



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

1. **CALL TO ORDER/PLEDGE OF ALLEGIANCE TO FLAG** [6:30 PM]
2. **AGENDA ADDITIONS/CHANGES** [6:30 PM]
3. **GUESTS, PRESENTATIONS AND PUBLIC HEARINGS** [6:30 PM]
  - a. Comments from Public on Items Not on Agenda
  - b. Paul Hansen and Kris Surette of Ecopixel on new website design
  - c. Peterson Consulting, Inc. on bus shelter proposal
4. **OLD BUSINESS** [7:15 PM]
  - a. Maple Street Culvert at Shawn's Way
  - b. David Crawford Consulting Agreement Time Extension
  - c. Tax Stabilization Agreement for 8 Railroad Avenue
  - d. Tentative Planning Commission Meeting Schedule for Comprehensive Plan Update
5. **NEW BUSINESS** [7:45 PM]
  - a. Action on request from CCTA for bus shelter at Brownell Library
6. **VILLAGE MANAGER'S REPORT** [7:50 PM]
  - Trustees meeting schedule
7. **TRUSTEES' COMMENTS & CONCERNS/READING FILE** [7:55 PM]
  - a. Board Member Comments
  - b. Brownell Library Staff and Director's Report Sept. 2013
8. **CONSENT AGENDA** [8:00 PM]
  - a. Approve Warrants including check #10047992 through #10048017 totaling \$14,975.31.
  - b. Approve Warrants including check #10048018 through #10048030 totaling \$23,323.95.
  - c. Approve Warrants including check #10048031 through #10048122 totaling \$459,626.87.
  - d. Request from EJRP for Waiver of Ordinance for Annual Bonfire 10/26/13
9. **EXECUTIVE SESSION/PERSONNEL** [8:05 PM]
10. **ADJOURN** [8:15 PM]

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



## **MEMORANDUM**

**TO:** Village Trustees and Pat Scheidel, Village Manager  
**FROM:** Susan McNamara-Hill, Assistant Manager/Clerk/Treasurer  
**DATE:** October 22, 2013  
**SUBJECT:** Flexible Spending Accounts

A handwritten signature in black ink, appearing to read "SMH", is located to the right of the "FROM:" line.

### **Issue**

The issue is whether or not the Trustees should increase the amount that employees can set aside (pre-tax) in a Flexible Spending Account for reimbursement of eligible medical expenses.

### **Discussion**

Village General Rules & Personnel Regulations Section 303 (2c) limits the amount that employees can put in their flexible spending accounts to \$1,820 per year. The Affordable Care Act allows flexible spending accounts of up to \$2,500 per year. Many of the plans under the health exchange have higher deductibles and co-pays than previous plans. The Village will provide up to \$2,250 for individuals and up to \$4,500 for families and couples through an HRA. If an employee chooses a gold, silver or bronze plan, the employee could be left with out of pocket expenses ranging from \$2,000 to \$10,700. Allowing the employee to set aside up to \$2,500 on a pre-tax basis would help with out of pocket expense for deductibles and co-pays.

### **Cost**

Potential cost is FSA reimbursed expenses early in the year that have not been fully funded through payroll deduction if an employee leaves the Village before the end of the year. Potential benefit to the Village: if an employee does not use the amount set aside during the calendar year (and 2 ½ month grace period), the FSA funds are turned over to the employer.

### **Recommendation**

It is recommended the Trustees amend Section 303(2c) of the General Rules & Personnel Regulations as shown below.

“(c) Flexible Spending Account for Health Care Reimbursement:  
Allows up to [~~\$1,820~~] \$2,500 per year to be deducted pre-tax from employee’s pay to be reimbursed to the employee to pay eligible (not reimbursed by insurance) health care expenses.”

- Homepage
- Municipal Departments
  - Administration
    - Village Manager, Staff
  - Brownell Library
  - Finance
    - Tax & Utility Rates
    - Budget documents
    - Annual Reports
    - Audits
  - Fire Department & Emergency Services
  - Planning & Zoning – NEW
    - Zoning documents, zoning map, forms, fee schedule
  - Public Works Department
    - Report a Public Works Issue
    - Stormwater
  - Waste Water Treatment Facility
  - Water - NEW
  - Lincoln Hall - Government Offices
  - Employment Opportunities
  - Requests for Proposals (RFPs)
  - Frequently Asked Questions
- Boards & Meetings
  - Meeting summaries news items (agendas and summaries) - NEW
  - Village Government
  - Meetings & Watch Meetings Online
  - Channel 17 Clickable Agendas
  - Board of Trustees
  - Board of Trustees Agendas & Meeting Minutes
  - Planning Commission
  - Planning Commission Agendas & Meeting Minutes
  - Zoning Board of Adjustment
  - Zoning Board Agendas & Meeting Minutes
  - Bike/Walk Advisory Committee
  - Capital Program Review Committee
- News & Public Input
  - List of most recent news items, with link to archives
  - Categories (tags) for news items: Updates; Meeting summaries; Public input; RFPs; Employment...
  - Topics for public input – NEW – new topics created as needed with commenting allowed
  - Newsletter archive (most recent is March 2013)
  - Links to Essex Reporter & CCTV & Front Porch Forum
- Business
  - Economic Development
  - Commercial Properties for Lease/Sale
  - Incentives & Assistance
  - Economic Development Initiatives

- Tax Stabilization
- Private Investment
- Town Economic Development Committee
- Public/Non-Profit Sector Projects
- Village Businesses
- Ordinances & Codes
  - Village Charter
  - Municipal Code
  - Land Development Code & Fee Schedule
  - Educational Facilities Impact Fee Ordinance
  - Links to Zoning documents
- Village Facts
  - Around the Village
  - Get Involved in Your Local Community
  - Essex Junction Today
  - Other Facts about Essex Junction
  - History of Essex Junction
  - Village Demographics
  - Selected Economic Characteristics (2010)
  - General Demographic Characteristics (2010)
- Schools & Recreation
  - Add a Recreation blurb to existing schools page – NEW
- Links
  - Village Organizations
    - Heart & Soul
    - Churches
    - Community Organizations
    - Non-profits
  - Links for Senior Citizens – NEW
  - Schools & Recreation
  - State and Regional Links
  - Government
  - Essex Junction Representatives
  - Travel & Tourism
- Contact
  - Page with Village contact list, Trustee contact list, and Local rep. contact list
- Calendar

Put these documents and forms in a list in their applicable section(s) of website (under Planning & Zoning, for example)

- Documents and Forms <http://www.essexjunction.org/documents-and-forms>
- Forms and Applications <http://www.essexjunction.org/village-government/documents-and-forms/forms-and-applications>
- Miscellaneous Documents <http://www.essexjunction.org/village-government/documents-and-forms/miscellaneous-documents>

FYI, the current site outline is found here: <http://essexjunction.org/sitemap>

## Patty Benoit

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**Subject:** FW: Item to present to Trustees at 10/22 meeting  
**Attachments:** Proposed CCTA bus shelter site.pdf

**From:** Amanda Kava [<mailto:amanda@pcivt.com>]  
**Sent:** Tuesday, October 15, 2013 12:22 PM  
**To:** Patrick C. Scheidel  
**Cc:** Patty Benoit; Tom Peterson  
**Subject:** Item to present to Trustees at 10/22 meeting

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Hi Pat,

Peterson Consulting works with CCTA to help determine potential locations for bus passenger shelters. Our team is interested in placing a CCTA bus passenger shelter on the green in front of the Brownell Library.

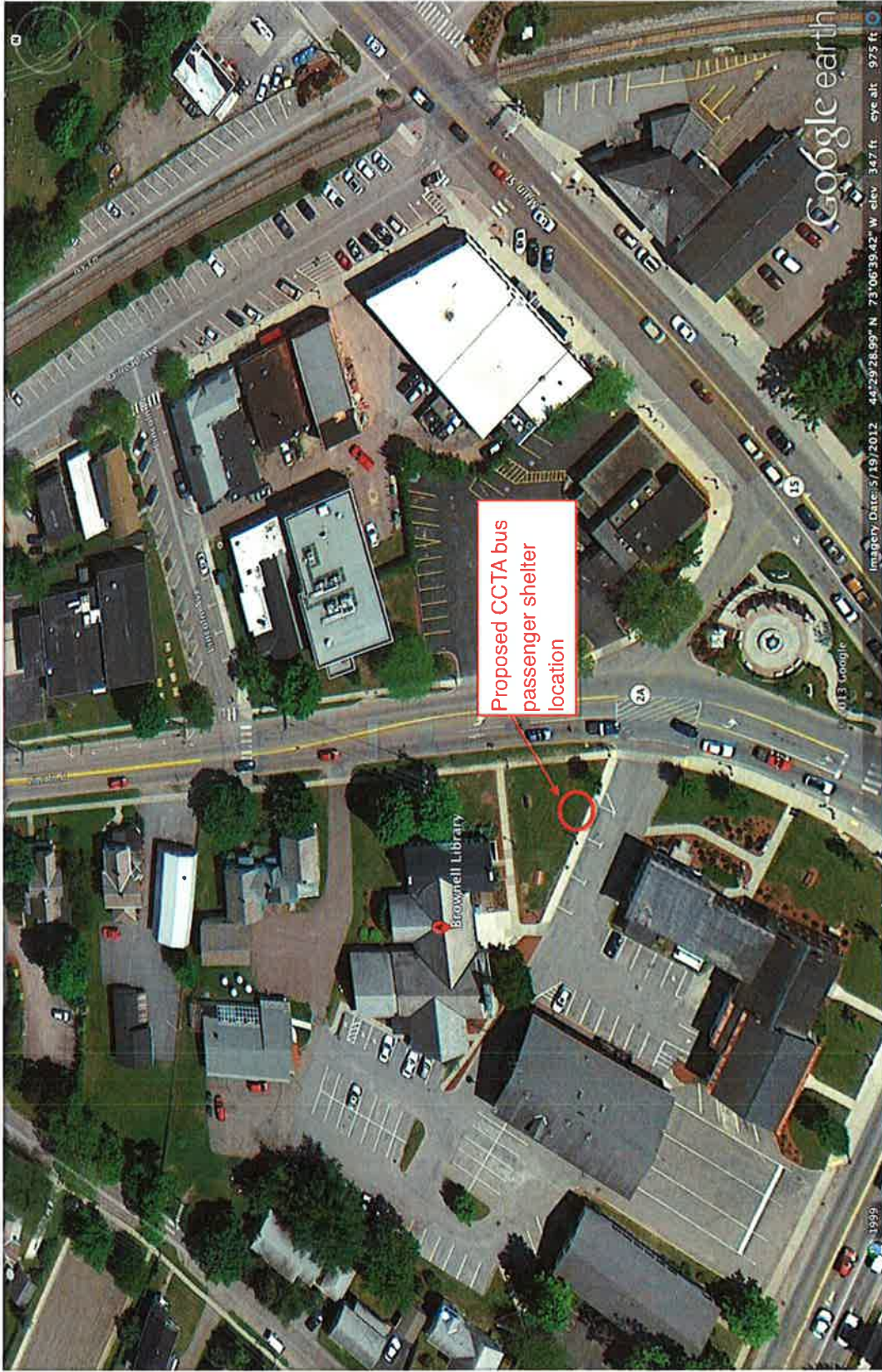
If possible, we'd like to present this idea to the Trustees on the evening of October 22 and hopefully try to address any questions/concerns they might have.

Please see attached locator map.

Please let me know if there is any additional information you need from me.

Many Thanks,

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Amanda Kava  
Project Coordinator  
Peterson Consulting, Inc.



Proposed CCTA bus passenger shelter location

Google Earth

Imagery Date: 5/19/2012 44°29'28.99" N 73°06'39.42" W elev. 347 ft. eye alt. 975 ft.

Brownell Library




*The economic engine of Vermont.*

Patrick Scheidel  
Village Manager  
[PatS@essexjunction.org](mailto:PatS@essexjunction.org)

2 Lincoln Street  
Essex Junction, VT 05452  
[www.essexjunction.org](http://www.essexjunction.org)

Office: (802) 878-6944  
Fax: (802) 878-6946

## **MEMORANDUM**

**TO:** Village Trustees  
**FROM:** Pat Scheidel, Village Manager   
**DATE:** October 17, 2013  
**SUBJECT:** Bus shelter at Brownell Library

### **Issue**

The issue is whether or not the Trustees approve a bus passenger shelter at the Brownell Library.

### **Discussion**

CCTA has submitted a proposal for a bus passenger shelter on the Brownell Library lawn behind the Currier memorial bench (see attached).

We consulted the Currier family and they are in favor of our idea of a see-through bus shelter encompassing the bench to protect it from weather, enabling more use. Line-of-sight must be maintained for people exiting the driveway. Staff was not in favor of the structure behind the bench on the lawn.

### **Cost**

There are no costs associated with this issue.

### **Recommendation**

Staff recommends that the Trustees approve a see-through bus passenger shelter encompassing the Currier memorial bench only.

## Patty Benoit

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**From:** Diane Desautels <Diane.Desautels@gmcr.com>  
**Sent:** Thursday, October 17, 2013 9:13 PM  
**To:** Patty Benoit  
**Subject:** RE: Bus shelter around bench

(Mrs. Currier's sister)

Hi Patty,

I contacted the families and everyone is in agreement that this is a good idea. We also would want to have it be a see through shelter.

Please keep us informed.

Thank you for all you do..

Diane

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**From:** Patty Benoit [<mailto:patty@essexjunction.org>]  
**Sent:** Wednesday, October 16, 2013 9:24 AM  
**To:** Diane Desautels  
**Subject:** Bus shelter around bench

Hi Diane,

We've been approached by CCTA about providing a shelter at the bus stop where your memorial bench is. We would recommend to them that it be a see-through shelter that encompasses your bench. It would provide protection for people waiting there during bad weather - we've noticed people don't sit on it when it's wet or icy.

Could you advise if you and your family would have any objection to this proposal?

Thank you,  
Patty

*Patricia Benoit  
Administrative Assistant  
Village of Essex Junction  
2 Lincoln Street  
Essex Junction, VT 05452  
(802) 878-6944*





## MEMORANDUM

To: Village of Essex Junction Trustees; Pat Scheidel, Village Manager  
From: Lauren Morrisseau, Finance Director/Assistant Manager *LM*  
Date: October 22, 2013  
Re: Maple Street/Shawn's Way Culvert

### **Issue:**

The issue is should the Village include in the FY15 Capital Plan replacement of the 24" culvert and inlet structure that runs between Shawn's Way and the Maple St. Park with a new 36" culvert and inlet structure.

### **Discussion:**

Due to the flooding experienced at 1 Shawn's Way during the heavy rains in the spring of 2013 and the appeals of the owners, the Village asked Rick Hamlin to do an analysis of the culvert piping to determine if it is adequately sized in accordance with the Village Land Development Code. Per the Maple Street/Shawn's Way Culvert Analysis performed by Hamlin Engineers, "the 24" culvert is currently undersized for the 25-Year, 24-Hour design storm event during normal ground moisture conditions, which would be considered a typical design condition."

### **Cost:**

While there will be a cost to replace the culvert, the amount is not known at this time.

### **Recommendation:**

Staff recommends the Village Trustees add this culvert replacement project to its FY15 Capital Plan if funds allow.



# Maple Street / Shawn's Way Culvert Analysis

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*September 30, 2013*



*Prepared By:*



**Donald L. Hamlin Consulting Engineers, Inc.**

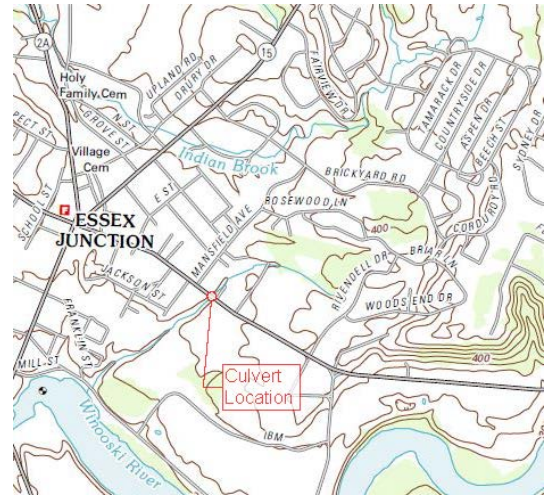
136 Pearl Street

Essex Junction, Vermont 05452

Tel(802) 878-3956 Fax (802) 878-2679

**Background**

The Village of Essex Junction maintains an existing culvert beneath Maple Street that is located between Mansfield Avenue and Shawn's Way. The inlet to this culvert is located in the depressed wooded area immediately to the west of Shawn's Way, over ten feet below the adjacent sidewalk and roadway elevations. This culvert carries runoff from the upland areas to the north and east associated with an unnamed tributary of the Winooski River flowing to the south. This culvert also carries runoff from a portion of the municipal stormwater drainage system discharging into the depressed wooded area via a 30" diameter pipe beneath Shawn's Way.



This existing culvert is a 24" diameter corrugated metal pipe, approximately 113 feet in length. At the inlet to this culvert is a concrete structure with a 24" circular opening at the bottom of the drainage channel, a 6" x 24" slot opening above the 24" opening, and a catch basin grate at the top of the structure. The discharge end of this 24" culvert terminates at an existing concrete catch basin structure located in the northwest corner of the front parking area for the Maple Street Park. This catch basin in the parking area accepts additional stormwater runoff from the municipal stormwater collection systems located along Maple Street to the east and west. The discharge from this catch basin in the parking area is a 48" diameter corrugated metal pipe, approximately 214 feet in length, which discharges into the drainage channel in the wooded area to the south between the Maple Street Park parking area to the east and the apartments to the west. Please refer to the Watershed Plan and Stormwater System Plan located in the Appendix.



Figure 1 - Wooded area at culvert inlet (looking north)



Figure 2 - Shawn's Way culvert inlet

During the afternoon of Wednesday May 22, 2013 an intense line of thunderstorms with heavy rain passed slowly over Essex Junction. As a result of the heavy rainfall in such a short duration of time, it was reported that water was ponding in the wooded area at the inlet to the culvert adjacent to Shawn's Way. Based on data reported by the National Weather Service for Burlington, VT, a record 1.43 inches of rainfall was recorded.

On the following day, another line of severe thunderstorms with heavy rain again passed over Essex Junction in the evening. As a result of this storm event, ponding was again observed at the inlet to the culvert. A record-matching 2.26 inches of rainfall was recorded on May 23, 2013 for Burlington, VT, according to the National Weather Service.

It is our understanding that while heavy runoff flow was reported along Maple Street, the water at the culvert inlet did not rise to a level to overtop Maple Street or Shawn's Way. It is also our understanding that water was reported to have entered into the basement of the property at 1 Shawn's Way, as a result of the water backing up into the

footing drain piping that discharges into the wooded area at the inlet to the culvert. We believe that the property owner has since installed a device on the end of the footing drain discharge pipe to prevent water from flowing back into this footing drain system piping. The discharge of this footing drain pipe is located at an elevation of 191.12, which is above the grate elevation of 188.56 for the inlet structure to the 24" culvert. We discovered another footing drain discharge into the wooded area located to the north at a similar elevation. This pipe also had a device on the discharge end to prevent water from flowing back into this pipe.

In response to the ponding that occurred and potential impacts to the public roadway and private properties in this area, the Village of Essex Junction requested that we perform an analysis of the culvert piping to determine if it is adequately sized in accordance with the Village of Essex Junction Land Development Code.

**Drainage Area**

The first step in the analysis was to determine the drainage area for the existing culvert, including the municipal storm drainage system connected to this culvert system. Utilizing existing digital orthophoto imagery available from the Vermont Center for Geographic Information (VCGI), a base plan was prepared of the area of the Village served by the existing culvert and storm drainage system. Existing topography within the area was obtained from the VCGI in the form of a digital terrain model from which existing topography information was extracted. Using this information, in addition to existing mapping of the municipal storm drainage system, the approximate limits of the drainage areas associated with the culvert system were delineated. Five separate drainage areas were identified, generally consisting of a mix of residential properties and roadways, as well as undeveloped wooded areas of varying slopes.

Presented below is a table summarizing the five drainage areas and the associated land uses. Please refer to the attached Watershed Plan depicting the approximate limits of the five drainage areas.

Table 1 – Watershed Characteristics / Land Use					
	Hydrologic Soil Group A	Hydrologic Soil Group B	Hydrologic Soil Group C	Hydrologic Soil Group D	Total Area
<b>Drainage Area A – Maple Street west</b>					
Roads, Walks, Driveways, Buildings	2.974 ac	0.000 ac	0.112 ac	0.033 ac	3.119 ac
Woods / Grass	4.151 ac	0.458 ac	0.026 ac	0.183 ac	4.818 ac
<b>Drainage Area B – 24" Culvert</b>					
Roads, Walks, Driveways, Buildings	2.924 ac	6.078 ac	0.634 ac	1.763 ac	11.399 ac
Woods / Grass	15.592 ac	36.290 ac	3.763 ac	11.094 ac	66.739 ac
<b>Drainage Area C – Maple Street east</b>					
Roads, Walks, Driveways, Buildings	0.597 ac	0.520 ac	0.000 ac	0.000 ac	1.117 ac
Woods / Grass	0.306 ac	0.369 ac	0.158 ac	0.000 ac	0.833 ac
<b>Drainage Area D – Maple Street Park</b>					
Roads, Walks, Driveways, Buildings	0.000 ac	0.649 ac	0.233 ac	0.000 ac	0.882 ac
Woods / Grass	0.019 ac	0.536 ac	0.014 ac	0.000 ac	0.569 ac
<b>Drainage Area E – Maple Street north</b>					
Roads, Walks, Driveways, Buildings	1.022 ac	6.682 ac	1.372 ac	0.722 ac	9.798 ac
Woods / Grass	6.145 ac	14.715 ac	3.160 ac	6.957 ac	30.977 ac

### **Data Collection**

A site visit of the area around the culvert was also performed. During this visit, field measurements were collected to determine the relative elevations of the culvert inlet, existing ground elevations above the culvert, existing elevation along Shawn's Way, and existing elevations of the public sidewalk and roadway above the culvert. Several of the existing catch basins in the roadway that collect stormwater runoff from the roadway and surrounding areas that are connected directly to the culvert system were also inspected and measured.

During the site visit to the culvert inlet area, several important observations were made regarding the inlet structure and piping. These observations are presented below:

- 1) At the inlet to the structure, the existing drainage channel appeared to have a significant amount of sediment buildup at the circular opening; see Figure 2 on page 1.

- 2) The circular opening at the bottom of the drainage channel is 24" in diameter. However, a large stone has been either deposited or placed at the bottom of the opening, thereby reducing its open area and associated flow capacity.



- 3) Inside the structure, we observed a large log, several smaller sticks, and other debris clogging the outlet pipe to the structure.



- 4) The outlet structure has a 30" diameter circular opening. However, the 24" corrugated metal outlet pipe is not placed with its pipe bottom at the bottom of the circular opening. The 24" pipe bottom is located approximately 6" below the bottom of the circular opening in the structure. The remaining void space between the 24" pipe and the 30" opening is filled with concrete. This presents a reduced outlet capacity, as the entire 24" diameter pipe is not available as an outlet to this structure.

- 5) The sump in the inlet structure was approximately 75% full of sediment.

### **Soil Information**

Soil information within the drainage areas was obtained from the Natural Resources Conservation Service. Soil types varied from loamy sands, to very fine sandy loam, to clay soils. The attached Soils Plan depicts the various soil types with the drainage areas, with corresponding areas for each soil type, and a description of each soil type.

**Rainfall Data**

The Vermont Stormwater Management Manual (VSWMM) presents information on the rainfall depths associated with various 24-Hour storm events in Chittenden County. These are the design storm events that are typically utilized for the analysis and design of drainage facilities per the VSWMM. This information is presented in Table 2 below.

As a comparison, localized rainfall data for Essex Junction was obtained from the Northeast Regional Climate Center. This data was based on a study to update extreme precipitation statistics in the Northeast US utilizing current data collected within the last 20 years or more. The 24-Hour rainfall depths presented for Essex Junction were similar but slightly less than those presented in the VSWMM, as shown in Table 2.

Table 2 – Rainfall Depths for Chittenden County, VT		
Design Storm Event	Vermont Stormwater Management Manual	Northeast Regional Climate Center
	Inches of Rainfall	Inches of Rainfall
1-Year, 24-Hour	2.1	1.96
2-Year, 24-Hour	2.3	2.22
10-Year, 24-Hour	3.2	3.14
25-Year, 24-Hour	4.2 *	3.81
100-Year, 24-Hour	5.2	5.14

\* 25-Year, 24-Hour rainfall estimate based on TR-55 manual as published by the Natural Resources Conservation Service.

In addition, local precipitation data for the months of May and June were obtained from the National Weather Service for Burlington, VT and reviewed as part of this study. As mentioned above, the rainfall total for Burlington, VT for May 22, 2013 was a record setting 1.43 inches and on the following day, May 23, 2013 it was a record tying 2.26 inches of rain. Overall, May 2013 was the wettest May on record for Burlington, VT with 8.74 inches of rain. June, 2013 was another wet month for Burlington, VT with a total of 9.86 inches of rainfall, exceeding the normal June rainfall of 3.69 inches and just missing the previous record of 9.92 inches of rainfall for the month.

During these recent storm events, local observations in Essex Junction suggest rainfall totals even higher than those recorded for Burlington, VT. For example, a severe thunderstorm event with heavy rainfall occurred in Essex Junction on July 4, 2013. The National Weather Service recorded a record 1.89 inches of rainfall in Burlington for July 4, 2013. However, a local rain gauge located along Mansfield Avenue recorded approximately 2.25 inches of rainfall during the approximately 2 hour storm event.

**Hydrology**

Using HydroCAD stormwater modeling software, the estimated runoff volumes and rates from the drainage areas were calculated based on the data collected above, in accordance with the Soil Conservation Service unit hydrograph procedures, commonly referred to as the TR-20 runoff method. The estimated runoff values in cubic feet per second (cfs) flowing to the 24" diameter culvert and to the 48" diameter culvert for various 24-Hour design storm events are presented in Table 3 below.

Table 3 – Watershed Hydrology				
Design Storm Event	24" Culvert (CB#2)		48" Culvert (CB#1)	
	Runoff Rate, cfs	Runoff Volume, ac-ft	Runoff Rate, cfs	Runoff Volume, ac-ft
25-Year, 24-Hour	51.634	14.365	55.502	15.896
100-Year, 24-Hour	80.027	21.459	85.878	23.688

**Culvert Analysis**

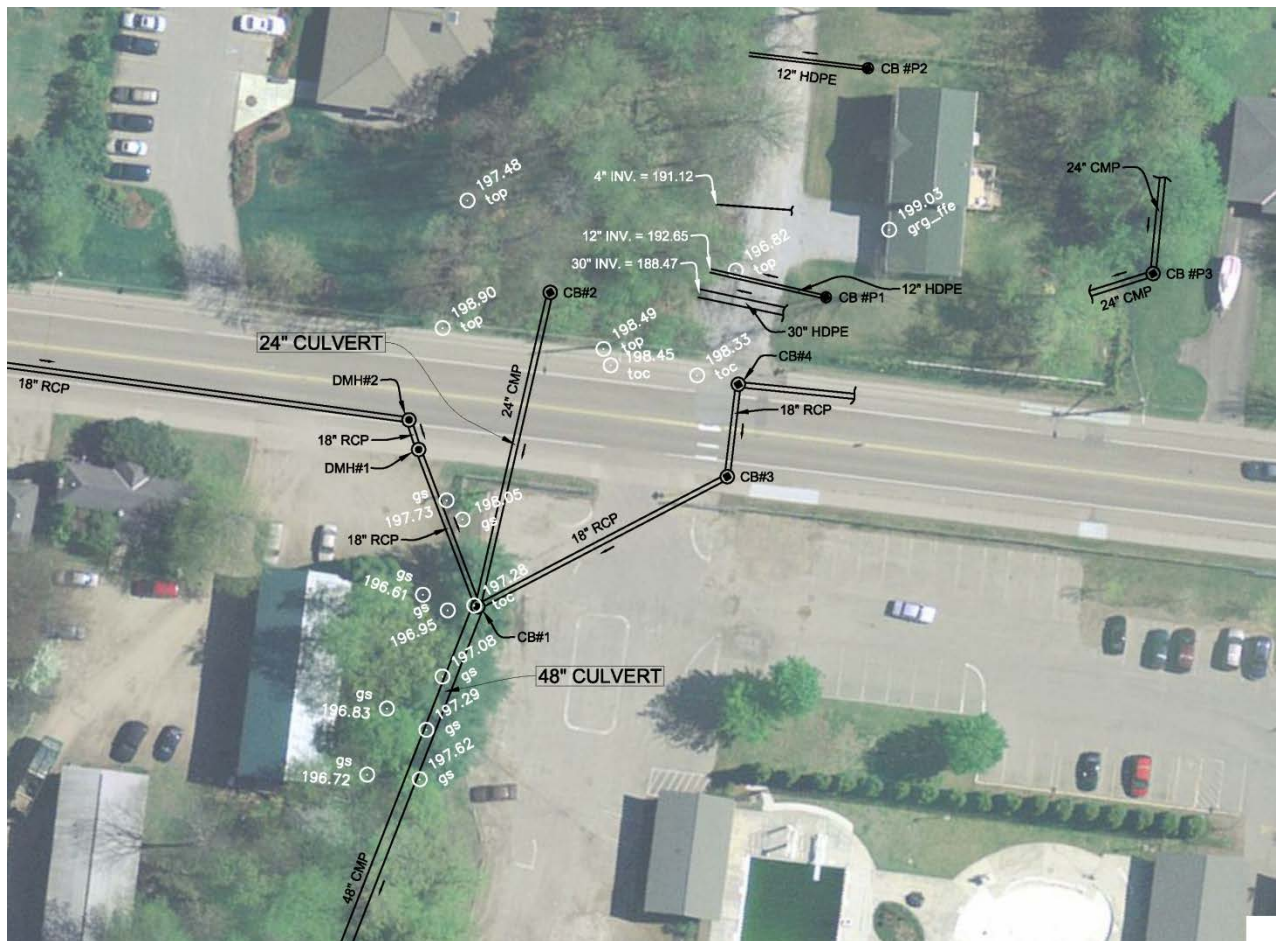
In addition to hydrologic modeling, the HydroCAD software referred to above also performs hydraulic computations for various drainage components, including culverts. Accordingly, the 24" and 48" culverts were modeled for various storm events, with the results presented in Table 4.

Table 4 – Culvert Hydraulic Analysis		
	24" Culvert (CB#2)	48" Culvert (CB#1)
Design Storm Event	Max Water Elev.	Max Water Elev.
25-Year, 24-Hour	198.83	186.63
100-Year, 24-Hour	199.16	188.5

Rim Elevation	188.56	196.57
Invert Elevation	185.38	183.27

As mentioned above, field measurements were made to determine the relative elevations of the culvert inlet, existing ground elevations above the culvert, existing elevations adjacent to Shawn's Way, and existing elevations of the public sidewalk and roadway. This information is shown below.



Culverts in the Village of Essex Junction are to be sized for the 25-Year, 24-Hour Design Storm Event in accordance with the Village of Essex Junction Land Development Code and consistent with the Vermont Agency of Transportation (VTRANS) Hydraulics Manual. Another consideration in the design of a culvert is the allowable headwater at the culvert inlet. In accordance with the VTrans Hydraulics Manual, allowable headwaters for culvert designs may be limited by one or more of the following:

- Headwaters at culverts should not be higher than the adjacent roadway shoulder to prevent overtopping of the roadway.
- Allowable headwater for culverts up to and including 36" in rise is 1.5 times the diameter (HW/D < 1.5) and 1.2 times the diameter (HW/D < 1.2) for culverts larger than 36" in rise.
- Headwaters at culverts should not adversely affect property where floodwaters enter the interior of buildings or other structures.

The results of the hydraulic analysis show that the 24" culvert cannot handle the 25-Year storm event without overtopping the adjacent roadways, drives, or sidewalks. The analysis results show a headwater to depth ratio (HW/D) of 6.7; well in excess of the 1.5 ratio suggested in the VTrans Hydraulics Manual. Due to the adjacent topography, if water rises to an elevation where it flows over the sidewalks and curbing and into the roadway, it will pond to a point where it will flow either into existing catch basins along Maple Street or will flow into the parking area for the Maple Street Park. The existing garage slab for the property at 1 Shawn's Way is at an elevation of 199.03, and is anticipated to be just above the water elevation for the 25-Year storm event. Without the backflow prevention devices on the footing drain outlet pipes for the houses along Shawn's Way, water could flow into the footing drain piping system and backup into the basements of the adjacent structures.



The results of the hydraulic analysis show that the 48" culvert handles the 25-Year storm event without surcharging the catch basin in the parking area or any of the adjacent catch basins in the roadway; with a HW/D ratio of 1.3.

With record rainfall during the month of May followed by near record rainfall during the month of June, ground conditions were likely saturated. With saturated ground conditions combined with the very intense, short duration storm events with very high rainfall totals, little rainfall is able to infiltrate into the ground, resulting in higher than normal stormwater runoff rates. The HydroCAD software takes into account the Antecedent Moisture Condition (AMC) of the ground to allow for the modeling of dry, normal, or wet conditions. In an effort to evaluate the recent short duration storms with high rainfall totals, an additional model run was performed for the July 4, 2013 storm event described above, assuming both 'normal' and 'wet' conditions as a comparison; with the results as presented in Table 5.

The results of the modeling presented in Table 5 reflect significantly higher runoff rates with the 'wet' conditions; with commensurate increases in the headwater at the culvert inlet. These results are consistent with field observations reported during the summer's intense thunderstorm events, where floodwaters rose very close to the elevation of Shawn's Way.

Table 5 – Culvert Hydraulic Analysis of July 4, 2013 storm event		
	24" Culvert (CB#2)	48" Culvert (CB#1)
07/04/13 Storm Event	Max Water Elev	Max Water Elev
'normal' conditions	190.78	185.27
'wet' conditions	199.00	187.40
Rim Elevation	188.56	196.57
Invert Elevation	185.38	183.27



### **Recommendations**

This analysis has shown that the 24" culvert is currently undersized for the 25-Year, 24-Hour design storm event during normal ground moisture conditions, which would be considered a typical design condition. The analysis has shown that the 48" culvert is adequately sized for the 25-Year, 24-Hour design storm event during normal ground moisture conditions.

Based on this analysis, we offer the following recommendations presented below.

### **Short Term Recommendations**

- 1) **CB#2 (24" culvert inlet)** – Based on our field observations, we recommend the following work at CB#2
  - Remove accumulated sediment outside the structure at the 24" opening.
  - Install stone in the channel (sides and bottom) outside the structure at the 24" opening to stabilize the channel bottom and sides.
  - Remove the large stone in bottom of the 24" opening to the structure.
  - Remove accumulated sediment from sump of structure.
  - Remove log, sticks, and debris from inside of structure.
  - Install a safety grate for the 24" circular opening and the 6" x 24" slotted opening to help prevent large debris from entering the structure. This would also enhance safety at this inlet by serving to discourage entry into this structure by children, pets, or wildlife.
  
- 2) **Storm Drainage System Maintenance and Cleaning** – Based on our field observations, several of the drainage structures were in need of cleaning and/or maintenance work. This work includes repairs to brick and mortar for frame adjustments and cleaning of accumulated sediment and debris from the bottom of structures.
  - CB#4 – Remove rebar from bottom of structure.
  - CB#6 – Repair mortar at frame connection.
  - CB#7 – Clean sump.
  - CB#5 – Repair mortar at frame connection. Clean sump.
  - DMH#1 – Repair mortar at frame connection. Clean sump.
  - DMH#3 – Clean sump.
  
- 3) **Monthly Inspection/Monitoring of 24" Culvert Inlet Structure** – In consideration of the drainage area flowing to the inlet structure for the 24" culvert (CB#2), we recommend that this inlet be inspected on a regular basis and after large storm events to ensure that it is clear of debris and accumulated sediment.
  
- 4) **48" Culvert Discharge** – Based on our field observations, we recommend the following work at the discharge end of the 48" culvert pipe.
  - The discharge end of the 48" culvert pipe is currently open and unprotected from entry by children, pets, or wildlife. This presents a safety concern as sudden intense storm events can result in rapid water flow and rising water levels in this pipe. We recommend the installation of a safety grate at the discharge end of this pipe. It is recognized that this may create concerns with debris, but we believe the safety considerations take precedent and warrant attention. This outlet is located in an isolated wooded area adjacent to the Maple Street Park and a fairly large apartment complex.



- A significant length of the pipe at the outlet is exposed due to erosion of the material surrounding the pipe. This erosion should be repaired and the pipe buried to prevent movement and separation of the pipe joints.
- Install a stone outfall pad/stilling basin consisting of large diameter stone to reduce discharge velocities and erosion in the downstream channel. In addition, the debris in the downstream channel should be cleared to prevent blockage of the flow and reduced channel capacities.



Long Term Recommendations

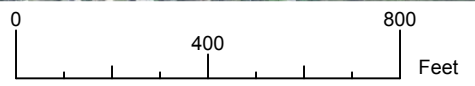
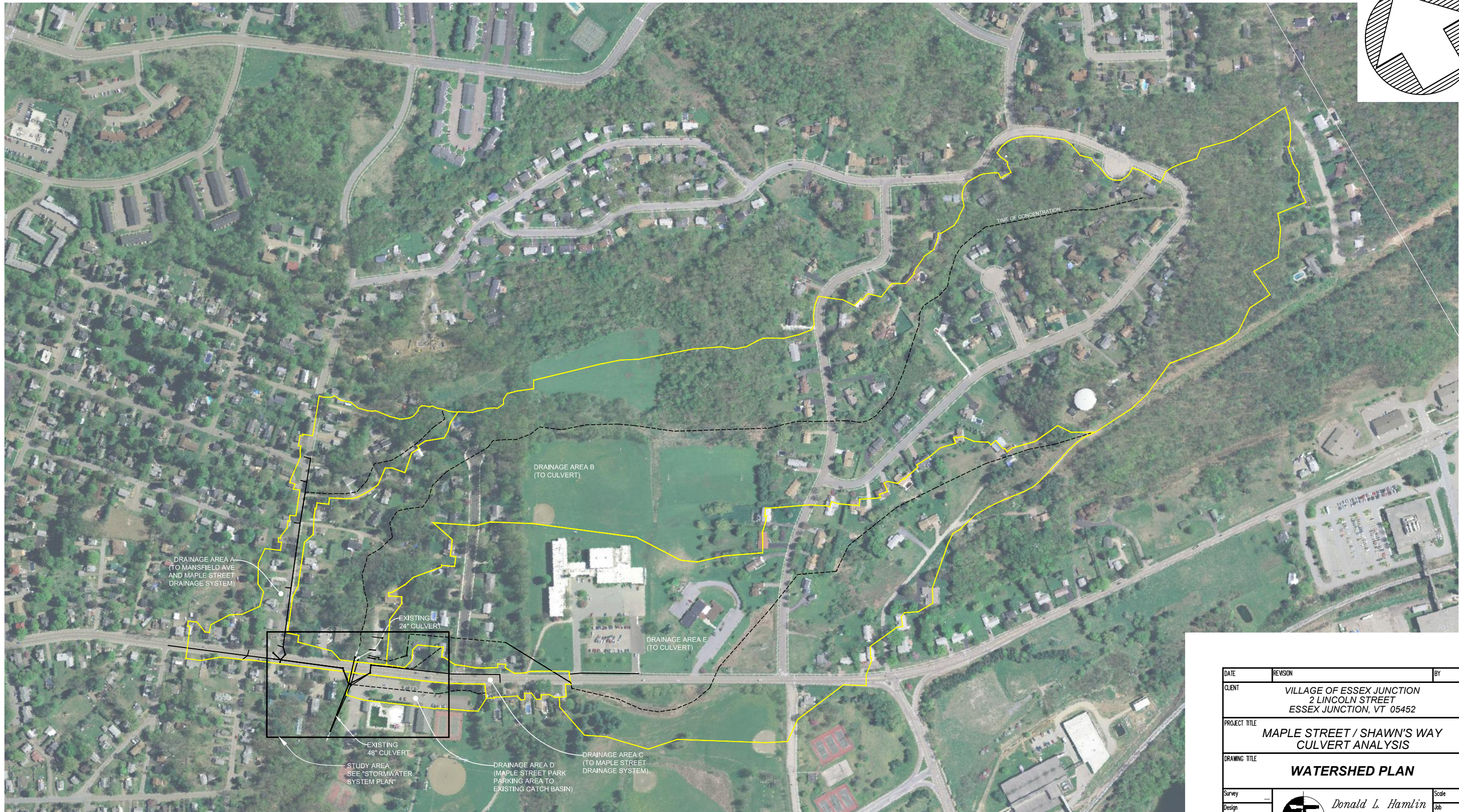
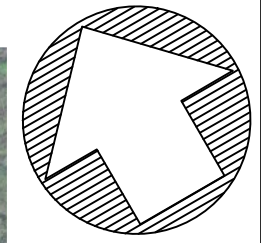
- 1) **Replace 24" culvert and inlet structure with New 36" Culvert and Inlet Structure** – Based on this analysis, the existing 24" culvert is undersized for the 25-Year, 24-Hour design storm event. In addition, during periods of much higher than normal ground moisture levels, such as were experienced during this past May and June, saturated ground conditions combined with intense thunderstorm events with heavy rainfall result in higher than normal stormwater runoff rates that result in increased ponding at the inlet to the 24" culvert. This increased ponding has the potential for overtopping the banks of the depressed wooded area at the culvert inlet and overtopping the municipal sidewalk and roadway; as well as overtopping Shawn's Way and potentially entering the adjacent residences. Replacement of the existing 24" culvert and inlet structure with at least a new 36" diameter culvert and new concrete inlet structure, will increase the capacity of the municipal drainage system and result in reduced ponding in this area. Table 6 below presents the results of the culvert analysis with a new 36" culvert and inlet structure.

We note that the HW/D ratio of the new 36" culvert pipe under the 25-Year design storm event under normal ground moisture conditions is 1.8, which is in excess of the 1.5 ratio suggested in the VTrans Hydraulics Manual. However, in consideration of the location of this inlet in the depressed area approximately 10 feet below the surrounding areas, there is storage capacity to accommodate moderate ponding without impacting adjacent properties. The estimated water level for the 25-Year design storm event is below the elevation of the footing drain pipe for the property located at 1 Shawn's Way.

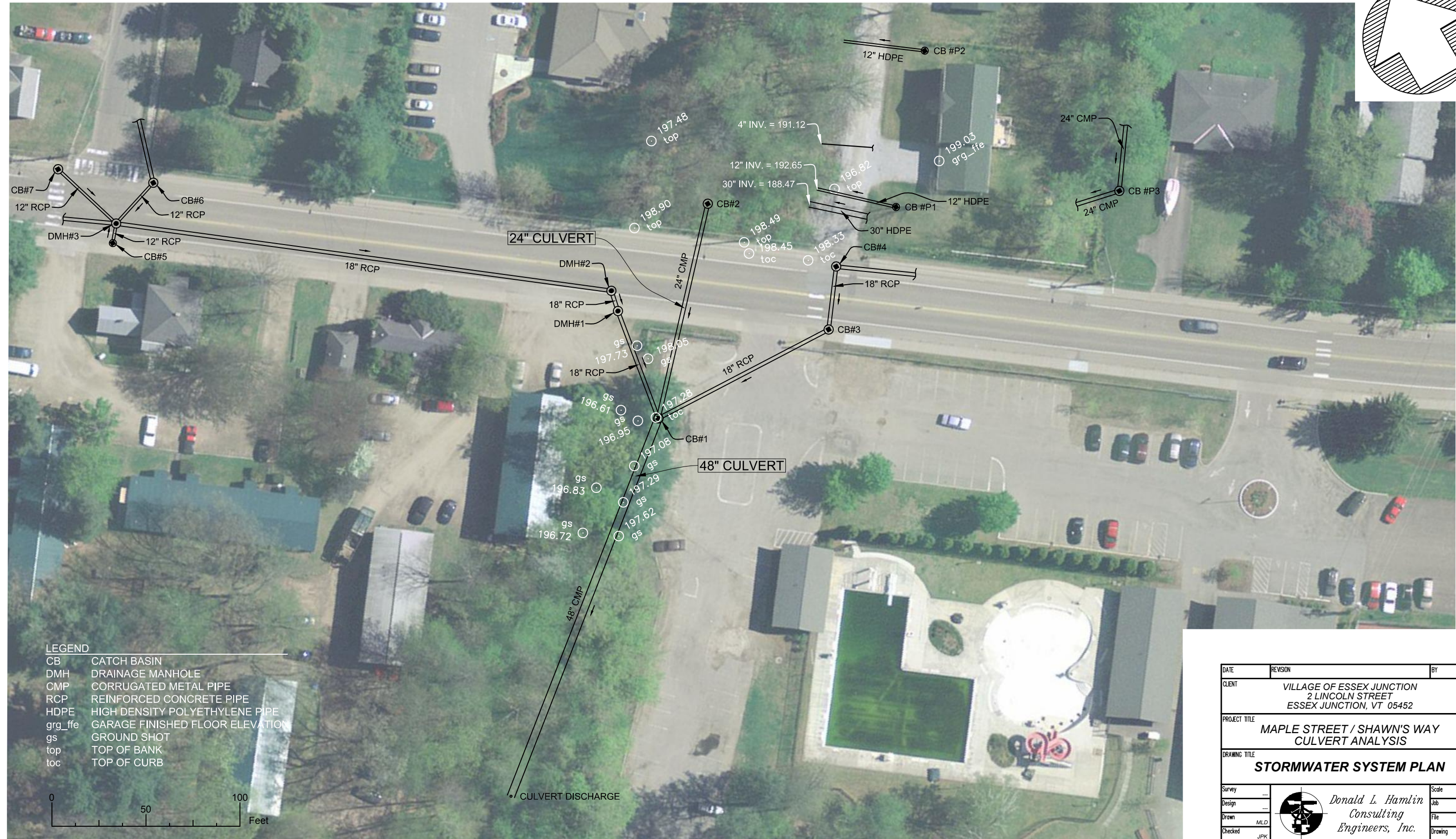
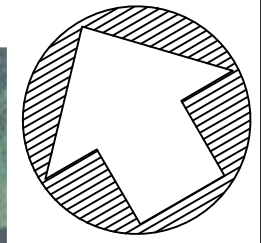
	Existing 24" Culvert (CB#2)	New 36" Culvert (CB#2)
Design Storm Event	Max Water Elev	Max Water Elev
25-Year, 24-Hour 'normal' conditions	198.83	190.71
'wet' conditions	199.38	198.54
100-Year, 24-Hour 'normal' conditions	199.16	197.31
'wet' conditions	199.95	199.46
Rim Elevation	188.56	189.00
Invert Elevation	185.38	185.38

**Appendix**

- Watershed Plan
- Stormwater System Plan
- Soils Plan



DATE	REVISION	BY
CLIENT VILLAGE OF ESSEX JUNCTION 2 LINCOLN STREET ESSEX JUNCTION, VT 05452		
PROJECT TITLE MAPLE STREET / SHAWN'S WAY CULVERT ANALYSIS		
DRAWING TITLE <b>WATERSHED PLAN</b>		
Survey		Scale 1" = 400'
Design		Job 13-826
Drawn MLD		File
Checked JPK		Drawing 1
Date 09/30/2013	 <b>Donald L. Hamlin</b> <i>Consulting Engineers, Inc.</i> 136 Pearl Street Essex Junction, Vermont	

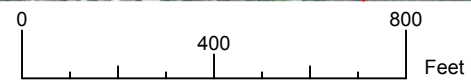
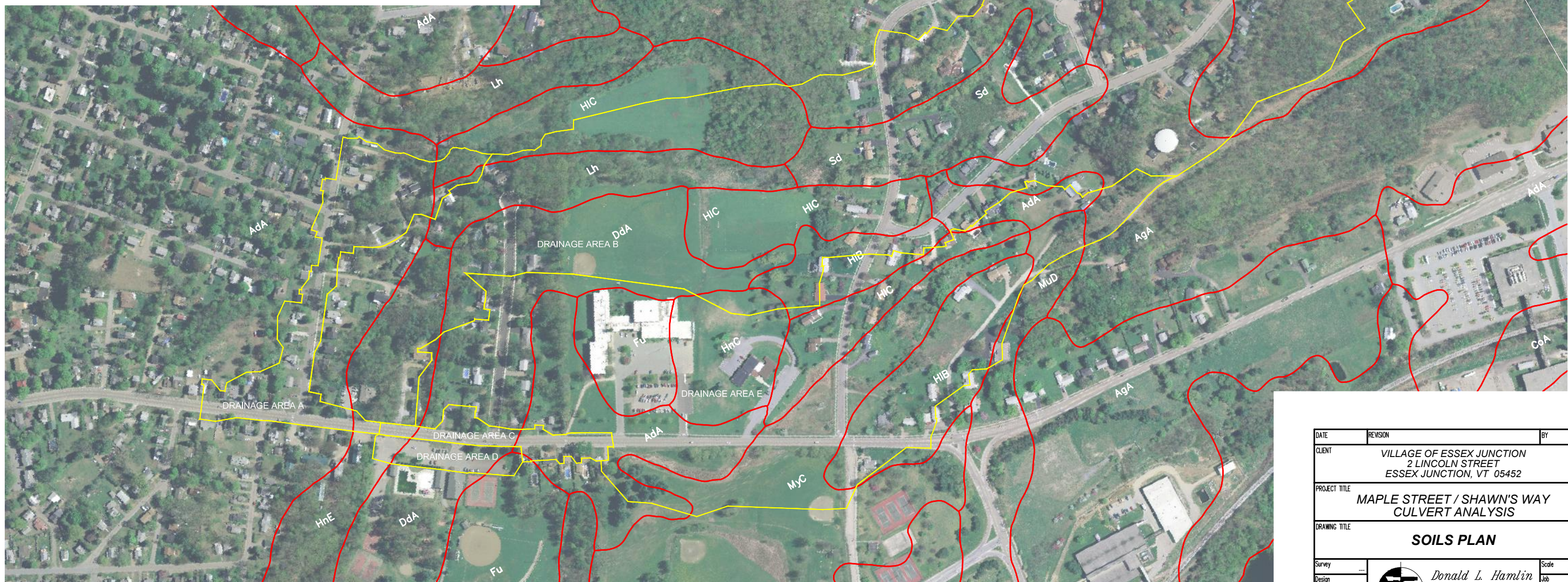
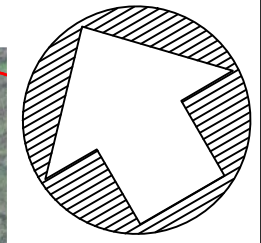


- LEGEND**
- CB CATCH BASIN
  - DMH DRAINAGE MANHOLE
  - CMP CORRUGATED METAL PIPE
  - RCP REINFORCED CONCRETE PIPE
  - HDPE HIGH DENSITY POLYETHYLENE PIPE
  - grg\_fe GARAGE FINISHED FLOOR ELEVATION
  - gs GROUND SHOT
  - top TOP OF BANK
  - toc TOP OF CURB



DATE	REVISION	BY
CLIENT VILLAGE OF ESSEX JUNCTION 2 LINCOLN STREET ESSEX JUNCTION, VT 05452		
PROJECT TITLE MAPLE STREET / SHAWN'S WAY CULVERT ANALYSIS		
DRAWING TITLE <b>STORMWATER SYSTEM PLAN</b>		
Survey	<p>Donald L. Hamlin Consulting Engineers, Inc. 136 Pearl Street Essex Junction, Vermont</p>	Scale 1" = 50'
Design		Job 13-826
Drawn MLD		File
Checked JPK		Drawing
Date 09/30/2013		<b>2</b>

SOIL INFORMATION							
DRAINAGE AREA A AREA (AC)	DRAINAGE AREA B AREA (AC)	DRAINAGE AREA C AREA (AC)	DRAINAGE AREA D AREA (AC)	DRAINAGE AREA E AREA (AC)	SYM	DESCRIPTION	HSG
7.13	18.52	0.90	0.02	7.17	AdA	Adams and Windsor loamy sands, 0-5% slopes	A
	12.71			1.12	AgE	Agawam fine sandy loam, 30-60% slopes	B
	7.68	0.87	0.99	5.00	DdA	Duane and Deerfield soils, 0-5% slopes	B
		0.02	0.19	3.66	Fu	Fill land (assume HSG B)	B
	2.08			6.97	HIB	Hartland very fine sandy loam, 2-6% slopes	B
0.46	10.15			3.68	HIC	Hartland very fine sandy loam, 6-12% slopes	B
	9.75				HID	Hartland very fine sandy loam, 12-25% slopes	B
	0.55			4.21	HnC	Hinesburg fine sandy loam, 3-8% slopes	C
0.14	3.85	0.16	0.25	0.32	HnE	Hinesburg fine sandy loam, 25-60% slopes	C
0.22	5.35				Lh	Livingston clay	D
				7.68	MyC	Munson and Raynham silt loams, 6-12%	D / C
				0.97	MuD	Munson and Belgrade silt loams, 12-25%	D / B
	7.50				Sd	Scarboro loam	D



DATE	REVISION	BY
CLIENT VILLAGE OF ESSEX JUNCTION 2 LINCOLN STREET ESSEX JUNCTION, VT 05452		
PROJECT TITLE MAPLE STREET / SHAWN'S WAY CULVERT ANALYSIS		
DRAWING TITLE <b>SOILS PLAN</b>		
Survey		Scale 1" = 400'
Design		Job 13-826
Drawn MLD		File
Checked JPK		Drawing 3
Date 09/30/2013	 Donald L. Hamlin Consulting Engineers, Inc. 136 Pearl Street Essex Junction, Vermont	



## **MEMORANDUM**

TO: Essex Junction Trustees and Pat Scheidel, Village Manager  
FROM: James Jutras, Water Quality Superintendent  
cc: Lauren Morrisseau and Susan McNamara-Hill, Co-Managers  
DATE: October 15, 2013  
SUBJECT: David Crawford Consulting Agreement Time extension request

A handwritten signature in blue ink, appearing to read "James Jutras", is written over the "cc:" line of the memorandum.

**Issue:** Resolution of an Asbestos subcontractor Change Order will take time to sort out. Assistance will be required by both the Engineer, staff and by Dave Crawford.

**Discussion:** Asbestos laden material sealed the anaerobic digester cover. Because the material contains asbestos, the removal of the material is the responsibility of the Village of Essex Junction under the Hazardous Material provisions of the construction project, not the responsibility of the General Contractor. The Asbestos removal contractor selected claims additional costs that The Village and our Consultants does not believe are fully justified.

**Costs:** Undetermined but likely to exceed 5 hours for the current month. The ideal situation would be to wrap this up during the month of October and not spill over to November.

**Recommendation:** It is recommended that... the Trustees extend the david Crawford Agreement hours beyond a total of 5 hours, not to exceed 8 hours, for the month of October in order to negotiate a settlement to the Asbestos change order claim for the WWTF construction project.



## MEMORANDUM

To: Village of Essex Junction Trustees; Pat Scheidel, Village Manager  
From: Lauren Morrisseau, Finance Director/Assistant Manager *LM*  
Date: October 22, 2013  
Re: Tax Stabilization Agreement for 8 Railroad Ave.

**Issue:**

The issue is whether or not the Trustees will grant a Tax Stabilization Agreement for 8 Railroad Ave.

**Discussion:**

Michael Meier, owner of the property at 8 Railroad Ave. was given a Letter of Commitment for tax stabilization for Railroad Ave. on October 24, 2012. A copy of the letter is attached. On September 16 Mr. Meier submitted an invoice to substantiate improvements of greater than 10% of the current assessed value of \$328,400 as required by the letter of commitment. The Village did not accept this invoice as proof and asked Mr. Meier for additional evidence. This information was submitted to the Village on September 26 and reviewed by myself.

**Cost:**

The cost of the contract over the next 3 years using this year's tax rate will be \$2,315 reduction in tax revenue.

**Recommendation:**

Staff recommends the Village Trustees sign the agreement with Michael Meier for tax stabilization for the property at 8 Railroad Ave.



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



P: 802-878-6944  
F: 802-878-6946  
E: admin@essexjunction.org

October 24, 2012

Mr. Micheal Meier  
149 Main Street  
Essex Junction, VT 05452

Re: 8 Railroad Avenue, Essex Junction

Dear Mr. Meier:

This is a Letter of Commitment for tax stabilization for 8 Railroad Avenue, if you comply with the following conditions:

1. Obtain all applicable federal, state and local project permits.
2. Make improvements in accordance with the Village of Essex Junction's Commercial Tax Stabilization Policy, greater than ten (10) percent of the current assessed value of the real property (\$328,400).
3. Upon completion of the project, which must be in compliance with your permit as shown by a Certificate of Occupancy, you shall provide the Village of Essex Junction evidence of the required capital investment (contracts, invoices, etc.).
4. If you meet the aforementioned conditions, the Village Trustees shall provide final approval and tax stabilization shall commence the subsequent year in accordance with the Village of Essex Junction's Commercial Tax Stabilization Policy.

Thank you for the investment in your property and the Village of Essex Junction.

Respectfully,

VILLAGE OF ESSEX JUNCTION BOARD OF TRUSTEES

George A. Tyler, Village President

Daniel S. Kerin, Vice President

Andrew P. Brown, Trustee

Lori A. Houghton, Trustee

Elaine H. Sopchak, Trustee

cc: Grant Geisler, CCSU Operations Manager

## TAX STABILIZATION AGREEMENT

### WITNESSETH:

**THIS AGREEMENT**, made on this 22nd day of October, 2013, by and between the Village of Essex Junction, Vermont, a municipal corporation organized and existing under the laws of the State of Vermont and having its situs in the County of Chittenden and State of Vermont, acting by and through its Board of Trustees as its legislative branch (hereinafter referred to as the "Village"), and Micheal Meier with his principal place of business in Essex Junction, Vermont (hereinafter referred to as the "Owner").

**WHEREAS**, the Charter of the Village of Essex Junction authorizes and empowers the Village Trustees 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.

**WHEREAS**, the Owner is the owner of certain real property which includes a building, land and site improvements ("real property") in the Village and is operating or causing to be operated and used as a commercial or industrial property; and

**WHEREAS**, said land of which the Owner is that conveyed to the Owner by Warranty Deed of James D. Meier Revocable Trust, dated June 25, 1998, recorded in Book 388, Page 106 of the Town of Essex Land Records, and said Owner intends to operate a commercial or industrial facility on this property.

**NOW THEREFORE**, in consideration of the mutual covenants and undertakings herein exchanged, the parties agree as follows:

1. For each of the fiscal years 2015 -2017, but not thereafter, the Village will bill, the Owner will pay, and the Village will accept in full payment of taxes assessed only upon that facility on the real property an amount derived from the following formula or computations:

For fiscal year '15, the assessed value of the Owner's real property as entered upon the 2014 Grand List shall be divided by 100, with the resulting product being multiplied by 30%, and then multiplied by the tax rate for fiscal year '15.

For fiscal year '16, the assessed value of the Owner's real property as entered upon the 2015 Grand List shall be divided by 100, with the resulting product being multiplied by 50%, and then multiplied by the tax rate for fiscal year '16.

For fiscal year '17, the assessed value of the Owner's real property as entered upon the 2016 Grand List shall be divided by 100, with the resulting product being multiplied by 70%, and then multiplied by the tax rate for fiscal year '17.

2. Annually, the Assessor may adjust the assessed value of the real property to reflect increases or decreases in such value for grand list and property tax purposes.
3. The amounts payable by the Owner in each year shall be due and payable in the same relative percentage amounts and on the same date or dates in each year of this Agreement, as are the percentages and dates which are generally applicable to the payment of real property taxes by

other taxpayers in the said Village and shall have all the incidents of taxes for purposes of collection, liens and delinquencies as provided by law for Village taxes generally. Interest and the penalty provided by statute with respect to taxes not paid when due may be assessed by the Village against payments to be made hereunder by the Owner which are not paid when due, in the same manner as interest and penalties are assessed generally with respect to real property taxes of the Village which are not paid when due.

- 4. In the determination of the value of the Owner's property for purposes of determining the amount to be paid by the Owner pursuant to the terms of this Agreement, the Owner may avail himself of any grievance procedure or administrative or legal appeal with respect to said determination as is provided by Vermont Statutes and in the same manner as any other taxpayer in the Village.
- 5. The assessors for the Town of Essex shall have access at reasonable times to the real property of the Owner in the Village for purposes of inspecting the same in the course of determining the value thereof for purposes of the Grand List of the Village.
- 6. This Agreement shall continue in effect for the term herein specified, provided that the land, buildings continue to be owned and used in the furtherance of the operations of the Owner, or of another operating entity, lessee or successor to the Owner.

This Tax Stabilization shall inure to the benefit of the successors and assigns, if any, of the Owner.

- 7. The failure of the Owner or his successors to pay taxes assessed pursuant to the terms of this Agreement on or before the final tax due date of the tax year for which the taxes were assessed shall immediately terminate this Agreement. Commencing upon the first day of the next ensuing tax year, all property shall be taxed in the same manner and at the same percentage as property which is not subject to a Tax Stabilization Agreement.

IN WITNESS WHEREOF, the Village has caused this Agreement to be duly executed by the Trustees, as authorized by the vote aforesaid, and the Owner has caused the same to be executed by its duly authorized representative.

VILLAGE OF ESSEX JUNCTION  
BOARD OF TRUSTEES

By: \_\_\_\_\_  
Micheal Meier

\_\_\_\_\_  
George A. Tyler, Village President

\_\_\_\_\_  
Daniel S. Kerin, Vice President

\_\_\_\_\_  
Lori A. Houghton, Trustee

\_\_\_\_\_  
Elaine H. Sopchak, Trustee

\_\_\_\_\_  
Andrew P. Brown, Trustee

## Tentative Planning Commission Meeting Schedule Comprehensive Plan Update

<b>Meeting Date</b>	<b>Topic(s) To Be Discussed</b>	<b>Confirmed Guests &amp; Presenters</b>
October 3rd	Kick-Off Chapters I-IV	N/A
November 7th	Housing Agriculture Initial Review of Land Use	Maura Collins (VHFA) Whitcomb Family
December 5th	Open Space/Recreation	Rick Hamlin (Essex Junction Bike/Walk Advisory Committee) & Essex Trails Committee
January 2nd	Business/Economic Development  Energy	Greg Morgan (Essex Economic Development Commission)  J.C. McCann (Essex Energy Committee Member)
February 6th	Utilities/Facilities  Transportation	TBD
March 6th	Education/Childcare & Environment/Flood Resiliency	Grant Geisler (School Finance)
April 3rd	Revisit Land Use, Map Review & Implementation	
May 1st	Finalize Draft	




Patrick Scheidel  
Village Manager  
[PatS@essexjunction.org](mailto:PatS@essexjunction.org)

2 Lincoln Street  
Essex Junction, VT 05452  
[www.essexjunction.org](http://www.essexjunction.org)

Office: (802) 878-6944  
Fax: (802) 878-6946

## **MEMORANDUM**

**TO:** Village Trustees  
**FROM:** Pat Scheidel, Village Manager   
**DATE:** October 17, 2013  
**SUBJECT:** Bus shelter at Brownell Library

### **Issue**

The issue is whether or not the Trustees approve a bus passenger shelter at the Brownell Library.

### **Discussion**

CCTA has submitted a proposal for a bus passenger shelter on the Brownell Library lawn behind the Currier memorial bench (see attached).

We consulted the Currier family and they are in favor of our idea of a see-through bus shelter encompassing the bench to protect it from weather, enabling more use. Line-of-sight must be maintained for people exiting the driveway. Staff was not in favor of the structure behind the bench on the lawn.

### **Cost**

There are no costs associated with this issue.

### **Recommendation**

Staff recommends that the Trustees approve a see-through bus passenger shelter encompassing the Currier memorial bench only.



## **MEMORANDUM**

**TO:** Village Trustees  
**FROM:** Pat Scheidel, Village Manager  
**DATE:** October 22, 2013  
**SUBJECT:** Trustees Meeting Schedule

### **TRUSTEES MEETING SCHEDULE/EVENTS**

#### **Nov. 12 at 6:30 – Regular Trustees Meeting**

- Interview/Appointment for Capital Committee vacancy
- Bid award for Biogas Cogen System Equipment
- Update from Ecopixel on website project
- Schedule FY 15 Budget Day in Dec.

#### **Nov. 26 at 6:30 – Regular Trustees Meeting**

#### ***Dec. 4, 5:30 - 8 PM – Tree Lighting and Train Hop***

#### **Dec. 10 at 6:30 – Regular Trustees Meeting**

#### **Dec. 24 at 6:30 – Regular Trustees Meeting – *cancel?***

#### **January 14, 2014 – Regular Trustees Meeting**

- Review FY 15 proposed budgets

#### **January 28, 2014 – Regular Trustees Meeting**

- Public hearing on FY 15 budgets and capital programs

#### **February 11, 2014 – Regular Trustees Meeting**

- Adopt FY 15 budgets and capital programs

## Staff and Director's Report-September 2013

**Penny's September** involved a myriad of preparations for fall programming. Humorist/**Illustrator Hay Mayforth** exhibited his whimsical paintings. We dedicated the small table to cartooning and drawing titles. The large table overflowed with **poetry in honor of ex poet laureate Billy Collin's** First Wednesday appearance come Oct 2<sup>nd</sup>. In the glass case Kathy Dodge of the Essex Historical Society exhibited **Essex business artifacts and photographs** in honor of the 250 anniversary of the Town. Downstairs we had a small collection of classics which had **been banned or challenged** in the past year.

**Programs:** ADL 8<sup>th</sup> grader **Tom Bergeron** played a splendid 1<sup>st</sup> Friday piano concert of Chopin and show tunes.

On Weds. September 11, Hay Mayforth came for humorous talk about his creative process entitled **"My Sketchbook Made Me Do It!"** This talk attracted kids and artistic adults.

Montpelier pianist Michael Arnowitt presented a magical evening: **The Music of Poetry** which was a lecture-demonstration exploring the musical aspects of poetry, song lyrics and literature. **This was part of the Vermont Reads 2013 Poetry 180: Turning Back to Poetry** series, sponsored by the Vt. Humanities Council.

On 9/23 Egyptian **Tarek Badreldin** led a movie screening and discussion of the film **Christians & Islam** from the "Discovering Islam series". We had nine people representing a variety of faiths and nationalities. Laughter and serious talk led to some new understanding.

**Big Ideas Dine & Discuss** Series started the following night with Ed Cashman leading a conversation about the book by **Moustafa Bayoumi** *How Does It Feel to Be a Problem: Being Young and Arab in America*. Amazingly two teenage foreign exchange students, one from Jordan and one from Bangladesh, joined us. They were articulate and painted us a picture of how the real America wasn't like their America Dream, especially by the cliques in high school that left students to sit by themselves at lunch. We would love to have Hala and Saireen return to discuss other big ideas in the series, they would be happy to meet and talk with our Teens at Brownell.

On Wednesday Sept. 25<sup>th</sup> **Penny, Lara Keenan (representing the FOBL), Kat, Mary, Wendy Johnson, Dottie, Christine** and many more attended the **Heart and Soul Summit** at the High School. Penny, Dottie, Christine and Lara worked on the library's table; it held "fabulous prizes" (leftovers from summer reading programs, etc.) for those willing to attempt to answer trivia questions about Brownell. Four citizens did sign up to help the Friends. Penny and Lara attended the "Unified Services" discussion; collaboration between Essex Free and Brownell was the top item mentioned for "small actions".

Absolutely no one showed up at the Discussion on **Poetry 180, the chosen Vermont Reads 2013 title**, held on 9/30. Penny had invited Burlington poet Ralph Culver to lead the discussion. He came with his wife and we had a very interesting discussion. He would be interested in helping us put together a

monthly or bimonthly “Live Poets Society “ that would attract poets from the whole region and poets in training. Will see...

**Peg Pearson, President of the Essex Jct Senior Ctr** asked about putting out a senior survey box. (It's near the coffee stand).. PP's idea: Use healthy “young” seniors to become Book Fairies to the Senior Living Site (s) in Essex Jct, mainly Whitcomb Woods. Early on I took books to WW but it was unsustainable. If there's a senior or two with the right personalities, they could track who likes to read what. It was suggested that we and the volunteer could check out a book case full and have the residents borrow from the shelves. Some loss might occur, but donated good popular titles would help. PP will also consider a joint meeting with Amy Vile and Peg to see if there could be a regularizing of senior bus transportation to such programs as 1<sup>st</sup> Wednesdays. Will strive to do it in October.

**\*The Senior Center** was also mentioned at the H&S Summit as a space that could be shared. It would be great for an adult cooking class, which has been suggested. We have a steamer, electric skillet, and rice cooker, since the summer. Just have to figure out who has the time to do the classes and what \$ exists to get the supplies and a teacher. ***Intergenerational programming is on all of our minds, this appearance of Peg P seems one of those perfectly timed events.***

**Meetings:** Penny was proud to be present for the **United Way Advocacy Award** ceremony on 9/4 to honor our nominees in the Income Division **Tak and Dorothy Ng** who have done tax preparation at Brownell for many years for free.

**Railroad Avenue Recess** meeting on 9/13 decided to organize a lunch to attract Essex businesses to support the Train Hop. It would be best if the RR Ave Recess didn't devolve into an “events planning” group.

On 10/9, **Dottie and Penny** attended the **1<sup>st</sup> Wednesday Venues meeting** in Montpelier and brought home 700 copies of the handsome brochure which we've distributed all over the county.

Dottie led a **FY15 Budget Committee** meeting on September 18th.

Penny carried a box full of **1<sup>st</sup> Wednesday brochures** to the **Chittenden County Librarians meeting** at the Williston Library on 10/20. She met Kelley the new director at the Colchester Library. Lara Keenan, our very own former intern, appeared as the new Shelburne director. We are very proud of her.

**Collection Development: Penny and Alison weeded** out the Large Print books with lowest circulation. She was excited to learn a simple way to do a circ report on small chunks of the collection, so she could do more efficient weeding. She tackled the history section. She is hoping to get a new volunteer whom she can set to work on helping weed and check against the Standard catalogs. She ordered a raft of fresh travel guides and the usual requested titles and best sellers. Examined and pulled together an order of foreign language cds.

**Building Issues:** Early in September the **Mezzanine Flooding issue** was addressed: Village **engineer Rick Hamlin** asked **Rick Jones, Public Works**, to check for the drain to the street. Rick H thinks that we



are getting back wash from the torrential rains which fall on the EJFD and the back parking lot. Penny emailed Robert Miller to let him know that we are seriously interested in his \$ help with this aggravating water problem.

**HVAC** trouble in youth dept was caused by a totally fried furnace in attic. \$1600+ replacement required. The Janitor's closet leaking hot water much more cheaply repaired.

**Susan Pierce** researched and found and ordered **felt chair glides** to keep the chairs we normally use from wrecking the floor. She and her husband Wayne attached them to the 50 chairs! The chairs don't scratch the floor anymore!

Volunteer garden guru **Mary Jo Curry** has met with the head of the Rain Garden Group and will be our Rain Garden gardener. She reported that our Rain Garden will get some free mulch and is interesting in getting more mulch for the front landscaped area.

#### News from the Circulation Department

The adult department handed out **29 cards to new patrons** this month.

On September 17<sup>th</sup> **Viki took a Vermont Health Connect webinar**. She wrote up and distributed a synopsis of the webinar which went over the new healthcare enrollment and instructions on how to link our web page to their site.

On Tuesday the 24<sup>th</sup> Alison took a Bywater webinar which highlighted the new features coming with the newest release of Koha.

#### **ILL Statistics**

<b>fiscal year</b>	<b>Sep 12</b>		<b>Sep 13</b>
InterLibrary Loan Sent	87	-23%	67
InterLibrary Loan Requested	51	-51%	25
Holds	586	-12%	515

#### News in the Youth Library

**The Summit Street School Garden, nurtured by Brownell Library, continued to flourish under the care of teachers at the school.** Classes were able to harvest and eat fresh vegetables, and we can only imagine the learning that took place. Some kids told us how delicious it was to eat right from their garden at school! We plan to include winter squashes and pumpkins in next year's garden, for even more autumn learning possibilities.

**Erna filled the walls with lively décor for September.** Entrance: Back to School theme (some of the display, including a backpack, created by Syd Frolik). Circ Desk: 'Be Creative @ Your Library' wall decorations, with painter's palette, and school supplies. Picture Book Room: 'Caution: Readers at Work' with "traffic" signs about reading. Book Displays in the Picture Book Room included Alphabet & Number Books and Nonfiction Books about Sign Language. On the Nonfiction Shelves she displayed Poetry Books in honor of *VT Reads: Poetry 180*.

In early September **Mary travelled to Seattle** to visit her son and daughter-in-law. She took the opportunity to visit **two stunning urban libraries, Seattle Public and Vancouver Public**. The resources to build these state-of-the-art buildings are mind-boggling, but seeing preschoolers read on the floor was comfortingly familiar. Mary brought home two great lists: folktales from native peoples of the Northwest Coast, and Halloween titles. **Thank you to Kat, Erna, Wendy J, and Viki**, who each covered hours for Mary.

**Erna presented a Drop-In Story Time** with a Fox theme (including counting blocks and a fox puppet) on 9/6.

**Mary presented a Drop-In Story Time** featuring new picture books on 9/20.

**Matthew Witten presented his Songs and Stories** on 9/13 & 9/27. He keeps attracting new young children and their families to the library.

On 9/17 **Mary filled in for Johnny from CSWD**, who was detained in a CHIPS Meeting and couldn't present his program about **Waste Reduction at School**. Using fresh apples, Mary led a discussion about creating as little waste as possible, and offered a prize book to the student who was the most efficient in consuming their apple. One girl ate the whole thing, seeds and all, and Mary decided they all deserved a book for attempting the same.

**Erna did a presentation on Early Literacy Story Times for Grace Greene at the Children's Services Workshop** at Vt. Dept. of Libraries on 9/17. Her skills with Story Times incorporating math and literacy skills, and her ability to present techniques with clarity and enthusiasm, have made her a sought-after speaker. Way to go, Erna!

**Erna and Mary collaborated with Hannah Peacock and Pam Tallmudge from Burnham Library to present a Math Training Workshop** for 19 Childcare Providers on 9/19. This was the final assignment for our ELI "Ready for School" Grant from Vt. Dept. of Libraries. We showed childcare providers how to incorporate fun math activities into reading picture books with kids, and each facility received a set of paperbacks and math toys.

**Erna attended the Vokal 3.12 Webinar E** on 9/20.

**Mary welcomed the Christina and the EJRP Preschool** on 9/20. They are planning weekly walks from the Rec. Dept. to select books to take back to their school.

**Mary welcomed Eve Trombley and her Summit St. 2<sup>nd</sup> Grade Class** on 9/23. Mary engaged the class by reading *Weslandia*, about a kid who creates a new civilization in his backyard garden, and then she gave the students a tour. A grandfather in the Picture Book Room said it was the best-behaved class he had ever seen!

### **YA Happenings in the Month of September**

#### **Outreach and Initiatives:**

Kat spent some time with Terry and Larry, as a **member of the Negotiating Team for the Employee's Association**. The three met with Pat Scheidel to discuss his philosophy on negotiations. Additionally, the three

attended a presentation about health care and what the sign-up process will look like for Village Employees and what plan options the Village will be choosing from.

For two weeks, Kat travelled the country for a variety of reasons. First, **she and four other Heart and Soul team members headed to Colorado for training in translating the values and process of Heart and Soul into action** in our community. Other Heart and Soul towns were present and spoke about their own experiences with the process.

**Kat then flew to Portland, OR to visit her sister and family before heading to Seattle, WA and the University Washington for grad school orientation.** Matt Graf, Mary's son, and his wife generously offered Kat a place to stay while in Washington. The three day orientation was enlightening and terrifying at times, but overall it was great to meet peers and professors and get a better handle on expectations.

**When Kat returned, she helped to facilitate the Heart and Soul Action Summit at the High School.** She welcomed participants and explained the evening and then represented the Community Advisory Team in the Gathering Spaces Meet-up.

On the 27<sup>th</sup>, **Kat and Susan went to Midstate for a Makerspace program run by DOL and SparkFun.** They learned basic programming languages, multiple Open Source tools, and how to use Arduino. Each participant got a kit of tinkering materials to bring back to their library. We learned lots of fun, techie things. Now the challenge is to figure out the most compelling ways to integrate these into our programming.

**Kat made contact with the new ADL librarian, Caitlin Classen.** She's filling in for Melanie Cote for the year. They will meet up and talk about collaboration in early October.

#### **Programs:**

Thank you thank you Bridget Meyer! On 9/5 **Bridget and Kat, but mostly Bridget, ran a program geared all around tomatoes!** After school kids got to help prep and taste salsa, pasta sauce, bruschetta and other delicious treats all made from local tomatoes! Sheila brought her adorable "chickens" and many kids joined in this delicious, nutritious program!

On the 6<sup>th</sup>, **Kat hosted TAB.** This year is a big transition year, after losing 12+ seniors to college. But, we still have some great regulars, and some super enthusiastic new members. They have a lot of incredible energy and want to continue the tradition of TAB while adding some new initiatives.

**Thanks to Luke Mayville for leading our Dungeons and Dragons program and Magic: the Gathering.**

Also, a huge **thank you to Carrie Lord and Grace Yu for running movie nights** on the evenings Kat was away. They set up and ran "Perks of Being a Wallflower" and "Despicable Me."

And **thank you to Mary and Wendy J. for running the Lego program** while Kat was away.

On 9/19 our **Teen Manga Club** met and discussed their favorite series and drawing styles.

**When Kat returned, she hosted two teen programs, Reading and Writing Dystopia and Booklust.** Both drew in middle and high school students who chatted eloquently about books and genres and who wrote awesome pieces about division in dystopian novels. We spoke about how frequently, in dystopian society, people are divided based on demographic differences. We used this concept in our own writing.

## News from Tech Services

Tech Services continued to be a busy place in September! On top of Wendy and Nellie working through piles of cataloging, Nellie and Erna spearheaded a project to get our **175+ periodicals cataloged in the Serials module** in Koha. As no other VOKAL library has used the Serials module, they bravely set forth in figuring out how it worked. They both attended the Bywater training online in August and then reviewed video tutorials and worked together to figure out how to catalog in the module. There is a significant time investment upfront to get each title cataloged and determine its frequency, but the ultimate payoff will be just using the Koha module to track arriving journals, magazines and newsletters instead of keeping a separate file in Excel that needed to be scrutinized manually to determine if there have been missing issues of our various periodicals collections in the Adult and Youth Departments as well as the Vermont Room. Wendy is very excited to see this teamwork invested and proud to see Nellie and Erna venturing into this unknown module and having success in their mission. We all look forward to having fewer steps in cataloging the periodicals when they complete this project!

Wendy continues to work with the **VOKAL Implementation Team** to troubleshoot the slowdowns that have occurred since the VOKAL system was moved to a dedicated server. The Bywater systems person has been methodically eliminating causes and we have determined it is the indexing that happens every 10 min that is slowing things down. While the dedicated server is much more robust and offers much faster transactions times, with almost a million items in the VOKAL database, the indexing slows down the software. Indexing is important to make items findable in the database, and we don't want slowdowns at the desks either. The final solution will be our server getting reconfigured to have the **indexing being run on one drive, and the software on another**. Bywater is testing this with another large consortium and when they are satisfied it resolves the periodic slowdowns, they will make similar changes to the VOKAL system.

Wendy has also been working with Bywater staff to address the **RDA cataloging rules** changes and now most of the issues caused by the new cataloging fields have been resolved and information is accessible from both the staff and public catalogs.

Wendy and the VOKAL Executive Board met with Tom McMurdo from the Department of Libraries, along with VOKAL cataloging committee chair Debbie Roderer to discuss how VOKAL could work with him on addressing the base of cataloging knowledge at public libraries across the state. With Catamount now in operation, he recognized that small libraries have poor cataloging knowledge and it becomes problematic when sharing a database of records. The VOKAL cataloging committee trains each incoming library on VOKAL cataloging standards and has long recognized there needs to be ongoing efforts to strengthen cataloging knowledge in smaller libraries and this is now a realization of Tom McMurdo as well. He will be working with Debbie Roderer to come up with a series of short videos on different cataloging areas along with worksheets to allow people access to proper cataloging procedures from the most basic to the more advanced. We hope with 2 different concise formats it will be accessible to those minimally staffed libraries who don't have a lot of time to spare, but want to do right by their fellow consortium libraries.

Wendy and the VOKAL Executive Board met with Green Mountain Library Consortium Executive Director Lisa von Kann to discuss best practices when interfacing with the Department of Libraries regarding the VOKAL project. There was an effort by the state librarian to have a meeting to discuss how the state can move forward and work with VOKAL and Catamount. An odd assortment of people were invited to this meeting to cover big topics – interlibrary loan, cataloging and merging systems. Lisa will now run future meeting requests by the

VOKAL Executive Team first to ensure things are addressed properly and there are realistic goals. A positive outcome of this meeting request was talking to Tom McMurdo to address cataloging issues, but there wasn't enough knowledge behind the first meeting request to have a sensible meeting including the topics of interest to the state. We look forward to more thoughtful discussions in the future.

Wendy continues to look at **time management software solutions** for our public computers and has a demo scheduled in October with a Bywater developer to see the open source software option they are now supporting called Libki. Our current time management software doesn't support Windows 7 and the upgrade available is very messy as there are hidden files in the software we use for the time management software and security that don't uninstall without combing through the computer registries which is time consuming on one machine, never mind multiple machines - with these hidden files, the upgrade brings our computers down – a bad combination of events! Wendy is looking at what else is available so we can better serve our public computer users and move forward with offering modern computers for them to work on.

Materials Added in the Adult and Juvenile collections this month:

Adult materials added, September: 307  
Youth materials added, September : 130  
Magazine issues added, September: 148  
Total catalogued collection size September: 79,183

Brownell Library Website monthly visitors:

Sep-2012	Visits	2335	Page Views	2861
Oct-2012	Visits	2471	Page Views	3349
Nov-2012	Visits	2542	Page Views	3221
Dec-2012	Visits	2225	Page Views	2810
Jan-2013	Visits	2791	Page Views	3589
Feb-2013	Visits	2439	Page Views	3050
Mar-2013	Visits	2726	Page Views	3417
April -2013	Visits	1937	Page Views	3128
May-2013	Visits	2515	Page Views	3039
June-2013	Visits	2652	Page Views	3276
July-2013	Visits	1825	Page Views	3275
Aug-2013	Visits	2403	Page Views	3936
Sep-2013	Visits	1951	Page Views	2364

**Respectfully submitted,  
Penelope Pillsbury and Staff**

# Check Register Report

10/8/13 STATE PAYMENT REFUNDS

Date: 10/08/2013

Time: 1:17 pm

Page: 1

Village of Essex Junction

BANK:

C N	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
<b>Checks</b>							
10047992	10/04/2013	Printed		1000054	DEWEY GEORGE W	STATE PAYMENT REFUND	849.00
10047993	10/08/2013	Printed		1000397	ALDERMAN JEFFREY	STATE PAYMENT REFUND	1,787.40
10047994	10/08/2013	Printed		1000398	BROWN MICHAEL D	STATE PAYMENT REFUND	170.08
10047995	10/08/2013	Printed		1000399	CARR LIVING TRUST	STATE PAYMENT REFUND	5.81
10047996	10/08/2013	Printed		1000400	CLODGO SONJA P	STATE PAYMENT REFUND	52.12
10047997	10/08/2013	Printed		1000401	DAVISON JOHN A IV	STATE PAYMENT REFUND	323.29
10047998	10/08/2013	Printed		1000402	DEGIOVINE RAYMOND F - LIFE EST	STATE PAYMENT REFUND	97.75
10047999	10/08/2013	Printed		1000403	GUILLETTE RALPH	STATE PAYMENT REFUND	1,619.00
10048000	10/08/2013	Printed		1000404	HARRISON MICHAEL	STATE PAYMENT REFUND	2,105.03
10048001	10/08/2013	Printed		1000405	LAMPMAN GARY W	STATE PAYMENT REFUND	731.79
10048002	10/08/2013	Printed		1000406	LEAV DAVID	STATE PAYMENT REFUND	888.19
10048003	10/08/2013	Printed		1000407	LEBLANC REBECCA M	STATE PAYMENT REFUND	75.60
10048004	10/08/2013	Printed		1000408	LINGO RUTH E	STATE PAYMENT REFUND	292.72
10048005	10/08/2013	Printed		1000409	MARCOTTE CAROLYN S	STATE PAYMENT REFUND	302.09
10048006	10/08/2013	Printed		1000410	PALMER JEAN	STATE PAYMENT REFUND	1,347.19
10048007	10/08/2013	Printed		1000411	PARENT SUSAN M	STATE PAYMENT REFUND	335.04
10048008	10/08/2013	Printed		1000412	PRATT LINDA M	STATE PAYMENT REFUND	352.03
10048009	10/08/2013	Printed		1000413	SLOAN PETER B	STATE PAYMENT REFUND	135.73
10048010	10/08/2013	Printed		1000414	SNIDE AGNES - LIFE ESTATE	STATE PAYMENT REFUND	7.62
10048011	10/08/2013	Printed		1000415	SNOW KATHY A	STATE PAYMENT REFUND	405.77
10048012	10/08/2013	Printed		1000416	SWEETLAND ELMER R REV TRUST	STATE PAYMENT REFUND	335.51
10048013	10/08/2013	Printed		1000417	TARDIF DIANE	STATE PAYMENT REFUND	503.89
10048014	10/08/2013	Printed		1000418	WOLF AMY E	STATE PAYMENT REFUND	327.78
10048015	10/08/2013	Printed		100419	YANDOW PATRICIA	STATE PAYMENT REFUND	366.58
10048016	10/08/2013	Printed		100420	ZENO DONALD	STATE PAYMENT REFUND	1,296.60
10048017	10/08/2013	Printed		100421	ZUNDELL DONALD	STATE PAYMENT REFUND	261.70

**Total Checks: 26**                      **Checks Total (excluding void checks): 14,975.31**

**Total Payments: 26**                      **Bank Total (excluding void checks): 14,975.31**

**Total Payments: 26**                      **Grand Total (excluding void checks): 14,975.31**

# Check Register Report

TAX OVERPAID REFUNDS

Date: 10/08/2013

Time: 2:42 pm

Page: 1

Village of Essex Junction

BANK:

No.	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
<b>Checks</b>							
10048018	10/08/2013	Printed		100432	BERGERON PARADIS & FITZPATRICK	TAX OVERPAID REFUNDS	3,087.89
10048019	10/08/2013	Printed		100422	CATER JEAN L	TAX OVERPAID REFUNDS	389.78
10048020	10/08/2013	Printed		100423	DESRANLEAU DYLAN	TAX OVERPAID REFUNDS	1,083.46
10048021	10/08/2013	Printed		100427	FRED V PEET ESQ.	TAX OVERPAID REFUNDS	2,222.52
10048022	10/08/2013	Printed		100429	GANGULY ERIC	TAX OVERPAID REFUNDS	3,858.57
10048023	10/08/2013	Printed		100433	HATIN MICHELLE	TAX OVERPAID REFUNDS	1,474.05
10048024	10/08/2013	Printed		100426	JULIAN STEVEN	TAX OVERPAID REFUNDS	3,051.40
10048025	10/08/2013	Printed		100424	KARRI SIRISHA	TAX OVERPAID REFUNDS	1,542.65
10048026	10/08/2013	Printed		100431	KOLVOORD OVERTON & WILSON PC	TAX OVERPAID REFUNDS	2,236.58
10048027	10/08/2013	Printed		100434	PINTO MACASKILL PLLC	TAX OVERPAID REFUNDS	389.64
10048028	10/08/2013	Printed		100428	STIMETS JAMIE	TAX OVERPAID REFUNDS	1,465.75
10048029	10/08/2013	Printed		100425	TURAN BESIM	TAX OVERPAID REFUNDS	993.96
10048030	10/08/2013	Printed		100430	VT BAR FOUNDATION	TAX OVERPAID REFUNDS	1,527.70

**Total Checks: 13**

**Checks Total (excluding void checks): 23,323.95**

**Total Payments: 13**

**Bank Total (excluding void checks): 23,323.95**

**Total Payments: 13**

**Grand Total (excluding void checks): 23,323.95**

REVENUE/EXPENDITURE REPORT

Bill List 10/22/13

Village of Essex Junction

For the Period: 7/1/2013 to 10/31/2013		Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 100 - GENERAL FUND								
Dept: 000.000								
Acct Class: 4000 Revenue								
401.000	PROPERTY TAXES-CURRENT	2,806,463.00	2,806,463.00	2,806,911.47	0.00	0.00	-448.47	100.0
402.000	STATE FOR VT PILOT & CURRENT U	2,500.00	2,500.00	0.00	0.00	0.00	2,500.00	0.0
403.000	PENALTIES/INTEREST DELINQ. TAX	7,000.00	7,000.00	3,292.88	319.49	0.00	3,707.12	47.0
410.000	LICENSE AND ZONING FEE	35,000.00	35,000.00	66,459.00	4,885.00	0.00	-31,459.00	189.9
411.010	SERVICE FEE - WATER	111,336.00	111,336.00	27,834.00	0.00	0.00	83,502.00	25.0
411.020	SERVICE FEE - WWTP	55,668.00	55,668.00	13,917.00	0.00	0.00	41,751.00	25.0
411.030	SERVICE FEE - SANITATION	111,336.00	111,336.00	27,834.00	0.00	0.00	83,502.00	25.0
420.010	STATE DISTRICT COURT FINES	2,000.00	2,000.00	857.00	116.00	0.00	1,143.00	42.9
420.020	STATE HIGHWAY AID	100,000.00	100,000.00	33,558.14	0.00	0.00	66,441.86	33.6
420.030	EJSD TAX COLLECTION FEES	47,000.00	47,000.00	0.00	0.00	0.00	47,000.00	0.0
432.015	PARKING SPACE FEES	4,800.00	4,800.00	1,200.00	0.00	0.00	3,600.00	25.0
432.030	MISCELLANEOUS FIRE RECEIPTS	10.00	10.00	0.00	0.00	0.00	10.00	0.0
432.051	BLOCK PARTY CONTRIBUTIONS	1,500.00	1,500.00	254.00	0.00	0.00	1,246.00	16.9
432.070	MISCELLANEOUS STREET RECEIPTS	3,500.00	3,500.00	1,724.80	200.00	0.00	1,775.20	49.3
432.080	MISCELLANEOUS LIBRARY RECEIPTS	600.00	600.00	0.00	0.00	0.00	600.00	0.0
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	201.11	0.00	0.00	798.89	20.1
445.000	MISC. - UNCLASSIFIED RECEIPTS	5,000.00	5,000.00	162.60	27.17	0.00	4,837.40	3.3
Revenue		3,309,713.00	3,309,713.00	2,984,206.00	5,547.66	0.00	325,507.00	90.2
Acct Class: 4900 GRANTS & DONATIONS								
432.083	DONATIONS TO LIBRARY	0.00	0.00	4,311.75	0.00	0.00	-4,311.75	0.0
GRANTS & DONATIONS		0.00	0.00	4,311.75	0.00	0.00	-4,311.75	0.0
Acct Class: 5990 Non Operating Revenues								
410.150	Adult Replacement Receipts	0.00	0.00	665.48	0.00	0.00	-665.48	0.0
41f	Juvenile Replacment Receipts	0.00	0.00	296.00	0.00	0.00	-296.00	0.0
Non Operating Revenues		0.00	0.00	961.48	0.00	0.00	-961.48	0.0
Dept: 000.000		3,309,713.00	3,309,713.00	2,989,479.23	5,547.66	0.00	320,233.77	90.3
Revenues		3,309,713.00	3,309,713.00	2,989,479.23	5,547.66	0.00	320,233.77	90.3
Expenditures								
Dept: 100.000 ADMINISTRATION								
Acct Class: 7000 Operating Expenses								
720.000	SALARIES REGULAR	325,729.00	325,729.00	77,179.23	19,244.80	0.00	248,549.77	23.7
720.004	MANAGER CONTRACT	0.00	0.00	17,946.92	4,486.73	0.00	-17,946.92	0.0
720.010	SALARIES OVERTIME	1,500.00	1,500.00	747.23	286.95	0.00	752.77	49.8
720.020	SALARIES PART TIME	7,974.00	7,974.00	4,918.06	1,041.99	0.00	3,055.94	61.7
720.022	SOCIAL SECURITY	26,568.00	26,568.00	6,340.09	1,560.39	0.00	20,227.91	23.9
720.024	UNEMPLOYMENT INSURANCE	1,186.00	1,186.00	66.89	14.17	0.00	1,119.11	5.6
720.026	WORKERS COMP INSURANCE	1,431.00	1,431.00	363.18	89.95	0.00	1,067.82	25.4
720.028	HEALTH INS & OTHER BENEFITS	75,626.00	75,626.00	19,189.73	3,101.60	0.00	56,436.27	25.4
720.030	RETIREMENT	32,573.00	32,573.00	7,393.92	1,848.48	0.00	25,179.08	22.7
720.032	LIABILITY & PROPERTY INS.	7,696.00	7,696.00	2,500.36	0.00	0.00	5,195.64	32.5
720.034	PUBLIC OFFICIALS LIABILITY INS	5,601.00	5,601.00	2,732.00	0.00	0.00	2,869.00	48.8
720.035	HEALTH IMPROV PROGRAMS	1,600.00	1,600.00	0.00	0.00	0.00	1,600.00	0.0
720.050	BOARD MEMBER FEES	2,500.00	2,500.00	625.00	0.00	0.00	1,875.00	25.0
723.000	SUPPLIES	6,700.00	6,700.00	1,446.13	259.63	0.00	5,253.87	21.6
723.001	POSTAGE	4,200.00	4,200.00	1,731.98	624.20	0.00	2,468.02	41.2
723.055	COMPUTER EXPENSES	16,915.00	16,915.00	9,821.10	444.88	0.00	7,093.90	58.1
724.000	TRAINING, CONFERENCES, DUES	10,734.00	10,734.00	2,677.50	-313.20	0.00	8,056.50	24.9
725.000	TELEPHONE SERVICES	3,960.00	3,960.00	804.95	205.48	0.00	3,155.05	20.3
72f	COMMUNICATIONS	13,331.00	13,331.00	9,126.63	61.50	0.00	4,204.37	68.5
728.000	VEHICLE MAINTENANCE-TRAVEL	2,400.00	2,400.00	0.00	0.00	0.00	2,400.00	0.0
745.020	LEASED SERVICES	4,840.00	4,840.00	1,976.03	654.69	0.00	2,863.97	40.8
745.031	LEGAL SERVICES	15,000.00	15,000.00	1,567.50	891.00	0.00	13,432.50	10.5
745.039	OTHER PROFESSIONAL SERVICES	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.0



REVENUE/EXPENDITURE REPORT  
 Bill List 10/22/13

Village of Essex Junction

For the Period: 7/1/2013 to 10/31/2013	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 100 - GENERAL FUND							
E: tures							
Dept: 100.000 ADMINISTRATION							
Acct Class: 7000 Operating Expenses							
745.041 AUDIT	5,433.00	5,433.00	0.00	0.00	0.00	5,433.00	0.0
745.050 PRINTING AND ADVERTISING	5,800.00	5,800.00	1,627.40	-22.11	0.00	4,172.60	28.1
745.055 PAY & CLASSIFICATION STUDY	3,500.00	3,500.00	0.00	0.00	0.00	3,500.00	0.0
745.057 ELECTIONS	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00	0.0
747.000 HOLIDAY EXPENSE	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00	0.0
749.000 TRUSTEES EXPENDITURES	4,000.00	4,000.00	221.31	8.94	0.00	3,778.69	5.5
755.023 CAPITAL OUTLAY	8,000.00	8,000.00	4,146.44	0.00	0.00	3,853.56	51.8
Operating Expenses	598,797.00	598,797.00	175,149.58	34,490.07	0.00	423,647.42	29.3
ADMINISTRATION	598,797.00	598,797.00	175,149.58	34,490.07	0.00	423,647.42	29.3
Dept: 175.000 MISC TRANSFERS & EXPENDITUES							
Acct Class: 7000 Operating Expenses							
750.021 ROLLING STOCK FUND CONTRIB	173,624.00	173,624.00	43,406.00	0.00	0.00	130,218.00	25.0
750.022 CAP RESRV FND CONT - BEG 1993	391,427.00	391,427.00	97,856.75	0.00	0.00	293,570.25	25.0
750.026 EMP TERM BENEFITS TRANSFER	5,000.00	5,000.00	1,250.00	0.00	0.00	3,750.00	25.0
750.027 HALF PENNY FOR LDR TRUCK NOTE	50,000.00	50,000.00	12,500.00	0.00	0.00	37,500.00	25.0
Operating Expenses	620,051.00	620,051.00	155,012.75	0.00	0.00	465,038.25	25.0
MISC TRANSFERS & EXPENDITUES	620,051.00	620,051.00	155,012.75	0.00	0.00	465,038.25	25.0
Dept: 200.000 LINCOLN HALL							
Acct Class: 7000 Operating Expenses							
720.032 LIABILITY & PROPERTY INS.	5,404.00	5,404.00	2,009.56	0.00	0.00	3,394.44	37.2
723.000 SUPPLIES	1,800.00	1,800.00	867.10	23.18	0.00	932.90	48.2
723.005 WATER AND SEWER CHARGE	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00	0.0
723.000 TELEPHONE SERVICES	460.00	460.00	160.33	39.47	0.00	299.67	34.9
726.000 ELECTRICAL SERVICE	6,000.00	6,000.00	510.30	0.00	0.00	5,489.70	8.5
727.000 HEATING/NATURAL GAS	7,000.00	7,000.00	177.55	0.00	0.00	6,822.45	2.5
728.000 MAINT. BUILDINGS/GROUNDS	7,000.00	7,000.00	3,271.73	529.00	0.00	3,728.27	46.7
745.005 RUBBISH REMOVAL	1,785.00	1,785.00	467.00	150.00	0.00	1,318.00	26.2
745.014 CONTRACT SERVICES	7,503.00	7,503.00	2,416.60	563.00	0.00	5,086.40	32.2
755.023 CAPITAL OUTLAY	0.00	0.00	10,948.49	0.00	0.00	-10,948.49	0.0
Operating Expenses	38,452.00	38,452.00	20,828.66	1,304.65	0.00	17,623.34	54.2
LINCOLN HALL	38,452.00	38,452.00	20,828.66	1,304.65	0.00	17,623.34	54.2
Dept: 300.000 FIRE DEPARTMENT							
Acct Class: 7000 Operating Expenses							
720.021 SALARIES - FIREFIGHTERS	134,400.00	134,400.00	28,090.80	0.00	0.00	106,309.20	20.9
720.022 SOCIAL SECURITY	10,282.00	10,282.00	2,148.92	0.00	0.00	8,133.08	20.9
720.026 WORKERS COMP INSURANCE	25,685.00	25,685.00	2,710.90	0.00	0.00	22,974.10	10.6
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.	6,675.00	6,675.00	2,649.62	0.00	0.00	4,025.38	39.7
723.000 SUPPLIES	2,400.00	2,400.00	396.23	0.00	0.00	2,003.77	16.5
723.016 EMS SUPPLIES	1,500.00	1,500.00	127.40	0.00	0.00	1,372.60	8.5
723.020 GAS,GREASE AND OIL	6,000.00	6,000.00	1,633.93	0.00	0.00	4,366.07	27.2
723.065 WATER AND SEWER CHARGE	900.00	900.00	0.00	0.00	0.00	900.00	0.0
724.000 TRAINING, CONFERENCES, DUES	5,000.00	5,000.00	480.00	0.00	0.00	4,520.00	9.6
725.000 TELEPHONE SERVICES	3,800.00	3,800.00	1,239.89	147.36	0.00	2,560.11	32.6
726.000 ELECTRICAL SERVICE	6,400.00	6,400.00	2,553.76	0.00	0.00	3,846.24	39.9
727.000 HEATING/NATURAL GAS	6,000.00	6,000.00	146.03	0.00	0.00	5,853.97	2.4
728.000 MAINT. BUILDINGS/GROUNDS	6,000.00	6,000.00	4,062.42	0.00	0.00	1,937.58	67.7
728.010 RADIO MAINTENANCE	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	0.0
728.020 MAINTENANCE OTHER	11,916.00	11,916.00	2,504.89	291.52	0.00	9,411.11	21.0
728.030 VEHICLE MAINTENANCE-TRAVEL	9,000.00	9,000.00	2,116.67	205.28	0.00	6,883.33	23.5
728.038 EMERGENCY GENERATOR MAINT	650.00	650.00	0.00	0.00	0.00	650.00	0.0
729.000 UNIFORMS,BOOTS,ETC	18,500.00	18,500.00	1,053.86	0.00	0.00	17,446.14	5.7
729.052 FIRE PREVENTION	2,000.00	2,000.00	1,515.14	0.00	0.00	484.86	75.8

REVFNUP/EXPENDITURE REPORT  
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Village of Essex Junction

For the Period: 7/1/2013 to 10/31/2013	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 100 - GENERAL FUND							
Expenses							
Dept: 300.000 FIRE DEPARTMENT							
Acct Class: 7000 Operating Expenses							
743.051 PHYSICAL EXAMS	6,000.00	6,000.00	798.00	0.00	0.00	5,202.00	13.3
743.058 EMPLOYEE ASSISTANCE PROGRAM	900.00	900.00	432.00	216.00	0.00	468.00	48.0
755.022 NEW EQUIPMENT-RADIOS	3,100.00	3,100.00	2,348.99	0.00	0.00	751.01	75.8
755.025 ROUTINE EQUIPMENT PURCHASES	14,500.00	14,500.00	4,428.63	0.00	0.00	10,071.37	30.5
Operating Expenses	287,208.00	287,208.00	64,738.08	860.16	0.00	222,469.92	22.5
FIRE DEPARTMENT	287,208.00	287,208.00	64,738.08	860.16	0.00	222,469.92	22.5
Dept: 700.000 STREET DEPARTMENT							
Acct Class: 7000 Operating Expenses							
720.000 SALARIES REGULAR	197,160.00	197,160.00	51,000.94	12,448.33	0.00	146,159.06	25.9
720.010 SALARIES OVERTIME	15,000.00	15,000.00	4,231.57	1,263.64	0.00	10,768.43	28.2
720.020 SALARIES PART TIME	18,590.00	18,590.00	6,874.52	1,997.94	0.00	11,715.48	37.0
720.022 SOCIAL SECURITY	17,867.00	17,867.00	4,537.45	1,145.24	0.00	13,329.55	25.4
720.024 UNEMPLOYMENT INSURANCE	1,086.00	1,086.00	108.65	27.16	0.00	977.35	10.0
720.026 WORKERS COMP INSURANCE	12,182.00	12,182.00	4,010.02	998.32	0.00	8,171.98	32.9
720.028 HEALTH INS & OTHER BENEFITS	82,729.00	82,729.00	24,189.20	4,391.34	0.00	58,539.80	29.2
720.030 RETIREMENT	19,716.00	19,716.00	5,166.99	1,298.89	0.00	14,549.01	26.2
720.032 LIABILITY & PROPERTY INS.	13,878.00	13,878.00	5,448.18	0.00	0.00	8,429.82	39.3
723.000 SUPPLIES	20,000.00	20,000.00	4,989.21	463.27	0.00	15,010.79	24.9
723.010 WINTER MAINTENANCE	75,000.00	75,000.00	225.53	0.00	0.00	74,774.47	0.3
723.012 PAVEMENT MAINTENANCE	15,000.00	15,000.00	7,043.20	0.00	0.00	7,956.80	47.0
723.014 GRAVEL, TOPSOIL	4,000.00	4,000.00	1,465.91	18.04	0.00	2,534.09	36.6
723.015 SIGNS AND POSTS	5,500.00	5,500.00	561.70	561.70	0.00	4,938.30	10.2
723.020 GAS, GREASE AND OIL	22,000.00	22,000.00	6,153.96	0.00	0.00	15,846.04	28.0
723.065 WATER AND SEWER CHARGE	2,500.00	2,500.00	0.00	0.00	0.00	2,500.00	0.0
723.070 TRAINING, CONFERENCES, DUES	500.00	500.00	28.25	5.65	0.00	471.75	5.7
723.075 TELEPHONE SERVICES	1,900.00	1,900.00	780.22	0.00	0.00	1,119.78	41.1
726.000 ELECTRICAL SERVICE	4,500.00	4,500.00	704.26	186.02	0.00	3,795.74	15.7
726.035 STREET LIGHTS	127,000.00	127,000.00	30,929.42	7,091.38	0.00	96,070.58	24.4
726.037 TRAFFIC LIGHTS	5,700.00	5,700.00	1,304.46	54.88	0.00	4,395.54	22.9
727.000 HEATING/NATURAL GAS	4,000.00	4,000.00	117.94	0.00	0.00	3,882.06	2.9
728.000 MAINT. BUILDINGS/GROUNDS	2,500.00	2,500.00	74.97	74.97	0.00	2,425.03	3.0
728.010 RADIO MAINTENANCE	200.00	200.00	0.00	0.00	0.00	200.00	0.0
728.020 MAINTENANCE OTHER	1,000.00	1,000.00	298.85	0.00	0.00	701.15	29.9
728.030 VEHICLE MAINTENANCE-TRAVEL	32,000.00	32,000.00	3,174.78	-97.50	0.00	28,825.22	9.9
728.033 STREETScape MAINT./IMP	6,000.00	6,000.00	1,820.60	0.00	0.00	4,179.40	30.3
728.036 VILLAGE GARDEN SPOTS	3,650.00	3,650.00	43.98	0.00	0.00	3,606.02	1.2
728.037 TRAFFIC/STREET LIGHT MAINT.	8,000.00	8,000.00	384.34	0.00	0.00	7,615.66	4.8
728.041 MEMORIAL PARK	3,500.00	3,500.00	114.77	0.00	0.00	3,385.23	3.3
728.043 STREET MARKINGS	5,000.00	5,000.00	4,065.91	0.00	0.00	934.09	81.3
729.000 UNIFORMS, BOOTS, ETC	4,500.00	4,500.00	825.81	246.99	0.00	3,674.19	18.4
745.005 RUBBISH REMOVAL	6,200.00	6,200.00	1,199.58	378.34	0.00	5,000.42	19.3
745.014 CONTRACT SERVICES	0.00	0.00	1,200.00	0.00	0.00	-1,200.00	0.0
745.030 EQUIPMENT RENTALS	1,000.00	1,000.00	54.00	0.00	0.00	946.00	5.4
745.044 ENGINEERING SERVICES	15,000.00	15,000.00	9,872.94	0.00	0.00	5,127.06	65.8
755.011 TRAFFIC CALMING	4,000.00	4,000.00	0.00	0.00	0.00	4,000.00	0.0
755.023 CAPITAL OUTLAY	9,000.00	9,000.00	7,361.23	0.00	0.00	1,638.77	81.8
760.032 SIDEWALK AND CURB MAINTENANCE	3,000.00	3,000.00	4,096.83	954.00	0.00	-1,096.83	136.6
760.033 STORM SEWER MAINTENANCE	8,500.00	8,500.00	14,894.70	8,132.00	0.00	-6,394.70	175.2
760.034 STORM SEWER PERMIT FEES	3,000.00	3,000.00	120.00	0.00	0.00	2,880.00	4.0
760.035 STORM SEWER PUBLIC EDUCATION	9,500.00	9,500.00	8,912.00	0.00	0.00	588.00	93.8
Operating Expenses	791,358.00	791,358.00	218,386.87	41,640.60	0.00	572,971.13	27.6
STREET DEPARTMENT	791,358.00	791,358.00	218,386.87	41,640.60	0.00	572,971.13	27.6
Dept: 800.000 BROWNELL LIBRARY							
Acct Class: 7000 Operating Expenses							
720.000 SALARIES REGULAR	305,811.00	305,811.00	91,791.85	23,059.85	0.00	214,019.15	30.0
720.020 SALARIES PART TIME	89,012.00	89,012.00	26,984.69	7,011.96	0.00	62,027.31	30.3

RFVFNUI/EXPNDITURE REPORT  
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Village of Essex Junction

For the Period: 7/1/2013 to 10/31/2013		Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 100 - GENERAL FUND								
E Expenses								
Dept: 800.000 BROWNELL LIBRARY								
Acct Class: 7000 Operating Expenses								
720.022	SOCIAL SECURITY	30,365.00	30,365.00	8,996.62	2,274.47	0.00	21,368.38	29.6
720.024	UNEMPLOYMENT INSURANCE	2,384.00	2,384.00	366.99	95.37	0.00	2,017.01	15.4
720.026	WORKERS COMP INSURANCE	1,588.00	1,588.00	521.16	131.72	0.00	1,066.84	32.8
720.028	HEALTH INS & OTHER BENEFITS	70,891.00	70,891.00	19,917.94	3,332.24	0.00	50,973.06	28.1
720.030	RETIREMENT	30,581.00	30,581.00	9,102.30	2,278.88	0.00	21,478.70	29.8
720.032	LIABILITY & PROPERTY INS.	9,972.00	9,972.00	4,200.05	0.00	0.00	5,771.95	42.1
723.000	SUPPLIES	12,000.00	12,000.00	1,782.29	82.35	0.00	10,217.71	14.9
723.001	POSTAGE	2,500.00	2,500.00	916.45	0.00	0.00	1,583.55	36.7
723.055	COMPUTER EXPENSES	3,000.00	3,000.00	0.00	0.00	0.00	3,000.00	0.0
723.065	WATER AND SEWER CHARGE	500.00	500.00	0.00	0.00	0.00	500.00	0.0
724.000	TRAINING, CONFERENCES, DUES	5,000.00	5,000.00	407.49	121.33	0.00	4,592.51	8.1
725.000	TELEPHONE SERVICES	1,200.00	1,200.00	348.58	86.85	0.00	851.42	29.0
725.030	TECHNOLOGY ACCESS	6,000.00	6,000.00	3,320.68	69.45	0.00	2,679.32	55.3
726.000	ELECTRICAL SERVICE	14,250.00	14,250.00	3,409.02	0.00	0.00	10,840.98	23.9
727.000	HEATING/NATURAL GAS	7,400.00	7,400.00	252.25	0.00	0.00	7,147.75	3.4
728.000	MAINT. BUILDINGS/GROUNDS	12,000.00	12,000.00	6,020.43	181.20	0.00	5,979.57	50.2
728.050	ALARM SYSTEM MAINTENANCE	700.00	700.00	195.00	0.00	0.00	505.00	27.9
735.000	INTERVIEW COSTS	100.00	100.00	94.00	0.00	0.00	6.00	94.0
745.014	CONTRACT SERVICES	23,225.00	23,225.00	5,408.72	1,908.96	0.00	17,816.28	23.3
745.022	CHILDRENS PROGRAMS	3,000.00	3,000.00	1,914.52	0.00	0.00	1,085.48	63.8
755.014	COMPUTER REPLACEMENT	6,500.00	6,500.00	0.00	0.00	0.00	6,500.00	0.0
755.020	ADULT COLLECTION-PRINT & ELECT	31,000.00	31,000.00	7,097.40	77.99	0.00	23,902.60	22.9
755.021	JUVEN COLLECTION-PRNT & ELECTR	15,500.00	15,500.00	2,544.65	528.95	0.00	12,955.35	16.4
Operating Expenses		684,479.00	684,479.00	195,593.08	41,241.57	0.00	488,885.92	28.6
BROWNELL LIBRARY		684,479.00	684,479.00	195,593.08	41,241.57	0.00	488,885.92	28.6
Dept: 900.000 PLANNING AND ZONING DEPT.								
Acct Class: 7000 Operating Expenses								
720.000	SALARIES REGULAR	129,436.00	129,436.00	39,560.03	9,566.40	0.00	89,875.97	30.6
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	10,305.00	10,305.00	3,049.68	721.88	0.00	7,255.32	29.6
720.024	UNEMPLOYMENT INSURANCE	435.00	435.00	0.00	0.00	0.00	435.00	0.0
720.026	WORKERS COMP INSURANCE	506.00	506.00	605.39	146.49	0.00	-99.39	119.6
720.028	HEALTH INS & OTHER BENEFITS	33,038.00	33,038.00	11,894.98	1,995.07	0.00	21,143.02	36.0
720.030	RETIREMENT	12,944.00	12,944.00	3,906.00	956.64	0.00	9,038.00	30.2
720.032	LIABILITY & PROPERTY INS.	2,147.00	2,147.00	962.12	0.00	0.00	1,184.88	44.8
720.034	PUBLIC OFFICIALS LIABILITY INS	5,600.00	5,600.00	2,732.00	0.00	0.00	2,868.00	48.8
720.050	BOARD MEMBER FEES	3,600.00	3,600.00	825.00	0.00	0.00	2,775.00	22.9
723.000	SUPPLIES	2,500.00	2,500.00	472.80	11.00	0.00	2,027.20	18.9
723.001	POSTAGE	1,000.00	1,000.00	102.91	0.00	0.00	897.09	10.3
723.055	COMPUTER EXPENSES	4,705.00	4,705.00	1,332.09	219.12	0.00	3,372.91	28.3
724.000	TRAINING, CONFERENCES, DUES	4,500.00	4,500.00	655.64	627.84	0.00	3,844.36	14.6
725.000	TELEPHONE SERVICES	1,524.00	1,524.00	327.88	31.01	0.00	1,196.12	21.5
725.025	COMMUNICATIONS	2,000.00	2,000.00	360.00	0.00	0.00	1,640.00	18.0
728.030	VEHICLE MAINTENANCE-TRAVEL	3,000.00	3,000.00	800.00	200.00	0.00	2,200.00	26.7
745.031	LEGAL SERVICES	14,000.00	14,000.00	66.00	0.00	0.00	13,934.00	0.5
745.039	OTHER PROFESSIONAL SERVICES	4,000.00	4,000.00	0.00	0.00	0.00	4,000.00	0.0
745.050	PRINTING AND ADVERTISING	5,000.00	5,000.00	382.16	0.00	0.00	4,617.84	7.6
745.051	RECORDING FEES	2,500.00	2,500.00	730.00	0.00	0.00	1,770.00	29.2
Operating Expenses		244,740.00	244,740.00	68,764.68	14,475.45	0.00	175,975.32	28.1
PLANNING AND ZONING DEPT.		244,740.00	244,740.00	68,764.68	14,475.45	0.00	175,975.32	28.1
Dept: 910.000 ECONOMIC DEVELOPMENT								
Acct Class: 7000 Operating Expenses								
720.000	SALARIES REGULAR	35,196.00	35,196.00	10,302.01	2,580.81	0.00	24,893.99	29.3
720.022	SOCIAL SECURITY	2,696.00	2,696.00	845.06	218.78	0.00	1,850.94	31.3
720.024	UNEMPLOYMENT INSURANCE	250.00	250.00	0.00	0.00	0.00	250.00	0.0
720.026	WORKERS COMP INSURANCE	149.00	149.00	47.51	12.31	0.00	101.49	31.9

REVENUE/EXPENDITURE REPORT  
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Village of Essex Junction

For the Period: 7/1/2013 to 10/31/2013	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 100 - GENERAL FUND							
Expenditures							
Dept: 910.000 ECONOMIC DEVELOPMENT							
Acct Class: 7000 Operating Expenses							
720.028 HEALTH INS & OTHER BENEFITS	4,967.00	4,967.00	1,103.86	280.69	0.00	3,863.14	22.2
720.030 RETIREMENT	3,520.00	3,520.00	1,030.20	258.08	0.00	2,489.80	29.3
745.025 BLOCK PARTY EXPENSE	7,000.00	7,000.00	6,639.68	4.65	0.00	360.32	94.9
745.040 COMMUNITY EVENTS & PROGRAMS	5,850.00	5,850.00	1,039.59	119.66	0.00	4,810.41	17.8
745.054 ANNUAL SUPPORT OF ORGNIZATIONS	9,000.00	9,000.00	8,870.00	0.00	0.00	130.00	98.6
748.000 NEW PROGRAMS	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	0.0
748.010 MATCHING GRANT FUNDS	9,000.00	9,000.00	142.55	0.00	0.00	8,857.45	1.6
Operating Expenses	79,628.00	79,628.00	30,020.46	3,474.98	0.00	49,607.54	37.7
ECONOMIC DEVELOPMENT	79,628.00	79,628.00	30,020.46	3,474.98	0.00	49,607.54	37.7
Dept: 920.000 GRANT & OTH UNANTC. EXPENDITUR							
Acct Class: 7000 Operating Expenses							
755.020 ADULT COLLECTION-PRINT & ELECT	0.00	0.00	390.04	31.98	0.00	-390.04	0.0
755.021 JUVEN COLLECTION-PRNT & ELECTR	0.00	0.00	104.29	0.00	0.00	-104.29	0.0
759.011 LIBRARY DONATION EXPENDITURES	0.00	0.00	1,640.37	57.94	0.00	-1,640.37	0.0
759.032 STATE GRANT EXPENDITURES	0.00	0.00	4,000.00	4,000.00	0.00	-4,000.00	0.0
Operating Expenses	0.00	0.00	6,134.70	4,089.92	0.00	-6,134.70	0.0
GRANT & OTH UNANTC. EXPENDITUR	0.00	0.00	6,134.70	4,089.92	0.00	-6,134.70	0.0
Expenditures	3,344,713.00	3,344,713.00	934,628.86	141,577.40	0.00	2,410,084.14	27.9
Net Effect for GENERAL FUND	-35,000.00	-35,000.00	2,054,850.37	-136,029.74	0.00	-2,089,850.37	-5,871.0
Change in Fund Balance:			2,054,850.37				
Fund: 152 - GEN FUND ROLLING STOCK RESERVE							
Revenues							
Dept: 000.000							
Acct Class: 4000 Revenue							
440.000 INTEREST EARNINGS	0.00	0.00	80.25	0.00	0.00	-80.25	0.0
599.000 CONTRIB FROM GENERAL FUND	0.00	0.00	55,906.00	0.00	0.00	-55,906.00	0.0
Revenue	0.00	0.00	55,986.25	0.00	0.00	-55,986.25	0.0
Dept: 000.000	0.00	0.00	55,986.25	0.00	0.00	-55,986.25	0.0
Revenues	0.00	0.00	55,986.25	0.00	0.00	-55,986.25	0.0
Expenditures							
Dept: 000.000							
Acct Class: 7000 Operating Expenses							
710.030 FIRE TRUCK LOAN PRINCIPAL	0.00	0.00	50,000.00	0.00	0.00	-50,000.00	0.0
720.040 INTEREST EXPENSE	0.00	0.00	3,255.26	0.00	0.00	-3,255.26	0.0
Operating Expenses	0.00	0.00	53,255.26	0.00	0.00	-53,255.26	0.0
Acct Class: 8000 Capital Projects							
750.704 LOADER	0.00	0.00	134.00	0.00	0.00	-134.00	0.0
750.721 SWEEPER (13)	0.00	0.00	211,275.28	0.00	0.00	-211,275.28	0.0
750.722 TRUCK #4 REPLACEMENT	0.00	0.00	30,284.79	0.00	0.00	-30,284.79	0.0
Capital Projects	0.00	0.00	241,694.07	0.00	0.00	-241,694.07	0.0
Dept: 000.000	0.00	0.00	294,949.33	0.00	0.00	-294,949.33	0.0
Expenditures	0.00	0.00	294,949.33	0.00	0.00	-294,949.33	0.0

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Net Effect for GEN FUND ROLLING STOCK RESERVE	0.00	0.00	-238,963.08	0.00	0.00	238,963.08	0.0
Change in Fund Balance:			-238,963.08				
Fund: 159 - Veterans Memorial Park							
Revenues							
Dept: 000.000							
Acct Class: 4000 Revenue							
440.000 INTEREST EARNINGS	0.00	0.00	1.83	0.00	0.00	-1.83	0.0
Revenue	0.00	0.00	1.83	0.00	0.00	-1.83	0.0
Dept: 000.000	0.00	0.00	1.83	0.00	0.00	-1.83	0.0
Revenues	0.00	0.00	1.83	0.00	0.00	-1.83	0.0
Expenditures							
Dept: 000.000							
Acct Class: 7000 Operating Expenses							
755.023 CAPITAL OUTLAY	0.00	0.00	710.00	0.00	0.00	-710.00	0.0
Operating Expenses	0.00	0.00	710.00	0.00	0.00	-710.00	0.0
Dept: 000.000	0.00	0.00	710.00	0.00	0.00	-710.00	0.0
Expenditures	0.00	0.00	710.00	0.00	0.00	-710.00	0.0
Net Effect for Veterans Memorial Park	0.00	0.00	-708.17	0.00	0.00	708.17	0.0
Change in Fund Balance:			-708.17				
Fund: 200 - GEN FUND CAPITAL RESERVE FUND							
Revenues							
Dept: 000.000							
Acct Class: 4000 Revenue							
440.000 INTEREST EARNINGS	0.00	0.00	152.26	0.00	0.00	-152.26	0.0
441.034 CRES CNCTR GRANT STP 5300(13)	0.00	0.00	70,812.36	39,671.50	0.00	-70,812.36	0.0
599.000 CONTRIB FROM GENERAL FUND	0.00	0.00	97,856.75	0.00	0.00	-97,856.75	0.0
Revenue	0.00	0.00	168,821.37	39,671.50	0.00	-168,821.37	0.0
Dept: 000.000	0.00	0.00	168,821.37	39,671.50	0.00	-168,821.37	0.0
Revenues	0.00	0.00	168,821.37	39,671.50	0.00	-168,821.37	0.0
Expenditures							
Dept: 000.000							
Acct Class: 8000 Capital Projects							
750.155 MULTI-USE PATH NORTH	0.00	0.00	122.50	46.00	0.00	-122.50	0.0
750.169 CRESCENT CONNECTOR	0.00	0.00	80,580.64	0.00	0.00	-80,580.64	0.0
750.171 LINCOLN ST. SDWLK EXTENSION	0.00	0.00	192,693.72	0.00	0.00	-192,693.72	0.0
750.175 VILLAGE OFFICE RENOVATIONS	0.00	0.00	19,386.50	0.00	0.00	-19,386.50	0.0
750.176 FIRE HOUSE ROOF	0.00	0.00	125.00	0.00	0.00	-125.00	0.0
750.177 WOODS END RECONSTRUCTION (14)	0.00	0.00	13,800.98	0.00	0.00	-13,800.98	0.0
750.700 CAPITAL RES. PAVING	0.00	0.00	124,176.43	0.00	0.00	-124,176.43	0.0
Capital Projects	0.00	0.00	430,885.77	46.00	0.00	-430,885.77	0.0
Dept: 000.000	0.00	0.00	430,885.77	46.00	0.00	-430,885.77	0.0
Expenditures	0.00	0.00	430,885.77	46.00	0.00	-430,885.77	0.0
Net Effect for GEN FUND CAPITAL RESERVE FUND	0.00	0.00	-262,064.40	39,625.50	0.00	262,064.40	0.0
Change in Fund Balance:			-262,064.40				
Fund: 210 - LAND ACQUISITION FUND							

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Fund: 210 - LAND ACQUISITION FUND							
Revenues							
Dept: 000.000							
Acct Class: 4000 Revenue							
440.000 INTEREST EARNINGS	0.00	0.00	35.10	0.00	0.00	-35.10	0.0
Revenue	0.00	0.00	35.10	0.00	0.00	-35.10	0.0
Dept: 000.000	0.00	0.00	35.10	0.00	0.00	-35.10	0.0
Revenues	0.00	0.00	35.10	0.00	0.00	-35.10	0.0
Net Effect for LAND ACQUISITION FUND	0.00	0.00	35.10	0.00	0.00	-35.10	0.0
Change in Fund Balance:			35.10				
Fund: 230 - WATER FUND							
Revenues							
Dept: 000.000							
Acct Class: 4000 Revenue							
440.000 INTEREST EARNINGS	0.00	0.00	41.13	0.00	0.00	-41.13	0.0
465.010 SALE OF WATER-RESIDENTIAL	787,839.00	787,839.00	193,669.17	0.00	0.00	594,169.83	24.6
465.020 WATER SALES - LARGE USERS	87,413.00	87,413.00	27,008.90	6,871.58	0.00	60,404.10	30.9
465.040 WATER BILLING PENALTIES	3,500.00	3,500.00	944.50	0.00	0.00	2,555.50	27.0
465.045 WATER RECONNECT FEES	0.00	0.00	100.00	0.00	0.00	-100.00	0.0
465.050 MISCELLANEOUS WATER RECEIPTS	15,000.00	15,000.00	3,200.00	1,400.00	0.00	11,800.00	21.3
Revenue	893,752.00	893,752.00	224,963.70	8,271.58	0.00	668,788.30	25.2
Acct Class: 4650 IBM Water Pass Thru Rev							
465.015 SALE OF WATER-IBM	2,149,120.00	2,149,120.00	735,850.88	168,582.64	0.00	1,413,269.12	34.2
465.017 SALE OF WATER - IBM VT TAX	41,931.00	41,931.00	17,687.84	4,022.16	0.00	24,243.16	42.2
IBM Water Pass Thru Rev	2,191,051.00	2,191,051.00	753,538.72	172,604.80	0.00	1,437,512.28	34.4
Acct Class: 5990 Non Operating Revenues							
440.010 Interest Earned - Capital Res	0.00	0.00	7.63	0.00	0.00	-7.63	0.0
465.055 CURRENT YR CONTRIBUTION INCOME	0.00	0.00	27,500.00	0.00	0.00	-27,500.00	0.0
Non Operating Revenues	0.00	0.00	27,507.63	0.00	0.00	-27,507.63	0.0
Dept: 000.000	3,084,803.00	3,084,803.00	1,006,010.05	180,876.38	0.00	2,078,792.95	32.6
Revenues	3,084,803.00	3,084,803.00	1,006,010.05	180,876.38	0.00	2,078,792.95	32.6
Expenditures							
Dept: 650.000 WATER DEPARTMENT							
Acct Class: 7000 Operating Expenses							
720.000 SALARIES REGULAR	102,349.00	102,349.00	30,347.26	7,333.06	0.00	72,001.74	29.7
720.010 SALARIES OVERTIME	12,300.00	12,300.00	4,014.49	1,177.18	0.00	8,285.51	32.6
720.020 SALARIES PART TIME	4,729.00	4,729.00	1,963.99	236.12	0.00	2,765.01	41.5
720.022 SOCIAL SECURITY	9,239.00	9,239.00	2,704.69	643.47	0.00	6,534.31	29.3
720.024 UNEMPLOYMENT INSURANCE	564.00	564.00	27.55	3.21	0.00	536.45	4.9
720.026 WORKERS COMP INSURANCE	4,447.00	4,447.00	1,909.30	452.74	0.00	2,537.70	42.9
720.028 HEALTH INS & OTHER BENEFITS	42,180.00	42,180.00	14,989.13	2,728.18	0.00	27,190.87	35.5
720.030 RETIREMENT	10,235.00	10,235.00	2,984.48	762.90	0.00	7,250.52	29.2
720.032 LIABILITY & PROPERTY INS.	3,305.00	3,305.00	1,377.72	0.00	0.00	1,927.28	41.7
720.040 INTEREST EXPENSE	100.00	100.00	0.00	0.00	0.00	100.00	0.0
723.000 SUPPLIES	5,000.00	5,000.00	1,046.43	0.00	0.00	3,953.57	20.9
723.001 POSTAGE	1,500.00	1,500.00	399.99	0.00	0.00	1,100.01	26.7
723.020 GAS,GREASE AND OIL	2,800.00	2,800.00	858.70	0.00	0.00	1,941.30	30.7
723.041 METERS AND PARTS	2,000.00	2,000.00	607.92	0.00	0.00	1,392.08	30.4
723.050 DISTRIBUTION MATERIALS	8,000.00	8,000.00	328.60	0.00	0.00	7,671.40	4.1
723.055 COMPUTER EXPENSES	600.00	600.00	1,066.80	0.00	0.00	-466.80	177.8
723.065 WATER AND SEWER CHARGE	350.00	350.00	0.00	0.00	0.00	350.00	0.0
724.000 TRAINING, CONFERENCES, DUES	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	0.0
726.000 ELECTRICAL SERVICE	650.00	650.00	150.74	48.15	0.00	499.26	23.2

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<b>Fund: 230 - WATER FUND</b>							
<b>Expenditures</b>							
Dept: 650.000 WATER DEPARTMENT							
Acct Class: 7000 Operating Expenses							
727.000 HEATING/NATURAL GAS	3,500.00	3,500.00	105.51	0.00	0.00	3,394.49	3.0
728.020 MAINTENANCE OTHER	1,000.00	1,000.00	119.70	12.50	0.00	880.30	12.0
728.034 WATER LINES MAINT-BREAKS	16,000.00	16,000.00	0.00	0.00	0.00	16,000.00	0.0
729.000 UNIFORMS,BOOTS,ETC	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.0
745.014 CONTRACT SERVICES	111,336.00	111,336.00	27,834.00	0.00	0.00	83,502.00	25.0
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	3,293.00	3,293.00	0.00	0.00	0.00	3,293.00	0.0
745.042 CWD WATER PURCHASE	424,297.00	424,297.00	103,770.01	0.00	0.00	320,526.99	24.5
745.050 PRINTING AND ADVERTISING	1,700.00	1,700.00	74.48	74.48	0.00	1,625.52	4.4
750.020 TRANS TO CAPITAL RESERVE	110,000.00	110,000.00	27,500.00	0.00	0.00	82,500.00	25.0
770.510 STATE WATER TAX	8,278.00	8,278.00	2,475.83	0.00	0.00	5,802.17	29.9
<b>Operating Expenses</b>	<b>893,752.00</b>	<b>893,752.00</b>	<b>226,657.32</b>	<b>13,471.99</b>	<b>0.00</b>	<b>667,094.68</b>	<b>25.4</b>
Acct Class: 7800 IBM Water Costs							
745.043 CWD Water Purchase - IBM	2,149,120.00	2,149,120.00	565,459.60	0.00	0.00	1,583,660.40	26.3
770.511 State Water Tax - IBM	41,931.00	41,931.00	13,491.12	0.00	0.00	28,439.88	32.2
<b>IBM Water Costs</b>	<b>2,191,051.00</b>	<b>2,191,051.00</b>	<b>578,950.72</b>	<b>0.00</b>	<b>0.00</b>	<b>1,612,100.28</b>	<b>26.4</b>
Acct Class: 8000 Capital Projects							
750.211 METER REPLACEMENT PROGRAM	0.00	0.00	15,509.99	0.00	0.00	-15,509.99	0.0
750.426 UTILITY RATE STUDY	0.00	0.00	256.91	0.00	0.00	-256.91	0.0
<b>Capital Projects</b>	<b>0.00</b>	<b>0.00</b>	<b>15,766.90</b>	<b>0.00</b>	<b>0.00</b>	<b>-15,766.90</b>	<b>0.0</b>
<b>WATER DEPARTMENT</b>	<b>3,084,803.00</b>	<b>3,084,803.00</b>	<b>821,374.94</b>	<b>13,471.99</b>	<b>0.00</b>	<b>2,263,428.06</b>	<b>26.6</b>
<b>Expenditures</b>	<b>3,084,803.00</b>	<b>3,084,803.00</b>	<b>821,374.94</b>	<b>13,471.99</b>	<b>0.00</b>	<b>2,263,428.06</b>	<b>26.6</b>
<b>Net Effect for WATER FUND</b>	<b>0.00</b>	<b>0.00</b>	<b>184,635.11</b>	<b>167,404.39</b>	<b>0.00</b>	<b>-184,635.11</b>	<b>0.0</b>
Change in Fund Balance:			184,635.11				
<b>Fund: 400 - SANITATION FUND</b>							
<b>Revenues</b>							
Dept: 000.000							
Acct Class: 4000 Revenue							
432.040 MISCELLANEOUS SEWER RECEIPTS	20,000.00	20,000.00	19,000.00	17,000.00	0.00	1,000.00	95.0
440.000 INTEREST EARNINGS	0.00	0.00	24.72	0.00	0.00	-24.72	0.0
442.000 ESSEX PUMP STATION FEES	25,075.00	25,075.00	5,153.26	0.00	0.00	19,921.74	20.6
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	391,670.00	391,670.00	125,026.19	0.00	0.00	266,643.81	31.9
500.001 ANNUAL CUSTOMER CHARGE - PEN	1,800.00	1,800.00	612.40	0.00	0.00	1,187.60	34.0
<b>Revenue</b>	<b>453,545.00</b>	<b>453,545.00</b>	<b>153,566.57</b>	<b>17,000.00</b>	<b>0.00</b>	<b>299,978.43</b>	<b>33.9</b>
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
440.010 Interest Earned - Capital Res	0.00	0.00	200.86	0.00	0.00	-200.86	0.0
440.020 INTEREST WWTF RESERV	0.00	0.00	141.98	0.00	0.00	-141.98	0.0
465.055 CURRENT YR CONTRIBUTION INCOME	0.00	0.00	18,750.00	0.00	0.00	-18,750.00	0.0
<b>Non Operating Revenues</b>	<b>0.00</b>	<b>0.00</b>	<b>119,092.84</b>	<b>0.00</b>	<b>0.00</b>	<b>-119,092.84</b>	<b>0.0</b>
<b>Dept: 000.000</b>	<b>453,545.00</b>	<b>453,545.00</b>	<b>272,659.41</b>	<b>17,000.00</b>	<b>0.00</b>	<b>180,885.59</b>	<b>60.1</b>
<b>Revenues</b>	<b>453,545.00</b>	<b>453,545.00</b>	<b>272,659.41</b>	<b>17,000.00</b>	<b>0.00</b>	<b>180,885.59</b>	<b>60.1</b>
<b>Expenditures</b>							
Dept: 400.000 SANITATION DEPARTMENT							
Acct Class: 7000 Operating Expenses							
720.000 SALARIES REGULAR	85,049.00	85,049.00	27,303.69	7,545.52	0.00	57,745.31	32.1
720.010 SALARIES OVERTIME	10,865.00	10,865.00	1,156.04	290.66	0.00	9,708.96	10.6

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<b>Fund: 400 - SANITATION FUND</b>							
<b>Expenditures</b>							
Dept: 400.000 SANITATION DEPARTMENT							
Acct Class: 7000 Operating Expenses							
720.020 SALARIES PART TIME	4,729.00	4,729.00	1,964.20	236.12	0.00	2,764.80	41.5
720.022 SOCIAL SECURITY	7,822.00	7,822.00	2,253.18	595.98	0.00	5,568.82	28.8
720.024 UNEMPLOYMENT INSURANCE	564.00	564.00	33.60	3.21	0.00	530.40	6.0
720.026 WORKERS COMP INSURANCE	4,285.00	4,285.00	1,250.34	329.63	0.00	3,034.66	29.2
720.028 HEALTH INS & OTHER BENEFITS	39,416.00	39,416.00	12,278.48	1,944.76	0.00	27,137.52	31.2
720.030 RETIREMENT	8,505.00	8,505.00	2,777.46	753.70	0.00	5,727.54	32.7
720.032 LIABILITY & PROPERTY INS.	5,628.00	5,628.00	2,218.23	0.00	0.00	3,409.77	39.4
723.000 SUPPLIES	1,000.00	1,000.00	336.83	148.97	0.00	663.17	33.7
723.001 POSTAGE	3,000.00	3,000.00	809.68	0.00	0.00	2,190.32	27.0
723.020 GAS,GREASE AND OIL	3,000.00	3,000.00	851.65	0.00	0.00	2,148.35	28.4
723.041 METERS AND PARTS	4,000.00	4,000.00	0.00	0.00	0.00	4,000.00	0.0
723.055 COMPUTER EXPENSES	1,200.00	1,200.00	2,133.60	0.00	0.00	-933.60	177.8
723.065 WATER AND SEWER CHARGE	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00	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	2,137.93	0.00	0.00	6,062.07	26.1
727.000 HEATING/NATURAL GAS	1,800.00	1,800.00	122.48	0.00	0.00	1,677.52	6.8
728.020 MAINTENANCE OTHER	1,500.00	1,500.00	656.80	149.94	0.00	843.20	43.8
728.040 PUMP STATION MAINTENANCE	5,500.00	5,500.00	518.10	0.00	0.00	4,981.90	9.4
728.060 SANITATION LINES MAINTENANCE	5,000.00	5,000.00	165.04	0.00	0.00	4,834.96	3.3
728.063 SUSIE WILSON PS COSTS	8,000.00	8,000.00	1,553.32	0.00	0.00	6,446.68	19.4
728.064 WEST ST PS COSTS	13,500.00	13,500.00	1,972.86	180.27	0.00	11,527.14	14.6
729.000 UNIFORMS,BOOTS,ETC	1,000.00	1,000.00	125.00	0.00	0.00	875.00	12.5
745.014 CONTRACT SERVICES	141,636.00	141,636.00	35,409.00	0.00	0.00	106,227.00	25.0
745.015 RIGHT OF WAY AGREEMENTS	8,700.00	8,700.00	3,994.57	0.00	0.00	4,705.43	45.9
745.039 OTHER PROFESSIONAL SERVICES	1,000.00	1,000.00	495.00	0.00	0.00	505.00	49.5
745.041 AUDIT	1,646.00	1,646.00	0.00	0.00	0.00	1,646.00	0.0
750.000 TRANS TO CAPITAL RESERVE	75,000.00	75,000.00	18,750.00	0.00	0.00	56,250.00	25.0
<b>Operating Expenses</b>	<b>453,545.00</b>	<b>453,545.00</b>	<b>121,267.08</b>	<b>12,178.76</b>	<b>0.00</b>	<b>332,277.92</b>	<b>26.7</b>
Acct Class: 8000 Capital Projects							
750.211 METER REPLACEMENT PROGRAM	0.00	0.00	31,021.76	0.00	0.00	-31,021.76	0.0
750.425 INFILTRATION & INFLOW STUDY	0.00	0.00	1,508.75	0.00	0.00	-1,508.75	0.0
750.426 UTILITY RATE STUDY	0.00	0.00	256.93	0.00	0.00	-256.93	0.0
<b>Capital Projects</b>	<b>0.00</b>	<b>0.00</b>	<b>32,787.44</b>	<b>0.00</b>	<b>0.00</b>	<b>-32,787.44</b>	<b>0.0</b>
<b>SANITATION DEPARTMENT</b>	<b>453,545.00</b>	<b>453,545.00</b>	<b>154,054.52</b>	<b>12,178.76</b>	<b>0.00</b>	<b>299,490.48</b>	<b>34.0</b>
<b>Expenditures</b>	<b>453,545.00</b>	<b>453,545.00</b>	<b>154,054.52</b>	<b>12,178.76</b>	<b>0.00</b>	<b>299,490.48</b>	<b>34.0</b>
<b>Net Effect for SANITATION FUND</b>	<b>0.00</b>	<b>0.00</b>	<b>118,604.89</b>	<b>4,821.24</b>	<b>0.00</b>	<b>-118,604.89</b>	<b>0.0</b>
Change in Fund Balance:			118,604.89				
<b>Fund: 600 - WASTEWATER FUND</b>							
<b>Revenues</b>							
Dept: 000.000							
Acct Class: 4000 Revenue							
440.000 INTEREST EARNINGS	0.00	0.00	44.04	0.00	0.00	-44.04	0.0
445.000 MISC. - UNCLASSIFIED RECEIPTS	0.00	0.00	46.45	0.00	0.00	-46.45	0.0
460.011 VILLAGE USER PENALTIES	2,800.00	2,800.00	831.17	0.00	0.00	1,968.83	29.7
460.012 VILLAGE USER CHARGE	677,209.00	677,209.00	167,367.33	0.00	0.00	509,841.67	24.7
460.013 WASTEWATER CHARGE - ESSEX	434,242.00	434,242.00	144,748.56	36,187.14	0.00	289,493.44	33.3
460.014 WASTEWATER CHARGE - WILLISTON	567,359.00	567,359.00	141,841.17	0.00	0.00	425,517.83	25.0
460.016 PUMP STATION MAINT. FEE	30,300.00	30,300.00	7,575.00	0.00	0.00	22,725.00	25.0
460.025 VILL. SEPTAGE DISCHARGE INCOME	12,000.00	12,000.00	3,383.63	3.62	0.00	8,616.37	28.2
460.000 SHARED SEPTAGE REVENUES	6,000.00	6,000.00	0.00	0.00	0.00	6,000.00	0.0
460.000 VILLAGE LEACHATE REVENUES	0.00	0.00	9,038.91	0.00	0.00	-9,038.91	0.0
<b>Revenue</b>	<b>1,729,910.00</b>	<b>1,729,910.00</b>	<b>474,876.26</b>	<b>36,190.76</b>	<b>0.00</b>	<b>1,255,033.74</b>	<b>27.5</b>
Acct Class: 5990 Non Operating Revenues							



**REVENUE/EXPENDITURE REPORT**  
Bill List 10/22/13

Village of Essex Junction

For the Period: 7/1/2013 to 10/31/2013		Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 600 - WASTEWATER FUND								
Revenues								
Dept: 000.000								
Acct Class: 5990 Non Operating Revenues								
440.010	Interest Eamed - Capital Res	0.00	0.00	109.81	0.00	0.00	-109.81	0.0
440.012	WWTF REFURB INTEREST	0.00	0.00	336.92	0.00	0.00	-336.92	0.0
465.055	CURRENT YR CONTRIBUTION INCOME	0.00	0.00	42,500.00	0.00	0.00	-42,500.00	0.0
Non Operating Revenues		0.00	0.00	42,946.73	0.00	0.00	-42,946.73	0.0
Dept: 000.000		1,729,910.00	1,729,910.00	517,822.99	36,190.76	0.00	1,212,087.01	29.9
Revenues		1,729,910.00	1,729,910.00	517,822.99	36,190.76	0.00	1,212,087.01	29.9
Expenditures								
Dept: 600.000 WASTEWATER TREATMENT PLANT								
Acct Class: 7000 Operating Expenses								
720.000	SALARIES REGULAR	286,000.00	286,000.00	85,987.91	20,770.74	0.00	200,012.09	30.1
720.010	SALARIES OVERTIME	42,000.00	42,000.00	10,382.74	1,914.70	0.00	31,617.26	24.7
720.020	SALARIES PART TIME	12,000.00	12,000.00	2,437.78	472.44	0.00	9,562.22	20.3
720.022	SOCIAL SECURITY	26,492.00	26,492.00	7,351.42	1,702.43	0.00	19,140.58	27.7
720.024	UNEMPLOYMENT INSURANCE	1,637.00	1,637.00	33.14	6.43	0.00	1,603.86	2.0
720.026	WORKERS COMP INSURANCE	16,055.00	16,055.00	2,408.66	575.89	0.00	13,646.34	15.0
720.028	HEALTH INS & OTHER BENEFITS	124,767.00	124,767.00	40,819.19	7,579.20	0.00	83,947.81	32.7
720.030	RETIREMENT	28,600.00	28,600.00	8,329.87	2,077.07	0.00	20,270.13	29.1
720.032	LIABILITY & PROPERTY INS.	25,000.00	25,000.00	9,720.16	0.00	0.00	15,279.84	38.9
720.040	INTEREST EXPENSE	500.00	500.00	0.00	0.00	0.00	500.00	0.0
723.000	SUPPLIES	17,000.00	17,000.00	5,310.44	1,003.41	0.00	11,689.56	31.2
723.013	CHEMICALS	185,000.00	185,000.00	58,225.31	11,704.83	0.00	126,774.69	31.5
723.020	GAS,GREASE AND OIL	6,000.00	6,000.00	1,394.65	0.00	0.00	4,605.35	23.2
723.030	WATER AND SEWER CHARGE	6,000.00	6,000.00	0.00	0.00	0.00	6,000.00	0.0
724.000	TRAINING, CONFERENCES, DUES	6,500.00	6,500.00	599.02	424.95	0.00	5,900.98	9.2
725.000	TELEPHONE SERVICES	4,300.00	4,300.00	1,149.38	0.00	0.00	3,150.62	26.7
726.000	ELECTRICAL SERVICE	200,000.00	200,000.00	38,418.95	0.00	0.00	161,581.05	19.2
727.000	HEATING/NATURAL GAS	11,000.00	11,000.00	4,063.15	0.00	0.00	6,936.85	36.9
728.020	MAINTENANCE OTHER	70,000.00	70,000.00	19,213.39	3,546.71	0.00	50,786.61	27.4
728.030	VEHICLE MAINTENANCE-TRAVEL	3,500.00	3,500.00	441.15	21.11	0.00	3,058.85	12.6
729.000	UNIFORMS,BOOTS,ETC	4,500.00	4,500.00	839.44	0.00	0.00	3,660.56	18.7
745.000	CONTRACT LABORATORY SERVICE	8,000.00	8,000.00	1,021.50	657.50	0.00	6,978.50	12.8
745.014	CONTRACT SERVICES	55,668.00	55,668.00	13,917.00	0.00	0.00	41,751.00	25.0
745.031	LEGAL SERVICES	1,000.00	1,000.00	429.00	214.50	0.00	571.00	42.9
745.033	GRIT DISPOSAL	7,000.00	7,000.00	1,503.96	0.00	0.00	5,496.04	21.5
745.034	SLUDGE DEWATERING	150,000.00	150,000.00	33,386.55	19,399.75	0.00	116,613.45	22.3
745.035	SLUDGE MANAGEMENT	170,400.00	170,400.00	9,120.05	0.00	0.00	161,279.95	5.4
745.039	OTHER PROFESSIONAL SERVICES	4,000.00	4,000.00	0.00	0.00	0.00	4,000.00	0.0
745.041	AUDIT	3,866.00	3,866.00	0.00	0.00	0.00	3,866.00	0.0
745.052	WWTF ANNUAL PERMIT FEE	7,500.00	7,500.00	0.00	0.00	0.00	7,500.00	0.0
750.020	TRANS TO CAPITAL RESERVE	170,000.00	170,000.00	42,500.00	0.00	0.00	127,500.00	25.0
755.013	LOAN PAYMENT	51,625.00	51,625.00	0.00	0.00	0.00	51,625.00	0.0
755.023	CAPITAL OUTLAY	4,000.00	4,000.00	0.00	0.00	0.00	4,000.00	0.0
Operating Expenses		1,709,910.00	1,709,910.00	399,003.81	72,071.66	0.00	1,310,906.19	23.3
Acct Class: 8000 Capital Projects								
750.426	UTILITY RATE STUDY	0.00	0.00	256.93	0.00	0.00	-256.93	0.0
750.625	WWTF REFURBISH (11)	0.00	0.00	1,529,007.83	43,055.84	0.00	-1,529,007.83	0.0
750.632	CO-GEN	0.00	0.00	11,298.72	3,625.64	0.00	-11,298.72	0.0
750.633	DIGESTER CLEARING	0.00	0.00	12,646.80	12,646.80	0.00	-12,646.80	0.0
750.636	ARC FLASH ANALYSIS	0.00	0.00	12,000.00	0.00	0.00	-12,000.00	0.0
Capital Projects		0.00	0.00	1,565,210.28	59,328.28	0.00	-1,565,210.28	0.0
WASTEWATER TREATMENT PLANT		1,709,910.00	1,709,910.00	1,964,214.09	131,399.94	0.00	-254,304.09	114.9

REVENUE/EXPENDITURE REPORT  
 Bill List 10/22/13

Village of Essex Junction

For the Period: 7/1/2013 to 10/31/2013	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 600 - WASTEWATER FUND							
Ex.itures	1,709,910.00	1,709,910.00	1,964,214.09	131,399.94	0.00	-254,304.09	114.9
Net Effect for WASTEWATER FUND	20,000.00	20,000.00	-1,446,391.10	-95,209.18	0.00	1,466,391.10	-7,232.0
Change in Fund Balance:			-1,446,391.10				
Grand Total Net Effect:	-15,000.00	-15,000.00	409,998.72	-19,387.79	0.00	-424,998.72	

# Check Register Report

BL 10/22/13

Date: 10/18/2013

Time: 11:16 am

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Village of Essex Junction

BANK:

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
<b>Checks</b>							
10048031	10/17/2013	Printed		0268	BRODART CO.	CIRC MATERIALS-LIBRARY	231.71
10048032	10/17/2013	Printed		9941	BUSINESSCARD SERVICES	SEE ATTACHED SPREADSHEET	568.51
10048033	10/22/2013	Printed		10581	ABLE TO SUPPLY, INC.	UNIFORMS-STREET	87.00
10048034	10/22/2013	Printed		10508	ADVANCED DISPOSAL	GRIT REMOVAL-WWTF	255.70
10048035	10/22/2013	Printed		10290	ALDRICH + ELLIOT, PC	ENGINEERING SERVICES-WWTF	44,820.48
10048036	10/22/2013	Printed		0031	ALLEN ENGINEERING	LIME-WWTF	717.50
10048037	10/22/2013	Printed		9847	AUTOZONE, INC	ANTIFREEZE-WWTF	33.98
10048038	10/22/2013	Printed		10301	DAVID A. BARRA, PLC	LEGAL SERVICES-VARIOUS	1,646.50
10048039	10/22/2013	Printed		10521	BATTERY'S PLUS	BATTERY FOR VAC TRK-ST	249.90
10048040	10/22/2013	Printed		1655	BLUE CROSS BLUE SHIELD OF VT	COMP HSA PREM-VARIOUS	15,047.40
10048041	10/22/2013	Printed		1655	BLUE CROSS BLUE SHIELD OF VT	TVHP HSA PREM-VARIOUS	8,872.44
10048042	10/22/2013	Printed		0239	BOND AUTO PARTS, INC.	PARTS-SANITA	30.63
10048044	10/22/2013	Printed		0268	BRODART CO.	CIRCULATION MATERIALS-LIBRARY	789.04
10048045	10/22/2013	Printed		0347	RON BUSHEY'S AUTO INC.	AUTO REPAIRS-FIRE	180.00
10048046	10/22/2013	Printed		9941	BUSINESSCARD SERVICES	SEE SPREADSHEET ATTACHED	1,563.83
10048047	10/22/2013	Printed		0455	CANON SOLUTIONS AMERICA	COPY MAINT-ADMIN	537.24
10048048	10/22/2013	Printed		9743	CARQUEST AUTO PARTS	AUTO PARTS-FIRE/WWTF	46.39
10048049	10/22/2013	Printed		0500	CHAMPLAIN WATER DISTRICT	WATER USAGE-WATER	204,414.79
10048050	10/22/2013	Printed		10038	CHIMNEY SWEEP FIREPLACE	ANNUAL SAFETY INSPECTION-LIB	181.20
10048051	10/22/2013	Printed		2305	CLARK'S TRUCK CENTER	TRUCK MAINT-STREET	370.80
10048052	10/22/2013	Printed		10411	CLEAN WATERS, INC.	GBT POLYMER-WWTF	3,732.70
10048053	10/22/2013	Printed		9788	COMCAST	CABLE-FIRE	13.50
10048054	10/22/2013	Printed		0561	CONTACT COMMUNICATIONS	PAGERS-FIRE	133.86
10048055	10/22/2013	Printed		0560	COPY-SHIP-FAX-PLUS	CI HOSE SHIP-WWTF	15.68
10048056	10/22/2013	Printed		10505	DAVE A. CRAWFORD	SEPT CONSULTING-WWTF	650.00
10048057	10/22/2013	Printed		05898	CRYSTAL ROCK BOTTLED WATER	SEPT BOTTLED WATER-ST/LH	62.80
10048058	10/22/2013	Printed		10401	DE LAGE LANDEN FINANCIAL INC	COPIER RENTAL-ADM	249.52
10048059	10/22/2013	Printed		10227	DELUXE	SELF-SEAL ENVELOPES-LIBRARY	77.50
10048060	10/22/2013	Printed		1690	DEPOT HOME & GARDEN	STRAW-STREET	18.04
10048061	10/22/2013	Printed		0644	DUBOIS & KING INC.	CRESCENT CONNECTOR PROJ-CAP R	75,063.14
10048062	10/22/2013	Printed		0645	MOE DUBOIS EXCAVATING INC.	WHITCOMB FARM DITCHING-STR	8,000.00
10048063	10/22/2013	Printed		0700	EAST COAST PRINTERS	UNIFORM SHIRTS-FIRE	254.00
10048064	10/22/2013	Printed		0710	ENDYNE, INC.	WEEKLY EFFLUENT-WWTF	657.50
10048065	10/22/2013	Printed		9879	THE ENGRAVING BENCH	NAME PINS-LIBRARY	18.00
10048066	10/22/2013	Printed		0780	ESSEX EQUIPMENT SALES	SERV/PRESSURE WSHR-FIRE	291.52
10048067	10/22/2013	Printed		0795	TOWN OF ESSEX	MGR CONTRACT-ADMIN	4,486.73
10048068	10/22/2013	Printed		10011	FAIR POINT COMMUNICATIONS, INC.	PHONES-FIRE	57.16
10048069	10/22/2013	Printed		0812	FASTENAL COMPANY	BOLTS-WATER	6.41
10048070	10/22/2013	Printed		1935	FERGUSON WATERWORKS #590	WATER DIST SUPPLIES-WATER	328.60
10048071	10/22/2013	Printed		0807	FIREPROTEC	ANNUAL FIRE EXT SERV-WWTF	597.05
10048072	10/22/2013	Printed		10226	G & K SERVICES	SHOP TOWELS-STREET	59.49
10048073	10/22/2013	Printed		0899	GAUTHIER TRUCKING CO., INC	RUBBISH REMOVAL-STR/LH	528.34
10048074	10/22/2013	Printed		10453	GE CAPITAL C.O.RICOH USA	COPIER-WWTF	118.00
10048075	10/22/2013	Printed		0902	GEOCORP, INC	FLOW CHARTS-WWTF	483.31
10048076	10/22/2013	Printed		0957	GMWEA	SEMINAR REGISTRATIONS-WWTF	275.00
10048077	10/22/2013	Printed		24511	GRAINGER	HARDWARE & HOSE-FIRE	61.75
10048078	10/22/2013	Printed		9347	GREEN MOUNTAIN ELECTRIC SUPPLY	BREAKER PANEL-WWTF	696.80
10048079	10/22/2013	Printed		0965	GREEN MOUNTAIN POWER CORP.	ELECTRICITY- VARIOUS	9,135.75
10048080	10/22/2013	Printed		1010	HACH COMPANY	LAB SUPPLIES-WWTF	50.07
10048081	10/22/2013	Printed		1031	HANNAFORD BROTHERS CO.	LAB WATER-WWTF	46.44
10048082	10/22/2013	Printed		9625	INGRAM LIBRARY SERVICES	CIRCULATION MATERIALS-LIBRARY	31.23

Check Register Report

BL 10/22/13

Date: 10/18/2013

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Village of Essex Junction

BANK:

C N	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
<b>Checks</b>							
10048083	10/22/2013	Printed		11631	INTEGRITY COMMUNICATIONS	PHONE/DATA RELOCATION-WWTF	177.39
10048084	10/22/2013	Printed		23656	INVEST EAP	10/1-12/31 EAP SERVICES-FIRE	216.00
10048085	10/22/2013	Printed		2041	S. D. IRELAND CONCRETE	CONCRETE-STREET	954.00
10048086	10/22/2013	Printed		1208	RICK JONES	IPAD APP/STORAGE REIMB-STREET	43.99
10048087	10/22/2013	Printed		1210	JAMES JUTRAS	MEALS/MILEAGE REIMB-WWTF/STR	155.60
10048088	10/22/2013	Printed		9769	KEMIRA WATER SOLUTIONS	CHEMICALS-WWTF	10,171.72
10048089	10/22/2013	Printed		9454	LENNY'S SHOE & APP	UNIFORM BOOTS-STREET	159.99
10048090	10/22/2013	Printed		10130	LOWE'S BUSINESS ACCOUNT	ROAD MAINT SUPPLIES-STREET	113.88
10048091	10/22/2013	Printed		13631	LYNN PUBLICATIONS	EMPL/LIB TRUSTEE/ZBA-ADM/PLN	148.75
10048092	10/22/2013	Printed		13631	LYNN PUBLICATIONS	FARMERS MKT ADS-EC DEV	100.00
10048093	10/22/2013	Printed		1423	MAHER CORPORATION	REPLACEMENT HOSES-WWTF	897.06
10048094	10/22/2013	Printed		10019	MAIN STREET FLOOR COVERING INC	INSTALLATION CHARGE-FIRE	150.00
10048095	10/22/2013	Printed		1400	MCKEE,GIULIANI & CLEVELAND,PC	SRF LOAN AMEND/CLOSING-WWTF	1,861.00
10048096	10/22/2013	Printed		10176	NEOFUNDS BY NEOPOST	POSTAGE -ADMIN	600.00
10048097	10/22/2013	Printed		10269	NEW ENGLAND CENTRAL RR	ROW LEASE-EC DEV	7.93
10048098	10/22/2013	Printed		1636	NEW ENGLAND MUNICIPAL	VAC PARTS-WWTF	781.80
10048099	10/22/2013	Printed		1661	NORTH CENTRAL LABORATORIES	LAB SUPPLIES-WWTF	773.22
10048100	10/22/2013	Printed		9657	OCCUPATIONAL HEALTH CENTERS	PHYSICAL EXAMS-FIRE	532.00
10048101	10/22/2013	Printed		1755	P & H SENESAC, INC.	CLEANING& DEWATERING-WWTF	31,349.75
10048102	10/22/2013	Printed		1756	PATTON FACILITY MGMNT DBA	JANITORIAL-LH/LIB	2,471.96
10048103	10/22/2013	Printed		9543	THE PENWORTHY COMPANY	CIRCULATION MATERIALS-LIBRARY	154.60
10048104	10/22/2013	Printed		1174	PERMA-LINE CORP OF NEW ENGLAND	TRAFFIC SIGNS-STREET	561.70
10048105	10/22/2013	Printed		10059	ROBERT PIERCE	MILEAGE/MEAL REIMBURSE-PLAN	82.84
10048106	10/22/2013	Printed		1789	PIKE INDUSTRIES, INC.	ASPHALT-STREET	349.83
10048107	10/22/2013	Printed		1791	PENELOPE D PILLSBURY	MILEAGE REIMB-LIBRARY	43.17
10048108	10/22/2013	Printed		9230	RONNIE PREAVY	WELDING SERVICES-STREET	1,116.00
10048109	10/22/2013	Printed		1910	RADIOHACK	SCANNER-FIRE	99.99
10048110	10/22/2013	Printed		10484	SAFETY INC. ETA PROCESS	DENT METER CLAMPS-WWTF	370.00
10048111	10/22/2013	Printed		9481	SAFETY SYSTEMS OF VERMONT, LLC	ANNUAL MONITORING-LH/WW/ST	750.00
10048112	10/22/2013	Printed		10546	SIEMENS INDUSTRY INC	ODOR CONTROL-WWTF	9,290.40
10048113	10/22/2013	Printed		0482	SIGNALS RYG, INC.	TRAFFIC SIGNAL REPAIR-STREET	215.00
10048114	10/22/2013	Printed		2093	SLACK CHEMICAL COMPANY INC.	SODIUM BICARB-WWTF	774.60
10048115	10/22/2013	Printed		21153	SOVERNET COMMUNICATIONS	PH/INTERNET-VARIOUS	614.03
10048116	10/22/2013	Printed		2124	STAPLES ADVANTAGE	OFFICE SUPPLIES-LIBRARY	221.56
10048117	10/22/2013	Printed		0545	THE TECH GROUP	MANAGED SVC CONTRACT-ADM	664.00
10048118	10/22/2013	Printed		9303	UVM - SCHOOL OF NAT RESOURCES	CANAPY GRANT WORK-EC DEV	4,000.00
10048119	10/22/2013	Printed		2343	VILLAGE COPY & PRINT	WATER BILL LABELS-WATER/SANI	223.45
10048120	10/22/2013	Printed		0811	F.W. WEBB COMPANY	HARDWARE-WWTF	84.73
10048121	10/22/2013	Printed		10238	DAVID M. WECHSLER	KEITH/MARLEY CONCERTS-CVE	1,370.00
10048122	10/22/2013	Printed		9356	WILLIAMSON ELECTRICAL, INC	REPAIR LIGHT FIXTURE-LH	130.00

Total Checks: 91 Checks Total (excluding void checks): 459,626.87

Total Payments: 91 Bank Total (excluding void checks): 459,626.87

Total Payments: 91 Grand Total (excluding void checks): 459,626.87

**FY13 PURCHASES**

tran date	MC company	acct	dept	descrip	\$\$\$	
9/8/2013	VZWRLSS	100 100 000 725 000	ADMIN	BROADBAND, Pat S.	\$ 20.00	A
9/9/2013	GAN*BURLINGTON FREE PRESS	100 100 000 723 000	ADMIN	NEWSPAPER	\$ 21.12	B
9/10/2013	MAC'S	100 100 000 749 000	TRUSTEES	MEETING SUPPLIES	\$ 8.94	C1
9/10/2013	MAC'S	100 200 000 723 000	LH	SUPPLIES	\$ 2.89	C2
9/10/2013	AQUAFIX	600 600 000 723 013	WWTF	MIDGE FLY CONTROL	\$ 349.01	D
9/13/2013	SURVEYMONKEY.COM	100 800 000 723 000	LIBRARY	SERVICE	\$ (204.00)	E
9/15/2013	Dropbox	100 700 000 723 000	STREET	off site computer storage/file share	\$ 99.00	F
9/22/2013	EQUINOX	100 100 000 724 000	ADMIN	LUNCH AT NEGFOA SEMINAR	\$ 34.60	G
9/25/2013	VZWRLSS	100 100 000 725 000	ADMIN	BROADBAND, LAUREN	\$ 20.00	H
9/24/2013	EQUINOX	100 100 000 724 000	ADMIN	NEGFOA SEMINAR	\$ 271.80	I
9/25/2013	ASLA MEMBER SERVICES	100 900 000 724 000	PLAN	R PIERCE MEMBERSHIP	\$ 545.00	J
9/27/2013	The HUNGRY DUTCHMAN	100 910 000 745 040	EC DEV	RAILROAD AVE RECESS	\$ 84.00	K
10/2/2013	VZWRLSS	100 100 000 725 000	ADMIN	BROADBAND, SMH	\$ 20.00	L
10/3/2013	BEST BUY	100 100 000 723 000	ADMIN	COPIER	\$ 193.66	M
10/3/2013	BEST BUY	100 100 000 723 000	ADMIN	COPIER SALES TAX REFUND	\$ (12.67)	N
10/3/2013	WILLIAMSON ENG/PUMP LOCK	600 600 000 728 020	WWTF	POLYMER BLEND HEAD	\$ 637.09	O
10/4/2013	W.S. DARLEY & CO	600 600 000 728 020	WWTF	SAFETY GEAR BAG	\$ 41.90	P
				ck # 10048032, 48046	TOTAL	\$ 2,132.34


**Patty Benoit**

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**Subject:** FW: waive ordinance that bans open burning for Fall Pumpkin Fest

Dear Essex Junction Trustees,

On Saturday, October 26th, the Essex Junction Recreation and Parks Department in conjunction with the 5 Corners Farmers Market will be holding the 3rd Annual Fall Pumpkin Fest at Maple Street Park from 4:30 to 7PM. The event will include vendors from the Farmers Market, music, games, Storytelling, and the Great Pumpkin Walk where attendees can look at all of the lit, carved pumpkins. I would like to request that you waive the Village ordinance that bans open burning in the Village – Regulation of Public Nuisance, Chapter 13, Section 1302 for this evening so we can include our annual bonfire at this event.

Please let me know if you have any questions.

Thank you,

Mark Brislin

Assistant Director

Essex Junction Recreation and parks

Mark Brislin, CPRP  
Assistant Director  
Essex Junction Recreation and Parks  
"We Create Community through People, Parks, and Programs"  
75 Maple Street  
Essex Junction, VT 05452  
(802)878-1375  
[www.ejrp.org](http://www.ejrp.org)  
[www.Essexhalf.com](http://www.Essexhalf.com)