



**TRUSTEES MEETING NOTICE & AGENDA**  
**MONDAY, NOVEMBER 10, 2014 at 6:30 PM**  
**LINCOLN HALL MEETING ROOM, 2 LINCOLN STREET**

1. **CALL TO ORDER/PLEDGE OF ALLEGIANCE TO FLAG** [6:30 PM]
2. **AGENDA ADDITIONS/CHANGES**
3. **APPROVE AGENDA**
4. **GUESTS, PRESENTATIONS AND PUBLIC HEARINGS**
  - a. Comments from Public on Items Not on Agenda
5. **OLD BUSINESS**
  - a. None
6. **NEW BUSINESS**
  - a. FYE 16 Proposed General Fund Capital Plan – Lauren Morrisseau
7. **MANAGER’S REPORT**
  - a. Various Meetings
  - b. Trustees meeting schedule
8. **TRUSTEES’ COMMENTS & CONCERNS/READING FILE**
  - a. Board Member Comments
9. **CONSENT AGENDA**
  - a. Approve Minutes of Previous Meeting 10/28/14
  - b. Approve Warrants Check #10050298 to Check #10050386 totaling \$120,629.34
10. **JOINT MEETING WITH THE ESSEX SELECTBOARD** [7:30 PM]
  - a. Presentation by Dennis Lutz, Essex Public Works Director, on Consolidated Delivery Service for Public Works, Storm Water and Highway
  - b. Discuss Establishing a Liaison Group to work with Global Foundries/Businesses
11. **ADJOURN**

*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.*



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:** November 10, 2014  
**SUBJECT:** FYE16 Capital Plan

### **Issue**

The issue is to present the FYE16 proposed Capital Plan.

### **Discussion**

Of the projects currently identified in the Village as necessary, the Capital Program Committee has ranked the following as the top 6. They are listed below in order of priority.

- 1) Railroad Ave. Waterline Lincoln Pl. to Central Ave.
- 2) Pearl St. Sidewalk (West St. to Susie Wilson Rd.)
- 3) Algonquin Waterline Cherokee Ave. to Iroquois Ave.
- 4) Lincoln Hall Restorations
- 5) Main St. Sidewalk & Lighting Bridge to Crestview on West Side
- 6) Central St. Waterline Lincoln St. to Main St.

The Library Carpet did not rank as high as these projects but management has determined that the carpet is a liability and should be replaced next year.

As has previously been discussed, the Village has more projects in need of attention than there is money to spend. We propose to ask the taxpayers to transfer \$74,529 of General Fund fund balance to the Capital Fund to help fund these projects. This transfer will leave the General Fund with a fund balance of 10% of the FYE15 Budget as required by the Village's Fund Balance Policy. We are also proposing a 7.5% increase in the contribution to the Capital Fund from the General Fund in FYE16.

Even with the added dollars, the Capital Fund will end the year with a deficit in FYE17 in the proposed plan. This deficit will be made up in FYE18. It is imperative that the Pearl St. Sidewalk project be done in the same construction season as the paving of Pearl St. by VTrans.

**Cost**

The cost of the proposed FYE16 Capital Plan for projects not funded by grant dollars is \$419,186. The additional cost of the contribution from the General Fund to the Capital Fund in FYE 16 is \$30,825.

**Recommendation**

It is recommended that the Trustees review the plan, suggest any changes, and finalize the plan in February of 2015.

GENERAL FUND CAPITAL RESERVE PLAN										
Rev.										
PROJECTS FUNDED BY VILLAGE \$ ONLY	Ref. #	Project Total	Prior	Prior	FY15	FY16	FY17	FY18	FY19	Future
Woods End Reconstruction		592,691		438,868	153,823					
Library Surveillance Cameras		12,300		12,300						
Algonquin Ave. Waterline Installation/Roadway Reconst.	W	-						157,765		
Railroad Ave. Waterline So. of Lincoln Pl. to Central Ave.	W	89,574		7,138	82,436					
Lincoln Hall Restoration		37,145		37,145	141,750		147,184			74,024
Brownell Library Main Floor & Stairs Carpet Replacement					20,000					
Village Server Replacement		20,000				20,000				
Pearl Sidewalk West St. to Susie Wilson					641,905					
Central St. Waterline Lincoln St. to Main St. (FY22)	W,S	875,527								875,527
Brownell Library Asphalt Shingle Roofs replace (FY23)		45,228								45,228
Paving		1,254,134		125,000	154,134	175,000	200,000	200,000	200,000	200,000
<b>Totals Project Funded by Village \$ Only</b>				563,868	364,540	419,186	861,905	347,184	357,765	1,194,779
<b>PROJECTS FUNDED BY GRANTS</b>										
Main St. New Sidewalk & Lighting Bridge to Crestview West Side		269,426						269,426		
Fed & State Grants		(215,541)								
<b>Main St. Sidewalk &amp; Lighting Net Cost to Village</b>		<b>53,885</b>								
Crescent Connector Park St. to Maple St.		4,550,000		484,659	284,345	3,780,996				
Fed & State Grants	1	(4,500,000)								
<b>Crescent Connector Net Cost to Village</b>		<b>50,000</b>								
Multiuse Path North		550,527		68,144	482,383					
Federal & State Grants through CCRPC & Vtrans	2	(389,835)								
<b>Multiuse Path North Net Cost to Village</b>		<b>160,692</b>								
Pearl St. Missing Link Project	3	2,120,000		750		2,119,250				
Federal & State Grants through CCRPC & Vtrans		(2,120,000)								
<b>Pearl St. Missing Link Net Cost to Village</b>		<b>0</b>								
<b>Totals Project Funded by Grants Awarded</b>				553,553	766,728	5,900,246	0	269,426	0	0
<b>Total Cost of all Projects Funded by Village \$ Only and Grants</b>				<b>1,117,421</b>	<b>1,131,268</b>	<b>6,319,432</b>	<b>861,905</b>	<b>616,610</b>	<b>357,765</b>	<b>1,194,779</b>
<b>GENERAL FUND CAPITAL RESERVE FUNDING &amp; FUND BALANCE</b>										
<b>Beginning Fund Balance</b>					236,932	238,680	266,336	(105,608)	18,906	
<b>Planned Spending</b>					(1,131,268)	(6,319,432)	(861,905)	(616,610)	(357,765)	
<b>Funding Sources</b>										
Crescent Connector Grant	1	4,500,000		445,390	284,345	3,770,265				
Multiuse Path North Grants	2	389,835		46,692	343,143					
Pearl St. Missing Link Grants	3	2,120,000				2,120,000				
Main St. Sidewalk Grant								215,541		
VLCI Equipment Grant				5,000						
CVE Annual Contribution		150,000		75,000	15,000	15,000	15,000	15,000	15,000	
Transfer in of Fund Balance										
General Fund Transfer in				391,427	410,999	441,824	474,960	510,582	548,876	
<b>Total Revenues</b>				1,133,016	6,347,089	489,960	489,960	741,123	563,876	
<b>Ending Fund Balance</b>				238,680	266,336	(105,608)	18,906	225,017		

W, S - The project involves water line or sanitary sewer line work in addition to street/sidewalk work. Additional funds have been set aside in the Water and or Sanitation Capital Reserve for the water line or sanitary sewer line work.



## **MEMORANDUM**

**TO:** Village Trustees  
**FROM:** Pat Scheidel, Municipal Manager  
**DATE:** November 10, 2014  
**SUBJECT:** Trustees Meeting Schedule

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

**December 9 at 8:00 AM - FYE 16 Budget Day in lieu of night meeting**

***December 12 from 6-9 PM – Tree Lighting & Train Hop***

**January 13, 2015 at 6:30 – Regular Trustees Meeting**

- Meet with Legislative Representatives about 2015 Legislative Priorities
- Review FYE 16 Budgets

**January 27 at 6:30 – Regular Trustees Meeting**

- Public Hearing on FYE 16 Budgets and Capital Program

**February 10 at 6:30 – Regular Trustees Meeting**

- Adopt FYE 16 Budgets and Capital Programs

**February 24 at 6:30 – Regular Trustees Meeting**

- Adopt Annual Meeting Warning

**VILLAGE OF ESSEX JUNCTION  
BOARD OF TRUSTEES  
MINUTES OF MEETING  
October 28, 2014**

**BOARD OF TRUSTEES:** George Tyler (Village President); Dan Kerin, Andrew Brown, Elaine Sopchak, Lori Houghton.

**ADMINISTRATION:** Pat Scheidel, Municipal Manager; Lauren Morrisseau, Assistant Manager & Finance Director; Robin Pierce, Community Development Director; Rick Jones; Public Works Superintendent; Darby Mayville, Community Relations Assistant.

**OTHERS PRESENT:** Tom Weaver, Dana Hanley, Diane Clemens, Chris Chiquoine, Greg Duggan, Hugh Gibson, Tim Shea, Julie Cimonetti, Steve Eustis, Fred Parks, John Trombley, Tim Allard, Linda McKenna, Tom Oddy, Jon Harris, Cilla Kimberly, Joan MacKenzie, Julie Campoli.

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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.

**2. AGENDA ADDITIONS/CHANGES**

Add under New Business:

- Memo from Pat Scheidel, dated 10/28/14, re: Village Center Charrette Sole Source Consultant

Add under Old Business:

- Email from Robin Pierce, dated 10/27/14, re: Open Space Definition in LCD
- Email from Steve Eustis, dated 10/16/14, re: West St./West St. Extension Intersection Update, Whitcomb Heights Trail, and Whitcomb Heights Open Space to be Owned by Village
- Memo, dated 10/28/14, VTrans Grant Agreement Main Street Scoping Study

Add to Consent Agenda:

- Bill List, dated 10/28/14, Check #10050297 to Don Weston for School Street Reconstruction

**3. APPROVE AGENDA**

**MOTION by Dan Kerin, SECOND by Lori Houghton, to approve the agenda as amended.**

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

**4. GUESTS, PRESENTATIONS, PUBLIC HEARINGS**

1. Comments from Public on Items Not on Agenda

None.

2. Julie Campoli re: Village Center Charrette

George Tyler explained the selection of Julie Campoli for the charrette based on her extensive background and experience in urban design. Julie Campoli briefly reviewed the charrette project which will involve set up of the team and fine tuning of the process then reviewing existing

the nature trail boundary needs to be clearly marked. Robin Pierce said the property is posted per Vermont law. More signs may be needed.

Tom Weaver, South Street Associates, said the nature trail was a condition of the approval for the 142 units on 107 acres in the Whitcomb Heights development. The land may need to stay with the homeowners association because it is needed for the density and value of the development and should not be given to the village. An easement could be given to the village however. There are federal laws that regulate what must be shown for condominiums or a mortgage will not be issued. Giving the land away means all the criteria may not be met and that could impact people getting mortgages. Regarding posting the area, the signs were put up to prevent hunting there. The signs are legally posted every 400'. The trail has been cleared and posted with eight signs saying "Nature Trail" (some have been stolen) and ribbons on the trees along the trail.

#### *PUBLIC COMMENTS*

Steve Eustis, 18 Wilkinson, recalled he led the petition in 1999 through the Planning Commission process to have a natural, forest area in the village with a trail between South Street and Cascade Street. A title search will show that the Village Trustees have the ability to accept the land. There is no prohibition that precludes posting the land and it is a good idea to mark the border of the property. Mr. Eustis said having the village own the land is a huge opportunity and will clarify and prevent future issues. Also, Heart & Soul Thoughtful Growth goals speak to a balance of housing, businesses, and preservation of a variety of open spaces including forest and trails. The existing trail needs some work to be what was intended by the Planning Commission (i.e. walking trail) and the Trustees are urged to accept ownership of the land at the appropriate time.

Jon Harris, 102 South Street, recalled in 1999 the first phase discussion was about the "old Whitcomb trail" from West Street to South Street, basically the farm road. With the development a decision was made for the trail, but people abutting the trail started absorbing the trail into their property. There are signs on the trailheads and there has been discussion of signs for the trail on West Street. The trail is not a defined trail at this point. The development was originally to be 144 single family homes that were changed to condominiums and the open space was to become part of the village open space. A petition about the open space was signed by 350 people. Mr. Harris urged the Trustees to consider the petition when the time is appropriate.

Fred Parks, 98 South Street, stated the open space was about keeping the space open and the land not developed. If the village were to take over ownership there would be no development application forthcoming. Without the village taking ownership there is nothing to stop the condominium association from developing the land. Robin Pierce pointed out per the Land Development Code once land is designated open space the land cannot be developed. Mr. Parks asked if the village could assume ownership and give the land to Vermont Land Trust.

Cilla Kimberly, 32 Woods End, spoke in favor of the village owning the open space as envisioned by the Planning Commission. With village ownership decisions are made by the village not just the homeowners association. Also, the open space is in the comprehensive plan

conditions and getting a clear understanding of where the community is in terms of planning, regulations, and past public process (Phase 1), engagement of the public to get clear direction on design and ideas for improvement (Phase 2), and translating the streetscape design of the village center into 3-D drawings (Phase 3). A public space, like an empty store front window, could be set up with displays of the project so people will see what is going on and get involved. The work done by Heart & Soul and bike/walk committees in the village and town will be taken into consideration. The design will be for the streets and streetscape rather than for physical buildings and for the long term.

The Trustees will consider increasing the budget for Ms. Campoli's services to include being part of the presentation of the results of the charrette.

**MOTION by Elaine Sopchak, SECOND by Lori Houghton, to approve hiring Julie Campoli to proceed with the revised scope of work for the village center charrette presented 10/28/14. VOTING: unanimous (5-0); motion carried.**

3. Dana Hanley, Essex Community Development Director, re: Essex Town Plan  
Dana Hanley explained the plan to winnow down the Essex Town Plan when doing the update in 2016 to produce a more user friendly and action plan oriented document. The new format and layout will include photos and short columns of text. There will be no significant changes in the vision or zoning. A flood resiliency component and Heart & Soul work will be integrated so both the village and town plans will reflect the goals of Heart & Soul. Three public events to garner public input on the Town's plan have been held to date. Ms. Hanley distributed the 2016 schedule for the plan update (one year process). All are invited to join the process.

Elaine Sopchak asked if the ECOS plan will be incorporated and if the town plan will dovetail with Heart & Soul. Dana Hanley confirmed this. Ms. Sopchak also asked if the village will be shown in the center of the map of the town. Ms. Hanley assured this can be done.

## **5. OLD BUSINESS**

### **1. Memo re: Encore Solar Contract Modification**

George Tyler explained the upgraded waste water facility combined with the solar panel project on the site was more efficient than anticipated and the contract must be modified.

**MOTION by George Tyler, SECOND by Andrew Brown, to authorize the Municipal Manager to sign a contract modification with Encore Solar to add net metering accounts and to reconcile the contract twice annually. VOTING: unanimous (5-0); motion carried.**

### **2. Memo re: Whitcomb Heights II Nature Trail**

Robin Pierce reported "No Trespassing" signs were posted around the Whitcomb Heights open space to prohibit hunting, but the signs should be modified to read "No Hunting" because the space must be available for use by the residents. Staff is recommending the village not assume ownership of the trails because there is no benefit gain over what is there at present. The homeowners association should maintain the nature trails with native soil. Dan Kerin noted he is aware of at least one individual who has permission to hunt on the Whitcomb Farm property so

as a natural area in the village. The cost of adding 57 acres of woodlands without requiring trees to be pruned and such would not add to the cost of insurance.

Julie Cimonetti, 6 Poplar Street, said the signs were posted due to bow hunters in the area. Ms. Cimonetti said she was part of the process in 1995 to have the village acquire the land and still supports that action today.

Diane Clemens, Williams Street, said the trail could be better marked so people can more easily find it. Ms. Clemens spoke in support of the land remaining open regardless of the owner (homeowners association or the village) so all residents have access.

John Trombley, 14 Wenonah Ave., spoke in support of the village owning the property. Mr. Trombley recalled the original plan for the development had no open space, but the plan was redesigned with open space, and now 15 years later the debate is who should own the open space.

George Tyler observed it appears all want the same end result which is open space accessible to all. Robin Pierce said an easement given to the village over the property without cost will allow access and provide control over what happens in the open space. Tom Weaver said an easement was drafted for the parcel and the trails because it was thought the village would move forward on both, but these are still part of the homeowners association. Steve Eustis said in Whitcomb I there is an easement, but the landowners still own the property. It would be clearer if the village owned the land.

Dan Kerin stated the village entered into an agreement with the Whitcomb family regarding open land for public use. Signs would not be posted nor would parking be provided. There is concern about any exposure issues in the future if the village owns the property.

Staff will compile a list of questions and considerations for the Trustees to discuss at a future meeting.

Lauren Morrissette gave a brief report on the West Street Extension Intersection (cost estimate is done) which will be discussed by the Capital Project Committee on 11/4/14.

### 3. Noise Indemnification Agreement with Champlain Valley Exposition

Robin Pierce reported the noise agreement system is working well. Minor edits were made to the agreement to better focus on the issue. There are 20 monitored events in the agreement. An event day includes any time in a 24 hour period. A noise waiver requires noting the time of the event. There was brief discussion of the changes to the agreement being posted on the village webpage and Front Porch Forum which inadvertently did not happen. George Tyler suggested tabling action on the agreement until posting the agreement with the changes noted. Chris Chiquoine will submit his questions to staff to be addressed as appropriate.

**MOTION by George Tyler, SECOND by Dan Kerin, to table action on the Noise Indemnification Agreement with CVE to a future meeting. VOTING: unanimous (5-0); motion carried.**

#### 4. Grant Agreement for Main Street Sidewalk Extension Scoping Study

Darby Mayville reported a grant from VTrans was received for \$35,000 to do a scoping study for sidewalk on both sides of Main Street from Education Drive to Athens Drive.

**MOTION by Andrew Brown, SECOND by Lori Houghton, to authorize the Municipal Manager to sign the grant agreement and commence the Main Street sidewalk extension scoping study project. VOTING: unanimous (5-0); motion carried.**

Rick Jones gave a brief update on the water line work on School Street.

### 6. NEW BUSINESS

#### 1. Discuss Establishing a Liaison Group with Global Foundries

Pat Scheidel advised once the title transfer is complete between IBM and Global Foundries a group should be formed with representatives from political, social, and economic aspects of the community as a liaison to develop a working relationship with Global Foundries much like what was in place with IBM. Essex Selectboard will be discussing the same matter at the next meeting. Elaine Sopchak suggested in addition to welcoming Global Foundries the liaison body should meet with the company once or twice a year. The same group could be active with other businesses in the community as well. Following further discussion the Trustees agreed George Tyler should work with Max Levy to draft a list of names for the liaison group. The list will be discussed at the joint meeting on November 10<sup>th</sup> and selections made.

### 7. VILLAGE MANAGER'S REPORT

#### 1. Meeting Schedule

- November 10, 2014 @ 6:30 – Joint Meeting with Essex Selectboard
- December 9, 2014 – Budget Day (full day meeting)
- January 13, 2015 @6:30 – Regular Trustees Meeting
- January 27, 2015 @ 6:30 – Regular Trustees Meeting
- February 10, 2015 @ 6:30 – Regular Trustees Meeting
- February 24, 2015 @ 6:30 – Regular Trustees Meeting

#### Special Meetings/Events

- December 12 @ 6 PM – Tree Lighting and Train Hop

#### 2. Joint Meeting on November 10th

Dennis Lutz will be presenting the consolidated delivery service for public works, storm water, and highway at the 11/10/14 joint meeting of the Trustees and Selectboard. The budget will be discussed. No changes to either the village or town departments are proposed except both departments will report to Dennis Lutz.

There was mention of continuing with the shared manager approach and the village and town boards coming together. Lori Houghton said a parallel discussion to the budget and identifying efficiencies and successes with shared and consolidated service deliveries is the issue of governance both as individual boards and as combined boards. If there is to be one community there needs to be equal representation. Questions and issues need to be discussed if the

governance structure is to be changed before trying the arrangement for two years and then deciding to make the change. Pat Scheidel pointed out the underlying strategy is that sharing services will make that conversation happen, and what is being done now fits under the statute as consolidation of services, not merger, but when talking about a change in governance structure that is opening the Pandora's box of merger. Mr. Scheidel will compile information from a governance standpoint so the Trustees can frame more specific questions for discussion.

### 3. Meeting in December

A meeting in December in addition to the budget day will be scheduled if necessary. Meeting date to be determined.

## 8. TRUSTEES COMMENTS/CONCERNS & READING FILE

### 1. Board Member Comments

- Dan Kerin said better lighting is needed on the sign at the new police station. Pat Scheidel said the lights are on backorder.
- Andrew Brown said the open house at the new police station attracted over 1500 people.
- Elaine Sopchak asked if there is anything impacting the village in the municipal report from VLCT. Pat Scheidel said he was not aware of anything.

### 2. Reading file:

- Planning Commission minutes 10/16/14
- Bike/Walk Advisory Committee minutes 10/20/14
- Memo from VTrans re: 2014 Town Highway Map
- 2015 VLCT Municipal Policy

## 9. CONSENT AGENDA & READING FILE

**MOTION by George Tyler, SECOND by Elaine Sopchak, to add to the consent agenda the bill list, dated 10/28/14, with check #10050297 in the amount of \$196,460.40 to Don Weston for the School Street reconstruction project. VOTING: unanimous (5-0); motion carried.**

**MOTION by Andrew Brown, SECOND by Dan Kerin, to approve the consent agenda as amended and with the following:**

1. **Approve Minutes of Previous Meeting 10/14/14**
2. **Approve Warrants Check #10050209 to Check #10050296 totaling \$550,226.86 plus check #10050297 in the amount of \$196,460.40.**
3. **Approve Request to Close Central Street for Holiday Express Train 11/29/14**

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

## 10. ADJOURNMENT

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

The meeting was adjourned at 9:15 PM.

RScty: M.E.Riordan



# Check Register Report

BL 11/10/14

Date: 11/07/2014

Time: 1:29 pm

Page: 1

Village of Essex Junction

BANK:

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
<b>Checks</b>							
10050298	10/29/2014	Printed		10174	VERMONT RAIL ACTION NETWORK	ANNUAL MEETING-COM DEV	50.00
10050299	10/31/2014	Printed		1817	POSTMASTER	POSTAGE WATER BILLS-WATER/SANI	1,003.00
10050300	11/10/2014	Printed		10508	ADVANCED DISPOSAL	GRIT DISPOSAL-WWTF	170.83
10050301	11/10/2014	Printed		10340	ALL SYSTEMS REPAIR, INC.	ROUTER RESET-LIBRARY	95.00
10050302	11/10/2014	Printed		9429	AQUARIUS LANDSCAPE INC.	SPRINKLER	234.15
10050303	11/10/2014	Printed		9976	AVONDA AIR SYSTEMS, INC	WINTERIZATN-STR/LH	326.44
10050304	11/10/2014	Printed		0156	BAILEY SPRING & CHASSIS INC	AIR CONDITIONING REPAIR-LIB	120.00
10050305	11/10/2014	Printed		10301	DAVID A. BARRA, PLC	VT STATE INSPECTION-VARIOUS	2,854.50
10050307	11/10/2014	Printed		10599	BLUETARP FINANCIAL #2	LEGAL SERVICES-VARIOUS	246.91
10050309	11/10/2014	Printed		10249	BLUETARP FINANCIAL INC.	SUPPLIES-VARIOUS	219.21
10050310	11/10/2014	Printed		10600	BRODART #2	SUPPLIES-VARIOUS	182.13
10050311	11/10/2014	Printed		0268	BRODART CO.	CIRCULATION MATERIALS-LIBRARY	630.70
10050312	11/10/2014	Printed		0455	CANON SOLUTIONS AMERICA	CIRCULATION ANNUAL MAINT+COLOR	619.05
10050313	11/10/2014	Printed		9743	CARQUEST AUTO PARTS	COPIES-ADM	201.33
10050314	11/10/2014	Printed		0525	CHITTENDEN SOLID WASTE	SUPPLIES-STREET/WATER	19,880.81
10050315	11/10/2014	Printed		10614	DISTRIC CHOICE COBRA, LLC	BIOSOLIDS-WWTF	30.00
10050316	11/10/2014	Printed		2305	CLARK'S TRUCK CENTER	ADMIN FEE-ADMIN	690.70
10050317	11/10/2014	Printed		10411	CLEAN WATERS, INC.	INSPECTION/MAINTENANCE-FIRE	6,188.40
10050318	11/10/2014	Printed		9788	COMCAST	BULK ODOR CONTROL-WWTF	64.58
10050319	11/10/2014	Printed		1690	DEPOT HOME & GARDEN	CABLE-STREET	99.75
10050320	11/10/2014	Printed		0653	PAUL DOUGLASS	GRASS SEED-STREET	287.68
10050321	11/10/2014	Printed		0700	EAST COAST PRINTERS	UNIFORMS REIMB-WWTF	505.00
10050322	11/10/2014	Printed		10576	ECOPIXEL LLC	UNIFORM LOGO-STREET	99.00
10050323	11/10/2014	Printed		10686	EMERGENCY SERVICES	WEB HOST +MGMT SERV-ADMIN	850.00
10050324	11/10/2014	Printed		0710	MARKETING ENDYNE, INC.	1-YR SERVICES-FIRE	577.00
10050325	11/10/2014	Printed		0780	ESSEX EQUIPMENT SALES	LAB TESTS-WWTF	66.45
10050326	11/10/2014	Printed		0795	TOWN OF ESSEX	OIL FILTER-STREET	220.00
10050327	11/10/2014	Printed		0798	HOWARD P. FAIRFIELD, LLC	RECORDINGS-COM DEV	380.00
10050328	11/10/2014	Printed		0812	FASTENAL COMPANY	GUTTER BROOM-STREET	3.15
10050329	11/10/2014	Printed		1935	FERGUSON WATERWORKS	FASTENERS-WWTF	340.71
10050330	11/10/2014	Printed		0807	#590 FIREPROTEC	NOZZLES/CAPS-WATER	458.75
10050331	11/10/2014	Printed		0899	GAUTHIER TRUCKING CO., INC	ANNUAL MAINTENANCE-FIRE	546.34
10050332	11/10/2014	Printed		9366	GEMPLER'S	RUBBISH REMOVAL-STR/LH	421.15
10050333	11/10/2014	Printed		0957	GMWEA	UNIFORMS-STREET	165.00
10050334	11/10/2014	Printed		9726	GOT THAT RENTAL SALES, INC	PGM REGISTRATION-WWTF	85.50
10050335	11/10/2014	Printed		0943	MARY L. GRAF	PANTS/JACKET-WATER	34.52
10050336	11/10/2014	Printed		09502	GRAYBAR COMPANY INC.	PROGRAM EXPENSE	133.56
10050337	11/10/2014	Printed		10598	GREEN MOUNTAIN POWER	REIMB-LIBRARY	16,792.93
10050338	11/10/2014	Printed		0965	CORP #2 GREEN MOUNTAIN POWER	LIGHT BULBS-STREET	1,695.94
10050339	11/10/2014	Printed		1035	CORP. DONALD L. HAMLIN	ELECTRICITY-VARIOUS	2,240.48
10050340	11/10/2014	Printed		0018	A. H. HARRIS & SONS, INC.	ENGINEERING-VARIOUS	289.44
10050341	11/10/2014	Printed		10636	HEALTH EQUITY	PAVERS-STREET	3.45
10050342	11/10/2014	Printed		11462	INFORMATION TODAY INC.	FSA ADMIN FEE-ADMIN	404.05
10050343	11/10/2014	Printed		9673	INTERSTATE BATTERY OF CV	CIRCULATION MATERIALS-LIBRARY	96.67
10050344	11/10/2014	Printed		2041	S. D. IRELAND CONCRETE	SUPPLIES-STREET	1,435.00
10050345	11/10/2014	Printed		10679	LISZT RESTORATION INC.	CEMENT DRAIN PROJ-LIBR	16,500.00
10050346	11/10/2014	Printed		10130	LOWE'S BUSINESS ACCOUNT	DEMO/REBUILD CHIMNEYS-LH	650.54
10050347	11/10/2014	Printed		13631	LYNN PUBLICATIONS	SUPPLIES-LIBR/WWTF	306.00
10050348	11/10/2014	Printed		1459	A. MARCELINO & COMPANY, INC	PUBLIC NOTICE	850.00
10050349	11/10/2014	Printed		10687	JUSTIN MARTIN	ADS-ADM/COMDEV	126.96
						RECYCLE CHARGES-STREET	
						ST LIGHT ELEC REIMB-STREET	



REVENUE/EXPENDITURE REPORT

Bill List 11/10/14

Village of Essex Junction

For the Period: 7/1/2014 to 11/30/2014		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	3,011,526.00	3,011,526.00	1,507,227.25	0.00	0.00	1,504,298.75	50.0
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	8,000.00	8,000.00	382.95	0.00	0.00	7,617.05	4.8
410.000	LICENSE AND ZONING FEE	35,000.00	35,000.00	20,235.00	185.00	0.00	14,765.00	57.8
411.010	SERVICE FEE - WATER	106,840.00	106,840.00	26,710.00	0.00	0.00	80,130.00	25.0
411.020	SERVICE FEE - WWTP	53,420.00	53,420.00	13,355.00	0.00	0.00	40,065.00	25.0
411.030	SERVICE FEE - SANITATION	106,840.00	106,840.00	26,710.00	0.00	0.00	80,130.00	25.0
420.010	STATE DISTRICT COURT FINES	2,000.00	2,000.00	156.00	0.00	0.00	1,844.00	7.8
420.020	STATE HIGHWAY AID	100,000.00	100,000.00	60,179.96	0.00	0.00	39,820.04	60.2
420.030	EJSD TAX COLLECTION FEES	48,000.00	48,000.00	0.00	0.00	0.00	48,000.00	0.0
432.015	PARKING SPACE FEES	4,800.00	4,800.00	1,600.00	0.00	0.00	3,200.00	33.3
432.020	LINCOLN HALL RENTALS	1.00	1.00	0.00	0.00	0.00	1.00	0.0
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	350.00	0.00	0.00	1,150.00	23.3
432.070	MISCELLANEOUS STREET RECEIPTS	3,000.00	3,000.00	830.00	0.00	0.00	2,170.00	27.7
432.080	MISCELLANEOUS LIBRARY RECEIPTS	500.00	500.00	210.00	0.00	0.00	290.00	42.0
434.010	ESSEX TOWN CONTRIB. TO LIBRARY	15,000.00	15,000.00	0.00	0.00	0.00	15,000.00	0.0
440.000	INTEREST EARNINGS	1,500.00	1,500.00	208.76	0.00	0.00	1,291.24	13.9
445.000	MISC. - UNCLASSIFIED RECEIPTS	2,000.00	2,000.00	6,001.58	3.90	0.00	-4,001.58	300.1
Revenue		3,502,437.00	3,502,437.00	1,664,156.50	188.90	0.00	1,838,280.50	47.5
Acct Class: 4900 GRANTS & DONATIONS								
432.081	BROWNELL LIBRARY GRANTS	0.00	0.00	600.00	0.00	0.00	-600.00	0.0
432.083	DONATIONS TO LIBRARY	0.00	0.00	3,000.00	0.00	0.00	-3,000.00	0.0
GRANTS & DONATIONS		0.00	0.00	3,600.00	0.00	0.00	-3,600.00	0.0
Acct Class: 5990 Non Operating Revenues								
410.150	Adult Replacement Receipts	0.00	0.00	738.69	0.00	0.00	-738.69	0.0
410.151	Juvenile Replacment Receipts	0.00	0.00	607.00	0.00	0.00	-607.00	0.0
Non Operating Revenues		0.00	0.00	1,345.69	0.00	0.00	-1,345.69	0.0
Dept: 000.000		3,502,437.00	3,502,437.00	1,669,102.19	188.90	0.00	1,833,334.81	47.7
Revenues		3,502,437.00	3,502,437.00	1,669,102.19	188.90	0.00	1,833,334.81	47.7
Expenditures								
Dept: 100.000 ADMINISTRATION								
Acct Class: 7000 Operating Expenses								
720.000	SALARIES REGULAR	255,978.00	255,978.00	94,952.97	4,930.20	0.00	161,025.03	37.1
720.004	MANAGER CONTRACT	55,995.00	55,995.00	18,665.00	0.00	0.00	37,330.00	33.3
720.010	SALARIES OVERTIME	1,500.00	1,500.00	749.45	0.00	0.00	750.55	50.0
720.020	SALARIES PART TIME	15,057.00	15,057.00	3,228.38	187.45	0.00	11,828.62	21.4
720.022	SOCIAL SECURITY	21,109.00	21,109.00	7,469.95	377.52	0.00	13,639.05	35.4
720.024	UNEMPLOYMENT INSURANCE	1,067.00	1,067.00	43.90	2.55	0.00	1,023.10	4.1
720.026	WORKERS COMP INSURANCE	1,047.00	1,047.00	465.17	23.94	0.00	581.83	44.4
720.028	HEALTH INS & OTHER BENEFITS	72,355.00	72,355.00	25,606.65	33.45	0.00	46,748.35	35.4
720.030	RETIREMENT	25,598.00	25,598.00	9,166.00	485.52	0.00	16,432.00	35.8
720.032	LIABILITY & PROPERTY INS.	6,218.00	6,218.00	2,973.27	0.00	0.00	3,244.73	47.8
720.034	PUBLIC OFFICIALS LIABILITY INS	5,800.00	5,800.00	2,839.75	0.00	0.00	2,960.25	49.0
720.035	HEALTH IMPROV PROGRAMS	1,600.00	1,600.00	0.00	0.00	0.00	1,600.00	0.0
720.050	BOARD MEMBER FEES	2,500.00	2,500.00	625.00	0.00	0.00	1,875.00	25.0
723.000	SUPPLIES	6,700.00	6,700.00	1,515.60	0.00	0.00	5,184.40	22.6
723.001	POSTAGE	4,200.00	4,200.00	1,554.19	0.00	0.00	2,645.81	37.0
723.055	COMPUTER EXPENSES	16,937.00	16,937.00	11,499.71	0.00	0.00	5,437.29	67.9
724.000	TRAINING, CONFERENCES, DUES	10,384.00	10,384.00	3,979.96	0.00	0.00	6,404.04	38.3
725.000	TELEPHONE SERVICES	2,600.00	2,600.00	633.54	0.00	0.00	1,966.46	24.4
725.025	COMMUNICATIONS	13,806.00	13,806.00	6,390.72	99.00	0.00	7,415.28	46.3
745.020	LEASED SERVICES	4,800.00	4,800.00	2,356.20	0.00	0.00	2,443.80	49.1
745.031	LEGAL SERVICES	15,000.00	15,000.00	7,458.00	1,897.50	0.00	7,542.00	49.7

REVENUE/EXPENDITURE REPORT  
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Village of Essex Junction

For the Period: 7/1/2014 to 11/30/2014	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							
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	0.00	0.00	0.00	5,433.00	0.0
745.050 PRINTING AND ADVERTISING	5,800.00	5,800.00	1,174.59	0.00	0.00	4,625.41	20.3
745.055 PAY & CLASSIFICATION STUDY	200.00	200.00	0.00	0.00	0.00	200.00	0.0
745.057 ELECTIONS	1,600.00	1,600.00	0.00	0.00	0.00	1,600.00	0.0
747.000 HOLIDAY EXPENSE	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00	0.0
749.000 TRUSTEES EXPENDITURES	4,000.00	4,000.00	1,145.16	595.53	0.00	2,854.84	28.6
755.023 CAPITAL OUTLAY	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	0.0
Operating Expenses	561,784.00	561,784.00	204,493.16	8,632.66	0.00	357,290.84	36.4
ADMINISTRATION	561,784.00	561,784.00	204,493.16	8,632.66	0.00	357,290.84	36.4
Dept: 175.000 MISC TRANSFERS & EXPENDITUES							
Acct Class: 7000 Operating Expenses							
750.021 ROLLING STOCK FUND CONTRIB	183,624.00	183,624.00	45,906.00	0.00	0.00	137,718.00	25.0
750.022 CAP RESRV FND CONT - BEG 1993	410,999.00	410,999.00	102,749.75	0.00	0.00	308,249.25	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	649,623.00	649,623.00	162,405.75	0.00	0.00	487,217.25	25.0
MISC TRANSFERS & EXPENDITUES	649,623.00	649,623.00	162,405.75	0.00	0.00	487,217.25	25.0
Dept: 200.000 LINCOLN HALL							
Acct Class: 7000 Operating Expenses							
720.032 LIABILITY & PROPERTY INS.	5,658.00	5,658.00	2,279.67	0.00	0.00	3,378.33	40.3
723.000 SUPPLIES	2,500.00	2,500.00	786.71	0.00	0.00	1,713.29	31.5
723.065 WATER AND SEWER CHARGE	1,500.00	1,500.00	367.78	0.00	0.00	1,132.22	24.5
725.000 TELEPHONE SERVICES	0.00	0.00	41.14	0.00	0.00	-41.14	0.0
726.000 ELECTRICAL SERVICE	7,500.00	7,500.00	2,545.31	0.00	0.00	4,954.69	33.9
727.000 HEATING/NATURAL GAS	6,000.00	6,000.00	363.04	0.00	0.00	5,636.96	6.1
728.000 MAINT. BUILDINGS/GROUNDS	7,500.00	7,500.00	1,407.01	0.00	0.00	6,092.99	18.8
745.005 RUBBISH REMOVAL	1,838.00	1,838.00	630.00	180.00	0.00	1,208.00	34.3
745.014 CONTRACT SERVICES	9,021.00	9,021.00	2,586.60	0.00	0.00	6,434.40	28.7
755.023 CAPITAL OUTLAY	13,540.00	13,540.00	13,540.00	0.00	0.00	0.00	100.0
Operating Expenses	55,057.00	55,057.00	24,547.26	180.00	0.00	30,509.74	44.6
LINCOLN HALL	55,057.00	55,057.00	24,547.26	180.00	0.00	30,509.74	44.6
Dept: 300.000 FIRE DEPARTMENT							
Acct Class: 7000 Operating Expenses							
720.021 SALARIES - FIREFIGHTERS	138,000.00	138,000.00	46,980.70	0.00	0.00	91,019.30	34.0
720.022 SOCIAL SECURITY	10,590.00	10,590.00	3,593.90	0.00	0.00	6,996.10	33.9
720.026 WORKERS COMP INSURANCE	27,334.00	27,334.00	8,764.22	0.00	0.00	18,569.78	32.1
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.	7,301.00	7,301.00	3,134.31	0.00	0.00	4,166.69	42.9
723.000 SUPPLIES	2,400.00	2,400.00	845.20	0.00	0.00	1,554.80	35.2
723.016 EMS SUPPLIES	1,500.00	1,500.00	141.88	0.00	0.00	1,358.12	9.5
723.020 GAS, GREASE AND OIL	7,200.00	7,200.00	1,744.48	0.00	0.00	5,455.52	24.2
723.065 WATER AND SEWER CHARGE	900.00	900.00	303.04	0.00	0.00	596.96	33.7
724.000 TRAINING, CONFERENCES, DUES	5,000.00	5,000.00	33.54	33.54	0.00	4,966.46	0.7
725.000 TELEPHONE SERVICES	3,800.00	3,800.00	916.37	0.00	0.00	2,883.63	24.1
726.000 ELECTRICAL SERVICE	7,000.00	7,000.00	1,630.95	0.00	0.00	5,369.05	23.3
727.000 HEATING/NATURAL GAS	5,200.00	5,200.00	215.19	0.00	0.00	4,984.81	4.1
728.000 MAINT. BUILDINGS/GROUNDS	6,000.00	6,000.00	4,097.07	0.00	0.00	1,902.93	68.3
728.010 RADIO MAINTENANCE	2,000.00	2,000.00	670.50	0.00	0.00	1,329.50	33.5
728.020 MAINTENANCE OTHER	13,000.00	13,000.00	8,800.86	850.00	0.00	4,199.14	67.7
728.030 VEHICLE MAINTENANCE-TRAVEL	9,000.00	9,000.00	7,760.08	0.00	0.00	1,239.92	86.2
728.038 EMERGENCY GENERATOR MAINT	650.00	650.00	500.00	0.00	0.00	150.00	76.9
729.000 UNIFORMS, BOOTS, ETC	19,200.00	19,200.00	6,016.88	0.00	0.00	13,183.12	31.3

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Fund: 100 - GENERAL FUND							
Expenditures							
Dept: 300.000 FIRE DEPARTMENT							
Acct Class: 7000 Operating Expenses							
729.052 FIRE PREVENTION	2,000.00	2,000.00	912.84	0.00	0.00	1,087.16	45.6
743.051 PHYSICAL EXAMS	7,000.00	7,000.00	2,529.00	0.00	0.00	4,471.00	36.1
743.058 EMPLOYEE ASSISTANCE PROGRAM	900.00	900.00	432.00	0.00	0.00	468.00	48.0
755.022 NEW EQUIPMENT-RADIOS	4,000.00	4,000.00	3,254.00	0.00	0.00	746.00	81.4
755.025 ROUTINE EQUIPMENT PURCHASES	14,500.00	14,500.00	7,370.29	0.00	0.00	7,129.71	50.8
Operating Expenses	298,075.00	298,075.00	113,947.30	883.54	0.00	184,127.70	38.2
FIRE DEPARTMENT	298,075.00	298,075.00	113,947.30	883.54	0.00	184,127.70	38.2
Dept: 450.000 DEBT SERVICE							
Acct Class: 7150 DEBT SERVICE							
710.075 CAPITAL IMP - INTEREST	68,612.00	68,612.00	32,071.48	0.00	0.00	36,540.52	46.7
DEBT SERVICE	68,612.00	68,612.00	32,071.48	0.00	0.00	36,540.52	46.7
DEBT SERVICE	68,612.00	68,612.00	32,071.48	0.00	0.00	36,540.52	46.7
Dept: 500.000 SENIOR SUPPORT							
Acct Class: 7000 Operating Expenses							
725.000 TELEPHONE SERVICES	460.00	460.00	95.20	0.00	0.00	364.80	20.7
745.014 CONTRACT SERVICES	7,500.00	7,500.00	0.00	0.00	0.00	7,500.00	0.0
Operating Expenses	7,960.00	7,960.00	95.20	0.00	0.00	7,864.80	1.2
SENIOR SUPPORT	7,960.00	7,960.00	95.20	0.00	0.00	7,864.80	1.2
Dept: 700.000 STREET DEPARTMENT							
Acct Class: 7000 Operating Expenses							
720.000 SALARIES REGULAR	205,654.00	205,654.00	64,070.17	3,341.53	0.00	141,583.83	31.2
720.010 SALARIES OVERTIME	15,000.00	15,000.00	4,629.67	150.00	0.00	10,370.33	30.9
720.020 SALARIES PART TIME	11,907.00	11,907.00	7,426.20	656.72	0.00	4,480.80	62.4
720.022 SOCIAL SECURITY	17,819.00	17,819.00	5,583.05	304.69	0.00	12,235.95	31.3
720.024 UNEMPLOYMENT INSURANCE	1,169.00	1,169.00	109.45	8.92	0.00	1,059.55	9.4
720.026 WORKERS COMP INSURANCE	13,970.00	13,970.00	4,198.67	220.30	0.00	9,771.33	30.1
720.028 HEALTH INS & OTHER BENEFITS	76,515.00	76,515.00	19,327.86	0.00	0.00	57,187.14	25.3
720.030 RETIREMENT	20,565.00	20,565.00	6,159.78	322.86	0.00	14,405.22	30.0
720.032 LIABILITY & PROPERTY INS.	15,104.00	15,104.00	6,410.24	0.00	0.00	8,693.76	42.4
723.000 SUPPLIES	20,000.00	20,000.00	1,752.41	0.00	0.00	18,247.59	8.8
723.010 WINTER MAINTENANCE	75,000.00	75,000.00	531.44	0.00	0.00	74,468.56	0.7
723.012 PAVEMENT MAINTENANCE	15,000.00	15,000.00	8,329.51	0.00	0.00	6,670.49	55.5
723.014 GRAVEL, TOPSOIL	4,000.00	4,000.00	1,372.22	0.00	0.00	2,627.78	34.3
723.015 SIGNS AND POSTS	4,000.00	4,000.00	987.10	0.00	0.00	3,012.90	24.7
723.020 GAS, GREASE AND OIL	26,000.00	26,000.00	5,172.21	0.00	0.00	20,827.79	19.9
723.065 WATER AND SEWER CHARGE	2,500.00	2,500.00	950.45	0.00	0.00	1,549.55	38.0
724.000 TRAINING, CONFERENCES, DUES	500.00	500.00	199.00	0.00	0.00	301.00	39.8
725.000 TELEPHONE SERVICES	2,000.00	2,000.00	612.16	0.00	0.00	1,387.84	30.6
726.000 ELECTRICAL SERVICE	4,000.00	4,000.00	647.47	0.00	0.00	3,352.53	16.2
726.035 STREET LIGHTS	127,000.00	127,000.00	34,057.70	0.00	0.00	92,942.30	26.8
726.037 TRAFFIC LIGHTS	6,000.00	6,000.00	1,710.78	0.00	0.00	4,289.22	28.5
727.000 HEATING/NATURAL GAS	4,000.00	4,000.00	173.83	0.00	0.00	3,826.17	4.3
728.000 MAINT. BUILDINGS/GROUNDS	2,500.00	2,500.00	758.76	0.00	0.00	1,741.24	30.4
728.010 RADIO MAINTENANCE	200.00	200.00	125.00	0.00	0.00	75.00	62.5
728.020 MAINTENANCE OTHER	1,000.00	1,000.00	1,112.15	0.00	0.00	-112.15	111.2
728.030 VEHICLE MAINTENANCE-TRAVEL	20,000.00	20,000.00	6,198.12	241.82	0.00	13,801.88	31.0
728.033 STREETScape MAINT./IMP	16,000.00	16,000.00	328.20	0.00	0.00	15,671.80	2.1
728.036 VILLAGE GARDEN SPOTS	3,000.00	3,000.00	0.00	0.00	0.00	3,000.00	0.0
728.037 TRAFFIC/STREET LIGHT MAINT.	8,000.00	8,000.00	813.69	0.00	0.00	7,186.31	10.2
728.041 MEMORIAL PARK	3,000.00	3,000.00	679.54	0.00	0.00	2,320.46	22.7
728.043 STREET MARKINGS	7,000.00	7,000.00	8,045.50	0.00	0.00	-1,045.50	114.9
729.000 UNIFORMS, BOOTS, ETC	4,500.00	4,500.00	1,518.48	0.00	0.00	2,981.52	33.7
745.005 RUBBISH REMOVAL	6,200.00	6,200.00	1,519.16	366.34	0.00	4,680.84	24.5

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Fund: 100 - GENERAL FUND							
Expenditures							
Dept: 700.000 STREET DEPARTMENT							
Acct Class: 7000 Operating Expenses							
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	66.00	0.00	0.00	934.00	6.6
745.044 ENGINEERING SERVICES	15,000.00	15,000.00	2,055.48	0.00	0.00	12,944.52	13.7
755.011 TRAFFIC CALMING	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00	0.0
755.023 CAPITAL OUTLAY	3,500.00	3,500.00	0.00	0.00	0.00	3,500.00	0.0
760.032 SIDEWALK AND CURB MAINTENANCE	3,000.00	3,000.00	6,186.16	0.00	0.00	-3,186.16	206.2
760.033 STORM SEWER MAINTENANCE	9,000.00	9,000.00	1,004.65	0.00	0.00	7,995.35	11.2
760.034 STORM SEWER PERMIT FEES	3,000.00	3,000.00	165.00	0.00	0.00	2,835.00	5.5
760.035 STORM SEWER PUBLIC EDUCATION	9,500.00	9,500.00	7,856.00	0.00	0.00	1,644.00	82.7
760.036 STREAM FLOW MONITORING	30,000.00	30,000.00	0.00	0.00	0.00	30,000.00	0.0
Operating Expenses	814,603.00	814,603.00	214,043.26	5,613.18	0.00	600,559.74	26.3
STREET DEPARTMENT	814,603.00	814,603.00	214,043.26	5,613.18	0.00	600,559.74	26.3
Dept: 800.000 BROWNELL LIBRARY							
Acct Class: 7000 Operating Expenses							
720.000 SALARIES REGULAR	315,379.00	315,379.00	116,286.70	6,096.93	0.00	199,092.30	36.9
720.020 SALARIES PART TIME	89,219.00	89,219.00	31,248.37	1,672.45	0.00	57,970.63	35.0
720.022 SOCIAL SECURITY	31,089.00	31,089.00	10,904.21	569.47	0.00	20,184.79	35.1
720.024 UNEMPLOYMENT INSURANCE	2,390.00	2,390.00	424.88	22.74	0.00	1,965.12	17.8
720.026 WORKERS COMP INSURANCE	1,567.00	1,567.00	690.16	36.36	0.00	876.84	44.0
720.028 HEALTH INS & OTHER BENEFITS	103,020.00	103,020.00	37,091.09	0.00	0.00	65,928.91	36.0
720.030 RETIREMENT	31,537.00	31,537.00	11,118.44	585.44	0.00	20,418.56	35.3
720.032 LIABILITY & PROPERTY INS.	10,481.00	10,481.00	4,774.12	0.00	0.00	5,706.88	45.6
723.000 SUPPLIES	13,000.00	13,000.00	4,089.73	0.00	0.00	8,910.27	31.5
723.001 POSTAGE	3,500.00	3,500.00	572.85	0.00	0.00	2,927.15	16.4
723.055 COMPUTER EXPENSES	3,500.00	3,500.00	330.85	0.00	0.00	3,169.15	9.5
723.065 WATER AND SEWER CHARGE	1,000.00	1,000.00	417.10	0.00	0.00	582.90	41.7
724.000 TRAINING, CONFERENCES, DUES	4,000.00	4,000.00	184.40	0.00	0.00	3,815.60	4.6
725.000 TELEPHONE SERVICES	1,100.00	1,100.00	272.61	0.00	0.00	827.39	24.8
725.030 TECHNOLOGY ACCESS	5,500.00	5,500.00	3,418.03	0.00	0.00	2,081.97	62.1
726.000 ELECTRICAL SERVICE	14,500.00	14,500.00	4,373.48	0.00	0.00	10,126.52	30.2
727.000 HEATING/NATURAL GAS	7,400.00	7,400.00	290.26	0.00	0.00	7,109.74	3.9
728.000 MAINT. BUILDINGS/GROUNDS	14,500.00	14,500.00	12,200.54	0.00	0.00	2,299.46	84.1
728.050 ALARM SYSTEM MAINTENANCE	500.00	500.00	221.25	0.00	0.00	278.75	44.3
735.000 INTERVIEW COSTS	2,000.00	2,000.00	120.00	0.00	0.00	1,880.00	6.0
745.014 CONTRACT SERVICES	23,225.00	23,225.00	5,408.72	0.00	0.00	17,816.28	23.3
745.021 ADULT PROGRAMS	300.00	300.00	9.87	0.00	0.00	290.13	3.3
745.022 CHILDRENS PROGRAMS	3,000.00	3,000.00	1,751.59	34.52	0.00	1,248.41	58.4
755.014 COMPUTER REPLACEMENT	8,000.00	8,000.00	0.00	0.00	0.00	8,000.00	0.0
755.020 ADULT COLLECTION-PRINT & ELECT	31,000.00	31,000.00	11,399.28	0.00	0.00	19,600.72	36.8
755.021 JUVEN COLLECTION-PRNT & ELECTR	15,500.00	15,500.00	6,910.93	0.00	0.00	8,589.07	44.6
755.023 CAPITAL OUTLAY	0.00	0.00	193.72	0.00	0.00	-193.72	0.0
Operating Expenses	736,207.00	736,207.00	264,703.18	9,017.91	0.00	471,503.82	36.0
BROWNELL LIBRARY	736,207.00	736,207.00	264,703.18	9,017.91	0.00	471,503.82	36.0
Dept: 900.000 COMMUNITY DEVELOPMENT DEPT							
Acct Class: 7000 Operating Expenses							
720.000 SALARIES REGULAR	129,612.00	129,612.00	46,890.67	2,474.80	0.00	82,721.33	36.2
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	10,390.00	10,390.00	3,608.65	185.13	0.00	6,781.35	34.7
720.024 UNEMPLOYMENT INSURANCE	432.00	432.00	0.00	0.00	0.00	432.00	0.0
720.026 WORKERS COMP INSURANCE	504.00	504.00	273.10	11.57	0.00	230.90	54.2
720.028 HEALTH INS & OTHER BENEFITS	36,177.00	36,177.00	11,967.72	0.00	0.00	24,209.28	33.1
720.030 RETIREMENT	12,961.00	12,961.00	4,677.66	247.48	0.00	8,283.34	36.1
720.032 LIABILITY & PROPERTY INS.	2,232.00	2,232.00	1,083.04	0.00	0.00	1,148.96	48.5
720.034 PUBLIC OFFICIALS LIABILITY INS	5,800.00	5,800.00	2,839.75	0.00	0.00	2,960.25	49.0
720.050 BOARD MEMBER FEES	3,600.00	3,600.00	750.00	0.00	0.00	2,850.00	20.8
723.000 SUPPLIES	2,800.00	2,800.00	1,037.35	0.00	0.00	1,762.65	37.0

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Fund: 100 - GENERAL FUND							
Expenditures							
Dept: 900.000 COMMUNITY DEVELOPMENT DEPT							
Acct Class: 7000 Operating Expenses							
723.001 POSTAGE	1,120.00	1,120.00	124.97	0.00	0.00	995.03	11.2
723.055 COMPUTER EXPENSES	4,000.00	4,000.00	1,467.64	0.00	0.00	2,532.36	36.7
724.000 TRAINING, CONFERENCES, DUES	4,500.00	4,500.00	315.00	0.00	0.00	4,185.00	7.0
725.000 TELEPHONE SERVICES	1,550.00	1,550.00	484.60	0.00	0.00	1,065.40	31.3
725.025 COMMUNICATIONS	2,500.00	2,500.00	275.00	0.00	0.00	2,225.00	11.0
728.030 VEHICLE MAINTENANCE-TRAVEL	3,500.00	3,500.00	800.00	0.00	0.00	2,700.00	22.9
745.031 LEGAL SERVICES	14,000.00	14,000.00	115.50	115.50	0.00	13,884.50	0.8
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	1,334.45	0.00	0.00	3,665.55	26.7
745.051 RECORDING FEES	2,500.00	2,500.00	940.00	0.00	0.00	1,560.00	37.6
755.023 CAPITAL OUTLAY	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00	0.0
Operating Expenses	250,678.00	250,678.00	78,985.10	3,034.48	0.00	171,692.90	31.5
COMMUNITY DEVELOPMENT DEPT	250,678.00	250,678.00	78,985.10	3,034.48	0.00	171,692.90	31.5
Dept: 910.000 ECONOMIC DEVELOPMENT							
Acct Class: 7000 Operating Expenses							
720.000 SALARIES REGULAR	36,604.00	36,604.00	12,813.62	674.40	0.00	23,790.38	35.0
720.022 SOCIAL SECURITY	2,823.00	2,823.00	925.68	48.72	0.00	1,897.32	32.8
720.024 UNEMPLOYMENT INSURANCE	216.00	216.00	0.00	0.00	0.00	216.00	0.0
720.026 WORKERS COMP INSURANCE	141.00	141.00	59.47	3.16	0.00	81.53	42.2
720.028 HEALTH INS & OTHER BENEFITS	18,089.00	18,089.00	5,983.87	0.00	0.00	12,105.13	33.1
720.030 RETIREMENT	3,660.00	3,660.00	1,281.36	67.44	0.00	2,378.64	35.0
720.032 LIABILITY & PROPERTY INS.	105.00	105.00	93.41	0.00	0.00	11.59	89.0
745.025 BLOCK PARTY EXPENSE	7,000.00	7,000.00	6,620.46	0.00	0.00	379.54	94.6
745.040 COMMUNITY EVENTS & PROGRAMS	6,000.00	6,000.00	1,457.10	0.00	0.00	4,542.90	24.3
745.054 ANNUAL SUPPORT OF ORGANIZATIONS	9,200.00	9,200.00	7,260.50	0.00	0.00	1,939.50	78.9
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	0.00	0.00	0.00	9,000.00	0.0
Operating Expenses	94,838.00	94,838.00	36,495.47	793.72	0.00	58,342.53	38.5
ECONOMIC DEVELOPMENT	94,838.00	94,838.00	36,495.47	793.72	0.00	58,342.53	38.5
Dept: 920.000 GRANT & OTH UNANTC. EXPENDITUR							
Acct Class: 7000 Operating Expenses							
755.020 ADULT COLLECTION-PRINT & ELECT	0.00	0.00	60.02	0.00	0.00	-60.02	0.0
755.021 JUVEN COLLECTION-PRNT & ELECTR	0.00	0.00	120.74	0.00	0.00	-120.74	0.0
759.011 LIBRARY DONATION EXPENDITURES	0.00	0.00	1,630.19	0.00	0.00	-1,630.19	0.0
Operating Expenses	0.00	0.00	1,810.95	0.00	0.00	-1,810.95	0.0
GRANT & OTH UNANTC. EXPENDITUR	0.00	0.00	1,810.95	0.00	0.00	-1,810.95	0.0
Expenditures	3,537,437.00	3,537,437.00	1,133,598.11	28,155.49	0.00	2,403,838.89	32.0
Net Effect for GENERAL FUND	-35,000.00	-35,000.00	535,504.08	-27,966.59	0.00	-570,504.08	-1,530.0
Change in Fund Balance:			535,504.08				
Fund: 152 - GEN FUND ROLLING STOCK RESERVE							
Revenues							
Dept: 000.000							
Acct Class: 4000 Revenue							
440.000 INTEREST EARNINGS	0.00	0.00	88.78	0.00	0.00	-88.78	0.0
599.000 CONTRIB FROM GENERAL FUND	0.00	0.00	58,406.00	0.00	0.00	-58,406.00	0.0
Revenue	0.00	0.00	58,494.78	0.00	0.00	-58,494.78	0.0
Dept: 000.000	0.00	0.00	58,494.78	0.00	0.00	-58,494.78	0.0

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Fund: 152 - GEN FUND ROLLING STOCK RESERVE							
Revenues	0.00	0.00	58,494.78	0.00	0.00	-58,494.78	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	3,031.67	0.00	0.00	-3,031.67	0.0
Operating Expenses	0.00	0.00	53,031.67	0.00	0.00	-53,031.67	0.0
Acct Class: 8000 Capital Projects							
750.709 SIDEWALK PLOW	0.00	0.00	138.50	0.00	0.00	-138.50	0.0
Capital Projects	0.00	0.00	138.50	0.00	0.00	-138.50	0.0
Dept: 000.000	0.00	0.00	53,170.17	0.00	0.00	-53,170.17	0.0
Expenditures	0.00	0.00	53,170.17	0.00	0.00	-53,170.17	0.0
Net Effect for GEN FUND ROLLING STOCK RESERVE							
Change in Fund Balance:	0.00	0.00	5,324.61	0.00	0.00	-5,324.61	0.0
Fund: 159 - Veterans Memorial Park							
Revenues							
Dept: 000.000							
Acct Class: 4000 Revenue							
440.000 INTEREST EARNINGS	0.00	0.00	1.82	0.00	0.00	-1.82	0.0
Revenue	0.00	0.00	1.82	0.00	0.00	-1.82	0.0
Dept: 000.000	0.00	0.00	1.82	0.00	0.00	-1.82	0.0
Revenues	0.00	0.00	1.82	0.00	0.00	-1.82	0.0
Net Effect for Veterans Memorial Park							
Change in Fund Balance:	0.00	0.00	1.82	0.00	0.00	-1.82	0.0
Fund: 175 - 2014 VMBB SERIES 3 BOND PROJ.							
Revenues							
Dept: 000.000							
Acct Class: 4000 Revenue							
440.000 INTEREST EARNINGS	0.00	0.00	-0.34	0.00	0.00	0.34	0.0
465.054 BOND PROCEEDS	0.00	0.00	2,838,000.00	0.00	0.00	-2,838,000.00	0.0
Revenue	0.00	0.00	2,837,999.66	0.00	0.00	-2,837,999.66	0.0
Dept: 000.000	0.00	0.00	2,837,999.66	0.00	0.00	-2,837,999.66	0.0
Revenues	0.00	0.00	2,837,999.66	0.00	0.00	-2,837,999.66	0.0
Expenditures							
Dept: 000.000							
Acct Class: 7000 Operating Expenses							
745.031 LEGAL SERVICES	0.00	0.00	3,456.00	0.00	0.00	-3,456.00	0.0
Operating Expenses	0.00	0.00	3,456.00	0.00	0.00	-3,456.00	0.0
Acct Class: 8000 Capital Projects							
750.300 SCHOOL ST. RDWY/WTR/SWR RECONS	0.00	0.00	131,205.68	0.00	0.00	-131,205.68	0.0
750.305 MAIN ST. DRAINAGE-BRDG TO TOH	0.00	0.00	5,778.93	0.00	0.00	-5,778.93	0.0
750.310 HILLCREST DRNG/N HILLCRST DR/W	0.00	0.00	1,600.26	0.00	0.00	-1,600.26	0.0
750.315 MAPLE ST. CULVERT	0.00	0.00	206.25	0.00	0.00	-206.25	0.0
750.320 BRIAR LANE RD/SDWK/WTR LINE	0.00	0.00	77.00	0.00	0.00	-77.00	0.0

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Fund: 175 - 2014 VMBB SERIES 3 BOND PROJ.							
Expenditures							
Dept: 000.000							
Capital Projects	0.00	0.00	138,868.12	0.00	0.00	-138,868.12	0.0
Dept: 000.000	0.00	0.00	142,324.12	0.00	0.00	-142,324.12	0.0
Expenditures	0.00	0.00	142,324.12	0.00	0.00	-142,324.12	0.0
Net Effect for 2014 VMBB SERIES 3 BOND PROJ.	0.00	0.00	2,695,675.54	0.00	0.00	-2,695,675.54	0.0
Change in Fund Balance:			2,695,675.54				
Fund: 200 - GEN FUND CAPITAL RESERVE FUND							
Revenues							
Dept: 000.000							
Acct Class: 4000 Revenue							
440.000 INTEREST EARNINGS	0.00	0.00	105.06	0.00	0.00	-105.06	0.0
441.034 CRES CNCTR GRANT STP 5300(13)	0.00	0.00	31,115.55	0.00	0.00	-31,115.55	0.0
599.000 CONTRIB FROM GENERAL FUND	0.00	0.00	102,749.75	0.00	0.00	-102,749.75	0.0
Revenue	0.00	0.00	133,970.36	0.00	0.00	-133,970.36	0.0
Dept: 000.000	0.00	0.00	133,970.36	0.00	0.00	-133,970.36	0.0
Revenues	0.00	0.00	133,970.36	0.00	0.00	-133,970.36	0.0
Expenditures							
Dept: 000.000							
Acct Class: 8000 Capital Projects							
750.155 MULTI-USE PATH NORTH	0.00	0.00	8,506.50	3,962.00	0.00	-8,506.50	0.0
750.160 PEARL ST. LINKING SIDEWALK	0.00	0.00	4,954.50	0.00	0.00	-4,954.50	0.0
750.167 LH ROOF REPLACEMENT	0.00	0.00	37,145.20	0.00	0.00	-37,145.20	0.0
750.169 CRESCENT CONNECTOR	0.00	0.00	159,585.61	33.00	0.00	-159,585.61	0.0
750.177 WOODS END RECONSTRUCTION (14)	0.00	0.00	143,304.34	0.00	0.00	-143,304.34	0.0
750.178 RAILROAD AVE. RDWY/WTR LINE	0.00	0.00	1,871.70	0.00	0.00	-1,871.70	0.0
750.180 LIBRARY SURVEILLANCE CAMERAS	0.00	0.00	12,299.95	0.00	0.00	-12,299.95	0.0
750.700 CAPITAL RES. PAVING	0.00	0.00	154,134.11	0.00	0.00	-154,134.11	0.0
Capital Projects	0.00	0.00	521,801.91	3,995.00	0.00	-521,801.91	0.0
Dept: 000.000	0.00	0.00	521,801.91	3,995.00	0.00	-521,801.91	0.0
Expenditures	0.00	0.00	521,801.91	3,995.00	0.00	-521,801.91	0.0
Net Effect for GEN FUND CAPITAL RESERVE FUND	0.00	0.00	-387,831.55	-3,995.00	0.00	387,831.55	0.0
Change in Fund Balance:			-387,831.55				
Fund: 210 - LAND ACQUISTION FUND							
Revenues							
Dept: 000.000							
Acct Class: 4000 Revenue							
440.000 INTEREST EARNINGS	0.00	0.00	40.27	0.00	0.00	-40.27	0.0
Revenue	0.00	0.00	40.27	0.00	0.00	-40.27	0.0
Dept: 000.000	0.00	0.00	40.27	0.00	0.00	-40.27	0.0
Revenues	0.00	0.00	40.27	0.00	0.00	-40.27	0.0
Net Effect for LAND ACQUISTION FUND	0.00	0.00	40.27	0.00	0.00	-40.27	0.0
Change in Fund Balance:			40.27				
Fund: 230 - WATER FUND							

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Fund: 230 - WATER FUND							
Revenues							
Dept: 000.000							
Acct Class: 4000 Revenue							
440.000 INTEREST EARNINGS	0.00	0.00	64.40	0.00	0.00	-64.40	0.0
465.010 SALE OF WATER-RESIDENTIAL	826,553.00	826,553.00	419,776.66	-370.50	0.00	406,776.34	50.8
465.020 WATER SALES - LARGE USERS	96,243.00	96,243.00	34,727.59	9,274.16	0.00	61,515.41	36.1
465.040 WATER BILLING PENALTIES	3,500.00	3,500.00	447.44	0.00	0.00	3,052.56	12.8
465.045 WATER RECONNECT FEES	0.00	0.00	262.50	0.00	0.00	-262.50	0.0
465.050 MISCELLANEOUS WATER RECEIPTS	15,000.00	15,000.00	8,196.78	0.00	0.00	6,803.22	54.6
Revenue	941,296.00	941,296.00	463,475.37	8,903.66	0.00	477,820.63	49.2
Acct Class: 4650 IBM Water Pass Thru Rev							
465.015 SALE OF WATER-IBM	2,230,880.00	2,230,880.00	820,171.21	221,420.57	0.00	1,410,708.79	36.8
465.017 SALE OF WATER - IBM VT TAX	51,275.00	51,275.00	18,821.50	4,637.08	0.00	32,453.50	36.7
IBM Water Pass Thru Rev	2,282,155.00	2,282,155.00	838,992.71	226,057.65	0.00	1,443,162.29	36.8
Acct Class: 5990 Non Operating Revenues							
440.010 Interest Earned - Capital Res	0.00	0.00	45.76	0.00	0.00	-45.76	0.0
465.055 CURRENT YR CONTRIBUTION INCOME	0.00	0.00	30,000.00	0.00	0.00	-30,000.00	0.0
Non Operating Revenues	0.00	0.00	30,045.76	0.00	0.00	-30,045.76	0.0
Dept: 000.000	3,223,451.00	3,223,451.00	1,332,513.84	234,961.31	0.00	1,890,937.16	41.3
Revenues	3,223,451.00	3,223,451.00	1,332,513.84	234,961.31	0.00	1,890,937.16	41.3
Expenditures							
Dept: 650.000 WATER DEPARTMENT							
Acct Class: 7000 Operating Expenses							
720.000 SALARIES REGULAR	107,890.00	107,890.00	33,812.00	1,811.00	0.00	74,078.00	31.3
720.010 SALARIES OVERTIME	14,000.00	14,000.00	2,043.25	75.00	0.00	11,956.75	14.6
720.020 SALARIES PART TIME	8,798.00	8,798.00	1,623.11	58.27	0.00	7,174.89	18.4
720.022 SOCIAL SECURITY	9,447.00	9,447.00	2,756.36	142.22	0.00	6,690.64	29.2
720.024 UNEMPLOYMENT INSURANCE	616.00	616.00	22.09	0.79	0.00	593.91	3.6
720.026 WORKERS COMP INSURANCE	5,277.00	5,277.00	2,007.05	102.71	0.00	3,269.95	38.0
720.028 HEALTH INS & OTHER BENEFITS	41,604.00	41,604.00	13,762.84	0.00	0.00	27,841.16	33.1
720.030 RETIREMENT	10,789.00	10,789.00	3,275.98	186.74	0.00	7,513.02	30.4
720.032 LIABILITY & PROPERTY INS.	3,402.00	3,402.00	1,537.36	0.00	0.00	1,864.64	45.2
720.040 INTEREST EXPENSE	50.00	50.00	0.00	0.00	0.00	50.00	0.0
723.000 SUPPLIES	5,000.00	5,000.00	1,075.63	0.00	0.00	3,924.37	21.5
723.001 POSTAGE	1,500.00	1,500.00	729.04	0.00	0.00	770.96	48.6
723.020 GAS,GREASE AND OIL	2,000.00	2,000.00	460.44	0.00	0.00	1,539.56	23.0
723.041 METERS AND PARTS	1,000.00	1,000.00	137.29	0.00	0.00	862.71	13.7
723.042 DISTRIBUTION MATERIALS	5,700.00	5,700.00	1,556.88	0.00	0.00	4,143.12	27.3
723.055 COMPUTER EXPENSES	1,200.00	1,200.00	276.54	0.00	0.00	923.46	23.0
723.065 WATER AND SEWER CHARGE	350.00	350.00	84.90	0.00	0.00	265.10	24.3
724.000 TRAINING, CONFERENCES, DUES	2,000.00	2,000.00	150.00	0.00	0.00	1,850.00	7.5
725.000 TELEPHONE SERVICES	0.00	0.00	358.75	0.00	0.00	-358.75	0.0
726.000 ELECTRICAL SERVICE	700.00	700.00	163.76	0.00	0.00	536.24	23.4
727.000 HEATING/NATURAL GAS	3,500.00	3,500.00	147.68	0.00	0.00	3,352.32	4.2
728.020 MAINTENANCE OTHER	1,000.00	1,000.00	1,033.98	0.00	0.00	-33.98	103.4
728.034 WATER LINES MAINT-BREAKS	16,000.00	16,000.00	620.00	0.00	0.00	15,380.00	3.9
729.000 UNIFORMS,BOOTS,ETC	1,000.00	1,000.00	696.44	0.00	0.00	303.56	69.6
745.014 CONTRACT SERVICES	106,840.00	106,840.00	26,710.00	0.00	0.00	80,130.00	25.0
745.039 OTHER PROFESSIONAL SERVICES	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.0
745.041 AUDIT	3,500.00	3,500.00	0.00	0.00	0.00	3,500.00	0.0
745.042 CWD WATER PURCHASE	451,212.00	451,212.00	116,312.01	0.00	0.00	334,899.99	25.8
745.050 PRINTING AND ADVERTISING	1,700.00	1,700.00	0.00	0.00	0.00	1,700.00	0.0
750.020 TRANS TO CAPITAL RESERVE	120,000.00	120,000.00	30,000.00	0.00	0.00	90,000.00	25.0
755.023 CAPITAL OUTLAY	3,850.00	3,850.00	0.00	0.00	0.00	3,850.00	0.0
770.510 STATE WATER TAX	10,371.00	10,371.00	2,669.16	0.00	0.00	7,701.84	25.7

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Village of Essex Junction

For the Period: 7/1/2014 to 11/30/2014	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 230 - WATER FUND							
Expenditures							
Dept: 650.000 WATER DEPARTMENT							
Operating Expenses	941,296.00	941,296.00	244,022.54	2,376.73	0.00	697,273.46	25.9
Acct Class: 7800 IBM Water Costs							
745.043 CWD Water Purchase - IBM	2,230,880.00	2,230,880.00	598,402.86	0.00	0.00	1,632,477.14	26.8
770.511 State Water Tax - IBM	51,275.00	51,275.00	13,732.30	0.00	0.00	37,542.70	26.8
IBM Water Costs	2,282,155.00	2,282,155.00	612,135.16	0.00	0.00	1,670,019.84	26.8
Acct Class: 8000 Capital Projects							
750.178 RAILROAD AVE. RDWY/WTR LINE	0.00	0.00	1,713.25	0.00	0.00	-1,713.25	0.0
750.211 METER REPLACEMENT PROGRAM	0.00	0.00	7,038.51	0.00	0.00	-7,038.51	0.0
750.300 SCHOOL ST. RDWY/WTR/SWR RECONS	0.00	0.00	71,201.85	0.00	0.00	-71,201.85	0.0
750.310 HILLCREST DRNG/N HILLCRST DRW	0.00	0.00	505.34	0.00	0.00	-505.34	0.0
750.320 BRIAR LANE RD/SDWK/WTR LINE	0.00	0.00	10.50	0.00	0.00	-10.50	0.0
750.321 BOND LEGAL COSTS	0.00	0.00	644.00	0.00	0.00	-644.00	0.0
Capital Projects	0.00	0.00	81,113.45	0.00	0.00	-81,113.45	0.0
WATER DEPARTMENT	3,223,451.00	3,223,451.00	937,271.15	2,376.73	0.00	2,286,179.85	29.1
Expenditures	3,223,451.00	3,223,451.00	937,271.15	2,376.73	0.00	2,286,179.85	29.1
Net Effect for WATER FUND	0.00	0.00	395,242.69	232,584.58	0.00	-395,242.69	0.0
Change in Fund Balance:			395,242.69				
Fund: 400 - SANITATION FUND							
Revenues							
Dept: 000.000							
Acct Class: 4000 Revenue							
432.040 MISCELLANEOUS SEWER RECEIPTS	20,000.00	20,000.00	39,998.22	0.00	0.00	-19,998.22	200.0
440.000 INTEREST EARNINGS	0.00	0.00	122.93	0.00	0.00	-122.93	0.0
442.000 ESSEX PUMP STATION FEES	22,075.00	22,075.00	12,321.49	0.00	0.00	9,753.51	55.8
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	403,915.00	403,915.00	266,186.35	-150.83	0.00	137,728.65	65.9
500.001 ANNUAL CUSTOMER CHARGE - PEN	2,000.00	2,000.00	423.80	0.00	0.00	1,576.20	21.2
Revenue	462,990.00	462,990.00	326,552.79	-150.83	0.00	136,437.21	70.5
Acct Class: 5990 Non Operating Revenues							
430.012 WWTF CAPACITY SALE REVENUE	0.00	0.00	100,000.00	0.00	0.00	-100,000.00	0.0
440.010 Interest Earned - Capital Res	0.00	0.00	281.77	0.00	0.00	-281.77	0.0
440.020 INTEREST WWTF RESERV	0.00	0.00	263.51	0.00	0.00	-263.51	0.0
465.055 CURRENT YR CONTRIBUTION INCOME	0.00	0.00	21,250.00	0.00	0.00	-21,250.00	0.0
Non Operating Revenues	0.00	0.00	121,795.28	0.00	0.00	-121,795.28	0.0
Dept: 000.000	462,990.00	462,990.00	448,348.07	-150.83	0.00	14,641.93	96.8
Revenues	462,990.00	462,990.00	448,348.07	-150.83	0.00	14,641.93	96.8
Expenditures							
Dept: 400.000 SANITATION DEPARTMENT							
Acct Class: 7000 Operating Expenses							
720.000 SALARIES REGULAR	80,190.00	80,190.00	25,949.97	1,446.64	0.00	54,240.03	32.4
720.010 SALARIES OVERTIME	8,000.00	8,000.00	2,226.71	75.00	0.00	5,773.29	27.8
720.020 SALARIES PART TIME	12,683.00	12,683.00	1,638.90	58.27	0.00	11,044.10	12.9
720.022 SOCIAL SECURITY	7,839.00	7,839.00	2,198.38	115.93	0.00	5,640.62	28.0
720.024 UNEMPLOYMENT INSURANCE	668.00	668.00	193.16	6.60	0.00	474.84	28.9
720.026 WORKERS COMP INSURANCE	4,177.00	4,177.00	1,311.73	69.00	0.00	2,865.27	31.4
720.028 HEALTH INS & OTHER BENEFITS	41,604.00	41,604.00	13,762.80	0.00	0.00	27,841.20	33.1
720.030 RETIREMENT	8,019.00	8,019.00	2,705.41	150.32	0.00	5,313.59	33.7
720.032 LIABILITY & PROPERTY INS.	6,800.00	6,800.00	2,880.62	0.00	0.00	3,919.38	42.4
723.000 SUPPLIES	1,000.00	1,000.00	18.70	0.00	0.00	981.30	1.9

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Village of Essex Junction

For the Period: 7/1/2014 to 11/30/2014	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 400 - SANITATION FUND							
Expenditures							
Dept: 400.000 SANITATION DEPARTMENT							
Acct Class: 7000 Operating Expenses							
723.001 POSTAGE	3,000.00	3,000.00	1,455.79	0.00	0.00	1,544.21	48.5
723.020 GAS,GREASE AND OIL	3,000.00	3,000.00	412.75	0.00	0.00	2,587.25	13.8
723.041 METERS AND PARTS	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	0.0
723.055 COMPUTER EXPENSES	2,800.00	2,800.00	553.09	0.00	0.00	2,246.91	19.8
723.065 WATER AND SEWER CHARGE	1,500.00	1,500.00	144.09	0.00	0.00	1,355.91	9.6
724.000 TRAINING, CONFERENCES, DUES	500.00	500.00	0.00	0.00	0.00	500.00	0.0
726.000 ELECTRICAL SERVICE	8,500.00	8,500.00	2,753.74	0.00	0.00	5,746.26	32.4
727.000 HEATING/NATURAL GAS	1,800.00	1,800.00	160.36	0.00	0.00	1,639.64	8.9
728.020 MAINTENANCE OTHER	1,500.00	1,500.00	728.14	0.00	0.00	771.86	48.5
728.040 PUMP STATION MAINTENANCE	4,000.00	4,000.00	2,414.87	0.00	0.00	1,585.13	60.4
728.060 SANITATION LINES MAINTENANCE	10,000.00	10,000.00	0.00	0.00	0.00	10,000.00	0.0
728.063 SUSIE WILSON PS COSTS	7,000.00	7,000.00	1,499.89	0.00	0.00	5,500.11	21.4
728.064 WEST ST PS COSTS	10,000.00	10,000.00	5,129.02	0.00	0.00	4,870.98	51.3
729.000 UNIFORMS,BOOTS,ETC	1,000.00	1,000.00	242.00	0.00	0.00	758.00	24.2
745.014 CONTRACT SERVICES	137,140.00	137,140.00	34,285.00	0.00	0.00	102,855.00	25.0
745.015 RIGHT OF WAY AGREEMENTS	8,400.00	8,400.00	5,170.34	0.00	0.00	3,229.66	61.6
745.017 SANIT. LINE BACK-UP CLEANING	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00	0.0
745.039 OTHER PROFESSIONAL SERVICES	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.0
745.041 AUDIT	1,700.00	1,700.00	0.00	0.00	0.00	1,700.00	0.0
750.020 TRANS TO CAPITAL RESERVE	85,000.00	85,000.00	21,250.00	0.00	0.00	63,750.00	25.0
755.023 CAPITAL OUTLAY	670.00	670.00	0.00	0.00	0.00	670.00	0.0
Operating Expenses	462,990.00	462,990.00	129,085.46	1,921.76	0.00	333,904.54	27.9
Acct Class: 8000 Capital Projects							
750.211 METER REPLACEMENT PROGRAM	0.00	0.00	14,077.07	0.00	0.00	-14,077.07	0.0
750.300 SCHOOL ST. RDWY/WTR/SWR RECONS	0.00	0.00	42,353.87	0.00	0.00	-42,353.87	0.0
750.427 MISC PS WORK - (FY12 BUDGET)	0.00	0.00	3,420.00	0.00	0.00	-3,420.00	0.0
750.430 RIVER ST. PS CNTL PANEL, ANODE	0.00	0.00	1,695.00	0.00	0.00	-1,695.00	0.0
750.431 SO ST PS PUMPS,VALVS,VENT,ANOD	0.00	0.00	1,695.00	0.00	0.00	-1,695.00	0.0
794.062 TRANS TO WWTF FOR DEBT PYMNTS	0.00	0.00	30,472.71	30,472.71	0.00	-30,472.71	0.0
Capital Projects	0.00	0.00	93,713.65	30,472.71	0.00	-93,713.65	0.0
SANITATION DEPARTMENT	462,990.00	462,990.00	222,799.11	32,394.47	0.00	240,190.89	48.1
Expenditures	462,990.00	462,990.00	222,799.11	32,394.47	0.00	240,190.89	48.1
Net Effect for SANITATION FUND	0.00	0.00	225,548.96	-32,545.30	0.00	-225,548.96	0.0
Change in Fund Balance:			225,548.96				
Fund: 600 - WASTEWATER FUND							
Revenues							
Dept: 000.000							
Acct Class: 4000 Revenue							
440.000 INTEREST EARNINGS	0.00	0.00	114.80	0.00	0.00	-114.80	0.0
445.000 MISC. - UNCLASSIFIED RECEIPTS	0.00	0.00	928.60	0.00	0.00	-928.60	0.0
460.011 VILLAGE USER PENALTIES	3,000.00	3,000.00	488.43	0.00	0.00	2,511.57	16.3
460.012 VILLAGE USER CHARGE	711,876.00	711,876.00	356,305.00	-265.41	0.00	355,571.00	50.1
460.013 WASTEWATER CHARGE - ESSEX	465,440.00	465,440.00	155,146.68	0.00	0.00	310,293.32	33.3
460.014 WASTEWATER CHARGE - WILLISTON	569,380.00	569,380.00	189,353.32	47,338.33	0.00	380,026.68	33.3
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	7,096.32	0.00	0.00	4,903.68	59.1
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	308.61	0.03	0.00	-308.61	0.0
Revenue	1,797,996.00	1,797,996.00	717,316.76	47,072.95	0.00	1,080,679.24	39.9
Acct Class: 5990 Non Operating Revenues							
430.013 ESSEX - DEBT PAYMENT	0.00	0.00	28,401.99	0.00	0.00	-28,401.99	0.0
430.014 WILLISTON - DEBT PAYMENT	0.00	0.00	26,339.80	0.00	0.00	-26,339.80	0.0
430.015 ESSEX JCT - DEBT PAYMENT	0.00	0.00	30,472.71	30,472.71	0.00	-30,472.71	0.0

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For the Period: 7/1/2014 to 11/30/2014	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 600 - WASTEWATER FUND							
Revenues							
Dept: 000.000							
Acct Class: 5990 Non Operating Revenues							
440.010 Interest Earned - Capital Res	0.00	0.00	196.62	0.00	0.00	-196.62	0.0
440.012 WWTF REFURB INTEREST	0.00	0.00	294.97	0.00	0.00	-294.97	0.0
445.100 SALE OF ASSET	0.00	0.00	2,058.87	0.00	0.00	-2,058.87	0.0
465.055 CURRENT YR CONTRIBUTION INCOME	0.00	0.00	65,000.00	0.00	0.00	-65,000.00	0.0
Non Operating Revenues	0.00	0.00	152,764.96	30,472.71	0.00	-152,764.96	0.0
Dept: 000.000	1,797,996.00	1,797,996.00	870,081.72	77,545.66	0.00	927,914.28	48.4
Revenues	1,797,996.00	1,797,996.00	870,081.72	77,545.66	0.00	927,914.28	48.4
Expenditures							
Dept: 600.000 WASTEWATER TREATMENT PLANT							
Acct Class: 7000 Operating Expenses							
720.000 SALARIES REGULAR	308,467.00	308,467.00	108,900.75	5,377.24	0.00	199,566.25	35.3
720.010 SALARIES OVERTIME	45,000.00	45,000.00	12,271.65	300.00	0.00	32,728.35	27.3
720.020 SALARIES PART TIME	15,000.00	15,000.00	5,595.27	116.51	0.00	9,404.73	37.3
720.022 SOCIAL SECURITY	28,612.00	28,612.00	9,428.14	427.97	0.00	19,183.86	33.0
720.024 UNEMPLOYMENT INSURANCE	1,535.00	1,535.00	76.09	1.59	0.00	1,458.91	5.0
720.026 WORKERS COMP INSURANCE	16,530.00	16,530.00	5,384.03	269.07	0.00	11,145.97	32.6
720.028 HEALTH INS & OTHER BENEFITS	107,085.00	107,085.00	30,936.51	0.00	0.00	76,148.49	28.9
720.030 RETIREMENT	30,847.00	30,847.00	10,538.31	537.72	0.00	20,308.69	34.2
720.032 LIABILITY & PROPERTY INS.	25,000.00	25,000.00	10,547.45	0.00	0.00	14,452.55	42.2
720.040 INTEREST EXPENSE	500.00	500.00	0.00	0.00	0.00	500.00	0.0
723.000 SUPPLIES	9,000.00	9,000.00	4,029.17	0.00	0.00	4,970.83	44.8
723.005 SUPPLIES - LABORATORY	10,000.00	10,000.00	4,066.22	0.00	0.00	5,933.78	40.7
723.013 CHEMICALS	195,000.00	195,000.00	69,164.45	0.00	0.00	125,835.55	35.5
723.020 GAS, GREASE AND OIL	6,000.00	6,000.00	922.30	0.00	0.00	5,077.70	15.4
723.065 WATER AND SEWER CHARGE	7,000.00	7,000.00	1,425.09	0.00	0.00	5,574.91	20.4
724.000 TRAINING, CONFERENCES, DUES	6,500.00	6,500.00	2,118.24	0.00	0.00	4,381.76	32.6
725.000 TELEPHONE SERVICES	4,500.00	4,500.00	1,830.70	0.00	0.00	2,669.30	40.7
726.000 ELECTRICAL SERVICE	200,000.00	200,000.00	53,242.04	0.00	0.00	146,757.96	26.6
727.000 HEATING/NATURAL GAS	20,000.00	20,000.00	2,409.19	0.00	0.00	17,590.81	12.0
728.020 MAINTENANCE OTHER	70,000.00	70,000.00	50,303.94	0.00	0.00	19,696.06	71.9
728.030 VEHICLE MAINTENANCE-TRAVEL	2,500.00	2,500.00	109.84	0.00	0.00	2,390.16	4.4
729.000 UNIFORMS, BOOTS, ETC	4,000.00	4,000.00	1,477.94	0.00	0.00	2,522.06	36.9
745.000 CONTRACT LABORATORY SERVICE	7,000.00	7,000.00	1,566.00	48.00	0.00	5,434.00	22.4
745.014 CONTRACT SERVICES	53,420.00	53,420.00	13,355.00	0.00	0.00	40,065.00	25.0
745.031 LEGAL SERVICES	1,000.00	1,000.00	429.00	49.50	0.00	571.00	42.9
745.033 GRIT DISPOSAL	10,000.00	10,000.00	1,732.19	0.00	0.00	8,267.81	17.3
745.034 SLUDGE DEWATERING	150,000.00	150,000.00	0.00	0.00	0.00	150,000.00	0.0
745.035 SLUDGE MANAGEMENT	178,000.00	178,000.00	33,492.43	0.00	0.00	144,507.57	18.8
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	4,000.00	4,000.00	0.00	0.00	0.00	4,000.00	0.0
745.052 WWTF ANNUAL PERMIT FEE	7,500.00	7,500.00	0.00	0.00	0.00	7,500.00	0.0
750.020 TRANS TO CAPITAL RESERVE	260,000.00	260,000.00	65,000.00	0.00	0.00	195,000.00	25.0
755.023 CAPITAL OUTLAY	10,000.00	10,000.00	0.00	0.00	0.00	10,000.00	0.0
Operating Expenses	1,797,996.00	1,797,996.00	500,351.94	7,127.60	0.00	1,297,644.06	27.8
Acct Class: 8000 Capital Projects							
750.625 WWTF REFURBISH (11)	0.00	0.00	91,364.65	0.00	0.00	-91,364.65	0.0
750.626 RZEDB Interest	0.00	0.00	25,214.50	0.00	0.00	-25,214.50	0.0
750.630 NETWORKING & SOFTWARE	0.00	0.00	12,707.00	0.00	0.00	-12,707.00	0.0
750.632 CO-GEN	0.00	0.00	43,138.75	0.00	0.00	-43,138.75	0.0
750.637 UTILITY VEHICLE	0.00	0.00	15,184.08	0.00	0.00	-15,184.08	0.0
Capital Projects	0.00	0.00	187,608.98	0.00	0.00	-187,608.98	0.0
WASTEWATER TREATMENT PLANT	1,797,996.00	1,797,996.00	687,960.92	7,127.60	0.00	1,110,035.08	38.3

REVENUE/EXPENDITURE REPORT  
 Bill List 11/10/14

Village of Essex Junction

For the Period: 7/1/2014 to 11/30/2014 Fund: 600 - WASTEWATER FUND	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Expenditures	1,797,996.00	1,797,996.00	687,960.92	7,127.60	0.00	1,110,035.08	38.3
Net Effect for WASTEWATER FUND Change in Fund Balance:	0.00	0.00	182,120.80 182,120.80	70,418.06	0.00	-182,120.80	0.0
Grand Total Net Effect:	-35,000.00	-35,000.00	3,651,627.22	238,495.75	0.00	-3,686,627.22	

# Memorandum

**TO: Patrick C. Scheidel, Municipal Manager**  
**Town Selectboard**  
**Village Trustees**

**FROM: Dennis Lutz, P.E. Town Public Works Director**

**DATE: 3 November 2014**

**SUBJECT: Shared Public Works Management for Public Works Administration, Engineering and Highway for the Village of Essex Junction and Town of Essex**



**ISSUE:** The issue is whether or not both the Village Trustees and the Town Selectboard will concur with the Town Public Works staff study/recommendations dated 3 November 2014 for shared Public Works Management for Public Works Administration, Engineering and Highway for the Village of Essex Junction and Town of Essex.

**DISCUSSION:** A Staff Study has been prepared for consideration by both elected Boards. It is submitted with this memorandum.

**COSTS:** The costs are outlined in the study. Please note that the budget numbers proposed by staff at this time may not represent a budget amount acceptable to the Town Selectboard and Village Trustees for submittal to the voters. The respective boards will determine the final budget figures as part of the normal budget process.

**RECOMMENDATION:** It is recommended that:

- 1) The Town Selectboard and Village Trustees concur with the Plan for Shared Public Works Management and agree to sign a Memorandum of Understanding for such management for a minimum period of three years (July 1, 2015 to June 30, 2018) with a review and decision on the future of the shared arrangement to occur prior to December 1, 2017.

- 2) The Selectboard and the Trustees agree that Shared Public Works Management as set forth in the proposed Plan will begin on July 1, 2015 with formulation of FYE16 Municipal Budgets reflecting the changes necessary to make this occur.
- 3) The Town Public Works Director will be designated as the Town and Village Engineer and direct the management services for the Village and the Town in the areas of general public works engineering, storm water management, conservation and highway and assist as requested in areas of Capital Budget planning and Village water and sanitation management.
- 4) For the three-year period starting July 1, 2015, or until mutually agreed to by the Town and Village, water and sanitation operations, design/construction management of ongoing projects with signed contracts and development reviews within the Village will be as currently managed by the Village.
- 5) Highway employees in the Village will continue as Village employees, subject to employment under the rules of the current Association/Village contract. Highway employees in the Town will continue as Town employees, subject to employment under the current Union/Town contract.
- 6) Daily supervision of employees and work schedules in the Village will continue under the Village Public Works Superintendent with the Town employees and work schedules in the Town continuing under the Town Public Works Superintendent. When employees of either the Town or the Village perform work in the other municipality, they remain members of their respective collective bargaining units but direct supervision responsibility passes to the individual in charge of whatever operation is being performed.
- 7) Town and Village management will agree to review and discuss with labor the appropriate contracts, and labor relations structure for

public works service delivery prior to the end of existing labor contracts.

- 8) A review will be conducted of the Shared Public Works operation by a team consisting of Selectboard member(s), Trustee member(s) and a qualified outside technical agent, with such review presented to the Trustees and Selectboard prior to 1 October 2017.
- 9) A decision will be made by both the Village Trustees and the Town Selectboard prior to December 1, 2017 that:
  - a) The shared services MOU will be modified if necessary and extended for a defined time or
  - b) The shared services MOU will expire and the Town and Village Public Works Departments will revert to their organizational and budget structure as existed prior to the MOU or
  - c) A permanent and combined Public Works Department will be formed to become effective 1 July 2018.

**SHARED  
PUBLIC  
WORKS  
MANAGEMENT  
For  
PUBLIC WORKS  
ADMINISTRATION,  
ENGINEERING AND  
HIGHWAY**

Town of Essex Public Works

3 November 2014

**THE GOAL IS**

**ONE PUBLIC WORKS DEPARTMENT**

**THAT**

**PROVIDES QUALITY AND RESPONSIVE SERVICE,**

**ADDRESSES THE INFRASTRUCTURE NEEDS OF THE  
ENTIRE ESSEX COMMUNITY,**

**WHILE PROTECTING PUBLIC HEALTH AND SAFETY.**

# **SHARED PUBLIC WORKS MANAGEMENT PLAN**

- **BACKGROUND**
- **FUNCTIONAL/OPERATIONAL  
CONCEPTS**
- **BUDGET CONCEPTS/TAX IMPACTS**
- **GOALS/OBJECTIVES/WORK TASKS**
- **RECOMMENDATIONS FOR PLAN  
ADOPTION**

# **BACKGROUND**

## **BOTH THE VILLAGE PUBLIC WORKS AND TOWN PUBLIC WORKS DEPARTMENTS:**

- **PERFORM SIMILAR OPERATIONS**
- **UTILIZE STAFFING LEVELS AT THE OPERATOR LEVEL PROPORTIONAL TO THE SIZE, NATURE AND COMPLEXITY OF THEIR RESPECTIVE INFRASTRUCTURE**
- **MEET AND OFTEN EXCEED THE EXPECTATIONS OF THEIR RESPECTIVE COMMUNITIES THROUGH HARD WORK AND DEDICATION EXHIBITED BY EXPERIENCED EMPLOYEES**
- **HAVE DIFFERENT SYSTEMS IN PLACE FOR MANAGEMENT AND ENGINEERING**
- **CAN LEARN FROM EACH OTHER AND WORK COLLECTIVELY FOR IMPROVED RESOURCE MANAGEMENT**

# **SHARED PUBLIC WORKS MANAGEMENT**

**Public Works in the Town centralizes all infrastructure activities including Public Works Administration, Engineering, Highway Operations, Buildings and Physical Plant, Landfill Monitoring, Conservation, Water, Wastewater and all Storm Water functions under one Department Head.**

**The Village operates under a more decentralized system with Highway Operations, Sanitation, Water, Storm Water System Maintenance and Conservation under the Public Works Superintendent, the Wastewater Treatment Facility and Storm Water Permitting activities under the Water Quality Superintendent, and most Engineering services provided by Donald L. Hamlin Consulting Engineers.**

**The Charters for both Communities provide for a Public Works Department and both operate under the direction of the Municipal Manager.**

# SHARED PUBLIC WORKS MANAGEMENT

## BACKGROUND – FUNCTIONAL MANNING

Position	Town	Village
Public Works Director	1	None
Public Works Secretary	1	None- Service Distributed
Town Engineer	1	None
Storm water Coordinator	1	1
Public Works Superintendent	1	1
Highway Employees	8	3
Mechanic	1	None
Water/Sewer Foreman	1	None
Sanitation Employees	2	2
Water Employees	2	2
Temporary Employees	varies	varies
Total	19	9

Municipality	Municipal Road Miles	Employees	Road Miles per Employee
Town	75.430	19	3.97
Village	34.259	9	3.81

Note #1: The number of employees listed in both charts does not include employees in the Village Wastewater Treatment Division.

Note #2: The Town has 23.16 miles of gravel roads (30% of its road mileage). The policy of the Selectboard is not to pave any of the Town's gravel roads.

Note #3: The Village has 38 miles of sidewalk and paved paths; the Town has 51.43 miles of sidewalks and paths. The Village plows more sidewalk miles in the winter than the Town due primarily to the absence of school busing in the Village.

# SHARED PUBLIC WORKS MANAGEMENT

## BACKGROUND-EQUIPMENT COMPARISON

Equipment Category	Town	Village
Passenger car	1	0
Pick Up*	6	4
3 CY Dump Truck	3	1
7 CY Dump Truck	4	3 (-)
14 CY Dump Truck	1	0
Roller	0	1
Skid Steer**	1	1
Road Grader	1	0
Front End Loader	1	1
Backhoe	1	1
Sidewalk Plow	2	2
Vacuum Truck	0	1
Street Sweeper	1	1
Boom Lift	0	1
Air Compressor	1	1
Culvert Thawer	1	0
Trailer Generator	1	0
Asphalt Hot Box	1	0

# SHARED PUBLIC WORKS MANAGEMENT

## BACKGROUND-EQUIPMENT

### EQUIPMENT REPLACEMENT SCHEDULE

Equipment Category	Town	Village
Passenger car	10 years	n/a
Pick Up	10 years	8-10 years
3 CY Dump Truck	11.3 years	12 years
7 CY Dump Truck	12 years	12 years
14 CY Dump Truck	12 years	n/a
Street Sweeper	12 years	10 years
Skid Steer	20+ years	10 years
Road Grader	20 years	n/a
Front End Loader	11 years	13 years
Backhoe	20 years	10 years
Sidewalk Plow	12 years	10 years
Vacuum Truck	n/a	12 years

# SHARED PUBLIC WORKS MANAGEMENT FUNCTIONAL/OPERATIONAL CONCEPTS

- The Town Public Works Department will be identified by the Selectboard and the Trustees as the single Municipal Public Works entity to directly oversee and manage the Highway Departments and engineering for both municipalities for an initial period from July 1, 2015 to June 30, 2018.
- The Public Works Director and secretarial/engineering support staff within the Town Public Works Department will report to the Municipal Manager, who in turn reports to the Village Trustees and the Town Selectboard.
- The Public Works Superintendent in the Village and the Public Works Superintendent in the Town will report to and be accountable to the Town Public Works Director in all areas involving highway issues and highway budgets.
- The Water and Sanitation Departments in the Village will remain under the Village Public Works Superintendent; the Town Water and Sewer Departments will remain under the Town Utilities Director. Shared water and sanitation services between the Town and Village will be on a request/mutual supporting basis. This is subject to change upon mutual agreement of the two Boards.
- Highway employees in the Village will continue as Village employees, subject to employment under the rules of the current Association/Village contract. Highway employees in the Town will continue as Town employees, subject to employment under the rules of the current Union/ Town contract.

# SHARED PUBLIC WORKS MANAGEMENT

## FUNCTIONAL/OPERATIONAL CONCEPTS (CONTINUED)

- Daily supervision of employees and work schedules in the Village will continue under the Village Public Works Superintendent with the Town employees and work schedules in the Town continuing under the Town Public Works Superintendent. When employees of either the Town or the Village perform work in the other municipality, they remain members of their respective collecting bargaining units but direct supervision responsibility passes to the individual in charge of whatever operation is being performed.
- Engineering services in the Village that are currently provided by contract shall remain under contract until such time as contracts expire or are changed/modified by the Village Trustees. Donald L. Hamlin Consulting Engineers will continue to perform engineering services for the Village to include new development reviews and any engineering related to ongoing, existing projects. However, this work will be coordinated through the Town Public Works Department, to the extent determined necessary for overall project coordination and long term infrastructure planning. The intent is that engineering related to maintenance, inspection not covered by contract or repair of facilities will be picked up by the Town engineering staff. Assistance from Donald L. Hamlin Consulting Engineers will be requested by Town engineering staff as the need arises.
- All complaints and requests for service will be directed to the Town Public Works Department and assignment of responsibility to address the issue(s) will be made by the Town Public Works Department to the respective Public Works Superintendents.
- The current Public Works staff cannot expand its area of responsibility to cover both municipalities without the addition of one new employee - an engineering technician - or without the addition of funds to cover improved public works communication and network interconnectivity,

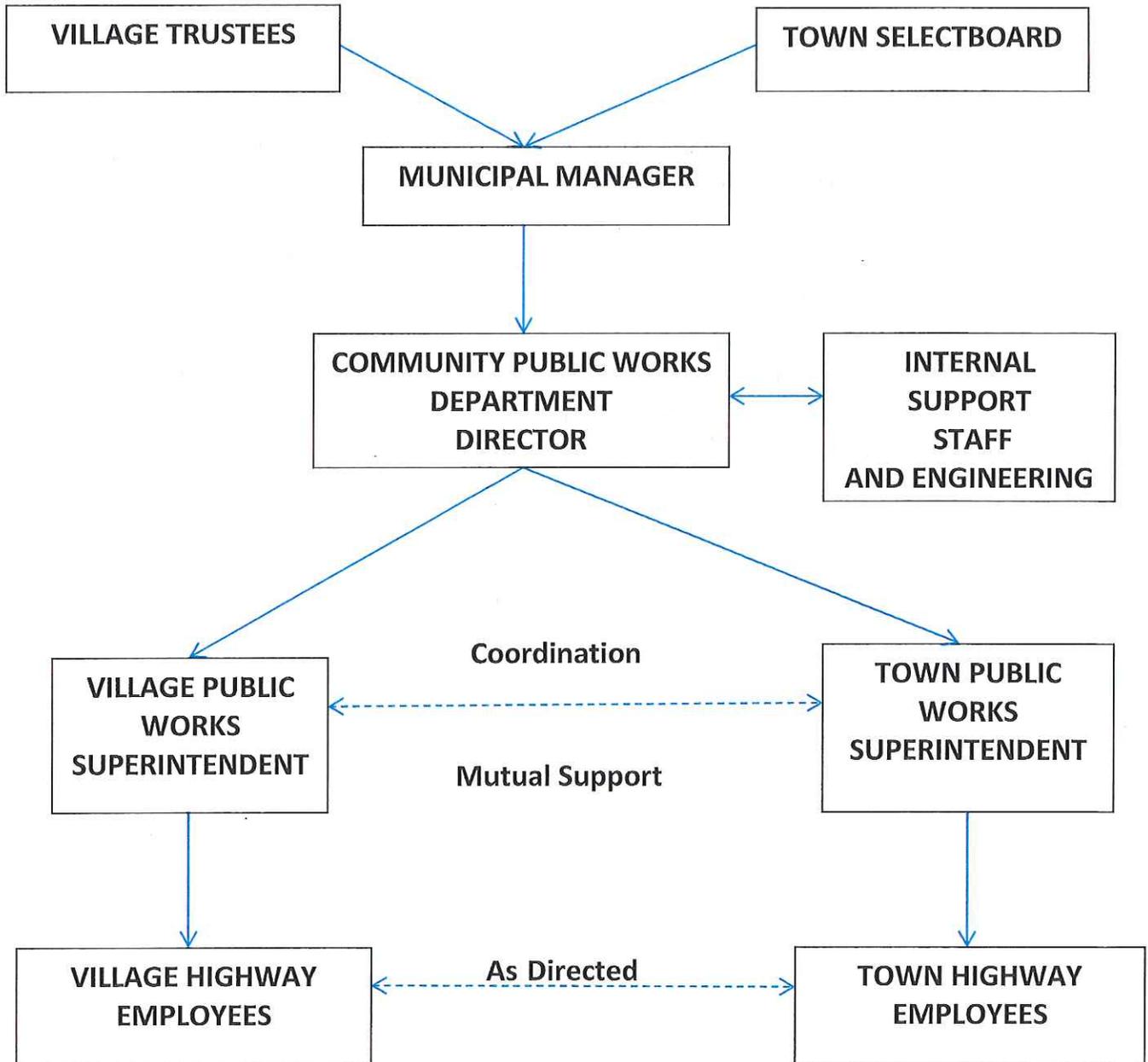
# **SHARED PUBLIC WORKS MANAGEMENT**

## **FUNCTIONAL/OPERATIONAL CONCEPTS (CONTINUED)**

citizen input and response mechanisms, work reporting and accountability and similar needed activities.

- Post FYE2016, all future highway budgets will be subject to review by the Town Public Works Department before submittal to the respective Boards. In addition, the Town Public Works Department will participate in the Village Capital Planning process relating to highway improvements and paving to fully integrate both short term and long term needs.
- There are likely to be many more questions than answers with respect to the issues that have not yet been identified. These will need to be identified and resolved prior to start of the “shared public works management “process to reduce conflicts that may arise after the process is implemented.

# OPERATIONAL LINE DIAGRAM



# SHARED PUBLIC WORKS MANAGEMENT

## PLAN CONCEPT – BUDGETS

### Initial Phase of 1 to 3 years:

The Town-wide General Fund tax would include the costs for a shared Public Works Administration, the Town Highway Budget and the Village Highway Budget less the following:

- The Village would continue to fund equipment replacement through their rolling stock fund
- The Village would continue to fund their paving program through the Village Capital Account
- The Village would continue to be responsible for debt incurred as a result of the recent Village infrastructure improvement bond
- The Town would fund its yearly paving program through its highway tax outside the Village
- The Town would fund equipment replacement through its highway tax outside the Village

## Initial Phase of 1 to 3 years:

### Step 1

VILLAGE TRUSTEES SUBMIT A PROPOSED HIGHWAY BUDGET TO THE SELECTBOARD BEFORE PREPARATION OF TOWN BUDGETS LIMITED TO A MAXIMUM INCREASE OF 10% OVER THE PREVIOUS YEAR

### Step 2

SELECBOARD INCORPORATES VILLAGE HIGHWAY BUDGET INTO THE TOWN HIGHWAY BUDGET AS A LINE ITEM

### Step 3

COMBINED HIGHWAY BUDGETS LESS VILLAGE PAVING AND EQUIPMENT VOTED AT TOWN MEETING/TOWN PAVING AND EQUIPMENT CHARGED TO HIGHWAY TAX/TOWN PAYMENT TO VILLAGE FIXED AT VOTED AMOUNT

### Step 4

VILLAGE VOTES ON VILLAGE HIGHWAY BUDGET AS SUBMITTED EARLIER TO THE TOWN -- VILLAGE BUDGET TO SHOW INCOME FROM THE TOWN FOR HIGHWAY BUDGET LESS PAVING AND EQUIPMENT- VILLAGE PAYS TOWN TAX WHICH INCLUDES COST FOR HIGHWAY, PUBLIC WORKS ADMINISTRATION AND ENGINEERING

### Step 5

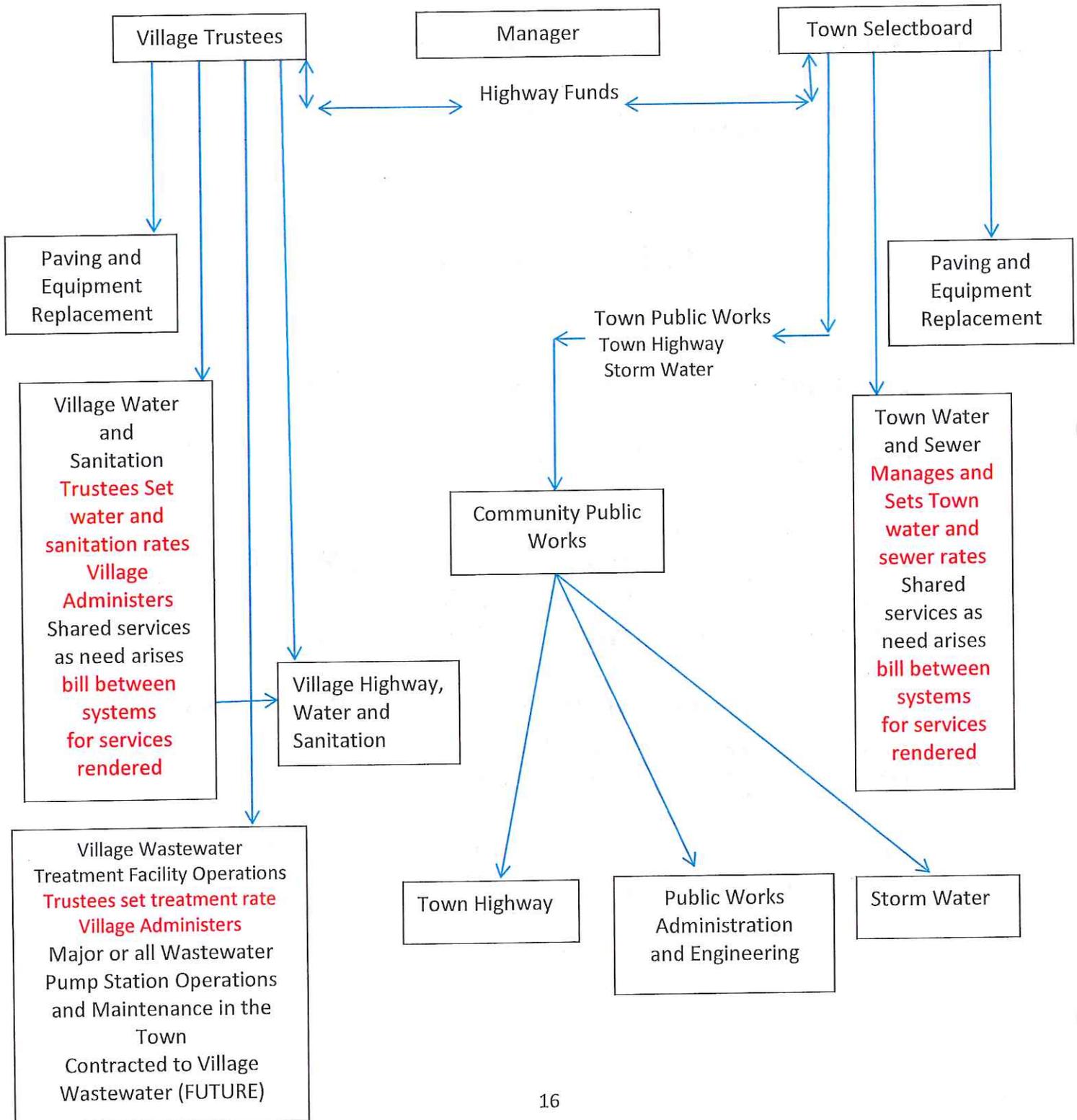
END OF YEAR RECONCILIATION PROCESS TO BE DETERMINED

# **SHARED PUBLIC WORKS MANAGEMENT PLAN CONCEPT – BUDGETS**

## **SUBSEQUENT PHASES**

- **WILL TAKE TIME TO DEVELOP FURTHER PHASES**
- **WILL NEED COMMUNITY EDUCATION, INPUT AND TRUST**
- **WILL FULLY INTEGRATE THE TWO HIGHWAY BUDGETS INTO ONE ACCOUNT VOTED ON AT TOWN MEETING AT SUCH TIME AS THERE IS A COMBINED SYSTEM OF ACCOUNTS IN THE TOWN AND THE VILLAGE,**
- **WILL NEED IMPARTIAL ROAD EVALUATION AND ANALYSIS TO SET FUTURE EXPENDITURES ON A SINGLE PAVING/MAJOR ROAD REPAIR FUND**
- **WILL NEED TO DEVELOP ONE CAPITAL EQUIPMENT REPLACEMENT FUND**

## FUNDING STREAMS



**SHARED PUBLIC  
WORKS MANAGEMENT**

**PLAN CONCEPT**

**TAX IMPACTS**

## Consolidated Storm Water Permitting and Management Financial Impacts

- Consolidates the Town-wide Storm Water budget under one unified budget
- Shifts Village budget (\$96,402) to whole Town

### Proposed FYE2016 Budgets\*

Town	\$288,942
Village	\$96,402
Total	\$385,344
Less: Expenses shifted to Town Highway Department	(\$64,749)
Consolidated Storm Water budget	\$320,595

Effect on Taxes	Village	Town Outside
Village General Rate	(\$0.0088)	
Town General Rate	\$0.0038	\$0.0038
Net Change in Tax Rates	(\$0.0050)	\$0.0038
Tax Impact on \$280,000 Home	\$ (14.00)	\$ 10.64

\* Note: FYE2016 budgets are only at Management's recommended level.

They have not yet been presented to the Selectboard or the Trustees for approval and are subject to change through the normal process.

# Consolidated Public Works Management Financial Impacts

- Consolidates the Town-wide Public Works Management under one unified budget
- Additional costs from re-allocation of employees
- Additional costs associated with new hire
- Additional general costs associated with consolidation of management

Proposed FYE2016 Budgets\*

Town	\$117,329
Village	<u>\$0</u>
Total	\$117,329

Additional Expenses:

Re-allocation of existing General Fund Employees	\$13,285
Re-allocation of existing water/sewer employees	\$85,242
New employee (Civil Inspector 30%)	\$33,046
Other added expenses	<u>\$18,720</u>
Total Additional expenses	<u>\$150,293</u>

Total Proposed Consolidated Public Works \$267,622

Effect on Taxes	Village	Town Outside
Village General Tax Rate	\$0.0000	
Town General Tax Rate	<u>\$0.0054</u>	<u>\$0.0054</u>
Net Change in Tax Rates	\$0.0054	\$0.0054
Tax impact on \$280,000 Home	\$ 15.12	\$15.12

\*Note: the FYE2016 budgets are only at the Manager's level for consideration. They have not yet been presented to the Selectboard or the Trustees for approval and are subject to change through the normal budget review process.

## Consolidated Highway Departments Budget Components

- Consolidates the Townwide highway budget under one unified budget
- One Unified Tax Rate for Highways maintenance less paving and vehicle replacement
- Town Highway Rate for Town outside Village paving and vehicle replacement
- Village contributes to Village paving and vehicle replacement through Village General fund

### Proposed FYE2016 Budgets\*

Town	\$2,107,124
Village	\$887,964
Total	\$2,995,088

### Additional Expenses:

Re-allocation of existing employees	\$45,647	
New Employee (Civil Inspector 30%)	\$33,046	
Transfer from Finance for Ins (W/C & Liab)	\$60,252	
Transfer from Stormwater	\$53,700	
	\$192,645	

### Less:

Town Outside Village paving and vehicles	(\$354,600)	
Village employees allocated to Stormwater	(\$58,902)	
Other Village expenses to Stormwater	(\$37,500)	
	(\$451,002)	

Total Proposed Consolidated Highway	\$2,736,731
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## Consolidated Storm water, Public Works Management, and Highway Financial Impacts

	Status Quo Town	Village	Combined Services
<b>Proposed Budgets*</b>			
Storm water	\$288,942	\$ 96,402	\$320,595
Public Works	\$117,329		\$267,622
Combined Highway	\$2,107,124	\$791,562	\$2,736,731
Town Highway			\$354,600
Village Paving and Equip	\$281,000		\$281,000
New Additional Expenses	\$119,842		
Transfer from GF	\$ 69,132		
Transfer from WS	\$ 89,215		
<b>Total Budgets</b>	<b>\$3,072,584</b>	<b>\$887,964</b>	<b>\$3,960,548</b>

<b>Tax Rates</b>	<b>Village</b>	<b>TOV</b>
Status Quo		
Storm water	\$0.0115	\$0.0115
Public Works	\$0.0047	\$0.0047
Town General for Highway	\$0.0332	\$0.0332
Town General for Other	\$0.0028	\$0.0028
Town Highway Tax		\$0.0800
Village Rate for Paving and Equip	\$0.0258	
Village Highway Rate	\$0.0711	
	\$0.1491	\$0.1322

<b>Combined Services</b>		
Stormwater	\$0.0127	\$0.0127
Public Works	\$0.0106	\$0.0106
Town Highway General	\$0.0984	\$0.0984
Town Highway Tax		\$0.0251
Village Rate for Paving and Equip	\$0.0258	
Village Highway Rate	\$0.0000	
	\$0.1475	\$0.1468

Change	(\$0.0016)	\$0.0146
Tax Change on \$280,000 home	(\$4.48)	\$40.88

Note: Town Water/Sewer user realizes some rate relief from shifting costs to GF

\*FYE2016 budgets are only at Management's recommended level.

They have not yet presented to the Selectboard or the Trustees for approval .

# **SHARED PUBLIC WORKS MANAGEMENT**

## **GOALS/OBJECTIVES/WORK TASKS**

- Develop a single, municipal, customer-complaint/request-for-service process that provides for easy customer input through a variety of means (cell-phone/phone call/web page) and methods (GPS location, photo, written text), a quick and automatic response on how it is being handled and a final response as to resolution without adversely tying up support or supervisory staff.
- Maintain an ongoing data base of complaints and requests for service, easily accessible by all Public Works staff.
- Assemble all the existing mapping of Village infrastructure and integrate all the data into the Town's GIS system. There needs to be one GIS system maintained in the community for all infrastructure; all changes need to be input into the central data base.
- Develop a combined Town-Village Winter Operations Plan.
- Develop a combined, engineering records inventory and retention plan and a central location for storage and access to the plans.

# SHARED PUBLIC WORKS MANAGEMENT

## GOALS/OBJECTIVES/WORK TASKS (continued)

- Hire a third-party, impartial and experienced firm to perform a road inventory and condition assessment plan for all Town and Village roads using the nationally recognized APWA Paver Program as a beginning benchmark towards establishing a Joint Road Management Plan patterned on the existing Town Highway Management Plan.
- Evaluate all highway practices and budget expenditures in the Town and the Village for opportunities to share resources, use single contracts in as many bids as possible and reduce unnecessary or duplicative expenditures.
- Streamline administrative public works operations so that communication occurs seamlessly within the Town, within the Village and between both operations – radio, computer network, telephone, cell phone, fax.
- Insure that the new Town Public Works Specifications being adopted in FYE15 are consistent and not in conflict with the Village Specifications.
- Provide operational overview, coordination of effort and oversight to the Village Highway Department.

# SHARED PUBLIC WORKS MANAGEMENT

## GOALS/OBJECTIVES/WORK TASKS (continued)

- Actively work with both Boards to insure that the Public Works issues important to each community are addressed in a timely and efficient manner. It is very important that Public Works be given a high degree of flexibility and authority by each Board, under direction of the Municipal Manager, to operate a shared Public Works Department. The decision process must be decentralized and at the lowest possible level without causing financial risk to the community. This will require an ongoing effort to inform both Boards and the public of what activities are being undertaken.
- An evaluation of future facility and personnel needs will be done. This will range from what level of equipment maintenance should be met at each facility (as well as the role of the Town mechanic) to what storage facilities are available for winter salt and other products. Both highway departments currently provide substantial assistance with regard to park infrastructure maintenance without program financial assistance. Is this the best use of resources?
- Ways need to be found to provide for more public outreach/process input to all taxpayers as to their needs and levels of expectations relative to the funds provided to meet their expectations. Is the primary expectation from a shared Public Works Department lower cost, maintenance of current service levels, improved service or some combination thereof? Feedback will be needed to determine whether or not the approach being taken is the appropriate one.

# **SHARED PUBLIC WORKS MANAGEMENT**

## **RECOMMENDATIONS FOR ADOPTION**

It is recommended that:

- 1) The Town Selectboard and Village Trustees concur with the Plan for Shared Public Works Management and agree to sign a Memorandum of Understanding for such management for a minimum period of three years (July 1, 2015 to June 30, 2018) with a review and decision on the future of the shared arrangement to occur prior to December 1, 2017.
- 2) The Selectboard and the Trustees agree that Shared Public Works Management as set forth in the proposed Plan will begin on July 1, 2015 with formulation of FYE16 Municipal Budgets reflecting the changes necessary to make this occur.
- 3) The Town Public Works Director will be designated as the Town and Village Engineer and direct the management services for the Village and the Town in the areas of general public works engineering, storm water management, conservation and highway and assist as requested in areas of Capital Budget planning and Village water and sanitation management.
- 4) For the three-year period starting July 1, 2015, or until mutually agreed to by the Town and Village, water and sanitation operations, design/construction management of ongoing projects with signed contracts and development reviews within the Village will be as currently managed by the Village.

- 5) Highway employees in the Village will continue as Village employees, subject to employment under the rules of the current Association/Village contract. Highway employees in the Town will continue as Town employees, subject to employment under the current Union/Town contract.
- 6) Daily supervision of employees and work schedules in the Village will continue under the Village Public Works Superintendent with the Town employees and work schedules in the Town continuing under the Town Public Works Superintendent. When employees of either the Town or the Village perform work in the other municipality, they remain members of their respective collective bargaining units but direct supervision responsibility passes to the individual in charge of whatever operation is being performed.
- 7) Town and Village management will agree to review and discuss with labor the appropriate contracts, and labor relations structure for public works service delivery prior to the end of existing labor contracts.
- 8) A review will be conducted of the Shared Public Works operation by a team consisting of Selectboard member(s), Trustee member(s) and a qualified outside technical agent, with such review presented to the Trustees and Selectboard prior to 1 October 2017.
- 9) A decision will be made by both the Village Trustees and the Town Selectboard prior to December 1, 2017 that:
  - a) The shared services MOU will be modified if necessary and extended for a defined time or
  - b) The shared services MOU will expire and the Town and Village Public Works Departments will revert to their organizational and budget structure as existed prior to the MOU or
  - c) A permanent and combined Public Works Department will be formed.

**BACKGROUND**

**INFORMATION**

# PUBLIC WORKS BACKGROUND FYE16 BUDGET

Account Number	Description	Proposed Budget #1	Add	Total
10-41960.110	Salaries	\$73,782	\$85,556	\$159,338
10-41960.210 through 290	Benefits	\$30,693	\$46,017	\$76,709
10-41960.330	Prof. Services	\$50	0	\$50
10-41960.430	Repair + Maint. Services	\$500	0	\$500
10-41960.560	Dues, Subs, Meetings	\$765	\$400 *1	\$1,165
10-41960.570	Other Purchased Services	\$3,370	\$5,000 *2	\$8,370
10-41960.580	Travel	\$1,480	\$520 *3	\$2,000
10-41960.610	General Supplies	\$300	\$300 *4	\$600
10-41960.741	Machinery	\$5,840	\$12,000 *5	\$17,840
10-41960.743	Furniture and Fixtures	\$500	\$500 *6	\$1000
10-41960.800	Other Objects	\$50	0	\$50
<b>TOTAL</b>	<b>PUBLIC WORKS</b>	<b>\$117,329</b>	<b>\$150,293</b>	<b>\$267,622</b>

Notes \*1 Added funds for training with new employee and overall expanded scope of services

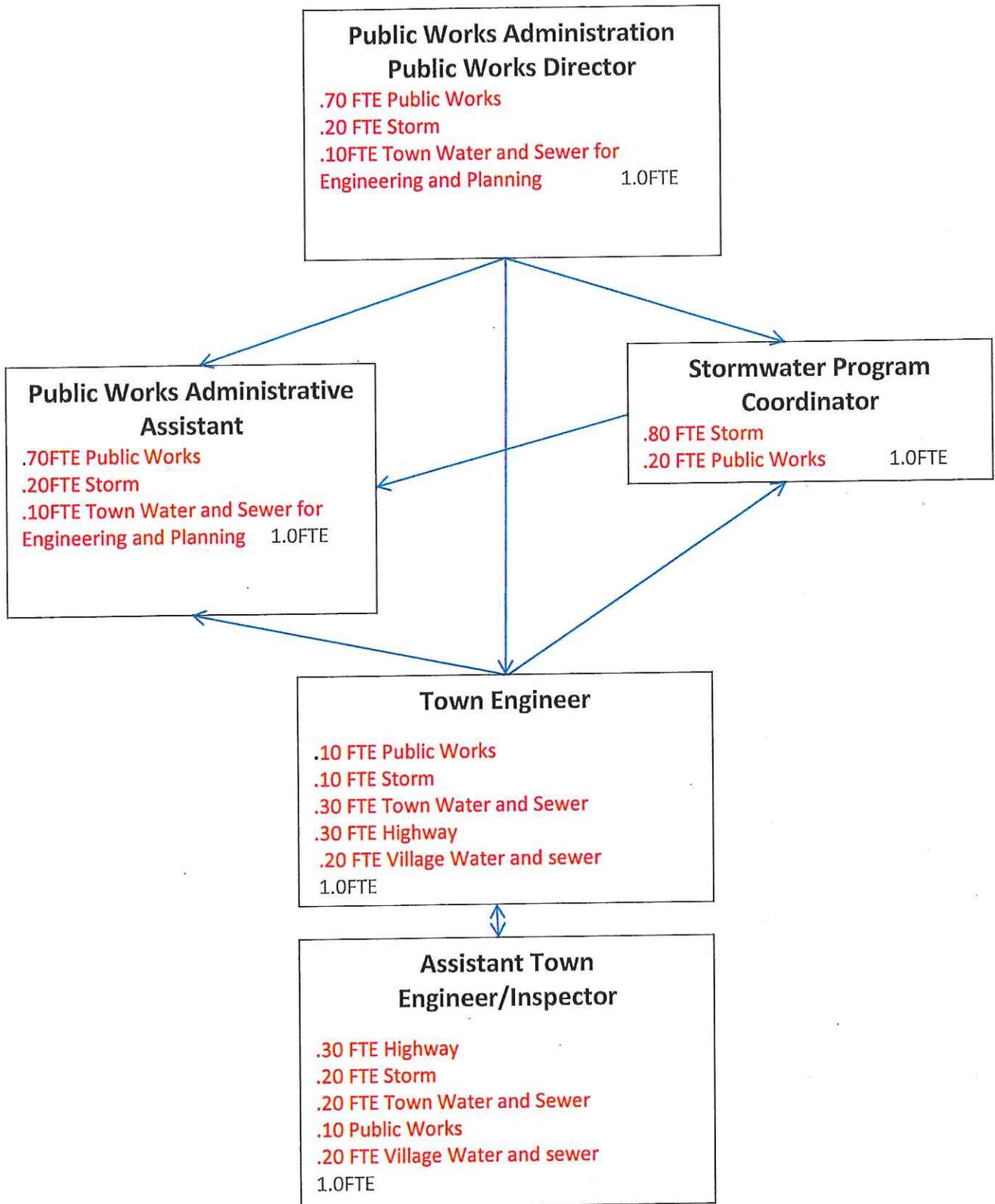
\*2 Additional software and communication packages to enable better accountability on requests for service, responses and tracking in both village and town; also GIS interface of data

\*3 Added travel for new employee using own vehicle for town business

\*4 Added supplies for new employee in remote space (i.e., no room at PW offices – use Highway garage space on mezzanine.

\*5 Computers and software for Village Supt. linkage to Town system and for new employee

\*6 need to equip new office in highway garage space for new employee



Total Public Works Admin FTE = 1.8 FTE; under the proposed non-shared budget it is 1.0FTE

NOTE: No support admin costs from the Village are included (book-keeping, etc.)

# Memorandum

TO: Patrick C. Scheidel, Municipal Manager  
Town Selectboard  
Village Trustees

FROM: Dennis Lutz, P.E. Town Public Works Director

DATE: 1 November 2014

SUBJECT: Consolidation of Village and Town Storm Water Permitting and Management Budget Costs into a Single Storm Water Budget



ISSUE: The issue is whether or not both the Village Trustees and the Town Selectboard will concur with the Town Public Works staff study/recommendations dated 1 November 2014 plus the Storm Water Coordinating Committee support to incorporate all costs and fees in each community's budget associated with storm water permitting and management into one budget cost center incorporated into the Town General Fund Budget.

DISCUSSION: A Storm Water Permitting and Management Consolidation Concept Plan has been developed for consideration by both elected Boards. It is submitted with this memorandum.

COSTS: It is anticipated that costs will increase in the proposed FYE2016 Town Storm water Budget as identified in the Plan and as summarized below:

Proposed FYE16 Town Storm Water Line items (43151 series) .....	\$288,942
Cost transfer from related Village Accounts.....	\$ 96,402
Net of additions and deletions from Town accounts.....	<u>\$ -64,749</u>
Estimated Net	\$320,595*1

\*1 NOTE: The budget number is proposed by staff at this time and does not represent a budget amount acceptable to the Town Selectboard for submittal to the voters. The Selectboard will determine the final budget figures as part of the normal budget process.

RECOMMENDATION: It is recommended that the Village Trustees and Town Selectboard concur with the Concept Plan for Storm Water Permitting and Management as set forth in the Town Public Work's Staff Study on this subject dated 1 November 2014 and direct the Village/Town Manager to submit budgets to each respective Board consistent with the Plan.

**CONSOLIDATION  
OF  
STORM WATER  
PERMITTING  
AND  
MANAGEMENT  
BUDGETS**

**Town of Essex Public Works**

**1 November 2014**

# STORM WATER

## BACKGROUND

- Both the Village and the Town are MS4 NPDES Phase 2 storm water permit holders with identical permit requirements for compliance.
- The two impaired waterways – Indian Brook and Sunderland Brook -- flow through both communities in shared watersheds.
- The Village Trustees and the Town Selectboard both agreed to form a Joint Storm water Coordinating Committee.
- As a result of work by the Committee, one common ordinance has been adopted for handling of expired permits in the impaired waterways and a joint Flow Restoration Plan is under development, as required by the MS4 permit.
- Proposed TMDL requirements for phosphorous reduction in streams flowing into Lake Champlain will require continued joint storm water planning and improvements by the Village and the Town.
- Future costs will be incurred in both the Town and the Village for infrastructure improvements to meet storm water permit requirements.

# STORM WATER

## CURRENT/FUTURE FUNDING

- Storm water permits compliance and storm water system repairs and maintenance are two very different cost centers.
  - Permit compliance involves mandatory development of plans and policies to meet permit requirements, filing of required reports, payment of storm water fees, and related costs.
  - Storm system repairs and maintenance involve the infrastructure repairs to catch basins, pipelines, outfalls, culverts and related activities associated with highway infrastructure repair.
- In the Village highway budget and in the Town highway budget/separate Town storm water budget, the permit compliance costs and the repair and maintenance costs are intermingled.
  - The current and future permit compliance costs are in effect watershed and Lake Champlain compliance costs irrespective of municipal boundaries.
  - System repairs to a community's infrastructure are specific to each community's needs.
- Separation of the permit compliance costs from the repair costs provides the basis for:
  - Clear identification of cost centers (mandated versus optional costs)
  - Formal acknowledgment of the joint storm water planning and compliance efforts by the two municipalities
  - Repair costs paid for by the municipality in which the repairs are needed
  - Future expansion of or changes to the permit compliance costs to include joint payment for construction of required storm water improvements in the watershed where needed to meet water quality standards

# Storm Water Permitting and Management

## Plan Concept

- Storm water permit and compliance costs now included in the Village highway budget will be transferred to the Town storm water account for FYE16.
- The Town storm water account will be purged of costs relating to repairs and maintenance and those costs will be transferred to the Town highway budget for FYE16.
- One storm water tax will be paid by Village and Town taxpayers through the Town General Fund in FYE16.
- The tax is solely for storm water permit compliance and storm water systems management--not repair or maintenance of storm water infrastructure.
- The tax will be identified separately on the Town tax bill for storm water permitting and compliance.
- Potentially a different method such as a utility charge could be adopted in future years, such as a flat fee for residential dwellings and a fee based on impervious area for commercial, industrial and non-profit contributors.
- In the future, any bond costs associated with meeting State or EPA permit requirements could be added to this fee.

# Storm Water Permitting and Management Plan Concept (continued)

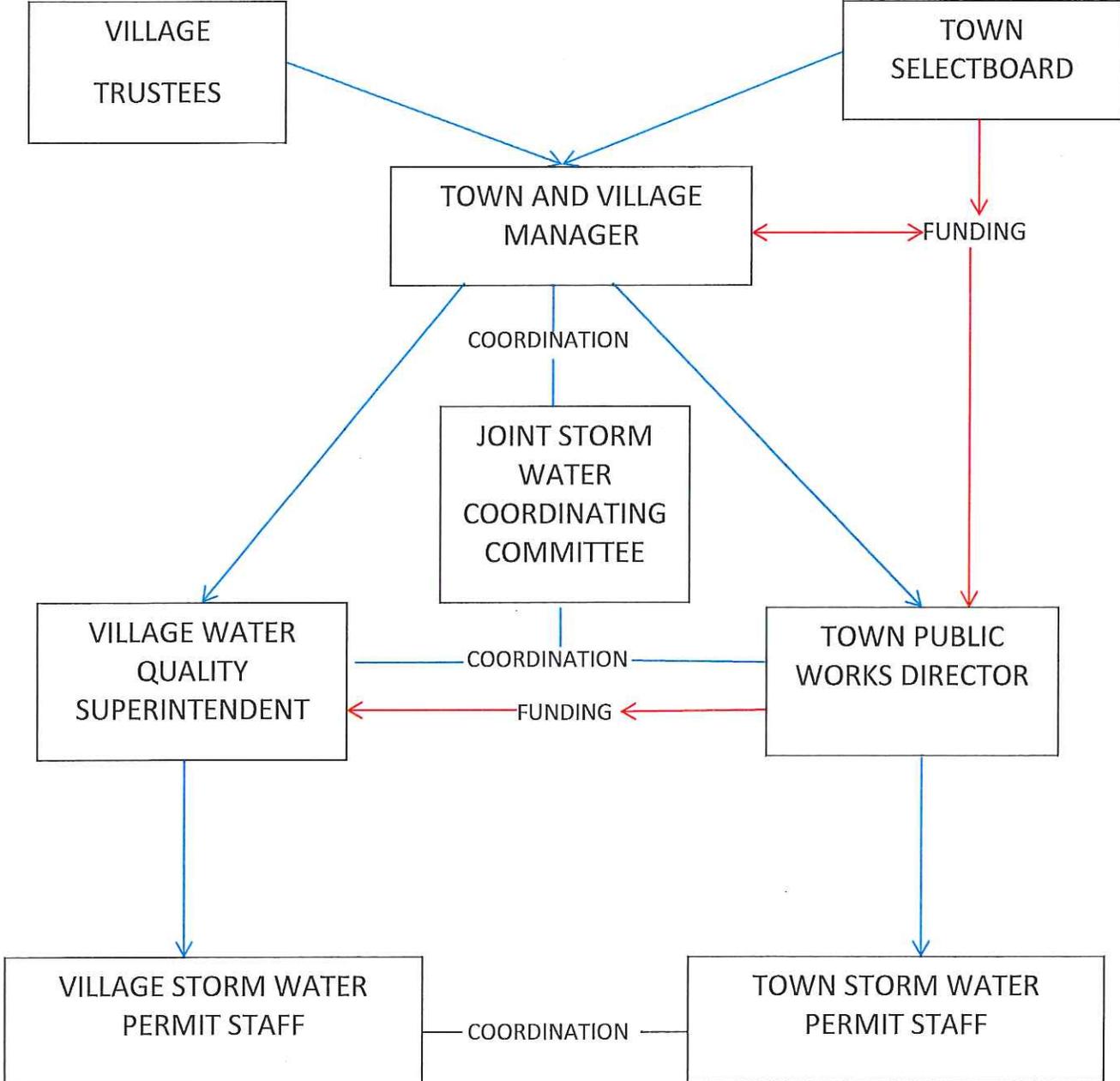
The costs proposed for inclusion in the fee are:

- 1) All salaries and benefits for employees in the Town and Village involved in storm water permitting and management
- 2) All State storm water permit fees
- 3) Payments to the State for required stream flow monitoring
- 4) GIS support for storm water systems mapping
- 5) All field data collection required under storm water permits
- 6) Consultant studies as determined necessary under the storm water permits
- 7) All employees storm water training and travel to effect permit compliance
- 8) Minor storm water systems design costs to begin implementation of the permit- required storm water systems improvements
- 9) (FUTURE – FYE17 Budget) Addition of costs for major storm water systems designs as required by an approved Flow Restoration Plan
- 10) (FUTURE – FYE17 or later) Addition of bond cost to construct facilities required by an approved Flow Restoration Plan in both the Town and the Village)

## **Storm Water Permitting and Management Plan Concept (continued)**

- All funds for existing storm water system maintenance, repairs, reconstruction, vehicle replacement and related costs will be under either each community's highway budget or under a shared highway budget if such a shared arrangement is adopted.
- The designated storm water staff from each community will continue to run its existing storm water compliance program since each community has a separate and defined permit. Resources will be shared and coordinated.
- The current Storm Water Coordinating Committee established by the Selectboard and the Trustees will remain in place to assist in the coordination of storm water activities by each municipality.

# SHARED STORM WATER PERMITTING AND MANAGEMENT- FUNDING AND RESPONSIBILITY LINE DIAGRAM



## Consolidated Stormwater Permitting and Management Financial Impacts

- Consolidates the Townwide Stormwater budget under one unified budget
- Shifts Village budget (\$96,400) to whole Town

Proposed FYE2016 Budgets\*

Town	\$288,942
Village	\$96,402
Total	\$385,344
Less: Expenses shifted to Town Highway Department	(\$64,749)
Consolidated Stormwater budget	\$320,595

Effect on Taxes	Village	Town Outside
Village General Rate	(\$0.0088)	
Town General Rate	\$0.0038	\$0.0038
Net Change in Tax Rates	(\$0.0050)	\$0.0038
Tax Impact on \$280,000 Home	\$ (14.00)	\$ 10.64

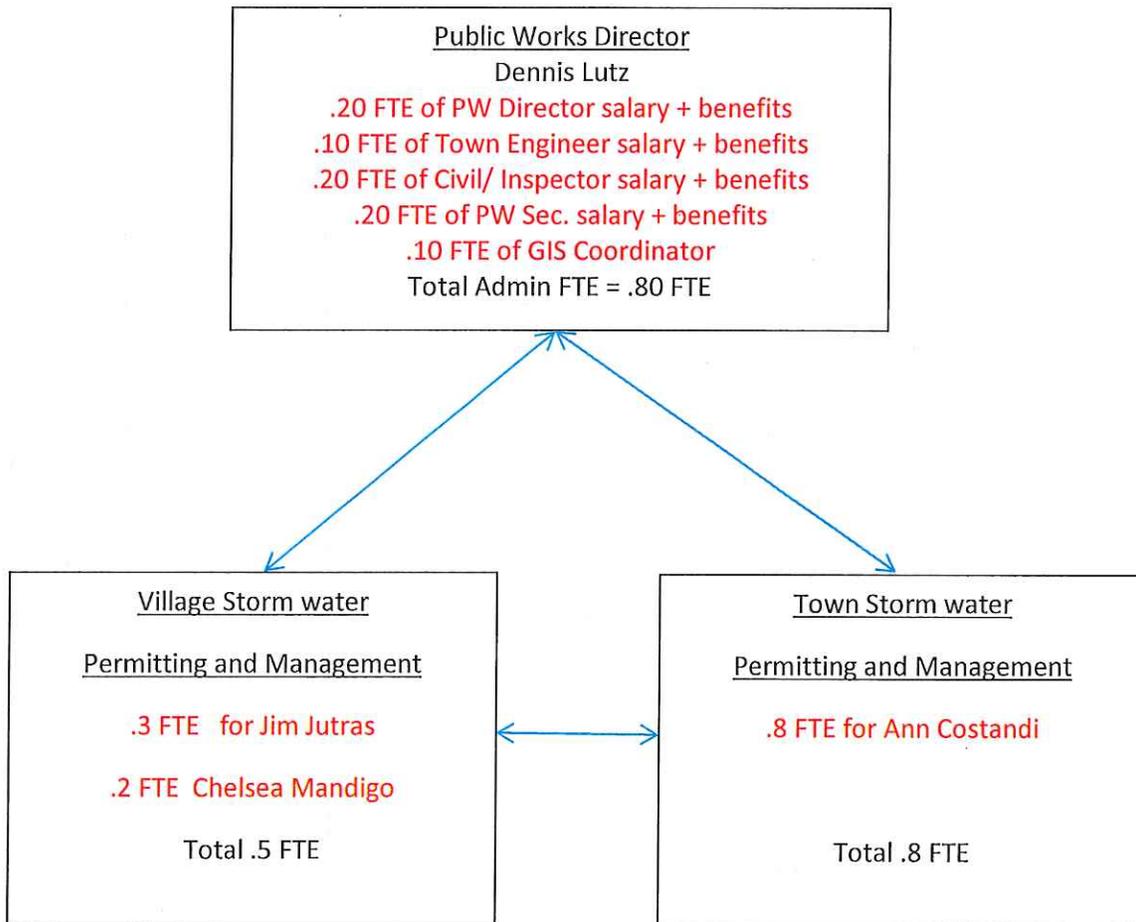
\* Note: FYE2016 budgets are only at Management's recommended level.  
They have not yet been presented to the Selectboard or the Trustees for approval  
and are subject to change through the normal process.

**SHARED  
STORM WATER  
COST CALCULATION  
DETAILS**

# Storm Water Permitting and Management

## Budget Salary Splits

Total 2.1FTE



# STORM WATER FYE16 BUDGET BASIS

Account Number	Description	Proposed Budget #1	Transfer From Village	Adds/Deletes	Total
10-43151.110	Salaries	\$112,060	\$40,157	-\$7,239	\$144,978
10-43151.210 to .340	Benefits	\$59,082	\$18,745	-\$11,810	\$66,017
10-43151.330	Professional Services	+\$15,000	0	0	\$15,000
<b>Delete</b> 10-43151.430	Repairs & Maintenance	\$40,000	0	-\$40,000	0
<b>Delete</b> 10-43151.450	Construction of Facilities	\$4,000	0	-\$4,000	0
10-43151.540	Advertising/Permits	\$29,800	\$31,800	+\$5,000	\$66,600
10-43151.570	Other Purchased Services	\$5,700	\$2,200	+\$2,500	\$10,400
10.43151.580	Travel	\$1,500	0	+\$500	\$2,000
10-43151.581	Taxes, Licenses, Registration	\$12,100	\$3,500	0	\$15,600
<b>Delete</b> 10-43151.742	Vehicles	\$9,700	0	-\$9,700	0%
<b>TOTAL</b>	<b>STORMWATER</b>	<b>\$288,942</b>	<b>\$96,402</b>	<b>-\$64,749</b>	<b>\$320,595</b>

STREET DEPARTMENT BUDGET

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Acct. #	Account	FYE13 Actual	FYE14 Budget	FYE14 Actual	FYE15 Budget	FY16 Proposed Budget	% Change 16 vs 15
720.000	Salaries - Regular	161,941	197,160	173,054	205,654	212,915	3.5%
720.010	Salaries - Overtime	14,383	15,000	14,425	15,000	16,300	8.7%
720.020	Salaries - Part-time	17,335	18,590	17,603	11,907	12,611	5.9%
720.022	Social Security	14,274	17,867	15,127	17,819	18,678	4.8%
720.024	Unemployment Insurance	864	1,086	789	1,169	900	-23.0%
720.026	Workers Compensation Insurance	9,798	12,182	11,835	13,970	14,354	2.7%
720.028	Health Insurance & Other Benefits	63,337	82,729	51,968	76,515	84,167	10.0%
720.030	Retirement	16,141	19,716	15,347	20,565	21,292	3.5%
720.032	Liability & Property Ins.	12,057	13,878	10,571	15,104	15,557	3.0%
723.000	Supplies	10,128	20,000	14,843	20,000	20,000	0.0%
723.010	Winter Maintenance	83,243	75,000	142,405	75,000	90,000	20.0%
723.012	Pavement Maintenance	14,804	15,000	18,987	15,000	16,000	6.7%
723.014	Gravel & Topsoil	5,830	4,000	3,191	4,000	4,000	0.0%
723.015	Signs and Posts	2,668	5,500	1,875	4,000	4,000	0.0%
723.020	Gas, Grease and Oil	31,766	22,000	36,943	26,000	32,000	23.1%
723.065	Water and Sewer Charges	1,197	2,500	870	2,500	2,000	-20.0%
724.000	Training, Conferences, Dues	250	500	60	500	500	0.0%
725.000	Telephone Services	1,725	1,900	2,228	2,000	2,500	25.0%
726.000	Electrical Service	3,752	4,500	3,842	4,000	4,000	0.0%
726.035	Street Lights (rental/electrical)	121,730	127,000	128,105	127,000	131,948	3.9%
726.037	Traffic Lights (electrical)	6,170	5,700	5,687	6,000	6,000	0.0%
727.000	Heating	3,184	4,000	3,924	4,000	4,000	0.0%
728.000	Maintenance - Buildings/Grounds	3,596	2,500	586	2,500	2,500	0.0%
728.010	Radio Maintenance	65	200	28	200	200	0.0%
728.020	Maintenance - Other	1,545	1,000	749	1,000	1,000	0.0%
728.030	Vehicle Maintenance - Travel	17,716	32,000	18,635	20,000	22,000	10.0%
728.033	Streetscape Maint./Imp.	4,377	6,000	3,292	16,000	16,000	0.0%
728.036	Village Garden Spots	2,343	3,650	1,267	3,000	3,000	0.0%
728.037	Traffic/Street Light Maintenance	11,360	8,000	4,731	8,000	7,000	-12.5%
728.041	Memorial Park Maintenance	2,816	3,500	2,665	3,000	3,500	16.7%
728.043	Street Marking	8,205	5,000	5,932	7,000	7,000	0.0%
729.000	Uniforms, Boots, Etc.	2,544	4,500	4,206	4,500	5,000	11.1%
735.000	Interview Costs	0	0	1,287	0	0	0.0%
745.005	Rubbish Removal	5,290	6,200	5,108	6,200	6,500	4.8%
745.014	Contractual Services	10,726	0	22,534	0	0	0.0%
745.015	ROW Leases	0	0	0	0	11,076	100.0%
745.016	Accident Claims	0	0	0	0	0	0.0%
745.030	Equipment Rentals	3,693	1,000	54	1,000	1,000	0.0%
745.038	Traffic Light System Improvements	0	0	0	0	0	0.0%
745.044	Engineering Services	31,616	15,000	41,955	15,000	15,000	0.0%
760.032	Sidewalk and Curb Maintenance	5,135	3,000	4,717	3,000	4,000	33.3%
760.033	Storm Sewer Maintenance	18,842	8,500	22,996	9,000	10,000	11.1%
760.034	Storm Sewer Permit Fees	4,697	3,000	3,452	3,000	3,500	16.7%
760.035	Storm Sewer Public Education	7,313	9,500	8,912	9,500	9,000	-5.3%
760.036	Stream Flow Monitoring	0	0	0	30,000	25,000	100.0%
755.011	Traffic Calming	232	4,000	0	1,500	1,000	-33.3%
755.023	Capital Outlay	1,735	9,000	7,361	3,500	8,000	128.6%
TOTALS		740,423	791,358	834,166	814,603	874,997	7.4%

Note #1

Note #2

Note #1: Move Jim Torres & Chelsea Mandigo salaries under Village Highway to Town Stormwater

Note #2: Move these highway accounts to Town Stormwater