping Plaza Park & Ride	(\$3,700.00)	NA	NA
	Carryover - End of the contract with Village of Jeffersonville for Depot Street Park and Ride	(\$2,000.00)	NA	NA
	Carryover - End contract for Underhill Flats Park and Ride	(\$500.00)	NA	NA
		(\$2,428,165.00)		

Total Savings
(\$2,968,498)

Legend:

Day of Week - The day or days of the week of the impacted service.
Description of Service Change - Short summary of the change.
Financial Impact - Estimated cost savings based on the average hourly cost and number of hours reduced.

Day of Week	Description of Service Change	Financial Impact	Estimated Rides Impacted	FY23 Cost/Ride
	Estimated Rides Impacted - Based on FY23 rider data, the estimated number of rides impacted by the reduction. Keep in mind that a round trip would count as 2 rides.			
	FY23 Cost/Rider - Based on FY23 rider data and costs, the total cost of the service divided by the total rides.			

FY23 Ridership Totals for Comparison

#1 Williston - Total Rides	477,667
#1 - Weekday Average	1,471
#1 - Saturday Average	1,316
#1 - Sunday Average	636

#2 Essex Junction - Total Rides	417,134
#2 - Weekday Average	1,399
#2 - Saturday Average	725
#2 - Sunday Average	390

#5 Pine Street - Total Rides	87,578
#5 - Weekday Average	291
#5 - Saturday Average	171
#5 - Sunday Average	75

#6 Shelburne - Total Rides	267,447
#6 - Weekday Average	880
#6 - Saturday Average	662

Day of Week	Description of Service Change	Financial Impact	Estimated Rides Impacted	FY23 Cost/Ride
	#6 - Sunday Average	142		
	#7 North Avenue - Total Rides	269,945		
	#7 - Weekday Average	913		
	#7 - Saturday Average	523		
	#7 - Sunday Average	162		
	#8 City Loop - Total Rides	63,721		
	#8 - Weekday Average	217		
	#8 - Saturday Average	105		
	#8 - Sunday Average	47		
	#9 Winooski - Total Rides	170,676		
	#9 - Weekday Average	604		
	#9 - Saturday Average	299		
	#10 - Williston/Essex - Total Rides	31,340		
	#10 - Weekday Average	121		
	#10 - Saturday Average	70		
	#11 - Airport - Total Rides	105,261		
	#11 - Weekday Average	326		
	#11 - Saturday Average	311		
	#11 - Sunday Average	112		
	Jeffersonville Commuter - Total Rides	6,502		
	Jeffersonville Commuter - Weekday Average	25		

Day of Week	Description of Service Change	Financial Impact	Estimated Rides Impacted	FY23 Cost/Ride
	116 Commuter - Total Rides by GMT	3,057		
	116 - Weekday Average by GMT	12		
	Milton Commuter - Total Rides	13,193		
	Milton Commuter - Weekday Average	51		
	Montpelier LINK - Total Rides	52,994		
	Montpelier LINK - Weekday Average	207		
	St. Albans LINK - Total Rides	12,213		
	St. Albans - Weekday Average	47		



Memo

To: Essex Junction City Council
From: Joanne Pfaff, Administrative Assistant
Meeting Date: September 25, 2024
Agenda Item: VLCT Voting Delegate

Issue: A voting delegate needs to be selected for VLCT's annual business meeting to be held virtually, on Tuesday, October 1, 2024, from 3:00PM to 4:30PM.

Discussion: Every VLCT, PACIF, and VERB member that wants to vote at the annual meetings must designate voting delegate(s). To ensure that all three organizations' members are represented and able to participate in the election of officers and any other item that may properly come before the membership, VLCT is asking that we designate one official as the voting delegate for each VLCT organization that we are a member of. We may delegate different people for each VLCT organization or a single person as the delegate for two or all three of the meetings.

VLCT also prepares a Draft Municipal Policy statement every other year for consideration at the Annual Meeting. This is compiled through a significant amount of work through municipal representatives on policy committees and approved by the VLCT Board. The 2025-2026 Policy Statement is attached to this memo. The City Manager has reviewed the policy statement. Regina finds that, when taken as a whole for the state, she recommends an affirmative vote for Essex Junction.

Cost: None

Recommendation: None

Recommended Motion: I recommend that the City Council approve **(Name)** as the voting delegate for VLCT, PACIF and VERB.

Attachments: VLCT Draft Municipal Policy

DRAFT 2025-2026 Municipal Policy

The DRAFT 2025-2026 VLCT Municipal Legislative Policy was approved by the VLCT Board to bring before the membership at [VLCT's 2024 Annual Meeting](#). The policy is developed through recommendations from five legislative policy committees. Read more about the [policy development process](#).

Suggested policy amendments are made either in writing prior to the VLCT Annual Meeting or on the floor at the meeting, where they are debated and adopted. If you want the VLCT Board to consider endorsing your amendment, please email the completed [Policy Amendment Proposal](#) form to Josh Hanford, Director of Intergovernmental Relations, at jhanford@vlct.org by **Wednesday, September 25, 2024**.

The text of the **DRAFT** 2025-2026 policy is as follows:

Municipal Guiding Principles

Vermont League of Cities and Towns (VLCT) supports:

1. a robust and transparent partnership between state and local government;
2. granting municipalities authority to legislate solutions to matters solely affecting the municipality;
3. inter-municipal collaboration to develop regional governance structures that provide the technical, administrative and financial scale necessary to tackle multi-jurisdictional issues without dismantling local control;
4. creating sustainable funding for municipalities beyond the property tax to ensure every municipality can meet its obligations, including sharing revenue collected or raised at the municipal level;
5. building racially just, equitable, diverse, and inclusive communities of belonging and taking meaningful action to effect systemic changes that heal racial divisions;

6. local discretion to pursue sustainable housing, economic development, recovery, and resiliency, including substantial deference to municipal planning, zoning, and siting decisions;
7. flexibility in implementing state regulatory and statutory requirements;
8. including local officials in determining changes in local response to emergency situations;
9. state collection of fees and taxes assessed to implement statewide goals;
10. resources to provide sustainable public safety, fire protection, and emergency medical services; and
11. direct aid to municipalities to mitigate the effects of economic distress.

Each new obligation imposed on municipalities without sufficient funding to cover its costs results in increased municipal property taxes or fees. VLCT opposes all unfunded mandates, pre-emption of municipal action, regulatory overreach by state agencies not supported in statute, and cost shifts to local government. We urge the completion of fiscal impact statements that itemize potential shifts in costs to local governments prior to action being taken by the legislature or administration.

1.0 Finance, Administration and Intergovernmental Relations (FAIR)

1.1 PRIORITIES

1. Provide municipalities with technical assistance and funding necessary to meet existing obligations;
2. Avoid the creation of new layers of government in solving local capacity challenges and instead focus on empowering local governments to band together to create councils of government and other inter-municipal agreements to reach scale;

3. Designate the State Ethics Commission to receive, investigate and report on municipal ethics complaints; and
4. Give Vermonters new tools to hold municipal officials accountable by authorizing municipalities, at a town meeting, to hold recall elections.

1.2 VERMONT TAX STRUCTURE OVERHAUL

1. Establish a municipal revenue sharing program that provides sustainable, reliable annual funding to every municipality to support the delivery of services, innovative programs, and maintenance of infrastructure;
2. Reform Vermont's tax system to ensure sustainability, affordability, equity, and balance;
3. Reimburse municipalities for all state-mandated property tax exemptions, or provide local voters with the authority to impose municipal service fees on such properties;
4. Extend locally implemented tax stabilization agreements to education tax obligations to encourage and promote economic growth; and
5. Make accurate and timely aggregated tax return data available to municipalities to address a range of issues including short term rentals and local option tax collections, to facilitate audits and inform local decision making.

1.2 K-12 EDUCATION

1. Establish a transparent education finance system that reduces the education property tax and links voters' actions in approving budgets to the taxes they pay to fund their school districts;
2. Revise Vermont's education funding system;
3. Use Education Fund monies only for pre-K-12 education;
4. Authorize the local legislative body to appoint a replacement member representing that municipality to a consolidated school board in the event of a vacancy until an election is held;

5. Establish a cap on the annual increase of education property tax rates that the legislature may enact;
6. Acknowledge the burden on education property taxpayers and assure skyrocketing residential property values do not prevent Vermonters' from staying in their homes;
7. Ensure no property owner pays less than \$0 in education property taxes; and
8. Hold municipalities harmless from paying education property taxes that are uncollected due to delinquencies.

1.3 OPEN MEETING, PUBLIC RECORDS, AND ELECTION LAWS

1. Apply the Open Meeting Law and Public Records Act to the legislative branch of state government;
2. Provide clarity, flexibility and better definitions regarding how advisory and non-advisory public bodies must comply with the Open Meeting Law;
3. Provide adequate funding and practical recommendations to municipalities that enables them to comply with Open Meeting Law and Public Records Act mandates;
4. Amend the Public Records Act to reduce individuals' ability to harass public officials with repetitive public records requests; and
5. Modernize posting requirements for open meetings, public records and legal notice laws to allow for electronic postings.

1.4 PROTECTING AND ENHANCING MUNICIPAL FINANCE

1. Continue state payments of costs to defend grand list and property tax collections including appeals, attorneys' fees, and abatements, in proportion to the state share of overall property taxes;

2. Provide collectors of delinquent taxes the resources and authority to collect unpaid taxes in compliance with Act 106;
3. Allow municipalities to employ the prudent fiscal practice of providing for an unrestricted fund balance within the municipal general fund budget;
4. Require local legislative body approval of the county operating budget;
5. Eliminate the mandate that local governments take over non-municipal cemeteries unless the state pays for the expenses to do so;
6. Continue state funding of education for local officials whose responsibilities include complying with state performance standards;
7. Revise the formula for payment in lieu of taxes (PILOT) for state-owned property specified in 32 V.S.A. § 3701 – 3707.
 1. Return existing and any future surplus in the PILOT fund to municipalities;
 2. Revise and reduce the percent of Local Option Tax (LOT) withheld by the state to make PILOT payments;
 3. Provide aggregate data to municipalities assessing Local Option Taxes that demonstrate which sectors are paying LOT and establishes a mechanism for auditing LOT revenues to the assessing municipality;
 4. Make PILOT payments to assessing municipalities on a quarterly basis;
8. Increase clerk fees and establish a three-year cycle for reviewing and updating them consistent with the schedule for state fees; and
9. Adopt for municipalities the monetary damages cap that the legislature has enacted for the State but not municipalities.

1.5 HEALTH CARE

1. Assure that every community has access to affordable, accessible, quality health care; and
2. Address the root causes of the escalation in cost for health care services and commit to controlling the costs of the health care system.

2.0 Transportation

1. Simplify funding, permitting, and program administration to maximize use of all state and federal dollars;
2. Ensure transparency and collaboration with municipalities when developing the transportation budget and allocating funds to cities, towns, and villages;
3. Provide enough funding to municipalities to build and maintain a modern transportation system that can withstand increased use, the impacts of climate change, and other safety demands;
4. Develop diverse and sustainable Transportation Fund funding sources that achieve the state goal of reducing fossil fuel usage, are commensurate with use of state and local transportation infrastructure, capture usage by out of state visitors, and consider the reality of rural residents' road usage;
5. Secure additional funding for core municipal transportation programs (Town Highway Aid, Town Structures, Town Bridges) sufficient to pay for statutory obligations to provide safe transportation for the traveling public;
6. Encourage adoption of the "Complete Streets" program, finalize updated State Design Standards, and incorporate their principles into projects, including in rural villages and on town highways;
7. Establish policies that empower municipalities to reduce local emissions, increase resiliency to the effects of climate change, and participate in the transition to a cleaner energy economy;
8. Authorize municipalities to set speed limits on roads below 25 m.p.h.; and
9. Provide new funding to electrify vehicles and equipment and install charging infrastructure.

2.2 ADDITIONAL FUNDING PRIORITIES

1. Ensure that funding for local transportation meets current local assessments of documented needs and design standards;

2. Remit a portion of vehicle registration fee to the municipality in which the vehicle is registered to support the municipal road maintenance budget;
3. Provide funding and technical support so town highways, culverts, and bridges are accurately rated for weights they carry;
4. Fund, design and build resilient infrastructure that can withstand more extreme weather and meets stormwater management standards through construction, upon completion, and in the next storm;
5. Ensure that funding for the Town Highway Emergency Fund is sufficient to cover municipal costs resulting from natural or human-caused disasters, regardless of a Federal Disaster Declaration;
6. Appropriately fund programs such as Complete Streets, alternative transportation, and bike – pedestrian improvements through block grants to achieve implementation success;
7. Establish adequate state funding of right-sized, efficient public transit services that support the social services and transportation priorities of a state-wide system; and
8. Support the design-bid-build process in all VTrans funded projects.

2.3 STATE AND LOCAL COOPERATION

1. Improve VTrans response, communication and cooperation with municipalities;
2. Provide incentives to municipalities to take over state highways that function as main streets;
3. Eliminate provisions in VTrans' master license agreements that require municipalities to indemnify VTrans or the railroads on activities related to municipal projects;
4. Establish deference to local experience and conditions when studying speed limits on state highways;
5. Allow VTrans district transportation administrators to enter into agreements with municipalities for use of VTrans equipment for small projects when not in use by the district;
6. Establish state tracking of municipal paving projects and town highway to inform funding needs and prioritize Class 1, 2, and 3 highway paving needs statewide;

7. Consult with municipalities when deciding where to install rumble strips on state highways and paved Class 2 highways;
8. Require private property owners to install and maintain stormwater and flood resiliency controls to prevent damage to municipal and state highways; and
9. Direct VTTrans to develop a state-wide inventory of private property owners' installed stormwater and flood resiliency controls that is available not only to the state but also to municipalities.

2.4 COMMERCIAL VEHICLES

1. Develop a statewide and state run, process for permitting overweight or oversized vehicles on all roads;
2. Index and raise vehicle registration fees to axle weight and remit fees to the Transportation Fund;
3. Remit a portion of overweight permitting fees to municipalities; and
4. Require commercial, forestry, and agricultural custom service vehicles to comply with all motor vehicle laws when operating on state and local highways.

2.5 RAIL

1. Require all railroad-related projects to comply with all environmental regulations;
2. Require rail companies to notify municipalities of hazardous materials they are transporting through or storing within a municipality;
3. Work with railroad companies to prohibit trains from speeding in downtown areas;
4. Extend and enhance passenger rail service from Bennington to Montreal as soon as practicable;
5. Authorize municipalities to extend municipal amenities and infrastructure under or across railroad tracks to serve residents, with no railroad imposed annual charge,

ensure access to maintain them, and protect municipalities from liability for accidents caused by the railroad or VTrans that affect those lines; and

6. Require all railroads and railroad-related projects to maintain stormwater and flood resiliency infrastructure so as not to damage municipal infrastructure and disclose the condition of such infrastructure to host municipalities.

3.0 Public Safety

3.1 PRIORITIES

1. Implement initiatives that reverse the critical shortage of public safety personnel statewide and that implement new ways to recruit and retain them;
2. Implement law enforcement principles of procedural justice and continued efforts to ensure:
 1. fair, equitable, and impartial law enforcement;
 2. building trust and legitimacy in communities including marginalized, vulnerable, and disadvantaged populations;
 3. sound policy and oversight mechanisms in accordance with the governance structure of the municipality;
 4. best practices in the use of technology and social media;
 5. community policing principles that include crime reduction strategies;
 6. ongoing training and education to employees;
 7. officer wellness, safety, mental health, and critical incident stress management; and
 8. sufficient funding to attain these goals;
3. Provide public safety officials with the technology, authority, information, training, funding, and revenue to ensure the above law enforcement services;

4. Ensure statewide access to affordable state-of-the-art telecommunications services that benefit public safety and first responders and builds the economy;
5. Support Fire Departments and Emergency Medical Services in meeting OSHA/VOSHA standards; and
6. Preserve qualified immunity for law enforcement and all government officials.

3.2 OPIOID CRISIS

1. Establish funding to increase the availability of on-demand drug abuse and mental health treatment services;
2. Extend eligibility for Medicaid reimbursement to addiction treatment;
3. Provide funding to establish and maintain sober housing alternatives;
4. Increase efforts to disrupt, arrest and prosecute drug dealers and suppliers; and
5. Assure policies balance and deliver treatment, accountability, and enforcement services.

3.3 JUDICIARY

1. Improve the judicial system's capacity to require accountability for offenders' actions;
2. Sufficiently fund and staff the Vermont Statewide Treatment Court and implement recommendations for improvement; and
3. Establish accountability for transparent, accurate and timely reporting of data on judicial disposition of cases, individual recidivism, and recovery rates, to assure the safety of the public.

3.4 STATE, LOCAL, AND REGIONAL COOPERATION

1. Incentivize and provide on-going funding and assistance to support municipalities that explore, consolidate, integrate, or regionalize public safety services;
2. Establish systemic criminal justice reforms that address the drivers of crime and reduce re-offending;
3. Provide for sealing of criminal records in place of their expungement to ensure protection of victims and the public;
4. Authorize a Vermont law enforcement officer to make an arrest based on a warrant from another state;
5. Maintain the independent status and function of the E-911 Board;
6. Assure all dispatch systems are compatible and can communicate with one another;
7. Ensure equal access to emergency services exist in rural communities; and
8. Establish a default statewide ban on firearms in designated municipal buildings/property, from which an individual municipality may opt out.

3.5 CORRECTIONS, MENTAL HEALTH, AND ADDICTION

1. Establish a statewide, integrated approach for wellness, critical incident stress management, mental health and addiction services across health, human services, first responders, and public safety departments and agencies;
2. Notify municipal officials when the state transports or provides unhoused individuals temporary housing in a municipality and require the state provide necessary support services;
3. Develop collaborative solutions among all affected stakeholders to manage incapacitated persons;
4. Require the Department of Corrections (DOC) to notify local officials of changes in offenders' status, particularly those at risk to re-offend, collaborate with local officials in the placement of released persons, and assure reasonable support and supervision is in place to protect the community, victim, and offender;
5. Adhere to municipal zoning in approving housing for offenders and unhoused individuals and locating adequate supervision and support services for those individuals; and

6. Authorize DOC officials to serve citations and domestic abuse orders to offenders in correctional facilities in lieu of municipal police officers serving them.

3.6 PUBLIC SAFETY FUNDING

1. Establish a systemic approach to financially support call handling and dispatch emergency services;
2. Increase cooperation of state agencies for incident response on interstate and state highways to share the burden currently placed on local public safety departments;
3. Authorize local emergency service agencies to recover all costs associated with complying with any federal, state, or court-ordered licensing, registration, training, or testing requirements;
4. Provide funding to municipalities to undertake drug investigations at the local level; and
5. Continue to support and fund state increased Medicaid reimbursement rates for Emergency Medical Services (EMS) to cover the actual cost of care.

3.7 PUBLIC SAFETY TRAINING

1. Institute flexible alternatives to the residential Vermont Police Academy training program;
2. Provide adequate funding and resources to the Vermont Fire Academy, Vermont Police Academy, and the Department of Health for certified training programs and activities for all emergency services personnel;
3. Ensure that statutorily authorized training mandates and the associated impacts on public safety personnel and agencies are current, necessary, and appropriate to an officer's level of experience;
4. Focus Vermont Police Academy funding and training on core law enforcement responsibilities, including the VLCT Board adopted document entitled [Perspectives on Police Reform](#);
5. Provide adequate funding to ensure appropriate levels of staffing and training to each sector of the public safety community;

6. Implement standards for providing reciprocity with other states' training programs;
7. Continue to fund training for emergency medical service providers; and
8. Create additional opportunities outside of existing state-sponsored programming, such as through tech centers, colleges and universities, and non-traditional education providers enabling more Vermonters to become certified public safety officials, including police, fire fighters and emergency medical service providers.

4.0 Quality of Life and Housing

4.1 PRIORITIES

1. Enable every municipality in the state to grow economic vitality by encouraging and facilitating community-driven economic development in those places municipalities have designated for growth;
2. In collaboration with local governments, develop coordinated, long term, state-wide recovery plans that address the wide range of resiliency and rebuilding needs across agencies, services, and municipalities; and
3. Establish new sources of adequate, ongoing funding to invest in infrastructure in downtowns, new town centers, villages, and any area in which state or local policies encourage housing or economic development.

4.2 HOUSING

1. The state is responsible for providing transitional and supportive housing for Vermonters. The state must lead homelessness prevention and response efforts including establishing and following a plan to address unit production, mental health service delivery and homeless shelter creation;

2. Establish funding and incentives that support the variety of housing needed across the state and which has been encouraged through recent housing legislation;
3. Ensure new density requirements don't contribute to the proliferation of short-term rentals;
4. Implement policies that encourage, but do not mandate, models of high-density, multi-unit housing, because solutions to the housing crisis must be appropriate to the size and planning priorities of every municipality;
5. Direct housing incentives and programs to areas designated in municipal plans and provide for water and sewer capacity in those places;
6. Reform the General Assistance Hotel/Motel Emergency Housing Program to ensure equitable and proportionate impact on municipalities; and
7. Prioritize funding and regulatory reform to facilitate design, construction, and maintenance of infrastructure to support development and redevelopment of the wide variety of housing Vermonters need (workforce, elderly, downsizing, middle income, affordable, and supportive).

4.3 LOCAL LAND USE AND ACT 250 REGULATORY REFORM

1. Authorize local governments to establish targeted, performance-based contracts to support the infrastructure needed to realize Act 250 reforms and housing development enabled in the 2024 Community Resilience and Biodiversity Protection Through Land Use (Act 181);
2. Provide adequate funding and support, and ensure municipal input when implementing new land-use mapping and Act 250 location-based jurisdiction;
3. Ensure the Community Investment Program (replaces Downtown Designation Program) defers to municipal plans and authority when transitioning existing designated areas, granting new areas, and offering benefits;
4. Base development decisions upon adopted municipal plans and use adopted regional plans as guidance documents; and

5. Increase the threshold for appeals of projects located in approved designated areas.

4.4 ECONOMIC GROWTH

1. Establish a program to enable municipalities to invest in infrastructure that supports a transformational economic development project in the community; and
2. Provide local authority to designate appropriate areas for cultivation of cannabis through zoning.

5.0 Environment

5.1 PRIORITIES

1. Develop a long term, coordinated and comprehensive plan across government silos to address resiliency, water quality, waste management, and sustainable growth in the built and natural environments;
2. Provide municipalities with new resources, authority, and avenues for inter-municipal collaboration to respond to the impacts of climate change;
3. Develop regional governance structures that provide the administrative and financial scale necessary to tackle issues that cross municipal boundaries through a framework which balances local authority with the need for collective action; and
4. Charge the State with the responsibility of managing rivers, streams, and watersheds for resiliency and recovery.

5.2 CLIMATE ACTION AND ENVIRONMENT

1. Share federal and state resources to assist in local resilience and adaptation efforts;
2. Ensure ongoing funding for the Flood Resilient Communities Fund (the state flood impacted property buy-out program) including relocation and rebuilding of municipal properties in flood danger;
3. Implement policies that empower municipalities to reduce emissions across all sectors, plan for and increase resiliency to the effects of climate change, and transition to cleaner energy sources;
4. Increase state energy code compliance without imposing further mandates or administrative burdens on municipalities;
5. Provide accessible, low barrier funding for weatherization efforts at scale;
6. Ensure local input and control over siting and permitting of energy projects, including decisions about building close to where energy will be used (close to load);
7. Hold municipalities harmless from liability for presence or consequences of forever chemicals;
8. Relax regulations that require relocation of lightly contaminated urban soil, and aligns with policies to encourage economic development and housing in urban locations;
9. Increase funding for brownfield clean-up and redevelopment; and
10. Continue protection of habitat blocks, forest blocks, river corridors, wetlands for carbon sequestration and resiliency, flood and stormwater mitigation, and aquifer recharge.

5.3 AGENCY OF NATURAL RESOURCES SYSTEM IMPROVEMENT

1. Produce efficient and coordinated permitting, grant management, program management and enforcement of regulations across the Agency of Natural Resources (ANR);
2. Direct and authorize leadership in ANR and the Department of Environmental Conservation (DEC) to:
 1. Provide leadership in developing regional solutions in pursuit of conservation and resiliency initiatives.
 2. Undertake a comprehensive review of all rules with the objective of reducing burdens and liabilities to municipalities.

3. Require rule revisions that balance conservation and resiliency objectives with municipal capacity and societal needs in Vermont and prohibit “Interim Strategies” and “Guidelines” as substitutes for duly adopted rules.
4. Resolve regulatory conflicts in favor of the programs or requirements that produce the most economically feasible environmental benefits whenever compliance projects encounter conflicting requirements among state agency and department programs.
5. Whenever possible, provide a “service provider model” for technical, engineering and planning assistance as opposed to competitive grants; and
3. Ensure timely responses from ANR at all levels and in all programs regarding permit and permit renewal requirements, and clear guidance for implementing those requirements.

5.4 VERMONT CLEAN WATER ACT FUNDING AND IMPLEMENTATION

1. Ensure that federal and state funding instead of competitive grants pay for federal and Vermont Clean Water Act priorities;
2. Provide sufficient funding for project development including research, planning, design, and scoping to ensure that projects will successfully implement mandates such as Municipal Separate Storm Sewer System (MS4) General Permits, Vermont’s Stormwater Total Maximum Daily Loads (TMDLs), Combined Sewer Systems, and Municipal Road General Permits (MRGPs);
3. Establish a statewide authority for the centralized collection of impervious surfaces or per parcel fees, development, and implementation of clean water projects;
4. Afford relief from permit compliance deadlines when corresponding funding is delayed or eliminated;
5. Prohibit diverting Revolving Clean Water funds to other purposes;
6. Update river corridor plans and develop a hazard mitigation plan that promotes reductions to the impacts of natural disasters including flooding; and
7. Provide funding to assure dam safety and enable compliance with regulations.

5.5 TOTAL MAXIMUM DAILY LOADS (TMDLS)

1. Direct ANR to track and publish up-to-date data on the cost to construct TMDL-compliant projects to ensure consistency, transparency, and unified standards;
2. Allow permitted entities to pursue water quality gains elsewhere in the drainage basin when the cost of treatment at facilities within regulatory boundaries reaches an excessive benefit-to-cost ratio;
3. Ensure fair, effective, efficient spending of local, state, and federal dollars to achieve TMDL goals;
4. Subject potential mitigation efforts to a cost-effectiveness analysis and base implementation on that analysis;
5. Reduce and cost-effectively infiltrate runoff from non-point sources of pollution on all properties; and
6. Implement policies supporting regenerative solutions that harness nutrient cycles to improve water quality and quantity, and restore soil fertility, microbial activity, and moisture-holding capacity.

5.6 POTABLE WATER AND WASTEWATER SYSTEM PERMITTING

1. Enforce provisions of the Wastewater Systems and Potable Water Supplies Program, including requirements to repair or replace failed on-site septic systems;
2. Establish sufficient funding and technical assistance support to municipalities to protect public health by ensuring availability of potable water supplies and to test for, remediate, and manage per- and polyfluoroalkyl substances (PFAS) contamination;
3. Regulate emerging contaminants at the source instead of the point of discharge in a science-based and economically feasible manner;
4. Redefine “waters of the state” to exclude constructed waterworks such as reservoirs, settling ponds, and any infrastructure related to water supplies;

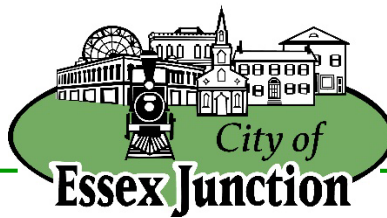
5. Apply new permitting requirements only upon expiration of the five-year permit term and renewal;
6. Eliminate duplicative state permitting of connections to water and wastewater utilities; and
7. Develop a residuals management policy and modified regulations that ensure in-state municipal disposal options.

5.7 MATERIALS MANAGEMENT

1. Hold municipalities harmless from liability for any hazardous material incident at any facility or property that conforms with all state and federal permits and regulations;
2. Hold municipalities harmless from liability for any PFAS-related contamination;
3. Regulate complete treatment processes for materials such as wastewater, solid waste, and recyclables through single permits that address the entire treatment cycle at a facility, and issuing permits for a facility based on its useful life or capacity;
4. Prioritize DEC implementation of regional septage, residuals, and solid waste management strategies;
5. Develop a plan for solid waste management facilities (landfills) closer to the point of waste production to reduce the carbon footprint of waste transportation, increase efficiency, reduce waste and protect Vermont's waters; and
6. Incentivize and fairly compensate municipalities for hosting a landfill.

Publication Date

09/10/2024



MEMORANDUM

To: Essex Junction City Council
From: Regina Mahony, City Manager
Meeting Date: August 14, 2024
Subject: Executive session for a contract

Issue: The issue is whether the City Council will enter executive session to discuss a contract with the Tree Farm Management Group.

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, City Manager and the Assistant Recreation Director."

CITY OF ESSEX JUNCTION
CITY COUNCIL MEETING MINUTES
REGULAR MEETING
WEDNESDAY SEPTEMBER 11, 2023

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

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

OTHERS PRESENT: John Alden, Resa Mehren, Joanna Rankin, Tim Shea

1. CALL TO ORDER

Mr. Chawla called the meeting of the City Council to order at 6:30 PM.

5. RECOGNITION

a. Moment of Silence in Observance of 9/11

A moment of silence was held.

2. AGENDA ADDITIONS/ CHANGES

None.

3. APPROVE AGENDA

No changes, thus no approval required.

4. PUBLIC TO BE HEARD

a. Comments for Public on Items not on Agenda

Mr. Chawla noted that in previous meetings members of the public had made racist and anti-Semitic comments. The City Council will continue to condemn such comments publicly. Ms. Mehren asked if Connect the Junction would be put on hold considering the potential changes to the Green Mountain Transit (GMT) bus routes. Ms. Mahony said that the project elements are still relevant, and Mr. Chawla encouraged members of the public to contact their legislators about the GMT changes. Ms. Mehren said that SSTA requires that users be located within a certain distance of a bus stop, and that GMT changes could affect them. Joanna Rankin said that Burlington has passed a resolution asking the congressional delegation to change the mission of the Vermont Air National Guard. She requested that Essex Junction consider the same. The Board will communicate with her to let her know if it will be placed on the next agenda.

6. BUSINESS ITEMS

a. Development Review Board Update and Presentation

Mr. Alden, Chair of the Development Review Board (DRB), discussed development trends. He said that most developments are occurring around the Five Corners area. The DRB has approved 167 new housing units, many in mixed-use buildings. He discussed the highlights of some recently approved projects. Mr. Chawla asked about the challenges that the DRB is facing. Mr. Alden said that the DRB has continually worked with the same developers over time and said that they hope to continue to elevate the architecture standards of new buildings. He said that the DRB is a new board and that they need additional time to grow into the role and discussed recent staff turnover. Answering a question from Mr. Chawla regarding the role of design review, Mr. Alden said that the DRB can require additional standards for appearance. He said that this is balanced with a desire to maintain housing growth for all income levels. The DRB is always open to input in whatever format that members of the public wish to give it and encourages residents to specifically

50 articulate what they would like in their community. Ms. Mahony encouraged residents to participate in the
51 Connect the Junction project so that they can influence future regulations for development.

52

53 Answering questions from Mr. Certa, Mr. Alden said that it would be helpful for the DRB and Planning
54 Commission to meet jointly, as well as hold a joint meeting with the City Council. Mr. Alden said that the
55 biggest hurdles to development are the long and risky state permitting process in Vermont, and the high cost
56 of such. He said that there is a very high learning curve and a limited group of developers willing to construct
57 as a result. Changes to state regulations will hopefully make this easier, especially for small developments.
58 Mr. Alden said that housing is concentrated along Pearl Street, and most development is infill. Mr. Alden
59 said that he has seen many concepts for the former Lincoln Inn building, however nothing has moved
60 forward. Mr. Miller expressed gratitude to Mr. Alden for his service.

61

62 **b. Discussion and Consideration of Establishing a Governance Committee**

63 Ms. Mahony said that the Essex Junction charter requires the examination of the current governance structure
64 within three years of establishment. She displayed a draft mission statement for the committee and said that
65 if there is a need for charter changes it should be voted on by November 2025. Mr. Chawla suggested that
66 something be added in stating that the goal of this is to make Essex Junction a more inclusive community.
67 Ms. Haney agreed and said that it is also important to offer as many opportunities for public comment as
68 possible. Mr. Chawla said that the establishment of wards/districts is something that will be explored, as
69 well as a potential mayoral system. He spoke of the importance of establishing equity in the wards. Ms.
70 Haney suggested that a discussion of establishing neighborhood planning districts be included, as well as
71 reading past studies on governance in Essex. Funding for professional services and a potential committee
72 budget were discussed.

73

74 Mr. Certa encouraged a more open-ended look at governance so that diversity of experiences is heard and
75 that the Board is making efforts to be a representative government. He suggested removing the listed
76 examples as a way of achieving this. The Council decided to include “up to nine” members, including City
77 Council members. Additional members can be added if need be. Mr. Miller said that he feels like the
78 committee should not be pushed to come to decision by 2025. Ms. Haney noted that this is an advisory
79 committee, and their decisions will require the Council’s approval and possibly a full community vote. Mr.
80 Certa expressed concern about the use “advisory,” stating that the Council should move forward with the
81 recommendations if there are no serious issues. Ms. Mahony will develop the language further and the
82 Council will potentially approve this at their next meeting.

83

84 **c. Discussion and Consideration of and Executive Session to discuss Personnel**

85 This was discussed during Executive Session.

86

87 **d. Discussion and Consideration of and Executive Session to discuss a Contract**

88 This was discussed during Executive Session.

89

90 **7. CONSENT ITEMS**

91 **ELAINE HANEY made a motion, seconded by TIM MILLER, to approve the Consent Agenda.**
92 **Motion passed 5-0.**

93 **a. Approve Meeting Minutes: August 28, 2024**

94 **b. Approve Road Closure for Pleasant Street Block Party**

95 **c. Approve Banner Application for the Connect the Junction Project**

96 **d. Approve Iroquois Avenue Waterline and Road Reconstruction Design and Construction Services**

97

98 **8. COUNCIL MEMBER COMMENTS & CITY MANAGER REPORT**

99 Ms. Mahony said that the meeting schedule has been revised for the fall. The Crescent Connector is almost
100 finished. A community newsletter began this month, with heavy interest and signups. It is available via both
101 print and e-mail. GMT is hosting a public forum tomorrow at Brownell regarding potential service cuts. Mr.
102 Certa encouraged all to participate in the conversations regarding GMT service cuts. He said that he is
103 especially concerned by how these cuts may impact SSTA users.
104

105 **9. READING FILE**

- 106 **a. Check Warrant #24053 09/06/2024**
- 107 **b. Regional Boards and Committees Minutes Memo**
- 108 **c. August Financial Report**
- 109 **d. Global Foundries Battery Application – Response to Noise Questions**
- 110 **e. Information on Green Mountain Transit’s Service Reduction Plan and Public Meetings**
- 111 **f. Lake Champlain Chamber of Commerce 2024 Annual Report**
- 112 **g. BWAC Minutes 8/19/24**

113

114 **10. EXECUTIVE SESSION**

115 **a. An Executive Session was needed to discuss Personnel – City Manager Evaluation**
116 **Motion by MARCUS CERTA, seconded by RAJ CHAWLA, that the City Council enter into executive**
117 **session to discuss a personnel evaluation, pursuant to 1 V.S.A. § 313(a)(3) to include the City Council**
118 **and the City Manager. Motion passed 5-0.**
119

120 **b. An Executive Session was needed to discuss a Contract - CVE**
121 **Motion by MARCUS CERTA, seconded by RAJ CHAWLA, that the City Council enter into executive**
122 **session to discuss a contract, pursuant to 1 V.S.A. § 313(a)(1)(A) to include the City Council and City**
123 **Manager. Motion passed 4-0-1, with Elaine Haney abstaining.**

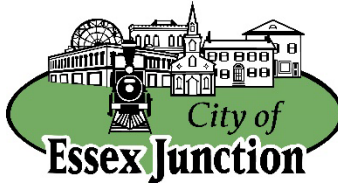
124 Ms. Haney said that she will abstain from the vote and discussion due to a conflict of interest. Ms. Haney
125 left Executive Session at 8:48 PM.
126

127 **Motion by RAJ CHAWLA, seconded by MARCUS CERTA, to exit executive session. Motion passed**
128 **4-0 at 9:40 PM.**
129

130 **11. ADJOURN**

131 **Motion by RAJ CHAWLA, seconded by MARCUS CERTA, to adjourn. Motion passed 4-0 at 9:40**
132 **PM.**
133

134 Respectfully Submitted,
135 Darby Mayville
136 Recording secretary
137
138



Memo

To: Essex Junction City Council
From: Ashley Snellenberger, Communications & Strategic Initiatives Director
Meeting Date: September 25, 2024
Agenda Item: MERP Implementation Grant Application

Issue: Act 172 expanded the State Energy Management Program (SEMP) within the Department of Buildings and General Services (BGS) to assist municipalities in making municipally owned buildings more energy-efficient and resilient. Known as the Municipal Energy Resilience Program (MERP), \$45M was appropriated to make long-term investments to reduce energy use, lower operational costs, and support the State's climate goals. The program funding was broken into Regional Planning Commission Funding: \$2.4M and MERP Funding: \$42.6M (\$5M for MERP energy resilience assessments, \$1M for Program administration, and \$36.6M for Mini-Grant and Implementation grants).

Municipalities can apply for an Implementation Grant, up to \$500,000 per covered municipality, for energy resilience projects related to weatherization, thermal efficiency, supplementing or replacing fossil fuel heating systems with more efficient renewable or electric versions, and any other expenditures necessary for the project to be eligible for funding under federal law and guidelines.

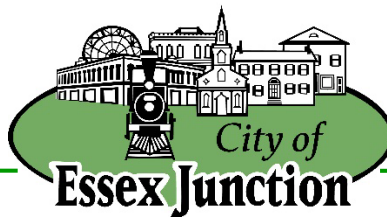
Discussion: The City plans to submit an application for the City Offices at 2 Lincoln Street. There is no match requirement for this grant. In the spring, the City completed an energy resilience assessment through this program on the City Offices and Brownell Library. The City plans to apply for funding for the recommended energy conservation measures outlined in our assessment and ADA improvements associated with renovation plans for the 2 Lincoln building. The application is due on September 27, 2024 with award notices being released by October 25, 2024. If awarded the City will need to enter into a grant agreement by November 29, 2024 with funds being used by December 31, 2026. The grant application will be for approximately \$95,000 but may increase as we finalize the application next week.

Cost: No match is needed. This will not add any costs to the overall renovation project but will hopefully offset City costs if awarded.

Recommended Motion:

"I move that the Council approve the City's application for the MERP Implementation Grant for energy conservation measures and ADA improvements associated with the 2 Lincoln renovation project; and accept the grant if awarded."

Attachments: None



MEMORANDUM

To: City Council; Regina Mahony, City Manager

From: Chelsea Mandigo Water Quality Superintendent

Meeting Date: 9/25/2024

Subject: Majority signatures needed on Clean Water State Revolving Fund Application

Issue

A majority of the governing body signatures are needed on the loan application for the loan to be issued.

Discussion

At the February 14, 2024, meeting a discussion occurred around a memo titled "Pump station improvements- River St, Maple St West St." Staff was approved to move forward with the funding application to the State of Vermont Clean Water State Revolving Fund (CWSRF).

On September 18, 2024, staff was notified by one of the CWSRF project developers that the Step 1 Planning loan was ready to be issued however the loan application was missing the majority of the governing body's signatures.

Recommendation

Staff recommends that the City Council have the majority sign the application so that we can move forward with engineering the retrofit projects.

Certification

The Applicant certifies that it possesses the legal authority to apply for the SRF loan, and to finance and construct the proposed facilities. A resolution, motion, or similar action has been duly adopted or passed as an official act of the Applicant's Legislative Body authorizing the filing of the application. A resolution, motion, or similar action has been duly adopted or passed authorizing the person identified herein as the authorized representative of the Applicant in connection with the project for the purpose of furnishing information, data and documents pertaining to the project as required by the State of Vermont.

Authorization Date:

REPRESENTATIVE SIGNATURE

PRINT NAME

REPRESENTATIVE SIGNATURE

PRINT NAME

REPRESENTATIVE SIGNATURE

PRINT NAME

REPRESENTATIVE SIGNATURE


PRINT NAME

REPRESENTATIVE SIGNATURE

PRINT NAME

Clerk Certification

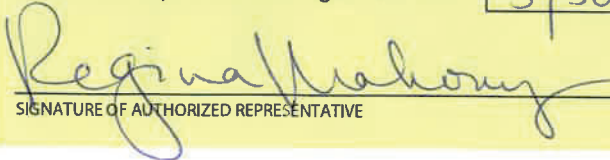
Clerk Signature Date:


SIGNATURE OF CLERK

Susan McNamara-Hill
PRINT NAME

Authorized Representative Certification

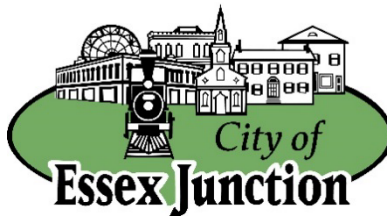
Authorized Representative Signature Date:


SIGNATURE OF AUTHORIZED REPRESENTATIVE

Regina Mahony
PRINT NAME

Submit completed application and all attachments via the ANR Online website at:

<https://anronline.vermont.gov/?formtag=SRFLoanIntake>



MEMORANDUM

To: City Council

From: Regina Mahony, City Manager

Meeting Date: September 25, 2024

Subject: Approval of Establishing the Governance Committee

Issue: As required by the City Charter, a Governance Committee needs to be established within three years after the approval of the first City Charter by the Legislature.

Discussion:

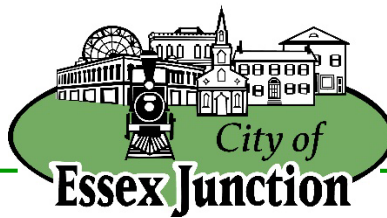
The City Charter requires the council to appoint a special commission to study governance considerations. As stated in the City Charter: "Within three years after the approval of this charter by the Legislature, the Council shall appoint a special commission to study governance considerations such as, 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."

The Purpose Statement for this limited time Governance Committee was discussed and reviewed at the Council's September 11, 2024 meeting. The Purpose Statement has been revised accordingly.

Recommended Motion:

"I move that we adopt the Governance Committee Purpose Statement as drafted."

Attached: Revised Draft Purpose Statement for the Governance Committee



Governance Committee
Purpose Statement
Approved by the City Council: September X, 2024

PURPOSE

Essex Junction is a welcoming community, home to a diverse population, including residents of all ages, ethnicity, nationalities, and backgrounds; and the City Council wishes to explore governance structures to ensure that voices are equitably represented at policy making tables. As such, the Governance Committee shall represent the best interests of the City and its residents by serving in an advisory capacity to the City Council for the purpose of studying governance considerations for the City 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.

MEMBERSHIP

The City Council will appoint the members of the Governance Committee. Members shall be residents of the City of Essex Junction. The Governance Committee shall consist of up to 9 voting members to include two City Council members.

TIMELINE & TERM LENGTH

It is anticipated that the Governance Committee's work may result in recommended charter changes. The intent is to prepare these charter changes in time for them to be brought to the voters on the 2026 Annual Meeting ballot. Therefore, the work of the Governance Committee shall be complete and submitted to the City Council no later than November 1, 2025.

There may be additional work beyond this timeline to help with public outreach and engagement associated with any potential charter changes.

This will be a limited time Committee, to be established as soon as a minimum of 7 members can be appointed, and it will be dissolved upon completion of the work listed herein. Member terms shall be for the full length of time this time limited Committee is in existence.

OFFICERS

Officers of the Governance Committee 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 first meeting of the Committee. The Chairperson shall preside at meetings of the Governance Committee. 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

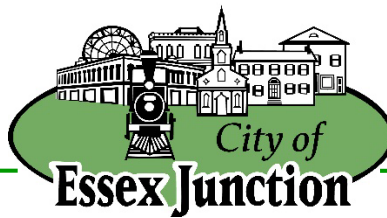
Each member shall be entitled to one vote. Approval of any matter requires an affirmative vote from a quorum of the body which is established as a majority of the membership (4 if 7 members; 5 if 9 members).

MEETINGS OF MEMBERS

The Governance Committee shall meet as needed to achieve the work as stated herein within this limited time period; this may include sub-Committee work. A schedule should be established by the Governance Committee at it's first meeting.

All Governance Committee meetings, votes, and actions shall follow the laws of the State of Vermont. The Governance Committee is an advisory body.

DRAFT



MEMORANDUM

To: City Council

From: Christopher Yuen, Community Development Director

Meeting Date: September 25, 2024

Subject: Application for licensure, S-000009646, Outdoor Cultivator Tier 1 Small Cultivator Renewal

Issue:

The license for an existing Tier 1 Outdoor Cannabis Cultivation on 8 Taft Street is up for annual renewal.

Discussion:

Municipalities with a Local Cannabis Control Commission have some authority to regulate Cannabis Establishments in the city. These powers are established through [7 V.S.A. § 863](#) and outlined in Section 2.14 of Vermont Cannabis Control Board's [Rule 2: REGULATION OF CANNABIS ESTABLISHMENTS](#).

On September 6, 2024, the City received notification from the Vermont Cannabis Control (VCCB) that an Outdoor Cultivator Tier 1 Small Cultivator license Renewal (Application S-000004597), has been provisionally approved by the VCCB. Its issuance pending approval by the City's Local Control Commission (LCCC). The LCCC has 45 days from the date of this notification to approve or deny the local license.

The VCCB's [Local Commission Guidance document](#) states the following:

"The role of the commission is to approve or deny a local control license based upon compliance with any bylaw adopted pursuant to 24 V.S.A. § 4414 or ordinances regulating signs or public nuisances adopted pursuant to 24 V.S.A. § 2291. (Outdoor cultivators are shielded from certain requirements.) Following issuance, the commission may suspend or revoke a local control license for a violation of any condition placed upon the license."

The subject outdoor cultivation is located in the R1 Residential District, where zoning regulations prohibit cannabis cultivation. However, the Vermont Superior Court confirmed that "cannabis operations are exempt from municipal regulation" in their August 29, 2024 Judgement Order (attached). The implication of this judgement order is that the City may not prohibit a cannabis cultivation from being located in any specific zoning district.

Cost: N/A

Recommendation: Staff recommends the City Council, acting as the Local Cannabis Control Commission, approve the application.

Recommended Motion:

I move that the Essex Junction Local Cannabis Control Commission approve Local Cannabis License Renewal S-000009646 for TrichomeVT's Tier 1 Outdoor Cultivation.

Attachments:

1. August 29, 2024 Superior Court (Environmental Division) Judgement Order Docket Nos. 23-ENV-00120 and 24-ENV-00003
2. License Renewal Application

VERMONT SUPERIOR COURT
32 Cherry St, 2nd Floor, Suite 303,
Burlington, VT 05401
802-951-1740
www.vermontjudiciary.org



ENVIRONMENTAL DIVISION
Docket Nos. 23-ENV-00120
24-ENV-00003

In re 8 Taft Street

JUDGMENT ORDER

This matter involves two separate appeals relating to Jason Struthers's (Appellant) backyard activities involving cannabis cultivation and the raising of ducks on his property located at 8 Taft Street, Essex Junction, Vermont (the Property).

The first appeal involves a determination by the City of Essex Junction (City) Administrative Officer (AO) declining to enforce the City's Land Development Code's (LDC) prohibition of Agriculture and Cannabis Cultivation, as those terms are defined by the LDC, in the R-1 Zoning District in which the Property is located. Neighboring landowners Stephen and Sharon Wille Padnos (Neighbors) appealed this determination to the City's Development Review Board (DRB), which affirmed the AO's decision with respect to cannabis but reversed the AO's determination regarding Appellant's duck raising activities. Appellant appealed the DRB's decision to this Court, which has been assigned Docket No. 23-ENV-00120. Neighbors filed a cross-appeal.

The second appeal involves a Notice of Violation (NOV) issued on November 20, 2023 by the AO regarding Appellant's duck raising activities. Appellant appealed the NOV to the DRB, which affirmed the issuance of the NOV. Appellant appealed the DRB's decision to this Court, which has been assigned Docket No. 24-ENV-00003. Neighbors again filed a cross-appeal.

In a decision dated August 7, 2024, this Court concluded that the material facts were not in dispute such that Appellant was entitled to judgment as a matter of law that the City cannot enforce the LDC's prohibition of agriculture against Appellant because his duck raising activities are subject to the Required Agricultural Practices (RAPs) and therefore exempt from municipal regulation by 24 V.S.A. § 4413(d)(1). The Court **GRANTED** Appellant's Rule 56 motion for partial summary judgment.

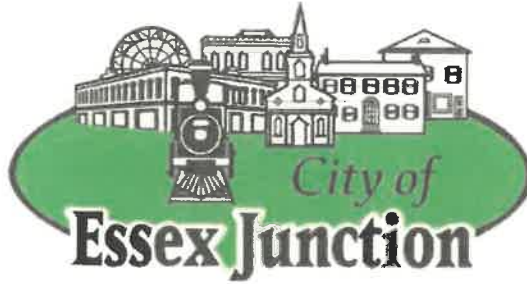
With respect to cannabis, the Court provided the parties an opportunity to file supplemental memorandum on the applicability of 7 V.S.A. § 869(f)(2), which provides that a licensed outdoor cannabis cultivator shall “not be regulated by a municipal bylaw . . . in the same manner that Required Agricultural Practices are not regulated by a municipal bylaw under 24 V.S.A. § 4413(d)(1)(A).” 7 V.S.A. § 869(f)(2). For the reasons set forth in today’s August 29 Entry Order, we conclude that Appellant is entitled to judgment as a matter of law that his cannabis operations are exempt from municipal regulation because he owns and operates a licensed outdoor cannabis operation. We therefore **GRANTED** Appellant’s Rule 56 motion for summary judgment on cannabis.

The August 7 Decision and today’s August 29 Entry Order conclude the matters before the Court resulting in Judgment for Appellant Jason Struthers.

Electronically signed August 29, 2024 pursuant to V.R.E.F. 9(D).

A handwritten signature in black ink that reads "Tom Walsh". The signature is written in a cursive, slightly slanted style.

Thomas G. Walsh, Judge
Superior Court, Environmental Division



RECEIVED
SEP 10 2024
City of Essex Junction

**Application for Local Cannabis License
City of Essex Junction**

*****Return complete applications to the City for processing*****

On July 14, 2022, the Essex Junction City Council adopted a resolution establishing a local Cannabis Control Commission (CCC) to provide local licenses for cannabis operations. The City Council will act as the CCC and provide licenses, including any necessary conditions for parties interested in operating in the City of Essex Junction. The following application information is required for review and approval by the CCC prior to commencing operation. Failure to receive approval and licensing from the CCC may result in a notice of violation, including applicable fines.

1. Applicant Information

Name: Jason Struthers

Doing Business As: Trichome VT LLC

Mailing Address: 8 Taft Street

Telephone Number: 802-738-6927

2. Owner/Agent Contact Information

Name: See Above

Mailing Address:

Telephone Number:

Email:

3. Address where use will occur in the City

8 Taft Street

4. **Licensing Information**

Type of License Requested (check all that apply)

License Type	Tier (if applicable)	Date Applied for State Permit	State Permit Number (if Issued)
<input checked="" type="checkbox"/> Outdoor Cultivation*	<u>1</u>		
<input type="checkbox"/> Indoor Cultivation*			
<input type="checkbox"/> Mixed Cultivation*			
<input type="checkbox"/> Retail			
<input type="checkbox"/> Manufacturing*			
<input type="checkbox"/> Testing			
<input type="checkbox"/> Wholesale			

Note: * Requires indication of tier. For more information on tiers, visit www.ccb.vermont.gov

5. **Local Compliance Information**

Compliance Questions	Answer
Land Use	
Has the Zoning Administrator been contacted regarding your proposed use?	NO
Is the use permitted by local zoning bylaws in the location you have identified?	N/A
If yes, is a zoning permit required?	N/A
If a zoning permit is required, what is the date the complete application was submitted for review?	N/A
Has the zoning permit been issued? Is yes, please attach to application.	N/A
Utility	
Is an allocation for water being requested?	N/A
If yes, how many gallons per day have been requested?	N/A

Has an allocation for water been granted?	N/A
Is an allocation for wastewater being requested?	N/A
If yes, how many gallons per day have been requested?	N/A
Has an allocation for wastewater been granted?	N/A
Has a biological oxygen demand test been conducted on the wastewater?	N/A
What is the Biological Oxygen Demand of the wastewater?	N/A
Have fees for allocations been paid or is a payment plan in place with the City?	N/A

6. Acknowledgement & Signature

I acknowledge and understand that this application for a local cannabis license (or licenses) is independent of any approvals issued by the State of Vermont's Cannabis Control Board. I further acknowledge that any license(s), if granted, will expire one year from the date it is issued and that a new application will be required for renewal. I agree to comply with any conditions included with approval of a cannabis license issued by the City of Essex Junction and understand that failure to comply with any identified conditions may result in revocation of this license, including any applicable penalties or fines associated with the violation of conditions.

Signature Jason Struthers Date 10 Sep 2024

Printed Name Jason Struthers

Please return the application to City of Essex Junction - 2 Lincoln St, Essex Junction VT 05452.

Official Use Only - Do Not Write Below This Line

Parcel Code: 1043001009

Received By: C. Yuen

Department Sign Offs

Fire: Chris Gaboriault
Chris Gaboriault (Sep 14, 2024 14:19 EDT)

Police: Ron Hoague

Planning & Zoning: [Signature]

Wastewater: Chelssa H. Mandigo

Recommended
Action: Approve

Cannabis Control Commission Review

License/Application #: S-000009646

Date of CCC Meeting: September 25, 2024
Date Follow-up sent: _____

Action by CCC: _____

04:21 pm

Check Warrant Report # 24054 Current Prior Next FY Invoices For Fund (GENERAL FUND)

CDeLibac

For Check Acct 01 (GENERAL FUND) All check #s 09/18/24 To 09/18/24

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
05290	09/10/24	ADVANCE AUTO PARTS WASHER Fluid 552425451288	210-5-40-12-610.000 General Supplies	6.71	53501	09/18/24
05290	09/12/24	ADVANCE AUTO PARTS SPARK PLUG 1 552425620260	210-5-40-12-610.000 General Supplies	7.30	53501	09/18/24
05290	09/13/24	ADVANCE AUTO PARTS Particulate Resp 552425751380	210-5-40-12-610.000 General Supplies	19.40	53501	09/18/24
28555	09/04/24	ALLEGIANCE TRUCKS FLEETRITE DEF, 2.5 GALLON 12203277901	210-5-40-12-626.000 Gasoline	65.94	53504	09/18/24
19815	09/06/24	AMAZON CAPITAL SERVICES Fire Ext Cabinet 19LGWPGRNMMC	210-5-41-23-431.000 R&M Buildings & Grounds	106.06	53505	09/18/24
19815	09/11/24	AMAZON CAPITAL SERVICES Office Supplies 1K4XD11Q9XNK	210-5-30-10-610.000 General Supplies	18.00	53505	09/18/24
19815	09/12/24	AMAZON CAPITAL SERVICES BL FNDN Books SEP24 1LRDQHGX3FCJ	210-5-90-00-991.000 Library Donation Expense	81.12	53505	09/18/24
19815	09/07/24	AMAZON CAPITAL SERVICES BL J Coll SEP24 1MTMW4DLPQWF	210-5-35-10-640.202 Juvenile Collection	123.88	53505	09/18/24
19815	09/07/24	AMAZON CAPITAL SERVICES Senior Supplies 1TNKLC6JR34M	210-5-30-10-610.000 General Supplies	7.89	53505	09/18/24
80061	09/06/24	BASSICK, LINDA BL SingAlong SEP24 0012	210-5-35-10-840.202 Childrens Programs	100.00	53509	09/18/24
16030	09/04/24	BROWN ELECTRIC Mem Fountain Repair 39036	210-5-30-12-330.000 Professional Services	5502.00	53511	09/18/24
16030	09/04/24	BROWN ELECTRIC Fountain Repairs 39038	210-5-30-12-330.000 Professional Services	494.65	53511	09/18/24
V0461	09/05/24	CENTRAL BEVERAGE BL NewsPapers AUG24 126	210-5-35-10-640.201 Adult Collection	441.00	53512	09/18/24
21120	08/31/24	CHAMPLAIN MEDICAL URGENT Physicals 00069496-00	210-5-25-10-330.000 Professional Services	710.00	53513	09/18/24
23455	09/13/24	CHITTENDEN SOLID WASTE DI Dump Fees 3554936	210-5-30-12-431.000 R&M Buildings & Grounds	17.00	53516	09/18/24
21210	09/01/24	CINTAS LOC # 68M 71 M WATERBREAK COOLER LEASE 9286406969	210-5-40-12-610.000 General Supplies	50.00	53517	09/18/24
17895	09/02/24	CLEAN NEST MPR Floor Wax 15340	210-5-41-26-420.000 Cleaning Services	1505.84	53518	09/18/24
17895	09/03/24	CLEAN NEST EJRP Cleaning August 15341	210-5-41-26-420.000 Cleaning Services	2607.12	53518	09/18/24
17895	09/03/24	CLEAN NEST Brownell Cleaning August 15344	210-5-41-21-420.000 Cleaning Services	3178.58	53518	09/18/24
17895	09/03/24	CLEAN NEST Brownell Cleaning August 15344	210-5-41-20-420.000 Cleaning Services	886.23	53518	09/18/24
04940	09/03/24	COMCAST Cable TV 02077220924	210-5-41-22-530.000 Communications	21.43	53520	09/18/24
17025	09/02/24	COONRADT AMY Rec Secre CC 8/28/24 0187	210-5-11-10-330.000 Professtional Services	216.00	53521	09/18/24
31545	09/09/24	COSTCO #314 Senior Picnic Food 090924D	210-5-30-10-610.000 General Supplies	443.65	53522	09/18/24
38280	09/13/24	CRYSTAL ROCK BOTTLED WATE 2 Linc Bottled Water 0924 177222770913	210-5-41-20-610.000 General Supplies	21.71	53523	09/18/24
00600	09/09/24	DION SECURITY INC BL Keys SEP24 95702	210-5-41-21-610.000 General Supplies	27.40	53524	09/18/24

Vendor	Invoice Date	Invoice Description	Invoice Number	Account	Amount Paid	Check Number	Check Date
25715	09/09/24	DONALD L. HAMLIN CONSULT	Susie Wilson Rd intersect	210-5-16-10-330.000	97.50	53526	09/18/24
			24803 090924	Professional Services			
25715	09/09/24	DONALD L. HAMLIN CONSULT	misc July 1 - July 31, 20	210-5-40-12-330.000	97.50	53526	09/18/24
			24810 090924	Professional Services			
25715	09/09/24	DONALD L. HAMLIN CONSULT	capital project est July	210-5-40-12-330.000	243.75	53526	09/18/24
			24823 090924	Professional Services			
19410	09/10/24	EAST COAST SIGNALS	AUG 2024 Service Work	210-5-40-12-572.000	1095.00	53530	09/18/24
			0824201953	Traffic Control			
23580	09/11/24	ED EATON FIRE TRUCK REPAI	Repair Engine 7 Pump	210-5-25-10-430.000	255.00	53531	09/18/24
			2-2024	R&M Vehicles & Equipment			
26140	09/06/24	EL GATO CANTINA	Staff Luncheon Sept 2024	210-5-10-10-845.000	1062.60	53532	09/18/24
			09242024	Employee/Volunteer Recogn			
05550	09/06/24	ESO SOLUTIONS INC	Annual Subscription	210-5-25-10-505.000	5948.43	53536	09/18/24
			ESO-148799	Tech. Subs, Licenses			
V0777	08/31/24	ESSEX REPORTER	Newsletter Ad Sept 2024	210-5-10-10-540.000	615.00	53538	09/18/24
			390160	Advertising			
28155	08/23/24	FH PRESSURE WASHING	Pressure Washing Fire	210-5-41-22-431.000	500.00	53541	09/18/24
			202410675	R&M Buildings & Grounds			
80021	05/20/24	FIRST NATIONAL BANK OF OM	Employee Appreciation 202	210-5-10-10-845.000	101.60	53542	09/18/24
			10042780	Employee/Volunteer Recogn			
80021	09/12/24	FIRST NATIONAL BANK OF OM	CATMA Trans Summit MGigue	210-5-16-10-500.000	236.60	53542	09/18/24
			10400975469	Training, Conf, Dues			
80021	08/13/24	FIRST NATIONAL BANK OF OM	Supplies for Fire Dept 08	210-5-25-10-610.000	39.86	53542	09/18/24
			112352684349	General Supplies			
80021	08/27/24	FIRST NATIONAL BANK OF OM	Cookies for Staff Event 9	210-5-10-10-845.000	60.00	53542	09/18/24
			12364	Employee/Volunteer Recogn			
80021	09/04/24	FIRST NATIONAL BANK OF OM	PW job ad credit sale tax	210-5-10-10-540.000	-35.41	53542	09/18/24
			124-00416714	Advertising			
80021	09/01/24	FIRST NATIONAL BANK OF OM	HRIS Sept 24	210-5-10-10-505.000	732.62	53542	09/18/24
			140786	Tech. Subs, Licenses			
80021	09/06/24	FIRST NATIONAL BANK OF OM	Fire Supplies DRL Bulbs	210-5-25-10-610.000	46.95	53542	09/18/24
			4122664	General Supplies			
80021	09/06/24	FIRST NATIONAL BANK OF OM	admin time tracking Aug 2	210-5-13-10-505.000	280.00	53542	09/18/24
			435920	Tech. Subs, Licenses			
80021	09/06/24	FIRST NATIONAL BANK OF OM	Brownell time tracking Au	210-5-13-10-505.000	204.00	53542	09/18/24
			436361	Tech. Subs, Licenses			
80021	09/09/24	FIRST NATIONAL BANK OF OM	Admin mini projector	210-5-10-10-610.000	96.98	53542	09/18/24
			5884214	General Supplies			
80021	09/05/24	FIRST NATIONAL BANK OF OM	2 Lincoln Supplies	210-5-10-10-610.000	25.50	53542	09/18/24
			5930616	General Supplies			
80021	09/07/24	FIRST NATIONAL BANK OF OM	Dewalt Battery Holder	210-5-25-10-610.000	49.92	53542	09/18/24
			7262608	General Supplies			
80021	08/29/24	FIRST NATIONAL BANK OF OM	PW Sales Tax Credit	210-5-10-10-540.000	-35.07	53542	09/18/24
			96329518A	Advertising			
80021	08/31/24	FIRST NATIONAL BANK OF OM	PW JOB AD 8-2024	210-5-10-10-540.000	286.88	53542	09/18/24
			US124-006586	Advertising			
80021	08/25/24	FIRST NATIONAL BANK OF OM	PW Job Ad sept 25	210-5-10-10-540.000	541.26	53542	09/18/24
			USI240041671	Advertising			
16000	09/16/24	FISHER AUTO PARTS	oil and anti	210-5-40-12-430.000	38.32	53545	09/18/24
			293478122	R&M Vehicles & Equipment			

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
14040	08/29/24	FRANKLIN PAINT CO INC traffic paint	210-5-40-12-572.000	1832.74	53546	09/18/24
		185792	Traffic Control			
34895	09/03/24	GAUTHIER TRUCKING, INC. RECYCLE WOOD EAB	210-5-40-12-890.834	690.00	53547	09/18/24
		1813172	Emerald Ash Borer			
34895	09/01/24	GAUTHIER TRUCKING, INC. 11 JACKSON ST Trash Remov	210-5-40-12-425.000	144.99	53547	09/18/24
		1816306	Trash Removal			
34895	09/01/24	GAUTHIER TRUCKING, INC. 2 Lincoln Garbage August	210-5-41-20-425.000	320.90	53547	09/18/24
		1816307	Trash Removal			
34895	09/01/24	GAUTHIER TRUCKING, INC. RAILROAD AVE Pearl St, Ma	210-5-40-12-425.000	585.53	53547	09/18/24
		1816308	Trash Removal			
34895	09/01/24	GAUTHIER TRUCKING, INC. BEECH ST Barrel on bike p	210-5-40-12-425.000	83.28	53547	09/18/24
		1816475	Trash Removal			
34895	09/01/24	GAUTHIER TRUCKING, INC. MSP Trash Removal Sept	210-5-41-26-425.000	540.15	53547	09/18/24
		1817239	Trash Removal			
20470	08/31/24	GLOBAL MONTELLO ATT: FLEE August Vehic Fuel	210-5-25-10-626.000	441.42	53548	09/18/24
		319510	Gasoline			
20470	08/31/24	GLOBAL MONTELLO ATT: FLEE August Vehic Fuel	210-5-30-12-626.000	563.32	53548	09/18/24
		319510	Gasoline			
20470	08/31/24	GLOBAL MONTELLO ATT: FLEE August Vehic Fuel	210-5-40-12-626.000	1853.95	53548	09/18/24
		319510	Gasoline			
80042	08/31/24	GOV OS INC July-Aug Land Records	210-5-12-10-505.000	714.00	53549	09/18/24
		1NV7255	Tech. Subs Licenses			
07010	09/10/24	GREEN MOUNTAIN POWER CORP Multi Solar 08/08/24-09/0	210-5-41-20-622.000	137.29	53551	09/18/24
		091024D	Electricity			
07010	09/10/24	GREEN MOUNTAIN POWER CORP Multi Solar 08/08/24-09/0	210-5-41-23-622.000	59.33	53551	09/18/24
		091024D	Electricity			
07010	09/10/24	GREEN MOUNTAIN POWER CORP Multi Solar 08/08/24-09/0	210-5-40-12-622.000	41.09	53551	09/18/24
		091024D	Electricity			
07010	09/10/24	GREEN MOUNTAIN POWER CORP Multi Solar 08/08/24-09/0	210-5-40-12-622.000	255.25	53551	09/18/24
		091024D	Electricity			
07010	09/10/24	GREEN MOUNTAIN POWER CORP Multi Solar 08/08/24-09/0	210-5-41-21-622.000	495.51	53551	09/18/24
		091024D	Electricity			
07010	09/10/24	GREEN MOUNTAIN POWER CORP Multi Solar 08/08/24-09/0	210-5-41-22-622.000	137.29	53551	09/18/24
		091024D	Electricity			
80046	08/20/24	HAGESTAD CHRISTINA Stipend PCAB August 2024	210-5-11-10-190.000	50.00	53553	09/18/24
		082024Hagest	Board Member Payments			
30370	08/28/24	HERTZ FURNITURE SYSTEMS L BL BistTableChrgrs AUG24	210-5-35-10-755.000	772.47	53554	09/18/24
		710304	Furniture & Fixtures			
33495	09/04/24	INGRAM LIBRARY SERVICES I BL ABooks SEP24	210-5-35-10-640.201	24.33	53555	09/18/24
		83551375	Adult Collection			
33495	09/04/24	INGRAM LIBRARY SERVICES I BL ABooks SEP24	210-5-35-10-640.201	15.81	53555	09/18/24
		83551376	Adult Collection			
33495	09/05/24	INGRAM LIBRARY SERVICES I BL ABooks SEP24	210-5-35-10-640.201	835.47	53555	09/18/24
		83582598	Adult Collection			
11710	12/23/23	INVEST EAP BL Training DEC23	210-5-35-10-500.000	350.00	53556	09/18/24
		Brownell1223	Training, Conf, Dues			
80087	09/10/24	KONICA MINOLTA PREMIER FI Copier Lease September 20	210-5-40-12-442.000	70.40	53558	09/18/24
		537927147	Rental Vehicles/Equip			
80087	09/10/24	KONICA MINOLTA PREMIER FI Copier Lease September 20	210-5-35-10-442.000	328.00	53558	09/18/24
		537927147	Rental Vehicles/Equip			

Vendor	Invoice Date	Invoice Description	Invoice Number	Account	Amount Paid	Check Number	Check Date
80087	09/10/24	Copier Lease September 20	537927147	210-5-30-10-442.000 Rental Vehicles/Equip	149.40	53558	09/18/24
80087	09/10/24	Copier Lease September 20	537927147	210-5-10-10-442.000 Rental Vehicles/Equip	165.54	53558	09/18/24
26330	09/02/24	LCC Membership Renewal 10	101673	210-5-19-10-800.104 Chamber of Commerce	965.00	53559	09/18/24
25625	09/02/24	EJRP Lowes Aug/Sept	41910800924	210-5-41-26-431.000 R&M Buildings & Grounds	135.44	53563	09/18/24
25625	09/02/24	EJRP Lowes Aug/Sept	41910800924	210-5-41-20-431.000 R&M Buildings & Grounds	72.00	53563	09/18/24
25625	09/02/24	EJRP Lowes Aug/Sept	41910800924	210-5-30-12-610.000 General Supplies	626.88	53563	09/18/24
25625	09/02/24	EJRP Lowes Aug/Sept	41910800924	210-5-41-21-431.000 R&M Buildings & Grounds	8.03	53563	09/18/24
25625	09/02/24	EJRP Lowes Aug/Sept	41910800924	210-5-30-10-610.000 General Supplies	124.74	53563	09/18/24
25625	09/02/24	EJRP Lowes Aug/Sept	41910800924	210-5-41-23-431.000 R&M Buildings & Grounds	15.16	53563	09/18/24
26920	09/09/24	PC minutes 9/5th meeting	24	210-5-16-10-330.000 Professional Services	91.83	53564	09/18/24
26920	09/13/24	Recording CC 09112024	25	210-5-11-10-330.000 Professtional Services	60.00	53564	09/18/24
V10462	08/31/24	August legal	Aug 2024	210-5-16-10-320.000 Legal Services	1027.50	53565	09/18/24
V10462	08/31/24	August legal	Aug 2024	210-5-10-10-320.000 Legal Services	1918.00	53565	09/18/24
V10462	08/31/24	August legal	Aug 2024	210-5-40-13-330.000 Professional Services	306.00	53565	09/18/24
80147	08/28/24	Park Street HVAC	107101910	210-5-41-23-431.000 R&M Buildings & Grounds	1591.40	53566	09/18/24
80147	09/11/24	Park Street HVAC	107102059	210-5-41-23-400.000 Contracted Services	387.50	53566	09/18/24
19325	07/31/24	Docking Station for temp	23731	210-5-41-20-610.000 General Supplies	242.00	53569	09/18/24
V10729	09/13/24	BL J DigiBks SEP24	01459DA24270	210-5-35-10-640.202 Juvenile Collection	704.70	53570	09/18/24
V10554	09/11/24	BL ABooks SEP24	00012590941	210-5-35-10-640.201 Adult Collection	47.19	53575	09/18/24
25140	09/13/24	Asphalt	1297141	210-5-40-12-605.000 Summer Construction Suppl	1763.60	53576	09/18/24
25635	08/29/24	Field Paint	217909	210-5-30-12-610.000 General Supplies	1108.57	53577	09/18/24
80054	09/13/24	BL J RepDigitBooks SEP24	474822	210-5-90-00-640.202 Juvenile Collection repl	172.47	53578	09/18/24
80054	09/13/24	BL JDigibooks SEP24	474827	210-5-35-10-640.202 Juvenile Collection	54.94	53578	09/18/24
05380	09/05/24	Postage/Supplies	0905244061	210-5-10-10-560.000 Postage	1101.04	53580	09/18/24
37430	08/29/24	Repair to Freight 108SD 2	86782	210-5-40-12-430.000 R&M Vehicles & Equipment	3212.43	53581	09/18/24

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
18010	09/10/24	REYNOLDS & SON, INC. hose 3444414	210-5-25-10-750.000 Machinery & Equipment	169.12	53582	09/18/24
18010	09/16/24	REYNOLDS & SON, INC. Boots 9 9 2024 3444625	210-5-25-10-612.000 Uniforms	490.05	53582	09/18/24
18010	09/16/24	REYNOLDS & SON, INC. repair 8 13 3444626	210-5-25-10-612.000 Uniforms	531.98	53582	09/18/24
03180	08/14/24	SAFETY SYSTEMS OF VT LLC BL SecCams Srvce AUG24 25341	210-5-41-21-400.000 Contracted Services	150.00	53584	09/18/24
03180	08/23/24	SAFETY SYSTEMS OF VT LLC BL KeyFobs-Coded AUG24 25379	210-5-41-21-610.000 General Supplies	137.97	53584	09/18/24
17505	09/11/24	SAND HILL SOLAR LLC KSI I 8/8/24-9/9/24 269	210-5-40-12-622.000 Electricity	181.86	53585	09/18/24
17505	09/11/24	SAND HILL SOLAR LLC KSI I 8/8/24-9/9/24 269	210-5-41-20-622.000 Electricity	584.51	53585	09/18/24
17505	09/11/24	SAND HILL SOLAR LLC KSI I 8/8/24-9/9/24 269	210-5-40-12-622.000 Electricity	247.57	53585	09/18/24
17505	09/11/24	SAND HILL SOLAR LLC KSI I 8/8/24-9/9/24 269	210-5-41-23-622.000 Electricity	384.15	53585	09/18/24
17505	09/11/24	SAND HILL SOLAR LLC KSI I 8/8/24-9/9/24 269	210-5-41-21-622.000 Electricity	1233.11	53585	09/18/24
17505	09/11/24	SAND HILL SOLAR LLC KSI I 8/8/24-9/9/24 269	210-5-41-22-622.000 Electricity	584.51	53585	09/18/24
17505	09/11/24	SAND HILL SOLAR LLC KSI I 8/8/24-9/9/24 269	210-5-41-26-622.000 Electricity	3008.71	53585	09/18/24
09105	09/10/24	SECURE SHRED EJRP Shred Sept 467700	210-5-30-10-330.000 Professional Services	24.00	53587	09/18/24
09105	09/10/24	SECURE SHRED Shred bin 467706	210-5-12-10-610.000 General Supplies	24.00	53587	09/18/24
42565	09/04/24	SEVEN DAYS DRB ad for 9/19/24 meetin 240802	210-5-16-10-540.000 Advertising	64.48	53588	09/18/24
29835	08/22/24	SHERWIN-WILLIAMS Aspire Bldg Paint 27440	210-5-30-12-610.000 General Supplies	24.46	53589	09/18/24
29835	09/04/24	SHERWIN-WILLIAMS CONTRACTORGUN2TIPS 33521	210-5-40-12-610.000 General Supplies	299.99	53589	09/18/24
29835	09/06/24	SHERWIN-WILLIAMS ACETONE-5-SW 35062	210-5-40-12-572.000 Traffic Control	134.36	53589	09/18/24
29835	09/12/24	SHERWIN-WILLIAMS ACETONE-5-SW 37902	210-5-40-12-572.000 Traffic Control	134.36	53589	09/18/24
V10695	09/01/24	SS TREE CARE LLC EJRP Parks Tree Removal 090124D	210-5-30-12-330.000 Professional Services	650.00	53592	09/18/24
V2124	09/03/24	STAPLES ADVANTAGE Supplies for Wastewater a 6011428655	210-5-40-12-610.000 General Supplies	21.25	53593	09/18/24
29090	09/05/24	SUNBELT RENTALS Safety Glasses for shop 590057670001	210-5-40-12-609.000 Safety Supplies	26.81	53595	09/18/24
43260	08/20/24	ULINE BL Sharps Contnrs AUG24 182035929	210-5-41-21-610.000 General Supplies	430.91	53599	09/18/24
43260	08/20/24	ULINE BL Sharps Contnrs AUG24 182035929	210-5-41-26-610.000 General Supplies	236.95	53599	09/18/24
25315	09/06/24	VESPA'S PIZZA PASTA & DEL Friday Pizza 090624D	210-5-30-10-610.000 General Supplies	130.00	53601	09/18/24

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
22070	09/03/24	Res. Pkg Permits 9717	210-5-12-10-560.000 Postage	106.58	53602	09/18/24
22070	09/03/24	Res. Pkg Permits 9717	210-5-12-10-550.000 Printing and Binding	491.70	53602	09/18/24
23395	08/27/24	Shop supplies 518821	210-5-40-12-610.000 General Supplies	39.88	53603	09/18/24
V2377	08/23/24	UI Q4 CY24 REN037521Q4	210-5-40-12-250.000 Unemployment Insurance	83.68	53604	09/18/24
V2377	08/23/24	UI Q4 CY24 REN037521Q4	210-5-13-10-250.000 Unemployment Insurance	786.14	53604	09/18/24
V2377	08/23/24	UI Q4 CY24 REN037521Q4	210-5-40-13-250.000 Unemployment Insurance	7.28	53604	09/18/24
V2380	08/23/24	PACIF Q4 CY24 REN24019504	210-5-13-10-520.000 PACIF Insurance	2500.01	53605	09/18/24
V2380	08/23/24	PACIF Q4 CY24 REN24019504	210-5-40-12-520.000 PACIF Insurance	3923.84	53605	09/18/24
V2380	08/23/24	PACIF Q4 CY24 REN24019504	210-5-13-10-520.000 PACIF Insurance	18333.21	53605	09/18/24
V2380	08/23/24	PACIF Q4 CY24 REN24019504	210-5-25-10-260.000 Workers Comp Insurance	3537.25	53605	09/18/24
V2380	08/23/24	PACIF Q4 CY24 REN24019504	210-5-13-10-260.000 Workers Comp Insurance	3054.16	53605	09/18/24
V2380	08/23/24	PACIF Q4 CY24 REN24019504	210-5-40-12-260.000 Workers Comp Insurance	3478.40	53605	09/18/24
V2380	08/23/24	PACIF Q4 CY24 REN24019504	210-5-40-13-260.000 Workers Comp Insurance	717.60	53605	09/18/24
V2380	08/23/24	PACIF Q4 CY24 REN24019504	210-5-13-10-260.000 Workers Comp Insurance	1834.77	53605	09/18/24
28470	09/13/24	Payroll Transfer PR-09/13/24	210-2-00-00-210.004 Retirement Payable	23726.22	53606	09/18/24
80130	09/13/24	Payroll Transfer PR-09/13/24	210-2-00-00-210.004 Retirement Payable	2949.53	53607	09/18/24
V10238	09/03/24	Flo Rida Concert 602	210-1-00-00-130.000 Exchange - General	738.75	53608	09/18/24
V10238	09/03/24	Gin Blossoms Concert 603	210-1-00-00-130.000 Exchange - General	760.00	53608	09/18/24
V2258	09/12/24	Morris fall workshop Oct24-002	210-5-13-10-500.000 Training, Conf, Dues	60.00	53609	09/18/24
07565	08/30/24	MSP Cleaning Supplies 248820856	210-5-30-12-610.000 General Supplies	121.89	53610	09/18/24
07565	08/30/24	Office Supplies 248830089	210-5-30-10-610.000 General Supplies	11.89	53610	09/18/24
07565	09/05/24	MSP Cleaning Supplies 248927888	210-5-30-12-610.000 General Supplies	15.98	53610	09/18/24
07565	09/05/24	Hand Soap 248931759	210-5-30-12-610.000 General Supplies	47.59	53610	09/18/24
07565	09/06/24	MSP Tissues 248958779	210-5-30-12-610.000 General Supplies	68.36	53610	09/18/24
07565	09/06/24	Park St Tissues 248959341	210-5-30-12-610.000 General Supplies	34.18	53610	09/18/24

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
07565	09/06/24	MSP Cleaning Supplies 248967440	210-5-30-12-610.000 General Supplies	90.89	53610	09/18/24
07565	09/09/24	Brownell Cleaning Supplie 248987660	210-5-41-21-610.000 General Supplies	117.08	53610	09/18/24
07565	09/10/24	Key Tags 249030486	210-5-30-12-610.000 General Supplies	8.58	53610	09/18/24
25715	09/09/24	Pocket Park July 2024 Sit 22815 090924	220-5-00-00-720.002 1 Main; Road Res-Q	225.00	53526	09/18/24
25715	09/09/24	Crescent Connect July inv 22822 090924	230-5-16-10-890.824 Cres. Connector	31945.20	53526	09/18/24
36240	09/11/24	Crescent Connector Projec 924028	230-5-16-10-890.824 Cres. Connector	1082.29	53527	09/18/24
V10462	08/31/24	August legal Aug 2024	230-5-16-10-890.824 Cres. Connector	2128.50	53565	09/18/24
01590	08/01/24	MSP Playground Replacemen 1454	233-5-00-00-740.005 Park Amenities	72258.97	53574	09/18/24
23435	08/31/24	Water Aug 2024 083124	254-5-54-70-411.400 CWD Water Purchase - Glob	333598.71	53515	09/18/24
23435	08/31/24	Water Aug 2024 083124	254-5-54-70-411.400 CWD Water Purchase - Glob	5813.85	53515	09/18/24
23435	08/31/24	Water Aug 2024 083124	254-5-54-20-411.000 CWD Water Purchase	68818.71	53515	09/18/24
23435	08/31/24	Water Aug 2024 083124	254-5-54-20-411.000 CWD Water Purchase	1199.35	53515	09/18/24
31275	08/19/24	Dig up 3/4" lead goosene 11007	254-5-54-20-433.000 R&M Infrastructure	4910.68	53525	09/18/24
40025	08/30/24	Supplies for stock 6381366	254-5-54-20-610.000 General Supplies	980.54	53528	09/18/24
03280	07/18/24	EJ Main Street Waterline 7850	254-5-54-70-723.004 Main St Water Line	82307.36	53535	09/18/24
20470	08/31/24	August Vehic Fuel 319510	254-5-54-20-626.000 Gasoline	94.20	53548	09/18/24
80010	09/09/24	Utility Refund Liddick 122000 REF	254-2-00-00-200.002 Overpayments Payable	115.52	53562	09/18/24
80059	09/05/24	Project 1461-001 SL 7/30 17027	254-5-54-70-723.006 Service Line Inventoy	22244.93	53567	09/18/24
V2227	09/05/24	X 3/4" Neptune T-10 Meter 0175094	254-5-54-70-750.001 Meter Replacement Program	605.12	53598	09/18/24
V2377	08/23/24	UI Q4 CY24 REN037521Q4	254-5-54-20-250.000 Unemployment Insurance	38.74	53604	09/18/24
V2380	08/23/24	PACIF Q4 CY24 REN24019504	254-5-54-20-520.000 PACIF Insurance	576.70	53605	09/18/24
V2380	08/23/24	PACIF Q4 CY24 REN24019504	254-5-54-20-260.000 Workers Comp Insurance	2208.94	53605	09/18/24
V10609	07/15/24	Pressure Transducer Chill 07240009	255-5-55-30-435.000 COGEN	337.08	53500	09/18/24
V10609	07/31/24	Pressure transducer for c 415082400930	255-5-55-30-435.000 COGEN	571.57	53500	09/18/24
V10609	09/12/24	Maintenance and parts 415082401094	255-5-55-30-435.000 COGEN	6885.82	53500	09/18/24

Vendor	Invoice Date	Invoice Description	Invoice Number	Account	Amount Paid	Check Number	Check Date
V10609	05/10/24	2G ENERGY INC.	405-082400166 G3670 credi	255-5-55-30-570.000	-948.90	53500	09/18/24
			425082400019	Other Purchased Services			
42625	09/01/24	ALDRICH & ELLIOTT PC	Profess Serv July 28-Aug	255-5-55-70-730.003	1912.00	53503	09/18/24
			82494	10 Year Engineer Evaluati			
22645	03/26/24	AQUATEC ENVIRONMENTAL INC	'24 WET test Reissue ck	255-5-55-30-340.001	2400.00	53508	09/18/24
			1697	Lab Testing			
23455	07/31/24	CHITTENDEN SOLID WASTE DI	JUL24 Biosolids	255-5-55-30-568.000	19002.85	53516	09/18/24
			20437	Biosolids Subcontractor			
17895	09/03/24	CLEAN NEST	WW Bldg Cleaning August 2	255-5-55-30-330.000	325.44	53518	09/18/24
			15342	Professional Services			
31545	08/13/24	COSTCO #314	Supplies for wastewater	255-5-55-30-610.000	309.56	53522	09/18/24
			8132450145	General Supplies			
V10734	08/20/24	ENCORE ESSEX JUNCTION SOL	WWTF,Fixed Monthly (7/22	255-5-55-30-622.000	2631.05	53533	09/18/24
			2408	Electricity			
06870	08/30/24	ENDYNE INC	Essex Jct. WWTF TKN Only	255-5-55-30-340.000	35.00	53534	09/18/24
			501685	Technical Services			
06870	09/04/24	ENDYNE INC	SHT NY Bi-Monthly August	255-5-55-30-568.000	410.00	53534	09/18/24
			503035	Biosolids Subcontractor			
06870	09/06/24	ENDYNE INC	Essex Jct. WWTF TKN	255-5-55-30-340.000	35.00	53534	09/18/24
			503347	Technical Services			
06870	09/11/24	ENDYNE INC	Constituent Monitoring	255-5-55-30-340.000	50.00	53534	09/18/24
			503722	Technical Services			
06870	09/11/24	ENDYNE INC	Essex Jct. WWTF TKN Only	255-5-55-30-340.000	35.00	53534	09/18/24
			503880	Technical Services			
04640	09/04/24	FASTENAL INDUSTRIAL & CON	nuts and bolts supplies f	255-5-55-30-611.000	673.96	53540	09/18/24
			331449	Small Tools & Equipment			
19005	09/01/24	FIRSTLIGHT FIBER	Communication August 2024	255-5-55-30-530.000	542.70	53544	09/18/24
			18080649	Communications			
20470	08/31/24	GLOBAL MONTELLO ATT: FLEE	August Vehic Fuel	255-5-55-30-626.000	396.10	53548	09/18/24
			319510	Gasoline			
24785	09/04/24	GRAINGER	Tools for wastewater shop	255-5-55-30-611.000	1586.95	53550	09/18/24
			9237679304	Small Tools & Equipment			
09050	08/30/24	HACH COMPANY	Lab supplies and maintena	255-5-55-30-431.000	1374.47	53552	09/18/24
			14168775	R&M Buildings			
09050	08/30/24	HACH COMPANY	Lab supplies and maintena	255-5-55-30-618.000	2394.10	53552	09/18/24
			14168775	Laboratory Supplies			
V10407	09/03/24	KIMBALL MIDWEST	CLAMPS (3)	255-5-55-30-570.000	61.20	53557	09/18/24
			102565638	Other Purchased Services			
V10407	09/05/24	KIMBALL MIDWEST	DRILL SET	255-5-55-30-611.000	267.75	53557	09/18/24
			102573512	Small Tools & Equipment			
80087	09/10/24	KONICA MINOLTA PREMIER FI	Copier Lease September 20	255-5-55-30-442.000	158.45	53558	09/18/24
			537927147	Rental Vehicles/Equip			
41005	09/03/24	LARAMIE WATER RESOURCES L	Replacement of Dezurik Va	255-5-55-30-570.000	2083.05	53560	09/18/24
			1543	Other Purchased Services			
V9454	08/30/24	LENNY'S SHOE & APP	uniform for Jason Scott	255-5-55-30-612.000	433.97	53561	09/18/24
			4025617	Uniforms			
V9454	08/30/24	LENNY'S SHOE & APP	Uniform for Art Garrison	255-5-55-30-612.000	353.96	53561	09/18/24
			4025618	Uniforms			
V10462	08/31/24	MONAGHAN SAFAR DUCHAM PL	August legal	255-5-55-30-320.000	292.50	53565	09/18/24
			Aug 2024	Legal Services			

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23945	09/04/24	NEW PIG CORPORATION Mobile tilt stand for po 24428971-00	255-5-55-30-570.000 Other Purchased Services	1073.33	53568	09/18/24
19325	09/01/24	OPEN APPROACH INC MonthlySeptember 2024 Tec 23861	255-5-55-30-340.000 Technical Services	130.00	53569	09/18/24
03160	09/09/24	P & H SENESAC INC POLYMER FOR DEWATERING 20535	255-5-55-30-568.000 Biosolids Subcontractor	9108.00	53571	09/18/24
V2093	08/28/24	SLACK CHEMICAL COMPANY IN 4,000 G Bleach 15% 476058	255-5-55-30-619.000 Chemicals	9138.00	53590	09/18/24
V2124	09/03/24	STAPLES ADVANTAGE Supplies for Wastewater a 6011428655	255-5-55-30-610.000 General Supplies	53.93	53593	09/18/24
V2159	09/10/24	SURPASS CHEMICAL CO INC Sodium Hydroxide Membrane 389709	255-5-55-30-619.000 Chemicals	17019.86	53596	09/18/24
80144	09/10/24	TEC-MAR INDUSTRIES INC Full Faced Non-Asbestos G 5432	255-5-55-70-722.014 Digester Maintenance	71.00	53597	09/18/24
V2377	08/23/24	VLCT EMPLOYMENT RESOURCE UI Q4 CY24 REN037521Q4	255-5-55-30-250.000 Unemployment Insurance	141.48	53604	09/18/24
V2380	08/23/24	VLCT PACIF PACIF Q4 CY24 REN24019504	255-5-55-30-520.000 PACIF Insurance	9941.59	53605	09/18/24
V2380	08/23/24	VLCT PACIF PACIF Q4 CY24 REN24019504	255-5-55-30-260.000 Workers Comp Insurance	6357.37	53605	09/18/24
07565	08/06/24	W B MASON CO INC BLIZZARD 1 GALLON DISTILL 248284420	255-5-55-30-618.000 Laboratory Supplies	55.92	53610	09/18/24
20470	08/31/24	GLOBAL MONTELLO ATT: FLEE August Vehic Fuel 319510	256-5-56-40-626.000 Gasoline	959.00	53548	09/18/24
07010	09/10/24	GREEN MOUNTAIN POWER CORP Multi Solar 08/08/24-09/0 091024D	256-5-56-40-434.002 West Street PS Costs	92.71	53551	09/18/24
07010	09/10/24	GREEN MOUNTAIN POWER CORP Multi Solar 08/08/24-09/0 091024D	256-5-56-40-434.001 Susie Wilson PS Costs	78.31	53551	09/18/24
07010	09/10/24	GREEN MOUNTAIN POWER CORP Multi Solar 08/08/24-09/0 091024D	256-5-56-40-622.000 Electricity	122.37	53551	09/18/24
19325	09/01/24	OPEN APPROACH INC MonthlySeptember 2024 Tec 23861	256-5-56-40-340.000 Technical Services	560.00	53569	09/18/24
11555	09/06/24	RUSSELL RESOURCES INC Roscoe and Cascade pump s 246139	256-5-56-40-434.000 R&M Pump Stations	938.11	53583	09/18/24
11555	09/11/24	RUSSELL RESOURCES INC Susie Wilson PS check val 246148	256-5-56-40-434.001 Susie Wilson PS Costs	6315.34	53583	09/18/24
17505	09/11/24	SAND HILL SOLAR LLC KSI I 8/8/24-9/9/24 269	256-5-56-40-434.001 Susie Wilson PS Costs	545.74	53585	09/18/24
17505	09/11/24	SAND HILL SOLAR LLC KSI I 8/8/24-9/9/24 269	256-5-56-40-622.000 Electricity	774.81	53585	09/18/24
17505	09/11/24	SAND HILL SOLAR LLC KSI I 8/8/24-9/9/24 269	256-5-56-40-434.002 West Street PS Costs	695.80	53585	09/18/24
V2227	09/05/24	TI-SALES, INC. X 3/4" Neptune T-10 Meter 0175094	256-5-56-70-750.001 Meter Replacement Program	1210.24	53598	09/18/24
36130	08/23/24	VERIZON WIRELESS VSAT Pump Stations July 24-Aug 9972245955	256-5-56-40-434.001 Susie Wilson PS Costs	78.31	53600	09/18/24
36130	08/23/24	VERIZON WIRELESS VSAT Pump Stations July 24-Aug 9972245955	256-5-56-40-433.000 R&M Infrastructure	304.00	53600	09/18/24
36130	08/23/24	VERIZON WIRELESS VSAT Pump Stations July 24-Aug 9972245955	256-5-56-40-434.002 West Street PS Costs	78.30	53600	09/18/24

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V2377	08/23/24	VLCT EMPLOYMENT RESOURCE UI Q4 CY24 REN037521Q4	256-5-56-40-250.000 Unemployment Insurance	30.11	53604	09/18/24
V2380	08/23/24	VLCT PACIF PACIF Q4 CY24 REN24019504	256-5-56-40-520.000 PACIF Insurance	453.91	53605	09/18/24
V2380	08/23/24	VLCT PACIF PACIF Q4 CY24 REN24019504	256-5-56-40-260.000 Workers Comp Insurance	2021.36	53605	09/18/24
07305	08/31/24	AIRGAS USA LLC Pool Chemicals 5510108589	259-5-30-11-431.000 R&M Buildings & Grounds	398.10	53502	09/18/24
19815	09/07/24	AMAZON CAPITAL SERVICES RK MSP Aspire Supplies 111RXKJYPHL4	259-5-30-15-610.000 General Supplies	34.56	53505	09/18/24
19815	09/08/24	AMAZON CAPITAL SERVICES Behavior Support 111RXKJYVVY4	259-5-30-15-610.000 General Supplies	35.80	53505	09/18/24
19815	09/05/24	AMAZON CAPITAL SERVICES PS Supplies 19LGWPGR9PRQ	259-5-30-16-610.000 General Supplies	168.40	53505	09/18/24
19815	09/05/24	AMAZON CAPITAL SERVICES PS Supplies 19LGWPGRCVQL	259-5-30-16-610.000 General Supplies	162.92	53505	09/18/24
19815	09/04/24	AMAZON CAPITAL SERVICES RK Westford Supplies CRED 19X633XD1KDH	259-5-30-15-610.000 General Supplies	-16.82	53505	09/18/24
19815	09/04/24	AMAZON CAPITAL SERVICES RK Westford CREDIT 1G3RYCGP1MLJ	259-5-30-15-610.000 General Supplies	-108.95	53505	09/18/24
19815	09/07/24	AMAZON CAPITAL SERVICES RK Fleming Supplies 1H3KKX3PRTG9	259-5-30-15-610.000 General Supplies	8.59	53505	09/18/24
19815	09/11/24	AMAZON CAPITAL SERVICES RK Westford Supplies 1H6LHFRM1PLQ	259-5-30-15-610.000 General Supplies	68.96	53505	09/18/24
19815	09/07/24	AMAZON CAPITAL SERVICES RK FMS Supplies 1LD6F713T1CR	259-5-30-15-610.000 General Supplies	31.97	53505	09/18/24
19815	09/08/24	AMAZON CAPITAL SERVICES RK Summit Supplies 1LKFPLKPYGGJ	259-5-30-15-610.000 General Supplies	168.84	53505	09/18/24
19815	09/09/24	AMAZON CAPITAL SERVICES RK Summit Supplies 1MQ64YK77NFW	259-5-30-15-610.000 General Supplies	19.95	53505	09/18/24
19815	09/12/24	AMAZON CAPITAL SERVICES Aspire MSP CREDIT 1N1TRDQJ7FPT	259-5-30-15-610.000 General Supplies	-37.99	53505	09/18/24
19815	09/03/24	AMAZON CAPITAL SERVICES RK MSP Aspire Supplies 1QNH19LM63LC	259-5-30-15-610.000 General Supplies	19.78	53505	09/18/24
19815	09/08/24	AMAZON CAPITAL SERVICES RK Hiawatha Supplies 1QXN9V6DWKJT	259-5-30-15-610.000 General Supplies	43.72	53505	09/18/24
19815	09/11/24	AMAZON CAPITAL SERVICES RK MSP Supplies 1TDNMLJM9H4R	259-5-30-15-610.000 General Supplies	15.88	53505	09/18/24
19815	09/09/24	AMAZON CAPITAL SERVICES PS Supplies 1TFPGNMW3QVX	259-5-30-16-610.000 General Supplies	178.98	53505	09/18/24
19815	09/10/24	AMAZON CAPITAL SERVICES RK MSP Aspire Supplies 1TFPGNMW9FF1	259-5-30-15-610.000 General Supplies	43.08	53505	09/18/24
19815	09/04/24	AMAZON CAPITAL SERVICES RK Hiawatha Supplies 1TJQ3HTD993J	259-5-30-15-610.000 General Supplies	44.99	53505	09/18/24
19815	09/11/24	AMAZON CAPITAL SERVICES Behavior support 1WY7FM7P1DQ1	259-5-30-15-610.000 General Supplies	9.98	53505	09/18/24
19815	09/09/24	AMAZON CAPITAL SERVICES RK FMS Supplies 1YJGRHGT3M4H	259-5-30-15-610.000 General Supplies	65.99	53505	09/18/24
25275	09/02/24	BMI BMI Adjusted Pymt 55093128	259-5-30-14-330.000 Professional Services	6.74	53510	09/18/24

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80152	07/01/24	Gym Rentals 070124	259-5-30-14-330.000 Professional Services	367.50	53514	09/18/24
17895	09/03/24	EJRP Cleaning August 15341	259-5-30-16-420.000 Cleaning Services	2607.12	53518	09/18/24
25120	09/06/24	EJRP Timesheets August 435976	259-5-30-10-505.000 Tech. Subs, Licenses	1448.00	53519	09/18/24
29970	08/15/24	RK Hiawatha 00013A	259-5-30-15-610.000 General Supplies	176.00	53529	09/18/24
19570	09/10/24	Reach EES Pool Swim 091024	259-5-30-17-330.000 Professional Services	1369.75	53537	09/18/24
19570	09/05/24	Discovery Pool Swim 905241	259-5-30-17-330.000 Professional Services	5228.00	53537	09/18/24
04330	09/04/24	Summer Camp August Lunch 3207	259-5-30-17-610.000 General Supplies	12235.55	53539	09/18/24
80087	09/10/24	Copier Lease September 20 537927147	259-5-30-16-442.000 Rental Vehicles/Equip	149.40	53558	09/18/24
80087	09/10/24	Copier Lease September 20 537927147	259-5-30-10-442.000 Rental Vehicles/Equip	165.50	53558	09/18/24
25625	09/02/24	EJRP Lowes Aug/Sept 41910800924	259-5-30-17-610.000 General Supplies	131.13	53563	09/18/24
25625	09/02/24	EJRP Lowes Aug/Sept 41910800924	259-5-30-11-431.000 R&M Buildings & Grounds	76.30	53563	09/18/24
25625	09/02/24	EJRP Lowes Aug/Sept 41910800924	259-5-30-16-610.000 General Supplies	40.83	53563	09/18/24
29425	09/02/24	RK Summit Snack 233855	259-5-30-15-610.000 General Supplies	316.61	53572	09/18/24
29425	09/04/24	RK Snack 234449	259-5-30-15-610.000 General Supplies	222.29	53572	09/18/24
29425	09/04/24	RK Hiawatha Supplies 235930	259-5-30-15-610.000 General Supplies	116.49	53572	09/18/24
29425	09/04/24	RK Fleming Snack 236436	259-5-30-15-610.000 General Supplies	225.20	53572	09/18/24
29425	09/05/24	RK Summit Snack 237028	259-5-30-15-610.000 General Supplies	232.74	53572	09/18/24
29425	09/05/24	RK Summit Snack CREDIT 237559	259-5-30-15-610.000 General Supplies	-316.61	53572	09/18/24
29425	09/09/24	RK Aspire Snack 238940	259-5-30-15-610.000 General Supplies	186.76	53572	09/18/24
29425	09/09/24	RK EES Snack 238959	259-5-30-15-610.000 General Supplies	171.41	53572	09/18/24
29425	09/10/24	RK FMS Snack 240044	259-5-30-15-610.000 General Supplies	173.13	53572	09/18/24
29425	09/11/24	RK Hiawatha Snack 240492	259-5-30-15-610.000 General Supplies	94.37	53572	09/18/24
29425	09/11/24	RK MSP S/H Snack 240676	259-5-30-15-610.000 General Supplies	168.72	53572	09/18/24
29425	09/11/24	RK Westford Snack 240719	259-5-30-15-610.000 General Supplies	149.97	53572	09/18/24
29425	09/12/24	RK Fleming Snack 241536	259-5-30-15-610.000 General Supplies	49.75	53572	09/18/24

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
01590	08/01/24	PETTINELLI & ASSOC INC MSP Playground Replacemen 1454	259-5-30-12-330.000 Professional Services	37541.03	53574	09/18/24
80071	09/13/24	PLUM THERAPY LLC KATRINA Clinical Supervision Augu 091324D	259-5-30-15-330.000 Professional Services	450.00	53579	09/18/24
10435	09/09/24	SCREENMYLOGO.COM RecKids Shirts 20984	259-5-30-15-610.000 General Supplies	1792.00	53586	09/18/24
80110	09/08/24	SOCCEER SPARKS PARVANOV D Soccer Sparks August 090824D	259-5-30-14-330.000 Professional Services	4040.00	53591	09/18/24
80025	09/13/24	STAVER CRISTINA RecKids Refund-Staver \$40 195170	259-4-30-15-020.313 Childcare - AS	400.00	53594	09/18/24
V2377	08/23/24	VLCT EMPLOYMENT RESOURCE UI Q4 CY24 REN037521Q4	259-5-30-10-250.000 Unemployment Insurance	874.57	53604	09/18/24
V2380	08/23/24	VLCT PACIF PACIF Q4 CY24 REN24019504	259-5-30-10-260.000 Workers Comp Insurance	7062.89	53605	09/18/24
07565	09/06/24	W B MASON CO INC Preschool Supplies 248959513	259-5-30-16-610.000 General Supplies	22.48	53610	09/18/24
Report Total				957633.32		

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 \$ ***957,633.32
Let this be your order for the payments of these amounts.

**CITY OF ESSEX JUNCTION
PLANNING COMMISSION
MINUTES OF MEETING
SEPTEMBER 5, 2024
DRAFT**

MEMBERS PRESENT: Diane Clemens, Chair; Scott McCormick, Vice-Chair; Elena Juodisius; Elijah Massey, Kirstie Paschall

ADMINISTRATION: Chris Yuen, Community Development Director

OTHERS PRESENT: Olivia Miller-Johnson, Sonya

1. CALL TO ORDER

Ms. Clemens called the meeting to order at 6:33 PM.

2. AGENDA ADDITIONS/CHANGES

None.

3. PUBLIC TO BE HEARD

a. Comments from Public on Items Not on Agenda

None.

4. MINUTES

a. August 1, 2024

MOTION by SCOTT MCCORMICK, seconded by ELIJAH MASSEY, to approve the minutes of August 1, 2024. Motion passed 5-0.

5. BUSINESS ITEMS

a. Reschedule October 3 Meeting

The October 3, 2024 meeting needs to be rescheduled due to a conflict with a religious holiday. All agreed to reschedule to October 10, 2024.

b. 2005 Zoning Map Error

Mr. Yuen described how some properties were inadvertently listed in incorrect zoning district due to a clerical error. He said that this would need to be amended with an update to the Land Development Code. The PC will also incorporate these changes into the Comprehensive Plan during the next plan update.

c. H. 612 (Act 166) Cannabis Regulation Implications

Mr. Yuen described recent changes to state legislation regarding municipal oversight of outdoor commercial cannabis cultivation. Municipalities can no prohibit outdoor cannabis cultivation by zoning district; however they may set a setback of up to fifty feet. Setting this large of a setback would essentially limit commercial cultivation in most small-lot backyards in Essex Junction. Municipalities may also establish a cannabis cultivation district if desired. The PC discussed the difference between personal and commercial cannabis cultivation, odor concerns, as well as the possibility of plants growing over the property line. Mr. Yuen will draft verbiage for review by the PC.

d. Connect the Junction Transit Oriented Development Master Plan Update

Mr. Yuen said that the consultant has held focus groups with a variety of different community organizations and partners. Mr. McCormick suggested direct contact and outreach to encourage business owners to participate. The planning charette will be held from October 4-8, and Mr. Yuen detailed the community outreach methods that will be utilized. One unique method includes providing bar coasters for restaurants with a QR code. Mr. Yuen detailed the event activities, which include a site walk and additional focus groups. Ms. Clemens said that she hopes that more attention can be given to the transit orientated development district rather than just the downtown area. Mr. Yuen said that he would suggest another walking tour of this area.

e. Land Development Code Amendments

Mr. Yuen said that it is difficult to do two separate public engagement processes at the same time and suggested that this round of LDC amendments is more of a technical review to allow for the focus to be on the TOD Master Plan. Mr. Yuen reviewed potential changes, which are detailed below.

- The City is working on developing a new stormwater ordinance and utility to better manage stormwater. Properties will be charged based on the amount of impermeable surface present. There are some corresponding amendments to the LDC in anticipation of the new ordinance.
- Mr. Yuen reviewed the previous proposal to removing the limit on the maximum number of principal structures per lot. The intention of this change is to allow for multiple smaller structures in place of a single larger structure. Currently a property with an existing duplex (principal structure) and a detached garage (accessory structure) would be prohibited from adding a residential unit in the detached garage building. However, a property with an existing duplex and attached garage is allowed to add up to two additional units, even if the total square footage is the same as the first example. Previous discussion by the Planning Commission suggested that allowing multiple principal structures should be considered, so long as the total number of units, lot coverage, setback, and height limits remain in place. However, it was also acknowledged that lifting the maximum number of principal structures will likely be perceived as a major policy shift. To be consistent with the intent to focus the proposed LDC amendments on technical fixes and “low-hanging fruit”, Yuen suggested retaining a limit of two primary structures rather than lifting the limit altogether, in the districts that currently have a limit of one principal structure per lot. Mr. McCormick spoke about the importance of a housing committee and/or housing plan. He said that he is hesitant to make this type of change without a formal strategy. Mr. Massey said that he is in favor of increasing the number of principal structures to two and sees this as a reasonable compromise. Ms. Clemens said that this change may take away from the “Village-feel” that some believe has been lost. She discussed current language which requires homes to look like a single-family home. Ms. Clemens discussed the importance of well-thought-out change, rather than nostalgia. All Commissioners ultimately voiced support of a limit of two principal structures per lot in the residential areas and agreed to review the draft language that Mr. Yuen will prepare. If approved, it will also go through the public hearing process.
- In public input, Sonya asked if the definition of families will be changed to be inclusive of unrelated people, and asked how this would affect occupancy limits in condos. Mr. Yuen said that this would not have an impact, however there are state occupancy limits.
- Mr. Yuen suggested that language related to “detached frontage-style home” be replaced with verbiage stating that there needs to be a primary pedestrian entrance to the street. He said that he

believes the intention of this is to ensure visual and functional connectivity between the street and the homes. The PC discussed the conflict with this goal and current site conditions.

- Mr. Yuen said that parking is currently not allowed within the side setbacks, however driveways are allowed. All were in favor of allowing parking within two feet of the side property line with screening. In the R2 district, detached garages are allowed within 15 feet of the rear property line, but parking needs to be 25 feet away. All agreed that these should be treated the same. Mr. Yuen discussed other inconsistencies with parking and driveway regulations in the residential districts. He suggested that the LDC only apply the requirement that parking take up no more than 30% of the lot's frontage when parking is in front or beside the principal structure and discussed potential landscaping requirements for side parking to mitigate these concerns.
- Mr. Yuen suggested that lawn signage be allowed in the municipal street right of way within two weeks of elections. This would be consistent with sign regulations along state highways. All were amenable to this change.
- Mr. Yuen suggested that corner lots should be considered to have two fronts and two sides for the purposes of setbacks. All agreed.
- Mr. Yuen suggested that most changes to dimensional standards be considered through the TOD Master Plan process, rather than the LDC.
- Mr. Yuen provided the technical conflict between two concurrent front setback requirements in several zoning districts. Currently, most zones have both a minimum front setback requirement of X feet and an additional setback requirement stating that "the front yard setback shall be established by the average setback of the principal structures on the two adjacent lots". In zoning districts with large minimum setbacks, such as the MF1 or MF3 districts (30 ft), the minimum setback often exceeds that of the existing historical development pattern, such that the two setback standards are in conflict. Mr. Yuen noted that excessive front setback requirements may have negative aesthetic and functional consequences, such as encouraging parking to be located in front of the building, counter to the LDC's intent of encouraging parking to be located at the side or rear. To address these issues, Yuen recommended replacing the average adjacent setback requirement to a maximum setback requirement and reducing the minimum front setback requirements in the MF1, MCU, MF3, and R-O districts to 15 feet to match existing development patterns. All agreed in principle to this proposal.

Mr. Yuen will provide an additional write-up for the next meeting.

7. MEMBERS UPDATES

a. Vermont Climate Action Plan Update

Mr. McCormick said that the state is in the process of updating this plan, and that he is on the Rural Resilience Subcommittee. He gave a brief update on the work on the committee and said that he is working to represent municipalities in this process.

8. STAFF UPDATES

None.

9. ADJOURN

MOTION by ELENA JUODISIUS, seconded by SCOTT MCCORMICK, to adjourn the meeting at 8:53 PM. Motion passed 5-0.

Respectfully submitted,
Darby Mayville

**City of Essex Junction
Tree Advisory Committee
Minutes of Meeting
August 20, 2024**

Members Present: Leslie Goldring, Nick Meyer, Steve Rivard, Max Seaton, Andrea Shortsleeve, Warren Spinner, and Rich Boyers

1. Call To Order

The meeting was called to order at 4:35 by Nick.

2. Additions or Amendments to Agenda

Nick shared that due to renovations of 2 Lincoln Hall, TAC meetings will shift to the Brownell Library beginning with our October 22 meeting at 4:30.

3. Welcome New TAC Members

The committee welcomed Leslie Goldring and Andrea Shortsleeve to the committee. The committee is thrilled to have the contributions of the two new members.

4. Approval of Meeting Minutes

Motion to approve April meeting minutes was made by Warren, second by Steve.

5. Public to Be Heard

No additions by the public.

6. The Essex Junction Greatest Tree Contest.

Rich updated the committee about the contest. Northfield Savings Bank generously donated \$200 for prizes. The contest will run through September. The tentative date for the committee to judge the submissions is October 9.

7. EAB Grant and Fall/Spring Planting Locations

Warren provided an update regarding the Emerald Ash Borer (EAB) grant. The \$30,000 grant will be used for the removal of 18 trees and replanting. The planting will take place in the spring. The grant only covers the planting of trees on public property. Warren also shared that there are 38 trees ready to be pulled from the nursery. Some plantings could occur this fall with the remaining in the spring. Some of these trees could be planted on private property. In addition to the planting focused on the Wilkinson/Tyler neighborhood, the committee discussed other possible areas to target for planting.

8. EAB Statement Request

The city requested that TAC help draft a uniform EAB statement for residents whose ash trees are located on their property. The statement should inform private property owners of their

responsibility to cover the cost of removal of ash trees on their property. The city could assist with the planting of new trees.

9. Master Plan Invitation

Nick shared that TAC was invited to participate in a study regarding a master plan for future development in the Five Corners and Rt 15 corridor. The hope is to promote more bike paths and community meeting spaces.

9. Calendar Updates

The committee will begin to revise the tree policies in November. The committee will be scheduling time for a tutorial on Google Docs.

Adjournment

Nick made a motion to adjourn at 6:00, Second by Rich.

POLICE COMMUNITY ADVISORY BOARD

August 20, 2024

POLICE COMMUNITY ADVISORY BOARD REGULAR MEETING MINUTES OF MEETING - DRAFT August 20, 2024

POLICE COMMUNITY ADVISORY BOARD: Christina Hagestad, Gwendolyn Evans (remote), Dan Maguire and Vince Cuciti

Absent: Jody Kamon (Advisor)

STAFF: Michele Hodgson, Administrative Assistant, Essex Police Department

ADMINISTRATION: Ron Hoague (EPD Chief)

OTHERS PRESENT: None

1. CALL TO ORDER

Co-Chair Christina Hagestad called the meeting to order at 6:07pm.

2. AGENDA ADDITIONS/CHANGES

See below: #6b adding election of Secretary.

3. AGENDA APPROVAL

Agenda was approved.

4. PUBLIC TO BE HEARD

No members of the public were heard.

5. CONSENT ITEMS

a. The Board approved the Minutes for both the June and July meetings.

6. BUSINESS ITEMS

Note: The Chief advised Anthony Jackson-Miller has left his position as Community Affairs Liaison with EPD. The vacancy has already been posted. Anthony had worked with the PCAB since its inception. The Chief invited board members to participate in the hiring process for his replacement.

a. The board welcomed back Gwendolyn who was re-appointed to serve another term on the PCAB.

b. The board voted and elevated Co-Chair Christina Hagestad to the position of Chair and Gwendolyn Evans was elected Co-Chair. Chair Hagestad made a motion to add to the Agenda – adding the election of Secretary to the Agenda. The motion passed and Dan Maguire was elected Secretary for another term.

c. The board reviewed the Public Safety Survey template provided by the Chief. He explained the survey originated from the Department of Justice. The board discussed ways to extend the reach of the survey beyond the 600 respondents in the original survey conducted several years ago. Vince proposed that we consider ways to incentivize people to take the survey. Chair Hagestad proposed and the board agreed to revisit the survey at the next meeting with a goal to have a definitive date for distribution of the survey,

to consider forming a sub-committee to assist with editing the survey to broaden its reach. Dan Maguire suggested advisor Jody Kamon sit with that sub-committee. The board was receptive to these proposals.

d. Michele Hodgson, Administrative Assistant, Essex Police Department offered a quick overview regarding National Night Out. She advised there was a great turnout this year – about 600+ people – and great activities.

e. Work Plan.

- Vince proposed that we sponsor a Community Service Project at Essex High School.*
- The board revisited getting our website up; and*
- The board will accept the invitation from the Essex Reporter for an interview about the PCAB.*

7. ADJOURN

A motion to adjourn was made after Vince had to leave the meeting (6:51pm) and Gwendolyn (7:00pm). The motion was seconded and approved by the Board. The meeting adjourned at 6:58pm.

Respectfully submitted,

Dan Maguire
CAB Secretary