



**TRUSTEES MEETING NOTICE & AGENDA**  
**TUESDAY, JANUARY 14, 2014 at 6:00 PM**  
**LINCOLN HALL MEETING ROOM, 2 LINCOLN STREET**

1. **EXECUTIVE SESSION/PERSONNEL** [6:00 PM]  
Interviews for Tree Advisory Committee:
  - a. Paula DeMichele
  - b. Rich Boyers
  - c. Nick Meyer
  - d. Warren Spinner
2. **CALL TO ORDER/PLEDGE OF ALLEGIANCE TO FLAG** [6:30 PM]
3. **AGENDA ADDITIONS/CHANGES** [6:35 PM]
4. **GUESTS, PRESENTATIONS AND PUBLIC HEARINGS** [6:35 PM]
  - a. Comments from Public on Items Not on Agenda
  - b. Presentation on Crescent Connector Environmental Assessment by Dubois & King Consultants
5. **OLD BUSINESS** [7:00 PM]
  - a. Appointments to the Tree Advisory Committee
  - b. Approve Amendment to Agreement with School District
  - c. Review FY 15 Proposed Budget
  - d. Whitcomb Farm Tax Stabilization Agreement
6. **NEW BUSINESS** [7:20 PM]
  - a. Approve Request to Evaluate Speed Limit on Lincoln Street
  - b. Discussion of 2014 Legislative Priorities
  - c. Discuss and Approve 2013 Annual Report Cover and Dedication
7. **VILLAGE MANAGER'S REPORT** [7:45 PM]
  - Trustees meeting schedule
8. **TRUSTEES' COMMENTS & CONCERNS/READING FILE** [7:50 PM]
  - a. Board Member Comments
  - b. Minutes from other boards/committees:
    1. Planning Commission 12/5/13 & 12/19/13
    2. Capital Program Review Committee Minutes 12/3/13
  - c. Letter of Congratulations to James Jutras for 2013 Regional EPA Wastewater Treatment Plant Operator Excellence Award
  - d. Memo about Champlain Water District FY 15 Budget
  - e. VLCT 2014 Municipal Policy Priorities
  - f. VLCT Town Meeting Tune-Up Workshop 2/11/14
  - g. Article in Business People-Vermont about IBM
9. **CONSENT AGENDA** [7:55 PM]
  - a. Approve Minutes of Previous Meetings (12/9/13 and 12/10/13)
  - b. Approve Warrants including check #10048392 through #10048497 totaling \$1,140,910.20.

## TRUSTEES AGENDA 1/14/14

- c. Approve Warrants including check #10048499 through #10048602 totaling \$331,040.12.

10. **DISCUSSION** [8:00 PM]

- a. Discussion of Village Downtown Redevelopment Strategy

11. **ADJOURN** [8:30 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.*



621803  
December 13, 2013

RECEIVED

DEC 16 2013

Village of Essex Junction

George Tyler  
Village President  
Village of Essex Junction  
2 Lincoln Street  
Essex Junction, VT 05452

**SUBJECT: Village of Essex Junction  
STP 5300(13)  
Crescent Connector Project  
Environmental Assessment (EA)**

Dear Mr. Tyler:

The purpose of this letter is to notify you that the EA has been prepared for the above referenced project and is available for review. An electronic copy (CD) of the EA is enclosed for your convenience. This project has been identified for FHWA funding.

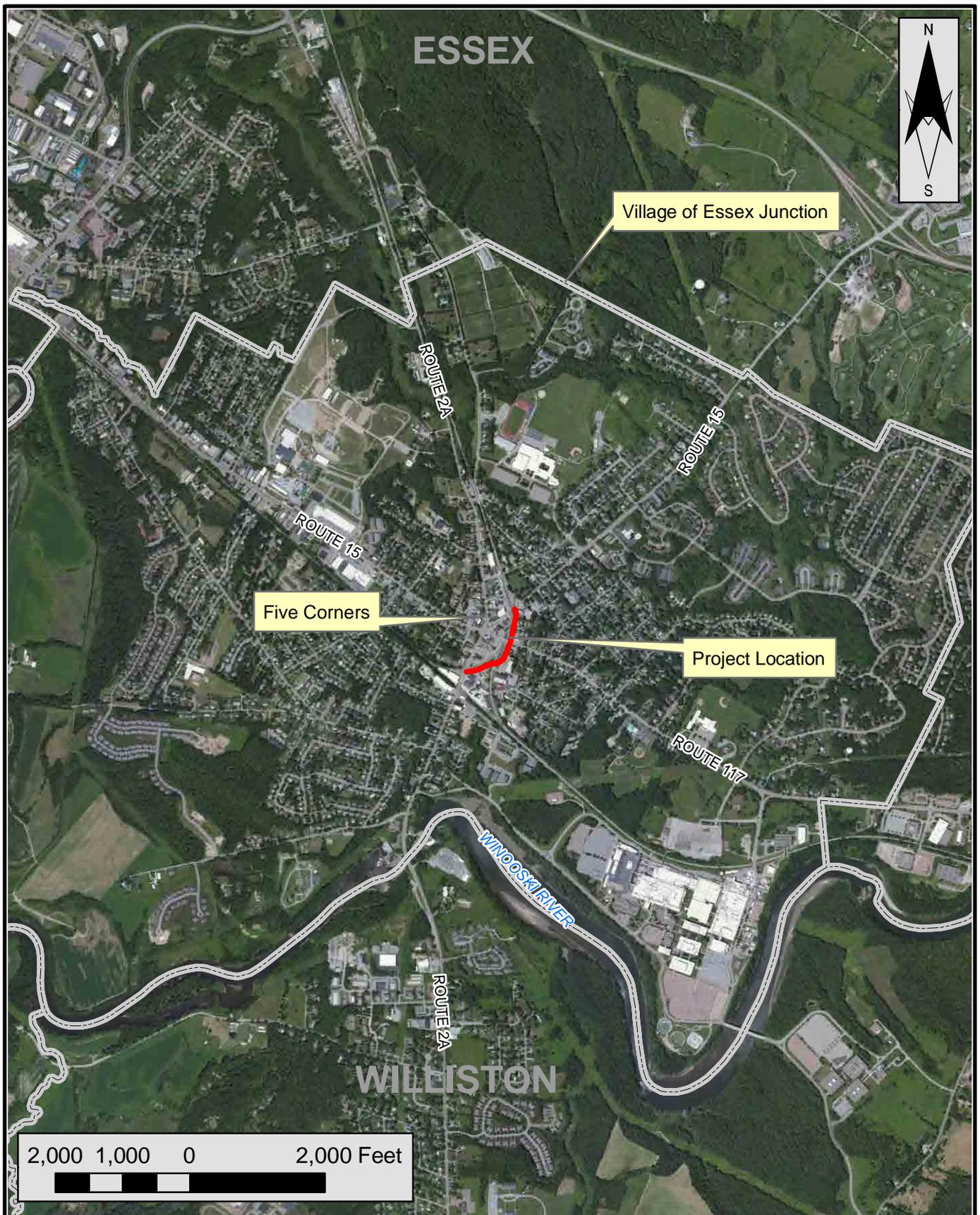
The attached Notice has been placed in the Burlington Free Press and Essex Reporter. As shown in the attached Notice, a Public Hearing will be held at the Village of Essex Junction office on January 9<sup>th</sup> 2014, and the deadline for submitting comments is the close of business on January 23<sup>rd</sup> 2014.

Should you have any questions, please do not hesitate to contact Mr. Robin Pierce at the Village of Essex Junction (802-878-6950), or me at the number indicated below. Please note, that for a comment to be entered into the record, it must be presented at the Hearing or submitted as indicated on the attached Notice. Thank you.

Very truly yours,

DuBOIS & KING, INC.

John K. Benson, P.E.  
Environmental Division Director



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SCALE:	AS SHOWN
DATE:	7-29-13
DRAWN BY:	ZDC
PROJECT NO:	621803

**DuBois & King inc.**  
 ENGINEERING • PLANNING  
 MANAGEMENT • DEVELOPMENT

VILLAGE OF ESSEX JUNCTION  
 LINCOLN STREET  
 ESSEX JUNCTION, VT 05452

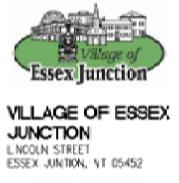
**PROJECT LOCATION MAP**  
 CRESCENT CONNECTOR  
 ESSEX JUNCTION, VERMONT

FIGURE NO.  
 1



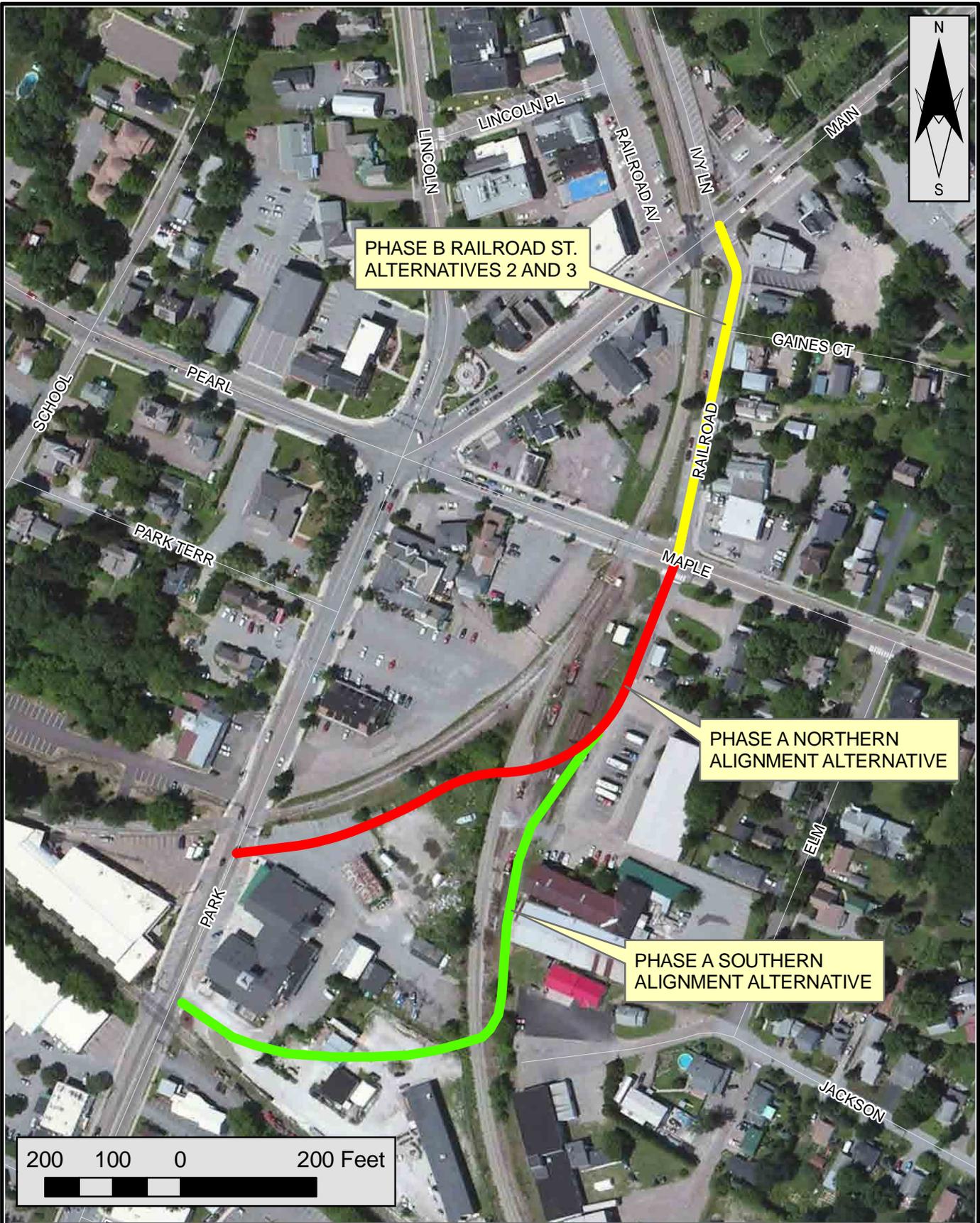
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 DRAWN BY: ZDC  
 PROJECT NO: 621803



PROJECT STUDY AREA  
 CRESCENT CONNECTOR  
 ESSEX JUNCTION, VERMONT

FIGURE NO.  
 2



PHASE B RAILROAD ST. ALTERNATIVES 2 AND 3

PHASE A NORTHERN ALIGNMENT ALTERNATIVE

PHASE A SOUTHERN ALIGNMENT ALTERNATIVE



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DRAWN BY:	ZDC
PROJECT NO:	621803



**ENGINEERING • PLANNING  
MANAGEMENT • DEVELOPMENT**



VILLAGE OF ESSEX JUNCTION  
LINCOLN STREET  
ESSEX JUNCTION, VT 05452

**PROJECT ALTERNATIVES**

CRESCENT CONNECTOR  
ESSEX JUNCTION, VERMONT

FIGURE NO.  
**3**

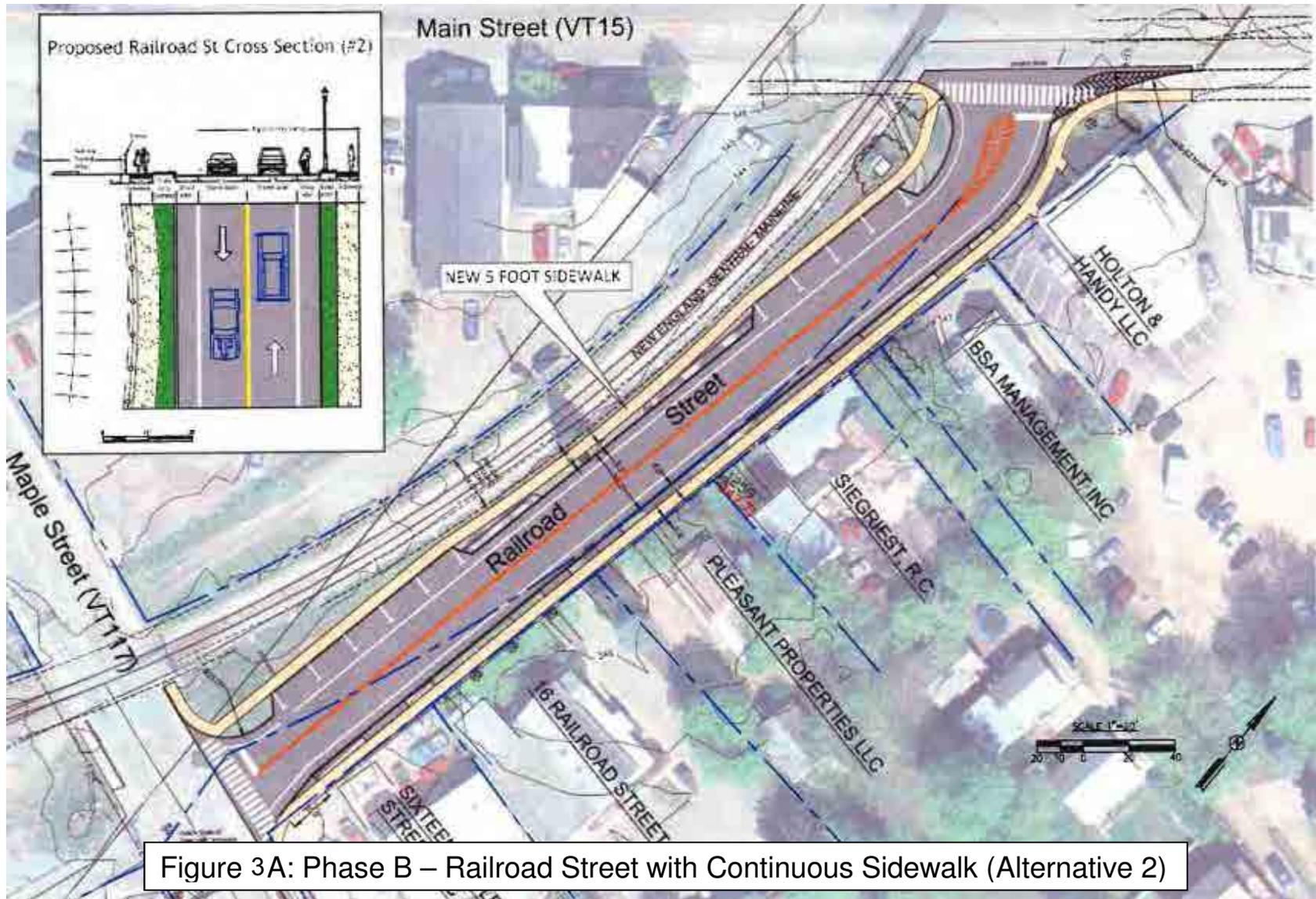


Figure 3A: Phase B – Railroad Street with Continuous Sidewalk (Alternative 2)

# Main Street (VT15)

## Proposed Railroad St Cross Section (#3)

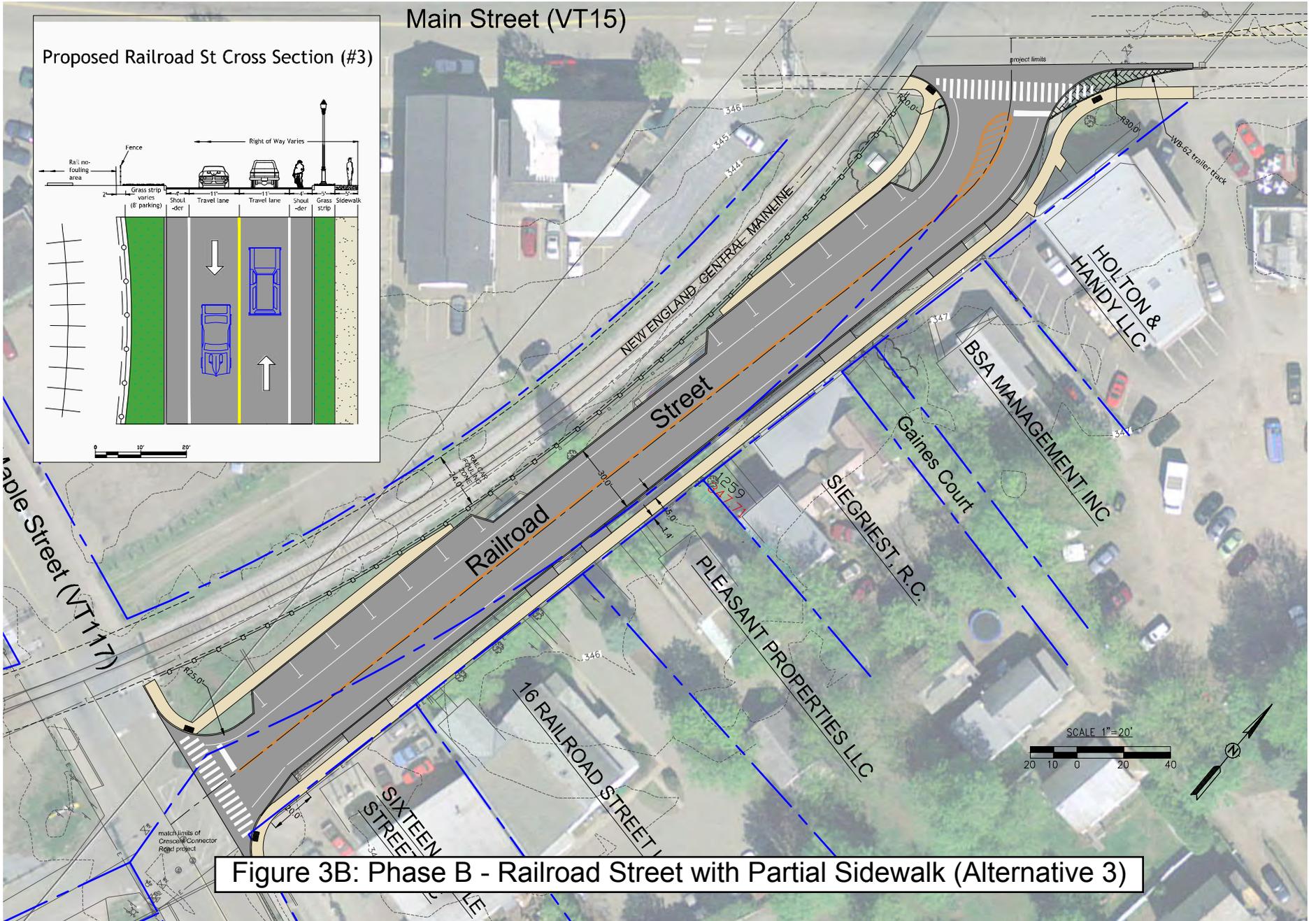
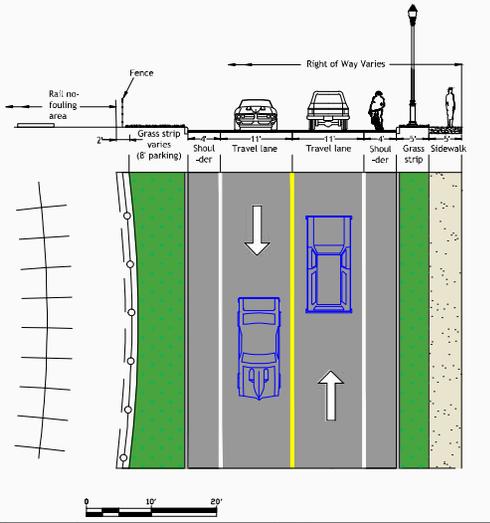


Figure 3B: Phase B - Railroad Street with Partial Sidewalk (Alternative 3)

**NOT FOR CONSTRUCTION CONCEPTUAL PLANS**

NO.	DATE	DESCRIPTION	BY	CK'D

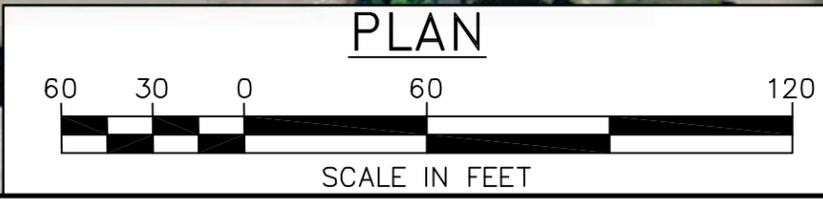
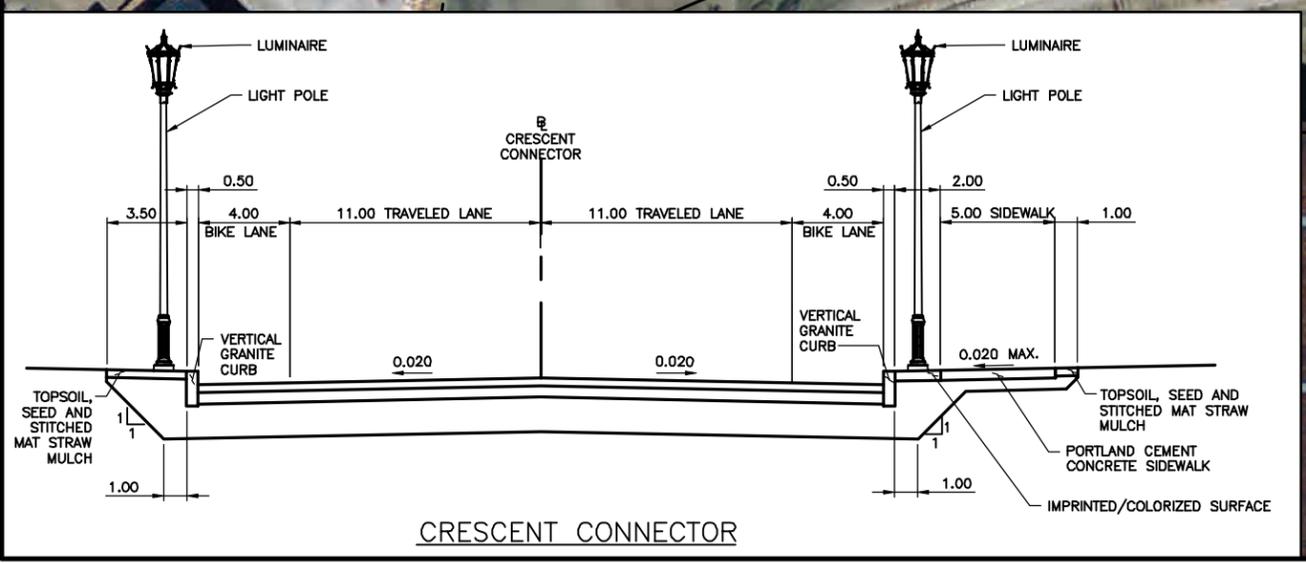
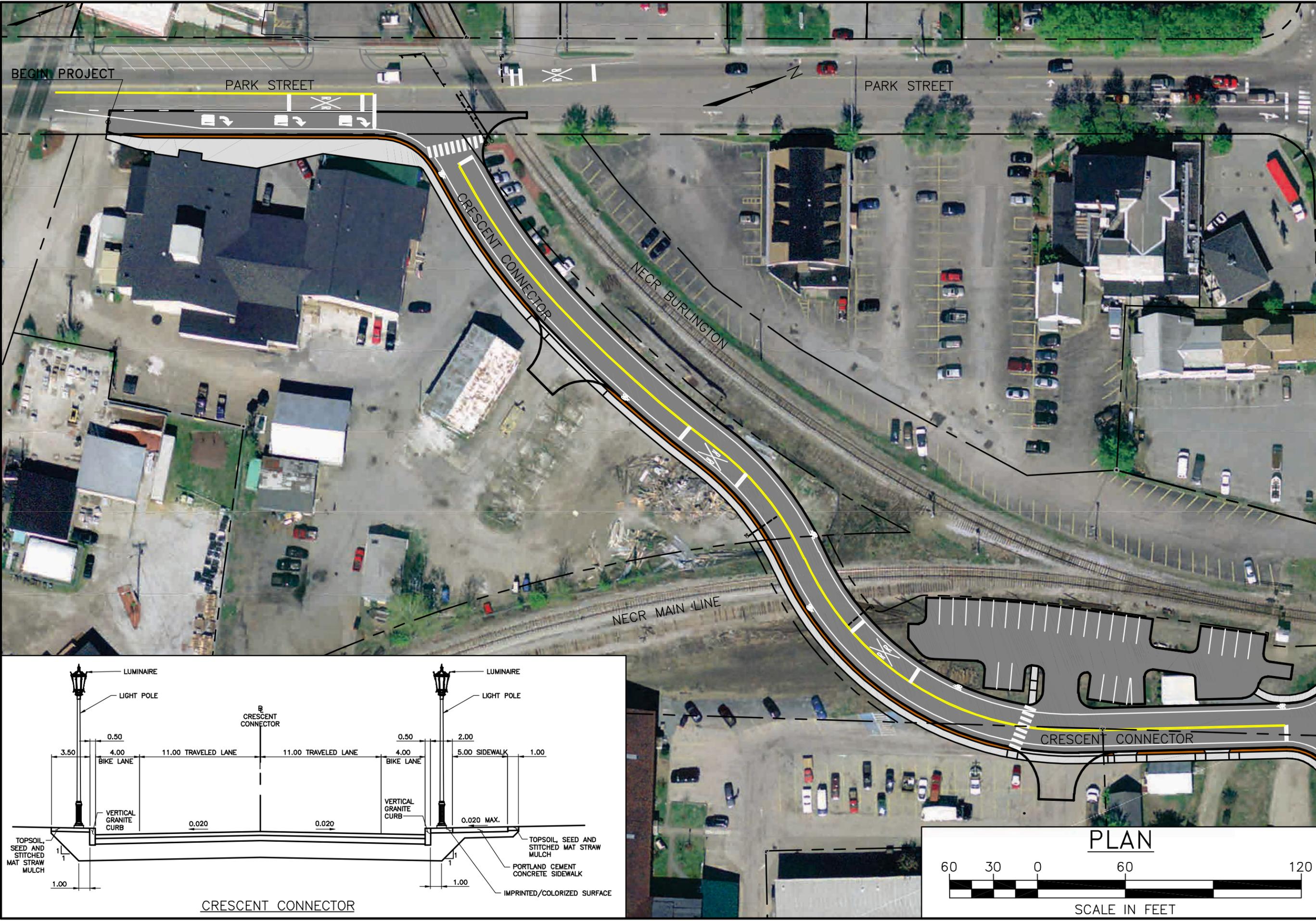
FOR  
  
**VILLAGE OF ESSEX JUNCTION**  
 LINCOLN STREET  
 ESSEX JUNCTION, VT 05452

CRESCENT CONNECTOR  
 STP 5300 (13)  
 ESSEX JUNCTION

SHEET TITLE  
 PLAN SHEET 1

DRAWN BY	DATE
MAM	FEB. 2013
CHECKED BY	D&K PROJECT #
EPD	621803
PROJ. ENG.	D&K ARCHIVE #
SHEET NUMBER	

**4**  
 SHEET 1 OF 2



I:\021803\1 Crescent Connector\DESIGN\CADD FILES\021803-ConceptGraphic.dwg 3/14/2013 3:26 PM

**NOT FOR  
 CONSTRUCTION  
 CONCEPTUAL  
 PLANS**

NO.	DATE	DESCRIPTION	BY	CK'D

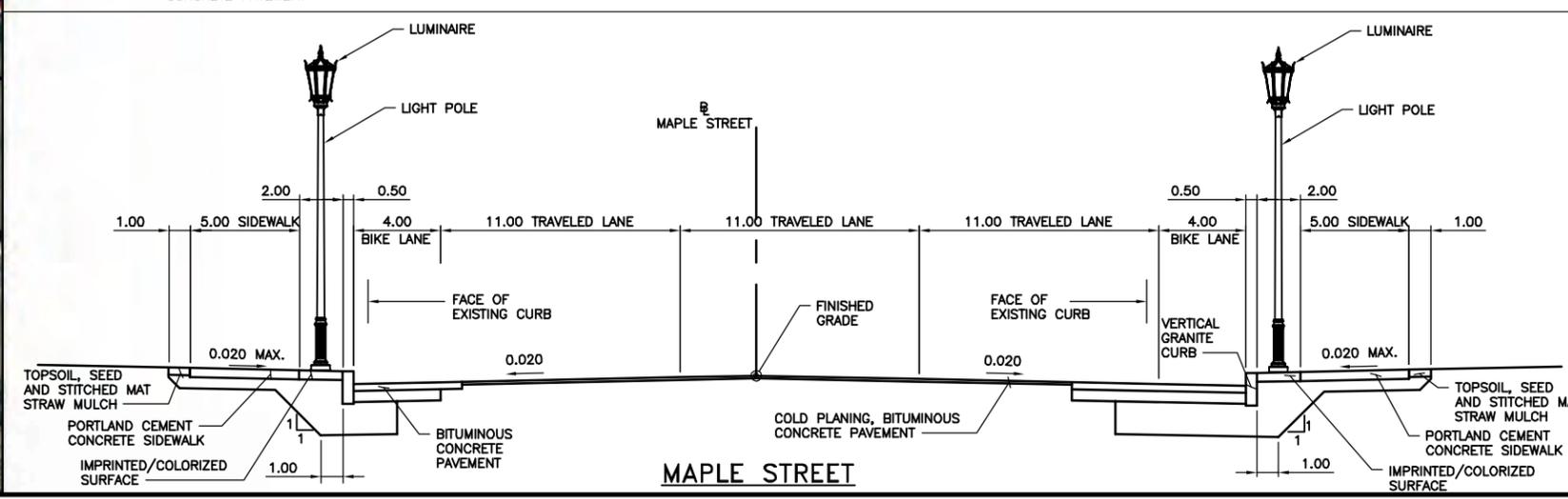
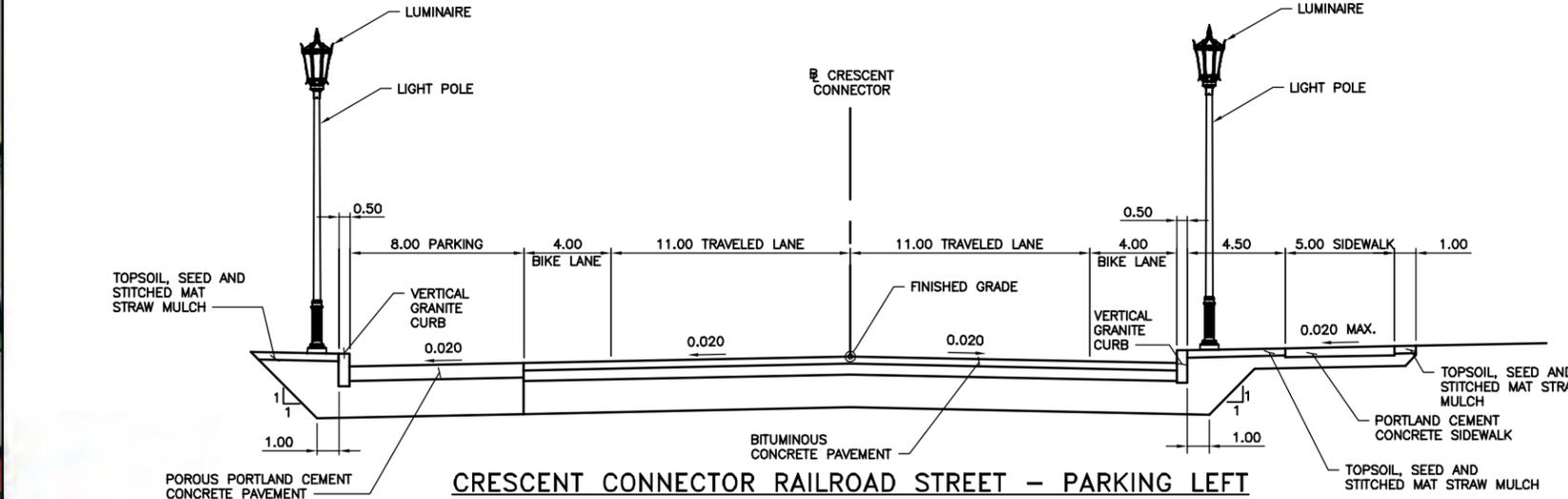
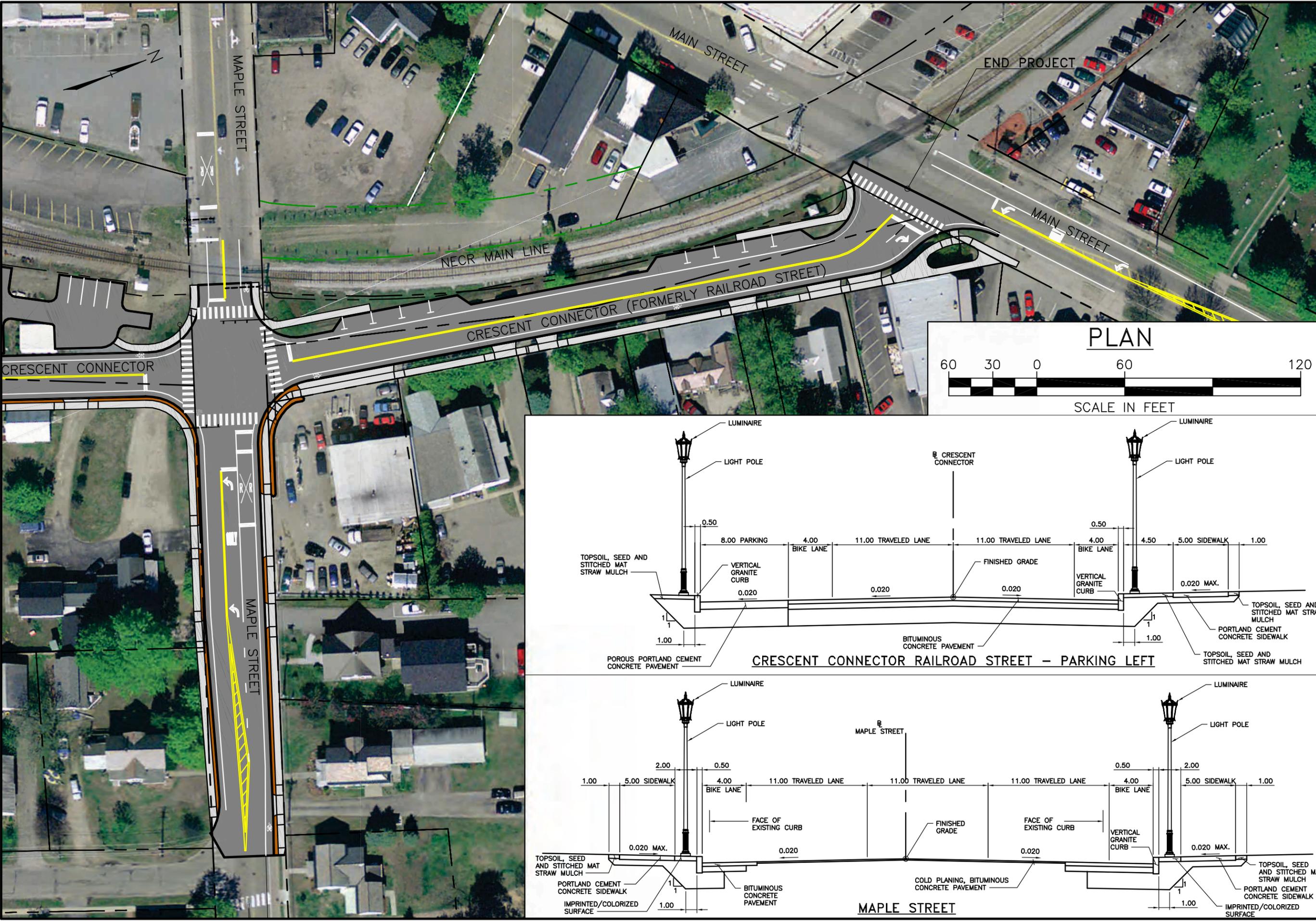
FOR  
  
**VILLAGE OF ESSEX  
 JUNCTION**  
 LINCOLN STREET  
 ESSEX JUNCTION, VT 05452

CRESCENT  
 CONNECTOR  
 STP 5300 (13)  
 ESSEX JUNCTION

SHEET TITLE  
 PLAN SHEET 2

DRAWN BY	DATE
MAM	FEB. 2013
CHECKED BY	DBK PROJECT #
EPD	621803
PROJ. ENG.	DBK ARCHIVE #
EPD	

SHEET NUMBER  
**5**  
 SHEET 2 OF 2



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DRAWN BY:	ZDC
PROJECT NO:	621803

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MANAGEMENT • DEVELOPMENT

VILLAGE OF ESSEX JUNCTION  
LINCOLN STREET  
ESSEX JUNCTION, VT 05452

STUDY AREA INTERSECTIONS  
CRESCENT CONNECTOR  
ESSEX JUNCTION, VERMONT

FIGURE NO.  
**6**

# 2011 Essex Junction Zoning

- Zoning District**
- Residential 1
  - Residential 2
  - Multi-Family Residential 1
  - Multi-Family Residential 2
  - Multi-Family Residential 3
  - Multi-Family/Mixed Use 1
  - Multi-Family/Mixed Use 2
  - Village Center
  - Transit Oriented Development
  - Residential-Office
  - Mixed Commercial Use
  - Highway-Arterial
  - Light Industrial
  - Planned Exposition
  - Planned Agriculture
  - Open Space
  - Flood Plain
  - North Lincoln Overlay District
  - Professional Office Overlay
  - 2010 Tax Parcel Boundary
  - Stream Centerline
  - Winooski River
  - Railroad
  - Village Boundary

**Disclaimer:**  
 The accuracy of information presented is determined by its sources. Errors and Omissions may exist. Map is to be utilized for Planning purposes only.  
 Map produced by P.Brangan using ArcGIS 10.  
 All data is in State Plane Coordinate System, NAD83.  
**Sources:**  
 Zoning districts - developed by CCRPC, 2003 as directed by Village Planning Office. Updated by CCRPC, 2010  
 Parcels - Essex Town - 2010  
 Surface Water - VT Hydrography Dataset - VCGI - 2008

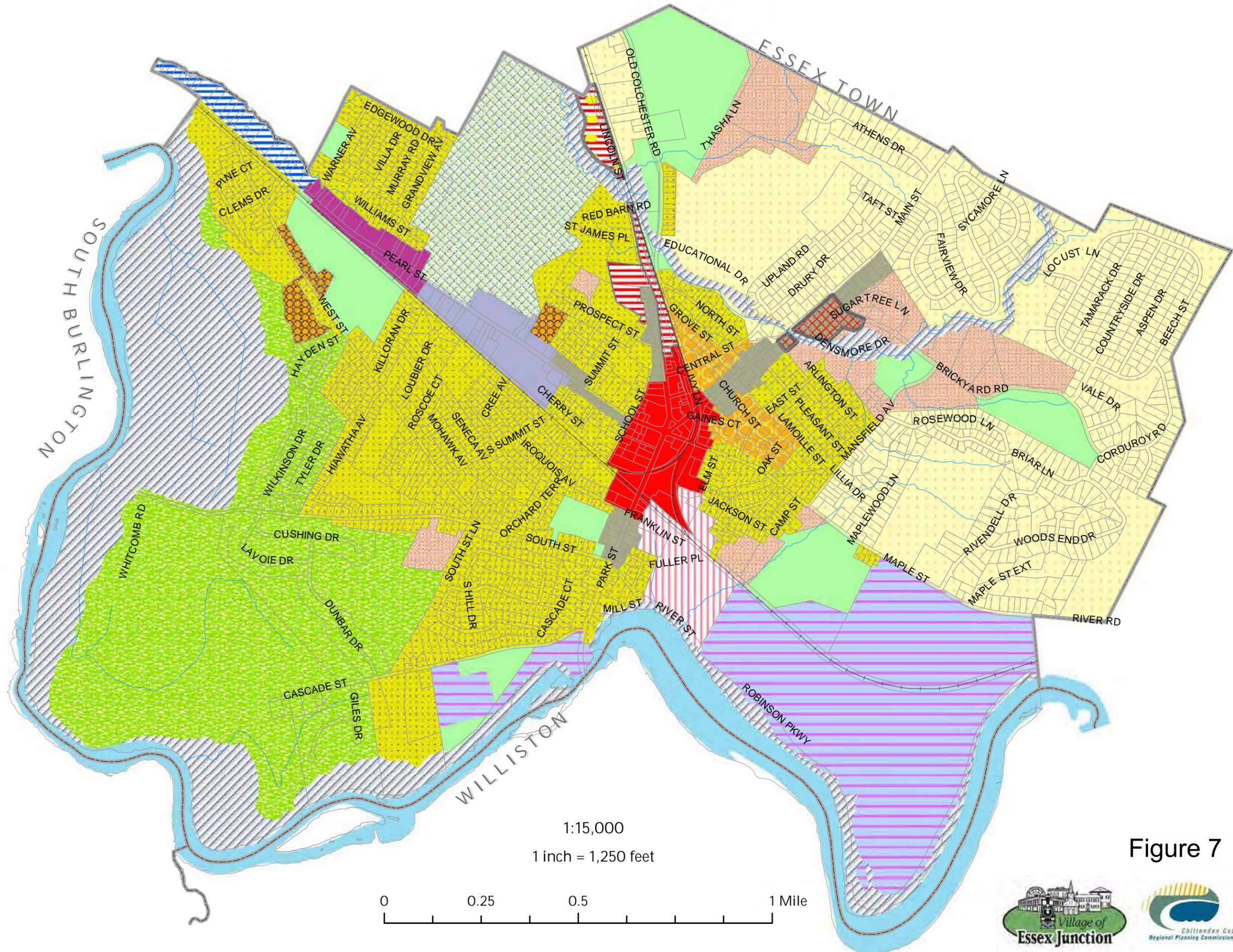


Figure 7





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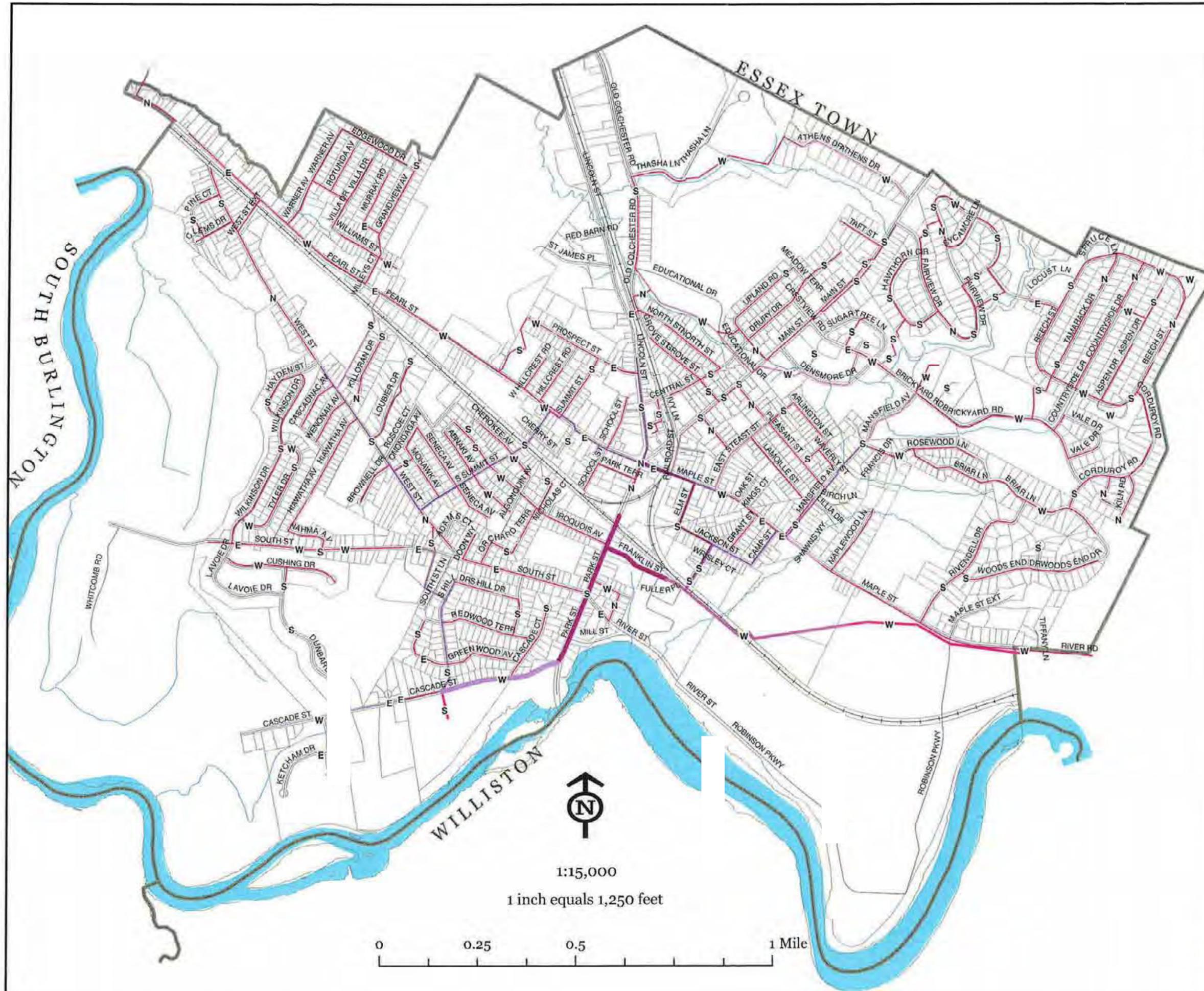
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 VILLAGE OF ESSEX  
 JUNCTION  
 LINCOLN STREET  
 ESSEX JUNCTION, VT 05452

**PROJECT ACQUISITIONS  
 MAP**  
 CRESCENT CONNECTOR  
 ESSEX JUNCTION, VERMONT

FIGURE NO.  
**8**

# Essex Junction 2008 Village Plan Map 7 Wastewater Distribution System



### Waste Water Line Pipe Diameter

- 2"
- 6"
- 8"
- 10"
- 12"
- 14"
- 15"
- 18"
- 20"
- 24"
- 27"
- 30"
- Road Centerline
- Railroad
- Stream Centerline
- Winooski River
- 2007 Tax Parcel Boundary
- Village Boundary

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**Sources:**  
Wastewater data - developed by CCRPC, 2007 as directed by Village Planning Office.  
Parcels - Essex Town - 2007  
Surface Water - VT Hydrography Dataset - VCGI - 2002

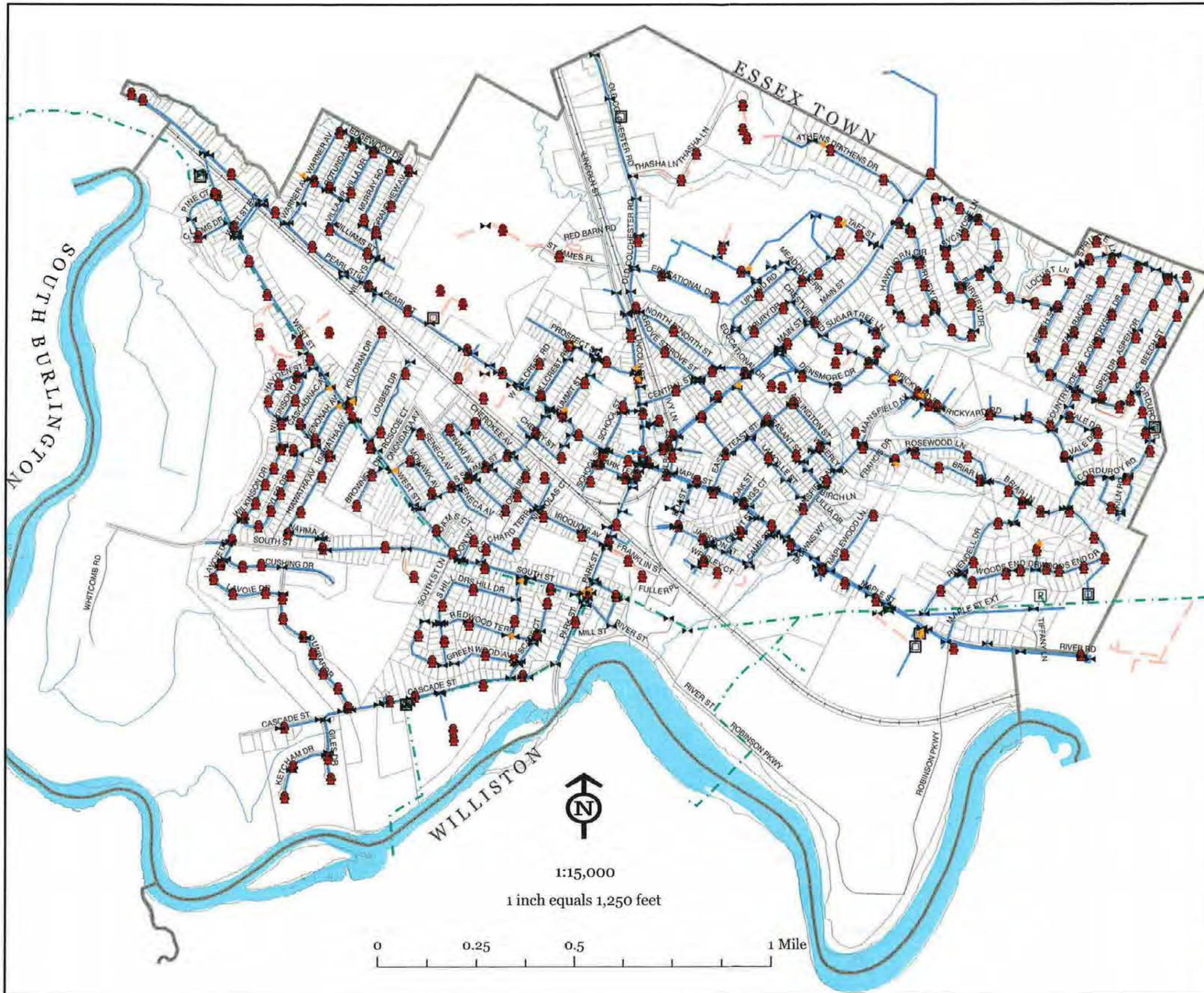
1:15,000  
1 inch equals 1,250 feet

0 0.25 0.5 1 Mile

Figure 9



# Essex Junction 2008 Village Plan Map 8 Water Distribution System



- Hydrant
- Vault
- Pump Station
- Reducer
- Valve
- Champlain Water District Water Line
- Municipal Water Line
- Private Water Line
- Road Centerline
- Railroad
- 2007 Tax Parcel Boundary
- Stream Centerline
- Village Boundary
- Winooski River

Disclaimer:  
The accuracy of information presented is determined by its sources. Errors and Omissions may exist. Map is to be utilized for Planning purposes only.

Sources:  
water system - updated by CCRPC, 2007 as directed by Village Planning Office.  
Parcels - Essex Town - 2007  
Surface Water - VT Hydrography Dataset - VCGI - 2002



1:15,000  
1 inch equals 1,250 feet

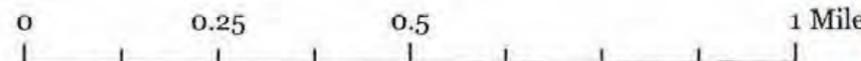
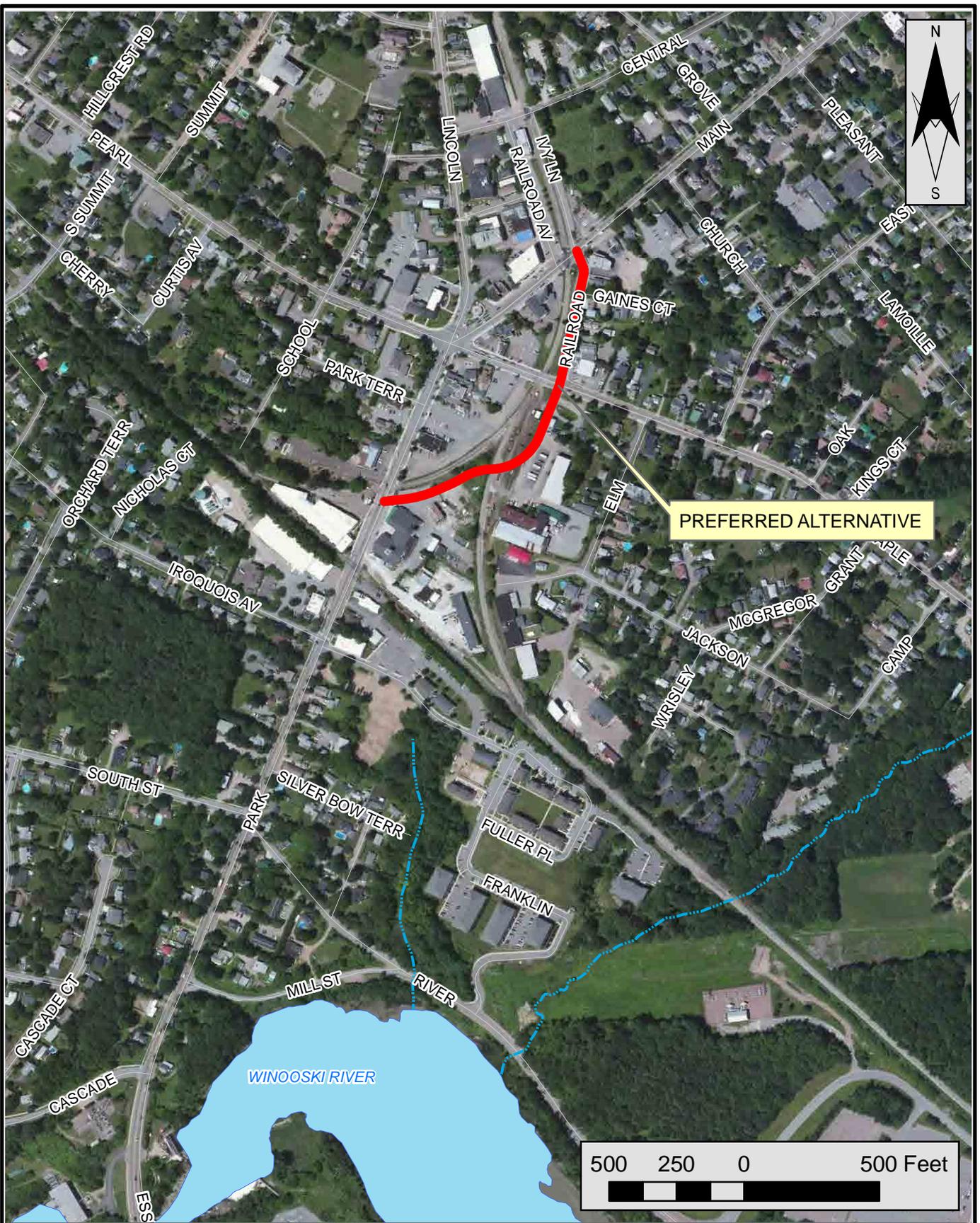


Figure 10





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PROJECT NO:	621803

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 VILLAGE OF ESSEX  
 JUNCTION  
 LINCOLN STREET  
 ESSEX JUNCTION, VT 05452

**SURFACE WATERS**  
 CRESCENT CONNECTOR  
 ESSEX JUNCTION, VERMONT

FIGURE NO.  
**11**

**NOT FOR CONSTRUCTION**

NO.	DATE	DESCRIPTION	BY	CK'D

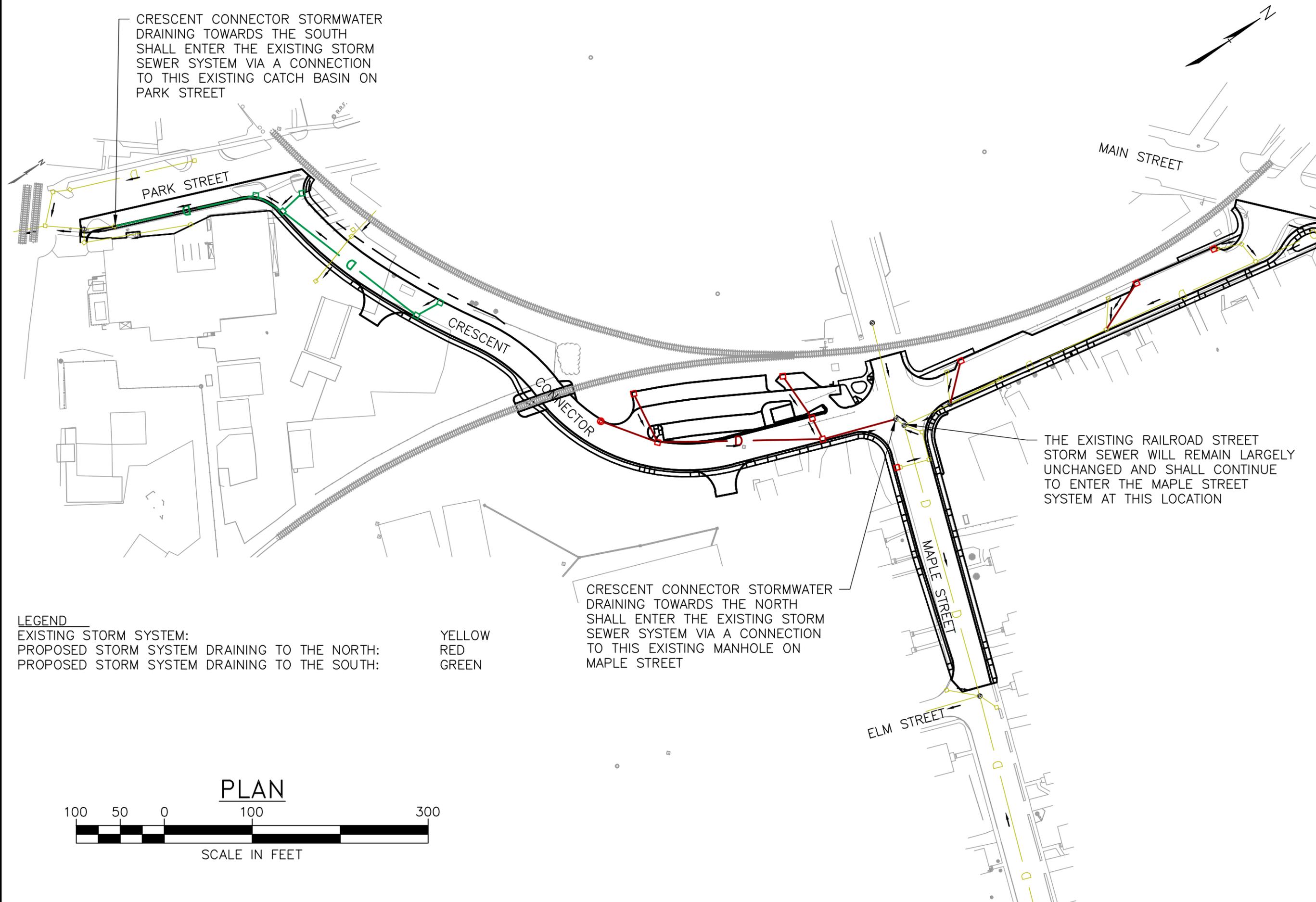
VILLAGE OF  
 ESSEX JUNCTION  
 2 LINCOLN STREET  
 ESSEX JUNCTION,  
 VT 05452

CRESCENT  
 CONNECTOR  
 STP 5300 (13)  
 ESSEX JUNCTION

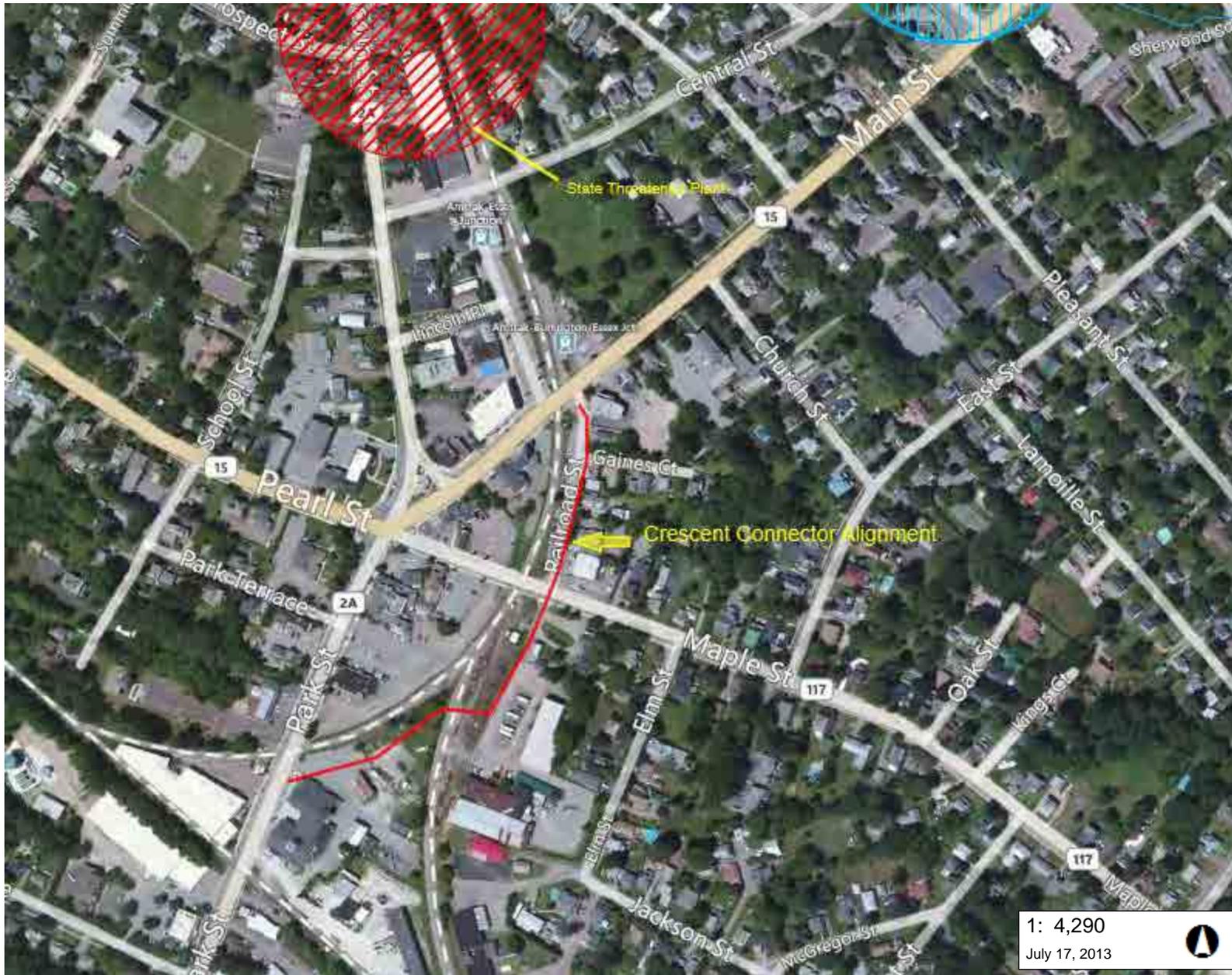
SHEET TITLE  
 STORMWATER  
 MAP

DRAWN BY MAM	DATE JULY 2013
CHECKED BY XXX	D&K PROJECT # 621803
PROJ. ENG. EPD	D&K ARCHIVE #

FIGURE NUMBER  
**12**



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### LEGEND

**Invasive Plant Atlas**

- Acer platanoides
- Berberis thunbergii
- Euonymus alatus

**Rare Threatened Endangered**

- ▨ Threatened or Endangered
- ▨ Rare

**Significant Natural Community Uncommon Species and Other**

- ▨ Animal
- ▨ Plant
- ▨ Natural Community

**Deer Wintering Areas**

**Habitat Blocks**

- 10
- 9
- 8
- 7
- 6
- 5
- 4
- 3
- 2
- 1
- 0

Figure 13

### NOTES

Map created using ANR's Natural Resources Atlas  
Crescent Connector Natural Resources Map

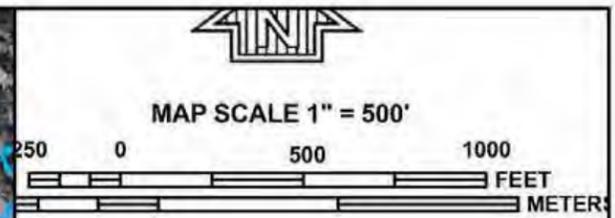
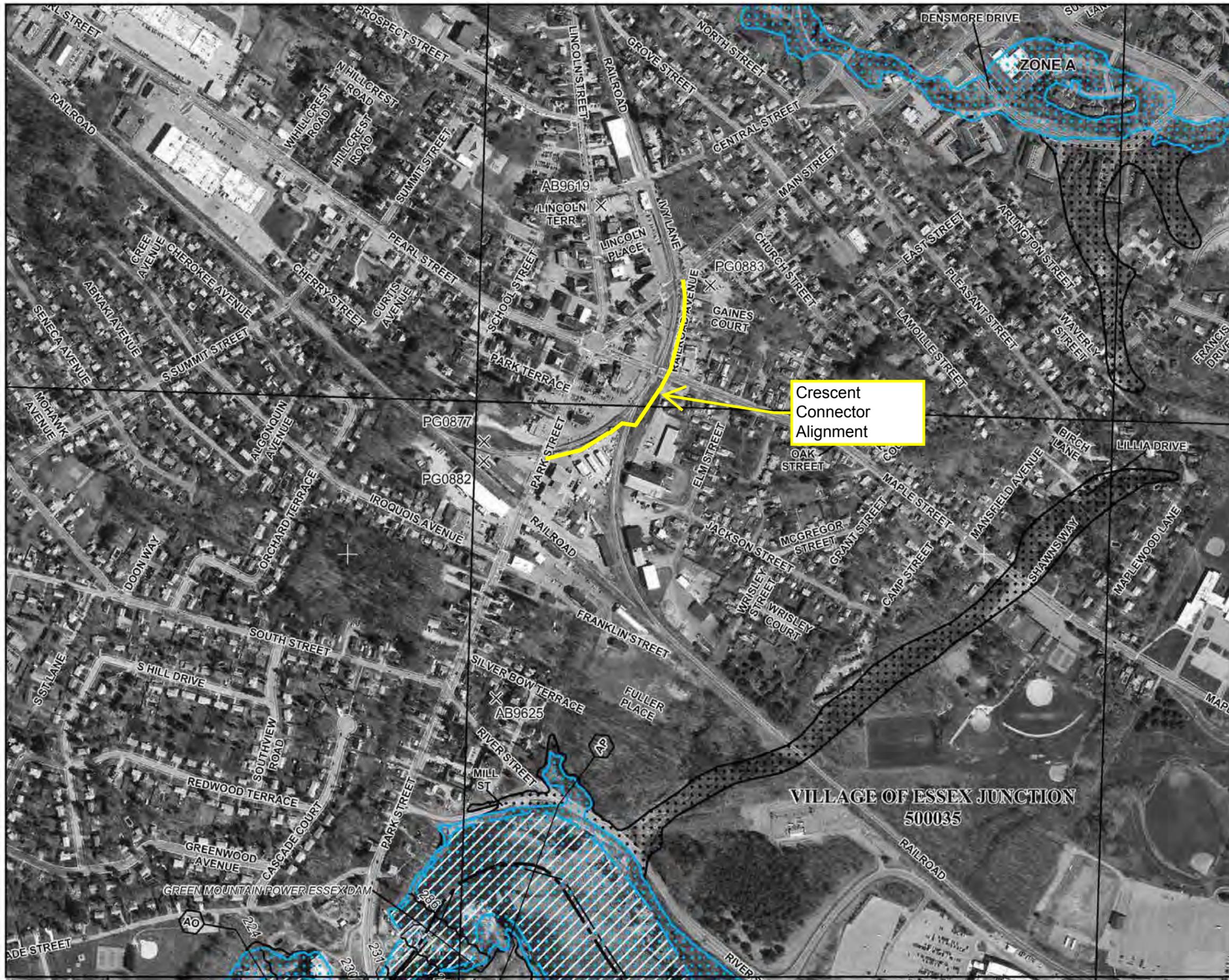
218.0 0 109.00 218.0 Meters

WGS\_1984\_Web\_Mercator\_Auxiliary\_Sphere 1" = 358 Ft. 1cm = 43 Meters

© Vermont Agency of Natural Resources THIS MAP IS NOT TO BE USED FOR NAVIGATION

1: 4,290  
July 17, 2013

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PANEL 0276D

**FIRM**  
**FLOOD INSURANCE RATE MAP**  
**CHITTENDEN COUNTY,**  
**VERMONT**  
**(ALL JURISDICTIONS)**

PANEL 276 OF 500  
 (SEE MAP INDEX FOR FIRM PANEL LAYOUT)

CONTAINS:

COMMUNITY	NUMBER	PANEL	SUFFIX
ESSEX, TOWN OF	500034	0276	D
ESSEX JUNCTION	500035	0276	D
WILLISTON, TOWN OF	850043	0276	D

Notice to User: The Map Number shown below should be used when placing map orders; the Community Number shown above should be used on insurance applications for the subject community.



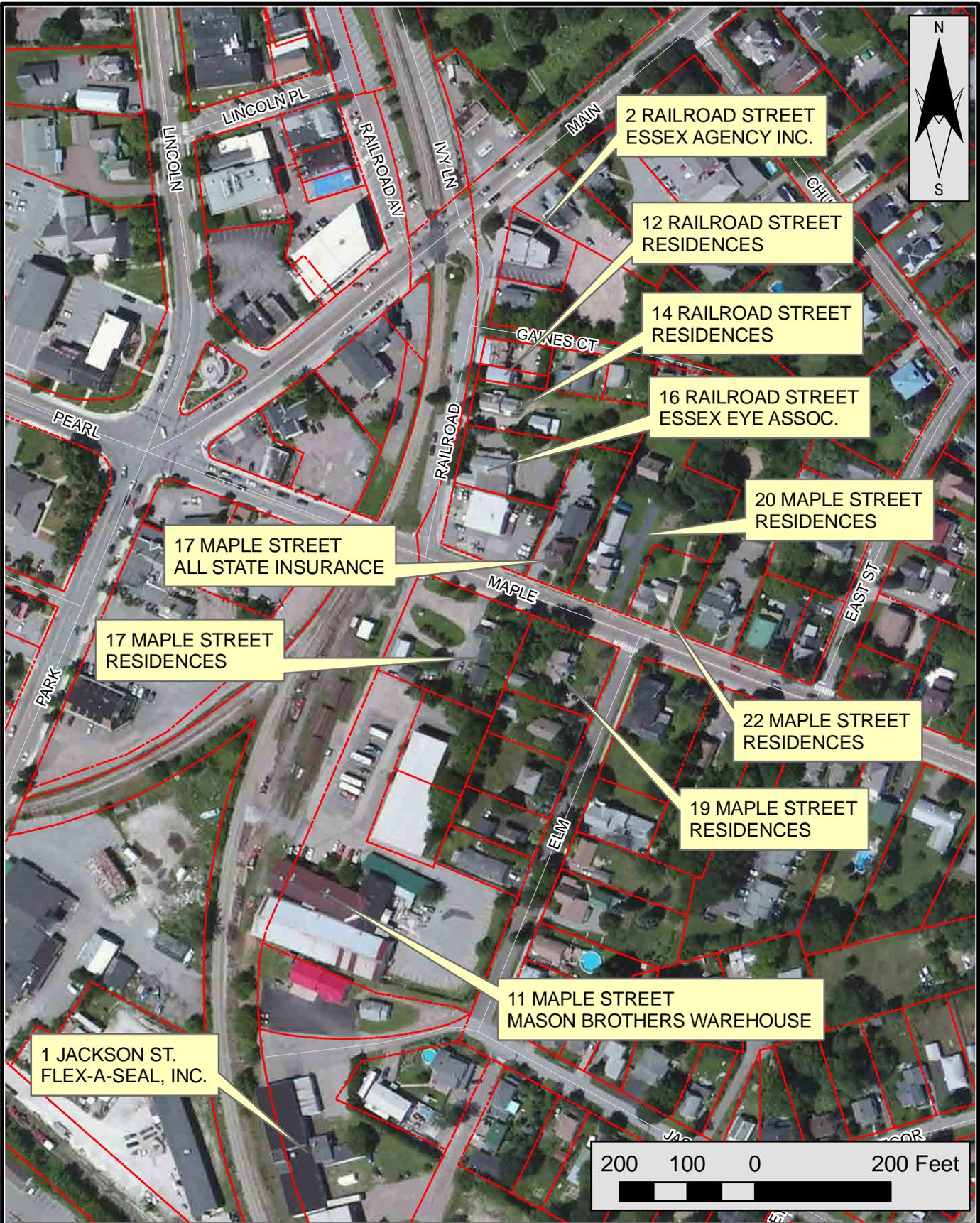
**MAP NUMBER**  
50007C0276D

**EFFECTIVE DATE**  
JULY 18, 2011

Federal Emergency Management Agency

Figure 14

This is an official copy of a portion of the above referenced flood map. It was extracted using F-MIT On-Line. This map does not reflect changes or amendments which may have been made subsequent to the date on the title block. For the latest product information about National Flood Insurance Program flood maps check the FEMA Flood Map Store at [www.msc.fema.gov](http://www.msc.fema.gov)



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DRAWN BY:	ZDC
PROJECT NO:	621803



**ENGINEERING • PLANNING  
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VILLAGE OF ESSEX  
JUNCTION  
LINCOLN STREET  
ESSEX JUNCTION, VT 05452

**CULTURAL/HISTORICAL  
RESOURCES**

CRESCENT CONNECTOR  
ESSEX, VERMONT

FIGURE  
NO.  
**15**



**LEGEND**

- Landfills
  - OPERATING
  - CLOSED
- Brownfields
- Railroads
- Roads
  - Principal Arterial
  - Minor Arterial
  - Rural Major Collector
  - Rural Minor Collector
  - Urban Collector
  - Local
  - Not part of the Functional Classification
- Designated Downtown Areas
- Elevation (FT)
  - 69 - 500
  - 500 - 1,000
  - 1,000 - 1,500
  - 1,500 - 2,500
  - 2,500 - 4,381

Figure 16

1: 4,290  
July 17, 2013



218.0 0 109.00 218.0 Meters  
 WGS\_1984\_Web\_Mercator\_Auxiliary\_Sphere 1" = 358 Ft. 1cm = 43 Meters  
 © Vermont Agency of Natural Resources THIS MAP IS NOT TO BE USED FOR NAVIGATION

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**NOTES**

Map created using ANR's Natural Resources Atlas  
Crescent Connector Brownfields



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**ENGINEERING • PLANNING  
MANAGEMENT • DEVELOPMENT**



**VILLAGE OF ESSEX  
JUNCTION**  
LINCOLN STREET  
ESSEX JUNCTION, VT 05452

**IMPORTANT VISUAL  
RESOURCES**

CRESCENT CONNECTOR  
ESSEX JUNCTION, VERMONT

FIGURE  
NO.  
**17**

**VOLUNTEER OPPORTUNITY  
AVAILABLE**

*The Village of Essex Junction is seeking citizens interested in serving on the newly established Tree Advisory Committee. The four-member committee will work with the Village Tree Warden to promote the improvement and preservation of a healthy environment as it relates to public trees.*

*Any interested Village resident may submit a letter of interest to the Village Manager, 2 Lincoln St., Essex Jct., VT 05452 by December 31, 2013 or email [admin@essexjunction.org](mailto:admin@essexjunction.org).*

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

**BOARD OF TRUSTEES:** George Tyler (Village President); Dan Kerin, Lori Houghton, Elaine Sopchak, Andrew Brown.  
**ADMINISTRATION:** Pat Scheidel, Village Manager; Lauren Morrisseau Co-Assistant Manager & Finance Director; Susan McNamara-Hill, Co-Assistant Manager & Village Clerk/Treasurer; Darby Mayville, Economic Development/Community Relations Assistant.  
**OTHERS PRESENT:** Kris Surette, Paul Hansen, Charlee Day, Marla Durham, Michael Smith, Judith DeNova, Brad Luck, Nick Meyer.

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**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 to agenda:

- Under Consent Agenda – Revenue and Expense Report
- Under Old Business – Update on Lincoln Street Sidewalk & Lighting Project
- Under New Business – Amendments to Personnel Regulations, Section 403
- Action Following Executive Session – Appointment of Authorized Representative

**3. GUESTS, PRESENTATIONS, & PUBLIC HEARINGS**

a. Comments from Public on Items Not on Agenda

There were no comments from the public.

b. Joint Meeting with Prudential Committee

Request was made and both boards agreed to amend the agreement that specifies two joint meetings per year between the Prudential Committee and the Village Trustees to one annual joint meeting, and not to hold the meeting in September due to the full school calendar at that time of year. Staff will amend the agreement for review and acceptance by both parties.

Brad Luck, Recreation Director, gave an update on recreation program activities, noting the following

- Reappointments were made to the nine member Rec Advisory Committee.
- Memorial Day Parade event was successful.
- Heart & Soul is moving forward.
- Summer staffers (125 workers) were exceptional this year.
- There are seven full time positions being staffed. Staff who run the after school program also work in the school system. Many have been in the position for consecutive years which provides continuity for the program.



LAW OFFICES OF  
DAVID A BARRA, PLC

December 13, 2013

Village of Essex Junction  
Attn: Patrick Scheidel, Village Manager  
2 Lincoln Street  
Essex Junction, VT 05452

RECEIVED  
DEC 16 2013  
Village of Essex Junction

Re: Prudential Committee Recreation Department Agreement

Dear Pat:

Please find enclosed the Memorandum of Agreement that has been signed by the Prudential Committee.

Please send me a copy of the fully executed agreement that I will forward to their attorney.

Thank you.

Very truly yours,

LAW OFFICES OF DAVID A. BARRA, PLC

By: \_\_\_\_\_

David A. Barra  
Attorney

Enclosure

Macintosh HD:Users:dabarra:Documents:Law Firm:LAW:37:16:073:Correspondence:2013-12-13 to Scheidel.docx

26 Railroad Ave  
PO Box 123  
Essex Junction, VT 05452-0123

PHONE (802) 879-8102  
FAX (802) 879-0408  
E-MAIL [dbarra@barralaw.com](mailto:dbarra@barralaw.com)

## MEMORANDUM OF AGREEMENT

The Village of Essex Junction ("Village") and the Essex Junction Incorporated School District ("District") have reached the following agreement to resolve pending litigation and provide a basis to assure the long-term success and excellence of recreation programs in Essex Junction. This Agreement amends the original Memorandum of Agreement executed by the parties on March 24, 2011 and has the following terms:

1. Pursuant to 31 V.S.A. §203, the Village delegates to the District the conduct of the recreation program in the Village of Essex Junction. This delegation does not affect or diminish any other powers the District has under law (including its charter) to operate its own recreation programs.
2. No later than June 1, 2011, the District and the Village shall enter a written lease agreement allowing the District to use Maple Street Park, Cascade Park and Stevens Park for recreation purposes during the term of this Agreement. The lease shall provide that the District shall defend, indemnify and hold the Village harmless from all claims, suits, actions, damages and expenses in connection with loss of life, bodily or personal injury or property damage arising from any occurrence which is the result of any negligence on the part of any Parks and Recreation employees or their agents. The Lease shall also provide that as long as the District is operating, maintaining, and administering Parks and Recreation, it shall maintain a combined single limit insurance policy of one million (\$1,000,000) dollars aggregate for general liability and property damage and name the Village of Essex Junction as an additional insured. Annually, the District shall provide a certificate from the insuring company indicating that such policy has been issued and is in force and that said insurance company agrees to notify the Village Manager at least ten (10) days prior to the date of termination of or change in said policy for the maintenance of insurance. There shall be no payment for use of the parks pursuant to the abovementioned lease. Provided, however, that beginning in Fiscal Year 2013, the District shall reimburse the Village for \$500 annual payment for land leased from IBM that is used for recreation. The Village and District will cooperate in the negotiation of any extension of the IBM lease.
3. At least once a year, the District and the Village shall hold a joint public meeting to address any issues of common interest. The District and the Village will work together to assure effective communication on all issues of common interest. The District and the Village shall discuss any issues related to any potential merger of the Town and the Village, or the District and other school districts. A meeting shall be held on the first Wednesday of March, or such other dates as would be established by agreement of the Village and the District.
4. The Recreation Advisory Council shall be changed as follows: A) There shall be two new voting members added immediately; one must be a member of the Prudential Committee, and the other must be a member of the Village's Board. B) The terms of the six adult members shall be filled by members of the public and staggered, so two expire in one year, two expire in two years, and two expire in three years. Upon expiration of these terms, their successors shall each have three year terms. The Village and the District shall each appoint one member in years one, two and three, none of whom shall be members of the Parties' respective governing boards. There shall also be a youth

member, appointed by the District, who shall serve a one-year term. C) The Recreation Advisory Council shall communicate directly to the Village Board and the Prudential Committee on issues of interest to the Board and the Prudential Committee through their ex officio members and in advance of the annual meeting discussed in paragraph three.

5. This Agreement will commence on July 1, 2011, and shall have an initial term of three years (ending on June 30, 2014). The initial term will be extended for an additional one year on each July 1 thereafter, unless prior to that date, a party has provided a written notice of renegotiation. Upon delivery of such notice, the contract will stay in force for its remaining two years, and shall expire if there is no written agreement on its renegotiation. The intent of this provision is to provide the stability of a rolling three-year agreement, but also provide the parties with a two-year window to renegotiate before the expiration of an agreement. This Agreement may not be assigned by either party without the written consent of the other.

6. By March 31, 2011, the Parties shall file a stipulation of dismissal of the pending lawsuit and counterclaim with prejudice. Each side shall bear its own costs and attorney's fees.

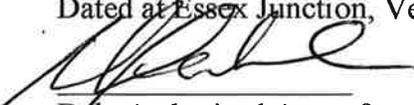
7. This Agreement is the successor to written Agreements between the Village and District that were dated February 12, 2001 (and later extended through June 30, 2010) and March 15, 2010, which extended to June 30, 2011.

8. Agreed Upon Public Statement.

The Village of Essex Junction Board of Trustees and the Essex Junction Prudential Committee are pleased to announce that they have reached an agreement to settle their lawsuit. The agreement dismisses the pending lawsuit and describes how the Board and Prudential Committee will work together in the future to address their shared interest in continuing the successful recreation program.

The agreement has an initial term of three years with annual one-year extensions. If the Board and the Prudential Committee want to renegotiate terms in the future, there will be at least two years for negotiations before the agreement expires. The Agreement provides for at least one meeting a year between the Board and the Prudential Committee. It also ensures active participation by both the Board and the Prudential Committee in the Recreation Advisory Council. As part of the agreement, the Board and Prudential Committee have also agreed to sign a lease for the Maple Street, Cascade and Stevens parks.

Dated at Essex Junction, Vermont, this 9<sup>th</sup> day of Dec, 2013.

  
Duly Authorized Agent for  
Prudential Committee

\_\_\_\_\_  
Duly Authorized Agent for  
Village of Essex Junction



*The economic engine of Vermont.*

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

## **MEMORANDUM**

**TO:** Village Trustees and Patrick Scheidel, Village Manager  
**FROM:** Lauren Morrissette, Finance Director *LM*  
**DATE:** 01/14/14  
**SUBJECT:** Changes to Proposed Budget

### **Issue**

The issue is to identify changes made to the proposed FY15 budget since the all day budget meeting.

### **Discussion**

The following changes have been made to the FY15 budgets since the all-day budget meeting:

- Lincoln Hall – increased by \$921 for rug maintenance contract.
- Street Dept. – decreased by \$7,536 because new Sanitation Dept. employee will fill the gardener position as part of his regular work.
- Library Dept. – Salaries and Social Security have had a net decrease of \$2,495 due to the replacement of a full time employee with a part-time employee and the replacement of the part-time position with an employee at a lower level on the pay scale.
- Health Insurance line items have been adjusted for all departments as a new employee with a family replaced a single employee and another employee changed from a two person to a family due to a change in marital status. In addition, an error in the Health Insurance calculation spreadsheet was corrected.

### **Cost**

The cost of the adjustments to the General Fund budget is \$837 which changes the percentage increase in the budget from 3.69% to 3.71%. The cost to the Water Fund budget is an increase of \$3,032 which changes the percentage increase in the budget from 5% to 5.3%. The cost to the Wastewater Fund budget is an increase of \$5,898 which changes the percentage increase in the budget from 3.6% to 3.9%. The cost to the Sanitation Fund is an increase of \$3,302 which changes the percentage increase in the budget from 1.4% to 2.1%.

### **Recommendation**

Staff recommends the Trustees incorporate these changes into their FY15 budget.

VILLAGE OF ESSEX JUNCTION  
GENERAL FUND BUDGET SUMMARY

01/07/14  
8:07 AM

	FY12 Actual	FY13 Amended Budget	FY 13 Actual	FY14 Budget	FY15 Proposed Budget	% Change 15 vs 14
<b>GENERAL GOVERNMENT:</b>						
Administration	588,180	597,386	558,526	598,797	561,784	-6.2%
Transfers & Misc Expenditures	556,412	596,412	546,412	620,051	649,623	4.8%
Grant & Non-Budgetary Expenditures	39,107	0	109,294	0	0	0.0%
Seniors Support	0	0	0	0	7,960	110.0%
Debt Service	0	0	0	0	0	100.0%
Fire Department	263,181	270,189	280,668	287,208	298,075	3.8%
Library	629,689	652,785	647,053	684,479	736,207	7.6%
Lincoln Hall	46,505	38,053	52,136	38,452	55,057	43.2%
Community Development	215,576	242,852	207,210	244,740	250,678	2.4%
Economic Development/Community Events	53,994	50,745	46,431	79,628	94,838	19.1%
Street Department	707,953	775,345	740,423	791,358	814,603	2.9%
<b>GENERAL FUND TOTAL</b>	<b>3,100,597</b>	<b>3,223,767</b>	<b>3,188,153</b>	<b>3,344,711</b>	<b>3,468,826</b>	<b>3.71%</b>

GENERAL FUND REVENUES

01/06/14  
10:45 AM

Acct. #	Account	FY12 Actual	FY13 Budget	FY13 Actual	FY14 Budget	FY15	
						Proposed Budget	% Change 15 vs 14
	Unrestricted Fund Balance		35,000		35,000	35,000	0%
401.000	Property Taxes	2,520,386	2,666,989	2,652,852	2,806,463	2,942,914	5%
402.000	State for Pilot & Current Use	2,577	2,000	4,079	2,500	2,500	0%
404.000	IBM Subsidy	121,123	60,578	60,578	0	0	0%
403.000	Penalties/Interest Delinq. Taxes	7,346	7,000	10,855	7,000	8,000	14%
410.000	License & Zoning Fees	61,060	30,000	60,199	35,000	35,000	0%
411.010	Service Fee - Water	112,993	110,169	110,169	111,336	106,840	-4%
411.020	Service Fee - WWTP	56,497	55,085	55,085	55,668	53,420	-4%
411.030	Service Fee - Sanitation	112,993	110,169	110,169	111,336	106,840	-4%
420.010	State District Court Fines	1,929	2,000	3,708	2,000	2,000	0%
420.020	State Highway Aid	109,059	100,000	113,128	100,000	100,000	0%
420.030	EJSD Tax Collection Fee	46,569	47,000	47,956	47,000	48,000	2%
432.020	Lincoln Hall Rentals	0	0	1	0	1	0%
432.015	Parking Space Fees	4,800	4,800	4,400	4,800	4,800	0%
432.030	Miscellaneous Fire Receipts	25	0	1,231	10	10	100%
432.051	Block Party Donations	1,790	1,500	1,550	1,500	1,500	0%
432.070	Miscellaneous Street Receipts	3,701	3,000	2,850	3,500	3,000	-14%
432.080	Miscellaneous Library Receipts	641	450	708	600	500	-17%
410.150	Lost Book Revenue	0	0	3,855	0	0	0%
434.010	Essex Town Contribution to Library	15,000	15,000	15,000	15,000	15,000	0%
440.000	Interest Earnings	1,421	1,000	1,644	1,000	1,500	50%
441.000	Miscellaneous Grants	24,992	0	52,391	0	0	0%
445.000	Misc. Receipts	6,964	4,600	2,343	5,000	2,000	-60%
445.100	Sale of Asset	0	0	500	0	0	0%
<b>TOTALS</b>		<b>3,211,865</b>	<b>3,256,340</b>	<b>3,315,251</b>	<b>3,344,713</b>	<b>3,468,826</b>	<b>3.71%</b>

**Tax Rate Calculation**

	FY14	FY15	% Increase
Budget Increase			
<b>Grand List</b>		<b>Projected Grand List</b>	
IBM Real Estate	1,036,464	IBM Real Estate	1,036,464
Non-IBM Real Estate	9,497,850	Non-IBM Real Estate	9,592,829
Tax Stabilization Reduction	(3,896)	Tax Stabilization Reductio	(8,081)
Total Grand List	10,530,418	Total Projected Grand Lis	10,621,212
Tax Appropriation	2,806,463	Tax Appropriation	2,942,914
Tax Rate	0.2666	<b>0.27708</b>	3.93%

ECONOMIC DEVELOPMENT/COMMUNITY EVENTS

01/06/14  
10:45 AM

Acct. #	Account	FY13		FY13 Actual	FY14 Budget	FY15		% Change 15 vs 14
		FY12 Actual	Amended Budget			Proposed Budget		
720.000	Salaries - Regular	0	32,573	28,851	35,196	36,604	4%	
720.020	Salaries - Part-time	21,274	0	3,553	0	0	0%	
720.022	Social Security	1,593	2,491	2,678	2,696	2,823	5%	
720.024	Unemployment	235	250	247	250	216	-14%	
720.026	Workers Comp	73	120	108	149	141	-5%	
720.032	Liability & Property Ins.	0	0	0	0	105	100%	
720.028	Health Insurance & Other Benefits	0	3,127	2,858	4,967	18,089	264%	
720.030	Retirement	0	3,257	3,058	3,520	3,660	4%	
745.025	Block Party Expense	5,475	7,000	7,057	7,000	7,000	0%	
745.040	Community Events & Programs	5,755	7,000	8,155	5,850	6,000	3%	
748.000	New Programs	4,982	2,000	1,091	2,000	2,000	0%	
745.054	Annual Support of Organizations	7,562	8,000	7,443	9,000	9,200	2%	
745.056	Community Forum	5,000	7,500	7,500	0	0	0%	
748.010	Matching Grant Funds	2,044	10,000	2,683	9,000	9,000	0%	
TOTALS		53,994	50,745	46,431	79,628	94,838	19%	

ADMINISTRATION BUDGET

01/07/14

Acct. #	Account	FY13		FY 13 Actual	FY14 Budget	FY15 Proposed Budget	% Change 15 vs 14
		FY12 Actual	Amended Budget				
720.000	Salaries - Regular	325,863	334,477	311,912	325,729	255,978	-21.4%
720.004	Manager Contract	0	0	0	0	55,995	100.0%
720.010	Salaries - Overtime	1,453	1,000	1,365	1,500	1,500	0.0%
720.020	Salaries - Part-time	5,632	7,250	13,207	7,974	15,057	88.8%
720.022	Social Security	26,008	26,923	25,342	26,568	21,109	-20.5%
720.024	Unemployment Insurance	1,090	1,186	962	1,186	1,067	-10.0%
720.026	Workers Compensation Insurance	1,341	1,166	1,210	1,431	1,047	-26.8%
720.028	Health Insurance & Other Benefits	67,137	66,340	59,436	75,626	72,355	-4.3%
720.030	Retirement	37,216	38,506	38,648	32,573	25,598	-21.4%
720.032	Liability & Property Ins.	6,934	5,857	5,720	7,696	6,218	-19.2%
720.034	Public Officials Liability Ins.	6,778	6,075	5,981	5,601	5,800	3.6%
720.035	Health Improvement Programs	2,433	1,600	1,775	1,600	1,600	0.0%
720.050	Boardmember fees	2,458	2,500	2,500	2,500	2,500	0.0%
723.000	Supplies	6,478	6,700	4,624	6,700	6,700	0.0%
723.001	Postage	2,973	4,600	3,986	4,200	4,200	0.0%
723.055	Computer Expenses	11,753	16,915	17,552	16,915	16,937	0.1%
724.000	Training, Conferences, Dues	11,332	13,304	6,602	10,734	10,384	-3.3%
725.000	Telephone Services	4,247	4,392	2,621	3,960	2,600	-34.3%
725.025	Communications	12,927	13,700	12,203	13,331	13,806	3.6%
728.030	Vehicle Maintenance - Travel	3,600	3,600	900	2,400	0	-100.0%
728.035	Village Promotion	1,174	1,000	268	0	0	0.0%
735.000	Interview Costs	173	0	155	0	0	0.0%
745.020	Leased Services	4,127	4,540	4,298	4,840	4,800	-0.8%
745.031	Legal Services	18,835	15,000	14,027	15,000	15,000	0.0%
745.041	Audit Services	5,121	5,275	5,352	5,433	5,433	0.0%
745.039	Other Professional Services	0	2,000	0	1,000	1,000	0.0%
745.050	Printing and Advertising	5,523	5,800	4,777	5,800	5,800	0.0%
745.055	Pay & Classification Study	1,557	200	0	3,500	200	-94.3%
745.057	Elections	1,401	2,200	1,579	1,500	1,600	6.7%
747.000	Holiday Expense	1,438	1,280	1,135	1,500	1,500	0.0%
749.000	Trustees Expenditures	2,930	4,000	5,472	4,000	4,000	0.0%
755.023	Capital Outlay	8,252	0	4,917	8,000	2,000	-75.0%
TOTALS		588,180	597,386	558,526	598,797	561,784	-6.2%

SENIORS SUPPORT

01/06/14  
10:45 AM

Acct. #	Account	FY12 Actual	FY13 Budget	FY13 Actual	FY14 Budget	FY15	% Change 15 vs 14
						Proposed Budget	
745.014	Part time Director Contract	0	0	0	0	7,500	100%
725.000	Telephone	0	0	0	0	460	100%
TOTALS		0	0	0	0	7,960	100%

DEBT SERVICE

01/06/14  
10:45 AM

Acct. #	Account	FY12 Actual	FY13 Budget	FY13 Actual	FY14 Budget	FY15	% Change 15 vs 14
						Proposed Budget	
750.070	Capital Improvements Principal	0	0	0	0	0	0%
750.075	Capital Improvements Interest	0	0	0	0	0	100%
TOTALS		0	0	0	0	0	100%

TRANSFERS & MISC EXPENDITURES

01/06/14  
10:45 AM

Acct. #	Account	FY12	FY13	FY13	FY14	FY15	% Change 15 vs 14
		Actual	Budget	Actual	Budget	Proposed Budget	
750.021	Rolling Stock Fund Contribution	163,624	163,624	163,624	173,624	183,624	6%
750.027	Half Penny for Ladder Truck Note	0	50,000	0	50,000	50,000	0%
750.022	Capital Fund Contribution	372,788	372,788	372,788	391,427	410,999	5%
750.023	Land Acquisition Fund Contribution	15,000	0	0	0	0	0%
750.026	Employee Termination Benefits	5,000	10,000	10,000	5,000	5,000	0%
765.074	Metropolitan Planning Org. (MPO) Contingency	0	0	0	0	0	0%
TOTALS		556,412	596,412	546,412	620,051	649,623	5%

GRANTS AND OTHER NON-BUDGETARY EXPENDITURES

01/06/14  
10:45 AM

Acct. #	Account	FY12 Actual	FY13 Budget	FY13 Actual	FY14 Budget	FY15	
						Proposed Budget	% Change 15 vs 14
755.020	Library Replacement Expenses	3,995	0	4,017	0	0	0%
759.090	Designated Expenses from prior years	8,276	0	57,533	0	0	0%
750.011	Tax Abatement	0	0	2,140	0	0	0%
759.010	Grants & Donations Expenses	26,836	0	45,604	0	0	0%
TOTALS		39,107	0	109,294	0	0	0%

LINCOLN HALL BUDGET

01/06/14  
10:45 AM

Acct. #	Account	FY12 Actual	FY13 Budget	FY13 Actual	FY14 Budget	FY15	% Change 15 vs 14
						Proposed Budget	
720.032	Liability & Property Ins.	5,443	5,510	4,469	5,404	5,658	5%
723.000	Supplies	1,733	1,800	2,475	1,800	2,500	39%
723.065	Water and Sewer Charges	1,262	1,000	2,007	1,500	1,500	0%
725.000	Telephone Services	458	480	496	460	0	-100%
726.000	Electrical Service	5,920	6,510	7,997	6,000	7,500	25%
727.000	Heating	6,581	7,000	5,507	7,000	6,000	-14%
728.000	Maintenance - Building/Grounds	8,688	6,500	7,559	7,000	7,500	7%
745.005	Rubbish Removal	1,785	1,750	1,785	1,785	1,838	3%
745.014	Contractual Services	7,083	7,503	8,087	7,503	9,021	20%
755.023	Capital Outlay	7,551	0	11,754	0	13,540	0%
TOTALS		46,505	38,053	52,136	38,452	55,057	43%

FIRE DEPARTMENT BUDGET

01/06/14  
10:45 AM

Acct. #	Account	FY12 Actual	FY13 Budget	FY13 Actual	FY14 Budget	FY15 Proposed Budget	% Change 15 vs 14
720.021	Salaries - Firefighters	127,440	126,000	126,818	134,400	138,000	3%
720.022	Social Security	9,749	9,639	9,662	10,282	10,590	3%
720.026	Workers Compensation Insurance	12,506	12,000	24,034	25,685	27,334	6%
720.029	Accident & Disability Ins.	3,599	3,600	3,600	3,600	3,600	0%
720.032	Liability & Property Ins.	8,194	8,600	7,326	6,675	7,301	9%
723.000	Supplies	2,060	2,400	1,637	2,400	2,400	0%
723.016	EMS Supplies	645	1,800	1,061	1,500	1,500	0%
723.020	Gas, Grease and Oil	7,270	5,400	7,112	6,000	7,200	20%
723.065	Water and Sewer Charges	495	900	888	900	900	0%
724.000	Training, Conferences, Dues	4,629	5,000	2,900	5,000	5,000	0%
725.000	Telephone Services	3,507	4,000	3,433	3,800	3,800	0%
726.000	Electrical Service	5,994	6,600	6,283	6,400	7,000	9%
727.000	Heating	4,530	6,000	4,817	6,000	5,200	-13%
728.000	Maintenance - Building/Grounds	6,801	5,000	1,806	6,000	6,000	0%
728.010	Radio Maintenance	1,575	2,000	6,295	2,000	2,000	0%
728.020	Maintenance - Other	10,268	10,000	12,795	11,916	13,000	9%
728.030	Vehicle Maintenance - Travel	14,117	10,000	21,217	9,000	9,000	0%
728.038	Emergency Generator Maintenance	574	750	375	650	650	0%
729.000	Uniforms, Boots, Etc.	14,054	18,000	16,079	18,500	19,200	4%
729.052	Fire Prevention	1,867	1,800	1,652	2,000	2,000	0%
743.051	Physical Exams	5,097	6,000	4,197	6,000	7,000	17%
743.058	Employee Assistance Program	864	900	864	900	900	0%
745.013	Hydrant Rental	5,000	5,000	5,000	0	0	0%
755.022	New Equipment - Radios	0	4,300	0	3,100	4,000	29%
755.025	Routine Equipment Purchases	12,347	14,500	10,817	14,500	14,500	0%
755.023	Capital Outlay	0	0	0	0	0	0%
TOTALS		263,181	270,189	280,668	287,208	298,075	3.8%

BROWNELL LIBRARY BUDGET

01/06/14  
10:45 AM

Acct. #	Account	FY13		FY13 Actual	FY14 Budget	FY15 Proposed Budget	% Change 15 vs 14
		FY12 Actual	Amended Budget				
720.000	Salaries - Regular	283,916	292,359	292,591	305,811	315,379	3.1%
720.020	Salaries - Part-time	78,979	88,282	86,567	89,012	89,219	0.2%
720.022	Social Security	27,851	29,551	28,826	30,365	31,089	2.4%
720.024	Unemployment Insurance	2,154	2,384	2,235	2,384	2,390	0.3%
720.026	Workers Compensation Insurance	1,459	1,285	1,389	1,588	1,567	-1.3%
720.028	Health Insurance & Other Benefits	47,934	55,586	49,093	70,891	103,020	45.3%
720.030	Retirement	28,049	29,236	29,089	30,581	31,537	3.1%
720.032	Liability & Property Ins.	11,113	10,269	9,390	9,972	10,481	5.1%
723.000	Supplies	13,174	13,500	13,274	12,000	13,000	8.3%
723.001	Postage	2,936	2,500	3,452	2,500	3,500	40.0%
723.055	Computer Expenses	3,293	3,500	3,641	3,000	3,500	16.7%
723.065	Water and Sewer Charges	563	525	870	500	1,000	100.0%
724.000	Training, Conferences, Dues	2,062	2,000	3,362	5,000	4,000	-20.0%
725.000	Telephone Services	1,271	2,000	1,092	1,200	1,100	-8.3%
725.030	Technology Access	4,347	5,810	5,059	6,000	5,500	-8.3%
726.000	Electrical Service	14,041	14,850	14,553	14,250	14,500	1.8%
727.000	Heating	7,486	7,500	7,335	7,400	7,400	0.0%
728.000	Maintenance - Buildings/Grounds	12,492	13,000	14,546	12,000	14,500	20.8%
728.050	Alarm System Maintenance	488	800	292	700	500	-28.6%
735.000	Interview Costs	240	300	249	100	2,000	1900.0%
745.014	Contractual Services	22,548	22,548	22,467	23,225	23,225	0.0%
745.021	Adult Programs	468	300	322	0	300	100.0%
745.022	Childrens' Programs	1,980	3,000	3,061	3,000	3,000	0.0%
755.020	Adult Collection-Print&Electronic	32,277	31,000	32,706	31,000	31,000	0.0%
755.021	Juvenile Collection-Prnt&Electronic	15,548	15,500	16,396	15,500	15,500	0.0%
755.014	Computer Replacement	5,741	5,200	5,196	6,500	8,000	23.1%
755.023	Capital Outlay	7,277	0	0	0	0	0.0%
TOTALS		629,689	652,785	647,053	684,479	736,207	7.6%

=====  
If Health Insurance were a 10% increase, budget would be 3.9% increase  
or \$26,683 instead of \$51,723  
=====

COMMUNITY DEVELOPMENT

01/06/14  
10:45 AM

Acct. #	Account	FY13		FY13 Actual	FY14 Budget	FY15 Proposed Budget	% Change 15 vs 14
		FY12 Actual	Amended Budget				
720.000	Salaries - Regular	117,287	119,296	124,235	129,436	129,612	0.1%
720.010	Salaries - Overtime	162	2,000	217	2,000	2,000	0.0%
720.022	Social Security	9,202	9,560	9,666	10,305	10,390	0.8%
720.024	Unemployment Insurance	408	435	399	435	432	-0.7%
720.026	Workers Compensation Insurance	474	399	440	506	504	-0.4%
720.028	Health Insurance & Other Benefits	34,929	40,972	25,170	33,038	36,177	9.5%
720.030	Retirement	11,529	11,930	11,978	12,944	12,961	0.1%
720.032	Liability & Property Ins.	2,395	2,038	2,006	2,147	2,232	4.0%
720.034	Public Officials Liability Ins.	6,778	6,075	5,981	5,600	5,800	3.6%
720.050	Board Member Fees	3,600	3,600	3,525	3,600	3,600	0.0%
723.000	Supplies	3,191	2,000	1,340	2,500	2,800	12.0%
723.001	Postage	813	1,000	438	1,000	1,120	12.0%
723.055	Computer Expenses	1,287	4,705	3,748	4,705	4,000	-15.0%
724.000	Training, Conferences, Dues	2,395	5,450	2,395	4,500	4,500	0.0%
725.000	Telephone Services	1,221	1,392	1,597	1,524	1,550	1.7%
725.025	Communications	890	2,000	1,020	2,000	2,500	25.0%
728.030	Vehicle Maintenance - Travel	2,400	3,000	2,400	3,000	3,500	16.7%
745.031	Legal Services	10,973	9,500	2,261	14,000	14,000	0.0%
745.039	Other Professional Services	604	10,000	4,449	4,000	4,000	0.0%
745.050	Printing and Advertising	1,494	5,000	2,045	5,000	5,000	0.0%
745.051	Recording Fees	2,180	2,500	1,900	2,500	2,500	0.0%
755.023	Capital Outlay	1,365	0	0	0	1,500	100.0%
TOTAL		215,576	242,852	207,210	244,740	250,678	2.4%

## STREET DEPARTMENT BUDGET

01/06/14  
10:45 AM

Acct. #	Account	FY13		FY13 Actual	FY14 Budget	FY15 Proposed Budget	% Change 15 vs 14
		FY12 Actual	Amended Budget				
720.000	Salaries - Regular	160,082	186,875	161,941	197,160	205,654	4.3%
720.010	Salaries - Overtime	13,158	15,000	14,383	15,000	15,000	0.0%
720.020	Salaries - Part-time	22,744	17,018	17,335	18,590	11,907	-35.9%
720.022	Social Security	14,416	17,249	14,274	17,867	17,819	-0.3%
720.024	Unemployment Insurance	907	1,086	864	1,086	1,169	7.6%
720.026	Workers Compensation Insurance	10,362	11,628	9,798	12,182	13,970	14.7%
720.028	Health Insurance & Other Benefits	69,005	77,761	63,337	82,729	76,515	-7.5%
720.030	Retirement	16,382	19,088	16,141	19,716	20,565	4.3%
720.032	Liability & Property Ins.	14,418	14,100	12,057	13,878	15,104	8.8%
723.000	Supplies	27,252	16,100	10,128	20,000	20,000	0.0%
723.010	Winter Maintenance	48,409	75,000	83,243	75,000	75,000	0.0%
723.012	Pavement Maintenance	15,443	15,000	14,804	15,000	15,000	0.0%
723.014	Gravel & Topsoil	3,157	4,500	5,830	4,000	4,000	0.0%
723.015	Signs and Posts	6,215	5,500	2,668	5,500	4,000	-27.3%
723.020	Gas, Grease and Oil	20,849	22,000	31,766	22,000	26,000	18.2%
723.065	Water and Sewer Charges	2,572	1,500	1,197	2,500	2,500	0.0%
724.000	Training, Conferences, Dues	81	500	250	500	500	0.0%
725.000	Telephone Services	1,839	1,800	1,725	1,900	2,000	5.3%
726.000	Electrical Service	3,997	4,900	3,752	4,500	4,000	-11.1%
726.035	Street Lights (rental/electrical)	125,292	131,840	121,730	127,000	127,000	0.0%
726.037	Traffic Lights (electrical)	5,529	5,700	6,170	5,700	6,000	5.3%
727.000	Heating	2,865	4,000	3,184	4,000	4,000	0.0%
728.000	Maintenance - Buildings/Grounds	6,725	2,500	3,596	2,500	2,500	0.0%
728.010	Radio Maintenance	965	200	65	200	200	0.0%
728.020	Maintenance - Other	874	1,000	1,545	1,000	1,000	0.0%
728.030	Vehicle Maintenance - Travel	27,889	32,000	17,716	32,000	20,000	-37.5%
728.033	Streetscape Maint./Imp.	5,005	7,500	4,377	6,000	16,000	166.7%
728.036	Village Garden Spots	1,753	2,500	2,343	3,650	3,000	-17.8%
728.037	Traffic/Street Light Maintenance	13,641	6,500	11,360	8,000	8,000	0.0%
728.041	Memorial Park Maintenance	3,239	3,000	2,816	3,500	3,000	-14.3%
728.043	Street Marking	10,644	5,000	8,205	5,000	7,000	40.0%
729.000	Uniforms, Boots, Etc.	3,855	4,500	2,544	4,500	4,500	0.0%
735.000	Interview Costs	185	0	0	0	0	0.0%
745.005	Rubbish Removal	5,963	6,200	5,290	6,200	6,200	0.0%
745.014	Contractual Services	1,079	10,000	10,726	0	0	0.0%
745.016	Accident Claims	500	0	0	0	0	0.0%
745.030	Equipment Rentals	1,692	3,800	3,693	1,000	1,000	0.0%
745.038	Traffic Light System Improvements	2,128	0	0	0	0	0.0%
745.044	Engineering Services	8,342	15,000	31,616	15,000	15,000	0.0%
760.032	Sidewalk and Curb Maintenance	2,627	3,000	5,135	3,000	3,000	0.0%
760.033	Storm Sewer Maintenance	10,012	8,500	18,842	8,500	9,000	5.9%
760.034	Storm Sewer Permit Fees	1,988	3,000	4,697	3,000	3,000	0.0%
760.035	Storm Sewer Public Education	9,008	10,000	7,313	9,500	9,500	0.0%
760.036	Stream Flow Monitoring	0	0	0	0	30,000	100.0%
755.011	Traffic Calming	618	1,000	232	4,000	1,500	-62.5%
755.023	Capital Outlay	4,250	2,000	1,735	9,000	3,500	-61.1%
TOTALS		707,953	775,345	740,423	791,358	814,603	2.9%

WATER FUND BUDGET

01/07/14  
10:04 AM

Acct. #	Account	FY12 Actual	FY13 Budget	FY13 Actual	FY14 Budget	FY15 Proposed Budget	% Change 15 vs 14
720.000	Salaries - Regular	94,700	94,843	95,449	102,349	107,890	5.4%
720.010	Salaries - Overtime	9,171	13,843	13,090	12,300	14,000	13.8%
720.020	Salaries - Part-time	6,089	6,311	4,365	4,729	8,798	86.0%
720.022	Social Security	7,964	8,843	8,420	9,239	9,447	2.3%
720.024	Unemployment Insurance	502	564	482	564	616	9.2%
720.026	Workers Compensation Insurance	3,891	4,243	4,667	4,447	5,277	18.7%
720.028	Health Insurance & Other Benefits	35,568	41,332	33,805	42,180	41,604	-1.4%
720.030	Retirement	8,988	9,484	9,400	10,235	10,789	5.4%
720.032	Liability & Property Ins.	3,198	2,748	2,549	3,305	3,402	2.9%
720.040	Interest Expense	75	100	49	100	50	-50.0%
723.000	Supplies	2,179	6,000	2,092	5,000	5,000	0.0%
723.001	Postage	715	750	824	1,500	1,500	0.0%
723.020	Gas, Grease and Oil	2,124	2,800	1,776	2,800	2,000	-28.6%
723.041	Meters and Parts	5,753	3,960	(215)	2,000	1,000	-50.0%
723.042	Distribution Materials	3,021	8,000	890	8,000	5,700	-28.8%
723.055	Computer Expenses	605	600	1,198	600	1,200	100.0%
723.065	Water & Sewer Charges	291	300	270	350	350	0.0%
724.000	Training, Conferences, Dues	1,094	2,000	926	2,000	2,000	0.0%
726.000	Electricity	614	650	665	650	700	7.7%
727.000	Heating	2,428	3,500	2,908	3,500	3,500	0.0%
728.020	Maintenance - Other	876	1,500	1,107	1,000	1,000	0.0%
728.034	Water Lines Maintenance - Breaks	1,624	16,000	13,898	16,000	16,000	0.0%
729.000	Uniforms, Boots, Etc.	519	1,000	1,113	1,000	1,000	0.0%
745.014	Contractual Services	112,993	110,169	110,169	111,336	106,840	-4.0%
745.041	Audit Services	3,059	3,151	3,197	3,293	3,500	6.3%
745.039	Other Professional Services	0	1,500	704	1,000	1,000	0.0%
745.050	Printing and Advertising	1,462	2,000	1,509	1,700	1,700	0.0%
750.020	Capital Reserve Fund Contribution	96,960	100,000	103,581	110,000	120,000	9.1%
755.023	Capital Outlay	0	0	0	0	3,850	0.0%
760.060							
	SUB TOTALS	406,461	446,191	418,888	461,177	479,713	4%
770.510	State Water Tax	8,609	8,137	10,040	8,278	10,371	25%
745.042	CWD Water Purchase	410,782	403,909	407,602	424,297	451,212	6%
	SUBTOTAL VILLAGE EXPENSE	825,852	858,237	836,530	893,752	941,296	5%
770.511	State Water Tax - IBM	42,917	41,931	50,947	41,931	51,275	22%
745.043	CWD Water Purchase - IBM	2,047,870	2,081,376	2,068,461	2,149,120	2,230,880	4%
	TOTALS	2,916,639	2,981,544	2,955,938	3,084,803	3,223,451	4%

WATER FUND REVENUES

01/07/14  
10:04 AM

Account	FY12 Actual	FY13 Budget	FY13 Actual	FY14 Budget	FY15 Proposed Budget	% Change 13 vs 12
Unrestricted Fund Balance				0	0	0.0%
465.010 Sale of Water Residential	726,537	761,109	784,455	787,839	826,553	4.9%
465.015 Sale of Water - IBM	2,047,870	2,081,376	2,068,461	2,149,120	2,230,880	3.8%
465.017 Sale of Water - IBM VT Tax	42,917	41,931	50,947	41,931	51,275	22.3%
465.020 Sale of Water - Large User	96,703	73,628	74,305	87,413	96,243	10.1%
465.030 Hydrant Rentals	5,000	5,000	5,000	0	0	0.0%
465.040 Penalties	3,980	3,500	4,129	3,500	3,500	0.0%
465.050 Miscellaneous	22,317	15,000	18,581	15,000	15,000	0.0%
441.019 Fed Stag Grant	0	0		0		0.0%
440.000 Interest on Investments	51	0		0		0.0%
<b>TOTALS</b>	<b>2,945,375</b>	<b>2,981,544</b>	<b>3,005,878</b>	<b>3,084,803</b>	<b>3,223,451</b>	<b>4%</b>

WWTF OPERATIONS & MAINTENANCE BUDGET

DRAFT

01/06/14

Wholesale Rate

2.6294

per 1000 gal

Increase = 4.02%

10:50 AM

Acct. #	Account	FY					% Change 15 vs 14
		FY12 Actual	FY13 Budget	FY13 Actual	FY14 Budget	FY15 Proposed Budget	
720.000	Salaries - Regular	234,206	281,639	265,911	286,000	308,467	7.9%
720.010	Salaries - Overtime	37,242	29,187	38,454	42,000	45,000	7.1%
720.020	Salaries - Part-time	16,505	30,000	9,724	12,000	15,000	25.0%
720.022	Social Security	21,333	26,203	23,076	26,492	28,612	8.0%
720.024	Unemployment Insurance	1,245	1,364	1,116	1,637	1,535	-6.2%
720.026	Workers Compensation Insurance	12,802	12,350	11,597	16,055	16,530	3.0%
720.028	Health Insurance & Other Benefits	91,390	129,319	99,286	124,767	107,085	-14.2%
720.030	Retirement	23,915	28,164	25,412	28,600	30,847	7.9%
720.032	Liability & Property Ins.	23,148	22,174	18,934	25,000	25,000	0.0%
720.040	Interest Expense	98	300	160	500	500	0.0%
723.000	Supplies	13,438	15,000	19,570	17,000	9,000	-47.1%
723.005	Supplies - Laboratory	0	0	0	0	10,000	100.0%
723.013	Chemicals	200,381	185,000	184,638	185,000	195,000	5.4%
723.020	Gas, Grease and Oil	4,770	6,000	5,209	6,000	6,000	0.0%
723.065	Water & Sewer Charge	5,053	4,000	4,150	6,000	7,000	16.7%
724.000	Training, Conferences, Dues	4,157	5,000	4,455	6,500	6,500	0.0%
725.000	Telephone Services	3,174	4,300	3,689	4,300	4,500	4.7%
726.000	Electrical Service	165,181	144,129	183,505	200,000	200,000	0.0%
727.000	Heating	5,501	6,000	10,833	11,000	20,000	81.8%
728.020	Maintenance - Other	81,361	76,000	62,306	70,000	70,000	0.0%
728.030	Vehicle Maintenance - Travel	495	3,500	1,128	3,500	2,500	-28.6%
729.000	Uniforms, Boots, Etc.	4,003	3,500	2,916	4,500	4,000	-11.1%
735.000	Interview Costs	1,716	0	0	0	0	0.0%
745.000	Contract Laboratory Service	7,680	8,000	4,965	8,000	7,000	-12.5%
745.014	Contractual Services	56,497	55,085	55,085	55,668	53,420	-4.0%
745.031	Legal Services	33	2,000	1,007	1,000	1,000	0.0%
745.033	Grit Disposal	5,888	7,000	9,185	7,000	10,000	42.9%
745.034	Sludge Dewatering	203,018	179,000	170,647	150,000	150,000	0.0%
745.035	Sludge Management	140,845	170,400	109,809	170,400	178,000	4.5%
745.041	Audit Services	3,591	3,685	3,753	3,866	4,000	3.5%
745.039	Other Professional Services	3,384	5,000	264	4,000	4,000	0.0%
745.052	WWTF Annual Permit Fee	6,931	7,000	5,129	7,500	7,500	0.0%
750.020	Contribution to WWTF Cap Reserve	130,000	150,000	150,000	170,000	260,000	52.9%
755.023	Capital Outlay	15,861	0	6,382	4,000	10,000	150.0%
	*Budgeted Fund Balance Replenish		20,000	20,000	20,000	0	-100.0%
755.013	**Loan Payment for Deficit (Prin&Int)	54,652	53,250	53,023	51,625	0	-100.0%
TOTAL WWTF BUDGET		1,579,493	1,673,549	1,565,318	1,729,910	1,797,996	3.9%

WWTF OPERATION & MAINTENANCE REVENUES

01/06/14  
10:50 AM

Acct. #	FY12 Actual	FY13 Budget	FY13 Actual	FY14 Budget	FY15 Proposed Budget	% Change 13 vs 12
460.012 Village Wastewater Revenue	660,614	682,342	724,574	692,009	726,876	5%
460.013 Wastewater Charge - Essex	383,529	406,156	406,156	434,242	465,440	7%
460.014 Wastewater Charge - Williston	503,684	536,126	536,126	567,359	569,380	0%
460.031 Interest Income	42	0	0	0	0	0%
460.016 Misc. Pump Station Fees	24,200	24,800	24,800	30,300	30,300	0%
460.026 Shared Septage Revenues	19,254	14,000	19,527	6,000	6,000	0%
460.028 Shared Leachate Revenue	8,031	10,125	12,412	0	0	0%
445.000 Miscellaneous	139	0	1,002	0	0	0%
<b>TOTAL WWTF REVENUE</b>	<b>1,599,493</b>	<b>1,673,549</b>	<b>1,724,597</b>	<b>1,729,910</b>	<b>1,797,996</b>	<b>4%</b>

01/06/14  
10:50 AM

	FY12 Actual	FY13 Budget	FY13 Actual	FY14 Budget	FY15 Proposed Budget	% Change 13 vs 12
<b>Breakdown of Village Revenues</b>						
460.012 Village User Charge	605,620	636,542	664,392	677,209	711,876	5%
460.011 Village Users Penalties	2,999	2,800	3,402	2,800	3,000	7%
460.025 Village Septage Revenues	35,545	25,000	34,714	12,000	12,000	0%
460.027 Village Leachate Revenues	16,450	18,000	22,066	0	0	0%
460.020 Sewer Capacity Lease Agreement	0	0	0	0	0	0%
<b>Total Village Revenues</b>	<b>660,614</b>	<b>682,342</b>	<b>724,574</b>	<b>692,009</b>	<b>726,876</b>	<b>5%</b>

2014/15 WHOLESALE RATE DETERMINATION

FY15

These percentages updated 11/14/13

Williston	32.32%	217	18.05 mo
Essex	26.42%	177	14.75 mo
Essex Jct	41.26%	276	23.04 mo
	100.00%	670	

	FY13 Budget	FY14 Budget	Proposed Budget FY15
TRI-TOWN BUDGET TOTAL	1,673,549	1,729,910	1,797,996
MINUS OFFSETTING REVENUES:			
WWTF FUND BALANCE			
INTEREST INCOME	0	0	0
MISC PUMP STATION FEES	24,800	30,300	30,300
SHARED SEPTAGE REVENUES	14,000	6,000	6,000
SHARED LEACHATE REVENUES	10,125	0	0
MISCELLANEOUS REVENUES	0	0	0
TOTAL OFFSETTING REVENUES	48,925	36,300	36,300
TOTAL AMT FOR WHOLESALE RATE CALCULATION	1,624,624	1,693,610	1,761,696
BUDGET TOTAL FOR RATE CALC.	1,624,624	1,693,610	1,761,696
** FLOW FOR CALCULATION OF RATE (MGAL)	725	670	670
Rate per 1000 Gals Treated			2.629

WHOLESALE RATE HISTORY

2004/05 WHOLESALE SEWER RATE:	1.2260	
2005/06 WHOLESALE SEWER RATE	1.3706	
2006/07 WHOLESALE SEWER RATE	1.4739	
2007/08 WHOLESALE SEWER RATE	1.5734	
2008/09 WHOLESALE SEWER RATE	1.5735	
2009/10 WHOLESALE SEWER RATE	1.8641	
2010/11 WHOLESALE SEWER RATE	2.1452	
2011/12 WHOLESALE SEWER RATE	2.2657	
2012/13 WHOLESALE SEWER RATE	2.4248	
2013/2014 WHOLESALE SEWER RATE	2.5278	
FY 14 PROPOSED WHOLESALE SEWER RATE:	2.6294	4.0%

SANITATION BUDGET

01/06/14  
10:50 AM

Acct. #	Account	FY12 Actual	FY13 Budget	FY13 Actual	FY14 Budget	FY15	% Change 14 vs 13
						Proposed Budget	
720.000	Salaries - Regular	68,565	89,579	82,611	85,049	80,190	-6%
720.010	Salaries - Overtime	6,584	14,100	7,834	10,865	8,000	-26%
720.020	Salaries - Part-time	19,710	9,461	5,068	4,729	12,683	168%
720.022	Social Security	7,394	8,701	6,830	7,822	7,839	0%
720.024	Unemployment Insurance	653	564	540	564	668	18%
720.026	Workers Compensation Insurance	3,861	4,047	3,828	4,285	4,177	-3%
720.028	Health Insurance & Other Benefits	25,088	25,235	32,272	39,416	41,604	6%
720.030	Retirement	7,269	8,958	8,309	8,505	8,019	-6%
720.032	Liability & Property Ins.	5,771	6,091	5,255	5,628	6,800	21%
723.000	Supplies	1,962	500	435	1,000	1,000	0%
723.001	Postage	1,432	1,500	1,633	3,000	3,000	0%
723.020	Gas, Grease and Oil	2,767	3,000	2,817	3,000	3,000	0%
723.041	Meters and Parts	6,110	8,040	0	4,000	2,000	-50%
723.055	Computer Expenses	1,210	1,000	2,397	1,200	2,800	133%
723.065	Water & Sewer Charge	1,269	1,000	142	1,500	1,500	0%
724.000	Training, Conferences, Dues	0	500	0	500	500	0%
726.000	Electrical Service	7,797	8,200	9,422	8,200	8,500	4%
727.000	Heating/Natural Gas	0	0	1,733	1,800	1,800	100%
728.020	Maintenance - Other	503	1,500	404	1,500	1,500	0%
728.040	Pump Station Maintenance	8,893	5,500	3,223	5,500	4,000	-27%
728.060	Sanitation Lines Maintenance	2,097	5,000	6,710	5,000	10,000	100%
728.063	Susie Wilson Pump Station Costs	6,813	8,000	5,805	8,000	7,000	-13%
728.064	West St. Pump Station Costs	10,732	13,500	8,445	13,500	10,000	-26%
729.000	Uniforms, Boots, Etc.	976	1,000	584	1,000	1,000	0%
735.000	Interview Costs	16	0	0	0	0	0%
745.014	Contractual Services	137,193	134,969	134,969	141,636	137,140	-3%
745.015	Right-of-Way Agreements	7,611	8,200	7,902	8,700	8,400	-3%
745.017	Sanitation Line Backup Cleaning	0	0	1,654	0	1,500	0%
745.041	Audit Services	1,530	1,576	1,599	1,646	1,700	3%
745.039	Other Professional Services	601	1,000	179	1,000	1,000	0%
750.020	Contribution to Sanitation Cap Rese	156,356	75,000	162,000	75,000	85,000	13%
755.023	Capital Outlay	9,670	0	0	0	670	0%
TOTALS		510,434	445,721	504,600	453,545	462,990	2.1%

SANITATION FUND REVENUES

01/06/14  
10:50 AM

Account	FY12 Actual	FY13 Budget	FY13 Actual	FY14 Budget	FY15 Proposed Budget	% Change 13 vs 12
500.000 Annual Customer Charge	400,698	383,846	467,414	391,670	403,915	3%
500.001 Penalties	1,995	1,800	2,351	1,800	2,000	11%
441.019 Fed Stag Grant	4,565	0	0	0	0	0%
432.040 Miscellaneous	98,356	20,000	107,731	20,000	20,000	0%
440.000 Interest on Investments	83	0	197	0	0	0%
442.010 2 Party Agreement Revenue	15,000	15,000	15,000	15,000	15,000	0%
442.000 Essex Pump Station Fees	20,912	25,075	18,338	25,075	22,075	-12%
<b>TOTALS</b>	<b>541,609</b>	<b>445,721</b>	<b>611,031</b>	<b>453,545</b>	<b>462,990</b>	<b>2.1%</b>



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## MEMORANDUM

**TO:** Village Trustees and Patrick Scheidel, Village Manager  
**FROM:** Lauren Morrisseau, Finance Director *LM*  
**DATE:** 1/14/14  
**SUBJECT:** Bond Authorization Vote

### Issue

The issue is whether or not the Trustees will ask the Village voters to authorize the Village to bond for certain infrastructure projects, and how many projects will be included in the amount authorized.

### Discussion

Attached is an analysis of the costs for bonding for a group of projects identified as the 5 most important infrastructure projects needed in the Village at this time by the Capital Committee. Projects included are School St. Rd. Reconstruction, Waterline, Sanitary Sewer; Main St. Drainage, Curb, Sidewalk, Bridge, Pleasant St. to Athens Dr.; Hillcrest Drainage, N Hillcrest Water and Drainage; and Maple St. Drainage Pipe Replacement. Below is a summary of the 4 scenarios in the analysis. The Trustees at their all day budget meeting had asked for the cost of bonding if the Main St. project was narrowed to only enclosing the drainage. The Capital Committee recommended that if the project were to be reduced it should still include the new bridge, sidewalk and curbing to Crestview. The Scenario with the Capital Committee recommendation is number 2.

Projects grouped	Amount to Bond	1 <sup>st</sup> year GF Debt Service	2 <sup>nd</sup> Year GF Debt Service	1 <sup>st</sup> Year Est. Tax Rate	2 <sup>nd</sup> Year Est. Tax Rate
1) Top 5 Projects	\$4,945,937	\$118,272	\$369,427	\$0.0111	\$0.0348
2) 4 Top Projects/with Reduced Main St. per Capital Committee	\$3,693,579	\$ 84,602	\$264,258	\$0.0080	\$0.0249
3) 4 Top Projects/with Reduced Main St. With Drainage only	\$3,100,361	\$ 69,259	\$216,334	\$0.0065	\$0.0204
4) 4 Projects – Main St. Excluded	\$2,234,885	\$ 46,875	\$146,415	\$0.0044	\$0.0138

**Cost**

The cost to a Village tax payer with a home assessed at \$266,000 is as follows:

Scenario 1: 1<sup>st</sup> year, \$29.53 2<sup>nd</sup> year, \$92.52

Scenario 2: 1<sup>st</sup> year, \$21.19 2<sup>nd</sup> year, \$66.18

Scenario 2: 1<sup>st</sup> year, \$17.35 2<sup>nd</sup> year, \$54.18

Scenario 3: 1<sup>st</sup> year, \$11.74 2<sup>nd</sup> year, \$36.67

Please note these cost amounts are estimates only based on the Bond Bank's projection of interest rates for its next issue.

**Recommendation**

This is an information item for Trustees discussion.

PROJECTS TO BE FUNDED BY BONDING	Project Total	General Fund	Water Fund	Sanitation Fund
<b>Scenario 1</b>				
School St. Road Reconstruction, Waterline, Sanitary Sewer	725,099	386,010	212,477	126,612
Main St. Drainage, Curb, Sidewalk, Bridge, Pleasant St. to Athens Dr.	2,734,662	2,711,052	0	23,610
Hillcrest Drainage, N Hillcrest Water & Drainage	275,277	208,953	66,324	0
Briar Lane Road Reconstruction, Waterline and Sidewalk	1,185,784	1,042,050	143,734	0
Maple St. Replace Drainage Pipe that Crosses Maple St.	175,337	175,337	0	0
<b>Total Projects to Bond For</b>	<b>5,096,159</b>	<b>4,523,402</b>	<b>422,535</b>	<b>150,222</b>

General Fund Plus Water	4,945,937		
Percentage GF	91%	Tax Rate	Taxes on Avg Home
Percentage Water	9%		
1st year Bond payment just interest	129,320		
General Fund	118,272	\$ 0.0111	\$ 29.62
Water Fund	11,048		
2nd Year Bond Payment	403,936		
General Fund	369,427	\$ 0.0348	\$ 92.52
Water Fund	34,509		

Scenario 2 - Reduce Main St. Project as recommended by Capital Committee	Project Total	General Fund	Water Fund	Sanitation Fund
School St. Road Reconstruction, Waterline, Sanitary Sewer	725,099	386,010	212,477	126,612
Maple St. Replace Drainage Pipe that Crosses Maple St.	175,337	175,337	0	0
Briar Lane Road Reconstruction, Waterline and Sidewalk	1,185,784	1,042,050	143,734	0
Hillcrest Drainage, N Hillcrest Water & Drainage	275,277	208,953	66,324	0
Main St. Drainage, Curb, Sidewalk, Bridge to Cresview, Enclose Drainage to Top of Hill	1,464,612	1,458,694		5,918
<b>Total</b>	<b>3,826,109</b>	<b>3,271,044</b>	<b>422,535</b>	<b>132,530</b>

General Fund plus Water	3,693,579		
Percentage GF	89%	Tax Rate	Taxes on Avg Home
Percentage Water	11%		
1st year bond payment	95,531		
General Fund	84,602	\$ 0.0080	\$ 21.19
Water Fund	10,928		
2nd Year Bond Payment	298,394		
General Fund	264,258	\$ 0.0249	\$ 66.18
Water Fund	34,135		

Scenario 3- Reduce Main St. Project to Drainage Only	Project Total	General Fund	Water Fund	Sanitation Fund
School St. Road Reconstruction, Waterline, Sanitary Sewer	725,099	386,010	212,477	126,612
Maple St. Replace Drainage Pipe that Crosses Maple St.	175,337	175,337	0	0
Briar Lane Road Reconstruction, Waterline and Sidewalk	1,185,784	1,042,050	143,734	0
Hillcrest Drainage, N Hillcrest Water & Drainage	275,277	208,953	66,324	0
Main St. Enclose Drainage, New Curb from Bridge to to of Hill West Side	865,476	865,476		
<b>Total</b>	<b>3,226,973</b>	<b>2,677,826</b>	<b>422,535</b>	<b>126,612</b>

General Fund plus Water	3,100,361		
Percentage GF	86%	Tax Rate	Taxes on Avg Home
Percentage Water	14%		
1st year bond payment	80,188		
General Fund	69,259	\$ 0.0065	\$ 17.35
Water Fund	10,928		
2nd Year Bond Payment	250,469		
General Fund	216,334	\$ 0.0204	\$ 54.18
Water Fund	34,135		

Scenario 3 - Take out Main St. Completely	Project Total	General Fund	Water Fund	Sanitation Fund
School St. Road Reconstruction, Waterline, Sanitary Sewer	725,099	386,010	212,477	126,612
Maple St. Replace Drainage Pipe that Crosses Maple St.	175,337	175,337	0	0
Briar Lane Road Reconstruction, Waterline and Sidewalk	1,185,784	1,042,050	143,734	0
Hillcrest Drainage, N Hillcrest Water & Drainage	275,277	208,953	66,324	0
<b>Total</b>	<b>2,361,497</b>	<b>1,812,350</b>	<b>422,535</b>	<b>126,612</b>

General Fund plus Water	2,234,885		
Percentage GF	81%	Tax Rate	Taxes on Avg Home
Percentage Water	19%		
1st year bond payment	57,803		
General Fund	46,875	\$ 0.0044	\$ 11.74
Water Fund	10,928		
2nd Year Bond Payment	180,550		
General Fund	146,415	\$ 0.0138	\$ 36.67
Water Fund	34,135		



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## **MEMORANDUM**

**TO:** Village Trustees and Patrick Scheidel, Village Manager  
**FROM:** Lauren Morrisseau, Finance Director *LM*  
**DATE:** 1/14/14  
**SUBJECT:** Utility Rates, FY15

### **Issue**

The issue is whether or not to extend the amount of years needed to reach a utility rate which will fund the debt service for the Wastewater Treatment Refurbishment from 5 years to 10 years from now (FY25).

### **Discussion**

In FY13 when our utility rate study was done, it was decided to increase the amount needed for the bond payment by 20% per year. This has resulted in an accumulation of more than will be needed when we enter the first year with a full debt service payment. In addition, we are selling capacity at a rate of \$100,000 per year to Williston which is also designated for the Refurbishment debt service. Because of the extra accumulations, the increased amount added to the Sanitation rate each year can be dropped from \$56,000 per year to \$19,000. This will result in an overall utility rate increase of 5.4% next year instead of 7%.

### **Cost**

There is no cost to the Village for this change but it results in a more gradual increase of the Sanitation rate for the Village rate payer.

### **Recommendation**

Staff recommends the Trustees decrease the additional amount needed for the WWTF Refurbishment bond payment from \$56,000/year to \$19,000 per year.

Utility Charges Comparison

	FY14	FY15	Increase	% Increase
Person using 120 gallons/Day				
Water				
Fixed Charge	84.20	88.04	3.84	5%
Usage (120 Gal/day, 5840 c.f./yr)	81.76	85.85	4.09	5%
Total	<u>165.96</u>	<u>173.89</u>	7.93	5%
WWTF				
Fixed Charge	97.68	102.68	5.00	5%
Usage (120 Gal/day, 5840 c.f./yr)	51.98	54.90	2.92	6%
Total	<u>149.66</u>	<u>157.58</u>	7.92	5%
Sanitation				
Fixed Charge	84.00	89.04	5.04	6%
Usage (120 Gal/day, 5840 c.f./yr)	27.45	29.78	2.33	8%
Total	<u>111.45</u>	<u>118.82</u>	7.37	7%
Total All Utility Rates	427.06	450.28	23.22	5.4%

VILLAGE OF ESSEX JUNCTION

WATER RATES

1/7/2014 10:01

FY 15 RATE SETTING

FIXED CHARGES - EQUIVALENT UNITS @ 120 gpd per EU

	FY 14 RATE SETTING 50% Fixed, 50% Variable		FY 15 RATE SETTING 50% Fixed, 50% Variable	
Water Budget Target	\$	787,839	\$	826,553
Budget Ratio				
Fixed	\$	393,920	\$	413,277
Variable	\$	393,920	\$	413,277
Total Customers/Equivalent Units		4680		4680
Fixed Charge				
Base Rate		\$21.05 per quarter		\$22.01 per quarter
Usage Charge				
Usage Fee		\$0.0140 per c.f.		\$0.0147 per c.f.
Projected Consumption (c.f)		28,158,000		28,158,000
<b>REVENUE</b>				
Fixed Charge	\$	394,056.00	\$	412,027
Sale of Water				
Residential	\$	394,212	\$	413,923
Large User - IBM	\$	87,413	\$	95,527
Other Revenue/Income				
Hydrant Rentals	\$	-	\$	-
Penalties	\$	3,500	\$	3,500
Miscellaneous	\$	15,000	\$	15,000
	\$	-	\$	-
Total Revenue	\$	894,181	\$	939,977
<b>EXPENSES</b>	\$	893,752	\$	938,264
<b>SURPLUS/DEFICIT</b>	\$	429	\$	1,713

Notes:

1. Projected consumption is based on prior 3 year average.
2. Expenses and revenue exclude IBM.

	FY14	FY15	Increase crease	
Person using 120 gallons/Day				
Water				
Fixed Charge	84.20	88.04	3.84	5%
Usage (120 Gal/day, 5840 c.f./yr)	81.76	85.85	4.09	5%
Total	165.96	173.89	7.93	5%

VILLAGE OF ESSEX JUNCTION  
WASTEWATER TREATMENT  
FY 14 RATE SETTING

1/6/2014 11:43

FIXED CHARGES - EQUIVALENT UNITS @ 120 gpd per EU

	FY 14 RATE SETTING 65% Fixed, 35% Variable		FY 15 RATE SETTING 65% Fixed, 35% Variable	
WWTF Budget Target	\$	677,209	\$	711,876
Budget Ratio				
Fixed	\$	440,186	\$	462,719
Variable	\$	237,023	\$	249,157
Total Customers/Equivalent Units		4507		4507
Fixed Charge				
Base Rate		\$24.42 per quarter		\$25.67 per quarter
Usage Charge				
Usage Fee		\$0.0089 per c.f.		\$0.0094 per c.f.
Projected Consumption (c.f)		26,535,000		26,440,112
REVENUE				
Meter Charge	\$	440,244	\$	462,779
Sale of Water				
Customer Charge	\$	236,162	\$	248,537
Other Revenue/Income				
Penalties	\$	2,800	\$	3,000
Septage	\$	12,000	\$	12,000
Leachate	\$	-	\$	-
Total Revenue	\$	691,205	\$	726,316
EXPENSES	\$	692,009	\$	724,442
SURPLUS/DEFICIT	\$	(804)	\$	1,874

Notes:

1. Projected consumption is based on past 12 months.

	FY14	FY15	Increase %	Increase
Person using 120 gallons/Day				
WWTF				
Fixed Charge	97.68	102.68	5.00	5%
Usage (120 Gal/day, 5840 c.f./yr)	51.98	54.90	2.92	6%
Total	149.66	157.58	7.92	5%

VILLAGE OF ESSEX JUNCTION

SANITATION RATE

1/6/2014 11:28

FY15 RATE SETTING

FIXED CHARGES - EQUIVALENT UNITS @ 120 gpd per EU

	FY 14		FY 15 RATE SETTING 75% Fixed, 25% Variable	
Sanitation Budget Target	\$	391,670	\$	403,915
WWTF Debt Payment	\$	112,000	\$	131,000
Total	\$	503,670	\$	534,915
Budget Ratio				
Fixed	\$	377,753	\$	401,186
Variable	\$	125,918	\$	133,729
Total Customers/Equivalent Units		4507		4507
Fixed Charge				
Base Rate		\$21.00 per quarter		\$22.26 per quarter
Usage Charge				
Usage Fee		\$0.0047 per c.f.		.0051 per c.f.
Projected Consumption (c.f)		26,535,000		26,440,112
REVENUE				
Meter Charge	\$	378,588	\$	401,303
Sale of Water				
Customer Charge	\$	124,715	\$	134,845
Other Revenue/Income				
Penalties	\$	1,800	\$	2,000
Miscellaneous	\$	20,000	\$	20,000
Interest	\$	-	\$	-
2 Party agreement	\$	15,000	\$	15,000
Essex Pump Station Fees	\$	25,075	\$	22,075
Total Revenue	\$	565,178	\$	595,223
EXPENSES	\$	453,545	\$	462,990
SURPLUS/DEFICIT	\$	111,633	\$	132,233

Notes:

1. Projected consumption is based on prior 3 year average.
2. Target revenue projection includes phased increase in rates to cover future debt retirement for WWTF refurbishment.

	FY14	FY15	Increase	% Increase
Person using 120 gallons/Day				
Sanitation				
Fixed Charge	84.00	89.04	5.04	6%
Usage (120 Gal/day, 5840 c.f./yr)	27.45	29.78	2.34	9%
Total	111.45	118.82	7.38	7%

**WWTF Refurbishment Bond Payment Cash Flow Analysis**

Assumptions:

\$12,925,000 CWSRF Loan @ 2% Interest

\$1,705,000 Bond at 3.345%

2nd year of payments for Village =

Williston purchases 10k/yr capacity for 5 years @ \$100,000/yr.

Capacity for Payment Allocation		FY11	FY12	FY13	FY14	FY15	FY16	FY17	FY18	FY19	FY20	FY21	FY22	FY23	FY24	FY25	FY26	FY27	FY28
Capacity in gallons		1,220,000	1,210,000	1,200,000	1,190,000	1,180,000	1,170,000	1,170,000	1,170,000	1,170,000	1,170,000	1,170,000	1,170,000	1,170,000	1,170,000	1,170,000	1,170,000	1,170,000	1,170,000
Village		1,100,000	1,100,000	1,100,000	1,100,000	1,100,000	1,100,000	1,100,000	1,100,000	1,100,000	1,100,000	1,100,000	1,100,000	1,100,000	1,100,000	1,100,000	1,100,000	1,100,000	1,100,000
Town		980,000	990,000	1,000,000	1,010,000	1,020,000	1,030,000	1,030,000	1,030,000	1,030,000	1,030,000	1,030,000	1,030,000	1,030,000	1,030,000	1,030,000	1,030,000	1,030,000	1,030,000
Williston		3,300,000	3,300,000	3,300,000	3,300,000	3,300,000	3,300,000	3,300,000	3,300,000	3,300,000	3,300,000	3,300,000	3,300,000	3,300,000	3,300,000	3,300,000	3,300,000	3,300,000	3,300,000
Total Capacity		3,300,000	3,300,000	3,300,000	3,300,000	3,300,000	3,300,000	3,300,000	3,300,000	3,300,000	3,300,000	3,300,000	3,300,000	3,300,000	3,300,000	3,300,000	3,300,000	3,300,000	3,300,000
Capacity %		36.97%	36.67%	36.36%	36.06%	35.76%	35.45%	35.45%	35.45%	35.45%	35.45%	35.45%	35.45%	35.45%	35.45%	35.45%	35.45%	35.45%	35.45%
Village		33.33%	33.33%	33.33%	33.33%	33.33%	33.33%	33.33%	33.33%	33.33%	33.33%	33.33%	33.33%	33.33%	33.33%	33.33%	33.33%	33.33%	33.33%
Town		29.70%	30.00%	30.30%	30.61%	30.91%	31.21%	31.21%	31.21%	31.21%	31.21%	31.21%	31.21%	31.21%	31.21%	31.21%	31.21%	31.21%	31.21%
Williston																			

**Payment Schedule**

SRF Loan	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Vt Mun Bond	84,706	84,473	84,147	83,771	83,308	82,796	82,209	81,524	80,788	79,985	79,165	78,239	77,239	76,165	75,000	73,743	72,400	70,967	69,444
Dec	0	24,473	24,147	23,771	23,308	22,796	22,209	21,524	20,788	19,985	19,165	18,239	17,239	16,165	15,000	14,743	13,767	12,792	11,717
June	0	109,179	108,620	107,918	107,079	896,555	895,456	894,184	892,763	891,224	889,601	887,855	881,079	879,380	877,643	875,846	873,960	872,010	870,000
Total	0	40,032	39,498	38,916	38,289	317,870	317,480	317,029	316,525	315,979	315,404	314,785	312,383	311,780	311,164	310,527	309,859	309,167	308,417
Village Portion	0	0	0	0	0	790,451	790,451	790,451	790,451	790,451	790,451	790,451	790,451	790,451	790,451	790,451	790,451	790,451	790,451

**Village Cash Flows for Project**

Revenues																			
Beginning Designated Balance		378,203	551,287	743,998	676,129	527,649	398,620	289,095	199,116	128,712	77,927	48,544	38,764	39,600	41,072	43,214			
Revenues from rate		56,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000
Revenues From Williston		100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000
Total Revenues		156,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000
Revenues plus designated balance		534,203	751,287	843,998	776,129	627,649	598,620	489,095	399,116	328,712	277,927	248,544	238,764	239,600	242,072	246,214			
Expenses																			
Village bond payment		(38,916)	(38,289)	(317,870)	(317,480)	(317,029)	(316,525)	(315,979)	(315,404)	(314,785)	(314,164)	(313,544)	(312,927)	(312,383)	(311,780)	(311,164)	(310,527)	(309,859)	(309,167)
Ending Designated Balance		551,287	743,998	676,129	527,649	398,620	289,095	199,116	128,712	77,927	48,544	38,764	39,600	41,072	43,214	46,047			



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## **MEMORANDUM**

**TO:** Village Trustees and Patrick Scheidel, Village Manager  
**FROM:** Lauren Morrissette, Finance Director *LM*  
**DATE:** 1/14/14  
**SUBJECT:** Whitcomb Farm Tax Stabilization Agreement

### **Issue**

The issue is whether the Trustees will renew the Village of Essex Junction Tax Stabilization Agreement with the Whitcomb Family LLC with minor changes.

### **Discussion**

The Village's Tax Stabilization Agreement for the Whitcomb Farm property was due to expire this year although the terms included two subsequent three year terms if neither party wished to terminate. Due to the upcoming installation of a solar farm on 15.3 acres of the farm, the Agreement needs to be amended to exclude those acres for two reasons. The first reason is that the Agreement allows passive recreation on the lands under the Agreement. The company leasing the land for the solar farm does not want this use allowed on the land where the solar farm is installed. The second reason is that this property will no longer participate in the current use program, and will be taxed as other real estate by the Village. Other changes to the Agreement include the update of the value of the buildings at 309 South St. and 314 South St. as well as the update of the term of the Agreement to commence with the 2014 tax year.

### **Cost**

There is no additional cost associated with this agreement.

### **Recommendation**

Staff recommends the Trustees approve and execute the renewed Tax Stabilization Agreement with the Whitcomb Family LLC.



## TAX STABILIZATION AGREEMENT

### Whitcomb Family LLC

**THIS AGREEMENT**, made on this \_\_\_\_\_ day of \_\_\_\_\_, 2014, by and between the Village of Essex Junction, Vermont, a municipal corporation organized and existing under the laws of the State of Vermont (hereinafter referred to as the "Village"), and Whitcomb Family LLC (hereinafter referred to as the "Owner").

**WHEREAS**, Section 6.16. Assessment and Taxation Agreement of the Village of Essex Junction, Vermont, Charter, grants authority to the Village Trustees to negotiate and execute assessment and taxation agreements between the Village of Essex Junction and a taxpayer or taxpayers within the Village of Essex Junction, it is agreed as follows:

Eligibility: Owner certifies that it is the owner of the land in the Village of Essex Junction described as Parcel #1005001000 in the Grand List at 315 South Street in Essex Junction consisting of 446.66 acres of land with buildings.

The owner agrees to allow non-motorized recreation that does not conflict with farm operations, such as hiking, dog walking, mountain biking, bird watching, cross country skiing, snow shoeing, sledding, bow hunting, and photography by the residents of Essex Junction for the duration of this agreement.

1. Property: The property included in this agreement is identified in the Town of Essex tax map as parcel 100500100 with the structures at 309 South St. (assessed value \$108,900), 314 South St. (assessed value \$17,200) and the 15.3 acres leased to ERWR Whitcomb Farm Solar, LLC on which the solar farm is located (assessed value \$15,898) excluded. Owner agrees to promptly notify the Village at such time as all or any portion of the land included in this Agreement is conveyed or transferred or ceases to be part of the farming operation.

In the event the Owner shall, during the term of this Agreement, acquire other or additional land used as part of the overall farming operation, the parties may enter into an amendment to this Agreement whereby such additional land becomes part of this Agreement.

2. Term: This Agreement shall be for a period of three (3) years commencing with the tax year 2014, unless the property (or any part thereof) fails to qualify as hereinbefore defined. This Agreement shall be renewed for two subsequent three year terms if neither party elects to terminate it.

**TAX STABILIZATION AGREEMENT**

**Whitcomb Family LLC**

3. Stabilization: The value of the property subject to this Agreement for purposes of assessing taxes by the Village shall be stabilized as follows: the property will be taxed assuming a value of \$0 in the Village Grand List.
  
4. Should the Owner convey or transfer any land which is subject to this Agreement, this Agreement shall terminate on that portion conveyed or transferred and that portion shall be subject to tax pursuant to the provisions of 32 VSA §3846 as amended.

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

VILLAGE OF ESSEX JUNCTION  
BOARD OF TRUSTEES:

\_\_\_\_\_  
Witness

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

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

\_\_\_\_\_  
Lori A. Houghton

\_\_\_\_\_  
Elaine H. Sopchak

\_\_\_\_\_  
Andrew P. Brown

OWNERS:

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Duly Authorized Agent of  
Whitcomb Family LLC



## **MEMORANDUM**

**TO:** Village Trustees  
**FROM:** Robin Pierce, Development Director *RJ*  
**DATE:** January 14<sup>th</sup>, 2014  
**SUBJECT:** Lincoln Street Speed Limits

### **Issue**

The issue is whether or not the Trustees request that VTrans lower the speed limit on a small section of Lincoln Street to 25 miles per hour.

### **Discussion**

The Village has recently completed grant funded lighting and pedestrian improvements on Lincoln Street. To ensure that this new pedestrian corridor is safe for all users, we would like to contact VTrans to ask them to complete an evaluation to determine if it would be possible to lower the speed limit on this section of Lincoln Street to 25 miles per hour. It currently lowers from 30 MPH to 25 MPH in the middle of this project, and we believe that it is important to have a consistently low speed limit on this new pedestrian corridor.

### **Cost**

None anticipated.

### **Recommendation**

It is recommended that the Trustees authorize staff to write a letter to Amy Gamble, staff coordinator for the VTrans Traffic Committee, requesting an evaluation of the speed limit on this portion of Lincoln Street.

(last year's)

## Essex Junction Trustees Legislative Priorities for 2013

### Priorities Relating Specifically to the Economic Vitality of Essex Junction:

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

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

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

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

### Priorities Relating to Ongoing and Potential State Initiatives:

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

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

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

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

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

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

## **Essex Junction Trustees Legislative Priorities for 2014**

**Water Quality** – Support Legislative action that addresses the largest sources of pollution with the greatest return on money invested. Water quality is a long term investment with finite resources. A sustainable direction for moving forward is required for success. Legislation should address all sources of pollution for fairness and broad based compliance without singling out National Pollution Discharge Elimination System (NPDES) permits. Funding distribution shall be broad based and shall minimize cost shift of unfunded mandates to municipalities. Return financial and technical requirements for monitoring the waters of the state to the ANR, not to permit holders.

**Jim Jutras**

**1/8/14**



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

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

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

## **MEMORANDUM**

**TO:** Village Trustees  
**FROM:** Pat Scheidel, Village Manager *PS*  
**DATE:** January 14, 2014  
**SUBJECT:** 2013 Annual Report Cover and Dedication

### **Issue**

The issue is whether or not the Trustees approve the draft 2013 Annual Report cover and dedication.

### **Discussion**

The Brownell Library hasn't been on the cover of the Village annual report cover since 1996.

The Village Trustees last dedicated the annual report to citizen volunteers in 2000. Most of the accomplishments listed in the dedication include volunteer initiatives since that time.

### **Cost**

There are no costs associated with this issue.

### **Recommendation**

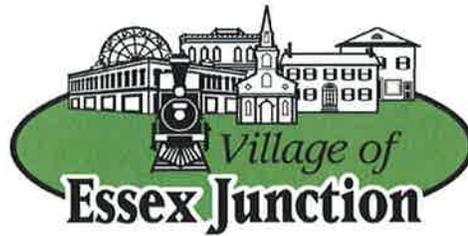
It is recommended that the Trustees approve the 2013 Annual Report cover with the Brownell Library and the dedication to citizen volunteers.

DRAFT

2013  
ANNUAL REPORT  
of the  
VILLAGE OF ESSEX JUNCTION, VT



**DRAFT**



## **DEDICATION**

**WHEREAS**, our local democracy depends on volunteers to serve on boards, commissions and committees; and,

**WHEREAS**, our community is safer because of dedicated volunteers who provide emergency services; and,

**WHEREAS**, the Village government values community involvement and volunteerism; and,

**WHEREAS**, substantial improvements in the community have resulted from involved residents, including but not limited to, Essex CHIPS and Teen Center, a new grocery store, Veterans Memorial Park, Five Corners Farmer's Market, skate, bike and dog parks, beautiful landscaping around the Village Center and community events such as the Memorial Day parade, block party and train hop.

**NOW, THEREFORE, BE IT RESOLVED**, that the Trustees of the Village of Essex Junction, Vermont, dedicate this Annual Report to our volunteers, both past and present, who have made and continue to make a difference.

Dated at Essex Junction, Vermont, this 14th day of January 2014.

### **VILLAGE OF ESSEX JUNCTION BOARD OF TRUSTEES**

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

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

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

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

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



## **MEMORANDUM**

**TO:** Village Trustees  
**FROM:** Pat Scheidel, Village Manager  
**DATE:** January 14, 2014  
**SUBJECT:** Trustees Meeting Schedule

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

#### **January 28 at 6:30 – Regular Trustees Meeting**

- Public hearing on FY 15 budgets and capital programs
- Discuss 2014 Legislative Priorities with Representatives

#### **February 11 at 6:30 – Regular Trustees Meeting**

- Adopt FY 15 budgets and capital programs
- Heart and Soul Presentation

#### **February 25 at 6:30 – Regular Trustees Meeting**

- Public hearing on Multiuse Safety Path
- Adopt Annual Meeting Warning

#### **March 11 at 6:30 – Regular Trustees Meeting**

- Annual Meeting preparation

#### **March 25 at 6:30 – Regular Trustees Meeting**

- Annual Meeting preparation

#### **April 2 at 6:00 PM – Community Supper**

#### **April 2 at 7:00 – Annual Meeting**

#### **April 8, 7 AM to 7 PM – Australian Ballot Voting**

#### **April 8 at 6:30 – Regular Trustees Meeting**

#### **April 22 at 6:30 – Regular Trustees Meeting**

- Board reorganization

**VILLAGE OF ESSEX JUNCTION  
PLANNING COMMISSION  
MINUTES OF MEETING  
December 5, 2013**

- MEMBERS PRESENT:** Diane Clemens (Chairwoman); John Alden, Nick Meyer, Amber Thibeault, David Nistico, Aaron Martin. (Andrew Boutin was absent.)
- ADMINISTRATION:** Robin Pierce, Development Director; Rick Hamlin, Village Engineer.
- OTHERS PRESENT:** Onan Whitcomb, Frank Naef, Brad Luck, Sue McCormack, Chris Halpin.
- AGENDA:**
1. Call to Order
  2. Audience for Visitors
  3. Additions/Amendments to the Agenda
  4. Minutes
  5. Work Session: Comprehensive Plan Update
  6. Other Planning Commission Items
  7. Adjournment
- 

**1. CALL TO ORDER**

Diane Clemens called the meeting to order at 6 PM.

**2. AUDIENCE FOR VISITORS**

*Frank Naef*

Frank Naef, Park Terrace, asked about the number of units versus total square footage in the proposed mixed use development at Five Corners. The warning says 45,000 s.f. of residential space. Robin Pierce said the number has not changed from what was presented by the developer. There was agreement the warning should include information on the number of units in the development.

**3. ADDITIONS/AMENDMENTS TO THE AGENDA**

None.

**4. MINUTES**

*August 2, 2012 & February 21, 2013*

**MOTION by John Alden, SECOND by Aaron Martin, to approve the minutes of 8/2/12 and 2/21/13 as written. VOTING: 5 ayes, one abstention (Amber Thibeault); motion carried.**

*October 18, 2012*

**MOTION by John Alden, SECOND by Dave Nistico, to approve the 10/18/12 minutes with the replacement of Amber Thibeault with Liza Kilcoyne in "Members Present". VOTING: 4 ayes, 2 abstentions (Amber Thibeault, Diane Clemens); motion carried.**

*November 7, 2013*

Postponed to the next meeting.

*November 21, 2013*

**MOTION by John Alden, SECOND by Nick Meyer, to approve the 11/21/13 minutes with correction of Stipulation #8 in the motion for the Thasha Lane development to read: "The lighting shall be removed from the emergency access road." VOTING: 5 ayes, one abstention (Aaron Martin); motion carried.**

## **5. WORK SESSION: Comprehensive Plan Update**

### *OPEN SPACE/RECREATION*

Brad Luck provided updated information on the village parks, the dog park and community gardens. Mr. Luck noted the following:

- The master plan has been updated to cover 2007-2016. A new master plan will be drafted beginning 2017.
- The master plan is used as a guide and most of the obligations and directives outlined in the plan have been met except building sand volleyball courts at Maple Street Park and further investigation of the need for indoor rec space.
- Potential resources to support parks and recreation include:
  - Capital plan – in the past there was one cent on the tax rate for recreation, but this was decreased and held steady at \$75,000. Prudential Committee is considering asking the voters to reinstitute one cent on the tax rate for parks and recreation.
  - Recreation impact fee – staff is researching rec impact fees in the village and will report to the Trustees and Prudential Committee. There are school impact fees in place now that will sunset in 2014. The town does not have a school impact fee, but does have a rec impact fee.
  - Funds from the land acquisition fund (remaining balance in the fund is limited).
- Two of the Heart & Soul values are relevant to recreation: Health and Recreation & Thoughtful Growth. Information can be found on the Heart & Soul website.
- There is not much open space in the village, but there are three parks (Stevens Park, Maple Street Park, and Cascade Street Park).
- Rec needs are growing in the village because the school population in the village is not declining and the aging population is seeking rec opportunities.
- The village should be ready to act if the state land on West Street becomes available for recreation purposes.

There was discussion of folding rec needs and future growth into the comprehensive plan. Diane Clemens asked if the village is seeking free form open space or park-like open space. Brad Luck said there is need for both preservation of open space and green space for passive recreation. Maple Street Park is fully utilized. Have some space in the village for programs would be helpful. The town has a more up-to-date master plan (2011) and speaks to open space, trails, and opportunity for indoor rec space.

PUBLIC COMMENTS

There were no comments from the public on open space/recreation.

*TRANSPORTATION – Sidewalks, Paths, Streetscape*

Rick Hamlin noted changes were made in the text in the transportation section of the plan to use generic terminology, such as “bike facilities” and to do some tune up related to the crescent connector road.

John Alden mentioned people walking in the road because only one sidewalk is plowed and the need to ensure policy to promote safe use of sidewalks and bike paths. Mr. Alden also asked if there is an easy way to let people know where the paths and connections are in the village. Rick Hamlin explained the winter plowing policy per the directive of the Trustees (plow one sidewalk only) is to save money and ensure sidewalks are plowed expediently following a storm. The educational piece is to encourage people to use the sidewalk and make sure the walk is in good condition. One goal of the Bike/Walk Committee is to map all routes and linkages in the village and identify gaps. The committee has also developed a list for use in review of projects. The list helps identify connections to consider. The Bike/Walk Committee is looking at other places in the country that are advanced in bike facilities for ideas. Robin Pierce noted at the last Regional Planning meeting there was discussion of “trunk routes” for commuter cyclists and effort to maintain those routes in good condition.

Nick Meyer asked about traffic calming techniques on main arterial roads into the village. Rick Hamlin said the measures depend on the roadway and could be as simple as speed enforcement or flashing signs to alert a driver to their speed. Mr. Meyer asked if there are limitations due to having a state highway in the village. Mr. Hamlin noted Route 15 through the village is under the control of the village. Route 2A (Park Street and Lincoln Street) is controlled by the state.

Diane Clemens mentioned the goal in the open space section of the plan of eight foot wide sidewalk/path. Rick Hamlin advised this should not be a goal because an eight foot wide sidewalk does not make sense for every location and type of rider. Some bikers are comfortable riding in a vehicle lane or bike lane while others want a separate path. The village needs to have flexibility and look point-to-point in serving the biking and walking community. John Alden urged having the Land Development Code specify some way to accommodate facilities for bikes, pedestrians and cars. Rick Hamlin noted a goal should be to interconnect the village and surrounding communities and accommodate needs as best possible. One goal of the Bike/Walk Committee is a dedicated multi-use path from Essex Junction to Richmond. Transportation Objective 2.8 in the plan encourages neighboring communities to provide information on major developments that could impact Five Corners and on what facilities will be built so connections can be made.

Diane Clemens noted the open space section refers to sidewalks as being passive open space. Rick Hamlin clarified sidewalks can be considered part of open space, but are not passive. Sidewalks are a functional piece of the transportation system and part of the streetscape.

John Alden asked about concrete versus asphalt sidewalks/paths. Rick Hamlin stated concrete is part of the public works standards which are part of the Land Development Code. The public did not like asphalt sidewalks because they were not as neat and clean as concrete. Concrete is more durable and lasts longer than a paved path, especially in less than five foot widths. John Alden asked about primitive trails in the village. Rick Hamlin stated due to safety concerns the public did not want children walking out of sight on paths in the woods. There are a few places with unsigned trails in the areas of Fairview Farm and Warner Ave. The Bike/Walk Committee could have as a goal mapping any informal trails that are known in the village. Mr. Hamlin noted the students in the UVM Engineering Program are looking for projects and could be asked to design a pedestrian link connecting to the state property on West Street from Pearl Street by Harley Davison Motorcycles.

Nick Meyer mentioned the tree planting program for complete streets and the village tree policy to help replenish and maintain trees in the community. It was recalled there was a time when the village had tree lined streets. There was discussion of available space for planting trees (in the right-of-way or on private property). Nick Meyer asked the threshold of the village taking over a private road. Rick Hamlin stated all utilities (sewer, water) must meet the specifications in the Land Development Code. The village would rather not take over short, dead-end streets with a few houses, but must have access to the public water line to the houses on the street.

There was discussion of changes to Park Street due to the crescent connector road which will include a pedestrian sidewalk, bike lane, and allow travel from Park Street to Route 15 even when the chip train is traveling through the village. Robin Pierce noted the village requested construction documents by April 2014 and hopes to complete the road by summer 2015. The crescent connector should be noted in the comprehensive plan.

John Alden asked about including a commuter train in the plan. Rick Hamlin said there is mention of reconnection of service to Montreal, but not commuter rail service because light rail cannot run in combination with freight rail. There is language in the plan that says "utilize rail to the maximum extent to move people and freight". John Alden asked about the status of making the train station ADA accessible. Rick Hamlin said Amtrak is behind in the work and will do just the minimum to be compliant, not the plan presented for the station by the UVM engineering students. There was mention of the better working relationship with the railroad. Rick Hamlin said most of the communication with the railroad of late has been for the new crossing as part of the crescent connector project and to do upgrades at the Central Street crossing. Nick Meyer noted merchants on Railroad Ave. have an issue with people using the bus or train occupying the parking spaces on the street. Rick Hamlin said there will be parking along the crescent connector and the parking lot off Ivy Lane. The parking lot at the federal building is underutilized and the village should again begin discussions about using some of the spaces. CCTA has been asked to relocate the third bus waiting at the station to avoid blocking access to parking spaces.

Diane Clemens asked about pedestrian and bike traffic traversing IBM property to get to Williston. Rick Hamlin said this has not been discussed. A path through CVE property connecting Route 2A to Route 15 has been discussed though. Robin Pierce reported on the path connection to the tree farm off Old Colchester Road from Autumn Pond apartments and the high school. There will be a complete loop around the tree farm and the developer of Autumn Pond will maintain the path connection. Emergency vehicles will be able to use the path to access the soccer fields at the tree farm.

#### PUBLIC COMMENTS

Sue McCormack, resident, spoke of the importance of biking and walking to the community and that these values came out strongly in the Heart & Soul values (Health and Recreation & Thoughtful Growth). Regarding connectivity, people are interested in getting to Richmond or rural parts of the town so having a path would be good. Information should be provided to the public on what is meant by a "bike path", the different kinds of paths and the pros and cons of each. Rick Hamlin said the plan does cover three different paths: shared use, cycle track (separate from the road), and on road (shared with vehicles). The Bike/Walk Committee is discussing doing outreach to schools on paths in the village. The committee is also working on identifying signal loops that are triggered by bikes so markings can be painted on the pavement for bikes to trigger the lights.

There were no further comments.

#### 6. OTHER PLANNING COMMISSION ITEMS

Minutes to be approved at the next meeting:

- November 7, 2013
- December 5, 2013

#### 7. ADJOURNMENT

**MOTION by John Alden, SECOND by Aaron Martin, to adjourn the meeting.**  
**VOTING: unanimous (6-0); motion carried.**

The meeting was adjourned at 7:50 PM.

Rcdg Scty: MERiordan



**VILLAGE OF ESSEX JUNCTION  
PLANNING COMMISSION  
MINUTES OF MEETING  
December 19, 2013**

- MEMBERS PRESENT:** Diane Clemens (Chairwoman); John Alden, Nick Meyer, Amber Thibeault, David Nistico, Aaron Martin, Andrew Boutin.
- ADMINISTRATION:** Robin Pierce, Development Director.
- OTHERS PRESENT:** Paula DeMichele, Hugh Gibson, Ned Daly, Aaron Stewart, Heather Collins, Katharine Fry, Elaine Sopchak, Frank Naef, Greg Duggan, Linda McKenna, Susan McCormack, Henri de Marne, Anne Whyte, Tim Kemerer, Lori Houghton, Jessica Martin, Dan Kerin, Brett Grabowski, Peter Smiar, Greg Rabideau, Jason Starr (Essex Reporter).
- AGENDA:**
1. Call to Order
  2. Audience for Visitors
  3. Additions/Amendments to the Agenda
  4. Minutes
  5. Public Hearing
    - Final Site Plan, 15,000 s.f. commercial space on the first floor, 45,000 s.f. three story residential space, underground parking, waiver of Section 703.B.2 (Loading Requirements), 4 Pearl Street, Milot Real Estate, agent for Chittenden Trust Co., owners
  6. Other Planning Commission Items
  7. Adjournment

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**1. CALL TO ORDER**

Diane Clemens called the meeting to order at 6 PM.

**2. AUDIENCE FOR VISITORS**

There were no comments at this time from the public.

**3. ADDITIONS/AMENDMENTS TO THE AGENDA**

None.

**4. MINUTES**

*November 7, 2012 & December 5, 2013*

**MOTION by John Alden, SECOND by Nick Meyer, to approve the minutes of 11/7/12 and 12/5/13 as written. VOTING: unanimous (6-0)[Andrew Boutin not present for vote]; motion carried.**

**5. PUBLIC HEARING**

**Final Site Plan for 15,000 s.f. commercial space on the first floor and 45,000 s.f. three storey residential space, underground parking, and waiver of Section 703.B.2**

**(Loading Requirements) at 4 Pearl Street in the Village Center District by Milot Real Estate, agent for Chittenden Trust Co., owners**

Greg Rabideau, architect, and Peter Smiar, engineer, appeared on behalf of the application. The Planning Commission noted numerous letters were received at the start of the meeting regarding the application. The letters will be reviewed and placed on file.

**APPLICANT COMMENTS**

Greg Rabideau reviewed revisions to the site plan for the mixed use project in the space currently occupied by Peoples United Bank, highlighting the following:

- There will be 70,000 s.f. of new space comprised of 17,000 s.f. of commercial space on the ground floor and three levels of residential space (51 units with 25 one bedroom apartments and 26 two-bedroom apartments).
- Parking will be underground (garage) and at-grade behind the building.
- The project is redevelopment of the downtown to contribute to revitalization of the village center.
- Building design is compatible with the Victorian era settlement in the village, particularly the Brownell Block.
- The proposed building is broken up with color and texture and recessed sections to avoid a monolith.
- There are multiple commercial spaces, but tenants at this point are not identified.
- The apartments have an interior elevator and interior corridors.
- An urban approach along Park Street and Pearl Street was taken with new street trees of 5" caliper. Maple, elm, and white oak are the varieties. The trees will be in a grate with a steel grill.
- The building is set back from the property line to create social space. The streetscape will have concrete, pavers, waste receptacles, tables, benches, bike racks.
- There is a loss of parking spaces in order to create the social space so a waiver for parking is requested. Also, parking can be shared because the businesses will likely be open when most of the residents are gone to work so parking will be available. The building is an easy walking distance to public transit service.
- There is a variety of layouts for the apartments with regard to location of bedrooms to living space.
- The arched windows facing Five Corners have loft style apartments with two bedrooms. The second bedroom has access to an outside terrace at the back of the building.
- Building façade presents opportunity for tables and chairs for the businesses.
- The pavers are within the property boundary. Discussion is ongoing of whether the village will allow pavers in the right-of-way. The pavers are clay brick lugged and of concrete color over a sand bed so water percolates to the street trees.
- Building façade materials include 350M brick as the nearest match to Drury brick, composite siding of dark blue and dark green, and glass. Colors and materials are synthesized to those prevalent in the village. The glass reinforces

that the building is a collection of smaller structures. Amenities are in black steel including the dumpster enclosures. There is cornice and awnings on the building.

- Color scheme is blue on Park Street and green on Pearl Street. The wings of the building are dark to reinforce relief of the projecting bay windows.

Views of the building from Park Street, Pearl Street, and Five Corners with the street trees at planting and at 15 years growth were shown.

Peter Smiar reviewed the proposed underground storm water runoff system, noting the following:

- Presently water runs across the lawn of the bank and infiltrates or drains into a catch basin then to the municipal system.
- The proposed system will have temporary storage of the water underground to allow percolation into the sandy soil.
- Flow from the streetscape will go to the municipal system.
- Runoff from the roof top will go to the underground treatment.
- Flow from the parking lot and access drive will be directed to the underground infiltration system.
- A majority of runoff from the site will go into the underground infiltration system. There is a significant reduction of drainage with the proposal versus the existing site.
- Regarding traffic circulation on the site, there will be a one-way drive aisle through the at-grade parking. The parking spaces are angled.
- The angled parking spaces are requested to be 8.5' wide to facilitate circulation on the site.
- There is an access drive to Pearl Street.

#### STAFF REPORT

The Planning Commission received a written staff report on the application, dated 12/19/13. Robin Pierce noted the storm water system design exceeds Land Development Code requirements. Parking on the site is constrained because the building was moved back from the property line to create social space in front where people can walk and sit. The sidewalk width is 23' to 33' in front of the brick façade then narrows to 24' wide. For comparison the sidewalk in front of Martone's is 12'-15' wide.

John Alden commented about the following:

- Easement between the applicant's property and the property to the west on Pearl Street - Brett Milot confirmed there is an easement and the property owner is satisfied with the design of the building.
- Recessed curb shown on the site plan - Peter Smiar explained the recessed curb is where the curb drops down at the access road.
- Exit stair into the driveway and extent of railing around the ramp into the parking garage – Greg Rabideau said there is a 42" high fence for fall protection that also is for the dumpster enclosure. The exit to the driveway can be reexamined.

- Differences in the information received now versus what was received a week ago – Greg Rabideau said the new information is a response to the comments of the Planning Commission.
- Bollards with lights – Greg Rabideau pointed out the bollards on the curve are an implied boundary to the traffic. Lights are not shown on the plan.
- Resident entry at the back of the building has no canopy cover for protection – Greg Rabideau agreed this should be added.
- Trees that provide filtering and shade appropriate for the street environment – the applicant confirmed this is the objective. Ground cover will be a carpet juniper. Tree location on Park Street is on the property side of the sidewalk. Trees are farther out on the Pearl Street side. Robin Pierce noted the tree location is to distinguish between the two sides of the building. The property owner will maintain the sidewalk from curb to building from the vehicle access on Pearl to the vehicle access on Park Terrace.
- No left turn onto Pearl Street from the site – the applicant will take this into consideration.
- Number of parking spaces (38 surface and 48 underground) and not having a space for each unit, acknowledging that the project is designed around public transit being available and that the building could be larger if the ‘social gathering space’ in the front is eliminated – Greg Rabideau stated the driveway took up five parking spaces. Brett Grabowski pointed out there is a high prevalence of one bedroom units in the structure and there is parking for each.
- Material between the brick – Greg Rabideau said cement composite panel with color that blends with the window component will be used.
- Mechanical equipment on the roof – Greg Rabideau said there may be some on the roof. The pad at the back of the parking lot is a transformer. The building will have air conditioning.
- Variation in pitch relative to other buildings in the area (other buildings have pitched roofs versus the flat roof of the proposed building) and the ratio of window opening and glass to brick presents a more modern design (the building could be taller with more brick and space between the window and cornice or the size of the windows could be reduced to allow for more brick) – the applicant will take this under advisement.
- Awnings feel blank and flat compared to the rest of the building (a header course may be needed) – the applicant will take this under advisement.
- The building is well done for street life and the addition of more trees on the corner gives a strong feeling of activity (the development code calls for what has been designed) – the applicant concurred.
- Molded cornice – Greg Rabideau explained the cornice is built by the piece to achieve the needed heft. Brackets are on the corner bay to note the difference in the building sections.
- Canopy over the resident entry in the back of the building – the applicant confirmed this will be added.

Nick Meyer asked about the following:

- Removing and rebuilding sidewalk on Pearl Street – Greg Rabideau said the construction can likely be done without the need to rebuild the sidewalk. The sidewalk that is replaced will be done to village standards.
- Streetlights and gas lines around the building – Peter Smiar stated municipal services (water, sewer) are on the Pearl Street side of the building. Vermont Gas has not been contacted as yet, but it is expected that the utilities will be in a narrow strip of area. There are some building mounted lights and the streetlights that are now in place. There will be three pole lights with two down shield, LED cutoff fixtures each in the parking area and a light on the western side of the lot. A light will be on the retaining wall illuminating the parking garage ramp entrance.
- Tree species and having enough soil volume to be able to survive and thrive (consider using cells underground for soil volume and to help with storm water or plant smaller caliper trees, such as 3” caliper) – Greg Rabideau stated the \$168,000 landscape budget will allow determining what approach works best, smaller trees or advanced technology.
- Convert to condominiums if the market changes and providing the village with the documents specifying who takes care of what – Greg Rabideau said it is not expected the apartments will convert to condos. There can be assurances from the property owner.

Aaron Martin commented on the following:

- Traffic impacts – Peter Smiar stated data for a bank with drive-through service was used for trip generation analysis versus the proposal and the bank had high trip generation compared to the in-fill residential project located near public transit services. The project is designed to promote walkability. The nature of the project is more toward promoting the reduction of traffic. Also, there is a suggested condition of approval that further analysis of traffic be done if necessary in the future.

Diane Clemens asked about the following:

- Roof terrace - Greg Rabideau said the terrace is only available to the loft style units.
- Utility room with hot water storage tanks and the boiler in the garage – Greg Rabideau assured there will be protection from the cars. Some buildings have the utility rooms within the building.

Andrew Boutin asked about the following:

- Number of restaurants and delivery trucks anticipated, expressing concern about parking on the street for deliveries - Peter Smiar stated a box truck design was used to layout the traffic circulation on the site. Mr. Rabideau noted tenants are not known at this point. Pearl Street side appears to be more appropriate for office use. Park Street side of the building has higher ceilings and may be more appropriate for other commercial uses. Deliveries can be managed through the lease. There could be a condition of approval that no trucks beyond a certain size are permitted to deliver to the site or there could be ‘black out’ times for deliveries. Businesses can dictate the size of the truck and time of deliveries.

- Having a generator to provide power in an outage so the drainage system continues to work – Greg Rabideau stated an emergency generator has not been planned for the building. The volume of water will be contained in the sump in the catch basin as well as the water running down the ramp. The facility will be designed to accommodate the volume. The air ventilation system in the building will help prevent standing water. Some of the businesses that locate in the building may require their own generator in case of a power failure.
- No canopy on the front of the building facing Five Corners – Greg Rabideau pointed out there is “lots going on there” and the point was to highlight this. A canopy can be added if necessary.

#### PUBLIC COMMENTS

Ned Daly, Pleasant Street, commented the building was ‘softer’ looking when rounded. The revised design makes the building stand out more. The issue is access and parking to the ‘showcase location’. The site has the toughest left turn in town and there will be empty stores if the parking and access do not work. Renderings of the building should be posted on line.

Katharine Frye, Hiawatha Ave., asked about security for the building and the driveway into the parking area.

Anne Whyte, School Street, made the following comments:

- Proportionality of the proposed building to other structures in the neighborhood and nothing has been shown to demonstrate the relationship in height and scale to buildings in the neighborhood. Ms. Whyte showed a superimposed picture of the CCV building in Winooski (four story brick) and Lincoln Hall, noting the four story building dwarfs Lincoln Hall. The proposed building should be shown to scale with Lincoln Hall. A rendering showing more of the surrounding building so the scale is apparent should be done.
- Traffic is an issue. Traffic backs up at Five Corners. If a left turn out of the site cannot be made, traffic will back up on the site and drivers will get frustrated and make poor decisions. To make a left turn off School Street onto Pearl Street is a challenge and sometimes requiring a right turn and working around to go left. It is not a good idea to have so many units with tenants and employees using the narrow entrance and narrow street. The bank traffic generation was not as high as the proposal.
- Parking is shown on Park Terrace which is one of the narrowest streets in the village and there is no sidewalk. Cars backing out of the spaces will conflict with cars turning onto Park Terrace.
- Ms. Whyte has operated a business in Winooski for the past 20 years and has been successful in less than 1,000 s.f. of space, but cannot dictate the size of delivery trucks. Deliveries are offloaded and brought into the store up to four times each month. There is no loading dock. Deliveries to the proposed buildings for businesses or tenants will block traffic and create a dangerous situation.
- Just because the building fits does not match the reality of the commercial tenants and working logistically. A bakery would have morning hours and restaurants

would be open in the evenings so apartment tenants and guests would be at the site at the same time.

- The social space fronts Route 15 and Five Corners is not a place for children or pets that may live in the apartments.
- Part of respecting the urban experience is respecting the need for people to have real space.

Henri de Marne, Essex, stated the existing bank, lot and building is an oasis of peace in scale with the Lincoln Inn and the roof tops of surrounding buildings. The proposed building is far out of scale and will turn the area into a downtown Winooski. To do a rendering to show the scale of the building to surrounding buildings would require scanning at the roof level otherwise the building in the background will appear smaller. To access the bank drivers had to use Park Terrace and exit to the right. This will be the same pattern with the proposed building, but far worse. Regarding outdoor tables in the social space, no one will want to sit in the area with the fumes and noise from the traffic. If the site were developed for only a commercial venture, there would be plenty of space for tables and seating. There are two large apartment building projects in the village already (Park Street and Lincoln Street). The proposal will add over 50 more units and if there is not the demand then there will be vacancies.

Linda McKenna, School Street, requested more meetings and information on the proposal so the village at large can be informed. Ms. McKenna asked if the apartments will be rentals or condos for sale and the type of tenants allowed (i.e. subsidized housing). Ms. McKenna also asked about the length of construction time and if there is a snow removal plan.

Hugh Gibson, School Street, stated the building is nice, but too big for the space. The space is the heart of the village. The developer is asking for a waiver for the loading dock and for parking because the building is out of scale for the site. The number of parking spaces proposed at the July 18 meeting on the project was under the requirement in the development code and now the number is being further reduced due to the setback of the building and the width of parking spaces. There may be other issues yet uncovered, such as the width of Park Terrace as a legal road and no sidewalk and changing the neighborhood to commercial. Noise from another business in the area has been an issue, but the regulations are not being violated. The Village is asking that the regulations and development code be followed, but concessions are being made to businesses at the expense of residents.

Jessica Martin, Redwood Terrace, spoke of the transient population in the housing units in Winooski and the new restaurants in old construction which livened the area more so than the large housing buildings. Ms. Martin questioned adding housing without dealing with traffic in the area.

Frank Naef, Park Terrace, pointed out the Village taxpayers pay for the development code and implementation of the code. Mr. Naef noted:

- Typically waivers are granted for obstructions or problems on the property not created by the proposal. The site is flat with no obstructions. The issue is the building is too big for the corner. The developer is asking for waivers so the proposal is not meeting the development code requirements.
- Safety on Park Terrace with truck maneuvers and parking is an issue. Park Terrace is 19'6" wide and UPS trucks making deliveries stop on the road. There are no sidewalks.
- Park Terrace was changed to one-way for a portion to decrease cut-through traffic. With the proposal there will be more traffic and frustrated drivers who cannot get into the flow of traffic on Route 15.
- There is lots of traffic at Five Corners and putting tables and chairs on the corner will not work. As a biker riding with the traffic the fumes are significant.
- Regarding deliveries, a small 15 seat restaurant will have four or five delivery trucks each week. The trucks will stop on Park Terrace. Belted Cow with 45 tables gets seven or eight deliveries a week. Windjammer serves 1,000 people from Thursday through Saturday and has 24-30 deliveries each week.
- The amount of parking is not known since tenants for the first floor are not known. The parking study for the apartments was not for commercial uses.
- There are 17 places serving food within a quarter mile of the site.

Tim Kemerer, Hillcrest Road, said he walks the corner every day and having 24' to 30' of space is better than what is there today. The building fits with the downtown of the village and where development of the downtown center is wanted and expected in the second largest community in the state. Parking and deliveries are issues so more consideration to the layout and Park Terrace should be given. The Village needs to be clear on what the waivers are for and why they are being granted. There should be community discussion on what the rules are and what people want.

Sue McCormack, East Street, stated traffic is a vexing issue in the Village. The Planning Commission must look at the project through the lens of the development code. Through the Heart & Soul project the proposal aligns with core values expressed in the community values. Safety is a value. Vacant buildings are a concern. The proposal will create opportunity for people to be downtown at night and have more activity in the area. The local economy and creating more retail space was another value as was community connection so having space for a coffee shop with WiFi and other retail space will be good. Thoughtful growth was another identified value. Vibrant downtown that is walkable is good.

Greg Rabideau and Peter Smiar responded to the comments as follows:

- Engagement by the community is appreciated.
- Half of the apartment units are one bedroom and not typically with family units with school children. The study showed 10% of school age out of the overall population.
- The units are rentals.

- There is electronic security access to the building via a keypad or key and a security grade roll down door on the garage. There are no control arms on the parking lot.
- The building is located where intense development is encouraged per the development code of the Village. It is unfair to compare the building to buildings in Winooski because the structures in Winooski are closer to the street and six stories in height with 16' wide sidewalks. The sidewalk in front of the proposed building is twice as wide. The building has 9' high ceilings while the buildings in Winooski have 12' floor to floor height with the first floor even higher. The façade of the buildings in Winooski is flat and industrial materials were used.
- The crescent connector road to be built in the village has the potential to a different experience with traffic in the area. The project fits with the crescent connector project which will move traffic more efficiently and help with turning movements.
- The proposed development is being done in the context of other projects in the village to improve the downtown.
- Regarding tables adjacent to traffic, a pizza shop in Richmond puts tables in the parking lot and the tables are consistently fully occupied. The proposal is urban for urban living. People will use the space if designed well. There are other examples in Burlington of outdoor social space in an urban setting.
- The proposal is intended to occupy the space and have people live there. Businesses will thrive with people living at the site.
- There are alternatives for additional parking which can be further explored. If the building is moved to the property line then the parking waiver is not needed, but the social space would be lost. Parking will be shared by the occupants. One parking space per unit and a few for overflow is adequate. There is enough parking for the apartments. Parking for the businesses is not known at this time. There is parking on Main Street so showing parking on Park Terrace is not unique in the village.
- Angled parking spaces are easier to use than parallel parking spaces. The size of a parking space ranges from 7'4" wide to 9'6" wide. The request is for 8'5" wide angled parking spaces and the reference documents demonstrate this will work.
- The project as proposed strikes a good balance. Experience has shown with one and two bedroom units the tenants are not all at the site at the same time.
- There is bus and train service nearby.
- A 42' tall building with 10' from floor to floor and 12' on the ground floor is not inappropriate for the location and is better here than out on the periphery like the box stores in a neighboring town. A two bedroom house is 19' in height plus the roof for comparison.
- Small businesses are envisioned in the building and perhaps one anchor, not enormous places. Business owners will look at the property to see what works for them before locating there. The business can set rules for delivery and manage that. Business owners are interested in the site, but cannot commit because the construction completion date is not known at this time.
- The project is not subsidized housing and will be market rate apartments.

- The property owner can restrict pets. The site is within walking distance to area parks for outdoor recreation.
- The rules of the Village and the feedback received from the Planning Commission were followed with the design. The development is a stage in the evolution of the Village.
- Commercial uses in the first floor of the building were included in the traffic study and there was still a reduction of trips from the site compared to a drive-through bank. ITE Manual guidelines were followed.
- Materials have been submitted to the village planning office. The models are mathematically accurate so what is seen in the renderings and the relationship to Lincoln Hall is accurate.
- Snow will be trucked off the site within two days.
- There is lighting on the building and security measures. The project will provide a presence and lighting on the street which will help with security.
- Construction period will be 15-16 months. Permitting must be complete before construction can begin. The construction will likely coincide with the crescent connector road project.
- The storm water system goes beyond the requirements for drainage in the village.

There were no further comments.

**MOTION by Andrew Boutin, SECOND by David Nistico, to close the public portion of the hearing on 4 Pearl Street. VOTING: unanimous (7-0); motion carried.**

#### DELIBERATION/DECISION

##### Final Plan, Commercial & Residential Development, 4 Pearl Street, Milot Real Estate

There was discussion of the following:

- Parking – decreasing the size of the parking spaces and moving the building back gains public space to be maintained in perpetuity by the property owner.
- Drainage – the applicant has exceeded storm water retention requirements of the village.
- On-site color mockups will be done by the applicant.
- The landscape plan needs to be modified with regard to the sustainability of the trees to be planted and to review options within the budget.
- Comments from village departments (engineer, fire, public works) have been addressed.
- A permit from the village is needed to demolish the existing building. The state will also be involved because the existing building is commercial.
- Signs can be posted on upper Park Terrace indicating “Residential Traffic Only”. There is a “No Parking” sign on Park Terrace now.
- A sign stating “Right Turn Only” should be posted at the access road to Pearl Street or the road should be entry only.
- A traffic study should be done after six months of occupancy.
- A loading zone area by the slip lane to Pearl Street could be designated.

- The residential exit door can be recessed to allow space before entering the parking lot.
- A two hour limit on parking in public spaces to ensure turnover could be implemented. Residents would be exempt from the time limit.

*WAIVERS*

**MOTION** by Aaron Martin, **SECOND** by David Nistico, to approve a waiver for the width of parking stalls to 8'6". **VOTING: unanimous (7-0); motion carried.**

**MOTION** by John Alden, **SECOND** by Aaron Martin, to grant a waiver for the loading dock as requested by the applicant with the stipulation the loading area be designated within the property at the west end of the building by the Pearl Street entrance. **VOTING: unanimous (7-0); motion carried.**

*DECISION*

**MOTION** by John Alden, **SECOND** by David Nistico, to grant Final Plan approval to Milot Real Estate, agent for Chittenden Trust Co., owner, for 15,000 s.f. commercial space on the first floor and three story 45,000 s.f. of residential units with underground parking, and waiver of Section 703.B.2 (Loading Requirements) at 4 Pearl Street in the Village Center District with the following stipulations:

1. All staff and Village Engineer comments shall be addressed and satisfied prior to the issuance of a permit.
2. The loading requirement is waived with the stipulation the loading area be designated within the property at the west end of the building by the Pearl Street entrance.
3. The diagonal parking width is approved at 8'6".
4. The applicant shall maintain in perpetuity the sidewalk between both vehicle accesses to the property provided Public Works approves the recommendation.
5. The parking is adequate for the site in the Village center.
6. The applicant shall provide and maintain public space (sidewalk and plaza) in front of the building.
7. Storm water retention regulations have been exceeded by the proposal.
8. The applicant shall supply onsite color mockups.
9. The landscape plan shall work within the guideline of 2% of total project cost and the applicant shall work with Village staff and other appropriate professionals (engineers, landscape designers) on changes to the benefit of the tree plantings.
10. The applicant shall submit a traffic study within six months of 50% occupancy of the building to determine adverse traffic impacts to surrounding transportation infrastructure and the scope of the traffic study shall be determined by the Village Engineer, and further, the applicant shall mitigate all negative impacts as determined by Village staff based on a proportionate percentage of traffic generated from the new building.

11. **“Right Turn Only” shall be stipulated from the site on the exit to Pearl Street.**
12. **Entries and exits to the building shall be protected and separated from the access drives.**
13. **The residential entry shall be a protected entry.**
14. **The applicant shall work with staff to slightly reduce the glazing in the center bay of the brick structure.**
15. **Increase in the brick pattern in the signage band is encouraged.**
16. **Roof top equipment shall be screened from view from the street.**
17. **Recommended signage includes “Resident Only” on Park Terrace at the western end of the subject property.**

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

**6. OTHER PLANNING COMMISSION ITEMS**

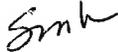
None.

**7. ADJOURNMENT**

**MOTION by Amber Thibeault, SECOND by Aaron Martin, to adjourn the meeting. VOTING: unanimous (7-0); motion carried.**

The meeting was adjourned at 9:55 PM.

Rcdg Scty: MERiordan



**VILLAGE OF ESSEX JUNCTION  
CAPITAL PROGRAM REVIEW COMMITTEE  
MINUTES OF MEETING  
December 3, 2013**

**MEMBERS PRESENT:** Andrew Brown (Chairman); Rick Hamlin, Richard Donahey. (David Nistico was absent.)  
**ADMINISTRATION:** Lauren Morrissette, Co-Assistant Village Manager.

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**1. CALL TO ORDER**

Andrew Brown opened the meeting at 6 PM.

**2. MINUTES**

*November 5, 2013*

**MOTION by Rich Hamlin, SECOND by Rich Donahey, to approve the 11/5/13 minutes as presented. VOTING: unanimous; motion carried.**

**3. BOND INFORMATION**

The memo from Susan McNamara-Hill to Lauren Morrissette, dated 11/26/13, regarding the procedure for bond votes was reviewed. The waste water treatment plant bond vote was in 2011. Cost for legal work associated with a bond is between \$3,500 to \$5,000. There are five capital projects with bonding in the budget. Projects to move up on the list (for FY15) are Woods End construction, library security cameras, Algonquin water line, Railroad Ave. water line, and paving. Old Colchester Road sewer is slated for FY19, but this is questionable. Surveillance cameras at the library are recommended by Vermont League of Cities and Towns and there may be grant money available. Next in line on the list of projects are:

- Central Street water line
- North Street water line and sewer
- Thasha Lane
- West Street
- Pearl Street

Lauren Morrissette reviewed the five priority capital projects totaling \$5.3 million and the bond payment amounts for the first two years:

- First year payment (interest only) \$133,500 - General Fund pays \$122,575, Water Fund pays \$10,925
- Second year bond payment \$417,26 - General Fund pays \$383,118, Water Fund pays \$34,148

There was discussion of securing a bond for \$5 million and drawing down the amount needed for a project as it is done. There was also discussion of whether there is a timeframe within which the bond money must be used. Lauren Morrissette will investigate the matter. Three options to pay for projects include:

- Continue to contribute \$300,000 per year to the capital fund and accrue the needed funds for projects. The drawback is that infrastructure continues to deteriorate while the money is being accrued.
- Bond for projects.
- Institute a short term tax increase.

Examples of the impact of a short term tax increase on a median value house in the village:

- \$150 one time increase for the School Street project
- \$675 one time increase for the Main Street project
- \$75 one time increase for the Hillcrest project
- \$350 one time increase for the Briar Lane project
- \$44 one time increase for the Maple Street project

Bond payment for \$5 million to cover all five projects for a median value house (\$266,000) is an average of \$93 per year over 20 years.

The terms of a \$5 million bond is 3.65% interest over 30 years.

There was discussion of setting money aside now in a fund for projects on the horizon (similar to the rolling stock fund, but for road projects). There was mention of doing the Main Street project and coordinating with the state paving and striping schedule to save money. There was brief explanation of how the village addresses roads that need repair (Public Works Director knows the road conditions and targets the work). It was suggested an inventory of critical road reconstruction in the village should be created in order to prepare and pay for the work. Municipal buildings and rec facilities should also be included in the inventory.

#### **4. MEETING SCHEDULE**

##### Next meeting

- January 7, 2014, 5:30 PM – 6:30 PM.

#### **5. ADJOURNMENT**

**MOTION by Andrew Brown, SECOND by Rick Hamlin, to adjourn the meeting.**

**VOTING: unanimous; motion carried.**

The meeting was adjourned at 7:10 PM.

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



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

December 17, 2013

Mr. James Jutras  
23 Downes Road  
Underhill, VT 05489

Dear Jim,

On behalf of the Village Trustees and myself, we would like to extend our sincere congratulations on being chosen for the 2013 Regional EPA Wastewater Treatment Plant Operator Excellence Award. This recognition of your significant contributions is well deserved. It's great that others outside the Village organization recognize your competence as much as we do.

We know that the Village of Essex Junction is extremely fortunate to have someone with your expertise, experience and dedication to manage the Wastewater Treatment Facility. Your excellent service at the facility for the past 23 years is very much appreciated.

Sincerely,

A handwritten signature in blue ink that reads "Patrick C. Scheidel". The signature is written in a cursive style.

Patrick C. Scheidel  
Village Manager

cc Village Trustees



CHAMPLAIN WATER DISTRICT  
Dedicated to Quality Water & Service



First In The Nation ~ Excellence In Water Treatment, Partnership For Safe Water

Date: December 19, 2013  
To: CWD Served Municipal Systems  
From: Jim Fay, CWD General Manager  
RE: 2014-2015 Fiscal Year Budget

*Jim Fay*

RECEIVED

DEC 23 2013

City of Essex Junction

CWD's publicly elected Board of Water Commissioners has finalized the fiscal year budget for July 1, 2014 to June 30, 2015 setting the uniform wholesale water rate at \$1.913/1000 gallons from the existing \$1.84/1,000 gallons. This is an increase of 7.3 cents per 1000 gallons, or a 3.97% increase. Assuming this CWD wholesale increase is fully passed along in each retail rate within CWD's twelve served municipal water systems, the average family will see a 43 cent per month increase (\$5.18/year) in water costs.

Please find attached a table titled "Comparative Retail Water Rates" which was just updated as of our December 2013 survey of CWD served systems, as well as a table titled "CWD Wholesale Increase Impact on Served Municipal Systems". Please note that a family using 71,000 gallons/year (195 gallons/day), within CWD's twelve served municipal water systems in Chittenden County, has a present annual average water cost across CWD's served systems of \$281.04 per year (\$23.42/month). Of this \$281.04/year, \$130.64/year (\$10.89/month) is paid to CWD under the uniform wholesale water rate, and the remaining \$150.40/year (\$12.53/month) is the average retained by the respective served CWD municipal water system. With CWD's rate increase from \$1.84/1000 gallons to the proposed \$1.913/1000 gallons, the average family using 71,000 gallons per year will see an increase of \$5.18 per year (43 cents/month). If this CWD increase of 7.3 cents per 1,000 gallons is fully passed on, the average Retail water rate will increase an average of 1.84%, with a high of 2.44%, and a low of 1.35%, given the varying retail markups to the CWD uniform wholesale water rate across the twelve CWD served municipal water systems.

Please contact Jim Fay, CWD General Manager at 864-7454 (ext. 103) or by email at [jimf@cwd-h2o.org](mailto:jimf@cwd-h2o.org), if you have any questions or need further information.

**COMPARATIVE RETAIL WATER RATES**  
**Survey Compiled December 2013**

The following list represents the cost per 1,000 gallons and the annual cost for the State of Vermont average household occupancy (2.6 people per home) multiplied by 75 gallons per day per person for an average household usage of 71,000 gallons per year. The annual cost of water reflects individual characteristics of the communities water rates, i.e. any base rate per quarter, incremental rates based upon usage, or any minimum charges.

<b>Water System</b>	<b>Total Cost per 1,000 Gallons (Including any Base Rates)</b>	<b>Annual Cost Average Family</b>
CWD Wholesale (Uniform Rate)	\$1.84	\$130.64
<b>Village of Essex Junction</b>	<b>\$3.06</b>	\$217.26
<b>Colchester Town</b>	<b>\$3.23</b>	\$229.33
<b>Malletts Bay Water Company</b>	<b>\$3.23</b>	\$229.33
<b>City of South Burlington</b>	<b>\$3.45</b>	\$244.95
<b>Colchester Fire District #3</b>	<b>\$3.80</b>	\$269.80
Colchester Fire District #2	\$3.91	\$277.61
<b>Colchester Fire District #1</b>	<b>\$4.01</b>	\$284.71
<b>Town of Williston</b>	<b>\$4.05</b>	\$287.55
<b>Town of Milton</b>	<b>\$4.49</b>	\$318.79
<b>Town of Essex</b>	<b>\$4.60</b>	\$326.60
City of Burlington	\$4.68	\$332.28
<b>City of Winooski</b>	<b>\$5.17</b>	\$367.07
<b>Town of Shelburne</b>	<b>\$5.42</b>	\$384.82
<b>**Village of Jericho</b>	<b>\$2.99</b>	\$212.29

\***Bolded water systems are served by CWD**

Note: The annual average cost of water is \$281.04 for the above "bolded" twelve CWD served municipal water systems for a family using 71,000 gallons per year. Of this \$281.04 average annual family cost, \$130.64 (46%) is paid to CWD for the uniform wholesale purchase price, and the remaining dollars is retained by the respective CWD served water system.

\*\*Village of Jericho – Rate does not include Village Tax Rate assessment charge.

**CWD WHOLESAL INCREASE IMPACT ON SERVED MUNICIPAL SYSTEMS**

The following list represents the cost per 1,000 gallons and the annual cost for the State of Vermont average household occupancy (2.6 people per home) multiplied by 75 gallons per day per person for an average household usage of 71,000 gallons per year. The annual cost of water reflects individual characteristics of the communities water rates, i.e. any base rate per quarter, incremental rates based upon usage, or any minimum charges. Assumes average family uses 195 gallons/day (75gpd/person) for a total of 71,000 gallons per year. Therefore, "CWD" increase is: \$1.840/1000 gallons to \$1.913/1000 gallons = 7.3 cents/1000 @71,000 gallons/year = \$5.18/year or 43 cents/month.

CURRENT WHOLESAL RATE			PROPOSED CWD RATE INCREASE		
\$1.840/1000 Gallons			For New Wholesale Water Rate of \$1.913/1000 Gallons		
Water System	December 2013 Retail Rate/1000 Gallons	Current Annual Average Family Cost	For New Wholesale Water Rate of \$1.913/1000 Gallons	New Annual Average Family Cost	Estimate of Retail Rate Increase if CWD Increase Passed on 100%
Village of Jericho	\$2.99	\$212.29	\$3.06	\$217.47	2.44%
Village of Essex Junction	\$3.06	\$217.26	\$3.13	\$222.44	2.39%
Colchester Town	\$3.23	\$229.33	\$3.30	\$234.51	2.26%
Malletts Bay Water Company	\$3.23	\$229.33	\$3.30	\$234.51	2.26%
City of South Burlington	\$3.45	\$244.95	\$3.52	\$250.13	2.12%
Colchester Fire District #3	\$3.80	\$269.80	\$3.87	\$274.98	1.92%
Colchester Fire District #1	\$4.01	\$284.71	\$4.08	\$289.89	1.82%
Town of Williston	\$4.05	\$287.55	\$4.12	\$292.73	1.80%
Town of Milton	\$4.49	\$318.79	\$4.56	\$323.97	1.63%
Town of Essex	\$4.60	\$326.60	\$4.67	\$331.78	1.59%
City of Winooski	\$5.17	\$367.07	\$5.24	\$372.25	1.41%
Town of Shelburne	\$5.42	\$384.82	\$5.49	\$390.00	1.35%
**Village of Jericho	\$2.99	\$212.29	\$3.06	\$217.47	2.44%
Served System Annual Average	\$3.88	\$275.75	\$3.96	\$280.94	1.88%
CWD's Portion of Total Annual Average Retail Bill	\$1.840	\$130.64	\$1.913	\$135.82	

Proposed July 1, 2014 Annual average CWD Wholesale cost per family = \$135.82/year @ 1.913/1000 gallons

Proposed July 1, 2014 Annual percentage CWD Wholesale cost to average retail family cost of \$280.94/year = 48%

Proposed July 1, 2014 @ \$1.913/1000 gallons increases average family cost to \$5.18/year or 43 cents per month

\*\*Village of Jericho – Rate does not include Village Tax Rate assessment charge



89 Main Street, Suite 4  
Montpelier, Vermont  
05602-2948

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# MEMORANDUM

RECEIVED  
DEC 17 2013  
Village of Essex Junction

**To:** VLCT Members  
Governor Shumlin  
Vermont State Legislators

**From:** Karen Horn  
Director, Public Policy and Advocacy

**Date:** December 11, 2013

**RE:** VLCT Municipal Priorities

Each autumn, the Vermont League of Cities and Towns' (VLCT's) Board of Directors establishes priorities for the upcoming legislative session. These priorities are drawn from the Municipal Policy that the 246 member cities and towns adopt at VLCT's annual meeting at Town Fair.

A copy of our 2014 Municipal Policy Priorities brochure is attached. The questions we raise of how to fund programs that support these state and municipal priorities are difficult to resolve. They require collaboration and innovation at every level of government. We look forward to working with you in the coming session to address the many issues we have raised.

If we have your email address, we will soon also send you a link to our annual Legislative Preview, which we will post on our website. During the legislative session, VLCT Advocacy typically writes and posts a *Weekly Legislative Report* each Friday. While we strongly encourage you to sign up to receive your copy of the *Report* via email\*, we can send you a paper copy via the U.S. mail. Please also watch our weekly You Tube videos on policy issues and visit the VLCT Advocacy Facebook page.

Should you have any questions, please contact me at 802-229-9111 or [khorn@vlct.org](mailto:khorn@vlct.org).

### Attachment

*Sponsor of:*

- VLCT Health Trust, Inc.
- VLCT Municipal Assistance Center
- VLCT Property and Casualty Intermunicipal Fund, Inc.
- VLCT Unemployment Insurance Trust, Inc.

\* To do so, please send an email message to [wlr@vlct.org](mailto:wlr@vlct.org) with "subscribe email" in the subject line. Include your name, municipality or organization, municipal position or title, and email address in the message. There is no charge to be added to the email distribution list. Note: All VLCT mailing lists, including email addresses, are public records. The Statement of VLCT Communications as Public Records is at [www.vlct.org/assets/About-VLCT/VLCT\\_communications\\_statement\\_02-11.pdf](http://www.vlct.org/assets/About-VLCT/VLCT_communications_statement_02-11.pdf).

# VLCT

# 2014

## Municipal Policy PRIORITIES



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OF CITIES & TOWNS

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Strengthening  
Vermont Local  
Governments*

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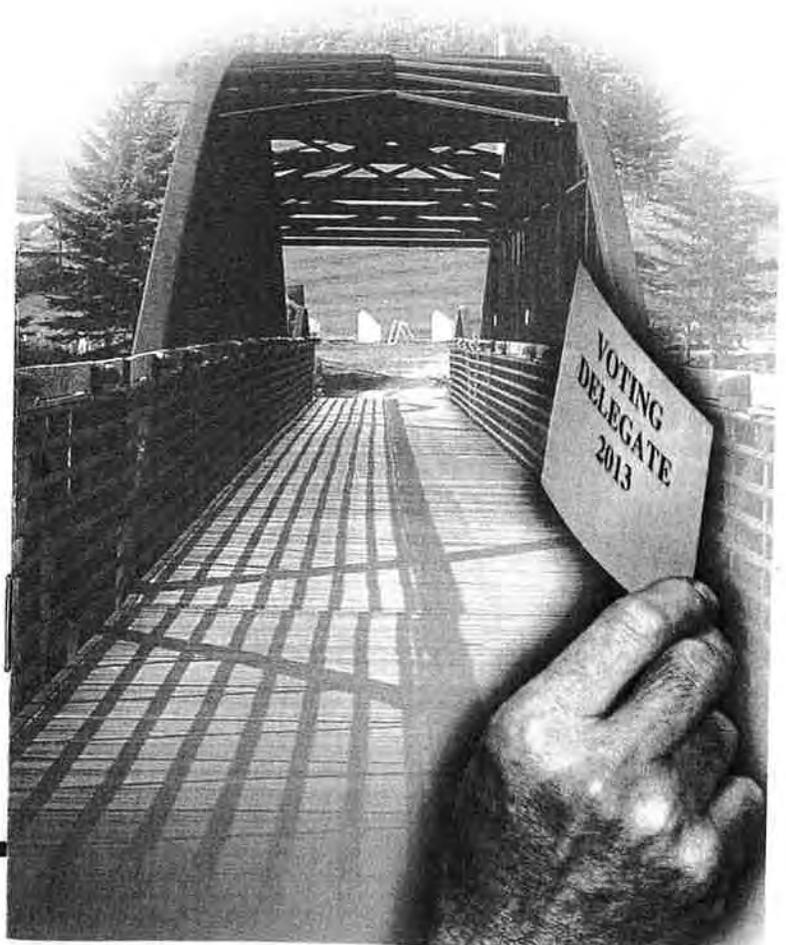
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89 Main Street, Suite 4, Montpelier, VT 05602-2948



## preamble

Vermont today faces challenges that range from declining fiscal health and a shrinking economy to the need for sustainable infrastructure improvement, economic development and smart growth prospects, environmental resources and emergency management, energy resources, corrections and public safety strategy, and affordable health care. In all of these areas the federal, state, and local governments must work together to proactively take advantage of opportunities and address challenges.

Neither Vermont nor any other state can rely on the federal government to uphold its obligations to fund programs it has mandated to states and local governments. In addition, Vermont has:

- **limited taxing capacity and income;**
- **a small population that is not growing;**
- **a generally rural and aging population; and**
- **a government and revenue raising structure that was largely developed to meet the demands envisioned and resources available a half century ago.**

Vermont must find ways to deliver government services to citizens through the most efficient means available. Shifting costs and obligations from state to local governments is not acceptable. The state should solicit the opinions and utilize the expertise of the citizens who are being served and who pay for government. Given the extended recession and never-ending pressures on both municipal and state finances, municipal officials must be included in any discussion that reassesses the functions of government and seeks innovative ways for Vermont to generate revenues, deliver services and reduce the cost of delivering them.

Where this Municipal Policy is silent on a public policy issue affecting municipal government, it shall be the position of the Vermont League of Cities and Towns to advocate provision of authority, autonomy, and resources to cities and towns.



**Please visit**

**[www.vlct.org/advocacy/legislative-platform](http://www.vlct.org/advocacy/legislative-platform)  
to read the 2014 VLCT Municipal Policy in its entirety.**



**2014 Municipal Policy PRIORITIES**

**2014 Municipal Policy PRIORITIES**

# legislative PRIORITIES

## Education Funding

Municipal and school officials, the state administration, and the legislature must analyze issues as equal partners within Acts 60/68, and create a new education finance system that reduces and reforms Vermonters' property tax burden. Until then, Education Fund monies should only be used for functions listed in 16 V.S.A. § 4025(b).

The state must pay its portion of costs associated with defending the grand list and property tax collections, including appeals and abatements. The state should also pay the taxpayer directly for any education property taxes and interest required to be reimbursed due to a property valuation adjustment resulting from an appeal beyond the board of civil authority.

## Tax Structure

Either reimburse municipalities for all state-mandated property tax exemptions or give voters the authority to impose municipal service fees on those properties exempted by the state.

Prevent abuse of the current use program by restoring it to an agricultural and silvicultural preservation program and not the tax avoidance mechanism it has become for many.

## Economic Development

Continue to support the Tax Increment Financing (TIF) program. Establish additional state programs that fund municipal infrastructure necessary to support real estate-based economic development.

## Public Safety

Provide public safety officials the tools, coordination assistance, and funding to combat Vermont's growing drug culture.

Ensure swift and meaningful sanctions for individuals who violate pre-trial conditions of release or conditions of probation, parole, and furlough.

## Transportation Funding

Promote the improvement of town highways and bridges through all means available – including a new funding



program – so they are properly engineered to mitigate the impacts of weather-related disasters.

## Water Quality

Direct the Agency of Natural Resources (ANR) to work with the Environmental Protection Agency (EPA) to develop a Total Maximum Daily Load (TMDL) standard for phosphorus in Lake Champlain that will lead to a cleaner lake, a more vibrant landscape, and a healthy economy. Do not require municipalities to construct treatment plants that meet the highest available technical standards for discharges to impaired waters, regardless of cost. Urge state and local governments, developers, farmers, and other stakeholders to reduce stormwater runoff from non-point sources.

Direct ANR to work with municipalities and EPA to implement the “Integrated Planning Approach Framework” that provides for municipalities to prioritize Clean Water Act investments according to greatest need.

Shoreland zoning ordinances enacted at the municipal level with threshold standards of protection should regulate land uses in those areas. The state should be sensitive to municipal functions within shoreland areas such as downtowns that border lakeshores.

## Air Quality and Energy

Direct the Public Service Board (PSB) to give “substantial consideration” to municipal plans, concerns, and determinations in the Certificate of Public Good process. Require the PSB to hold hearings in any municipality potentially affected by a proposed project; include all local decisions concerning the project within the PSB docket; formulate areas of inquiry based on concerns raised in the plan and local hearing process; and require PSB decisions to address those concerns.



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89 Main Street, Suite 4  
Montpelier, Vermont 05602

**Directions to the Capitol Plaza:**

Take Exit 8 off Interstate 89. Exit ramp will merge with Route 2. At second stop light, turn left onto Bailey Avenue. At intersection, turn right onto State Street. Vermont State House is on your left; Capitol Plaza Hotel is one-half block farther on the right.

Parking is available behind the Plaza, and parking permits will be emailed in advance.

# TOWN MEETING TUNE-UP: A WORKSHOP FOR MODERATORS AND OTHER LOCAL OFFICIALS

Tuesday, February 11, 2014

Capitol Plaza Hotel and Conference Center  
Montpelier, Vermont

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Village of Essex Junction

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Board of Trustees Essex Junction Village  
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Essex Junction, VT 05452-3154

## TOWN MEETING TUNE-UP - FEBRUARY 11, 2014

### WHO SHOULD ATTEND AND WHY

This workshop is designed for moderators, selectboard members, town clerks, town managers and administrators, and all local officials who are interested in learning how to run Town Meeting. Content is designed for both new moderators and seasoned veterans.

*“Town meetings are to liberty what primary schools are to science; they bring it within the people’s reach, they teach men how to use and how to enjoy it. A nation may establish a free government, but without municipal institutions it cannot have the spirit of liberty.”—Alexis de Tocqueville*

#### PRESENTATIONS AND SPEAKERS

**Prayer at Town Meeting Update:** Garrett Baxter, Senior Staff Attorney, VLCT Municipal Assistance Center.

**Ruling the Unruly: How to Moderate a Vermont Town Meeting:** Edward Chase, Moderator, Town of Westford.

**Share Your Town Meeting Stories, Best Practices, and Lessons Learned: A Roundtable Discussion:** Garrett Baxter, Senior Staff Attorney, VLCT Municipal Assistance Center; Edward Chase, Moderator, Town of Westford; Steven Johnson, VLCT Executive Director, and Moderator, Town of Northfield; William Senning, Director of Elections, Office of the Vermont Secretary of State.

#### REGISTRATION FEE (PER PERSON):

- \$60.00 ..... VLCT PACIF Members
- \$90.00 ..... VLCT Members
- \$150.00 ..... Non-Members

**PLEASE REGISTER  
BY FEBRUARY 4. \***

To see a detailed agenda and register online, visit [vlct.org/eventscalendar](http://vlct.org/eventscalendar), and click on the workshop title.

Questions? Contact VLCT at 800-649-7915 or [info@vlct.org](mailto:info@vlct.org).

*\* Please include an additional \$10.00 per person for registrations received after the deadline above. For a full refund, please cancel in writing by the same deadline.*

REGISTRATION BEGINS AT 8:30 A.M. THE WORKSHOP ENDS AT 2:35 P.M. A LIGHT BREAKFAST AND LUNCH ARE INCLUDED.

# BLUE CHIP LEADER

by Will Lindner

**Big Blue's  
Vermont facility  
has evolved with  
the times and  
the markets**

**J**anette Bombardier, the first woman to hold the senior location executive position at IBM's 760-acre Vermont facility in Essex Junction and Williston, has taken part in the corporate/cultural shift that has transformed not only her site, but every location, worldwide, that bears an IBM footprint.

"The physical site here operated through a traditional hierarchy for years after I arrived," she says. "That's not the way it works anymore. Some people based at this campus report to people on this campus; but there are others who report across the country (like New York or Raleigh, N.C.) and even across the globe, like Brazil. I have people in New York who report to me. There's a much more diverse, matrix aspect to our operations. Because of the Internet and telecommunications, conference calls and emails, you no longer have to sit at the same place as others you're working with."

And yet, she points out, the "matrix" has its limitations.

"IBM is a manufacturing company," says Bombardier, who was promoted to senior location executive at the Vermont facility in 2010. "And you have to do the manufacturing at the place where the equipment is."

Thus, while IBM's engineers and executives work across

**Janette Bombardier joined IBM in 1980 right out of UVM with her master's degree in engineering. In 2010, she was promoted to site leadership (senior location executive, director of microelectronics division site operations, and director of photomask development and manufacturing) at the company's 700-acre Essex Junction facility.**

time zones, climates, and continents as if they were irrelevant, the Vermont campus is intimately connected to the state and community that have hosted it since 1957.

The connection is inevitable, for despite several rounds of well-publicized layoffs, some 4,000 people reportedly work at the site (the company is guarded about its employment numbers), making it Vermont's largest private employer. But the connection is also cultivated and reinforced. Martha Maksym, executive director of the United Way of Chittenden County, says that's a hallmark of Bombardier's leadership.

"Every year they run an ECCC — employee community charitable campaign," says Maksym. "This year they raised \$780,000. It was an extraordinary effort, and an effort — and I emphasize this — embraced by Janette. It couldn't be successful without everyone having permission to take the time to participate, and engaging the entire IBM community."

Maksym cites other examples: a semi-competitive "bike build," in which teams of employees rehabilitate bicycles that are apt to arrive as a boxful of pieces, for donation to a bike-safety program in schools; a food drive supporting area food shelves.

"The entire site becomes engaged in thinking not about itself but about the community in which they're doing business," says Maksym. "Janette is at all the shifts, thanking people, participating. She really connects with people at all levels of the organization."

"We collected four tons of food for the food drive," Bombardier says proudly. "Nobody measures their food drives in tons! We're doing our jobs every day, but we're engaged with the community on a number of levels."

That engagement runs deeper than charity. As a manufacturer, IBM works with highly advanced technologies. Its Vermont campus is best known for production of IBM's 200-millimeter (8-inch) semiconductors. Most of the semiconductors produced at the site go into mobile devices such as components for high-end cellular phones and other consumer goods in a dynamic, expanding market. The site is also a Department of Defense Trusted Foundry and makes semiconductors for government applications.

An important production line is housed in its own specially constructed building on the campus, known as the Mask House. This is where glass plates are imprinted with intricate circuit



BRAD PETTINGILL

**Dale G. Carmichael (left) is senior facilities technician, and Steve Blair is site operations manager.**

patterns for use in the semiconductor lithography process. Using a lithographic optical projection system called a "stepper" or "scanner," technicians reduce the patterns to nanoscopic size and imprint them upon silicon wafers that will ultimately become semiconductor products.

"You can't make a semiconductor without a photomask," Bombardier explains. "The Vermont facility provides masks for our Vermont 200-millimeter line, our Fishkill, N.Y., 300-millimeter line, and our Albany research center."

Manufacturing isn't the only activity that requires specialized expertise. Like a small city, the plant has internal energy, water, and wastewater systems that must operate at maximum efficiency, "because," Bombardier points out, "we have costs that competitors elsewhere don't have. One is the cost of power; it's extremely high, and we use a lot of it."

IBM pioneered its own "smart grid" system a decade ago, using some 5,000 sensors and meters to monitor power quality and flow, striving to improve power reliability and reduce waste. Frank Cioffi, president of the Greater Burlington Industrial Corp., credits Bombardier for a significant role in developing the system, which he describes as "transformative" at the Vermont campus.

"She was the operations manager prior to becoming senior site executive," says Cioffi. "What she did in terms of creating an energy efficiency program

involving the entire campus is a model for industries all over the world."

Her intimacy with some of the world's most vital and sophisticated technologies — both in IBM's product lines and the operations of a highly integrated industrial campus — informs Bombardier's commitment to yet another community cause: education.

"Math expectations have to rise dramatically in our state if we're going to have the kind of employees we need," she says. "We are all in global economies now. We need to be competitive and innovative, and to know there will be employees who are qualified for our entry-level positions. That's something that concerns me very much."

Janette Bombardier (her first name is pronounced Janet; "The extra 'te' is just for fun," she says), grew up in Andover, Mass. She ran track in high school and excelled in math and science, but as a senior in the early 1970s had not decided what to do until a biology teacher inspired her.

"He brought me a course catalog from Worcester Polytechnic Institute," she recalls. "He had marked in it a degree program for environmental engineering. It incorporated biology, chemistry, and math. That sounded interesting."

Environmental engineering was classified as a subset of civil engineering. Accordingly, Bombardier applied to four technical colleges and the University of Vermont, "primarily since some of my high school friends were going there,"

she says. She was accepted everywhere, but grew disenchanted as she learned more about engineering schools.

"The ratio of women to men was very small, less than 10 percent," she recalls. "There were no women's sports or women's activities; women lived in converted [previously male] dorms. It was just an environment I didn't feel I could live in,"

Fortunately, she discovered, it wouldn't be necessary, because requirements for accreditation in civil engineering were uniform. "The technical content wasn't going to change from one school to the other, but the environment was."

A personal, handwritten letter of invitation from the assistant dean at what was then called the College of Engineering, Mathematics, and Business Administration at UVM cinched the deal. Bombardier earned her bachelor's degree in civil engineering, graduating magna cum laude, in 1980. Her first job out of school was right where she has stayed, at IBM. She completed her master's in civil engineering in 1984 while

working at IBM.

"IBM was expanding and doing a large amount of construction," she says. "There were issues with roadways and traffic management, as well as Act 250, which are areas of expertise for a civil engineer. I had experience in civil engineering work over the summers.

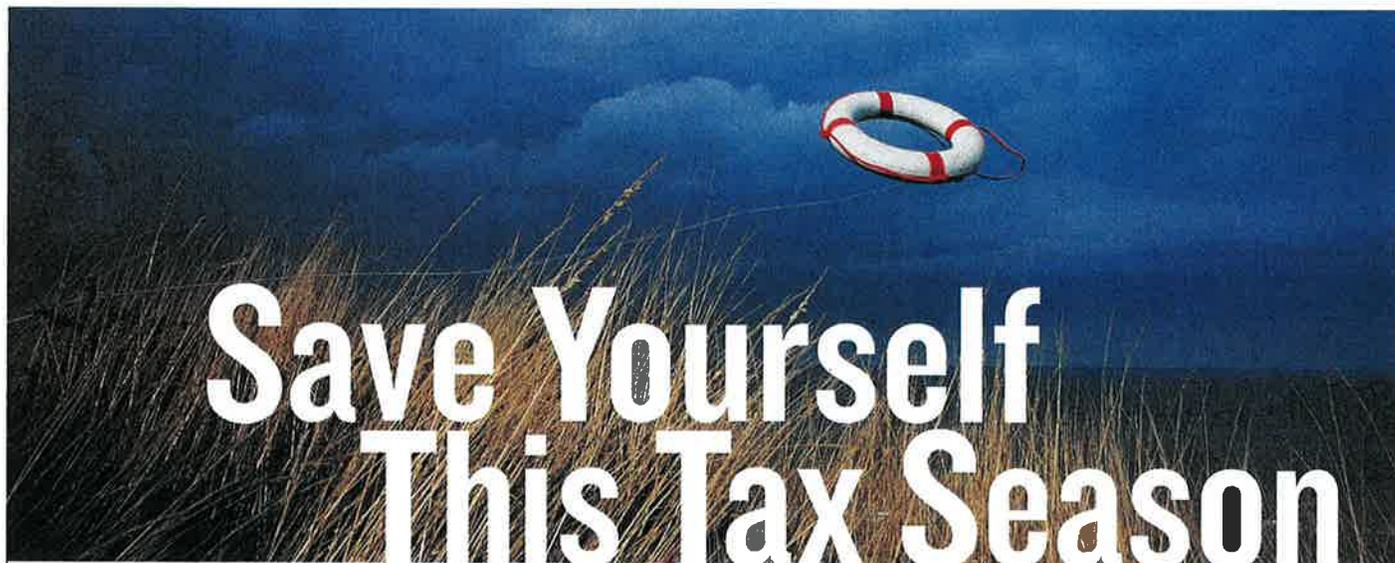
IBM reached out to UVM and some of us applied."

Bombardier won the job (it couldn't have hurt that she was the top student in her class). Thirty-three years later her position is equivalent to being governor of a campus employing one of the largest and most skilled workforces in Vermont.



BRAD PETTINGILL

**Photomasks, transparent glass plates imprinted with intricate circuit patterns, are an import part of production. R.J. Garrow (left) is mask production manager, and DeDe Guyette is mask production specialist.**



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IBM

As the senior location executive for the company in Vermont, the director of development and manufacturing for photomasks, and the director of micro-electronics division site operations, which includes the supervision of the power, water, and wastewater systems — not only at the Essex Junction campus, but also at the East Fishkill facility in Dutchess County, N.Y. — her duties combine administration and leadership with continued engineering responsibilities.

“External relations” are also Bombardier’s responsibility, which could mean providing testimony to the Legislature regarding bills pertinent to IBM’s operations, and communicating similarly with Vermont’s congressional delegation.

On top of it all, “wife” and “mother” are prominent entries on Bombardier’s resume. She is a civil engineer married to a civil engineer; her husband, Greg, is founder and co-principal of Champlain Consulting Engineers, located in their hometown of Colchester. Greg and Janette are parents to yet another engineer — Matthew, who earned his mechanical engineering degree at Union College and has worked at IBM for three years. Their daughter, Kirsten, graduated from Rochester Polytechnic Institute in 2013 and is pursuing a Ph.D. in physical therapy in Portland, Maine.

“We’ve always been an active family,” says Bombardier. But although the family used to ski frequently, she has turned to biking and running for recreation (sporting a headlamp as she jogs the streets of Colchester after dark). She and Greg are drawn to seaside locations for their vacations, and as Red Sox fans they must have had an exhilarating summer.

Meanwhile, Bombardier continues to advocate for higher academic standards in Vermont’s schools, a quest she shares with others who see the state’s future hanging in the balance. Maksym, at the United Way, applauds Bombardier’s commitment.

“The business community, the education community, the nonprofit community — we’re all saying the same thing,” says Maksym. “We need to graduate students with the skills and competence to do the work needed in the 21st century. Janette has really stepped up to be a voice for that cause. She cares very deeply.”

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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  
DECEMBER 9, 2013**

**MEMBERS PRESENT:** George Tyler (Village President), Andrew Brown, Dan Kerin and Elaine Sopchak (Lori Houghton was absent).  
**ADMINISTRATION:** Pat Scheidel, Village Manager  
Lauren Morrisseau, Co-Assistant Manager & Finance Director  
**GUESTS:** Susan McNamara-Hill, Robin Pierce, Chris Gaboriault, Rick Jones, James Jutras, Penny Pillsbury, Dorothy Bergendahl, Susan Pierce, Mary Graf, Wendy Hysko.

**I. CALL TO ORDER**

George Tyler called the meeting to order at 8:00 a.m.

**II. FY 15 BUDGET WORK SESSION**

Pat Scheidel and Lauren Morrisseau presented the proposed budget in its entirety to the Trustees, followed by a series of meetings with department heads. The budget will be reviewed and discussed by the Trustees during their meetings on 1/14/14 and 1/28/14. The January 28<sup>th</sup> meeting will also include a public hearing on the proposed budget. The budget will be adopted at a regular Trustee meeting during the month of February.

**III. ADJOURN**

The special meeting was adjourned at 4:00 p.m.

*Minutes respectfully submitted by Patrick Scheidel, Village Manager.*



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

**BOARD OF TRUSTEES:** George Tyler (Village President); Dan Kerin, Elaine Sopchak, Andrew Brown, Lori Houghton.  
**ADMINISTRATION:** Patrick Scheidel, Village Manager; Lauren Morrisseau Co-Manager & Finance Director; Robin Pierce, Development Director, Darby Mayville, Economic Development/Community Relations Assistant.  
**OTHERS PRESENT:** Joe Kudrle, Jeff Frolik, Paul Hansen, Kris Surette, Allen Karnatz, Meg Armstrong, Bill Nedde, Jeff Goodrich, Polly McEwing Whitcomb, John Dahl, Chad Farrell, Randy Viens.

---

**EXECUTIVE SESSION**

The Board met in Executive Session prior to the regular meeting to interview candidates for the vacancy on the Bike/Walk Advisory Committee.

**I. 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.

**II. AGENDA ADDITIONS/CHANGES**

Add:

- Under 'New Business' – Encore Redevelopment/Whitcomb Farm Tax Stabilization Agreement
- Under 'Reading File' – notice of award to Jim Jutras for "2013 Regional EPA Waste Water Treatment Plant Operator Excellence Award"
- Under 'Reading File' - Circ Alternatives Implementation Projects FY13 with estimated schedule and project cost

**III. GUESTS AND PRESENTATION**

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

2. Public Hearing: Multi-Use Safety Path

The public hearing on the multi-use path was opened at 6:32 PM and a presentation on the process leading to the design of the multi-use path in the railroad corridor between Central Street and Grove Street was explained. Design features include rain gardens if possible, a 10' wide paved path on the east side of the tracks with a one foot wide shoulder next to a ditch or rain garden, and a fence 15' from the closest rail. There are existing storm drain pipes which will be used. An environmental staff review will be done for rare/endangered plants on the site. A storm water discharge permit from the state will be secured. The path is compatible with connectivity objectives of the village. Cost is \$360,000 for 1200' of path (\$150,000), rain garden (\$35,000), fence (\$36,000), lighting (\$90,000 - no cost difference for electric or solar), railroad coordination

and flaggers, and construction engineering. The schedule includes a public hearing to hear local concerns, drafting conceptual and preliminary design plans (will forward to village, VTTrans, and the railroad), public information meeting on the plans, contract plans and bid, and construction summer/fall 2014. Comments can be submitted electronically to the village.

#### COMMENTS

Joe Kudrle, Grove Street, expressed concern about the impact of the path on adjacent residences, noting people on the path now are close to the houses and there have been problems with vandalism and graffiti. The police do not do enforcement. Also, clearing the brush and opening up the space will eliminate screening and shade from the trees. A vegetative barrier should remain. Light pollution is another concern as is a louder or longer train whistle in the area of the path. Painting the McLure building would improve the look of the area. The consultant explained there will be areas where vegetation is removed, but large trees will be identified and retained if possible. The abutting property owners can be contacted to see if there is a consensus on some type of screening or fencing. Also, the more the path is formalized helps reduce problems of vandalism and such because troublemakers do not hang out. George Tyler noted with regard to police presence, there is the Essex Bike Patrol that can patrol the area, and having the area cleared of vegetation will make it easier for the police to see what is going on in the corridor. Regarding the train whistle, there are federal mandates that the railroad must follow at crossings. Village staff will verify train whistle requirements.

John Dahl, northern end of the path, spoke in support of the path for walking convenience, but urged discouraging the congregation of young people because now there are unpopular activities taking place in the corridor. Mr. Dahl asked if there will be security cameras. George Tyler said there are cameras on the Amtrak Station and the village can look into cameras on the path. Mr. Dahl suggested the path be crowned so not to collect water and ice.

Greg Morgan, Grove Street, thanked the Trustees and the Planning Dept. for the project and the fast action, noting neighbors have been greening up the space but have only been marginally welcomed. Mr. Morgan urged thinking of the path as an initiative to build upon to improve the area further.

A woman in the audience noted there is not a stop sign on Lincoln Street by the railroad crossing as shown on the plan.

Dan Kerin commented Grove Street is very narrow and difficult for pedestrians and bikes so the path is a safe way to traverse the area.

Pat Scheidel noted the bike patrol riders are not police officers, but have radios to contact the police if necessary.

George Tyler read an email from Jeff Goodrich, village resident, which noted the following:

- Lack of public notification of abutters to the project before proceeding with the project;
- No guarantee that cleanup of the area will reduce crime;
- The project is a 'pet project' to connect paths in the village;

- The path removes the no trespass message and puts the residences on Grove Street on an island between the path and the road;
- The budget for the project is excessive;
- There is lack of enforcement on the path now;
- The path implies it is safe being in close proximity to the train;
- Rule breakers will continue not to follow the rules;
- The path has day use now and delinquent behavior;
- The new path will make the area more accessible.

George Tyler suggested the Police Chief be invited to a meeting in January/February to address safety/enforcement issues. Abutting property owners will be notified of the meeting.

Lori Houghton noted an early estimate for the project was \$518,000. The current cost figure is substantially less. Robin Pierce noted with the leases from the railroad the more pipes on the ground the higher the lease. This path is the first time the railroad has allowed a path in any rail corridor in the entire United States. Darby Mayville noted the total cost of the path is \$500,000 including construction and engineering. Funding sources include Regional Planning, VTrans, and approximately 20% from the village (a total of \$389,000 was received in grants). Lori Houghton suggested the timing might be right for businesses in the village center and Amtrak to come together to help improve the area.

Upon his arrival to the meeting village resident, Jeff Goodrich, commented in addition to his points in the email that was read. Mr. Goodrich said the hearing appears to be the first invitation for public input from abutters yet the project is approved. George Tyler explained the project is not yet approved. The Trustees have to give the final approval, but the village has committed funds and spent funds on work on the project. The money had to be expended before the railroad would begin discussions. Background research had to be done. Mr. Goodrich said the need for the path appears to be subjective. George Tyler stated the alternatives are to build or not build the path. The need for the path is safety of people walking in the rail corridor. Walkability and accessibility around the village via sidewalks and bike paths to get people and bikes off the roads is a goal. The area along the railroad tracks is blighted and the path is an opportunity for improvement. UVM engineering students presented design ideas for the path about eight months ago so the Trustees have been thinking of a multiuse path in the area for a while. Mr. Goodrich mentioned the goals of modifying behavior and increasing accessibility and connectivity. Elaine Sopchak said access is the first objective then modifying behavior. Mr. Goodrich contended illicit activities will continue in the area even with more people and lighting. For the residents on Grove Street there will be public in the front and back yards of their lots. High definition cameras may help enforcement efforts and changing the behavior in the area, but existing rules should be enforced rather than changing the rules. Regarding connectivity, there are sidewalks along the streets that could and should be used. People tend to behave more appropriately on sidewalks rather than on paths that are out of clear sight. Mr. Goodrich said he is not systematically opposed to the path if it is done well and thoroughly to get the results being sought.

There were no further comments. The public hearing was closed. There will be another public hearing in February 2014. The Trustees support continuing on the course per the plans (i.e. the Trustees are not in favor of the no build option).

### 3. Update on Vermont Land Trust/Whitcomb Farm Conservation Project

Allen Karnatz, Vermont Land Trust, reported a January closing on the property is anticipated. Funding through the Vermont Housing Conservation Board will be in two phases, \$524,000 in Phase 1 and the second grant cycle in 2014. There is a \$60,000 gap to be addressed by fund raising and VLT is confident the money will be raised.

George Tyler mentioned the enthusiasm expressed by residents at the annual meeting for the conservation project. The hard work that has been done is recognized.

### 4. Update on New Website

Paul Hansen and Kris Surette with Ecopixel updated the Board on progress to date on the website redesign. A temporary website address was distributed. December 17, 2013 remains the target date for the site to go live. Three staff members (Darby Mayville, Lauren Morrisseau, Patty Benoit) have been trained to edit the site for updates and additions. Feedback on the site should be sent to Darby Mayville. The site is responsive and will adapt to any screen. Many best practices are incorporated in the design.

Elaine Sopchak urged the Trustees to do a test run on the site once it is live to seek documents, minutes, connectivity, and links.

## IV. OLD BUSINESS

### 1. Approve Donation for Whitcomb Farm Conservation Project

**MOTION by Dan Kerin, SECOND by Elaine Sopchak, to approve a donation of \$20,000 to the Vermont Land Trust for the Whitcomb Farm Conservation Project in accordance with the approval of village voters on 4/3/13. VOTING: unanimous (5-0); motion carried.**

### 2. Appointment to Bike/Walk Advisory Committee

**MOTION by Elaine Sopchak, SECOND by Dan Kerin, to appoint Jeff Frolik to the Bike/Walk Advisory Committee. VOTING: unanimous (5-0); motion carried.**

### 3. Discuss Amtrak Station

Robin Pierce reported the train station has three tenants and there are no violations occurring. Amtrak is not opposed to aesthetic improvements to the station, but will not fund the improvements. Federal funding for Amtrak has been reduced. Amtrak will do the work necessary to be ADA compliant per federal rules. VTrans has no available funding for the station unless historic building funds are used, but then the station must be restored to the way it was in 1910 when it straddled the tracks.

Lori Houghton suggested capitalizing on the momentum and holding a brainstorming session to improve the site on a smaller scale with landscaping, plantings, painting, stringing lights.

Staff will compile a list of ideas for consideration.

**V. NEW BUSINESS****1. Approve Tax Stabilization Agreement for Whitcomb Farm Solar Project**

Chad Farrell, Encore, and Randy Viens, Town Assessor, discussed the solar project on the Whitcomb Farm. A Certificate of Public Good is anticipated. Financing for the project is being discussed. The proposal is fair and represents a good value to the community. Authorization to execute the agreement for tax stabilization for the solar project is needed. A spreadsheet showing municipal tax rates (25 year valuation) for 14 acres on the farm in the solar project was reviewed.

Dan Kerin asked about the tax stabilization agreement for the farm. Meg (Whitcomb) Armstrong noted wording in the tax stabilization agreement for the entire farm will have to be adjusted for the solar project because there will not be public access to the fenced area around the panels.

Andrew Brown asked about tax stabilization for solar projects in other towns. Chad Farrell said this is new on the local side. There are other similar types of agreements. Lenders are fine with the agreement for projects. More tax stabilization for longer term projects are anticipated.

Pat Scheidel noted the town selectboard must also approve the agreement which is a win/win for investors, the municipalities, and property owners.

**MOTION by Dan Kerin, SECOND by Andrew Brown, that the Board of Trustees enter into an agreement with Encore Redevelopment for the Whitcomb Farm solar project.**

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

**2. Approve Path at Tree Farm for Autumn Pond Project**

Robin Pierce briefed the Trustees on the path connection from Thasha Lane that will connect the Autumn Pond development and the high school to the tree farm. The connection will also complete the path around the perimeter of the soccer fields. The developer of Autumn Pond will build and maintain the path connection. Removable posts will allow access by vehicles when necessary. The tree farm board approved the path connection.

Andrew Brown asked about a bus stop. Robin Pierce said CCTA decides where bus stops are located.

Elaine Sopchak expressed concern about the lack of lighting on the path. Robin Pierce pointed out the tree farm board does not want lights on the path.

**MOTION by Lori Houghton, SECOND by Andrew Brown, to approve the creation of a path across the tree farm to Old Colchester Road as shown on the plans and require the owner of Autumn Pond to maintain the path forever. VOTING: unanimous (5-0); motion carried.**

**3. Approve Business Credit Cards for Departments**

Pat Scheidel explained there is only one business credit card now that is signed out for use. Department heads have requested their own cards for their department. Rules of the card include no alcohol purchases, no unbudgeted purchases, and documentation of each purchase. Lauren

Morrisseau noted with only one card there is the risk that a prior purchase will reach the maximum allowed on the card making subsequent purchases by other departments not possible.

**MOTION by Lori Houghton, SECOND by Elaine Sopchak, to approve the issuance of business credit cards for the following departments with a credit limit of \$5,000 each:**

- Administration
- Fire
- Wastewater
- Public Works
- Brownell Library

**And further, each department is responsible for the location and collection of receipts for each card. VOTING: unanimous (5-0); motion carried.**

4. Approve Cafeteria Plan Contract with Health Equity

Pat Scheidel reported Health Equity through Blue Cross/Blue Shield can provide the village insurance at a cost savings of \$180/month.

**MOTION by Dan Kerin, SECOND by Andrew Brown, to approve the termination of the Cafeteria Plan with Choice Strategies and authorizing the Village Manager to sign the contract with Health Equity for the Cafeteria Plan. VOTING: unanimous (5-0); motion carried.**

5. Circ Alternative/Crescent Connector Update

George Tyler reported phases 1 through 4 of the circ alternative projects are approved. The projects in phases 3 and 4 are more tentative than the projects in the first two phases. The crescent connector is in Phase 1. Preliminary engineering and design is scheduled in 2013. Construction is scheduled in 2016.

**VI. VILLAGE MANAGER'S REPORT**

1. Meeting Schedule

- January 14, 2014 @ 6:30 – Regular Trustees Meeting
- January 28, 2014 @ 6:30 – Regular Trustees Meeting
- February 11, 2014 @ 6:30 – Regular Trustees Meeting
- February 25, 2014 @ 6:30 – Regular Trustees Meeting
- March 11, 2014 @ 6:30 – Regular Trustees Meeting
- March 25, 2014 @ 6:30 – Regular Trustees Meeting
- April 8, 2014 @ 6:30 – Regular Trustees Meeting
- April 22, 2014 @ 6:30 – Regular Trustees Meeting

Special Meetings/Events:

- April 2, 2014 @ 6 PM – Community Supper before Annual Meeting
- April 8, 2014 7 AM – 7 PM – Australian ballot voting

2. Channel 17

There have been discussions with Channel 17 regarding coverage of meetings in support of transparency.

**VII. TRUSTEES COMMENTS/CONCERNS & READING FILE**

- Lori Houghton mentioned better publicizing the Planning Commission work sessions on the comprehensive plan update.
- Reading file:
  - Minutes of Planning Commission (8/2/12, 10/18/12, 2/21/13, 11/7/13, 11/21/13)
  - Minutes of Capital Program Review Committee (11/5/13)
  - Newtown/Sandy Hook Vigil on Lincoln Hall Lawn (12/14/13)
  - Award to Jim Jutras for “2013 Regional EPA Waste Water Treatment Plant Operator Excellence Award”
  - Circ Alternatives Implementation Projects FY13 with estimated schedule and project cost

**VIII. CONSENT AGENDA & READING FILE**

**MOTION by Andrew Brown, SECOND by Dan Kerin, to approve the consent agenda as presented:**

1. **Approve Minutes of Previous Meetings (11/12/13)**
2. **Approve Warrants including check #10048236 through #10048327 totaling \$807,254.23**
3. **Approve Warrants including check #10048328 through #10048391 totaling \$123,234.26**
4. **Approve Updated Policy re: Designation of Newspaper for Legal Ads**
5. **Approve Request from EJRP for Holiday Bon Fire (12/13/13)**

**DISCUSSION: There was discussion of using Front Porch Forum as a designated resource for village ads. There was also discussion of doing a survey through the newspaper on how to best communicate with the public (newspaper, Front Porch Forum, newsletter, website). Staff has general practices that are followed with legal ads.**

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

**IX. EXECUTIVE SESSION and/or ADJOURNMENT**

**MOTION by Dan Kerin, SECOND by Andrew Brown, to adjourn the meeting. VOTING: unanimous (5-0); motion carried.**

The meeting was adjourned at 8:50 PM.

RScty: M.E.Riordan 

# Check Register Report

DEC 23 2013 BL

Date: 01/02/2014

Time: 2:39 pm

Page: 1

Village of Essex Junction

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10048398	12/12/2013	Printed		10585	ALL ROOFING INC.	BAL FIRE STATION ROOF-CAP R	11,515.00
10048399	12/13/2013	Printed		0545	THE TECH GROUP	MANAGED SERVICES-ADM/PLAN	664.00
10048400	12/23/2013	Printed		10508	ADVANCED DISPOSAL	GRIT REMOVAL-WWTF	475.60
10048401	12/23/2013	Printed		10290	ALDRICH + ELLIOT, PC	ENGINEERING -WWTF	64,801.72
10048402	12/23/2013	Printed		10301	DAVID A. BARRA, PLC	LEGAL SERVICES-VARIOUS	1,765.50
10048403	12/23/2013	Printed		0173	BEARINGS SPECIALTY CO., INC.	VEHICULAR MAINT-STREET	32.10
10048406	12/23/2013	Printed		0268	BRODART CO.	CIRCULATION MATERIALS-LIBRARY	2,508.46
10048407	12/23/2013	Printed		10605	BROTHERS FURNITURE OF VERMONT	REPAIR 2 WINDOW SHUTTERS-LIBRA	650.00
10048408	12/23/2013	Printed		0305	BURLINGTON FREE PRESS	NEWSPAPERS-WWTF	22.00
10048410	12/23/2013	Printed		9941	BUSINESSCARD SERVICES	SEE ATTACHED SPREADSHEET	810.11
10048411	12/23/2013	Printed		0457	CARGILL, INC SALT DIVISION	DEICER SALT-STREET	7,586.15
10048413	12/23/2013	Printed		9743	CARQUEST AUTO PARTS	AUTO PARTS-VARIOUS	328.53
10048414	12/23/2013	Printed		0490	CENTRAL VERMONT PROPERTIES	ROW LEASE-SANI	55.00
10048415	12/23/2013	Printed		0500	CHAMPLAIN WATER DISTRICT	WATER USAGE-WATER	246,956.01
10048416	12/23/2013	Printed		0505	R.R CHARLEBOIS INC.	VEHICLE MAINT-STREET	302.96
10048417	12/23/2013	Printed		05070	CHARLEBOIS TRUCK PARTS INC.	HYD MOTOR STANLEY UNIT-WWTF	1,033.43
10048418	12/23/2013	Printed		0525	CHITTENDEN SOLID WASTE DISTRIC	CAKE DISPOSAL-WWTF	13,496.72
10048419	12/23/2013	Printed		10207	CHOICE CARE CARD	MONTHLY FEE-VARIOUS	171.00
10048420	12/23/2013	Printed		10353	CIVES CORP	ICE/SNOW CTRL SPREADER-STREET	400.00
10048421	12/23/2013	Printed		2305	CLARK'S TRUCK CENTER	LED LIGHT&FILTERS-STREET	138.36
10048422	12/23/2013	Printed		0560	COPY-SHIP-FAX-PLUS	DEMCO RETURNS-LIBRARY	24.65
10048423	12/23/2013	Printed		10505	DAVE A. CRAWFORD	CONSULTING SERVICES-WWTF	350.00
10048424	12/23/2013	Printed		05898	CRYSTAL ROCK BOTTLED WATER	BOTTLED WATER-LH	42.05
10048425	12/23/2013	Printed		0638	D & M FIRE & SAFETY EQUIPMENT	ANNUAL FIRE EXT MAINT-LIBRARY	235.00
10048426	12/23/2013	Printed		10401	DE LAGE LANDEN FINANCIAL INC	COPIER LEASE-ADMIN	249.52
10048427	12/23/2013	Printed		0624	DEMCO, INC.	SUPPLIES -LIBRARY	30.59
10048428	12/23/2013	Printed		9766	ALBERTA DEUTSCH	WORKSHOP REIMB-LIBRARY	20.00
10048429	12/23/2013	Printed		0710	ENDYNE, INC.	EFFLUENT E COLI TESTS-WWTF	65.00
10048430	12/23/2013	Printed		0792	ENVIRONMENTAL PRODUCTS & SVCS	PC#2 PAINT DISPOSAL-WWTF	4,610.00
10048431	12/23/2013	Printed		0795	TOWN OF ESSEX	MANAGER PYMNT-ADMIN	4,486.73
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10048433	12/23/2013	Printed		0751	FISHER AUTO PARTS	AUTO PARTS-STREET	454.29
10048434	12/23/2013	Printed		10226	G & K SERVICES	SHOP TOWELS-STREET	59.49
10048435	12/23/2013	Printed		0899	GAUTHIER TRUCKING CO., INC	RUBBISH REMOVAL-STR-LH	588.34
10048436	12/23/2013	Printed		0957	GMWEA	MEMBERSHIP FEES -WATER	70.00
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10048438	12/23/2013	Printed		9958	GREEN MTN LIBRARY CONSORTIUM	2014 GMLC MEMBERSHIP-LIBRARY	1,622.92
10048440	12/23/2013	Printed		1035	DONALD L. HAMLIN	ENGINEERING -VARIOUS	35,581.64
10048441	12/23/2013	Printed		0997	TERESA HASS	MILEAGE REIMB-PLAN	28.25
10048442	12/23/2013	Printed		9625	INGRAM LIBRARY SERVICES	CIRUCLATION MATERIALS-LIBRARY	102.90
10048443	12/23/2013	Printed		9673	INTERSTATE BATTERY OF CV	BATTERY/CABLES-STREET	361.39
10048444	12/23/2013	Printed		9769	KEMIRA WATER SOLUTIONS	SODIUM ALUMINATE-WWTF	5,769.66

# Check Register Report

DEC 23 2013 BL

Date: 01/02/2014

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Page: 2

Village of Essex Junction

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10048448	12/23/2013	Printed		13631	LYNN PUBLICATIONS	ADS/LEGAL NOTICES-ADM/PLAN	388.13
10048449	12/23/2013	Printed		13631	LYNN PUBLICATIONS	FARMERS MKT AD-EC DEV	50.00
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10048451	12/23/2013	Printed		1460	MAPLEHURST FLORIST	DISH GARDEN/SUSAN-ADMIN	41.58
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10048453	12/23/2013	Printed		1000	SUSAN J. MCNAMARA-HILL	MATERIALS-LIBRARY	11.86
10048454	12/23/2013	Printed		1539	LAUREN MORRISSEAU	MILEAGE REIMB-ADMIN	40.12
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10048457	12/23/2013	Printed		10329	NORTH WILLISTON CATTLE COMPANY	LIQUID SERVICES-WWTF	67,872.00
10048458	12/23/2013	Printed		10602	OLD FORT AUTO	GEAR OIL-FIRE	141.70
10048459	12/23/2013	Printed		1756	PATTON FACILITY MGMNT DBA	JANITORIAL-LH/LIBRARY	2,336.12
10048460	12/23/2013	Printed		10059	ROBERT PIERCE	MILEAGE REIMB-PLAN	28.25
10048461	12/23/2013	Printed		1793	SUSAN PIERCE	POSTAGE REIMB-LIBRARY	9.79
10048462	12/23/2013	Printed		1789	PIKE INDUSTRIES, INC.	ASPHALT-STREET	661.98
10048463	12/23/2013	Printed		18298	POWERPLAN OIB	AIR/OIL	230.48
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10048465	12/23/2013	Printed		10235	PRATT & SMITH INC	PLOW PAINT-STREET	2,213.11
10048466	12/23/2013	Printed		1780	EVERETT J. PRESCOTT, INC.	ASSORTED ELEC/MAIN	539.20
10048467	12/23/2013	Printed		17811	PRESERVATION TRUST OF VERMONT	SET-UP-WWTF	50.00
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10048482	12/23/2013	Printed		10481	TRUMBULL-NELSON CONST. CO.	MANAGED SVCS-ADM/PLAN	500,799.81
10048483	12/23/2013	Printed		9727	UNUM LIFE INSURANCE CO OF AMER	SPREADER CTRL PANEL	621.00
10048484	12/23/2013	Printed		2338	USA BLUE BOOK	TRK6-STR	610.77
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10048487	12/23/2013	Printed		10607	VERMONT LAND TRUST	AMER	20,000.00
10048488	12/23/2013	Printed		9310	VERMONT PLANNERS ASSOCIATION	DECHLOR	40.00
10048489	12/23/2013	Printed		2380	VLCT PACIF, INC.	PUMPS/LOCKS-WWTF/STR	75,359.00
10048490	12/23/2013	Printed		2377	VLCT UNEMPLOYMENT INS. TRUST	MULTI-USE PATH DESIGN-CAP R	1,460.00
10048492	12/23/2013	Printed		2385	VT LEAGUE OF CITIES AND TOWNS	MEMBERSHIP DUES-PLAN	120.00

Check Register Report

DEC 23 2013 BL

Date: 01/02/2014

Time: 2:39 pm

Page: 3

Village of Essex Junction

BANK:

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10048495	12/23/2013	Printed		25261	MATTHEW WITTEN	PERFORMANCES-LIB FRIENDS	200.00
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**Total Checks: 100** **Checks Total (excluding void checks): 1,140,910.20**

**Total Payments: 100** **Bank Total (excluding void checks): 1,140,910.20**

**Total Payments: 100** **Grand Total (excluding void checks): 1,140,910.20**



# Check Register Report

BL 1/14/14

Date: 01/10/2014

Time: 11:43 am

Page: 1

Village of Essex Junction

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10048506	01/14/2014	Printed		0025	ESSEX AGWAY	UNIFORM-WWTF	129.99
10048507	01/14/2014	Printed		10290	ALDRICH + ELLIOT, PC	ENGINEERING-WWTF	41,907.71
10048508	01/14/2014	Printed		0031	ALLEN ENGINEERING	HYDRATED LIME-WWTF	597.50
10048510	01/14/2014	Printed		00382	AMAZON.COM CREDIT	CIRCULATION MATERIALS-LIBRARY	250.01
10048511	01/14/2014	Printed		9847	AUTOZONE, INC	DIESEL EXHAUST FLUID-FIRE	6.99
10048512	01/14/2014	Printed		0156	BAILEY SPRING & CHASSIS INC	GLASS CLEANER-STREET	10.50
10048513	01/14/2014	Printed		10408	BAY STATE ELEVATOR COMPANY	EXAM/LUBE ELEVATOR-LIBRARY	252.81
10048515	01/14/2014	Printed		10599	BLUETARP FINANCIAL #2	SUPPLIES-VARIOUS	295.13
10048516	01/14/2014	Printed		0239	BOND AUTO PARTS, INC.	FLOOR MATS TRKS-STREET	30.99
10048518	01/14/2014	Printed		0268	BRODART CO.	CIRCULATION MATERIALS-LIBRARY	657.40
10048519	01/14/2014	Printed		0305	BURLINGTON FREE PRESS	NEWSPAPERS-WWTF	22.00
10048520	01/14/2014	Printed		0457	CARGILL, INC SALT DIVISION	DEICER SALT-STREET	16,804.33
10048522	01/14/2014	Printed		9743	CARQUEST AUTO PARTS	SUPPLIES/PARTS-STR/WWTF	440.81
10048523	01/14/2014	Printed		0490	CENTRAL VERMONT PROPERTIES	LEASE ROW -SANIT	50.00
10048524	01/14/2014	Printed		0503	CHAMPLAIN OIL COMPANY, INC.	VEHICLE FUEL-VARIOUS DEPTS	6,445.08
10048525	01/14/2014	Printed		05070	CHARLEBOIS TRUCK PARTS INC.	HYDRAULIC HOSES-STREET	177.08
10048526	01/14/2014	Printed		10610	CHIEFS CHOICE	CLEANER-FIRE	19.81
10048527	01/14/2014	Printed		0525	CHITTENDEN SOLID WASTE DISTRIC	CSWD DIRECT FEES-WWTF	324.54
10048528	01/14/2014	Printed		2305	CLARK'S TRUCK CENTER	STROBE LIGHTS-STREET	1,310.77
10048529	01/14/2014	Printed		9788	COMCAST	CABLE-FIRE	13.50
10048530	01/14/2014	Printed		10611	CRUISE MASTER PRISMS INC	VEHICLE LETTERING-FIRE	300.95
10048531	01/14/2014	Printed		05898	CRYSTAL ROCK BOTTLED WATER	BOTTLE WATER-LH	28.25
10048532	01/14/2014	Printed		1690	DEPOT HOME & GARDEN	BOOTS/PLASTIC-WWTF	185.94
10048533	01/14/2014	Printed		9766	ALBERTA DEUTSCH	MILEAGE & SUPPLIES-LIBRARY	68.61
10048534	01/14/2014	Printed		0644	DUBOIS & KING INC.	CRES CONN, ENGINEER-CAP R	3,146.38
10048535	01/14/2014	Printed		10576	ECOPIXEL LLC	VEJ WEBSITE DEV-ADMIN	4,458.95
10048536	01/14/2014	Printed		0710	ENDYNE, INC.	TESTS-WWTF	39.00
10048537	01/14/2014	Printed		0795	TOWN OF ESSEX	RECORDINGS-PLAN	110.00
10048538	01/14/2014	Printed		10011	FAIR POINT COMMUNICATIONS, INC.	PHONE-FIRE	28.58
10048539	01/14/2014	Printed		08044	FIRE TECH & SAFETY OF NEW ENGL	FIRE EQUIP MAINT SUPPLIES-FIRE	2,412.80
10048540	01/14/2014	Printed		08147	FIREMATIC SUPPLY CO. INC.	NAME PATCH-FIRE	50.59
10048541	01/14/2014	Printed		9918	FULL CAST AUDIO	CIRC MATERIALS-LIBRARY REPL	27.80
10048542	01/14/2014	Printed		10287	JOHN M. GAWORECKI	TRAIN HOP SUPPLIES-EC DEV	477.65
10048543	01/14/2014	Printed		10453	GE CAPITAL C.O.RICOH USA	COPIER LEASE-WWTF/FIRE	221.30
10048544	01/14/2014	Printed		0957	GMWEA	ANNUAL MEMBERSHIP-WWTF	175.00
10048545	01/14/2014	Printed		0943	MARY L. GRAF	PGM SUPPLIES REIMB-LIBRARY	30.16
10048546	01/14/2014	Printed		24511	GRAINGER	SUPPLIES-WWTF/FIRE	231.35
10048547	01/14/2014	Printed		10598	GREEN MOUNTAIN POWER CORP #2	ELECTRICITY- VARIOUS	622.76
10048549	01/14/2014	Printed		0965	GREEN MOUNTAIN POWER CORP.	ELECTRICITY-VARIOUS	18,398.79
10048550	01/14/2014	Printed		9958	GREEN MTN LIBRARY CONSORTIUM	EBOOK DONATION-LIBRARY	200.00

# Check Register Report

BL 1/14/14

Date: 01/10/2014

Time: 11:43 am

Page: 2

Village of Essex Junction

BANK:

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
<b>Checks</b>							
10048551	01/14/2014	Printed		10608	GSG, INC. -DOUBLE DIAMOND	JACKETS-FIRE	1,974.95
10048552	01/14/2014	Printed		1035	DONALD L. HAMLIN	ENGINEERING- VARIOUS	4,852.73
10048553	01/14/2014	Printed		1031	HANNAFORD BROTHERS CO.	LAB WATER-WWTF	46.44
10048554	01/14/2014	Printed		1093	HOLLAND CO., INC.	SODIUM BISULFAT ALUMINATE-WWTF	7,503.00
10048555	01/14/2014	Printed		9625	INGRAM LIBRARY SERVICES	CIRCULATION MATERIALS-LIBRARY	27.12
10048556	01/14/2014	Printed		23656	INVEST EAP	EAP SERVICES-FIRE	216.00
10048557	01/14/2014	Printed		1210	JAMES JUTRAS	MILEAGE & MTG SUPPLIES-WWTF	199.18
10048558	01/14/2014	Printed		9769	KEMIRA WATER SOLUTIONS	SODIUM ALUMINATE-WWTF	12,289.68
10048559	01/14/2014	Printed		1293	F. R. LAFAYETTE, INC.	GUARDRAIL REPAIR-STREET	530.90
10048560	01/14/2014	Printed		9454	LENNY'S SHOE & APP	BOOTS-WWTF	368.00
10048561	01/14/2014	Printed		13631	LYNN PUBLICATIONS	ADS-ADM/PLN/LIB	251.38
10048562	01/14/2014	Printed		10245	MAILFINANCE	POST MTR LEASE-ADMIN	254.91
10048563	01/14/2014	Printed		1479	MATTHEW BENDER & CO. INC	VT 2013 STATUTES-ADMIN	306.31
10048564	01/14/2014	Printed		9715	MINUTEMAN FIRE & RESCUE	VEHICLE MAINT-FIRE	88.04
10048565	01/14/2014	Printed		1636	NEW ENGLAND MUNICIPAL	SUPPLIES-STR/SANI/WWTF/WAT ER	29.43
10048566	01/14/2014	Printed		10132	NOCO DISTRIBUTION LLC	GBT OIL-WWTF	74.98
10048567	01/14/2014	Printed		1661	NORTH CENTRAL LABORATORIES	LAB INSTRUMENT SUPPLIES-WWTF	708.04
10048568	01/14/2014	Printed		1660	NORTHEAST DELTA DENTAL	INS PREM-VARIOUS DEPTS	2,121.04
10048569	01/14/2014	Printed		9657	OCCUPATIONAL HEALTH CENTERS	PHYSICALS-FIRE/LIB/SANI	660.00
10048570	01/14/2014	Printed		1793	SUSAN PIERCE	BATTERIES REBLD REIMB-LIBRARY	32.00
10048571	01/14/2014	Printed		1789	PIKE INDUSTRIES, INC.	ASPHALT-STREET	120.00
10048572	01/14/2014	Printed		1781	PIONEER MOTORS & DRIVES, INC.	CHLORINE FEED MODIF-WWTF	570.00
10048573	01/14/2014	Printed		10235	PRATT & SMITH INC	SLUDGE LOADING-WWTF	2,928.05
10048574	01/14/2014	Printed		1843	PROFESSIONAL WRITING SVCS	MEETING MINUTES-ADM/PLAN	490.00
10048575	01/14/2014	Printed		1908	THE RADIO NORTH GROUP, INC.	RADIO MAINT-FIRE/STREET	565.00
10048576	01/14/2014	Printed		1927	RECORDED BOOKS, LLC	CIRC MATERIALS-LIBRARY REPL	6.95
10048577	01/14/2014	Printed		1955	REYNOLDS & SON, INC.	CYLINDER CAL GAS-FIRE	256.00
10048578	01/14/2014	Printed		1994	RUSSELL SUPPLY	BULK TANK MARKING-WWTF	40.50
10048579	01/14/2014	Printed		9481	SAFETY SYSTEMS OF VERMONT, LLC	ALARM SYSTEM INSPECTION-FIRE	590.76
10048580	01/14/2014	Printed		9924	SHEARER CHEVROLET	TAIL LIGHT REPAIR-FIRE	126.13
10048581	01/14/2014	Printed		9636	SHELDON TRUCKS, INC.	TANKER INSPECTION-WWTF	48.45
10048582	01/14/2014	Printed		2115	SOUTHWORTH-MILTON, INC.	VEHICLE MAINT-STREET/FIRE	1,548.97
10048583	01/14/2014	Printed		2115	SOUTHWORTH-MILTON, INC.	CATERPILLAR WHEEL LOADER-CAP R	95,900.00
10048584	01/14/2014	Printed		21153	SOVERNET COMMUNICATIONS	PH/INTRNT-VARIOUS	593.21
10048585	01/14/2014	Printed		2124	STAPLES ADVANTAGE	OFFICE SUPPLIESVARIOUS	466.78
10048586	01/14/2014	Printed		0545	THE TECH GROUP	FIREWALL RENEWAL/SWITCH-ADMIN	920.00
10048587	01/14/2014	Printed		2227	TI-SALES, INC.	WATER METERS-WATER/SANI	7,857.50
10048588	01/14/2014	Printed		2330	UNIFIRST CORPORATION	FLOOR RUGS-LH	38.60
10048589	01/14/2014	Printed		2338	USA BLUE BOOK	EQUIP MAINT-WWTF	410.20
10048590	01/14/2014	Printed		23409	VCDA	MEMBERSHIP RENEWAL-PLAN	50.00
10048591	01/14/2014	Printed		23415	VERIZON WIRELESS	CELL PHONES-VARIOUS	293.87
10048593	01/14/2014	Printed		2366	VERMONT GAS SYSTEMS, INC.	GAS HEAT-LIBRARY	7,442.03
10048594	01/14/2014	Printed		2343	VILLAGE COPY & PRINT	BUSINESS CARDS-LIBRARY	87.00
10048595	01/14/2014	Printed		9968	VISION SERVICE PLAN-CONNECTICU	INS PREMIUM-VARIOUS DEPTS	397.00
10048596	01/14/2014	Printed		2413	VT DEPT OF TAXES	PAINT WASTE DISPOSAL-WWTF	135.00
10048597	01/14/2014	Printed		2385	VT LEAGUE OF CITIES AND TOWNS	REG VTGFOA MTG-ADMIN	90.00
10048598	01/14/2014	Printed		2369	VT STATE FIREFIGHTERS ASSOC	ANNUAL MEMBERSHIP-FIRE	688.00
10048599	01/14/2014	Printed		0811	F.W. WEBB COMPANY	ASSTD PIPING -WWTF	680.86
10048600	01/14/2014	Printed		2485	WESCO DISTRIBUTION, INC.	BATTERIES-ADMIN	58.26
10048601	01/14/2014	Printed		2505	DAVID WHITCOMB	TRUCK INSPECTIONS-WWTF	76.00



REVENUE/EXPENDITURE REPORT  
Bill List 1/14/14

Village of Essex Junction

For the Period: 7/1/2013 to 1/31/2014	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 100 - GENERAL FUND							
Revenues							
Dept: 000.000							
Acct Class: 4000 Revenue							
401.000 PROPERTY TAXES-CURRENT	2,806,463.00	2,806,463.00	2,806,911.46	0.00	0.00	-448.46	100.0
402.000 STATE FOR VT PILOT & CURRENT U	2,500.00	2,500.00	0.00	0.00	0.00	2,500.00	0.0
403.000 PENALTIES/INTEREST DELINQ. TAX	7,000.00	7,000.00	3,958.52	164.93	0.00	3,041.48	56.6
410.000 LICENSE AND ZONING FEE	35,000.00	35,000.00	74,628.00	0.00	0.00	-39,628.00	213.2
411.010 SERVICE FEE - WATER	111,336.00	111,336.00	27,834.00	0.00	0.00	83,502.00	25.0
411.020 SERVICE FEE - WWTP	55,668.00	55,668.00	13,917.00	0.00	0.00	41,751.00	25.0
411.030 SERVICE FEE - SANITATION	111,336.00	111,336.00	27,834.00	0.00	0.00	83,502.00	25.0
420.010 STATE DISTRICT COURT FINES	2,000.00	2,000.00	1,502.50	0.00	0.00	497.50	75.1
420.020 STATE HIGHWAY AID	100,000.00	100,000.00	60,192.38	0.00	0.00	39,807.62	60.2
420.030 EJSJ TAX COLLECTION FEES	47,000.00	47,000.00	21,923.55	0.00	0.00	25,076.45	46.6
432.010 MISCELLANEOUS RECEIPTS	0.00	0.00	42.71	5.98	0.00	-42.71	0.0
432.015 PARKING SPACE FEES	4,800.00	4,800.00	2,400.00	0.00	0.00	2,400.00	50.0
432.030 MISCELLANEOUS FIRE RECEIPTS	10.00	10.00	0.00	0.00	0.00	10.00	0.0
432.051 BLOCK PARTY CONTRIBUTIONS	1,500.00	1,500.00	254.00	0.00	0.00	1,246.00	16.9
432.070 MISCELLANEOUS STREET RECEIPTS	3,500.00	3,500.00	3,409.40	100.00	0.00	90.60	97.4
432.080 MISCELLANEOUS LIBRARY RECEIPTS	600.00	600.00	140.00	0.00	0.00	460.00	23.3
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	927.41	0.00	0.00	72.59	92.7
445.000 MISC. - UNCLASSIFIED RECEIPTS	5,000.00	5,000.00	5,269.99	37.60	0.00	-269.99	105.4
Revenue	3,309,713.00	3,309,713.00	3,051,144.92	308.51	0.00	258,568.08	92.2
Acct Class: 4900 GRANTS & DONATIONS							
432.081 BROWNELL LIBRARY GRANTS	0.00	0.00	500.00	0.00	0.00	-500.00	0.0
432.083 DONATIONS TO LIBRARY	0.00	0.00	7,482.46	0.00	0.00	-7,482.46	0.0
441.035 MUNICIPAL PLANNING GRANT	0.00	0.00	10,237.00	0.00	0.00	-10,237.00	0.0
441.036 CARING FOR CANOPY GRANT	0.00	0.00	4,250.00	0.00	0.00	-4,250.00	0.0
GRANTS & DONATIONS	0.00	0.00	22,469.46	0.00	0.00	-22,469.46	0.0
Acct Class: 5990 Non Operating Revenues							
410.150 Adult Replacement Receipts	0.00	0.00	874.48	0.00	0.00	-874.48	0.0
410.151 Juvenile Replacment Receipts	0.00	0.00	505.00	0.00	0.00	-505.00	0.0
Non Operating Revenues	0.00	0.00	1,379.48	0.00	0.00	-1,379.48	0.0
Dept: 000.000	3,309,713.00	3,309,713.00	3,074,993.86	308.51	0.00	234,719.14	92.9
Revenues	3,309,713.00	3,309,713.00	3,074,993.86	308.51	0.00	234,719.14	92.9
Expenditures							
Dept: 100.000 ADMINISTRATION							
Acct Class: 7000 Operating Expenses							
720.000 SALARIES REGULAR	325,729.00	325,729.00	135,778.18	9,832.81	0.00	189,950.82	41.7
720.004 MANAGER CONTRACT	0.00	0.00	26,920.38	0.00	0.00	-26,920.38	0.0
720.010 SALARIES OVERTIME	1,500.00	1,500.00	1,588.18	0.00	0.00	-88.18	105.9
720.020 SALARIES PART TIME	7,974.00	7,974.00	7,193.04	0.00	0.00	780.96	90.2
720.022 SOCIAL SECURITY	26,568.00	26,568.00	11,080.67	774.14	0.00	15,487.33	41.7
720.024 UNEMPLOYMENT INSURANCE	1,186.00	1,186.00	240.43	142.60	0.00	945.57	20.3
720.026 WORKERS COMP INSURANCE	1,431.00	1,431.00	633.96	45.10	0.00	797.04	44.3
720.028 HEALTH INS & OTHER BENEFITS	75,626.00	75,626.00	27,227.26	652.25	0.00	48,398.74	36.0
720.030 RETIREMENT	32,573.00	32,573.00	13,072.76	953.28	0.00	19,500.24	40.1
720.032 LIABILITY & PROPERTY INS.	7,696.00	7,696.00	5,372.55	0.00	0.00	2,323.45	69.8
720.034 PUBLIC OFFICIALS LIABILITY INS	5,601.00	5,601.00	5,571.75	0.00	0.00	29.25	99.5
720.035 HEALTH IMPROV PROGRAMS	1,600.00	1,600.00	0.00	0.00	0.00	1,600.00	0.0
720.050 BOARD MEMBER FEES	2,500.00	2,500.00	1,250.00	0.00	0.00	1,250.00	50.0
723.000 SUPPLIES	6,700.00	6,700.00	3,058.87	0.00	0.00	3,641.13	45.7
723.010 POSTAGE	4,200.00	4,200.00	2,201.20	0.00	0.00	1,998.80	52.4
723.020 COMPUTER EXPENSES	16,915.00	16,915.00	10,710.86	0.00	0.00	6,204.14	63.3
724.000 TRAINING, CONFERENCES, DUES	10,734.00	10,734.00	3,066.01	90.00	0.00	7,667.99	28.6
725.000 TELEPHONE SERVICES	3,960.00	3,960.00	1,267.08	145.81	0.00	2,692.92	32.0
725.025 COMMUNICATIONS	13,331.00	13,331.00	15,245.58	5,618.95	0.00	-1,914.58	114.4

REVENUE/EXPENDITURE REPORT  
Bill List 1/14/14

Village of Essex Junction

For the Period: 7/1/2013 to 1/31/2014	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 100 - GENERAL FUND							
Expenditures							
Dept: 100.000 ADMINISTRATION							
Acct Class: 7000 Operating Expenses							
728.030 VEHICLE MAINTENANCE-TRAVEL	2,400.00	2,400.00	0.00	0.00	0.00	2,400.00	0.0
745.020 LEASED SERVICES	4,840.00	4,840.00	2,453.62	0.00	0.00	2,386.38	50.7
745.031 LEGAL SERVICES	15,000.00	15,000.00	4,422.00	0.00	0.00	10,578.00	29.5
745.039 OTHER PROFESSIONAL SERVICES	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.0
745.041 AUDIT	5,433.00	5,433.00	4,736.27	0.00	0.00	696.73	87.2
745.050 PRINTING AND ADVERTISING	5,800.00	5,800.00	2,876.41	0.00	0.00	2,923.59	49.6
745.055 PAY & CLASSIFICATION STUDY	3,500.00	3,500.00	0.00	0.00	0.00	3,500.00	0.0
745.057 ELECTIONS	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00	0.0
747.000 HOLIDAY EXPENSE	1,500.00	1,500.00	250.36	0.00	0.00	1,249.64	16.7
749.000 TRUSTEES EXPENDITURES	4,000.00	4,000.00	288.30	0.00	0.00	3,731.70	6.7
755.023 CAPITAL OUTLAY	8,000.00	8,000.00	4,708.01	0.00	0.00	3,291.99	58.9
Operating Expenses	598,797.00	598,797.00	291,193.73	18,254.94	0.00	307,603.27	48.6
ADMINISTRATION	598,797.00	598,797.00	291,193.73	18,254.94	0.00	307,603.27	48.6
Dept: 175.000 MISC TRANSFERS & EXPENDITUES							
Acct Class: 7000 Operating Expenses							
750.021 ROLLING STOCK FUND CONTRIB	173,624.00	173,624.00	43,406.00	0.00	0.00	130,218.00	25.0
750.022 CAP RESRV FND CONT - BEG 1993	391,427.00	391,427.00	97,856.75	0.00	0.00	293,570.25	25.0
750.026 EMP TERM BENEFITS TRANSFER	5,000.00	5,000.00	1,250.00	0.00	0.00	3,750.00	25.0
750.027 HALF PENNY FOR LDR TRUCK NOTE	50,000.00	50,000.00	12,500.00	0.00	0.00	37,500.00	25.0
Operating Expenses	620,051.00	620,051.00	155,012.75	0.00	0.00	465,038.25	25.0
MISC TRANSFERS & EXPENDITUES	620,051.00	620,051.00	155,012.75	0.00	0.00	465,038.25	25.0
Dept: 200.000 LINCOLN HALL							
Acct Class: 7000 Operating Expenses							
720.032 LIABILITY & PROPERTY INS.	5,404.00	5,404.00	4,318.50	0.00	0.00	1,085.50	79.9
723.000 SUPPLIES	1,800.00	1,800.00	1,226.52	0.00	0.00	573.48	68.1
723.065 WATER AND SEWER CHARGE	1,500.00	1,500.00	335.28	0.00	0.00	1,164.72	22.4
725.000 TELEPHONE SERVICES	460.00	460.00	281.42	40.82	0.00	178.58	61.2
726.000 ELECTRICAL SERVICE	6,000.00	6,000.00	2,908.06	0.00	0.00	3,091.94	48.5
727.000 HEATING/NATURAL GAS	7,000.00	7,000.00	1,764.91	0.00	0.00	5,235.09	25.2
728.000 MAINT. BUILDINGS/GROUNDS	7,000.00	7,000.00	5,917.48	0.00	0.00	1,082.52	84.5
745.005 RUBBISH REMOVAL	1,785.00	1,785.00	812.00	0.00	0.00	973.00	45.5
745.014 CONTRACT SERVICES	7,503.00	7,503.00	3,581.20	38.60	0.00	3,921.80	47.7
755.023 CAPITAL OUTLAY	0.00	0.00	10,948.49	0.00	0.00	-10,948.49	0.0
Operating Expenses	38,452.00	38,452.00	32,093.86	79.42	0.00	6,358.14	83.5
LINCOLN HALL	38,452.00	38,452.00	32,093.86	79.42	0.00	6,358.14	83.5
Dept: 300.000 FIRE DEPARTMENT							
Acct Class: 7000 Operating Expenses							
720.021 SALARIES - FIREFIGHTERS	134,400.00	134,400.00	56,372.01	0.00	0.00	78,027.99	41.9
720.022 SOCIAL SECURITY	10,282.00	10,282.00	4,312.47	0.00	0.00	5,969.53	41.9
720.026 WORKERS COMP INSURANCE	25,685.00	25,685.00	5,426.24	0.00	0.00	20,258.76	21.1
720.029 ACCIDENT & DISABILITY INS.	3,600.00	3,600.00	3,300.00	0.00	0.00	300.00	91.7
720.032 LIABILITY & PROPERTY INS.	6,675.00	6,675.00	5,693.69	0.00	0.00	981.31	85.3
723.000 SUPPLIES	2,400.00	2,400.00	882.38	0.00	0.00	1,517.62	36.8
723.016 EMS SUPPLIES	1,500.00	1,500.00	127.40	0.00	0.00	1,372.60	8.5
723.020 GAS, GREASE AND OIL	6,000.00	6,000.00	3,316.99	0.00	0.00	2,683.01	55.3
723.065 WATER AND SEWER CHARGE	900.00	900.00	554.60	0.00	0.00	345.40	61.6
724.000 TRAINING, CONFERENCES, DUES	5,000.00	5,000.00	1,561.90	688.00	0.00	3,438.10	31.2
725.000 TELEPHONE SERVICES	3,800.00	3,800.00	1,977.36	0.00	0.00	1,822.64	52.0
726.000 ELECTRICAL SERVICE	6,400.00	6,400.00	3,655.10	0.00	0.00	2,744.90	57.1
727.000 HEATING/NATURAL GAS	6,000.00	6,000.00	1,418.65	0.00	0.00	4,581.35	23.6
728.000 MAINT. BUILDINGS/GROUNDS	6,000.00	6,000.00	5,614.49	0.00	0.00	385.51	93.6
728.010 RADIO MAINTENANCE	2,000.00	2,000.00	530.00	0.00	0.00	1,470.00	26.5
728.020 MAINTENANCE OTHER	11,916.00	11,916.00	9,522.69	0.00	0.00	2,393.31	79.9

REVENUE/EXPENDITURE REPORT  
Bill List 1/14/14

Village of Essex Junction

For the Period: 7/1/2013 to 1/31/2014	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 100 - GENERAL FUND							
Expenditures							
Dept: 300.000 FIRE DEPARTMENT							
Acct Class: 7000 Operating Expenses							
728.030 VEHICLE MAINTENANCE-TRAVEL	9,000.00	9,000.00	7,716.93	1,438.34	0.00	1,283.07	85.7
728.038 EMERGENCY GENERATOR MAINT	650.00	650.00	500.00	0.00	0.00	150.00	76.9
729.000 UNIFORMS,BOOTS,ETC	18,500.00	18,500.00	15,485.88	0.00	0.00	3,014.12	83.7
729.052 FIRE PREVENTION	2,000.00	2,000.00	1,890.86	0.00	0.00	109.14	94.5
743.051 PHYSICAL EXAMS	6,000.00	6,000.00	4,592.00	0.00	0.00	1,408.00	76.5
743.058 EMPLOYEE ASSISTANCE PROGRAM	900.00	900.00	648.00	216.00	0.00	252.00	72.0
755.022 NEW EQUIPMENT-RADIOS	3,100.00	3,100.00	2,348.99	0.00	0.00	751.01	75.8
755.025 ROUTINE EQUIPMENT PURCHASES	14,500.00	14,500.00	8,778.33	0.00	0.00	5,721.67	60.5
Operating Expenses	287,208.00	287,208.00	146,226.96	2,342.34	0.00	140,981.04	50.9
FIRE DEPARTMENT	287,208.00	287,208.00	146,226.96	2,342.34	0.00	140,981.04	50.9
Dept: 700.000 STREET DEPARTMENT							
Acct Class: 7000 Operating Expenses							
720.000 SALARIES REGULAR	197,160.00	197,160.00	92,744.22	8,916.51	0.00	104,415.78	47.0
720.010 SALARIES OVERTIME	15,000.00	15,000.00	9,978.45	1,541.67	0.00	5,021.55	66.5
720.020 SALARIES PART TIME	18,590.00	18,590.00	10,208.46	314.97	0.00	8,381.54	54.9
720.022 SOCIAL SECURITY	17,867.00	17,867.00	8,284.94	825.48	0.00	9,582.06	46.4
720.024 UNEMPLOYMENT INSURANCE	1,086.00	1,086.00	296.36	146.65	0.00	789.64	27.3
720.026 WORKERS COMP INSURANCE	12,182.00	12,182.00	7,324.45	724.32	0.00	4,857.55	60.1
720.028 HEALTH INS & OTHER BENEFITS	82,729.00	82,729.00	33,421.99	0.00	0.00	49,307.01	40.4
720.030 RETIREMENT	19,716.00	19,716.00	9,095.13	562.88	0.00	10,620.87	46.1
720.032 LIABILITY & PROPERTY INS.	13,878.00	13,878.00	11,707.55	0.00	0.00	2,170.45	84.4
723.000 SUPPLIES	20,000.00	20,000.00	6,745.72	0.00	0.00	13,254.28	33.7
723.010 WINTER MAINTENANCE	75,000.00	75,000.00	26,379.54	0.00	0.00	48,620.46	35.2
723.012 PAVEMENT MAINTENANCE	15,000.00	15,000.00	10,581.40	0.00	0.00	4,418.60	70.5
723.014 GRAVEL,TOPSOIL	4,000.00	4,000.00	1,738.64	0.00	0.00	2,261.36	43.5
723.015 SIGNS AND POSTS	5,500.00	5,500.00	821.97	0.00	0.00	4,678.03	14.9
723.020 GAS,GREASE AND OIL	22,000.00	22,000.00	15,729.19	0.00	0.00	6,270.81	71.5
723.065 WATER AND SEWER CHARGE	2,500.00	2,500.00	250.41	0.00	0.00	2,249.59	10.0
724.000 TRAINING, CONFERENCES, DUES	500.00	500.00	51.50	0.00	0.00	448.50	10.3
725.000 TELEPHONE SERVICES	1,900.00	1,900.00	1,135.87	0.00	0.00	764.13	59.8
726.000 ELECTRICAL SERVICE	4,500.00	4,500.00	1,326.32	0.00	0.00	3,173.68	29.5
726.035 STREET LIGHTS	127,000.00	127,000.00	54,887.96	0.00	0.00	72,112.04	43.2
726.037 TRAFFIC LIGHTS	5,700.00	5,700.00	2,587.65	0.00	0.00	3,112.35	45.4
727.000 HEATING/NATURAL GAS	4,000.00	4,000.00	786.03	0.00	0.00	3,213.97	19.7
728.000 MAINT. BUILDINGS/GROUNDS	2,500.00	2,500.00	474.76	0.00	0.00	2,025.24	19.0
728.010 RADIO MAINTENANCE	200.00	200.00	0.00	0.00	0.00	200.00	0.0
728.020 MAINTENANCE OTHER	1,000.00	1,000.00	370.63	0.00	0.00	629.37	37.1
728.030 VEHICLE MAINTENANCE-TRAVEL	32,000.00	32,000.00	13,570.79	0.00	0.00	18,429.21	42.4
728.033 STREETScape MAINT./IMP	6,000.00	6,000.00	2,021.41	0.00	0.00	3,978.59	33.7
728.036 VILLAGE GARDEN SPOTS	3,650.00	3,650.00	143.98	0.00	0.00	3,506.02	3.9
728.037 TRAFFIC/STREET LIGHT MAINT.	8,000.00	8,000.00	1,874.61	0.00	0.00	6,125.39	23.4
728.041 MEMORIAL PARK	3,500.00	3,500.00	1,094.24	0.00	0.00	2,405.76	31.3
728.043 STREET MARKINGS	5,000.00	5,000.00	4,103.87	0.00	0.00	896.13	82.1
729.000 UNIFORMS,BOOTS,ETC	4,500.00	4,500.00	1,589.65	484.96	0.00	2,910.35	35.3
735.000 INTERVIEW COSTS	0.00	0.00	472.00	0.00	0.00	-472.00	0.0
745.005 RUBBISH REMOVAL	6,200.00	6,200.00	2,076.26	0.00	0.00	4,123.74	33.5
745.014 CONTRACT SERVICES	0.00	0.00	1,200.00	0.00	0.00	-1,200.00	0.0
745.030 EQUIPMENT RENTALS	1,000.00	1,000.00	54.00	0.00	0.00	946.00	5.4
745.044 ENGINEERING SERVICES	15,000.00	15,000.00	20,860.58	0.00	0.00	-5,860.58	139.1
755.011 TRAFFIC CALMING	4,000.00	4,000.00	0.00	0.00	0.00	4,000.00	0.0
755.023 CAPITAL OUTLAY	9,000.00	9,000.00	7,361.23	0.00	0.00	1,638.77	81.8
760.032 SIDEWALK AND CURB MAINTENANCE	3,000.00	3,000.00	4,096.83	0.00	0.00	-1,096.83	136.6
760.033 STORM SEWER MAINTENANCE	8,500.00	8,500.00	17,371.29	0.00	0.00	-8,871.29	204.4
760.034 STORM SEWER PERMIT FEES	3,000.00	3,000.00	120.00	0.00	0.00	2,880.00	4.0
760.035 STORM SEWER PUBLIC EDUCATION	9,500.00	9,500.00	8,912.00	0.00	0.00	588.00	93.8
Operating Expenses	791,358.00	791,358.00	393,851.88	13,517.44	0.00	397,506.12	49.8

REVENUE/EXPENDITURE REPORT

Bill List 1/14/14

Village of Essex Junction

For the Period: 7/1/2013 to 1/31/2014	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 100 - GENERAL FUND							
Expenditures							
STREET DEPARTMENT	791,358.00	791,358.00	393,851.88	13,517.44	0.00	397,506.12	49.8
Dept: 800.000 BROWNELL LIBRARY							
Acct Class: 7000 Operating Expenses							
720.000 SALARIES REGULAR	305,811.00	305,811.00	160,776.42	11,795.20	0.00	145,034.58	52.6
720.020 SALARIES PART TIME	89,012.00	89,012.00	45,381.05	2,004.77	0.00	43,630.95	51.0
720.022 SOCIAL SECURITY	30,365.00	30,365.00	15,632.93	1,086.13	0.00	14,732.07	51.5
720.024 UNEMPLOYMENT INSURANCE	2,384.00	2,384.00	719.26	201.94	0.00	1,664.74	30.2
720.026 WORKERS COMP INSURANCE	1,588.00	1,588.00	906.24	63.86	0.00	681.76	57.1
720.028 HEALTH INS & OTHER BENEFITS	70,891.00	70,891.00	31,414.40	1,048.67	0.00	39,476.60	44.3
720.030 RETIREMENT	30,581.00	30,581.00	15,834.86	1,169.06	0.00	14,746.14	51.8
720.032 LIABILITY & PROPERTY INS.	9,972.00	9,972.00	9,025.02	0.00	0.00	946.98	90.5
723.000 SUPPLIES	12,000.00	12,000.00	5,437.15	59.93	0.00	6,562.85	45.3
723.001 POSTAGE	2,500.00	2,500.00	2,272.59	0.00	0.00	227.41	90.9
723.055 COMPUTER EXPENSES	3,000.00	3,000.00	0.00	0.00	0.00	3,000.00	0.0
723.065 WATER AND SEWER CHARGE	500.00	500.00	190.28	0.00	0.00	309.72	38.1
724.000 TRAINING, CONFERENCES, DUES	5,000.00	5,000.00	480.60	40.68	0.00	4,519.40	9.6
725.000 TELEPHONE SERVICES	1,200.00	1,200.00	522.92	0.00	0.00	677.08	43.6
725.030 TECHNOLOGY ACCESS	6,000.00	6,000.00	4,471.04	0.00	0.00	1,528.96	74.5
726.000 ELECTRICAL SERVICE	14,250.00	14,250.00	6,891.23	0.00	0.00	7,358.77	48.4
727.000 HEATING/NATURAL GAS	7,400.00	7,400.00	2,166.29	0.00	0.00	5,233.71	29.3
728.000 MAINT. BUILDINGS/GROUNDS	12,000.00	12,000.00	7,935.34	252.81	0.00	4,064.66	66.1
728.050 ALARM SYSTEM MAINTENANCE	700.00	700.00	195.00	0.00	0.00	505.00	27.9
735.000 INTERVIEW COSTS	100.00	100.00	382.00	0.00	0.00	-282.00	382.0
745.014 CONTRACT SERVICES	23,225.00	23,225.00	9,306.18	0.00	0.00	13,918.82	40.1
745.021 ADULT PROGRAMS	0.00	0.00	77.38	0.00	0.00	-77.38	0.0
745.022 CHILDRENS PROGRAMS	3,000.00	3,000.00	2,253.07	30.16	0.00	746.93	75.1
755.014 COMPUTER REPLACEMENT	6,500.00	6,500.00	0.00	0.00	0.00	6,500.00	0.0
720.030 ADULT COLLECTION-PRINT & ELECT	31,000.00	31,000.00	20,192.22	0.00	0.00	10,807.78	65.1
720.031 JUVEN COLLECTION-PRNT & ELECTR	15,500.00	15,500.00	10,387.48	0.00	0.00	5,112.52	67.0
Operating Expenses	684,479.00	684,479.00	352,850.95	17,753.21	0.00	331,628.05	51.6
BROWNELL LIBRARY	684,479.00	684,479.00	352,850.95	17,753.21	0.00	331,628.05	51.6
Dept: 900.000 PLANNING AND ZONING DEPT.							
Acct Class: 7000 Operating Expenses							
720.000 SALARIES REGULAR	129,436.00	129,436.00	68,259.23	4,783.20	0.00	61,176.77	52.7
720.010 SALARIES OVERTIME	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	0.0
720.022 SOCIAL SECURITY	10,305.00	10,305.00	5,314.45	370.15	0.00	4,990.55	51.6
720.024 UNEMPLOYMENT INSURANCE	435.00	435.00	67.77	67.77	0.00	367.23	15.6
720.026 WORKERS COMP INSURANCE	506.00	506.00	1,049.41	74.76	0.00	-543.41	207.4
720.028 HEALTH INS & OTHER BENEFITS	33,038.00	33,038.00	16,352.91	0.00	0.00	16,685.09	49.5
720.030 RETIREMENT	12,944.00	12,944.00	6,775.92	478.32	0.00	6,168.08	52.3
720.032 LIABILITY & PROPERTY INS.	2,147.00	2,147.00	2,067.31	0.00	0.00	79.69	96.3
720.034 PUBLIC OFFICIALS LIABILITY INS	5,600.00	5,600.00	5,571.75	0.00	0.00	28.25	99.5
720.050 BOARD MEMBER FEES	3,600.00	3,600.00	1,800.00	0.00	0.00	1,800.00	50.0
723.000 SUPPLIES	2,500.00	2,500.00	660.50	0.00	0.00	1,839.50	26.4
723.001 POSTAGE	1,000.00	1,000.00	185.02	0.00	0.00	814.98	18.5
723.055 COMPUTER EXPENSES	4,705.00	4,705.00	1,770.33	0.00	0.00	2,934.67	37.6
724.000 TRAINING, CONFERENCES, DUES	4,500.00	4,500.00	1,272.62	0.00	0.00	3,227.38	28.3
725.000 TELEPHONE SERVICES	1,524.00	1,524.00	802.37	32.59	0.00	721.63	52.6
725.025 COMMUNICATIONS	2,000.00	2,000.00	1,180.00	300.00	0.00	820.00	59.0
728.030 VEHICLE MAINTENANCE-TRAVEL	3,000.00	3,000.00	1,400.00	200.00	0.00	1,600.00	46.7
745.031 LEGAL SERVICES	14,000.00	14,000.00	66.00	0.00	0.00	13,934.00	0.5
745.039 OTHER PROFESSIONAL SERVICES	4,000.00	4,000.00	0.00	0.00	0.00	4,000.00	0.0
745.050 PRINTING AND ADVERTISING	5,000.00	5,000.00	1,102.42	0.00	0.00	3,897.58	22.0
745.051 RECORDING FEES	2,500.00	2,500.00	1,190.00	0.00	0.00	1,310.00	47.6
Operating Expenses	244,740.00	244,740.00	116,888.01	6,306.79	0.00	127,851.99	47.8
PLANNING AND ZONING DEPT.	244,740.00	244,740.00	116,888.01	6,306.79	0.00	127,851.99	47.8

REVENUE/EXPENDITURE REPORT

Bill List 1/14/14

Village of Essex Junction

For the Period: 7/1/2013 to 1/31/2014	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 100 - GENERAL FUND							
Expenditures							
Dept: 910.000 ECONOMIC DEVELOPMENT							
Acct Class: 7000 Operating Expenses							
720.000 SALARIES REGULAR	35,196.00	35,196.00	18,330.57	1,348.80	0.00	16,865.43	52.1
720.022 SOCIAL SECURITY	2,696.00	2,696.00	1,519.09	97.44	0.00	1,176.91	56.3
720.024 UNEMPLOYMENT INSURANCE	250.00	250.00	18.34	18.34	0.00	231.66	7.3
720.026 WORKERS COMP INSURANCE	149.00	149.00	85.73	5.80	0.00	63.27	57.5
720.028 HEALTH INS & OTHER BENEFITS	4,967.00	4,967.00	3,449.66	0.00	0.00	1,517.34	69.5
720.030 RETIREMENT	3,520.00	3,520.00	1,833.06	134.88	0.00	1,686.94	52.1
745.025 BLOCK PARTY EXPENSE	7,000.00	7,000.00	6,639.68	0.00	0.00	360.32	94.9
745.040 COMMUNITY EVENTS & PROGRAMS	5,850.00	5,850.00	3,118.77	0.00	0.00	2,731.23	53.3
745.054 ANNUAL SUPPORT OF ORGNIZATIONS	9,000.00	9,000.00	8,920.00	0.00	0.00	80.00	99.1
748.000 NEW PROGRAMS	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	0.0
748.010 MATCHING GRANT FUNDS	9,000.00	9,000.00	482.55	0.00	0.00	8,517.45	5.4
Operating Expenses	79,628.00	79,628.00	44,397.45	1,605.26	0.00	35,230.55	55.8
ECONOMIC DEVELOPMENT	79,628.00	79,628.00	44,397.45	1,605.26	0.00	35,230.55	55.8
Dept: 920.000 GRANT & OTH UNANTC. EXPENDITUR							
Acct Class: 7000 Operating Expenses							
755.020 ADULT COLLECTION-PRINT & ELECT	0.00	0.00	410.69	0.00	0.00	-410.69	0.0
755.021 JUVEN COLLECTION-PRNT & ELECTR	0.00	0.00	378.99	0.00	0.00	-378.99	0.0
759.010 Library Grant Expenditures	0.00	0.00	500.00	0.00	0.00	-500.00	0.0
759.011 LIBRARY DONATION EXPENDITURES	0.00	0.00	6,061.35	0.00	0.00	-6,061.35	0.0
759.032 STATE GRANT EXPENDITURES	0.00	0.00	4,000.00	0.00	0.00	-4,000.00	0.0
Operating Expenses	0.00	0.00	11,351.03	0.00	0.00	-11,351.03	0.0
GRANT & OTH UNANTC. EXPENDITUR	0.00	0.00	11,351.03	0.00	0.00	-11,351.03	0.0
Expenditures	3,344,713.00	3,344,713.00	1,543,866.62	59,859.40	0.00	1,800,846.38	46.2
Net Effect for GENERAL FUND	-35,000.00	-35,000.00	1,531,127.24	-59,550.89	0.00	-1,566,127.24	4,374.6
Change in Fund Balance:			1,531,127.24				
Fund: 152 - GEN FUND ROLLING STOCK RESERVE							
Revenues							
Dept: 000.000							
Acct Class: 4000 Revenue							
440.000 INTEREST EARNINGS	0.00	0.00	125.35	0.00	0.00	-125.35	0.0
599.000 CONTRIB FROM GENERAL FUND	0.00	0.00	55,906.00	0.00	0.00	-55,906.00	0.0
Revenue	0.00	0.00	56,031.35	0.00	0.00	-56,031.35	0.0
Dept: 000.000	0.00	0.00	56,031.35	0.00	0.00	-56,031.35	0.0
Revenues	0.00	0.00	56,031.35	0.00	0.00	-56,031.35	0.0
Expenditures							
Dept: 000.000							
Acct Class: 7000 Operating Expenses							
710.030 FIRE TRUCK LOAN PRINCIPAL	0.00	0.00	50,000.00	0.00	0.00	-50,000.00	0.0
720.040 INTEREST EXPENSE	0.00	0.00	3,255.26	0.00	0.00	-3,255.26	0.0
Operating Expenses	0.00	0.00	53,255.26	0.00	0.00	-53,255.26	0.0
Acct Class: 8000 Capital Projects							
750.704 LOADER	0.00	0.00	96,034.00	0.00	0.00	-96,034.00	0.0
750.721 SWEEPER (13)	0.00	0.00	211,275.28	0.00	0.00	-211,275.28	0.0
750.722 TRUCK #4 REPLACEMENT	0.00	0.00	30,284.79	0.00	0.00	-30,284.79	0.0
Capital Projects	0.00	0.00	337,594.07	0.00	0.00	-337,594.07	0.0

REVENUE/EXPENDITURE REPORT  
Bill List 1/14/14

Village of Essex Junction

For the Period: 7/1/2013 to 1/31/2014	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 152 - GEN FUND ROLLING STOCK RESERVE							
Expenditures							
Dept: 000.000	0.00	0.00	390,849.33	0.00	0.00	-390,849.33	0.0
Expenditures	0.00	0.00	390,849.33	0.00	0.00	-390,849.33	0.0
Net Effect for GEN FUND ROLLING STOCK RESERVE							
Change in Fund Balance:			-334,817.98			334,817.98	0.0
Fund: 159 - Veterans Memorial Park							
Revenues							
Dept: 000.000							
Acct Class: 4000 Revenue							
440.000 INTEREST EARNINGS	0.00	0.00	4.27	0.00	0.00	-4.27	0.0
Revenue	0.00	0.00	4.27	0.00	0.00	-4.27	0.0
Dept: 000.000	0.00	0.00	4.27	0.00	0.00	-4.27	0.0
Revenues	0.00	0.00	4.27	0.00	0.00	-4.27	0.0
Expenditures							
Dept: 000.000							
Acct Class: 7000 Operating Expenses							
755.023 CAPITAL OUTLAY	0.00	0.00	710.00	0.00	0.00	-710.00	0.0
Operating Expenses	0.00	0.00	710.00	0.00	0.00	-710.00	0.0
Dept: 000.000	0.00	0.00	710.00	0.00	0.00	-710.00	0.0
Expenditures	0.00	0.00	710.00	0.00	0.00	-710.00	0.0
Net Effect for Veterans Memorial Park							
Change in Fund Balance:			-705.73			705.73	0.0
Fund: 200 - GEN FUND CAPITAL RESERVE FUND							
Revenues							
Dept: 000.000							
Acct Class: 4000 Revenue							
440.000 INTEREST EARNINGS	0.00	0.00	241.27	0.00	0.00	-241.27	0.0
441.033 LNCS SDWLK GRNT CA0313INVI	0.00	0.00	7,472.67	0.00	0.00	-7,472.67	0.0
441.034 CRES CNCTR GRANT STP 5300(13)	0.00	0.00	152,981.52	0.00	0.00	-152,981.52	0.0
599.000 CONTRIB FROM GENERAL FUND	0.00	0.00	97,856.75	0.00	0.00	-97,856.75	0.0
Revenue	0.00	0.00	258,552.21	0.00	0.00	-258,552.21	0.0
Dept: 000.000	0.00	0.00	258,552.21	0.00	0.00	-258,552.21	0.0
Revenues	0.00	0.00	258,552.21	0.00	0.00	-258,552.21	0.0
Expenditures							
Dept: 000.000							
Acct Class: 8000 Capital Projects							
750.155 MULTI-USE PATH NORTH	0.00	0.00	7,322.16	0.00	0.00	-7,322.16	0.0
750.169 CRESCENT CONNECTOR	0.00	0.00	199,755.34	0.00	0.00	-199,755.34	0.0
750.171 LINCOLN ST. SDWLK EXTENSION	0.00	0.00	280,128.17	0.00	0.00	-280,128.17	0.0
750.175 VILLAGE OFFICE RENOVATIONS	0.00	0.00	19,386.50	0.00	0.00	-19,386.50	0.0
750.176 FIRE HOUSE ROOF	0.00	0.00	23,555.00	0.00	0.00	-23,555.00	0.0
750.177 WOODS END RECONSTRUCTION (14)	0.00	0.00	16,042.50	0.00	0.00	-16,042.50	0.0
750.180 CAPITAL RES. PAVING	0.00	0.00	124,176.43	0.00	0.00	-124,176.43	0.0
Capital Projects	0.00	0.00	670,366.10	0.00	0.00	-670,366.10	0.0

REVENUE/EXPENDITURE REPORT  
Bill List 1/14/14

Village of Essex Junction

For the Period: 7/1/2013 to 1/31/2014	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
<b>Fund: 200 - GEN FUND CAPITAL RESERVE FUND</b>							
<b>Expenditures</b>							
Dept: 000.000	0.00	0.00	670,366.10	0.00	0.00	-670,366.10	0.0
<b>Expenditures</b>	0.00	0.00	670,366.10	0.00	0.00	-670,366.10	0.0
<b>Net Effect for GEN FUND CAPITAL RESERVE FUND</b>							
Change in Fund Balance:			-411,813.89	0.00	0.00	411,813.89	0.0
<b>Fund: 210 - LAND ACQUISTION FUND</b>							
<b>Revenues</b>							
Dept: 000.000							
Acct Class: 4000 Revenue							
440.000 INTEREST EARNINGS	0.00	0.00	86.93	0.00	0.00	-86.93	0.0
Revenue	0.00	0.00	86.93	0.00	0.00	-86.93	0.0
Dept: 000.000	0.00	0.00	86.93	0.00	0.00	-86.93	0.0
<b>Revenues</b>	0.00	0.00	86.93	0.00	0.00	-86.93	0.0
<b>Expenditures</b>							
Dept: 000.000							
Acct Class: 7000 Operating Expenses							
750.010 CONTRIB FOR WHIT FARM EASEMENT	0.00	0.00	20,000.00	0.00	0.00	-20,000.00	0.0
Operating Expenses	0.00	0.00	20,000.00	0.00	0.00	-20,000.00	0.0
Dept: 000.000	0.00	0.00	20,000.00	0.00	0.00	-20,000.00	0.0
<b>Expenditures</b>	0.00	0.00	20,000.00	0.00	0.00	-20,000.00	0.0
<b>Net Effect for LAND ACQUISTION FUND</b>							
Change in Fund Balance:			-19,913.07	0.00	0.00	19,913.07	0.0
<b>Fund: 230 - WATER FUND</b>							
<b>Revenues</b>							
Dept: 000.000							
Acct Class: 4000 Revenue							
440.000 INTEREST EARNINGS	0.00	0.00	114.90	0.00	0.00	-114.90	0.0
445.000 MISC. - UNCLASSIFIED RECEIPTS	0.00	0.00	1,956.00	0.00	0.00	-1,956.00	0.0
465.010 SALE OF WATER-RESIDENTIAL	787,839.00	787,839.00	393,578.54	0.00	0.00	394,260.46	50.0
465.020 WATER SALES - LARGE USERS	87,413.00	87,413.00	48,420.03	6,502.95	0.00	38,992.97	55.4
465.040 WATER BILLING PENALTIES	3,500.00	3,500.00	1,988.97	0.00	0.00	1,511.03	56.8
465.045 WATER RECONNECT FEES	0.00	0.00	162.50	0.00	0.00	-162.50	0.0
465.050 MISCELLANEOUS WATER RECEIPTS	15,000.00	15,000.00	6,600.00	0.00	0.00	8,400.00	44.0
Revenue	893,752.00	893,752.00	452,820.94	6,502.95	0.00	440,931.06	50.7
Acct Class: 4650 IBM Water Pass Thru Rev							
465.015 SALE OF WATER-IBM	2,149,120.00	2,149,120.00	1,261,124.88	159,539.04	0.00	887,995.12	58.7
465.017 SALE OF WATER - IBM VT TAX	41,931.00	41,931.00	30,220.19	3,806.39	0.00	11,710.81	72.1
IBM Water Pass Thru Rev	2,191,051.00	2,191,051.00	1,291,345.07	163,345.43	0.00	899,705.93	58.9
Acct Class: 5990 Non Operating Revenues							
440.010 Interest Earned - Capital Res	0.00	0.00	25.44	0.00	0.00	-25.44	0.0
465.055 CURRENT YR CONTRIBUTION INCOME	0.00	0.00	27,500.00	0.00	0.00	-27,500.00	0.0
Non Operating Revenues	0.00	0.00	27,525.44	0.00	0.00	-27,525.44	0.0
Dept: 000.000	3,084,803.00	3,084,803.00	1,771,691.45	169,848.38	0.00	1,313,111.55	57.4

REVENUE/EXPENDITURE REPORT  
Bill List 1/14/14

Village of Essex Junction

For the Period: 7/1/2013 to 1/31/2014	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 230 - WATER FUND							
Revenues	3,084,803.00	3,084,803.00	1,771,691.45	169,848.38	0.00	1,313,111.55	57.4
Expenditures							
Dept: 650.000 WATER DEPARTMENT							
Acct Class: 7000 Operating Expenses							
720.000 SALARIES REGULAR	102,349.00	102,349.00	53,503.97	3,901.40	0.00	48,845.03	52.3
720.010 SALARIES OVERTIME	12,300.00	12,300.00	8,219.35	1,228.25	0.00	4,080.65	66.8
720.020 SALARIES PART TIME	4,729.00	4,729.00	3,010.13	157.35	0.00	1,718.87	63.7
720.022 SOCIAL SECURITY	9,239.00	9,239.00	4,804.24	391.51	0.00	4,434.76	52.0
720.024 UNEMPLOYMENT INSURANCE	564.00	564.00	111.44	71.81	0.00	452.56	19.8
720.026 WORKERS COMP INSURANCE	4,447.00	4,447.00	3,308.85	252.62	0.00	1,138.15	74.4
720.028 HEALTH INS & OTHER BENEFITS	42,180.00	42,180.00	20,082.13	0.00	0.00	22,097.87	47.6
720.030 RETIREMENT	10,235.00	10,235.00	5,239.57	402.66	0.00	4,995.43	51.2
720.032 LIABILITY & PROPERTY INS.	3,305.00	3,305.00	2,960.45	0.00	0.00	344.55	89.6
720.040 INTEREST EXPENSE	100.00	100.00	0.00	0.00	0.00	100.00	0.0
723.000 SUPPLIES	5,000.00	5,000.00	1,619.04	0.00	0.00	3,380.96	32.4
723.001 POSTAGE	1,500.00	1,500.00	776.34	0.00	0.00	723.66	51.8
723.020 GAS,GREASE AND OIL	2,800.00	2,800.00	1,922.05	0.00	0.00	877.95	68.6
723.041 METERS AND PARTS	2,000.00	2,000.00	607.92	0.00	0.00	1,392.08	30.4
723.042 DISTRIBUTION MATERIALS	8,000.00	8,000.00	987.16	0.00	0.00	7,012.84	12.3
723.055 COMPUTER EXPENSES	600.00	600.00	1,066.80	0.00	0.00	-466.80	177.8
723.065 WATER AND SEWER CHARGE	350.00	350.00	342.47	0.00	0.00	7.53	97.8
724.000 TRAINING, CONFERENCES, DUES	2,000.00	2,000.00	632.50	0.00	0.00	1,367.50	31.6
726.000 ELECTRICAL SERVICE	650.00	650.00	270.77	0.00	0.00	379.23	41.7
727.000 HEATING/NATURAL GAS	3,500.00	3,500.00	756.72	0.00	0.00	2,743.28	21.6
728.020 MAINTENANCE OTHER	1,000.00	1,000.00	397.33	0.00	0.00	602.67	39.7
728.034 WATER LINES MAINT-BREAKS	16,000.00	16,000.00	232.50	0.00	0.00	15,767.50	1.5
729.000 UNIFORMS,BOOTS,ETC	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.0
745.014 CONTRACT SERVICES	111,336.00	111,336.00	27,834.00	0.00	0.00	83,502.00	25.0
745.019 OTHER PROFESSIONAL SERVICES	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.0
745.041 AUDIT	3,293.00	3,293.00	2,829.46	0.00	0.00	463.54	85.9
745.042 CWD WATER PURCHASE	424,297.00	424,297.00	176,790.54	0.00	0.00	247,506.46	41.7
745.050 PRINTING AND ADVERTISING	1,700.00	1,700.00	533.85	0.00	0.00	1,166.15	31.4
750.020 TRANS TO CAPITAL RESERVE	110,000.00	110,000.00	27,500.00	0.00	0.00	82,500.00	25.0
770.510 STATE WATER TAX	8,278.00	8,278.00	4,218.01	0.00	0.00	4,059.99	51.0
Operating Expenses	893,752.00	893,752.00	350,557.59	6,405.60	0.00	543,194.41	39.2
Acct Class: 7800 IBM Water Costs							
745.043 CWD Water Purchase - IBM	2,149,120.00	2,149,120.00	931,194.56	0.00	0.00	1,217,925.44	43.3
770.511 State Water Tax - IBM	41,931.00	41,931.00	22,217.08	0.00	0.00	19,713.92	53.0
IBM Water Costs	2,191,051.00	2,191,051.00	953,411.64	0.00	0.00	1,237,639.36	43.5
Acct Class: 8000 Capital Projects							
750.211 METER REPLACEMENT PROGRAM	0.00	0.00	35,070.97	0.00	0.00	-35,070.97	0.0
750.426 UTILITY RATE STUDY	0.00	0.00	256.91	0.00	0.00	-256.91	0.0
Capital Projects	0.00	0.00	35,327.88	0.00	0.00	-35,327.88	0.0
WATER DEPARTMENT	3,084,803.00	3,084,803.00	1,339,297.11	6,405.60	0.00	1,745,505.89	43.4
Expenditures	3,084,803.00	3,084,803.00	1,339,297.11	6,405.60	0.00	1,745,505.89	43.4
Net Effect for WATER FUND	0.00	0.00	432,394.34	163,442.78	0.00	-432,394.34	0.0
Change in Fund Balance:							
Fund: 400 - SANITATION FUND							
Revenues							
Dept: 000.000							
Acct Class: 4000 Revenue							
432.040 MISCELLANEOUS SEWER RECEIPTS	20,000.00	20,000.00	23,000.00	0.00	0.00	-3,000.00	115.0
440.000 INTEREST EARNINGS	0.00	0.00	86.08	0.00	0.00	-86.08	0.0
442.000 ESSEX PUMP STATION FEES	25,075.00	25,075.00	10,632.02	0.00	0.00	14,442.98	42.4

REVENUE/EXPENDITURE REPORT  
Bill List 1/14/14

Village of Essex Junction

For the Period: 7/1/2013 to 1/31/2014	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
<b>Fund: 400 - SANITATION FUND</b>							
<b>Dept: 000.000</b>							
<b>Acct Class: 4000 Revenue</b>							
442.010 2 PARY AGREEMNT REV	15,000.00	15,000.00	7,500.00	0.00	0.00	7,500.00	50.0
500.000 ANNUAL CUSTOMER CHARGE	391,670.00	391,670.00	251,091.70	0.00	0.00	140,578.30	64.1
500.001 ANNUAL CUSTOMER CHARGE - PEN	1,800.00	1,800.00	1,251.44	0.00	0.00	548.56	69.5
<b>Revenue</b>	<b>453,545.00</b>	<b>453,545.00</b>	<b>293,561.24</b>	<b>0.00</b>	<b>0.00</b>	<b>159,983.76</b>	<b>64.7</b>
<b>Acct Class: 5990 Non Operating Revenues</b>							
430.012 WWTF CAPACITY SALE REVENUE	0.00	0.00	100,000.00	0.00	0.00	-100,000.00	0.0
440.010 Interest Earned - Capital Res	0.00	0.00	494.35	0.00	0.00	-494.35	0.0
440.020 INTEREST WWTF RESERV	0.00	0.00	384.44	0.00	0.00	-384.44	0.0
465.055 CURRENT YR CONTRIBUTION INCOME	0.00	0.00	18,750.00	0.00	0.00	-18,750.00	0.0
<b>Non Operating Revenues</b>	<b>0.00</b>	<b>0.00</b>	<b>119,628.79</b>	<b>0.00</b>	<b>0.00</b>	<b>-119,628.79</b>	<b>0.0</b>
<b>Dept: 000.000</b>	<b>453,545.00</b>	<b>453,545.00</b>	<b>413,190.03</b>	<b>0.00</b>	<b>0.00</b>	<b>40,354.97</b>	<b>91.1</b>
<b>Revenues</b>	<b>453,545.00</b>	<b>453,545.00</b>	<b>413,190.03</b>	<b>0.00</b>	<b>0.00</b>	<b>40,354.97</b>	<b>91.1</b>
<b>Expenditures</b>							
<b>Dept: 400.000 SANITATION DEPARTMENT</b>							
<b>Acct Class: 7000 Operating Expenses</b>							
720.000 SALARIES REGULAR	85,049.00	85,049.00	38,274.61	2,264.80	0.00	46,774.39	45.0
720.010 SALARIES OVERTIME	10,865.00	10,865.00	4,263.51	1,146.99	0.00	6,601.49	39.2
720.020 SALARIES PART TIME	4,729.00	4,729.00	3,164.49	157.34	0.00	1,564.51	66.9
720.022 SOCIAL SECURITY	7,822.00	7,822.00	3,384.18	261.74	0.00	4,437.82	43.3
720.024 UNEMPLOYMENT INSURANCE	564.00	564.00	96.27	48.49	0.00	467.73	17.1
720.026 WORKERS COMP INSURANCE	4,285.00	4,285.00	1,826.91	132.46	0.00	2,458.09	42.6
720.030 HEALTH INS & OTHER BENEFITS	39,416.00	39,416.00	17,151.73	0.00	0.00	22,264.27	43.5
720.030 RETIREMENT	8,505.00	8,505.00	3,892.43	224.63	0.00	4,612.57	45.8
720.032 LIABILITY & PROPERTY INS.	5,628.00	5,628.00	4,766.72	0.00	0.00	861.28	84.7
723.000 SUPPLIES	1,000.00	1,000.00	510.05	0.00	0.00	489.95	51.0
723.001 POSTAGE	3,000.00	3,000.00	2,008.51	0.00	0.00	991.49	67.0
723.020 GAS, GREASE AND OIL	3,000.00	3,000.00	1,148.66	0.00	0.00	1,851.34	38.3
723.041 METERS AND PARTS	4,000.00	4,000.00	0.00	0.00	0.00	4,000.00	0.0
723.055 COMPUTER EXPENSES	1,200.00	1,200.00	2,133.60	0.00	0.00	-933.60	177.8
723.065 WATER AND SEWER CHARGE	1,500.00	1,500.00	270.95	0.00	0.00	1,229.05	18.1
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	4,616.39	0.00	0.00	3,583.61	56.3
727.000 HEATING/NATURAL GAS	1,800.00	1,800.00	469.72	0.00	0.00	1,330.28	26.1
728.020 MAINTENANCE OTHER	1,500.00	1,500.00	766.60	0.00	0.00	733.40	51.1
728.040 PUMP STATION MAINTENANCE	5,500.00	5,500.00	518.10	0.00	0.00	4,981.90	9.4
728.060 SANITATION LINES MAINTENANCE	5,000.00	5,000.00	165.04	0.00	0.00	4,834.96	3.3
728.063 SUSIE WILSON PS COSTS	8,000.00	8,000.00	3,079.76	0.00	0.00	4,920.24	38.5
728.064 WEST ST PS COSTS	13,500.00	13,500.00	3,925.86	18.75	0.00	9,574.14	29.1
729.000 UNIFORMS, BOOTS, ETC	1,000.00	1,000.00	125.00	0.00	0.00	875.00	12.5
735.000 INTERVIEW COSTS	0.00	0.00	306.00	0.00	0.00	-306.00	0.0
745.014 CONTRACT SERVICES	141,636.00	141,636.00	35,409.00	0.00	0.00	106,227.00	25.0
745.015 RIGHT OF WAY AGREEMENTS	8,700.00	8,700.00	6,546.11	20.83	0.00	2,153.89	75.2
745.039 OTHER PROFESSIONAL SERVICES	1,000.00	1,000.00	495.00	0.00	0.00	505.00	49.5
745.041 AUDIT	1,646.00	1,646.00	1,414.73	0.00	0.00	231.27	85.9
745.050 PRINTING AND ADVERTISING	0.00	0.00	833.74	0.00	0.00	-833.74	0.0
750.020 TRANS TO CAPITAL RESERVE	75,000.00	75,000.00	18,750.00	0.00	0.00	56,250.00	25.0
755.023 CAPITAL OUTLAY	0.00	0.00	1,205.00	0.00	0.00	-1,205.00	0.0
<b>Operating Expenses</b>	<b>453,545.00</b>	<b>453,545.00</b>	<b>161,518.67</b>	<b>4,276.03</b>	<b>0.00</b>	<b>292,026.33</b>	<b>35.6</b>
<b>Acct Class: 8000 Capital Projects</b>							
750.025 METER REPLACEMENT PROGRAM	0.00	0.00	70,143.73	0.00	0.00	-70,143.73	0.0
750.025 INFILTRATION & INFLOW STUDY	0.00	0.00	1,508.75	0.00	0.00	-1,508.75	0.0
750.426 UTILITY RATE STUDY	0.00	0.00	256.93	0.00	0.00	-256.93	0.0
750.627 ARRA Loan-AR1-004 Admin Fee	0.00	0.00	4,461.40	0.00	0.00	-4,461.40	0.0
794.062 TRANS TO WWTF FOR DEBT PYMNTS	0.00	0.00	30,808.80	0.00	0.00	-30,808.80	0.0

REVENUE/EXPENDITURE REPORT  
Bill List 1/14/14

Village of Essex Junction

For the Period: 7/1/2013 to 1/31/2014	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
<b>Fund: 400 - SANITATION FUND</b>							
<b>Expenditures</b>							
Capital Projects	0.00	0.00	107,179.61	0.00	0.00	-107,179.61	0.0
<b>SANITATION DEPARTMENT</b>	<b>453,545.00</b>	<b>453,545.00</b>	<b>268,698.28</b>	<b>4,276.03</b>	<b>0.00</b>	<b>184,846.72</b>	<b>59.2</b>
<b>Expenditures</b>	<b>453,545.00</b>	<b>453,545.00</b>	<b>268,698.28</b>	<b>4,276.03</b>	<b>0.00</b>	<b>184,846.72</b>	<b>59.2</b>
<b>Net Effect for SANITATION FUND</b>	<b>0.00</b>	<b>0.00</b>	<b>144,491.75</b>	<b>-4,276.03</b>	<b>0.00</b>	<b>-144,491.75</b>	<b>0.0</b>
Change in Fund Balance:			144,491.75				
<b>Fund: 600 - WASTEWATER FUND</b>							
<b>Revenues</b>							
<b>Dept: 000.000</b>							
<b>Acct Class: 4000 Revenue</b>							
440.000 INTEREST EARNINGS	0.00	0.00	153.04	0.00	0.00	-153.04	0.0
445.000 MISC. - UNCLASSIFIED RECEIPTS	0.00	0.00	46.45	0.00	0.00	-46.45	0.0
460.011 VILLAGE USER PENALTIES	2,800.00	2,800.00	1,705.31	0.00	0.00	1,094.69	60.9
460.012 VILLAGE USER CHARGE	677,209.00	677,209.00	337,098.13	0.00	0.00	340,110.87	49.8
460.013 WASTEWATER CHARGE - ESSEX	434,242.00	434,242.00	217,122.84	0.00	0.00	217,119.16	50.0
460.014 WASTEWATER CHARGE - WILLISTON	567,359.00	567,359.00	283,682.34	0.00	0.00	283,676.66	50.0
460.016 PUMP STATION MAINT. FEE	30,300.00	30,300.00	7,575.00	0.00	0.00	22,725.00	25.0
460.025 VILL. SEPTAGE DISCHARGE INCOME	12,000.00	12,000.00	7,914.08	3.95	0.00	4,085.92	66.0
460.026 SHARED SEPTAGE REVENUES	6,000.00	6,000.00	0.00	0.00	0.00	6,000.00	0.0
460.027 VILLAGE LEACHATE REVENUES	0.00	0.00	11,975.83	0.00	0.00	-11,975.83	0.0
<b>Revenue</b>	<b>1,729,910.00</b>	<b>1,729,910.00</b>	<b>867,273.02</b>	<b>3.95</b>	<b>0.00</b>	<b>862,636.98</b>	<b>50.1</b>
<b>Acct Class: 5990 Non Operating Revenues</b>							
430.013 ESSEX - DEBT PAYMENT	0.00	0.00	28,476.35	0.00	0.00	-28,476.35	0.0
430.014 WILLISTON - DEBT PAYMENT	0.00	0.00	26,152.44	0.00	0.00	-26,152.44	0.0
430.015 ESSEX JCT - DEBT PAYMENT	0.00	0.00	30,808.80	0.00	0.00	-30,808.80	0.0
440.010 Interest Earned - Capital Res	0.00	0.00	277.88	0.00	0.00	-277.88	0.0
440.012 WWTF REFURB INTEREST	0.00	0.00	823.69	0.00	0.00	-823.69	0.0
465.055 CURRENT YR CONTRIBUTION INCOME	0.00	0.00	42,500.00	0.00	0.00	-42,500.00	0.0
<b>Non Operating Revenues</b>	<b>0.00</b>	<b>0.00</b>	<b>129,039.16</b>	<b>0.00</b>	<b>0.00</b>	<b>-129,039.16</b>	<b>0.0</b>
<b>Dept: 000.000</b>	<b>1,729,910.00</b>	<b>1,729,910.00</b>	<b>996,312.18</b>	<b>3.95</b>	<b>0.00</b>	<b>733,597.82</b>	<b>57.6</b>
<b>Revenues</b>	<b>1,729,910.00</b>	<b>1,729,910.00</b>	<b>996,312.18</b>	<b>3.95</b>	<b>0.00</b>	<b>733,597.82</b>	<b>57.6</b>
<b>Expenditures</b>							
<b>Dept: 600.000 WASTEWATER TREATMENT PLANT</b>							
<b>Acct Class: 7000 Operating Expenses</b>							
720.000 SALARIES REGULAR	286,000.00	286,000.00	148,841.06	10,689.43	0.00	137,158.94	52.0
720.010 SALARIES OVERTIME	42,000.00	42,000.00	19,630.05	2,071.74	0.00	22,369.95	46.7
720.020 SALARIES PART TIME	12,000.00	12,000.00	3,820.96	163.34	0.00	8,179.04	31.8
720.022 SOCIAL SECURITY	26,492.00	26,492.00	12,773.04	955.89	0.00	13,718.96	48.2
720.024 UNEMPLOYMENT INSURANCE	1,637.00	1,637.00	225.52	175.78	0.00	1,411.48	13.8
720.026 WORKERS COMP INSURANCE	16,055.00	16,055.00	4,182.80	304.08	0.00	11,872.20	26.1
720.028 HEALTH INS & OTHER BENEFITS	124,767.00	124,767.00	58,020.83	0.00	0.00	66,746.17	46.5
720.030 RETIREMENT	28,600.00	28,600.00	14,602.51	1,066.59	0.00	13,997.49	51.1
720.032 LIABILITY & PROPERTY INS.	25,000.00	25,000.00	20,887.71	0.00	0.00	4,112.29	83.6
720.040 INTEREST EXPENSE	500.00	500.00	0.00	0.00	0.00	500.00	0.0
723.000 SUPPLIES	17,000.00	17,000.00	7,881.33	22.00	0.00	9,118.67	46.4
723.013 CHEMICALS	185,000.00	185,000.00	96,849.30	0.00	0.00	88,150.70	52.4
723.020 GAS, GREASE AND OIL	6,000.00	6,000.00	2,827.41	0.00	0.00	3,172.59	47.1
723.030 WATER AND SEWER CHARGE	6,000.00	6,000.00	1,214.22	0.00	0.00	4,785.78	20.2
723.040 TRAINING, CONFERENCES, DUES	6,500.00	6,500.00	1,916.32	0.00	0.00	4,583.68	29.5
725.000 TELEPHONE SERVICES	4,300.00	4,300.00	2,101.31	154.01	0.00	2,198.69	48.9
726.000 ELECTRICAL SERVICE	200,000.00	200,000.00	88,729.76	0.00	0.00	111,270.24	44.4
727.000 HEATING/NATURAL GAS	11,000.00	11,000.00	13,377.31	0.00	0.00	-2,377.31	121.6

REVENUE/EXPENDITURE REPORT  
Bill List 1/14/14

Village of Essex Junction

For the Period: 7/1/2013 to 1/31/2014	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
<b>Fund: 600 - WASTEWATER FUND</b>							
<b>Attributes</b>							
<b>Dept: 600.000 WASTEWATER TREATMENT PLANT</b>							
<b>Acct Class: 7000 Operating Expenses</b>							
728.020 MAINTENANCE OTHER	70,000.00	70,000.00	31,910.02	595.99	0.00	38,089.98	45.6
728.030 VEHICLE MAINTENANCE-TRAVEL	3,500.00	3,500.00	1,423.46	0.00	0.00	2,076.54	40.7
729.000 UNIFORMS,BOOTS,ETC	4,500.00	4,500.00	1,749.59	522.94	0.00	2,750.41	38.9
745.000 CONTRACT LABORATORY SERVICE	8,000.00	8,000.00	3,105.73	0.00	0.00	4,894.27	38.8
745.014 CONTRACT SERVICES	55,668.00	55,668.00	13,917.00	0.00	0.00	41,751.00	25.0
745.031 LEGAL SERVICES	1,000.00	1,000.00	445.50	0.00	0.00	554.50	44.6
745.033 GRIT DISPOSAL	7,000.00	7,000.00	2,808.44	0.00	0.00	4,191.56	40.1
745.034 SLUDGE DEWATERING	150,000.00	150,000.00	101,408.55	0.00	0.00	48,591.45	67.6
745.035 SLUDGE MANAGEMENT	170,400.00	170,400.00	41,074.01	0.00	0.00	129,325.99	24.1
745.039 OTHER PROFESSIONAL SERVICES	4,000.00	4,000.00	0.00	0.00	0.00	4,000.00	0.0
745.041 AUDIT	3,866.00	3,866.00	3,321.54	0.00	0.00	544.46	85.9
745.052 WWTF ANNUAL PERMIT FEE	7,500.00	7,500.00	0.00	0.00	0.00	7,500.00	0.0
750.020 TRANS TO CAPITAL RESERVE	170,000.00	170,000.00	42,500.00	0.00	0.00	127,500.00	25.0
755.013 LOAN PAYMENT	51,625.00	51,625.00	0.00	0.00	0.00	51,625.00	0.0
755.023 CAPITAL OUTLAY	4,000.00	4,000.00	6,946.00	0.00	0.00	-2,946.00	173.7
<b>Operating Expenses</b>	<b>1,709,910.00</b>	<b>1,709,910.00</b>	<b>748,491.28</b>	<b>16,721.79</b>	<b>0.00</b>	<b>961,418.72</b>	<b>43.8</b>
<b>Acct Class: 8000 Capital Projects</b>							
750.426 UTILITY RATE STUDY	0.00	0.00	256.93	0.00	0.00	-256.93	0.0
750.625 WWTF REFURBISH (11)	0.00	0.00	3,020,273.54	41,766.86	0.00	-3,020,273.54	0.0
750.626 RZEDB Interest	0.00	0.00	25,407.59	0.00	0.00	-25,407.59	0.0
750.627 ARRA Loan-AR1-004 Admin Fee	0.00	0.00	736.65	0.00	0.00	-736.65	0.0
750.632 CO-GEN	0.00	0.00	59,406.04	140.85	0.00	-59,406.04	0.0
750.633 DIGESTER CLEARING	0.00	0.00	20,790.42	0.00	0.00	-20,790.42	0.0
750.636 ARC FLASH ANALYSIS	0.00	0.00	12,520.00	0.00	0.00	-12,520.00	0.0
<b>Capital Projects</b>	<b>0.00</b>	<b>0.00</b>	<b>3,139,391.17</b>	<b>41,907.71</b>	<b>0.00</b>	<b>-3,139,391.17</b>	<b>0.0</b>
<b>WASTEWATER TREATMENT PLANT</b>	<b>1,709,910.00</b>	<b>1,709,910.00</b>	<b>3,887,882.45</b>	<b>58,629.50</b>	<b>0.00</b>	<b>-2,177,972.45</b>	<b>227.4</b>
<b>Expenditures</b>	<b>1,709,910.00</b>	<b>1,709,910.00</b>	<b>3,887,882.45</b>	<b>58,629.50</b>	<b>0.00</b>	<b>-2,177,972.45</b>	<b>227.4</b>
<b>Net Effect for WASTEWATER FUND</b>	<b>20,000.00</b>	<b>20,000.00</b>	<b>-2,891,570.27</b>	<b>-58,625.55</b>	<b>0.00</b>	<b>2,911,570.27</b>	<b>14,457.9</b>
<b>Change in Fund Balance:</b>			<b>-2,891,570.27</b>				
<b>Grand Total Net Effect:</b>	<b>-15,000.00</b>	<b>-15,000.00</b>	<b>-1,550,807.61</b>	<b>40,990.31</b>	<b>0.00</b>	<b>1,535,807.61</b>	

## Discussion of Village Downtown Redevelopment Strategy

**Overview:** Recent events relating to key properties in the Village downtown have prompted discussions among board members and staff about creating a strategy to help ensure that the direction and quality of new development in the downtown is aligned with Trustee goals and community values.

These events include but are not necessarily limited to:

1. Approval of the Crescent Connector project. *(Note that the Crescent Connector, when complete, has the potential to significantly alter traffic flow patterns around Five Corners and greatly increase accessibility to properties adjacent to the railroad tracks that are presently undeveloped or under-developed.)*
2. Approval of a proposed multistory, mixed use building on 4 Pearl Street (former People's Bank property).
3. Sale and likely application for change of use of former Kolvoord office building on Main Street.

**Goal of Discussion:** To reach consensus on: 1) Whether a strategy is needed; 2) If a strategy is needed, what general concepts and structure would we like to see? What additional information is needed to move this process to the next step?

**Dialogue:** Due to their proximity and scale the cumulative effect of the projects listed above will likely have a significant impact on the aesthetics and accessibility in the Five Corners area which could, in turn, affect the quality and direction of subsequent redevelopment in the area. **Simply put, over the next decade the community is likely to see the emergence of a new Essex Junction downtown. Will it be a downtown that we've planned, or a downtown that simply "happened"?**

The Village planning commission and development office have considerable design review authority for the Village center under existing zoning and land development regulations, but do they need more? What other changes might be necessary. For example, should the Village have authority to compel developers to build specific types of buildings (ex. all residential vs. mixed use vs. commercial). What is the Village's present vision for redeveloping the downtown? Lastly, the Village has no authority or strategy to require collaborative/coordinated planning among potential developers.

Informal discussions among trustees, staff, planning commissioners, and community members have touched upon the following topics as possible elements for developing a proactive process that will ensure a larger degree of control over development of the downtown:

1. Hiring a design consultant to help plan, coordinate, and implement a downtown redevelopment strategy. The strategy would focus heavily on collaboration between the Village government and existing or potential developers. It would also include a community planning Charrette.
2. A possible moratorium on building in the downtown until a redevelopment strategy is in place.
3. Consideration of designating the downtown as a distinct zone in the Village in which applications and reviews are based on form based code. (Note that contextual design that understands the importance of the past and the promise of the future is an important principle that will help us achieve the goals recently voiced by H&S.)
4. Consideration of converting the existing planning commission process to a development review board.

5. Changes to traffic flow patterns such as: A) Closing of a short section of Main Street to create a Village center that gives primacy to pedestrians and encourages biking by being the fulcrum around which all bike lanes and sidewalks connect to the Village Center from surrounding neighborhoods; B) Realignment of Rte 15 at Susie Wilson thus reducing truck traffic through the Village Center. C) Improvements to Pearl Street from the Shopping Centers to the Five Corners. This includes the addition of bike lanes and improvements to sidewalks.
  
6. Are there additional incentives (besides tax stabilization) the Village could use to persuade developers to align their objectives with the Village's redevelopment strategy? (Note that the Village Center District designation brings with it opportunities for tax benefits that, potentially, outweigh anything the Village could provide by itself. School tax paid by developers who receive approval ends in 2015 this will bring financial benefits to investors and developers in our physical environment. e.g. currently the charge per unit over 650 sq. ft. is \$2,308.78. This can add up. The School Tax bill for the recently approved Autumn Pond development is \$692,634.)