

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

Online & 2 Lincoln St.
Essex Junction, VT 05452
Wednesday, May 8, 2024
6:30 PM

E-mail: admin@essexjunction.org

www.essexjunction.org

Phone: (802) 878-6944

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

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

1. **CALL TO ORDER** [6:30 PM]
2. **REORGANIZATION**
 - a. Election of President, Vice President, and Clerk
3. **AGENDA ADDITIONS/CHANGES**
4. **APPROVE AGENDA**
5. **PUBLIC TO BE HEARD**
 - a. Comments from Public
6. **BUSINESS ITEMS**
 - a. Council Orientation Presentation
 - b. Discussion and Consideration of City Council Meeting Schedule
 - c. Discussion and Consideration of Main Street Park Next Steps
 - d. *Discussion and Consideration of an Executive Session to discuss a contract
 - e. **Discussion and Consideration of an Executive Session to discuss pending or probable civil litigation
7. **CONSENT ITEMS**
 - a. Approve Meeting Minutes: April 18, 2024 & April 24, 2024
 - b. Acting as the Liquor Control Commission: Liquor License Approvals
 - c. Grabowski Parking Request
 - d. Approve Change Orders for Main St. Waterline Project and Wrap Up
 - e. Award Contract for Consultant for Stormwater Utility Formation
8. **COUNCIL MEMBER COMMENTS & CITY MANAGER REPORT**
9. **READING FILE**
 - a. Check Warrant #24044 5/3/24
 - b. April Financial Report
 - c. Essex Community Justice Center Newsletter
 - d. DRB Minutes 4/18/24
 - e. PCAB Minutes 4/16/24
 - f. BWAC Minutes 4/25/24
 - g. TAC Minutes 4/16/24
10. **EXECUTIVE SESSION**
 - a. *An Executive Session may be needed to discuss a contract
 - b. **An Executive Session may be needed to discuss pending or probable civil litigation
11. **ADJOURN**

**CITY OF ESSEX JUNCTION CITY COUNCIL
MEETING AGENDA – May 8, 2024**

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.

2024 City Council Orientation

Raj Chawla, Council President
Regina Mahony, City Manager
May 8, 2024





Agenda

- Demographics & Comprehensive Plan
- Council-Manager Form of Government
- Council Authority
- Conflict of Interest and Ethical Conduct
- Manager Authority
- City Organization and Staffing
- Budget and Fiduciary Responsibility
- Priority Projects, Hiring & Events
- Resources, questions, and discussion!



Essex Junction Demographics

Total Population	10,590
Median Age	39
Over 65	16.3%
Housing Units	4,789
Median Gross Rent	\$1,473
Median Household Income	\$92,589
BA or Higher	48.9%
Born Outside the US	15.3%
Language spoken at home	17.7% other than English

Thoughtful Growth



Reclaim space for people to create a high-quality pedestrian experience.



2019 Comprehensive Plan

- 8-yr plan
- Done prior to separation
- Most content still relevant



Create a governance structure and shared vision for the Village and the Town that enhances the unique characteristics of each.



Continue to leverage the Village Center and Neighborhood Development designations to add diverse housing types and attract local businesses in these areas.

Safety



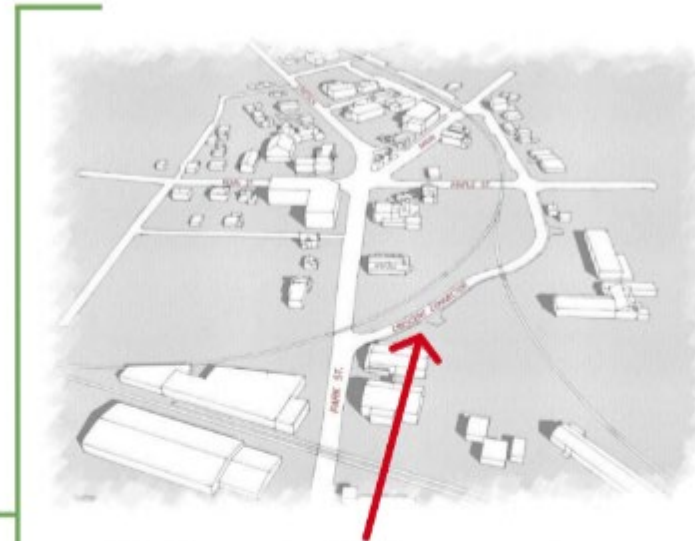
Calm traffic in the Village Center.



Proceed with Crescent Connector construction.



Improve access to and safety of bicycle and pedestrian facilities.



The **Connector Road** opens up six acres of underutilized land to development, while creating a way for traffic to avoid Five Corners. This road would improve traffic efficiency at Five Corners by 12%.

Next steps:

1. Strategic Planning to help guide next steps now that we are a City
2. Annual Workplan/Strategic Planning Process

2019 Comprehensive Plan



The **Essex Junction Comprehensive Plan** defines a comprehensive long-range vision for the community. It contains general goals and policies that guide decisions about the physical development or redevelopment of the community, and community issues more broadly.

The following are highlights from the Plan, organized by **Heart and Soul** values to explain the breadth of issues this Plan addresses.



Local Economy



Engage in policies to make progress on the transit-specific strategies in the Economic Development and Vision Plan including:



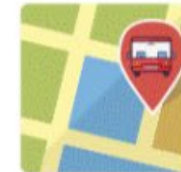
Continue to invest in public infrastructure and manage public assets in collaboration with the Town.



Regional multimodal improvements



Freight and commuter rail service expansion



Transit-oriented development



Work with the Town to implement the **Enhanced Energy Plan** to reduce energy consumption, generate more renewable energy, and reduce fossil fuel use in the heating, transportation and electricity sectors.

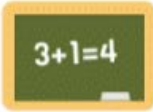
2019 Comprehensive Plan



Education



Students are educated by a rigorous, well-balanced, proficiency-based curriculum to achieve reading and math fluency by the end of grade 3 and to graduate with the skills to be successful.



Strengthen early childhood education so children are ready to thrive in school and businesses have a robust workforce to support the local economy.



Health & Recreation



Integrate substance use prevention into our culture by working with Essex CHIPS and the school district to ensure youth are receiving healthy messages where they live, learn, and play.



Offer programs and facilities to ensure residents of all ages and abilities have access to physical activity and healthy food choices.

2019 Comprehensive Plan



Community Connections



Maintain and enhance a culture that values diversity and offers a welcoming spirit.



Participate in local government and volunteer to stay connected and ensure all voices are heard.

Council-Manager Form of Government



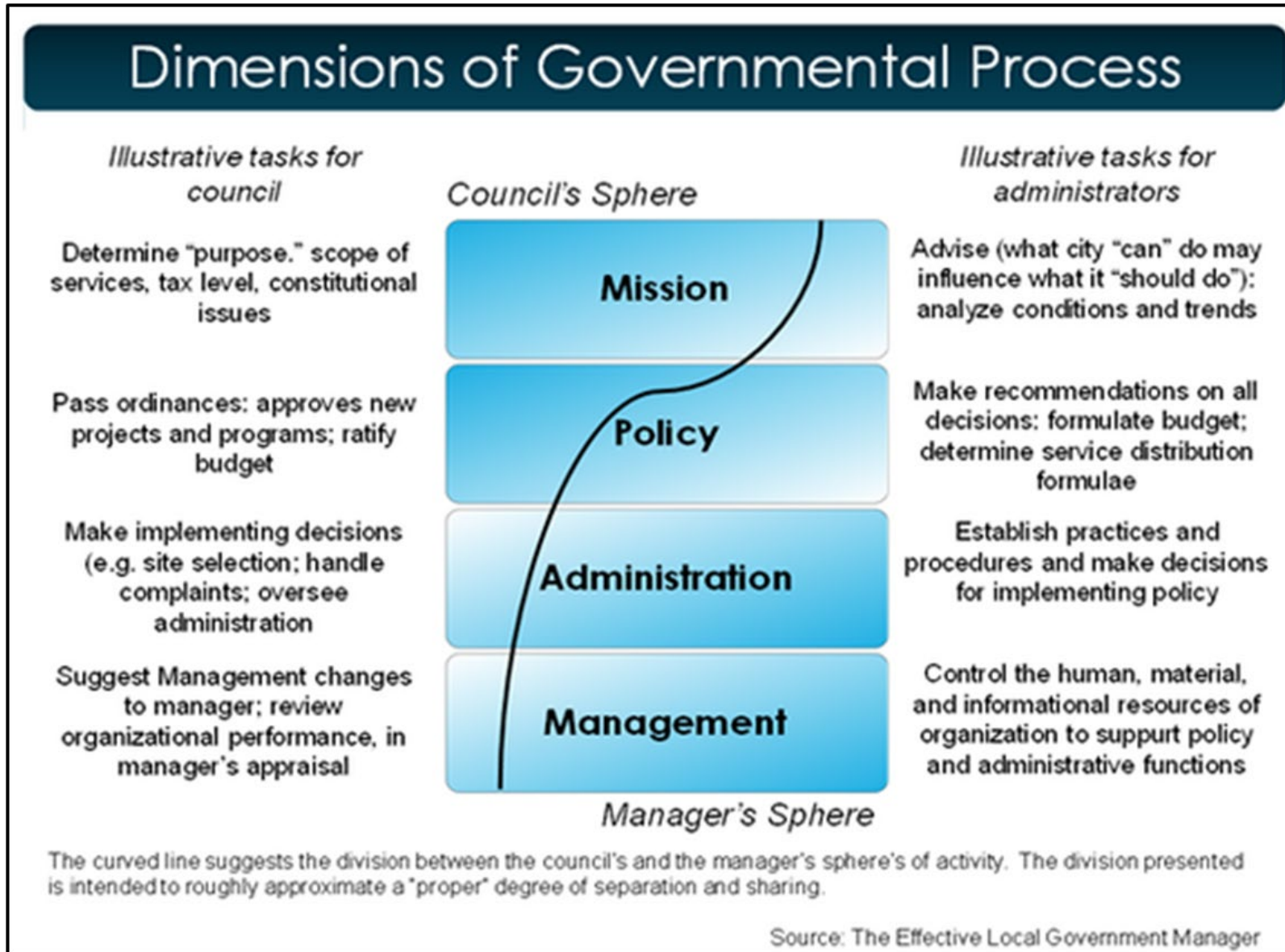
Councilors make up the City Council – the policy-setting board

- As a group, set high-level priorities to provide direction to staff
- Make and change policy
- Oversee the big picture – budget, plans, property, and City Manager

The **City Manager** is the Chief Administrative Officer - runs the City Operations

- Run day-to-day operations of the City
- Supervise and direct all staff
- Support Council in developing policy
- Implement and administer policy, budget, plans, and property

Roles and Authority



Council Authority



- Hire the City Manager
- Appoint City Attorney*, City Clerk*, Zoning Administrator
- Appoint residents to the DRB, Planning Commission and all other policy boards
- Serve as the Liquor Control Board, Local Cannabis Control Commission, Board of Health, and other Statutory requirements
- Make, amend, repeal ordinances
- Acquire, sell, lease property
- Provide for fiduciary oversight and approve budget to bring to the voters
- Provide an independent audit
- Convene public forums

* Manager recommends, Council approves (City Charter 602 (d) and (o))

Council Rules of Procedure



- Annually Council elects a president, vice president, and clerk
- The president runs the meetings
- A quorum of the Council is 3
- All action/direction of the Council is done by affirmative vote
- Follow the 2023 Communication Policy: “Formal positions of the City Council, or calls or questions seeking the official opinion of the City Council, should be referred to the City Council President unless another Councilor has been designated by the body or to the City Manager. If a resident communicates with the entire City Council, the Council President should respond on behalf of the Council.”
- President and Manager set the agenda. Councilors can request items by the Wednesday prior.
- Agenda Outline
 - Public to Be Heard
 - Business Items
 - Consent Agenda
 - Councilor Comments & Concerns/City Manager’s Report
 - Reading File
 - Executive Session (if needed)

Meetings are held on the 2nd
and 4th Wednesdays at 6:30 PM

Boards and Committees



Specified in Charter

- Planning Commission
- Development Review Board
- Board of Abatement
- Board of Civil Authority
- Library Board of Trustees

Regional Organizations with City Representation

- Chittenden County Communications Union District
- Chittenden County Regional Planning Commission
- Chittenden Solid Waste District
- Green Mountain Transit
- Town Meeting TV
- Winooski Valley Parks District
- Champlain Water District (Town Rep)
- Tree Farm Management Group

Policy Committees of Council

- Bike/Walk Advisory Committee
- Tree Advisory Committee
- Capital Program Review Committee
- Police Community Advisory Board
- Tri-Town Sewer Committee
- Housing Commission – *currently inactive*

Possible Future Policy Committees of the Council – *need to prioritize after Strategic Plan process*

- Energy Committee
- Downtown Committee
- Economic Development Committee
- Rec Advisory Committee
- Governance Committee – required in Charter
- Project-Based Committees (similar to 1 Main St. Park Design)
- Diversity Equity & Inclusion Committee
- Community Engagement Committee

Transparency



Goals are that the public trust in its officers is preserved and ensure that all decisions made by public officers are based on the best interests of the municipality.

- All (but executive session) communication by a Council member discussing City business is considered public
- Use your @essexjunction.org email to conduct City business
- Meetings must be warned with minutes produced
- Avoid instances where 3 or more Council members are present **and** discussing current or future items before the Council
- Information can be shared via email, but debate must take place in public setting. Careful of “reply all.”
- Executive session content and items marked confidential must be kept private.
 - Do not forward confidential emails
 - Do not talk about Executive session outside of Executive Session

Ethics and Conflict of Interest



- The City of Essex Junction Conflict of Interest and Ethics Policy was approved on May 11, 2022; effective on July 1, 2022. This is attached will be reviewed annually by way of this presentation.
- This Policy is adopted pursuant to requirements of Vermont Statutes (24 V.S.A. §2291(20) and 24 V.S.A. §1984).
- Policy Statement: To maintain the public trust that is critical to the continued operation of the municipality. There are five principles to which public officers and employees shall adhere to:
 - represent and work towards the public interest rather than private/personal interests.
 - accept and maintain the public trust.
 - exercise leadership, particularly in the form of consistently demonstrating behavior that reflects the public trust.
 - recognize the proper role of all government bodies and the relationships between the various government bodies.
 - always demonstrate respect for others and for other positions.

Ethics and Conflict of Interest



What is a conflict of Interest?

A real or seeming incompatibility between a public officer's or employee's private interests and their public or fiduciary interests to the municipality they serve. A conflict of interest arises when there is a direct or indirect personal or financial interest of a public officer/employee or a person or group closely tied with the public officer/employee

a. A direct financial conflict of interest arises when a public officer/employee acts on a matter that has a direct financial impact on that public officer/employee, including but limited to the following:

i. Financial interest in the sale to the City of any property when such financial interest was received with prior knowledge that the City intended to purchase the property.

ii. Contractual arrangements with the City in which the public officer or employee has a financial interest.

b. An indirect financial conflict of interest arises when a public officer/employee acts on a financial matter that impacts a person or group closely tied to the public officer/employee.

c. A direct personal conflict of interest arises when a public officer/employee acts on a matter that has a direct impact on the public officer/employee in a non-financial way but is of significant importance to the public officer/employee.

d. An indirect personal conflict of interest arises when a public officer/employee acts on a matter in which the public officer's/employee's judgment may be affected because of a familial or personal relationship or membership in some organization and a desire to help that person or organization further its own interests.

Ethics and Conflict of Interest



What is a conflict of Interest? *continued*

A situation where a public officer has publicly displayed a prejudgment of the merits of a particular quasi-judicial proceeding.

A situation where a public officer has not disclosed ex parte communication(s) related to a quasi-judicial proceeding that is before the public body to which that public officer belongs.

- What is not a conflict of Interest? It is not a conflict of interest if your interest is no greater than that of other persons generally affected by the decision

Ethics and Conflict of Interest



The policy identifies “Prohibited Conduct”

- A public officer/employee shall not participate in any official act or action or conduct if they have a conflict of interest, whether real or perceived...five specific situations listed.
- A public officer shall not personally – or through any member of their household, business associate, employer, or employee – represent, appear for, or negotiate in a private capacity on behalf of any person or organization that has an interest in an official act or action pending before the public body in which the public officer holds office.
- A public officer/employee shall not accept gifts or other offerings for personal gain by virtue of their public office/employee that are not available to the public in general. [permissible gifts are listed]
- A public officer will not request or accept any reward, gift, or favor for taking an official act or action or advocating for or against an official act or action.
- A public officer/employee shall not use resources unavailable to the general public – including but not limited to municipal staff time, equipment, supplies, or facilities – for private gain or personal purposes.
- A public officer who is a member of a public body shall not give the impression that they have the authority to make decisions or take actions on behalf of that body.



Ethics and Conflict of Interest

- What to do if you have a conflict of interest?
 - Disclose:
 - The public official shall disclose, in an open public meeting, the nature of the actual or perceived conflict of interest, prior to any consideration of the matter.
 - Once there has been a disclosure of an actual or perceived conflict of interest, other public officers shall be afforded an opportunity to ask questions or make comments about the situation.
 - Recusal:
 - A public officer shall declare whether they will recuse him or herself and explain the basis for that decision. If the public officer has a conflict of interest but believes that they are able to act fairly, objectively, and in the public interest they shall state why they believe that. Otherwise, the public officer shall recuse him or herself from the matter under consideration.
 - The failure of an appointed public officer to recuse themselves in spite of a conflict of interest, whether real or perceived, may be grounds for discipline or removal from office.
- If you are recused:
 - You cannot sit with, deliberate with, or participate in discussions with the public body as a public officer
 - However, such member may still participate as a member of the public or private party, if applicable

Manager Authority



- Serves as the Chief Administrative Officer
- Prepare the annual budgets and administer them
- Oversee all ordinance enforcement, collection of funds, and expenditure of funds
- Serve as the Personnel Director and hire, manage, and fire (if needed) staff; including appointment of Treasurer (Charter 602(b))
- Regularly report to the Council on finances and operations
- Attend and participate in all Council meetings
- **Serves as the Councilors' primary support**

Communicating with Staff



- Questions and requests should be directed to the Manager
- To the extent that general questions or history is requested, it will be shared with the full Council
- Councilors are encouraged to:
 - Attend facility tours with Department Heads and the Manager
 - Reach out to staff before meetings with questions and to understand more about an issue or item on the agenda.
- The Manager must be cc'ed on all correspondence between staff and Councilors
- Direct constituents to the City Manager when asked about an operational issue
- Emergency Situations
 - The City Manager or Acting City Manager will attempt to keep the council informed
 - During emerging events, the focus must be on the event and public safety. In these instances, it's best to speak with one voice (Manager, Chief, Council President)

Staff Authority Directed by State Statute



Zoning Administrator: Must adhere to 24 V.S.A. Chapter 17 and enforce the Land Development Regulations.

Police Chief: Must adhere to 24 V.S.A Chapter 55 and enforce all local and state laws.

Fire Department: Must adhere to V.S.A. relevant to a variety of building trades and fire safety protocols.

City Clerk: Must adhere to 24 V.S.A. Chapter 35 and administer all elections and recording as prescribed.

City of Essex Junction

Organization chart

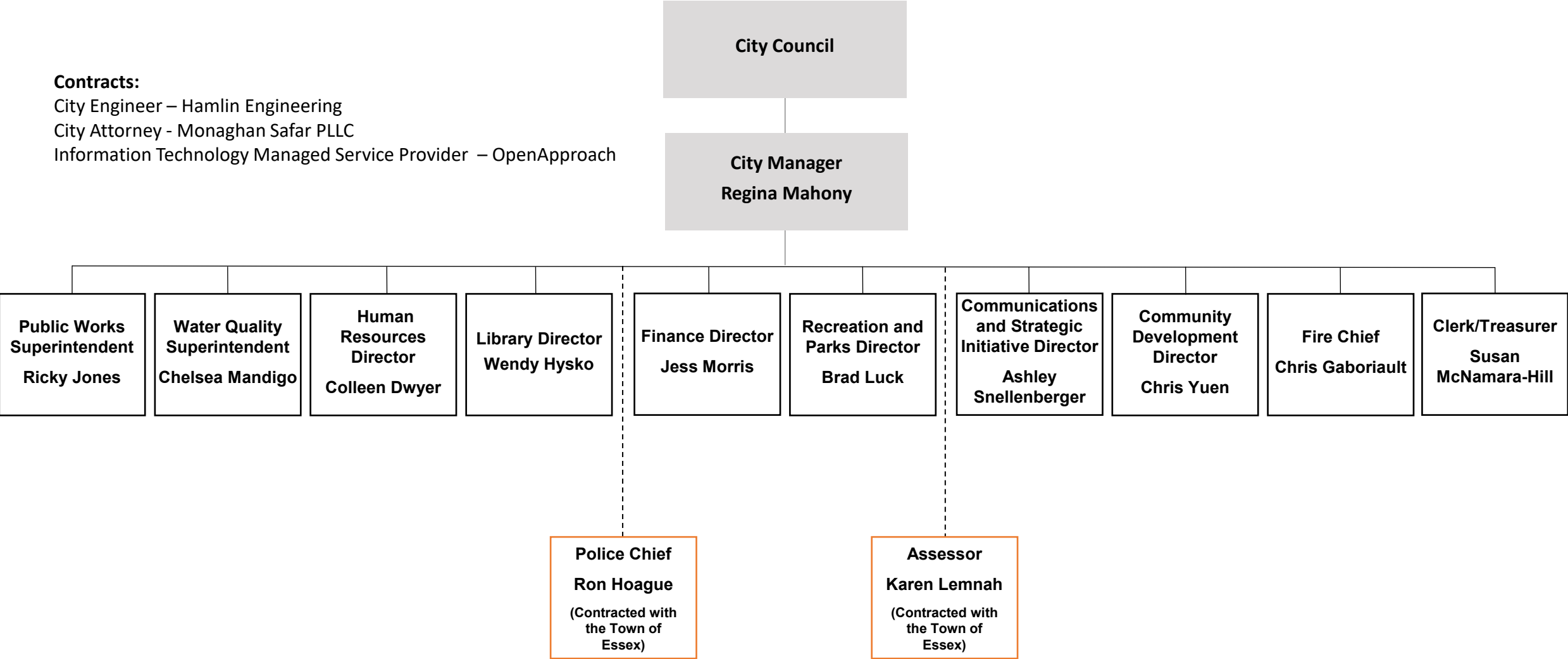


Contracts:

City Engineer – Hamlin Engineering

City Attorney - Monaghan Safar PLLC

Information Technology Managed Service Provider – OpenApproach



Facilities



- 2 Lincoln
- Brownell Library
- Fire Department
- Maple Street Park and Facilities
- Park Street School
- Department of Public Works Garage
- Wastewater Treatment Plant
- Fire Station

- Parks
 - Maple Street Park
 - Maple Street Pool
 - Cascade Park
 - Stevens Park
 - Essex Dog Park*
 - 1 Main St. Park



FY 25 Budget: Summary General Fund

FY24 Budget	FY25 Budget	\$ Change from FY24	% Change from FY24
\$11,421,171	\$12,004,124	\$582,953	5%

Estimated Tax impact

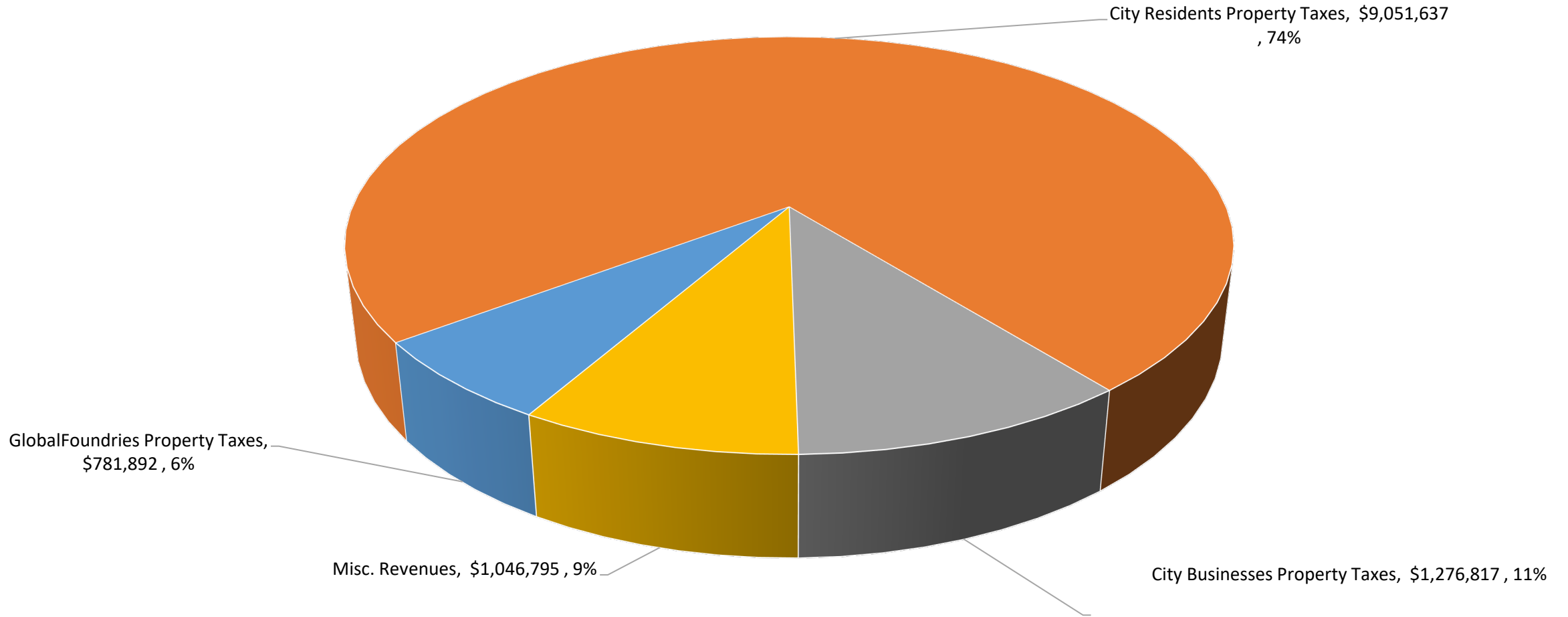
FY24 Rate	FY25 Rate	\$ Change	% Change
\$0.9199	\$0.9807	\$0.0608	6.6%

Estimated tax increase to a \$280,000 City property is \$170

FY25 Budget: Revenues



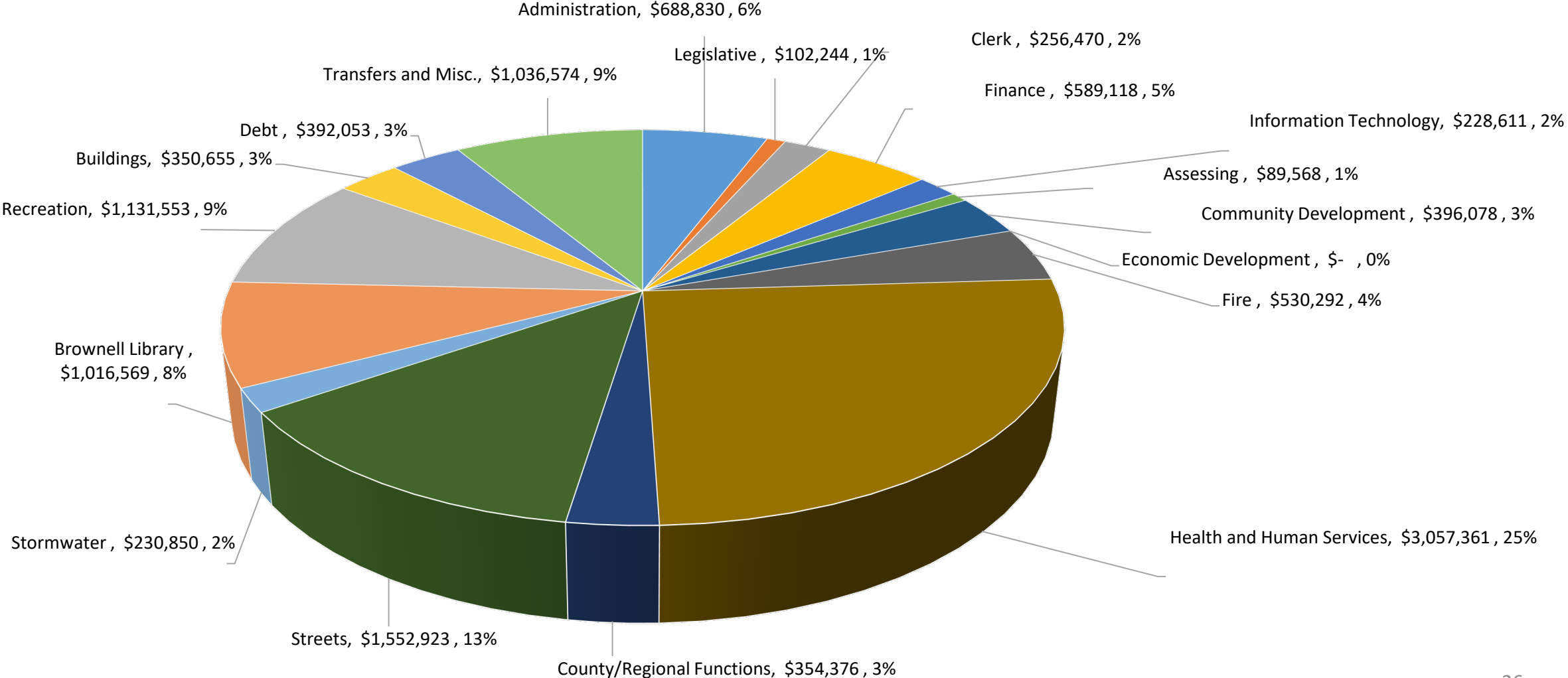
FY25 Proposed General Fund Revenues



FY25 Budget: Expenditures



FY25 Proposed General Fund Expenditures



Purchasing



Purchases	Type	Purchasing Agent
<\$500	incidental	all staff
\$501 - \$2,000	Routine	Designated purchasing agents by Dept Head
\$2,001 - \$5,000	Minor	Designated purchasing agents by Dept Head - 3 Quotes required
\$5,001-\$10,000	Moderate	Designated purchasing agents by Dept Head - 3 Quotes required
\$10,001-\$40,000	Large	City Manager or delegation to Dept Head - 3 Quotes required
>\$40,000	Major	City Council

Competitive Bidding	
	Standardized competitive bid format required; or use of prequalified vendor or exceptions: competitive proposals, sole source purchase, recurring purchases, maintenance, repair, or emergency purchase
>\$40,000	
>\$250,000	Optional prequalification for single project
Sole Source	
<\$40,000	Awarded by Unified Manager
>\$40,000	Awarded by City Council
>\$150,000	Funded in accordance with Grant Terms

Grants need Council approval if there is a financial obligation; approved by City Manager if no financial obligation.

Resource: Purchasing Policy – Effective Date 10/11/2018

Priority Projects (a selection)



- 2 Lincoln Renovation
- Strategic Planning Initiative
- Construction Projects
 - Crescent Connector
 - Main Street Waterline
- Ordinance Enforcement
- Amtrak Multi-modal Station
- Stormwater Utility
- WWTF – 10-year assessment
- Governance Committee – 3 years from City Charter approval
- Salary Study and negotiation of Association Contract
- Future facility needs: Public Works, Fire and Recreation
- How can we be a more equitable and inclusive community?
- Library Roof
- Transit Oriented Design Project
- Support community, regional and state housing needs: Land Development Code amendments, Rental Registry analysis, Housing Commission – Inclusionary Zoning & Housing Trust Fund

Hiring:



- City Planner
- Equipment Operator/Maintenance Technician
- Licensed Afterschool Program Assistant Coordinator
- Licensed Afterschool Program Site Coordinator
- Preschool Assistant Teacher
- Program Director-Older Adults
- Seasonal Stormwater Technician Intern
- Seasonal Water Resource Recovery Operator Intern

<https://cityofessexjunction.applytojob.com/apply>

Upcoming Events



- Memorial Day Parade
 - Saturday, May 25, 2024
 - 9:30 AM - Pre-parade program at 5 corners
 - 10:00 AM - Parade begins
 - Parade Route: From St. James Church, Route 2A to 5 Corners, up Pearl Street to the main entrance at Champlain Valley Exposition
- Community Fair at the Library
 - Saturday, June 15, from 2-4 pm
- Renovations at 2 Lincoln
- 4th of July



Resources

- [City Charter](#)
- Ethics and Conflict of Interest
- [Purchasing Policy](#)
- [Budget](#)
- [Ordinances](#)
- [City and Town Agreements](#)

Raj Chawla, City Council President – rchawla@essexjunction.org

Regina Mahony, City Manager – rmahony@essexjunction.org

**CITY OF ESSEX JUNCTION CONFLICT OF INTEREST
AND ETHICS POLICY**

Article I. Application

This policy applies to all elected and appointed officials in addition to employees (including Essex Junction Fire Department) of the City of Essex Junction (hereinafter referred to collectively or individually as “Public Officer and Employee”).

Article II. Purpose

The purpose of this policy is to maintain the public trust that is critical to the continued operation of the municipality.

There are five principles to which public officers and employees shall adhere to:

- (a) A public officer or employee should represent and work towards the public interest rather than private/personal interests.
- (b) A public officer or employee should accept and maintain the public trust.
- (c) A public officer or employee should exercise leadership, particularly in the form of consistently demonstrating behavior that reflects the public trust.
- (d) A public officer or employee should recognize the proper role of all government bodies and the relationships between the various government bodies.
- (e) A public officer or employee should always demonstrate respect for others and for other positions.

Article III. Definitions

For the purposes of this policy, the following definitions shall apply:

A. **Conflict of interest** means any of the following:

- 1. A real or seeming incompatibility between a public officer’s or employee’s private interests and their public or fiduciary interests to the municipality they serve. A conflict of interest arises when there is a direct or indirect personal or financial interest of a public officer/employee or a person or group closely tied with the public officer/employee, including their , household member, child, stepchild, parent, grandparent, grandchild, sibling, aunt or uncle, brother- or sister-in-law, business associate, or employer or employee in the outcome of an official act or action, or any other matter pending before the public officer/employee or before the public body in which the public officer holds office. A conflict of interest may take any of the four following forms:
 - a. A direct financial conflict of interest arises when a public officer/employee acts on a matter that has a direct financial impact on that public officer/employee, including but limited to the following:
 - i. Financial interest in the sale to the City of any property when such financial interest was received with prior knowledge that the City intended to purchase the property.
 - ii. Contractual arrangements with the City in which the public officer or employee has a financial interest.
 - b. An indirect financial conflict of interest arises when a public officer/employee acts on a financial matter that impacts a person or group closely tied to the public officer/employee.

- c. A direct personal conflict of interest arises when a public officer/employee acts on a matter that has a direct impact on the public officer/employee in a non-financial way but is of significant importance to the public officer/employee.
 - d. An indirect personal conflict of interest arises when a public officer/employee acts on a matter in which the public officer's/employee's judgment may be affected because of a familial or personal relationship or membership in some organization and a desire to help that person or organization further its own interests.
2. A situation where a public officer has publicly displayed a prejudgment of the merits of a particular quasi-judicial proceeding. This shall not apply to a member's individual political views or general opinion on a given issue.
 3. A situation where a public officer has not disclosed ex parte communication(s) related to a quasi-judicial proceeding that is before the public body to which that public officer belongs.

A "conflict of interest" does not arise in the case of an official act or action in which the public officer has a personal or financial interest in the outcome, such as in the establishment of a tax rate that is no greater than that of other persons generally affected by the decision.

- B. **Emergency** means an imminent threat or peril to the public health, safety, or welfare.
- C. **Ex Parte Communication** means direct or indirect communication between a member of a public body and any party, party's representative, party's counsel, or any person interested in the outcome of a quasi-judicial proceeding that occurs outside the proceeding and concerns the substance or merits of the proceeding.
- D. **Official act or action** means any legislative, administrative or quasi-judicial act performed by any public officer while acting on behalf of the municipality. This term does not apply to ministerial acts or actions wherein no discretionary judgment is exercised.
- E. **Public body** means any board, council, commission, or committee of the municipality.
- F. **Public interest** means an interest of the municipality, conferred generally upon all municipality residents.
- G. **Public officer** means a person elected or statutorily appointed to perform executive, administrative, legislative, or quasi-judicial functions for the municipality. This term does not include municipal employees.
- H. **Quasi-judicial proceeding** means a case in which the legal rights of one or more persons who are granted party status are adjudicated, which is conducted in such a way that all parties have opportunities to present evidence and to cross-examine witnesses presented by other parties and which results in a written decision, the result of which is appealable by a party to a higher authority.

Article IV. Prohibited Conduct

- A. A public officer/employee shall not participate in any official act or action or conduct if they have a conflict of interest, whether real or perceived, in the matter under consideration, including the following:

- i. Appointment of an immediate family member or business associate.
 - ii. Supervision of an immediate family member.
 - iii. Dating shall be prohibited between co-workers in power-differentiated relationships where one of the parties has decision-making authority over the other party's terms or conditions of employment terms, including performance appraisals.
 - iv. A public official/employee shall not, without authorization, disclose or use confidential information acquired in the course of official duties or use such information to further a personal interest.
 - v. The following positions may not be held simultaneously by any City public officer or employee:
 - a. City Manager may not hold the office of City Clerk or City Treasurer.
 - b. City Councilor shall not serve as a member of the Development Review Board or Planning Commission.
 - c. A member of the Planning Commission shall not serve as a member of the Development Review Board.
 - d. A City Councilor, Planning Commission, or Development Review Board member shall not be an employee of the City of Essex Junction.
- B. A public officer shall not personally – or through any member of their household, business associate, employer, or employee – represent, appear for, or negotiate in a private capacity on behalf of any person or organization that has an interest in an official act or action pending before the public body in which the public officer holds office.
- C. A public officer/employee shall not accept gifts or other offerings for personal gain by virtue of their public office/employee that are not available to the public in general. The following are permissible under this policy:
- i. Attendance at a hosted meal when it is provided in conjunction with a meeting directly related to the conduct of City business, or where official attendance by the public officer or employees as a City representative is appropriate;
 - ii. An award publicly presented in recognition of public service; or
 - iii. Occasional, non-pecuniary gifts of insignificant value.
- D. A public officer will not request or accept any reward, gift, or favor for taking an official act or action or advocating for or against an official act or action.
- E. A public officer/employee shall not use resources unavailable to the general public – including but not limited to municipal staff time, equipment, supplies, or facilities – for private gain or personal purposes.
- F. A public officer who is a member of a public body shall not give the impression that they have the authority to make decisions or take actions on behalf of that body.

Article V. Disclosure

A public officer who, while serving on a public body, may have a conflict of interest, whether real or perceived, in a matter under consideration by that public body shall, prior to taking an official act or action or participating in any official act or action on the matter, publicly disclose at a public meeting or public hearing that they have an actual or perceived conflict of interest in the matter under consideration and disclose the nature of the actual or perceived conflict of interest. Alternatively, a public officer may request that another public officer recuse themselves from a matter due to a conflict of interest, whether real or perceived.

Article VI. Consideration of Recusal

Once there has been a disclosure of an actual or perceived conflict of interest, other public officers shall be afforded an opportunity to ask questions or make comments about the situation. If a previously unknown conflict is discovered during a meeting or hearing conducted by a public body of the municipality, the public body shall take evidence pertaining to the conflict and, if appropriate, adjourn to an executive session to address the conflict.

Article VII. Recusal

- A. After taking the actions listed in Articles V and VI, a public officer, whether appointed or elected, shall declare whether they will recuse him or herself and explain the basis for that decision. If the public officer has an actual or perceived conflict of interest but believes that they are able to act fairly, objectively, and in the public interest, in spite of the conflict, they shall state why they believe that they are able to act in the matter fairly, objectively, and in the public interest. Otherwise, the public officer shall recuse him or herself from the matter under consideration. A public officer that recuses him or herself may, but not must, explain the basis for that decision.
- B. The failure of an appointed public officer to recuse themselves in spite of a conflict of interest, whether real or perceived, may be grounds for discipline or removal from office.

Article VIII. Post Recusal Procedure

- A. A public officer who has recused themselves from participating in an official act or action by a public body shall not sit with the public body, deliberate with the public body, or participate in the discussions about that official act or action in any manner in their capacity as a public officer. However, such member may still participate as a member of the public or private party, if applicable.
- B. The public body may adjourn the proceedings to a time, date, and place certain if, after a recusal, it may not be possible to take action through the concurrence of a majority of the total membership of the public body. The public body may then resume the proceeding with sufficient members present.

Article X. Effective Date

This policy is effective July 1, 2022.

Article XI. Distribution

This policy shall be distributed to all employees and public officers upon hiring, appointment, or election. Each individual receiving the policy shall execute the acknowledgment form attached here as Appendix A. The form shall be maintained by the City's Human Resources Director for the term of employment, appointment/election,. It may be destroyed after the individual is no longer employed or acting in an official capacity for the City, in accordance with the City's document retention policy.

Article XII. Complaints

Any complaints regarding alleged violations of this policy by an appointed public officer or employee shall be directed in writing to the City Manager. Any complaint shall include the name of the person alleged to have committed the violation and the specific act(s) which constitute the violation. The City Manager shall forward the complaint to the appropriate public official and the Human Resources Director for matters involving an employee.

Any complaint against an elected official shall be directed to the public officer. A person may ask an elected body to reconsider a matter that they believe involved an unethical act by an elected official.

APPENDIX A

ACKNOWLEDGMENT

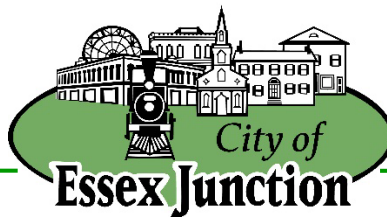
I acknowledge that I have received, read, and understand the City of Ethics Junction Conflict of Interest and Ethics Policy (dated July 1, 2022).

I further understand the Conflict of Interest and Ethics Policy are subject to change at any time by a majority vote of the City Council.

Signature: _____

Print Name: _____

Date: _____



MEMORANDUM

To: City Council
From: Joanne Pfaff, Administrative Assistant
Meeting Date: 05/08/2024
Subject: City Council Meeting Schedule

Issue:

The City Council meeting schedule needs to be set so as not to conflict with any holidays or religious and cultural observances.

Discussion:

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

2024

Wednesday, July 10, 2024, and Wednesday, July 24, 2024
Wednesday, October 23, 2024 – Shemini Atzeret (no meetings)
Wednesday, November 27, 2024 – Thanksgiving Eve (no meetings)
Wednesday, December 25, 2024 – Christmas Day (no meetings)

2025

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

Also, for discussion, after June 30, 2024, the City Council meetings will need to relocate during construction at the City offices. It has been suggested that the City Council use this time to engage more with the community. With this option, the Council would meet once a month for official business and be out in the community as an alternative to the second meeting. Here are a few options on what this could look like:

1. Host Community Events
 - a. These chats could educate residents on issues, services, or how the local government works, with opportunities for residents to ask questions. These activities could also be open discussions.
 - b. Events could include coffee chats, the community meal, brown bag lunches, panel discussions, and focus groups.
2. Attend events already taking place in the City
 - a. Council would go to where people are instead of asking them to come to us
 - b. Events could include National Night Out, Brownell Library Events, EJRP events, Community Dinner at Holy Family Parish, volunteer events like Green Up Day, and other organizations events such as Rotary, Lion’s Club, and VIEW.

Cost:

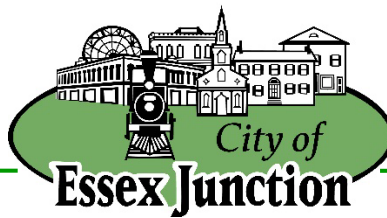
There are no associated costs with this issue.

Recommendation:

1. Cancel the July 10, 2024, meeting and the July 24, 2024, meeting, and schedule meeting for July 17, 2024
2. Re-schedule the October 23, 2024, meeting to October 30, 2024
3. Cancel the November 27, 2024, and December 25, 2024, meetings
4. Continue to hold the April 23, 2025, meeting, as this cultural observance has no restrictions
5. Decide if you want to hold one official business meeting or two. If the decision is one, decide on what kind of community activities you would like to do.

Attachments:

none



MEMORANDUM

To: City Council
From: Regina Mahony, City Manager
Meeting Date: 5/8/2024
Subject: 1 Main Street Park

Issue

The Council will need to decide whether to continue work on the 1 Main Street Park project or return the Downtown Transportation Fund grant.

Discussion

The current budget for the 1 Main Street Park project includes \$200,000 from the Vermont Downtown Transportation Fund and \$278,002.46 from the City of Essex Junction Economic Development Fund. This reflects a scaled-down design of the park as discussed during the December 14, 2022 City Council meeting. The cost estimate for the full design was closer to \$600,000.

As discussed at the Council's budget day on 12/13/23, the following three projects are reliant on the Economic Development Fund. At that time the Economic Development Fund was over committed, and we did not yet know if the voters would re-authorize the fund. If the voters did not re-authorize the Fund, the City could accommodate the Crescent Connector and the Main St Park, but not the Amtrak match in full. Therefore, the Council prioritized the Amtrak station project over the Main Street park project.

1. Crescent Connector project requires an additional \$109,000 (bike racks, bike boxes, EV charging stations, trees, and potentially ROW cleanup costs). *Already committed.*
2. Amtrak grant match is estimated at \$750,000 to take full advantage of the \$3 million for the train station project. *Federal money is already earmarked for this.*
3. Main St Park was originally estimated at \$478,002 (this is not the full design) with a match of \$278,002; \$24,934 was spent prior to the grant approval which does not count towards match; we have \$278,002 left to spend of the grant match amount. *Grant award is already in hand.*

The Council also asked staff to investigate whether the Downtown Transportation Fund grant could be used for the Amtrak project instead of the Main Street Park. Staff had a conversation with ACCD staff, and learned:

1. The grant cannot be switched from one project to another, however, if priorities have changed it is okay to cancel the current grant agreement. It is beneficial for ACCD to know about these changes sooner than later.
2. The Amtrak project is eligible for this grant program, and the City can apply for this in the next round (February 2025). Municipalities are eligible for up to two active Downtown Transportation Fund grants at a time.

Another consideration for the Main Street Project is development of the final Corrective Action Plan (CAP). This has not yet been finalized as the design has not yet been finalized. Staff will investigate any financial implications of not completing the CAP within a set amount of time.

With the voters re-authorizing the Economic Development Fund for another three years, the projections within the FY25 budget are accurate and it is possible to do all three projects:

Economic Development Fund

	FY24 Projection	FY25 Projection	FY26 Projection	FY27 Projection	Notes
Beginning Balance	737,083	571,081	324,081	(13,919)	
Add	112,000	112,000	112,000	112,000	tax revenue FY24 Main St Park; FY25 \$109,000 Crescent Connector and \$250,000
Spend	278,002	359,000	450,000	50,000	Amtrak; FY26 \$450,000 Amtrak; FY27 \$50,000 Amtrak
Ending Balance	571,081	324,081	(13,919)	48,081	

Notes:

1. Crescent Connector project requires an additional \$109,000 (bike racks, bike boxes, EV charging stations, trees, and potentially ROW clean-up costs)
2. Amtrak grant match is estimated at \$750,000
3. Main St Park was originally estimated at \$478,002 with a match of \$278,002; \$24,934 was spent prior to the grant approval which does not count towards match; we have \$278,002 left to spend of the grant match amount

However, economic development general fund dollars were removed from the FY25 budget, and it may be useful to have the Economic Development funds available for other economic development efforts that come out of the Strategic Planning process.

Cost

There is no incremental cost to this grant, as the local match requirements can be met within the existing budget.

Recommendation

Staff recommends that the Council authorize City Staff on whether to move forward with the Main Street Park or cancel the Downtown Transportation Fund grant for this project at this time.

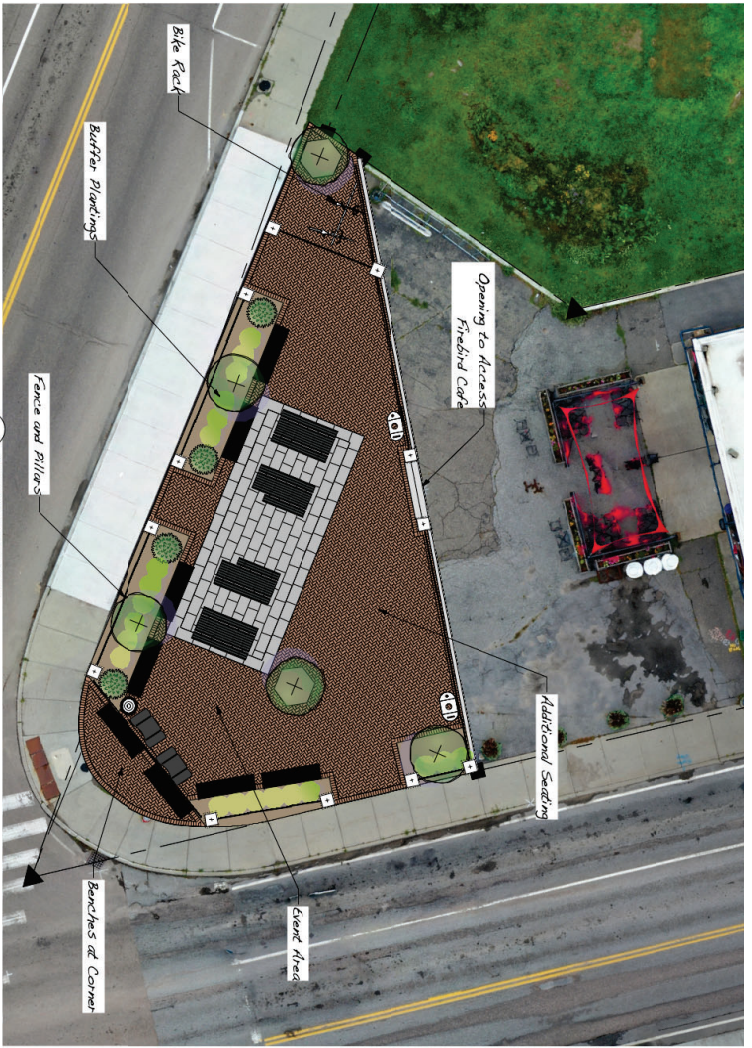
Recommended Motion

If the Council wishes to end the grant agreement for the Main Street Park, here is a suggested motion:

“I move that Council authorize City Manager to cancel the Downtown Transportation Fund grant for the Main Street Park.”

Attachment:

1. Current park plans to be included in grant application



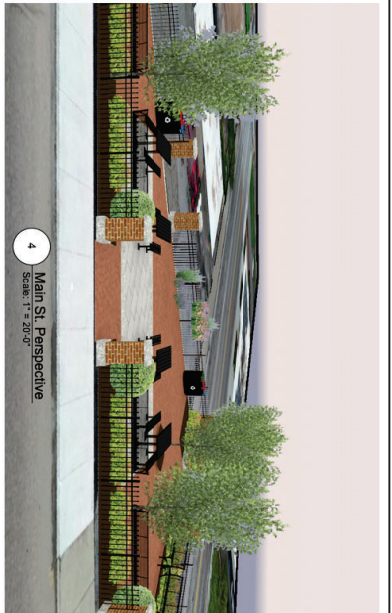
1 Pocket Park Plan View
Scale: 1/8" = 1'-0"



2 Maple St. Perspective View
Scale: 1" = 15'-0"



3 Firebird Cafe Perspective View
Scale: 1" = 20'-0"



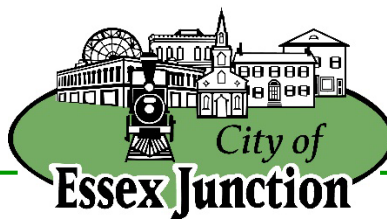
4 Main St. Perspective
Scale: 1" = 20'-0"



5 Main St. Perspective - Mature Trees
Scale: 1" = 20'-0"



6 Existing and Proposed Views
Scale: 1/8" = 1'-0"



MEMORANDUM

To: Essex Junction City Council
From: Regina Mahony, City Manager
Meeting Date: May 8, 2024
Subject: Executive session for a contract

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

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

Cost: N/A at this time

Recommendation:

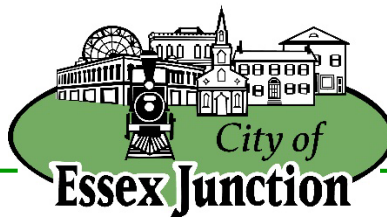
If the City Council wishes to enter executive session, the following motions are recommended:

Motion #1

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

Motion #2

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



MEMORANDUM

To: Essex Junction City Council

From: Regina Mahony, City Manager

Meeting Date: May 8, 2024

Subject: Executive session for Confidential Attorney-Client Communications

Issue: The issue is whether the City Council will enter executive session to discuss confidential attorney-client communications.

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

Motion #2

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

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**CITY OF ESSEX JUNCTION
CITY COUNCIL
REGULAR MEETING
MINUTES OF MEETING
April 18, 2024**

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

ADMINISTRATION: Regina Mahony, City Manager;

OTHERS PRESENT: Craig Dwyer, Claudine Safar, Kristen Shamis, Jason Struthers.

1. **CALL TO ORDER**

Councilor Chawla called the meeting to order at 1:00 PM.

2. **AGENDA ADDITIONS/CHANGES**

None.

3. **APPROVE AGENDA**

None needed.

4. **PUBLIC TO BE HEARD**

a. Comments from public on items not on the agenda

Craig Dwyer of 10 Taft Street said that there is a public easement that runs through both 10 and 8 Taft Street through the backyards and it is an easement where the public has access through both yards to get to Drury Drive. He said that this relates to high school students being allowed to cross the yards rather than cross Route 15 or go around the block to get to the high school. He said that this is why the yards must have gates rather than fences to provide access points through this easement. He also noted that his neighbor on Taft Street has livestock and that there is an overflow of water and livestock feces flowing into his yard from his neighbor's yard, and that it is also flowing into the public easement. He asked the City to look into this. He said that while the state has jurisdiction over his neighbor's livestock arrangement as an agricultural activity, the City has jurisdiction over its own easement, and he urged the City to look into this.

5. **BUSINESS ITEMS**

a. *Discussion and Consideration of an Executive Session to discuss pending or probable civil litigation
City Manager Mahony said that this issue is around a question of litigation and that there is not currently an active litigation at this time. She noted that however, there are confidential client-attorney communications around this, and that an executive session is necessary to discuss legal services.

6. **EXECUTIVE SESSION**

a. *An Executive Session may be needed to discuss pending or probable civil litigation

Councilor Chawla made a motion, seconded by Councilor Thibeault, that the City Council make the specific finding that general public knowledge of confidential attorney-client communications made for the purposes of providing professional legal services to the body would place the City at a substantial disadvantage. The motion passed 5-0.

Councilor Chawla made a motion, seconded by Councilor Thibeault, that the City Council enter into executive session to discuss confidential attorney-client communications made for the purpose of providing professional legal services to the body, pursuant to 1 V.S.A. § 313(a)(1)(F) to include the City Council, City Manager and City Attorney. The motion passed 5-0 at 1:06 PM.

52

53 **Councilor Chawla made a motion, seconded by Councilor Certa, to exit executive session. The**
54 **motion passed 5-0 at 2:10 P.M.**

55 7. **ADJOURN**

56

57 **Councilor Thibeault made a motion, seconded by Councilor Brown, to adjourn the meeting. The**
58 **motion passed 4-0 at 2:10 P.M.**

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60 Respectfully Submitted,

61 Amy Coonradt

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**CITY OF ESSEX JUNCTION
CITY COUNCIL
REGULAR MEETING
MINUTES OF MEETING
April 24, 2024**

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

ADMINISTRATION: Regina Mahony, City Manager; Chelsea Mandigo, Water Quality Superintendent; Harlan Smith, Interim Buildings Coordinator;

OTHERS PRESENT: Mike Hoey, Tim Miller, Dennis Thibeault, Resa.

1. **CALL TO ORDER**

Councilor Chawla called the meeting to order at 6:30 P.M.

2. **AGENDA ADDITIONS/CHANGES**

City Manager Mahony recommended removing Agenda Item #6e, saying it will not be necessary.

3. **APPROVE AGENDA**

Councilor Certa made a motion, seconded by Councilor Brown, to amend the agenda and remove Business Item, #6e. The motion passed 5-0.

4. **PUBLIC TO BE HEARD**

a. Comments from public on items not on the agenda

Resa spoke about the election results, noting that the majority of the ballots were mailed in. She said that this underscores the importance of having a ballot box available for dropping off ballots, given that the postal service has been unreliable, especially as the nation gears up for another major election in November 2024. She also thanked Councilor Brown for his years of service on the Village Trustees and City Council. City Manager Mahony noted that the City has a new ballot box located outside of the Teen Center, which will be accessible during the renovation of 2 Lincoln Street.

5. **RECOGNITION**

a. Consider Resolution of Appreciation: Andrew Brown

Councilor Certa read a resolution of appreciation regarding Andrew Brown into the record, as follows:

WHEREAS Andrew Brown was elected to the Village of Essex Junction Board of Trustees in 2012;

WHEREAS Andrew with the end of his term as a City Councilor on April 24, 2024, concluding 12 years of dedicated service and leadership to the Village and City of Essex Junction; and

WHEREAS during that time Andrew held the role of President of the Essex Junction Board of Trustees from April 2019 to June 2022; and

WHEREAS during that time Andrew held the role of President of the Essex Junction City Council from June 2022 to April 2023; and

WHEREAS Andrew held the role of Chair of the Capital Review Committee from July 2012 to August 2019; and

WHEREAS Andrew helped guide the Essex Junction Board of Trustees and Town of Essex Selectboard through a sustained governance change effort that resulted in the establishment of the City of Essex Junction as a fully independent municipal government; and

WHEREAS Andrew's steady, energetic, and forward-thinking leadership guided his fellow board members through the process of drafting a municipal charter for the independent City of Essex

Junction within the remarkable brief time of four months in 2021 in time for voter approval in November and presentation to the Vermont legislature at the start of the 2022 legislative session; and

WHEREAS Andrew’s commitment to inclusivity and democratic participation inspired him to lead the transition to Australian Ballot for Essex Junction’s annual meeting; and

WHEREAS Andrew led the Essex Junction Board of Trustees and the City of Essex Junction City Council through Covid; and

WHEREAS Andrew led the hiring of the first City municipal manager;

NOW THEREFORE BE IT RESOLVED

That the City Council on behalf of the staff and the citizens of the City of Essex Junction hereby extend our most sincere appreciation to Andrew for his commitment and dedicated years of service to the residents of Essex Junction, adopted this day, Wednesday, April 24, 2024 by the Essex Junction City Council.

Councilor Certa made a motion, seconded by Councilor Haney, to adopt the resolution of appreciation for Andrew Brown. The motion passed 5-0.

Councilors expressed their gratitude for Councilor Brown’s dedication and service on Essex Junction’s governing body.

6. **BUSINESS ITEMS**

a. Discussion And Consideration of City Council Meeting Disruptions and Meeting Policy

City Manager Mahony noted that staff has been conducting research on how to handle disruptive speech and hate speech during public meetings while balancing protections for First Amendment rights. She said that time, place, and manner restrictions on speech are permissible, such as when someone is being unruly, having outbursts regardless of what they are saying, or are disrupting the order of the meeting. She said that speech cannot be limited solely based on the content of the speech. She spoke about what Burlington and Winooski have been implementing to prevent the Zoom bombings that have occurred at their public meetings. She said that Burlington, for example, requires a participant to sign up to register for the meeting, which seems overly burdensome. She noted that Essex Junction has implemented waiting room functionality in its meetings, and that the FY25 budget provides for a move to a webinar function for meetings.

She said that overall, City Council meetings are meetings for this body to discuss items within its purview, and that there is room for the Council to shut down conversation in public forum if it is not germane to the body. Councilor Chawla said that this could be a nuance the Council can use to mitigate some of the disruptive speech.

Councilor Certa asked about the ultimate goal of this discussion, saying that he agrees that the Council needs to be able to conduct its business while also allowing the public to raise issues that pertain to the community. Councilor Chawla agreed, saying that the Council must represent the community and allow them to have a voice for their issues in the community. He acknowledged that these meetings are also not the best way to engage with the public. Councilor Thibeault said that the language within the City’s meeting procedure should be modified to align with that of the Vermont League of Cities and Towns (VLCT) model, restricting meeting topics to those that are germane to the body. She said that this alignment could restrict disruptive speech. Councilor Haney emphasized the importance of maintaining a space for the public to be heard on topics not on the agenda (though they might be relevant to the business of the City). She spoke about Burlington’s model of allowing the public to have two minutes of time for each individual to speak regardless of topic. She suggested having warnings for each meeting once their recordings are on YouTube, if they contain hate speech.

104
105 Councilor Certa asked what the Council would deem reasonable restrictions for public speech at its
106 meetings. He suggested several options, including time restrictions or in-person-only options for public
107 comment. Councilor Brown cautioned that relying too heavily on Robert's Rules of Order can lead to
108 unproductive meetings, though he said that calling the question and ensuring that the public is speaking
109 to the topic at hand can be a useful tool for keeping meetings on track. Councilor Chawla said that if
110 restrictions are put into place, the City Council must work harder to engage with the public through other
111 avenues. Councilor Haney said that she does not believe that these restrictions will change the level of
112 participation in the Council meetings. Councilor Thibeault suggested that City staff look into the time
113 limits other municipalities have in place for the public forum portion of their meetings, as well as aligning
114 the procedure for Essex Junction with that of VLCT. Councilor Certa asked whether requiring someone
115 to go on camera to give public comment may make a difference and prevent Zoom bombings. Councilor
116 Chawla said he is unsure whether that would prevent people from speaking who are participating by
117 phone.

118
119 Councilor Haney noted that the City's policies for public meetings cover civility and decorum but asked
120 about swearing and whether that is prohibited. Councilor Certa said that they have to allow an amount,
121 but that they can place a limit on that amount. He said that using one expletive for emphasizing a point
122 is different than using extensive profanity.

123 The City Council discussed the recommended actions related to this topic proposed by staff. Councilor
124 Chawla expressed support for adopting recommendation #2 (revising the City's meeting statement), #3
125 (aligning the public participation section of the current meeting policy with VLCT's public participation
126 section and adopting VLCT's Model Rules for Public Participation in a Municipal Meeting), and #4
127 (advising staff on incorporating additional content from VLCT's new Model Rules and Procedures for
128 Municipal Public Bodies). He asked whether the City would need to also implement recommendation #1
129 if it is implementing #3 and #4. City Manager Mahony replied that they can align the City's policy with
130 the VLCT policy and also address the City Attorney's concern on recommendation #1. She said that
131 staff will take this back as an action item and bring something forth for consideration at a future City
132 Council meeting.

133
134 Buildings Coordinator Smith noted that Robert's Rules allow for municipal meetings to restrict public
135 comment to residents, though in the past the City has been reluctant to pursue this, as it views a broader
136 range of input to be more valuable. He suggested displaying the rules of public forum right before the
137 public forum portion of a meeting's agenda.

138
139 b. Discussion of Budget Process & Improvements

140 City Manager Mahony said that now would be a good opportunity to review the budget process and
141 future improvements, given that the FY25 budget process is wrapping up. She noted that for future fiscal
142 years, the Council and will have the strategic plan as a guide for aiding in the development of future
143 budgets. She noted that the City is currently in association negotiations and will have an executed
144 contract for the next fiscal year, which will also aid in budget development. She also noted that they will
145 explore performance budgeting for future years.

146
147 Councilor Certa said that starting earlier and doing deeper dives with department heads could help
148 prepare for more informed discussions on the budget when the time comes. City Manager Mahony said
149 that some boards have a retreat around this time of year which is where strategic plan goal-setting
150 occurs, which then helps inform the budget process that happens next. Councilor Thibeault said that the
151 Council needs to be firmer about its budget goals at the beginning of the budget process, rather than
152 after department heads have put their budgets together. She suggested being more proactive in the
153 check-ins with department heads about focusing on budgetary implications for their work for the coming

154 fiscal year. She said that the turnout for the community meal and budgetary discussion was impressive
155 and successful, and said that the City should continue holding this community event. Councilor Haney
156 agreed that the Council should set an expectation on what's allowable for the next fiscal year's budget
157 at the outset. She also recommended that each department also prepare a level-funded budget, just in
158 case. She also suggested that each Councilor be assigned a department or several department budgets
159 and be responsible for thoroughly learning those budgets and speak to them during budget development
160 at the Council. She also said it would be helpful to have the enterprise fund figures alongside the General
161 Fund budget figures to see the full picture of the budget. She also suggested holding local neighborhood
162 conversations about the budget. Councilor Brown said that the budget needs to be led by what the long-
163 term vision is for the community, which is why the strategic planning is so critical. He said that this also
164 helps with preventing a budgetary approach that is reactionary. Councilor Chawla said that the City
165 needs to continue to work toward providing budget information to the community in plain English that
166 can be understood by the average layperson. He also agreed with the suggestion of preparing a level-
167 funded budget as an alternative option each fiscal year. Councilor Certa said that the Council also needs
168 to agree internally about how it approaches both the budget and each department's budget review.
169 Councilor Chawla said that he would like to avoid having a Council Budget Day, if all of these
170 improvements can be made. Councilor Haney noted that in holding a budget day, the Council avoids
171 having to hold six budget nights. City Manager Mahony noted that from staff's perspective, one budget
172 day is more helpful than six budget nights. She said that she would like to revisit this topic with the
173 Council again in June.

174
175 c. Discussion and Consideration of Service Agreement with UVM for MS4 Compliance Fellowship
176 Water Quality Superintendent Mandigo said that this relates to a fellowship research project pertaining
177 to determining the benefits and drawbacks of taking a regional approach to MS4 permit compliance, and
178 that this project was sponsored by six municipalities, including Essex Junction. She also noted that
179 Andrew Brown was selected to be the fellowship candidate once his term on the Essex Junction City
180 Council ends. She said that this item tonight pertains to approving the service agreement with UVM,
181 which is also contributing funding support for the fellowship. Councilor Certa asked how this would play
182 into the creation of a stormwater utility. Water Quality Superintendent Mandigo said that the stormwater
183 utility would fund many of the MS4 requirements that the City is required to meet. She said that this
184 project in particular could help to find savings in taking a regional approach to meeting some of these
185 requirements.

186
187 **Councilor Haney made a motion, seconded by Councilor Certa, to approve this service**
188 **agreement and authorize the City Manager to sign it. The motion passed 4-0 (Councilor Brown**
189 **abstaining).**

190
191 d. *Discussion and Consideration of an Executive Session to discuss a Contract
192 See item #9a below.

193
194 e. **Discussion and Consideration of an Executive Session to discuss Confidential Attorney-Client
195 Communications - **Agenda Item Removed**

196
197 **7. CONSENT ITEMS**

- 198 a. Approve Meeting Minutes: April 1, April 3, and April 10, 2024
199 b. Acting as Liquor Control Commission: Liquor License Approvals
200 c. Approve Memorial Day Banner Application
201 d. Approve Memorial Day Parade Road Closure Application
202 e. Approve Award Bid for 2024 Resurfacing Projects
203

204 **Councilor Haney made a motion, seconded by Councilor Certa, to approve the consent agenda**
205 **as presented. The motion passed 5-0.**
206

207 **8. COUNCILOR COMMENTS & CITY MANAGER REPORT**

208 City Manager Mahony reported that the Crescent Connector Project has started up again. She noted
209 that there will be a water shut-off on Monday evening, and those who will be impacted by this have
210 already been notified. She spoke about alternative access to the businesses affected by construction.
211 She noted the addition of a ballot box at the Teen Center. She noted that a second school budget vote
212 is being held on May 7th at the Champlain Valley Expo from 7:00 AM to 7:00 PM, and ballots are not
213 being mailed out, but can be obtained at the Clerk's Office if not voting in person on voting day.
214

215 Councilor Haney asked about the trees that have been downed at Cascade Park and asked whether
216 these trees are being cleared away. She also asked about the condition of the park and when the courts
217 will be ready. She noted that she, in partnership with Lori Houghton and Bridget Myer, will hold two
218 community Zoom sessions on economic development in the City on May 16 and May 23. She noted
219 keynote speakers for both sessions. Buildings Coordinator Smith provided an update on Cascade Park,
220 noting that the nets for the courts should be up by the end of the week, but that they cannot remove the
221 downed trees until the ground dries out enough to safely move equipment into the park to remove them.
222 He also noted that they will work to patch some of the courts as well.
223

224 Councilor Certa noted that preliminary results from the second strategic planning survey are available,
225 and that the consultant working with the City on the strategic planning project will be discussing them
226 further soon. City Manager Mahony said that the results are available on the website and that there is
227 another survey that will go to Council, committee members, and staff to get to a deeper level on actions,
228 and that the report will be brought forward to the Council on May 22nd for their consideration.
229

230 Councilor Brown spoke about his time serving on the Council and thanked the Council for their
231 collaboration over the past twelve years. He also thanked the community for their support during his
232 years of service.
233

234 **9. READING FILE**

- 235 a. Warrant #24042, 04/19/2024
 - 236 b. Annual Meeting Results from 4/9/2024
 - 237 c. Capital Review Committee Meeting Minutes 4/2/2024
 - 238 d. Planning Commission Meeting Minutes 4/4/2024
- 239

240 **10. EXECUTIVE SESSION**

- 241 a. *An Executive Session may be needed to discuss a contract
- 242

243 **Councilor Chawla made a motion, seconded by Councilor Brown, that the City Council make the**
244 **specific finding that premature disclosure of the contractual matters would place the city at a**
245 **substantial disadvantage. The motion passed 5-0.**
246

247 **Councilor Chawla made a motion, seconded by Councilor Brown, that that the City Council enter**
248 **into executive session to discuss a contract, pursuant to 1 V.S.A. § 313(a)(1)(A) to include the**
249 **City Council and City Manager. The motion passed 5-0 at 8:07 P.M.**
250

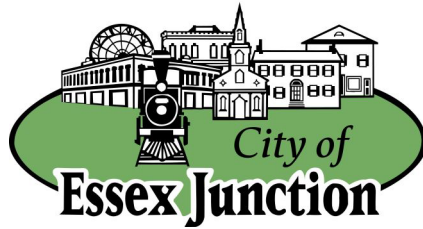
251 **Councilor Haney made a motion, seconded by Councilor Brown, to exit executive session. The**
252 **motion passed 5-0 at 8:35 P.M.**
253

254 b. **An Executive Session may be needed to discuss Confidential Attorney-Client Communications
255 No discussion. The agenda item associated with this potential executive session was removed from the
256 agenda.**

257
258 11. **ADJOURN**

259
260 **Councilor Brown made a motion, seconded by Councilor Chawla, to adjourn the meeting. The**
261 **motion passed 5-0 at 8:36 P.M.**

262
263 Respectfully Submitted,
264 Amy Coonradt



Memorandum

To: City Council, Regina Mahony, City Manager
CC: Ron Hoague, Police Chief
From: Susan McNamara-Hill, Clerk
Re: Liquor and Tobacco license applications
Date: May 8, 2024

Issue

The issue is whether the Council will approve the Liquor and Tobacco License application for a business in the City of Essex Junction listed in the May 3, 2024 memorandum from Police Chief Ron Hoague re: "Liquor License Applications."

Discussion

The following application has been reviewed by the police department and is recommended for approval.

2nd class (sells beer and wine for off-premise consumption):

- The Valley Vape Company LLC – 12 Park Street, Suite 2, includes tobacco and tobacco substitute

Recommendation

Staff recommends that the Council approve the Liquor and Tobacco License application for the business listed in the May 3, 2024 memorandum re: "Liquor License Applications".

DEPARTMENTAL MEMORANDUM



Date: May 3, 2024

To: Regina Mahony
City Manager

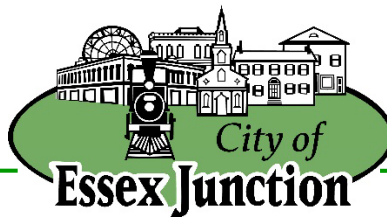
From: Ron Hoague
Chief of Police

Subject: Liquor License Applications

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

The Valley Vape Company LLC

DBA: The Valley Vape Company
12 Park Street, Suite 2
Essex Junction, VT 05452



MEMORANDUM

To: City Council

From: Christopher Yuen, Community Development Director

Meeting Date: May 8, 2024

Subject: Request to temporarily lift overnight parking ban at Park Street School municipal parking lot.

Issue: The issue is whether the City Council will temporarily lift an overnight parking ban at the Park Street School municipal parking lot.

Discussion: Following final site plan approval by the Development Review Board on April 18, 2024, the property at 17 Park Street (former Dominos building) is expected to undergo redevelopment starting this spring. The 17 Park Street property currently provides overflow parking spaces for residents of the 15 Park Street Independent Senior Living apartment building. The developer, Milot Real Estate (Brett Grabowski), requests that the City temporarily lift the overnight parking ban at the neighboring Park Street School municipal parking lot, located at 21 Park Street, for the duration of the demolition and construction activities at 17 Park Street.

Section 818 of the Municipal Code states that *“No parking shall be permitted in Village parking lots between the hours of Midnight and 6 a.m. The Trustees may exempt designated spaces from this limitation.”*

Background: Around year 2019, Gabe Handy, owner of the 15 Park Street apartments, entered an agreement with the Village to fund the expansion and ongoing maintenance of the Park Street School parking lot, adding 12 new parking spaces at Location A, shown in the diagram below. This was intended to serve as overflow parking for the 15 Park Street Independent Senior Living apartment building but was also made available for public use. During recent years, the Village installed signage on all municipal parking lots, prohibiting parking between Midnight and 6 a.m. In response to this, Mr. Handy instructed his tenants at 15 Park Street to use 17 Park Street property (Location B), which he owned at the time, for overflow parking.

In 2024, Mr. Handy sold the 17 Park Street property to Milot Real Estate, with a deeded stipulation that 12 parking spaces be made available for residents at 15 Park Street upon the completion of the redevelopment project. The approved site plan for 17 Park Street (SP# 8.2023.1), includes three levels of parking, with a total of 67 parking spaces.

Essex Junction Recreation and Parks (which operates the Park Street School property), the Public Works Department, and the Essex Police Department, have reviewed the proposal and have no issues with temporarily removing the overnight parking ban at the municipal parking lot.

It is important for the City to manage municipal parking resources in a way that encourages turnover and ensures that some spaces remain available throughout the day for use by businesses and visitors. Staff

does not recommend that the City provide free and unrestricted residential parking on municipal lots on an ongoing basis; however, Mr. Grabowski’s request is temporary in nature and is likely necessary for the orderly redevelopment of the 17 Park Street site.

Cost: To implement this temporary change, several signs will have to be modified, at a nominal cost.

Recommendation: It is recommended that the City Council authorize the temporary removal of the overnight parking ban for 12 parking spaces at the Park Street School property, for the duration of demolition and construction activities at 17 Park Street, under Site Plan SP#8.2023.1. The costs of modifying the signs should be charged to the developer.

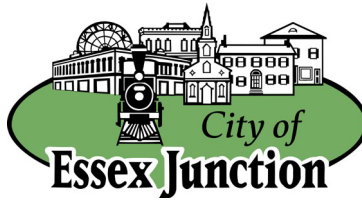
Recommended Motion: “I move that the City Council authorize the temporary removal of the overnight parking ban for 12 parking spaces at the Park Street School property, for the duration of demolition and construction activities at 17 Park Street as discussed.

Attachments:

Map of subject site



CC:
Brad Luck, EJRP Director
Ricky Jones, Public Works Superintendent
Ron Hoague, Essex Police Department Chief of Police



MEMORANDUM

TO: City of Essex Junction City Council
FROM: Regina Mahony, City Manager
Ricky Jones, Public Work Superintendent
cc: Jess Morris, Finance Director
Jeffrey Kershner PE, Hamlin Engineering
Chelsea Mandigo, Water Quality Superintendent
MEETING DATE: May 8, 2024
SUBJECT: Main Street Waterline Replacement Change Order Approval

Issue: To approve the change orders associated with the Main Street Waterline replacement project.

Discussion: The Main Street Waterline replacement project includes replacement of the existing municipal waterline along Main Street from north of the Indian Brook bridge crossing to the existing water tank connection adjacent to the booster pump station located along Turnberry Ridge.

As the attached memo from Jeff Kershner explains 75% of the project is complete. The project was paused as ledge was discovered where the new pipe was going to go. A solution was established, however the City and the contractor could not come to an agreement on the cost of this so called "phase 2" work. At this point the change orders over the first course of the project need to be approved.

Also, the phase 2 work is described in detail in the attached memo from Jeff Kershner. Per the Purchasing Policy I am waiving the formal sealed bid process for the phase 2 work due to time constraints: limited times CWD's water tank can be down, paving plant timeline, and project deadline associated with the bond (must be complete by August 2025, though June 2025 is much preferred to be able to close it all out properly).

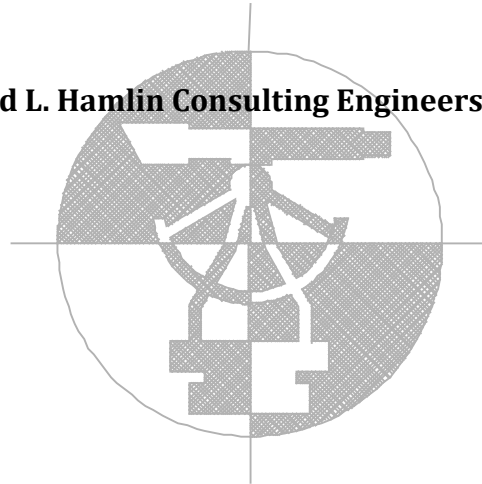
Costs: The voters approved a bond for this project on April 12, 2022 and borrowed \$3,070,000 for this project. The lowest bid was awarded to Engineers Construction, Inc. at \$2,699,363.00 on January 25, 2023. With the six change orders, the revised total contract amount increased to \$2,809,567.34.

The total work completed and stored to date is \$2,018,007.43. Per the contract provisions, 10% or \$201,800.74 is being held as retainage until final completion. A total of 12 payment requests have been submitted and approved totaling \$1,816,206.69 in payments made to the Contractor. This leaves a balance to finish, including the held retainage, of \$993,360.65.

Recommendation: It is recommended that the City Council approve the change orders as presented for the Main Street Waterline replacement project.

Attachments:

Main Street Waterline project update memo from Jeff Kershner



memorandum

Date: 04/30/2024
To: Regina Mahony, City Manager
From: Jeffrey P. Kershner, P.E.
RE: Main Street Waterline project update

This project involves the replacement of the existing 12" waterline along Main Street from Densmore Drive to the City/Town line, and then extending across the McCuin property to the existing Champlain Water District water storage tank north of Turnberry Ridge. The existing waterline has a history of water breaks resulting in large impacts to roadway and other infrastructure, as well as large scale water service interruptions to City residents.

Construction Update as of 04/30/2024:

Since the last project update on 11/03/2023, the contractor generally completed the project per the plans between Densmore Drive and Athens Drive, including the installation of the pressure reducing valve vault along Fairview Drive. The roadway was repaved and the disturbed areas were stabilized before the onset of winter. It is anticipated that additional restoration work may be needed in the spring due to the time of year this work was completed. All of the existing services between Densmore Drive and Athens Drive are connected to and served by the new waterline. The existing waterline is now abandoned and 'out-of-service' between Densmore Drive and Athens Drive. The new waterline beyond Athens Drive is connected to the existing waterline that currently remains.

New waterline installation work beyond Athens Drive was paused due to the discovery of ledge along the planned alignment for the new waterline. Once we were able to catch our breath after the end of season push, we worked to develop a solution for completing the project given the presence of the ledge. There was approximately 1,500 lf of new waterline that remained to be installed. After a series of meetings, CWD indicated that they were willing and able to take the water tank off-line for a ±6 week period starting April 15, 2024 and extending no later than Memorial Day. This would have allowed us to shut down the portion of the existing waterline in the roadway for a 5-week period, and give CWD a week to disinfect, fill, and test the water tank before putting it back on-line. This shutdown period would have allowed us to install the new waterline in the same trench as the

existing waterline, as presumably any ledge would have been removed for the installation of the existing waterline. As the existing waterline was removed, the new waterline would be installed in the existing trench. This new concept requires a temporary waterline to serve three existing houses that are currently served by the existing waterline until the new waterline was installed and tested.

We have prepared a plan for the temporary waterline installation to temporarily serve the three residences during the in-place replacement of the existing waterline with new waterline. This plan has been reviewed and approved by the State Water Supply Division in accordance with the project's Public Water System Construction Permit.

Given the schedule put forth by CWD to allow the existing waterline between Athens Drive and Turnberry Ridge to be taken out of service between April 15, 2024 and May 17, 2024, the intention was that the contractor would commence work in the roadway on or about April 15. It would be necessary for the temporary waterline to be installed and in-service prior to the shutdown of the existing waterline beyond Athens Drive. Once the existing waterline was taken out of service, the contractor would be able to remove and replace the existing waterline with the new waterline in the same trench. The plan was to proceed with this work in earnest in order to respect the April 15 – May 17 shutdown period. This revised plan for the new waterline installation and schedule in the roadway portion owned by the State of Vermont was reviewed and approved by VTrans.

The contractor had indicated a desire to install new waterline in the field between VT Route 15 and Turnberry Ridge during the winter months to avoid spring-time muddy conditions. This concept would not require temporary water or the shutdown of the existing waterline. This work would be completed per the plans. The City indicated that they were amenable to allowing this work to occur in the field area during the winter months should the contractor elect to do so. This work commenced on February 19, 2024 and continued through February 22, 2024, with approximately 290 lf of new waterline being installed in the field area.

Prior to allowing the contractor to start the work involving the temporary waterline and replacement of the existing waterline in the same trench, the City requested an estimated schedule and cost from the contractor for a change order for this so called 'phase 2' work. On March 6, 2024, the contractor expressed concern with the location of the existing gas line north of Athens Drive in relation to the anticipated location of the existing waterline; and indicated that the May 17 deadline put forth by CWD was not feasible.

Over the course of the next several weeks, we worked extensively with the contractor, CWD, and VT Gas to review and discuss the contractor's concerns and develop solutions acceptable to all parties involved. The schedule dates were extended to 06/07/2024 for having the CWD tank back in service and 07/05/2024 for the overall project completion. The City received pricing information from the contractor for the additional work beyond the contract bid items to complete the project. Upon review of this information, the City felt the costs were disproportionate to the additional work items.

The City attempted to work with the contractor on the pricing for this additional work, but ultimately was not able to reach a mutually agreed upon amount for a change order.

After much discussion internally, in the best interest of the City and its citizens, the City decided to end the project with the current contractor (Engineers Construction, Inc.). The City indicated that they would prepare a punchlist of items to be completed by the contractor, such as spring clean-up, etc. Upon successful completion of the punchlist items, the City will pay any remaining amounts owed to the contractor and release the retainage currently being held from the previous 12 payment requests for the project.

The City has prepared the final punchlist of items and has forwarded this to the contractor with a request for a meeting to review the items in the field and discuss a schedule for completion. As of 04/30/2024, a meeting has yet to be scheduled by the contractor.

The City intends to pursue completion of the project with another contractor in the late summer/early fall of 2024 or early spring of 2025.

Presented below is a brief summary of specific work tasks involving change orders to the project since 11/03/2023.

Financial Update:

The original contract amount for the project totaled \$2,699,363.00. There have been six change order request approved changes orders to date, as described below:

- CO#1 extended the completion date to 11/17/2023 due to the delayed start as a result of pipe supply delays. No change to the total contract days.
- CO#2 was necessitated to incorporate additional work required by VTrans. This added \$34,000 to the contract amount and added 7 calendar days to the total contract days; extending the completion date to 11/24/2023.
- CO#3 was necessitated to change to 1" water services for the Heritage Hill Condos at 119 Main Street from the originally planned 3/4" services. This added \$22,000 to the contract amount and added 3 calendar days to the total contract days; extending the completion date to 11/27/2023. Due to the urgent timing of this work, this change order was verbally authorized by the Public Works Superintendent initially but has since been formally approved by the City.
- CO#4: Once the existing waterline along Densmore Drive was connected to the new waterline along Main Street during the day on 11/13/2023, it was discovered that the Community Health Center and Essex Pediatrics buildings did not have water service. During the evening of 11/13/2023, through the night, and into the morning of 11/14/2023, we worked with the contractor to install a temporary water service connection to restore water service to these two buildings. A change order request for this work was submitted by the contractor on 01/15/2024 totaling \$11,724.50. This request was reviewed and agreed to by

the City staff, pending final approval by the City Council. The official change order request package was received from the contractor on 02/27/2024 and has been formally approved by the City.

- CO#5: In order to locate the existing water service line for the Community Health Center and Essex Pediatrics, the contractor performed extensive exploratory excavations on 11/20/2023 and 11/21/2023. The existing service line was located on the afternoon of 11/21/2023 and the final connection of the existing service line to the new waterline along Main Street was completed during the morning of 11/22/2023. Also on 11/22/2023, the contractor removed the temporary water service connection for these buildings that was installed on 11/14/2023. A change order request for this work was submitted by the contractor on 01/15/2024 totaling \$10,496.24. This request was reviewed and agreed to by the City staff, pending final approval by the City Council. The official change order request package was received from the contractor on 02/27/2024 and has been formally approved by the City.
- CO#6: On 01/23/2024, the contractor emailed a request for additional payment for imported gravel material that was used as backfill for the new waterline trench totaling \$31,983.60. This request was reviewed and agreed to by the City staff, pending final approval by the City Council. The official change order request package was received from the contractor on 03/14/2024 and has been formally approved by the City.

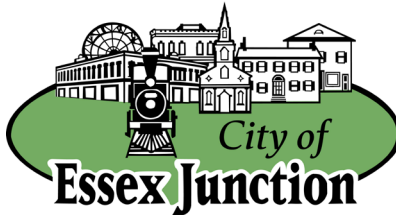
There was one unofficial change order request submitted by the Contractor that was reviewed and denied by the City, as described below.

Additional Flagger Hours payment: On 01/23/2024, the contractor emailed a request for additional payment for 442.16 flagger hours for backup personnel. At the contract unit price of \$51 per hour, this equates to an additional \$22,550.16. This request was reviewed by the City staff and found to be not in accordance with the contract terms and was subsequently denied.

With the six approved change orders, the revised total contract amount increased to \$2,809,567.34.

The total work completed and stored to date is \$2,018,007.43. Per the contract provisions, 10% or \$201,800.74 is being held as retainage until final completion. A total of 12 payment requests have been submitted and approved totaling \$1,816,206.69 in payments made to the Contractor. This leaves a balance to finish, including the held retainage, of \$993,360.65.

Based on the current contract unit prices, we estimate the cost to complete the project is approximately \$750,000. Subtracting the estimated cost to complete the project of \$750,000 and the \$201,800.74 in retainage being held, there will be an estimated \$41,559.91 remaining out of the total contract amount. We note that this does not include the costs associated with the 'phase 2' work items (i.e. temporary water for the three residences, removal and disposal of the existing waterline, and excavation and backfill for the gas line replacement).



MEMORANDUM

TO: City Council

FROM: Chelsea Mandigo, Water Quality Superintendent

MEETING DATE : May 8, 2024

SUBJECT: Award contract to Raftelis for stormwater utility formation

Issue: To award contract to Raftelis for assistance in forming a stormwater utility

Discussion: A request for proposals was issued for assistance in forming a stormwater utility and corresponding ordinance, driven by the increasing permit requirements of the Municipal Separate Storm Sewer System permit (MS4). Only one proposal was received. The firm, named Raftelis, specializes in water, stormwater, wastewater utility financial, rate, program development and management. They have worked with over 75 stormwater programs across the country to establish utilities and their references spoke very highly about working with them. The proposal came in right under budget at \$16,987.

The proposal indicated where scope enhancements may be desired or needed to successfully set up a utility. It was requested that Raftelis provide estimated costs for the suggested scope enhancements upfront. The total for the enhancements came to \$37,000. These enhancements included 1) creating a financial model to use for future rate planning 2) data development by reviewing and cleaning up the Geospatial Information Systems (GIS) mapping data layer that the utility will be based on 3) billing support to help integrate the utility into our billing system.

In discussing the scope enhancement proposal with the Finance Director, we agree that all scope enhancements will be needed.

The City manager has already approved the original contract of \$16,987. However, the scope enhancement agreement requires council approval due to the amount.

Costs: The original contract will be paid for by the Winooski River PCB settlement received in 2022 (\$17,000). The scope enhancement costs were included in the FY'25 stormwater budget under professional services (\$37,000).

Recommendation: It is recommended that City Council authorize the City Manager to approve the scope enhancement contract with Raftelis.

April 19, 2024

Ms. Chelsea Mandigo
Water Quality Superintendent
City of Essex Junction
2 Lincoln Street
Essex Junction, VT 05452

Subject: Essex Junction Formation of a Stormwater Utility Scope Enhancements

Dear Ms. Mandigo:

We were pleased to learn in our call on April 15, 2024 that the City Council of Essex Junction approved a budget extension of \$37,000 for scope enhancements on the stormwater utility formation project. This letter formalizes the additional services that Raftelis will provide as part of this scope enhancement.

Enhancement 1: Financial Model & Customer Impacts

We understand that the City is interested in receiving a full-scale financial model instead of the stormwater rate model that was scoped in the original proposal. The financial model will provide a 10-year planning outlook for the stormwater program and allow City staff to update it with new information as annual budgets are developed and capital plans are refined over time. The model will summarize stormwater units of service and calculate stormwater rates based on changing revenue requirements. However, the rate structure, once determined prior to utility implementation, is expected to remain the same, and so the model does not need to allow for rate structure alternative analysis. Additionally, the model will include the ability to evaluate impacts of stormwater rates on individual properties, such as larger customers or customers representative of specific groups, to support the City's communications efforts. We estimate this scope enhancement for 30 hours of effort.

Cost: \$6,600

Enhancement 2: Data Development

Raftelis will measure parcel impervious area for all non-single family residential parcels in the City, excluding ROW (approximately 1,200 parcels). Complete data for single-family residential is not necessary at this time as the City is interested in a flat-rate structure for that set of properties. This effort will ensure that the most accurate data are available at the launch of the stormwater utility and will support ratepayer confidence in the fairness of the fee. We estimate this scope enhancement at up to 230 hours of effort.

Cost: \$26,400

Contingency

An additional \$4,000 is reserved to cover any tasks with which the staff may desire assistance during utility implementation, which covers 18 hours of effort. Raftelis will perform these additional support tasks at the direction of City staff.

Cost: up to \$4,000

We look forward to continuing to work with the City on this important project. We understand that, because the budget extension was approved for FY 2025, billing for these scope enhancements should not take place until after July 1, 2024.

If these scope enhancements are still in line with the City's needs, please sign below and return a copy of this letter to formalize the budget extension.

Sincerely,



Jennifer Tavantzis

Vice President Raftelis Financial Consultants

Chelsea Mandigo, Water Quality Superintendent

Date

Regina Mahony, City Manager

Date

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
05290	ADVANCE AUTO PARTS	04/11/24	shop supply 0225698	210-5-40-12-610.000 General Supplies	63.84	52283	05/03/24
05290	ADVANCE AUTO PARTS	04/11/24	Rust-Oleum 0257266	210-5-40-12-610.000 General Supplies	29.42	52283	05/03/24
05290	ADVANCE AUTO PARTS	04/11/24	PRMR-SEALER-GRY 12 O 0257274	210-5-40-12-610.000 General Supplies	51.48	52283	05/03/24
05290	ADVANCE AUTO PARTS	04/17/24	Rust-Oleum 025894	210-5-40-12-610.000 General Supplies	23.90	52283	05/03/24
05290	ADVANCE AUTO PARTS	04/12/24	shop supply 0344518	210-5-40-12-610.000 General Supplies	94.46	52283	05/03/24
05290	ADVANCE AUTO PARTS	04/12/24	rust oleum 0357284	210-5-40-12-610.000 General Supplies	29.42	52283	05/03/24
05290	ADVANCE AUTO PARTS	04/15/24	Rust-Oleum 0625829	210-5-40-12-610.000 General Supplies	23.90	52283	05/03/24
05290	ADVANCE AUTO PARTS	04/16/24	2k empty fill can so 1 E 0762708	210-5-40-12-610.000 General Supplies	61.26	52283	05/03/24
05290	ADVANCE AUTO PARTS	04/18/24	Rust-Oleum 0962821	210-5-40-12-610.000 General Supplies	23.90	52283	05/03/24
05290	ADVANCE AUTO PARTS	04/22/24	BATTERY-LAWN/ GARDEN 1 20 1326072	210-5-40-12-610.000 General Supplies	44.21	52283	05/03/24
05290	ADVANCE AUTO PARTS	04/24/24	OIL 10W30 HM 1 QT FM 1 Q 1526120	210-5-40-12-610.000 General Supplies	12.86	52283	05/03/24
05290	ADVANCE AUTO PARTS	04/16/24	CLOTH SANDING ROLL 455241075739	210-5-30-12-610.000 General Supplies	3.24	52283	05/03/24
05290	ADVANCE AUTO PARTS	02/23/24	CALIPER SYN.GREASE 1 EA 1 5443708	210-5-40-12-430.000 R&M Vehicles & Equipment	473.14	52283	05/03/24
05290	ADVANCE AUTO PARTS	02/23/24	IMPACT DRIVER 1 EA LISLE 5443712	210-5-40-12-610.000 General Supplies	70.35	52283	05/03/24
05290	ADVANCE AUTO PARTS	02/26/24	Wearever Brake Calipers 5743805	210-5-40-12-430.000 R&M Vehicles & Equipment	-129.09	52283	05/03/24
05290	ADVANCE AUTO PARTS	02/26/24	CARB CLEANER 13 OZ VLVL 7 5756279	210-5-40-12-610.000 General Supplies	11.56	52283	05/03/24
05290	ADVANCE AUTO PARTS	02/29/24	Whacker parts 6043851	210-5-40-12-610.000 General Supplies	7.40	52283	05/03/24
05290	ADVANCE AUTO PARTS	02/29/24	COLD SHRINK TAPE 10 FT C 6056347	210-5-40-12-610.000 General Supplies	11.39	52283	05/03/24
05290	ADVANCE AUTO PARTS	03/01/24	Truck # 6 Wheel refinish 6124578	210-5-40-12-430.000 R&M Vehicles & Equipment	58.18	52283	05/03/24
05290	ADVANCE AUTO PARTS	03/01/24	Truck # 6 Wheel refinish 6143860	210-5-40-12-430.000 R&M Vehicles & Equipment	25.74	52283	05/03/24
05290	ADVANCE AUTO PARTS	03/04/24	SEALANT BLK SILICONE 3 O 6456447	210-5-40-12-610.000 General Supplies	8.54	52283	05/03/24
05290	ADVANCE AUTO PARTS	03/05/24	VC TIGER PATCH 1 EA PRM- 6543905	210-5-40-12-610.000 General Supplies	12.74	52283	05/03/24
05290	ADVANCE AUTO PARTS	03/06/24	A/F CASCENTS-PB 1 EA CAL 6643915	210-5-40-12-610.000 General Supplies	13.06	52283	05/03/24
05290	ADVANCE AUTO PARTS	03/07/24	ADHESIVE SEALANT CLR 1 17 6743920	210-5-40-12-610.000 General Supplies	61.40	52283	05/03/24
05290	ADVANCE AUTO PARTS	03/08/24	REFLECTIVE TAPE KIT 4 PA 6824793	210-5-40-12-610.000 General Supplies	16.14	52283	05/03/24

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
05290	ADVANCE AUTO PARTS	03/08/24	2XAE UM CHARCOAL 1 CA R 5 6824800	210-5-40-12-610.000 General Supplies	15.62	52283	05/03/24
05290	ADVANCE AUTO PARTS	03/14/24	TIRE VALVE CORE MILTN 229 7456677	210-5-40-12-610.000 General Supplies	5.84	52283	05/03/24
05290	ADVANCE AUTO PARTS	03/19/24	CLEANING WIPES 25 CN ARI 7944129	210-5-40-12-610.000 General Supplies	31.12	52283	05/03/24
05290	ADVANCE AUTO PARTS	03/19/24	SPLASH SHIELD RET 4 PC D 7944130	210-5-40-12-610.000 General Supplies	7.03	52283	05/03/24
05290	ADVANCE AUTO PARTS	03/21/24	ICON WIPER BLADE 8144150	210-5-40-12-430.000 R&M Vehicles & Equipment	40.18	52283	05/03/24
05290	ADVANCE AUTO PARTS	03/21/24	GREASE-RED TACKY 14 O 70 8144153	210-5-40-12-610.000 General Supplies	85.40	52283	05/03/24
05290	ADVANCE AUTO PARTS	03/21/24	NEW ECONOMY STEEL 1 CA 50 8144154	210-5-40-12-610.000 General Supplies	18.38	52283	05/03/24
05290	ADVANCE AUTO PARTS	03/21/24	LOCK DE-ICER 1 EA SU 1 E 8156786	210-5-40-12-610.000 General Supplies	7.34	52283	05/03/24
05290	ADVANCE AUTO PARTS	06/30/23	oil T6 5W40 8199481	210-5-40-12-626.000 Gasoline	-2109.38	52283	05/03/24
05290	ADVANCE AUTO PARTS	03/28/24	1/2F 3/8M IMP ADPTR 1 EA 8444288	210-5-40-12-610.000 General Supplies	14.70	52283	05/03/24
05290	ADVANCE AUTO PARTS	03/26/24	CYCLE CHAIN LUBE 11 11 O 8656875	210-5-40-12-610.000 General Supplies	33.90	52283	05/03/24
05290	ADVANCE AUTO PARTS	03/28/24	Truck #3 PAINTED ROTOR 1 8844281	210-5-40-12-430.000 R&M Vehicles & Equipment	291.17	52283	05/03/24
05290	ADVANCE AUTO PARTS	03/28/24	BRKR BAR shop tools 8844282	210-5-40-12-610.000 General Supplies	61.62	52283	05/03/24
05290	ADVANCE AUTO PARTS	03/28/24	Wearever Brake Calipers 1 8856912	210-5-40-12-430.000 R&M Vehicles & Equipment	-68.00	52283	05/03/24
05290	ADVANCE AUTO PARTS	03/28/24	Truck #43 Wearever Brake 8895482	210-5-40-12-430.000 R&M Vehicles & Equipment	129.09	52283	05/03/24
05290	ADVANCE AUTO PARTS	04/03/24	RED N TACKY GREASE 1 EA 1 9457060	210-5-40-12-610.000 General Supplies	31.26	52283	05/03/24
05290	ADVANCE AUTO PARTS	04/03/24	Air Compressor parts 9457061	210-5-40-12-610.000 General Supplies	39.14	52283	05/03/24
05290	ADVANCE AUTO PARTS	04/03/24	MINI BULB 10 PC CRQST 508 9457089	210-5-40-12-610.000 General Supplies	13.20	52283	05/03/24
05290	ADVANCE AUTO PARTS	04/04/24	HYDRAULIC HOSE-BULK 1 9562246	210-5-40-12-430.000 R&M Vehicles & Equipment	170.15	52283	05/03/24
19815	AMAZON CAPITAL SERVICES	04/27/24	MSP Field Supplies 11M4PWMCCVJR	210-5-30-12-610.000 General Supplies	204.22	52289	05/03/24
19815	AMAZON CAPITAL SERVICES	04/20/24	BL CProg APR24 1GP9HJW4GQ4C	210-5-35-10-840.202 Childrens Programs	76.05	52289	05/03/24
19815	AMAZON CAPITAL SERVICES	04/27/24	Escape route holders. 1MTG7DNTDFKR	210-5-41-20-431.000 R&M Buildings & Grounds	49.90	52289	05/03/24
19815	AMAZON CAPITAL SERVICES	04/22/24	BL CProg APR24 1N6RX6M71DWX	210-5-35-10-840.202 Childrens Programs	122.58	52289	05/03/24
19815	AMAZON CAPITAL SERVICES	04/25/24	2 Lincoln Supplies 1QLDJGPRP14X	210-5-41-20-431.000 R&M Buildings & Grounds	234.99	52289	05/03/24
19815	AMAZON CAPITAL SERVICES	04/23/24	Senior Ctr Supplies 1R3RNTYLFWWK	210-5-30-13-610.000 General Supplies	175.07	52289	05/03/24

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19815	04/23/24	AMAZON CAPITAL SERVICES	BL AColl.CREDIT APR24 1RN37XL9916P	210-5-35-10-640.201 Adult Collection	-19.96	52289	05/03/24
02420	04/22/24	AUTOZONE	1 . RFRSH SPRAY 8OZ Refre 3236468683	210-5-40-12-610.000 General Supplies	52.11	52291	05/03/24
30125	04/25/24	BIEBER PHILLIP	Stipend BWAC April 2024 042524Bieber	210-5-16-10-190.000 Board member Payments	50.00	52292	05/03/24
23600	04/17/24	BILLINGS FARM & MUSEUM	BL LibDon APR2024 BILLINGS0420	210-5-90-00-991.000 Library Donation Expense	250.00	52293	05/03/24
00530	04/11/24	BRODART CO	BL JColl APR24 B6773839	210-5-35-10-640.202 Juvenile Collection	6.59	52294	05/03/24
00530	04/19/24	BRODART CO	BL AColl-Supply APR24 B6777694	210-5-35-10-640.201 Adult Collection	65.86	52294	05/03/24
00530	04/19/24	BRODART CO	BL AColl-Supply APR24 B6777694	210-5-35-10-610.000 General Supplies	4.04	52294	05/03/24
00530	04/19/24	BRODART CO	BL AColl-Supply APR24 B6777701	210-5-35-10-610.000 General Supplies	1.01	52294	05/03/24
00530	04/19/24	BRODART CO	BL AColl-Supply APR24 B6777701	210-5-35-10-640.201 Adult Collection	15.12	52294	05/03/24
00530	04/23/24	BRODART CO	BL JColl-SUPPLY APR24 B6778961	210-5-35-10-610.000 General Supplies	4.04	52294	05/03/24
00530	04/23/24	BRODART CO	BL JColl-SUPPLY APR24 B6778961	210-5-35-10-640.202 Juvenile Collection	61.16	52294	05/03/24
00530	04/23/24	BRODART CO	BL JColl-Supply APR24 B6778975	210-5-35-10-640.202 Juvenile Collection	9.71	52294	05/03/24
00530	04/23/24	BRODART CO	BL JColl-Supply APR24 B6778975	210-5-35-10-610.000 General Supplies	1.01	52294	05/03/24
00530	04/25/24	BRODART CO	BL LibDon-SUPPLY APR24 B6780337	210-5-90-00-991.000 Library Donation Expense	32.39	52294	05/03/24
00530	04/25/24	BRODART CO	BL LibDon-SUPPLY APR24 B6780337	210-5-35-10-610.000 General Supplies	2.02	52294	05/03/24
00530	04/25/24	BRODART CO	BL LibDon-SUPPLY APR24 B6780551	210-5-90-00-991.000 Library Donation Expense	15.12	52294	05/03/24
00530	04/25/24	BRODART CO	BL LibDon-SUPPLY APR24 B6780551	210-5-35-10-610.000 General Supplies	1.01	52294	05/03/24
00530	04/25/24	BRODART CO	BL LibDon-SUPPLY APR24 B6780560	210-5-35-10-610.000 General Supplies	10.10	52294	05/03/24
00530	04/25/24	BRODART CO	BL LibDon-SUPPLY APR24 B6780560	210-5-90-00-991.000 Library Donation Expense	162.53	52294	05/03/24
30360	05/01/24	BURLINGTON TELECOM	BL BLDGS-COMM APR24 BT 052024	210-5-41-21-530.000 Communications	333.74	52295	05/03/24
03000	04/22/24	CARGILL SALT EASTERN INC	DEICER SALT ICE CNTRL BLK 2909455105	210-5-40-12-600.000 Salt, Sand and Gravel	5678.64	52296	05/03/24
03000	04/24/24	CARGILL SALT EASTERN INC	DEICER SALT ICE CNTRL BLK 2909464415	210-5-40-12-600.000 Salt, Sand and Gravel	2035.44	52296	05/03/24
80102	04/09/24	CARPENTER-CARSE LIBRARY	BL AColl APR24 CCL040924	210-5-35-10-640.201 Adult Collection	20.00	52297	05/03/24
07710	04/22/24	CCR SALES AND SERVICE LLC	KOHP OIL FILTER 76207	210-5-40-12-430.000 R&M Vehicles & Equipment	114.02	52300	05/03/24
V04609	05/01/24	CENTER POINT LARGE PRINT	BL AColl MAY24 2090339	210-5-35-10-640.201 Adult Collection	98.28	52301	05/03/24

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30100	04/24/24	COBRA admin 310569	210-5-10-10-210.000 Group Insurance	35.20	52302	05/03/24
04940	04/12/24	internet 4/19/24 to 5/18 00918110424	210-5-40-12-610.000 General Supplies	180.90	52303	05/03/24
04940	04/19/24	2 Lincoln Internet April 01363430424	210-5-41-20-530.000 Communications	198.39	52304	05/03/24
17025	04/09/24	PC minutes April 4 2024 0170	210-5-16-10-330.000 Professional Services	114.20	52306	05/03/24
17025	04/24/24	Recording Secretary CC 4/ 0173	210-5-11-10-330.000 Professtional Services	22.88	52306	05/03/24
17025	04/29/24	Recording Secretary CC 4/ 0174	210-5-11-10-330.000 Professtional Services	114.40	52306	05/03/24
38280	04/26/24	2 Lincoln Bottled Water 042624	210-5-41-20-610.000 General Supplies	40.97	52308	05/03/24
24305	04/23/24	BL SUPPLY APR24 7472950	210-5-35-10-610.000 General Supplies	451.00	52309	05/03/24
31275	04/19/24	36 Cascade wetland restor 10938	210-5-40-13-451.000 Summer Construction Servi	7540.00	52311	05/03/24
31275	04/26/24	5 Corner Snow Removal 10941	210-5-40-12-422.000 Snow Removal	2030.00	52311	05/03/24
25715	04/25/24	36 Cascade st wetland ass 23807042524	210-5-40-13-451.000 Summer Construction Servi	2654.72	52312	05/03/24
25715	04/25/24	EJ-Paving 2024 24804042524	210-5-40-12-330.000 Professional Services	1533.75	52312	05/03/24
25715	03/28/24	Engineer fees Feb2024 24810 0324R	210-1-00-00-130.002 Exchange - Billable	92.50	52312	05/03/24
25715	03/28/24	Engineering fees CD WW Ad 24810 032824	210-5-16-10-330.000 Professional Services	333.75	52312	05/03/24
25715	03/28/24	Engineering fees CD WW Ad 24810 032824	210-5-10-10-340.000 Technical Services	282.50	52312	05/03/24
25715	03/28/24	Engineering fees CD WW Ad 24810 032824	210-5-40-13-330.000 Professional Services	277.50	52312	05/03/24
25715	04/25/24	Engineering assist toCity 24810042524	210-5-16-10-330.000 Professional Services	325.76	52312	05/03/24
25715	04/25/24	Eng Assist Public Works S 24816042524	210-5-40-12-330.000 Professional Services	185.00	52312	05/03/24
25715	04/25/24	SW Engineer assistance 24817042524	210-5-40-13-330.000 Professional Services	648.44	52312	05/03/24
25715	04/25/24	EJ-Capital Estimates 24823042524	210-5-40-12-330.000 Professional Services	277.50	52312	05/03/24
35260	04/23/24	2 Customer Supplied Sweat 04232451	210-5-40-12-612.000 Uniforms	15.00	52314	05/03/24
V9669	04/16/24	BL ARepl APR24 001	210-5-90-00-640.201 Adult Collection replacem	46.99	52317	05/03/24
V0795	04/29/24	Due to Town 042924 042924	210-2-00-00-215.000 Due to Town	6274.75	52318	05/03/24
V08218	04/17/24	BL LibDon APR24 FAIRBANKS042	210-5-90-00-991.000 Library Donation Expense	100.00	52320	05/03/24
20705	04/15/24	Spring Clean-up - 2024 - 4962	210-5-40-12-571.000 Streetscape Maintenance	6300.00	52321	05/03/24

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
29280	04/17/24	FIRST NATIONAL BANK OMAH WW Visa 3/21/24 to 4/9/24 04810424	210-5-40-13-575.000 Storm Sewer Maintenance	242.89	52322	05/03/24
29280	04/17/24	FIRST NATIONAL BANK OMAH WW Visa 3/21/24 to 4/9/24 04810424	210-5-40-13-510.000 Permit, License, Registra	2400.00	52322	05/03/24
21845	04/17/24	FIRST NATIONAL BANK OMAHA BL JProg-Tech-Conf APR24 0017 0424	210-5-35-10-840.202 Childrens Programs	100.63	52323	05/03/24
21845	04/17/24	FIRST NATIONAL BANK OMAHA BL JProg-Tech-Conf APR24 0017 0424	210-5-35-10-500.000 Training, Conf, Dues	271.82	52323	05/03/24
21845	04/17/24	FIRST NATIONAL BANK OMAHA BL JProg-Tech-Conf APR24 0017 0424	210-5-35-10-505.000 Tech. Subs, Licenses	131.86	52323	05/03/24
25410	04/17/24	FIRST NATIONAL BANK OMAHA Travel, elections 2404176416	210-5-10-10-560.000 Postage	78.40	52324	05/03/24
25410	04/17/24	FIRST NATIONAL BANK OMAHA Travel, elections 2404176416	210-5-12-10-580.000 Travel	395.11	52324	05/03/24
25410	04/17/24	FIRST NATIONAL BANK OMAHA Travel, elections 2404176416	210-5-12-10-820.000 Elections	63.47	52324	05/03/24
10705	04/29/24	GARDENERS SUPPLY CO INC SPRUCE COLORADO blue 6" 43498	210-5-40-12-571.000 Streetscape Maintenance	360.00	52326	05/03/24
34895	04/19/24	GAUTHIER TRUCKING, INC. RECYCLE WOOD 1787414	210-5-40-12-890.834 Emerald Ash Borer	345.00	52327	05/03/24
04035	04/16/24	GOT THAT RENTAL & SALES I Grease 125163	210-5-30-12-610.000 General Supplies	1.69	52328	05/03/24
04035	04/22/24	GOT THAT RENTAL & SALES I Chipper Rental 125351	210-5-30-12-442.000 Rental Vehicles/Equip	275.00	52328	05/03/24
04035	04/22/24	GOT THAT RENTAL & SALES I Chipper Rental Refueling 125447	210-5-30-12-442.000 Rental Vehicles/Equip	40.00	52328	05/03/24
04035	04/25/24	GOT THAT RENTAL & SALES I OIL 10W-30 1 QT 125646	210-5-40-12-610.000 General Supplies	41.64	52328	05/03/24
04035	04/30/24	GOT THAT RENTAL & SALES I TARP, 125824	210-5-40-12-610.000 General Supplies	167.00	52328	05/03/24
24785	04/16/24	GRAINGER Dog Park Trash Bags 9087017787	210-5-30-12-610.000 General Supplies	372.35	52329	05/03/24
07010	04/15/24	GREEN MOUNTAIN POWER CORP GMP NS service 3/13 to 4/ 041524NS	210-5-40-12-622.200 Streetlight Electricity	763.33	52330	05/03/24
07010	04/15/24	GREEN MOUNTAIN POWER CORP GMP NS service 3/13 to 4/ 041524NS	210-5-40-12-622.200 Streetlight Electricity	10960.64	52330	05/03/24
80046	04/16/24	HAGESTAD CHRISTINA Stipend PCAB April 2024 041624Hagest	210-5-11-10-190.000 Board Member Payments	50.00	52332	05/03/24
33495	04/15/24	INGRAM LIBRARY SERVICES I BL AColl APR24 81457989	210-5-35-10-640.201 Adult Collection	18.26	52334	05/03/24
33495	04/15/24	INGRAM LIBRARY SERVICES I BL AColl APR24 81457990	210-5-35-10-640.201 Adult Collection	15.69	52334	05/03/24
33495	04/15/24	INGRAM LIBRARY SERVICES I BL AColl APR24 81457991	210-5-35-10-640.201 Adult Collection	16.25	52334	05/03/24
33495	04/15/24	INGRAM LIBRARY SERVICES I BL AColl APR24 81457992	210-5-35-10-640.201 Adult Collection	14.14	52334	05/03/24
33495	04/15/24	INGRAM LIBRARY SERVICES I BL AColl APR24 81457993	210-5-35-10-640.201 Adult Collection	17.28	52334	05/03/24
33495	04/15/24	INGRAM LIBRARY SERVICES I BL AColl APR24 81457994	210-5-35-10-640.201 Adult Collection	17.28	52334	05/03/24

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33495	04/15/24	INGRAM LIBRARY SERVICES I	BL AColl-Supply APR24 81457995	210-5-35-10-610.000 General Supplies	1.74	52334	05/03/24
33495	04/15/24	INGRAM LIBRARY SERVICES I	BL AColl-Supply APR24 81457995	210-5-35-10-640.201 Adult Collection	46.16	52334	05/03/24
33495	04/15/24	INGRAM LIBRARY SERVICES I	BL AColl APR24 81457996	210-5-35-10-640.201 Adult Collection	12.91	52334	05/03/24
33495	04/17/24	INGRAM LIBRARY SERVICES I	BL AColl APR24 81495339	210-5-35-10-640.201 Adult Collection	142.38	52334	05/03/24
33495	04/17/24	INGRAM LIBRARY SERVICES I	BL AColl APR24 81495340	210-5-35-10-640.201 Adult Collection	14.63	52334	05/03/24
33495	04/17/24	INGRAM LIBRARY SERVICES I	BL AColl APR24 81495341	210-5-35-10-640.201 Adult Collection	14.62	52334	05/03/24
80098	04/04/24	JULIEN & SONS WELDING	MSP Welding 202436	210-5-30-12-330.000 Professional Services	200.00	52338	05/03/24
80089	04/24/24	KELLEY BROS OF NE LLC	Door Frame Hardware serv 16117277	210-5-41-20-431.000 R&M Buildings & Grounds	1396.60	52340	05/03/24
V9454	04/16/24	LENNY'S SHOE & APP	hooded sweatshirt 3913586	210-5-40-12-612.000 Uniforms	239.98	52341	05/03/24
33585	04/09/24	LHS ASSOCIATES, INC.	Programming for election 80713	210-5-12-10-820.000 Elections	625.00	52342	05/03/24
15350	04/25/24	LINCOLN V TACY	Stipend BWAC April 2024 042524Lincol	210-5-16-10-190.000 Board member Payments	50.00	52343	05/03/24
27295	04/24/24	MAPLEHURST FLORIST	CC A Brown 4/24/24 110012	210-5-11-10-610.000 General Supplies	59.99	52344	05/03/24
26920	04/22/24	MAYVILLE DARBY	DRB Minutes April 18 2024 18	210-5-16-10-330.000 Professional Services	108.49	52345	05/03/24
80081	04/25/24	O'BRIEN JOHN	Stipend BWAC April 2024 042524OBrien	210-5-16-10-190.000 Board member Payments	50.00	52346	05/03/24
27240	04/15/24	OTIS ELEVATOR COMPANY	BL CONTRACT-Elevtr MAY24 I00401538475	210-5-41-21-400.000 Contracted Services	351.86	52348	05/03/24
V10729	04/29/24	OVERDRIVE INC	BL JColl APR24 01459DA24129	210-5-35-10-640.202 Juvenile Collection	663.62	52349	05/03/24
23420	04/30/24	P & P SEPTIC SERVICE INC.	MSP Portolets May T620345	210-5-30-12-330.000 Professional Services	330.00	52350	05/03/24
80025	04/25/24	PAGE LAW PLLC, ATTN: EVE	Refund 10 Fairview Dr 01	210-4-16-10-030.008 License and Zoning Fees	50.00	52351	05/03/24
V10554	04/19/24	PHOENIX BOOKS BURLINGTON	BL LibDon ARP24 1136196	210-5-90-00-991.000 Library Donation Expense	137.52	52354	05/03/24
V10554	04/19/24	PHOENIX BOOKS BURLINGTON	BL JColl APR24 1136199	210-5-35-10-640.202 Juvenile Collection	363.82	52354	05/03/24
V10554	04/19/24	PHOENIX BOOKS BURLINGTON	BL JColl APR24 1136213	210-5-35-10-640.202 Juvenile Collection	432.51	52354	05/03/24
V10554	04/26/24	PHOENIX BOOKS BURLINGTON	BL JColl APR24 1141911	210-5-35-10-640.202 Juvenile Collection	107.92	52354	05/03/24
V10554	04/26/24	PHOENIX BOOKS BURLINGTON	BL LibDon APR24 1141914	210-5-90-00-991.000 Library Donation Expense	15.99	52354	05/03/24
80050	04/02/24	PLAGEMAN ROBERT M	Stipend CRC April 2024 040224MPlage	210-5-13-10-190.000 Board Member Payments	50.00	52356	05/03/24
80054	04/24/24	PLAYAWAY PRODUCTS LLC	BL JColl APR24 459749	210-5-35-10-640.202 Juvenile Collection	54.94	52357	05/03/24

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V10641	04/15/24	PPG ARCHITECTURAL COATING paint etc 823220001438	210-5-40-12-610.000 General Supplies	239.19	52359	05/03/24
22840	03/29/24	RIES DANIEL MSP Locks/Keys I240329542	210-5-30-12-330.000 Professional Services	85.00	52362	05/03/24
43275	04/16/24	RYCANDON MECHANICAL, INC. EJFD Flush Valve Replacem 15330	210-5-41-22-431.000 R&M Buildings & Grounds	323.00	52363	05/03/24
43275	04/29/24	RYCANDON MECHANICAL, INC. Brownell HVAC Maint. 4/24 15359	210-5-41-21-400.000 Contracted Services	1100.00	52363	05/03/24
43275	04/29/24	RYCANDON MECHANICAL, INC. MSP HVAC Maintenance 15360	210-5-41-26-400.000 Contracted Services	432.00	52363	05/03/24
43275	04/29/24	RYCANDON MECHANICAL, INC. Aspire HVAC Maint 15361	210-5-41-26-400.000 Contracted Services	100.00	52363	05/03/24
80101	04/15/24	RYDER TRUCK RENTAL INC 2 Lincoln Furniture Movin EF9487	210-5-41-20-755.000 Furniture and Fixtures	45.26	52364	05/03/24
80101	04/22/24	RYDER TRUCK RENTAL INC 2 Lincoln Furniture Movin EJ6358	210-5-41-20-755.000 Furniture and Fixtures	630.17	52364	05/03/24
03180	03/06/24	SAFETY SYSTEMS OF VT LLC Aspire/Pool House Securit 24891	210-5-30-12-330.000 Professional Services	866.94	52365	05/03/24
17505	04/11/24	SAND HILL SOLAR LLC KSI I 3/8 to 4/8/2024 electrici 264SH	210-5-40-12-622.000 Electricity	153.81	52366	05/03/24
17505	04/11/24	SAND HILL SOLAR LLC KSI I 3/8 to 4/8/2024 electrici 264SH	210-5-41-26-622.000 Electricity	1867.91	52366	05/03/24
17505	04/11/24	SAND HILL SOLAR LLC KSI I 3/8 to 4/8/2024 electrici 264SH	210-5-41-23-622.000 Electricity	238.38	52366	05/03/24
17505	04/11/24	SAND HILL SOLAR LLC KSI I 3/8 to 4/8/2024 electrici 264SH	210-5-40-12-622.000 Electricity	112.87	52366	05/03/24
17505	04/11/24	SAND HILL SOLAR LLC KSI I 3/8 to 4/8/2024 electrici 264SH	210-5-41-21-622.000 Electricity	765.50	52366	05/03/24
17505	04/11/24	SAND HILL SOLAR LLC KSI I 3/8 to 4/8/2024 electrici 264SH	210-5-41-22-622.000 Electricity	362.87	52366	05/03/24
17505	04/11/24	SAND HILL SOLAR LLC KSI I 3/8 to 4/8/2024 electrici 264SH	210-5-41-20-622.000 Electricity	362.88	52366	05/03/24
09105	04/23/24	SECURE SHRED EJRP Shred Service April 454876	210-5-30-10-330.000 Professional Services	24.00	52368	05/03/24
42565	04/03/24	SEVEN DAYS DRB invoice April 18 2024 237282	210-5-16-10-540.000 Advertising	105.56	52369	05/03/24
42565	04/17/24	SEVEN DAYS Public Notice for CC 237624	210-5-11-10-540.000 Advertising	86.84	52369	05/03/24
14160	04/25/24	SHELBURNE MUSEUM BL LibDon APR24 293	210-5-90-00-991.000 Library Donation Expense	200.00	52370	05/03/24
23855	04/16/24	SOUTHWORTH-MILTON, INC. Spring As.-G for the load 3214786	210-5-40-12-430.000 R&M Vehicles & Equipment	290.88	52372	05/03/24
23855	04/17/24	SOUTHWORTH-MILTON, INC. Paint-Yellow 3215975	210-5-40-12-430.000 R&M Vehicles & Equipment	83.28	52372	05/03/24
V2124	04/27/24	STAPLES ADVANTAGE BL SUPPLY APR24 6001738605	210-5-35-10-610.000 General Supplies	830.12	52374	05/03/24
V10695	04/15/24	SUNSET TREE CARE Stevens Park Tree Removal 041524D	210-5-30-12-330.000 Professional Services	350.00	52377	05/03/24
80096	04/10/24	VERMONT LIBRARY ASSOCIATI BL Train-Dues APR24 02026	210-5-35-10-500.000 Training, Conf, Dues	330.00	52378	05/03/24

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
25315	04/26/24	VESPA'S PIZZA PASTA & DEL PW Appreciation 4/26 042624D	210-5-30-12-610.000 General Supplies	71.00	52379	05/03/24
22070	03/21/24	VILLAGE COPY & PRINT INC. Annual Reports 2024 9527	210-5-10-10-550.000 Printing and Binding	395.25	52380	05/03/24
22070	03/26/24	VILLAGE COPY & PRINT INC. Annual Newsletter 2024 9536	210-5-10-10-550.000 Printing and Binding	2737.54	52380	05/03/24
23395	04/18/24	VILLAGE HARDWARE - WILLIS 3IN B/W Vinyl #Set 518094	210-5-40-12-610.000 General Supplies	6.63	52381	05/03/24
23395	04/22/24	VILLAGE HARDWARE - WILLIS SEED-SOIL CONSERVATION 518124	210-5-40-12-605.000 Summer Construction Suppl	339.98	52381	05/03/24
23395	04/23/24	VILLAGE HARDWARE - WILLIS NUTS-BOLTS-SCREWS 518153	210-5-40-12-610.000 General Supplies	13.99	52381	05/03/24
23395	04/24/24	VILLAGE HARDWARE - WILLIS 6PK LIQ Ant Bait/ Borax 518162	210-5-40-12-610.000 General Supplies	22.11	52381	05/03/24
23395	04/25/24	VILLAGE HARDWARE - WILLIS NUTS-BOLTS-SCREWS 518170	210-5-40-12-610.000 General Supplies	23.28	52381	05/03/24
23395	05/25/24	VILLAGE HARDWARE - WILLIS 410/350-4 TR87 Inn Tube 518178	210-5-40-12-610.000 General Supplies	40.34	52381	05/03/24
23395	04/29/24	VILLAGE HARDWARE - WILLIS MSP Garden Supplies 518199	210-5-30-12-610.000 General Supplies	146.97	52381	05/03/24
21230	04/19/24	VISION SERVICE PLAN (CT) Vision May 2024 820322828	210-5-40-13-210.000 Group Insurance	4.63	52382	05/03/24
21230	04/19/24	VISION SERVICE PLAN (CT) Vision May 2024 820322828	210-5-35-10-210.000 Group Insurance	96.20	52382	05/03/24
21230	04/19/24	VISION SERVICE PLAN (CT) Vision May 2024 820322828	210-5-16-10-210.000 Group Insurance	14.02	52382	05/03/24
21230	04/19/24	VISION SERVICE PLAN (CT) Vision May 2024 820322828	210-5-13-10-210.000 Group Insurance	48.82	52382	05/03/24
21230	04/19/24	VISION SERVICE PLAN (CT) Vision May 2024 820322828	210-5-40-12-210.000 Group Insurance	85.44	52382	05/03/24
21230	04/19/24	VISION SERVICE PLAN (CT) Vision May 2024 820322828	210-5-10-10-210.000 Group Insurance	87.97	52382	05/03/24
21230	04/19/24	VISION SERVICE PLAN (CT) Vision May 2024 820322828	210-5-30-10-210.000 Group Insurance	125.65	52382	05/03/24
21230	04/19/24	VISION SERVICE PLAN (CT) Vision May 2024 820322828	210-5-30-12-210.000 Group Insurance	23.69	52382	05/03/24
28470	04/09/24	VMERS DB 110800 Payroll Transfer PR-04/09/24	210-2-00-00-210.004 Retirement Payable	669.41	52383	05/03/24
28470	04/12/24	VMERS DB 110800 Payroll Transfer PR-04/12/24	210-2-00-00-210.004 Retirement Payable	20486.86	52383	05/03/24
28470	04/26/24	VMERS DB 110800 Payroll Transfer PR-04/26/24	210-2-00-00-210.004 Retirement Payable	21738.69	52383	05/03/24
28470	04/26/24	VMERS DB 110800 Payroll Transfer PR-04/26/24A	210-2-00-00-210.004 Retirement Payable	-173.58	52383	05/03/24
29825	04/23/24	VT GAS SYSTEMS MSP VT Gas May 157875604232	210-5-41-26-621.000 Natrual Gas/Heating	276.80	52385	05/03/24
29825	04/23/24	VT GAS SYSTEMS MSP VT Gas May 810044042320	210-5-41-26-621.000 Natrual Gas/Heating	302.88	52386	05/03/24
07565	04/11/24	W B MASON CO INC Tissues 245841947	210-5-30-12-610.000 General Supplies	32.85	52387	05/03/24

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
07565	05/18/24	MSP Replacements 245993372	210-5-30-12-610.000 General Supplies	671.96	52387	05/03/24
07565	04/18/24	2 Lincoln Supplies April 245994562	210-5-10-10-610.000 General Supplies	43.93	52387	05/03/24
07565	04/23/24	MSP Signage 246086502	210-5-30-12-610.000 General Supplies	10.36	52387	05/03/24
07565	04/23/24	Office Supplies 246092817	210-5-30-10-610.000 General Supplies	198.94	52387	05/03/24
05375	04/09/24	Payroll Transfer PR-04/09/24	210-2-00-00-210.005 Misc Deductions Payable	4.00 E	503241	05/03/24
05375	04/12/24	Payroll Transfer PR-04/12/24	210-2-00-00-210.005 Misc Deductions Payable	76.00 E	503242	05/03/24
05375	04/26/24	Payroll Transfer PR-04/26/24	210-2-00-00-210.005 Misc Deductions Payable	76.00 E	503243	05/03/24
17140	04/26/24	Payroll Transfer PR-04/26/24	210-2-00-00-210.005 Misc Deductions Payable	365.75 E	503244	05/03/24
17425	04/26/24	Payroll Transfer PR-04/26/24	210-2-00-00-210.004 Retirement Payable	100.00 E	503245	05/03/24
V1160	04/26/24	Payroll Transfer PR-04/26/24	210-2-00-00-210.004 Retirement Payable	2947.65 E	503246	05/03/24
V1161	04/26/24	Payroll Transfer PR-04/26/24	210-2-00-00-210.004 Retirement Payable	5793.77 E	503247	05/03/24
V1165	04/26/24	Payroll Transfer PR-04/26/24	210-2-00-00-210.002 Federal Inc Tax W/H	40914.88 E	503248	05/03/24
V1165	04/26/24	Payroll Transfer PR-04/26/24A	210-2-00-00-210.002 Federal Inc Tax W/H	-306.07 E	503249	05/03/24
V2413	04/26/24	Payroll Transfer PR-04/26/24	210-2-00-00-210.003 State Inc Tax W/H	5128.83 E	5032410	05/03/24
V2413	04/26/24	Payroll Transfer PR-04/26/24A	210-2-00-00-210.003 State Inc Tax W/H	-26.13 E	5032411	05/03/24
80041	03/28/24	Strategic Plan Consultant 565	224-5-00-00-330.000 Professional Services	10625.00	52325	05/03/24
25715	04/26/24	phase 2 crescent connecto 22822042624	230-5-16-10-890.824 Cres. Connector	12005.89	52312	05/03/24
36240	04/12/24	Re: ESSEX JCT STP 5300 (1 424092	230-5-16-10-890.824 Cres. Connector	4666.72	52313	05/03/24
05290	03/29/24	New Truck #4 8956929	231-5-40-12-751.007 4Wd Pickup Trk #4	21.40	52283	05/03/24
80100	04/09/24	New TRk #4 Cap 04092024D	231-5-40-12-751.007 4Wd Pickup Trk #4	2057.00	52298	05/03/24
V10545	08/31/23	2 Lincoln Asbestos Insp 00022869	232-5-41-20-890.832 2 Lincoln Street Renovati	1735.00	52339	05/03/24
39425	04/23/24	2 Lincoln Proj - Bill Thr 5157	232-5-41-20-890.832 2 Lincoln Street Renovati	9885.00	52367	05/03/24
39425	04/23/24	Library Entry Design 5167	232-5-41-21-730.001 Roof	600.00	52367	05/03/24
25715	04/25/24	CEJ-Main Street Waterline 21806042524	254-2-00-00-250.002 2022-2 Main St Water Line	3714.00	52312	05/03/24
07010	04/15/24	GMP NS service 3/13 to 4/ 041524NS	254-5-54-20-622.000 Electricity	93.67	52330	05/03/24

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
23855	04/03/24	SOUTHWORTH-MILTON, INC. Window-Front back hoe 3203452	254-5-54-20-430.000 R&M Vehicles & Equipment	786.69	52372	05/03/24
21230	04/19/24	VISION SERVICE PLAN (CT) Vision May 2024 820322828	254-5-54-20-210.000 Group Insurance	35.18	52382	05/03/24
V10609	04/29/24	2G ENERGY INC. M1 service 415082400469	255-5-55-30-570.000 Other Purchased Services	8711.94	52282	05/03/24
05290	04/18/24	ADVANCE AUTO PARTS VAL NON DETERGENT 30/ EQ 0925923	255-5-55-30-570.000 Other Purchased Services	23.73	52283	05/03/24
05290	03/13/24	ADVANCE AUTO PARTS heat exchanger paint 7356655	255-5-55-30-570.000 Other Purchased Services	31.99	52283	05/03/24
14685	07/31/23	ALLIANCE GROUP SERV LLC REMKO Gas Chiller Serv 066816 2ND	255-5-55-30-570.000 Other Purchased Services	484.04	52288	05/03/24
14685	01/31/24	ALLIANCE GROUP SERV LLC Spray foam conduits. 070387	255-5-55-30-570.000 Other Purchased Services	180.58	52288	05/03/24
14685	04/30/24	ALLIANCE GROUP SERV LLC Replace flue adapter in C 072237	255-5-55-30-570.000 Other Purchased Services	725.00	52288	05/03/24
14685	04/19/24	ALLIANCE GROUP SERV LLC Maintenance air handling M240597	255-5-55-30-431.000 R&M Buildings	5925.00	52288	05/03/24
V9533	04/16/24	CCP INDUSTRIES FLANNEL, RECLAIMED 50# SW 03530163	255-5-55-30-610.000 General Supplies	138.41	52299	05/03/24
04940	04/23/24	COMCAST internet 4/30/2024 to 5/2 03160280424	255-5-55-30-530.000 Communications	288.34	52305	05/03/24
80097	04/12/24	DL THURROTT INC Blower 3 oil filters 30281204	255-5-55-30-570.000 Other Purchased Services	585.96	52310	05/03/24
80097	04/22/24	DL THURROTT INC Blower 3 parts 30288615	255-5-55-30-570.000 Other Purchased Services	258.93	52310	05/03/24
06870	04/16/24	ENDYNE INC Constituent Monitoring 484614	255-5-55-30-340.001 Lab Testing	100.00	52315	05/03/24
06870	04/17/24	ENDYNE INC Sludge Holding Tank-land 484719	255-5-55-30-568.000 Biosolids Subcontractor	1380.00	52315	05/03/24
06870	04/24/24	ENDYNE INC Essex Jct. WWTF TKN Only 485254	255-5-55-30-340.001 Lab Testing	35.00	52315	05/03/24
06870	05/01/24	ENDYNE INC Metals 200.8 Digestion Zi 486381	255-5-55-30-340.001 Lab Testing	35.00	52315	05/03/24
80104	03/29/24	EPTURA INC (FORMERLY HIPPO subscrip3/31/24-3/30/2525 30189	255-5-55-30-505.000 Tech. Subs, Licenses	1511.26	52316	05/03/24
29280	04/17/24	FIRST NATIONAL BANK OMAH WW Visa 3/21/24 to 4/9/24 04810424	255-5-55-30-570.000 Other Purchased Services	25.39	52322	05/03/24
29280	04/17/24	FIRST NATIONAL BANK OMAH WW Visa 3/21/24 to 4/9/24 04810424	255-5-55-30-570.000 Other Purchased Services	5.79	52322	05/03/24
29280	04/17/24	FIRST NATIONAL BANK OMAH WW Visa 3/21/24 to 4/9/24 04810424	255-5-55-30-612.000 Uniforms	68.41	52322	05/03/24
29280	04/17/24	FIRST NATIONAL BANK OMAH WW Visa 3/21/24 to 4/9/24 04810424	255-5-55-30-610.000 General Supplies	5.98	52322	05/03/24
24785	04/19/24	GRAINGER Digester plug cleaning li 9091668641	255-5-55-30-570.000 Other Purchased Services	219.05	52329	05/03/24
07010	04/23/24	GREEN MOUNTAIN POWER CORP 39 Cascade 3/20/2024 to 4 0424 Cascade	255-5-55-30-622.000 Electricity	10438.31	52331	05/03/24
V1093	04/30/24	HOLLAND CO., INC. Sodium Bisulfite Solution PI27049	255-5-55-30-619.000 Chemicals	5939.22	52333	05/03/24

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Check Warrant Report # 24044 Current Prior Next FY Invoices For Fund (GENERAL FUND)

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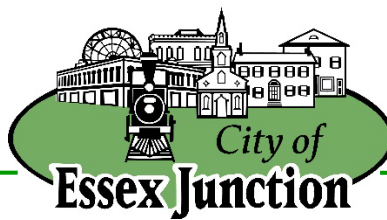
For Check Acct 01 (GENERAL FUND) All check #s 05/03/24 To 05/03/24

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
19325	05/01/24	May PS Comms IT support 22816	255-5-55-30-340.000 Technical Services	130.00	52347	05/03/24
11695	04/23/24	Special Frame Sterling Mo R2993	255-5-55-30-570.000 Other Purchased Services	325.00	52355	05/03/24
20040	02/29/24	Surcharge policy support 193	255-5-55-30-330.000 Professional Services	390.00	52360	05/03/24
23855	03/01/24	Cutting edge SCR0501728	255-5-55-30-430.000 R&M Vehicles & Equipment	-965.76	52372	05/03/24
V2124	04/20/24	office supplies 6001332281	255-5-55-30-610.000 General Supplies	43.34	52374	05/03/24
21230	04/19/24	Vision May 2024 820322828	255-5-55-30-210.000 Group Insurance	87.22	52382	05/03/24
07565	04/22/24	office paper supply 246053776	255-5-55-30-610.000 General Supplies	37.99	52387	05/03/24
17765	04/17/24	Biosolids CAP PFAS sampli 6294	255-5-55-30-568.000 Biosolids Subcontractor	4923.26	52388	05/03/24
17765	04/17/24	Biosolids PFAS sampling 2 6295	255-5-55-30-568.000 Biosolids Subcontractor	1976.93	52388	05/03/24
05290	04/18/24	Air 1 EA CQBLU Susie Wils 0925929	256-5-56-40-434.001 Susie Wilson PS Costs	13.82	52283	05/03/24
25715	04/25/24	Collection system capacit 23808042524	256-5-56-70-722.006 Collection Sys Capacity S	2805.00	52312	05/03/24
07010	04/15/24	GMP NS service 3/13 to 4/ 041524NS	256-5-56-40-622.000 Electricity	576.44	52330	05/03/24
19325	05/01/24	May PS Comms IT support 22816	256-5-56-40-340.000 Technical Services	560.00	52347	05/03/24
17505	04/11/24	3/8 to 4/8/2024 electrici 264SH	256-5-56-40-622.000 Electricity	481.14	52366	05/03/24
17505	04/11/24	3/8 to 4/8/2024 electrici 264SH	256-5-56-40-434.001 Susie Wilson PS Costs	338.79	52366	05/03/24
17505	04/11/24	3/8 to 4/8/2024 electrici 264SH	256-5-56-40-434.002 West Street PS Costs	431.94	52366	05/03/24
21230	04/19/24	Vision May 2024 820322828	256-5-56-40-210.000 Group Insurance	33.07	52382	05/03/24
19815	04/17/24	DC Trip Supplies 11X4T1QWNPXC	259-5-30-14-610.000 General Supplies	103.55	52289	05/03/24
19815	04/25/24	RK FMS Supplies 19TC1JRLRHJK	259-5-30-15-610.000 General Supplies	48.08	52289	05/03/24
19815	04/18/24	PS Supplies 1G7WLTDY1WFFH	259-5-30-16-610.000 General Supplies	300.83	52289	05/03/24
19815	04/17/24	Vac Camp Supplies 1PW3XD93M7P6	259-5-30-15-610.000 General Supplies	103.10	52289	05/03/24
19815	04/28/24	RK FMS Supplies 1WKLWJMMFFD	259-5-30-15-610.000 General Supplies	16.85	52289	05/03/24
19815	04/21/24	RK EES Supplies 1WQTHPK6KLR4	259-5-30-15-610.000 General Supplies	89.97	52289	05/03/24
19815	04/20/24	RK Fleming Supplies 1WY31LTJF4D7	259-5-30-15-610.000 General Supplies	91.22	52289	05/03/24
31545	04/19/24	DC Trip Supplies 041924D	259-5-30-14-610.000 General Supplies	592.08	52307	05/03/24

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
31545	04/19/24	COSTCO #314 Rec Kids Supplies 041924D1	259-5-30-15-610.000 General Supplies	90.68	52307	05/03/24
04330	04/30/24	EWSD CHILD NUTRITION Vac Camp Meals April 3195	259-5-30-15-610.000 General Supplies	2200.50	52319	05/03/24
80025	04/29/24	JOHNSON COURTNEY Rec Kids Refund-Johnson \$ 184332	259-4-30-15-020.313 Childcare - AS	300.00	52335	05/03/24
80031	04/03/24	JOLY SARAH RK FMS Yoga 04	259-5-30-15-330.000 Professional Services	50.00	52336	05/03/24
23095	03/15/24	JONES JOSHUA M Bath House Door 1456	259-5-30-11-431.000 R&M Buildings & Grounds	800.00	52337	05/03/24
29425	04/18/24	PERFORMANCE FOOD SERVICE RK Fleming Snack 157232	259-5-30-15-610.000 General Supplies	202.63	52352	05/03/24
29425	04/18/24	PERFORMANCE FOOD SERVICE RK EES Snack 157265	259-5-30-15-610.000 General Supplies	68.68	52352	05/03/24
29425	04/22/24	PERFORMANCE FOOD SERVICE Vac Camp Snack 158812	259-5-30-15-610.000 General Supplies	280.76	52352	05/03/24
29425	04/22/24	PERFORMANCE FOOD SERVICE Vac Camp Snack 158813	259-5-30-15-610.000 General Supplies	331.96	52352	05/03/24
29425	04/22/24	PERFORMANCE FOOD SERVICE Vac Camp Snack 158815	259-5-30-15-610.000 General Supplies	294.78	52352	05/03/24
29425	04/30/24	PERFORMANCE FOOD SERVICE RK Hiawatha Snack 162497	259-5-30-15-610.000 General Supplies	248.82	52352	05/03/24
29425	04/30/24	PERFORMANCE FOOD SERVICE RK FMS Snack 162498	259-5-30-15-610.000 General Supplies	180.39	52352	05/03/24
29425	04/30/24	PERFORMANCE FOOD SERVICE RK Summit Snack 162930	259-5-30-15-610.000 General Supplies	173.48	52352	05/03/24
29425	04/30/24	PERFORMANCE FOOD SERVICE RK EES Snack 163087	259-5-30-15-610.000 General Supplies	104.90	52352	05/03/24
29425	05/01/24	PERFORMANCE FOOD SERVICE RK Westford Snack 163624	259-5-30-15-610.000 General Supplies	137.57	52352	05/03/24
29425	05/01/24	PERFORMANCE FOOD SERVICE RK EES Snack 163814	259-5-30-15-610.000 General Supplies	267.72	52352	05/03/24
29425	05/01/24	PERFORMANCE FOOD SERVICE RK MSP Snack 163845	259-5-30-15-610.000 General Supplies	340.25	52352	05/03/24
80071	04/30/24	PLUM THERAPY LLC KATRINA Clinical Supervision Marc 043024D	259-5-30-15-330.000 Professional Services	450.00	52358	05/03/24
80099	04/09/24	RAGALS EMILY EJRP Staff CPR 4/4 040924D	259-5-30-15-330.000 Professional Services	14.00	52361	05/03/24
29835	04/09/24	SHERWIN-WILLIAMS Pool House Paint 64005	259-5-30-11-431.000 R&M Buildings & Grounds	77.36	52371	05/03/24
29835	04/17/24	SHERWIN-WILLIAMS Pool House Paint 67651	259-5-30-11-431.000 R&M Buildings & Grounds	22.21	52371	05/03/24
45825	04/24/24	SPARE TIME Vac Camp Field Trip 4/24 39711984	259-5-30-15-330.000 Professional Services	590.00	52373	05/03/24
23495	04/25/24	STUDENT TRANSPORTATION OF Vac Camp Bus 4/22-24 70253308	259-5-30-15-580.000 Travel	957.38	52375	05/03/24
23495	04/25/24	STUDENT TRANSPORTATION OF Vac Camp Bus 4/23-24 70253309	259-5-30-15-580.000 Travel	491.63	52375	05/03/24
23495	04/29/24	STUDENT TRANSPORTATION OF Vac Camp Bus 4/25-26 70253730	259-5-30-15-580.000 Travel	504.56	52375	05/03/24

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
23495	STUDENT TRANSPORTATION OF	04/29/24	Vac Camp Bus 4/25-26 70253731	259-5-30-15-580.000 Travel	504.57	52375	05/03/24
23495	STUDENT TRANSPORTATION OF	04/29/24	Vac Camp Bus 4/23-25 70253732	259-5-30-15-580.000 Travel	763.31	52375	05/03/24
29090	SUNBELT RENTALS	04/12/24	inv 05Pool Proj Heater Ma 15098069500B	259-5-30-11-431.000 R&M Buildings & Grounds	1025.53	52376	05/03/24
29090	SUNBELT RENTALS	04/16/24	Lift for Lights Removal 152399954000	259-5-30-12-442.000 Rental Vehicles/Equip	2614.13	52376	05/03/24
25315	VESPA'S PIZZA PASTA & DEL	04/24/24	RK Staff 4/24 042424D	259-5-30-15-610.000 General Supplies	116.08	52379	05/03/24
21230	VISION SERVICE PLAN (CT)	04/19/24	Vision May 2024 820322828	259-5-30-16-210.000 Group Insurance	83.62	52382	05/03/24
21230	VISION SERVICE PLAN (CT)	04/19/24	Vision May 2024 820322828	259-5-30-15-210.000 Group Insurance	62.37	52382	05/03/24
V23525	VT FOLKLIFE CENTER	05/16/24	Camp Field Trip POS694	259-5-30-17-330.000 Professional Services	200.00	52384	05/03/24
28100	ZACHARY'S PIZZA	04/29/24	Vac Camp Field Trip 4/26 98168	259-5-30-15-330.000 Professional Services	170.00	52389	05/03/24
Report Total					287743.86		

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 \$ ***287,743.86
Let this be your order for the payments of these amounts.



MEMORANDUM

To: Regina Mahony, City Manager; City Council; Department Managers
CC: Tri-Town Members (Essex Town and Williston)
From: Jess Morris, Finance Director
Meeting Date: May 8, 2024
Subject: April Financial Report

The following budget vs actual report includes detail by fund for all City funds (General Fund, capital funds, enterprise funds, etc). Each report details the approved budget, year to date actuals, remaining budget amount, actual as a % of budget, and a month to date amount which is the total revenue/expenditure for the last month of the included reporting period. These reports are run through 4/30/24 therefore the year to date actuals are for the period 7/1/23-4/30/24, and the month actuals are for the month of April.

While we will continue to receive April invoices over the coming weeks, we are about 83% of the way through the fiscal year. The General Fund revenue is just over 98% of budget or \$13,688,176 and expenditures are about 82% of budget or \$11,678,411.

The Water Fund operating revenue is about 71% of budget or \$1,215,620 and operating expenditures are about 71% of budget or \$1,213,110. The Wastewater Fund operating revenue is about 94% of budget or \$2,742,889 and operating expenditures are about 74% of budget or \$2,151,024. The Sanitation Fund operating revenue is about 88% of budget or \$763,530 and operating expenditures are about 79% of budget or \$518,091. There will be one more billing for this fiscal year which will happen at the end of June and will be reflected in the June financial reports.

There are currently 296 utility accounts with delinquent balances for a total of \$52,610, with \$29,815 outstanding from the most recent February billing cycle. In March, there were 407 delinquent utility accounts with a balance of \$128,540, with \$95,841 of that balance from the February billing cycle.

The EJRP Program Fund revenue is about 93% of budget or \$2,947,442 and expenditures are about 88% of budget or \$2,828,354.

There are several factors that contribute to revenue and expenditures seeming either higher or lower at any point during the fiscal year. Property taxes are billed in August and all revenue is recorded at that point for the entire fiscal year, and utility bills are produced tri-annually thereby recording revenue every four months rather than monthly. There are several large payments made either on a quarterly, bi-annual or annual basis for things such as insurance (property/casualty/auto/worker's comp), debt payments and annual dues/memberships to various organizations.

Also included with the financial report are reports of the 2 Lincoln renovation project tracking, LOT Fund activity, and Economic Development Fund activity.

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
210-4 Revenue					
210-4-00 General Revenues					
210-4-00-00-010.000 Property Taxes	10,420,986.00	10,303,581.30	117,404.70	98.87%	0.00
210-4-00-00-020.001 PILOT Tax Agreements	17,600.00	17,600.00	0.00	100.00%	0.00
210-4-00-00-020.022 Rents and Royalties	1.00	0.00	1.00	0.00%	0.00
210-4-00-00-020.054 Admin Fee - Water	184,005.00	138,003.75	46,001.25	75.00%	0.00
210-4-00-00-020.055 Admin Fee - WWTF	92,003.00	69,002.25	23,000.75	75.00%	0.00
210-4-00-00-020.056 Admin Fee - Sanitation	184,005.00	138,003.75	46,001.25	75.00%	0.00
210-4-00-00-042.001 PILOT Revenue	17,000.00	14,309.37	2,690.63	84.17%	0.00
210-4-00-00-042.002 Railroad Taxes	4,700.00	0.00	4,700.00	0.00%	0.00
210-4-00-00-042.004 State Act 60 Revenue	3,436.00	32,860.50	-29,424.50	956.36%	0.00
210-4-00-00-042.005 State Act 68 Revenue	38,987.00	0.00	38,987.00	0.00%	0.00
210-4-00-00-060.000 Interest Income	2,500.00	56,239.51	-53,739.51	2,249.58%	10,084.47
210-4-00-00-080.001 State District Court Fine	2,000.00	6,479.36	-4,479.36	323.97%	506.00
210-4-00-00-085.000 Penalties	70,367.00	58,574.45	11,792.55	83.24%	0.00
210-4-00-00-086.000 Interest	13,426.00	10,149.13	3,276.87	75.59%	2,250.96
210-4-00-00-091.832 ARPA Revenue	2,824,513.71	2,824,513.71	0.00	100.00%	0.00
210-4-00-00-098.000 Misc Revenue	1,500.00	18,859.05	-17,359.05	1,257.27%	115.61
Total General Revenues	13,877,029.71	13,688,176.13	188,853.58	98.64%	12,957.04
210-4-10 Admin Revenues					
Total Admin Revenues	0.00	0.00	0.00	0.00%	0.00
210-4-12-10 Clerk Revenue					
210-4-12-10-020.003 Use of Vault	0.00	21.00	-21.00	100.00%	0.00
210-4-12-10-020.004 Recording Fees	86,000.00	36,891.00	49,109.00	42.90%	4,524.00
210-4-12-10-020.010 Printing and Duplication	5,590.00	239.10	5,350.90	4.28%	5.00
210-4-12-10-020.011 Online Land Records	0.00	61.25	-61.25	100.00%	19.25
210-4-12-10-020.013 Sale of Certified Copy	7,200.00	600.00	6,600.00	8.33%	50.00
210-4-12-10-020.023 Records Preservation	0.00	13,376.00	-13,376.00	100.00%	1,636.00
210-4-12-10-030.001 Liquor Licenses	2,875.00	2,250.00	625.00	78.26%	185.00
210-4-12-10-030.003 Marriage Licenses	624.00	195.00	429.00	31.25%	45.00
210-4-12-10-030.004 Animal Licenses	2,500.00	2,916.00	-416.00	116.64%	608.00
210-4-12-10-030.005 Green Mountain Passport	120.00	60.00	60.00	50.00%	2.00
210-4-12-10-030.006 DMV Registrations	99.00	3.00	96.00	3.03%	0.00
Total Clerk Revenue	105,008.00	56,612.35	48,395.65	53.91%	7,074.25
210-4-14-10 Information Technology					
210-4-14-10-091.000 Transfer btwn funds (non-	14,000.00	110,500.00	-96,500.00	789.29%	0.00
Total Information Technology	14,000.00	110,500.00	-96,500.00	789.29%	0.00
210-4-16 ComDev Revenues					
210-4-16-10-030.008 License and Zoning Fees	39,000.00	67,555.08	-28,555.08	173.22%	36,800.00
210-4-16-10-091.000 Transfer btwn funds (non-	40,158.00	0.00	40,158.00	0.00%	0.00
Total ComDev Revenues	79,158.00	67,555.08	11,602.92	85.34%	36,800.00

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
210-4-17 EconDev Revenues					
210-4-17-10-050.000 Event Donations	4,000.00	0.00	4,000.00	0.00%	0.00
Total EconDev Revenues	4,000.00	0.00	4,000.00	0.00%	0.00
210-4-25 Fire Revenues					
210-4-25-10-098.000 Misc Revenue	10.00	10.00	0.00	100.00%	0.00
Total Fire Revenues	10.00	10.00	0.00	100.00%	0.00
210-4-30 EJP Revenues					
210-4-30-10-020.000 Charges for Services	12,479.00	6,211.00	6,268.00	49.77%	70.00
210-4-30-12-091.000 Transfer btwn funds (non-	0.00	750.00	-750.00	100.00%	0.00
Total EJP Revenues	12,479.00	6,961.00	5,518.00	55.78%	70.00
210-4-35 Library Revenues					
210-4-35-10-040.000 Federal Grant Revenue	0.00	636.48	-636.48	100.00%	0.00
210-4-35-10-041.000 State and Other Grant Rev	0.00	3,300.00	-3,300.00	100.00%	2,500.00
210-4-35-10-098.000 Misc Revenue	500.00	581.16	-81.16	116.23%	0.00
Total Library Revenues	500.00	4,517.64	-4,017.64	903.53%	2,500.00
210-4-40 PW Revenues					
210-4-40-12-042.006 State Aid to Highways	130,000.00	125,136.30	4,863.70	96.26%	0.00
210-4-40-12-091.000 Transfer btwn funds (non-	20,000.00	40,000.00	-20,000.00	200.00%	0.00
210-4-40-12-098.000 Misc Revenue	3,500.00	1,658.40	1,841.60	47.38%	180.00
210-4-40-13-041.000 State and Other Grant Rev	0.00	11,468.00	-11,468.00	100.00%	0.00
Total PW Revenues	153,500.00	178,262.70	-24,762.70	116.13%	180.00
210-4-41 Building Revenues					
Total Building Revenues	0.00	0.00	0.00	0.00%	0.00
210-4-90-00 Other Sources and Uses					
210-4-90-00-050.000 Library Donation Revenue	0.00	6,619.55	-6,619.55	100.00%	3,518.55
210-4-90-00-640.201 Adult Collection replacem	0.00	1,016.99	-1,016.99	100.00%	0.00
210-4-90-00-640.202 Juvenile Collection repl	0.00	358.00	-358.00	100.00%	0.00
Total Other Sources and Uses	0.00	7,994.54	-7,994.54	100.00%	3,518.55
Total Revenue	14,245,684.71	14,120,589.44	125,095.27	99.12%	63,099.84
Total Revenues	14,245,684.71	14,120,589.44	125,095.27	99.12%	63,099.84

210-5-10-10 Administration

Account			Budget		Pd to Date
	Budget	Actual	Balance	% of Budget	
210-5-10-10-110.000 Regular Salaries	338,567.00	282,974.92	55,592.08	83.58%	25,976.18
210-5-10-10-210.000 Group Insurance	98,127.00	85,211.21	12,915.79	86.84%	8,033.50
210-5-10-10-220.000 Social Security	26,085.00	21,802.89	4,282.11	83.58%	-3,804.72
210-5-10-10-230.000 Retirement	28,897.00	23,896.52	5,000.48	82.70%	2,207.98
210-5-10-10-320.000 Legal Services	40,000.00	14,115.50	25,884.50	35.29%	3,715.50
210-5-10-10-330.000 Professional Services	6,025.00	12,370.00	-6,345.00	205.31%	25.00
210-5-10-10-340.000 Technical Services	9,552.00	9,576.88	-24.88	100.26%	1,017.80
210-5-10-10-442.000 Rental Vehicles/Equip	4,250.00	4,846.55	-596.55	114.04%	674.42
210-5-10-10-500.000 Training, Conf, Dues	4,247.00	3,002.72	1,244.28	70.70%	284.00
210-5-10-10-505.000 Tech. Subs, Licenses	10,875.00	9,205.62	1,669.38	84.65%	262.85
210-5-10-10-530.000 Communications	3,300.00	3,485.22	-185.22	105.61%	50.51
210-5-10-10-540.000 Advertising	15,075.00	6,603.25	8,471.75	43.80%	2,334.25
210-5-10-10-550.000 Printing and Binding	5,570.00	1,434.89	4,135.11	25.76%	0.00
210-5-10-10-560.000 Postage	2,000.00	7,145.16	-5,145.16	357.26%	1,008.50
210-5-10-10-570.000 Other Purchased Services	1,000.00	17,280.00	-16,280.00	1,728.00%	0.00
210-5-10-10-580.000 Travel	6,000.00	1,205.49	4,794.51	20.09%	0.00
210-5-10-10-610.000 General Supplies	5,000.00	2,016.82	2,983.18	40.34%	38.99
210-5-10-10-755.000 Furniture and Fixtures	1,000.00	0.00	1,000.00	0.00%	0.00
210-5-10-10-845.000 Employee/Volunteer Recogn	6,000.00	3,108.05	2,891.95	51.80%	0.00
Total Administration	611,570.00	509,281.69	102,288.31	83.27%	41,824.76
210-5-11-10 Legislative					
210-5-11-10-190.000 Board Member Payments	16,500.00	450.00	16,050.00	2.73%	50.00
210-5-11-10-190.001 City Council Payments	12,500.00	9,375.00	3,125.00	75.00%	0.00
210-5-11-10-220.000 Social Security	956.00	717.15	238.85	75.02%	0.00
210-5-11-10-330.000 Professtional Services	32,114.00	15,999.35	16,114.65	49.82%	285.50
210-5-11-10-500.000 Training, Conferences, Du	17,563.00	15,648.00	1,915.00	89.10%	20.00
210-5-11-10-540.000 Advertising	1,200.00	197.52	1,002.48	16.46%	0.00
210-5-11-10-580.000 Travel	500.00	0.00	500.00	0.00%	0.00
210-5-11-10-610.000 General Supplies	2,000.00	1,177.72	822.28	58.89%	104.43
Total Legislative	83,333.00	43,564.74	39,768.26	52.28%	459.93
210-5-12-10 Clerk					
210-5-12-10-110.000 Regular Salaries	162,763.00	132,983.87	29,779.13	81.70%	12,680.56
210-5-12-10-120.000 Part Time Salaries	2,785.00	2,126.75	658.25	76.36%	927.50
210-5-12-10-130.000 Overtime	434.00	126.47	307.53	29.14%	0.00
210-5-12-10-210.000 Group Insurance	51,149.00	17,390.17	33,758.83	34.00%	1,994.98
210-5-12-10-220.000 Social Security	12,790.00	10,280.94	2,509.06	80.38%	989.10
210-5-12-10-230.000 Retirement	15,627.00	12,572.92	3,054.08	80.46%	1,235.14
210-5-12-10-430.000 R&M Vehicles & Equipment	50.00	0.00	50.00	0.00%	0.00
210-5-12-10-442.000 Rental Vehicles/Equip	2,664.00	0.00	2,664.00	0.00%	0.00
210-5-12-10-500.000 Training Conf Dues	3,000.00	2,138.46	861.54	71.28%	444.70
210-5-12-10-505.000 Tech. Subs Licenses	15,000.00	2,453.50	12,546.50	16.36%	350.00
210-5-12-10-550.000 Printing and Binding	1,000.00	613.01	386.99	61.30%	0.00
210-5-12-10-560.000 Postage	500.00	278.10	221.90	55.62%	0.00
210-5-12-10-570.023 Records Preservation	0.00	14,442.19	-14,442.19	100.00%	0.00
210-5-12-10-580.000 Travel	1,738.00	779.29	958.71	44.84%	0.00
210-5-12-10-610.000 General Supplies	5,250.00	1,254.68	3,995.32	23.90%	0.00

Account			Budget		Pd to Date
	Budget	Actual	Balance	% of Budget	
210-5-12-10-820.000 Elections	32,000.00	17,807.37	14,192.63	55.65%	12,702.64
Total Clerk	306,750.00	215,247.72	91,502.28	70.17%	31,324.62
210-5-13-10 Finance					
210-5-13-10-110.000 Regular Salaries	225,124.00	192,436.71	32,687.29	85.48%	17,594.73
210-5-13-10-190.000 Board Member Payments	750.00	350.00	400.00	46.67%	0.00
210-5-13-10-210.000 Group Insurance	53,585.00	31,346.71	22,238.29	58.50%	2,398.07
210-5-13-10-220.000 Social Security	17,730.00	15,517.38	2,212.62	87.52%	7,227.09
210-5-13-10-230.000 Retirement	20,688.00	17,315.70	3,372.30	83.70%	1,624.43
210-5-13-10-250.000 Unemployment Insurance	3,209.00	2,204.69	1,004.31	68.70%	0.00
210-5-13-10-260.000 Workers Comp Insurance	21,182.00	15,487.83	5,694.17	73.12%	149.29
210-5-13-10-330.000 Professional Services	15,250.00	14,687.34	562.66	96.31%	39.97
210-5-13-10-335.000 Audit	12,612.00	11,400.03	1,211.97	90.39%	0.00
210-5-13-10-442.000 Rental of Vehicles or Equ	2,000.00	0.00	2,000.00	0.00%	0.00
210-5-13-10-500.000 Training, Conf, Dues	1,500.00	320.00	1,180.00	21.33%	180.00
210-5-13-10-505.000 Tech. Subs, Licenses	28,640.00	26,475.55	2,164.45	92.44%	0.00
210-5-13-10-520.000 Workers Comp Insurance	93,600.00	86,683.68	6,916.32	92.61%	458.00
210-5-13-10-550.000 Printing and Binding	2,780.00	2,996.86	-216.86	107.80%	0.00
210-5-13-10-560.000 Postage	3,400.00	1,720.76	1,679.24	50.61%	0.00
210-5-13-10-580.000 Travel	1,100.00	99.56	1,000.44	9.05%	0.00
210-5-13-10-610.000 General Supplies	1,150.00	403.01	746.99	35.04%	104.54
210-5-13-10-735.000 Tech: Equip/Hardware	0.00	719.00	-719.00	100.00%	0.00
210-5-13-10-990.000 Default AP	0.00	185.00	-185.00	100.00%	185.00
Total Finance	504,300.00	420,349.81	83,950.19	83.35%	29,961.12
210-5-14-10 Information Technology					
210-5-14-10-330.000 Professional Services	100,000.00	150,186.58	-50,186.58	150.19%	8,970.00
210-5-14-10-432.000 R&M Technology	5,000.00	0.00	5,000.00	0.00%	0.00
210-5-14-10-505.000 Tech. Subs, Licenses	25,000.00	46,337.47	-21,337.47	185.35%	5,192.42
210-5-14-10-735.000 Tech Hardware, Software,	23,650.00	33,022.93	-9,372.93	139.63%	30.00
Total Information Technology	153,650.00	229,546.98	-75,896.98	149.40%	14,192.42
210-5-15-10 Assessing					
210-5-15-10-505.000 Tech. Subs, Licenses	0.00	1,500.00	-1,500.00	100.00%	0.00
210-5-15-10-900.000 Transfer between Town/Cit	77,810.00	58,357.35	19,452.65	75.00%	19,452.45
Total Assessing	77,810.00	59,857.35	17,952.65	76.93%	19,452.45
210-5-16-10 Community Development					
210-5-16-10-110.000 Regular Salaries	256,708.00	171,995.14	84,712.86	67.00%	14,429.25
210-5-16-10-130.000 Overtime	0.00	38.16	-38.16	100.00%	0.00
210-5-16-10-190.000 Board member Payments	15,600.00	5,400.00	10,200.00	34.62%	100.00
210-5-16-10-210.000 Group Insurance	89,186.00	20,000.10	69,185.90	22.43%	1,526.83
210-5-16-10-220.000 Social Security	20,281.00	13,887.50	6,393.50	68.48%	1,157.83
210-5-16-10-230.000 Retirement	23,328.00	15,076.99	8,251.01	64.63%	1,283.69
210-5-16-10-320.000 Legal Services	6,000.00	18,259.79	-12,259.79	304.33%	1,252.50
210-5-16-10-330.000 Professional Services	40,760.00	6,386.54	34,373.46	15.67%	45.68

Account			Budget		Pd to Date
	Budget	Actual	Balance	% of Budget	
210-5-16-10-500.000 Training, Conf, Dues	4,700.00	1,663.86	3,036.14	35.40%	0.00
210-5-16-10-505.000 Tech. Subs., Licenses	360.00	0.00	360.00	0.00%	0.00
210-5-16-10-530.000 Communications	5,660.00	502.48	5,157.52	8.88%	0.00
210-5-16-10-540.000 Advertising	1,350.00	519.48	830.52	38.48%	0.00
210-5-16-10-550.000 Printing and Binding	1,000.00	2,620.69	-1,620.69	262.07%	0.00
210-5-16-10-560.000 Postage	280.00	164.72	115.28	58.83%	0.00
210-5-16-10-580.000 Travel	6,600.00	2,051.59	4,548.41	31.08%	100.00
210-5-16-10-610.000 General Supplies	1,000.00	35.02	964.98	3.50%	0.00
210-5-16-10-810.111 BWAC	10,000.00	0.00	10,000.00	0.00%	0.00
Total Community Development	482,813.00	258,602.06	224,210.94	53.56%	19,895.78
210-5-17-10 Economic Development					
210-5-17-10-831.000 Special or New Programs	5,000.00	4,328.44	671.56	86.57%	0.00
210-5-17-10-850.000 Community Events and Cele	15,000.00	947.67	14,052.33	6.32%	9.98
210-5-17-10-899.000 Matching Grant Funds	20,000.00	0.00	20,000.00	0.00%	0.00
Total Economic Development	40,000.00	5,276.11	34,723.89	13.19%	9.98
210-5-18-10 Health & Human Services					
210-5-18-10-500.000 Training, Conferences, Du	2,000.00	0.00	2,000.00	0.00%	0.00
210-5-18-10-530.000 Communications	1,560.00	0.00	1,560.00	0.00%	0.00
210-5-18-10-800.106 Essex Rescue	190,620.00	190,620.00	0.00	100.00%	0.00
210-5-18-10-800.107 Essex Jct. Cemetery Assoc	20,000.00	20,000.00	0.00	100.00%	0.00
210-5-18-10-800.108 Essex Police Dept	2,763,113.00	2,072,334.48	690,778.52	75.00%	690,778.16
Total Health & Human Services	2,977,293.00	2,282,954.48	694,338.52	76.68%	690,778.16
210-5-19-10 County & Regional Functio					
210-5-19-10-800.101 CCRPC	13,225.00	13,225.01	-0.01	100.00%	0.00
210-5-19-10-800.102 GMT	244,355.00	244,355.00	0.00	100.00%	0.00
210-5-19-10-800.103 County Tax	54,553.00	0.00	54,553.00	0.00%	0.00
210-5-19-10-800.104 Chamber of Commerce	950.00	935.00	15.00	98.42%	0.00
210-5-19-10-800.105 GBIC	3,500.00	3,500.00	0.00	100.00%	0.00
210-5-19-10-800.109 Winooski Valley Park Dist	30,300.00	30,300.00	0.00	100.00%	0.00
Total County & Regional Functio	346,883.00	292,315.01	54,567.99	84.27%	0.00
210-5-25-10 Fire					
210-5-25-10-120.000 Part Time Salaries	216,000.00	182,636.72	33,363.28	84.55%	15,867.45
210-5-25-10-210.000 Group Insurance	3,600.00	2,464.00	1,136.00	68.44%	0.00
210-5-25-10-220.000 Social Security	16,524.00	13,990.64	2,533.36	84.67%	1,213.95
210-5-25-10-260.000 Workers Comp Insurance	20,000.00	12,916.50	7,083.50	64.58%	-2,061.00
210-5-25-10-290.000 Other Employee Benefits	1,000.00	864.00	136.00	86.40%	216.00
210-5-25-10-330.000 Professional Services	7,000.00	2,442.00	4,558.00	34.89%	392.00
210-5-25-10-430.000 R&M Vehicles & Equipment	26,000.00	19,730.78	6,269.22	75.89%	54.23
210-5-25-10-431.000 R&M Buildings & Grounds	0.00	280.15	-280.15	100.00%	0.00
210-5-25-10-500.000 Training, Conf, Dues	5,500.00	2,312.50	3,187.50	42.05%	229.04
210-5-25-10-505.000 Tech. Subs, Licenses	7,000.00	220.09	6,779.91	3.14%	0.00
210-5-25-10-530.000 Communications	2,600.00	2,320.96	279.04	89.27%	181.47

Account			Budget		Pd to Date
	Budget	Actual	Balance	% of Budget	
210-5-25-10-570.000 Other Purchased Services	11,000.00	11,154.77	-154.77	101.41%	0.00
210-5-25-10-610.000 General Supplies	4,000.00	3,687.30	312.70	92.18%	154.73
210-5-25-10-611.000 Small Tools and Equipment	45,000.00	34,034.27	10,965.73	75.63%	0.00
210-5-25-10-612.000 Uniforms	30,000.00	13,639.52	16,360.48	45.47%	4,569.27
210-5-25-10-613.000 Program Supplies	6,000.00	1,869.37	4,130.63	31.16%	0.00
210-5-25-10-626.000 Gasoline	6,000.00	3,096.15	2,903.85	51.60%	167.99
210-5-25-10-750.000 Machinery & Equipment	20,000.00	21,863.05	-1,863.05	109.32%	129.30
210-5-25-10-920.000 Transfer btwn funds (capi	118,260.00	88,695.00	29,565.00	75.00%	0.00
Total Fire	545,484.00	418,217.77	127,266.23	76.67%	21,114.43
210-5-30-10 EJP Administration					
210-5-30-10-110.000 Regular Salaries	395,061.00	331,008.18	64,052.82	83.79%	29,961.72
210-5-30-10-120.000 Part Time Salaries	0.00	3,275.79	-3,275.79	100.00%	34.50
210-5-30-10-210.000 Group Insurance	162,427.00	118,516.59	43,910.41	72.97%	12,122.86
210-5-30-10-220.000 Social Security	30,453.00	25,613.98	4,839.02	84.11%	2,274.84
210-5-30-10-230.000 Retirement	33,729.00	28,505.84	5,223.16	84.51%	2,547.20
210-5-30-10-330.000 Professional Services	1,764.00	424.00	1,340.00	24.04%	214.00
210-5-30-10-442.000 Rental Vehicles/Equip	0.00	414.00	-414.00	100.00%	149.40
210-5-30-10-500.000 Training, Conf, Dues	6,068.00	1,731.20	4,336.80	28.53%	0.00
210-5-30-10-505.000 Tech. Subs, Licenses	10,825.00	12,072.31	-1,247.31	111.52%	0.00
210-5-30-10-530.000 Communications	1,980.00	1,668.53	311.47	84.27%	165.00
210-5-30-10-540.000 Advertising	3,000.00	0.00	3,000.00	0.00%	0.00
210-5-30-10-561.000 CC Processing Fees	0.00	119.20	-119.20	100.00%	0.00
210-5-30-10-610.000 General Supplies	7,200.00	3,811.90	3,388.10	52.94%	124.00
210-5-30-10-832.000 Scholarships	4,000.00	0.00	4,000.00	0.00%	0.00
210-5-30-10-850.000 Community Events & Celebr	17,500.00	10,000.00	7,500.00	57.14%	0.00
Total EJP Administration	674,007.00	537,161.52	136,845.48	79.70%	47,593.52
210-5-30-12 EJP Parks and Facilities					
210-5-30-12-110.000 Regular Salaries	139,626.00	119,551.34	20,074.66	85.62%	10,582.78
210-5-30-12-120.000 Part Time Salaries	46,574.00	48,862.96	-2,288.96	104.91%	4,453.53
210-5-30-12-130.000 Overtime	0.00	1,486.76	-1,486.76	100.00%	0.00
210-5-30-12-210.000 Group Insurance	38,170.00	25,755.76	12,414.24	67.48%	3,046.22
210-5-30-12-220.000 Social Security	14,337.00	13,354.09	982.91	93.14%	1,174.71
210-5-30-12-230.000 Retirement	14,033.00	11,769.96	2,263.04	83.87%	1,068.32
210-5-30-12-330.000 Professional Services	12,573.00	12,892.15	-319.15	102.54%	330.00
210-5-30-12-431.000 R&M Buildings & Grounds	4,532.00	5,791.35	-1,259.35	127.79%	0.00
210-5-30-12-441.000 Rental Land/Buildings	500.00	500.00	0.00	100.00%	0.00
210-5-30-12-442.000 Rental Vehicles/Equip	4,743.00	600.00	4,143.00	12.65%	0.00
210-5-30-12-500.000 Training, Conf, Dues	3,902.00	3,239.00	663.00	83.01%	0.00
210-5-30-12-530.000 Communications	1,320.00	0.00	1,320.00	0.00%	0.00
210-5-30-12-610.000 General Supplies	28,759.00	17,025.52	11,733.48	59.20%	3,715.95
210-5-30-12-626.000 Gasoline	1,500.00	2,679.44	-1,179.44	178.63%	148.05
Total EJP Parks and Facilities	310,569.00	263,508.33	47,060.67	84.85%	24,519.56
210-5-30-13 Adult Programs					
210-5-30-13-110.000 Regular Salaries	26,166.00	3,792.50	22,373.50	14.49%	947.50

Account			Budget		Pd to Date
	Budget	Actual	Balance	% of Budget	
210-5-30-13-210.000 Group Insurance	13,055.00	0.00	13,055.00	0.00%	0.00
210-5-30-13-220.000 Social Security	2,048.00	290.14	1,757.86	14.17%	72.49
210-5-30-13-230.000 Retirement	2,254.00	0.00	2,254.00	0.00%	0.00
210-5-30-13-330.000 Professional Services	20,000.00	3,195.77	16,804.23	15.98%	3,195.77
210-5-30-13-500.000 Training, Conferences, Du	2,000.00	0.00	2,000.00	0.00%	0.00
210-5-30-13-610.000 General Supplies	0.00	575.14	-575.14	100.00%	104.93
210-5-30-13-900.000 Transfer between Town/Cit	50,379.00	50,382.24	-3.24	100.01%	0.00
Total Adult Programs	115,902.00	58,235.79	57,666.21	50.25%	4,320.69
210-5-35-10 Brownell Library					
210-5-35-10-110.000 Regular Salaries	463,760.00	363,455.88	100,304.12	78.37%	33,294.15
210-5-35-10-120.000 Part Time Salaries	125,170.00	101,242.22	23,927.78	80.88%	8,697.62
210-5-35-10-190.000 Board Member Payments	0.00	900.00	-900.00	100.00%	650.00
210-5-35-10-210.000 Group Insurance	138,896.00	110,695.32	28,200.68	79.70%	10,529.48
210-5-35-10-220.000 Social Security	45,552.00	36,049.21	9,502.79	79.14%	3,197.05
210-5-35-10-230.000 Retirement	48,256.00	38,323.45	9,932.55	79.42%	3,615.18
210-5-35-10-250.000 Unemployment Insurance	0.00	172.26	-172.26	100.00%	0.00
210-5-35-10-340.000 Technical Services	2,000.00	0.00	2,000.00	0.00%	0.00
210-5-35-10-442.000 Rental Vehicles/Equip	3,000.00	3,106.05	-106.05	103.54%	807.78
210-5-35-10-500.000 Training, Conf, Dues	5,500.00	1,457.10	4,042.90	26.49%	110.00
210-5-35-10-505.000 Tech. Subs, Licenses	12,500.00	9,628.96	2,871.04	77.03%	0.00
210-5-35-10-530.000 Communications	2,640.00	2,145.00	495.00	81.25%	220.00
210-5-35-10-540.000 Advertising	700.00	0.00	700.00	0.00%	0.00
210-5-35-10-560.000 Postage	3,000.00	1,428.95	1,571.05	47.63%	208.25
210-5-35-10-610.000 General Supplies	14,000.00	6,065.68	7,934.32	43.33%	703.66
210-5-35-10-640.201 Adult Collection	50,000.00	34,329.69	15,670.31	68.66%	5,668.69
210-5-35-10-640.202 Juvenile Collection	25,000.00	19,432.48	5,567.52	77.73%	2,693.14
210-5-35-10-735.000 Tech: Equip/Hardware	8,660.00	7,987.77	672.23	92.24%	0.00
210-5-35-10-750.000 Machinery & Equipment	8,000.00	2,950.00	5,050.00	36.88%	0.00
210-5-35-10-840.201 Adult Programs	1,500.00	472.49	1,027.51	31.50%	103.30
210-5-35-10-840.202 Childrens Programs	4,500.00	4,000.25	499.75	88.89%	546.16
210-5-35-10-845.000 Employee/Volunteer Recogn	1,500.00	530.83	969.17	35.39%	216.00
210-5-35-10-890.000 Federal Grant Expenditure	0.00	410.75	-410.75	100.00%	0.00
210-5-35-10-895.000 State and Other Grant Exp	0.00	800.00	-800.00	100.00%	0.00
Total Brownell Library	964,134.00	745,584.34	218,549.66	77.33%	71,260.46
210-5-40-12 Highways					
210-5-40-12-110.000 Regular Salaries	232,291.00	175,351.69	56,939.31	75.49%	18,393.41
210-5-40-12-120.000 Part Time Salaries	21,973.00	8,500.17	13,472.83	38.68%	0.00
210-5-40-12-130.000 Overtime	26,974.00	11,712.33	15,261.67	43.42%	761.50
210-5-40-12-190.000 Board Member Payments	3,000.00	0.00	3,000.00	0.00%	0.00
210-5-40-12-210.000 Group Insurance	121,401.00	88,445.43	32,955.57	72.85%	8,850.24
210-5-40-12-220.000 Social Security	21,962.00	15,543.00	6,419.00	70.77%	1,448.35
210-5-40-12-230.000 Retirement	22,855.00	16,384.79	6,470.21	71.69%	1,858.05
210-5-40-12-250.000 Unemployment Insurance	250.00	226.35	23.65	90.54%	0.00
210-5-40-12-260.000 Workers Comp Insurance	12,600.00	12,180.44	419.56	96.67%	0.00
210-5-40-12-330.000 Professional Services	18,000.00	12,693.94	5,306.06	70.52%	2,781.25
210-5-40-12-410.000 Water and Sewer Charges	3,500.00	2,311.32	1,188.68	66.04%	0.00

Account	Budget				
	Budget	Actual	Balance	% of Budget	Pd to Date
210-5-40-12-422.000 Snow Removal	21,000.00	15,545.72	5,454.28	74.03%	6,820.00
210-5-40-12-425.000 Trash Removal	9,100.00	11,975.46	-2,875.46	131.60%	1,129.24
210-5-40-12-430.000 R&M Vehicles & Equipment	38,000.00	114,517.16	-76,517.16	301.36%	16,508.08
210-5-40-12-431.000 R&M Buildings & Grounds	10,000.00	1,846.15	8,153.85	18.46%	0.00
210-5-40-12-441.000 Rental Land/Buildings	13,000.00	9,926.26	3,073.74	76.36%	0.00
210-5-40-12-442.000 Rental Vehicles/Equip	3,000.00	3,370.94	-370.94	112.36%	476.11
210-5-40-12-451.000 Summer Construction Servi	300,000.00	365,282.92	-65,282.92	121.76%	7,626.60
210-5-40-12-500.000 Training, Conf, Dues	2,000.00	180.00	1,820.00	9.00%	0.00
210-5-40-12-520.000 Workers Comp Insurance	17,800.00	15,709.28	2,090.72	88.25%	0.00
210-5-40-12-521.000 Insurance Deductibles	1,000.00	2,110.00	-1,110.00	211.00%	0.00
210-5-40-12-530.000 Communications	4,500.00	3,696.37	803.63	82.14%	314.93
210-5-40-12-540.000 Advertising	0.00	92.04	-92.04	100.00%	0.00
210-5-40-12-571.000 Streetscape Maintenance	20,000.00	10,263.12	9,736.88	51.32%	0.00
210-5-40-12-572.000 Traffic Control	33,000.00	9,738.27	23,261.73	29.51%	0.00
210-5-40-12-573.000 Sidewalk and Curb Maint	6,000.00	0.00	6,000.00	0.00%	0.00
210-5-40-12-600.000 Salt, Sand and Gravel	145,000.00	124,530.97	20,469.03	85.88%	33,004.92
210-5-40-12-605.000 Summer Construction Suppl	45,000.00	4,740.24	40,259.76	10.53%	655.26
210-5-40-12-609.000 Safety Supplies	3,000.00	1,021.46	1,978.54	34.05%	0.00
210-5-40-12-610.000 General Supplies	35,000.00	31,063.07	3,936.93	88.75%	15,596.66
210-5-40-12-610.200 Streetlight Supplies	15,000.00	18,611.62	-3,611.62	124.08%	0.00
210-5-40-12-612.000 Uniforms	3,510.00	3,245.63	264.37	92.47%	222.00
210-5-40-12-621.000 Natural Gas/Heating	4,200.00	2,888.99	1,311.01	68.79%	415.44
210-5-40-12-622.000 Electricity	4,200.00	7,132.04	-2,932.04	169.81%	1,124.51
210-5-40-12-622.200 Streetlight Electricity	138,000.00	105,821.21	32,178.79	76.68%	11,657.09
210-5-40-12-626.000 Gasoline	42,000.00	32,163.26	9,836.74	76.58%	5,238.04
210-5-40-12-750.000 Machinery & Equipment	7,000.00	0.00	7,000.00	0.00%	0.00
210-5-40-12-810.112 Tree Advisory Committee	10,000.00	245.93	9,754.07	2.46%	239.98
210-5-40-12-890.834 Emerald Ash Borer	0.00	895.00	-895.00	100.00%	895.00
210-5-40-12-920.000 Transfer to Capital	151,440.00	113,580.00	37,860.00	75.00%	0.00
Total Highways	1,566,556.00	1,353,542.57	213,013.43	86.40%	136,016.66
210-5-40-13 Stormwater					
210-5-40-13-110.000 Regular Salaries	30,247.00	26,141.86	4,105.14	86.43%	2,415.48
210-5-40-13-120.000 Part Time Salaries	17,760.00	0.00	17,760.00	0.00%	0.00
210-5-40-13-210.000 Group Insurance	8,302.00	5,777.81	2,524.19	69.60%	597.70
210-5-40-13-220.000 Social Security	3,679.00	2,057.29	1,621.71	55.92%	183.56
210-5-40-13-230.000 Retirement	2,571.00	1,777.15	793.85	69.12%	0.00
210-5-40-13-250.000 Unemployment Insurance	25.00	19.69	5.31	78.76%	0.00
210-5-40-13-260.000 Workers Comp Insurance	2,200.00	2,512.86	-312.86	114.22%	0.00
210-5-40-13-330.000 Professional Services	20,000.00	15,858.67	4,141.33	79.29%	6,491.25
210-5-40-13-451.000 Summer Construction Servi	16,000.00	0.00	16,000.00	0.00%	0.00
210-5-40-13-500.000 Training, Conferences, Du	2,000.00	40.00	1,960.00	2.00%	40.00
210-5-40-13-510.000 Permit, License, Registra	19,000.00	18,567.51	432.49	97.72%	0.00
210-5-40-13-570.000 Other Purchased Services	5,000.00	3,912.00	1,088.00	78.24%	0.00
210-5-40-13-575.000 Storm Sewer Maintenance	25,000.00	24,794.37	205.63	99.18%	20,607.71
210-5-40-13-580.000 Travel	2,500.00	131.67	2,368.33	5.27%	0.00
210-5-40-13-830.000 Regular Programs	1,200.00	583.16	616.84	48.60%	0.00
210-5-40-13-899.000 Matching Grant Funds	12,000.00	14,040.00	-2,040.00	117.00%	0.00
Total Stormwater	167,484.00	116,214.04	51,269.96	69.39%	30,335.70

Account			Budget		Pd to Date
	Budget	Actual	Balance	% of Budget	
210-5-41 Buildings					
210-5-41-20 2 Lincoln Street					
210-5-41-20-400.000 Contracted Services	3,000.00	1,486.36	1,513.64	49.55%	0.00
210-5-41-20-410.000 Water and Sewer Charges	1,500.00	554.86	945.14	36.99%	0.00
210-5-41-20-420.000 Cleaning Services	22,000.00	12,549.13	9,450.87	57.04%	1,572.72
210-5-41-20-425.000 Trash Removal	3,600.00	2,707.63	892.37	75.21%	0.00
210-5-41-20-431.000 R&M Buildings & Grounds	20,000.00	2,865.15	17,134.85	14.33%	408.68
210-5-41-20-450.000 Construction Services	2,824,513.71	0.00	2,824,513.71	0.00%	0.00
210-5-41-20-530.000 Communications	8,968.00	10,218.69	-1,250.69	113.95%	1,529.23
210-5-41-20-610.000 General Supplies	5,000.00	390.37	4,609.63	7.81%	40.97
210-5-41-20-621.000 Natrual Gas/Heating	6,500.00	4,515.22	1,984.78	69.46%	1,009.53
210-5-41-20-622.000 Electricity	11,000.00	5,740.84	5,259.16	52.19%	770.82
210-5-41-20-755.000 Furniture and Fixtures	7,000.00	20.00	6,980.00	0.29%	20.00
Total 2 Lincoln Street	2,913,081.71	41,048.25	2,872,033.46	1.41%	5,351.95
210-5-41-21 Brownell Library					
210-5-41-21-400.000 Contracted Services	4,750.00	6,206.22	-1,456.22	130.66%	65.78
210-5-41-21-410.000 Water and Sewer Charges	700.00	407.12	292.88	58.16%	0.00
210-5-41-21-420.000 Cleaning Services	30,000.00	18,716.14	11,283.86	62.39%	2,359.09
210-5-41-21-431.000 R&M Buildings & Grounds	25,175.00	14,183.93	10,991.07	56.34%	185.96
210-5-41-21-530.000 Communications	4,090.00	3,003.76	1,086.24	73.44%	335.35
210-5-41-21-621.000 Natrual Gas/Heating	7,200.00	5,538.52	1,661.48	76.92%	733.26
210-5-41-21-622.000 Electricity	14,750.00	11,208.61	3,541.39	75.99%	1,166.29
Total Brownell Library	86,665.00	59,264.30	27,400.70	68.38%	4,845.73
210-5-41-22 Fire Station					
210-5-41-22-400.000 Contracted Services	600.00	736.27	-136.27	122.71%	0.00
210-5-41-22-410.000 Water and Sewer Charges	500.00	354.20	145.80	70.84%	0.00
210-5-41-22-420.000 Cleaning Services	500.00	0.00	500.00	0.00%	0.00
210-5-41-22-431.000 R&M Buildings & Grounds	8,000.00	6,756.11	1,243.89	84.45%	0.00
210-5-41-22-530.000 Communications	2,400.00	4,880.29	-2,480.29	203.35%	0.00
210-5-41-22-610.000 General Supplies	1,100.00	1,464.62	-364.62	133.15%	0.00
210-5-41-22-621.000 Natrual Gas/Heating	4,000.00	2,984.04	1,015.96	74.60%	0.00
210-5-41-22-622.000 Electricity	7,000.00	5,740.81	1,259.19	82.01%	770.83
Total Fire Station	24,100.00	22,916.34	1,183.66	95.09%	770.83
210-5-41-23 Park Street School					
210-5-41-23-400.000 Contracted Services	1,000.00	1,083.00	-83.00	108.30%	0.00
210-5-41-23-410.000 Water and Sewer Charges	1,500.00	814.80	685.20	54.32%	0.00
210-5-41-23-420.000 Cleaning Services	32,500.00	14,617.85	17,882.15	44.98%	2,290.50
210-5-41-23-431.000 R&M Buildings & Grounds	15,000.00	14,778.17	221.83	98.52%	0.00
210-5-41-23-530.000 Communications	3,100.00	2,722.27	377.73	87.82%	307.60
210-5-41-23-621.000 Natrual Gas/Heating	3,500.00	1,255.07	2,244.93	35.86%	308.47
210-5-41-23-622.000 Electricity	5,900.00	2,955.91	2,944.09	50.10%	183.19
Total Park Street School	62,500.00	38,227.07	24,272.93	61.16%	3,089.76

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
210-5-41-26 Maple St. Park and Pool					
210-5-41-26-400.000 Contracted Services	1,000.00	2,504.04	-1,504.04	250.40%	0.00
210-5-41-26-410.000 Water and Sewer Charges	7,800.00	5,886.62	1,913.38	75.47%	0.00
210-5-41-26-420.000 Cleaning Services	32,500.00	19,744.36	12,755.64	60.75%	2,290.55
210-5-41-26-425.000 Trash Removal	4,716.00	2,958.77	1,757.23	62.74%	440.15
210-5-41-26-431.000 R&M Buildings & Grounds	30,000.00	340.17	29,659.83	1.13%	0.00
210-5-41-26-530.000 Communications	8,900.00	8,157.11	742.89	91.65%	843.88
210-5-41-26-621.000 Natrual Gas/Heating	6,500.00	4,813.83	1,686.17	74.06%	615.98
210-5-41-26-622.000 Electricity	37,500.00	24,674.98	12,825.02	65.80%	374.37
Total Maple St. Park and Pool	128,916.00	69,079.88	59,836.12	53.59%	4,564.93
Total Buildings	3,215,262.71	230,535.84	2,984,726.87	7.17%	18,623.20
210-5-90-00 Transfers and Misc.					
210-5-90-00-640.201 Adult Collection replacem	0.00	463.35	-463.35	100.00%	25.40
210-5-90-00-640.202 Juvenile Collection repl	0.00	258.33	-258.33	100.00%	0.00
210-5-90-00-910.000 Transfer btwn Funds	0.00	2,824,513.71	-2,824,513.71	100.00%	0.00
210-5-90-00-920.000 Transfer btwn funds (capi	694,356.00	460,962.75	233,393.25	66.39%	0.00
210-5-90-00-922.000 Contribution to FB/Reserv	5,000.00	3,750.00	1,250.00	75.00%	0.00
210-5-90-00-991.000 Library Donation Expense	0.00	4,352.14	-4,352.14	100.00%	331.45
Total Transfers and Misc.	699,356.00	3,294,300.28	-2,594,944.28	471.05%	356.85
210-5-95-00 Debt Service					
210-5-95-00-900.000 Transfer Between Town/Cit	203,203.00	152,402.22	50,800.78	75.00%	50,800.74
210-5-95-00-950.903 Capital Imp Principal	135,135.00	135,300.00	-165.00	100.12%	0.00
210-5-95-00-955.903 Capital Imp Interest	64,190.00	56,412.56	7,777.44	87.88%	27,156.69
Total Debt Service	402,528.00	344,114.78	58,413.22	85.49%	77,957.43
Total Expenditures	14,245,684.71	11,678,411.21	2,567,273.50	81.98%	1,279,997.72
Total GENERAL FUND	0.00	2,442,178.23	-2,442,178.23	-100.00%	-1,216,897.88

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
220-4-00-00-010.000 Property Taxes	112,000.00	113,342.86	-1,342.86	101.20%	0.00
220-4-00-00-060.000 Interest Income	0.00	14,149.53	-14,149.53	100.00%	0.00
Total Revenues	112,000.00	127,492.39	-15,492.39	113.83%	0.00
220-5-00-00-720.002 1 Main; Road Res-Q	0.00	4,522.50	-4,522.50	100.00%	0.00
Total Expenditures	0.00	4,522.50	-4,522.50	100.00%	0.00
Total ECONOMIC DEVELOPMENT FUND	112,000.00	122,969.89	-234,969.89	109.79%	0.00

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
----- 221-4-00-00-060.000 Interest Income	0.00	65.51	-65.51	100.00%	0.00
Total Revenues	0.00	65.51	-65.51	100.00%	0.00
Total Expenditures	0.00	0.00	0.00	0.00%	0.00
Total MEMORIAL PARK FUND	0.00	65.51	-65.51	-100.00%	0.00
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Account			Budget		Pd to Date
	Budget	Actual	Balance	% of Budget	
223-4-00-00-060.000 Interest Income	0.00	50,077.81	-50,077.81	100.00%	0.00
223-4-90-00-040.000 Federal Grant: ARPA	0.00	2,807,831.12	-2,807,831.12	100.00%	0.00
Total Revenues	0.00	2,857,908.93	-2,857,908.93	100.00%	0.00
223-5-23-10-910.000 Transfer btwn funds (non-	0.00	2,897,866.43	-2,897,866.43	100.00%	0.00
Total Expenditures	0.00	2,897,866.43	-2,897,866.43	100.00%	0.00
Total ARPA FUNDS	0.00	-39,957.50	39,957.50	-100.00%	0.00

Account			Budget		Pd to Date
	Budget	Actual	Balance	% of Budget	
224-4-00-00-015.000 LOT Revenue	745,000.00	508,335.25	236,664.75	68.23%	0.00
224-4-00-00-060.000 Interest Income	0.00	14,069.99	-14,069.99	100.00%	0.00
Total Revenues	745,000.00	522,405.24	222,594.76	70.12%	0.00
224-5-00-00-330.000 Professional Services	70,000.00	21,250.00	48,750.00	30.36%	0.00
224-5-00-00-570.000 Other Purchased Services	14,375.00	0.00	14,375.00	0.00%	0.00
224-5-00-00-899.000 Matching Grant Funds	28,000.00	0.00	28,000.00	0.00%	0.00
224-5-00-00-910.000 Transfer btwn Funds (non-	60,158.00	140,000.00	-79,842.00	232.72%	0.00
224-5-00-00-920.000 Transfer to Capital	79,739.00	59,804.25	19,934.75	75.00%	0.00
Total Expenditures	252,272.00	221,054.25	31,217.75	87.63%	0.00
Total LOCAL OPTION TAX	492,728.00	301,350.99	-794,078.99	61.16%	0.00

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
230-4-00-00 Revenue					
230-4-00-00-055.000 Contributions/Assessments	15,606.00	0.00	15,606.00	0.00%	0.00
230-4-00-00-060.000 Interest Income	0.00	3,433.25	-3,433.25	100.00%	0.00
230-4-00-00-091.000 Transfer btwn Funds	0.00	2,824,513.71	-2,824,513.71	100.00%	0.00
230-4-00-00-092.000 Transfer to Capital	611,324.00	398,688.75	212,635.25	65.22%	0.00
Total Revenue	626,930.00	3,226,635.71	-2,599,705.71	514.67%	0.00
230-4-16-10-040.824 Cres. Connector					
230-4-16-10-040.824 Cres. Connector	0.00	1,919,615.07	-1,919,615.07	100.00%	159,451.46
230-4-16-10-040.825 Pearl St Missing Link	0.00	23,677.41	-23,677.41	100.00%	0.00
230-4-40-13-041.830 BC2058 Brickyard Culvert	0.00	110,430.00	-110,430.00	100.00%	0.00
Total Revenues	626,930.00	5,280,358.19	-4,653,428.19	842.26%	159,451.46
230-5-16-10-890.824 Cres. Connector					
230-5-16-10-890.824 Cres. Connector	0.00	2,724,827.04	-2,724,827.04	100.00%	723,746.05
230-5-40-10-720.002 Iroquois Ave Road and Wat	111,976.00	0.00	111,976.00	0.00%	0.00
230-5-40-13-722.001 Hiawatha Infiltration Sys	50,000.00	0.00	50,000.00	0.00%	0.00
230-5-40-13-895.830 BC2058 Brickyard Culvert	0.00	851,900.15	-851,900.15	100.00%	0.00
230-5-41-10-730.000 Facilities Assessment	20,000.00	0.00	20,000.00	0.00%	0.00
230-5-41-25-730.000 Public Works Facility	20,000.00	0.00	20,000.00	0.00%	0.00
Total Expenditures	201,976.00	3,576,727.19	-3,374,751.19	1,770.87%	723,746.05
Total GEN FUND CAP RESERVE	424,954.00	1,703,631.00	-2,128,585.00	400.90%	-564,294.59

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
231-4-00-00-020.024 Vac Truck Rental	0.00	695.52	-695.52	100.00%	0.00
231-4-00-00-060.000 Interest Income	0.00	22,229.16	-22,229.16	100.00%	0.00
231-4-00-00-092.000 Transfer to Capital	269,700.00	202,275.00	67,425.00	75.00%	0.00
Total Revenues	269,700.00	225,199.68	44,500.32	83.50%	0.00
231-5-40-12-750.005 Landscape Trailer	15,000.00	12,152.75	2,847.25	81.02%	0.00
231-5-40-12-751.007 4Wd Pickup Trk #4	52,021.00	44,097.84	7,923.16	84.77%	43,097.84
231-5-40-12-751.008 Dump Truck #7	248,399.00	0.00	248,399.00	0.00%	0.00
Total Expenditures	315,420.00	56,250.59	259,169.41	17.83%	43,097.84
Total ROLLING STOCK FUND	-45,720.00	168,949.09	-123,229.09	-369.53%	-43,097.84

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
232-4-00-00-060.000 Interest Income	0.00	5,421.23	-5,421.23	100.00%	0.00
232-4-00-00-091.832 Transfer btwn funds (non-	0.00	73,352.72	-73,352.72	100.00%	0.00
232-4-00-00-092.000 Transfer to Capital	50,000.00	37,500.00	12,500.00	75.00%	0.00
232-4-00-00-098.000 Misc Revenue	0.00	27,619.31	-27,619.31	100.00%	0.00
Total Revenues	50,000.00	143,893.26	-93,893.26	287.79%	0.00
232-5-41-20-890.832 2 Lincoln Street Renovati	0.00	96,141.25	-96,141.25	100.00%	3,932.78
232-5-41-21-730.001 Roof	300,000.00	2,917.08	297,082.92	0.97%	1,824.00
Total Expenditures	300,000.00	99,058.33	200,941.67	33.02%	5,756.78
Total BUILDING MAINT FUND	-250,000.00	44,834.93	205,165.07	-17.93%	-5,756.78

Account			Budget		Pd to Date
	Budget	Actual	Balance	% of Budget	
233-4-00-00-060.000 Interest Income	0.00	-1,469.43	1,469.43	100.00%	0.00
233-4-00-00-092.000 Transfer to Capital	112,771.00	84,578.25	28,192.75	75.00%	0.00
Total Revenues	112,771.00	83,108.82	29,662.18	73.70%	0.00
233-5-00-00-721.001 Pedestrian Paths	15,626.00	0.00	15,626.00	0.00%	0.00
233-5-00-00-730.001 Lighting and Technology	10,800.00	18,278.19	-7,478.19	169.24%	0.00
233-5-00-00-740.001 Landscaping	12,000.00	5,504.86	6,495.14	45.87%	0.00
233-5-00-00-740.002 Resurfacing	2,350.00	0.00	2,350.00	0.00%	0.00
233-5-00-00-740.005 Park Amenitites	39,374.00	-72,258.97	111,632.97	-183.52%	0.00
233-5-00-00-740.006 Pool Improvements	22,121.00	16,355.88	5,765.12	73.94%	0.00
233-5-00-00-750.001 Maintenance Equipment	10,500.00	-1,500.00	12,000.00	-14.29%	0.00
Total Expenditures	112,771.00	-33,620.04	146,391.04	-29.81%	0.00
Total EJRP CAP RESERVE	0.00	116,728.86	-116,728.86	-100.00%	0.00

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
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Total Revenues	0.00	0.00	0.00	0.00%	0.00
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Total LAND ACQUISITION FUND	0.00	0.00	0.00	0.00%	0.00
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WATER FUND

Account			Budget		Pd to Date
	Budget	Actual	Balance	% of Budget	
254-4-54-20 Water Revenues					
254-4-54-20-021.000 Water User Fees	1,550,730.00	1,083,169.05	467,560.95	69.85%	390.00
254-4-54-20-021.001 Water Large User Fees	139,263.00	127,329.72	11,933.28	91.43%	14,359.66
254-4-54-20-024.000 Utility Connection Fees	7,000.00	5,300.00	1,700.00	75.71%	4,200.00
254-4-54-20-060.000 Interest Income	800.00	-8,461.77	9,261.77	-1,057.72%	0.00
254-4-54-20-085.000 Penalties	5,000.00	8,005.58	-3,005.58	160.11%	2,993.25
254-4-54-20-098.000 Misc Revenue	150.00	278.06	-128.06	185.37%	0.00
Total Water Revenues	1,702,943.00	1,215,620.64	487,322.36	71.38%	21,942.91
254-4-54-70 Nonoperating Revenues					
254-4-54-70-021.400 Water Passthrough - Globa	0.00	2,568,529.03	-2,568,529.03	100.00%	285,244.39
254-4-54-70-092.000 Transfer to Capital	460,000.00	345,000.00	115,000.00	75.00%	0.00
Total Nonoperating Revenues	460,000.00	2,913,529.03	-2,453,529.03	633.38%	285,244.39
Total Revenues	2,162,943.00	4,129,149.67	-1,966,206.67	190.90%	307,187.30
254-5-54-20 Operating Expenses					
254-5-54-20-110.000 Regular Salaries	143,158.00	110,484.14	32,673.86	77.18%	9,030.03
254-5-54-20-120.000 Part Time Salaries	0.00	2,073.58	-2,073.58	100.00%	0.00
254-5-54-20-130.000 Overtime	19,970.00	6,676.73	13,293.27	33.43%	788.74
254-5-54-20-210.000 Group Insurance	84,631.00	59,777.76	24,853.24	70.63%	6,045.31
254-5-54-20-220.000 Social Security	12,717.00	9,000.78	3,716.22	70.78%	740.53
254-5-54-20-230.000 Retirement	14,778.00	9,710.05	5,067.95	65.71%	697.32
254-5-54-20-250.000 Unemployment Insurance	135.00	103.69	31.31	76.81%	0.00
254-5-54-20-260.000 Workers Comp Insurance	7,200.00	7,546.76	-346.76	104.82%	0.00
254-5-54-20-330.000 Professional Services	1,000.00	440.00	560.00	44.00%	0.00
254-5-54-20-335.000 Audit	4,806.00	5,698.13	-892.13	118.56%	0.00
254-5-54-20-410.000 Water and Sewer Charges	200.00	101.68	98.32	50.84%	0.00
254-5-54-20-411.000 CWD Water Purchase	631,689.00	489,650.69	142,038.31	77.51%	56,654.53
254-5-54-20-430.000 R&M Vehicles & Equipment	4,000.00	5,319.27	-1,319.27	132.98%	786.69
254-5-54-20-433.000 R&M Infrastructure	20,000.00	0.00	20,000.00	0.00%	0.00
254-5-54-20-441.000 Rental Land/Buildings	150.00	0.00	150.00	0.00%	0.00
254-5-54-20-491.000 Administrative Fees	184,005.00	138,003.75	46,001.25	75.00%	0.00
254-5-54-20-500.000 Training, Conf, Dues	3,000.00	560.00	2,440.00	18.67%	0.00
254-5-54-20-505.000 Tech. Subs, Licenses	1,000.00	3,512.13	-2,512.13	351.21%	0.00
254-5-54-20-520.000 Workers Comp Insurance	6,300.00	2,348.29	3,951.71	37.27%	0.00
254-5-54-20-521.000 Insurance Deductibles	1,000.00	0.00	1,000.00	0.00%	0.00
254-5-54-20-530.000 Communications	2,500.00	1,778.78	721.22	71.15%	181.04
254-5-54-20-550.000 Printing and Binding	2,500.00	0.00	2,500.00	0.00%	0.00
254-5-54-20-560.000 Postage	3,500.00	1,973.18	1,526.82	56.38%	0.00
254-5-54-20-609.000 Safety Supplies	3,000.00	0.00	3,000.00	0.00%	0.00
254-5-54-20-610.000 General Supplies	7,000.00	5,180.48	1,819.52	74.01%	182.29
254-5-54-20-612.000 Uniforms	1,755.00	1,608.96	146.04	91.68%	0.00
254-5-54-20-614.000 Meters and Parts	6,000.00	1,923.19	4,076.81	32.05%	13.24
254-5-54-20-621.000 Natural Gas/Heating	3,000.00	2,327.14	672.86	77.57%	360.84
254-5-54-20-622.000 Electricity	1,400.00	709.32	690.68	50.67%	94.75
254-5-54-20-626.000 Gasoline	3,000.00	1,601.90	1,398.10	53.40%	116.42

WATER FUND

Account			Budget		Pd to Date
	Budget	Actual	Balance	% of Budget	
254-5-54-20-735.000 Tech: Equip/Hardware	2,700.00	0.00	2,700.00	0.00%	0.00
254-5-54-20-750.000 Machinery & Equipment	7,000.00	0.00	7,000.00	0.00%	0.00
254-5-54-20-920.000 Transfer btwn funds (capi	460,000.00	345,000.00	115,000.00	75.00%	0.00
254-5-54-20-955.000 Interest on Long Term Deb	59,850.00	0.00	59,850.00	0.00%	0.00
Total Operating Expenses	1,702,944.00	1,213,110.38	489,833.62	71.24%	75,691.73
254-5-54-70 NonOperating Expenses					
254-5-54-70-411.400 CWD Water Purchase - Glob	0.00	2,290,581.76	-2,290,581.76	100.00%	285,244.39
254-5-54-70-723.004 Main St Water Line	0.00	2,011,640.94	-2,011,640.94	100.00%	115,940.30
254-5-54-70-723.005 Iriquois Ave Water Line	412,398.00	0.00	412,398.00	0.00%	0.00
254-5-54-70-723.006 Service Line Inventoy	0.00	107,679.41	-107,679.41	100.00%	26,715.68
254-5-54-70-750.001 Meter Replacement Program	0.00	27,499.35	-27,499.35	100.00%	409.59
254-5-54-70-955.000 Bond Interest Expense	0.00	130,087.37	-130,087.37	100.00%	63,815.70
Total NonOperating Expenses	412,398.00	4,567,488.83	-4,155,090.83	1,107.54%	492,125.66
Total Expenditures	2,115,342.00	5,780,599.21	-3,665,257.21	273.27%	567,817.39
Total WATER FUND	47,601.00	-1,651,449.54	1,603,848.54	-3,469.36%	-260,630.09

Account			Budget		Pd to Date
	Budget	Actual	Balance	% of Budget	
255-4-55-30 Operating Revenue					
255-4-55-30-022.000 Sewer User Fees	964,646.00	684,831.31	279,814.69	70.99%	0.00
255-4-55-30-022.001 City: Septage Discharg	50,000.00	120,678.00	-70,678.00	241.36%	13,017.75
255-4-55-30-022.002 City: Leachate Revenue	500.00	2,967.23	-2,467.23	593.45%	200.26
255-4-55-30-025.001 Tri-Town: WWTF Charge - E	746,504.00	746,504.00	0.00	100.00%	186,626.00
255-4-55-30-025.002 Tri-Town: WWTF Charge - W	1,095,511.00	1,095,511.00	0.00	100.00%	273,877.75
255-4-55-30-025.003 Tri-Town: Septage	20,000.00	0.00	20,000.00	0.00%	0.00
255-4-55-30-025.004 Tri-Town: Leachate	100.00	0.00	100.00	0.00%	0.00
255-4-55-30-025.005 Tri-Town: Pump Station In	36,000.00	27,000.00	9,000.00	75.00%	0.00
255-4-55-30-060.000 Interest Income	0.00	38,384.93	-38,384.93	100.00%	0.00
255-4-55-30-085.000 Penalties	3,500.00	5,326.59	-1,826.59	152.19%	1,972.51
255-4-55-30-098.000 Misc Revenue	0.00	21,686.00	-21,686.00	100.00%	2,100.00
Total Operating Revenue	2,916,761.00	2,742,889.06	173,871.94	94.04%	477,794.27
255-4-55-70 Nonoperating Revenues					
255-4-55-70-042.008 Essex Debt Payment	0.00	293,697.74	-293,697.74	100.00%	5,793.05
255-4-55-70-042.009 Williston Debt Payment	0.00	293,697.74	-293,697.74	100.00%	5,793.05
255-4-55-70-092.000 Transfer to Capital	440,000.00	330,000.00	110,000.00	75.00%	0.00
Total Nonoperating Revenues	440,000.00	917,395.48	-477,395.48	208.50%	11,586.10
Total Revenues	3,356,761.00	3,660,284.54	-303,523.54	109.04%	489,380.37
255-5-55-30 Operating Expenses					
255-5-55-30-110.000 Regular Salaries	493,131.00	365,881.08	127,249.92	74.20%	29,532.08
255-5-55-30-120.000 Part Time Salaries	0.00	17,019.43	-17,019.43	100.00%	1,872.94
255-5-55-30-130.000 Overtime	44,955.00	40,582.30	4,372.70	90.27%	3,745.53
255-5-55-30-210.000 Group Insurance	162,045.00	75,860.40	86,184.60	46.81%	8,715.05
255-5-55-30-220.000 Social Security	42,912.00	33,334.62	9,577.38	77.68%	2,767.00
255-5-55-30-230.000 Retirement	46,817.00	35,193.34	11,623.66	75.17%	3,133.53
255-5-55-30-250.000 Unemployment Insurance	527.00	385.87	141.13	73.22%	0.00
255-5-55-30-260.000 Workers Comp Insurance	25,400.00	21,719.74	3,680.26	85.51%	0.00
255-5-55-30-320.000 Legal Services	3,000.00	517.50	2,482.50	17.25%	0.00
255-5-55-30-330.000 Professional Services	12,000.00	22,862.35	-10,862.35	190.52%	6,856.41
255-5-55-30-335.000 Audit	4,553.00	5,400.94	-847.94	118.62%	0.00
255-5-55-30-340.000 Technical Services	40,000.00	3,796.09	36,203.91	9.49%	130.00
255-5-55-30-340.001 Lab Testing	0.00	10,066.05	-10,066.05	100.00%	2,680.00
255-5-55-30-410.000 Water and Sewer Charges	4,000.00	2,244.27	1,755.73	56.11%	0.00
255-5-55-30-421.000 Grit Disposal	16,500.00	10,990.49	5,509.51	66.61%	1,260.81
255-5-55-30-430.000 R&M Vehicles & Equipment	4,000.00	1,715.12	2,284.88	42.88%	0.00
255-5-55-30-431.000 R&M Buildings	3,000.00	3,216.93	-216.93	107.23%	0.00
255-5-55-30-442.000 Rental Vehicles/Equip	1,500.00	1,895.17	-395.17	126.34%	289.35
255-5-55-30-491.000 Administrative Fees	106,003.00	79,502.25	26,500.75	75.00%	0.00
255-5-55-30-500.000 Training, Conf, Dues	8,500.00	8,775.29	-275.29	103.24%	735.70
255-5-55-30-505.000 Tech. Subs, Licenses	3,000.00	5,646.60	-2,646.60	188.22%	427.00
255-5-55-30-510.000 Permits, Licenses, Reg	11,000.00	710.00	10,290.00	6.45%	0.00
255-5-55-30-520.000 Workers Comp Insurance	39,800.00	41,789.57	-1,989.57	105.00%	0.00

WASTEWATER FUND

Account			Budget		Pd to Date
	Budget	Actual	Balance	% of Budget	
255-5-55-30-530.000 Communications	12,675.00	13,368.30	-693.30	105.47%	1,302.07
255-5-55-30-567.000 Biosolids Land Applicatio	190,000.00	103,280.00	86,720.00	54.36%	680.00
255-5-55-30-568.000 Biosolids Subcontractor	255,000.00	171,496.08	83,503.92	67.25%	17,485.70
255-5-55-30-570.000 Other Purchased Services	195,000.00	151,027.07	43,972.93	77.45%	6,044.93
255-5-55-30-609.000 Safety Supplies	3,000.00	2,652.28	347.72	88.41%	-1,099.98
255-5-55-30-610.000 General Supplies	12,000.00	7,962.58	4,037.42	66.35%	1,260.73
255-5-55-30-612.000 Uniforms	7,898.00	2,239.11	5,658.89	28.35%	0.00
255-5-55-30-618.000 Laboratory Supplies	22,000.00	16,241.89	5,758.11	73.83%	464.84
255-5-55-30-619.000 Chemicals	500,000.00	409,715.63	90,284.37	81.94%	31,170.05
255-5-55-30-621.000 Natural Gas/Heating	25,650.00	14,082.29	11,567.71	54.90%	2,199.42
255-5-55-30-622.000 Electricity	170,000.00	137,111.53	32,888.47	80.65%	20,550.27
255-5-55-30-626.000 Gasoline	4,500.00	1,991.81	2,508.19	44.26%	58.97
255-5-55-30-735.000 Tech Hardware, Software,	6,396.00	0.00	6,396.00	0.00%	0.00
255-5-55-30-910.000 Transfer btwn funds (non-	0.00	750.00	-750.00	100.00%	0.00
255-5-55-30-920.000 Transfer btwn funds (capi	440,000.00	330,000.00	110,000.00	75.00%	0.00
Total Operating Expenses	2,916,762.00	2,151,023.97	765,738.03	73.75%	142,262.40
255-5-55-70 Nonoperating Expenses					
255-5-55-70-722.008 Vt Phos Challenge PePhlo	50,000.00	0.00	50,000.00	0.00%	0.00
255-5-55-70-722.013 Cogen	0.00	54,153.45	-54,153.45	100.00%	0.00
255-5-55-70-722.014 Digester Maintenance	42,500.00	0.00	42,500.00	0.00%	0.00
255-5-55-70-722.015 Automatic Samplers	27,000.00	26,467.22	532.78	98.03%	0.00
255-5-55-70-722.016 Submersible Pumps	25,000.00	26,993.63	-1,993.63	107.97%	0.00
255-5-55-70-722.017 O2 Reduction Controller R	14,000.00	14,000.00	0.00	100.00%	0.00
255-5-55-70-730.001 Energy Conservation	0.00	435.00	-435.00	100.00%	0.00
255-5-55-70-730.003 10 Year Engineer Evaluati	50,000.00	16,730.00	33,270.00	33.46%	2,390.00
255-5-55-70-751.003 Service Truck w/Crane	60,000.00	0.00	60,000.00	0.00%	0.00
255-5-55-70-955.001 ARRA Loan-AR1-004 Admin	0.00	459.72	-459.72	100.00%	0.00
255-5-55-70-955.002 RZEDB Interest	0.00	35,642.63	-35,642.63	100.00%	17,379.15
255-5-55-70-955.003 CWSRF RF1-148 Admin Fee	0.00	179,406.57	-179,406.57	100.00%	0.00
Total Nonoperating Expenses	268,500.00	354,288.22	-85,788.22	131.95%	19,769.15
Total Expenditures	3,185,262.00	2,505,312.19	679,949.81	78.65%	162,031.55
Total WASTEWATER FUND	171,499.00	1,154,972.35	-1,326,471.35	673.46%	327,348.82

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
256-4-56-40 Operating Revenues					
256-4-56-40-023.000 Sanitation User Fees	778,137.00	561,336.05	216,800.95	72.14%	0.00
256-4-56-40-023.001 Essex Pump Station Fees	33,125.00	25,829.48	7,295.52	77.98%	7,621.90
256-4-56-40-023.002 Two party agreement	15,000.00	0.00	15,000.00	0.00%	0.00
256-4-56-40-024.000 Utility Connection Fees	30,000.00	130,039.60	-100,039.60	433.47%	118,509.90
256-4-56-40-026.000 Allocation Fees	0.00	8,960.00	-8,960.00	100.00%	1,792.00
256-4-56-40-060.000 Interest Income	5,000.00	32,183.64	-27,183.64	643.67%	0.00
256-4-56-40-085.000 Penalties	3,000.00	4,305.14	-1,305.14	143.50%	1,623.02
256-4-56-40-098.000 Misc Revenue	500.00	876.54	-376.54	175.31%	0.00
Total Operating Revenues	864,762.00	763,530.45	101,231.55	88.29%	129,546.82
256-4-56-70 Nonoperating Revenues					
256-4-56-70-042.007 WWTF Capacity Sale	0.00	141,300.00	-141,300.00	100.00%	0.00
256-4-56-70-092.000 Transfer to Capital	95,000.00	71,250.00	23,750.00	75.00%	0.00
Total Nonoperating Revenues	95,000.00	212,550.00	-117,550.00	223.74%	0.00
Total Revenues	959,762.00	976,080.45	-16,318.45	101.70%	129,546.82
256-5-56-40 Operating Expenses					
256-5-56-40-110.000 Regular Salaries	126,885.00	100,837.76	26,047.24	79.47%	8,562.39
256-5-56-40-120.000 Part Time Salaries	0.00	2,073.58	-2,073.58	100.00%	0.00
256-5-56-40-130.000 Overtime	19,369.00	11,763.66	7,605.34	60.73%	703.28
256-5-56-40-210.000 Group Insurance	40,894.00	29,256.17	11,637.83	71.54%	3,052.24
256-5-56-40-220.000 Social Security	11,792.00	8,804.95	2,987.05	74.67%	754.67
256-5-56-40-230.000 Retirement	13,798.00	9,568.03	4,229.97	69.34%	800.30
256-5-56-40-250.000 Unemployment Insurance	135.00	86.88	48.12	64.36%	0.00
256-5-56-40-260.000 Workers Comp Insurance	6,100.00	6,905.90	-805.90	113.21%	0.00
256-5-56-40-330.000 Professional Services	4,000.00	4,115.50	-115.50	102.89%	2,190.50
256-5-56-40-335.000 Audit	2,529.00	3,000.90	-471.90	118.66%	0.00
256-5-56-40-340.000 Technical Services	9,000.00	5,600.00	3,400.00	62.22%	560.00
256-5-56-40-410.000 Water and Sewer Charges	500.00	266.00	234.00	53.20%	0.00
256-5-56-40-430.000 R&M Vehicles & Equipment	2,000.00	0.00	2,000.00	0.00%	0.00
256-5-56-40-431.000 R&M Buildings & Grounds	6,000.00	2,579.19	3,420.81	42.99%	0.00
256-5-56-40-433.000 R&M Infrastructure	16,000.00	44,220.47	-28,220.47	276.38%	33,133.40
256-5-56-40-434.001 Susie Wilson PS Costs	14,000.00	9,739.01	4,260.99	69.56%	869.81
256-5-56-40-434.002 West Street PS Costs	15,000.00	13,117.01	1,882.99	87.45%	1,068.47
256-5-56-40-441.000 Rental Land/Buildings	1,800.00	1,937.65	-137.65	107.65%	0.00
256-5-56-40-491.000 Administrative Fees	220,005.00	165,003.75	55,001.25	75.00%	0.00
256-5-56-40-500.000 Training, Conf, Dues	4,500.00	0.00	4,500.00	0.00%	0.00
256-5-56-40-505.000 Tech. Subs, Licenses	750.00	4,314.10	-3,564.10	575.21%	0.00
256-5-56-40-520.000 Workers Comp Insurance	5,700.00	2,008.20	3,691.80	35.23%	0.00
256-5-56-40-521.000 Insurance Deductibles	1,000.00	1,000.00	0.00	100.00%	0.00
256-5-56-40-550.000 Printing and Binding	1,500.00	0.00	1,500.00	0.00%	0.00
256-5-56-40-560.000 Postage	5,750.00	4,006.14	1,743.86	69.67%	0.00
256-5-56-40-609.000 Safety Supplies	3,000.00	0.00	3,000.00	0.00%	0.00
256-5-56-40-610.000 General Supplies	1,000.00	537.69	462.31	53.77%	206.79

Account			Budget		Pd to Date
	Budget	Actual	Balance	% of Budget	
256-5-56-40-612.000 Uniforms	1,755.00	510.00	1,245.00	29.06%	0.00
256-5-56-40-621.000 Natural Gas/Heating	2,000.00	1,027.18	972.82	51.36%	138.29
256-5-56-40-622.000 Electricity	13,000.00	10,489.40	2,510.60	80.69%	1,720.04
256-5-56-40-626.000 Gasoline	4,500.00	4,071.74	428.26	90.48%	442.07
256-5-56-40-735.000 Tech: Equip/Hardware	3,000.00	0.00	3,000.00	0.00%	0.00
256-5-56-40-750.000 Machinery & Equipment	5,000.00	0.00	5,000.00	0.00%	0.00
256-5-56-40-920.000 Transfer btwn funds (capi	95,000.00	71,250.00	23,750.00	75.00%	0.00
Total Operating Expenses	657,262.00	518,090.86	139,171.14	78.83%	54,202.25
256-5-56-70 Nonoperating Expenses					
256-5-56-70-722.001 Manhole Rehab	40,000.00	0.00	40,000.00	0.00%	0.00
256-5-56-70-722.006 Collection Sys Capacity S	28,300.00	9,705.21	18,594.79	34.29%	2,046.00
256-5-56-70-722.007 HS PS Gas Detection Syste	15,325.00	7,080.00	8,245.00	46.20%	0.00
256-5-56-70-750.001 Meter Replacement Program	0.00	23,212.45	-23,212.45	100.00%	294.18
256-5-56-70-955.001 ARRA Loan-AR1-004 Admin	0.00	2,080.18	-2,080.18	100.00%	0.00
256-5-56-70-955.002 RF1-157 PS upgrade	0.00	13,137.77	-13,137.77	100.00%	13,137.77
Total Nonoperating Expenses	83,625.00	55,215.61	28,409.39	66.03%	15,477.95
Total Expenditures	740,887.00	573,306.47	167,580.53	77.38%	69,680.20
Total SANITATION FUND	218,875.00	402,773.98	-621,648.98	184.02%	59,866.62

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
257-4-57-50-060.000 Interest Income	0.00	299.80	-299.80	100.00%	0.00
Total Revenues	0.00	299.80	-299.80	100.00%	0.00
257-5-57-50-330.000 Professional Services	0.00	14,215.00	-14,215.00	100.00%	7,611.25
Total Expenditures	0.00	14,215.00	-14,215.00	100.00%	7,611.25
Total STORMWATER FUND	0.00	-13,915.20	13,915.20	-100.00%	-7,611.25

Account			Budget		Pd to Date
	Budget	Actual	Balance	% of Budget	
258-4-33-13-020.310 Senior Center Payments	3,000.00	1,414.32	1,585.68	47.14%	0.00
258-4-33-13-050.000 Donation Revenue	2,000.00	385.00	1,615.00	19.25%	0.00
258-4-33-13-050.002 Fund Raising Revenue	300.00	0.00	300.00	0.00%	0.00
258-4-33-13-060.000 Interest Income	0.00	313.04	-313.04	100.00%	0.00
Total Revenues	5,300.00	2,112.36	3,187.64	39.86%	0.00
258-5-33-13-330.000 Professional Services	1,500.00	1,728.62	-228.62	115.24%	130.54
258-5-33-13-431.000 R&M Buildings & Grounds	500.00	0.00	500.00	0.00%	0.00
258-5-33-13-442.000 Rental Vehicles/Equip	600.00	1,061.41	-461.41	176.90%	252.95
258-5-33-13-610.000 General Supplies	500.00	574.61	-74.61	114.92%	126.91
258-5-33-13-830.000 Regular Programs	2,000.00	893.62	1,106.38	44.68%	184.77
Total Expenditures	5,100.00	4,258.26	841.74	83.50%	695.17
Total SENIOR CENTER FUND	200.00	-2,145.90	1,945.90	-1,072.95%	-695.17

Account			Budget		Pd to Date
	Budget	Actual	Balance	% of Budget	
259-4-30-10-040.000 Federal Grant Revenue	0.00	113,071.34	-113,071.34	100.00%	0.00
259-4-30-10-041.000 State and Other Grant Rev	0.00	329,785.31	-329,785.31	100.00%	56,871.31
259-4-30-10-060.000 Interest Income	0.00	20,567.12	-20,567.12	100.00%	0.00
259-4-30-11-020.304 Pool Day Admissions	68,444.00	60,227.90	8,216.10	88.00%	0.00
259-4-30-11-020.305 Pool Memberships	40,843.00	18,205.00	22,638.00	44.57%	90.00
259-4-30-11-020.306 Swim Lessons	49,052.00	17,560.50	31,491.50	35.80%	210.00
259-4-30-12-020.308 Facility & Field Rental	18,379.00	10,057.50	8,321.50	54.72%	0.00
259-4-30-14-020.311 Youth Programs	250,040.00	247,033.82	3,006.18	98.80%	0.00
259-4-30-14-020.312 Adult Programs	146,320.00	133,820.00	12,500.00	91.46%	377.00
259-4-30-14-050.000 Donation Revenue	38,850.00	3,100.00	35,750.00	7.98%	0.00
259-4-30-15-020.313 Childcare - AS	1,369,027.00	1,231,173.71	137,853.29	89.93%	60,791.68
259-4-30-15-020.315 Shared Staffing Contract	141,707.00	0.00	141,707.00	0.00%	0.00
259-4-30-16-020.313 Childcare - PS	438,868.00	358,020.28	80,847.72	81.58%	40,847.45
259-4-30-17-020.313 Childcare - DC	618,635.00	404,819.35	213,815.65	65.44%	-1,716.00
Total Revenues	3,180,165.00	2,947,441.83	232,723.17	92.68%	157,471.44

259-5-30-10 Administration

259-5-30-10-220.000 Social Security	0.00	3.76	-3.76	100.00%	0.00
259-5-30-10-250.000 Unemployment Insurance	4,282.00	2,598.57	1,683.43	60.69%	0.00
259-5-30-10-260.000 Workers Comp Insurance	50,000.00	31,927.45	18,072.55	63.85%	574.71
259-5-30-10-330.000 Professional Services	4,500.00	4,638.32	-138.32	103.07%	0.00
259-5-30-10-442.000 Rental Vehicles/Equip	2,135.00	6,621.68	-4,486.68	310.15%	2,445.62
259-5-30-10-500.000 Training, Conf, Dues	9,500.00	5,666.75	3,833.25	59.65%	0.00
259-5-30-10-505.000 Tech. Subs, Licenses	0.00	15,330.73	-15,330.73	100.00%	2,062.44
259-5-30-10-550.000 Printing and Binding	10,500.00	8,866.00	1,634.00	84.44%	0.00
259-5-30-10-560.000 Postage	7,103.00	4,032.16	3,070.84	56.77%	0.00
259-5-30-10-561.000 CC Processing Fees	0.00	45,711.90	-45,711.90	100.00%	0.00
259-5-30-10-610.000 General Supplies	0.00	4,482.58	-4,482.58	100.00%	0.00
Total Administration	88,020.00	129,879.90	-41,859.90	147.56%	5,082.77

259-5-30-11 Pool

259-5-30-11-120.000 Part Time Salaries	108,972.00	93,348.26	15,623.74	85.66%	0.00
259-5-30-11-130.000 Overtime	0.00	3,092.58	-3,092.58	100.00%	0.00
259-5-30-11-220.000 Social Security	8,336.00	7,377.71	958.29	88.50%	0.00
259-5-30-11-330.000 Professional Services	5,080.00	0.00	5,080.00	0.00%	0.00
259-5-30-11-431.000 R&M Buildings & Grounds	29,189.00	20,671.02	8,517.98	70.82%	6,480.72
259-5-30-11-610.000 General Supplies	4,362.00	982.12	3,379.88	22.52%	0.00
Total Pool	155,939.00	125,471.69	30,467.31	80.46%	6,480.72

259-5-30-12 Parks and Facilities

259-5-30-12-120.000 Part Time Salaries	7,922.00	2,187.98	5,734.02	27.62%	0.00
259-5-30-12-220.000 Social Security	606.00	167.40	438.60	27.62%	0.00
259-5-30-12-330.000 Professional Services	9,000.00	7,725.06	1,274.94	85.83%	0.00
259-5-30-12-442.000 Rental Vehicles/Equip	13,800.00	8,003.00	5,797.00	57.99%	0.00
259-5-30-12-500.000 Training, Conf, Dues	4,000.00	3,377.38	622.62	84.43%	0.00
259-5-30-12-530.000 Communications	1,320.00	1,100.00	220.00	83.33%	110.00

Account			Budget		Pd to Date
	Budget	Actual	Balance	% of Budget	
259-5-30-12-610.000 General Supplies	0.00	2,015.09	-2,015.09	100.00%	-359.50
Total Parks and Facilities	36,648.00	24,575.91	12,072.09	67.06%	-249.50
259-5-30-14 Recreation Programs					
259-5-30-14-110.000 Regular Salaries	53,745.00	46,089.31	7,655.69	85.76%	4,134.22
259-5-30-14-120.000 Part Time Salaries	30,968.00	15,742.11	15,225.89	50.83%	671.86
259-5-30-14-210.000 Group Insurance	25,158.00	350.00	24,808.00	1.39%	0.00
259-5-30-14-220.000 Social Security	6,507.00	4,712.33	1,794.67	72.42%	364.23
259-5-30-14-230.000 Retirement	4,434.00	3,942.35	491.65	88.91%	351.40
259-5-30-14-290.000 Other Employee Benefits	350.00	0.00	350.00	0.00%	0.00
259-5-30-14-330.000 Professional Services	329,262.00	312,534.55	16,727.45	94.92%	22,703.96
259-5-30-14-410.000 Water and Sewer Charges	800.00	654.67	145.33	81.83%	0.00
259-5-30-14-431.000 R&M Buildings & Grounds	1,300.00	0.00	1,300.00	0.00%	0.00
259-5-30-14-442.000 Rental Vehicles/Equip	2,000.00	-2,365.32	4,365.32	-118.27%	0.00
259-5-30-14-500.000 Training, Conf, Dues	6,784.00	4,294.49	2,489.51	63.30%	0.00
259-5-30-14-530.000 Communications	0.00	550.00	-550.00	100.00%	55.00
259-5-30-14-610.000 General Supplies	34,761.00	31,938.04	2,822.96	91.88%	-321.30
259-5-30-14-850.150 Memorial Day Parade	0.00	2,264.17	-2,264.17	100.00%	0.00
Total Recreation Programs	496,069.00	420,706.70	75,362.30	84.81%	27,959.37
259-5-30-15 After School Care					
259-5-30-15-110.000 Regular Salaries	561,969.00	340,171.33	221,797.67	60.53%	30,557.06
259-5-30-15-120.000 Part Time Salaries	379,133.00	413,507.04	-34,374.04	109.07%	45,306.68
259-5-30-15-130.000 Overtime	0.00	2,475.57	-2,475.57	100.00%	73.08
259-5-30-15-210.000 Group Insurance	135,435.00	79,435.31	55,999.69	58.65%	7,755.23
259-5-30-15-220.000 Social Security	72,289.00	58,828.17	13,460.83	81.38%	6,597.17
259-5-30-15-230.000 Retirement	43,846.00	36,456.10	7,389.90	83.15%	2,863.53
259-5-30-15-290.000 Other Employee Benefits	3,850.00	0.00	3,850.00	0.00%	0.00
259-5-30-15-330.000 Professional Services	51,917.00	44,310.08	7,606.92	85.35%	8,364.00
259-5-30-15-500.000 Training, Conf, Dues	25,045.00	25,270.78	-225.78	100.90%	14,267.34
259-5-30-15-530.000 Communications	7,920.00	8,938.58	-1,018.58	112.86%	975.62
259-5-30-15-580.000 Travel	20,100.00	5,595.75	14,504.25	27.84%	2,149.93
259-5-30-15-610.000 General Supplies	57,792.00	64,734.99	-6,942.99	112.01%	10,328.99
259-5-30-15-626.000 Gasoline	5,500.00	828.86	4,671.14	15.07%	93.64
259-5-30-15-751.000 Vehicle Purchases	17,506.00	0.00	17,506.00	0.00%	0.00
Total After School Care	1,382,302.00	1,080,552.56	301,749.44	78.17%	129,332.27
259-5-30-16 Preschool					
259-5-30-16-110.000 Regular Salaries	249,948.00	217,527.32	32,420.68	87.03%	19,141.54
259-5-30-16-120.000 Part Time Salaries	12,186.00	12,355.54	-169.54	101.39%	629.00
259-5-30-16-130.000 Overtime	0.00	701.10	-701.10	100.00%	0.00
259-5-30-16-210.000 Group Insurance	126,922.00	64,769.51	62,152.49	51.03%	6,849.79
259-5-30-16-220.000 Social Security	20,187.00	17,864.21	2,322.79	88.49%	1,546.18
259-5-30-16-230.000 Retirement	23,098.00	19,888.24	3,209.76	86.10%	1,796.38
259-5-30-16-290.000 Other Employee Benefits	1,750.00	0.00	1,750.00	0.00%	0.00
259-5-30-16-330.000 Professional Services	3,114.00	84,066.41	-80,952.41	2,699.63%	0.00
259-5-30-16-431.000 R&M Buildings & Grounds	0.00	38,418.28	-38,418.28	100.00%	1,519.33

Account	Budget				
	Budget	Actual	Balance	% of Budget	Pd to Date
259-5-30-16-442.000 Rental Vehicles/Equip	0.00	414.01	-414.01	100.00%	149.40
259-5-30-16-500.000 Training, Conf, Dues	7,500.00	5,236.96	2,263.04	69.83%	1,992.08
259-5-30-16-530.000 Communications	0.00	151.53	-151.53	100.00%	50.51
259-5-30-16-580.000 Travel	1,728.00	0.00	1,728.00	0.00%	0.00
259-5-30-16-610.000 General Supplies	4,500.00	30,664.10	-26,164.10	681.42%	918.09
Total Preschool	450,933.00	492,057.21	-41,124.21	109.12%	34,592.30
259-5-30-17 Summer Day Camps					
259-5-30-17-110.000 Regular Salaries	73,501.00	47,507.38	25,993.62	64.64%	-1,160.93
259-5-30-17-120.000 Part Time Salaries	355,071.00	343,407.26	11,663.74	96.72%	0.00
259-5-30-17-130.000 Overtime	0.00	17,944.99	-17,944.99	100.00%	0.00
259-5-30-17-220.000 Social Security	32,786.00	30,512.17	2,273.83	93.06%	-776.10
259-5-30-17-330.000 Professional Services	64,585.00	46,997.63	17,587.37	72.77%	0.00
259-5-30-17-580.000 Travel	34,300.00	30,648.79	3,651.21	89.36%	0.00
259-5-30-17-610.000 General Supplies	26,692.00	38,091.50	-11,399.50	142.71%	0.00
Total Summer Day Camps	586,935.00	555,109.72	31,825.28	94.58%	-1,937.03
259-5-30-19 Rec Kids					
Total Rec Kids	0.00	0.00	0.00	0.00%	0.00
Total Expenditures	3,196,846.00	2,828,353.69	368,492.31	88.47%	201,260.90
Total EJRP PPROGRAMS FUND	-16,681.00	119,088.14	-102,407.14	-713.91%	-43,789.46
Total All Funds	1,155,456.00	4,870,074.83	-6,025,530.83	421.49%	-1,755,557.62

2 Lincoln Renovation Project

Prior Fiscal Years	128,295.89	
FY24 Budget Surplus Transfer	2,824,513.71	
<i>Less:</i>		
Balance of assigned amount by Council for architect/engineering services contract	(111,537.86)	\$231,419 assigned 4/26/23 for Scott & Partners architect and engineering services contract
Balance of assigned amount by Council for construction manager services	(41,229.00)	\$43,729 assigned 9/13/23 for Bread Loaf Corp construction manager services
Total Expenses to Date	(154,646.17)	see Spending Detail worksheet
Balance of Funds Available	<u>2,645,396.57</u>	

updated 5/1/24

LOT Fund Balance Detail

LOT Funds Received FY23		659,341.99	
	11/21/22 Disbursement - Q1	1,178.64	
	2/9/23 Disbursement - Q2	239,621.26	
	5/12/23 Disbursement - Q3	195,435.64	
			funds received in August, but recorded back to June to properly recognize revenue
	6/30/23 Disbursement - Q4	219,588.49	
	Interest Accrued	3,517.96	
LOT Funds Received FY24		522,405.24	
	11/21/23 Disbursement - Q1	284,780.40	
	Q2	223,554.85	
	Q3		will be received in May 2024
	Q4		will be received in August 2024
	Interest Accrued	14,069.99	allocated quarterly
Less:			
FY23 IT Migration Balance of Funds Avail.		-	
			rebranding, capital transfer, IT migration and paving actual
FY24 Expenses to Date	(221,054.25)		spent to date
			\$40,000 assigned during budget, \$12,500 reassigned to
Rebranding Balance of Funds Avail.	(27,500.00)		Strategic Planning by Council
			\$30,000 assigned during budget, \$12,500 added from
Strategic Planning Balance of Funds Avail.	(21,250.00)		Rebranding by Council
Banners/Signs Balance of Funds Avail.	(14,375.00)		
Capital Transfer Balance of Funds Avail.	(19,934.75)		recurring quarterly entry
			\$20,000 assigned during budget, additional \$20,000 assigned
Paving Balance of Funds Avail.	-		by Council
Stormwater Grant Match Balance of Funds Avail.	(28,000.00)		no expenses to date
Code Enforcement Salary/Benefits Balance of Funds Avail.	(40,158.00)		no expenses to date
		809,475.23	
	Balance of LOT Funds Available		
Projected Remaining FY24 LOT Revenue	236,664.75		\$745,000 projected, less actual funds received to date
			\$1,000,000 of this has been assigned to the FY25 Capital
	Projected FY24 LOT Fund Balance	1,046,139.98	<i>budget</i>

updated 5/1/24

Economic Development Fund Balance Detail

FY23 Economic Development Fund Balance	737,083.46	
Economic Development Funds Received FY24	127,492.39	
	<i>Property Taxes</i>	113,342.86 will be allocated after 9/15 and 3/15 tax payment due dates
	<i>Interest Accrued</i>	14,149.53 allocated quarterly
Less:		
		\$200,000 estimated, less \$24,933.60 actual spend in FY23, less
Main St Park	<u>(170,543.90)</u>	\$4,522.50 actual spend to date in FY24
Balance of Economic Development Funds Available	<u>694,031.95</u>	
Projected FY24 Economic Development Fund Revenue	<u>-</u>	
		Crescent Connector project may require an additional
		\$255,780, remaining balance after Crescent Connector
Projected FY24 Economic Development Fund Balance	<u>694,031.95</u>	expense should cover Amtrak match

updated 5/1/24



April is Volunteer Appreciation Month !!



The Essex CJC wants to express how deeply grateful we are for our valued volunteers, without whom our restorative justice work couldn't be successful. Their commitment, compassion, and understanding of restorative practices have undoubtedly changed the lives of countless people who have come before us as well as having a positive impact on their communities.

COMMUNITY CONNECTION

Essex Community Justice Center's
Periodic E-Fanzine

In this e-fanzine:

From the Director

Restorative Justice Panel Highlights

Satisfaction Survey Results

Panel Impact Story

New Collaborations with the
Burlington CJC

Community Connections &
Reentry Program Update

Intern Corner - Article written by
ECJC Intern, Jena Fillion,
about Importance of Silence and
Leaving Space for Other Volunteers

fanzine [fan-zeen]

noun

1 .a magazine, usually produced by
amateurs, for fans of a particular group (in
this case, OUR VOLUNTEERS!)

From the Director - Jill Evans

Hello ECJC volunteers and community partners! There has been a lot of activity in the Legislature this session concerning the network of Community Justice Centers (CJCs) in Vermont. Many criminal justice partners and legislators are praising the valuable and cost-saving services provided by CJCs. The CJCs have been talked about in numerous House and Senate Committees. Legislation has been introduced (by our very own RJ Specialist, Karen Dolan) to expand restorative justice services in Vermont. Ironically, at the same time, the Governor has recommended an almost \$600,000 cut to the CJCs statewide. This would mean a cut of \$45,000 to the Essex CJC. We are working hard to advocate for ourselves. The budget is going to a Conference Committee that will have 3 representatives from the House and 3 from the Senate to work out the final details. We may be reaching out to you for your support in asking that you to contact your legislators about this issue in the coming week(s).

The legislation that was introduced, H.645, is significant. Chittenden County is unique in the state of Vermont. CJCs were originally formed to accept referrals for people who had gone through the criminal legal system, were found to be guilty and were placed under supervision with the VT Department of Corrections and ordered to engage in a restorative process. In FY23, 95% of the referrals we received were directly from law enforcement without charges having ever been filed. We call these pre-charge referrals. The reason that has shifted is because of the policies of our local State's Attorneys over the year that required that certain cases be referred to a CJC rather than the traditional criminal legal system. And because of the success of the CJC referrals, the numbers of cases and kinds of crimes have grown and it is now a full blown program. That has not happened in most of the rest of the state where they continue to work in the post-adjudication world. This has resulted in concerns about geographic equity and access issues for people who live in other parts of the state. H.645 would require all State's Attorneys across the state to develop a policy about referring cases to their local CJC for a restorative process so that the pre-charge program grows statewide.

If H.645 passes it won't look much different on the ground in Essex, Colchester and Milton as far as the RJ Panels and Processes all of our volunteers currently run but there would be significant changes in terms of funding sources (the program would move under the Attorney General's Office instead of the VT Department of Corrections) and potential administrative structure. If the bill passes the changes would not go into effect until 7/1/25. There would be a lot of work among the 4 CJCs in Chittenden County and the AGO's Office to develop a plan for the transition that would be due to the Legislature in April 2025.

That's it for now! Happy spring (except it was just snowing out my window!)

Restorative Justice Panel Highlights

Essex Panels - Susanna Weller

In the first half of FY2024 there were 21 cases referred to the Essex panels from various sources.

Affected parties

Of the 21 new cases from all referral sources, 12 cases had identified community members or businesses impacted by the crime. Essex CJC staff attempted outreach to all affected parties. Affected parties from 6 cases chose to participate in the restorative justice process in some way. CJC staff were unable to reach some of the affected parties, and some affected parties chose not to participate.

Pre-charge

There were 19 pre-charge cases referred to the Essex CJC where the incident took place in Essex Town, Essex Junction, Underhill, or Jericho.

Most of the pre-charge cases originated from the Essex Police Department. From July 1, 2023 – December 31, 2023 we received 13 pre-charge cases that originated from the Essex PD. Of those, 9 of the cases were sent directly by the police department. The other 4 were sent by the Chittenden County States Attorney's office. This is a decline in the number of direct referrals that originated in at the Essex PD. Of the 13 cases, 6 of the incidents took place in Essex Town, and 7 took place in Essex Junction. These cases covered multiple crime types including (but not limited to): simple assault, unlawful mischief, aggravated assault, assault of a police officer, and excessive speed. The average age of people referred was 28, and that is similar to the average age in previous years. Ten of the 13 responsible parties referred provided race information to the CJC, and 9 of the 10 people self-describe as white. The remaining person identified as mixed race.

The CJC also received 6 pre-charge cases that originated at the Vermont State Police in the first half of FY2024. This is more cases than usual, but most of the cases originated from one incident where multiple teens were cited for alcohol offenses. The VT State Police cases were all directed to the Essex CJC by the Chittenden County States Attorney's office. All of the responsible parties in these 6 cases describe themselves as white.

Post-adjudication

Burlington Probation and Parole referred 2 cases to the Essex panels in the fall of 2023. Cases are sent by Probation and Parole when a person has been convicted of a crime in court, and the responsible party is told to engage in a restorative justice process as a condition of their probation. The responsible party in both cases self-identify as white. In both cases the responsible party was abusing alcohol or other drugs at the time of the incident. One of these incidents took place in Essex Junction. The other incident took place outside of the Essex CJC service area, but was transferred to the Essex CJC for logistical reasons.

Case resolutions

In addition to the new cases we receive, Essex CJC staff also work on cases that were referred in previous fiscal years but were not resolved as of July 1st. In the first half of FY2024, 24 cases were resolved. This is a mix of cases referred in FY23 and FY24. 18 of the responsible parties successfully completed their work with the Essex CJC in this time period. Additionally, 1 responsible party chose not to participate, 2 did not engage with the CJC at all, and 3 responsible parties created an agreement in a restorative justice panel, but did not complete the work.

Questions Susanna is thinking about

- 9 of the 21 cases (43%) referred to Essex panels did not have any individuals or businesses listed as affected parties. The first priority of restorative justice is to assist victims. The Essex CJC has protocols to work with cases where there is no affected party, but are we doing restorative justice or something else?
- In the past we have received more pre-charge referrals that originated from the Essex PD. Why are referrals going down?
- 18 of the 21 responsible parties referred to Essex panels shared their self-identified race with Essex CJC staff. 17 of the 18 responsible parties (94%) self-identified as white. This is a higher percentage of referrals of white responsible parties than in the past. Also, the census says that the population in our service area is less than 94% white. And, in Vermont as a whole, the percentage of white people referred as responsibly parties to courts is less than the percentage of white people in the population. So, what does this mean?
- Can we encourage Vermont State Police troopers to refer cases to the Essex CJC?

Colchester & Milton Panels - Michelle TeegardenColchester

In the first half of FY2024 (July 2023 through December 2023) we received 15 new Colchester-based cases, all of which were referred directly from law enforcement or from the State Attorney's Office prior to entering the court system. (This is down from 17 referrals during the same time period last year.) In December 2023 we received a Restorative Probation/post-conviction case (Vehicle Negligent Operation w/serious injury) referred from Probation and Parole and that case is currently in progress. The cases varied and included crimes such as Unlawful Mischief, Negligent Operation, Weapons at School, Embezzlement, and Simple Assault. The age of responsible parties ranged from 11 to 58 years old. Outreach to affected parties is always a priority for the CJC but victims do not always wish to respond or participate in the Restorative Justice process. 13 of the 15 cases included affected parties and 7 of those cases resulted in direct participation by affected parties in some form or another including attendance at RJ panels, submitting restitution needs, impact statements, and other requests. As of the end of December, \$3,549 in restitution was resolved through the panel agreement process by those responsible for the crime.

100% of Colchester referrals in the first half of FY2024 successfully completed the RJ process. Five of the cases in this time period were school related referrals of youth (weapons violation, cannabis possession, petit larceny) all of which responded to our outreach and engaged in the RJ process with their parents/guardians. We continue to hold all our panels in person at the Colchester Police Department and the ECJC, with some exceptions when accommodations for Zoom meetings are warranted.

Milton

In FY2024 (July 2023 through December 2023) we received 15 new Milton-based cases, all of which were referred directly from law enforcement or from the State Attorney's Office prior to entering the court system. (This is up from 13 referrals during the same time period last year.) In October 2023 we received one Restorative Probation/post-conviction case (Petit Larceny) referred from Probation and Parole, and it was completed successfully. The most frequently referred crimes included Unlawful Trespass followed by Excessive Speed and other offenses including Simple Assault, Aggravated Disorderly Conduct, Operation a Vehicle without Owner's Consent, and Leaving the Scene of an Accident. The age of responsible parties in Milton ranged from 15 to 66 years old.

There were 12 affected parties of the 15 Milton cases, all of whom were contacted by CJC staff, all of

whom were contacted by CJC staff. 11 affected parties participated in the restorative justice panels in a variety of ways including attending in person, submitting restitution needs and/or impact statements, and other requests. As of the end of December 2023, \$1,090 in restitution was resolved through the panel agreement process by those responsible for the crime. In the first half of FY2024, a small number of Milton referrals did not participate or complete the panel process, but overall almost 70% successfully completed the RJ process. (That percentage does not include five additional cases that successfully completed in January and February of this year.) We now hold one of our bi-monthly Milton panels at the newly renovated Milton Grange, thanks to the cooperation of the Town of Milton and their staff. All our meetings are held in person with some exceptions when accommodations for Zoom meetings are warranted.

Panel Impact Story

Following is a story that recounts the experience of Restorative Panel processes. All names have been changed to protect the identity of the involved parties.

“Zach” was referred to the Essex Community Justice center for a restorative justice process. The local police department made the referral after Zach was identified as the Responsible Party (RP) for disposing of Katie’s phone resulting in a petit larceny charge.

While one CJC staff member reached out to Zach and his father, another CJC staff member reached out to Katie and her mother, Heather, to invite them to participate in Zach’s RJ process and to learn more about how to repair the harm caused. Heather remained the main point of contact and she shared that she and Katie both wanted Zach to take responsibility for his actions, explain why he stole the phone, pay restitution for the replacement cost of the phone, and to do what is necessary to avoid making the same mistake again. Heather opted to attend Zach’s initial panel without Katie who was initially uncomfortable facing Zach face to face due to some personal history between them.

During Zach’s panel, when he took full responsibility for his crime, Heather reiterated how important it was to her and Katie to understand why Zach stole the phone and to find ways to learn from and move past this incident. There was a lot of time for Zach and Katie’s mom to talk directly. Katie’s mom shared that she was glad to get to know him as a person and more of the context to why he did what he did. With help from the panel volunteers there was also a meaningful discussion about the impact of Zach’s actions, what was needed to repair the harm he caused and how he can prevent situations in the future. Zach left the meeting with an agreement to work on. Some of the agreement items were: pay the restitution to Katie, make a list of at least five personal strengths, identify adults he can turn to for support, and to personally apologize to Katie face to face if she attends the completion panel.

Heather left the meeting confident that Katie would be comfortable joining Zach’s completion meeting, which she did the following month. Zach demonstrated that he’d completed all the items of his restorative agreement, including making a heartfelt apology to Katie for which she was appreciative. Heather later expressed gratitude for the opportunity to be involved in the RJ process and said, “The apology from Zach was key to Katie being able to move past the issue. The restitution certainly was helpful since the device that was stolen and thrown away was purchased with money that she had earned. I believe it was a great learning opportunity for both parties. Thank you for supporting this program – it is great to see an alternative for situations like this one and I am happy to have been able to be a part of it.”

Satisfaction Survey Results

After every Restorative Justice Panel or Process is completed all panel participants are provided with a survey to offer feedback. We are continually striving to improve our program offerings through feedback from participants. Following are some quotes from those involved in the processes recently.

"I was extremely impressed with the professionalism of the process and the community members involved. Thank you, for the opportunity, to learn and make amends."

Responsible Party

"Everyone on the restorative justice volunteer team were amazing! This was a very hard time for my son, and myself as his mother, as well as the other party that was wronged during the incident to go through. Everyone made my son, myself and the other party feel comfortable, heard and involved. The space is comfortable, everyone on the panel is friendly and engaged. Although it was a terrible incident that brought us to meeting you all this way, I really feel like the whole process and everyone there helped my son tremendously with changing his path he was on; making better choices, finding better/real friends, and also realizing his self-worth as he's been suffering self-esteem issues. I'm so very thankful a program like this exists not only for the help it provided us but for anyone in the same type of situation. Helps kids realize there are great ppl in the community and better ways to avoid making bad choices. Thank you all so much"

Mother of
Responsible Party

"Meeting the other people affected by my son's actions, listening to their side, and also how wonderful everyone was at being open and friendly, so my son didn't feel like there was a room against him. It's very intimidating to meet the party of someone you've wronged but you all are very supportive through the whole process and make sure everyone's voice is heard."

Mother of
Responsible Party

New Collaborations with the Burlington CJC



Cultural Advocate Program

The Essex and Burlington Community Justice Centers (CJCs) started the Cultural Advocate program because most of our staff and volunteers are white, which can feel uncomfortable for some responsible parties, affected parties, or parents we work with. Walking into a panel meeting when no-one in the room looks like you or understands your culture can lead to feeling alone and misunderstood. The restorative justice process can be confusing and frustrating. Sometimes people feel they are being treated unfairly because of their race or culture. We want to make the process better and fairer. Cultural Advocates can help us do that. Margaret Bass, who worked as a RJ Panel Coordinator in Winooski several years ago, was the first Cultural Advocate we contracted with to do this work.

In 2023 a group of CJC staff, Margaret, and other people who understand restorative justice got together to plan how to expand the program. In fall 2023 we provided restorative justice panel training to 9 new people who are interested in becoming cultural advocates for the CJCs. They all successfully completed the training and some have observed panels to understand how that process works.

Whenever possible, Cultural Advocates are part of the work at all steps of the panel process with the Essex CJC staff. They are an integral member of the team from the intake meeting with the Responsible Party or first contact with the Affected Party to the completion meeting. As we learn and grow, we continue to develop best practices for the program. One thing we have learned is that panels that involve Cultural Advocates should be run with a smaller group of volunteers. We have also come to understand that there is great benefit to providing Cultural Advocates with a case summary prior to the initial meetings.

Panel volunteers will slowly get to meet the Cultural Advocates as more folks observe panels and as we receive cases where their input is crucial. The CJCs may also explore how to engage the Cultural Advocates in other parts of our work. Stay tuned!



Dinner with our Cultural Advocates at Sherpa Kitchen

Pictured from left to right: Samuel Dingba, Mohamed Jafar, Ali Adams, Chuck Brewer, Margaret Bass, Urmilla Chhetri, Barbara Shaw Dorso, Susanna Weller, Rachel Jolly, Becky Penberthy, Felicity Roderiguez, Jeetan Khadka, Michelle Teegarden and Jill Evans

Conflict Assistance Program

The Essex CJC began a partnership with the Burlington CJC in the fall of 2023 to develop a conflict assistance program to support residents of the communities we serve in addressing conflict constructively, skillfully, and restoratively. We began by offering 4 skill-building workshops in Burlington and Essex last fall. We are planning to offer the same workshops again this spring and summer, as well as developing some new ones, and will also begin to let people know about the program and launch a self-referral process. In all of the conflict assistance services, we use a restorative justice approach informed by a strong analysis of how power and identity show up in conflict. Services include but are not limited to: restorative conversations, conflict coaching, and mediation.



Karen Dolan (ECJC) and Barbara Shaw-Dorso (BCJC) leading a Conflict Assistance workshop in Burlington

Community Connections Programs & Reentry Updates

Stacy Jones

Reentry Program

I am stepping into Reentry work in the role of Community Connections Coordinator at an auspicious time. Listening closely as I pick up the reins and come up to speed, I have learned that our CoSA and reentry services have experienced some turbulence in the recent past. With more changes on the horizon, I hope to pivot toward a smoother period of transition.

Organizing a CoSA is tricky business. Asking a community member dedicated to serving their community by supporting reentry work is alarmingly easy; we are fortunate to have a great many people invested in the social capital here in Chittenden County. The fiddly bit is in the details. Each CoSA is made up of 3 to 4 community volunteers, a Core Member, and a Reentry coordinator. That is 3 to 4 people from our community who find this opportunity so compelling that they have taken time to be trained as a volunteer and committed to a minimum of an hour a week for a full year. Once the requisite number of committed community members has been found, the obstacle of scheduling presents. When do these weekly hour-long meetings happen? Where do they happen? And how do the answers to these questions impact the number and diversity of volunteers? How does it affect the core members, the individuals returning to our community from incarceration?

What additional changes are afoot? Essex and Burlington Community Justice Centers are joining together in the formation of Chittenden County CoSA. In the past, each CJC has held its own cohort of volunteers providing Circles of Support and Accountability in its unique catchment area; moving forward we are pooling resources, and volunteers, to better meet the great needs of our community. One primary goal in collaborating across CJCs to combine volunteering is to expand opportunity accessibility both for volunteers and for core members.

Are you a past or present CoSA volunteer in Chittenden County, a CoSA volunteer from another area, or someone interested in CoSA volunteering, I would love to hear your thoughts? Some questions to consider:

- Did you or do you enjoy CoSA volunteering, dislike CoSA volunteering?
- Is there something that worked particularly well or poorly?
- Have you thought about CoSA volunteering, but avoided it for some reason?
- If you are currently volunteering, what compels you to stay? If you are a former volunteer, what caused you to move on?

Conflict Assistance Program

Jumping onboard with Barbara Shaw-Dorso of the Burlington Community Justice Center in the work of conflict assistance has been full speed ahead. We've been busily working through the material of previous CAP workshops and retooling them for our next round of community offerings which we expect to begin late in the spring. In addition, Barbara and I have been working at building tailored workshops for an increasing number of community partners and businesses

INTERN Corner



Congratulations to our CJC intern, Jena Fillion, who is graduating from UVM this spring with a bachelor's in social work! Jena was an invaluable addition to the CJC staff, bringing compassion, insight, professionalism, and commitment to her work with restorative justice panels and processes.

Join us in wishing her all the best in her post-graduate endeavors!

**FAREWELL AND
GOOD LUCK!**

The Importance of Silence and Leaving Space for Other Volunteers

by Jena Fillion

Silence can often feel awkward and unwanted in a space. Especially in a space full of people that may be unfamiliar to each other. While it can feel awkward it is actually very beneficial. It can encourage more of a thoughtful answer from a Responsible Party, give space and time to make an affected party feel comfortable & allow other volunteers to participate and share their voice. Active listening is also a large part of participating in panel – this can come in a form of simply being quiet; show understanding and acceptance by nonverbal behavior.

How to use Active Listening to Elicit Stories

After a question is asked, stay quiet. Do not restate the question in different ways. Silence can be uncomfortable, but if we sit quietly and wait, the person who caused the harm or those affected may find their voices (RJ panel training 4). We can also take a moment to pause after someone answers a question, someone might have something to add before moving on.

Janet Finn's Just Practice A short list of Interpersonal Communication Skills (Finn, 2016)

Allow for Silence: Give other people time and space to collect their thoughts and feel emotions

Check-in: Take the time to reflect on the here and now. How is everyone doing? Does anyone have any questions or concerns? Checking-in could come in the form of just taking a pause.

Encourage Elaboration: Invite the speaker to tell you more about their situation or experience. Asking more about what you heard rather than what you want to know in the moment.

Invite participation: Encourage others to be fully part of the process.

Essex Community
Justice Center Staff

Karen Dolan

Special Projects
Coordinator

Jill Evans

Director

Stacy Jones

Restorative Community
Connections Coordinator

Michelle Teegarden

Colchester/Milton Panel
Coordinator

Susanna Weller

Essex Panel Coordinator

Jena Fillion

UVM Social Work Intern



137 Iroquois Ave, Suite 101
Essex Junction, VT 05452
Phone: (802) 872-7690

www.essexcjc.org

Vision:

The Essex Community Justice Center envisions safe, expansive and resilient communities in which the response to conflict and crime is restorative and healing, enhances community and reduces further harms.

Mission:

The Essex Community Justice Center creates opportunities with the communities we serve for restorative approaches to crime and conflict that;

- Promote justice for those affected by crime by focusing on the harm caused
- Allow those responsible for harm to accept active responsibility for addressing and repairing the harm they caused
- Educate, build empathy, restore dignity, and enable healing
- Support the needs of those reintegrating from prison into a more connected community life
- Strengthen individuals and the communities we serve through education and support to prevent further harms

Values:

We believe that all people living in a community are **interconnected** through a web of relationships, and that conflict and crime harms and affects people—victims, family members, community members, offenders and others. We believe that conflict and crime damages relationships, and disrupts peace and **safety** in the community. We believe in the inherent worth and **dignity** of every person and that no one should be defined by their biggest mistakes. We believe that justice is more likely to be achieved when victims, affected parties and the community are engaged in and central to the justice process. We believe that all victims of crime should have access to restorative processes upon request. We believe that effective **restorative** processes build **empathy**, restore dignity, **re-empower** victims, enable **healing** and strengthen communities as we strive toward a just society in which all lives have equal value. We believe in **reintegration**, supporting the needs of offenders and removing barriers to successful reentry while also encouraging **accountability**/acceptance of **responsibility** for harm caused. We believe that restorative justice nurtures **hope** - the hope of healing for victims, the hope of change for offenders, and the hope of greater civility for society.

**CITY OF ESSEX JUNCTION
DEVELOPMENT REVIEW BOARD
MINUTES OF MEETING
APRIL 18, 2024
DRAFT**

MEMBERS PRESENT: John Alden, Chair; Robert Mount, Vice-Chair; Cristin Gildea; Maggie Massey; Dylan Zwicky

ADMINISTRATION: Chris Yuen, Community Development Director

OTHERS PRESENT: Bryan Currier, Greg Dixon, Mary Jo Engel, Dan Goltzman, Gabe Handy, Eric Hanko, Christine Kosmider, Greg Rabideau

Mr. Yuen noted that this is a hybrid meeting, and that staff are present at the City offices to ensure public participation. While efforts will be made to accommodate remote public participants, in-person participation is the only legally mandated form of public participation. If there are technical difficulties the meeting may be paused and resumed later.

1. CALL TO ORDER

Mr. Alden called the meeting to order at 6:33 PM.

2. ADDITIONS OR AMENDMENTS TO AGENDA

Mr. Yuen said that applicant Mr. Handy has requested that Public Hearing Item C, 227-229 Pearl Street, be heard prior to Public Hearing Item B, 17 Park Street. All agreed to this change.

3. PUBLIC TO BE HEARD

None.

4. MINUTES

a. Regular Meeting – March 21, 2024

MOTION by DYLAN ZWICKY, SECOND by ROBERT MOUNT, to approve the minutes of March 21, 2024 with changes. The motion passed 5-0.

The following changes were requested:

-In regard to the 4 Church Street property, compliance with state energy code was listed as one of the conditions.

5. PUBLIC HEARING

Mr. Alden swore in all individuals who intended to speak during this hearing under the following oath: “I hereby swear that the evidence I give in the cause under consideration shall be the whole truth, nothing but the truth under the pains and penalties of perjury”

a. Final site plan to construct 4 story building with 39 residential units with parking at 8 Railroad Street in the VC District, by Franklin South, LLC, owners.

Mr. Currier, of O’Leary-Burke Civil Associates, presented on behalf of the applicant. This project received conceptual approval last fall, and no significant changes have occurred since. Mr. Yuen said that the applicant has requested a waiver for a twenty-foot parking aisle. A waiver to use an alternative species to gray dogwood for landscaping has been requested. The City Engineer has asked if utilities will be

underground, as this is what the Land Development Code (LDC) recommends. Mr. Currier said that the overhead service will remain with an existing pole on Railroad Street as well as a new transformer. Mr. Yuen said that the stormwater system that is proposed is intended to tie into the City's stormwater system on Railroad Street, but that this road was recently paved and must be restored without pavement patches if disturbed. Mr. Currier indicated that the applicant is amenable and hopes to only disturb sidewalks. Mr. Yuen said that excess snow must be removed from the property. The lighting plan shows a few areas with possible light trespass; however, Mr. Yuen said that this is minimal. Mr. Alden said that he would like to see the gambrel roof pushed back. He suggested that more color be added to the front of the building to make it look more compatible with other buildings in the City. Mr. Hanko said that he agrees with Mr. Alden and that the building looks compressed. He said that he liked the previous brick iteration of the design.

The applicant will have a waiver for trash pick-up on the Essex Agency property. Mr. Yuen said that he believes that a twenty-foot travel lane is sufficient; the DRB agreed. Mr. Alden said that he hopes that parking is allocated in a way that there is space for larger and smaller vehicles. Mr. Hanko expressed concern that the current utility pole closest to the entrance to Gaines Court will stay, and asked why this was. Mr. Handy said that it is about to be removed. Ms. Engel asked about the configuration of the power on Gaines Court, stating that she was concerned that she would need to move her electrical panel and that a power line will be across the front of her home and could damage her landscaping. Ms. Gildea said that at a previous meeting Mr. Handy said that the utilities would be moved underground. Mr. Handy indicated that he was willing to work with Ms. Engel to develop a solution that she would be comfortable with. Mr. Yuen suggested that it be a condition of approval that the applicant submit updated plans for utilities showing a good faith effort to work with the two adjacent homeowners. Ms. Engel indicated that she was amenable to this. Mr. Zwicky asked for a report back to the DRB showing how this was resolved.

Mr. Alden suggested that the gambrel roof be widened if feasible and suggested adding additional trim to the front side of the building. Mr. Rabideau said that more colors could be added to the building and said that a good faith effort will be given to improve the front side.

CRISTIN GILDEA made a motion, seconded by DYLAN ZWICKY, to close the public hearing. Motion passed 5-0.

DYLAN ZWICKY made a motion, seconded by ROBERT MOUNT, to approve the final plan with amended proposed conditions. Motion passed 5-0.

b. Conceptual site plan to construct a new building with 39 residential units and parking at 227-229 Pearl Street in the MF/MU1 District, by Handy Hotels & Rentals LLC, agent for Milot Real Estate, owners.

Mr. Dixon said that these plans were previously approved by the DRB when the property had a different owner. Minimal changes have been made since then, however the building is now in line with the neighboring multi-family property. Underground parking is included, and the applicant is requesting a parking lot travel aisle waiver of 22 feet. There is an accessible entrance on Pearl Street and the possibility to add amenities such as picnic tables to the back of the building. The distances between this building and the surrounding buildings were discussed, with Mr. Alden expressing concern about the closeness between the buildings. Mr. Alden noted that this building is not very architecturally interesting and not in line with the rest of the surrounding buildings. He encouraged the developer to work on creating the context for

this building. Mr. Handy said that affordable housing is needed in the area, and that these changes will push up the construction costs and thus affordability. Mr. Alden encouraged him to work with the designer to find lower-cost solutions and said that he believes that the developer is on the right track. Mr. Yuen said that this is the first time that design review is being applied to this property, as it was not in place with the previous approval. He said that if major changes are required that the hearing should be left open, and a new plan requested. Mr. Handy said that he would accommodate the DRB's requests but said that extending the planning process is a barrier to construction. Mr. Alden suggested that the applicant explore different surface treatments to ensure the front and side of the building doesn't look overly flat. Mr. Alden also suggested that the applicant add a canopy to the front entrance to provide protection from the elements, similar to the previously approved design. Ms. Gildea expressed that she like the previously approved design, and that the applicant should consider using design elements from those plans.

CRISTIN GILDEA made a motion, seconded by MAGGIE MASSEY, to close the public hearing. Motion passed 5-0.

MAGGIE MASSEY made a motion, seconded by ROBERT MOUNT, to approve the conceptual site plan with amended conditions. Motion passed 5-0.

c. Final site plan for a proposed mixed use development to construct 5 story building with 2 commercial spaces on the 1st floor and 53 apartment on the upper stories at 17 Park Street in the VC District by Milot Real Estate, agent for Handy Hotels and Rentals, LLC, owners.

Mr. Rabidou, architect, Mr. Dixon, engineer, and Mr. Grabowski, applicant, presented. Mr. Rabidou explained the changes that had occurred since this project was last presented to the DRB. The project received a state stormwater permit and the majority of storms will be treated onsite. A raised walkway will be available for outdoor dining and covered bike parking will be available. ADA access will be provided. CU-Structural soil will be used rather than cilia cell soil as this is the same product as was used on 11 Park Street. The DRB was amenable to this.

Mr. Grabowski discussed bike parking, noting that he would like to have availability without encouraging bikes into the pedestrian access area. Mr. Alden discussed bike overparking, with Mr. Grabowski noting that there is minimal demand for bike parking. The DRB decided that public bike parking should be made available for this project. Mr. Alden said that he liked the idea of the terrace for shopping or outdoor dining. Mr. Grabowski spoke of trying to create a district in the area which is coming to fruition. A rooftop terrace will be available for the building's use. Level 2 EV chargers will be available. There is no minimum parking requirements, however the DRB can determine what is considered to be sufficient. Mr. Grabowski spoke of the connectivity and public parking options in the Five Corners area.

String lighting was discussed, with Ms. Gildea stating that this should not be the only source of lighting in the area. Mr. Grabowski confirmed that it was not. Mr. Yuen said that the Planning Commission is considering allowing string lights during open business hours, however that they must be off during non-business hours. Mr. Yuen suggested a condition of approval to ensure that the pedestrian path of travel cannot be blocked. He noted that area outside of McGillicuddy's is roped off due to the serving of alcohol. Mr. Grabowski was amenable to this. Mr. Yuen said that Green Mountain Transit expressed concern about ramp accessibility at a bus stop. He said that the existing curb could be bumped out a little bit to mitigate this. The applicant is amenable to this. Mr. Yuen said that staff will need to receive a traffic control plan, and that there is public concern about prolonged lane and sidewalk closures. Mr. Grabowski

ESSEX JUNCTION DEVELOPMENT REVIEW BOARD 4/18/24

said that he plans to open the sidewalk as soon as safety allows. Pedestrians will detour around the back of the building. An updated traffic control and construction phasing plan will be submitted to the City engineer.

Mr. Alden listed the following additional conditions: the applicant ensuring that the raised pathway is not blocked to pedestrians, a revision to the sidewalk to accommodate bus services, and the addition of public bike racks near the front entrance of the building, as discussed.

ROBERT MOUNT made a motion, seconded by CRISTIN GILDEA, to close the public hearing. Motion passed 5-0.

CRISTIN GILDEA made a motion, seconded by MAGGIE MASSEY, to approve the final plans with amended proposed conditions. Motion passed 5-0.

6. OTHER DEVELOPMENT REVIEW BOARD ITEMS

None.

7. ADJOURNMENT

DYLAN ZWICKY made a motion, seconded by MAGGIE MASSEY, to adjourn the meeting. The motion passed 5-0.

The meeting was adjourned at 8:15 PM.

Respectfully submitted,
Darby Mayville

POLICE COMMUNITY ADVISORY BOARD
April 16, 2024

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

POLICE COMMUNITY ADVISORY BOARD: Co-chair Christina Hagestad, Gwendolyn Evans, Dan Maguire and Vince Cuciti

Absent: Chair, Leo Duque, Ron Hoague (Chief); Ta-Tanisha Redditta (Advisor), Jody Kamon (Advisor)

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

ADMINISTRATION: Lt. Rob Kissinger, (EPD)

OTHERS PRESENT: None.

1. CALL TO ORDER

Co-chair Christina Hagestad called the meeting to order at 6:05pm.

2. AGENDA ADDITIONS/CHANGES

No additions or changes to the Agenda.

3. AGENDA APPROVAL

Agenda Approved. Minutes from March 19, 2024 were approved.

4. PUBLIC TO BE HEARD

No members of the public were heard.

5. BUSINESS ITEMS

a. *The board welcomed new member of the board Vince Cuciti. Vince, a town resident, was appointed to a two-year term. Welcome Vince!*

b. *Community engagement.*

Anthony Jackson-Miller led a discussion focused on community engagement designed to reach the underserved populations in our community. He discussed National Night Out, Coffee with a Cop, Citizen's Academy and Ideal, VT.

- The board determined it would have a presence/booth at the National Night Out held at EHS August 6, 2024.

- Gwendolyn reported on her first class with the Citizen's Academy. She was both informed and challenged and looks forward to the next class!

- Ideal, VT – from the Office of Racial Equity adopted by the Town of Essex. An initiative advancing diversity, equity and inclusion.

c. *The board continued to develop its work plan. Survey: The board determined it would review the past survey ("Essex Best") to develop a "smart goals plan".*

d. *The board will hear from the Essex Community Justice Center at the next meeting.*

e. *Co-chair Christina Hagestad advised that she attended the Selectboard last evening as two EPD officers were honored for life saving efforts.*

6. CONFIRMATION OF TOPICS FOR NEXT MEETINGS AGENDA

The board will hear from the Essex Community Justice Center. The board will continue its Work Plan as well as to continue to monitor the efforts to fill the empty seat on the board.

7. ADJOURN

A motion to adjourn was made and unanimously seconded by the Board. The meeting adjourned at 7:30pm.

Respectfully submitted,
Dan Maguire
CAB Secretary

City of Essex Junction
Bike/Walk Advisory Committee
Meeting Minutes
Thursday, April 25th, 2024

1. Members Present: Chris Yuen, Staff Representative; Micah Hagan, Chair; Michael Giguere; John O'Brien; Tacy Lincoln; Philip Bieber; Russ Miller-Johnson; Christopher Kline
2. Call to Order by Micah at 7:05 pm
3. Determine who will take minutes - Michael
4. Agenda additions/changes
 - a. Essex Pride Festival - added by Micah
 - b. VT Walk/Bike Summit - added by Michael
5. Minutes
 - a. Feb 21, 2024
 - b. Mar 18, 2024
 - c. Motion by Micah to approve both minutes, seconded by Philip. Voting: unanimous (7-0); motion carries
6. Public to be heard
 - a. No members of the public were present at this meeting and no public comments were submitted for review
7. Business items
 - a. Chris Y. brought forward a public request for better minutes to be taken. Examples were provided for future reference
 - b. Collaboration with Brownell Library for summer programming - Micah
 - i. The library requested the purchase of a bike repair station, Local motion provided some examples from Dero to consider
 - ii. Youth bicycle educational session
 1. In an effort to help Brownell Library achieve a specific bike-friendly certification, they requested that BWAC assist with an educational session for youth programming
 2. Mon, July 1st was the proposed date from the library
 3. committee considering reaching out to Local Motion for additional curriculum
 4. More details and other potential dates will be coordinated with Erna from Brownell by a smaller group of committee members interested in assisting with this event (John, Michael, Phil)
 - c. Consider bike repair station purchase - Micah
 - i. Compared different options (Dero, Greenspoke) with regards to price, length of warranty, and shipping lead time
 - ii. Determining ownership of the long-term maintenance and upkeep of the station was discussed, ensuring that the library would have the resources they need to continue proper use if BWAC purchased the repair station for them

- iii. A public bike repair station is already very close to the library at Nest Coffee & Bakery
- iv. The library loans out some bike-related materials, which could be a more budget-friendly option and serve as educational resources for the previously discussed library collaboration event
- v. Discussion about how this would fit into the remaining FY budget was held, as well as the need to have items physically arrive before July
- vi. Motion by Micah to vote on the purchase of a repair station, seconded by Michael. Voting: unanimous (7-0); motion carries
- d. Consider Bike Rack purchase - Micah
 - i. Hoop bike racks were considered to be added to BWAC inventory that could be used as standalone racks or be linked together on rail mounts
 - ii. Zoning does not currently require businesses to provide bike racks. This could provide an opportunity to partner with them to advocate for better city-wide bike culture
 - iii. Public works is willing to store a few of these, currently unsure how many
 - iv. Currently uncertain how partnering with businesses for a financial kickback would work. Asking businesses to cover installation costs could be sufficient
 - v. Motion by Phil to vote on the purchase of ten bike racks, seconded by John. Voting: unanimous (7-0); motion carries
- e. Walk to shop program update - Tacy
 - i. Walk to Shop is an organization that provides mobile trolleys for shopping and also provide educational and advocacy resources
 - ii. \$50 per trolley, made in Vermont
 - iii. Opportunity to get businesses to encourage more walking and commerce in the community as a long-term development project
 - iv. Could purchase a small number as a promotional or raffle item for community events
 - v. Could partner with the library for storage and promotion
 - vi. Unclear how the trolley purchasing and distribution process works
 - vii. Tacy to reach out to Walk to Shop to inquire about purchasing details
- f. UVM Student Projects - Russ
 - i. Russ to attend project presentations on Friday 4/26 at the Davis Center from 5pm - 7pm
 - ii. Students have an interest in presenting their projects to BWAC, details and date to be determined
- g. Pride Festival - Micah
 - i. June 1st at Maple Street Park
 - ii. Great opportunity for outreach and opportunity to partner with Walk to Shop and/or Local Motion
 - iii. Need to develop goals for what BWAC would like to achieve from this event

- iv. Essex Junction Democrats looking to install a rainbow crosswalk downtown for the event
 - 1. John to gather more information and report back to BWAC
- h. Vermont Walk/Bike Summit - Michael
 - i. Thursday, June 20 in St. Johnsbury
 - ii. Registration reimbursement would be available if committee members were interested in attending
- i. Street mural installations - Philip
 - i. Can be used as a community gathering point and help with traffic calming
 - ii. This could be a topic to consider budgeting for in the future
 - iii. Could help pilot programs to find options more durable than paint
 - iv. Could partner with local schools for designs
- j. Reschedule Mon, June 17 meeting
 - i. Tentatively rescheduled for Mon, June 10 pending city staff availability
- 8. Reading file
 - a. None this month
- 9. Adjourn
 - a. Micah adjourned at 8:48 pm

**City of Essex Junction
Tree Advisory Committee
Minutes of Meeting
April 16, 2024**

Members Present: Nick Meyer, Nicole Klett, Warren Spinner, Max Seaton, Steve Rivard and Rich Boyers

Guest: Leslie Goldring, Maggie Massey of Development Review Board (DRB).

I. Call To Order

The meeting was called to order at 5:04 pm by Nick, second by Warren.

II. Additions or Amendments to Agenda

No additions

III. Approval of Meeting Minutes

A motion to approve the March 2024 meeting minutes was made by Warren, second by Steve.

IV. Tree Planting 2024

Nick and Warren have been out looking at spots. Warren reports about a spring tree planting with identified areas including in areas where Ash trees were removed. The grant will help replace 18 trees in the future. We have trees in the BOB nursery. Could have as many as 60 trees in the next few years. Mansfield Ave, Cascade Park and Old Colchester Road are spots. Public Works could help with digging trees in the nursery and bringing them to their workshop yard and tree planting contractor could pick them up from there.

Have gotten feedback from citizens wondering why their private ash trees are not being removed or replaced. There is info posted on the City's website to help assist citizens with ash trees on their property. The City will be able to respond with more formal literature in conjunction with City Council and Regina. Could help in the future with providing trees but TAC is not in a position to provide trees currently.

V. UCF Emerald Ash Borer Grant

In addition to above, TAC hopes that with the benefit of tree numbers with the grant, TAC may expand areas where we can knock on doors and tell citizens what TAC is doing and then ask if they would like a tree.

VI. Arbor Day

Now the event will be at Hiawatha School, the site of last year's Arbor Day. They are very enthusiastic about collaborating again. They are doing a big forestry day. The planting will be May 3rd at 1 pm.

VII. Update TAC Policies

It has been 10 years since the policy has been reviewed. TAC will review the tree policy as outlined on the website and look into discussing and reviewing it in the next few months at a meeting.

VIII. Tree Training Workshop 4/10/24

There were a few people attending the event and it went well. Would have liked more in attendance but the material was well done.

TAC would like to continue more outreach on FB, FPF, webpage, Essex Reporter in general.

IX. Development Applications

Maggie from DRB introduced herself and wanted to attend to discuss concerns TAC has with future developing attention on trees.

TAC encouraged DRB to encourage amending soils with silva cells or other engineered soils so that there is sustainability for the trees. Warren and Nick gave further input.

17 Park St- TAC has concerns about trees being planted and how. 4 Pearl St/Park St corner with 4 trees that had silva cells that have done really well. Silva cells do have to be installed properly and timing with the tree planting and maintenance is also important.

8 RR- next to Essex Agency, narrow structure with landscape with plans for a fire pit and bbq for residents.

Questions about power lines going down the side since the tall growing trees would be a problem. Maggie states that the developer has said they would go underground after citizen input. Species and soils are important details in regards to sustaining them and those have not been delineated. TAC has concerns with overdevelopment in a smaller area.

227-229 Pearl St near Wendy's Project has new landscape plans to be made under new ownership and another project also on Pearl St is in the works.

TAC would like to find the best way to communicate with DRB.

X. Events

May 3rd is Hiawatha Arbor Day at 1 p.m.

May 4th is the Branch Out Burlington nursery tree planting from 9-11 a.m. and TAC plans to attend with as many members as possible.

May 23rd Vermont Urban & Community Forestry Arbor Day Conference where the Tree City USA awards are given out.

XI. Other Business

Memorial planting for Max's daughter with a celebration tree on May 10th at 6 p.m. in Cascade Park. Consideration for a seat to be built and a plaque could be placed on it in conjunction with EJRP.

Nicole has announced that she will be resigning from the committee in May as her family is moving from Vermont.

XI. Date for Next Meeting

The Committee will meet on May 21, 2024 at 5:00 p.m.

Adjournment

Nick made a motion to adjourn at 5:54 pm, 2nd by Rich.

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2024 TAC Calendar

Nicole put a [folder](#) together to capture info for PSAs.

Will aim for a Tree [planting article](#)

January -Planning Calendar and setting up folder-complete
February -Public Education around Tree Work/Trimming (Winter is the time to reach out to arborist)-incomplete
March -Public Education around Thinking about planting a tree (So, you want to plant a tree)
April - Tree Planting 5/4 at BOB
May -VT Arbor Day @ named school–Mulching, etc.
June -Tree Walk/????

July-Public Education around Tree Planting/Maintenance/Watering

August-Advertise Tree Contest

September-Form Submission for Tree Contest open after Labor Day

October-Judging and Announcement of Tree Contest Winner

November-Public Education around Trees in Fall (Best Handling of Leaves, etc)

December-Public Education around Tree Decorating/Tradition of Cutting down Christmas Tree