



TRUSTEES MEETING NOTICE & AGENDA
TUESDAY, SEPTEMBER 9, 2014 at 6:30 PM
LINCOLN HALL MEETING ROOM, 2 LINCOLN STREET

1. **CALL TO ORDER/PLEDGE OF ALLEGIANCE TO FLAG** [6:30 PM]
2. **AGENDA ADDITIONS/CHANGES** [6:30 PM]
3. **APPROVE AGENDA** [6:35 PM]
4. **GUESTS, PRESENTATIONS AND PUBLIC HEARINGS** [6:35 PM]
 - a. Comments from Public on Items Not on Agenda
5. **OLD BUSINESS** [6:35 PM]
 - a. Acceptance of Shared Services Assessment Study Team Report by Jeff Carr and Mary Morris
 - b. Interdepartmental Collaboration
 - c. Bid Award for School Street Reconstruction Project
6. **NEW BUSINESS** [7:10 PM]
 - a. Bid Award for Sidewalk Plow
 - b. Bid Award for Lincoln Hall Roof
7. **MANAGER'S REPORT** [7:20 PM]
 - a. Certificate of Occupancy for Police Facility, various meetings, Brendan Keleher, part time Assistant Manager hired
 - b. Trustees meeting schedule
8. **TRUSTEES' COMMENTS & CONCERNS/READING FILE** [7:25 PM]
 - a. Board Member Comments
 - b. Minutes from Other Boards, Commissions and Committees:
 - Capital Program Review Committee 8/5/14
 - Bike/Walk Advisory Committee 8/18/14
 - c. CCRPC Notice of Public Hearing on 2014 Public Engagement Plan Draft 10/15/14
 - d. IBM Variance Application Notice Statement
 - e. Memo about Pearl Street Project Cooperative Agreement
 - f. Email Correspondence Regarding Speed Table and Keep Kids Alive Cones
 - g. Summary of Lincoln Hall Building Envelope Evaluation
9. **CONSENT AGENDA** [7:30 PM]
 - a. Approve Minutes of Previous Meeting 8/26/14
 - b. Approve Warrants Check #10049951 to Check #10050006 totaling \$82,702.34.
 - c. Approve Revised Drug and Alcohol Policy for CMV Operators
10. **EXECUTIVE SESSION** [7:35 PM]
 - a. Contracts
 - b. Land Acquisition
11. **ADJOURN** [7:40 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.



Patrick Scheidel
Municipal Manager
PatS@essexjunction.org

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

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

MEMORANDUM

TO: Village Trustees
FROM: Pat Scheidel, Municipal Manager *PS*
DATE: September 9, 2014
SUBJECT: Acceptance of Shared Services Assessment Study Team Report

Issue

The issue is whether or not the Trustees will accept the Shared Services Assessment Study Team Report and authorize the Municipal Manager to begin implementation of the recommendations for action steps contained within the report.

Discussion

Key staff have reviewed the report from the Shared Services Assessment Study Team and determined that the well-researched and thoughtfully written report is ready to be accepted and recommended action steps begun. The Study Team found significant examples of current common collaboration which will serve as helpful precursors to build a successful shared-services or consolidated services model for the community. Following the recommendations from the report, the Municipal Manager will be meeting with Department Heads to brainstorm next action steps. Staff has begun and will continue the identification of contract and charter issues pertinent to service sharing. Building upon recent activities such as the unified tax billing, the Manager has preliminarily identified Public Works as the most favorable department upon which to focus.

Cost

The expected cost will be staff time and professional services devoted to this effort.

Recommendation

It is recommended that the Trustees accept the report by the Shared Services Assessment Study Team titled, An Examination of a Shared Services Delivery Model in the Village of Essex Junction-Town of Essex, Vermont, and authorize the Municipal Manager to take action steps recommended therein.



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MEMORANDUM

TO: Village Trustees
FROM: Pat Scheidel, Municipal Manager *PLS*
DATE: September 9, 2014
SUBJECT: Departmental Collaboration

Issue

The issue is whether or not the Trustees will establish a mission statement regarding interdepartmental collaboration between the Town and Village organizations.

Discussion

At the combined Trustee/Selectmen meeting, a request was made by the legislative bodies to adopt a statement extolling the virtues of interdepartmental cooperation. Even though departments routinely cooperate with one another, it was felt that a policy directive was in order.

Cost

There are no expected costs associated with this item.

Recommendation

It is recommended that the following statement be approved:

"It is the expectation of the Board of Trustees that the Village departments will collaborate with their Town counterparts whenever practicable as determined by the department heads/municipal manager."



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MEMORANDUM

TO: Village Trustees
FROM: Pat Scheidel, Village Manager *PS*
DATE: September 9, 2014
SUBJECT: Bid Award for School Street Reconstruction

The bid opening for the School Street Reconstruction Project will take place at 2 PM on Tuesday, September 9. In the interest of project management, Rick Hamlin will be presenting the bid analysis and award recommendation at your meeting that evening.



Rick Jones
Public Works Superintendent
Rick@essexjunction.org

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Essex Junction, VT 05452
www.essexjunction.org

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

MEMORANDUM

TO: Village Trustees and Pat Scheidel, Municipal Manager
FROM: Rick Jones, Public Works Superintendent *RJ*
DATE: September 9, 2014
SUBJECT: Bid Award for Sidewalk Plow

Issue

The issue is whether or not the Trustees will award the bid for a sidewalk plow.

Discussion

The Village of Essex Junction advertised for bids for a sidewalk plow with attachments. We specified it must include the trade-in of a 2004 sidewalk plow. We received one bid on 9/3/14 from H.P. Fairfield LLC in the amount of \$100,500.00. The trade-in amount for the 2004 sidewalk plow was \$18,000.00.

All of the specifications for the sidewalk plow were met by H.P. Fairfield LLC.

Cost

The amount in the Rolling Stock Fund for the sidewalk plow is \$144,350.00, which included a trade-in of \$5,000.00 for the 2004 sidewalk plow. We will be \$43,850.00 under budget if this bid is accepted.

Recommendation

It is recommended that the Trustees award the bid for the sidewalk plow to H.P. Fairfield LLC of Morrisville for the not-to-exceed amount of \$100,500.00.



MEMORANDUM

TO: Village Trustees and Pat Scheidel, Municipal Manager
FROM: Patricia Benoit, Administrative Assistant *pdr*
DATE: September 9, 2014
SUBJECT: Bid award for roof on the white building

Issue

The issue is whether or not the Trustees should award the bid for replacement of the roof on the white building of Lincoln Hall.

Discussion

The Village received five bids on 9/2/14:

All Roofing & Construction, Hartland	\$ 13,500.00
Reap Construction, Richmond	\$ 24,215.00
Evergreen Roofing, Burlington	\$ 28,787.00
Plageman, Gagnon & Daughters, Williston	\$ 31,800.00
Jim Billado Roofing, Bakersfield	\$ 33,550.00

The low bidder, All Roofing, replaced the fire station roof last year but there were many issues. We recommend rejecting that bid because it was not submitted on the bid form and appears to be too low, and choosing the next lowest bidder, Reap Construction.

Cost

The amount budgeted in the FYE 15 General Fund Capital Plan is \$30,850. Reap Construction indicated that if they find wood rot and have to install plywood on the entire roof, it would be an additional \$4,674. This addition is recommended and would still bring the project under budget at \$28,889. Evergreen Roofing would charge time and materials for repairs in addition to their base bid of \$28,787. In terms of asbestos, none was found when the roof was tested in August.

Recommendation

It is recommended that the Trustees award the Lincoln Hall roof bid to Reap Construction, LTD for an amount not to exceed \$28,889.



MEMORANDUM

TO: Village Trustees
FROM: Pat Scheidel, Municipal Manager
DATE: September 9, 2014
SUBJECT: Trustees Meeting Schedule

TRUSTEES MEETING SCHEDULE/EVENTS

September 23 at 6:30 – Regular Trustees Meeting

October 9 – VLCT Town Fair at CVE

October 14 at 6:30 – Regular Trustees Meeting

October 28 at 6:30 – Regular Trustees Meeting

November 11 at 6:30 – Regular Trustees Meeting – Veterans Day holiday – reschedule?

November 25 at 6:30 – Regular Trustees Meeting – Thanksgiving week – reschedule?

December 9 at 6:30 – Regular Trustees Meeting – FYE 16 Budget Day in lieu of night meeting?

December 12 – Tree Lighting & Train Hop

December 23 at 6:30 – Regular Trustees Meeting – Christmas week – reschedule?

**VILLAGE OF ESSEX JUNCTION
CAPITAL PROGRAM REVIEW COMMITTEE
MINUTES OF MEETING
August 5, 2014**

MEMBERS PRESENT: Andrew Brown (Chairman); Rick Hamlin, David Nistico.
(Richard Donahey was absent.)
ADMINISTRATION: Lauren Morrisseau, Finance Director and Assistant Village
Manager.
OTHERS PRESENT: None.

1. CALL TO ORDER

Andrew Brown called the meeting to order at 5:29 PM.

2. MINUTES

June 3, 2014

MOTION by Richard Hamlin, SECOND by Andrew Brown, to approve the 6/3/14 minutes as written. VOTING: unanimous; motion carried.

3. DISCUSS REVISED SPREADSHEET AND FINANCING OPTIONS

There was discussion of the following:

- Pavement overlay work is broken out for seven projects. Typically pavement overlay is broken out when it is an optional part of a project. Pavement overlay is distinct from patch work. Pavement overlay is covered by the general fund.
- Project YYa is the sidewalk and lighting portion of the Main Street redesign and enclosure of drainage from the bridge to Crestview. YYa is not covered by the bond proposal. The Trustees want to seek other funding for the work.
- The ranking of YYa is 49.
- Projects LL & MM are the drainage portion of the Main Street work and these two projects have been combined and re-lettered "AAA".
- Bond notation needs to be added to the following projects:
 - AAA – Main Street enclosed drainage and new curb on west side of street from bridge to top of hill.
 - N – Hillcrest Drive drainage and storm and water line improvements.
 - E&G – Briar Lane water line and sidewalk replacement and road reconstruction.
 - XX – Maple Street culvert replacement.
 - WW – School Street water and sewer line improvements and road reconstruction.
- Bond notation needs to be removed on projects LL, MM, NN, and TT.
- The following projects need to be removed from the list because they are either done or revised/replaced by another project and re-lettered:
 - LL & MM (Main Street)
 - R except the bridge replacement on Main Street
 - Projects fully paid by the enterprise funds
 - M (Grove Street)

- YY & ZZ (replaced by AAA)
 - GG (Thasha Lane)
 - II (Woods End)
 - OO & PP & QQ & RR (all are part of the “missing link” project)
- Estimated cost of projects in the capital project book minus the bonded projects and those removed from the list as identified is approximately \$16.5 million.
- The threshold for ranking projects is cost over \$10,000, but maintenance type projects, such as a roof replacement, should move forward without needing to be ranked by the capital committee. There was agreement the ranking of such work would likely be very high so the project would be at the top of the list to be done. Building maintenance type projects are different from cosmetic or new construction projects.
- The roof over the senior center in Lincoln Hall is in need of immediate replacement. Estimated cost is \$30,000.

4. NEXT STEPS

Assignments for next meeting:

- Rick Hamlin will investigate why pavement overlay is broken out for seven projects on the list.
- Rick Hamlin will do a cost estimate for replacement of the bridge on Main Street (Project R) and the committee will rank the bridge project.
- Andrew Brown will reorder the projects in the capital project book based on project score and calculate the amount of funding needed for projects identified to be done in five years and in ten years.

Next meeting date & agenda item(s):

- September 2, 2014 at 5:30 PM
- Discuss revenue generating options

5. ADJOURNMENT

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

VOTING: unanimous; motion carried.

The meeting was adjourned at 6:30 PM.

RScty: M.E.Riordan

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

**VILLAGE OF ESSEX JUNCTION
BIKE/WALK ADVISORY COMMITTEE
MINUTES OF MEETING
AUGUST 18, 2014**

MEMBERS PRESENT: Rick Hamlin, Rosalind Hutton, Jud Lawrie, Jeff Frolik, Eric Bowker

ADMINISTRATION: Darby Mayville, Community Relations and Economic Development Assistant

1. CALL TO ORDER

The meeting was called to order by Rick at 6:03 PM.

2. AGENDA ADDITIONS

None.

3. MINUTES REVIEW

Jeff pointed out that the word "additions" was misspelled in the second paragraph.

**MOTION by JUD, SECOND by ERIC, to approve the July minutes, with changes.
VOTING: unanimous; motion carried.**

4. DISCUSSION ON BICYCLE FRIENDLY COMMUNITIES APPLICATION

Jud, Phoebe, and Jeff have been working on preparing the application. Phoebe analyzed the previous application, and made suggestions for improvements. Jeff looked at the reviewer comments, focusing on short term goals. He mentioned that some of the information provided seemed to be inaccurate, and that it would be important to correct this for the next application. He also mentioned that publicizing existing activities would be helpful.

Jud mentioned that he would try to get all of these comments into an easier to read format by the next meeting. Rick suggested that the committee review the information and split up the responsibilities at the next meeting. Jeff also offered to send around the current spreadsheet to all committee members, so that they can add any needed information prior to the next meeting.

Jeff added that he thought that expanding the number of businesses that offer discounts for bicyclists would be a good goal. Currently, Firebird Café is the only known location that offers this.

5. DISCUSSION ON ESSEX/ESSEX JUNCTION BIKE/WALK MASTER PLAN

Rick mentioned that the CCRPC has been working on a Bike/Walk Plan for Essex Town and Junction. This will help to enhance our Bike Friendly Communities application. Jud said that he would review the plan to see if there is additional content in the plan that would help our application.

Rick brought up the list of committee goals, created when the committee was originally formed. He noted that there are 3-4 "top priority" goals for short, medium, and long term projects, respectively. Jeff noted that the committee had completed two short-term goals, and one long-term goal (the development of a master plan). He suggested that they add at least one more goal to the short-term category. Rick said that he would send around the original goal list to committee members so that they can decide what to add. He also spoke briefly on the idea of instituting slow roll rides. This is a group ride program that began in Detroit, and has spread all over the country. These rides are open to all, and are social rides.

7. PLANNING FOR SCHOOL OUTREACH

Rick asked the committee which age groups would be the best to focus on. All agreed that working with younger students would be more effective.

Rosalind asked for clarification on the type of outreach the committee was hoping to do: education and safety, or rider encouragement? The committee agreed that they hoped to do both.

Rosalind, who is a PE teacher at Summit Street School, as well as a parent of two Hiawatha students, said that she is working to get biking maps at the new student orientation. She thought that it could be helpful to have a person available to provide information on crossing guard locations, bike racks, and other information that individual families might be looking for. She is working with Essex CHIPS to see if a staff member could assist with this project. She also mentioned that some families may drive part way to school and walk the remainder of the distance, depending on what part of the Village they live in.

She hopes to include some type of information on biking at the Summit Street School orientation later this week. Rick asked if Summit Street School still had a colored map of the Village posted. Rosalind said that it was covered up, and she is unsure if it is still up on the wall under the other documents. She thought that giving out a copy of this map to interested families would help them map out optimal bike and walking routes from their home. Rick said that he has smaller copies available, and would get them to her.

Rosalind mentioned that she has recently applied for a grant from the Kohl's foundation that would allow Summit Street School to have approximately 30 bikes for several months. These bikes would be child sized, and would allow there to be bike instruction in the PE classes. She will find out in a few weeks whether or not the grant application was accepted. Using the bikes will provide an important classroom component to teaching about bike safety.

Rick mentioned that ADL does some type of biking unit too, however he is unsure if it includes safety lessons or not. He was also aware of some type of biking curriculum at Essex High School. Rick mentioned that there used to be a biking club at Essex High School.

Jeff said that it is important to document all of the work going on in the schools relating to bike safety in the Bike Friendly Communities application.

8. SET BUDGET PRIORITIES

Some of the things that the committee expressed interest in possibly funding in the next fiscal year are as follows:

- Additional bike racks. Rosalind pointed out that the library could use an additional one as the current one fills up quickly.
- Bike maps.
- Rick suggested printing at least a dozen signs for the guerilla signage project. Ideally, these will be printed on foam core and affixed to street lights. Eric will approach some of his professional contacts to try to get a price figure on the printing of these signs.

The committee noted that a bike shop in Essex Junction would be of tremendous value. They discussed the idea of a shop or shops doing “pop-up” shops and repair days, perhaps at the farmer’s market. Rosalind suggested the idea of doing a bike rodeo at the Farmer’s Market.

Jud suggested that the committee purchase helmets and reflective vests to sell or give away at events. Darby said that she would check with Lauren to see if the committee would be allowed to either sell or ask for donations in exchange for these products. Jud also suggested the idea of a design a bike rack contest, with committee money going towards the construction of the best design.

Rick said that the committee would discuss more budgetary specifics at the next meeting.

9. PUBLIC INPUT

None.

10. MEETING SCHEDULE

Next meeting

- September 15, at 6 PM.

Agenda Items

- Minutes Review;
- Continue Work on League of American Bicyclists Application;
- Update Short, Medium, and Long Range Goals;
- Finalize Street Sign Graphics;
- Discuss School Outreach;
- Public Input.

11. ADJOURNMENT

MOTION by ROSALIND, SECOND by ERIC to adjourn the meeting. VOTING: unanimous; motion carried.

The meeting was adjourned at 7:03 PM.

Respectfully submitted, Darby Mayville

RECEIVED

AUG 29 2014

Village of Essex Junction

August 28, 2014

TO: Chittenden County Regional Planning Commission Member Municipalities and CCRPC Representatives

FROM: Bernadette Ferenc, Transportation Business Manager

RE: Notice of Public Hearing to Review 2014 Public Engagement Plan Draft

At its meeting on July 16, 2014, the CCRPC voted to warn a **public hearing for Wednesday, October 15, 2014 at 6:15 p.m.** at its offices at 110 W. Canal Street, Suite 202, Winooski. This mailing provides the communities of Chittenden County with a 30-day notice of the public hearing as required by our bylaws. Copies of this hearing notice and enclosures are being sent to municipal clerks for posting on public bulletin boards.

The hearing is to review and hear public comments on the CCRPC's proposed 2014 Public Engagement Plan (PEP) draft. The PEP is guided by federal and state regulations current as of the date of the adoption of the Plan. With this 2014 update of the 2008 Plan, the CCRPC seeks to strengthen its public engagement initiatives and advance Strategy 8 of the ECOS Plan: *"Ensure that the projects and actions in all ECOS strategies assess equity impacts, and that the design and development of programs are inclusive of all and engage underrepresented populations."*

With improvements in technology, an increasing and diverse population, and ongoing federal requirements, the CCRPC must explore new ways of engaging its stakeholders, present its programs with understandable terms and visual aids, and most importantly listen to the concerns, opinions and ideas of Chittenden County residents. This updated Public Engagement Plan draft provides the framework to narrow disparities and accomplish those goals. We are enclosing a copy of the full document for your review.

Please review the proposed PEP at <http://www.ccrpcvt.org/aboutus/public> and contact your CCRPC representative or Emma Long, CCRPC Communications Manager (elong@ccrpcvt.org or 846-4490 x21) with any questions or comments.

Public comments will be accepted in writing (mailed to CCRPC, 110 West Canal St, Ste 202, Winooski, VT 05404) or via email, until the scheduled public hearing on October 15th, 2014. Citizens may also provide oral comments at the public hearing.

bf

Enclosures (to municipalities only)

- Proposed 2014 Public Engagement Plan Draft for Review
- Public Engagement Plan Update Summary



WHAT IS THE 2014 PUBLIC ENGAGEMENT PLAN UPDATE?

As part of our ongoing efforts to engage the public, we have completed a draft 2014 Public Engagement Plan. This Plan is an update to our 2008 Public Participation Plan, and provides the methodology for involving the public in our work, using both traditional and innovative outreach methods to meet the needs of our growing and increasingly diverse community.

A Public Participation Plan
is a requirement of
receiving federal dollars.



It is intended to be a resource for
the CCRPC to use in its efforts to
reach out to and engage community
members in the neighborhoods
and towns impacted by its projects.

The draft 2014 Public Engagement Plan outlines the CCRPC's principles and goals, aligns our strategies and activities with specific levels of engagement appropriate to each, and provides evaluation methods for determining the effectiveness of our initiatives.

Each activity of the CCRPC will have a customized level of public engagement, depending on:

Stakeholders

Size
&
Scope

Short- and
Long-Term Goals

Level of Program
& Community
Readiness

Capacity
&
Resources

THE SPECTRUM OF ENGAGEMENT

The Spectrum of Engagement divides the CCRPC's strategies into corresponding levels of engagement to ensure the community's needs are being met. Every project is reviewed using the CCRPC Public Engagement Worksheet to determine at an early stage whether there are groups that need additional engagement and further review of equity impacts. The levels of the Spectrum of Engagement are as follows:

INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
<p>We will provide the public with balanced and objective information, using:</p> <ul style="list-style-type: none"> Website & online calendar Database Informational brochures Posters & flyers Display ads Press releases Social media Email announcements Newsletters 	<p>We will obtain public feedback on analysis, alternatives and/or decisions. This includes:</p> <ul style="list-style-type: none"> Public hearings & legal ads Work groups Comment forms Surveys & questionnaires Visualization techniques Analysis reports Technical assistance studies 	<p>We will work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood / considered.</p> <p>At this level, we complete an EQUITY IMPACT WORKSHEET.</p> <ul style="list-style-type: none"> Steering/advisory committees Project meetings/workshops/open houses/forums Direct mailings Staff outreach CCRPC Equity Impact Worksheet 	<p>We will partner with the public in each aspect of the decision, including the development of alternatives and the identification of a preferred solution.</p> <ul style="list-style-type: none"> Community or co-led committees Advisory boards Coalitions & partnerships Policy development & advocacy 	<p>We will place final decision-making in the hands of the public.</p> <ul style="list-style-type: none"> Community-led planning efforts Community-hosted forums

ABOUT US & THE UPDATE

The mission of the Chittenden County Regional Planning Commission (CCRPC) is to act as the principal forum for planning, policy and community development in Chittenden County, Vermont. The CCRPC functions as the federally designated metropolitan planning organization (MPO) and serves the 19 municipalities in Chittenden County.

In June 2013, a Public Engagement Plan Advisory Committee was assembled to assist in the development of a comprehensive public involvement process, building off of the existing Public Participation Plan (PPP). The assembled Advisory Committee included representatives from a diverse range of area interests and organizations. The Advisory Committee reviewed the existing PPP to determine which elements were relevant to retain and which were outdated, reviewed other comparable plans and engagement tools, and assisted in the overall update of the plan, with the deliverable being a draft 2014 Public Engagement Plan (completed July, 2014).

WHY ARE WE UPDATING THE EXISTING PLAN?

While we are proud of our strong relationships with local residents, advocacy and interest groups, and state and federal agencies, we strive to improve our efforts to involve the public in our planning and policy work, as inclusive community engagement is the foundation that will lead to improved problem-solving methods, decision-making and long-term solutions that meet the needs of our diverse community. This update seeks to strengthen existing relationships and forge new ones.

A lot has changed since 2008. Some of our reasons for updating in 2014 include:

Desire to
Strengthen
Equity

Implementation
of the
ECOS Plan

Increasing
& Diverse
Population

Improvements
in
Technology

Ongoing
Federal
Requirements

The updated Plan will help implement the relevant principles in the 2013 Chittenden County ECOS Plan:

CULTIVATE
COLLABORATION

(ECOS Principle # 6) Sustainable communities engage all facets of society in working together for the benefit of the whole. Local governments in these communities bring government representatives, community members and organizations together and create a culture of collaboration that encourages innovation, sharing of resources, and jointly shared accountability for results.

ENSURE
EQUITY

(ECOS Principle # 7) Sustainable communities allocate resources and opportunities fairly so that all people who do the full range of jobs that a community needs can thrive in it. Local governments in these communities actively eliminate barriers to full participation in community life and work to correct past injustices.

EMBRACE
DIVERSITY

(ECOS Principle # 8) Sustainable communities feature a tapestry of peoples, cultures and economies underpinned by a richly functioning natural environment. Local governments in these communities celebrate and foster ethnic, cultural, economic and biological diversity and encourage multiple approaches to accomplish a goal.

To narrow disparities and accomplish these goals, we must:

Explore new ways to
engage our stakeholders

Present our programs with
understandable terms & visual aids

Listen to the concerns, opinions
& ideas of our residents

WHERE CAN I FIND MORE INFORMATION & PROVIDE FEEDBACK?

To view the current draft Plan, get more information and provide feedback, please visit:

<http://www.ccrpcvt.org/aboutus/public>

or contact Emma Long, Communications Manager at the CCRPC: elong@ccrpcvt.org or 802-846-4490 x21

RECEIVED
SEP 02 2014
Village of Essex Junction

VARIANCE APPLICATION NOTICE STATEMENT

The IBM facility specified below is applying for a variance from the Vermont Hazardous Waste Management Regulations (VHWMR) for scrap wafers and wafer pieces containing lead, as provided in VHWMR §7-114, in accordance with 10 V.S.A. § 6613. The scrap wafers and wafer pieces containing lead meet the variance criteria established in 10 V.S.A. § 6613, as described in the variance application. The purpose of this variance request is to facilitate the reclamation of lead from the scrap wafers (i.e., a commercial chemical product) through a facility meeting all applicable federal Resource Conservation and Recovery Act (RCRA) requirements and International Traffic in Arms Regulations (ITAR).

Facility Name and Address:

IBM Corporation
1000 River Street
Essex Junction, VT 05452

The variance application is available for review by contacting the Vermont Department of Environmental Conservation Commissioner's Office (using the methods below) or by visiting the Town of Essex, Village of Essex Junction, or Town of Williston Offices:

Vermont Department of Environmental Conservation
Commissioner's Office
1 National Life Drive, Main 2
Montpelier, Vermont 05620-3704
phone: 802-828-1556
fax: 802-828-1541

A public comment period on this variance application shall run through **October 10, 2014**.

Note: Comments on the variance application will be reviewed and responded to by the Director of the Division considering the variance.

If requested by one of the groups or persons below, a public meeting will be scheduled on this matter and an additional notice with the public meeting date, time, and location will be issued.

1. The legislative body of any municipality upon which notice is required to be served (Essex, Essex Junction, or Williston); or
2. An affected State Agency or subdivision; or
3. Twenty-five or more citizens from within any municipalities upon which notice is required to be served; or
4. The Secretary of the Vermont Agency of Natural Resources.

Any comments or requests for a public meeting should be directed to the Vermont Department of Environmental Conservation Commissioner's Office (using the methods above).



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

MEMORANDUM

TO: Village Trustees and Patrick Scheidel, Village Manager
FROM: Lauren Morrisseau, Finance Director *LM*
DATE: September 9, 2014
SUBJECT: Pearl St. Missing Link Cooperative Agreement

Issue

The issue is to inform the Trustees that the Cooperative Agreement for the Pearl St. Missing Link project has been executed.

Discussion

On June 2 the Village received the executed copy of the Cooperative Agreement for the Pearl St. Missing Link project. This project is part of the second round of "Circ Alternative" projects. The dollar amount of the grant is \$2,120,000 and there is no match required. A copy of the agreement is attached.

On October 9, 2012 the Trustees voted "to endorse Alternative A for the scoping study of the "missing link" portion of Pearl Street from Post Office Square to Five Corners." Since then we have moved forward with the project and have neglected to inform the Trustees of our progress. According to the Village Purchasing Policy, staff is authorized to apply for and accept grants that do not require a Village match. However, staff feels we should have kept the Trustees abreast of what was happening. We apologize for the communication gap.

Cost

The cost of this issue is in administrative staff time only.

Recommendation

There is no action necessary on this issue. This memo is informational only.

Cc: Robin Pierce

**MEMORANDUM OF AGREEMENT
BETWEEN
VILLAGE OF ESSEX JUNCTION
AND
STATE OF VERMONT**

PROJECT NAME/NO.	Essex Junction STP 5300(14)
CONTRACT NO.	CA0397
GRANTOR	Vermont Agency of Transportation One National Life Drive Montpelier, Vermont 05633
GRANTEE	Village of Essex Junction, Vermont
PROJECT LOCATION (TOWN/CITY)	VT Route 15/ Pearl Street
PROJECT DESCRIPTION	Roadway widening, bike lanes, sidewalks and other streetscape improvements on VT Route 15 (Pearl Street) in Essex Junction, from Post Office Square to the 5 corners (approx. 0.49 mile), and signal improvements at Post Office Square.
DATE OF EXECUTION	<u>May 27</u> , 20 <u>14</u>
MAXIMUM LIMITING AMOUNT	\$2,120,000.00
RESPONSIBILITY FOR MAINTENANCE OF PROJECT IMPROVEMENTS	If the Project is constructed, the Subrecipient will maintain the completed Project in a manner satisfactory to the State or its authorized representative(s) at no cost to the State, and will make ample provisions each year for such maintenance.
RESTRICTIONS ON ASSIGNMENT	Grantee may <i>not</i> assign the Grant Agreement or any part of the Grant Agreement without the prior written consent of the Grantor.
LOCATION OF ORIGINAL GRANT AGREEMENT	An original Grant Agreement is kept at the Grantor's office and may be inspected during the Grantor's regular business hours.

WE, THE UNDERSIGNED PARTIES, AGREE TO BE BOUND BY THIS MEMORANDUM TO THE GRANT AGREEMENT.

STATE OF VERMONT
AGENCY OF TRANSPORTATION

Signature: 

Name: Susan M. Minter

Title: Secretary of Transportation

Date: 5-27, 2014

SUBRECIPIENT:
VILLAGE OF ESSEX JUNCTION

Signature: 

Name: Patrick C. Scheidel
Municipal Manager

Title: _____

Date: May 19, 2014

APPROVED AS TO FORM:

DATE: 5/14/2014


ASSISTANT ATTORNEY GENERAL

Patty Benoit

From: Patty Benoit
Sent: Thursday, September 04, 2014 2:09 PM
To: '1611dave@gmail.com'
Cc: George Tyler; Daniel Kerin; Pat Scheidel - Village
Subject: Speed tables and Keep Kids Alive Drive 25 cones
Attachments: Traffic Calming Policy 8-26-14.pdf

Dear Dave,

Your request for a speed study on South Street has been referred to the Essex Police. For your information, residents of South Street had requested a speed study and petitioned for a speed table, in accordance with the Traffic Calming Policy. As I indicated in my July 9th letter, 70% of the residents would have to sign another petition to have the speed table removed.

In regard to the Keep Kids Alive cones, the Trustees amended the policy on 8/26/14 so that there is no requirement to remove the cones at night (see attached). We consider "adjacent to the edge of the pavement" to mean next to the curb or the edge of the road if there is no curb. In regard to your other questions, see below:

Along these lines, I would like additional information on;

- how many cones, total, (used or not used) do we have	99 requests for cones since 2004
- is there a record kept of all the people who have cones	Yes
- is there a record kept when they are returned	Yes – 9 returned, 5 mos.-6 years after having them
- is there a time limit as to how many a person can get	Two cones
- is there a time limit i.e. do people get these indefinitely	No time limit in the policy
- how much do they cost the Village and how are they funded	\$75 per set from the Public Works

budget. Cones are reused if they have been returned.

We are receiving 2-4 requests per year for cones. In order to discontinue this program, the policy would have to be amended by the Trustees based on feedback by citizens who have cones as well as yourself.

Pat Scheidel
Municipal Manager
Village of Essex Junction
2 Lincoln Street
Essex Junction, VT 05452
802.878.6944

From: d s [mailto:1611dave@gmail.com]
Sent: Tuesday, September 02, 2014 12:12 PM
To: George Tyler; Daniel Kerin
Cc: Patrick C. Scheidel
Subject: Speed bump

Hello all, Dave Santerre here.

We spoke earlier concerning a couple of issues; I wanted to summarize and let you know what I'm looking for.

Since we spoke, I won't go into all the details we discussed but just highlight them.

Speed bump:

The speed bump on South St. is a safety issue as you can't drive over it at the posted 25mph limit which is a requirement,

therefore, I'm requesting a speed study.

Not sure if this needs/requires an "formal" study or if we could meet and do it ourselves and then you would see the need first hand.

I would like updates on whether either of you can initiate this and if not who can/does. Also, so I can be present when this is done.

My first choice would be to remove it, if not that then make it compliant.

Cones:

I would like to see the rules/guidelines concerning removing them in the evening enforced until such time as they are changed.

Also, clarify the terms "adjacent to the edge.." as this is unclear what side is meant. If it were on the outside of the edge of the pavement i.e. the curb, then many of the issues I mentioned would be rectified (takes up parking, narrows the driving lane, especially when there are 2 across from each other)

Note: my first preference is to have the whole program done away with, as it serves no purpose, that can be seen, measured or quantified and consequently is a waste of time and money.

Along these lines, I would like additional information on;

- how many cones, total, (used or not used) do we have
- is there a record kept of all the people who have cones
- is there a record kept when they are returned
- is there a time limit as to how many a person can get
- is there a time limit i.e. do people get these indefinitely
- how much do they cost the Village and how are they funded

I spoke to Pat and met with him as well, so he has insight of my concerns and where I'm coming from on this.

Thanks for your help in this matter.

Dave Santere

1 Lavoie Dr

Essex Jct, Vt

RECEIVED

SEP 05 2014

Village of Essex Junction

Essex Junction Village Offices

(Lincoln Hall)

Building Envelope Evaluation

September 4, 2014

Liszt Historical Restoration, Inc.

IX. Conclusion

A. Approach

1. The best approach to take in repairing a historical building like Lincoln Hall is one of careful consideration for matching appropriate materials with craftspeople featuring several years of successful completion of like projects using like materials. Today's materials, particularly with regards to masonry construction, are very different than the past and require far more care and knowledge for a proper end-product and lasting value.
2. While there is little that is requiring attention in any kind of emergency capacity, a few elements ought to be addressed prior to others due to liability issues should failure occur. In this case, the chimneys would be of initial concern following, of course, the immediate issue of the Senior Center roof. It is most importantly that the right mindset is applied. Too, often these beautiful old buildings, stocked with a nearly priceless amount of inherent value in terms of the quality of materials and craftsmanship, are mangled by careless tradespeople, chasing mere dollars (the root of the 'skimcoat' repair. One simple look at the (lack of) quality of the more recent paint jobs is enough for anyone with even an inexperienced eye to see the importance here.
3. Ultimately, the artisan must love their craft and understand the value of the dollar over the long-term. Utilising the vintage materials will stretch the value of the repairs and restore the structure to its original simple elegance. Matching materials are important due to the similarity of response to heat and moisture (properties of expansion and contraction). A trust must be built in a step-wise fashion and the first best step is through a thorough checking of references for several years of successful projects using lime cement mortars and historically significant projects.
4. Some items are typical: In general, all of the jack arches will need some sort of repair. All of the sills need at least some consolidation of the wood, if not replacing, but a few could use a dutchman in addition to the consolidation. The portland cement-based mortar should be removed and repointed using lime mortar. Additionally, some 10-15% repointing ought to be done in addition to what has been noted. (There is widespread variation of mortar erosion, in addition to discrete locations containing PCM that ought to be addressed in-situ.) Finally, all the woodwork should be refinished to reveal the actual extent of repair needed, as the many years of paint cover more than could be explored in the scope of this analyses.

B. Schedule

1. Following the rather urgent repair of the Senior Center roof, it would be best to approach the chimney repairs first. They are in various states of degradation, so the liability and risk is highest here, although the possibility of a tremblor or high enough wind to cause them damage is small. Additionally, the installation of the diverter on the Northwest corner roof is imperative to reduce further damage to the wood and masonry of that corner.
2. The general flow will be to begin with the masonry restoration, first. While this analyses covers that which could be readily seen and/or deduced, often hidden conditions are revealed and need to be addressed. This often occurs at the foundation level. The repointing can proceed once the various mortars are matched properly for properties and color, along with the jack arch and other structural repairs. The majority of the woodwork should follow, with preparation for consolidation, wood dutchman, wood element replacement, and painting taking place in close fashion. Once the woodwork is complete, the painting can proceed, followed by the completion of the sealant. Once again, not all construction or building repair companies are created equal. Time and again failed sealant has caused concern for many a client through the dual deaths of leaks and messy work. Again, check references!
3. It would be best to approach the restoration of the building on a elevation-by-elevation basis. Starting with the most innocuous regions, the restoration expert can begin to understand the nature of the structure in a more intimate way by the initial hours spent working the repairs; and that crucial, initial trust can be built between the client and the artisan. The West and North elevations would be an appropriate starting point for the masonry. Similarly, the West and North elevations would be a fine starting point for the woodwork. The elevation-as-a-whole approach produces a comprehensive product and allows the artisan to hone the restoration strategy prior to taking on the larger and more publicly prominent elevations while allowing for budgets to develop. At the end of the restoration for each Elevation, a gentle cleaning will be necessary to remove the dust and the paint stains and streaks. If qualified painters follow afterward, the should not create such a mess.
4. Following the initial work, the next elevation to be addressed ought to be the entire South Elevation, finishing with the siding. The public confidence from an outstanding project will allow the most complex and largest body of work on the East Elevation to proceed smoothly and with strong momentum. Using the proper materials under the careful hands of qualified personnel, the Town Offices at Essex Junction may stand strong another century or more.

**VILLAGE OF ESSEX JUNCTION
BOARD OF TRUSTEES
MINUTES OF MEETING
August 26, 2014**

BOARD OF TRUSTEES: George Tyler (Village President); Dan Kerin, Elaine Sopchak, Lori Houghton, Andrew Brown.
ADMINISTRATION: Pat Scheidel, Municipal Manager; Lauren Morrisseau, Assistant Manager & Finance Director.
OTHERS PRESENT: Aaron Martin, Susan McCormack, Jeff Carr, Mary Morris, Mike Plageman, Doug Fisher, Shawn Kelly, Greg Duggan, Dan Finnegan, Mike Blair, Bridget Meyer, John Fitzgerald, Scott Fewall, Irene Wrenner, Brad Luck, Andy Watts, Marx Levy.

1. CALL TO ORDER and PLEDGE OF ALLEGIANCE

Village President, George Tyler, called the meeting to order at 6:30 PM.

2. AGENDA ADDITIONS/CHANGES

Add under the following:

- New Business - traffic calming policy.
- New Business - letter regarding RFQ review for Pearl Street Link Project.
- Presentations - comment draft from Mary Morris and Jeff Carr.
- Consent Agenda - check register report and minutes of special meeting 8/22/14.

3. APPROVE AGENDA

MOTION by George Tyler, **SECOND** by Lori Houghton, to approve the agenda as amended. **VOTING: unanimous (5-0); motion carried.**

4. GUESTS, PRESENTATIONS, PUBLIC HEARINGS

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

2. Public Hearing: 2014 Comprehensive Plan

The public hearing on the 2014 comprehensive plan was opened at 6:34 PM. There were no comments. The public hearing was closed at 6:36 PM. George Tyler noted from this point forward the comprehensive plan once adopted will be the guiding document for the village until the next update.

3. Joint Meeting with Essex Selectboard, Jeff Carr and Mary Morris re: Shared Services Report

MOTION by Dan Kerin, **SECOND** by Elaine Sopchak, to add to the discussion with the Essex Selectboard a brief discussion of the town office building at 81 Main Street. **VOTING: unanimous (5-0); motion carried.**

Essex Selectboard in attendance: Max Levy, Brad Luck, Irene Wrenner, Andy Watts, Mike Plageman. Max Levy called the Essex Selectboard meeting to order at 7 PM.

Shared Services Report

The shared services report by Jeff Carr and Mary Morris was discussed. The following was noted:

- A revised review and comment draft was distributed to the boards.
- George Tyler mentioned the Trustees previously accepted the initial draft report with the understanding there would be further drafts. Questions and comments were held until the joint meeting.
- The shared manager recommendation suggests the municipalities should have a third party evaluate how well the model worked before proceeding to other shared services. Jeff Carr said the shared manager is the central core and VLCT could do the evaluation (double blind test). VLCT can look at impacts on each municipality separately and jointly. If having a shared manager is the long term plan then looking at whether that change worked or not should be done and how it can work moving forward.
- Jeff Carr said the report reflects the directive he and Mary Morris were given and how they synthesized the information. There were no preconceived notions. A good response rate was realized. There are no false positives or negatives.
- It is clear from the results that the shared services model is the only way that the municipalities can continue to provide quality services. The communities have been doing more with less, but at some point some services will suffer or not be provided.
- Max Levy stressed the focus is a shared service model, not a governance change or merger. Mary Morris said governance and dollars were not part of the study. Information was gathered on what is possible. Jeff Carr stated governance aside, the assumption was that there would be appropriate governance in place for the shared services model.
- Jeff Carr stated the goal is to have the report be a living document that can be updated, added to, archived at any time. The team is advocating continuous improvement to the starting point of the report. Department heads and staff have already thought much about shared services and are just looking for direction from the governing boards. The two municipal staffs have been working collaboratively already. Their mantra is “if the boards want it, it will be done”.
- Mr. Carr said there are obstacles, but there are solutions as well. No disqualifiers were found. There will be some resistance to change of the status quo. Responses to the shared services model were that this is just smart government (so resistance may even be fading).
- Lori Houghton asked if the planning and zoning sections are open to sharing services. Mary Morris said the departments in both municipalities are already sharing above and beyond for the customer (citizens). Both believe in delivering services the best they can and both acknowledge there are culture differences because there is different infrastructure in the village and town. The advice is to start small by sharing equipment, for example, then go to shared planning services, then start asking what is possible for the future.

- Jeff Carr mentioned the MPO meeting where the town and village plans were discussed and the suggestion that there be one plan for the town with a village planning district which is a perfect way to preserve village design standards for village residents. This can also be applied to other areas where there are inconsistent policies or regulations.
- Lori Houghton pointed out the comment about the need to make the boards policy makers and not detail managers. Mary Morris said the department heads are working together now and there is a municipal manager so the boards should “get out of the weeds” and be policy makers and work with the unified manager.
- Mike Plageman observed the comment on the library indicates both from a culture and infrastructure standpoint the shared service model may be more difficult. Mary Morris confirmed there is a cultural difference between the two libraries. Brownell Library has more of a community touching involvement where patrons can walk to the library for books and meetings and such. Essex Free Library does not have this due to the location. Conversations are just starting about shared activities. Both libraries have separate boards that weigh heavily on decision making for the libraries and that is a challenge. Jeff Carr added each library feels they are the center of the community and do not want to do anything that will change that perception. Perhaps the Trustees and the Selectboard could speak to their respective volunteer library boards about ways to collaborate rather than be the center of the community.
- George Tyler noted the report did not touch upon the employees association in the village and town employee union and potential issues with shared services and departments overlapping or contracts or commitments that would make going forward with shared services difficult. Jeff Carr said they did not dive into those issues or get a legal opinion because it was thought first to make the case that shared services is the right way to go. The team did look at existing debt on Maple Street Park (would probably require two recreation districts) and the public works bond in the village and felt there were not any disqualifiers or game changers. The team did not look at possible impact on securing grants from the MPO, for example, if the public works department or planning services are shared.
- Pat Scheidel noted there are three employee contracts, two in the town and one in the village. All were recently ratified for the same term and each agreement is in effect until the parties want to change them or the term is up and negotiations begin. If municipalities agree on consolidated services, the rules and agreements for employees in the contract will guide until renegotiation. Max Levy requested a list of the differences between the Employees Association contract in the village and the Essex Employees Union contract. Mary Morris agreed it would be beneficial to know the differences and suggested representatives from each entity be asked to form a standing committee to discuss issues and get buy-in to shared services. There are union and nonunion employees doing the same job and this should be acknowledged to avoid grievance. The message should be that the municipalities are not trying to change the contract, but rather to make life better and provide the services that are wanted.

- Lori Houghton asked if there were any comments or issues against shared services. Mary Morris said the fire departments in the village and town operate differently because of the areas they cover. The departments did collaborate on the purchase of a truck and are doing some training together. The libraries were also a little hesitant, but no one said this will not work. Jeff Carr said the school board felt they are doing a good job with recreation and did not see a reason to undo this by creating a recreation district. It was clarified to the school board that the goal is to move in a direction that improves both recreation departments. Mary Morris interjected that is where the comment was made about if there is lots of collaboration happening already or wants to happen then the governing boards need to let it happen. Jeff Carr added it is hard to change what has been the way of the past and people do not want to make a risky career move, but they may be convinced if a policy of collaboration is shown by the governing boards and examples are shown of the best way to allow collaboration to trickle down. A motion or statement by both governing boards plus validating actions will send the message that there is a culture of collaboration. The boards should then get out of the way and let the departments execute.
- Andy Watts asked why money was not part of the study. Mary Morris said the assignment was not a study of cost savings by combining departments. Jeff Carr pointed out only town expenditures are included in the nine items in Table 1 of services that could be shared. (Both boards concurred the full cost of services- village and town- should be shown in the table.)
- Dan Kerin commented there is more beyond the cost and employees that must be considered, such as how the citizenry feels. A bottom up approach is better than a board down approach for support of the idea. Mary Morris noted Heart & Soul is a neat parallel to look at what is important for the community and if what is needed is being provided or over provided. Jeff Carr said the focus was on giving taxpayers the “biggest bang for the buck” with this strategy and allowing staff to do what they do.
- Elaine Sopchak suggested people be allowed to post comments about the document once it is on the webpage. Ms. Sopchak also suggested the boards do a statement that authorizes staff at the village and town to share services. Lori Houghton agreed a general statement should be made by both boards to staff to collaborate wherever possible.
- Brad Luck stated a clear set of actions is needed.
- Mary Morris and Jeff Carr suggested the municipal manager think about next steps and develop recommendations for implementation.

PUBLIC COMMENTS

Scott Moody asked if any services popped out that should be shared. Jeff Carr explained it is the job of the boards to prioritize, but there are opportunities both in the town and village delivery systems for synergies, more collaborations, discoveries, and innovations. The solution will be an Essex solution, but the departments will not be bold unless the boards franchise them to be bold.

Bridget Meyer advised “slow and steady wins the race” and urged the elected leaders to be brave and go to difficult areas, but go slowly. The project is doable and the community will go along as long as the people are involved and buy into the model. Others have already had thoughts about collaboration (the school department with recreation and the fire department with equipment) so work that has already been done should be considered.

Sue McCormack stated the report is well aligned with Heart & Soul aspects of community connection, thoughtful growth, education. A summary should be drafted about the report aligning with the Heart & Soul process and the citizens asked to comment.

To Do List:

- Jeff Carr and Mary Morris will update the report as discussed (include full cost figures in Table 1 and add information about collective bargaining) and bring the final draft to both boards for acceptance.
- The approved report will be posted on the town and village websites.
- Pat Scheidel will draft thoughts on next steps.
- Pat Scheidel will draft a statement in support of collaboration and shared services for both boards to review and approve.

Discussion of 81 Main Street

The following was discussed:

- Work is absolutely necessary to make the building at 81 Main Street compliant with ADA requirements and to determine what exactly can be done with the building (i.e. the building is in the floodplain and a prior use was a gas station so contaminated soil is a concern).
- The work must be done within the budget. The town will not take on additional debt load. The necessities of work will be close to the money the town has available for the building to become compliant and habitable, and to leave options open to have the ability to make collaboration under one roof happen.
- Temporary use of village buildings for space (i.e. Lincoln Hall) until long term use of 81 Main is determined is a consideration.
- There is support of town and village departments sharing space as more collaboration occurs.
- The cost of retrofitting both 81 Main Street and Lincoln Hall to accommodate village and town services must be considered.
- A building committee was formed that looked at options for the town offices. The results were presented to the Selectboard. An oversight committee is helping to detail next steps and how to line up cost and code requirements for 81 Main. At a minimum the building must be compliant if it is to be used by the town or village. Making the building compliant does not preclude using other buildings in the community.
- The boards are urged to set policy to update the building which is separate from who will occupy the building, and without knowing what the building will look like, it is too early to decide what collaboration can take place.

- The building committee was tasked with rehab of 81 Main Street and not evaluating village and town services relative to Lincoln Hall before beginning construction. The building must first be made compliant then space for services can be considered. Progress with shared services has been made with the shared manager and progress can continue at a slow and steady pace.
- The use of the building should be considered at the time of rehab.
- The Selectboard's responsibility is to manage and maintain the building at 81 Main Street which is presently out of compliance. This does not preclude looking at other buildings. Some other sites have been investigated.
- More input on what to do with 81 Main Street is needed so everyone will be satisfied with the final decision.
- The oversight committee is charged with reviewing work done to date relative to the building. The village can ask the capital committee and planning department to review Lincoln Hall to determine what needs to be done for compliance.

There was no further business before the Essex Selectboard and the meeting was adjourned at 8:50 PM per the following motion:

MOTION by Irene Wrenner, SECOND by Brad Luck, to adjourn the meeting of the Essex Selectboard. VOTING: unanimous (5-0); motion carried.

5. OLD BUSINESS

1. Adopt 2014 Comprehensive Plan

MOTION by Elaine Sopchak, SECOND by Andrew Brown, to adopt the 2014 Comprehensive Plan as presented. VOTING: unanimous (5-0); motion carried.

2. Approve Amendment to General Rules and Personnel Regulations

MOTION by Lori Houghton, SECOND by Dan Kerin, to amend the General Rules and Personnel Regulations adopted on August 12, 2014 to include new Section 314 as presented.

3. Approve Generation Interconnection Agreement with Green Mountain Power

MOTION by Dan Kerin, SECOND by Andrew Brown, to authorize the Municipal Manager to sign the "Generation Interconnection Agreement" between Green Mountain Power Corporation and the Village of Essex Junction. VOTING: unanimous (5-0); motion carried.

6. NEW BUSINESS

1. Approve Amendment to Traffic Calming Policy

Several residents of Wilkinson Drive spoke in support of the amendment to the traffic calming policy regarding warning cones. The residents also requested more enforcement of traffic rules on neighborhood streets by police. There was mention of an anonymous and apparently threatening letter placed in mailboxes warning not to support the cones. Staff is investigating the matter.

MOTION by Dan Kerin, SECOND by Elaine Sopchak, to amend the traffic calming policy by removing the condition that "Keep Kids Alive Drive 25" cones shall be

allowed in the street only during daylight hours and that the “Keep Kids Alive Drive 25” cones are allowed on Class 3 roads only. VOTING: unanimous (5-0); motion carried.

2. Approve Amendment to Waste Water Facility Capital Plan

MOTION by Andrew Brown, SECOND by Elaine Sopchak, to authorize the sale of the service truck cab and chassis to Capital Preowned and to modify the waste water facility FY2015 Capital Plan to include a replacement service truck cab and chassis in the amount of \$28,000. VOTING: unanimous (5-0); motion carried.

3. Approve Amendment to Sanitation Fund Capital Plan

MOTION by Dan Kerin, SECOND by Lori Houghton, to authorize modification of the Sanitation Capital Plan miscellaneous project by adding \$50,000 to the \$10,000 already there for a total of \$60,000. VOTING: unanimous (5-0); motion carried.

4. RFQ review for Pearl Street Link Project

There was discussion of increased traffic on village streets. The Pearl Street link is a circ alternative project. Hamlin Engineering will oversee the project. Andrew Brown observed it makes sense to do the bonded project on Main Street before the state repaves Route 15. Pat Scheidel will confirm when the state plans to do the repaving.

MOTION by Lori Houghton, SECOND by Andrew Brown, to authorize the project management team to begin negotiations on the Pearl Street link roadway project design scope and fee with Lamoureux and Dickinson Consulting Engineers, Inc. VOTING: unanimous (5-0); motion carried.

7. VILLAGE MANAGER’S REPORT

1. Meeting Schedule

- 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
- November 11, 2014 @ 6:30 – Regular Trustees Meeting
- November 25, 2014 @ 6:30 – Regular Trustees Meeting
- December 9, 2014 @ 6:30 – Regular Trustees Meeting
- December 23, 2014 @ 6:30 – Regular Trustees Meeting

2. Meetings with staff

Meetings continue to be held with staff and the municipal manager.

8. TRUSTEES COMMENTS/CONCERNS & READING FILE

1. Board Member Comments

- Dan Kerin said he received a call from a village resident about the speed table on South Street being inappropriate because cars cannot go over the speed table at 25 mph which is the speed limit on the street. The caller clarified the real concern is people are only slowing at the speed table. More enforcement of the speed limit

and an increase in fines is needed to help control the speed of vehicles on the street.

- Elaine Sopchak said Linda Costello thanked the Trustees for the sign on Route 15 warning motorists of the pedestrian crossing ahead and would like the traffic to slow down well before Willey's Court for the crosswalk that is still being requested.

2. Reading file:

- Planning Commission minutes 8/7/14
- Tree Advisory Committee minutes 8/19/14
- Letter from VLCT re: PACIF Scholarship Award
- Memo re: Streetlight Audit
- Letters from Joseph Segale, VTrans, to District 4 Coordinator re: 4 Pearl Street and Autumn Pond projects

9. CONSENT AGENDA & READING FILE

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

- 1. Approve Minutes of Previous Meeting 8/12/14**
- 2. Approve Bill List 8/26/14**
- 3. Approve Banner Application from Green Mountain Rug Hooking Guild.**

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

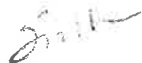
10. ADJOURNMENT

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

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

The meeting was adjourned at 9:20 PM.

RScty: M.E.Riordan



Check Register Report

BL 9/9/14

Date: 09/05/2014

Time: 11:00 am

Page: 1

Village of Essex Junction

BANK:

Check N	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
Checks							
10049951	08/19/2014	Printed		10673	CLAY POINT ASSOCIATES, INC.	ASBESTOS SERVICES-WWTF	6,235.00
10049952	08/28/2014	Printed		0795	TOWN OF ESSEX	MGR CONT. & PREPAID TAXES-ADMI	10,342.81
10049953	08/28/2014	Printed		05530	COSTCO COLCHESTER #314	SUPPLIES-FIRE	123.93
10049954	09/09/2014	Printed		10508	ADVANCED DISPOSAL	GRIT REMOVAL-WWTF	260.83
10049955	09/09/2014	Printed		9847	AUTOZONE, INC	DIESEL EXHAUST FLUID-FIRE	7.49
10049956	09/09/2014	Printed		10301	DAVID A. BARRA, PLC	LEGAL SERVICES-VARIOUS	2,178.00
10049957	09/09/2014	Printed		10600	BRODART #2	CIRCULATION MATERIALS-LIBRARY	985.89
10049959	09/09/2014	Printed		0268	BRODART CO.	CIRCULATION MATERIALS-LIBRARY	766.59
10049960	09/09/2014	Printed		0347	RON BUSHEY'S AUTO INC.	TRK INSPECTION-STREET	35.00
10049961	09/09/2014	Printed		9743	CARQUEST AUTO PARTS	SUPPLIES-ST/WWTF	25.30
10049962	09/09/2014	Printed		0503	CHAMPLAIN OIL COMPANY, INC.	VEHICLE FUEL-FIRE/STREET/WWTF	2,577.04
10049963	09/09/2014	Printed		2305	CLARK'S TRUCK CENTER	TRUCKS SERVICED-VARIOUS	972.86
10049964	09/09/2014	Printed		9788	COMCAST	CABLE-STREET	64.59
10049965	09/09/2014	Printed		10657	MARY K. DENNISON	TEEN PROGRAM REIMB-LIBRARY	49.24
10049966	09/09/2014	Printed		0710	ENDYNE, INC.	TESTING-STREET	485.00
10049967	09/09/2014	Printed		0780	ESSEX EQUIPMENT SALES	SPRAYER TANK & HOSE-STREET	238.99
10049968	09/09/2014	Printed		0795	TOWN OF ESSEX	RECORDINGS-COMMUN DEV	140.00
10049969	09/09/2014	Printed		1935	FERGUSON WATERWORKS #590	SUPPLIES-CAP R/WATER	3,820.12
10049970	09/09/2014	Printed		0899	GAUTHIER TRUCKING CO., INC	RUBBISH REMOVAL -STR/LH	516.34
10049971	09/09/2014	Printed		24511	GRAINGER	PARTS-WWTF	56.40
10049972	09/09/2014	Printed		10598	GREEN MOUNTAIN POWER CORP #2	ELECTRICITY- VARIOUS	14,794.85
10049973	09/09/2014	Printed		0965	GREEN MOUNTAIN POWER CORP.	ELECTRICITY- VARIOUS	1,705.83
10049974	09/09/2014	Printed		1010	HACH COMPANY	CHLORINE TESTS-WWTF	98.39
10049975	09/09/2014	Printed		1031	HANNAFORD BROTHERS CO.	WATER/SUPPLIES-WWTF	71.91
10049976	09/09/2014	Printed		10277	IBM CORPORATION	REC FIELD LEASE-REC DEPT	500.00
10049977	09/09/2014	Printed		9625	INGRAM LIBRARY SERVICES	CIRCULATION MATERIALS-LIBRARY	35.34
10049978	09/09/2014	Printed		11631	INTEGRITY COMMUNICATIONS	PHONE/DATA LINES-WWTF	302.88
10049979	09/09/2014	Printed		2041	S. D. IRELAND CONCRETE	CONCRETE-STREET	437.00
10049980	09/09/2014	Printed		10675	K-LOG, INC	MAGAZINE RACKS-WWTF	193.79
10049981	09/09/2014	Printed		9769	KEMIRA WATER SOLUTIONS	SODIUM ALUMINATE-WWTF	9,346.39
10049982	09/09/2014	Printed		1293	F. R. LAFAYETTE, INC.	SIGN POST-STREET	219.00
10049983	09/09/2014	Printed		9488	LEWIS SOFTWARE ASSOCIATES	941 FILING SVC -ADMIN	28.00
10049984	09/09/2014	Printed		1483	MCMASTER-CARR SUPPLY COMPANY	SUPPLIES-SANI/WWTF	90.82
10049985	09/09/2014	Printed		10674	MOTION INDUSTRIES	WAS COUPLING & PARTS-WWTF	1,050.41
10049986	09/09/2014	Printed		1789	PIKE INDUSTRIES, INC.	ASPHALT-STREET	561.72
10049987	09/09/2014	Printed		10620	PRIMMER PIPER EGGLESTON &	LEGAL SERV RE: BOND BANK-	4,100.00
10049988	09/09/2014	Printed		1843	PROFESSIONAL WRITING SVCS	MEETING MINUTES-ADMIN/PLAN	385.00
10049989	09/09/2014	Printed		1908	THE RADIO NORTH GROUP, INC.	BATTERIES/LIC-VARIOUS	2,810.00
10049990	09/09/2014	Printed		1955	REYNOLDS & SON, INC.	EQUIP/SERV/UNIFORMS-FIRE	3,373.36
10049991	09/09/2014	Printed		9274	RUSSELL RESOURCES	CASTLE NUT AND PIN-SANI	361.58
10049992	09/09/2014	Printed		04941	SB SIGNS INC	WATER BILLS SIGNS-ADMIN	100.00
10049993	09/09/2014	Printed		20401	SCHOLASTIC LIBRARY PUBLISHING	CIRCULATION MATERIALS-LIBRARY	152.10
10049994	09/09/2014	Printed		20732	THE SHERWIN-WILLIAMS CO.	ACETONE-STREET	91.05
10049995	09/09/2014	Printed		2093	SLACK CHEMICAL COMPANY INC.	LIME-WWTF	571.50
10049996	09/09/2014	Printed		21153	SOVERNET COMMUNICATIONS	PH/INTERNET-STREET	70.35
10049997	09/09/2014	Printed		2124	STAPLES ADVANTAGE	SUPPLIES-VARIOUS	754.49
10049998	09/09/2014	Printed		10197	SUPERSTORE ELECTRONICS CORP	STACKING KIT-WWTF	40.00
10049999	09/09/2014	Printed		9499	TENCO NEW ENGLAND, INC.	REPAIRS-STREET	675.83
10050000	09/09/2014	Printed		9866	TYLER TECHNOLOGIES	SFTWRE SUPPORT& MAINT-VARIOUS	6,863.60
10050001	09/09/2014	Printed		23415	VERIZON WIRELESS	CELL SERV-VARIOUS	419.08

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Village of Essex Junction

BANK:

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
Checks							
10050002	09/09/2014	Printed		10601	VERMONT GAS #2	GAS HEAT-VARIOUS	344.43
10050003	09/09/2014	Printed		2366	VERMONT GAS SYSTEMS, INC.	GAS HEAT-VARIOUS	441.92
10050004	09/09/2014	Printed		9968	VISION SERVICE PLAN-CONNECTICU	INS PREMIUM-VARIOUS	418.31
10050005	09/09/2014	Printed		2377	VLCT UNEMPLOYMENT INS. TRUST	INS PREMIUM-ADMIN	1,210.00
10050006	09/09/2014	Printed		0811	F.W. WEBB COMPANY	PVC PARTS-WWTF/WATER	201.99
				Total Checks: 55		Checks Total (excluding void checks):	82,702.34
				Total Payments: 55		Bank Total (excluding void checks):	82,702.34
				Total Payments: 55		Grand Total (excluding void checks):	82,702.34

REVENUE/EXPENDITURE REPORT

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Village of Essex Junction

For the Period: 7/1/2014 to 9/30/2014	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 100 - GENERAL FUND							
Revenues							
Dept: 000.000							
Acct Class: 4000 Revenue							
401.000 PROPERTY TAXES-CURRENT	3,011,526.00	3,011,526.00	203,543.64	0.00	0.00	2,807,982.36	6.8
402.000 STATE FOR VT PILOT & CURRENT U	2,500.00	2,500.00	0.00	0.00	0.00	2,500.00	0.0
403.000 PENALTIES/INTEREST DELINQ. TAX	8,000.00	8,000.00	382.95	0.00	0.00	7,617.05	4.8
410.000 LICENSE AND ZONING FEE	35,000.00	35,000.00	16,305.00	420.00	0.00	18,695.00	46.6
411.010 SERVICE FEE - WATER	106,840.00	106,840.00	0.00	0.00	0.00	106,840.00	0.0
411.020 SERVICE FEE - WWTP	53,420.00	53,420.00	0.00	0.00	0.00	53,420.00	0.0
411.030 SERVICE FEE - SANITATION	106,840.00	106,840.00	0.00	0.00	0.00	106,840.00	0.0
420.010 STATE DISTRICT COURT FINES	2,000.00	2,000.00	18.50	0.00	0.00	1,981.50	0.9
420.020 STATE HIGHWAY AID	100,000.00	100,000.00	33,551.94	0.00	0.00	66,448.06	33.6
420.030 EJSJ TAX COLLECTION FEES	48,000.00	48,000.00	0.00	0.00	0.00	48,000.00	0.0
432.015 PARKING SPACE FEES	4,800.00	4,800.00	800.00	0.00	0.00	4,000.00	16.7
432.020 LINCOLN HALL RENTALS	1.00	1.00	0.00	0.00	0.00	1.00	0.0
432.030 MISCELLANEOUS FIRE RECEIPTS	10.00	10.00	0.00	0.00	0.00	10.00	0.0
432.051 BLOCK PARTY CONTRIBUTIONS	1,500.00	1,500.00	350.00	0.00	0.00	1,150.00	23.3
432.070 MISCELLANEOUS STREET RECEIPTS	3,000.00	3,000.00	100.00	0.00	0.00	2,900.00	3.3
432.080 MISCELLANEOUS LIBRARY RECEIPTS	500.00	500.00	210.00	0.00	0.00	290.00	42.0
434.010 ESSEX TOWN CONTRIB. TO LIBRARY	15,000.00	15,000.00	0.00	0.00	0.00	15,000.00	0.0
440.000 INTEREST EARNINGS	1,500.00	1,500.00	77.15	0.00	0.00	1,422.85	5.1
445.000 MISC. - UNCLASSIFIED RECEIPTS	2,000.00	2,000.00	782.38	3.90	0.00	1,217.62	39.1
Revenue	3,502,437.00	3,502,437.00	256,121.56	423.90	0.00	3,246,315.44	7.3
Acct Class: 4900 GRANTS & DONATIONS							
432.081 BROWNELL LIBRARY GRANTS	0.00	0.00	600.00	0.00	0.00	-600.00	0.0
432.083 DONATIONS TO LIBRARY	0.00	0.00	3,000.00	0.00	0.00	-3,000.00	0.0
GRANTS & DONATIONS	0.00	0.00	3,600.00	0.00	0.00	-3,600.00	0.0
Acct Class: 5990 Non Operating Revenues							
410.150 Adult Replacement Receipts	0.00	0.00	273.00	0.00	0.00	-273.00	0.0
410.151 Juvenile Replacment Receipts	0.00	0.00	239.00	0.00	0.00	-239.00	0.0
Non Operating Revenues	0.00	0.00	512.00	0.00	0.00	-512.00	0.0
Dept: 000.000	3,502,437.00	3,502,437.00	260,233.56	423.90	0.00	3,242,203.44	7.4
Revenues	3,502,437.00	3,502,437.00	260,233.56	423.90	0.00	3,242,203.44	7.4
Expenditures							
Dept: 100.000 ADMINISTRATION							
Acct Class: 7000 Operating Expenses							
720.000 SALARIES REGULAR	255,978.00	255,978.00	49,867.98	5,827.36	0.00	206,110.02	19.5
720.004 MANAGER CONTRACT	55,995.00	55,995.00	9,332.50	0.00	0.00	46,662.50	16.7
720.010 SALARIES OVERTIME	1,500.00	1,500.00	321.98	0.00	0.00	1,178.02	21.5
720.020 SALARIES PART TIME	15,057.00	15,057.00	1,730.48	279.36	0.00	13,326.52	11.5
720.022 SOCIAL SECURITY	21,109.00	21,109.00	3,897.82	453.18	0.00	17,211.18	18.5
720.024 UNEMPLOYMENT INSURANCE	1,067.00	1,067.00	23.53	3.80	0.00	1,043.47	2.2
720.026 WORKERS COMP INSURANCE	1,047.00	1,047.00	242.59	28.57	0.00	804.41	23.2
720.028 HEALTH INS & OTHER BENEFITS	72,355.00	72,355.00	15,466.99	0.00	0.00	56,888.01	21.4
720.030 RETIREMENT	25,598.00	25,598.00	4,818.40	481.84	0.00	20,779.60	18.8
720.032 LIABILITY & PROPERTY INS.	6,218.00	6,218.00	2,973.27	0.00	0.00	3,244.73	47.8
720.034 PUBLIC OFFICIALS LIABILITY INS	5,800.00	5,800.00	2,839.75	0.00	0.00	2,960.25	49.0
720.035 HEALTH IMPROV PROGRAMS	1,600.00	1,600.00	0.00	0.00	0.00	1,600.00	0.0
720.050 BOARD MEMBER FEES	2,500.00	2,500.00	0.00	0.00	0.00	2,500.00	0.0
723.000 SUPPLIES	6,700.00	6,700.00	802.14	0.00	0.00	5,897.86	12.0
723.001 POSTAGE	4,200.00	4,200.00	1,128.05	0.00	0.00	3,071.95	26.9
723.055 COMPUTER EXPENSES	16,937.00	16,937.00	8,280.33	0.00	0.00	8,656.67	48.9
724.000 TRAINING, CONFERENCES, DUES	10,384.00	10,384.00	2,527.62	0.00	0.00	7,856.38	24.3
725.000 TELEPHONE SERVICES	2,600.00	2,600.00	269.82	0.00	0.00	2,330.18	10.4
725.025 COMMUNICATIONS	13,806.00	13,806.00	5,085.83	286.00	0.00	8,720.17	36.8
745.020 LEASED SERVICES	4,800.00	4,800.00	1,019.40	0.00	0.00	3,780.60	21.2
745.031 LEGAL SERVICES	15,000.00	15,000.00	1,518.00	0.00	0.00	13,482.00	10.1

REVENUE/EXPENDITURE REPORT

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Village of Essex Junction

For the Period: 7/1/2014 to 9/30/2014	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 100 - GENERAL FUND							
Expenditures							
Dept: 100.000 ADMINISTRATION							
Acct Class: 7000 Operating Expenses							
745.039 OTHER PROFESSIONAL SERVICES	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.0
745.041 AUDIT	5,433.00	5,433.00	0.00	0.00	0.00	5,433.00	0.0
745.050 PRINTING AND ADVERTISING	5,800.00	5,800.00	497.37	0.00	0.00	5,302.63	8.6
745.055 PAY & CLASSIFICATION STUDY	200.00	200.00	0.00	0.00	0.00	200.00	0.0
745.057 ELECTIONS	1,600.00	1,600.00	0.00	0.00	0.00	1,600.00	0.0
747.000 HOLIDAY EXPENSE	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00	0.0
749.000 TRUSTEES EXPENDITURES	4,000.00	4,000.00	511.68	0.00	0.00	3,488.32	12.8
755.023 CAPITAL OUTLAY	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	0.0
Operating Expenses	561,784.00	561,784.00	113,155.53	7,360.11	0.00	448,628.47	20.1
ADMINISTRATION	561,784.00	561,784.00	113,155.53	7,360.11	0.00	448,628.47	20.1
Dept: 175.000 MISC TRANSFERS & EXPENDITUES							
Acct Class: 7000 Operating Expenses							
750.021 ROLLING STOCK FUND CONTRIB	183,624.00	183,624.00	0.00	0.00	0.00	183,624.00	0.0
750.022 CAP RESRV FND CONT - BEG 1993	410,999.00	410,999.00	0.00	0.00	0.00	410,999.00	0.0
750.026 EMP TERM BENEFITS TRANSFER	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00	0.0
750.027 HALF PENNY FOR LDR TRUCK NOTE	50,000.00	50,000.00	0.00	0.00	0.00	50,000.00	0.0
Operating Expenses	649,623.00	649,623.00	0.00	0.00	0.00	649,623.00	0.0
MISC TRANSFERS & EXPENDITUES	649,623.00	649,623.00	0.00	0.00	0.00	649,623.00	0.0
Dept: 200.000 LINCOLN HALL							
Acct Class: 7000 Operating Expenses							
720.032 LIABILITY & PROPERTY INS.	5,658.00	5,658.00	2,279.67	0.00	0.00	3,378.33	40.3
723.000 SUPPLIES	2,500.00	2,500.00	525.23	0.00	0.00	1,974.77	21.0
723.065 WATER AND SEWER CHARGE	1,500.00	1,500.00	136.04	0.00	0.00	1,363.96	9.1
726.000 ELECTRICAL SERVICE	7,500.00	7,500.00	1,389.11	0.00	0.00	6,110.89	18.5
727.000 HEATING/NATURAL GAS	6,000.00	6,000.00	116.46	0.00	0.00	5,883.54	1.9
728.000 MAINT. BUILDINGS/GROUNDS	7,500.00	7,500.00	0.00	0.00	0.00	7,500.00	0.0
745.005 RUBBISH REMOVAL	1,838.00	1,838.00	300.00	150.00	0.00	1,538.00	16.3
745.014 CONTRACT SERVICES	9,021.00	9,021.00	1,404.30	0.00	0.00	7,616.70	15.6
755.023 CAPITAL OUTLAY	13,540.00	13,540.00	0.00	0.00	0.00	13,540.00	0.0
Operating Expenses	55,057.00	55,057.00	6,150.81	150.00	0.00	48,906.19	11.2
LINCOLN HALL	55,057.00	55,057.00	6,150.81	150.00	0.00	48,906.19	11.2
Dept: 300.000 FIRE DEPARTMENT							
Acct Class: 7000 Operating Expenses							
720.021 SALARIES - FIREFIGHTERS	138,000.00	138,000.00	22,402.07	0.00	0.00	115,597.93	16.2
720.022 SOCIAL SECURITY	10,590.00	10,590.00	1,713.70	0.00	0.00	8,876.30	16.2
720.026 WORKERS COMP INSURANCE	27,334.00	27,334.00	4,144.52	0.00	0.00	23,189.48	15.2
720.029 ACCIDENT & DISABILITY INS.	3,600.00	3,600.00	3,300.00	0.00	0.00	300.00	91.7
720.032 LIABILITY & PROPERTY INS.	7,301.00	7,301.00	3,134.31	0.00	0.00	4,166.69	42.9
723.000 SUPPLIES	2,400.00	2,400.00	230.91	0.00	0.00	2,169.09	9.6
723.016 EMS SUPPLIES	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00	0.0
723.020 GAS, GREASE AND OIL	7,200.00	7,200.00	1,205.60	0.00	0.00	5,994.40	16.7
723.065 WATER AND SEWER CHARGE	900.00	900.00	91.72	0.00	0.00	808.28	10.2
724.000 TRAINING, CONFERENCES, DUES	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00	0.0
725.000 TELEPHONE SERVICES	3,800.00	3,800.00	548.72	0.00	0.00	3,251.28	14.4
726.000 ELECTRICAL SERVICE	7,000.00	7,000.00	442.81	0.00	0.00	6,557.19	6.3
727.000 HEATING/NATURAL GAS	5,200.00	5,200.00	83.66	0.00	0.00	5,116.34	1.6
728.000 MAINT. BUILDINGS/GROUNDS	6,000.00	6,000.00	243.80	0.00	0.00	5,756.20	4.1
728.010 RADIO MAINTENANCE	2,000.00	2,000.00	469.00	0.00	0.00	1,531.00	23.5
728.020 MAINTENANCE OTHER	13,000.00	13,000.00	2,282.70	0.00	0.00	10,717.30	17.6
728.030 VEHICLE MAINTENANCE-TRAVEL	9,000.00	9,000.00	3,289.03	0.00	0.00	5,710.97	36.5
728.038 EMERGENCY GENERATOR MAINT	650.00	650.00	0.00	0.00	0.00	650.00	0.0
729.000 UNIFORMS, BOOTS, ETC	19,200.00	19,200.00	5,499.90	0.00	0.00	13,700.10	28.6
729.052 FIRE PREVENTION	2,000.00	2,000.00	744.40	0.00	0.00	1,255.60	37.2

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Village of Essex Junction

For the Period: 7/1/2014 to 9/30/2014

Fund: 100 - GENERAL FUND

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Expenditures							
Dept: 300.000 FIRE DEPARTMENT							
Acct Class: 7000 Operating Expenses							
743.051 PHYSICAL EXAMS	7,000.00	7,000.00	0.00	0.00	0.00	7,000.00	0.0
743.058 EMPLOYEE ASSISTANCE PROGRAM	900.00	900.00	216.00	0.00	0.00	684.00	24.0
755.022 NEW EQUIPMENT-RADIOS	4,000.00	4,000.00	3,254.00	0.00	0.00	746.00	81.4
755.025 ROUTINE EQUIPMENT PURCHASES	14,500.00	14,500.00	1,387.48	0.00	0.00	13,112.52	9.6
Operating Expenses	298,075.00	298,075.00	54,684.33	0.00	0.00	243,390.67	18.3
FIRE DEPARTMENT	298,075.00	298,075.00	54,684.33	0.00	0.00	243,390.67	18.3
Dept: 450.000 DEBT SERVICE							
Acct Class: 7150 DEBT SERVICE							
710.075 CAPITAL IMP - INTEREST	68,612.00	68,612.00	0.00	0.00	0.00	68,612.00	0.0
DEBT SERVICE	68,612.00	68,612.00	0.00	0.00	0.00	68,612.00	0.0
DEBT SERVICE	68,612.00	68,612.00	0.00	0.00	0.00	68,612.00	0.0
Dept: 500.000 SENIOR SUPPORT							
Acct Class: 7000 Operating Expenses							
725.000 TELEPHONE SERVICES	460.00	460.00	54.05	0.00	0.00	405.95	11.8
745.014 CONTRACT SERVICES	7,500.00	7,500.00	0.00	0.00	0.00	7,500.00	0.0
Operating Expenses	7,960.00	7,960.00	54.05	0.00	0.00	7,905.95	0.7
SENIOR SUPPORT	7,960.00	7,960.00	54.05	0.00	0.00	7,905.95	0.7
Dept: 700.000 STREET DEPARTMENT							
Acct Class: 7000 Operating Expenses							
720.000 SALARIES REGULAR	205,654.00	205,654.00	33,266.28	4,695.15	0.00	172,387.72	16.2
720.010 SALARIES OVERTIME	15,000.00	15,000.00	1,703.16	150.00	0.00	13,296.84	11.4
720.020 SALARIES PART TIME	11,907.00	11,907.00	2,442.76	0.00	0.00	9,464.24	20.5
720.022 SOCIAL SECURITY	17,819.00	17,819.00	2,730.21	357.29	0.00	15,088.79	15.3
720.024 UNEMPLOYMENT INSURANCE	1,169.00	1,169.00	41.67	0.00	0.00	1,127.33	3.6
720.026 WORKERS COMP INSURANCE	13,970.00	13,970.00	2,150.51	287.91	0.00	11,819.49	15.4
720.028 HEALTH INS & OTHER BENEFITS	76,515.00	76,515.00	11,765.78	0.00	0.00	64,749.22	15.4
720.030 RETIREMENT	20,565.00	20,565.00	3,215.04	328.80	0.00	17,349.96	15.6
720.032 LIABILITY & PROPERTY INS.	15,104.00	15,104.00	6,410.24	0.00	0.00	8,693.76	42.4
723.000 SUPPLIES	20,000.00	20,000.00	585.65	0.00	0.00	19,414.35	2.9
723.010 WINTER MAINTENANCE	75,000.00	75,000.00	161.47	0.00	0.00	74,838.53	0.2
723.012 PAVEMENT MAINTENANCE	15,000.00	15,000.00	2,893.39	0.00	0.00	12,106.61	19.3
723.014 GRAVEL, TOPSOIL	4,000.00	4,000.00	590.01	0.00	0.00	3,409.99	14.8
723.015 SIGNS AND POSTS	4,000.00	4,000.00	219.00	0.00	0.00	3,781.00	5.5
723.020 GAS, GREASE AND OIL	26,000.00	26,000.00	3,553.59	0.00	0.00	22,446.41	13.7
723.065 WATER AND SEWER CHARGE	2,500.00	2,500.00	163.44	0.00	0.00	2,336.56	6.5
724.000 TRAINING, CONFERENCES, DUES	500.00	500.00	199.00	0.00	0.00	301.00	39.8
725.000 TELEPHONE SERVICES	2,000.00	2,000.00	299.44	0.00	0.00	1,700.56	15.0
726.000 ELECTRICAL SERVICE	4,000.00	4,000.00	260.72	0.00	0.00	3,739.28	6.5
726.035 STREET LIGHTS	127,000.00	127,000.00	12,466.04	0.00	0.00	114,533.96	9.8
726.037 TRAFFIC LIGHTS	6,000.00	6,000.00	731.04	0.00	0.00	5,268.96	12.2
727.000 HEATING/NATURAL GAS	4,000.00	4,000.00	69.37	0.00	0.00	3,930.63	1.7
728.000 MAINT. BUILDINGS/GROUNDS	2,500.00	2,500.00	0.00	0.00	0.00	2,500.00	0.0
728.010 RADIO MAINTENANCE	200.00	200.00	125.00	0.00	0.00	75.00	62.5
728.020 MAINTENANCE OTHER	1,000.00	1,000.00	568.54	0.00	0.00	431.46	56.9
728.030 VEHICLE MAINTENANCE-TRAVEL	20,000.00	20,000.00	3,285.66	0.00	0.00	16,714.34	16.4
728.033 STREETSCAPE MAINT./IMP	16,000.00	16,000.00	44.68	0.00	0.00	15,955.32	0.3
728.036 VILLAGE GARDEN SPOTS	3,000.00	3,000.00	0.00	0.00	0.00	3,000.00	0.0
728.037 TRAFFIC/STREET LIGHT MAINT.	8,000.00	8,000.00	680.13	0.00	0.00	7,319.87	8.5
728.041 MEMORIAL PARK	3,000.00	3,000.00	400.33	0.00	0.00	2,599.67	13.3
728.043 STREET MARKINGS	7,000.00	7,000.00	7,336.50	0.00	0.00	-336.50	104.8
729.000 UNIFORMS, BOOTS, ETC	4,500.00	4,500.00	680.85	0.00	0.00	3,819.15	15.1
745.005 RUBBISH REMOVAL	6,200.00	6,200.00	779.48	366.34	0.00	5,420.52	12.6
745.014 CONTRACT SERVICES	0.00	0.00	1,200.00	0.00	0.00	-1,200.00	0.0

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Village of Essex Junction

For the Period: 7/1/2014 to 9/30/2014	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 100 - GENERAL FUND							
Expenditures							
Dept: 700.000 STREET DEPARTMENT							
Acct Class: 7000 Operating Expenses							
745.030 EQUIPMENT RENTALS	1,000.00	1,000.00	66.00	0.00	0.00	934.00	6.6
745.044 ENGINEERING SERVICES	15,000.00	15,000.00	0.00	0.00	0.00	15,000.00	0.0
755.011 TRAFFIC CALMING	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00	0.0
755.023 CAPITAL OUTLAY	3,500.00	3,500.00	0.00	0.00	0.00	3,500.00	0.0
760.032 SIDEWALK AND CURB MAINTENANCE	3,000.00	3,000.00	2,653.00	0.00	0.00	347.00	88.4
760.033 STORM SEWER MAINTENANCE	9,000.00	9,000.00	469.15	370.00	0.00	8,530.85	5.2
760.034 STORM SEWER PERMIT FEES	3,000.00	3,000.00	165.00	0.00	0.00	2,835.00	5.5
760.035 STORM SEWER PUBLIC EDUCATION	9,500.00	9,500.00	6,800.00	0.00	0.00	2,700.00	71.6
760.036 STREAM FLOW MONITORING	30,000.00	30,000.00	0.00	0.00	0.00	30,000.00	0.0
Operating Expenses	814,603.00	814,603.00	111,172.13	6,555.49	0.00	703,430.87	13.6
STREET DEPARTMENT	814,603.00	814,603.00	111,172.13	6,555.49	0.00	703,430.87	13.6
Dept: 800.000 BROWNELL LIBRARY							
Acct Class: 7000 Operating Expenses							
720.000 SALARIES REGULAR	315,379.00	315,379.00	61,754.10	6,028.44	0.00	253,624.90	19.6
720.020 SALARIES PART TIME	89,219.00	89,219.00	15,916.94	1,627.78	0.00	73,302.06	17.8
720.022 SOCIAL SECURITY	31,089.00	31,089.00	5,733.87	560.79	0.00	25,355.13	18.4
720.024 UNEMPLOYMENT INSURANCE	2,390.00	2,390.00	216.42	22.13	0.00	2,173.58	9.1
720.026 WORKERS COMP INSURANCE	1,567.00	1,567.00	360.19	35.83	0.00	1,206.81	23.0
720.028 HEALTH INS & OTHER BENEFITS	103,020.00	103,020.00	22,392.39	0.00	0.00	80,627.61	21.7
720.030 RETIREMENT	31,537.00	31,537.00	5,849.48	585.44	0.00	25,687.52	18.5
720.032 LIABILITY & PROPERTY INS.	10,481.00	10,481.00	4,774.12	0.00	0.00	5,706.88	45.6
723.000 SUPPLIES	13,000.00	13,000.00	1,203.67	0.00	0.00	11,796.33	9.3
723.001 POSTAGE	3,500.00	3,500.00	0.00	0.00	0.00	3,500.00	0.0
723.055 COMPUTER EXPENSES	3,500.00	3,500.00	235.85	0.00	0.00	3,264.15	6.7
723.065 WATER AND SEWER CHARGE	1,000.00	1,000.00	112.87	0.00	0.00	887.13	11.3
724.000 TRAINING, CONFERENCES, DUES	4,000.00	4,000.00	0.00	0.00	0.00	4,000.00	0.0
725.000 TELEPHONE SERVICES	1,100.00	1,100.00	87.08	0.00	0.00	1,012.92	7.9
725.030 TECHNOLOGY ACCESS	5,500.00	5,500.00	3,338.13	0.00	0.00	2,161.87	60.7
726.000 ELECTRICAL SERVICE	14,500.00	14,500.00	1,900.52	0.00	0.00	12,599.48	13.1
727.000 HEATING/NATURAL GAS	7,400.00	7,400.00	91.30	0.00	0.00	7,308.70	1.2
728.000 MAINT. BUILDINGS/GROUNDS	14,500.00	14,500.00	2,293.28	0.00	0.00	12,206.72	15.8
728.050 ALARM SYSTEM MAINTENANCE	500.00	500.00	221.25	0.00	0.00	278.75	44.3
735.000 INTERVIEW COSTS	2,000.00	2,000.00	30.00	0.00	0.00	1,970.00	1.5
745.014 CONTRACT SERVICES	23,225.00	23,225.00	1,749.88	0.00	0.00	21,475.12	7.5
745.021 ADULT PROGRAMS	300.00	300.00	9.87	0.00	0.00	290.13	3.3
745.022 CHILDRENS PROGRAMS	3,000.00	3,000.00	1,473.94	49.24	0.00	1,526.06	49.1
755.014 COMPUTER REPLACEMENT	8,000.00	8,000.00	0.00	0.00	0.00	8,000.00	0.0
755.020 ADULT COLLECTION-PRINT & ELECT	31,000.00	31,000.00	8,742.12	0.00	0.00	22,257.88	28.2
755.021 JUVEN COLLECTION-PRNT & ELECTR	15,500.00	15,500.00	3,194.56	0.00	0.00	12,305.44	20.6
Operating Expenses	736,207.00	736,207.00	141,681.83	8,909.65	0.00	594,525.17	19.2
BROWNELL LIBRARY	736,207.00	736,207.00	141,681.83	8,909.65	0.00	594,525.17	19.2
Dept: 900.000 COMMUNITY DEVELOPMENT DEPT							
Acct Class: 7000 Operating Expenses							
720.000 SALARIES REGULAR	129,612.00	129,612.00	24,617.44	2,588.86	0.00	104,994.56	19.0
720.010 SALARIES OVERTIME	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	0.0
720.022 SOCIAL SECURITY	10,390.00	10,390.00	1,858.49	192.51	0.00	8,531.51	17.9
720.024 UNEMPLOYMENT INSURANCE	432.00	432.00	0.00	0.00	0.00	432.00	0.0
720.026 WORKERS COMP INSURANCE	504.00	504.00	167.01	12.11	0.00	336.99	33.1
720.028 HEALTH INS & OTHER BENEFITS	36,177.00	36,177.00	7,285.31	0.00	0.00	28,891.69	20.1
720.030 RETIREMENT	12,961.00	12,961.00	2,450.34	247.48	0.00	10,510.66	18.9
720.032 LIABILITY & PROPERTY INS.	2,232.00	2,232.00	1,083.04	0.00	0.00	1,148.96	48.5
720.034 PUBLIC OFFICIALS LIABILITY INS	5,800.00	5,800.00	2,839.75	0.00	0.00	2,960.25	49.0
720.050 BOARD MEMBER FEES	3,600.00	3,600.00	0.00	0.00	0.00	3,600.00	0.0
723.000 SUPPLIES	2,800.00	2,800.00	496.35	0.00	0.00	2,303.65	17.7
723.001 POSTAGE	1,120.00	1,120.00	0.00	0.00	0.00	1,120.00	0.0
723.055 COMPUTER EXPENSES	4,000.00	4,000.00	209.02	0.00	0.00	3,790.98	5.2

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Village of Essex Junction

For the Period: 7/1/2014 to 9/30/2014

Fund: 100 - GENERAL FUND

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Expenditures							
Dept: 900.000 COMMUNITY DEVELOPMENT DEPT							
Acct Class: 7000 Operating Expenses							
724.000 TRAINING, CONFERENCES, DUES	4,500.00	4,500.00	95.00	0.00	0.00	4,405.00	2.1
725.000 TELEPHONE SERVICES	1,550.00	1,550.00	211.69	0.00	0.00	1,338.31	13.7
725.025 COMMUNICATIONS	2,500.00	2,500.00	99.00	99.00	0.00	2,401.00	4.0
728.030 VEHICLE MAINTENANCE-TRAVEL	3,500.00	3,500.00	400.00	0.00	0.00	3,100.00	11.4
745.031 LEGAL SERVICES	14,000.00	14,000.00	0.00	0.00	0.00	14,000.00	0.0
745.039 OTHER PROFESSIONAL SERVICES	4,000.00	4,000.00	0.00	0.00	0.00	4,000.00	0.0
745.050 PRINTING AND ADVERTISING	5,000.00	5,000.00	80.75	0.00	0.00	4,919.25	1.6
745.051 RECORDING FEES	2,500.00	2,500.00	480.00	0.00	0.00	2,020.00	19.2
755.023 CAPITAL OUTLAY	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00	0.0
Operating Expenses	250,678.00	250,678.00	42,373.19	3,139.96	0.00	208,304.81	16.9
COMMUNITY DEVELOPMENT DEPT	250,678.00	250,678.00	42,373.19	3,139.96	0.00	208,304.81	16.9
Dept: 910.000 ECONOMIC DEVELOPMENT							
Acct Class: 7000 Operating Expenses							
720.000 SALARIES REGULAR	36,604.00	36,604.00	6,744.02	674.40	0.00	29,859.98	18.4
720.022 SOCIAL SECURITY	2,823.00	2,823.00	487.20	48.72	0.00	2,335.80	17.3
720.024 UNEMPLOYMENT INSURANCE	216.00	216.00	0.00	0.00	0.00	216.00	0.0
720.026 WORKERS COMP INSURANCE	141.00	141.00	31.06	3.15	0.00	109.94	22.0
720.028 HEALTH INS & OTHER BENEFITS	18,089.00	18,089.00	3,642.66	0.00	0.00	14,446.34	20.1
720.030 RETIREMENT	3,660.00	3,660.00	674.40	67.44	0.00	2,985.60	18.4
720.032 LIABILITY & PROPERTY INS.	105.00	105.00	93.41	0.00	0.00	11.59	89.0
745.025 BLOCK PARTY EXPENSE	7,000.00	7,000.00	6,616.56	0.00	0.00	383.44	94.5
745.040 COMMUNITY EVENTS & PROGRAMS	6,000.00	6,000.00	711.32	0.00	0.00	5,288.68	11.9
745.054 ANNUAL SUPPORT OF ORGNIZATIONS	9,200.00	9,200.00	7,078.78	0.00	0.00	2,121.22	76.9
748.000 NEW PROGRAMS	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	0.0
748.010 MATCHING GRANT FUNDS	9,000.00	9,000.00	0.00	0.00	0.00	9,000.00	0.0
Operating Expenses	94,838.00	94,838.00	26,079.41	793.71	0.00	68,758.59	27.5
ECONOMIC DEVELOPMENT	94,838.00	94,838.00	26,079.41	793.71	0.00	68,758.59	27.5
Dept: 920.000 GRANT & OTH UNANTC. EXPENDITUR							
Acct Class: 7000 Operating Expenses							
755.020 ADULT COLLECTION-PRINT & ELECT	0.00	0.00	29.38	0.00	0.00	-29.38	0.0
755.021 JUVEN COLLECTION-PRNT & ELECTR	0.00	0.00	43.02	0.00	0.00	-43.02	0.0
759.011 LIBRARY DONATION EXPENDITURES	0.00	0.00	1,183.81	0.00	0.00	-1,183.81	0.0
Operating Expenses	0.00	0.00	1,256.21	0.00	0.00	-1,256.21	0.0
GRANT & OTH UNANTC. EXPENDITUR	0.00	0.00	1,256.21	0.00	0.00	-1,256.21	0.0
Expenditures	3,537,437.00	3,537,437.00	496,607.49	26,908.92	0.00	3,040,829.51	14.0
Net Effect for GENERAL FUND	-35,000.00	-35,000.00	-236,373.93	-26,485.02	0.00	201,373.93	675.4
Change in Fund Balance:			-236,373.93				
Fund: 152 - GEN FUND ROLLING STOCK RESERVE							
Revenues							
Dept: 000.000							
Acct Class: 4000 Revenue							
440.000 INTEREST EARNINGS	0.00	0.00	32.97	0.00	0.00	-32.97	0.0
Revenue	0.00	0.00	32.97	0.00	0.00	-32.97	0.0
Dept: 000.000	0.00	0.00	32.97	0.00	0.00	-32.97	0.0
Revenues	0.00	0.00	32.97	0.00	0.00	-32.97	0.0

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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	3,031.67	0.00	0.00	-3,031.67	0.0
Operating Expenses	0.00	0.00	53,031.67	0.00	0.00	-53,031.67	0.0
Dept: 000.000	0.00	0.00	53,031.67	0.00	0.00	-53,031.67	0.0
Expenditures	0.00	0.00	53,031.67	0.00	0.00	-53,031.67	0.0
Net Effect for GEN FUND ROLLING STOCK RESERVE	0.00	0.00	-52,998.70	0.00	0.00	52,998.70	0.0
Change in Fund Balance:			-52,998.70				
Fund: 159 - Veterans Memorial Park							
Revenues							
Dept: 000.000							
Acct Class: 4000 Revenue							
440.000 INTEREST EARNINGS	0.00	0.00	0.63	0.00	0.00	-0.63	0.0
Revenue	0.00	0.00	0.63	0.00	0.00	-0.63	0.0
Dept: 000.000	0.00	0.00	0.63	0.00	0.00	-0.63	0.0
Revenues	0.00	0.00	0.63	0.00	0.00	-0.63	0.0
Net Effect for Veterans Memorial Park	0.00	0.00	0.63	0.00	0.00	-0.63	0.0
Change in Fund Balance:			0.63				
Fund: 175 - 2014 VMBB SERIES 3 BOND PROJ.							
Expenditures							
Dept: 000.000							
Acct Class: 7000 Operating Expenses							
745.031 LEGAL SERVICES	0.00	0.00	4,100.00	0.00	0.00	-4,100.00	0.0
Operating Expenses	0.00	0.00	4,100.00	0.00	0.00	-4,100.00	0.0
Dept: 000.000	0.00	0.00	4,100.00	0.00	0.00	-4,100.00	0.0
Expenditures	0.00	0.00	4,100.00	0.00	0.00	-4,100.00	0.0
Net Effect for 2014 VMBB SERIES 3 BOND PROJ.	0.00	0.00	-4,100.00	0.00	0.00	4,100.00	0.0
Change in Fund Balance:			-4,100.00				
Fund: 200 - GEN FUND CAPITAL RESERVE FUND							
Revenues							
Dept: 000.000							
Acct Class: 4000 Revenue							
440.000 INTEREST EARNINGS	0.00	0.00	60.98	0.00	0.00	-60.98	0.0
441.034 CRES CNCTR GRANT STP 5300(13)	0.00	0.00	13,604.66	0.00	0.00	-13,604.66	0.0
Revenue	0.00	0.00	13,665.64	0.00	0.00	-13,665.64	0.0
Dept: 000.000	0.00	0.00	13,665.64	0.00	0.00	-13,665.64	0.0
Revenues	0.00	0.00	13,665.64	0.00	0.00	-13,665.64	0.0
Expenditures							
Dept: 000.000							
Acct Class: 8000 Capital Projects							
750.155 MULTI-USE PATH NORTH	0.00	0.00	4,214.50	0.00	0.00	-4,214.50	0.0
750.160 PEARL ST. LINKING SIDEWALK	0.00	0.00	229.50	0.00	0.00	-229.50	0.0

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	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 200 - GEN FUND CAPITAL RESERVE FUND							
Expenditures							
Dept: 000.000							
Acct Class: 8000 Capital Projects							
750.169 CRESCENT CONNECTOR	0.00	0.00	1,650.43	0.00	0.00	-1,650.43	0.0
750.177 WOODS END RECONSTRUTION (14)	0.00	0.00	130,662.88	0.00	0.00	-130,662.88	0.0
750.700 CAPITAL RES. PAVING	0.00	0.00	3,892.50	0.00	0.00	-3,892.50	0.0
Capital Projects	0.00	0.00	140,649.81	0.00	0.00	-140,649.81	0.0
Dept: 000.000	0.00	0.00	140,649.81	0.00	0.00	-140,649.81	0.0
Expenditures	0.00	0.00	140,649.81	0.00	0.00	-140,649.81	0.0
Net Effect for GEN FUND CAPITAL RESERVE FUND	0.00	0.00	-126,984.17	0.00	0.00	126,984.17	0.0
Change in Fund Balance:			-126,984.17				
Fund: 210 - LAND ACQUISTION FUND							
Revenues							
Dept: 000.000							
Acct Class: 4000 Revenue							
440.000 INTEREST EARNINGS	0.00	0.00	13.93	0.00	0.00	-13.93	0.0
Revenue	0.00	0.00	13.93	0.00	0.00	-13.93	0.0
Dept: 000.000	0.00	0.00	13.93	0.00	0.00	-13.93	0.0
Revenues	0.00	0.00	13.93	0.00	0.00	-13.93	0.0
Net Effect for LAND ACQUISTION FUND	0.00	0.00	13.93	0.00	0.00	-13.93	0.0
Change in Fund Balance:			13.93				
Fund: 230 - WATER FUND							
Revenues							
Dept: 000.000							
Acct Class: 4000 Revenue							
440.000 INTEREST EARNINGS	0.00	0.00	18.16	0.00	0.00	-18.16	0.0
465.010 SALE OF WATER-RESIDENTIAL	826,553.00	826,553.00	105,895.90	0.00	0.00	720,657.10	12.8
465.020 WATER SALES - LARGE USERS	96,243.00	96,243.00	17,725.77	9,964.75	0.00	78,517.23	18.4
465.040 WATER BILLING PENALTIES	3,500.00	3,500.00	0.00	0.00	0.00	3,500.00	0.0
465.045 WATER RECONNECT FEES	0.00	0.00	137.50	0.00	0.00	-137.50	0.0
465.050 MISCELLANEOUS WATER RECEIPTS	15,000.00	15,000.00	5,446.78	0.00	0.00	9,553.22	36.3
Revenue	941,296.00	941,296.00	129,224.11	9,964.75	0.00	812,071.89	13.7
Acct Class: 4650 IBM Water Pass Thru Rev							
465.015 SALE OF WATER-IBM	2,230,880.00	2,230,880.00	418,634.42	235,340.32	0.00	1,812,245.58	18.8
465.017 SALE OF WATER - IBM VT TAX	51,275.00	51,275.00	9,606.93	5,400.65	0.00	41,668.07	18.7
IBM Water Pass Thru Rev	2,282,155.00	2,282,155.00	428,241.35	240,740.97	0.00	1,853,913.65	18.8
Acct Class: 5990 Non Operating Revenues							
440.010 Interest Earned - Capital Res	0.00	0.00	14.99	0.00	0.00	-14.99	0.0
Non Operating Revenues	0.00	0.00	14.99	0.00	0.00	-14.99	0.0
Dept: 000.000	3,223,451.00	3,223,451.00	557,480.45	250,705.72	0.00	2,665,970.55	17.3
Revenues	3,223,451.00	3,223,451.00	557,480.45	250,705.72	0.00	2,665,970.55	17.3
Expenditures							
Dept: 650.000 WATER DEPARTMENT							
Acct Class: 7000 Operating Expenses							
720.000 SALARIES REGULAR	107,890.00	107,890.00	17,416.54	1,917.65	0.00	90,473.46	16.1
720.010 SALARIES OVERTIME	14,000.00	14,000.00	1,320.25	75.00	0.00	12,679.75	9.4
720.020 SALARIES PART TIME	8,798.00	8,798.00	1,021.49	0.00	0.00	7,776.51	11.6

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Village of Essex Junction

For the Period: 7/1/2014 to 9/30/2014

Fund: 230 - WATER FUND

Expenditures

Dept: 650.000 WATER DEPARTMENT

Acct Class: 7000 Operating Expenses

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
720.022 SOCIAL SECURITY	9,447.00	9,447.00	1,452.23	146.49	0.00	7,994.77	15.4
720.024 UNEMPLOYMENT INSURANCE	616.00	616.00	13.91	0.00	0.00	602.09	2.3
720.026 WORKERS COMP INSURANCE	5,277.00	5,277.00	1,069.59	112.12	0.00	4,207.41	20.3
720.028 HEALTH INS & OTHER BENEFITS	41,604.00	41,604.00	8,378.08	0.00	0.00	33,225.92	20.1
720.030 RETIREMENT	10,789.00	10,789.00	1,670.08	157.97	0.00	9,118.92	15.5
720.032 LIABILITY & PROPERTY INS.	3,402.00	3,402.00	1,537.36	0.00	0.00	1,864.64	45.2
720.040 INTEREST EXPENSE	50.00	50.00	0.00	0.00	0.00	50.00	0.0
723.000 SUPPLIES	5,000.00	5,000.00	764.48	0.00	0.00	4,235.52	15.3
723.001 POSTAGE	1,500.00	1,500.00	330.93	0.00	0.00	1,169.07	22.1
723.020 GAS, GREASE AND OIL	2,000.00	2,000.00	284.13	0.00	0.00	1,715.87	14.2
723.041 METERS AND PARTS	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.0
723.042 DISTRIBUTION MATERIALS	5,700.00	5,700.00	445.01	0.00	0.00	5,254.99	7.8
723.055 COMPUTER EXPENSES	1,200.00	1,200.00	276.54	0.00	0.00	923.46	23.0
723.065 WATER AND SEWER CHARGE	350.00	350.00	42.45	0.00	0.00	307.55	12.1
724.000 TRAINING, CONFERENCES, DUES	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	0.0
725.000 TELEPHONE SERVICES	0.00	0.00	179.62	0.00	0.00	-179.62	0.0
726.000 ELECTRICAL SERVICE	700.00	700.00	66.91	0.00	0.00	633.09	9.6
727.000 HEATING/NATURAL GAS	3,500.00	3,500.00	66.84	0.00	0.00	3,433.16	1.9
728.020 MAINTENANCE OTHER	1,000.00	1,000.00	961.02	0.00	0.00	38.98	96.1
728.034 WATER LINES MAINT-BREAKS	16,000.00	16,000.00	620.00	0.00	0.00	15,380.00	3.9
729.000 UNIFORMS, BOOTS, ETC	1,000.00	1,000.00	195.00	0.00	0.00	805.00	19.5
745.014 CONTRACT SERVICES	106,840.00	106,840.00	0.00	0.00	0.00	106,840.00	0.0
745.039 OTHER PROFESSIONAL SERVICES	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.0
745.041 AUDIT	3,500.00	3,500.00	0.00	0.00	0.00	3,500.00	0.0
745.042 CWD WATER PURCHASE	451,212.00	451,212.00	36,657.78	0.00	0.00	414,554.22	8.1
745.050 PRINTING AND ADVERTISING	1,700.00	1,700.00	0.00	0.00	0.00	1,700.00	0.0
750.020 TRANS TO CAPITAL RESERVE	120,000.00	120,000.00	0.00	0.00	0.00	120,000.00	0.0
755.023 CAPITAL OUTLAY	3,850.00	3,850.00	0.00	0.00	0.00	3,850.00	0.0
770.510 STATE WATER TAX	10,371.00	10,371.00	841.23	0.00	0.00	9,529.77	8.1

Operating Expenses	941,296.00	941,296.00	75,611.47	2,409.23	0.00	865,684.53	8.0
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Acct Class: 7800 IBM Water Costs

745.043 CWD Water Purchase - IBM	2,230,880.00	2,230,880.00	183,294.10	0.00	0.00	2,047,585.90	8.2
770.511 State Water Tax - IBM	51,275.00	51,275.00	4,206.28	0.00	0.00	47,068.72	8.2

IBM Water Costs	2,282,155.00	2,282,155.00	187,500.38	0.00	0.00	2,094,654.62	8.2
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Acct Class: 8000 Capital Projects

750.211 METER REPLACEMENT PROGRAM	0.00	0.00	6,240.69	0.00	0.00	-6,240.69	0.0
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Capital Projects	0.00	0.00	6,240.69	0.00	0.00	-6,240.69	0.0
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WATER DEPARTMENT	3,223,451.00	3,223,451.00	269,352.54	2,409.23	0.00	2,954,098.46	8.4
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Expenditures	3,223,451.00	3,223,451.00	269,352.54	2,409.23	0.00	2,954,098.46	8.4
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Net Effect for WATER FUND	0.00	0.00	288,127.91	248,296.49	0.00	-288,127.91	0.0
Change in Fund Balance:			288,127.91				

Fund: 400 - SANITATION FUND

Revenues

Dept: 000.000

Acct Class: 4000 Revenue

432.040 MISCELLANEOUS SEWER RECEIPTS	20,000.00	20,000.00	34,998.22	0.00	0.00	-14,998.22	175.0
440.000 INTEREST EARNINGS	0.00	0.00	35.91	0.00	0.00	-35.91	0.0
442.000 ESSEX PUMP STATION FEES	22,075.00	22,075.00	5,966.29	0.00	0.00	16,108.71	27.0
442.010 2 PARY AGREEMNT REV	15,000.00	15,000.00	3,750.00	0.00	0.00	11,250.00	25.0
500.000 ANNUAL CUSTOMER CHARGE	403,915.00	403,915.00	99,662.95	0.00	0.00	304,252.05	24.7
500.001 ANNUAL CUSTOMER CHARGE - PEN	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	0.0

Revenue	462,990.00	462,990.00	144,413.37	0.00	0.00	318,576.63	31.2
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REVENUE/EXPENDITURE REPORT

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11:59 am

Village of Essex Junction

For the Period: 7/1/2014 to 9/30/2014

Fund: 400 - SANITATION FUND

Revenues

Dept: 000.000

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	96.93	0.00	0.00	-96.93	0.0
440.020 INTEREST WWTF RESERV	0.00	0.00	82.37	0.00	0.00	-82.37	0.0

Non Operating Revenues	0.00	0.00	100,179.30	0.00	0.00	-100,179.30	0.0
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Dept: 000.000	462,990.00	462,990.00	244,592.67	0.00	0.00	218,397.33	52.8
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Revenues	462,990.00	462,990.00	244,592.67	0.00	0.00	218,397.33	52.8
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Expenditures

Dept: 400.000 SANITATION DEPARTMENT

Acct Class: 7000 Operating Expenses

720.000 SALARIES REGULAR	80,190.00	80,190.00	13,004.22	1,393.42	0.00	67,185.78	16.2
720.010 SALARIES OVERTIME	8,000.00	8,000.00	1,509.78	75.00	0.00	6,490.22	18.9
720.020 SALARIES PART TIME	12,683.00	12,683.00	1,037.49	0.00	0.00	11,645.51	8.2
720.022 SOCIAL SECURITY	7,839.00	7,839.00	1,139.58	107.52	0.00	6,699.42	14.5
720.024 UNEMPLOYMENT INSURANCE	668.00	668.00	111.41	8.43	0.00	556.59	16.7
720.026 WORKERS COMP INSURANCE	4,177.00	4,177.00	687.07	69.71	0.00	3,489.93	16.4
720.028 HEALTH INS & OTHER BENEFITS	41,604.00	41,604.00	8,378.05	0.00	0.00	33,225.95	20.1
720.030 RETIREMENT	8,019.00	8,019.00	1,373.74	135.79	0.00	6,645.26	17.1
720.032 LIABILITY & PROPERTY INS.	6,800.00	6,800.00	2,880.62	0.00	0.00	3,919.38	42.4
723.000 SUPPLIES	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.0
723.001 POSTAGE	3,000.00	3,000.00	661.87	0.00	0.00	2,338.13	22.1
723.020 GAS, GREASE AND OIL	3,000.00	3,000.00	120.76	0.00	0.00	2,879.24	4.0
723.041 METERS AND PARTS	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	0.0
723.055 COMPUTER EXPENSES	2,800.00	2,800.00	553.09	0.00	0.00	2,246.91	19.8
723.065 WATER AND SEWER CHARGE	1,500.00	1,500.00	70.55	0.00	0.00	1,429.45	4.7
724.000 TRAINING, CONFERENCES, DUES	500.00	500.00	0.00	0.00	0.00	500.00	0.0
726.000 ELECTRICAL SERVICE	8,500.00	8,500.00	1,229.60	0.00	0.00	7,270.40	14.5
727.000 HEATING/NATURAL GAS	1,800.00	1,800.00	71.24	0.00	0.00	1,728.76	4.0
728.020 MAINTENANCE OTHER	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00	0.0
728.040 PUMP STATION MAINTENANCE	4,000.00	4,000.00	1,670.85	0.00	0.00	2,329.15	41.8
728.060 SANITATION LINES MAINTENANCE	10,000.00	10,000.00	0.00	0.00	0.00	10,000.00	0.0
728.063 SUSIE WILSON PS COSTS	7,000.00	7,000.00	859.46	0.00	0.00	6,140.54	12.3
728.064 WEST ST PS COSTS	10,000.00	10,000.00	2,041.23	0.00	0.00	7,958.77	20.4
729.000 UNIFORMS, BOOTS, ETC	1,000.00	1,000.00	242.00	0.00	0.00	758.00	24.2
745.014 CONTRACT SERVICES	137,140.00	137,140.00	0.00	0.00	0.00	137,140.00	0.0
745.015 RIGHT OF WAY AGREEMENTS	8,400.00	8,400.00	5,170.34	0.00	0.00	3,229.66	61.6
745.017 SANIT. LINE BACK-UP CLEANING	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00	0.0
745.039 OTHER PROFESSIONAL SERVICES	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.0
745.041 AUDIT	1,700.00	1,700.00	0.00	0.00	0.00	1,700.00	0.0
750.020 TRANS TO CAPITAL RESERVE	85,000.00	85,000.00	0.00	0.00	0.00	85,000.00	0.0
755.023 CAPITAL OUTLAY	670.00	670.00	0.00	0.00	0.00	670.00	0.0

Operating Expenses	462,990.00	462,990.00	42,812.95	1,789.87	0.00	420,177.05	9.2
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Acct Class: 8000 Capital Projects

750.211 METER REPLACEMENT PROGRAM	0.00	0.00	12,481.38	0.00	0.00	-12,481.38	0.0
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Capital Projects	0.00	0.00	12,481.38	0.00	0.00	-12,481.38	0.0
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SANITATION DEPARTMENT	462,990.00	462,990.00	55,294.33	1,789.87	0.00	407,695.67	11.9
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Expenditures	462,990.00	462,990.00	55,294.33	1,789.87	0.00	407,695.67	11.9
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Net Effect for SANITATION FUND	0.00	0.00	189,298.34	-1,789.87	0.00	-189,298.34	0.0
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Change in Fund Balance:

189,298.34

Fund: 600 - WASTEWATER FUND

Revenues

REVENUE/EXPENDITURE REPORT

Bill List 9/9/14

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9/5/2014

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Village of Essex Junction

For the Period: 7/1/2014 to 9/30/2014

Fund: 600 - WASTEWATER FUND

Revenues

Dept: 000.000

Acct Class: 4000 Revenue

440.000 INTEREST EARNINGS	0.00	0.00	26.94	0.00	0.00	-26.94	0.0
445.000 MISC. - UNCLASSIFIED RECEIPTS	0.00	0.00	-2.60	0.00	0.00	2.60	0.0
460.011 VILLAGE USER PENALTIES	3,000.00	3,000.00	0.00	0.00	0.00	3,000.00	0.0
460.012 VILLAGE USER CHARGE	711,876.00	711,876.00	115,752.49	0.00	0.00	596,123.51	16.3
460.013 WASTEWATER CHARGE - ESSEX	465,440.00	465,440.00	77,573.34	0.00	0.00	387,866.66	16.7
460.014 WASTEWATER CHARGE - WILLISTON	569,380.00	569,380.00	94,676.66	0.00	0.00	474,703.34	16.6
460.016 PUMP STATION MAINT. FEE	30,300.00	30,300.00	0.00	0.00	0.00	30,300.00	0.0
460.025 VILL. SEPTAGE DISCHARGE INCOME	12,000.00	12,000.00	1,868.41	0.04	0.00	10,131.59	15.6
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	71.30	0.00	0.00	-71.30	0.0

Revenue	1,797,996.00	1,797,996.00	289,966.54	0.04	0.00	1,508,029.46	16.1
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Acct Class: 5990 Non Operating Revenues

440.010 Interest Earned - Capital Res	0.00	0.00	67.92	0.00	0.00	-67.92	0.0
440.012 WWTF REFURB INTEREST	0.00	0.00	109.44	0.00	0.00	-109.44	0.0

Non Operating Revenues	0.00	0.00	177.36	0.00	0.00	-177.36	0.0
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Dept: 000.000	1,797,996.00	1,797,996.00	290,143.90	0.04	0.00	1,507,852.10	16.1
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Revenues	1,797,996.00	1,797,996.00	290,143.90	0.04	0.00	1,507,852.10	16.1
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Expenditures

Dept: 600.000 WASTEWATER TREATMENT PLANT

Acct Class: 7000 Operating Expenses

720.000 SALARIES REGULAR	308,467.00	308,467.00	58,451.97	7,481.84	0.00	250,015.03	18.9
720.010 SALARIES OVERTIME	45,000.00	45,000.00	6,240.60	835.18	0.00	38,759.40	13.9
720.020 SALARIES PART TIME	15,000.00	15,000.00	4,230.42	413.11	0.00	10,769.58	28.2
720.022 SOCIAL SECURITY	28,612.00	28,612.00	5,120.44	652.62	0.00	23,491.56	17.9
720.024 UNEMPLOYMENT INSURANCE	1,535.00	1,535.00	57.54	5.62	0.00	1,477.46	3.7
720.026 WORKERS COMP INSURANCE	16,530.00	16,530.00	2,754.51	410.06	0.00	13,775.49	16.7
720.028 HEALTH INS & OTHER BENEFITS	107,085.00	107,085.00	18,832.51	0.00	0.00	88,252.49	17.6
720.030 RETIREMENT	30,847.00	30,847.00	5,665.32	569.92	0.00	25,181.68	18.4
720.032 LIABILITY & PROPERTY INS.	25,000.00	25,000.00	10,547.45	0.00	0.00	14,452.55	42.2
720.040 INTEREST EXPENSE	500.00	500.00	0.00	0.00	0.00	500.00	0.0
723.000 SUPPLIES	9,000.00	9,000.00	2,155.12	0.00	0.00	6,844.88	23.9
723.005 SUPPLIES - LABORATORY	10,000.00	10,000.00	1,768.53	0.00	0.00	8,231.47	17.7
723.013 CHEMICALS	195,000.00	195,000.00	27,778.70	0.00	0.00	167,221.30	14.2
723.020 GAS, GREASE AND OIL	6,000.00	6,000.00	325.32	0.00	0.00	5,674.68	5.4
723.065 WATER AND SEWER CHARGE	7,000.00	7,000.00	486.80	0.00	0.00	6,513.20	7.0
724.000 TRAINING, CONFERENCES, DUES	6,500.00	6,500.00	245.00	0.00	0.00	6,255.00	3.8
725.000 TELEPHONE SERVICES	4,500.00	4,500.00	948.77	0.00	0.00	3,551.23	21.1
726.000 ELECTRICAL SERVICE	200,000.00	200,000.00	23,500.75	0.00	0.00	176,499.25	11.8
727.000 HEATING/NATURAL GAS	20,000.00	20,000.00	1,430.01	0.00	0.00	18,569.99	7.2
728.020 MAINTENANCE OTHER	70,000.00	70,000.00	17,568.46	0.00	0.00	52,431.54	25.1
728.030 VEHICLE MAINTENANCE-TRAVEL	2,500.00	2,500.00	4.78	0.00	0.00	2,495.22	0.2
729.000 UNIFORMS, BOOTS, ETC	4,000.00	4,000.00	509.26	0.00	0.00	3,490.74	12.7
745.000 CONTRACT LABORATORY SERVICE	7,000.00	7,000.00	200.00	50.00	0.00	6,800.00	2.9
745.014 CONTRACT SERVICES	53,420.00	53,420.00	0.00	0.00	0.00	53,420.00	0.0
745.031 LEGAL SERVICES	1,000.00	1,000.00	280.50	0.00	0.00	719.50	28.1
745.033 GRIT DISPOSAL	10,000.00	10,000.00	794.77	0.00	0.00	9,205.23	7.9
745.034 SLUDGE DEWATERING	150,000.00	150,000.00	0.00	0.00	0.00	150,000.00	0.0
745.035 SLUDGE MANAGEMENT	178,000.00	178,000.00	0.00	0.00	0.00	178,000.00	0.0
745.039 OTHER PROFESSIONAL SERVICES	4,000.00	4,000.00	0.00	0.00	0.00	4,000.00	0.0
745.041 AUDIT	4,000.00	4,000.00	0.00	0.00	0.00	4,000.00	0.0
745.052 WWTF ANNUAL PERMIT FEE	7,500.00	7,500.00	0.00	0.00	0.00	7,500.00	0.0
750.020 TRANS TO CAPITAL RESERVE	260,000.00	260,000.00	0.00	0.00	0.00	260,000.00	0.0
755.023 CAPITAL OUTLAY	10,000.00	10,000.00	0.00	0.00	0.00	10,000.00	0.0

Operating Expenses	1,797,996.00	1,797,996.00	189,897.53	10,418.35	0.00	1,608,098.47	10.6
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REVENUE/EXPENDITURE REPORT
Bill List 9/9/14

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11:59 am

Village of Essex Junction

For the Period: 7/1/2014 to 9/30/2014	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 600 - WASTEWATER FUND							
Expenditures							
Dept: 600.000 WASTEWATER TREATMENT PLANT							
Acct Class: 8000 Capital Projects							
750.625 WWTF REFURBISH (11)	0.00	0.00	22,072.42	0.00	0.00	-22,072.42	0.0
750.630 NETWORKING & SOFTWARE	0.00	0.00	10,110.00	0.00	0.00	-10,110.00	0.0
750.632 CO-GEN	0.00	0.00	11,159.00	0.00	0.00	-11,159.00	0.0
750.637 UTILITY VEHICLE	0.00	0.00	15,184.08	0.00	0.00	-15,184.08	0.0
Capital Projects	0.00	0.00	58,525.50	0.00	0.00	-58,525.50	0.0
WASTEWATER TREATMENT PLANT	1,797,996.00	1,797,996.00	248,423.03	10,418.35	0.00	1,549,572.97	13.8
Expenditures	1,797,996.00	1,797,996.00	248,423.03	10,418.35	0.00	1,549,572.97	13.8
Net Effect for WASTEWATER FUND	0.00	0.00	41,720.87	-10,418.31	0.00	-41,720.87	0.0
Change in Fund Balance:			41,720.87				
Grand Total Net Effect:	-35,000.00	-35,000.00	98,704.88	209,603.29	0.00	-133,704.88	



MEMORANDUM

TO: Village Trustees and Pat Scheidel, Municipal Manager
FROM: Susan McNamara-Hill, HR/Clerk/Treasurer *SMH*
DATE: September 4, 2014
SUBJECT: Drug & Alcohol Policy for CMV Operators

Issue

The issue is whether or not the Trustees will adopt the Village of Essex Junction Drug & Alcohol Policy for CMV (Commercial Motor Vehicle) Operators as presented.

Discussion

VLCT PACIF has revised the Drug & Alcohol policy for their municipalities that are regulated by the U.S. Department of Transportation (DOT). The Village is required to follow the DOT regulations because some Village employees operate commercial motor vehicles (CMVs) (i.e., snow plows, dump trucks, etc). The policy sets the guidelines for license requirements to drive CMVs, and the drug and alcohol testing required. The only employees subject to this policy are those who operate, or who are training to operate, CMVs.

Cost

There is no cost associated with this action because the costs associated with the required drug and alcohol testing are paid by VLCT PACIF.

Recommendation

It is recommended the Trustees adopt the Village of Essex Junction Drug & Alcohol Policy dated 9/9/14.



VILLAGE OF ESSEX JUNCTION

DRUG & ALCOHOL POLICY FOR CMV OPERATORS

ADOPTED 9/09/2014

Village of Essex Junction Drug & Alcohol Policy for CMV Operators

Introduction

This policy applies to employees and prospective employees of Village of Essex Junction who operate commercial motor vehicles (CMVs) or who will operate CMVs if they are hired, transferred or promoted. Employees and prospective employees are not subject to this policy by virtue of holding a CDL unless their job duties may require them to operate a CMV.

All other municipal employees are subject to the provisions of the municipality's personnel policy regarding alcohol and drug use and testing, if applicable.

The policy was developed based on the requirements articulated by the U.S. Department of Transportation (DOT) in Title 49, of the Code of Federal Regulations (CFR).

This personnel policy does not constitute a contract of employment. Employment with Village of Essex Junction is *at will* and not for any definite period or succession of periods of time. The Village or the employee may terminate employment at any time, with or without notice. The Board of Trustees reserves the right to amend any of the provisions of this personnel policy for any reason and at any time, with or without notice.

Section 1: Applicability

This policy applies to all Village of Essex Junction employees and prospective employees who operate commercial motor vehicles (CMVs) while engaged in any municipal business. This policy supersedes any provisions in the village's personnel policy regarding the consequences of the possession or use of drugs and alcohol as they pertain to CMV operators.

For purposes of this policy,

Commercial motor vehicle or CMV means a motor vehicle or combination of motor vehicles used in commerce to transport passengers or property if the motor vehicle:

- Has a gross combination weight rating of 11,794 or more kilograms (26,001 or more pounds) inclusive of a towed unit with a gross vehicle weight rating of more than 4,536 kilograms (10,000 pounds); or
- Has a gross vehicle weight rating of 11,794 or more kilograms (26,001 or more pounds); or
- Is designed to transport 16 or more passengers, including the driver; or
- Is of any size and is used in the transportation of materials found to be hazardous for the purposes of the Hazardous Materials Transportation Act and which require the motor vehicle to be placarded under the Hazardous Materials Regulations (49 CFR part 172, subpart F).

Individuals operating the above vehicles must have a valid commercial driver's license (CDL).

Each employee who is subject to this policy is required to sign an acknowledgement that he or she has been provided a copy of this policy. This acknowledgement will be maintained in the village's personnel files as part of the driver qualification file. An acknowledgement form is included as Appendix C.

Village of Essex Junction Drug & Alcohol Policy for CMV Operators

Given the varied nature of municipal needs, employees who are employed to operate CMVs have the potential to serve in safety-sensitive functions during any part of their job. Therefore, employees are subject to this policy at all times while they are actively working and-during periods when they may be called into work (e.g. to respond to weather-related incidents, respond to emergency situations, etc.). Safety-sensitive functions and other terms are defined in Appendix A: Definitions.

See Essex Junction Employees Association Contract, Section 25.4 Callout Rules & Regulations; and General Rules & Personnel Regulations Section 206 Alcoholic Beverages.

Section 2: Responsibility for Employee Information

The Village of Essex Junction has assigned the Human Resources Director as the individual who can provide employees with information regarding this Drug & Alcohol Policy and answer related questions on the pertinent issues. Employees may also obtain information about applicable Federal regulations from 49 CFR. Sources of information are provided in Appendix B of this policy.

Section 3: Prohibited Conduct

Conduct listed in this section is prohibited.

- Having a verified positive, adulterated or substituted drug test result.
- Performing safety-sensitive functions after notification of a verified positive, substituted or adulterated drug test result or an EBT alcohol test result indicating a measured alcohol concentration of 0.02% or greater, regardless of when the drug or alcohol was ingested and regardless of whether or not the driver is under the influence of alcohol or using drugs, as defined in federal, state or local law.
- Reporting for duty or remaining on duty any time there is a quantifiable presence of a prohibited drug in the body above the minimum thresholds defined in 49 CFR PART 40, as amended.
- Consuming alcohol while performing safety-sensitive job functions or while on-call to perform safety-sensitive job functions. An on-call employee who has consumed alcohol must acknowledge the use of alcohol at the time that he/she is called to report for duty.
- Consuming alcohol within four (4) hours prior to the performance of safety-sensitive job functions.
- Misusing or being impaired by authorized or prescribed use of drugs or over-the counter medications which may affect work performance or pose a danger to the safety of the driver or to others. Drivers are required to inform the employer's designated representative of any therapeutic drug use that has the potential to impact the safe operation of equipment or motor vehicles.
- In cases where prescribed medication labeling suggests that machinery operation or driving may be compromised in any way, the driver shall obtain written authorization from the prescribing physician indicating that the driver is able to safely operate a CMV while using the substance. This must be provided to the municipality prior to operation of said CMV while using the prescribed substance(s).

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- Reporting to work or remaining on duty requiring while having an alcohol concentration of 0.02% or greater regardless of when the alcohol was consumed.
- Consuming alcohol for eight (8) hours following involvement in an accident or before submitting to any required post-accident drug/alcohol testing, whichever occurs first.
- Engaging in the unlawful manufacture, distribution, dispensing, possession, or use of prohibited substances in the work place including municipal premises, vehicles, while in uniform or while on municipal business.
- Refusal to submit to alcohol or drug testing, as defined in Section 4, below.

Section 4: "Testing Refusal" Defined

Under federal law, a test refusal is considered as a positive test and has the same consequences. An employee or prospective employee is considered to have refused a test when s/he does any of the following:

- Fails to appear for any test within a reasonable time, as determined by the employer or testing pool administrator, after being directed to do so by the employer;
- Fails to remain at the testing site until the testing process is complete;
- Fails to provide a urine specimen for any drug test required by Part 40 or DOT agency regulations;
- In the case of an observed collection in a drug test, fails to permit the observation or monitoring of the collection of a specimen;
- Fails to provide a sufficient amount of urine when directed, and it has been determined, through a required medical evaluation, that there was no adequate medical explanation for the failure;
- Fails to provide an adequate amount of saliva or breath for any alcohol test required, and it has been determined, through a required medical evaluation, that there was no adequate medical explanation for the failure;
- Fails or declines to take a second test that the employer or collector has directed the employee to take;
- Fails to undergo a medical examination or evaluation, as directed by the medical review officer (MRO) as part of the verification process, or as directed by the DER as part of the "shy bladder" procedures;
- Fails to cooperate with any part of the testing process (e.g., refuses to empty pockets when so directed by the collector, behaves in a confrontational way that disrupts the collection process);
- If the MRO reports that there is verified adulterated or substituted test result.

Section 5: Testing

All testing and specimen collection prescribed under this policy will be done in accordance with federal requirements. Prescribed testing includes: pre-employment, random, reasonable suspicion, post-accident, return to duty, and follow-up, if applicable.

Testing shall be conducted in a manner to assure a high degree of accuracy and reliability and using techniques, equipment, and laboratory facilities which have been approved by the U.S.

Village of Essex Junction Drug & Alcohol Policy for CMV Operators

Department of Health and Human Service (DHHS). All testing will be conducted consistent with the procedures set forth in 49 CFR Part 40, as amended. The procedures will be performed in a private, confidential manner, and every effort will be made to protect the employee, the integrity of the drug testing procedure, and the validity of the test result.

Section 5a: The Drug Testing Process

The drug testing process will screen for drugs including marijuana, cocaine, opiates, amphetamines, and phencyclidine. The use of certain over-the-counter medications and other substances may result in a positive test.

After the identity of the donor is checked using picture identification, a urine specimen will be collected using the split specimen collection procedure. Each specimen will be accompanied by a DOT Chain of Custody and Control Form and identified using a unique identification number that attributes the specimen to the correct individual. The specimen analysis will be conducted at a DHHS certified laboratory.

An initial drug screen and validity test will be conducted on the primary urine specimen. For those specimens that are not negative, a confirmatory Gas Chromatography/Mass Spectrometry (GC/MS) test will be performed. The test will be considered positive if the amounts of the drug(s) and/or its metabolites identified by the GC/MS test are above the minimum thresholds established in 49 CFR Part 40, as amended.

If a drug test produces a result of negative-dilute, the employee must submit to another specimen collection with the following conditions:

- The re-collection cannot be done under direct observation;
- If the re-collection test is also negative-dilute, the result must be accepted as the test of record;
- A refusal to submit to a recollection for a negative-dilute result is a refusal to test.

The test results from the DHHS certified laboratory will be reported to a Medical Review Officer (MRO). The MRO is a licensed physician with detailed knowledge of substance abuse disorders and drug testing. The MRO will review the test results to ensure the scientific validity of the test and to determine whether there is a legitimate medical explanation for a verified positive, substituted, or adulterated test result. The MRO will:

- Attempt to contact the employee to notify the employee of the non-negative laboratory result and provide the employee with an opportunity to explain the confirmed laboratory test result.
- Review any medical history and/or medical records that have been offered by the employee to determine whether there is a legitimate medical explanation for a non-negative laboratory result. If no legitimate medical explanation is found, the test will be confirmed as a verified positive or a refusal to test and reported to the Village of Essex Junction Designated Employer Representative (DER). If a legitimate explanation is found, the MRO will report the test result as negative to the DER and no further action will be taken. If the test is invalid without a medical explanation, a retest will be conducted under direct observation.

Village of Essex Junction Drug & Alcohol Policy for CMV Operators

Any covered employee who questions the results of a required drug test performed under this policy may request that the split specimen be tested. The employee's request for a split specimen test must be made to the MRO within 72 hours of notice of the original specimen verified test result. Requests after 72 hours will only be accepted at the discretion of the MRO if the delay was due to documentable facts beyond the control of the employee.

The original collected urine specimen is split into 2 specimens (primary specimen and split specimen) prior to testing, expressly for this purpose. The split specimen test must be conducted at a second DHHS-certified laboratory with no affiliation with the laboratory that analyzed the primary specimen. The test must be conducted on the split specimen that was provided by the employee at the same time as the primary specimen. The method of collecting, storing, and testing the split specimen will be consistent with the procedures set forth in 49 CFR Part 40, as amended.

Any covered employee, who elects to have a split specimen tested, agrees to fully reimburse the municipality for all costs associated with the testing. Reimbursement may be recouped via payroll deduction, or any other mutually agreeable method(s).

- If the analysis of the split specimen fails to confirm the presence of the drug(s) detected in the primary specimen, if the split specimen is not able to be analyzed, or if the results of the split specimen are not scientifically adequate, the MRO will declare the original test to be canceled and will direct a retest of the employee under direct observation. The retest must occur as quickly after notification as possible.
- The split specimen will be stored at the initial laboratory until the analysis of the primary specimen is completed. If the primary specimen tests negative, the split specimen will be discarded. If the primary specimen tests positive, the split specimen will be retained for testing if so requested by the employee through the MRO. If the primary specimen is positive, both the primary and split specimens will be retained in frozen storage for one year.

Section 5b: Observed Collections

Consistent with 49 CFR Part 40, collection under direct observation by a person of the same gender with no advance notice will occur in any of the following circumstances:

- The laboratory reports to the MRO that a specimen is invalid, and the MRO reports to the municipality that there was not an adequate medical explanation for the result;
- The MRO reports to the municipality that the original positive, adulterated, or substituted test result had to be cancelled because the test of the split specimen could not be performed;
- The test is a return-to-duty test or a follow-up test;
- The collector observes materials brought to the collection site or the employee's conduct clearly indicates an attempt to tamper with a specimen;
- The temperature of the original specimen was out of range; or
- The original specimen appeared to have been tampered with.

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Section 5c: The Alcohol Testing Process

Tests for breath alcohol concentration will be conducted by a trained Breath Alcohol Technician (BAT) using a National Highway Traffic Safety Administration (NHTSA)-approved Evidential Breath Testing device (EBT).

If the initial test results indicate that alcohol is present, a confirmatory test will be conducted at least fifteen minutes after the completion of the initial test and will be performed by a trained BAT using a NHTSA-approved EBT. The EBT will identify each test with a unique sequential identification number. This number, time, and unit identifier will be provided on each EBT printout. The EBT printout, along with an approved alcohol testing form, will be used to document the testing, all results, and to attribute the test to the correct employee.

The test will be performed in a private, confidential manner as required by 49 CFR Part 40, as amended. The procedure will be followed as prescribed to protect the employee, to maintain the integrity of the alcohol testing procedures and ensure the validity of the test result. An employee who has a confirmed alcohol concentration of 0.04% or higher will be considered to have a positive alcohol test and will be in violation of this policy. The consequences of a positive alcohol test are described in

Section 6: Consequences of a Positive Test.

An employee undergoing alcohol testing who does not to provide a sufficient amount of breath to permit a valid breath test will be directed to obtain an evaluation within 5 days, from a licensed physician who has expertise in the medical condition raised by the employee's failure to provide a sufficient specimen. The results of this evaluation will be reviewed by the MRO to determine the result of the test.

Even though an employee who has a confirmed alcohol concentration of 0.02% to 0.039% is not considered to have had a positive test, the employee shall still be removed from safety-sensitive duties for twenty-four hours.

Subsequent to the required 24-hour removal, the employee will:

- Meet with Public Works Superintendent, Human Resources Director, or Municipal Manager to review the need to avoid alcohol use from any source during or proceeding work hours.
- If the employee has an alcohol test result of 0.02% to $\leq 0.039\%$ two or more times within a six month period, the employee will again meet with a municipal representative from the list above to review the need to avoid alcohol use. The employee will be provided with contact and related information for the EAP program (currently Invest EAP). There is no requirement that the employee access those services.

An alcohol concentration of less than 0.02% will be considered a negative test.

The municipality affirms the need to protect individual dignity, privacy, and confidentiality throughout the testing process. If at any time the integrity of the testing procedures or the

Village of Essex Junction Drug & Alcohol Policy for CMV Operators

validity of the test results is compromised, the test will be canceled. Minor inconsistencies or procedural flaws that do not affect the test result will not result in a cancelled test.

Section 5d: Pre-employment Testing

When an individual applies to work for the village in a position that involves the operation of a CMV, or when a municipal employee is under consideration for a position that involves the operation of a CMV, that person will be required to undergo pre-employment urine **drug** testing. All offers of employment and offers for transfer for covered positions shall be conditional upon the applicant passing the drug test. Pre-employment testing must be completed **prior** to the individual working in the new position.

Pre-employment drug testing will be accomplished by providing advance notice of the test schedule and location to the position applicant. The length of the advance notice period will be kept as short as is reasonably feasible to coordinate and complete the test.

If an applicant fails a pre-employment drug test, the conditional offer of employment shall be rescinded. Prior to future consideration for employment performing safety sensitive duties, the municipality must receive evidence from a substance abuse professional that meets with the requirements 49 CFR part 40 as amended, regarding the absence of drug dependency. A negative pre-employment drug test will also be required.

Any applicant who fails a pre-employment drug test will be provided the results of the test along with the current Invest EAP brochure. This serves to provide the individual with information about substance abuse treatment opportunities.

If a drug test produces a result of negative-dilute, the applicant must submit to another specimen collection with the following conditions:

- The re-collection cannot be done under direct observation;
- If the re-collection test is also negative-dilute, the result must be accepted as the test of record;
- A refusal to submit to a recollection for a negative-dilute result is a refusal to test.

When an existing employee is being placed, transferred, or promoted into a position that is covered by this policy and that person submits a drug test with a verified positive result, the employee may be subject to disciplinary action as outlined in the municipal personnel policies. That employee will also be eliminated from consideration for the position which triggered the need for the pre-employment test.

If a pre-employment/pre-transfer test is canceled for any reason, the applicant will be required to take and pass a pre-employment drug test before the individual is placed into a covered CDL position or performs safety sensitive duties.

Section 5e: Random Testing

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All municipal CDL drivers are placed in the VLCT PACIF-sponsored Drug & Alcohol Testing Consortium that is operated by the third party administrator, Occupational Drug Testing, LLC (ODT). These employees are subject to random, unannounced testing. There is no discretion on the part of the employer or supervisor in the selection and notification of the individuals who are to be tested. The selection of employees is made by a scientifically valid method of randomly generating an employee identifier from the pool of covered employees.

The dates for administering unannounced testing are randomly selected each quarter, with a minimum percentage of the pool's drivers selected for drug testing, alcohol testing, or both as required by Federal regulations.

Random drug tests can be conducted at any time during an employee's shift. Random alcohol tests can be performed just before, during, or just after the performance of a safety-sensitive duty. Employees are required to proceed immediately to the collection site or make themselves immediately available to collectors when they notified that they have been selected for testing.

Section 5f: Reasonable Suspicion Testing

All covered employees will be subject to a reasonable suspicion drug and/or alcohol test when there is a reasonable suspicion to believe that drug or alcohol use is occurring, has recently occurred, or that the person is under the influence of drugs or alcohol. "Reasonable suspicion" shall mean that there is objective evidence, based upon specific, contemporaneous, describable observations of the employee's appearance, behavior, speech or body odor that are consistent with possible drug use and/or alcohol misuse.

Reasonable suspicion drug test referrals will only be made by a supervisor or other designated individual with employee monitoring and assignment responsibilities who has received "reasonable suspicion training" in accordance with FMCSA regulations. The training ensures that supervisors or other designated employees with similar responsibilities have the skills and knowledge to objectively detect the signs and symptoms of drug and alcohol use in employees covered by this policy.

A reasonable suspicion alcohol test can only be conducted just before, during, or just after the performance of a safety-sensitive job function. A reasonable suspicion drug test can be performed any time the covered employee is on duty.

The Village of Essex Junction shall be responsible for transporting the employee who will be tested to a suitable testing site identified by ODT. Transport shall include travel to and from the location and to the individual's residence, as they should not be permitted to work when they may be under the influence of a drug or alcohol.

Supervisors should avoid placing themselves and/or others into a situation which might endanger the physical safety of those present. An employee who refuses an instruction to submit to a reasonable suspicion drug/alcohol test shall not be permitted to finish his or her shift and will be subject to other employment consequences. Failure to submit to a reasonable suspicion test is prohibited conduct (test refusal), the consequences of which are outlined in Section 6: Consequences of a Positive Test.

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A written record of the observations that led to a reasonable suspicion drug/alcohol test shall be prepared and signed by the supervisory individual making the observation. This record shall be prepared prior to the release of the test results. This written record shall be submitted to the Human Resources Director.

Section 5g: Post Accident Testing

All covered employees will be required to undergo post-accident urine and breath testing if they are involved in an accident with a CMV that meets the criteria outlined in the following chart:

If the accident involved any of the following:	Qualifying event: Was a citation issued to the CMV driver?	Must test be performed by employer?
Human fatality	YES	YES
Human fatality	NO	YES
Bodily injury with immediate medical treatment away from the scene.	YES	YES
Bodily injury with immediate medical treatment away from the scene.	NO	NO
Disabling damage to any motor vehicle requiring tow away.	YES	YES
Disabling damage to any motor vehicle requiring tow away.	NO	NO

If an alcohol test required by this section is not administered within two hours following the accident, the municipality will document and maintain a record stating the reason(s) why the test was not promptly administered. If an alcohol test required by this section is not administered within eight hours following the accident, the municipality will cease attempts to administer an alcohol test and will document the conditions that led to the time delay and failure to test.

If a drug test required by this section is not administered within 32 hours following the accident, the municipality will cease attempts to administer a controlled substances test and will document and maintain a record stating the reasons the test was not given within the required timeframe.

Section 6: Consequences of a Positive Test

The medical review officer will report positive test results to the DER only after the verifying the test results as outlined in 49 CFR, Part 40 as amended. When the DER is notified of this positive test result, the employee will be immediately suspended from operating CMVs and other safety-sensitive duties for the municipality and will be referred to a Substance Abuse Professional (SAP) for substance abuse assessment and/or treatment.

Village of Essex Junction Drug & Alcohol Policy for CMV Operators

On the day that the positive test results are received, the employee will be suspended from all duties with pay. Subsequent to that, the employee may be suspended without pay. The employee's length of suspension will run the period of time in which it takes the individual to satisfactorily complete the treatment (as confirmed by the treating SAP), and last for up to 3 months from the date the positive test result was received. After that period, if the employee has not successfully completed treatment, the employee may be terminated.

Any employee who has an initial positive test and has the split sample tested and obtains a negative result will immediately be permitted to return to their normal job duties.

An employee who provides written documentation from an SAP that substance abuse treatment has been satisfactorily completed within the 3 month suspension period must fulfill all return to duty testing requirements in Section 7: Return to Duty Testing prior to performing any safety-sensitive duties. Follow-up testing will also be required as directed by the SAP.

An employee who has a second positive test after completing return to duty testing may be terminated.

Section 7: Return to Duty Testing

Covered employees having a positive test will not be permitted to return to duty (to safety sensitive functions) until after a substance abuse professional has determined that the employee has successfully complied with prescribed education and/or treatment. The SAP will authorize the return to duty testing only when the employee is known to be drug and alcohol-free and there is no risk to public safety. The SAP will provide written documentation that the treatment has been completed and that the employee may undergo return to duty testing. The employee will then be allowed to take a return-to-duty test, as directed by the treating SAP.

The employee must have a negative drug test result and/or an alcohol test with an alcohol concentration of less than 0.02 before they may return to duty. For an initial positive drug test, a return to duty drug test is required and an alcohol test is allowed. For an initial positive alcohol test, a return to duty alcohol test is required and a drug test is allowed. Return to duty testing MUST be performed under direct observation.

Section 8: Follow-Up Testing

After satisfactory completion of return to duty testing, the driver is required to submit to at least 6 follow up tests during the first 12 months after resuming safety sensitive duties. Follow-up testing may be required for up to 60 months unless the substance abuse professional determines that testing is no longer warranted. The number and frequency of follow-up tests will follow the written guidance provided by the treating SAP. All follow-up tests are unannounced and may include testing for drugs and/or alcohol.

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Follow-up alcohol testing will be conducted only when the driver is performing or just before performing safety sensitive functions, or just after the driver has ceased performing safety-sensitive functions. Follow-up testing **MUST** be performed under direct observation.

Follow-up testing is separate from and in addition to random, post-accident, reasonable suspicion, and return to duty testing.

Section 9: Employee Information

Employees are encouraged to seek information regarding the effects of alcohol and controlled substances and their health, employment, and personal life. Such information is available at:

<http://www.higheredcenter.org/resources/national-clearinghouse-alcohol-and-drug-information-ncadi>
<http://www.samhsa.gov/>;
<http://www.fmcsa.dot.gov/rules-regulations/topics/drug/drug.htm>
<http://www.investeap.org/>
<http://www.dot.gov/odapc/employee-handbook-english>

APPENDIX A: Definitions

Accident means an occurrence associated with the operation of a CMV, if as a result:

- An individual dies, or
- An individual suffers a bodily injury and immediately receives medical treatment away from the scene of the accident, or,
- One or more vehicles incur disabling damage as the result of the occurrence and are transported away from the scene by a tow truck or other vehicle. For purposes of this definition, ***disabling damage*** means damage that precludes departure of any vehicle from the scene of the occurrence in its usual manner in daylight after simple repairs. Disabling damage includes damage to vehicles that could have been operated but would have been further damaged if so operated, but does not include:
 - damage which can be remedied temporarily at the scene of the occurrence without special tools or parts, or
 - tire disablement without other damage even if no spare tire is available, or
 - damage to headlights, taillights, turn signals, horn, mirrors or windshield wipers that makes them inoperative.

Adulterated specimen is a specimen that has been altered, as evidenced by test results showing either a substance that is not normally found in that type of specimen or showing an abnormal concentration of a substance that is normally found in that specimen.

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Alcohol means the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols contained in any beverage, mixture, mouthwash, candy, food, preparation or medication.

Alcohol Concentration is expressed in terms of grams of alcohol per 210 liters of breath as measured by an evidential breath-testing device (EBT).

Commercial motor vehicle means a motor vehicle or combination of motor vehicles used in commerce, to transport passengers, or property if the motor vehicle:

- Has a gross combination weight rating of 11,794 or more kilograms (26,001 or more pounds) inclusive of a towed unit with a gross vehicle weight rating of more than 4,536 kilograms (10,000 pounds); or
- Has a gross vehicle weight rating of 11,794 or more kilograms (26,001 or more pounds); or
- Is designed to transport 16 or more passengers, including the driver; or
- Is of any size and is used in the transportation of materials found to be hazardous for the purposes of the Hazardous Materials Transportation Act and which require the motor vehicle to be placarded under the Hazardous Materials Regulations (49 CFR part 172, subpart F).

Covered Employee means an employee who performs a safety-sensitive function including an applicant or transferee who will be hired to perform a safety-sensitive function. Employees who operate CMVs are considered to be performing safety-sensitive functions.

Medical Review Officer (MRO) means a licensed physician (medical doctor or doctor of osteopathy) who is responsible for receiving laboratory results generated by the drug testing program who has knowledge of substance abuse disorders and has appropriate medical training to interpret and evaluate an individual's confirmed positive test result, together with his/her medical history and any other relevant bio-medical information.

Negative test result for a drug test means a verified presence of the identified drug or its metabolite below the minimum levels specified in 49 CFR Part 40, as amended. An alcohol concentration of less than 0.02% BAC is a negative test result.

Negative Dilute is a drug test specimen showing a creatinine level of greater than 5mg/dl and less than 20 mg/dl.

Non-negative test result is a test result found to be adulterated, substituted, invalid, or positive for a drug or drug metabolites. Non-negative results are considered a positive test or a refusal to test if the MRO cannot determine a legitimate medical explanation for the result or the refusal.

Observed Collection means the donor will provide his or her sample under the direct observation of either a collector or another individual of the same gender. The donor must raise his or her shirt, blouse, or dress/skirt, as appropriate, above the waist; and lower clothing and underpants to show the observer, by turning around, that he/she does not have a prosthetic device. After the observer has determined that the donor does not have a prosthetic device, the donor may return his/her clothing to its proper position for observed urination.

Village of Essex Junction Drug & Alcohol Policy for CMV Operators

Positive test result for a drug test means a verified presence of the identified drug or its metabolite at or above the minimum levels specified in 49 CFR Part 40, Section 40.87 as amended. A positive alcohol test result means a confirmed alcohol concentration of 0.04% BAC or greater. Any positive test result reported to the DER by the medical review officer is verified by the MRO prior to reporting.

Primary specimen. In drug testing, the primary specimen is the urine specimen bottle that is opened and tested by a first laboratory to determine whether the employee has a drug or drug metabolite in his or her system; and for the purpose of validity testing. The primary specimen is distinguished from the split specimen, defined in this section.

Prohibited drug means marijuana, cocaine, opiates, amphetamines, phencyclidine, or MDMA (ecstasy) at levels above the minimum thresholds specified in 49 CFR Part 40, as amended.

Safety-sensitive function includes the timeframe that begins when a driver starts work or is required to be in readiness to work until the time he/she is relieved from work and all responsibility for performing work. Safety-sensitive functions shall include:

- All time at an employer or shipper plant, terminal, facility, or other property, or on any public property, waiting to be dispatched, unless the driver has been relieved from duty by the employer;
- All time inspecting, servicing, or conditioning any commercial motor vehicle at any time;
- All time spent at the driving controls of a commercial motor vehicle in operation;
- All time, other than driving time, in or upon any commercial motor vehicle except time spent resting in a sleeper berth;
- All time loading or unloading a vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded or unloaded; and
- All time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.

Shy Bladder refers to any time a safety-sensitive employee is unable to provide a 45ml. sample of urine in a single void within a three hour time period.

Split specimen. In drug testing, a part of the urine specimen that is sent to a first laboratory and retained unopened, and which is transported to a second laboratory in the event that the employee requests that it be tested following a verified positive test of the primary specimen or a verified adulterated or substituted test result.

Substance Abuse Professional (SAP) means a licensed physician (medical doctor or doctor of osteopathy) or licensed or certified psychologist, social worker, employee assistance professional, or addiction counselor (certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission or by the International Certification Reciprocity Consortium/Alcohol and other Drug Abuse) with knowledge of and clinical experience in the diagnosis and treatment of drug and alcohol related disorders.

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Verified negative test means a drug test result reviewed by a medical review officer and determined to have no evidence of prohibited drug use above the minimum cutoff levels established in DOT Rule 49 CFR Part 40 Section 40.87 as revised.

Validity testing is the evaluation of the specimen to determine if it is consistent with normal human urine. The purpose of validity testing is to determine whether certain adulterants or foreign substances were added to the urine, if the urine was diluted, or if the specimen was substituted.

APPENDIX B: Contacts & Information

OCCUPATIONAL DRUG TESTING, LLC

Manchester, NH
800-211-4469

VLCT/PACIF

Risk Management Services
89 Main St. Montpelier, Vermont 05602
802-229-9111

INVEST EAP

108 Cherry Street, Suite 203
Burlington, Vermont 05401
MAIN OFFICE: 888.392.0050
FAX: 802.863-7515
staff@investeap.org

Employee Access to Information

49 CFR part 40 and 49 CFR part 382 must be available upon request to covered employees and representatives of employee organizations. 49 CFR part 40 is accessible on line at <http://www.dot.gov/ost/dapc>, by fax on demand at 1-800-225-3784 requesting document 151, by phone at 1-866-512-1800, or by writing to U.S. Department of Transportation, Office of Drug and Alcohol Policy and Compliance, 400 Seventh Street SW, Room 10403, Washington, D.C. 20590.

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APPENDIX C: CMV Drug & Alcohol Testing Policy-Acknowledgement Form

Village of Essex Junction

I HEREBY ACKNOWLEDGE that I have received a copy of and read and understand my employer's **CMV Drug & Alcohol Testing Policy**. I understand that I must abide by its terms as a condition of employment. I understand that during my employment I may be required to submit to a controlled substances and/or alcohol test based on U.S. Department of Transportation (DOT) and Federal Motor Carrier Safety Administration (FMCSA) regulations.

I also understand that refusal to submit to a controlled substances or alcohol test is a violation of DOT regulations and the above referenced policy and may result in disciplinary action, including suspension (with or without pay) or termination of employment for gross and willful misconduct. I further understand the consequences of controlled substances and/or alcohol use as outlined in this policy.

I acknowledge that the provisions of my employer's CDL Drug and Alcohol Policy are part of the terms and conditions of my employment, and that I agree to abide by them.

By signing below, I also acknowledge that I understand the meaning of this form and agree that it will be used to document my understanding of the CDL Drug & Alcohol Testing Policy.

Printed Name of Employee/Applicant: _____

Signature of Employee/Applicant: _____

Employee/Applicant CDL ID #

Date: _____

Witness Signature: _____

Date: _____

Original Acknowledgment of Receipt and Understanding will be kept in the Driver's Qualification File. Check here ☐ to confirm copy given to employee/applicant.

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APPENDIX D: Drug Cutoff & Testing Limits as per DOT Rule 49 CFR Part 40 Section 40.87

Initial test analyte	Initial test cutoff concentration	Confirmatory test analyte	Confirmatory test cutoff concentration
Marijuana metabolites	50 ng/mL	THCA ¹	15 ng/mL.
Cocaine metabolites	150 ng/mL	Benzoyllecgonine	100 ng/mL.
Opiate metabolites			
Codeine/Morphine ²	2000 ng/mL	Codeine	2000 ng/mL.
		Morphine	2000 ng/mL.
6-Acetylmorphine	10 ng/mL	6-Acetylmorphine	10 ng/mL.
Phencyclidine	25 ng/mL	Phencyclidine	25 ng/mL.
Amphetamines ³			
AMP/MAMP ⁴	500 ng/mL	Amphetamine	250 ng/mL.
		Methamphetamine ⁵	250 ng/mL.
MDMA ⁶	500 ng/mL	MDMA	250 ng/mL.
		MDA ⁷	250 ng/mL.
		MDEA ⁸	250 ng/mL.

¹Delta-9-tetrahydrocannabinol-9-carboxylic acid (THCA).

²Morphine is the target analyte for codeine/morphine testing.

³Either a single initial test kit or multiple initial test kits may be used provided the single test kit detects each target analyte independently at the specified cutoff.

⁴Methamphetamine is the target analyte for amphetamine/methamphetamine testing.

⁵To be reported positive for methamphetamine, a specimen must also contain amphetamine at a concentration equal to or greater than 100 ng/mL.

⁶Methylenedioxymethamphetamine (MDMA).

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⁷Methylenedioxyamphetamine (MDA).

⁸Methylenedioxyethylamphetamine (MDEA).

Note: These cutoff limits may be subject to periodic revision by DOT.