



**TRUSTEES MEETING NOTICE & AGENDA**  
**TUESDAY, FEBRUARY 25, 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** [6:30 PM]
3. **GUESTS, PRESENTATIONS AND PUBLIC HEARINGS** [6:35 PM]
  - a. Comments from Public on Items Not on Agenda
  - b. Public Hearing on Multiuse Safety Path
4. **OLD BUSINESS** [7:00 PM]
  - a. Adopt and Sign Annual Meeting Warning
  - b. Discuss information sheet outline for bond vote on capital projects
5. **NEW BUSINESS** [7:20 PM]
  - a. Approve and Sign Maintenance Agreement with the VT Agency of Transportation for West Street Extension Traffic Light
  - b. Draft Trustees Report for 2013 Annual Report
  - c. Discuss March 2014 Newsletter
6. **VILLAGE MANAGER'S REPORT** [7:40 PM]
  - Trustees meeting schedule
7. **TRUSTEES' COMMENTS & CONCERNS/READING FILE** [7:50 PM]
  - a. Board Member Comments
  - b. Planning Commission Minutes 2/6/14
  - c. VLCT 2014 Spring Selectboard Institute 3/22/14
8. **CONSENT AGENDA** [7:55 PM]
  - a. Approve Minutes of Previous Meeting 2/11/14
  - b. Approve Warrants including check # 10048766 through #10048864 totaling \$506,483.91.
  - c. Approve amendment to Personnel Regulations
  - d. Approve banner applications for events at CVE
  - e. Approve request to close Maple St. for Little League Parade 5/3/14
9. **ADJOURN** [8:00 PM]

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

**VILLAGE OF ESSEX JUNCTION  
BOARD OF TRUSTEES MEETING  
TUESDAY, FEBRUARY 25, 2014  
6:30 PM**

**AGENDA**

**PUBLIC HEARING  
MULTI-USE SAFETY PATH PROJECT  
CENTRAL/GROVE/NORTH STREETS**

*This meeting will be held in the meeting room at the Village Municipal Building, 2 Lincoln Street, Essex Junction, VT. Meetings of the Trustees are accessible to people with disabilities. For information on accessibility and/or this agenda, call the Village Manager's office at 878-6944.*

**WARNING**  
**VILLAGE OF ESSEX JUNCTION ANNUAL MEETING**  
**APRIL 2 & 8, 2014**

The legal voters of the Village of Essex Junction are hereby notified and warned to meet at the Essex Community Educational Center on Educational Drive in the Village of Essex Junction on Wednesday, April 2, 2014 at 7:00 PM to act upon any of the following articles not involving voting by Australian ballot, said meeting to be adjourned to reconvene at the Essex Community Educational Center, on Tuesday, April 8, 2014 to vote for Village officers and transact any business involving voting by Australian ballot, said voting by Australian ballot to begin at 7:00 AM and close at 7:00 PM.

**ARTICLE 1.** Shall the voters act upon the report of the auditor?

**ARTICLE 2.** Shall the voters approve an annual General Fund Budget in the amount of \$3,468,826 for fiscal year July 1, 2014 to June 30, 2015, \$2,942,914 of which is to be levied in taxes against the Village Grand List?

**ARTICLE 3.** Shall the voters approve holding the 2015 Annual Meeting on Wednesday, April 1, 2015 to act upon any articles not involving voting by Australian ballot and to reconvene on Tuesday, April 14, 2015 to vote for the Village officers and transact any business involving voting by Australian ballot?

**ARTICLE 4.** To transact any other business that may lawfully come before the meeting?

**BALLOT QUESTIONS**

**ARTICLE 5.** To elect Village officers required by law including: Moderator (one year term); two Village Trustees (three year terms); one Library Trustees (five year term)?

Dated this 25th day of February, 2014

VILLAGE OF ESSEX JUNCTION  
BOARD OF TRUSTEES

By:

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

\_\_\_\_\_  
Dan Kerin, Vice President

\_\_\_\_\_  
Lori Houghton, Trustee

\_\_\_\_\_  
Andrew Brown, Trustee

\_\_\_\_\_  
Elaine Sopchak, Trustee

ATTEST:

\_\_\_\_\_  
Susan McNamara-Hill, Village Clerk

## **Village of Essex Junction 2014 Bond Q&A**

### **What is the issue?**

On Wednesday, April 2 Village voters will be asked to approve a bond issue for \$3,300,000 to complete 5 of the most pressing capital improvement projects identified by the Capital Review Committee.

### **What will it cost?**

86% of the bond will be paid through the general fund causing an increase of \$18.64 for the first year of the bond, \$57.62 for the second year of the bond and decreasing each year for the remaining 28 years. These increases are for the average home in the Village valued at \$266,000. 14% of the total bond will be paid for through user fees from the water fund.

### **Why bond?**

At the last Village Meeting a straw poll was taken and attendees overwhelming supported bonding versus a one-time tax increase of approximately \$1,300 for the projects.

### **What capital improvement projects will be paid for?**

Leaking water and sewer line on School Street; underperforming drainage pipe at Maple Street and Shawns Way; Briar Lane road reconstruction, waterline, and sidewalk replacement; Hillcrest and North Hillcrest drainage improvement; enclose flooding drainage and new curb on Main Street from the bridge near Town Offices to the veterinarian's office.

### **Why should this matter to me?**

School street's water and sewer lines have never been replaced, experienced one recent leak, and are likely to leak again if not replaced. Providing clean water and wastewater lines are at the core of what must be provided by a municipality. The drainage pipe at Maple Street and Shawns Way is not at an appropriate size to handle rain storms like we experienced this past spring. Without replacing and updating the drainage, flooding across this major route is possible and should be prevented. Briar Lane's road and sidewalk quality is among the worst in the Village and one side of the street will have its sidewalk replaced by grass as only one side is maintained by the Village. Hillcrest residents have experienced wet basements and can be improved by improving the drainage. Enclosing the drainage at Main Street near the Town Office will prevent the amount of debris and water on Main Street during rain storms.

### **What is the Capital Review Committee?**

This five member committee meets the first Tuesday of every month at 5:30PM at the Village Office and prioritizes Village projects in excess of \$10,000. Meetings are open to the public and community support for or against projects is one criteria for prioritizing projects.



## **MEMORANDUM**

**TO:** Village Trustees and Pat Scheidel, Village Manager  
**FROM:** Rick Jones, Public Works Superintendent *RJ*  
**DATE:** February 19, 2014  
**SUBJECT:** Maintenance Agreement with VTrans

### **Issue**

The issue is whether or not the Trustees should approve the Maintenance Agreement with the State of Vermont for the traffic light and pedestrian crossing at the intersection of Route 15 and West Street Extension.

### **Discussion**

Before the Village took ownership of Pearl Street in 2010, we expressed concern about the condition of the traffic light and pedestrian crossing at West Street Ext. We asked Fred Chamberlain of Signals RYG to give us a report (attached). We subsequently requested assistance from VTrans about upgrading the light and crossing to current standards. The result is the attached Maintenance Agreement.

### **Cost**

Project costs will be paid with federal funds.

### **Recommendation**

It is recommended that the Trustees approve the Maintenance Agreement with the Vermont Agency of Transportation for the traffic light and crossing at the intersection of Route 15 and West Street Extension.

**SIGNALS RYG, INC.**

80 Austin Dr. Suite 263

Burlington, Vermont 05401

802-864-4630 Office

802-864-7104 Fax

**RECEIVED**

**AUG 14 2009**

Village of Essex Junction

Send To: Village Of Essex Junction Public Works

Attention: Rick Jones

Date: 8-14-09

Urgent ☐ Reply ASAP ☐ Please Comment ☐ Please Review ☐ For Your Information ☒

Total Pages, Including Cover: 1

Comments:

Rick,

Re: Rte. 15 And West Street Extension Intersection.

On 8-13-09 We Looked At These Items And Make These Comments.

The Existing Econolite ASC 8000 Can No Longer Be Repaired, You Should Ask The VT.AOT. To Supply You With A New Econolite ASC 3 Type Controller With Interconnect Moduals.

The Existing Span Wire Hardware Is Old And Should Be Replaced.

New Signal Heads And New Pedestrian Heads With LED Indications Should Be Installed.

ADA Pedestrian Push Buttons Should Be Installed.

A Broken Conduit At The Pedestrian Push Button At The Traffic Controller Needs To Be Repaired.

If You Need More Information Please Call.

Fred Chamberlain,

SIGNALS RYG, INC.

**MAINTENANCE AGREEMENT  
BETWEEN  
STATE OF VERMONT  
AGENCY OF TRANSPORTATION  
AND  
VILLAGE OF ESSEX JUNCTION  
FOR  
COLCHESTER-ESSEX STPG SGNL(45)  
EA/SUBJOB SGNL045**

**THIS AGREEMENT**, made this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, between the State of Vermont, acting through its Agency of Transportation, with its principal office at 1 National Drive, Montpelier, Vermont 05633-5001 (the "STATE") and the Village of Essex Junction, with its principal office at 2 Lincoln Street, Essex Junction, Vermont 05452 (the "MUNICIPALITY").

**WITNESSETH:**

**WHEREAS**, the STATE has programmed a highway project ("the PROJECT") identified as **COLCHESTER-ESSEX STPG SGNL(45)** which shall provide certain highway improvements at the intersection of Vermont Route 15 and West Street Extension in the Village of Essex Junction; and

**WHEREAS**, VTrans has agreed as part of the PROJECT to install traffic signal and pedestrian crossing equipment at the intersection of Vermont Route 15 and West Street Extension in the Village of Essex Junction; and

**WHEREAS**, the MUNICIPALITY desires the equipment as described; and

**NOW, THEREFORE**, in consideration of the premises and the mutual agreements hereinafter set forth, the parties hereto agree as follows:

**1. State/Municipal Cooperation.** The Work will be done by contract under the supervision of the STATE or its duly authorized representative. The STATE and MUNICIPALITY will cooperate to advance the Project. The STATE will submit design plans to the MUNICIPALITY as the Project reaches the stage of Final Plans.

**2. Use of Municipal Facilities.** During the period of construction of the Project, the MUNICIPALITY will grant the STATE or the STATE's authorized representative the following:

- a. Temporary entry onto the right-of-way of municipal highways in the Project area;
- b. Use of municipal highways for trucking and hauling, as may be required; and
- c. Authority to sign the Project construction site as necessary to provide information and warning to the public.

**3. Allocation of State and Federal Funds to Project.** All Project costs except those which are non-participating shall be paid with one hundred percent (100%) federal funds. For purposes of this Agreement:

- a. "Participating project cost" means items which the STATE and the Federal Highway Administration find necessary to accomplish the purpose of the Project and for which they will participate in funding.
- b. "Non-participating project cost" means items which the STATE and the Federal Highway Administration find unnecessary to accomplish the purpose of the Project, as well as items for which the STATE and the Federal Highway Administration were not responsible – *e.g.*, clean-up of pre-existing hazardous material contamination within the right-of-way of a town highway.

Determination of participation will be on the basis of the STATE's and the Federal Highway Administration's evaluation of items as they are presented.

**4. Maintenance of Project Improvements.** The MUNICIPALITY agrees that if the TRAFFIC SIGNAL AND PEDESTRIAN CROSSING EQUIPMENT is approved, constructed, and accepted by the STATE, then the MUNICIPALITY will maintain the said equipment in a manner satisfactory to the Agency of Transportation or its authorized representatives and make ample provisions each year for such maintenance. In this regard, the MUNICIPALITY acknowledges that its attention has been directed to the provisions of 19 V.S.A. Sections 304 (duties of selectboards) and 310 (highways, bridges, and trails).

**5. Right of Way Certification.** The MUNICIPALITY shall provide certification that all equipment to be installed in the Class 1 Town Highway portion of the project are within the highway right of way. This certification shall be furnished by the MUNICIPALITY to the STATE upon approval of Preliminary Plans.

**6. Traffic Control; Detours.** During construction of the Project, the STATE shall be responsible for the maintenance of traffic. If the Project route is closed to through traffic, the STATE will be responsible for selecting, signing, and maintaining a detour route at no cost to the MUNICIPALITY. This shall be accomplished in conformance with 23 V.S.A. Section 1025 and the latest edition of the Federal Highway Administration's Manual on Uniform Traffic Control Devices (MUTCD).



**7. Project Plans; Conformance to Applicable State and Federal Laws, Regulations and Construction Standards.** The Project will be constructed as the STATE, in cooperation with the Federal Highway Administration (FHWA), may determine, all as detailed in the Project plans. Construction of the Project will conform to applicable FHWA rules and regulations and to the applicable edition of the Vermont Agency of Transportation's Standard Specifications for Construction, as well as special provisions that may be included in the Project's proposal form and contract agreement.

**8. Cancellation or Default by the State.** If, due to the failure of the STATE, the Project is not constructed, then all costs incurred shall be borne in full by the STATE.

**9. Cancellation or Default by Municipality.** If at any time prior to award of a construction contract, the MUNICIPALITY no longer desires the project or is unable to provide Right of Way certification, then that portion of the project within the Class 1 town highway limits shall be removed from the Project, at no cost to the MUNICIPALITY.

**8. Entire Agreement.** This Agreement constitutes the entire agreement between the parties relating to the subject matter hereof, supersedes all prior oral or written negotiations, agreements, understandings and courses of dealing between the parties relating to the subject matter hereof and is subject to no understandings, conditions, or representations other than those expressly stated herein. This Agreement may only be modified or amended by a writing which states that it modifies or amends this Agreement and which is signed by both parties.

**9. Section Headings.** The section headings contained in this Agreement are for reference and convenience only and in no way define or limit the scope and contents of this Agreement or in any way affect its provisions.

**10. Miscellaneous.** This Agreement shall be binding upon and inure to the benefit of the parties and their respective successors and assigns.

**11. Permits and Approvals; Compliance with Conditions.** The MUNICIPALITY authorizes the STATE to apply for permits and approvals needed for the Project. The MUNICIPALITY further agrees to comply with permit and approval conditions. Unless otherwise agreed by the STATE and the MUNICIPALITY, the permits will be procured by the STATE.

IN WITNESS WHEREOF, the State of Vermont has caused its name to be subscribed this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by its Secretary of Transportation and duly authorized agent.

**STATE OF VERMONT  
AGENCY OF TRANSPORTATION**

By: \_\_\_\_\_  
[Deputy] Secretary of Transportation and Duly  
Authorized Agent

STATE OF VERMONT  
WASHINGTON COUNTY, ss.

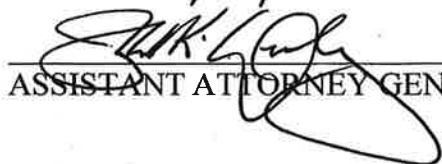
At Montpelier, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, personally appeared the [Deputy] Secretary of Transportation and duly authorized agent of the State of Vermont, and acknowledged the foregoing instrument by him signed to be his free act and deed and the free act and deed of the State of Vermont.

Before me,

\_\_\_\_\_  
Notary Public  
(My Commission expires Feb. 10, 2015)

APPROVED AS TO FORM:

DATED: 1/28/2014

  
\_\_\_\_\_  
ASSISTANT ATTORNEY GENERAL

IN WITNESS WHEREOF, the Village of Essex Junction has caused its name to be subscribed this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_

\_\_\_\_\_, its trustees and duly authorized agents.

**VILLAGE OF ESSEX JUNCTION  
(MUNICIPALITY)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Its Duly Authorized Agents

STATE OF VERMONT )  
CHITTENDEN COUNTY, ss. )

At the Village of Essex Junction, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,  
personally appeared \_\_\_\_\_

\_\_\_\_\_ and  
they acknowledged the foregoing instrument, by them as trustees and duly authorized agents of  
the **VILLAGE OF ESSEX JUNCTION** subscribed, to be their free act and deed and the free  
act and deed of the **VILLAGE OF ESSEX JUNCTION**.

Before me,

\_\_\_\_\_  
Notary Public  
(My Commission expires Feb. 10, 2015)

# STATE OF THE VILLAGE

by George Tyler, Village President

**DRAFT**

*Government can set the stage but it can't write the play. – David Brooks*

## Village at a Crossroads

On behalf of the Trustees I'm pleased to report that 2013 marked another year in which the Essex Junction government provided high quality municipal services at reasonable costs to our citizens. This year we also pay special tribute to the vibrant spirit of volunteerism within the Village, with grateful thanks to the many citizens who donated their time to help successfully organize and manage important community-building events such as the Memorial Day Parade, Train Hop, and Farmers Market. Some of the year's other highlights include:

- The Village Trustees and Essex Town Selectboard collaborated on having a single municipal manager for both governments; so far the arrangement has proven highly successful.
- The Essex Heart & Soul project, funded with a grant from the Orton Foundation and a match from the Village and Town governments, brought hundreds of Essex community members together to identify common values which will inform planning and policy efforts for both governments in years to come.
- The renovation of the water treatment plant has neared completion, on schedule and within the budget
- The Lincoln Street sidewalk project, funded by a grant, was completed on schedule and within the budget.

- The Crescent Connector project, scheduled for construction in 2015, which will provide alternative driving and walking routes within the Village center and provide more opportunities for economic development, was given final approval with a funding commitment by the state and regional planning commission.
- The Village and Town governments designated a task force to develop a unified storm water policy for the entire community.

However, 2013 also brought the Village community to a crossroads which will require making some game-changing decisions in three areas: 1) Funding of infrastructure repairs; 2) Further unification of Village and Town municipal services; 3) Redevelopment of the Village downtown.

**Infrastructure Repairs** – For the first time in many years we felt it necessary to seek the voters' permission to borrow money for basic repairs of Village roads and sidewalks. To be blunt, the Village government has not been able to keep pace with the number of infrastructure problems in need of repair. The severe weather we've experienced recently has accelerated the problem. Traditionally, the Village transfers about 18 percent of the money collected into its general fund each year to capital funds that pay for capital infrastructure repairs and major purchases, such as trucks and snowplows.

That has usually sufficed to keep bridges, roads, sidewalks, and waterlines in good condition, and the Village's rolling stock in good order. But in 2013 we realized that was no longer the case.

Short term, the choices available to address this problem are stark: 1) Increase property taxes well beyond the rate of inflation; 2) Make significant cuts in other Village services; 3) Borrow money with a 20-year municipal bond. We believe the third option is the most reasonable and acceptable to the majority of Village citizens.

However, this "short term" problem is likely to be repeated if we don't make long term structural changes. Twelve years ago revenues from IBM paid for fifty percent of Essex Junction's general fund costs. By 2013 that number was reduced to less than ten percent, and may decline even further. The non-IBM grand list has grown during that time, but not nearly enough to compensate for the loss. The bond proposal, if approved, will give us some breathing room. But we cannot borrow our way out of this problem. Our job as elected leaders, acting on your behalf, is to study problems and identify solutions. But there are times when solving community problems require having a community conversation. This is one of those times.

**Unification of Municipal Services** - In addition to sharing one municipal manager, the Trustees, Village staff, and Essex Town government have been exploring other ideas for unifying municipal services. We believe there may be opportunities for more financial and service efficiencies for our constituents with this approach. In this era of economic uncertainty, we also believe we must strengthen the bonds between the two governments to coordinate economic development and community planning efforts. However, there is a tipping point at

which we must consult with voters to ensure that the changes we are making are aligned with the community's sense of identity and values.

**Redevelopment of the Downtown** - This year we also saw approved two building projects - the Crescent Connector, and a multistory building on the former People's Bank property - that will significantly alter the character of the Village core around Five Corners. Both those projects conform to the Village's Comprehensive Plan and, we believe, with the wishes of the majority of citizens for a more vibrant, walkable, and economically sustainable downtown. However, some Village residents have expressed concerns about the impact these projects will have in the downtown. It's unlikely that any large infrastructure or building project will conform to everyone's ideals. We all feel a sense of ownership of the Village downtown; we all have ideas about how things might be changed (or not) to make them better. With more redevelopment projects likely to occur, the Trustees have decided that it's time to develop a practical, achievable long range vision for improving the downtown that incorporates a consensus of citizen input to the greatest extent possible. We believe this envisioning effort will not only serve as a guide for property owners and developers, but will help inform Village residents about the possibilities and constraints for downtown redevelopment.

Let's not end on a bleak note. I can say without hesitation, on behalf of the Trustees and Village staff, that we believe the challenges we face, though daunting, are the challenges that any healthy, dynamic community must face in the course of its history. We are eager to face them. We love this community, we are honored to serve it, and we are ready, with your guidance and support, to roll up our sleeves and get to work. Thank you.

# VILLAGE OF ESSEX JUNCTION NEWS

"In the whole world, there is only one Essex Junction"

Issue No. 36

March 2013

## HIGHLIGHTS OF 2012

The Board of Trustees was very busy throughout 2012. Looking back, it was a very good year and a lot of progress was made. Here are the highlights of what the Board worked on last year:

### Oversaw the progress of several large projects in various stages of development:

- The Crescent Connector and the securing of federal and state funds to pay for it (construction is expected to begin in late 2014)
- Continued work on improvements to the Amtrak station (currently working on securing right-of-way from various railroad companies)
- Approval of a conceptual design for improving Pearl Street from the fairgrounds to Five Corners, to include a bike lane and improved sidewalks and lighting
- Approval of the start of design work on a bike/walking path parallel to the train tracks from Central Street to North Street
- High school pump station was completed
- Capped the zoning and building permit fee at \$10,000 for public or semi-public structures
- Moved forward with the wastewater treatment facility renovation
- Endorsed plans by IBM to develop a 10-acre parcel of land on Maple Street
- Opened discussions with the Planning Commission about affordable housing and inclusionary zoning in the Village

### Emphasized the importance of planning and budgeting for capital projects - and the importance of citizen involvement - by creating a new Capital Committee to review and rank necessary capital improvements.

### In terms of technology, we have entered the 21st century:

- Significantly cut back on supplies and labor costs by introducing iPad use for trustees and department heads
- Upgraded equipment and installed a new video monitor in the conference room so that the public can see all materials that are being viewed
- Upgraded the tables and chairs in the conference room for the first time in decades so that viewers watching the meeting on Channel 17 can better see the entire meeting

### We spent a lot of time assessing the Village's administrative needs:

- Appointed Village Clerk/Treasurer Susan McNamara-Hill and Finance Director Lauren Morrisseau to be interim co-managers of the Village
- Instituted a new evaluation process for the Village Manager that involves a 360-degree review
- Crafted a new job description for the Village Manager to better suit the needs of the Village and Village staff
- Began initial discussions with the Town about shared administrative services
- Together with the Town authorized a management study to investigate the feasibility of shared services

### And in the miscellaneous category:

- Currently awaiting delivery of the new ladder truck
- Completed the work of the Village Wi-Fi Committee; currently composing an RFI to learn more about potential costs

It has been a VERY busy year! More importantly, though, one that kept the Village on a positive trend, always making Essex Junction a great place to live and work. The agendas for 2013 look like they'll be overflowing too, so stay tuned.

### Here are just a few things we're looking at in the near future:

- The first live coverage of Village Annual Meeting
- Preserving Whitcomb Farm for farming and residents' use with the Vermont Land Trust
- Investigating ways to improve access to affordable housing in the Village
- Culminating work of the Heart & Soul Committee

So stay tuned, and keep in touch!

# **Water/Sewer Utility Bills: How We Pay for Water, Sanitation, and Sewage Treatment is About to Change**

## **Introduction**

In 2011 Essex Junction Voters approved a bond to pay for necessary improvements to the Village's sewage treatment facility on Cascade Street. The bond will be repaid over 20 to 30 years by increases in water, sanitation, and sewage treatment charges to households and businesses in Essex Town, Essex Junction, and Williston, the three communities served by the treatment plant. The sanitation department maintains the underground sewer lines while sewage treatment is done at the sewage treatment facility.

To ensure equity and long term stability for repayment of that portion of the bond that will be paid by Village consumers, the Village Trustees launched a review and analysis of the existing rate structure. The current rate structure consists of a per cubic foot usage rate with a 1500 cubic foot minimum per 6 month billing cycle.

## **Declining Usage and Increasing Costs**

The Trustees' analysis showed that even with increased charges to repay the bond, Essex Junction's water, sanitation, and sewage treatment utility rates will continue to be among the lowest in the state. The data also showed that there has been a steady decline in water usage in Essex Junction over the last few years. That's good news, but it has also presented challenges for the Village government.

Village homeowners and businesses are presently charged for water and sewer based on how much water they use, which encourages conservation. The less you use, the less you pay. That method of billing may seem reasonable but, unfortunately, it is not consistent with how the Village must operate the system. Most of the Village's costs of owning, running, and maintaining the system are fixed, and do not fluctuate depending on how much water is used. To provide clean water to all Village households and businesses, and to ensure that the sewage is treated in a safe, environmentally

responsible way, the Village government must collect a fixed amount of revenue each year. As people use less water, the Village must compensate for the lost revenue by increasing the rates.

## **Budgeting Difficulties and Inequities**

The declining water usage seen in recent years has required the Village to continuously adjust water, sanitation, and sewage treatment rates upwards to compensate for the declining revenue. The constant upward adjustments have made it very difficult for the Village to anticipate and manage the water, sanitation, and sewage treatment system budgets. That instability is reflected in the utility bills sent to consumers, who may see wide variations in the rates they are charged from year to year, and even within the same year.

Basing rates solely on usage also causes inequities. Some households and businesses may be in a position to lower their water usage; others may not. That means the burden of paying for the fixed costs of the water, sanitation, and sewage treatment systems is shifted disproportionately onto homes and businesses that are unable to lower their water usage.

## **New Approach**

To improve the financial predictability and reduce the inequities of the present system, the Trustees approved a new rate structure based partly on usage and partly on a fixed charge.

Households and businesses will still have an opportunity to lower their costs by consuming less water. But everyone will also be assessed a fixed charge to help pay for the fixed costs of operating the water, sanitation, and sewage treatment systems. That will improve the year-to-year predictability of utility rates, and distribute the fixed costs in a more balanced and equitable way.

For more information, see our Village website at [www.essexjunction.org](http://www.essexjunction.org).

**WARNING**  
**VILLAGE OF ESSEX JUNCTION ANNUAL MEETING**  
**APRIL 3 & 9, 2013**

The legal voters of the Village of Essex Junction are hereby notified and warned to meet at the Essex Community Educational Center on Educational Drive in the Village of Essex Junction on Wednesday, April 3, 2013 at 7:00 PM to act upon any of the following articles not involving voting by Australian ballot, said meeting to be adjourned to reconvene at the Essex Community Educational Center, on Tuesday, April 9, 2013 to vote for Village officers and transact any business involving voting by Australian ballot, said voting by Australian ballot to begin at 7:00 AM and close at 7:00 PM.

**ARTICLE 1.** Shall the voters act upon the report of the auditor?

**ARTICLE 2.** Shall the voters approve an annual General Fund Budget in the amount of \$3,344,713 for fiscal year July 1, 2013 to June 30, 2014, \$2,806,463 of which is to be levied in taxes against the Village Grand List?

**ARTICLE 3.** Shall the voters increase the "not-to-exceed" balance of the General Fund Capital Reserve Fund to \$750,000 in recognition of the increased costs of capital projects since the fund's inception in 1993?

**ARTICLE 4.** Shall the voters approve a donation of up to \$20,000 from the Land Acquisition Fund to Vermont Land Trust to be used for the Whitcomb Farm Conservation Project, pending approval of the Trustees?

**ARTICLE 5.** Shall the voters approve holding the 2014 Annual Meeting on Wednesday, April 2, 2014 to act upon any articles not involving voting by Australian ballot and to reconvene on Tuesday, April 8, 2014 to vote for the Village officers and transact any business involving voting by Australian ballot?

**ARTICLE 6.** To transact any other business that may lawfully come before the meeting?

**BALLOT QUESTIONS**

**ARTICLE 7.** To elect Village officers required by law including: Moderator (one year term); one Village Trustee (three year term); two Library Trustees (one five year term and one three year term)?

**ARTICLE 8.** Shall the voters approve the following amendments to the Charter: (new language is underlined, language to be deleted is in brackets [ ])

**Throughout the document:** Add the words "or her" and "or she" in each instance that the word "his" or "he" appears in the Charter.

**Section 2.04. Prohibitions. . . .**

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

**Section 4.01. Appointment; Qualifications; Compensation; Removal.** The Trustees shall appoint a Village manager for an indefinite term and fix his or her compensation. The manager shall be appointed solely on the basis of his or her executive and administrative qualifications in accordance with the Vermont statutes. In all matters, the Village manager shall be subject to the direction and supervision of the Trustees and shall hold office at the will of the Trustees.**Section 4.02. Powers and Duties of the Village Manager. . . .**

[(11) Repealed April 8, 1993]. . .

[(12)]11) The manager may when . . .

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

[(14)]13) The manager shall perform. . .

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

The Trustees may remove the manager from office for cause in accordance with the following procedures: . . .

A complete copy of the Charter with proposed amendments is available at the Village Clerk's office.

Dated this 26th day of February, 2013

VILLAGE OF ESSEX JUNCTION BOARD OF TRUSTEES



## VILLAGE OF ESSEX JUNCTION GENERAL FUND REVENUES

Account	FY12 Budget	FY12 Actual	FY13 Budget	FY13 Amended Budget	FY13 Estimated Revenues	FY14 Proposed Budget
1 Unrestricted Fund Balance	34,587		35,000	35,000	35,000	35,000
2 Property Taxes	2,519,354	2,520,386	2,666,989	2,666,989	2,667,252	2,806,463
3 State for Pilot & Current Use	2,000	2,577	2,000	2,000	4,079	2,500
4 IBM Subsidy	121,123	121,123	60,578	60,578	60,578	0
5 Penalties/Interest Delinq. Taxes	7,000	7,346	7,000	7,000	6,570	7,000
6 License & Zoning Fees	32,000	61,060	30,000	30,000	50,000	35,000
7 Service Fee - Water	112,993	112,993	110,169	110,169	110,169	111,336
8 Service Fee - WWTP	56,497	56,497	55,085	55,085	55,085	55,668
9 Service Fee - Sanitation	112,993	112,993	110,169	110,169	110,169	111,336
10 State District Court Fines	2,000	1,929	2,000	2,000	3,600	2,000
11 State Highway Aid	95,000	109,059	100,000	100,000	113,000	100,000
12 EJSJ Tax Collection Fee	47,000	46,569	47,000	47,000	47,000	47,000
13 Lincoln Hall Rentals	289	0	0	0	0	0
14 Parking Space Fees	0	4,800	4,800	4,800	4,800	4,800
15 Miscellaneous Fire Receipts	20	25	0	0	1,221	10
16 Block Party Donations	0	1,790	1,500	1,500	1,500	1,500
17 Miscellaneous Street Receipts	3,000	3,701	3,000	3,000	3,000	3,500
18 Miscellaneous Library Receipts	600	641	450	450	800	600
19 Library Replacement Receipts	0	3,397	0	0	2,485	0
20 Essex Town Contribution to Library	15,000	15,000	15,000	15,000	15,000	15,000
21 Interest Earnings	1,000	1,432	1,000	1,000	1,500	1,000
22 Miscellaneous Grants/Donations	0	24,992	0	0	43,153	0
23 Misc. Receipts	6,000	6,964	4,600	4,600	3,500	5,000
TOTALS	3,168,456	3,215,274	3,256,340	3,256,340	3,339,461	3,344,713

## GENERAL FUND BUDGET SUMMARY

	FY12 Budget	FY12 Actual	FY13 Budget	FY13 Amended Budget	FY13 Estimated Expenditures	FY14 Proposed Budget
GENERAL GOVERNMENT:						
24 Administration	594,352	588,180	600,386	597,386	582,449	598,797
25 Transfers & Misc Expenditures	556,412	556,412	596,412	596,412	596,412	620,051
26 Grants & Non-Budgetary Expenditures	0	63,895	0	0	88,277	0
27 Fire Department	262,326	263,181	270,189	270,189	283,634	287,208
28 Library	640,328	629,689	655,585	652,785	652,413	684,479
29 Lincoln Hall	51,084	46,505	38,053	38,053	40,368	38,452
30 Planning Department	240,452	215,576	244,352	242,852	233,742	244,740
31 Economic/Community Development	57,689	53,994	67,018	83,318	83,379	79,628
32 Street Department	765,813	707,953	784,345	775,345	731,187	791,358
GENERAL FUND TOTAL	3,168,456	3,125,385	3,256,340	3,256,340	3,291,861	3,344,713

## **The Real Value of Annual Meeting**

By George Tyler, President

Village of Essex Junction

Vermont's tradition of annual town meetings has gotten a lot of attention in recent years. Supporters praise it as a sacred rite of self-governance – a living tradition that connects us to our forebears and our democratic roots. Each citizen has an opportunity to address the assembly, question the government, and attempt to influence the voting.

Critics claim it's a tradition that has outlived its usefulness, particularly in large communities such as Essex Junction and Essex Town. Because few people can spare the time to attend a two or three hour meeting in the middle of a busy work week, budgets and other important issues are usually decided by a fraction of the voters. It would be much better, they say, to handle budget voting by Australian ballot where people can choose the time that's convenient for them to drive to the polls and make their decisions in the privacy of a voting booth.

As a member of the Village government I see value in both arguments. Whether people attend annual meeting to criticize the budget or support it, I and the other Village Trustees appreciate the opportunity to meet our constituents and hear what they have to say. On the other hand, as an advocate for greater citizen involvement in local government, I believe that Australian balloting probably would allow more voters to make their voices heard.

But there is one benefit to annual meeting that is usually overlooked. Meeting people face to face at the Essex High School Auditorium provides the Trustees and Village staff the only true opportunity we have to ensure that voters get the information they need to make informed decisions.

While it's true that governments now have an abundance of media resources for disseminating information, it's also true that many people have become overwhelmed with information, and are more likely to tune things out. The Essex Junction government can broadcast information about the budget and other issues with our online newsletter, Front Porch Forum, the Village website, Channel 17, local newspapers, and direct-mail newsletters like this one. But we have no guarantee that any of it is actually getting through to the people who matter most.

At annual meeting we can give voters a succinct description of the budget and why it may or may not have changed from last year. We can provide people with detailed answers that they would not receive from those other sources. And we can hear your concerns that inform our deliberations over the next budget.

Democracy requires voter participation; but it also requires an informed electorate. We do need to boost turn-out at annual Village meeting. We've tried to make the meetings as pleasant as possible, with buffet dinner and an efficient and lively meeting format. We'll keep working to make it better. But in the meantime, we'll keep advocating to maintain the annual meeting tradition as the best way to give you the information you need to make the right decisions about your community.

**Water quality and stormwater info at [smartwaterways.org](http://smartwaterways.org) and [ccstreamteam.org](http://ccstreamteam.org).**



### **JOIN FRONT PORCH FORUM**

If you haven't already, sign up for your neighborhood's e-newsletter today. Hear from your clearly identified nearby neighbors and post messages yourself. No fees, no spam, all local. It won't overflow your inbox. There are 5 neighborhoods in Essex Junction which have their own forums: Five Corners North, Five Corners South, Fairview Farms, Countryside and Essex West.

After just a few months on FPF, people often report feeling more connected to their neighbors, more tuned in to local goings on and more a part of their community. You'll see postings looking for a contractor, a lost pet, organizing a group yard sale, etc. Check it out at [frontporchforum.com](http://frontporchforum.com). Online conversations help neighbors connect and build community.

**VILLAGE OF ESSEX JUNCTION**

2 Lincoln Street

Essex Junction, VT 05452-3154



**PRST STD**

**US POSTAGE**

**PAID**

**Burlington, VT**

**05401**

**Permit #675**

**ECRWSS**

**POSTAL PATRON**

**IMPORTANT DATES FOR VILLAGE RESIDENTS**

**March 15, 2013**

**April 3, 2013**

**April 9, 2013**

**May 25, 2013**

**May 31, 2013**

**July 4, 2013**

**July 20, 2013**

**Aug. 30, 2013**

**Sept. 15, 2013**

**Dec. 2, 2013**

**Dec. 4, 2013**

2<sup>nd</sup> installment of property taxes due

Community Supper, 6 pm, Essex High School Cafeteria

**Annual Meeting**, 7 pm, Essex High School Auditorium

Village residents ballot voting 7 am-7 pm, EHS

Memorial Day Parade, 10 am

Water/sewer bills due

Five Corners Farmers Market opens

4<sup>th</sup> of July Celebration with fireworks at Maple St. Park

12<sup>th</sup> Annual Block Party, Railroad Avenue, 4-9 pm

Water/sewer bills due

First installment of property taxes due

Water/sewer bills due

Tree Lighting and Train Hop, Five Corners, 6-8 PM

***Community Supper Before Annual Meeting, April 3 at 6:00 PM***

Please join your neighbors and friends for the Community Supper on Wednesday, April 3, 2013 at 6 PM in the Essex High School cafeteria. *The lasagna supper is free - but we ask that you bring a dessert to share.* The supper is followed by the Village Annual Meeting in the auditorium at 7 PM. **Free on-site child care is provided during the meeting.**

**2012 Annual Report**

The 2012 Village Annual Report will be available at the Annual Meeting or may be picked up at the Village office or the Brownell Library by March 22. It will be also online at [www.essexjunction.org](http://www.essexjunction.org). The FY 12 Audit Report is also available on the Village website or at the Village office.

**VILLAGE OF ESSEX JUNCTION  
BOARD OF TRUSTEES  
SPECIAL MEETING  
MONDAY, MARCH 3, 2014  
11:00 AM**

**AGENDA**

**ADOPT WARNING FOR  
SPECIAL VILLAGE MEETING FOR BOND VOTE**

This meeting will be held in the meeting room at the Village Municipal Building, 2 Lincoln Street, Essex Junction, VT. Meetings of the Trustees are accessible to people with disabilities. For information on accessibility and/or this agenda, call the Village Manager's office at 878-6944.



## **MEMORANDUM**

**TO:** Village Trustees  
**FROM:** Pat Scheidel, Village Manager  
**DATE:** February 25, 2014  
**SUBJECT:** Trustees Meeting Schedule

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

**March 3 at 11:00 – Special Meeting to adopt warning for bond vote**

**March 11 at 6:30 – Regular Trustees Meeting – Manager will be away**

- Annual Meeting preparation

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

- Annual Meeting preparation

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

**April 2 at 7:00 – Annual Meeting/Public Hearing on Bond Vote\***

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

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

**\*April 14, 7 AM to 7 PM – Special Village Meeting Vote**

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

- Board reorganization

**May 13 at 6:30 – Regular Trustees Meeting**

**May 24 at 10 AM – Memorial Day Parade**

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

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

- Interviews/Appointments to Commissions & Committees

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

- Annual appointments for Clerk, Attorney, Fire Chief & Engineer

**VILLAGE OF ESSEX JUNCTION  
PLANNING COMMISSION  
MINUTES OF MEETING  
February 6, 2014**

**MEMBERS PRESENT:** Diane Clemens (Chairwoman); John Alden, Nick Meyer, Aaron Martin, Andrew Boutin, Amber Thibeault, David Nistico.

**ADMINISTRATION:** Robin Pierce, Development Director.

**OTHERS PRESENT:** Regina Mahoney, Liz Subin, Greg Duggan, Diana Ferguson, Matt Whalen.

- AGENDA:**
1. Call to Order
  2. Audience for Visitors
  3. Additions/Amendments to the Agenda
  4. Minutes
  5. Work Session: Comprehensive Plan Update
  6. Other Planning Commission Items
  7. Adjournment
- 

**1. CALL TO ORDER**

Diane Clemens called the meeting to order at 6:05 PM and noted correspondence received from Champlain Housing Trust regarding a presentation on February 13, 2014 at 5:30 PM at Kings Street entitled "Housing Gap and Policy Answers". All are invited to attend.

**2. AUDIENCE FOR VISITORS**

None.

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

None.

**4. MINUTES**

*December 19, 2013*

**MOTION** by Aaron Martin, **SECOND** by Nick Meyer, to approve the December 19, 2013 minutes as written. **VOTING:** unanimous (7-0); motion carried.

*January 2, 2014 & January 16, 2014*

**MOTION** by John Alden, **SECOND** by Nick Meyer, to approve the January 16, 2014 as written and January 2, 2014 with the following correction(s)/clarification(s):

Page 3, bullet reading "the comprehensive plan needs to reflect..." – it was clarified the village already requires compliance with "dark sky" standards;  
Page 3, paragraph beginning "Regional Mahoney provided..." – correct the spelling of "Regina".

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

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

*Thoughtful Growth*

Liz Subin and Greg Duggan read an excerpt from the Heart & Soul report on the meaning of 'thoughtful growth' according to approximately 1,000 citizens who participated in the neighborhood conversations facilitated by Heart & Soul. Regina Mahoney noted the work of Heart & Soul is weaved into Chapters 1-4 of the comprehensive plan so far. Robin Pierce suggested the Heart & Soul logo and the ECOS logo be incorporated in the plan to memorialize the work that has been done. Ms. Mahoney suggested including a matrix showing how the village is addressing the six Heart & Soul values and goals from each chapter in the plan. The same could be done with the eight ECOS strategies. John Alden said Heart & Soul and ECOS need to be recognized in the preface of the plan as major contributors to establishing input from the community and the surrounding area. Mr. Alden stressed the input must continue during the update of the Land Development Code.

As an exercise the Planning Commission noted in the first four sections of the Land Use section of the comprehensive plan where the six core community values including thoughtful growth occur. Liz Subin and Greg Duggan will review the results.

It was noted the final presentation and celebration of what has been learned through Heart & Soul is 2/10/14 at 5 PM at the high school.

*Land Use*

The Planning Commission reviewed changes to the Land Use chapter. The following was noted:

- Proposed language pertaining to the 'thoughtful growth' value is added to the Land Use introductory text. It was mentioned there is some redundancy of the thoughtful growth text in the document.
- Having a joint meeting with town and village planning commissions to discuss preservation of open space was suggested.
- The town has open space and growth area while the village has parks and redevelopment area.
- The village is built out so density must be increased in order to grow.
- The village does not have open space to address in Land Use, but rather should have language speaking of urban center development.
- In order to preserve any open space in the village development must get denser. The plan addresses this, but the challenge is to help people visualize what the plan is trying to accomplish so that what is designed and built does not shock people.
- It is a big effort to get visualization in the plan. There is an education component to get residents and the community to embrace higher density because it honors the fabric of the village.
- The educational component may be more effective with the update of the Land Development Code. The plan could have a goal or objective of having the education component. The code could include a pictorial showing allowed density, height, a transit oriented district in the village, for example, but not dictate how development must look. The village website could show pictorial representations and renderings.

- Heart & Soul discussions showed that participants like the Five Corners village center as an urban center and the rural areas in the town. People identified the village downtown as the 'center' as opposed to Lang Farm. People identified with the village center urban part of the town outside the village and the village itself. Suzie Wilson Road, the town center, and Saxon Hill/Allen Martin Drive were identified as the town's growth areas.
- The town plan for Essex Town only has a small mention of the village. The village does not exist in the economic engine of the town.
- The village and town have a symbiotic relationship that needs to be reflected in both plans, but the village is a special space and place within the town; the village is distinct from the town.
- The village plan acknowledges coordinating with neighboring municipalities.
- A good exercise would be to try to incorporate more of each municipality in each plan's update.
- Zoning maps of the two municipalities could overlay to show the zoning districts. Land uses beyond the borders of the village should be mentioned in the plan.
- There are amendments to the town plan for vote at town meeting in March. If the amendments are approved the town plan update is four years out. If the amendments are not approved then the update is two years out.

### *Housing*

The Planning Commission reviewed changes to the Housing chapter. The following was noted:

- Table X was added providing an historical perspective of housing from 1960-2010. The data show a trend though the specific numbers may not be precise.
- Table 7 showing the households in Essex Junction 2010 was amended so the data points shown add up to the household number of 3,875.
- Text was clarified in Section 7.3 (Building Activity) to focus on areas planned for growth and providing the village's share of affordable housing. In order to maintain the concept of the village center surrounded by rural landscape at some point density must be increased and if done with proper design the fabric of the neighborhood will not be lost. A goal could be to bring forth the education component on density.
- Encouraging a diverse range of housing is good and the vision should show where the village wants to go. The language should identify places planned for growth and what the village wants, such as affordable housing. The village has the Village Center District and other mechanisms that focus where the village wants development. Language could be added to highlight incentives for certain types of housing in identified growth areas.
- Regina Mahoney will research information on housing types in Essex Junction versus Chittenden County.
- Section 7.3 (Building Activity) was modified as follows:
  - In the 3<sup>rd</sup> paragraph, sentence reading "In light of these needs the village is working to provide its share of a diverse range of housing..." - replace "provide its share" with "encourage" and delete the sentence reading "In



addition, the village is providing affordable housing to address these needs.”

- Regina Mahoney will rework Figure 4 (Housing Growth by Type 2000-2012) on Page 49 of the plan to reflect that the increase or drop-off in the number of units is due to projects being completed in a certain year (i.e. 2010) and the economy taking a severe downturn in 2011. The topic is addressed fairly well in the Housing chapter overall.
- In Section 7.6 (Housing Goals), Objective 1.5, the word “zone” should be changed to “zoning” and Objective 1.10 added to read: “Consider zoning change to create pocket parks or other public urban open space amenities.”

#### *Transportation*

CCTA would like to discuss transportation with the Planning Commission when that section of the plan is reviewed.

#### *Ag & Forestry*

The Planning Commission will forward comments to Robin Pierce for discussion at the next meeting.

### **6. OTHER PLANNING COMMISSION ITEMS**

- Grant funding for the plan update is exhausted June 17, 2014.
- Upcoming events:
  - Heart & Soul Celebration - February 10<sup>th</sup>
  - Application review (56 Main Street) and plan update work session – February 20<sup>th</sup>
  - Plan update work session – March 6<sup>th</sup>
  - Joint meeting with Essex Planning Commission and plan update work session – March 20<sup>th</sup>
- Village Trustees requested a liaison from the Planning Commission for the tree, bike, and capital committees.
- Village Trustees requested the Planning Commission review and comment on the planning section on the village webpage. Past projects up to Year 2013 are listed, but active projects are not listed.

### **7. ADJOURNMENT**

**MOTION** by Aaron Martin, **SECOND** by John Alden, to adjourn the meeting.

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

The meeting was adjourned at 7:55 PM.

Rcdg Scty: MERiordan



# VERMONT LEAGUE OF CITIES AND TOWNS



*Serving and  
Strengthening  
Vermont Local  
Governments*

PRESENTS

## 2014 SPRING SELECTBOARD INSTITUTE

RECEIVED

FEB 12 2014

Village of Essex Junction

**Saturday, March 22, 2014**  
**Capitol Plaza Hotel and Conference Center**  
**Montpelier, Vermont**

OR

**Saturday, April 12, 2014**  
**Holiday Inn**  
**Rutland, Vermont**

Please register online:  
[www.vlct.org/eventscalendar](http://www.vlct.org/eventscalendar)

### WHO SHOULD ATTEND AND WHY

The Spring *Selectboard Institute* focuses on the unique roles and responsibilities of Vermont selectboard members. Designed for both newly elected and seasoned members, the program is highly interactive and allows members to learn from each other's experiences. Staff members who report to the selectboard will also benefit from attending.

Questions?

Call VLCT at 1 (800) 649-7915 or email [info@vlct.org](mailto:info@vlct.org).

# 2014 SPRING SELECTBOARD INSTITUTE

Saturday, March 22, 2014 – Capitol Plaza, Montpelier

or

Saturday, April 12, 2014 – Holiday Inn, Rutland

## AGENDA

**8:30 a.m.**      **Registration/Visit Displays (coffee and light breakfast provided)**

**9:00 a.m.**      **Welcome and Overview of the Day**  
**Abigail Friedman, Director, VLCT Municipal Assistance Center**

**9:05 a.m.**      **Selectboard Roles and Responsibilities**

The selectboard is responsible for specific statutory duties as well as duties assigned generally to towns but not to a specific town official. All of these duties must be carried out in the context of the municipal organization and in compliance with state and federal laws and regulations.

During the morning session, Municipal Assistance Center attorneys will review the topics listed below through presentations and interactive discussions, and identify model policies, ordinances, handbooks and training available in each of these areas.

- **The Lay of the Land – Vermont Municipal Law and the Selectboard's Authority:** a brief introduction to the statutory framework and municipal governance model.
- **The Team – Relationships with other Independently Elected Officials, Employees, and Committees:** Vermont law assigns specific powers and duties to the selectboard and other elected officials while assuming that everyone will work together to conduct the business of the town. Through its authority to have "general supervision of the affairs of the town," the selectboard is also responsible for hiring and managing town employees and appointing members of statutorily defined committees.
- **Managing Conflicts of Interest:** whether real or perceived, it is important to address conflicts, and there are strategies and tools available to do so.

**10:30 a.m.**      **Break (15 minutes)**

- **Rules of the Road – Vermont Local Highway Law:** the basics of local highway law including how town highways are created; the highway classification system and maintenance obligations; laying out, discontinuing, reclassifying, and closing roads; and setting speed limits.

**Garrett Baxter, Senior Staff Attorney, VLCT Municipal Assistance Center**

**Sarah Jarvis, Staff Attorney II, VLCT Municipal Assistance Center**

**Gwynn Zakov, Staff Attorney I, VLCT Municipal Assistance Center**

**Jenny Prosser, Vermont Law School Intern**

Continued on next page

**11:45 a.m. VLCT Risk Management Services**

VLCT's Risk Management Services Department operates three not-for-profit self-insurance pools that are important resources for municipal leaders. PACIF provides property/casualty and workers' compensation coverage enhanced with extensive support in the areas of loss control, safety, and employee wellbeing. The Health Trust provides a range of employee benefits, and the Unemployment Insurance Trust helps members manage unplanned budget fluctuations due to unemployment claims. This session will introduce the new WorkStrong, Employment Practices Liability, and eRisk Hub programs and also review continuing services and programs.

**VLCT Risk Management Services Staff**

**12:00 p.m. Lunch (provided)**

**1:00 p.m. Municipal Budget and Finance**

In this session, we will summarize the authority, role, and responsibilities of the legislative body with regard to dealing with municipal finances. Issues to be addressed include sources of revenue (including bonding, borrowing, and taxes), understanding your town's financial statements and audit report, as well as the operating budget and capital budget cycles.

**Bill Hall, Senior Financial Consultant, VLCT Municipal Assistance Center**

**2:00 p.m. Break**

**2:15 p.m. Open Meeting Law Compliance**

The selectboard must conduct its work in meetings and in compliance with the Open Meeting Law. Through presentation and discussion of case examples, we will in this session review requirements for noticing meetings, quorums, executive session, the use of email, and practical methods for effective and efficient selectboard meetings.

**Garrett Baxter, Senior Staff Attorney, VLCT Municipal Assistance Center**

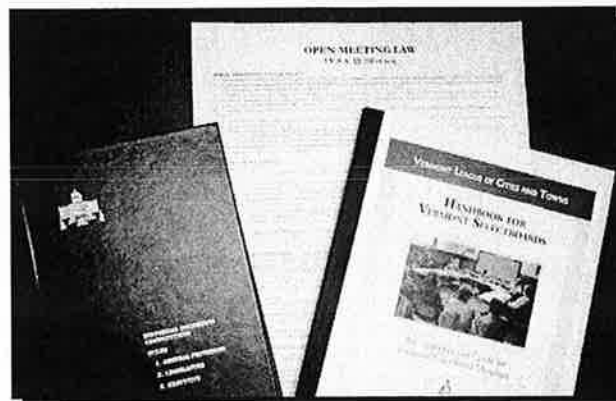
**Sarah Jarvis, Staff Attorney II, VLCT Municipal Assistance Center**

**Gwynn Zakov, Staff Attorney I, VLCT Municipal Assistance Center**

**Jenny Prosser, Vermont Law School Intern**

**3:30 p.m. Complete evaluations**

**3:35 p.m. Conclusion**



**VILLAGE OF ESSEX JUNCTION  
BOARD OF TRUSTEES  
MINUTES OF MEETING  
February 11, 2014**

**BOARD OF TRUSTEES:** George Tyler (Village President); Dan Kerin, Elaine Sopchak, Lori Houghton. (Andrew Brown was absent.)  
**ADMINISTRATION:** Patrick Scheidel, Village Manager; Lauren Morrisseau, Co-Assistant Manager & Finance Director; Susan McNamara-Hill, Co-Assistant Manager & Village Clerk/Treasurer/HR Director.  
**OTHERS PRESENT:** Fred Duplessis, Police Chief Brad LaRose, Edith Klimoski, Susanna Olson, Mia Marinozich.

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**I. CALL TO ORDER and PLEDGE OF ALLEGIANCE**

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

**II. AGENDA ADDITIONS/CHANGES**

Add:

- Memo from Finance Director on FY15 budget corrections
- Proposal for village and town re: massage parlors
- Updated resolution of appreciation to community for participation in Heart & Soul

**III. GUESTS AND PRESENTATION**

**1. Comments from Public on Items Not on Agenda**

Mia Marinozich, Martone's Market, asked permission to hold a sleep-out on the sidewalk in front of Martone's Market as a fund raising event for Spectrum Youth on Friday, March 28<sup>th</sup>. The goal is also to increase awareness of the issue of homeless youth in the community. The police will be notified of the event. If weather is inclement the sleep-out will be a sleep-in at Martone's Market. For the past four years the Martone family has been raising money for COTS (approximately \$50 per month) through the sale of artwork at the market.

The consensus of the Trustees is to allow the event. Dan Kerin mentioned potential interaction with individuals leaving area establishments on a Friday night.

**2. Presentation: FY13 Audit**

Auditor, Fred Duplessis, reported the FY13 audit shows the village is in full conformance with generally accepted accounting principles. There are no findings or deficiencies. Good controls and documentation are in place. The audit is clean. The fund balance is where it should be. Revenues are \$94,000 better than budgeted. Expenditures are within \$667 of budget which is remarkable. Enterprise funds (water, sanitation, waste water) all had a surplus at the end of the year. The footnotes in the audit report contain information about the village. The schedules have information on the reserve funds.

Staff was commended for a job well done with the audit.

### 3. Discussion: Human Trafficking/Massage Parlors

Edith Klimoski with Give Way to Freedom (private foundation helping victims of trafficking) provided information on the issue of human trafficking around the world (labor and sex trafficking) and its many manifestations - nannies, maids, domestic servants, gardeners, construction, cleaning, hair and nail salons, massage parlors, escort services, prostitution. Ms. Klimoski noted:

- Of the 2.5 million victims, half are children and 800,000 people are trafficked across international borders.
- Nearly 17,500 victims are brought into the U.S. each year.
- There are 300,000 incidents of runaways/homeless youth each year and approximately 100,000 are subjected to human trafficking situations.
- Human smuggling is entering another country without proper documents and paying a fee to get there. Human trafficking is going by force, fraud, and/or coercion.
- Victims of human trafficking experience captivity/confinement, frequent/constant accompaniment, threat/fear, shame, self-blame, Stockholm Syndrome, normalization, language/social barriers, distrust of law enforcement, frequent relocation, being trained to lie, resignation. Sex traffic victims may have tattoos/branding, inappropriate clothing, older boyfriend, possessions that are off for the person, inappropriate behavior, or STDs.
- There are federal and state laws to prosecute offenders.
- Vermont has a safe harbor provision to protect identity and privacy.
- Give Way to Freedom provides help and services (including translators or picture communication). The rapid response system shows victims what will happen when they talk to police or what will happen if they do not, and what services are available.

Police Chief Brad LaRose discussed local regulations needed if federal and state controls come up short in shutting down activities and pursuing offenders. Issues facing police include the business being revived in another location, locating and maintain witnesses, victims being moved out in the dark of night. Regulations that shift a civil investigation to a criminal investigation are needed. Chief LaRose suggested working with legal counsel to draft regulations that are solid and defensible.

Dan Kerin mentioned victims are reluctant to talk to law enforcement because they do not want to be sent back to their country. Law enforcement in the state has been told not to question the status of foreigners.

Lori Houghton asked about the percentage of victims who call out for help. Ms. Klimoski said the percentage is low mainly because of lack of awareness of help being out there.

Elaine Sopchak reviewed proposed language for “personal service establishments” in the Land Development Code and a separate section for massage parlors, noting the following:

- The purpose is to have safe and legal operations and prevent exploitation and human trafficking.
- Information on the establishment and everyone in the building will be collected upfront, much like what is done by schools with teachers.
- The business permit must be renewed each year. Any complaints will trigger a public hearing before the permit is re-issued. Any violations can result in the permit being revoked.
- A hearing will be immediate if records are falsified or there is indecent conduct.
- The permit must be displayed on the premise.
- The business must be closed from 10 PM to 7 AM.
- Locks are not allowed on the massage rooms.
- No services will be provided to intoxicated persons.
- Services must be advertised on a sign and windows cannot be covered (curtains and normal window dressings only).
- Entry/exit from the building cannot connect to another business or living quarters. Entry/exit is to a public street, not an alley.
- If a landlord knows a business is operating on his property without a permit the landlord is culpable.

Lori Houghton asked why other establishments known to attract trafficking, such as nail salons and restaurants, are not included in the new regulations. Elaine Sopchak said the Department of Labor covers these establishments. Police cannot go into a restaurant looking for criminal activity. With massage parlors a case is developed.

The Village Attorney will review the proposed language for approval by the Trustees before the section is forwarded to the Planning Commission for inclusion in the Code.

#### **IV. OLD BUSINESS**

##### **1. Adopt FY15 Budgets and Capital Programs**

Lauren Morrisseau reviewed the following:

- FY15 operating budgets
  - General Fund \$3,468,826
  - Water Fund \$3,223,451
  - Waste Water Treatment Fund \$1,797,996
  - Sanitation Fund \$ 463,990
- FY15 capital fund budgets
  - General Fund Capital Reserve \$ 957,520
  - Rolling Stock Fund \$ 345,375
  - Water Fund Capital Reserve \$ 82,977
  - WWTF Capital Reserve \$ 70,457
  - Sanitation Fund Capital Reserve \$ 423,110
- Tax Rate to support General Fund budget estimated at \$.02771 (increase of 3.9%).

- Utility rate to support enterprise funds estimated to increase 5%.

**MOTION by Elaine Sopchak, SECOND by Dan Kerin, to adopt the FY2015 budgets as follows:**

- **FY15 operating budgets**
  - **General Fund** **\$3,468,826**
  - **Water Fund** **\$3,223,451**
  - **Waste Water Treatment Fund** **\$1,797,996**
  - **Sanitation Fund** **\$ 463,990**
- **FY15 capital fund budgets**
  - **General Fund Capital Reserve** **\$ 957,520**
  - **Rolling Stock Fund** **\$ 345,375**
  - **Water Fund Capital Reserve** **\$ 82,977**
  - **WWTF Capital Reserve** **\$ 70,457**
  - **Sanitation Fund Capital Reserve** **\$ 423,110**

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

2. Adopt Resolutions to Bond for Capital Projects at Special Village Election  
Lauren Morrisseau explained the bond resolutions with corrected projected cost figures from the Village Engineer (\$3.3 million). The language in the resolutions has also been revised.

**MOTION by Dan Kerin, SECOND by Lori Houghton, to adopt the “Resolution of Intent” and “Declaration of Official Intent of the Village of Essex Junction to Reimburse Certain Expenditures from Proceeds of Indebtedness” as revised.**  
**VOTING: unanimous (4-0); motion carried.**

3. Draft Scope of Services for Village Center Redevelopment

The following suggestions were made:

- Add bullet stating what the village has established (i.e. tree committee, bike/walk committee, Heart and Soul values).
- In Section II, bullet reading: “Streamline the application review process by helping developers envision the kind of design standards and construction...” – replace “by helping developers envision” with “to help the village envision” and clarify the bullet to say “streamline the application review process to allow developers to follow with relative ease and without significant increase in cost the kind of design standards and construction compatible with the village”.
- In Section II, bullet reading: “Compare the village’s existing application review process (planning commission) with other possible models.” – delete “(DRB)”.
- In Section II, bullet reading: “Illustrate how possible long term changes in traffic flow...” – delete “such as rerouting tractor trailer truck traffic away from Five Corners and/or ‘pedestrianizing’ a short section of Main Street”.
- Add a bullet to consider county and statewide transportation. The bullet could read: “Consider, compare, discuss transportation as it exists and future goals.”
- Add a bullet in Section III to address the village working to purchase property or investment strategies (i.e. local incentives, property tax stabilization).



- With Section IV (community in the planning process) have the consultant identify where public participation could take the lead, such as with Stevens Park, for example. Following further discussion of this suggestion there was agreement not to give the consultant this task as the Trustees will determine projects and public participation.

George Tyler will meet with staff and begin drafting the RFP.

## **V. NEW BUSINESS**

### **1. Approve/Sign Resolution of Appreciation for Heart and Soul of Essex**

George Tyler read the resolution extending thanks and appreciation to all who participated in Heart and Soul.

**MOTION by George Tyler, SECOND by Lori Houghton, to approve and sign the resolution of appreciation for Heart and Soul of Essex. VOTING: unanimous (4-0); motion carried.**

### **2. Approve/Sign Certificate of Highway Mileage**

**MOTION by Elaine Sopchak, SECOND by Lori Houghton, to approve and sign the Certificate of Highway Mileage for Essex Junction. VOTING: unanimous (4-0); motion carried.**

### **3. Approve/Sign Town Road and Bridge Standards**

**MOTION by Dan Kerin, SECOND by Lori Houghton, to approve and sign the Town Road and Bridge Standards. VOTING: unanimous (4-0); motion carried.**

### **4. Approve/Sign Certification of Compliance for Road and Bridge Standards**

**MOTION by Elaine Sopchak, SECOND by Dan Kerin, to approve and sign the Certification of Compliance for Road and Bridge Standards. VOTING: unanimous (4-0); motion carried.**

### **5. Discuss Draft Annual Meeting Warning**

George Tyler read the draft annual meeting warning. There was discussion of holding a public information meeting on the bond vote at the annual meeting or a special information meeting prior to the annual meeting. Pictures of existing road conditions can be shown at the meeting to demonstrate the need to support the bond vote. Information will be published in the village newsletter, the annual report, and the local newspaper.

### **6. Discuss Community Message Board at Amtrak Station**

Lori Houghton reported Jaye O'Connell and the Railroad Ave. group are interested in a community message board by the train station as a low cost way to build community space and to show what is happening in the village. Dan Kerin expressed concern about the information that is posted becoming outdated and the board and the surrounding area becoming cluttered and littered. Elaine Sopchak said in Burlington the community boards are cleared once a week and then people re-post. Pat Scheidel said the community board for the town is inside the building and is cleared on a regular basis. George Tyler

suggested CCTA might be interested in participating with a board by the bus stop. Lori Houghton will discuss the community message board idea further with Jaye O'Connell.

## **VI. VILLAGE MANAGER'S REPORT**

### **1. Meeting Schedule**

- February 25, 2014 @ 6:30 – Regular Trustees Meeting
- March 11, 2014 @ 6:30 – Regular Trustees Meeting
- March 25, 2014 @ 6:30 – Regular Trustees Meeting
- April 8, 2014 @ 6:30 – Regular Trustees Meeting
- April 22, 2014 @ 6:30 – Regular Trustees Meeting
- May 13, 2014 @ 6:30 – Regular Trustees Meeting
- May 27, 2014 @ 6:30 – Regular Trustees Meeting

### **Special Meetings/Events:**

- April 2, 2014 @ 6 PM – Community Supper before Annual Meeting
- April 8, 2014 @ 7 AM – 7 PM – Australian ballot voting
- May 24, 2014 @ 10 AM – Memorial Day Parade

### **2. Meetings**

*Mary Morris and Jeff Carr*

Work by Mary Morris and Jeff Carr is on-going. Final report will be provided in the near future.

*Storm Water Policy Coordination Committee*

Update on activities was given at the meeting with staff.

*Adopt Warning for Special Election on Bonds*

March 3, 2014 in the morning is when the Trustees will meet to adopt the warning.

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

### **1. Board Member Comments**

- Dan Kerin reported at the recent Rec Advisory Committee there was discussion of applicants to fill the position vacated by Mark Brislin (Assistant Rec Director) and installing a sign in the front of the building at Maple Street Park to post information on rec activities (cost estimate is \$10,000).
- Elaine Sopchak mentioned misinformation is being communicated on Front Porch Forum regarding the water bill. George Tyler noted there are fixed costs for the utility and adjustable costs which are based on usage. Susan McNamara-Hill noted the third bill is the cause for all the discussion because the amount is less than the first two bills. The third bill covers the fixed cost. Dan Kerin commented the village has the second lowest water rates in the county.
- Elaine Sopchak mentioned a recent panel discussion on sustainable communities held in Burlington and suggested the speakers be invited to talk to the Trustees on what they have done in Burlington.
- Lori Houghton recommended review of a book by Jeff Speck entitled "Walkable City" explaining how to make a community walkable, bike-able.

2. Reading file:

- Minutes of Bike/Walk Advisory Committee (1/13/14)
- Minutes of Tree Advisory Committee (1/22/14)
- Minutes of Block Party Committee (1/27/14)
- Notice of Act 250 Application for 4 Pearl Street
- Notice from DEC re: Update of WWTF Operator Certification Regulations

**VIII. CONSENT AGENDA & READING FILE**

**MOTION** by Elaine Sopchak, **SECOND** by Lori Houghton, to approve the consent agenda as presented:

1. Approve Minutes of Previous Meetings (1/28/14)
2. Approve Warrants including check #10048683 through #10048765 totaling \$157,350.89.
3. Approve Banner Application for VT Home & Garden Show (4/11/14-4/13/14)


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

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

**MOTION** by Dan Kerin, **SECOND** by Lori Houghton, to adjourn the meeting.

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

The meeting was adjourned at 8:40 PM.

*RScty: M.E.Riordan* 

**Note:** the three resolutions adopted at this meeting are attached to and part of the minutes of this meeting.



## RESOLUTION OF APPRECIATION

**WHEREAS**, Heart and Soul of Essex, the Town of Essex and the Village of Essex Junction completed a two-year community planning grant through the Orton Foundation; and

**WHEREAS**, extensive public discussion and input was solicited in the course of public events, activities, neighborhood conversations and meetings between 2012 and 2014; and

**WHEREAS**, this public engagement resulted in a clear set of shared values – LOCAL ECONOMY, HEALTH AND RECREATION, COMMUNITY CONNECTIONS, EDUCATION, THOUGHTFUL GROWTH AND SAFETY; now therefore be it,


**RESOLVED** by the Village of Essex Junction Trustees and the Town of Essex Selectboard that:


We recognize and thank community members for participating in Heart & Soul of Essex and for contributing to the identification of shared values; and be it further


**RESOLVED**, that municipal officials will consider these community values when making community decisions and endeavor to make decisions that will preserve or strengthen these values.

Dated at Essex Junction, Vermont, this 11<sup>th</sup> day of February, 2014.

### VILLAGE OF ESSEX JUNCTION BOARD OF TRUSTEES

  
George A. Tyler, Village President

  
Elaine H. Sopchak, Trustee

  
Daniel S. Kerin, Vice President

  
Lori A. Houghton, Trustee

  
Andrew P. Brown, Trustee

VILLAGE OF ESSEX JUNCTION  
RESOLUTION OF INTENT

WHEREAS, the Board of Trustees of the Village of Essex Junction has determined that public interest and necessity require making certain public improvements, namely, road reconstruction, water and sanitary sewer improvements, sidewalk replacement, drainage improvements and curb installation on various streets in the Village; and

WHEREAS, the Board of Trustees estimate the cost of such improvements not to exceed three million four hundred twenty thousand nine hundred thirty-one dollars (\$3,420,931); and

WHEREAS, the cost for completing said public improvements will be too great to be paid out of the ordinary annual income and revenue of the Village of Essex Junction; and

WHEREAS, general obligation bonds or notes of the Village of Essex Junction in an amount not to exceed three million three hundred thousand dollars (\$3,300,000) should be issued for the purpose of financing this project.

NOW THEREFORE BE IT RESOLVED, that the issuance of general obligation bonds of the Village of Essex Junction for the purpose of financing such improvements within the corporate limits of the Village, in accordance with the provisions of No. 120 of the Acts of 1892, as amended, and Chapters 53, 97, 101 and 120, of Title 24, Vermont Statutes Annotated, in an aggregate amount not to exceed three million three hundred thousand dollars (\$3,300,000) should be submitted to the voters of the Village of Essex Junction at a duly warned Special Village Meeting on April 8, 2014 (to be held in conjunction with the adjourned Annual Village meeting).



BE IT FURTHER RESOLVED by the Board of Trustees of the Village of Essex Junction that the proposition of incurring bonded debt for this purpose should be submitted to the qualified voters of the Village of Essex Junction as follows:

Article I:        Shall general obligation bonds of the Village of Essex Junction in amount not to exceed three million three hundred thousand dollars (\$3,300,000), be issued for the purpose of making certain public improvements, viz., road reconstruction, water and sanitary sewer improvements, sidewalk replacement, drainage improvements and curb installation on various streets in the Village; such improvements estimated to cost three million four hundred twenty thousand nine hundred thirty-one dollars (\$3,420,931)?

BE IT FURTHER RESOLVED, that a vote on said proposition be conducted by Australian ballot, at the April 14, 2014 Special Village Meeting to be held at Essex High School at which meeting the polls will be open at 7:00 A.M. and close at 7:00 P.M; and a public hearing will be held on April 2, 2014 at 7:00 P.M. (during the Annual Village Meeting) at the Essex High School Auditorium to receive input on the proposed bond vote article.

Dated: February 11, 2014

**ESSEX JUNCTION BOARD OF TRUSTEES**

  
\_\_\_\_\_  
George A. Tyler, Village President  
\_\_\_\_\_  
Daniel S. Kerin, Vice President  
\_\_\_\_\_  
Andrew P. Brown, Trustee  
\_\_\_\_\_  
Lori A. Houghton, Trustee  
\_\_\_\_\_  
Elaine H. Sopchak, Trustee

Received for record this 11 day of February, 2014 in the records of the Village of Essex Junction.

  
\_\_\_\_\_  
Village Clerk

DECLARATION OF OFFICIAL INTENT  
OF VILLAGE OF ESSEX JUNCTION  
TO REIMBURSE CERTAIN EXPENDITURES  
FROM PROCEEDS OF INDEBTEDNESS

WHEREAS, the Village of Essex Junction, Vermont, (the "Issuer") intends to make public infrastructure improvements to be considered by the Issuer at a special meeting thereof to be held on April 8, 2014 (the "Project"); and

WHEREAS, the Issuer expects to pay certain capital expenditures (the "Reimbursement Expenditures") in connection with the Project prior to the issuance of indebtedness for the purpose of financing costs associated with the Project on a long-term basis;

WHEREAS, the Issuer reasonably expects that for that part of the Project consisting of design and construction costs, debt obligations in an amount not expected to exceed \$3,100,000 will be issued and that certain of the proceeds of such debt obligations will be used to reimburse the Reimbursement Expenditures; and

WHEREAS, the Issuer declares its reasonable official intent to reimburse prior expenditures for the above-described part of the Project with proceeds of a subsequent borrowing:

NOW THEREFORE, the Issuer declares:

Section 1. The Issuer finds and determines that the foregoing recitals are true and correct, and that all of the capital expenditures covered by this Resolution were or will be made not earlier than 60 days prior to the date of this Resolution.

Section 2. This declaration is made solely for the purposes of establishing compliance with the requirements of Section 1.150-2 of the Treasury Regulations. This declaration does not bind the Issuer to make any expenditure, incur any indebtedness, or proceed with the Project.

Section 3. The Issuer hereby declares its official intent to use proceeds of indebtedness to reimburse itself for Reimbursement Expenditures, within 18 months of either the date of the first expenditure of funds by Issuer for such Project or the date that such Project is placed in service, whichever is later (but in no event more than three years after the date of the original expenditure of Issuer funds for such Project), and to allocate an amount not to exceed \$3,100,000 of the proceeds thereof to reimburse itself for its expenditures in connection with the Project.

Section 4. The Issuer's debt obligations for the aforementioned purpose will not be "private activity bonds" within the meaning of Section 141 of the Internal Revenue Code of 1986.

Section 5. All prior actions of the officials and agents of Issuer that are in conformity with the purpose and intent of this Resolution and in furtherance of the Project shall be and the same hereby are in all respects ratified, approved and confirmed.

Section 6. All other resolutions of the legislative body of the Issuer, or parts of resolutions, inconsistent with this Resolution are hereby repealed to the extent of such inconsistency.

Section 7. It is hereby found that all discussions and deliberations of the legislative body of the Issuer leading to the adoption of this Resolution occurred at one or more meetings of the legislative body conducted pursuant to public notice and open to public attendance.

Section 8. This declaration shall take effect from and after its adoption.

The undersigned, Village Clerk of the Issuer, hereby certifies that the foregoing is a full, true and correct copy of the declaration of the legislative body of said Issuer duly made at a meeting thereof held on the date, specified below, and that said declaration has not been amended, modified or revoked.

  
\_\_\_\_\_  
Village Clerk

February 11, 2014



## Check Register Report

BL 2/25/14

Date: 02/21/2014

Time: 1:56 pm

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Village of Essex Junction

BANK:

Check N	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
<b>Checks</b>							
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10048768	02/25/2014	Printed		10508	ADVANCED DISPOSAL	GRIT REMOVAL-WWTF	334.00
10048769	02/25/2014	Printed		10007	AIRGAS EAST	OXYGEN-STREET	72.62
10048770	02/25/2014	Printed		9975	AMERICAN ROCK SALT CO, LLC	BULK ICE CONTROL SALT-STREET	3,799.64
10048771	02/25/2014	Printed		9976	AVONDAIR SYSTEMS, INC	MAINT CONT-LIBR	985.00
10048772	02/25/2014	Printed		10301	DAVID A. BARRA, PLC	LEGAL SERVICES-VARIOUS	3,382.50
10048773	02/25/2014	Printed		1655	BLUE CROSS BLUE SHIELD OF VT	VHC INS PREMIUM-VARIOUS	28,406.86
10048775	02/25/2014	Printed		0268	BRODART CO.	CIRCULATION MATERIALS-LIBRARY	493.86
10048776	02/25/2014	Printed		0305	BURLINGTON FREE PRESS	NEWSPAPERS-LIBRARY	22.00
10048778	02/25/2014	Printed		9941	BUSINESSCARD SERVICES	SEE ATTACHED SPREADSHEET	1,059.25
10048779	02/25/2014	Printed		0405	CAMP PRECAST CONCRETE PRODUCTS	DRAINAGE STRUCT-LIBR/STREET	3,810.00
10048780	02/25/2014	Printed		0457	CARGILL, INC SALT DIVISION	DEICER-STREET	9,828.74
10048781	02/25/2014	Printed		9743	CARQUEST AUTO PARTS	PARTS- VARIOUS	363.57
10048782	02/25/2014	Printed		10194	CASCADE SUBSCRIPTION SERVICES,	SUBSCRIPTIONS-FIRE	284.00
10048783	02/25/2014	Printed		0461	CENTRAL BEVERAGE	NEWSPAPERS-LIBRARY	318.50
10048784	02/25/2014	Printed		0490	CENTRAL VERMONT PROPERTIES	ROW LEASES-SANI	100.00
10048785	02/25/2014	Printed		0500	CHAMPLAIN WATER DISTRICT	WATER USAGE-WATER	248,553.98
10048786	02/25/2014	Printed		0525	CHITTENDEN SOLID WASTE DISTRIC	CSWD DIRECT FEES-WWTF	151.74
10048787	02/25/2014	Printed		10353	CIVES CORP	AUTO MAINT-STREET	108.56
10048788	02/25/2014	Printed		9788	COMCAST	CABLE-FIRE	13.63
10048789	02/25/2014	Printed		05898	CRYSTAL ROCK BOTTLED WATER	BOTTLED WATER-STR/LH	33.75
10048790	02/25/2014	Printed		1690	DEPOT HOME & GARDEN	SUPPLIES-WWTF/LIB	32.95
10048791	02/25/2014	Printed		9766	ALBERTA DEUTSCH	SUPPLIES REIMB-LIB	9.47
10048792	02/25/2014	Printed		0644	DUBOIS & KING INC.	ENG SERVICES CRES CONN-CAP R	17,590.44
10048793	02/25/2014	Printed		0700	EAST COAST PRINTERS	UNIFORM-WWTF/ST/FIRE	123.00
10048794	02/25/2014	Printed		0780	ESSEX EQUIPMENT SALES	EQUIP-FIRE/STR	596.83
10048795	02/25/2014	Printed		0770	ESSEX JUNCTION SCHOOL DISTRICT	SCHL PORTION PILOT/CURRENTUSE	706.07
10048796	02/25/2014	Printed		0795	TOWN OF ESSEX	MGR CONT/PILOT,CUR USE-ADMIN	8,646.14
10048797	02/25/2014	Printed		10616	EVOQUA WATER TECH LLC	BIOXIDE-WWTF	9,310.00
10048798	02/25/2014	Printed		10011	FAIR POINT COMMUNICATIONS,INC.	PHONE-FIRE	28.58
10048799	02/25/2014	Printed		0797	FALCON PLUMBING SERVICE, INC.	TEEN CTR HEATER REPAIR -LH	506.00
10048800	02/25/2014	Printed		0812	FASTENAL COMPANY	SUPPLIES-STREET	16.90
10048801	02/25/2014	Printed		1935	FERGUSON WATERWORKS #590	PARTS-WATER	50.08
10048802	02/25/2014	Printed		0751	FISHER AUTO PARTS	OIL FILTER-STREET	6.20
10048803	02/25/2014	Printed		10452	FREE PRESS MEDIA	EMPLOYMENT ADVERT-STREET	554.50
10048804	02/25/2014	Printed		10226	G & K SERVICES	SHOP TOWELS-STREET	59.49
10048805	02/25/2014	Printed		0899	GAUTHIER TRUCKING CO., INC	TRASH PICK-UP-LH/ST	628.34
10048806	02/25/2014	Printed		10453	GE CAPITAL C.O.RICOH USA	COPIER-WWTF	129.07
10048807	02/25/2014	Printed		9366	GEMPLER'S	T-SHIRTS-WATER	85.00
10048808	02/25/2014	Printed		0943	MARY L. GRAF	REIMB EXPENSE-LIBR	5.23
10048809	02/25/2014	Printed		0965	GREEN MOUNTAIN POWER CORP.	ELECTRICITY- VARIOUS	9,937.19
10048810	02/25/2014	Printed		10608	GSG, INC. -DOUBLE DIAMOND	JACKETS-FIRE	121.00
10048811	02/25/2014	Printed		1023	HALLAM ICS	ARC FLASH-WWTF	1,000.00
10048812	02/25/2014	Printed		1039	THE HARTIGAN COMPANY	TV WORK FIN CHRGS-SANI	40.38
10048813	02/25/2014	Printed		1085	HINESBURG SAND & GRAVEL	SAND-STREET	1,135.79
10048814	02/25/2014	Printed		11631	INTEGRITY COMMUNICATIONS	SENIOR CTR PHONES-LH	75.00
10048815	02/25/2014	Printed		2041	S. D. IRELAND CONCRETE	CONCRETE-STREET	217.75
10048816	02/25/2014	Printed		9454	LENNY'S SHOE & APP	JEANS & SWEATSHIRTS-SANI	154.00

## Check Register Report

BL 2/25/14

Date: 02/21/2014

Time: 1:56 pm

Page: 2

Village of Essex Junction

BANK:

Check N	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
<b>Checks</b>							
10048817	02/25/2014	Printed		10130	LOWE'S BUSINESS ACCOUNT	SUPPLIES-LH	11.38
10048818	02/25/2014	Printed		1000	SUSAN J. MCNAMARA-HILL	MILEAGE REIMB-ADMIN	39.93
10048819	02/25/2014	Printed		1550	MUNICIPAL EMERGENCY SERVICES	TFT BALL INTAKE VALVE-FIRE	1,487.70
10048820	02/25/2014	Printed		10615	NATIONAL PEN COMPANY	LED KEYLIGHTS-FIRE	347.90
10048821	02/25/2014	Printed		1592	NEIWPC	TRAINING COURSE-WWTF	145.00
10048822	02/25/2014	Printed		10176	NEOFUNDS BY NEOPOST	POSTAGE-ADMIN	600.00
10048823	02/25/2014	Printed		10132	NOCO DISTRIBUTION LLC	HYDRAULIC OIL-STREET	197.96
10048824	02/25/2014	Printed		1660	NORTHEAST DELTA DENTAL	INS PREM-VARIOUS	2,340.76
10048825	02/25/2014	Printed		9657	OCCUPATIONAL HEALTH CENTERS	PHYSICAL EXAM/HEP B SERIES-FIR	626.00
10048826	02/25/2014	Printed		1756	PATTON FACILITY MGMNT	JANITORIAL SERV-LH/LIBRARY	2,579.65
10048827	02/25/2014	Printed		1793	SUSAN PIERCE	DVD REIMB-LIBRARY	25.99
10048828	02/25/2014	Printed		1789	PIKE INDUSTRIES, INC.	ASPHALT-STREET	938.75
10048829	02/25/2014	Printed		1791	PENELOPE D PILLSBURY	DVD REIMB-LIBRARY	74.30
10048830	02/25/2014	Printed		9447	SHIRLEY PINE	DEPOS FACE PAINTING-BLK PARTY	200.00
10048831	02/25/2014	Printed		18298	POWERPLAN OIB	WARRANTY INSPECT&PARTS-WATER	331.63
10048832	02/25/2014	Printed		1780	EVERETT J. PRESCOTT, INC.	HOSE NOZZLE-WATER	285.19
10048833	02/25/2014	Printed		1891	QUEEN CITY STEEL CO.	PIPES/STEEL ANGLES-STREET	223.80
10048834	02/25/2014	Printed		1955	REYNOLDS & SON, INC.	UNIFORM HELMET-FIRE	302.82
10048835	02/25/2014	Printed		10499	PETER RILEY	PIANO REPAIR-LIBRARY FRIENDS	65.00
10048836	02/25/2014	Printed		1994	RUSSELL SUPPLY	PORTABLE COMPRESSOR-WW/SAN	199.00
10048837	02/25/2014	Printed		10199	SAMMEL SIGN COMPANY	EVENT BANNERS-ADMIN/EC DEV	215.00
10048838	02/25/2014	Printed		20401	SCHOLASTIC LIBRARY PUBLISHING	CIRCULATION MATERIALS-LIBRARY	828.10
10048839	02/25/2014	Printed		2047	SCOTT + PARTNERS	ARCH SVCS TRAIN STATION-EC DEV	455.00
10048840	02/25/2014	Printed		9636	SHELDON TRUCKS, INC.	TRUCK MAINT - STREET	162.71
10048841	02/25/2014	Printed		0482	SIGNALS RYG, INC.	TRAFFIC SIGNAL REPAIR-STREET	1,483.20
10048842	02/25/2014	Printed		2115	SOUTHWORTH-MILTON, INC.	PARTS-STREET	1.87
10048843	02/25/2014	Printed		21153	SOVERNET COMMUNICATIONS	PH & INTRNT-VARIOUS	597.58
10048844	02/25/2014	Printed		2124	STAPLES ADVANTAGE	SUPPLIES-VARIOUS	655.13
10048845	02/25/2014	Printed		9334	SUN RAY FIRE & SECURITY	RENWAL ALARM SYS-LIB	295.00
10048846	02/25/2014	Printed		0545	THE TECH GROUP	MG'D SERVS-ADM/PLAN	664.00
10048847	02/25/2014	Printed		2227	TI-SALES, INC.	WATER METERS-WATER/SANI	481.76
10048848	02/25/2014	Printed		9414	TOP HAT ENTERTAINMENT, INC	DEPOS BOUNCE CASTLE-BLK PRY	200.00
10048849	02/25/2014	Printed		2260	TROWEL TRADES SUPPLY INC.	DRYWALL-FIRE	142.16
10048850	02/25/2014	Printed		10481	TRUMBULL-NELSON CONST. CO.	WWTF REFURB-WWTF	114,861.78
10048851	02/25/2014	Printed		2330	UNIFIRST CORPORATION	FLOOR MATS-LH	81.40
10048852	02/25/2014	Printed		9727	UNUM LIFE INSURANCE CO OF AMER	INS PREMIUM-VARIOUS	674.45
10048853	02/25/2014	Printed		10070	VANASSE HANGEN BRUSTLIN INC	PROF SERVICES-CAP R	5,798.06
10048854	02/25/2014	Printed		23415	VERIZON WIRELESS	CELL PHONES-STREET	114.57
10048855	02/25/2014	Printed		10524	STATE OF VERMONT- DEC	RENEWAL APPLICATION-WATER	80.00
10048856	02/25/2014	Printed		2361	STATE OF VERMONT	STORMWATER PERMIT-STREET	508.80
10048857	02/25/2014	Printed		1000206	VILLAGE OF ESSEX JCT.	WATER & SEWER-VARIOUS	682.99
10048858	02/25/2014	Printed		2385	VT LEAGUE OF CITIES AND TOWNS	LOCAL GOV WRKSHOP ES-TRUSTEE	40.00
10048859	02/25/2014	Printed		0811	F.W. WEBB COMPANY	SUPPLIES - WWTF	24.69
10048860	02/25/2014	Printed		24851	DON WESTON EXCAVATING, INC	5 CRNRS SNOW REMOVAL-STREET	3,237.50
10048861	02/25/2014	Printed		9356	WILLIAMSON ELECTRICAL, INC	TEEN CENTER HEAT REPAIR-LH	90.00
10048862	02/25/2014	Printed		10319	WILLISTON WORKWEAR	JACKET - SANITATION	80.95
10048863	02/25/2014	Printed		2525	H.W. WILSON COMPANY	CIRCULATION MATERIALS-LIBRARY	420.00
10048864	02/25/2014	Printed		25261	MATTHEW WITTEN	JAN PERFORMANCES-LIB FRIENDS	300.00

# Check Register Report

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Date: 02/21/2014

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Village of Essex Junction

BANK:

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
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**Total Checks: 97**

**Checks Total (excluding void checks): 506,483.91**

**Total Payments: 97**

**Bank Total (excluding void checks): 506,483.91**

**Total Payments: 97**

**Grand Total (excluding void checks): 506,483.91**

CK#

BL -2/25/14

people' united bank --Master card statement 2/07/14

FY 14

\$1,059.25

## FY14 PURCHASES

tran date	MC company	acct	dept	descrip	\$\$\$	
1/7/2014	SETON ID SUPPLY	600 600 000 728 020	WWTF	SUPPLIES	\$ 0.64	A 90334
1/7/2014	SETON ID SUPPLY	600 600 000 728 020	WWTF	SUPPLIES	\$ 46.25	B 90335
1/8/2014	GAN*BURLINGTON FREE PRESS	100 100 000 723 000	ADMIN	NEWSPAPER	\$ 22.00	C 90336
1/7/2014	BIG LOTS	100 100 000 747 000	ADMIN	HOLIDAY SUPPLY TOTES	\$ 58.95	D 90337
1/9/2014	INDEPENDENT PIPE	600 600 000 728 020	WWTF	TEMP CHEMICAL PARTS	\$ 68.35	E 90338
1/10/2014	SETON ID SUPPLY	600 600 000 728 020	WWTF	SUPPLIES	\$ 13.90	F 90339
1/10/2014	VACUUM CITY	100 300 000 755 025	FIRE	STATION VACUUM	\$ 489.00	G 90340
1/14/2014	MAC'S	100 100 000 749 000	TRUSTEES	MEETING SUPPLIES	\$ 6.98	H 90341
1/24/2014	USPS POSTAL	100 800 000 735 000	LIBRARY	STAMPS	\$ 93.75	I 90342
1/27/2014	VERMONT GOV	100 800 000 735 000	LIBRARY	BACKGROUND CHECK	\$ 30.00	J 90343
1/27/2014	VERMONT GOV	100 800 000 735 000	LIBRARY	BACKGROUND CHECK	\$ 30.00	K 90344
1/28/2014	VZWRSS	100 100 000 725 000	ADMIN	BROADBAND, SMH	\$ 20.00	L 90345
1/28/2014	VZWRSS	100 100 000 725 000	ADMIN	BROADBAND, LM	\$ 20.00	M 90346
1/28/2014	MAC'S	100 200 000 723 000	LH	SUPPLIES	\$ 4.68	N1 90347
1/28/2014	MAC'S	100 100 000 749 000	TRUSTEES	MEETING SUPPLIES	\$ 6.49	N2 90348
1/29/2014	DROPBOX	600 600 000 723 000	WWTF	RENEWAL	\$ 99.00	O 90349
2/4/2014	SUMMIT SIGN& SAFETY	400 400 729 000	SANIT	HI VIS SAFETY VEST	\$ 49.26	P 90350
	PROJECT TRACKER					
		SUBJOB				
				ck #	TOTAL	\$ 1,059.25

**REVENUE/EXPENDITURE REPORT**  
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Village of Essex Junction

For the Period: 7/1/2013 to 2/28/2014	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 100 - GENERAL FUND							
Revenues							
Dept: 000.000							
Acct Class: 4000 Revenue							
401.000 PROPERTY TAXES-CURRENT	2,806,463.00	2,806,463.00	2,806,848.54	0.00	0.00	-385.54	100.0
402.000 STATE FOR VT PILOT & CURRENT U	2,500.00	2,500.00	2,891.52	2,891.52	0.00	-391.52	115.7
403.000 PENALTIES/INTEREST DELINQ. TAX	7,000.00	7,000.00	4,114.24	155.72	0.00	2,885.76	58.8
410.000 LICENSE AND ZONING FEE	35,000.00	35,000.00	76,688.00	690.00	0.00	-41,688.00	219.1
411.010 SERVICE FEE - WATER	111,336.00	111,336.00	55,668.00	0.00	0.00	55,668.00	50.0
411.020 SERVICE FEE - WWTP	55,668.00	55,668.00	27,834.00	0.00	0.00	27,834.00	50.0
411.030 SERVICE FEE - SANITATION	111,336.00	111,336.00	55,668.00	0.00	0.00	55,668.00	50.0
420.010 STATE DISTRICT COURT FINES	2,000.00	2,000.00	1,799.50	169.00	0.00	200.50	90.0
420.020 STATE HIGHWAY AID	100,000.00	100,000.00	86,826.62	0.00	0.00	13,173.38	86.8
420.030 EJSO TAX COLLECTION FEES	47,000.00	47,000.00	21,923.55	0.00	0.00	25,076.45	46.6
432.010 MISCELLANEOUS RECEIPTS	0.00	0.00	48.69	5.98	0.00	-48.69	0.0
432.015 PARKING SPACE FEES	4,800.00	4,800.00	3,200.00	400.00	0.00	1,600.00	66.7
432.030 MISCELLANEOUS FIRE RECEIPTS	10.00	10.00	0.00	0.00	0.00	10.00	0.0
432.051 BLOCK PARTY CONTRIBUTIONS	1,500.00	1,500.00	254.00	0.00	0.00	1,246.00	16.9
432.070 MISCELLANEOUS STREET RECEIPTS	3,500.00	3,500.00	3,449.40	100.00	0.00	50.60	98.6
432.080 MISCELLANEOUS LIBRARY RECEIPTS	600.00	600.00	216.00	0.00	0.00	384.00	36.0
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	1,000.00	1,000.00	1,108.12	0.00	0.00	-108.12	110.8
445.000 MISC. - UNCLASSIFIED RECEIPTS	5,000.00	5,000.00	7,076.12	1,552.33	0.00	-2,076.12	141.5
Revenue	3,309,713.00	3,309,713.00	3,155,614.30	5,964.55	0.00	154,098.70	95.3
Acct Class: 4900 GRANTS & DONATIONS							
432.033 OTHER DONATIONS	0.00	0.00	600.00	600.00	0.00	-600.00	0.0
432.081 BROWNELL LIBRARY GRANTS	0.00	0.00	1,928.00	0.00	0.00	-1,928.00	0.0
432.083 DONATIONS TO LIBRARY	0.00	0.00	10,482.46	0.00	0.00	-10,482.46	0.0
441.000 MISCELLANEOUS STATE GRANTS	0.00	0.00	2,273.24	0.00	0.00	-2,273.24	0.0
441.035 MUNICIPAL PLANNING GRANT	0.00	0.00	10,237.00	0.00	0.00	-10,237.00	0.0
441.036 CARING FOR CANOPY GRANT	0.00	0.00	4,250.00	0.00	0.00	-4,250.00	0.0
GRANTS & DONATIONS	0.00	0.00	29,770.70	600.00	0.00	-29,770.70	0.0
Acct Class: 5990 Non Operating Revenues							
410.150 Adult Replacement Receipts	0.00	0.00	967.56	0.00	0.00	-967.56	0.0
410.151 Juvenile Replacement Receipts	0.00	0.00	591.00	0.00	0.00	-591.00	0.0
Non Operating Revenues	0.00	0.00	1,558.56	0.00	0.00	-1,558.56	0.0
Dept: 000.000	3,309,713.00	3,309,713.00	3,186,943.56	6,564.55	0.00	122,769.44	96.3
Revenues	3,309,713.00	3,309,713.00	3,186,943.56	6,564.55	0.00	122,769.44	96.3
Expenditures							
Dept: 100.000 ADMINISTRATION							
Acct Class: 7000 Operating Expenses							
720.000 SALARIES REGULAR	325,729.00	325,729.00	165,276.59	19,665.61	0.00	160,452.41	50.7
720.004 MANAGER CONTRACT	0.00	0.00	35,893.84	4,486.73	0.00	-35,893.84	0.0
720.010 SALARIES OVERTIME	1,500.00	1,500.00	1,729.26	141.08	0.00	-229.26	115.3
720.020 SALARIES PART TIME	7,974.00	7,974.00	8,571.05	792.10	0.00	-597.05	107.5
720.022 SOCIAL SECURITY	26,568.00	26,568.00	13,396.57	1,546.83	0.00	13,171.43	50.4
720.024 UNEMPLOYMENT INSURANCE	1,186.00	1,186.00	667.04	284.92	0.00	518.96	56.2
720.026 WORKERS COMP INSURANCE	1,431.00	1,431.00	768.68	89.91	0.00	662.32	53.7
720.028 HEALTH INS & OTHER BENEFITS	75,626.00	75,626.00	34,603.26	3,775.36	0.00	41,022.74	45.8
720.030 RETIREMENT	32,573.00	32,573.00	15,932.60	1,906.56	0.00	16,640.40	48.9
720.032 LIABILITY & PROPERTY INS.	7,696.00	7,696.00	5,372.55	0.00	0.00	2,323.45	69.8
720.034 PUBLIC OFFICIALS LIABILITY INS	5,601.00	5,601.00	5,571.75	0.00	0.00	29.25	99.5
720.035 HEALTH IMPROV PROGRAMS	1,600.00	1,600.00	0.00	0.00	0.00	1,600.00	0.0
720.050 BOARD MEMBER FEES	2,500.00	2,500.00	1,250.00	0.00	0.00	1,250.00	50.0
723.000 SUPPLIES	6,700.00	6,700.00	3,364.85	0.00	0.00	3,335.15	50.2
723.001 POSTAGE	4,200.00	4,200.00	3,409.45	600.00	0.00	790.55	81.2
723.055 COMPUTER EXPENSES	16,915.00	16,915.00	12,814.50	444.88	0.00	4,100.50	75.8
724.000 TRAINING, CONFERENCES, DUES	10,734.00	10,734.00	3,289.88	104.89	0.00	7,444.12	30.6

## REVENUE/EXPENDITURE REPORT

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Village of Essex Junction

For the Period: 7/1/2013 to 2/28/2014	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							
725.000 TELEPHONE SERVICES	3,960.00	3,960.00	1,451.67	144.59	0.00	2,508.33	36.7
725.025 COMMUNICATIONS	13,331.00	13,331.00	15,734.58	489.00	0.00	-2,403.58	118.0
728.030 VEHICLE MAINTENANCE-TRAVEL	2,400.00	2,400.00	0.00	0.00	0.00	2,400.00	0.0
745.020 LEASED SERVICES	4,840.00	4,840.00	3,093.96	0.00	0.00	1,746.04	63.9
745.031 LEGAL SERVICES	15,000.00	15,000.00	6,286.50	1,287.00	0.00	8,713.50	41.9
745.039 OTHER PROFESSIONAL SERVICES	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.0
745.041 AUDIT	5,433.00	5,433.00	4,736.27	0.00	0.00	696.73	87.2
745.050 PRINTING AND ADVERTISING	5,800.00	5,800.00	3,021.41	145.00	0.00	2,778.59	52.1
745.055 PAY & CLASSIFICATION STUDY	3,500.00	3,500.00	0.00	0.00	0.00	3,500.00	0.0
745.057 ELECTIONS	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00	0.0
747.000 HOLIDAY EXPENSE	1,500.00	1,500.00	776.31	467.00	0.00	723.69	51.8
749.000 TRUSTEES EXPENDITURES	4,000.00	4,000.00	408.22	40.00	0.00	3,591.78	10.2
755.023 CAPITAL OUTLAY	8,000.00	8,000.00	4,708.01	0.00	0.00	3,291.99	58.9
Operating Expenses	598,797.00	598,797.00	352,128.80	36,411.46	0.00	246,668.20	58.8
ADMINISTRATION	598,797.00	598,797.00	352,128.80	36,411.46	0.00	246,668.20	58.8
Dept: 175.000 MISC TRANSFERS & EXPENDITUES							
Acct Class: 7000 Operating Expenses							
750.021 ROLLING STOCK FUND CONTRIB	173,624.00	173,624.00	86,812.00	0.00	0.00	86,812.00	50.0
750.022 CAP RESRV FND CONT - BEG 1993	391,427.00	391,427.00	195,713.50	0.00	0.00	195,713.50	50.0
750.026 EMP TERM BENEFITS TRANSFER	5,000.00	5,000.00	2,500.00	0.00	0.00	2,500.00	50.0
750.027 HALF PENNY FOR LDR TRUCK NOTE	50,000.00	50,000.00	25,000.00	0.00	0.00	25,000.00	50.0
Operating Expenses	620,051.00	620,051.00	310,025.50	0.00	0.00	310,025.50	50.0
MISC TRANSFERS & EXPENDITUES	620,051.00	620,051.00	310,025.50	0.00	0.00	310,025.50	50.0
Dept: 200.000 LINCOLN HALL							
Acct Class: 7000 Operating Expenses							
720.032 LIABILITY & PROPERTY INS.	5,404.00	5,404.00	4,318.50	0.00	0.00	1,085.50	79.9
723.000 SUPPLIES	1,800.00	1,800.00	1,342.70	0.00	0.00	457.30	74.6
723.065 WATER AND SEWER CHARGE	1,500.00	1,500.00	476.76	0.00	0.00	1,023.24	31.8
725.000 TELEPHONE SERVICES	460.00	460.00	321.66	40.24	0.00	138.34	69.9
726.000 ELECTRICAL SERVICE	6,000.00	6,000.00	4,184.10	1,276.04	0.00	1,815.90	69.7
727.000 HEATING/NATURAL GAS	7,000.00	7,000.00	3,811.15	1,023.12	0.00	3,188.85	54.4
728.000 MAINT. BUILDINGS/GROUNDS	7,000.00	7,000.00	7,049.38	820.00	0.00	-49.38	100.7
745.005 RUBBISH REMOVAL	1,785.00	1,785.00	1,112.00	150.00	0.00	673.00	62.3
745.014 CONTRACT SERVICES	7,503.00	7,503.00	4,976.05	713.25	0.00	2,526.95	66.3
755.023 CAPITAL OUTLAY	0.00	0.00	10,948.49	0.00	0.00	-10,948.49	0.0
Operating Expenses	38,452.00	38,452.00	38,540.79	4,022.65	0.00	-88.79	100.2
LINCOLN HALL	38,452.00	38,452.00	38,540.79	4,022.65	0.00	-88.79	100.2
Dept: 300.000 FIRE DEPARTMENT							
Acct Class: 7000 Operating Expenses							
720.021 SALARIES - FIREFIGHTERS	134,400.00	134,400.00	71,910.98	0.00	0.00	62,489.02	53.5
720.022 SOCIAL SECURITY	10,282.00	10,282.00	5,501.23	0.00	0.00	4,780.77	53.5
720.026 WORKERS COMP INSURANCE	25,685.00	25,685.00	6,989.86	0.00	0.00	18,695.14	27.2
720.029 ACCIDENT & DISABILITY INS.	3,600.00	3,600.00	3,300.00	0.00	0.00	300.00	91.7
720.032 LIABILITY & PROPERTY INS.	6,675.00	6,675.00	5,693.69	0.00	0.00	981.31	85.3
723.000 SUPPLIES	2,400.00	2,400.00	1,771.97	0.00	0.00	628.03	73.8
723.016 EMS SUPPLIES	1,500.00	1,500.00	632.19	0.00	0.00	867.81	42.1
723.020 GAS, GREASE AND OIL	6,000.00	6,000.00	3,316.99	0.00	0.00	2,683.01	55.3
723.065 WATER AND SEWER CHARGE	900.00	900.00	667.60	0.00	0.00	232.40	74.2
724.000 TRAINING, CONFERENCES, DUES	5,000.00	5,000.00	2,300.90	739.00	0.00	2,699.10	46.0
725.000 TELEPHONE SERVICES	3,800.00	3,800.00	2,250.95	13.63	0.00	1,549.05	59.2
726.000 ELECTRICAL SERVICE	6,400.00	6,400.00	4,932.75	0.00	0.00	1,467.25	77.1
727.000 HEATING/NATURAL GAS	6,000.00	6,000.00	2,523.11	0.00	0.00	3,476.89	42.1
728.000 MAINT. BUILDINGS/GROUNDS	6,000.00	6,000.00	5,777.19	142.16	0.00	222.81	96.3

**REVENUE/EXPENDITURE REPORT**  
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Village of Essex Junction

For the Period: 7/1/2013 to 2/28/2014	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 100 - GENERAL FUND							
Expenditures							
Dept: 300.000 FIRE DEPARTMENT							
Acct Class: 7000 Operating Expenses							
728.010 RADIO MAINTENANCE	2,000.00	2,000.00	530.00	0.00	0.00	1,470.00	26.5
728.020 MAINTENANCE OTHER	11,916.00	11,916.00	10,012.21	489.52	0.00	1,903.79	84.0
728.030 VEHICLE MAINTENANCE-TRAVEL	9,000.00	9,000.00	8,419.14	0.00	0.00	580.86	93.5
728.038 EMERGENCY GENERATOR MAINT	650.00	650.00	500.00	0.00	0.00	150.00	76.9
729.000 UNIFORMS,BOOTS,ETC	18,500.00	18,500.00	18,564.13	326.82	0.00	-64.13	100.3
729.052 FIRE PREVENTION	2,000.00	2,000.00	2,238.76	347.90	0.00	-238.76	111.9
743.051 PHYSICAL EXAMS	6,000.00	6,000.00	5,578.00	360.00	0.00	422.00	93.0
743.058 EMPLOYEE ASSISTANCE PROGRAM	900.00	900.00	648.00	0.00	0.00	252.00	72.0
755.022 NEW EQUIPMENT-RADIOS	3,100.00	3,100.00	2,348.99	0.00	0.00	751.01	75.8
755.025 ROUTINE EQUIPMENT PURCHASES	14,500.00	14,500.00	11,779.16	1,487.70	0.00	2,720.84	81.2
Operating Expenses	287,208.00	287,208.00	178,187.80	3,906.73	0.00	109,020.20	62.0
FIRE DEPARTMENT	287,208.00	287,208.00	178,187.80	3,906.73	0.00	109,020.20	62.0
Dept: 700.000 STREET DEPARTMENT							
Acct Class: 7000 Operating Expenses							
720.000 SALARIES REGULAR	197,160.00	197,160.00	113,521.65	13,305.93	0.00	83,638.35	57.6
720.010 SALARIES OVERTIME	15,000.00	15,000.00	11,515.92	943.73	0.00	3,484.08	76.8
720.020 SALARIES PART TIME	18,590.00	18,590.00	10,815.09	349.02	0.00	7,774.91	58.2
720.022 SOCIAL SECURITY	17,867.00	17,867.00	9,980.89	1,078.20	0.00	7,886.11	55.9
720.024 UNEMPLOYMENT INSURANCE	1,086.00	1,086.00	605.49	195.93	0.00	480.51	55.8
720.026 WORKERS COMP INSURANCE	12,182.00	12,182.00	8,846.95	983.18	0.00	3,335.05	72.6
720.028 HEALTH INS & OTHER BENEFITS	82,729.00	82,729.00	40,227.29	3,397.33	0.00	42,501.71	48.6
720.030 RETIREMENT	19,716.00	19,716.00	10,599.95	1,007.34	0.00	9,116.05	53.8
720.032 LIABILITY & PROPERTY INS.	13,878.00	13,878.00	10,570.55	-1,137.00	0.00	3,307.45	76.2
723.000 SUPPLIES	20,000.00	20,000.00	8,232.68	182.98	0.00	11,767.32	41.2
723.010 WINTER MAINTENANCE	75,000.00	75,000.00	90,756.51	8,634.43	0.00	-15,756.51	121.0
723.012 PAVEMENT MAINTENANCE	15,000.00	15,000.00	11,520.15	938.75	0.00	3,479.85	76.8
723.014 GRAVEL,TOPSOIL	4,000.00	4,000.00	1,738.64	0.00	0.00	2,261.36	43.5
723.015 SIGNS AND POSTS	5,500.00	5,500.00	821.97	0.00	0.00	4,678.03	14.9
723.020 GAS,GREASE AND OIL	22,000.00	22,000.00	20,979.14	0.00	0.00	1,020.86	95.4
723.065 WATER AND SEWER CHARGE	2,500.00	2,500.00	522.94	0.00	0.00	1,977.06	20.9
724.000 TRAINING, CONFERENCES, DUES	500.00	500.00	60.46	0.00	0.00	439.54	12.1
725.000 TELEPHONE SERVICES	1,900.00	1,900.00	1,492.43	0.00	0.00	407.57	78.5
726.000 ELECTRICAL SERVICE	4,500.00	4,500.00	1,773.27	0.00	0.00	2,726.73	39.4
726.035 STREET LIGHTS	127,000.00	127,000.00	74,727.31	8,605.09	0.00	52,272.69	58.8
726.037 TRAFFIC LIGHTS	5,700.00	5,700.00	3,160.74	56.06	0.00	2,539.26	55.5
727.000 HEATING/NATURAL GAS	4,000.00	4,000.00	1,602.59	816.56	0.00	2,397.41	40.1
728.000 MAINT. BUILDINGS/GROUNDS	2,500.00	2,500.00	474.76	0.00	0.00	2,025.24	19.0
728.010 RADIO MAINTENANCE	200.00	200.00	0.00	0.00	0.00	200.00	0.0
728.020 MAINTENANCE OTHER	1,000.00	1,000.00	453.79	0.00	0.00	546.21	45.4
728.030 VEHICLE MAINTENANCE-TRAVEL	32,000.00	32,000.00	14,686.82	76.08	0.00	17,313.18	45.9
728.033 STREETSCAPE MAINT./IMP	6,000.00	6,000.00	2,220.82	0.00	0.00	3,779.18	37.0
728.036 VILLAGE GARDEN SPOTS	3,650.00	3,650.00	143.98	0.00	0.00	3,506.02	3.9
728.037 TRAFFIC/STREET LIGHT MAINT.	8,000.00	8,000.00	2,921.81	110.90	0.00	5,078.19	36.5
728.041 MEMORIAL PARK	3,500.00	3,500.00	1,125.82	0.00	0.00	2,374.18	32.2
728.043 STREET MARKINGS	5,000.00	5,000.00	4,103.87	0.00	0.00	896.13	82.1
729.000 UNIFORMS,BOOTS,ETC	4,500.00	4,500.00	2,045.79	25.00	0.00	2,454.21	45.5
735.000 INTERVIEW COSTS	0.00	0.00	1,026.50	554.50	0.00	-1,026.50	0.0
745.005 RUBBISH REMOVAL	6,200.00	6,200.00	3,022.94	478.34	0.00	3,177.06	48.8
745.014 CONTRACT SERVICES	0.00	0.00	8,772.50	3,237.50	0.00	-8,772.50	0.0
745.030 EQUIPMENT RENTALS	1,000.00	1,000.00	54.00	0.00	0.00	946.00	5.4
745.044 ENGINEERING SERVICES	15,000.00	15,000.00	23,180.58	0.00	0.00	-8,180.58	154.5
755.011 TRAFFIC CALMING	4,000.00	4,000.00	0.00	0.00	0.00	4,000.00	0.0
755.023 CAPITAL OUTLAY	9,000.00	9,000.00	7,361.23	0.00	0.00	1,638.77	81.8
760.032 SIDEWALK AND CURB MAINTENANCE	3,000.00	3,000.00	4,096.83	0.00	0.00	-1,096.83	136.6
760.033 STORM SEWER MAINTENANCE	8,500.00	8,500.00	19,673.46	0.00	0.00	-11,173.46	231.5
760.034 STORM SEWER PERMIT FEES	3,000.00	3,000.00	628.80	508.80	0.00	2,371.20	21.0
760.035 STORM SEWER PUBLIC EDUCATION	9,500.00	9,500.00	8,912.00	0.00	0.00	588.00	93.8

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Village of Essex Junction

For the Period: 7/1/2013 to 2/28/2014	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 100 - GENERAL FUND							
Expenditures							
Dept: 700.000 STREET DEPARTMENT							
Operating Expenses	791,358.00	791,358.00	538,978.91	44,348.65	0.00	252,379.09	68.1
STREET DEPARTMENT	791,358.00	791,358.00	538,978.91	44,348.65	0.00	252,379.09	68.1
Dept: 800.000 BROWNELL LIBRARY							
Acct Class: 7000 Operating Expenses							
720.000 SALARIES REGULAR	305,811.00	305,811.00	196,090.68	23,183.34	0.00	109,720.32	64.1
720.020 SALARIES PART TIME	89,012.00	89,012.00	54,887.79	6,416.81	0.00	34,124.21	61.7
720.022 SOCIAL SECURITY	30,365.00	30,365.00	18,912.37	2,164.84	0.00	11,452.63	62.3
720.024 UNEMPLOYMENT INSURANCE	2,384.00	2,384.00	1,328.84	402.56	0.00	1,055.16	55.7
720.026 WORKERS COMP INSURANCE	1,588.00	1,588.00	1,098.96	127.26	0.00	489.04	69.2
720.028 HEALTH INS & OTHER BENEFITS	70,891.00	70,891.00	43,900.42	6,049.74	0.00	26,990.58	61.9
720.030 RETIREMENT	30,581.00	30,581.00	19,374.10	2,327.28	0.00	11,206.90	63.4
720.032 LIABILITY & PROPERTY INS.	9,972.00	9,972.00	9,025.02	0.00	0.00	946.98	90.5
723.000 SUPPLIES	12,000.00	12,000.00	6,313.28	14.00	0.00	5,686.72	52.6
723.001 POSTAGE	2,500.00	2,500.00	2,277.82	0.00	0.00	222.18	91.1
723.055 COMPUTER EXPENSES	3,000.00	3,000.00	0.00	0.00	0.00	3,000.00	0.0
723.065 WATER AND SEWER CHARGE	500.00	500.00	303.28	0.00	0.00	196.72	60.7
724.000 TRAINING, CONFERENCES, DUES	5,000.00	5,000.00	627.86	0.00	0.00	4,372.14	12.6
725.000 TELEPHONE SERVICES	1,200.00	1,200.00	696.77	87.18	0.00	503.23	58.1
725.030 TECHNOLOGY ACCESS	6,000.00	6,000.00	4,609.94	69.45	0.00	1,390.06	76.8
726.000 ELECTRICAL SERVICE	14,250.00	14,250.00	7,968.49	0.00	0.00	6,281.51	55.9
727.000 HEATING/NATURAL GAS	7,400.00	7,400.00	3,513.86	0.00	0.00	3,886.14	47.5
728.000 MAINT. BUILDINGS/GROUNDS	12,000.00	12,000.00	11,122.91	820.83	0.00	877.09	92.7
728.050 ALARM SYSTEM MAINTENANCE	700.00	700.00	416.25	221.25	0.00	283.75	59.5
735.000 INTERVIEW COSTS	100.00	100.00	655.75	0.00	0.00	-555.75	655.8
745.014 CONTRACT SERVICES	23,225.00	23,225.00	13,203.64	1,988.50	0.00	10,021.36	56.9
745.021 ADULT PROGRAMS	0.00	0.00	3.38	-74.00	0.00	-3.38	0.0
745.022 CHILDRENS PROGRAMS	3,000.00	3,000.00	2,262.54	9.47	0.00	737.46	75.4
755.014 COMPUTER REPLACEMENT	6,500.00	6,500.00	0.00	0.00	0.00	6,500.00	0.0
755.020 ADULT COLLECTION-PRINT & ELECT	31,000.00	31,000.00	24,868.88	361.61	0.00	6,131.12	80.2
755.021 JUVEN COLLECTION-PRNT & ELECTR	15,500.00	15,500.00	13,809.83	743.68	0.00	1,690.17	89.1
Operating Expenses	684,479.00	684,479.00	437,272.66	44,913.80	0.00	247,206.34	63.9
BROWNELL LIBRARY	684,479.00	684,479.00	437,272.66	44,913.80	0.00	247,206.34	63.9
Dept: 900.000 PLANNING AND ZONING DEPT.							
Acct Class: 7000 Operating Expenses							
720.000 SALARIES REGULAR	129,436.00	129,436.00	82,608.83	9,566.40	0.00	46,827.17	63.8
720.010 SALARIES OVERTIME	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	0.0
720.022 SOCIAL SECURITY	10,305.00	10,305.00	6,394.30	725.00	0.00	3,910.70	62.1
720.024 UNEMPLOYMENT INSURANCE	435.00	435.00	265.64	132.82	0.00	169.36	61.1
720.026 WORKERS COMP INSURANCE	506.00	506.00	1,267.66	146.50	0.00	-761.66	250.5
720.028 HEALTH INS & OTHER BENEFITS	33,038.00	33,038.00	20,914.47	2,153.22	0.00	12,123.53	63.3
720.030 RETIREMENT	12,944.00	12,944.00	8,210.88	956.64	0.00	4,733.12	63.4
720.032 LIABILITY & PROPERTY INS.	2,147.00	2,147.00	2,067.31	0.00	0.00	79.69	96.3
720.034 PUBLIC OFFICIALS LIABILITY INS	5,600.00	5,600.00	5,571.75	0.00	0.00	28.25	99.5
720.050 BOARD MEMBER FEES	3,600.00	3,600.00	1,800.00	0.00	0.00	1,800.00	50.0
723.000 SUPPLIES	2,500.00	2,500.00	724.94	0.00	0.00	1,775.06	29.0
723.001 POSTAGE	1,000.00	1,000.00	185.02	0.00	0.00	814.98	18.5
723.055 COMPUTER EXPENSES	4,705.00	4,705.00	2,208.57	219.12	0.00	2,496.43	46.9
724.000 TRAINING, CONFERENCES, DUES	4,500.00	4,500.00	1,348.23	41.45	0.00	3,151.77	30.0
725.000 TELEPHONE SERVICES	1,524.00	1,524.00	1,003.61	31.99	0.00	520.39	65.9
725.025 COMMUNICATIONS	2,000.00	2,000.00	1,370.00	190.00	0.00	630.00	68.5
728.030 VEHICLE MAINTENANCE-TRAVEL	3,000.00	3,000.00	1,600.00	200.00	0.00	1,400.00	53.3
745.031 LEGAL SERVICES	14,000.00	14,000.00	66.00	0.00	0.00	13,934.00	0.5
745.039 OTHER PROFESSIONAL SERVICES	4,000.00	4,000.00	0.00	0.00	0.00	4,000.00	0.0
745.050 PRINTING AND ADVERTISING	5,000.00	5,000.00	1,189.42	87.00	0.00	3,810.58	23.8
745.051 RECORDING FEES	2,500.00	2,500.00	1,360.00	0.00	0.00	1,140.00	54.4



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Village of Essex Junction

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Fund: 100 - GENERAL FUND							
Expenditures							
Dept: 900.000 PLANNING AND ZONING DEPT.							
Operating Expenses	244,740.00	244,740.00	140,156.63	14,450.14	0.00	104,583.37	57.3
PLANNING AND ZONING DEPT.	244,740.00	244,740.00	140,156.63	14,450.14	0.00	104,583.37	57.3
Dept: 910.000 ECONOMIC DEVELOPMENT							
Acct Class: 7000 Operating Expenses							
720.000 SALARIES REGULAR	35,196.00	35,196.00	22,376.98	2,697.61	0.00	12,819.02	63.6
720.022 SOCIAL SECURITY	2,696.00	2,696.00	1,811.41	194.88	0.00	884.59	67.2
720.024 UNEMPLOYMENT INSURANCE	250.00	250.00	73.36	36.68	0.00	176.64	29.3
720.026 WORKERS COMP INSURANCE	149.00	149.00	103.13	11.60	0.00	45.87	69.2
720.028 HEALTH INS & OTHER BENEFITS	4,967.00	4,967.00	5,684.37	1,111.05	0.00	-717.37	114.4
720.030 RETIREMENT	3,520.00	3,520.00	2,237.70	269.76	0.00	1,282.30	63.6
745.025 BLOCK PARTY EXPENSE	7,000.00	7,000.00	6,709.68	70.00	0.00	290.32	95.9
745.040 COMMUNITY EVENTS & PROGRAMS	5,850.00	5,850.00	3,119.32	0.00	0.00	2,730.68	53.3
745.054 ANNUAL SUPPORT OF ORGNIZATIONS	9,000.00	9,000.00	8,920.00	0.00	0.00	80.00	99.1
748.000 NEW PROGRAMS	2,000.00	2,000.00	455.00	455.00	0.00	1,545.00	22.8
748.010 MATCHING GRANT FUNDS	9,000.00	9,000.00	482.55	0.00	0.00	8,517.45	5.4
Operating Expenses	79,628.00	79,628.00	51,973.50	4,846.58	0.00	27,654.50	65.3
ECONOMIC DEVELOPMENT	79,628.00	79,628.00	51,973.50	4,846.58	0.00	27,654.50	65.3
Dept: 920.000 GRANT & OTH UNANTC. EXPENDITUR							
Acct Class: 7000 Operating Expenses							
755.020 ADULT COLLECTION-PRINT & ELECT	0.00	0.00	613.30	24.28	0.00	-613.30	0.0
755.021 JUVEN COLLECTION-PRNT & ELECTR	0.00	0.00	378.99	0.00	0.00	-378.99	0.0
759.010 Library Grant Expenditures	0.00	0.00	500.00	0.00	0.00	-500.00	0.0
759.011 LIBRARY DONATION EXPENDITURES	0.00	0.00	6,785.63	411.59	0.00	-6,785.63	0.0
759.032 STATE GRANT EXPENDITURES	0.00	0.00	4,000.00	0.00	0.00	-4,000.00	0.0
759.070 STREET DEPT GRANT EXPENDITURES	0.00	0.00	600.00	0.00	0.00	-600.00	0.0
Operating Expenses	0.00	0.00	12,877.92	435.87	0.00	-12,877.92	0.0
GRANT & OTH UNANTC. EXPENDITUR	0.00	0.00	12,877.92	435.87	0.00	-12,877.92	0.0
Expenditures	3,344,713.00	3,344,713.00	2,060,142.51	153,335.88	0.00	1,284,570.49	61.6
Net Effect for GENERAL FUND	-35,000.00	-35,000.00	1,126,801.05	-146,771.33	0.00	-1,161,801.05	3,219.4
Change in Fund Balance:			1,126,801.05				
Fund: 152 - GEN FUND ROLLING STOCK RESERVE							
Revenues							
Dept: 000.000							
Acct Class: 4000 Revenue							
440.000 INTEREST EARNINGS	0.00	0.00	132.58	0.00	0.00	-132.58	0.0
599.000 CONTRIB FROM GENERAL FUND	0.00	0.00	111,812.00	0.00	0.00	-111,812.00	0.0
Revenue	0.00	0.00	111,944.58	0.00	0.00	-111,944.58	0.0
Acct Class: 4900 GRANTS & DONATIONS							
432.095 FROM TOWN FOR LADDER TRUCK	0.00	0.00	100,000.00	0.00	0.00	-100,000.00	0.0
GRANTS & DONATIONS	0.00	0.00	100,000.00	0.00	0.00	-100,000.00	0.0
Dept: 000.000	0.00	0.00	211,944.58	0.00	0.00	-211,944.58	0.0
Revenues	0.00	0.00	211,944.58	0.00	0.00	-211,944.58	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

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Fund: 152 - GEN FUND ROLLING STOCK RESERVE								
Expenditures								
Dept: 000.000								
Acct Class: 7000 Operating Expenses								
720.040	INTEREST EXPENSE	0.00	0.00	3,255.26	0.00	0.00	-3,255.26	0.0
Operating Expenses								
Acct Class: 8000 Capital Projects								
750.704	LOADER	0.00	0.00	96,034.00	0.00	0.00	-96,034.00	0.0
750.721	SWEEPER (13)	0.00	0.00	211,275.28	0.00	0.00	-211,275.28	0.0
750.722	TRUCK #4 REPLACEMENT	0.00	0.00	30,284.79	0.00	0.00	-30,284.79	0.0
750.723	Truck #6 Replacement	0.00	0.00	6,100.00	0.00	0.00	-6,100.00	0.0
Capital Projects								
Dept: 000.000								
Expenditures								
Net Effect for GEN FUND ROLLING STOCK RESERVE								
Change in Fund Balance:								
Fund: 159 - Veterans Memorial Park								
Revenues								
Dept: 000.000								
Acct Class: 4000 Revenue								
440.000	INTEREST EARNINGS	0.00	0.00	5.08	0.00	0.00	-5.08	0.0
Revenue								
Dept: 000.000								
Revenues								
Expenditures								
Dept: 000.000								
Acct Class: 7000 Operating Expenses								
755.023	CAPITAL OUTLAY	0.00	0.00	710.00	0.00	0.00	-710.00	0.0
Operating Expenses								
Dept: 000.000								
Expenditures								
Net Effect for Veterans Memorial Park								
Change in Fund Balance:								
Fund: 200 - GEN FUND CAPITAL RESERVE FUND								
Revenues								
Dept: 000.000								
Acct Class: 4000 Revenue								
440.000	INTEREST EARNINGS	0.00	0.00	237.68	0.00	0.00	-237.68	0.0
441.033	LNCS SDWLK GRNT CA0313INVI	0.00	0.00	7,472.67	0.00	0.00	-7,472.67	0.0
441.034	CRES CNCTR GRANT STP 5300(13)	0.00	0.00	260,998.33	0.00	0.00	-260,998.33	0.0
599.000	CONTRIB FROM GENERAL FUND	0.00	0.00	195,713.50	0.00	0.00	-195,713.50	0.0
Revenue								
Dept: 000.000								
Revenues								
Expenditures								

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<b>Fund: 200 - GEN FUND CAPITAL RESERVE FUND</b>							
<b>Expenditures</b>							
Dept: 000.000							
Acct Class: 8000 Capital Projects							
750.155 MULTI-USE PATH NORTH	0.00	0.00	16,313.36	0.00	0.00	-16,313.36	0.0
750.169 CRESCENT CONNECTOR	0.00	0.00	217,345.78	17,590.44	0.00	-217,345.78	0.0
750.171 LINCOLN ST. SDWLK EXTENSION	0.00	0.00	280,128.17	0.00	0.00	-280,128.17	0.0
750.175 VILLAGE OFFICE RENOVATIONS	0.00	0.00	19,386.50	0.00	0.00	-19,386.50	0.0
750.176 FIRE HOUSE ROOF	0.00	0.00	23,555.00	0.00	0.00	-23,555.00	0.0
750.177 WOODS END RECONSTRUCTION (14)	0.00	0.00	17,967.50	0.00	0.00	-17,967.50	0.0
750.700 CAPITAL RES. PAVING	0.00	0.00	124,176.43	0.00	0.00	-124,176.43	0.0
Capital Projects	0.00	0.00	698,872.74	17,590.44	0.00	-698,872.74	0.0
Dept: 000.000	0.00	0.00	698,872.74	17,590.44	0.00	-698,872.74	0.0
Expenditures	0.00	0.00	698,872.74	17,590.44	0.00	-698,872.74	0.0
Net Effect for GEN FUND CAPITAL RESERVE FUND	0.00	0.00	-234,450.56	-17,590.44	0.00	234,450.56	0.0
Change in Fund Balance:			-234,450.56				
<b>Fund: 210 - LAND ACQUISITION FUND</b>							
<b>Revenues</b>							
Dept: 000.000							
Acct Class: 4000 Revenue							
440.000 INTEREST EARNINGS	0.00	0.00	103.31	0.00	0.00	-103.31	0.0
Revenue	0.00	0.00	103.31	0.00	0.00	-103.31	0.0
Dept: 000.000	0.00	0.00	103.31	0.00	0.00	-103.31	0.0
Revenues	0.00	0.00	103.31	0.00	0.00	-103.31	0.0
<b>Expenditures</b>							
Dept: 000.000							
Acct Class: 7000 Operating Expenses							
750.010 CONTRIB FOR WHIT FARM EASEMENT	0.00	0.00	20,000.00	0.00	0.00	-20,000.00	0.0
Operating Expenses	0.00	0.00	20,000.00	0.00	0.00	-20,000.00	0.0
Dept: 000.000	0.00	0.00	20,000.00	0.00	0.00	-20,000.00	0.0
Expenditures	0.00	0.00	20,000.00	0.00	0.00	-20,000.00	0.0
Net Effect for LAND ACQUISITION FUND	0.00	0.00	-19,896.69	0.00	0.00	19,896.69	0.0
Change in Fund Balance:			-19,896.69				
<b>Fund: 230 - WATER FUND</b>							
<b>Revenues</b>							
Dept: 000.000							
Acct Class: 4000 Revenue							
440.000 INTEREST EARNINGS	0.00	0.00	148.47	0.00	0.00	-148.47	0.0
445.000 MISC. - UNCLASSIFIED RECEIPTS	0.00	0.00	1,956.00	0.00	0.00	-1,956.00	0.0
465.010 SALE OF WATER-RESIDENTIAL	787,839.00	787,839.00	496,723.26	0.00	0.00	291,115.74	63.0
465.020 WATER SALES - LARGE USERS	87,413.00	87,413.00	56,683.53	8,263.50	0.00	30,729.47	64.8
465.040 WATER BILLING PENALTIES	3,500.00	3,500.00	1,988.97	0.00	0.00	1,511.03	56.8
465.045 WATER RECONNECT FEES	0.00	0.00	162.50	0.00	0.00	-162.50	0.0
465.050 MISCELLANEOUS WATER RECEIPTS	15,000.00	15,000.00	7,700.00	0.00	0.00	7,300.00	51.3
Revenue	893,752.00	893,752.00	565,362.73	8,263.50	0.00	328,389.27	63.3
Acct Class: 4650 IBM Water Pass Thru Rev							
465.015 SALE OF WATER-IBM	2,149,120.00	2,149,120.00	1,463,856.08	202,731.20	0.00	685,263.92	68.1
465.017 SALE OF WATER - IBM VT TAX	41,931.00	41,931.00	35,057.09	4,836.90	0.00	6,873.91	83.6

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Village of Essex Junction

For the Period: 7/1/2013 to 2/28/2014	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
<b>Fund: 230 - WATER FUND</b>							
<b>Revenues</b>							
Dept: 000.000							
IBM Water Pass Thru Rev	2,191,051.00	2,191,051.00	1,498,913.17	207,568.10	0.00	692,137.83	68.4
Acct Class: 5990 Non Operating Revenues							
440.010 Interest Earned - Capital Res	0.00	0.00	29.84	0.00	0.00	-29.84	0.0
465.055 CURRENT YR CONTRIBUTION INCOME	0.00	0.00	55,000.00	0.00	0.00	-55,000.00	0.0
Non Operating Revenues	0.00	0.00	55,029.84	0.00	0.00	-55,029.84	0.0
Dept: 000.000	3,084,803.00	3,084,803.00	2,119,305.74	215,831.60	0.00	965,497.26	68.7
Revenues	3,084,803.00	3,084,803.00	2,119,305.74	215,831.60	0.00	965,497.26	68.7
<b>Expenditures</b>							
Dept: 650.000 WATER DEPARTMENT							
Acct Class: 7000 Operating Expenses							
720.000 SALARIES REGULAR	102,349.00	102,349.00	65,158.11	7,756.13	0.00	37,190.89	63.7
720.010 SALARIES OVERTIME	12,300.00	12,300.00	10,944.09	2,077.13	0.00	1,355.91	89.0
720.020 SALARIES PART TIME	4,729.00	4,729.00	3,313.45	174.51	0.00	1,415.55	70.1
720.022 SOCIAL SECURITY	9,239.00	9,239.00	5,891.66	741.38	0.00	3,347.34	63.8
720.024 UNEMPLOYMENT INSURANCE	564.00	564.00	311.12	136.11	0.00	252.88	55.2
720.026 WORKERS COMP INSURANCE	4,447.00	4,447.00	4,028.21	482.17	0.00	418.79	90.6
720.028 HEALTH INS & OTHER BENEFITS	42,180.00	42,180.00	25,230.51	2,526.14	0.00	16,949.49	59.8
720.030 RETIREMENT	10,235.00	10,235.00	6,369.35	760.87	0.00	3,865.65	62.2
720.032 LIABILITY & PROPERTY INS.	3,305.00	3,305.00	2,960.45	0.00	0.00	344.55	89.6
720.040 INTEREST EXPENSE	100.00	100.00	0.00	0.00	0.00	100.00	0.0
723.000 SUPPLIES	5,000.00	5,000.00	1,782.48	50.08	0.00	3,217.52	35.6
723.001 POSTAGE :	1,500.00	1,500.00	1,109.32	0.00	0.00	390.68	74.0
723.020 GAS, GREASE AND OIL	2,800.00	2,800.00	2,244.76	0.00	0.00	555.24	80.2
723.041 METERS AND PARTS	2,000.00	2,000.00	607.92	0.00	0.00	1,392.08	30.4
723.042 DISTRIBUTION MATERIALS	8,000.00	8,000.00	1,272.35	285.19	0.00	6,727.65	15.9
723.055 COMPUTER EXPENSES	600.00	600.00	1,066.80	0.00	0.00	-466.80	177.8
723.065 WATER AND SEWER CHARGE	350.00	350.00	408.94	0.00	0.00	-58.94	116.8
724.000 TRAINING, CONFERENCES, DUES	2,000.00	2,000.00	712.50	0.00	0.00	1,287.50	35.6
726.000 ELECTRICAL SERVICE	650.00	650.00	340.70	0.00	0.00	309.30	52.4
727.000 HEATING/NATURAL GAS	3,500.00	3,500.00	1,369.38	0.00	0.00	2,130.62	39.1
728.020 MAINTENANCE OTHER	1,000.00	1,000.00	1,116.48	331.63	0.00	-116.48	111.6
728.034 WATER LINES MAINT-BREAKS	16,000.00	16,000.00	232.50	0.00	0.00	15,767.50	1.5
729.000 UNIFORMS, BOOTS, ETC	1,000.00	1,000.00	645.94	0.00	0.00	354.06	64.6
745.014 CONTRACT SERVICES	111,336.00	111,336.00	55,668.00	0.00	0.00	55,668.00	50.0
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	3,293.00	3,293.00	2,829.46	0.00	0.00	463.54	85.9
745.042 CWD WATER PURCHASE	424,297.00	424,297.00	248,321.05	0.00	0.00	175,975.95	58.5
745.050 PRINTING AND ADVERTISING	1,700.00	1,700.00	533.85	0.00	0.00	1,166.15	31.4
750.020 TRANS TO CAPITAL RESERVE	110,000.00	110,000.00	55,000.00	0.00	0.00	55,000.00	50.0
770.510 STATE WATER TAX	8,278.00	8,278.00	5,924.64	0.00	0.00	2,353.36	71.6
Operating Expenses	893,752.00	893,752.00	505,394.02	15,321.34	0.00	388,357.98	56.5
Acct Class: 7800 IBM Water Costs							
745.043 CWD Water Purchase - IBM	2,149,120.00	2,149,120.00	1,293,464.80	0.00	0.00	855,655.20	60.2
770.511 State Water Tax - IBM	41,931.00	41,931.00	30,860.37	0.00	0.00	11,070.63	73.6
IBM Water Costs	2,191,051.00	2,191,051.00	1,324,325.17	0.00	0.00	866,725.83	60.4
Acct Class: 8000 Capital Projects							
750.211 METER REPLACEMENT PROGRAM	0.00	0.00	46,291.56	160.59	0.00	-46,291.56	0.0
750.426 UTILITY RATE STUDY	0.00	0.00	256.91	0.00	0.00	-256.91	0.0
Capital Projects	0.00	0.00	46,548.47	160.59	0.00	-46,548.47	0.0
WATER DEPARTMENT	3,084,803.00	3,084,803.00	1,876,267.66	15,481.93	0.00	1,208,535.34	60.8

**REVENUE/EXPENDITURE REPORT**  
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Village of Essex Junction

For the Period: 7/1/2013 to 2/28/2014	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 230 - WATER FUND							
Expenditures	3,084,803.00	3,084,803.00	1,876,267.66	15,481.93	0.00	1,208,535.34	60.8
Net Effect for WATER FUND	0.00	0.00	243,038.08	200,349.67	0.00	-243,038.08	0.0
Change in Fund Balance:			243,038.08				
Fund: 400 - SANITATION FUND							
Revenues							
Dept: 000.000							
Acct Class: 4000 Revenue							
432.040 MISCELLANEOUS SEWER RECEIPTS	20,000.00	20,000.00	25,000.00	0.00	0.00	-5,000.00	125.0
440.000 INTEREST EARNINGS	0.00	0.00	117.98	0.00	0.00	-117.98	0.0
442.000 ESSEX PUMP STATION FEES	25,075.00	25,075.00	15,019.11	0.00	0.00	10,055.89	59.9
442.010 2 PARY AGREEMNT REV	15,000.00	15,000.00	7,500.00	0.00	0.00	7,500.00	50.0
500.000 ANNUAL CUSTOMER CHARGE	391,670.00	391,670.00	345,348.47	-1,864.80	0.00	46,321.53	88.2
500.001 ANNUAL CUSTOMER CHARGE - PEN	1,800.00	1,800.00	1,251.44	0.00	0.00	548.56	69.5
Revenue	453,545.00	453,545.00	394,237.00	-1,864.80	0.00	59,308.00	86.9
Acct Class: 5990 Non Operating Revenues							
430.012 WWTF CAPACITY SALE REVENUE	0.00	0.00	100,000.00	0.00	0.00	-100,000.00	0.0
440.010 Interest Earned - Capital Res	0.00	0.00	589.13	0.00	0.00	-589.13	0.0
440.020 INTEREST WWTF RESERV	0.00	0.00	462.12	0.00	0.00	-462.12	0.0
465.055 CURRENT YR CONTRIBUTION INCOME	0.00	0.00	37,500.00	0.00	0.00	-37,500.00	0.0
Non Operating Revenues	0.00	0.00	138,551.25	0.00	0.00	-138,551.25	0.0
Dept: 000.000	453,545.00	453,545.00	532,788.25	-1,864.80	0.00	-79,243.25	117.5
Revenues	453,545.00	453,545.00	532,788.25	-1,864.80	0.00	-79,243.25	117.5
Expenditures							
Dept: 400.000 SANITATION DEPARTMENT							
Acct Class: 7000 Operating Expenses							
720.000 SALARIES REGULAR	85,049.00	85,049.00	46,654.37	5,568.69	0.00	38,394.63	54.9
720.010 SALARIES OVERTIME	10,865.00	10,865.00	7,033.20	1,893.95	0.00	3,831.80	64.7
720.020 SALARIES PART TIME	4,729.00	4,729.00	3,467.81	174.51	0.00	1,261.19	73.3
720.022 SOCIAL SECURITY	7,822.00	7,822.00	4,226.36	562.29	0.00	3,595.64	54.0
720.024 UNEMPLOYMENT INSURANCE	564.00	564.00	252.02	103.87	0.00	311.98	44.7
720.026 WORKERS COMP INSURANCE	4,285.00	4,285.00	2,255.80	283.17	0.00	2,029.20	52.6
720.028 HEALTH INS & OTHER BENEFITS	39,416.00	39,416.00	22,128.49	2,423.91	0.00	17,287.51	56.1
720.030 RETIREMENT	8,505.00	8,505.00	4,736.73	548.68	0.00	3,768.27	55.7
720.032 LIABILITY & PROPERTY INS.	5,628.00	5,628.00	4,766.72	0.00	0.00	861.28	84.7
723.000 SUPPLIES	1,000.00	1,000.00	510.05	0.00	0.00	489.95	51.0
723.001 POSTAGE	3,000.00	3,000.00	2,674.45	0.00	0.00	325.55	89.1
723.020 GAS, GREASE AND OIL	3,000.00	3,000.00	1,589.99	0.00	0.00	1,410.01	53.0
723.041 METERS AND PARTS	4,000.00	4,000.00	0.00	0.00	0.00	4,000.00	0.0
723.055 COMPUTER EXPENSES	1,200.00	1,200.00	2,133.60	0.00	0.00	-933.60	177.8
723.065 WATER AND SEWER CHARGE	1,500.00	1,500.00	337.42	0.00	0.00	1,162.58	22.5
724.000 TRAINING, CONFERENCES, DUES	500.00	500.00	0.00	0.00	0.00	500.00	0.0
726.000 ELECTRICAL SERVICE	8,200.00	8,200.00	5,536.42	0.00	0.00	2,663.58	67.5
727.000 HEATING/NATURAL GAS	1,800.00	1,800.00	801.18	0.00	0.00	998.82	44.5
728.020 MAINTENANCE OTHER	1,500.00	1,500.00	787.27	0.00	0.00	712.73	52.5
728.040 PUMP STATION MAINTENANCE	5,500.00	5,500.00	617.10	99.00	0.00	4,882.90	11.2
728.060 SANITATION LINES MAINTENANCE	5,000.00	5,000.00	205.42	0.00	0.00	4,794.58	4.1
728.063 SUSIE WILSON PS COSTS	8,000.00	8,000.00	4,011.17	0.00	0.00	3,988.83	50.1
728.064 WEST ST PS COSTS	13,500.00	13,500.00	4,642.86	18.75	0.00	8,857.14	34.4
729.000 UNIFORMS, BOOTS, ETC	1,000.00	1,000.00	960.56	203.26	0.00	39.44	96.1
735.000 INTERVIEW COSTS	0.00	0.00	306.00	0.00	0.00	-306.00	0.0
745.014 CONTRACT SERVICES	141,636.00	141,636.00	70,818.00	0.00	0.00	70,818.00	50.0
745.015 RIGHT OF WAY AGREEMENTS	8,700.00	8,700.00	7,171.12	33.34	0.00	1,528.88	82.4
745.039 OTHER PROFESSIONAL SERVICES	1,000.00	1,000.00	495.00	0.00	0.00	505.00	49.5
745.041 AUDIT	1,646.00	1,646.00	1,414.73	0.00	0.00	231.27	85.9
745.050 PRINTING AND ADVERTISING	0.00	0.00	833.74	0.00	0.00	-833.74	0.0

## REVENUE/EXPENDITURE REPORT

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Village of Essex Junction

For the Period: 7/1/2013 to 2/28/2014

Fund: 400 - SANITATION FUND

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Expenditures							
Dept: 400.000 SANITATION DEPARTMENT							
Acct Class: 7000 Operating Expenses							
750.020 TRANS TO CAPITAL RESERVE	75,000.00	75,000.00	37,500.00	0.00	0.00	37,500.00	50.0
755.023 CAPITAL OUTLAY	0.00	0.00	1,205.00	0.00	0.00	-1,205.00	0.0

Operating Expenses	453,545.00	453,545.00	240,072.58	11,913.42	0.00	213,472.42	52.9
Acct Class: 8000 Capital Projects							
750.211 METER REPLACEMENT PROGRAM	0.00	0.00	92,584.90	321.17	0.00	-92,584.90	0.0
750.425 INFILTRATION & INFLOW STUDY	0.00	0.00	1,508.75	0.00	0.00	-1,508.75	0.0
750.426 UTILITY RATE STUDY	0.00	0.00	256.93	0.00	0.00	-256.93	0.0
750.627 ARRA Loan-AR1-004 Admin Fee	0.00	0.00	4,461.40	0.00	0.00	-4,461.40	0.0
794.062 TRANS TO WWTF FOR DEBT PYMNTS	0.00	0.00	30,808.80	0.00	0.00	-30,808.80	0.0

Capital Projects	0.00	0.00	129,620.78	321.17	0.00	-129,620.78	0.0
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SANITATION DEPARTMENT	453,545.00	453,545.00	369,693.36	12,234.59	0.00	83,851.64	81.5
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Expenditures	453,545.00	453,545.00	369,693.36	12,234.59	0.00	83,851.64	81.5
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Net Effect for SANITATION FUND	0.00	0.00	163,094.89	-14,099.39	0.00	-163,094.89	0.0
Change in Fund Balance:			163,094.89				

Fund: 600 - WASTEWATER FUND

Revenues							
Dept: 000.000							
Acct Class: 4000 Revenue							
440.000 INTEREST EARNINGS	0.00	0.00	195.58	0.00	0.00	-195.58	0.0
445.000 MISC. - UNCLASSIFIED RECEIPTS	0.00	0.00	46.45	0.00	0.00	-46.45	0.0
460.011 VILLAGE USER PENALTIES	2,800.00	2,800.00	1,705.31	0.00	0.00	1,094.69	60.9
460.012 VILLAGE USER CHARGE	677,209.00	677,209.00	447,684.87	-2,168.49	0.00	229,524.13	66.1
460.013 WASTEWATER CHARGE - ESSEX	434,242.00	434,242.00	289,497.12	36,187.14	0.00	144,744.88	66.7
460.014 WASTEWATER CHARGE - WILLISTON	567,359.00	567,359.00	330,962.73	0.00	0.00	236,396.27	58.3
460.016 PUMP STATION MAINT. FEE	30,300.00	30,300.00	15,150.00	0.00	0.00	15,150.00	50.0
460.025 VILL. SEPTAGE DISCHARGE INCOME	12,000.00	12,000.00	10,798.46	1,504.98	0.00	1,201.54	90.0
460.026 SHARED SEPTAGE REVENUES	6,000.00	6,000.00	0.00	0.00	0.00	6,000.00	0.0
460.027 VILLAGE LEACHATE REVENUES	0.00	0.00	12,223.83	114.55	0.00	-12,223.83	0.0

Revenue	1,729,910.00	1,729,910.00	1,108,264.35	35,638.18	0.00	621,645.65	64.1
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Acct Class: 5990 Non Operating Revenues							
430.013 ESSEX - DEBT PAYMENT	0.00	0.00	28,476.35	0.00	0.00	-28,476.35	0.0
430.014 WILLISTON - DEBT PAYMENT	0.00	0.00	26,152.44	0.00	0.00	-26,152.44	0.0
430.015 ESSEX JCT - DEBT PAYMENT	0.00	0.00	30,808.80	0.00	0.00	-30,808.80	0.0
440.010 Interest Earned - Capital Res	0.00	0.00	341.72	0.00	0.00	-341.72	0.0
440.012 WWTF REFURB INTEREST	0.00	0.00	1,084.50	0.00	0.00	-1,084.50	0.0
445.100 SALE OF ASSET	0.00	0.00	3,000.00	0.00	0.00	-3,000.00	0.0
465.055 CURRENT YR CONTRIBUTION INCOME	0.00	0.00	85,000.00	0.00	0.00	-85,000.00	0.0

Non Operating Revenues	0.00	0.00	174,863.81	0.00	0.00	-174,863.81	0.0
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Dept: 000.000	1,729,910.00	1,729,910.00	1,283,128.16	35,638.18	0.00	446,781.84	74.2
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Revenues	1,729,910.00	1,729,910.00	1,283,128.16	35,638.18	0.00	446,781.84	74.2
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Expenditures							
Dept: 600.000 WASTEWATER TREATMENT PLANT							
Acct Class: 7000 Operating Expenses							
720.000 SALARIES REGULAR	286,000.00	286,000.00	182,351.00	21,176.57	0.00	103,649.00	63.8
720.010 SALARIES OVERTIME	42,000.00	42,000.00	24,024.47	3,118.81	0.00	17,975.53	57.2
720.020 SALARIES PART TIME	12,000.00	12,000.00	4,427.59	349.02	0.00	7,572.41	36.9
720.022 SOCIAL SECURITY	26,492.00	26,492.00	15,620.37	1,819.35	0.00	10,871.63	59.0
720.024 UNEMPLOYMENT INSURANCE	1,637.00	1,637.00	744.07	329.96	0.00	892.93	45.5
720.026 WORKERS COMP INSURANCE	16,055.00	16,055.00	5,169.62	600.31	0.00	10,885.38	32.2

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Village of Essex Junction

For the Period: 7/1/2013 to 2/28/2014	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 600 - WASTEWATER FUND							
Expenditures							
Dept: 600.000 WASTEWATER TREATMENT PLANT							
Acct Class: 7000 Operating Expenses							
720.028 HEALTH INS & OTHER BENEFITS	124,767.00	124,767.00	71,734.82	6,744.09	0.00	53,032.18	57.5
720.030 RETIREMENT	28,600.00	28,600.00	17,771.71	2,117.67	0.00	10,828.29	62.1
720.032 LIABILITY & PROPERTY INS.	25,000.00	25,000.00	20,887.71	0.00	0.00	4,112.29	83.6
720.040 INTEREST EXPENSE	500.00	500.00	0.00	0.00	0.00	500.00	0.0
723.000 SUPPLIES	17,000.00	17,000.00	18,843.38	9,611.00	0.00	-1,843.38	110.8
723.013 CHEMICALS	185,000.00	185,000.00	96,849.30	0.00	0.00	88,150.70	52.4
723.020 GAS, GREASE AND OIL	6,000.00	6,000.00	3,182.74	37.08	0.00	2,817.26	53.0
723.065 WATER AND SEWER CHARGE	6,000.00	6,000.00	1,843.47	0.00	0.00	4,156.53	30.7
724.000 TRAINING, CONFERENCES, DUES	6,500.00	6,500.00	2,966.22	145.00	0.00	3,533.78	45.6
725.000 TELEPHONE SERVICES	4,300.00	4,300.00	2,419.66	155.38	0.00	1,880.34	56.3
726.000 ELECTRICAL SERVICE	200,000.00	200,000.00	103,524.20	0.00	0.00	96,475.80	51.8
727.000 HEATING/NATURAL GAS	11,000.00	11,000.00	17,431.72	0.00	0.00	-6,431.72	158.5
728.020 MAINTENANCE OTHER	70,000.00	70,000.00	34,964.49	177.25	0.00	35,035.51	49.9
728.030 VEHICLE MAINTENANCE-TRAVEL	3,500.00	3,500.00	1,521.38	88.43	0.00	1,978.62	43.5
729.000 UNIFORMS, BOOTS, ETC	4,500.00	4,500.00	2,713.47	74.00	0.00	1,786.53	60.3
745.000 CONTRACT LABORATORY SERVICE	8,000.00	8,000.00	3,105.73	0.00	0.00	4,894.27	38.8
745.014 CONTRACT SERVICES	55,668.00	55,668.00	27,834.00	0.00	0.00	27,834.00	50.0
745.031 LEGAL SERVICES	1,000.00	1,000.00	2,706.00	676.50	0.00	-1,706.00	270.6
745.033 GRIT DISPOSAL	7,000.00	7,000.00	3,841.13	177.73	0.00	3,158.87	54.9
745.034 SLUDGE DEWATERING	150,000.00	150,000.00	101,408.55	0.00	0.00	48,591.45	67.6
745.035 SLUDGE MANAGEMENT	170,400.00	170,400.00	78,089.59	0.00	0.00	92,310.41	45.8
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	3,866.00	3,866.00	3,321.54	0.00	0.00	544.46	85.9
745.052 WWTF ANNUAL PERMIT FEE	7,500.00	7,500.00	0.00	0.00	0.00	7,500.00	0.0
750.020 TRANS TO CAPITAL RESERVE	170,000.00	170,000.00	85,000.00	0.00	0.00	85,000.00	50.0
755.013 LOAN PAYMENT	51,625.00	51,625.00	0.00	0.00	0.00	51,625.00	0.0
755.023 CAPITAL OUTLAY	4,000.00	4,000.00	6,946.00	0.00	0.00	-2,946.00	173.7
Operating Expenses	1,709,910.00	1,709,910.00	941,243.93	47,398.15	0.00	768,666.07	55.0
Acct Class: 8000 Capital Projects							
750.426 UTILITY RATE STUDY	0.00	0.00	256.93	0.00	0.00	-256.93	0.0
750.625 WWTF REFURBISH (11)	0.00	0.00	3,298,060.38	114,861.78	0.00	-3,298,060.38	0.0
750.626 RZEDB Interest	0.00	0.00	25,407.59	0.00	0.00	-25,407.59	0.0
750.627 ARRA Loan-AR1-004 Admin Fee	0.00	0.00	736.65	0.00	0.00	-736.65	0.0
750.632 CO-GEN	0.00	0.00	217,444.36	156,728.28	0.00	-217,444.36	0.0
750.633 DIGESTER CLEANING	0.00	0.00	20,790.42	0.00	0.00	-20,790.42	0.0
750.636 ARC FLASH ANALYSIS	0.00	0.00	13,520.00	0.00	0.00	-13,520.00	0.0
Capital Projects	0.00	0.00	3,576,216.33	271,590.06	0.00	-3,576,216.33	0.0
WASTEWATER TREATMENT PLANT	1,709,910.00	1,709,910.00	4,517,460.26	318,988.21	0.00	-2,807,550.26	264.2
Expenditures	1,709,910.00	1,709,910.00	4,517,460.26	318,988.21	0.00	-2,807,550.26	264.2
Net Effect for WASTEWATER FUND	20,000.00	20,000.00	-3,234,332.10	-283,350.03	0.00	3,254,332.10	16,171.7
Change in Fund Balance:			-3,234,332.10				
Grand Total Net Effect:	-15,000.00	-15,000.00	-2,141,455.00	-261,461.52	0.00	2,126,455.00	



## **MEMORANDUM**

**TO:** Village Trustees and Pat Scheidel, Village Manager  
**FROM:** Susan McNamara-Hill, Assistant Manager/HR/Clerk/Treasurer  
**DATE:** February 20, 2014  
**SUBJECT:** Amendment to Personnel Regulations

*smh*

### **Issue**

The issue is whether or not the Trustees should delete Section 303.3 of the General Rules & Personnel Regulations.

### **Discussion**

Based on changes to state and federal law under the Affordable Care Act, it is being proposed that the following subsections of Section 303 – Various Insurances, be deleted:

Section 303.3(a) Medicare Carve-out. This section outlines procedures for those retirees age 65 and over to choose a Medicare carve-out plan through the Village with the condition that the retiree reimburse the Village for the cost of the insurance. This option is no longer available under current law and insurance plans. The Village health insurance plans are the plans available under VT Health Connect. There is no Medicare carve-out available through VT Health Connect. Retirees would have to purchase the carve-out (Medigap) coverage through a private insurance company when they enroll in Medicare.

Section 303.3(b) Early Retirement. This section allows employs who retire early (after twenty years of employment or after age 50) to stay on the Village's insurance, provided the retiree pays the cost of the group insurance coverage. In the past, this would have allowed individuals to pay reduced, group rate, health insurance premiums after they left the Village's employ. This section no longer provides an advantage as the premiums paid by the Village are the same premiums that are available to individuals directly through VT Health Connect.

### **Cost**

There is no cost associated with this action

### **Recommendation**

It is recommended the Trustees delete Section 303.3 of the General Rules & Personnel Regulations as shown in the attachment.



~~[(3) Retiree Section (Optional):~~

~~(a) Medicare Carve-out. The Village of Essex Junction has established a Retiree Section, which will offer Medicare carve out health insurance coverage for retirees. Continuation of this coverage under the Retiree Section is subject to the coverage continuing to be offered by the Village's health insurance provider. Any full-time Village of Essex Junction employee who retires from his/her position with the Village is eligible to join the Retiree Section and will be given the option of joining, provided they are age 65 or older and carry Medicare Parts A and B coverage. If an employee chooses to join the Retiree Section, he/she will continue to be covered under the Village's Health Insurance Plan in effect with Medicare Carve-out coverage, provided he/she fully reimburses the Village for all monthly premiums associated with his/her coverage. Medicare will be considered as the employee's primary health insurance payer, and the Village's coverage will be considered as the employee's secondary health insurance coverage. The employee's spouse, civil union partner and/or dependents are also eligible for this coverage under the same terms provided the employee fully reimburses the Village for all monthly premiums for the spouse's and/or dependents' coverage. Payments for the insurance coverage will be due in advance by the first of each month for coverage in the following month. Exceptions to this payment schedule will only be made in extreme circumstances as determined by and subject to approval of the Village Manager. If the spouse, civil union partner, and/or dependents are not enrolled at the same time as the employee, they may be added during the group's enrollment or anniversary date.~~

~~In the event of the death of an employee in the Retiree Section, the spouse, civil union partner and/or dependent's coverage would continue under the terms described above and subject to applicable COBRA laws.~~

~~It is the employee's responsibility to apply for and complete all materials necessary for his/her enrollment in Medicare coverage, and the employee will contact Medicare directly to do this. The employee will be responsible for obtaining and maintaining the Medicare A and B coverages and providing the Village with evidence of this coverage.~~

~~The employee and the employee's spouse, civil union partner, and/or dependents will be removed from the Retiree Section in the event the Village is not fully reimbursed for the monthly insurance premium per payment terms described above or in the event the employee notifies the Village in writing that he/she no longer wishes to be included in the Retiree Section.~~

~~If an employee elects to not join the Retiree Section, or is removed from the Retiree Section for any reason, he/she and/or his/her spouse, civil union partner and dependents will not be allowed to rejoin the Retiree Section at a later date.~~

~~(b) Early Retirement: Employees who retire after twenty (20) years of service or after age 50, but before age 65, may elect at the time of retirement to continue to be covered under the Village's health plan subject to approval by the health insurance providers and provided they fully reimburse the Village for all premiums associated with the coverages under the payment terms described above. The employee's spouse, civil union partner, and/or dependents are also eligible for this coverage, provided the employee fully reimburses the Village for all monthly premiums for the spouse's civil union partner and/or dependent's coverage. Payments for the insurance coverage will be due in advance by the first of each month for coverage in the following month. Exceptions to this payment schedule will only be made in extreme circumstances as determined by and subject to approval of the Village Manager. If the spouse, civil union partner, and/or dependents are not enrolled at the same time as the employee, they may be added during the group's open enrollment date, January 1st. If an employee elects to not continue health insurance coverage when he/she retires or if the coverage is discontinued at any time, he/she and/or his/her spouse, civil union partner, and dependents may not obtain this coverage at a later date.]~~

RECEIVED

JAN 14 2014

Village of Essex Junction

**APPLICATION TO HANG STREET BANNERS, GAS LAMP BANNERS OR EVENT  
FLAGS IN THE VILLAGE OF ESSEX JUNCTION**

*Please Print*

Applicant=s Name: Chris Ashby

Organization: The Champlain Valley Exposition

Tax Exempt #: 03-0184098 Non-Profit: X Yes      No

Address: 105 Pearl Street, Essex Junction, VT 05452

Phone: 802-878-5545 Email: cashby@cvexpo.org

Application for: Street Banner X Gas Lamp Banners      Event Flags     

Message and dimensions: Everything Equine and Canine April 26-27

Locations you would like the event flags displayed:     

Route 2 by the power dam

I certify that the above-described banner(s) or event flags have been constructed in  
accordance with the specifications noted.

Signed: Chris Ashby Date: 01/13/2014

Please return completed application to the Manager, Village of Essex Junction,  
2 Lincoln Street, Essex Junction, VT 05452.

**OFFICE USE ONLY**

Insurance Certificate received: ✓ Yes      No

Liability Waiver received: ✓ Yes      No

\$250 fee received: ✓ Yes      No

Application complete: ✓ Yes      No

Waiver signed: Yes ✓ No

RECEIVED

JAN 14 2014

Village of Essex Junction

**APPLICATION TO HANG STREET BANNERS, GAS LAMP BANNERS OR EVENT  
FLAGS IN THE VILLAGE OF ESSEX JUNCTION**

*Please Print*

Applicant=s Name: Chris Ashby

Organization: The Champlain Valley Exposition

Tax Exempt #: 03-0184098 Non-Profit: X Yes        No

Address: 105 Pearl Street, Essex Junction, VT 05452

Phone: 802-878-5545 Email: cashby@cvexpo.org

Application for: Street Banner X Gas Lamp Banners        Event Flags       

Message and dimensions: Spring Craft & Antique Show May 3&4

Locations you would like the event flags displayed:       

Route 2 by the power dam

I certify that the above-described banner(s) or event flags have been constructed in  
accordance with the specifications noted.

Signed: Chris Ashby Date: 01/14/2014

Please return completed application to the Manager, Village of Essex Junction,  
2 Lincoln Street, Essex Junction, VT 05452.

**OFFICE USE ONLY**

Insurance Certificate received: ✓ Yes        No

Liability Waiver received: ✓ Yes        No

\$250 fee received: ✓ Yes        No

Application complete: ✓ Yes        No

Waiver signed: Yes ✓ No

JAN 14 2014

## APPLICATION TO HANG STREET BANNERS, GAS LAMP BANNERS OR EVENT FLAGS IN THE VILLAGE OF ESSEX JUNCTION

**Applicant=s Name:** Chris Ashby

**Tax Exempt #:** 03-0184098      **Non-Profit:**    X    Yes      No

**Address:** 105 Pearl Street, Essex Junction, VT 05452

Phone: 802-878-5545 Email: cashby@cvexpo.org

Application for: ☐ Street Banner ☒ X ☐ Gas Lamp Banners ☐ Event Flags

**Message and dimensions:** Circus Smirkus – July 1-3

Locations you would like the event flags displayed: \_\_\_\_\_

### Route 2 by the power dam

I certify that the above-described banner(s) or event flags have been constructed in accordance with the specifications noted.

Signed: Andrew C. Kelly Date: 01/13/2014

**Please return completed application to the Manager, Village of Essex Junction,  
2 Lincoln Street, Essex Junction, VT 05452.**

**OFFICE USE ONLY**

Insurance Certificate received: ☒ Yes ☐ No

Liability Waiver received: ☒ Yes ☐ No

\$250 fee received: ☒ Yes ☐ No

Application complete: ☒ Yes ☐ No

Waiver signed: Yes ☒ No ☐

JAN 14 2014

## APPLICATION TO HANG STREET BANNERS, GAS LAMP BANNERS OR EVENT FLAGS IN THE VILLAGE OF ESSEX JUNCTION

RECEIVED

JAN 14 2014

Village of Essex Junction

**APPLICATION TO HANG STREET BANNERS, GAS LAMP BANNERS OR EVENT  
FLAGS IN THE VILLAGE OF ESSEX JUNCTION**

*Please Print*

Applicant=s Name: Chris Ashby

Organization: The Champlain Valley Exposition

Tax Exempt #: 03-0184098 Non-Profit: X Yes        No

Address: 105 Pearl Street, Essex Junction, VT 05452

Phone: 802-878-5545 Email: cashby@cvexpo.org

Application for: Street Banner X Gas Lamp Banners        Event Flags       

Message and dimensions: Welcome Street Rodders

Locations you would like the event flags displayed:       

Route 2 by the power dam

I certify that the above-described banner(s) or event flags have been constructed in  
accordance with the specifications noted.

Signed: Chris Ashby Date: 01/14/2014

Please return completed application to the Manager, Village of Essex Junction,  
2 Lincoln Street, Essex Junction, VT 05452.

**OFFICE USE ONLY**

Insurance Certificate received: ✓ Yes        No

Liability Waiver received: ✓ Yes        No

\$250 fee received: ✓ Yes        No

Application complete: ✓ Yes        No

Waiver signed: Yes ✓ No

RECEIVED

JAN 14 2014

Village of Essex Junction

**APPLICATION TO HANG STREET BANNERS, GAS LAMP BANNERS OR EVENT  
FLAGS IN THE VILLAGE OF ESSEX JUNCTION**

*Please Print*

Applicant=s Name: Chris Ashby

Organization: The Champlain Valley Exposition

Tax Exempt #: 03-0184098 Non-Profit: X Yes        No

Address: 105 Pearl Street, Essex Junction, VT 05452

Phone: 802-878-5545 Email: cashby@cvexpo.org

Application for: Street Banner X Gas Lamp Banners        Event Flags       

Message and dimensions: Fall Craft Show Oct 24-26

Locations you would like the event flags displayed:       

Route 2 by the power dam

I certify that the above-described banner(s) or event flags have been constructed in  
accordance with the specifications noted.

Signed: Chris Ashby Date: 04/14/2014

Please return completed application to the Manager, Village of Essex Junction,  
2 Lincoln Street, Essex Junction, VT 05452.

**OFFICE USE ONLY**

Insurance Certificate received: ✓ Yes        No  
Liability Waiver received: ✓ Yes        No  
\$250 fee received: ✓ Yes        No  
Application complete: ✓ Yes        No

Waiver signed: Yes ✓ No

## Patty Benoit

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**From:** Steven Harnois <ejfd30@hotmail.com>  
**Sent:** Friday, February 14, 2014 11:49 AM  
**To:** Patrick C. Scheidel; Susan McNamara-Hill; Lauren Morrisseau; Patty Benoit; Bob Oneill; Brad Larose; Pat Stewart; Brad Luck; Chief Gaboriault; carolyn Harnois; Jbarber@ccsuvt.org; gcook@ccsuvt.org; James Spaulding  
**Subject:** Essex Junction Little League - Opening Day



Folks,

As in years Past we would like to have our opening day parade for Essex Junction Little League From ADL to Maple street park on May 3rd We will need to shut down traffic at 0930 until we clear the road (typically less then 1/2 an hr).

We would like to invite Essex High School AFjrROTC color guard, Essex Rescue, Essex Police and Essex Junction Fire to join us and assist in this operation.

Thank You,

Steven Harnois  
EJLL Safety Director

Steven Harnois  
Engineer - Firefighter II / EMT-B  
Essex Junction Fire Department  
Essex Junction, Vermont  
E-Mail: [EJFD30@hotmail.com](mailto:EJFD30@hotmail.com)  
Station: (802) 878-6958   
Cell: (802) 238-2900   
Website: <http://www.essexjunctionfire.org/>