



TRUSTEES MEETING NOTICE & AGENDA
TUESDAY, MAY 28, 2013 at 6:00 PM
LINCOLN HALL MEETING ROOM, 2 LINCOLN STREET

1. **EXECUTIVE SESSION/PERSONNEL** [6:00 PM]
 - a. Interview applicant for vacancy on Planning Commission
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 FY 14 water rates [6:35 PM]
 - c. Informational meeting on new water/sewer rate structure [6:45 PM]
5. **OLD BUSINESS** [7:15 PM]
 - a. Appointment to fill Planning Commission vacancy through 6/30/15
 - b. Approve Revised Bike/Walk Advisory Policy
 - c. Appointments to Bike/Walk Advisory Committee:

Rowena Albert	Eric Dufresne
Andrea Van Liew	Phoebe Spencer
Rosalind Hutton	Jud Lawrie
Rick Hamlin	Eric Bowker
6. **NEW BUSINESS** [7:30 PM]
 - a. Discuss and Approve FY 13 General Fund Departmental Budget Transfers
 - b. Bid award for Lincoln St. Sidewalk and Lighting Project
 - c. Bid award for Village office renovations
 - d. Discuss Representatives on Boards and Commissions
7. **VILLAGE MANAGER'S REPORT** [8:00 PM]
 - a. Tentative Meeting Schedule
8. **TRUSTEES' COMMENTS & CONCERNS/READING FILE** [8:05 PM]
 - a. Board Member Comments
 - b. Minutes from Other Boards/Committees:
 1. Zoning Board Minutes 4/30/13
 2. Block Party Committee 5/20/13
 - c. Category C Noise Waiver Request
 - d. Memo from Robin Pierce about 8 Railroad Avenue
 - e. Memo from Robin Pierce about trees
9. **CONSENT AGENDA** [8:10 PM]
 - a. Approve Minutes of Previous Meeting 5/14/13
 - b. Approve Warrants including check #10047117 through #10047202 totaling \$1,366,153.32.
 - c. Accept John Lajza's resignation from CSWD and CCRPC Boards
 - d. Approve Phase 2 stormwater permit application
10. **ADJOURN** [8:15 PM]

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

**MANAGERS' SUMMARY
FOR
MAY 28, 2013
TRUSTEES' MEETING**

EXECUTIVE SESSION/PERSONNEL 6:00 PM

1. Interview applicant for vacancy on Planning Commission. The letter of interest from the applicant is in your executive session section of the meeting materials.

CALL TO ORDER AND PLEDGE OF ALLEGIANCE TO FLAG

AGENDA ADDITIONS/ CHANGES

GUESTS, PRESENTATIONS & PUBLIC HEARINGS:

1. Comments from Public on Items Not on Agenda. This time is set aside for anyone in the audience to speak to the Trustees about an item that is not on the agenda.
2. Public Hearing on FY 14 water rates – Staff recommendation for FY14 Water rates is included in the memo from the managers.
3. Informational Meeting on new water/sewer rate structure – Wayne Elliot, Aldrich+Elliot, will give a presentation on the new rate structure. Notice of this informational meeting has been advertised to the public.

OLD BUSINESS:

1. Appointment to fill Planning Commission vacancy through 6/30/15 – A motion should be made and seconded to appoint the applicant to the Planning commission. The term is to fill an unexpired term until 6/30/2015.
2. Approve Revised Bike/Walk Advisory Policy – Staff has revised this policy to allow 8 members. The staggered terms will be set by the membership at their organizational meeting.

Motion to approve the amendments to the Bike/Walk Advisory Policy as submitted, changing the membership from five to eight.

3. Appointments to Bike/Walk Advisory Committee: Six applicants introduced themselves and expressed their interest in this committee at the 5/14/13 trustees meeting. Two applicants on this list that were not at the last meeting (Rowena Albert and Eric Dufresne) were contacted by staff and each stated that they were unable to attend the Trustees meeting, but still interested in being on the committee. Staff recommends the following applicants be appointed to the Bike/Walk Advisory Committee:

Motion to appoint the following to the Essex Junction Bike/Walk Advisory Committee:

Rowena Albert	Eric Dufresne
Andrea Van Liew	Phoebe Spencer
Rosalind Hutton	Jud Lawrie
Rick Hamlin	Eric Bowker

NEW BUSINESS:

1. Discuss and Approve FY 13 General Fund Departmental Budget Transfers – See memo from managers regarding transferring funds between departments.
2. Bid award for Lincoln St. Sidewalk and Lighting Project –See memo from Darby regarding staff's recommendation for the bid award. Of the four bids received, two were disqualified because they did not meet all of the bid requirements. As pointed out in the memo, the lowest qualified bid was \$16,537.31 lower than the project engineer's estimate
3. Bid award for Village office renovations – Staff opened four bids on 5/22/13. The low bidder has withdrawn their bid. The remaining low bidder was Stewart Construction. Although the low bid was higher than the budgeted amount, according to John Alden, it is appropriate to negotiate a reduced scope of work with the low bidder to reduce their price. We hope to have a dollar amount for approval at the Trustees meeting. A memo listing the bids received is included.
4. Discuss Representatives on Board and Commissions. See memo from managers regarding upcoming appointments that need to be filled. The actual appointments will be on the June 25th agenda. Dan Kerin has indicated that he is willing to continue as the CCRPC representative.

VILLAGE MANAGER'S REPORT

1. Tentative Meeting Schedule and Village Calendar –
2. Manager's Report/Comments - time set aside for verbal report/comments from manager(s).

TRUSTEES COMMENTS AND CONCERNS/READING FILE

1. Board Member Comments – Time set aside for comments/reports.
2. Minutes from other boards/committees:
 - a. Zoning Board Minutes 4/30/13
 - b. Block Party Committee 5/20/13
3. Memo re: Category C Noise Waiver Request –approval of a Category C noise waiver will be on the June 11th agenda. This will be for the American Cancer Society Relay for Life Annual Fund Raiser. Per the Noise Indemnification policy, a time for public comments will also be set aside and advertised.
4. Memo from Robin Pierce about 8 Railroad Avenue – See memo re: status of 8 Railroad Avenue.
5. Memo from Robin Pierce about Trees – See memo re: benefit of trees and plantings in urban environments.

CONSENT AGENDA

1. Approve Minutes of Previous Meetings 5/14/13
2. Approve Warrants including check #10047117 through #10047202 totaling \$1,366,153.32 (includes payment of \$1,075,491.64 for WW Refurb Project).
3. Accept John Lajza's resignation from CSWD and CCRPC Boards – email from John Lajza is included.
4. Approve Phase 2 stormwater permit application – The village will be filing an application and notice of intent to comply. Trustees' authorization will allow the Co-Managers to sign the applications.



MEMORANDUM

TO: Village Trustees *LM*
FROM: Lauren Morrisseau, Finance Director and Susan McNamara-Hill, Clerk/Treasurer, Co-Acting Managers *SMH*
DATE: May 28, 2013
SUBJECT: FY14 Water and Sanitation Rates

As you know, the Trustees at their January 22, 2013 meeting voted to change the water/sewer billing rate structure and frequency. We are changing from strictly usage based charges with a minimum to a fixed charge plus usage (with no usage minimum). We are also changing the billing frequency from semi-annually to quarterly. In order to compare the FY14 recommended rates to the FY13 rates, we have converted the FY13 rates to the new structure and then compared those rates to the FY14 recommended rates. Attached please see a spreadsheet comparing these rates.

Village Staff, with the assistance of Wayne Elliott of A+E Engineers, is recommending the following **Village Water & Sanitation Rates for FY14**

Water

Fixed Charge \$21.05/Unit/Quarter
Usage Charge \$.0140/cubic foot of metered water

Sanitation

Fixed Charge \$21.00/Unit/Quarter
Usage Charge \$.0047/cubic foot of metered water

We are not yet ready to make a recommendation for the Wastewater Treatment rate due to an unusual variation in flows to the facility in this current year. The Tri-town Committee will be discussing and determining flow assumptions at their next meeting, and a final flow assumption will be settled on in June for rate setting prior to the beginning of the next fiscal year.

IBM Large User Rate

Staff is recommending that the IBM Large User Rate be set at \$.075/1000 Gallons of water used. The rate setting calculation is attached to this memo. This is an increase of 13.6% in the rate. The IBM Large User Rate includes a charge for 13% of the operating budget plus a proportionate share of unaccounted water. The primary reason for the increase in this rate is the high amount of unaccounted water in FY12. Water loss in FY13 has been reduced but our budget is set on a 3 year average.

Utility		FY13 Old Structure	FY13 New Structure	FY14 Recommended
Water	Fixed Charge/Quarter	\$0.00	\$20.80	\$21.05
	Per C.F. Usage Charge	\$0.0268	\$0.0134	\$0.0140
	Average Yearly Bill	\$156.75	\$161.46	\$165.96
	Percentage Increase		3%	3%

The average customer (using 120 gallons/day) will see an increase of 3% due to the structure change and 3% due to the increase in costs in FY14 budget.

		FY13 Old Structure	FY13 New Structure	FY14 Recommended
Sanitation	Fixed Charge/Quarter	\$0.00	\$18.47	\$21.00
	Per C.F. Usage Charge	\$0.0167	\$0.0042	\$0.0047
	Average Yearly Bill	\$97.76	\$98.41	\$111.45
	Percentage Increase		1%	13%

The average customer (using 120 gallons/day) will see an increase of 1% due to the structure change and 13% due primarily to the increase in the amount of bond payment for the Wastewater Treatment Facility Refurbishment Project in FY14.



VILLAGE OF ESSEX JUNCTION
IBM LARGE WATER USER RATE COMPUTATIONS
FOR FY2013-14

DEFINITIONS:

5/21/2013 12:12

DRAFT

- Large Water User: Any entity that uses 2.5 million or more gallons per day on average.
- Metered Water Amount of water which the Village has metered to its customers. in the applicable year.
- Total Water The amount of water purchased from CWD in a given year.
- Budgeted Unaccounted Water The cost of unaccounted water projected in the adopted fiscal year budget
- Proportionate Share of Unaccounted Water The % of water metered to the large user compared to the water that flows through the Village Water Delivery system (this does not include the water that flows through IBM's "South" meter)
 Formula by Meter = $M28/M19+M20+M25-M24-PS4$

FORMULA FOR CALCULATION OF LARGE USER RATE:

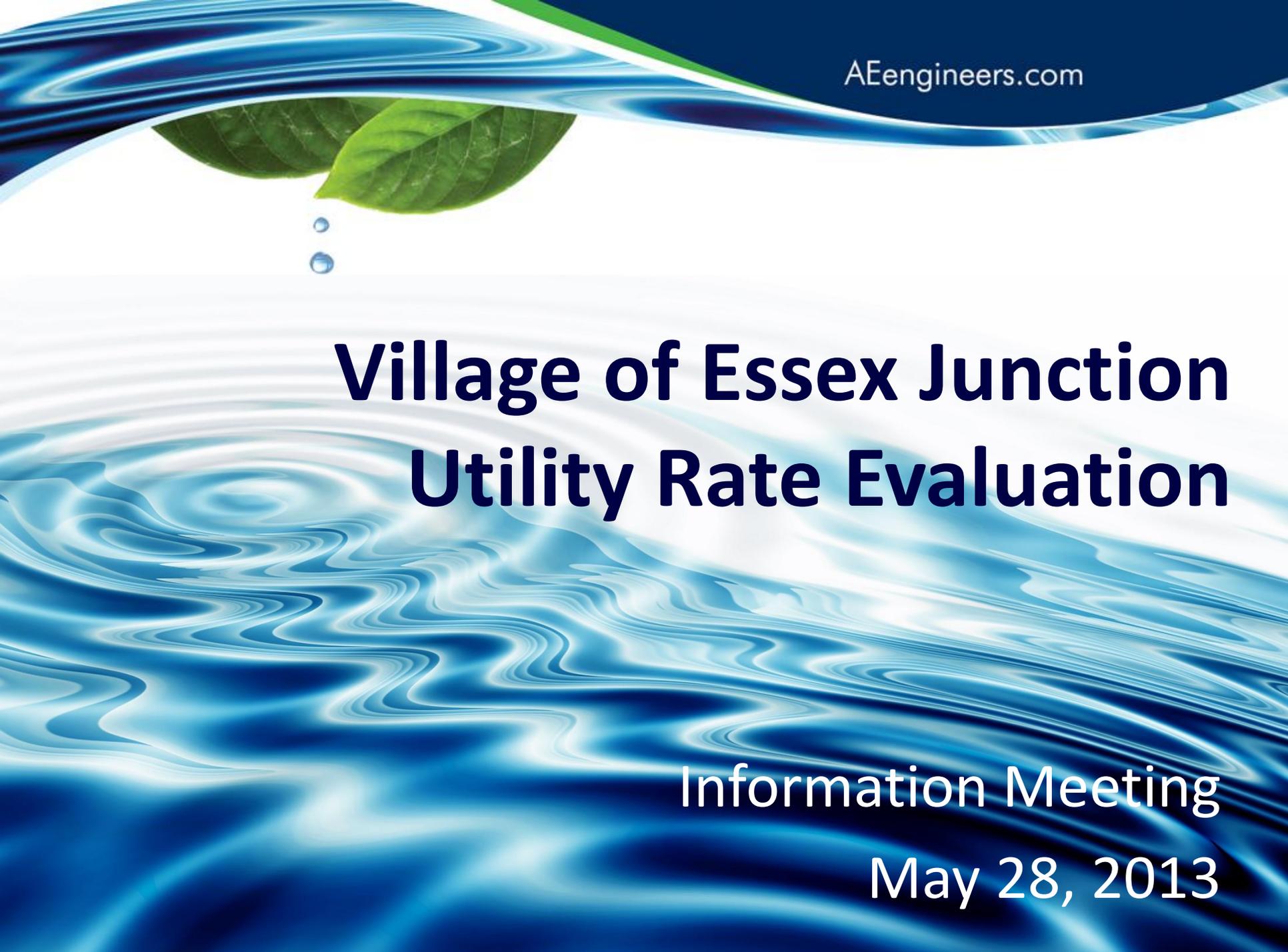
- plus 13% of Fiscal Year Operating Budget
- divided by User's Proportionate Share of Unaccounted Water
- equals Projected Use by Large User for Upcoming Fiscal Year
- Rate per 1000 gallons of water used

CALCULATION OF THE FY13 LARGE USER WATER RATE:

plus	13% of Water Fund Operating Budget		\$59,953
	Proportionate share of Unaccounted water		
	IBM = 67.44% Apr. 12 through Mar. 13	67.69%	
	x Budgeted unaccounted water	\$40,120	
	Proportionate share of unaccounted water		\$27,157
equals	Total to be collected		<u>\$87,110</u>
divided by	IBM projected use = 3.2 MGD	1,168,000,000 Gallons	
	Converted to thousands of gallons		1,168,000
equals	Large User Rate FY14		<u>0.075 /1000 Gallons</u>

Fiscal Year End Reconciliation

- 1) Following the April Village-wide water meter reading, actual unaccounted water for the year will be determined.
- 2) Following the end of June IBM water meter reading, actual IBM water flow for the current year will be determined.
- 3) Using IBM's proportionate share of the actual cost of unaccounted water combined with 13% of the fiscal year to be reconciled water operations budget, a revised "Total to be collected" will be determined.
- 4) Using the actual IBM water flow for the year to be reconciled multiplied by the current Large User rate, the amount actually collected will be determined.
- 5) The revised "Total to be collected" will be compared to the "amount actually collected".
- 6) If the Total to be collected is more than the amount actually collected, there will be an additional charge for the difference on IBM's water bill for June water consumption (to be sent in July). If the Total to be collected is less than the amount actually collected, there will be a credit for the difference on IBM's water bill for June water consumption (to be sent in July.)3

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

Village of Essex Junction Utility Rate Evaluation

Information Meeting

May 28, 2013

Objectives of Rate Evaluation

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



Participants in Committee Workshops

Village of Essex Junction

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

Aldrich + Elliott

- Wayne Elliott



Rate Structure Goals

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

WEF Article – December 2012

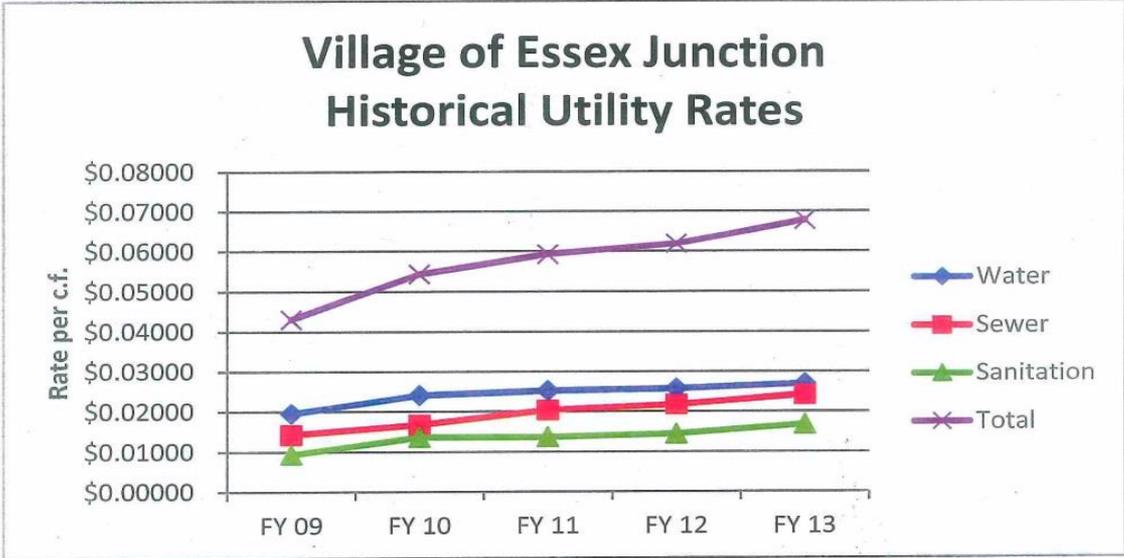
Conservation Benefits and Challenges

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

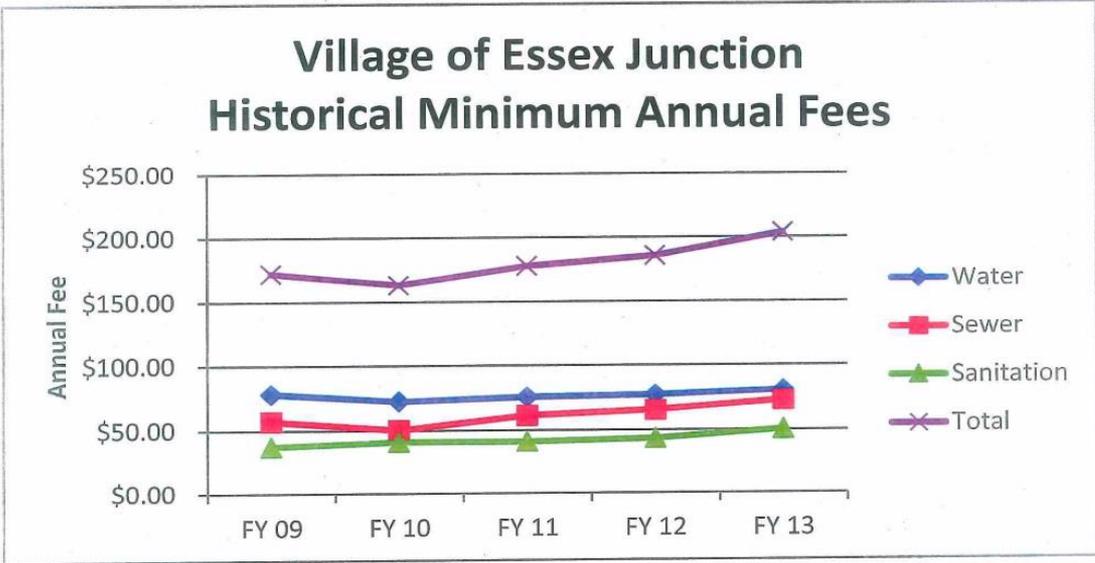
Previous Rate Structure – Pay on Usage Only

Budget	Usage Fee (per c.f.)	Minimum Fee (semi annual)
Water	\$0.02684	\$40.26
Sanitation	\$0.01674	\$25.11
Sewer	\$0.02423	\$36.35

Historical Utility Rates



Historical Minimum Annual Fees



Comparison of Utility Costs for a Typical Residential Customer

Utility	Monthly Cost
Telephone	\$30
Wireless Telephone	\$75 to \$125
Electric	\$50 to \$100
Gas	
Summer	\$40 to \$60
Winter	\$150 to \$250
Cable TV with Internet Service	\$125 to \$175
Village Water – FY 13	\$18.00
Village Sewer (Sanitation and WWTF) – FY 13	\$27.49
Water – State Average	\$37.50
Sewer – State Average	\$37.50

Summary of Accounts by Customer Class – FY 13

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

Notes:

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



Fixed vs Variable Costs

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



Water Fund Budget – FY 13

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



Screening of Rate Structure Alternatives

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

Alternatives Selected for Further Evaluation

➤ Alternative No. 1

- Usage Only – Uniform Rate (Current Method)

➤ Alternative No. 2

- Fixed Charges – Meter Size

➤ Alternative No. 3

- Fixed Charges – Equivalent Units based on Meter Flows

Evaluation Process

➤ Analysis by Budget

- Water
- Sanitation
- Sewer

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

Equivalent Units

- A means of relating larger non-residential customers to a base customer, usually a single family unit and is expressed as a ratio of a base customer.
- For this evaluation, the base customer is defined as a typical residential customer (EU = 1.0) that uses 120 gpd.

SUMMARY OF EQUIVALENT UNITS FOR WATER FUND – FY 13

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



Village Rates Recommended Approach

Base Rate (Fixed) Charge

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

Usage Fee

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

Proposed Rate Structure Changes

Utility	Billing Rate	FY 13 Rates	FY 14 Rates
Water	Base Rate	\$0	\$21.05 per unit per quarter
	Usage Fee	\$0.02684 per c.f.	\$0.0140 per c.f.
	Minimum Charge	\$40.26 semi-annual	\$21.05 per quarter
Sanitation	Base Rate	\$0	\$21.00 per unit per quarter
	Usage Fee	\$0.01674 per c.f.	\$0.0047 per c.f.
	Minimum Charge	\$25.11 semi-annual	\$21.00 per quarter
Sewer	Base Rate	\$0	Tbd
	Usage Fee	\$0.02423 per c.f.	Tbd
	Minimum Charge	\$36.35 semi-annual	Tbd

IMPACTS OF PROPOSED FY 14 RATES RESIDENTIAL CUSTOMERS

			PREVIOUS RATE STRUCTURE BASED ON FY 13 RATES		PROPOSED FY 14 RATES	
METERED USAGE			Water	Sanitation	Water	Sanitation
Per Quarter (c.f.)	Annual (c.f.)	Base Rate Usage Fee	\$ -	\$ -	\$ 21.05	\$ 21.00
			\$ 0.02684	\$ 0.01674	\$ 0.0140	\$ 0.0047
500	2,000		\$ 80.52	\$ 50.22	\$ 112.20	\$ 93.40
750	3,000	Minimum	\$ 80.52	\$ 50.22	\$ 126.20	\$ 98.10
1,000	4,000		\$ 107.36	\$ 66.96	\$ 140.20	\$ 102.80
1,500	6,000	Average	\$ 161.04	\$ 100.44	\$ 168.20	\$ 112.20
2,000	8,000		\$ 214.72	\$ 133.92	\$ 196.20	\$ 121.60
2,500	10,000		\$ 268.40	\$ 167.40	\$ 224.20	\$ 131.00
3,000	12,000		\$ 322.08	\$ 200.88	\$ 252.20	\$ 140.40
3,500	14,000		\$ 375.76	\$ 234.36	\$ 280.20	\$ 149.80
4,000	16,000		\$ 429.44	\$ 267.84	\$ 308.20	\$ 159.20



IMPACTS OF PROPOSED FY 14 RATES NON RESIDENTIAL CUSTOMERS

			CURRENT RATE STRUCTURE BASED ON FY 13 RATES		PROPOSED FY 14 RATES		
METERED USAGE			Water	Sanitation	Water	Sanitation	
Per Quarter (c.f.)	Annual (c.f.)	EU	Base Rate Usage Fee	\$ - \$ 0.02684	\$ - \$ 0.01674	\$ 21.05 \$ 0.0140	\$ 21.00 \$ 0.0047
1,000	4,000	1.0		\$ 107.36	\$ 66.96	\$ 140.20	\$ 102.80
2,000	8,000	1.4		\$ 214.72	\$ 133.92	\$ 227.03	\$ 152.36
3,000	12,000	2.0		\$ 322.08	\$ 200.88	\$ 340.55	\$ 228.54
4,000	16,000	2.7		\$ 429.44	\$ 267.84	\$ 454.07	\$ 304.72
5,000	20,000	3.4		\$ 536.80	\$ 334.80	\$ 567.59	\$ 380.90
6,000	24,000	4.1		\$ 644.16	\$ 401.76	\$ 681.10	\$ 457.08
7,000	28,000	4.8		\$ 751.52	\$ 468.72	\$ 794.62	\$ 533.27
8,000	32,000	5.5		\$ 858.88	\$ 535.68	\$ 908.14	\$ 609.45
9,000	36,000	6.1		\$ 966.24	\$ 602.64	\$ 1,021.66	\$ 685.63
10,000	40,000	6.8		\$ 1,073.60	\$ 669.60	\$ 1,135.17	\$ 761.81
12,500	50,000	8.5		\$ 1,342.00	\$ 837.00	\$ 1,418.97	\$ 952.26
15,000	60,000	10.2		\$ 1,610.40	\$ 1,004.40	\$ 1,702.76	\$ 1,142.71
17,500	70,000	12.0		\$ 1,878.80	\$ 1,171.80	\$ 1,986.56	\$ 1,333.16
20,000	80,000	13.7		\$ 2,147.20	\$ 1,339.20	\$ 2,270.35	\$ 1,523.62



WWTF REFURBISHMENT PROJECTED IMPACTS ON RATES

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

Other Water and Sewer Fees

- Water
 - Hydrants – private
 - Fire Suppression – sprinkler
- Sewer
 - Allocation
- Septage and Leachate Charges

Public Education/Outreach

- Public Meetings
 - Board of Trustees: December 11, 2012
 - Board of Trustees: January 22, 2013
- Village Website
- Information Brochure – Q&A
- Press Releases
- Front Porch Forum

Questions?



Amber Thibeault
69 Pearl Street, Unit 4 Essex Junction, VT 05452 (802) 233-5386

May 3, 2013

Village Manager
2 Lincoln Street
Essex Junction, VT 05452

VIA: E-MAIL

To the Village Manager of Essex Junction:

Please accept this cover letter and resume in response to the posting for a volunteer position on the Essex Junction Planning Commission.

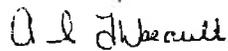
I am a recent Village resident, having purchased a condominium approximately one-year ago. I am a licensed attorney who is currently working as a regulatory specialist for the City of Burlington's telecommunications network, Burlington Telecom.

My background as an attorney and regulatory specialist provides me with general knowledge of zoning ordinances though I am not familiar with the Village of Essex Junction's, but I look forward to the opportunity to learn if chosen to serve on the Planning Commission.

My interest is twofold: one, to expand my knowledge in another area of the law that I would not have the opportunity to traverse in my current job and two, to learn more about the community that I am now a part of and hope to be a part of for many years to come.

I look forward to meeting with you to discuss my experience in more depth and learn more about this opportunity.

Sincerely,


Amber Thibeault

**VILLAGE OF ESSEX JUNCTION
TRUSTEES' POLICY REGARDING
BIKE/WALK ADVISORY COMMITTEE**

Purpose:

Advance Essex Junction as a friendly neighborhood community where bicycling and walking are encouraged, and where sidewalks, bike paths, multi-use paths, and other facilities are provided and maintained in order to enhance the year-round safety, accessibility, convenience, enjoyment, and health of all citizens.

2. Membership and Meetings:

The Bike/Walk Advisory Committee shall consist of **five eight** members appointed by the Board of Trustees for overlapping terms of three years. Member terms will be for three (3) years once confirmed by a majority of the Trustees, there shall be no term limits. Committee's first appointees will be appointed staggered terms: **two three (2) (3) members for three (3) years; two three (2) (3) members for two (2) years; and one two (2) members for one (1) year.** The first meeting shall be the organizational meeting for the election of officers; namely, the Chair and Vice-Chair. Vermont's Open Meeting law will govern the meetings, including notice of meetings, quorum, minutes and related requirements. Meetings shall be held at the call of the chairperson. The Committee shall be staffed by a member of the Planning Department, Planning Commission, or other department as determined by the Village Manager or his/her designee. The group will meet regularly, at a date and time to be decided by the committee.

3. Responsibilities:

- Assist Village staff in the creation of a Bike/Walk Plan;
- Provide information and assistance to the BOT and Planning Commission regarding non-motorized travel issues, and support the BOT and Planning Commission in the review of proposed developments by recommending necessary improvements for walking and biking. One member shall be appointed to attend all meetings of BOT and Planning Commission that involve bike and pedestrian issues;
- Monitor Village activities with regard to transportation and other public improvements and make recommendations to Village officials which will accommodate non-motorized users to the maximum extent possible;
- Gather information on non-motorized activity within the Village, including safety and maintenance needs;
- Ensure that Village bike and pedestrian planning is coordinated with adjacent communities and fits into the overall regional non-motorized travel plan;
- Serve as community advocates for increasing the level of non-motorized travel within the Village and for promoting bicycle and pedestrian safety;
- Advances the action items identified through the work of the 2011/2012 Vermont Department of Health Building Healthy Communities Grant;
- Increase public awareness and engagement of bike/walk issues through community events and participation.
- Advocate funding be provided for non-motorized improvements from local and non-local sources;
- Ensure that Village policies, practices and programs adequately address the needs of all non-motorized travelers.

4. Outcome:

The continued facilitation of non-motorized travel within the Village by advocating the proper planning, implementation and maintenance of non-motorized improvements.

Adopted by the Village Trustees on 3/12/13, **revised on 5/28/13.**

Patty Benoit

From: Rowena Albert <rowena.d.albert@gmail.com>
Sent: Tuesday, March 19, 2013 11:02 PM
To: Patty Benoit
Subject: Village Bike/Walk Advisory Committee

I **AM** passionate about walking and biking in fact I do either one, the other or both everyday. I am even more excited to see interest in addressing the matter. I would be interesting in serving as a volunteer member of this committee.

Rowena D. Albert
70 Brickyard Rd, Unit 9
Essex Junction VT 05452-4345

Home: 802-879-1745
Cell: 802-999-0786

Patty Benoit

Sent: Andrea Van Liew <andrea.vanliew@gmail.com>
Sunday, March 24, 2013 9:28 AM
To: Patty Benoit
Subject: Village Bike/Walk Advisory Committee

To Whom it May Concern,

My name is Andrea Van Liew and I live at 15 Jackson St. in the village of Essex Jct. Please consider this email as a letter of interest in serving on the Village Bike/Walk Advisory Committee. I moved to EJ in November of 2009 and I love being able to walk or bike to various destinations in the village. My children and I often walk to the library or Rocky's for an ice cream on a hot summer evening. We also either walk or bike to Maple St Park for swimming in the evenings after work or summer camp. I am very interested in serving on this committee to assist the town in developing a bike/walk - friending plan for the future. I think this is especially important, now that the plans for the Connector between Maple St and Park St. is more fully developed and there is current discussion of what to do with the "bank" land at the 5 corners. I have a master's degree in education and I studied environmental studies as an undergrad. Since EJ is a "walking " school district, I believe that safety for school aged children and youth is very important. I also approach this from an energy saving perspective, seeking to reduce emissions locally and globally.

Thank you. I look forward to hearing from you.

Andrea Van Liew
andrea.vanliew@gmail.com
605

Patty Benoit

From: Rosalind Hutton <rhutton@ccsuvt.org>
Sent: Thursday, April 11, 2013 7:56 PM
To: Patty Benoit
Subject: Walk/Bike Advisory Committee

Hi Patty,

I am writing to express my interest in being a citizen volunteer on the Walk/Bike Committee. I live and work in Essex Junction and whole-heartily support walking to, from, in and around the village. I am an avid runner and cyclist who moved to Essex Junction specifically so my family would not have to rely on using the car for transportation. I have consistently organized events such as Walk to School Day, and Bicycle Rodeos to educate my students and families about safely seeking alternate (non-motorized) methods of transportation.

I am passionate about increasing the use of non-motorized transport in our community. I am also very passionate about educating residents of the many health benefits associated with non-motorized transport.

I am full of energy, driven by dreams and I am connected to our community on many levels. I look forward to hearing from the Village Trustees.

Sincerely,
Rosalind

--
Rosalind Hutton
Health & Physical Education
Summit Street School
Essex Junction, VT
(802)857-7000 ext.2513

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Patty Benoit

From: Richard F. Hamlin, P.E. <rhamlin@dlhce.net>
Sent: Monday, April 22, 2013 11:04 AM
To: Patty Benoit
Subject: Bike/Walk Advisory Committee

Patty-

I am interested in volunteering to serve on this committee.

-Rick

Richard F. Hamlin, P.E
President
Donald L. Hamlin Consulting Engineers, Inc.
136 Pearl Street
Essex Junction, Vermont 05452
Phone: (802) 878-3956
Email: rhamlin@dlhce.net

Patty Benoit

From: Eric Dufresne <ericdufresne@gmail.com>
Sent: Wednesday, April 03, 2013 9:09 PM
To: Patty Benoit
Subject: Bicycle and Pedestrian Advisory Committee

Greetings!

I was born and raised in Essex Junction and walked to school at Summit, Hiawatha, ADL, and EJHS every day (though contrary to popular belief, the commute did not entail a snowy uphill climb both ways). Bikes and a motor-free lifestyle have been important to me since I was old enough to ride. I was on the ADL bike patrol--and also my "freestyle" team used to put on shows to promote biking safety in the Essex Junction Memorial Day parade--as well as the 4th of July parade in Williston.

When I moved to New York, I became active in Transportation Alternatives (a non-profit lobbying for more bike lanes and better bike safety). Nonetheless, just a couple years ago, I was hit by a car on Delancey street on the Lower East Side (due to sufficient bike access).

It's tempting to file that accident away with the perils of the big city, but that could easily happen right here in our town.

When I moved back to Essex Junction last year, I was ecstatic that I lived close enough to ride to my job in Fort Phelan Allen. I soon discovered that biking on College Parkway is the most harrowing ride I've ever experienced.

I won't belabor the point with the dangers of cycling. Safety aside, there's an tremendous untapped quality of life benefit to living in a community where you aren't condemned to travel everywhere solely by car.

When I was growing up in Essex, we had an A&P, a Grand Union, and even a movie theater in town (I think it was where Radio Shack and Hallmark now exist). My point being, a more pedestrian and cyclist-friendly town is a more vital and dynamic town. The notion of having to drive out to Williston or the Lang Farm for things I used to walk or bike to is very disheartening.

In conclusion, I'd like to be considered for inclusion in the Bicycle and Pedestrian Advisory Committee.

Thank you for your consideration,

Eric Dufresne

--

eric dufresne
editor, cinematographer
42 lincoln street | essex jct. | vt 05452
cel 917 515 5508 | tel 802 879 9040

RECEIVED

MAY 09 2013

Village of Essex Junction

Dear Trustees,

I am writing to apply for a position on the Essex Junction Bike/Walk Advisory Committee. As a life-long resident of Essex Junction, I am familiar with the strengths and needs of the community, and committed to improving the village. My experience with active transportation, community development, and advocacy make me a qualified candidate for the committee.

My relevant experience includes work for the Vermont Agency of Transportation and the University of Vermont Transportation Research Center (TRC), where I am currently a graduate research assistant pursuing a master's degree in Community Development and Applied Economics. My work at the UVM TRC focuses on the impacts of bicycling on quality of life, and has included becoming active in the Chittenden County bicycling community. In Essex Junction, I have been involved with the Building Healthy Communities grant over the past year, attending meetings and providing input. I am interested in seeing Essex Junction gain designation as a bicycle friendly community after it received an honorable mention by the League of American Bicyclists last year. This village has the potential to become truly walkable and bikeable, and I believe an advisory council devoted to this cause is a great step to make in this process.

My experience as a bicyclist, pedestrian, and transportation professional has shown me that active transportation is a key element in promoting and developing a healthy community. I hope to be considered for the Essex Junction Bike/Walk Advisory Committee in order to best support the community and its commitment to active lifestyles. Please feel free to contact me with any further questions.

Sincerely,

Phoebe Spencer

66 West Street
Essex Junction, VT
05452
pspencer@uvm.edu
802-338-6434

RECEIVED

MAY 07 2013

Village of Essex Junction

57 Briar Ln
Essex Junction, VT 05452
May 7, 2013

Dear Sir/Madam:

This is to express my interest in serving on the Bike/Walk Advisory Committee. I am a new resident of the Village and would like to help make the community a better place to live and work.

Most of my professional career was in the field of transportation, specifically public transportation. My most recent job was as a Sr. Research Associate with the Institute for Transportation Research and Education (ITRE) at NC State University. Although most of my projects there were also in the public transportation arena, I often rubbed shoulders with the bicycle and pedestrian program at ITRE. In fact, I was the principle author of a well-regarded study--*Bikeways to Prosperity: Assessing the Economic Impact of Bicycle Facilities*--which analyzed the economic impact of bicycling on the Outer Banks of NC. (This study was conducted for the Division of Bicycle and Pedestrian Transportation of NCDOT.) I haven't yet asked them but I'm fairly confident that I would have access to their expertise if it would be helpful.

I'm now mostly retired and therefore I have some time to spend on the issue of better bicycle and pedestrian transportation. Perhaps my being new to the Village will bring a fresh set of eyes to the subject. For your information, I am an active walker and biker. Also, over the years I have served on numerous committees and boards.

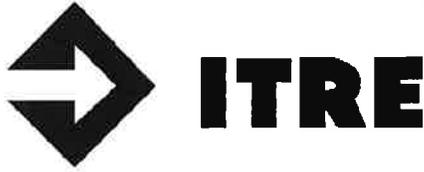
I've attached a resume (somewhat dated) to give you an idea of my background. Please feel to contact me if you have any questions.

Sincerely

Jud Lawrie

Jud Lawrie
488-5792

Attachment



Judson (Jud) J. Lawrie
Sr. Research Associate, Public Transportation Group
The Institute for Transportation Research and Education
North Carolina State University
Centennial Campus, Box 8601
Raleigh, NC 27695-8601
919/513-3482 Fax 919/515-8898
Email: jjlawrie@ncsu.edu

EDUCATION

MBA, Graduate School of Business, University of Chicago,
Chicago, IL, 1968

BBA, Baylor University,
Waco, TX, 1962

Additional Education/Training

Loyola University/Chicago
Certificate—Advanced Studies in Organizational Development (1993-1995)

University of Chicago—Additional Courses/Seminars
Executive Versatility: Managing Changing Corporate Cultures
Total Quality Management
Long-term Strategies and Plans

**PROFESSIONAL
SKILLS SUMMARY**

Strategic planning and management, budget management and financial planning, organization development and change, market research, transit operations planning, grant administration, research and analysis, performance measurement and improvement, and group facilitation.

PROFESSIONAL EXPERIENCE

**November 2002-
Present**

Sr. Research Associate, Public Transportation Group, Institute for Transportation Research and Education, North Carolina State University, Raleigh, NC

Projects have included:

- A project to develop solutions to worsening traffic congestion on the Outer Banks
- A study of performance measurement and benchmarking as a process for improving the performance of North Carolina transit systems
- An alternative fuels/vehicles study
- A federal research project regarding the coordination of specialized transportation services for the transportation disadvantaged
- A federal Transit Cooperative Research Synthesis Study: *The Use of Strategic Planning and Management in the Transit Industry*

- A study of the potential for regionalizing public transportation services in North Carolina
- A human resources management study regarding hiring and retention policies for community transportation systems
- An economic impact analysis of bicycling on the northern Outer Banks
- A study of the use of performance measures to allocate statewide public transportation funds.

**January 1996 –
November 2002**

Management and Organizational Consultant.

- Participated on the consulting team that helped the Governor's Transit 2001 Commission develop a strategic plan for public transportation in North Carolina.
- Worked on a two-year project for the Institute of Government, UNC-Chapel Hill, assisting its management faculty expand and enhance its Public Management Services Program.
- Participated in a project at the Institute for Transportation Research and Education, NCSU, regarding the potential for regionalizing more public transportation services in North Carolina.
- Taught courses in Organization Development and Change, Organizational Behavior, and Human Resources Management at local colleges.

Chicago Transit Authority, Chicago, IL

1992-1995

Vice President, Corporate Planning and Development/Strategic Initiatives Officer

Reported directly to the Executive Director of this \$1-billion agency.

- Initiated and managed a comprehensive multi-year program to change the corporate culture of the organization from one that is operations oriented to one that is much more customer driven.
- Conducted a major customer satisfaction study that assessed and quantified passenger satisfaction levels, and provided an action-planning process for development of new customer programs.
- Principal liaison with a "blue ribbon" task force of the Metropolitan Planning Council that developed recommendations regarding the future of public transportation in the region.
- Prompted and worked closely with the Regional Transportation Authority on a study of the economic and social benefits of public transportation, a study used in conjunction with a state legislative funding initiative.

1989-1991

Deputy Executive Director, Budget, Planning and M.I.S.

Reported to the Executive Director and responsible for strategic planning, annual budget development and management information systems. Member of the Executive Committee.

- Made regular presentations to Executive Management and the Board on planning and budget matters.
- Completed agency's first strategic plan and instituted a strategic planning process that involved an Annual Strategic Agenda.
- Won prestigious Government Finance Officers Association Award for Distinguished Budget Presentation (three times).

1987-1988

Sr. Manager, Budget and Management Information Systems

Reported to the Executive Director and responsible for the Budget and M.I.S. Departments.

- Developed a new program-based "Strategic Budgeting System" that more effectively linked the planning and budgeting processes and included concrete measures of performance
- Initiated and oversaw two important consultant-assisted planning efforts regarding the use of computer systems at CTA: 1) Long-range Information Systems Plan; and, 2) Office Automation Master Plan.

1980-1986

Budget Director

Reported to the Executive Director and responsible for the development and management of the agency's \$700 million operating budget.

- Greatly improved the budget development and analysis process including development of a detailed line-item budget, use of microcomputers and enhanced analytic capabilities.
- Started a new Management and Program Analysis unit that conducted several important studies that led to increased efficiency and/or reduced costs.
- Extensive involvement in ongoing cost containment efforts and organizational downsizings.

Regional Transportation Authority, Chicago, IL

1977-1979

Manager, Operations Planning Department

Responsible for service planning and evaluation, new service development, fare structure planning, and research and analysis.

- Managed operations planning for a six-county suburban bus system including routes, schedules, run-cutting and fares.
- Planned and implemented a multi-million dollar program of new suburban bus service (100 new routes and 70 expanded routes in two years).
- Developed a major new program of "paratransit" services (28 projects) that created important political support at a key time in the agency's early years.
- Conducted a major productivity review of existing suburban services using efficiency and effectiveness measures.

1975-1976

Director, Office of Research and Analysis

Performed practical research and analysis of various transit-related matters in order to provide a solid basis for plan development and management decision-making. This included research into new transportation technologies, financing/funding methods, operating practices, fare policies, and transportation and land-use relationships.

1974

**Associate Director, RTA Citizens Committee for Better Transportation
Consultant, Illinois General Assembly**

Consulted for the Illinois House of Representatives and Senate in developing and passing legislation to create a Regional Transportation Authority (RTA) in the Chicago metropolitan area. Then joined the RTA Citizens Committee for Better Transportation to help pass the six-county referendum that approved the RTA.

1970-1973

Director, Office of Mass Transportation, Illinois Dept. of Transportation, Chicago, IL

Responsible for statewide transit operating and capital grant programs, working with the legislature to identify statewide needs, helping local transit agencies secure federal grants, and developing special programs to improve transit services.

- As first Director, worked closely with the Governor's staff to structure and staff this new State office.
- Worked with Illinois General Assembly to identify operating and capital program needs, and methods of financing.
- Helped develop and implemented a program of emergency operating assistance, and a \$200-million bond program for statewide capital improvements.
- Played a key role on the Governor's Transportation Task Force that developed the technical and conceptual groundwork for a regional transportation authority for the Chicago area.

1962-1966 **Transportation Officer, U.S, Air Force**

Responsible for base motor pool, vehicle maintenance and commercial transportation functions at Air Force bases in Louisiana and Italy.

PROFESSIONAL HONORS, ORGANIZATIONS, MEMBERSHIPS

American Society for Public Administration

Capital City Toastmasters Club

RECEIVED

MAY 08 2013

Village of Essex Junction

May 7, 2013

To Whom It May Concern:

My name is Eric Bowker and I am writing to be considered as a member of the Village Bike/Walk Advisory Committee. I am passionate about walking and biking in Essex Junction and I really want to help make it safe and enjoyable for everyone.

One of the overarching reasons why my wife and I moved here was the accessibility of the parks, schools, library, and events both by foot and bike. My young children walk or ride to their respective schools daily and it honestly enhances their (and my) quality of life. I believe the exercise that they have at the start of their day also enhances their learning. The entire family enjoys exploring all corners of the village by bicycle often just for the joy of it. Additionally, my wife and I run, walk our dog, and cycle on the many sidewalks, streets and trails.

I grew up in Essex and now I am raising my family here. I am deeply rooted in both the study and practice of physical education as I both hold a degree in the field and work for a local non-profit whose mission aligns with recreation and education. I enjoy being involved in helping to make Essex Junction a better place to live and I currently serve on the EJP Advisory Council.

I view a position on this exciting new committee as an opportunity to use my passion and experience to help make the village an even friendlier and easier place to get around for pedestrians of all ages.

Thank you for your consideration.

Sincerely,

Eric Bowker

Eric Bowker
8 Grant Street, Essex Junction
802-879-4960, cell 802-578-5563
anebowker@myfairpoint.net



MEMORANDUM

TO: Board of Trustees *JM*
FROM: Lauren Morrisseau, Finance Director and Susan McNamara-Hill, Clerk/Treasurer, Co-Acting Managers *SMH*
DATE: May 28, 2013
SUBJECT: Transfer of Funds between General Fund Departments

The Village charter states in Section 6.11. **Appropriations**, "At the request of the manager and within the last three (3) months of the budget year, the Trustees may by resolution transfer any unencumbered appropriation balance, or portion thereof within the Trustees' budget from one department, agency, or office, to another."

At the present time it appears that there will be a small deficit in the FY13 Lincoln Hall budget, a fairly large deficit in the Fire Department budget due to workers compensation cost, and possibly a small deficit in the Library budget. We are anticipating surpluses in the Administration, Street, Planning and Economic Development budgets.

Staff recommends that the Trustees make a motion to approve use surpluses in the FY13 Administration, Street, Planning and Economic Development budgets to cover deficits in other general fund budgets.



MEMORANDUM

TO: Village Trustees
FROM: Darby Brazoski, Community Relations/Economic Development Assistant *DEB*
THROUGH: Susan McNamara-Hill and Lauren Morrisseau, Co-Village Managers *JM Smk*
DATE: May 28, 2013
SUBJECT: Lincoln Street Bid Award

On May 21st, a bid opening for the Lincoln Sidewalk and Lighting Improvements project was held. Bids were submitted by four firms, and accepted from two.

- Don Weston Excavating Inc.: \$258,452
- J Hutchins Inc.: \$332,055.50
- SD Ireland Brothers Corp.: Disqualified
- Ormond Bushey & Sons Inc.: Disqualified

At \$258,452, Don Weston Excavating Inc. was the lowest qualified bidder. It should also be noted that the construction cost estimate by Lamoureux & Dickinson was \$274,989.31, and thus this project is currently under budget.

Motion: To have the Trustees award the construction of the Lincoln Street Sidewalk and Lighting Improvements Project to Don Weston, at a cost of \$258,452.



MEMO

TO: Village Trustees
FROM: Susan McNamara-Hill and Lauren Morrisseau, Interim Co-Managers *SMH*
DATE: May 24, 2013
SUBJECT: Office Renovation Bid Award

The Village of Essex Junction advertised for bids for renovation of the Village office. The following bids were received on 5/22/13:

<u>Company</u>	<u>Bid Price</u>
PC Construction, So. Burlington	\$ 78,000
Millbrook Building & Remodeling	\$ 62,000
Stewart Construction	\$ 48,041
Extreme Contracting	\$ 22,000

The amount available for the project is approximately \$33,000 after paying for the architect's services and asbestos testing. Extreme Contracting has withdrawn their bid so we will be meeting with Stewart Construction regarding scaling down the project to meet the budgeted amount.

We will have additional information at the Trustees meeting.



MEMORANDUM

TO: Village Trustees *SMH* *LM*
FROM: Susan McNamara-Hill and Lauren Morrisseau, Co-Village Managers
DATE: May 21, 2013
SUBJECT: Representatives to other Boards and Commissions

Chittenden County Regional Planning Commission (CCRPC):

The CCRPC bylaws state:

“Each member municipality’s locally elected legislative body shall appoint a representative to the Chittenden County Regional Planning Commission and that representative’s alternate, with the alternate having voting privileges in the absence of the representative. It is desirable that the representative be a current or past member of the locally elected legislative body.

Representatives and alternates shall serve at the pleasure of their respective locally elected legislative bodies and may be removed during their term. The term of the representatives and alternates will be for two years beginning July 1st.”

The two year terms of our current representatives (Dan Kerin, Representative and John Lajza, Alternative) expire June 30, 2013.

John Lajza has notified the Village office that he will be selling his house and moving and will be submitting his resignation from this board. The CCRPC Commission normally meets on the third Wednesday of each month at 6:00 p.m.

Chittenden Solid Waste District (CSWD):

The Village’s representatives to the CSWD Board of Commissioners are John Lajza, with George Tyler as alternate. The terms for this commission expire May 2014. John Lajza has informed the Village office that he will be moving and will be submitting his resignation from this board.

The CSWD Board normally meets on the fourth Wednesday of each month at 6:00 p.m.

The Trustees should consider appointing a new representative to the CSWD Board of Commissioners to fill the unexpired term until May 2014.

Appointments:

Action on the above appointments will be on the Trustees June 25th and should include:

Reappointment of Dan Kerin to CCRPC Representative;
Appointment of an alternate representative to CCRPC; and
Appointment of a representative to CSWD.

Other appointments on the June 25th agenda include Zoning Board and Planning Commission (2 members each); and approving the “ manager’s annual appointment of Village treasurer/Tax collector, Village clerk, Village fire chief, Village attorney, and Village engineering consultant.” (Section 2.09b of Village Charter).



MEMORANDUM

TO: Essex Junction Trustees & Department Heads
FROM: Lauren Morrisseau and Susan McNamara-Hill, Co-Acting Managers
DATE: May 28, 2013
SUBJECT: Trustees Meeting Schedule

TRUSTEES MEETING SCHEDULE/EVENTS

June 4, 3-5 PM – Employee Appreciation Party at On Tap

June 11 at 6:30 – Regular Trustees Meeting

- Tom Moreau, CSWD General Manager, on FY 14 budget
- Noise waiver request from CVE for Relay for Life
- Lincoln Hall leases for FY 14

June 17 at 5:30 – Special Meeting/Retreat

June 25 at 6:30 – Regular Trustees Meeting

- Public hearing and set FY 14 water/sewer rates
- Presentation by Essex Rescue
- Appointments to Boards and Commissions
- Annual appointments (Clerk/Treasurer, Fire Chief, Attorney, Engineer)

July 9 at 6:30 – Regular Trustees Meeting – cancelled due to office renovations

July 20 4-9 PM – Block Party & Street Dance

July 23 at 6:30 – Regular Trustees Meeting

- Set FY 14 tax rate

Aug. 13 at 6:30 – Regular Trustees Meeting

Aug. 27 at 6:30 – Regular Trustees Meeting

Sept. 10 at 6:30 – Regular Trustees Meeting

Sept. 24 at 6:30 – Regular Trustees Meeting

Oct. 3 at Killington – VLCT 2013 Town Fair

Oct. 8 at 6:30 – Regular Trustees Meeting

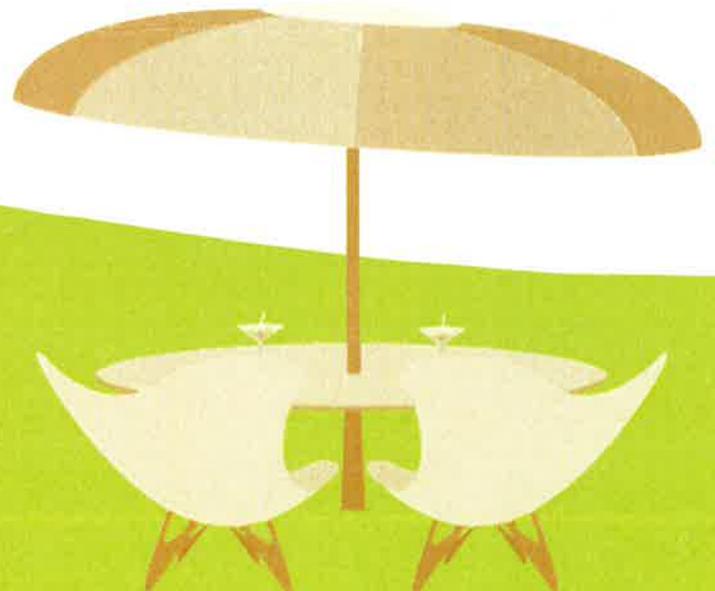
Oct. 22 at 6:30 – Regular Trustees Meeting



EMPLOYEE APPRECIATION PARTY

Tuesday, June 4, 3-5 p.m., On Tap Bar and Grill

The Village Trustees and Administration would like to thank you for your service! Please join us for great appetizers. The Village will pay for your non-alcoholic beverages. There will be a cash bar. We hope to see you there!



**VILLAGE OF ESSEX JUNCTION
ZONING BOARD OF ADJUSTMENT
MINUTES OF MEETING
April 30, 2013**

MEMBERS PRESENT: Tom Weaver (Chairman); Ron Gauthier, Jim Moody, Bruce Murdough. (Martin Hughes was absent.)
ADMINISTRATION: Terry Hass, Assistant Zoning Administrator; Ray Weed, Assistant Fire Chief.
OTHERS PRESENT: Heidi Dahlberg, Sherry Baker, Bradd Rubman, Scott Homsted, Carl Lisman, Bill Dalton, Mike McGettrick, Ina Hladky, Vlad Hladey, Carol Rubman, Robert Fonseca, Linda Fonseca, Deborah Richardson, Scott Richardson, Wes Pastor, Scott Baker, Agnes Cook, Bill Nedde, Greg Rabideau, Claudine Safar, April Numar, Ron Saxon, Tim Cook.

1. CALL TO ORDER and AUDIENCE FOR VISITORS

Chairman Tom Weaver called the meeting to order at 6 PM. There were no comments from the audience.

2. ADDITIONS/AMENDMENTS TO AGENDA

There were no changes to the agenda.

3. MINUTES

December 12, 2012

MOTION by Ron Gauthier, SECOND by Bruce Murdough, to approve the 12/12/12 minutes with the following correction(s)/clarification(s):

Page 1, Jordan Application, Applicant Comments, 1st paragraph, 2nd sentence – change “an engineer” to “a surveyor” and replace “the plans for” with “the location of”;

Page 2, top of page, sentence beginning “Mr. Jordan said...” – replace “to the left” with “from zero to”, and under Public Comment, Jamie Hardy, 1st sentence – insert “granting” before “variance and change “are closed” to “are decided”.

VOTING: unanimous (4-0); motion carried.

4. PUBLIC HEARING

The function of the Zoning Board as a quasi-judicial board and the hearing procedure were explained. Individuals to give testimony before the Board were sworn in.

Zoning permit approval involving development activities within 200' of a waterway, floodplain, or wetland for an emergency access per the Land Development Code, Section 516 at 38 Thasha Lane in the M-F2 District by Green Meadows Apartments, LLC
Bradd Rubman, Scott Homsted, Bill Nedde, Greg Rabideau, and Carl Lisman appeared on behalf of the application.

STAFF REPORT

The Zoning Board received a written staff report on the application, dated 4/30/13. Terry Hass read the report. There was discussion of the emergency access on Athens Drive.

Ray Weed, Assistant Fire Chief, stated the emergency access on Athens Drive will reduce response time by mutual aid from the Essex Fire Department by three to five minutes. Athens Drive and Autumn Pond will benefit from the reduced response time. The emergency access will be locked and only the Fire Department will have the key. The emergency access is envisioned to be similar to the emergency access at the end of Iroquois Ave. (grassed over access with a locked gate). The larger 8" water line will double the water supply to fight fires and the line will be in a loop providing more water and better water pressure. The existing 6" water line ends at the cul-de-sac on Athens Drive. Tom Weaver observed the water line improvement can be installed at any time. Ray Weed said it makes sense to install the water line at the same time the emergency access is being built, but the water line could be installed separately.

Bruce Murdough disclosed Jeff Rubman met with him in the fall to discuss the potential of an access road through the high school property. The discussion covered the impact of an emergency event with responding vehicles going through high school property during sporting events at the school.

APPLICANT COMMENTS

Greg Rabideau, architect, reviewed the proposed development that will replace the existing 112 units on Thasha Lane with 300 units in 10 buildings. The intent is to create a high quality community with market rate, one and two bedroom units which will be an improvement over what is there now. The structures are outside of the wetlands and the wetland buffer. The access issue is due to a request by village staff and the Fire Department for a secondary/emergency access to the site. Other options for an emergency access to the site have been fully explored (tree farm, high school). According to input from the Fire Chief access from the other side of the site plus a water service system with a loop feature was wanted.

Bill Nedde, engineer, referred to Sections 516.A(f),(g), and (h) of the Land Development Code relative to storm water treatment facilities, the water line, and emergency access for the proposed development and noted the following:

- Features on the site include a tributary of Indian Brook, Class 2 wetlands, and the 50' buffer.
- The Army Corps of Engineers and the state wetlands division have already or will be reviewing the site.
- When the existing development was built there were few regulations and as a result there is much encroachment into the buffer. The proposed project will have less impact on the stream than the existing development due to current regulations.

- There will be a nature walkway designed to migrate in/out of the 50' buffer zone. There is an existing path on the east side of the stream that goes into the natural area.
- The stream crossing is designed in full compliance with the Land Development Code. Approximately 30 days is slated for construction. There will be a stream bypass in place during construction. Once the culvert is installed (10' diameter embedded 3' into the stream bottom to mimic the streambed) and the backfill is done then the bypass will be removed and topsoil and mulch put in place. Erosion control will be done. The culvert will comply with all applicable regulations. The culvert will be larger in capacity than the Old Colchester Road box culvert.
- The emergency access will be an "S" shaped road sloping to a concrete curb to collect drainage to be piped to the storm water storage facility to avoid direct discharge into the stream. The back slope of two-on-one will be vegetated and landscaped so there is not an open corridor.
- The 6" water line is located along the same corridor as the emergency access so it makes sense to use the same disturbance area to install the 8" water line. The larger water line is needed for hydrant and fire requirements.
- Storm water requirements now include recharge, water quality, channel protection, pre/post 10 year, 24 hour storm event for flood retention. The project will be compliant with all. The storm water designs are in full compliance with the Agency of Natural Resource and Vermont Storm Water Manuals, Volumes 1 & 2.
- The applicant is requesting permission to discharge storm water in the rip-rap area that eventually discharges into the stream. There are three locations of discharge, including adjacent to the rip-rap and part of the stream crossing and culvert, three storm water ponds, and a cleared, mowed area and sanitary easement for the village sanitary line.
- The site plan shows the location of existing buildings in proximity to the stream and areas of lawn and mowed area that the project proposes to naturalize. The area encompasses approximately one acre of land.
- The water line extension is the only construction activity on Athens Drive. All other activity is on the applicant's property.

Tom Weaver asked about a second gate on the access road mentioned during a prior review of the project. Bill Nedde explained the Planning Commission recommended evaluating a second gate on the emergency access. The road must be maintained and plowed in the winter. A second gate only restricts maintenance, not traffic, however if a second gate is required by the village the gate will be installed. Mr. Weaver asked if the road will be grassed or paved. Mr. Nedde said there was discussion of a gravel roadway, but gravel is difficult to maintain and plow plus there is potential for sediment getting into the stream which is an impaired waterway. With a paved road there can be curbs and the road is easier to plow. The access road will be 12' wide with a two foot wide gravel shoulder on the non-curbed side. The 14' road width can support a fire truck. The roadway will be fully treated at the surface and maintained in winter as needed. The use of salt/sand will be minimized yet a safe surface for pedestrians and emergency vehicles will be provided. The road will meet regulations.

PUBLIC COMMENT

Claudine Safar, attorney representing the Athens Drive Citizens Committee, submitted for the record a synopsis of a position statement, dated 4/30/12, focused on Section 516.A of the Land Development Code, and noted the following:

- Language in the village Code relative to the 15' buffer is mandatory ("shall") rather than aspirational ("may", "would", "could") and the municipality is bound by the language. Court cases were cited where the ordinance was interpreted and enforced according to the plain meaning of the words.
- The Zoning Board is urged to look closer at Section 516.H of the Code relative to encroachment on stream buffers being discouraged and subsection (b) relative to clearing of vegetation being allowed only when there is no practicable alternative.
- Other issues needing closer review by the Zoning Board are the access drive and stream buffer [subsection (g)], and utilities [subsection (h)] to confirm there are no feasible alternatives for the roadway because there appears to be both a feasible and practicable alternative (which is an emergency access through the tree farm).
- The court case of Atwood-Hood shows where the court determined the town could require the applicant to "make every effort" to find a feasible alternative in order to protect important natural areas including wetlands.
- There is concern about possible conflict of interest with Bruce Murdough, a member of the Zoning Board, discussing with Mr. Rubman, the applicant, the potential of access through the high school property. Mr. Murdough does not speak for the school and if the applicant has not talked directly to the proper school officials and received an answer about access then the applicant has not done due diligence on the matter. The Zoning Board should pursue this point.
- The MOU with the Tree Farm does not prohibit the type of use (i.e. emergency access). There is no prohibitive language in the document. The language refers to preserving open space and natural resource protection and that is at issue with the proposed emergency access through Athens Drive - impact on wetlands and the impaired stream. The practicable way for a secondary access is through the tree farm. The access will be locked and only used for catastrophic events so there would not be an impact on the MOU. There is no development proposed on the tree farm so the deed is not violated either. The Zoning Board should have the applicant approach the village and town regarding access through the tree farm.
- The development in 1974 was previously permitted with the condition of no connection with Athens Drive as ingress/egress. There has never been a Stowe Club analysis regarding abrogating prior permit conditions.

April Numar, consultant for the Athens Drive Citizens Committee and professional wetlands scientist with Western Ecosystem Technologies, reported the following:

- There are Class 2 wetlands at the site of the access road and crossing. The area is significant for wildlife, erosion control, ground surface protection, and water storage.
- The stream is impaired due to storm water discharge. The stream is not meeting water quality requirements.

- The access road will add fill to the stream and the culvert. The culvert can contribute to erosion of the streambed. After construction of the crossing it will take time for vegetation to grow so there is potential for sediment to get into the stream.
- Alternatives analyses need to be done. Not all alternatives have been explored by the developer.

Wes Pastor, 8 Athens Drive, asked how to ensure the emergency access will not become a through road and requested the applicant consider locking down an agreement with the application that the road conversion will never happen. Tom Weaver said the warning is for an emergency access and if the road is approved and used for otherwise then there would be a violation of the Zoning Board approval. A new application would have to be submitted if the developer wanted to convert the access road and the Zoning Board would review the access and change of use. Planning Commission review/approval would also be needed. Ray Weed reiterated there will be a lock box on the access road gate and only the Fire Department will have a key. The applicant can maintain the road to the gate or ask the Fire Department to open the gate for plowing.

Kate Soules, 27A Athens Drive, commented on the following:

- Wording in the staff report says access by any village staff and the Fire Department for purpose of maintenance requirements so the road will be used for access.
- Side streets can be used as alternatives to Athens Drive for mutual aid response so the issue is not just to save time. (Ray Weed stated it is faster for the large trucks to make only one turn instead of several when responding to a call.)
- Evidence is needed on the water quality at the end of Athens Drive compared to other places in the village (in reference to the proposed 8" water line) and whether the water pressure is any different unless there is an emergency.
- How much backfill will be needed to construct the road should be provided. (Bill Nedde said the information can be provided. The slope of the road is two foot horizontal to one foot vertical which meets the Code. The peak is higher than the end of Athens Drive.)
- The existing units at Green Meadows are in disrepair. Plus there are many calls to Thasha Lane by the police. The developer of the new proposal is the owner of Green Meadows Apartments. There is concern the new development will be kept the same way the current housing complex was maintained.

Deborah Richardson, 25 Athens Drive, expressed concern about the proposed walking path which will be very close to the back of her house in light of the three recent break-ins in the neighborhood including her house. The walking path was not part of the original sketch plan. Attorney Safar added the path does encroach on the wetlands buffer. Ms. Richardson also expressed concern about the lack of pride in ownership and upkeep of the property with people who are renting units rather than owning the units.

Ron Saxon, 19 Athens Drive, questioned saving response time by having a locked gate on the emergency access when the fire truck would have to stop so the gate can be unlocked for passage and then re-secured. Ray Weed replied very minute is a savings.

Bob Fonseca, 17 Athens Drive, expressed little faith in the emergency access remaining as such because the 1974 condition promised no access to Athens Drive and yet the matter is under discussion now. Mr. Fonseca mentioned the apartments if built to code would have sprinkler systems which eliminate the need for an emergency access to save three to five minutes in response time. Also, to date there have not been any occasions where assistance was needed for a fire at Thasha Lane. Ray Weed noted mutual aid is always called for an event at Thasha Lane whether the trucks make it there in time to assist or not.

Tim Cook, 23 Athens Drive, said he walks his dogs by the wetlands which do need some work. There is much silt. Having construction and run off will not help the situation. The law says the access should only happen if there are no alternatives so why make the wetlands worse for no good reason, questioned Mr. Cook, stressing the wetlands are reason enough to not build the access. The access to the proposed complex should go another route. An access through the tree farm could be a recreational asset for walking, biking, skiing.

Heidi Dahlberg, Athens Drive, stated there is already a road through the tree farm so there is already access. Also, this is the fourth or fifth time Mr. Rubman has tried to do a development in the area. The residents feel betrayed that the 1974 ruling protecting Athens Drive is being rescinded. The residents pay taxes to the village and town to make a vibrant community and the benefit of the access road is not apparent when there are other options. Ms. Dahlberg called for a more thorough investigation of the matter.

Sherry Baker, Athens Drive, recalled the Planning Commission wanted dirt, gravel, or grassed road, not paved.

Carl Lisman, attorney for the applicant, stated Section 516 of the Land Development Code addresses activities within 200' of a waterway, wetlands, or floodplain. The Zoning Board is authorized to allow encroachment under certain circumstances. There are three areas of encroachment: emergency access, larger water line, and storm water. The ordinance says "shall", but also that there are exceptions. The applicant is proposing exceptions that are the least threatening to the water route. The waterway is impaired due to storm water and the proposal will improve the stream situation. Construction will be in full compliance with the ordinance. The Fire Department, not the applicant, asked for the emergency access through Athens Drive, and the proposed access is the only practical way and feasible alternative to satisfy that requirement. The applicant offered a deed restriction to ensure the access remains an emergency access only and that offer still stands. With regard to the 1974 approval, the language says Athens Drive will not be used for ingress/egress. A fair reading is ingress/egress for vehicular traffic and that is the case. The roadway will be for emergency access only. With the evidence submitted the applicant requests affirmative findings under Section 516 of the ordinance.

Claudine Safar, attorney for the Athens Drive citizen group, stated according to the applicant what is presented is the best alternative, but the best alternative is not to go into the wetlands in the first place. The Athens Drive citizen group has presented a best and most practicable alternative. There is question whether other alternatives for access were explored by the applicant. The residents of Athens Drive feel the least expensive route is to go through Athens Drive so therefore that is the most appealing to the applicant. Regarding the comment by the Assistant Fire Chief about the difficulty turning large fire trucks, there is question about making the turn off Route 15 onto Athens Drive with a large fire truck.

There was a question about the status of the application. Bill Nedde noted conceptual plan approval was received. Documents for preliminary and final plan review are being prepared. Discussions with the state regarding storm water and wetlands have begun. An Act 250 application has not yet been filed for the proposal.

There was continued discussion of the access way. Bruce Murdough asked if there have been any conversations with other abutting property owners about access that would not require crossing the brook. Greg Rabideau stated coming from the high school or the road adjacent to Athens Drive requires crossing the brook and wetlands. Access by the tree farm adjacent to the cemetery or through the parking areas are the only possibilities to avoid crossing the brook, but the applicant was told the roadway would not be sufficiently remote to Thasha Lane. Deborah Richardson suggested crossing the stream by the high school if necessary to avoid adversely impacting residential property values. Bob Fonseca pointed out 99% of developments have only one access road. The proposed emergency access was not needed then and is not needed now. There is question of the number of times a road is blocked by a fire truck. Heidi Dahlberg added new construction requires sprinklers in buildings which are designed to put out fires and buy the fire department some time so a second means of access may not be necessary.

There were no further comments on the application.

MOTION by Ron Gauthier, SECOND by Jim Moody, to close the public portion of the permit application for 38 Thasha Lane. VOTING: unanimous (4-0); motion carried.

DELIBERATION/DECISION

Zoning Permit, Residential Development, 38 Thasha Lane, Green Meadows Apartments, LLC

FINDINGS OF FACT:

1. The Zoning Board of Adjustment is being asked to authorize development activities including the access road within 200' of a waterway, floodplain or wetland for an emergency access per the Land Development Code, Section 516.
2. Evidence of an approved permit from the Agency of Natural Resources for coverage under the applicable permitting requirements shall be required to meet

- the criterion for encroachment into a stream buffer with regard to storm water runoff.
3. Essex Junction Fire Department is requesting an emergency access through Athens Drive.
 4. There is an existing six inch (6") water line roughly in the same area as the proposed access road and the proposal is to upgrade the line to eight inches (8").
 5. There is an existing overhead electric utility line through the area.
 6. The only construction traffic through the access road will be that necessary to build the access road.
 7. The applicant stated there will be a nature walk designed to migrate in/out of the 50' wetland buffer zone. There is an existing path on the east side of the stream that goes into the natural area.
 8. The Village Attorney stated that the condition relating to Athens Drive in the 1974 approval simply prohibits public access to the development via Athens Drive. There is no prohibition in the condition against an emergency access.
 9. Five pieces of evidence were submitted into the record including the following:
 - o Memo from Donald L. Hamlin Consulting Engineers, Inc., dated 4/8/13, from Jeffrey P. Kershner, P.E. to Robin Pierce, Development Director, re: Autumn Pond
 - o Email from David Barra, dated 11/9/12, to Robin Pierce re: Thasha Lane
 - o Letter from Monaghan Safar Dwight, PLLC, dated 4/30/13, from Claudine Safar to Village of Essex Junction Zoning Board of Adjustment re: Redevelopment of Green Meadows Apartments by Dr. Jeffrey Rubman
 - o Letter from Krebs & Lansing Consulting Engineers, Inc., dated 3/11/13 from William H. Nedde, III, P.E. to Robin Pierce re: Autumn Pond Zoning Application
 - o Memorandum of Understanding for the Management of the Tree Farm Recreation Facility between the Town of Essex and the Village of Essex Junction, signed 2/15/10.
 10. There was public testimony against granting the permit.

Jim Moody spoke strongly that the feasibility of other access alternatives should be thoroughly investigated before making a decision. Ron Gauthier pointed out the Fire Department, not the applicant, is requesting the emergency access through Athens Drive. Following further discussion the Zoning Board agreed to take action on the water line upgrade and table action on the access drive pending further information.

Water Line

MOTION by Bruce Murdough, SECOND by Jim Moody, based on Finding of Fact #4 the Zoning Board authorizes the upgraded water line in the wetland buffer from a 6" water line to an 8" water line. VOTING: unanimous (4-0); motion carried.

Emergency Access Road

MOTION by Jim Moody, SECOND by Ron Gauthier, to table the decision on an emergency access road per the LDC, Section 516 for 38 Thasha Lane pending

further information from the Fire Department and/or the applicant, village staff, the public on the issue of the feasibility of the location of the emergency access route.

DISCUSSION: There was mention of a target date of May 21, 2013 to take up the matter.

VOTING: unanimous (4-0); motion carried.

5. OTHER BUSINESS

None.

6. ADJOURNMENT

MOTION by Jim Moody, **SECOND** by Ron Gauthier, to adjourn the meeting.

VOTING: unanimous (4-0); motion carried.

The meeting was adjourned at 8:45 PM.

RScty: M.E. Riordan



**Village of Essex Junction
2013 Block Party Committee Meeting Minutes
May 20, 2013 at 3:30 PM**

Present: Joanie Maclay, Jackie Lincoln, Mary Tewarson, Sam Jackson, Darby Brazoski and Patty Benoit.

The committee reviewed the current lists of sponsors and participants, as well as a draft of this year's poster. The poster won't be distributed until we get more sponsors. We're almost on budget for sponsors - \$1,100 received and the budget is \$1,500. Joanie will reach out to Rocky at Rocky's ice cream regarding a sponsorship because he's usually in Florida when our letter goes out.

Mary asked us to add the Lions Club and Blue Spruce Grange to the participant list, but she will confirm with someone at the Grange. In the hopes of expanding the food vendors, we will reach out to Orsini's BBQ to see if they would like to come back, as well as a resident on Drury Drive who has a license to do baked goods and sandwiches. The Grange previously provided fried bread dough so we hope they can do it again. Most food vendors sell water and Sam offered to donate water for the mini boot camp.

The Essex Jr. ROTC indicated that they will recruit "dunkees" this year, but we offered a staff member. Sam asked about crafts, and Ann Hughes had indicated they could do the paper hats again this year.

It was suggested that we contact Mike Bushey about towing cars again this year. If we need his services, we'll have him come sooner and move the car(s) farther down on Ivy Lane.

We'll contact Police Chief Brad LaRose about having their presence again. There was some concern expressed about security in light of the bombings in Boston, so that will be expressed to Brad.

A draft site plan will be discussed at the next meeting. The hope is the fire department apparatus can go on Ivy Lane again so we can use Lincoln Place for the roaming railroad and obstacle course or the mini boot camp. Darby will contact Fit to Excel and ask him to meet with us on Railroad Ave. to determine the best spot for the mini boot camp. The committee agreed that the route of the roaming railroad will stay the same because it's good in terms of safety - no major roads are crossed and it's always on sidewalks.

The meeting adjourned at 4:20 p.m. The next committee meeting will be Monday, 6/24/13 at 3:30 p.m.

Respectfully submitted,
Patty Benoit



MEMORANDUM

TO: Village Trustees
FROM: Susan McNamara-Hill and Lauren Morrisseau, Co-Village Managers *Smh*
DATE: May 23, 2013
SUBJECT: Category C Noise Waiver Request

Champlain Valley Exposition has submitted a request for a noise waiver from for the American Cancer Society Relay for Life Annual Fund Raiser. The event is to take place at the fairgrounds starting at 4:00 p.m. on June 21, 2013 and run through 9:00 a.m. on June 22, 2013.

Staff has determined that this request falls under Category C of the Noise Indemnification Agreement which states:

“CVE requested events, to a maximum of the twenty waiver limit, that have regional and/or community worth. This sound waiver category requires the Village Trustee approval at which time specific dBA limits will be established. Time will be provided for Public Comment on this Category of sound waivers.”

According to the noise monitoring report from last year’s event, the maximum dBA recorded during this event was 83 dBA between 6 PM and 12AM.

A notice will be published in the Essex Reporter, as well as the Village newsletter and front porch forum that the Trustees will be taking public comment regarding this request at their June 11th meeting.

Consideration of the request will be an agenda item for the June 11th meeting.

TEMPORARY USE APPLICATION

Permit #

Property description (address) for application Chaplain Valley Exposition

General Information

Applicant Thomas Oddy Day Phone # 802-878-5545
Address _____ X 30

Owner of record (attach affidavit if not applicant)
Name Chaplain Valley Exposition Day Phone# 802-879-5545
Address 105 Reed Street East Junction, Vermont 05453

Property information

Zoning District _____ Current land use _____ Tax Map Page# _____ Lot# _____

Purpose of application: (Please include information about proposed use, duration, parking, and other relevant material.) American Cancer Society Relay for Life annual Fund Raiser

Proposed time schedule: from June 21, 2013 4 PM to June 22, 2013 9 AM

Plot plan attached (parking layout, location of use, etc. showing setbacks of use and signs)

Size and number of signs _____

Describe any impacts on public services (including fire & Police)

Requesting a L and B sound waiver as was the case in Oct 2012. This event was already listed and included in our annual permit dated January 17, 2013

I certify that the information on this application is true and correct. I agree to abide by all the rules and regulations as specified in the land development code. I further agree to abide by any conditions placed upon approval of this application.

Thomas Oddy Director of Good Works Chaplain Valley Exposition 5/15/13
Applicant _____ Date _____

Land Owner (if different) _____ Date _____

RECEIVED

Staff Action

MAY 08 2013

Date received Village of Essex Junction Approved _____ Denied _____

Other approvals _____

Conditions if any _____

**Fee based on current Fee Schedule

Fee Amount:
**

Fee Verified

Staff Signature _____ Date _____



The economic engine of Vermont.

Village Manager's Office
2 Lincoln Street
Essex Junction, VT 05452

MEMORANDUM

TO: Trustees through Lauren Morrisseau and Susan McNamara- Hill, Village Co-
Managers *SMH*

FROM : Robin Pierce, Development Director *RP*

DATE : May 28, 2013

SUBJECT: 8 Railroad Avenue

The Planning department re-inspected the subject property on May 22, and, finding no violations, issued a certificate of occupancy on May 23.



The economic engine of Vermont.

Village Manager's Office
2 Lincoln Street
Essex Junction, VT 05452

MEMORANDUM

TO: Trustees through Lauren Morrissette and Susan McNamara-Hill, Village Co-
Managers *smh*
FROM: Robin Pierce, Development Director *rpj*
DATE: May 28, 2013
SUBJECT: Benefits of trees and understorey vegetation in the Built Environment

Please find below an outline of the benefits of trees and vegetation in the built environment, with appropriate references. It should be noted that the following doesn't address how to design plantings to enhance individual buildings, the benefits to wildlife etc., or the skill set and nuisances that go hand in hand with the registered profession of landscape architecture. Street widths, use, etc., can impact the type of vegetation and whether it is best located in a Village Row or on private property. Indeed the holistic potential to use species, such as sugar maples, as a teaching tool at the library or in school grounds (as part of a farm to table curriculum item) is not addressed.

Temperature Regulation and Energy Conservation

- Up to 20° F lower temperatures on sites with trees.¹
- Up to 35° F lower surface temperatures on pavement shaded with trees.¹
- Up to 2° F lower air temperatures in 30% shaded parking lots.³
- Up to 26° F lower temperatures in parked car cabins shaded with trees.³
- Up to 7° F lower fuel tank temperatures in parked cars shaded with trees.³
- Up to 7% reduction in energy for winter heating.¹
- Up to 50% wind speed reductions.¹

Air Quality

- .8 metric ton/day (tpd) reduction of emissions in a typical parking lot with 50% canopy cover.³
- Up to 60% reduction in street level pollution¹
- Average of 13 pounds of annually stored carbon per tree¹
- One acre of trees generates sufficient oxygen each day for 18 individuals.¹

Water Quality

- Up to 22% of winter precipitation utilized by trees.¹
- Up to 18% of growing season precipitation utilized by trees.¹

- Up to 2% reduction in runoff for every additional 5% tree cover added to a city.¹

Noise Abatement

- Decrease in sound of 6-15 decibels with plantings ranging from 100 ft. of forest to combinations of understory vegetation, trees and land forms.⁴

Economic

- Possible savings of up to 58% on life of streets due to shade cover.²
- 10 to 25 year street re-pavement deferment on shaded streets.²
- 80% higher comfort and amenity ratings in retail districts with trees.⁵
- 30% higher product quality ratings in retail districts with trees.⁵
- 15% higher service ratings in retail districts with trees.⁵
- 12% spending increase in retail districts with trees.⁵
- Documented increase of shopper willingness to travel longer distances, stay longer, visit more often and pay more for parking in retail districts with trees.⁵
- 1-9% property value increase on properties with trees.⁴
- Average net value to community of public trees is \$48 per tree/year.⁴

1. Coder, Rim, D., 1996. Identified Benefits if Community Trees and Forests. University of Georgia.

2. McPherson, E.G., J. Muchnick. 2005. Effects of Street Tree Shade on Asphalt Concrete Pavement Performance. *Journal of Arboriculture*. 31(6) :303-310

3. McPherson, E.G., J.R. Simpson and K.I. Scott. 2001. Actualizing microclimate and air quality benefits with parking lot tree shade ordinances. *Wetter und Leben*. 4(98) :353-369 .

4. McPherson, E.G., J.R. Simpson, P.J. Pepper and Qingfu Xiao. 1999. Tree Guidelines for San Joaquin Valley Communities. Western Center for Urban Forest Research and Education, USDA Forest Service.

5. Wolf, Kathleen L., 1999. Nature And Commerce: Human Ecology in Business Districts. *Building Cities of Green: Proceedings of the 9th National Urban Forest Conference*. D.C. American Forests

**VILLAGE OF ESSEX JUNCTION
BOARD OF TRUSTEES
MINUTES OF MEETING
May 14, 2013**

BOARD OF TRUSTEES: George Tyler (Village President); Dan Kerin, Andrew Brown, Lori Houghton, Elaine Sopchak.
ADMINISTRATION: Lauren Morrisseau Co-Manager & Finance Director; Susan McNamara-Hill, Co-Manager & Village Clerk/Treasurer; Rick Hamlin, Village Engineer; Jim Jutras, Water Quality Superintendent
OTHERS PRESENT: Jud Lawrie, Andrea Van Liew, Phoebe Spencer, Nick & Bridget Meyer, Rich Boyers, Eric Bowker, Rosalind Hutton, Jeff Forward, Kelly Fiske, Sandy Willey, Chad Farrell, Jason Starr (Essex Reporter).

1. CALL TO ORDER and PLEDGE OF ALLEGIANCE

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

2. AGENDA ADDITIONS/CHANGES

Changes to the agenda include:

- Evan Smith and Mary Whitcomb withdrew from consideration for the Bike-Walk Advisory Committee.
- Memo from Darby Brazoski, dated 5/14/13, corrected to include the planting of six trees in the tree planting grant application.
- Memo from Robin Pierce, dated 5/14/13, regarding sole source consultant for village plan update added to consent agenda.
- Letter from Green Mountain Power regarding streetlights removed from the consent agenda.

3. GUESTS, PRESENTATIONS, & PUBLIC HEARINGS

a. Comments from Public on Items Not on Agenda
None.

b. Applicants for Bike-Walk Advisory Committee

Following discussion of the charge for the Bike-Walk Advisory Committee the Trustees agreed the language should say “at least five members to a maximum of eight members on the committee”. Staff will revise the language and include the document on the consent agenda for the next meeting.

The following individuals briefly explained their interest in serving on the committee:

Andrea Van Liew	Rosalind Hutton	Rick Hamlin
Jud Lawrie	Eric Bowker	Phoebe Spencer

Bridget Meyer volunteered to help the committee and hoped the committee could begin its work in the near future. Ms. Meyer noted survey results from Heart and Soul showed of the 541 respondents over 400 had positive comment on more biking, walking, sidewalk, and path connections in the village.

c. Request by Nick Meyer to Adopt a Village Tree Policy

Nick Meyer read a statement on establishing a comprehensive tree plan for the village highlighting trees in the village provide an economic, environmental and social contribution as well as energy savings. Village resident, Sandra Willey, is interested in landscape projects in the village including tree planting/maintenance. A tree event was recently held at Summit Street School on Arbor Day (May 10, 2013). The village received a grant in 2012 from the Preservation Trust for tree plantings on Lincoln Place, Railroad Ave., and by the Brownell Library. Additional tree plantings with grant money will be done on Pearl Street, Central Street, and Lincoln Street. Landowners on the south side of Pearl Street and Central Street have been contacted regarding planting trees on their property. The village has submitted an application for a tree inventory grant and to develop a tree management plan. Now is the time to have a sustainable tree policy that looks to the future; there is real interest in the community, stated Mr. Meyer. Staff members, Darby Brazoski and Rick Jones, have been very helpful with the tree policy which can be further developed following review by other staff members (Jim Juras) and the Planning Commission/Board of Trustees. The tree policy includes establishing a five member board to ensure tree planting and maintenance continues.

There was discussion of pruning trees along roadways and replacing trees that are removed. Sandy Willey explained pruning helps trees remain healthy. The elm trees by Lincoln Hall need selective pruning which is typically done during the dormant months (winter). Eventually the center maple tree in front of Brownell Library should be removed to provide a clear view of the beautiful building and allow the lawn to grow (grass will not grow under a maple tree).

The consensus of the Trustees is in support of the policy moving forward.

4. OLD BUSINESS

a. Discuss Amendment to Land Development Code (LDC) to Regulate Tobacco Retailers in Village Center

The Trustees reviewed the letter to the Planning Commission requesting amendment to the LDC to regulate tobacco retailers in the village center. Minor corrections to the letter were made (change ¼ mile radius to ½ mile radius of Thomas Fleming School). The letter will be forwarded to the Planning Commission for consideration. Dan Kerin expressed concern about setting a precedent of regulating business activity in the village. George Tyler pointed out a license to sell tobacco is required so there already is regulation in place. The New England School of Law advises this is a reasonable approach to find a balance between individual rights and the community's right to impose its will.

5. NEW BUSINESS

a. Encore Solar Energy Proposal

Jeff Forward, Chad Farrell, and Jim Jutras reviewed the public/private partnership for a solar energy proposal at the waste water treatment plant, noting the following:

- A turnkey project (fixed solar panel array) at no cost to the village will be provided.
- Royalties are based on the amount of electricity produced.
- There are incentives available for solar projects.
- Public/private partnership allows private investors to receive eligible tax credits, and the municipality to receive lower electric bills without incurring the expense of installing the system.
- Encore is working with the Whitcomb Farm on a solar project on the farm.
- Encore is a Burlington based company.
- The Board of Trustees is requested to sign the letter of intent to do the necessary preliminary engineering for the proposal and for an agreement between the investors and the village.

George Tyler noted the Village Attorney found nothing of concern with the proposal at this point, but further review will be done as the proposal moves forward.

Elaine Sopchak asked about the cost of the solar installation and the estimated cost after seven years. Jim Jutras stated the metrics have to be developed to monitor and determine the financials to purchase or continue with the lease. Chad Farrell added there are some IRS restrictions on these types of projects after the tax credits are paid. The sale would be a fair market value, arms-length transaction at 40% to 60% of the original install cost, but there are lots of variables. If electric costs go up then there is more value and vice versa. Jeff Forward noted the treatment plant uses a lot of electricity and with net metering other production in the village can be used to offset the bill. The cost of the 500 kilowatt system is \$1.5 million to \$2 million. The system produces about \$150,000 to \$160,000 worth of electricity. The worth of buying or financing with bonding or continuing the lease with Encore can be evaluated. The village would pay a flat rate for 20 years no matter the cost of electricity. Natural gas is used at the plant versus oil which is a benefit. A contract agreement for the electricity purchase price would be drafted so there is a fixed number in the budget line item. Chad Farrell stated there are a number of options to offer: step down pricing, lease. The site needs to be evaluated and the cost determined to interconnect the projects (treatment plant and Whitcomb Farm) plus the cost to build the project in order to determine the price per kilowatt (anticipated at \$.18 to \$.20 per kilowatt). Jim Jutras added there is three phase power on-site already and the village owns the land. The demand is high so the arrangement is a win-win for the village and the utility. Elaine Sopchak asked about the electric company buying excess power. Jeff Forward stated Green Mountain Power is not required to purchase the power, but has been doing so. That provision is going away. Green Mountain Power filed a tariff.

Andrew Brown asked if the village is locked into a purchase timeframe. Jeff Forward said no. Trustee Brown asked Jim Jutras if he is in favor of the project. Mr. Jutras confirmed this with continued evaluation as the project progresses. Jeff Forward noted there is some urgency in that the tax incentives go away in 2016. The utilities have a cap

for purchasing from the net metered system of 4%. Green Mountain Power is at 3% now. Costs are ticking up slightly in the industry. The village would receive net metering credits (top down credit on one or more of the village bills) and Encore is paid 10% of that. The purchase price for the village is fixed as the value of electricity increases. This is a way to increase the amount of renewable energy at fairly low risk to the village.

Dan Kerin asked about the efficacy of the solar panels after 10 or 20 years. Chad Farrell stated the useful life of the panels is 30 years. There is an approximate half percent per year degradation factor so after 20 years there will be 90% efficacy, 85% after 30 years, and 80% after 35 years. There is very minor maintenance of the panels after installation. The panels have a 25 year warranty. Approximately four acres will be used for the array. A shading analysis is done. The panels are set back from trees. After the village purchases the system (7 years) the village is responsible for maintenance (there are companies who provide this service). The array is monitored by a web based data acquisition system. Jim Jutras added the site has direct southern exposure and is bowl shaped with a high side and nearby power lines so the installation will be fairly easy.

MOTION by George Tyler, SECOND by Elaine Sopchak, to authorize the Village Co-Managers to sign the letter of intent with Encore Solar. VOTING: unanimous (5-0); motion carried.

b. Discuss Process for appointing Village Attorney and Village Engineer

Staff gave a brief history of the evolution from an RFP (in 1995) to identify a pool of engineering and law firms to work with the village to the appointment of a single village engineer and village attorney by the Village Manager upon approval by the Board of Trustees. George Tyler commented former Village Manager, Dave Crawford, reviewed current services and affirmed the village was receiving excellent service at competitive cost from the engineer and attorney. The village charter empowers the Village Manager with authority over all village employees. The Village Manager should have a general idea of the engineering and legal requirements of the village. Lori Houghton mentioned the firms serving the village have not changed in the past 18 to 25 years so it may be prudent to revisit the services provided by the engineer, attorney, and auditor. Elaine Sopchak suggested consulting with VLCT for an assessment process so there is documentation the village is receiving excellent service at a competitive cost. Dan Kerin cautioned against the Board micro-managing the village. The charge of the Village Manager is to do what is best for the community. The new village manager could be asked to contact VLCT. Lauren Morrisseau stated there is a tremendous amount of work and staff time to bring a new auditor or new engineer up to speed and this may not be the year to make a change in light of the village manager transition. Appointment of the Village Engineer, Village Attorney, and Auditor is made in June. Following further discussion the Board agreed to discuss the matter at the next Board of Trustees retreat.

6. VILLAGE MANAGER'S REPORT

a. Meeting Schedule

- May 28 @ 6:30 – Regular Trustees Meeting
- June 11 @ 6:30 – Regular Trustees Meeting

- June 25 @ 6:30 – Regular Trustees Meeting
- July 9 @ 6:30 – Regular Trustees Meeting (cancelled due to office renovations)
- July 23 @ 6:30 – Regular Trustees Meeting
- August 13 @ 6:30 – Regular Trustees Meeting
- August 27 @ 6:30 – Regular Trustees Meeting
- September 10 @ 6:30 – Regular Trustees Meeting
- September 24 @ 6:30 – Regular Trustees Meeting
- October 8 @ 6:30 – Regular Trustees Meeting
- October 22 @ 6:30 – Regular Trustees Meeting

Special Meetings/Events:

- May 25 @ 10 AM – Memorial Day Parade
- June 4 @ 3-5 PM – Employee Appreciation Party at On Tap
- July 20 @ 4-9 PM – Village Annual Block Party & Street Dance

b. Wireless Microphones

Staff will purchase wireless microphones for the meeting room.

c. Equipment Grant

The village used the equipment grant from VLCT PACIF for manhole lifters.

7. TRUSTEES COMMENTS/ANNOUNCEMENTS

a. Board Member Comments

- Board of Trustees retreat is June 17, 2013 at 5:30 PM.
- Next Capital Project Committee meeting is June 4, 2013 at 5:30 PM.

b. Reading File

- Minutes from Planning Commission 4/18/13 and Block Party Committee 4/22/13
- CCRPC Notice of Hearing: Review FY2014 UPWP 5/22/13
- CCRPC Memo: ECOS Plan Second Public Hearing Draft
- Thank You Note from Essex Junction Senior Center
- Notice of Violation: 8 Railroad Avenue

8. CONSENT AGENDA & READING FILE

MOTION by George Tyler, SECOND by Andrew Brown, to approve the consent agenda as follows and with the addition of the memo from Robin Pierce, dated 5/14/13, and removal of the letter to Green Mountain Power:

- 1. Approve and Sign Annual Meeting Minutes 4/3/13**
- 2. Approve Minutes of Previous Meetings (4/23/13)**
- 3. Approve Warrants including Checks #10047013 through #10047116 totaling \$269,495.47.**
- 4. Approve Request to Close Streets for Memorial Day Parade 5/25/13**
- 5. Sign Acknowledgement of Ethics Policy**
- 6. Approve Appointment to Recreation Advisory Committee**

-
7. Approve Grant Application for Vermont Urban and Community Forestry Program
 8. Memo from Robin Pierce, dated May 14, 2013, re: Municipal Plan Update Sole Source Consultant Selection

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

9. EXECUTIVE SESSION

MOTION by George Tyler, SECOND by Dan Kerin, to convene Executive Session to discuss personnel matters where premature public knowledge would place the village at a substantial disadvantage, and to invite the village co-managers to attend.

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

Executive Session was convened at 8:15 PM and adjourned at 8:45 PM.

ACTION FOLLOWING EXECUTIVE SESSION

MOTION by George Tyler, SECOND by Lori Houghton, to add “Human Resources Director” to the job title for Village Clerk/Treasurer and Tax Collector and to change the grade from 9 to 10 along with a 5% pay increase effective 3/25/13, and further, to award a bonus of \$500 to the Assistant Wastewater Chief Operator in recognition of his efforts above and beyond the normal operations of the wastewater treatment facility. VOTING: unanimous (5-0); motion carried.

MOTION by Andrew Brown, SECOND by Lori Houghton, to reconvene Executive Session to discuss personnel matters (unified manager position). VOTING: unanimous (5-0); motion carried.

Executive Session reconvened at 8:50 PM and adjourned at 8:59 PM.

10. ADJOURNMENT

There was no further business before the Board and the meeting was adjourned at 9 PM.

RScty: M.E.Riordan



Check Register Report

BL 5/28/13

Date: 05/22/2013

Time: 4:14 pm

Page: 1

Village of Essex Junction

BANK:

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
10047117	05/19/2013	Printed		05530	COSTCO COLCHESTER #314	SUPPLIES-FIRE	82.92
10047118	05/28/2013	Printed		10508	ADVANCED DISPOSAL	GRIT REMOVAL-WWTF	461.82
10047119	05/28/2013	Printed		10340	ALL SYSTEMS REPAIR, INC.	COMPUTER NTRWK IMPRVEMNTS-LIBR	2,088.00
10047121	05/28/2013	Printed		00382	AMAZON.COM CREDIT	CIRCULATION MATERIALS-LIBRARY	437.55
10047122	05/28/2013	Printed		9376	PATRICIA BENOIT	LONGEVITY AWARD-ADMIN	25.00
10047123	05/28/2013	Printed		1655	BLUE CROSS BLUE SHIELD OF VT	TVHP HSA-VARIOUS DEPTS	8,229.00
10047124	05/28/2013	Printed		1655	BLUE CROSS BLUE SHIELD OF VT	COMP HSA-VARIOUS DEPT	13,177.17
10047126	05/28/2013	Printed		0268	BRODART CO.	CIRCULATION MATERIALS-LIBRARY	2,113.14
10047127	05/28/2013	Printed		0305	BURLINGTON FREE PRESS	MAY NEWSPAPER-LIBRARY	22.00
10047129	05/28/2013	Printed		9941	BUSINESSCARD SERVICES	SEE ATTACHED SPREADSHEET	541.83
10047130	05/28/2013	Printed		10280	DONNA CANNIFF	MILEAGE REIMBURSE-LIBRARY	39.55
10047131	05/28/2013	Printed		9663	CAREER TRACK	SEMINAR-ADMIN	149.00
10047132	05/28/2013	Printed		9743	CARQUEST AUTO PARTS	AUTO PARTS-STREET	51.13
10047133	05/28/2013	Printed		0500	CHAMPLAIN WATER DISTRICT	WATER USAGE-WATER	190,988.10
10047134	05/28/2013	Printed		0505	R.R CHARLEBOIS INC.	TRUCK REPAIR-FIRE	83.30
10047135	05/28/2013	Printed		0525	CHITTENDEN SOLID WASTE DISTRIC	SOLID WASTE MGMT FEES-WWTF	174.94
10047136	05/28/2013	Printed		10207	CHOICE CARE CARD	ADMIN FEE-ALL DEPT	189.00
10047137	05/28/2013	Printed		2305	CLARK'S TRUCK CENTER	TRUCK MAINT-STREET	323.63
10047138	05/28/2013	Printed		9788	COMCAST	CABLE-FIRE	13.50
10047139	05/28/2013	Printed		05898	CRYSTAL ROCK BOTTLED WATER	BOTTLED WATER-STR/LH	94.65
10047140	05/28/2013	Printed		0710	ENDYNE, INC.	QTRLY SLUDGE SAMPLES-WWTF	590.00
10047141	05/28/2013	Printed		0780	ESSEX EQUIPMENT SALES	SAFETY GLOVES-STREET	32.39
10047142	05/28/2013	Printed		0795	TOWN OF ESSEX	RECORDINGS-PLAN	140.00
10047143	05/28/2013	Printed		10231	FAILSAFE TESTING INC	HOSE TESTING-FIRE	1,425.00
10047144	05/28/2013	Printed		9473	TODD J. FARRELL	PLANTS-EC DEV	450.00
10047145	05/28/2013	Printed		08044	FIRE TECH & SAFETY OF NEW ENGL	EQUIPMENT MAINT-FIRE	1,047.26
10047146	05/28/2013	Printed		0751	FISHER AUTO PARTS	AUTOPARTS-STREET	191.57
10047147	05/28/2013	Printed		0899	GAUTHIER TRUCKING CO., INC	RUBBISH REMOVAL-LH/STR	605.12
10047148	05/28/2013	Printed		10453	GE CAPITAL C.O.RICOH USA	COPIER LEASE-WWTF	118.00
10047149	05/28/2013	Printed		0943	MARY L. GRAF	MILEAGE & SUPPLIES-LIBRARY	114.07
10047150	05/28/2013	Printed		24511	GRAINGER	POWER SUPPLY-WWTF	59.45
10047152	05/28/2013	Printed		0965	GREEN MOUNTAIN POWER CORP.	ELECTRICITY-VARIOUS DEPTS	13,222.08
10047153	05/28/2013	Printed		9958	GREEN MTN LIBRARY CONSORTIUM	2 REGISTRATIONS-LIBRA	50.00
10047154	05/28/2013	Printed		1010	HACH COMPANY	EQUIPMENT-WWTF	751.70
10047155	05/28/2013	Printed		1031	HANNAFORD BROTHERS CO.	SUPPLIES-WWTF	25.98
10047156	05/28/2013	Printed		0997	TERESA HASS	LONGEVITY AWARD-ADMIN	30.00
10047157	05/28/2013	Printed		1106	MICHAEL HUNTER	LONGEVITY AWARD-ADMIN	30.00
10047158	05/28/2013	Printed		9625	INGRAM LIBRARY SERVICES	CIRCULATION MATERIALS-LIB	113.15
10047159	05/28/2013	Printed		2041	S. D. IRELAND CONCRETE	CONCRETE REPAIR MAT'LS-STREET	2,173.21
10047160	05/28/2013	Printed		1293	F. R. LAFAYETTE, INC.	SIGN POSTS-STREET	105.00
10047161	05/28/2013	Printed		1292	LAMOUREUX, & DICKINSON	ENG LNCS SDWK-CAP R	1,101.78
10047162	05/28/2013	Printed		10432	CHELSEA MANDIGO	MILEAGE REIMB-WWTF	23.73
10047163	05/28/2013	Printed		1460	MAPLEHURST FLORIST	THANK YOU FLOWERS-ADMIN	43.90
10047164	05/28/2013	Printed		10547	MERIDEN COOPER	SLUDGE LVL 1/2 SENSORS-WWTF	3,774.01
10047165	05/28/2013	Printed		1516	MILTON RENTAL & SALES INC	BELT FOR MOWER-STREET	20.47
10047166	05/28/2013	Printed		1539	LAUREN MORRISSEAU	LONGEVITY AWARD-ADMIN	50.00
10047167	05/28/2013	Printed		10176	NEOFUNDS BY NEOPOST	POSTAGE-ADMIN	600.00
10047168	05/28/2013	Printed		1660	NORTHEAST DELTA DENTAL	DENTAL INS -VARIOU	2,180.47
10047169	05/28/2013	Printed		2393	NORTHEAST MAILING SYSTEMS, LLC	PSTG METER SUPPLIES-ADM/PLN	155.78
10047170	05/28/2013	Printed		1699	OBER-READ & ASSOCIATES, INC.	EQ BLOWER REBUILD-WWTF	2,606.75
10047171	05/28/2013	Printed		10525	CHRIS OSBORNE	MILEAGE REIMB-LIBRARY	15.09

Check Register Report

BL 5/28/13

Date: 05/22/2013

Time: 4:14 pm

Page: 2

Village of Essex Junction

BANK:

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
10047172	05/28/2013	Printed		1755	P & H SENESAC, INC.	CLEANING/DEMobilIZATION-WWTF	8,050.00
10047173	05/28/2013	Printed		1756	PATTON FACILITY MGMNT DBA	JANITORIAL SERV-LH/LIB	2,608.98
10047174	05/28/2013	Printed		1174	PERMA-LINE CORP OF NEW ENGLAND	SIGNS -STREET	787.87
10047175	05/28/2013	Printed		1775	PETTY CASH VILLAGE	PSTG/SUPPLIES-VARIOUS	46.95
10047176	05/28/2013	Printed		9564	ELIZABETH PIERCE	LONGEVITY AWARD-ADMIN	25.00
10047177	05/28/2013	Printed		10059	ROBERT PIERCE	CELL PHONE-PLAN	258.48
10047178	05/28/2013	Printed		1789	PIKE INDUSTRIES, INC.	ASPHALT-STREET	540.00
10047179	05/28/2013	Printed		1791	PENELOPE D PILLSBURY	MILEAGE REIMB-LIBRARY	17.52
10047180	05/28/2013	Printed		1781	PIONEER MOTORS & DRIVES, INC.	DRIVE-SETUP-WWTF	720.00
10047181	05/28/2013	Printed		10235	PRATT & SMITH INC	ELECTRICAL WORK-WWTF	3,298.02
10047182	05/28/2013	Printed		1843	PROFESSIONAL WRITING SVCS	MEETING MINUTES-ADM/PLN	640.00
10047183	05/28/2013	Printed		1908	THE RADIO NORTH GROUP, INC.	REPAIR RADIO-FIRE	452.00
10047184	05/28/2013	Printed		20732	THE SHERWIN-WILLIAMS CO.	PAINT-STREET	54.99
10047185	05/28/2013	Printed		10546	SIEMENS INDUSTRY INC	BIOXIDE-WWTF	8,832.00
10047186	05/28/2013	Printed		0482	SIGNALS RYG, INC.	TRAF SIG REPAIR	2,078.31
10047187	05/28/2013	Printed		20835	SIMONS UNIFORMS	AWARD BARS-FIRE	324.00
10047188	05/28/2013	Printed		2115	SOUTHWORTH-MILTON, INC.	GENERATOR REPAIR-SANIT/FIRE	898.12
10047189	05/28/2013	Printed		21153	SOVERNET COMMUNICATIONS	PHONE/INTERNET-VARIOUS	300.29
10047190	05/28/2013	Printed		2124	STAPLES ADVANTAGE	SUPPLIES-VARIOUS	161.48
10047191	05/28/2013	Printed		9967	SWISH KENCO LTD	HAND SOAP-LIBRARY	147.60
10047192	05/28/2013	Printed		0545	THE TECH GROUP	SYSTEM MONITORING-ADMIN	664.00
10047193	05/28/2013	Printed		10481	TRUMBULL-NELSON CONST. CO.	PLANT REFURB-WWTF	1,075,491.64
10047194	05/28/2013	Printed		9727	UNUM LIFE INSURANCE CO OF AMER	LIFE INS PREM-VARIOUS DEP	766.00
10047195	05/28/2013	Printed		2338	USA BLUE BOOK	CHART PEN ASSY'S-WWTF	376.14
10047196	05/28/2013	Printed		21250	VERMONT AGENCY OF NAT RESOURCE	MS4 NOI FEE-STREET	1,320.00
10047197	05/28/2013	Printed		9900	VERMONT STATE TREASURER'S OFF	M BUTSON UNCLAIMED PROPERTY	43.50
10047198	05/28/2013	Printed		2361	STATE OF VERMONT	PERMIT RENEWAL-WWTF	5,129.25
10047199	05/28/2013	Printed		2343	VILLAGE COPY & PRINT	COMPREHENSIVE PLANS-PLAN	374.00
10047200	05/28/2013	Printed		9968	VISION SERVICE PLAN-CONNECTICU	VISION INS PREM-VARIOUS	410.49
10047201	05/28/2013	Printed		9591	VRWA	TRAINING SESSION-WATER	28.00
10047202	05/28/2013	Printed		9356	WILLIAMSON ELECTRICAL, INC	TUBE & BALLASTS-LIBRARY	177.50

Total Checks: 82 Checks Total (excluding void checks): 1,366,153.32

Total Payments: 82 Bank Total (excluding void checks): 1,366,153.32

Total Payments: 82 Grand Total (excluding void checks): 1,366,153.32

REVENUE/EXPENDITURE REPORT
Bill List 05/28/13

Village of Essex Junction

For the Period: 7/1/2012 to 5/31/2013	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 100 - GENERAL FUND							
Dept: 000.000							
Acct Class: 4000 Revenue							
401.000 PROPERTY TAXES-CURRENT	2,666,989.00	2,666,989.00	2,667,251.86	0.00	0.00	-262.86	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	10,571.08	297.42	0.00	-3,571.08	151.0
404.000 IBM SUBSIDY	60,578.00	60,578.00	60,578.00	0.00	0.00	0.00	100.0
410.000 LICENSE AND ZONING FEE	30,000.00	30,000.00	57,448.70	15,685.00	0.00	-27,448.70	191.5
411.010 SERVICE FEE - WATER	110,169.00	110,169.00	82,626.75	0.00	0.00	27,542.25	75.0
411.020 SERVICE FEE - WWTP	55,085.00	55,085.00	41,313.75	0.00	0.00	13,771.25	75.0
411.030 SERVICE FEE - SANITATION	110,169.00	110,169.00	82,626.75	0.00	0.00	27,542.25	75.0
420.010 STATE DISTRICT COURT FINES	2,000.00	2,000.00	3,496.00	326.00	0.00	-1,496.00	174.8
420.020 STATE HIGHWAY AID	100,000.00	100,000.00	113,128.23	0.00	0.00	-13,128.23	113.1
420.030 EJSD TAX COLLECTION FEES	47,000.00	47,000.00	47,955.95	26,270.94	0.00	-955.95	102.0
432.015 PARKING SPACE FEES	4,800.00	4,800.00	4,000.00	0.00	0.00	800.00	83.3
432.030 MISCELLANEOUS FIRE RECEIPTS	0.00	0.00	1,231.28	0.00	0.00	-1,231.28	0.0
432.051 BLOCK PARTY CONTRIBUTIONS	1,500.00	1,500.00	1,450.00	200.00	0.00	50.00	96.7
432.070 MISCELLANEOUS STREET RECEIPTS	3,000.00	3,000.00	2,489.60	0.00	0.00	510.40	83.0
432.080 MISCELLANEOUS LIBRARY RECEIPTS	450.00	450.00	608.20	82.20	0.00	-158.20	135.2
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	1,192.21	0.00	0.00	-192.21	119.2
445.000 MISC. - UNCLASSIFIED RECEIPTS	4,600.00	4,600.00	2,334.35	6.60	0.00	2,265.65	50.7
Revenue	3,221,340.00	3,221,340.00	3,184,381.34	42,868.16	0.00	36,958.66	98.9
Acct Class: 4900 GRANTS & DONATIONS							
432.032 DONATIONS FOR FORUM	0.00	0.00	1,922.75	0.00	0.00	-1,922.75	0.0
432.033 OTHER DONATIONS	0.00	0.00	5,807.75	0.00	0.00	-5,807.75	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	1,863.00	0.00	0.00	-1,863.00	0.0
432.083 DONATIONS TO LIBRARY	0.00	0.00	7,129.44	491.50	0.00	-7,129.44	0.0
432.080 MISCELLANEOUS STATE GRANTS	0.00	0.00	8,408.29	0.00	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
GRANTS & DONATIONS	0.00	0.00	52,101.10	491.50	0.00	-52,101.10	0.0
Acct Class: 5990 Non Operating Revenues							
410.150 Adult Replacement Receipts	0.00	0.00	1,890.00	74.00	0.00	-1,890.00	0.0
410.151 Juvenile Replacment Receipts	0.00	0.00	1,527.94	134.00	0.00	-1,527.94	0.0
445.100 SALE OF ASSET	0.00	0.00	500.00	0.00	0.00	-500.00	0.0
Non Operating Revenues	0.00	0.00	3,917.94	208.00	0.00	-3,917.94	0.0
Dept: 000.000	3,221,340.00	3,221,340.00	3,240,400.38	43,567.66	0.00	-19,060.38	100.6
Revenues	3,221,340.00	3,221,340.00	3,240,400.38	43,567.66	0.00	-19,060.38	100.6
Expenditures							
Dept: 100.000 ADMINISTRATION							
Acct Class: 7000 Operating Expenses							
720.000 SALARIES REGULAR	334,477.00	334,477.00	283,916.85	19,644.80	0.00	50,560.15	84.9
720.010 SALARIES OVERTIME	1,000.00	1,000.00	1,293.52	0.00	0.00	-293.52	129.4
720.020 SALARIES PART TIME	7,250.00	7,250.00	11,887.75	1,274.78	0.00	-4,637.75	164.0
720.022 SOCIAL SECURITY	26,923.00	26,923.00	23,032.92	1,590.03	0.00	3,890.08	85.6
720.024 UNEMPLOYMENT INSURANCE	1,186.00	1,186.00	1,032.06	41.83	0.00	153.94	87.0
720.026 WORKERS COMP INSURANCE	1,166.00	1,166.00	1,460.32	91.83	0.00	-294.32	125.2
720.028 HEALTH INS & OTHER BENEFITS	66,340.00	66,340.00	58,225.38	3,299.05	0.00	8,114.62	87.8
720.030 RETIREMENT	38,506.00	38,506.00	35,877.22	1,848.48	0.00	2,628.78	93.2
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	357.63	210.00	0.00	1,242.37	22.4
720.050 BOARD MEMBER FEES	2,500.00	2,500.00	1,875.00	0.00	0.00	625.00	75.0
723.000 SUPPLIES	6,700.00	6,700.00	3,928.90	181.35	0.00	2,771.10	58.6
723.001 POSTAGE	4,600.00	4,600.00	4,224.35	600.00	0.00	375.65	91.8

REVENUE/EXPENDITURE REPORT

Bill List 05/28/13

Village of Essex Junction

For the Period: 7/1/2012 to 5/31/2013	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 100 - GENERAL FUND							
Expenditures							
Dept: 100.000 ADMINISTRATION							
Acct Class: 7000 Operating Expenses							
723.055 COMPUTER EXPENSES	16,915.00	16,915.00	16,525.35	664.00	0.00	389.65	97.7
724.000 TRAINING, CONFERENCES, DUES	13,304.00	13,304.00	6,241.62	409.71	0.00	7,062.38	46.9
725.000 TELEPHONE SERVICES	4,392.00	4,392.00	2,431.87	143.72	0.00	1,960.13	55.4
725.025 COMMUNICATIONS	13,700.00	13,700.00	11,594.46	441.50	0.00	2,105.54	84.6
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	4,309.86	249.52	0.00	230.14	94.9
745.031 LEGAL SERVICES	15,000.00	15,000.00	13,498.50	610.50	0.00	1,501.50	90.0
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	5,351.50	0.00	0.00	-76.50	101.5
745.050 PRINTING AND ADVERTISING	5,800.00	5,800.00	4,036.90	0.00	0.00	1,763.10	69.6
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	1,578.50	0.00	0.00	621.50	71.8
747.000 HOLIDAY EXPENSE	1,280.00	1,280.00	1,134.78	0.00	0.00	145.22	88.7
749.000 TRUSTEES EXPENDITURES	4,000.00	4,000.00	5,384.03	70.74	0.00	-1,384.03	134.6
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	512,223.64	31,371.84	0.00	85,162.36	85.7
ADMINISTRATION	600,386.00	597,386.00	512,223.64	31,371.84	0.00	85,162.36	85.7
Dept: 175.000 MISC TRANSFERS & EXPENDITUES							
Acct Class: 7000 Operating Expenses							
750.021 ROLLING STOCK FUND CONTRIB	163,624.00	163,624.00	122,718.00	0.00	0.00	40,906.00	75.0
750.022 CAP RESRV FND CONT - BEG 1993	372,788.00	372,788.00	279,591.00	0.00	0.00	93,197.00	75.0
750.026 EMP TERM BENEFITS TRANSFER	10,000.00	10,000.00	7,500.00	0.00	0.00	2,500.00	75.0
7 7 HALF PENNY FOR LDR TRUCK NOTE	50,000.00	50,000.00	37,500.00	0.00	0.00	12,500.00	75.0
Operating Expenses	596,412.00	596,412.00	447,309.00	0.00	0.00	149,103.00	75.0
MISC TRANSFERS & EXPENDITUES	596,412.00	596,412.00	447,309.00	0.00	0.00	149,103.00	75.0
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	1,878.27	0.00	0.00	-78.27	104.3
723.065 WATER AND SEWER CHARGE	1,000.00	1,000.00	1,786.19	0.00	0.00	-786.19	178.6
725.000 TELEPHONE SERVICES	480.00	480.00	455.57	40.75	0.00	24.43	94.9
726.000 ELECTRICAL SERVICE	6,510.00	6,510.00	5,952.71	0.00	0.00	557.29	91.4
727.000 HEATING	7,000.00	7,000.00	5,159.65	0.00	0.00	1,840.35	73.7
728.000 MAINT. BUILDINGS/GROUNDS	6,500.00	6,500.00	6,982.13	0.00	0.00	-482.13	107.4
745.005 RUBBISH REMOVAL	1,750.00	1,750.00	1,496.00	144.50	0.00	254.00	85.5
745.014 CONTRACT SERVICES	7,503.00	7,503.00	8,158.04	2,608.98	0.00	-655.04	108.7
Operating Expenses	38,053.00	38,053.00	36,337.28	2,794.23	0.00	1,715.72	95.5
LINCOLN HALL	38,053.00	38,053.00	36,337.28	2,794.23	0.00	1,715.72	95.5
Dept: 300.000 FIRE DEPARTMENT							
Acct Class: 7000 Operating Expenses							
720.021 SALARIES - FIREFIGHTERS	126,000.00	126,000.00	108,233.09	0.00	0.00	17,766.91	85.9
720.022 SOCIAL SECURITY	9,639.00	9,639.00	8,279.82	0.00	0.00	1,359.18	85.9
720.026 WORKERS COMP INSURANCE	12,000.00	12,000.00	10,344.44	0.00	0.00	1,655.56	86.2
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	1,368.75	87.39	0.00	1,031.25	57.0
723.016 EMS SUPPLIES	1,800.00	1,800.00	1,060.54	0.00	0.00	739.46	58.9
723.010 GAS, GREASE AND OIL	5,400.00	5,400.00	5,753.27	0.00	0.00	-353.27	106.5
723.065 WATER AND SEWER CHARGE	900.00	900.00	678.10	0.00	0.00	221.90	75.3
724.000 TRAINING, CONFERENCES, DUES	5,000.00	5,000.00	2,801.32	0.00	0.00	2,198.68	56.0
725.000 TELEPHONE SERVICES	4,000.00	4,000.00	3,174.52	150.52	0.00	825.48	79.4

REVENUE/EXPENDITURE REPORT

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Village of Essex Junction

For the Period: 7/1/2012 to 5/31/2013	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 100 - GENERAL FUND							
- Titres							
Dept: 300.000 FIRE DEPARTMENT							
Acct Class: 7000 Operating Expenses							
726.000 ELECTRICAL SERVICE	6,600.00	6,600.00	6,282.98	1,141.53	0.00	317.02	95.2
727.000 HEATING	6,000.00	6,000.00	4,659.57	0.00	0.00	1,340.43	77.7
728.000 MAINT. BUILDINGS/GROUNDS	5,000.00	5,000.00	829.02	0.00	0.00	4,170.98	16.6
728.010 RADIO MAINTENANCE	2,000.00	2,000.00	6,295.25	452.00	0.00	-4,295.25	314.8
728.020 MAINTENANCE OTHER	10,000.00	10,000.00	12,795.49	1,047.26	0.00	-2,795.49	128.0
728.030 VEHICLE MAINTENANCE-TRAVEL	10,000.00	10,000.00	20,614.26	240.51	0.00	-10,614.26	206.1
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	16,078.78	324.00	0.00	1,921.22	89.3
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	864.00	0.00	0.00	36.00	96.0
745.013 HYDRANT RENTALS	5,000.00	5,000.00	3,750.00	0.00	0.00	1,250.00	75.0
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	10,204.75	395.52	0.00	4,295.25	70.4
Operating Expenses	270,189.00	270,189.00	240,918.56	3,838.73	0.00	29,270.44	89.2
FIRE DEPARTMENT	270,189.00	270,189.00	240,918.56	3,838.73	0.00	29,270.44	89.2
Dept: 700.000 STREET DEPARTMENT							
Acct Class: 7000 Operating Expenses							
720.000 SALARIES REGULAR	190,875.00	186,875.00	143,952.23	12,760.16	0.00	42,922.77	77.0
720.010 SALARIES OVERTIME	15,000.00	15,000.00	12,955.08	714.29	0.00	2,044.92	86.4
720.020 SALARIES PART TIME	17,018.00	17,018.00	13,951.31	1,272.04	0.00	3,066.69	82.0
720.022 SOCIAL SECURITY	17,249.00	17,249.00	12,584.40	1,077.52	0.00	4,664.60	73.0
720.024 UNEMPLOYMENT INSURANCE	1,086.00	1,086.00	844.52	56.77	0.00	241.48	77.8
720.026 WORKERS COMP INSURANCE	11,628.00	11,628.00	11,166.52	975.67	0.00	461.48	96.0
720.030 HEALTH INS & OTHER BENEFITS	77,761.00	77,761.00	62,312.91	4,677.26	0.00	15,448.09	80.1
720.030 RETIREMENT	19,088.00	19,088.00	14,308.50	1,292.23	0.00	4,779.50	75.0
720.032 LIABILITY & PROPERTY INS.	14,100.00	14,100.00	12,056.88	0.00	0.00	2,043.12	85.5
723.000 SUPPLIES	21,100.00	16,100.00	9,206.16	82.00	0.00	6,893.84	57.2
723.010 WINTER MAINTENANCE	75,000.00	75,000.00	84,572.27	0.00	0.00	-9,572.27	112.8
723.012 PAVEMENT MAINTENANCE	15,000.00	15,000.00	13,537.93	540.00	0.00	1,462.07	90.3
723.014 GRAVEL,TOPSOIL	4,500.00	4,500.00	2,946.25	0.00	0.00	1,553.75	65.5
723.015 SIGNS AND POSTS	5,500.00	5,500.00	2,555.95	344.55	0.00	2,944.05	46.5
723.020 GAS,GREASE AND OIL	20,000.00	20,000.00	27,351.15	7.99	0.00	-7,351.15	136.8
723.065 WATER AND SEWER CHARGE	1,500.00	1,500.00	873.47	0.00	0.00	626.53	58.2
724.000 TRAINING, CONFERENCES, DUES	500.00	500.00	249.70	16.95	0.00	250.30	49.9
725.000 TELEPHONE SERVICES	1,800.00	1,800.00	1,513.59	0.00	0.00	286.41	84.1
726.000 ELECTRICAL SERVICE	4,900.00	4,900.00	3,364.98	347.31	0.00	1,535.02	68.7
726.035 STREET LIGHTS	131,840.00	131,840.00	102,603.07	9,222.27	0.00	29,236.93	77.8
726.037 TRAFFIC LIGHTS	5,700.00	5,700.00	5,143.25	102.68	0.00	556.75	90.2
727.000 HEATING	4,000.00	4,000.00	3,080.16	0.00	0.00	919.84	77.0
728.000 MAINT. BUILDINGS/GROUNDS	2,500.00	2,500.00	3,594.89	0.00	0.00	-1,094.89	143.8
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	1,321.37	224.60	0.00	-321.37	132.1
728.030 VEHICLE MAINTENANCE-TRAVEL	32,000.00	32,000.00	16,837.90	492.19	0.00	15,162.10	52.6
728.033 STREETScape MAINT./IMP	7,500.00	7,500.00	3,511.81	0.00	0.00	3,988.19	46.8
728.036 VILLAGE GARDEN SPOTS	2,500.00	2,500.00	2,108.23	0.00	0.00	391.77	84.3
728.037 TRAFFIC/STREET LIGHT MAINT.	6,500.00	6,500.00	7,970.05	645.00	0.00	-1,470.05	122.6
728.041 MEMORIAL PARK	3,000.00	3,000.00	2,487.68	0.00	0.00	512.32	82.9
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	2,407.19	17.40	0.00	2,092.81	53.5
745.005 RUBBISH REMOVAL	6,200.00	6,200.00	4,374.20	460.62	0.00	1,825.80	70.6
745.014 CONTRACT SERVICES	10,000.00	10,000.00	10,726.00	0.00	0.00	-726.00	107.3
745.030 EQUIPMENT RENTALS	3,800.00	3,800.00	3,693.20	0.00	0.00	106.80	97.2
745.034 ENGINEERING SERVICES	15,000.00	15,000.00	17,109.95	0.00	0.00	-2,109.95	114.1
755.011 TRAFFIC CALMING	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.0
755.023 CAPITAL OUTLAY	2,000.00	2,000.00	1,735.00	0.00	0.00	265.00	86.8
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	14,812.44	1,065.00	0.00	-6,312.44	174.3

REVENUE/EXPENDITURE REPORT
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Village of Essex Junction

For the Period: 7/1/2012 to 5/31/2013	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 100 - GENERAL FUND							
Operating Expenses							
760.034 STORM SEWER PERMIT FEES	3,000.00	3,000.00	4,817.00	1,320.00	0.00	-1,817.00	160.6
760.035 STORM SEWER PUBLIC EDUCATION	10,000.00	10,000.00	7,312.70	0.00	0.00	2,687.30	73.1
Operating Expenses	782,345.00	773,345.00	652,140.76	37,714.50	0.00	121,204.24	84.3
STREET DEPARTMENT							
Dept: 800.000 BROWNELL LIBRARY							
Acct Class: 7000 Operating Expenses							
720.000 SALARIES REGULAR	292,359.00	292,359.00	258,385.22	22,921.61	0.00	33,973.78	88.4
720.020 SALARIES PART TIME	88,282.00	88,282.00	74,962.51	6,923.39	0.00	13,319.49	84.9
720.022 SOCIAL SECURITY	29,551.00	29,551.00	25,314.38	2,260.45	0.00	4,236.62	85.7
720.024 UNEMPLOYMENT INSURANCE	2,384.00	2,384.00	2,250.59	182.26	0.00	133.41	94.4
720.026 WORKERS COMP INSURANCE	1,285.00	1,285.00	1,464.18	130.74	0.00	-179.18	113.9
720.028 HEALTH INS & OTHER BENEFITS	55,586.00	55,586.00	48,261.67	3,628.06	0.00	7,324.33	86.8
720.030 RETIREMENT	29,236.00	29,236.00	25,677.44	2,264.96	0.00	3,558.56	87.8
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	10,258.60	400.13	0.00	3,241.40	76.0
723.001 POSTAGE	2,500.00	2,500.00	2,306.88	54.58	0.00	193.12	92.3
723.055 COMPUTER EXPENSES	3,500.00	3,500.00	3,499.89	0.00	0.00	0.11	100.0
723.065 WATER AND SEWER CHARGE	525.00	525.00	684.90	0.00	0.00	-159.90	130.5
724.000 TRAINING, CONFERENCES, DUES	2,000.00	2,000.00	3,146.14	298.04	0.00	-1,146.14	157.3
725.000 TELEPHONE SERVICES	2,000.00	2,000.00	1,003.66	87.73	0.00	996.34	50.2
725.030 TECHNOLOGY ACCESS	5,810.00	5,810.00	4,990.01	69.45	0.00	819.99	85.9
726.000 ELECTRICAL SERVICE	14,850.00	14,850.00	12,276.10	1,210.99	0.00	2,573.90	82.7
727.000 HEATING	7,500.00	7,500.00	6,949.57	0.00	0.00	550.43	92.7
728.000 MAINT. BUILDINGS/GROUNDS	13,000.00	13,000.00	12,623.28	422.95	0.00	376.72	97.1
728.010 ALARM SYSTEM MAINTENANCE	800.00	800.00	292.07	0.00	0.00	507.93	36.5
728.020 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	16,522.86	0.00	0.00	6,025.14	73.3
745.021 ADULT PROGRAMS	300.00	300.00	322.49	0.00	0.00	-22.49	107.5
745.022 CHILDRENS PROGRAMS	3,000.00	3,000.00	2,069.24	20.90	0.00	930.76	69.0
755.014 COMPUTER REPLACEMENT	8,000.00	5,200.00	3,771.48	-151.46	0.00	1,428.52	72.5
755.020 ADULT COLLECTION-PRINT & ELECT	31,000.00	31,000.00	29,671.70	907.83	0.00	1,328.30	95.7
755.021 JUVEN COLLECTION-PRNT & ELECTR	15,500.00	15,500.00	13,526.10	826.58	0.00	1,973.90	87.3
Operating Expenses	655,585.00	652,785.00	569,839.65	42,459.19	0.00	82,945.35	87.3
BROWNELL LIBRARY							
Dept: 900.000 PLANNING AND ZONING DEPT.							
Acct Class: 7000 Operating Expenses							
720.000 SALARIES REGULAR	119,296.00	119,296.00	109,627.05	9,700.01	0.00	9,668.95	91.9
720.010 SALARIES OVERTIME	2,000.00	2,000.00	217.55	117.55	0.00	1,782.45	10.9
720.022 SOCIAL SECURITY	9,560.00	9,560.00	8,522.86	743.72	0.00	1,037.14	89.2
720.024 UNEMPLOYMENT INSURANCE	435.00	435.00	435.20	17.28	0.00	-0.20	100.0
720.026 WORKERS COMP INSURANCE	399.00	399.00	1,683.08	149.69	0.00	-1,284.08	421.8
720.028 HEALTH INS & OTHER BENEFITS	40,972.00	40,972.00	25,527.53	2,130.87	0.00	15,444.47	62.3
720.030 RETIREMENT	11,930.00	11,930.00	10,577.74	920.00	0.00	1,352.26	88.7
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	2,700.00	0.00	0.00	900.00	75.0
723.000 SUPPLIES	2,000.00	2,000.00	1,060.70	52.43	0.00	939.30	53.0
723.001 POSTAGE	1,000.00	1,000.00	235.62	0.00	0.00	764.38	23.6
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	2,309.68	0.00	0.00	3,140.32	42.4
725.000 TELEPHONE SERVICES	1,392.00	1,392.00	1,445.84	288.63	0.00	-53.84	103.9
725.015 COMMUNICATIONS	2,000.00	2,000.00	960.00	260.00	0.00	1,040.00	48.0
726.030 VEHICLE MAINTENANCE-TRAVEL	3,000.00	3,000.00	2,100.00	200.00	0.00	900.00	70.0
745.031 LEGAL SERVICES	9,500.00	9,500.00	1,997.00	132.00	0.00	7,503.00	21.0
745.039 OTHER PROFESSIONAL SERVICES	10,000.00	10,000.00	293.50	0.00	0.00	9,706.50	2.9
745.050 PRINTING AND ADVERTISING	5,000.00	5,000.00	1,764.93	374.00	0.00	3,235.07	35.3

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For the Period: 7/1/2012 to 5/31/2013	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 100 - GENERAL FUND							
Expenditures							
Dept: 900.000 PLANNING AND ZONING DEPT.							
Acct Class: 7000 Operating Expenses							
745.051 RECORDING FEES	2,500.00	2,500.00	1,370.00	140.00	0.00	1,130.00	54.8
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	182,810.13	15,226.18	0.00	60,041.87	75.3
PLANNING AND ZONING DEPT.	244,352.00	242,852.00	182,810.13	15,226.18	0.00	60,041.87	75.3
Dept: 910.000 ECONOMIC DEVELOPMENT							
Acct Class: 7000 Operating Expenses							
720.000 SALARIES REGULAR	0.00	32,573.00	24,960.00	2,496.00	0.00	7,613.00	76.6
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	2,328.49	202.84	0.00	162.51	93.5
720.024 UNEMPLOYMENT INSURANCE	217.00	250.00	232.39	36.07	0.00	17.61	93.0
720.026 WORKERS COMP INSURANCE	111.00	120.00	130.85	11.39	0.00	-10.85	109.0
720.028 HEALTH INS & OTHER BENEFITS	0.00	3,127.00	2,654.51	229.25	0.00	472.49	84.9
720.030 RETIREMENT	0.00	3,257.00	2,620.80	249.60	0.00	636.20	80.5
745.025 BLOCK PARTY EXPENSE	7,000.00	7,000.00	6,938.18	0.00	0.00	61.82	99.1
745.040 COMMUNITY EVENTS & PROGRAMS	7,000.00	7,000.00	4,695.08	450.00	0.00	2,304.92	67.1
745.054 ANNUAL SUPPORT OF ORGANIZATIONS	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	64,217.93	3,675.15	0.00	19,100.07	77.1
ECONOMIC DEVELOPMENT	67,018.00	83,318.00	64,217.93	3,675.15	0.00	19,100.07	77.1
Dept: 920.000 GRANT & OTH UNANTC. EXPENDITUR							
Acct Class: 7000 Operating Expenses							
750.011 TAX ABATEMENT	0.00	0.00	2,140.50	0.00	0.00	-2,140.50	0.0
755.020 ADULT COLLECTION-PRINT & ELECT	0.00	0.00	2,547.08	37.23	0.00	-2,547.08	0.0
755.021 JUVEN COLLECTION-PRNT & ELECTR	0.00	0.00	1,257.80	0.00	0.00	-1,257.80	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	4,454.65	338.14	0.00	-4,454.65	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	14,108.36	516.00	0.00	-14,108.36	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	97,485.46	891.37	0.00	-97,485.46	0.0
GRANT & OTH UNANTC. EXPENDITUR	0.00	0.00	97,485.46	891.37	0.00	-97,485.46	0.0
Expenditures	3,254,340.00	3,254,340.00	2,803,282.41	137,971.19	0.00	451,057.59	86.1
Net Effect for GENERAL FUND	-33,000.00	-33,000.00	437,117.97	-94,403.53	0.00	-470,117.97-1,324.6	
Change in Fund Balance:			437,117.97				
Fund: 152 - GEN FUND ROLLING STOCK RESERVE							
Revenues							
Dept: 000.000							
Acct Class: 4000 Revenue							
440.000 INTEREST EARNINGS	0.00	0.00	421.31	0.00	0.00	-421.31	0.0
440.004 PROCEEDS OF LONG TERM DEBT	0.00	0.00	250,000.00	0.00	0.00	-250,000.00	0.0
500.000 CONTRIB FROM GENERAL FUND	0.00	0.00	160,218.00	0.00	0.00	-160,218.00	0.0
Revenue	0.00	0.00	410,639.31	0.00	0.00	-410,639.31	0.0
Acct Class: 4900 GRANTS & DONATIONS							

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Fund: 152 - GEN FUND ROLLING STOCK RESERVE							
Fees							
Dept: 000.000							
Acct Class: 4900 GRANTS & DONATIONS							
432.095 FROM TOWN FOR LADDER TRUCK	0.00	0.00	100,000.00	0.00	0.00	-100,000.00	0.0
GRANTS & DONATIONS							
Acct Class: 5990 Non Operating Revenues							
445.103 SALE OF 1991 PIERCE LADDER	0.00	0.00	80,000.00	0.00	0.00	-80,000.00	0.0
Non Operating Revenues							
Dept: 000.000	0.00	0.00	590,639.31	0.00	0.00	-590,639.31	0.0
Revenues							
	0.00	0.00	590,639.31	0.00	0.00	-590,639.31	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							
Acct Class: 8000 Capital Projects							
750.719 FIRE LADDER TRUCK (13)	0.00	0.00	829,736.06	0.00	0.00	-829,736.06	0.0
750.720 DIESEL DUMP TRUCK (13)	0.00	0.00	129,072.91	0.00	0.00	-129,072.91	0.0
750.721 SWEEPER (13)	0.00	0.00	104.50	0.00	0.00	-104.50	0.0
Capital Projects							
Dept: 000.000	0.00	0.00	959,213.47	0.00	0.00	-959,213.47	0.0
Expenditures							
	0.00	0.00	959,213.47	0.00	0.00	-959,213.47	0.0
Net Effect for GEN FUND ROLLING STOCK RESERVE							
	0.00	0.00	-368,574.16	0.00	0.00	368,574.16	0.0
Change in Fund Balance:							
			-368,574.16				
Fund: 159 - Veterans Memorial Park							
Revenues							
Dept: 000.000							
Acct Class: 4000 Revenue							
440.000 INTEREST EARNINGS	0.00	0.00	7.22	0.00	0.00	-7.22	0.0
441.016 Memorial Park Picture Revenue	0.00	0.00	300.00	0.00	0.00	-300.00	0.0
Revenue							
Dept: 000.000	0.00	0.00	307.22	0.00	0.00	-307.22	0.0
Revenues							
	0.00	0.00	307.22	0.00	0.00	-307.22	0.0
Net Effect for Veterans Memorial Park							
	0.00	0.00	307.22	0.00	0.00	-307.22	0.0
Change in Fund Balance:							
			307.22				
Fund: 200 - GEN FUND CAPITAL RESERVE FUND							
Revenues							
Dept: 000.000							
Acct Class: 4000 Revenue							
440.000 INTEREST EARNINGS	0.00	0.00	430.29	0.00	0.00	-430.29	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	33,544.66	0.00	0.00	-33,544.66	0.0
441.034 CRES CNCTR GRANT STP 5300(13)	0.00	0.00	124,208.74	17,095.26	0.00	-124,208.74	0.0
501.000 CONTRIB FROM GENERAL FUND	0.00	0.00	279,591.00	0.00	0.00	-279,591.00	0.0
Revenue							
	0.00	0.00	445,309.29	17,095.26	0.00	-445,309.29	0.0
Acct Class: 4900 GRANTS & DONATIONS							

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Fund: 200 - GEN FUND CAPITAL RESERVE FUND							
Dept: 000.000							
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	457,309.29	17,095.26	0.00	-457,309.29	0.0
Revenues	0.00	0.00	457,309.29	17,095.26	0.00	-457,309.29	0.0
Expenditures							
Dept: 000.000							
Acct Class: 8000 Capital Projects							
750.155 MULTI-USE PATH NORTH	0.00	0.00	7,891.01	0.00	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	135,090.85	0.00	0.00	-135,090.85	0.0
750.171 LINCOLN ST. SDWLK EXTENSION	0.00	0.00	38,140.69	83.00	0.00	-38,140.69	0.0
750.172 BY WAY SIGN	0.00	0.00	7,612.31	0.00	0.00	-7,612.31	0.0
750.173 CONFERENCE ROOM IMPROVEMENTS	0.00	0.00	16,050.89	0.00	0.00	-16,050.89	0.0
750.174 FENCE-MAIN ST. BIKE PATH	0.00	0.00	91.00	0.00	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	399,060.85	83.00	0.00	-399,060.85	0.0
Dept: 000.000	0.00	0.00	399,060.85	83.00	0.00	-399,060.85	0.0
Expenditures	0.00	0.00	399,060.85	83.00	0.00	-399,060.85	0.0
Net Effect for GEN FUND CAPITAL RESERVE FUND	0.00	0.00	58,248.44	17,012.26	0.00	-58,248.44	0.0
Change in Fund Balance:			58,248.44				
Fund: 210 - LAND ACQUISTION FUND							
Revenues							
Dept: 000.000							
Acct Class: 4000 Revenue							
440.000 INTEREST EARNINGS	0.00	0.00	148.48	0.00	0.00	-148.48	0.0
Revenue	0.00	0.00	148.48	0.00	0.00	-148.48	0.0
Dept: 000.000	0.00	0.00	148.48	0.00	0.00	-148.48	0.0
Revenues	0.00	0.00	148.48	0.00	0.00	-148.48	0.0
Net Effect for LAND ACQUISTION FUND	0.00	0.00	148.48	0.00	0.00	-148.48	0.0
Change in Fund Balance:			148.48				
Fund: 230 - WATER FUND							
Revenues							
Dept: 000.000							
Acct Class: 4000 Revenue							
440.000 INTEREST EARNINGS	0.00	0.00	59.46	0.00	0.00	-59.46	0.0
445.000 MISC. - UNCLASSIFIED RECEIPTS	0.00	0.00	365.50	0.00	0.00	-365.50	0.0
465.010 SALE OF WATER-RESIDENTIAL	761,109.00	761,109.00	781,478.01	0.00	0.00	-20,369.01	102.7
465.020 WATER SALES - LARGE USERS	73,628.00	73,628.00	62,439.16	5,840.01	0.00	11,188.84	84.8
465.030 RENTAL OF HYDRANTS	5,000.00	5,000.00	3,750.00	0.00	0.00	1,250.00	75.0
465.040 WATER BILLING PENALTIES	3,500.00	3,500.00	2,317.80	0.00	0.00	1,182.20	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	18,031.00	5,550.00	0.00	-3,031.00	120.2
Revenue	858,237.00	858,237.00	868,515.93	11,390.01	0.00	-10,278.93	101.2
Acct Class: 4650 IBM Water Pass Thru Rev							
465.015 SALE OF WATER-IBM	2,081,376.00	2,081,376.00	1,685,857.55	157,680.27	0.00	395,518.45	81.0

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Fund: 230 - WATER FUND							
Dept: 000.000							
Acct Class: 4650 IBM Water Pass Thru Rev							
465.017 SALE OF WATER - IBM VT TAX	41,931.00	41,931.00	41,531.51	3,884.49	0.00	399.49	99.0
IBM Water Pass Thru Rev							
	2,123,307.00	2,123,307.00	1,727,389.06	161,564.76	0.00	395,917.94	81.4
Acct Class: 5990 Non Operating Revenues							
440.010 Interest Earned - Capital Res	0.00	0.00	96.61	0.00	0.00	-96.61	0.0
465.055 CURRENT YR CONTRIBUTION INCOME	0.00	0.00	75,000.00	0.00	0.00	-75,000.00	0.0
Non Operating Revenues							
	0.00	0.00	75,096.61	0.00	0.00	-75,096.61	0.0
Dept: 000.000							
	2,981,544.00	2,981,544.00	2,671,001.60	172,954.77	0.00	310,542.40	89.6
Revenues							
	2,981,544.00	2,981,544.00	2,671,001.60	172,954.77	0.00	310,542.40	89.6
Expenditures							
Dept: 650.000 WATER DEPARTMENT							
Acct Class: 7000 Operating Expenses							
720.000 SALARIES REGULAR	94,843.00	94,843.00	84,234.11	7,623.17	0.00	10,608.89	88.8
720.010 SALARIES OVERTIME	13,843.00	13,843.00	11,154.30	670.12	0.00	2,688.70	80.6
720.020 SALARIES PART TIME	6,311.00	6,311.00	4,014.20	131.61	0.00	2,296.80	63.6
720.022 SOCIAL SECURITY	8,843.00	8,843.00	7,415.87	623.74	0.00	1,427.13	83.9
720.024 UNEMPLOYMENT INSURANCE	564.00	564.00	517.28	41.82	0.00	46.72	91.7
720.026 WORKERS COMP INSURANCE	4,243.00	4,243.00	5,163.64	448.73	0.00	-920.64	121.7
720.028 HEALTH INS & OTHER BENEFITS	41,332.00	41,332.00	33,559.63	1,172.63	0.00	7,772.37	81.2
720.030 RETIREMENT	9,484.00	9,484.00	8,264.09	725.97	0.00	1,219.91	87.1
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
720.050 SUPPLIES	6,000.00	6,000.00	1,919.97	0.00	0.00	4,080.03	32.0
720.051 POSTAGE	750.00	750.00	756.14	0.00	0.00	-6.14	100.8
723.020 GAS,GREASE AND OIL	2,800.00	2,800.00	1,178.31	0.00	0.00	1,621.69	42.1
723.041 METERS AND PARTS	3,960.00	3,960.00	41.86	0.00	0.00	3,918.14	1.1
723.042 DISTRIBUTION MATERIALS	8,000.00	8,000.00	889.82	0.00	0.00	7,110.18	11.1
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	203.44	0.00	0.00	96.56	67.8
724.000 TRAINING, CONFERENCES, DUES	2,000.00	2,000.00	925.70	28.00	0.00	1,074.30	46.3
726.000 ELECTRICAL SERVICE	650.00	650.00	577.56	57.46	0.00	72.44	88.9
727.000 HEATING	3,500.00	3,500.00	2,790.28	0.00	0.00	709.72	79.7
728.020 MAINTENANCE OTHER	1,500.00	1,500.00	1,104.41	0.00	0.00	395.59	73.6
728.034 WATER LINES MAINT-BREAKS	16,000.00	16,000.00	5,178.54	0.00	0.00	10,821.46	32.4
729.000 UNIFORMS,BOOTS,ETC	1,000.00	1,000.00	823.33	0.00	0.00	176.67	82.3
745.014 CONTRACT SERVICES	110,169.00	110,169.00	82,626.75	0.00	0.00	27,542.25	75.0
745.039 OTHER PROFESSIONAL SERVICES	1,500.00	1,500.00	704.00	429.00	0.00	796.00	46.9
745.041 AUDIT	3,151.00	3,151.00	3,197.00	0.00	0.00	-46.00	101.5
745.042 CWD WATER PURCHASE	403,909.00	403,909.00	336,290.55	0.00	0.00	67,618.45	83.3
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	75,000.00	0.00	0.00	25,000.00	75.0
770.510 STATE WATER TAX	8,137.00	8,137.00	8,284.65	0.00	0.00	-147.65	101.8
Operating Expenses							
	858,237.00	858,237.00	680,729.03	11,952.25	0.00	177,507.97	79.3
Acct Class: 7800 IBM Water Costs							
745.043 CWD Water Purchase - IBM	2,081,376.00	2,081,376.00	1,685,857.55	0.00	0.00	395,518.45	81.0
770.511 State Water Tax - IBM	41,931.00	41,931.00	41,531.51	0.00	0.00	399.49	99.0
IBM Water Costs							
	2,123,307.00	2,123,307.00	1,727,389.06	0.00	0.00	395,917.94	81.4
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	35,393.06	0.00	0.00	-35,393.06	0.0
750.211 METER REPLACEMENT PROGRAM	0.00	0.00	14,216.55	0.00	0.00	-14,216.55	0.0
750.213 BACKHOE REPLACEMENT	0.00	0.00	73,865.00	0.00	0.00	-73,865.00	0.0
750.426 UTILITY RATE STUDY	0.00	0.00	6,533.52	334.49	0.00	-6,533.52	0.0

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Fund: 230 - WATER FUND							
Revenues							
Dept: 650.000 WATER DEPARTMENT							
Capital Projects	0.00	0.00	171,468.59	334.49	0.00	-171,468.59	0.0
WATER DEPARTMENT	2,981,544.00	2,981,544.00	2,579,586.68	12,286.74	0.00	401,957.32	86.5
Expenditures							
WATER DEPARTMENT	2,981,544.00	2,981,544.00	2,579,586.68	12,286.74	0.00	401,957.32	86.5
Net Effect for WATER FUND							
	0.00	0.00	91,414.92	160,668.03	0.00	-91,414.92	0.0
Change in Fund Balance:							
			91,414.92				
Fund: 400 - SANITATION FUND							
Revenues							
Dept: 000.000							
Acct Class: 4000 Revenue							
432.040 MISCELLANEOUS SEWER RECEIPTS	20,000.00	20,000.00	106,000.00	65,000.00	0.00	-86,000.00	530.0
440.000 INTEREST EARNINGS	0.00	0.00	135.64	0.00	0.00	-135.64	0.0
442.000 ESSEX PUMP STATION FEES	25,075.00	25,075.00	13,185.17	0.00	0.00	11,889.83	52.6
442.010 2 PARY AGREEMNT REV	15,000.00	15,000.00	11,250.00	0.00	0.00	3,750.00	75.0
445.000 MISC. - UNCLASSIFIED RECEIPTS	0.00	0.00	731.00	0.00	0.00	-731.00	0.0
500.000 ANNUAL CUSTOMER CHARGE	383,846.00	383,846.00	458,276.76	-992.68	0.00	-74,430.76	119.4
500.001 ANNUAL CUSTOMER CHARGE - PEN	1,800.00	1,800.00	1,230.49	0.00	0.00	569.51	68.4
Revenue	445,721.00	445,721.00	590,809.06	64,007.32	0.00	-145,088.06	132.6
Acct Class: 5990 Non Operating Revenues							
430.012 WWTF CAPACITY SALE REVENUE	0.00	0.00	100,000.00	0.00	0.00	-100,000.00	0.0
430.017 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	451.52	0.00	0.00	-451.52	0.0
440.015 INTEREST WWTF RESERV	0.00	0.00	483.39	0.00	0.00	-483.39	0.0
440.015 CURRENT YR CONTRIBUTION INCOME	0.00	0.00	56,250.00	0.00	0.00	-56,250.00	0.0
Non Operating Revenues	0.00	0.00	160,684.91	0.00	0.00	-160,684.91	0.0
Dept: 000.000	445,721.00	445,721.00	751,493.97	64,007.32	0.00	-305,772.97	168.6
Revenues							
	445,721.00	445,721.00	751,493.97	64,007.32	0.00	-305,772.97	168.6
Expenditures							
Dept: 400.000 SANITATION DEPARTMENT							
Acct Class: 7000 Operating Expenses							
720.000 SALARIES REGULAR	89,579.00	89,579.00	69,352.00	6,336.32	0.00	20,227.00	77.4
720.010 SALARIES OVERTIME	14,100.00	14,100.00	7,272.87	260.50	0.00	6,827.13	51.6
720.020 SALARIES PART TIME	9,461.00	9,461.00	4,777.19	131.61	0.00	4,683.81	50.5
720.022 SOCIAL SECURITY	8,701.00	8,701.00	6,030.24	495.31	0.00	2,670.76	69.3
720.024 UNEMPLOYMENT INSURANCE	564.00	564.00	526.53	70.44	0.00	37.47	93.4
720.026 WORKERS COMP INSURANCE	4,047.00	4,047.00	3,291.07	281.13	0.00	755.93	81.3
720.028 HEALTH INS & OTHER BENEFITS	25,235.00	25,235.00	32,337.92	2,701.04	0.00	-7,102.92	128.1
720.030 RETIREMENT	8,958.00	8,958.00	7,270.14	649.30	0.00	1,687.86	81.2
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	1,496.19	0.00	0.00	3.81	99.7
723.020 GAS,GREASE AND OIL	3,000.00	3,000.00	2,136.57	0.00	0.00	863.43	71.2
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	76.00	0.00	0.00	924.00	7.6
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	6,433.72	697.15	0.00	1,766.28	78.5
726.010 HEATING	0.00	0.00	1,518.39	0.00	0.00	-1,518.39	0.0
726.020 MAINTENANCE OTHER	1,500.00	1,500.00	367.63	0.00	0.00	1,132.37	24.5
728.040 PUMP STATION MAINTENANCE	5,500.00	5,500.00	3,222.58	0.00	0.00	2,277.42	58.6
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	4,791.95	423.94	0.00	3,208.05	59.9

REVENUE/EXPENDITURE REPORT

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5/22/2013

4:36 pm

Village of Essex Junction

For the Period: 7/1/2012 to 5/31/2013	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 400 - SANITATION FUND							
- fitures							
Dept: 400.000 SANITATION DEPARTMENT							
Acct Class: 7000 Operating Expenses							
728.064 WEST ST PS COSTS	13,500.00	13,500.00	6,820.12	16.62	0.00	6,679.88	50.5
729.000 UNIFORMS,BOOTS,ETC	1,000.00	1,000.00	439.04	0.00	0.00	560.96	43.9
745.014 CONTRACT SERVICES	134,969.00	134,969.00	101,226.75	0.00	0.00	33,742.25	75.0
745.015 RIGHT OF WAY AGREEMENTS	8,200.00	8,200.00	9,076.86	0.00	0.00	-876.86	110.7
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	99.00	0.00	0.00	901.00	9.9
745.041 AUDIT	1,576.00	1,576.00	1,598.50	0.00	0.00	-22.50	101.4
750.020 TRANS TO CAPITAL RESERVE	75,000.00	75,000.00	56,250.00	0.00	0.00	18,750.00	75.0
Operating Expenses	445,721.00	445,721.00	338,952.12	12,063.36	0.00	106,768.88	76.0
Acct Class: 8000 Capital Projects							
750.211 METER REPLACEMENT PROGRAM	0.00	0.00	28,433.08	0.00	0.00	-28,433.08	0.0
750.422 HS PUMP STATION UPGRADE	0.00	0.00	762,805.33	0.00	0.00	-762,805.33	0.0
750.425 INFILTRATION & INFLOW STUDY	0.00	0.00	217.50	0.00	0.00	-217.50	0.0
750.426 UTILITY RATE STUDY	0.00	0.00	6,533.49	334.49	0.00	-6,533.49	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	40,061.93	556.70	0.00	-40,061.93	0.0
Capital Projects	0.00	0.00	842,717.00	891.19	0.00	-842,717.00	0.0
SANITATION DEPARTMENT	445,721.00	445,721.00	1,181,669.12	12,954.55	0.00	-735,948.12	265.1
Expenditures	445,721.00	445,721.00	1,181,669.12	12,954.55	0.00	-735,948.12	265.1
Net Effect for SANITATION FUND	0.00	0.00	-430,175.15	51,052.77	0.00	430,175.15	0.0
Change in Fund Balance:			-430,175.15				
Fund: 600 - WASTEWATER FUND							
Revenues							
Dept: 000.000							
Acct Class: 4000 Revenue							
440.000 INTEREST EARNINGS	0.00	0.00	5.16	0.00	0.00	-5.16	0.0
445.000 MISC. - UNCLASSIFIED RECEIPTS	0.00	0.00	604.60	0.00	0.00	-604.60	0.0
460.011 VILLAGE USER PENALTIES	2,800.00	2,800.00	1,780.50	0.00	0.00	1,019.50	63.6
460.012 VILLAGE USER CHARGE	636,542.00	636,542.00	663,055.57	-1,436.83	0.00	-26,513.57	104.2
460.013 WASTEWATER CHARGE - ESSEX	406,156.00	406,156.00	372,309.63	33,846.33	0.00	33,846.37	91.7
460.014 WASTEWATER CHARGE - WILLISTON	536,126.00	536,126.00	446,771.60	44,677.16	0.00	89,354.40	83.3
460.016 PUMP STATION MAINT. FEE	24,800.00	24,800.00	18,600.00	0.00	0.00	6,200.00	75.0
460.025 VILL. SEPTAGE DISCHARGE INCOME	25,000.00	25,000.00	51,561.95	1,276.95	0.00	-26,561.95	206.2
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	31,546.74	0.00	0.00	-13,546.74	175.3
460.028 SHARED LEACHATE REVENUES	10,125.00	10,125.00	0.00	0.00	0.00	10,125.00	0.0
Revenue	1,673,549.00	1,673,549.00	1,586,235.75	78,363.61	0.00	87,313.25	94.8
Acct Class: 5990 Non Operating Revenues							
430.013 ESSEX - DEBT PAYMENT	0.00	0.00	36,713.34	510.17	0.00	-36,713.34	0.0
430.014 WILLISTON - DEBT PAYMENT	0.00	0.00	33,375.76	463.79	0.00	-33,375.76	0.0
430.015 ESSEX JCT - DEBT PAYMENT	0.00	0.00	40,061.93	556.70	0.00	-40,061.93	0.0
440.010 Interest Earned - Capital Res	0.00	0.00	534.46	0.00	0.00	-534.46	0.0
440.012 WWTF REFURB INTEREST	0.00	0.00	2,110.25	0.00	0.00	-2,110.25	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	112,500.00	0.00	0.00	-112,500.00	0.0
Non Operating Revenues	0.00	0.00	231,479.74	1,530.66	0.00	-231,479.74	0.0
Dept: 000.000	1,673,549.00	1,673,549.00	1,817,715.49	79,894.27	0.00	-144,166.49	108.6
Revenues	1,673,549.00	1,673,549.00	1,817,715.49	79,894.27	0.00	-144,166.49	108.6
Expenditures							

REVENUE/EXPENDITURE REPORT
Bill List 05/28/13

Village of Essex Junction

For the Period: 7/1/2012 to 5/31/2013	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 600 - WASTEWATER FUND							
Features							
Dept: 600.000 WASTEWATER TREATMENT PLANT							
Acct Class: 7000 Operating Expenses							
720.000 SALARIES REGULAR	281,639.00	281,639.00	237,242.11	20,785.10	0.00	44,396.89	84.2
720.010 SALARIES OVERTIME	29,187.00	29,187.00	34,770.85	2,864.77	0.00	-5,583.85	119.1
720.020 SALARIES PART TIME	30,000.00	30,000.00	9,149.95	263.22	0.00	20,850.05	30.5
720.022 SOCIAL SECURITY	26,203.00	26,203.00	20,819.06	1,770.86	0.00	5,383.94	79.5
720.024 UNEMPLOYMENT INSURANCE	1,364.00	1,364.00	1,191.28	67.79	0.00	172.72	87.3
720.026 WORKERS COMP INSURANCE	12,350.00	12,350.00	6,897.10	587.36	0.00	5,452.90	55.8
720.028 HEALTH INS & OTHER BENEFITS	129,319.00	129,319.00	98,097.62	8,422.80	0.00	31,221.38	75.9
720.030 RETIREMENT	28,164.00	28,164.00	22,826.89	2,065.54	0.00	5,337.11	81.0
720.032 LIABILITY & PROPERTY INS.	22,174.00	22,174.00	18,933.89	0.00	0.00	3,240.11	85.4
720.040 INTEREST EXPENSE	300.00	300.00	156.14	0.00	0.00	143.86	52.0
723.000 SUPPLIES	15,000.00	15,000.00	17,396.89	1,186.17	0.00	-2,396.89	116.0
723.013 CHEMICALS	185,000.00	185,000.00	156,761.47	8,832.00	0.00	28,238.53	84.7
723.020 GAS, GREASE AND OIL	6,000.00	6,000.00	4,093.76	0.00	0.00	1,906.24	68.2
723.065 WATER AND SEWER CHARGE	4,000.00	4,000.00	3,187.09	0.00	0.00	812.91	79.7
724.000 TRAINING, CONFERENCES, DUES	5,000.00	5,000.00	4,200.58	31.71	0.00	799.42	84.0
725.000 TELEPHONE SERVICES	4,300.00	4,300.00	3,345.21	157.80	0.00	954.79	77.8
726.000 ELECTRICAL SERVICE	144,129.00	144,129.00	147,852.21	0.00	0.00	-3,723.21	102.6
727.000 HEATING	6,000.00	6,000.00	5,578.51	0.00	0.00	421.49	93.0
728.020 MAINTENANCE OTHER	76,000.00	76,000.00	54,387.06	3,044.53	0.00	21,612.94	71.6
728.030 VEHICLE MAINTENANCE-TRAVEL	3,500.00	3,500.00	625.01	0.00	0.00	2,874.99	17.9
729.000 UNIFORMS, BOOTS, ETC	3,500.00	3,500.00	2,113.18	0.00	0.00	1,386.82	60.4
745.000 CONTRACT LABORATORY SERVICE	8,000.00	8,000.00	4,276.00	590.00	0.00	3,724.00	53.5
745.014 CONTRACT SERVICES	55,085.00	55,085.00	41,313.75	0.00	0.00	13,771.25	75.0
745.031 LEGAL SERVICES	2,000.00	2,000.00	940.50	280.50	0.00	1,059.50	47.0
745.033 GRIT DISPOSAL	7,000.00	7,000.00	6,393.39	174.94	0.00	606.61	91.3
745.034 SLUDGE DEWATERING	179,000.00	179,000.00	155,634.29	0.00	0.00	23,365.71	86.9
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	3,753.00	0.00	0.00	-68.00	101.8
745.052 WWTF ANNUAL PERMIT FEE	7,000.00	7,000.00	5,129.25	5,129.25	0.00	1,870.75	73.3
750.020 TRANS TO CAPITAL RESERVE	150,000.00	150,000.00	112,500.00	0.00	0.00	37,500.00	75.0
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	1,240,931.17	56,254.34	0.00	412,617.83	75.0
Acct Class: 8000 Capital Projects							
750.426 UTILITY RATE STUDY	0.00	0.00	6,533.52	334.50	0.00	-6,533.52	0.0
750.625 WWTF REFURBISH (11)	0.00	0.00	6,668,979.01	0.00	0.00	-6,668,979.01	0.0
750.626 RZEDB Interest	0.00	0.00	50,150.98	1,530.66	0.00	-50,150.98	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 2 VS DRIVES FOR BLWRS 1&2	0.00	0.00	15,308.22	0.00	0.00	-15,308.22	0.0
750.629 CONTROL BLD INSTRUMT UPGRDS	0.00	0.00	3,774.01	3,774.01	0.00	-3,774.01	0.0
750.632 CO-GEN	0.00	0.00	20,237.86	10,800.00	0.00	-20,237.86	0.0
750.633 DIGESTER CLEARING	0.00	0.00	37,354.93	8,050.00	0.00	-37,354.93	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	6,809,292.91	24,489.17	0.00	-6,809,292.91	0.0
WASTEWATER TREATMENT PLANT	1,653,549.00	1,653,549.00	8,050,224.08	80,743.51	0.00	-6,396,675.08	486.8
Expenditures	1,653,549.00	1,653,549.00	8,050,224.08	80,743.51	0.00	-6,396,675.08	486.8
Net Effect for WASTEWATER FUND	20,000.00	20,000.00	-6,232,508.59	-849.24	0.00	6,252,508.59	1,162.5
Change in Fund Balance:			-6,232,508.59				
Grand Total Net Effect:	-13,000.00	-13,000.00	-6,444,020.87	133,480.29	0.00	6,431,020.87	

Patty Benoit

Subject: FW: Resignation

-----Original Message-----

From: Barbara [mailto:bal@myfairpoint.net]

Sent: Thursday, May 23, 2013 1:24 PM

To: Susan McNamara-Hill; george tyler

Subject: Resignation

Hi Susan & George,

We have sold our house which is scheduled close June 14th making my resignation necessary as representative to the CSWD and alternate to the CCRCP. It has been a pleasure serving with all of you.

Thanks to all

John Lajza



MEMORANDUM

TO: Essex Junction Trustees
FROM: James Jutras, Water Quality Superintendent
THROUGH: Lauren Morrisseau and Susan McNamara-Hill, Co-Acting Managers
DATE: May 24, 2013
SUBJECT: Phase 2 stormwater permit application

We are at the point in the stormwater permitting process where we need to submit a “Phase 2” Stormwater Management Plan (SWMP) along with our Notice of Intent to comply with the permit (NOI). Many of these items are simply operations related work that is currently ongoing and will continue as part of the Village operations. There are a few items that need to be addressed in the coming months that are policy related and will require your future consideration.

Under this permit, we have a lot of good things going for us. We are already in substantial compliance with the main permit objectives: Clean Water. Village and Town efforts on stormwater management and maintenance of our infrastructure have helped move Indian Brook and Sunderland Brook closer to attainment of water quality standards than most of our neighboring community waterways.

The ANR is to provide us with several key guidance documents to aid in our compliance. Unfortunately, none of that guidance has been produced in time for this permit required deadline. Our approach is to address the permit conditions that require immediate action and to take the allowed latitude to pursue the other requirements. Upon application, several of us will continue to pursue the ANR for promised guidance documents so that we can begin the work to address the outstanding compliance requirements.

Key items that will require future Trustee consideration:

Flow Restoration Plan (FRP): From the date of approval of our stormwater management plan (SWMP) we have 3 years to develop a flow restoration plan for Indian and Sunderland Brooks. The flow restoration plan is designed to reduce volume of stormwater to the point of compliance for streams so that the stream can meet the water quality criteria. This requirement is a watershed based approach and will involve the Village of Essex Junction, Town of Essex and Colchester. The FRP may require modification of land development code to include enforcement for some privately held stormwater systems.

Compliance with TMDL's: There are three Total Maximum Daily Loads (TMDL's) in our permit: Indian Brook, Sunderland Brook and Lake Champlain TMDL. The main route of compliance is flow control within the watershed. This is essentially the FRP noted above. More work will commence once this permit NOI and SWMP are approved by the State. Compliance may include capital planning and construction, Code changes and an assortment of other compliance mechanisms

Outreach and Education: The permit requires various forms of outreach and regulatory assistance for homeowners and businesses. We will work to incorporate this outreach through our participation in the Regional Stormwater Education Program and Chittenden County Stream Team. We will pursue our own compliance strategy only if necessary or deemed better than other regional options.

Identification of Regulatory Assistance needed: section IV C1e requires us to address regulatory or legislative fixes necessary for us to enforce provisions of the permit provided to us. This may require additional work with our Trustees or our legislators in order to provide mechanisms for compliance. One such item is flow monitoring of streams. The ANR is to be the central clearing house for permit required flow monitoring. With that said, it is not clear that the Legislature has provided the legal mechanism for them to do so. We have applied with this assumption but will have to wait for review of the NOI and SWMP in order to confirm whether the mechanism exists.

Expired permits: Expired permits have been a source of legal contention since the Phase 2 permit came out. The new Phase 2 permit provides relief to homeowners with expired permits by shifting the responsibility to address the expired permits to us. Fortunately there are less than a handful of privately held, expired stormwater permits in the Village.

Many of the expired permits are now under municipal ownership essentially covered under the "Village Umbrella". Some are a mix of public and private and others are clearly under the Village's area of responsibility. There are a few that are strictly on private land. The permit gives us 6 months to develop a plan to address expired permits, two years to implement compliance plans. More will follow on this matter.

There are two routes of compliance. 1) Work with expired permit holders within our areas of authority to gain compliance (Land Development Code and ordinances). 2) Request the state to pursue non compliance through Residual Delegated Authority (RDA). RDA is a legal method where the Village authorizes the state to pursue compliance with a permit holder. Pursuing RDA is also turning ourselves in and enjoined the Village to any state action. A decision matrix was to be supplied by the ANR but it has not been produced to date. Thus no additional direction can be recommended at this time.

We are still working on minor edits and details related to the NOI and SWMP. I am presenting this information as I feel it important for you to know some of the policy issues that are still pending as we submit this NOI and SWMP for State approval.

At this time, staff recommends the Village Trustees authorize the Acting Co-Manager to sign the NOI and SWMP for submittal in compliance with the June 3, 2013 compliance requirement. This authorization is with the understanding that there may be minor edits and amendments to the two documents prior to submittal.

Thank you for your consideration.

Notice of Intent (NOI)
for Stormwater Discharges from
Municipal Separate Storm Sewer Systems (MS4)
General Permit 3-9014



Submission of this Notice of Intent (NOI) constitutes notice that the entity in Section A intends to be authorized to discharge pollutants to waters of the State under Vermont's Municipal Separate Storm Sewer Systems (MS4) permit. Submission of the NOI also constitutes notice that the party identified in Section A of this form has read, understands and meets the eligibility conditions; agrees to comply with all applicable terms and conditions; and understands that continued authorization under the MS4 General Permit is contingent on maintaining eligibility for coverage. In order to be granted coverage, all information required on this form and the Minimum Control Measure attachments must be completed and a complete Stormwater Management Program (SWMP) Plan must be submitted.

A. Permittee Information

Name of MS4: Village of Essex Junction
 Name of Principle Executive Officer (PEO) or Chief Elected Official (CEO): George Tyler Title: President of Village Trustees
 Mailing Address: 2 Lincoln Street
 Street/P.O. Box: _____
 City/Town: Essex Junction State: VT Zip: 05452
 Phone: 802-878-6944 Email: wwadmin@essexjunction.org

B. Primary contact responsible for overall coordination of SWMP, if different than PEO/CEO

Name: James Juras
 Mailing Address: 2 Lincoln Street
 Street/P.O. Box: _____
 City/Town: Essex Junction, VT State: VT Zip: 05452
 Phone: 802-878-6943 x201 Email: jim@essexjunction.org

C. Partnering organization responsible for Minimum Control Measure implementation (if applicable)

If you are participating in the CCRPC MOU to implement MCM1 &/or MCM2 check here: MCM 1
 Or, if you are relying on another entity to implement a MCM, please complete the following: MCM 2

Organization: RSEP via CCRPC Contact: Dan Senecal-Albrecht
 Minimum Control Measure being implemented: MCM1 Regional Stormwater Education Program
 Mailing Address: _____
 Street/P.O. Box: 110 West Canal Street Suite 202
 City/Town: Winooski State: VT Zip: 05401-2109
 Phone: 802-846-4496 x29 Email: dalbrecht@ccrprvt.org

Organization: CCST via CCRPC Contact: Dan Senecal-Albrecht
 Minimum Control Measure being implemented: MCM2 Chittenden County Stream Team
 Mailing Address: _____
 Street/P.O. Box: 110 West Canal Street Suite 202
 City/Town: Winooski State: VT Zip: 05401-2109
 Phone: 802-846-4490 Email: dalbrecht@ccrprvt.org

D. Municipal Separate Storm Sewer System (MS4) Information

Estimate of the square mileage served by the MS4: 4.6

Identify the names of all know waters that receive a discharge from the MS4:

Receiving water	# of outfalls	Impaired status	Nature of impairment
Indian Brook		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Stormwater
Sunderland Brook		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Stormwater
Winooski River		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Unnamed - All tribs or		<input type="checkbox"/> Yes <input type="checkbox"/> No	
subtribs to Indian/		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Sunderland/Winooski.		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	

E. Stormwater Impaired Waters Information

Does the MS4 discharge into a stormwater impaired water? Yes No

If yes, the MS4 must comply with all requirements listed in Part IV.C. of the permit, including the requirement to develop a Flow Restoration Plan (FRP) for the stormwater impaired water.

F. Certification

This NOI shall be signed by a principal executive officer, ranking elected official or other duly authorized employee consistent with 40 CFR §122.22(b) and certified as follows:

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Name: _____ Title: _____

Signature: _____ Date: _____

Submit this *Original* form and the \$1320 fee to:

MS4 Permit Coordinator
 VTDEC · Watershed Management Division
 Stormwater Management Program
 One National Life Drive
 Montpelier, Vermont 05620-3522

Instructions for Public Comment, Public Hearings, and Appeals

PUBLIC COMMENT

Public comments concerning this Notice of Intent to discharge under General Permit No 3-9014 and the accompanying Stormwater Management Plan (SWMP) are invited and must be submitted within 10 days of receipt of this Notice by the Municipal Clerk. Comments should address how the application complies or does not comply with the terms and conditions of General Permit No. 3-9014. A letter of interest should be filed by those persons who elect not to file comments but who wish to be notified if the comment period is extended or reopened for any reason. All written comments received within the time frame described above will be considered by the Department of Environmental Conservation in its final ruling to grant or deny authorization to discharge under General Permit No. 3-9014.

All submitted NOIs and SWMPs can be found on the Stormwater Program's website at:
http://www.vtwaterquality.org/stormwater/htm/sw_ms4.htm

Send written comments to: VT DEC, Watershed Management Division
Stormwater Management Program, MS4 Permit Coordinator
One National Life Drive
Montpelier, VT 05620-3522

PUBLIC HEARING REQUEST

During the notice period, any person may submit a written request to this office for a public hearing to consider the proposed permit authorization. The request must state the interest of the party filing such request and the reasons why a hearing is warranted. A hearing will be held if there is a significant public interest (including the filing of requests or petitions for such hearing) in holding such a hearing. If the Secretary determines that useful information and data may be obtained thereby, the Secretary may hold a public hearing any time prior to the issuance of the authorization. Notice of a public hearing will be circulated 30 days prior to the hearing. (40 C.F.R. § 124.12 and Vermont Water Pollution Control Permit Regulations, Chapter 13.3G)

APPEALS

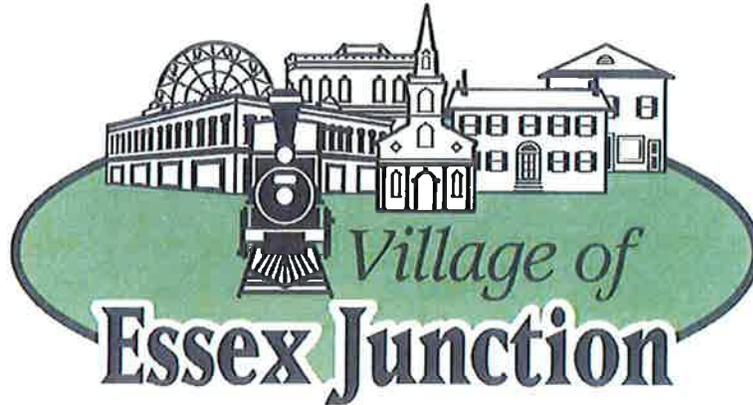
Pursuant to 10 V.S.A. Chapter 220, any appeal of this decision must be filed with the clerk of the Environmental Court within 30 days of the date of the decision. The appellant must attach to the Notice of Appeal the entry fee of \$250.00, payable to the state of Vermont.

The Notice of Appeal must specify the parties taking the appeal and the statutory provision under which each party claims party status; must designate the act or decision appealed from; must name the Environmental Court; and must be signed by the appellant or their attorney. In addition, the appeal must give the address or location and description of the property, project or facility with which the appeal is concerned and the name of the applicant or any permit involved in the appeal.

The appellant must also serve a copy of the Notice of Appeal in accordance with Rule 5(b)(4)(B) of the Vermont Rules for Environmental Court Proceedings.

For further information, see the Vermont Rules for Environmental Court Proceedings, available on line at www.vermontjudiciary.org. The address for the Environmental Court is 2418 Airport Road, Suite 1, Barre, VT 05641 (Tel. # 802-828-1660)

A copy of General Permit No. 3-9014 may be obtained by calling (802) 490-6173; by visiting the Department at the above address between the hours of 7:45 am and 4:30 pm; or by downloading from the Watershed Management Division's Web site at www.vtwaterquality.org.

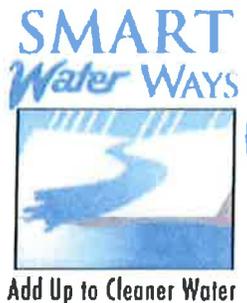


**The Village of Essex Junction
NPDES
Phase II Stormwater**

Notice of Intent and Application Narrative

**General Permit Number: 3-9014
NPDES Permit Number: VTR040000**

Submitted: June 1, 2013



**Stormwater Management Plan and
NPDES GENERAL PERMIT 3-9014 Text
Village of Essex Junction
2 Lincoln Street
Essex Junction, VT 05452**

The Village of Essex Junction, Vermont hereby provides a Notice of Intent to apply for authorization to discharge under the National Pollutant Discharge Elimination System. We request this permit is issued in accordance with the Vermont Water Pollution Control statute, 10 V. S. A. Chapter 47, 1250-1283 specifically including §§ 1259, 1263, and 1264; the Vermont Water Pollution Control Rules, Chapter 13 includes the rule governing general permit in Section 13.12; the federal Clean Water Act, as amended, 33 U.S.C.A. 1251 et seq., including 33 U.S.C.A. 1342(p); and the regulations of the federal Environmental Protection Agency including 40CFR 122.26, 40 CFR 122.28 and 40 C.F.R. 122.30 to 122.37.

1.1 Permit Coverage. This application for permit coverage is based on the entire public area and Public Right of Way within the Village of Essex Junction being determined as a small MS4 urbanized area with the following exception(s):

- 1) International Business Machines – a Phase 1 stormwater regulated facility. The Exception to this is a small portion of the Village of Essex Junction stormwater that flows through IBM property to IBM discharge.
NPDES 3-1295, SN's:001,002,004,006-019 (as amended)
- 2) School and other public properties not owned or managed directly by the Village of Essex Junction:
4038 INDS, 4119 INDS, 1-1382 (as amended)
- 3) Champlain Valley Exposition:
1-0771, 1-1409, other permits (as amended)
- 4) Other Privately held, State issued Stormwater Permits that Village maintains an inventory of: **A list is available upon request**

Essex Junction will report compliance activities will be by calendar year with an annual report submitted by April 30th reflecting the work performed the previous year.

The Notice of Intent required under section 2.A is based on items that require specific narrative explanation at the time of this application. Items not specifically addressed were taken care of during the last permit cycle and do not need elaboration. Other items in the application may be addressed, as noted, with other reporting milestones and updates required during the permit cycle. Upon submittal of the Notice of Intent and Application for coverage under the Phase II Permit, a complete copy of the Notice of Intent and Application will be made available for public review during normal business hours at the Municipal Offices of the Village of Essex Junction, 2 Lincoln Street, Essex Junction, VT 05452-3685.

Storm Water Management Program (SWMP)

The Village of Essex Junction storm water management program shall be administered by:

Jutras L Jutras
Water Quality Superintendent
2 Lincoln Street
Essex Junction, VT 05452
Phone (802) 878-6943 or Email jim@essexjunction.org

4.C.1 Water Quality Controls for Discharges to Impaired Waterbodies

4.C.1.a Best Management Practices

The Village of Essex Junction has consistently operated and maintained their stormwater collection infrastructure with necessary repairs, frequent street sweeping and annual catch basin cleaning. The Village has been a leader in asset management maintenance practices which has minimized physical repair frequency required for the system. In compliance with the requirements of the Phase II Permit process, the Village of Essex Junction summarized operations as follows:

Street Sweeping: Recurring sweeping of Essex Junction streets to remove silt and sediment:

- A) Multiple sweepings of class 1 and 2 highways:
- B) Spring power sweeping of all Village of Essex Junction sidewalks to remove sand and debris from snow removal operations.
- C) Spring sweeping all public roads in the Village of Essex Junction as conditions require.
- D) Fall sweeping of most streets
- E) Sweeping of publicly owned parking areas

Sweeping activity does not include private streets, IBM property or any non-municipal property, school, state or Federal property or Right of Way. Relevant reporting data is included with the MS4 annual report each April.

Catch Basins: Annually, catch basins are inspected and deposited sediment removed from drainage inlet sumps when the functional volume of the sump approaches or exceeds 50% of its rated capacity. Annual inspection determines repair needs. Construction and repairs are by pre-cast or cast concrete with cast in place grade adjustment rings. Infrastructure in need of repair is scheduled for completion during the summer construction season.

Materials collected during catch basin cleanings are disposed in compliance with applicable rules and regulations.

4.C.1.c Consistency with Total Maximum Daily Load (TMDL) Requirements

The Village of Essex Junction SWMP incorporates BMP's noted in section 4.C.1.b of this application narrative as well as many others. These BMP's are in general conformance as they are presently outlined by the Vermont Agency of Natural Resources for 303d. listed impaired waters. The Village of Essex Junction's plan is consistent as the plan contains provisions to address:

Erosion and sediment control at construction sites

Municipal permits for developments disturbing less than one acre:

- Essex Junctions Land Development Code (as amended) incorporates state small site standards by reference for any project, regardless of size. If other state stormwater standards apply, they take precedent.
- Permit process enhancements will be made in accord with the ANR recommendations contained in the Vermont Stormwater Manual.
- Staff provide guidelines and limitations to applicants for minimization of impervious area cover

Better Backroads

- Erosion control and sediment control is currently a part of our subdivision review process. Required safeguards as well as impervious surface minimization techniques are included in the code. The Village of Essex Junction does not have dirt roads within the public Right of Way.

Riparian Buffers

- Riparian buffers are maintained as part of the development review process. The Village of Essex Junction Land Development code addresses riparian buffers.

Impervious Surface Minimization and Site Design

Additional Modification to the Land Development code will be made to clarify some practices now known as LID or Low Impact Development.

4.C.1.e.1. Flow Restoration Plan

All items will be presented as part of a comprehensive FRP which is to be developed in accordance with requirements contained in the permit. Any expenditure associated with implementing the FRP is subject to Trustee review and voter approval.

As per section 4.C.1.e.3 the semi-annual report on status development of FRP will be provided. One of the two required reports will be along with the MS4 annual report each April.

4.C.1.e.4 Low Impact Best Management Practices Assistance Program

The Village of Essex Junction will address a response to this requirement in the coming two years as required in the permit.

4.C.1.e.5-4.C.1.e.6 Stream Corridors Protection and Mapping

The Village of Essex Junction has already addressed many of these requirements. Review and modification will commence and continue during the two year allowed by the permit.

4.C.1.e.7.a Flow Monitoring Program

The Agency of Natural Resources has committed to work with municipalities to coordinate a flow monitoring program. This MS4 is not aware of any further work at the time of this plan development. The Village of Essex Junction will participate in this State coordinated monitoring program when it is set up. Sampling and Essex Junctions funding contribution will commence after July 1, 2014.

4.H Minimum Control Measures

4.H.1 Public Education and Outreach on Stormwater Impacts

The Village of Essex Junction is a participant in the Regional Stormwater Education and Outreach Program (RSEP). A stormwater page will be periodically updated with permit required reports as well as appropriate local, regional and state information as deemed necessary for compliance. www.essexjunction.org

4.H.2 Public Involvement/Participation

The Village of Essex Junction participates in the Chittenden County Stream Team (CCST).

4.H.3 Illicit Discharge Detection and Elimination

The Public Works department has a comprehensive record and maintenance of storm infrastructure. Staff and citizen reporting will remain the primary method of reporting of illegal dumping of waste materials into storm drainage systems. Residents readily report suspect activity. Staff investigates all events reported.

Periodic screening of outfalls will occur a minimum of once per permit cycle. Methods used to test will be the latest physical and chemical means.

Local business is presently educated about proper waste disposal practices by the Chittenden Solid Waste District (CSWD). The Village of Essex Junction will continue to explore additional education partnerships to reinforce the hazards associated with the illegal and improper disposal of wastes.

During this permit cycle, we plan to develop an outreach brochure for proper winterization and disposal of excess pool water while winterizing swimming pools. Existing map sources and other tools will be used to deliver the outreach brochure to homes with permanent swimming pools.

4.H.4 Construction Site Stormwater Runoff Control

The Village of Essex Junction Land Development Code already regulates construction disturbing less than 1 acre and for project sites disturbing from 1 to 5 acres as required. Essex Junction has incorporated the State's Low Risk Site Handbook for Erosion Prevention and Sediment Control by reference as part of the Land Development Code. Construction monitoring activity is conducted by the Village of Essex Junction as normal procedure. Inspection activity will be reported annually each April.

The Village of Essex Junction insures compliance with stormwater standards during the design review process. For private infrastructure, the development review process will insure long-term maintenance and stipulated permit condition commitment through a Homeowners Owner's Association, utility association or other type of legal entity to provide an enforceable maintenance stipulation.

4.H.5 Post-Construction Stormwater Management in New Development and Re-Development Areas

Essex Junction developed a Post-Construction Stormwater Runoff from New Development and Redevelopment projects during the last permit cycle. Expired permits will be addressed as required in compliance with the permit schedule.

As part of the Village of Essex Junction design review processes, long-term maintenance of any proposed infrastructure is considered as part of the design review and approval process. Any utilities or infrastructure designed for turn over to the Village of Essex Junction shall meet or exceed Village and State standards in order to be accepted as Village infrastructure and are taken under the MS4 permit compliance. The same design requirements are required for private infrastructure as well.

All Projects constructed within the community are subject to engineers' inspection and periodic staff inspection as part of the existing permit structure. Compliance with permit conditions including stormwater post construction practices is a requirement prior to issuance of a certificate of occupancy and for ongoing permit compliance.

The Village of Essex Junction Land Development Code already contains language that encourages use of low impact design "to the maximum extent practical given the site's soil characteristics, slope and other relevant factors" (Section 513D of LDC). These provisions will be reviewed and improved as deemed necessary in compliance with permit requirements.

4.H.6 Pollution Prevention/Good Housekeeping for Municipal Operations

The Village of Essex Junction Department of Public Works presently employs various prescribed BMP's for stormwater pollution control

- Perform one Municipal Compliance Assistance Program during the permit cycle
- Maintain "No Exposure" Certification for the WWTF Multi sector General Permit
- Pollution prevention work required under VT Act 43 sewage spill prevention planning
- Maintain oil/water separator are currently in place for all garage spaces and other areas with floor drains at both Public Works and Wastewater facilities.
- Maintain ESQG (Exempt Small Quantity Generators) status at Public Works and Wastewater.
- Street sweeping and catch basin cleaning in compliance with BMP's/operating standards.
- Proper and authorized disposal of catch basin and street sweeping materials

Public Works Waste ID# VTR 000501619
Wastewater Waste ID# VTR 000501627

Plan Certification

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information submitted is, to the best of my knowledge and belief, true accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

_____ Date _____

James L. Jutras
Water Quality Superintendent
Village of Essex Junction

_____ Date _____

Lauren Morriseau
Interim Village Manager (Authorized Agent)
Village of Essex Junction

February 19, 2008

Ms. Christy Witters
Vermont Dept. of Environmental Conservation
Water Quality Division
10 North Building, 2nd Fl
103 S. Main St
Waterbury, VT 05671-0408
RE: Essex Junction

Dear Mr. Pease

Enclosed is the Village of Essex Junction submittal for renewal of the existing NPDES General Permit 3-9014. Also enclosed is the application fee of \$1,320.00

Please accept this application for renewal of the existing MS4 Stormwater permit for the Village of Essex Junction.

Sincerely,

James L. Jutras
Water Quality Superintendent
Village of Essex Junction

cc: Village of Essex Junction Municipal Offices
Village of Essex Junction Department of Public Works

Attachment A: Selected Municipal Control Measures

BMP ID	Public Education	Responsible Dept. or Person	Measurable Goal
1-1	Maintain SW website	James Jutras	update with most current annual and semi-annual reports as completed (www.essexjunction.org)
1-2,3,4	Participate in RSEP, other regional SW ed. strategy, or submit individual plan	James Jutras	Participate in RSEP
1-5a	Develop or acquire informational brochures	RSEP	Participate in RSEP
1-5b	Distribute SW brochures 2x in first year and 1x in subsequent years	RSEP	Participate in RSEP
1-5c	Seek local news media to run at least 2 news or feature stories per year	RSEP	Participate in RSEP
1-5d	For municipalities: Develop school materials and teacher trainings	RSEP	Participate in RSEP
1-5e	For non-traditional: Develop public education campaign for facility users	N/A	N/A

BMP ID	Public Participation	Responsible Dept. or Person	Measurable Goal
2-9	Participate in the Stream Team or other regional SW participation program, or submit individual plan	James Jutras	Participate in Chittenden County Stream Team (CCST)
	Implement a program that includes at least 3 of the following:		
2-1	Form a citizen SW advisory panel	N/A	N/A
2-2	Establish or support a WQ monitoring program involving citizen volunteers	CCST	Participate in CCST
2-3	Institute an on-going public workshop series on SW awareness	CCST	Participate in CCST
2-4	Institute a continuing storm drain stenciling project	James Jutras	Will mark where appropriate and reasonably maintain remaining permanent markers
2-5	Sponsor periodic community stream corridor clean-up days	CCST	Participate in CCST
2-6	Establish and support a citizen "stormwater watch" group	N/A	N/A
2-7	Create or support an "adopt-a-stream" program	CCST	Participate in CCST
2-8	Undertake a program similar in content and scope to the above with permission of Secretary	N/A	N/A
	Note: The items noted may or may not be part of CCST Annual Work plan as determined by consensus of the group		

Attachment A: Selected Storm Water Control Measures

BMP ID	Illicit Discharge Detection & Elimination	Responsible Dept. or Person	Measurable Goal
3-1	Develop and enforce a program to detect and eliminate illicit discharges	James Jutras	Existing routine infrastructure inspections, staff/resident reporting and follow up. To be reviewed and adjusted as warranted during the permit cycle.
3-2	Develop and maintain storm sewer GIS or AutoCAD map	James Jutras	ongoing update/review map annually for changes or additions
3-3	Develop and enforce illicit discharge ordinance	James Jutras	Compliant: see Land Development Code. Will review and modify as warranted during permit cycle
3-4	Develop and implement illicit discharge detection plan, focus on impaired waters and random dumping	James Jutras	Periodic sampling of outfalls at a minimum of once/permit cycle with detailed follow up as warranted
3-5	Inform public of illicit discharge and disposal hazards	James Jutras	Make CSWD pamphlets available at Village Office
3-6	Address specific categories of illicit discharges, if necessary	N/A	Develop a swimming pool winterization pamphlet during permit cycle. Distribute to pool owners.
3-7	Prepare annual report of monitoring and corrective actions taken	James Jutras	Report the number of illicit discharges detected and eliminated in April annual report

Attachment A: Selected Storm Control Measures

EMP ID	Construction Site Runoff Control	Responsible Dept. or Person	Measurable Goal
4-1	Develop and implement procedures to ensure MS4 construction activities are properly permitted	Planning and Zoning Dept.	In compliance: Random site inspections occur by Village Staff. Some general inspections are performed after storm events.
4-2	Review existing MS4 regulations for effectiveness in managing construction-related E&S and consistency with state construction permit	Planning and Zoning Dept.	In compliance: See Land Development Code
4-2a	Adopt E&S requirements that are at least as stringent as state requirements	Planning and Zoning Dept.	In compliance: See Land Development Code
4-3	Develop and implement an erosion control ordinance that regulates development not subject to state permitting	Planning and Zoning Dept.	In compliance: See Land Development Code

Attachment A: Selected . . . um Control Measures

BMP ID	Post Construction Runoff Control	Responsible Dept. or Person	Measurable Goal
S-1	Review existing MS4 regulations for effectiveness in managing stormwater runoff and consistency with state operational permit		In Compliance: See Land Development Code
S-1a	Assess changes to regulations to support LID	James Jutras	In Compliance: See Land Development Code
S-1b	Assess changes to regulations to minimize impervious surface through street & parking lot design	James Jutras	In Compliance: See Land Development Code
S-1c	Adopt requirements that are at least as stringent as state requirements	James Jutras	Some inspection triggered by weather events: In Compliance see Land Development Code
	For development and redevelopment that disturbs ≥ 1 acre but is not subject to state permitting:		
S-2	Develop and implement procedures to identify the development	James Jutras	In Compliance: See Land Development Code. VT Small Site ConstructionStandards are incorporated by reference for any construction project.
S-3	Develop and implement an ordinance that regulates the development	James Jutras	Standards are incorporated by reference for any construction project. In Compliance see Land Development Code and VT Small Site Construction
S-4	Develop and implement inspection procedures for the development	James Jutras	In Compliance: See Land Development Code. VT Small Site ConstructionStandards are incorporated by reference for any construction project.
S-5	Develop and implement procedures to ensure MS4 development activities are properly permitted	James Jutras	In Compliance: See Land Development Code. VT Small Site ConstructionStandards are incorporated by reference for any construction project.

EMP ID	Pollution Prevention & Good Housekeeping	Responsible Dept. or Person	Measurable Goal
6-1	Describe operation and maintenance program for reducing pollutant runoff from MS4 operations, including, at a minimum:	James Jutras	In Compliance: see NOI and SWMP
6-1a	New construction and land disturbance	James Jutras	Incorporated into design review if not directly regulated by VT. VT Small Site Stds apply. Perform periodic site inspections for erosion control measure compliance.
6-1b	Maintenance of fleet and buildings, all municipal garages, parks, open space, construction and maintenance practices for gravel back roads, snow disposal and stormwater systems	Public Works	In compliance
6-1c	Training, maintenance schedules, and inspection procedures for long term structural controls		Occurs annually Vis RSEP program and others
6-1d	For municipal facilities where fertilizers are applied, prohibit the use of fertilizers containing phosphorus (unless warranted by a soil test)	Village does not use fertilizer	In Compliance as the Village does not use fertilizer on public turf grass
6-2	For Municipal garages, an MS4 may participate in ANR's Municipal Compliance Assistance Program	Public Works	Participation and follow up compliance performed a minimum of one time during permit cycle.
6-3	Provide a list of all industrial facilities that the MS4 owns or operates that are subject to the MSGP	James Jutras	In compliance see NOI; 1) International Business Machines , 2) School and other public properties not owned or managed directly by the Village of Essex Junction, 3) Champlain Valley Exposition. Other permit category lists available on request.