



TRUSTEES MEETING NOTICE & AGENDA
TUESDAY, JUNE 25, 2013 at 6:00 PM
LINCOLN HALL MEETING ROOM, 2 LINCOLN STREET

1. **EXECUTIVE SESSION/PERSONNEL** [6:00 PM]
 - a. Interview applicant for 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/sewer rates [6:35 PM]
 - c. Presentation by Essex Rescue [7:00 PM]
5. **OLD BUSINESS** [7:20 PM]
 - a. Re-adopt WWTF FY 14 Revenue Budget
 - b. Set FY 14 water/sewer rates
6. **NEW BUSINESS** [7:30 PM]
 - a. Appointments to Boards and Commissions
 - b. Approve Manager's Annual Appointments
 - c. Discuss Action List from Trustee Retreat
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 Board/Committees:
 1. Capital Program Committee 6/4/13
 2. Bike/Walk Advisory Committee 6/11/13
 - c. Letter of support for Whitcomb Farm solar project
 - d. Cover letter for Certificate of Public Good for Whitcomb Farm solar project
 - e. Thank you letter to Virginia Powers
9. **CONSENT AGENDA** [8:10 PM]
 - a. Approve Minutes of Previous Meetings 6/11/13 and 6/17/13
 - b. Approve Warrants including check #10047263 through #10047351 totaling \$1,391,181.25
 - c. Approve final SRF loan amendment for the WWTF
 - d. Approve grant application and local match for 2013 VTrans Bicycle and Pedestrian Program
10. **ADJOURN** [8:15 PM]

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



MEMORANDUM

TO: Village Trustees *LM*
FROM: Lauren Morrisseau, Finance Director and Susan McNamara-Hill, Clerk/Treasurer, Co-Acting Managers *Smh*
DATE: June 25, 2013
SUBJECT: FY14 Water/Wastewater/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/Wastewater Treatment/Sanitation Rates for FY14**

Water

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

Wastewater Treatment

Fixed Charge \$24.42/Unit/Quarter
Usage Charge \$.0089/cubic foot of metered water

Sanitation

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

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.

		FY13 Old Structure	FY13 New Structure	FY14 Recommended
WWTF	Fixed Charge/Quarter	\$0.00	\$23.17	\$24.42
	Per C.F. Usage Charge	\$0.0242	\$0.0085	\$0.0089
	Average Yearly Bill	\$141.50	\$142.32	\$149.66
	Percentage Increase		1%	5%

The average customer (using 120 gallons/day) will see an increase of 1% due to the structure change and 5% due to the increase in costs/decrease in other revenues in the FY14 budget.



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

DEFINITIONS:

6/21/2013 10:53

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:

	13% of Water Fund Operating Budget		\$59,953
plus	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		\$87,110
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</u> /1000 Gallons

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


*EMS 101- Essex Rescue in the
EMS System*



Dan Manz, Executive Director
Essex Rescue

What is an EMS System?

- An ambulance taking a patient to the hospital?
- The ability to call 9-1-1?
- A business where employees have CPR training and an AED?
- A hospital emergency department?
- A trauma center?
- A child in a car safety seat?




*A good EMS system is every one
of these and more!*

The idea of an EMS system is relatively new



- By comparison, the fire service has existed for hundreds of years
- Until the 1960s most ambulance services in America were operated by funeral homes
- Many citizens and health care providers had a somewhat fatalistic view of emergencies



*What happened to change the
way we think about the need for
EMS systems?*

A number of changes happened fairly abruptly



- A “white paper” on injury as the neglected disease of modern society was published
- The interstate highway system was being constructed
- Emergency medicine was evolving as a physician specialty
- The popular television show, *Emergency*, illustrated the life of two Paramedics

In the 1970s

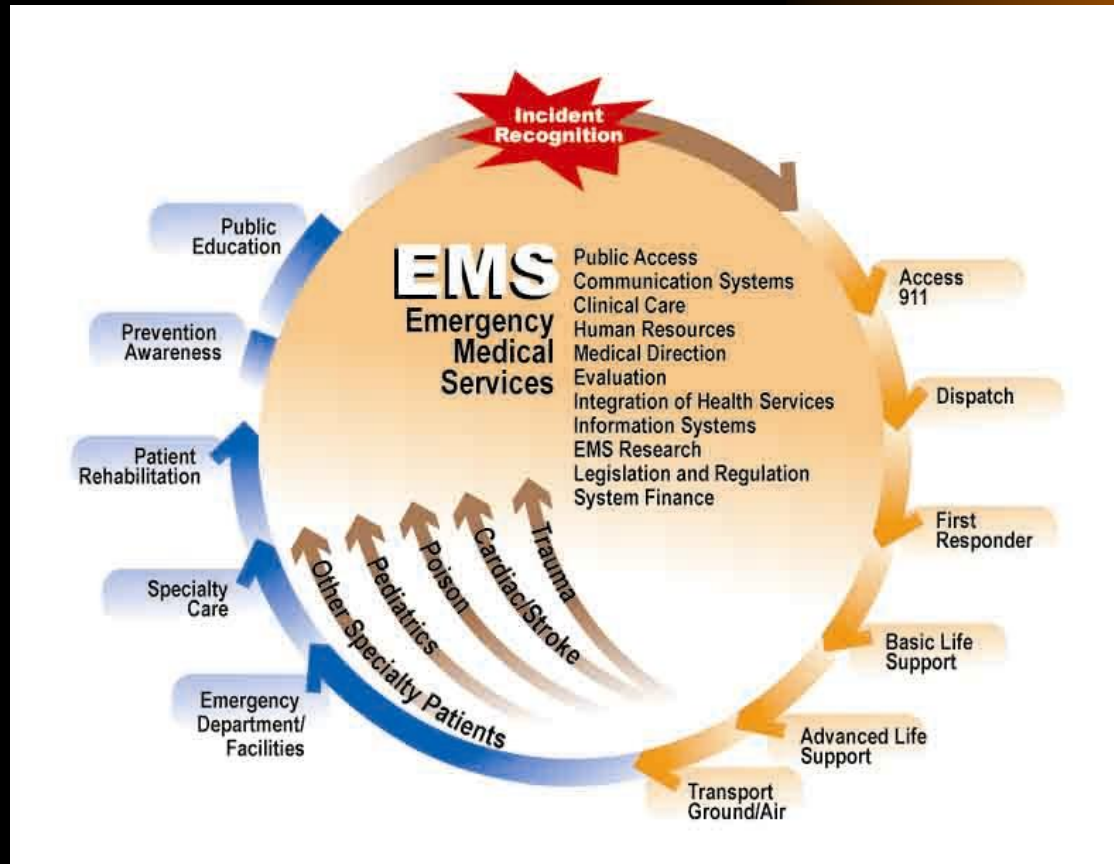
- The federal government made funding available to states willing to establish organized EMS systems
- To get the money, states had to address a number of “components” of an EMS system
- The foundation of Vermont’s EMS system is directly traceable to this federal model

More recently-



- The 1996 *EMS Agenda for the Future* re-examined the model for how EMS systems should evolve
- There has been a focus on emergency care for children
- The organized care of trauma patients, strokes and STEMIs have been identified as special needs within EMS systems
- There is a need to be able to respond to terrorism

How does the patient see an EMS system?



How does a local community see its EMS system?



- This probably varies greatly by community
- Many communities may not know how to support their local EMS system
- Communities are often poorly equipped to evaluate their EMS systems
 - Cost
 - Timeliness
 - Level of service provided

An EMS system is:

- The community's emergency care safety net—when all else fails, it needs to work!
- A network of resources and programs that work to keep people safe and healthy
- Custom tailored to meet the needs and best use the resources of the community
- Public health and acute care that respond like a public safety agency

An EMS system is: (contd.)

- Coordinated with other elements of the total health care delivery system
- Safe for patients and care givers
- Capable of meeting the community's expectations for cost, timeliness and level of service



*What are some of the successes
and challenges for Essex Rescue
in our local EMS system?*

Essex Rescue is a private not-for-profit agency

- Covering all or part of five towns
- Leveraging the contributed labor of volunteers to keep our costs low
- A knowledgeable Board of Directors and an experienced Executive Director
- A leading EMS agency in quality service delivery for over 40 years

Essex Rescue has many emergency response partners

- Essex Police and VT State Police for scene safety and law enforcement issues
- EJFD and ETFD provide non-transporting medical first response services. UJFD shares an employee with Essex Rescue for both EMS and fire duties
- All area fire departments provide extrication, fire suppression and hazardous materials response
- Other area ambulance services provide mutual aid for multi-patient or simultaneous responses
- FAHC provides the highest level care in VT for trauma, stroke, cardiac, pediatric, and other time sensitive emergencies

Essex Rescue- Strengths

- Enough call volume to gain some economic efficiency
- An attractive agency for volunteers to serve
- Career staff who provide both clinical and administrative support
- No long-term debt
- A Paramedic level provider agency
- A Community Advisory Board
- Established first response network
- Many community partnerships
- Strong in-house training

Essex Rescue Challenges and Opportunities

- Can we sustain the level of volunteerism we enjoy today?
- Are our facilities in the optimal location to serve our communities?
- What does the future hold in terms of reimbursement for services we provide?
- Is our funding model covering all of our real costs?
- How to best manage decisions in one community that effect the others in our service area?
- Are we positioned to take on different demands for service in the future?

What can the towns of Essex, Essex Junction, Jericho, Underhill and Westford do to make Essex Rescue a strong and sustainable service?

- Grow in your understanding of the costs and complexities of quality EMS delivery
- Partner with Essex Rescue and your neighboring towns to assess, monitor and plan for the future
- Commit to a long-term relationship
- Use data to drive decisions



MEMORANDUM

TO: Village Trustees
 FROM : Jim Jutras, Water Quality Superintendent *JM*
 THRU: Lauren Morrisseau, Finance Director and Susan McNamara-Hill, Clerk/Treasurer, Co-Acting Managers *Smh*
 DATE : June 25, 2013
 SUBJECT: Amendment of Wastewater Treatment Fund FY14 Revenue Budget

When the Wastewater Treatment Fund Revenue Budget was adopted in February staff had projected that plant flows would be 670,000,000 for the year with 42.7% of flow coming from Essex Junction, 24.8% from Essex, and 32.5% from Williston. Until very recently this has been a dry year and distribution of flow year to date is projected to be 39.01% Essex Junction, 26.49% Essex and 34.51%. The towns have decided to split the difference between what was originally budgeted for distribution of flow and what is projected for yearend FY13 as the basis for budgeted revenues for FY 14. This results in the following dollar amount changes to the Wastewater Treatment Facility Revenue Budget line items:

	<u>Original Budget</u>	<u>Amended Budget</u>	<u>Change</u>
Village Wastewater Revenues	723,171	692,009	-31,162
Wastewater Charge – Essex	420,015	434,242	+14,227
Wastewater Charge – Williston	550,423	567,359	+16,936

The amount to be collected by the Wastewater Treatment Facility does not change but the amount to be provided by the individual communities does.

Staff recommends the Trustees **make a motion to amend the line items in the Wastewater Treatment Revenue budget as presented above.**



MEMORANDUM

TO: Village Trustees *LM*
FROM: Lauren Morrisseau, Finance Director and Susan McNamara-Hill, Clerk/Treasurer, Co-Acting Managers *Smh*
DATE: June 25, 2013
SUBJECT: Set FY14 Water/Wastewater/Sanitation Rates

Staff recommends the Trustees set the FY 14 Water, Wastewater Treatment, and Sanitation Rates as follows:

Water

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

Wastewater Treatment

Fixed Charge \$24.42/Unit/Quarter
Usage Charge \$.0089/cubic foot of metered water

Sanitation

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

IBM Large Water User Rate

\$.075/1000 Gallons of water.



MEMORANDUM

TO: Essex Junction Trustees *JM* *SMH*
FROM: Lauren Morrisseau and Susan McNamara-Hill, Co-Acting Managers
DATE: June 25, 2013
SUBJECT: Appointments to Planning Commission/Zoning Board/Other Boards and Commissions

Please see the attached letters of interest. Action is needed on the following appointments:

Planning Commission - two three-year terms ending June 30, 2016:

Diane Clemens, current member
Nick Meyer, current member
Sherry Mahady, new applicant

Zoning Board of Adjustment - two three-year terms ending June 30, 2016:

Bruce Murdough, current member
Martin Hughes, current member

Chittenden County Regional Planning Commission (CCRPC) Representative and Alternative Representative – two-year terms ending June 30, 2015:

Dan Kerin, current representative
The Trustees need to appoint an alternate representative

CCRPC Transportation Advisory Committee (TAC) Representative – two-year term ending June 30, 2015:

Robin Pierce, Development Director

Chittenden Solid Waste District (CSWD) – to fill vacant term ending May 31, 2014:

The Trustees need to appoint a representative to replace John Lajza
George Tyler is currently alternate representative

RECEIVED

JUN 05 2013

Village of Essex Junction

June 4, 2013

Susan McNamara- Hill, Village Clerk and Co-Interim Manager
2 Lincoln St
Essex Junction, VT 05452

Dear Susan:

I am interested in being reappointed for a three year term on the Planning Commission.

Having recently been elected Chair by my fellow commissioners, I am looking forward to the revision and update of our Comprehensive Plan in the next twelve months, the results of the Heart and Soul of Essex project, and updating the Land Development Code by 2015.

Hoping to be of further service,

Diane Clemens

15 Williams St
Essex Junction, VT 05452

Patty Benoit

Subject: FW: Planning Commission

From: nmeyer52@aol.com [mailto:nmeyer52@aol.com]

Sent: Wednesday, June 19, 2013 6:19 PM

To: Patty Benoit

Subject: Re: Planning Commission

Dear Patty,

I would like to re-apply for another term on the Village Planning Commission.

There is much work to do as we embark on drafting the new Village Plan. I believe that I can make a positive contribution as we create a document to help guide future development in the Village. The Planning Commission has seen a number of sketch plans for potential developments and I would like to follow thru by reviewing those applications when they come before the Planning Commission.

Please consider me for another term on the Planning Commission.

Sincerely,

Nick Meyer

Sherry S Mahady

34 Brickyard Rd #20, Essex Jct VT 05452

Village Trustees
c/o Village Manager
2 Lincoln Street
Essex Junction, VT 05452

RECEIVED
JUN 12 2013
Village of Essex Junction

Dear Mr. Tyler, Mr. Kerin, Mr. Brown, Ms. Houghton, and Ms. Sopchak,

Please consider this my letter of interest in one of the two open positions on the **Village Planning Commission**.

I have lived in Essex Junction since 1987 and have no intention of leaving; consequently, the future of the village is important to me. I hope to see smart, well-thought-out growth to stabilize the tax base while at the same time retaining Essex Junction's unique railroad personality.

Because of long-term involvement in archaeology, I have a strong interest in history and historical preservation. Past community service includes six years on a school board, volunteering at my children's schools, eight years as a Girl Scout leader, membership on public organizations' boards, and extensive political campaign work..

I have thought several times over the years of getting involved in town affairs. Children and work, however, precluded my being able to devote enough of my attention to any such involvement. Now that I have the time, I want to put my experience to work in serving my community in this interesting, challenging, and meaningful way.

I look forward to meeting with you to further discuss my interest in and your needs for a position on the Planning Commission.

Sincerely

Sherry S Mahady

sh3rmah@yahoo.com
802.999.9730

20May13

Susan McNamara-Hill
c/o Village Board of Trustees
2 Lincoln Street
Essex Junction, Vt 05452

RECEIVED

MAY 20 2013

Village of Essex Junction

Dear Susan:

This letter is to inform the Village Trustees that I would be willing to serve another term on the Zoning Board of Adjustment. I have enjoyed being on the board the last 3 years.

Sincerely,

A handwritten signature in cursive script, appearing to read "Bruce L. Murdough".

Bruce L. Murdough

Martin J. Hughes

43 Juniper Ridge Road
Essex Junction, Vermont 05452

Home: (802) 878-1736
Cell: (802) 233-7682
eMail: mjhughes911@yahoo.com

RECEIVED

JUN 17 2013

Village of Essex Junction

June 17, 2013

The Village Trustees
c/o Ms. Susan McNamara-Hill
Village of Essex Junction
2 Lincoln Street
Essex Junction, VT 05452

Re: Zoning Board of Adjustment – Letter of Interest

Dear Ms. McNamara-Hill,

Per the recent letter I received from you, I continue to be interested in being a part of shaping our community and in learning more about how that process takes place; I'd therefore like to declare my interest in renewing my appointment on the Essex Junction Zoning Board of Adjustment when my current term expires on June 30.

I look forward to hearing from you.

Sincerely,

Martin J Hughes

Patty Benoit

m: Daniel Kerin
Sent: Wednesday, May 22, 2013 12:01 AM
To: Patty Benoit
Subject: CCRPC

Hi Patty,

I'm interested in staying on as the Village Trustees' representative on the Chittenden County Regional Planning Commission.

Respectfully,

Dan



MEMORANDUM

TO: Essex Junction Trustees *JM*
FROM: Lauren Morrisseau and Susan McNamara-Hill, Co-Acting Managers *SMH*
DATE: June 25, 2013
SUBJECT: FY 14 Annual Appointments

In accordance with the Village Charter, Article II, Section 2.09 Appointments, "The Trustees' approval shall be required for the manager's annual appointments of a Village Treasurer/Tax Collector, Village Clerk, Village Attorney, Village Fire Chief and Village Engineering Consultant."

The Co-Managers recommend the following re-appointments for FY 14:

David Barra – Village Attorney
Chris Gaboriault – Village Fire Chief
Hamlin Consulting Engineers – Village Engineering Consultant

Lauren Morrisseau recommends the following re-appointment for FY14:

Susan McNamara-Hill – Village Treasurer/Tax Collector/Village Clerk

2013 Trustee Retreat/Action List

Current Tasks and Strategies for addressing them:

1) Evaluation of Shared Manager initiative

- Village and Town should do their own evaluations
- We are primarily interested in evaluating the efficacy of the new arrangement with co-managers, dept heads, and mgr.
- Address “post Pat” process separately
- Also evaluate mgr interface with commission(s) and outside organizations, particularly ccrpc.
- **Lauren, Susan, and Pat**, by August, will write a draft of evaluation process for Trustees. Full board will edit/revise. Also – this needs to be transparent and available to public scrutiny.

2) Prepare for Next Step in Shared Manager Initiative

- Need to collaborate with town. Two members from each board.
- Start in August or September.
- General purpose is identify charter issues and future structure of local governments, hiring and firing and evaluation process.

3) Devise plan for addressing local concerns over tobacco licensing and illegal massage parlors.

- **Andrew** will collaborate with co-managers (and perhaps Village attorney and planning commission chair) to research and develop a strategy for limiting tobacco licensing/sales within the Village
- **Elaine** will do further research into the issue of preventing illegal “massage parlor” - type establishments within the Village. Her research may involve contacting the State's Attorney's office or the VT legislature.

4) Village website upgrade. Village staff will take lead on this effort; trustees will evaluate and inform process.

- **Lauren** has some good proposals to investigate
- It must be more user friendly for staff (to post) and residents (to use).

5) Enforcement of LDC

- Can we find a better way to inform the public about this? For example, have Darby routinely post informational tips on FPF and downtown-EJ facebook page?
- Can we learn from other towns regarding enforcement? (staff will ask Pat). Can we share enforcement effort with the town?
- ***We (trustees) had developed a process for dealing with this (in 2012) but never moved forward on it. That process will be placed on an upcoming agenda for review and activation***

New Ideas & Initiatives for 2013-2014 Legislative Year:

- **Elaine** – Village and Town planning commissions collaborate on Comp plan with eye for standardization and minimizing conflict. Look for other possible areas of collaboration
- **Elaine** – Affordable housing advocate Maura Collins has done a study of affordable housing in the Village *vis a vis* the rest of the county. She has some interesting ideas to discuss with the trustees. Put her on the agenda within next 3-4 months to discuss her ideas.
- **Elaine** – Trustees chat with developer for People's bank property. Is there a way for community members to have more input on that development process?

- **Dan** – More attention (and enforcement of LDC prohibitions) to bushes, trees, weeds intruding on public R.O.W.
- **Lori** – Village should develop a rental registry, as previously discussed. Fire Chief Chris Gaboriault mentioned having this information. Can Village office obtain that information? The goal is to ensure that landlords are conforming to local standards.
- **Lori** – Trustees need better definition of our expectations from planning commission and development office. How can we keep better track of what's going on?
- **Lori** – Village needs a communication policy regarding the use and management of public communication assets (facebook, FPF, newsletter, e-mail). George had started a preliminary draft policy. It needs to be completed and brought before the trustees and staff for review and revision.
- **Lori** – How can trustees and Village government incorporate H&S values and definitions into appropriate Village processes?
- **Andrew** – How can Village help IBM market their proposed property development?
- **George** – Complete application to the CCPRC for the scoping study for traffic flow and improvement around Five Corners.

June 21, 2013

To: Village President and Trustees
Fr. Village Manager, Pat Scheidel *PS*
Re: Village Volunteer Selection Process

Issue

The issue is whether or not the Trustees will adopt a recruitment, selection and retention process for volunteers who serve the Village.

Discussion

Local governments compete for the most precious of personal assets from its citizens: their free time. And it is safe to say we are not holding our own. On the personal interest continuum, investing time to save the planet or snail darter from extinction and everything in between seems far more attractive to folks than serving on a cemetery or zoning board. . Hence our challenge is to evaluate the missions of our various boards and the skills desired to fulfill those missions in the recruitment of volunteers. Further, it is good to meet with each volunteer each year as a legislative body to provide an opportunity to discuss how the expectations of each party met the reality of the past year. This chat precedes the volunteers' appointment or reappointment. It also serves as an opportunity to better communicate and reinforce the mission of each board to each member.

Attached are samples of mission statements, desired skills or interests and volunteer job descriptions for your consideration.

Cost

The only cost to implement this item is the opportunity cost of not doing so. No financial cost exists.

Recommendation

It is recommended that the Trustees consider and evaluate the attached data for possible adoption either as presented or as modified.

Town of Essex Boards and Commissions

Board/Commission	Yr. Formed	# of Mbrs Length of Term	Purpose	Desired Skills
Zoning Board	1959	5 3 yrs	Drawing from the goals and objectives established in the Town Plan and implemented via the zoning regulations, the Zoning Board's mission is to ensure that development occurs in a manner approved by voters and local officials. Zoning is in place to protect the individual property owner as well as to ensure the health, safety, and welfare of the citizenry of the Town of Essex. The Zoning Board is tasked with making quasi-judicial decisions in accordance with the adopted zoning regulations and state law in a fair and impartial manner.	Legal; contracting/development, land use planning, engineering, real estate, and at least one at-large citizen member.
Planning Commission	1958	7 4 yrs	Responsible for preparing, maintaining and amending the municipal plan, zoning regulations and subdivision regulations; undertaking reviews under these regulations; participating in the review of applications under Act 250; and authorizing studies and making recommendations on land development and redevelopment, transportation, design, historic and scenic preservation, energy conservation and natural resource protection.	Legal, engineering (civil or environmental), contracting/development, land use planning/law, real estate, transportation planning, architecture, historic preservation, and at least one at-large citizen member.
Conservation Committee	1989	5	Mission is to inventory and study the natural, historic, educational, cultural, scientific, architectural, or archaeological resources of the	Natural/environmental sciences and engineering, land use planning/law, historic preserva-

		3 yrs	town in which the public has an interest. Advise the Selectboard and Planning Commission on matters relating to the public understanding of local natural resources and conservation needs, development applications and acquisition of lands involving the above resources.	tion, architecture, archaeology, real estate, grant writing, and at least one at-large citizen member.
Trails Committee	1999	5 3 yrs	Mission is to preserve, develop and maintain a multi-use trail, sidewalk and greenway system in the town which will link residential neighborhoods to natural areas, schools, parks, businesses, recreational facilities, community centers and neighboring towns.	Conservation, recreation management, forestry, trail design and maintenance, land use planning/law, grant writing, and at least one at-large citizen member.
Industrial Development Commission / Economic Development Commission	1985 / 1987	5 3 yrs	Formed in 1985 as the Industrial Development Commission, changed to Economic Development Commission in 1987; responsible for promoting the quality of life in Essex. The mission is to assist with the retention, expansion and development of existing business; assist with the location and development of new industrial and commercial firms to Essex; plan for development to assure economic diversification and to provide the Selectboard with advice to enhance the commercial and industrial base.	Economics (traditional, ecological), land use planning/law, economic development, marketing/advertising, business, development, and at least one at-large citizen member.
Memorial Hall Committee	1986	5 3 yrs	Purpose is to act on behalf of the Selectboard in the oversight and operation of Memorial Hall located on Towers Road in Essex Center; charged with maintaining the hall for the benefit of the entire community, planning and facilitating the use of the hall to include building improvements, exploring grant availability and executing fundraising efforts and providing annual recommendations to the Selectboard on usage fees.	Historic/cultural preservation, theater arts, grant writing. Committee membership recommended to be reduced from seven to five for consistency with other committees and make attaining a quorum easier
Library Board of	1899	7	Development of long-range plans, evaluating	Information technology, historic/

Trustees		3 yrs	library service and promoting library use throughout the town; assist the Town Manager in the selection of a head librarian and report to the Manager and Selectboard on the status of the library and expenditure monies under their management.	cultural preservation, though specific skills are less important than general affection for the library.
Energy Committee	2008	7 3 yrs	The committee makes recommendations to the Selectboard on targets and actions for decreasing energy use; researches and makes recommendations on renewable energy sources and efficiency improvements; assists staff and other committees and commissions on energy matters; advises on energy matters related to Town buildings; and development of energy efficiency educational programs to ensure that the Town shows leadership in conservation, efficiency, and the conversion to renewable and sustainable sources of energy.	Energy development, green/sustainable building design or construction, land use planning/law, environmental engineering, ecological economics, transportation planning/engineering, architecture, grant writing, and at least one at-large citizen member.
Cemetery Commission	1794	5 3yrs	Members are appointed by the Town Manager with the approval of the Selectboard for 3-year terms. Responsible for the care and management of the town's burial grounds, establish fees, determining rules and regulations for the use of the cemetery and overseeing the income from the cemetery trust expendable fund with assistance from the town administration. (See Rules & Regulations attached)	Historic/cultural preservation, general affection for the particular Town function.

PLANNING COMMISSIONER

Mission/purpose:

As part of the seven-member Essex Planning Commission, the individual would be responsible for preparing, maintaining and amending the municipal plan, zoning regulations and subdivision regulations; undertaking reviews under these regulations; participating in the review of applications under Act 250; and authorizing studies and making recommendations on land development and redevelopment, transportation, design, historic and scenic preservation, energy conservation and natural resource protection.

The Planning Commission may also advise the Selectboard on policy matters related to land use planning.

Preferred skills or traits:

A background in or experience with any of the following is helpful but not required: legal, engineering (civil or environmental), contracting/development, land use planning/law, real estate, transportation planning, architecture, or historic preservation. Each Board, Committee, or Commission of the Town of Essex shall hold at least one seat open for an “at large” member.

A Planning Commissioner must be a resident of the Town of Essex.

Requirements:

Must be able to attend meetings as scheduled, including occasional meetings with the Essex Selectboard.

Length of Term:

Four (4) years.

ECONOMIC DEVELOPMENT COMMISSIONER

Mission/purpose:

As part of the five-member Economic Development Commission, an individual would be responsible for promoting the quality of life in Essex; assisting with the retention, expansion and development of existing business; assisting with the location and development of new industrial and commercial firms to Essex; planning for development to assure economic diversification and providing the Selectboard with advice to enhance the commercial and industrial base.

Preferred skills or traits:

A background in or experience with any of the following is helpful but not required: economics (traditional, ecological), land use planning/law, economic development, marketing/advertising, business, or development. Each Board, Committee, or Commission of the Town of Essex shall hold at least one seat open for an "at large" member.

An Economic Development Commissioner must be a resident of the Town of Essex.

Requirements:

Must be able to attend meetings as scheduled, including occasional meetings with the Essex Selectboard.

Length of Term:

Three (3) years.

TRAILS COMMITTEE MEMBER

Mission/purpose:

As part of the five-member Trails Committee, an individual is expected to advise the Selectboard, Planning Commission, and Town staff on the preservation, development and maintenance of multi-use trails, sidewalks, and greenway systems in the Town which will link residential neighborhoods to natural areas, schools, parks, businesses, recreational facilities, community centers and neighboring towns.

Preferred skills or traits:

A background in or experience with any of the following is helpful but not required: conservation, recreation management, forestry, trail design and maintenance, grant writing, or land use planning/law. Each Board, Committee, or Commission of the Town of Essex shall hold at least one seat open for an “at large” member.

Requirements:

Must be able to attend meetings as scheduled, including occasional meetings with the Essex Selectboard.

Length of Term:

Three (3) years.

ZONING BOARD OF ADJUSTMENT MEMBER

Mission/purpose:

As part of the five-member Zoning Board of Adjustment, an individual will be asked to ensure that development occurs in a manner consistent with the Town Plan, zoning regulations, and state law. The individual will make quasi-judicial decisions in accordance with the adopted zoning regulations and state law in a fair and impartial manner.

Preferred skills or traits:

A background in or experience with any of the following is helpful but not required: legal, contracting/development, land use planning, engineering, or real estate. Each Board, Committee, or Commission of the Town of Essex shall hold at least one seat open for an “at large” member.

A member of the Zoning Board of Adjustment must be a resident of the Town of Essex.

Requirements:

Must be able to attend meetings as scheduled, including occasional meetings with the Essex Selectboard.

Length of Term:

Three (3) years.

LIBRARY TRUSTEE

Mission/purpose:

As part of the seven-member Library Board of Trustees, an individual would be responsible for the development of long-range plans, evaluating library service and promoting library use throughout the town; assisting the Town Manager in the selection of a head librarian, and reporting to the Manager and Selectboard on the status of the library and expenditure monies under the Board's management.

Preferred skills or traits:

A background in or experience with any of the following is helpful but not required: information technology, historic/cultural preservation, or library science. Specific skills are less important than general affection for the Essex Free Library. Each Board, Committee, or Commission of the Town of Essex shall hold at least one seat open for an "at large" member.

Requirements:

Must be able to attend meetings as scheduled, including occasional meetings with the Essex Selectboard.

Length of Term:

Three (3) years.

CEMETERY COMMISSIONER

Mission/purpose:

As part of the five-member Cemetery Commission, an individual would be responsible for the care and management of the Town's burial grounds, establishing fees, determining rules and regulations for the use of the cemetery, and overseeing the income from the cemetery trust expendable fund with assistance from the Town administration.

Preferred skills or traits:

A background in or experience with any of the following is helpful but not required: historic/cultural preservation. A general affinity for the particular Town function, along with a sense of civic duty is preferred. Each Board, Committee, or Commission of the Town of Essex shall hold at least one seat open for an "at large" member.

Requirements:

Must be able to attend meetings as scheduled, including occasional meetings with the Essex Selectboard.

Length of Term:

Three (3) years. Members are appointed by the Town Manager with the approval of the Selectboard.

506

507 **Boards/Committees Mission Statement/Desired Skills Discussion - Pat Scheidel**

508

509 Mr. Scheidel introduced the issue of developing a list of skills or traits desired for boards and
510 committees. The recommendation was that the SB review and approve the mission changes and list
511 of skills, reduce the Memorial Hall Committee from seven to five members, and schedule
512 interviews for reappointments and vacancies.

513

514 Mr. Rogerson, with regards to Mr. Paul Bruso's letter recommending an attorney or someone with
515 legal background on zoning issues be a part of the Zoning Board of Adjustment, wondered if it
516 would be beneficial to identify key disciplines and clearly state those when advertising for positions.
517 He suggested highlighting the disciplines as suggested for the committees and commissions. Mr.
518 Post did not want there to be a checklist that would make people ineligible and feel discouraged. He
519 did not want the "Desired Skills" to be exclusive, but only suggestive. He stated that the SB would
520 have to evaluate if someone fit a discipline as well as evaluate members' performance on the
521 committee. Mr. Scheidel explained to Ms. Wrenner that the value added in keeping a Memorial Hall
522 Committee was to make sure that the building stayed useful, open for public use and as a cultural
523 center. Ms Wrenner saw the Public Works Department and Recreation managing the building well
524 on a day-to-day basis and was not sure if the vision piece would be missed.

525

526 Mr. Levy assumed that the practical use of this list was to see what skills were on the committee and
527 what was needed when there was a vacancy. Mr. Scheidel clarified that the intent for this Agenda
528 topic was for the SB to reaffirm the purpose as amended and whether the SB agreed with all the
529 language and purpose of all the current missions, except for the Conservation Committee, which
530 was working on some changes to its mission. Mr. Scheidel reminded the members that volunteers
531 might have other skills that were useful to the Town and that these were people who wanted to help
532 the community. Mr Post suggested dividing the question, but Ms. Myers preferred this issue return
533 in a complete package. Mr. Levy suggested adding the following language to the mission for the
534 Energy Committee: "To advise energy goals for the new Town buildings." Mr. Scheidel
535 encouraged members to get staff any further comments before the next SB meeting.

536

537 **Appointment of Representative and Alternate to the Merged CCRPC/CCMPO Organization**
538 **(Jeff Carr and Irene Wrenner) - Trevor Lashua**

539

540 Mr. Lashua introduced the issue of whether or not to appoint a representative and an alternate to the
541 newly merged CCRPC/CCMPO organization. Ms. Myers requested that a second to the alternate be
542 included.

543

544 **DAVE ROGERSON MOVED AND BRUCE POST SECONDED A MOTION TO APPOINT**
545 **JEFF CARR AS THE REPRESENTATIVE AND IRENE WRENNER AS THE**
546 **ALTERNATE AND MAX LEVY AS THE SECOND ALTERNATE TO THE MERGED**
547 **CCRPC/CCMPO ORGANIZATION.**

548

549 **THE MOTION PASSED 5-0.**

550

551 **Board Discussion: Heart & Soul Grant**

June 20, 2011

139 receive the authorization to apply for the funds. Once the authorization has been approved,
140 the next step is for the application to be submitted to the SB and the public for review and
141 comment. The deadline for submission of the application is July 21st, which is different from
142 the date in the June 15 memo to the Town Manager and SB. The 30-day window normally
143 required for public review and comment has been waived due to late notice of the grant
144 award. Mr. Levy asked if there was a match required. Acting Chief LaRose said there is not.
145

146 Mr. Post asked if the Acting Chief had any idea what the money would be used for since there
147 is a variety of reasons for which the funds can be spent. Acting Chief LaRose said he does
148 have some thoughts and that information would be available to the SB when the application is
149 submitted next month and will also be available at the public hearing.

150

151 **MOTION BY IRENE WRENNER SECONDED BY BRUCE POST THAT THE**
152 **SELECTBOARD AUTHORIZE THE POLICE DEPARTMENT TO APPLY FOR,**
153 **ACCEPT AND EXPEND BRYNE GRANT FUNDS IN THE AMOUNT OF \$11,807.**

154

155 **MOTION PASSED 4-0.**

156

157 **Boards/Committees Discussion – Trevor Lashua**

158

159 Mr. Lashua said that changes have been made to the Boards/Committees skills and mission
160 table per SB suggestions. The first change is relative to the purpose of the Zoning Board.
161 The language is amended, in part, from the Vermont Land Use Collaborative Zoning
162 Administrator's Handbook. Grant writing has been added to a number of the committees.
163 The job descriptions that the SB has are the amended ones.

164

165 Ms. Wrenner had some concern over the use of the word "citizen" as used in the Desired
166 Skills column of the Boards/Commissions Table. She explained that Essex has residents who
167 are not necessarily "citizens" and did not want to use the word too loosely to discourage
168 people from volunteering their time. Mr. Lashua said that that was certainly not the intent.

169

170 Mr. Post gave "kudos" on changing the mission statement on zoning. He still has concerns
171 about listing all the "technical" desired traits. He feels it may put someone off from
172 volunteering because they lack the desired traits but have an interest and can learn. Mr. Post
173 does not support the Desired Skills but he does support the Mission. Mr. Lashua explained
174 that the staff has tried to include in the job descriptions, for example, that a background in any
175 of the following is helpful but not required.

176

177 Mr. Levy, in regards to the Trails Committee, suggested adding something similar to what the
178 staff did in a former packet under Trails where it says that it can be expected to advise the SB
179 and Town staff. He asked if the Trails Committee also advises the Planning Commission.
180 Mr. Lashua said he believes they have under certain circumstances. Mr. Levy suggested
181 adding the Planning Commission to the Boards that the Trails Committee might be asked to
182 advise.

183

184 Mr. Post wanted to divide the question so that the SB could vote separately on the Mission
185 and the Skills. Mr. Levy asked for clarification on what Mr. Post was requesting. Mr. Post
186 said he wants to make a motion that the SB approve the Mission, however, the
187 recommendation of the staff is that the SB approve Skills and Mission Table as the guiding
188 document for its appointments. He would like to vote separately on each because he would
189 like to support the missions but is opposed to the skills.

190

191 **MOTION BY BRUCE POST AND SECONDED BY IRENE WRENNER TO**
192 **APPROVE THE MISSIONS AS RECOMMENDED BY THE STAFF.**

193

194 Ms. Myers asked for clarification on why Mr. Post was asking for two separate motions. Mr.
195 Levy explained that Mr. Post would like to have two separate motions made. One approving
196 the missions/purpose of the committees and commissions and a separate one that would
197 approve or disapprove the preferred skills or traits for each of them. Mr. Levy asked Mr. Post
198 if he was correct in his response to Ms. Myers. Mr. Post said he would make a motion on the
199 missions and if someone else wanted, they could make a motion on the skill sets. Ms. Myers
200 said she is confused because she doesn't understand why the SB would want to divide the
201 question. She doesn't understand Mr. Post's objection to the way the Table was presented.
202 Mr. Post said his objection is that he likes making the missions clear, and second, if all sorts
203 of technical traits are listed, it is off-putting to citizen members who don't think they have all
204 the specific skills but are interested in serving.

205

206 **MOTION PASSED 3-1 (LINDA MYERS OPPOSED).**

207

208 **IRENE WRENNER MOVED AND LINDA MYERS SECONDED A MOTION THAT**
209 **THE SELECTBOARD APPROVE THE SKILL SETS AS WRITTEN.**

210

211 **MOTION PASSED 3-1 (BRUCE POST OPPOSED).**

212

213 **Rules & Regulations Discussion – Trevor Lashua**

214

215 **LINDA MYERS MOVED AND MAX LEVY SECONDED A MOTION TO MOVE**
216 **THE RULES & REGULATIONS DISCUSSION UNTIL AFTER THE MINUTES ON**
217 **THE AGENDA.**

218

219 **MOTION FAILED (Bruce Post and Irene Wrenner opposed.)**

220

221 Mr. Lashua stated the SB requested, at their June 6 meeting, that this item be placed on a
222 future agenda. The discussion focuses specifically on Section 10, as requested. The Section
223 was amended to include the use of cell phones or other handheld devices during meetings.
224 The discussion is, how broadly or narrowly is the definition of "handheld devices" and based
225 on the answer, does the language cover the intent.

226

227 Mr. Levy said there are a number of things in the policy section of Rules & Regulations for
228 Orderly Conduct of Business besides this one that he feels are ripe for discussion and
229 recommendations, such as the abstentions as written. Mr. Levy's preference would be to have



MEMORANDUM

TO: Essex Junction Trustees & Department Heads
FROM: Lauren Morriseau and Susan McNamara-Hill, Co-Acting Managers
DATE: June 25, 2013
SUBJECT: Trustees Meeting Schedule

TRUSTEES MEETING SCHEDULE/EVENTS

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

- Discussion with Essex Police Chief Brad LaRose

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

- Approve Design Engineer for Multiuse Safety Path

Oct. 22 at 6:30 – Regular Trustees Meeting

Nov. 12 at 6:30 – Regular Trustees Meeting

Nov. 26 at 6:30 – Regular Trustees Meeting



***BLOCK PARTY & STREET DANCE
SATURDAY, JULY 20, 2013
RAILROAD AVENUE, 4-9 PM***



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Associates in Orthodontics
Hornet's Nest Pub
Darkroom Gallery**

**Jason Leo Automotive
Champlain Valley Expo
The Light Radio/WGLY
Murray's Tavern
Northfield Savings Bank
Children's Preschool and Enrichment Center**

Art by Chris Hemphill

MINUTES SUBJECT TO CORRECTION BY THE ESSEX JUNCTION CAPITAL PROGRAM REVIEW COMMITTEE. CHANGES, IF ANY, WILL BE RECORDED IN THE MINUTES OF THE NEXT MEETING OF THE COMMITTEE

**VILLAGE OF ESSEX JUNCTION
CAPITAL PROGRAM REVIEW COMMITTEE
MINUTES OF MEETING
June 4, 2013**

MEMBERS PRESENT: Andrew Brown (Chairman); Harlan Smith, David Nistico, Rick Hamlin, Richard Donahey (Lori Houghton was absent).
ADMINISTRATION: Lauren Morrisseau, Interim Village Manager.

1. CALL TO ORDER

Andrew Brown opened the meeting at 5:30 PM.

2. APPROVE MINUTES

March 19, 2013

MOTION by Andrew Brown, **SECOND** by Rick Hamlin, to approve the 3/19/13 minutes as written. **VOTING: unanimous; motion carried.**

3. PROJECTS AND RANKING

List of projects & rankings completed by the committee to date:

<u>Project ID</u>	<u>Ranking</u>
A	36
C	62
D	55
E	55
F	55
G	55
J	32
M	48
N	62
T	50
U	33
Z	40
AA	40
BB	41
CC	33
II	42
JJ	42

4. RANKING OF PROJECTS

The committee used the ranking matrix to rank the following capital projects:

<u>Project ID</u>	<u>Ranking</u>	<u>Brief Description</u>
H	47	Central Street water line (Lincoln to Main)
I	28	Church Street water line
K	Project done	Fairview Farm Pond
L	28	Grant Street water line (Jackson to Maple)

O	20	Iroquois Ave. reconstruction (So. Summit to Park)
P	20	Innovative for Iroquois Ave.
Q	38	Lamoille Street water line
R	53	Main St. drainage & bridge (Educational Dr. to Athens Dr.)

Andrew Brown mentioned the need to do an assessment of the sidewalk in the village at some point in time.

5. MEETING SCHEDULE

Next meeting

- July 2, 2013 at 5:30 PM.

Agenda Items

- Approve minutes
- Continue ranking projects

6. ADJOURNMENT

MOTION by Andrew Brown, SECOND by Richard Donahey, to adjourn the meeting. VOTING: unanimous; motion carried.

The meeting was adjourned at 6:40 PM.

RScty: M.E.Riordan

MINUTES SUBJECT TO CORRECTION BY THE ESSEX JUNCTION BIKE/WALK ADVISORY COMMITTEE.
CHANGES, IF ANY, WILL BE RECORDED IN THE MINUTES OF THE NEXT MEETING OF THE
COMMITTEE.

**VILLAGE OF ESSEX JUNCTION
BIKE/WALK ADVISORY COMMITTEE
MINUTES OF MEETING
JUNE 11, 2013**

MEMBERS PRESENT: Rick Hamlin, Rosalind Hutton, Jud Lawrie, Eric Bowker,
Rowena Albert, Andrea Van Liew

ADMINISTRATION: Darby Brazoski, Community Relations and Economic
Development Assistant

OTHERS PRESENT: Bridget Meyer, Jason Van Driesche

1. CALL TO ORDER

Darby Brazoski called the meeting to order at 7:01 PM.

2. GROUP INTRODUCTIONS

All attendees introduced themselves, and spoke about their interests in bike/walk issues.

- Bridget was a part of the original Building Health Communities Committee (the predecessor to the Bike/Walk Advisory Committee). She is interested in helping to provide historical context for the group.
- Rick has lived in the community since 1965, and has been an avid biker since high school. He is also the Village Engineer, and has an interest in improving bike and walking path connectivity.
- Rowena moved here recently from New York state, and while she feels that biking and walking facilities are better here, there could still be improvements in connectivity.
- Andrea moved to Essex Junction a few years ago, and has two children. She is interested in biking and walking from both a personal and community minded standpoint. She also has an interest in improving accessibility for bike commuters.
- Eric grew up in Essex Town, and recently moved to Essex Junction because he liked the convenience of being able to walk or bike to so many places. He is concerned that not enough children are using active transportation to get to school. He is also on the Recreation Advisory Board.
- Jud moved to Essex Junction recently from Raleigh North Carolina. He has worked in the public transportation sector, and wants to help increase the number of greenways and increase the connectivity between them,
- Jason is the Director of Advocacy and Education at Local Motion. Local Motion's goal is to make it easier, safer, and more fun to get around on foot and bike. Part of their mission is to give technical support to communities who are working on biking and walking improvements. He can be available as a resource at or between meetings if he is needed.
- Darby works for the Village of Essex Junction and will be staffing this committee.

3. ETHICS POLICY

All group members read and signed off on the Ethics Policy.

4. ESTABLISHMENT OF TERM LIMITS

- Rowena, Rick, and Eric choose to have three year terms.
- Jud, Andrea, and Rosalind choose to have two year terms.
- Phoebe Spencer and Eric Dufresne, who were not in attendance, were appointed to one year terms.

5. ELECTION OF CHAIR AND VICE CHAIR

Brief discussion regarding the role of the chair was had. The chair sets the agenda, ensures that meetings run in an orderly fashion, and has a good pulse on the needs of the community.

MOTION by Rowena Albert, SECOND by Rosalind Hutton, to elect Rick Hamlin chair. VOTING: unanimous; motion carried.

MOTION by Andrea Van Liew, SECOND by Rosalind Hutton, to elect Rowena Albert vice-chair. VOTING: unanimous; motion carried.

6. DISCUSSION OF FUTURE INITIATIVES

Andrea asked if anyone knew about the status of the Crescent Connector. Rick said that it will be funded by the state and intends to be constructed in 2015. It will be a complete street design, and include bike lanes.

Jud asked if the Trails Committee is still functioning. Bridget said that it is, and that it might be helpful to collaborate with them at some point. She also suggested collaborating with CCSU for many wellness initiatives that involve school-aged children.

Jason mentioned that he would be available to come to future meetings if needed. He said that the Regional Planning Commission is currently funding a master bike/walk plan for Essex and Essex Junction, and that there might be some overlap between the two groups. Bridget said that it might be important for a committee member to attend all of the meetings of the group.

5. MEETING SCHEDULE

Next meeting

- Meetings will be held on the third Monday of every month. Meetings will begin at 6:00 PM until the start of the school year, and at that point it may be pushed back to later in the evening. The next meeting will be held on July 15th at 6 PM at the Lincoln Hall meeting room. The group decided to cap their meeting length at one hour.

Agenda Items

- Rick asked all committee members to look over the priorities spreadsheet developed by the Building Health Communities group. He wanted them to choose three priorities each: one short-term, one medium term, and one long-term. They may also add a priority if there is something that is not listed on the spreadsheet that is important to them. The group will then compare their priorities to see what similarities and differences exist. Darby said that she would send out both the results of the Heart & Soul neighborhood conversations, and links developed by Local Motion for the group to review.
- Rick suggested that at the next meeting all committee members should show on a map where they live, and talk about their favorite places to walk or bike.

6. ADJOURNMENT

MOTION by Jud Lawrie, SECOND by Eric Bowker, to adjourn the meeting.

VOTING: unanimous; motion carried.

The meeting was adjourned at 7:59 PM.

RScty: D. Brazoski

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



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

June 13, 2013

Susan Hudson, Clerk
Vermont Public Service Board
112 State Street
Montpelier, VT 05620

Dear Ms. Hudson:

The Village of Essex Junction has long supported agriculture in our community and at the Whitcomb farm through the various programs and incentives that the community has to offer. Most recently, voters approved financial support for contribution to a land trust acquisition that will hold farm land in perpetual preservation.

Part of today's sustainable agriculture and agricultural land preservation is a multifaceted approach to the use of the land. Agricultural diversification, including use of available land for Solar voltaic production, is one more innovative way to keep the Whitcomb farm property productive for the coming decades.

Sincerely,

Susan McNamara-Hill
Interim Co-Manager

Lauren Morrisseau
Interim Co-Manager

cc: Village Trustees

Chad Farrell, Encore Redevelopment

76 St. Paul Street
P.O. Box 369
Burlington, Vermont 05402-0369

Telephone 802.658.0220
Facsimile 802.658.1456
www.gravel Shea.com

Matthew S. Stern
Associate
mstern@gravel Shea.com

June 20, 2013

HAND DELIVERED

RECEIVED

JUN 21 2013

Susan Hudson, Clerk
Vermont Public Service Board
112 State Street
Montpelier, Vermont 05620

Village of Essex Junction

Re: Petition of ERWR Whitcomb Farm Solar, LLC for a Certificate of Public Good pursuant to 30 V.S.A. § 248 authorizing the construction of a 2,200 kW photovoltaic electric generation facility to be located on the Whitcomb Farm in Essex Junction, Vermont

Dear Mrs. Hudson:

I am pleased to submit the enclosed petition of ERWR Whitcomb Farm Solar, LLC requesting a certificate of public good for a 2,200 kW solar project to be located in Essex Junction, Vermont. Enclosed for filing, please find an original and six copies of the following documents:

1. Petition for a Certificate of Public Good
2. Service List
3. Adjoining Landowner Service List
4. Notice of Appearance of Leslie A. Cadwell, Esq. and Matthew S. Stern, Esq.
5. Board Rule 5.402(C)(1)(e) Index
6. Exhibit List
7. Prefiled Testimony and Exhibits of:
 - a. Derek Moretz
 - b. Ian A. Jewkes
 - c. Brian Browning
 - d. Adam R. Crary
 - e. Michael Buscher
 - f. Charles Knight, Ph.D.

C
O
P
Y

Susan Hudson, Clerk

June 20, 2013

Page 2

I have also included a CD containing an electronic copy of this filing, with each file individually saved.

Thank you for your attention to this matter. Should you have any questions about this filing, please do not hesitate to contact me.

Very truly yours,

GRAVEL & SHEA PC

Matthew S. Stern

C

MSS:lm

O

Enclosures

P

cc: Service List

Y

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



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

June 21, 2013

Ms. Virginia Powers
7 North Street
Essex Junction, VT 05452

Dear Ginny:

On behalf of the Trustees and Village staff, thank you for the two beautiful oil paintings by Mary Laliberte.

We are all very pleased to have the work of an Essex Junction artist to grace the walls of Lincoln Hall. We will make sure they are prominently displayed in a public area so they can be enjoyed by current and future generations of Village citizens.

With your generous donation of these fine paintings, and your years of excellent service to the Brownell Library, you have made our community a better place.

Sincerely,

A handwritten signature in blue ink, appearing to read "George A. Tyler", is written over the typed name.

George A. Tyler
Village President

**VILLAGE OF ESSEX JUNCTION
BOARD OF TRUSTEES
MINUTES OF MEETING
June 11, 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; Robin Pierce, Village Development Director.
OTHERS PRESENT: Hilary Casillas, Chris Chiquoine, John Lajza, Tom Moreau, Tom Oddy, Jaye O'Connell, Nick Meyer.

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

Add:

- Announcement of leash cutting ceremony on June 29, 2013, 10 AM for dog park at 111 West Street to the reading file.
- Memo from Robin Pierce regarding the local match to the grant for the bike/ped plan to the consent agenda.

3. GUESTS, PRESENTATIONS, & PUBLIC HEARINGS

a. Comments from Public on Items Not on Agenda

None.

b. CSWD FY14 Proposed Budget

Tom Moreau, CSWD General Manager, highlighted the following in the proposed FY14 CSWD budget:

- The operating budget is down 2.7% or \$240,000 from last year's budget. Revenues are down as well.
- CSWD has been doing cost cutting and the budget since FY2009 has been decreased by \$476,000.
- The compost herbicide cost to CSWD was \$800,000 with \$270,000 paid out in damages to customers. Testing costs and inventory devaluation impacted the budget. There is no bagged compost product available for sale presently, but the herbicide problem and source have been identified and compost will be available for sale in the future.
- Trash levels (tonnages) are at the lowest level in the past 14 years.
- A private C&D enterprise is being built in Chittenden County which will accept material that otherwise would be taken by CSWD. The facility will not be in competition with CSWD because the goal of both entities is to recycle the material.

-
- Building the landfill is on hold as the mission to increase recycling as much as possible continues (based on current tonnage data there is not enough trash to support the landfill at this point in time).
 - Drop off center cost is increasing by 14% from \$3.25 per bag to \$3.75 per bag. It is anticipated the rate will hold for the next five years.
 - Land application of biosolids is being done at a site in Chateaugay, New York through Casella.
 - The budget depends on the fee for trash and sale of materials. CSWD in a sense is a victim of its own success in that recycling rates are strong so there is less tonnage of trash which means less revenue. At some point the CSWD board must deal with deciding when the mission has been met.

George Tyler commented C&D debris appears to have held steady regardless of the economy. Tom Moreau noted the damage from the flooding in the past couple of years generated much C&D debris. There was brief discussion of trucks going through Five Corners if the landfill in Moretown is no longer available and trash must be transported to the landfill in Coventry.

John Lajza was recognized for his service to the village as a former Trustee and as the village representative to the CSWD board. Mr. Lajza said serving on the various boards over the years has been fun and surprising. The community in general has been very supportive. Tom Moreau was commended for his handling of the compost persistent herbicide matter.

MOTION by Lori Houghton, SECOND by Andrew Brown, to approve the proposed CSWD FY14 budget as presented. VOTING: unanimous (5-0); motion carried.

c. Public Comment on CVE Request for Category C Noise Waiver for Relay for Life Event on June 21-22, 2013

Lauren Morrisseau explained the Category C noise waiver allows the Trustees to set the decibel limit and provides opportunity for public comment.

Chris Chiquoine, Prospect Street, asked if the decibel limits will be any different than in the past. Lauren Morrisseau stated staff is recommending slightly higher levels for the Relay for Life event (90 dB one hour average rather than 78 dB and 95 dB maximum five minute average rather than 83 dB). Mr. Chiquoine pointed out the limits apply to certain hours and in the past the night time limits were applied. Mr. Chiquoine said he sees no reason to increase the levels from what was allowed in the past since the event has been able to operate within the limits and when that has not been possible it has been very disruptive to the neighbors. Also, one hour average at 90 dB is twice the amount of noise as 78 dB.

Lori Houghton asked if CVE is requesting the new levels. Tom Oddy, CVE, said the higher level was not requested, but two years ago there was a five second spike in noise after 11 PM (the source could not be identified) which resulted in a violation. Subsequently Dave Crawford and Robin Pierce asked that the noise be monitored for the

entire event which was done. The cost of the monitoring was borne by Relay for Life. Mr. Oddy explained the duration of the spike in noise was about a minute and CVE has five minutes to bring the noise back under the limit. There was discussion of OSHA standards for noise. Robin Pierce noted constant 90 dB for over eight hours is a problem as is 115 dB for more than 15 minutes. The proposed limits are far less. Category C waiver allows the level to be set by the Trustees. Category A or B have set noise levels. George Tyler noted the one hour average of 90 dB recommended by staff will protect CVE from anomalies in the noise level. Hilary Casillas, American Cancer Society, assured the intention is not to create more noise because the Cancer Society understands the neighbors are sleeping while the event is going through the night. The set up will be the same as last year. Tom Oddy added someone will monitor the noise level. One hour average and instantaneous readings can be taken. The Category C waiver takes the level beyond midnight. Steps have been taken to help reduce the noise, such as reorienting the stage and other changes on the site.

Elaine Sopchak suggested the average reading remain at a Category B level and if there is an anomaly that is not a violation. Chris Chiquoine interjected an anomaly will not occur because there is a five minute average phenomenon. The five minute average threshold is high. Tom Oddy stated a Category C is workable with the Category B decibel level for the duration of the event (past midnight). Chris Chiquoine expressed concern about extending the Category B noise level throughout the night which would allow a concert in the middle of the night. Lori Houghton pointed out the waiver is only for the Relay for Life event. Tom Oddy added last year the noise level was constantly monitored between 12 AM and 6 AM and the noise was below what is allowed in the Land Development Code.

George Tyler read a letter from Renee Dall, 24 Warner Ave., regarding noise from the fairgrounds and hearing the joyful noise of cheering and motivational speeches from Relay for Life which is preferred over fireworks.

Chris Chiquoine commented the noise ordinance is there to protect the public, but it appears the Trustees are saying some of the public does not need protection. Mr. Chiquoine reiterated his objection to increasing the decibel limit when the event has been able to take place for multiple years within the limit. George Tyler explained the waiver is giving CVE a safety cushion to avoid the anomaly that occurred two years ago. The waiver should have been a Category C all along. Per the Land Development Code after midnight the average level is 50 dB and the instantaneous maximum is 60 dB, but the Trustees can grant a waiver.

There were no further comments.

4. OLD BUSINESS

a. Action on CVE Request for Category C Noise Waiver for Relay for Life

MOTION by Lori Houghton, SECOND by Andrew Brown, to grant a Category C waiver for the Relay for Life event on June 21, 2013 at 4 PM through June 22, 2013 at 9 AM with a decibel level of 78 dB one hour average and a maximum five minute

83 dB level for the duration of the event. VOTING: unanimous (5-0); motion carried.

b. Response from Planning Commission re: Regulating Tobacco Retailers
George Tyler reported the Planning Commission felt an ordinance should be crafted rather than a change made to the Land Development Code regarding retail establishments selling tobacco products. A meeting with the Co-Managers, Development Director, Planning Commission Chairwoman, Village President and possibly the Village Attorney will be held to determine the best course of action.

5. NEW BUSINESS

a. Discuss Accepting Credit Card Payments

Susan McNamara-Hill reported Value Payment Systems will process credit card payments and collect the fee from the user rather than charge the village for the service. People can still opt to write checks to make payments to the village.

b. Design Improvements to Railroad Avenue

Robin Pierce reviewed a proposal to add a tree lined median on Railroad Ave. and change the parking from parallel to head-in in places. The median will help slow down traffic by narrowing the travel way to 11' wide. The look of the street will be dramatically different.

Lori Houghton stated the change in the street will not benefit the farmers market and business owners in the area are concerned about the impact of the angled parking and the ability to get in and out of parking spaces. Trustee Houghton suggested looking at a broader perspective when improving the downtown area for bikes, pedestrians, and businesses. The grant to study closing Main Street from Five Corners to Railroad Ave. from vehicular traffic should be expanded to study the entire block and the Heart & Soul values should be taken into consideration. George Tyler pointed out public forums were held before Heart & Soul where the public expressed the desire for a more walkable, pedestrian friendly community with better traffic flow and less crime.

There was discussion of the impacts of changing the traffic pattern with the crescent connector especially if the section of Main Street between Five Corners and Railroad Ave. is closed to vehicular traffic. The Trustees agreed more information and understanding is needed on how the village core will be navigated with the crescent connector.

Nick Meyer, Pleasant Street, agreed with the idea of looking at a larger area in the study, adding other alternatives to the median idea should be explored. The sidewalk along Railroad Ave. is wide and trees planted along the sidewalk would soften the area while providing shade for the outside dining areas along the street.

6. VILLAGE MANAGER'S REPORT

a. Meeting Schedule

- 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:

- June 17 @ 5:30 PM – Trustees Retreat
- July 20 @ 4-9 PM – Village Annual Block Party & Street Dance
- October 3 – VLCT 2013 Town Fair at Killington

2. See Quick Fix Program

The renewal cost for the quick fix reporting program is \$3,600. Staff will compile data on use of the program by the public and report the results at the next meeting.

3. Village Website

Technical support for the village website will no longer be available through Catamount Web Solutions, LLC. Staff will investigate having a new website done.

4. Caring for Canopy Grant

The village received a grant to do a tree inventory and management plan.

5. Water Shed Monitoring

Rick Hamlin has been authorized to do water shed monitoring (33 Mansfield Ave.). If needed, application will be made for a hazard mitigation grant.

6. Department Head Meeting

Pat Scheidel will attend the next department head meeting (6/12/13).

7. Retreat

The Trustees retreat is 6/17/13. Dinner will be served.

7. **TRUSTEES COMMENTS/ANNOUNCEMENTS**

a. Board Member Comments

- George Tyler stated Jim Jutras and Tom Moreau verified that the village is not shipping contaminated or treated sludge.

b. Reading File

- Minutes from Zoning Board 5/21/13
- Email String re: Biosolids

8. **CONSENT AGENDA & READING FILE**

MOTION by Andrew Brown, SECOND by Elaine Sopchak, to approve the consent as follows and with the addition of the memo from Robin Pierce, dated 6/11/13,

regarding the local match for the Essex/Essex Junction Bike/Ped Plan and with the deletion of the memo from Robin Pierce, dated 6/6/13, regarding the 2013 VTrans Bicycle and Pedestrian Program:

1. Approve Minutes of Previous Meetings (5/14/13&6/6/13)
2. Approve Warrants including Checks #10047203 through #10047262 totaling \$131,318.27
3. Approve FY14 Lincoln Hall Leases
4. Approve and Sign Thank You Letter to Superintendent Michael Dewese
5. Approve Amendment of Motion re: Office Renovation Project
6. Approve Trees for Streams Grant Application

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

9. EXECUTIVE SESSION and/or ADJOURNMENT

MOTION by George Tyler, **SECOND** by Dan Kerin, to convene Executive Session to discuss legal and personnel issues where premature public knowledge would place the village at a disadvantage, and to invite the Co-Managers to attend.

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

Executive Session was convened at 8:20 PM and adjourned at 8:59 PM.

10. ADJOURNMENT

MOTION by George Tyler, **SECOND** by Andrew Brown, to adjourn the meeting.

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

The meeting was adjourned at 9:00 PM.

RScty: M.E.Riordan



MINUTES SUBJECT TO CORRECTION BY THE ESSEX JUNCTION BOARD OF TRUSTEES. CHANGES, IF ANY, WILL BE RECORDED IN THE MINUTES OF THE NEXT MEETING OF THE BOARD.

**VILLAGE OF ESSEX JUNCTION
BOARD OF TRUSTEES
MINUTES OF SPECIAL MEETING/RETREAT
JUNE 17, 2013**

BOARD OF TRUSTEES: George Tyler (President), Dan Kerin (Vice President), Lori Houghton, Elaine Sopchak and Andrew Brown
ADMINISTRATION: Susan McNamara-Hill, Interim Co-Manager & Clerk/Treasurer
Lauren Morrissette, Interim Co-Manager & Finance Director

CALL TO ORDER

Village President George Tyler called the meeting to order at 5:30 p.m.

RETREAT DISCUSSION

The Trustees discussed current tasks and strategies for addressing them.

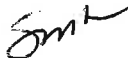
The retreat action list will be attached to the minutes of this meeting after approval at the June 25th Trustees' meeting.

ADJOURNMENT

MOTION by Dan Kerin, SECOND by George Tyler, to adjourn the meeting. VOTING: 5 ayes; motion carried.

The meeting was adjourned at 8:20 p.m.

Minutes respectfully submitted by Susan McNamara-Hill, Co-Manager/Clerk/Treasurer



Check Register Report

BL 6/25/13

Date: 06/21/2013

Time: 9:46 am

Page: 1

Village of Essex Junction

BANK:

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
Checks							
10047263	06/20/2013	Printed		9941	BUSINESSCARD SERVICES	SEE ATTACHED SPREADSHEET	863.84
10047264	06/25/2013	Printed		10508	ADVANCED DISPOSAL	GRIT REMOVAL-WWTF	304.55
10047265	06/25/2013	Printed		0025	ESSEX AGWAY	TARPS&SUPPLIES - WWTF	71.94
10047266	06/25/2013	Printed		10007	AIRGAS EAST	CYLINDER LEASE-STREET	105.00
10047267	06/25/2013	Printed		10290	ALDRICH + ELLIOT, PC	ENGINEERING-WWTF/SANIT	70,138.78
10047268	06/25/2013	Printed		00382	AMAZON.COM CREDIT	CIRC MATL-LIBRARY	496.41
10047269	06/25/2013	Printed		0065	AMERICAN LIBRARY ASSOCIATION	MEMBERSHIP DUES-LIB FRIENDS	500.00
10047270	06/25/2013	Printed		9244	B & H PHOTO, VIDEO, PRO AUDIO	MEETING ROOM EQUIPMENT-ADMIN	1,727.92
10047271	06/25/2013	Printed		10553	B.C.. CARRIER PLUMB & HEAT	WATER HEATER WORK-LH	102.00
10047272	06/25/2013	Printed		10301	DAVID A. BARRA, PLC	LEGAL FEES-VARIOUS	1,254.00
10047273	06/25/2013	Printed		10225	BIBENS ACE HARDWARE	ROPE HARDWARE-WWTF	41.94
10047274	06/25/2013	Printed		1655	BLUE CROSS BLUE SHIELD OF VT	COMP HSA INS PREM-VARIOUS	15,047.40
10047275	06/25/2013	Printed		1655	BLUE CROSS BLUE SHIELD OF VT	TVHP HSA INS PREM-VARIOUS	9,385.56
10047280	06/25/2013	Printed		0268	BRODART CO.	CIRC MATERIALS-LIBRARY	2,332.59
10047281	06/25/2013	Printed		0305	BURLINGTON FREE PRESS	NEWSPAPERS-LIBRARY	22.00
10047282	06/25/2013	Printed		9941	BUSINESSCARD SERVICES	SEE ATTACHED SPREADSHEET	1,128.51
10047283	06/25/2013	Printed		9743	CARQUEST AUTO PARTS	HYDRAULIC OIL-WWTF	52.99
10047284	06/25/2013	Printed		10552	RON CARTER	PERFORMANCE-LIBRARY	75.00
10047285	06/25/2013	Printed		0461	CENTRAL BEVERAGE	PAPERS-LIBRARY	260.00
10047286	06/25/2013	Printed		0490	CENTRAL VERMONT PROPERTIES	ROW LEASES-SANITATION	150.00
10047287	06/25/2013	Printed		0246	CHAMPLAIN VALLEY EXPOSITION	REFUND OVRPAYMNT FOR BANNERS	250.00
10047288	06/25/2013	Printed		0500	CHAMPLAIN WATER DISTRICT	WATER USAGE-WATER	252,383.62
10047289	06/25/2013	Printed		10028	CHANNEL 17 - TOWN MEETING TV	CLICKABLE AGENDAS-ADMIN	3,000.00
10047290	06/25/2013	Printed		05070	CHARLEBOIS TRUCK PARTS INC.	FITTINGS FOR MOWER-STREET	196.04
10047291	06/25/2013	Printed		0525	CHITTENDEN SOLID WASTE DISTRICT	LAND APP&DIRECT FEES-WWTF	42,678.56
10047292	06/25/2013	Printed		10207	CHOICE CARE CARD	ADMIN FEES - ALL DEPT	189.00
10047293	06/25/2013	Printed		10411	CLEAN WATERS, INC.	TOTE CONTAINER POLYMER-WWTF	3,732.70
10047294	06/25/2013	Printed		9788	COMCAST	CABLE-FIRE	13.50
10047295	06/25/2013	Printed		05898	CRYSTAL ROCK BOTTLED WATER	BOTTLED WATER-STREET/LH	37.90
10047296	06/25/2013	Printed		0609	DANFORM SHOES	BOOTS - WWTF	249.90
10047297	06/25/2013	Printed		10401	DE LAGE LANDEN FINANCIAL INC	COPIER RENTAL-ADMIN	249.52
10047298	06/25/2013	Printed		10190	CINDY DELIBAC	MILEAGE REIMB-ADMIN	84.75
10047299	06/25/2013	Printed		10396	DION SECURITY INC	STOREROOM LOCK REPAIR-LIB	215.00
10047300	06/25/2013	Printed		10261	EASTERN INDUSTRIAL AUTOMATION	SCRN BRUSH GEAR REDUCER-WW	1,063.26
10047301	06/25/2013	Printed		0780	ESSEX EQUIPMENT SALES	SPECIALTY HARDWARE-WWTF	11.20
10047302	06/25/2013	Printed		0770	ESSEX JUNCTION SCHOOL DISTRICT	TRANSFER IMPACT FEE TO SCHOOL	150,722.22
10047303	06/25/2013	Printed		0795	TOWN OF ESSEX	RECORDINGS-PLAN	290.00
10047304	06/25/2013	Printed		9473	TODD J. FARRELL	TREES- PRES, TRUST GRANT	3,975.00
10047305	06/25/2013	Printed		1935	FERGUSON WATERWORKS #590	MAIN ST STORM SUPPLIES-ST/WATR	683.50
10047306	06/25/2013	Printed		0899	GAUTHIER TRUCKING CO., INC	RUBBISH REMOVAL-STR/LH	605.12
10047307	06/25/2013	Printed		10453	GE CAPITAL C.O.RICOH USA	COPIER LEASE - WWTF	226.01
10047308	06/25/2013	Printed		0943	MARY L. GRAF	SUPPLIES REIMB-LIBRARY	127.74
10047309	06/25/2013	Printed		24511	GRAINGER	EQUIP+SUPPLIES-WWTF	1,369.94
10047310	06/25/2013	Printed		0965	GREEN MOUNTAIN POWER CORP.	ELECTRICITY- VARIOUS	9,236.48
10047311	06/25/2013	Printed		1035	DONALD L. HAMLIN	ENGINEERING -VARIOUS	10,803.64
10047312	06/25/2013	Printed		1039	THE HARTIGAN COMPANY	EAST ST TV INSPECTION-SANI	1,300.00
10047313	06/25/2013	Printed		10548	HAY-NOW INC.	REF WATER/SEWER OVERPMT	1,159.55
10047314	06/25/2013	Printed		9625	INGRAM LIBRARY SERVICES	CIRCULATION MATERIALS-LIBRARY	108.44

Check Register Report

BL 6/25/13

Date: 06/21/2013

Time: 9:46 am

Page: 2

Village of Essex Junction

BANK:

Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
Checks							
10047315	06/25/2013	Printed		1208	RICK JONES	UNIFORM PANTS-STREET	63.08
10047316	06/25/2013	Printed		1236	KEENAN'S LOCK & KEY	PUMP STA REKEY NE-SANIT	80.20
10047317	06/25/2013	Printed		1301	LAKESIDE EQUIPMENT CORPORATION	PRIMARY SHEAR PINS-WWTF	378.85
10047318	06/25/2013	Printed		1292	LAMOUREUX, & DICKINSON	ENG SVCS-LNCS SDWLK	568.74
10047319	06/25/2013	Printed		9454	LENNY'S SHOE & APP	UNIFORMS - WWTF	299.00
10047320	06/25/2013	Printed		1353	LIMOGE & SONS GARAGE DOORS INC	TANKER BAY DOOR-WWTF	391.45
10047321	06/25/2013	Printed		10551	KRISTEN LITTLEFIELD	FOSSIL PROGRAM -LIBRARY	50.00
10047322	06/25/2013	Printed		10130	LOWE'S BUSINESS ACCOUNT	AIR CONDITIONER-LH	219.66
10047323	06/25/2013	Printed		1460	MAPLEHURST FLORIST	EMPLOYEE APREC PARTY-ADMIN	54.80
10047324	06/25/2013	Printed		10155	W.B. MASON CO. INC	SUPPLIES-LIBRARY	88.14
10047325	06/25/2013	Printed		1000	SUSAN J. MCNAMARA-HILL	MILEAGE REIMB-ADMIN	15.42
10047326	06/25/2013	Printed		1497	METEVIER ELECTRIC MOTOR SVC	FILTER BW PUMP-WWTF	140.00
10047327	06/25/2013	Printed		10550	NICK MEYER	TREE RINGS-PRES. TRUST GRANT	571.48
10047328	06/25/2013	Printed		1539	LAUREN MORRISSEAU	MILEAGE REIMB - ADMIN	124.87
10047329	06/25/2013	Printed		10176	NEOFUNDS BY NEOPOST	METER POSTAGE-ADMIN	600.00
10047330	06/25/2013	Printed		1660	NORTHEAST DELTA DENTAL	DENTAL INS-ALL DEPT	2,159.28
10047331	06/25/2013	Printed		2393	NORTHEAST MAILING SYSTEMS, LLC	POSTAGE METER SUPPLIES-ADMIN	24.33
10047332	06/25/2013	Printed		1756	PATTON FACILITY MGMNT DBA	JANITORIAL-LH/LIBRARY	2,608.98
10047333	06/25/2013	Printed		10554	PHOENIX BOOKS BURLINGTON	GIFT CARDS - LIBRARY	110.00
10047334	06/25/2013	Printed		1789	PIKE INDUSTRIES, INC.	ASPHALT-STREET	857.34
10047335	06/25/2013	Printed		1791	PENELOPE D PILLSBURY	SUPPLIES REIMB-LIBRARY	125.36
10047336	06/25/2013	Printed		10336	ROTUNDA'S COLLISION CENTER INC	CHEVY REPAIR-WWTF	1,576.91
10047337	06/25/2013	Printed		9245	ROUSE TIRE SALES	FLAT TIRE REPAIR-FIRE	116.72
10047338	06/25/2013	Printed		2047	SCOTT + PARTNERS	LH OFC REDESIGN	702.00
10047339	06/25/2013	Printed		0482	SIGNALS RYG, INC.	STREET LIGHT REPAIR-STREET	242.56
10047340	06/25/2013	Printed		21153	SOVERNET COMMUNICATIONS	PH/INTERNET-VARIOUS	593.18
10047341	06/25/2013	Printed		2124	STAPLES ADVANTAGE	SUPPLIES - LIBRARY	1,716.58
10047342	06/25/2013	Printed		0545	THE TECH GROUP	BULK HRS+MGMT SERV-VARIOUS	3,414.00
10047343	06/25/2013	Printed		0545	THE TECH GROUP	MGR&HR DIR. COMPUTERS-ADMIN	2,490.00
10047344	06/25/2013	Printed		10481	TRUMBULL-NELSON CONST. CO.	WWTF REFURB-WWTF	779,475.63
10047345	06/25/2013	Printed		9727	UNUM LIFE INSURANCE CO OF AMER	INS PREMIUM-VARIOUS DEPTS	766.00
10047346	06/25/2013	Printed		2302	UPSTART	T-SHIRTS-LIBRARY FRIENDS	36.75
10047347	06/25/2013	Printed		9437	VT EMS DISTRICT # 3	DUES-FIRE	60.00
10047348	06/25/2013	Printed		2376	VT INSTITUTE OF NATURAL SCIENC	SUMMER READING PROGRAM-LIB	275.00
10047349	06/25/2013	Printed		0811	F.W. WEBB COMPANY	SUPPLIES- WWTF/WATER	177.19
10047350	06/25/2013	Printed		2510	FRANK WHITCOMB CONSTRUCTION	SHUR PACK/GRVL-STREET	940.75
10047351	06/25/2013	Printed		9856	SANDY WILLEY	FLOWERS FOR RR AVE-STREET	43.98

Total Checks: 85 Checks Total (excluding void checks): 1,391,181.25

Total Payments: 85 Bank Total (excluding void checks): 1,391,181.25

Total Payments: 85 Grand Total (excluding void checks): 1,391,181.25

REVENUE/EXPENDITURE REPORT
Bill List 6/25/13

Village of Essex Junction

For the Period: 7/1/2012 to 6/30/2013	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	2,667,251.72	-0.14	0.00	-262.72	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	10,854.87	283.79	0.00	-3,854.87	155.1
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	59,713.70	1,580.00	0.00	-29,713.70	199.0
411.010 SERVICE FEE - WATER	110,169.00	110,169.00	110,169.00	27,542.25	0.00	0.00	100.0
411.020 SERVICE FEE - WWTP	55,085.00	55,085.00	55,085.00	13,771.25	0.00	0.00	100.0
411.030 SERVICE FEE - SANITATION	110,169.00	110,169.00	110,169.00	27,542.25	0.00	0.00	100.0
420.010 STATE DISTRICT COURT FINES	2,000.00	2,000.00	3,708.50	212.50	0.00	-1,708.50	185.4
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	0.00	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	1,500.00	0.00	0.00	0.00	100.0
432.070 MISCELLANEOUS STREET RECEIPTS	3,000.00	3,000.00	2,609.60	120.00	0.00	390.40	87.0
432.080 MISCELLANEOUS LIBRARY RECEIPTS	450.00	450.00	608.20	0.00	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	1,368.38	0.00	0.00	-368.38	136.8
445.000 MISC. - UNCLASSIFIED RECEIPTS	4,600.00	4,600.00	2,340.76	2.41	0.00	2,259.24	50.9
Revenue	3,221,340.00	3,221,340.00	3,256,350.82	71,054.31	0.00	-35,010.82	101.1
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	3,365.20	1,502.20	0.00	-3,365.20	0.0
432.033 DONATIONS TO LIBRARY	0.00	0.00	7,129.44	0.00	0.00	-7,129.44	0.0
432.030 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	53,603.30	1,502.20	0.00	-53,603.30	0.0
Acct Class: 5990 Non Operating Revenues							
410.150 Adult Replacement Receipts	0.00	0.00	1,890.00	0.00	0.00	-1,890.00	0.0
410.151 Juvenile Replacment Receipts	0.00	0.00	1,527.94	0.00	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	0.00	0.00	-3,917.94	0.0
Dept: 000.000	3,221,340.00	3,221,340.00	3,313,872.06	72,556.51	0.00	-92,532.06	102.9
Revenues	3,221,340.00	3,221,340.00	3,313,872.06	72,556.51	0.00	-92,532.06	102.9
Expenditures							
Dept: 100.000 ADMINISTRATION							
Acct Class: 7000 Operating Expenses							
720.000 SALARIES REGULAR	334,477.00	334,477.00	305,832.44	9,822.40	0.00	28,644.56	91.4
720.010 SALARIES OVERTIME	1,000.00	1,000.00	1,329.39	35.87	0.00	-329.39	132.9
720.020 SALARIES PART TIME	7,250.00	7,250.00	12,770.86	495.13	0.00	-5,520.86	176.1
720.022 SOCIAL SECURITY	26,923.00	26,923.00	24,833.73	867.78	0.00	2,089.27	92.2
720.024 UNEMPLOYMENT INSURANCE	1,186.00	1,186.00	1,044.07	6.73	0.00	141.93	88.0
720.026 WORKERS COMP INSURANCE	1,166.00	1,166.00	1,561.03	47.04	0.00	-395.03	133.9
720.028 HEALTH INS & OTHER BENEFITS	66,340.00	66,340.00	59,152.47	625.37	0.00	7,187.53	89.2
720.030 RETIREMENT	38,506.00	38,506.00	37,952.78	924.24	0.00	553.22	98.6
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	1,144.55	748.70	0.00	455.45	71.5
720.050 BOARD MEMBER FEES	2,500.00	2,500.00	2,500.00	625.00	0.00	0.00	100.0
723.000 SUPPLIES	6,700.00	6,700.00	4,294.66	24.33	0.00	2,405.34	64.1
723.001 POSTAGE	4,600.00	4,600.00	4,705.48	481.13	0.00	-105.48	102.3

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For the Period: 7/1/2012 to 6/30/2013	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 100 - GENERAL FUND							
Figures							
Dept: 100.000 ADMINISTRATION							
Acct Class: 7000 Operating Expenses							
723.055 COMPUTER EXPENSES	16,915.00	16,915.00	19,305.33	2,750.00	0.00	-2,390.33	114.1
724.000 TRAINING, CONFERENCES, DUES	13,304.00	13,304.00	6,466.66	225.04	0.00	6,837.34	48.6
725.000 TELEPHONE SERVICES	4,392.00	4,392.00	2,617.30	165.43	0.00	1,774.70	59.6
725.025 COMMUNICATIONS	13,700.00	13,700.00	11,885.96	291.50	0.00	1,814.04	86.8
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	4,434.86	0.00	0.00	105.14	97.7
745.031 LEGAL SERVICES	15,000.00	15,000.00	13,696.50	198.00	0.00	1,303.50	91.3
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	4,468.42	0.00	0.00	1,331.58	77.0
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	5,409.27	0.00	0.00	-1,409.27	135.2
755.023 CAPITAL OUTLAY	3,000.00	0.00	4,217.92	4,217.92	0.00	-4,217.92	0.0
Operating Expenses	600,386.00	597,386.00	550,712.83	22,551.61	0.00	46,673.17	92.2
ADMINISTRATION	600,386.00	597,386.00	550,712.83	22,551.61	0.00	46,673.17	92.2
Dept: 175.000 MISC TRANSFERS & EXPENDITUES							
Acct Class: 7000 Operating Expenses							
750.021 ROLLING STOCK FUND CONTRIB	163,624.00	163,624.00	163,624.00	40,906.00	0.00	0.00	100.0
750.022 CAP RESRV FND CONT - BEG 1993	372,788.00	372,788.00	372,788.00	93,197.00	0.00	0.00	100.0
750.026 EMP TERM BENEFITS TRANSFER	10,000.00	10,000.00	10,000.00	2,500.00	0.00	0.00	100.0
7 7 HALF PENNY FOR LDR TRUCK NOTE	50,000.00	50,000.00	50,000.00	12,500.00	0.00	0.00	100.0
Operating Expenses	596,412.00	596,412.00	596,412.00	149,103.00	0.00	0.00	100.0
MISC TRANSFERS & EXPENDITUES	596,412.00	596,412.00	596,412.00	149,103.00	0.00	0.00	100.0
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	2,148.07	0.00	0.00	-348.07	119.3
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	496.34	40.77	0.00	-16.34	103.4
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	5,343.03	0.00	0.00	1,656.97	76.3
728.000 MAINT. BUILDINGS/GROUNDS	6,500.00	6,500.00	7,084.13	102.00	0.00	-584.13	109.0
745.005 RUBBISH REMOVAL	1,750.00	1,750.00	1,640.50	144.50	0.00	109.50	93.7
745.014 CONTRACT SERVICES	7,503.00	7,503.00	6,751.58	601.26	0.00	751.42	90.0
Operating Expenses	38,053.00	38,053.00	35,671.27	888.53	0.00	2,381.73	93.7
LINCOLN HALL	38,053.00	38,053.00	35,671.27	888.53	0.00	2,381.73	93.7
Dept: 300.000 FIRE DEPARTMENT							
Acct Class: 7000 Operating Expenses							
720.021 SALARIES - FIREFIGHTERS	126,000.00	126,000.00	117,640.50	0.00	0.00	8,359.50	93.4
720.022 SOCIAL SECURITY	9,639.00	9,639.00	8,999.48	0.00	0.00	639.52	93.4
720.026 WORKERS COMP INSURANCE	12,000.00	12,000.00	11,236.77	0.00	0.00	763.23	93.6
720.029 ACCIDENT & DISABILITY INS.	3,600.00	3,600.00	3,300.00	0.00	0.00	300.00	91.7
720.032 LIABILITY & PROPERTY INS.	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	1,405.61	0.00	0.00	994.39	58.6
723.016 EMS SUPPLIES	1,800.00	1,800.00	1,060.54	0.00	0.00	739.46	58.9
723.020 GAS, GREASE AND OIL	5,400.00	5,400.00	6,358.00	0.00	0.00	-958.00	117.7
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	2,861.32	60.00	0.00	2,138.68	57.2
725.000 TELEPHONE SERVICES	4,000.00	4,000.00	3,302.86	9.31	0.00	697.14	82.6

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Fund: 100 - GENERAL FUND							
Expenditures							
Dept: 300.000 FIRE DEPARTMENT							
Acct Class: 7000 Operating Expenses							
726.000 ELECTRICAL SERVICE	6,600.00	6,600.00	6,282.98	0.00	0.00	317.02	95.2
727.000 HEATING	6,000.00	6,000.00	4,732.60	0.00	0.00	1,267.40	78.9
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	0.00	0.00	-4,295.25	314.8
728.020 MAINTENANCE OTHER	10,000.00	10,000.00	12,795.49	0.00	0.00	-2,795.49	128.0
728.030 VEHICLE MAINTENANCE-TRAVEL	10,000.00	10,000.00	20,730.98	0.00	0.00	-10,730.98	207.3
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	0.00	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	5,000.00	1,250.00	0.00	0.00	100.0
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	10,412.85	0.00	0.00	4,087.15	71.8
Operating Expenses	270,189.00	270,189.00	254,415.74	1,319.31	0.00	15,773.26	94.2
FIRE DEPARTMENT	270,189.00	270,189.00	254,415.74	1,319.31	0.00	15,773.26	94.2
Dept: 700.000 STREET DEPARTMENT							
Acct Class: 7000 Operating Expenses							
720.000 SALARIES REGULAR	190,875.00	186,875.00	156,722.56	6,385.16	0.00	30,152.44	83.9
720.010 SALARIES OVERTIME	15,000.00	15,000.00	13,634.85	429.77	0.00	1,365.15	90.9
720.020 SALARIES PART TIME	17,018.00	17,018.00	16,431.89	1,125.01	0.00	586.11	96.6
720.022 SOCIAL SECURITY	17,249.00	17,249.00	13,757.33	587.41	0.00	3,491.67	79.8
720.024 UNEMPLOYMENT INSURANCE	1,086.00	1,086.00	914.78	32.97	0.00	171.22	84.2
720.026 WORKERS COMP INSURANCE	11,628.00	11,628.00	12,182.23	505.27	0.00	-554.23	104.8
720.028 HEALTH INS & OTHER BENEFITS	77,761.00	77,761.00	62,749.27	58.53	0.00	15,011.73	80.7
720.030 RETIREMENT	19,088.00	19,088.00	15,584.57	638.38	0.00	3,503.43	81.6
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	9,697.53	0.00	0.00	6,402.47	60.2
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	14,525.29	857.34	0.00	474.71	96.8
723.014 GRAVEL,TOPSOIL	4,500.00	4,500.00	3,887.00	0.00	0.00	613.00	86.4
723.015 SIGNS AND POSTS	5,500.00	5,500.00	2,668.30	0.00	0.00	2,831.70	48.5
723.020 GAS,GREASE AND OIL	20,000.00	20,000.00	29,908.84	0.00	0.00	-9,908.84	149.5
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	0.00	0.00	250.30	49.9
725.000 TELEPHONE SERVICES	1,800.00	1,800.00	1,651.78	0.00	0.00	148.22	91.8
726.000 ELECTRICAL SERVICE	4,900.00	4,900.00	3,605.87	240.89	0.00	1,294.13	73.6
726.035 STREET LIGHTS	131,840.00	131,840.00	111,857.11	8,321.75	0.00	19,982.89	84.8
726.037 TRAFFIC LIGHTS	5,700.00	5,700.00	5,531.72	57.61	0.00	168.28	97.0
727.000 HEATING	4,000.00	4,000.00	3,129.62	0.00	0.00	870.38	78.2
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	1,342.67	0.00	0.00	-342.67	134.3
728.030 VEHICLE MAINTENANCE-TRAVEL	32,000.00	32,000.00	17,463.22	53.40	0.00	14,536.78	54.6
728.033 STREETScape MAINT./IMP	7,500.00	7,500.00	3,677.60	0.00	0.00	3,822.40	49.0
728.036 VILLAGE GARDEN SPOTS	2,500.00	2,500.00	2,343.01	43.98	0.00	156.99	93.7
728.037 TRAFFIC/STREET LIGHT MAINT.	6,500.00	6,500.00	8,212.61	242.56	0.00	-1,712.61	126.3
728.041 MEMORIAL PARK	3,000.00	3,000.00	2,714.46	0.00	0.00	285.54	90.5
728.043 STREET MARKINGS	5,000.00	5,000.00	7,727.76	0.00	0.00	-2,727.76	154.6
729.000 UNIFORMS,BOOTS,ETC	4,500.00	4,500.00	2,544.27	63.08	0.00	1,955.73	56.5
745.005 RUBBISH REMOVAL	6,200.00	6,200.00	4,834.82	460.62	0.00	1,365.18	78.0
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	17,469.71	359.76	0.00	-2,469.71	116.5
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	16,721.65	544.50	0.00	-8,221.65	196.7

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Fund: 100 - GENERAL FUND							
Deptures							
Dept: 700.000 STREET DEPARTMENT							
Acct Class: 7000 Operating Expenses							
760.034 STORM SEWER PERMIT FEES	3,000.00	3,000.00	4,697.00	-120.00	0.00	-1,697.00	156.6
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	697,689.05	20,887.99	0.00	75,655.95	90.2
STREET DEPARTMENT	782,345.00	773,345.00	697,689.05	20,887.99	0.00	75,655.95	90.2
Dept: 800.000 BROWNELL LIBRARY							
Acct Class: 7000 Operating Expenses							
720.000 SALARIES REGULAR	292,359.00	292,359.00	281,249.33	11,418.02	0.00	11,109.67	96.2
720.020 SALARIES PART TIME	88,282.00	88,282.00	81,909.79	3,343.76	0.00	6,372.21	92.8
720.022 SOCIAL SECURITY	29,551.00	29,551.00	27,597.84	1,165.01	0.00	1,953.16	93.4
720.024 UNEMPLOYMENT INSURANCE	2,384.00	2,384.00	2,381.61	56.57	0.00	2.39	99.9
720.026 WORKERS COMP INSURANCE	1,285.00	1,285.00	1,595.96	67.09	0.00	-310.96	124.2
720.028 HEALTH INS & OTHER BENEFITS	55,586.00	55,586.00	49,039.31	878.07	0.00	6,546.69	88.2
720.030 RETIREMENT	29,236.00	29,236.00	27,942.40	1,132.48	0.00	1,293.60	95.6
720.032 LIABILITY & PROPERTY INS.	10,269.00	10,269.00	9,389.69	0.00	0.00	879.31	91.4
723.000 SUPPLIES	13,500.00	13,500.00	12,411.79	1,685.49	0.00	1,088.21	91.9
723.001 POSTAGE	2,500.00	2,500.00	2,400.63	0.00	0.00	99.37	96.0
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	0.00	0.00	-1,146.14	157.3
725.000 TELEPHONE SERVICES	2,000.00	2,000.00	1,091.67	88.01	0.00	908.33	54.6
725.030 TECHNOLOGY ACCESS	5,810.00	5,810.00	5,059.46	69.45	0.00	750.54	87.1
726.000 ELECTRICAL SERVICE	14,850.00	14,850.00	12,276.10	0.00	0.00	2,573.90	82.7
727.000 HEATING	7,500.00	7,500.00	7,195.99	0.00	0.00	304.01	95.9
728.000 MAINT. BUILDINGS/GROUNDS	13,000.00	13,000.00	13,252.78	215.00	0.00	-252.78	101.9
730.000 ALARM SYSTEM MAINTENANCE	800.00	800.00	292.07	0.00	0.00	507.93	36.5
735.000 INTERVIEW COSTS	300.00	300.00	249.00	0.00	0.00	51.00	83.0
745.014 CONTRACT SERVICES	22,548.00	22,548.00	20,538.30	2,007.72	0.00	2,009.70	91.1
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	2,708.60	464.36	0.00	291.40	90.3
755.014 COMPUTER REPLACEMENT	8,000.00	5,200.00	3,771.48	0.00	0.00	1,428.52	72.5
755.020 ADULT COLLECTION-PRINT & ELECT	31,000.00	31,000.00	31,541.40	1,064.19	0.00	-541.40	101.7
755.021 JUVEN COLLECTION-PRNT & ELECTR	15,500.00	15,500.00	15,484.39	492.96	0.00	15.61	99.9
Operating Expenses	655,585.00	652,785.00	617,033.01	24,148.18	0.00	35,751.99	94.5
BROWNELL LIBRARY	655,585.00	652,785.00	617,033.01	24,148.18	0.00	35,751.99	94.5
Dept: 900.000 PLANNING AND ZONING DEPT.							
Acct Class: 7000 Operating Expenses							
720.000 SALARIES REGULAR	119,296.00	119,296.00	119,456.41	4,911.60	0.00	-160.41	100.1
720.010 SALARIES OVERTIME	2,000.00	2,000.00	217.55	0.00	0.00	1,782.45	10.9
720.022 SOCIAL SECURITY	9,560.00	9,560.00	9,331.91	444.16	0.00	228.09	97.6
720.024 UNEMPLOYMENT INSURANCE	435.00	435.00	435.20	0.00	0.00	-0.20	100.0
720.026 WORKERS COMP INSURANCE	399.00	399.00	1,833.52	76.68	0.00	-1,434.52	459.5
720.028 HEALTH INS & OTHER BENEFITS	40,972.00	40,972.00	25,328.61	18.00	0.00	15,643.39	61.8
720.030 RETIREMENT	11,930.00	11,930.00	11,510.68	466.16	0.00	419.32	96.5
720.032 LIABILITY & PROPERTY INS.	2,038.00	2,038.00	2,005.65	0.00	0.00	32.35	98.4
720.034 PUBLIC OFFICIALS LIABILITY INS	6,075.00	6,075.00	5,981.25	0.00	0.00	93.75	98.5
720.050 BOARD MEMBER FEES	3,600.00	3,600.00	3,525.00	825.00	0.00	75.00	97.9
723.000 SUPPLIES	2,000.00	2,000.00	1,162.17	0.00	0.00	837.83	58.1
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	1,517.15	31.30	0.00	-125.15	109.0
725.005 COMMUNICATIONS	2,000.00	2,000.00	1,020.00	60.00	0.00	980.00	51.0
728.030 VEHICLE MAINTENANCE-TRAVEL	3,000.00	3,000.00	2,300.00	200.00	0.00	700.00	76.7
745.031 LEGAL SERVICES	9,500.00	9,500.00	2,195.00	198.00	0.00	7,305.00	23.1
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	0.00	0.00	3,235.07	35.3

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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	1,660.00	290.00	0.00	840.00	66.4
755.023 CAPITAL OUTLAY	1,500.00	0.00	0.00	0.00	0.00	0.00	0.0
Operating Expenses	244,352.00	242,852.00	196,078.78	7,520.90	0.00	46,773.22	80.7
PLANNING AND ZONING DEPT.	244,352.00	242,852.00	196,078.78	7,520.90	0.00	46,773.22	80.7
Dept: 910.000 ECONOMIC DEVELOPMENT							
Acct Class: 7000 Operating Expenses							
720.000 SALARIES REGULAR	0.00	32,573.00	27,456.00	1,248.00	0.00	5,117.00	84.3
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	2,531.33	107.40	0.00	-40.33	101.6
720.024 UNEMPLOYMENT INSURANCE	217.00	250.00	268.46	19.10	0.00	-18.46	107.4
720.026 WORKERS COMP INSURANCE	111.00	120.00	142.26	6.04	0.00	-22.26	118.6
720.028 HEALTH INS & OTHER BENEFITS	0.00	3,127.00	2,809.35	156.28	0.00	317.65	89.8
720.030 RETIREMENT	0.00	3,257.00	2,870.40	124.80	0.00	386.60	88.1
745.025 BLOCK PARTY EXPENSE	7,000.00	7,000.00	7,057.05	118.87	0.00	-57.05	100.8
745.040 COMMUNITY EVENTS & PROGRAMS	7,000.00	7,000.00	5,993.33	462.00	0.00	1,006.67	85.6
745.054 ANNUAL SUPPORT OF ORGNIZATIONS	8,000.00	8,000.00	7,443.00	0.00	0.00	557.00	93.0
745.056 COMMUNITY FORUM	7,500.00	7,500.00	7,500.00	0.00	0.00	0.00	100.0
748.000 NEW PROGRAMS	2,000.00	2,000.00	1,091.43	0.00	0.00	908.57	54.6
748.010 MATCHING GRANT FUNDS	10,000.00	10,000.00	2,273.24	285.74	0.00	7,726.76	22.7
Operating Expenses	67,018.00	83,318.00	71,059.05	2,528.23	0.00	12,258.95	85.3
ECONOMIC DEVELOPMENT	67,018.00	83,318.00	71,059.05	2,528.23	0.00	12,258.95	85.3
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	2,689.25	52.57	0.00	-2,689.25	0.0
755.021 JUVEN COLLECTION-PRNT & ELECTR	0.00	0.00	1,283.03	17.19	0.00	-1,283.03	0.0
759.010 Library Grant Expenditures	0.00	0.00	1,563.00	0.00	0.00	-1,563.00	0.0
759.011 LIBRARY DONATION EXPENDITURES	0.00	0.00	5,668.66	632.98	0.00	-5,668.66	0.0
759.013 WB LEARNED GRANT EXPENSES	0.00	0.00	374.20	74.20	0.00	-374.20	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	14,347.74	285.74	0.00	-14,347.74	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	14,810.36	702.00	0.00	-14,810.36	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	102,016.31	1,764.68	0.00	-102,016.31	0.0
GRANT & OTH UNANTC. EXPENDITUR	0.00	0.00	102,016.31	1,764.68	0.00	-102,016.31	0.0
Expenditures	3,254,340.00	3,254,340.00	3,121,088.04	230,712.43	0.00	133,251.96	95.9
Net Effect for GENERAL FUND	-33,000.00	-33,000.00	192,784.02	-158,155.92	0.00	-225,784.02	-584.2
Change in Fund Balance:			192,784.02				
Fund: 152 - GEN FUND ROLLING STOCK RESERVE							
Revenues							
Dept: 000.000							
Acct Class: 4000 Revenue							
440.000 INTEREST EARNINGS	0.00	0.00	467.53	0.00	0.00	-467.53	0.0
440.000 PROCEEDS OF LONG TERM DEBT	0.00	0.00	250,000.00	0.00	0.00	-250,000.00	0.0
599.000 CONTRIB FROM GENERAL FUND	0.00	0.00	213,624.00	53,406.00	0.00	-213,624.00	0.0
Revenue	0.00	0.00	464,091.53	53,406.00	0.00	-464,091.53	0.0
Acct Class: 4900 GRANTS & DONATIONS							

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Fund: 152 - GEN FUND ROLLING STOCK RESERVE							
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	0.00	0.00	100,000.00	0.00	0.00	-100,000.00	0.0
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	0.00	0.00	80,000.00	0.00	0.00	-80,000.00	0.0
Dept: 000.000	0.00	0.00	644,091.53	53,406.00	0.00	-644,091.53	0.0
Revenues	0.00	0.00	644,091.53	53,406.00	0.00	-644,091.53	0.0
Expenditures							
Dept: 000.000							
Acct Class: 7000 Operating Expenses							
745.050 PRINTING AND ADVERTISING	0.00	0.00	300.00	0.00	0.00	-300.00	0.0
Operating Expenses	0.00	0.00	300.00	0.00	0.00	-300.00	0.0
Acct Class: 8000 Capital Projects							
750.719 FIRE LADDER TRUCK (13)	0.00	0.00	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	0.00	0.00	958,913.47	0.00	0.00	-958,913.47	0.0
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	-315,121.94	53,406.00	0.00	315,121.94	0.0
Change in Fund Balance:			-315,121.94				
Fund: 159 - Veterans Memorial Park							
Revenues							
Dept: 000.000							
Acct Class: 4000 Revenue							
440.000 INTEREST EARNINGS	0.00	0.00	8.09	0.00	0.00	-8.09	0.0
441.016 Memorial Park Picture Revenue	0.00	0.00	300.00	0.00	0.00	-300.00	0.0
Revenue	0.00	0.00	308.09	0.00	0.00	-308.09	0.0
Dept: 000.000	0.00	0.00	308.09	0.00	0.00	-308.09	0.0
Revenues	0.00	0.00	308.09	0.00	0.00	-308.09	0.0
Net Effect for Veterans Memorial Park	0.00	0.00	308.09	0.00	0.00	-308.09	0.0
Change in Fund Balance:			308.09				
Fund: 200 - GEN FUND CAPITAL RESERVE FUND							
Revenues							
Dept: 000.000							
Acct Class: 4000 Revenue							
440.000 INTEREST EARNINGS	0.00	0.00	491.96	0.00	0.00	-491.96	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
441.044 CRES CNCTR GRANT STP 5300(13)	0.00	0.00	124,208.74	0.00	0.00	-124,208.74	0.0
599.000 CONTRIB FROM GENERAL FUND	0.00	0.00	372,788.00	93,197.00	0.00	-372,788.00	0.0
Revenue	0.00	0.00	538,567.96	93,197.00	0.00	-538,567.96	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	550,567.96	93,197.00	0.00	-550,567.96	0.0
Revenues	0.00	0.00	550,567.96	93,197.00	0.00	-550,567.96	0.0
Expenditures							
Dept: 000.000							
Acct Class: 8000 Capital Projects							
750.155 MULTI-USE PATH NORTH	0.00	0.00	8,036.01	0.00	0.00	-8,036.01	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	148,725.14	6,731.50	0.00	-148,725.14	0.0
750.171 LINCOLN ST. SDWLK EXTENSION	0.00	0.00	39,260.18	550.75	0.00	-39,260.18	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	8,304.00	0.00	0.00	-8,304.00	0.0
750.700 CAPITAL RES. PAVING	0.00	0.00	96,015.62	-0.02	0.00	-96,015.62	0.0
Capital Projects	0.00	0.00	422,172.61	7,282.23	0.00	-422,172.61	0.0
Dept: 000.000	0.00	0.00	422,172.61	7,282.23	0.00	-422,172.61	0.0
Expenditures	0.00	0.00	422,172.61	7,282.23	0.00	-422,172.61	0.0
Net Effect for GEN FUND CAPITAL RESERVE FUND	0.00	0.00	128,395.35	85,914.77	0.00	-128,395.35	0.0
Change in Fund Balance:			128,395.35				
Fund: 210 - LAND ACQUISITION FUND							
Revenues							
Dept: 000.000							
Acct Class: 4000 Revenue							
440.000 INTEREST EARNINGS	0.00	0.00	165.69	0.00	0.00	-165.69	0.0
Revenue	0.00	0.00	165.69	0.00	0.00	-165.69	0.0
Dept: 000.000	0.00	0.00	165.69	0.00	0.00	-165.69	0.0
Revenues	0.00	0.00	165.69	0.00	0.00	-165.69	0.0
Net Effect for LAND ACQUISITION FUND	0.00	0.00	165.69	0.00	0.00	-165.69	0.0
Change in Fund Balance:			165.69				
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	365.49	-0.01	0.00	-365.49	0.0
465.010 SALE OF WATER-RESIDENTIAL	761,109.00	761,109.00	781,651.93	-458.97	0.00	-20,542.93	102.7
465.020 WATER SALES - LARGE USERS	73,628.00	73,628.00	70,067.04	7,627.88	0.00	3,560.96	95.2
465.030 RENTAL OF HYDRANTS	5,000.00	5,000.00	5,000.00	1,250.00	0.00	0.00	100.0
465.040 WATER BILLING PENALTIES	3,500.00	3,500.00	4,129.18	1,811.38	0.00	-629.18	118.0
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	18,581.00	550.00	0.00	-3,581.00	123.9
Revenue	858,237.00	858,237.00	879,929.10	10,780.28	0.00	-21,692.10	102.5
Acct Class: 4650 IBM Water Pass Thru Rev							
465.015 SALE OF WATER-IBM	2,081,376.00	2,081,376.00	1,891,810.42	205,952.87	0.00	189,565.58	90.9

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Fund: 230 - WATER FUND							
Revenues							
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	46,605.21	5,073.70	0.00	-4,674.21	111.1
IBM Water Pass Thru Rev	2,123,307.00	2,123,307.00	1,938,415.63	211,026.57	0.00	184,891.37	91.3
Acct Class: 5990 Non Operating Revenues							
440.010 Interest Earned - Capital Res	0.00	0.00	98.97	0.00	0.00	-98.97	0.0
465.055 CURRENT YR CONTRIBUTION INCOME	0.00	0.00	100,000.00	25,000.00	0.00	-100,000.00	0.0
Non Operating Revenues	0.00	0.00	100,098.97	25,000.00	0.00	-100,098.97	0.0
Dept: 000.000	2,981,544.00	2,981,544.00	2,918,443.70	246,806.85	0.00	63,100.30	97.9
Revenues	2,981,544.00	2,981,544.00	2,918,443.70	246,806.85	0.00	63,100.30	97.9
Expenditures							
Dept: 650.000 WATER DEPARTMENT							
Acct Class: 7000 Operating Expenses							
720.000 SALARIES REGULAR	94,843.00	94,843.00	91,807.43	3,848.33	0.00	3,035.57	96.8
720.010 SALARIES OVERTIME	13,843.00	13,843.00	11,811.25	325.10	0.00	2,031.75	85.3
720.020 SALARIES PART TIME	6,311.00	6,311.00	4,305.61	153.62	0.00	2,005.39	68.2
720.022 SOCIAL SECURITY	8,843.00	8,843.00	8,046.03	320.98	0.00	796.97	91.0
720.024 UNEMPLOYMENT INSURANCE	564.00	564.00	524.14	3.24	0.00	39.86	92.9
720.026 WORKERS COMP INSURANCE	4,243.00	4,243.00	5,614.45	225.85	0.00	-1,371.45	132.3
720.028 HEALTH INS & OTHER BENEFITS	41,332.00	41,332.00	33,343.27	35.43	0.00	7,988.73	80.7
720.030 RETIREMENT	9,484.00	9,484.00	9,014.21	374.99	0.00	469.79	95.0
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	48.57	0.00	0.00	51.43	48.6
720.050 SUPPLIES	6,000.00	6,000.00	2,056.58	53.02	0.00	3,943.42	34.3
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	1,502.53	0.00	0.00	1,297.47	53.7
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	1,198.33	0.00	0.00	-598.33	199.7
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	0.00	0.00	1,074.30	46.3
726.000 ELECTRICAL SERVICE	650.00	650.00	630.49	52.93	0.00	19.51	97.0
727.000 HEATING	3,500.00	3,500.00	2,850.68	60.40	0.00	649.32	81.4
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	5,752.20	0.00	0.00	10,247.80	36.0
729.000 UNIFORMS,BOOTS,ETC	1,000.00	1,000.00	1,113.33	0.00	0.00	-113.33	111.3
745.014 CONTRACT SERVICES	110,169.00	110,169.00	110,169.00	27,542.25	0.00	0.00	100.0
745.039 OTHER PROFESSIONAL SERVICES	1,500.00	1,500.00	704.00	0.00	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	376,653.26	0.00	0.00	27,255.74	93.3
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	100,000.00	25,000.00	0.00	0.00	100.0
770.510 STATE WATER TAX	8,137.00	8,137.00	9,278.99	0.00	0.00	-1,141.99	114.0
Operating Expenses	858,237.00	858,237.00	786,286.97	57,996.14	0.00	71,950.03	91.6
Acct Class: 7800 IBM Water Costs							
745.043 CWD Water Purchase - IBM	2,081,376.00	2,081,376.00	1,891,810.42	0.00	0.00	189,565.58	90.9
770.511 State Water Tax - IBM	41,931.00	41,931.00	46,605.21	0.00	0.00	-4,674.21	111.1
IBM Water Costs	2,123,307.00	2,123,307.00	1,938,415.63	0.00	0.00	184,891.37	91.3
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
750.177 WATER PICKUP TRUCK	0.00	0.00	35,409.24	0.00	0.00	-35,409.24	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	7,165.86	632.34	0.00	-7,165.86	0.0

REVENUE/EXPENDITURE REPORT
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Village of Essex Junction

For the Period: 7/1/2012 to 6/30/2013	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 230 - WATER FUND							
Expenditures							
Dept: 650.000 WATER DEPARTMENT							
Capital Projects	0.00	0.00	172,117.11	632.34	0.00	-172,117.11	0.0
WATER DEPARTMENT	2,981,544.00	2,981,544.00	2,896,819.71	58,628.48	0.00	84,724.29	97.2
Expenditures	2,981,544.00	2,981,544.00	2,896,819.71	58,628.48	0.00	84,724.29	97.2
Net Effect for WATER FUND							
	0.00	0.00	21,623.99	188,178.37	0.00	-21,623.99	0.0
Change in Fund Balance:			21,623.99				
Fund: 400 - SANITATION FUND							
Revenues							
Dept: 000.000							
Acct Class: 4000 Revenue							
432.040 MISCELLANEOUS SEWER RECEIPTS	20,000.00	20,000.00	107,000.00	1,000.00	0.00	-87,000.00	535.0
440.000 INTEREST EARNINGS	0.00	0.00	137.50	0.00	0.00	-137.50	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	457,862.42	-414.34	0.00	-74,016.42	119.3
500.001 ANNUAL CUSTOMER CHARGE - PEN	1,800.00	1,800.00	2,350.67	1,120.18	0.00	-550.67	130.6
Revenue	445,721.00	445,721.00	592,516.76	1,705.84	0.00	-146,795.76	132.9
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	539.60	0.00	0.00	-539.60	0.0
440.010 INTEREST WWTF RESERV	0.00	0.00	538.84	0.00	0.00	-538.84	0.0
440.035 CURRENT YR CONTRIBUTION INCOME	0.00	0.00	75,000.00	18,750.00	0.00	-75,000.00	0.0
Non Operating Revenues	0.00	0.00	179,578.44	18,750.00	0.00	-179,578.44	0.0
Dept: 000.000	445,721.00	445,721.00	772,095.20	20,455.84	0.00	-326,374.20	173.2
Revenues	445,721.00	445,721.00	772,095.20	20,455.84	0.00	-326,374.20	173.2
Expenditures							
Dept: 400.000 SANITATION DEPARTMENT							
Acct Class: 7000 Operating Expenses							
720.000 SALARIES REGULAR	89,579.00	89,579.00	75,925.84	3,292.96	0.00	13,653.16	84.8
720.010 SALARIES OVERTIME	14,100.00	14,100.00	7,522.87	125.00	0.00	6,577.13	53.4
720.020 SALARIES PART TIME	9,461.00	9,461.00	5,068.59	153.61	0.00	4,392.41	53.6
720.022 SOCIAL SECURITY	8,701.00	8,701.00	6,555.83	265.43	0.00	2,145.17	75.3
720.024 UNEMPLOYMENT INSURANCE	564.00	564.00	569.86	21.26	0.00	-5.86	101.0
720.026 WORKERS COMP INSURANCE	4,047.00	4,047.00	3,584.24	146.00	0.00	462.76	88.6
720.028 HEALTH INS & OTHER BENEFITS	25,235.00	25,235.00	31,961.57	50.16	0.00	-6,726.57	126.7
720.030 RETIREMENT	8,958.00	8,958.00	7,948.03	339.27	0.00	1,009.97	88.7
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	2,448.41	0.00	0.00	551.59	81.6
723.041 METERS AND PARTS	8,040.00	8,040.00	0.00	0.00	0.00	8,040.00	0.0
723.055 COMPUTER EXPENSES	1,000.00	1,000.00	2,396.67	0.00	0.00	-1,396.67	239.7
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	6,759.26	91.17	0.00	1,440.74	82.4
726.020 HEATING	0.00	0.00	1,578.95	0.00	0.00	-1,578.95	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	4,890.13	0.00	0.00	109.87	97.8
728.063 SUSIE WILSON PS COSTS	8,000.00	8,000.00	5,270.27	23.14	0.00	2,729.73	65.9

REVENUE/EXPENDITURE REPORT
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Village of Essex Junction

For the Period: 7/1/2012 to 6/30/2013	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 400 - SANITATION FUND							
Revenues							
Dept: 400.000 SANITATION DEPARTMENT							
Acct Class: 7000 Operating Expenses							
728.064 WEST ST PS COSTS	13,500.00	13,500.00	7,387.52	18.75	0.00	6,112.48	54.7
729.000 UNIFORMS,BOOTS,ETC	1,000.00	1,000.00	584.04	0.00	0.00	415.96	58.4
745.014 CONTRACT SERVICES	134,969.00	134,969.00	134,969.00	33,742.25	0.00	0.00	100.0
745.015 RIGHT OF WAY AGREEMENTS	8,200.00	8,200.00	9,085.20	0.00	0.00	-885.20	110.8
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	75,000.00	18,750.00	0.00	0.00	100.0
Operating Expenses	445,721.00	445,721.00	403,056.74	57,019.00	0.00	42,664.26	90.4
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	770,455.60	7,550.27	0.00	-770,455.60	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	7,165.82	632.33	0.00	-7,165.82	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	0.00	0.00	-40,061.93	0.0
Capital Projects	0.00	0.00	850,999.60	8,182.60	0.00	-850,999.60	0.0
SANITATION DEPARTMENT	445,721.00	445,721.00	1,254,056.34	65,201.60	0.00	-808,335.34	281.4
Expenditures	445,721.00	445,721.00	1,254,056.34	65,201.60	0.00	-808,335.34	281.4
Effect for SANITATION FUND							
Change in Fund Balance:	0.00	0.00	-481,961.14	-44,745.76	0.00	481,961.14	0.0
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	3,401.66	1,621.16	0.00	-601.66	121.5
460.012 VILLAGE USER CHARGE	636,542.00	636,542.00	662,769.32	-286.25	0.00	-26,227.32	104.1
460.013 WASTEWATER CHARGE - ESSEX	406,156.00	406,156.00	406,155.96	33,846.33	0.00	0.04	100.0
460.014 WASTEWATER CHARGE - WILLISTON	536,126.00	536,126.00	491,448.76	44,677.16	0.00	44,677.24	91.7
460.016 PUMP STATION MAINT. FEE	24,800.00	24,800.00	24,800.00	6,200.00	0.00	0.00	100.0
460.025 VILL. SEPTAGE DISCHARGE INCOME	25,000.00	25,000.00	53,148.45	1,586.50	0.00	-28,148.45	212.6
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	31,864.02	317.28	0.00	-13,864.02	177.0
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	1,674,197.93	87,962.18	0.00	-648.93	100.0
Acct Class: 5990 Non Operating Revenues							
430.013 ESSEX - DEBT PAYMENT	0.00	0.00	36,713.34	0.00	0.00	-36,713.34	0.0
430.014 WILLISTON - DEBT PAYMENT	0.00	0.00	33,375.76	0.00	0.00	-33,375.76	0.0
430.015 ESSEX JCT - DEBT PAYMENT	0.00	0.00	40,061.93	0.00	0.00	-40,061.93	0.0
440.010 Interest Earned - Capital Res	0.00	0.00	605.89	0.00	0.00	-605.89	0.0
440.012 WWTF REFURB INTEREST	0.00	0.00	2,356.64	0.00	0.00	-2,356.64	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	150,000.00	37,500.00	0.00	-150,000.00	0.0
Non Operating Revenues	0.00	0.00	269,297.56	37,500.00	0.00	-269,297.56	0.0
Dept: 000.000	1,673,549.00	1,673,549.00	1,943,495.49	125,462.18	0.00	-269,946.49	116.1
Revenues	1,673,549.00	1,673,549.00	1,943,495.49	125,462.18	0.00	-269,946.49	116.1
Expenditures							

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Village of Essex Junction

For the Period: 7/1/2012 to 6/30/2013	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 600 - WASTEWATER FUND							
Expenditures							
Dept: 600.000 WASTEWATER TREATMENT PLANT							
Acct Class: 7000 Operating Expenses							
720.000 SALARIES REGULAR	281,639.00	281,639.00	258,327.64	10,292.76	0.00	23,311.36	91.7
720.010 SALARIES OVERTIME	29,187.00	29,187.00	37,679.13	1,841.03	0.00	-8,492.13	129.1
720.020 SALARIES PART TIME	30,000.00	30,000.00	9,732.74	307.22	0.00	20,267.26	32.4
720.022 SOCIAL SECURITY	26,203.00	26,203.00	22,640.70	925.48	0.00	3,562.30	86.4
720.024 UNEMPLOYMENT INSURANCE	1,364.00	1,364.00	1,214.86	9.92	0.00	149.14	89.1
720.026 WORKERS COMP INSURANCE	12,350.00	12,350.00	7,490.59	297.01	0.00	4,859.41	60.7
720.028 HEALTH INS & OTHER BENEFITS	129,319.00	129,319.00	98,469.58	120.16	0.00	30,849.42	76.1
720.030 RETIREMENT	28,164.00	28,164.00	24,885.45	1,029.28	0.00	3,278.55	88.4
720.032 LIABILITY & PROPERTY INS.	22,174.00	22,174.00	18,933.89	0.00	0.00	3,240.11	85.4
720.040 INTEREST EXPENSE	300.00	300.00	160.19	0.00	0.00	139.81	53.4
723.000 SUPPLIES	15,000.00	15,000.00	17,910.70	279.00	0.00	-2,910.70	119.4
723.013 CHEMICALS	185,000.00	185,000.00	172,210.57	3,732.70	0.00	12,789.43	93.1
723.020 GAS,GREASE AND OIL	6,000.00	6,000.00	4,604.84	0.00	0.00	1,395.16	76.7
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	4,290.98	90.40	0.00	709.02	85.8
725.000 TELEPHONE SERVICES	4,300.00	4,300.00	3,626.93	137.97	0.00	673.07	84.3
726.000 ELECTRICAL SERVICE	144,129.00	144,129.00	161,805.82	0.00	0.00	-17,676.82	112.3
727.000 HEATING	6,000.00	6,000.00	6,524.09	0.00	0.00	-524.09	108.7
728.020 MAINTENANCE OTHER	76,000.00	76,000.00	58,317.32	2,385.77	0.00	17,682.68	76.7
728.030 VEHICLE MAINTENANCE-TRAVEL	3,500.00	3,500.00	1,125.01	500.00	0.00	2,374.99	32.1
729.000 UNIFORMS,BOOTS,ETC	3,500.00	3,500.00	2,916.08	299.00	0.00	583.92	83.3
745.000 CONTRACT LABORATORY SERVICE	8,000.00	8,000.00	4,276.00	0.00	0.00	3,724.00	53.5
745.014 CONTRACT SERVICES	55,085.00	55,085.00	55,085.00	13,771.25	0.00	0.00	100.0
745.031 LEGAL SERVICES	2,000.00	2,000.00	1,006.50	66.00	0.00	993.50	50.3
745.033 GRIT DISPOSAL	7,000.00	7,000.00	6,932.38	112.95	0.00	67.62	99.0
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	97,284.79	42,565.61	0.00	73,115.21	57.1
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	0.00	0.00	1,870.75	73.3
750.020 TRANS TO CAPITAL RESERVE	150,000.00	150,000.00	150,000.00	37,500.00	0.00	0.00	100.0
755.013 LOAN PAYMENT	53,250.00	53,250.00	53,259.03	0.00	0.00	-9.03	100.0
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	1,455,060.39	116,263.51	0.00	198,488.61	88.0
Acct Class: 8000 Capital Projects							
750.426 UTILITY RATE STUDY	0.00	0.00	7,165.85	632.33	0.00	-7,165.85	0.0
750.625 WWTF REFURBISH (11)	0.00	0.00	7,508,341.35	838,087.34	0.00	-7,508,341.35	0.0
750.626 RZEDB Interest	0.00	0.00	50,150.98	0.00	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	7,774.01	0.00	0.00	-7,774.01	0.0
750.632 CO-GEN	0.00	0.00	22,397.86	2,160.00	0.00	-22,397.86	0.0
750.633 DIGESTER CLEARING	0.00	0.00	37,354.93	0.00	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	7,655,447.58	840,879.67	0.00	-7,655,447.58	0.0
WASTEWATER TREATMENT PLANT	1,653,549.00	1,653,549.00	9,110,507.97	957,143.18	0.00	-7,456,958.97	551.0
Expenditures	1,653,549.00	1,653,549.00	9,110,507.97	957,143.18	0.00	-7,456,958.97	551.0
Net Effect for WASTEWATER FUND	20,000.00	20,000.00	-7,167,012.48	-831,681.00	0.00	7,187,012.48	835.1
Change in Fund Balance:			-7,167,012.48				
Grand Total Net Effect:	-13,000.00	-13,000.00	-7,620,818.42	-707,083.54	0.00	7,607,818.42	

STATE OF VERMONT
Agency of Natural Resources
Department of Environmental Conservation

Application for an **Amendment** to an existing **Construction Loan** (Step 3) of a Pollution Control Project
24 V.S.A. Chapter 120 – **Updated 5-4-2011**

Section I.

The municipality below in accord with 24 V.S.A. §4754, hereby makes application to the Vermont Department of Environmental Conservation and the Vermont Municipal Bond Bank for additional financial assistance pursuant to the provisions of 24 V.S.A. Chapter 120.

Municipality Name: Village of Essex Junction

Purpose of Amendment: Request additional FY 14 CWSRF funding for wastewater treatment facility refurbishment project

Existing Loan Number: RF1/AR1-148-2 Population Served: 28,200

Loan Information

Current Loan Amount \$ 8,828,200

Amount of this Request \$ 4,696,800

Total Loan Requests \$ 13,525,000

Borrowing Authorization

Total Borrowing Authorized from Bond Votes, Special Meeting Votes, etc \$ 15,230,000

Identify any non-SRF borrowing against authorization (Rural Development, Bond Bank, etc)

VMBB Bradford Loan \$ 1,705,000

Additional Borrowing: Lender \$ _____

No other borrowing has been made against the authorization to borrow

Municipal Fiscal Year - Complete if not previously submitted or if information has changed.

Information below has not changed from previous submittal

Municipal fiscal year end date: _____

Municipal DUNS number: _____ See: http://www.dnb.com/US/duns_update/

Done this 25 day of June, 2013.

By: _____
(Name of Municipality)

(All or majority of its legislative body)

I, the undersigned, the duly qualified and acting Village Clerk (clerk) of the Village of Essex Junction, hereby certify that the above action was formally taken by the legislative body at a duly noticed meeting held on the 25th day of June, 2013 and is duly recorded in my office.

Signature of Officer

Print or Type Name and Title

Section II. Legal Information

A. Authority to Construct and to Bond (only required if new authority requested)

No additional borrowing has been authorized

- (1) Attach a copy of preliminary approving opinion.
- (2) Attach a copy of a legal warning for the meeting called to vote on the authorization to bond and construct this project. Attach a copy of the recorded vote on the articles pertinent to the project. The municipal clerk must certify the above as true copies.

B. Site Information (only required if new locations to be disturbed)

Information in this section has not changed from previous submittal

- (1) Attach a legal opinion indicating that adequate interest has been acquired in the major project site or sites (treatment facility, pump stations) to allow undisturbed use and possession for the purposes of construction, operation and maintenance of the project.
- (2) If easements or rights-of-way have been obtained for any remaining portions of the project (transmission and distribution lines), attach a legal opinion to indicate the extent of interests acquired.
- (3) If easements or rights-of-way have not been obtained, the municipality hereby understands and agrees that all additional costs incurred due to the municipality's failure to obtain easements and rights-of-way shall be the sole responsibility of the municipality.

C. Sale of Electricity (only required as appropriate)

Does not apply

When the financing of the project anticipates revenues from the sale of electricity, evidence shall be submitted showing that construction of the project has been authorized and that the public service board has approved rates for the project. Attach any decisions, rulings or other writings of the public service board expressing their approval to construct and their approval of proposed rates.

D. Compliance with Land Use and Development Act 10 V.S.A., Chapter 151. (only required as appropriate)

Information in this section has not changed from previous submittal

- (1) If the municipality has received the necessary permit for the project, attach a copy.
- (2) If a "Project Review Sheet" or "write-off" letter advising that no permit is required has been received, attach a copy.
- (3) If procedures to acquire a permit have been initiated, note here the date the request was filed with the District Environmental Commission _____.

E. Compliance with Health Department Regulations (only required as appropriate)

Information in this section has not changed from previous submittal

Attach a copy of notice of violation, permit, temporary permit, court order or other directive to the municipality concerning construction of the project.

F. Compliance with Discharge and/or Indirect Discharge Permit Requirements 10 V.S.A., Chapter 47 (only required as appropriate)

Information in this section has not changed from previous submittal

(1) If the municipality has received a discharge permit or indirect discharge permit for the proposed project, attach a copy.

(2) If the municipality has applied for such permits, note here the date such application was filed:

G. Compliance with other State and Federal Permit and License Requirements (only required as appropriate)

Information in this section has not changed from previous submittal

(1) Attach a copy of any other state or federal permits or licenses required for the project and provide the certification on Attachment 1.

(2) If the municipality has applied for such permits or licenses but has not yet received them, indicate the permits or licenses sought and the date the application was filed.

H. Compliance with Court or Administrative Orders (only required as appropriate)

Information in this section has not changed from previous submittal

Attach a copy of any Court or Administrative or other order that requires construction of the proposed project.

Section III. Project Financing

A. Funds to be made available for project:

Source	Applied %	Eligible Cost	Total	Date Available
VT/EPA SRF Loan			\$13,525,000	
Vermont Only Loan-VMBB Loan			\$ 1,705,000	
State Grant, Title 10 V.S.A.				
§1624a (CSO)	25%			
§1625 (DWF)	35%			
§1625e (PO4 Removal)	100%			
§1626a (Sludge/Septage)	50%			
Local Share			\$ 38,500	
Total Funding			\$15,268,500	

Section IV. Engineering Information (only required if additional engineering costs are included in the amendment)

There are no additional engineering service agreements.

A. Attach: 1) Engineering Service Agreement and 2) Level of Effort Table

See: <http://www.anr.state.vt.us/dec/fed/cs.htm>

- FED Simplified Step I & II Engineering Service Agreement
- Engineers Joint Contract Documents Committee (EJCDC) E-500 Standard Form of Agreement Between Owner and Engineer for Professional Service

B. Description of Facilities to be planned with additional funds.

Provide a brief description of the work to be funded with requested amendment funds.

The project description has not changed from previous submittals. Due to the annual \$4.0M cap, this amendment is submitted to request the next fiscal years allocation until the project is fully funded.

C. Project Construction Section (only required as appropriate)

There are no new construction contracts being funded

- (1) Project will be advertised for bid on _____.
- (2) Contracts will be signed within _____ days after bid openings.
- (3) Projects will be completed within _____ days after contract signing.

D. Authorized Representative Certification

I David Crawford, Authorized Representative on behalf of the Board of Trustees,
the legislative body of the Village of Essex Junction, hereby certify that the foregoing information is true
and correct to the best of my knowledge.

Authorized Representative

Date

Attach the engineer's estimates, consistent with the construction costs noted below. If previously submitted, additional copies are not required. Updated total project cost summary is attached

(1) Project Cost Summary

		TOTAL COST	COSTS ELIGIBLE FOR FEDERAL AID RD - HUD - EDA	COSTS ELIGIBLE OTHER
A	Construction - Project Element Contract 1 - Contract 2 - Contract 3 - Contract 4 - Small Purchases			
Subtotal				
B	Step I – Feasibility and Report - Preliminary Design Step II – Final Design - Value Engineering* Step III – Bidding Services - Construction Administration - Resident Project Representative - Other			
C	Legal and Fiscal			
D	Administrative			
E	Contingency			
F	Land Acquisition			
TOTALS				

* Value Engineering is required for a construction projects with a total estimated construction building cost greater than 10 million dollars.

(2) Date of Estimate: _____ ENR: _____
Source of Estimate: _____

**VILLAGE OF ESSEX JCT
WASTEWATER TREATMENT FACILITY REFURBISHMENT
Contract No. 1**

TOTAL PROJECT COST TRACKING

June 10, 2013

ITEM DESCRIPTION	TOTAL ESTIMATED COST	CWSRF ELIGIBLE	LOCAL SHARE	COGEN SYSTEM ⁽²⁾
Construction				
WWTF Refurbishment ⁽³⁾	\$ 12,102,076	\$ 12,102,076	\$ -	\$ -
Aeration Blowers ⁽³⁾	\$ 250,000	\$ 250,000	\$ -	\$ -
Cogen System Upgrade ^(2,3)	\$ 700,000	\$ -	\$ -	\$ 700,000
Small Purchases	\$ 300,000	\$ 300,000	\$ -	\$ -
Construction Subtotal	\$ 13,352,076	\$ 12,652,076	\$ -	\$ 700,000
Construction Contingency				
Construction Contingency	\$ 515,959	\$ 480,959	\$ -	\$ 35,000
Subtotal	\$ 515,959	\$ 480,959	\$ -	\$ 35,000
Step I - Preliminary Engineering				
Comprehensive Facilities Plan ⁽¹⁾	38,500	\$ -	\$ 38,500	\$ -
Preliminary Engineering Study	\$ 59,900	\$ 59,900	\$ -	\$ -
Step I Subtotal	\$ 98,400	\$ 59,900	\$ 38,500	\$ -
Step II - Final Design				
Final Design	\$ 703,200	\$ 703,200	\$ -	\$ -
Permitting	\$ 39,100	\$ 39,100	\$ -	\$ -
Constructability Review - W&S	\$ 17,085	\$ 17,085	\$ -	\$ -
Asbestos/Lead Paint Inspection	\$ 4,845	\$ 4,845	\$ -	\$ -
Cogen System Design ^(2,3)	\$ 45,000	\$ -	\$ -	\$ 45,000
Additional Design Services	\$ 10,000	\$ 10,000	\$ -	\$ -
Step II Subtotal	\$ 819,230	\$ 774,230	\$ -	\$ 45,000
Step III - Construction Phase Engineering				
Bid Phase	\$ 16,500	\$ 16,500	\$ -	\$ -
Basic Services	\$ 588,500	\$ 588,500	\$ -	\$ -
Resident Representation	\$ 490,400	\$ 490,400	\$ -	\$ -
Special Services	\$ 97,300	\$ 97,300	\$ -	\$ -
Step III Subtotal	\$ 1,192,700	\$ 1,192,700	\$ -	\$ -
Step III - Engineering Contingency				
Engineering Contingency	\$ 59,635	\$ 59,635	\$ -	\$ -
Subtotal	\$ 59,635	\$ 59,635	\$ -	\$ -
Other Costs				
Administrative	\$ 4,000	\$ 4,000	\$ -	\$ -
Bond Vote Costs	\$ 3,500	\$ 3,500	\$ -	\$ -
Legal	\$ 3,000	\$ 3,000	\$ -	\$ -
Short Term Interest	\$ -	\$ -	\$ -	\$ -
Other Subtotal	\$ 10,500	\$ 10,500	\$ -	\$ -
TOTAL PROJECT COST	\$ 16,048,500	\$ 15,230,000	\$ 38,500	\$ 780,000
BOND AUTHORIZATION		\$ 15,230,000		

Notes:

1. Comprehensive Facilities Plan (\$38,500) is not CWSRF eligible because it was paid out of other fund.
2. Co-generation system design and construction are not eligible for reimbursement under the CWSRF loan, but are eligible for reimbursement under the Bradford Bond.
3. Capital Funds Budget of \$288,560 is available for funding some of the above improvements.



MEMORANDUM

TO: Village Trustees.
FROM : Robin Pierce, Development Director. *RJP*
THROUGH: Susan McNamara-Hill and Lauren Morrissette, Co-Village Managers
DATE : June 13, 2013
SUBJECT: 2013 VTrans Bicycle and Pedestrian Program

VTrans have a 2013 grant program that gives funds for Scoping or Construction of Bicycle and Pedestrian facilities. To be eligible for funding a Scoping Study has to be completed in advance of application for construction funds. The 2013 program has a ten (10%) match requirement for municipalities.

It would be propitious for the Village to apply for a Scoping Study at this juncture for the Village Core including Main Street, Railroad Avenue and Park Terrace. This would give us the information we need to consider pedestrian and bike options in the Core.

Cost of the Scoping Study based on past experience could be estimated at around \$75,000. This would mean a Village match of \$7,500 if the application is successful.

The Village attended the mandatory VTrans training for potential applicants earlier this month.

Final and complete applications are due, postmarked or in-hand, by July 26, 2013.

Staff recommends that the Trustees approve applying for the Scoping Study funds, and agree to the ten (10%) percent match requirement if the application is successful.