



TRUSTEES MEETING NOTICE & AGENDA
TUESDAY, JUNE 24, 2014 at 6:00 PM
LINCOLN HALL MEETING ROOM, 2 LINCOLN STREET

1. **EXECUTIVE SESSION/PERSONNEL** [6:00 PM]
 - a. Interviews for Planning Commission and Bike/Walk Advisory Committee:
 1. John Alden
 2. Andrew Boutin
 3. Jeff Frolik
 4. Phoebe Spencer
2. **CALL TO ORDER/PLEDGE OF ALLEGIANCE TO FLAG** [6:30 PM]
3. **AGENDA ADDITIONS/CHANGES** [6:30 PM]
4. **GUESTS, PRESENTATIONS AND PUBLIC HEARINGS** [6:30 PM]
 - a. Comments from Public on Items Not on Agenda
 - b. Public Hearing on FYE 15 Water/Sewer/Sanitation Rates [6:30 PM]
 - c. Presentation by Deb McAdoo and Budgets to Ballots Group [6:40 PM]
 - d. Update by Heart & Soul about What's Next [7:00 PM]
5. **OLD BUSINESS** [7:20 PM]
 - a. Appointments to Planning Commission and Bike/Walk Advisory Committee
 - b. Set FYE 15 Water/Sewer/Sanitation Rates
 - c. Review Language for Planning Commission Web Page
6. **NEW BUSINESS** [7:40 PM]
 - a. Approve Manager's Annual Appointments
 - b. Approve FYE 14 Audit Contract
 - c. Changes in Open Meeting Law/Designation of Posting Places for Agendas
7. **VILLAGE MANAGER'S REPORT** [8:00 PM]
 - a. Trustees Meeting Schedule
8. **TRUSTEES' COMMENTS & CONCERNS/READING FILE** [8:05 PM]
 - a. Board Member Comments
 - b. Correspondence to District 4 Environmental Commission about 4 Pearl Street:
 - Memo from Hugh Gibson of School Street
 - Memo from George Tyler
 - Letter from Robin Pierce, Community Development Director
 - Letters from Charlie Baker of CCRPC
 - Letter from Laura Trieschmann of VT Division for Historic Preservation
 - c. Correspondence to District 4 Environmental Commission about Green Meadows Apartments LLC:
 - Letter from Robin Pierce, Community Development Director
 - Letter from Emily Mack of Rabideau Architects

TRUSTEES AGENDA 6/24/14

9. **CONSENT AGENDA** [8:10 PM]

- a. Approve Minutes of Previous Meeting 6/10/14
- b. Approve Warrants including check #10049465 through #10049558 totaling \$895,527.48.

10. **EXECUTIVE SESSION/CONTRACTS** [8:15 PM]

- a. Tax Stabilization Agreement

11. **ADJOURN** [8:20 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.



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

MEMORANDUM

TO: Village Trustees
FROM: Patrick Scheidel, Municipal Manager *PS*
DATE: June 24, 2014
SUBJECT: Village Tax Collector

Issue

The issue is whether or not to appoint Susan McNamara-Hill as Tax Collector for FYE15.

Discussion

With responsibility for tax collection for the Village being turned over to the Town of Essex it initially made sense to name the Town of Essex as Tax Collector for the Village. However, there will continue to be some taxes collected in the Village at least for an interim period. Therefore, the Village will continue to need a Tax Collector present in the Village offices at least for that period.

Cost

There is no cost involved in this issue.

Recommendation

It is recommended that the Trustees approve the Manager's appointment of Susan McNamara-Hill as Tax Collector for FYE15.



Agenda Addition

Patrick Scheidel
Municipal Manager
PatS@essexjunction.org

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

MEMORANDUM

TO: Village Trustees
FROM: Pat Scheidel, Municipal Manager *PLS*
DATE: June 24, 2014
SUBJECT: Agenda Addition/Resolution for Penny Pillsbury

Issue

The issue is whether or not the Trustees approve and sign a Resolution of Appreciation for retiring Library Director Penny Pillsbury.

Discussion

The attached Resolution would be presented to Penny at her retirement party on June 30, 2014.

Cost

There is no cost associated with this issue.

Recommendation

It is recommended that the Trustees approve and sign the Resolution of Appreciation for Penny Pillsbury.



RESOLUTION OF APPRECIATION

Whereas, Penelope D. Pillsbury has been employed by the Village of Essex Junction as Director of the Brownell Library since November 10, 1986; and

Whereas, Penelope D. Pillsbury has been a dedicated and loyal employee committed to improving programs and the library collection and has provided a "library as living room experience" to patrons; and

Whereas, Penelope D. Pillsbury has shown exceptional skills in "connecting people with books and each other, and inspiring the community by supporting life-long learning opportunities for all"; and

Whereas, Penelope D. Pillsbury has become the "face" of the Brownell Library with her exceptional customer service skills; and

Whereas, Penelope D. Pillsbury has worked tirelessly for programs for all ages of patrons, and providing them on-line and computer access, making the Brownell one of the most visited libraries in Chittenden County, if not the state of Vermont; and

Whereas, Penelope D. Pillsbury has been a tremendous asset to the Village of Essex Junction; now therefore be it

Resolved, that the Trustees of the Village of Essex Junction, Vermont, express our deep gratitude to Penelope D. Pillsbury for her 28 years of hard work, dedication, and energy devoted to making the Brownell Library better for her having served as its Director.

Dated at Essex Junction, Vermont, this 30th day of June, 2014.

VILLAGE OF ESSEX JUNCTION BOARD OF TRUSTEES

George A. Tyler, Village President

Daniel S. Kerin, Vice President

Lori A. Houghton, Trustee

Elaine H. Sopchak, Trustee

Andrew P. Brown, Trustee



To: James Duggan, Historic Preservation Review Coordinator
cc: Thomas Little, Chair, District 4 Environmental Commission
From: George Tyler, Village President
Date: June 24, 2014
Re: 4 Pearl Street Investments, LLC
DHP#CH14-025

At the conclusion of your Historic Preservation Review regarding the above-referenced project (DHP#CH14-025), you invited requests for clarification. Because the Review was dated on the final day for submission of documents to the District 4 Environmental Commission (18 June 2014), which left no time for us to request clarification within the deadline, we hope the Commission will extend the deadline to allow our questions to become part of the review record.

We would like to respectfully request clarification on several points:

1. **What is the frame of reference for the term “village center”?** Comments made to the District 4 Environmental Board seem to imply an intuitive, shared understanding of what is meant by a “village center,” but in reality there are significant differences of development patterns, population densities, and building scales among Vermont's incorporated villages. The phrase “village center” conjures an idealized image that has little relation to actual large, incorporated villages. The centers of Bellows Falls, Northfield, and Waterbury bear little resemblance to each other and, collectively, to those of small, lightly developed villages such as Alburg, Cabot, and Manchester. Given that broad range of development patterns, the Historic Preservation Review's statement that the proposed building “is not in keeping with the context of the historic village character” is confusing. Furthermore, the fact that Essex Junction's population (approx. 9,300) is nearly three times greater than the state's second largest village (Northfield), and significantly larger than five Vermont cities (Montpelier, St. Albans, Winooski, Newport, Vergennes) would seem to place it in a unique category among Vermont's developed communities.

2. **Why are development patterns allowing large, multistory buildings next to traditional wood frame homes acceptable in other village centers, but not in Essex Junction's?** A chief concern of the Review focuses on the contrast between the scale of the proposed building and several wood frame houses on Pearl Street. Views of four village centers (Waterbury: *Main & Stowe Streets*; Bellows Falls: *Westminster Street*; Lyndonville: *Depot & Elm Streets*; Ludlow: *Main & South Depot Streets*) clearly demonstrate multiple instances of 3,4, and 5 story, flat roofed commercial structures alongside, across from, and adjacent to traditional 1 and 2 story wood frame houses. Doesn't the "massing, form, scale, and proportion," of multistory buildings in those village centers provide the most consistent and historically appropriate standard by which to assess the scale and placement of buildings in Essex Junction?
3. **Didn't the demolition of the previous building at 4 Pearl Street (a large, old, wood frame house) to make way for construction of the bank building break the historic continuity and integrity of the property?** If the bank building has no historic significance, how does replacing it with another building disrupt the historic character of the property and/or surrounding properties? How can that which has already been disrupted be disrupted again? Considering that many older buildings in Essex Junction's center were demolished to make way for newer, existing buildings, the present historic character of the Five Corners area seems poorly defined. Yet, the Historic Preservation Review seems to imply that it's well established and obvious. Indeed, the design and placement of the proposed building at 4 Pearl Street are intended to restore some of the traditional, community-center character of the Five Corners area that was lost with the construction of the bank building, and other buildings. The Historic Preservation Review's chief concern about the 4 Pearl Street project seems to focus on the difference in scale between the proposed structure and one or two abutting homes on Pearl Street. However, as pointed out in paragraph 2 above, there are many, many examples of multistory buildings placed next to one and two story traditional homes in other village centers. Therefore, the precedents and justification for this concern are not clear.
4. **What context was used to define the existing "historic resources" of the surrounding buildings?** The buildings to the east and south of 4 Pearl Street are either historically compromised or have no historical context at all. The corner of Maple and Main Streets, directly across from the 4 Pearl Street property, has a one story former gas station building with a large forecourt that serves as a car repair site. Immediately opposite 4 Pearl Street on Park Street is a functioning gas station that is in front of the Lincoln Inn, a building that has seen so much change that the only building on the property that retains its historical character is the

barn behind the Inn building. South of 4 Pearl on Park Street there is a restaurant in a building that has little historical character and adjacent to that is a mini strip mall. The building on Pearl Street directly to the west of 4 Pearl Street has an exterior that has been compromised historically; this building also has an addition on the back that is not historic.

We note that each generation has the opportunity to add their vision to the tapestry of history. There is a generation in Essex Junction that has not had that opportunity, until recently when municipal initiatives generated interest in investing in the Village's future. History is not static. All of our village centers are dynamic.

We must respectfully submit that the reality on the ground demonstrates that 4 Pearl Street is **not** surrounded by historic structures, contrary to the inferences of the Review. There are many non-historic structures in very close proximity to the proposed development. Additionally, there are six acres of underutilized industrial land literally across the street. Advancing the proposed four story building would give the Village an opportunity to improve the fabric of its village center and make it a more vibrant and verdant area that will attract investment and upgrade an area that has failed to see any meaningful investment in 40 years.

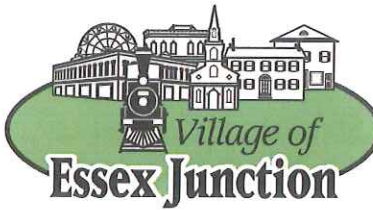
At a time when our community is facing significant economic challenges, the Village government must play a role in attracting compensatory private investment. Rebuilding and improving the Village's downtown with high quality infill projects is a vital component of that effort. Thank you.

Respectfully,

A handwritten signature in dark ink, appearing to read "George Tyler", written in a cursive style.

George Tyler, President
Village of Essex Junction

cc: Parties on certificate of service



MEMORANDUM

TO: Essex Junction Trustees and Pat Scheidel, Village Manager
FROM: James Jutras, Water Quality Superintendent
cc: Lauren Morrisseau Assistant Manager/Finance Director
DATE: June 24, 2014
SUBJECT: Co-Generation Utility interconnection.

Issue: Whether to authorize the Manager to sign an engineering agreement with Green Mountain Power for a utility grid interconnection facilities study.

Discussion: We have proceeded with the purchase of the Co-Generation equipment approved by the Trustees late last fall. We are presently in the final design stage for the installation, separate from the completion of the wastewater facility major maintenance project. Since late last year we have gone through Public Service Board (PSB) Certificate of Public Good (CPG) and GMP required review of the project. On June 19, 2014 the project engineers and I had a conference call with GMP where they informed us that we would need to provide a Facilities Study of the utility circuit that the WWTF is on. The study is required to insure proper connection and safeguards for the generation facilities and their interconnection to the utility. Recent utility and PSB work indicates that the interconnection upgrade responsibility belongs to the customer, not the utility. The study involves both the Co-Generation and may involve, to a much lesser extent, the Encore Solar project. The study will generate the details of potential improvements needed as well the costs to us.

Costs: The probable cost of the study is not determined in advance. GMP procedures require a deposit of \$8,000 to proceed on a first come, first served basis. We are required to use GMP consultants and a draft contract is attached for your consideration. Based on their general estimate from similar projects, the facilities study could cost between \$5,000 to \$10,000, possibly slightly more. They will not know for sure until they get into the details.

The cost of the utility infrastructure improvements are born by the customer creating the impact. Potential improvements noted in the conference call included breaker replacement on the power pole at the WWTF as well as a switch improvement at the corner of Cascade Street and Cascade Court including a communication cable to the substation on the corner of Park Street and Cascade Street. The potential costs of these improvements were loosely noted at \$100,000 to \$150,000. Nothing will be known for sure without the required study. With a study, we can evaluate total costs, potential for cost share with Encore or other parties affected including GMP.

Recommendation: It is recommended that the Trustees authorize the Manager to sign the EJWWRF Facilities Study Agreement and provide the initial \$8,000 deposit.

FYE15

WATER/WWTF/SANITATION RATES

Village Water User Rates

FY 15 Proposed Rates

Usage	.0150/cubic foot
Fixed Charge	\$22.34/quarter or \$89.36/year
Increase over FY14	7%
Cost to average user	\$176.96/yr. or \$14.75/mo.

Reasons for Increase

- 1) 4% increase in Operating budget
- 2) 4% increase in CWD Wholesale rate
- 3) 2% decrease in estimated usage
- 4) Fine tuned commercial unit calculation

Village Wastewater Treatment User Rates

FY 15 Proposed Rates

Usage	.0097/cubic foot
Fixed Charge	\$25.82/quarter or \$103.28/year
Increase over FY14	7%
Cost to average user	\$159.93/yr. or \$13.33/mo.

Reasons for Increase

- 1) 4% increase in Operating budget
- 2) Elimination of leachate revenues
- 3) Small increase in percentage of flow for Village
- 4) 2% decrease in estimated usage
- 5) Fine tuned commercial unit calculation

Village Sanitation User Rates

FY 15 Proposed Rates

Usage	.0052 /cubic foot
Fixed Charge	\$22.39/quarter or \$89.56/year
Increase over FY14	8%
Cost to average user	\$119.93/yr. or \$9.99/mo.

Reasons for Increase

- 1) 2% increase in Operating budget
- 2) \$19,000 (5%) added for WWTF Bond Payment
- 3) 2% decrease in estimated usage
- 4) Fine tuned commercial unit calculation

Village Combined Utility Rates

FY 15 Proposed Rates

Usage	.0299/cubic foot
Fixed Charge	\$70.55/quarter or \$282.20 per year
Increase over FY14	7%
Cost to average user	\$456.82/yr. or \$38.07/mo.

Large Water User Rate

FY 15 Proposed Rate

Usage	\$0.081 / 1,000 gallons
Increase over FY14	8%

Reasons for Increase

- 1) 4% increase in Operating budget
- 2) 20% increase in estimated unaccounted water

Other pertinent information

At the end of the fiscal year there is a reconciliation. IBM either pays more or receives a credit depending on how much water they use and the amount of unaccounted water.

Wastewater Treatment Wholesale Rate

FY 15 Proposed Rate

Usage	\$2.6294 / 1,000 gallons
Increase over FY14	4%

Reasons for Increase

- 1) 4% increase in Operating budget

The Wastewater Treatment Wholesale rate is the rate paid by the Town of Essex and the Town of Williston for the treatment of sewage from these communities. The rate is based upon estimated flows and budgeted costs. At the end of the fiscal year the actual flows and costs are analyzed and adjustments are made.

Request to the Essex Junction Trustees

We respectfully request that the Trustees of the Village of Essex Junction collaborate in good faith with our committee, comprised of registered voters of the Village of Essex Junction and Town of Essex, to pursue requisite changes to the Essex Junction Village Charter which would facilitate the enactment of the following three (3) principles:

1. Final approval of the proposed annual budget for the Village of Essex Junction shall be by Australian ballot.
2. The final proposed annual Essex Junction Village budget figure, to be voted on by Australian ballot, shall be determined by registered voters of the Village of Essex Junction at its annual village meeting.
3. The Australian ballot vote on the proposed annual budget for the Village of Essex Junction shall be on the same date on which the Essex Town, Essex Town School, the Union 36 Essex High school, and the Center for Technology Essex and the Essex Junction Recreation & Parks budgets are voted.

Respectfully submitted,

Jess Martin, Deb McAdoo, Robert Bates, Glenn Rogers, Jeremy Rocheleau, Kate Hennessey, Pam Schimer, Patricia Crocker, Raj Chawla, Roberta Penchina, Bruce Post, Ron Lawrence, Vanessa Zerillo



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MEMORANDUM

TO: Village Trustees
FROM: Pat Scheidel, Municipal Manager *PS*
DATE: June 24, 2014
SUBJECT: Reappointments to Planning Commission and Bike/Walk Advisory Committee

Issue

The issue is whether or not the Trustees reappoint members of the Planning Commission and Bike/Walk Advisory Committee.

Discussion

Four Village residents who are current members, John Alden and Andrew Boutin of the Planning Commission, and Jeff Frolik and Phoebe Spencer of the Bike/Walk Advisory Committee, submitted letters indicating their willingness to be reappointed.

Cost

There is no cost associated with this issue.

Recommendation

It is recommended that the Trustees reappoint the following citizens through June 30, 2017:

John Alden - Planning Commission
Andrew Boutin - Planning Commission
Jeff Frolik - Bike/Walk Advisory Committee
Phoebe Spencer - Bike/Walk Advisory Committee



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MEMORANDUM

TO: Village Trustees and Patrick Scheidel, Village Manager
FROM: Lauren Morrisseau, Finance Director/Assistant Manager *LM*
DATE: June 24, 2014
SUBJECT: FYE15 Utility Rates

Issue

The issue is whether the Trustees will set the FYE15 Utility Rates as presented below.

Discussion

In order to fund the FYE15 Water, WWTF, and Sanitation Fund budgets staff recommends the Village rates be set as follows:

Village User Water usage rate	\$0.0150 per cubic foot
Village User Quarterly Fixed Charge	\$22.34 per quarter
Village User Wastewater Treatment usage rate	\$0.0097 per cubic foot
Village User Wastewater Treatment Quarterly Fixed Charge	\$25.82 per quarter
Village User Sanitation usage rate	\$0.0052 per cubic foot
Village User Sanitation Quarterly Fixed Charge	\$22.39 per quarter
IBM Large Water User Rate	\$0.081/1000 gallons of water
Wastewater Treatment Wholesale rate	\$2.6294/1000 gallons of sewage

Cost

The cost to the Village resident using 120 gallons per day will increase by 7% or \$29.76 per year. The large user rate is an increase of 8%. The Wastewater Treatment wholesale rate is increasing 4%.

Recommendation

It is recommended that the Trustees approve the FYE15 Utility rates as stated above.



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MEMORANDUM

TO: Village Trustees and Patrick Scheidel, Village Manager
FROM: Lauren Morrisseau, Finance Director/Assistant Manager *LM*
DATE: June 24, 2014
SUBJECT: Communications information for PC Web page

Issue

The issue is whether the Trustees will give consensus for the suggested communication language for the Planning Commission web page.

Discussion

Elaine Sopchak provided language for us to add to the Trustees contact page on our website. Robin Pierce modified this language to be appropriate for the Planning Commission page. His suggested language is as follows:

"The Village welcomes your questions, concerns and suggestions. Please feel free to contact the Community Development Department at the e-mail or phone number listed on this page.

Please be aware that Planning Commission members are not permitted to respond to e-mails that relate to an existing or proposed development application that has or may come before the Planning Commission outside of a warned Planning Commission meeting or hearing. If you send an e-mail to the Planning Commission, it is most likely you will receive a response from Community Development Department Staff. This is because there are laws that prevent appointed officials from conducting business outside of a public meeting.

If you wish to discuss a concern with the Planning Commission, the best way to do this is to come to a Planning Commission meeting when an agenda item relates to your concern, or if your concern is not on the agenda, you can attend a Planning Commission meeting and address the Commission at the beginning of the meeting in the Audience for Visitors portion where items not on the agenda can be discussed by the Commission.

Items on the Planning Commission agenda generally relate to planning applications. In line with State law the Village Land Development Code and The Village Municipal Plan are updated every five years and these meetings, often referred to as work sessions, are open to the public at all times. Call the

Community Development Department at 878-6950 and speak to either Robin Pierce or Terry Hass if you wish to register a concern or get information on development applications within the Village.”

The Trustees had asked staff to create an e-mail account that would go to the Planning Commission Chairperson. Our attorney has recommended that Planning Commission members not receive e-mails directly from residents, but that communications be funneled through the Community Development Department.

Cost

There is no cost involved in this issue.

Recommendation

It is recommended that the Trustees give their consensus for the suggested language for the Planning Commission web page.

Lauren Morrisseau

From: Robin Pierce
Sent: Thursday, June 19, 2014 1:23 PM
To: Lauren Morrisseau
Cc: Terry Hass
Subject: Exparte discussions

Hi Lauren,

This is the statute piece I referred to during our discussion. There is also the Village Ethics Policy that all PC and ZBA members have to sign.

Thanks,

Robin.

The Vermont Statutes Online

Title 24: Municipal and County Government

Chapter 36: MUNICIPAL ADMINISTRATIVE PROCEDURE ACT

24 V.S.A. § 1207. Ex parte communications

§ 1207. Ex parte communications

(a) A presiding officer shall not communicate, directly or indirectly, with any party, party's representative, party's counsel, or any person interested in the outcome of the proceeding, on any issue in the proceeding, while the proceeding is pending, without notice and opportunity for all parties to participate.

(b) No other members of a local board sitting in a contested hearing shall communicate on any issue in the proceeding, directly or indirectly, with any party, party's representative, party's counsel, or any person interested in the outcome of the proceeding, while the proceeding is pending.

(c) A presiding officer who receives an ex parte communication on any issue relating to the proceeding and a member who receives any ex parte communication shall place on the record all written communications received, all written responses to those communications, and a memorandum stating the substance of all oral communications received, all responses made, and the identity of each person making the ex parte communication. (Added 1993, No. 232 (Adj. Sess.), § 44, eff. March 15, 1995.)



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MEMORANDUM

TO: Village Trustees
FROM: Pat Scheidel, Municipal Manager
DATE: June 24, 2014
SUBJECT: FYE 15 Appointments

Issue

The issue is whether or not the Trustees approve the Manager's annual appointments of Village Treasurer/ Tax Collector, Village Clerk, Village Attorney, Village Fire Chief and Village Engineering Consultant, in accordance with the Village Charter, Article II, Section 209.

Discussion

The Manager would like to re-appoint the following for FYE 15:

Susan McNamara-Hill – Village Treasurer and Village Clerk
David Barra – Village Attorney
Chris Gaboriault – Village Fire Chief
Hamlin Consulting Engineers – Village Engineering Consultant

Susan McNamara-Hill would not be reappointed Tax Collector because the Town of Essex will be collecting taxes for the Village.

Cost

There is no cost associated with this issue.

Recommendation

It is recommended that the Trustees approve the Manager's annual appointments for the period July 1, 2014 –June 30, 2015.

Section 2.08. Procedure.

a) Meetings. The Trustees shall meet regularly at least once in every month at such times and places as the Trustees may prescribe by rule. Special meetings may be held on the call of the President and two other members and, whenever practicable, upon no less than 48 hours' notice to each member. All meetings shall be public, however, in accordance with Vermont law the Trustees may vote to have a portion of a meeting in executive session.

b) Rules and Journal. The Board of Trustees shall determine its own rules and order of business and shall in accordance with Vermont law keep minutes of its proceedings. This journal shall be a public record.

c) Voting. Voting, except on procedural motions, shall be by roll call and the ayes and nays shall be recorded in the journal. Three members of the Board of Trustees shall constitute a quorum. No action of the Trustees except as otherwise provided in section 2.05, shall be valid or binding unless adopted by the affirmative vote of three (3) or more members of the Trustees.

Section 2.09. Appointments.

a) The Trustees shall appoint the Planning Commission, the Zoning Board of Adjustment and other appointments required by law and this charter;

b) The Trustees' approval shall be required for the Manager's annual appointments of a Village Treasurer/Tax Collector, Village Clerk, Village Attorney, Village Fire Chief, and Village Engineering Consultant. Residents of the Village or a member of the Fire Department who resides in the Town of Essex shall be eligible to hold the office of Village Fire Chief.

Section 2.10. Adoption of Ordinances. Ordinances shall be adopted in accordance with state law.

ARTICLE III OTHER ELECTED OFFICERS

Section 3.01. Library Trustees. There shall be a five member Board of Library Trustees who shall be elected to five year terms by the voters at the Annual Meeting. Only qualified voters of the Village shall be eligible to hold the office of Library Trustee. The Trustees who are now in office shall serve until their terms are completed. The Library Trustees shall establish policy for the operation of the Library and shall otherwise act in conformance with the Vermont statutes. The five permanent, self-perpetuating Library Trustees shall function in accordance with the terms of the Brownell Trust agreement dated May 25, 1925. The Library shall be required to follow all financial and personnel policies adopted by the Village Trustees.

Section 3.02. Moderator. The voters at the annual Village meeting shall elect a Moderator who shall preside at each Village meeting. Only qualified voters of the Village shall be eligible to hold the office of Moderator.



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MEMORANDUM

TO: Village Trustees and Patrick Scheidel, Village Manager
FROM: Lauren Morrisseau, Finance Director/Assistant Manager *LM*
DATE: 06/24/14
SUBJECT: Auditor Contract

Issue

The issue is whether or not the Trustees will approve the reappointment of Sullivan Powers & Co. as the Village Auditors for the FYE14 Audit and authorize the Manager to sign the contract.

Discussion

The Village Charter says, "The Board of Trustees may designate such accountant or firm annually or for a period not exceeding three year provided that the designation for any particular fiscal year shall be made no later than 30 days after the beginning of such fiscal year". I believe this means that the auditor must be named by July 30.

Sullivan Powers & Co. has sent us a contract for the audit of our FYE2014 Financial Statements. Sullivan Powers & Co. has been our auditor for 26 years. I would like to offer the following reasons for continuing this relationship.

- 1) Sullivan Powers & Co. has a reputation as one of the most knowledgeable and respected governmental auditors in the state. They are a Vermont firm doing business in Vermont.
- 2) Sullivan Powers & Co. has heavy partner rotation. They have three working partners that participate in the audits. Every audit employs a change in field personnel. We have had the same partner as the lead field work auditor for a number of years – but this could be rotated if the Trustees require it.
- 3) The financial statements produced by Sullivan Powers & Co. are accurate, clear and easily understood. Their audits are extremely thorough and exacting.
- 4) Sullivan Powers & Co. has a thorough understanding of our accounting issues – especially the very complicated accounting done for the Tri-town Wastewater Treatment Facility. This results in cost efficiency.
- 5) Sullivan Powers & Co. has an understanding of the Village's historical past and has records of this past.

- 6) Sullivan Powers & Co. are members of the National Government Finance Officers Association, the Government Quality Audit Center and are highly involved in educating Vermont's finance officers.
- 7) We are a small staff but we have excellent division of duties which is the number one deterrent to fraud. Sullivan Powers & Co. are the auditors that have year after year asked the Village to improve its internal control and we have complied with these suggestions.
- 8) A change in auditors at this time will cause hours of additional work for a staff that is already stretched quite thin.
- 9) To save the Village money and because I enjoy it, I produce the first draft of the financial statements which are then edited and finalized by the auditor. I might not be able to do this with a new firm. This saves the Village about \$2,500/year.
- 10) If there is any thought to combining Village and Town administrations it would be a waste to go out for bid this year when we might come under the Town audit scope in the near future.
- 11) It is late to be going out to bid for auditor since the auditor must be named by July 30.

Cost

The cost to the Village for this year's contract is

\$14,500 which is an increase of 2% over the cost of last year's audit.

In addition the Village will need to have a single audit of the WWTF Refurbishment Project because the CWSRF loan is 83% federal money. The cost of the single audit of this program was \$7,721 in FYE14.

Recommendation

It is recommended that the Trustees reappoint Sullivan Powers & Co. to audit the Village's FYE14 financial statements and authorize the Manager to sign the contract.

Sullivan, Powers & Co.

CERTIFIED PUBLIC ACCOUNTANTS

A PROFESSIONAL CORPORATION

77 Barre Street
P.O. Box 947
Montpelier, VT 05601
802/223-2352
802/223-3578 FAX

June 13, 2014

Fred Duplessis, CPA
Richard J. Brigham, CPA
Chad A. Hewitt, CPA
Wendy C. Gilwee, CPA
VT Lic. #92-000180

RECEIVED

JUN 17 2014

Village of Essex Junction

Board of Trustees
Village of Essex Junction
2 Lincoln Street
Essex Junction, Vermont 05452

This letter is to confirm our understanding of the terms and objectives of our engagement.

SCOPE OF SERVICES

We are prepared to perform an audit of the financial statements of the Village of Essex Junction, Vermont as of and for the year then ended June 30, 2014. We will audit the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of the Village of Essex Junction, Vermont as of and for the year ended June 30, 2014.

Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the Village of Essex Junction, Vermont's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the Village of Essex Junction, Vermont's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited.

1. Management's Discussion and Analysis, if presented.

We have also been engaged to report on supplementary information other than RSI that accompanies the Village of Essex Junction, Vermont's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and will provide an opinion on it in relation to the financial statements as a whole.

1. Schedule of Expenditures of Federal Awards

The following other information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and our auditor's report will not provide an opinion or any assurance on that other information.

1. Combining Balance Sheet – Nonmajor Governmental Funds.
2. Combining Statement of Revenues, Expenditures and Changes in Fund Balances – Nonmajor Governmental Funds.
3. Statement of Revenue and Expenses – Budget (Non GAAP Budgetary Basis) and Actual – Water Fund.
4. Statement of Revenue and Expenses – Budget (Non GAAP Budgetary Basis) and Actual – Sanitation Fund.
5. Statement of Revenue and Expenses – Budget (Non GAAP Budgetary Basis) and Actual – Wastewater Fund.

AUDIT OBJECTIVES

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to previously when considered in relation to the financial statements as a whole. The objective also includes reporting on:

- Internal control related to the financial statements and compliance with laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements in accordance with "Government Auditing Standards".
- Internal control related to major programs and an opinion (or disclaimer of opinion) on compliance with laws, regulations, and the provisions of contracts or grant agreements that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and OMB Circular A-133, "Audits of States, Local Governments and Non-Profit Organizations".

The "Government Auditing Standards" report on internal control over financial reporting and on compliance and other matters will include a paragraph that states that the purpose of the report is solely to describe the scope of testing of internal control and compliance and the result of that testing, and not to provide an opinion on the effectiveness of the Village's internal control over financial reporting or on compliance, and that the report is an integral part of an audit performed in accordance with "Government Auditing Standards" in considering the Village's internal control and compliance. The OMB Circular A-133 report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of OMB Circular A-133. Both reports will state that the report is not suitable for any other purpose.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in "Government Auditing Standards", issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of OMB Circular A-133, and will include tests of accounting records, a determination of major program(s) in accordance with OMB Circular A-133, and other procedures we consider necessary to enable us to express such opinions. We will issue written reports upon completion of our Single Audit. Our reports will be addressed to the Board of Trustees of the Village of Essex Junction, Vermont. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinion on the financial statements or the Single Audit compliance opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or may withdraw from this engagement.

If circumstances occur related to the condition of your records, the availability of sufficient, appropriate audit evidence, or the existence of a significant risk of material misstatement of the financial statements caused by error, fraudulent financial reporting, or misappropriation of assets, which in our professional judgment prevent us from completing the audit or forming an opinion on the financial statements, we retain the right to take any course of action permitted by professional standards, including declining to express an opinion or issue a report, or withdrawing from the engagement.

MANAGEMENT RESPONSIBILITIES

Management is responsible for the financial statements, schedule of expenditures of federal awards, and all accompanying information as well as all representations contained therein. Management is also responsible for identifying all federal awards received and understanding and complying with the compliance requirements, and for preparation of the schedule of expenditures of federal awards in accordance with the requirements of OMB Circular A-133. As part of the audit, we will assist with preparation of your financial statements, schedule of expenditures of federal awards, and related notes. These nonaudit services do not constitute an audit under "Government Auditing Standards" and such services will not be conducted in accordance with "Government Auditing Standards". You agree to assume all management responsibilities relating to the financial statements, schedule of expenditures of federal awards, related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Management is responsible for (1) establishing and maintaining effective internal controls, including internal controls over compliance, and for evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management is reliable and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, additional information that we may request for the purpose of the audit, and unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities also include identifying significant vendor relationships in which the vendor has responsibility for program compliance and for the accuracy and completeness of that information. Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving management, employees who have significant roles in internal control, and others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. Management is also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements, or abuse that we report. Additionally, as required by OMB Circular A-133, it is management's responsibility to follow up and take corrective action on reported audit findings and to prepare a summary schedule of prior audit findings and a corrective action plan for our review. The summary schedule of prior audit findings should be available for our review when we arrive to begin the audit.

You are responsible for the preparation of the schedule of expenditures of federal awards in conformity with OMB Circular A-133. You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon or make the audited financial statements readily available to intended users of the schedule of expenditures of federal awards no later than the date the schedule of expenditures of federal awards is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that you are responsible for the schedule of expenditures of federal awards in accordance with OMB Circular A-133; that you believe the schedule of expenditures of federal awards, including its form and content, is fairly presented in accordance with OMB Circular A-133; that the methods of measurement or presentation have not changed from those used in the prior period (or if they have changed, the reasons for such changes); and you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles (GAAP). You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon or make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that you are responsible for the supplementary information in accordance with GAAP; that you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; that the methods of measurement or presentation have not changed from those used in the prior period (or if they have changed, the reasons for such changes); and you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

With regard to using the auditor's report, you understand that you must obtain our prior written consent to reproduce or use our report in bond offering official statements or other documents. With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying for us previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

AUDIT PROCEDURES – GENERAL

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from errors, fraudulent financial reporting, misappropriation of assets, or violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, “Government Auditing Standards” do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and “Government Auditing Standards”. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or major programs. However, we will inform the appropriate level of management of any material errors and any fraudulent financial reporting or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We may request written representations from your attorneys as part of the engagement and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts and grant agreements; and other responsibilities required by generally accepted auditing standards.

AUDIT PROCEDURES – INTERNAL CONTROL

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to “Government Auditing Standards”.

As required by OMB Circular A-133, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to OMB Circular A-133.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, "Government Auditing Standards" and OMB Circular A-133.

AUDIT PROCEDURES – COMPLIANCE

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Village of Essex Junction, Vermont's compliance with provisions of applicable laws, regulations, contracts and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance, and we will not express such an opinion in our report on compliance issued pursuant to "Government Auditing Standards".

OMB Circular A-133 requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with applicable laws and regulations and the provisions of contracts and grant agreements applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the "OMB Circular A-133 Compliance Supplement" for the types of compliance requirements that could have a direct and material effect on each of the Village of Essex Junction, Vermont's major programs. The purpose of these procedures will be to express an opinion on the Village of Essex Junction, Vermont's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to OMB Circular A-133.

AUDIT ADMINISTRATION

Chad Hewitt, CPA is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

We understand that your employees will prepare all cash or other confirmations we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditor's reports and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. If applicable, we will provide copies of our report for you to include with the reporting package you will submit to pass-through entities. The Data Collection Form and the reporting package must be submitted within the earlier of 30 days after receipt of the auditor's reports or nine months after the end of the audit period, unless a longer period is agreed to in advance by the cognizant or oversight agency for audits.

We will provide copies of our reports to the Village of Essex Junction, Vermont; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is our property and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of our personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

In the event we are required to respond to a subpoena, court order or other legal process for the production of documents and/or testimony relative to information we obtained and/or prepared during the course of this engagement, you agree to compensate us for the time we expend in connection with such response, and to reimburse us for all of our out-of-pocket costs incurred in that regard.

In the event that we are or may be obligated to pay any cost, settlement, judgment, fine, penalty, or similar award or sanction as a result of a claim, investigation, or other proceeding instituted by any third party, then to the extent that such obligation is or may be a direct or indirect result of your intentional or knowing misrepresentation or provision to us of inaccurate or incomplete information in connection with this engagement, and not any failure on our part to comply with professional standards, you agree to indemnify us, defend us, and hold us harmless as against such obligations.

This engagement letter is contractual in nature, and includes all of the relevant terms that will govern the engagement for which it has been prepared. The terms of this letter supersede any prior oral or written representations or commitments by or between the parties. Any material changes or additions to the terms set forth in this letter will only become effective if evidenced by a written amendment to this letter, signed by all of the parties.

Our audit engagement ends on delivery of our audit report. Any follow-up services that might be required will be a separate, new engagement. The terms and conditions of that new engagement will be governed by a new, specific engagement letter for that service.

FEE ARRANGEMENTS

Based upon our knowledge of your accounting system and our understanding of the requirements, we have determined that the audit of the financial statements can be performed for a fee of \$14,500 provided that the books are closed and reconciled and our to do list is completed prior to our commencing fieldwork.

Our fee for the single audit, if required, will be based on the time of the individuals performing these services at our standard hourly rates plus out-of-pocket expenses.

Fees for any other accounting services we provide will be billed based on the time of the individuals performing these services at our standard hourly rates plus out-of-pocket expenses.

Our procedure is to bill on a monthly progress basis for work performed to date. Accounts are due and payable upon receipt. A finance charge of one percent (1%) per month will be charged on balances over thirty (30) days.

GENERAL CONDITIONS

We are prepared to commence work as soon as formally engaged. A draft of the audit report will be submitted for your review prior to its issuance. We will issue the final reports within one (1) week of your approval of the draft report.

The audit documentation for this engagement will be retained for five (5) years after the report release date or for any additional period requested by a federal awarding agency or pass-through entity. If we are aware that a federal awarding agency, pass-through entity or auditee is contesting an audit finding, we will contact the party contesting the audit finding for guidance prior to destroying the audit documentation.

If the terms are acceptable to you and the services are in accordance with your requirements, please sign in the space provided and return an executed copy of this letter to us.

Respectfully submitted,

Sullivan Powers & Company
by: Fred Duplessis, CPA
SULLIVAN, POWERS & CO.
Certified Public Accountants

We understand that the purpose of this is to clarify the services to be performed by you and the fee arrangements. We hereby confirm to you that we agree to the contents of this letter.

Dated: _____



Patrick Scheidel
Municipal Manager
PatS@essexjunction.org

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

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Fax: (802) 878-6946

MEMORANDUM

TO: Village Trustees
FROM: Pat Scheidel, Municipal Manager *PS*
DATE: June 24, 2014
SUBJECT: Changes in Vermont's Open Meeting Law

Issue

The issue is whether or not the Trustees designate two or more public places in the municipality at which agendas will be posted.

Discussion

The legislature recently amended Vermont's Open Meeting Law (see attached from the VLCT Municipal Assistance Center.) One of the new requirements is that the Board of Trustees officially designate where agendas are posted in the municipality (see #11.) At present, all municipal meeting agendas are posted here at the Village office, at the Brownell Library and the Town of Essex municipal building. This meets the requirements of the law; however, we need it stated in a motion from the Trustees.

Cost

There is no cost associated with this issue.

Recommendation

It is recommended that the Trustees designate the following places for posting all meeting agendas for the municipality: Village office, Brownell Library and Essex Town office.

Open Meeting Law Frequently Asked Questions

Vermont's Open Meeting Law was significantly amended in 2014. The VLCT Municipal Assistance Center has written a primer on the law, with *recent changes to the law in italics*. The law casts a very broad net and, as you will see from reading this document, it **generally applies whenever a majority of the members of a municipal board, council, commission, committee, or subcommittee have a conversation or make a decision about municipal business.**

No. 143. An act relating to the open meeting law.

(H.497)

It is hereby enacted by the General Assembly of the State of Vermont:

Sec. 1. 1 V.S.A. § 310 is amended to read:

§ 310. DEFINITIONS

As used in this subchapter:

(1) "Deliberations" means weighing, examining, and discussing the reasons for and against an act or decision, but expressly excludes the taking of evidence and the arguments of parties.

(2) "Meeting" means a gathering of a quorum of the members of a public body for the purpose of discussing the business of the public body or for the purpose of taking action. "Meeting" shall not mean written correspondence or an electronic communication, including e-mail, telephone, or teleconferencing, between members of a public body for the purpose of scheduling a meeting, organizing an agenda, or distributing materials to discuss at a meeting, provided that such a written correspondence or such an electronic communication that results in written or recorded information shall be available for inspection and copying under the Public Records Act as set forth in chapter 5, subchapter 3 of this title.

(3) "Public body" means any board, council, or commission of the ~~state~~ State or one or more of its political subdivisions, any board, council, or commission of any agency, authority, or instrumentality of the ~~state~~ State or one or more of its political subdivisions, or any committee of any of the foregoing boards, councils, or commissions, except that "public body" does not

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Actions to be taken before July 1, 2014

1. What do Vermont municipalities need to do before July 1, 2014, to comply with the law?

- a. Designate locations in your municipality where notices and agendas for meetings will be posted. (See #10 and #13 below.)
- b. Prepare your municipality's website, if there is one, so that you will be ready to post agendas before meetings (see #10) and minutes five days after those meetings occur. (See #14.) Otherwise, you should de-activate the website to avoid violating this requirement.

Contact the Municipal Assistance Center with any questions at 800-649-7915 or info@vlct.org.

The Law

2. What is the Open Meeting Law?

The Open Meeting Law provides that “[a]ll meetings of a public body are declared to be open to the public at all times, except as provided in section 313 of this title [on executive sessions].” 1 V.S.A. § 312(a). The intent of the law is to create transparency in government by requiring advance public notice and an opportunity for public participation in governmental decisions. The law is found in 1 V.S.A. §§ 310-314. The amended sections of the law are found in the text of Act 143, which is archived at <http://www.leg.state.vt.us/DOCS/2014/ACTS/ACT143.PDF>.

3. What does the Open Meeting Law require?

The law requires that you:

- Publicly announce your meetings. 1 V.S.A. §§ 312(c), 310(4)
- *Prepare an agenda for regular and special meetings and post that agenda.* 1 V.S.A. § 312(d)
- Conduct the business of the municipality in open meetings (unless specifically exempted). 1 V.S.A. § 312(a)
- Allow for public comment at your meetings (subject to reasonable rules). 1 V.S.A. § 312(h)
- Take minutes at your meetings and make those minutes available *within 5 days, including on your website, if there is one.* 1 V.S.A. § 312(b)
- *Respond in a timely manner when there is a complaint/allegation of violation of the law.* 1 V.S.A. § 314(b)

4. To whom does the law apply?

Every “public body” of a municipality. **A public body is any board, council, commission, committee, or subcommittee of a municipality.** 1 V.S.A. § 310(3). This includes selectboards, prudential committees, planning commissions, conservation commissions, cemetery commissions, development review boards, boards of civil authority, boards of health, zoning boards of adjustment, etc., as well as subcommittees of those bodies. *It does not apply to community justice boards or community justice centers.* 24 V.S.A. § 1964(b).

5. When does the law apply?

The requirements of the law are triggered whenever a “quorum” of the body is “meeting.” A **quorum** is a majority of the total number of members on the body. A **meeting** means a gathering of a quorum of the members of a public body for the purpose of discussing the business of the body or for the purpose of taking any action. 1 V.S.A. § 310(2).

You don’t all have to be in the same room at the same time for it to be considered a meeting; the law applies regardless of the physical location of the members. Therefore a phone conversation can still be a meeting for purposes of the law. **Furthermore, time is not a factor.** Individual members may

make contributions to a collected conversation at different times and from different places. This means that a discussion by email may violate the law.

Wait! We can't talk on the phone or discuss town business over coffee?!

A majority of the members of a public body may never discuss or make decisions about the business of the municipality unless they are in a duly warned open meeting. What this means for a three-person selectboard is that no two selectboard members may ever discuss municipal business outside of an open meeting. On a five-person commission, no three of them may participate. However, any of the members of a public body may talk about routine administrative matters (such as scheduling meetings) without violating the law.

Email, Phone, and Other Electronic Communication

6. Can we ever use email?

Email may be used for distribution of information but should not be used for discussion (don't hit "Reply All"), except for the following administrative exemption. *Email may also be used for purely administrative matters such as scheduling a meeting or creating an agenda. However, that email must be available for copying and inspection as a public record.* 1 V.S.A. § 310(2). In addition, there is a very limited exception to this rule for a public body doing a quasi-judicial deliberation – for instance, a development review board in the midst of drafting its written decision on a permit application. 1 V.S.A. § 312(e). Before taking advantage of this exception, the public body must have conducted a quasi-judicial hearing in public session, and then entered into deliberative session to discuss the evidence and decide how to proceed. (See #15-17.)

7. If we are unable to attend a meeting, can we vote by email or proxy?

No, you may never vote by email or by proxy. *However, if you attend a meeting by electronic means (e.g., speaker phone or Skype), you may vote, so long as you adhere to the requirements listed in #8, below.* 1 V.S.A. § 312(a)(2).

8. Can a member attend a meeting by phone or Skype?

Yes, you may attend a meeting by electronic means (e.g., speaker phone, Skype, etc.) as long as you identify yourself when the meeting is convened, and you are able to hear and be heard throughout the meeting. Whenever one or more members attend electronically, voting must be done by roll call. 1 V.S.A. § 312(a)(2).

What if a majority of us are not able to be physically present? Can we still have the meeting?

Yes. A quorum or more of a public body may participate electronically when there has been a prior public announcement of such arrangement and proper posting of such meeting that designates at least one physical location where a member of the public can attend and participate in the meeting. The public announcement and posting of the notice of such meeting must take place at least 24 hours in advance of such meeting, or as soon as practicable prior to an emergency meeting. At least one member of the body or at least one staff person or other designee must be present at that physical location. Each member that attends electronically must identify himself or herself when the meeting is convened, and must be able to hear and be heard throughout the meeting. Any voting must be done by roll call. 1 V.S.A. § 312(a)(2).

Agendas

9. Do we need to have an agenda for every meeting?

A written agenda must be created in advance of every regular or special meeting. 1 V.S.A. § 312(d).

10. Do we have to post the agenda?

Yes. At least 48 hours in advance of a regular meeting, and at least 24 hours in advance of a special meeting, an agenda must be posted in or near the municipal office and in at least two other designated public places in the municipality. 1 V.S.A. § 312(d). Every municipality should, before July 1, officially designate two or more public places in the municipality at which agendas will be posted. In addition, the municipality must post the agendas of regular and special meetings to an official website, if one exists that is maintained or has been designated as the official website. 1 V.S.A. § 312(d).

11. What are “designated places” for posting?

Every municipality should, before July 1, officially designate two or more public places in the municipality at which agendas of regular and special meetings will be posted (48 hours in advance) and where notices of special meetings will be posted (24 hours in advance). (See #10 and #13.) Our opinion is that the selectboard, council, or board of trustees can make this designation on behalf of all of the public bodies in the municipality, unless those bodies chose to do so independently.

12. Can we change an agenda after it is posted?

There are new limitations on when a meeting agenda may be modified: an item may only be added or removed from a meeting agenda as the first order of business at the meeting. 1 V.S.A. § 312(d)(3)(A). It is our opinion that this still allows you to table or otherwise postpone an action item when necessary, as in situations where additional information is needed before a decision may be made. Other adjustments to an agenda (e.g., changing the order of items) may be made at any time during the meeting. 1 V.S.A. § 312(d)(3)(B). Despite the above changes to the law, the standard for additions to an agenda generally remains the same – the body must give the public adequate notice and an opportunity to be heard. Weighed against those rights are the obligations of the public body to meet its deadlines and complete its legal requirements.

Posting, Noticing, and Announcing Meetings

13. What are the requirements for noticing and announcing a meeting?

Regular meetings of a public body (e.g., the planning commission meets every second Tuesday of the month) only need to be announced once: in a charter, local ordinance, or resolution. 1 V.S.A. § 312(c)(1). This is typically done in the public body’s annual organizational meeting (first meeting of the year). *However, an agenda must be posted in advance of every regular meeting. 1 V.S.A. § 312(d). (See #10.)*

Special meetings (meetings that occur outside of that regular schedule) must be publicly announced at least 24 hours in advance. 1 V.S.A. § 312(c)(2). A meeting is publicly announced when notice is given to all the members of the board; to an editor, publisher, or news director of a newspaper or radio station serving the area; *and to any person who has requested notice of such meetings. 1 V.S.A. § 310(4). In addition, notices and agendas must be posted at the clerk’s office and in at least two other designated public places in the municipality at least 24 hours in advance. 1 V.S.A. § 312(c)(2).*

Emergency meetings – which are held only when necessary to respond to an unforeseen occurrence or condition requiring immediate attention by the public body – may be held without posting, although some public notice must be given as soon as possible before the meeting. 1 V.S.A. § 312(c)(3).

Meeting Minutes

14. Do we have to take minutes at every meeting and provide them to the public?

Yes, minutes must be taken at every public meeting and must include at least the following information: members present, active participants at the meeting, motions made, and votes taken. 1 V.S.A. §

312(b)(1). Minutes must be available for inspection five days after the meeting. 1 V.S.A. § 312(b)(2). *In addition, minutes must be posted no later than five days after the meeting to an official website, if one exists, that is maintained or has been designated as the official website.* 1 V.S.A. § 312(b)(2). While a person who fails to post minutes to the official town website “shall not be subject to prosecution for such violation ... in connection with any meeting that occurs before July 1, 2015,” we recommend complying with this requirement as soon as practicable. 2014 Vt. Acts and Resolves 143-6. Minutes need not be taken in executive session, but if they are, they are not subject to a public records request. 1 V.S.A. § 313(a).

Exceptions to the Open Meeting Law

15 Can we ever meet behind closed doors?

There are exceptions to the Open Meeting Law. The requirements of that law are not imposed on municipal bodies in the following situations:

- **Site inspections** 1 V.S.A. § 312(g): e.g., assessing damage or making tax assessments or abatements;
- **Routine administrative matters** 1 V.S.A. § 310(2): e.g., scheduling meetings, updating listers’ cards;
- **Deliberative sessions within the context of a quasi-judicial proceeding** 1 V.S.A. § 312(e): e.g., hearings by a board of civil authority or zoning board, or employment termination (see #16 and #17.); and
- **Executive sessions** 1 V.S.A. § 312(a): See #18-21.

16. What is a deliberative session?

A deliberative session occurs only in conjunction with a quasi-judicial proceeding. These are situations where a public body (such as a selectboard or development review board) is acting like a judge or jury in that it takes evidence or testimony, and then weighs, examines, and discusses the reasons for or against an act or decision based on that evidence. 1 V.S.A. § 310(5). Examples include tax appeal hearings before the board of civil authority, vicious dog hearings, employment termination hearings, and zoning and subdivision hearings before a planning commission, zoning board of adjustment, or development review board. The exception for deliberative session is limited to quasi-judicial proceedings and does not apply simply because the public body wants time to deliberate in private.

17. Do we have to come out of deliberative session to issue or adopt a decision?

Generally, no. The law allows a public body to make a decision in deliberative session so long as the decision is issued in writing and the writing is a public record. 1 V.S.A. § 312(f). This means that after the public body has heard all of the evidence in a hearing, it may adjourn the public portion of the meeting, privately discuss and determine the merits of the issue, and then circulate drafts of an opinion for comment and approval prior to issuing its formal written decision.

18. What about executive session? When can we use that exception?

Rarely. An executive session is a closed portion of a public meeting and is allowed only in certain limited situations. Those that apply to municipal bodies are as follows:

1. Negotiating or securing real estate purchase *or lease* options. 1 V.S.A. § 313(a)(2)
2. The appointment or employment or evaluation of a public officer or employee (**but** the public body must make a final decision to hire or appoint in an open meeting **and** it must explain the reasons for its final decision). 1 V.S.A. § 313(a)(3)
3. A disciplinary or dismissal action against a public officer or employee (**but** such officer or employee has the right to a public hearing if formal charges are brought). 1 V.S.A. § 313(a)(4)
4. A clear and imminent peril to the public safety. 1 V.S.A. § 313(a)(5)
5. Discussion or consideration of records or documents that are exempt from the public records laws (**but** that does not give authority to discuss the general subject to which the document pertains). 1 V.S.A. § 313(a)(6)

6. *Municipal or school security or emergency response measures, the disclosure of which could jeopardize public safety.* 1 V.S.A. § 313(a)(10)
7. *When (and only when) the public body has made a specific finding that premature general public knowledge (see #19) would clearly place the state, municipality, other public body, or a person involved at a substantial disadvantage, it may go into executive session to discuss one of the following:*
 - A. *contracts;*
 - B. *labor relations agreements with employees;*
 - C. *arbitration or mediation;*
 - D. *grievances, other than tax grievances;*
 - E. *pending or probable civil litigation or a prosecution, to which the public body is or may be a party; or*
 - F. *confidential attorney-client communications made for the purpose of providing professional legal services to the body.*1 V.S.A. § 313(a)(1)

19. What is “premature general public knowledge” and how could that place someone at a substantial disadvantage?

In order to go into executive session to discuss, for example, a contract, there must be a reason that the contract cannot be discussed in open session. For instance, if the municipality is in the midst of a contract negotiation, it would not want to discuss its proposed terms as that would give the other side an advantage at the bargaining table. On the other hand, if the body is dealing with a contract that has already been signed and therefore is already a public matter, it likely does not have legal grounds to go into executive session because there is no disadvantage that will be suffered by disclosing the information.

20. When can we enter into executive session to discuss legal matters?

The amended law sets out two reasons to discuss legal issues in executive session once there has been a finding that premature general public knowledge would place a person or entity at a substantial disadvantage. First, you may discuss “pending or probable civil litigation or a prosecution, to which the public body may be a party.” Second, you may discuss “confidential attorney-client communications made for the purpose of providing professional legal services to the body.” 1 V.S.A. §§ 313(a)(1)(E) and (F). Municipalities also retain their ability under the law to have their attorney, among others, present during executive sessions [“Attendance in executive session shall be limited to members of the public body, and, in the discretion of the public body, its staff, clerical assistants and legal counsel, and persons who are subjects of the discussion or whose information is needed.” 1 V.S.A. § 313(b)] and to discuss correspondence from its attorney under 1 V.S.A. 317(c)(4). This provision of law exempts from the general rule of disclosure “records which, if made public ..., would cause the custodian to violate any statutory or common law privilege.” The attorney-client privilege falls within this exemption.

21. What are the logistics of entering into executive session?

A motion to go into executive session must be made during the open portion of a meeting and must indicate the nature of the business to be discussed. 1 V.S.A. §§ 313(a). We recommend that you state the specific statutory provision that gives authority to enter into such session (“Title 1, Section 313, Subsection ____ of the Vermont Statutes”). We also recommend that you provide in your motion as much information as you can, without giving away the details that necessitate the executive session. The motion must get the vote of a majority of the members present. 1 V.S.A. §§ 313(a).

22. How do we make a motion to enter into executive session?

The contents of the motion to enter into executive session depend on the reason for entering that executive session. To enter into executive session for the reasons noted in 1 V.S.A. §§ 313(a)(2)-(a)(10)

(listed in #18, parts 1-6), the motion merely needs to identify the topic of discussion and the specific statutory provision that gives authority to enter into such session. We also recommend that you provide in your motion sufficient information without giving away the details that necessitate the executive session. For instance: "Because it is time for our annual evaluation of the town manager, I move that we go into executive session to discuss the evaluation of a public officer or employee under the provisions of Title 1, Section 313(a)(3) of the Vermont Statutes."

To enter into executive session for the reasons noted in 1 V.S.A. §§ 313(a)(1) (listed in #18, part 7), you must make a finding that premature general public knowledge would place the public body or a person involved at a substantial disadvantage. 1 V.S.A. §§ 313(a)(1). Therefore, we recommend that you make two separate motions:

The **first motion** is to find that premature public discussion of the subject would cause the municipality (or a person) to suffer a substantial disadvantage. For instance, in the case of a contract under negotiation, the motion might be:

"I move to find that premature general public knowledge of the town's contract with ABC Company would clearly place this selectboard at a substantial disadvantage, because the selectboard risks disclosing its negotiation strategy if it discusses the proposed contract terms in public."

In this hypothetical situation, the "substantial disadvantage" is the risk of losing the competitive edge in the negotiations by talking about the specific terms in public. For instance, once ABC Company hears the selectboard talk about the maximum price it can afford to pay, ABC Company may refuse to take anything less than that amount.

The **second motion** follows from the first and should recite the specific statutory provision that gives authority to enter into such session. For instance:

"I move that we enter into executive session to discuss the town's contract with ABC Company under the provisions of Title 1, Section 313(a)(1)(A) of the Vermont Statutes."

It is important that the minutes show that there was a careful analysis of the need to enter into executive session before the first motion was made.

The amendment that requires a finding that "*premature general public knowledge would place the public body or a person involved*" is not actually a new requirement. Rather it is a reminder of the Vermont Supreme Court's holding in *Trombley v. Bellows Falls Union High School Dist. No. 27*, 160 Vt. 101, (1993) and therefore something municipal public bodies should have been doing all along. The Court in that case held:

It is not unworkable for a public body to make a careful analysis of need before deciding to go into executive session. In fact, in the absence of a case-by-case determination, the legislative policy of openness would be frustrated by the impossibility of describing in categorical terms, without being over-inclusive, the permissible subjects of executive sessions. The exercise of judgment is inevitable. *Id.*

Given the Court's opinion in *Trombley*, the first motion described above should only be made after a discussion (careful analysis) in general terms (otherwise the purpose of entering executive session would be defeated) of why "premature general public knowledge would clearly place the public body, or a person involved at a substantial disadvantage."

Violations of the Open Meeting Law

23. What is the penalty for a person who violates the law?

A person who knowingly and willfully violates the Open Meeting Law, or who knowingly and willfully violates the Open Meeting Law on behalf of or at the behest of a public body, or who knowingly and intentionally participates in the wrongful exclusion of any person or persons from any relevant meeting may be guilty of a misdemeanor, punishable with a fine up to \$500. 1 V.S.A. § 314(a). *Prior to instituting such action, the Attorney General must provide the public body with written notice of the alleged violation. (See #24.)*

24. What must the public body do if it receives written notice of an alleged violation?

*Immediately contact your town attorney or the Municipal Assistance Center! A public body must respond publicly within seven days **business** days after receiving written notice alleging a violation. Logistically, this means that it must immediately call a special meeting and provide adequate notice and warning of that meeting, including an agenda. (See #13.) During the meeting, the body should publicly discuss the situation and determine whether there was an **inadvertent** violation of the law. Based on this determination, it should issue a statement that either denies the allegation and states that no cure is necessary, or acknowledges that there was an **inadvertent** violation that will be cured within 14 **calendar** days. The public body should **not** publicly acknowledge a violation that is anything other than inadvertent without specific legal advice to do so. Failure to respond to the allegation within seven **business** days is treated as a denial. 1 V.S.A. § 314(b). In the event that the public body is sued for a violation of the law (see #25), the court will assess attorneys' fees and costs based in part on whether there was a timely and response to a notice of violation. 1 V.S.A. § 314(d).*

25. Can someone sue the municipality for a violation of the law?

*Yes, but that person must give the public body a chance to respond to the allegation, as per #24. After the public body issues an acknowledgement or denial of the violation, and after allowing 14 **calendar** days for the body to cure the violation, either the Attorney General or any person aggrieved by the alleged violation may bring suit against the public body in Superior Court. Such a suit must be brought within one year of the alleged violation. 1 V.S.A. § 314(a).*

26. Is the public body liable for attorneys' fees if it is sued for a violation of the law?

The law is unclear on this point. It states that a public body is not liable for attorneys' fees arising from litigation over an inadvertent violation of the law that is cured by the public body. 1 V.S.A. § 314(b)(1). However, the law also allows a court to assess attorneys' fees against a public body found to have violated the law. Before making this assessment, however, the court must consider whether the public body had a reasonable basis in fact and law for its position and that it acted in good faith, which includes responding to the notice of violation in a timely manner. 1 V.S.A. § 314(d).

27. When does the clock start ticking? When has the public body "received" an allegation of violation?

*This issue is important because receipt of a complaint or allegation starts the seven **business** day timeline for response. Unfortunately, the statute does not define when the "receipt" takes place. We therefore advise that you take the most conservative approach and consider that the public body has received an allegation when any member of the public body, or any municipal official who acts in an administrative capacity for the public body, receives a written complaint or allegation of violation. At that point, the public body has seven **business** days in which to respond.*

28. How does the public body “cure” the inadvertent violation?

An inadvertent violation is cured when there is either a ratification of the actions taken in violation of the law or a declaration that those actions are void. The public body must also adopt specific measures to prevent future violations of the law. 1 V.S.A. § 314(b)(4). Such measures should be geared toward addressing the particular violation and might include, for example, training regarding the requirements of the Open Meeting Law, or implementation of internal procedures to assist the public body in future Open Meeting Law compliance, such as VLCT’s “Revised Model Rules of Procedure,” which we will post on our website (www.vlct.org) by July 1, 2014.



MEMORANDUM

TO: Village Trustees
FROM: Pat Scheidel, Village Manager
DATE: June 24, 2014
SUBJECT: Trustees Meeting Schedule

TRUSTEES MEETING SCHEDULE/EVENTS

July 4 at 9:30 PM – Fireworks at Maple Street Park

July 8 at 6:30 – Regular Trustees Meeting

- Public Hearing on revised Comprehensive Plan

July 19, 5-10 PM – Block Party & Street Dance

July 22 at 6:30 – Regular Trustees Meeting

August 12 at 6:30 – Regular Trustees Meeting

August 26 at 6:30 – Regular Trustees Meeting

September 9 at 6:30 – Regular Trustees Meeting

September 23 at 6:30 – Regular Trustees Meeting

October 14 at 6:30 – Regular Trustees Meeting

October 28 at 6:30 – Regular Trustees Meeting

Act 250

District 4 Environmental Commission

Re: 4 Pearl St Investments LLC. Application #4C1264

RECEIVED

JUN 13 2014

Village of Essex Junction

**Memorandum identifying clear written community standards
intended to preserve the aesthetics of the area**

. At the hearing the Chair preliminarily granted party status to the following parties under the listed criteria:

1. Anne and Matthew Whyte, 10 School Street, Essex Junction; Granted party status under Criteria 5 (Traffic), 8 (Aesthetics, Historic Sites), and 9(K) (Public Investments).
2. Frank Naef, 4 Park Terrace, Essex Junction; Granted party status under Criteria 5 (Traffic), 8 (Aesthetics, Historic Sites), and 9(K) (Public Investments).
3. Hugh Gibson, 6 School Street, Essex Junction; Granted party status under Criteria 5 (Traffic), 8 (Aesthetics, Historic Sites), and 9(K) (Public Investments).
4. Peter Sloan, 8 School Street, Essex Junction; Granted party status under Criteria 5 (Traffic), 8 (Aesthetics, Historic Sites), and 9(K) (Public Investments).
5. Linda McKenna, 9 School Street, Essex Junction; Granted party status under Criteria 5 (Traffic), 8 (Aesthetics, Historic Sites), and 9(K) (Public Investments).
6. Matthew and Christine Diem, 4 School Street, Essex Junction; Granted party status under Criteria 5 (Traffic), 8 (Aesthetics, Historic Sites), and 9(K) (Public Investments).

C. The District Commission allowed the following persons to participate pursuant to 10 V.S.A. § 6085(c)(5).

1. Michael Munson, 83 Park Street, Essex Junction; Participated at the hearing under Criteria 5 (Traffic), 8 (Aesthetics, Historic Sites), and 9(K) (Public Investments).
2. Henri de Marne, 11 Skyline Drive, Essex Junction; Participated through a letter dated April 15,

2014 addressing Criteria 5 (Traffic), 8 (Aesthetics, Historic Sites), and 9(K) (Public Investments).

To: Environmental District #4 Commission

Date: May 15, 2014

Re: Application #4C1264 4 Pearl Street Investments LLC, 5 Corners Essex Jct. Vt

From: Hugh Gibson, 6 School Street, Essex Jct. Vermont

I would like to submit evidence showing non compliance of the 5 Corners development project with regards to aesthetics (“visually compatible with the historic character”) as stated in the *Essex Junction Comprehensive Plan* and corresponding *Land Development Code*. Therefore, leading to the non compliance of Act 250 criteria #8.

(8) Will not have an undue adverse effect on aesthetics, scenic beauty, historic sites or natural areas.

It is reasonable and I believe in the majority of residents thinking that development will occur at 5 corners. We have already seen significant changes along Pearl Street including new businesses (grocery, retail) and streetscape improvements such as lighting. The success of the past has been in part to our Comprehensive Plan and the Land Development Code. Both documents are clear and well defined. It appears that eagerness and general excitement by the planning commission over the proposed 4 Pearl Street Investments project at 5 corners compromised the scrutiny generally given to any project. When in fact a project of this scale, on the most prominent location in the village, should have received full attention to one of the most basic premises stated within the 2 plans, that of preserving the character of the village both historically and in its scale. I have reprinted sections from the Essex Junction Comprehensive Plan and Land Development Code which relate to non compliance of this project. Specific related wording is highlighted in yellow. Annotations by me are in red.

Community Vision and Strategies for Essex Junction: 2007-2012

1. General Community Goals and Vision

An important stage of any Planning Process is the identification of a community vision for the future, which is used in establishing general community goals. These General Goals and Vision are used to identify what the community is striving to become or maintain as well as the challenges and opportunities it faces. They define the Plan and provide focus to the Planning Process.

The General Goals and Vision of the Village of Essex Junction Comprehensive Plan are as follows:

REGION: To recognize and enhance Essex Junction's role within the Chittenden County region as a major employment and transportation center; to cooperate with adjoining communities to ensure quality development; and to protect the Village from negative impact of adjoining development.

COMMUNITY: To maintain the Village character of Essex Junction as a traditional New England Style Village that is pleasant and walkable; which provides a full range of urban services to community residents in close proximity to residential neighborhoods; and to ensure new growth maintains high standards and builds off the historic village character.

NEIGHBORHOOD: To provide suitable living environments for all residents of the Village and to preserve existing neighborhoods as a valuable community resource.

LAND USE: To provide a range of activities within the mixed use districts in the core of the Village while minimizing land use conflicts. An emphasis shall be placed on encouraging infill and redevelopment of underutilized properties

DOWNTOWN: To support a healthy and vibrant Village Center as the focal point of the community through public and private investment. Investments in the village center shall have an emphasis on high quality design that protects the historic character and reinforces the pedestrian streetscape.

Essex Jct. Comprehensive Plan Chapter 5 Page 29 Section 3 Business/ Economic Development

- Goal 5:** To preserve and enhance the appearance and historical character of the Village of Essex Junction
- Objective 5.1:** Maintain Design Review in the Village Center
- Objective 5.2:** Design publicly financed improvements to preserve the character of the Village Center.
- Objective 5.3:** Consider the establishment of local historic districts or other mechanisms to preserve existing residential structures of significant historic village character along major arterials and in historic neighborhoods.
- Objective 5.4:** Continue streetscape and landscaping efforts to attract private sector investment

Comprehensive Plan Chapter 7 Pge 49 Housing

7.5 Other Housing Issues

In addition to concerns regarding the balancing of the demand for housing versus regulating the impacts of new housing development, there are a variety of other housing issues within the community including:

- 1) Building/fire codes
- 2) Multi-family conversions
- 3) Special needs housing
- 4) Historic preservation
- 5) Energy conservation
- 6) Preservation of neighborhood character.

From the Essex Jct. Land Development Code Chapter 1 Page 1

CHAPTER 1: PURPOSE, APPLICATION AND SEVERABILITY

SECTION 101: TITLE This Ordinance shall be entitled and may be referred to as the Land Development Code.

SECTION 102: PURPOSE The purpose of this Land Development Code is to implement the Comprehensive Plan of the Village of Essex Junction by establishing regulations, procedures and standards for review and approval of all development and use of land in Essex Junction. This Code is adopted to preserve public health, safety, comfort and general welfare, and to aid in the harmonious, orderly and progressive development of the Village.

The highlighted statement above shows evidence that the proposed project needs to conform to both the Comprehensive Plan and the Land Development code. Aesthetics is characterized in both plans and more detailed within the Land Development code.

Land Development Code Chapter 2 Page 2

CHAPTER 2: DEFINITIONS AND RULES OF CONSTRUCTION

SECTION 201: DEFINITIONS. (General Definitions, Flood Plain Management Determinations, Sewer Regulation Definitions, Sign Regulations Definitions).

Words as defined herein shall be used to interpret provisions of this Code. Interpretation of any words not herein defined shall be made in accordance with the standards specified below.

A. **Interpretation**

1. All interpretations of words not herein defined shall be reviewed in the context of the purpose or intent Sections of this Code and the Official Plan as adopted.
2. Words shall be interpreted through consultation with standard planning textbooks. Words with a unique planning definition shall be interpreted to include that definition.
3. Words which have a unique definition in state or federal law shall be deemed to include that meaning.
4. Words without a unique planning definition shall be deemed to be common usage as defined in standard dictionaries.

B. **Official Plan.** The Village Plan as adopted by the Village Trustees and filed with the Village Clerk is the Official Plan of the Village of Essex Junction. It is the clear intent of this Code to implement the provisions of the Plan and the Plan shall be consulted to determine the intent of any provisions of this Code. Ordinances, bylaws, or regulations enacted which are in clear conflict with the Village Plan shall not be adopted until and unless the Plan is amended.

Second reference that the Land Development Code is derived from the Comprehensive plan

Land Development Code Chapter 2 Page 5

47. *"Comprehensive Plan", "Village Plan" or "Plan"* shall mean the Comprehensive Plan for the Village of Essex Junction as adopted pursuant to Title 24, Chapter 119, Section 4385 of Vermont Statutes and filed with the Village Clerk.

Definition

Land Development Code Chapter 2 Page 8

93. *"Historic property or historic resource"* shall mean any property, building, structure, or place identified as having local, state or national historic significance.

Definition

CHAPTER 6: ZONING DISTRICTS REGULATIONS

This section sets forth regulations regarding the use, density, lot size, lot coverage and setbacks on properties in all Zoning Districts within the Village. Where applicable, design review standards are also included.

Land Development Code Chapter 6 Page 78

SECTION 604: VILLAGE CENTER (VC)

A. Purpose. To provide for a compact commercial center, having a mix of commercial, governmental, cultural and residential uses, and which reflects and reinforces the existing architecture, design and layout. It is the intent of this district to allow as new structures only those structures which are designed and constructed to be visually compatible with the historic character of the Village Center and similar to existing structures.

Non compliance due to scale not similar to existing structures, see photos.

E. **Design Review and Historic Preservation.** Because of the unique and historic qualities of the Village Center District and the special role that it plays in the over-all Village, the Commission is hereby authorized to undertake a special review, as part of its site plan review. Design review is required by the Planning Commission for any proposed construction, reconstruction, demolition or exterior alteration (including a change of color) of any building in the district with the exception of sign permits, which are approved administratively. Activities involving buildings listed or eligible for the state or national registers of historic places must meet additional standards as described below. All reviews shall be conducted at a public meeting.

1. **Purpose.** The purpose of this section is to protect the historic character of the Village Center District including those buildings listed or eligible for the State or Federal Register of Historic Places while accommodating new and appropriate infill and redevelopment supporting increased density and multi-modal development. Infill and redevelopment brings opportunities to protect existing historic resources while increasing density, activity and economic opportunity in the Village Center District. Demolition may be allowed, but only following a thorough review of the economic and structural characteristics of the building and the proposed redevelopment plan and its community benefits. New buildings and modifications to existing ones shall be compatible with the historic character of the Village Center District as represented by the design review standards listed in Section 604.E.4.

The scale of this project does not protect the historic character of the Village Center district.

3. **District Design Review Procedures.** The Planning Commission may deny approval of a proposed development or modification of a structure if it determines that the intent of this Section has not been met. Accordingly:

(a) Within this district, no structure may be demolished, reconstructed, moved, erected, or changed in use, nor may the exterior be altered or restored without design approval from the Planning Commission, issued in conjunction with subdivision or site plan approval. In the event that subdivision or site plan review is not otherwise required, design review shall be conducted in accordance with site plan review procedures under Section 502 or Section 503.

(b) Nothing in these design control criteria shall be construed to prevent the ordinary maintenance or repair of any exterior architectural feature in the district.

which does not involve a change in the design, material, color or the outward appearance of the feature.

(c) The review of plans under this Section by the Planning Commission requires the submission of information listed in Section 502 or Section 503 along with building elevations, a description of materials to be used on the exterior of any structure, plans for exterior lighting, signs, drainage and snow removal, and photographs of existing structures and adjacent buildings if applicable. The Planning Commission may require additional information and documentation, as it deems necessary including 3D drawings and/or models of the proposal to assist in understanding the fundamental design elements and important spatial relationships.

We requested the planning commission to ask the developer for a 3D model and the request was denied. It is clearly written it is acceptable to do and this project begs for that type of representation. An ideal use of such a tool to make appropriate decisions.

4. District Design Requirements. The Planning Commission shall review all development applications in the Village Center for compliance with the criteria listed below and in accordance with the character of the district as defined by the Village of Essex Junction Comprehensive Plan. The Planning Commission reserves the right to require applicants to undertake their development per the Secretary of Interiors Standards. Staff will review the applicant's proposal and provide guidance as to what the Planning Commission will expect with historic structures.

(a) Design Standards for the Village Center

(1) The relationship of building mass and architectural detail to open space and to the relative size of a person shall be compatible with such established relationships in the district.

The scale of the proposed project is non compliant with the highlighted section above. Photos attached for evidence.



To scale comparison of the Lincoln Inn to the proposed project. Park Street view of the proposed building.

The following pictures are of buildings adjacent to or within the Village Center Block. Each picture is lettered and its location relative to the proposed project can be found on the map provided.





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All buildings are 1 or 2 story except for the Lincoln Inn at 3 stories. The evidence clearly shows that the proposed building is out of scale with the surrounding buildings and not in compliance with specific sections stated above from the Essex Junction Comprehensive Plan and Land Development Code.

Sincerely submitted, Hugh Gibson, 6 School Street, Essex Jct., Vt.

End.

Memorandum from the residents of Essex Junction with Party Status in response to the Act 250 Hearing of development at 4 Park Terrace, Essex Junction.

Submitted May 19, 2014

From: Peter Sloan with Inclusions are from the Heart & Soul website that are pertinent to the Act 250 info: The actual report can be found [here](#). Heart and Soul of Essex has engaged more than 800 Essex community members in Neighborhood Conversations, a survey and other activities to help identify our most common values. During the Neighborhood Conversations, we met in living rooms, churches, libraries and businesses. We met in rural Essex and the very center of the village. We talked to many kinds of people (village and town residents, New Americans, youth and elders, elected officials, members of the business community and more). Each conversation was unique and people expressed a wide range opinions and hopes for the future. No matter who we talked to though, there was a clear set of shared values that rose to the surface,

The six community values identified by participants are:

Education

Community Connections

Safety

Thoughtful Growth

Health & Recreation

Local Economy

The pertinent sections that relate to the new development at Five Corners are:

Thoughtful Growth, Safety, Local Economy

From the Executive Summary:

"We hope for improved infrastructure that will ease traffic, increase our safety and connect all parts of the community together. We are especially passionate about the prospect of a well-connected system of sidewalks and bike paths throughout all of Essex."

From the Thoughtful Growth section:

We value wide-open spaces and tight-knit neighborhoods, rural roads and vibrant downtown streets. Essex is a place where we can enjoy a beautiful view, walk in the woods and go out to eat without ever leaving town. We support a diverse housing mix,

opportunities for business development and a transportation system with a variety of options including a connected network of walking and biking routes.

People describe Thoughtful Growth as: (this is an excerpt)

- **Balanced and thoughtful planning & zoning with citizen input**
- **A connected, coordinated transportation system that increases efficient traffic flow, etc**
- **A focus on aesthetics including landscaping, flowers and trees**

From the SAFETY section:

The #1 attribute of Safety is the ability to walk and bike safely - sidewalks, bike lanes, street lighting, etc.

This ranks above Police/Fire/Rescue

From the Local Economy section:

The #1 item that participants hope will be different in the future: Traffic! They would like to see new and improved infrastructure that mitigates traffic, connects all corners of the community and proves more opportunities for walking and biking.

From: Anne Whyte regarding the aesthetic and historic considerations for the proposed property

1. From: Designation of Village Center Status

In July of 2005, Essex Junction applied for and received Village Center status from the State of Vermont, Department of Economic, Housing and Community Development. That status was renewed in August of 2010. In that designation, the state makes it clear as to the

descriptions of a village center – the core of a traditional settlement typically comprised of a cohesive mix of residential, civic, religious, commercial and mixed use buildings arranged along a main street and intersecting streets within walking distance for residents who live within and surrounding the core. Village centers are typically smaller in scale than downtowns and are characterized by a development that is consistent with smart growth principles. The center or core area of the Village, will often be different and smaller than the village (municipal) boundary. It will be of a smaller scale than a downtown, but often with a mix of uses that can be similar to downtowns. A village center should not be confused with a growth center. The purpose of village center designation is to support revitalization of what exists rather than to support areas where new growth should occur.

In the original application, the Village wrote, “The Village Center includes national register historic district, which consists of the commercial buildings along Main Street and Railroad Avenue. Several residential type structures have converted to low impact commercial uses such as professional offices, personal services and specialty retail while preserving the character of the Village Center District. Other conversions of residential structures to commercial uses may occur in the future, but retention of the historic character of the Village Center is mandated by the Village plan and local zoning. In addition, development in the Village Center is regulated through a Design Control District.”

2. From: Village of Essex Junction Staff Report, July 18, 2013 Section 604: VILLAGE CENTER(VC)

. **Purpose.** To provide for a compact commercial center, having a mix of commercial, governmental, cultural and residential uses, and which reflects and reinforces the existing architecture, design and layout. It is the intent of this district to allow as new structures only those structures which are designed and constructed to be visually compatible with the historic character of the Village Center and similar to existing structures.

. **Setback Requirements.** 1. The proposed setback does not negatively impact the character of the neighborhood.

. **Design Review and Historic Preservation.** Because of the unique and historic qualities of the Village Center District and the special role that it plays in the over-all Village, the Commission is hereby authorized to undertake a special review, as part of its site plan review. Design review is required by the Planning Commission for any proposed construction, reconstruction, demolition or exterior alteration (including a change of color)

of any building in the district with the exception of sign permits, which are approved administratively. Activities involving buildings listed or eligible for the state or national registers of historic places must meet additional standards as described below. All reviews shall be conducted at a public meeting.

1. Purpose. The purpose of this section is to protect the historic character of the Village Center District including those buildings listed or eligible for the State or Federal Register of Historic Places while accommodating new and appropriate in-fill and redevelopment supporting increased density and multi-modal development. Infill and redevelopment brings opportunities to protect existing historic resources while increasing density, activity and economic opportunity in the Village Center District. Demolition may be allowed, but only following a thorough review of the economic and structural characteristics of the building and the proposed redevelopment plan and its community benefits. New buildings and modifications to existing ones shall be compatible with the historic character of the Village Center District as represented by the design review standards listed in Section 604.E.4.

2. Applicability. (a) The design review standards are applicable to all development proposals within the Village Center District. The historic preservation design standards with respect to alterations, additions or redevelopment of existing historic structures as defined in Section 604.E.4.B of the Code are applicable to all buildings listed or eligible for the State or National Register of Historic Places. Documentation from the State Division of Historic Preservation documenting buildings eligibility for the State or national Register of Historic Places.

4. District Design Requirements. The Planning Commission shall review all development applications in the Village Center for

compliance with the criteria listed below and in accordance with the character of the district as defined by the Village of Essex Junction Comprehensive Plan. The planning Commission reserves the right to require applicants to undertake their development per the Secretary of Interiors Standards. Staff will review the applicant's proposal and provide guidance to what the Planning Commission will expect with historic structures.

(a) Design Standards

(1) The relationship of building mass and architectural detail to open space and to the relative size of a person shall be compatible with such established relationships in the district.

(2) The predominant direction of structural shape, of placement of openings and architectural details at the front facae shall be consistent with such established conditions in the district.

(4) The proposed height of structures may be limited to within ten percent (10%) of the average height of existing adjacent buildings where necessary to protect t the residential character of adjacent residential structures. The height limit shall not apply to predominantly commercial and mixed-use areas.

(5) The following architectural elements or features shall be compatible with existing buildings and significant, predominant or established patterns in the district:

(a) The relationship between the width to height of the front elevation of the building.

(b) The relationship of width to height of windows and doors.

(c) The rhythmic relationship of openings to solid areas in front facades.

(d) The spaces between the proposed structure or structural alteration.

(e) The relationship of entranceways to buildings and porches.

(f) The materials, textures, and colors, including primary and accent or trim colors.

(g) Proposed architectural details (such as lintels, arches, chimneys.)

(h) Proposed roof shapes and lines.

(i) Proposed enclosures, including fences, brick walls, stone walls, evergreen hedgerows and building facades, which are also continuous and cohesive with existing walls in the district.

(j) Proposed landscaping shall be compatible with existing quality and quantity of landscaping in the vicinity, with consideration given to existing landscape mass and continuity.

(k) The proposed ground cover shall be compatible with the predominant ground cover in the district.

(l) Storage areas, service areas, trash receptacles, accessory structures and parking areas shall be screened from view from the street and adjoining properties.

3. From the Village of Essex Junction website: “Essex Junction today is a nearly textbook model of a well-planned, human scale, sustainable community. “ ... “All Village streets have sidewalks and all sidewalks provide easy and safe access to schools.”

The Vermont Statutes Online

Title 24: Municipal and County Government

Chapter 76A: HISTORIC DOWNTOWN DEVELOPMENT

24 V.S.A. § 2793a. Designation of village centers by State Board

§ 2793a. Designation of village centers by State Board

§(a) A town that has a duly adopted and approved plan and a planning process that is confirmed in accordance with section 4350 of this title may apply to the State Board for designation of one or more of its village centers. If an incorporated village of a town has an approved municipal plan and a planning process independently confirmed in accordance with section 4350 of this title, the incorporated village shall be the applicant for designation of its village center.

(1) For applications filed on and after July 1, 2014, the intention to apply for designation under this section shall be included in the plan of the municipality, and the plan shall explain how the designation would further the plan's goals and the goals of section 4302 of this title.

(2) A preapplication meeting shall be held with Department staff to review the program requirements and to preliminarily identify possible designation boundaries. The meeting shall be held in the municipality unless another location is agreed to by the municipality.

(3) An application for designation under this section must include a map that delineates the boundaries of the village center consistent with the definition of "village center" provided in subdivision 2791(10) of this title and evidence that notice has been given to the regional planning commission and the regional development corporation of the intent to apply for this designation. The map shall be consistent with the guidelines produced by the Department under subsection 2792(d) of this title.

(b) Within 45 days of receipt of a completed application, the State Board shall designate a village center if the State Board finds the applicant has met the requirements of subsection (a) of this section.

(c) A village center designated by the State Board pursuant to subsection (a) of this section is eligible for the following development incentives and benefits:

(1) Provided the proposal is eligible, priority consideration for municipal planning funds under section 4306 of this title for projects that are related to the designated village center.

(2) Inclusion of a village center, as defined in this chapter, as a priority growth center in the State's consolidated plan for housing and community development programs.

(3) The authority to create a special taxing district pursuant to chapter 87 of this title for the purpose of financing both capital and operating costs of a project within the boundaries established through village center designation.

(4) The following State tax credits for projects located in a designated village center:

(A) A State historic rehabilitation tax credit of ten percent under 32 V.S.A. § 5930cc(a) that meets the requirements for the federal rehabilitation tax credit.

(B) A State façade improvement tax credit of 25 percent under 32 V.S.A. § 5930cc(b).

(C) A State code improvement tax credit of 50 percent under 32 V.S.A. § 5930cc(c).

(5) Whenever the Commissioner of Buildings and General Services or other State officials in charge of selecting a site are planning to lease or construct buildings suitable to being located in a village center after determining that the option of utilizing existing space in a downtown development district pursuant to subdivision 2794(a)(14) of this title is not feasible, the option of utilizing existing space in a designated village center shall be given thorough investigation and priority, in consultation with the community.

(d) The State Board shall review a village center designation every five years and may review compliance with the designation requirements at more frequent intervals. On and after July 1, 2014, any community applying for renewal shall explain how the designation under this section has furthered the goals of the town plan and shall submit an approved town plan map that depicts the boundary of the designated district. If at any time the State Board determines that the village center no longer meets the standards for designation established in subsection (a) of this section, it may take any of the following actions:

(1) require corrective action;

(2) provide technical assistance through the Vermont Downtown Program;

(3) limit eligibility for the benefits pursuant to subsection (c) of this section without affecting any of the village center's previously awarded benefits; or

(4) remove the village center's designation without affecting any of the village center's previously awarded benefits. (Added 2001, No. 114 (Adj. Sess.), § 4, eff. May 28, 2002; amended 2003, No. 164 (Adj. Sess.), § 13, eff. June 12, 2004; 2005, No. 183 (Adj. Sess.), § 14; 2007, No. 147 (Adj. Sess.), § 3, eff. May 16, 2008; 2013, No. 59, § 5.)

http://accd.vermont.gov/sites/accd/files/Documents/strongcommunities/cd/designations/130531_Village_Center_Application_Guidelines_Final_web.pdf

Close

<http://www.ptvermont.org/news-archives/2005/2005january.pdf>

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<http://www.ptvermont.org/news-archives/2005/2005january.pdf>

Vermont Housing and Conservation Board Awards \$67,500 for the Park Street School in Essex Junction, VT

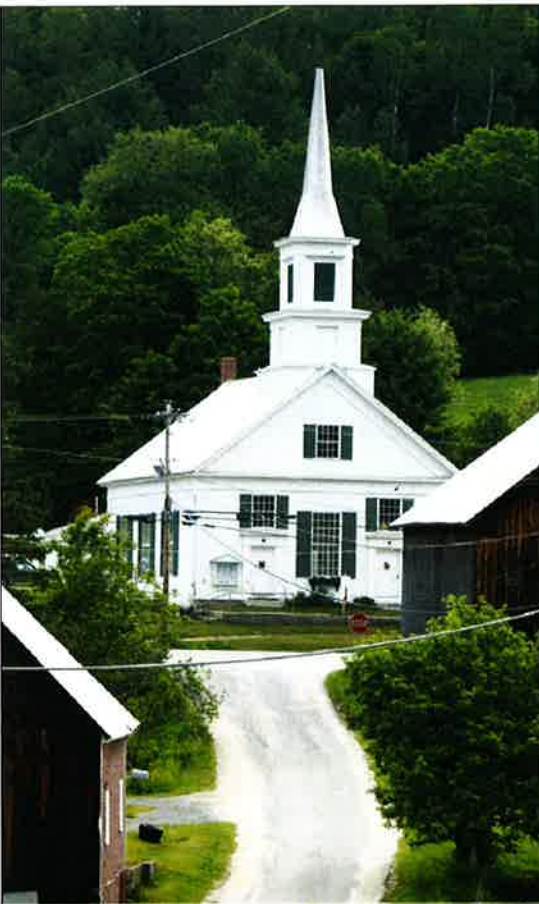
VHCB recently awarded a \$60,000 grant to the Essex Junction School District for the rehabilitation of the [1873 Park Street](#) School brick school building near the 5-Corners in Essex Junction. The Park Street School is one of the oldest continually operating primary schools in the state and has housed an alternative public high school for at-risk youth for the past 20 years. The building is also used for a number of other community meetings and education purposes. The building is located within walking distance of the historic commercial center, the train station, the town offices and library, providing pedestrian, bike and mass transit access. The property is listed in the Vermont State Register and is eligible for the National Register of Historic Places for its historic and architectural merit. This highly intact, brick school, built in 1873 for graded and secondary classrooms, ranks among the best of its class in the state as an outstanding example of a school in the category of more than two classrooms.

The grant is part of a \$800,000 campaign to further renovate and rehabilitate this historically significant building. A historic preservation easement will be co-held by VHCB and the Preservation Trust of Vermont and \$7,500 has been designated for this purpose. In addition to the facades of the building complex and significant historic features of the interior, the easement will also cover the surrounding land historically associated with the building.

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accd.vermont.gov

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Designated Village Centers


Application Guidelines



Vermont Downtown Program
Community Planning + Revitalization
March 2014

**VERMONT**
AGENCY OF COMMERCE & COMMUNITY DEVELOPMENT
DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT

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Village Centers
Application Guidelines

Introduction

Village center designation recognizes and encourages local efforts to revitalize Vermont's traditional village centers. Village center revitalization is an ongoing process to improve a community's vitality and livability. Village center designation is only one tool for revitalization and its focus is on supporting commercial activity in the center of Vermont's villages.

These guidelines provide instructions for communities preparing applications for village center designation. The statutory definition of village centers is:

"Village center" means the core of a traditional settlement, typically comprised of a cohesive mix of residential, civic, religious, commercial, and mixed use buildings, arranged along a main street and intersecting streets that are within walking distance for residents who live within and surrounding the core. Industrial uses may be found within or immediately adjacent to these centers. Village centers are typically smaller in scale than downtowns and are characterized by a development pattern that is consistent with smart growth principles.

2

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Village CentersApplication Guidelines

Requirements

In most cases, an application is made by the town selectboard, and designation may be sought for more than one village center if each village center individually meets the requirements. However, if an incorporated village has an approved municipal plan and planning process independently confirmed by their regional planning commission, then it will be the applicant for designation of its village center. An application must be complete to be considered, and all applicants must contact Richard Amore (802.828.5229) or richard.amore@state.vt.us with the Vermont Downtown Program in advance for a pre-application meeting to discuss the proposed boundary and clarify application requirements. The applicant must fill out and submit the application checklist on page 4 that lists the application requirements.



Application Information

A municipality should submit 1 paper copy and 1 electronic copy of the full application to Richard Amore, richard.amore@state.vt.us (or mail on a CD). The copy of the map and photos should be in color. The applications are due at the address below no later than 4:30 p.m. on the first Monday of any month in order to be considered for that month's meeting. Applications will be considered by the Vermont Downtown Board, which meets on the fourth Monday of each month. A village center must receive its designation before any application for benefits may be accepted.

Representatives of the municipality should attend the Downtown Board meeting when their application is considered. A meeting agenda and a copy of the staff review will be sent to the contact person identified in the application about a week before the Downtown Board meeting.

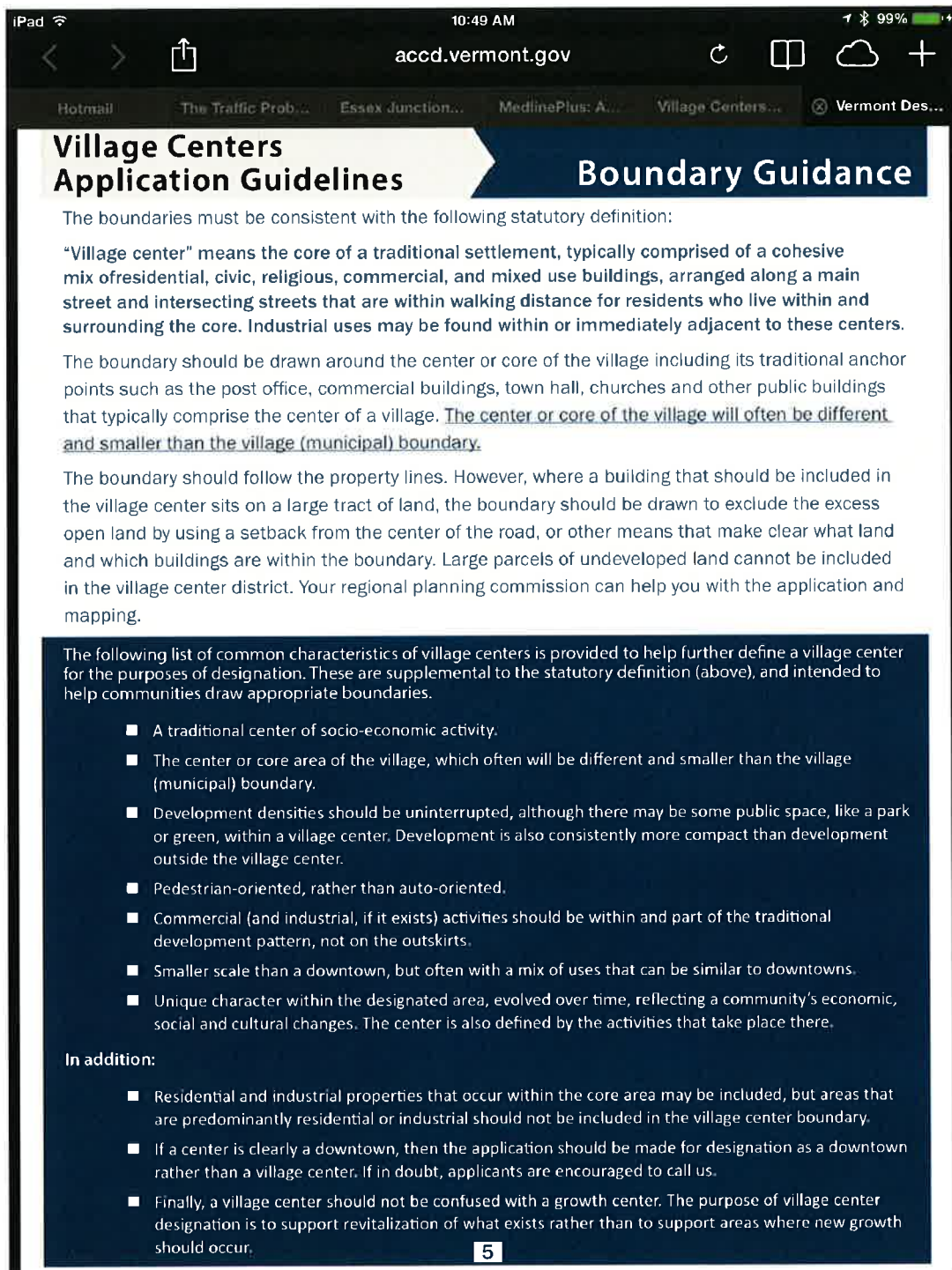
Application materials must be submitted to:

Vermont Designated Village Centers Program
Division for Community Planning and Revitalization
Department of Housing and Community Development
One National Life Drive, 6th Floor
Montpelier, VT 05620

Vermont Designated Village Centers Program

Richard Amore	Phone: 802-828-5229	email: richard.amore@state.vt.us
Annina Seiler	Phone: 802-828-5249	email: annina.seiler@state.vt.us

Applications are due on the first Monday of the month by 4:30 p.m.





Vermont Downtown Program Village Center Application

June 21, 2005



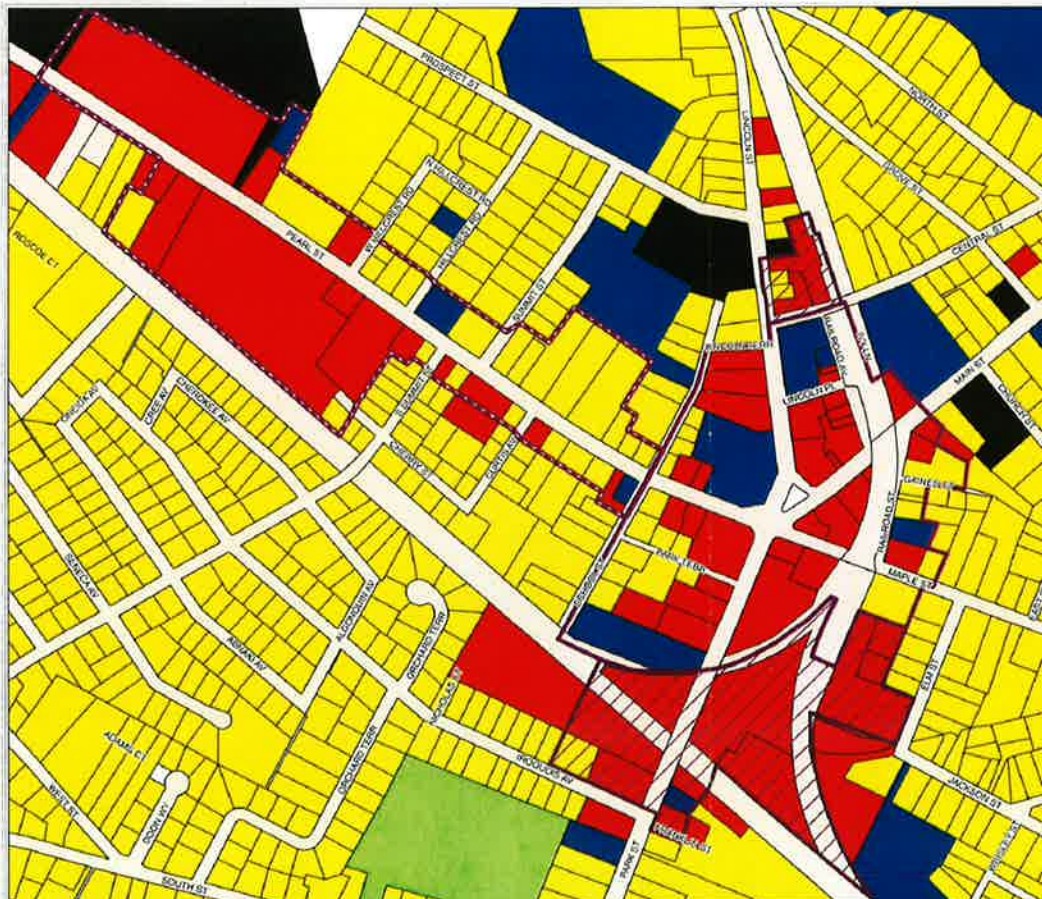
2 Lincoln Street
Essex Jct., VT 05452
P: 878-6950
www.essexjunction.org

Village of Essex Junction Village Center Application June 21, 2005

Village Center District Boundary

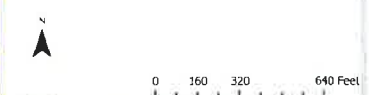
Essex Junction, through its local planning process, established the "Village Center" zoning district to protect and enhance the unique historic core of Essex Junction. The Village Center District is consistent with the statutory definition listed in the Village Center Application as it includes a mix of commercial, institutional, residential, civic and religious uses in a compact pedestrian friendly environment.

The proposed Village Center District is centered on the Five Corners Intersection, which is created by the intersection of 3 state highways. The Village Center District is the home to many civic and institutional uses including the municipal offices, the library and the fire station which has made the Village Center an ideal location for lawyer and real estate offices as well. The Village Center includes national register historic district, which consists of the commercial buildings along Main Street and Railroad Avenue (See Figure 3). Several residential type structures have converted to low impact commercial uses such as professional offices, personal services and specialty retail while preserving the character of the Village Center District. Other conversions of residential structures to commercial uses may occur in the future, but retention of the historic character of the Village Center is mandated by the Village plan and local zoning. In addition, development in the Village Center is regulated through a Design Control District.



Village Center Existing Land Use Essex Junction, VT

- Legend**
- Existing Village Center
 - Village Center Correction
 - Future Expansion
- Land Use Activity**
- Residential activities
 - Shopping, business or trade activities
 - Industrial, manufacturing, and waste-related activities
 - Social, institutional, or infrastructure-related activities
 - Travel or movement activities
 - Mass assembly of people
 - Leisure activities
 - Natural resource-related activities
 - No human activity or unclassifiable activity



Sources:
2006 Aerial Land Use Classification of Essex Junction, VT
Map created by Planning using ArcGIS 10
Data is from State Plane Coordinate System, NAD 1983

Disclaimer:
The accuracy of information presented is determined by the source. Essex Junction, VT, is a community. The Essex Junction Regional Planning Commission is not responsible for these. Questions of changing land use can be resolved by the appropriate and/or a review by registered planners. This map is not suitable for publication of features on the ground. This map identifies the location of features, but is not a replacement for accurate information or engineering studies.

*Map approved
9/27/10
without future
expansion*



MAY 24, 2005 – REGULAR MEETING

MOTION by Tim Jerman, SECOND by Deb Billado, to approve the 5/24/05 minutes as written. VOTING: 4 ayes, 1 abstention (Lajza); motion carried.

Bill List

MOTION by Deb Billado, SECOND by John Lajza, to approve the bill list, dated 6/9/05, with checks #10029496 through check #10029596 in the amount of \$97,471.87. VOTING: 5 ayes; motion carried.

4. TRUSTEES/STAFF COMMENTS

The Board reviewed the correspondence received.

Merger Task Force

The Board will conduct interviews of candidates for the Merger Task Force on 6/21/05 and 6/23/05.

Pleasant Street Speed Studies

Results of the speed studies for Pleasant Street done before and after the installation of the traffic calming measure (speed tables) show the 85th percentile to be 27 mph.(the posted speed limit is 25 mph). It was concluded control of the speed of cars on the street can occur if the driving public demonstrates common courtesy and respect for the neighborhood and the law. There was discussion of installing a video camera. Issues of privacy are of concern. Neighbors can self-police to remind people to obey the speed limit and slow down.

Village Center Designation

The Board discussed seeking village center designation for the historic buildings in the village. Advantages include tax credits. The Board was not in favor of disbanding the Downtown Steering Committee at this point in time and creating a profit organization to support the downtown designation. A committee for the village center designation is not needed.

MOTION by Tim Jerman, SECOND by Peter Gustafson, to instruct staff to prepare the paperwork for village center designation and to ask the Board of Trustees representative to the Downtown Steering Committee to discuss with the committee the feasibility of creating a sustainable non-profit organization. VOTING: 5 ayes; motion carried.

5. EXECUTIVE SESSION

MOTION by Peter Gustafson, SECOND by Tim Jerman, to go into Executive Session to discuss personnel matters and contracts. VOTING: 5 ayes; motion carried.

The Board entered Executive Session at 9:15 p.m.

MOTION by Tim Jerman, SECOND by Peter Gustafson, to adjourn Executive Session and reconvene the regular meeting. VOTING: 5 ayes; motion carried.

Executive Session was adjourned and the regular meeting reconvened at 9:44 p.m.



State of Vermont
Department of Housing and Community Affairs
National Life Building, Drawer 20
Montpelier, VT 05620-0501
www.dhca.state.vt.us

[phone] 802-828-3211
[Department fax] 802-828-2928
[Historic Preservation fax] 802-828-3206

Agency of Commerce &
Community Development

September 26, 2005

Jeff Arango
Development Director
Village of Essex Junction
2 Lincoln Street
Essex Junction, VT 05452

RE: Village Center Designation for Essex Junction

Dear Jeff,

I am pleased to provide you with formal notification that, at its meeting on September 26, 2005, the Downtown Development Board found that Essex Junction Village Center, as submitted in your application of July 25, 2005, met the statutory requirements for Village Center Designation (24 VSA Chapter 76A). On behalf of the Vermont Downtown Board, I congratulate you and hope this new program can help bring renewed vitality to your village center. We look forward to hearing of future successes there.

The designated area will be eligible for all benefits available to a designated village center for the next 3 years. At the end of that 3-year period, in January 2008, the Village of Essex Junction will need to request renewal of designation. A reminder will be sent to you well before that date.

Again, it is a pleasure to have Essex Junction recognized as a designated village center.

Sincerely,

A handwritten signature in black ink, appearing to read "Kevin Dorn".

Kevin Dorn, Chair, Vermont Downtown Development Board
Agency of Commerce and Community Development



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



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

Joss Besse and Leanne Tingay
Vermont Downtown Board
State of Vermont
Department of Economic Housing and Community Affairs
One National Life Drive
Montpelier, VT 05620-0501

August 11, 2010

Dear Joss and Leanne,



Renewal of Village Center Designation.

On June 26, 2010 the Village Trustees voted to extend our Designation for five (5) years. We have attached evidence of a Confirmed Planning Process, certified copies of; the Agenda and Minutes of the Village of Essex Junction Trustees meeting and a map of the current Village Center Boundary as requested in your notice of June 9th 2010.

The Boundary extends further south on Park Street (Rte 2A) and north on Lincoln Street (Rte 2A) than the Map currently in your file as the Designated Village Center. But with that exception the Maps are identical. The Map we are using was approved by the Department of Economic Housing and Community Affairs as part of our Village Municipal Plan which was adopted by the Village of Essex Junction Trustees on January 22, 2008. This Map also reflects commerce; historic, current, and planned for this section of our Village.

A second map accompanying this letter shows the outline of a proposed additional area the Trustees have voted to include in our Designated Village Center. This expanded area includes our only supermarket, post office, half the banks in our municipality, as well as two established shopping districts.

Please advise if you need further information to renew/update our Designation.

Sincerely,

Robin Pierce
Development Director.

c.c. Dave Crawford, Village Manager.



9. Northerly view of commercial uses along Lincoln Street



10. Easterly view of Pearl Street towards the five corners



11. Southeasterly view of the municipal complex from School Street



12. Easterly view down Park Terrace from School Street



7. Easterly view of commercial buildings along Railroad Avenue



8. Easterly view along Railroad Street from Main Street



9. Southwesterly view of commercial buildings along Park Street



10. Northerly view along Lincoln Street from the front of the Brownell Library



Chittenden County
Regional Planning Commission

TEL 802 846 4490 FAX 802 846 4494

EMAIL info@crpcvt.org WEB www.crpcvt.org

11 Keeshill Avenue • Suite 100 • South Burlington • Vermont 05403

SERVING THE
MUNICIPALITIES OF

June 23, 2005

Mr. Joss Besse
Vermont Downtown Program
Department of Housing & Community Affairs
National Life Building, Drawer 20
Montpelier VT 05620-0501

Dear Joss,

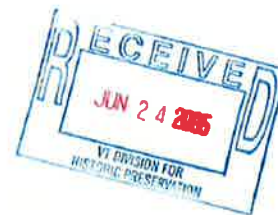
Consistent with the requirements of 24 VSA 4350, The Chittenden County Regional Planning Commission confirmed the planning process of the Village of Essex Junction on January 27, 2003. The Village adopted this plan on October 8, 2002.

I'd be please to provide any additional information you may require.

Sincerely,

Gregory G. Brown
Executive Director

cc: Jeff Arango



2 Lincoln Street
Essex Junction, VT 05452-3685
www.essexjunction.org



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

June 20, 2005

Greater Burlington Industrial Corporation
60 Main Street
Burlington, VT 05401

To Whom It May Concern,

The Village of Essex Junction, as part of its ongoing effort to revitalize our Village Center, is pleased to announce our intention to submit an application to the Vermont Downtown Board for Village Center Designation. A map is attached, which delineates the proposed Village Center District.

Essex Junction is in the midst of several other efforts to aid in the revitalization of our Village Center. If you are interested in finding out more about our ongoing revitalization effort please do not hesitate to contact the Village of Essex Junction at 878-6944.

Sincerely,

Jeff Arango
Development Director



State of Vermont
Department of Economic, Housing and Community Development
One National Life Drive
Montpelier, VT 05620-0501
www.development.vermont.gov

Agency of Commerce and
Community Development

October 13, 2010

Chair, Village Trustees
Village of Essex Junction
2 Lincoln Street
Essex Junction, VT 05452-3154

RE: Village Center Designation Renewal for Village of Essex Junction

I am pleased to provide you with formal notification that, at its meeting on September 27, 2010, the Downtown Development Board found that your application of August 11, 2010, met the statutory requirements for Village Center Designation Renewal (24 VSA Chapter 76A), and renewed the Designation for Village of Essex Junction Center. On behalf of the Vermont Downtown Board I want to congratulate you, and welcome your ongoing participation in this program. We hope it will help bring continued vitality to your village center.

The designated area will remain eligible for all benefits available to a designated village center for the next 5 years. At the end of that 5-year period, in September, 2015, you will need to request renewal of designation. A reminder will be sent to you well before that date.

Again, it is a pleasure to recognize the renewal of village designation for Village of Essex Junction Center.

Sincerely,

A handwritten signature in black ink, appearing to read "Kevin Dorn".

Kevin Dorn, Chair, Vermont Downtown Development Board
Agency of Commerce and Community Development

cc: Robin Pierce, Development Director



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



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

June 13, 2014

Thomas A. Little, Chair
District #4 Environmental Commission
111 West Street
Essex Junction, VT 05452

RE: 4 Pearl Street Investments, LLC
Application #4C1264

Dear Mr. Little:

Enclosed please find four copies of a Memorandum in regard to the above referenced application. It is not the required submittal of the Second Recess Order, which will follow early next week.

Please let me know if you have any questions.

Sincerely,

A handwritten signature in dark ink, appearing to read "George A. Tyler".

George A. Tyler
Village President


cc: Parties on certificate of service

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



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

To: District #4 Environmental Commission

From: George Tyler, Village President 

Date: June 12, 2014

Re: 4 Pearl Street Investments, LLC
Application #4C1264

On behalf of the Essex Junction Trustees and the Essex Junction government, I write to affirm our concurrence and support for the Essex Junction Planning Commission's unanimous approval of the application to build a multistory, mixed-use building at 4 Pearl Street in Essex Junction, the site of the former People's United Bank building.

As the Village's elected leaders, we believe the proposed building aligns with the Village community's desire to improve and revitalize our downtown. Specifically pertinent to the application, we believe the scale of the proposed building is appropriate for the location and that the design is compatible with the historic character of adjacent buildings and will provide an aesthetic standard for other anticipated building projects in the downtown.

We note that this project occurs in a continuum of recently constructed multistory residential buildings in or near the Village center, including a 77 unit, three and four story complex on Pearl Street (Highland Village), a two-building, three and four story apartment dwelling on Park Street (Riverside), and an elevated three-story condominium building (Lincoln Corners) on Rte. 2A. The guiding vision underlying these projects is of a dynamic, culturally vibrant, urban village center serving as an economic, residential, and transportation hub within Chittenden County.

Vision for Redeveloping the Village Center

The roots of this redevelopment effort trace back to 2000 when Essex Junction amended its land development code to allow and encourage multistory buildings (up to six stories) within its center. That amendment evolved from forward-thinking efforts by state and regional planners to reduce sprawl, preserve open space, maximize the efficiency of existing municipal resources, and preserve and revitalize our historic city, town, and village centers. As I'm sure you are aware, one of the accepted best practices for community planning is to encourage increased residential density in designated downtowns and growth centers such as Essex Junction. One of the guiding documents relating to community planning is the Growth Center Planning Manual for Vermont Communities, Vermont Department of Housing & Community Affairs, 2007, from which I have copied this relevant passage:

"But in almost every Vermont municipality, there are historic settlement areas characterized by high-density development ... The tallest buildings usually stopped at four or five stories when getting to the top floor meant climbing stairs. The result of these development patterns has often been described as the traditional

New England village or town center and is now recognized as a model for community design ...” (p.51)

Because historic downtowns are, by definition, already “developed,” one of the obvious modalities for increasing density is to increase the number of stories allowed in new buildings while concurrently giving the local planning board the authority to impose design standards to assure that new buildings, although taller, harmonize aesthetically with existing structures. The Essex Junction Planning Commission's meeting minutes of their review of the 4 Pearl Street application clearly demonstrate a commitment to that strategy.

Resources for Growth

Recognizing that economic and community development must not be achieved solely through increased building size, the Essex Junction government has expanded and improved municipal resources to provide better service to current citizens but also with an eye to accommodate anticipated growth, increased residential density, and taller buildings within our downtown. Some of the highlights of these relevant resources include:

- Recent purchase by the Essex Junction Fire Department of a 100 foot ladder fire truck, at a cost of approximately \$1 million, specifically to provide fire safety service for multistory buildings, up to six stories, in the Village center and Essex Town center.
- Recent \$16 million upgrade of the existing wastewater treatment plant, currently operating well under capacity.
- Recent upgrade (relining) of the Village's sewer/stormwater drainage system.
- Recent improvements to the traffic signaling in the Five Corners area to maximize efficiency.
- Recent approval by the CCMPO/CCRPC of the Crescent Connector project, slated for construction in 2015 – 2016, which will mitigate some of the traffic burden around Five Corners, particularly on the section of Park Street forming the corner of the 4 Pearl Street property. The connector will also provide access for more development (presumably including multistory, mixed-use buildings) within the Village center.
- One of CCTA's largest and busiest bus stations is several blocks away from the proposed building on 4 Pearl Street. Buses typically leave and arrive well under capacity.
- Sustained community support (and funding) for Vermont's second busiest municipal library (The Brownell Library) within the Village downtown, which is currently seeking ways to attract new patrons.
- Student populations in village schools, including Essex High School and Center for Technology, are presently under the peak capacity obtained in the previous decade.

Community Support

Because of its location in Chittenden County, Essex Junction has struggled to establish a downtown which serves as a true community center for its citizens rather than just another heavily trafficked intersection along the Rte. 15 & Rte. 2A corridors. The revisions we have made to our Land Development Code and Comprehensive Plan over the last decade, including provisions to allow taller buildings, have been directed toward that goal. Accordingly, in 2009 the Village government began to engage its citizens about their wishes for revitalizing the downtown. Those efforts resulted in several well-attended community forums at Essex High School and the Brownell Library at which the majority of citizens in attendance expressed their desire for a more attractive, pedestrian friendly, culturally vibrant Village center. The desirability of having Essex Junction's downtown look more like Montpelier, Waterbury, St. Johnsbury, Middlebury, and Vergennes was consistently stated.

Those efforts also lead to the successful application to the Orton Foundation for a community visioning project (Heart & Soul of Essex) which operated and assessed community values independently of the Essex Junction and Essex Town governments. We note that one of the co-directors of Heart & Soul spoke in favor of the 4 Pearl

Street application (*Essex Junction Planning Commission minutes 12/9/13*) stating that it “aligns with the core values” expressed by community members who participated in the program, and that the increased activity from more people living in the Village center, and the additional public gathering and retail space provided by the new building, would contribute to the economic vitality and cultural vibrancy of the downtown.

Aspects of the 4 Pearl Street application that will help enrich the aesthetic and cultural environment of the Village downtown include:

- The project will dramatically increase the amount of public space available to pedestrians on the Pearl Street/Park Street corner. Within the approved design the owner has agreed to set the building back an additional 15 feet along the boundary and adjoin the open space to the existing sidewalk. The applicant has also agreed to maintain that open, public space in perpetuity.
- The roof line and architectural design of the proposed building echo the flat roofs and vernacular design of adjacent and nearby historic structures such as Lincoln Hall (Village municipal offices), the Lincoln Inn, the Brownell Block, and the Essex Agency building, as well as newer structures such as the Prouty Federal Office Building, the 11 Main Street office block, and the TD Bank building. At public forums about redeveloping the Village downtown, community members have stressed the importance of harmonizing new structures with those visually distinctive and historic structures.
- The proposed building will provide much needed retail space in a central area of the Village; the apartments will help meet the demand for more residential space that is close to public services.
- The additional 45+ people living in the Village core will help improve the downtown's vitality and economic sustainability.
- The project represents a significant private investment in the Village downtown which, unlike downtowns and retail districts in surrounding communities (Essex Town, South Burlington, Williston, Winooski) has had very little private investment and infrastructure improvement in the last 30 years.

Addressing Concerns

Unfortunately, but understandably, infill redevelopment projects often draw criticism and concerns from abutting property owners, and that has been the case with the 4 Pearl Street property, from neighbors on Park Street, Pearl Street, and School Street. As elected leaders it troubles us when any constituent is displeased with the actions of the Village government. We make every effort in our development review process to be respectful and sensitive to neighbors' concerns but, ultimately, the Village government must be accountable to all 10,000 citizens and strive to move forward with infrastructure improvements and development goals that serve the wishes of the majority and the best interests of the community. Because we are prohibited from influencing the planning commission's deliberations during an application review, we did not address the abutting neighbors' comments for the 4 Pearl Street project directly. However, now that the planning commission has unanimously approved that application, we would like to offer a few observations which we hope might assuage some of those concerns.

Traffic

Concerns were raised about traffic impacts. Dire warnings about increased traffic are the most frequently heard concerns for projects near Five Corners. Fortunately, in each case, without exception, those warnings have proven unfounded, and we are certain that will be the case with the 4 Pearl Street project. Drivers and pedestrians rely on subjective perceptions to form their judgments, but governments and planning agencies must rely on traffic counts and civil engineering studies. Based on survey data, the addition of 45 to 50 vehicles from the 4 Pearl Street project will increase the traffic burden at Five Corners by approximately 0.1 percent.

Recent CCRPC studies show that, contrary to common belief in the Essex community, Five Corners is **not** the most heavily trafficked intersection in the County. The CCRPC's 2012 Williston-Essex Transportation Network Study provides a more balanced overview of traffic conditions throughout the greater Essex region, and the steps being proposed to mitigate those conditions. A moratorium on residential development at or near busy intersections in Williston, Essex, or Essex Junction is **not** one of those steps because: 1. the traffic impact from such development is inconsequential; 2. reducing residential density in the Williston – Essex Junction – Essex core area would undermine the greater strategic goal of reducing sprawl and shortening commuter trip times.

Some other points to consider regarding traffic at Five Corners:

- Similar concerns were voiced when the planning commission reviewed the applications for the two large residential development projects mentioned previously – Highland Village (on Pearl Street) and Riverside (on Park Street). Yet, in retrospect, traffic impacts from those projects have been minimal to nonexistent.
- Any commercial use of the 4 Pearl Street property is likely to require a parking lot with vehicles entering and exiting throughout the day. A mixed-use, mostly residential building, such as the one being proposed, will likely generate fewer trips than an active business such as a restaurant or office building. We appreciate that with the bank's closing the neighbors have become accustomed to having no vehicles entering or leaving the property at all. But that situation is not sustainable.
- There's no history of traffic problems occurring (including obstructing access to School Street and Park Terrace) during the 35+ years the building functioned as a bank with a drive-thru window serving dozens and perhaps hundreds of customers every day.
- The Village's Crescent Connector project, approved by the CCRPC and financed through federal grants, with construction slated to start in 2015, was designed to reduce the traffic burden on that portion of Park Street adjacent to the 4 Pearl Street building. According to CCRPC analysis, the connector will reduce congestion at Five Corners by 12 Percent.
- There are no noticeable impacts or delays from traffic flowing in and out of the much larger parking lots for other buildings in the immediate area – the Essex Junction municipal offices and Brownell Library (on the corner of Pearl and Lincoln Streets) and the Lincoln Inn/On Tap restaurant (directly across from 4 Pearl Street on Park Street). Both those lots have been in use for decades.
- The underground lot proposed for the 4 Pearl Street property is far more desirable and efficient than using above ground space for parking at that site, or an adjacent site.
- As with every other business in Essex Junction, delivery trucks will not be allowed to block traffic while attempting to access the new building. We expect the Essex Police to aggressively enforce traffic regulations in Essex Junction without exception. Delivery trucks and the businesses they serve will be required to establish loading and unloading processes that do not violate regulations or impede traffic flow.

Aesthetics, Design, and Scale

Concerns were raised that the design and scale of the building are not appropriate for Essex Junction's "village" setting. That might be accurate if Essex Junction was an isolated, traditional, small rural village such as Quechee or Manchester. But Essex Junction forms the developed, historic core of Essex Town, the second largest community in Vermont (total pop. 20,000). Since its incorporation in 1893 Essex Junction has been a dynamic, urbanized hub within Chittenden County, and with a current population of almost 10,000 living within 4.5 square miles Essex Junction is larger and more densely developed than Montpelier (pop. 7800), St. Johnsbury

(pop. 7600), St. Albans (pop. 6400), and Winooski (pop. 6500). Were it not for its “village” designation within Essex Town, Essex Junction would be the fifth largest city in Vermont based on population density and the size of its developed center.

We also point out that **the Village's Land Development Code allows four story buildings automatically and by right within the Village center.** Applicants are not required to negotiate or receive special permission for four story buildings. The 4 Pearl Street application for a four story building is absolutely within the boundaries of acceptable practice.

We note that three and four story buildings have already been constructed along major arteries leading into the Village center. Obviously, basic community planning anticipates that building heights will increase as one approaches a community center from the outskirts. Given all the existing buildings already in place, as well as the clear, binding terms of our Land Development Code, it defies logic and common practice that we should suddenly restrict building heights in the Village center to less than three stories. Such a restriction would also require a revision of our Land Development Code and zoning to be enforceable.

Admittedly, opinions about scale and design are subjective, but we note that the project was unanimously approved by all seven members of the planning commission, each of whom is well versed in the design standards of our Land Development Code, and most of whom have been serving with the commission for more than three years and have reviewed dozens of applications including, as mentioned previously, other projects of similar and larger scale. We are concerned that denial of the 4 Pearl Street application would absolutely have a chilling and confounding effect on our planning commissions' and development office's dedicated, community-minded efforts.

Loss of “Green Space”

Abutting neighbors, and others, have also lamented the potential loss of “green space” presently provided by the bank property. Some have suggested that the Village purchase the property for conversion to a public park. Unfortunately, the Village does not have the financial resources to purchase the property outright and is currently struggling to keep abreast of its significant backlog of capital repair projects. Borrowing money to purchase the property would be irresponsible and unsupportable. Furthermore, a valuable commercial property would be removed from the Village's grand list at a time when we are trying to increase the economic vitality of our downtown.

The loss of this small, verdant area in the busy downtown is lamentable, but inevitable. Our Land Development Code calls for new property development in the downtown zone to begin as close as possible to the sidewalk, to eliminate the likelihood of businesses placing parking lots between their buildings and the sidewalks as is frequently done with chain restaurants and retailers. It is extremely unlikely that any business investment in the 4 Pearl Street property would attempt to maintain the existing lot in its current form.

That is not to say that we are insensitive to citizens' desires for trees and green space throughout the downtown to buffer the urban landscape. The Village invests substantial resources into maintaining existing trees and gardens on public property. We have also recently established, and funded, a tree committee which will monitor care of existing trees in the Village core and identify sites for new plantings to soften the hardscape appearance of the downtown. We also note that the planning commission required the 4 Pearl Street developer to plant trees around the periphery of the new building.

Current Status of Property and Conclusion

Lastly, we would like to express our concern about the current state of the 4 Pearl Street property. Unlike other properties in the Village center, the bank building is significantly set back from the sidewalk, which allowed extensive tree and shrub plantings around the periphery when it was in use. However, because the building and

adjacent property are no longer being used, the trees, gardens and shrubs have not been, and cannot be, adequately maintained. Some of the interior windows have been boarded up. Litter accumulates on the property. Because of the eccentric, 1970s-vintage design of the building, with its oversized roof and few windows, it is undesirable for other purposes, as demonstrated by the fact that it has remained vacant for over two years. The Village can require the owner to minimally maintain the property, but not to restore it to its attractive condition with manicured gardens and well groomed trees, as when it was a functioning business.

In short, the empty property with its overgrown lot and deteriorating building is becoming an eyesore within the Village center and we are gravely concerned that it will remain so for many years, which could undermine our redevelopment efforts at a time when our community is facing significant economic challenges. We believe the new multi-use building proposed for that lot, approved by our planning commission, based on our Land Development Code and Comprehensive Plan will provide a vibrant, high quality addition to the Village center and will help move our downtown redevelopment efforts in the direction we wish to go.

Please let me know if we can provide any additional information or comments. Thank you.



June 17, 2014

Ms. Stephanie Monaghan
Natural Resources Board – Act 250
District #4 Coordinator
111 West Street
Essex Junction VT 05452

Re: Recess Order 4 Pearl St Investments LLC, #4C1264, Essex, VT

The Village of Essex Junction has reviewed the Recess Order prepared by the District #4 Act 250 Commission in response to the hearing held on April 24, 2014 regarding Pearl St Investments LLC. In that order, the commission has asked the Village to submit the following information:

- 1. Information regarding the impact of the proposed project on traffic congestion and safety at the Five Corners. The Commission understands that the Village of Essex Junction has jurisdiction over VT Route 15 at the Five Corners. However VT Routes 2A and 117 are subject to VTrans' jurisdiction in this area.*

Currently VTrans does not have jurisdiction over the Five Corners intersection in Essex.

The Village highway jurisdictions from the intersection of five corners are as follows:

VT 2A Village jurisdiction ends 0.67 miles south of the Five Corners (at Winooski River bridge) and 0.43 miles north (beyond North Street).

VT 15 – Village jurisdiction begins 1.63 miles east at Susie Wilson Rd and ends 1.06 miles west of the Five Corners just past Athens Drive.

VT 117 – Village jurisdiction ends 1.23 miles east of the Five Corners, just past Tiffany Lane.

This project will generate 59 PM peak trips. The congestion during the PM peak hour at the Five Corners intersection remains at a level of service of E (60.1 seconds of delay) with or without this project. When the Bank was operating it is estimated that there were 183 PM peak trips. This proposal will reduce significantly the PM Peak trips over the previous use of the site thus improving safety at the Five Corners intersection beyond that which existed previously. Even though the Bank is closed the site is still a cut through for vehicles avoiding the Five Corners. The proposed development will discourage cut throughs thus improving safety.

- 2. Information regarding the application of the fair share policy on any planned highway improvements including but not limited to the Crescent Connector.*

The Village's understanding is that VTrans has not established proportionate share for the Crescent Connector or any other transportation project in the vicinity, and has no current plans to establish an impact fee for the Crescent Connector. The Village has received a NEPA Certificate for the Crescent Connector. Currently we plan to start construction in 2015.

3. *Information regarding if and how the proposed Crescent Connector will alleviate congestion at the Five Corners.*

The Five Corners intersection was evaluated as part of the Essex Junction Crescent Connector Road Scoping Report dated August, 2011. Impacts to Five Corners were documented in Tables 7, 8 and 9 of the Report. Table 7 estimated the construction of the Crescent Connector will result in an 11% overall reduction in PM peak hour volumes at the intersection for the study build year (2030). Similarly, for the study base year (2010) a 12% overall reduction in volumes was estimated. Table 8 documents the 2010 traffic performance and indicates overall intersection delay per vehicle at Five Corners will reduce by 4 seconds as a result of the Crescent Connector. Table 9 documents the 2030 traffic performance and indicates overall intersection delay per vehicle will be reduced by 9 seconds. Both Tables 8 and 9 show Five Corners will continue to operate at an overall Level of Service E. While the Level of Service letter grade will remain the same, the **congestion and delay at Five Corners is expected to decrease with the construction of the Crescent Connector.**

Additional information for the commission:

The Village has seen very little private investment in the last 25 years. Plans in place for the Connector Road, improvements to Bike and Ped facilities in the Five Corners area will accommodate traffic more efficiently, while increasing the desirability of the Village Center to residents, visitors, and investment. Substantially increased sidewalk width around this development and the potential to create a pedestrian zone nearby, as well as the potential to open up six acres of underutilized land to appropriate Village Center development occasioned by the Connector Road sets the Village on a path to long term vitality and prosperity that is pedestrian centric. Currently the area is dominated by negative impressions caused by the dysfunctional Five Corners intersection. This project has the potential to bring stores and residents to the Five Corners as the first step in putting the (missing) Heart back into the Village Center which is currently a vehicle centric area, and is recognized by many as a place to avoid. This leads to traffic detouring through residential neighborhoods surrounding the Five Corners and increasing the risk to health and safety.

Sincerely,



Robin Pierce ASLA., RTPI.

Community Development Director

Cc: Certificate of Service, Village Trustees and Village Manager.



CHITTENDEN COUNTY RPC
Communities Planning Together

110 West Canal Street, Suite 202
Winooski, VT 05404-2109
802-846-4490
www.ccrpcvt.org

June 17, 2014

RECEIVED

JUN 19 2014

Village of Essex Junction

Stephanie H. Monaghan
District 4 Coordinator
Natural Resources Board
111 West Street
Essex Junction, VT 05452

RE: Friend of the Commission's Proposed Findings and Conclusions submitted by Michael J. Munson, Ph.D.,
FAICP –Application #4C1264 – 4 Pearl Street Investments, LLC

Dear Ms. Monaghan:

The Chittenden County Regional Planning Commission (CCRPC) has reviewed the proposed findings and conclusions submitted by Michael J. Munson, Ph.D., FAICP dated May 28, 2014. In review of this document we are compelled to provide clarification with regard to Criterion 5 (Traffic). Responses are as follows with regards to the italicized statements from the correspondence dated May 28, 2014:

1. *The development site constitutes on sector of the "Five Corners" intersection, the most trafficked and congested intersection in Chittenden County, if not the State. As a result of this congestion and queuing at the traffic signal, access to the development site is difficult and limited.*

Five Corners is not the most trafficked intersection in Chittenden County or the State of Vermont. Based on review of the Revised Traffic Impact Assessment (TIA) dated April 10, 2014 the total intersection volume for the 2019 No-Build DHV is 2402 vehicles. In comparison, the US 2/Staples/Sheraton intersection sees over 4000 vehicles during the PM peak hour.

2. *The proposed development will add traffic to the already congested "Five Corners" intersection. The calculated level of service for this intersection is currently "E" and the applicant states that it will continue to be so if the development is constructed. Queues and waiting times will increase.*

Unfortunately the term congestion is subjective and not something that can be defined and ranked from one intersection to the next. The TIA capacity analyses for Five Corners indicate that the proposed project will result in **no increase in overall intersection delay per vehicle with queues increasing by less than a car length.**

3. *Proposed site access to and from Pearl Street will be via a curb cut near the western edge of the development site. There is a "no-left turn" sign posted for west bound traffic on Pearl Street at this location (although it was ignored when the bank was operating). Turning movements at this curb cut are to be controlled only by a sign stating that only right turns are permitted. Effective control of turning movements at this location would require that the curb cut be configured so as to not accommodate left turn movements. Doing this would require either moving or reducing the footprint of the proposed structure. Lack of complete control will unreasonably exacerbate congestion on this leg of the already congested five Corners Intersection.*

Figure 3 of the Traffic Impact Assessment (TIA) indicates a net increase of 6 vehicles making this maneuver in the AM Peak Hour and a net **decrease** of 2 vehicles in the PM Peak Hour. This minimal impact appears to be reasonable and unlikely to significantly exacerbate congestion. Relocation of the building footprint to accommodate a reconfigured curb cut would be an unreasonable condition to impose based upon the factors reviewed.

Please feel free to contact me should you have any follow up questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Charlie Z. Baker". The signature is fluid and cursive, with the first name "Charlie" and last name "Baker" clearly legible, and a middle initial "Z." in between.

Charlie Baker
Executive Director

Cc: CCRPC Board
Certificate of Service



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June 16, 2014

Stephanie H. Monaghan
District 4 Coordinator
Natural Resources Board
111 West Street
Essex Junction, VT 05452

RECEIVED

JUN 19 2014

Village of Essex Junction

RE: Second Recess Order –Application #4C1264 – 4 Pearl Street Investments, LLC

Dear Ms. Monaghan:

The Chittenden County Regional Planning Commission (CCRPC) has reviewed the Second Recess Order dated May 29, 2014. Following the responses received by VTrans on the Recess Order dated May 2, 2014, the District 4 Environmental Commission has required the Village of Essex Junction to submit information for three items with regard to Criterion 5 (Traffic). As the CCRPC is charged to provide technical assistance to municipalities in Chittenden County on transportation issues, including Criterion 5 for Act 250 applications, we offer the following responses pertaining to these items:

1. *Information regarding the impact of the proposed project on traffic congestion and safety at the Five Corners. The Commission understands that the Village of Essex Junction has jurisdiction over VT Routes 2A, 15 and 117 at the Five Corners.*

The Traffic Impact Assessment (revised April 10, 2014) provided by the applicant's traffic consultant, Lamoureux & Dickinson (L&D), was reviewed. Capacity analyses for Five Corners indicate that the proposed project will result in **no increase in overall intersection delay per vehicle with no queues will increase more than a car length**. In our professional opinion this project does not have a negative impact on congestion at Five Corners.

The latest Vermont Agency of Transportation (VTrans) High Crash Location Report (2008-2012) was examined for any existing high crash locations (HCLs). Five Corners itself is not recognized as a HCL intersection. However, there are designated HCL sections on VT 2A and VT 15 that pass through Five Corners. Figure 3 of the Traffic Impact Assessment displays net increases in traffic at Five Corners by 19 vehicles in the AM Peak Hour and 2 vehicles in the PM Peak Hour. It is difficult to ascertain whether or not these minor increases in volumes will affect crash rates.

2. *Information regarding the application of the "fair share" policy on any planned highway improvements including but not limited to the Crescent Connector.*

It is our understanding that VTrans has no current plans to establish a proportional share framework for the Crescent Connector or any other planned highway improvements in the vicinity. Given the proposed project's minimal impact on congestion at Five Corners, the CCRPC does not recommend applying a mitigation requirement to the project involving the Crescent Connector.

As a point of information, the Village of Essex Junction has been issued an Environmental Assessment and has cleared the NEPA process for the Crescent Connector. Right of Way plans are under development and the Village is expecting to begin construction on the project in calendar year 2015.

3. *Information regarding if and how the proposed Crescent Connector will alleviate congestion at the Five Corners.*

The Five Corners intersection was evaluated as part of the Essex Junction Crescent Connector Road Scoping Report dated August, 2011. Impacts to Five Corners were documented in Tables 7, 8 and 9 of the report. Table 7 estimated the construction of the Crescent Connector will result in an 11% overall reduction in PM peak hour volumes at the intersection for the study build year (2030). Similarly, for the study base year (2010) a 12% overall reduction in volumes was estimated. Table 8 documents the 2010 traffic performance and indicates overall intersection delay per vehicle at Five Corners will reduce by 4 seconds as a result of the Crescent Connector. Table 9 documents the 2030 traffic performance and indicates overall intersection delay per vehicle will be reduced by 9 seconds. Both Tables 8 and 9 show Five Corners will continue to operate at an overall Level of Service E. While the Level of Service letter grade will remain the same, the congestion and delay at Five Corners is expected to decrease with the construction of the Crescent Connector.

Please feel free to contact me should you have any follow up questions.

Sincerely,



Charlie Baker
Executive Director

Cc: CCRPC Board
Certificate of Service



State of Vermont
Division for Historic Preservation
One National Life Drive, Floor 6
Montpelier, VT 05620-0501
www.HistoricVermont.org

[phone] 802-828-3211
[division fax] 802-828-3206

Agency of Commerce and
Community Development

June 18, 2014

Thomas A. Little, Chair
District 4 Environmental Commission
111 West Street
Essex Junction, VT, Vermont 05452

RECEIVED

JUN 19 2014

Village of Essex Junction

Re: 4 Pearl Street Investments, LLC
LUP# 4C1264

Dear Chairman Little and District 4 Commission Members:

Thank you for the opportunity to provide comments on the above-referenced project (DHP#CH14-025) involving 4 Pearl Street Investments, LLC (the "Applicant"), and located at 4 Pearl Street, Essex Junction, VT.

The Division for Historic Preservation (the "Division") is reviewing this proposed undertaking for purposes of Criterion 8 of Act 250. Project review consists of evaluating the project's potential impacts to historic buildings and structures, historic districts, historic landscapes and settings, and known or potential archeological resources. The purpose of the Division's review under Act 250 is to provide the Environmental District Commission with the information necessary for them to make a positive finding under the "historic sites" aspect of Criterion 8. For further information regarding the Division's Act 250 rules, please see our website: [http://accd.vermont.gov/sites/accd/files/Documents/strongcommunities/historic/DHP%20Rules 2011.pdf](http://accd.vermont.gov/sites/accd/files/Documents/strongcommunities/historic/DHP%20Rules%202011.pdf). While these rules impose no obligation on any Act 250 applicant, providing insufficient information to the District Commission with an initial application may result in the project being delayed if the Commission determines they cannot make a positive finding under Criterion 8 without comments from the Division.

The project is located at 4 Pearl Street in Village of Essex Junction, Vermont. The subject parcel sits in the southwest sector of the "Five Corners" intersection, the historic convergence of Main, Maple, Park, Pearl and Lincoln Streets. The Five Corners was an early street pattern established by 1869. Today, it is one of the busiest intersections in the State of Vermont, and represents the overlay of VT Route 15, VT Route 2A and VT Route 117.

The former Chittenden Bank building currently standing on this parcel is not a historic structure, however the parcel abuts a historic district listed on the State Register of Historic Places. A number of parcels adjacent to the 4 Pearl Street parcel are listed as contributing structures within



Hearing Recess Order #2, dated May 29, 2014, requested comments from DHP, including proposed mitigation, and Mr. Duggan's Curriculum Vitae. A copy of Mr. Duggan's CV is included as Attachment 2.

The project as currently proposed will result in an adverse effect to historic resources, but such an adverse effect can sometimes be mitigated by taking reasonable steps to minimize significant effects. We do not believe the Applicant has taken such measures to reduce the adverse effects of the design, in particular by not allowing for consultation with DHP to address our concerns regarding the effects of this project on historic resources.

Therefore, it is also our opinion and recommendation to the District 4 Environmental Commission that the Applicant's proposed development of this property will have Undue Adverse Effect on historic resources. However, it is also our opinion that should efforts be undertaken to revise the design to be in keeping with the Standards, then this undue adverse effect can be partially mitigated. The Division is of the opinion that it is reasonable and feasible to improve the design of the project to better preserve historic resources.

Based on this analysis, we recommend including the following permit conditions in order to mitigate the Undue Adverse Effect and allow a positive finding under Criterion 8, Historic Sites:

1. Allow the Applicant the opportunity to continue consultation with the Division to consider design revisions that better conform to the size and scale of the historic village character.
2. Allow the Division the opportunity to review and comment on further design development to ensure the project continues to meet the Standards.

If you have any questions or need clarification regarding any of the above, please do not hesitate to contact James Duggan, Historic Preservation Review Coordinator at james.duggan@state.vt.us or 802-828-3045. Mr. Duggan is reviewing this project and prepared this letter. I concur with the findings and conclusions described above.

Sincerely,
VERMONT DIVISION FOR HISTORIC PRESERVATION

E-SIGNED by Laura Trieschmann
on 2014-06-19 03:45:32 GMT

Laura V. Trieschmann
State Historic Preservation Officer

the Pearl Street and Park Terrace State Register Historic Districts. In addition, the 4 Pearl Street parcel sits prominently at the terminus of a primary view shed from within the Main Street Commercial Historic District, which is listed on the National and State Registers of Historic Places.

The Applicant initiated the Act 250 process on January 24, 2014, when Application #4C1264 was submitted for the above referenced project. The Division first became aware of this proposed project on January 27, 2014, when the Applicant's representative, architect Greg Rabideau, contacted the Division to discuss an adjacent property at 8 Pearl Street, a structure that is listed on the State Register of Historic Places. A site visit was scheduled for, and conducted on, January 31, 2014, by James P. Duggan, Historic Preservation Review Coordinator for the Division and Mr. Rabideau representing the Applicant. During this site visit, discussion emerged regarding a potential connection between the two properties that was being considered as part of the design development for the 4 Pearl Street project, which included the potential demolition of 8 Pearl Street. However, today it is our understanding that this adjacent undertaking is not being pursued by the applicant at this time.

During the January 31, 2014 site visit, Mr. Duggan requested more specific information about the proposed 4 Pearl Street development and the Applicant urged us to consider 8 Pearl Street separately. Mr. Duggan informed that Applicant that the Division would consider the two projects to be intimately connected. Regardless of whether the proposed demolition of 8 Pearl Street went forward, the Division would still be interested in understanding the effects of the 4 Pearl Street development on historic resources, in particular those historic properties that were adjacent to and visible from the 4 Pearl Street parcel. The Applicant informed Mr. Duggan that the design was nearing completion and would be available for review once the materials were submitted to the District 4 Environmental Commission. Mr. Duggan expressed his concern that the project was near fully-designed without any previous consultation with the Division in regards to the effects on historic resources.

Our next notification regarding this project came on March 14, 2014, after a notice was issued for a hearing scheduled on April 24, 2014. This was also reported in the March 19, 2014, Act 250 Weekly Agenda. The Division reviewed the site plans, proposed elevations and supporting documentation for the proposed project to demolish the existing bank building and construct a new, mixed-use, 4-story building. The proposed design includes approximately 15,000 square feet of leasable commercial space on the first floor, and three (3) upper stories (17,000 square feet per story) of residential space configured into 51 separate units, along with parking below the building and surface parking located at the rear of the building. The tallest part of the proposed building occupies the corner of Pearl Street and Park Street, and rises to a height over 54 feet above the sidewalk.

During our initial desk review, we identified some concerns with the overall design, including the size, scale, massing and form of the new building and informed the Applicant via telephone on or around March 31, 2014. The Applicant stated that the project had already been vetted through a long design process at the local level, and that the proposed design responded to the

local zoning ordinance of the Village Center District. The Applicant stated they did not intend to enter back into consultation regarding the design at this point with DHP.

Mr. Duggan attended the April 24, 2014 public hearing, and site visit preceding the hearing, and explained our efforts to properly assess the proposed project's effects on historic resources. Mr. Duggan's testimony reiterated the Division's concerns that the design of the proposed building is not in keeping with the context of the historic village character. It is also our opinion that the massing, form, scale and proportion are not in keeping with the setting. One of the most powerful aspects of Act 250 is that it instructs us to look not only at the proposed development itself, but at its setting. In this instance, the impact is not just on the property to be developed, but on the area around it, i.e. the "Site."

Furthermore, the scale of this development will affect historic sites next to it (8 Pearl Street); across Pearl Street (the Town Offices); along Park Terrace, and potentially along School Street as well. The proposed design has the potential to drastically alter the setting of this area of the Village enough from what it was historically, and hinder our ability to appreciate the context of these historic resources.

The Division applies the *Secretary of the Interior's Standards for Rehabilitation* (the "Standards") in order to determine the effects of a proposed Act 250 project on historic resources. The Standards are a series of concepts, established by the National Park Service that offer guidance on appropriate treatments to historic resources in regards to maintaining, repairing, and replacing historic materials, as well as designing new additions or making alterations. A copy of the Standards is included as Attachment 1. Standard 9 states:

9. New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize a property. New work shall be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.

While it is true that the local zoning ordinance will allow for a four-story building within the Village Center District, it does not necessarily mean it is appropriate everywhere within the District. There are other recently constructed, multistory, residential buildings in or near the Village center, but they are not located in such a prominent location, or areas with the same proximity of historic resources. Infill construction can be tricky. Design should be sensitive to the environment surrounding it and should respond to that environment, not inform it so strongly.

With regard to archaeological resources, Mr. Dillon assessed the archaeological sensitivity of the overall development area during a recent desk review. This assessment identified prior disturbance throughout the existing construction area and that a site visit would not be necessary. Accordingly, and as we stated in our testimony at the hearing, the Division has no concern with archaeological resources under the current application, as there are no archaeologically sensitive areas present on the parcel. No additional archaeological review will be necessary for the project under consideration at this time.

District 4 Environmental Commission
111 West Street
Essex Junction, Vermont 05452

nrb-act250essex@state.vt.us


/S/

James P. Duggan

Historic Preservation Review Coordinator
Vermont Division for Historic Preservation



June 12, 2014

Stephanie H. Monaghan
District 4 Coordinator
Natural Resources Board
111 West Street
Essex Junction, VT 05452

RE: Hearing Recess Order –Application #4C1265 – Autumn Pond, Essex Junction – Green Meadow Apartments, LLC & Amber Lantern, LLC

Dear Ms. Monaghan:

The Village of Essex Junction has reviewed the Hearing Recess Order prepared by the District 4 Environmental Commission following the May 22, 2014 public hearing. The Hearing Recess Order required the Village of Essex Junction to submit information for three items with regard to Criterion 5 (Traffic). We offer the following responses on these items:

1. *Information regarding the impact of the proposed project on traffic congestion and safety at the Five Corners. The Village of Essex Junction has jurisdiction over VT Routes 2A, 15 and 117 at the Five Corners.*

The Traffic Impact Assessment Addendum provided by the applicant's traffic consultant, Lamoureux & Dickinson (L&D) on April 10, 2014 was reviewed. Capacity analyses for Five Corners indicate that the proposed project will result in an **0.6 second increase in overall intersection delay per vehicle** (60.2 to 60.8 seconds) with some queues increasing by one to two car lengths. We consider this a minor impact having minimal effect on congestion.

The latest Vermont Agency of Transportation (VTrans) High Crash Location Report (2008-2012) was examined for any existing high crash locations (HCLs). Five Corners itself is not recognized as a HCL intersection. However, there are designated HCL sections on VT 2A and VT 15 that pass through Five Corners. The proposed project is expected to add one vehicle to the VT 15 approach and 33 vehicles to the VT 2A approach. It is difficult to ascertain whether or not these minor increases in volumes will affect crash rates.

2. *Information regarding the application of the "fair share" policy on any planned highway improvements including but not limited to the Crescent Connector.*

It is our understanding that VTrans has no current plans to establish a proportional share framework for the Crescent Connector or any other planned highway improvements in the

vicinity. Given the minimal impact of the project on congestion at the Five Corners the Village does not recommend applying a mitigation requirement to the project involving the Crescent Connector. As a point of information, the Village of Essex Junction has been issued an Environmental Assessment cleared the NEPA process for the Crescent Connector, Right of Way plans are under development and the Village is expecting to begin construction on the project in calendar year 2015.

3. *Information regarding if and how the proposed Crescent Connector will alleviate congestion at the Five Corners.*

The Five Corners intersection was evaluated as part of the Essex Junction Crescent Connector Road Scoping Report dated August, 2011. The most significant impact the proposed Crescent Connector will have on Five Corners was documented as part of the Table 7 of the report which estimates the construction of the Crescent Connector will result in an overall 11% reduction in PM peak hour volumes at the intersection. The overall intersection performance (AM and PM Peak combined) of the Five Corners in 2010 was documented at Level of Service E, with delay of 66 seconds and a Volume to Capacity Ratio of 0.85. The analysis of the Five Corners with the Crescent Connector built indicates that the overall Level of Service will remain at E, delay will decrease to 62 seconds and the Volume to Capacity Ratio will rise to 0.88 (Table 8). This performance is consistent with an urban commercial/residential/retail environment and acceptable for this location.

Sincerely,



Robin Pierce
Community Development Director

Cc: Patrick Schiedel, Village Manager
Village Trustees
Certificate of Service



RECEIVED

JUN 13 2014

Village of Essex Junction

June 13, 2014

Green Meadow Apartments, LLC
1205 North Avenue
P.O. Box 3009
Burlington, VT 05408

and

Amber Lantern, LLC
1205 North Avenue
P.O. Box 3009
Burlington, VT 05408

State of Vermont
Natural Resources Board
District #4 Environmental Commission
11 West Street
Essex Junction, VT 05452

Supplemental Evidence
RE: **Act 250 Application #4C1265**

Application #4C1265
Hearing Recess Order
10 V.S.A. §§ 6001-6092 (Act 250)

On behalf of Green Meadows Apartments, LLC and pursuant to the District #4 Environmental Commission's Hearing Recess Order dated May 28th, 2014, we respectfully submit the following supplemental evidence:

1. A Wastewater System and Potable Water Permit from the Wastewater Management Division, Agency of Natural Resources.

Wastewater System and Potable Water Supply Permit - This permit cannot be issued until the Water Supply Permit to Construct is issued. We applied for the permit the first week of February and have not yet received the permit.

2. A Stormwater Discharge Permit from the Watershed Management Division, Agency of Natural Resources.

The Stormwater Discharge Permit is attached (7125-INDS).

3. A Construction General Permit from the Watershed Management Division, Agency of Natural Resources.

The Construction General Permit is attached (7125-9020 - 2 documents)

4. A Wetlands Permit from the Watershed Management Division, Agency of Natural Resources.

The Wetlands permit that was applied for in early February has not been issued.

5. A cross-section of the stream crossing of the proposed emergency vehicle access driveway.

The Cross Section of the stream crossing is shown on sheet SP-12.

6. A copy of the Settlement Agreement issued as a result of the Athens Drive Citizens Committee appeal to the Vermont Superior Court, Environmental Division.

Titled: NOTICE OF DEVELOPMENT CONDITION

7. A revised Set of plans detailing the minor changes to footprints and utilities, as discussed at the hearing.

Notable changes to the civil drawings are as follows:

1. Revised lighting design to meet Village of Essex Junction zoning requirement (min. 0.1 foot-candle on sidewalks).
2. Small revision to footprint of building. This required small revision to driveway entrance to building.
3. We modified our phasing of the project to keep tenants in Building "F" during Phase 1. This required the relocation of the water main design and erosion control staging area. All changes have been permitted with our Construction Stormwater permits. Revised plans have been sent to Water Supply Division for permitting.

Many site plans have been revised since the Act 250 application submittal.

The revised plans are as listed:

A101 - Garage Floor Plan
A201 - Exterior Elevations
A202 - Exterior Elevations
SP-1 - Overall Site Plan
SP-2 - Site Plan
SP-3 - Site Plan
SP-4 - Site Plan
SP-5 - Site Plan
SP-7 - Site Plan
SP-8 - Site Plan
SP-9 - Site Plan
SP-10 - Site Plan
SP-11 - Pump Bypass Plan
SP-12 - Culvert Profile and Section
EC-1 - Preconstruction EPSC Plan
LT-1 - Site Lighting Plan

EC-2 - Phase 1 EPSC Plan
EC-3 - Phase 2 EPSC Plan
EC-4 - Phase 3 EPSC Plan
EC-5 - Phase 3 EPSC Plan
EC-6 - Phase 4 EPSC Plan
EC-7 - Phase 5 Stabilization Plan
PH-1 - PHASE I Site Plan
PH-2 - PHASE II Site Plan
P-5 - Water Main Profile
P-6 - Water Main Profiles

8. Please address the feasibility of installing conduit as part of this Project for future electric vehicle charging stations in the underground parking areas and the surface parking lots.

We will provide empty conduit for future installation of electric car charging stations, the cost will be negligible. The electrical is design build, as such there are no plans to share.

Sincerely,

Emily Mack
Rabideau Architects

**VILLAGE OF ESSEX JUNCTION
BOARD OF TRUSTEES
MINUTES OF MEETING
June 10, 2014**

BOARD OF TRUSTEES: George Tyler (Village President); Dan Kerin, Elaine Sopchak, Andrew Brown. (Lori Houghton was absent.)
ADMINISTRATION: Pat Scheidel, Village Manager; Lauren Morrisseau, Assistant Manager & Finance Director; Susan McNamara-Hill, Village Clerk/Treasurer/Tax Collector.
OTHERS PRESENT: Nina Curtis, Lara Keenan, Andrew Cimonetti, Dorothy Bergendahl, Daisy Benson, Doug Fisher, Tom Oddy, Dianne Micklos, Lance Micklos, Steve Eustis, Tara Genzlinger.

EXECUTIVE SESSION

MOTION by Dan Kerin, SECOND by Elaine Sopchak, to go into Executive Session to discuss personnel matters. VOTING: unanimous (4-0); motion carried.

Executive Session was convened at 6 PM and exit interviews were held with Aaron Martin (Planning Commission) and Ron Gauthier (Zoning Board).

MOTION by George Tyler, SECOND by Dan Kerin, to adjourn Executive Session. VOTING: unanimous (4-0); motion carried.

Executive Session was adjourned at 6:28 PM.

1. CALL TO ORDER and PLEDGE OF ALLEGIANCE

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

2. AGENDA ADDITIONS/CHANGES

- Add to Presentations – FY2015 Action Steps for Strategic Plan Brownell Library
- Add to Reading File – Letter re: Mansfield Ave.
- Add to Consent Agenda – Letter to Act 250 Board and Contract for Interim Services
- Add to Bill List – Payment to Costco

3. GUESTS, PRESENTATIONS, PUBLIC HEARINGS

1. Comments from Public on Items Not on Agenda

Dottie Bergendahl announced the gala event on June 30, 2014 in honor of Penny Pillsbury's retirement as Library Director.

2. Presentation: Heart & Soul Proposal for Community Calendar

Lara Keenan reviewed a software tool showing a community calendar of events. Events and meetings of all sorts can be posted and sorted as desired. Businesses can post on the

calendar for a fee. A moderator to work a few hours a week to ensure postings are accurate and current is needed. Funding sources are being investigated. In the long term the task could be folded into the job description of a staff member. Vermont Chamber is interested in the tool. Some Vermont businesses use the tool now. Lara Keenan will present the software to stakeholders in the community.

3. Presentation: Brownell Library Long Range Plan

Daisy Benson, Dottie Bergendahl, Nina Curtiss, and Lara Keenan highlighted the following in the library long range plan:

- The plan is effective July 2015 through 2019.
- The plan supports the mission to provide diverse collections and services for all.
- Per a survey the majority of the community feels there would be a loss if the library closed.
- Locally the priority is borrowing books, CDs, audios, attending programs, reading books and magazines, and consulting with library staff.
- The library can assist Heart & Soul with response areas of education, community connections, health and recreation, and local economy.
- There is an action plan to implement the strategic plan. Additional funding is not anticipated for the action steps. The library as always will seek creative ways to find outside sources of support.

There was discussion of the following:

- Developing an expertise and charging a fee for that expertise. In general the library does not charge for services in order not to exclude anyone. There have been instances at other libraries where space was “rented” for Wi-Fi usage for short time periods. The ‘rent’ covered costs.
- An economic look at library users showed between \$195,000 and \$250,000 is spent in the village in a year.
- The library supports the Homecard system, more programming around technology, adult and children programming, digital and brick & mortar collections. A license or fee is often required to access online materials. People still want books too.
- Some public and private universities are tied into libraries and share documents. Some items are pricey and a license is needed for use. There is some sharing through the state library.
- Library staff helps patrons find information sites for the Affordable Health Care Act.
- Surveys and communication with organizations in the community will be done to ascertain current needs during the five year long range plan time period.
- The need and use of the physical library is increasing. People go to the library for books and other services. There are still some people without technology. It is necessary to have paper copies of essential information.

4. West Street/West Street Extension Intersection & Whitcomb II Common Land/Trail
Steve Eustis, 18 Wilkinson Drive, expressed concern about the challenging intersection at West Street/West Street Extension. The proposal by the Village Engineer to modify the

intersection should improve safety. The Village Engineer will cost out the project and the capital committee will rank the project if necessary.

Steve Eustis discussed the trail and open land on the Whitcomb II development, noting the area is a great asset for villagers. Mr. Eustis suggested to improve access to the trail there could be better signage at the trailhead and the trail through the wet areas could be better cleared. Also, the village should pursue ownership of the open space for the future. Staff will review the approved development plan and investigate any technical issues with the property. The homeowners association will be contacted.

5. CVE Request for Sound Waiver for Relay for Life Event June 20-21, 2014

Tom Oddy with CVE requested a Category C sound waiver with Category B limits for the Relay for Life event on June 20-21, 2014 from 4 PM to 9 AM. The event raises over \$300,000 each year to fight cancer. Noise is monitored through the night. Last year the noise level was well under the allowed limit. Speakers will be located on the north side of the midway this year rather than on the south side to further reduce noise.

4. **OLD BUSINESS**

1. Sound Waiver for Relay for Life

MOTION by George Tyler, SECONDED by Elaine Sopchak, to approve the Category C sound waiver for Relay for Life and to use the Category B dBA limits of one hour average of 78 dBA and maximum five minute average of 83 dBA. VOTING: unanimous (4-0); motion carried.

2. Approve/Sign Bond Documents for Capital Projects

Staff noted the voters at the 2014 annual meeting approved a bond of \$3.3 million for capital projects. The cost of the bond over 20 years will be \$4,605,381. The cost of the bond for an average house in the village in FY15 is approximately \$19 and approximately \$58 in FY16 decreasing each year thereafter.

MOTION by Dan Kerin, SECONDED by Elaine Sopchak, to approve/sign the bond documents to finance capital infrastructure projects. VOTING: unanimous (4-0); motion carried.

3. Reappointments to CCRPC Planning Advisory Committee

MOTION by George Tyler, SECONDED by Dan Kerin, to reappoint Robin Pierce as the representative to CCRPC Planning Advisory Committee and John Alden as the alternate for a period of July 1, 2014 through June 30, 2016. VOTING: unanimous (4-0); motion carried.

4. FY2015 Tax Collection

Doug Fisher, Town of Essex Finance Director, reviewed the proposal for the town to handle tax billing and collection for the village, village school district, and recreation department in an effort to eliminate duplication of expenses with tax bills. Village taxpayers will receive only one tax bill and write one check. The town will pursue delinquent taxpayers. Within 20 days after collection 100% of the tax levy for the village

will be turned over to the village. The tax abatement process for the village will not change because the village is the taxing authority. The arrangement with the town is a one year trial to see if the result is positive. Pat Scheidel added having one tax bill is a symbol of cooperation and suggests the village and town are one entity.

George Tyler said village taxpayers will see a small net savings in the future because the village will not be doing tax collection (less staff time). Lauren Morrisseau noted the \$50,000 in revenue that the village will not receive due to the consolidation can be made up with payment from the town for delinquent taxes and revenue from license and permit fees.

MOTION by George Tyler, SECOND by Andrew Brown, that the Board of Trustees approves management's pursuit of consolidated tax billing and collections and to authorize the municipal manager to enter into a tax billing and collection agreement with the Town of Essex and the Essex Junction School District including the Essex Junction Recreation and Parks Department. VOTING: unanimous (4-0); motion carried.

5. Review Draft Notes from Annual Retreat

The Trustees reviewed the list of actionable items from the May 27, 2014 retreat. The following was noted:

- Greg Morgan with the Essex Economic Development Committee will be invited to the Trustees meetings periodically during the year to provide an update on the committee's activities.
- Dan Kerin will do a flowchart of the process for development applications before the Planning Commission to provide residents with an understanding of the review process.
- An interactive webpage on the village website would be useful.
- Elaine Sopchak is working with Channel 17 on a short video about the review process for applications before the Planning Commission.

5. **NEW BUSINESS**

1. Approve Vision Statement from Bike/Walk Advisory Committee

MOTION by Dan Kerin, SECOND by Elaine Sopchak, to approve the following vision statement and include the statement in the Transportation section of the village comprehensive plan:

"Essex Junction strives to be recognized as a friendly village of connected neighborhoods and destinations in which convenient and safe bicycle and pedestrian facilities are integrated into a seamless and accessible year-round transportation system. This system will promote the enjoyment and health of all citizens, a more vibrant local economy, and a cleaner environment."

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

2. Approve FY2014 General Fund Departmental Budget Transfers

Lauren Morrisseau briefly reviewed deficits and surpluses in departments. The deficits can be covered by the surpluses.

MOTION by Elaine Sopchak, SECOND by Dan Kerin, to approve the use of surpluses in the FY2014 Administration and Planning and Economic Development budgets to cover deficits in other general fund budgets. VOTING: unanimous (4-0); motion carried.

3. Approve VTrans Grant Application for Main Street Sidewalk Scoping Study
Staff noted the scoping study is for sidewalk on Main Street from Educational Drive to Athens Drive. The grant is \$52,400 with \$5,240 being the local match.

MOTION by Dan Kerin, SECOND by Andrew Brown, to authorize staff to submit the VTrans Bicycle and Pedestrian grant application. VOTING: unanimous (4-0); motion carried.

4. Approve Recommended Appointee to the Recreation Advisory Council
MOTION by George Tyler, SECOND by Dan Keri, to appoint Robin Noble as the citizen representative to the Rec Advisory Council. VOTING: unanimous (4-0); motion carried.

5. Approve Trustee Appointment to Recreation Advisory Council
Action tabled until discussion with Trustee Houghton.

6. VILLAGE MANAGER'S REPORT

1. Meeting Schedule

- June 24, 2014 @ 6:30 – Regular Trustees Meeting
- July 8, 2014 @ 6:30 – Regular Trustees Meeting
- July 22, 2014 @ 6:30 – Regular Trustees Meeting
- August 12, 2014 @ 6:30 – Regular Trustees Meeting
- August 26, 2014 @ 6:30 – Regular Trustees Meeting
- September 9, 2014 @ 6:30 – Regular Trustees Meeting
- September 23, 2014 @ 6:30 – Regular Trustees Meeting
- October 14, 2014 @ 6:30 – Regular Trustees Meeting
- October 28, 2014 @ 6:30 – Regular Trustees Meeting

Special Meetings/Events:

- July 4, 2014 @ 9:30 PM – Fireworks at Maple Street Park
- July 19, 2014 @ 5 PM-10 PM – Block Party & Street Dance

2. Meeting with Library Trustees

Evaluating personnel and budgeting was discussed with the library staff. Pat Scheidel will work with Dottie Bergendahl on library matters.

3. Heart & Soul

Staff supports the calendar of events software proposed by Heart & Soul and charging a fee for advertisements. Heart & Soul is investigating an implementation grant for items discussed over the last two years. The Trustees will be kept informed.

7. TRUSTEES COMMENTS/CONCERNS & READING FILE

1. Board Member Comments

- Andrew Brown and Lori Houghton will not be in attendance at the June 24, 2014 Trustees meeting.

2. Reading file:

- Minutes of Planning Commission Work Sessions (5/1/14, 5/8/14, 5/15/14)
- Minutes of Zoning Board of Adjustment (5/20/14)
- Minutes of Tree Advisory Committee (5/20/14)
- Response from Governor Shumlin re: Water Quality
- Letter from CVE re: Neighbor Meeting 6/10/14
- Extension of Agreements with Essex Junction School District
- Vermont Natural Resources Board Act 250 Hearing Recess Orders for Green Meadow Apartments and 4 Pearl Street
- Letter re: Mansfield Ave.

8. CONSENT AGENDA & READING FILE

MOTION by Elaine Sopchak, SECOND by Dan Kerin, to approve the consent agenda as follows and with the addition of the interim library director contract and the draft letter from the Trustees on behalf of the village government to the Act 250 Board:

- 1. Approve Minutes of Previous Meetings (5/13/14 & 5/27/14).**
- 2. Approve/Sign Annual Meeting Minutes 4/2/14**
- 3. Approve Warrants including check #10049383 through #10049463 totaling \$274,996.77.**
- 4. Approve FY15 Lincoln Hall Leases**
- 5. Approve Street Closings for EJRP/Block Party Light the Night 5K Run**

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

9. ADJOURNMENT

MOTION by Andrew Brown, SECOND by Dan Kerin, to adjourn the meeting.

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

The meeting was adjourned at 9:05 PM.

RScty: M.E.Riordan *gmh*

Check Register Report

BL 6/24/14

Date: 06/20/2014

Time: 1:51 pm

Page: 1

Village of Essex Junction

BANK:

C N	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
Checks							
10049465	06/16/2014	Printed		0965	GREEN MOUNTAIN POWER CORP.	ELECTRICITY-VARIOUS	13,403.03
10049466	06/17/2014	Printed		1908	THE RADIO NORTH GROUP, INC.	RADIOS-HOMELAND SECURITY GRANT	113,330.00
10049467	06/18/2014	Printed		10481	TRUMBULL-NELSON CONST. CO.	5/1-5/30 WWTF REFURB PROJ-WWTF	246,999.69
10049468	06/18/2014	Printed		10290	ALDRICH + ELLIOT, PC	ENGINEERING-WWTF	31,785.75
10049469	06/19/2014	Printed		9941	BUSINESSCARD SERVICES	SEE ATTACHED SPREADSHEET	1,117.41
10049470	06/19/2014	Printed		0268	BRODART CO.	CIRCULATION MATERIALS-LIBRARY	570.23
10049471	06/20/2014	Printed		10508	ADVANCED DISPOSAL	2.47 TON GRIT REMOVAL-WWTF	205.73
10049472	06/20/2014	Printed		10007	AIRGAS EAST	SUPPLIES-STREET	215.62
10049474	06/20/2014	Printed		00382	AMAZON.COM CREDIT	CIRCULATION MATERIALS-LIBRARY	1,372.76
10049475	06/20/2014	Printed		0115	AUTO ELECTRIC INC.	SUPPLIES-WATER	18.00
10049476	06/20/2014	Printed		10301	DAVID A. BARRA, PLC	LEGAL SERVICES-VARIOUS	4,026.00
10049477	06/20/2014	Printed		1655	BLUE CROSS BLUE SHIELD OF VT	INS PREMIUM-VARIOUS	30,265.96
10049478	06/20/2014	Printed		0241	BOUCHARD-PIERCE	REFUND-WTR/SWR/SANI	1,475.63
10049480	06/20/2014	Printed		0268	APPLIANCES BRODART CO.	CIRCULATION MATERIALS-LIBRARY	871.96
10049481	06/20/2014	Printed		10577	BULLEX INC.	WIRELESS ANTENNA-FIRE	42.80
10049482	06/20/2014	Printed		0305	BURLINGTON FREE PRESS	NEWSPAPERS-LIBRARY	22.00
10049483	06/20/2014	Printed		9941	BUSINESSCARD SERVICES	SEE ATTACHED SPREADSHEET	1,073.13
10049484	06/20/2014	Printed		0455	CANON SOLUTIONS AMERICA	COPIES-LIBRARY	43.98
10049485	06/20/2014	Printed		9743	CARQUEST AUTO PARTS	FUSES-WWTF	8.89
10049486	06/20/2014	Printed		0523	CCRPC	BIKE/PED PLAN-EC DEV	231.03
10049487	06/20/2014	Printed		0490	CENTRAL VERMONT PROPERTIES	ROW LEASE-SANITATION	50.00
10049488	06/20/2014	Printed		0500	CHAMPLAIN WATER DISTRICT	WATER USAGE-WATER	258,646.98
10049489	06/20/2014	Printed		0525	CHITTENDEN SOLID WASTE DISTRICT	BIOSOLIDS-WWTF	10,311.54
10049490	06/20/2014	Printed		9788	COMCAST	CABLE-FIRE	13.63
10049491	06/20/2014	Printed		0560	COPY-SHIP-FAX-PLUS	SHIPPING CHARGES-STREET	20.61
10049492	06/20/2014	Printed		05898	CRYSTAL ROCK BOTTLED WATER	BOTTLED WATER-STREET	46.20
10049493	06/20/2014	Printed		10382	CVC PAGING (CENTRAL VERMONT	REPLACEMENT PAGER-WWTF	85.00
10049494	06/20/2014	Printed		10401	DE LAGE LANDEN FINANCIAL INC	COPIER LEASE-ADMIN	249.52
10049495	06/20/2014	Printed		10657	MARY K. DENNISON	PROG SUPPLIES REIMBURSE-LIBRAR	3.74
10049496	06/20/2014	Printed		10644	DIRT TECH CO LLC	WOODS END CONST-CAP R	81,583.88
10049497	06/20/2014	Printed		10576	ECPIXEL LLC	WEB SITE SERVICES-ADMIN	99.00
10049498	06/20/2014	Printed		0710	ENDYNE, INC.	LAB TESTS-WWTF	1,072.00
10049499	06/20/2014	Printed		9879	THE ENGRAVING BENCH	PLAQUES-ADMIN	243.90
10049500	06/20/2014	Printed		0780	ESSEX EQUIPMENT SALES	SAFETY GLASSES-STREET	85.12
10049501	06/20/2014	Printed		0772	ESSEX JCT LIONS CLUB	DONATION-EC DEV	500.00
10049502	06/20/2014	Printed		0770	ESSEX JUNCTION SCHOOL DISTRICT	REFUND-WTR/SWR/SANI	4,652.90
10049503	06/20/2014	Printed		0779	ESSEX PAINT & CARPET, INC.	PAINT-STR	30.74
10049504	06/20/2014	Printed		0795	TOWN OF ESSEX	MANAGER CONTRACT-ADMIN	4,486.73
10049505	06/20/2014	Printed		1935	FERGUSON WATERWORKS #590	SUPPLIES-WATER	459.72
10049506	06/20/2014	Printed		0836	FLAG SHOP OF VT	US & MILITARY FLAGS-STREET	743.90
10049507	06/20/2014	Printed		10452	FREE PRESS MEDIA	LEGAL NOTICES-PLAN	147.50
10049508	06/20/2014	Printed		10182	FRONT PORCH FORUM	FY15 CUSTOM ACCESS	1,200.00
10049509	06/20/2014	Printed		0899	GAUTHIER TRUCKING CO., INC	RUBBISH REMOVAL -ST/LH	558.34
10049510	06/20/2014	Printed		10453	GE CAPITAL C.O.RICOH USA	COPIER LEASE-WWTF	345.32
10049511	06/20/2014	Printed		0898	RONALD T. GINAL	REFUND-WTR/SWR/SANIT	273.24
10049512	06/20/2014	Printed		09502	GRAYBAR COMPANY INC.	HARDWARE-SANI	211.20
10049513	06/20/2014	Printed		10598	GREEN MOUNTAIN POWER CORP #2	ELECTRICITY-VARIOUS	448.81
10049514	06/20/2014	Printed		0965	GREEN MOUNTAIN POWER CORP.	ELECTRICITY - VARIOUS	1,977.51

Check Register Report

BL 6/24/14

Date: 06/20/2014

Time: 1:51 pm

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Village of Essex Junction

BANK:

Check N. 3f	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
Checks							
10049515	06/20/2014	Printed		1035	DONALD L. HAMLIN	ENGINEERING-VARIOUS	10,610.32
10049516	06/20/2014	Printed		1031	HANNAFORD BROTHERS CO.	PAPER TOWELS-WWTF	13.49
10049517	06/20/2014	Printed		10636	HEALTHQUITY	ADMIN FEES FSA-ADMIN	3.45
10049518	06/20/2014	Printed		1093	HOLLAND CO., INC.	SODIUM BISULFATE-WWTF	6,063.00
10049519	06/20/2014	Printed		10658	HORSFORD GARDEN CENTER	PRES TRUST TREES-EC DEV/GRANT	950.40
10049520	06/20/2014	Printed		10129	WENDY HYSKO	REIMBURS ETHERNET SWITCH-LIBR	49.98
10049521	06/20/2014	Printed		11631	INTEGRITY COMMUNICATIONS	PHONE LINE MIGRATION-WWTF	112.50
10049522	06/20/2014	Printed		2041	S. D. IRELAND CONCRETE	CEMENT -STREET	746.50
10049523	06/20/2014	Printed		9769	KEMIRA WATER SOLUTIONS	SODIUM ALUMINATE-WWTF	9,734.40
10049524	06/20/2014	Printed		10659	LIBRARY AND EDUCATIONAL SERVIC	CIRC MATERIALS -LIBRARY REPLAC	120.93
10049525	06/20/2014	Printed		10130	LOWE'S BUSINESS ACCOUNT	SUPPLIES-STREET/WWTF	515.85
10049526	06/20/2014	Printed		13631	LYNN PUBLICATIONS	MEM DAY/FMRS MKT ADS-EC DEV	212.50
10049527	06/20/2014	Printed		10432	CHELSEA MANDIGO	MILEAGE REIMB-WWTF	40.58
10049528	06/20/2014	Printed		1460	MAPLEHURST FLORIST	EMPL APPRECIATION EVENT-ADMIN	19.95
10049529	06/20/2014	Printed		1483	MCMMASTER-CARR SUPPLY COMPANY	QUICK CONNECT&RELAYS-WWTF	337.54
10049530	06/20/2014	Printed		10176	NEOFUNDS BY NEOPOST	POSTAGE-ADMIN	600.00
10049531	06/20/2014	Printed		1661	NORTH CENTRAL LABORATORIES	FURNACE/LAB NEEDS-WWTF	2,222.71
10049532	06/20/2014	Printed		10329	NORTH WILLISTON CATTLE COMPANY	LAND APPLICATION-WWTF	29,700.00
10049533	06/20/2014	Printed		1755	P & H SENESAC, INC.	POLYMER DEWATERING-WWTF	6,900.00
10049534	06/20/2014	Printed		1756	PATTON FACILITY MGMNT	JANITORIAL SERVICES-LH/LIB	2,659.19
10049535	06/20/2014	Printed		1789	PIKE INDUSTRIES, INC.	ASPHALT-STREET	552.16
10049536	06/20/2014	Printed		1781	PIONEER MOTORS & DRIVES, INC.	FERROUS/EQ-WWTF	120.00
10049537	06/20/2014	Printed		1910	RADIOSHACK	FUSES-WWTF	121.82
10049538	06/20/2014	Printed		10499	PETER RILEY	PIANO TUNING-LIBRARY FRIENDS	75.00
10049539	06/20/2014	Printed		1994	RUSSELL SUPPLY	TOOLS-WWTF	434.00
10049540	06/20/2014	Printed		2042	SCOTT'S LINE STRIPING, INC	PAINT/GLASS BEAD-STREET	1,600.00
10049541	06/20/2014	Printed		20732	THE SHERWIN-WILLIAMS CO.	SUPPLIES-WWTF/STREET	175.70
10049542	06/20/2014	Printed		0482	SIGNALS RYG, INC.	TRAFFIC SIGNAL REPAIR-STREET	270.90
10049543	06/20/2014	Printed		10656	SOUTHERN VERMONT NATURAL	PROG PHYSICS OF FLIGHT-LIBRARY	266.00
10049544	06/20/2014	Printed		2115	SOUTHWORTH-MILTON, INC.	FUEL SYSTEM REPAIR-FIRE	619.57
10049545	06/20/2014	Printed		21153	SOVERNET COMMUNICATIONS	PH/INTERNET-VARIOUS	598.95
10049546	06/20/2014	Printed		2124	STAPLES ADVANTAGE	SUPPLIES-LIBRARY	47.67
10049547	06/20/2014	Printed		9567	TALKING ABOUT BOOKS	SUPPLIES-LIBRARY	6.68
10049548	06/20/2014	Printed		10660	TD BANK	REFUND-WTR/SWR/SANIT	471.96
10049549	06/20/2014	Printed		0545	THE TECH GROUP	SERVICES CONTRACT-ADMIN	664.00
10049550	06/20/2014	Printed		2227	TI-SALES, INC.	WATER METER SUPPLIES-WTR/SANI	542.40
10049551	06/20/2014	Printed		2241	THE TRAVELING STORYTELLER	PERFM OF BKKP BEAUTY/BEAST-LIB	140.00
10049552	06/20/2014	Printed		10481	TRUMBULL-NELSON CONST. CO.	ZONING COMP OVERPAYMENT	35.00
10049553	06/20/2014	Printed		2302	UPSTART	SUPPLIES-LIBRARY	14.00
10049554	06/20/2014	Printed		2343	VILLAGE COPY & PRINT	ENVELOPES-PLAN/ADMIN	262.00
10049555	06/20/2014	Printed		2385	VT LEAGUE OF CITIES AND TOWNS	FY15 ASSOCIATION DUES	875.00
10049556	06/20/2014	Printed		2258	VTGFOA	MEMBERSHIPS-ADMIN	70.00
10049557	06/20/2014	Printed		0811	F.W. WEBB COMPANY	SUPPLIES-WATER	5.05
10049558	06/20/2014	Printed		9856	SANDY WILLEY	REPLACE GARDEN PLANTS/TOOLS-ST	319.70

Total Checks: 92

Checks Total (excluding void checks): 895,527.48

Total Payments: 92

Bank Total (excluding void checks): 895,527.48

Total Payments: 92

Grand Total (excluding void checks): 895,527.48

\$2,190.54

AP REF

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REVENUE/EXPENDITURE REPORT

At 6/24/14 Bill List

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Village of Essex Junction

For the Period: 7/1/2013 to 6/30/2014

Fund: 100 - GENERAL FUND

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Dept: 000.000							
Acct Class: 4000 Revenue							
401.000 PROPERTY TAXES-CURRENT	2,806,463.00	2,806,463.00	2,806,848.53	0.00	0.00	-385.53	100.0
402.000 STATE FOR VT PILOT & CURRENT U	2,500.00	2,500.00	2,891.52	0.00	0.00	-391.52	115.7
403.000 PENALTIES/INTEREST DELINQ. TAX	7,000.00	7,000.00	8,049.10	214.41	0.00	-1,049.10	115.0
410.000 LICENSE AND ZONING FEE	35,000.00	35,000.00	87,498.00	1,345.00	0.00	-52,498.00	250.0
411.010 SERVICE FEE - WATER	111,336.00	111,336.00	111,336.00	27,834.00	0.00	0.00	100.0
411.020 SERVICE FEE - WWTP	55,668.00	55,668.00	55,668.00	13,917.00	0.00	0.00	100.0
411.030 SERVICE FEE - SANITATION	111,336.00	111,336.00	111,336.00	27,834.00	0.00	0.00	100.0
420.010 STATE DISTRICT COURT FINES	2,000.00	2,000.00	2,195.00	105.50	0.00	-195.00	109.8
420.020 STATE HIGHWAY AID	100,000.00	100,000.00	113,460.86	0.00	0.00	-13,460.86	113.5
420.030 EJSO TAX COLLECTION FEES	47,000.00	47,000.00	49,895.66	0.00	0.00	-2,895.66	106.2
432.010 MISCELLANEOUS RECEIPTS	0.00	0.00	48.69	0.00	0.00	-48.69	0.0
432.015 PARKING SPACE FEES	4,800.00	4,800.00	4,800.00	0.00	0.00	0.00	100.0
432.030 MISCELLANEOUS FIRE RECEIPTS	10.00	10.00	0.00	0.00	0.00	10.00	0.0
432.051 BLOCK PARTY CONTRIBUTIONS	1,500.00	1,500.00	1,504.00	350.00	0.00	-4.00	100.3
432.070 MISCELLANEOUS STREET RECEIPTS	3,500.00	3,500.00	4,119.40	380.00	0.00	-619.40	117.7
432.080 MISCELLANEOUS LIBRARY RECEIPTS	600.00	600.00	286.00	0.00	0.00	314.00	47.7
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	1,735.18	0.00	0.00	-735.18	173.5
445.000 MISC. - UNCLASSIFIED RECEIPTS	5,000.00	5,000.00	2,394.89	5.65	0.00	2,605.11	47.9
Revenue	3,309,713.00	3,309,713.00	3,364,066.83	71,985.56	0.00	-54,353.83	101.6
Acct Class: 4900 GRANTS & DONATIONS							
432.033 OTHER DONATIONS	0.00	0.00	600.00	0.00	0.00	-600.00	0.0
432.081 BROWNELL LIBRARY GRANTS	0.00	0.00	3,393.00	-100.00	0.00	-3,393.00	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
441.038 MISC GRANTS	0.00	0.00	250.00	0.00	0.00	-250.00	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	31,485.70	-100.00	0.00	-31,485.70	0.0
Acct Class: 5990 Non Operating Revenues							
410.150 Adult Replacement Receipts	0.00	0.00	1,567.56	0.00	0.00	-1,567.56	0.0
410.151 Juvenile Replacment Receipts	0.00	0.00	1,116.00	0.00	0.00	-1,116.00	0.0
Non Operating Revenues	0.00	0.00	2,683.56	0.00	0.00	-2,683.56	0.0
Dept: 000.000	3,309,713.00	3,309,713.00	3,398,236.09	71,885.56	0.00	-88,523.09	102.7
Revenues	3,309,713.00	3,309,713.00	3,398,236.09	71,885.56	0.00	-88,523.09	102.7
Expenditures							
Dept: 100.000 ADMINISTRATION							
Acct Class: 7000 Operating Expenses							
720.000 SALARIES REGULAR	325,729.00	325,729.00	243,750.64	9,786.80	0.00	81,978.36	74.8
720.004 MANAGER CONTRACT	0.00	0.00	53,840.76	4,486.73	0.00	-53,840.76	0.0
720.010 SALARIES OVERTIME	1,500.00	1,500.00	2,123.17	0.00	0.00	-623.17	141.5
720.020 SALARIES PART TIME	7,974.00	7,974.00	12,466.57	481.12	0.00	-4,492.57	156.3
720.022 SOCIAL SECURITY	26,568.00	26,568.00	19,744.94	846.67	0.00	6,823.06	74.3
720.024 UNEMPLOYMENT INSURANCE	1,186.00	1,186.00	1,039.93	6.54	0.00	146.07	87.7
720.026 WORKERS COMP INSURANCE	1,431.00	1,431.00	1,132.17	46.46	0.00	298.83	79.1
720.028 HEALTH INS & OTHER BENEFITS	75,626.00	75,626.00	48,964.66	543.55	0.00	26,661.34	64.7
720.030 RETIREMENT	32,573.00	32,573.00	23,615.00	963.68	0.00	8,958.00	72.5
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	956.57	681.57	0.00	643.43	59.8
720.030 BOARD MEMBER FEES	2,500.00	2,500.00	2,500.00	625.00	0.00	0.00	100.0
723.000 SUPPLIES	6,700.00	6,700.00	4,129.08	0.00	0.00	2,570.92	61.6
723.001 POSTAGE	4,200.00	4,200.00	4,413.02	600.00	0.00	-213.02	105.1
723.055 COMPUTER EXPENSES	16,915.00	16,915.00	15,751.86	0.00	0.00	1,163.14	93.1

REVENUE/EXPENDITURE REPORT

At 6/24/14 Bill List

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Village of Essex Junction

For the Period: 7/1/2013 to 6/30/2014

Fund: 100 - GENERAL FUND

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Expenditures							
Dept: 100.000 ADMINISTRATION							
Acct Class: 7000 Operating Expenses							
724.000 TRAINING, CONFERENCES, DUES	10,734.00	10,734.00	3,701.04	76.16	0.00	7,032.96	34.5
725.000 TELEPHONE SERVICES	3,960.00	3,960.00	2,191.05	145.85	0.00	1,768.95	55.3
725.025 COMMUNICATIONS	13,331.00	13,331.00	21,543.13	319.00	0.00	-8,212.13	161.6
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	4,139.99	124.76	0.00	700.01	85.5
745.031 LEGAL SERVICES	15,000.00	15,000.00	11,321.16	594.00	0.00	3,678.84	75.5
745.039 OTHER PROFESSIONAL SERVICES	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.0
745.041 AUDIT	5,433.00	5,433.00	5,467.00	0.00	0.00	-34.00	100.6
745.050 PRINTING AND ADVERTISING	5,800.00	5,800.00	6,042.38	175.54	0.00	-242.38	104.2
745.055 PAY & CLASSIFICATION STUDY	3,500.00	3,500.00	5,700.00	0.00	0.00	-2,200.00	162.9
745.057 ELECTIONS	1,500.00	1,500.00	1,442.50	0.00	0.00	57.50	96.2
747.000 HOLIDAY EXPENSE	1,500.00	1,500.00	776.06	0.00	0.00	723.94	51.7
749.000 TRUSTEES EXPENDITURES	4,000.00	4,000.00	3,078.76	243.90	0.00	921.24	77.0
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	515,483.75	20,747.33	0.00	83,313.25	86.1
ADMINISTRATION	598,797.00	598,797.00	515,483.75	20,747.33	0.00	83,313.25	86.1
Dept: 175.000 MISC TRANSFERS & EXPENDITUES							
Acct Class: 7000 Operating Expenses							
750.021 ROLLING STOCK FUND CONTRIB	173,624.00	173,624.00	173,624.00	43,406.00	0.00	0.00	100.0
750.022 CAP RESRV FND CONT - BEG 1993	391,427.00	391,427.00	391,427.00	97,856.75	0.00	0.00	100.0
750.026 EMP TERM BENEFITS TRANSFER	5,000.00	5,000.00	5,000.00	1,250.00	0.00	0.00	100.0
750.027 HALF PENNY FOR LDR TRUCK NOTE	50,000.00	50,000.00	50,000.00	12,500.00	0.00	0.00	100.0
Operating Expenses	620,051.00	620,051.00	620,051.00	155,012.75	0.00	0.00	100.0
MISC TRANSFERS & EXPENDITUES	620,051.00	620,051.00	620,051.00	155,012.75	0.00	0.00	100.0
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	1,921.30	0.00	0.00	-121.30	106.7
723.065 WATER AND SEWER CHARGE	1,500.00	1,500.00	728.64	0.00	0.00	771.36	48.6
725.000 TELEPHONE SERVICES	460.00	460.00	486.42	39.67	0.00	-26.42	105.7
726.000 ELECTRICAL SERVICE	6,000.00	6,000.00	5,310.39	0.00	0.00	689.61	88.5
727.000 HEATING/NATURAL GAS	7,000.00	7,000.00	6,001.39	0.00	0.00	998.61	85.7
728.000 MAINT. BUILDINGS/GROUNDS	7,000.00	7,000.00	9,188.67	0.00	0.00	-2,188.67	131.3
745.005 RUBBISH REMOVAL	1,785.00	1,785.00	1,712.00	150.00	0.00	73.00	95.9
745.014 CONTRACT SERVICES	7,503.00	7,503.00	7,475.30	591.15	0.00	27.70	99.6
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	48,091.10	780.82	0.00	-9,639.10	125.1
LINCOLN HALL	38,452.00	38,452.00	48,091.10	780.82	0.00	-9,639.10	125.1
Dept: 300.000 FIRE DEPARTMENT							
Acct Class: 7000 Operating Expenses							
720.021 SALARIES - FIREFIGHTERS	134,400.00	134,400.00	111,480.81	0.00	0.00	22,919.19	82.9
720.022 SOCIAL SECURITY	10,282.00	10,282.00	8,528.48	0.00	0.00	1,753.52	82.9
720.026 WORKERS COMP INSURANCE	25,685.00	25,685.00	11,062.60	0.00	0.00	14,622.40	43.1
720.029 ACCIDENT & DISABILITY INS.	3,600.00	3,600.00	3,600.00	0.00	0.00	0.00	100.0
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	2,225.60	0.00	0.00	174.40	92.7
723.016 EMS SUPPLIES	1,500.00	1,500.00	1,061.33	0.00	0.00	438.67	70.8
723.020 GAS, GREASE AND OIL	6,000.00	6,000.00	5,487.24	0.00	0.00	512.76	91.5
723.065 WATER AND SEWER CHARGE	900.00	900.00	449.40	0.00	0.00	450.60	49.9
724.000 TRAINING, CONFERENCES, DUES	5,000.00	5,000.00	2,860.48	0.00	0.00	2,139.52	57.2
725.000 TELEPHONE SERVICES	3,800.00	3,800.00	3,308.03	13.63	0.00	491.97	87.1
726.000 ELECTRICAL SERVICE	6,400.00	6,400.00	7,166.63	0.00	0.00	-766.63	112.0
727.000 HEATING/NATURAL GAS	6,000.00	6,000.00	5,213.27	0.00	0.00	786.73	86.9

REVENUE/EXPENDITURE REPORT

At 6/24/14 Bill List

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Village of Essex Junction

For the Period: 7/1/2013 to 6/30/2014

Fund: 100 - GENERAL FUND

Expenditures

Dept: 300.000 FIRE DEPARTMENT

Acct Class: 7000 Operating Expenses

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
728.000 MAINT. BUILDINGS/GROUNDS	6,000.00	6,000.00	7,595.49	0.00	0.00	-1,595.49	126.6
728.010 RADIO MAINTENANCE	2,000.00	2,000.00	530.00	0.00	0.00	1,470.00	26.5
728.020 MAINTENANCE OTHER	11,916.00	11,916.00	12,503.21	0.00	0.00	-587.21	104.9
728.030 VEHICLE MAINTENANCE-TRAVEL	9,000.00	9,000.00	14,402.71	619.57	0.00	-5,402.71	160.0
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	19,076.98	0.00	0.00	-576.98	103.1
729.052 FIRE PREVENTION	2,000.00	2,000.00	2,238.76	0.00	0.00	-238.76	111.9
743.051 PHYSICAL EXAMS	6,000.00	6,000.00	6,110.00	0.00	0.00	-110.00	101.8
743.058 EMPLOYEE ASSISTANCE PROGRAM	900.00	900.00	864.00	0.00	0.00	36.00	96.0
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	13,695.84	0.00	0.00	804.16	94.5

Operating Expenses

287,208.00	287,208.00	248,003.54	633.20	0.00	39,204.46	86.3
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FIRE DEPARTMENT

287,208.00	287,208.00	248,003.54	633.20	0.00	39,204.46	86.3
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Dept: 700.000 STREET DEPARTMENT

Acct Class: 7000 Operating Expenses

720.000 SALARIES REGULAR	197,160.00	197,160.00	166,648.47	6,026.99	0.00	30,511.53	84.5
720.010 SALARIES OVERTIME	15,000.00	15,000.00	14,141.73	250.00	0.00	858.27	94.3
720.020 SALARIES PART TIME	18,590.00	18,590.00	17,332.42	1,152.22	0.00	1,257.58	93.2
720.022 SOCIAL SECURITY	17,867.00	17,867.00	14,613.87	549.29	0.00	3,253.13	81.8
720.024 UNEMPLOYMENT INSURANCE	1,086.00	1,086.00	1,016.09	49.85	0.00	69.91	93.6
720.026 WORKERS COMP INSURANCE	12,182.00	12,182.00	12,917.17	470.96	0.00	-735.17	106.0
720.028 HEALTH INS & OTHER BENEFITS	82,729.00	82,729.00	51,465.58	0.00	0.00	31,263.42	62.2
720.030 RETIREMENT	19,716.00	19,716.00	14,560.06	499.15	0.00	5,155.94	73.8
720.032 LIABILITY & PROPERTY INS.	13,878.00	13,878.00	10,570.55	0.00	0.00	3,307.45	76.2
720.034 SUPPLIES	20,000.00	20,000.00	14,096.46	143.00	0.00	5,903.54	70.5
720.036 WINTER MAINTENANCE	75,000.00	75,000.00	141,293.23	0.00	0.00	-66,293.23	188.4
723.012 PAVEMENT MAINTENANCE	15,000.00	15,000.00	18,369.79	552.16	0.00	-3,369.79	122.5
723.014 GRAVEL,TOPSOIL	4,000.00	4,000.00	3,191.01	0.00	0.00	808.99	79.8
723.015 SIGNS AND POSTS	5,500.00	5,500.00	1,709.52	0.00	0.00	3,790.48	31.1
723.020 GAS,GREASE AND OIL	22,000.00	22,000.00	35,155.08	0.00	0.00	-13,155.08	159.8
723.065 WATER AND SEWER CHARGE	2,500.00	2,500.00	870.39	0.00	0.00	1,629.61	34.8
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	2,113.36	0.00	0.00	-213.36	111.2
726.000 ELECTRICAL SERVICE	4,500.00	4,500.00	3,703.88	243.95	0.00	796.12	82.3
726.035 STREET LIGHTS	127,000.00	127,000.00	117,710.78	15,350.89	0.00	9,289.22	92.7
726.037 TRAFFIC LIGHTS	5,700.00	5,700.00	5,005.91	57.54	0.00	694.09	87.8
727.000 HEATING/NATURAL GAS	4,000.00	4,000.00	3,862.47	0.00	0.00	137.53	96.6
728.000 MAINT. BUILDINGS/GROUNDS	2,500.00	2,500.00	586.20	0.00	0.00	1,913.80	23.4
728.010 RADIO MAINTENANCE	200.00	200.00	28.00	0.00	0.00	172.00	14.0
728.020 MAINTENANCE OTHER	1,000.00	1,000.00	513.52	0.00	0.00	486.48	51.4
728.030 VEHICLE MAINTENANCE-TRAVEL	32,000.00	32,000.00	18,165.16	0.00	0.00	13,834.84	56.8
728.033 STREETScape MAINT./IMP	6,000.00	6,000.00	3,541.63	0.00	0.00	2,458.37	59.0
728.036 VILLAGE GARDEN SPOTS	3,650.00	3,650.00	1,259.68	319.70	0.00	2,390.32	34.5
728.037 TRAFFIC/STREET LIGHT MAINT.	8,000.00	8,000.00	4,208.43	270.90	0.00	3,791.57	52.6
728.041 MEMORIAL PARK	3,500.00	3,500.00	2,664.50	0.00	0.00	835.50	76.1
728.043 STREET MARKINGS	5,000.00	5,000.00	5,841.17	137.30	0.00	-841.17	116.8
729.000 UNIFORMS,BOOTS,ETC	4,500.00	4,500.00	3,757.56	85.12	0.00	742.44	83.5
735.000 INTERVIEW COSTS	0.00	0.00	1,287.00	0.00	0.00	-1,287.00	0.0
745.005 RUBBISH REMOVAL	6,200.00	6,200.00	4,704.30	408.34	0.00	1,495.70	75.9
745.014 CONTRACT SERVICES	0.00	0.00	22,533.75	0.00	0.00	-22,533.75	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	37,220.15	4,128.22	0.00	-22,220.15	248.1
755.011 TRAFFIC CALMING	4,000.00	4,000.00	0.00	0.00	0.00	4,000.00	0.0
760.032 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	4,307.83	211.00	0.00	-1,307.83	143.6
760.033 STORM SEWER MAINTENANCE	8,500.00	8,500.00	22,647.31	825.00	0.00	-14,147.31	266.4
760.034 STORM SEWER PERMIT FEES	3,000.00	3,000.00	3,221.00	825.00	0.00	-221.00	107.4
760.035 STORM SEWER PUBLIC EDUCATION	9,500.00	9,500.00	8,912.00	0.00	0.00	588.00	93.8

REVENUE/EXPENDITURE REPORT

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Village of Essex Junction

For the Period: 7/1/2013 to 6/30/2014

Original Bud.

Amended Bud.

YTD Actual

CURR MTH

Encumb. YTD

UnencBal % Bud

Fund: 100 - GENERAL FUND

Titles

Dept: 700.000 STREET DEPARTMENT

Operating Expenses	791,358.00	791,358.00	803,222.70	32,556.58	0.00	-11,864.70	101.5
STREET DEPARTMENT	791,358.00	791,358.00	803,222.70	32,556.58	0.00	-11,864.70	101.5
Dept: 800.000 BROWNELL LIBRARY							
Acct Class: 7000 Operating Expenses							
720.000 SALARIES REGULAR	305,811.00	305,811.00	290,275.63	11,802.73	0.00	15,535.37	94.9
720.020 SALARIES PART TIME	89,012.00	89,012.00	80,910.64	2,877.06	0.00	8,101.36	90.9
720.022 SOCIAL SECURITY	30,365.00	30,365.00	27,855.45	1,115.18	0.00	2,509.55	91.7
720.024 UNEMPLOYMENT INSURANCE	2,384.00	2,384.00	2,330.76	57.11	0.00	53.24	97.8
720.026 WORKERS COMP INSURANCE	1,588.00	1,588.00	1,621.43	65.48	0.00	-33.43	102.1
720.028 HEALTH INS & OTHER BENEFITS	70,891.00	70,891.00	66,794.82	548.74	0.00	4,096.18	94.2
720.030 RETIREMENT	30,581.00	30,581.00	28,698.58	1,167.52	0.00	1,882.42	93.8
720.032 LIABILITY & PROPERTY INS.	9,972.00	9,972.00	9,025.02	0.00	0.00	946.98	90.5
723.000 SUPPLIES	12,000.00	12,000.00	9,927.40	69.01	0.00	2,072.60	82.7
723.001 POSTAGE	2,500.00	2,500.00	1,943.33	0.00	0.00	556.67	77.7
723.055 COMPUTER EXPENSES	3,000.00	3,000.00	3,219.97	49.98	0.00	-219.97	107.3
723.065 WATER AND SEWER CHARGE	500.00	500.00	529.44	0.00	0.00	-29.44	105.9
724.000 TRAINING, CONFERENCES, DUES	5,000.00	5,000.00	2,455.47	0.00	0.00	2,544.53	49.1
725.000 TELEPHONE SERVICES	1,200.00	1,200.00	1,047.34	86.92	0.00	152.66	87.3
725.030 TECHNOLOGY ACCESS	6,000.00	6,000.00	5,031.50	69.45	0.00	968.50	83.9
726.000 ELECTRICAL SERVICE	14,250.00	14,250.00	12,444.03	0.00	0.00	1,805.97	87.3
727.000 HEATING/NATURAL GAS	7,400.00	7,400.00	7,200.32	0.00	0.00	199.68	97.3
728.000 MAINT. BUILDINGS/GROUNDS	12,000.00	12,000.00	17,102.26	0.00	0.00	-5,102.26	142.5
728.050 ALARM SYSTEM MAINTENANCE	700.00	700.00	416.25	0.00	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	21,237.18	2,068.04	0.00	1,987.82	91.4
745.021 ADULT PROGRAMS	0.00	0.00	3.38	0.00	0.00	-3.38	0.0
745.022 CHILDRENS PROGRAMS	3,000.00	3,000.00	2,641.32	309.74	0.00	358.68	88.0
755.014 COMPUTER REPLACEMENT	6,500.00	6,500.00	6,564.81	0.00	0.00	-64.81	101.0
755.020 ADULT COLLECTION-PRINT & ELECT	31,000.00	31,000.00	34,257.73	186.80	0.00	-3,257.73	110.5
755.021 JUVEN COLLECTION-PRNT & ELECTR	15,500.00	15,500.00	15,478.62	0.00	0.00	21.38	99.9
Operating Expenses	684,479.00	684,479.00	649,668.43	20,473.76	0.00	34,810.57	94.9
BROWNELL LIBRARY	684,479.00	684,479.00	649,668.43	20,473.76	0.00	34,810.57	94.9
Dept: 900.000 PLANNING AND ZONING DEPT.							
Acct Class: 7000 Operating Expenses							
720.000 SALARIES REGULAR	129,436.00	129,436.00	121,484.84	4,838.41	0.00	7,951.16	93.9
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	9,478.75	443.25	0.00	826.25	92.0
720.024 UNEMPLOYMENT INSURANCE	435.00	435.00	435.20	0.00	0.00	-0.20	100.0
720.026 WORKERS COMP INSURANCE	506.00	506.00	1,862.81	75.58	0.00	-1,356.81	368.1
720.028 HEALTH INS & OTHER BENEFITS	33,038.00	33,038.00	29,094.60	0.00	0.00	3,943.40	88.1
720.030 RETIREMENT	12,944.00	12,944.00	12,048.48	483.84	0.00	895.52	93.1
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	3,600.00	900.00	0.00	0.00	100.0
723.000 SUPPLIES	2,500.00	2,500.00	1,615.20	196.45	0.00	884.80	64.6
723.001 POSTAGE	1,000.00	1,000.00	279.47	0.00	0.00	720.53	27.9
723.055 COMPUTER EXPENSES	4,705.00	4,705.00	2,208.57	0.00	0.00	2,496.43	46.9
724.000 TRAINING, CONFERENCES, DUES	4,500.00	4,500.00	2,010.06	0.00	0.00	2,489.94	44.7
725.000 TELEPHONE SERVICES	1,524.00	1,524.00	1,423.01	32.70	0.00	100.99	93.4
725.025 COMMUNICATIONS	2,000.00	2,000.00	2,330.00	400.00	0.00	-330.00	116.5
728.030 VEHICLE MAINTENANCE-TRAVEL	3,000.00	3,000.00	2,400.00	200.00	0.00	600.00	80.0
745.031 LEGAL SERVICES	14,000.00	14,000.00	330.50	181.50	0.00	13,669.50	2.4
745.039 OTHER PROFESSIONAL SERVICES	4,000.00	4,000.00	527.62	0.00	0.00	3,472.38	13.2
745.050 PRINTING AND ADVERTISING	5,000.00	5,000.00	2,115.90	0.00	0.00	2,884.10	42.3
745.051 RECORDING FEES	2,500.00	2,500.00	2,140.00	0.00	0.00	360.00	85.6

REVENUE/EXPENDITURE REPORT

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Village of Essex Junction

For the Period: 7/1/2013 to 6/30/2014	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 100 - GENERAL FUND							
Expenditures							
Dept: 900.000 PLANNING AND ZONING DEPT.							
Operating Expenses	244,740.00	244,740.00	203,024.07	7,751.73	0.00	41,715.93	83.0
PLANNING AND ZONING DEPT.	244,740.00	244,740.00	203,024.07	7,751.73	0.00	41,715.93	83.0
Dept: 910.000 ECONOMIC DEVELOPMENT							
Acct Class: 7000 Operating Expenses							
720.000 SALARIES REGULAR	35,196.00	35,196.00	33,167.39	1,348.80	0.00	2,028.61	94.2
720.022 SOCIAL SECURITY	2,696.00	2,696.00	2,590.93	97.44	0.00	105.07	96.1
720.024 UNEMPLOYMENT INSURANCE	250.00	250.00	217.56	15.82	0.00	32.44	87.0
720.026 WORKERS COMP INSURANCE	149.00	149.00	149.52	5.80	0.00	-0.52	100.3
720.028 HEALTH INS & OTHER BENEFITS	4,967.00	4,967.00	9,071.71	0.00	0.00	-4,104.71	182.6
720.030 RETIREMENT	3,520.00	3,520.00	3,316.74	134.88	0.00	203.26	94.2
745.025 BLOCK PARTY EXPENSE	7,000.00	7,000.00	6,744.68	0.00	0.00	255.32	96.4
745.040 COMMUNITY EVENTS & PROGRAMS	5,850.00	5,850.00	4,435.46	212.50	0.00	1,414.54	75.8
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	955.00	500.00	0.00	1,045.00	47.8
748.010 MATCHING GRANT FUNDS	9,000.00	9,000.00	1,583.43	0.00	0.00	7,416.57	17.6
Operating Expenses	79,628.00	79,628.00	71,152.42	2,315.24	0.00	8,475.58	89.4
ECONOMIC DEVELOPMENT	79,628.00	79,628.00	71,152.42	2,315.24	0.00	8,475.58	89.4
Dept: 920.000 GRANT & OTH UNANTC. EXPENDITUR							
Acct Class: 7000 Operating Expenses							
755.020 ADULT COLLECTION-PRINT & ELECT	0.00	0.00	1,217.32	0.00	0.00	-1,217.32	0.0
755.021 JUVEN COLLECTION-PRNT & ELECTR	0.00	0.00	2,862.86	181.13	0.00	-2,862.86	0.0
759.009 PLANNING DEPT GRANT EXPENDITUR	0.00	0.00	10,237.00	0.00	0.00	-10,237.00	0.0
759.010 Library Grant Expenditures	0.00	0.00	1,928.00	0.00	0.00	-1,928.00	0.0
759.011 LIBRARY DONATION EXPENDITURES	0.00	0.00	10,396.67	130.96	0.00	-10,396.67	0.0
759.032 STATE GRANT EXPENDITURES	0.00	0.00	4,000.00	0.00	0.00	-4,000.00	0.0
759.033 STATE HOMELAND SEC GRANT EXP	0.00	0.00	113,330.00	0.00	0.00	-113,330.00	0.0
759.070 STREET DEPT GRANT EXPENDITURES	0.00	0.00	1,075.20	0.00	0.00	-1,075.20	0.0
Operating Expenses	0.00	0.00	145,047.05	312.09	0.00	-145,047.05	0.0
GRANT & OTH UNANTC. EXPENDITUR	0.00	0.00	145,047.05	312.09	0.00	-145,047.05	0.0
Expenditures	3,344,713.00	3,344,713.00	3,303,744.06	240,583.50	0.00	40,968.94	98.8
Net Effect for GENERAL FUND	-35,000.00	-35,000.00	94,492.03	-168,697.94	0.00	-129,492.03	-270.0
Change in Fund Balance:			94,492.03				
Fund: 152 - GEN FUND ROLLING STOCK RESERVE							
Revenues							
Dept: 000.000							
Acct Class: 4000 Revenue							
440.000 INTEREST EARNINGS	0.00	0.00	196.62	0.00	0.00	-196.62	0.0
599.000 CONTRIB FROM GENERAL FUND	0.00	0.00	223,624.00	55,906.00	0.00	-223,624.00	0.0
Revenue	0.00	0.00	223,820.62	55,906.00	0.00	-223,820.62	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	323,820.62	55,906.00	0.00	-323,820.62	0.0
Revenues	0.00	0.00	323,820.62	55,906.00	0.00	-323,820.62	0.0
Expenditures							
Dept: 000.000							

REVENUE/EXPENDITURE REPORT
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Village of Essex Junction

For the Period: 7/1/2013 to 6/30/2014	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 152 - GEN FUND ROLLING STOCK RESERVE							
Expenditures							
Dept: 000.000							
Acct Class: 7000 Operating Expenses							
710.030 FIRE TRUCK LOAN PRINCIPAL	0.00	0.00	50,000.00	0.00	0.00	-50,000.00	0.0
720.040 INTEREST EXPENSE	0.00	0.00	3,255.26	0.00	0.00	-3,255.26	0.0
Operating Expenses	0.00	0.00	53,255.26	0.00	0.00	-53,255.26	0.0
Acct Class: 8000 Capital Projects							
750.704 LOADER	0.00	0.00	96,034.00	0.00	0.00	-96,034.00	0.0
750.721 SWEEPER (13)	0.00	0.00	211,275.28	0.00	0.00	-211,275.28	0.0
750.722 TRUCK #4 REPLACEMENT	0.00	0.00	30,284.79	0.00	0.00	-30,284.79	0.0
750.723 Truck #6 Replacement	0.00	0.00	6,100.00	0.00	0.00	-6,100.00	0.0
Capital Projects	0.00	0.00	343,694.07	0.00	0.00	-343,694.07	0.0
Dept: 000.000	0.00	0.00	396,949.33	0.00	0.00	-396,949.33	0.0
Expenditures	0.00	0.00	396,949.33	0.00	0.00	-396,949.33	0.0
Net Effect for GEN FUND ROLLING STOCK RESERVE	0.00	0.00	-73,128.71	55,906.00	0.00	73,128.71	0.0
Change in Fund Balance:			-73,128.71				
Fund: 159 - Veterans Memorial Park							
Revenues							
Dept: 000.000							
Acct Class: 4000 Revenue							
440.000 INTEREST EARNINGS	0.00	0.00	8.17	0.00	0.00	-8.17	0.0
Revenue	0.00	0.00	8.17	0.00	0.00	-8.17	0.0
Dept: 000.000	0.00	0.00	8.17	0.00	0.00	-8.17	0.0
Revenues	0.00	0.00	8.17	0.00	0.00	-8.17	0.0
Expenditures							
Dept: 000.000							
Acct Class: 7000 Operating Expenses							
728.000 MAINT. BUILDINGS/GROUNDS	0.00	0.00	1,100.00	0.00	0.00	-1,100.00	0.0
755.023 CAPITAL OUTLAY	0.00	0.00	710.00	0.00	0.00	-710.00	0.0
Operating Expenses	0.00	0.00	1,810.00	0.00	0.00	-1,810.00	0.0
Dept: 000.000	0.00	0.00	1,810.00	0.00	0.00	-1,810.00	0.0
Expenditures	0.00	0.00	1,810.00	0.00	0.00	-1,810.00	0.0
Net Effect for Veterans Memorial Park	0.00	0.00	-1,801.83	0.00	0.00	1,801.83	0.0
Change in Fund Balance:			-1,801.83				
Fund: 200 - GEN FUND CAPITAL RESERVE FUND							
Revenues							
Dept: 000.000							
Acct Class: 4000 Revenue							
440.000 INTEREST EARNINGS	0.00	0.00	367.18	0.00	0.00	-367.18	0.0
441.033 LNCS SDWLK GRNT CA0313INVI	0.00	0.00	238,076.16	230,603.49	0.00	-238,076.16	0.0
441.034 CRES CNCTR GRANT STP 5300(13)	0.00	0.00	276,435.92	0.00	0.00	-276,435.92	0.0
441.037 MU SAFETY PATH SDWK(17)	0.00	0.00	46,691.64	0.00	0.00	-46,691.64	0.0
599.000 CONTRIB FROM GENERAL FUND	0.00	0.00	391,427.00	97,856.75	0.00	-391,427.00	0.0
Revenue	0.00	0.00	952,997.90	328,460.24	0.00	-952,997.90	0.0
Dept: 000.000	0.00	0.00	952,997.90	328,460.24	0.00	-952,997.90	0.0

REVENUE/EXPENDITURE REPORT
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Village of Essex Junction

For the Period: 7/1/2013 to 6/30/2014	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 200 - GEN FUND CAPITAL RESERVE FUND							
Revenues	0.00	0.00	952,997.90	328,460.24	0.00	-952,997.90	0.0
Expenditures							
Dept: 000.000							
Acct Class: 8000 Capital Projects							
750.155 MULTI-USE PATH NORTH	0.00	0.00	54,668.70	0.00	0.00	-54,668.70	0.0
750.169 CRESCENT CONNECTOR	0.00	0.00	247,172.16	2,030.00	0.00	-247,172.16	0.0
750.171 LINCOLN ST. SDWLK EXTENSION	0.00	0.00	280,138.17	0.00	0.00	-280,138.17	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	305,298.28	87,868.74	0.00	-305,298.28	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	1,054,395.24	89,898.74	0.00	-1,054,395.24	0.0
Dept: 000.000	0.00	0.00	1,054,395.24	89,898.74	0.00	-1,054,395.24	0.0
Expenditures	0.00	0.00	1,054,395.24	89,898.74	0.00	-1,054,395.24	0.0
Net Effect for GEN FUND CAPITAL RESERVE FUND	0.00	0.00	-101,397.34	238,561.50	0.00	101,397.34	0.0
Change in Fund Balance:			-101,397.34				
Fund: 210 - LAND ACQUISITION FUND							
Revenues							
Dept: 000.000							
Acct Class: 4000 Revenue							
440.000 INTEREST EARNINGS	0.00	0.00	155.84	0.00	0.00	-155.84	0.0
Revenue	0.00	0.00	155.84	0.00	0.00	-155.84	0.0
Dept: 000.000	0.00	0.00	155.84	0.00	0.00	-155.84	0.0
Revenues	0.00	0.00	155.84	0.00	0.00	-155.84	0.0
Expenditures							
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	-19,844.16	0.00	0.00	19,844.16	0.0
Change in Fund Balance:			-19,844.16				
Fund: 230 - WATER FUND							
Revenues							
Dept: 000.000							
Acct Class: 4000 Revenue							
440.000 INTEREST EARNINGS	0.00	0.00	221.64	0.00	0.00	-221.64	0.0
445.000 MISC. - UNCLASSIFIED RECEIPTS	0.00	0.00	3,484.00	0.00	0.00	-3,484.00	0.0
465.010 SALE OF WATER-RESIDENTIAL	787,839.00	787,839.00	777,127.73	704.53	0.00	10,711.27	98.6
465.020 WATER SALES - LARGE USERS	87,413.00	87,413.00	81,445.75	8,652.83	0.00	5,967.25	93.2
465.040 WATER BILLING PENALTIES	3,500.00	3,500.00	3,749.64	2.95	0.00	-249.64	107.1
465.155 WATER RECONNECT FEES	0.00	0.00	187.50	0.00	0.00	-187.50	0.0
465.000 MISCELLANEOUS WATER RECEIPTS	15,000.00	15,000.00	17,950.00	1,450.00	0.00	-2,950.00	119.7
Revenue	893,752.00	893,752.00	884,166.26	10,810.31	0.00	9,585.74	98.9
Acct Class: 4650 IBM Water Pass Thru Rev							

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Village of Essex Junction

For the Period: 7/1/2013 to 6/30/2014

Fund: 230 - WATER FUND

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Dept: 000.000							
Acct Class: 4650 IBM Water Pass Thru Rev							
465.015 SALE OF WATER-IBM	2,149,120.00	2,149,120.00	1,998,135.12	212,306.56	0.00	150,984.88	93.0
465.017 SALE OF WATER - IBM VT TAX	41,931.00	41,931.00	47,672.88	5,066.27	0.00	-5,741.88	113.7
IBM Water Pass Thru Rev	2,191,051.00	2,191,051.00	2,045,808.00	217,372.83	0.00	145,243.00	93.4
Acct Class: 5990 Non Operating Revenues							
440.010 Interest Earned - Capital Res	0.00	0.00	58.85	0.00	0.00	-58.85	0.0
465.055 CURRENT YR CONTRIBUTION INCOME	0.00	0.00	110,000.00	27,500.00	0.00	-110,000.00	0.0
Non Operating Revenues	0.00	0.00	110,058.85	27,500.00	0.00	-110,058.85	0.0
Dept: 000.000	3,084,803.00	3,084,803.00	3,040,033.11	255,683.14	0.00	44,769.89	98.5
Revenues	3,084,803.00	3,084,803.00	3,040,033.11	255,683.14	0.00	44,769.89	98.5
Expenditures							
Dept: 650.000 WATER DEPARTMENT							
Acct Class: 7000 Operating Expenses							
720.000 SALARIES REGULAR	102,349.00	102,349.00	96,829.84	3,999.86	0.00	5,519.16	94.6
720.010 SALARIES OVERTIME	12,300.00	12,300.00	15,154.76	125.00	0.00	-2,854.76	123.2
720.020 SALARIES PART TIME	4,729.00	4,729.00	4,258.55	144.21	0.00	470.45	90.1
720.022 SOCIAL SECURITY	9,239.00	9,239.00	8,645.73	314.20	0.00	593.27	93.6
720.024 UNEMPLOYMENT INSURANCE	564.00	564.00	538.46	2.70	0.00	25.54	95.5
720.026 WORKERS COMP INSURANCE	4,447.00	4,447.00	5,963.17	227.90	0.00	-1,516.17	134.1
720.028 HEALTH INS & OTHER BENEFITS	42,180.00	42,180.00	33,733.62	0.00	0.00	8,446.38	80.0
720.030 RETIREMENT	10,235.00	10,235.00	9,435.45	388.85	0.00	799.55	92.2
720.032 LIABILITY & PROPERTY INS.	3,305.00	3,305.00	2,960.45	0.00	0.00	344.55	89.6
720.030 INTEREST EXPENSE	100.00	100.00	0.00	0.00	0.00	100.00	0.0
720.000 SUPPLIES	5,000.00	5,000.00	2,704.59	130.13	0.00	2,295.41	54.1
723.001 POSTAGE	1,500.00	1,500.00	1,545.06	0.00	0.00	-45.06	103.0
723.020 GAS, GREASE AND OIL	2,800.00	2,800.00	3,270.90	0.00	0.00	-470.90	116.8
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	1,898.98	0.00	0.00	6,101.02	23.7
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	503.01	0.00	0.00	-153.01	143.7
724.000 TRAINING, CONFERENCES, DUES	2,000.00	2,000.00	1,012.50	0.00	0.00	987.50	50.6
725.000 TELEPHONE SERVICES	0.00	0.00	144.63	0.00	0.00	-144.63	0.0
726.000 ELECTRICAL SERVICE	650.00	650.00	640.68	46.63	0.00	9.32	98.6
727.000 HEATING/NATURAL GAS	3,500.00	3,500.00	3,012.60	0.00	0.00	487.40	86.1
728.020 MAINTENANCE OTHER	1,000.00	1,000.00	1,449.51	0.00	0.00	-449.51	145.0
728.030 VEHICLE MAINTENANCE-TRAVEL	0.00	0.00	18.00	18.00	0.00	-18.00	0.0
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	891.94	0.00	0.00	108.06	89.2
745.014 CONTRACT SERVICES	111,336.00	111,336.00	111,336.00	27,834.00	0.00	0.00	100.0
745.039 OTHER PROFESSIONAL SERVICES	1,000.00	1,000.00	656.75	0.00	0.00	343.25	65.7
745.041 AUDIT	3,293.00	3,293.00	3,266.00	0.00	0.00	27.00	99.2
745.042 CWD WATER PURCHASE	424,297.00	424,297.00	376,381.69	0.00	0.00	47,915.31	88.7
745.050 PRINTING AND ADVERTISING	1,700.00	1,700.00	533.85	0.00	0.00	1,166.15	31.4
750.020 TRANS TO CAPITAL RESERVE	110,000.00	110,000.00	110,000.00	27,500.00	0.00	0.00	100.0
755.023 CAPITAL OUTLAY	0.00	0.00	929.98	0.00	0.00	-929.98	0.0
770.510 STATE WATER TAX	8,278.00	8,278.00	10,215.45	0.00	0.00	-1,937.45	123.4
Operating Expenses	893,752.00	893,752.00	809,839.37	60,731.48	0.00	83,912.63	90.6
Acct Class: 7800 IBM Water Costs							
745.043 CWD Water Purchase - IBM	2,149,120.00	2,149,120.00	1,998,135.12	0.00	0.00	150,984.88	93.0
770.511 State Water Tax - IBM	41,931.00	41,931.00	47,672.88	0.00	0.00	-5,741.88	113.7
IBM Water Costs	2,191,051.00	2,191,051.00	2,045,808.00	0.00	0.00	145,243.00	93.4
Acct Class: 8000 Capital Projects							
750.211 METER REPLACEMENT PROGRAM	0.00	0.00	48,620.52	180.80	0.00	-48,620.52	0.0
750.426 UTILITY RATE STUDY	0.00	0.00	256.91	0.00	0.00	-256.91	0.0

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Village of Essex Junction

For the Period: 7/1/2013 to 6/30/2014

Fund: 230 - WATER FUND

Capital Projects

Dept: 650.000 WATER DEPARTMENT

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Capital Projects	0.00	0.00	48,877.43	180.80	0.00	-48,877.43	0.0
WATER DEPARTMENT	3,084,803.00	3,084,803.00	2,904,524.80	60,912.28	0.00	180,278.20	94.2
Expenditures	3,084,803.00	3,084,803.00	2,904,524.80	60,912.28	0.00	180,278.20	94.2

Net Effect for WATER FUND

Change in Fund Balance:

Fund: 400 - SANITATION FUND

Revenues

Dept: 000.000

Acct Class: 4000 Revenue

432.040 MISCELLANEOUS SEWER RECEIPTS	20,000.00	20,000.00	43,000.00	2,000.00	0.00	-23,000.00	215.0
440.000 INTEREST EARNINGS	0.00	0.00	216.26	0.00	0.00	-216.26	0.0
442.000 ESSEX PUMP STATION FEES	25,075.00	25,075.00	15,583.41	0.00	0.00	9,491.59	62.1
442.010 2 PARY AGREEMNT REV	15,000.00	15,000.00	11,250.00	0.00	0.00	3,750.00	75.0
500.000 ANNUAL CUSTOMER CHARGE	391,670.00	391,670.00	500,285.51	996.82	0.00	-108,615.51	127.7
500.001 ANNUAL CUSTOMER CHARGE - PEN	1,800.00	1,800.00	2,430.25	1.69	0.00	-630.25	135.0

Revenue

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	942.01	0.00	0.00	-942.01	0.0
440.020 INTEREST WWTF RESERV	0.00	0.00	754.48	0.00	0.00	-754.48	0.0
465.055 CURRENT YR CONTRIBUTION INCOME	0.00	0.00	75,000.00	18,750.00	0.00	-75,000.00	0.0

Non Operating Revenues

Dept: 000.000

Revenues	453,545.00	453,545.00	749,461.92	21,748.51	0.00	-295,916.92	165.2
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Expenditures

Dept: 400.000 SANITATION DEPARTMENT

Acct Class: 7000 Operating Expenses

720.000 SALARIES REGULAR	85,049.00	85,049.00	69,592.99	2,969.32	0.00	15,456.01	81.8
720.010 SALARIES OVERTIME	10,865.00	10,865.00	10,454.38	178.12	0.00	410.62	96.2
720.020 SALARIES PART TIME	4,729.00	4,729.00	4,412.91	144.21	0.00	316.09	93.3
720.022 SOCIAL SECURITY	7,822.00	7,822.00	6,257.30	240.97	0.00	1,564.70	80.0
720.024 UNEMPLOYMENT INSURANCE	564.00	564.00	525.64	17.67	0.00	38.36	93.2
720.026 WORKERS COMP INSURANCE	4,285.00	4,285.00	3,344.24	131.23	0.00	940.76	78.0
720.028 HEALTH INS & OTHER BENEFITS	39,416.00	39,416.00	29,810.06	0.00	0.00	9,605.94	75.6
720.030 RETIREMENT	8,505.00	8,505.00	7,025.45	281.37	0.00	1,479.55	82.6
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	539.54	0.00	0.00	460.46	54.0
723.001 POSTAGE	3,000.00	3,000.00	3,540.33	0.00	0.00	-540.33	118.0
723.020 GAS, GREASE AND OIL	3,000.00	3,000.00	2,571.73	0.00	0.00	428.27	85.7
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	403.89	0.00	0.00	1,096.11	26.9
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	9,314.16	76.95	0.00	-1,114.16	113.6
727.000 HEATING/NATURAL GAS	1,800.00	1,800.00	1,624.22	0.00	0.00	175.78	90.2
728.020 MAINTENANCE OTHER	1,500.00	1,500.00	787.27	0.00	0.00	712.73	52.5
728.060 PUMP STATION MAINTENANCE	5,500.00	5,500.00	750.21	94.28	0.00	4,749.79	13.6
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	6,891.55	23.74	0.00	1,108.45	86.1
728.064 WEST ST PS COSTS	13,500.00	13,500.00	7,996.45	18.75	0.00	5,503.55	59.2
729.000 UNIFORMS, BOOTS, ETC	1,000.00	1,000.00	1,165.56	0.00	0.00	-165.56	116.6

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Village of Essex Junction

For the Period: 7/1/2013 to 6/30/2014

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 400 - SANITATION FUND							
Expenditures							
Dept: 400.000 SANITATION DEPARTMENT							
Acct Class: 7000 Operating Expenses							
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	141,636.00	35,409.00	0.00	0.00	100.0
745.015 RIGHT OF WAY AGREEMENTS	8,700.00	8,700.00	7,179.46	0.00	0.00	1,520.54	82.5
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	1,633.00	0.00	0.00	13.00	99.2
745.050 PRINTING AND ADVERTISING	0.00	0.00	833.74	0.00	0.00	-833.74	0.0
750.020 TRANS TO CAPITAL RESERVE	75,000.00	75,000.00	75,000.00	18,750.00	0.00	0.00	100.0
755.023 CAPITAL OUTLAY	0.00	0.00	5,075.42	0.00	0.00	-5,075.42	0.0
Operating Expenses	453,545.00	453,545.00	406,272.24	58,335.61	0.00	47,272.76	89.6
Acct Class: 8000 Capital Projects							
750.211 METER REPLACEMENT PROGRAM	0.00	0.00	97,242.33	361.60	0.00	-97,242.33	0.0
750.425 INFILTRATION & INFLOW STUDY	0.00	0.00	2,293.32	0.00	0.00	-2,293.32	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	39,868.96	0.00	0.00	-39,868.96	0.0
Capital Projects	0.00	0.00	144,122.94	361.60	0.00	-144,122.94	0.0
SANITATION DEPARTMENT	453,545.00	453,545.00	550,395.18	58,697.21	0.00	-96,850.18	121.4
Expenditures	453,545.00	453,545.00	550,395.18	58,697.21	0.00	-96,850.18	121.4
Net Effect for SANITATION FUND	0.00	0.00	199,066.74	-36,948.70	0.00	-199,066.74	0.0
Change in Fund Balance:			199,066.74				
Fund: 600 - WASTEWATER FUND							
Revenues							
Dept: 000.000							
Acct Class: 4000 Revenue							
440.000 INTEREST EARNINGS	0.00	0.00	316.83	0.00	0.00	-316.83	0.0
445.000 MISC. - UNCLASSIFIED RECEIPTS	0.00	0.00	76.46	15.01	0.00	-76.46	0.0
460.011 VILLAGE USER PENALTIES	2,800.00	2,800.00	3,278.35	2.42	0.00	-478.35	117.1
460.012 VILLAGE USER CHARGE	677,209.00	677,209.00	671,135.64	1,048.63	0.00	6,073.36	99.1
460.013 WASTEWATER CHARGE - ESSEX	434,242.00	434,242.00	398,058.54	0.00	0.00	36,183.46	91.7
460.014 WASTEWATER CHARGE - WILLISTON	567,359.00	567,359.00	567,364.68	47,280.39	0.00	-5.68	100.0
460.016 PUMP STATION MAINT. FEE	30,300.00	30,300.00	30,300.00	7,575.00	0.00	0.00	100.0
460.025 VILL. SEPTAGE DISCHARGE INCOME	12,000.00	12,000.00	15,828.71	1,530.51	0.00	-3,828.71	131.9
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	12,686.04	113.48	0.00	-12,686.04	0.0
Revenue	1,729,910.00	1,729,910.00	1,699,045.25	57,565.44	0.00	30,864.75	98.2
Acct Class: 5990 Non Operating Revenues							
430.013 ESSEX - DEBT PAYMENT	0.00	0.00	36,850.59	0.00	0.00	-36,850.59	0.0
430.014 WILLISTON - DEBT PAYMENT	0.00	0.00	33,843.27	0.00	0.00	-33,843.27	0.0
430.015 ESSEX JCT - DEBT PAYMENT	0.00	0.00	39,868.96	0.00	0.00	-39,868.96	0.0
440.010 Interest Earned - Capital Res	0.00	0.00	615.22	0.00	0.00	-615.22	0.0
440.012 WWTF REFURB INTEREST	0.00	0.00	1,696.54	0.00	0.00	-1,696.54	0.0
445.100 SALE OF ASSET	0.00	0.00	4,500.00	0.00	0.00	-4,500.00	0.0
465.055 CURRENT YR CONTRIBUTION INCOME	0.00	0.00	170,000.00	42,500.00	0.00	-170,000.00	0.0
Non Operating Revenues	0.00	0.00	287,374.58	42,500.00	0.00	-287,374.58	0.0
Dept: 000.000	1,729,910.00	1,729,910.00	1,986,419.83	100,065.44	0.00	-256,509.83	114.8
Fund Totals	1,729,910.00	1,729,910.00	1,986,419.83	100,065.44	0.00	-256,509.83	114.8

Expenditures

Dept: 600.000 WASTEWATER TREATMENT PLANT
Acct Class: 7000 Operating Expenses

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Village of Essex Junction

For the Period: 7/1/2013 to 6/30/2014

Fund: 600 - WASTEWATER FUND

Expenditures

Dept: 600.000 WASTEWATER TREATMENT PLANT

Acct Class: 7000 Operating Expenses

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
720.000 SALARIES REGULAR	286,000.00	286,000.00	267,729.19	10,771.92	0.00	18,270.81	93.6
720.010 SALARIES OVERTIME	42,000.00	42,000.00	32,745.71	1,308.04	0.00	9,254.29	78.0
720.020 SALARIES PART TIME	12,000.00	12,000.00	6,033.75	288.22	0.00	5,966.25	50.3
720.022 SOCIAL SECURITY	26,492.00	26,492.00	22,731.37	915.35	0.00	3,760.63	85.8
720.024 UNEMPLOYMENT INSURANCE	1,637.00	1,637.00	1,209.37	7.63	0.00	427.63	73.9
720.026 WORKERS COMP INSURANCE	16,055.00	16,055.00	7,548.72	304.51	0.00	8,506.28	47.0
720.028 HEALTH INS & OTHER BENEFITS	124,767.00	124,767.00	94,011.45	0.00	0.00	30,755.55	75.3
720.030 RETIREMENT	28,600.00	28,600.00	26,318.34	1,077.19	0.00	2,281.66	92.0
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	17,633.37	3,716.56	0.00	-633.37	103.7
723.013 CHEMICALS	185,000.00	185,000.00	177,291.44	16,011.60	0.00	7,708.56	95.8
723.020 GAS, GREASE AND OIL	6,000.00	6,000.00	4,744.86	0.00	0.00	1,255.14	79.1
723.065 WATER AND SEWER CHARGE	6,000.00	6,000.00	11,664.02	-932.46	0.00	-5,664.02	194.4
724.000 TRAINING, CONFERENCES, DUES	6,500.00	6,500.00	4,656.31	241.06	0.00	1,843.69	71.6
725.000 TELEPHONE SERVICES	4,300.00	4,300.00	3,778.28	240.61	0.00	521.72	87.9
726.000 ELECTRICAL SERVICE	200,000.00	200,000.00	164,500.98	0.00	0.00	35,499.02	82.3
727.000 HEATING/NATURAL GAS	11,000.00	11,000.00	31,671.45	0.00	0.00	-20,671.45	287.9
728.020 MAINTENANCE OTHER	70,000.00	70,000.00	52,570.40	-3,443.27	0.00	17,429.60	75.1
728.030 VEHICLE MAINTENANCE-TRAVEL	3,500.00	3,500.00	1,526.53	0.00	0.00	1,973.47	43.6
729.000 UNIFORMS, BOOTS, ETC	4,500.00	4,500.00	3,452.45	0.00	0.00	1,047.55	76.7
745.000 CONTRACT LABORATORY SERVICE	8,000.00	8,000.00	6,213.73	1,072.00	0.00	1,786.27	77.7
745.014 CONTRACT SERVICES	55,668.00	55,668.00	55,668.00	13,917.00	0.00	0.00	100.0
745.031 LEGAL SERVICES	1,000.00	1,000.00	6,319.50	1,600.50	0.00	-5,319.50	632.0
745.033 GRIT DISPOSAL	7,000.00	7,000.00	6,129.80	0.00	0.00	870.20	87.6
745.034 SLUDGE DEWATERING	150,000.00	150,000.00	131,108.55	29,700.00	0.00	18,891.45	87.4
745.035 SLUDGE MANAGEMENT	170,400.00	170,400.00	108,356.03	10,311.54	0.00	62,043.97	63.6
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	3,834.00	0.00	0.00	32.00	99.2
745.052 WWTF ANNUAL PERMIT FEE	7,500.00	7,500.00	9,509.60	3,500.00	0.00	-2,009.60	126.8
750.020 TRANS TO CAPITAL RESERVE	170,000.00	170,000.00	170,000.00	42,500.00	0.00	0.00	100.0
755.013 LOAN PAYMENT	51,625.00	51,625.00	51,638.54	0.00	0.00	-13.54	100.0
755.023 CAPITAL OUTLAY	4,000.00	4,000.00	9,852.31	2,906.31	0.00	-5,852.31	246.3

Operating Expenses

1,709,910.00	1,709,910.00	1,511,335.76	136,014.31	0.00	198,574.24	88.4
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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	4,143,710.47	296,143.22	0.00	-4,143,710.47	0.0
750.626 RZEDB Interest	0.00	0.00	50,532.84	0.00	0.00	-50,532.84	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	229,332.57	2,754.72	0.00	-229,332.57	0.0
750.633 DIGESTER CLEARING	0.00	0.00	20,790.42	0.00	0.00	-20,790.42	0.0
750.636 ARC FLASH ANALYSIS	0.00	0.00	15,010.00	0.00	0.00	-15,010.00	0.0
750.637 UTILITY VEHICLE	0.00	0.00	63.75	0.00	0.00	-63.75	0.0

Capital Projects

0.00	0.00	4,460,433.63	298,897.94	0.00	-4,460,433.63	0.0
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WASTEWATER TREATMENT PLANT

1,709,910.00	1,709,910.00	5,971,769.39	434,912.25	0.00	-4,261,859.39	349.2
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Expenditures	1,709,910.00	1,709,910.00	5,971,769.39	434,912.25	0.00	-4,261,859.39	349.2
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Net Effect for WASTEWATER FUND

20,000.00	20,000.00	-3,985,349.56	-334,846.81	0.00	4,005,349.56	9,926.7
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Change in Fund Balance:

-3,985,349.56

Grand Total Net Effect:

-15,000.00	-15,000.00	-3,752,454.52	-51,255.09	0.00	3,737,454.52
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