



TRUSTEES MEETING NOTICE & AGENDA
TUESDAY, JANUARY 22, 2013 at 6:30 PM
LINCOLN HALL MEETING ROOM, 2 LINCOLN STREET

- I. CALL TO ORDER/PLEDGE OF ALLEGIANCE TO FLAG** [6:30 PM]
- II. AGENDA ADDITIONS/CHANGES** [6:30 PM]
- III. GUESTS and PRESENTATIONS** [6:35 PM]
1. Comments from Public on Items Not on Agenda
 2. Discussion of 2013 Legislative Priorities with Legislative Representatives
 3. Presentation on Utility Rate Study by Wayne Elliott of Aldrich Elliott Engineers
- IV. OLD BUSINESS** [7:30 PM]
1. Adopt 2013 Legislative Priorities
 2. Discussion and possible action on water/sewer rate structure
 3. Discuss Village Charter amendments
 4. Discuss Village Manager job description amendments
- V. NEW BUSINESS** [8:00 PM]
1. Whitcomb Farm Conservation Project/Vermont Land Trust
- VI. VILLAGE MANAGER'S REPORT** [8:30 PM]
1. Tentative Meeting Schedule
- VII. TRUSTEES' COMMENTS & CONCERNS/READING FILE** [8:35 PM]
1. Board Member Comments
 2. Memo/Update from Robin Pierce on Crescent Connector
 3. Minutes from other boards/committees:
 - a. Planning Commission 1/3/13
 4. Information from Channel 17 on call-in program to Legislators
 5. Overview of State Designation Program Reform Part I
- VIII. CONSENT AGENDA** [8:40 PM]
1. Approve Minutes of Previous Meetings 1/8/13, 1/10/13 & 1/15/13
 2. Approve Warrants including checks #10046415 through #10046497 totaling \$1,408,670.02.
 3. Approve WWTF Refurbishment Engineering Contract Amendment #2
- IX. ADJOURN** [8:45 PM]

Meetings of the Trustees are accessible to people with disabilities. For information on accessibility and/or this agenda, call the Village Manager's office at 878-6944. Times on the agenda on approximate.

Essex Junction Trustees Legislative Priorities for 2013

Priorities Relating Specifically to the Economic Vitality of Essex Junction:

Economic Development Incentives – The Trustees support initiatives and incentives for economic development of Vermont downtowns, particularly Village downtowns. Promote awareness of the value of Vermont villages as thriving, autonomous governmental units and awareness of the negative financial pressures exerted on villages by outdated state laws related to taxing authority.

Home Rule – The Trustees support a constitutional amendment or legislation to allow greater municipal autonomy. Legislative oversight of charter changes should only occur under exceptional circumstances, not as routine practice. Support reestablishment of the House Local Government Committee, which was merged into the House Government Operations Committee in 2005.

Water Quality – Support Legislative action that addresses the largest sources of pollution with the greatest return on money invested. Legislation should address all sources of pollution without singling out National Pollution Discharge Elimination System (NPDES) permits. Any water quality program funding shall be broad based and shall minimize cost shift of unfunded mandates to municipalities. Return financial and technical requirements for monitoring the waters of the state to the ANR, not to permit holders.

State Highway Paving – The Trustees support legislation and/or budgetary priorities that require the state to meet its responsibilities to pave and maintain state highways.

Priorities Relating to Ongoing and Potential State Initiatives:

State Aid – The Trustees encourage state initiatives and budgetary priorities that promote financial assistance for local communities to provide basic municipal services for their citizens.

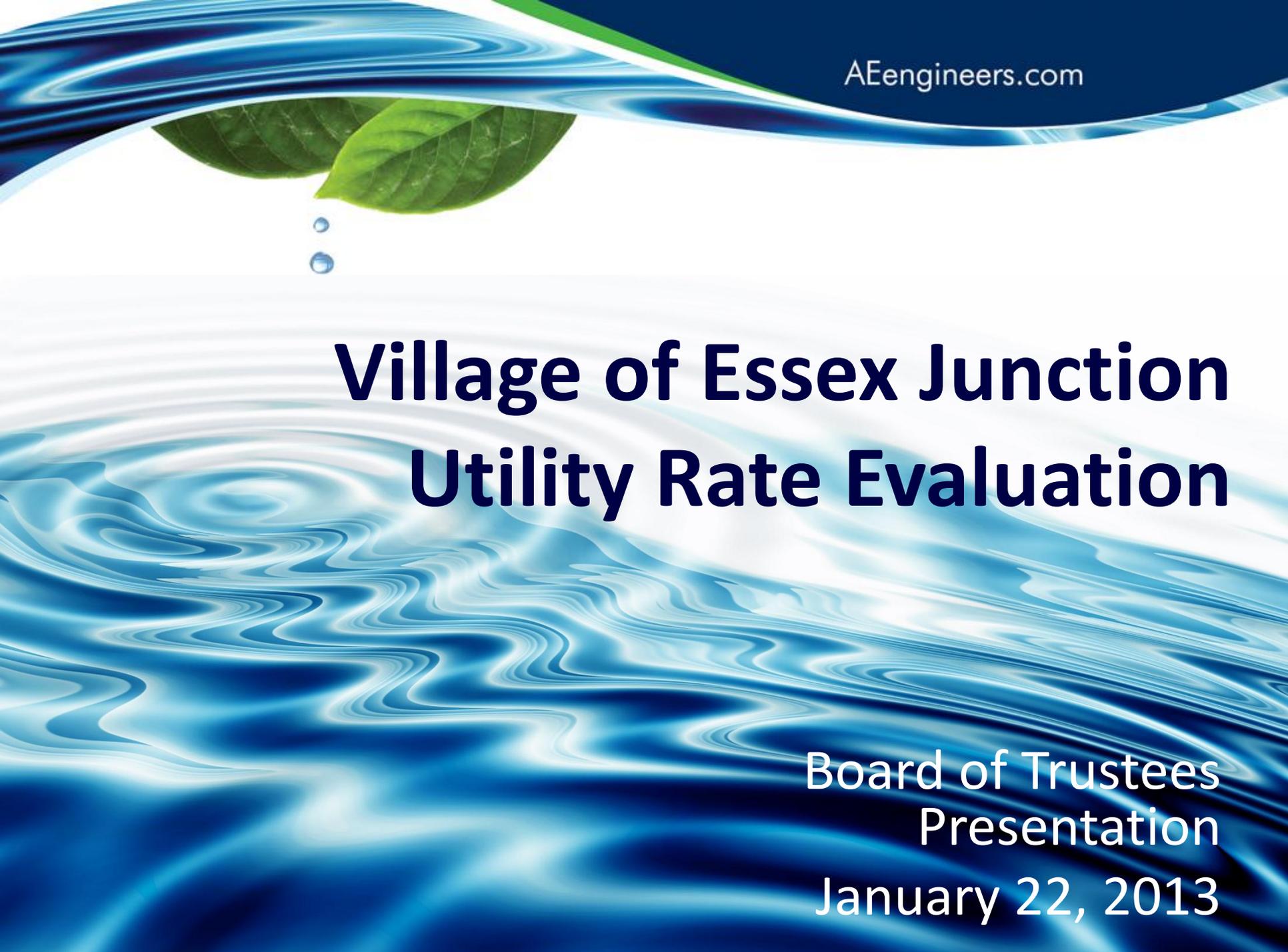
Rail Upgrade – The Trustees encourage state initiatives and budgetary priorities that support improved passenger rail service throughout the state.

Circ Highway and Circ Highway Alternatives – The Trustees continue to support the concept of the Chittenden County Circumferential Highway as a long term project. At the same time, the Trustees also support the Circ Alternative initiative which will 1) provide immediate traffic relief in congested areas of Chittenden County; 2) promote alternative transportation efforts; 3) promote economic development in Chittenden County communities.

Support IBM – The Trustees believe the state should continue to pursue a cooperative relationship with IBM, the state's largest private employer. The state should carefully examine any legislation that may adversely impact IBM's financial vitality. The state should look for opportunities to help promote IBM's long term sustainability in Vermont.

Tax Fairness – The Trustees support charter change requests and/or legislative proposals that prevent Vermont villages from being taxed by their associated towns for municipal services that are not provided within the village and which villages provide for themselves.

Alternative Transportation – The Trustees support legislation or budgetary priorities that support ongoing initiatives to promote alternative forms of transportation.

The background of the slide features a dynamic, artistic representation of water. At the top, a blue wave-like shape flows across the frame. Below it, two vibrant green leaves are shown, with two small, clear water droplets falling from them. The lower portion of the slide is dominated by a series of concentric, shimmering blue ripples that create a sense of movement and depth. The overall color palette is primarily blues and greens, evoking a natural and clean aesthetic.

Village of Essex Junction Utility Rate Evaluation

Board of Trustees
Presentation
January 22, 2013

Objectives of Rate Evaluation

- Equitability of rates
- Suitability of rates for enterprise fund stability
- Appropriateness of fees levied
- Recommendations for modifications to the existing rate structure
- Provide rationale for recommended modifications



Participants in Committee Workshops

Village of Essex Junction

- George Tyler, President
- Dan Kerin, Vice President
- Dave Crawford, Past Village Manager
- Lauren Morrisseau, Acting Village Manager
- Susan McNamara-Hill, Acting Village Manager
- Jim Jutras, Water Quality Superintendent
- Rick Jones, Public Works Superintendent

Aldrich + Elliott

- Wayne Elliott



Committee Workshops and Presentations

- Workshop #1: August 29, 2012
- Workshop #2: September 29, 2012
- Workshop #3: October 24, 2012
- Tri-Town: December 10, 2012
- Board of Trustees: December 11, 2012
- Workshop #4: January 7, 2013

WEF Article – December 2012

Conservation Benefits and Challenges

- Long term trends are a “pervasive” decline in residential water usage
- Decline per customer at 1% to 2% during past decade
- Water conservation provides numerous ecological and fiscal benefits
- Greatest effect on agencies is financial
- Billing solely on potable water volume may not capture costs of these customers
- Reduction in revenues means utilities have a harder time paying for fixed costs
- Set rates that reflect the full fixed costs of providing service

Rate Structure Goals

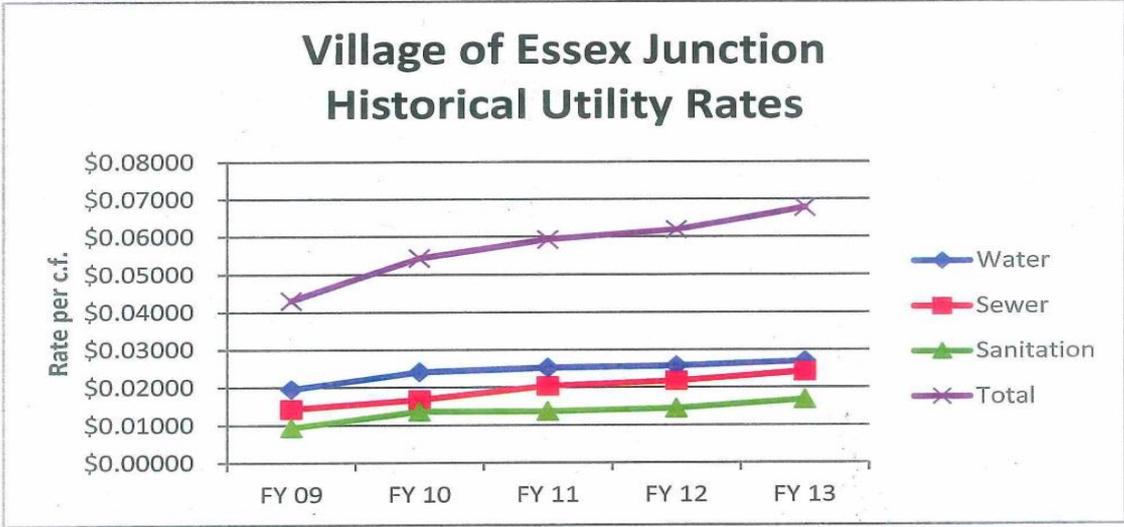
- Effectiveness in fulfilling total revenue requirements
- Provide revenue stability and predictability
- Provide stability and predictability of the rates themselves
- Rates shall be fair across various customer classes to reflect the cost of service
- Simple and easy to understand
- Simple to administer and easy to implement with current accounting system
- Legal and defensible

FY 13 Rates

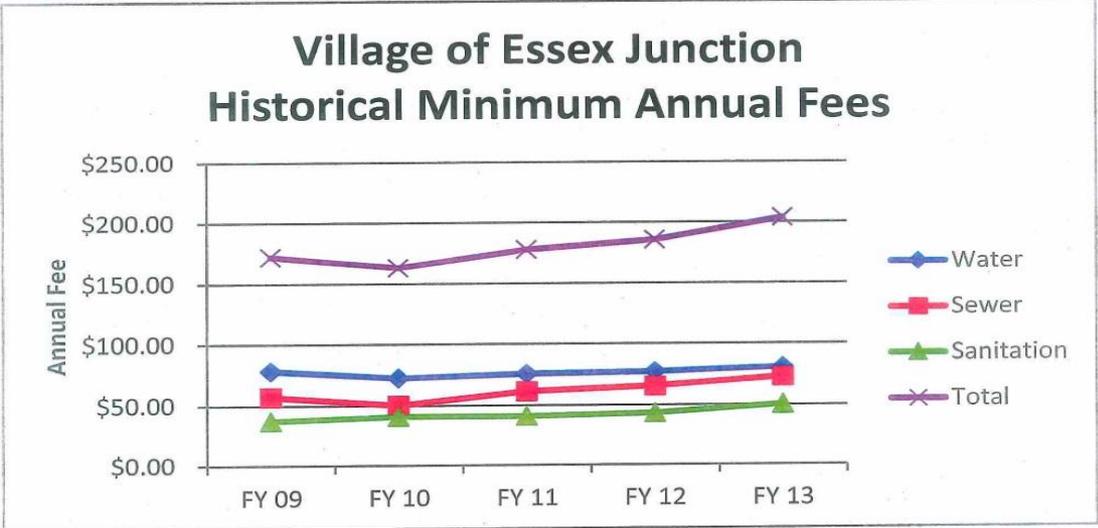
Budget	Usage Fee (per c.f.)	Minimum Fee (semi annual)	Increase
Water	\$0.02684	\$40.26	+4.7%
Sanitation	\$0.01674	\$25.11	+15.6%
Sewer	\$0.02423	\$36.35	+11.4%



Historical Utility Rates



Historical Minimum Annual Fees



Comparison of Utility Costs for a Typical Residential Customer

Utility	Monthly Cost
Telephone	\$25 to \$30
Wireless Telephone	\$75 to \$125
Electric	\$40 to \$100
Gas	
Summer	\$40 to \$60
Winter	\$150 to \$250
Cable TV with Internet Service	\$125 to \$175
Village Water – FY 13	\$18.00
Village Sewer (Sanitation and WWTF) – FY 13	\$27.49
Water – State Average	\$37.50
Sewer – State Average	\$37.50

Summary of Accounts by Customer Class

Type of Account	No. of Accounts		Total Usage	
		%	(cubic feet)	%
Residential	2729	83.9	17,159,500	62.8
Residential – Condominiums/Apartments	19	0.6%	1,568,600	5.7
Commercial	447	13.7	7,280,600	26.6
Industrial	1	0.03	30,000	0.1
Government	23	0.7	355,000	1.3
Churches	18	0.5	127,100	0.5
Schools	16	0.5	808,300	3.0
Totals	3,253	100	27,329,100	100

Notes:

- Average usage per residential account is 6,288 c.f. per year (47,000 gallons/129 gpd).
- Several (approx. 37) accounts for condominiums and apartments are also included in the commercial customer class.
- Includes about 104 accounts which are water only.



Fixed vs Variable Costs

- Water Fund
- Sanitation Fund
- Sewer (WWTF) Fund



Water Fund Budget

Account #	Account	FY 13 Budget	Fixed Expenses		Variable Expenses	
			Amount	%	Amount	%
720.000	Salaries - Regular	\$ 94,843	\$ 94,843	100%	\$ -	0%
720.010	Salaries - Overtime	\$ 13,843	\$ 6,922	50%	\$ 6,922	50%
720.020	Salaries - Part Time	\$ 6,311	\$ 6,311	100%	\$ -	0%
720.022	Social Security	\$ 8,843	\$ 8,843	100%	\$ -	0%
720.024	Unemployment Insurance	\$ 564	\$ 564	100%	\$ -	0%
720.026	Workers Compensation	\$ 4,243	\$ 4,243	100%	\$ -	0%
720.028	Health Insurance	\$ 41,332	\$ 41,332	100%	\$ -	0%
720.030	Retirement	\$ 9,484	\$ 9,484	100%	\$ -	0%
720.032	Liability & Property Insurance	\$ 2,748	\$ 2,748	100%	\$ -	0%
720.040	Interest Expense	\$ 100	\$ 100	100%	\$ -	0%
723.000	Supplies	\$ 6,000	\$ 2,000	33%	\$ 4,000	67%
723.001	Postage	\$ 750	\$ 750	100%	\$ -	0%
723.020	Gas, Grease and Oil	\$ 2,800	\$ -	0%	\$ 2,800	100%
723.041	Meters and Parts	\$ 3,960	\$ 3,960	100%	\$ -	0%
723.042	Distribution Materials	\$ 8,000	\$ 8,000	100%	\$ -	0%
723.055	Computer Expenses	\$ 600	\$ 600	100%	\$ -	0%
723.065	Water & Sewer Charges	\$ 300	\$ 300	100%	\$ -	0%
724.000	Training and Conferences	\$ 2,000	\$ 1,000	50%	\$ 1,000	50%
726.000	Electricity	\$ 650	\$ 650	100%	\$ -	0%
727.000	Heating	\$ 3,500	\$ 3,500	100%	\$ -	0%
728.020	Maintenance - Other	\$ 1,500	\$ 500	33%	\$ 1,000	67%
728.034	Water Lines Maintenance - Breaks	\$ 16,000	\$ 16,000	100%	\$ -	0%
729.000	Uniforms, Boots, Etc.	\$ 1,000	\$ 1,000	100%	\$ -	0%
745.014	Contractual Services	\$ 110,169	\$ 110,169	100%	\$ -	0%
745.019	Refunds of Prior Years Overpayment	\$ -	\$ -		\$ -	
745.041	Audit Services	\$ 3,151	\$ 3,151	100%	\$ -	0%
745.039	Other Professional Services	\$ 1,500	\$ 1,500	100%	\$ -	0%
745.050	Printing and Advertising	\$ 2,000	\$ 2,000	100%	\$ -	0%
750.020	Capital Reserve Fund Contribution	\$ 100,000	\$ 50,000	50%	\$ 50,000	50%
755.023	Capital Outlay	\$ -	\$ -		\$ -	
	Subtotals	\$ 446,191	\$ 380,470	85%	\$ 65,722	15%
770.510	State Water Tax	\$ 8,137	\$ 814	10%	\$ 7,323	90%
745.042	CWD Water Purchase	\$ 403,909	\$ 40,400	10%	\$ 363,509	90%
	Subtotal Village Expense	\$ 858,237	\$ 421,684	49%	\$ 436,554	51%
770.511	State Water Tax - IBM	\$ 41,931	\$ -		\$ 41,931	
745.043	CWD Water Purchase - IBM	\$ 2,081,376	\$ -		\$ 2,081,376	
	Total	\$ 2,981,544	\$ 421,684		\$ 2,559,861	



Screening of Rate Structure Alternatives

- Usage Only
 - Uniform Rate
 - Block Rates Decreasing
 - Block Rates Increasing
- Uniform Customer Charge
- Fixed Charges – Meter Size
- Fixed Charges
 - Equivalent Units using Design Flows
 - Equivalent Units based on Metered Flows

Alternatives Selected for Further Evaluation

➤ Alternative No. 1

- Usage Only – Uniform Rate (Current Method)

➤ Alternative No. 2

- Fixed Charges – Meter Size

➤ Alternative No. 3

- Fixed Charges – Equivalent Units based on Meter Flows

Evaluation Process

➤ Analysis by Budget

- Water
- Sanitation
- Sewer

- FY 13 budget and identified revenue targets
- Fixed vs variable cost options
- Comparison of rate structures by annual costs
- Impacts of rate structure changes
 - Residential vs non-residential
 - Minimum fee

Equivalent Units

- A means of relating larger non-residential customers to a base customer, usually a single family unit and is expressed as a ratio of a base customer.
- For this evaluation, the base customer is defined as a typical residential customer that uses either 140 gpd or 120 gpd.

SUMMARY OF EQUIVALENT UNITS FOR WATER FUND

Customer Class	No. of Accounts		No. of EU's @ 120 gpd		Total Usage	
		%		%	(cubic feet)	%
Residential	2729	83.9	2729	59.7	17,159,500	62.8
Residential – Condos/Apart	19	0.6	268	5.9	1,568,600	5.7
Commercial	447	23.7	1334.1	29.2	7,280,600	26.6
Industrial	1	0.03	4.4	0.1	30,000	0.1
Government	23	0.7	67.8	1.5	355,000	1.3
Churches	18	0.5	26.6	0.6	127,100	0.5
Schools	16	0.5	138	3.0	808,300	3.0
Totals	3,253	100	4,569	100	27,329,100	100



Village Rates - Preferred Approach

Base Rate (Fixed) Charge

- Billed quarterly vs semi-annually
- Residential Customer = 1.0 EU
- Non Residential Customers converted to Equivalent Units based on 120 gpd per EU
- Fixed Cost Portion
 - Water @ 50%
 - Sanitation @ 75%
 - Sewer @ 65% (village related expenses only)

Usage Fee

- Billed semi-annually until radio read is fully operable
- Variable Cost Portion
 - Water @ 50%
 - Sanitation @ 25%
 - Sewer @ 35%

Proposed Rate Structure Changes

Utility	Billing Rate	Current Rate Structure	Proposed Rate Structure
Water	Base Rate	\$0	\$20.80 per quarter
	Usage Fee	\$0.02684 per c.f.	\$0.0134 per c.f.
	Minimum Charge	\$40.26 semi-annual	\$20.80 per quarter
Sanitation	Base Rate	\$0	\$18.40 per quarter
	Usage Fee	\$0.01674 per c.f.	\$0.0042 per c.f.
	Minimum Charge	\$25.11 semi-annual	\$18.40 per quarter
Sewer	Base Rate	\$0	\$23.20 per quarter
	Usage Fee	\$0.02423 per c.f.	\$0.0085 per c.f.
	Minimum Charge	\$36.35 semi-annual	\$23.20 per quarter



IMPACTS OF PROPOSED RATED CHANGES FOR FY13 RESIDENTIAL CUSTOMERS

METERED USAGE		CURRENT RATE STRUCTURE					PROPOSED RATE STRUCTURE				
Per Quarter	Annual	Base Rate	Water	Sanitation	Sewer	Total	Water	Sanitation	Sewer	Total	
(c.f.)	(c.f.)	Usage Fee	\$ -	\$ -	\$ -	\$ -	\$ 20.80	\$ 18.40	\$ 23.20	\$ 62.40	
			\$ 0.02684	\$ 0.01674	\$ 0.02423	\$ 0.06781	\$ 0.0134	\$ 0.0042	\$ 0.0085	\$ 0.0261	
500	2,000		\$ 80.52	\$ 50.22	\$ 72.70	\$ 203.44	\$ 110.00	\$ 82.00	\$ 109.80	\$ 301.80	
750	3,000	Minimum	\$ 80.52	\$ 50.22	\$ 72.69	\$ 203.43	\$ 123.40	\$ 86.20	\$ 118.30	\$ 327.90	
1,000	4,000		\$ 107.36	\$ 66.96	\$ 96.92	\$ 271.24	\$ 136.80	\$ 90.40	\$ 126.80	\$ 354.00	
1,500	6,000	Average	\$ 161.04	\$ 100.44	\$ 145.38	\$ 406.86	\$ 163.60	\$ 98.80	\$ 143.80	\$ 406.20	
2,000	8,000		\$ 214.72	\$ 133.92	\$ 193.84	\$ 542.48	\$ 190.40	\$ 107.20	\$ 160.80	\$ 458.40	
2,500	10,000		\$ 268.40	\$ 167.40	\$ 242.30	\$ 678.10	\$ 217.20	\$ 115.60	\$ 177.80	\$ 510.60	
3,000	12,000		\$ 322.08	\$ 200.88	\$ 290.76	\$ 813.72	\$ 244.00	\$ 124.00	\$ 194.80	\$ 562.80	
3,500	14,000		\$ 375.76	\$ 234.36	\$ 339.22	\$ 949.34	\$ 270.80	\$ 132.40	\$ 211.80	\$ 615.00	
4,000	16,000		\$ 429.44	\$ 267.84	\$ 387.68	\$ 1,084.96	\$ 297.60	\$ 140.80	\$ 228.80	\$ 667.20	



IMPACTS OF PROPOSED RATE STRUCTURE CHANGES FY 13 NON RESIDENTIAL CUSTOMERS

METERED USAGE			CURRENT RATE STRUCTURE				PROPOSED RATE STRUCTURE				
			Water	Sanitation	Sewer	Total	Water	Sanitation	Sewer	Total	
Per Quarter	Annual	EU	Base Rate	Usage Fee							
(c.f.)	(c.f.)										
			\$ -	\$ -	\$ -	\$ -	\$ 20.80	\$ 18.40	\$ 23.20	\$ 62.40	
			\$ 0.02684	\$ 0.01674	\$ 0.02423	\$ 0.06781	\$ 0.0134	\$ 0.0042	\$ 0.0085	\$ 0.0261	
1,000	4,000	1.0	\$ 107.36	\$ 66.96	\$ 96.92	\$ 271.24	\$ 136.80	\$ 90.40	\$ 126.80	\$ 354.00	
2,000	8,000	1.4	\$ 214.72	\$ 133.92	\$ 193.84	\$ 542.48	\$ 220.87	\$ 134.15	\$ 194.78	\$ 549.81	
3,000	12,000	2.0	\$ 322.08	\$ 200.88	\$ 290.76	\$ 813.72	\$ 331.30	\$ 201.23	\$ 292.18	\$ 824.71	
4,000	16,000	2.7	\$ 429.44	\$ 267.84	\$ 387.68	\$ 1,084.96	\$ 441.74	\$ 268.31	\$ 389.57	\$ 1,099.61	
5,000	20,000	3.4	\$ 536.80	\$ 334.80	\$ 484.60	\$ 1,356.20	\$ 552.17	\$ 335.38	\$ 486.96	\$ 1,374.52	
6,000	24,000	4.1	\$ 644.16	\$ 401.76	\$ 581.52	\$ 1,627.44	\$ 662.61	\$ 402.46	\$ 584.35	\$ 1,649.42	
7,000	28,000	4.8	\$ 751.52	\$ 468.72	\$ 678.44	\$ 1,898.68	\$ 773.04	\$ 469.54	\$ 681.75	\$ 1,924.32	
8,000	32,000	5.5	\$ 858.88	\$ 535.68	\$ 775.36	\$ 2,169.92	\$ 883.47	\$ 536.61	\$ 779.14	\$ 2,199.22	
9,000	36,000	6.1	\$ 966.24	\$ 602.64	\$ 872.28	\$ 2,441.16	\$ 993.91	\$ 603.69	\$ 876.53	\$ 2,474.13	
10,000	40,000	6.8	\$ 1,073.60	\$ 669.60	\$ 969.20	\$ 2,712.40	\$ 1,104.34	\$ 670.77	\$ 973.92	\$ 2,749.03	
12,500	50,000	8.5	\$ 1,342.00	\$ 837.00	\$ 1,211.50	\$ 3,390.50	\$ 1,380.43	\$ 838.46	\$ 1,217.40	\$ 3,436.29	
15,000	60,000	10.2	\$ 1,610.40	\$ 1,004.40	\$ 1,453.80	\$ 4,068.60	\$ 1,656.52	\$ 1,006.15	\$ 1,460.88	\$ 4,123.55	
17,500	70,000	12.0	\$ 1,878.80	\$ 1,171.80	\$ 1,696.10	\$ 4,746.70	\$ 1,932.60	\$ 1,173.84	\$ 1,704.36	\$ 4,810.80	
20,000	80,000	13.7	\$ 2,147.20	\$ 1,339.20	\$ 1,938.40	\$ 5,424.80	\$ 2,208.69	\$ 1,341.53	\$ 1,947.84	\$ 5,498.06	



WWTF REFURBISHMENT PROJECTED IMPACTS ON SEWER RATES

- Effects sanitation base rate only
- Rate increase being phased in over 5 years, beginning in FY13
- Increase may be less depending on final project costs and loan payments

Other Water and Sewer Fees

➤ Water

- Allocation
- Connection/Meter charges
- Hydrants – private
- Fire Supression – sprinkler
- Connection/disconnects

➤ Sewer

- Allocation
- Connection
- Inspection fee

Next Steps

- Continued public outreach and education on rate structure changes
- Finalizing proposed changes to water and sewer fee structure
- FY 14 rate setting once budgets are finalized

Questions?



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**ARTICLE II
VILLAGE TRUSTEES**

Section 2.04. Prohibitions.

...

c) Interference with Administration. Except for the purpose of evaluating the manager's performance, or for the purpose of inquiries and investigations under section 2.06, the Trustees or its members shall deal with Village officers and employees who are subject to the direction and supervision of the manager solely through the manager, and neither the Trustees nor its members shall give orders to any such officer or employee, either publicly or privately.

**ARTICLE IV
VILLAGE MANAGER**

Section 4.01. Appointment; Qualifications; Compensation. The Trustees shall appoint a Village manager for an indefinite term and fix his compensation. The manager shall be appointed solely on the basis of his executive and administrative qualifications in accordance with the Vermont statutes. In all matters, the Village manager shall be subject to the direction and supervision of the Trustees and shall hold office at the will of the Trustees.

Section 4.02. Powers and Duties of the Village Manager. The Village manager shall be the chief administrative officer of the Village. He shall be responsible to the Trustees for the administration of all Village affairs placed in his charge by or under this charter. He shall have the following powers and duties in addition to those powers and duties delegated to municipal managers under the Vermont statutes.

...

(13) The manager shall annually appoint, subject to the Trustees approval, the Village treasurer/Tax collector, Village clerk, Village attorney, Village fire chief and Village engineering consultant.

...

- Section 4.03 was to be left as is?

Section 4.03. Removal.

a) The Trustees may remove the manager from office for cause in accordance with the following procedures:

(1) The Trustees shall adopt by affirmative vote of a majority of all its members a preliminary resolution which must state the reasons for removal and may suspend the manager from duty for a period not to exceed 45 days. A copy of the resolution shall be delivered within three (3) days to the manager.

(2) Within five days after a copy of the resolution is delivered to the manager, he may file with the Trustees a written request for a hearing. Said hearing to be in a public or executive session by choice of the manager. This hearing shall be held at a special Trustees meeting not earlier than fifteen days nor later than thirty days after the request is

filed. The manager may file with the Trustees a written reply not later than five days before the hearing.

(3) The Trustees may adopt a final resolution of removal, which may be made effective immediately, by affirmative vote of a majority of all its members at any time after five days from the date when a copy of the preliminary resolution was delivered to the manager, if he has not requested a public hearing, or at any time after the public hearing if he has requested one.

b) The manager shall continue to receive his salary until the effective date of a final resolution of removal.

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Village of Essex Junction, Vermont

CHARTER – 1985

Adopted by the Village Meeting April 4, 1985

Amended April 6, 1988

Amended April 4, 1990

Amended March 5, 1991

Amended April 2, 1992

Amended April 8, 1993

Amended April 7, 1994

Amended April 6, 1995

Amended March 5, 1996

Amended April 14, 2009

Amended April 13, 2010

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ARTICLE I POWERS OF THE VILLAGE

Section 1.01. Corporate Existence. The inhabitants of the Village of Essex Junction, within the corporate limits as now established, shall continue to be a municipal corporation by the name of the Village of Essex Junction.

Section 1.02. Village Boundaries. The boundaries of the Village shall continue to be the corporate boundaries as presently established, except as hereafter altered in accordance with the requirements of applicable law.

Section 1.03. General Powers. The Village shall have all powers possible for a municipality to have under the Constitution and laws of this State as fully and completely as though they were specifically enumerated in this Charter. Except when changed, enlarged or modified by the provisions of this Charter, all provisions of the statutes of this State relating to municipalities shall apply to the Village of Essex Junction.

Section 1.04. Construction. The powers of the Village under this Charter shall be construed liberally in favor of the Village, and the specific mention of particular powers in the Charter shall not be construed as limiting in any way the general power stated in this subchapter.

Section 1.05. Intergovernmental Relations. The Village may exercise any of its powers or perform any of its functions and may participate in the financing thereof, jointly or in cooperation, by contract or otherwise, with other Vermont municipalities, the State of Vermont, any one or more subdivisions or agencies of the State, or the United States or any agency thereof.

Section 1.06. Property. By action of the Trustees, the Village may acquire property within or without its corporate limits for any Village purpose, in fee simple or any lesser interest or estate, by purchase, gift, devise or lease, it may sell, lease, mortgage, hold, manage and control such property as its interest may require. The Village may further acquire property within its corporate limits by condemnation where such authority is granted by the statutes of the State of Vermont.

Section 1.07. Additional Powers. In addition to powers otherwise conferred upon it by law, the Village is authorized:

a) To adopt and enforce ordinances relating to making and installation of local improvements including curbs, sidewalks, sewers, drainage systems, water systems, and streets; requiring the installation of any or all of such improvements in a manner specified by the Village as a condition precedent to the issuance of a zoning permit; apportioning part or all of the expenses of such improvements against property owners benefitted thereby; providing for the collection of such assessments and penalties for nonpayment.

b) To adopt and enforce ordinances regulating or prohibiting the use of firearms, air rifles and devices having a capacity to inflict personal injury to the extent such

ordinances are consistent with State law.

c) To adopt and enforce ordinances relating to the use, protection, care and management of all public facilities and systems of the Village.

d) To adopt and enforce ordinances relating to marathons, bicycle races, fund raising activities and other organized events in or upon public streets and sidewalks.

e) To adopt and enforce ordinances relating to the prevention of riots, noises, nuisances, disturbances, and disorderly assembly; to provide for the enforcement of penalties for violation and non-performance; and to require permits for use of public lands and highways.

ARTICLE II VILLAGE TRUSTEES

Section 2.01. Composition, Eligibility, Election and Terms.

a) Composition. There shall be a Board of Trustees of five members elected by the qualified voters of the Village at large. At the first meeting of the Board of Trustees following each annual meeting, one of the Trustees shall be elected by the other Trustees to the office of President of the Village of Essex Junction. The President shall be the chairperson of the Board of Trustees. The President shall preside at the Board of Trustees' meetings. The President shall serve until succeeded by a duly elected successor. Any vacancy in the office of President may be filled by vote of the remaining Trustees at a meeting of the Board of Trustees duly warned for that purpose. At the first meeting of the Board of Trustees following each annual meeting, one of the Trustees shall be elected by the other Trustees to the office of Vice President of the Village of Essex Junction. In the absence of the President, the Vice President shall preside at the Board of Trustees' meetings and act in place of the President. The Vice President shall serve until succeeded by a duly elected successor. Any vacancy in the office of Vice President may be filled by vote of the remaining Trustees at a meeting of the Board of Trustees duly warned for that purpose.

b) Eligibility. Only qualified voters of the Village shall be eligible to hold the office of Trustee.

c) Election and Terms. The regular election of Trustees shall be held at the annual Village meeting in the manner provided in Subchapter 8. Trustees shall be elected for three-year terms. The terms of Trustees shall begin on the Tuesday following their election.

Section 2.02. Compensation; Expenses. The annual salary paid to the Trustees can be increased from its present level only by the voters at a Village meeting.

Section 2.03. General Powers and Duties. All legislative powers of the Village shall be vested in the Trustees, except as otherwise provided by law or this Charter, and the Trustees shall provide for the exercise thereof and for the performance of all duties and obligations imposed on the Village by law.

Section 2.04. Prohibitions.

a) Holding Other Office. Except where authorized by law, no Trustee shall hold any

other Village office or employment during the term for which he was elected to the Trustees, and no former Trustee shall hold any compensated appointive Village office or employment until one year after the expiration of the term for which he was elected to the Trustees. This prohibition shall not preclude a former Trustee from accepting appointment to the Village Planning Commission or Zoning Board of Adjustment immediately following expiration of his elected term.

b) Appointments and Removals. Neither the Trustees nor any of its members shall in any manner dictate the appointment or removal of any Village administrative officers or employees whom the manager or any of his subordinates are empowered to appoint, but the Board of Trustees may express its views and fully and freely discuss with the manager anything pertaining to appointment and removal of such officers and employees.

c) Interference with Administration. Except for the purpose of inquiries and investigations under section 2.06, the Trustees or its members shall deal with Village officers and employees who are subject to the direction and supervision of the manager solely through the manager, and neither the Trustees nor its members shall give orders to any such officer or employee, either publicly or privately.

Section 2.05. Vacancies; Filling of Vacancies.

a) Vacancies. The office of a Trustee shall become vacant upon his death, resignation, or removal from office in any manner authorized by law.

b) Filling of Vacancies. A vacancy in the Board of Trustees shall be filled until the next regular election by a majority vote of the remaining members. Notwithstanding the requirement in section 2.08 that a quorum of the Board of Trustees consists of three members, if at any time the membership of the Trustees is reduced to less than three, the remaining members may by majority action appoint additional members to raise the membership to three.

Section 2.06. Investigations. The Board of Trustees may make investigations into the affairs of the Village and the conduct of any Village department, office or agency and for this purpose may subpoena witnesses, administer oaths, take testimony and require the production of evidence. Any person who fails or refuses to obey a lawful order issued in the exercise of these powers by the Board of Trustees shall be guilty of a misdemeanor and punishable by a fine of not more than \$100.00, or by imprisonment for not more than 1 day, or both.

Section 2.07. Independent Audit. The Board of Trustees shall provide for an independent annual audit of all Village accounts and may provide for such more frequent audits as it deems necessary. Such audits shall be made by a certified public accountant or firm of such accountants who have no personal interest, direct or indirect, in the fiscal affairs of the Village government or any of its officers. The Board of Trustees may designate such accountant or firm annually or for a period not exceeding three years, provided that the designation for any particular fiscal year shall be made no later than 30 days after the beginning of such fiscal year. If the state makes such an audit, the Trustees may accept it as satisfying the requirements of this section.

Section 2.08. Procedure.

a) Meetings. The Trustees shall meet regularly at least once in every month at such times and places as the Trustees may prescribe by rule. Special meetings may be held on the call of the president and two other members and, whenever practicable, upon no less than 48 hours' notice to each member. All meetings shall be public, however, in accordance with Vermont law the Trustees may vote to have a portion of a meeting in executive session.

b) Rules and Journal. The Board of Trustees shall determine its own rules and order of business and shall in accordance with Vermont law keep minutes of its proceedings. This journal shall be a public record.

c) Voting. Voting, except on procedural motions, shall be by roll call and the ayes and nays shall be recorded in the journal. Three members of the Board of Trustees shall constitute a quorum. No action of the Trustees except as otherwise provided in section 2.05, shall be valid or binding unless adopted by the affirmative vote of three (3) or more members of the Trustees.

Section 2.09. Appointments.

a) The Trustees shall appoint the Planning Commission, the Zoning Board of Adjustment and other appointments required by law and this charter;

b) The Trustees' approval shall be required for the manager's annual appointments of a Village treasurer/Tax Collector, Village clerk, Village attorney, Village fire chief, and Village engineering consultant. Residents of the Village or a member of the Fire Department who resides in the Town of Essex shall be eligible to hold the office of Village fire chief.

Section 2.10. Adoption of Ordinances. Ordinances shall be adopted in accordance with state law.

**ARTICLE III
OTHER ELECTED OFFICERS**

Section 3.01. Library Trustees. There shall be a five member Board of Library Trustees who shall be elected to five year terms by the voters at the Annual Meeting. Only qualified voters of the Village shall be eligible to hold the office of Library Trustee. The Trustees who are now in office shall serve until their terms are completed. The Library Trustees shall establish policy for the operation of the Library and shall otherwise act in conformance with the Vermont statutes. The five permanent, self-perpetuating Library Trustees shall function in accordance with the terms of the Brownell Trust agreement dated May 25, 1925. The Library shall be required to follow all financial and personnel policies adopted by the Village Trustees.

Section 3.02. Moderator. The voters at the annual Village meeting shall elect a moderator who shall preside at each Village meeting. Only qualified voters of the Village shall be eligible to hold the office of Moderator.

ARTICLE IV VILLAGE MANAGER

Section 4.01. Appointment; Qualifications; Compensation; Removal. The Trustees shall appoint a Village manager for an indefinite term and fix his compensation. The manager shall be appointed solely on the basis of his executive and administrative qualifications in accordance with the Vermont statutes. In all matters, the Village manager shall be subject to the direction and supervision of the Trustees and shall hold office at the will of the Trustees, who, by majority vote, may remove him at any time for cause.

Section 4.02. Powers and Duties of the Village Manager. The Village manager shall be the chief administrative officer of the Village. He shall be responsible to the Trustees for the administration of all Village affairs placed in his charge by or under this charter. He shall have the following powers and duties in addition to those powers and duties delegated to municipal managers under the Vermont statutes.

- (1) The manager shall appoint and, when he deems it necessary for the good of the service, suspend or remove all Village employees, and other employees provided for by or under this charter for cause, except as otherwise provided by law, this charter or personnel rules adopted pursuant to this charter. He may authorize any employee who is subject to his direction and supervision to exercise these powers with respect to subordinates in that employee's department, office or agency.
- (2) The manager shall direct and supervise the administration of all departments, offices and agencies of the Village, except as otherwise provided by this charter or by law.
- (3) The manager shall attend all Trustees meetings and shall have the right to take part in discussion and make recommendations but may not vote.
- (4) The manager shall see that all laws, provisions of this charter and acts of the Trustees, subject to enforcement by him or by officers subject to his direction and supervision, are faithfully executed.
- (5) The manager shall prepare and submit the annual budget and capital program to the Trustees.
- (6) The manager shall submit to the Trustees and make available to the public a complete report on the finances and administrative activities of the Village as of the end of each fiscal year.
- (7) The manager shall make such other reports as the Trustees may require concerning the operations of Village departments, offices and agencies subject to his direction and supervision.
- (8) The manager shall keep the Trustees fully advised as to the financial condition and future needs of the Village and make such recommendations to the Trustees concerning the affairs of the Village as he deems desirable.
- (9) The manager or his designee shall perform the duties of zoning administrative officer.
- (10) The manager shall be responsible for the enforcement of all Village ordinances and laws.
- (11) Repealed April 8, 1993.
- (12) The manager may when advisable or proper delegate to subordinate officers and employees of the Village any duties conferred upon him by this charter, the Vermont

statutes or the Trustees.

(13) The manager shall annually appoint, subject to the Trustees approval, the Village treasurer/Tax collector, Village clerk, Village attorney, and Village engineering consultant.

(14) The manager shall perform such other duties as are specified in this charter, state law, or as may be required by the Trustees.

Section 4.03. ~~Removal.~~ Hearing Process.

a) The Trustees may remove the manager from office for cause in accordance with the following procedures:

(1) The Trustees shall adopt by affirmative vote of a majority of all its members a preliminary resolution which must state the reasons for removal and may suspend the manager from duty for a period not to exceed 45 days. A copy of the resolution shall be delivered within three (3) days to the manager.

(2) Within five days after a copy of the resolution is delivered to the manager, he may file with the Trustees a written request for a hearing. Said hearing to be in a public or executive session by choice of the manager. This hearing shall be held at a special Trustees meeting not earlier than fifteen days nor later than thirty days after the request is filed. The manager may file with the Trustees a written reply not later than five days before the hearing.

(3) The Trustees may adopt a final resolution of removal, which may be made effective immediately, by affirmative vote of a majority of all its members at any time after five days from the date when a copy of the preliminary resolution was delivered to the manager, if he has not requested a public hearing, or at any time after the public hearing if he has requested one.

b) The manager shall continue to receive his salary until the effective date of a final resolution of removal.

**ARTICLE V
ADMINISTRATIVE DEPARTMENTS**

Section 5.01. General Provisions.

a) Creation of Departments. The Trustees may establish Village departments, offices or agencies in addition to those created by this charter and may prescribe the functions of all departments, offices, and agencies, except that no function assigned by this charter to a particular department, office or agency may be discontinued or unless this charter specifically so provides, assigned to any other.

b) Direction by Manager. All departments, offices and agencies under the direction and supervision of the manager shall be administered by an officer appointed by and subject to the direction and supervision of the manager. With the consent of the Trustees, the manager may serve as the head of one or more such departments, offices or agencies or may appoint one person as the head of one or more of them.

ARTICLE VI FINANCIAL PROCEDURES

Section 6.01. Fiscal Year. The fiscal year of the Village shall begin on the first day of July and end on the last day of June.

Section 6.02. Submission of Budget and Budget Message. On or before the 1st day of December of each year, the manager shall submit to the Trustees a recommended budget for the ensuing fiscal year and an accompanying message.

Section 6.03. Budget Message. The manager's message shall explain the budget both in fiscal terms and in terms of the work programs. It shall outline the proposed financial policies of the Village for the ensuing fiscal year, describe the important features of the budget, indicate any major changes from the current year in financial policies, expenditures, and revenues together with the reasons for such changes, summarize the village's debt position and include such other material as the manager deems desirable.

Section 6.04. Budget.

a) The budget shall provide a complete financial plan of all Village funds and activities for the ensuing fiscal year and, except as required by law or this charter, shall be in such form as the manager deems desirable or the Trustees may require. In organizing the budget the manager shall utilize the most feasible combination of expenditure classification by fund, organization unit, program, purpose or activity. It shall begin with a clear general summary of its contents; shall show in detail all estimated income, indicating the proposed property tax levy, and all proposed expenditures, including debt service, for the ensuing fiscal year; and shall be so arranged as to show comparative figures for actual and estimated income and expenditures of the current fiscal year and actual income and expenditures of the preceding fiscal year. It shall indicate in separate sections:

- (1) Proposed expenditures for current operation during the ensuing fiscal year, detailed by offices, departments and agencies in terms of their respective work programs, and the method of financing such expenditures;
- (2) Proposed capital expenditures during the ensuing fiscal year, detailed by offices, departments and agencies when practicable, and the proposed method of financing each such capital expenditure; and
- (3) Anticipated net surplus or deficit for the ensuing fiscal year of each utility owned or operated by the Village and the proposed method of its disposition; subsidiary budgets for each such utility giving detailed income and expenditure information shall be attached as appendices to the budget.

(b) The total of proposed expenditures shall not exceed the total of estimated income.

Section 6.05. Capital Program.

a) Submission to Trustees. The manager shall prepare and submit to the Trustees a five-year capital program at least three months prior to the final date for submission of the budget.

b) Contents. The capital program shall include:

- (1) A clear general summary of its contents;

- (2) A list of all capital improvements which are proposed to be undertaken during the five fiscal years next ensuing, with appropriate supporting information as to the necessity for such improvements;
- (3) Cost estimates, method of financing and recommended time schedules for each such improvement; and
- (4) The estimated annual cost of operating and maintaining the facilities to be constructed or acquired.

The above information may be revised and extended each year with regard to capital improvements still pending or in process of construction or acquisition.

Section 6.06. Trustees Action on Budget. The Trustees shall adopt the budget with or without amendments on or before the 15th day of February. If it fails to adopt the budget by this date, the amounts appropriate for current operation for the previous fiscal year shall be deemed adopted for the ensuing fiscal year on a month-to-month basis with all items in it prorated accordingly, until such time as the Board of Trustees adopts a budget for the ensuing fiscal year or until the Village meeting adopts a budget.

Section 6.07. Trustees Action on Capital Program. The Trustees by resolution shall adopt the capital program with or without amendment and on or before the 15th day of February.

Section 6.08. Distribution. The proposed budget as approved by the Trustees shall be distributed to the legal voters of the Village at least ten (10) days prior to the annual Village meeting.

Section 6.09. Village Meeting Action on Budget.

a) The annual Village meeting shall be held on the first Wednesday of April at a time and place specified by the Trustees, and in accordance with Vermont statutes.

b) The Village meeting shall discuss and adopt the budget presented by the Trustees with or without amendment. Initiative petitions must be signed by qualified voters of the Village equal in number to at least five per cent (5%) (10% for a bond issue) of the total number of qualified voters registered to vote at the last regular Village election.

Section 6.10. Public Records. Copies of the budget and the capital program as adopted shall be public records and shall be made available to the public at suitable places in the Village.

Section 6.11. Appropriations. From the effective date of the budget, the several amounts therein stated, as approved at the annual Village meeting, become appropriated to the several agencies and purposes therein named. Upon passage of the budget by the annual Village meeting, the amount stated therein as the amount to be raised by property taxes shall constitute a determination of the amount of the levy for the purposes of the Village in the corresponding tax year and the Trustees shall levy such taxes on the grand list.

Section 6.12. Transfer of Appropriations. The manager may at any time transfer an unencumbered appropriation, balance, or portion thereof between general classifications of expenditures within an office, department, or agency. At the request of the manager and within the last three (3) months of the budget year, the Trustees may by resolution transfer any unencumbered appropriation balance, or portion thereof within the Trustees' budget from one department, agency, or office, to another. Notwithstanding the above, no unexpended balance in any appropriation not included in the Trustees' budget shall be transferred or used for any other purpose.

Section 6.13. Administration of Budget.

a) Work Programs and Allotments. At such time as the manager shall specify, each department, office or agency shall submit work programs for the ensuing fiscal year showing the requested allotments of its appropriation by periods within the year. The manager shall review and authorize such allotments with or without revision as early as possible in the fiscal year. He may revise such allotments during the year if he deems it desirable and shall revise them to accord with any supplemental, emergency, reduced or transferred appropriations made pursuant to section 6.12.

b) Payments and Obligations prohibited. No payment shall be made or obligation incurred against any allotment of appropriation except in accordance with appropriations duly made and unless the manager or his designee first certifies that there is a sufficient unencumbered balance in such allotment or appropriation and that sufficient funds therefrom are or will be available to cover the claim or meet the obligation when it becomes due and payable. Any authorization of payment or incurring of obligation in violation of the provisions of this charter shall be void and any payment so made illegal; such action shall be cause for removal of any officer who knowingly authorized or made such payment or incurred such obligations, and he shall also be liable to the Village for any amount so paid. However, except where prohibited by law, nothing in this charter shall be construed to prevent the making or authorizing of payment or making of contracts for capital improvements to be financed wholly or partly by the issuance of bonds or to prevent the making of any contract or lease providing for payments beyond the end of the fiscal year, provided that such action is made or approved by ordinance.

c) The provisions of subsection b above notwithstanding, the Trustees may authorize an expenditure of funds not provided for in the approved Village budget upon determination, at a properly warned meeting of the Board of Trustees, that:

- (1) The need for such expenditure could not have been anticipated at the time of approval of the Village budget; and
 - (2) Such expenditure is necessary to protect Village property from suffering loss or damage or to continue to provide services which the Village is obligated to provide under law; and
 - (3) The contingency funds available in the approved Village budget are insufficient to cover the expenditure; and
 - (4) The aggregate amount of all expenditures authorized under this section during a single budget year does not exceed 3% of the approved Village budget for the year.
- Approval of such expenditure shall require the affirmative vote of the entire Board of Trustees sitting in attendance at a regularly scheduled or special meeting and shall be set

forth in a written resolution which shall be attached to the minutes of the meeting at which approval is granted.

Section 6.14. Property Taxes.

a) Property tax payments may be payable in two installments, if so voted by the Village in accordance with state law. If the due date of any installment falls on a Saturday, Sunday, or holiday, the property tax due date shall be the following business day.

b) Property tax payments received after the due date or postmarked later than the due date, shall be considered delinquent and shall be subject to collection fees and interest charges in the amount established by state law. If the Village votes to make property tax payments payable in installments, any installment received after the due date or postmarked later than the due date shall be considered delinquent and shall be subject to collection fees and interest charges in the amount established by state law.

Section 6.15. Appraisal of Business Personal Property for Tax Purposes. Appraisal of business personal property shall be in accordance with the provisions of Vermont Statutes Annotated Title 32, section 3618, as the same may from time to time be amended, provided that all business personal property acquired by a taxpayer after September 30, 1995 shall be exempt from tax.

Section 6.16. Assessment and Taxation Agreement. Notwithstanding section 6.15 of this charter and the requirements of the general laws of the State of Vermont, the Trustees of the Village of Essex Junction are hereby authorized and empowered to negotiate and execute assessment and taxation agreements between the Village of Essex Junction and a taxpayer or taxpayers within the Village of Essex Junction consistent with applicable requirements of the Vermont Constitution.

**ARTICLE VII
PLANNING AND ZONING**

Section 7.01. Village Planning Commission. There shall be a Village Planning Commission appointed by the Trustees for terms of three years from among the qualified voters of the Village. Members of the commission shall hold no other Village office. The planning commission shall;

- (1) make recommendations to the Village Trustees on all matters affecting the physical development of the Village,
- (2) review subdivision applications,
- (3) review site plan applications,
- (4) recommend master plan amendments to the Trustees,
- (5) recommend zoning ordinance amendments to the Trustees, and
- (6) exercise all other responsibilities as may be provided by law.

Section 7.02. Zoning Board of Adjustment. The Trustees shall appoint a Board of Adjustment to three year terms from among the qualified voters of the Village and shall provide standards and procedures for such board to hear and determine appeals from

administrative decisions, petitions for conditional uses and variances as may be required by law.

ARTICLE VIII VILLAGE ELECTIONS

Section 8.01. Village Elections.

a) The voters shall at each annual Village meeting vote to set the date of the next annual Village meeting which shall be a date in the month of April.

b) Qualified Voters. All citizens qualified by the constitution and laws of the state of Vermont to vote in the Village and who satisfy the requirements for registration prescribed by law shall be qualified voters of the Village within the meaning of this charter.

c) Conduct of Elections. Except as otherwise provided by this charter, the provisions of the general election laws of the state of Vermont shall apply to all elections held under this charter.

ARTICLE IX INITIATIVE

Section 9.01. General Authority. The qualified voters of the Village shall have power to propose ordinances to the Trustees and, if the Board of Trustees fails to adopt an ordinance so proposed without any change in substance, to adopt or reject it at a Village meeting, provided that such power shall not extend to the budget or capital program or any ordinance relating to appropriation of money, levy of taxes or salaries of Village officers or employees.

Section 9.02. Petitions.

a) Number of Signatures. Initiative petitions must be signed by qualified voters of the Village equal in number to at least five percent (5%) of the total number of qualified voters registered to vote at the last regular Village election.

b) Form and Content. All papers of a petition shall be uniform in size and style and shall be assembled as one instrument for filing. Each signature shall be executed in ink and shall be followed by the address of the person signing. Petitions shall contain or have attached thereto throughout their circulation the full text of the ordinance proposed.

c) Affidavit of Circulator. Each paper of a petition shall have attached to it when filed an affidavit executed by the circulator thereof stating that he personally circulated the paper, the number of signatures thereon, that all the signatures were affixed in his presence, that he believes them to be the genuine signatures of the persons whose names they purport to be and that each signer had an opportunity before signing to read the full text of the ordinance proposed.

ARTICLE X GENERAL PROVISIONS

Section 10.01. Conflict of Interest. Any Village officer or employee who has a substantial financial interest or business relationship, direct or indirect or by reason of ownership of stock in any corporation, in any contract with the Village or in the sale of any land, supplies or services to the Village, to a contractor supplying the Village or to an applicant or other party who appears before the board or commission of which the officer is a member, shall make known that interest or relationship and shall refrain from voting upon or otherwise participating in his capacity as a Village officer or employee in the making of such sale, decision, or in the making or performance of such contract. Any Village officer or employee who willfully conceals such a substantial financial interest or business relationship or willfully violates the requirements of this section shall be guilty of malfeasance in office or position and shall forfeit his office or position. Violation of this section shall render the involved contract, sale or decision of a Board or Commission voidable by the Village Trustees.

Section 10.02. Prohibitions. No person shall be appointed to or removed from, or in any way favored or discriminated against with respect to any Village position or appointive Village administrative office because of race, sex, political or religious opinions or affiliations.

Section 10.03. Separability. If any provision of this charter is held invalid, the other provisions of the charter shall not be affected thereby. If the application of the charter or any of its provisions to any person or circumstance is held invalid, the application of the charter and its provisions to other persons or circumstances shall not be affected thereby.

ARTICLE XI TRANSITIONAL PROVISIONS

Section 11.01. Officers and Employees. Rights and Privileges Preserved. Nothing in this charter except as otherwise specifically provided shall affect or impair the rights or privileges of persons who are Village officers or employees at the time of its adoption.

Section 11.02. Pending Matters. All rights, claims, actions, orders, contracts and legal or administrative proceedings shall continue except as modified pursuant to the provisions of this charter and in each case shall be maintained, carried on or dealt with by the Village department, office or agency appropriate under this charter.

Section 11.03. Effect of Laws. The ordinances, by-laws, and regulations of the Village of Essex Junction shall continue in full force and effect until repealed.

Section 11.04. Schedule. At the time of its adoption, this charter shall be in effect to the extent necessary in order that the first election of members of the Board of Trustees may be conducted in accordance with the provisions of this charter. The first election shall be held on the first Thursday of April 1986.

This Charter was adopted by the Village Meeting on April 4, 1985 and approved by the Vermont State Legislature on April 2, 1986.

This Charter was amended by the Village Meeting on April 6, 1988; the amendments were approved by the Vermont State Legislature on June 20, 1989.

This Charter was amended by the Village Meeting on April 4, 1990; the amendment was approved by the Vermont State Legislature on April 23, 1990.

This Charter was amended at a Special Village Meeting on March 5, 1991; and approved by the Vermont State Legislature on May 3, 1991.

This Charter was amended at the Village Annual Meeting on April 2, 1992; and approved by the Vermont State Legislature on May 4, 1992.

This Charter was amended at the Village Annual Meeting on April 8, 1993; and approved by the Vermont State Legislature on June 10, 1993.

This Charter was amended at the Village Annual Meeting on April 7, 1994; and approved by the Vermont State Legislature on June 3, 1994.

This Charter was amended at the Village Annual Meeting on April 6, 1995; and approved by the Vermont State Legislature on January 24, 1996.

This Charter was amended at a Special Village Meeting on March 5, 1996; and approved by the Vermont State Legislature on April 24, 1996.

This Charter was amended at the Village Annual Meeting on April 14, 2009; and approved by the Vermont State Legislature on May 26, 2009.

This Charter was amended at the Village Annual Meeting on April 13, 2010; and approved by the Vermont State Legislature on May 19, 2010.

DRAFT

Village of Essex Junction Job Classification Description

VILLAGE MANAGER

GRADE 13

BASIC FUNCTION

To manage and administer all functions, services and activities of Village government, in accordance with the provisions of the Village Charter, state law and under the policy direction of the Village Board of Trustees.

CHARACTERISTIC DUTIES & RESPONSIBILITIES

> *Primary*

Appoint and, when deemed necessary for the good of the service, suspend or remove all Village employees, and other employees provided for by or under this charter for cause, except as otherwise provided by law, this charter or personnel rules adopted pursuant to this charter. The Village Manager may authorize any employee who is subject to his/her direction and supervision to exercise these powers with respect to subordinates in that employee's department, office or agency.

The Village Manager shall direct and supervise the administration of all departments, offices and agencies of the Village, except as otherwise provided by the Village charter or by law.

The Village Manager shall attend all Trustees meetings and shall have the right to take part in discussion and make recommendations but may not vote.

The Village Manager shall see that all laws, provisions of the Village charter and acts of the Trustees, subject to enforcement by him/her or by officers subject to his/her direction and supervision, are faithfully executed.

The Village Manager shall prepare and submit the annual budget and capital program to the Trustees.

The Village Manager shall submit to the Trustees and make available to the public a complete report on the finances and administrative activities of the Village as of the end of each fiscal year.

The Village Manager shall make such other reports as the Trustees may require concerning the operations of Village departments, offices and agencies subject to his/her direction and supervision.

The Village Manager shall keep the Trustees fully advised as to the financial condition and future needs of the Village and make such recommendations to the Trustees concerning the affairs of the Village as he/she deems desirable.

The Village Manager or his/her designee shall perform the duties of zoning administrative officer.

The Village Manager shall be responsible for the enforcement of all Village ordinances and laws.

The Village Manager may when advisable or proper delegate to subordinate officers and employees of the Village any duties conferred upon him/her by this charter, the Vermont statutes or the Trustees.

The Village Manager shall annually appoint, subject to the Trustees approval, the Village treasurer/tax collector, Village clerk, Village attorney, and Village engineering consultant.

The Village Manager shall perform such other duties as are specified in the Village charter, state law, or as may be required by the Trustees.

- ~~▶ Plan, implement, oversee/administer, coordinate, monitor, and evaluate the specific functions, services, and operating systems of Village government. Develop and modify facilities/services/systems, in accordance with Village needs and resources, and state and federal laws and regulations.~~
- ▶ Exercise full supervisory authority directly over all Village department heads and administrative office personnel, and indirectly over approximately 20 Village employees. Plan and conduct training programs and staff meetings. Confer regularly with department heads and staff to plan and coordinate activities, assign and review work, assist with difficult or unusual tasks, resolve problems and the like.
- ~~▶ Monitor all Village functions, projects and operations regularly, and deal with a variety of problems that arise on a daily basis.~~
- ~~▶ Coordinate/carry out the preparation and administration of the annual Village operating and capital budgets.~~
- ~~▶ Coordinate/carry out all central personnel management functions, including recruitment and hiring, benefits, wage and salary administration, employee relations and appeals, records, and policies and procedures.~~
- ~~▶ Plan, oversee and coordinate various capital improvement projects.~~
- ~~▶ Oversee all community development functions and activities, including preparation of grant applications and grant administration.~~
- ~~▶ Research, develop, draft, recommend, rewrite, implement, and enforce a wide range of Village operating policies and procedures.~~

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Village Manager (continued)

- ▶ ~~Attend all Board of Trustees' meetings, present various plans, proposals and issues to the Board for review, and perform a wide range of liaison functions with the Board.~~
- ▶ ~~Coordinate legal review of cases and policies/procedures with the Village's legal counsel.~~
- ▶ ~~Confer regularly with Village officials, department heads and personnel to plan, coordinate and evaluate activities/projects/policies/systems, exchange information, explain and interpret policies and procedures, investigate and resolve problems, hear complaints and the like. Serve on and/or head a variety of Village committees.~~
- ▶ Serve as a principal Village liaison with the media in conjunction with a member of the Board of Trustees, to community groups, residents, government agencies, other municipalities, contractors, consultants, attorneys, media and others outside Village government.
- ▶ ~~Keep abreast of, and appraise Village officials regarding the implications of, a wide range of technical and legal developments affecting Village government.~~

Demonstrate commitment to the Village of Essex Junction's mission and values as determined by residents and the Village's various boards and commissions.

SUPERVISION RECEIVED

General policy direction is received from the Village Board of Trustees. In all matters, the Village Manager shall be subject to the direction and supervision of the Trustees and shall hold office at the will of the Trustees.

SUPERVISION EXERCISED

Administrative and functional supervision, direct and indirect, of all Village employees.

QUALIFICATIONS KNOWLEDGE, SKILLS & ABILITIES

- ▶ Master's degree in public administration, business administration or other appropriate discipline, plus 4 to 6 years of relevant technical and administrative experience, or a combination of education and experience from which comparable knowledge and skills are acquired.
- ▶ Broad base of technical knowledge and skills related to municipal government operations, including public works, community relations, relevant state and federal law, development grants and so forth. Strong technical knowledge and skills related to budget and personnel management. Relevant experience with computer, i.e., email, word processing, etc.
- ▶ Excellent planning, organizational, administrative, personnel and budget management skills.

- ▶ Excellent writing, research, analytical, and general problem-solving skills. Relevant experience in developing policies and procedures, and in interpreting complex laws and regulations.

Village Manager (continued)

- ▶ **ADemonstrated** ability to deal effectively with, and represent the Village to, a wide range of individuals and groups outside Village government, as well as Village officials and personnel, frequently regarding highly sensitive and/or controversial matters. Good general public relations, negotiating and coordinating skills.
- ▶ **ADemonstrated** ability to conduct construction and other field site inspections.
- ▶ Ability to travel to meetings in other parts of the state.
- ▶ **ADemonstrated** ability to build teams that efficiently serve the ~~customer~~public and are effective at implementing the Trustees' policies.

DISCLAIMER: The above information is intended to describe the general nature of this position and is not to be considered a complete statement of duties, responsibilities and requirements.

EMPLOYEE ACKNOWLEDGMENT

I acknowledge that I have received this job description. I understand the job to which I am assigned and acknowledge that I can perform the primary duties and responsibilities of the position. I further understand that management has the right to assign job duties and may update the job description from time to time.

Name: _____

Signature: _____

Date: _____

**Village of Essex Junction
Job Classification Description**

DRAFT

VILLAGE MANAGER

GRADE 13

BASIC FUNCTION

To manage and administer all functions, services and activities of Village government, in accordance with the provisions of the Village Charter, state law and under the policy direction of the Village Board of Trustees.

CHARACTERISTIC DUTIES & RESPONSIBILITIES

> Primary

Appoint and, when deemed necessary for the good of the service, suspend or remove all Village employees, and other employees provided for by or under this charter for cause, except as otherwise provided by law, this charter or personnel rules adopted pursuant to this charter. The Village Manager may authorize any employee who is subject to his/her direction and supervision to exercise these powers with respect to subordinates in that employee's department, office or agency.

The Village Manager shall direct and supervise the administration of all departments, offices and agencies of the Village, except as otherwise provided by the Village charter or by law.

The Village Manager shall attend all Trustees meetings and shall have the right to take part in discussion and make recommendations but may not vote.

The Village Manager shall see that all laws, provisions of the Village charter and acts of the Trustees, subject to enforcement by him/her or by officers subject to his/her direction and supervision, are faithfully executed.

The Village Manager shall prepare and submit the annual budget and capital program to the Trustees.

The Village Manager shall submit to the Trustees and make available to the public a complete report on the finances and administrative activities of the Village as of the end of each fiscal year.

The Village Manager shall make such other reports as the Trustees may require concerning the operations of Village departments, offices and agencies subject to his/her direction and supervision.

The Village Manager shall keep the Trustees fully advised as to the financial condition and future needs of the Village and make such recommendations to the Trustees

concerning the affairs of the Village as he/she deems desirable.

The Village Manager or his/her designee shall perform the duties of zoning administrative officer.

The Village Manager shall be responsible for the enforcement of all Village ordinances and laws.

The Village Manager may when advisable or proper delegate to subordinate officers and employees of the Village any duties conferred upon him/her by this charter, the Vermont statutes or the Trustees.

The Village Manager shall annually appoint, subject to the Trustees approval, the Village treasurer/tax collector, Village clerk, Village attorney, and Village engineering consultant.

The Village Manager shall perform such other duties as are specified in the Village charter, state law, or as may be required by the Trustees.

- ▶ Exercise full supervisory authority directly over all Village department heads and administrative office personnel, and indirectly over approximately 20 Village employees. Plan and conduct training programs and staff meetings. Confer regularly with department heads and staff to plan and coordinate activities, assign and review work, assist with difficult or unusual tasks, resolve problems and the like.
- ▶ Serve as a principal Village liaison in conjunction with a member of the Board of Trustees to community groups, residents, government agencies, other municipalities, contractors, consultants, attorneys, media and others outside Village government.
- ▶ Demonstrate commitment to the Village of Essex Junction's mission and values as determined by residents and the Village's various boards and commissions.

SUPERVISION RECEIVED

In all matters, the Village Manager shall be subject to the direction and supervision of the Trustees and shall hold office at the will of the Trustees.

SUPERVISION EXERCISED

Administrative and functional supervision, direct and indirect, of all Village employees.

KNOWLEDGE, SKILLS & ABILITIES

- ▶ Master's degree in public administration, business administration or other appropriate discipline, plus 4 to 6 years of relevant technical and administrative experience, or a combination of education and experience from which comparable knowledge and skills are acquired.
- ▶ Broad base of technical knowledge and skills related to municipal government operations, including public works, community relations, relevant state and federal

law, development grants and so forth. Strong technical knowledge and skills related to budget and personnel management. Relevant experience with computer, i.e., email, word processing, etc.

- ▶ Excellent planning, organizational, administrative, personnel and budget management skills.
- ▶ Excellent writing, research, analytical, and general problem-solving skills. Relevant experience in developing policies and procedures, and in interpreting complex laws and regulations.
- ▶ Demonstrated ability to deal effectively with, and represent the Village to, a wide range of individuals and groups outside Village government, as well as Village officials and personnel, frequently regarding highly sensitive and/or controversial matters. Good general public relations, negotiating and coordinating skills.
- ▶ Demonstrated ability to conduct construction and other field site inspections.
- ▶ Ability to travel to meetings in other parts of the state.
- ▶ Demonstrated ability to build teams that efficiently serve the public and are effective at implementing the Trustees' policies.

DISCLAIMER: The above information is intended to describe the general nature of this position and is not to be considered a complete statement of duties, responsibilities and requirements.

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Name: _____

Signature: _____

Date: _____

DRAFT

Core Values for New Manager

In addition to proposed charter changes and amendments to the manager's job description, the Trustees also agreed upon two core values that must be incorporated into any decision for hiring a new Village manager or having a shared management office with Essex Town.

I. Continue Focus on Downtown Improvements

The Village government intends to continue with the recent trend of active, aggressive infrastructure improvement of the Village downtown core area. The projects that have been successfully initiated in recent years required the joint efforts of the development director and manager fostering relationships with property owners and developers, state and regional planning agencies, railroad representatives, and banks. During the present interim manager period, while the Trustees and Selectboard explore possible realignment of the managers' roles within the two governments, the Village development director has taken full responsibility for the Village's development efforts. The Trustees recognize that this arrangement is temporary, and that any resolution of the management issue, whether in conjunction with the Town or not, must provide the necessary personnel resources for sustaining the Village's recent development efforts.

II. Shared Responsibility for Appointing New Manager

Within any agreement for a shared management office, the Village Trustees and Staff must have the same authority and opportunity as their counterparts in the Town government in the selection of a co-manager. A shared manager would be required to perform his or her duties within the Village government according to the principles and requirements of the Village Charter, Village policy, and Village manager's job description.



Vermont Land Trust

CONSERVING LAND FOR THE FUTURE OF VERMONT

Memo

To: Essex Village Trustees
From: Allen Karnatz – Champlain Valley Co-Director
Date: January 16, 2013
Re: Whitcomb farm conservation project

RECEIVED
JAN 16 2013
Village of Essex Junction

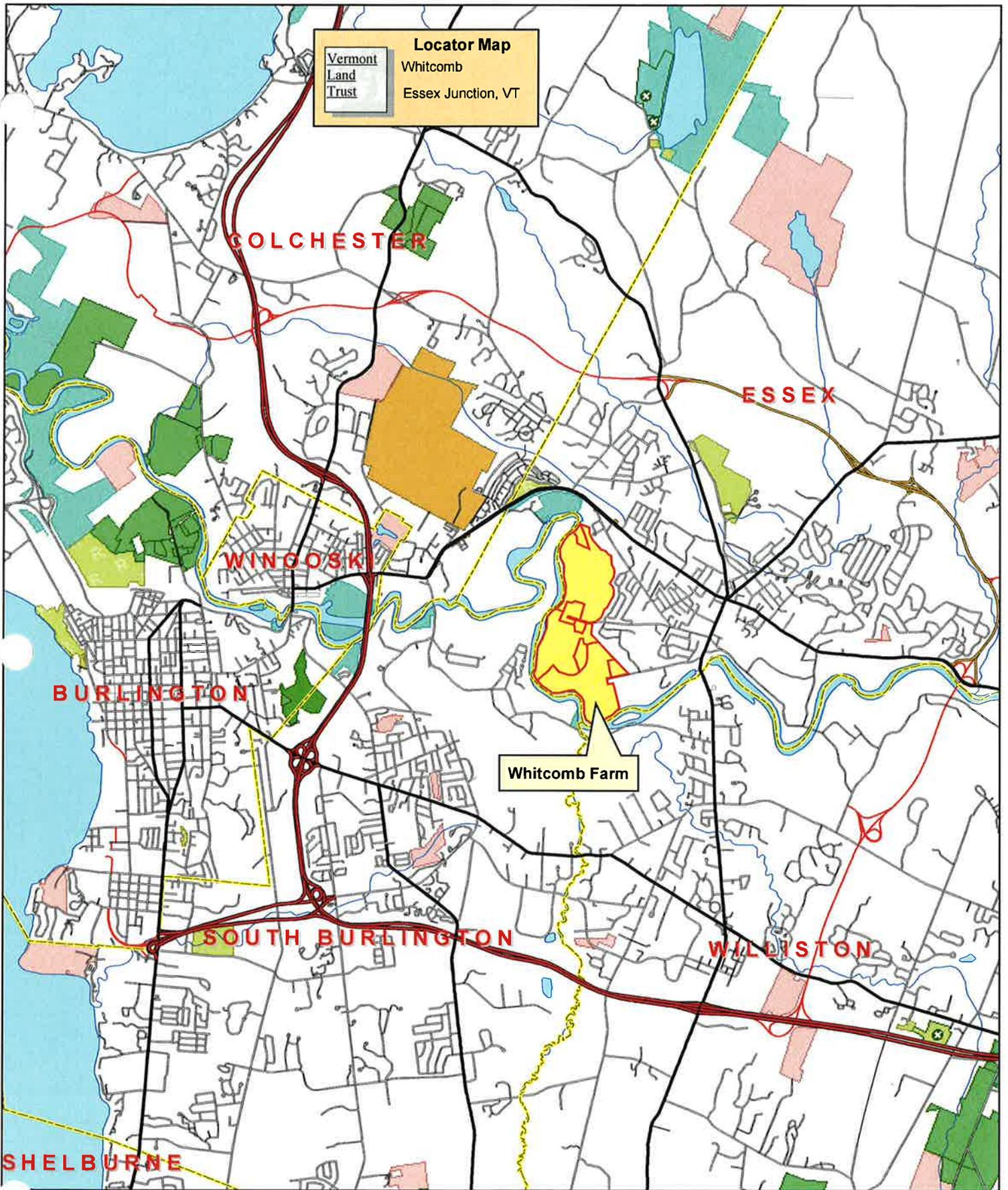
Vermont Land Trust is working with the Whitcomb family to permanently conserve their property along the Winooski River in Essex Village. This means a conservation easement will be part of their deed that restricts certain uses. The easement will be jointly held by the Vermont Housing and Conservation Board (VHCB) and the VT Agency of Agriculture and it will be monitored and enforced by VLT.

One of the attachments summarizes the easement. The primary restrictions are: no further subdivision or commercial or residential development, no removal of topsoil or mining activities and no new easements or rights-of-way are allowed without VLT approval. In addition, all farming practices must be in compliance with USDA soil erosion policies. New farm buildings are allowed and all typical farming practices may continue. It is also hoped that the easement will help maintain significant wildlife habitat, the rich bottomland soils and an important agricultural resource for generations to come. The Whitcombs will still own the property and they will continue to pay the annual property taxes.

Because of its size and annual funding constraints, the Whitcomb project is being split into two phases. Phase one includes acres to the north and phase two comprises acres to the south. It is hoped that the first phase will be completed before the end of the year. Based on funding availability, phase two will be completed in late 2014 or early 2015. The Whitcombs main dairy facility is in Williston but that property is not part of this project.

All purchases of conservation easements are based on independent appraisals. Appraisals have been completed for both phases and the Whitcombs have tentatively agreed to sell an easement for less than the full appraised value on both portions. Even with this generous donation and the phasing of the project, raising enough money to properly compensate the Whitcombs will be a challenge. There are state and federal grants to purchase easements on farmland but because of the high value of land in Essex they will not be enough to cover the amount need to compensate the Whitcombs. Therefore, VLT is in the early stages of a local fundraising campaign to raise the needed funds. Local funding, either through private donations or other public sources, also helps to leverage the state and federal grants. It is expected that approximately \$100,000 will be needed from local fundraising.

The Whitcomb farm is an important contributor to the local economy and the open land is a unique feature in such a densely settled area. The Whitcombs go out of their way to be good neighbors and good ambassadors for agriculture. They apply all of Essex Junction's bio-solids and they allow some public use. They recently purchased a new injection system so they plan to apply bio-solids for many more years. Conserving the farm will ensure that the land will remain available for farming and it will assist the transition to the next generation.



Locator Map
 Vermont
 Land
 Trust
 Whitcomb
 Essex Junction, VT

- VLT Conserved Land
- State Land
- Other Non-profit
- Federal Land
- Municipal Land
- Whitcomb Property

Scale: 1:70,000





Orthophoto Map
Whitcomb farm
Essex Junction, VT



This map is not a survey or subdivision plat, and should not be used or construed for such purposes. It was prepared without the benefit of field measurements or extensive title research. It is intended solely to assist the owner(s) of the conserved land and the holder(s) of the conservation easement in the administration and interpretation of the conservation easement by clearly depicting the presumed boundaries of the protected property, calculating the approximate acreages, and showing the approximate locations of any excluded lands, farmstead or homestead complex, farm labor housing complex, or special treatment areas.

THIS MAP IS NOT A SURVEY



Protected Property	Farmstead Complex	Phase boundary	0 250 500 1,000 1,500 2,000 Feet
Excluded Land	Special Treatment Area	Subdivision line	12-5-12 1:12,000



OPERATING FARM EASEMENTS: GUIDE TO THE LEGAL DOCUMENT
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This guide summarizes the standard legal document used by the Vermont Land Trust (VLT) for conservation easements that are donated or sold to VLT to protect operating farms. The Vermont Land Trust can be flexible about some terms of the Permitted Uses section of the conservation easement and VLT staff can assist farmers by preparing a document that meets each landowner's specific needs. When conservation easements are purchased by VLT with the financial assistance of the Vermont Housing and Conservation Board (VHCB), final approval of the document rests with VHCB. This guide only summarizes the conservation easement. Before donating or selling an easement, each landowner must be familiar with the terms of the legal document itself and should seek the advice of an attorney as early in the process as possible. Each conservation easement typically includes the following sections:

A. INTRODUCTION

Conservation easements on operating farms are usually purchased by VLT with the assistance of VHCB. In these cases, VLT, VHCB, and the Vermont Agency of Agriculture, Food and Markets (VAAFMM) are "co-holders" of the easement. All such easements are perpetual and "run with the land," meaning that the easement remains no matter how the farm is transferred or who the future owners are. While an easement can, in theory, be amended with the consent of the co-holders, such changes are extremely rare and only occur where the amendment does not reduce the protection of conservation values. A "schedule" attached to the easement describes the "protected property" conserved by the document.

B. PURPOSES OF THE GRANT (SECTION I)

This section defines the "Purposes of the Grant" which govern virtually all the decisions made in interpreting the conservation easement. The easement begins with the statement that the document's **primary purpose** is to "conserve productive agricultural and forestry lands and soil resources in order to facilitate active and economically viable farm use . . . now and in the future." The easement's second objective is to conserve scenic and natural resources, including riparian, floodplain and wetland functions. This section then goes on to identify the unique attributes of the particular farm.

C. RESTRICTED USES OF THE PROTECTED PROPERTY (SECTION II)

This section identifies the following limitations on the landowner's use of the conserved property:

1. **General:** A conserved property may be used for agricultural, forestry, educational, non-commercial recreation, and open space purposes only. Unless specified in the easement, no structures or residential, commercial, industrial, or mining activities are permitted.
2. **Agricultural Use:** In the event farmland falls into disuse, the owner must cooperate in efforts VLT might undertake to keep the land in open, agricultural use.
3. **Rights of Way and Easements:** The easement prohibits rights of way including driveways, roads, and utility lines unless specifically permitted in the document or unless permission for new easements is first obtained from VLT. Existing rights of way and easements are unaffected.
4. **Signs:** Signs are generally prohibited. However, exceptions to this general rule include property identification signs, boundary markers, directional signs, signs posting the property against trespass or hunting, memorial plaques, and temporary signs indicating the property is for sale or lease. Signs informing the public that farm or timber products are for sale, or are being grown are

also permitted. Also, political or religious signs are allowed; as are signs that indicate a rural enterprise that VLT has approved. The Vermont Land Trust, with the permission of the landowner, may erect signs indicating that the property has been conserved by VLT, VHCB, and VAAFM.

5. **Trash:** The storage of trash, human waste or unsightly material on the property is prohibited unless VLT approves such storage in advance. The storing and spreading of manure, lime, and other fertilizer for agricultural purposes is permitted without such approval. No permission is required for temporary storage of trash generated on the property.
6. **Excavation:** The easement prohibits filling, excavation, removal of topsoil, sand, gravel, rocks, or minerals, or any change to topography unless the change is necessary to carry out the uses otherwise permitted by the conservation easement. Because one purpose of the easement is to encourage agricultural uses, tiling and drainage improvements are permitted [see paragraphs D (1) and (4), below]. Surface mining is expressly prohibited. In rare cases and under specific conditions, sand and gravel extraction for forestry or agricultural use on the property may be permitted with VLT's approval.
7. **NRCS Conservation Plan:** Currently, the easement requires the landowner to cooperate with the Natural Resources Conservation Service (NRCS) in developing and implementing a conservation plan for highly erodible land. The easement provides that, in the event of noncompliance with the NRCS conservation plan, NRCS shall work with the landowner to explore methods of achieving compliance. If the NRCS standards and specifications for highly erodible land are changed after the date of the easement, NRCS and the landowner will work cooperatively to develop and implement a revised conservation plan.
8. **Subdivision:** Subdivision of the property is prohibited unless the owner first secures VLT's written permission, or unless the easement includes a clause such as the one described in paragraph I (1), below. VLT may allow a subdivision of the farm—transfer of a pasture to a neighboring farm, for example—if the transfer would assist the neighboring farm operation without hindering farming activity on the retained farmland. Any subdivided parcel remains protected by the conservation easement.
9. **General Clause:** The easement includes a general clause ensuring that no uses will be made of the property that are inconsistent with the Purposes of the Grant, as described in Section B above.
10. **Impervious Surfaces:** As required by NRCS, no more than two percent of the conserved land may be covered by impervious surfaces such as pavement and roofs. A waiver of up to six percent may be granted prior to signing the conservation easement.

D. PERMITTED USES OF THE PROTECTED PROPERTY (SECTION III)

This section identifies the following permitted activities on and uses of the conserved property:

1. **Agriculture:** The landowner may establish, re-establish, maintain, and use fields, orchards and pastures in accordance with generally accepted agricultural practices and sound husbandry principals. Approval from VLT is needed to clear-cut forestland to establish fields, orchards and pastures. Construction and maintenance of farm roads and fences is also permitted by this clause. If a question arises concerning what are "sound agricultural and husbandry practices," VLT will seek the advice of professionals in those fields such as the Natural Resource Conservation Service, UVM Extension System, or the Vermont Agency of Agriculture.
2. **Forest Management:** The landowner may harvest timber and conduct maple sugaring operations, along with the right to construct and maintain logging roads for those purposes. The harvesting of timber must be in accordance with a forest management plan that has been

approved by VLT. However, a plan is not required for maple sugaring operations or harvesting firewood, along existing woods roads only, for heating residences and other buildings on the property. Generally, if a forest management plan is prepared by a professional forester and is approved by the County Forester, it will be approved by VLT.

3. **Farm Buildings:** The landowner may construct and maintain barns, sugarhouses and similar structures on the property (and associated drives and utilities) provided they are used for agricultural or forestry purposes. The owner must obtain prior written approval from VLT, and permission may be granted if the location of new structures is consistent with the Purposes of the Grant as described in Section B above. VLT may require that new structures be located in a complex. If the farm has river frontage, VLT may restrict new structures in the area where the river may change its course.
4. **Water Resources:** The landowner may improve and establish sources, courses and bodies of water for uses permitted under the conservation easement. The easement requires that the natural course of existing surface water drainage and runoff not be unnecessarily disturbed, except where required to improve the drainage of agricultural lands and reduce soil erosion, and that all applicable laws and regulations be followed. The construction of ponds and reservoirs is permitted with the prior written consent of VLT. With VLT approval, the existing water flow over the conserved land may be disturbed as part of a conservation program to restore wetland and floodplain function or the natural course of surface waters.
5. **Trails:** The landowner may clear, construct, and maintain trails for non-motorized, non-commercial recreational activities. Snowmobiling, hunting, and trapping are left to the discretion of the landowner. Unless the easement specifically provides otherwise (see Section I (3) below), the owner is not required to permit public use of the property.
6. **Farmstead Complex:** The easement may create a "farmstead complex" area around the existing farmhouse and agricultural structures or the easement may exclude the entire farmstead area. The boundaries are depicted on a plan prepared before the easement is signed. If the farmstead complex is included within the easement, no approval is required when the owner renovates, repairs, or enlarges existing farm structures or constructs new non-residential structures, as long as these improvements are normally associated with farming. The landowner need only notify VLT that a new structure of this sort is to be constructed. However, unless explicitly permitted no new dwellings can be constructed, nor can the Farmstead Complex be sold separately from the protected farm. Farm buildings can be constructed outside the Farmstead Complex, but approval from VLT is required (see Section D (3), above). If the farmstead complex is excluded, then the use and development of the area is completely unrestricted.
7. **Farm Labor Housing (FLH):** The easement may allow additional residences for farm labor or farm owner family use either by explicit right or upon a showing of reasonable need. Once an FLH location is established, a complex area around it may be designated. Other non-residential structures customarily associated with a dwelling, such as a garage or tool shed, can be built within the FLH complex. Many farm easements allow the addition of one farm labor housing unit, provided the landowner first obtains VLT's approval of the location of the new unit. This new housing cannot be sold separately from the farm and must be occupied by a farm employee or member of the landowner's family. When not needed for farm labor or family members, the housing may be rented only on a short-term basis (one year or less) so the housing can periodically become available for farm-labor use.
8. **Rural Enterprises:** With VLT's prior approval, the landowner may conduct a variety of rural enterprises or non-agricultural business activities as long as they are consistent with the Purposes of the Grant, subordinate to the agricultural business and they are located in a way that minimizes negative impact on existing and future agricultural uses. New buildings for rural enterprises must

also be approved in advance and certain restrictions on size, location and appearance would apply.

9. **Septic Systems and Wells:** If it is not possible to locate a state-approved septic system or well for a permitted use within a Farmstead Complex (see Section D (6), above), or for an existing dwelling on a parcel of land excluded from the easement, then VLT may approve the placement of such a system or well on the protected property.
10. **Camps and Minor Structures:** A small camp or other seasonal recreational structure without commercial utilities or an improved access road may be constructed upon first obtaining VLT's approval. Hunting blinds are also permitted.

E. ENFORCEMENT OF THE RESTRICTIONS (SECTION IV)

Under this section of the easement, VLT accepts the responsibility of monitoring the property and, if necessary, enforcing the terms of the easement. If a violation occurs, VLT will attempt to contact the landowner personally to secure voluntary compliance. However, when voluntary efforts fail and a significant violation has occurred, it may be necessary to seek injunctive relief, an order requiring correction of the violation, or an award of monetary damages. The owner may be required to reimburse VLT for its enforcement expenses.

F. RIGHTS OF THE UNITED STATES OF AMERICA (SECTION V)

In order to comply with the NRCS funding requirements, the conservation easement contains a provision obligating VLT to monitor and enforce compliance with the terms of the easement. If it fails to do so, the USDA may step in to take enforcement action.

G. OPTION TO PURCHASE AT AGRICULTURAL VALUE (OPAV) OR RIGHT OF FIRST REFUSAL (ROFR) (SECTION VI)

Each farm conservation easement includes either a right-of-first-refusal or an option to purchase the property at its agricultural value (OPAV). This section would include one of these clauses but not both. Both rights are perpetual and apply every time the property is offered for sale. However the right does not apply to any gift or bequest of the property, sale to a family member, or mortgage of the property. In the case of an OPAV, sales to a "qualified farmer" are exempt. Their purpose is to give VLT the opportunity to purchase the land and offer it for resale to another farmer and/or to keep the land affordable for future generations.

OPTION TO PURCHASE AT AGRICULTURAL VALUE gives VLT the right to purchase the property at its agricultural value when it comes up for sale. The agricultural value of the land is set by the appraisal when the property is conserved. At resale, the agricultural value can be adjusted for inflation or a new appraisal can be used to determine the current agricultural value. The value of any structures on the property would be determined by appraisal. VLT and its co-holders have 30 days to respond once an owner notifies them that they have a written offer to purchase the property that they intend to accept. A more complete description of how the OPAV works is available from VLT staff.

RIGHT OF FIRST REFUSAL gives VLT the right to match any purchase offer the owner accepts. VLT and its co-holders have 90 days to respond once a written offer is received.

H. GENERAL PROVISIONS (SECTION VII)

1. VLT may request reimbursement from the landowner for extraordinary staff and other costs when the owner seeks prior written approval from VLT for unexpected, non-routine requests. VLT will provide written documentation of any action taken on a request for an approval.
2. The easement requires the landowner, at his/her own expense, to comply with any state or local regulations that govern uses of or construction on the conserved property.
3. The easement confirms that the property is accurately depicted on the map and Baseline Documentation Report prepared by VLT and signed by the landowner at closing.
4. VLT may only transfer the conservation easement to a state agency, town or a qualified conservation organization that agrees to enforce the easement.
5. In the unlikely event the easement is extinguished by eminent domain or other legal proceedings, VLT is entitled to any extinguishment payment for the value of the conservation easement.
6. Any future deed or lease conveying an interest in the property must refer to the conservation easement. The landowner must also notify VLT of the names and addresses of any new landowner. This assures that new owners are aware of the conservation easement and provides VLT with the opportunity to contact new owners to discuss the easement.
7. VLT is entitled to rerecord the easement from time to time to avoid termination of the easement by operation of Vermont's Record Marketable Title Act.
8. The conservation easement may be exercised by all or any combination of the three holders. However, action taken by one holder will bind the others.
9. The easement defines what is meant by the words "Grantors," "Grantees," and "family."
10. The easement requires that the landowner continue to pay all real estate taxes.
11. The landowner certifies that there are no known hazardous wastes or substances on the property.
12. The landowner will be responsible for any liability imposed on VLT in the event hazardous waste or substances are released onto the property.
13. If one co-holder acquires the property under the ROFR or OPAV (see Section F, above), then another co-holder shall enforce the easement.
14. Vermont law will govern if the easement needs to be interpreted in court and if one part of the easement is found to be legally invalid, that will not affect the rest of the easement.
15. Generally, the United States need not participate in issuing approvals required under the easement but it does have the right to participate in a request for an amendment.

I. OTHER SPECIAL PROVISIONS

Depending on the special circumstances of each conserved farm, one or more of the following provisions may be included in the easement:

1. **Subdividable house sites:** Occasionally a landowner may reserve the right to construct a new dwelling and sell that dwelling separately from the farm. The "building envelope" within the

subdivided house site will usually be released from the operation of the easement but, if it is sufficiently large, the remainder of the subdivided lot may still be covered by the conservation easement after it is transferred.

2. **Historic preservation or archeological provisions:** In the case of farms that have structures or sites with rare historical or archeological value, special provisions protecting those structures and sites may be included.
3. **Public access:** A clause permitting public access to the property normally confined to an identified trail, for such purposes as walking, skiing or gaining access to water or other feature of public interest. Improvement of any such access and general public use cannot occur until a responsible organization has been identified to manage the access.
4. **Special Treatment Areas.** If unique wildlife habitat, riparian or surface waters, or rare and endangered plants exist on the property, provisions may be included that give the area special protection. Additional restrictions may include logging restrictions, a no-plow buffer along a fragile streambank, or other restrictions to protect the integrity of a waterway or fragile natural area.

J. OTHER IMPORTANT INFORMATION

1. **Appraisal:** If the conservation easement is being purchased, an appraisal must be prepared by a qualified appraiser to establish the value of the property before and after the easement is in place. VHCB and/or VLT may contribute to the cost of this appraisal.
2. **Encumbrances:** All mortgages, liens or similar encumbrances on title to the property must either be discharged or subordinated to the conservation easement. This prevents termination of the easement in the unlikely event of a foreclosure.
3. **Tax Deduction.** A landowner who seeks an income tax deduction for a gift (either a “bargain-sale” or a gift of a conservation easement) must comply with a variety of Internal Revenue Code and regulatory requirements. Please refer to the VLT bulletin entitled “Tax Benefits of Donating Conservation Easements.”
4. **Independent Advice:** The sale or donation of a conservation easement on an operating farm can involve a variety of legal, tax, estate, business, and family issues. Landowners should obtain the advice of qualified legal and financial advisors, and should consult with their lenders before making any decision to sell or donate a conservation easement.

Vermont Land Trust
8 Bailey Avenue
Montpelier, VT 05602
(802) 223-5234
FAX: (802) 223-4223
www.vlt.org

Protecting our relationship with the land and each other

Vermont's identity is based on a unique relationship between people and place. We sustain cow pastures and village main streets, trails and swimming holes because they are inseparable from how we experience Vermont.

We all have our own favorite places in Vermont --- places we hope will stay as they are today. But Vermont is experiencing extraordinary development pressure, and those places could look very different, even in our lifetimes.

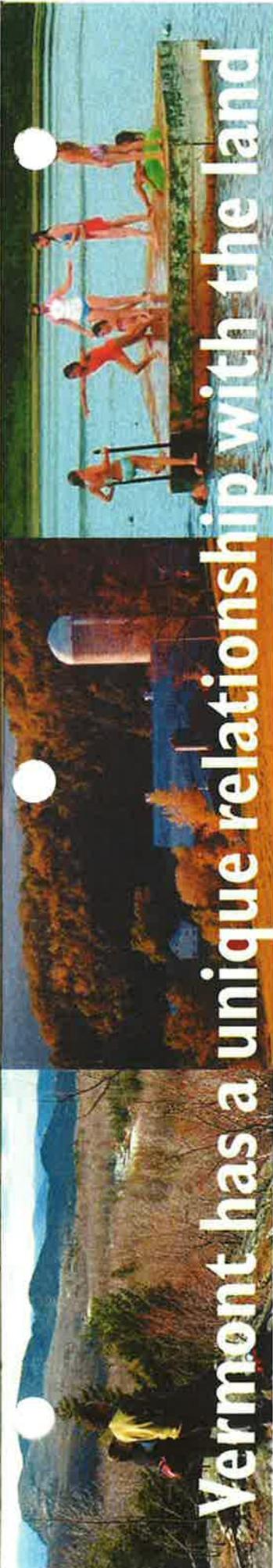
Farmers struggle to continue farming and large tracts of forestland are becoming fragmented. Community needs for open space, gathering places, and housing are going unmet. We continue to lose Vermont's scenic vistas, recreational assets, and ecological treasures.

The Vermont Land Trust (VLT) protects the land, and all that makes it special, to ensure that future Vermonters will have an opportunity to enjoy it, as we have.

**Protecting the land, and all that makes it special,
to ensure that future Vermonters will have
an opportunity to enjoy it, as we have.**

The Vermont
Land Trust





Vermont has a unique relationship with the land

The Vermont Land Trust

is a private, non-profit land conservation organization working on behalf of all Vermonters to protect vital pieces of our landscape for farming, forestry, biological diversity, scenic beauty, and recreational use.



Using a conservation easement, VLT helps landowners and groups voluntarily limit development on land. Landowners continue to own, manage, and pay taxes on the land, however, the conservation easement permanently remains on the property.

Since 1977, VLT has helped conserve about 8% of the private, undeveloped land in the state. The conserved land includes nearly 600 working farms, hundreds of thousands of acres of productive forestland, and important community lands.

Working Farms and Forests

To help strengthen our rural economy and way of life, VLT conserves Vermont's most productive farmland and forestland through the sale or donation of a conservation easement. This helps to ensure the long term viability of agriculture and the sustainable management of our forest resources — for this generation and for those to come.

Community Places

When a swimming hole, sledding hill, or ball field reflects the character of a community, residents want to protect that important asset. Working with VLT to conserve community lands will lead to thoughtful settlement patterns, access to recreational opportunities, and appealing visual aesthetics.



Easement or Land Donations

The donation of conservation easements or land can assist families who want the protection and stewardship of their land to continue beyond their ownership. Under an easement, the land remains privately owned and the easement donation may reduce the family's income and estate taxes. Some landowners choose to donate land directly to VLT.

Recreation and Ecology

Working with VLT, landowners and communities protect watersheds, wildlife habitat, and the integrity of our state's unique plants and soils. And for those who enjoy the outdoors, VLT conserves important recreational and scenic resources.

The Vermont Land Trust has an important role to play in sustaining our land-based relationships. We invite you to join us in this effort to help protect our productive, recreational, and scenic lands that make Vermont an exceptional place to live, work, and visit.

The Vermont Land Trust

8 Bailey Avenue, Montpelier, Vermont 05602
802.223.5234, www.vlt.org, info@vlt.org





2 Lincoln Street
Essex Junction, VT 05452-3154
www.essexjunction.org

P: 802-878-6944
F: 802-878-6946

E: admin@essexjunction.org

January 15, 2013

Board of Trustees
Village of Essex Junction
2 Lincoln Street
Essex Junction, VT 05452

Re: Whitcomb Farm Conservation

In your consideration of supporting the Whitcomb farm conservation project and possible sale of the property to Vermont Land Trust, we suggest that language be placed in the letter of support emphasizing that the Village's support is based on the land remaining agricultural.

We have asked the Village attorney for language to include in the possible letter of support. Below is his suggested language:

Whereas, the Village recognizes that the Whitcomb Farm has been a valuable and historic agricultural property in the Village and that the Vermont Land Trust is an organization that seeks to preserve Vermont's agricultural tradition, the Trustees support the preservation of the Whitcomb Farm as an agricultural property in perpetuity through the Vermont Land Trust.

Sincerely,

Lauren Morrisseau
Interim Co-Manager

Susan McNamara-Hill
Interim Co-Manager



MEMORANDUM

TO: Essex Junction Trustees & Department Heads
FROM: Lauren Morrisseau and Susan McNamara-Hill, Co-Acting Managers
DATE: January 22, 2013
SUBJECT: Trustees Meeting Schedule

TRUSTEES MEETING SCHEDULE/EVENTS

Feb. 12 at 6:00 – Regular Trustees Meeting

- Interview and appointment to fill Library Board vacancy
- Public Hearing on FY 14 proposed budgets
- Adopt FY 14 budgets and capital programs
- Certificate of Highway Mileage

Feb. 26 at 6:00 – Board of Abatement Meeting

Feb. 26 at 6:30 – Regular Trustees Meeting

- Presentation on FY 12 Audit by Auditor
- 1st Public Hearing on Charter Changes
- Building Healthy Communities Committee
- Update from Robin Pierce on Crescent Connector
- Adopt Warning for Annual Meeting
- Discuss semi-annual meeting with Prudential Committee

March 12 at 6:30 – Regular Trustees Meeting

- Annual Meeting preparation

March 26 at 6:30 – Regular Trustees Meeting

- 2nd Public Hearing on Charter Changes
- Annual Meeting preparation

April 3 at 6 PM – Community Supper

April 3 at 7:00 – Annual Meeting

April 9 – 7 AM to 7 PM Australian Ballot Voting

April 9 at 6:30 – Regular Trustees Meeting

April 23 at 6:30 – Regular Trustees Meeting

- Board elections

Pending Items:

Volunteer Policies

Social Media Policy and Communications Policy on use of iPads [Staff Draft Needed]



MEMORANDUM

TO: Village Trustees
FROM: Robin Pierce, Development Director *PJP*
THROUGH: Susan McNamara-Hill and Lauren Morrissette, Co-Village Managers *LM*
DATE: January 22, 2013
SUBJECT: Connector Road Update.

VTrans has confirmed that \$4.5 million is the new agreement amount for the total project. The contract with D&K has been extended to acknowledge same. The grant agreement between the Village and VTrans for \$4.5 million has been signed by both parties, outlining the breakdown of funding as follows: \$3,648,600 federal funds and \$851,400 state funds.

Xorail have completed all the forms that VTrans and the FHWA required. The Village has been given approval by VTrans to enter into a Construction and Maintenance Agreement with Rail America to start moving that portion of the project ahead. VTrans also committed to reimbursing the Village for all bills generated by Xorail on the project that meet the rate standard submitted by Xorail and approved by VTrans and the FHWA.

The Village will have to enter into a 99-year lease for at least some of the area where improvements are to be made on Railroad Street. This will be done in conjunction with a similar agreement that will be required for Phase A of the work. The FHWA will require ownership or a permanent easement.

D&K was asked to consider the use of pervious cement concrete pavement in all of the new parking fields. This would improve stormwater design.

Staff has met with Rail America and they are considering the areas on the conceptual plans proposed for public parking that may be on Rail America controlled land.

A draft conceptual alignment of the Connector Road should be available by the end of January.

**VILLAGE OF ESSEX JUNCTION
PLANNING COMMISSION
MINUTES OF MEETING
January 3, 2013**

MEMBERS PRESENT: Liza Kilcoyne (Chairwoman); Diane Clemens, Nick Meyer, Aaron Martin, David Nistico, John Alden, Andrew Boutin.

ADMINISTRATION: Robin Pierce, Development Director.

OTHERS PRESENT: Paul O'Leary, Tony Silva.

AGENDA:

1. Call to Order
2. Audience for Visitors
3. Additions/Amendments to the Agenda
4. Approval of Minutes
5. Public Meeting
 - Site Plan, Drive-Thru, Dunkin Donuts, 120 Pearl Street, Silva
6. Other Planning Commission Items
7. Adjournment

1. CALL TO ORDER

Chairwoman Liza Kilcoyne called the meeting to order at 6 PM.

2. AUDIENCE FOR VISITORS

There were no comments from the public at this time.

3. ADDITIONS/AMENDMENTS TO THE AGENDA

Add under "Other Business": Request from VTrans for a Letter of Support re: Grant Application for Multiuse Path.

4. APPROVAL OF MINUTES

December 6, 2012 – Regular Meeting

MOTION by John Alden, **SECOND** by Nick Meyer, to approve the minutes of 12/6/12 with the following correction(s)/clarification(s):

Page 3, Rubman, Applicant Comments, paragraph beginning "Bill Nedde...", 1st bullet, 1st sentence – rewrite to read: "There is an existing 6" water line on Old Colchester Road down Thasha Lane.", and in the 3rd sentence – insert the word "site" after "project" and delete "and tied into the 6" line";

Page 8, Rubman, Deliberation/Decision, Motion, 3rd bullet – insert "of the additional parking" after the words "build out".

VOTING: unanimous (7-0); motion carried.

5. PUBLIC MEETING

Site Plan review to add a proposed drive-thru at the rear of the existing Dunkin Donuts building at 120 Pearl Street in the TOD District by Tony Silva, owner

Paul O'Leary, engineer, and Tony Silva, property owner, appeared on behalf of the application.

APPLICANT COMMENTS

Paul O'Leary reviewed the project, noting the following:

- Existing conditions include .7 acre parcel with an existing Dunkin Donuts building plus a second building with retail space (currently vacant).
- The proposed drive-thru will add 107 s.f. (12' x 9') to the back of the existing Dunkin Donuts building. The access drive to the drive-thru will be 12' wide and allow for six car stacking. The drive-thru includes a menu board, pull-up window, and semi-circle drive.
- Three parking spaces on the site will be eliminated, but the parking requirement is still met.
- Impervious surface will be removed and replaced with an island of topsoil, grass, and street trees. Lot coverage will decrease from 81% to 77%.
- The existing shed in the back of the site will be removed. The concrete dumpster pad will be relocated to the other side and still be accessible by the trucks.
- Diagonal parking in the back of the lot is for employees. The accessible parking space at the front of the building will be better defined.
- There is a bike rack at the front of the building.
- No changes are proposed to the two main entrances (curb cuts) off Route 15.
- The parking lot will have an LED light by the menu board which will also illuminate the back portion of the lot. There will be a new light by the pick-up area (most likely within the canopy).
- The drive-thru addition is not visible from Pearl Street. The dumpster is also hidden from view.
- The curb cuts off Pearl Street are not 24' wide per the Code requirement. The preexisting entrances are approximately 22' wide, but can be widened to meet the Code if the landscape island is reduced in size.
- Comments from the Village Engineer have been addressed.
- A contractor through Dunkin Donuts will do the construction work with a team that will complete the job in two to three days.
- The corporate office of Dunkin Donuts does the layout and design of the building and drive-thru per their standard.
- The existing sign will advertise the drive-thru service.

There was discussion of traffic circulation on the site presently and anticipated congestion with the drive-thru configuration. Drivers presently roll over the curb when entering/exiting to Route 15. Tony Silva noted the time a customer takes to park, go into the business for donuts and leave is approximately eight minutes. With the drive-thru that time is estimated to be four minutes. John Alden urged further review of the drive-thru traffic loop with consideration of perhaps using pavement striping to prevent people from parking or blocking the travel lane. Mr. Alden expressed concern about gridlock being created by too many cars trying to enter/exit the drive-thru and parking on the site. Paul O'Leary stated there have not been conflicts with parking on the site for both businesses in the past and the owner would prefer not changing the parking layout.

David Nistico noted the employee parking should be marked.

Nick Meyer suggested directional signs at the entrance/exit off Route 15 to potentially help the traffic flow.

Andrew Boutin mentioned ensuring the turn into the drive-thru has adequate space to handle large pick-up trucks. Paul O'Leary assured the drive-thru is adequately sized. Mr. Boutin asked about noise from the outside speaker for the drive-thru. Mr. Silva said the device is digital and should not be noisy. Paul O'Leary added there is more noise from traffic on Pearl Street than the speaker will create.

There was mention of deliveries and snow removal. Tony Silva stated delivery trucks arrive in the morning, but that schedule can be altered if necessary. Large trucks (tractor trailers) can access the site. Regarding snow removal, snow is cleared in the early morning and when business is slow during the day. There is space at the back of the lot by the railroad tracks to pile snow.

There was discussion of the island between the curb cuts off Route 15. Diane Clemens suggested the island be striped to discourage parking there. Tony Silva stated people drive over the curb and park on the grass even when parking is available. There was mention of using large rocks, a split rail fence, and/or shrubbery to prohibit parking on the island by Route 15.

Liza Kilcoyne commented positively on the better lighting in the back of the building and the parking being better organized to provide options to customers rather than all trying to park as close to the front door of the business as possible.

Nick Meyer asked about 'skinning' the cooler. Mr. Silva said this is possible. John Alden said he would like to see what the building will look like with the addition. Nick Meyer asked for a description of the proposed landscaping. Mr. O'Leary explained the plan is to add three new trees (autumn blaze and red maples), two in the island by the drive-thru and one behind the menu board. The island is 36'x 20'. Ground cover will be grass which is also on the front and side of both buildings. Liza Kilcoyne mentioned there is potential for a picnic table on the island in the future.

There was further discussion of defining one entry and one exit to the site. The applicant noted how traffic flows on Route 15 drives how the curb cuts are used. A better solution is to help move traffic off Route 15 to alternate routes.

STAFF REPORT

The Planning Commission received a written staff report on the application, dated 1/3/13.

PUBLIC COMMENT

There were no comments from the public on the application.

MOTION by Liza Kilcoyne, SECOND by Aaron Martin, to close the public portion of the application for 120 Pearl Street (Dunkin Donuts). VOTING: unanimous (7-0); motion carried.

DELIBERATION/DECISION

Site Plan, Drive-Thru, Dunkin Donuts, 120 Pearl Street, Silva

MOTION by John Alden, SECOND by Diane Clemens, to grant site plan approval to Tony Silva for a drive-thru at Dunkin Donuts at 120 Pearl Street in the TOD District as presented and with the following recommendations:

1. **The bike rack located in the front of the building is acceptable.**
2. **Landscaping species as proposed are acceptable including grass ground cover.**
3. **The application shall comply with the Land Development Code including any construction which shall be reviewed and approved by staff to ensure the material of the bump-out (drive-thru) matches the shape, material, and color of the existing building and that the cladding of the walk-in cooler also matches the building.**
4. **The applicant shall address all comments from village staff and the Village Engineer.**
5. **The entrance/exit off Route 15 shall remain as is, but the island adjacent to Route 15 shall have some treatment, such as a fence, large rocks, newly built curbing, to discourage parking.**
6. **The drive lane in front of the new drive-thru entrance/exit shall be striped.**
7. **The parking space on the northwest side of the front of the adjacent building (former location of Upper Crust) shall be eliminated to aid in traffic flow on the site and make the turning radius symmetrical with the other side of the parking lot.**
8. **The space shall be striped to prohibit parking.**

VOTING: unanimous (7-0); motion carried.

6. OTHER PLANNING COMMISSION ITEMS

Letter of Support for Multiuse Path from North Street to Central Street

Robin Pierce reported the following:

- The railroad is willing to work with the village on the path because photos were shown of students walking on the tracks to get to the high school.
- The village is applying for a grant through VTrans and needs a letter of support for the project from the Planning Commission.
- The path is 1175' and will connect the street network from the high school to the village center. The path will have lights and will be an easy, desirable way to get from the village center to the high school.
- There will be a chain link fence between the path and the tracks.

Liza Kilcoyne spoke in support of formalizing the shortcut that is now being used by many. Andrew Boutin suggested protecting the lights from damage from thrown rocks and vandalism. John Alden suggested a transportation overlay be drawn to show the network of various forms of transportation in the village and how the village network ties into the larger network with surrounding towns. Robin Pierce noted there is a map of non-motorized routes in the village comprehensive plan.

MOTION by Aaron Martin, **SECOND** by John Alden, to authorize the Planning Commission Chairwoman, Liza Kilcoyne, to sign the letter of support on behalf of the Planning Commission for the multiuse path along the railroad tracks from North Street to Central Street as presented. **VOTING: unanimous (7-0); motion carried.**

Bike/Sidewalk Route from I-89 in Winooski to Susie Wilson Road

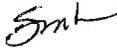
Robin Pierce noted Local Motion will be presenting the regional planning alternate transportation project that involves Colchester, Essex, and Essex Jct. to the Trustees on 1/8/13. The project was approved for funding. Bike lanes from West Street Extension to Susie Wilson Road are also being considered.

7. ADJOURNMENT

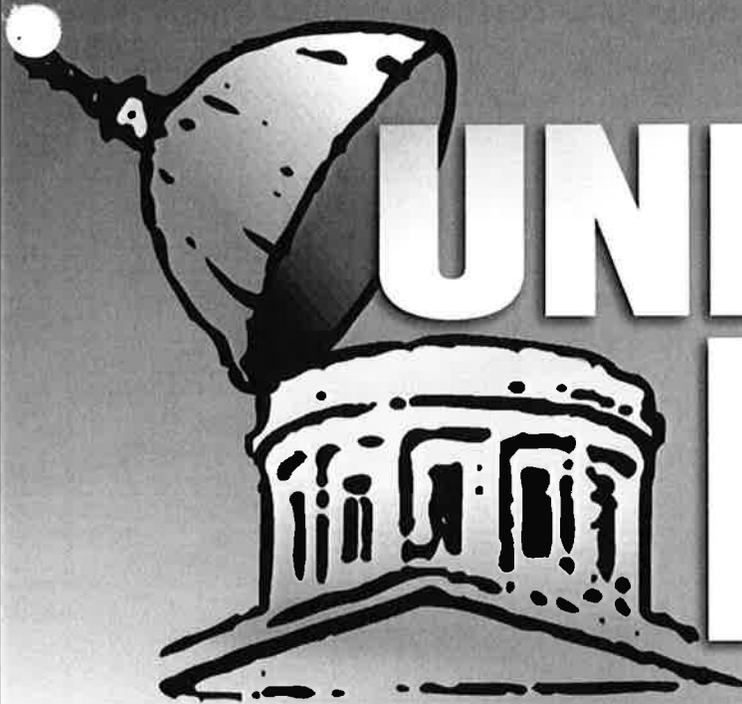
MOTION by Liza Kilcoyne, **SECOND** by Andrew Boutin, to adjourn the meeting. **VOTING: unanimous (7-0); motion carried.**

The meeting was adjourned at 7:15 PM.

Rcdg Scty: MERiordan



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2013

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**Lake Champlain Regional Chamber of Commerce*

Governor's Budget Address Thursday, January 24. Airs at 6 p.m.



Town Meeting

TELEVISION

On Comcast Cable, Burlington Telecom and Ch17.TV

OVERVIEW

State Designation Program Reform, Part I

DESIGNATED DOWNTOWN, VILLAGE CENTER & VERMONT NEIGHBORHOOD PROGRAMS:

Vermonters and visitors alike value our landscape of compact villages surrounded by working landscape. Governors, legislative leaders and advocates agree that this landscape is linked to economy, community spirit and brand and have set a goal of maintaining and enhancing it. The core implementation strategy is the State's "designation" programs (Downtown, Village Center, Vermont Neighborhoods, etc.) that help maintain Vermont's historic development pattern by targeting state resources to promote the efficient use of land, infrastructure, and resources.

Stakeholder Groups Consulted:

League of Cities and Towns, Housing Council, Affordable Housing Coalition, Bankers Association, Realtors Association, Homebuilders Association of Northern Vermont, Chambers, Regional Development Corporations, Association of Planning and Development Agencies, Planners Association, Bar Association, Preservation Trust of Vermont, & Vermont Natural Resources Council

State Agencies Consulted:

Transportation, Natural Resources, Tax, Buildings & General Services, Public Service Board, Natural Resources Board, Agriculture & Markets, & Connect VT

However, the various designation programs were created incrementally over the course of 15 years and the time had come to ask users if the program was achieving its goal to revitalize and direct new growth to existing community centers.

REVIEW PROCESS:

The process to collect ideas and feedback on the program was extensive and involved a user survey and consultations with focus groups and interagency partners. **Over 350 business owners, developers, planners, municipal officials and members of local downtown organizations and found the program made good progress in a number of areas – especially in fixing up old buildings, but 97% believed the program could be improved.**

Surveys indicated changes to better support downtowns, villages and create more housing in and around them were the highest priorities for communities (and led to the decision to put the growth center and new town center designations in the queue for 2014 – Program Reform, Part 2).

KEY RECOMMENDATIONS:

- Link revitalization to the local planning process
- Provide more incentives to repair and build new housing
- Support local investment in infrastructure

PROPOSED UPDATES:

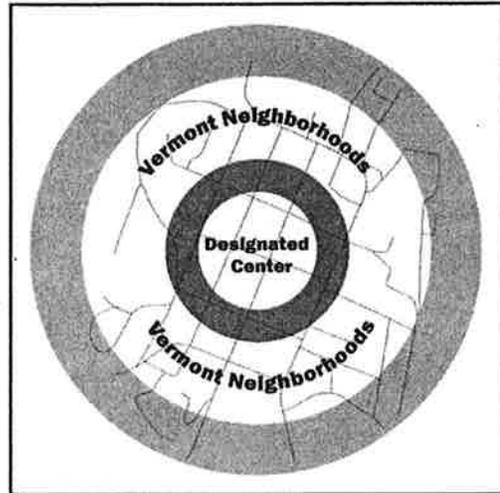
Ideas to address the recommendations identified in the survey and outreach process were shared and shaped by a diverse group of stakeholders (see side bar, above).

DESIGNATED DOWNTOWNS & VILLAGE CENTERS – small changes to improve consistency, collaboration and program effectiveness:

- Makes minor changes to the goals, definitions and other sections to improve programmatic consistency
- Improves linkage to planning statutes (Chapter 117)
- Includes administrative improvements to promote local training and collaboration and success such as early community consultations, assessments, and enhanced training and support

VERMONT NEIGHBORHOODS – a new framework to encourage and support community-appropriate housing development.

Those surveyed felt that the Vermont Neighborhoods program never achieved its goal to stimulate new housing mainly because there was no support to help municipalities with the designation process and the land eligible for benefits was extremely limited. The proposal broadens the potential benefit area and creates a framework to help communities identify opportunities to build new housing in a way that respects Vermont's compact settlement pattern.



- **Targets walkable areas around downtowns and villages for housing development.** Creates an automatic process to delineate $\frac{1}{4}$ and $\frac{1}{2}$ mile “walksheds” or rings around designated Downtown, Villages, and New Town Centers (and sub-areas within designated Growth Centers) and provides resources to help communities identify important features – existing neighborhoods, available services, parks, sidewalks, areas with water and sewer, public services and areas appropriate for new and infill housing development
- **Respects local control and autonomy.** Helps interested municipalities gain greater control over their future by articulating local housing goals and objectives and identifying local constraints and opportunities to create more housing
- **Helps communities become development-ready.** Provides the framework for community involvement to work through competing goals of different stakeholders and achieve consensus on appropriate areas for new or infill housing before developers submit permit applications
- **Identifies state interests and targets resources to reconcile potential conflicts.** Helps state agencies align environmental, housing, and transportation policies, programs and regulations that address locally identified barriers to create more options for housing in and around downtowns and village centers
- **Creates a state review process for targeting a broad range of investments.** Allows existing and future grants and incentives to plug into the Neighborhood framework to build housing in areas identified as development-ready by communities

Designation Program User Survey:

<http://accd.vermont.gov/sites/accd/files/Documents/strongcommunities/cd/designations/121101dtsurveyresults.pdf>

Proposed Downtown and Village “Walkshed” Maps:

<http://smartgrowth.vermont.gov/>

**VILLAGE OF ESSEX JUNCTION
BOARD OF TRUSTEES
MINUTES OF MEETING
January 8, 2013**

BOARD OF TRUSTEES: George Tyler (Village President); Andrew Brown, Lori Houghton, Dan Kerin, Elaine Sopchak (via teleconference).
ADMINISTRATION: Lauren Morrisseau Co-Manager & Finance Director; Susan McNamara-Hill, Co-Manager & Village Clerk/Treasurer; Robin Pierce, Village Development Director.
OTHERS PRESENT: Mary Jo Engel, Jason Van Driesche.

EXECUTIVE SESSION

MOTION by George Tyler, SECOND by Lori Houghton, to go into Executive Session to discuss personnel matters and invite the co-managers to attend.

VOTING: unanimous (5-0); motion carried.

Executive Session was convened at 6 PM and adjourned at 6:30 PM.

I. CALL TO ORDER and PLEDGE OF ALLEGIANCE

Village President, George Tyler, called the regular meeting to order at 6:30 PM and led the assemblage in the Pledge of Allegiance.

II. AGENDA ADDITIONS/CHANGES

None.

III. GUESTS AND PRESENTATION

1. Comments from Public on Items Not on Agenda

There were no comments from the public.

2. Route 15 Multiuse Path Project – Jason Van Driesche, Local Motion

Jason Van Driesche with Local Motion briefed the Trustees on the planned multiuse path along Route 15 from Essex Junction to Winooski highlighting the following:

- The circ highway alternatives task force supports allocating \$2 million for a separated multiuse path from Lime Kiln Road to Susie Wilson Road along Route 15. The path will include signalized pedestrian crosswalks on Suzie Wilson Road and Route 15. Separated facilities are key to broadening the cross-section of people who walk and bike.
- VTrans supports the decision of the task force and Regional Planning has been instrumental with the project.
- A key segment is a path along the railroad tracks to West Street Extension under consideration by the village.
- The minimum recommended width for the path is 10' though 12' is preferred to allow enough space for users to share the path.
- Winooski is interested in widening and formalizing the existing riverside walkway to be truly multi-use. If this is done and connection is made under the

interstate to Gorge Street and onto the multiuse path on Route 15 there will be a regional draw, much like the Burlington bike path, because views by the river and gorge and along the multiuse path route are spectacular and the path allows walkers and bicyclists to travel off Route 15.

- There are local and regional benefits with the path. All communities served by the path need to work together and present the benefits of the path to the region as a whole. There is much public support for the path in general.
- Regional Planning is doing an origin/destination analysis of short distance commutes in Chittenden County which will provide the extent of demand for biking along different corridors.

IV. OLD BUSINESS

1. VTrans Grant Application for Multiuse Safety Path (North Street to Central Street)

There was discussion of the following:

- Cost of the 1,175' long path from North Street to Central Street is \$500,000 versus \$2 million for the two mile long multiuse path from Winooski to Essex Junction.
- The design of the safety path can be reviewed. The UVM engineering department has been contacted about the design potentially being a capstone project for engineering students.
- Construction estimates will be done after the design.
- The grant is an 80/20 split (80% state funds and 20% village match).
- The Capital Program Review Committee has not yet reviewed the project.

MOTION by Lori Houghton, SECOND by Andrew Brown, for the Planning Department to move forward with the VTrans Transportation Alternative grant application to fund engineering and construction of the proposed multiuse path along the railroad tracks between North Street and Central Street (total project cost of \$518,500) and to commit to the required \$68,742 of the project grant match.

VOTING: unanimous (5-0); motion carried.

2. Land Development Code (LDC) Enforcement

There was discussion of enforcement of the LDC and the full work load on planning staff with applications which leaves little time for enforcement activities. Robin Pierce noted most of the violations seem to involve signs. Staff tries to negotiate with people to resolve complaints and violations. Lori Houghton asked about the process followed with projects to verify that all conditions are met. Robin Pierce explained site visits are done throughout the project work and a Certificate of Occupancy is not issued until all conditions are met. Violation notices that are issued can be appealed to the Zoning Board of Adjustment. Lori Houghton suggested the Planning Commission be asked to provide feedback on the enforcement process and make recommendations for improvement if necessary. The consensus of the Board at this point in time is not to make any changes to the enforcement process.

3. Review of FY2014 Draft Budgets and Capital Programs

The Board noted the following:

- FY2014 village budget shows a 3.14% increase. Water Fund increase is 3.5%, Sanitation is 1.8%, and Waste Water Treatment Facility is 3.4%.
- A public hearing on the draft budget will be scheduled at the end of January or beginning of February and then the Board will take action to accept the budget for presentation/vote at annual meeting.
- The seasonal gardener position is needed to ensure the village is nicely landscaped which is an attractive benefit. Volunteers may not always be available.
- In the capital budget the cost of the multiuse path was increased for inflation and grant money is reflected. Construction will not occur until FY2015.
- Capital projects for FY2014 include the crescent connector, village office restoration, and start of work on Woods End.

V. NEW BUSINESS

1. Discuss 2013 Legislative Priorities

Following discussion the Trustees agreed to the categorization of the list of legislative priorities adopted by the Village Trustees on January 3, 2012 as noted:

- **PRIORITIES FOR THE VILLAGE**
 - Vermont Neighborhood Designation (legislature needs to clarify definition)
 - Downtown Incentives
 - Home Rule
 - Water Quality (have Jim Jutras draft a statement)
 - State Highway Paving (state aid money for paving)
- **GENERAL PRINCIPLES HELD BY THE VILLAGE**
 - State Aid (state money is always needed/wanted by municipalities)
 - Rail Upgrade (opportunities to improve passenger rail and Amtrak service is good)
 - Circ Highway (acknowledge the highway would be beneficial, but recognize circ alternatives are getting more attention and funding)
 - Education Fund
 - IBM (there is support for the business community and IBM in the village and Chittenden County)
 - Tax Fairness
 - Alternate Transportation (walking, biking)
- ❖ **DELETE DUE TO LOW POTENTIAL FOR ACTION OR ALREADY IN PROCESS**
 - ✓ Crescent Connector (project already moving forward)
 - ✓ Phosphorus Reduction
 - ✓ Storm Water
 - ✓ Circumferential Highway Project (unlikely to be funded)
 - ✓ Reappraisals
 - ✓ Unfunded Mandates
 - ✓ State Owned Property on West Street (state not taking action on property transfer)

2. Annual Report Cover and Dedication

The Board agreed to the suggested dedication and to use the pictures proposed by staff. Format of the reports from Department Heads will be the same as last year. The reports should provide a list of accomplishments in 2012 and/or note how the actions of the department improved the community. Draft reports are needed by February 17, 2013. Elaine Sopchak will forward the talking points that were provided to Department Heads last year.

MOTION by Lori Houghton, SECOND by Dan Kerin, to dedicate the 2012 Essex Junction Annual Report to Chuck Barry from the Fire Department. VOTING: unanimous (5-0); motion carried.

VI. VILLAGE MANAGER'S REPORT

1. Meeting Schedule

- January 22, 2013 @ 6:30 – Regular Trustees Meeting
- February 12, 2013 @ 6:30 – Regular Trustees Meeting
- February 26, 2013 @ 6:30 – Regular Trustees Meeting
- March 12 @ 6:30 – Regular Trustees Meeting
- March 26 @ 6:30 – Regular Trustees Meeting
- April 9 @ 6:30 – Regular Trustees Meeting
- April 23 @ 6:30 – Regular Trustees Meeting

Special Meetings/Events:

- January 10 @ 6:30 PM – Work Session (discuss village manager position)
- February 26 @ 6:00 – Board of Abatement
- April 3 @ 7 PM – Annual Village Meeting
- April 9 @ 7 AM – 7 PM – Australian Ballot Voting

2. Appeal of MS4 Permit

Based on the letter from the State Department of Environmental Conservation, Jim Jutras is recommending not appealing the MS4 permit.

3. Water and Sewer Rate Structure

There will be a presentation of the revised water and sewer rate structure at the January 22, 2013 Board of Trustees meeting.

4. Public Hearing on Draft Budget

The public hearing on the draft budget is scheduled for February 12, 2013 followed by adoption by the Trustees for presentation at the annual meeting.

VII. TRUSTEES COMMENTS/CONCERNS & READING FILE

1. Board Member Comments

- Lori Houghton announced she will not be running for re-election. Ms. Houghton said it has been a great honor and pleasure to serve on the Board of Trustees.
- Elaine Sopchak offered to investigate having Channel 17 provide live coverage of the annual meeting. A twitter feed could be established for interactive communications. Susan McNamara-Hill noted approval from the majority of

voters in attendance must be granted in order for nonvoters to speak at the meeting which could be difficult with twitter communication. The Trustees could ask the attendees at the annual meeting whether or not to allow the twitter feed.

- Andrew Brown publicly thanked the Fire Department for the quick and impressive response to his recent carbon monoxide alarm.
- Thanks and appreciation was extended to Public Works for their hard work during the recent storms and the efficient work picking up Christmas trees in the village. The Village Engineer was also thanked for setting up the screen in the meeting room at no cost to the village.
- A letter of intent from Fairfax was received regarding purchase of the village fire truck following approval of the Fairfax budget.
- Dan Kerin reviewed the memo from Trevor Lashua regarding the RFQ for the police facility. A local firm was awarded the contract.

2. Reading File

- ❖ Minutes
 - Capital Program Review Committee 12/4/12
 - Planning Commission 12/6/12
 - Zoning Board of Adjustment 12/18/12
- ❖ Resolution of Appreciation from VLCT PACIF Board of Directors
- ❖ Thank You for Donation to Preservation Trust of Vermont
- ❖ Letter from Commissioner of DEC re: MS4 Monitoring Program
- ❖ Letter of Intent from Town of Fairfax Selectboard to Purchase EJFD Ladder Truck

VIII. CONSENT AGENDA & READING FILE

MOTION by Dan Kerin, SECOND by Lori Houghton, to approve the consent agenda as follows:

1. Approve Minutes of Previous Meetings (12/1/12)
2. Approve Warrants including Checks #10046263 through #10046370 totaling \$481,235.04
3. Approve Warrants including Checks #10046371 through #10046413 totaling \$84,761.66
4. Approve letters: Public Works Department; Village Engineer
5. Policy Amendments: Sidewalk Policy; Flag Policy

VOTING: unanimous (5-0); motion carried.

IX. EXECUTIVE SESSION and/or ADJOURNMENT

MOTION by Elaine Sopchak, SECOND by Dan Kerin, to adjourn the meeting.

VOTING: unanimous (5-0); motion carried.

The meeting was adjourned at 8:30 PM.

**VILLAGE OF ESSEX JUNCTION
BOARD OF TRUSTEES
MINUTES OF SPECIAL MEETING
JANUARY 10, 2013**

MEMBERS PRESENT: George Tyler (Village President), Andrew Brown, Lori Houghton and Elaine Sopchak (Dan Kerin arrived at 7:00).
ADMINISTRATION: Susan McNamara-Hill, Co-Manager & Village Clerk/Treasurer
Lauren Morrissette, Co-Manager & Finance Director

I. CALL TO ORDER

George Tyler called the meeting to order at 6:30 p.m.

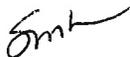
II. WORK SESSION/DISCUSSION RE: VILLAGE MANAGER

The Trustees and Co-managers discussed the job description and Village Charter regarding the Village Manager and other department heads.

A draft job description will be presented to the Trustees at a future meeting and suggested Charter amendments will be on the agenda for January 22, 2013.

III. ADJOURN

The meeting was adjourned at 8.45 p.m.

Minutes respectfully submitted by Susan McNamara-Hill, Village Clerk. 

**VILLAGE OF ESSEX JUNCTION
BOARD OF TRUSTEES
MINUTES OF SPECIAL MEETING WITH TOWN OF ESSEX SELECTBOARD
JANUARY 15, 2013**

MEMBERS PRESENT: George Tyler (Village President), Elaine Sopchak and Andrew Brown.
ESSEX SELECTBOARD: Linda Myers (Chair), Max Levy, Irene Wrenner and Brad Luck.
HEART AND SOUL: Susan McCormack, Liz Subin, John Alden, Bob McEwing, Polly McEwing and Ariana McBride (Orton Foundation).
ADMINISTRATION: Trevor Lashua, Assistant Town Manager.

I. CALL TO ORDER

The meeting took place at the Essex Alliance Church Community Center, 37 Old Stage Road, Essex, VT. It was by invitation from the Heart and Soul of Essex and started at 6:00 PM.

II. CONVERSATION WITH HEART AND SOUL OF ESSEX

The meeting commenced with introductions. Sue McCormack and Liz Subin, representing the Heart and Soul of Essex, facilitated the meeting. The attendees named the features of living in Essex and Essex Junction that most appealed to them. The attendees each named a particular episode or experience that, for them, personified the community. The attendees identified values that contributed to the Essex community's quality of life. The attendees identified and discussed trends that they hope to see continue over the next 20 years, and trends or aspects of the community that they hope will change.

Subin and McCormack explained the Heart and Soul process. They said that they had held over 20 community conversations between citizens similar to the present one. They said they hoped to reach over 30 conversations. They explained that they take careful notes of each conversation and that tabulating, summarizing, and analyzing the results of those conversations will constitute the next phase of the Heart and Soul Program.

III. ADJOURNMENT

The special meeting was adjourned at 8:46 PM.

Minutes respectfully submitted by George Tyler, Village President

Check Register Report

BL 1/8-1/22/13

Date: 01/17/2013

Time: 2:00 pm

Page: 1

Village of Essex Junction

BANK:

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
10046415	01/09/2013	Printed		0965	GREEN MOUNTAIN POWER CORP.	11/20-12/20 PS SUSIE WIL-SANI	18,999.95
10046416	01/09/2013	Printed		21153	SOVERNET COMMUNICATIONS	12/15-1/15/13 INTRNT/TELE-FIRE	127.43
10046417	01/09/2013	Printed		2366	VERMONT GAS SYSTEMS, INC.	HEAT-FIRE	2,769.59
10046418	01/09/2013	Printed		2369	VT STATE FIREFIGHTERS ASSOC	42 MEMBERSHIP2013 -FIRE	672.00
10046419	01/11/2013	Printed		1875	QUALITY BAKE SHOP	MEETING REFRESHMENTS-FIRE	63.92
10046420	01/22/2013	Printed		10508	ADVANCED DISPOSAL	GRIT REMOVAL-WWTF	436.85
10046421	01/22/2013	Printed		10301	DAVID A. BARRA, PLC	LEGAL FEES-WWTF/ADMIN	1,072.50
10046422	01/22/2013	Printed		10408	BAY STATE ELEVATOR COMPANY	ELEVATOR MAINT-LIBRARY	245.45
10046423	01/22/2013	Printed		0173	BEARINGS SPECIALTY CO., INC.	MICO GEN BEARINGS-WWTF	14.18
10046424	01/22/2013	Printed		9963	BENOURE PLUMBING & HEATING INC	RELIEF VALVE SERVICE-FIRE	146.50
10046425	01/22/2013	Printed		1655	BLUE CROSS BLUE SHIELD OF VT	COMP HSA PREM-VARIOUS	15,047.40
10046426	01/22/2013	Printed		1655	BLUE CROSS BLUE SHIELD OF VT	TVHP HSA PREM-VARIOUS	8,207.98
10046427	01/22/2013	Printed		10234	BRIERLY LOMBARD & CO. INC	COGEN FILTER ELEMENT-WWTF	171.71
10046430	01/22/2013	Printed		0268	BRODART CO.	CIRC	2,005.71
10046431	01/22/2013	Printed		0305	BURLINGTON FREE PRESS	MATERLS-LIB/FRIENDS/REPL	22.00
10046433	01/22/2013	Printed		9941	BUSINESSCARD SERVICES	NEWSPAPERS-LIBRARY	851.78
10046434	01/22/2013	Printed		0457	CARGILL, INC SALT DIVISION	SEE SPREADSHEET	9,607.68
10046435	01/22/2013	Printed		9743	CARQUEST AUTO PARTS	DE-ICER SALT-STREET	269.12
10046436	01/22/2013	Printed		0490	CENTRAL VERMONT PROPERTIES	PARTS-STREET/FIRE	50.00
10046437	01/22/2013	Printed		0500	CHAMPLAIN WATER DISTRICT	ROW LEASE-SANI	178,131.12
10046438	01/22/2013	Printed		0508	CHAMPLIN ASSOCIATES INC.	WATER USAGE-WATER	385.51
10046439	01/22/2013	Printed		0525	CHITTENDEN SOLID WASTE DISTRIC	RELOC/RECONFIG	2,926.00
10046440	01/22/2013	Printed		2305	CLARK'S TRUCK CENTER	NOV SAMPLE FEES-WWTF	125.34
10046441	01/22/2013	Printed		10517	BOHDI COOPER	TRK REPAIRS-STR	75.00
10046442	01/22/2013	Printed		05898	CRYSTAL ROCK BOTTLED WATER	TRAIN HOP DJ SERVICES-EC DEV	37.90
10046443	01/22/2013	Printed		10401	DE LAGE LANDEN FINANCIAL INC	BOTTLED WATER-STREET/LH	249.52
10046444	01/22/2013	Printed		0624	DEMCO, INC.	COPIER LEASE-ADMIN	595.87
10046445	01/22/2013	Printed		0710	ENDYNE, INC.	SUPPLIES-LIBRARY	525.00
10046446	01/22/2013	Printed		0780	ESSEX EQUIPMENT SALES	SAMPLES-WWTF	36.86
10046447	01/22/2013	Printed		10011	FAIR POINT COMMUNICATIONS, INC.	HEADGEAR-WATER	28.58
10046448	01/22/2013	Printed		08044	FIRE TECH & SAFETY OF NEW ENGL	PHONE-FIRE	177.83
10046449	01/22/2013	Printed		08147	FIREMATIC SUPPLY CO. INC.	PROTECTIVE CAP&TETHER-FIRE	1,807.41
10046450	01/22/2013	Printed		0751	FISHER AUTO PARTS	UNIFORMS-FIRE	94.31
10046451	01/22/2013	Printed		0838	FLEX-A-SEAL, INC.	TRUCK MAINT PARTS-STREET	50.00
10046452	01/22/2013	Printed		10226	G & K SERVICES	MICO GEN SEAL-WWTF	51.76
10046453	01/22/2013	Printed		0899	GAUTHIER TRUCKING CO., INC	SHOP TOWELS-STREET	573.12
10046454	01/22/2013	Printed		5008	SCOTT & CINDY GODIN	RUBBISH REMOVAL-LH/STREET	2,081.00
10046455	01/22/2013	Printed		0943	MARY L. GRAF	PROPERTY TAX	38.81
10046456	01/22/2013	Printed		24511	GRAINGER	OVERPAYMENT-ADM	60.95
10046457	01/22/2013	Printed		0965	GREEN MOUNTAIN POWER CORP.	FOOD REIMB-LIB	8,337.94
10046458	01/22/2013	Printed		1035	DONALD L. HAMLIN	AIR HOSE/COUPLER&PLUG-FIRE	2,009.03
10046459	01/22/2013	Printed		1039	THE HARTIGAN COMPANY	ENGINEERING	330.00
10046460	01/22/2013	Printed		23656	INVEST EAP	SERV-DEVELOPERS	216.00
10046461	01/22/2013	Printed		9454	LENNY'S SHOE & APP	CASCADE WET WELL SVC-SANI	322.97
10046462	01/22/2013	Printed		1353	LIMOGE & SONS GARAGE DOORS INC	EAP SERVICES-FIRE	260.95
10046463	01/22/2013	Printed		10130	LOWE'S BUSINESS ACCOUNT	UNIFORM PANTS-WATER/WWTF	388.12
10046464	01/22/2013	Printed		13631	LYNN PUBLICATIONS	OVERHEAD DOOR	119.00

Check Register Report

BL 1/8-1/22/13

Date: 01/17/2013

Time: 2:00 pm

Page: 2

Village of Essex Junction

BANK:

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
Checks							
10046465	01/22/2013	Printed		1423	MAHER CORPORATION	CHEM FEED HOSES-WWTF	1,279.60
10046466	01/22/2013	Printed		1000	SUSAN J. MCNAMARA-HILL	MILEAGE REIMB-ADMIN	13.11
10046467	01/22/2013	Printed		1497	METEVIER ELECTRIC MOTOR SVC	GARAGE HEATER PART-STREET	267.68
10046468	01/22/2013	Printed		1539	LAUREN MORRISSEAU	MILEAGE REIMB-ADMIN	18.87
10046469	01/22/2013	Printed		10176	NEOFUNDS BY NEOPOST	METER POSTAGE-ADMIN	600.00
10046470	01/22/2013	Printed		0945	NORTRAX EQUIPMENT COMPANY	REAR WIND REPAIR MAINT-ST	237.08
10046471	01/22/2013	Printed		1756	PATTON FACILITY MGMNT DBA	JANITORIAL-LH/LIB	2,240.67
10046472	01/22/2013	Printed		10059	ROBERT PIERCE	MEAL/CELL PH REIMB-PLAN	147.35
10046473	01/22/2013	Printed		1781	PIONEER MOTORS & DRIVES, INC.	MICO GEN PUMP-WWTF	16.25
10046474	01/22/2013	Printed		1780	EVERETT J. PRESCOTT, INC.	FLEX CPLG CI/PVC-STREET	77.68
10046475	01/22/2013	Printed		1843	PROFESSIONAL WRITING SVCS	MTG MINUTES-ADMIN/PLAN	450.00
10046476	01/22/2013	Printed		1850	QC SERVICES, INC.	ANNUAL CALIBRATION SVS-WWTF	1,070.00
10046477	01/22/2013	Printed		1908	THE RADIO NORTH GROUP, INC.	MNITOR V BATTERY PACK-FIRE	14.00
10046478	01/22/2013	Printed		9901	RAILAMERICA INC.	CONST & MAINT AGREEMNT-CRES	15,000.00
10046479	01/22/2013	Printed		1955	REYNOLDS & SON, INC.	LITE/HELMET/WANDS/CYLINDR-FIRE	1,047.40
10046480	01/22/2013	Printed		9745	SIEMENS WATER TECHNOLOGIES COR	BIOXIDE CHEMICAL-WWTF	5,664.00
10046481	01/22/2013	Printed		0482	SIGNALS RYG, INC.	SIGNAL & LIGHT MAINT-STREET	1,278.56
10046482	01/22/2013	Printed		20835	SIMONS UNIFORMS	UNIFORMS-FIRE	335.90
10046483	01/22/2013	Printed		21153	SOVERNET COMMUNICATIONS	PH/INTERNET-VARIOUS	589.47
10046484	01/22/2013	Printed		2124	STAPLES ADVANTAGE	SUPPLIES-LIB	92.39
10046485	01/22/2013	Printed		0545	THE TECH GROUP	SERVER/COMPUT MONITORING-ADMIN	664.00
10046486	01/22/2013	Printed		2227	TI-SALES, INC.	NEPTUNE E-CODER REG-WTR/SAN	322.91
10046487	01/22/2013	Printed		10481	TRUMBULL-NELSON CONST. CO.	WWTF REFURB-WWTF	1,106,769.74
10046488	01/22/2013	Printed		2338	USA BLUE BOOK	POLYMER PREP GBT-WWTF	217.40
10046489	01/22/2013	Printed		9374	VERMONT BOILER SPECIALIST, INC	BOILER FLAME TUBES-WWTF	675.08
10046490	01/22/2013	Printed		9509	VERMONT HUMANITIES COUNCIL	VT CIVIL WAR SONGBOOK-LIB	75.00
10046491	01/22/2013	Printed		10126	VT COUNCIL ON RURAL DEVELOP	DONATION-PLAN	125.00
10046492	01/22/2013	Printed		9819	VT WATER SUPPLY DIVISION	APPLICATIONS WATER CERTS-WATER	240.00
10046493	01/22/2013	Printed		2258	VTGFOA	FEB WINTER WORKSHOP-ADMIN	100.00
10046494	01/22/2013	Printed		10409	WATER INDUSTRIES INC	TRAILER PUMP SEALS-SANI/WWTF	150.81
10046495	01/22/2013	Printed		0811	F.W. WEBB COMPANY	BOILER SUPPLIES/VAC-WWTF	577.42
10046496	01/22/2013	Printed		24851	DON WESTON EXCAVATING, INC	SNOW REMOVAL-STREET	7,316.00
10046497	01/22/2013	Printed		9356	WILLIAMSON ELECTRICAL, INC	C/R DATA LINE WORK-ADMIN/LH	179.00
Total Checks: 80						Checks Total (excluding void checks):	1,408,670.02
Total Payments: 80						Bank Total (excluding void checks):	1,408,670.02
Total Payments: 80						Grand Total (excluding void checks):	1,408,670.02

REVENUE/EXPENDITURE REPORT

Bill List 1/22/13

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1/18/2013
10:46 am

Village of Essex Junction

For the Period: 7/1/2012 to 1/31/2013	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 100 - GENERAL FUND							
Revenues							
Dept: 000.000							
Acct Class: 4000 Revenue							
401.000 PROPERTY TAXES-CURRENT	2,666,989.00	2,666,989.00	2,667,252.44	0.00	0.00	-263.44	100.0
402.000 STATE FOR VT PILOT & CURRENT U	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	0.0
403.000 PENALTIES/INTEREST DELINQ. TAX	7,000.00	7,000.00	6,370.22	215.61	0.00	629.78	91.0
404.000 IBM SUBSIDY	60,578.00	60,578.00	60,578.00	0.00	0.00	0.00	100.0
410.000 LICENSE AND ZONING FEE	30,000.00	30,000.00	35,439.10	310.00	0.00	-5,439.10	118.1
411.010 SERVICE FEE - WATER	110,169.00	110,169.00	55,084.50	0.00	0.00	55,084.50	50.0
411.020 SERVICE FEE - WWTP	55,085.00	55,085.00	27,542.50	0.00	0.00	27,542.50	50.0
411.030 SERVICE FEE - SANITATION	110,169.00	110,169.00	55,084.50	0.00	0.00	55,084.50	50.0
420.010 STATE DISTRICT COURT FINES	2,000.00	2,000.00	2,414.50	588.50	0.00	-414.50	120.7
420.020 STATE HIGHWAY AID	100,000.00	100,000.00	86,577.16	26,551.07	0.00	13,422.84	86.6
420.030 EJSD TAX COLLECTION FEES	47,000.00	47,000.00	21,685.01	0.00	0.00	25,314.99	46.1
432.010 MISCELLANEOUS RECEIPTS	0.00	0.00	14.92	0.00	0.00	-14.92	0.0
432.015 PARKING SPACE FEES	4,800.00	4,800.00	2,400.00	0.00	0.00	2,400.00	50.0
432.030 MISCELLANEOUS FIRE RECEIPTS	0.00	0.00	1,221.28	1,221.28	0.00	-1,221.28	0.0
432.051 BLOCK PARTY CONTRIBUTIONS	1,500.00	1,500.00	250.00	0.00	0.00	1,250.00	16.7
432.070 MISCELLANEOUS STREET RECEIPTS	3,000.00	3,000.00	1,093.60	5.60	0.00	1,906.40	36.5
432.080 MISCELLANEOUS LIBRARY RECEIPTS	450.00	450.00	435.00	0.00	0.00	15.00	96.7
434.010 ESSEX TOWN CONTRIB. TO LIBRARY	15,000.00	15,000.00	0.00	0.00	0.00	15,000.00	0.0
440.000 INTEREST EARNINGS	1,000.00	1,000.00	709.36	0.00	0.00	290.64	70.9
445.000 MISC. - UNCLASSIFIED RECEIPTS	4,600.00	4,600.00	844.43	114.66	0.00	3,755.57	18.4
Revenue	3,221,340.00	3,221,340.00	3,024,996.52	29,006.72	0.00	196,343.48	93.9
Acct Class: 4900 GRANTS & DONATIONS							
432.032 DONATIONS FOR FORUM	0.00	0.00	1,922.75	0.00	0.00	-1,922.75	0.0
432.033 OTHER DONATIONS	0.00	0.00	707.75	0.00	0.00	-707.75	0.0
432.034 VLCT EQUIP GRANT	0.00	0.00	1,843.87	0.00	0.00	-1,843.87	0.0
432.081 BROWNELL LIBRARY GRANTS	0.00	0.00	1,463.00	963.00	0.00	-1,463.00	0.0
432.083 DONATIONS TO LIBRARY	0.00	0.00	2,946.31	55.23	0.00	-2,946.31	0.0
441.000 MISCELLANEOUS STATE GRANTS	0.00	0.00	4,500.00	0.00	0.00	-4,500.00	0.0
441.012 HOMELND SG 02140-79152-542	0.00	0.00	16,609.00	16,609.00	0.00	-16,609.00	0.0
441.032 HOMELND SG 02140-70164V-126	0.00	0.00	8,517.00	0.00	0.00	-8,517.00	0.0
GRANTS & DONATIONS	0.00	0.00	38,509.68	17,627.23	0.00	-38,509.68	0.0
Acct Class: 5990 Non Operating Revenues							
410.150 Adult Replacement Receipts	0.00	0.00	1,349.00	0.00	0.00	-1,349.00	0.0
410.151 Juvenile Replacment Receipts	0.00	0.00	908.95	0.00	0.00	-908.95	0.0
410.200 ENGINEERING FEES	0.00	0.00	13,813.89	0.00	0.00	-13,813.89	0.0
445.100 SALE OF ASSET	0.00	0.00	500.00	0.00	0.00	-500.00	0.0
Non Operating Revenues	0.00	0.00	16,571.84	0.00	0.00	-16,571.84	0.0
Dept: 000.000	3,221,340.00	3,221,340.00	3,080,078.04	46,633.95	0.00	141,261.96	95.6
Revenues	3,221,340.00	3,221,340.00	3,080,078.04	46,633.95	0.00	141,261.96	95.6
Expenditures							
Dept: 100.000 ADMINISTRATION							
Acct Class: 7000 Operating Expenses							
720.000 SALARIES REGULAR	334,477.00	334,477.00	196,951.62	9,596.80	0.00	137,525.38	58.9
720.010 SALARIES OVERTIME	1,000.00	1,000.00	910.65	21.52	0.00	89.35	91.1
720.020 SALARIES PART TIME	7,250.00	7,250.00	7,660.65	251.26	0.00	-410.65	105.7
720.022 SOCIAL SECURITY	26,923.00	26,923.00	16,003.92	766.50	0.00	10,919.08	59.4
720.024 UNEMPLOYMENT INSURANCE	1,186.00	1,186.00	240.90	140.14	0.00	945.10	20.3
720.026 WORKERS COMP INSURANCE	1,166.00	1,166.00	1,057.38	44.28	0.00	108.62	90.7
720.028 HEALTH INS & OTHER BENEFITS	66,340.00	66,340.00	34,524.25	3,766.68	0.00	31,815.75	52.0
720.030 RETIREMENT	38,506.00	38,506.00	27,702.70	901.68	0.00	10,803.30	71.9
720.032 LIABILITY & PROPERTY INS.	5,857.00	5,857.00	5,720.35	0.00	0.00	136.65	97.7
720.034 PUBLIC OFFICIALS LIABILITY INS	6,075.00	6,075.00	5,981.25	0.00	0.00	93.75	98.5
720.035 HEALTH IMPROV PROGRAMS	1,600.00	1,600.00	31.96	0.00	0.00	1,568.04	2.0
720.050 BOARD MEMBER FEES	2,500.00	2,500.00	1,250.00	0.00	0.00	1,250.00	50.0

REVENUE/EXPENDITURE REPORT

Bill List 1/22/13

Village of Essex Junction

For the Period: 7/1/2012 to 1/31/2013	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 100 - GENERAL FUND							
Expenditures							
Dept: 100.000 ADMINISTRATION							
Acct Class: 7000 Operating Expenses							
723.000 SUPPLIES	6,700.00	6,700.00	2,470.87	22.00	0.00	4,229.13	36.9
723.001 POSTAGE	4,600.00	4,600.00	3,330.82	600.00	0.00	1,269.18	72.4
723.055 COMPUTER EXPENSES	16,915.00	16,915.00	12,828.03	664.00	0.00	4,086.97	75.8
724.000 TRAINING, CONFERENCES, DUES	13,304.00	13,304.00	5,418.17	316.98	0.00	7,885.83	40.7
725.000 TELEPHONE SERVICES	4,392.00	4,392.00	1,697.02	181.84	0.00	2,694.98	38.6
725.025 COMMUNICATIONS	13,700.00	13,700.00	6,567.16	241.50	0.00	7,132.84	47.9
728.030 VEHICLE MAINTENANCE-TRAVEL	3,600.00	3,600.00	900.00	0.00	0.00	2,700.00	25.0
728.035 VILLAGE PROMOTION	1,000.00	1,000.00	267.77	0.00	0.00	732.23	26.8
735.000 INTERVIEW COSTS	0.00	0.00	155.00	0.00	0.00	-155.00	0.0
745.020 LEASED SERVICES	4,540.00	4,540.00	2,874.15	249.52	0.00	1,665.85	63.3
745.031 LEGAL SERVICES	15,000.00	15,000.00	11,221.50	412.50	0.00	3,778.50	74.8
745.039 OTHER PROFESSIONAL SERVICES	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	0.0
745.041 AUDIT	5,275.00	5,275.00	5,011.16	0.00	0.00	263.84	95.0
745.050 PRINTING AND ADVERTISING	5,800.00	5,800.00	1,978.61	59.50	0.00	3,821.39	34.1
745.055 PAY & CLASSIFICATION STUDY	200.00	200.00	0.00	0.00	0.00	200.00	0.0
745.057 ELECTIONS	2,200.00	2,200.00	0.00	0.00	0.00	2,200.00	0.0
747.000 HOLIDAY EXPENSE	1,280.00	1,280.00	211.03	98.21	0.00	1,068.97	16.5
749.000 TRUSTEES EXPENDITURES	4,000.00	4,000.00	2,780.85	184.13	0.00	1,219.15	69.5
755.023 CAPITAL OUTLAY	3,000.00	0.00	0.00	0.00	0.00	0.00	0.0
Operating Expenses	600,386.00	597,386.00	355,747.77	18,519.04	0.00	241,638.23	59.6
ADMINISTRATION	600,386.00	597,386.00	355,747.77	18,519.04	0.00	241,638.23	59.6
Dept: 175.000 MISC TRANSFERS & EXPENDITUES							
Acct Class: 7000 Operating Expenses							
750.021 ROLLING STOCK FUND CONTRIB	163,624.00	163,624.00	81,812.00	0.00	0.00	81,812.00	50.0
750.022 CAP RESRV FND CONT - BEG 1993	372,788.00	372,788.00	186,394.00	0.00	0.00	186,394.00	50.0
750.026 EMP TERM BENEFITS TRANSFER	10,000.00	10,000.00	5,000.00	0.00	0.00	5,000.00	50.0
750.027 HALF PENNY FOR LDR TRUCK NOTE	50,000.00	50,000.00	25,000.00	0.00	0.00	25,000.00	50.0
Operating Expenses	596,412.00	596,412.00	298,206.00	0.00	0.00	298,206.00	50.0
MISC TRANSFERS & EXPENDITUES	596,412.00	596,412.00	298,206.00	0.00	0.00	298,206.00	50.0
Dept: 200.000 LINCOLN HALL							
Acct Class: 7000 Operating Expenses							
720.032 LIABILITY & PROPERTY INS.	5,510.00	5,510.00	4,468.72	0.00	0.00	1,041.28	81.1
723.000 SUPPLIES	1,800.00	1,800.00	1,135.41	9.46	0.00	664.59	63.1
723.065 WATER AND SEWER CHARGE	1,000.00	1,000.00	1,686.33	0.00	0.00	-686.33	168.6
725.000 TELEPHONE SERVICES	480.00	480.00	289.33	42.78	0.00	190.67	60.3
726.000 ELECTRICAL SERVICE	6,510.00	6,510.00	2,288.49	0.00	0.00	4,221.51	35.2
727.000 HEATING	7,000.00	7,000.00	1,397.50	0.00	0.00	5,602.50	20.0
728.000 MAINT. BUILDINGS/GROUNDS	6,500.00	6,500.00	5,392.90	89.50	0.00	1,107.10	83.0
745.005 RUBBISH REMOVAL	1,750.00	1,750.00	920.00	142.50	0.00	830.00	52.6
745.014 CONTRACT SERVICES	7,503.00	7,503.00	3,881.93	0.00	0.00	3,621.07	51.7
Operating Expenses	38,053.00	38,053.00	21,460.61	284.24	0.00	16,592.39	56.4
LINCOLN HALL	38,053.00	38,053.00	21,460.61	284.24	0.00	16,592.39	56.4
Dept: 300.000 FIRE DEPARTMENT							
Acct Class: 7000 Operating Expenses							
720.021 SALARIES - FIREFIGHTERS	126,000.00	126,000.00	62,466.97	0.00	0.00	63,533.03	49.6
720.022 SOCIAL SECURITY	9,639.00	9,639.00	4,778.69	0.00	0.00	4,860.31	49.6
720.026 WORKERS COMP INSURANCE	12,000.00	12,000.00	5,996.27	0.00	0.00	6,003.73	50.0
720.029 ACCIDENT & DISABILITY INS.	3,600.00	3,600.00	3,300.00	0.00	0.00	300.00	91.7
720.032 LIABILITY & PROPERTY INS.	8,600.00	8,600.00	7,326.10	0.00	0.00	1,273.90	85.2
723.000 SUPPLIES	2,400.00	2,400.00	835.49	0.00	0.00	1,564.51	34.8
723.016 EMS SUPPLIES	1,800.00	1,800.00	176.00	0.00	0.00	1,624.00	9.8
723.020 GAS,GREASE AND OIL	5,400.00	5,400.00	3,142.32	0.00	0.00	2,257.68	58.2
723.065 WATER AND SEWER CHARGE	900.00	900.00	203.43	0.00	0.00	696.57	22.6

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Village of Essex Junction

For the Period: 7/1/2012 to 1/31/2013	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 100 - GENERAL FUND							
Expenditures							
Dept: 300.000 FIRE DEPARTMENT							
Acct Class: 7000 Operating Expenses							
724.000 TRAINING, CONFERENCES, DUES	5,000.00	5,000.00	2,317.90	735.92	0.00	2,682.10	46.4
725.000 TELEPHONE SERVICES	4,000.00	4,000.00	1,984.60	0.00	0.00	2,015.40	49.6
726.000 ELECTRICAL SERVICE	6,600.00	6,600.00	4,418.38	0.00	0.00	2,181.62	66.9
727.000 HEATING	6,000.00	6,000.00	1,264.91	0.00	0.00	4,735.09	21.1
728.000 MAINT. BUILDINGS/GROUNDS	5,000.00	5,000.00	665.46	260.95	0.00	4,334.54	13.3
728.010 RADIO MAINTENANCE	2,000.00	2,000.00	5,235.00	14.00	0.00	-3,235.00	261.8
728.020 MAINTENANCE OTHER	10,000.00	10,000.00	9,058.27	254.00	0.00	941.73	90.6
728.030 VEHICLE MAINTENANCE-TRAVEL	10,000.00	10,000.00	18,419.90	17.47	0.00	-8,419.90	184.2
728.038 EMERGENCY GENERATOR MAINT	750.00	750.00	375.02	0.00	0.00	374.98	50.0
729.000 UNIFORMS,BOOTS,ETC	18,000.00	18,000.00	14,969.97	2,102.81	0.00	3,030.03	83.2
729.052 FIRE PREVENTION	1,800.00	1,800.00	1,652.49	0.00	0.00	147.51	91.8
743.051 PHYSICAL EXAMS	6,000.00	6,000.00	3,705.00	0.00	0.00	2,295.00	61.8
743.058 EMPLOYEE ASSISTANCE PROGRAM	900.00	900.00	648.00	216.00	0.00	252.00	72.0
745.013 HYDRANT RENTALS	5,000.00	5,000.00	2,500.00	0.00	0.00	2,500.00	50.0
755.022 NEW EQUIPMENT-RADIOS	4,300.00	4,300.00	0.00	0.00	0.00	4,300.00	0.0
755.025 ROUTINE EQUIPMENT PURCHASES	14,500.00	14,500.00	6,848.68	150.00	0.00	7,651.32	47.2
Operating Expenses	270,189.00	270,189.00	162,288.85	3,751.15	0.00	107,900.15	60.1
FIRE DEPARTMENT	270,189.00	270,189.00	162,288.85	3,751.15	0.00	107,900.15	60.1
Dept: 700.000 STREET DEPARTMENT							
Acct Class: 7000 Operating Expenses							
720.000 SALARIES REGULAR	190,875.00	186,875.00	85,935.97	6,174.38	0.00	100,939.03	46.0
720.010 SALARIES OVERTIME	15,000.00	15,000.00	7,958.63	1,180.83	0.00	7,041.37	53.1
720.020 SALARIES PART TIME	17,018.00	17,018.00	10,476.14	179.77	0.00	6,541.86	61.6
720.022 SOCIAL SECURITY	17,249.00	17,249.00	7,683.68	552.04	0.00	9,565.32	44.5
720.024 UNEMPLOYMENT INSURANCE	1,086.00	1,086.00	247.04	102.90	0.00	838.96	22.7
720.026 WORKERS COMP INSURANCE	11,628.00	11,628.00	6,759.39	494.78	0.00	4,868.61	58.1
720.028 HEALTH INS & OTHER BENEFITS	77,761.00	77,761.00	37,825.89	4,241.28	0.00	39,935.11	48.6
720.030 RETIREMENT	19,088.00	19,088.00	8,594.39	642.68	0.00	10,493.61	45.0
720.032 LIABILITY & PROPERTY INS.	14,100.00	14,100.00	12,056.88	0.00	0.00	2,043.12	85.5
723.000 SUPPLIES	21,100.00	16,100.00	6,498.58	71.76	0.00	9,601.42	40.4
723.010 WINTER MAINTENANCE	75,000.00	75,000.00	22,147.47	3,258.38	0.00	52,852.53	29.5
723.012 PAVEMENT MAINTENANCE	15,000.00	15,000.00	12,997.93	0.00	0.00	2,002.07	86.7
723.014 GRAVEL, TOPSOIL	4,500.00	4,500.00	1,088.02	0.00	0.00	3,411.98	24.2
723.015 SIGNS AND POSTS	5,500.00	5,500.00	1,189.73	0.00	0.00	4,310.27	21.6
723.020 GAS, GREASE AND OIL	20,000.00	20,000.00	14,581.15	221.86	0.00	5,418.85	72.9
723.065 WATER AND SEWER CHARGE	1,500.00	1,500.00	548.84	0.00	0.00	951.16	36.6
724.000 TRAINING, CONFERENCES, DUES	500.00	500.00	180.77	0.00	0.00	319.23	36.2
725.000 TELEPHONE SERVICES	1,800.00	1,800.00	961.37	0.00	0.00	838.63	53.4
726.000 ELECTRICAL SERVICE	4,900.00	4,900.00	1,195.34	0.00	0.00	3,704.66	24.4
726.035 STREET LIGHTS	131,840.00	131,840.00	59,795.99	8,312.18	0.00	72,044.01	45.4
726.037 TRAFFIC LIGHTS	5,700.00	5,700.00	3,075.83	0.00	0.00	2,624.17	54.0
727.000 HEATING	4,000.00	4,000.00	687.48	0.00	0.00	3,312.52	17.2
728.000 MAINT. BUILDINGS/GROUNDS	2,500.00	2,500.00	3,291.70	825.08	0.00	-791.70	131.7
728.010 RADIO MAINTENANCE	200.00	200.00	30.00	0.00	0.00	170.00	15.0
728.020 MAINTENANCE OTHER	1,000.00	1,000.00	1,096.77	0.00	0.00	-96.77	109.7
728.030 VEHICLE MAINTENANCE-TRAVEL	32,000.00	32,000.00	9,259.26	171.64	0.00	22,740.74	28.9
728.033 STREETScape MAINT./IMP	7,500.00	7,500.00	3,391.03	0.00	0.00	4,108.97	45.2
728.036 VILLAGE GARDEN SPOTS	2,500.00	2,500.00	308.23	0.00	0.00	2,191.77	12.3
728.037 TRAFFIC/STREET LIGHT MAINT.	6,500.00	6,500.00	4,029.34	453.48	0.00	2,470.66	62.0
728.041 MEMORIAL PARK	3,000.00	3,000.00	907.55	0.00	0.00	2,092.45	30.3
728.043 STREET MARKINGS	5,000.00	5,000.00	1,505.25	0.00	0.00	3,494.75	30.1
729.000 UNIFORMS,BOOTS,ETC	4,500.00	4,500.00	1,565.49	205.94	0.00	2,934.51	34.8
745.005 RUBBISH REMOVAL	6,200.00	6,200.00	2,576.72	430.62	0.00	3,623.28	41.6
745.014 CONTRACT SERVICES	10,000.00	10,000.00	7,316.00	7,316.00	0.00	2,684.00	73.2
745.030 EQUIPMENT RENTALS	3,800.00	3,800.00	38.42	0.00	0.00	3,761.58	1.0
745.044 ENGINEERING SERVICES	15,000.00	15,000.00	14,657.70	0.00	0.00	342.30	97.7
755.011 TRAFFIC CALMING	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.0
755.023 CAPITAL OUTLAY	2,000.00	2,000.00	1,735.00	0.00	0.00	265.00	86.8

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For the Period: 7/1/2012 to 1/31/2013	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 100 - GENERAL FUND							
Expenditures							
Dept: 700.000 STREET DEPARTMENT							
Acct Class: 7000 Operating Expenses							
760.032 SIDEWALK AND CURB MAINTENANCE	3,000.00	3,000.00	4,620.62	0.00	0.00	-1,620.62	154.0
760.033 STORM SEWER MAINTENANCE	8,500.00	8,500.00	3,583.22	77.68	0.00	4,916.78	42.2
760.034 STORM SEWER PERMIT FEES	3,000.00	3,000.00	0.00	0.00	0.00	3,000.00	0.0
760.035 STORM SEWER PUBLIC EDUCATION	10,000.00	10,000.00	5,000.00	0.00	0.00	5,000.00	50.0
Operating Expenses	782,345.00	773,345.00	367,398.81	34,913.28	0.00	405,946.19	47.5
STREET DEPARTMENT	782,345.00	773,345.00	367,398.81	34,913.28	0.00	405,946.19	47.5
Dept: 800.000 BROWNELL LIBRARY							
Acct Class: 7000 Operating Expenses							
720.000 SALARIES REGULAR	292,359.00	292,359.00	155,736.71	11,388.81	0.00	136,622.29	53.3
720.020 SALARIES PART TIME	88,282.00	88,282.00	44,749.39	2,790.46	0.00	43,532.61	50.7
720.022 SOCIAL SECURITY	29,551.00	29,551.00	15,269.62	1,133.92	0.00	14,281.38	51.7
720.024 UNEMPLOYMENT INSURANCE	2,384.00	2,384.00	740.86	208.19	0.00	1,643.14	31.1
720.026 WORKERS COMP INSURANCE	1,285.00	1,285.00	883.23	65.82	0.00	401.77	68.7
720.028 HEALTH INS & OTHER BENEFITS	55,586.00	55,586.00	30,375.52	3,738.56	0.00	25,210.48	54.6
720.030 RETIREMENT	29,236.00	29,236.00	15,522.72	1,124.96	0.00	13,713.28	53.1
720.032 LIABILITY & PROPERTY INS.	10,269.00	10,269.00	9,389.69	0.00	0.00	879.31	91.4
723.000 SUPPLIES	13,500.00	13,500.00	5,802.55	621.17	0.00	7,697.45	43.0
723.001 POSTAGE	2,500.00	2,500.00	1,233.45	-952.75	0.00	1,266.55	49.3
723.055 COMPUTER EXPENSES	3,500.00	3,500.00	995.39	0.00	0.00	2,504.61	28.4
723.065 WATER AND SEWER CHARGE	525.00	525.00	332.28	0.00	0.00	192.72	63.3
724.000 TRAINING, CONFERENCES, DUES	2,000.00	2,000.00	1,773.10	-152.40	0.00	226.90	88.7
725.000 TELEPHONE SERVICES	2,000.00	2,000.00	652.47	86.65	0.00	1,347.53	32.6
725.030 TECHNOLOGY ACCESS	5,810.00	5,810.00	3,862.35	69.45	0.00	1,947.65	66.5
726.000 ELECTRICAL SERVICE	14,850.00	14,850.00	6,806.53	0.00	0.00	8,043.47	45.8
727.000 HEATING	7,500.00	7,500.00	1,959.76	0.00	0.00	5,540.24	26.1
728.000 MAINT. BUILDINGS/GROUNDS	13,000.00	13,000.00	7,358.21	245.45	0.00	5,641.79	56.6
728.050 ALARM SYSTEM MAINTENANCE	800.00	800.00	97.75	0.00	0.00	702.25	12.2
735.000 INTERVIEW COSTS	300.00	300.00	219.00	0.00	0.00	81.00	73.0
745.014 CONTRACT SERVICES	22,548.00	22,548.00	10,808.58	0.00	0.00	11,739.42	47.9
745.021 ADULT PROGRAMS	300.00	300.00	306.50	75.00	0.00	-6.50	102.2
745.022 CHILDRENS PROGRAMS	3,000.00	3,000.00	1,966.24	38.81	0.00	1,033.76	65.5
755.014 COMPUTER REPLACEMENT	8,000.00	5,200.00	0.00	0.00	0.00	5,200.00	0.0
755.020 ADULT COLLECTION-PRINT & ELECT	31,000.00	31,000.00	16,729.54	517.54	0.00	14,270.46	54.0
755.021 JUVEN COLLECTION-PRNT & ELECTR	15,500.00	15,500.00	6,851.14	253.18	0.00	8,648.86	44.2
Operating Expenses	655,585.00	652,785.00	340,422.58	21,252.82	0.00	312,362.42	52.1
BROWNELL LIBRARY	655,585.00	652,785.00	340,422.58	21,252.82	0.00	312,362.42	52.1
Dept: 900.000 PLANNING AND ZONING DEPT.							
Acct Class: 7000 Operating Expenses							
720.000 SALARIES REGULAR	119,296.00	119,296.00	65,977.01	4,600.00	0.00	53,318.99	55.3
720.010 SALARIES OVERTIME	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	0.0
720.022 SOCIAL SECURITY	9,560.00	9,560.00	5,146.39	355.88	0.00	4,413.61	53.8
720.024 UNEMPLOYMENT INSURANCE	435.00	435.00	65.28	65.28	0.00	369.72	15.0
720.026 WORKERS COMP INSURANCE	399.00	399.00	1,015.15	72.00	0.00	-616.15	254.4
720.028 HEALTH INS & OTHER BENEFITS	40,972.00	40,972.00	17,058.02	1,944.00	0.00	23,913.98	41.6
720.030 RETIREMENT	11,930.00	11,930.00	6,437.74	460.00	0.00	5,492.26	54.0
720.032 LIABILITY & PROPERTY INS.	2,038.00	2,038.00	2,005.65	0.00	0.00	32.35	98.4
720.034 PUBLIC OFFICIALS LIABILITY INS	6,075.00	6,075.00	5,981.25	0.00	0.00	93.75	98.5
720.050 BOARD MEMBER FEES	3,600.00	3,600.00	1,800.00	0.00	0.00	1,800.00	50.0
723.000 SUPPLIES	2,000.00	2,000.00	777.23	0.00	0.00	1,222.77	38.9
723.001 POSTAGE	1,000.00	1,000.00	162.35	0.00	0.00	837.65	16.2
723.055 COMPUTER EXPENSES	4,705.00	4,705.00	1,994.95	0.00	0.00	2,710.05	42.4
724.000 TRAINING, CONFERENCES, DUES	5,450.00	5,450.00	1,102.00	376.84	0.00	4,348.00	20.2
725.000 TELEPHONE SERVICES	1,392.00	1,392.00	906.88	125.24	0.00	485.12	65.1
725.025 COMMUNICATIONS	2,000.00	2,000.00	520.00	270.00	0.00	1,480.00	26.0
728.030 VEHICLE MAINTENANCE-TRAVEL	3,000.00	3,000.00	1,400.00	200.00	0.00	1,600.00	46.7
745.031 LEGAL SERVICES	9,500.00	9,500.00	1,782.00	0.00	0.00	7,718.00	18.8

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For the Period: 7/1/2012 to 1/31/2013	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 100 - GENERAL FUND							
Expenditures							
Dept: 900.000 PLANNING AND ZONING DEPT.							
Acct Class: 7000 Operating Expenses							
745.039 OTHER PROFESSIONAL SERVICES	10,000.00	10,000.00	0.00	0.00	0.00	10,000.00	0.0
745.050 PRINTING AND ADVERTISING	5,000.00	5,000.00	680.92	59.50	0.00	4,319.08	13.6
745.051 RECORDING FEES	2,500.00	2,500.00	790.00	0.00	0.00	1,710.00	31.6
755.023 CAPITAL OUTLAY	1,500.00	0.00	0.00	0.00	0.00	0.00	0.0
Operating Expenses	244,352.00	242,852.00	115,602.82	8,528.74	0.00	127,249.18	47.6
PLANNING AND ZONING DEPT.	244,352.00	242,852.00	115,602.82	8,528.74	0.00	127,249.18	47.6
Dept: 910.000 ECONOMIC DEVELOPMENT							
Acct Class: 7000 Operating Expenses							
720.000 SALARIES REGULAR	0.00	32,573.00	13,728.00	1,248.00	0.00	18,845.00	42.1
720.010 SALARIES OVERTIME	0.00	0.00	70.20	0.00	0.00	-70.20	0.0
720.020 SALARIES PART TIME	23,400.00	0.00	3,553.00	0.00	0.00	-3,553.00	0.0
720.022 SOCIAL SECURITY	1,790.00	2,491.00	1,421.69	107.40	0.00	1,069.31	57.1
720.024 UNEMPLOYMENT INSURANCE	217.00	250.00	71.14	19.10	0.00	178.86	28.5
720.026 WORKERS COMP INSURANCE	111.00	120.00	79.86	6.04	0.00	40.14	66.6
720.028 HEALTH INS & OTHER BENEFITS	0.00	3,127.00	1,668.35	156.28	0.00	1,458.65	53.4
720.030 RETIREMENT	0.00	3,257.00	1,497.60	124.80	0.00	1,759.40	46.0
745.025 BLOCK PARTY EXPENSE	7,000.00	7,000.00	6,875.68	0.00	0.00	124.32	98.2
745.040 COMMUNITY EVENTS & PROGRAMS	7,000.00	7,000.00	3,120.08	75.00	0.00	3,879.92	44.6
745.054 ANNUAL SUPPORT OF ORGNIZATIONS	8,000.00	8,000.00	7,443.00	0.00	0.00	557.00	93.0
745.056 COMMUNITY FORUM	7,500.00	7,500.00	7,500.00	0.00	0.00	0.00	100.0
748.000 NEW PROGRAMS	2,000.00	2,000.00	1,091.43	0.00	0.00	908.57	54.6
748.010 MATCHING GRANT FUNDS	10,000.00	10,000.00	0.00	0.00	0.00	10,000.00	0.0
Operating Expenses	67,018.00	83,318.00	48,120.03	1,736.62	0.00	35,197.97	57.8
ECONOMIC DEVELOPMENT	67,018.00	83,318.00	48,120.03	1,736.62	0.00	35,197.97	57.8
Dept: 920.000 GRANT & OTH UNANTC. EXPENDITUR							
Acct Class: 7000 Operating Expenses							
745.048 SITE PLAN REVIEW	0.00	0.00	3,379.08	0.00	0.00	-3,379.08	0.0
745.049 CONSTRUCTION REVIEW	0.00	0.00	2,800.43	0.00	0.00	-2,800.43	0.0
755.020 ADULT COLLECTION-PRINT & ELECT	0.00	0.00	1,470.38	10.30	0.00	-1,470.38	0.0
755.021 JUVEN COLLECTION-PRNT & ELECTR	0.00	0.00	187.78	0.00	0.00	-187.78	0.0
759.010 Library Grant Expenditures	0.00	0.00	1,463.00	963.00	0.00	-1,463.00	0.0
759.011 LIBRARY DONATION EXPENDITURES	0.00	0.00	2,308.91	678.96	0.00	-2,308.91	0.0
759.013 WB LEARNED GRANT EXPENSES	0.00	0.00	300.00	0.00	0.00	-300.00	0.0
759.023 DONATED MEMORIAL BENCHES	0.00	0.00	4,003.00	0.00	0.00	-4,003.00	0.0
759.030 FIRE DEPT GRANT EXPENDITURE	0.00	0.00	13,051.50	0.00	0.00	-13,051.50	0.0
759.070 STREET DEPT GRANT EXPENDITURES	0.00	0.00	12,074.50	0.00	0.00	-12,074.50	0.0
759.089 Building Healthy Comm Expenses	0.00	0.00	6,085.07	0.00	0.00	-6,085.07	0.0
759.090 FY 12 DESIGNATED EXPENSE	0.00	0.00	10,683.86	0.00	0.00	-10,683.86	0.0
759.091 TERMINATION BENEFITS	0.00	0.00	36,000.00	0.00	0.00	-36,000.00	0.0
Operating Expenses	0.00	0.00	93,807.51	1,652.26	0.00	-93,807.51	0.0
GRANT & OTH UNANTC. EXPENDITUR	0.00	0.00	93,807.51	1,652.26	0.00	-93,807.51	0.0
Expenditures	3,254,340.00	3,254,340.00	1,803,054.98	90,638.15	0.00	1,451,285.02	55.4
Net Effect for GENERAL FUND	-33,000.00	-33,000.00	1,277,023.06	-44,004.20	0.00	-1,310,023.06	-3,869.8
Change in Fund Balance:			1,277,023.06				
Fund: 152 - GEN FUND ROLLING STOCK RESERVE							
Revenues							
Dept: 000.000							
Acct Class: 4000 Revenue							
440.000 INTEREST EARNINGS	0.00	0.00	285.73	0.00	0.00	-285.73	0.0
465.054 PROCEEDS OF LONG TERM DEBT	0.00	0.00	250,000.00	0.00	0.00	-250,000.00	0.0
599.000 CONTRIB FROM GENERAL FUND	0.00	0.00	106,812.00	0.00	0.00	-106,812.00	0.0

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Fund: 152 - GEN FUND ROLLING STOCK RESERVE							
Revenues							
Dept: 000.000							
Revenue	0.00	0.00	357,097.73	0.00	0.00	-357,097.73	0.0
Acct Class: 4900 GRANTS & DONATIONS							
432.095 FROM TOWN FOR LADDER TRUCK	0.00	0.00	100,000.00	0.00	0.00	-100,000.00	0.0
GRANTS & DONATIONS	0.00	0.00	100,000.00	0.00	0.00	-100,000.00	0.0
Dept: 000.000	0.00	0.00	457,097.73	0.00	0.00	-457,097.73	0.0
Revenues	0.00	0.00	457,097.73	0.00	0.00	-457,097.73	0.0
Expenditures							
Dept: 000.000							
Acct Class: 7000 Operating Expenses							
745.050 PRINTING AND ADVERTISING	0.00	0.00	300.00	0.00	0.00	-300.00	0.0
Operating Expenses	0.00	0.00	300.00	0.00	0.00	-300.00	0.0
Acct Class: 8000 Capital Projects							
750.719 FIRE LADDER TRUCK (13)	0.00	0.00	802,998.00	0.00	0.00	-802,998.00	0.0
750.720 DIESEL DUMP TRUCK (13)	0.00	0.00	18,368.00	0.00	0.00	-18,368.00	0.0
Capital Projects	0.00	0.00	821,366.00	0.00	0.00	-821,366.00	0.0
Dept: 000.000	0.00	0.00	821,666.00	0.00	0.00	-821,666.00	0.0
Expenditures	0.00	0.00	821,666.00	0.00	0.00	-821,666.00	0.0
Net Effect for GEN FUND ROLLING STOCK RESERVE	0.00	0.00	-364,568.27	0.00	0.00	364,568.27	0.0
Change in Fund Balance:			-364,568.27				
Fund: 159 - Veterans Memorial Park							
Revenues							
Dept: 000.000							
Acct Class: 4000 Revenue							
440.000 INTEREST EARNINGS	0.00	0.00	3.89	0.00	0.00	-3.89	0.0
Revenue	0.00	0.00	3.89	0.00	0.00	-3.89	0.0
Dept: 000.000	0.00	0.00	3.89	0.00	0.00	-3.89	0.0
Revenues	0.00	0.00	3.89	0.00	0.00	-3.89	0.0
Net Effect for Veterans Memorial Park	0.00	0.00	3.89	0.00	0.00	-3.89	0.0
Change in Fund Balance:			3.89				
Fund: 200 - GEN FUND CAPITAL RESERVE FUND							
Revenues							
Dept: 000.000							
Acct Class: 4000 Revenue							
440.000 INTEREST EARNINGS	0.00	0.00	251.21	0.00	0.00	-251.21	0.0
441.026 PEARL GRNT CA0247 STP 5300 (12)	0.00	0.00	7,534.60	0.00	0.00	-7,534.60	0.0
441.033 LNCS SDWLK GRNT CA0313INVI	0.00	0.00	19,680.72	11,026.54	0.00	-19,680.72	0.0
599.000 CONTRIB FROM GENERAL FUND	0.00	0.00	186,394.00	0.00	0.00	-186,394.00	0.0
Revenue	0.00	0.00	213,860.53	11,026.54	0.00	-213,860.53	0.0
Acct Class: 4900 GRANTS & DONATIONS							
432.094 HANDY DONATION TO LNCST SDWALK	0.00	0.00	12,000.00	0.00	0.00	-12,000.00	0.0
GRANTS & DONATIONS	0.00	0.00	12,000.00	0.00	0.00	-12,000.00	0.0

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Fund: 200 - GEN FUND CAPITAL RESERVE FUND							
Revenues							
Dept: 000.000	0.00	0.00	225,860.53	11,026.54	0.00	-225,860.53	0.0
Revenues	0.00	0.00	225,860.53	11,026.54	0.00	-225,860.53	0.0
Expenditures							
Dept: 000.000							
Acct Class: 8000 Capital Projects							
750.155 MULTI-USE PATH NORTH	0.00	0.00	707.25	0.00	0.00	-707.25	0.0
750.166 ALGONQUIN RDWY RECONST.(12)	0.00	0.00	98,168.46	0.00	0.00	-98,168.46	0.0
750.169 CRESCENT CONNECTOR	0.00	0.00	57,076.97	15,000.00	0.00	-57,076.97	0.0
750.171 LINCOLN ST. SDWLK EXTENSION	0.00	0.00	30,226.41	0.00	0.00	-30,226.41	0.0
750.172 BY WAY SIGN	0.00	0.00	6,094.81	0.00	0.00	-6,094.81	0.0
750.173 CONFERENCE ROOM IMPROVEMENTS	0.00	0.00	15,745.94	0.00	0.00	-15,745.94	0.0
750.700 CAPITAL RES. PAVING	0.00	0.00	96,015.64	0.00	0.00	-96,015.64	0.0
Capital Projects	0.00	0.00	304,035.48	15,000.00	0.00	-304,035.48	0.0
Dept: 000.000	0.00	0.00	304,035.48	15,000.00	0.00	-304,035.48	0.0
Expenditures	0.00	0.00	304,035.48	15,000.00	0.00	-304,035.48	0.0
Net Effect for GEN FUND CAPITAL RESERVE FUND	0.00	0.00	-78,174.95	-3,973.46	0.00	78,174.95	0.0
Change in Fund Balance:			-78,174.95				
Fund: 210 - LAND ACQUISTION FUND							
Revenues							
Dept: 000.000							
Acct Class: 4000 Revenue							
440.000 INTEREST EARNINGS	0.00	0.00	81.36	0.00	0.00	-81.36	0.0
Revenue	0.00	0.00	81.36	0.00	0.00	-81.36	0.0
Dept: 000.000	0.00	0.00	81.36	0.00	0.00	-81.36	0.0
Revenues	0.00	0.00	81.36	0.00	0.00	-81.36	0.0
Net Effect for LAND ACQUISTION FUND	0.00	0.00	81.36	0.00	0.00	-81.36	0.0
Change in Fund Balance:			81.36				
Fund: 230 - WATER FUND							
Revenues							
Dept: 000.000							
Acct Class: 4000 Revenue							
440.000 INTEREST EARNINGS	0.00	0.00	10.39	0.00	0.00	-10.39	0.0
445.000 MISC. - UNCLASSIFIED RECEIPTS	0.00	0.00	10.00	0.00	0.00	-10.00	0.0
465.010 SALE OF WATER-RESIDENTIAL	761,109.00	761,109.00	413,132.27	0.00	0.00	347,976.73	54.3
465.020 WATER SALES - LARGE USERS	73,628.00	73,628.00	38,003.13	5,522.42	0.00	35,624.87	51.6
465.030 RENTAL OF HYDRANTS	5,000.00	5,000.00	2,500.00	0.00	0.00	2,500.00	50.0
465.040 WATER BILLING PENALTIES	3,500.00	3,500.00	2,315.58	0.00	0.00	1,184.42	66.2
465.045 WATER RECONNECT FEES	0.00	0.00	75.00	0.00	0.00	-75.00	0.0
465.050 MISCELLANEOUS WATER RECEIPTS	15,000.00	15,000.00	9,551.00	0.00	0.00	5,449.00	63.7
Revenue	858,237.00	858,237.00	465,597.37	5,522.42	0.00	392,639.63	54.3
Acct Class: 4650 IBM Water Pass Thru Rev							
465.015 SALE OF WATER-IBM	2,081,376.00	2,081,376.00	1,026,084.52	149,105.29	0.00	1,055,291.48	49.3
465.017 SALE OF WATER - IBM VT TAX	41,931.00	41,931.00	25,277.84	3,673.24	0.00	16,653.16	60.3
IBM Water Pass Thru Rev	2,123,307.00	2,123,307.00	1,051,362.36	152,778.53	0.00	1,071,944.64	49.5
Acct Class: 5990 Non Operating Revenues							
440.010 Interest Earned - Capital Res	0.00	0.00	60.29	0.00	0.00	-60.29	0.0
465.055 CURRENT YR CONTRIBUTION INCOME	0.00	0.00	50,000.00	0.00	0.00	-50,000.00	0.0

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Fund: 230 - WATER FUND							
Revenues							
Dept: 000.000							
Non Operating Revenues	0.00	0.00	50,060.29	0.00	0.00	-50,060.29	0.0
Dept: 000.000	2,981,544.00	2,981,544.00	1,567,020.02	158,300.95	0.00	1,414,523.98	52.6
Revenues	2,981,544.00	2,981,544.00	1,567,020.02	158,300.95	0.00	1,414,523.98	52.6
Expenditures							
Dept: 650.000 WATER DEPARTMENT							
Acct Class: 7000 Operating Expenses							
720.000 SALARIES REGULAR	94,843.00	94,843.00	50,328.93	3,709.52	0.00	44,514.07	53.1
720.010 SALARIES OVERTIME	13,843.00	13,843.00	7,359.50	1,575.15	0.00	6,483.50	53.2
720.020 SALARIES PART TIME	6,311.00	6,311.00	3,241.47	89.89	0.00	3,069.53	51.4
720.022 SOCIAL SECURITY	8,843.00	8,843.00	4,538.90	401.40	0.00	4,304.10	51.3
720.024 UNEMPLOYMENT INSURANCE	564.00	564.00	108.26	73.30	0.00	455.74	19.2
720.026 WORKERS COMP INSURANCE	4,243.00	4,243.00	3,129.93	248.98	0.00	1,113.07	73.8
720.028 HEALTH INS & OTHER BENEFITS	41,332.00	41,332.00	23,541.24	2,728.18	0.00	17,790.76	57.0
720.030 RETIREMENT	9,484.00	9,484.00	4,975.90	357.47	0.00	4,508.10	52.5
720.032 LIABILITY & PROPERTY INS.	2,748.00	2,748.00	2,549.32	0.00	0.00	198.68	92.8
720.040 INTEREST EXPENSE	100.00	100.00	39.27	0.00	0.00	60.73	39.3
723.000 SUPPLIES	6,000.00	6,000.00	1,019.85	0.00	0.00	4,980.15	17.0
723.001 POSTAGE	750.00	750.00	399.09	0.00	0.00	350.91	53.2
723.020 GAS, GREASE AND OIL	2,800.00	2,800.00	857.98	0.00	0.00	1,942.02	30.6
723.041 METERS AND PARTS	3,960.00	3,960.00	0.00	0.00	0.00	3,960.00	0.0
723.042 DISTRIBUTION MATERIALS	8,000.00	8,000.00	3,734.11	0.00	0.00	4,265.89	46.7
723.055 COMPUTER EXPENSES	600.00	600.00	1,130.08	0.00	0.00	-530.08	188.3
723.065 WATER AND SEWER CHARGE	300.00	300.00	101.72	0.00	0.00	198.28	33.9
724.000 TRAINING, CONFERENCES, DUES	2,000.00	2,000.00	737.70	240.00	0.00	1,262.30	36.9
726.000 ELECTRICAL SERVICE	650.00	650.00	226.03	0.00	0.00	423.97	34.8
727.000 HEATING	3,500.00	3,500.00	681.79	0.00	0.00	2,818.21	19.5
728.020 MAINTENANCE OTHER	1,500.00	1,500.00	1,097.50	0.00	0.00	402.50	73.2
728.030 VEHICLE MAINTENANCE-TRAVEL	0.00	0.00	3.80	0.00	0.00	-3.80	0.0
728.034 WATER LINES MAINT-BREAKS	16,000.00	16,000.00	3,953.75	0.00	0.00	12,046.25	24.7
729.000 UNIFORMS, BOOTS, ETC	1,000.00	1,000.00	525.36	165.86	0.00	474.64	52.5
745.014 CONTRACT SERVICES	110,169.00	110,169.00	55,084.50	0.00	0.00	55,084.50	50.0
745.039 OTHER PROFESSIONAL SERVICES	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00	0.0
745.041 AUDIT	3,151.00	3,151.00	2,993.68	0.00	0.00	157.32	95.0
745.042 CWD WATER PURCHASE	403,909.00	403,909.00	218,161.28	0.00	0.00	185,747.72	54.0
745.050 PRINTING AND ADVERTISING	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	0.0
750.020 TRANS TO CAPITAL RESERVE	100,000.00	100,000.00	50,000.00	0.00	0.00	50,000.00	50.0
770.510 STATE WATER TAX	8,137.00	8,137.00	5,374.51	0.00	0.00	2,762.49	66.1
Operating Expenses	858,237.00	858,237.00	445,895.45	9,589.75	0.00	412,341.55	52.0
Acct Class: 7800 IBM Water Costs							
745.043 CWD Water Purchase - IBM	2,081,376.00	2,081,376.00	1,026,084.52	0.00	0.00	1,055,291.48	49.3
770.511 State Water Tax - IBM	41,931.00	41,931.00	25,277.84	0.00	0.00	16,653.16	60.3
IBM Water Costs	2,123,307.00	2,123,307.00	1,051,362.36	0.00	0.00	1,071,944.64	49.5
Acct Class: 8000 Capital Projects							
750.159 ALGONQUIN WATER LOOP EXT	0.00	0.00	41,460.46	0.00	0.00	-41,460.46	0.0
750.207 WATER PICKUP TRUCK	0.00	0.00	21,143.62	0.00	0.00	-21,143.62	0.0
750.211 METER REPLACEMENT PROGRAM	0.00	0.00	13,664.50	107.64	0.00	-13,664.50	0.0
750.213 BACKHOE REPLACEMENT	0.00	0.00	109.00	0.00	0.00	-109.00	0.0
750.426 UTILITY RATE STUDY	0.00	0.00	3,550.41	0.00	0.00	-3,550.41	0.0
Capital Projects	0.00	0.00	79,927.99	107.64	0.00	-79,927.99	0.0
WATER DEPARTMENT	2,981,544.00	2,981,544.00	1,577,185.80	9,697.39	0.00	1,404,358.20	52.9

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Fund: 230 - WATER FUND							
Expenditures	2,981,544.00	2,981,544.00	1,577,185.80	9,697.39	0.00	1,404,358.20	52.9
Net Effect for WATER FUND	0.00	0.00	-10,165.78	148,603.56	0.00	10,165.78	0.0
Change in Fund Balance:			-10,165.78				
Fund: 400 - SANITATION FUND							
Revenues							
Dept: 000.000							
Acct Class: 4000 Revenue							
432.040 MISCELLANEOUS SEWER RECEIPTS	20,000.00	20,000.00	37,000.00	0.00	0.00	-17,000.00	185.0
440.000 INTEREST EARNINGS	0.00	0.00	70.32	0.00	0.00	-70.32	0.0
442.000 ESSEX PUMP STATION FEES	25,075.00	25,075.00	3,573.48	0.00	0.00	21,501.52	14.3
442.010 2 PARY AGREEMNT REV	15,000.00	15,000.00	3,750.00	0.00	0.00	11,250.00	25.0
500.000 ANNUAL CUSTOMER CHARGE	383,846.00	383,846.00	237,444.00	0.00	0.00	146,402.00	61.9
500.001 ANNUAL CUSTOMER CHARGE - PEN	1,800.00	1,800.00	1,229.11	0.00	0.00	570.89	68.3
Revenue	445,721.00	445,721.00	283,066.91	0.00	0.00	162,654.09	63.5
Acct Class: 5990 Non Operating Revenues							
430.012 WWTF CAPACITY SALE REVENUE	0.00	0.00	100,000.00	0.00	0.00	-100,000.00	0.0
430.016 ESSEX PAYMNT WS ISOLATION VALV	0.00	0.00	12,370.85	0.00	0.00	-12,370.85	0.0
430.017 CSWD FOR CONCRETE TANKS	0.00	0.00	3,500.00	0.00	0.00	-3,500.00	0.0
440.010 Interest Earned - Capital Res	0.00	0.00	161.83	0.00	0.00	-161.83	0.0
440.020 INTEREST WWTF RESERV	0.00	0.00	263.87	0.00	0.00	-263.87	0.0
465.055 CURRENT YR CONTRIBUTION INCOME	0.00	0.00	37,500.00	0.00	0.00	-37,500.00	0.0
Non Operating Revenues	0.00	0.00	153,796.55	0.00	0.00	-153,796.55	0.0
Dept: 000.000	445,721.00	445,721.00	436,863.46	0.00	0.00	8,857.54	98.0
Revenues	445,721.00	445,721.00	436,863.46	0.00	0.00	8,857.54	98.0
Expenditures							
Dept: 400.000 SANITATION DEPARTMENT							
Acct Class: 7000 Operating Expenses							
720.000 SALARIES REGULAR	89,579.00	89,579.00	41,332.37	2,999.35	0.00	48,246.63	46.1
720.010 SALARIES OVERTIME	14,100.00	14,100.00	4,400.22	1,461.79	0.00	9,699.78	31.2
720.020 SALARIES PART TIME	9,461.00	9,461.00	4,004.78	89.89	0.00	5,456.22	42.3
720.022 SOCIAL SECURITY	8,701.00	8,701.00	3,687.31	339.82	0.00	5,013.69	42.4
720.024 UNEMPLOYMENT INSURANCE	564.00	564.00	127.16	62.32	0.00	436.84	22.5
720.026 WORKERS COMP INSURANCE	4,047.00	4,047.00	1,993.69	167.43	0.00	2,053.31	49.3
720.028 HEALTH INS & OTHER BENEFITS	25,235.00	25,235.00	21,386.20	2,427.83	0.00	3,848.80	84.7
720.030 RETIREMENT	8,958.00	8,958.00	4,354.12	321.69	0.00	4,603.88	48.6
720.032 LIABILITY & PROPERTY INS.	6,091.00	6,091.00	5,255.39	0.00	0.00	835.61	86.3
723.000 SUPPLIES	500.00	500.00	45.31	0.00	0.00	454.69	9.1
723.001 POSTAGE	1,500.00	1,500.00	794.72	0.00	0.00	705.28	53.0
723.020 GAS,GREASE AND OIL	3,000.00	3,000.00	1,154.54	0.00	0.00	1,845.46	38.5
723.041 METERS AND PARTS	8,040.00	8,040.00	0.00	0.00	0.00	8,040.00	0.0
723.055 COMPUTER EXPENSES	1,000.00	1,000.00	2,260.17	0.00	0.00	-1,260.17	226.0
723.065 WATER AND SEWER CHARGE	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.0
724.000 TRAINING, CONFERENCES, DUES	500.00	500.00	0.00	0.00	0.00	500.00	0.0
726.000 ELECTRICAL SERVICE	8,200.00	8,200.00	3,197.59	0.00	0.00	5,002.41	39.0
727.000 HEATING	0.00	0.00	619.26	0.00	0.00	-619.26	0.0
728.020 MAINTENANCE OTHER	1,500.00	1,500.00	168.97	0.00	0.00	1,331.03	11.3
728.030 VEHICLE MAINTENANCE-TRAVEL	0.00	0.00	45.59	0.00	0.00	-45.59	0.0
728.040 PUMP STATION MAINTENANCE	5,500.00	5,500.00	1,796.43	330.00	0.00	3,703.57	32.7
728.060 SANITATION LINES MAINTENANCE	5,000.00	5,000.00	3,590.13	0.00	0.00	1,409.87	71.8
728.063 SUSIE WILSON PS COSTS	8,000.00	8,000.00	2,319.67	0.00	0.00	5,680.33	29.0
728.064 WEST ST PS COSTS	13,500.00	13,500.00	4,263.72	18.75	0.00	9,236.28	31.6
729.000 UNIFORMS,BOOTS,ETC	1,000.00	1,000.00	107.50	0.00	0.00	892.50	10.8
745.014 CONTRACT SERVICES	134,969.00	134,969.00	67,484.50	0.00	0.00	67,484.50	50.0
745.015 RIGHT OF WAY AGREEMENTS	8,200.00	8,200.00	7,218.52	20.83	0.00	981.48	88.0
745.017 SANIT. LINE BACK-UP CLEANING	0.00	0.00	1,000.00	0.00	0.00	-1,000.00	0.0

REVENUE/EXPENDITURE REPORT
 Bill List 1/22/13

Village of Essex Junction

For the Period: 7/1/2012 to 1/31/2013	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 400 - SANITATION FUND							
Expenditures							
Dept: 400.000 SANITATION DEPARTMENT							
Acct Class: 7000 Operating Expenses							
745.039 OTHER PROFESSIONAL SERVICES	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.0
745.041 AUDIT	1,576.00	1,576.00	1,496.84	0.00	0.00	79.16	95.0
750.020 TRANS TO CAPITAL RESERVE	75,000.00	75,000.00	37,500.00	0.00	0.00	37,500.00	50.0
Operating Expenses	445,721.00	445,721.00	221,604.70	8,239.70	0.00	224,116.30	49.7
Acct Class: 8000 Capital Projects							
750.211 METER REPLACEMENT PROGRAM	0.00	0.00	27,328.99	215.27	0.00	-27,328.99	0.0
750.422 HS PUMP STATION UPGRADE	0.00	0.00	725,424.53	0.00	0.00	-725,424.53	0.0
750.425 INFILTRATION & INFLOW STUDY	0.00	0.00	217.50	0.00	0.00	-217.50	0.0
750.426 UTILITY RATE STUDY	0.00	0.00	3,550.39	0.00	0.00	-3,550.39	0.0
750.627 ARRA Loan-AR1-004 Admin Fee	0.00	0.00	4,665.67	0.00	0.00	-4,665.67	0.0
794.062 TRANS TO WWTF FOR DEBT PYMNTS	0.00	0.00	30,722.94	0.00	0.00	-30,722.94	0.0
Capital Projects	0.00	0.00	791,910.02	215.27	0.00	-791,910.02	0.0
SANITATION DEPARTMENT	445,721.00	445,721.00	1,013,514.72	8,454.97	0.00	-567,793.72	227.4
Expenditures	445,721.00	445,721.00	1,013,514.72	8,454.97	0.00	-567,793.72	227.4
Net Effect for SANITATION FUND	0.00	0.00	-576,651.26	-8,454.97	0.00	576,651.26	0.0
Change in Fund Balance:			-576,651.26				
Fund: 600 - WASTEWATER FUND							
Revenues							
Dept: 000.000							
Acct Class: 4000 Revenue							
460.011 VILLAGE USER PENALTIES	2,800.00	2,800.00	1,778.50	0.00	0.00	1,021.50	63.5
460.012 VILLAGE USER CHARGE	636,542.00	636,542.00	343,540.63	0.00	0.00	293,001.37	54.0
460.013 WASTEWATER CHARGE - ESSEX	406,156.00	406,156.00	240,956.34	67,692.66	0.00	165,199.66	59.3
460.014 WASTEWATER CHARGE - WILLISTON	536,126.00	536,126.00	285,990.97	0.00	0.00	250,135.03	53.3
460.016 PUMP STATION MAINT. FEE	24,800.00	24,800.00	12,400.00	0.00	0.00	12,400.00	50.0
460.025 VILL. SEPTAGE DISCHARGE INCOME	25,000.00	25,000.00	44,011.72	3,996.41	0.00	-19,011.72	176.0
460.026 SHARED SEPTAGE REVENUES	14,000.00	14,000.00	0.00	0.00	0.00	14,000.00	0.0
460.027 VILLAGE LEACHATE REVENUES	18,000.00	18,000.00	559.83	84.74	0.00	17,440.17	3.1
460.028 SHARED LEACHATE REVENUES	10,125.00	10,125.00	0.00	0.00	0.00	10,125.00	0.0
Revenue	1,673,549.00	1,673,549.00	929,237.99	71,773.81	0.00	744,311.01	55.5
Acct Class: 5990 Non Operating Revenues							
430.013 ESSEX - DEBT PAYMENT	0.00	0.00	28,154.95	0.00	0.00	-28,154.95	0.0
430.014 WILLISTON - DEBT PAYMENT	0.00	0.00	25,595.41	0.00	0.00	-25,595.41	0.0
430.015 ESSEX JCT - DEBT PAYMENT	0.00	0.00	30,722.94	0.00	0.00	-30,722.94	0.0
440.010 Interest Earned - Capital Res	0.00	0.00	276.30	0.00	0.00	-276.30	0.0
440.012 WWTF REFURB INTEREST	0.00	0.00	1,310.77	0.00	0.00	-1,310.77	0.0
441.013 HOMELND SG 02140-79152-542 ENT	0.00	0.00	6,184.00	6,184.00	0.00	-6,184.00	0.0
465.055 CURRENT YR CONTRIBUTION INCOME	0.00	0.00	75,000.00	0.00	0.00	-75,000.00	0.0
Non Operating Revenues	0.00	0.00	167,244.37	6,184.00	0.00	-167,244.37	0.0
Dept: 000.000	1,673,549.00	1,673,549.00	1,096,482.36	77,957.81	0.00	577,066.64	65.5
Revenues	1,673,549.00	1,673,549.00	1,096,482.36	77,957.81	0.00	577,066.64	65.5
Expenditures							
Dept: 600.000 WASTEWATER TREATMENT PLANT							
Acct Class: 7000 Operating Expenses							
720.000 SALARIES REGULAR	281,639.00	281,639.00	142,448.45	10,220.32	0.00	139,190.55	50.6
720.010 SALARIES OVERTIME	29,187.00	29,187.00	22,251.34	1,746.85	0.00	6,935.66	76.2
720.020 SALARIES PART TIME	30,000.00	30,000.00	7,182.42	179.62	0.00	22,817.58	23.9
720.022 SOCIAL SECURITY	26,203.00	26,203.00	12,697.92	903.02	0.00	13,505.08	48.5
720.024 UNEMPLOYMENT INSURANCE	1,364.00	1,364.00	217.90	166.26	0.00	1,146.10	16.0

REVENUE/EXPENDITURE REPORT
Bill List 1/22/13

Village of Essex Junction

For the Period: 7/1/2012 to 1/31/2013	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 600 - WASTEWATER FUND							
Expenditures							
Dept: 600.000 WASTEWATER TREATMENT PLANT							
Acct Class: 7000 Operating Expenses							
720.026 WORKERS COMP INSURANCE	12,350.00	12,350.00	4,160.54	289.81	0.00	8,189.46	33.7
720.028 HEALTH INS & OTHER BENEFITS	129,319.00	129,319.00	62,651.76	7,579.21	0.00	66,667.24	48.4
720.030 RETIREMENT	28,164.00	28,164.00	13,626.41	1,009.84	0.00	14,537.59	48.4
720.032 LIABILITY & PROPERTY INS.	22,174.00	22,174.00	18,933.89	0.00	0.00	3,240.11	85.4
720.040 INTEREST EXPENSE	300.00	300.00	145.88	0.00	0.00	154.12	48.6
723.000 SUPPLIES	15,000.00	15,000.00	10,429.20	0.00	0.00	4,570.80	69.5
723.013 CHEMICALS	185,000.00	185,000.00	108,958.18	0.00	0.00	76,041.82	58.9
723.020 GAS, GREASE AND OIL	6,000.00	6,000.00	2,486.72	0.00	0.00	3,513.28	41.4
723.065 WATER AND SEWER CHARGE	4,000.00	4,000.00	1,254.50	0.00	0.00	2,745.50	31.4
724.000 TRAINING, CONFERENCES, DUES	5,000.00	5,000.00	2,194.15	0.00	0.00	2,805.85	43.9
725.000 TELEPHONE SERVICES	4,300.00	4,300.00	2,106.84	138.77	0.00	2,193.16	49.0
726.000 ELECTRICAL SERVICE	144,129.00	144,129.00	99,134.58	0.00	0.00	44,994.42	68.8
727.000 HEATING	6,000.00	6,000.00	1,473.56	0.00	0.00	4,526.44	24.6
728.020 MAINTENANCE OTHER	76,000.00	76,000.00	38,982.39	749.13	0.00	37,017.61	51.3
728.030 VEHICLE MAINTENANCE-TRAVEL	3,500.00	3,500.00	585.73	0.00	0.00	2,914.27	16.7
729.000 UNIFORMS, BOOTS, ETC	3,500.00	3,500.00	1,487.66	401.20	0.00	2,012.34	42.5
745.000 CONTRACT LABORATORY SERVICE	8,000.00	8,000.00	3,087.00	525.00	0.00	4,913.00	38.6
745.014 CONTRACT SERVICES	55,085.00	55,085.00	27,542.50	0.00	0.00	27,542.50	50.0
745.031 LEGAL SERVICES	2,000.00	2,000.00	660.00	660.00	0.00	1,340.00	33.0
745.033 GRIT DISPOSAL	7,000.00	7,000.00	3,265.71	0.00	0.00	3,734.29	46.7
745.034 SLUDGE DEWATERING	179,000.00	179,000.00	92,934.29	0.00	0.00	86,065.71	51.9
745.035 SLUDGE MANAGEMENT	170,400.00	170,400.00	54,719.18	0.00	0.00	115,680.82	32.1
745.039 OTHER PROFESSIONAL SERVICES	5,000.00	5,000.00	1,742.93	0.00	0.00	3,257.07	34.9
745.041 AUDIT	3,685.00	3,685.00	3,514.32	0.00	0.00	170.68	95.4
745.052 WWTF ANNUAL PERMIT FEE	7,000.00	7,000.00	0.00	0.00	0.00	7,000.00	0.0
750.020 TRANS TO CAPITAL RESERVE	150,000.00	150,000.00	75,000.00	0.00	0.00	75,000.00	50.0
755.013 LOAN PAYMENT	53,250.00	53,250.00	0.00	0.00	0.00	53,250.00	0.0
755.023 CAPITAL OUTLAY	0.00	0.00	6,381.95	0.00	0.00	-6,381.95	0.0
Operating Expenses	1,653,549.00	1,653,549.00	822,257.90	24,569.03	0.00	831,291.10	49.7
Acct Class: 8000 Capital Projects							
750.426 UTILITY RATE STUDY	0.00	0.00	3,550.39	0.00	0.00	-3,550.39	0.0
750.625 WWTF REFURBISH (11)	0.00	0.00	2,718,540.69	1,106,769.74	0.00	-2,718,540.69	0.0
750.626 RZEDB Interest	0.00	0.00	24,473.27	0.00	0.00	-24,473.27	0.0
750.627 ARRA Loan-AR1-004 Admin Fee	0.00	0.00	770.38	0.00	0.00	-770.38	0.0
750.632 CO-GEN	0.00	0.00	985.95	0.00	0.00	-985.95	0.0
750.635 RADIOS - HOMELAND SEC GRANT	0.00	0.00	6,184.00	0.00	0.00	-6,184.00	0.0
Capital Projects	0.00	0.00	2,754,504.68	1,106,769.74	0.00	-2,754,504.68	0.0
WASTEWATER TREATMENT PLANT	1,653,549.00	1,653,549.00	3,576,762.58	1,131,338.77	0.00	-1,923,213.58	216.3
Expenditures	1,653,549.00	1,653,549.00	3,576,762.58	1,131,338.77	0.00	-1,923,213.58	216.3
Net Effect for WASTEWATER FUND	20,000.00	20,000.00	-2,480,280.22	-1,053,380.96	0.00	2,500,280.22	2,401.4
Change in Fund Balance:			-2,480,280.21				
Grand Total Net Effect:	-13,000.00	-13,000.00	-2,232,732.17	-961,210.03	0.00	2,219,732.17	

Memorandum

Date: January 7, 2013

To: Essex Junction Board of Trustees
David Crawford
Jim Jutras

From: Brad Aldrich, P.E.

RE: **WWTF Refurbishment – Engineering Amendment No. 2**

Attached is a copy of our Engineering Amendment No. 2. This is an Amendment to the Base Contract dated 3/3/11 (which included the Final Design services). This amendment is for additional design services associated with the replacement of the aeration blowers and the RAS pumps.

Blower replacement was excluded from the base contract design work as it wasn't possible to resolve outstanding issues with HSI Blower, the manufacturer of a turbo blower that they had previously furnished and the WWTF had installed. The blower underperformed and HSI has agreed to replace it with a newer version at the same size, but it has subsequently been determined that a larger blower is necessary. Design services include process and electrical design associated with replacement of the turbo blower and two other existing blowers.

RAS pump replacement was excluded from the base contract design work as a budget control measure. Neither we nor Jim were confident that the replacement of these pumps could be afforded under the bond authorization until we received favorable bid pricing for the overall contract. Design services include process and electrical design associated with the replacement of these pumps.

Design services will be performed on a time and material basis with a not-to-exceed fee of \$10,000.00.

This is **EXHIBIT K**, consisting of 3 pages, referred to in and part of the **Agreement between Owner and Engineer for Professional Services** dated May 3, 2011.

AMENDMENT TO OWNER-ENGINEER AGREEMENT
Amendment No. 2

1. *Background Data:*

- a. Effective Date of Owner-Engineer Agreement: May 3, 2011
- b. Owner: Village of Essex Junction
- c. Engineer: Aldrich + Elliott, PC
- d. Project: Wastewater Treatment Facility Refurbishment -- Contract No. 1

2. *Description of Modifications:*

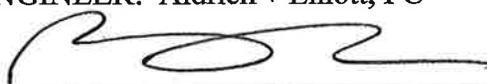
- a. Engineer shall perform or furnish the following Additional Services: For Replacement of the RAS Pumps and Aeration Blowers.
- b. The Scope of Services currently authorized to be performed by Engineer in accordance with the Agreement and previous amendments, if any, is modified as specified in Attachment 1.
- c. The responsibilities of Owner are modified as follows: N/A
- d. For the Additional Services or the modifications to services set forth above, Owner shall pay Engineer the following additional or modified compensation:

RAS Pump and Aeration Blower Replacements	\$10,000	NTE
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- e. The schedule for rendering services is modified as follows: N/A
- f. Other portions of the Agreement (including previous amendments, if any) are modified as follows: N/A

Owner and Engineer hereby agree to modify the above-referenced Agreement as set forth in this Amendment. All provisions of the Agreement not modified by this or previous Amendments remain in effect. The Effective Date of this Amendment is December 4, 2012 .

OWNER: Village of Essex Junction

ENGINEER: Aldrich + Elliott, PC



By: _____

By: BRAD AUORICH, PE

Title: _____

Title: PRESIDENT

Date Signed: _____

Date Signed: 1/7/13

**VILLAGE OF ESSEX JUNCTION
WASTEWATER TREATMENT FACILITY REFURBISHMENT
CONTRACT NO. 1**

ATTACHMENT 1

SCOPE OF SERVICES

The Village has requested that the three (3) existing return activated sludge (RAS) pumps and aeration blowers be replaced under the scope of Contract No. 1. The Village has requested that these replacement RAS pumps be supplied by the same manufacturer as the new RAS pump for consistency of performance, maintenance, parts, etc. This amendment includes the design and construction phase services required for replacement of the RAS pumps and aeration blowers.

The ENGINEER will provide the following professional engineering consultant services under the scope of this Amendment:

RAS Pumps

For replacement of the three (3) existing RAS pumps located in the Control Building basement, the following services will be provided:

1. Verification of existing conditions.
2. Development of the design criteria and technical specifications for the new pumps. The new RAS pumps are to be a similar size and type (horizontal screw centrifugal) as the new Hayward Gordon RAS pump being supplied for new Secondary Clarifier No. 3.
3. Preparation of plans and sections for:
 - a. Removal of the existing pumps, fittings, and valves.
 - b. Installation of the new RAS pumps, fittings, and valves in the same location as the existing pumps.
4. Design of the electrical requirements for the new pumps.
5. Updated cost estimates for demolition of the existing pumps and installation of the new pumps.
6. Preparation and review of the change proposal request for submittal to T-N.

Aeration Blowers

For replacement of the three (3) existing aeration blowers located in the Control Building, the following services will be provided:

1. Assistance for replacement of the HSI turbo blower of similar or larger size. Currently, the new HSI turbo blower is anticipated to be a 175 hp unit.
2. Development of the design criteria and technical specifications for the replacement of aeration blowers #1 and #2. This includes defining the type of blower; centrifugal, positive displacement, turbo, or screw compressors, and capacities for each blower.
3. Preparation of plans and sections for installation of the new aeration blowers in the same location as the existing units.
4. Design of the electrical requirements for blowers #1 and #2.
5. Updated cost estimates for installation of the new blowers.
6. Preparation and review of the change proposal request for submittal to T-N.

End of Attachment 1