



**TRUSTEES MEETING NOTICE & AGENDA**  
**TUESDAY, DECEMBER 8, 2015 at 9:00 AM**  
**LINCOLN HALL MEETING ROOM, 2 LINCOLN STREET**

1. **CALL TO ORDER/PLEDGE OF ALLEGIANCE TO FLAG** [9:00 AM]
2. **AGENDA ADDITIONS/CHANGES**
3. **APPROVE AGENDA**
4. **GUESTS, PRESENTATIONS AND PUBLIC HEARINGS**
  - a. Comments from Public on Items Not on Agenda
5. **FYE 17 BUDGET WORK SESSION**
6. **NEW BUSINESS**
  - a. Approve Joint Representative and Sign Resolution for Channel 17
  - b. Approve Amendment of Channel 17 Government Access Channel Trust Agreement
7. **READING FILE**
  - a. Lincoln Hall Exterior Rehabilitation Project Tentative Schedule
8. **CONSENT AGENDA**
  - a. Minutes of Previous Meetings 11/10/15 and 11/17/15
  - b. Expense Warrant #16017 dated 11/13/15 in the amount of \$22,747.29
  - c. Expense Warrant #16018 dated 11/20/15 in the amount of \$152,373.93
  - d. Expense Warrant #16019 dated 11/24/15 in the amount of \$287,576.97
  - e. Expense Warrant #16020 dated 12/4/15 in the amount of \$85,089.40
  - f. Application for Vermont Watershed Grant Project 2016
9. **GUESTS AND PRESENTATIONS** [2:15 PM]
  - a. Jacqueline Marshall, Channel 17
10. **ADJOURN**

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



## RESOLUTION

WHEREAS, Channel 17/Town Meeting Television opened the door to local government in 1990 to serve the citizens and cable subscribers of Burlington, South Burlington, Essex, Essex Junction, Winooski, Williston and Colchester; and

WHEREAS, these member municipalities appoint representatives to the Chittenden County Government Access Trust to represent their interests and to oversee channel 17 policy and finances; and

WHEREAS, the Channel 17 Trust is controlled by the Channel 17 Government Access Channel Trust Agreement; and

WHEREAS, the Trust Agreement specifies that each member municipality is entitled to one municipal representative to the Channel 17 Trustees (section 3B); and

WHEREAS, the Trust Agreement allocates the votes of each representatives based on the number of Comcast subscribers in each municipality (Appendix A); and

WHEREAS, In September and December 2015, the Town of Essex and Village of Essex Junction agreed to combine their to representatives into one; and

WHEREAS, this action by two municipal members calls for the amendment of two Trust Agreement conditions two amendment to the Trust Agreement, noted above; and

WHEREAS, the Trust Agreement specifies that amendments to the Trust Agreement require ratification by two-thirds of both the municipal Trustees and the legislative bodies of the member municipalities within 90 days of the request; and

WHEREAS, Channel 17 Trustees request that each of the member municipalities authorize a resolution that enables these amendments to be made to the Channel 17 Trust Agreement no later than December 31, 2015.

BE IT RESOLVED that the legislative body of Essex Junction does hereby support the amendment of the Chittenden County Government Access Trust Agreement to enable Essex and Essex Junction to be served by one municipal representative; and

BE IT FURTHER RESOLVED that the legislative body of Essex Junction does hereby support the combining of Essex and Essex Junction proportional votes outlined in the Trust Agreement.

BE IT FURTHER RESOLVED that a copy of this Resolution be sent to the office of Channel 17 located at 294 North Winooski Avenue in Burlington Vermont.

Dated at Essex Junction, Vermont, this 8<sup>th</sup> of December 2015.

**VILLAGE OF ESSEX JUNCTION BOARD OF TRUSTEES**

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

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

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

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

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

589 expressed to him relatively soon because the window of opportunity was getting smaller. Mr. Levy  
590 asked if there would be hand-held microphones for the audience, and Mr. Plageman agreed. Mr. Levy  
591 wondered if more audience seating could be added, and Mr. Plageman guessed that there could be an  
592 additional 10 to 15 chairs added to the 30 seats represented in the design. Mr. Lutz pointed out some  
593 other details, such as the built-in benches, the counter with a sink and the back wall space for maps. He  
594 confirmed for the members that Channel 17 would be located by the built-in benches. Mr. Lutz reported  
595 that there was a second door that was accessible only from the inside and not the outside – an  
596 emergency exit. Ms. Wrenner suggested having microphones that were built in so Channel 17 doesn't  
597 have to bring them. She also wondered about a dual technology so that whatever microphone was being  
598 used, a second one for Channel 17 or for people to hear in the audience wasn't necessary. Mr. Fisher  
599 explained that Mr. Rick Garey is in the process of meeting with various vendors to find a system that  
600 addresses all the needs. Ideally, the Town could find a system where Channel 17 could plug into a feed.  
601 The intent was to integrate everything as much as possible for better viewing and hearing. Mr. Scheidel  
602 wondered about having acoustic tiles, and Mr. Plageman would find out. Mr. Levy thought that the  
603 acoustics were really important for that room.  
604

605 Mr. Watts stated that it looked like there was a huge amount of distance between the SB table and the  
606 first row of the audience. Members and staff deliberated on this concern. There was consensus to have  
607 similar seats to the ones that were in the police station meeting room. Mr. Plageman thought that the  
608 seats could be moved to find that “natural distance,” but that the position and visibility of the TVs was  
609 an issue. Mr. Watts had been happy to see that there would be a second TV. It was confirmed for Mr.  
610 Levy that the TVs would be on a swing arm and would have the ability to rotate. Ms. Wrenner was in  
611 favor of having chairs with wheels that can be angled for better viewing. Mr. Plageman reported that  
612 the expansion of the meeting room would remain a one-story addition because it was cost prohibitive to  
613 go higher. Ms. Wrenner thought that the plans suggested a higher elevation. Mr. Fisher stated that the  
614 room was a little higher, but not a lot.  
615

616 Mr. Fisher explained that there was a committee who picked from a few options for flooring colors and  
617 styles. He referred members to a display that showed samples of the ones that were favored. Many of  
618 the colors were earth tones and a “panel of experts” took the samples home and put them under various  
619 lights, etc. to make final recommendations.  
620

621 **IRENE WRENNER MOVED AND ANDREW WATTS SECONDED A MOTION THAT THE**  
622 **SELECTBOARD CONCUR WITH THE PROPOSED PLANS FOR EXPANSION OF THE**  
623 **CONFERENCE ROOM AT 81 MAIN STREET.**  
624

625 Mr. Plageman confirmed for Mr. Levy that there was a small window of time for feedback from the  
626 members.  
627

628 **THE MOTION PASSED 4-0.**  
629

630 **Discussion re Joint Representative to the Channel 17 Board – Pat Scheidel**  
631

632 Mr. Scheidel introduced the issue of whether or not the SB will approve the appointment of a joint  
633 representative to the Channel 17 Board of Directors. Despite continuous advertisement for a  
634 representative to the Channel 17 Board of Directors, the Town is absent a representative. Ms. Elaine  
635 Sopchak serves as the Representative for the Village of Essex Junction and is willing to serve as the  
636 Town's voice on the Channel 17 Board as well. There is also an effort for consolidating the public  
637 access stations and if that should occur, Ms. Sopchak would be the Chair of that Consolidated Board.

638 Mr. Scheidel told Mr. Levy that he did not know if there would be a reduction of Channel 17 Board  
639 members with a consolidation. Mr. Levy thought that the consolidated representative was consistent  
640 with the communities' consolidated services direction.  
641

642 **IRENE WRENNER MOVED AND ANDREW WATTS SECONDED A MOTION TO APPOINT**  
643 **ELAINE SOPCHAK AS THE JOINT REPRESENTATIVE TO THE CHANNEL 17 BOARD OF**  
644 **DIRECTORS.**  
645

646 Mr. Scheidel agreed with Mr. Levy that when these opportunities come up, the intent was to  
647 consolidate appointments.  
648

649 **THE MOTION PASSED 4-0.**  
650

651 Mr. Levy called for a short recess.  
652

653 Mr. Levy called the meeting back to order at 9:06 p.m.  
654

655 **Request for Approval of Letter of Support for VNA – Max Levy**  
656

657 Mr. Levy introduced the issue and explained that Ms. Nicole Haley, from the Visiting Nurse  
658 Association (VNA), asked him if he would sign a letter of support for the VNA to help them seek grant  
659 funding from the Vermont Community Foundation Innovations and Collaborations grant program for a  
660 project with the University of Vermont Medical Center to reduce emergency visits, which are very  
661 expensive. Ms. Haley needed the letter for September 11<sup>th</sup>, but the earliest he could get this issue to the  
662 other members for a discussion was tonight. Ms. Haley contacted him again saying that she already  
663 sent two letters of support to meet the deadline for the grant application, but he didn't think another  
664 letter would hurt so, if agreed upon, he would still like to get consensus to allow him to sign and send a  
665 letter of support for the VNA.  
666

667 **IRENE WRENNER MOVED AND MICHAEL PLAGEMAN SECONDED A MOTION TO**  
668 **ALLOW THE SELECTBOARD CHAIR TO SIGN AND SEND A LETTER OF SUPPORT TO**  
669 **THE VISITING NURSE ASSOCIATION. THE MOTION PASSED 4-0.**  
670

671 **Health Insurance Discussion – Doug Fisher**  
672

673 It was recommended to hold this discussion in Executive Session, and members agreed.  
674

675 **Saxon Hill Discussion – William Ellis**  
676

677 It was recommended to hold this discussion in Executive Session, and members agreed.  
678

679 **Minutes: August 3, 2015**  
680

681 **IRENE WRENNER MOVED AND ANDREW WATTS SECONDED A MOTION TO APPROVE**  
682 **THE MINUTES OF AUGUST 3, 2015 WITH THE FOLLOWING CORRECTIONS:**  
683

684 **Line 70: Replace “Funds's” with “Fund's” Line 97: Replace “\$0.05” with “1/2”. Line 124:**  
685 **Replace “will be” with “of”. Line 168: “Accelerate Essex (AE) with “Excelerate Essex”. Line 169:**  
686 **Replace “AE” with “Excelerate Essex”. Line 231: Replace “GLOBALROUDRIES” with**

**Memorandum**

**To:** Town of Essex Selectboard; Village of Essex Junction Board of Trustees  
**CC:** Patrick C. Scheidel, Municipal Manager  
**From:** Greg Duggan, Assistant Town Manager GSD  
**Re:** Amendment of Channel 17 Government Access Channel Trust Agreement  
**Date:** November 10, 2015

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**Issue**

The issue is whether the Selectboard and Trustees should make two amendments to the Channel 17 Government Access Channel Trust Agreement to reflect the fact that the Town and Village now share a single representative on the Channel 17 Trustees.

**Discussion**

The Channel 17 Government Access Channel Trust Agreement, which was drafted and signed in 1990, allows each of the seven member municipalities to have one municipal representative among the Channel 17 Trustees. The Town and Village have long had separate representation on the Channel 17 Board of Trustees, but recently decided to have Elaine Sopchak represent both municipalities. The change in representation requires two amendments to the Channel 17 Trust Agreement.

One amendment would change Representatives Section 3b, which states that the Channel 17 Board of Trustees shall consist of one representative from each municipality.

The other amendment would change the Proportional Voting Formula (Appendix A) to combine the votes of Essex and Essex Junction.

Amendments to the Trust Agreement require ratification by two-thirds of the Channel 17 Trustees, as well as ratification by the Selectboard and the Village Trustees.

**Cost**

None.

**Recommendation**

*Amendment 1:* It is recommended that the board amend Section 3b of the Channel 17 Government Access Channel Trust Agreement to allow Essex and Essex Junction to combine their municipal representatives into one shared representative.

*Amendment 2:* It is recommended that the board amend Appendix A of the Channel 17 Government Access Channel Trust Agreement to combine the votes of Essex and Essex Junction, subject to receipt of updated subscriber numbers from Comcast.

AMENDED GOVERNMENT ACCESS CHANNEL TRUST AGREEMENT

This Amended Government Access Channel Trust Agreement ("Agreement") is entered into on the dates set forth below by and between the City of Burlington, the City of Winooski, the City of South Burlington, the Town of Essex, the Town of Colchester, the Town of Williston, the Town of St. George, and the Village of Essex Junction, all of which are municipal corporations organized under the law of the State of Vermont and located in Chittenden County, State of Vermont ("the Municipalities").

WHEREAS, Mountain Cable Company, d/b/a Adelphia Cable Communications ("Adelphia"), holds certificates of public good from the Vermont Public Service Board to operate a cable television system in the Cities of Burlington, South Burlington, Winooski, the Towns of Essex, Colchester, Williston, St. George, and the Village of Essex Junction, pursuant to the provisions of Chapter 13 of Title 30 of Vermont Statutes Annotated; and

WHEREAS, the State of Vermont, acting through the Vermont Public Service Board, in Docket No. 5247, ordered Adelphia to make available governmental access on its system in Chittenden County, including cablecast of public meetings and activities of the public boards and bodies which govern and act on behalf of the Municipalities, and other programming of government and public affairs; and

WHEREAS, the Public Service Board directed Adelpia in Docket No. 5358 to pay certain funds to the Municipalities for the purpose of funding, in whole or in part, the production and cablecast of programs for governmental access on the Mountain Cable system; and

WHEREAS, the Municipalities, acting through their respective legislative bodies, desire to create a mechanism for the receipt and dispersement of funds to further the purposes of the Orders of the Vermont Public Service Board; and

WHEREAS, the City of Winooski, the City of South Burlington, the Town of Essex, the Town of Colchester, and the Village of Essex Junction, have previously entered into a certain "Government Access Channel Trust Agreement" to carry out these purposes; and

WHEREAS, the Municipalities wish to amend the "Government Access Channel Trust Agreement" in its entirety to provide as set forth herein and to provide for the participation of the City of Burlington, the Town of Williston, and the Town of St. George;

NOW THEREFORE, the Municipalities agree as follows:

1. Amendment of Trust.

a. The "Government Access Channel Trust Agreement" is herewith amended in its entirety, pursuant to Section 13 thereof, to provide as set forth in this Agreement.

b. The Chittenden County Government Access Trust (the "Trust") shall consist of funds received from Adelpia pursuant to the orders of the Vermont Public Service Board in Dockets No. 5247, 5358, and 5523. Such funds, and any other funds or property subsequently transferred to the Trust, together with all earnings

and profits thereon, less any payments or distributions made by the Trustee designated below pursuant to this Agreement, are referred to hereinafter as the "Fund." The Fund shall be held by the Trustee, in Trust, as provided in this Agreement.

2. Purpose of Trust. The Trust is established for the purpose of funding the facilities and operations of governmental access on cable television in Chittenden County, Vermont, consistent with the Orders of the Vermont Public Service Board in Dockets 5247, 5358, and 5523, with future orders of the Vermont Public Service Board, with the applicable provisions of the Vermont Cable Television Reform Act of 1988, as amended, and with the federal Cable Communications Policy Act of 1984, as amended.

3. Designation of Trustee.

a. The Municipalities hereby create and designate the Channel 17 Policy Board (the "Board"), formerly referred to as the Chittenden County Government Access Board, as Trustee to administer the Fund in strict accordance with the terms of this Agreement.

b. The Board shall consist of one representative of each Municipality. These representatives shall serve as Trustees and exercise the powers of the Board under this Agreement. Each Municipality shall designate or remove its representative in such manner as it shall determine. The Board shall honor the written notification of the legislative body of each Municipality concerning the designation or removal of its representative.

c. The representative of each Municipality shall be entitled to one vote for every five hundred (500) subscribers to the Adelpia system within the Municipality, rounded up or down to the nearest 500 subscribers. The representative of a Municipality with less than 500 subscribers shall have one vote. The number of votes shall be determined as of June 1 of each year, based upon the subscriber count reported by Adelpia for the preceding calendar year in its Annual Report under 30 V.S.A. § 514. The number of votes which shall apply from the effective date of this Agreement through June 1, 1992 is set out in Appendix A.

d. Meetings of the Board shall be conducted in accordance with bylaws adopted by the Board. Representatives of two-thirds (2/3) of the member Municipalities shall constitute a quorum for action. Action by the Board shall require the concurrence of representatives who hold two-thirds (2/3) of the total votes of Municipalities represented at the meeting. An action of the Board amending this Agreement shall be subject to the requirements of Section 13 of this Agreement.

4. Withdrawal of Municipality.

a. If Adelpia or its successor shall cease to provide service within any Municipality which is a signatory of this Agreement, then such Municipality shall, on the sixtieth (60th) day following the discontinuance of such service, cease to have the benefits, privileges, and obligations of this Agreement, including the right to have a representative on the Board. The Board, without the participation of the Municipality subject to

discontinuance, shall have the authority to determine whether that Municipality is entitled to reimbursement or compensation for funds or assistance provided by it to the Fund, if any, during its participation in the Trust.

b. Any Municipality which is a signatory of this Agreement may, upon thirty (30) days written notice to the Board, withdraw from participation and involvement under this Agreement. The Board, without the participation of the withdrawing Municipality, shall have the authority to determine whether such Municipality is entitled to reimbursement or compensation for funds or assistance provided by it to the Fund, if any, during its participation in the Trust.

5. Addition of Municipality. Any Municipality in Chittenden County which now or hereafter is provided service by Adelpia or its successor, but which is not a signatory of this Agreement, may request the right to participate under this Agreement by providing a written request, approved by the legislative body of such Municipality to the Board. Within thirty (30) days of the receipt of any such request, the Board shall authorize such Municipality to participate under this Agreement and accord such Municipality the same rights and benefits as other Municipalities under the Agreement. The Board shall determine what, if any, financial contribution is required of the new Municipality so that the new Municipality participates financially in the Fund to the same extent as other Municipalities, taking into account the services received.

6. Dissolution of Trust.

a. If Adelphia discontinues service to all Municipalities who at such time are signatories to this Agreement, and if funding for comparable government access channel plant and operations is not assumed by another cable operator, then Board shall dissolve and terminate this Trust, subject to approval by the Municipalities as if under Section 13.

b. If the Board determines that the Trust has insufficient funds available to fulfill the purposes of the Trust, and if the Board is unable to obtain additional funding to accomplish such purposes, then Board shall dissolve and terminate this Trust, subject to approval by the Municipalities as if under Section 13.

c. In connection with any dissolution under this Section, the Board shall prepare a plan for the distribution of the Fund to the Municipalities who are then signatories to this Agreement, which plan shall be based upon the relative number of Adelphia subscribers in each such Municipality, adjusted by the contributions, if any, of each Municipality to the Fund. A distribution of funds upon dissolution of the Trust shall be subject to the obligation of each Municipality receiving any such distribution to expend such funds only for purposes of governmental access for cablecast of the meetings of municipal boards and commissions. Prior to the receipt of any funds pursuant to this section, each Municipality shall file with the Board a specific proposal for the expenditure of such funds. Only upon approval by

the Board of a Municipality's spending plan shall the Board distribute to the Municipality the funds allocated to it.

7. Trust Management.

a. The Trustee shall invest and re-invest the principal and income of the Fund in direct obligations of the United States of America; or in obligations of federal agencies which obligations represent full faith and credit of the United States of America; or in bonds or other obligations of any state of the United States or any agency, instrumentality or local government unit of any state which bonds or other obligations are rated at least "AA" or Aa" by Standard & Poor or Moody's, respectively; or in a money market fund rated "AAAm" or "AAAm-G" or better by Standard & Poor's Corporation; or may deposit the same in savings banks, trust companies or national banks with a place of business in this county; and the Trustee shall have full power to hold, purchase, sell, assign, transfer and dispose of any of the securities and investments in which any of the funds shall have been invested, as well as the proceeds of such investments.

b. The Trustee may make or authorize such expenditures from the Fund as it determines, in its sole discretion, are necessary and appropriate to accomplish the purposes of the Trust. Such expenditures may include, without limitation, the purchase of equipment and supplies, payment for personal services, payment for cablecast services and payment of expenses, of whatever nature, incidental to the provision of government access cable television.

c. The Trustee may expend the income of the Trust, the principal of the Trust, or both, as it deems appropriate; provided always that the Fund shall be devoted exclusively to the purposes of the Trust, and shall in no part and in no event be given or contributed to or inure to the benefit of any private person or corporation, except in payment for goods and services as may be necessary or useful to further the purposes of the Trust.

d. No part of the Fund shall be used to carry on propaganda or otherwise attempt to influence legislation, or to participate in any political campaign.

e. The Trustee shall manage the Trust so as to qualify the Trust for tax-exempt treatment under Section 501(c) of the United States Internal Revenue Code of 1986, as amended.

8. Express Powers of Trustee.

Without in any way limiting the powers and discretion conferred upon the Trustee by the other provisions of this Agreement or by law, the Trustee is expressly authorized and empowered:

a. To sell, exchange, convey, transfer, or otherwise dispose of any property held by it, by public or private sale. No person dealing with the Trustee shall be bound to see to the application of the purchase money or to inquire into the validity or expediency of any such sale or other disposition;

b. To make, execute, acknowledge and deliver any and all documents of transfer and conveyance and any and all other instruments that may be necessary or appropriate to carry out the powers herein granted;

c. To register any securities held in the Fund in its own name or in the name of a nominee and to hold any security in bearer form or in book entry, or to combine certificates representing such securities with certificates of the same issue held by the Trustee in other fiduciary capacities, or to deposit or arrange for the deposit of such securities in a qualified central depository even though, when so deposited, such securities may be merged and held in bulk in the name of the nominee of such depository with other securities deposited therein by another person, or to deposit or arrange for the deposit of any securities issued by the United States government, or any agency or instrumentality thereof, with a Federal Reserve bank, but the books and records of the Trustee shall at all times show that all such securities are part of the Fund;

d. To compromise or otherwise adjust all claims in favor of or against the Fund;

e. To retain the services of a corporate fiduciary to manage the Fund and exercise any specific powers granted by the Trustee;

f. To purchase, rent, or lease personal or real property; engage and compensate personnel to exercise any specific powers granted by the Trustee; engage and compensate personal and professional services; contract for insurance; and to prosecute and defend the interests of the Trust before courts and administrative bodies;

g. To receive and accept every manner of asset, including cash, equipment, and services, as contributions to the Fund;

h. To determine the nature and quantity of programming to be produced and cablecast; and

i. To allocate governmental access services among the Municipalities based upon the relative number of Adelphia subscribers, which shall initially be as set forth in Exhibit B.

9. Taxes and Expenses.

All taxes of any kind that may be assessed or levied against or in respect of the Fund and all brokerage commissions incurred by the Fund shall be paid from the Fund. All other expenses incurred by the Trustee in connection with the administration of this Trust, including fees for legal services rendered to the Trustee, reimbursement of expenses to the representatives, and all other proper charges and disbursements of the Trustee shall be paid from the Fund.

10. Annual Valuation.

The Trustee shall annually, no more than thirty days after January 1, furnish to the Municipalities and the Vermont Public Service Board a financial statement, prepared by an independent

certified public account, of the value of the Trust, including assets, liabilities, receipts, and disbursements. Any securities in the Fund shall be valued at market value as of no more than sixty days prior to the annual valuation date, January 1. The failure of the Municipalities to object in writing to the Trustee within ninety (90) days after the statement has been furnished to the Municipalities shall constitute a conclusively binding assent by the Municipalities, barring the Municipalities from asserting any claim or liability against the Trustee with respect to matters disclosed in the statement.

11. Advice of Counsel.

The Trustee may from time to time consult with counsel, with respect to any questions arising as to the construction of this Agreement or any action to be taken hereunder. The Trustee shall be fully protected, to the extent permitted by law, in acting upon the advice of counsel.

12. Compensation and Duties of Trustees.

The representatives of the Municipalities shall serve as Trustees, without bond, and without compensation except for necessary expenses as approved by the Board. The representatives shall be chargeable only with the exercise of good faith in carrying out the provisions of this Agreement. The representatives shall not, in the absence of bad faith, be responsible or accountable for errors of judgment in discharging the powers and duties of the Trustee.

**13. Amendment of Trust Agreement.**

The Agreement may be amended as follows:

a. The Board may recommend amendment by the Municipalities upon the affirmative vote of 1) representatives who hold two-thirds (2/3) of the total votes of Municipalities, whether or not present and voting, and 2) representatives of at least two-thirds of the Municipalities who are signatories of this Agreement.

b. The amendment will take effect if, within ninety (90) days of a Board vote recommending amendment of this Agreement, 1) the legislative bodies of at least two-thirds of the Municipalities, and 2) the legislative bodies of Municipalities with at least two-thirds of the total votes then eligible to be cast, approve the amendment. If such approval is not obtained within such ninety (90) day period, the amendment shall not become effective.

**14. Irrevocability.**

Subject to the right of the Municipalities to amend this Agreement as provided in Section 13, this Trust shall be irrevocable and shall continue until dissolved as provided above.

**15. Immunity and Indemnification.**

The Trustee shall not incur liability of any nature in connection with any act or omission, made in good faith in the administration of this Trust, or in carrying out any directions by the Municipalities issued in accordance with this Agreement.

16. Choice of Law.

This Agreement shall be administered, construed and enforced according to the laws of the State of Vermont.

17. Interpretation.

As used in this Agreement, words in the singular include the plural and words in the plural include the singular. The descriptive headings for each Section of this Agreement shall not affect the interpretation or the legal efficacy of this Agreement.

**IN WITNESS WHEREOF** the undersigned duly authorized officer of the municipal legislative body, and the municipal representative to the Channel 17 Policy Board, execute this Agreement as of the date set forth below.

**VILLAGE OF ESSEX JUNCTION**

Dated this 7th day of  
March, 1992.

George A. Dunbar  
George A. Dunbar  
Mayor and  
Channel 17 Representative

## John Alden

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**From:** Thomas Corr <tcorr8@gmail.com>  
**Sent:** Tuesday, November 24, 2015 7:42 AM  
**To:** John Alden; Paul List  
**Subject:** Lincoln Hall: Tentative Schedule

Hi John,

I am sorry that this took so long. Yesterday, I walked around the building, taking notes on the progress and getting a general sense of timeframe with respect to the weather. Here is a tentative schedule for the Lincoln Hall Project. Let me know if it works. Right now, we are trying to finish the East Elevation masonry so they can put the tree up.

East Elevation: Complete masonry by December 1st. Wash elevation around December 7th. (Window wells may be performed in the spring.) Woodwork: spring.

South Elevation: Tent. Complete masonry and woodwork by January. Wash during January thaw period.

Senior Center: Complete woodwork in the spring. Work to be done by mid-May.

West Elevation: Tent and heat, likely in segments, starting January. Complete masonry and woodwork/paint by April.

North Elevation: Tent and heat starting March. Complete woodwork/paint and masonry by May.

Basement Work: Work timeframe will vary, probably February. Complete by March.

East Chimneys: Complete by May. We will just build them from the lift.

Final Washing at select locations/Spot Cleaning/Punch List Completions: June.

**Project Completion Date: June 2016.**

**VILLAGE OF ESSEX JUNCTION  
BOARD OF TRUSTEES  
MINUTES OF MEETING  
November 10, 2015**

**BOARD OF TRUSTEES:** George Tyler (Village President); Dan Kerin, Elaine Sopchak, Andrew Brown. (Lori Houghton was absent.)  
**ADMINISTRATION:** Patrick Scheidel, Municipal Manager; Lauren Morrisseau, Assistant Manager & Finance Director; Rick Jones, Public Works Superintendent; Robin Pierce, Development Director.  
**OTHERS PRESENT:** Dennis Lutz, Bob Travers, Phoebe Spencer, Mason Cardinal, Chris Wandeloski, Trevor Carg, Jason Kittredge, Diane Clemens, Linda Costello.

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[Note: Minutes reflect the order of the published agenda.]

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

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

**2. AGENDA ADDITIONS/CHANGES**

Add:

- Email on the Request for a Private Well under Old Business.
- Letter to the Editor re: RED Committee under New Business
- October 2015 Budget Status Report, Senior Center Policy on Use After Hours, and Check Warrant Report #16016 under Consent Agenda

**MOTION by Elaine Sopchak, SECOND by Andrew Brown, to accept the agenda as amended. VOTING: unanimous (3-0)[Dan Kerin not present for vote]; motion carried.**

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

1. Comments from Public on Items Not on Agenda

None.

2. Presentation: Grant Funds to Center for Technology for Street Tree Nursery Program  
Bob Travers, CTE, gave a brief description of the Natural Resources Program and the plan to prepare street trees for the village as part of the Forestry Program. Individuals working on the street tree project were introduced (Mason Cardinal, Chris Wandeloski, Trevor Carg, and Jason Kittredge). George Tyler presented a check for \$3,000 to CTE for the street tree project, praising the collaboration with the village government and the school on the effort to improve the village downtown with street trees.

**4. OLD BUSINESS**

1. Resident Request for Private Well

Robin Pierce reported Champlain Water District expressed concern about potential risk to the public water supply by the private well and recommended against the proposal. Also, the individual cannot meet all the criteria for an exception to the requirement in the Land Development Code to have municipal water service. Mr. Pierce said following further discussion with the individual the request was dropped.

2. Resident Request for Crosswalk on Pearl Street

George Tyler reported adding a crosswalk on Pearl Street as requested by an area resident does not meet traffic standards, and CCTA said they maintain their trunk routes and cannot adjust a route for an individual. Staff continues to work on a solution for the situation.

Diane Clemens, resident, noted her research found an addition to the 2015 VTrans “Guideline for Pedestrian Crossing Treatments” that said to install as many pedestrian signs as needed to warn motorists. Ms. Clemens urged the Trustees to move forward so all are safe.

3. Thoughtful Growth in Action Contract Addendum

Pat Scheidel reported the contract amendment is due to an increase in the number of people in the working group which required more time from the consultants so more money was needed which was provided. The Selectboard approved the amendment.

**MOTION by Andrew Brown, SECOND by Dan Kerin, to authorize the Municipal Manager to sign the amendment to the Letter of Agreement with the consultants on the Thoughtful Growth in Action project. VOTING: unanimous (4-0); motion carried.**

4. Approve/Sign Resolution for Winter Operations Plan

Dennis Lutz reported the requested clarifications have been incorporated in the document (Table of Contents at the start of the document, village operations section separate from the town section, sidewalk plowing in the village and repair of damage from plowing highlighted). The Selectboard approved the document. Public comment was received in support of the document. One comment regarding village tax money paying for town highway was received and should be followed up because the individual is ill informed. (George Tyler will follow up on this.)

There was brief discussion of the communication with the school district relative to winter storms and school closings, and snow plowing sidewalks and school bus routes. Dennis Lutz noted the town is considering possible revisions to winter operations to better address bus routes.

**MOTION by George Tyler, SECOND by Elaine Sopchak, to approve the Winter Operations Plan for 2015-2016 and to sign/re-sign the resolution contained therein. VOTING: unanimous (4-0); motion carried.**

5. NEW BUSINESS

1. Appointment to CCRPC Active Transportation Plan Advisory Committee  
Phoebe Spencer explained her interest in serving on the committee and noted that this is a good way for the village's bike/walk priorities to be put into a more regionally focused plan.

**MOTION by Dan Kerin, SECOND by Andrew Brown, to appoint Phoebe Spencer as representative to the CCRPC Active Transportation Plan Advisory Committee. VOTING: unanimous (4-0); motion carried.**

2. Letter to the Editor re: RED Committee  
George Tyler explained the letter congratulates the RED Committee on the success of the school unification vote which will form the largest school district in the state.

## **6. MUNICIPAL MANAGER'S REPORT**

### 1. Meeting Schedule – Regular Trustees Meetings @ 6:30 PM

- January 12, 2016
- January 26, 2016
- February 9, 2016
- February 23, 2016

#### \*Special Events/Meetings

- November 17, 2015 – Joint meeting with Selectboard.
- December 8, 2015 @ 9 AM – FYE2017 Budget Work Session
- December 11, 2015 @ 6 PM – Tree Lighting Ceremony and Train Hop
- December 18, 2015 @ 9:30 AM – Meeting/Tour of St. Albans

### 2. Meetings

Pat Scheidel listed a sampling of the meetings on his schedule (Thoughtful Growth, staff meetings, consolidation of services discussion, budget preparation, pre-collective bargaining meetings, and meetings with various groups and committees).

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

### 1. Board Member Comments

- Andrew Brown expressed appreciation for the police officer at Five Corners issuing tickets to people running red lights.

### 2. Reading File

- Minutes
  - Capital Program Review Committee 11/3/15
- 2016 VLCT Municipal Policy
- Finance and Maintenance Agreements with State of Vermont for 2016 Paving
- Thank You Letter from GBIC for Annual Contribution
- Thank You Letter to Sandy Willey and Acknowledgement from Sandy Willey
- Certification of Election Results Essex Junction School District Special Meeting 11/3/15
- *Burlington Free Press* Article re: Global Foundries 11/4/15

**8. CONSENT AGENDA**

**MOTION by Dan Kerin, SECOND by Andrew Brown, to approve the consent agenda as follows and with the addition of the October 2015 Budget Status Report, Senior Center Policy on Use After Hours, and Check Warrant Report #16016:**

- 1. Approve Minutes of Previous Meeting 10/27/15.**
- 2. Expense Warrant #16015 dated 10/29/15 in the amount of \$18,767.58.**

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

**9. ADJOURNMENT**

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

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

The meeting was adjourned at 7:20 PM.

RScty: M.E.Riordan

*gmt*

**JOINT MEETING  
TOWN OF ESSEX SELECTBOARD  
VILLAGE OF ESSEX JUNCTION TRUSTEES  
SELECTBOARD MINUTES  
November 17, 2015**

**SELECTBOARD:** Max Levy, Chair, Irene Wrenner, Vice Chair, Brad Luck, Michael Plageman, Andrew Watts.

**TRUSTEES:** George Tyler, Chair, Dan Kerin, Vice Chair, Lori Houghton, Elaine Sopchak.

**OTHERS PRESENT:** Patrick Scheidel, Town Manager; Doug Fisher, Director of Administrative Services; Lauren Morrisseau, Assistant Village Manager/Finance/MIS Director; Greg Duggan, Assistant Town Manager/Town Planner; Dennis Lutz, Public Works Director; Aaron Martin, Utilities Director; Rick Jones, Village Public Works Superintendent, James Jutras, Water Quality Superintendent; Ally Vile, Parks and Recreation Director; Katherine O'Brien; Christina Trasca; Nick Meyer; Diane Clemens, Unified School District Member; Colin Flanders, Essex Reporter.

Mr. Levy called the Town of Essex Selectboard (SB) meeting to order at 7:00 p.m.

Mr. Tyler called the Essex Junction Trustee meeting to order at 7:00 p.m.

**PLEDGE OF ALLEGIANCE**

Mr. Levy invited those present to join him in reciting the "Pledge of Allegiance."

**AGENDA ADDITIONS/CHANGES**

Mr. Scheidel listed the following changes to the Agenda: a Public To Be Heard, a memorandum dated November 5, 2015 from Dana Hanley to the SB regarding Draft 2016 Essex Town Plan Hearing – November 16, 2015 and a revised copy of the 2016 Town Plan Draft with all changes to date.

**MICHAEL PLAGEMAN MOVED AND IRENE WRENNER SECONDED A MOTION TO APPROVE THE AMENDED AGENDA. THE MOTION PASSED 5-0.**

**GEORGE TYLER MOVED AND ELAINE SOPCHAK SECONDED A MOTION TO APPROVE THE AMENDED AGENDA. THE MOTION PASSED 4-0.**

**PUBLIC TO BE HEARD**

There were no comments from the public.

**BUSINESS**

**Public Works Administration Consolidation – Dennis Lutz**

Mr. Lutz introduced the issue. He reviewed the memorandum dated October 28, 2015 from Mr. Lutz and Mr. Rick Jones, the Village Public Works Superintendent, to the SB and Trustees regarding the Follow-up to Memorandum of Agreement between the Town of Essex and Village of Essex Junction

50 Regarding Consolidation of Public Works Services.

51  
 52 In accord with the referenced agreement signed on January 13, 2015, an Integration Study was to be  
 53 prepared for presentation to the Municipal Manager for "...fully consolidating and integrating public  
 54 works functions within the Town and the Village." Mr. Lutz walked the members through the  
 55 memorandum starting with Management and Responsibility on page 2. He emphasized that  
 56 management of the consolidated Public Works Department for the Village and the Town has to be  
 57 centralized under one Director for overall supervision of key staff and consultants, coordination of  
 58 effort, future infrastructure planning, service response and financial accountability/cost control, but  
 59 decentralized for operations. He said that, from a management perspective, there should be only one  
 60 Director to avoid questions of authority. He reviewed Attachment #3 Management Line Diagram with  
 61 the members. He pointed out that the Village/Wastewater quality would fall under the Village Trustees  
 62 and be supervised by the Municipal Manager. Under this line diagram, the Village would appoint a  
 63 Village Engineer, which is recommended to be Donald L. Hamlin Consulting Engineers. The Village  
 64 Engineer would report to the Community Public Works Director as would the two Public Works  
 65 Superintendents and the Town Engineer. On a daily basis, the expectation is that the two Public Works  
 66 Superintendents would manage their operations fairly independently within their normal boundaries.  
 67 However, mutual support would occur either as they need the support or as determined by the Director.  
 68 The intent is not to micro-manage these two key positions.

69  
 70 The Village Engineer would continue to provide services as he currently does with respect to contract  
 71 work, development reviews and request for assistance from the Village Public Works Superintendent.  
 72 However, the Village Public Works Superintendent can also go to the Town Engineer and the proposed  
 73 Engineering Technician for engineering assistance. This provides more resources for both the Town and  
 74 the Village, especially in situations that do not require a higher level of engineering involvement. There  
 75 are also likely to be situations where the Town may avail itself of the services provided by the Village  
 76 Engineer.

77  
 78 Mr. Luck knew that there was great value sometimes in contracting out work and sometimes not and  
 79 asked if Mr. Lutz did a cost comparison for this model.

80  
 81 Mr. Lutz felt that the issue was how to maintain the infrastructure and work towards one consolidated  
 82 service over time. He explained that currently most of the plans and specifications for construction for  
 83 the Town are in the Geographic Information System (GIS) framework, but Hamlin Consulting holds  
 84 most of the plans and specifications for the Village. This process has to be merged slowly, and in the  
 85 future, that contract service many not be needed. However, currently the Town and the Village Public  
 86 Works Departments independently are stretched. Doing all the work in-house as a consolidated  
 87 department would be considered crazy. The intent is to maximize the resources from Hamlin  
 88 Consulting, and then over time, the data from Hamlin Consulting could migrate to the Town GIS  
 89 system so that both communities' data is on one common database. This process might change the  
 90 relationship with Hamlin Consulting, but that might be 10 years "down the road" and is a future, long-  
 91 term decision. Mr. Lutz stated that he learned a lot this past year and that as much as the Village and the  
 92 Town do things in a similar way, it takes a long time to work together and figure out what works best.  
 93 Mr. Scheidel added that last year, the Village spent \$179,000 for contracted engineering services, which  
 94 would be about the same cost with a combined department. He echoed Mr. Lutz saying that there is a  
 95 lot of Village data with Hamlin Consulting and, in the future, the auditor could do a cost/benefit  
 96 analysis. Mr. Lutz added that there are ways to cut down on engineering costs for particular problems  
 97 by knowing when you need those particular services, and gave an example, but he did not think  
 98 contracted engineering services could be eliminated.

99

100 Ms. Wrenner wondered if the data at Hamlin Consulting is proprietary and asked if it belonged to the  
101 Village and the Town. Mr. Lutz replied that it was tricky because Hamlin Consulting produced the  
102 plans so they belong to them, but the Village, being a client, has access to those plans. He thought that  
103 if Hamlin Consulting wanted to continue its relationship with the communities, then it would want to  
104 provide that information. At the same time, for the Town to start from scratch to develop those plans  
105 would take a long time.

106

107 Mr. Lutz spoke to the reasoning for hiring an Engineering Technician in a consolidated department  
108 scenario. He argued that both communities were running very thin on staff. Mr. Lutz stated that he is  
109 only working 4 days a week, and as he approaches retirement, it is necessary to have people in place  
110 and to build experience whether or not the departments consolidate. The costs for the Engineering  
111 Technician position will be mostly borne through conversion of a vacancy in the Town water/sewer  
112 budget during the first year (65% of the estimated salary costs and 100% of any benefit costs). Longer  
113 term, the intent would be to fund the position equally between water/sewer/highway and stormwater all  
114 under the Town budget. His overall recommended increase this year for the budget as a combined  
115 department is a 3.8%, which is an increase of \$42,000. \$25,000 of that \$42,000 is the Technician's  
116 salary. The other parts of that increase include cell phone costs, mileage reimbursement and highway  
117 and stormwater costs. No added costs were needed for office space for the Technician position. He  
118 thought that to be able to consolidate the department for \$40,000 was reasonable to make this work,  
119 and Mr. Levy agreed that there needed to be a succession plan for Mr. Lutz.

120

121 Mr. Tyler understood that with a consolidated department, the Town and Village would need to  
122 integrate the way they each do capital project planning. He asked Mr. Lutz to address that issue. Mr.  
123 Lutz didn't think that there was a problem with having a capital projects planning and a Capital  
124 Committee. He would recommend hiring an experienced third party through the Vermont League of  
125 Cities and Towns (VLCT) to look at all the roads in the Town and Village and give technical  
126 recommendations. Then those recommendations can be discussed at a committee level and a board  
127 level to address the political part of the issue so that the community as a whole feels the benefits from  
128 the projects. With regard to whether the capital funding should be separate or combined, Mr. Lutz felt  
129 that as long as roads are getting fixed and all taxpayers are paying into the tax base, he didn't think it  
130 was an issue. If the members choose to make capital planning one entity, then there should be one  
131 future solution that encompasses all the needs of the community. Ms. Houghton thought that the boards  
132 were far from making a decision as to keeping or removing the Capital Committee in the Village. Mr.  
133 Lutz thought that there could be a number of mechanisms the boards could choose, but to have a public  
134 entity that looks at the recommendations and provides the boards with good guidance is important. Mr.  
135 Tyler interpreted Mr. Lutz' recommendation as being that the Village Capital Committee would evolve  
136 and somehow coalesce with a similar process in the Town. Obviously there would be some changes if  
137 moving to one capital budget because there would be one community-wide way of looking at this issue.  
138 He stated that if they want to change things, then they need to expect things to change. Ms. Houghton  
139 felt that the Capital Committee's role was very valuable as it gave the members the ability to explain  
140 why one thing is done over the other. She was in favor of the continuation of a Capital Committee in a  
141 consolidated capital budget. Mr. Tyler thought that was Mr. Lutz' recommendation as well. Mr. Tyler  
142 reminded the members that the Capital Committee is advisory and that the Trustees still hold the  
143 authority for decision-making and hold the role of being politically sensitive to the work that needs to  
144 get done, and Ms. Houghton agreed. Mr. Scheidel added that factors, such as the ranking of projects or  
145 the availability of funding, could supersede the recommendations from the Capital Committee. Mr.  
146 Lutz felt that with better data, better decisions will be made that will explain why projects are chosen  
147 over other projects.

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Mr. Kerin thought that decisions on how much work is done on roads plays into the cost. He knew that the Village's intent was to spend a little more money up front to save money in the long run. Mr. Lutz felt that was the toughest part of the decision for certain roads. A ½ million dollar project for one road could fund ten other roads, which is why it is necessary to “bounce” designs internally between staff and to check two or three times with each other to determine if a solution is best for a situation. He stated that when there are major investments in a community, you want to make sure to get it as right as possible because you are spending a lot of money. He and Mr. Aaron Martin are constantly “looking over each others' shoulders” to make sure they are making the right investment for the community. He added that somebody is also needed to be “looking over the shoulder” of consultants as well. Mr. Kerin asked if that role would be contracted out. Mr. Lutz replied that, in the Town, it was an internal process between staff. He noted that, in the Village, there isn't that oversight and even though there is nothing wrong with the Village engineer, it is an important step in the process to make sure that there are right solutions for situations. There may be times when there is friction and difference of opinion and during those times, it is ultimately the decision of the Director.

Mr. Lutz commented on the integration of complaints and requests for service into one system for both communities through the See-Click-Fix program.

With regard to the next steps, Mr. Lutz confirmed for Mr. Levy that one of the next steps was to have an evaluation matrix as an evaluation tool. Mr. Lutz expressed that he did not think that the consolidated effort would save money at first, but would provide better service to everyone. Once they consolidate and make things efficient, then he felt there would be savings. Mr. Levy understood that the Engineer Technician would enable the consolidation, and Mr. Lutz added that it would free up staff to do some of the management work necessary for consolidation because right now, they are too busy with the day-to-day work. Mr. Tyler recalled Mr. Lutz saying that both communities are stretched very thin with their current work load so Mr. Lutz is not expecting some savings all of a sudden with a consolidation. Mr. Tyler commented that the last few winters, the Town and the Village have had to hire additional workers during the winter to fill the gaps, but not keeping them on as permanent employees. Therefore, he understood that they are not anticipating with consolidation that positions would all of a sudden be eliminated, and Mr. Lutz agreed. Mr. Scheidel confirmed that budgets have always been put together with the understanding of not being over-staffed, keeping control on spending and folding in the work when possible. Mr. Levy asked the other members what their opinions are with this issue. Mr. Tyler stated that there were many parts of the plan that he liked, and he was in favor of moving forward with these recommendations, and the other members agreed. It was confirmed that the general consensus from both boards was that this was a positive direction for the community. There will be some initial costs as resources in both departments are stretched, but over time, with a gradual consolidation, efficiencies would be realized and the community would be working together in a smarter way. The SB and Trustees thanked Mr. Lutz and Mr. Jones for their work for this issue.

#### **capital Budgeting/Building Financing – Doug Fisher**

Mr. Fisher introduced the issue and reviewed the current listing of Town and Village long-term borrowings (bonds and notes) over the last 25 years that were incurred for the purpose of financing infrastructure improvements including buildings. With regard to the memorandum dated November 11, 2015 from Mr. Fisher to the Municipal Manager, SB and Trustees, Mr. Fisher clarified for Mr. Levy that the “starred” bonds listed in the memorandum were paid off. He confirmed for Mr. Levy which bonds belonged to the Town and which bonds belonged to the Village. Mr. Tyler pointed out that the water/sewer/sanitation funding stream was different from the other bonds and came from users.

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Mr. Scheidel asked what a penny generated in the Village. Mr. Fisher replied that Townwide, it generated almost \$250,000 and for the Village, it would generate about \$100,000. It was confirmed that if the Town and Village continued consolidated services, neither would incur the other's existing debt.

Mr. Fisher stated that the Town has a couple of different ways it funds capital financing. One is operation transfer and one is the capital tax, which is currently 2 cents. The operating transfer is \$314,000 and the capital tax generated \$498,000. He added that in 1994, the Townspeople voted to freeze the debt service rate for capital funding. As a result, the debt service went down and the excess went over to transfer to capital. This went until the Town incurred debt for the new police facility. Therefore, for the next 10 to 15 years, there won't be any excess. The hope is that they will get back to the previous scenario in the future. Ms. Morrisseau explained that the Village has a rolling stock contribution for 2015, which is \$198,000 and \$50,000 for payment of debt for the fire truck. Then for FYE 2016, there is a capital contribution of \$442,000, which increases by 7.5% each year. In the current year, the Village also transferred \$75,000 of their fund balance into its capital funds. Mr. Tyler stated that there is a slight difference in the way each community does accounting and budgeting. The Town looks at capital projects and has a capital tax and the Village does a general funds transfer. He asked about the advantage or disadvantage of doing it one way over the other. Is there a rationale for doing it each way? Mr. Fisher explained that the capital tax in the Town was a Town-wide vote and until it gets voted down, the Town can count on that 2 cents generating that money. He was not sure if the Village's money was subject to a vote each year or was set like the Town. Ms. Morrisseau explained that since 1993, the Village has increased the rate every year to keep up with capital projects. Mr. Tyler added that the Village sets a general tax rate and once that has been generated, they transfer money from the general fund to the capital budget, which is then presented to the voters.

Mr. Scheidel confirmed for Mr. Levy that this was a presentation of the differences and that future discussions need to happen to determine the best way to finance capital needs for the community as a whole and how to unify their approaches to one approach.

**Update of Efficiencies Identified to Date**  
**Public Works**

Mr. Lutz referred members to Attachment #6, Early Thoughts on Potential Areas for Cost Savings under Public Works Consolidation and Attachment #7, Actions Taken in FYE 2016 With Respect to Public Works Cooperation/Consolidation from his memorandum dated October 28, 2015. He agreed with Mr. Levy that sometimes there isn't a way to put a dollar cost or savings to some of the processes, but that the Town and Village are working smarter with these changes. With regard to the See-Click-Fix program, Mr. Lutz explained that it will take time to implement this program in a consolidated department. Mr. Levy felt that there was a great pilot project of this program being used in the Village, and Mr. Lutz agreed and added that the State is also using this program. Ms. Houghton thought this was a great list, and Mr. Levy appreciated Mr. Lutz' documentation of savings. Mr. Lutz added that there will be more efficiencies to document in the future.

**Administrative Services – Doug Fisher/Lauren Morrisseau**

Ms. Morrisseau reviewed the memorandum dated November 17, 2015 to the Trustees, SB and Municipal Manager regarding Finance Department progress in combining services. She listed the Finance operations that have been combined to date. Mr. Fisher gave an example of an efficiency that will occur by cutting paychecks from 4 times a month to 2 times a month. He confirmed with Mr. Levy

246 that the Town and Village cut a lot of paper checks. Ms. Morrisseau said that they are sharing resources  
247 and knowledge. Mr. Levy felt that the more they combine best practices, the more efficiencies they'll  
248 find. Mr. Fisher agreed that, in the long run as they move forward, there will be more efficiencies.  
249 However, it takes awhile to determine a similar process because they are finding that there are a lot of  
250 dissimilarities. Mr. Levy asked if they could talk about some of the best practices to go forth. Mr.  
251 Fisher explained that this determination was still in process. Mr. Tyler congratulated Mr. Fisher and Ms.  
252 Morrisseau for what has already been accomplished. Ms. Morrisseau and Mr. Lutz reviewed the future  
253 goals for the combining of finance operations listed in the memorandum. Members noted that there is a  
254 lot more work to do, but that Mr. Fisher and Ms. Morrisseau have accomplished a lot already. Mr.  
255 Fisher commented on the goal to get all the Information Technology (IT) in one building for both  
256 communities. However, they are not ready to eliminate the Village's IT support yet. Mr. Levy  
257 commented about being careful and thoughtful about security. Ms. Morrisseau reported that the Village  
258 has a new server in the budget next year, so that would have to be taken into consideration. Mr.  
259 Scheidel asked if they decided on having one IT area in the operational budget or if this was something  
260 to discuss in the future. Mr. Fisher stated that in early drafts, the idea is to have most of the IT costs fall  
261 under the Manager's Budget. He thought that they were close to having one composite IT function  
262 within the framework of the combined budgets right now, which he thought was very exciting.  
263

#### 264 Municipal Manager Recruitment – Patrick Scheidel

265  
266 Mr. Scheidel introduced the issue and reviewed the document on Recruitment Invitation Town of Essex  
267 and Village of Essex Junction Vermont Municipal Manager. He explained that the document included  
268 all the comments from interviews he conducted and information from research about consultant work  
269 to help with the recruitment and selection of a municipal manager. The Recruitment Invitation includes  
270 a draft profile and recruitment schedule. If the boards adopt the Draft Manager Recruitment Schedule,  
271 then the first recommended action is to hire a consultant to help with the 6-month process of hiring a  
272 new municipal manager to begin work on July 1, 2018. He noted that there will be decisions to fine  
273 tune along the way, but that generally this process could be adopted and ready for implementation  
274 when needed. He recommended putting aside \$20,000 for the cost of the consultant work for this issue.  
275 He recommended that the existing municipal manager should not be part of the decision-making  
276 process for the new hire. The consultant would take that role for the boards and help them make a  
277 decision, which is standard practice.  
278

279 Mr. Scheidel confirmed for Mr. Levy that the decision to hire a municipal manager would be a joint SB  
280 and Trustees decision. Mr. Scheidel recommended that all the members of both boards be present for all  
281 the interviews as it is an important part of the process. Mr. Scheidel confirmed with Mr. Levy that one  
282 attorney would be fine for the review of the contract, but that the boards could decide to have both  
283 attorneys review it. With regard to advertising for the position, Mr. Scheidel suggested posting it  
284 everywhere including through the VLCT, which would reach a huge applicant pool. He said that  
285 salaries, benefits and location will narrow down the pool automatically. He felt that citizen involvement  
286 should be included in the first interviews, but confidentiality for the interviewees is important in case  
287 people are not ready to expose that they are looking for a new job. He confirmed for Ms. Sopchak that  
288 the interviews should take place in Executive Session and that he did not see how it would work any  
289 other way. However, part of the first interview process includes a meet and greet where applicants get  
290 tours of the facility and meet the staff who have a very important role in this process. The staff can get  
291 a good sense of communication skills and knowledge from the applicants and then can provide  
292 comments back to the boards. Then when you narrow it down to two or three candidates, you can talk  
293 to them about going public and having the press or public available for questions.  
294

295 Mr. Scheidel stated that the second interviews are important for background checks and discussing  
296 negotiated contracts. He was dismayed to hear from his colleagues that they are accepting 1-year  
297 contracts. It would be his recommendation to offer a, what used to be standard, 3-year contract, with  
298 renewal points during the 2<sup>nd</sup> year, to be fair to those applicants thinking about relocating to Vermont  
299 and to give the new hire the chance to learn the organization. The intent is to get the best possible  
300 candidates who, in return, will give the community their best. He noted that if for some reason the end  
301 date for him changes, they can redo the schedule and work backwards.

302  
303 Ms. Houghton thought that how the 10 members are going to make the decision should be included in  
304 the Schedule. Mr. Scheidel replied that this will be determined by all the members in partnership with  
305 the consultant. The consultant will help guide priorities and give input along the way. Ms. Houghton  
306 thought it would be helpful for a joint discussion before hiring the consultant to determine how this  
307 decision will be made and what type of measurement or matrix they will use at the "end of the day." Mr.  
308 Scheidel replied that consultants have those measurement processes readily available and could make  
309 recommendations to the boards or the boards could invent their own process. Mr. Scheidel confirmed  
310 for Ms. Houghton that he would include a bullet in the Schedule related to this step in the process. Mr.  
311 Levy felt it would be how the boards work together to select the consultant, and Ms. Houghton agreed.  
312 Mr. Scheidel also agreed that the boards' first decision is whether or not they want to hire a consultant.  
313 Mr. Levy asked how the boards would develop a contract with the consultant. Mr. Scheidel replied that  
314 the VLCT has some objective sample contracts. Mr. Levy thought that was another necessary  
315 discussion to hold between the boards and agreed with Ms. Houghton that those conversations needed  
316 to happen to figure out how they work together as two boards to make these decisions. Mr. Tyler  
317 thought it was a good question because just figuring out who among the 10 members would lead the  
318 process is a conversation and a good reason to have a consultant. Mr. Scheidel agreed with Mr. Levy  
319 that the members could always review the Profile and Schedule and make changes at any time in the  
320 future.

321  
322 Ms. Wrenner commented that it sounded like Mr. Lutz was going to be training his replacement and  
323 asked if Mr. Scheidel saw himself staying after the hiring date to do the same. Mr. Scheidel thought that  
324 it was best for the new municipal manager to get a "clean slate" to work with. He said that the new  
325 person will have a lot of new things to focus on with a new direction, and there should be no  
326 impediments from the past. Mr. Levy felt that Mr. Scheidel, having worked for the Town for 25 years,  
327 would be taking a lot of institutional knowledge with him. Mr. Scheidel confirmed for Mr. Levy that if  
328 the new hire has any questions for him, he would be happy to share what he knows. Mr. Scheidel did  
329 not think the new municipal manager would want that institutional memory as the communities are  
330 going in new directions, and there is a lot of positive energy.

331  
332 **IRENE WRENNER MOVED AND ANDREW WATTS SECONDED A MOTION THAT THE**  
333 **SELECTBOARD APPROVE THE RECRUITMENT PROFILE AND SCHEDULE FOR THE**  
334 **MUNICIPAL MANAGER WITH THE UNDERSTANDING THAT FUTURE EDITORIAL**  
335 **ADJUSTMENTS WILL BE MADE.**

336  
337 **THE MOTION PASSED 5-0.**

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339 **ELAINE SOPCHAK MOVED AND DAN KERIN SECONDED A MOTION THAT THE**  
340 **TRUSTEES APPROVE THE RECRUITMENT PROFILE AND SCHEDULE FOR THE**  
341 **MUNICIPAL MANAGER WITH THE UNDERSTANDING THAT FUTURE EDITORIAL**  
342 **ADJUSTMENTS WILL BE MADE.**

343

344 THE MOTION PASSED 4-0.

345 Essex Governance Group (EGG) Committee Discussion – Patrick Scheidel

347  
348 Mr. Scheidel introduced the issue. Members discussed moving forward with the ad hoc committee that  
349 was approved by the Trustees and SB at the joint meeting on June 23, 2015. Mr. Levy quoted the  
350 following from the minutes: “that the Essex Selectboard engage and advertise for an ad hoc committee  
351 to analyze present voting processes including legal and legislative constraints and provide a  
352 comparative review of how those voting processes could be restructured within existing and potential  
353 new models of local government and school governance to maximize community engagement.” Mr.  
354 Levy felt that this was a good mission statement for the ad hoc committee. He noted that the Trustees  
355 and SB also elected Ms. Sopchak as the Trustees Representative for this committee and Mr. Plageman  
356 as the SB Representative for this committee. Mr. Levy commented that the boards did not talk about  
357 the size of the ad hoc committee. Ms. Sopchak preferred no more than 7 members on the Committee,  
358 and Mr. Plageman agreed. She felt that the hope was that at least there would be 5 members. She knew  
359 that members of the Essex Governance Group (EGG) would be interested and suggested placing an  
360 advertisement in the paper. She recommended that she and Mr. Plageman meet to determine a timeline,  
361 scope of work and the commitment from the Committee volunteers. She and Mr. Plageman agreed with  
362 bringing that result back to the boards for review.

363  
364 Ms. Wrenner commented that having experienced being on committees with 7 people, only 3 or 4  
365 people show up, and many times there isn't a quorum. She thought that sometimes 7 members is not  
366 enough. Mr. Kerin suggested having alternates, like with other committees and boards, for times when  
367 members could not attend. Ms. Sopchak pointed out that this Committee would be advisory and not  
368 directive. She would hope that, for major decisions, all members would be present, but if only a few  
369 people are in attendance then the recommendation from the majority of the people present at the time  
370 would be brought forth to the boards. At the same time, she recalled how Mr. Duggan advertised for the  
371 Thoughtful Growth In Action Committee (TGIA). Mr. Duggan was really specific up front about the  
372 expectations for volunteers. She asked Mr. Duggan if that proved to be effective. Mr. Duggan replied  
373 that 28 people are on the TGIA, and there were 22 at the first two meetings. Ms. Sopchak stated she  
374 and Mr. Plageman could make a similar effort to be clear about the commitment to “nip that in the bud.”  
375 She agreed with Mr. Levy that she and Mr. Plageman would meet to draft an advertisement and bring  
376 that to the boards for review.

377  
378 Mr. Luck asked about a timeline for this effort. Ms. Sopchak suggested working backwards from winter  
379 of 2017 when the 2017 Town Meeting is warned. She thought that this was a fairly long timeline, but  
380 wanted to start the process now. She added that there was a lot of legwork done by the EGG group that  
381 the ad hoc committee could refer to during its research. Mr. Plageman agreed with this timeline since  
382 the boards did not have the kind of time this issue deserves to address it for the 2016 Town Meeting. Mr.  
383 Scheidel commented that the boards had a couple of months to establish the group and the ad hoc  
384 committee could hold a few meetings before getting serious business started after the 2016 Town  
385 Meeting, and Mr. Plageman agreed. Ms. Sopchak confirmed for Mr. Levy that, given the holidays, it  
386 was safer to say that a Committee could be formed by the end of January, 2016, and Mr. Scheidel  
387 agreed. Mr. Scheidel asked if it made sense to include people who haven't been involved in the EGG  
388 process. Ms. Sopchak thought that there may be some people interested who don't know the history of  
389 the EGG conversations, but that the Committee could bring them up-to-speed. She thought that would  
390 be a new perspective to the group.

391  
392 There was consensus from the boards that Ms. Sopchak and Mr. Plageman would meet initially to draft

393 a timeline, scope of work and commitment desired for review by both boards. The goal would be to  
394 advertise for the committee and have it formed by the end of January, 2016.

396 **School District Consolidation Vote – Max Levy/George Tyler**  
397 **Recreation District?**

398  
399 Mr. Tyler introduced the issue. He stated that, at the last joint meeting between the Trustees and the  
400 Prudential Committee, members acknowledged that pending the results of the community-wide vote to  
401 form a regional district (and thus the dissolution of the Prudential Committee and Village School  
402 District), the two boards may need to explore the possibility of transferring administrative supervision  
403 of the Essex Junction Recreation and Parks (EJRP) to the Village, or some other entity. With the  
404 successful outcome of the Regional Education District (RED) vote and unification going into effect  
405 FYE June 2017, Mr. Tyler would like to gauge the sentiments of the SB and Trustees for moving ahead  
406 with creating an independent, community-wide Parks and Recreation District, which would have  
407 oversight by municipal and school leaders, and community members.

408  
409 Mr. Tyler expressed that because this has been a sensitive issue in the Village, he wanted to be  
410 completely transparent and introduce this concept to the boards and the public before having any  
411 discussions about this issue. He asked for the board members' consent to hold a meeting with the  
412 Prudential Committee, Trustees and SB sometime in the first 6 months of 2016 to begin the discussion  
413 on how the community would approach creating an Essex-wide recreation district together. The intent  
414 of that meeting would be to jointly approve creating a study committee whose task would be to identify  
415 and frame all issues pertinent to creating this district and develop a plan to be approved by the Village  
416 and Town voters in 2017. Mr. Tyler explained that the general concept would be that all recreation  
417 programs would stay in place from the user perspective, but changing how it is going to work. Mr.  
418 Levy understood that the new Unified School District (USD) Committee would be in place by July 1,  
419 2017. Mr. Tyler agreed that the new USD Committee would need to figure out the “nuts and bolts” to  
420 present for approval by the voters as would the recreation district. He asked for thoughts and concerns  
421 from the other members on this concept.

422  
423 Ms. Wrenner suggested moving the vote to November of 2016, which would be a good voter turnout  
424 since it is a presidential election as opposed to having fewer voters. Mr. Tyler and Ms. Diane Clemens,  
425 a member of the new USD Committee, deliberated on when voters would vote on a new unified school  
426 charter. Ms. Clemens confirmed that it would be either March or April of 2017. Mr. Tyler thought a  
427 November, 2016 deadline would be too short since a recreation district is a big, complicated task that  
428 he anticipated to be staff heavy as well. Mr. Tyler thought that the March or April, 2017 vote should get  
429 a lot of attention as well.

430  
431 Mr. Luck didn't think there was a conflict of interest at this point with this discussion, but that there  
432 might be in the future with his role as a SB member and the Director of EJRP. He was in favor of  
433 having another committee to look solely at this topic, similar to the RED Study Committee and TGIA  
434 Committee. He asked if Mr. Tyler's request was presuming that a Parks and Recreation District was the  
435 answer and that the board members were giving consent tonight towards the creation of a district. Mr.  
436 Luck was not sure if that was the question that should be asked. He suggested that the question is how  
437 do the two communities want to continue delivering recreation services in the future. He thought that  
438 there were many options that could include a district or having it all under the Town or the Village or  
439 being under the new USD Committee. He would change this request to studying what works best as  
440 they move forward with the changes in the community. Mr. Tyler agreed and apologized if his proposal  
441 made it seem as if a Parks and Recreation District is the only solution because nothing has been

442 decided. He anticipated that the discussion at the joint meeting with the Prudential Committee, SB and  
443 Trustees would be a big discussion and would start with the simple question of "What do they want to  
do?" He stated that the Trustees were brought into the discussion by the fact that it owns the land under  
445 EJRP. Ms. Houghton asked if the new USD Committee would be invited to the meeting, and Mr. Tyler  
446 agreed that it would have to be involved at some point.

447  
448 Mr. Scheidel asked what happens if July 1, 2017 comes and there is no decision on the recreation  
449 departments? Mr. Tyler thought that something had to be decided because the Village School District  
450 will no longer exist. Mr. Tyler was pretty sure that the tone of the RED Committee discussions was that  
451 the general understanding was that the new USD Committee did not want to be running a recreation  
452 department. Mr. Scheidel and Ms. Clemens agreed with Mr. Tyler.

453  
454 Mr. Scheidel had understood that the discussions concluded with having a Parks and Recreation  
455 District, which would mean that budget discussions would be easy. If a district is not the conclusion to  
456 this issue, then it would impact the budgets. He felt that this process would produce anxiety with the  
457 recreation Directors. Mr. Tyler felt that with the huge popularity of both departments throughout the  
458 community, it would be madness to think that the departments would be drastically altered. The intent  
459 is to depend heavily on the existing staff to tell the boards how to maintain everything just as it is.  
460 Perhaps down the road, it could become something else, but there is no intention to "work on the  
461 engine." Mr. Scheidel commented that the end product is consolidated services, but with the recreation  
462 departments it is a little more complicated from a legal standpoint. The intent is to have the same high  
463 quality, yet be consolidated enough to provide efficiencies to answer any questions from the taxpayers  
464 about integrated services. Mr. Levy felt that the ground rule, from a user perspective, is not to change  
465 what programs are offered at this time.

467 Ms. Vile stated that a vote is 15 months away, which she saw as "fast track." It seemed to her that the  
468 recreation Directors would be need to approach the boards with a consolidated budget, which meant  
469 three possible budgets within a year. By this time next year, there needed to be some sort of projection  
470 ready to go on a ballot for the voters, and Mr. Tyler agreed. Mr. Tyler confirmed for Ms. Vile that the  
471 vote would take place in the spring of 2017, not November of 2017 and that the budget impacts would  
472 be part of the bigger discussion. Mr. Fisher suggested that there might be an interim step in the interest  
473 of preserving services the way they are now. Ms. Clemens thought the boards should consider having it  
474 be voted on in November, 2016 since it would be a presidential election and would be ideal to see how  
475 people feel about this issue, and then the April, 2017 vote could be a "back-up" vote. She felt that there  
476 were many ways to have checkpoints along the way to include the public, but she agreed that it was 16  
477 months away and that the communities need something done. Mr. Tyler clarified that his request  
478 tonight was to get permission to reach out to the Directors, Superintendents, the Prudential Committee,  
479 the new USD Committee and any relevant parties to arrange a joint meeting. Ms. Houghton felt that  
480 March, 2016 was a very busy time for both boards, but felt that March, 2017 would be the latest to  
481 address this issue, and Mr. Tyler agreed. Ms. Houghton thought that one key issue was the use of the  
482 schools for so many recreation programs. Ms. Vile reassured Ms. Houghton that the Town Recreation  
483 Department is not under the jurisdiction of the schools, and it has a great relationship with the schools.  
484 Mr. Tyler suggested that this would also be a time when the Town and the Village discusses whether it  
485 makes sense to own the property or to transfer it to a Parks and Recreation District. Mr. Plageman  
486 asked if a transfer of property could take place after a vote. Mr. Scheidel clarified that the property  
487 issue would have to be settled as part of the vote.

489 Mr. Scheidel noted that the Trustees, at a previous meeting, had discussed how it was going to finance  
490 capital projects, including the recreation department on Maple Street. He wondered if that was a topic

**SELECTBOARD**

**November 17, 2015**

491 of discussion for tonight as 81 Main Street gets closer to a completion date. Mr. Tyler did not think it  
 492 would involve the SB unless they were to discuss operational adjacencies and the available space at  
 493 Lincoln Hall once 81 Main Street is completed. Mr. Scheidel did not want the discussion to be a  
 494 surprise for any of the board members which was why he raised the issue. Mr. Houghton asked for  
 495 clarification. Mr. Scheidel said that as 81 Main Street gets closer to its completion date, the boards  
 496 might want to discuss operational adjacencies between 81 Main Street and Lincoln Hall and capital  
 497 needs in a consolidated service model. Ms. Sopchak felt that the Trustees did not finish their  
 498 conversation about capital needs and improvements, and she felt that needed to happen first. Mr.  
 499 Scheidel understood, but wanted to introduce the idea as they are discussing consolidated services and  
 500 operational adjacencies. Mr. Tyler asked Mr. Lutz to be sure to let the SB and Trustees know if there  
 501 are some obvious things that should happen with regard to availability of space and operational  
 502 adjacencies as they get closer to finishing 81 Main Street. Mr. Tyler did not think a joint meeting would  
 503 be required for this issue. Mr. Scheidel believed that the topic would include both boards since it  
 504 included staff from both communities. Mr. Scheidel agreed with Mr. Kerin that the topic includes  
 505 capital financing and budgeting of buildings and property. Mr. Scheidel added that the formula for one  
 506 building is not the same for another building.

507  
 508 There was consensus from both boards for Mr. Tyler to consult with the Prudential Committee, the  
 509 Parks and Recreation Directors, the Chittenden Central Supervisory Union staff, the municipal manager,  
 510 the new USD Committee and any other relevant parties in order to prepare an actionable agenda item  
 511 for a joint meeting with all necessary parties in 2016.

512  
 513 **CONSENT AGENDA**

514  
 515 **ANDREW WATTS MOVED AND IRENE WRENNER SECONDED A MOTION TO APPROVE**  
 516 **THE CONSENT AGENDA WITH SELECTBOARD MEMBER COMMENTS.**

517  
 518 **CONSENT AGENDA**  
 519 **Prudential Committee/Trustees Minutes**

520  
 521 There were no comments from the SB members.

522  
 523 **THE MOTION PASSED 5-0.**

524  
 525 **BRAD LUCK MOVED AND IRENE WRENNER SECONDED A MOTION TO ADJOURN AT**  
 526 **9:25 P.M. THE MOTION PASSED 5-0.**

527  
 528 **ELAINE SOPCHAK MOVED AND LORI HOUGHTON SECONDED A MOTION TO**  
 529 **ADJOURN AT 9:26 P.M. THE MOTION PASSED 4-0.**

530  
 531  
 532  
 533 **Respectfully submitted,**

534  
 535 Saramichelle Stultz  
 536 Recording Secretary

537 Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2015

539

**SELECTBOARD**

**November 17, 2015**

540 (See minutes of this date for corrections, if any).

541

543

544 Andrew J. Watts, Clerk, Selectboard

545

546 (THESE MINUTES ARE SUBJECT TO CHANGE AT THE NEXT SELECTBOARD MEETING)

547

548

549

550

551

11/16/15  
04:09 pm

Town of Essex Accounts Payable  
Check Warrant Report # 16017 Current Prior Next FY Invoices For Fund (GENERAL FUND)  
For Check Acct 01(GENERAL FUND) All check #s 11/12/15 To 11/13/15 & Fund 2

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
V0503	10/31/15	CHAMPLAIN OIL COMPANY, IN VA VEHICLE FUEL OCT CL169446	210-42220.626	356.84	2859	11/13/15
V0503	10/31/15	CHAMPLAIN OIL COMPANY, IN VA VEHICLE FUEL OCT CL169446	210-43110.626	1082.51	2859	11/13/15
25715	10/30/15	DONALD HAMLIN CONSULT ENG ST ENGINEERING 10301514830	210-43110.576	6235.00	2866	11/13/15
V10686	11/01/15	EMERGENCY SERVICES MARKET VF IAR ANNUAL SUBSCRIPTN 11015D	210-42220.570	725.00	2867	11/13/15
V0503	10/31/15	CHAMPLAIN OIL COMPANY, IN VA VEHICLE FUEL OCT CL169446	254-43200.626	154.36	2859	11/13/15
12840	10/15/15	ADS BURLINGTON TRANSFER S WW 2.42 TON GRIT U10000003096	255-43200.565	201.71	2855	11/13/15
V0503	10/31/15	CHAMPLAIN OIL COMPANY, IN VA VEHICLE FUEL OCT CL169446	255-43200.626	198.44	2859	11/13/15
26290	10/19/15	CHAMPLIN ASSOC. INC. WW SUPERNATANT PUMP SEALS 9957	255-43200.570	1705.87	2860	11/13/15
23455	10/26/15	CHITTENDEN SOLID WASTE DI WW 85.48 TONS IVC22177	255-43200.568	7236.74	2861	11/13/15
06870	10/27/15	ENDYNE INC WW MPN FECAL BATCH BIOSOL 186748	255-43200.577	520.00	2868	11/13/15
38955	10/21/15	F W WEBB CO. WW ASSTD ITEMS FLANGE 48167128	255-43200.570	322.89	2869	11/13/15
38955	10/26/15	F W WEBB CO. WW CHEM FEED REPLACEMENT 48229185	255-43200.570	114.82	2869	11/13/15
38955	10/28/15	F W WEBB CO. WW BOILER FEED REPAIRS 48250258	255-43200.570	54.82	2869	11/13/15
03160	10/23/15	P & H SENESAC INC WW DEWATER SERVICES 19730	255-43200.330	300.00	2882	11/13/15
03160	10/23/15	P & H SENESAC INC WW DEWATER POLYMER 19731	255-43200.619	3450.00	2882	11/13/15
V0503	10/31/15	CHAMPLAIN OIL COMPANY, IN VA VEHICLE FUEL OCT CL169446	256-43200.626	88.29	2859	11/13/15

11/16/15  
04:09 pm

Town of Essex Accounts Payable  
Check Warrant Report # 16017 Current Prior Next FY Invoices For Fund (GENERAL FUND)  
For Check Acct 01(GENERAL FUND) All check #s 11/12/15 To 11/13/15 & Fund 2

Page 2 of 2  
lmorrisseau

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
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Report Total

22747.29

11/25/15

## Town of Essex Accounts Payable

Page 1 of 11

09:13 am

Check Warrant Report # 16018 Current Prior Next FY Invoices For Fund (GENERAL FUND)

lmorrisseau

For Check Acct 01(GENERAL FUND) All check #s 11/20/15 To 11/20/15 &amp; Fund 2

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
37585	10/21/15	A H HARRIS & SONS INC ST SUPPLIES 324605700	210-43110.610 SUPPLIES	16.50	2891	11/20/15
37585	10/22/15	A H HARRIS & SONS INC ST SUPPLIES 324661800	210-43110.610 SUPPLIES	14.84	2891	11/20/15
14400	11/13/15	ABOVE AND BEYOND LH/BL 11/1-12/5 CLEANING 2410	210-45551.423 CONTRACT SERVICES	2400.00	2892	11/20/15
14400	11/13/15	ABOVE AND BEYOND LH/BL 11/1-12/5 CLEANING 2410	210-41940.423 CONTRACT SERVICES	750.00	2892	11/20/15
V10007	11/01/15	AIRGAS EAST ST WELDING GAS 9931117231	210-43110.610 SUPPLIES	92.62	2895	11/20/15
02420	11/02/15	AUTOZONE VF MOLDING TAPE 3236490121	210-42220.610 SUPPLIES	13.87	2897	11/20/15
V10301	11/01/15	BARRA, PLC/ DAVID A. // AD/DV OCT LEGAL FEES 2170-77	210-41970.320 LEGAL SERVICES	858.00	2899	11/20/15
V10301	11/01/15	BARRA, PLC/ DAVID A. // AD/DV OCT LEGAL FEES 2170-77	210-41320.320 LEGAL SERVICES	1848.00	2899	11/20/15
23635	11/01/15	BAY STATE ELEVATOR COMPAN BL BLDG MAINTENANCE 403309	210-45551.434 MAINT. BUILDINGS/GROUNDS	269.51	2901	11/20/15
02005	11/05/15	BCBSVT VA DEC HEALTH INS 73620001184	210-41335.210 HEALTH INS & OTHER BENEFIT	1151.22	2902	11/20/15
02005	11/05/15	BCBSVT VA DEC HEALTH INS 73620001184	210-41320.210 HEALTH INS & OTHER BENEFIT	4604.89	2902	11/20/15
02005	11/05/15	BCBSVT VA DEC HEALTH INS 73620001184	210-43151.210 HEALTH INS & OTHER BENEFIT	610.15	2902	11/20/15
02005	11/05/15	BCBSVT VA DEC HEALTH INS 73620001184	210-43110.210 HEALTH INS & OTHER BENEFIT	3914.16	2902	11/20/15
02005	11/05/15	BCBSVT VA DEC HEALTH INS 73620001184	210-41970.210 HEALTH INS & OTHER BENEFIT	2302.44	2902	11/20/15
02005	11/05/15	BCBSVT VA DEC HEALTH INS 73620001184	210-45551.210 HEALTH INS & OTHER BENEFIT	6907.33	2902	11/20/15
V9963	10/23/15	BENOURE PLUMBING & HEATIN VF TOILET REPAIR 107535	210-42220.434 MAINT. BUILDINGS/GROUNDS	200.00	2903	11/20/15
10510	09/28/15	BLUE TARP FINANCIAL INC ST SUPPLIES 713639	210-43110.610 SUPPLIES	6.74	2905	11/20/15
10510	09/29/15	BLUE TARP FINANCIAL INC BL SUPPLIES 713645	210-45551.610 SUPPLIES	3.90	2905	11/20/15
10510	09/29/15	BLUE TARP FINANCIAL INC VF TWO CYCLE FUEL 713646	210-42220.610 SUPPLIES	20.22	2905	11/20/15
10510	09/30/15	BLUE TARP FINANCIAL INC ST SUPPLIES 713647	210-43110.610 SUPPLIES	7.18	2905	11/20/15
10510	10/02/15	BLUE TARP FINANCIAL INC ST SUPPLIES 713656	210-43110.610 SUPPLIES	25.18	2905	11/20/15
10510	10/02/15	BLUE TARP FINANCIAL INC ST SUPPLIES 713658	210-43110.610 SUPPLIES	18.89	2905	11/20/15
10510	10/05/15	BLUE TARP FINANCIAL INC ST SUPPLIES 713665	210-43110.610 SUPPLIES	4.31	2905	11/20/15
10510	10/05/15	BLUE TARP FINANCIAL INC ST SUPPLIES 713669	210-43110.610 SUPPLIES	19.12	2905	11/20/15
10510	10/07/15	BLUE TARP FINANCIAL INC ST SUPPLIES 713689	210-43110.610 SUPPLIES	6.81	2905	11/20/15

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
10510	BLUE TARP FINANCIAL INC	10/08/15	ST SUPPLIES 713693	210-43110.610 SUPPLIES	10.78	2905	11/20/15
10510	BLUE TARP FINANCIAL INC	10/14/15	BL BATTERIES-SUPPLIES 713712	210-45551.610 SUPPLIES	17.98	2905	11/20/15
10510	BLUE TARP FINANCIAL INC	10/18/15	ST SUPPLIES 713719	210-43110.610 SUPPLIES	37.15	2905	11/20/15
10510	BLUE TARP FINANCIAL INC	10/20/15	LH LIGHT BULBS 713729	210-41940.610 SUPPLIES	23.70	2905	11/20/15
10510	BLUE TARP FINANCIAL INC	10/22/15	ST BATTERIES 713732	210-43110.610 SUPPLIES	13.49	2905	11/20/15
10510	BLUE TARP FINANCIAL INC	10/23/15	ST SUPPLIES 713737	210-43125.610 WINTER MAINTENANCE	19.78	2905	11/20/15
10510	BLUE TARP FINANCIAL INC	10/23/15	ST SKIMMER MEM PARK 713743	210-43161.002 MEMORIAL PARK	12.59	2905	11/20/15
00530	BRODART CO	10/29/15	BL BOOKS B4154370	210-45551.641 JUVEN COLLECTION-PRNT & E	37.78	2909	11/20/15
00530	BRODART CO	10/29/15	BL BOOKS B4154370	210-45551.610 SUPPLIES	2.70	2909	11/20/15
00530	BRODART CO	10/30/15	BF BOOKS B4155429	210-49345.000 LIBRARY DONATION EXPENDIT	39.17	2909	11/20/15
00530	BRODART CO	11/02/15	BL BOOKS B4157261	210-45551.641 JUVEN COLLECTION-PRNT & E	13.94	2909	11/20/15
00530	BRODART CO	11/02/15	BL BOOKS B4157261	210-45551.610 SUPPLIES	0.90	2909	11/20/15
00530	BRODART CO	11/02/15	BL BOOKS B4157322	210-45551.641 JUVEN COLLECTION-PRNT & E	9.34	2909	11/20/15
00530	BRODART CO	11/02/15	BL BOOKS B4157322	210-45551.610 SUPPLIES	0.90	2909	11/20/15
00530	BRODART CO	11/03/15	BL BOOKS B4158831	210-45551.610 SUPPLIES	0.90	2909	11/20/15
00530	BRODART CO	11/03/15	BL BOOKS B4158831	210-45551.640 ADULT COLLECTION-PRINT &	66.09	2909	11/20/15
00530	BRODART CO	11/04/15	BL BOOKS B4160370	210-45551.640 ADULT COLLECTION-PRINT &	1033.28	2909	11/20/15
00530	BRODART CO	11/04/15	BL BOOKS B4160370	210-45551.610 SUPPLIES	54.00	2909	11/20/15
00530	BRODART CO	11/04/15	BF BOOKS B4160371	210-49345.000 LIBRARY DONATION EXPENDIT	10.80	2909	11/20/15
00530	BRODART CO	11/04/15	BL BOOKS B4160453	210-45551.641 JUVEN COLLECTION-PRNT & E	37.94	2909	11/20/15
00530	BRODART CO	11/04/15	BL BOOKS B4160453	210-45551.610 SUPPLIES	3.60	2909	11/20/15
00530	BRODART CO	11/04/15	BL BOOKS B4160454	210-45551.610 SUPPLIES	1.80	2909	11/20/15
00530	BRODART CO	11/04/15	BL BOOKS B4160454	210-45551.641 JUVEN COLLECTION-PRNT & E	22.53	2909	11/20/15
00530	BRODART CO	11/04/15	BL BOOKS B4160455	210-45551.641 JUVEN COLLECTION-PRNT & E	10.99	2909	11/20/15
00530	BRODART CO	11/04/15	BL BOOKS B4160455	210-45551.610 SUPPLIES	0.90	2909	11/20/15

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
00530	BRODART CO	11/04/15	BL BOOKS B4160456	210-45551.610 SUPPLIES	9.00	2909	11/20/15
00530	BRODART CO	11/04/15	BL BOOKS B4160456	210-45551.641 JUVEN COLLECTION-PRNT & E	108.83	2909	11/20/15
00530	BRODART CO	11/05/15	BF BOOKS B4162512	210-49345.000 LIBRARY DONATION EXPENDIT	45.59	2909	11/20/15
00530	BRODART CO	11/06/15	BL BOOKS B4163886	210-45551.610 SUPPLIES	6.30	2909	11/20/15
00530	BRODART CO	11/06/15	BL BOOKS B4163886	210-45551.641 JUVEN COLLECTION-PRNT & E	93.54	2909	11/20/15
02035	BURLINGTON FREE PRESS #10	11/01/15	AD AD FOR TRAIN STATION 0005598278	210-41320.550 PRINTING AND ADVERTISING	84.00	2913	11/20/15
V9941	BUSINESSCARD SERVICES	10/07/15	BL NEWSPAPER 110615A	210-45551.640 ADULT COLLECTION-PRINT &	23.00	2914	11/20/15
V9941	BUSINESSCARD SERVICES	10/09/15	BL BACKGROUND CHECK 110615B	210-45551.572 INTERVIEW COSTS	30.00	2914	11/20/15
V9941	BUSINESSCARD SERVICES	10/13/15	AD/LH SUPPLIES 110615C	210-41320.560 TRUSTEES EXPENDITURES	17.32	2914	11/20/15
V9941	BUSINESSCARD SERVICES	10/13/15	AD/LH SUPPLIES 110615C	210-41320.560 TRUSTEES EXPENDITURES	2.99	2914	11/20/15
V9941	BUSINESSCARD SERVICES	10/13/15	VF BADGE ID STOCK 110615D	210-42220.610 SUPPLIES	166.99	2914	11/20/15
V9941	BUSINESSCARD SERVICES	10/14/15	VF STROBE LIGHTS 110615E	210-42220.889 ROUTINE EQUIPMENT PURCHAS	58.40	2914	11/20/15
V9941	BUSINESSCARD SERVICES	10/14/15	VF USB TO SERIAL CABLE 110615F	210-42220.889 ROUTINE EQUIPMENT PURCHAS	33.77	2914	11/20/15
V9941	BUSINESSCARD SERVICES	10/21/15	BL COMPUTER SOFTWARE 110615G	210-45551.340 COMPUTER EXPENSES	220.00	2914	11/20/15
V9941	BUSINESSCARD SERVICES	10/26/15	AD MTG SUPPLIES 110615H	210-41320.560 TRUSTEES EXPENDITURES	12.97	2914	11/20/15
V9941	BUSINESSCARD SERVICES	10/27/15	AD BROADBAND LM 110615I	210-41320.535 TELEPHONE SERVICES	20.00	2914	11/20/15
V9941	BUSINESSCARD SERVICES	10/28/15	VE ESSEX GRILL HOP MEETIN 110615M	210-41335.810 COMMUNITY EVENTS & PROGRA	206.76	2914	11/20/15
V9941	BUSINESSCARD SERVICES	11/02/15	LH SUPPLIES 110615N	210-41320.560 TRUSTEES EXPENDITURES	13.98	2914	11/20/15
V9941	BUSINESSCARD SERVICES	11/03/15	VE TRAIN HOP SUPPLIES 110615O	210-41335.810 COMMUNITY EVENTS & PROGRA	209.94	2914	11/20/15
V9941	BUSINESSCARD SERVICES	11/04/15	VE TRAIN HOP SUPPLIES 110615P	210-41335.810 COMMUNITY EVENTS & PROGRA	22.69	2914	11/20/15
V0455	CANON SOLUTIONS AMERICA	10/01/15	BL SUPPLIES 4017195337	210-45551.610 SUPPLIES	39.63	2918	11/20/15
V0455	CANON SOLUTIONS AMERICA	11/01/15	BL SUPPLIES 4017426891	210-45551.610 SUPPLIES	46.47	2918	11/20/15
V0455	CANON SOLUTIONS AMERICA	11/01/15	AD COPIER MAINT & USAGE 4017463364	210-41320.442 LEASED SERVICES	708.45	2918	11/20/15
V0461	CENTRAL BEVERAGE	11/16/15	BL PAPERS AUG/SEPT/OCT 111615D	210-45551.640 ADULT COLLECTION-PRINT &	325.50	2922	11/20/15
23525	CLARKS TRUCK CENTER INC	08/03/15	VF DISPLAY 360833	210-42220.432 VEHICLE MAINTENANCE	139.69	2929	11/20/15

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23525	CLARKS TRUCK CENTER INC	08/13/15	VF DISPLAY CREDIT CM360833	210-42220.432 VEHICLE MAINTENANCE	-113.69	2929	11/20/15
04940	COMCAST	11/03/15	VF CABLE SERVICE VF110315D	210-42220.535 TELEPHONE SERVICES	13.59	2933	11/20/15
38280	CRYSTAL ROCK BOTTLED WATE	10/31/15	LH OCT BOTTLED WATER 101550117144	210-41940.610 SUPPLIES	26.10	2935	11/20/15
38280	CRYSTAL ROCK BOTTLED WATE	10/31/15	ST WATER FOR SHOP 101550122590	210-43110.610 SUPPLIES	15.80	2935	11/20/15
27420	DAVE WHITCOMB'S SERVICE	10/19/15	ST INSPECTIONS TRAILERS 101915D	210-43110.432 VEHICLE MAINTENANCE	75.00	2936	11/20/15
27420	DAVE WHITCOMB'S SERVICE	10/26/15	ST TRAILER INSPECTION 50298	210-43110.432 VEHICLE MAINTENANCE	25.00	2936	11/20/15
27420	DAVE WHITCOMB'S SERVICE	10/16/15	ST TIRES 75	210-43110.432 VEHICLE MAINTENANCE	614.00	2936	11/20/15
27420	DAVE WHITCOMB'S SERVICE	10/16/15	ST INSPECTION 79	210-43110.432 VEHICLE MAINTENANCE	65.00	2936	11/20/15
27420	DAVE WHITCOMB'S SERVICE	10/16/15	ST INSPECTION 87	210-43110.432 VEHICLE MAINTENANCE	65.00	2936	11/20/15
27420	DAVE WHITCOMB'S SERVICE	10/19/15	ST INSPECTION 93	210-43110.432 VEHICLE MAINTENANCE	40.00	2936	11/20/15
42640	DE LAGE LANDEN	11/02/15	AD COPIER LEASE 47726133	210-41320.442 LEASED SERVICES	249.52	2937	11/20/15
V10657	DENNISON/MARY K.//	11/14/15	BL CHILDRENS PROGRAM 111415D	210-45551.837 CHILDRENS PROGRAMS	7.87	2938	11/20/15
5715	DONALD HAMLIN CONSULT ENG	10/19/15	DV TAFT ST PH2 ENG 10191514837	210-15102.000 EXCHANGE - ENGI/LEGAL	663.75	2939	11/20/15
V10576	ECOPIXEL LLC	11/04/15	AD OCT WEBSITE HOST & SUP 2080	210-41320.530 COMMUNICATIONS	99.00	2942	11/20/15
01010	ESSEX AGWAY	11/13/15	ST STRAW BALES 318958	210-43110.610 SUPPLIES	19.98	2946	11/20/15
23215	ESSEX EQUIPMENT INC	10/30/15	ST AIR COMPRESSOR PARTS 105901270001	210-43110.432 VEHICLE MAINTENANCE	225.14	2949	11/20/15
25600	ESSEX RESCUE, INC	10/01/15	VF EMS SUPPLIES 308	210-42220.615 EMS SUPPLIES	58.73	2952	11/20/15
V0795	ESSEX TOWN OF	11/17/15	AD 1/12 MGR CONTRACT 112515D	210-41320.150 MANAGER CONTRACT	5125.00	2953	11/20/15
16000	FISHER AUTO PARTS	10/30/15	ST BACK UP ALARM 293136468	210-43110.432 VEHICLE MAINTENANCE	34.32	2964	11/20/15
V10226	G & K SERVICES	11/05/15	ST SHOP TOWELS 1295327267	210-43110.610 SUPPLIES	60.35	2968	11/20/15
V0943	GRAF/MARY L.//	11/16/15	BL BOOKS 111615D	210-45551.641 JUVEN COLLECTION-PRNT & E	12.99	2973	11/20/15
07010	GREEN MOUNTAIN POWER CORP	11/12/15	ST 10/13-11/12 SL CENTRAL 11150206201	210-43160.622 STREET LIGHTS - ELECTRICI	121.82	2976	11/20/15
07010	GREEN MOUNTAIN POWER CORP	11/12/15	ST 10/13-11/12 TL SS/PRL 11151326206	210-43123.622 TRAFFIC LIGHTS - ELECTRIC	39.22	2976	11/20/15
07010	GREEN MOUNTAIN POWER CORP	11/13/15	VF 10/9-11/12 1 PEARL 11152126209	210-42220.622 ELECTRICAL SERVICE	1142.31	2976	11/20/15
07010	GREEN MOUNTAIN POWER CORP	11/12/15	ST 10/13-11/12 SL 66 LINC 11153616208	210-43160.622 STREET LIGHTS - ELECTRICI	71.63	2976	11/20/15

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07010	GREEN MOUNTAIN POWER CORP	11/12/15	BL ELECTRIC 11156606206	210-45551.622 ELECTRICAL SERVICE	1104.15	2976	11/20/15
07010	GREEN MOUNTAIN POWER CORP	11/05/15	ST 10/6-11/5 TL MN/BRIC 11157538002	210-43123.622 TRAFFIC LIGHTS - ELECTRIC	54.44	2976	11/20/15
07010	GREEN MOUNTAIN POWER CORP	11/04/15	ST 10/5-11/4 SL 1 OF 3 11157917008	210-43160.622 STREET LIGHTS - ELECTRICI	6434.98	2976	11/20/15
07010	GREEN MOUNTAIN POWER CORP	11/04/15	ST 10/5-11/4 SL 2 OF 3 11158917007	210-43160.622 STREET LIGHTS - ELECTRICI	1383.05	2976	11/20/15
07010	GREEN MOUNTAIN POWER CORP	11/06/15	ST 10/18-11/16 HWY GARAGE 11159256108	210-43110.622 ELECTRICAL SERVICE	200.02	2976	11/20/15
07010	GREEN MOUNTAIN POWER CORP	11/04/15	ST 10/6-11/4 SL 3 OF 3 11159917006	210-43160.622 STREET LIGHTS - ELECTRICI	530.45	2976	11/20/15
33495	INGRAM LIBRARY SERVICES I	10/28/15	BL BOOKS 89982442	210-45551.640 ADULT COLLECTION-PRINT &	112.94	2983	11/20/15
V1208	JONES/RICK//	11/18/15	ST ICLLOUD STORAGE DEC 110115D	210-43110.610 SUPPLIES	3.17	2988	11/20/15
05295	LEE.SPEAK, LLC	10/19/15	VA/TV PUBLIC SPEAKING CLA 101915D	210-45551.500 TRAINING, CONFERENCES, DU	362.50	2993	11/20/15
05295	LEE.SPEAK, LLC	10/19/15	VA/TV PUBLIC SPEAKING CLA 101915D	210-41320.500 TRAINING, CONFERENCES, DU	362.50	2993	11/20/15
V9454	LENNY'S SHOE & APP	11/05/15	ST UNIFORM 3039388	210-43110.612 UNIFORMS,BOOTS,ETC	165.00	2995	11/20/15
33195	LIMOGÉ & SONS GARAGE DOOR	10/26/15	ST GARAGE DOOR SERVICE 50416TE	210-43110.434 MAINT. BUILDINGS/GROUNDS	90.00	2997	11/20/15
14025	LINCOLN NATIONAL LIFE INS	11/11/15	VA DEC LIFE INS 12151532732	210-45551.210 HEALTH INS & OTHER BENEFI	284.55	2998	11/20/15
14025	LINCOLN NATIONAL LIFE INS	11/11/15	VA DEC LIFE INS 12151532732	210-43151.210 HEALTH INS & OTHER BENEFI	25.14	2998	11/20/15
14025	LINCOLN NATIONAL LIFE INS	11/11/15	VA DEC LIFE INS 12151532732	210-41320.210 HEALTH INS & OTHER BENEFI	189.70	2998	11/20/15
14025	LINCOLN NATIONAL LIFE INS	11/11/15	VA DEC LIFE INS 12151532732	210-43110.210 HEALTH INS & OTHER BENEFI	161.25	2998	11/20/15
14025	LINCOLN NATIONAL LIFE INS	11/11/15	VA DEC LIFE INS 12151532732	210-41970.210 HEALTH INS & OTHER BENEFI	94.85	2998	11/20/15
14025	LINCOLN NATIONAL LIFE INS	11/11/15	VA DEC LIFE INS 12151532732	210-41335.210 HEALTH INS & OTHER BENEFI	47.43	2998	11/20/15
08645	LOWE'S HOME CENTERS INC	10/02/15	ST TRASH CAN SUPPLIES 02337	210-43110.610 SUPPLIES	17.04	3000	11/20/15
08645	LOWE'S HOME CENTERS INC	10/05/15	LH SUPPLIES 10151	210-41940.610 SUPPLIES	51.24	3002	11/20/15
05010	LYNN PUBLICATIONS	10/08/15	DV MEETING AD 110267	210-41970.550 PRINTING AND ADVERTISING	68.00	3003	11/20/15
05010	LYNN PUBLICATIONS	10/22/15	DV MEETING AD 110550	210-41970.550 PRINTING AND ADVERTISING	68.00	3003	11/20/15
V10432	MANDIGO/CHELSEA//	11/12/15	WW/ST MILEAGE EXPENSES 111215D	210-43110.500 TRAINING, CONFERENCES, DU	24.38	3004	11/20/15
13000	MARSHALL TIRE GROUP INC	10/23/15	ST TIRES TRAILER 37897	210-43110.432 VEHICLE MAINTENANCE	220.90	3005	11/20/15
13000	MARSHALL TIRE GROUP INC	11/06/15	ST TIRE REPAIR 38120	210-43110.432 VEHICLE MAINTENANCE	144.15	3005	11/20/15

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V1636	NEW ENGLAND MUNICIPAL	11/09/15	VA SUPER SUCKER 5000 15988	210-43110.570 MAINTENANCE OTHER	162.21	3008	11/20/15
24960	NORTHEAST DELTA DENTAL	11/16/15	VA DEC DENTAL INS 12159256197	210-41320.210 HEALTH INS & OTHER BENEFIT	331.18	3010	11/20/15
24960	NORTHEAST DELTA DENTAL	11/16/15	VA DEC DENTAL INS 12159256197	210-43110.210 HEALTH INS & OTHER BENEFIT	281.50	3010	11/20/15
24960	NORTHEAST DELTA DENTAL	11/16/15	VA DEC DENTAL INS 12159256197	210-41970.210 HEALTH INS & OTHER BENEFIT	165.59	3010	11/20/15
24960	NORTHEAST DELTA DENTAL	11/16/15	VA DEC DENTAL INS 12159256197	210-43151.210 HEALTH INS & OTHER BENEFIT	43.88	3010	11/20/15
24960	NORTHEAST DELTA DENTAL	11/16/15	VA DEC DENTAL INS 12159256197	210-41335.210 HEALTH INS & OTHER BENEFIT	82.80	3010	11/20/15
24960	NORTHEAST DELTA DENTAL	11/16/15	VA DEC DENTAL INS 12159256197	210-45551.210 HEALTH INS & OTHER BENEFIT	496.77	3010	11/20/15
41950	OCCUPATIONAL HEALTH CENTE	10/23/15	VF FIRE DEPT PHYSICALS 1204110804	210-42220.566 PHYSICAL EXAMS	281.00	3012	11/20/15
41950	OCCUPATIONAL HEALTH CENTE	11/02/15	VF ANNUAL PHYSICALS 1204125919	210-42220.566 PHYSICAL EXAMS	281.00	3012	11/20/15
24100	PERMA-LINE CORP.OF NEW EN	10/30/15	ST SIGNS 153248	210-43110.617 SIGNS AND POSTS	549.75	3014	11/20/15
25140	PIKE INDUSTRIES, INC	10/26/15	ST ASPHALT 841040	210-43120.610 PAVEMENT MAINTENANCE	608.78	3016	11/20/15
25140	PIKE INDUSTRIES, INC	10/30/15	ST ASPHALT 841676	210-43120.610 PAVEMENT MAINTENANCE	855.22	3016	11/20/15
26385	PROFESSIONAL WRITING SERV	11/05/15	AD/CD OCT MINUTES 752EJ	210-41970.530 COMMUNICATIONS	176.00	3018	11/20/15
26385	PROFESSIONAL WRITING SERV	11/05/15	AD/CD OCT MINUTES 752EJ	210-41320.530 COMMUNICATIONS	363.00	3018	11/20/15
25330	QUEEN CITY STEEL CO.	11/06/15	ST STEEL 219298	210-43110.610 SUPPLIES	61.50	3019	11/20/15
02050	RON BUSHEY'S SUNOCO	09/10/15	ST INSPECTION TRK #4 091015-12	210-43110.432 VEHICLE MAINTENANCE	40.00	3023	11/20/15
03180	SAFETY SYSTEMS OF VT LLC	10/01/15	VF ALARM MAINTENANCE 15669	210-42220.434 MAINT. BUILDINGS/GROUNDS	250.00	3027	11/20/15
03180	SAFETY SYSTEMS OF VT LLC	10/01/15	ST ALARM 15670	210-43110.434 MAINT. BUILDINGS/GROUNDS	250.00	3027	11/20/15
03180	SAFETY SYSTEMS OF VT LLC	10/01/15	LH ALARM MONITORING 15675	210-41940.434 MAINT. BUILDINGS/GROUNDS	250.00	3027	11/20/15
43320	SAMMEL SIGN CO	11/05/15	VE train hop banner 4932	210-41335.810 COMMUNITY EVENTS & PROGRA	45.00	3028	11/20/15
V20401	SCHOLASTIC LIBRARY PUBLIS	08/31/15	BL BOOKS 11453393	210-45551.641 JUVEN COLLECTION-PRNT & E	152.10	3030	11/20/15
29835	SHERWIN-WILLIAMS	10/30/15	ST SUPPLIES 54675	210-43110.610 SUPPLIES	64.54	3034	11/20/15
29835	SHERWIN-WILLIAMS	11/02/15	ST SUPPLIES 55748	210-43110.610 SUPPLIES	42.91	3034	11/20/15
29835	SHERWIN-WILLIAMS	11/16/15	VF PAINT 60201	210-42220.610 SUPPLIES	25.15	3034	11/20/15
23855	SOUTHWORTH-MILTON, INC.	10/13/15	VF GENERATOR SERVICE SCINV103683	210-42220.432 VEHICLE MAINTENANCE	342.67	3039	11/20/15

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40840	SOVERNET COMMUNICATIONS 11/01/15 VA NOV PHONE/INT #1080 3567557	210-41970.535 TELEPHONE SERVICES	34.05	3040	11/20/15
40840	SOVERNET COMMUNICATIONS 11/01/15 VA NOV PHONE/INT #1080 3567557	210-41320.535 TELEPHONE SERVICES	146.19	3040	11/20/15
40840	SOVERNET COMMUNICATIONS 11/01/15 VA NOV PHONE/INT #1080 3567557	210-45300.535 TELEPHONE SERVICES	39.68	3040	11/20/15
40840	SOVERNET COMMUNICATIONS 11/01/15 VA NOV PHONE/INT #1080 3567557	210-41320.530 COMMUNICATIONS	34.95	3040	11/20/15
40840	SOVERNET COMMUNICATIONS 11/01/15 BL TELEPHONE & INTERNET 3567584	210-45551.530 TECHNOLOGY ACCESS	39.95	3040	11/20/15
40840	SOVERNET COMMUNICATIONS 11/01/15 BL TELEPHONE & INTERNET 3567584	210-45551.535 TELEPHONE SERVICES	91.80	3040	11/20/15
V2124	STAPLES ADVANTAGE 07/18/15 BL SUPPLIES 3272009373	210-45551.610 SUPPLIES	122.64	3041	11/20/15
V2124	STAPLES ADVANTAGE 10/31/15 BL SUPPLIES 3282402530	210-45551.610 SUPPLIES	198.99	3041	11/20/15
14800	TECH GROUP INC 11/16/15 AD/DV DEC MANAGED SVCS 69051	210-41970.340 COMPUTER EXPENSES	219.12	3043	11/20/15
14800	TECH GROUP INC 11/16/15 AD/DV DEC MANAGED SVCS 69051	210-41320.340 COMPUTER EXPENSES	444.88	3043	11/20/15
21000	UNIFIRST CORPORATION 11/11/15 LH MAT SERVICE 0361711452	210-41940.434 MAINT. BUILDINGS/GROUNDS	49.90	3048	11/20/15
05305	VERMONT CHAPTER IAAI 11/09/15 VF 2 MEMBERSHIPS 110915D	210-42220.500 TRAINING, CONFERENCES, DU	50.00	3049	11/20/15
10202	VERMONT/ STATE OF// (VTRA 11/13/15 ST LIGHT MAINT PROJ TR040 3	210-43161.002 MEMORIAL PARK	2716.42	3050	11/20/15
11935	VIKING-CIVES USA 10/29/15 ST MAINTENANCE 4464804	210-43110.432 VEHICLE MAINTENANCE	177.54	3051	11/20/15
07565	W B MASON CO INC 11/06/15 VA SUPPLIES I29861169	210-41940.610 SUPPLIES	84.79	3059	11/20/15
07565	W B MASON CO INC 11/06/15 VA SUPPLIES I29861169	210-41970.610 SUPPLIES	28.37	3059	11/20/15
07565	W B MASON CO INC 11/06/15 VA SUPPLIES I29861169	210-41320.610 SUPPLIES	57.59	3059	11/20/15
V10636	HEALTH EQUITY 11/12/15 AD NOVEMBER ADMIN FEE 112015D	210-41320.210 HEALTH INS & OTHER BENEFIT	3.45	151120	11/20/15
25715	DONALD HAMLIN CONSULT ENG 10/23/15 VR SEP CRES CNTR ENG 10231512833	230-46801.008 CRESCENT CONNECTOR	3588.75	2939	11/20/15
25715	DONALD HAMLIN CONSULT ENG 10/23/15 VR SEP MISSING LNK ENG 10231514807	230-46801.007 PEARL ST. LINKING SIDEWALK	1500.00	2939	11/20/15
V10047	ESSEX AGENCY/THE// 10/01/15 VR LH RESTORATION BOND 100115D	230-46801.010 LINCOLN HALL RESTORATIONS	8500.00	2945	11/20/15
39425	SCOTT & PARTNERS INC 11/05/15 VR LH RESTORATION ARC SVC 733	230-46801.010 LINCOLN HALL RESTORATIONS	1860.00	3031	11/20/15
25715	DONALD HAMLIN CONSULT ENG 10/23/15 VA AUG SCHOOL ST ENG 10231514811	253-46801.001 SCHOOL ST. RDWY/WTR/SWR R	46.64	2939	11/20/15
25715	DONALD HAMLIN CONSULT ENG 10/23/15 VB/VW AUG BRIAR LANE ENG 10231514813	253-46801.005 BRIAR LANE RD/SDWK/WTR LI	164.77	2939	11/20/15
25715	DONALD HAMLIN CONSULT ENG 10/23/15 VB/VW SEPT HILLCREST ENG 10231514814	253-46801.003 HILLCREST DRNG/N HILLCRST	12034.74	2939	11/20/15

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02005	11/05/15	BCBSVT VA DEC HEALTH INS 73620001184	254-43200.210 HEALTH INS & OTHER BENEFIT	2878.06	2902	11/20/15
27420	10/28/15	DAVE WHITCOMB'S SERVICE VW INSPECTION TRK #2 50315	254-43331.001 WATER PICKUP TRUCK	40.00	2936	11/20/15
25715	10/23/15	DONALD HAMLIN CONSULT ENG VA AUG SCHOOL ST ENG 10231514811	254-43330.008 SCHL ST. RDWY/WTRLINE	25.31	2939	11/20/15
25715	10/23/15	DONALD HAMLIN CONSULT ENG VB/VW AUG BRIAR LANE ENG 10231514813	254-43332.005 BRIAR LANE RD/SDWK/WTR LN	22.73	2939	11/20/15
25715	10/23/15	DONALD HAMLIN CONSULT ENG VB/VW SEPT HILLCREST ENG 10231514814	254-43332.003 HILLCREST DRNG/N HILLCRES	3819.97	2939	11/20/15
18000	11/04/15	FERGUSON WATERWORKS #590 VW MATERIALS 0393715	254-43200.614 DISTRIBUTION MATERIALS	345.24	2958	11/20/15
18000	11/04/15	FERGUSON WATERWORKS #590 VW MATERIALS 0393813	254-43200.614 DISTRIBUTION MATERIALS	1354.19	2958	11/20/15
07010	11/06/15	GREEN MOUNTAIN POWER CORP VW 10/9-11/6 WTR BLDG 11158256109	254-43200.622 ELECTRICAL SERVICE	53.99	2976	11/20/15
14025	11/11/15	LINCOLN NATIONAL LIFE INS VA DEC LIFE INS 12151532732	254-43200.210 HEALTH INS & OTHER BENEFIT	118.56	2998	11/20/15
08645	10/23/15	LOWE'S HOME CENTERS INC VW heater 10025	254-43200.610 SUPPLIES	37.98	3002	11/20/15
08645	10/30/15	LOWE'S HOME CENTERS INC VW MAINTENANCE 10294	254-43200.430 WATER LINES MAINT-BREAKS	28.20	3002	11/20/15
08645	10/07/15	LOWE'S HOME CENTERS INC VW SAWZALL 10595	254-43200.610 SUPPLIES	99.73	3002	11/20/15
1636	11/09/15	NEW ENGLAND MUNICIPAL VA SUPER SUCKER 5000 15988	254-43200.570 MAINTENANCE OTHER	27.04	3008	11/20/15
24960	11/16/15	NORTHEAST DELTA DENTAL VA DEC DENTAL INS 12159256197	254-43200.210 HEALTH INS & OTHER BENEFIT	206.99	3010	11/20/15
38760	10/19/15	TI-SALES INC VW/SA METER READS INV0056921	254-43330.002 METER REPLACEMENT PROGRAM	244.19	3046	11/20/15
43280	10/30/15	VT MECHANICAL INC. VW HEATER UNIT 26636	254-43200.570 MAINTENANCE OTHER	3499.00	3056	11/20/15
12840	10/31/15	ADS BURLINGTON TRANSFER S WW 1.73 TONS GRIT U10000003110	255-43200.565 GRIT DISPOSAL	144.20	2893	11/20/15
05290	11/06/15	ADVANCE AUTO PARTS TRAILER HITCH PARTS 455253103	255-43200.432 VEHICLE MAINTENANCE	126.32	2894	11/20/15
V10655	10/23/15	AQUAFIX (THE BUGMAN) WW FILTER FLY CONTROL 16913	255-43200.619 CHEMICALS	1031.01	2896	11/20/15
02005	11/05/15	BCBSVT VA DEC HEALTH INS 73620001184	255-43200.210 HEALTH INS & OTHER BENEFIT	5951.82	2902	11/20/15
07465	11/12/15	BIBENS ACE HARDWARE INC WW SS TURN BUCKLE 7871513	255-43200.570 MAINTENANCE OTHER	4.99	2904	11/20/15
10510	10/05/15	BLUE TARP FINANCIAL INC WW PAD LOCK 713666	255-43200.570 MAINTENANCE OTHER	12.59	2905	11/20/15
10510	10/16/15	BLUE TARP FINANCIAL INC WW TARP NEW BLOWER 713720	255-43200.570 MAINTENANCE OTHER	40.49	2905	11/20/15
10510	10/23/15	BLUE TARP FINANCIAL INC WW TARP 713741	255-43200.570 MAINTENANCE OTHER	26.09	2905	11/20/15
V9941	10/30/15	BUSINESSCARD SERVICES WW PEN LIGHTS 110615J	255-43200.570 MAINTENANCE OTHER	27.84	2914	11/20/15

Index	Invoice	Invoice Description	Amount	Check	Check
	Date	Invoice Number	Paid	Number	Date
V9941	BUSINESSCARD SERVICES	10/28/15 WW NEWSPAPER 110615K	22.00	2914	11/20/15
V9941	BUSINESSCARD SERVICES	10/28/15 WW PEN LIGHTS, SUPPLIIES 110615L	129.88	2914	11/20/15
04550	BWP VT CARQUEST A/P	10/27/15 WW FUEL VALVE 14406176692	11.38	2916	11/20/15
26290	CHAMPLIN ASSOC. INC.	10/28/15 WW HOMA SEALS 9963	861.63	2925	11/20/15
23455	CHITTENDEN SOLID WASTE DI	11/06/15 WW CSWD DIRECT FEES IVC022213	112.05	2927	11/20/15
V10734	ENCORE ESSEX JUNCTION SOL	11/02/15 WW NOV 2015 FXD PYMT WWTPNOV	2969.11	2943	11/20/15
V10734	ENCORE ESSEX JUNCTION SOL	10/01/15 WW OCTOBER 2015 WWTPOCT	2969.11	2943	11/20/15
06870	ENDYNE INC	10/22/15 WW BATCH BIOSOLIDS METAL 186490	557.00	2944	11/20/15
06870	ENDYNE INC	10/27/15 WW WEEKLY TKN 186747	25.00	2944	11/20/15
06870	ENDYNE INC	11/03/15 WW WEEKLY TKN 187409	25.00	2944	11/20/15
06870	ENDYNE INC	11/06/15 WW WEEKLY TKN 187679	25.00	2944	11/20/15
06870	ENDYNE INC	11/10/15 WW WEEKLY COMPLIANCE 187975	50.00	2944	11/20/15
38955	F W WEBB CO.	11/05/15 WW BOILER FILL VALVE 482502582	94.00	2956	11/20/15
38955	F W WEBB CO.	11/05/15 WW BOILER FILL CONNECTION 48352342	63.18	2956	11/20/15
V9454	LENNY'S SHOE & APP	10/09/15 WW UNIFORMS CM 3034090	252.00	2995	11/20/15
14025	LINCOLN NATIONAL LIFE INS	11/11/15 VA DEC LIFE INS 12151532732	245.19	2998	11/20/15
V10432	MANDIGO/CHELSEA//	11/12/15 WW/ST MILEAGE EXPENSES 111215D	10.98	3004	11/20/15
10220	NEW ENGLAND AIR SYSTEMS L	10/31/15 WW GRIT COLLECTOR EXT 137529	144.21	3007	11/20/15
V1636	NEW ENGLAND MUNICIPAL	11/09/15 VA SUPER SUCKER 5000 15988	27.04	3008	11/20/15
24960	NORTHEAST DELTA DENTAL	11/16/15 VA DEC DENTAL INS 12159256197	428.05	3010	11/20/15
12775	PRATT & SMITH ELECTRICAL	10/27/15 WW LAB CHEM PUMP VAULT 5966	234.24	3017	11/20/15
25480	SAC FASTENER COMPANY	11/04/15 WW SS HARDWARE 33878	32.44	3026	11/20/15
25480	SAC FASTENER COMPANY	11/06/15 WW SS HARDWARE 33907	92.00	3026	11/20/15
03180	SAFETY SYSTEMS OF VT LLC	10/01/15 WW ALARM SERVICES 15676	250.00	3027	11/20/15
V2093	SLACK CHEMICAL COMPANY IN	11/04/15 WW DRUM & SKID RETURN 135512	-356.00	3037	11/20/15

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
V2093	SLACK CHEMICAL COMPANY IN	11/04/15	WW LIME AND BICARB 316217	255-43200.619 CHEMICALS	1698.94	3037	11/20/15
23855	SOUTHWORTH-MILTON, INC.	10/27/15	WW OIL SAMPLE ANALYSIS KI INV0466147	255-43200.570 MAINTENANCE OTHER	181.60	3039	11/20/15
40840	SOVERNET COMMUNICATIONS	11/01/15	WW PHONES & INTERNET 3567556	255-43200.535 TELEPHONE SERVICES	173.89	3040	11/20/15
V2124	STAPLES ADVANTAGE	07/18/15	WW PAPER PADS 3272009367	255-43200.610 SUPPLIES	33.09	3041	11/20/15
V2124	STAPLES ADVANTAGE	07/18/15	WW OFFICE SUPPLIES 3272009370	255-43200.610 SUPPLIES	88.48	3041	11/20/15
V10409	WATER INDUSTRIES INC	11/04/15	WW WAS SURGE PUMP 117860	255-43200.570 MAINTENANCE OTHER	632.28	3060	11/20/15
12160	PEOPLES UNITED BANK	10/23/15	SA/WW ARRA LOAN PAYMENT 122315D	255-22501.000 FED ARRA LOAN - AR1-004	1789.44	9151120	11/20/15
12160	PEOPLES UNITED BANK	10/23/15	SA/WW ARRA LOAN PAYMENT 122315D	255-43330.000 ARRA Loan-AR1-004 Admin F	667.08	9151120	11/20/15
02005	BCBSVT	11/05/15	VA DEC HEALTH INS 73620001184	256-43200.210 HEALTH INS & OTHER BENEFIT	1611.71	2902	11/20/15
25715	DONALD HAMLIN CONSULT ENG	10/23/15	VA AUG SCHOOL ST ENG 10231514811	256-43330.008 SCHL ST. RDWY/WTRLN	15.05	2939	11/20/15
07010	GREEN MOUNTAIN POWER CORP	11/12/15	SA 10/13-11/12 PS HS 11156668804	256-43200.622 ELECTRICAL SERVICE	477.87	2976	11/20/15
07010	GREEN MOUNTAIN POWER CORP	11/09/15	SA 10/9-11/9 PS MPL ST 11159440207	256-43200.622 ELECTRICAL SERVICE	50.98	2976	11/20/15
0810	HARRISON REDI MIX CORP	11/09/15	SA RIVER STREET CULVERT 33362	256-43200.430 SANITATION LINES MAINTENA	449.00	2979	11/20/15
14025	LINCOLN NATIONAL LIFE INS	11/11/15	VA DEC LIFE INS 12151532732	256-43200.210 HEALTH INS & OTHER BENEFIT	66.40	2998	11/20/15
05010	LYNN PUBLICATIONS	10/22/15	SA AD FOR PWD 110479	256-43200.572 INTERVIEW COSTS	42.00	3003	11/20/15
05010	LYNN PUBLICATIONS	10/22/15	SA AD FOR PWD 110480	256-43200.572 INTERVIEW COSTS	42.00	3003	11/20/15
05010	LYNN PUBLICATIONS	10/22/15	SA AD FOR PWD 49616	256-43200.572 INTERVIEW COSTS	42.00	3003	11/20/15
V1636	NEW ENGLAND MUNICIPAL	11/09/15	VA SUPER SUCKER 5000 15988	256-43200.570 MAINTENANCE OTHER	324.44	3008	11/20/15
24960	NORTHEAST DELTA DENTAL	11/16/15	VA DEC DENTAL INS 12159256197	256-43200.210 HEALTH INS & OTHER BENEFIT	115.91	3010	11/20/15
12775	PRATT & SMITH ELECTRICAL	10/27/15	SA RIVER ST CULVERT REPR 5990	256-43200.430 SANITATION LINES MAINTENA	1981.80	3017	11/20/15
12775	PRATT & SMITH ELECTRICAL	10/27/15	WW RIVER ST COMPLETION 5993	256-43330.005 RIVER ST. PS CNTL PANEL,	6730.26	3017	11/20/15
23855	SOUTHWORTH-MILTON, INC.	10/16/15	SA SERVICE BATTERY FLUIDS SCINV100693	256-43220.001 SUSIE WILSON PS COSTS	761.03	3039	11/20/15
38760	TI-SALES INC	10/19/15	VW/SA METER READS INV0056921	256-43330.002 METER REPLACEMENT PROGRAM	488.39	3046	11/20/15
12160	PEOPLES UNITED BANK	10/23/15	SA/WW ARRA LOAN PAYMENT 122315D	256-43330.007 ARRA Loan-AR1-004 Admin F	4040.60	9151120	11/20/15
12160	PEOPLES UNITED BANK	10/23/15	SA/WW ARRA LOAN PAYMENT 122315D	256-22501.000 FED ARRA LOAN - AR1-004	10838.93	9151120	11/20/15

11/25/15

Town of Essex Accounts Payable

09:13 am

Check Warrant Report # 16018 Current Prior Next FY Invoices For Fund (GENERAL FUND)

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For Check Acct 01 (GENERAL FUND) All check #s 11/20/15 To 11/20/15 & Fund 2

	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
<b>Report Total</b>				<b>152373.93</b>		

11/25/15  
04:26 pm

Town of Essex / Village of EJ Accounts Payable  
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Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
23435	10/31/15	CHAMPLAIN WATER DISTRICT VW OCT WATER USAGE 103115D	254-43210.411 CWD WATER PURC - GF	235083.32	3066	11/24/15
23435	10/31/15	CHAMPLAIN WATER DISTRICT VW OCT WATER USAGE 103115D	254-43210.412 STATE WATER TAX - GF	5942.45	3066	11/24/15
23435	10/31/15	CHAMPLAIN WATER DISTRICT VW OCT WATER USAGE 103115D	254-43200.411 CWD WATER PURCHASE	45403.49	3066	11/24/15
23435	10/31/15	CHAMPLAIN WATER DISTRICT VW OCT WATER USAGE 103115D	254-43200.412 STATE WATER TAX	1147.71	3066	11/24/15
Report Total				287576.97		

12/04/15  
11:45 am

Town of Essex / Village of EJ Accounts Payable  
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Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
05290	11/13/15	ADVANCE AUTO PARTS ST SUPPLIES 1741272	210-43110.610 SUPPLIES	11.38	3087	12/04/15
05290	11/17/15	ADVANCE AUTO PARTS ST SIGNS SUPPLY 2141500	210-43110.617 SIGNS AND POSTS	22.08	3087	12/04/15
05290	11/20/15	ADVANCE AUTO PARTS ST SUPPLYS 2441698	210-43110.610 SUPPLIES	15.34	3087	12/04/15
05290	11/20/15	ADVANCE AUTO PARTS ST SUPPLIES 2441746	210-43110.610 SUPPLIES	86.50	3087	12/04/15
42665	11/10/15	AMAZON/SYNCE BL MATERIALS & SUPPLIES 111015D	210-45551.641 JUVEN COLLECTION-PRNT & E	753.52	3089	12/04/15
42665	11/10/15	AMAZON/SYNCE BL MATERIALS & SUPPLIES 111015D	210-45551.610 SUPPLIES	8.77	3089	12/04/15
V10503	11/30/15	BAYSCAN TECHNOLOGIES BL SUPPLIES 46283	210-45551.610 SUPPLIES	74.50	3091	12/04/15
00530	11/05/15	BRODART CO BL BOOKS B4162414	210-45551.610 SUPPLIES	0.90	3097	12/04/15
00530	11/05/15	BRODART CO BL BOOKS B4162414	210-45551.640 ADULT COLLECTION-PRINT &	14.04	3097	12/04/15
00530	11/05/15	BRODART CO BL BOOKS B4162511	210-45551.610 SUPPLIES	0.90	3097	12/04/15
00530	11/05/15	BRODART CO BL BOOKS B4162511	210-45551.640 ADULT COLLECTION-PRINT &	19.25	3097	12/04/15
00530	11/09/15	BRODART CO BF BOOKS B4165645	210-49345.000 LIBRARY DONATION EXPENDIT	16.82	3097	12/04/15
00530	11/10/15	BRODART CO BL BOOKS B4167323	210-45551.610 SUPPLIES	12.60	3097	12/04/15
00530	11/10/15	BRODART CO BL BOOKS B4167323	210-45551.641 JUVEN COLLECTION-PRNT & E	109.74	3097	12/04/15
00530	11/10/15	BRODART CO BL BOOKS B4167324	210-45551.641 JUVEN COLLECTION-PRNT & E	77.46	3097	12/04/15
00530	11/10/15	BRODART CO BL BOOKS B4167324	210-45551.610 SUPPLIES	5.40	3097	12/04/15
00530	11/10/15	BRODART CO BF BOOKS B4167325	210-49345.000 LIBRARY DONATION EXPENDIT	32.60	3097	12/04/15
00530	11/11/15	BRODART CO BL BOOKS B4169019	210-45551.610 SUPPLIES	2.70	3097	12/04/15
00530	11/11/15	BRODART CO BL BOOKS B4169019	210-45551.641 JUVEN COLLECTION-PRNT & E	32.95	3097	12/04/15
00530	11/12/15	BRODART CO BR BOOKS B4170651	210-49346.002 JUVEN COLLECTION-PRNT & E	137.33	3097	12/04/15
00530	11/12/15	BRODART CO BR BOOKS B4170652	210-49346.002 JUVEN COLLECTION-PRNT & E	49.94	3097	12/04/15
00530	11/12/15	BRODART CO BL BOOKS B4170653	210-45551.610 SUPPLIES	17.10	3097	12/04/15
00530	11/12/15	BRODART CO BL BOOKS B4170653	210-45551.640 ADULT COLLECTION-PRINT &	291.77	3097	12/04/15
00530	11/16/15	BRODART CO BF BOOKS B4173045	210-49345.000 LIBRARY DONATION EXPENDIT	16.85	3097	12/04/15
00530	11/18/15	BRODART CO BL BOOKS B4176829	210-45551.641 JUVEN COLLECTION-PRNT & E	104.51	3097	12/04/15

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00530	11/18/15	BL BOOKS B4176829	210-45551.610 SUPPLIES	7.20	3097	12/04/15
00530	11/18/15	BL BOOKS B4176830	210-45551.641 JUVEN COLLECTION-PRNT & E	9.89	3097	12/04/15
00530	11/18/15	BL BOOKS B4176830	210-45551.610 SUPPLIES	0.90	3097	12/04/15
00530	11/18/15	BL BOOKS B4176831	210-45551.610 SUPPLIES	9.00	3097	12/04/15
00530	11/18/15	BL BOOKS B4176831	210-45551.641 JUVEN COLLECTION-PRNT & E	132.81	3097	12/04/15
00530	11/18/15	BL BOOKS B4176832	210-45551.640 ADULT COLLECTION-PRINT &	18.56	3097	12/04/15
00530	11/18/15	BL BOOKS B4176832	210-45551.610 SUPPLIES	0.90	3097	12/04/15
00530	11/19/15	BF BOOKS B4178714	210-49345.000 LIBRARY DONATION EXPENDIT	49.96	3097	12/04/15
00530	11/23/15	BL BOOKS B4180845	210-45551.640 ADULT COLLECTION-PRINT &	8.99	3097	12/04/15
00530	11/23/15	BL BOOKS B4180845	210-45551.610 SUPPLIES	0.90	3097	12/04/15
00530	11/25/15	BL BOOKS B4184466	210-45551.610 SUPPLIES	8.10	3097	12/04/15
00530	11/25/15	BL BOOKS B4184466	210-45551.640 ADULT COLLECTION-PRINT &	173.58	3097	12/04/15
00530	11/25/15	BF BOOKS B4184467	210-49345.000 LIBRARY DONATION EXPENDIT	15.72	3097	12/04/15
16030	11/09/15	VF STATION LIGHTING 30752	210-42220.434 MAINT. BUILDINGS/GROUNDS	1010.71	3100	12/04/15
23525	11/19/15	ST TRUCK OIL 366026	210-43110.626 GAS,GREASE AND OIL	103.16	3106	12/04/15
04940	11/12/15	ST SHOP SUPPLIES 111215ST	210-43125.610 WINTER MAINTENANCE	32.67	3107	12/04/15
04940	11/12/15	ST SHOP SUPPLIES 111215ST	210-43110.610 SUPPLIES	122.90	3107	12/04/15
23660	11/24/15	BL BUILDING MAINTENANCE 034975	210-45551.434 MAINT. BUILDINGS/GROUNDS	40.00	3111	12/04/15
24305	11/16/15	BL SUPPLIES 5740419	210-45551.610 SUPPLIES	47.59	3112	12/04/15
V10657	11/23/15	BL CHILDRENS PROGRAMS 112315D	210-45551.837 CHILDRENS PROGRAMS	7.18	3113	12/04/15
01010	11/19/15	ST STRAW 318979	210-43110.610 SUPPLIES	29.97	3123	12/04/15
23215	11/16/15	ST VEHICLE MAINTENANCE 105923560001	210-43110.432 VEHICLE MAINTENANCE	120.49	3125	12/04/15
23215	11/20/15	ST SUPPLIES 105928680001	210-43110.610 SUPPLIES	35.35	3125	12/04/15
24380	11/13/15	ST SIGN POLE SLEEVES 28199	210-43110.617 SIGNS AND POSTS	119.00	3131	12/04/15
18000	11/19/15	ST SUPPLIES 0394882	210-43110.610 SUPPLIES	4.04	3133	12/04/15

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16000	11/16/15	FISHER AUTO PARTS ST VEHICLE MAINTENANCE 293137946	210-43110.432 VEHICLE MAINTENANCE	12.95	3135	12/04/15
16000	11/16/15	FISHER AUTO PARTS ST MAINTNCE SIDEWALK PLOW 293137948	210-43110.432 VEHICLE MAINTENANCE	12.95	3135	12/04/15
16000	11/17/15	FISHER AUTO PARTS ST MAINTENANCE VEHICLES 293138104	210-43110.432 VEHICLE MAINTENANCE	37.79	3135	12/04/15
23000	11/04/15	FRANK W. WHITCOMB CONSTRU ST STONE 00666416	210-43110.616 GRAVEL, TOPSOIL	136.50	3139	12/04/15
04035	11/12/15	GOT THAT RENTAL & SALES I ST SUPPLIES 21447	210-43110.610 SUPPLIES	10.32	3143	12/04/15
V0943	11/01/15	GRAF/MARY L.// BL CHILDRENS PROGRAMS 110115D	210-45551.837 CHILDRENS PROGRAMS	4.24	3144	12/04/15
24785	11/17/15	GRAINGER VF SWITCH 8E21 9894957613	210-42220.432 VEHICLE MAINTENANCE	48.53	3145	12/04/15
24785	11/17/15	GRAINGER VF SWITCH 8E21 9895298132	210-42220.432 VEHICLE MAINTENANCE	16.09	3145	12/04/15
24785	11/18/15	GRAINGER VF SWITCH 8E21 9896214807	210-42220.432 VEHICLE MAINTENANCE	15.61	3145	12/04/15
24785	11/19/15	GRAINGER VF SWITCH 8E21 CREDIT 9897263662	210-42220.432 VEHICLE MAINTENANCE	-48.53	3145	12/04/15
24785	11/19/15	GRAINGER VF SWITCH 8E21 CREDIT 9897263670	210-42220.432 VEHICLE MAINTENANCE	-16.09	3145	12/04/15
07010	11/12/15	GREEN MOUNTAIN POWER CORP ST 10/13-11/12 SL RR AVE 11150706200	210-43160.622 STREET LIGHTS - ELECTRICI	262.77	3146	12/04/15
07010	11/17/15	GREEN MOUNTAIN POWER CORP ST 10/17-11/17 SL 105 PRL 11151172600	210-43160.622 STREET LIGHTS - ELECTRICI	261.15	3146	12/04/15
07010	11/17/15	GREEN MOUNTAIN POWER CORP ST 10/16-11/17 TL PRK/WST 11151198506	210-43123.622 TRAFFIC LIGHTS - ELECTRIC	35.46	3146	12/04/15
07010	11/18/15	GREEN MOUNTAIN POWER CORP ST 10/20-11/18 SL PWR HS 11151322403	210-43160.622 STREET LIGHTS - ELECTRICI	74.19	3146	12/04/15
07010	11/18/15	GREEN MOUNTAIN POWER CORP ST 10/20-11/18 SL WHIT WD 11152172609	210-43160.622 STREET LIGHTS - ELECTRICI	248.75	3146	12/04/15
07010	11/18/15	GREEN MOUNTAIN POWER CORP ST 10/19-11/17 TL PRK/SO 11152422400	210-43123.622 TRAFFIC LIGHTS - ELECTRIC	81.28	3146	12/04/15
07010	11/17/15	GREEN MOUNTAIN POWER CORP ST 10/16-11/17 TL IBM/MPL 11153240207	210-43123.622 TRAFFIC LIGHTS - ELECTRIC	54.75	3146	12/04/15
07010	11/17/15	GREEN MOUNTAIN POWER CORP ST 10/16-11/13 TL PRL ST 11154676300	210-43123.622 TRAFFIC LIGHTS - ELECTRIC	53.69	3146	12/04/15
07010	11/18/15	GREEN MOUNTAIN POWER CORP ST 10/21-11/18 TL PRK/IRO 11157606205	210-43123.622 TRAFFIC LIGHTS - ELECTRIC	40.28	3146	12/04/15
07010	11/12/15	GREEN MOUNTAIN POWER CORP ST 10/14-11/12 SCRNR DEV 11158606204	210-43123.622 TRAFFIC LIGHTS - ELECTRIC	67.99	3146	12/04/15
07010	11/12/15	GREEN MOUNTAIN POWER CORP ST 10/14-11/12 SCRNR DEV 11158606204	210-43160.622 STREET LIGHTS - ELECTRICI	498.67	3146	12/04/15
07010	11/19/15	GREEN MOUNTAIN POWER CORP ST 10/22-11/19 SL WHIT II 11159032400	210-43160.622 STREET LIGHTS - ELECTRICI	232.20	3146	12/04/15
07010	11/18/15	GREEN MOUNTAIN POWER CORP ST 10/21-11/18 PRK ST CAM 11159072604	210-43123.622 TRAFFIC LIGHTS - ELECTRIC	20.68	3146	12/04/15
07010	11/18/15	GREEN MOUNTAIN POWER CORP ST 10/21-11/18 PRK RED/SL 11159606203	210-43160.622 STREET LIGHTS - ELECTRICI	110.07	3146	12/04/15

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Town of Essex / Village of EJ Accounts Payable  
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Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
28070	11/10/15	HOWARD P FAIRFIELD LLC ST BROOMS 234966	210-43110.610 SUPPLIES	767.17	3153	12/04/15
V10129	11/10/15	HYSKO WENDY BL MILEAGE 111015D	210-45551.500 TRAINING, CONFERENCES, DU	42.55	3154	12/04/15
23980	10/19/15	INTERSTATE ALL BATTERY CE ST BATTERY 300048734	210-43110.432 VEHICLE MAINTENANCE	275.26	3157	12/04/15
23980	10/19/15	INTERSTATE ALL BATTERY CE ST BATTERY 300048735	210-43110.432 VEHICLE MAINTENANCE	296.86	3157	12/04/15
V9454	11/19/15	LENNY'S SHOE & APP ST UNIFORMS 3042144	210-43110.612 UNIFORMS,BOOTS,ETC	117.00	3162	12/04/15
12965	12/01/15	MCNAMARA-HILL SUSAN AD MILEAGE REIMBURSEMENT 120115D	210-41320.500 TRAINING, CONFERENCES, DU	21.44	3166	12/04/15
12965	12/01/15	MCNAMARA-HILL SUSAN AD MILEAGE REIMBURSEMENT 120115D	210-41320.580 TRAVEL	115.00	3166	12/04/15
V10098	11/19/15	PIERCE/ROBIN// DV 7-10 CELL PHONE 111915D	210-41970.535 TELEPHONE SERVICES	263.28	3171	12/04/15
25140	11/03/15	PIKE INDUSTRIES, INC ST ASPHALT 842708	210-43120.610 PAVEMENT MAINTENANCE	290.83	3172	12/04/15
25140	11/06/15	PIKE INDUSTRIES, INC ST ASPHALT 843365	210-43120.610 PAVEMENT MAINTENANCE	367.83	3172	12/04/15
25140	11/13/15	PIKE INDUSTRIES, INC ST ASPHALT 844497	210-43120.610 PAVEMENT MAINTENANCE	851.31	3172	12/04/15
V1816	11/20/15	POSTMASTER/BURLINGTON// AD USPS PERMIT FEE 0116P1675	210-41320.536 POSTAGE	225.00	3174	12/04/15
18010	11/12/15	REYNOLDS & SON, INC. VF MISC FIRE ITEMS 3263476	210-42220.889 ROUTINE EQUIPMENT PURCHAS	307.24	3177	12/04/15
37965	11/06/15	S.D. IRELAND CONCRETE ST WATER PLUG 337201	210-43110.610 SUPPLIES	61.20	3182	12/04/15
V20835	11/27/15	SIMONS UNIFORMS VF UNIFORM ITEMS 68864	210-42220.612 UNIFORMS,BOOTS,ETC	1673.49	3187	12/04/15
40840	11/15/15	SOVERNET COMMUNICATIONS VF TELEPHONE SERVICE 3570050	210-42220.535 TELEPHONE SERVICES	102.86	3189	12/04/15
V2124	11/07/15	STAPLES ADVANTAGE BL SUPPLIES 3283509524	210-45551.610 SUPPLIES	44.13	3193	12/04/15
V2124	11/07/15	STAPLES ADVANTAGE BL SUPPLIES 3283509534	210-45551.610 SUPPLIES	11.18	3193	12/04/15
V2153	10/31/15	SULLIVAN, POWERS & CO. VA 6/15 AUDIT PROG BILLNG 117843	210-41320.335 AUDIT	5204.81	3194	12/04/15
V25261	11/23/15	SWING PEEPERS BL CHILD PRGMS OCT/NOV 112315D	210-49345.000 LIBRARY DONATION EXPENDIT	400.00	3195	12/04/15
21000	11/25/15	UNIFIRST CORPORATION LH MAT SERVICE 0361714064	210-41940.434 MAINT. BUILDINGS/GROUNDS	49.90	3199	12/04/15
36130	11/18/15	VERIZON WIRELESS VA 11/19-12/18 CELL/ DATA 9755748863	210-41970.535 TELEPHONE SERVICES	40.01	3203	12/04/15
36130	11/18/15	VERIZON WIRELESS VA 11/19-12/18 CELL/ DATA 9755748863	210-42220.535 TELEPHONE SERVICES	200.05	3203	12/04/15
V9968	11/16/15	VISION SERVICE PLAN- VA DEC VISION INS 12153002362	210-41970.210 HEALTH INS & OTHER BENEFI	31.18	3205	12/04/15
V9968	11/16/15	VISION SERVICE PLAN- VA DEC VISION INS 12153002362	210-43151.210 HEALTH INS & OTHER BENEFI	8.26	3205	12/04/15

12/04/15  
11:45 am

Town of Essex / Village of EJ Accounts Payable  
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Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
V9968	VISION SERVICE PLAN-	11/16/15	VA DEC VISION INS 12153002362	210-41335.210 HEALTH INS & OTHER BENEFIT	15.59	3205	12/04/15
V9968	VISION SERVICE PLAN-	11/16/15	VA DEC VISION INS 12153002362	210-43110.210 HEALTH INS & OTHER BENEFIT	53.01	3205	12/04/15
V9968	VISION SERVICE PLAN-	11/16/15	VA DEC VISION INS 12153002362	210-45551.210 HEALTH INS & OTHER BENEFIT	93.54	3205	12/04/15
V9968	VISION SERVICE PLAN-	11/16/15	VA DEC VISION INS 12153002362	210-41320.210 HEALTH INS & OTHER BENEFIT	62.37	3205	12/04/15
07030	VLCT EMPLOYMENT RESOURCE	11/09/15	AD Q1 2016 UNEMP INS 20398Q1	210-20215.000 STATE UNEMPLOYMENT PAYABL	695.00	3206	12/04/15
29825	VT GAS SYSTEMS	11/20/15	ST 10/16-11/136 HWY GARAG 1115125047	210-43110.623 HEATING/NATURAL GAS	96.43	3209	12/04/15
29825	VT GAS SYSTEMS	11/20/15	BL 10/16-11/16 NAT GAS 1115127704	210-45551.622 ELECTRICAL SERVICE	448.69	3209	12/04/15
29825	VT GAS SYSTEMS	11/20/15	LH GAS SERVICE 1115178335	210-41940.623 HEATING/NATURAL GAS	382.74	3209	12/04/15
05935	VT HUMANITIES COUNCIL	11/24/15	BL 1ST WEDNESDAY PAYMNT 112415D	210-49345.000 LIBRARY DONATION EXPENDIT	1150.00	3214	12/04/15
07565	W B MASON CO INC	11/13/15	BL SUPPILES I30020644	210-45551.610 SUPPLIES	56.57	3218	12/04/15
V10238	WECHSLER/ DAVID M.//	11/06/15	DV 9/26 MONITORING - CVE 317	210-15101.000 EXCHANGE - GENERAL	580.00	3220	12/04/15
V10238	WECHSLER/ DAVID M.//	11/10/15	DV 9/2 MONITORING - CVE 318	210-15101.000 EXCHANGE - GENERAL	665.00	3220	12/04/15
36240	DUBOIS & KING, INC.	10/27/15	VR CRESCENT CONNECTOR DSN 1015289	230-20201.001 ACCOUNTS PAYABLE-ACCRUED	15427.69	3118	12/04/15
V10731	DESROCHES CONSTRUCT SERV	11/23/15	VD/VW MPL CULVERT RETAING PAY3FINAL	253-46801.004 MAPLE ST. CULVERT	1000.00	3114	12/04/15
V10731	DESROCHES CONSTRUCT SERV	11/23/15	VB MAIN ST DRAIN RETAINGE PAY6FINAL	253-20201.002 RETAINAGE PAYABLE	1.01	3114	12/04/15
V10731	DESROCHES CONSTRUCT SERV	11/23/15	VB MAIN ST DRAIN RETAINGE PAY6FINAL	253-46801.002 MAIN ST. DRAINAGE-BRDG TO	4198.99	3114	12/04/15
40025	E J PRESCOTT INC	11/12/15	VW DISTRIBUTIONS MATERIAL 5018801	254-43200.340 COMPUTER EXPENSES	781.85	3119	12/04/15
18000	FERGUSON WATERWORKS #590	11/19/15	VW SUPPLIES 03938131	254-43200.614 DISTRIBUTION MATERIALS	2304.34	3133	12/04/15
V9454	LENNY'S SHOE & APP	08/20/15	VW UNIFORM-CB 3027992	254-43200.330 OTHER PROFESSIONAL SERVIC	64.00	3162	12/04/15
V2153	SULLIVAN, POWERS & CO.	10/31/15	VA 6/15 AUDIT PROG BILLNG 117843	254-43200.335 AUDIT	3109.37	3194	12/04/15
38760	TI-SALES INC	11/10/15	VW SUPPLIES INV0057784	254-43200.614 DISTRIBUTION MATERIALS	665.25	3197	12/04/15
V9968	VISION SERVICE PLAN-	11/16/15	VA DEC VISION INS 12153002362	254-43200.210 HEALTH INS & OTHER BENEFIT	38.98	3205	12/04/15
29825	VT GAS SYSTEMS	11/20/15	VW 10/16-11/13 OW WTR BLD 1115125039	254-43200.623 HEATING/NATURAL GAS	92.21	3209	12/04/15
38680	VT RURAL WATER ASSOC	11/18/15	VW TRAINING/DUES 111815D	254-43200.500 TRAINING, CONFERENCES, DU	475.00	3217	12/04/15
05290	ADVANCE AUTO PARTS	11/16/15	VW GREASE 2041426	255-43200.432 VEHICLE MAINTENANCE	2.84	3087	12/04/15

12/04/15  
11:45 am

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Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
05290	11/19/15	ADVANCE AUTO PARTS WW GASKET GLUE 2341644	255-43200.570 MAINTENANCE OTHER	8.54	3087	12/04/15
V0653	10/16/15	DOUGLASS/PAUL// WW RODENT CONTROL 101615D	255-43200.570 MAINTENANCE OTHER	19.99	3116	12/04/15
06870	11/12/15	ENDYNE INC WW WEEKLY TKN 188260	255-43200.577 CONTRACT LABORATORY SERVI	25.00	3121	12/04/15
38955	11/10/15	F W WEBB CO. WW PVC FITTINGS 48412169	255-43200.570 MAINTENANCE OTHER	49.54	3130	12/04/15
38955	11/19/15	F W WEBB CO. WW LAB CHEM SUMP PUMPS 48536287	255-43200.570 MAINTENANCE OTHER	92.86	3130	12/04/15
07010	11/19/15	GREEN MOUNTAIN POWER CORP WW 10/19-11/17 WWTF 11150132407	255-43200.622 ELECTRICAL SERVICE	6824.76	3146	12/04/15
09050	11/09/15	HACH COMPANY WW LAB CHEMICALS 9661712	255-43200.570 MAINTENANCE OTHER	606.81	3150	12/04/15
V9769	11/18/15	KEMIRA WATER SOLUTIONS WW SODIUM ALUMINATE 9017478730	255-43200.619 CHEMICALS	7371.39	3158	12/04/15
V9769	11/20/15	KEMIRA WATER SOLUTIONS WW FERROUS CHLORIDE BULK 9017479074	255-43200.619 CHEMICALS	3884.64	3158	12/04/15
V9454	09/26/15	LENNY'S SHOE & APP WW UNIFORMS BOUTIN 3032217	255-43200.612 UNIFORMS,BOOTS,ETC	452.00	3162	12/04/15
42805	11/04/15	MARYLAND BIOCHEMICAL CO.I WW ODOR CONTROL BAC PACKS 11HH1018	255-43200.619 CHEMICALS	3216.52	3163	12/04/15
V1661	11/06/15	NORTH CENTRAL LABORATORIE WW LAB CHEM SUPPLIES 364008	255-43200.618 SUPPLIES - LABORATORY	477.56	3169	12/04/15
36825	11/19/15	SMALL ENGINE CO INC WW MOWER STARTER SW 067153	255-43200.570 MAINTENANCE OTHER	26.10	3188	12/04/15
V2124	07/18/15	STAPLES ADVANTAGE WW PAPER PADS 3272009367A	255-43200.610 SUPPLIES	6.00	3192	12/04/15
V2124	11/21/15	STAPLES ADVANTAGE WW ASSTD SUPPLIES 3284662950	255-43200.610 SUPPLIES	105.27	3193	12/04/15
V2153	10/31/15	SULLIVAN, POWERS & CO. VA 6/15 AUDIT PROG BILLNG 117843	255-43200.335 AUDIT	3650.13	3194	12/04/15
02970	11/17/15	USA BLUE BOOK INC WW 2 SUMP PUMPS LAB/CHEM 804244	255-43200.570 MAINTENANCE OTHER	2299.86	3200	12/04/15
36130	11/18/15	VERIZON WIRELESS VA 11/19-12/18 CELL/ DATA 9755748863	255-43200.535 TELEPHONE SERVICES	182.26	3203	12/04/15
V9968	11/16/15	VISION SERVICE PLAN- VA DEC VISION INS 12153002362	255-43200.210 HEALTH INS & OTHER BENEFIT	80.60	3205	12/04/15
29825	11/20/15	VT GAS SYSTEMS WW 10/19-11/17 LAB/CHEM 1115114124	255-43200.623 HEATING/NATURAL GAS	46.30	3209	12/04/15
29825	11/20/15	VT GAS SYSTEMS WW 10/19-11/17 DIGESTER 1115114132	255-43200.623 HEATING/NATURAL GAS	735.95	3209	12/04/15
29825	11/20/15	VT GAS SYSTEMS 10/19-11/17 CONTRL BLDG 1115114140	255-43200.623 HEATING/NATURAL GAS	132.68	3209	12/04/15
29825	11/20/15	VT GAS SYSTEMS 10/19-11/17 39 CASCADE 11151884501	255-43200.623 HEATING/NATURAL GAS	185.16	3209	12/04/15
29825	11/20/15	VT GAS SYSTEMS 10/19-11/17 WWTF SLUDGE 11151884519	255-43200.623 HEATING/NATURAL GAS	83.48	3209	12/04/15
29825	11/20/15	VT GAS SYSTEMS 10/19-11/17 CASCADE FLWEQ 11151884527	255-43200.623 HEATING/NATURAL GAS	33.19	3209	12/04/15

12/04/15  
11:45 am

Town of Essex / Village of EJ Accounts Payable  
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Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
29825	11/20/15	10/19-11/17 WWTF FILTER	255-43200.623	68.17	3209	12/04/15
		11151884543	HEATING/NATURAL GAS			
V10409	11/11/15	WW WAS SURGE PUMP	255-43200.570	216.54	3219	12/04/15
		117952	MAINTENANCE OTHER			
07010	11/18/15	SA 10/21-11/18 PS CASCADE	256-43200.622	92.14	3146	12/04/15
		11150172601	ELECTRICAL SERVICE			
07010	11/17/15	SA 10/16-11/17 PS WEST ST	256-43220.002	609.01	3146	12/04/15
		11151276302	WEST ST PS COSTS			
07010	11/25/15	SA 10/28-11/25 PS S WILSN	256-43220.001	377.94	3146	12/04/15
		11152198505	SUSIE WILSON PS COSTS			
07010	11/18/15	SA 10/20-11/18 PS SO ST	256-43200.622	81.88	3146	12/04/15
		11152688307	ELECTRICAL SERVICE			
07010	11/18/15	SA 10/20-11/18 PS RIVERST	256-43200.622	76.61	3146	12/04/15
		11157822406	ELECTRICAL SERVICE			
11555	11/09/15	SA SEALS S & L TOP MOUNT	256-43200.434	708.63	3181	12/04/15
		152273	PUMP STATION MAINTENANCE			
V2153	10/31/15	VA 6/15 AUDIT PROG BILLNG	256-43200.335	1554.69	3194	12/04/15
		117843	AUDIT			
V9968	11/16/15	VA DEC VISION INS	256-43200.210	21.83	3205	12/04/15
		12153002362	HEALTH INS & OTHER BENEFIT			
29825	11/20/15	10/16-11/16 HS PUMP STATN	256-43200.623	87.90	3209	12/04/15
		11151860303	HEATING/NATURAL GAS			
29825	11/20/15	SA 10/19-11/17 SW PS GEN	256-43220.001	35.75	3209	12/04/15
		1115829804	SUSIE WILSON PS COSTS			
29825	11/20/15	SA 10/19-11/17 WS PS GEN	256-43220.002	36.60	3209	12/04/15
		1115829820	WEST ST PS COSTS			
Report Total				85089.40		



## **MEMORANDUM**

**TO:** Essex Junction Trustees and Pat Scheidel, Municipal Manager  
**FROM:** James Jutras, Water Quality Superintendent  
Chelsea Mandigo, Environmental Technician  
**cc:** Lauren Morrisseau Assistant Manager/Finance Director  
**DATE:** November 19, 2015  
**SUBJECT:** Grant Application: Watershed Signs and Unified Stormwater Education and Outreach

**Issue:** A Village grant request for education and outreach materials in the amount of \$3,000 for a Vermont Watershed Grant Project Year 2016. No match is required.

**Discussion:** Following discussion with the assistant Municipal Manager, staff processed an application for a Vermont Watershed Grant: Project Year 2016. The grant is to fund the design of watershed signs to be installed at all municipal stream-crossings within the Village and Town for the stormwater-impaired Indian and Sunderland Brooks. As part of the project staff will create and distribute to residents an education pamphlet outlining the newly installed signs, joint stormwater management efforts, public involvement opportunities and steps being taken to mitigate stormwater runoff in the communities.

With the upcoming release of the Lake Champlain TMDL and new stormwater management requirements set forth by Act 64 (the Clean Water Act) this creates a perfect opportunity to bring new awareness to our unified approach to stormwater management. Other local communities have installed watershed signs to successfully increase public awareness regarding stormwater management. Village and Town staff plan to use the signs as a creative alternative at engaging the community by identifying the watershed they are in and restating the community Joint Stormwater Coordinating Committee and its functions.

This grant application is being prepared and submitted by the Village with the Town as a partner.

**Cost:** The grant request is in the amount of \$3,000 with NO financial match requirement. The total project cost is estimated to be \$4,550 with like kind support for installation of the signs, etc. The Village and Town sign installation and the creation/distribution of the pamphlet as an in-kind match estimated at \$1,550 in staff time and equipment.

**Recommendation:** It is recommended that the Trustees support this grant request. If there is concern, staff can be instructed to reject the grant, if awarded.

Vermont Watershed Grants  
Project Year 2016

Watershed Grant Application

Maximum grant request/award depends on category type of proposal

New for 2016:

Applicants are limited to submitting one (1) application

Applicants must submit their application online in PDF format no later than November 20, 2015. Please refer to the *Application Guide* for instructions.

[http://www.watershedmanagement.vt.gov/lakes/htm/lp\\_watershedgrants.htm](http://www.watershedmanagement.vt.gov/lakes/htm/lp_watershedgrants.htm)

There are insurance requirements that grant recipients must meet (refer to web site for details). These may be cost-prohibitive or otherwise problematic for some applicants. If you are not familiar with these requirements, contact either Rod Wentworth (Fish & Wildlife, 802-595-5179) or Rick Hopkins (Environmental Conservation, 802-490-6115) before applying for a grant.

**Name of Project:** Essex Junction and Essex Stormwater Education and Outreach Stream Corridor Identification and Awareness

**Project Applicant:** Village of Essex Junction

**Type of organization:** (To check a box, double click on it and in the window that appears, change the Default value to Checked and click OK.)

Municipal entity     Non-profit organization     Sole-proprietor  
 Corporation     Other (Specify: \_\_\_\_\_)

**Contact person:** James Jutras

**Mailing Address:** 2 Lincoln Street  
Essex Junction, VT 05452      **Telephone:** 802-878-6943 x101

**E-mail:** jim@essexjunction.org

**Grant Amount Requested:** \$3,000

**Category Type of Watershed Grant Project Being Proposed (check one):**

Education, outreach (\$5,000 maximum)  
 Planning, assessment, inventory, monitoring (\$3,500 maximum)  
 On-the-ground implementation (\$10,000 maximum)

Project location & name of affected watershed or waterbody (include project location map when appropriate): The project will be located in Essex Junction and the Town of Essex. The watersheds affected by this project are the stormwater-impaired Indian and Sunderland Brooks.

Provide a brief summary of the proposed project including the goal of the project (in less than 100 words): This project will bring awareness and consistent outreach message from the Village of Essex Junction and the Town of Essex stormwater programs. An educational pamphlet will be created regarding stormwater awareness and the benefits of a joint stormwater program, public participation and ongoing efforts to reduce stormwater runoff entering the stormwater-impaired Indian and Sunderland Brooks. Signs marking the stormwater-impaired brooks will be installed at stream-crossing on municipal-owned roads to bring awareness to the stream corridor locations and making a connection to the Joint Stormwater Program’s work in the community.

Provide a brief sequence of tasks to be performed, with estimated completion dates. Indicate aspects of the project that need to be completed before the project can begin (e.g. land purchase, securing additional funding, permits, landowner agreements). (In less than 100 words).

***Watershed Signs***

Task	Phase of Project	Completion Date
Design Watershed signs	Prior	April 2016
Quote Watershed signs, printing and equipment	Prior	April 2016
Installation of watershed signs	Implementation	June 2016
Post on joint stormwater website about sign installation	After	July 2016

**Education and Outreach Pamphlet**

Task	Phase of Project	Completion Date
Gather content for pamphlet	Prior	April 2016
Design pamphlet	Implementation	June 2016
Print pamphlet	Implementation	July 2016
Mail pamphlet to residents	After	July 2016
Place pamphlet on display at both municipal offices	After	August 2016

Include additional information addressing the relevant evaluation criteria listed in the Application Guide, in order to help the Citizen Review Committee understand and review your project proposal. Please be concise (less than 500 words). You may also include design sketches, publication outlines and letters of support. If you are working with partners, please include support letters from them. While not required, including photos related to your project is helpful.

The Joint Stormwater Coordinating Committee (JSCC) was created to develop a unified approach to stormwater management, operations and funding of stormwater activity within Essex and Essex Junction. By establishing a common approach to mitigating and reducing the effects of stormwater and unifying our outreach and education message to the community it will bring a greater awareness to the affected watersheds, reduce costs and improve efficacy of our stormwater work.

Indian and Sunderland Brooks are listed on the State 303-D List of Impaired Waterways due to stormwater runoff. Stormwater runoff leads to increase erosion, and flooding. Over the past few years Village and Town residents have witnessed first-hand the effects stormwater runoff from developed land can have on stream corridors. In 2013, both communities experienced damaging floods within the Indian Brook watershed from an intense summer storm. As a result the Town applied for FEMA funding to mitigate flooding damage and the Village developed a mitigation project to address flood resiliency in the affected area. With the development of the Joint Stormwater Coordinating Committee it is important to use this opportunity to bring awareness to ongoing effect our community has on the watershed and ways residents can help mitigate their effects on the landscape. The placement of watershed signs in highly visible areas along stream crossings will connect residents with the stream corridors raising awareness and support to the efforts being done by the Joint Stormwater Coordinating Committee to restore these corridors and improve flood resiliency.

Photos of the Watershed Signs used in the City of South Burlington, VT are on Attachment A. The Village and Town would like to use a similar design for the Indian and Sunderland Brook Watershed signs.

Other relevant documents are attached including, number of stream-crossings, watershed map, JSCC mission statement, educational brochure example and letters of support.

In conclusion, describe the specific products or outcomes that will result from the proposed project (in less than 100 words). Tangible outcomes include: 1) Educational pamphlet to community residents 2) Indian Brook Watershed signs 3) Sunderland Brook watershed signs. Other anticipated outcomes include increase visits to our JSCC website, increase public input on stormwater and stream corridor projects, and public awareness of the stream corridors in the communities. Being designated Municipal Separate Storm Sewer (MS4) communities' allows public awareness to be brought to the Regional Stormwater Education Program (RSEP) and the Chittenden County Stream Team (CCST) which the communities are members of. Act 64 implementation will cause increased media coverage of stormwater issues helping reinforce the work being done by joining the two communities' stormwater programs.

## Project Year 2016 Watershed Grant Proposed Budget

### Estimated project budget

Please fill out the budget table below. Expense/Items may include costs for items such as: administration, design, labor, purchasing of materials, equipment rental, and printing. Be specific as the information provided will be used to understand how you intend to spend grant funds. Although a match (local or non-local sources) is not required, by including "in-kind" expenses or cash contributions on the table below, the Review Committee can evaluate the cost-effectiveness and community support of your project. A budget table is provided below.

Expense/Item	Grant request	Local (cash & in-kind)	Other non-local sources	Total cost
Administrative Overhead		\$250 10 hours @ \$25/hr		\$250
Direct Labor		\$450 sign installation 18 hours @ \$25/hr charge out rate for PWD		\$450
Purchased Materials and Services	\$2, 400 for 16 signs \$150/sign	\$450 use of equipment for sign installation 18 hours @ \$25/hr		\$2850
Map, Plan or Publication Costs	\$400 watershed sign design	\$400 for printing and distribution		\$400
Other Costs	\$200 misc.	TBD		\$400
<b>TOTAL</b>	<b>\$3000</b>	<b>\$1550 plus</b>		<b>\$4550</b>

("Local," "Other non-local" and "grant request" columns should add up to "total cost" figures.)

Grant Request: \$ 3,000

Total Cost of Project: \$ 4,550

**TRUSTEES FYE 17 BUDGET DAY SCHEDULE**  
**TUESDAY, DECEMBER 8, 2015**  
**LINCOLN HALL**

9:00 - 9:45	Budget Overview - Pat Scheidel & Lauren Morriseau
	Revenues - Pat Scheidel & Susan McNamara-Hill
9:45 -10:15	Transfers & Misc. Exp./Grants & Unantic. Exp./Administration/ Lincoln Hall/Capital Reserve/Rolling Stock/Debt Service - Pat & Lauren. Senior Support - Pat
10:15 - 10:30	Break
10:30 - 11:00	Fire Dept. - Chris Gaboriault
11:00 - 11:30	Street Dept. /Water Fund - Rick Jones
11:30 - 12:00	Community Development - Robin Pierce
12:00 - 1:00	Lunch/Work Session/Agenda items
1:00 - 1:30	Library - Wendy Hysko
1:30 - 2:00	WWTF - Jim Jutras
2:00 - 2:15	Sanitation - Jim Jutras and Rick Jones
2:15	Jackie Marshall - Channel 17 Presentation



The economic engine of Vermont.

Village Manager's Office

## MEMORANDUM

TO: Village Trustees  
FROM: Patrick Scheidel, Village Manager  
DATE: December 8, 2015  
SUBJECT: FYE17 General Fund Budget Transmittal

### PROPOSED FYE17 BUDGET- SUMMARY OF ISSUES

The Managers' proposed FYE17 budget is a request for funds to continue providing services to the Village residents at the current level. This year it's requested that the governing bodies consider whether or not to put the paving budget (\$200,000) which is now in the Capital Reserve back into the Street budget. This amount would then be included in the Town's payment for Highway costs and so it would not affect the Village's tax rate.

A question related to transferring the paving budget back into the Street budget is whether or not to reduce the Village's transfer to the Capital Reserve by that same \$200,000. If the transfer were reduced, the Village budget would increase by 2.7% but the Village tax rate would **decrease** by 6% as long as our grand list assumptions are correct. If the transfer to Capital Reserve were not reduced, the budget increase would be 7.9% but the tax rate would increase by 1.6% along with an increase in the Town tax. The logic behind this proposed change is included in the Street Department budget transmittal.

The proposed budget without the transfer mentioned above is \$3,900,074 which is an increase of \$100,685 (2.7%) from the FYE16 budget. The change from the FYE16 budget is made up of the following:

Salaries	\$56,994
Winter Maintenance (Salt)	\$22,000
Capital Contributions	\$43,137
Health and Other Insurances	(15,357)
Other increases & decreases	(\$6,089)
Increase in Budget	\$100,685

This budget follows the model adopted in FYE16 where the Town pays all of the Street Dept. budget but none of the Capital Budget. Our grand list assumptions are a 1% increase in non-Global Foundries grand list and no change in Global Foundries grand list value. With these assumptions, the Village tax rate is estimated to be \$.2405, an increase of 1.63%.

If the \$200,000 paving budget were transferred back into the Street Budget and was paid for along with other Highway costs with no corresponding reduction in to General Fund transfer to the Capital Reserve, the estimated tax rate would still be \$.2405. However, the budget increase would be 7.9% in this case.

If the \$200,000 paving budget were transferred back into the Street Budget and was paid for along with other Highway costs and there was a corresponding reduction in the General Fund transfer to the Capital Reserve, the estimated tax rate would be \$.2222, a reduction of 6% or about \$.02. The budget would show an increase of 2.7% as in the "business as usual model."

# Proposed FYE17 Budget- Summary of Issues

## PERSONNEL COSTS

The following is a list of the percentage personnel costs represent of individual departmental budgets (departments that have personnel) and the percentage personnel costs comprise of the total General Fund Budget:

Administration	81%
Economic Development	64%
Fire	61%
Library	76%
Community Development	79%
Street	42%
Total General Fund	48%

## AREAS OF GREATEST INCREASE IN SERVICE OR COST ARE:

- 1) **Salaries, Health Insurance and other Insurances** contribute a substantial amount to the budget increase (about 42%).
- 2) **Capital Contributions** increases account for 43% of the increase.
- 3) Winter **Maintenance** contributes about 22% of the total increase.

## Budget Challenges

### Budget Goals

In order to “level fund” the budget a cut in service would be necessary. Inherent in our wage system with merit increases required by the Employee Association Contract as well as other employee benefits defined by the Contract is a yearly increase in personnel costs. We must cut personnel or budgets will increase. Other inflationary costs (such as the cost of salt) also dictate an increase in the budget in order to maintain the current level of service.

### New Services

There are no new services in this budget.

### Winter Maintenance Budget

In taking a careful look at our salt budget and considering the average tons of salt used yearly over the last 5 years we have increased the Winter Maintenance budget by \$22,000 due to the increased cost of salt. In the past 2 years we have overspent this budget by a considerable amount.

### Capital Budgets Funding

The Capital Budget being proposed has not changed since the last re-adoption of the FYE16 plan approved by the Trustees on 10/13/15. The General Fund contribution to the Capital Reserve continues to increase at a rate of 7.5% per year as approved during the FYE16 budget cycle. If the Trustees decide to include paving in the Street budget, the contribution could decrease by \$200,000 in this fiscal year.

Staff recommends that we continue to increase the General Fund Contribution to Rolling Stock by \$10,000 each year to keep up with increased costs of equipment. We are on schedule to purchase a

# Proposed FYE17 Budget- Summary of Issues

new fire pumper in FYE18. This will require a new note for \$110,000 to complete the purchase unless another funding source is identified. Vehicles proposed for purchase out of the Rolling Stock Fund in FYE17 are a 4WD Pickup and a compressor.

## Combined Service Initiatives

- The Town budget includes Public Works Administration for the Village Street Department.
- A Communications Plan for Shared Public Works Management has been developed.
- A plan for Handling Requests for Service/Complaints for Shared Public Works Management has been developed.
- The Village and Town Finance Departments are working on combining services in several areas and are sharing a Finance Director.
- Accounts Payable is a shared Function.
- Village payroll will be moved to the Town accounting system on January 1.
- The TGIA group is close to a proposal for combined Community Development in the Town and Village.

## Grant Activity

### Grants that are currently under Management

Crescent Connector	\$4,500,000
Multiuse Path North CCRPC and VTrans Grants	\$389,835
Pearl Street Missing Link Sidewalk	\$2,120,000
Main St. Sidewalk Scoping Study	\$31,500
Total	\$7,044,125

**Across the Board Projections that Affect All Departmental Budgets**

1. Green Mountain Power electricity is projected to remain flat in FYE17.
2. Vt Gas is assumed to decrease a little. Budgets are flat as use is volatile depending on the weather
3. Salaries are adjusted according to our merit pay system. All grades in the pay grid were assumed to increase by 1% in July 2015. However there is a provision for a one time bonus for employees if they cannot receive the full percentage increase because they are at the top of their pay range. This has been taken into consideration in the budget.
4. Health Insurance costs are decreasing in all budgets due to nearly all Village Employees opting for the Gold CDHP options.
5. Workers Comp rates for all departments have gone down for all departments except the Fire Department primarily because of a much lower experience modification.
6. Property & Casualty Insurance has increased in all departments by varying percentages. VLCT PACIF provides a breakdown of costs so they can be allocated accurately to the departmental budgets.
7. A 6% increase in dental insurance is budgeted for 7/1/16.
8. The unemployment insurance rate has decreased in all departments even though the taxable payroll has increased.

VILLAGE OF ESSEX JUNCTION  
GENERAL FUND BUDGET SUMMARY

11/30/15  
3:26 PM

	FYE14 Actual	FYE15 Budget	FYE15 Actual	FYE16 Budget	FYE17 Proposed Budget	% Change 16 vs 15
GENERAL GOVERNMENT:						
Administration	529,832	561,784	546,247	588,773	600,131	1.9%
Transfers & Misc Expenditures	620,051	649,623	649,623	690,448	733,585	6.2%
Grant & Non-Budgetary Expenditures	184,522	0	(18,525)	0	0	0.0%
Seniors Support	0	7,960	5,934	8,223	0	-100.0%
Fire Department	281,793	298,075	300,351	304,184	315,342	3.7%
Library	674,883	736,207	729,950	762,774	776,396	1.8%
Lincoln Hall	51,291	55,057	58,835	44,604	49,150	10.2%
Community Development	210,712	250,678	224,051	249,937	251,212	0.5%
Economic Development/Community Events	76,151	94,838	86,573	87,450	92,021	5.2%
Street Department	834,166	814,603	809,092	839,570	859,993	2.4%
Subtotal General Fund	3,463,401	3,468,825	3,392,131	3,575,963	3,677,830	2.8%
Debt Service	0	0	0	223,426	222,244	-0.5%
GENERAL FUND TOTAL	3,463,401	3,468,825	3,392,131	3,799,389	3,900,074	2.7%

VILLAGE OF ESSEX JUNCTION  
GENERAL FUND BUDGET SUMMARY

12/03/15  
6:32 PM

Add \$200,000 Paving from Capital Budget to Pavement Maintenance  
Do not reduce Transfer to Capital Reserve

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Debt Service	0	0	0	223,426	222,244	-0.5%
GENERAL FUND TOTAL	3,463,401	3,468,825	3,392,131	3,799,389	4,100,074	7.9%

VILLAGE OF ESSEX JUNCTION  
GENERAL FUND BUDGET SUMMARY

12/03/15  
6:29 PM

Add \$200,000 Paving from Capital Budget to Pavement Maintenance  
Reduce Transfer to Capital Reserve

	FYE14 Actual	FYE15 Budget	FYE15 Actual	FYE16 Budget	FYE17 Proposed Budget	% Change 16 vs 15
<b>GENERAL GOVERNMENT:</b>						
Administration	529,832	561,784	546,247	588,773	600,131	1.9%
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<b>Debt Service</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>223,426</b>	<b>222,244</b>	<b>-0.5%</b>
<b>GENERAL FUND TOTAL</b>	<b>3,463,401</b>	<b>3,468,825</b>	<b>3,392,131</b>	<b>3,799,389</b>	<b>3,900,074</b>	<b>2.7%</b>

**GENERAL FUND REVENUES - \$3,900,074**

*Represents an overall increase of \$100,684 or 2.65%*

Areas of significant change to the Revenue Budget are as follows:

**Acct #      Description**

**Unrestricted Fund Balance - (+/- \$0)** In the past 5 budgets the Village has reduced the tax rate by using a small amount of fund balance. We propose to continue using this amount of fund balance to reduce the tax rate. In FYE15 the Village General Fund had a surplus of about \$92,000.

**33546.000 Pilot & Current Use - (-\$600)** As our tax rate declines in relation to the Town rate our proportion of this payment declines..

**Farmer's Market Reimbursement - (+\$4,575)** In FYE15 the Village was asked to take over payroll for the Farmers Market Director. After a contribution toward her wages and employment taxes of \$2,000 has been used, the Farmer's Market reimburses the Village for her payroll expenses.

GENERAL FUND REVENUES

11/30/15

Town Pays Stormwater personnel costs and 100% of balance of Street

3:26 PM

Acct. #	Account	FYE14 Actual	FYE15 Budget	FYE15 Actual	FYE16 Budget	FYE17 Proposed Budget	% Change 17 vs 16
	Unrestricted Fund Balance	0	35,000	0	35,000	35,000	0%
31101.000	Property Taxes	2,811,738	3,011,526	3,036,246	2,564,285	2,631,265	3%
33546.000	State for Pilot & Current Use	2,891	2,500	3,529	2,500	1,900	-24%
33582.000	Essex Town Contribution to Library	15,000	15,000	15,000	15,000	15,000	0%
33582.001	Town Payment for Stormwater	0	0	0	59,500	59,352	100%
33582.002	Town Payment for Street Dept.	0	0	0	780,070	800,642	100%
34130.000	License & Zoning Fees	89,513	35,000	69,383	50,000	50,000	0%
34131.000	Whitcomb Farm Solar Pilot	0	0	6,600	5,524	5,400	100%
34221.000	Miscellaneous Fire Receipts	0	10	20	10	20	100%
35130.000	State District Court Fines	2,195	2,000	877	2,000	500	-75%
36102.000	Interest Earnings	2,017	1,500	1,389	2,000	1,500	-25%
36201.000	Parking Space Fees	5,200	4,800	4,800	4,800	4,800	0%
36202.000	Lincoln Hall Rentals	0	1	0	1	1	0%
36400.000	Block Party Donations	1,504	1,500	1,700	1,500	1,500	0%
36603.000	Misc. Receipts	4,930	2,000	2,740	2,000	2,000	0%
36605.000	Miscellaneous Street Receipts	5,073	3,000	3,528	3,000	3,000	0%
36606.000	Miscellaneous Library Receipts	286	500	706	300	400	33%
39154.000	Service Fee - Water	111,336	106,840	106,840	108,760	113,288	4%
39155.000	Service Fee - WWTP	55,668	53,420	53,420	54,380	56,644	4%
39156.000	Service Fee - Sanitation	111,336	106,840	106,840	108,760	113,288	4%
39501.000	Miscellaneous Grants	148,028	0	23,577	0	0	0%
	Farmers Market Reimbursement	0	0	1,450	0	4,575	100%
NA	Penalties/Interest Delinq. Taxes	8,049	8,000	383	0	0	0%
NA	State Highway Aid	113,461	100,000	113,436	0	0	0%
NA	EJSD Tax Collection Fee	49,896	48,000	0	0	0	0%
<b>TOTALS</b>		<b>3,538,121</b>	<b>3,537,437</b>	<b>3,552,464</b>	<b>3,799,390</b>	<b>3,900,074</b>	<b>2.65%</b>

**Tax Rate Calculation**

	FY16	FY17	% Increase
Budget Increase			
<b>Grand List</b>		<b>Projected Grand List</b>	
IBM Real Estate	1,036,464	IBM Real Estate	1,036,464
Non-IBM Real Estate	9,813,654	Non-IBM Real Estate	9,911,791
Tax Stabilization Reduction	(6,945)	Tax Stabilization Reductio	(5,765)
Total Grand List	10,843,173	Total Projected Grand Lis	10,942,490
Tax Appropriation	2,564,285	Tax Appropriation	2,631,265
Tax Rate	0.2366	<b>0.24046</b>	1.63%

GENERAL FUND REVENUES

12/03/15  
6:32 PM

Add \$200,000 Paving from Capital Budget to Pavement Maintenance  
Do not reduce Transfer to Capital Reserve

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33546.000	State for Pilot & Current Use	2,891	2,500	3,529	2,500	1,900	-24%
33582.000	Essex Town Contribution to Library	15,000	15,000	15,000	15,000	15,000	0%
33582.001	Town Payment for Stormwater	0	0	0	59,500	59,352	100%
33582.002	Town Payment for Street Dept.	0	0	0	780,070	1,000,642	100%
34130.000	License & Zoning Fees	89,513	35,000	69,383	50,000	50,000	0%
34131.000	Whitcomb Farm Solar Pilot	0	0	6,600	5,524	5,400	100%
34221.000	Miscellaneous Fire Receipts	0	10	20	10	20	100%
35130.000	State District Court Fines	2,195	2,000	877	2,000	500	-75%
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Tax Rate Calculation

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GENERAL FUND REVENUES

12/03/15  
6:30 PM

Add \$200,000 Paving from Capital Budget to Pavement Maintenance  
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Tax Rate Calculation

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Tax Appropriation	2,564,285	Tax Appropriation	2,431,265
Tax Rate	0.2366	<b>0.22219</b>	-6.09%

**TRANSFERS & MISC EXPENDITURES - \$733,585**

*Represents an overall increase of \$43,137 or 6%*

This cost center is for Transfers to other funds and reserves

Areas to note:

**Acct #      Description**

**49100.031    Rolling Stock Fund Contribution – (+\$10,000)** We have increased this line item to keep up with the escalating cost of purchasing vehicles and equipment. The Rolling Stock replacement plan assumes a yearly increase of 3% for most vehicles and 5% for Fire trucks in our Rolling Stock Plan. We have a schedule we try to follow that outlines the estimated life for different types of equipment. We are proposing to purchase a 4WD Pickup Truck and (21,827) and a Compressor (\$22,067).

**49101.031    Half Penny for Ladder Truck Note – (+\$0)** The Ladder Truck purchase in FYE13 is funded by \$250,000 already set aside by the Village in prior years, \$300,000 from the Town of Essex over a 4 year period and a 5 year note for \$250,000. The note will be paid back by an additional ½ Penny (\$50,000) transfer from the General Fund to the Rolling Stock Fund over 5 years. The last year of the payment is FYE18.

**49100.030    Capital Fund Contribution – (+\$33,137)** A 5% increase in the cost of Capital Fund projects is assumed and the contribution from the General Fund increase was changed to 7.5% in FYE16 to increase the amount available for projects. If the paving budget were transferred back to the Street Department budget, the Capital Fund Contribution could be decreased to \$274,961 if the Trustees so choose.

**49101.031    Employee Termination Benefits -** This is a reserve to prevent the Village General Fund budget from sustaining a large hit in the year an employee retires. Employees are paid for accumulated vacation time (up to 240 hours), comp time (up to 200 hours if hourly employee) and a portion of accumulated sick time (could be up to 800 hours). The Village General Fund had liability of \$262,060 at 6/30/15 for accrued benefits. At the end of FYE15 this reserve contains \$76,965. Staff feels it is important to continue funding this reserve as a number of our employees are nearing retirement age.

TRANSFERS & MISC EXPENDITURES

11/30/15  
3:33 PM

Acct. #	Account	FYE14 Actual	FYE15 Budget	FYE15 Actual	FYE16 Budget	FYE17	
						Proposed Budget	% Change 17 vs 16
49100.030	Capital Fund Contribution	391,427	410,999	410,999	441,824	474,961	8%
49100.031	Rolling Stock Fund Contribution	173,624	183,624	183,624	193,624	203,624	5%
49101.030	Employee Termination Benefits	5,000	5,000	5,000	5,000	5,000	0%
49101.031	Half Penny for Ladder Truck Note	50,000	50,000	50,000	50,000	50,000	0%
TOTALS		620,051	649,623	649,623	690,448	733,585	6%

TRANSFERS & MISC EXPENDITURES

Add \$200,000 Paving from Capital Budget to Pavement Maintenance  
 Do not reduce Transfer to Capital Reserve

12/03/15  
 6:31 PM

Acct. #	Account	FYE14 Actual	FYE15 Budget	FYE15 Actual	FYE16 Budget	FYE17 Proposed Budget	% Change 17 vs 16
49100.030	Capital Fund Contribution	391,427	410,999	410,999	441,824	474,961	8%
49100.031	Rolling Stock Fund Contribution	173,624	183,624	183,624	193,624	203,624	5%
49101.030	Employee Termination Benefits	5,000	5,000	5,000	5,000	5,000	0%
49101.031	Half Penny for Ladder Truck Note	50,000	50,000	50,000	50,000	50,000	0%
TOTALS		620,051	649,623	649,623	690,448	733,585	6%

TRANSFERS & MISC EXPENDITURES

Add \$200,000 Paving from Capital Budget to Pavement Maintenance  
 Reduce Transfer to Capital Reserve

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Acct. #	Account	FYE14 Actual	FYE15 Budget	FYE15 Actual	FYE16 Budget	FYE17 Proposed Budget	% Change 17 vs 16
49100.030	Capital Fund Contribution	391,427	410,999	410,999	441,824	274,961	-38%
49100.031	Rolling Stock Fund Contribution	173,624	183,624	183,624	193,624	203,624	5%
49101.030	Employee Termination Benefits	5,000	5,000	5,000	5,000	5,000	0%
49101.031	Half Penny for Ladder Truck Note	50,000	50,000	50,000	50,000	50,000	0%
	TOTALS	620,051	649,623	649,623	690,448	533,585	-23%

GRANTS AND OTHER NON-BUDGETARY EXPENDITURES

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Acct. #	Account	FYE14 Actual	FYE15 Budget	FYE15 Actual	FYE16 Budget	FYE17	
						Proposed Budget	% Change 17 vs 16
49340.000	Grants & Donations Expenses	143,071	0	16,154	0	0	0%
49346.001	Library Replacement Expenses	4,451	0	2,321	0	0	0%
	Termination Benefits	37,000	0	(37,000)	0	0	0%
	TOTALS	184,522	0	(18,525)	0	0	0%

**Debt Service - \$222,244**

*Represents an overall decrease of \$1,182 or -.5%% over the FYE16 Budget*

<b>Acct #</b>	<b>Description</b>
<b>47116.000</b>	<b>Capital Improvements Principal</b> – (+\$0) General Fund pays 86% of the Bond Principal of \$165,000. Water Fund pays the other 14%. This will remain the same over the life of the bond.
<b>47216.000</b>	<b>Capital Improvements Interest</b> - (-\$1,182) General Fund pays 86% of the Bond Interest of \$93,424. The interest payment in FYE17 is \$80,344. This amount will gradually decrease over the life of the bond.

DEBT SERVICE

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Acct. #	Account	FYE14	FYE15	FYE15	FYE16	FYE17	% Change 17 vs 16
		Actual	Budget	Actual	Budget	Proposed Budget	
47116.000	Capital Improvements Principal	0	0	0	141,900	141,900	0%
47216.000	Capital Improvements Interest	0	68,612	0	81,526	80,344	-1.4%
TOTALS		0	68,612	0	223,426	222,244	-0.5%

**Seniors Support - \$0**

*This departmental budget has been eliminated. It is proposed that the Town pick up all of the cost of a full time director for the Senior Center. The telephone and copier expense have been transferred back to the Lincoln Hall budget.*

SENIORS SUPPORT

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Acct. #	Account	FYE14	FYE15	FYE15	FYE16	FYE17	% Change 17 vs 16
		Actual	Budget	Actual	Budget	Proposed Budget	
45300.150	Part time Director Contract	0	7,500	5,346	7,763	0	-100%
45300.535	Telephone/Copying	0	460	588	460	0	-100%
TOTALS		0	7,960	5,934	8,223	0	-100%

**COMMUNITY DEVELOPMENT BUDGET - \$251,212**

*Represents an overall increase of \$1,275 or 0.5% from the FYE16 Budget*

Other areas of significant change to the Community Development Budget are as follows:

**Acct #      Description**

**41970.575    Recording Fees** – (-\$2,500) With the consolidation of cash receipt recording on the Town system we no longer collect recording fees and then pay them to the Town. Instead those receipts are posted directly to the Town revenue account.

**41970.891    Capital Outlay** – (0 change) Funds for purchase of replacement computer for Assistant Zoning Administrator/Administrative Assistant.

COMMUNITY DEVELOPMENT

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Acct. #	Account	FYE14 Actual	FYE15 Budget	FYE15 Actual	FYE16 Budget	FYE17 Proposed Budget	% Change 17 vs 16
41970.110	Salaries - Regular	126,770	129,612	130,588	134,504	138,199	2.7%
41970.130	Salaries - Overtime	0	2,000	0	0	0	0.0%
41970.210	Health Insurance & Other Benefits	28,967	36,177	29,816	37,158	35,375	-4.8%
41970.220	Social Security	9,872	10,390	10,288	10,619	10,894	2.6%
41970.226	Workers Compensation Insurance	555	504	576	513	418	-18.5%
41970.230	Retirement	12,577	12,961	13,047	13,450	13,820	2.7%
41970.250	Unemployment Insurance	329	432	261	350	252	-28.0%
41970.310	Board Member Fees	3,600	3,600	3,000	3,600	3,600	0.0%
41970.320	Legal Services	331	14,000	6,204	12,000	12,000	0.0%
41970.330	Other Professional Services	1,749	4,000	4,336	6,000	6,000	0.0%
41970.340	Computer Expenses	2,209	4,000	3,118	4,000	4,000	0.0%
41970.500	Training, Conferences, Dues	2,025	4,500	2,012	3,500	3,500	0.0%
41970.521	Liability & Property Ins.	2,067	2,232	2,179	2,242	3,124	39.3%
41970.522	Public Officials Liability Ins.	5,572	5,800	5,721	5,857	6,386	9.0%
41970.530	Communications	2,935	2,500	913	2,500	2,500	0.0%
41970.535	Telephone Services	1,632	1,550	1,622	1,644	1,644	0.0%
41970.536	Postage	409	1,120	615	600	600	0.0%
41970.550	Printing and Advertising	2,527	5,000	2,217	3,000	3,000	0.0%
41970.575	Recording Fees	2,490	2,500	2,315	2,500	0	-100.0%
41970.580	Travel	2,400	3,500	2,400	2,400	2,400	0.0%
41970.610	Supplies	1,696	2,800	2,338	2,000	2,000	0.0%
41970.891	Capital Outlay	0	1,500	485	1,500	1,500	0.0%
TOTAL		210,712	250,678	224,051	249,937	251,212	0.5%

**ECONOMIC DEVELOPMENT/COMMUNITY EVENTS - \$92,021**

*Represents an overall increase of \$4,571 or 5.2% from the FYE16 Budget.*

Line items of significant change in this budget are detailed below:

<b>Acct#</b>	<b>Description</b>
<b>41335.130</b>	<b>Salaries – Part-time</b> – (+\$5,850) Salary for the Farmer’s Market Director is paid for out of this line item. The Village contributes \$2,000 toward this salary and payroll taxes and the balance is reimbursed by the Farmer’s Market.
<b>41335.810</b>	<b>Community Events &amp; Programs</b> – (-\$2,000) The \$2,000 in this line item that was contributed to the Farmer’s Market is now paid out as part of the part-time salaries
<b>41335.891</b>	<b>Capital Outlay</b> – (-\$1,200) No Capital Outlay purchases proposed this fiscal year.

ECONOMIC DEVELOPMENT/COMMUNITY EVENTS

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Acct. #	Account	FYE14 Actual	FYE15 Budget	FYE15 Actual	FYE16 Budget	FYE17 Proposed Budget	% Change 17 vs 16
41335.110	Salaries - Regular	34,701	36,604	34,070	28,396	29,532	4%
41335.130	Salaries - Part-time	0	0	1,725	0	5,850	100%
41335.210	Health Insurance & Other Benefits	9,002	18,089	15,165	18,579	17,688	-5%
41335.220	Social Security	2,703	2,823	2,768	2,199	2,733	24%
41335.226	Workers Comp	154	141	159	108	107	-1%
41335.230	Retirement	3,470	3,660	3,591	2,840	2,953	4%
41335.250	Unemployment	164	216	140	216	170	-21%
41335.521	Liability & Property Ins.	0	105	190	112	188	68%
41335.810	Community Events & Programs	5,573	6,000	4,929	6,000	4,000	-33%
41335.811	Annual Support of Organizations	8,920	9,200	9,261	9,300	9,300	0%
41335.812	New Programs	1,855	2,000	0	2,500	2,500	0%
41335.813	Matching Grant Funds	2,861	9,000	7,624	9,000	10,000	11%
41335.835	Block Party Expense	6,748	7,000	6,951	7,000	7,000	0%
41335.891	Capital Outlay	0	0	0	1,200	0	-100%
TOTALS		76,151	94,838	86,573	87,450	92,021	5.2%

**ADMINISTRATION BUDGET - \$600,131**

*Represents an overall increase of \$11,358 or +1.9%*

Areas of significant change to the Administration Budget are as follows:

**Acct #      Description**

**41320.110    Salaries – Regular – (+11,508)** The higher than average increase is due to budgeting the Finance Director/Assistant Manager's grade increase July 1, 2016.

**41320.335    Audit – (+\$1,259)** We will be going out to bid for a combined Village/Town FYE16 audit. The Finance Director will not be preparing the financial statements. Dollars were added for financial statement preparation along with a 3% increase.

**41320.340    Computer Expenses – (-\$2,485)** Budget has been reduced for support services for the Village's accounting system.

**41320.571    Pay and Classification Study – (-\$5,671)** As part of the Village Association contract the Village agrees to review the Village pay ranges every other year. This study is in the budget for FYE16 and therefore is not needed in FYE17. This money is budgeted for an outside study of Village wages & classifications in comparison with current trends.

**41320.891    Capital Outlay – (+\$2,000)** This line item contains funds to replace 2 computers in the Village Administrative Offices.

**LINCOLN HALL BUDGET - \$44,049**

ADMINISTRATION BUDGET

11/30/15

Acct. #	Account	FYE14 Actual	FYE15 Budget	FYE15 Actual	FYE16 Budget	FYE17 Proposed Budget	% Change 17 vs 16
41320.110	Salaries - Regular	254,498	255,978	266,220	269,205	280,713	4.3%
41320.130	Salaries - Overtime	2,141	1,500	1,470	2,000	2,500	25.0%
41320.140	Salaries - Part-time	12,910	15,057	11,195	15,814	13,751	-13.0%
41320.150	Manager Contract	53,841	55,995	55,995	57,955	64,575	11.4%
41320.210	Health Insurance & Other Benefits	49,634	72,355	65,296	74,316	70,751	-4.8%
41320.220	Social Security	20,574	21,109	21,453	22,282	23,333	4.7%
41320.226	Workers Compensation Insurance	1,188	1,047	1,236	1,139	896	-21.3%
41320.230	Retirement	24,666	25,598	25,673	26,921	28,071	4.3%
41320.250	Unemployment Insurance	789	1,067	612	850	607	-28.6%
41320.291	Health Improvement Programs	1,009	1,600	970	1,600	1,600	0.0%
41320.310	Boardmember fees	2,500	2,500	2,500	2,500	2,500	0.0%
41320.320	Legal Services	11,932	15,000	14,833	15,000	15,000	0.0%
41320.330	Other Professional Services	0	1,000	0	1,000	1,000	0.0%
41320.335	Audit Services	5,467	5,433	5,583	5,800	7,059	21.7%
41320.340	Computer Expenses	15,752	16,937	13,617	15,485	13,000	-16.0%
41320.442	Leased Services	3,942	4,800	4,214	4,800	4,800	0.0%
41320.500	Training, Conferences, Dues	3,701	10,384	9,431	14,390	13,734	-4.6%
41320.521	Liability & Property Ins.	5,373	6,218	5,981	6,353	8,619	35.7%
41320.522	Public Officials Liability Ins.	5,572	5,800	5,720	5,857	6,386	9.0%
41320.530	Communications	21,952	13,806	13,383	13,806	13,806	0.0%
41320.535	Telephone Services	2,191	2,600	2,017	2,280	1,980	-13.2%
41320.536	Postage	3,387	4,200	2,997	4,200	4,000	-4.8%
41320.550	Printing and Advertising	6,246	5,800	4,267	5,500	5,500	0.0%
41320.560	Trustees Expenditures	3,505	4,000	3,424	4,000	4,000	0.0%
41320.571	Pay & Classification Study	5,700	200	0	5,871	200	-96.6%
41320.572	Interview Costs	0	0	0	0	0	0.0%
41320.610	Supplies	4,436	6,700	4,160	6,000	6,000	0.0%
41320.820	Elections	1,442	1,600	1,393	1,600	1,500	-6.3%
41320.835	Holiday Expense	776	1,500	1,557	1,250	1,250	0.0%
41320.891	Capital Outlay	4,708	2,000	1,050	1,000	3,000	200.0%
TOTALS		529,832	561,784	546,247	588,773	600,131	1.9%

Village of Essex Junction FYE17 Budget Notes

*Represents an overall increase of \$4,546 or 10%*

**Acct #      Description**

- 41940.535 Telephone Services** – (+\$460) The cost for the telephone in the Senior Center has been moved back into this budget.
  
- 41940.550 Printing** – (+\$300) This is the cost for the Senior Center to make copies on the Administration copier
  
- 41940.891 Capital Outlay** – (+\$2,200) Funds are for hallway carpet and bathroom floor replacement.

LINCOLN HALL BUDGET

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Acct. #	Account	FYE14 Actual	FYE15 Budget	FYE15 Actual	FYE16 Budget	FYE17	% Change 17 vs 16
						Proposed Budget	
41940.410	Water and Sewer Charges	729	1,500	830	1,000	1,000	0%
41940.423	Contractual Services	8,331	9,021	9,146	9,021	9,565	6%
41940.434	Maintenance - Building/Grounds	9,189	7,500	8,409	9,000	9,000	0%
41940.521	Liability & Property Ins.	4,319	5,658	4,569	6,383	7,125	12%
41940.535	Telephone Services	486	0	0	0	460	100%
41940.550	Printing	0	0	0	0	300	100%
41940.565	Rubbish Removal	1,862	1,838	1,830	1,900	2,000	5%
41940.610	Supplies	2,037	2,500	2,105	2,500	2,500	0%
41940.622	Electrical Service	7,277	7,500	7,086	7,500	7,500	0%
41940.623	Heating	6,113	6,000	6,370	6,200	6,400	3%
41940.891	Capital Outlay	10,948	13,540	18,490	1,100	3,300	200%
TOTALS		51,291	55,057	58,835	44,604	49,150	10%

**BROWNELL LIBRARY BUDGET - \$776,396**

*Represents an overall increase of \$13,622 or 1.8% from the FYE16 Budget.*

Areas of significant change to the Brownell Library Budget are as follows:

<b>Acct #</b>	<b>Description</b>
<b>45551.140</b>	<b>Salaries – Part-time</b> - (+\$9,085) An increase in the part-time line item to assist with hiring subs on nights and weekends to help cover paid part-time leave, which was implemented in FY16.
<b>45551.423</b>	<b>Contractual Services</b> – (+\$3,932) An increase in contract services to add a day/week restroom cleaning which was cut to balance the cost increase of new cleaning vendor, as well as the inclusion of annual carpet and window cleaning, and biannual stripping and waxing of VTC floors.
<b>45551.434</b>	<b>Maintenance – Buildings/Grounds</b> – (+\$2,000) An increase in Maintenance – Buildings/Grounds to continue efforts to have the HVAC system running more efficiently, and help address worn areas of the building.
<b>45551.640/1</b>	<b>Adult &amp; Juvenile Collections – Print &amp; Electronic</b> – (+\$3,750) An increase in Adult and Juvenile Collections to continue to bring back up these budget lines after a significant reduction in FY12.
<b>45551.891</b>	<b>Capital Outlay</b> – (+\$4,400) – A Capital Outlay (45551.891) request for an upgraded phone system that includes voicemail for better internal and external customer service.

BROWNELL LIBRARY BUDGET

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Acct. #	Account	FYE14 Actual	FYE15 Budget	FYE15 Actual	FYE16 Budget	FYE17	
						Proposed Budget	% Change 17 vs 16
45551.110	Salaries - Regular	303,100	315,379	321,364	320,427	314,229	-1.9%
45551.140	Salaries - Part-time	84,789	89,219	89,040	97,715	106,800	9.3%
45551.210	Health Insurance & Other Benefits	66,969	103,020	92,611	111,474	106,126	-4.8%
45551.220	Social Security	29,124	31,089	30,618	32,122	32,695	1.8%
45551.226	Workers Compensation Insurance	1,678	1,567	1,622	1,584	1,274	-19.6%
45551.230	Retirement	29,971	31,537	30,994	32,043	31,423	-1.9%
45551.250	Unemployment Insurance	1,796	2,390	1,462	1,800	1,324	-26.4%
45551.340	Computer Expenses	3,220	3,500	1,522	3,500	3,500	0.0%
45551.410	Water and Sewer Charges	529	1,000	760	1,000	900	-10.0%
45551.423	Contractual Services	23,551	23,225	24,237	24,493	28,425	16.1%
45551.434	Maintenance - Buildings/Grounds	17,271	14,500	24,223	17,000	19,000	11.8%
45551.436	Alarm System Maintenance	269	500	221	400	525	31.3%
45551.500	Training, Conferences, Dues	2,497	4,000	1,158	3,000	3,000	0.0%
45551.521	Liability & Property Ins.	9,025	10,481	9,594	10,317	12,375	19.9%
45551.530	Technology Access	5,032	5,500	4,588	5,500	5,500	0.0%
45551.535	Telephone Services	1,047	1,100	975	1,200	1,200	0.0%
45551.536	Postage	1,943	3,500	3,693	3,500	3,500	0.0%
45551.572	Interview Costs	656	2,000	2,821	500	500	0.0%
45551.574	Volunteer Expenses	0	0	0	500	600	20.0%
45551.610	Supplies	10,831	13,000	11,801	13,000	13,000	0.0%
45551.622	Electrical Service	14,674	14,500	14,783	15,000	15,250	1.7%
45551.623	Heating	7,285	7,400	7,303	7,400	7,400	0.0%
45551.640	Adult Collection-Print&Electronic	34,700	31,000	30,823	32,000	34,500	7.8%
45551.641	Juvenile Collection-Prnt&Electronic	15,479	15,500	15,495	16,000	17,250	7.8%
45551.677	Computer Replacement	6,565	8,000	4,969	8,000	8,000	0.0%
45551.836	Adult Programs	3	300	300	300	500	66.7%
45551.837	Childrens' Programs	2,879	3,000	2,973	3,000	3,200	6.7%
45551.891	Capital Outlay	0	0	0	0	4,400	100.0%
TOTALS		674,883	736,207	729,950	762,774	776,396	1.8%



*The economic engine of Vermont.*

2 Lincoln Street  
Essex Junction, VT 05452  
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Office: (802) 878-6944  
Fax: (802) 878-6946

**TO:** Village Trustees  
**FROM:** Chris Gaboriault, Fire Chief  
**DATE:** November 30, 2015  
**SUBJECT:** Budget Transmittal

The Essex Junction Fire Department has completed our proposed budget for FY17. We are requesting an increase of 3.1% for FY17.

The bulk of our increase has been applied to Workers Compensation in anticipation of rate increases for calendar year 2016. Other line items seeing an increase are salaries, social security, maintenance other and uniform, boots, etc. We keep our base hourly rate for firefighters approximately \$1.00 above minimum wage. We are planning on a \$ .50 per hour increase in January 2016 and a similar increase in January 2017.

Vehicle Maintenance continues to be a challenge and our plan is to offset any overruns with reduced fuel prices that we are all enjoying today and hope they continue through FY17.

We deliver a vital service to our community at a very reasonable cost. Our plan is to maintain a paid call service, while providing individuals who serve, with the best equipment to perform fire protection and emergency medical service when called upon.

I look forward to discussing our proposed budget with you later this week.

FIRE DEPARTMENT BUDGET

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Acct. #	Account	FYE14 Actual	FYE15 Budget	FYE15 Actual	FYE16 Budget	FYE17 Proposed Budget	% Change 17 vs 16
42220.140	Salaries - Firefighters	119,015	138,000	140,248	144,000	150,000	4%
42220.200	Employee Assistance Program	864	900	864	900	864	-4%
42220.210	Accident & Disability Ins.	3,600	3,600	3,600	3,600	3,600	0%
42220.220	Social Security	9,105	10,590	10,729	11,050	11,511	4%
42220.226	Workers Compensation Insurance	23,241	27,334	27,066	22,789	27,000	18%
42220.410	Water and Sewer Charges	449	900	606	600	600	0%
42220.432	Vehicle Maintenance	14,536	9,000	17,672	14,000	14,000	0%
42220.434	Maintenance - Building/Grounds	7,596	6,000	5,160	6,000	6,000	0%
42220.443	Radio Maintenance	3,219	2,000	1,551	2,000	2,000	0%
42220.500	Training, Conferences, Dues	2,861	5,000	3,303	5,000	5,000	0%
42220.521	Liability & Property Ins.	5,694	7,301	6,291	7,545	8,767	16%
42220.535	Telephone Services	3,386	3,800	2,091	3,400	3,400	0%
42220.566	Physical Exams	6,552	7,000	5,058	6,500	6,000	-8%
42220.570	Maintenance - Other	13,971	13,000	16,283	14,000	14,500	4%
42220.578	Emergency Generator Maintenance	500	650	500	500	500	0%
42220.610	Supplies	2,455	2,400	2,816	2,400	2,400	0%
42220.611	New Equipment - Radios	2,349	4,000	3,254	2,000	2,000	0%
42220.612	Uniforms, Boots, Etc.	23,991	19,200	19,837	20,000	21,000	5%
42220.615	EMS Supplies	1,061	1,500	171	1,500	1,000	-33%
42220.622	Electrical Service	7,153	7,000	7,232	7,000	7,000	0%
42220.623	Heating	5,280	5,200	5,817	5,200	5,200	0%
42220.626	Gas, Grease and Oil	6,051	7,200	5,080	7,200	6,500	-10%
42220.838	Fire Prevention	2,239	2,000	2,104	2,000	2,000	0%
42220.889	Routine Equipment Purchases	16,625	14,500	13,018	15,000	14,500	-3%
TOTALS		281,793	298,075	300,351	304,184	315,342	3.67%

## **STREET DEPARTMENT - \$859,993**

*Represents an overall increase of \$20,423 or 2.4% over the FYE16 Budget*

Following the model of FYE16, we have split out Stormwater salaries and benefits from the regular salaries line item in this budget. The Town will pay the entire Street budget amount but they allocate those payments to 2 separate departments in the Town. That is why Stormwater salaries and benefits are isolated from regular salaries.

A second budget summary accompanies the summary that follows the FYE16 model. In that model the \$200,000 proposed amount from the Capital Reserve budget for paving has been transferred back to the Street Department budget. It was in the Street budget until 2011 when it was moved into the Capital Reserve. The Town Public Works Director has suggested it be moved back to this budget for a number of reasons. Below are excerpts from his memo asking that this change be considered:

- 1) "From the Village taxpayer's perspective, they are paying not only for paving in the Village (Village capital tax) but a portion of the Town paving (General Fund budget). If the paving budget for this year at \$200,000 was rolled into the town highway budget, another level of perceived inequity would go away. It would once again result in some Village tax savings and some Town increase in taxes but nowhere near the change that occurred last year."
- 2) "From Rick Jones perspective, most of the items in his budget are fixed costs – salaries and benefits, telephone, utility costs, fuel, etc. He has no way to balance costs when things go off course –like winter salt for example. If the winter is severe and he spends \$130,000 rather than \$100,000, there is no place to adjust his program to finish the year at budget. I would be dead budget-wise if I didn't have some way to handle the unforeseen events that always come up. If the winter is mild and I save the salt money, it goes back into paving. I hold some of the paving money until spring so if the winter costs are over, a paving project gets delayed until the next budget year. It is just very difficult to operate the department without some ability to move funds as needed (within an overall bottom line)."

If this transfer was made the Town would still pay to the Village all of the Street Department Budget. The amount would be \$1,059,993 instead of \$859,993.

Other areas of significant change to the Street Budget are as follows:

<b>Acct #</b>	<b>Description</b>
<b>43110.110</b>	<b>Salaries - Regular</b> - (-\$17,666) There are 2 reasons for this drop in salaries. 1) We have started splitting the Crew Leader's time among the Public Works Funds – 70% Street, 20% Water and 10% Sanitation. In addition, a new employee was hired at a lower rate of pay than was budgeted in FYE16.

- 43110.140 Salaries – Part-time – (+\$4,381)** Line item was increased to pay for part time help street sweeping and plowing. Last year this cost was covered by the new full-time position that was not filled until this year..
- 43110.442 Equipment Rentals – (+\$7,000)** Funds are included to rent a sidewalk plow that we may want to purchase in the future if it works out well. Additionally, \$3,000 is included to install GPS devices in public works trucks.
- 43110.576 Engineering Services – (-\$5,000)** We think this cost will be reduced because of the availability of Town Engineers to perform some of the needed services at no cost.
- 43110.610 Supplies – (-\$2,500)** Reduced to reflect 4 year actual average.
- 43110.626 Gas, Grease & Oil – (-\$5,000)** Reduced due to lower fuel prices.
- 43110.570 Traffic/Street Light Maintenance – (-\$3,500)** Reduction in cost to Village because the State will be upgrading traffic lights when they pave.
- 43125.610 Winter Maintenance - (+\$22,000)** Increase due to the increase in the price of salt and the type of weather we are experiencing. A look at average tons of salt over the last 5 years at current prices yields a cost of \$112,000.
- 43151.430 Storm Sewer Maintenance – (+\$5,000)** Increased to match 4 year actual average spending.
- 43110.891 Capital Outlay (+\$1,500)** \$9,000 budgeted for enclosed landscape trailer.
- 43125.570 Contractual Services – (+\$17,000)** In past years we have carried funds in the salaries line item to pay a contractor to remove snow from the downtown. We have now filled this position but we still need this work done. This line item also contains \$2,500 for See Click Fix.

STREET DEPARTMENT BUDGET

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Acct. #	Account	FYE14 Actual	FYE15 Budget	FYE15 Actual	FYE16 Budget	FYE17 Proposed Budget	% Change 17 vs 16
43110.110	Salaries - Regular	173,054	205,654	179,307	173,911	156,245	-10.2%
43110.130	Salaries - Overtime	14,425	15,000	15,469	16,300	16,300	0.0%
43110.140	Salaries - Part-time	17,603	11,907	16,943	12,619	17,000	34.7%
43110.210	Health Insurance & Other Benefits	51,968	76,515	49,296	68,742	65,445	-4.8%
43110.220	Social Security	15,127	17,819	15,778	15,695	14,956	-4.7%
43110.226	Workers Compensation Insurance	11,835	13,970	15,660	15,732	12,654	-19.6%
43110.230	Retirement	15,347	20,565	17,750	17,391	15,625	-10.2%
43110.250	Unemployment Insurance	789	1,169	617	824	631	-23.4%
43110.410	Water and Sewer Charges	870	2,500	1,376	2,000	1,517	-24.1%
43110.432	Vehicle Maintenance	18,635	20,000	24,987	22,000	22,000	0.0%
43110.434	Maintenance - Buildings/Grounds	586	2,500	2,397	2,500	2,500	0.0%
43110.441	ROW Leases	0	0	0	11,076	11,343	2.4%
43110.442	Equipment Rentals	54	1,000	6,041	1,000	8,000	700.0%
43110.443	Radio Maintenance	28	200	125	200	200	0.0%
43110.500	Training, Conferences, Dues	60	500	199	500	500	0.0%
43110.521	Liability & Property Ins.	10,571	15,104	12,863	14,807	16,878	14.0%
43110.535	Telephone Services	2,228	2,000	2,052	2,850	3,000	5.3%
43110.565	Rubbish Removal	5,108	6,200	4,682	6,500	6,500	0.0%
43110.570	Maintenance - Other	749	1,000	1,516	1,000	1,200	20.0%
43110.572	Interview Costs	1,287	0	1,034	0	500	100.0%
43110.573	Accident Claims	0	0	300	0	500	100.0%
43110.576	Engineering Services	41,955	15,000	13,326	15,000	10,000	-33.3%
43110.582	Traffic Calming	0	1,500	0	1,000	500	-50.0%
43110.610	Supplies	14,843	20,000	13,132	20,000	17,500	-12.5%
43110.612	Uniforms, Boots, Etc.	4,206	4,500	5,339	5,000	6,000	20.0%
43110.616	Gravel & Topsoil	3,191	4,000	5,503	4,000	5,000	25.0%
43110.617	Signs and Posts	1,875	4,000	5,072	4,000	3,500	-12.5%
43110.622	Electrical Service	3,842	4,000	3,499	4,000	4,200	5.0%
43110.623	Heating	3,924	4,000	4,377	4,000	4,000	0.0%
43110.626	Gas, Grease and Oil	36,943	26,000	29,561	35,000	30,000	-14.3%
43110.891	Capital Outlay	7,361	3,500	2,012	8,000	9,000	12.5%
43120.444	Street Marking	5,932	7,000	10,195	7,000	7,000	0.0%
43120.570	Sidewalk and Curb Maintenance	4,717	3,000	8,473	4,000	5,000	25.0%
43120.610	Pavement Maintenance	18,987	15,000	23,380	16,000	18,000	12.5%
43123.570	Traffic/Street Light Maintenance	4,731	8,000	2,662	7,000	3,500	-50.0%
43123.622	Traffic Lights (electrical)	5,687	6,000	5,609	6,000	6,000	0.0%
43123.730	Traffic Light System Improvements	0	0	0	0	0	0.0%
43125.570	Contractual Services	22,534	0	21,660	0	17,000	100.0%
43125.610	Winter Maintenance	142,405	75,000	129,680	90,000	112,000	24.4%
43151.110	Stormwater Salaries	0	0	0	40,158	40,766	1.5%
43151.210	Stormwater Health and Other Ins	0	0	0	9,847	9,374	-4.8%
43151.220	Stormwater Social Security	0	0	0	3,072	3,119	1.5%
43151.226	Stormwater Workers Comp	0	0	0	2,306	1,940	-15.9%
43151.230	Stormwater Retirement	0	0	0	4,016	4,077	1.5%
43151.250	Stormwater Unemployment	0	0	0	76	76	0.0%
43151.430	Storm Sewer Maintenance	22,996	9,000	6,573	10,000	15,000	50.0%
Town Budget	Storm Sewer Permit Fees	3,452	3,000	2,481	0	0	0.0%
Town Budget	Storm Sewer Public Education	8,912	9,500	7,856	0	0	0.0%
Town Budget	Stream Flow Monitoring	0	30,000	0	0	0	0.0%
43160.622	Street Lights (rental/electrical)	128,105	127,000	124,730	131,948	131,948	0.0%
43161.000	Streetscape Maint./Imp.	3,292	16,000	12,657	16,000	16,000	0.0%
43161.001	Village Garden Spots	1,287	3,000	160	3,000	3,000	0.0%
43161.002	Memorial Park Maintenance	2,665	3,000	2,763	3,500	3,000	-14.3%
TOTALS		834,166	814,603	809,092	839,570	859,993	2.4%

STREET DEPARTMENT BUDGET

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Add \$200,000 Paving from Capital Budget to Pavement Maintenance

Acct. #	Account	FYE14	FYE15	FYE15	FYE16	FYE17	% Change 17 vs 16
		Actual	Budget	Actual	Budget	Proposed Budget	
43110.110	Salaries - Regular	173,054	205,654	179,307	173,911	156,245	-10.2%
43110.130	Salaries - Overtime	14,425	15,000	15,469	16,300	16,300	0.0%
43110.140	Salaries - Part-time	17,603	11,907	16,943	12,619	17,000	34.7%
43110.210	Health Insurance & Other Benefits	51,968	76,515	49,296	68,742	65,445	-4.8%
43110.220	Social Security	15,127	17,819	15,778	15,695	14,956	-4.7%
43110.226	Workers Compensation Insurance	11,835	13,970	15,660	15,732	12,654	-19.6%
43110.230	Retirement	15,347	20,565	17,750	17,391	15,625	-10.2%
43110.250	Unemployment Insurance	789	1,169	617	824	631	-23.4%
43110.410	Water and Sewer Charges	870	2,500	1,376	2,000	1,517	-24.1%
43110.432	Vehicle Maintenance	18,635	20,000	24,987	22,000	22,000	0.0%
43110.434	Maintenance - Buildings/Grounds	586	2,500	2,397	2,500	2,500	0.0%
43110.441	ROW Leases	0	0	0	11,076	11,343	2.4%
43110.442	Equipment Rentals	54	1,000	6,041	1,000	8,000	700.0%
43110.443	Radio Maintenance	28	200	125	200	200	0.0%
43110.500	Training, Conferences, Dues	60	500	199	500	500	0.0%
43110.521	Liability & Property Ins.	10,571	15,104	12,863	14,807	16,878	14.0%
43110.535	Telephone Services	2,228	2,000	2,052	2,850	3,000	5.3%
43110.565	Rubbish Removal	5,108	6,200	4,682	6,500	6,500	0.0%
43110.570	Maintenance - Other	749	1,000	1,516	1,000	1,200	20.0%
43110.572	Interview Costs	1,287	0	1,034	0	500	100.0%
43110.573	Accident Claims	0	0	300	0	500	100.0%
43110.576	Engineering Services	41,955	15,000	13,326	15,000	10,000	-33.3%
43110.582	Traffic Calming	0	1,500	0	1,000	500	-50.0%
43110.610	Supplies	14,843	20,000	13,132	20,000	17,500	-12.5%
43110.612	Uniforms, Boots, Etc.	4,206	4,500	5,339	5,000	6,000	20.0%
43110.616	Gravel & Topsoil	3,191	4,000	5,503	4,000	5,000	25.0%
43110.617	Signs and Posts	1,875	4,000	5,072	4,000	3,500	-12.5%
43110.622	Electrical Service	3,842	4,000	3,499	4,000	4,200	5.0%
43110.623	Heating	3,924	4,000	4,377	4,000	4,000	0.0%
43110.626	Gas, Grease and Oil	36,943	26,000	29,561	35,000	30,000	-14.3%
43110.891	Capital Outlay	7,361	3,500	2,012	8,000	9,000	12.5%
43120.444	Street Marking	5,932	7,000	10,195	7,000	7,000	0.0%
43120.570	Sidewalk and Curb Maintenance	4,717	3,000	8,473	4,000	5,000	25.0%
43120.610	Pavement Maintenance	18,987	15,000	23,380	16,000	218,000	1262.5%
43123.570	Traffic/Street Light Maintenance	4,731	8,000	2,662	7,000	3,500	-50.0%
43123.622	Traffic Lights (electrical)	5,687	6,000	5,609	6,000	6,000	0.0%
43123.730	Traffic Light System Improvements	0	0	0	0	0	0.0%
43125.570	Contractual Services	22,534	0	21,660	0	17,000	100.0%
43125.610	Winter Maintenance	142,405	75,000	129,680	90,000	112,000	24.4%
43151.110	Stormwater Salaries	0	0	0	40,158	40,766	1.5%
43151.210	Stormwater Health and Other Ins	0	0	0	9,847	9,374	-4.8%
43151.220	Stormwater Social Security	0	0	0	3,072	3,119	1.5%
43151.226	Stormwater Workers Comp	0	0	0	2,306	1,940	-15.9%
43151.230	Stormwater Retirement	0	0	0	4,016	4,077	1.5%
43151.250	Stormwater Unemployment	0	0	0	76	76	0.0%
43151.430	Storm Sewer Maintenance	22,996	9,000	6,573	10,000	15,000	50.0%
Town Budget	Storm Sewer Permit Fees	3,452	3,000	2,481	0	0	0.0%
Town Budget	Storm Sewer Public Education	8,912	9,500	7,856	0	0	0.0%
Town Budget	Stream Flow Monitoring	0	30,000	0	0	0	0.0%
43160.622	Street Lights (rental/electrical)	128,105	127,000	124,730	131,948	131,948	0.0%
43161.000	Streetscape Maint./Imp.	3,292	16,000	12,657	16,000	16,000	0.0%
43161.001	Village Garden Spots	1,287	3,000	160	3,000	3,000	0.0%
43161.002	Memorial Park Maintenance	2,665	3,000	2,763	3,500	3,000	-14.3%
TOTALS		834,166	814,603	809,092	839,570	1,059,993	26.3%

**Capital Reserve Plan FYE17 - \$345,467**

The Capital Committee has prioritized numerous infrastructure projects over the past few years using a matrix. 5 projects are being paid for over 3 years with a \$3.3 Million bond. The projects proposed for FYE17 to be funded through the Capital Reserve Fund are:

Railroad Ave. Waterline Lincoln Place to Central Ave.	\$86,558
Paving	\$200,000
Village Server Replacement	\$20,000
Hillcrest Sidewalk Peart to Fleming (Engineering)	<u>\$38,909</u>
Total	\$345,467

This plan assumes the Crescent Connector, Pearl St. Missing Link, and Multiuse Path North will be completed in FYE16. If not, those costs and grant reimbursements will extend into FYE17 instead of being done in FYE16.

The Transfer in from the General Fund this year is proposed to be \$474,960 – an increase of 7.5%. If the Trustees and Selectboard approve moving the paving budget to the Street Department Budget, and the Trustees decide to reduce the transfer to the Capital Reserve by the \$200,000 of paving money, the contribution from the General Fund is proposed to be \$274,960.

**Rolling Stock Fund FYE17 - \$95,204** Vehicles proposed for replacement in FYE17 are:

**Street Department 2009 Chevy Silverado 4WD Pickup - \$21,827**

**Street Department 1992 Sullair Compressor - \$22,067**

In addition to the vehicles to be purchased from this fund, there is a payment of \$51,310 to be made for the Ladder Truck loan.

The transfer in to the Rolling Stock Fund from the General fund in FYE17 is proposed to be \$213,624. This is an increase of \$10,000 or 5.1% from FYE16.

Business as Usual

**GENERAL FUND CAPITAL RESERVE PLAN**

Rev. Ref. #	PROJECTS FUNDED BY VILLAGE \$ ONLY	Project Total	Prior	FY15	FY16	FY17	FY18	FY19	FY20	Future
	Woods End Reconstruction	592,691	438,868	149,090	4,733					
	Library Surveillance Cameras	12,599		12,599						
W	Railroad Ave. Waterline So. of Lincoln Pl. to Central Ave.	93,846		7,288		86,558				
	Brownell Library Main Floor & Stairs Carpet Replacement	20,000			20,000					
	Village Server Replacement	20,000				20,000				
	Hillcrest Sidewalk Imp from Pearl to Fleming School	488,303				38,909	449,394			
	Pearl Sidewalk West St. to Susie Wilson	780,239								780,239
	Lincoln Hall Restoration	388,045		44,365	343,680					
W	Algonquin Ave. Waterline Installation/Roadway Reconstr.	157,765					157,765			
	West St. & West St. Ext. Intersection Improvements	110,249					110,249			
W.S	Central St. Waterline Lincoln St. to Main St. (FY22)	919,303								919,303
	Brownell Library Asphalt Shingle Roofs replace (FY23)	45,228								45,228
	Paving	1,601,039	125,000	150,358	220,555	200,000	210,000	231,525	231,525	1,987,872
	<b>Totals Project Funded by Village \$ Only</b>	<b>563,868</b>	<b>363,700</b>	<b>588,968</b>	<b>345,467</b>	<b>659,394</b>	<b>488,513</b>	<b>231,525</b>	<b>231,525</b>	<b>1,987,872</b>
	<b>PROJECTS FUNDED BY GRANTS</b>									
1	Fire House LED Lighting Project	15,173			15,173					
	Efficiency Vermont	(5,000)								
	<b>Fire House LED Lighting Net Cost to Village</b>	<b>10,173</b>								
2	Main St. Sidewalk Scoping Study	35,000		8,538	26,462					
	Fed & State Grants	(31,500)								
	<b>Main St. Sidewalk Scoping Study Net Cost to Village</b>	<b>3,500</b>								
3	Main St. New Sidewalk & Lighting Bridge to Crestview West St	269,426					269,426			
	Fed & State Grants	(215,541)								
	<b>Main St. Sidewalk &amp; Lighting Net Cost to Village</b>	<b>53,885</b>								
4	Crescent Connector Park St. to Main St.	4,592,000	484,659	258,831	3,848,510					
	Fed & State Grants	(4,500,000)								
	<b>Crescent Connector Net Cost to Village</b>	<b>92,000</b>								
5	Multifuse Path North	550,527	68,144	25,601	456,782					
	Federal & State Grants through CCRPC & Vtrans	(389,835)								
	<b>Multifuse Path North Net Cost to Village</b>	<b>160,692</b>								
6	Pearl St. Missing Link Project	2,120,000	750	75,214	2,044,036					
	Federal & State Grants through CCRPC & Vtrans	(2,120,000)								
	<b>Pearl St. Missing Link Net Cost to Village</b>	<b>0</b>								
	<b>Totals Project Funded by Grants Awarded</b>	<b>553,553</b>	<b>368,184</b>	<b>6,390,963</b>	<b>0</b>	<b>269,426</b>	<b>928,820</b>	<b>488,513</b>	<b>231,525</b>	<b>1,987,872</b>
	<b>Total Cost of all Projects Funded by Village \$ Only and Grants</b>	<b>1,117,421</b>	<b>731,884</b>	<b>6,979,931</b>	<b>345,467</b>	<b>928,820</b>	<b>488,513</b>	<b>231,525</b>	<b>231,525</b>	<b>1,987,872</b>

<b>GENERAL FUND CAPITAL RESERVE FUNDING &amp; FUND BALANCE</b>											
	Prior	FY15	FY16	FY17	FY18	FY19	FY20	Future			
Beginning Fund Balance			255,155	61,448	205,942	18,245	93,607				
Planned Spending			(6,979,931)	(345,467)	(928,820)	(488,513)	(231,525)				
<b>Funding Sources</b>											
1 Efficiency VT for Fire House Lighting		5,000	5,000								
2 Main St. Scoping Study Grant		31,500	31,500								
3 Main St. Sidewalk Grant		215,541			215,541						
4 Crescent Connector Grant		445,390	3,803,799	250,811							
5 Multiuse Path North Grants		46,692	331,085	12,058							
6 Pearl St. Missing Link Grants		2,120,000	2,063,016	56,984							
VLCT Equipment Grant		5,000		5,000							
Vermont Historic Preservation Grant			20,000								
CVE Annual Contribution		150,000	15,000	15,000	15,000	15,000					
Transfer in of Fund Balance			75,000								
General Fund Transfer In		391,427	441,824	410,999	474,960	548,876	590,042				
<b>Total Revenues</b>			6,786,224	489,960	741,123	563,876	590,042				
<b>Ending Fund Balance</b>			<b>61,448</b>	<b>205,942</b>	<b>18,245</b>	<b>93,607</b>	<b>452,124</b>				

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

Take out Paving, do not reduce GF contribution

GENERAL FUND CAPITAL RESERVE PLAN										
PROJECTS FUNDED BY VILLAGE \$ ONLY	Rev. Ref. #	Project Total	Prior	FY15	FY16	FY17	FY18	FY19	FY20	Future
Woods End Reconstruction		592,691	438,868	149,090	4,733					
Library Surveillance Cameras		12,599		12,599						
Railroad Ave. Waterline So. of Lincoln Pl. to Central Ave.	W	93,846		7,288		86,558				
Brownell Library Main Floor & Stairs Carpet Replacement		20,000			20,000					
Village Server Replacement		20,000				20,000				
Hillcrest Sidewalk Imp from Pearl to Fleming School		488,303								
Pearl Sidewalk West St. to Susie Wilson		780,239				38,909	449,394			780,239
Lincoln Hall Restoration		388,045		44,365	343,680					
Algonquin Ave. Waterline Installation/Roadway Reconst.	W	157,765						157,765		
West St. & West St. Ext. Intersection Improvements		110,249						110,249		
Central St. Waterline Lincoln St. to Main St. (FY22)	W,S	919,303								919,303
Brownell Library Asphalt Shingle Roofs replace (FY23)		45,228								45,228
Paving		495,913	125,000	150,358	220,555					
<b>Totals Project Funded by Village \$ Only</b>			563,868	363,700	588,968	145,467	449,394	268,013	0	1,744,771
<b>PROJECTS FUNDED BY GRANTS</b>										
Fire House LED Lighting Project	1	15,173			15,173					
Efficiency Vermont		(5,000)								
<b>Fire House LED Lighting Net Cost to Village</b>		<b>10,173</b>								
Main St. Sidewalk Scoping Study	2	35,000		8,538	26,462					
Fed & State Grants		(31,500)								
<b>Main St. Sidewalk Scoping Study Net Cost to Village</b>		<b>3,500</b>								
Main St. New Sidewalk & Lighting Bridge to Crestview West Sid	3	269,426					269,426			
Fed & State Grants		(215,541)								
<b>Main St. Sidewalk &amp; Lighting Net Cost to Village</b>		<b>53,885</b>								
Crescent Connector Park St. to Main St.	4	4,592,000	484,659	258,831	3,848,510					
Fed & State Grants		(4,500,000)								
<b>Crescent Connector Net Cost to Village</b>		<b>92,000</b>								
Multituse Path North	5	550,527	68,144	25,601	456,782					
Federal & State Grants through CCRPC & Vtrans		(389,835)								
<b>Multituse Path North Net Cost to Village</b>		<b>160,692</b>								
Pearl St. Missing Link Project	6	2,120,000	750	75,214	2,044,036					
Federal & State Grants through CCRPC & Vtrans		(2,120,000)								
<b>Pearl St. Missing Link Net Cost to Village</b>		<b>0</b>								
<b>Totals Project Funded by Grants Awarded</b>			553,553	368,184	6,390,963	0	269,426	268,013	0	1,744,771
<b>Total Cost of all Projects Funded by Village \$ Only and Grants</b>			<b>1,117,421</b>	<b>731,884</b>	<b>6,979,931</b>	<b>145,467</b>	<b>718,820</b>	<b>268,013</b>	<b>0</b>	<b>1,744,771</b>

<b>GENERAL FUND CAPITAL RESERVE FUNDING &amp; FUND BALANCE</b>										
		Prior	FY15	FY16	FY17	FY18	FY19	FY20	Future	
<b>Beginning Fund Balance</b>				255,155	61,448	405,942	428,245	724,107		
<b>Planned Spending</b>				(6,979,931)	(145,467)	(718,820)	(268,013)	0		
<b>Funding Sources</b>										
Efficiency VI for Fire House Lighting	1	5,000		5,000						
Main St. Scoping Study Grant	2	31,500		31,500						
Main St. Sidewalk Grant	3	215,541				215,541				
Crescent Connector Grant	4	4,500,000	445,390	3,803,799						
Multiuse Path North Grants	5	389,835	46,692	331,085						
Pearl St. Missing Link Grants	6	2,120,000	56,984	2,063,016						
VLCT Equipment Grant		5,000								
Vermont Historic Preservation Grant				20,000						
CVE Annual Contribution		150,000	75,000	15,000	15,000	15,000	15,000			
Transfer in of Fund Balance				75,000						
General Fund Transfer In			391,427	410,999	474,960	510,582	548,876	590,042		
<b>Total Revenues</b>				6,786,224	489,960	741,123	563,876	590,042		
<b>Ending Fund Balance</b>				<b>61,448</b>	<b>405,942</b>	<b>428,245</b>	<b>724,107</b>	<b>1,314,149</b>		

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

**GENERAL FUND CAPITAL RESERVE PLAN**

GENERAL FUND CAPITAL RESERVE PLAN										
Rev.	Ref. #	Project Total	Prior	FY15	FY16	FY17	FY18	FY19	FY20	Future
		<b>PROJECTS FUNDED BY VILLAGE \$ ONLY</b>								
		Woods End Reconstruction	592,691	438,868	149,090	4,733				
		Library Surveillance Cameras	12,599		12,599					
	W	Railroad Ave. Waterline So. of Lincoln Pl. to Central Ave.	93,846	7,288		86,558				
		Brownell Library Main Floor & Stairs Carpet Replacement	20,000		20,000					
		Village Server Replacement	20,000			20,000				
		Hillcrest Sidewalk Imp from Pearl to Fleming School	488,303			38,909	449,394			780,239
		Pearl Sidewalk West St. to Susie Wilson	780,239							
		Lincoln Hall Restoration	388,045		44,365					
	W	Algonquin Ave. Waterline Installation/Roadway Reconst.	157,765				157,765			
		West St. & West St. Ext. Intersection Improvements	110,249				110,249			
	W.S	Central St. Waterline Lincoln St. to Main St. (FY22)	919,303							919,303
		Brownell Library Asphalt Shingle Roofs replace (FY23)	45,228							45,228
		Paving	495,913	125,000	150,358	220,555				
		<b>Totals Project Funded by Village \$ Only</b>		<b>563,868</b>	<b>363,700</b>	<b>145,467</b>	<b>449,394</b>	<b>268,013</b>	<b>0</b>	<b>1,744,771</b>
		<b>PROJECTS FUNDED BY GRANTS</b>								
	1	Fire House LED Lighting Project	15,173			15,173				
		Efficiency Vermont	(5,000)							
		<b>Fire House LED Lighting Net Cost to Village</b>	<b>10,173</b>							
	2	Main St. Sidewalk Scoping Study	35,000		8,538					
		Fed & State Grants	(31,500)							
		<b>Main St. Sidewalk Scoping Study Net Cost to Village</b>	<b>3,500</b>							
	3	Main St. New Sidewalk & Lighting Bridge to Crestview West Sid	269,426							
		Fed & State Grants	(215,541)							
		<b>Main St. Sidewalk &amp; Lighting Net Cost to Village</b>	<b>53,885</b>				269,426			
	4	Crescent Connector Park St. to Main St.	4,592,000	484,659	258,831	3,848,510				
		Fed & State Grants	(4,500,000)							
		<b>Crescent Connector Net Cost to Village</b>	<b>92,000</b>							
	5	Multituse Path North	550,527	68,144	25,601	456,782				
		Federal & State Grants through CCRPC & Vtrans	(389,835)							
		<b>Multituse Path North Net Cost to Village</b>	<b>160,692</b>							
	6	Pearl St. Missing Link Project	2,120,000	750	75,214	2,044,036				
		Federal & State Grants through CCRPC & Vtrans	(2,120,000)							
		<b>Pearl St. Missing Link Net Cost to Village</b>	<b>0</b>							
		<b>Totals Project Funded by Grants Awarded</b>		<b>553,553</b>	<b>368,184</b>	<b>0</b>	<b>269,426</b>	<b>268,013</b>	<b>0</b>	<b>1,744,771</b>
		<b>Total Cost of all Projects Funded by Village \$ Only and Grants</b>		<b>1,117,421</b>	<b>731,884</b>	<b>145,467</b>	<b>718,820</b>	<b>268,013</b>	<b>0</b>	<b>1,744,771</b>

<b>GENERAL FUND CAPITAL RESERVE FUNDING &amp; FUND BALANCE</b>											
		Prior	FY15	FY16	FY17	FY18	FY19	FY20	Future		
<b>Beginning Fund Balance</b>				255,155	61,448	205,941	13,244	77,981			
<b>Planned Spending</b>				(6,979,931)	(145,467)	(718,820)	(268,013)	0			
<b>Funding Sources</b>											
1	Efficiency VT for Fire House Lighting	5,000		5,000							
2	Main St. Scoping Study Grant	31,500		31,500							
3	Main St. Sidewalk Grant	215,541				215,541					
4	Crescent Connector Grant	4,500,000	445,390	3,803,799							
5	Multiuse Path North Grants	389,835	46,692	331,085							
6	Pearl St. Missing Link Grants	2,120,000	56,984	2,063,016							
	VLCT Equipment Grant	5,000	5,000								
	Vermont Historic Preservation Grant			20,000							
	CVE Annual Contribution	150,000	75,000	15,000	15,000	15,000	15,000				
	Transfer in of Fund Balance			75,000							
	General Fund Transfer In		391,427	410,999	274,960	295,582	317,751	341,582			
				6,786,224	289,960	526,123	332,751	341,582			
<b>Total Revenues</b>				<b>61,448</b>	<b>205,941</b>	<b>13,244</b>	<b>77,981</b>	<b>419,563</b>			
<b>Ending Fund Balance</b>											

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

**ROLLING STOCK FUND**

11/30/15

DEPT	VEHICLE	MAKE	YEAR	REPLACEMENT VALUE	TRADE IN VALUE	NET COST	FYE16	FYE17	FYE18	FYE19	FYE20	FYE21	FYE22	FYE23	FYE24	FYE25	FYE26	FYE27	FYE28	FYE29	FYE30	FYE31	FYE32	FYE33	FYE34	FYE35	FYE36	FYE37
3	STREET 4WD PICK UP	CHEVY SILVERADO	2009	30,000	10,000	20,000		21,827								30,317								41,073				
4	STREET PICKUP	CHEVY SILVERADO	2013	31,000	4,000	27,000									36,448													
5	STREET DUMPTRUCK -DIESEL	FREIGHTLINER	2013	145,000	15,000	130,000																						
6	STREET DUMPTRUCK -DIESEL	FREIGHTLINER	2014	145,000	15,000	130,000																						
7	STREET DUMPTRUCK -DIESEL	INTERNATIONAL	2012	145,000	15,000	130,000																						
8	STREET JETTER VAC TRUCK*	VAC-ON	2010	105,000	15,000	90,000						110,375																
9	STREET LOADER	CATERPILLAR	2013	130,900	30,000	100,900																						
11	STREET SIDEWALK PLOW	TRACKLESS	2015	140,500	18,000	122,500																						
12	STREET SKID STEER SIDEWALK PLOW	CAT	2001	51,000	5,000	46,000				52,401																		
10	STREET SIDEWALK PLOW	BELOS	2008	140,500	10,000	130,500																						
	STREET ROLLER	ROSCOE	1979	15,000																								
15	STREET PICKUP 4/WD 1 TON	CHEVY SILVERADO	2011	35,000	10,000	25,000						29,393																
1	STREET 4WD PICKUP	CHEVY SILVERADO	2011	35,000	10,000	25,000						29,393																
13	STREET COMPRESSOR	SULLAIR	1992	19,000	0	20,800						22,067																
34	STREET DUMP TRUCK -DIESEL	INTERNATIONAL	2000	145,000	5,000	140,000	144,200																					
16	STREET VACUUM SWEEPER	JOHNSTON	2013	225,000	10,000	215,000																						
	STREET TRAILER MOUNTED BOOM LIFT			31,800	5,000	26,800																						
	FIRE PICKUP 8U61	GMC	2004	53,600	3,500	50,100																						
	FIRE 1250 PUMPER 8E21	E-ONE	1997	575,000	40,000	535,000																						
	FIRE 105' AERIAL 8L3	PIERCE ARROW	2012	830,000	80,000	750,000																						
	FIRE COMBINATION RESCUE/PUMPER	KME PREDATOR	2008	564,202	50,000	392,202																						
	<b>TOTAL</b>			<b>3,592,502</b>			<b>144,200</b>	<b>43,894</b>	<b>769,163</b>	<b>198,177</b>	<b>0</b>	<b>110,375</b>	<b>0</b>	<b>570,825</b>	<b>210,640</b>	<b>210,185</b>	<b>184,485</b>	<b>271,539</b>	<b>205,595</b>	<b>1,122,935</b>	<b>0</b>	<b>207,461</b>	<b>243,642</b>	<b>606,969</b>	<b>2,351,089</b>			

**Rolling Stock Fund Funding and Fund Balance**

Beginning Cash Balance							215,455	322,914	491,334	5,141	15,287	234,271	353,540	593,844	273,983	346,967	430,406	549,545	591,630	709,660	(79,652)	263,972	410,135	530,117	296,772	(1,670,693)	(1,277,069)	(873,445)
Payment of Note for Ladder Truck							(51,965)	(51,310)	(50,655)	(25,300)	(24,640)	(23,980)	(23,320)	(22,660)														
Planned Spending							(144,200)	(43,894)	(769,163)	(198,177)	0	(110,375)	0	(570,825)	(210,640)	(210,185)	(184,485)	(271,539)	(205,595)	(1,122,935)	0	(207,461)	(243,642)	(606,969)	(2,351,089)	0	0	0
Note for Fire Pumper 8E21 Replacement									110,000																			
General Fund Contribution							203,624	213,624	223,624	233,624	243,624	253,624	263,624	273,624	283,624	293,624	303,624	313,624	323,624	333,624	343,624	353,624	363,624	373,624	383,624	393,624	403,624	413,624
Additional Half Penny on the tax rate to fund fire truck							50,000	50,000	0	0																		
Town Contribution for Ladder Truck							50,000	0	0	0																		
<b>Ending Balance</b>							<b>322,914</b>	<b>491,334</b>	<b>5,141</b>	<b>15,287</b>	<b>234,271</b>	<b>353,540</b>	<b>593,844</b>	<b>273,983</b>	<b>346,967</b>	<b>430,406</b>	<b>549,545</b>	<b>591,630</b>	<b>709,660</b>	<b>(79,652)</b>	<b>263,972</b>	<b>410,135</b>	<b>530,117</b>	<b>296,772</b>	<b>(1,670,693)</b>	<b>(1,277,069)</b>	<b>(873,445)</b>	<b>(459,821)</b>

- \* The Jetter-vac is purchased out of 4 funds  
30% Street, 60% Sanitation, 5% Water, 5% WWTF
- 1. Most replacement cost estimates include trade-in value of existing vehicles
- 2. Non-Fire Truck vehicles are inflated by 3% per year
- 3. Fire Trucks are inflated by 5% per year.
- 4. Fund was started in 1990. The proceeds from the sale of all equipment bought after that date shall be placed into the Rolling Stock Fund
- 5. Assumes a \$110,000 note taken out in FYE18 for pumper replacement
- 6. Contribution from GF increases \$10K/yr
- 7. General Replacement Assumptions:
  - Dump Trucks 12
  - Pickup 4/WD 8
  - Pickup 10
  - Sidewalk Plow 8
  - Fire Trucks 20
  - Fire Pickup 15
  - Sweeper/Wheel Loader 10
  - Boom Lift 15
  - Skid Steer 18



## **MEMORANDUM**

TO: Village Trustees  
FROM : Patrick Scheidel, Village Manager  
DATE : December 8, 2015  
SUBJECT: FYE17 Enterprise Funds Budget Transmittal

## **PROPOSED FYE17 BUDGET- SUMMARY OF ISSUES**

### **ENTERPRISE FUNDS**

The proposed FYE17 Water Fund Operating Budget shows an increase of 12% over the FYE16 Operating Budget when Global Foundries is taken into consideration. However the operating budget for which Village rate payers are responsible is increasing by \$20,470 or 2%. The major reasons for this increase are an increase in the Capital Reserve transfer, an increase in the Administrative Charge and an increase in salaries.

The proposed FYE17 Wastewater Treatment Fund budget is decreasing in this post construction year as the operators are starting to have a better idea of the effects of the refurbishment on the balance of the process. Line items decreasing are Sludge Management and Processing and Electrical Service. Those decreases of about \$100,000 are balanced somewhat by other increases.

The proposed FYE17 Sanitation Fund Operating Budget shows an increase of 4.5% from the FYE16 budget. Line items contributing to this increase are Salaries, Pump Station Maintenance and Administrative Charges.

The overall rate increase for Water/WWTF/Sanitation is estimated at this time to be 0%. The estimated Water rate reflects an increase of 3%, WWTF a decrease of 7% and Sanitation an increase of 5%. For the average Village water/sewer customer the combined rates will not show an increase although the individual rates will increase and decrease as outlined above.

### **Budget Challenges**

#### **Changes in costs due to Refurbishment**

The Wastewater Treatment Facility is still adjusting its process since the refurbishment was finished. It is also figuring out the effects of solar net metering and the CoGeneration system.

#### **Wastewater Treatment Facility Refurbishment Bond Payment**

## **Proposed FYE17 Budget- Summary of Issues**

In FYE16 141,000 was added to the revenue to be collected in the Sanitation Fund when the rate was calculated. We are planning to add \$10,000 to this amount each year. The sale of excess capacity to Williston has tempered the amount we need to collect from our rate payers Water Breaks.

FYE15 was a very bad year for water breaks. The Fund was about \$169,000 over budget in FYE15 due to water breaks. The Fund still has a positive fund balance but the Trustees may want to take the opportunity to increase the rate when it is time to set the FYE17 rate in order to recoup some of this loss.

### Water Meters

Our water meter switchover to radio frequency transmitters is moving forward. Sixty-three percent of the meters in the Village have either been converted to radio frequency capability or have been replaced with e-coder meters. The costs for the meters are shared between the Water Fund and the Sanitation Fund as usage charges are currently based on metered water. It is now estimated this project will be completed in FYE19.

Utility Charges Comparison

12/2/15 16:17

	FYE16	FYE17	Increase	% Increase
Property using 120 gallons/Day Water				
Fixed Charge	\$89.40	\$91.64	\$2.24	3%
Usage (120 Gal/day, 5840 c.f./yr)	\$90.52	\$92.86	\$2.34	3%
Total	<u>\$179.92</u>	<u>\$184.50</u>	<u>\$4.58</u>	<u>3%</u>
WWTF				
Fixed Charge	\$105.76	\$98.24	-\$7.52	-7%
	\$57.23	\$53.73	-\$3.50	-6%
Total	<u>\$162.99</u>	<u>\$151.97</u>	<u>-\$11.02</u>	<u>-7%</u>
Sanitation				
Fixed Charge	\$88.16	\$92.72	\$4.56	5%
Usage (120 Gal/day, 5840 c.f./yr)	\$29.78	\$31.54	\$1.76	6%
Total	<u>\$117.94</u>	<u>\$124.26</u>	<u>\$6.32</u>	<u>5%</u>
Total All Utility Rates	\$460.85	\$460.73	-\$0.12	0.0%

VILLAGE OF ESSEX JUNCTION

WATER RATES

12/2/2015 16:12

FYE 16 RATE SETTING

FIXED CHARGES - EQUIVALENT UNITS @ 120 gpd per EU

	FYE 16 RATE SETTING 50% Fixed, 50% Variable		FYE 17 RATE SETTING 50% Fixed, 50% Variable	
Water Budget Target	\$	833,069	\$	860,635
Budget Ratio				
Fixed	\$	416,535	\$	430,318
Variable	\$	416,535	\$	430,318
Total Customers/Equivalent Units		4679		4696
Fixed Charge				
Base Rate		22.35		22.91
Usage Charge				
Usage Fee		0.0155		0.0159
Projected Consumption (c.f)		27,091,568		27,000,000
<b>REVENUE</b>				
Fixed Charge	\$	418,302.60	\$	430,341
Sale of Water				
Residential	\$	419,919	\$	429,300
Large User - IBM	\$	96,453	\$	92,515
Other Revenue/Income				
Hydrant Rentals	\$	-	\$	-
Penalties	\$	3,500	\$	4,000
Miscellaneous	\$	15,000	\$	15,000
<b>Total Revenue</b>	\$	953,175	\$	971,156
<b>EXPENSES</b>	\$	951,680	\$	972,150
<b>SURPLUS/DEFICIT</b>	\$	1,495	\$	(994)

Notes:

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

	FYE16	FYE17	Increase crease	
Person using 120 gallons/Day				
Water				
Fixed Charge	89.40	91.64	2.24	3%
Usage (120 Gal/day, 5840 c.f./yr)	90.52	92.86	2.34	3%
Total	179.92	184.50	4.58	3%

VILLAGE OF ESSEX JUNCTION  
WASTEWATER TREATMENT  
FYE 16 RATE SETTING

12/2/2015 16:10

FIXED CHARGES - EQUIVALENT UNITS @ 120 gpd per EU

	FYE 16 RATE SETTING 65% Fixed, 35% Variable		FYE 17 RATE SETTING 65% Fixed, 35% Variable	
WWTF Budget Target	\$	730,541	\$	681,041
Budget Ratio				
Fixed	\$	474,852	\$	442,677
Variable	\$	255,689	\$	238,364
Total Customers/Equivalent Units		4495		4506
Fixed Charge				
Base Rate		26.44		24.56
Usage Charge				
Usage Fee		0.0098		0.0092
Projected Consumption (c.f)		26,007,905		25,863,300
REVENUE				
Meter Charge	\$	475,391	\$	442,669
Wastewater Treatment				
Customer Charge	\$	257,478	\$	237,942
Other Revenue/Income				
Penalties	\$	3,000	\$	3,000
Septage	\$	6,000	\$	15,000
Leachate	\$	-	\$	-
Total Revenue	\$	741,869	\$	698,612
EXPENSES	\$	740,281	\$	699,041
SURPLUS/DEFICIT	\$	1,588	\$	(429)

Notes:

1. Projected consumption is based on past 12 months.

Person using 120 gallons/Day	FYE16	FYE17	Increase %	Increase
WWTF				
Fixed Charge	105.76	98.24	(7.52)	-7%
Usage (120 Gal/day, 5840 c.f./yr)	57.23	53.73	(3.50)	-6%
Total	162.99	151.97	(11.02)	-7%

VILLAGE OF ESSEX JUNCTION

SANITATION RATE

12/2/2015 16:13

FYE 17 RATE SETTING

FIXED CHARGES - EQUIVALENT UNITS @ 120 gpd per EU

	FYE 16 RATE SETTING 75% Fixed, 25% Variable		FYE 17 RATE SETTING 75% Fixed, 25% Variable	
Sanitation Budget Target	\$	387,322	\$	406,038
WWTF Debt Payment	\$	141,000	\$	151,000
Total	\$	534,915	\$	557,038
Budget Ratio				
Fixed	\$	396,242	\$	417,779
Variable	\$	132,081	\$	139,260
Total Customers/Equivalent Units		4495		4506
Fixed Charge				
Base Rate	\$22.04 per quarter			23.18
Usage Charge				
Usage Fee	.0051 per c.f.			0.0054
Projected Consumption (c.f)		26,007,905		25,863,300
REVENUE				
Meter Charge	\$	396,279	\$	417,796
Sale of Water				
Customer Charge	\$	132,640	\$	139,662
Other Revenue/Income				
Penalties	\$	2,000	\$	2,500
Miscellaneous	\$	30,000	\$	30,000
Interest	\$	-	\$	-
2 Party agreement	\$	15,000	\$	15,000
Essex Pump Station Fees	\$	21,825	\$	23,128
Total Revenue	\$	597,745	\$	628,086
EXPENSES	\$	457,644	\$	484,839
SURPLUS/DEFICIT	\$	140,101	\$	143,247

Notes:

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

Person using 120 gallons/Day Sanitation	FYE16	FYE17	Increase	% Increase
Fixed Charge	88.16	92.72	4.56	5%
Usage (120 Gal/day, 5840 c.f./yr)	29.78	31.54	1.75	6%
Total	117.94	124.26	6.31	5%

## **WATER FUND BUDGET - \$3,808,008**

*Represents an overall increase of \$414,075 or 12%*

The proposed FYE17 Water Fund Operating Budget shows an increase of 12% over the FYE16 Operating Budget when Global Foundries is taken into consideration. However the operating budget for which Village rate payers are responsible is increasing by \$20,470 or 2%. The major reasons for this increase are an increase in the Capital Reserve transfer, an increase in the Administrative Charge, and an increase in salaries. See explanations below.

Personnel costs (salaries and benefits) represent 38% of this budget excluding GlobalFoundries..

Costs for water for a household using 120 gallons a day are estimated to increase 3% - from \$179.92 to \$184.50 per year.

<b>Acct #</b>	<b>Description</b>
<b>43200.110</b>	<b>Salaries – Regular – (+\$4,447)</b> Newer full time employees that are relatively low on their pay scale will receive a higher percentage increase.
<b>43200.340</b>	<b>Computer Expenses – (+\$900)</b> Money has been added to purchase a new i-Pad for the Water Department
<b>43200.491</b>	<b>Contractual Services – (+\$4,528)</b> Increases in Administration salaries and benefits and costs for Lincoln Hall contribute to this increase.
<b>750.020</b>	<b>Capital Reserve Fund Contribution – (+\$10,000)</b> – In order to fund the infrastructure and equipment needs of the Water Fund, this line item is projected to increase by \$10,000 each year.

### **FYE17 Water Fund Capital Reserve Fund Proposed Projects**

Projects proposed for FYE17 in the Water Fund Capital are listed below.

**Water meter upgrades to Radio Reads - \$25,194** – This will be the 7<sup>th</sup> year in this project. Water Fund staff has revised the anticipated completion date of this project to FY19. It has not progressed as fast as was once projected. At this point in time 63% of meters in the Village have been upgraded to Radio Reads.

**Railroad Ave. Waterline – Lincoln Place to Central Ave.** This project is also to be done in conjunction with the General Fund Cap Reserve. Construction is scheduled for FYE17 (pushed out from FYE16) - **\$95,530**.

**Bond Payment** – 14% of the bond payment for infrastructure projects is allocated to the Water Fund. - **\$36,179**

**Total Amount for FYE17 Water Capital Reserve - \$156,903**

The Water Capital Reserve has been aligned with the General Fund Projects where projects have both roadway and water line components.

VILLAGE OF ESSEX JUNCTION

WATER RATES

12/2/2015 15:57

FYE 16 RATE SETTING

FIXED CHARGES - EQUIVALENT UNITS @ 120 gpd per EU

	FYE 16 RATE SETTING 50% Fixed, 50% Variable		FYE 17 RATE SETTING 50% Fixed, 50% Variable	
Water Budget Target	\$	833,069	\$	860,635
Budget Ratio				
Fixed	\$	416,535	\$	430,318
Variable	\$	416,535	\$	430,318
Total Customers/Equivalent Units		4679		4696
Fixed Charge				
Base Rate		22.35		22.91
Usage Charge				
Usage Fee		0.0155		0.0156
Projected Consumption (c.f)		27,091,568		27,556,567
<b>REVENUE</b>				
Fixed Charge	\$	418,302.60	\$	430,341
Sale of Water				
Residential	\$	419,919	\$	429,882
Large User - IBM	\$	96,453	\$	92,515
Other Revenue/Income				
Hydrant Rentals	\$	-	\$	-
Penalties	\$	3,500	\$	4,000
Miscellaneous	\$	15,000	\$	15,000
Total Revenue	\$	953,175	\$	971,739
EXPENSES	\$	951,680	\$	972,150
SURPLUS/DEFICIT	\$	1,495	\$	(411)

Notes:

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

Person using 120 gallons/Day Water	FYE16	FYE17	Increase crease	
Fixed Charge	89.40	91.64	2.24	3%
Usage (120 Gal/day, 5840 c.f./yr)	90.52	91.10	0.58	1%
Total	179.92	182.74	2.82	2%

WATER FUND BUDGET

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Acct. #	Account	FYE14 Actual	FYE15 Budget	FYE15 Actual	FYE16 Budget	FYE17 Proposed Budget	% Change 17 vs 16
43200.110	Salaries - Regular	104,739	107,890	86,141	100,902	105,379	4.4%
43200.130	Salaries - Overtime	15,408	14,000	9,682	16,000	14,000	-12.5%
43200.140	Salaries - Part-time	4,345	8,798	3,650	5,081	5,166	1.7%
43200.210	Health Insurance & Other Benefits	33,524	41,604	32,643	42,732	40,682	-4.8%
43200.220	Social Security	8,988	9,447	7,505	9,020	9,658	7.1%
43200.226	Workers Compensation Insurance	5,696	5,277	6,383	6,223	5,528	-11.2%
43200.230	Retirement	9,845	10,789	8,558	10,090	10,538	4.4%
43200.250	Unemployment Insurance	408	616	305	425	353	-16.9%
43200.330	Other Professional Services	657	1,000	925	1,000	1,000	0.0%
43200.335	Audit Services	3,266	3,500	3,335	3,605	4,217	17.0%
43200.340	Computer Expenses	1,067	1,200	1,169	1,200	2,100	75.0%
43200.410	Water & Sewer Charges	503	350	170	600	400	-33.3%
43200.430	Water Lines Maintenance - Breaks	233	16,000	140,656	16,000	16,000	0.0%
43200.441	ROW Leases	0	0	0	142	142	0.0%
43200.491	Contractual Services	111,336	106,840	106,840	108,760	113,288	4.2%
43200.500	Training, Conferences, Dues	1,013	2,000	1,370	2,000	2,000	0.0%
43200.521	Liability & Property Ins.	2,960	3,402	3,089	2,787	3,347	20.1%
43200.535	Telephone Services	234	0	986	1,000	1,000	0.0%
43200.536	Postage	1,616	1,500	1,643	1,700	2,000	17.6%
43200.550	Printing and Advertising	1,725	1,700	1,485	2,000	2,000	0.0%
43200.570	Maintenance - Other	1,629	1,000	1,944	1,000	1,000	0.0%
43200.610	Supplies	2,824	5,000	6,821	5,000	5,500	10.0%
43200.612	Uniforms, Boots, Etc.	933	1,000	2,340	1,500	1,500	0.0%
43200.613	Meters and Parts	672	1,000	1,658	0	0	0.0%
43200.614	Distribution Materials	2,210	5,700	7,293	6,000	6,500	8.3%
43200.622	Electricity	679	700	672	700	700	0.0%
43200.626	Gas, Grease and Oil	3,468	2,000	2,512	3,500	3,500	0.0%
43200.626	Heating	3,069	3,500	2,525	3,500	3,000	-14.3%
43200.742	Capital Reserve Fund Contribution	113,503	120,000	120,000	130,000	140,000	7.7%
43200.805	Interest Expense	0	50	4	0	0	0.0%
43200.891	Capital Outlay	930	3,850	1,322	0	0	0.0%
SUB TOTALS		437,480	479,713	563,626	482,467	500,498	4%
43200.412	State Water Tax	11,076	10,371	12,283	11,480	11,352	-1%
43200.411	CWD Water Purchase	412,589	451,212	534,685	457,733	460,300	1%
SUBTOTAL VILLAGE EXPENSE		861,145	941,296	1,110,594	951,680	972,150	2%
43210.412	State Water Tax - GF	51,944	51,275	54,211	59,752	68,255	14%
745.043	CWD Water Purchase - GF	2,177,917	2,230,880	2,359,583	2,382,501	2,767,603	16%
TOTALS		3,091,006	3,223,451	3,524,388	3,393,933	3,808,008	12%

WATER FUND REVENUES

12/02/15  
6:00 PM

Account	FYE14 Actual	FYE15 Budget	FYE15 Actual	FYE16 Budget	FYE17 Proposed Budget	% Change 17 vs 16
Unrestricted Fund Balance	0	0		0	0	0.0%
34801.000 Sale of Water Residential	783,550	826,553	921,694	836,727	860,635	2.9%
34900.000 Sale of Water - GF	2,177,917	2,230,880	2,359,583	2,382,501	2,767,603	16.2%
34902.000 Sale of Water - GF VT Tax	51,944	51,275	54,211	59,752	68,255	14.2%
34812.000 Sale of Water - Large User	81,768	96,243	93,437	96,453	92,515	-4.1%
34811.000 Penalties	3,938	3,500	4,228	3,500	4,000	14.3%
34403.000 Hook on Fees	22,535	15,000	23,059	15,000	15,000	0.0%
34402.000 Interest on Investments	283	0	240	0	0	0.0%
<b>TOTALS</b>	<b>3,121,935</b>	<b>3,223,451</b>	<b>3,456,452</b>	<b>3,393,933</b>	<b>3,808,008</b>	<b>12%</b>

**Water Fund Capital Reserve Plan**

PROJECT or Equipment	Prior	FY16	FY17	FY18	FY19	FY20	FY21	FY22	FY23
Vector Truck (partial share)							17,275		
Algonquin complete loop between Cherokee & Inquois Railroad Ave. Waterline Lincoln Place to Central Ave.	6,921		95,530		69,778				
Pearl St. Water Line Rehabilitation-235 Pearl to Susie Wilson							402,669		
Water meter upgrades to Radio Reads	131,417	17,792	25,194	25,787	26,676				
Maple St. Water Line	18,723	181,277						542,083	
Central St. Waterline Lincoln St. to Main St.									114,333
Backhoe Replacement									41,527
Water Pickup Truck									33,427
Bond Payment		36,372	36,179	35,926	35,589	35,165	34,655	34,073	
<b>Subtotal</b>		<b>235,441</b>	<b>156,903</b>	<b>61,713</b>	<b>132,043</b>	<b>35,165</b>	<b>454,600</b>	<b>576,156</b>	<b>189,287</b>
<b>Bond Projects</b>									
School St. Waterline	172,545								
Hillcrest Waterline	7,272	64,898							
Blair Lane Waterline	243	156,094							
Bond Legal Costs	644								
<b>Subtotal</b>	<b>180,704</b>	<b>220,992</b>							
<b>Total Spent</b>		<b>456,433</b>							

**Water Fund Capital Reserve Funding and Fund Balance**

<b>Beginning Fund Balance</b>		<b>149,258</b>	<b>48,199</b>	<b>31,296</b>	<b>119,583</b>	<b>147,540</b>	<b>282,375</b>	<b>7,776</b>	<b>(378,381)</b>
Planned Spending		(456,433)	(156,903)	(61,713)	(132,043)	(35,165)	(454,600)	(576,156)	(189,287)
Bond Reimbursement	176,322	225,374							
Transfer in From Water. Operating Budget		130,000	140,000	150,000	160,000	170,000	180,000	190,000	200,000
<b>Projected Ending Fund Balance</b>		<b>48,199</b>	<b>31,296</b>	<b>119,583</b>	<b>147,540</b>	<b>282,375</b>	<b>7,776</b>	<b>(378,381)</b>	<b>(367,668)</b>

## WASTEWATER TREATMENT FUND BUDGET - \$1,782,903

*Represents an overall decrease of \$51,457 or -2.8%*

The proposed FYE17 Wastewater Treatment Fund budget is decreasing in this post construction year as the operators are starting to have a better idea of the effects of the refurbishment on the balance of the process. Line items decreasing are Sludge Management and Processing, and Electrical Service. Those decreases of about \$100,000 are balanced somewhat by other increases.

Costs for Wastewater Treatment for a Village household using 120 gallons a day are estimated to decrease by 7% - from \$162.99 to \$151.97 per year. The decrease in rate is due to the decrease in the budget and also a decrease in the percent of expenses allocated to the Village based on the percentage of flow attributed to the Village. The facility expenses are allocated to the 3 Tri-town communities based on percentage of flow.

Personnel costs (salaries and benefits) represent 33% of this budget.

A detailed description of significant changes to line items follows.

Acct #	Description
43200.130	<b>Salaries –Overtime</b> – (+\$3,000) Increased as more staff are taking Paid OT instead of Compensatory Time. .
43200.330	<b>Other Professional Services</b> – (+\$2,000) Added Engineer process optimization for compliance with the more stringent Lake Champlain TMDL Phosphorus Standards
43200.432	<b>Vehicle Maintenance</b> – (+\$1,000) Anticipating tire purchase and other vehicle maintenance needs.
43200.532	<b>Telephone Services</b> – (+\$1,200) : Increased costs and maintenance related to communications network
43200.567/8	<b>Sludge Processing and Sludge Management</b> – (-\$45,000) Adjustments/decreases as Post construction cleanout of material in storage and off specification material is completed.
43200.612	<b>Uniforms,Boots Etc</b> – (+\$1,000) modified to reflect actual as well as some Increased facility safety equipment needs.
43200.618	<b>Laboratory Supplies</b> – (+\$2,000) – Additional process testing required for optimization of process under the new Lade Champlain TMDL requirements.

**43200.622 Electrical Service** – (-\$50,000) – Estimated power is reduced due to solar and CoGeneration Installation. Budget is still high due to complex rate tariff and difficulty estimating real power demands with system not fully automated at the time of budgeting.

**43200.742 Capital Reserve Fund Contribution** – (+\$20,000) – Tritown has agreed to increase this contribution to Capital Reserve by \$20,000 each year to fund Capital needs.

**43200.891 Capital Outlay** – (-\$0) – No equipment planned for purchase this year.

The Wastewater Treatment Facility serves 3 communities. Village-exclusive sewer related costs are paid for out of the Sanitation Fund.

**FYE17 Wastewater Treatment Fund Capital Reserve Fund Proposed Projects**

**Digester Cleaning - \$75,000**

**Capital Planning – 20 Year - \$30,000**

**RAS Pump - \$20,000**

**Total Amount for FYE17 Capital Reserve - \$127,457 (includes ARRA Loan Payment)**

WWTF OPERATIONS & MAINTENANCE BUDGET

DRAFT

11/30/15  
11:43 AM

Wholesale Rate 2.7306 per 1000 gal Increase = 3.85%

Acct. #	Account	FYE14 Actual	FYE15 Budget	FYE15 Actual	FYE16 Budget	FYE17 Proposed Budget	% Change 17 vs 16
43200.110	Salaries - Regular	285,576	308,467	326,718	327,515	333,046	1.7%
43200.130	Salaries - Overtime	33,463	45,000	41,042	45,000	48,000	6.7%
43200.140	Salaries - Part-time	6,519	15,000	12,377	7,979	8,139	2.0%
43200.210	Health Insurance & Other Benefits	93,826	107,085	76,168	114,632	109,133	-4.8%
43200.220	Social Security	23,749	28,612	26,386	29,367	30,142	2.6%
43200.226	Workers Compensation Insurance	13,944	16,530	17,178	17,747	17,400	-2.0%
43200.230	Retirement	27,520	30,847	29,431	32,752	33,305	1.7%
43200.250	Unemployment Insurance	916	1,535	785	1,535	837	-45.5%
43200.320	Legal Services	6,451	1,000	775	1,000	1,000	0.0%
43200.330	Other Professional Services	0	4,000	0	4,000	6,000	50.0%
43200.335	Audit Services	3,834	4,000	3,915	4,000	4,950	23.8%
43200.410	Water & Sewer Charge	11,664	7,000	2,605	5,000	4,000	-20.0%
43200.432	Vehicle Maintenance	1,977	2,500	3,366	2,500	3,500	40.0%
43200.491	Contractual Services	55,668	53,420	53,420	54,380	56,644	4.2%
43200.500	Training, Conferences, Dues	4,596	6,500	7,684	6,500	6,500	0.0%
43200.521	Liability & Property Ins.	20,888	25,000	21,148	22,854	23,808	4.2%
43200.535	Telephone Services	3,843	4,500	4,568	4,800	6,000	25.0%
43200.565	Grit Disposal	6,806	10,000	6,247	8,500	9,000	5.9%
43200.567	Sludge Processing	131,109	150,000	107,536	150,000	130,000	-13.3%
43200.568	Sludge Management	137,142	178,000	133,341	175,000	150,000	-14.3%
43200.569	WWTF Annual Permit Fee	9,510	7,500	5,411	8,500	7,500	-11.8%
43200.570	Maintenance - Other	66,356	70,000	130,300	75,000	85,000	13.3%
43200.573	Accident Claims	0	0	634	0	0	0.0%
43200.577	Contract Laboratory Service	6,713	7,000	6,919	8,500	9,000	5.9%
43200.610	Supplies	18,348	9,000	10,315	10,000	10,000	0.0%
43200.612	Uniforms, Boots, Etc.	3,778	4,000	6,326	5,000	6,000	20.0%
43200.618	Supplies - Laboratory	0	10,000	17,865	11,000	13,000	18.2%
43200.619	Chemicals	162,971	195,000	203,201	195,000	195,000	0.0%
43200.622	Electrical Service	184,545	200,000	166,661	200,000	150,000	-25.0%
43200.623	Heating	34,632	20,000	29,569	20,000	20,000	0.0%
43200.626	Gas, Grease and Oil	5,102	6,000	4,196	6,000	6,000	0.0%
43200.742	Contribution to WWTF Cap Reserve	170,000	260,000	260,000	280,000	300,000	7.1%
43200.805	Interest Expense	0	500	0	0	0	0.0%
43200.891	Capital Outlay	15,269	10,000	0	0	0	0.0%
	*Budgeted Fund Balance Replenish	20,000	-		0	0	0.0%
755.013	**Loan Payment for Deficit (Prin&Int)	51,430	0		0	0	0.0%
TOTAL WWTF BUDGET		1,618,145	1,797,996	1,716,087	1,834,061	1,782,903	-2.8%

WWTF OPERATION & MAINTENANCE REVENUES

11/30/15  
11:43 AM

Acct. #	FYE14	FYE15	FYE15	FYE16	FYE17	% Change 17 vs 16
	Actual	Budget	Actual	Budget	Proposed Budget	
34801.000 Village Wastewater Revenues	698,965	726,876	750,570	739,541	699,041	-5%
34900.000 Wastewater Charge - Essex	434,246	465,440	465,440	460,706	436,901	-5%
34901.000 Wastewater Charge - Williston	567,365	569,380	568,060	598,684	611,661	2%
34402.000 Interest Income	406	0	664	0	0	0%
34403.000 Miscellaneous	79	0	1,124	0	0	0%
34903.005 Misc. Pump Station Fees	30,300	30,300	30,300	30,300	30,300	0%
34903.001 Shared Septage Revenues	5,530	6,000	8,298	3,000	5,000	67%
34903.003 Shared Leachate Revenue	3,606	0	8,921	0	0	0%
<b>TOTAL WWTF REVENUE</b>	<b>1,740,497</b>	<b>1,797,996</b>	<b>1,833,377</b>	<b>1,832,232</b>	<b>1,782,903</b>	<b>-3%</b>

11/30/15  
11:43 AM

Breakdown of Village Revenues	FYE14	FYE15	FYE15	FYE16	FYE17	% Change 17 vs 16
	Actual	Budget	Actual	Budget	Proposed Budget	
34801.000 Village User Charge	677,390	711,876	712,301	730,541	681,041	-7%
34811.000 Village Users Penalties	3,278	3,000	3,309	3,000	3,000	0%
34812.000 Village Septage Revenues	11,075	12,000	16,848	6,000	15,000	150%
34813.000 Village Leachate Revenues	7,222	0	18,112	0	0	0%
<b>Total Village Revenues</b>	<b>698,965</b>	<b>726,876</b>	<b>750,570</b>	<b>739,541</b>	<b>699,041</b>	<b>-5%</b>

\$6,400 = .01 on the rate when flow is 640,000,000

201617 WHOLESale RATE DETERMINATION

FY17

These percentages updated 11/15

Williston	35.00%	224	18.67 mo
Essex	25.00%	160	13.33 mo
Essex Jct	40.00%	256	21.33 mo
	100.00%	640	

	FY14 Budget	FY15 Budget	Proposed Budget FY16
TRI-TOWN BUDGET TOTAL	1,797,996	1,834,061	1,782,903

MINUS OFFSETTING REVENUES:

WWTF FUND BALANCE

INTEREST INCOME	0	0	0
MISC PUMP STATION FEES	30,300	30,300	30,300
SHARED SEPTAGE REVENUES	6,000	3,000	5,000
SHARED LEACHATE REVENUES	0	0	0
MISCELLANEOUS REVENUES	0	0	0
TOTAL OFFSETTING REVENUES	36,300	33,300	35,300

TOTAL AMT FOR WHOLESale RATE CALCULATION	1,761,696	1,800,761	1,747,603
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BUDGET TOTAL FOR RATE CALC.	1,761,696	1,800,761	1,747,603
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** FLOW FOR CALCULATION OF RATE (MGAL)	670	670	640
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Rate per 1000 Gals Treated			2.731
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WHOLESale RATE HISTORY

2006/07 WHOLESale SEWER RATE	1.4739	
2007/08 WHOLESale SEWER RATE	1.5734	
2008/09 WHOLESale SEWER RATE	1.5735	
2009/10 WHOLESale SEWER RATE	1.8641	
2010/11 WHOLESale SEWER RATE	2.1452	
2011/12 WHOLESale SEWER RATE	2.2657	
2012/13 WHOLESale SEWER RATE	2.4248	
2013/2014 WHOLESale SEWER RATE	2.5278	
2014/2015 WHOLESale SEWER RATE	2.6294	
2015/2016 WHOLESale SEWER RATE	2.6877	
FYE 17 PROPOSED WHOLESale SEWER RATE:	2.7306	3.8%

**WWTF Capital Reserve Plan**

Project or Equipment	FYE15	FYE16	FYE17	FYE18	FYE19	FYE20
Server and SCADA software/network upgrades	15,072	54,928				
Co-Gen (Closed)	329,405	1,888				
Gas Compressor		18,000				
Front End Loader		50,000				
Installation of Replacement Aeration Blower		15,000				
Digester Cleaning			75,000			
Capital Planning - 20 Year			30,000			
RAS Pump			20,000			
Headworks Screen				200,000		
ARRA Stimulus Loan Payback	2,457	2,457	2,457	2,457	2,457	2,457
<b>Capital reserve annual expense</b>		<b>142,273</b>	<b>127,457</b>	<b>202,457</b>	<b>2,457</b>	<b>2,457</b>

<b>WWTF Capital Reserve Funding and Fund Balance</b>						
Beginning Fund Balance		207,108	364,835	557,378	694,921	1,052,464
Planned Spending		(142,273)	(127,457)	(202,457)	(2,457)	(2,457)
Transfer in From WWTF Operating Budget		300,000	320,000	340,000	360,000	380,000
Projected Ending Fund Balance		364,835	557,378	694,921	1,052,464	1,430,007

**SANITATION FUND BUDGET - \$476,666**

*Represents an overall increase of \$20,518 or 4.5%*

The proposed FYE17 Sanitation Fund Operating Budget shows an increase of 4.5% from the FYE16 budget. Line items contributing to this increase are Salaries, Pump Station Maintenance and Administrative Charges. The primary driver of an increase in the Sanitation rate is the increase in the amount of the WWTF bond payment. We are increasing this amount by 10,000 each year until we have the full payment funded in order to effect a gradual increase in rates rather than a one-time enormous increase. As Williston buys our capacity, the amount of increase from the rate payers decreases. The money received for the sale of capacity is deposited to the reserve in Sanitation Fund for WWTF upgrades.

Personnel costs (salaries and benefits) represent 35% of this budget.

Costs for sanitation for a household using 120 gallons a day are estimated to increase 5% - from \$117.94 to \$124.26 per year.

<b>Acct #</b>	<b>Description</b>
<b>43200.110</b>	<b>Salaries – Regular</b> – (+\$10,154) A short term employee at a grade 3 is being replaced by a grade 4 who is higher in his pay grade.
<b>43200.434</b>	<b>Pump Station Maintenance</b> – (+\$3,000) Adjustments made to line item based on communications, new Old Colchester Rd. Pump Station ,and the addition of the Roscoe Ct. Pump Station.
<b>750.020</b>	<b>Capital Reserve Fund Contribution</b> – (+\$0) – We have not increased this line item this year as the Capital Reserve has been receiving a large amount in excess hook-on fees in the past few years.
<b>755.023</b>	<b>Capital Outlay</b> – (-\$0) – No equipment planned for purchase this year.

The Wastewater Treatment Facility serves 3 communities. Village-exclusive sewer related costs are paid for out of the Sanitation Fund.

**.FYE17 Sanitation Fund Capital Reserve Fund Proposed Projects**

**Water meter upgrades to Radio Reads - \$50,388** This will be the 7<sup>th</sup> year of the project. Because the Wastewater Treatment Facility services 3 towns, we charge the Sanitation Fund for the sewer treatment portion of this cost. The same users pay for Sanitation as WWTF in the Village and the Sanitation costs are paid for strictly by Village residents.

**South St. Pump Station Replace pump #1, 2 and valves, vent, anodes - \$40,000**

**Loan and Bond Payments - HS Pump Station Upgrade Loan Payment (\$73,200), ARRA Loan Payment (\$14,880)**

**Total Amount for FYE17 Capital Reserve - \$178,468**

VILLAGE OF ESSEX JUNCTION  
 SANITATION RATE  
 FYE 17 RATE SETTING

12/2/2015 15:37

FIXED CHARGES - EQUIVALENT UNITS @ 120 gpd per EU

	FYE 16 RATE SETTING 75% Fixed, 25% Variable		FYE 17 RATE SETTING 75% Fixed, 25% Variable	
Sanitation Budget Target	\$	387,322	\$	406,038
WWTF Debt Payment	\$	141,000	\$	151,000
Total	\$	534,915	\$	557,038
Budget Ratio				
Fixed	\$	396,242	\$	417,779
Variable	\$	132,081	\$	139,260
Total Customers/Equivalent Units		4495		4506
Fixed Charge				
Base Rate		\$22.04 per quarter		23.18
Usage Charge				
Usage Fee		.0051 per c.f.		0.0053
Projected Consumption (c.f)		26,007,905		26,396,435
REVENUE				
Meter Charge	\$	396,279	\$	417,796
Sale of Water				
Customer Charge	\$	132,640	\$	139,901
Other Revenue/Income				
Penalties	\$	2,000	\$	2,500
Miscellaneous	\$	30,000	\$	30,000
Interest	\$	-	\$	-
2 Party agreement	\$	15,000	\$	15,000
Essex Pump Station Fees	\$	21,825	\$	23,128
Total Revenue	\$	597,745	\$	628,325
EXPENSES	\$	457,644	\$	484,839
SURPLUS/DEFICIT	\$	140,101	\$	143,486

Notes:

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

Person using 120 gallons/Day Sanitation	FYE16	FYE17	Increase	% Increase
Fixed Charge	88.16	92.72	4.56	5%
Usage (120 Gal/day, 5840 c.f./yr)	29.78	30.95	1.17	4%
Total	117.94	123.67	5.73	5%

SANITATION BUDGET

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Acct. #	Account	FYE14 Actual	FYE15 Budget	FYE15 Actual	FYE16 Budget	FYE17 Proposed Budget	% Change 17 vs 16
43200.110	Salaries - Regular	70,394	80,190	78,711	76,735	86,889	13%
43200.130	Salaries - Overtime	10,612	8,000	11,188	11,300	12,000	6%
43200.140	Salaries - Part-time	4,486	12,683	3,665	5,081	5,166	2%
43200.210	Health Insurance & Other Benefits	29,696	41,604	33,884	42,732	40,682	-5%
43200.220	Social Security	6,501	7,839	6,658	7,208	8,044	12%
43200.226	Workers Compensation Insurance	3,994	4,177	3,955	4,557	4,581	1%
43200.230	Retirement	7,322	8,019	7,564	7,674	8,689	13%
43200.250	Unemployment Insurance	409	668	422	430	328	-24%
43200.330	Other Professional Services	521	1,000	1,668	1,000	1,000	0%
43200.335	Audit Services	1,633	1,700	1,076	1,751	2,108	20%
43200.340	Computer Expenses	2,134	2,800	2,338	2,500	1,000	-60%
43200.410	Water & Sewer Charge	404	1,500	285	1,000	500	-50%
43200.430	Sanitation Lines Maintenance	1,505	10,000	3,824	6,500	6,000	-8%
43200.434	Pump Station Maintenance	825	4,000	8,281	5,000	8,000	60%
43200.436	Sanitation Line Backup Cleaning	0	1,500	2,000	1,500	1,500	0%
43200.441	Right-of-Way Agreements	8,189	8,400	8,479	1,020	1,058	4%
43200.491	Contractual Services	141,636	137,140	137,140	139,060	143,588	3%
43200.500	Training, Conferences, Dues	0	500	0	500	150	-70%
43200.521	Liability & Property Ins.	4,767	6,800	5,780	6,550	8,183	25%
43200.536	Postage	3,665	3,000	3,272	3,000	3,500	17%
43200.550	Printing and Advertising	834	0	382	850	500	100%
43200.570	Maintenance - Other	787	1,500	3,079	1,000	1,500	50%
43200.572	Interview Costs	306	0	0	0	0	0%
43200.610	Supplies	540	1,000	1,161	1,000	1,000	0%
43200.612	Uniforms, Boots, Etc.	1,166	1,000	1,510	1,500	1,500	0%
43200.613	Meters and Parts	0	2,000	0	0	0	0%
43200.622	Electrical Service	10,572	8,500	9,708	10,000	11,000	10%
43200.623	Heating/Natural Gas	1,686	1,800	1,464	1,700	1,700	0%
43200.626	Gas, Grease and Oil	2,725	3,000	2,023	3,500	2,500	-29%
43200.742	Contribution to Sanitation Cap Res	105,002	85,000	196,498	95,000	95,000	0%
43200.891	Capital Outlay	5,075	670	0	0	0	0%
43220.001	Susie Wilson Pump Station Costs	7,399	7,000	8,480	7,500	9,000	20%
43220.002	West St. Pump Station Costs	8,836	10,000	16,342	9,000	10,000	11%
	TOTALS	443,621	462,990	560,837	456,148	476,666	4.5%



**Sanitation Fund Capital Reserve Plan**

Project or Equipment	Prior	FY16	FY17	FY18	FY19	FY20	FY21
Vactor Truck Partial Share (Place Holder)							207,303
Miscellaneous Pump Station Work (alarms, etc.)	8,524	41,476					
Water Meter upgrades to radio reads	135,618	35,584	50,388	51,756	53,352		
Manhole Rehab/Sliplining		20,000		40,000		40,000	
River Street PS Control Panel, anodes	2,850	21,566					
School St.Rd Reconst. Waterline, Sanitary Sewer	102,637	1,146					
South Street PS Replace pump #1, 2 and valves, vent, anodes			40,000				
Trailer Pump		30,000					
HS Pump Station Upgrade Bond Payment	73,200	73,200	73,200	73,200	73,200	73,200	73,200
ARRA Stimulus Loan Repayment	14,880	14,880	14,880	14,880	14,880	14,880	14,880
Capital reserve annual expense		237,852	178,468	179,836	141,432	128,080	295,383

**Sanitation Capital Reserve Funding and Fund Balance**

Beginning Fund Balance	607,790	467,438	388,970	311,634	275,202	254,622
Planned Spending	(237,852)	(178,468)	(179,836)	(141,432)	(128,080)	(295,383)
Transfer in From Sanit. Operating Budget	97,500	100,000	102,500	105,000	107,500	110,000
Projected Ending Fund Balance	467,438	388,970	311,634	275,202	254,622	69,239