

**Village of Essex Junction  
Notice of Board of Civil Authority Meeting  
February 26, 2013  
6:00 P.M.**

The Village of Essex Junction Board of Civil Authority will meet as the Board of Abatement on Tuesday, February 26, 2013 at 6:00 p.m. in the meeting room at Lincoln Hall, 2 Lincoln Street, Essex Junction.

The purpose of the meeting will be to consider requests for tax abatement.



Susan McNamara-Hill  
Village Clerk

**Tax Abatements:**

1. New England Telephone Company c/o Fairpoint Communications: 9 Lincoln Street
2. Aaron Fournier: 2 Hiawatha Avenue



**TRUSTEES MEETING NOTICE & AGENDA**  
**TUESDAY, FEBRUARY 26, 2013 at 6:00 PM**  
**LINCOLN HALL MEETING ROOM, 2 LINCOLN STREET**

1. **BOARD OF ABATEMENT MEETING** [6:00 PM]
2. **CALL TO ORDER/PLEDGE OF ALLEGIANCE TO FLAG** [6:30 PM]
3. **AGENDA ADDITIONS/CHANGES** [6:30 PM]
4. **GUESTS, PRESENTATIONS AND PUBLIC HEARINGS** [6:30 PM]
  - a. Comments from Public on Items Not on Agenda
  - b. Public Hearing on Charter Changes [6:35 PM]
  - c. Presentation on FY 12 Audit by Fred Duplessis [6:40 PM]
  - d. Public Hearing to Re-adopt Comprehensive Plan [7:00 PM]
  - e. Update on 1<sup>st</sup> Phase of Heart and Soul Project [7:15 PM]
5. **OLD BUSINESS** [7:30 PM]
  - a. Whitcomb Farm Conservation Project Easement and Funding
  - b. Discussion/Action on Charter Amendments
  - c. Adopt and Sign Annual Meeting Warning
  - d. Annual Meeting Preparation
6. **NEW BUSINESS** [7:50 PM]
  - a. None
7. **VILLAGE MANAGER'S REPORT** [7:50 PM]
  - a. Tentative Meeting Schedule
8. **TRUSTEES' COMMENTS & CONCERNS/READING FILE** [8:00 PM]
  - a. Board Member Comments
  - b. Minutes from other boards/committees:
    1. Capital Program Review Committee 2/5/13
  - c. Information from Vermont Gas Systems
  - d. First Public Hearing Draft 2013 Chittenden County ECOS Plan 3/20/13
9. **CONSENT AGENDA** [8:10 PM]
  - a. Approve Minutes of Previous Meeting 2/12/13
  - b. Approve Warrants including checks #10046620 through #10046695 totaling \$830,056.22.
  - c. Approve Trustees Report for Annual Report
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 on approximate.*

VILLAGE OF ESSEX JUNCTION, VERMONT  
WARNING  
CHARTER AMENDMENT HEARINGS  
FEBRUARY 26, 2013, 6:30 PM  
MARCH 26, 2013, 6:30 PM  
2 LINCOLN STREET

The legal voters of the Village of Essex Junction, Vermont are hereby notified and warned to meet at 6:30 PM on February 26, 2013 and March 26, 2013 at 2 Lincoln Street, in the Village of Essex Junction, to attend public hearings regarding the proposed amendments to the Charter for the Village of Essex Junction.

Note: new language is underlined, language to be deleted is in brackets [ ]

Shall the voters approve the following amendments to the Charter:

**Section 2.04. Prohibitions.**

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

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

**Section 4.02. Powers and Duties of the Village Manager. ...**

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

**Section 4.03. [Removal] Hearing Process.**

...  
Dated at Essex Junction, Vermont, this 22<sup>nd</sup> day of January 2013.

BOARD OF TRUSTEES

  
The image shows three handwritten signatures in cursive script, each written over a horizontal line. The signatures are for members of the Board of Trustees. The signature at the bottom is clearly legible as 'Elaine Sopchak'.

Attest:

  
Susan McNamara-Hill, Village clerk

# Sullivan, Powers & Co.

CERTIFIED PUBLIC ACCOUNTANTS

A PROFESSIONAL CORPORATION

77 Barre Street  
P.O. Box 947  
Montpelier, VT 05601  
802/223-2352  
802/223-3578 FAX

Fred Duplessis, CPA  
Richard J. Brigham, CPA  
Chad A. Hewitt, CPA  
Wendy C. Gilwee, CPA  
VT Lic. #92-000180

February 21, 2013

Board of Trustees  
Village of Essex Junction  
Essex Junction, VT 05452-3685

We have audited the financial statements of the Village of Essex Junction, Vermont as of and for the year ended June 30, 2012 and have issued our report thereon dated February 21, 2013. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in "Government Auditing Standards", issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

In planning and performing our audit, we considered the Village of Essex Junction, Vermont's internal control over financial reporting (internal control) as a basis for designing our auditing procedures for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Village of Essex Junction, Vermont's internal control. Accordingly, we do not express an opinion on the effectiveness of the Village of Essex Junction, Vermont's internal control.

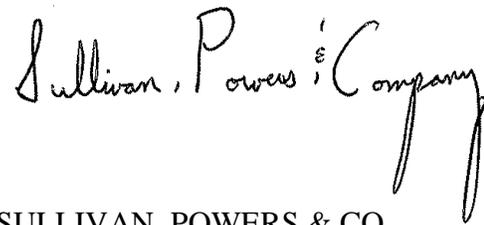
A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or combination of deficiencies in internal control, such that there is a reasonable possibility that a material misstatement of the Village of Essex Junction, Vermont's financial statements will not be prevented, or detected and corrected on a timely basis.

Our consideration of internal control was for the limited purpose described in the second paragraph and was not designed to identify all deficiencies in internal control that might be significant deficiencies or material weaknesses and, therefore, there can be no assurance that all such deficiencies have been identified. In addition, because of inherent limitations in internal control, including the possibility of management override of controls, misstatements due to error or fraud may occur and not be detected by such controls. We did not identify any deficiencies in internal control that we consider to be material weaknesses, as defined previously.

This communication is intended solely for the information and use of management, the Board of Trustees and others within the Village of Essex Junction, Vermont and is not intended to be and should not be used by anyone other than these specified parties.

We would like to take this opportunity to thank the staff of the Village of Essex Junction, Vermont for their assistance and cooperativeness throughout our audit. It has been a pleasure working with you.

Respectfully submitted,

A handwritten signature in cursive script that reads "Sullivan, Powers & Company". The signature is written in black ink and is positioned above the printed name of the firm.

SULLIVAN, POWERS & CO.  
Certified Public Accountants

**Sullivan, Powers & Co.**  
CERTIFIED PUBLIC ACCOUNTANTS

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February 21, 2013

Board of Trustees  
Village of Essex Junction  
Essex Junction, VT 05452-3685

We have audited the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Village of Essex Junction, Vermont as of and for the year ended June 30, 2012 and have issued our report thereon dated February 21, 2013. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, Government Auditing Standards and OMB Circular A-133, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our engagement letter to you dated June 19, 2012. Professional standards also require that we communicate to you the following information related to our audit.

Our Responsibilities under U.S. Generally Accepted Auditing Standards, Government Auditing Standards and OMB Circular A-133

As stated in our engagement letter, our responsibility, as described by professional standards, is to express opinions about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities.

In planning and performing our audit, we considered the Village of Essex Junction, Vermont's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinions on the financial statements and not to provide assurance on the internal control over financial reporting. We also considered internal control over compliance with requirements that could have a direct and material effect on a major federal program in order to determine our auditing procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with OMB Circular A-133.

As part of obtaining reasonable assurance about whether the Village of Essex Junction, Vermont's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions is not an objective of our audit. Also in accordance with OMB Circular A-133, we examined, on a test basis, evidence about the Village of Essex Junction, Vermont's compliance with the types of compliance requirements described in the "U.S. Office of Management and Budget (OMB) Circular A-133 Compliance Supplement" applicable to its major federal program for the purpose of expressing an opinion on the Village of Essex Junction, Vermont's compliance with those requirements. While our audit provides a reasonable basis for our opinion, it does not provide a legal determination on the Village of Essex Junction, Vermont's compliance with those requirements.

Our responsibility is to plan and perform the audit to obtain reasonable, but not absolute, assurance that the financial statements are free of material misstatement. We are responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures specifically to identify such matters.

### Significant Audit Findings

#### *Qualitative Aspects of Accounting Practices*

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Village of Essex Junction, Vermont are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the year. We noted no transactions entered into by the Village during the year for which there is a lack of authoritative guidance or consensus. There are no significant transactions that have been recognized in the financial statements in a different period than when the transaction occurred.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the Village's financial statements were the allowance for uncollectible receivables, allowance for uncollectible notes receivable, the original cost of capital assets for which original documents are not available, the fair value of donated assets and the useful lives of property, plant and equipment used to compute depreciation.

Management's estimate of the allowance for uncollectible receivables, the allowance for uncollectible notes, the original cost of capital assets for which original documents are not available, the fair value of donated assets and the useful lives of property, plant and equipment used to compute depreciation are based on an analysis of the aging of receivables, the likelihood the note will be repaid, the estimated current replacement cost of capital assets discounted to the year of acquisition, the estimated current fair value and the nature of the items. We evaluated the key factors and assumptions used to develop the allowance for uncollectible notes and receivables, the original cost of capital assets, the fair value of donated capital assets and the useful lives of property, plant and equipment in determining that they are reasonable in relation to the financial statements taken as a whole.

#### *Difficulties Encountered in Performing the Audit*

We encountered no difficulties in dealing with management in performing and completing our audit.

#### *Corrected and Uncorrected Misstatements*

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. We did not identify any misstatements during the course of our audit.

#### *Disagreements with Management*

For purposes of this letter, professional standards describe a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

#### *Management Representations*

We have requested certain representations from management that are included in the management representation letter dated February 21, 2013.

#### *Management Consultations with Other Independent Accountants*

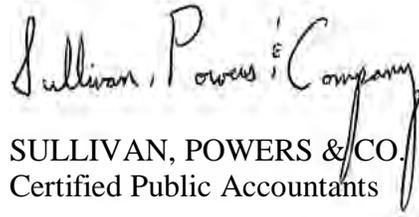
In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Village's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

*Other Audit Findings or Issues*

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to our retention as the Village of Essex Junction, Vermont's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

This information is intended solely for the use of the Board of Trustees of the Village of Essex Junction, Vermont and is not intended to be, and should not be, used by anyone other than these specified parties.

Respectfully Submitted,



SULLIVAN, POWERS & CO.  
Certified Public Accountants

**VILLAGE OF ESSEX JUNCTION, VERMONT**

**AUDIT REPORT**

**JUNE 30, 2012**

VILLAGE OF ESSEX JUNCTION, VERMONT  
AUDIT REPORT  
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VILLAGE OF ESSEX JUNCTION, VERMONT  
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## Independent Auditor's Report

Board of Trustees  
Village of Essex Junction  
Essex Junction, VT 05452-3685

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund and the aggregate remaining fund information of the Village of Essex Junction, Vermont as of and for the year ended June 30, 2012, which collectively comprise the Village of Essex Junction, Vermont's basic financial statements as listed in the Table of Contents. These financial statements are the responsibility of the Village of Essex Junction, Vermont's management. Our responsibility is to express opinions on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in "Government Auditing Standards", issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinions.

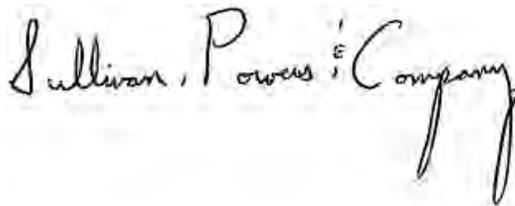
In our opinion, based on our audit, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Village of Essex Junction, Vermont, as of June 30, 2012 and the respective changes in financial position and cash flows, where applicable, thereof and the respective budgetary comparison for the General Fund for the year then ended in conformity with accounting principles generally accepted in the United States of America.

Accounting principles generally accepted in the United States of America require that Management's Discussion and Analysis on pages 3 through 12 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Our audit was conducted for the purpose of forming our opinion on the financial statements that collectively comprise the Village of Essex Junction, Vermont's basic financial statements. The combining fund financial statements and budgetary schedules are presented for purposes of additional analysis and are not a required part of the basic financial statements. These schedules have not been subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we express no opinion on them.

In accordance with "Government Auditing Standards", we have also issued our report dated February 21, 2013, on our consideration of the Village of Essex Junction, Vermont's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with "Government Auditing Standards" and should be considered in assessing the results of our audit.

February 21, 2013  
Montpelier, Vermont  
VT Lic. #92-000180

A handwritten signature in cursive script that reads "Sullivan, Powers & Company". The signature is written in black ink and is positioned to the right of the typed text.

## MANAGEMENT'S DISCUSSION & ANALYSIS

The Village of Essex Junction (the "Village") herein sets forth an overview and analysis of its financial operations for the fiscal year ended June 30, 2012.

### ***Financial Highlights***

- Assets exceeded liabilities on June 30, 2012 by \$23,142,002 (*net assets*). Of this amount, \$2,666,962 (*unrestricted net assets*) may be used by the various funds of the Village to meet the Village's ongoing obligations.
- The Village's total net assets increased by \$404,673. Of this amount, net assets attributable to governmental activities increased by \$205,611. Net assets attributable to business-type activities increased by \$199,062.
- Fund balances of governmental funds increased by \$148,141 in fiscal FY12. The General Fund had \$238,187 of unassigned fund balance at 6/30/12. This is equal to 7.3% of the approved FY13 General Fund Budget. As of 6/30/11 the General Fund had \$201,808 of unassigned fund balance.

### ***Overview of the Village's Financial Statements:***

The annual financial report consists of three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements.

**Government-wide financial statements.** The government-wide financial statements are designed to provide readers with a broad overview of the Village of Essex Junction's finances, in a manner similar to a private-sector business.

The *statement of net assets* presents information on all of the Village of Essex Junction's assets and liabilities with the difference between the two reported as net assets.

The *statement of activities* presents information showing how the Village's net assets changed during the past fiscal year. The *statement of activities* is on the full accrual basis (i.e. all changes in net assets are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows) whereas the *statement of revenues, expenditures and changes in fund balances of governmental funds* is on the modified accrual basis (i.e. revenue is recognized when it becomes measurable and available as net current assets and expenditures are recognized when the related liability is incurred). Thus in the *statement of activities* revenues and expenses are reported for some items that will only result in cash flows in future fiscal periods (e.g., uncollected taxes and earned but unused vacation leave).

Both of the government-wide financial statements combine information from governmental funds (which are supported primarily by tax dollars) with information from enterprise funds which are supported by user fees and charges (*business-type activities*). The governmental activities of the Village of Essex Junction include general government, public works, community development, public safety, and culture and recreation. The business-type activities of the Village include water operations, wastewater treatment, and sanitation lines maintenance. The government-wide financial statements can be found in Exhibits A and B of this report.

**Fund financial statements.** A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Village has three types of funds: governmental funds, proprietary funds, and fiduciary funds. The proprietary funds of the Village are all Enterprise Funds. Fund financial statements can be found in Exhibits C through J of this report.

**Notes to the financial statements.** The notes provide additional information that is necessary for an understanding of the information in the government-wide and fund financial statements. The Notes to the Financial Statements follow the basic financial statements in this report.

**Other Information.** In addition to the basic financial statements and accompanying notes, this report also presents certain *supplementary information*. This supplementary information includes combining statements for various funds and budgetary comparison statements for funds other than the Village's general fund. The supplementary information can be found immediately following the notes to the financial statements.

### ***Government-wide Financial Analysis***

#### **Village of Essex Junction, Vermont's Statement of Net Assets**

	Governmental Activities		Business-type Activities		Total	
	FY2012	FY2011	FY2012	FY2011	FY2012	FY2011
Current and Other Assets	\$1,704,351	\$1,857,041	\$3,522,220	\$1,738,255	\$5,226,571	\$3,595,296
Capital Assets	<u>\$11,105,872</u>	<u>\$10,886,072</u>	<u>\$10,594,699</u>	<u>\$9,573,833</u>	<u>\$21,700,571</u>	<u>\$20,459,905</u>
Total Assets	<u>\$12,810,223</u>	<u>\$12,743,113</u>	<u>\$14,116,919</u>	<u>\$11,312,088</u>	<u>\$26,927,142</u>	<u>\$24,055,201</u>
Current Liabilities	\$106,953	\$239,713	\$494,162	\$347,855	\$601,115	\$587,568
Non-Current Liabilities	<u>\$178,159</u>	<u>\$183,900</u>	<u>\$3,005,866</u>	<u>\$546,404</u>	<u>\$3,184,025</u>	<u>\$730,304</u>
Total Liabilities	<u>\$285,112</u>	<u>\$423,613</u>	<u>\$3,500,028</u>	<u>\$894,259</u>	<u>\$3,785,140</u>	<u>\$1,317,872</u>
Net Assets						
Invested in capital assets, net of						
Related Debt	\$11,083,872	\$10,842,072	\$9,386,384	\$9,226,991	\$20,470,256	\$20,069,063
Restricted	\$4,784	\$4,775	\$0	\$0	\$4,784	\$4,775
Unrestricted	<u>\$1,436,455</u>	<u>\$1,472,653</u>	<u>\$1,230,507</u>	<u>\$1,190,838</u>	<u>\$2,666,962</u>	<u>\$2,663,491</u>
Total Net Assets	<u>\$12,525,111</u>	<u>\$12,319,500</u>	<u>\$10,616,891</u>	<u>\$10,417,829</u>	<u>\$23,142,002</u>	<u>\$22,737,329</u>

As stated above, net assets exceeded liabilities by \$23,142,002 at the end of fiscal year 2012. Net assets at the end of fiscal year 2011 exceeded liabilities by \$22,737,329.

The largest portion of the Village's net assets is in its investment in capital assets (88.4%). These assets are used to provide services to its citizens (e.g. land, buildings, equipment, infrastructure). Therefore these assets are not available for future spending.

\$4,784 of the Village's assets are subject to restrictions on how they may be used. Unrestricted net assets (\$2,666,962) may be used to meet the government's ongoing obligations to citizens and creditors. Some of the amounts included in unrestricted net assets are committed by the Village or assigned by the Board of Trustees for particular purposes (e.g. capital projects).

**Village of Essex Junction, Vermont's Statement of Activities (Change in Net Assets)**

	Governmental Activities		Business-type Activities		Total	
	FY2012	FY2011	FY2012	FY2011	FY2012	FY2011
Revenues						
Program Revenues						
Charges for services	\$120,923	\$90,411	\$5,073,014	\$4,953,855	\$5,193,937	\$5,044,266
Operating grants and contributions	\$132,937	\$1,256,166	\$0	\$0	\$132,937	\$1,256,166
Capital grants and contributions	\$68,191	\$702,017	\$206,790	\$153,355	\$274,981	\$855,372
General Revenues						
Property taxes	\$2,644,086	\$2,569,878	\$0	\$0	\$2,644,086	\$2,569,878
Unrestricted investment earnings	\$3,412	\$3,118	\$8,693	\$1,342	\$12,105	\$4,460
Other revenues	\$16,239	\$18,831	\$0	\$0	\$16,239	\$18,831
Total Revenues	<u>\$2,985,788</u>	<u>\$4,640,421</u>	<u>\$5,288,497</u>	<u>\$5,108,552</u>	<u>\$8,274,285</u>	<u>\$9,748,973</u>
Expenses						
Governmental activities						
General Government	\$601,735	\$585,232	\$0	\$0	\$601,735	\$585,232
Public Safety	\$318,691	\$314,186	\$0	\$0	\$318,691	\$314,186
Public Works	\$1,105,751	\$1,099,563	\$0	\$0	\$1,105,751	\$1,099,563
Community Development	\$46,341	\$1,162,759	\$0	\$0	\$46,341	\$1,162,759
Culture and Recreation	\$707,659	\$682,314	\$0	\$0	\$707,659	\$682,314
Business-type activities						
Water	\$0	\$0	\$2,902,945	\$2,775,228	\$2,902,945	\$2,775,228
Sanitation	\$0	\$0	\$465,532	\$460,382	\$465,532	\$460,382
Wastewater	\$0	\$0	\$1,720,958	\$1,740,991	\$1,720,958	\$1,740,991
Total Expenses	<u>\$2,780,177</u>	<u>\$3,844,054</u>	<u>\$5,089,435</u>	<u>\$4,976,601</u>	<u>\$7,869,612</u>	<u>\$8,820,655</u>
Change in net assets	\$205,611	\$796,367	\$199,062	\$131,951	\$404,673	\$928,318
Net assets - Beginning of Year	<u>\$12,319,500</u>	<u>\$11,523,133</u>	<u>\$10,417,829</u>	<u>\$10,285,878</u>	<u>\$22,737,329</u>	<u>\$21,809,011</u>
Net assets - End of Year	<u>\$12,525,111</u>	<u>\$12,319,500</u>	<u>\$10,616,891</u>	<u>\$10,417,829</u>	<u>\$23,142,002</u>	<u>\$22,737,329</u>

At the end of FY12 the Village of Essex Junction has positive balances in all three categories of net assets for all funds.

**Governmental activities.** Governmental activities increased the Village's net assets by \$205,611 in FY12. Revenues in governmental funds exceeded expenditures by \$148,141. The Village increased its investment in capital assets by \$241,800 and unrestricted net assets decreased by \$36,198. Restricted net assets increased by \$9.

**Business-type activities.** Business-type activities increased the Village's net assets by \$199,062.

### **Water Fund**

The Water Fund had budgetary net income of \$28,735 in FY12. Disregarding IBM pass through revenues and expenses, Water Fund revenues were \$18,026 more than budget while expenditures were \$10,709 less than budgeted. Water Lines Maintenance-Breaks was under-spent by \$14,376 but CWD water purchases for Village Residents was over-budget by \$15,732. Unaccounted water (water purchased but not metered to users) was higher than budget which increased the revenue from large employers. Due to the minimal number of water line breaks, overtime expenses were under-budget. Supplies and distribution materials were also under-budget which added to the surplus. Summit Street Water line replacement was completed for a total cost of \$218,516, The project was begun in FY11. The Meter Replacement Program was continued at a cost of \$34,084. Four hundred fifty (450) 5/8 inch meters were replaced, and a study of the Village's Water/Sewer Rate structure was begun. The Algonquin Water Loop Extension project was begun.

### **Sanitation Fund**

The Sanitation Fund had budgetary net income of \$32,541. Tap on fees were \$82,728 more than budgeted, and this surplus was transferred to the Sanitation Capital Reserve per the "Trustees Policy Regarding Water/Sewer Fees Collected in Excess of Budgeted Amounts". Sanitation personnel costs were lower than budgeted due to the loss of an employee during the year. The Sanitation Fund participates by paying 2/3 of the cost of the Meter Replacement Program as it funds the costs for both the Sanitation Fund (underground piping) and the Wastewater Treatment Fund (wastewater treatment). Meter replacement costs totaled \$63,373 in FY12. The West St Pump Station Isolation Valve was installed at a cost of \$16,494. The Town of Essex pays 75% of West St. Pump Station Costs or \$12,370 of this valve was paid for by the Town of Essex. The Sanitation Fund purchased software through a STAG grant. The High School Pump Station Upgrade was continued and is being funded by the State Revolving Loan Fund for Clean Water. Debt payments for this loan are not expected to increase the Sanitation rate. The current contribution to Capital will cover these payments. Because of repairs funded by a stimulus grant, our underground sanitary sewer system is in good condition.

### **Wastewater Treatment Fund**

The Wastewater Treatment Facility had budgetary net income of \$9,906 in FY12. A \$20,000 surplus was budgeted and intended to replenish the fund's operating net assets. At year end, a reconciliation was done of revenues versus expenses, and surcharges were assessed to the Tri-town communities (Essex, Williston and Essex Junction) in order to meet budget. The Village transferred an additional \$10,074 from the Sanitation Fund. This is above and beyond the \$45,036 previously transferred in. Three accounts were significantly over budget. These included overtime which was higher than anticipated due to more employees taking pay for their overtime rather than accumulating compensatory time. Other accounts significantly over budget were Chemicals and Electricity. The Chemical overage can be attributed to the economy, the increase in chemical prices and process related chemical use. The electrical overage is due to a malfunction with the Co-Generation process as well as increased process organic load to the aeration basins which resulted in increased aeration demands. The Wastewater Treatment Facility is in the midst of a major refurbishment project. The project has been authorized to bond for \$15,230,000. A majority of the funding for this project will be from the State Clean Water Revolving Fund. This funding has a 2% admin fee and is subject to reduction by subsidies.

## ***Financial Analysis of Major Governmental Funds***

### **The General Fund**

The General Fund had a surplus of \$129,959 in FY12. It was budgeted to have a deficit of \$34,587 but instead added to fund balance. The General Fund fund balance increased from \$365,661 at the end of fiscal year 2011 to \$495,620 at the end of fiscal year 2012. Of the \$495,620 fund balance, \$87,991 is nonspendable (inventories and prepaid expenses), \$169,442 is assigned (see page 44 of notes for breakdown). This leaves \$238,187 of unassigned fund balance in the General Fund. To comply with the Governmental Accounting Standards Board Statement 54, the Village has adopted a fund balance policy. Basically this fund balance policy states that net assets of governmental fund type financial statements are classified as nonspendable (not in spendable form or legally required to remain intact); restricted (constraints on the use of resources are either externally imposed by creditors, grantors, or donors, or imposed by law through enabling legislation); committed (constraints on the use of resources are imposed by formal action of the voters); assigned (reflecting the Board of Trustees intended use of the resources); and unassigned. The Village General Fund has no restricted net assets. In addition to the change in how fund balance is classified, Statement 54 also required that our Library Replacement Fund and Engineering Fund be integrated into the General Fund. The balances in these two funds were transferred into the General Fund.

- Excluding grants and donations received and expended in FY12 and transfers in to combine special revenue funds with General Fund, revenues were higher than budgeted by \$56,413. Revenues that were significantly higher than anticipated were License and Zoning Fees (+\$29,060) due higher than anticipated zoning permit activity; State Highway Aid (+\$14,059) and parking space revenue (+\$4,800) which was a new revenue source in FY12.
- Expenditures excluding those for grants and donations received in FY 12 and Expense designated from prior years were \$106,965 less than budgeted. The following departmental analysis will identify amounts varying substantially from budget and give an explanation of what transpired during the year.
  - A) The Administration Budget ended the year with a surplus of \$6,172. One line item significantly overspent was legal fees by \$6,035 due to a number of issues such as Land Development Code/Ordinance enforcement, a property boundary line agreement, and various other issues. Capital Outlay was overspent by \$6,512 as replacement computers budgeted for FY13 were purchased in advance to allow for a change in the FY13 budget to allow for the conversion of a part-time employee to full time. Line items underspent that contributed to the surplus were Pay & Classification Study ó (+\$2,643) as this study was not done as agreed upon in Association contract negotiations, and Health Insurance and Other Benefits which was underspent by \$11,522 due to a change in January from Cigna through the VLCT to a brokered Health Plan with Blue Cross/Blue Shield. Employees were given a choice of plan and all in the Admin Department opted for the less expensive plan.
  - B) Lincoln Hall Budget was underspent by \$4,579. The Capital Outlay line item was underspent by 3,999. Money had been budgeted for insulation, carpet replacement and Main Office rearrangement. The insulation cost more than anticipated and the carpet and office renovations were postponed due to lack of funds. The renovations are part of the FY14 Capital Plan.

- C) The Fire Department was over-spent by \$856. Among significant line item overexpenditures were Salaries ó Part-time Firefighters (\$7,440), Gas Grease and Oil (\$2,470), Maintenance Buildings/Grounds (\$2,801), Maintenance ó Other (\$2,268) and Vehicle Maintenance (\$4,117). The overage in Salaries is due to the high number of fire calls and the excellent attendance of the Fire Fighters. We have increased this line item in subsequent budgets. Building and other maintenance for the Fire House and equipment has increased ó future budgets have been increased to recognize this reality. Vehicle Maintenance was high due to maintenance of the aging Ladder Truck. This truck will be replaced in FY13 and future budgets reflect an anticipated drop in vehicle maintenance costs. The Fire Department balanced unexpected needs by spending less in other areas. The Trustees voted to cover this over-expenditure in the Fire Department with surplus funds in the Street Department.
- D) The Street Department ended FY12 with a surplus of \$57,860. Due to a very mild winter, the Winter Maintenance line item was under-spent by \$21,591; and Contract Services, which pays for contracted help with snow removal, was under-spent by \$8,921. Overtime reflects the mild winter with an under-expenditure of \$5,312. Regular Salaries was under-spent by \$26,294 while Part-time salaries were overspent by \$9,796. The Department did not replace a full-time employee who left Village employment but relied on a part-time worker to help with plowing. Due to the uncharacteristically mild winter this arrangement did not give a realistic picture of whether it would work or not. The Street Department is relying on part-time and contract help again in FY13 to see if the department can function with one less full-time employee. Because of the surplus created by the mild winter and the employee situation, a lawn mower was replaced, extra plow blades were purchased and traffic light system improvements were made.
- E) The Brownell Library budget was under-spent by \$10,639. Capacity was created to purchase i-Pad~~s~~ and replacement computers by an under-expenditure in Health Insurance of \$16,242. As in the Administration Department, Library employees chose the less expensive health insurance plan which resulted in some of the under-expenditure. In addition, the anticipated family status of an employee was incorrect which added to this under-expenditure.
- F) The Planning and Zoning budget was under-spent by \$24,876. Nearly half of this (\$11,396) was from the Other Professional Services line item. The Comprehensive Plan update scheduled to be accomplished in FY12 was postponed in order to take advantage of information to be produced in the Heart and Soul Grant process. An additional \$3,506 surplus from Printing and Advertising can also be attributed to the delay in the Comprehensive Plan update. The Health Insurance change contributed \$7,311 to the surplus in Planning and Zoning.
- G) The Economic Development Budget was underspent by \$3,695. Most of this can be attributed to Matching Grant Funds which were not used. Funds budgeted for a Community Forum were used to pay the Village~~s~~ match on the Orton Heart and Soul Grant.
- H) Grants received and expended were received for the Library, Fire Department, Community Development Department, and the Street Department. The Library received from the State of Vermont a grant for the 1<sup>st</sup> Wednesdays program (\$400) and also a Library Services and Technical Grant of \$961. The Library also received a donation of a grand piano and donations from the Friends of the Brownell Library for books and equipment totaling \$4,436. The Fire Department spent \$3,688 of donated money and \$2,351 of Fire Department money for gas meters. \$1,844 came from the Essex Junction Fire Fighters Association, and \$1,844 was received in the form of a VLCT grant that did not arrive within 60 days of the end of the year and so was deferred in the governmental reports. The Fire Department also received a Thermal Camera from the Essex Junction Fire Fighters Association. The Economic Development Department received a Federal Grant for "Building Healthy Communities". The money was used for a walkability, bikeability assessment of the Village. As a result the Village was awarded a bronze award for walkability from Walk Friendly Communities and an honorable mention from the American Bicyclists Association. In addition, the Village of Essex Junction and the Town of Essex were awarded a Heart and Soul Community Planning Grant from the Orton Foundation for \$100,000. This money is being used to determine a shared vision for the Village and the Town. It will be completed by December of 2013.

## **Capital Reserve Fund**

The Capital Reserve Fund had a negative fund balance of (\$794) as of June 30, 2011 and a positive fund balance of \$346,940 as of June 30, 2012. During the year, \$322,875 was transferred into the Capital Reserve Fund from the Land Acquisition Fund per a vote at Village Meeting. Also, during the year, Summit Street Reconstruction in conjunction with the water line replacement was completed for \$306,948. Algonquin Roadway Reconstruction was begun. This project also includes water line work to be paid out of the Water Fund. Other projects completed in FY12 included Fire House Siding/Soffit/Gutters (\$17,150), Lincoln Hall Roof Replacement (\$14,144), Crescent Connector Design (\$36,696), Technical Upgrade and Server Replacement in the Administrative Offices (\$19,770), and Road resurfacing (\$83,217). The road resurfaced was Main Street. The following grants were awarded: From the US Department of Homeland Security an Emergency Management Grant which paid \$16,362 of \$39,729 for a new emergency generator for Lincoln Hall and the Fire Station; from the US Department of Transportation passed through the Vermont Agency of Transportation \$3,600,000 for the Crescent Connector Road Project, and \$338,640 for Lincoln Street Sidewalks. The Crescent Connector and Lincoln Street Sidewalk projects were just begun in FY12. They will continue through FY13.

## **Whitcomb Terrace Loan Fund**

In April of 2004 the Village received a grant of up to \$275,000 from the Vermont Agency of Commerce and Community Development. This grant was used in FY05 to construct Whitcomb Terrace, 19 new barrier-free units of affordable housing at 128 West Street in Essex Junction. The grant money was used to provide a deferred loan to Whitcomb Terrace Housing Limited Partnership for the purpose of constructing Whitcomb Terrace. The interest free loan is due to be paid back to the Village on December 17, 2034. The Village has a note receivable that is not likely to be paid back and so is carrying a \$-0- balance for this note.

## **Rolling Stock Reserve Fund**

The Rolling Stock Reserve Fund had fund balance of \$629,707 at the beginning of FY12 and \$618,013 as of the end of FY11. Expenditures in the Rolling Stock Fund in FY12 totaled \$176,498. The Village purchased a 2012 International Dump Truck for \$123,470 plus trade in, a 2011 Chevrolet Silverado for \$30,147 plus trade in, and also made a payment of \$22,000 plus interest on the State Municipal Equipment Loan for the 2008 Fire Department KME Rescue/Pumper. The principal balance on the loan is currently \$22,000.

## **Capital Assets**

The Village of Essex Junction's investment in capital assets for its governmental and business-type activities as of June 30, 2011 totaled \$21,700,571 (net of accumulated depreciation). These assets include buildings, roads and bridges, land, machinery and equipment, library books, park facilities, vehicles and distribution and collection systems.

The major capital asset transactions during the year for the Governmental Activities were as follows:

- Paving on Main Street
- Summit Street Reconstruction
- An Emergency Generator was replaced at Lincoln Hall/Fire Station
- A dump truck was purchased
- A dump truck was traded in
- A 4 wheel drive truck was purchased
- A 4 wheel drive truck was traded in

The major capital assets transactions during the year for the business-type activities were as follows:

- Summit Street water line replacement
- 450 New meters installed
- High School Pump Station Upgrade was begun
- Wastewater Treatment Facility Upgrade was begun

A table that shows the values of the Village's capital assets net of depreciation is shown below. Additional information can be found in Note IV.D. of this report.

	Governmental Activities		Business-Type Activities		Total	
	2012	2011	2012	2011	2012	2011
Land	55,742	55,742	118,077	118,077	173,819	173,819
Construction in Progress	151,404	133,425	1,327,124	202,334	1,478,528	335,759
Antiques and Works of Art	12,000	12,000	0	0	12,000	12,000
Buildings and Building Improvements	1,870,964	1,839,670	8,343,215	8,343,215	10,214,179	10,182,885
Vehicles, Machinery, Equipment, Furniture & Traffic Signals	5,029,223	4,887,454	2,990,692	2,826,459	8,019,915	7,713,913
Library Books	857,943	840,668	0	0	857,943	840,668
Parks	210,984	210,984	0	0	210,984	210,984
Roads, Curbs, Sidewalks and Storm Sewers	7,214,379	6,765,952	45,539	45,539	7,259,918	6,811,491
Distribution and Collection Systems	0	0	14,941,337	14,716,451	14,941,337	14,716,451
Accumulated Depreciation	(4,296,767)	(3,859,823)	(17,171,285)	(16,678,242)	(21,468,052)	(20,538,065)
	<u>11,105,872</u>	<u>10,886,072</u>	<u>10,594,699</u>	<u>9,573,833</u>	<u>21,700,571</u>	<u>20,459,905</u>

### ***Long Term Debt***

The Village received a loan of \$110,000 from the Vermont Municipal Equipment Loan Fund for the purchase of the KME Rescue/Pumper. The interest rate on this loan is 2% with a 5 year pay back provision. As of 6/30/12 there was \$22,000 principal balance on the loan.

The Wastewater Treatment Facility took out a \$250,000 note from the People's United Bank in FY09 to cover the deficit in that fund created primarily by the cleaning of the digester and the drop in member-town revenues. The terms of this note are a yearly payment of \$50,000 plus 3.25% interest for 5 years. As of 6/30/12 there was a \$100,000 principal balance on this loan.

In FY10 the Village was awarded a loan of \$566,938 under the American Recovery and Reinvestment Act (ARRA) to fund two projects. The projects funded were a High Efficiency Blower for the Wastewater Treatment Facility and a comprehensive Rehabilitation of the Village's Sanitary Sewers. Under the ARRA funded project, half of this loan was forgiven in the form of a grant. The Village will repay the other half over 20 years with no interest but a 2% administrative fee. The first payment was due in FY12.

In FY11 the Village began 2 long term projects in the Wastewater Treatment Fund and the Sanitation Fund. In a special meeting on April 12, 2011, the Village voters authorized the Village to issue bonds for \$15,230,000 for improvements to the Wastewater Treatment Facility and \$1,287,000 for the upgrade of Village pump stations. As of 6/30/12, the Village had borrowed \$115,900 and received a subsidy of \$12,110 from the State Clean Water Revolving Fund for the High School Pump Station project in the Sanitation Fund. Payments on this loan are scheduled to begin February 2014. As of 6/30/12 the Village had received \$820,613 for the Wastewater Treatment Refurbishment Project from the State Clean Water Revolving Fund. The first payment on this loan is due in FY17. A bond payable for the Wastewater Treatment Refurbishment Project for \$1,705,000 has been assumed from the Town of Bradford. Principal and interest payments were started in FY12.

## *Economic Factors and Next Year's Budgets and Rates*

- As of January 2013, the economy is a little better than a year ago although many are still out of work. The national unemployment rate was at 7.8 % in December 2012, down from 8.5% in December 2011 according to the US Dept. of Labor Bureau of Labor Statics. According to the same source, Vermont unemployment was at 5.2% in November 2012, down slightly from 5.3% in November 2011.
- The CPI index for Northeast urban communities was 1.8 from November 2011 to November 2012. The national city average CPI index was 1.7% from December 2011 to December 2012 .
- There has been and continues to be unrest in the Middle East. The housing market is improving. Gasoline prices in New England and the Nation are only a little higher this December than they were last January according to the US Energy Information Administration. The US average was \$3.299/gallon on 1/7/13 and the New England average was \$3.516/ gallon. The national debt is approximately \$16.5 trillion, and we have reached the debt ceiling again.
- In January 2014, Vermonters will be required to buy their health insurance through an exchange. Vermont is working on the Vermont Health Connect Exchange to be operational by October 2013. At this point details about what that will mean to consumers and businesses in terms of cost are still substantially unknown.
- In October of 2012, the Village manager of four years, David Crawford, resigned. The Village Trustees are exploring, in conjunction with the Town Selectboard, the possibility of combining managers for the Village and Town. In the interim, Susan McNamara-Hill, Village Clerk/Treasurer/Tax Collector, and Lauren Morrissette, Finance Director, are acting as interim Co-managers.
- The IBM M&E Subsidy decreased by \$60,545 from FY12 to FY13, from \$121,123 to \$60,578. This decrease resulted in an additional \$.006 on the FY13 tax rate. FY13 is the last year that the Village will receive this subsidy payment.
- Planning applications in the Village remain strong. Among them are the Master Plan from IBM for 300,000 square feet of development at the northern end of their property along Maple Street where the new Police Station will be constructed. Another large application is for 300 apartments at on Thasha Lane (Autumn Pond). Seventeen units on Pearl St. were approved.
- The Village continues to seek grant money to supplement tax revenues. The Village has received a grant from the Chittenden County Regional Planning Commission (CCRPC) for \$139,000 for a path from Central Street to North Street along the rail path (called the Multiuse Path North). We are also seeking an additional grant for \$274,964 from the Vermont Transportation Agency (VTrans) for this project. The Crescent Connector Road project is progressing with the State of Vermont committing \$4,500,000 with no match to this project. We are also, through the Circ Alternative task force, optimistic that we will receive funds for the Missing Link project which will improve transportation and lighting from Post Office Square to the Five Corners. The Lincoln St. Project which is funded by two grants, one from CCRPC for \$118,640 and one from VTrans for \$220,000, will be entering construction phase in the summer of 2013. Another grant currently in process is the Orton Heart and Soul Grant which is a community planning grant awarded to the Town of Essex and the Village of Essex Junction. This grant will be completed by December 2013.
- The Wastewater Treatment Facility Refurbishment project is in construction. The project will cost about \$15,000,000. The Village held a bond vote for this project at Village Meeting in 2011. The Wastewater Treatment Facility processes waste for three communities, the Village of Essex Junction, the Town of Essex and the Town of Williston. The cost of the project will be distributed to the municipalities according to current capacity allotment. Currently the Village has assumed a bond in the amount of \$1,705,000 and has received \$1,853,254 in Vermont Clean Water Revolving Loan funds for the project.

- The High School Pump Station Upgrade project is almost complete. It is on-line at this time. The Vermont Clean Water Revolving Fund loan amount borrowed as of January 1, 2013 is \$1,101,971.
- The FY13 General Fund budget increased by 2.77% from the FY12 budget. The tax rate increased by 4.75% from \$0.2438 to \$0.2554. At this time in January 2013, the Trustees are formulating a budget in which revenues are dropping due to the IBM Subsidy elimination. The draft FY14 budget proposes a 3.14% increase at this time which will necessitate approximately a 4.8% increase in the tax rate.
- Capital projects being undertaken or continued in FY13 and their budgeted or actual amounts, if available, include:
  - Algonquin Roadway Reconstruction - \$113,367 (actual)
  - Crescent Connector Road ó budget \$4,500,000 to be funded by Vt. Dept. of Transportation
  - Lincoln St. Sidewalk Extension ó budget \$423,300 to be funded 80% by grants from CCRPC and VTrans
  - Algonquin Roadway Reconstruction ó \$113,367 actual
  - By-Way Sign - \$10,000 budget
  - Conference Room Improvements - \$15,746 actual
  - Paving ó \$100,000 budget ó Beech St., Brickyard Rd.

The water/sewer utility rates increased by 10% from FY12 to FY13. They increased from \$0.06184 per c.f. of metered water to \$0.06781 per c.f. of metered water. The increase is primarily due to inflationary pressures and also efforts to bring the Wastewater Treatment Facility back to a positive financial position. Additionally, the Sanitation Rate was increased to accommodate the debt payment for the Wastewater Treatment Facility Refurbishment Project. The Village intends to increase the Sanitation rate over 5 years so that the impact of the bond payment will not be realized all in one year. The Village is undertaking a rate structure study to see if there is a way to set rates that will yield more predictable and stable revenues. If there is a change in structure it should be in place by FY14.

This financial report is designed to provide a general overview of the Village of Essex Junction, Vermont's financial condition. Questions concerning any of the information provided in this report or requests for additional information should be addressed to the Village Finance Director, Village of Essex Junction, 2 Lincoln Street, Essex Junction, Vermont 05452.

VILLAGE OF ESSEX JUNCTION, VERMONT  
STATEMENT OF NET ASSETS  
JUNE 30, 2012

<u>ASSETS</u>	<u>Governmental Activities</u>	<u>Business-type Activities</u>	<u>Total</u>
Cash and Cash Equivalents	\$ 1,553,442	\$ 2,647,173	\$ 4,200,615
Receivables (Net of Allowance for Uncollectibles)	62,918	830,905	893,823
Inventories	58,334	24,233	82,567
Prepaid Expenses	29,657	19,909	49,566
Capital Assets			
Land	55,742	118,077	173,819
Construction in Progress	151,404	1,327,124	1,478,528
Antiques and Works of Art	12,000	0	12,000
Other Capital Assets, (Net of Accumulated Depreciation)	<u>10,886,726</u>	<u>9,149,498</u>	<u>20,036,224</u>
Total Assets	<u>12,810,223</u>	<u>14,116,919</u>	<u>26,927,142</u>
 <u>LIABILITIES</u>			
Accounts Payable	62,272	471,749	534,021
Accrued Payroll and Benefits Payable	30,672	17,889	48,561
Due to Others	5,218	0	5,218
Deferred Revenue	8,791	0	8,791
Accrued Interest	0	4,524	4,524
Noncurrent Liabilities:			
Due Within One Year	22,000	121,900	143,900
Due in More than One Year	<u>156,159</u>	<u>2,883,966</u>	<u>3,040,125</u>
Total Liabilities	<u>285,112</u>	<u>3,500,028</u>	<u>3,785,140</u>
 <u>NET ASSETS</u>			
Invested in Capital Assets, Net of Related Debt	11,083,872	9,386,384	20,470,256
Restricted	4,784	0	4,784
Unrestricted	<u>1,436,455</u>	<u>1,230,507</u>	<u>2,666,962</u>
Total Net Assets	<u>\$ 12,525,111</u>	<u>\$ 10,616,891</u>	<u>\$ 23,142,002</u>

The accompanying notes are an integral part of this financial statement.

VILLAGE OF ESSEX JUNCTION, VERMONT  
STATEMENT OF ACTIVITIES  
FOR THE YEAR ENDED JUNE 30, 2012

	Program Revenues				Net (Expense) Revenue and Changes in Net Assets		
	Expenses	Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Governmental Activities	Business-Type Activities	Total
Functions/Programs:							
Governmental Activities:							
General Government	\$ 601,735	\$ 107,629	\$ 0	\$ 0	\$ (494,106)	\$ 0	\$ (494,106)
Public Safety	318,691	25	0	27,205	(291,461)	0	(291,461)
Public Works	1,105,751	9,231	109,059	18,926	(968,535)	0	(968,535)
Community Development	46,341	0	3,592	15,000	(27,749)	0	(27,749)
Culture and Recreation	707,659	4,038	20,286	7,060	(676,275)	0	(676,275)
Total Governmental Activities	<u>2,780,177</u>	<u>120,923</u>	<u>132,937</u>	<u>68,191</u>	<u>(2,458,126)</u>	<u>0</u>	<u>(2,458,126)</u>
Business-Type Activities:							
Water	2,902,945	2,945,324	0	129,046	0	171,425	171,425
Sanitation	465,532	538,333	0	77,744	0	150,545	150,545
Wastewater	1,720,958	1,589,357	0	0	0	(131,601)	(131,601)
Total Business-Type Activities	<u>5,089,435</u>	<u>5,073,014</u>	<u>0</u>	<u>206,790</u>	<u>0</u>	<u>190,369</u>	<u>190,369</u>
Total	<u>\$ 7,869,612</u>	<u>\$ 5,193,937</u>	<u>\$ 132,937</u>	<u>\$ 274,981</u>	<u>(2,458,126)</u>	<u>190,369</u>	<u>(2,267,757)</u>
General Revenues:							
Property Taxes					2,520,386	0	2,520,386
Payment in Lieu of Taxes					123,700	0	123,700
Interest and Penalties on Delinquent Taxes					7,346	0	7,346
Unrestricted Investment Earnings					3,412	8,693	12,105
Other Revenues					8,893	0	8,893
Total General Revenues					<u>2,663,737</u>	<u>8,693</u>	<u>2,672,430</u>
Change in Net Assets					205,611	199,062	404,673
Net Assets - July 1, 2011					<u>12,319,500</u>	<u>10,417,829</u>	<u>22,737,329</u>
Net Assets - June 30, 2012					<u>\$ 12,525,111</u>	<u>\$ 10,616,891</u>	<u>\$ 23,142,002</u>

The accompanying notes are an integral part of this financial statement.

VILLAGE OF ESSEX JUNCTION, VERMONT  
BALANCE SHEET  
GOVERNMENTAL FUNDS  
JUNE 30, 2012

	General Fund	Capital Reserve Fund	Rolling Stock Reserve Fund	Other Governmental Funds	Total Governmental Funds
<u>ASSETS</u>					
Cash	\$ 474,413	\$ 356,187	\$ 618,013	\$ 104,829	\$ 1,553,442
Receivables (Net of Allowance for Uncollectibles)	45,652	17,266	0	0	62,918
Due from Other Funds	0	1,610	0	0	1,610
Inventories	58,334	0	0	0	58,334
Prepaid Expenses	29,657	0	0	0	29,657
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
Total Assets	<u>\$ 608,056</u>	<u>\$ 375,063</u>	<u>\$ 618,013</u>	<u>\$ 104,829</u>	<u>\$ 1,705,961</u>
<u>LIABILITIES</u>					
Liabilities:					
Accounts Payable	\$ 51,415	\$ 10,857	\$ 0	\$ 0	\$ 62,272
Accrued Payroll and Benefits Payable	30,672	0	0	0	30,672
Due to Other Funds	1,610	0	0	0	1,610
Due to Others	5,218	0	0	0	5,218
Deferred Revenue	23,521	17,266	0	0	40,787
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
Total Liabilities	<u>112,436</u>	<u>28,123</u>	<u>0</u>	<u>0</u>	<u>140,559</u>
Fund Balances:					
Nonspendable	87,991	0	0		87,991
Restricted	0	0	0	4,784	4,784
Committed	0	346,940	618,013	100,045	1,064,998
Assigned	169,442	0	0	0	169,442
Unassigned	238,187	0	0	0	238,187
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
Total Fund Balances	<u>495,620</u>	<u>346,940</u>	<u>618,013</u>	<u>104,829</u>	<u>1,565,402</u>
Total Liabilities and Fund Balances	<u>\$ 608,056</u>	<u>\$ 375,063</u>	<u>\$ 618,013</u>	<u>\$ 104,829</u>	
Amounts Reported for Governmental Activities in the Statement of Net Assets are Different Because:					
Capital Assets Used in Governmental Activities are not Financial Resources and, Therefore, are not Reported in the Funds.					11,105,872
Other Assets are not Available to Pay for Current-Period Expenditures, and, Therefore, are Deferred in the Funds.					31,996
Long-Term and Accrued Liabilities are not Due or Payable in the Current Period and, Therefore, are Not Reported in the Funds.					<u>(178,159)</u>
Net Assets of Governmental Activities					<u>\$ 12,525,111</u>

The accompanying notes are an integral part of this financial statement.

VILLAGE OF ESSEX JUNCTION, VERMONT  
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES  
GOVERNMENTAL FUNDS  
FOR THE YEAR ENDED JUNE 30, 2012

	General Fund	Capital Reserve Fund	Rolling Stock Reserve Fund	Other Governmental Funds	Total Governmental Funds
Revenues:					
Property Taxes	\$ 2,520,386	\$ 0	\$ 0	\$ 0	\$ 2,520,386
Payment in Lieu of Taxes	123,700	0	0	0	123,700
Penalties and Interest	7,346	0	0	0	7,346
Intergovernmental Revenues	130,272	202,429	0	0	332,701
Charges for Services	337,274	0	0	0	337,274
Investment Income	1,432	0	1,180	800	3,412
Fines and Forfeits	1,929	0	0	0	1,929
Licenses and Permits	61,060	0	0	0	61,060
Contributions	20,569	16,660	0	0	37,229
Other Revenue	11,305	0	0	0	11,305
<b>Total Revenues</b>	<b>3,215,273</b>	<b>219,089</b>	<b>1,180</b>	<b>800</b>	<b>3,436,342</b>
Expenditures:					
Current:					
General Government	852,836	259	0	0	853,095
Public Safety	258,342	0	0	0	258,342
Public Works	689,606	0	0	0	689,606
Community Development	52,363	6,715	0	0	59,078
Culture & Recreation	583,521	0	0	0	583,521
Debt Service:					
Principal	0	0	22,000	0	22,000
Interest	0	0	880	0	880
Capital Outlay:					
General Government	5,701	33,914	0	0	39,615
Public Safety	17,527	56,880	0	0	74,407
Public Works	14,856	469,250	153,618	0	637,724
Culture & Recreation	69,933	0	0	0	69,933
<b>Total Expenditures</b>	<b>2,544,685</b>	<b>567,018</b>	<b>176,498</b>	<b>0</b>	<b>3,288,201</b>
Excess/(Deficiency) of Revenues Over Expenditures	670,588	(347,929)	(175,318)	800	148,141
Other Financing Sources/(Uses):					
Transfers In	10,783	695,663	163,624	15,000	885,070
Transfers Out	(551,412)	0	0	(333,658)	(885,070)
<b>Total Other Financing Sources/(Uses)</b>	<b>(540,629)</b>	<b>695,663</b>	<b>163,624</b>	<b>(318,658)</b>	<b>0</b>
Net Change in Fund Balances	129,959	347,734	(11,694)	(317,858)	148,141
Fund Balances/(Deficit) - July 1, 2011	365,661	(794)	629,707	422,687	1,417,261
Fund Balances - June 30, 2012	\$ 495,620	\$ 346,940	\$ 618,013	\$ 104,829	\$ 1,565,402

The accompanying notes are an integral part of this financial statement.

VILLAGE OF ESSEX JUNCTION, VERMONT  
 RECONCILIATION OF THE STATEMENT OF REVENUES,  
 EXPENDITURES AND CHANGES IN FUND BALANCES OF  
 GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES  
 FOR THE YEAR ENDED JUNE 30, 2012

Amounts reported for governmental activities in the statement of activities (Exhibit B) are different because:

Net change in fund balances - total government funds (Exhibit D)	\$	148,141
Governmental funds report capital outlays as expenditures. However, in the statement of activities, the cost of those assets (\$821,679) is allocated over their estimated useful lives and reported as depreciation expense (\$596,000). This is the amount by which capital outlays exceeded depreciation in the current period.		225,679
The net effect of various miscellaneous transactions involving capital assets (i.e., sales, gain/(loss) on disposals, trade-ins) is to decrease net assets.		(5,880)
The repayment of the principal of long-term debt (\$22,000) consumes the current financial resources of governmental funds. This transaction, however, has no effect on net assets.		22,000
Revenues in the statement of activities that do not provide current financial resources are not reported as revenues in the funds. This amount reflects the decrease in deferred revenues from the prior year.		(168,071)
Some expenses reported in the statement of activities do not require the use of current financial resources and, therefore, are not reported as expenditures in governmental funds.		<u>(16,258)</u>
Change in net assets of governmental activities (Exhibit B)	\$	<u><u>205,611</u></u>

The accompanying notes are an integral part of this financial statement.

VILLAGE OF ESSEX JUNCTION, VERMONT  
STATEMENT OF REVENUE AND EXPENDITURES  
BUDGET AND ACTUAL  
GENERAL FUND  
FOR THE YEAR ENDED JUNE 30, 2012

	Budget	Actual	Variance Favorable (Unfavorable)
<b>Revenue:</b>			
Current Property Taxes	\$ 2,519,354	\$ 2,520,386	\$ 1,032
State of VT PILOT & Current Use	2,000	2,577	577
Penalties and Interest On Delinquent Taxes	7,000	7,346	346
IBM Subsidy	121,123	121,123	0
Licenses & Zoning Fees	32,000	61,060	29,060
Water Department Service Fees	112,993	112,993	0
Wastewater Service Fees	56,497	56,497	0
Sanitation Service Fees	112,993	112,993	0
State District Court Fines	2,000	1,929	(71)
State Highway Aid	95,000	109,059	14,059
Essex Junction School District			
Tax Collection Fees	47,000	46,569	(431)
Lincoln Hall Rentals	289	0	(289)
Parking Space Fees	0	4,800	4,800
Miscellaneous Fire Receipts	20	25	5
Miscellaneous Street Receipts	3,000	3,701	701
Miscellaneous Library Receipts	600	641	41
Brownell Library Grants	0	2,620	2,620
Donation to Brownell Library	0	7,936	7,936
Donations to Block Party	0	1,790	1,790
Essex Town Library Contribution	15,000	15,000	0
Investment Interest	1,000	1,432	432
Miscellaneous Grants	0	3,592	3,592
Miscellaneous Unclassified Receipts	6,000	6,964	964
Library Replacement Receipts	0	3,397	3,397
Donation to Fire Department	0	10,844	10,844
Transfer in From Engineering Fund	0	7,687	7,687
Transfer in From Library Replacement Fund	0	3,096	3,096
<b>Total Revenue</b>	<b>3,133,869</b>	<b>3,226,057</b>	<b>92,188</b>
<b>Expenditures:</b>			
<b>Administration:</b>			
Salaries - Regular	324,445	325,863	(1,418)
Salaries - Overtime	400	1,453	(1,053)
Salaries - Part-Time	5,500	5,632	(132)
Social Security	26,220	26,007	213
Unemployment Insurance	962	1,090	(128)
Workers Compensation Insurance	1,771	1,341	430
Health Insurance and Other Benefits	78,659	67,137	11,522
Retirement	37,385	37,216	169
Liability and Property Insurance	7,076	6,934	142
Public Officials Liability Insurance	7,325	6,778	547
Health Improvement Programs	3,000	2,432	568
Board Member Fees	2,500	2,458	42
Supplies	6,500	6,477	23
Postage	4,200	2,973	1,227
Computer Expenses	10,424	11,753	(1,329)
Training & Conferences	12,000	11,332	668
Telephone Services	3,900	4,247	(347)

The accompanying notes are an integral part of this financial statement.

VILLAGE OF ESSEX JUNCTION, VERMONT  
STATEMENT OF REVENUE AND EXPENDITURES  
BUDGET AND ACTUAL  
GENERAL FUND  
FOR THE YEAR ENDED JUNE 30, 2012

	<u>Budget</u>	<u>Actual</u>	<u>Variance Favorable (Unfavorable)</u>
Expenditures:			
Administration/(Cont'd):			
Communications	\$ 13,798	\$ 12,927	\$ 871
Vehicle Maintenance - Travel	3,600	3,600	0
Village Promotion	1,000	1,174	(174)
Interview Costs	0	172	(172)
Leased Services	4,540	4,127	413
Legal Fees	12,800	18,835	(6,035)
Other Professional Services	2,000	0	2,000
Audit Service	4,957	5,121	(164)
Printing and Advertising	6,600	5,523	1,077
Pay & Classification Study	4,200	1,557	2,643
Elections	1,350	1,401	(51)
Holiday Expense	1,500	1,438	62
Trustees Expenditures	4,000	2,930	1,070
Capital Outlay	<u>1,740</u>	<u>8,252</u>	<u>(6,512)</u>
 Total Administration	 <u>594,352</u>	 <u>588,180</u>	 <u>6,172</u>
 Lincoln Hall:			
Liability and Property Insurance	6,643	5,443	1,200
Supplies	2,000	1,733	267
Water and Sewer Charges	1,200	1,262	(62)
Telephone Services	480	458	22
Electrical Service	5,958	5,920	38
Heating	7,000	6,582	418
Maintenance - Buildings/Grounds	7,000	8,688	(1,688)
Rubbish Removal	1,750	1,785	(35)
Contractual Services	7,503	7,083	420
Capital Outlay	<u>11,550</u>	<u>7,551</u>	<u>3,999</u>
 Total Lincoln Hall	 <u>51,084</u>	 <u>46,505</u>	 <u>4,579</u>
 Fire Department:			
Salaries - Part-time Firefighters	120,000	127,440	(7,440)
Social Security	9,180	9,749	(569)
Worker's Compensation Insurance	12,000	12,506	(506)
Accident & Disability Insurance	3,800	3,599	201
Liability and Property Insurance	9,496	8,194	1,302

The accompanying notes are an integral part of this financial statement.

VILLAGE OF ESSEX JUNCTION, VERMONT  
STATEMENT OF REVENUE AND EXPENDITURES  
BUDGET AND ACTUAL  
GENERAL FUND  
FOR THE YEAR ENDED JUNE 30, 2012

	<u>Budget</u>	<u>Actual</u>	Variance Favorable (Unfavorable)
Fire Department/(Cont'd):			
Supplies	\$ 2,400	\$ 2,060	\$ 340
EMS Supplies	1,800	645	1,155
Gas, Oil and Grease	4,800	7,270	(2,470)
Water and Sewer Charges	850	495	355
Training and Conferences	6,000	4,629	1,371
Telephone Services	4,400	3,507	893
Electrical Service	6,600	5,994	606
Heating	5,500	4,530	970
Maintenance - Buildings/Grounds	4,000	6,801	(2,801)
Radio Maintenance	2,000	1,575	425
Maintenance - Other	8,000	10,268	(2,268)
Vehicle Maintenance - Travel	10,000	14,117	(4,117)
Emergency Generator Maintenance	1,500	574	926
Uniforms and Boots	17,500	14,054	3,446
Fire Prevention	1,800	1,867	(67)
Physical Exams	6,000	5,097	903
Employee Assistance Program	900	864	36
Hydrant Rental	5,000	5,000	0
New Equipment - Radios	4,300	0	4,300
Routine Equipment Purchases	14,500	12,347	2,153
	<u>262,326</u>	<u>263,182</u>	<u>(856)</u>
Total Fire Department			
Street Department:			
Salaries - Regular	186,376	160,082	26,294
Salaries - Overtime	18,470	13,158	5,312
Salaries - Part-time	12,948	22,744	(9,796)
Social Security	16,730	14,416	2,314
Unemployment Insurance	1,106	907	199
Worker's Compensation Insurance	12,522	10,362	2,160
Health Insurance and Other Benefits	82,542	69,005	13,537
Employee Retirement	18,637	16,382	2,255
Liability and Property Insurance	16,682	14,418	2,264
Supplies	20,000	27,252	(7,252)
Winter Maintenance	70,000	48,409	21,591
Pavement Maintenance	10,000	15,443	(5,443)
Gravel and Topsoil	5,000	3,157	1,843
Signs and Posts	4,500	6,215	(1,715)
Gas, Grease and Oil	20,000	20,849	(849)
Water and Sewer Charge	1,500	2,572	(1,072)
Training and Conferences	500	81	419
Telephone Services	1,800	1,839	(39)
Electrical Service	4,800	3,997	803
Street Lights	128,000	125,292	2,708

The accompanying notes are an integral part of this financial statement.

VILLAGE OF ESSEX JUNCTION, VERMONT  
STATEMENT OF REVENUE AND EXPENDITURES  
BUDGET AND ACTUAL  
GENERAL FUND  
FOR THE YEAR ENDED JUNE 30, 2012

	<u>Budget</u>	<u>Actual</u>	Variance Favorable (Unfavorable)
Street Department/(Cont'd):			
Traffic Lights	\$ 5,500	\$ 5,529	\$ (29)
Heating	4,000	2,865	1,135
Maintenance - Buildings/Grounds	5,000	6,725	(1,725)
Radio Maintenance	200	965	(765)
Maintenance - Other	1,500	874	626
Vehicle Maintenance - Travel	30,000	27,889	2,111
Streetscape Maintenance/ Improvements	5,000	5,005	(5)
Village Garden Spots	2,500	1,752	748
Traffic/Street Light Maintenance	4,500	13,641	(9,141)
Memorial Park	3,500	3,239	261
Street Markings	6,000	10,644	(4,644)
Uniforms, Boots, Etc.	4,500	3,855	645
Interview Costs	0	185	(185)
Rubbish Removal	6,000	5,963	37
Contract Services	10,000	1,079	8,921
Accident Claims	0	500	(500)
Equipment Rentals	1,000	1,692	(692)
Traffic Light Sys Improvements	0	2,127	(2,127)
Engineering Services	15,000	8,342	6,658
Traffic Calming	2,000	618	1,382
Capital Outlay	0	4,250	(4,250)
Sidewalk and Curb Maintenance	6,000	2,627	3,373
Storm Sewer Maintenance	8,500	10,011	(1,511)
Storm Sewer Permit Fees	3,500	1,988	1,512
Storm Sewer Public Education	9,500	9,008	492
	<u>765,813</u>	<u>707,953</u>	<u>57,860</u>
Total Street Department			
Library:			
Salaries - Regular	279,262	283,916	(4,654)
Salaries - Part-Time	84,602	78,979	5,623
Social Security	28,531	27,852	679
Unemployment Insurance	2,344	2,155	189
Workers Compensation Insurance	2,037	1,459	578
Health Insurance and Other Benefits	64,176	47,934	16,242
Retirement	27,926	28,049	(123)
Liability and Property Insurance	12,036	11,113	923
Supplies	13,000	13,174	(174)
Postage	3,000	2,936	64
Computer Expenses	6,000	3,293	2,707
Water and Sewer Charge	500	563	(63)
Training and Conferences	2,000	2,062	(62)
Telephone Services	1,925	1,271	654
Technology Access	3,000	4,347	(1,347)
Electrical Services	14,850	14,041	809
Heating	7,200	7,486	(286)

The accompanying notes are an integral part of this financial statement.

VILLAGE OF ESSEX JUNCTION, VERMONT  
STATEMENT OF REVENUE AND EXPENDITURES  
BUDGET AND ACTUAL  
GENERAL FUND  
FOR THE YEAR ENDED JUNE 30, 2012

	<u>Budget</u>	<u>Actual</u>	Variance Favorable (Unfavorable)
Library/(Cont'd):			
Maintenance - Building/Grounds	\$ 13,000	\$ 12,492	\$ 508
Alarm System Maintenance	500	488	12
Interview Costs	300	240	60
Contract Services	22,548	22,548	0
Adult Programs	500	468	32
Childrens Programs	2,000	1,980	20
Computer Replacement	2,000	5,741	(3,741)
Adult Collection - Print & Electronic	31,060	32,277	(1,217)
Juvenile Collection - Print & Electronic	15,531	15,548	(17)
Capital Outlay	<u>500</u>	<u>7,277</u>	<u>(6,777)</u>
Total Library	<u>640,328</u>	<u>629,689</u>	<u>10,639</u>
Planning and Zoning:			
Salaries -Regular	115,921	117,287	(1,366)
Salaries - Overtime	600	162	438
Social Security	9,243	9,202	41
Unemployment Insurance	602	408	194
Workers Compensation Insurance	680	474	206
Health Insurance and Other Benefits	42,240	34,929	7,311
Retirement	11,592	11,529	63
Liability Insurance and Property Insurance	2,434	2,395	39
Public Officials Liability Insurance	7,977	6,778	1,199
Boardmember Fee	3,600	3,600	0
Supplies	2,000	3,191	(1,191)
Postage	1,000	813	187
Computer Expenses	1,281	1,287	(6)
Training and Conferences	5,450	2,395	3,055
Telephone Services	1,032	1,221	(189)
Communications	2,300	890	1,410
Vehicle Maintenance - Travel	3,000	2,400	600
Legal Services	10,000	10,972	(972)
Other Professional Services	12,000	604	11,396
Printing and Advertising	5,000	1,494	3,506
Recording Fees	2,500	2,180	320
Capital Outlay	<u>0</u>	<u>1,365</u>	<u>(1,365)</u>
Total Planning and Zoning	<u>240,452</u>	<u>215,576</u>	<u>24,876</u>
Economic Development:			
Salaries Overtime	0	20	(20)
Salaries Part Time	21,251	21,254	(3)
Social Security	1,626	1,593	33
Unemployment Insurance	192	235	(43)
Workers Comp Insurance	120	74	46
Block Party Expenses	5,500	5,475	25

The accompanying notes are an integral part of this financial statement.

VILLAGE OF ESSEX JUNCTION, VERMONT  
STATEMENT OF REVENUE AND EXPENDITURES  
BUDGET AND ACTUAL  
GENERAL FUND  
FOR THE YEAR ENDED JUNE 30, 2012

	<u>Budget</u>	<u>Actual</u>	<u>Favorable (Unfavorable)</u>
Economic Development/(Cont'd):			
Community Events & Programs	\$ 7,000	\$ 5,755	\$ 1,245
Annual Support of Organizations	8,000	7,562	438
Community Forum	5,000	5,000	0
New Programs	2,000	4,982	(2,982)
Matching Grant Funds	<u>7,000</u>	<u>2,044</u>	<u>4,956</u>
Total Economic Development	<u>57,689</u>	<u>53,994</u>	<u>3,695</u>
Miscellaneous Transfers and Expenditures:			
Rolling Stock Fund	163,624	163,624	0
Capital Reserve Fund	372,788	372,788	0
Land Acquisition Fund	15,000	15,000	0
Termination Benefits	<u>5,000</u>	<u>0</u>	<u>5,000</u>
Total Miscellaneous Transfers and Expenditures	<u>556,412</u>	<u>551,412</u>	<u>5,000</u>
Grant and Other Unanticipated Expenditures:			
IBM Recreation Land Lease	0	500	(500)
Library Replacement Expenditures	0	3,995	(3,995)
Library Grant Expenditures	0	2,621	(2,621)
Library Donation Expenditures	0	7,936	(7,936)
Fire Department Grant Expenditures	0	1,843	(1,843)
Fire Department Donation Expenditures	0	10,844	(10,844)
Street Department Grant Expenditures	0	1,500	(1,500)
Other Grants Expenditures	0	2,092	(2,092)
FY11 Designated for Technology	<u>0</u>	<u>8,276</u>	<u>(8,276)</u>
Total Grant and Other Unanticipated Expenditures	<u>0</u>	<u>39,607</u>	<u>(39,607)</u>
Total Expenditures	<u>3,168,456</u>	<u>3,096,098</u>	<u>72,358</u>
Excess/(Deficiency) of Revenue Over Expenditures	\$ <u>(34,587)</u>	129,959	\$ <u>164,546</u>
Fund Balance - July 1, 2012		<u>365,661</u>	
Fund Balance - June 30, 2013		<u>\$ 495,620</u>	

The accompanying notes are an integral part of this financial statement.

VILLAGE OF ESSEX JUNCTION, VERMONT  
STATEMENT OF NET ASSETS  
PROPRIETARY FUNDS  
JUNE 30, 2012

	Water Fund	Sanitation Fund	Wastewater Fund	Total
<b><u>ASSETS</u></b>				
Current Assets:				
Cash	\$ 129,588	\$ 600,573	\$ 1,917,012	\$ 2,647,173
Receivables (Net of Allowance for Uncollectible Accounts)	21,952	10,461	20,116	52,529
Estimated Unbilled Revenues	440,381	139,325	198,670	778,376
Due from Other Funds	0	0	10,094	10,094
Inventories	514	0	23,719	24,233
Other Current Assets	3,789	8,064	8,056	19,909
Total Current Assets	<u>596,224</u>	<u>758,423</u>	<u>2,177,667</u>	<u>3,532,314</u>
Noncurrent Assets:				
Capital Assets				
Land	0	0	118,077	118,077
Construction in Progress	6,159	469,801	851,165	1,327,125
Buildings and Building Improvements	40,000	0	8,303,215	8,343,215
Vehicles, Machinery and Equipment	257,480	402,121	2,331,088	2,990,689
Infrastructure	0	0	45,539	45,539
Transmission and Distribution Plant	7,975,263	6,966,075	0	14,941,338
Less Accumulated Depreciation	<u>(6,712,276)</u>	<u>(5,083,865)</u>	<u>(5,375,143)</u>	<u>(17,171,284)</u>
Total Noncurrent Assets	<u>1,566,626</u>	<u>2,754,132</u>	<u>6,273,941</u>	<u>10,594,699</u>
Total Assets	<u>\$ 2,162,850</u>	<u>\$ 3,512,555</u>	<u>\$ 8,451,608</u>	<u>\$ 14,127,013</u>
<b><u>LIABILITIES</u></b>				
Current Liabilities:				
Accounts Payable	\$ 248,628	\$ 157,110	\$ 66,011	\$ 471,749
Accrued Payroll and Benefits Payable	2,424	2,083	13,382	17,889
Due to Other Funds	0	10,094	0	10,094
Interest Payable	0	0	4,524	4,524
Notes Payable - Current Portion	0	10,213	111,687	121,900
Total Current Liabilities	<u>251,052</u>	<u>179,500</u>	<u>195,604</u>	<u>626,156</u>
Noncurrent Liabilities				
Accrued Compensated Absences Payable	8,767	2,778	41,006	52,551
Notes Payable - Noncurrent Portion	0	338,970	2,492,445	2,831,415
Total Noncurrent Liabilities	<u>8,767</u>	<u>341,748</u>	<u>2,533,451</u>	<u>2,883,966</u>
Total Liabilities	<u>259,819</u>	<u>521,248</u>	<u>2,729,055</u>	<u>3,510,122</u>
<b><u>NET ASSETS</u></b>				
Invested in Capital Assets, Net of Related Debt	1,566,626	2,404,949	5,414,809	9,386,384
Unrestricted	<u>336,405</u>	<u>586,358</u>	<u>307,744</u>	<u>1,230,507</u>
Total Net Assets	<u>1,903,031</u>	<u>2,991,307</u>	<u>5,722,553</u>	<u>10,616,891</u>
Total Liabilities and Net Assets	<u>\$ 2,162,850</u>	<u>\$ 3,512,555</u>	<u>\$ 8,451,608</u>	<u>\$ 14,127,013</u>

The accompanying notes are an integral part of this financial statement.

VILLAGE ESSEX JUNCTION, VERMONT  
STATEMENT OF REVENUES, EXPENSES AND  
CHANGES IN FUND NET ASSETS  
PROPRIETARY FUNDS  
FOR THE YEAR ENDED JUNE 30, 2012

	Water Fund	Sanitation Fund	Wastewater Fund	Total
Operating Revenues:				
Charges for Services	\$ 2,922,907	\$ 438,605	\$ 1,589,218	\$ 4,950,730
Miscellaneous	<u>22,417</u>	<u>99,728</u>	<u>139</u>	<u>122,284</u>
Total Operating Revenues	<u>2,945,324</u>	<u>538,333</u>	<u>1,589,357</u>	<u>5,073,014</u>
Operating Expenses:				
Operating, Maintenance, and General and Administrative Expenses	2,815,676	345,602	1,360,604	4,521,882
Depreciation	<u>87,269</u>	<u>115,064</u>	<u>291,730</u>	<u>494,063</u>
Total Operating Expenses	<u>2,902,945</u>	<u>460,666</u>	<u>1,652,334</u>	<u>5,015,945</u>
Operating Income/(Loss)	<u>42,379</u>	<u>77,667</u>	<u>(62,977)</u>	<u>57,069</u>
Nonoperating Revenues (Expenses):				
Investment Income	185	1,363	7,145	8,693
Net Loss on Disposal of Capital Assets	0	0	(680)	(680)
Interest Expense	<u>0</u>	<u>(4,866)</u>	<u>(67,944)</u>	<u>(72,810)</u>
Total Nonoperating Revenues (Expenses)	<u>185</u>	<u>(3,503)</u>	<u>(61,479)</u>	<u>(64,797)</u>
Income/(Loss) Before Capital Contribution and Transfers	42,564	74,164	(124,456)	(7,728)
Capital Contributions	0	129,046	77,744	206,790
Transfer In	0	0	55,110	55,110
Transfers Out	<u>0</u>	<u>(55,110)</u>	<u>0</u>	<u>(55,110)</u>
Change in Net Assets	42,564	148,100	8,398	199,062
Net Assets - July 1, 2011	<u>1,860,467</u>	<u>2,843,207</u>	<u>5,714,155</u>	<u>10,417,829</u>
Net Assets - June 30, 2012	<u>\$ 1,903,031</u>	<u>\$ 2,991,307</u>	<u>\$ 5,722,553</u>	<u>\$ 10,616,891</u>

The accompanying notes are an integral part of this financial statement.

VILLAGE OF ESSEX JUNCTION, VERMONT  
STATEMENT OF CASH FLOWS  
PROPRIETARY FUNDS  
FOR THE YEAR ENDED JUNE 30, 2012

	Water Fund	Sanitation Fund	Wastewater Fund	Total
<b>Cash Flows From Operating Activities:</b>				
Receipts from Customers and Users	\$ 2,894,908	\$ 511,922	\$ 1,586,327	\$ 4,993,157
Receipts for Interfund Services	5,000	0	24,200	29,200
Other Receipts	357	0	139	496
Payments to Suppliers	(2,530,911)	(72,703)	(854,347)	(3,457,961)
Payments for Interfund Services	(112,993)	(138,462)	(56,497)	(307,952)
Payments for Wages and Benefits	(163,445)	(139,082)	(429,598)	(732,125)
<b>Net Cash Provided by Operating Activities</b>	<b>92,916</b>	<b>161,675</b>	<b>270,224</b>	<b>524,815</b>
<b>Cash Flows From Noncapital Financing Activities:</b>				
Principal Paid on Note Payable	0	0	(50,000)	(50,000)
Interest Paid on Note Payable	0	0	(4,875)	(4,875)
Interest Paid on Pooled Cash	(75)	(7)	(98)	(180)
Increase/(Decrease) in Due to/from Other Funds	5,375	(26,874)	(165)	(21,664)
<b>Net Cash Provided/(Used) by Noncapital Financing Activities</b>	<b>5,300</b>	<b>(26,881)</b>	<b>(55,138)</b>	<b>(76,719)</b>
<b>Cash Flows From Capital and Related Financing Activities:</b>				
Proceeds from Capital Grants	0	16,675	0	16,675
Contributed Capital	0	12,371	77,744	90,115
Proceeds from Sale of WWTF Capacity	0	100,000	0	100,000
Proceeds from Long-Term Debt	0	115,900	2,462,240	2,578,140
Acquisition and Construction of Capital Assets	(247,457)	(396,259)	(744,590)	(1,388,306)
Principal Paid on Long-Term Debt	0	(10,013)	(61,654)	(71,667)
Interest Paid on Long-Term Debt	0	(4,866)	(59,212)	(64,078)
Increase/(Decrease) in Due To/From Other Funds for Capital Purposes	0	86,802	(86,802)	0
<b>Net Cash Provided/(Used) by Capital and Related Financing Activities</b>	<b>(247,457)</b>	<b>(79,390)</b>	<b>1,587,726</b>	<b>1,260,879</b>
<b>Cash Flows From Investing Activities:</b>				
Receipt of Interest & Dividends	260	1,370	7,243	8,873
<b>Net Cash Provided by Investing Activities</b>	<b>260</b>	<b>1,370</b>	<b>7,243</b>	<b>8,873</b>
<b>Net Increase/(Decrease) in Cash</b>	<b>(148,981)</b>	<b>56,774</b>	<b>1,810,055</b>	<b>1,717,848</b>
Cash - July 1, 2011	278,569	543,799	106,957	929,325
Cash - June 30, 2012	<u>\$ 129,588</u>	<u>\$ 600,573</u>	<u>\$ 1,917,012</u>	<u>\$ 2,647,173</u>
<b>Adjustments to Reconcile Operating Income/(Loss) to Net Cash Provided/(Used) by Operating Activities:</b>				
Operating Income/(Loss)	\$ 42,379	\$ 77,667	\$ (62,977)	\$ 57,069
Depreciation	87,269	115,064	291,730	494,063
(Increase)/Decrease in Other Receivables	164,327	(2,223)	754	162,858
(Increase)/Decrease in Unbilled Revenues	(209,386)	(24,188)	20,555	(213,019)
(Increase)/Decrease in Inventory	2,266	0	6,114	8,380
Increase/(Decrease) in Accounts Payable	3,145	(2,213)	4,694	5,626
Increase/(Decrease) in Accrued Payroll and Compensated Absences	3,427	42	9,041	12,510
Increase/(Decrease) in Other Operating Assets/Liabilities	(511)	(2,474)	313	(2,672)
<b>Net Cash Provided by Operating Activities</b>	<b>\$ 92,916</b>	<b>\$ 161,675</b>	<b>\$ 270,224</b>	<b>\$ 524,815</b>

## Supplemental Information:

Equipment with a cost of \$1,700 and accumulated depreciation of 1,020 in the Wastewater Fund was disposed of or traded in during the year.

\$179,111 and \$51,808 of capital assets purchases are included in accounts payable at June 30, 2012 and 2011, respectively.

The accompanying notes are an integral part of this financial statement.

VILLAGE OF ESSEX JUNCTION, VERMONT  
STATEMENT OF FIDUCIARY NET ASSETS  
FIDUCIARY FUNDS  
JUNE 30, 2012

	Agency Fund
	Exposition Noise Escrow Account Fund
<u>ASSETS</u>	
Cash	\$ <u>2,002</u>
Total Assets	<u>2,002</u>
<u>LIABILITIES</u>	
Due to Other Organizations	<u>2,002</u>
Total Liabilities	<u>2,002</u>
<u>NET ASSETS</u>	\$ <u><u>0</u></u>

The accompanying notes are an integral part of this financial statement.

VILLAGE OF ESSEX JUNCTION, VERMONT  
NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2012

The Village of Essex Junction, Vermont, (herein the "Village") operates under a Board of Trustees-Manager form of government and provides the following services as authorized by its charter: public safety, library, highways and streets, sanitation, health and social services, culture and recreation, community/economic development, public improvements, planning and zoning, water, sanitation, wastewater treatment and general administrative services.

## **I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The accounting policies adopted by the Village of Essex Junction (the "Village") conform to generally accepted accounting principles (GAAP) as applicable to governmental entities. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing accounting and financial reporting principles. The following is a summary of the more significant accounting policies employed in the preparation of these financial statements.

### **A. The Financial Reporting Entity**

This report includes all of the funds of the Village of Essex Junction, Vermont. The reporting entity consists of the primary government; organizations for which the primary government is financially accountable; and other organizations for which the nature and significance of their relationship with the primary government are such that their exclusion would cause the reporting entity's financial statements to be misleading or incomplete. Component units are legally separate organizations for which the elected officials of the primary government are financially accountable. The primary government is financially accountable if it appoints a voting majority of the organization's governing body and it is able to impose its will on that organization or there is a potential for the organization to provide specific financial benefits to or burdens on the primary government. The primary government may be financially accountable if an organization is fiscally dependent on the primary government. Based on these criteria, there are no other entities that should be combined with the financial statements of the Village.

### **B. Basis of Presentation**

The accounts of the Village are organized and operated on the basis of fund accounting. A fund is an independent fiscal and accounting entity with a separate set of self-balancing accounts which comprise its assets, liabilities, fund equity, revenues, and expenditures or expenses, as appropriate. Government resources are allocated to and accounted for in individual funds based upon the purposes for which they are spent and the means by which spending activities are controlled.

The basic financial statements of the Village include both government-wide statements and fund financial statements. The focus of the government-wide statements is on reporting the operating results and financial position of the Village as a whole and present a longer-term view of the Village's finances. The focus of the fund financial statements is on reporting on the operating results and financial position of the most significant funds of the Village and present a shorter-term view of how operations were financed and what remains available for future spending.

VILLAGE OF ESSEX JUNCTION, VERMONT  
NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2012

Government-wide Statements: The statement of net assets and the statement of activities display information about the primary government, the Village. These statements include the financial activities of the overall government, except for fiduciary activities. Eliminations have been made to minimize the double counting of activities between funds. These statements distinguish between the governmental and business-type activities of the Village. Governmental activities generally are financed through taxes, intergovernmental revenues, and other nonexchange transactions. Business-type activities are financed in whole or in part by fees charged to external parties.

The statement of activities presents a comparison between direct expenses and program revenues for each function of the Village's governmental activities and for each segment of the Village's business-type activities. Direct expenses are those that are specifically associated with a program or function and, therefore, are clearly identifiable to a particular program or function. Program revenues include (a) charges paid by the recipients of goods or services offered by the programs and (b) grants and contributions that are restricted to meeting the operational or capital requirements of a particular program. Revenues that are not classified as program revenues, including all taxes, are presented as general revenues.

Fund Financial Statements: The fund financial statements provide information about the Village's funds, including fiduciary funds. Separate statements for each fund category – governmental, proprietary, and fiduciary – are presented. The emphasis of fund financial statements is on major governmental and enterprise funds, each displayed in a separate column. All remaining governmental and enterprise funds are aggregated and reported as nonmajor funds.

The Village reports on the following major governmental funds:

General Fund – This is the Village's main operating fund. It accounts for all financial resources of the Village, except those accounted for in another fund.

Capital Reserve Fund – This fund accounts for the general capital expenditures of the Village.

Rolling Stock Reserve Fund – This fund accounts for general rolling stock (vehicles) purchases of the Village.

The Village reports on the following major enterprise funds:

Water Fund – This fund accounts for the operations of the Water Department.

Sanitation Fund – This fund accounts for the operations of the Sanitation Department.

Wastewater Fund – This fund accounts for the operations of the Wastewater Department.

VILLAGE OF ESSEX JUNCTION, VERMONT  
NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2012

Proprietary fund operating revenues, such as charges for services, result from exchange transactions associated with the principal activity of the fund. Exchange transactions are those in which each party receives and gives up essentially equal values. Nonoperating revenues, such as subsidies and investment earnings, result from nonexchange transactions or ancillary activities.

Additionally, the Village reports the following fund type:

Agency Fund ó This fund accounts for monies maintained for Exposition Escrow deposits.

### **C. Measurement Focus**

The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. Government-wide and proprietary fund financial statements are reported using the economic resources measurement focus. This means that all assets and liabilities associated with the operation of these funds (whether current or noncurrent) are included on the balance sheet (or statement of net assets). Equity (i.e., net total assets) is segregated into invested in capital assets, net of related debt; restricted net assets; and unrestricted net assets. Operating statements present increases (i.e., revenues) and decreases (i.e., expenses) in net total assets.

Governmental fund financial statements are reported using the current financial resources measurement focus. This means that only current assets and current liabilities are generally reported on their balance sheets. Their reported fund balances (net current assets) are considered a measure of available spendable resources, and are segregated into nonspendable; restricted; committed; assigned and unassigned amounts. Operating statements of these funds present increases (i.e., revenues and other financing sources) and decreases (i.e., expenditures and other financing uses) in net current assets. Accordingly, they are said to present a summary of sources and uses of available spendable resources during a period.

### **D. Basis of Accounting**

Basis of accounting refers to when revenues and expenditures or expenses are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of the measurements made, regardless of the measurement focus applied.

The government-wide and proprietary fund financial statements are reported using the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded at the time the liabilities are incurred, regardless of when the related cash flow takes place. Nonexchange transactions, in which the Village gives (or receives) value without directly receiving (or giving) equal value in exchange, include property taxes, grants, entitlements, and donations. On the accrual basis, revenue from property taxes is recognized in the fiscal year for which the taxes are levied. Revenue from grants, entitlements, and donations is recognized in the fiscal year in which all eligibility requirements have been satisfied.

VILLAGE OF ESSEX JUNCTION, VERMONT  
NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2012

Governmental funds are reported using the modified accrual basis of accounting. Under this method, revenues are recognized when measurable and available. "Measurable" means the amount of the transaction can be determined, and "available" means the amount is collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. The Village considers all revenues reported in governmental funds to be available if the revenues are collected within sixty days after year-end. Expenditures are recorded when the related fund liability is incurred, except for principal and interest on general long-term debt, certain compensated absences and other long-term liabilities which are recognized when the obligations are expected to be liquidated or are funded with expendable available financial resources.

General capital asset acquisitions are reported as expenditures in governmental funds. Proceeds of general long-term debt and acquisitions under capital leases are reported as other financing sources.

Under the terms of grant agreements, the Village funds certain programs by a combination of specific cost-reimbursement grants and general revenues. Thus, when program expenses are incurred, there are both restricted and unrestricted net assets available to finance the program. It is the Village's policy to first apply cost-reimbursement grant resources to such programs, followed by general revenues. Expenditure driven grants are recognized as revenue when the qualifying expenditures have been incurred and other grant requirements have been met.

The government-wide and proprietary fund financial statements follow Financial Accounting Standards Board (FASB) Statements and Interpretations and Accounting Principles Board (APB) Opinions, and Accounting Research Bulletins, issued on or before November 30, 1989, unless those pronouncements conflict with GASB pronouncements. As permitted under Statement of Governmental Accounting Standards No. 20, the Village has elected not to apply FASB Statements and Interpretations issued after November 30, 1989.

#### **E. Use of Estimates**

The presentation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

#### **F. Assets, Liabilities and Equity**

##### **1. Cash**

Cash balances of most Village funds are deposited with and invested by the Village Treasurer. The Village considers all short-term investments of ninety (90) days or less to be cash equivalents.

VILLAGE OF ESSEX JUNCTION, VERMONT  
NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2012

**2. Investments**

The Village invests in investments as allowed by State Statute. Investments with readily determinable fair values are reported at their fair values on the balance sheet. Unrealized gains and losses are included in revenue.

**3. Receivables**

Receivables are shown net of an allowance for uncollectible accounts for the estimated losses that will be incurred in the collection of the receivables. The estimated losses are based on the judgment of management and a review of the current status of existing receivables.

Activity between funds that are representative of lending/borrowing arrangements outstanding at the end of the fiscal year are referred to as "due to/from other funds". Any residual balances outstanding between the governmental activities and business-type activities are reported in the government-wide financial statements as "internal balances".

**4. Inventories and Prepaid Expenses**

Inventory quantities are determined by physical count and are valued at the lower of cost or market. Inventories in the Proprietary Funds consist of chemicals and materials. Inventory in the General Fund consists of salt and calcium chloride.

Certain payments to vendors reflect costs that are applicable to future accounting periods and are recorded as prepaid expenses.

Inventories and prepaid expenses of governmental funds in the fund financial statements are offset by a nonspendable fund balance as these are not in spendable form.

**5. Capital Assets**

Capital assets are reported at actual cost or estimated historical cost based on appraisals or deflated current replacement cost if purchased or constructed. Contributed assets are recorded at their estimated fair value at the time received. Major outlays for capital assets and improvements are capitalized as constructed. Interest incurred during the construction phase for proprietary fund capital assets is reflected in the capitalized value of the asset constructed, net of any interest earned on the invested proceeds during the same period. Interest is not capitalized during the construction phase of capital assets used in governmental activities. The cost of normal maintenance and repairs that do not add to the value of the asset or materially extend the asset's lives are not capitalized. The Village has elected to report major general infrastructure assets constructed since 1990.

Capital assets reported in the government-wide and proprietary fund financial statements are depreciated in order that the cost of these assets will be charged to expenses over their estimated service lives, generally using the straight-line method of calculating depreciation.

VILLAGE OF ESSEX JUNCTION, VERMONT  
NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2012

Capitalization thresholds (the dollar values above which asset acquisitions are added to the capital asset accounts) and estimated useful lives of capital assets are as follows:

	<u>Capitalization Threshold</u>	<u>Estimated Service Life</u>
Land	\$ 1,000	Not Depreciated
Antiques and Works of Art	\$ 1,000	Not Depreciated
Buildings and Building Improvements	\$ 5,000	40 Years
Vehicles, Machinery, Equipment , Furniture and Traffic Signals	\$ 1,000	8-20 Years
Library Books	\$ 1	7 Years
Parks	\$ 5,000	20-100 Years
Roads, Curbs, Sidewalks and Storm Sewers	\$ 5,000	30-50 Years
Water, Sanitation and Wastewater Distribution and Collection Systems	\$ 5,000	60-100 Years

Capital assets are not reported in the governmental fund financial statements. Capital outlays in these funds are recorded as expenditures in the year they are incurred.

**6. Compensated Absences**

It is the Village's policy to permit employees to accumulate earned but unused vacation and comp time benefits. The Village also pays 50% of accumulated sick time over 800 hours at retirement if the employee has 15 years of service. The maximum payout amount is limited to 500 hours. The Village evaluates all employees who have reached ten (10) years of service and, depending on accrued leave time at that point, determines if they will likely meet the eligibility threshold. The accrual for unused compensated absences time, based on current pay rates, is recorded in the government-wide and proprietary fund financial statements. The liability for unused compensated absences is not reported in the governmental fund type financial statements.

Payments for unused compensated absences are recorded as expenditures in the year they are paid.

**7. Noncurrent Liabilities**

Noncurrent liabilities are comprised of notes payable and compensated absences. Noncurrent liabilities are reported in the government-wide and proprietary fund financial statements. Governmental fund type financial statements do not include any noncurrent liabilities as those statements use the current financial resources measurement focus and only include current assets and liabilities on their balance sheets.

VILLAGE OF ESSEX JUNCTION, VERMONT  
NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2012

## **8. Fund Equity**

Fund Balances and Net Assets are classified based upon any restrictions that have been placed on those balances or any tentative plans management may have made for those balances. Restrictions of net assets in the government-wide and proprietary fund type financial statements represent amounts that cannot be appropriated or are legally restricted for a specific purpose by a grant, contract, or other binding agreement. Fund Balances of governmental funds are classified as nonspendable (not in spendable form or legally required to remain intact); restricted (constraints on the use of resources are either externally imposed by creditors, grantors, or donors, or imposed by law through enabling legislation); committed (constraints on the use of resources are imposed by formal action of the voters); assigned (reflecting the Board of Trustees' intended use of the resources); and unassigned.

## **II. EXPLANATION OF DIFFERENCES BETWEEN GOVERNMENTAL FUND AND GOVERNMENT-WIDE STATEMENTS**

Governmental Fund financial statements are presented using the current financial resources measurement focus and the modified accrual basis of accounting, while government-wide financial statements are presented using the economic resources measurement focus and the accrual basis of accounting. These differences in the measurement focus and basis of accounting lead to differences between the governmental fund financial statements and the government-wide financial statements as follows:

Long-term revenue differences arise because governmental funds report revenues only when they are considered "available", whereas government-wide statements report revenues when they are earned. Long-term expense differences arise because governmental funds report expenditures (including interest) using the modified accrual basis of accounting, whereas government-wide statements report expenses using the accrual basis of accounting.

Capital-related differences arise because governmental funds report capital outlays as current period expenditures, whereas government-wide statements report depreciation as an expense. Further, governmental funds report the proceeds from the sale of capital assets as an other financing source, whereas government-wide statements report the gain or loss from the sale of capital assets as revenue or expense.

Long-term debt transaction differences arise because governmental funds report proceeds of long-term debt as an other financing source and principal payments as expenditures, whereas government-wide statements report those transactions as increases and decreases in liabilities.

## **III. STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY**

### **A. Budgetary Information**

The General Fund Budget is approved at the annual Village Meeting in April. Any budget changes require voter approval. There were no budget changes during the year.

Enterprise fund budgets are approved by the Board of Trustees.

VILLAGE OF ESSEX JUNCTION, VERMONT  
 NOTES TO THE FINANCIAL STATEMENTS  
 JUNE 30, 2012

**B. Budgeted Deficit**

The Village budgeted a current year's deficiency of revenues over expenditures in the amount of \$34,587 in the General Fund in order to utilize a portion of previous years surpluses. This amount is reflected as a budgeted deficiency of revenue over expenditures in Exhibit F.

**C. Fund Balance Policy**

At the April, 2011 annual meeting, the Voters approved maintaining an unassigned fund balance of no more than ten percent (10%) of the prior year's budget.

**IV. DETAILED NOTES ON ALL FUNDS**

**A. Deposits and Investments**

The Village's Trustees have established an investment policy which indicates which types of investments the Village can own. There are no outside restrictions on the types of investments the Village may invest in.

Custodial Credit Risk

Custodial credit risk for deposits is the risk that, in the event of the failure of a depository financial institution, a government will not be able to recover its deposits or will not be able to recover collateral securities that are in the possession of an outside party. The custodial credit risk for investments is the risk that, in the event of failure of the counter-party (e.g. broker-dealer) to a transaction, a government will not be able to recover the value of its investments or collateral securities that are in possession of another party. The Village's policy only allows deposits in banks that are FDIC insured and agree to collateralize amounts in excess of FDIC limits.

	Book Balance	Bank Balance
FDIC Insured	\$ 344,610	\$ 344,610
Uninsured, Collateralized by U.S. Government Securities, Federal Agency Issued Mortgage Backed Securities and/or General Obligation Vermont Municipal Notes and Bonds Held by the Bank's Trust Department with a Security Interest Granted to the Village	3,857,782	4,000,878
Petty Cash	225	N/A
	\$ 4,202,617	\$ 4,345,488

VILLAGE OF ESSEX JUNCTION, VERMONT  
NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2012

The difference between the book and the bank balance is due to reconciling items such as deposits in transit and outstanding checks.

Interest Rate Risk

Interest rate risk is the risk that changes in market rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value to changes in market interest rates. As of June 30, 2012, the Village is not exposed to interest rate risk.

Credit Risk

Generally, credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. The Village's policy does not allow investment in securities that are subject to credit risk unless issued by the Federal Government. As of June 30, 2012, the Village is not exposed to credit risk.

Concentration of Credit Risk

The Village has no limit on the amount that they may invest with any one issuer. As of June 30, 2012, the Village is not exposed to concentration of credit risk.

**B. Receivables**

Receivables at June 30, 2012, as reported in the statement of net assets, net of applicable allowances for uncollectible accounts, are as follows:

	<u>Governmental Activities</u>	<u>Business-Type Activities</u>	<u>Total</u>
Current Taxes	\$ 13,644	\$ 0	\$ 13,644
Delinquent Taxes	8,990	0	8,990
Penalties and Interest	4,901	0	4,901
Billed Services	2,793	52,529	55,322
Unbilled Services	16,324	735,814	752,138
Grants	17,266	0	17,266
Other Governments	0	42,562	42,562
Allowance for Doubtful Accounts	(1,000)	0	(1,000)
	<u>\$ 62,918</u>	<u>\$ 830,905</u>	<u>\$ 893,823</u>

VILLAGE OF ESSEX JUNCTION, VERMONT  
NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2012

**C. Note Receivable**

The Village has a note receivable as follows:

Note Receivable ó Whitcomb Terrace Housing Limited Partnership, Principal Deferred Until December 17, 2034, at Which Time the Note is Due, Interest at 0%, Secured by a 2 <sup>nd</sup> Position on Building	\$ 260,000
Allowance for Receivable	<u>(260,000)</u>
Net Note Receivable	<u>\$ 0</u>

**D. Capital Assets**

Capital asset activity for the year ended June 30, 2012 was as follows:

	Beginning Balance	Increases	Decreases	Ending Balance
<b>Governmental Activities</b>				
Capital Assets, Not Being Depreciated:				
Land	\$ 55,742	\$ 0	\$ 0	\$ 55,742
Construction in Progress	133,425	68,349	50,370	151,404
Antiques and Works of Art	<u>12,000</u>	<u>0</u>	<u>0</u>	<u>12,000</u>
Total Capital Assets, Not Being Depreciated	<u>201,167</u>	<u>68,349</u>	<u>50,370</u>	<u>219,146</u>
Capital Assets, Being Depreciated:				
Buildings and Building Improvements	1,839,670	31,294	0	1,870,964
Vehicles, Machinery, Equipment, Furniture, and Traffic Signals	4,887,454	283,065	141,296	5,029,223
Library Books	840,667	55,915	38,639	857,943
Parks	210,984	0	0	210,984
Roads, Curbs, Sidewalks and Storm Sewers	<u>6,765,952</u>	<u>448,427</u>	<u>0</u>	<u>7,214,379</u>
Totals	<u>14,544,727</u>	<u>818,701</u>	<u>179,935</u>	<u>15,183,493</u>
Less accumulated depreciation for:				
Buildings and Building Improvements	546,201	43,212	0	589,413
Vehicles, Machinery, Equipment, Furniture, and Traffic Signals	1,794,526	225,084	120,416	1,899,194
Library Books	577,595	74,870	38,639	613,826
Parks	14,035	2,578	0	16,613
Roads, Curbs, Sidewalks and Storm Sewers	<u>927,465</u>	<u>250,256</u>	<u>0</u>	<u>1,177,721</u>
Totals	<u>3,859,822</u>	<u>596,000</u>	<u>159,055</u>	<u>4,296,767</u>
Total Capital Assets, Being Depreciated	<u>10,684,905</u>	<u>222,701</u>	<u>20,880</u>	<u>10,886,726</u>
Governmental Activities Capital Assets, Net	<u>\$ 10,886,072</u>	<u>\$ 291,050</u>	<u>\$ 71,250</u>	<u>\$ 11,105,872</u>

VILLAGE OF ESSEX JUNCTION, VERMONT  
NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2012

	Beginning Balance	Increases	Decreases	Ending Balance
<b>Business-Type Activities</b>				
Capital Assets, Not Being Depreciated:				
Land	\$ 118,077	\$ 0	\$ 0	\$ 118,077
Construction in Progress	202,334	1,145,588	20,798	1,327,124
Total Capital Assets, Not Being Depreciated	320,411	1,145,588	20,798	1,445,201
Capital Assets, Being Depreciated:				
Buildings and Building Improvements	8,343,215	0	0	8,343,215
Vehicles, Machinery, Equipment and Furniture	2,826,459	165,933	1,700	2,990,692
Infrastructure	45,539	0	0	45,539
Distribution and Collection Systems	14,716,451	224,886	0	14,941,337
Totals	25,931,664	390,819	1,700	26,320,783
Less Accumulated Depreciation for:				
Buildings and Building Improvements	4,091,104	168,047	0	4,259,151
Vehicles, Machinery, Equipment and Furniture	1,192,729	154,679	1,020	1,346,388
Infrastructure	14,800	2,277	0	17,077
Distribution and Collection Systems	11,379,609	169,060	0	11,548,669
Totals	16,678,242	494,063	1,020	17,171,285
Total Capital Assets, Being Depreciated	9,253,422	(103,244)	680	9,149,498
Business-Type Activities Capital Assets, Net	\$ 9,573,833	\$ 1,042,344	\$ 21,478	\$ 10,594,699

Depreciation was charged as follows:

Governmental Activities:		Business - Type Activities:	
General Government	\$ 17,053	Water	\$ 87,269
Public Safety	55,486	Sanitation	115,064
Community Development	108	Wastewater	291,730
Public Works	403,092		
Culture and Recreation	120,261		
Total Depreciation		Total Depreciation Expense	
Expense - Governmental		- Business-Type Activities	\$ 494,063
Activities	\$ 596,000		\$ 494,063

VILLAGE OF ESSEX JUNCTION, VERMONT  
NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2012

**E. Interfund Balances and Activity**

The composition of interfund balances at June 30, 2012 are as follows:

<u>Fund</u>	<u>Due from Other Funds</u>	<u>Due to Other Funds</u>
General Fund	\$ 0	\$ 1,610
Capital Reserve Fund	1,610	0
Sanitation Fund	0	10,094
Wastewater Fund	<u>10,094</u>	<u>0</u>
 Total	 <u>\$ 11,704</u>	 <u>\$ 11,704</u>

The Interfund transfers during the year ended June 30, 2012 were as follows:

<u>Transfer From</u>	<u>Transfer To</u>	<u>Amount</u>	<u>Purpose</u>
General Fund	Rolling Stock Reserve Fund	\$ 163,624	Annual Appropriation
General Fund	Capital Reserve Fund	372,788	Annual Appropriation
General Fund	Land Acquisition Fund	15,000	Annual Appropriation
Land Acquisition Fund	Capital Reserve Fund	322,875	Fund Future Capital Reserve Projects
Sanitation Fund	Wastewater Fund	10,094	Surcharge on Sewer Treatment
Sanitation Fund	Wastewater Fund	45,016	Pay Bond Debt
Engineering Fees Fund	General Fund	7,687	Consolidate Fund
Library Fund	General Fund	<u>3,096</u>	Consolidate Fund
 Total		 <u>\$ 940,180</u>	

**F. Deferred Revenue**

Deferred Revenue in the General Fund consists of \$14,000 of delinquent property taxes and penalty and interest on those taxes that were not collected within sixty (60) days after year-end as these would not be available to liquidate current liabilities. Deferred Revenue also includes \$730 of excavation fees not collected within sixty (60) days, \$1,701 of property taxes received in advance for fiscal year 2013 and \$7,090 of deferred Library and Community Development grant revenue. Total Deferred Revenue in the General Fund is \$23,521.

Deferred Revenue in the Capital Reserve Fund consists of \$17,266 of grant money earned but not received within 60 days after year-end as these funds are not available to liquidate current liabilities.

VILLAGE OF ESSEX JUNCTION, VERMONT  
NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2012

**G. Long-term Liabilities**

General Obligation Bonds - The Village issues general obligation bonds to provide resources for the acquisition and construction of major capital facilities and to refund prior issues. General obligation bonds have been issued for proprietary activities. Bonds are reported in governmental activities if the debt is expected to be repaid from general governmental revenues and in business-type (proprietary) activities if the debt is expected to be repaid from proprietary fund revenues.

General obligation bonds are direct obligations and pledge the full faith and credit of the Village. New bonds generally are issued as 10 to 30 year bonds. Refunding bonds are issued for various terms based on the debt service of the debt refunded.

Notes Payable - The Village has notes payable to finance various capital projects and purchases through local banks and the State of Vermont Municipal Equipment Loan Fund.

No-Interest Revolving Loans - The State of Vermont offers a number of no and low interest revolving loan programs to utilize for predetermined purposes. The Village has borrowed money from the Vermont Special Environmental Revolving Fund for sanitation and wastewater projects.

Compensated Absences ó Unused vacation time can be accumulated up to 240 hours as of an employee's anniversary date. Compensatory time for hourly employees can be accrued up to 160 hours and for salaried employees up to 120 hours at any time. Employees with more than 15 years of service to the Village will be paid for half of their accumulated sick hours in excess of 800 hours at their current rate of pay upon retirement, termination or death.

Long-term liabilities outstanding as of June 30, 2012 were as follows:

Governmental Activities:

	Beginning Balance <u>July 1, 2011</u>	<u>Additions</u>	<u>Deletions</u>	Ending Balance <u>June 30, 2012</u>
Note Payable - State of Vermont Municipal Equipment Loan Fund, Fire truck Purchase, Interest at 2%, \$22,000 Due Annually Plus Interest, Due June, 2013	\$ <u>44,000</u>	\$ <u>0</u>	\$ <u>22,000</u>	\$ <u>22,000</u>
Total Governmental Activities	\$ <u>44,000</u>	\$ <u>0</u>	\$ <u>22,000</u>	\$ <u>22,000</u>

VILLAGE OF ESSEX JUNCTION, VERMONT  
NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2012

	Beginning Balance <u>July 1, 2011</u>	<u>Additions</u>	<u>Deletions</u>	Ending Balance <u>June 30, 2012</u>
<u>Business-Type Activities</u>				
Note Payable ó Peoples United Bank, Wastewater Deficit Funding Note, Interest at 3.25%, \$50,000 Plus Interest Due Annually, Due June, 2014	\$ 150,000	\$ 0	\$50,000	\$100,000
Note Payable ó State of Vermont Special Environmental Revolving Fund, Sanitation and Wastewater Improvements, Authorized to \$566,938 but was Eligible for 50% Forgiveness, Interest at 0%, An Administration fee of 2% is Assessed Annually, Payments of \$17,336 Begin October, 2011, Due October, 2030	283,469	0	11,667	271,802
Note Payable ó State of Vermont Special Environmental Revolving Fund, Wastewater Improvements, Authorized to \$828,200, Interest at 0%, Payments of \$55,213 Begin February, 2017, Due February, 2031	63,373	757,240	0	820,613
Note Payable ó State of Vermont Special Environmental Revolving Fund, Sanitation Pump Station Im- provements, Authorized to \$1,212,300 But Eligible for \$114,800 Subsidy Leaving a Total Repayment Amount of \$1,097,500, Interest at 0%, an Administration Fee of 2% is Assessed Annually, Payments of \$67,120 Begin February, 2014, Due November, 2033	0	115,900	0	115,900

VILLAGE OF ESSEX JUNCTION, VERMONT  
NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2012

	Beginning Balance <u>July 1, 2011</u>	<u>Additions</u>	<u>Deletions</u>	Ending Balance <u>June 30, 2012</u>
Bond Payable ó Vermont Municipal Bond Bank Series 2010-5 New Money (Recovery Zone Economic Development Bond) Wastewater Improvements, Annual Principal Payments Ranging from \$55,000 to \$60,000 Due December 1, Semi-Annual Interest Payments Due June 1 and December 1, Net Interest Cost of 3.345%, 30 Year Bond Assumed from the Town of Bradford, Due, December, 2040	\$ <u>0</u>	\$ <u>1,705,000</u>	\$ <u>60,000</u>	\$ <u>1,645,000</u>
Total Business-Type Activities	\$ <u>496,842</u>	\$ <u>2,578,140</u>	\$ <u>121,667</u>	\$ <u>2,953,315</u>

Compensated Absences are paid by the applicable fund where the employee is charged.

Changes in all long-term liabilities during the year were as follows:

	Beginning Balance	Additions	Reductions	Ending Balance	Due Within One Year
<b>Governmental Activities</b>					
Notes Payable	\$ 44,000	\$ 0	\$ 22,000	\$ 22,000	\$ 22,000
Compensated Absences	<u>139,900</u>	<u>16,259</u>	<u>0</u>	<u>156,159</u>	<u>0</u>
Total Governmental Activities Long-Term Liabilities	<u>183,900</u>	<u>16,259</u>	<u>22,000</u>	<u>178,159</u>	<u>\$ 22,000</u>
<b>Business-type Activities</b>					
Notes Payable	496,842	873,140	61,667	1,308,315	61,900
Bonds Payable	0	1,705,000	60,000	1,645,000	60,000
Compensated Absences	<u>49,562</u>	<u>2,989</u>	<u>0</u>	<u>52,551</u>	<u>0</u>
Total Business-type Activities Long-Term Liabilities	<u>\$ 546,404</u>	<u>\$ 2,581,129</u>	<u>\$ 121,667</u>	<u>\$ 3,005,866</u>	<u>\$ 121,900</u>

VILLAGE OF ESSEX JUNCTION, VERMONT  
NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2012

Maturities of notes and bonds payable are anticipated to be as follows:

Year Ending June 30	Governmental Activities		Business-Type Activities	
	Principal	Interest	Principal	Interest
2013	\$ 22,000	\$ 440	\$ 121,900	\$ 57,606
2014	0	0	122,138	54,741
2015	0	0	77,151	54,353
2016	0	0	77,493	53,035
2017	0	0	77,844	51,584
2018-2022	0	0	668,254	230,776
2023-2027	0	0	653,113	178,198
2028-2032	0	0	646,661	119,952
2033-2037	0	0	288,761	64,919
2038-2041	0	0	220,000	15,967
<b>Total</b>	<b>\$ 22,000</b>	<b>\$ 440</b>	<b>\$ 2,953,315</b>	<b>\$ 881,131</b>

**H. Fund Balances/Net Assets**

GASB Statement No. 34, as amended by GASB Statement No. 54, requires fund balances reported on the governmental fund balance sheet to be classified using a hierarchy based primarily on the extent to which a government is bound to honor constraints on the specific purposes for which amounts in those funds can be spent.

Governmental fund balances are to be classified as: nonspendable (not in spendable form or legally required to remain intact); restricted (constraints on the use of resources are either externally imposed by creditors, grantors or donors, or imposed by law through enabling legislation); committed (constraints on the use of resources are imposed by formal action of the voters); assigned (reflecting the Board of Trustees' intended use of the resources); and unassigned.

Special revenue funds are created only to report a revenue source (or sources) that is restricted or committed to a specified purpose, and that the revenue source should constitute a substantial portion of the resources reported in that fund. Special revenue funds cannot be used to accumulate funds that are not restricted or committed. These amounts will have to be reflected in the General Fund.

VILLAGE OF ESSEX JUNCTION, VERMONT  
NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2012

Amounts constrained to stabilization will be reported as restricted or committed fund balance in the General Fund if they meet the other criteria for those classifications. However, stabilization is regarded as a specified purpose only if the circumstances or conditions that signal the need for stabilization (a) are identified in sufficient detail and (b) are not expected to occur routinely. Governments are required to disclose in the notes key information about their stabilization arrangements, including the authority by which they were established, provisions for additions to the stabilization amount, and circumstances under which those amounts may be spent. The Village does not have any stabilization arrangements.

Some governments create stabilization-like arrangements by establishing formal minimum fund balance policies. Because users are interested in information about those minimum fund balance policies and how governments comply with them, governments are required to explain their minimum fund balance policies, if they have them, in notes to the financial statements. The Village does have a minimum fund balance policy which is to maintain an unassigned fund balance which is no greater than ten percent (10%) of the prior year's budget.

When expenditures are incurred for purposes for which both restricted and unrestricted amounts are available, it is the Village's policy to first consider restricted amounts to have been spent, followed by committed, assigned, and finally unassigned amounts.

The purpose for each major special revenue fund including which specific revenues and other resources are authorized to be reported in each are described in the following section.

The fund balances in the following fund is nonspendable as follows:

Major Funds

General Fund:

Nonspendable Inventories	\$ 58,334
Nonspendable Prepaid Expenses	<u>29,657</u>
Total General Fund	<u>\$ 87,991</u>

The fund balances in the following fund is restricted as follows:

Restricted for Veterans Memorial Park by Donation (Source of Revenue is Donations)	<u>\$ 4,784</u>
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VILLAGE OF ESSEX JUNCTION, VERMONT  
NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2012

The fund balances in the following funds are committed as follows:

Capital Projects Funds

Committed for Capital Projects	\$ 346,940
Committed for Rolling Stock	618,013
Committed for Land Acquisition	<u>100,045</u>
Total Committed Fund Balances	<u>\$1,064,998</u>

The fund balances in the following funds are assigned as follows:

Major Funds:

General Fund

Assigned to Reduce Property Taxes raised in Fiscal Year 2013	\$ 35,000
Assigned for Block Party	8,493
Assigned for Engineering Expense	5,472
Assigned for Library Book Replacement	2,577
Assigned for LH Fire Escape	2,375
Assigned for CPR Class	560
Assigned for Lincoln Hall Carpet	6,000
Assigned for Village Office Rearrangement	6,000
Assigned for Termination Benefits	92,965
Assigned for Health Reimbursement Arrangement Expenses	<u>10,000</u>
Total General Fund	<u>169,442</u>
Total Assigned Fund Balances	<u>\$ 169,442</u>

**I. Restricted Net Assets**

The restricted net assets as of June 30, 2012 is as follows:

Restricted for Veterans Memorial Park by Donation	<u>\$ 4,784</u>
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VILLAGE OF ESSEX JUNCTION, VERMONT  
NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2012

**J. Designated Net Assets**

The designated net assets of the Village as of June 30, 2012 are as follows:

Water Fund

Designated for Water Fund Expenditures	\$ 241,764
Designated for Water Fund Capital Expenditures	<u>94,641</u>
Total Water Fund	<u>336,405</u>

Sanitation Fund

Designated for Sanitation Fund Expenditures	156,568
Designated for Sanitation Fund Capital Expenditures	181,954
Designated for Wastewater Treatment Facility Upgrades	<u>247,836</u>
Total Sanitation Fund	<u>586,358</u>

Wastewater Fund

Designated for Wastewater Fund Capital Expenditures	322,815
Amount Designated for Wastewater Fund Expenditures	11,154
Amount Designated in Excess of Available Net Assets for Refurbishment Project	<u>(26,225)</u>
Total Wastewater Fund	<u>307,744</u>

Total Designated Net Assets \$1,230,507

The \$26,225 designated deficit in the Wastewater Fund will be funded by reimbursements from the State Clean Water Revolving Loan Fund.

**V. OTHER INFORMATION**

**A. BENEFIT PLANS**

The Village offers a 401(a) pension plan to all full time employees with 100% vesting after three (3) years of service. This plan qualifies, according to the Internal Revenue Service, as a defined contribution pension plan for governmental organizations exempt from income taxes. The plan requires a 5% contribution of base pay from the employee with a 10% match of base pay by the Village for all employees except the Village Manager who receives 15% of base pay. The International City/County Management Association "ICMA" Retirement Corporation administers the Plan. All of the investments are self-directed by each employee. The total payroll for the year was \$1,650,763 while the covered payroll was \$1,282,094. Pension expenses for the years ended June 30, 2012, 2011 and 2010 were \$133,348, \$128,031, and \$125,551 respectively.

VILLAGE OF ESSEX JUNCTION, VERMONT  
NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2012

The Village also offers its employees a deferred compensation plan through the International City/County Management Association "ICMA" Retirement Corporation in accordance with Internal Revenue Code Section 457. The plan permits employees to defer a portion of their salary until future years. Deferred compensation is not available to employees until termination, retirement, death, or unforeseeable emergency. The Village has no liability for losses under the plan but does have the duty of due care that would be required of an ordinary prudent investor. All of the investments are self-directed by each employee. The balance of the assets in the plan, at fair market value, as of June 30, 2012 was \$539,437.

The Village also offers its employees a Cafeteria Plan in accordance with Internal Revenue Code Section 125. This allows employees to pay for health benefits and dependent care pre-tax and pre-social security.

All Village employees receive a \$50,000 group life insurance policy. In addition to this, the Village pays the premium for another life insurance policy that is owned by the Village Manager. The cost of this policy is \$1,589 per year.

**B. CONCENTRATION OF REVENUE/EXPENSES**

The Village receives a major portion of its revenue from International Business Machines "IBM". For the year ended June 30, 2012, the Village received 14.1% of total property taxes from IBM and received 74% of total water sales from IBM.

The Village purchased a major portion of their water from Champlain Water District "CWD" for the year ended June 30, 2012. The Village purchased \$2,510,178 in water from CWD.

**C. PROPERTY TAXES**

The Village is responsible for assessing and collecting its own property taxes, as well as education property taxes for the State and recreation property taxes for the School District. Property taxes are assessed based on property valuations as of April 1, the approved budgets and the State education property tax liability. Taxes are collected two (2) times per year. During the tax year ended June 30, 2012, taxes became due and payable on September 15, 2011 and March 15, 2012. The Village assesses an 8% penalty on delinquent taxes and interest is assessed at 1% per month. Unpaid taxes become an enforceable lien on the property, and such properties are subject to tax sale. The tax rates for fiscal year 2012 are as follows:

	<u>Residential</u>	<u>Non-Residential</u>
Village	.2438	.2438
Education	1.3198	1.3633
Recreation	<u>.0651</u>	<u>.0651</u>
Total	<u>\$1.6287</u>	<u>\$1.6722</u>

VILLAGE OF ESSEX JUNCTION, VERMONT  
NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2012

**D. RISK MANAGEMENT**

The Village of Essex Junction is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The Village of Essex Junction maintains insurance coverage through the Vermont League of Cities and Towns Property and Casualty Intermunicipal Fund, Inc. covering each of those risks of loss. Management believes such coverage is sufficient to preclude any significant uninsured losses to the Village of Essex Junction. Settled claims have not exceeded this coverage in any of the past three fiscal years. The Village must remain a member for a minimum of one year and may withdraw from the Fund after that time by giving sixty days notice. Fund underwriting and ratesetting policies have been established after consultation with actuaries. Fund members are subject to a supplemental assessment in the event of deficiencies. If the assets of the Fund were to be exhausted, members would be responsible for the Fund's liabilities.

The Village of Essex Junction is also a member of the Vermont League of Cities and Towns Unemployment Insurance Trust. The Unemployment Trust is a nonprofit corporation formed to provide unemployment coverage for Vermont municipalities and is owned by the participating members. The agreement does not permit the Unemployment Trust to make additional assessments to its members.

**E. CONTINGENT LIABILITIES**

The Village is a participating member in the Chittenden Solid Waste District (CSWD) and Champlain Water District (CWD). The Village could be subject to a portion of the two district's debt if the districts experience financial problems.

**F. AUTHORIZED BORROWING**

In June, 2010, the Village voters authorized the borrowing of up to \$3,200,000 contingent upon other Federal and State aid for the purpose of making public improvements to the Village highways and sidewalks. The total estimated cost of such improvements is \$11,531,000. No action has taken place as of June 30, 2012.

In April, 2012, the Village Voters authorized the financing of \$15,230,000 in wastewater upgrades and \$1,287,000 in sanitation upgrades.

**G. SUBSEQUENT EVENTS**

Subsequent to year end, the Village borrowed \$250,000 toward the purchase of a 100' Ladder Truck for the Fire Department. As of February 15, 2013, an additional \$934,967 in Clean Water State Revolving Loan funds had been borrowed for the upgrade of the high school pump station and an additional \$2,544,737 had been borrowed for the refurbishment of the wastewater treatment facility.

VILLAGE OF ESSEX JUNCTION, VERMONT  
 COMBINING BALANCE SHEET  
 NONMAJOR GOVERNMENTAL FUNDS  
 JUNE 30, 2012

	Special Revenue Funds	Land Acquisition Capital Reserve Fund	Total
<u>ASSETS</u>			
Cash	\$ 4,784	\$ 100,045	\$ 104,829
Total Assets	\$ 4,784	\$ 100,045	\$ 104,829
<u>LIABILITIES AND FUND BALANCES</u>			
Liabilities:			
Total Liabilities	\$ 0	\$ 0	\$ 0
Fund Balances:			
Restricted	4,784	0	4,784
Committed	0	100,045	100,045
Total Fund Balances	4,784	100,045	104,829
Total Liabilities and Fund Balances	\$ 4,784	\$ 100,045	\$ 104,829

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VILLAGE OF ESSEX JUNCTION, VERMONT  
 COMBINING STATEMENT OF REVENUES, EXPENDITURES AND  
 CHANGES IN FUND BALANCES  
 NONMAJOR GOVERNMENTAL FUNDS  
 FOR THE YEAR ENDED JUNE 30, 2012

	Special Revenue Funds	Land Acquisition Capital Reserve Fund	Total
	<u>          </u>	<u>          </u>	<u>          </u>
Revenues:			
Interest	\$ <u>          9</u>	\$ <u>          791</u>	\$ <u>          800</u>
Total Revenues	<u>          9</u>	<u>          791</u>	<u>          800</u>
Expenditures:	<u>          0</u>	<u>          0</u>	<u>          0</u>
Excess of Revenues Over Expenditures	<u>          9</u>	<u>          791</u>	<u>          800</u>
Other Financing Sources/(Uses):			
Transfer In	0	15,000	15,000
Transfers Out	<u>      (10,783)</u>	<u>      (322,875)</u>	<u>      (333,658)</u>
Total Other Financing Sources/(Uses)	<u>      (10,783)</u>	<u>      (307,875)</u>	<u>      (318,658)</u>
Net Change in Fund Balances	(10,774)	(307,084)	(317,858)
Fund Balances - July 1, 2011	<u>      15,558</u>	<u>      407,129</u>	<u>      422,687</u>
Fund Balances - June 30, 2012	<u>      \$ 4,784</u>	<u>      \$ 100,045</u>	<u>      \$ 104,829</u>

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VILLAGE OF ESSEX JUNCTION, VERMONT  
 COMBINING BALANCE SHEET  
 SPECIAL REVENUE FUNDS  
 JUNE 30, 2012

	<u>Library Fund</u>	<u>Engineering Fees Fund</u>	<u>Veterans Memorial Park Fund</u>	<u>Total</u>
<u>ASSETS</u>				
Cash	\$ <u>0</u>	\$ <u>0</u>	\$ <u>4,784</u>	\$ <u>4,784</u>
TOTAL ASSETS	\$ <u><u>0</u></u>	\$ <u><u>0</u></u>	\$ <u><u>4,784</u></u>	\$ <u><u>4,784</u></u>
<u>LIABILITIES AND FUND BALANCES</u>				
Liabilities:				
Total Liabilities	\$ <u>0</u>	\$ <u>0</u>	\$ <u>0</u>	\$ <u>0</u>
Fund Balances:				
Restricted	<u>0</u>	<u>0</u>	<u>4,784</u>	<u>4,784</u>
Total Fund Balances	<u>0</u>	<u>0</u>	<u>4,784</u>	<u>4,784</u>
TOTAL LIABILITIES AND FUND BALANCES	\$ <u><u>0</u></u>	\$ <u><u>0</u></u>	\$ <u><u>4,784</u></u>	\$ <u><u>4,784</u></u>

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VILLAGE OF ESSEX JUNCTION, VERMONT  
 COMBINING STATEMENT OF REVENUE, EXPENDITURES  
 AND CHANGES IN FUND BALANCE  
 SPECIAL REVENUE FUNDS  
 FOR THE YEAR ENDED JUNE 30, 2012

	Library Fund	Engineering Fees Fund	Veterans Memorial Park Fund	Total
Revenue:				
Investment Income	\$ 0	\$ 0	\$ 9	\$ 9
Total Revenue	<u>0</u>	<u>0</u>	<u>9</u>	<u>9</u>
Expenditures:	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Excess of Revenues Over Expenditures	<u>0</u>	<u>0</u>	<u>9</u>	<u>9</u>
Other Financing Sources/(Uses):				
Transfers Out	<u>(3,096)</u>	<u>(7,687)</u>	<u>0</u>	<u>(10,783)</u>
Total Other Financing Sources/(Uses)	<u>(3,096)</u>	<u>(7,687)</u>	<u>0</u>	<u>(10,783)</u>
Net Change in Fund Balances	(3,096)	(7,687)	9	(10,774)
Fund Balance - July 1, 2011	<u>3,096</u>	<u>7,687</u>	<u>4,775</u>	<u>15,558</u>
Fund Balance - June 30, 2012	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 4,784</u>	<u>\$ 4,784</u>

See Disclaimer in Accompanying Independent Auditor's Report.

VILLAGE OF ESSEX JUNCTION, VERMONT  
STATEMENT OF REVENUE AND EXPENSES  
BUDGET (NON GAAP BUDGETARY BASIS) AND ACTUAL  
WATER FUND  
FOR THE YEAR ENDED JUNE 30, 2012

	Budget	Actual	Variance Favorable (Unfavorable)
Revenue:			
Water Sales - Village	\$ 739,730	\$ 726,537	\$ (13,193)
Water Sales - IBM	2,001,952	2,047,870	45,918
Water Sales - IBM Vermont Tax	41,931	42,917	986
Water Sales - Large Users	73,831	96,703	22,872
Hydrant Rentals	5,000	5,000	0
Penalties	3,000	3,980	980
Miscellaneous	15,000	22,317	7,317
Interest Earnings	0	51	51
	<u>2,880,444</u>	<u>2,945,375</u>	<u>64,931</u>
Total Revenue			
Expenses:			
Salaries - Regular	95,381	94,700	681
Salaries - Overtime	13,843	9,171	4,672
Salaries - Part-time	4,459	6,089	(1,630)
Social Security	8,402	7,964	438
Unemployment Insurance	484	502	(18)
Workers Compensation Insurance	5,139	3,891	1,248
Health Insurance and Other Benefits	38,328	35,568	2,760
Retirement	9,538	8,988	550
Liability and Property Insurance	3,399	3,198	201
Interest Expense	200	75	125
Supplies	6,500	2,179	4,321
Postage	700	715	(15)
Gas, Oil and Grease	2,500	2,124	376
Meters and Parts	3,960	5,753	(1,793)
Distribution Materials	6,000	3,020	2,980
Computer Expenses	600	605	(5)
Water & Sewer Charges	250	291	(41)
Training and Conferences	1,500	1,094	406
Electrical Service	600	614	(14)
Heat	3,500	2,428	1,072
Maintenance - Other	1,500	876	624
Water Line Maintenance - Breaks	16,000	1,624	14,376
Uniforms and Boots	1,000	519	481
Contract Services	112,993	112,993	0
Other Professional Services	1,500	0	1,500
Audit Services	2,961	3,059	(98)
Water Purchases - Village	395,050	410,782	(15,732)
Water Purchases - IBM	2,001,952	2,047,870	(45,918)
Printing and Advertising	2,000	1,462	538
Transfer to Capital Reserve	90,000	96,960	(6,960)
State Water Tax - Village	8,274	8,609	(335)
State Water Tax - IBM	41,931	42,917	(986)
	<u>2,880,444</u>	<u>2,916,640</u>	<u>(36,196)</u>
Total Expenses			
Net Income	<u>\$ 0</u>	28,735	<u>\$ 28,735</u>
Adjustments to Reconcile to GAAP Basis Statements:			
Non-budgetary Operating Expenses		(1,355)	
Purchase of Equipment		5,284	
Capital Reserve Fund Transfer		96,960	
Interest Earned on Capital Reserve Fund		209	
Depreciation		<u>(87,269)</u>	
Change in Net Assets - Exhibit H		<u>\$ 42,564</u>	

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VILLAGE OF ESSEX JUNCTION, VERMONT  
STATEMENT OF REVENUE AND EXPENSES  
BUDGET (NON GAAP BUDGETARY BASIS) AND ACTUAL  
SANITATION FUND  
FOR THE YEAR ENDED JUNE 30, 2012

	Budget	Actual	Variance Favorable (Unfavorable)
Revenue:			
Sanitation Billing	\$ 401,352	\$ 400,698	\$ (654)
Sanitation Penalty	1,800	1,995	195
Essex Pump Station Fees	24,800	20,912	(3,888)
2 Party Agreement Revenue	15,000	15,000	0
Miscellaneous	17,000	99,728	82,728
Federal STAG Grant	0	4,565	4,565
Interest Earnings	<u>0</u>	<u>83</u>	<u>83</u>
Total Revenue	<u>459,952</u>	<u>542,981</u>	<u>83,029</u>
Expenses:			
Salaries - Regular	88,446	68,565	19,881
Salaries - Overtime	13,748	6,584	7,164
Salaries - Part Time	4,459	19,710	(15,251)
Social Security	7,870	7,394	476
Unemployment Insurance	484	653	(169)
Workers Compensation Insurance	4,759	3,861	898
Health Insurance and Other Benefits	37,240	25,088	12,152
Retirement	8,845	7,269	1,576
Liability and Property Insurance	6,595	5,771	824
Interest Expense	100	7	93
Supplies	1,000	1,978	(978)
Postage	1,500	1,432	68
Gas, Grease and Oil	4,000	2,767	1,233
Meters and Parts	8,040	6,110	1,930
Computer Expenses	1,000	1,210	(210)
Water and Sewer Charge	1,000	1,269	(269)
Training and Conferences	500	0	500
Electrical Service	7,500	7,797	(297)
Maintenance - Other	1,500	503	997
Pump Station Maintenance	5,000	8,893	(3,893)
Sanitation Lines Maintenance	10,000	2,097	7,903
Susie Wilson Pump Station Costs	9,000	6,813	2,187
West St. Pump Station Costs	13,000	10,732	2,268
Uniforms, Boots, Etc.	1,000	976	24
Contractual Services	137,193	137,193	0
Right-Of-Way Agreements	8,192	7,611	581
Other Professional Services	1,500	601	899
Audit Services	1,481	1,530	(49)
Capital Reserve Fund Contributions	75,000	156,356	(81,356)
Capital Outlay	<u>0</u>	<u>9,670</u>	<u>(9,670)</u>
Total Expenses	<u>459,952</u>	<u>510,440</u>	<u>(50,488)</u>
Net Income	<u>\$ 0</u>	32,541	<u>\$ 32,541</u>
Adjustments to Reconcile to GAAP Basis Statements:			
Non-budgetary Operating Expenses		(6,966)	
Purchase of Equipment		15,441	
Admin Fee on ARRA Loan		(4,866)	
Interest Earned on Capital Reserve Fund		1,287	
Sale of WWTF Capacity		100,000	
Capital Grants and Contributions received		24,481	
Transfers to WWTF Fund		(55,110)	
Capital Reserve Fund Transfer		156,356	
Depreciation		<u>(115,064)</u>	
Change in Net Assets - Exhibit H		<u>\$ 148,100</u>	

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VILLAGE OF ESSEX JUNCTION, VERMONT  
STATEMENT OF REVENUE AND EXPENSES  
BUDGET (NON GAAP BUDGETARY BASIS) AND ACTUAL  
WASTEWATER FUND  
FOR THE YEAR ENDED JUNE 30, 2012

	Budget	Actual	Variance Favorable (Unfavorable)
Revenue:			
Village User Charges	\$ 603,402	\$ 595,525	\$ (7,877)
Village User Penalties	2,800	2,999	199
Wastewater Charge - Essex	379,497	383,529	4,032
Wastewater Charge - Williston	485,756	503,684	17,928
Pump Station Maintenance Fee	24,200	24,200	0
Sewer Capacity Lease	5,534	0	(5,534)
Village Septage Discharge Income	24,000	35,546	11,546
Shared Septage Revenue	13,000	19,254	6,254
Village Leachate Revenues	17,000	16,450	(550)
Shared Leachate Revenues	8,300	8,031	(269)
Interest	0	42	42
Miscellaneous	0	139	139
<b>Total Revenue</b>	<b>1,563,489</b>	<b>1,589,399</b>	<b>25,910</b>
Expenses:			
Salaries - Regular	252,094	234,206	17,888
Salaries - Overtime	26,130	37,242	(11,112)
Salaries - Part-Time	21,000	16,505	4,495
Social Security	22,999	21,333	1,666
Unemployment Insurance	1,092	1,245	(153)
Workers Compensation Insurance	11,988	12,802	(814)
Health Insurance and Other Benefits	96,735	91,390	5,345
Retirement	25,209	23,915	1,294
Liability and Property Insurance	24,844	23,148	1,696
Interest Expense	2,000	98	1,902
Supplies	15,000	13,438	1,562
Chemicals	181,000	200,381	(19,381)
Gas, Grease and Oil	5,000	4,770	230
Water and Sewer Charge	4,000	5,053	(1,053)
Training and Conferences	5,000	4,157	843
Telephone Services	3,500	3,174	326
Electrical Service	125,000	165,181	(40,181)
Heating	6,000	5,501	499
Maintenance - Other	76,000	81,361	(5,361)
Vehicles Maintenance - Travel	3,000	495	2,505
Uniforms, Boots, Etc.	3,000	4,003	(1,003)
Interview Costs	0	1,716	(1,716)
Contract Laboratory Service	8,000	7,679	321
Contract Services	56,497	56,497	0
Legal Services	1,000	33	967
Grit Disposal	7,000	5,888	1,112

See Disclaimer in Accompanying Independent Auditor's Report.

VILLAGE OF ESSEX JUNCTION, VERMONT  
STATEMENT OF REVENUE AND EXPENSES  
BUDGET (NON GAAP BUDGETARY BASIS) AND ACTUAL  
WASTEWATER FUND  
FOR THE YEAR ENDED JUNE 30, 2012

	Budget	Actual	Variance Favorable (Unfavorable)
Expenses:			
(Cont'd)			
Sludge Dewatering	\$ 178,750	\$ 203,018	\$ (24,268)
Sludge Management	170,300	140,845	29,455
Other Professional Services	2,000	3,384	(1,384)
Audit Services	3,476	3,591	(115)
WWTF Annual Permit Fee	6,000	6,931	(931)
Capital Reserve Fund Contributions	130,000	130,000	0
Loan Payment	54,875	54,652	223
Capital Outlay	15,000	15,861	(861)
	<u>1,543,489</u>	<u>1,579,493</u>	<u>(36,004)</u>
Total Expenses			
Net Income	<u>\$ 20,000</u>	9,906	<u>\$ (10,094)</u>
Adjustments to Reconcile to GAAP Basis Statements:			
Transfer from Sanitation Fund		55,110	
Purchases of Equipment		35,495	
Non-budgetary Operating Expenses		(1,356)	
Paydown of Loan Principal		50,000	
Admin Fee on ARRA Loan		(803)	
Interest Payment on RZEDB Bond		(62,489)	
Gain/(Loss) on Disposal of Capital Asset		(680)	
Capital Reserve Fund Transfer		130,000	
Capital Contributions Received		77,744	
Interest Earned on Capital Reserve Fund		7,201	
Depreciation		<u>(291,730)</u>	
Change in Net Assets - Exhibit H		<u>\$ 8,398</u>	

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Report on Internal Control Over Financial Reporting and  
on Compliance and Other Matters Based on an Audit of  
Financial Statements Performed in Accordance with  
Government Auditing Standards

Board of Trustees  
Village of Essex Junction  
Essex Junction, VT 05452-3685

We have audited the financial statements of the governmental activities, the business-type activities, each major fund and the aggregate remaining fund information of the Village of Essex Junction, Vermont as of and for the year ended June 30, 2012, which collectively comprise the Village of Essex Junction, Vermont's basic financial statements and have issued our report thereon dated February 21, 2013. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States.

Internal Control Over Financial Reporting

In planning and performing the audit, we considered the Village of Essex Junction, Vermont's internal control over financial reporting as a basis for designing our audit procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Village of Essex Junction, Vermont's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the Village of Essex Junction, Vermont's internal control over financial reporting.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the Village of Essex Junction, Vermont's financial statements will not be prevented, or detected and corrected on a timely basis.

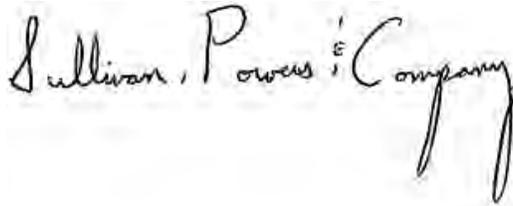
Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be deficiencies, significant deficiencies or material weaknesses and therefore, there can be no assurance that all deficiencies, significant deficiencies, or material weaknesses have been identified. In addition, because of inherent limitations in internal control, including the possibility of management override of controls, misstatements due to error or fraud may occur and not be detected by such controls. We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses, as defined previously.

Compliance and Other Matters

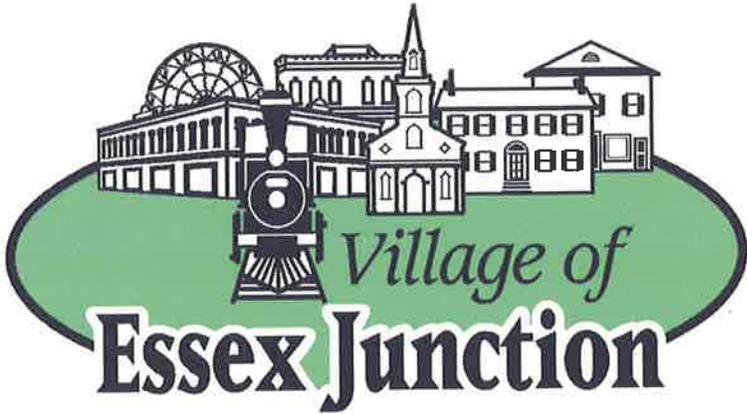
As part of obtaining reasonable assurance about whether the Village of Essex Junction, Vermont's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under Government Auditing Standards.

This report is intended solely for the information and use of the Board of Trustees, management, federal awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

February 21, 2013  
Montpelier, Vermont  
VT Lic. #92-000180

A handwritten signature in black ink that reads "Sullivan, Powers & Company". The signature is written in a cursive style with a large, stylized 'S' at the beginning and a long, sweeping tail at the end.

2008



*Village of*  
**Essex Junction**

COMPREHENSIVE

PLAN

## Village of Essex Junction Comprehensive Plan Update – 2008

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Patricia Benoit, Administrative Assistant  
Betty Claire, Accounting Clerk/Zoning Assistant  
James Jutras, Water Quality Superintendent  
Rick V. Jones, Public Works Superintendent  
Penny Pillsbury, Library Director

*Adopted the 22<sup>nd</sup> day of January*

**Contributors**

*Village of Essex Junction*

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Lauren V. Morrisseau, Accountant  
Terry Hass, Assistant Zoning Administrator  
James Jutras, Water Quality Superintendent  
Rick V. Jones, Public Works Superintendent  
Penny Pillsbury, Library Director

\*\*Cover Designed by Michele Ottaviano;

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## **Chapter I**

### **Introduction to the 2008 Comprehensive Plan Update**

#### **1. Purpose:**

In accordance with state statute (VSA Title 24, Chapter 117), the comprehensive plan shall be updated every five years.

The goals of the 2008 update are to:

- Define/update Essex Junction's priorities, goals and strategies for the next five years and beyond;
- Update information regarding data, current issues, development, events etc.;
- Review the accomplishments of the last five years.

#### **2. Process:**

The 2008 plan update is an opportunity to identify progress on planning issues for the previous five years and set the community's goals and priorities for the next five years with an emphasis on specific implementation tasks. The Planning Commission is accepting public comment at all regularly scheduled Planning Commission meetings throughout the update process. The formal public hearing process will be conducted in the Fall/Winter of 2007/2008.

#### **3. The Next Stage:**

After the Comprehensive Plan Update has been adopted, implementation will follow. The following mechanisms will help realize the Plan's goals and strategies; as such, they are only possible after the Village has an approved Comprehensive Plan:

An Update to the Land Development Code;  
Special projects and Studies as outlined in the Plan and the RKG Report  
Capital Improvements Plan/s (C.I.P.);  
Capital Budget Plan.

## **Chapter II**

### **General Planning Background**

#### **1. What is a Comprehensive Plan?**

A comprehensive plan is an official public document adopted by the local government as a policy guide to decisions about the physical development or redevelopment of the community. The comprehensive plan outlines how the village wishes to develop in the next five years. Policies in the plan will guide the community in decision making deliberations.

A plan should be comprehensive, general, and long range. "Comprehensive" means it includes all geographic areas of the community and all issues in the community which might affect growth-issues such as transportation, storm drainage, signs, landscaping, safety and conservation. "General" means the plan summarizes policies and proposals, and establishes goals for the community's future. Although a plan will contain some specific proposals, emphasis is placed upon general policies which should lead to development of specific projects, plans or ordinances. "Long Range" means the plan looks beyond current issues to the problems and opportunities 20 years in the future.

In recent years, comprehensive plans have shifted from more general guides on community policies to a more specific strategic document that focuses on implementation and action as well as specific policies. The benefit of this type of comprehensive plan is that it is more results oriented and provides much more detail on how the goals and objectives will be reached. For these reasons the 2007 comprehensive plan update will focus on implementation in addition to general policies.

#### **2. Why Develop a Comprehensive Plan?**

A Comprehensive Plan helps to manage or control growth, and should represent a community's goals and aspirations for the future. There are three general justifications for development of a Plan.

1. To accomplish things the community wants to happen, and
2. To avoid or prevent things the community does not want to happen, and
3. To accommodate things the community expects to happen.

Therefore, a Plan is a community's best opportunity to direct positive change, to minimize negative change, and to manage expected change. A good Comprehensive Plan, with wide-spread public support, is the best mechanism available to manage change. A Comprehensive Plan is not a regulation but is a "guide" and a source of information for local officials, citizens and developers. It documents the historic development of the Village as well as the future aspirations of the community.

#### **3. The Planning Process**

The Planning Process typically involves six distinct and identifiable steps:

1. Generalized Goals – Broad statements regarding future development of the Village. Identification of those general topics which should be analyzed during the Planning Process.
2. Inventory – Identification of existing physical, social and economic characteristics of the Village.
3. Analysis – As a result of the inventory and the community's statements of goals, an analysis of the community's resources and opportunities should be completed.
4. Develop Alternative – As a result of this analysis, various alternative plans and policies are prepared, reviewed and adopted.
5. Implementation – Mechanisms to implement the plan are developed and may include

- such items as zoning and subdivision ordinances, capital budgeting, landscaping control, etc.
6. Monitoring – Upon completion a Plan should be periodically monitored and updated to meet changing conditions or changing policies.

#### **4. Statutory Authority**

The Vermont Planning and Development Act, Title 24 of the Vermont Statutes Annotated, Chapter 117, authorizes the Village to prepare and adopt a Comprehensive Plan. The identified purpose of the Act is to “encourage the appropriate development of all lands . . . in a manner which will promote the public health, safety, morals, prosperity, comfort, convenience, efficiency, economy and general welfare; and to provide a means and methods for the municipalities and regions of this State to Plan . . . and to implement those plans . . .” In 1988, the Vermont Legislature adopted Act 200, which further refines the State’s planning statute. In 1990, the Legislature further refined this legislation by revising the goals and policies of the Act.

#### **5. Consistency with Adjoining Town and Regional Plans**

The Village borders Essex Town to the north and South Burlington and Williston to the south and east. In general, the adjoining town plans have compatible land uses on joint borders. As this Plan is implemented, adjacent municipalities should be invited to comment on projects which may affect them.

This Plan is generally consistent with the 2006 Chittenden County Regional Plan, which designates Essex Junction as a “growth center”. The Village Plan’s emphasis on the Village Center District is consistent with the regional plan’s growth center concept.

#### **6. Plan Format**

The Village of Essex Junction used the standard planning process, as identified in Chapter I. The Plan is divided into chapters. Chapter III defines the goals for the remainder of the Plan. Chapter IV discusses Community Growth Trends and the Natural Resources Base.

The main body of the Plan is set forth in Chapter V which is divided into major Plan elements such as Transportation, Land Use, Housing, etc. Therefore, someone interested only in Transportation should be able to obtain the element of the Plan. Each Plan element includes: 1) Background information and research materials as necessary; 2) Discussion of major issues; 3) Specific Goals and Objectives.

Chapter VI discusses general implementation strategies. More specific information may be included in the individual Plan Elements. Also included in this chapter is a discussion of Plan Monitoring and Review Policies.

Chapter VII contains a list of definitions. These definitions should be used to “interpret” specific language used within the Plan.

Finally, the Appendices include data not included in previous chapters. In addition, supportive plan documents which were used to develop this Plan are listed and described in Appendix A.

## **Chapter III**

### **Community Vision and Strategies for Essex Junction: 2007-2012**

#### **1. General Community Goals and Vision**

An important stage of any Planning Process is the identification of a community vision for the future, which is used in establishing general community goals. These General Goals and Vision are used to identify what the community is striving to become or maintain as well as the challenges and opportunities it faces. They define the Plan and provide focus to the Planning Process.

The General Goals and Vision of the Village of Essex Junction Comprehensive Plan are as follows:

**REGION:** To recognize and enhance Essex Junction's role within the Chittenden County region as a major employment and transportation center; to cooperate with adjoining communities to ensure quality development; and to protect the Village from negative impact of adjoining development.

**COMMUNITY:** To maintain the Village character of Essex Junction as a traditional New England Style Village that is pleasant and walkable; which provides a full range of urban services to community residents in close proximity to residential neighborhoods; and to ensure new growth maintains high standards and builds off the historic village character.

**NEIGHBORHOOD:** To provide suitable living environments for all residents of the Village and to preserve existing neighborhoods as a valuable community resource.

**LAND USE:** To provide a range of activities within the mixed use districts in the core of the Village while minimizing land use conflicts. An emphasis shall be placed on encouraging infill and redevelopment of underutilized properties

**DOWNTOWN:** To support a healthy and vibrant Village Center as the focal point of the community through public and private investment. Investments in the village center shall have an emphasis on high quality design that protects the historic character and reinforces the pedestrian streetscape.

**IDENTITY:** To maintain and improve the identity of the Village as a desirable place to live and work.

**DIVERSITY:** To provide Village residents with a reasonable choice of living environments, vocational and educational opportunities, cultural and recreational amenities.

**ENVIRONMENT:** To maintain an aesthetically attractive urban environment that is sensitive to the natural environment.

**ECONOMY:** To enhance the existing business and industrial base within the Village and the Region.

**GROWTH:** To ensure orderly and efficient development within the Village by encouraging new development in commercial, industrial and multi-family districts while protecting our residential neighborhoods from incompatible land uses.

**COST EFFICIENCY:** To minimize the total economic cost of providing housing, utilities, transportation and public facilities and services.

**PARTICIPATION:** To encourage strong public participation in all public decisions affecting the development or redevelopment of the urban area.

## 2. Accomplished Objectives

The following is a list of planning accomplishments from 2002-2007:

- Updated the Land Development Code as follows:
  - Established a Transit Oriented Development District on Pearl Street
  - Expanded the Village Center District and revised the design review criteria
  - Redefined the zoning along Pearl and Lincoln Streets to support infill development with the establishment of two mixed use zoning districts along these corridors.
  - Amended the sign ordinance to provide greater clarity and flexibility
  - Prohibited “backyard development”
  - Changed the zoning along Main and Lincoln Streets from Residential/Office to Residential only districts along Main Street, Maple Street and Park Street
- Developed a streetscape plan, completed in August 2005, for the Village Center District entitled “Downtown Streetscape Plan for Essex Junction” prepared by Landworks.
- Implemented a streetscape project along Railroad Avenue in 2003, which narrowed the street, added wider sidewalks, antique style streetlamps, benches, trees and green space.
- Implemented a streetscape project along Main Street between the Five Corners and Railroad Avenue in 2004, which added new antique style streetlamps, new sidewalks and benches.
- Successfully nominated a National Register Historic District along Main Street and Railroad Avenue in 2004.
- Participated in the development of the “Pearl Street Corridor Enhancement Plan” in 2006, which was prepared by Saratoga Associates. Several of the recommendations in the report were adopted in the 2006-7 Land Development Code Update.
- Developed a market study, prepared by Pete Davis, which successfully attracted a grocery store back to Essex Junction, which has been a major community goal for the past five years.
- Increased the level of tax stabilization available to historic buildings which are listed or eligible for listing on the National Register of Historic Places.
- Successfully applied for and obtain Village Center Designation from the State of Vermont for the Five Corners area.
- Worked with a private developer to obtain public financing for the construction of a 30 unit affordable housing project
- Worked with a non-profit developer in obtaining public financing for the construction of 19 units of special needs housing.
- Cogeneration Project at the Wastewater Plant

## 2. The Planning Challenge: Toward 2012 and Beyond

Essex Junction is a dynamic and largely developed community with a good mix of residential, commercial and industrial development. It has desirable neighborhoods, accessible parks and open

space areas, and established downtown and commercial centers. Portions of its commercial areas can be classified as mature urban with underutilized properties that present opportunities for redevelopment and renewed investment. Therefore, the planning challenge for Essex Junction is to manage and encourage reinvestment in the existing urban environment, and protect existing neighborhoods and ensure that redevelopment or new development preserves and promotes the “village” character of Essex Junction.

Land use goals that the Village has set for itself will be detailed in the chapters that follow. However, the most important issues that are being grappled with today will define the priorities for Essex Junction for the coming five years.

**Goal 1: Assist and work with existing businesses to stay and grow in Essex Junction. Encourage and assist new businesses and clean industries to invest in Essex Junction.**

- Objective 1.1: Maintain a favorable business climate in Essex Junction.
- Objective 1.2: Review and select specific recommendations in the RKG report for possible implementation.
- Objective 1.3: Continue efforts to revitalize the village center and attract business through public investment in infrastructure

**Goal 2: Promote responsible residential growth.**

- Objective 2.1: Conserve open space/agricultural land for future generations.
- Objective 2.2: Encourage mixed-income infill housing within existing developed areas in the commercial and multi-family districts

**Goal 3: Protect and enhance sensitive and important areas.**

- Objective 3.1: Consider zone changes to preserve existing residential structures of historic village character along major arterials and in historic neighborhoods.

**Goal 4: Promote the redevelopment of underutilized properties in the TOD and Village Center District with high quality design, a mix of uses, and which support pedestrian activity.**

**Goal 5: Establish policies and manage the Village budget to minimize the impact of phasing out of the M&E Tax and to ensure the continuation of adequate provision of services.**

- Objective 5.1: Increase the ratio of light industrial/commercial uses to residential uses.
- Objective 5.2: Investigate additional sources of revenue.
- Objective 5.3: Keep budget increases within the rate of inflation.

## **Chapter IV**

### **Community Growth and Natural Resources**

Prior to development of specific recommendations for the future, it is important to examine the trends of the past. This Chapter reviews the historic development patterns within the Village and review current statistical trends as well as the natural resource base. Historic development patterns and current trends largely dictate future growth patterns. Many of the Goals and Objectives within this Plan are influenced by these trends.

#### **1. Historic Development Patterns**

Early growth in Essex Junction was focused in the vicinity of Hubbell's Falls of the Winooski River, with some agricultural settlement occurring north of the mills. A few structures remain which represent this early growth. A brick house built by Ezra Slater, Sr. at the corner of Park and South Streets is representative of this early settlement. Lincoln Hall, constructed about 1820 as a tavern, is another example of early Village growth.

Probably the single most important influence on growth patterns in Essex Junction was the arrival of the railroad in December, 1849. At that time, the crossroads in Essex Township was named Painesville, in honor of the Vermont Central Railway President, Charles Paine. Concurrently, the Vermont and Canada Railroad was being constructed and a railroad junction was formed. Burlington passengers were forced to switch trains at the Junction. Thus, the name Essex Junction began to appear, and in the early 1890's the name was officially changed. The nucleus of the Village Center began to form around the railroad junction. Early buildings included additions to the Stevens Tavern, the Central House Hotel at Central and Depot Streets. The first church was erected by the Methodists and Congregationalists in 1866.

Another major influence on development patterns within the Village was the early street pattern. The basic network of streets was formed by 1869. Thus, at this early date the "Five Corners" of Main, Maple, Park, Pearl and Lincoln Streets was already established.

By 1880, Essex Junction had displaced Essex Center as the principal Village in the Township. Numerous shops and stores were in existence. In 1892, The Village obtained a Charter from the Vermont Legislature as the Incorporated Village of Essex Junction. In 1890, Essex Junction had a population of 1,141, surpassing the 1,062 residents in the remainder of Essex Township.

During the late 1880's and first half of the 1900's, development continued to occur within the Village. Of note was the arrival of the automobile, and the beginning of traffic conflict at the "Five Corners".

The third major event to greatly influence the development of Essex Junction was the arrival of IBM in 1957. The Village population rose from 2,741 in 1950 to 5,304 by 1960. Corresponding with the population and employment growth was the demand for public and commercial services. Businesses began to expand along Pearl Street while residential development proceeded at a rapid pace.

These historic trends had a significant effect on current growth patterns. The railroads still limit the efficiency of the street network. The five major streets intersecting at "Five Corner" create heavy traffic congestion. Some relief from traffic congestion occurred after the first section of the Circumferential Highway opened in 1993; however, traffic levels have since reached pre-circumferential numbers. Traffic associated with Village Schools appears to have a significant impact on congestion in the morning as more parents seem to driving their kids to school. Reasons for the increase in school related traffic could be the breakdown of the neighborhood school system, the lack

of busing or safety concerns. Thus, historic growth patterns limit and direct the planning effects within the Village today.

**2. Recent Trends**

Sound, reliable background data is a prerequisite for any long-range planning. It provides necessary background information and provides insight for the future. However, the comprehensive plan should be more about shaping the future to meet community objectives than trying to respond to social, demographic and economic trends, which are difficult to predict. This section provides some general statistical data to establish any major trends. In many cases, additional information is provided in the individual Plan elements.

**2.1 Population Growth**

Historical growth rates for Essex Junction, Chittenden County and Vermont are provided on Table 1. As indicated by the Table, substantial growth occurred during the 1950's and 1960's, concurrent with growth at IBM. Since 1970 the growth rate has slowed. Within Essex Junction, the slowing of the growth rate can be attributed to several causes.

- 1) Employment at IBM has been steady.
- 2) There is limited vacant land available for new residential development
- 3) Family sizes have been declining locally, following a national trend to smaller families. In addition, there are an increasing number of older households.

**Table 1  
Population Growth 1900 – 2000**

	Village of Essex Junction	% of Change	Chittenden County	State of Vermont
1900	1,141		39,600	343,641
1910	1,245	9.11	42,447	355,956
1920	1,410	13.25	43,708	352,428
1930	1,621	14.96	47,471	359,611
1940	1,901	17.27	52,098	359,231
1950	2,741	44.18	62,570	377,747
1960	5,350	94.81	74,425	389,981
1970	6,511	21.92	99,131	444,732
1980	7,033	8.01	115,534	537,361
1990	8,396	19.38	131,761	562,758
2000	8,591	2.3	479,571	608,827

Sources: U.S. Census; Vermont 2000, Vermont Dept. of Health, January 2002

According to the 1990 Census, the average household size in Essex Junction was 2.56 people. 52.3% of the households had children under 18. In 2000, the average household size in Essex Junction was 2.48 people. 36.5% of the households had children under 18.

The estimated population for the Village in 2005 was 8,841 persons, which represents a modest .97 percent increase. The bottom line is that Essex Junction is growing slowly due to the reasons described above and it is not anticipated that this rate of growth will adversely impact the provision of services to the local community.

## 2.2 Employment Patterns

Employment trends are an important growth indicator, as are regional employment trends. This is particularly important in the Village due to the confluence of five major highways at the “Five Corners”. Many commuters who either work or live outside Essex Junction must commute through the center of the Village. This regional growth directly influences the Village through the need to plan for commuter traffic, as well as the direct budget costs associated with street maintenance, traffic computers, safety and law enforcement. Other direct impacts are felt within residential neighborhoods as commuters use residential streets to avoid “Five Corners”.

Essex Junction has maintained a strong employment base since IBM located with the Village in 1957. IBM has remained the employment “anchor” in Essex Junction, as well as within the surrounding communities. The demand for commercial and professional services is largely the result of the growth of IBM.

In addition to the approximately 7,500 employees at IBM, there are two other employment centers within the Village. The first employment center is the Village Center District (see Land Use Map). The second significant area of employment is the strip of commercial businesses located adjacent to Pearl Street.

The Village Center historically developed as the business and commercial center of the Village. It continues today as a significant focus within the Village as a business destination.

**Table 2  
Floor Area of Village Center Businesses by Category**

Business Category	Average Floor Area	Estimated Total Businesses	Estimated Total Area
General Office	1,352	7	9,464
Retail Sales	1,622	29	47,038
Personal Services	600	12	7,200
Professional Services	1,599	39	62,361
Restaurant/Tavern	1,633	7	11,431
Other (inc. govt. agencies and offices)	4,397	16	70,846
<b>TOTALS</b>		110	207,846

Sources: U.S. Census; Vermont 2000

As indicated on Table 2, there is a mixture of retail sales, service and professional business within the Village Center. This mixture is a significant factor in attracting people to the Center and maintaining the economic vitality of the area. The continuing viability of the Village Center as a community focal point is an important consideration in this Plan.

The second major commercial employment center within the Village is the Pearl Street corridor. There are significant differences in the types of businesses located at the Village Center and those along Pearl Street. The Pearl Street corridor contains a variety of local retail and service oriented businesses as well as fast food restaurants. New higher density housing has been introduced within the last five years, which will help sustain the adjacent local businesses. Today the Village estimates that there are approximately 8,400 jobs in Essex Junction. The Village has the eighth largest number

of jobs of all communities in Vermont.

**2.3 Income Characteristics**

An important factor in the growth and development of any community is the local household income level. The income level within any community directly affects a community’s growth in the following areas:

- 1) Tax base to support the provision of needed community services such as streets, sewer and water facilities, libraries, etc.;
- 2) Type and cost of housing, particularly the availability of affordable housing;
- 3) Types and number of businesses and services available; and
- 4) Ability to attract and maintain a solid commercial and industrial economic base.

Table 4 compares financial characteristics of Essex Junction residents to those of the county and the state:

**Table 3  
Financial Characteristics, 2000 Census**

	Essex Junction	Town of Essex (w/o Village)	Chittenden County
Median Household Income	\$54,238	\$67,097	\$53,668
Per Capita Income	\$24,482	\$29,480	\$25,976

Source: U.S. Census, 2000

Table 3 indicates that the Median Income in Essex Junction is higher than Chittenden County. The numbers indicate the relative prosperity of Essex Junction and the surrounding communities.

**2.4 Government Finance**

Local government is primarily financed through property tax revenue. Thus, consideration of the local tax effort is an important issue. It gives some indication of economic growth within the community as well as an indication of the community’s ability to pay for improvements which may be required in the future. In addition, it is an important indicator of a community’s ability to manage basic services while minimizing tax increases. Figure 1 tracks the Village Grand List increase from 1998-2002. Figure 2 provides more detail on the taxes generated and the distribution of taxes within the Village.

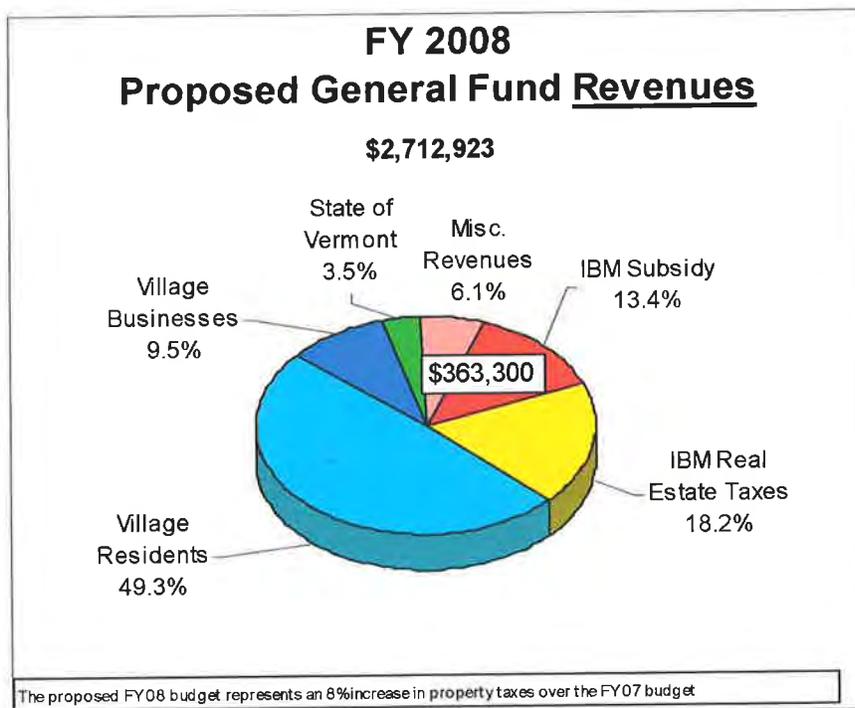
The Village has invested much time and effort to address issues of responsible financial management: A reappraisal was completed in 1990 and again in 2007. Essex Junction’s elected officials and voters are conscious of the need for responsible financial management and have successfully level funded or kept Village budgets at or below the inflation rate throughout the 1990’s and into 2007. However, while a level funding system keeps tax increases at a minimum, it does not allow capacity for new programs or significant investment in Village Infrastructure and business development. Therefore, any goals and objectives established in this plan should be weighed against the resources needed to accomplish the goal. For every goal and objective, the village should ask itself, “at what cost?” and whether or not the initiative will be supported by adequate resources.

It is important to note that the data included herein are for the Village of Essex Junction taxes only.

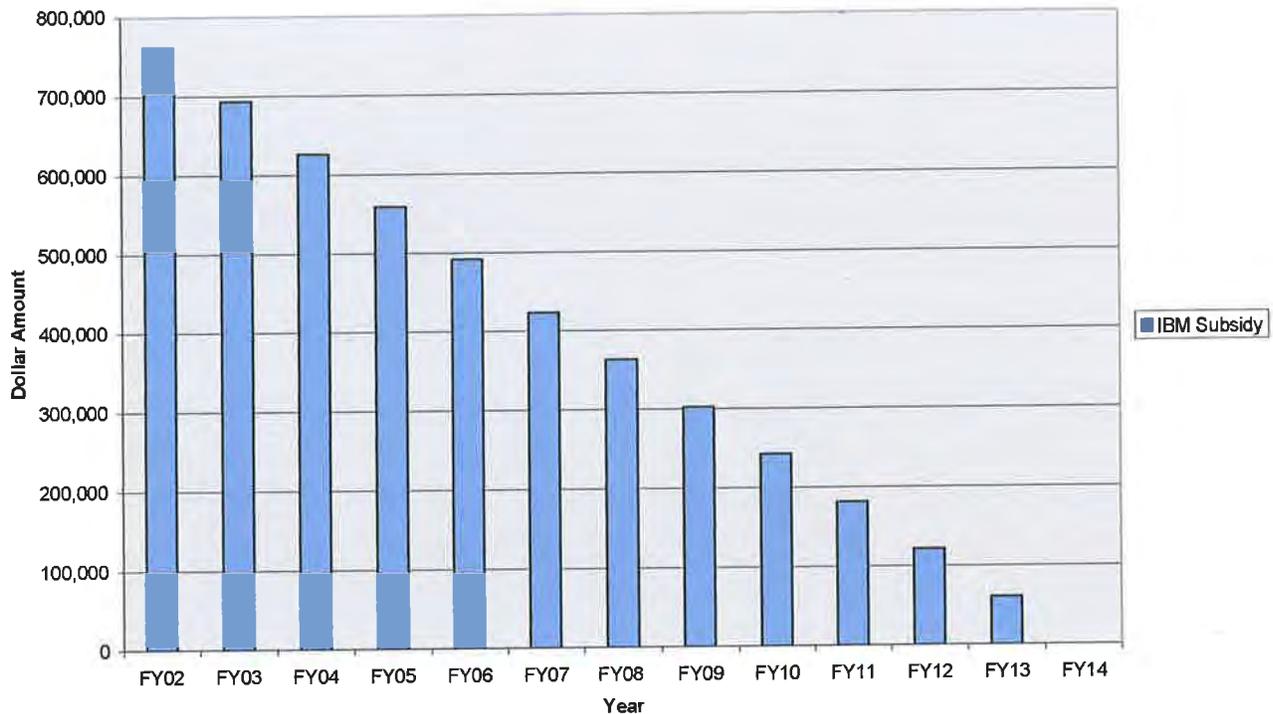
Residents are also required to pay school taxes and Town of Essex taxes. Both the school system and Town are totally independent taxing agencies over which the Village has no control. Residents should contact the Town of Essex and the School District for information regarding their tax rates.

The significant reduction in the reduction in the Grand List in 2002 is due to the elimination of the machinery and equipment tax. The shortfall in tax revenues from the elimination of the M&E will be offset through an agreement with IBM that is due to end in 2013. IBM will go from paying approximately 67% of the local taxes in 2000 to paying approximately 27% of local taxes in 2014 based on the assessment in place in 2000. This constitutes a reduction of \$67,532 per year in tax revenue from IBM, which must be made up by the remaining property owners in the Village to avoid a reduction in services.

**Figure 1  
Tax Distribution – 2008**



**Figure 2  
Village of Essex Junction - IBM Subsidy**



Figures 1&2 above illustrate the Village’s past dependence on the M&E and a future reliance on the new IBM tax agreement.

**2.5 Natural Environmental Resources**

The natural resources base within, and adjacent to a community, are important factors to consider for several reasons. First, they may limit, or direct the type of development which will occur. Second, they contribute to the quality of life within the community. Third, they provide opportunities to preserve important environmental areas. Finally, they provide important recreational opportunities for residents. The safe, attractive and efficient utilization of land is largely dependent upon these important natural resources.

The Village of Essex Junction is centrally located within Chittenden County. Easy access to the mountains, Lake Champlain and the Winooski River all contribute to the quality of life within the Village. In addition, open space, scenic views and recreation opportunities within the Village contribute to the natural environmental resources base. These resources all contribute to the identity of the Village as a desirable place to live and work.

Map 1 identifies several important natural resources within the Village, briefly described below:

**Flood Plains** – Flood Plains are identified by the Federal Emergency Management Administration (FEMA). Regulations severely limit development within designated flood hazard areas. However, they also present opportunities to maintain natural open spaces and develop needed recreation facilities. The largest designated Flood Plain lies adjacent to the Winooski River. The second area is located in the northern section from the northeast corner of the Fairgrounds across Lincoln and Main

Streets to the easterly boundary of the Countryside subdivision.

**Scenic Views** - Although there are many outstanding view sheds within the Village, three areas have been particularly identified. First, in the northeasterly section of the Village, between Upper Main Street and the Countryside development, is the highest point within the Village. Spectacular views of Mount Mansfield and the Adirondack Mountains are visible from this location. Second, the river crossing on Park Street provides views of the Winooski River and serves as a scenic entrance to the Village. Third, along the westerly end of Pearl Street there are spectacular views of the Winooski River Valley.

**Wetlands** – The development on or near wetlands is strictly regulated. In addition, wetlands provide a natural habitat for animals and preserve natural areas. They also serve important ecological functions including storm water runoff purification and ground water recharge. The wetland areas identified by the United States Department of Interior are indicated on Map 2. It should be noted that there are additional wetlands which are not currently mapped.

**Forested Areas** – Much of the land that was forested has been developed within the Village. The State of Vermont abandoned its tree nursery operation on Old Colchester Road and has subleased the property to the Village and Town for recreational use. Other heavily forested areas are located on the Whitcomb Farm.

**Agricultural Areas** – The Village is fortunate to have one active farm still in existence. The Whitcomb Farm, encompassing approximately 400 acres in the southwest sector of the Village has been actively farmed by the Whitcombs since 1879. Nine acres in this area have been set aside as permanent open space.

**Prime-Ag Soils** - Soil classifications are another important natural characteristic within the Village, particularly as they pertain to prime-ag soils, whose development potential may be limited, or mitigation required, by the State of Vermont under Act 250. The prime-ag soils in the Village are identified on the Map 1.

## **2.6 Historical Resources**

In addition to the natural resources discussed previously, there are important man-made or historical resources within the Village. Map 3 identifies historic resources in the Village.

All of the sites identified on Map 3 have some historical or architectural importance to the Village. Frequently, they provide definition to residential areas. In other instances, they provide notable landmarks. All were important considerations in the identification of future Goals and Objectives in this Plan.

**Table 4  
Historic Value to Community**

STRUCTURE	LINCOLN HALL	BROWNELL BLOCK	ABRAM STEVENS HOUSE	ANNA EARLEY HOME
YEAR BUILT	1820	1894	1822	1850
SIGNIFICANCE TO HISTORY	Local	Local	Local	Local
LOCATION	NW corner, 5 Corners	Corner of Main St. & RR Ave.	35 Pearl St.	51 Park St.
DESIGN	Early American	New England	Modern 2-story cape	2-story cape
MATERIAL	Red Brick	Brick	Brick	Wood
WORKMANSHIP	Excellent	Excellent	Excellent	Excellent
USE	Tavern, hotel, 1st aid center, hardware store, social functions, library, Village & Town offices, Police, school, offices.	Commercial & retail stores.	Family home.	Sunday school, Methodist meeting place, public school, business office, private school, museum.
POINTS OF INTEREST	Oldest building in the Village, main and side entrance, roof cornice.	Size, windows, strength and durability, roof cornice.	Town Father, leading citizen, Town Selectman, Founding Deacon Congregational Church, largest landowner, settled land disputes.	Older building, history of house.



## **Chapter V**

### **Comprehensive Plan Elements**

#### **Introduction**

If this Comprehensive Plan is to accurately address the goals and aspirations of the Village, formal and specific guidelines for growth must be developed. These guidelines must be general enough to encourage innovative solutions to problems but specific enough to focus the actions of the Village in a consistent, workable planning approach.

Another key ingredient of a successful Comprehensive Plan is a clear, concise physical development Plan. This Plan will direct and manage the future physical growth and redevelopment of the Village. It encourages orderly, planned growth and represents the community's vision for the future. While it is not possible to identify all issues or satisfy all concern, the plan is intended to strive for a reasonable balance between competing interests.

The Plan Elements as presented in this Chapter are, therefore, the most important sections of this Plan. They are the engine that will drive the future of Essex Junction. Although each element is presented in a format to be used individually, it should be recognized that they are interdependent. The goals, objectives and maps in each functional element should be adhered to if the overall plan is to remain viable.

The remaining Sections of this Chapter are divided into separate Plans elements. Each individual Plan Element contains the official, adopted policies of the Village of Essex Junction.



## 1. Energy

As Essex Junction heads into the twenty-first century, energy-related issues are challenging us to improve our use of energy. This is not just a local issue; large multinational corporations are reconsidering their energy use patterns. Nations are convening international conferences to agree on changes to energy use patterns, and individuals are being asked to consider life style changes to reduce their consumption of fossil fuels and reduce the potential affects of global warming.

Energy is not an issue that is easily addressed at the local level. However, there are local efforts that can be productive. Consideration of energy conservation in the design and construction of developments is important. Local efforts to educate the public on energy issues are desirable. Local ordinances can encourage the use of alternate energy resources and energy efficient construction. Conservation efforts by the Village may directly reduce budget costs as well as provide leadership for the community. Development regulations can directly and indirectly influence energy consumption by encouraging energy efficient and/or green construction along with development patterns that increase transportation choice and efficiency.

### 1.1 Energy Sources

#### Heating Fuels

- 1) **Coal** – The use of coal has sharply declined in recent years. Few businesses and residences utilize coal as a primary heating source.
- 2) **Propane** – It is estimated that there are about 200 propane customers in the Village. Local suppliers see a stable, stationary market in the foreseeable future.
- 3) **Kerosene** – Kerosene-fueled monitors are used primarily as a supplementary heating source.
- 4) **Fuel oil** – Used as a primary heating source for many residences
- 5) **Wood** – Wood stoves are most frequently used as a supplementary heating source. When used for supplemental heating an average of 2.2 cords are used per season, whereas when used as primary heating source, 5 cords are used. There currently is no significant air quality problems associated with wood burning in the Village.
- 6) **Electricity** – Green Mountain Power provides electricity within Essex Junction. Most of the energy needs are supplied by five circuits emanating from the GMP substation #19 located at the corner of Cascade and Park Streets. Plant #19 generates electricity from a dam at the head of Williston Gorge. Green Mountain Power has developed a program for energy conservation through an Integrated Resource Plan. The use of electricity as a primary source of heating fuel has declined considerably in recent years due to the ready availability of less expensive alternatives. There is one other substation serving IBM.
- 7) **Natural Gas** – Vermont Gas Systems provides services to the Village. Gas is currently available to all Essex Junction neighborhoods. Vermont Gas currently converts oil burners to gas free of charge if the home is within 100 feet of an existing line. The company “follows” development as opposed to going into areas in advance. Adequate gas supplies are available for Essex Junction customers. Since natural gas is the most inexpensive source of heat, the majority of Village residents have converted to natural gas.

#### ***Emerging Technologies:***

- 1) **Solar Energy** – Solar cells absorb sunlight and convert it directly to electricity.
- 2) **Biopower** – The process of using plant and organic matter to generate electricity.
- 3) **Fuel Cells** – A device that converts hydrogen and oxygen into electricity

- 4) **Solar hot water** – Collector tubes inside an insulated box absorb the sun’s heat and transfer the heat to water or another liquid flowing through tubes.

Source: Northeast Sustainable Energy Association – [www.nesea.org](http://www.nesea.org)

## **1.2 Municipal Energy Use**

By far the largest component of municipal electricity usage is for street lighting. The second highest energy usage is the Waste Water Treatment Plant. The Waste Water Treatment Plant has initiated two major energy management efforts:

The typical home uses 9,000 kWh/per year of electricity. The Essex Junction Wastewater facility Co-Generation system produces enough power annually to supply 50 homes. By using this electricity generated directly on site, the installation maximizes the energy efficiency and the cost benefit to the community. The Co-Generation system produces 40% of the electricity used in the wastewater treatment process

### **1.2.1 Street Lighting**

Streetlights within the Village are currently mercury vapor. High-pressure sodium lights are not allowed, according to the Land Development Code. New streetlights shall be metal halide fixtures. The use of architectural or period style lighting is encouraged.

### **1.2.1 Parking Lot Lighting**

Current Village policies require metal halide “white lights” be installed for even lighting at new or renovated parking facilities.

## **1.3 Low Income Energy Assistance**

Two major programs are available in Vermont to assist low-income individuals and families to keep their energy costs down. For those with high heating bills, the Vermont Department of Social Welfare runs the Fuel Assistance Program. This program provides monthly assistance to those who qualify. Also available is an emergency allocation to cover extreme or unanticipated emergencies

The State of Economic Opportunity runs a companion program to help the same people weatherize their homes. For Essex Junction and other municipalities in Chittenden County, Champlain Valley Office of Economic Opportunity--a Burlington-based organization, administers this program. The Weatherization Program will conduct an extensive energy audit and install insulation, caulking, weather-stripping, storm windows and other energy saving measures. There is no charge to the household and renters are eligible with the consent of their landlord.

Any Village-initiated communications program should alert low-income residents about these valuable government programs.

## **1.4 Underground Storage Tanks**

Directly associated with the use of energy is the safe storage of fuels. Although regulated by the State of Vermont, it is important for emergency planning purposes to be aware of the location of the storage facilities.

Within Essex Junction, the State of Vermont reports that 50 UST's located on 14 separate sites are registered and regulated. The average UST in the Village is 6,390 gallons and is 22.6 years old. Almost all of the tanks are made of steel, none has double liners, and only 10% report an electronic monitoring system. The Village owns two tanks for diesel fuel at the Public Works facility. A list of underground storage tanks is included in Appendix G.

### **1.5 Land Use, Transportation and Energy**

The relationship between transportation, land use and energy consumption is extremely important and is an area with which the community can have a large impact through development regulations and infrastructure. Transportation is the largest user of petroleum in the United States, with passenger vehicles utilizing 40% of the approximately 20 million barrels consumed daily. Therefore, a reduction in vehicle miles traveled by passenger vehicles can have a big impact on energy consumption.

In recent years communities are realizing the important connection between transportation and land use, which impacts energy use. Certain land use patterns can reduce dependency on the automobile by providing greater transportation options through compact mixed use developments where people can choose to walk, bike, use public transportation or drive an automobile.

Essex Junction has a relatively unique opportunity within the county to support greater transportation choice and reduce automobile dependency since it is a relatively compact community with an extensive sidewalk network where local services are within walking distance to residences. Essex Junction is also served by public transportation and rail. Essex Junction residents have more transportation choices than many neighboring communities that have a more suburban/rural land use pattern. Further support of higher density infill and redevelopment in core areas of the village may reduce demand on energy.

### **1.6 Energy Goals**

- Goal 1:** To cooperate with State Officials and energy suppliers to ensure the availability of adequate supplies of energy for business and residents at reasonable prices and with minimal impact on the environment.
- Goal 2:** To encourage the availability of renewable energy resources.
- Goal 3:** Participate in green pricing programs, when available, to promote the use of renewable energy.
- Goal 4:** Ensure that new and replacement street lamps are energy efficient metal halide fixtures.
- Objective 4.1: Continue to require energy efficient street lamps in new developments
- Objective 4.2: Use energy efficient street lamps when replacing existing lamps
- Goal 5:** Support smart growth principles by encouraging infill development and redevelopment that is at higher densities, contains a mix of uses and supports a variety of transportation options including walking, biking, public transit and the automobile.

- Goal 6: To display and distribute information to residents and businesses that will help them save energy.**
- Goal 7: To encourage the Brownell Library to expand, and update regularly, energy publications and publicize this source to the general public.**
- Goal 8: Continue recycling programs at all village buildings and facilities.**
- Goal 9: Conduct energy audits for all Village Buildings**
- Goal 10: To continually examine the cost effectiveness to expand use of methane generated at the Waste Water Treatment Plant as a renewable energy resource.**
- Goal 11: Consider fuel efficiency when purchasing new vehicles. Consider the use of alternative fuels for new vehicles**
- Goal 12: Continue to explore funding options for burying power lines in core commercial districts and ensure that all new developments site utilities underground**

## **2. Agriculture**

Essex Junction is known for good schools, pleasant residential neighborhoods, the railroad, the five corners and as being the home of IBM and the Fairgrounds. Despite a history that included several working farms, one thing it is not known for is agriculture. Essex Junction's direct involvement with agriculture is largely a thing of the past as neighborhoods, industry and hi-tech jobs have replaced most of the village's farmlands over the past 50 years.

Within Essex Junction there is one significant remaining active agricultural area – the Whitcomb Farm. The remaining land of the Whitcomb Farm consists of approximately 450 acres – the farm originally consisted of nearly 620- acres. Sections of the farm have been subdivided for residential development. A total of 268 residential units have been approved for development on the Whitcomb Farm in three phases – 84 single-family units, 142 duplex style units and 50 duplex style units. The 84 units are completed and construction on the 142 units and 50 units are in process. The development review process and 1997 master planning of the Whitcomb property established a limit of 400 acres, of which approximately 250 acres has natural conditions which severely restrict development, including, flood plain, prime agriculture soils and areas of steep slopes. The remaining approximately 200 acres is currently restricted from development through previous conditions of approval and regulations.

While the conditions of past approval and regulations limit the future development potential at the Whitcomb Farm, there may come a time when the Village has to consider alternative land uses for the farm if the current farm is no longer economically viable. The village should consider preserving the area as passive open space and/or for community based agriculture or gardens as well as other forms of potential development. The community should carefully consider future use of the remaining developable areas of the farm both in regards to the community's need to diversity its tax base and current goals to preserve open space.

### **Secretary of Food, Agriculture and Markets Standards**

The guidelines prepared by the Secretary of Food, Agriculture and Markets in accordance with Section 6 VSA §8 of the state statutes were used in preparing the agriculture section of this plan. Map 1 identifies the prime agricultural (ag) soils in Essex Junction.

The following facts relate to the guidelines:

- There are not significant undeveloped areas with prime-ag soils in Essex Junction, nor are there significant areas of prime-ag soils being used for agriculture
- Farming is not a significant part of the local character or economy in Essex Junction
- The only remaining farm is adjacent to other land uses including residential and institutional uses.
- Land and Farm Conservation organizations have shown little interest in preserving the Whitcomb Farm, instead choosing to focus on more significant agricultural areas.

### **2.1 Agriculture Goals**

**Goal 1: To preserve existing farmland and/or open space.**

- Objective 1.1      The existing Whitcomb Farm Master Plan should be updated to reflect recent changes on the property. The Village should carefully consider future development on the Whitcomb Farm in relation to the goals of preserving open space and diversifying the tax base.

**Goal 2: To investigate alternatives to protect existing farm land**

Objective 2.1: Consider purchasing the Whitcomb Farm for passive open space and/or community supported agriculture

Objective 2.2: Consider and study the potential of the Whitcomb Farm to be used for community based agriculture and/or passive open space if the current farm operations are in jeopardy of being discontinued

**Goal 3: Existing residents should not finance new infrastructure that is necessary for any new development**

Objective 2.1: All infrastructure and systems should be put in before any development in accordance with the approved Master Plan.

### **3. Business/Economic Development**

Essex Junction has two interrelated local economies. The first is as a regional business and employment center that is home to the State's largest private employer—IBM. The second consists of the numerous small local businesses that serve a primarily local market of the residents of Essex Junction. A third emerging economy is tourism, which is being driven by the 100+ events a year at the Champlain Valley Exposition (CVE).

The Village is strategically located within the region and has the infrastructure to support additional new light industry and business expansion. The Village is close to the interstate highway, the airport, and has adequate sewer capacity for new development. In addition, it has been designated as a Metropolitan Planning Area in the 2006 Regional Plan, which is intended to support the regions largest buildings and most dense residential population.

Essex Junction does face business and economic development related challenges. One important challenge is to minimize the impact of phasing out of the M&E tax while ensuring the provision of adequate municipal services. Also, Essex Junction's retail sector faces competition from recent growth in outlying surrounding communities. To this end, it is important to support existing business, encourage new light industrial and commercial development and investigate additional sources of revenue.

Once such effort is the economic development plan prepared by RKG Associates. In 2001, Essex Junction hired RKG to prepare a master plan and economic development strategy for the Village's business districts, and to strengthen the fiscal condition of the Village. The report consists of a detailed market analysis, a business and land use inventory, and sets forth a series of goals and policies centered primarily on increased marketing and the redevelopment of underutilized properties, the establishment of an organization structure to work with local business, and to capitalize on the potential economic impact of the New England Culinary Institute (NECI), CVE other businesses.

The Villages efforts towards economic development over the past five years consist of:

- Increasing allowable densities in the core village mixed use districts
- Streetscape Projects in the Village Center including new sidewalks, lighting, landscaping, benches and receptacles
- Developed a Market Study for the potential of a grocery store in the Village; study was successful at attracting a new grocery store, which opened in June of 2007.
- Maintained a fair and balanced permitting process that supports local businesses and new investment

#### **3.1 Village Center and Park Street Areas**

The Village Center and Park Street area is the community's traditional business center and home to local businesses and retail shops. Portions of the RKG report focused on the Village Center and Park Street area and recommends that the Village should strive to capitalize on what it has, and encourage development that will enhance the environment. Specifically, the Village should include encouraging the development of market rate residential development, diversify the mix of non residential land use, attract new business, market vacant retail properties, and work to redevelop underutilized properties. Development of the New England Culinary Institute (NECI) off Park Street is an excellent example of this vision, whereby an underutilized property was redeveloped with a use that will enhance the Village environment.

Public improvement projects have been a central focus of the economic development efforts in the Village Center over the past five years. Two streetscape projects were completed along Main Street and Railroad Avenue within the last five years to improve lighting, sidewalks, add greenspace, and pedestrian amenities. A major upgrade to memorial park was also completed within the last five years along with landscaping improvements to Lincoln Hall and the corners of Railroad Street and Main Street. Another 1.5 million dollar streetscape project is planned for construction in 2008, which will include new mast arms and traffic signals at the five corners, pedestrian lighting, on-street parking, sidewalks and landscaping.

### **3.2 Pearl Street Business**

The Pearl Street business corridor also is an important part of Essex Junction's business and retail sector, with many businesses and services, including two shopping centers, the Champlain Valley Exposition (CVE) and numerous other businesses and residential uses.

The RKG Report reveals that Essex Junction businesses serve primarily the local market and are facing competition from recent retail and office developments in surrounding communities. The report calls for an economic strategy that: capitalizes on the economic impact of CVE fair and non-fair related events, and works with property owners to development underutilized sites for residential and mixed-use development.

In 2005 the Village worked with the CVE and Saratoga Associates on the Pearl Street Enhancement Plan. The major focus of the plan included upgrades to the Pearl Street frontage of the CVE and recommended zoning changes to improve promote higher density mixed-use development and improved design standards. The Village should work with the CVE and other Pearl Street businesses to obtain funding to realize this vision.

### **3.3 Champlain Valley Exposition Fairgrounds**

The CVE has become a major year round events venue over the last several years. The CVE is strategically located close to the Village Center and on a main road, which creates opportunities for local business to capitalize on the influx of people to the Village for CVE events. Public Village representatives should participate in the planning of any changes to the present use, or to the present master plan, as this will affect both the surrounding residents and the entrance into Essex Junction. Any new Master Plan or changes to the existing Master Plan should emphasize mixed use with a base of light industry and commercial uses. In addition, the Village should carefully consider and encourage businesses that support the events as the CVE such as hotels and restaurants.

### **3.4 IBM**

IBM is Vermont's largest private employer and has a major economic impact on the local, regional, and state economies. The Village should support development policies that meet the needs of IBM, but also minimize impacts on the local residents. The Village supports completion of the Circumferential Highway, which has long been identified by IBM as important to the continued success of the IBM Essex Junction Facility.

### **3.5 Business/Economic Development Goals**

**Goal 1: Assist and work with existing businesses to stay and expand within Essex Junction. Assist and work with new businesses to invest in Essex Junction.**

Objective 1.1: Maintain a favorable business climate in Essex Junction.

- Objective 1.2: Encourage the development of market rate residential development in the Village Center and Pearl St. Districts.
- Objective 1.3: Consider performing market studies or other efforts to attract specific businesses to the Village such as a hotel.
- Objective 1.4: Work with officials at IBM to meet their future development needs.

**Goal 2: To increase the Village's involvement with the local business community.**

- Objective 2.1: Look for strategic opportunities to work with willing business and property owners on economic development
- Objective 2.2: Work closely with regional businesses through active membership in such organizations as the Greater Burlington Industrial Corporation.
- Objective 2.3: Encourage Village membership on key and regional committees involved with business expansion and economic development. Work with the Chittenden County Regional Planning Commission.
- Objective 2.4: Work with regional and local organizations on redeveloping the fairgrounds.
- Objective 2.5: Promote the Village as a destination for shopping and services.
- Objective 2.6: Provide mechanisms for increased communication between the business community and Village Officials.
- Objective 2.7: Conduct market studies as needed to attract key businesses to the Village

**Goal 3: Establish policies and manage the Village budget to minimize the impact of phasing out of the M&E tax, to ensure the continuation of adequate provision of service.**

- Objective 3.1: Increase the ratio of light industrial/commercial uses to residential uses.
- Objective 3.2: Investigate additional sources of revenue.

**Goal 4: To provide mechanisms for efficient and speedy review of development applications.**

- Objective 4.1: Ensure that the local codes do not inhibit/prohibit local development.
- Objective 4.2: Draft standards for development which are simple to implement and enforce.

**Goal 5: To preserve and enhance the appearance and historical character of the Village of Essex Junction**

- Objective 5.1: Maintain Design Review in the Village Center
- Objective 5.2: Design publicly financed improvements to preserve the character of the Village Center.
- Objective 5.3: Consider the establishment of local historic districts or other mechanisms to preserve existing residential structures of significant historic village character along major arterials and in historic neighborhoods.
- Objective 5.4: Continue streetscape and landscaping efforts to attract private sector investment

## **4. Open Space/Recreation**

The provision of parks and open space for active and passive recreation is an essential urban function. Essex Junction is reasonably well served by local parks, schools and recreational facilities that provide extensive active recreational opportunities. Natural areas in adjacent communities serve the needs of village residents for passive recreation. No significant publicly owned natural areas exist within the Village. Essex Junction also has a relatively comprehensive sidewalk network, a couple miles of off-road bike-paths, and several quiet residential neighborhoods where biking and walking are a common form of recreation.

Within Essex Junction, the management of the parks, recreation programs and facilities are the responsibility of the school system under the direction of the Prudential Committee. These include the management of all three of Essex Junction's formal parks along with all of the school properties that contain the majority of active recreation facilities within the village. A full-time Recreation Director administers the program. The recently completed Essex Junction Recreation Master Plan (2007) sets the vision, goals and implementation of future recreation projects and park maintenance for the next ten years.

The Village does have control over several areas of open space planning including development review and approval, development of urban passive open space areas (such as a village green or plaza), and bicycle and pedestrian planning, which will be discussed more fully in the transportation section of this plan.

The Whitcomb Farm is the only large expanse of open space left in the Village and it is protected through development. Passive recreational opportunities are available outside the village at the Indian Brook Reservoir, Saxon's Hill in Essex Town and in other nearby areas, but are not readily accessible from the village on foot.

### **4.1 Open Space**

Most frequently open space is considered to be a park. However, there are several types of open space which contribute to the "quality of life" within the Village. The provision of publicly owned open spaces is essential to ensure public access and maintenance. Nonetheless, open spaces include some non-publicly owned open spaces as indicated below:

- 1) Wetlands
- 2) Flood Plains
- 3) Public and private forested lands
- 4) Undeveloped open lands
- 5) Agricultural land
- 6) Scenic vistas
- 7) Champlain Valley Exposition fairgrounds
- 8) Sidewalks

These open space resources are identified on Map 3 and further described in Chapter IV.

### **4.2 Passive Open Space**

Passive open spaces are an important community asset. Passive open space includes:

- 1) Natural Areas

- 2) Sidewalks
- 3) Village Green

### **Natural Areas**

No significant public natural areas exist in the Village, which is not uncommon for a small suburban community. However, adjacent communities have put efforts towards conservation of passive open spaces such as the Intervale in Burlington, Indian Brook reservoir in Essex, and the Colchester Pond Natural Area. The Intervale is a combination of community farms and areas for events (concerts, etc.), commerce, recreation, and gardening. It is reasonable to conclude that village residents are adequately served by nearby natural areas such as the Indian Brook Reservoir and Saxons Hill properties, but having a natural area within the Village and accessible by foot could be a community asset.

### **Village Green and Urban Parks**

Essex Junction has invested significant resources towards the revitalization of its historic downtown in the Five Corners over the last five years. A major piece of that effort has been public streetscape and open space improvements. The narrowing of Railroad Avenue in 2003 created a small piece of open space to accommodate a farmers market. A farmers market did operate for a short period of time in the space. Noticeably absent in the downtown is a village green, a symbol of the New England Village. The Village does not have passive open space in the downtown for events such as a farmers market. The annual Village Block Party has been a huge success, but requires the closing of Railroad Avenue. The front lawn of the Park Street School is the most significant existing open space area in the downtown, but has not been utilized for non-school uses. The development of a green in another other location in the Village Center would require demolition and redevelopment.

The Transit Oriented Development Zoning District along Pearl Street encourages the provision of passive outdoor spaces such as a plaza or green in redevelopment projects.

### **Sidewalks**

Sidewalks, not traditionally considered open spaces, do serve as passive open spaces. With the exception of sidewalks in the Village Center, sidewalks in the Village are generally about 4' to 5' wide, barely enough for two people to walk side by side. In the more urban areas of the Village, wider sidewalks, such as the Village Center and Transit Oriented Development District wider sidewalks will create passive open spaces and be required on new streets along with benches and pedestrian amenities. The Village has widen sidewalks as part of the Main Street and Railroad Avenue Streetscape Projects in 2003 and 2004 and will widen the sidewalks along Park Street as part of the Essex Junction Redevelopment Project, which is scheduled for construction in 2008.

### **4.3 Active Recreation and Parks**

Equally important are the provision of active recreational opportunities for Village residents. The 2007 Essex Junction Recreation and Park Master Plan identified all park lands within the Village and determined that there is sufficient parkland to serve the Essex Junctions residential population. The plan also noted significant natural areas in close proximity to the Village including the Indian Brook Reservoir in the Town of Essex.

Essex Junctions existing parks and open space include the following (See Map 3):

- A. Stevens' Park:** 8.2 acre neighborhood park designed for passive, nature oriented activities. Designed walking/jogging trail system (also used by bikers). Low-level activity area with established play equipment.
- B. Cascade Park:** 10-acre neighborhood park designed for active recreation use. Youth baseball field; three (3) tennis courts; one (1) basketball court; one established play equipment area; parking lot for 18 vehicles.
- C. Maple St. Park:** 38 acre Community Park, designed for active recreation use. Facilities include one (1) softball field four (4) lighted tennis courts; one (1) lighted basketball court; one (1) picnic pavilion; swimming pool with bath house; two (2) shuffleboard courts; one soccer field; two (2) Little League fields; trail system, low level playground activity with established play equipment; parking lot for 128 vehicles.
- D. Essex Junction Educational Center:** 103 acre site housing high school complex. Outdoor facilities include: multi-use stadium; all weather running track; one (1) baseball diamond; one (1) football field; three (3) lighted tennis courts 400 meter track; parking lot for 370 vehicles.
- E. Albert D. Lawton Intermediate School:** 33.5 acre site housing middle school building. Outdoor facilities include: One (1) baseball field, one (1) soft ball field, four (4) multi-purpose field areas, parking lot for 110 vehicles.
- F. Fleming School:** 5.44 acre site that houses elementary school complex. Outdoor facilities include: one (1) tennis court; one (1) basketball court; high intensity playground area; one (1) youth baseball field, multi-purpose play area; parking lot for 301 vehicles.
- G. Hiawatha School:** 15.65 acre site that houses elementary school complex. Outdoor facilities include: two (2) tennis courts, one (1) youth baseball field; two (2) multi-purpose fields; one (1) basketball court; low level playground activity area.
- H. Summit Street School:** 3.7 acre site that houses elementary school complex. Outdoors facilities include: high intensity playground area; large open space area.
- I. Park Street School:** 1.29 acre site that houses alternative school building. Outdoors facilities include: low-level playground activity area; one (1) outdoor volleyball court.
- J. "Parizo Farm" Property:** 7.73 acres owned by the Essex Junction School District adjacent to the Hiawatha School. .
- K. Fairview Farms:** 10 acres owned by the village; currently natural area open space
- L. Whitcomb Heights:** 9 acres designated natural area open space.
- M. Other Available sites:** There are several facilities owned by other agencies which provide recreation opportunities to Village Residents.
1. Indian Brook Park: 577 acres, Town of Essex – Natural Park. Outdoor activities
  2. Winooski Valley Overlook Park: 4 acres, Winooski Valley Park District – Natural area
  3. Sixty-eight Acre Park: 58 acres, Town of Essex – natural area.
  4. Pearl Street Park: 14 Acres, Town of Essex – Active, athletic Park
  5. State Tree Farms: State of Vermont, Tree farm, soccer, cross country skiing/snowshoeing, walking.

- 6. Champlain Valley Exposition Fairgrounds: North of Pearl Street
- 7. I.B.M. Recreation Facility: Maple Street

As with any facility, maintenance of recreation equipment and parks is an important issue. Maintenance is a top priority listed in the Recreation and Park Master Plan. The sites identified are in relatively good physical condition, but could benefit from an improved maintenance program. However, the community park sites have not kept pace with increased usage. Renovation and replacement of much equipment is needed along with better grounds management practices.. The maintenance and improvement of these facilities is a major community issue.

During recent years there has been an increase in usage at all recreation facilities. Existing facilities and usage were inventoried in Recreation and Park Master Plan. As a result of this effort the following facility needs have been identified:

- 1. Implement an improved maintenance plan for the athletic fields and playgrounds.
- 2. Irrigate the athletic fields at Maple Street Park and Cascade Park (completed)
- 3. Establish a court resurfacing schedule
- 4. Develop a signage plan for the three village parks
- 5. Advocate for establishing a Bikepath Committee in Essex Junction
- 6. Build a skatepark at Maple Street Park (permitted and in progress)
- 7. Build two sand volleyball courts at Maple Street Park
- 8. Build a dog park
- 9. Further investigate the need for more indoor recreation space, including an indoor swimming pool

**4.4 Open Space/Recreation/Environmental Goals**

**Goal 1: To preserve the natural beauty indigenous to Vermont within the Village of Essex Junction.**

- Objective 1.1: Maintain regulations which encourage the preservation of trees in new development.
- Objective 1.2: Implement a program of selective planting of trees adjacent to existing road right-of-ways.
- Objective 1.3: Promote and actively participate in an annual tree planting program.
- Objective 1.4: Consider the preservation of the Whitcomb Farm for passive recreation as one option if farming no longer becomes viable.

**Goal 2: To create urban passive open spaces.**

- Objective 2.1: Encourage the provision of plazas and other passive outdoor areas in major redevelopment projects in the Village Center and Transit Oriented Development Districts
- Objective 2.2: Require a minimum of 8' sidewalks and pedestrian amenities in the creation of new public streets in the Village Center and Transit Oriented Development Districts
- Objective 2.3: Consider the development of a village green within the Village Center District
- Objective 2.4: Encourage or require the preservation of open space in new residential developments. Allow for innovative design in the preservation of open space through clustering and design techniques

**Goal 3: To support the Essex Junction Recreation Department in providing a wide range of recreation and leisure opportunities for all residents of the Village.**

- Objective 3.1: Continue regulations which require the dedication of usable park lands and open spaces as a requirement of major development approval.
- Objective 3.2: Support the implementation of the 2007 Essex Junction Recreation and Park Master Plan

## 5. Education and Child Care

The Village of Essex Junction is centrally located and has ready access to numerous colleges and universities including the University of Vermont, Champlain College, NECI, St. Michael’s College and Burlington College. These facilities provide varied opportunities for residents of the Village.

The public school system in the Village of Essex Junction is administered by the Essex Junction School District, an incorporated district which was chartered by the State in 1892, and the Union School District #46, established by the voters in the Village of Essex Junction and Town of Essex in 1995. The Essex Junction School District encompasses three elementary schools and one intermediate school. The Union School District #46 encompasses one high school and one regional vocational-technical center serving the communities of Bolton, Charlotte, Essex Junction, Essex Town, Fairfax, Grand Isle, Hinesburg, Huntington, Jericho, North Hero, Richmond, St. George, Shelburne, South Hero, Underhill, Westford, Williston, Winooski, and the Champlain Valley and Mount Mansfield Union High Schools.

Table 5 identifies existing school sites and acreage. Anticipated future school populations are listed in Table 6.

**Table 5  
School Property Inventory**

Ed Center	103.0	acres
A.D. Lawton	33.5	acres
Hiawatha	7.92	acres(West St. 7.73 acres=15.65)
Summit	3.7	acres
Fleming	5.44	acres
Park Street	1.29	acres
21 New England Drive (offices)		

Management, including planning, of the Essex Junction School District is by a five member “Prudential Committee” whose members are elected from the public at large. Management, including planning, of the Union School District #46 is by a six member School Board, three of whose members are elected by the Village, and three of whose members are elected by the Town of Essex (outside of the Village). The Prudential Committee’s and Union School Board’s functions include fiscal responsibility and the setting of school policies and standards. The Prudential Committee and Union School Board are responsible for planning for the local school systems. Specific education plans are available at the School District Offices.

**Table 6:  
Estimated Future Population in Essex Junction Schools**

Year	Births	K	1	2	3	4	5	6	7	8	K - 5	6-8	K - 8	Migr	Trans	Net	B to K	B to 1
1984	92	90	88	64	76	110	85	89	107	112	513	308	821	32	-76	-44		
1985	113	85	90	93	77	74	102	80	103	96	521	279	800	98	-27	71		
1986	124	100	101	95	103	89	86	115	91	116	574	322	896	92	4	96		
1987	130	100	110	106	104	105	90	90	115	108	615	313	928	68	-16	52		
1988	115	98	107	98	105	97	111	100	97	125	616	322	938	20	-10	10		
1989	131	121	123	116	92	104	96	111	97	105	652	313	965	47	-4	43	1.32	1.27
1990	114	93	132	116	114	95	107	110	108	94	657	312	969	16	-12	4	0.82	1.43
1991	120	118	104	136	118	111	98	116	104	108	685	328	1013	25	24	49	0.95	0.92
1992	118	121	123	103	134	112	107	103	125	103	700	331	1031	5	13	18	0.93	0.99
1993	98	94	125	125	107	129	114	111	105	130	694	346	1040	49	-9	40	0.82	0.96
1994	88	128	108	127	129	116	127	120	115	99	735	334	1069	31	-2	29	0.98	0.94
1995	102	122	135	104	130	133	118	144	125	119	742	388	1130	38	23	61	1.07	1.03
1996	106	87	124	139	110	126	130	131	138	135	716	404	1120	22	-32	-10	0.73	1.09
1997	84	117	96	122	138	107	128	134	132	142	708	408	1116	14	-18	-4	0.99	0.8
1998	109	119	131	97	128	137	116	132	134	132	728	398	1126	33	-23	10	1.21	1.11
1999	113	90	123	125	105	123	133	118	132	148	699	398	1097	13	-42	-29	1.02	1.26
2000	98	104	97	123	126	101	132	135	123	128	683	386	1069	16	-44	-28	1.02	1.1
2001	87	101	114	88	129	118	99	130	135	126	649	391	1040	-2	-27	-29	0.95	1.12
2002	99	99	111	119	90	130	118	110	131	136	667	377	1044	31	-27	4	1.18	1.05
2003	97	98	106	105	123	87	130	125	104	131	649	360	1009	3	-38	-35	0.9	1.26
2004	105	104	107	104	107	127	88	128	129	105	637	362	999	17	-27	-10	0.92	0.98
2005	115	114	96	102	103	111	123	92	128	136	649	356	1005	-3	9	6	1.16	0.85
2006	87	96	115	99	107	107	106	131	99	122	630	352	982	17	-40	-23	1.1	1.17
2007	87	112	96	114	102	106	106	112	133	100	636	345	981	9	-10	-1	1.13	1.1
2008	87	110	112	95	117	101	105	112	113	135	640	360	1000	9	10	19	1.13	1.13
2009	87	119	110	111	98	116	100	111	113	114	654	338	992	8	-16	-8	1.13	1.13
2010	88	130	119	109	114	97	114	105	112	114	683	331	1014	6	16	22	1.13	1.13
2011	88	99	130	118	112	113	96	120	106	113	668	339	1007	8	-15	-7	1.14	1.13
2012	88	99	99	129	121	111	111	101	121	107	670	329	999	6	-14	-8	1.14	1.14
2013	88	99	99	98	133	120	109	117	102	122	658	341	999	8	-8	0	1.14	1.14
2014	88	99	99	98	101	132	118	115	118	103	647	336	983	7	-23	-16	1.14	1.14
2015	89	100	99	98	101	100	130	124	116	119	628	359	987	7	-3	4	1.14	1.14
2016	89	100	100	98	101	100	99	137	125	117	598	379	977	9	-19	-10	1.14	1.14
2017	89	100	100	99	101	100	99	104	139	127	599	370	969	9	-17	-8	1.14	1.14
2018	89	100	100	99	102	100	99	104	105	141	600	350	950	8	-27	-19	1.14	1.14
2019	89	100	100	99	102	101	99	104	105	106	601	315	916	7	-41	-34	1.14	1.14
2020	90	101	100	99	102	101	100	104	105	106	603	315	918	7	-5	2	1.13	1.14

As can be seen from the above table, school populations are anticipated to level off over the next five years with some years showing a decline in the school age population. The school district has no plans for new schools. However, the Essex Junction High School has recently added a new library and is nearing completion on a major expansion of the technical center. Single Family housing development, which tends to have the biggest impact on school enrollment populations, is occurring at a very low rate due to the scarcity of vacant land. The increase in multi-family development in the Village is not likely to have a major impact on school enrollments.

## 5.1 Childcare

Childcare must be addressed in local comprehensive plans as a result of a recent change to the state planning statutes. Childcare is provided in the Village through private childcare facilities. Map 5 identifies the locations childcare facilities in the village. The Village appears to be adequately served by the 16 existing childcare facilities. In addition, there are ample opportunities for new facilities as childcare facilities and home daycare facilities are allowed in most areas of the village.

## 5.2 Education Goals

**Goal 1: To provide opportunities for access to quality education for all segments of the population and promote full use of all facilities.**

Objective 1.1: Coordinate with the School District to minimize any negative impact to school resources which results from major new residential development.

Objective 1.2: Encourage the use of Village and school facilities during evening and weekend hours for adult education, educational workshops and career development programs.

**Goal 2: To cooperate and coordinate with the School District in providing population projections within the Village.**

**Goal 3: To encourage alternative access to all educational facilities through the use of sidewalks, bike paths and mass transportation as appropriate.**

**Goal 4: To maximize use of all public facilities, Village and School, by utilizing the facilities for community and service organizations during off-peak hours.**

**Goal 5: To promote an elementary school safety program to increase awareness of bicycle and pedestrian safety issues. Consider participating in Vermont's Safe Routes to School Program.**

**Goal 6: To encourage CCTA to investigate the possibility of expanding bus service during pre-school and after-school hours to those areas of the Village not currently serviced.**

**Goal 7: Continue to allow childcare facilities and home daycares in all zoning districts that permit schools as well as all residential zoning districts**

## **6. Utilities/Facilities**

### **6.1 Wastewater Collection System**

The Village of Essex Junction has made several improvements to the sewage collection system in the past years. These improvements included upgrading undersized lines and the replacement of pipe showing signs of deterioration; and improving the maintenance program to ensure the present system continue to provide this essential service for the protection of public health. The Village also extended the sewer main on Park Street to service several existing and new businesses to develop and expand. Other adjacent service lines have also been replaced due to severe deterioration of concrete mainline pipe. The community is in process with a capital plan update with information gained in a 2005-2006 comprehensive pipeline assessment of the sanitary sewer collection system.

Presently, the sewer transmission mains within the Village are adequate for the present flows. The gravity sewer system in the Village consists of many different types of pipe used for transmission mains (concrete, vitrified clay, asbestos cement, PVC, cast iron and HDPE).

There are over 16,000 feet of concrete sewer main in the Village (Map 7). Some of this pipe has been in use for more than 60 years and is beginning to show signs of deterioration where the soil conditions are poor. This concrete pipe will eventually need rehabilitation over the next 20 years. High priorities are the major transmission lines as well as lines under main roadways. Assessment will be completed using a standardized pipeline assessment protocol.

Sewer mains are readily accessible to all areas of the Village. Detailed Wastewater Collection System Maps are updated annually and are available at the Village Offices, Public Works and the Wastewater Treatment Facility. Extensions of lines are the responsibility of the developer. The use of septic systems for future development is not necessary. There is adequate capacity to accommodate the few remaining septic systems still within the Village today. A comprehensive listing of on-site septic systems is found in Section 7 of the Village of Essex Junction policies and procedures.

### **6.2 Wastewater Treatment Capacity**

The wastewater facility was upgraded to advanced secondary treatment in 1985. Since then The Wastewater Treatment Facility has completed two upgrades for the Towns of Williston and Essex. Current capacity is presently rated at 3.3 Million Gallons per day.

Rated capacity for the three communities served by the Essex Junction Wastewater Facility are:

Essex Junction	1.22 MGD (Million Gallons per Day)
Essex Town	1.10 MGD
Williston	0.98 MGD

Based on actual flows observed from the Village, there is excess treatment capacity of 0.477 Million gallons per day. There is sufficient hydraulic capacity for the Village beyond the year 2015. Additional capacity will be gained by wastewater collection system work noted above. Capital maintenance work reduces the incidence of water infiltrating into the system from the groundwater table. Additional capacity will be recovered by rescission of unused capacity allocations assigned to development projects that have not been constructed.

Total flow from the three communities serviced is at an average daily volume of 1.9 million gallons per day. Wastewater flows will vary based on weather conditions. Long term flow profiles relate to

development patters in the communities served. Capital planning with long term rate stability planning will maintain the viability of the infrastructure long beyond its design life.

### **6.2.1 Pump Stations**

Within the Village, there are seven sewage pump stations. Sewage flows by gravity in lower lying areas to a central collection point. There it is collected in a wet well (storage tank) then pumped under pressure to the Wastewater Treatment Facility.

### **6.2.2 Sludge**

The generation of Biosolids (or sludge) is a natural by-product of Wastewater treatment. Increased regulation and controls imposed by the State and Federal governments have made Biosolids a priority in Wastewater Facility operations. The management of Biosolids is accomplished by a cooperative effort with the Chittenden Solid Waste District. This consortium effort uses a subcontractor under contractual agreement with CSWD for management of this organic byproduct of the wastewater process.

Dry weight basis is a parameter used as a standard in the industry for measuring and tracking the efficiency of various processes. We currently produce 350 dry tons of solids per year. Where the solids generated are in a liquid slurry form, the facility uses gravity thickening and subcontractor high solids dewatering to maximize process efficiency. A thickened feed Biosolids at 5% solids is dewatered to greater than 28% solids. Where sludge management costs are on a wet ton basis, the more water squeezed out of the Biosolids, the more efficient the disposal cost. Dryer Biosolids results in more solids removal per ton from the dewatering operation.

Staff and CSWD continue to evaluate the most environmental and cost effective method of recycling or beneficial re-uses of the treatment by-product; Biosolids. The management of Biosolids residuals accounts for over 25% of the annual operational budget. Planning involves a long term evaluation of flexibility, high solids production and long term viability of any process selected. Presently, the use of subcontractor services accomplished this objective for the facility without capital improvement.

## **6.3 Water Distribution System**

The Village of Essex Junction receives its water from the Champlain Water District (CWD). CWD is a water wholesale company that maintains a network of distribution pipes and meters throughout the communities that they service. Water enters into the Village through three main master meters controlled by CWD. Water leaves the Village through one meter. With IBM as a major water user, water into the Village is over 5.5 MGD (Million Gallons per Day). Village users consume 0.75 MGD the balance of the water passes through the system with bulk water billing managed by CWD and water to IBM managed by the Village.

The high volume of water that passes through the community makes the Essex Junction water system one of the largest in the state by hydraulic volume. This high volume of water is good for water quality. With large volumes of water and meters out of the Village of Essex Junction direct control, accurate wholesale billing and acute monitoring of the distribution system for leakage is very important for rate stability.

The Water Department purchased a leak detection system for constant monitoring of the water system for leaks. Twice annually, unaccounted for water or water loss is calculated as part of the residential billing cycle. The Village continues to maintain water loss at low level, well below industry norms.

The residential section water distribution system in the Village of Essex Junction consists of a high pressure system and a low pressure sections. The majority of the Village is serviced off the low pressure system. The high pressure system services a section located in the northeast corner of the Village, this area consists of all Countryside Development, Corduroy Road, Vale Drive, Mason Drive, Kiln Road, the west end of Brickyard Road, Acorn Circle, the west end of Briar Lane and the west end of Woods End Drive. The high pressure system also provides water to the Town of Essex at two locations in this area. As noted earlier, water is obtained through the Champlain Water District. Village residents are eligible to vote on measures to expand the District services.

Presently, most of the water main transmission lines are sufficient with some exceptions. There are areas within the Village where looping the mains would result in improved fire protection and circulation. Other sections of the Village contain water mains that are under sized by today's public water supply and fire protection standards. The Water System capital plan prioritizes the identified system deficiencies. All capital plans are working documents subject to modification due to changing priorities and opportunities to modify schedule to combine projects.

The Village has sufficient major transmission lines available to serve future development (Map 8). Extension of these mains to serve new development will be the responsibility of developers and must be done to the municipal standards. The Village Water Distribution Map is updated annually and is available at the Village Office, Public Works, Wastewater Treatment Facility. The maps are now in GIS format.

#### **6.4 Stormwater Drainage System**

The Village of Essex Junction is a regulated Municipal Separate Storm Sewer System (MS4) under the EPA and State of Vermont Phase 2 stormwater permit process. The Village is regulated as the population density exceeds 1,000 persons per square mile. The Village began participate in this program at its inception in 2002. As required by law, the community is required to comply with six program areas.

1. Public Education and Outreach on stormwater
2. Public participation/involvement in stormwater management and decision making
3. Illicit discharge detection and elimination
4. Control of construction site stormwater runoff
5. Control of post construction runoff
6. Municipal pollution prevention and good housekeeping

The Village has implemented all required permits related to stormwater. There remain several expired permits which will need to be addressed as applicable state permit rules are developed. Until then, all systems are inspected at minimum, once annually after snow melt, twice a year as specific permit conditions apply

The Village of Essex Junction has two waterways passing through the community. Both of these streams are impaired due to stormwater flow contributions. The streams are Indian Brook and Sunderland Brook. Though the streams are close to attainment of water quality standards, ongoing State Agency of Natural Resources evaluation may lead to an issuance of a TMDL (Total Maximum

Daily Limit) to aid in the speedy return of the stream to Vermont Water Quality Standards. The TMDL determination is to be made in 2008.

Issuance of a TMDL may lead to additional capital improvements necessary for stormwater management compliance. In the meantime, two projects have been completed along Indian Brook to aid in the stream recovery. A flow volume and sediment offset was constructed in 2006 for the Upland Drive Drury Drive area using private funds. In 2007, a similar project was completed on Central Street and is know as Five Corners North. Funding for this project was both State and Federal with a lesser portion from the Village Capital Plan.

The Village of Essex Junction has historically maintained its stormwater infrastructure to a higher standard than most communities. This ongoing maintenance and management of these stormwater assets will further insure water quality at a value price for the community.

### **6.5 Streets/Sidewalks**

The Village maintains 32.3 miles of streets and 33.5 miles of sidewalks. The continued maintenance and improvement of this system is an important future budget consideration. New maintenance and improvement of this system should ensure lower long-term maintenance costs. However, older constructed areas may need substantial improvements. (See Village Capital Plan)

### **6.6 Public Utilities**

#### **Comcast Cable**

Provides cable service to anyone who wishes to subscribe. Services are available to the entire Village.

#### **Vermont Gas Systems**

Natural gas service is provided upon request. Expansion follows development. The following areas currently are not yet served: Old Colchester Road, Whitcomb Farm area and Roscoe Court.

#### **Green Mountain Power**

Supplies electricity to the Village by means of the hydroelectric plat on the Winooski River. Adequate power is available to serve new growth within the Village.

#### **Verizon**

Provides telephone service to the community.

#### **Unicel, Nextel, Sprint and Verizon Wireless**

Provides wireless telephone service to the community.

The provision of all public utilities is regulated by the State and Federal governments. Service to Essex Junction is adequate at present, and for the foreseeable future. However, the Village should continue to monitor these services and participate in public hearings on all projects which may have an impact within the Village.

## 6.7 Public Buildings/Offices

Local, state and federal governments are acknowledging the benefits of having public buildings located in historic downtowns and village centers. Public buildings increase the daytime population in an area through its employees and those visiting the offices. The increase in daytime employment and activity from public offices helps keep the downtown vibrant and businesses healthy. In addition, public buildings in downtowns give opportunities for the reuse of important historic buildings and give employees and visitors access to increase transportation choice by being located in a pedestrian friendly area that is accessible by public transportation. For the reasons described above, the state and federal government both have policies requiring them to give priority consideration to locating public buildings in downtowns and village centers.

The Village Center has several public buildings including the Essex Junction Municipal Offices, the Brownell Library, the Fire Department and the Winston-Prouty Federal Building. The Essex Town Municipal offices are located within a half mile from the Village Center. The Essex Junction School District and Union 46 school districts should give consideration to locating their offices in Essex Junction's designated Village Center.

## 6.8 Brownell Library

The Brownell Library completed a five year plan: Into the Next Century: Brownell Library Plan for 1995 – 2000 in September 1995. The five year plan is currently being updated and will be completed in December of 2007 and is incorporated into the 2007 comprehensive plan by reference. Below is information that will likely be included in the 2007 plan. However, upon adoption the plan shall supersede this information.

The Brownell Library's mission is to provide a current and diverse collection for all ages in a welcoming and comfortable environment where people come first. The staff's mission is to help patrons utilize the library's resources and to provide opportunities for community enrichment and cultural awareness.

Four Service areas Service Response Areas are identified in the 2007 plan:  
Commons, Cultural Awareness, Current Topics & Titles, General Information

1. **Commons** – Patrons will find that there is adequate space to hold meeting for up to 50 people.
  - a. Increase use of the Kolvoord Community Room.
  - b. The Library will hold more programs for adults and children.
  - c. More residents will find the library a comfortable and friendly place to spend more of their leisure time.
  - d. The library will offer opportunities for community members to communicate with each other in a pleasant and welcoming space.
  - e. The library will sponsor public forums on topics of local and worldwide interest throughout the year.
  
2. **Cultural Awareness** – Providing opportunities for residents of all ages to enhance their understanding of the wider world.
  - a. More residents will be able to find materials in all formats in the Library's collection that bring the arts, history, thought, and literature of the earth's people into focus.
  - b. Patrons will be offered programming on the humanities, global concerns and social issues.

### 3. Current Topics and Titles

- a. Patrons will continue to find materials that reflect current cultural and social trends.
- b. More patrons will be able to read the best sellers when the material is still new.
- c. Patrons will find a deeper collection of materials on CD, books on tape and videos on a variety of topics.
- e. Patrons will be able to search the library's catalog from the Internet anywhere in the world.
- f. Patrons will continue to find the library's website useful and with a wider scope.
- g. General Information
  - 1) More patrons will use the library as a place for browsing and independent study.
  - 2) Patrons will continue to find up-to-date resources for answering questions about work, education and home.
  - 3) Patrons will find increased internet availability with a staff willing to provide guidance and instruction.
  - 4) Patrons will continue to have their reference queries answered in an accurate and efficient manner when the library is open.
  - 5) The Director will encourage staff continuing education in the use of print or electronic information sources via in-house and external education offerings.
  - 6) The staff will evaluate the reference sources found online while maintaining a collection that meets the public's need to know.

### 6.9 Fire Department

The Essex Junction Volunteer Fire Department surveyed the entire Village in 1998. All types of dwellings within the protection area were reviewed and a five year plan on fire protection equipment needs was developed.

Currently, the Fire Department operates two pumpers and one pumper/ladder: one pumper is a heavy rescue unit, and one is a utility truck. If the Village were to develop all of the existing property within the Department's protection area, based on the survey, the current level of equipment would be sufficient.

The Fire Department has worked closely in the last two years with the Public Works Superintendent on the fire hydrant system. Two new hydrants have been added and several areas identified that need to be upgraded for optional fire protection. The most important area is Susie Wilson Road to West Street Extension.

In addition to equipment and building needs, a major issue to be reviewed is the role of the Fire Department in Fire Prevention. The lack of any full-time personnel limits the department's capability to aggressively promote Fire Protection programs. Also, the ability to inspect structures and access fire exposure is limited by lack of personnel. Consideration should be given to creating a limited full-time Department as a first response team and for initiating fire exposure and fire prevention programs. The adoption of a Build Code for single family dwellings should also be analyzed as a part of an overall fire exposure and fire prevention program.

In November 1994, the Fire Department was reevaluated by the Insurance Service Organization. The result of this was that the insurance rating went down from a Category 5 to a Category 4; this is an improvement that will reduce commercial and industrial buildings' fire insurance premiums by 4 - 10 %.

## 6.10 Utilities/Facilities Goals

**Goal 1: To provide a Village infrastructure system that adequately ensures the availability of potable water, disburses storm and ground water runoff and disposes of sanitary wastes in a manner which ensures community health and is environmentally sound.**

- Objective 1.1: Maintain Public Works Specifications utilizing prudent and reasonable technology to ensure adequate infrastructure systems. Include adequate designs to allow for peak usage and control peak flows.
- Objective 1.2: Implement Asset management plans through capital projects that upgrade existing water, stormwater and sanitary sewer systems to insure long term rate stability.
- Objective 1.3: Utilize the available sewer capacity in a manner which will provide the most benefit to the Village of Essex Junction.
- Objective 1.4: Continue to provide improvements or extensions to existing infrastructure systems without undue financial burden to the Village.
- Objective 1.5: Maintain the existing infrastructure systems for maximum life and use.
- Objective 1.6: Ensure new developments have adequate services.
- Objective 1.7: Continue to identify existing areas where deficiencies in the systems occur and could potentially have a detrimental effect on safety, health, or the environment.
- Objective 1.8: Consider leasing on a more permanent basis basic sewer capacity in excess of potential development in the Village. (Trustee Decision)
- Objective 1.9: Actively participate in the Champlain Water District operations and planning process.
- Objective 1.10: Obtain voting membership in the Champlain Water District.
- Objective 1.11: Implement stormwater discharge standards to be included in Future Land Development Code [ordinance] revisions.

**Goal 2: To participate in Public Service board hearings and to encourage the continued provision of a high quality of public utility services to the Village.**

- Objective 2.1: Encourage utility companies to provide high quality services to all areas of the Village as new development occurs.
- Objective 2.2: Require public utilities to maintain their corridors, to remove all existing poles as part of pole replacement projects in a timely manner, and to fix damage to Village infrastructure resulting from utilities construction projects.

**Goal 3: To provide the community with the best possible sidewalks for the purpose of pedestrian travel at the most reasonable cost.**

- Objective 3.1: Establish a prioritized capital improvement plan for upgrading sidewalks.
- Objective 3.2: Complete a quality assessment inventory on all sidewalks including handicapped accessibility, length, width and deficiencies (heaving, drainage).

**Goal 4: To continue to provide all Village segments with the best fire protection.**

- Objective 4.1: Actively recruit volunteers for the Fire Department.
- Objective 4.2: Consider establishing a limited full-time Fire Department.
- Objective 4.3: Consider adopting building and life/safety codes.

**Goal 5: To provide a high level of Library Services to Village residents for their enjoyment and information with special emphasis on popular materials, children's services and reference sources.**

- Objective 5.1: Provide training and easier use for the public on electronic tools and resources.
- Objective 5.2: Continue offering Internet training for patrons on a daily basis. Keep statistics on the total number to equal or exceed the number in 2002.
- Objective 5.3: Be ready to help patron on demand with all current databases and publicly available computer software and related equipment and keep statistics of such help.
- Objective 5.4: Add 2 new laser network printers for public use to facilitate easier copying and more economical ink use.
- Objective 5.5: Publicize new services and computer training opportunities in the local weekly paper as needed, or at least on a quarterly basis.
- Goal 6: To maintain existing public buildings in the Village Center unless their function warrants an alternative location. To encourage other public entities to give priority consideration to the Village Center for their public building(s) unless the function warrants an alternative location such as the wastewater treatment plant or public works garage.**

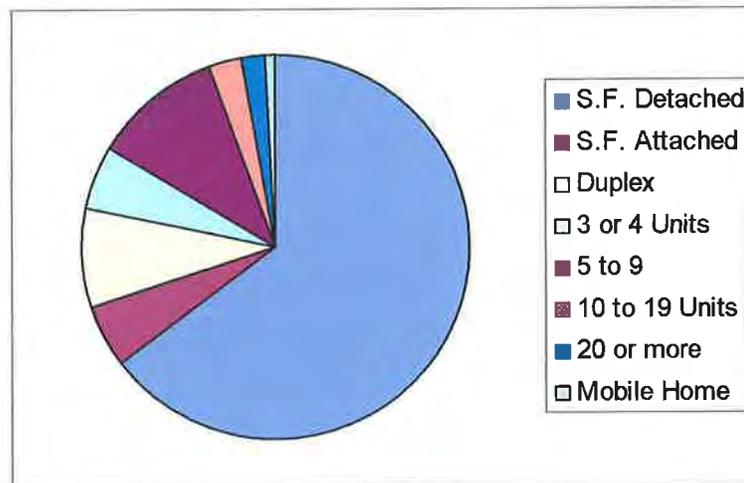
## 7. Housing

The availability and quality of housing are important determinants of a community's quality of life. The 2001 Village of Essex Junction Citizen Survey indicated that nearly 94% of residents felt housing quality in Essex Junction was average or excellent. The Village must work to make sure that residents remain that satisfied, well into the 21st century. A major component of this Plan is to ensure the availability of housing to all segments of the community while maintaining this high housing quality.

### 7.1 Housing Supply

The existing housing stock in Essex Junction is mixed. Although single family detached dwellings are the single largest housing category, other alternatives exist. Figure 3 provides a summary of housing stock by dwelling type.

**Figure 3**  
**Housing Stock by Number of Units in Structure**  
**Essex Junction, 2000**



Total number of units: 3501.

Source: U.S. Census, 2000.

### 7.2 Characteristics of Residents

The average household size in 2000 was 2.48 persons per household. This number has gone down over the last 30 years, but now seems to be stabilizing or even on the rise, according to the Chittenden County Regional Planning Commission (CCRPC).

In 2000, there were 3409 households, and 3,501 dwelling units; therefore, 92 units were vacant. The make-up of these households was:

**Table 7  
Households in Essex Junction, 2000**

Number of families:	2,253
Number of people living alone:	901
Householders not living alone:	255

Source: U.S. Census, 2000.

**7.3 Building Activity**

Residential growth within Essex Junction has remained relatively steady since the mid 1970's. Since that date, there has been a general trend toward single family construction. By 1984, single family development outpaced multi-family construction.

The period 1985 to 1999, also consisted primarily of single family housing developments, with the development of nearly 350 single family homes in the Countryside and Fairview Farms neighborhoods and the recent development of 84 single family homes on the Whitcomb Farm.

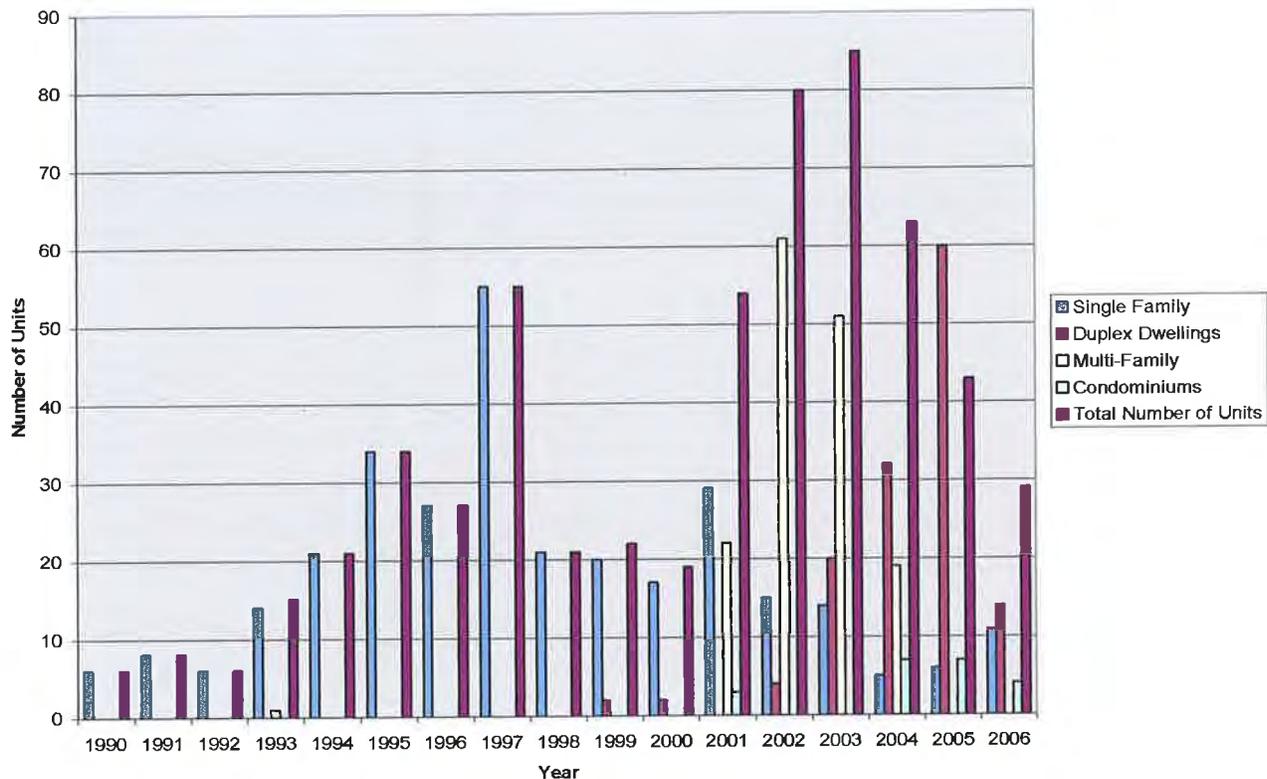
The demand for single family homes in Essex Junction during 2000 and 2001 was not completely exhausted, as there were 48 permits for single family homes issued during this period.

While the Village has seen a decline in the development of single family detached housing over the last five years, largely as a result of a diminished land base, there has been a sharp increase in the development of multi-family housing projects. The increase in higher density multi-family housing was made possible by zoning changes put in place in 2000.

Highland Village at 61 - 69 Pearl Street is the most obvious example of the newer high density housing, which was built at approximately 16 units per acre. Another example is the 30 unit affordable rental housing (26 affordable; 4 market rate) project at 203 Pearl Street, which was funded in part by public grants and tax credits. Riverside in the Village off Park Street is still in the process of being built and will ultimately consist of 66 market rate apartments, 70 condominiums, 63 student housing units (for the New England Culinary Institute) and 35 senior housing units.

Housing growth is important not only as a mechanism to provide housing that is affordable to all segments of the population, but also important for economic stability and business retention and growth. Essex Junction businesses rely primarily on local residents to support their businesses. An increase in the number of housing units and density will increase the market potential for local businesses.

**Figure 4  
Housing Growth 1990-2007**



Source: Essex Junction Planning Department

The 2006 Regional Plan established non-binding housing growth targets for each Chittenden County municipality for 2000-2010. The housing targets list an overall number of housing units along with targets for moderate income housing (affordable for those making 80% of median household income) and affordable housing (affordable for those making less than 80% of median household income). Essex Junction’s housing target is 504 units. As of 2007, Essex Junction has issued permits for 373 housing units and the planning commission has approved 258 additional units that will likely be permitted by 2010, which would bring the total number of housing units to 631 units. Therefore, Essex Junction is likely to exceed the overall housing growth target established by the CCRPC with the construction of well over 600 housing units in the ten year period.

**7.4 Housing Cost and Affordability.**

The median price for a home in Essex Junction in 2005 was \$219,700 ([www.city-data.com/city/Essex-Junction-Vermont.html](http://www.city-data.com/city/Essex-Junction-Vermont.html)). The median home price in the Burlington Metropolitan Statistical Area (MSA) is \$216,000 according to the US Census Bureau’s 2005 American Community Survey. The median household income in 2005 was \$51,979 for the Burlington MSA according to the 2005 American Community Survey ([www.census.gov](http://www.census.gov)). Assuming that households should not spend more than 30% of their gross income on housing costs, a household earning the median income in the Burlington MSA could afford monthly housing costs of approximately \$1200. Assuming a down payment of 10%, the median home in Essex Junction would cost approximately \$1200 a

month including principal, taxes, insurance and interest. Therefore, it appears the median home price in Essex Junction is relatively in line with the median income in the Burlington MSA.

Determining if 100 units of "affordable" or "moderate income" housing will be constructed by 2010 to meet the CCRPC housing targets is difficult to determine as Essex Junction does not have inclusionary zoning or other requirements that guarantee housing affordability in the future. Twenty-six affordable units and 20 special needs units were constructed in the Village over the last ten years using state tax credits, which require them to remain affordable. These units nearly meet half the CCRPC housing target for affordable and moderate income house.

All of the remaining housing units constructed in the Village since 2000 have no requirements to remain affordable and are subject to fluctuations in the housing market. However, based on the 2007 property re-appraisal conducted by the Town of Essex, 32 of the 77 units constructed at Highland Village (61 Pearl Street) are priced below \$183,000, which is the maximum cost of housing that is affordable to households earning 80% of the median income (\$41,583).

The Riverside in the Village project, which is currently under construction, will include 66 market rate apartments, 70 condominiums, 63 units of student housing and 35 senior housing units, a significant portion of which may be classified as affordable or moderate income housing in the future. It appears the Village's decision to increase densities (which made Highland Village and Riverside in the Village possible) in specific zoning districts is allowing more affordable housing units to be constructed. Essex Junction is likely to meet the housing targets established by the CCRPC.

Essex Junction is not prepared to adopt an inclusionary zoning ordinance at this time, but will instead focus on issues within our control that affect the affordability of housing including housing densities, permitting, and redevelopment.

## **7.5 Other Housing Issues**

In addition to concerns regarding the balancing of the demand for housing versus regulating the impacts of new housing development, there are a variety of other housing issues within the community including:

- 1) Building/fire codes
- 2) Multi-family conversions
- 3) Special needs housing
- 4) Historic preservation
- 5) Energy conservation
- 6) Preservation of neighborhood character.

All of these issues are important considerations within this Plan. Many of these issues are included in other Plan elements. Some areas require added studies to determine feasibility. Specific strategies are included in the Goals section of this element.

## **7.6 Housing Goals**

**Goal 1: To provide a variety of housing opportunities for all present and future residents of the Village of Essex Junction while creating and preserving quality residential environments and existing neighborhood characteristics.**

- Objective 1.1: Permit innovative development strategies including commercial/residential developments, zero-lot lines, and transfer of development rights where appropriate and after special review.

- Objective 1.2: Study the feasibility of adopting and enforcing uniform building and fire codes for housing.
- Objective 1.3: Consider energy conservation standards and alternate energy resources in all future codes.
- Objective 1.4: Allow existing non-conforming multi-family conversions to continue, provided minimum neighborhood standards are maintained.
- Objective 1.5: Consider zone changes to preserve existing structures of historic village character along sections of major arterials and in historic neighborhoods.
- Objective 1.6: Provide a mechanism within the Land Development Code to encourage the creation of new affordable elderly housing.
- Objective 1.7: Consider zone changes to preserve our single family stock by discouraging its conversion to multi-family housing while encouraging the development of new multi-family housing in commercial and multi-family zones.
- Objective 1.8: Maintain allowance for density bonuses in the Planned Residential District for the construction of affordable housing
- Objective 1.9: Allow high density housing in major commercial areas and maintain the R-2 small lot single family zoning designation to allow for affordable housing
- Goal 2: To cooperate with surrounding communities, private developers and nonprofit developers, to jointly create affordable housing and senior housing.**
- Goal 3: To continue to provide adequate sites in residential areas or areas of residential character for special needs housing.**
- Goal 4: To encourage private and public property owners of historically significant structures to maintain the historical integrity of the structures.**

## **8. Transportation**

Transportation is an important issue to the Village of Essex Junction. The “Five Corners” intersection presents difficult traffic management problems. The location of the railroad tracks add to the complexity of the problem. The historic development of Pearl Street and resultant numbers of curb cuts provide traffic safety concerns. In addition to factors within the Village, growth in adjacent communities results in traffic increases throughout the Village.

The Village street network is essentially a grid of interconnected streets, dead end streets make up only a small portion of local streets. The state highways of Route 15, Route 2A and Route 117 provide the only vehicular connections into and out of the Village. Therefore, they carry significant amounts of non-destination and local traffic. The interconnected street system allows for multiple routes to the same destination, thereby giving users of the network options for getting from point A to B. The interconnected local street system reduces congestion on major arterials, but increases the impact on local neighborhoods, especially as a result of traffic associated with Village Schools. Continuing to maintain the interconnected street network and connect streets in new developments is a central transportation policy within the Village.

The complexities of the transportation network described above require a concentrated, coordinated transportation planning effort within the Village. There are no single, simple solutions available. It is necessary to develop a multi-modal approach to transportation planning. Included is the street network, bike paths and sidewalks, public transit, and the possibility of railroad transit. In addition, public safety is an important consideration in any improvements considered. Such a multi-modal approach can lead to an improved, cost-effective and energy-efficient transportation network.

### **8.1 Streets**

The Village of Essex Junction is fortunate in that there are no outstanding needs for construction of major new streets. The basic network has already developed. As new development occurs, the extension of the existing street network will be constructed by developers.

The primary issue, therefore, is increased traffic management, particularly for non-destination traffic.

The influence of the first phase of the Circumferential Highway, completed in 1993, can be clearly seen in reduced traffic volumes and accidents for 1995. However, it is also clear that this reduction is temporary. Traffic volumes at the Five Corners are increasing to levels that are higher than pre-Circumferential Highway levels (CCMPO, Route 15 Corridor Study, 2007). Approximately 30,000 vehicles per day travel through the Five Corners. Many of these trips do not start or end the village and are considered non-destination traffic. New developments in adjacent communities such as in Taft Corners in Williston contribute to even higher volumes.

Due to the growth in non-destination traffic, the village supports alternative routes between adjacent communities along with an additional crossing over the Winooski River. Non-destination traffic is a threat to the vitality of the Village Center where the emphasis needs to be on local access, pedestrian mobility and safety, and aesthetics. Increased vehicular capacity is in direct conflict with these Village Goals and therefore is not supported to the extent it would involve additional vehicle lanes and road widening.

Safety is another major concern. The state highways of Route 15, Route 2A and Route 117 all carry significant amounts of non-destination traffic through Essex Junction. The high number of curb cuts along with the size and location of curb cuts contributes to safety issues, particularly on roads with

more than two lanes such as Pearl Street and portions of Park Street near the five corners. Access management is therefore an important consideration of this plan. See Map 4 for high accident locations.

**8.2 Sidewalks/Bike Paths**

The provision of sidewalks and bike paths within the Village are important transportation issues. Essex Junction currently has approximately 38 miles of sidewalk to maintain. Cost and the efficient expenditure of tax dollars on sidewalks was a major consideration in the preparation of the Sidewalk Plan and Policy in 2005 to address the existing and future sidewalk network.

The policy for the number of sidewalks varies depending on the road function and density. Sidewalks will be constructed and maintained in the future in accordance with the following standards:

**Table 8: Sidewalk Policy**

<b>Arterial Streets</b>	Both Sides
<b>Collectors</b>	Both Sides
<b>Residential Streets with a density greater than 4 units per acre</b>	Both Sides
<b>Residential Streets with a density between 1 and 4 units per acre</b>	One Side
<b>Residential Streets with a density of less than 1 unit per acre</b>	None

The Village will not actively remove sidewalks, but would do so in association with a street or sidewalk reconstruction project. Several areas of the Village in low density neighborhoods would see the eventual removal of sidewalks on one side of the street. On some major arterials, sidewalks would be added. The emphasis of the sidewalk plan and policy is to maximize resources while improving connections.

Bike paths are another important consideration of the transportation plan. The Transportation Map identifies all sidewalks, bike paths and bike lanes within the village. The three types of bike paths are as follows:

- 1) Class 1 – Independent bikeway on separate right-of-way or easement, designated for the exclusive use of non-motorized vehicles.
- 2) Class 2 – Restricted right-of-way on roadway or sidewalk, designated for the exclusive or semi-exclusive use of non-motorized vehicles; designation is by striped pavement markings or by physical barrier and signing.
- 3) Class 3 – Right-of-way on street shared with motor vehicles, designated by signing only.

Due to the built-out nature of Essex Junction it is almost impossible to construct a complete Class 1 Bicycle Path. A combination of all three classes is necessary. On major arterial roads such as Pearl Street the high number of curb cuts makes an off-road bike path infeasible and does not adequately address the need for local access if the path is not immediately adjacent to the street. On-street bike

facilities should be considered in these areas and supported at the regional level. In addition, new recreational opportunities will be made available to Village residents. On low density residential streets bicyclists use the road shoulder with minimal conflicts, the need for bicycle facilities is most needed on major arterials where options are extremely limited for safe bicycle access.

### **8.3 Parking**

The Village provides public parking in the Village Center District via on-street parking and off-street lots. On-street parking is available throughout the Main Street and Railroad Avenue area of the Village Center along with two off-street parking lots on Ivy Lane and behind the Brownell Library. On-street parking will be added to Park Street in between 34 and 37 Park Street as part of the Essex Junction Redevelopment Project.

Parking within the Village Center appears adequate at this time. However, if the need arises for additional public parking in the Village Center the Village should look to add on-street parking or add an additional off-street parking lot.

The provision of park and ride lots should be considered in the future based on regional needs.

### **8.4 Public Transportation**

The Village of Essex Junction is served by the only Amtrak terminal in Chittenden County. Bus service is provided by the Chittenden County Transportation Authority from approximately 6:00 am to 10:00 PM. The CCTA is managed by a Board of Directors with two representatives from the Town of Essex.

Improvements to the public transportation system are important. Public transit access to places of employment and to major shopping centers may help to alleviate traffic congestion. New construction and reconstruction should consider public transit access. Other important issues include bus stops, passenger shelters, run times, public education, funding and increased convenience. The Village should work with local representatives to encourage the CCTA Board to pursue these issues.

### **8.5 Air Pollution/Energy Conservation**

Air pollution, energy conservation and land use are important transportation issues. Increased use of public transit and bikeways will reduce pollution and save energy. Therefore, these benefits should be considered when any improvements to the transportation network and land use changes are considered. The elimination of cars is not possible, but the elimination of unnecessary trips and increasing transportation options are an important first step.

### **8.6 Transportation Goals**

**Goal 1: To support the completion of the Circumferential Highway.**

- Objective 1.1: Provide alternate routes for non-destination traffic
- Objective 1.2: Do not support capacity increases on state highways in the Village that involve additional vehicle lanes
- Objective 1.2: Emphasize local access, public transit, pedestrian safety and access, and aesthetics in future streetscape projects

**Goal 2: To monitor, evaluate and implement traffic management practices on a continuing basis.**

- Objective 2.1: Monitor annual traffic counts and accident data
- Objective 2.2: Review all development proposals to minimize traffic and pedestrian safety concerns.
- Objective 2.3: Where feasible, reduce the number and size of non-conforming curb cuts during development review
- Objective 2.4: Encourage the use of joint access driveways and shared parking lots when physically possible.
- Objective 2.5: Monitor the timing and sequence of all traffic lights to optimize traffic and pedestrian safety.
- Objective 2.6: Cooperate with adjoining communities to develop strategies to minimize traffic increase within the Village resulting from development beyond the Village limits.
- Objective 2.7: When possible, avoid dead end streets. Connect new streets into the existing street network from at least two points.
- Objective 2.8: Request that neighboring communities require major development proposals to include traffic impact analysis at the Five Corners and that traffic analysis be submitted to the Village for review.
- Objective 2.9: Study and consider options for reducing traffic at the two high crash locations indicated on the Transportation Map
- Objective 2.10: Implement the Village Sidewalk Plan and Policy

**Goal 3: To facilitate the use of sidewalks as a viable transportation alternative.**

- Objective 3.1: Review all development proposals for the efficient use of sidewalks.
- Objective 3.2: Consider alternative standards for sidewalks based upon location and potential usage.
- Objective 3.3: Encourage school age children to walk or ride a bike to school to reduce traffic congestion. Encourage enrollment in the Vermont Safe Routes to School Program.

**Goal 4: To review and implement parking strategies consistent with other planning purposes.**

- Objective 4.1: Encourage quality site design and landscaping for all new parking lots.
- Objective 4.2: Encourage bus and pedestrian access to all parking facilities.
- Objective 4.3: Develop long-term strategies for parking demand within the Village Center.
- Objective 4.4: Review all parking requirements and develop revised parking requirements which may include off-site parking, in lieu contributions or other alternatives.
- Objective 4.5: Cooperate with adjacent communities to locate commuter facilities in or in close proximity to the Village.
- Objective 4.6: Consider policies to require or encourage the installation of bicycle parking racks at major activity centers such as shopping centers.

**Goal 5: To promote and implement strategies to encourage the use of bicycles as alternate transportation modes.**

- Objective 5.1: Consider bicycle access in the review of all development proposals.
- Objective 5.2: Consider the construction or signage of bicycle lanes on all future street construction projects.
- Objective 5.3: Pursue the use of Federal and State funding for construction of Bicycle Paths.
- Objective 5.4: Include bicycle paths as a component of the Capital Budgeting process.
- Objective 5.5: Create a Bicycle Path Advisory Committee to recommend projects and to pursue funding.

Objective 5.6: Encourage the donation of land, labor and monies to the implementation of the Bicycle Path.

**Goal 6: To encourage increased usage of the public transportation system.**

Objective 6.1: Cooperate with the Chittenden County Mass Transportation Authority to increase access to bus routes including the use of 15 minute cycles during peak hours.

Objective 6.2: Encourage the use of bus turn-offs and shelters on major streets.

Objective 6.3: Encourage the State of Vermont to develop tax measures which support alternative transportation and reduce pressure on the local property tax.

Objective 6.4: Cooperate with the CCTA to encourage education programs on the benefits of using public transportation.

Objective 6.5: Continue to support the elderly transit program.

**Goal 7: To cooperate with the State of Vermont to locate air quality monitors at the Five Corners.**

Objective 7.1: Require applicants with potential emissions to obtain necessary state or federal permits prior to any local approvals.

Objective 7.2: Work with state and regional officials to ensure the uniform enforcement of all air Pollution Standards.

**Goal 8: To cooperate with state and regional entities pursuing efforts to establish commuter trains.**

## 9. Land Use

The livability and viability of any urban area are largely dependent on the pattern of land uses within the community. Transportation efficiency (and safety), the accessibility of various activities (i.e. shopping, entertainment, etc.) and the quality of residential neighborhoods are determined in many cases by land use patterns. The land use element is thus a “vision” for future development or redevelopment within the community. This “vision” can have an immediate and direct impact on the physical growth and appearance of the community.

### 9.1 Existing Land Use

The existing generalized land use pattern within the Village is indicated on Map 9. This existing land use pattern will, to a large degree, direct the future land use pattern. An analysis of the existing land use pattern leads to the identification of several areas with distinct development trends. Chapter IV also provides a detailed summary of historic development patterns within the village. These generalized areas are depicted graphically on Map 10 and discussed individually below:

- 1) **Village Center** – While Lincoln Hall dates from the early nineteenth century (it was originally built as an inn), most of the buildings in the commercial center of the Village date from the late nineteenth and very early twentieth centuries. In the commercial core of the area, the buildings are typical turn-of-the-century commercial types. They are built to the front sidewalk lines and cover a very high percentage of their sites. Frequently, they share common walls with their neighbors. On the front facades their first floors contain glazed storefronts which add to the pedestrian sense of the area.

The buildings are predominantly two story structures with a pronounced horizontal frieze below the cornices. The cornices tend to be heavily decorated with brackets, dentils, etc. In addition, the larger buildings (which tend to be brick) have a strong horizontal band at the second floor level. Visually, this gives the buildings a horizontal orientation which adds a sense of scale to the area.

The wood frame buildings (such as those on the east side of Main Street) do not, (or no longer) have this decorative treatment, and have vertical orientation and a somewhat different scale. This is partially mitigated by the fact that the lower floors have glazed store fronts and the tops of the store windows form a horizontal visual element.

In summary, the principal architectural features which create this area’s sense of scale and identity are as follows:

1. Zero front yard setback and high site coverage.
2. Glazed storefronts on the first floor.
3. Flat roofs with a strong horizontal frieze below cornices.
4. Strong horizontal band at second floor level.

Moving out slightly beyond the commercial core of the area, the architecture changes significantly. Most buildings in this area were constructed as residences during the same period as the commercial structures, but the prevailing residential styles at the time were variations on Victorian. Thus, the residential buildings tend to be two-and-one-half story structures with gabled roofs, frequently with eaves and other protrusions forming complex roof forms. Where still present, roof shingling patterns are quite decorative. Many of the buildings are oriented with gable ends towards the street.

The facades of these residential structures reflect considerable decoration, with porches, decorative arches and supports, cutaway bay windows with brackets, eave brackets and cornices. Finally, the buildings tend to be set back with lawns between them and the street, and have lawns separating them from their neighbors. Some of these structures have been converted to non-residential use while retaining their original architectural appearance.

In summary, the architectural features which make this area unique in the center of the Village are as follows:

1. Modest lawn separating the buildings from the street and from each other.
2. Complex facades with porches, projecting windows, eaves and ornamentation.
3. Complex roof forms with steep pitches, gables and dormers.

Even though the commercial and residential buildings date from roughly the same era, the different architectural treatments created a distinct delineation between what was the original commercial portion of the Village and the residential area surrounding it. While many of the old residences are now used for commercial activities, their areas remain qualitatively different from the commercial core of the Village.

One final note; in most cases there is no parking between the buildings and the street, and this adds considerably to the intimacy and pedestrian orientation of the Village Center.

- 2) **Summit Street to Five Corners** – This area has maintained a residential character. Although some residential structures have been altered for business purposes, much of the original structural detail remains. Commercial conversions are limited to low traffic volume professional offices. The northerly side of Pearl Street along this section of Pearl Street contains single family homes of traditional and historic value. These structures are worth protecting against conversion to office or apartment uses. This section of Pearl Street should be rezoned to R-2 District.
- 3) **Pearl Street from Summit to Willeys Court** – This area is typified by intense commercial development with multiple curb cuts. There is a mixture of building types, colors, materials, and signs. The more recent construction is dominated by increased landscaping and more efficient site design which stands in marked contrast to the older structures. The only area of significant historic value is the Champlain Valley Exposition Fairgrounds which is dominated by open space and significantly different types of structures.
- 4) **Susie Wilson Road to Willeys Court** – This area is dominated by conversions to small businesses, professional offices and apartments. This area was recently re-zoned from HC to MF/MU-1 in recognition of its transition from single family uses to apartments and less intense business uses, and as an extension of the Pearl Street Corridor.
- 3) **Indian Acres Area** – This area is dominated by well maintained single family dwellings on small lots. Several properties have been converted to duplexes or dwellings with accessory apartments.
- 4) **Warner Avenue Area** – This neighborhood has maintained a single family residential character. No multi-family conversions have been located.
- 5) **Prospect Street Area** – This neighborhood has a mix of structures, some of historical significance. Some multi-family units and duplexes have been established. Several large residences help establish a unique character to the neighborhood.

- 6) **Village Center Neighborhood** – The areas adjacent to the Village Center have been in transition. There is a mix of single family, duplex and apartment dwellings. Many lots are large enough to be subdivided. The type of development which has occurred in this area may lead to pressure for further single family conversions. Consider zoning changes to distinguish these residential and low intensity commercial areas from the core commercial areas in the Village Center District.
- 7) **Brickyard Area** – This area is dominated by multi-family and condominium development. There is no vacant land available for future development.
- 8) **Countryside and Rivendell** – Both of these areas are dominated by newer residential structures on large lots. Virtually no multi-family conversions have occurred.
- 9) **Park Street Corridor** – This area has been in a state of transition. Properties nearest the Five Corners have been converted to multi-family and commercial development. Property south and west of South Street has maintained a single family residential character with the presence of several large older homes. The east side of the corridor has seen substantial conversion to multi-family and two-family dwellings.
- 10) **Maple Street Corridor** – Properties from the Five Corners to Mansfield Avenue have been in transition with several conversions to duplexes. From Mansfield Avenue to the Village limits, and single-family residential character has been maintained. To preserve the single family character of this corridor, it should be rezoned from RO to R-2 from Mansfield Avenue to Elm Street. Accordingly, further conversions of single family to multi-family in this area should not be allowed.
- 11) **Main Street Corridor** – Lower Main Street to the Village Center has largely converted to multi-family and two-family dwellings. Some dwellings are commercial or are used for home occupations. The upper portion of Main Street, particularly the westerly section, is primarily residential, and should remain as such because a primary goal of the plan is direct growth to the Village Center and commercial and multi-family areas.
- 12) **Lincoln Street Corridor** – This area has a mix of uses including residential, commercial, offices and public/quasi structures. Several lots are large and might be subdivided in the future.
- 13) **Fairview Farms** – A relatively new residential area, with 99 lots and 10 acres open space.
- 14) **Whitcomb Heights** – 84 lots have been approved; municipal infrastructure is being built as of August 1996. There are conservation easements, a buffer zone and 9 acres open space. In addition, 142 condominium units have been approved on the Farm between Cascade Street and South Street. 50 duplexes have been approved south of Cascade Street and North of the Winooski River

## 9.2 Future Land Use

Essex Junction faces the challenging task of planning in a mostly developed community. The issues that face the community today are complex, and have been detailed throughout this Plan. The Future Land Use Map (Map 10) is the fundamental element of the overall Comprehensive Plan. It represents the proposed distribution of land uses within the Village. While there are several

changes, the Future Land Use Map generally follows existing patterns of development, but may allow for great densities and building heights in certain core mixed-use zoning districts.

Equally important as the Land Use Map are the individual Plan elements. These establish guidance and details necessary to achieve desired changes. The interdependence of these elements cannot be over-emphasized in that all must be consistently adhered to if the overall Plan is to remain viable. Thus, the Land Use Map is not just a physical depiction of desired land use, but is the culmination of detailed analysis of all factors related to the future growth and development of Essex Junction.

This Plan Element encompasses three major sections:

- 1) Land Use Goals – The Land Use Goals provide general guidance to the development of future land use categories. They establish the context in which future land use categories and the Future Land Use Map are developed.
- 2) Land Use Categories – The Land Use Categories provide specific guidance to interpreting the Future Land Use Map. They establish the intent of the various mapped area, and describe the general range of uses and provide guidance for development of implementation measures.
- 3) Future Land Use Map – The Future Land Use Map represents future land use patterns for the Village. It is the key document necessary for the creation of Zoning District Boundaries.

### **9.3 Land Use Goals**

**Goal 1: To provide sufficient locations within the Village to accommodate a variety of land uses including public, quasi-public, residential, commercial and industrial uses.**

- Objective 1.1: Consider redefining zoning district boundaries in the Village Center to address differences in land development patterns between the core commercial areas and the residential neighborhoods.
- Objective 1.2: Encourage the development of market rate residential development in the Village Center and Pearl Street Districts.
- Objective 1.3: Study the purchase of key properties in and around the Village Center for public use.

**Goal 2: To promote responsible residential growth and encourage the growth and maintenance of quality residential areas.**

- Objective 2.1: Conserve open space/agricultural land for future generations.

**Goal 3: To mitigate negative impacts of contiguous but different land uses.**

**Goal 4: To ensure that quality land planning and structural design occur in all commercial and industrial areas in a manner compatible with surrounding architecture.**

**Goal 5: To coordinate land use decisions with associated public infrastructure needs including streets, sidewalks, bicycle paths, drainage, water, sewer, schools, recreation and other public needs.**

- Goal 6: To provide mechanisms which encourage innovative development while maintaining the existing urban character of the Village.**
  - Objective 6.1: Consider the use of Design Review, Overlay Districts, Development Agreements and Tax Increment Districts as appropriate.
  - Objective 6.2: Encourage the use of Planned Residential Development
  
- Goal 7: To coordinate development with adjoining communities as appropriate.**
  
- Goal 8: To coordinate needed public improvements with the development review process.**
  
- Goal 9: To prevent development of land which is environmentally unsuitable for construction.**
  
- Goal 10: To design new street layouts to minimize both overall street length and the quantity of site grading required.**
  
- Goal 11: To place a high priority in development review on pedestrian and vehicle access and safety.**
  
- Goal 12: Protect and enhance sensitive and important areas.**
  - Objective 12.1: Consider design review criteria for main corridors upon approach to the Village Center (such as Pearl St. from CVE to 5 Corners).
  - Objective 12.2: Consider zone changes to preserve existing residential structures of significant historic character along major arterials and in historic neighborhoods.

## 9.4 Future Land Use Categories

### 9.4.1 RESIDENTIAL 1

Intent: To provide areas for large lot single family residential dwellings and accessory residential uses.

Density: 15,000 sq. ft. lots exclusive of right-of-way.

Range of Potential Uses:

Single family dwellings, accessory apartments, parks, non-commercial recreation facilities, public and quasi-public uses, planned residential development. Existing public school facilities may be converted to elderly housing upon Site Plan Review. Emphasis shall be placed upon maintaining existing open space and recreation facilities. No more than ten percent of existing school buildings may be converted to school offices or administrative facilities. Other public uses may be approved upon Special Review.

Other Information:

Density bonuses may be given for Planned Residential Developments with unique design proposals. Zero lot-line houses, clustering, and townhouses may be permitted upon special review with a planned residential application. No more than 30% of residential uses may be other than single-family, detached dwellings. Planned Developments shall include developed recreation facilities, bike and pedestrian paths. Projects which provide affordable housing shall be entitled to a density bonus, if long term affordability is guaranteed.

### 9.4.2 RESIDENTIAL 2

Intent: To provide areas for high-density single family dwellings and accessory residential uses.

Density: 7,500 sq. ft., exclusive of right-of-way.

Range of Potential Uses:

Single family dwellings, accessory apartments, parks, non-commercial recreation facilities, public and quasi-public uses, planned residential development. Existing public school facilities may be converted to elderly housing upon Site Plan Review. Emphasis shall be placed upon maintaining existing open space and recreation facilities. No more than ten percent of existing school buildings may be converted to school offices or administrative facilities. Other public uses may be approved upon Special Review.

Other Information:

Density bonuses may be given for Planned Residential Developments with unique design proposals. Zero lot-line houses, clustering, and townhouses may be permitted upon special review with a planned residential application. No more than 30% of residential uses may be other than single-family, detached dwellings. Planned Developments shall include developed recreation facilities, bike and pedestrian paths. Projects which provide affordable housing shall be entitled to a density bonus, if long term affordability is guaranteed.

### **9.4.3 PLANNED COMMERCIAL DEVELOPMENT**

**Intent:** To provide a mechanism to review major commercial developments and encourage innovative approaches to commercial development.

**Density:** Applications may be made in any commercial zone which has development limitations including, but not limited to, narrow lots, limited access, and drainage problems. Any proposed development, or re-development, which exceeds 2,500 sq. ft. of commercial space shall require application for a Planned Commercial Development. Waivers to this requirement may be granted by the Planning Commission.

**Range of Potential Uses:**

All uses permitted within the applicable zoning district. A mix of residential, retail and office uses is encouraged.

**Other Information:**

Planned Commercial Developments shall emphasize innovative design. Zoning District provisions, including setbacks, parking and lot coverage may be waived by the Planning Commission. Waivers may be granted only upon review of building design, lot layout, landscaping, setbacks, and amenities. Joint access, landscaping and compatible design are of particular importance. A determination must be made that these improvements mitigate waiver of any District standards.

Application requires a Conceptual Site Plan Hearing. The Planning Commission will determine the merits of the application during Conceptual Review. Upon approval, a Final Site Plan is required which must be in substantial compliance with conceptual approval.

### **9.4.4 MULTI-FAMILY RESIDENTIAL 1**

**Intent:** To provide areas for multi-family residential (townhouses, condominium and apartments with 4 or more units) and accessory residential uses.

**Density:** 7,500 square feet for the first unit and 5,000 square feet for each additional unit in the same structure

**Range of Potential Uses:**

Single family dwellings, accessory apartments, parks, non-commercial recreation facilities, public and quasi-public uses, planned residential development. Existing public school facilities may be converted to elderly housing upon Site Plan Review. Emphasis shall be placed upon maintaining existing open space and recreation facilities. No more than ten percent of existing school buildings may be converted to school offices or administrative facilities. Other public uses may be approved upon Special Review.

**Other Information:**

No new multi-family 1 areas will be established. Current facilities may be repaired, remodeled or replaced, but there can be no increase in number of units.

#### **9.4.5 MULTI-FAMILY RESIDENTIAL 2**

Intent: To provide areas for construction of new multi-family residential dwellings and accessory residential uses.

Density: One unit for the first 7,500 sq. ft. and one unit for each additional 1,500 sq. ft.

Range of Potential Uses:

Single family dwellings, accessory apartments, parks, non-commercial recreation facilities, public and quasi-public uses, planned residential development. Existing public school facilities may be converted to elderly housing upon Site Plan Review. Emphasis shall be placed upon maintaining existing open space and recreation facilities. No more than ten percent of existing school buildings may be converted to school offices or administrative facilities. Other public uses may be approved upon Special Review.

Other Information:

Five or more units may require Special Review. Screening, landscaping and parking shall be designed to minimize impact on adjacent properties. Projects which provide affordable housing shall be entitled to a density bonus if long-term affordability is guaranteed.

#### **9.4.6 MULTI FAMILY RESIDENTIAL 3**

Intent: To provide areas for low-density multi-family dwellings.

Density: One unit for the first 7,500 sq. ft. and one unit for each additional 1,000 sq. ft. to a maximum of 4 units.

Range of Potential Uses:

Single family dwellings, accessory apartments, parks, non-commercial recreation facilities, public and quasi-public uses, planned residential development. Existing public school facilities may be converted to elderly housing upon Site Plan Review. Emphasis shall be placed upon maintaining existing open space and recreation facilities. No more than ten percent of existing school buildings may be converted to school offices or administrative facilities. Other public uses may be approved upon Special Review.

Other Information:

Single family dwellings and accessory apartments are permitted uses. Duplexes, triplexes and quadraplexes may require Special Review. Screening, landscaping and parking shall be designed to minimize impact on adjacent properties. Projects which provide affordable housing shall be entitled to a density bonus, if long-term affordability is guaranteed.

#### **9.4.7 TRANSIT ORIENTED DEVELOPMENT**

Intent: The purpose of the Transit Oriented Development District (TOD) is to encourage development that supports a variety of transportation options including public transit (bus, rail), walking, biking and the automobile.

In order to achieve the desired goal of providing greater transportation options, development within the district shall embody the characteristics of compact urban development and pedestrian oriented design. Mixed use buildings with first floor retail, wide sidewalks, interconnected streets, on-street parking, high density residential development, pedestrian amenities, transit stations and stops, open spaces, and public or shared parking are strongly encouraged and in many cases required as a part of the standards within the TOD District.

The area within the TOD District is currently served by public bus transportation. In addition, the TOD District is adjacent to an active rail corridor, which may be used for light rail service in the future. A bike path is also planned for the rail corridor. Therefore, the TOD District is in an ideal location to provide greater transportation options.

The specific objectives of the TOD District are:

- Create an environment that is conducive to using public transit, walking and riding a bike
- Accommodate a mix of uses in a form that attracts pedestrians
- Integrate commercial, institutional and residential development into a compact development pattern arranged around a street grid
- Provide pedestrian amenities and open spaces to create a comfortable and attractive environment
- Provide public and/or shared parking to accommodate automobiles, but will not detract from the pedestrian environment
- High Density Residential Development
- First Floor Retail
- Encourage the use of Tax Increment Financing to support public improvements in the district.

Density: No density limit. Density will be based on ability to provide parking and meet other district requirements including lot coverage and building height.

Range of Potential Uses:

Multi-Family, Office, Retail, Banks, Restaurants, Cultural Facilities, Personal Services.

Other Information:

Development and redevelopment in the TOD District is intended to be more urban than most of the existing development patterns within the district. The TOD District is intended to support development patterns that are similar to those found in the Village Center District.

#### **9.4.8 MULTI-FAMILY/MIXED-USE-1**

Intent: The Multi-Family/Mixed-Use-1 District is intended to allow high density multi-family development along low intensity commercial uses along major transportation and public transit corridors. High Density, Mixed Use developments and affordable housing with parking below grade or on the first floor of the building are encouraged. Development in the MF/MU District should support alternative modes of transportation, while accommodating the automobile. Developments within this district

should be designed in such a way as to build upon the village character found in the core areas of the Village.

Density: No density limit. Density will be based on the ability to provide parking and meet other district requirements including lot coverage and building height

Range of Potential Uses:

Multi-Family, Office, Retail, Banks, Restaurants, Personal Services

Other Information:

Mixed use redevelopment including multi-family housing is encouraged. Commercial uses should be on a neighborhood scale and support the local residents.

#### **9.4.9 MULTI-FAMILY/MIXED-USE-2**

Intent: The Multi-Family/Mixed-Use-2 District is intended to allow high density multi-family development along low intensity commercial uses along major transportation and public transit corridors. High Density, Mixed Use developments and affordable housing with parking below grade or on the first floor of the building are encouraged. Development in the MF/MU-2 District should support alternative modes of transportation, while accommodating the automobile. Developments within this district should be designed in such a way as to build upon the village character found in the core areas of the Village.

Density: 15 units per acre

Range of Potential Uses:

Multi-Family, Office, Retail, Banks, Restaurants, Personal Services

Other Information:

Mixed use redevelopment including multi-family housing is encouraged. Commercial uses should be on a neighborhood scale and support the local residents.

#### **9.4.10 PLANNED RESIDENTIAL**

Intent: To encourage the use of innovative residential design techniques.

Density: Density is established by the underlying zoning district by may be increased based upon specific criteria to be developed.

Range of Potential Uses:

Single family dwellings, accessory apartments, parks, non-commercial recreation facilities, public and quasi-public uses, planned residential development. Existing public school facilities may be converted to elderly housing upon Site Plan Review. Emphasis shall be placed upon maintaining existing open space and recreation facilities. No more than ten percent of existing school buildings may be converted to school offices or administrative facilities. Other public uses may be approved upon Special Review.

**Other Information:**

Any proposed commercial or business uses must meet neighborhood commercial criteria. Multi-family uses shall not exceed 30% of the total residential uses and must be specifically approved on a case by case basis. Zero-lot lines, cluster development and other innovative housing techniques are encouraged and must be approved on a case by case basis. Density bonuses not to exceed thirty percent may be granted for affordable housing or elderly housing projects. Certain street, highway and lot size requirements may be waived if alternatives are equal or superior to standard requirements. All proposals shall consider pedestrian and bike path usage. Recreational facilities, dedication of usable open space and park development may be required. All development proposals must be reviewed and approved as a Conceptual Plan.

**9.4.11 VILLAGE CENTER**

**Intent:** To provide a compact commercial center with a mix of commercial and residential uses which is compatible with existing architectural and design standards.

**Density:** Minimum lot size is 5,000 sq. ft. Some intensive commercial uses may require larger lot sizes.

**Range of Potential Uses:**

Hotel, offices, retail uses, restaurants, personal services, single family, multi-family dwellings, public and quasi-public services and amenities. Mixed use of structure is encouraged.

**Other Information:**

Creation or preservation of affordable housing within this area is encouraged. Emphasis is placed upon pedestrian and bicycle access to the commercial center. Design criteria may be developed to encourage construction similar to existing structures. Setbacks, parking and other requirements will be drafted to encourage development similar to existing development. Special Review may be required within the designated Village Center area.

**9.4.12 RESIDENTIAL-OFFICE**

**Intent:** Provide areas for small office conversions of existing residential structures while maintaining residential type architecture.

**Range of Potential Uses:**

Professional offices with associated retail uses, photography shop, copy shop, frame shop, single family, art studio, residential, multi-family residential, etc.

**Density:** Minimum lot size is 7,500 sq. ft. for the first residential or office unit and 500 sq. ft. for each additional residential unit. However, lot must meet lot coverage, parking, setback and building location criteria.

**Other Information:**

Single family and multi-family not to exceed 4 units are encouraged and are permitted uses. Multi-family must meet parking, landscaping, screening requirements and must preserve residential integrity. Projects which preserve affordable housing, or provide

joint access and joint parking with adjoining lots may qualify for development bonuses. Existing residential structures may be removed upon Special Review if proposed new structures are designed and constructed to maintain residential character and scale. Conditions may be placed upon any Special Review approval.

#### **9.4.13 LIGHT INDUSTRIAL**

Intent: To provide areas for manufacturing, warehousing, research and development.

Density: Minimum lot size is 10,000 sq. ft.

Range of Potential Uses:

Research and testing laboratories, warehouses, light manufacturing, offices.

Other Information:

Businesses within this category shall be located and designed so as to minimize impact on adjacent properties. Performance standards may be adopted for review purposes. Special Review may be required for some uses within this category.

#### **9.4.14 HIGHWAY-ARTERIAL**

Intent: To provide areas for retail, wholesale, commercial, service and professional businesses while minimizing negative impacts due to increased traffic.

Density: Minimum lot size is 10,000 sq. ft. Lot must meet lot coverage, parking, setback and building location criteria. Commercial space which exceeds 2,500 sq. ft. shall require application for a Planned Commercial Development.

Range of Potential Uses:

Multi-family, retail stores, wholesale distribution, restaurants, commercial, recreation facilities, offices, vehicle repair facilities, gas stations. Mixed use of structures is encouraged.

Other Information:

The intensity of this category requires special standards to mitigate the impact of Heavy Commercial development. Landscaping, building appearance, building location, and access are of prime importance. Traffic safety, parking facilities and vehicular access is of concern. Consideration of pedestrian and bicycle access is required.

#### **9.4.15 COMMERCIAL MIXED USE**

Intent: To provide areas for mixed use development in locations that have adequate public infrastructure and compatible surrounding land uses. A mix of residential, retail and office use is encouraged. Light industrial uses area allowed as a conditional use. Commercial and light industrial space greater than 2,500 sq. ft. shall require application for a Planned Commercial Development.

Density: Minimum lot size of 15,000 sq. ft. Lot must meet lot coverage, parking, setback and building criteria.

**Range of Potential Uses:**

Retail stores, restaurants, office complexes, multi-family, light industrial, schools, warehouses, and manufacturing.

**9.4.16 PLANNED EXPOSITION**

**Intent:** To provide an area for special events and exposition facilities while minimizing adverse traffic, noise and visual impact. Implementation of approved Master Plan subject to site plan review.

**Density:** Minimum 120 acres.

**Range of Potential Uses:**

Agricultural shows and sales, educational workshops, concerts, antique shows and sales, temporary accessory sales, group sales, special events and festivals, picnics, reunions, carnivals, circuses, recreation facilities, pedestrian and bike paths.

**Other Information:**

If a new plan differs from the approved Master Plan, the Planned Exposition land use category will require review and approval of a Conceptual Plan at a Public Hearing. The Conceptual Plan identifies locations and types of uses. Emphasis is to be placed on landscaping, parking, traffic circulation and noise mitigation efforts. A Final Development Plan will identify location or relocation of any structures or physical improvements. Change in location of uses or substantial changes in types of uses, will require a new Conceptual Plan. A new Final Development Plan or Master Plan may be required if changes in physical improvements are proposed.

Uses within the Planned Exposition Land Use Category are divided into four types of reviews:

- 1) Permitted Use – No Special Review required unless projected attendance, noise or other factors exceed performance standards as developed. Examples of permitted uses may include agriculture exhibitions, educational workshops and reunions. Prior notification of all events may be required.
- 2) Temporary Uses – Special administrative review is required to determine if Special Review is necessary. Temporary use permits are to be issued by staff within a specified time period. Staff review is limited to type of event, location of event, and performance standards as developed. Examples of uses may include temporary sales (accessory to a permitted event), antique sales and shows, dog shows, car shows, boat shows and temporary group sales (i.e. retail associations, car dealerships, clearance sales, etc.). Temporary use permits may be granted on an annual basis based upon a submitted schedule. Events not included shall be reviewed on an individual application basis.
- 3) Major Uses – Special Review is required for major uses and may include public meeting. Major uses are those uses which may generate substantial levels of traffic, noise or other adverse impacts. Examples may include major concerts, events which last 5 or more days and other uses denied by staff as Permitted Uses or Temporary Uses. Staff shall make the initial determination on a major use application within a specified period of time. If staff determines there may be

substantial traffic, noise, odor, or other impacts, further Special Review shall be required and the applicant shall be immediately notified.

- 4) Champlain Valley Exposition Annual Fair – The Planning Commission may choose to review the Fair on an annual basis. The Planning Commission shall notify the Champlain Valley Exposition in writing by November 31<sup>st</sup> of the year before the Fair that they wish to review. The Champlain Valley Exposition shall then submit a permit application for review by January 31<sup>st</sup> of the following year. Review shall be conducted at a public hearing.

A) Permitted Uses – Daily shows (other than grandstand concerts), education workshops, product demonstrations, food services, booths, carnivals, and any activities within enclosed structures are not reviewed on an individual basis and are uses by right.

B) Cumulative Uses – The cumulative effect of all fair activities may be reviewed in cooperation with the Fair Board to develop traffic control, parking and noise plans.

C) Special Events – Special events including, but not limited to, concerts, demolition derbies, tractor pulls and other similar events may be reviewed for compliance with noise standards, dust control, parking and traffic flow. Consideration should be given to timing of all special events to minimize traffic conflicts, noise or other impacts. Special Review of these events or waivers may be required. Staff may not grant waivers to adopted standards, but will determine if additional Special Review or waivers are necessary.

#### **9.4.17 PLANNED AGRICULTURAL**

**Intent:** To provide areas for active agricultural uses and provide mechanisms to ensure the long term viability of agricultural uses. Prime agricultural land shall be preserved whenever possible through transfer of development rights to agriculturally unproductive areas. Property used for agricultural purposes shall be deemed the predominant use and shall be protected from adverse urban development.

The entire area shall be subject to a Master Plan. No changes that involve any new development or change of use shall be permitted until a Master Plan for the entire Planned Agricultural district has been approved by the Planning Commission. Such a Master Plan shall ensure adequate infrastructure, roads and public amenities before additional development is approved.

**Density:** Standards for density may be developed or may be part of a Master Plan approval provided, however, that no development may be approved on lots of less than 15,000 sq. ft. without Planned Development approval utilizing the techniques specified in this land use category.

**Range of Potential Uses:** Farms, and all related activities, farm structures, farm housing, single family dwellings, multi-family dwelling, public and quasi-public uses, recreation.

Other Information:

The Planned Agricultural land use shall be designated only on active farm land and land held in farm ownership. Uses other than agricultural may be approved only as a part of a Master Plan for the entire parcel or specific application for one or more phases or parcels within sections of this District which clearly meet the intent of this land use category and utilizes techniques to save agricultural land. Transfer of development rights, land trust, purchase/lease-back and other innovative approaches to save prime agricultural lands and open lands are strongly encouraged.

**9.4.18 FLOOD PLAIN**

Intent: To promote the public health, safety and general welfare, to prevent increases in flooding and to minimize losses due to floods.

Minimum Lot Size:

Not applicable. All areas designated by the Federal Emergency Management Administration shall be designated Flood Plain.

Range of Potential Uses:

Agriculture, conservation areas, recreation facilities.

Other Information:

All uses within this category require Special Review. Certain uses, or waiver requests may require Public Hearings and submittal of detailed hydrologic and engineering data.

## **Chapter VI** **Implementation**

In order to connect the vision, goals and objectives of this plan with reality, it must be implemented. Action is required and funding is necessary. Therefore, a detailed implementation plan is a key component of the comprehensive planning process.

Implementation will occur through a mix of policy adoption, planning studies, regulatory changes, public/private partnerships, education and capital projects. In many cases funding sources will be identified.

Table 9 lists the goals and objectives of the plan, the department that is primarily responsible for implementation, a timeline for implementation and potential funding sources. The timeline will be identified as follows:

Short Term – 1-2 Years

Mid Term – 2-3 Years

Long Term – 4-5+ Years

Ongoing – No definitive timeframe; may be ongoing policy

### **1. Funding Sources**

#### **Local Funding**

##### **Planning Department Budget - Other Professional Services**

\$9000 is designated annually in the Planning Department Budget to provide for general planning activities including matching grant funds, planning studies, and design assistance.

#### **Capital Fund**

The Village Capital Fund is used for public works projects including road and sidewalk reconstruction, village buildings, and streetscape projects. The Village will transfer approximately \$3-400K into the capital fund from the general fund annually over the next 10 years. However, the capital fund does not have much capacity for new projects until FY14.

#### **Economic Development**

The Village has an annual economic development budget of \$20K. \$5K of that money is used for the annual block party. The remaining \$15k is available for general economic development activities including market studies, marketing, business retention and other activities to support a thriving business community.

#### **Public Works Streetscape Budget**

The Public Works Department has an annual budget for streetscape improvements and maintenance of \$9k. The money can be used for streetscape plantings as well as landscaping installation and maintenance.

### **Land Acquisition Fund**

The Village has a land acquisition fund with a balance of \$314k. The Village transfers \$25k annually into the fund and expects approximately \$15k in interest accrual annually. The fund was set up to purchase village properties for public use or economic development.

### **Water and Wastewater Revenue Funds**

Funding may be available from the Water and Wastewater revenue funds for capital projects involving sewer and water infrastructure.

### **Regional/State/Federal Funding**

#### **Municipal Planning Grants**

The Vermont Department of Housing and Community Affairs provides an annual planning grant program for municipalities up to \$10k with no match required.

#### **Vermont Agency of Transportation Enhancement Grants**

This annual grant program provides funding for local transportation improvements. Approximately 3 million dollars is available annually and grants generally range from \$10k to \$300k and require a 20% local match.

#### **Chittenden County Metropolitan Planning Organization (CCMPO) Transportation Improvement Program (TIP)**

The CCMPO TIP provides federal funds for transportation projects and can be used for local transportation projects.

#### **Federal Transportation Earmarks**

The Village has received 1.5 million dollars in federal transportation earmarks over the last five years. Earmark funds may require no match or up to a 20% local match. Federal earmarks are an important potential funding source.

#### **Historic Preservation Tax Credits**

Buildings listed on the National Register of Historic Places are eligible for a 30% tax credit for qualifying rehabilitation projects (20% federal, 10% state). The funds may be used to improve accessibility, life safety or interior or exterior renovations.

A 25% building façade tax credit, which is not available for buildings eligible for the 30% tax credit above. The credit is available for buildings in the designated village center district. Maximum award of \$25k per building.

A 50% code improvement tax credit to assist in bringing buildings up to state code, to abate hazardous materials or contamination. It includes a maximum award of \$12,000 for a platform lift, \$50,000 for sprinkler systems, \$50,000 for elevators, and \$25,000 for the combined costs of all other

qualified code improvements, as well as costs for hazardous material abatement and contaminated sites redevelopment.

**Community Development Block Grants**

Grants are available for planning or implementation, but they must meet a national/state objective to serve persons of low or moderate income, address slums and blight or meet and urgent need. See [www.dhca.state.vt.us/VCDP](http://www.dhca.state.vt.us/VCDP) for more information.

**Chittenden County Regional Planning Commission/CCMPO Technical Assistance**

These regional planning entities provide funds for technical assistance on planning studies and GIS work.

**Safe Routes to School Program**

The Safe Routes to School Program provides funding and education to make it safer for children to walk to school. See: [www.ccmpto.org/SR2S/](http://www.ccmpto.org/SR2S/) for more information.

**Table 9: Implementation Schedule**

<b>Goal/Objective</b>	<b>Department</b>	<b>Timeline</b>	<b>Funding</b>
<b><u>Energy</u></b>			
Goal 3: Green Pricing Programs	PW	Ongoing	N/A
Objective 4.1: Energy Efficient Street lamps in new developments	P&Z	Ongoing	N/A
Objective 4.2: Use energy efficient street lamps when replacing existing lamps	PW	Ongoing	N/A
Goal 6&7: Distribute information on energy efficiency	P&Z, LB, PW	Ongoing	N/A
Goal 8: Continue recycling programs	ALL, PW	Ongoing	N/A
Goal 9: Energy Audits at all village buildings	PW	Midterm	Grant funding/public works budget
Goal 10: Energy Efficiency at WW Treatment Plant	WQ	Ongoing	Wastewater Revenue Fund/Revenue Bond
Goal 11: Purchase energy efficient vehicles	PW, WQ, FD	Ongoing	Public Works Budget
Goal 12: Burying Power Lines	PW, P&Z	Ongoing	N/A
<b><u>Agriculture</u></b>			
Objective 1.1: Update Whitcomb Farm Master Plan	P&Z	Ongoing	N/A
Objective 2.1: Consider purchasing the Whitcomb farm for passive/active open space	AD, P&Z	Ongoing	N/A
Objective 2.2: Study viability of Whitcomb Farm for public open space	AD, P&Z	Ongoing	Municipal Planning Grant/Planning Budget
Objective 3.1: Developer must fund infrastructure for new development	P&Z	Ongoing	N/A

<b>Business/Economic Development</b>			
Objective 1.2: Encourage residential development in Village Center and Pearl Street	AD, P&Z	Ongoing	N/A
Objective 1.3: Prepare market studies to attract businesses	AD, P&Z	Ongoing	Economic Development
Objective 1.4: Work with IBM	AD, P&Z, PW	Ongoing	N/A
Objective 2.1: Look for strategic opportunities to work with existing businesses	AD, P&Z	Ongoing	Economic Development
Objective 2.2: Participate in regional business organizations	AD	Ongoing	N/A
Objective 2.3: Participate on regional economic development committees	AD	Ongoing	N/A
Objective 2.4: Work with local and regional entities to develop the fairgrounds	AD, P&Z, PW	Ongoing	N/A
Objective 2.5: Promote the village as a destination for shops and services	AD, P&Z	Ongoing	Economic Development
Objective 2.6: Provide for improved communication between the business community and Village Officials	AD	Ongoing	N/A
Objective 3.1: Increase ratio of light industrial/commercial uses to residential uses	AD, P&Z	Ongoing	N/A
Objective 3.2: Investigate additional sources of revenue	AD, FN, ALL	Midterm	Economic Development
Objective 4.1: Ensure local codes to prohibit new development	P&Z	Ongoing	N/A
Objective 4.2: Draft standards for development that are simple to implement and enforce	P&Z, PW, WQ	Ongoing	N/A
Objective 5.1: Maintain Design Review in Village Center	P&Z	Ongoing	Municipal Planning Grant/Planning Budget
Objective 5.2: Design Publicly Financed Improvements to preserve the character of the Village Center	AD, P&Z, PW	Ongoing	Federal Earmarks Enhancement Grants, TIP, Capital Fund
Objective 5.3: Consider local historic districts/protection of historic buildings	P&Z	Midterm	Municipal Planning Grant/Planning Budget
Objective 5.4: Continue streetscape and landscaping efforts	AD, P&Z, PW	Ongoing	Public Works Streetscape
<b>Open Space</b>			
Objective 1.1: Preserve trees in new developments	P&Z	Ongoing	N/A
Objective 1.2/3: Implement a street tree planting program	P&Z, PW, WQ	Ongoing	Public Work Streetscape
Objective 1.4: Preserve the Whitcomb Farm if farming no longer viable	AD, P&Z, PW	Ongoing	Land Acquisition Fund
Objective 2.1: Encourage open space in new developments in VC and TOD Districts	P&Z	Ongoing	N/A

Objective 2.2: Require 8' sidewalks in new developments in VC and TOD Districts	P&Z	Ongoing	N/A
Objective 2.3: Village Green	AD, P&Z, PW	Long Term	Land Acquisition Fund
Objective 2.4: Preserve Open Space in new developments	P&Z	Ongoing	N/A
Objective 3.2: Support Implementation of Recreation Master Plan	ALL	Ongoing	N/A
<b>Education and Childcare</b>			
Objective 1.1: Coordinate new development with schools	P&Z	Ongoing	N/A
Objective 1.2: Encourage the use of village facilities for adult education	RD, AD, PW, LB, SD	Ongoing	N/A
Goal 2: Coordinate school population projects	P&Z, SD	Ongoing	N/A
Goal 3: Improve access to schools via alternative transportation	P&Z, PW, SD	Long Term	Capital Budget, School Budget, Safe Routes to School, TIP, Enhancement Grants
Goal 5: Improve bicycle and pedestrian safety to school children	P&Z, PW, SD	Ongoing	Capital Budget, School Budget, Safe Routes to School, TIP, Enhancement Grants
Goal 6: Improve CCTA service to schools	SD	Ongoing	N/A
Goal 7: Continue to allow childcare services in most areas of the village	P&Z	Ongoing	N/A
<b>Utilities/Facilities</b>			
Objective 1.1: Maintain public works standards that utilize reasonable technology to ensure adequate infrastructure	PW, WQ	Ongoing	N/A
Objective 1.2: Implement Asset Management	PW, WQ	Midterm	Public works budget, CCRPC/CCMPO Assistance
Objective 1.3: Manage sewer capacity for village benefit	AD, PW, WQ, P&Z	Ongoing	N/A
Objective 1.4: Improve Infrastructure with minimal impact on taxpayers	PW, WQ	Ongoing	Capital Funds/Water-Wastewater Funds
Objective 1.5: Maintain infrastructure for maximum life/use	PW, WQ	Ongoing	Wastewater and Water revenue funds, Capital Budget
Objective 1.6: Ensure new development has adequate infrastructure	P&Z, PW, WQ	Ongoing	N/A
Objective 1.7: Continue to identify infrastructure deficiencies and upgrade as appropriate	PW, WQ	Ongoing	Wastewater and Water revenue funds, Capital Budget
Objective 1.8: Consider leasing WW capacity on permanent basis	AD	Ongoing	N/A
Objective 1.9: Participate in Champlain Water District planning and implementation	PW, WQ	Ongoing	N/A
Objective 1.10: Obtain voting membership in the Champlain Water District	AD, PW, WQ	Midterm	N/A

Objective 1.11: Revise stormwater management regulations	P&Z, WQ, PW	Short Term	N/A
Objective 2.1: Encourage utility companies to provide high quality services to new developments	PW, WQ, P&Z	Ongoing	N/A
Objective 2.2: Require public utilities companies to maintain corridors	PW, WQ	Ongoing	N/A
Objective 3.1: Prioritize sidewalk upgrades	PW	Ongoing	Capital Budget, Public Works Operating Budget
Objective 3.2: Prepare a quality assessment of sidewalks	PW	Midterm	Public Works Operating Budget, Municipal Planning Grant
Objective 4.1: Actively recruit firefighters	FD	Ongoing	Fire Department Budget
Objective 4.2: Consider a limited full time fire department	AD, PD	Ongoing	General Fund
Objective 4.3: Consider life safety/building codes	AD, FD, PW, P&Z	Midterm	Building Code permit fees
Objective 5.1: Provide training and easier to use electronic tools in library	LB	Ongoing	Library Budget
Objective 5.2: Provide internet training at library	LB	Ongoing	N/A
Objective 5.3: Provide computer training at library	LB	Ongoing	N/A
Objective 5.4: Add 2 laser printers to library	LB	Ongoing	Library Budget
Objective 5.5: Publicize computer training and new resources at library	LB	Ongoing	Library Budget
Goal 6: Maintain public buildings in/near village center, encourage new public buildings in village center	AD, P&Z, LB, SD	Ongoing	N/A
<b>Housing</b>			
Objective 1.1: Allow for innovative development	P&Z	Ongoing	N/A
Objective 1.2: Study and Consider building codes	P&Z, FD, PW, AD	Midterm	Planning Budget, Municipal Planning Grant
Objective 1.3: Consider energy conservation and alternative energy requirements for new development	P&Z, AD	Ongoing	Planning Budget, Municipal Planning Grant
Objective 1.4: Allow pre-existing non-conforming multi-family developments to continue	P&Z, AD	Ongoing	N/A
Objective 1.5: Consider zoning changes to preserve historic buildings	P&Z, AD	Midterm	Planning Budget, Municipal Planning Grant
Objective 1.6: Provide a mechanism in the code to encourage affordable elderly housing	P&Z, AD	Midterm	Planning Budget, Municipal Planning Grant
Objective 1.7: Consider the preservation of the single family housing stock	P&Z, AD	Midterm	N/A

Objective 1.8: Maintain PRD density bonuses	P&Z	Ongoing	N/A
Objective 1.9: Maintain relatively high densities to allow for affordable housing	P&Z	Ongoing	N/A
Goal 2: Work with housing organizations to create affordable housing	P&Z, AD	Ongoing	Planning Budget
Goal 3: Continue to provide areas for special needs housing	P&Z	Ongoing	N/A
Goal 4: Encourage property owners to retain the historic integrity of buildings	P&Z	Ongoing	N/A
<b>Transportation</b>			
Objective 1.1: Provide alternate routes through five corners for non-destination traffic	AD, PW, P&Z	Ongoing	State Funding, Capital Budget
Objective 1.2: Do not support capacity increased on state highways in the village that involve additional vehicle lanes	AD, PW, P&Z	Ongoing	N/A
Objective 1.3: Emphasize local access, pedestrian safety and aesthetics in streetscape projects	AD, PW, P&Z	Ongoing	N/A
Objective 2.1: Monitor annual traffic count and accident data	P&Z, PW	Ongoing	N/A
Objective 2.2: Review development proposal to minimize traffic impacts	P&Z, PW	Ongoing	N/A
Objective 2.3: Reduce the size and number of non-conforming curb cuts during development review	P&Z, PW	Ongoing	N/A
Objective 2.4: Encourage the use of shared parking lots and joint access	P&Z, PW	Ongoing	N/A
Objective 2.5: Monitor the timing and sequencing of all traffic lights	PW	Ongoing	Public Works budget, CCMPO
Objective 2.6: Minimize traffic impacts on village from developments outside the village	AD, P&Z, PW	Ongoing	N/A
Objective 2.7: Avoid dead-end streets; connect streets when feasible	P&Z, PW	Ongoing	N/A
Objective 2.8: Encourage neighboring communities to include the Five Corners in traffic analysis for major projects	P&Z, PW	Ongoing	N/A
Objective 2.9: Study and improve safety at high crash locations	P&Z, PW	Midterm	Planning Budget, Municipal Planning Grant, CCMPO
Objective 2.10: Implement Village Sidewalk Plan and Policy	P&Z, PW	Ongoing	Capital Budget, TIP, Enhancement grants
Objective 3.1: Review development proposals for sidewalk efficiency	P&Z, PW	Ongoing	N/A
Objective 3.2: Consider alternative sidewalk standards based on location/usage	PW, P&Z	Ongoing	N/A
Objective 3.3: Encourage children to walk to school/enrollment in SR2S program	SD, PW	Ongoing	N/A
Objective 4.1: Encourage quality site design and landscaping for parking lots	P&Z, PW	Ongoing	N/A

Objective 4.2: Encourage bus and pedestrian access to all parking lots	P&Z, PW	Ongoing	N/A
Objective 4.3: Develop long term parking strategies for the Village Center	PW, P&Z	Long Term	Planning Budget, Municipal Planning Grant, CCMPO, Capital Budget
Objective 4.4: Review parking requirements to allow for alternatives to on-site parking	P&Z, PW	Ongoing	N/A
Objective 4.5: Cooperate with surrounding communities to create commuter facilities	AD, PW	Ongoing	N/A
Objective 4.6: Encourage or require bicycle facilities in new developments	P&Z	Ongoing	N/A
Objective 5.1: Consider bicycle access in new developments	P&Z, PW	Ongoing	N/A
Objective 5.2: Consider the construction or signage of bicycle lanes in street projects	AD, P&Z, PW	Ongoing	N/A
Objective 5.3: Pursue state and local funding for bicycle paths	AD, PW, P&Z	Ongoing	Enhancement grants, TIP, federal earmarks
Objective 5.4: Include bicycle paths in capital budget	AD, PW	Ongoing	Capital Budget
Objective 5.5: Create a bike path advisory committee	AD	Long Term	N/A
Objective 5.6: Encourage donations for bike paths	AD, P&Z	Ongoing	N/A
Objective 6.1: Encourage CCTA to provide for 15 headways between Essex Jct. and Burlington	AD	Ongoing	N/A
Objective 6.2: Encourage the use of bus turn offs and shelters on major streets	P&Z, AD, PW	Ongoing	N/A
Objective 6.3: Encourage alternatives to the property tax for funding public transportation	AD	Ongoing	N/A
Objective 6.4: Cooperate with CCTA to provide education on the benefits of public transportation	P&Z	Ongoing	Planning Budget, CCTA
Objective 6.5: Continue to support elderly transportation program	AD	Ongoing	N/A
Objective 7.1: Require state/federal air quality permits as prerequisite to local permits	AD, P&Z	Ongoing	N/A
Objective 7.2: Ensure uniform enforcement air quality standards	AD, P&Z, PW	Ongoing	N/A
Goal 8: Cooperate with state and federal officials to develop commuter trains	AD, P&Z, PW	Ongoing	N/A
<b>Land Use</b>			
Objective 1.1: Redefine zoning district boundaries in Village Center to recognizes differences in land use patterns			N/A
Objective 1.3: Study the purchase of key properties in the Village Center for public use	AD, P&Z	Midterm	Planning Budget, Land Acquisition Fund, Economic Development Fund

Objective 2.1: Preserve Agricultural Land	AD, P&Z	Long Term	Land Acquisition Fund
Goal 3: Mitigate negative impacts of continuous but different land uses	P&Z	Ongoing	N/A
Goal 4: To ensure quality land planning in new commercial/industrial development	P&Z	Ongoing	N/A
Goal 5: Coordinate land development with infrastructure needs	P&Z	Ongoing	N/A
Objective 6.1: Consider tax increment financing, overlay districts, design review and development agreements as a means to achieve innovative development	P&Z	Ongoing	Planning Budget, Municipal Planning Grant, TIF District
Objective 6.2: Encourage the use of Planned Unit Development regulations	P&Z	Ongoing	N/A
Goal 7: Coordinate development review with adjoining communities	P&Z	Ongoing	N/A
Goal 8: Coordinate needed public improvements with development review	P&Z, PW	Ongoing	N/A
Goal 9: Prevent development on lands that are environmentally unsuitable	P&Z, WQ	Ongoing	N/A
Goal 10: Design new streets to limit the length and site grading	P&Z, PW	Ongoing	N/A
Goal 11: Place a high priority on pedestrian and vehicular access and safety	P&Z, PW	Ongoing	N/A
Objective 12.1: Consider design review on major corridors	P&Z	Midterm	Planning Budget, Municipal Planning Grant
Objective 12.2: Consider zoning changes to preserve historic structures	P&Z	Midterm	Planning Budget, Municipal Planning Grant
<b>Departments</b>			
AD - Administration			
PZ - Planning and Zoning			
CL - Clerk			
PW - Public Works			
WQ - Water Quality			
LB - Library			
FN - Finance			
RC - Recreation			
SC - Schools			
ALL - All Departments			

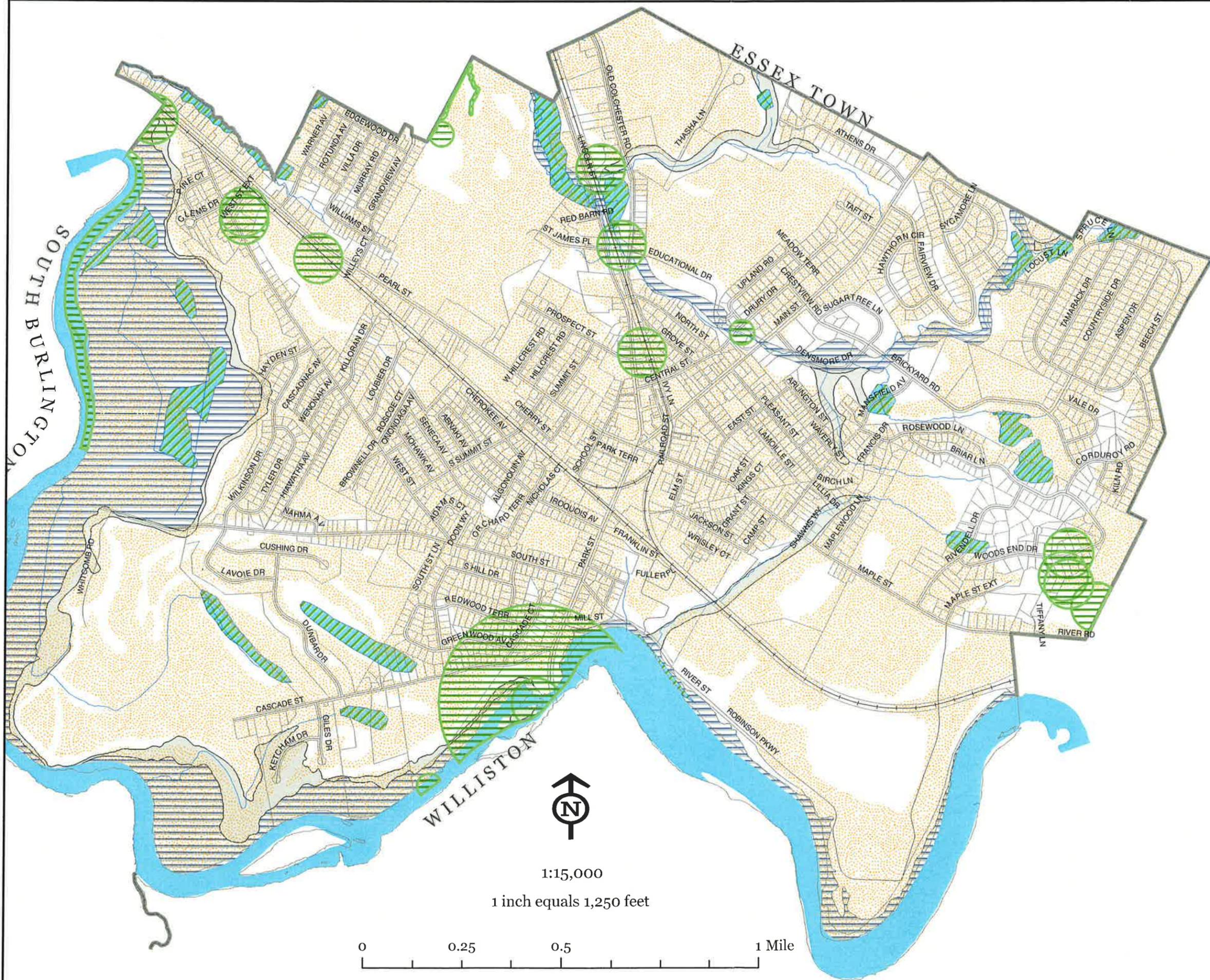
## **Appendix A**

### **Underground Storage Tanks in Essex Junction**

<u>Facility ID#</u>	<u>Hazardous Sites</u>	<u>Facility Name</u>	<u>Facility Address</u>
102		Abrams' Sunoco	142 Pearl Street
222	900593	Fairgrounds Beverage	99 Pearl Street
384		Robinson's Inc.	Park Street
385		Sunoco Gasoline Station	16 Maple Street
411	931476	Agway/McEwing Fuels	134 Main Street
565		Champlain Farms Gulf	56 Pearl Street
856		Stannard Residence	5 Warner Avenue
922	900573	Essex Junction Public Works Garage	11 Jackson Street
1166	770012	IBM Corporation	1000 River Street
1122		Keenan Residence	1 Maplewood Lane
1223		Dietzel Office	6 Hillcrest Road
1226		Reed Residence	11 Maplewood Lane
1228		Triangle Auto Body	7 River Street
1233		Hamel Residence	4 Warner Avenue
1249		Dietrich Residence	2 Upland Road
1258		Seiple Residence	15 Upland Road
1301		McIntyre Residence	6 Woods End Drive
1760		VT State Tree Nursery	111 West Street
1905	961961	Simon's Five Corner Store	2 Park Street
1996		Essex Community Education Center	2 Educational Drive
2687		Winston Prouty Federal Building	11 Lincoln Street
8783536		Sunoco Gasoline Station	30 Main Street
8784309		Dave Whitcomb's Service Center	45 Lincoln Street
8785745		First Congregational Church	39 Main Street
8799559		Corner Gas Store	141 Pearl Street

Source:                   Underground Storage Tank Program  
                               Waste Management Division  
                               Vermont Department of Environmental Conservation

# Essex Junction 2008 Village Plan Map 1 Natural Resource



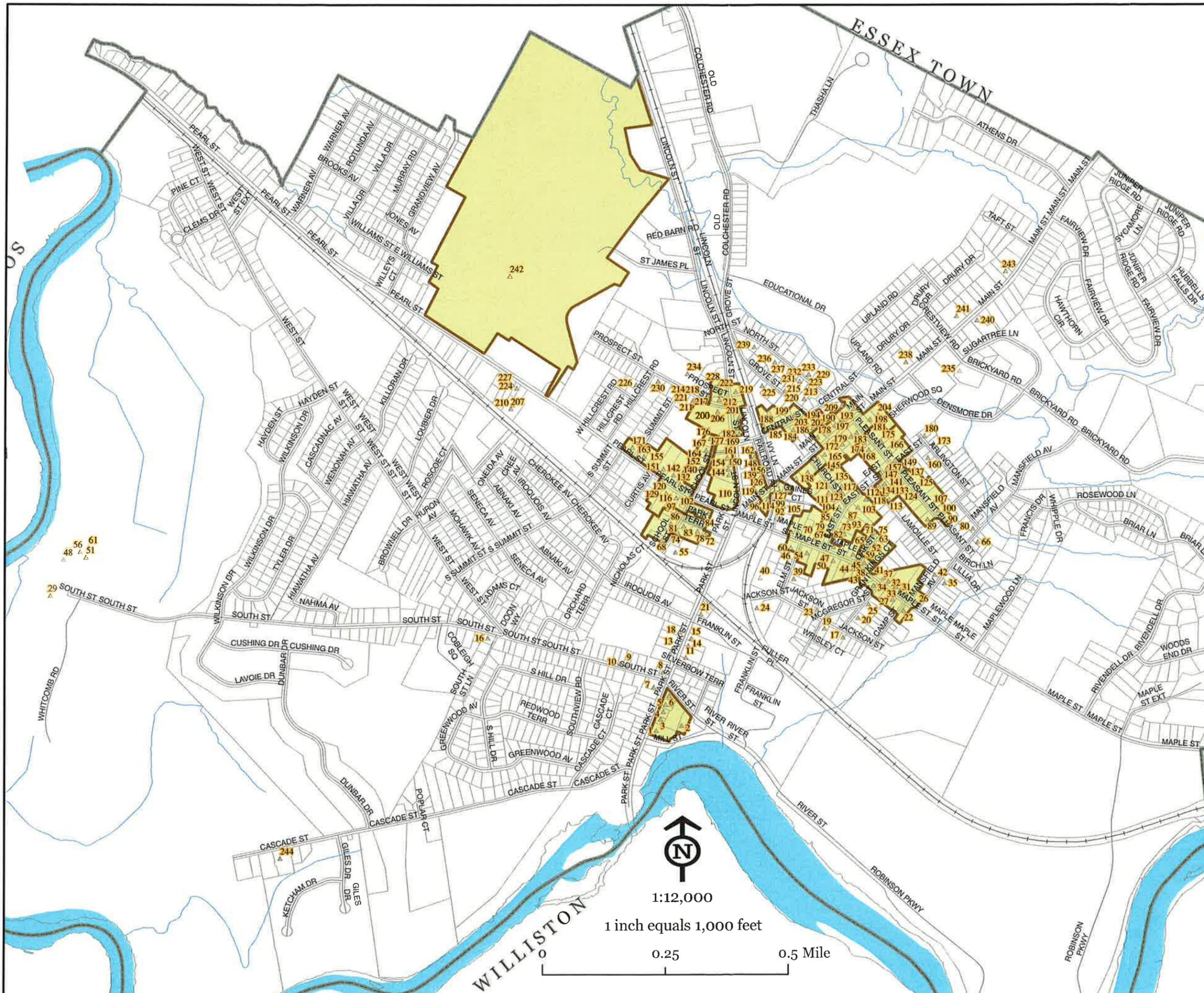
- Significant Natural Community  
&/Or Rare Species Site  
Vermont Significant Wetlands Inventory
- FEMA FIRM  
100 Year Floodplain  
500 Year Floodplain  
Primary Agricultural Soil  
Stream Centerline  
Winooski River  
2007 Tax Parcel Boundary  
Road Centerline  
Railroad  
Village Boundary

Disclaimer:  
The accuracy of information presented is determined by its sources. Errors and Omissions may exist. Map is to be utilized for Planning purposes only.

Sources:  
Natural Communities - ANR, updated 2006  
Ag Soils - NRCS  
Wetlands - ANR, updated 2006  
Floodplain - FEMA  
Parcels - Essex Town - 2007  
Surface Water - VT Hydrography Dataset - VCGI - 2002



# Essex Junction 2008 Village Plan Map 2 Historic Sites and Districts



## Legend

-  Historic Site
-  Historic District
-  Road Centerline
-  Railroad
-  Stream Centerline
-  Winooski River
-  Village Boundary
-  2007 Tax Parcel Boundary

Disclaimer:  
The accuracy of information presented is determined by its sources. Errors and Omissions may exist. Map is to be utilized for Planning purposes only.

Sources:  
Historic Sites & Districts- developed by CCRPC, updated 2005.  
Parcels - Essex Town - 2007  
Surface Water - VT Hydrography Dataset - VCGI - 2002

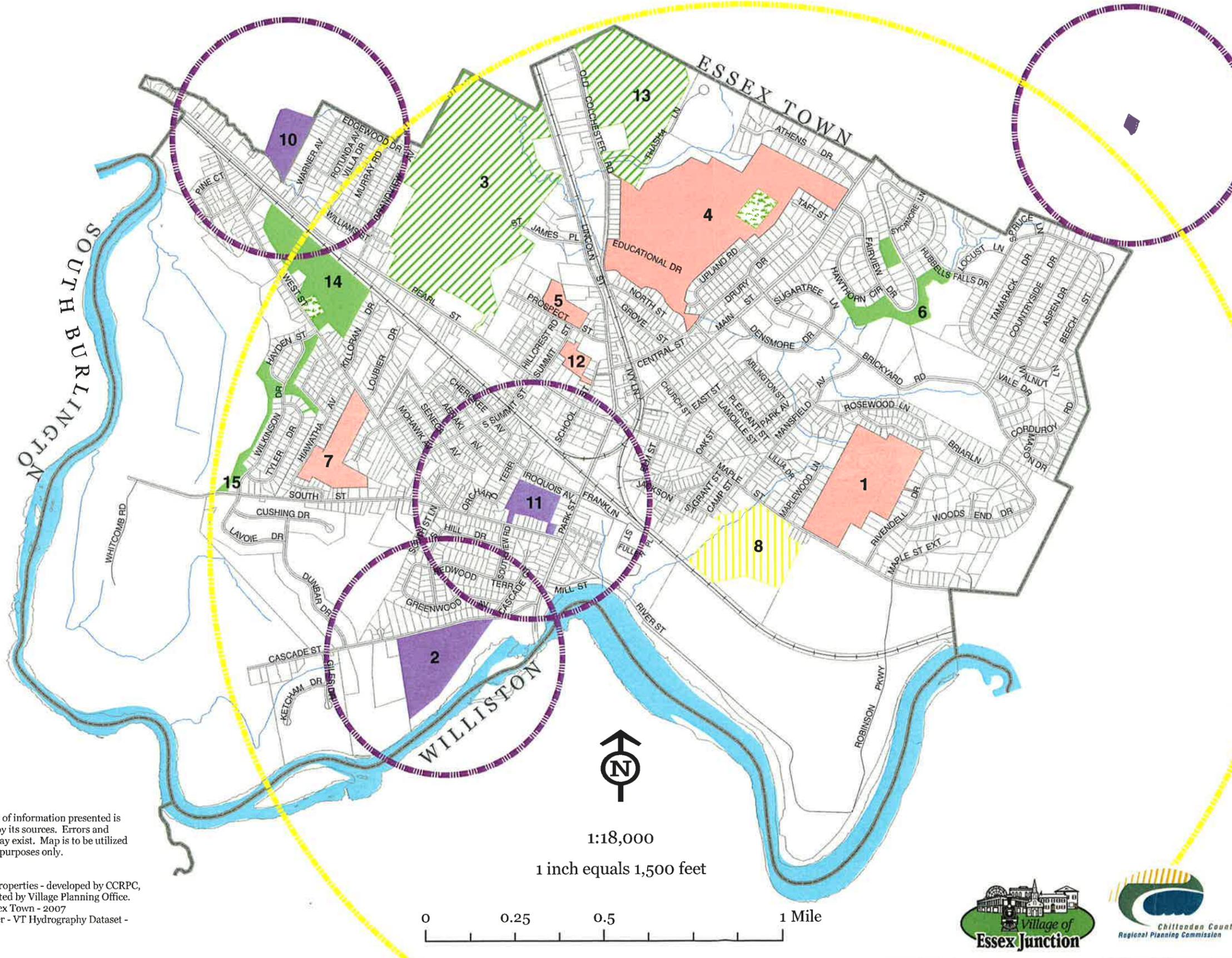


# Essex Junction 2008 Village Plan Map 3 Recreation Facilities/ Open Space

1. Albert D. Lawton
2. Cascade
3. Champlain Valley Exposition
4. Essex High School
5. Fleming School
6. Fairview Farms
7. Hiawatha School
8. Maple Street Park
9. Meyers Park (Essex Town)
10. Pearl Street Park (Essex Town)
11. Stevens Park
12. Summit School
13. Tree Farm
14. West St. Complex (State of VT)
15. Whitcomb Heights

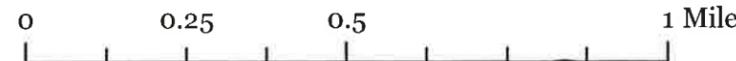
## Legend

- Public Passive Open Space
- Neighborhood Park
- School Park
- Regional Recreation Facility
- Community Park
- Community Garden
- Neighborhood Park Service Area
- 1/3 Mile
- Community Park Service Area
- 1.5 Mile
- Road Centerline
- Railroad
- Stream Centerline
- Winooski River
- Village Boundary
- 2007 Tax Parcel Boundary

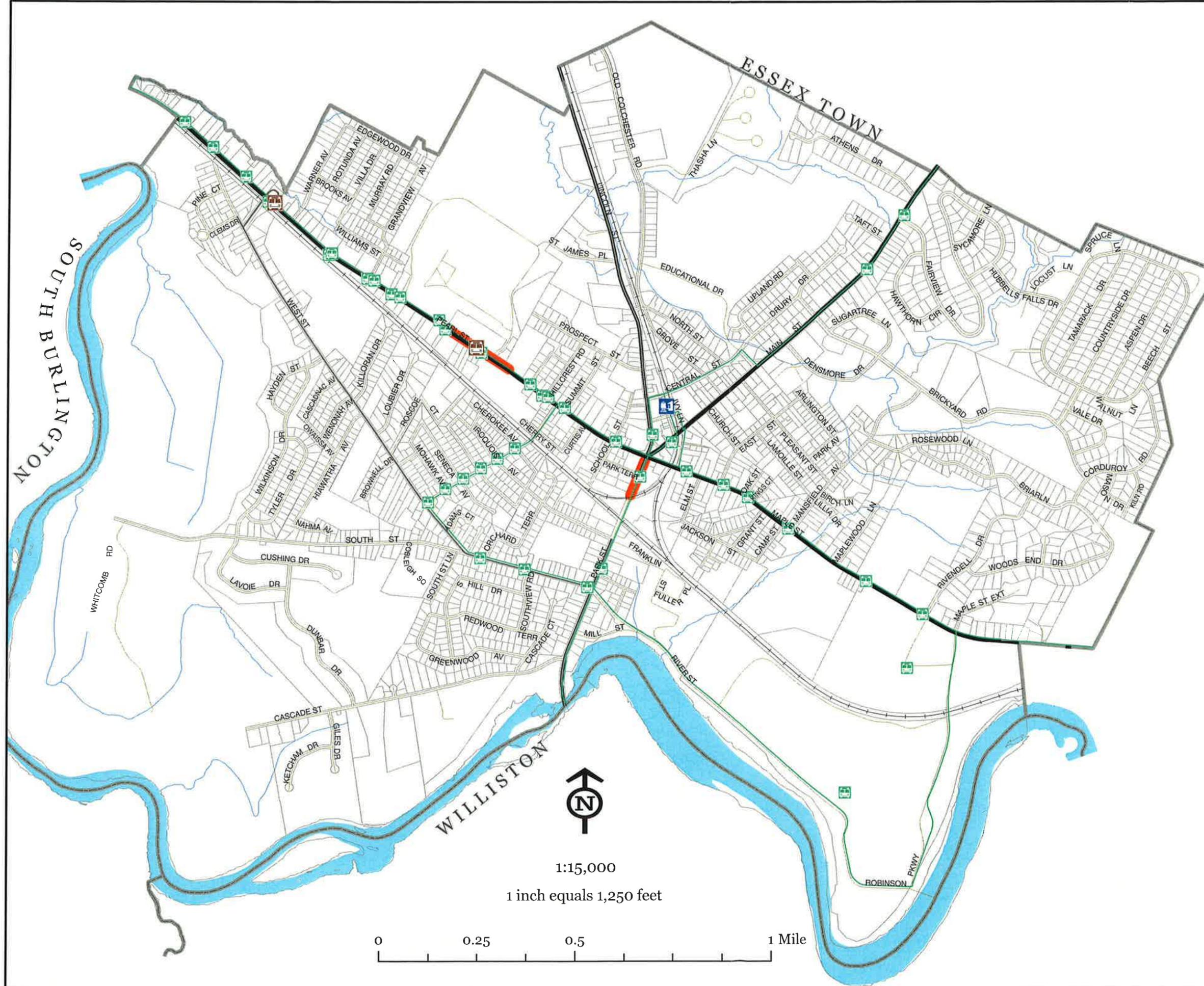


Disclaimer:  
The accuracy of information presented is determined by its sources. Errors and Omissions may exist. Map is to be utilized for Planning purposes only.

Sources:  
Recreation Properties - developed by CCRPC, 2007 as directed by Village Planning Office.  
Parcels - Essex Town - 2007  
Surface Water - VT Hydrography Dataset - VCGI - 2002



# Essex Junction 2008 Village Plan Map 4 Transportation



- Train Station
- Bus Stop
- Bus Stop with Shelter
- CCTA Bus Routes
- Principal Arterial (3.6 Miles)
- Minor Arterial (1.5 Miles)
- Major Collector (1.5 Miles)
- Urban Local (37.4 Miles)
- Railroad
- High Crash Location
- 2007 Tax Parcel Boundary
- Stream Centerline
- Village Boundary
- Winooski River



1:15,000

1 inch equals 1,250 feet

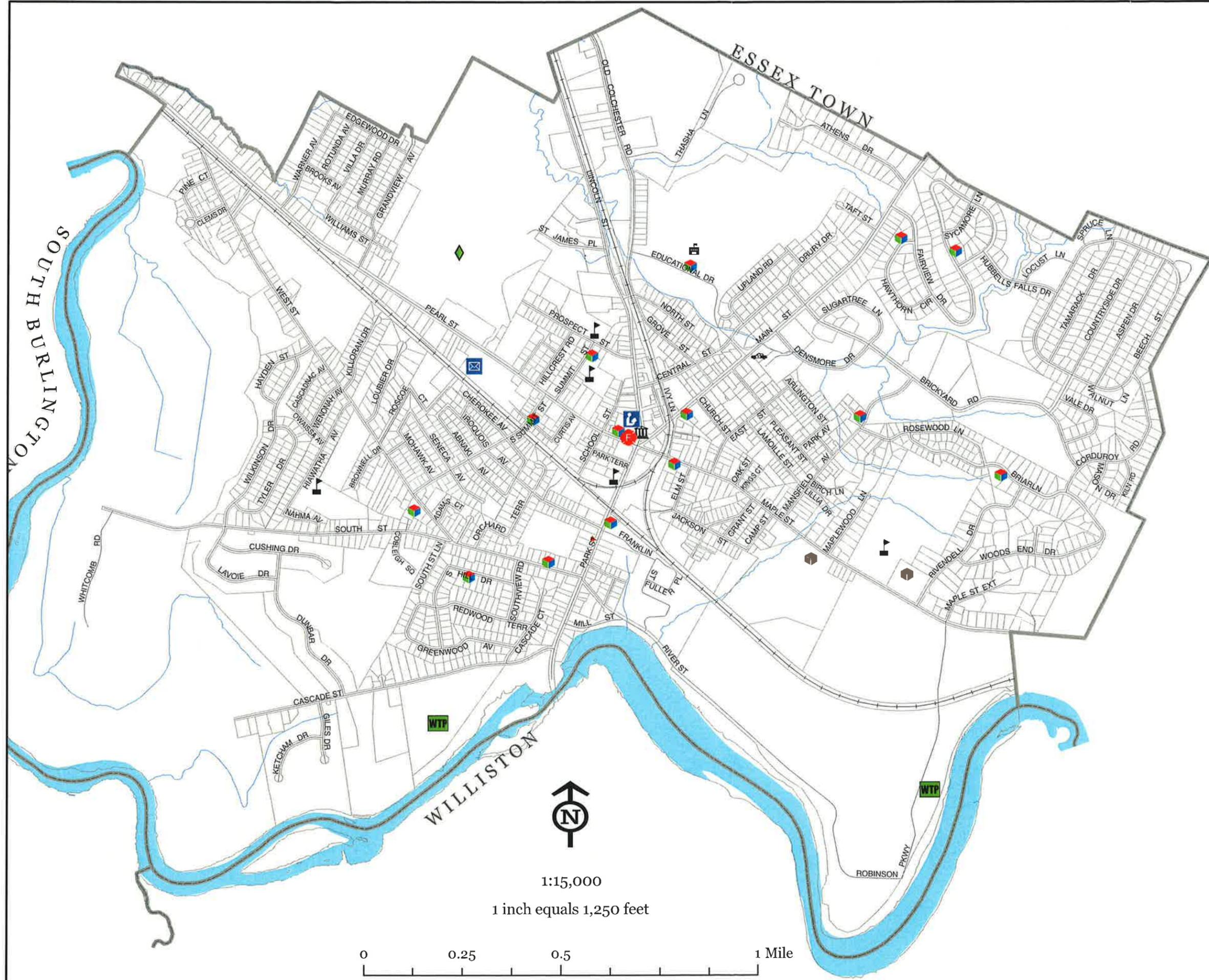


Disclaimer:  
The accuracy of information presented is determined by its sources. Errors and Omissions may exist. Map is to be utilized for Planning purposes only.

Sources:  
Sidewalk - developed by CCRPC, 2003 as directed by Village Planning Office.  
Parcels - Essex Town - 2007  
Surface Water - VT Hydrography Dataset - VCGI - 2002



# Essex Junction 2008 Village Plan Map 5 Community Facilities



- Village Office
- Fire Station
- Police Station
- Elementary School
- High School
- Library
- Post Office
- Wastewater Treatment Plant
- Fairground
- Childcare Provider
- Road Centerline
- Railroad
- Stream Centerline
- Winooski River
- Village Boundary
- 2007 Tax Parcel Boundary

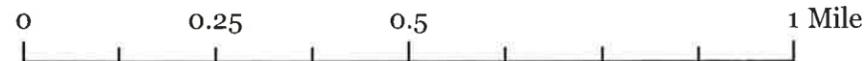
Disclaimer:  
The accuracy of information presented is determined by its sources. Errors and Omissions may exist. Map is to be utilized for Planning purposes only.

Sources:  
Community Facilities - developed by CCRPC, updated in 2004.  
Childcare Provider - developed by CCRPC with guidance from Childcare Resources of Vermont - updated in 2007.  
Parcels - Essex Town - 2007  
Surface Water - VT Hydrography Dataset - VCGI - 2002

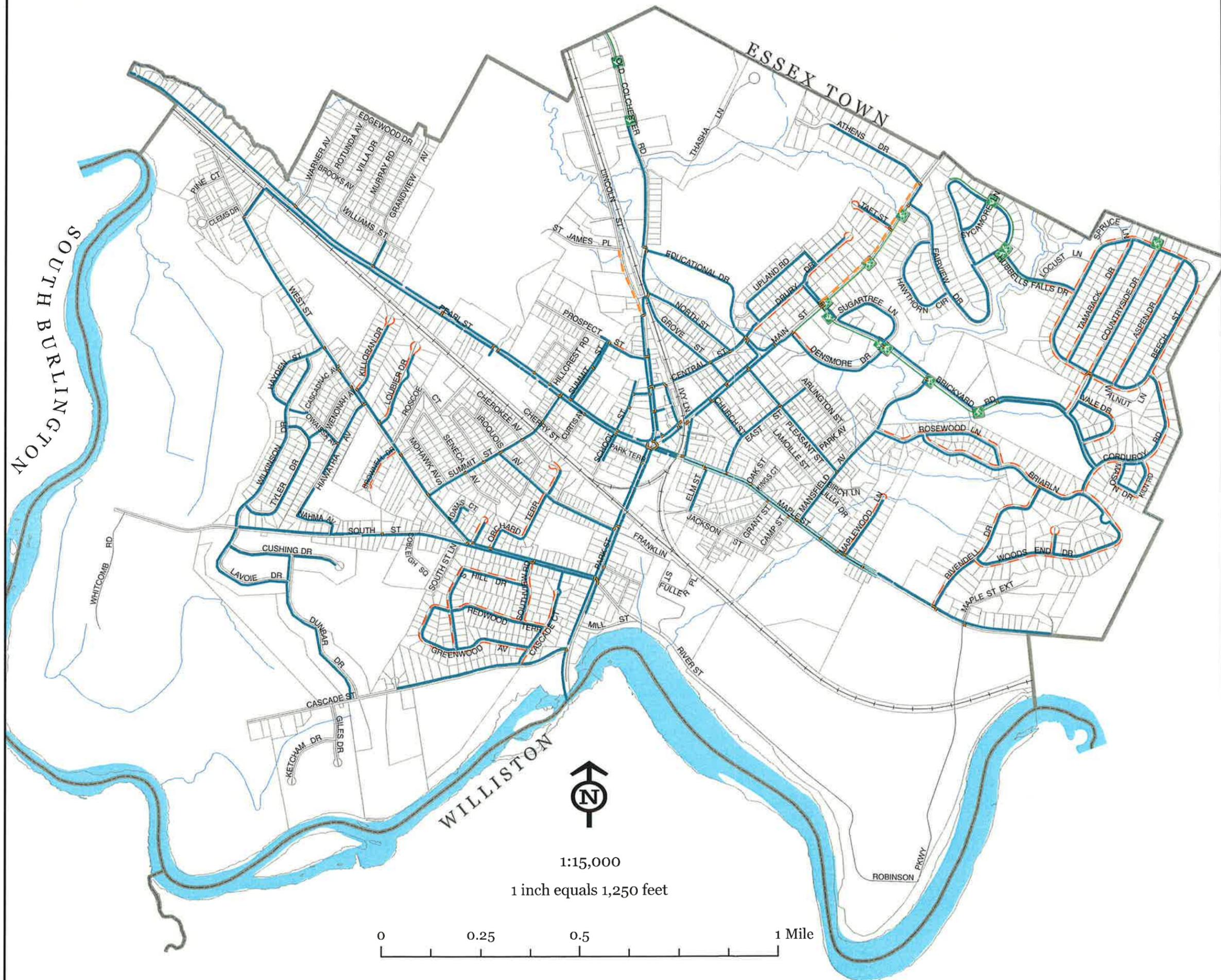


1:15,000

1 inch equals 1,250 feet



# Essex Junction 2008 Village Plan Map 6 Non-Motorized Transportation



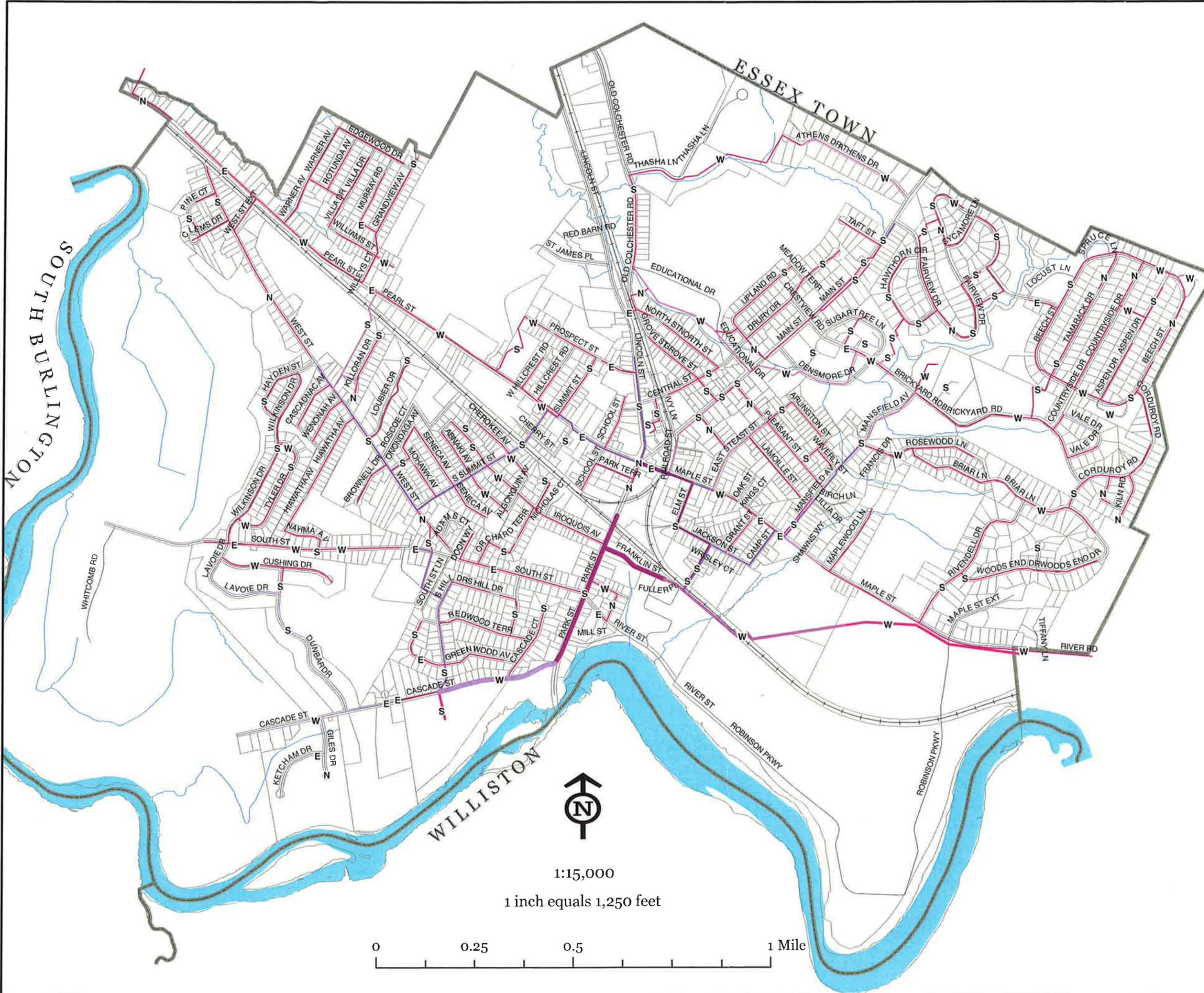
- Bikepath
- Sidewalk
- Sidewalk w/ bike lane
- Proposed Sidewalk
- Sidewalk to be Removed
- Crosswalk
- Road Centerline
- Railroad
- Stream Centerline
- Winooski River
- 2007 Tax Parcel Boundary
- Village Boundary

**Disclaimer:**  
The accuracy of information presented is determined by its sources. Errors and Omissions may exist. Map is to be utilized for Planning purposes only.

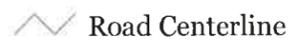
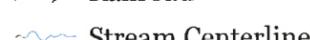
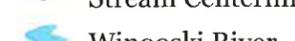
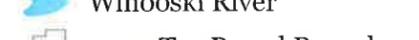
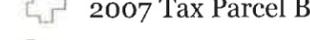
**Sources:**  
Sidewalk - developed by CCRPC, 2003 as directed by Village Planning Office.  
Parcels - Essex Town - 2007  
Surface Water - VT Hydrography Dataset - VCGI - 2002



# Essex Junction 2008 Village Plan Map 7 Wastewater Distribution System



### Waste Water Line Pipe Diameter

-  2"
-  6"
-  8"
-  10"
-  12"
-  14"
-  15"
-  18"
-  20"
-  24"
-  27"
-  30"
-  Road Centerline
-  Railroad
-  Stream Centerline
-  Winooski River
-  2007 Tax Parcel Boundary
-  Village Boundary

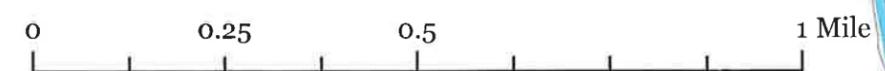
Disclaimer:  
The accuracy of information presented is determined by its sources. Errors and Omissions may exist. Map is to be utilized for Planning purposes only.

Sources:  
Wastewater data - developed by CCRPC, 2007 as directed by Village Planning Office.  
Parcels - Essex Town - 2007  
Surface Water - VT Hydrography Dataset - VCGI - 2002

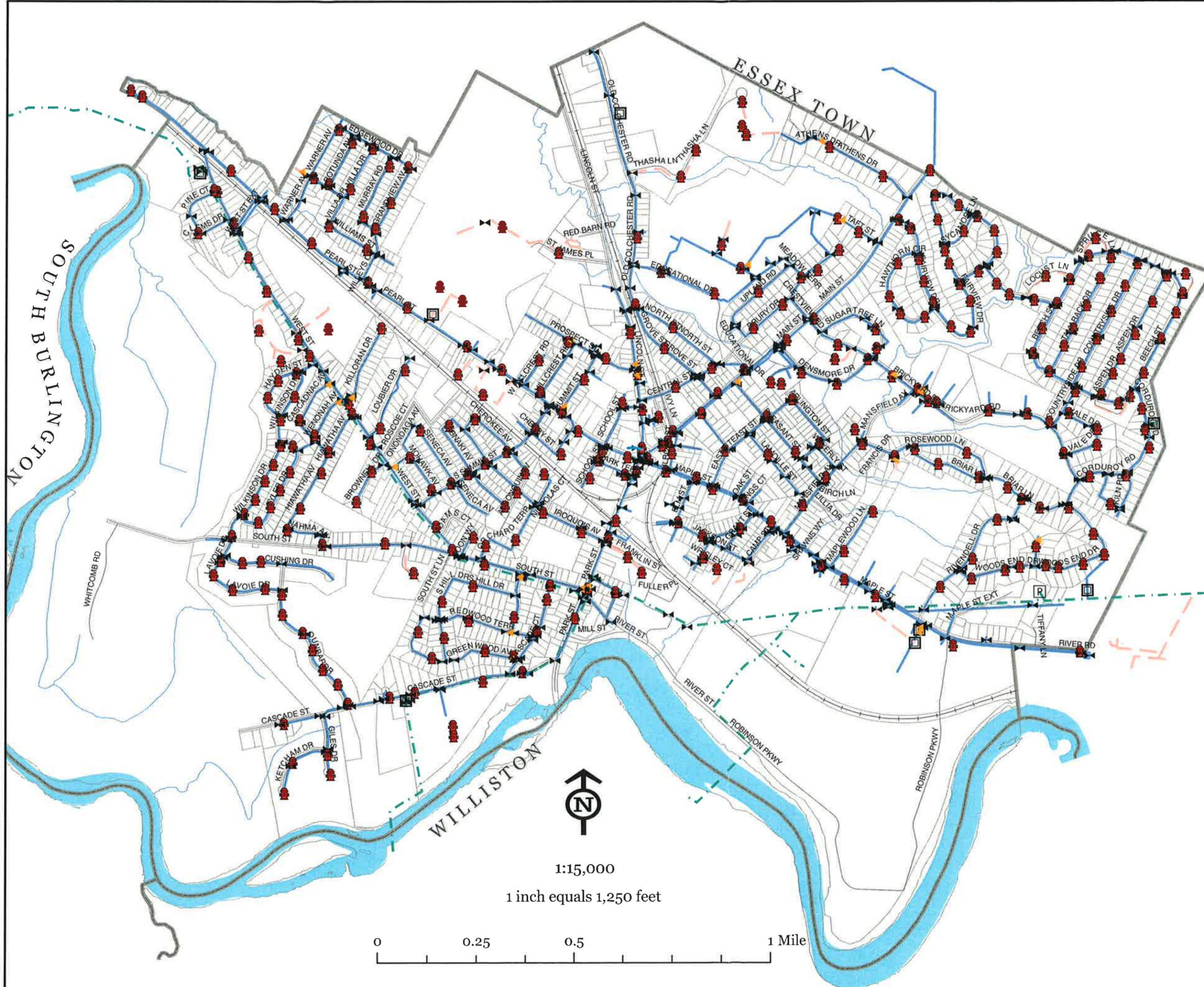


1:15,000

1 inch equals 1,250 feet



# Essex Junction 2008 Village Plan Map 8 Water Distribution System



- Hydrant
- Vault
- Pump Station
- Reducer
- Valve
- Champlain Water District Water Line
- Municipal Water Line
- Private Water Line
- Road Centerline
- Railroad
- 2007 Tax Parcel Boundary
- Stream Centerline
- Village Boundary
- Winooski River

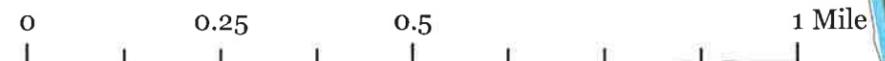
Disclaimer:  
The accuracy of information presented is determined by its sources. Errors and Omissions may exist. Map is to be utilized for Planning purposes only.

Sources:  
water system - updated by CCRPC, 2007 as directed by Village Planning Office.  
Parcels - Essex Town - 2007  
Surface Water - VT Hydrography Dataset - VCGI - 2002



1:15,000

1 inch equals 1,250 feet

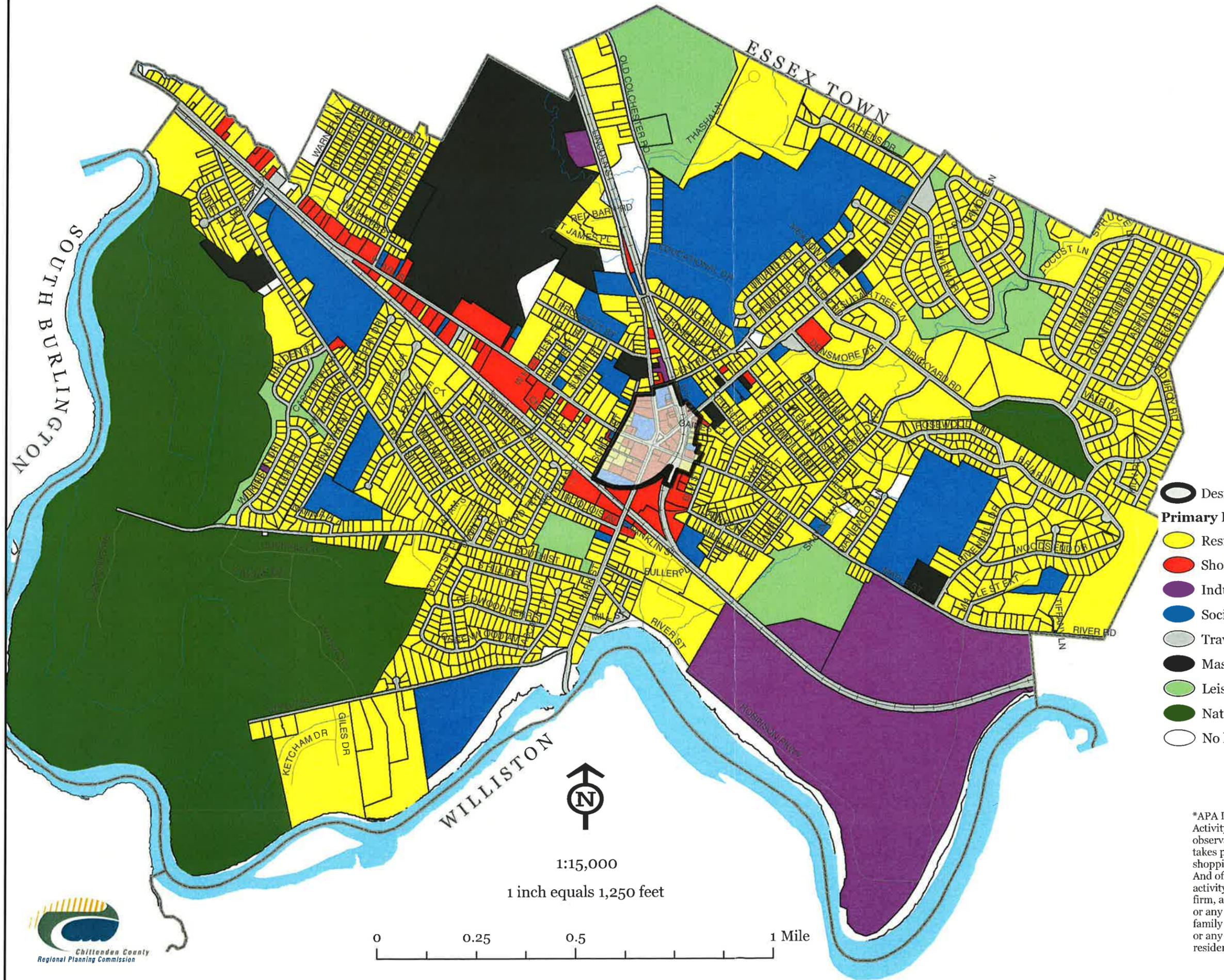


# Essex Junction 2008 Village Plan Map 9 Existing Land Use



**Disclaimer:**  
The accuracy of information presented is determined by its sources. Errors and Omissions may exist. Map is to be utilized for Planning purposes only.

**Sources:**  
Existing Land Use - developed by CCRPC.  
Updated by Village Planning & CCRPC - 2007  
Parcels - Essex Town - 2007  
Surface Water - VT Hydrography Dataset - VCGI - 2002



- Designated Growth Center
- Primary Land Use Activity\***
- Residential activities
- Shopping, business or trade activities
- Industrial, manufacturing, and waste-related activities
- Social, institutional, or infrastructure-related activities
- Travel or movement activities
- Mass assembly of people
- Leisure activities
- Natural resource-related activities
- No human activity or unclassifiable activity

\*APA Land-Based Classification System - Activity Dimension  
Activity refers to the actual use of the land based on its observable characteristics. It describes what actually takes place in physical or observable terms (e.g., farming, shopping, manufacturing, vehicular movement, etc.). And office activity, for example, refers only to the physical activity on the premises, which could apply equally to a law firm, a nonprofit institution, a court house, a corporate office, or any other office use. Similarly, residential uses in single-family dwellings, multi-family structures, manufactured houses, or any other type of building, would all be classified as residential activity.

1:15,000

1 inch equals 1,250 feet

0 0.25 0.5 1 Mile



# Essex Junction 2008 Village Plan Map 10 Future Land Use

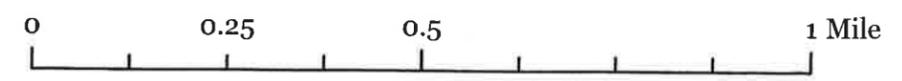
-  2007 Tax Parcel Boundary
-  Stream Centerline
-  Winooski River
-  Village Boundary

## Future Land Use

-  Transit Oriented Development
-  Residential 1
-  Residential 2
-  Multi-Family Residential 1
-  Multi-Family Residential 2
-  Multi-Family Residential 3
-  Multi-Family/Mixed Use 1
-  Multi-Family/Mixed Use 2
-  Village Center
-  Residential-Office
-  Mixed Commercial Use
-  Highway-Arterial
-  Light Industrial
-  Planned Exposition
-  Planned Agriculture
-  Open Space
-  Flood Plain
-  Designated Growth Center
-  North Lincoln Overlay District
-  Professional Office Overlay

1:15,000

1 inch = 1,250 feet





## MEMORANDUM

TO: Village Trustees *SMH* *LM*  
FROM: Susan McNamara-Hill and Lauren Morrisseau, Co-Village Managers  
DATE: February 22, 2013  
SUBJECT: Proposed Charter Amendments

We are recommending the following changes to the Charter amendments as warned at the January 22, 2013 meeting.

Globally amend the Charter to be non-gender specific by adding the words "or her" and "or she" each time the words "his" and "he" appears.

Remove item 11 under Section 4.02 and renumber the rest of Section 4.02.

The results of these changes are included in the Annual Meeting Warning presented for adoption.

**Motion to amend the proposed Charter amendments to add language to make the Charter non-gender specific and to remove item 11 under Section 4.02 and renumber the rest of Section 4.02.**

**WARNING**  
**VILLAGE OF ESSEX JUNCTION ANNUAL MEETING**  
**APRIL 3 & 9, 2013**

The legal voters of the Village of Essex Junction are hereby notified and warned to meet at the Essex Community Educational Center on Educational Drive in the Village of Essex Junction on Wednesday, April 3, 2013 at 7:00 PM to act upon any of the following articles not involving voting by Australian ballot, said meeting to be adjourned to reconvene at the Essex Community Educational Center, on Tuesday, April 9, 2013 to vote for Village officers and transact any business involving voting by Australian ballot, said voting by Australian ballot to begin at 7:00 AM and close at 7:00 PM.

**ARTICLE 1.** Shall the voters act upon the report of the auditor?

**ARTICLE 2.** Shall the voters approve an annual General Fund Budget in the amount of \$3,344,713 for fiscal year July 1, 2013 to June 30, 2014, \$2,806,463 of which is to be levied in taxes against the Village Grand List?

**ARTICLE 3.** Shall the voters increase the "not-to-exceed" balance of the General Fund Capital Reserve Fund to \$750,000 in recognition of the increased costs of capital projects since the fund's inception in 1993?

**ARTICLE 4.** Shall the voters approve a donation of up to \$20,000 from the Land Acquisition Fund to Vermont Land Trust to be used for the Whitcomb Farm Conservation Project, pending approval of the Trustees?

**ARTICLE 5.** Shall the voters approve holding the 2014 Annual Meeting on Wednesday, April 2, 2014 to act upon any articles not involving voting by Australian ballot and to reconvene on Tuesday, April 8, 2014 to vote for the Village officers and transact any business involving voting by Australian ballot?

**ARTICLE 6.** To transact any other business that may lawfully come before the meeting?

**BALLOT QUESTIONS**

**ARTICLE 7.** To elect Village officers required by law including: Moderator (one year term); one Village Trustee (three year term); two Library Trustees (one five year term and one three year term)?

**ARTICLE 8.** Shall the voters approve the following amendments to the Charter: (new language is underlined, language to be deleted is in brackets [ ])

**Throughout the document:** Add the words "or her" and "or she" in each instance that the word "his" or "he" appears in the Charter.

**Section 2.04. Prohibitions.**

...

c) Interference with Administration. Except for the purpose of evaluating the manager's performance, or for the purpose of inquiries and investigations under section 2.06, the Trustees

or its members shall deal with Village officers and employees who are subject to the direction and supervision of the manager solely through the manager, and neither the Trustees nor its members shall give orders to any such officer or employee, either publicly or privately.

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

**Section 4.02. Powers and Duties of the Village Manager. ...**

...

[(11) Repealed April 8, 1993]

...

[[12]11) The manager may when . . .

[[13]12) The manager shall annually appoint, subject to the Trustees approval, the Village treasurer/Tax collector, Village clerk, Village attorney, Village fire chief and Village engineering consultant.

[[14]13) The manager shall perform. . .

**Section 4.03. [Removal] Hearing Process.**

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

A complete copy of the Charter with proposed amendments is available at the Village Clerk's office.

Dated this 26th day of February, 2013

VILLAGE OF ESSEX JUNCTION  
BOARD OF TRUSTEES

By:

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

\_\_\_\_\_  
Dan Kerin, Vice President

\_\_\_\_\_  
Lori Houghton, Trustee

\_\_\_\_\_  
Andrew Brown, Trustee

\_\_\_\_\_  
Elaine Sopchak, Trustee

ATTEST:

\_\_\_\_\_  
Susan McNamara-Hill, Village Clerk



## MEMO

TO: Village Trustees  
FROM: Patty Benoit, Administrative Assistant *Patty*  
THROUGH: Susan McNamara-Hill and Lauren Morrisseau, Interim Co-Managers *SMH LMM*  
DATE: February 22, 2013  
SUBJECT: Annual Meeting Community Supper

The practice for the last several years was for the Village to provide supper before annual meeting and ask residents to bring a dessert. The culinary students at EHS cooked the supper for a few years but haven't been available for the last three. Last year we had Papa Frank's in Winooski provide lasagna, salad and bread for the community supper, as they had the best price by far (\$725). The quotes we received for this year are as follows:

<u>Restaurant</u>	<u>Price</u>
Papa Frank's, Winooski	\$ 790.00
Mimmo's, Essex	\$ 1,275.00
Rocky's, Essex Jct.	\$ 1,425.00
Dino's, Essex Jct.	\$ 1,600.00
Loretta's, Essex Jct.	\$ 2,400.00

As the cost of this event comes out of the Trustees' line item, which has a total budget of \$4,000, please advise about your preference in this matter.



## **MEMORANDUM**

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

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

#### **March 12 at 6:30 – Regular Trustees Meeting**

- 2<sup>nd</sup> Public Hearing on re-adoption of Comprehensive Plan
- Update on Crescent Connector from Dubois & King Engineers
- Building Health Communities Committee
- Homeshare VT
- WWTF Project Update by Jim Jutras
- Annual Meeting preparation

#### **March 26 at 6:30 – Regular Trustees Meeting**

- Semi-Annual Meeting with Prudential Committee
- 2<sup>nd</sup> Public Hearing on Charter changes
- Annual Meeting preparation

#### **April 3 at 6 PM – Community Supper**

#### **April 3 at 7:00 – Annual Meeting**

#### **April 9 – 7 AM to 7 PM Australian Ballot Voting**

#### **April 9 at 6:30 – Regular Trustees Meeting – cancel/reschedule?**

#### **April 23 at 6:30 – Regular Trustees Meeting**

- Board elections
- Village tree committee

#### **May 14 at 6:30 – Regular Trustees Meeting**

#### **May 25 at 10 AM – Memorial Day Parade**

#### **May 28 at 6:30 – Regular Trustees Meeting**

#### **Pending Items:**

Volunteer Policies

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

**VILLAGE OF ESSEX JUNCTION  
CAPITAL PROGRAM REVIEW COMMITTEE  
MINUTES OF MEETING  
February 5, 2013**

**MEMBERS PRESENT:** Andrew Brown (Chairman); Harlan Smith, David Nistico, Lori Houghton, Rick Hamlin, Richard Donahey.  
**ADMINISTRATION:** Lauren Morrissette, Interim Village Manager; Rick Jones, Public Works Superintendent.

---

**1. CALL TO ORDER**

Andrew Brown opened the meeting at 5:35 PM.

**2. APPROVE MINUTES**

*December 4, 2012*

**MOTION by Harlan Smith, SECOND by Lori Houghton, to approve the 12/4/12 minutes as written. VOTING: 4 ayes, two abstentions (Lori Houghton, Richard Donahey); motion carried.**

**3. DISCUSSION WITH PUBLIC WORK SUPERINTENDENT, RICK JONES**

Rick Jones discussed the paving plan in the village noting the following:

- The plan is subject to change due to many factors which can impact the priority of projects.
- The Trustees receive a list of paving projects each year on budget day in December. The list is also subject to change.
- Staff uses the MPO map indicating road conditions (poor, failing, good) and actually driving the streets to identify and prioritize paving projects.
- Bulk tonnage of hot mix is purchased and paving is done until the supply is exhausted.
- The village had to use the entire Class 3 road paving budget to repair portions of Main Street (\$80,000) which was in very bad shape and because the state did not pave the Class 1 highways in the village.
- The paving budget shows increases over time from \$100,000 to \$125,000 and eventually to \$150,000. The amount should remain at \$150,000 for a few years to ensure needed work can be done.

Future projects for Public Works include:

- Replacement of the public works garage so equipment can be stored inside and there is space to do maintenance on trucks.
- Extra bays for bulk storage of plant mix, Sure Pac, and cut glass.

**4. RANKING OF PROJECTS**

The committee used the ranking matrix to rank the following capital projects:

<u>Project ID</u>	<u>Ranking</u>	<u>Brief Description</u>
A	36	Abnaki Ave. construction (So. Summit to Algonquin)
BB:	41	Rosewood Lane sidewalk (Mansfield to Briar)
CC:	33	So. Summit St. water line (Park to Doon Way)

**5. MEETING SCHEDULE**

Next meeting

- March 19, 2013 at 5:30 PM.

Agenda Items

- Approve minutes
- Continue ranking projects

**6. ADJOURNMENT**

**MOTION by Andrew Brown, SECOND by Lori Houghton, to adjourn the meeting.**

**VOTING: unanimous; motion carried.**

The meeting was adjourned at 6:40 PM.

RScty: M.E.Riordan





RECEIVED

FEB 12 2013

Village of Essex Junction

Dear Essex Junction Village Official,

My name is Stephen Wark and I am the Communications Director for Vermont Gas. One of my responsibilities is to manage our public awareness program, to help community stakeholders maintain awareness of the systems and programs pertaining to our natural gas system.

Vermont Gas is Vermont's only natural gas distributor serving over 45,000 customers in Chittenden and Franklin counties. Today, Vermont Gas has over 45 years' experience building, operating and maintaining natural gas pipelines that deliver clean, economical and efficient energy to Vermont. Our natural gas is distributed to homes and businesses through our pipeline system in areas of Chittenden and Franklin counties.

As a regulated utility, Vermont Gas works hard with local, state and federal officials to ensure the safe use of natural gas in homes and businesses. As a public official, it is important that you have the most recent, up to date information regarding the presence of the natural gas system in your community.

To help you remain informed on natural gas information, we have assembled this suite of materials to address the following areas:

- The Purpose of the natural gas system
- Reliability of the system
- Dig Safe regulations
- Pipeline location
- System operator information
- Emergency Preparedness
- Integrity Management Program
- Additional information

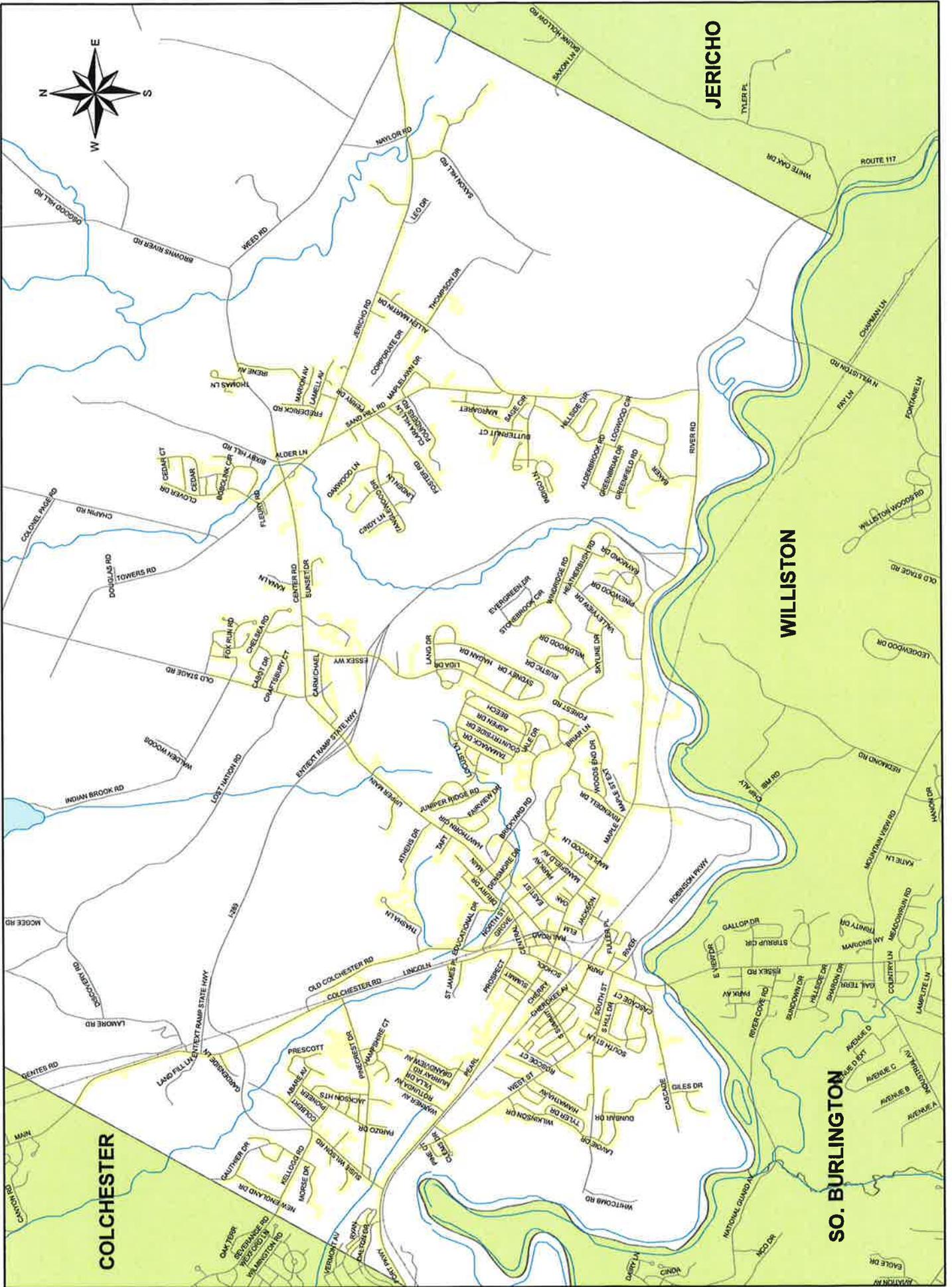
Our website is a valuable source of information and we encourage you to visit it at [www.vermontgas.com](http://www.vermontgas.com)

If you have any questions or would like me to attend a meeting and talk more about these issues, please contact me at [swark@vermontgas.com](mailto:swark@vermontgas.com) or call me at (802) 951-0373.

Sincerely yours

Stephen Wark

Director of Communications



JERICOH

WILLISTON

COLCHESTER

SO. BURLINGTON



# Natural Gas Safety

An important safety message from Vermont Gas



## Your safety is our first priority

Natural gas has an outstanding safety record. However, as is the case with any fuel, it's essential to follow proper safety precautions when using natural gas in your home or business. Hazardous conditions can

arise from improper installation, use or maintenance of gas-burning appliances, piping and venting. This flyer will help you recognize potential hazards and give guidance on how to use natural gas products safely.

## Preventing and detecting gas leaks



Gas leaks can result in a fire or explosion. So be sure you and your family know how to recognize a gas leak and what to do if you smell gas. There are three ways to detect a gas leak:

**Smell:** A gas leak will give off a smell like rotten eggs. This is because natural gas is injected with a harmless but odorous substance called mercaptan.

**Sight:** If you see dirt blowing around, bubbling water or discolored vegetation near a buried natural gas line, you may have a leak.

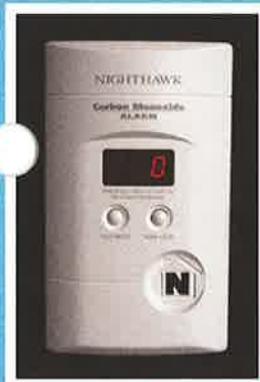
**Sound:** Beware of a hissing or blowing sound near the gas meter, gas appliance or piping.

### If you suspect a gas leak, follow these steps:

- Put out any cigarettes, candles, incense or matches. Leave your doors open as you exit. Don't open any closed windows.
- Don't switch on or off any lights or appliances.
- Leave the building and call Vermont Gas at 1-800-639-8081 from your cell phone or a neighbor's house. One of our technicians will arrive promptly to check it out.

Vermont Gas works closely with local and state officials to promote safety awareness. Visit [www.vermontgas.com](http://www.vermontgas.com) for more information.

## Carbon monoxide: be vigilant



Carbon monoxide (CO) is colorless, odorless and tasteless. CO is produced from the incomplete combustion of any carbon-based fuel such as oil, propane, kerosene, wood or natural gas. Exposure to small quantities of CO can cause flu-like symptoms. Higher levels can be dangerous – even fatal. The hazard arises when appliances function inadequately or are used improperly.

### Know the symptoms:

- Dizziness, nausea, headache and coughing.
- Irregular heartbeat.

### Important safety precautions:

- Install CO detectors in your home, with battery backup.
- Have an annual heating system checkup – no matter what energy source you use.

- Properly maintain and ventilate your appliances.
- Keep all sidewall vents clear of brush and snow.
- Never run a vehicle in the garage, even with the door open. CO can seep into your home.
- Inspect your chimney for any blockages.
- Never heat your home or building with your gas range or oven.
- Do not use your gas (or charcoal) grill in enclosed areas.

### If you suspect CO poisoning:

- Seek fresh air and remain outside.
- Call 911 or your local fire department.

### Your best defense: a CO detector!

Buy it from a home center. Or ask us to ship it. We'll just add the cost of the detector to your next natural gas bill. The model we'll send will include battery back-up, so that you'll be protected even in a power outage. Wherever you buy your detector, specify battery back-up.

**IMPORTANT:** State and local codes require hard-wired CO detectors in certain situations. For guidance visit the Vermont Department of Public Safety website: [www.dps.state.vt.us/fire/co.htm](http://www.dps.state.vt.us/fire/co.htm)

## Keep sidewall vents clear



Beware of exhaust getting trapped by snow around a sidewall vent.

Sidewall vents are common in new heating and water heating systems, especially high efficiency units. These vents act as breathing devices for these systems, taking in fresh air, mixing it with fuel to produce heat and discharging exhaust fumes that can include carbon monoxide (CO).

If a vent becomes buried in snow or obstructed by a shrub, this may shut down your equipment – or draw exhaust fumes into your

home, which can produce high levels of CO inside your house.

To prevent these problems, it's important to remove snow around the vent approximately 48 inches in all directions, and trim any shrubs around the vent, so that your equipment can discharge exhaust.

Make sure vents are installed at the highest possible level, but no less than 12 inches above the ground. We recommend placing signage over sidewall vents for easy identification.

**IMPORTANT:** State code requires signage to be placed over sidewall vents in certain situations. For guidance visit the Vermont Department of Public Safety website: [www.dps.state.vt.us/fire](http://www.dps.state.vt.us/fire)

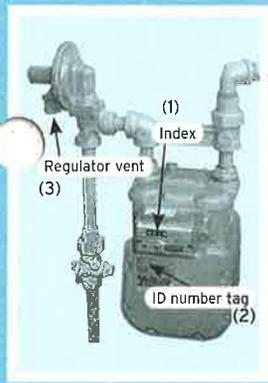
## CALL BEFORE YOU DIG. IT'S THE LAW.

Don't forget that if you plan to do any type of digging on your property, you or your contractor must contact Dig Safe™ at 1-888-DIGSAFE, or call 811, at least 48 hours prior to digging. This will ensure that the

locations of buried utilities, including pipelines, are clearly marked before the work begins. Insist that any work within 18 inches of the marked lines be done by hand.



## Gas meters and above-ground piping



It's critical that Vermont Gas have unrestricted access to your meter for reading and repair purposes. It should also always be clear of obstructions that could prevent first responders from reaching the meter during an emergency. Don't build enclosures, decks, porches or similar structures over or around your meter.

### Do not attempt to move gas meter assemblies

Moving or tampering with meter assemblies can result in a hazardous gas leak. A Vermont Gas technician is the only person authorized to move meters and assemblies.

### Painting pipes is recommended for protection

We strongly recommend that you paint your meter and the associated above-ground piping along your house or building. Any color is fine. Make sure we can still read your meter, please do not paint over the clear plastic (1) meter index cover, (2) ID number tag or the (3) regulator vent screen.

## Ice and snow

Ice or snow accumulation can interfere with the proper operation of your meter. The regulator on your gas meter needs to be able to release gas in case of a malfunction. Snow removal activities can also pose a hazard to your meter assembly or piping, and result in a dangerous leak. Follow these guidelines during winter:

- Remove large icicles hanging over meter assemblies and appliance vents.
- If your gas meter is near a sidewalk or driveway, make sure whoever removes snow from your property is aware of its location.
- Use a broom – not a shovel – to clear snow from your meter assembly and vents.
- If your meter gets encased in ice, please call Vermont Gas immediately.

### Other safety measures

Do not place materials such as mulch, topsoil and rocks in contact with your meter. Meters buried in such materials could corrode and leak. If your meter and assembly are located where large objects such as vehicles or dumpsters could collide with them, make sure to erect an appropriate barricade. Contact Vermont Gas about barricade options.

## Gas appliances, heating systems and venting



We recommend an annual inspection of your gas piping, gas appliances and heating system by a qualified contractor. Many potential hazards can only be identified and repaired by a professional.

If you see any of the following danger signs in your appliances or venting, call a qualified contractor immediately:

- Pale yellow or wavy gas flames.
- Gas appliances not vented outdoors.
- Odor coming from appliance.

- Blocked, broken, rusted, disconnected, corroded or unsealed appliance vent piping.
- Rust, corrosion or excessive dust on appliances.
- Excessively dirty, clogged or missing furnace air filters.
- Missing or improperly installed appliance valves.

- Gas appliances missing a fire door.
- Soot near burners or appliance venting.
- Gas burners in a garage installed less than 18 inches above the floor.
- Venting not approved by the appliance manufacturer, or not venting to the proper place outdoors.
- Discoloration at the appliance burner, burner access door or vent area.
- Noisy appliances.
- Appliances damaged by flooding.

Remember never to store flammables such as paint thinners or gasoline near appliances. Their dangerous vapors are easily ignited. And never store things on top of gas appliances or hang things on gas piping, such as rags or clothes.

### Beware of old appliance connectors

Appliance connectors are the corrugated metal tubes that connect your appliances to the gas line. If you think your connectors are over 20 years old and are uncoated, please have them replaced.

## Maintenance of Customer-Owned Buried Gas Piping

Natural Gas is delivered to our customers through an underground pipeline system. Vermont Gas owns and maintains the pipeline system up to the gas meter at your home or business. The customer is responsible for maintaining their piping, including buried piping (see illustration), beyond the gas meter to appliances.

If customer-owned buried piping is not maintained, it may be subject to the potential hazards of corrosion and leakage. Buried gas piping should be periodically inspected for leaks, periodically inspected for corrosion if the pipe material is metal, and repaired if unsafe conditions are discovered.

If you think you may have a customer-owned buried service line on your property, contact Vermont Gas. We'll send a technician to check it out. If an unsafe condition is discovered, the technician will secure the line and provide you with repair options.

When excavating near buried gas piping, the piping should be located in advance, and the excavation done by hand.



## Water Heaters



To prevent burns, especially if you have young children, be sure your water heater is set at a temperature recommended by the manufacturer (or, as applicable, by Vermont Plumbing Board rules). Hot water tolerable to an adult can scald a child's tender skin. Have your water heater checked for proper installation and operation at least once a year by a qualified contractor or Vermont Gas.

Also, check that the temperature and pressure relief valve discharge tube ends within 6 inches from the floor. This tube should not have threads at the end farthest from the temperature pressure valve.





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FEB 19 2013

Village of Essex Junction

## MEMORANDUM

**TO:** Chittenden County Municipal Legislative Body Chairs and Municipal Clerks  
**FROM:** Charlie Baker, Executive Director  
**DATE:** February 15, 2013  
**RE:** First Public Hearing Draft 2013 Chittenden County ECOS Plan

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The Chittenden County Regional Planning Commission (CCRPC) and the Greater Burlington Industrial Corporation/CEDS Committee have released the *First Public Hearing Draft 2013 Chittenden County ECOS Plan*, which combines the Regional Plan, Metropolitan Transportation Plan (MTP), and the Comprehensive Economic Development Strategy (CEDS) for a 30-day public comment period concluding with a public hearing on March 20, 2013 at 6:00pm in the Diamond Ballroom at the Sheraton Hotel and Conference Center, 870 Williston Road, Burlington, VT 05403 pursuant to Title 24 VSA, Chapter 117, 23 CFR Part 450, and 13 CFR 303.6.

Enclosed you will find two copies of the *First Public Hearing Draft 2013 Chittenden County ECOS Plan*.

- Copy #1: In accordance with 24 VSA §4348 (c)(1) we are providing this copy to the Chair of the Legislative Body. Please review the plan and provide us with any general or specific comments with respect to the extent to which the plan or amendment is consistent with the goals established in section 24 VSA §4302. For further information, questions or to submit written comments contact CCRPC via the ECOS Project website ([www.ecosproject.com](http://www.ecosproject.com)), by mail, or by email ([info@ccrpcvt.org](mailto:info@ccrpcvt.org)) in the 30 days prior to the public hearing.
- Copy #2: The second copy of the Plan is being provided for public view. Please keep this Plan at the Clerk's Office so that the public may view it. Also, a copy of the legal notice for the public hearing is enclosed. Please post this notice in your Town offices. This is not mandated by statute, but we are trying to get the word out as much as possible.

Please contact Regina Mahony at [rmahony@ccrpcvt.org](mailto:rmahony@ccrpcvt.org) or 846-4490, ext. 28, if you have any questions. Thank you for your assistance.

Enclosures

**VILLAGE OF ESSEX JUNCTION  
BOARD OF TRUSTEES  
MINUTES OF MEETING  
February 12, 2013**

**BOARD OF TRUSTEES:** George Tyler (Village President); Andrew Brown, Dan Kerin, Elaine Sopchak. (Lori Houghton was absent.)  
**ADMINISTRATION:** Lauren Morrisseau Co-Manager & Finance Director; Susan McNamara-Hill, Co-Manager & Village Clerk/Treasurer; Robin Pierce, Village Development Director.  
**OTHERS PRESENT:** Mary Jo Engel, Cecilia Polansky, Matt Reed, Jason Starr (Essex Reporter).

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**EXECUTIVE SESSION: Interviews**

**MOTION** by George Tyler, **SECOND** by Dan Kerin, to go into Executive Session to interview candidate(s) for an opening on the Brownell Library Board of Trustees.  
**VOTING: unanimous (3-0)[Andrew Brown not present for vote]; motion carried.**

Executive Session was convened at 6 PM.

**MOTION** by George Tyler, **SECOND** by Elaine Sopchak, to adjourn Executive Session. **VOTING: unanimous (3-0)[Andrew Brown not present for vote]; motion carried.**

Executive Session was adjourned at 6:20 PM.

**1. CALL TO ORDER (regular meeting) and PLEDGE OF ALLEGIANCE**

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

**2. AGENDA ADDITIONS/CHANGES**

Add under 'New Business':

- Appointment to Brownell Library Board of Trustees

**3. GUESTS AND PRESENTATION**

**1. Comments from Public on Items Not on Agenda**

Cecilia Polansky, village resident, suggested the Trustees consider a pedestrian underpass crossing at Five Corners to eliminate cars stopping for pedestrians and creating more fumes from idling. George Tyler stated there is no such plan presently for an underpass, but one project in the immediate future to help alleviate traffic congestion is the crescent connector bypass road from Park Street to Maple Street and eventually to Main Street (Route 15). Citizens are encouraged to communicate their ideas for consideration to the Village Development Director, Robin Pierce. Also planning commission meetings are open to the public and comment can be made on applications under review.

**2. Public Hearing: FY14 Proposed Budget**

The public hearing was opened at 6:37 PM. Lauren Morrisseau gave a brief overview of the budget highlighting the following:

- Proposed budget increases are as follows:
  - General fund 3.14% increase.
  - Water budget 3.5% increase.
  - Waste water budget 3.4% increase.
  - Sanitation 1.8% increase.
- Total operating budget is \$8,626,971 which is a 3.2% increase over the prior year.
- Proposed Capital budgets total is \$1,024,757 as follows:
  - General fund reserve \$488,443
  - Rolling stock \$262,928 (includes debt payments)
  - Water \$60,555
  - Waste water \$100,957 (does not include treatment plant refurbishment project)
  - Sanitation \$111,874 (includes debt payments)
- The General Fund budget increase is \$102,373 or 3.14% more than the prior year due to the following increases:
  - Salaries/health insurance \$47,068
  - Website redesign \$8,000
  - Fire workers compensation \$13,185
  - Capital contributions \$28,639
  - Capital outlay for E-911 reprogramming of phones and a computer in admin office \$8,000
  - Capital outlay for streets including a new mower \$9,000
- The increase of 5.8% to be raised by taxes is mainly due to the loss of subsidy payment from IBM.
- Some growth (1%) is anticipated in the grand list.
- Challenges with the budget include:
  - Capital budget funding going negative in FY15
  - Department Heads were asked to keep the budget tight (3% or less increase)
  - IBM subsidy payment ends
  - Mandated storm water stream monitoring expense
  - Health insurance is uncertain with the Vermont Health Connect Exchange (a consultant may need to be hired to provide guidance)
  - Infrastructure maintenance/paving (unknown when state will pave state highways)
- Cost saving initiatives include potentially sharing one manager between the village and town, purchasing a less expensive sidewalk plow, delaying the replacement of staff, and seeking more grants.
- General fund capital reserve projects include office improvements (\$26,300), Woods End Road reconstruction engineering (\$52,798), crescent connector (\$284,345), and paving (\$125,000).
- Rolling stock purchases include a new pickup truck to replace the 2001 model (\$31,764), new loader (\$93,178), and a sidewalk plow/mini-loader (\$58,000).
- Challenges with the enterprise funds (water, waste water, sanitation) include:

- There is a minimal fund balance in the waste water treatment facility fund.
- Estimating operating costs with the waste water treatment facility refurbishment project is difficult.
- Utility rates are being revamped to be more reliable.
- Payment of the waste water treatment facility bond (\$15 million) will be phased over five years in the sanitation rate.
- Capital projects in water, sanitation, and waste water include continued upgrade of water meter in water and sanitation funds (\$30,555 & \$50,994 respectively), vacuum for the valve exerciser (\$30,000), pump station work (\$10,000), manhole rehab (\$20,000), and a new blower VFD at the treatment plant (\$50,000).

George Tyler commented the downtown Wi-Fi project in the Economic Community Development budget will be more expensive than anticipated. An analysis needs to be done to determine if the project can be scaled down, and if the results indicate this is not possible then the \$6,000 in the budget for the project should be redirected. Elaine Sopchak noted the scaled down version of the service will only offer limited coverage so the money should either be redirected or the project deferred for a year. The Board concurred. George Tyler also suggested the website redesign be eliminated from the budget (\$8,000) due to the difficult financial times for everyone. The existing website is functional and this would be the third redesign within a decade. Removing the two budget items decreases the overall budget increase to approximately 2.7%. Robin Pierce noted a staff member is taking a course on web design so the village can capitalize on that training and can seek more grants.

#### PUBLIC COMMENTS

Cecilia Polansky asked if property taxes will increase with the proposed increase in the budget. Lauren Morrisseau explained there are four tax bills for villagers (village, village school, town, and town school). The village budget increase equates to approximately \$33 for an average assessed value home in the village. Ms. Polansky questioned the significant increase in workers compensation insurance for firefighters. Lauren Morrisseau explained firefighters were removed from the insurance pool because they are considered high risk. Also, there was a large claim so the rate is high. Cecilia Polansky asked about the increase and decrease in the planning budget for other professional services. Lauren Morrisseau explained the money is there for the village comprehensive plan update which was delayed. Also, a grant was received that reduced the amount set aside in the budget. In addition funds are moved from one budget to another to cover deficits.

There were no further comments.

**MOTION by George Tyler, SECOND by Dan Kerin, to close the public hearing on the FY14 proposed budget. VOTING: unanimous (4-0); motion carried.**

The hearing was closed at 7:01 PM.

#### IV. OLD BUSINESS

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1. Adopt FY14 Operating Budgets and Capital Plans

**MOTION by Dan Kerin, SECOND by Elaine Sopchak, to adopt the FY14 Operating and Capital budgets as amended including the following resulting in a budget increase of 2.7%:**

- **General Fund of \$3,344,713 with the removal of \$8,000 for the website redesign and \$6,000 for the Wi-Fi study;**
- **Water Fund of \$3,084,803;**
- **Sanitation Fund of \$453,545;**
- **Waste Water Fund of \$1,729,910;**
- **Rolling Stock Fund of \$262,928;**
- **Water Capital of \$60,555;**
- **Sanitation Capital of \$111,874;**
- **Waste Water Treatment Capital of \$100,957.**

**VOTING: unanimous (4-0); motion carried.**

2. Whitcomb Farm Conservation Project Financing/Letter of Support

The Board reviewed and approved the letter of support drafted by George Tyler. Lauren Morrisseau reported the budget for the Whitcomb Farm/Vermont Land Trust two phased project is \$549,500 for the first phase and \$602,500 for the second phase. Vermont Land Trust is asking for a total of \$50,000 from the village which can be paid in two installments. Payment would occur at the closing. The match will be met by fund raising by Vermont Land Trust. There is \$100,000 in the village land acquisition fund of which at least \$25,000 is reserved for down payment on land the village may want to purchase. The balance in the fund is used for internal loans to departments as needed.

George Tyler observed the donation by the village does not guarantee access to the property for recreation by village residents. The farm does apply sanitized sludge from the treatment plant on the land which is a benefit to the village and surrounding towns. The voters can decide at the annual meeting whether to support the project or not.

Dan Kerin weighed the operational expenses for the village against contributing to the project for a place to hike (a “nice-to-have” amenity). More information is needed on the number of people utilizing the property for recreation. Input is needed from the voters on the contribution. Andrew Brown agreed having access to the property is not a necessity, but may be a once in a lifetime opportunity.

Staff will draft language on access guarantees and discuss the matter with Vermont Land Trust and the Whitcomb family. A recommendation on language and amount of contribution will be presented to the Board at the next meeting.

3. Finalize Village Manager Job Description/Core Values

Spelling errors in the document were corrected and the words “this charter” were changed to “the village charter”.

**MOTION by Elaine Sopchak, SECOND by Andrew Brown, to adopt the changes to the Village Manager job description as amended. VOTING: unanimous (4-0); motion carried.**

**V. NEW BUSINESS**

**1. Bid Award for Main Street Bike path Fence**

Lauren Morrisseau reported the budgeted amount for the replacement fence along the bike path on Main Street near Fairview Farm Association pool is \$16,500. Bids received were below that amount. The low bidder did not meet the specifications. F.E. Hart was the next low bidder and did meet the specifications. Staff recommends awarding the bid to F.E. Hart in the amount of \$8,213.

**MOTION by Dan Kerin, SECOND by Andrew Brown, to award the bid to F.E. Hart Fence Co., Inc. in Williston in the amount of \$8,213 for replacement fence along the bike path on Main Street by the Fairview Farm Association pool. VOTING: unanimous (4-0); motion carried.**

**2. Draft Annual Meeting Warning**

The Board reviewed the draft warning and will take action pending additional information relative to the amount to be taken from the land acquisition fund.

**3. Discussion of Zoning Restrictions of Retail Stores in the Village Center**

Robin Pierce, Village Development Director, reviewed the memo, dated 2/12/13, regarding definition of 'retail/retail sales' (a vendor who sells items for use off premises) and the purpose of the Village Center District. Uses such as a massage parlor would be allowed under 'personal services'. George Tyler expressed concern about a drug paraphilia store locating on Railroad Ave. in light of the unwanted drug activity occurring by the Amtrak train station. Robin Pierce said the planning department has heard potential tenants may be a café or restaurant. Elaine Sopchak pointed out regulation can be done through an ordinance, not necessarily through the land development code.

**4. Brownell Library Board of Trustees Appointment**

**MOTION by Dan Kerin, SECOND by Elaine Sopchak, to appoint Daisy Benson to the Brownell Library Board of Trustees to fill an unexpired term until the annual meeting.**

**DISCUSSION: Positive comment was made on the wonderful addition Ms. Benson will be to the board.**

**VOTING: unanimous (4-0); motion carried.**

**VI. VILLAGE MANAGER'S REPORT**

**1. Meeting Schedule**

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

Special Meetings/Events:

- February 26 @ 6:00 – Board of Abatement
- April 3 @ 7 PM – Annual Village Meeting
- April 9 @ 7 AM – 7 PM – Australian Ballot Voting

2. Date Needed for Annual Joint Meeting with Prudential Committee

A meeting date needs to be scheduled for the annual joint meeting with the Prudential Committee.

**VII. TRUSTEES COMMENTS/CONCERNS & READING FILE**

1. Board Member Comments

- Elaine Sopchak announced she will not be able to attend the April 23, 2013 Trustees meeting.
- A Trustee needs to be appointed to the Block Party Committee.

2. Reading File

- ❖ Minutes
  - Planning Commission 1/17/13
  - Block Party Committee 1/28/13
- ❖ Thank you letter for MLK Day donation
- ❖ Land use permit application for 243-245 Pearl Street

**VIII. CONSENT AGENDA & READING FILE**

**MOTION by Andrew Brown, SECOND by Dan Kerin, to approve the consent agenda as follows:**

1. **Approve Minutes of Previous Meetings (1/22/13)**
2. **Approve Warrants including Checks #10046498 through #10046619 totaling \$408,283.87.**
3. **Approve WWTF Cogen System Upgrade Design Agreement**
4. **Approve Waiver of Public Parks Ordinance Prohibiting Dogs for Essex Dog Days**
5. **Approve Staff Request for Abatement of Invoices**
6. **Approve/Sign 2013 Certificate of Highway Mileage**
7. **Approve Draft Annual Report Dedication**
8. **Approve Closing Maple Street on 5/4/13 for Little League Parade**
9. **Approve Banner Application for VT Home and Garden Show**

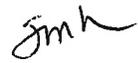
**VOTING: unanimous (4-0); motion carried.**

**IX. EXECUTIVE SESSION and/or ADJOURNMENT**

**MOTION by Dan Kerin, SECOND by Andrew Brown, to adjourn the meeting.**

**VOTING: unanimous (4-0); motion carried.**

The meeting was adjourned at 7:45 PM.

RScty: M.E.Riordan 

# Check Register Report

BL 2/26/13

Date: 02/22/2013

Time: 11:23 am

Page: 1

Village of Essex Junction

BANK:

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10046622	02/26/2013	Printed		0025	ESSEX AGWAY	PROPANE REFILL-WWTF	44.98
10046624	02/26/2013	Printed		00382	AMAZON.COM CREDIT	CIRC MATER-LIB/REP/FRIENDS	542.78
10046625	02/26/2013	Printed		9544	AUDIO EDITIONS	CIRC MATERIALS-LIB REPL	8.00
10046626	02/26/2013	Printed		10255	AUDIOGO FORMERLY BBC AUDIOBOOK	CIRC MATERIALS-LIB REPL	24.00
10046627	02/26/2013	Printed		9976	AVONDA AIR SYSTEMS, INC	MAINTENANCE CONTRACT-LIBRARY	965.00
10046628	02/26/2013	Printed		10301	DAVID A. BARRA, PLC	LEGAL SERVCS-VARIOUS DEPT	1,980.00
10046629	02/26/2013	Printed		10408	BAY STATE ELEVATOR COMPANY	ELEVATOR REPAIR-LIBRARY	305.00
10046630	02/26/2013	Printed		0173	BEARINGS SPECIALTY CO., INC.	BLOWER PARTS-WWTF	22.54
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10046633	02/26/2013	Printed		10402	DARBY BRAZOSKI	MILEAGE REIMB-PLAN	26.78
10046634	02/26/2013	Printed		10234	BRIERLY LOMBARD & CO. INC	COGEN GAS FITTER-WWTF	171.23
10046636	02/26/2013	Printed		0268	BRODART CO.	CIRC MATERIALS-LIB FRIENDS/LIB	676.19
10046637	02/26/2013	Printed		0305	BURLINGTON FREE PRESS	NEWSPAPERS-LIBRARY	22.00
10046639	02/26/2013	Printed		9941	BUSINESSCARD SERVICES	SEE SPREADSHEET	404.98
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10046641	02/26/2013	Printed		9743	CARQUEST AUTO PARTS	PARTS -STREET	52.91
10046642	02/26/2013	Printed		0490	CENTRAL VERMONT PROPERTIES	ROW LEASES-SANI	100.00
10046643	02/26/2013	Printed		0500	CHAMPLAIN WATER DISTRICT	WATER USAGE-WATER	181,772.31
10046644	02/26/2013	Printed		0525	CHITTENDEN SOLID WASTE DISTRICT	DIRECT FEES&DISPOSAL-WWTF	522.68
10046645	02/26/2013	Printed		2305	CLARK'S TRUCK CENTER	AIR HOSE-STREET	15.86
10046646	02/26/2013	Printed		9788	COMCAST	CABLE-FIRE	13.52
10046647	02/26/2013	Printed		10505	DAVE A. CRAWFORD	CONSULTING FEE-WWTF/SANI	750.00
10046648	02/26/2013	Printed		05898	CRYSTAL ROCK BOTTLED WATER	BOTTLED WATER--LH	19.95
10046649	02/26/2013	Printed		0636	DESORCIE EMERGENCY PRODUCTS	WASHER KIT-FIRE	129.40
10046650	02/26/2013	Printed		0700	EAST COAST PRINTERS	T-SHIRTS-WATER/SANI/STREET/WTF	516.00
10046651	02/26/2013	Printed		0795	TOWN OF ESSEX	RECORDINGS-PLAN	50.00
10046652	02/26/2013	Printed		0795	TOWN OF ESSEX	RESIDENTTOWN TAX PMT-PASS THRU	463.93
10046653	02/26/2013	Printed		0797	FALCON PLUMBING SERVICE, INC.	BOILER MAINTENANCE-LH	149.00
10046654	02/26/2013	Printed		08044	FIRE TECH & SAFETY OF NEW ENGL	UPPER/LOWER STRAP ASSY-FIRE	285.70
10046655	02/26/2013	Printed		0751	FISHER AUTO PARTS	AUTO PARTS/SUPPLIES-STREET	102.06
10046656	02/26/2013	Printed		10452	FREE PRESS MEDIA	BID ADDS/MTG NOTICE-PLAN/STR	349.50
10046657	02/26/2013	Printed		0899	GAUTHIER TRUCKING CO., INC	RUBBISH REMOVAL-ST/LH	558.12
10046658	02/26/2013	Printed		10453	GE CAPITAL C.O.RICOH USA	COPIER LEASE-WWTF	118.00
10046659	02/26/2013	Printed		0916	THE GLIDDEN CO	PAINT-STREET	33.99
10046660	02/26/2013	Printed		0943	MARY L. GRAF	JUVENILE MAT'LS REIMB-LIBRARY	24.00
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10046663	02/26/2013	Printed		1035	DONALD L. HAMLIN	ENGINEERING SRVCS- VARIOUS	10,871.05
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Check Register Report

BL 2/26/13

Date: 02/22/2013

Time: 11:23 am

Page: 2

Village of Essex Junction

BANK:

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10046673	02/26/2013	Printed		1661	NORTH CENTRAL LABORATORIES	LAB SUPPLIES-WWTF	581.78
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10046682	02/26/2013	Printed		20401	SCHOLASTIC LIBRARY PUBLISHING	CIRCULATION MATERIALS-LIBRARY	152.10
10046683	02/26/2013	Printed		2054	SEARS COMMERCIAL ONE	SHOP TOOLS-STREET	156.60
10046684	02/26/2013	Printed		20732	THE SHERWIN-WILLIAMS CO.	PAINT BRUSHES-STREET	19.74
10046685	02/26/2013	Printed		21153	SOVERNET COMMUNICATIONS	PH/INTERNET-VARIOUS	600.83
10046686	02/26/2013	Printed		2124	STAPLES ADVANTAGE	OFFICE SUPPLIES-LIBRARY	207.31
10046687	02/26/2013	Printed		0545	THE TECH GROUP	COMPUTERS MAINT-LIB/ADMIN	3,614.00
10046688	02/26/2013	Printed		10481	TRUMBULL-NELSON CONST. CO.	WWTF REFURB PMT #6-WWTF	523,249.50
10046689	02/26/2013	Printed		9441	VAN AIR INC	COGEN FILTER ELEMENTS-WWTF	311.26
10046690	02/26/2013	Printed		2361	STATE OF VERMONT	STORMWATER RUNOFF PMT-STREET	1,767.20
10046691	02/26/2013	Printed		2343	VILLAGE COPY & PRINT	ENVELOPES-PLAN/ADMIN	284.00
10046692	02/26/2013	Printed		0811	F.W. WEBB COMPANY	MAINT PARTS-WWTF	194.16
10046693	02/26/2013	Printed		2510	FRANK WHITCOMB CONSTRUCTION	SHUR PAC-STREET	465.57
10046694	02/26/2013	Printed		25261	MATTHEW WITTEN	PERFORMANCE-LIB FRIENDS	200.00
10046695	02/26/2013	Printed		10470	WOOD & WOOD	BY-WAY SIGN-CAP R	1,517.50

**Total Checks: 73**

**Checks Total (excluding void checks):**

**830,056.22**

**Total Payments: 73**

**Bank Total (excluding void checks):**

**830,056.22**

**Total Payments: 73**

**Grand Total (excluding void checks):**

**830,056.22**



REVENUE/EXPENDITURE REPORT  
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Village of Essex Junction

For the Period: 7/1/2012 to 2/28/2013	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	2,666,989.00	2,666,989.00	2,667,252.44	0.00	0.00	-263.44	100.0
402.000 STATE FOR VT PILOT & CURRENT U	2,000.00	2,000.00	4,078.63	0.00	0.00	-2,078.63	203.9
403.000 PENALTIES/INTEREST DELINQ. TAX	7,000.00	7,000.00	6,570.06	199.84	0.00	429.94	93.9
404.000 IBM SUBSIDY	60,578.00	60,578.00	60,578.00	0.00	0.00	0.00	100.0
410.000 LICENSE AND ZONING FEE	30,000.00	30,000.00	36,609.10	280.00	0.00	-6,609.10	122.0
411.010 SERVICE FEE - WATER	110,169.00	110,169.00	55,084.50	0.00	0.00	55,084.50	50.0
411.020 SERVICE FEE - WWTP	55,085.00	55,085.00	27,542.50	0.00	0.00	27,542.50	50.0
411.030 SERVICE FEE - SANITATION	110,169.00	110,169.00	55,084.50	0.00	0.00	55,084.50	50.0
420.010 STATE DISTRICT COURT FINES	2,000.00	2,000.00	2,620.00	205.50	0.00	-620.00	131.0
420.020 STATE HIGHWAY AID	100,000.00	100,000.00	86,577.16	0.00	0.00	13,422.84	86.6
420.030 EJSJ TAX COLLECTION FEES	47,000.00	47,000.00	21,685.01	0.00	0.00	25,314.99	46.1
432.015 PARKING SPACE FEES	4,800.00	4,800.00	2,800.00	0.00	0.00	2,000.00	58.3
432.030 MISCELLANEOUS FIRE RECEIPTS	0.00	0.00	1,221.28	0.00	0.00	-1,221.28	0.0
432.051 BLOCK PARTY CONTRIBUTIONS	1,500.00	1,500.00	250.00	0.00	0.00	1,250.00	16.7
432.070 MISCELLANEOUS STREET RECEIPTS	3,000.00	3,000.00	1,823.60	730.00	0.00	1,176.40	60.8
432.080 MISCELLANEOUS LIBRARY RECEIPTS	450.00	450.00	526.00	0.00	0.00	-76.00	116.9
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	933.34	0.00	0.00	66.66	93.3
445.000 MISC. - UNCLASSIFIED RECEIPTS	4,600.00	4,600.00	1,042.89	-67.92	0.00	3,557.11	22.7
<b>Revenue</b>	<b>3,221,340.00</b>	<b>3,221,340.00</b>	<b>3,032,279.01</b>	<b>1,347.42</b>	<b>0.00</b>	<b>189,060.99</b>	<b>94.1</b>
Acct Class: 4900 GRANTS & DONATIONS							
432.032 DONATIONS FOR FORUM	0.00	0.00	1,922.75	0.00	0.00	-1,922.75	0.0
432.033 OTHER DONATIONS	0.00	0.00	707.75	0.00	0.00	-707.75	0.0
432.034 VLCT EQUIP GRANT	0.00	0.00	1,843.87	0.00	0.00	-1,843.87	0.0
432.081 BROWNELL LIBRARY GRANTS	0.00	0.00	1,463.00	0.00	0.00	-1,463.00	0.0
432.083 DONATIONS TO LIBRARY	0.00	0.00	3,681.45	0.00	0.00	-3,681.45	0.0
432.080 MISCELLANEOUS STATE GRANTS	0.00	0.00	8,408.29	3,908.29	0.00	-8,408.29	0.0
441.012 HOMELND SG 02140-79152-542	0.00	0.00	16,609.00	0.00	0.00	-16,609.00	0.0
441.032 HOMELND SG 02140-70164V-126	0.00	0.00	8,517.00	0.00	0.00	-8,517.00	0.0
<b>GRANTS &amp; DONATIONS</b>	<b>0.00</b>	<b>0.00</b>	<b>43,153.11</b>	<b>3,908.29</b>	<b>0.00</b>	<b>-43,153.11</b>	<b>0.0</b>
Acct Class: 5990 Non Operating Revenues							
410.150 Adult Replacement Receipts	0.00	0.00	1,386.00	0.00	0.00	-1,386.00	0.0
410.151 Juvenile Replacement Receipts	0.00	0.00	1,098.94	0.00	0.00	-1,098.94	0.0
445.100 SALE OF ASSET	0.00	0.00	500.00	0.00	0.00	-500.00	0.0
<b>Non Operating Revenues</b>	<b>0.00</b>	<b>0.00</b>	<b>2,984.94</b>	<b>0.00</b>	<b>0.00</b>	<b>-2,984.94</b>	<b>0.0</b>
<b>Dept: 000.000</b>	<b>3,221,340.00</b>	<b>3,221,340.00</b>	<b>3,078,417.06</b>	<b>5,255.71</b>	<b>0.00</b>	<b>142,922.94</b>	<b>95.6</b>
<b>Revenues</b>	<b>3,221,340.00</b>	<b>3,221,340.00</b>	<b>3,078,417.06</b>	<b>5,255.71</b>	<b>0.00</b>	<b>142,922.94</b>	<b>95.6</b>
<b>Expenditures</b>							
Dept: 100.000 ADMINISTRATION							
Acct Class: 7000 Operating Expenses							
720.000 SALARIES REGULAR	334,477.00	334,477.00	225,742.04	19,193.61	0.00	108,734.96	67.5
720.010 SALARIES OVERTIME	1,000.00	1,000.00	1,011.08	0.00	0.00	-11.08	101.1
720.020 SALARIES PART TIME	7,250.00	7,250.00	9,042.59	831.38	0.00	-1,792.59	124.7
720.022 SOCIAL SECURITY	26,923.00	26,923.00	18,307.38	1,541.30	0.00	8,615.62	68.0
720.024 UNEMPLOYMENT INSURANCE	1,186.00	1,186.00	662.02	281.75	0.00	523.98	55.8
720.026 WORKERS COMP INSURANCE	1,166.00	1,166.00	1,190.42	89.10	0.00	-24.42	102.1
720.028 HEALTH INS & OTHER BENEFITS	66,340.00	66,340.00	39,012.97	3,712.49	0.00	27,327.03	58.8
720.030 RETIREMENT	38,506.00	38,506.00	30,407.74	1,803.36	0.00	8,098.26	79.0
720.032 LIABILITY & PROPERTY INS.	5,857.00	5,857.00	5,720.35	0.00	0.00	136.65	97.7
720.034 PUBLIC OFFICIALS LIABILITY INS	6,075.00	6,075.00	5,981.25	0.00	0.00	93.75	98.5
720.035 HEALTH IMPROV PROGRAMS	1,600.00	1,600.00	31.96	0.00	0.00	1,568.04	2.0
720.050 BOARD MEMBER FEES	2,500.00	2,500.00	1,250.00	0.00	0.00	1,250.00	50.0
723.000 SUPPLIES	6,700.00	6,700.00	2,652.33	3.59	0.00	4,047.67	39.6
723.001 POSTAGE	4,600.00	4,600.00	3,333.32	2.50	0.00	1,266.68	72.5

REVENUE/EXPENDITURE REPORT  
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Village of Essex Junction

For the Period: 7/1/2012 to 2/28/2013	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 100 - GENERAL FUND							
Expenditures							
Dept: 100.000 ADMINISTRATION							
Acct Class: 7000 Operating Expenses							
723.055 COMPUTER EXPENSES	16,915.00	16,915.00	13,492.03	664.00	0.00	3,422.97	79.8
724.000 TRAINING, CONFERENCES, DUES	13,304.00	13,304.00	5,583.95	0.00	0.00	7,720.05	42.0
725.000 TELEPHONE SERVICES	4,392.00	4,392.00	1,882.85	165.83	0.00	2,509.15	42.9
725.025 COMMUNICATIONS	13,700.00	13,700.00	6,848.66	281.50	0.00	6,851.34	50.0
728.030 VEHICLE MAINTENANCE-TRAVEL	3,600.00	3,600.00	900.00	0.00	0.00	2,700.00	25.0
728.035 VILLAGE PROMOTION	1,000.00	1,000.00	267.77	0.00	0.00	732.23	26.8
735.000 INTERVIEW COSTS	0.00	0.00	155.00	0.00	0.00	-155.00	0.0
745.020 LEASED SERVICES	4,540.00	4,540.00	3,324.67	0.00	0.00	1,215.33	73.2
745.031 LEGAL SERVICES	15,000.00	15,000.00	11,683.50	462.00	0.00	3,316.50	77.9
745.039 OTHER PROFESSIONAL SERVICES	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	0.0
745.041 AUDIT	5,275.00	5,275.00	5,011.16	0.00	0.00	263.84	95.0
745.050 PRINTING AND ADVERTISING	5,800.00	5,800.00	2,336.39	0.00	0.00	3,463.61	40.3
745.055 PAY & CLASSIFICATION STUDY	200.00	200.00	0.00	0.00	0.00	200.00	0.0
745.057 ELECTIONS	2,200.00	2,200.00	0.00	0.00	0.00	2,200.00	0.0
747.000 HOLIDAY EXPENSE	1,280.00	1,280.00	673.03	0.00	0.00	606.97	52.6
749.000 TRUSTEES EXPENDITURES	4,000.00	4,000.00	3,084.83	-30.00	0.00	915.17	77.1
755.023 CAPITAL OUTLAY	3,000.00	0.00	0.00	0.00	0.00	0.00	0.0
Operating Expenses	600,386.00	597,386.00	399,589.29	29,002.41	0.00	197,796.71	66.9
ADMINISTRATION	600,386.00	597,386.00	399,589.29	29,002.41	0.00	197,796.71	66.9
Dept: 175.000 MISC TRANSFERS & EXPENDITUES							
Acct Class: 7000 Operating Expenses							
750.021 ROLLING STOCK FUND CONTRIB	163,624.00	163,624.00	81,812.00	0.00	0.00	81,812.00	50.0
750.022 CAP RESRV FND CONT - BEG 1993	372,788.00	372,788.00	186,394.00	0.00	0.00	186,394.00	50.0
750.026 EMP TERM BENEFITS TRANSFER	10,000.00	10,000.00	5,000.00	0.00	0.00	5,000.00	50.0
750.027 HALF PENNY FOR LDR TRUCK NOTE	50,000.00	50,000.00	25,000.00	0.00	0.00	25,000.00	50.0
Operating Expenses	596,412.00	596,412.00	298,206.00	0.00	0.00	298,206.00	50.0
MISC TRANSFERS & EXPENDITUES	596,412.00	596,412.00	298,206.00	0.00	0.00	298,206.00	50.0
Dept: 200.000 LINCOLN HALL							
Acct Class: 7000 Operating Expenses							
720.032 LIABILITY & PROPERTY INS.	5,510.00	5,510.00	4,468.72	0.00	0.00	1,041.28	81.1
723.000 SUPPLIES	1,800.00	1,800.00	1,459.97	0.00	0.00	340.03	81.1
723.065 WATER AND SEWER CHARGE	1,000.00	1,000.00	1,686.33	0.00	0.00	-686.33	168.6
725.000 TELEPHONE SERVICES	480.00	480.00	330.22	40.89	0.00	149.78	68.8
726.000 ELECTRICAL SERVICE	6,510.00	6,510.00	4,884.18	1,239.59	0.00	1,625.82	75.0
727.000 HEATING	7,000.00	7,000.00	2,489.94	-691.03	0.00	4,510.06	35.6
728.000 MAINT. BUILDINGS/GROUNDS	6,500.00	6,500.00	5,541.90	149.00	0.00	958.10	85.3
745.005 RUBBISH REMOVAL	1,750.00	1,750.00	1,062.50	142.50	0.00	687.50	60.7
745.014 CONTRACT SERVICES	7,503.00	7,503.00	4,455.86	573.93	0.00	3,047.14	59.4
Operating Expenses	38,053.00	38,053.00	26,379.62	1,454.88	0.00	11,673.38	69.3
LINCOLN HALL	38,053.00	38,053.00	26,379.62	1,454.88	0.00	11,673.38	69.3
Dept: 300.000 FIRE DEPARTMENT							
Acct Class: 7000 Operating Expenses							
720.021 SALARIES - FIREFIGHTERS	126,000.00	126,000.00	75,467.95	0.00	0.00	50,532.05	59.9
720.022 SOCIAL SECURITY	9,639.00	9,639.00	5,773.26	0.00	0.00	3,865.74	59.9
720.026 WORKERS COMP INSURANCE	12,000.00	12,000.00	7,218.29	0.00	0.00	4,781.71	60.2
720.029 ACCIDENT & DISABILITY INS.	3,600.00	3,600.00	3,300.00	0.00	0.00	300.00	91.7
720.032 LIABILITY & PROPERTY INS.	8,600.00	8,600.00	7,326.10	0.00	0.00	1,273.90	85.2
723.000 SUPPLIES	2,400.00	2,400.00	895.24	3.98	0.00	1,504.76	37.3
723.016 EMS SUPPLIES	1,800.00	1,800.00	176.00	0.00	0.00	1,624.00	9.8
725.065 GAS, GREASE AND OIL	5,400.00	5,400.00	3,684.55	0.00	0.00	1,715.45	68.2
725.065 WATER AND SEWER CHARGE	900.00	900.00	203.43	0.00	0.00	696.57	22.6
724.000 TRAINING, CONFERENCES, DUES	5,000.00	5,000.00	2,582.55	0.00	0.00	2,417.45	51.7
725.000 TELEPHONE SERVICES	4,000.00	4,000.00	2,256.73	13.52	0.00	1,743.27	56.4

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Village of Essex Junction

For the Period: 7/1/2012 to 2/28/2013	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 100 - GENERAL FUND							
Furniture							
Dept: 300.000 FIRE DEPARTMENT							
Acct Class: 7000 Operating Expenses							
726.000 ELECTRICAL SERVICE	6,600.00	6,600.00	4,165.17	0.00	0.00	2,434.83	63.1
727.000 HEATING	6,000.00	6,000.00	2,324.70	0.00	0.00	3,675.30	38.7
728.000 MAINT. BUILDINGS/GROUNDS	5,000.00	5,000.00	665.46	0.00	0.00	4,334.54	13.3
728.010 RADIO MAINTENANCE	2,000.00	2,000.00	5,235.00	0.00	0.00	-3,235.00	261.8
728.020 MAINTENANCE OTHER	10,000.00	10,000.00	9,555.98	212.01	0.00	444.02	95.6
728.030 VEHICLE MAINTENANCE-TRAVEL	10,000.00	10,000.00	19,142.25	129.40	0.00	-9,142.25	191.4
728.038 EMERGENCY GENERATOR MAINT	750.00	750.00	375.02	0.00	0.00	374.98	50.0
729.000 UNIFORMS,BOOTS,ETC	18,000.00	18,000.00	15,063.97	0.00	0.00	2,936.03	83.7
729.052 FIRE PREVENTION	1,800.00	1,800.00	1,652.49	0.00	0.00	147.51	91.8
743.051 PHYSICAL EXAMS	6,000.00	6,000.00	4,197.00	0.00	0.00	1,803.00	70.0
743.058 EMPLOYEE ASSISTANCE PROGRAM	900.00	900.00	648.00	0.00	0.00	252.00	72.0
745.013 HYDRANT RENTALS	5,000.00	5,000.00	2,500.00	0.00	0.00	2,500.00	50.0
755.022 NEW EQUIPMENT-RADIOS	4,300.00	4,300.00	0.00	0.00	0.00	4,300.00	0.0
755.025 ROUTINE EQUIPMENT PURCHASES	14,500.00	14,500.00	7,658.17	30.96	0.00	6,841.83	52.8
Operating Expenses	270,189.00	270,189.00	182,067.31	389.87	0.00	88,121.69	67.4
FIRE DEPARTMENT	270,189.00	270,189.00	182,067.31	389.87	0.00	88,121.69	67.4
Dept: 700.000 STREET DEPARTMENT							
Acct Class: 7000 Operating Expenses							
720.000 SALARIES REGULAR	190,875.00	186,875.00	106,007.52	13,793.81	0.00	80,867.48	56.7
720.010 SALARIES OVERTIME	15,000.00	15,000.00	9,957.19	1,565.72	0.00	5,042.81	66.4
720.020 SALARIES PART TIME	17,018.00	17,018.00	11,244.38	565.16	0.00	5,773.62	66.1
720.022 SOCIAL SECURITY	17,249.00	17,249.00	9,354.37	1,167.85	0.00	7,894.63	54.2
720.024 UNEMPLOYMENT INSURANCE	1,086.00	1,086.00	551.80	210.73	0.00	534.20	50.8
720.026 WORKERS COMP INSURANCE	11,628.00	11,628.00	8,260.47	1,036.83	0.00	3,367.53	71.0
720.030 HEALTH INS & OTHER BENEFITS	77,761.00	77,761.00	42,132.59	3,743.06	0.00	35,628.41	54.2
720.032 RETIREMENT	19,088.00	19,088.00	10,449.06	1,222.15	0.00	8,638.94	54.7
720.032 LIABILITY & PROPERTY INS.	14,100.00	14,100.00	12,056.88	0.00	0.00	2,043.12	85.5
723.000 SUPPLIES	21,100.00	16,100.00	7,334.00	18.05	0.00	8,766.00	45.6
723.010 WINTER MAINTENANCE	75,000.00	75,000.00	40,075.10	8,023.68	0.00	34,924.90	53.4
723.012 PAVEMENT MAINTENANCE	15,000.00	15,000.00	12,997.93	0.00	0.00	2,002.07	86.7
723.014 GRAVEL,TOPSOIL	4,500.00	4,500.00	1,553.59	465.57	0.00	2,946.41	34.5
723.015 SIGNS AND POSTS	5,500.00	5,500.00	1,263.33	0.00	0.00	4,236.67	23.0
723.020 GAS,GREASE AND OIL	20,000.00	20,000.00	18,148.14	85.57	0.00	1,851.86	90.7
723.065 WATER AND SEWER CHARGE	1,500.00	1,500.00	548.84	0.00	0.00	951.16	36.6
724.000 TRAINING, CONFERENCES, DUES	500.00	500.00	180.77	0.00	0.00	319.23	36.2
725.000 TELEPHONE SERVICES	1,800.00	1,800.00	1,099.76	0.00	0.00	700.24	61.1
726.000 ELECTRICAL SERVICE	4,900.00	4,900.00	2,105.89	582.96	0.00	2,794.11	43.0
726.035 STREET LIGHTS	131,840.00	131,840.00	72,231.22	9,951.81	0.00	59,608.78	54.8
726.037 TRAFFIC LIGHTS	5,700.00	5,700.00	3,651.53	68.07	0.00	2,048.47	64.1
727.000 HEATING	4,000.00	4,000.00	1,354.25	0.00	0.00	2,645.75	33.9
728.000 MAINT. BUILDINGS/GROUNDS	2,500.00	2,500.00	3,519.84	0.00	0.00	-1,019.84	140.8
728.010 RADIO MAINTENANCE	200.00	200.00	65.00	0.00	0.00	135.00	32.5
728.020 MAINTENANCE OTHER	1,000.00	1,000.00	1,096.77	0.00	0.00	-96.77	109.7
728.030 VEHICLE MAINTENANCE-TRAVEL	32,000.00	32,000.00	11,739.92	150.92	0.00	20,260.08	36.7
728.033 STREETScape MAINT./IMP	7,500.00	7,500.00	3,391.03	0.00	0.00	4,108.97	45.2
728.036 VILLAGE GARDEN SPOTS	2,500.00	2,500.00	308.23	0.00	0.00	2,191.77	12.3
728.037 TRAFFIC/STREET LIGHT MAINT.	6,500.00	6,500.00	4,029.34	0.00	0.00	2,470.66	62.0
728.041 MEMORIAL PARK	3,000.00	3,000.00	961.23	0.00	0.00	2,038.77	32.0
728.043 STREET MARKINGS	5,000.00	5,000.00	1,505.25	0.00	0.00	3,494.75	30.1
729.000 UNIFORMS,BOOTS,ETC	4,500.00	4,500.00	2,113.84	263.00	0.00	2,386.16	47.0
745.005 RUBBISH REMOVAL	6,200.00	6,200.00	2,992.34	415.62	0.00	3,207.66	48.3
745.014 CONTRACT SERVICES	10,000.00	10,000.00	7,316.00	0.00	0.00	2,684.00	73.2
745.030 EQUIPMENT RENTALS	3,800.00	3,800.00	38.42	0.00	0.00	3,761.58	1.0
745.044 ENGINEERING SERVICES	15,000.00	15,000.00	16,811.20	2,153.50	0.00	-1,811.20	112.1
760.001 TRAFFIC CALMING	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.0
755.023 CAPITAL OUTLAY	2,000.00	2,000.00	1,735.00	0.00	0.00	265.00	86.8
760.032 SIDEWALK AND CURB MAINTENANCE	3,000.00	3,000.00	4,620.62	0.00	0.00	-1,620.62	154.0
760.033 STORM SEWER MAINTENANCE	8,500.00	8,500.00	3,583.22	0.00	0.00	4,916.78	42.2

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Village of Essex Junction

For the Period: 7/1/2012 to 2/28/2013	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 100 - GENERAL FUND							
Expenditures							
Dept: 700.000 STREET DEPARTMENT							
Acct Class: 7000 Operating Expenses							
760.034 STORM SEWER PERMIT FEES	3,000.00	3,000.00	3,018.50	2,509.70	0.00	-18.50	100.6
760.035 STORM SEWER PUBLIC EDUCATION	10,000.00	10,000.00	5,000.00	0.00	0.00	5,000.00	50.0
Operating Expenses	782,345.00	773,345.00	446,404.36	47,993.76	0.00	326,940.64	57.7
STREET DEPARTMENT	782,345.00	773,345.00	446,404.36	47,993.76	0.00	326,940.64	57.7
Dept: 800.000 BROWNELL LIBRARY							
Acct Class: 7000 Operating Expenses							
720.000 SALARIES REGULAR	292,359.00	292,359.00	189,905.47	22,761.75	0.00	102,453.53	65.0
720.020 SALARIES PART TIME	88,282.00	88,282.00	54,641.58	6,414.11	0.00	33,640.42	61.9
720.022 SOCIAL SECURITY	29,551.00	29,551.00	18,589.22	2,209.28	0.00	10,961.78	62.9
720.024 UNEMPLOYMENT INSURANCE	2,384.00	2,384.00	1,347.71	404.41	0.00	1,036.29	56.5
720.026 WORKERS COMP INSURANCE	1,285.00	1,285.00	1,075.12	127.88	0.00	209.88	83.7
720.028 HEALTH INS & OTHER BENEFITS	55,586.00	55,586.00	33,953.61	2,846.56	0.00	21,632.39	61.1
720.030 RETIREMENT	29,236.00	29,236.00	18,897.60	2,249.92	0.00	10,338.40	64.6
720.032 LIABILITY & PROPERTY INS.	10,269.00	10,269.00	9,389.69	0.00	0.00	879.31	91.4
723.000 SUPPLIES	13,500.00	13,500.00	6,321.61	170.74	0.00	7,178.39	46.8
723.001 POSTAGE	2,500.00	2,500.00	1,344.63	10.43	0.00	1,155.37	53.8
723.055 COMPUTER EXPENSES	3,500.00	3,500.00	995.39	0.00	0.00	2,504.61	28.4
723.065 WATER AND SEWER CHARGE	525.00	525.00	332.28	0.00	0.00	192.72	63.3
724.000 TRAINING, CONFERENCES, DUES	2,000.00	2,000.00	1,773.10	0.00	0.00	226.90	88.7
725.000 TELEPHONE SERVICES	2,000.00	2,000.00	741.36	88.89	0.00	1,258.64	37.1
725.030 TECHNOLOGY ACCESS	5,810.00	5,810.00	4,729.78	69.45	0.00	1,080.22	81.4
726.000 ELECTRICAL SERVICE	14,850.00	14,850.00	7,849.59	0.00	0.00	7,000.41	52.9
727.000 HEATING	7,500.00	7,500.00	3,369.09	-1,003.93	0.00	4,130.91	44.9
728.000 MAINT. BUILDINGS/GROUNDS	13,000.00	13,000.00	9,366.91	1,270.00	0.00	3,633.09	72.1
729.000 ALARM SYSTEM MAINTENANCE	800.00	800.00	97.75	0.00	0.00	702.25	12.2
729.000 INTERVIEW COSTS	300.00	300.00	219.00	0.00	0.00	81.00	73.0
745.014 CONTRACT SERVICES	22,548.00	22,548.00	12,739.08	1,930.50	0.00	9,808.92	56.5
745.021 ADULT PROGRAMS	300.00	300.00	306.50	0.00	0.00	-6.50	102.2
745.022 CHILDRENS PROGRAMS	3,000.00	3,000.00	1,988.34	0.00	0.00	1,011.66	66.3
755.014 COMPUTER REPLACEMENT	8,000.00	5,200.00	2,950.00	2,950.00	0.00	2,250.00	56.7
755.020 ADULT COLLECTION-PRINT & ELECT	31,000.00	31,000.00	24,907.26	132.40	0.00	6,092.74	80.3
755.021 JUVEN COLLECTION-PRNT & ELECTR	15,500.00	15,500.00	9,548.39	360.36	0.00	5,951.61	61.6
Operating Expenses	655,585.00	652,785.00	417,380.06	42,992.75	0.00	235,404.94	63.9
BROWNELL LIBRARY	655,585.00	652,785.00	417,380.06	42,992.75	0.00	235,404.94	63.9
Dept: 900.000 PLANNING AND ZONING DEPT.							
Acct Class: 7000 Operating Expenses							
720.000 SALARIES REGULAR	119,296.00	119,296.00	80,527.03	9,700.01	0.00	38,768.97	67.5
720.010 SALARIES OVERTIME	2,000.00	2,000.00	100.00	100.00	0.00	1,900.00	5.0
720.022 SOCIAL SECURITY	9,560.00	9,560.00	6,240.82	734.72	0.00	3,319.18	65.3
720.024 UNEMPLOYMENT INSURANCE	435.00	435.00	265.88	134.64	0.00	169.12	61.1
720.026 WORKERS COMP INSURANCE	399.00	399.00	1,236.39	148.50	0.00	-837.39	309.9
720.028 HEALTH INS & OTHER BENEFITS	40,972.00	40,972.00	18,805.12	1,717.38	0.00	22,166.88	45.9
720.030 RETIREMENT	11,930.00	11,930.00	7,817.74	920.00	0.00	4,112.26	65.5
720.032 LIABILITY & PROPERTY INS.	2,038.00	2,038.00	2,005.65	0.00	0.00	32.35	98.4
720.034 PUBLIC OFFICIALS LIABILITY INS	6,075.00	6,075.00	5,981.25	0.00	0.00	93.75	98.5
720.050 BOARD MEMBER FEES	3,600.00	3,600.00	1,800.00	0.00	0.00	1,800.00	50.0
723.000 SUPPLIES	2,000.00	2,000.00	829.37	0.00	0.00	1,170.63	41.5
723.001 POSTAGE	1,000.00	1,000.00	162.35	0.00	0.00	837.65	16.2
723.055 COMPUTER EXPENSES	4,705.00	4,705.00	1,994.95	0.00	0.00	2,710.05	42.4
724.000 TRAINING, CONFERENCES, DUES	5,450.00	5,450.00	1,555.55	102.78	0.00	3,894.45	28.5
725.000 TELEPHONE SERVICES	1,392.00	1,392.00	977.70	30.81	0.00	414.30	70.2
725.005 COMMUNICATIONS	2,000.00	2,000.00	700.00	180.00	0.00	1,300.00	35.0
725.005 VEHICLE MAINTENANCE-TRAVEL	3,000.00	3,000.00	1,500.00	100.00	0.00	1,500.00	50.0
745.031 LEGAL SERVICES	9,500.00	9,500.00	1,864.50	82.50	0.00	7,635.50	19.6
745.039 OTHER PROFESSIONAL SERVICES	10,000.00	10,000.00	0.00	0.00	0.00	10,000.00	0.0
745.050 PRINTING AND ADVERTISING	5,000.00	5,000.00	996.64	154.00	0.00	4,003.36	19.9

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For the Period: 7/1/2012 to 2/28/2013	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 100 - GENERAL FUND							
Expenditures							
Dept: 900.000 PLANNING AND ZONING DEPT.							
Acct Class: 7000 Operating Expenses							
745.051 RECORDING FEES	2,500.00	2,500.00	910.00	50.00	0.00	1,590.00	36.4
755.023 CAPITAL OUTLAY	1,500.00	0.00	0.00	0.00	0.00	0.00	0.0
Operating Expenses	244,352.00	242,852.00	136,270.94	14,155.34	0.00	106,581.06	56.1
PLANNING AND ZONING DEPT.	244,352.00	242,852.00	136,270.94	14,155.34	0.00	106,581.06	56.1
Dept: 910.000 ECONOMIC DEVELOPMENT							
Acct Class: 7000 Operating Expenses							
720.000 SALARIES REGULAR	0.00	32,573.00	17,472.00	2,496.00	0.00	15,101.00	53.6
720.010 SALARIES OVERTIME	0.00	0.00	70.20	0.00	0.00	-70.20	0.0
720.020 SALARIES PART TIME	23,400.00	0.00	3,553.00	0.00	0.00	-3,553.00	0.0
720.022 SOCIAL SECURITY	1,790.00	2,491.00	1,719.97	202.84	0.00	771.03	69.0
720.024 UNEMPLOYMENT INSURANCE	217.00	250.00	124.18	36.07	0.00	125.82	49.7
720.026 WORKERS COMP INSURANCE	111.00	120.00	96.64	11.41	0.00	23.36	80.5
720.028 HEALTH INS & OTHER BENEFITS	0.00	3,127.00	1,895.69	155.32	0.00	1,231.31	60.6
720.030 RETIREMENT	0.00	3,257.00	1,872.00	249.60	0.00	1,385.00	57.5
745.025 BLOCK PARTY EXPENSE	7,000.00	7,000.00	6,875.68	0.00	0.00	124.32	98.2
745.040 COMMUNITY EVENTS & PROGRAMS	7,000.00	7,000.00	3,120.08	0.00	0.00	3,879.92	44.6
745.054 ANNUAL SUPPORT OF ORGNIZATIONS	8,000.00	8,000.00	7,443.00	0.00	0.00	557.00	93.0
745.056 COMMUNITY FORUM	7,500.00	7,500.00	7,500.00	0.00	0.00	0.00	100.0
748.000 NEW PROGRAMS	2,000.00	2,000.00	1,091.43	0.00	0.00	908.57	54.6
748.010 MATCHING GRANT FUNDS	10,000.00	10,000.00	0.00	0.00	0.00	10,000.00	0.0
Operating Expenses	67,018.00	83,318.00	52,833.87	3,151.24	0.00	30,484.13	63.4
ECONOMIC DEVELOPMENT	67,018.00	83,318.00	52,833.87	3,151.24	0.00	30,484.13	63.4
Dept: 920.000 GRANT & OTH UNANTC. EXPENDITUR							
Acct Class: 7000 Operating Expenses							
755.020 ADULT COLLECTION-PRINT & ELECT	0.00	0.00	1,494.38	24.00	0.00	-1,494.38	0.0
755.021 JUVEN COLLECTION-PRNT & ELECTR	0.00	0.00	312.08	8.00	0.00	-312.08	0.0
759.010 Library Grant Expenditures	0.00	0.00	1,463.00	0.00	0.00	-1,463.00	0.0
759.011 LIBRARY DONATION EXPENDITURES	0.00	0.00	2,809.23	232.71	0.00	-2,809.23	0.0
759.013 WB LEARNED GRANT EXPENSES	0.00	0.00	300.00	0.00	0.00	-300.00	0.0
759.023 DONATED MEMORIAL BENCHES	0.00	0.00	4,003.00	0.00	0.00	-4,003.00	0.0
759.030 FIRE DEPT GRANT EXPENDITURE	0.00	0.00	13,051.50	0.00	0.00	-13,051.50	0.0
759.070 STREET DEPT GRANT EXPENDITURES	0.00	0.00	12,074.50	0.00	0.00	-12,074.50	0.0
759.089 Building Healthy Comm Expenses	0.00	0.00	6,085.07	0.00	0.00	-6,085.07	0.0
759.090 FY 12 DESIGNATED EXPENSE	0.00	0.00	10,683.86	0.00	0.00	-10,683.86	0.0
759.091 TERMINATION BENEFITS	0.00	0.00	36,000.00	0.00	0.00	-36,000.00	0.0
Operating Expenses	0.00	0.00	88,276.62	264.71	0.00	-88,276.62	0.0
GRANT & OTH UNANTC. EXPENDITUR	0.00	0.00	88,276.62	264.71	0.00	-88,276.62	0.0
Expenditures	3,254,340.00	3,254,340.00	2,047,408.07	139,404.96	0.00	1,206,931.93	62.9
Net Effect for GENERAL FUND	-33,000.00	-33,000.00	1,031,008.99	-134,149.25	0.00	-1,064,008.99-3,124.3	
Change in Fund Balance:			1,031,008.99				
Fund: 152 - GEN FUND ROLLING STOCK RESERVE							
Revenues							
Dept: 000.000							
Acct Class: 4000 Revenue							
440.000 INTEREST EARNINGS	0.00	0.00	366.06	0.00	0.00	-366.06	0.0
465.054 PROCEEDS OF LONG TERM DEBT	0.00	0.00	250,000.00	0.00	0.00	-250,000.00	0.0
57.000 CONTRIB FROM GENERAL FUND	0.00	0.00	106,812.00	0.00	0.00	-106,812.00	0.0
Revenue	0.00	0.00	357,178.06	0.00	0.00	-357,178.06	0.0
Acct Class: 4900 GRANTS & DONATIONS							
432.095 FROM TOWN FOR LADDER TRUCK	0.00	0.00	100,000.00	0.00	0.00	-100,000.00	0.0

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Fund: 152 - GEN FUND ROLLING STOCK RESERVE							
Dept: 000.000							
GRANTS & DONATIONS	0.00	0.00	100,000.00	0.00	0.00	-100,000.00	0.0
Dept: 000.000	0.00	0.00	457,178.06	0.00	0.00	-457,178.06	0.0
Revenues	0.00	0.00	457,178.06	0.00	0.00	-457,178.06	0.0
Expenditures							
Dept: 000.000							
Acct Class: 7000 Operating Expenses							
745.050 PRINTING AND ADVERTISING	0.00	0.00	300.00	0.00	0.00	-300.00	0.0
Operating Expenses	0.00	0.00	300.00	0.00	0.00	-300.00	0.0
Acct Class: 8000 Capital Projects							
750.719 FIRE LADDER TRUCK (13)	0.00	0.00	802,998.00	0.00	0.00	-802,998.00	0.0
750.720 DIESEL DUMP TRUCK (13)	0.00	0.00	129,052.66	0.00	0.00	-129,052.66	0.0
750.721 SWEEPER (13)	0.00	0.00	104.50	104.50	0.00	-104.50	0.0
Capital Projects	0.00	0.00	932,155.16	104.50	0.00	-932,155.16	0.0
Dept: 000.000	0.00	0.00	932,455.16	104.50	0.00	-932,455.16	0.0
Expenditures	0.00	0.00	932,455.16	104.50	0.00	-932,455.16	0.0
Net Effect for GEN FUND ROLLING STOCK RESERVE	0.00	0.00	-475,277.10	-104.50	0.00	475,277.10	0.0
Change in Fund Balance:			-475,277.10				
159 - Veterans Memorial Park							
Revenues							
Dept: 000.000							
Acct Class: 4000 Revenue							
440.000 INTEREST EARNINGS	0.00	0.00	5.57	0.00	0.00	-5.57	0.0
441.016 Memorial Park Picture Revenue	0.00	0.00	300.00	0.00	0.00	-300.00	0.0
Revenue	0.00	0.00	305.57	0.00	0.00	-305.57	0.0
Dept: 000.000	0.00	0.00	305.57	0.00	0.00	-305.57	0.0
Revenues	0.00	0.00	305.57	0.00	0.00	-305.57	0.0
Net Effect for Veterans Memorial Park	0.00	0.00	305.57	0.00	0.00	-305.57	0.0
Change in Fund Balance:			305.57				
Fund: 200 - GEN FUND CAPITAL RESERVE FUND							
Revenues							
Dept: 000.000							
Acct Class: 4000 Revenue							
440.000 INTEREST EARNINGS	0.00	0.00	347.62	0.00	0.00	-347.62	0.0
441.026 PEARL GRNT CA0247 STP 5300 (12)	0.00	0.00	7,534.60	0.00	0.00	-7,534.60	0.0
441.033 LNCS SDWLK GRNT CA0313INVI	0.00	0.00	19,680.72	0.00	0.00	-19,680.72	0.0
599.000 CONTRIB FROM GENERAL FUND	0.00	0.00	186,394.00	0.00	0.00	-186,394.00	0.0
Revenue	0.00	0.00	213,956.94	0.00	0.00	-213,956.94	0.0
Acct Class: 4900 GRANTS & DONATIONS							
432.094 HANDY DONATION TO LNCST SDWALK	0.00	0.00	12,000.00	0.00	0.00	-12,000.00	0.0
GRANTS & DONATIONS	0.00	0.00	12,000.00	0.00	0.00	-12,000.00	0.0
Dept: 000.000	0.00	0.00	225,956.94	0.00	0.00	-225,956.94	0.0

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<b>Fund: 200 - GEN FUND CAPITAL RESERVE FUND</b>							
Revenues	0.00	0.00	225,956.94	0.00	0.00	-225,956.94	0.0
<b>Expenditures</b>							
Dept: 000.000							
Acct Class: 8000 Capital Projects							
750.155 MULTI-USE PATH NORTH	0.00	0.00	7,891.01	1,152.00	0.00	-7,891.01	0.0
750.166 ALGONQUIN RDWY RECONST.(12)	0.00	0.00	98,168.46	0.00	0.00	-98,168.46	0.0
750.169 CRESCENT CONNECTOR	0.00	0.00	107,126.86	6,728.05	0.00	-107,126.86	0.0
750.171 LINCOLN ST. SDWLK EXTENSION	0.00	0.00	34,609.05	3,981.00	0.00	-34,609.05	0.0
750.172 BY WAY SIGN	0.00	0.00	7,612.31	-2,517.50	0.00	-7,612.31	0.0
750.173 CONFERENCE ROOM IMPROVEMENTS	0.00	0.00	15,745.94	0.00	0.00	-15,745.94	0.0
750.174 FENCE-MAIN ST. BIKE PATH	0.00	0.00	91.00	91.00	0.00	-91.00	0.0
750.700 CAPITAL RES. PAVING	0.00	0.00	96,015.64	0.00	0.00	-96,015.64	0.0
Capital Projects	0.00	0.00	367,260.27	9,434.55	0.00	-367,260.27	0.0
Dept: 000.000	0.00	0.00	367,260.27	9,434.55	0.00	-367,260.27	0.0
Expenditures	0.00	0.00	367,260.27	9,434.55	0.00	-367,260.27	0.0
Net Effect for GEN FUND CAPITAL RESERVE FUND	0.00	0.00	-141,303.33	-9,434.55	0.00	141,303.33	0.0
Change in Fund Balance:			-141,303.33				
<b>Fund: 210 - LAND ACQUISTION FUND</b>							
<b>Revenues</b>							
Dept: 000.000							
Acct Class: 4000 Revenue							
440.000 INTEREST EARNINGS	0.00	0.00	116.50	0.00	0.00	-116.50	0.0
Revenue	0.00	0.00	116.50	0.00	0.00	-116.50	0.0
Dept: 000.000	0.00	0.00	116.50	0.00	0.00	-116.50	0.0
Revenues	0.00	0.00	116.50	0.00	0.00	-116.50	0.0
Net Effect for LAND ACQUISTION FUND	0.00	0.00	116.50	0.00	0.00	-116.50	0.0
Change in Fund Balance:			116.50				
<b>Fund: 230 - WATER FUND</b>							
<b>Revenues</b>							
Dept: 000.000							
Acct Class: 4000 Revenue							
440.000 INTEREST EARNINGS	0.00	0.00	43.70	0.00	0.00	-43.70	0.0
465.010 SALE OF WATER-RESIDENTIAL	761,109.00	761,109.00	417,350.19	0.00	0.00	343,758.81	54.8
465.020 WATER SALES - LARGE USERS	73,628.00	73,628.00	43,253.06	5,249.93	0.00	30,374.94	58.7
465.030 RENTAL OF HYDRANTS	5,000.00	5,000.00	2,500.00	0.00	0.00	2,500.00	50.0
465.040 WATER BILLING PENALTIES	3,500.00	3,500.00	2,315.58	0.00	0.00	1,184.42	66.2
465.045 WATER RECONNECT FEES	0.00	0.00	75.00	0.00	0.00	-75.00	0.0
465.050 MISCELLANEOUS WATER RECEIPTS	15,000.00	15,000.00	9,561.00	0.00	0.00	5,439.00	63.7
Revenue	858,237.00	858,237.00	475,098.53	5,249.93	0.00	383,138.47	55.4
Acct Class: 4650 IBM Water Pass Thru Rev							
465.015 SALE OF WATER-IBM	2,081,376.00	2,081,376.00	1,176,734.80	150,650.28	0.00	904,641.20	56.5
465.017 SALE OF WATER - IBM VT TAX	41,931.00	41,931.00	28,989.15	3,711.31	0.00	12,941.85	69.1
IBM Water Pass Thru Rev	2,123,307.00	2,123,307.00	1,205,723.95	154,361.59	0.00	917,583.05	56.8
Acct Class: 5990 Non Operating Revenues							
440.010 Interest Earned - Capital Res	0.00	0.00	81.86	0.00	0.00	-81.86	0.0
440.015 CURRENT YR CONTRIBUTION INCOME	0.00	0.00	50,000.00	0.00	0.00	-50,000.00	0.0
Non Operating Revenues	0.00	0.00	50,081.86	0.00	0.00	-50,081.86	0.0

REVENUE/EXPENDITURE REPORT  
Bill List 2-26-13

Village of Essex Junction

For the Period: 7/1/2012 to 2/28/2013	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 230 - WATER FUND							
Dept: 000.000	2,981,544.00	2,981,544.00	1,730,904.34	159,611.52	0.00	1,250,639.66	58.1
Revenues	2,981,544.00	2,981,544.00	1,730,904.34	159,611.52	0.00	1,250,639.66	58.1
Expenditures							
Dept: 650.000 WATER DEPARTMENT							
Acct Class: 7000 Operating Expenses							
720.000 SALARIES REGULAR	94,843.00	94,843.00	61,464.85	7,356.92	0.00	33,378.15	64.8
720.010 SALARIES OVERTIME	13,843.00	13,843.00	9,270.76	1,437.66	0.00	4,572.24	67.0
720.020 SALARIES PART TIME	6,311.00	6,311.00	3,543.22	200.05	0.00	2,767.78	56.1
720.022 SOCIAL SECURITY	8,843.00	8,843.00	5,527.55	666.90	0.00	3,315.45	62.5
720.024 UNEMPLOYMENT INSURANCE	564.00	564.00	290.00	122.53	0.00	274.00	51.4
720.026 WORKERS COMP INSURANCE	4,243.00	4,243.00	3,817.44	461.41	0.00	425.56	90.0
720.028 HEALTH INS & OTHER BENEFITS	41,332.00	41,332.00	25,995.79	2,423.74	0.00	15,336.21	62.9
720.030 RETIREMENT	9,484.00	9,484.00	6,061.52	710.39	0.00	3,422.48	63.9
720.032 LIABILITY & PROPERTY INS.	2,748.00	2,748.00	2,549.32	0.00	0.00	198.68	92.8
720.040 INTEREST EXPENSE	100.00	100.00	39.27	0.00	0.00	60.73	39.3
723.000 SUPPLIES	6,000.00	6,000.00	1,019.85	0.00	0.00	4,980.15	17.0
723.001 POSTAGE	750.00	750.00	403.64	4.55	0.00	346.36	53.8
723.020 GAS,GREASE AND OIL	2,800.00	2,800.00	857.98	0.00	0.00	1,942.02	30.6
723.041 METERS AND PARTS	3,960.00	3,960.00	0.00	0.00	0.00	3,960.00	0.0
723.042 DISTRIBUTION MATERIALS	8,000.00	8,000.00	3,734.11	0.00	0.00	4,265.89	46.7
723.055 COMPUTER EXPENSES	600.00	600.00	1,130.08	0.00	0.00	-530.08	188.3
723.065 WATER AND SEWER CHARGE	300.00	300.00	101.72	0.00	0.00	198.28	33.9
724.000 TRAINING, CONFERENCES, DUES	2,000.00	2,000.00	817.70	0.00	0.00	1,182.30	40.9
726.000 ELECTRICAL SERVICE	650.00	650.00	383.95	87.08	0.00	266.05	59.1
727.000 HEATING	3,500.00	3,500.00	1,275.26	0.00	0.00	2,224.74	36.4
727.020 MAINTENANCE OTHER	1,500.00	1,500.00	1,101.30	0.00	0.00	398.70	73.4
729.000 UNIFORMS,BOOTS,ETC	1,000.00	1,000.00	652.86	127.50	0.00	347.14	65.3
745.014 CONTRACT SERVICES	110,169.00	110,169.00	55,084.50	0.00	0.00	55,084.50	50.0
745.039 OTHER PROFESSIONAL SERVICES	1,500.00	1,500.00	49.50	49.50	0.00	1,450.50	3.3
745.041 AUDIT	3,151.00	3,151.00	2,993.68	0.00	0.00	157.32	95.0
745.042 CWD WATER PURCHASE	403,909.00	403,909.00	244,912.97	0.00	0.00	158,996.03	60.6
745.050 PRINTING AND ADVERTISING	2,000.00	2,000.00	194.93	0.00	0.00	1,805.07	9.7
750.020 TRANS TO CAPITAL RESERVE	100,000.00	100,000.00	50,000.00	0.00	0.00	50,000.00	50.0
770.510 STATE WATER TAX	8,137.00	8,137.00	6,033.54	0.00	0.00	2,103.46	74.1
Operating Expenses	858,237.00	858,237.00	493,695.64	14,082.83	0.00	364,541.36	57.5
Acct Class: 7800 IBM Water Costs							
745.043 CWD Water Purchase - IBM	2,081,376.00	2,081,376.00	1,176,734.80	0.00	0.00	904,641.20	56.5
770.511 State Water Tax - IBM	41,931.00	41,931.00	28,989.15	0.00	0.00	12,941.85	69.1
IBM Water Costs	2,123,307.00	2,123,307.00	1,205,723.95	0.00	0.00	917,583.05	56.8
Acct Class: 8000 Capital Projects							
750.159 ALGONQUIN WATER LOOP EXT	0.00	0.00	41,460.46	0.00	0.00	-41,460.46	0.0
750.207 WATER PICKUP TRUCK	0.00	0.00	21,143.62	0.00	0.00	-21,143.62	0.0
750.211 METER REPLACEMENT PROGRAM	0.00	0.00	13,664.50	0.00	0.00	-13,664.50	0.0
750.213 BACKHOE REPLACEMENT	0.00	0.00	109.00	0.00	0.00	-109.00	0.0
750.426 UTILITY RATE STUDY	0.00	0.00	5,067.08	0.00	0.00	-5,067.08	0.0
Capital Projects	0.00	0.00	81,444.66	0.00	0.00	-81,444.66	0.0
WATER DEPARTMENT	2,981,544.00	2,981,544.00	1,780,864.25	14,082.83	0.00	1,200,679.75	59.7
Expenditures	2,981,544.00	2,981,544.00	1,780,864.25	14,082.83	0.00	1,200,679.75	59.7
Net Effect for WATER FUND	0.00	0.00	-49,959.91	145,528.69	0.00	49,959.91	0.0
Change in Fund Balance:			-49,959.91				
Fund: 400 - SANITATION FUND							

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Village of Essex Junction

For the Period: 7/1/2012 to 2/28/2013	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
<b>Fund: 400 - SANITATION FUND</b>							
<b>Dept: 000.000</b>							
<b>Acct Class: 4000 Revenue</b>							
432.040 MISCELLANEOUS SEWER RECEIPTS	20,000.00	20,000.00	37,000.00	0.00	0.00	-17,000.00	185.0
440.000 INTEREST EARNINGS	0.00	0.00	115.02	0.00	0.00	-115.02	0.0
442.000 ESSEX PUMP STATION FEES	25,075.00	25,075.00	8,617.46	0.00	0.00	16,457.54	34.4
442.010 2 PARY AGREEMNT REV	15,000.00	15,000.00	7,500.00	0.00	0.00	7,500.00	50.0
500.000 ANNUAL CUSTOMER CHARGE	383,846.00	383,846.00	240,041.20	0.00	0.00	143,804.80	62.5
500.001 ANNUAL CUSTOMER CHARGE - PEN	1,800.00	1,800.00	1,229.11	0.00	0.00	570.89	68.3
<b>Revenue</b>	<b>445,721.00</b>	<b>445,721.00</b>	<b>294,502.79</b>	<b>0.00</b>	<b>0.00</b>	<b>151,218.21</b>	<b>66.1</b>
<b>Acct Class: 5990 Non Operating Revenues</b>							
430.012 WWTF CAPACITY SALE REVENUE	0.00	0.00	100,000.00	0.00	0.00	-100,000.00	0.0
430.016 ESSEX PAYMNT WS ISOLATION VALV	0.00	0.00	12,370.85	0.00	0.00	-12,370.85	0.0
430.017 CSWD FOR CONCRETE TANKS	0.00	0.00	3,500.00	0.00	0.00	-3,500.00	0.0
440.010 Interest Earned - Capital Res	0.00	0.00	294.81	0.00	0.00	-294.81	0.0
440.020 INTEREST WWTF RESERV	0.00	0.00	378.79	0.00	0.00	-378.79	0.0
465.055 CURRENT YR CONTRIBUTION INCOME	0.00	0.00	37,500.00	0.00	0.00	-37,500.00	0.0
<b>Non Operating Revenues</b>	<b>0.00</b>	<b>0.00</b>	<b>154,044.45</b>	<b>0.00</b>	<b>0.00</b>	<b>-154,044.45</b>	<b>0.0</b>
<b>Dept: 000.000</b>	<b>445,721.00</b>	<b>445,721.00</b>	<b>448,547.24</b>	<b>0.00</b>	<b>0.00</b>	<b>-2,826.24</b>	<b>100.6</b>
<b>Revenues</b>	<b>445,721.00</b>	<b>445,721.00</b>	<b>448,547.24</b>	<b>0.00</b>	<b>0.00</b>	<b>-2,826.24</b>	<b>100.6</b>
<b>Expenditures</b>							
<b>Dept: 400.000 SANITATION DEPARTMENT</b>							
<b>Acct Class: 7000 Operating Expenses</b>							
720.000 SALARIES REGULAR	89,579.00	89,579.00	50,467.29	6,032.16	0.00	39,111.71	56.3
720.000 SALARIES OVERTIME	14,100.00	14,100.00	5,779.62	1,170.40	0.00	8,320.38	41.0
720.020 SALARIES PART TIME	9,461.00	9,461.00	4,306.37	199.89	0.00	5,154.63	45.5
720.022 SOCIAL SECURITY	8,701.00	8,701.00	4,484.41	547.02	0.00	4,216.59	51.5
720.024 UNEMPLOYMENT INSURANCE	564.00	564.00	274.69	101.12	0.00	289.31	48.7
720.026 WORKERS COMP INSURANCE	4,047.00	4,047.00	2,429.07	295.65	0.00	1,617.93	60.0
720.028 HEALTH INS & OTHER BENEFITS	25,235.00	25,235.00	23,664.77	2,153.64	0.00	1,570.23	93.8
720.030 RETIREMENT	8,958.00	8,958.00	5,316.75	638.17	0.00	3,641.25	59.4
720.032 LIABILITY & PROPERTY INS.	6,091.00	6,091.00	5,255.39	0.00	0.00	835.61	86.3
723.000 SUPPLIES	500.00	500.00	435.17	0.00	0.00	64.83	87.0
723.001 POSTAGE	1,500.00	1,500.00	794.72	0.00	0.00	705.28	53.0
723.020 GAS,GREASE AND OIL	3,000.00	3,000.00	1,218.39	0.00	0.00	1,781.61	40.6
723.041 METERS AND PARTS	8,040.00	8,040.00	0.00	0.00	0.00	8,040.00	0.0
723.055 COMPUTER EXPENSES	1,000.00	1,000.00	2,260.17	0.00	0.00	-1,260.17	226.0
723.065 WATER AND SEWER CHARGE	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.0
724.000 TRAINING, CONFERENCES, DUES	500.00	500.00	0.00	0.00	0.00	500.00	0.0
726.000 ELECTRICAL SERVICE	8,200.00	8,200.00	3,532.89	0.00	0.00	4,667.11	43.1
727.000 HEATING	0.00	0.00	863.19	0.00	0.00	-863.19	0.0
728.020 MAINTENANCE OTHER	1,500.00	1,500.00	235.25	0.00	0.00	1,264.75	15.7
728.040 PUMP STATION MAINTENANCE	5,500.00	5,500.00	3,204.98	0.00	0.00	2,295.02	58.3
728.060 SANITATION LINES MAINTENANCE	5,000.00	5,000.00	3,590.13	0.00	0.00	1,409.87	71.8
728.063 SUSIE WILSON PS COSTS	8,000.00	8,000.00	3,005.71	0.00	0.00	4,994.29	37.6
728.064 WEST ST PS COSTS	13,500.00	13,500.00	4,903.57	18.75	0.00	8,596.43	36.3
729.000 UNIFORMS,BOOTS,ETC	1,000.00	1,000.00	226.04	25.00	0.00	773.96	22.6
745.014 CONTRACT SERVICES	134,969.00	134,969.00	67,484.50	0.00	0.00	67,484.50	50.0
745.015 RIGHT OF WAY AGREEMENTS	8,200.00	8,200.00	9,026.86	33.34	0.00	-826.86	110.1
745.017 SANIT. LINE BACK-UP CLEANING	0.00	0.00	1,000.00	0.00	0.00	-1,000.00	0.0
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	1,576.00	1,576.00	1,496.84	0.00	0.00	79.16	95.0
750.020 TRANS TO CAPITAL RESERVE	75,000.00	75,000.00	37,500.00	0.00	0.00	37,500.00	50.0
<b>Operating Expenses</b>	<b>445,721.00</b>	<b>445,721.00</b>	<b>242,756.77</b>	<b>11,215.14</b>	<b>0.00</b>	<b>202,964.23</b>	<b>54.5</b>
<b>Acct Class: 8000 Capital Projects</b>							
750.211 METER REPLACEMENT PROGRAM	0.00	0.00	27,328.99	0.00	0.00	-27,328.99	0.0
750.422 HS PUMP STATION UPGRADE	0.00	0.00	759,124.58	32,357.39	0.00	-759,124.58	0.0

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Village of Essex Junction

For the Period: 7/1/2012 to 2/28/2013	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
<b>Fund: 400 - SANITATION FUND</b>							
<b>Expenditures</b>							
Dept: 400.000 SANITATION DEPARTMENT							
Acct Class: 8000 Capital Projects							
750.425 INFILTRATION & INFLOW STUDY	0.00	0.00	217.50	0.00	0.00	-217.50	0.0
750.426 UTILITY RATE STUDY	0.00	0.00	5,067.05	0.00	0.00	-5,067.05	0.0
750.627 ARRA Loan-AR1-004 Admin Fee	0.00	0.00	4,665.67	0.00	0.00	-4,665.67	0.0
794.062 TRANS TO WWTF FOR DEBT PYMNTS	0.00	0.00	30,722.94	0.00	0.00	-30,722.94	0.0
<b>Capital Projects</b>	<b>0.00</b>	<b>0.00</b>	<b>827,126.73</b>	<b>32,357.39</b>	<b>0.00</b>	<b>-827,126.73</b>	<b>0.0</b>
<b>SANITATION DEPARTMENT</b>	<b>445,721.00</b>	<b>445,721.00</b>	<b>1,069,883.50</b>	<b>43,572.53</b>	<b>0.00</b>	<b>-624,162.50</b>	<b>240.0</b>
<b>Expenditures</b>	<b>445,721.00</b>	<b>445,721.00</b>	<b>1,069,883.50</b>	<b>43,572.53</b>	<b>0.00</b>	<b>-624,162.50</b>	<b>240.0</b>
<b>Net Effect for SANITATION FUND</b>	<b>0.00</b>	<b>0.00</b>	<b>-621,336.26</b>	<b>-43,572.53</b>	<b>0.00</b>	<b>621,336.26</b>	<b>0.0</b>
Change in Fund Balance:			-621,336.26				
<b>Fund: 600 - WASTEWATER FUND</b>							
<b>Revenues</b>							
Dept: 000.000							
Acct Class: 4000 Revenue							
460.011 VILLAGE USER PENALTIES	2,800.00	2,800.00	1,778.50	0.00	0.00	1,021.50	63.5
460.012 VILLAGE USER CHARGE	636,542.00	636,542.00	347,299.96	0.00	0.00	289,242.04	54.6
460.013 WASTEWATER CHARGE - ESSEX	406,156.00	406,156.00	274,802.67	33,846.33	0.00	131,353.33	67.7
460.014 WASTEWATER CHARGE - WILLISTON	536,126.00	536,126.00	375,345.29	44,677.16	0.00	160,780.71	70.0
460.016 PUMP STATION MAINT. FEE	24,800.00	24,800.00	12,400.00	0.00	0.00	12,400.00	50.0
460.025 VILL. SEPTAGE DISCHARGE INCOME	25,000.00	25,000.00	47,445.72	3,434.00	0.00	-22,445.72	189.8
460.026 SHARED SEPTAGE REVENUES	14,000.00	14,000.00	0.00	0.00	0.00	14,000.00	0.0
460.027 VILLAGE LEACHATE REVENUES	18,000.00	18,000.00	25,529.02	24,969.19	0.00	-7,529.02	141.8
460.028 SHARED LEACHATE REVENUES	10,125.00	10,125.00	0.00	0.00	0.00	10,125.00	0.0
<b>Revenue</b>	<b>1,673,549.00</b>	<b>1,673,549.00</b>	<b>1,084,601.16</b>	<b>106,926.68</b>	<b>0.00</b>	<b>588,947.84</b>	<b>64.8</b>
Acct Class: 5990 Non Operating Revenues							
430.013 ESSEX - DEBT PAYMENT	0.00	0.00	28,154.95	0.00	0.00	-28,154.95	0.0
430.014 WILLISTON - DEBT PAYMENT	0.00	0.00	25,595.41	0.00	0.00	-25,595.41	0.0
430.015 ESSEX JCT - DEBT PAYMENT	0.00	0.00	30,722.94	0.00	0.00	-30,722.94	0.0
440.010 Interest Earned - Capital Res	0.00	0.00	408.68	0.00	0.00	-408.68	0.0
440.012 WWTF REFURB INTEREST	0.00	0.00	1,714.50	0.00	0.00	-1,714.50	0.0
441.013 HOMELND SG 02140-79152-542 ENT	0.00	0.00	6,184.00	0.00	0.00	-6,184.00	0.0
465.055 CURRENT YR CONTRIBUTION INCOME	0.00	0.00	75,000.00	0.00	0.00	-75,000.00	0.0
<b>Non Operating Revenues</b>	<b>0.00</b>	<b>0.00</b>	<b>167,780.48</b>	<b>0.00</b>	<b>0.00</b>	<b>-167,780.48</b>	<b>0.0</b>
<b>Dept: 000.000</b>	<b>1,673,549.00</b>	<b>1,673,549.00</b>	<b>1,252,381.64</b>	<b>106,926.68</b>	<b>0.00</b>	<b>421,167.36</b>	<b>74.8</b>
<b>Revenues</b>	<b>1,673,549.00</b>	<b>1,673,549.00</b>	<b>1,252,381.64</b>	<b>106,926.68</b>	<b>0.00</b>	<b>421,167.36</b>	<b>74.8</b>
<b>Expenditures</b>							
Dept: 600.000 WASTEWATER TREATMENT PLANT							
Acct Class: 7000 Operating Expenses							
720.000 SALARIES REGULAR	281,639.00	281,639.00	175,661.97	22,934.25	0.00	105,977.03	62.4
720.010 SALARIES OVERTIME	29,187.00	29,187.00	26,669.17	2,850.52	0.00	2,517.83	91.4
720.020 SALARIES PART TIME	30,000.00	30,000.00	7,785.44	399.78	0.00	22,214.56	26.0
720.022 SOCIAL SECURITY	26,203.00	26,203.00	15,532.25	1,944.70	0.00	10,670.75	59.3
720.024 UNEMPLOYMENT INSURANCE	1,364.00	1,364.00	726.46	344.66	0.00	637.54	53.3
720.026 WORKERS COMP INSURANCE	12,350.00	12,350.00	5,157.18	706.05	0.00	7,192.82	41.8
720.028 HEALTH INS & OTHER BENEFITS	129,319.00	129,319.00	70,197.56	6,736.11	0.00	59,121.44	54.3
720.030 RETIREMENT	28,164.00	28,164.00	16,681.83	2,030.59	0.00	11,482.17	59.2
720.032 LIABILITY & PROPERTY INS.	22,174.00	22,174.00	18,933.89	0.00	0.00	3,240.11	85.4
720.030 INTEREST EXPENSE	300.00	300.00	156.14	0.00	0.00	143.86	52.0
723.000 SUPPLIES	15,000.00	15,000.00	11,590.46	699.78	0.00	3,409.54	77.3
723.013 CHEMICALS	185,000.00	185,000.00	127,067.98	0.00	0.00	57,932.02	68.7
723.020 GAS, GREASE AND OIL	6,000.00	6,000.00	2,940.64	0.00	0.00	3,059.36	49.0

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Village of Essex Junction

For the Period: 7/1/2012 to 2/28/2013	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 600 - WASTEWATER FUND							
Expenditures							
Dept: 600.000 WASTEWATER TREATMENT PLANT							
Acct Class: 7000 Operating Expenses							
723.065 WATER AND SEWER CHARGE	4,000.00	4,000.00	1,254.50	0.00	0.00	2,745.50	31.4
724.000 TRAINING, CONFERENCES, DUES	5,000.00	5,000.00	3,659.15	1,290.00	0.00	1,340.85	73.2
725.000 TELEPHONE SERVICES	4,300.00	4,300.00	2,424.23	144.71	0.00	1,875.77	56.4
726.000 ELECTRICAL SERVICE	144,129.00	144,129.00	111,635.25	0.00	0.00	32,493.75	77.5
727.000 HEATING	6,000.00	6,000.00	2,421.11	0.00	0.00	3,578.89	40.4
728.020 MAINTENANCE OTHER	76,000.00	76,000.00	44,796.24	699.19	0.00	31,203.76	58.9
728.030 VEHICLE MAINTENANCE-TRAVEL	3,500.00	3,500.00	597.72	0.00	0.00	2,902.28	17.1
729.000 UNIFORMS,BOOTS,ETC	3,500.00	3,500.00	1,793.80	255.50	0.00	1,706.20	51.3
745.000 CONTRACT LABORATORY SERVICE	8,000.00	8,000.00	3,087.00	0.00	0.00	4,913.00	38.6
745.014 CONTRACT SERVICES	55,085.00	55,085.00	27,542.50	0.00	0.00	27,542.50	50.0
745.031 LEGAL SERVICES	2,000.00	2,000.00	660.00	0.00	0.00	1,340.00	33.0
745.033 GRIT DISPOSAL	7,000.00	7,000.00	4,403.82	522.68	0.00	2,596.18	62.9
745.034 SLUDGE DEWATERING	179,000.00	179,000.00	92,934.29	0.00	0.00	86,065.71	51.9
745.035 SLUDGE MANAGEMENT	170,400.00	170,400.00	54,719.18	0.00	0.00	115,680.82	32.1
745.039 OTHER PROFESSIONAL SERVICES	5,000.00	5,000.00	264.00	0.00	0.00	4,736.00	5.3
745.041 AUDIT	3,685.00	3,685.00	3,514.32	0.00	0.00	170.68	95.4
745.052 WWTF ANNUAL PERMIT FEE	7,000.00	7,000.00	0.00	0.00	0.00	7,000.00	0.0
750.020 TRANS TO CAPITAL RESERVE	150,000.00	150,000.00	75,000.00	0.00	0.00	75,000.00	50.0
755.013 LOAN PAYMENT	53,250.00	53,250.00	0.00	0.00	0.00	53,250.00	0.0
755.023 CAPITAL OUTLAY	0.00	0.00	6,381.95	0.00	0.00	-6,381.95	0.0
Operating Expenses	1,653,549.00	1,653,549.00	916,190.03	41,558.52	0.00	737,358.97	55.4
Acct Class: 8000 Capital Projects							
750.426 UTILITY RATE STUDY	0.00	0.00	5,067.06	0.00	0.00	-5,067.06	0.0
750.625 WWTF REFURBISH (11)	0.00	0.00	3,384,339.51	523,649.50	0.00	-3,384,339.51	0.0
750.626 RZEDB Interest	0.00	0.00	24,473.27	0.00	0.00	-24,473.27	0.0
750.627 ARRA Loan-AR1-004 Admin Fee	0.00	0.00	770.38	0.00	0.00	-770.38	0.0
750.628 CO-GEN	0.00	0.00	2,957.86	0.00	0.00	-2,957.86	0.0
750.635 RADIOS - HOMELAND SEC GRANT	0.00	0.00	6,184.00	0.00	0.00	-6,184.00	0.0
Capital Projects	0.00	0.00	3,423,792.08	523,649.50	0.00	-3,423,792.08	0.0
WASTEWATER TREATMENT PLANT	1,653,549.00	1,653,549.00	4,339,982.11	565,208.02	0.00	-2,686,433.11	262.5
Expenditures	1,653,549.00	1,653,549.00	4,339,982.11	565,208.02	0.00	-2,686,433.11	262.5
Net Effect for WASTEWATER FUND	20,000.00	20,000.00	-3,087,600.47	-458,281.34	0.00	3,107,600.47	5,438.0
Change in Fund Balance:			-3,087,600.46				
Grand Total Net Effect:	-13,000.00	-13,000.00	-3,344,046.01	-500,013.48	0.00	3,331,046.01	

# STATE OF THE VILLAGE

by George Tyler, Village President

Significant changes occurred within the Essex Junction government this year with the election of Elaine Sopchak and Andrew Brown to the Board of Trustees and the departure of Village Manager Dave Crawford. The community-wide Heart and Soul initiative got under way; the \$15 million wastewater treatment plant renovation commenced; and this was the final year of the IBM Machinery and Equipment stipend which at one time accounted for nearly half of the Village's grand list revenue.

New programs and initiatives at the state level also had an impact at the local level, including changes in health insurance finance for municipal employees, and the transfer of storm water monitoring costs from the Vermont Agency of Natural Resources to local communities. The Vermont Agency of Transportation and the Chittenden County Regional Planning Commission have suspended efforts to build the Chittenden County Circumferential Highway in favor of local transportation projects. This has provided opportunities for Essex Junction and Essex Town to improve local roadways, but has also presented long-term traffic planning challenges.

Through it all, the Trustees have attempted to reflect the values of their fellow citizens when making legislative and spending decisions. Our guiding principle has always been to maintain high-quality, cost-effective municipal services while positioning the Village to meet the challenges of the new century.

## Village Manager

The Trustees and the Essex Town Select Board are currently exploring the possibility of creating a unified management structure for the Essex Community which would replace the traditional arrangement of having one manager for the Village government and one for the Town. The goal is to improve communication between the two governments and elected boards; provide a basis for better community-wide planning and development; and reduce the duplication of services in the two local governments by maximizing the resources spent for the manager.

At this writing, the two boards are still working to identify all the legal, financial, and administrative issues that must be addressed before moving forward with a unified management plan. Village residents should be assured that the Trustees' priority in this effort will continue to be sustaining the present quality of Village services. If a unified management plan appears unfeasible, the Trustees will begin the search and interview process for a new Village Manager later this year. Village Finance Director Lauren Morrisseau and Village Clerk and Treasurer Susan McNamara-Hill have been doing an excellent job as interim co-managers during this exploratory period, in addition to their usual duties.

## 2014 Budget and General Fund

The Trustees are proposing an FY 2014 General Fund budget of \$3.34 million, which represents a 2.7 % increase over the FY 2013 budget. Tax increases are never welcome, but the good news is that all of the Village's high quality municipal services - public works, wastewater treatment, fire safety, library, community and economic development - will continue at their present level with an increase only slightly above the usual cost of living adjustment.

The largest contributors to the increase were a rise in health insurance costs for Village employees and contractual salary adjustments. The Trustees also increased the amount of money transferred from the general fund to capital funds to address the Village's growing need for capital expenditures, such as road paving and maintenance. Details of the capital budgets are available in the back pages of this Annual Report.

The loss of the IBM Machinery and Equipment subsidy, which reduced the revenue available to the Village by \$60,587, also increased the tax appropriation on Village residents and businesses.

### Water, Wastewater and Sanitation Rates

Starting this year, Village households and businesses will be charged for water, wastewater, and sanitation based partly on a fixed charge and partly on usage. A committee of Village staff, Trustees, and an engineering consultant recommended the change after reviewing the current rate structure, which is based entirely on usage. Most of the Village's costs for operating and maintaining the water, wastewater, and sanitation system are

fixed, and do not decrease even if water usage decreases. Presently, as some households and businesses use less water, the cost of operating the system is shifted to average and above average users. Large families and businesses requiring heavy water usage may be unable to decrease their consumption as rates go up. Also, as overall water consumption declines, which has occurred in recent years, the Village must globally increase rates to meet its costs for operating the system.

The new rate structure will still reward water conservation, but it will distribute the fixed costs for operating the system more equitably while providing some stability against overall fluctuations in usage.

### Charter Changes

The Trustees are proposing changing the Village charter to make it more directly reflect state law regarding the manager's appointment and responsibilities, and to facilitate the Trustees' evaluation of the manager's performance.

### Land Acquisition Fund Expenditure

The Trustees are also proposing to withdraw \$20,000 from the Village's Land Acquisition Fund as a contribution to the Vermont Land Trust's (VLT) proposal to purchase easements for the Whitcomb Farm for the purpose of permanently sustaining the property for conservation and agricultural purposes. The Village's contribution would act as a match to VLT's other fundraising efforts, and would be returned if the purchase is ultimately not made. The 447 acre Whitcomb Farm is the last significant Village property zoned for agriculture and conservation, and the Whitcomb

family has allowed Village residents to have access to some of its property for education and recreation. The Whitcomb's have also allowed the Village wastewater treatment plant to deposit sanitized sludge on some of its soils.

### Ladder Truck

The Essex Junction Fire Department will take possession of its new 100-foot ladder truck this year. The truck, which will better serve the growing fire safety needs of the Village and the Town outside the Village, was purchased by a combination from the Village's Rolling Stock Capital Fund, a contribution from the Town of Essex, and a loan. The Village community should be proud to have provided its outstanding volunteer fire department with the state-of-the-art equipment it deserves.

### Downtown Redevelopment

Progress continues with improvements to the Village downtown. The development strategy of encouraging multiple story residential buildings within the Village core has resulted in a sharp increase in construction of such units on Park Street, Lincoln Street, and other locations near Five Corners.

The Vermont Legislature approved the funding for the Crescent Connector this year, which will improve traffic flow around Five Corners and provide additional opportunities for downtown redevelopment. Outstanding issues with permits and right of ways are being addressed, and construction is slated to begin in 2015 or 2016.

The Trustees also approved a plan to improve the Pearl Street vehicle lanes, bike paths, and sidewalks between Five Corners and the Post Office Square Shopping Center. The Crescent Connector and the Pearl Street

improvements are to be funded through the Regional Planning Commission's Circumferential Highway Alternatives program, with the Village only responsible for preliminary planning and engineering studies.

The Village is also negotiating with New England Central Railroad to procure long term leases for railroad property in the vicinity of Railroad Avenue and Central Street as a prelude to improving those areas for public access.

### We Want to Hear From You

With Trustee approval, the Village also completed improvements to the Lincoln Hall meeting room, to provide better public access to Trustee and Planning Commission meetings. All meetings are broadcast on Channel 17 Public Access television and summarized on the Village website at [www.essexjunction.org](http://www.essexjunction.org). This year for the first time Channel 17 will provide live coverage of the Village Annual Meeting.

Village staff has also created an email newsletter containing all the latest news about your local governments, village and school events, and important dates. The newsletter is free to anyone with online access; simply subscribe by emailing [Darby@essexjunction.org](mailto:Darby@essexjunction.org).

We encourage you to use any of these resources to stay in touch with what's happening in your community. We also encourage you to respond to what you see. Sending us your comments and questions, or attending a meeting to share your ideas, helps us serve you better.