



TRUSTEES MEETING NOTICE & AGENDA
TUESDAY, FEBRUARY 10, 2015 at 6:30 PM
LINCOLN HALL MEETING ROOM, 2 LINCOLN STREET

1. **CALL TO ORDER/PLEDGE OF ALLEGIANCE TO FLAG** [6:30 PM]
2. **AGENDA ADDITIONS/CHANGES**
3. **GUESTS, PRESENTATIONS AND PUBLIC HEARINGS**
 - a. Comments from Public on Items Not on Agenda
 - b. Presentation on FYE 14 Audit Report – Chad Hewitt, Sullivan, Powers & Co.
 - c. Presentation on FYE 16 Town Budget – Max Levy, Selectboard Chair
4. **OLD BUSINESS**
 - a. Whitcomb Heights II Open Space – Robin Pierce
 - Email from Tom Weaver, Whitcomb Heights Developer
 - Legal Opinion and Explanation of an Easement from Attorney David Barra
 - Draft Trail Easement Deed
 - Draft Open Space Agreement
 - Minutes of previous meetings (10/28/14 & 1/13/15)
 - b. Adopt FYE 16 Budgets and Capital Programs – Lauren Morrisseau
 - c. Approval of Transfer of Fund Balance to Capital Reserve FYE 16 – Lauren Morrisseau
5. **NEW BUSINESS**
 - a. Bid Policy Waiver for Bid Work for Lincoln Hall Restoration Project - Pat Scheidel
 - b. Approval of Certificate of Highway Mileage – Pat Scheidel
6. **VILLAGE MANAGER'S REPORT**
 - a. Town Meeting Format/Other Budget Meetings
 - b. Trustees meeting schedule
7. **TRUSTEES' COMMENTS & CONCERNS/READING FILE**
 - a. Board Member Comments
 - b. Minutes from other boards/committees:
 - Essex Economic Development Commission 1/12/15
 - Bike/Walk Advisory Committee 1/26/15
 - Block Party Committee 1/26/15
 - c. Letter from Williston Town Manager Regarding Surplus Sewer Capacity
 - d. Article in Vermont Biz Magazine about Whitcomb Farm Solar Array
 - e. Article by VT Digger about Chairman of State Natural Resources Board
 - f. Information about Rapid Rate Flashing Beacons for Pedestrian Crosswalks
8. **CONSENT AGENDA**
 - a. Approve Minutes of Previous Meeting 1/27/15
 - b. Approve Warrants including check #10050827 through #10050915 totaling \$139,232.46.
9. **ADJOURN**

Patty Benoit

From: Steve and Cathy Eustis <eustis1970@comcast.net>
Sent: Wednesday, February 04, 2015 9:20 PM
To: Patty Benoit
Cc: Patrick C. Scheidel; Robin Pierce; George Tyler; Daniel Kerin; Elaine Sopchak; Lori Houghton; Andrew Brown
Subject: Re: Whitcomb Heights II Open Space - info for meeting

Pat, Robin, and Trustees,

Thanks for the info. I have had a chance to review it and have some thoughts:

As per the attorney opinion, he never noted the material that led to his decision. The citizens clearly stated in the 1/13/15 Trustee meeting that the development will not be in non-conformance for density per the land development code (precise location in the code cited in the packet I gave all of you). The village may not want to take ownership of the land, but we do not believe this should be cited as a reason. The citizens don't want financial trouble for any condo owners, and we want to be sure that decisions are being made with the proper facts.

As for the conservation easements (if the village goes down that route), I believe they could use a lot of work. These look like boiler plate and a better starting point might be the conservation easements of my neighborhood (Whitcomb Heights). Perhaps we should all start with some of the goals of all parties and work from there.

Some suggested goals: (I believe you can handle both issues in one document)

- 1) Specify that the land covered by the easement is the open space specifically and does not include any land entitled "limited common element" (this will address concerns of a couple of the condo owners from the past meeting).
- 2) Guarantee public access to the land (per the Land development code). Do not allow posting of the land. Perhaps even ban all forms of hunting (since that seemed to be a concern).
- 3) Disallow transition of any forest to field or other type of open land. Specifically disallow removal of the understory in the forested areas.
- 4) Specify that if timber harvesting is going to take place, that it be conducted under a county forester approved management plan following the same requirements as the Vermont Use Value Appraisal requirements (as stated in "Vermont Statutes Annotated chapter 124"). See <http://www.vtfrp.org/resource/documents/UVA/UVA%20Manual%20July%2028%202010.pdf>
- 5) Forbid the field areas from being maintained as a lawn by forbidding frequent mowing, and only allowing brush hogging up to two times per year (excepting in the multiple designated trails shown on the approved planning commission plan).
- 6) Specifically note that the trail needs to be maintained by keeping the vegetation "short". Fallen trees should be removed in a reasonable time. Note that the main trail is what exists today, including the "flagged sections" Tom Weaver and other put in to go around wet areas (what was originally put in the plan went through some wet areas and needed to be adjusted). Forbid planting of trees in designated trails (and get the few trees removed at the start of the trail - the ones that were just planted this year - I would be happy to remove those specific trees for free).

I would be happy to give you legal language for all of the above.

I would also be happy to work on a small subcommittee to come to an agreement of what should be included in the easement. A small subcommittee could consist people from the following potential groups: condo owners, villagers that have shown interest, a trustee, the development director, public works director. With all due respect when considering the developer vs. condo owners, I would give more credence to the condo owners as they will be living here long term whereas the developer will not. If we have a variety of input I believe we will come up with something that most people will think is good, and will help people feel good about the decision.

I will suggest all of the above at the next Trustees meeting.
Thank you for taking your time to weigh all the issues on this very important topic.
--Steve Eustis

On 2/3/2015 4:07 PM, Patty Benoit wrote:

Hello,

Pat Scheidel asked me to forward the attached for your information. It is also on our website at www.essexjunction.org/boards/board-of-trustees/ The topic will be on the Trustees Feb. 10th agenda.

Thank you,
Patty

*Patricia Benoit
Administrative Assistant
Village of Essex Junction
2 Lincoln Street
Essex Junction, VT 05452
(802) 878-6944*

TRAIL EASEMENT DEED

KNOW ALL PERSONS BY THESE PRESENTS, That **South Street Associates, LLC**, a Vermont limited liability company of Essex, in the County of Chittenden and State of Vermont, **GRANTOR** (whether singular or otherwise, hereinafter referred to as "Grantor"), in the consideration of **TEN AND MORE DOLLARS** paid to Grantor's full satisfaction by **VILLAGE OF ESSEX JUNCTION**, a Vermont municipality, in Essex, in the County of Chittenden and State of Vermont, **GRANTEE** (whether singular or otherwise, hereinafter referred to as "Grantee"), by these presents, do freely **GIVE, GRANT, SELL, CONVEY AND CONFIRM** unto the said Grantee, **VILLAGE OF ESSEX**, a Vermont municipality, and Grantee's successors and assigns forever, certain rights and easements on lands of the Grantor in the Town of Essex, in the County of Chittenden and State of Vermont, as follows:

Being a strip of land ten feet (10') in width for use as a pedestrian trail, commencing on the southerly side of South Street in the Village of Essex Junction, at the Grantors' westerly boundary, then proceeding in a generally southerly and easterly direction through Grantor's property to the westerly sideline of Dunbar Drive, and continuing southerly through Grantors' property to the northerly sideline of Cascade Street in the Village of Essex Junction. Said strip of land is shown and depicted as "Future Trail", located within the limits of the area designated as "Open Space 1" on a plat entitled, "Whitcomb II, Cascade and South Streets, Essex, Vermont, Property Plat" dated February 14, 2003, recorded on February 20, 2003, at Map Slide 398, of the Essex Land Records.

Said easement and right of way shall be used by the public as a pedestrian trail subject to the condition that no bicycles, motorized traffic, including but not limited to motorcycles, trail bikes and snowmobiles, shall be allowed to use the pathway, except motorized vehicles used by the Grantee, or its agents, for the purpose of maintaining or patrolling the nature trail.

Grantee, its successors and assigns, shall have the right to reconstruct, maintain and patrol said trail, including the right to install, maintain, repair and replace all necessary culverts or cuts, at its sole cost, expense and risk.

By recording of this easement deed, Grantees agrees, for itself and its successors and assigns, that any premises of the Grantor lying outside the scope of this easement and right of way disturbed or affected by Grantee's exercise of the rights granted it hereunder, shall be restored to their condition prior to such entry at Grantee's own cost and within a reasonable time, and acknowledges that it will indemnify and hold Grantor harmless, to the full limits of liability insurance that Grantee customarily maintains, for any injury or damage resulting from the public use of said right of way not attributable to acts of the Grantor. Grantee, by the recording of this easement deed, acknowledges that this easement has been donated to the

Village of Essex Junction, at no cost to the Village, with the intent that Grantor shall receive the full benefit and protection of 19 V.S.A. Section 2309.

Grantor, its successors and assigns, shall have the right to make use of the surface of so much of its property as is encumbered hereby, such as shall not be inconsistent with the use of said easement and right of way, but specifically shall place no structures, landscaping or other improvements within said easement areas which shall prevent or interfere with the Grantee's ability to use said easement and right of way.

Being a portion of the lands and premises conveyed to South Street Associates, LLC, by , by: (1) Administrator's Deed of Albert A. Cicchetti, Administrator, c.t.a., of the Estate of Kathryn T. Whitcomb dated March 11, 2002, of record at Volume 480, Page 906, of the Town of Essex Land Records; and (2) Administrator's Deed of Albert A. Cicchetti, Administrator, d.b.n., c.t.a., of the Estate of Robert M. Whitcomb, Sr., dated March 11, 2002, of record at Volume 480, Page 903, of the Town of Essex Land Records.

Reference is hereby made to the above-referenced instruments, the records thereof, the references therein made, and their respective records and references, in further aid of this description.

TO HAVE AND TO HOLD the above described easements and rights with all the privileges and appurtenances thereof, to the said Grantee, **VILLAGE OF ESSEX JUNCTION**, a Vermont municipality, and Grantee's successors and assigns, forever;

And the said Grantor, **South Street Associates, LLC**, for Grantor and Grantor's heirs, executors and administrators, does covenant with the said Grantee, and Grantee's successors and assigns, that until the ensembling of these presents Grantor is the sole owner of the premises, and has good right and title to convey the same in manner aforesaid, that they are **FREE FROM EVERY ENCUMBRANCE**, except as aforesaid, provided that such exception shall not reinstate any such rights or encumbrances previously extinguished by Title 27 Vermont Statutes Annotated, Chapter 5, Subchapter 7; and Grantor hereby engages to **WARRANT AND DEFEND** the same against all lawful claims whatever, except as aforesaid.

IN WITNESS WHEREOF, Grantor has caused this instrument to be executed and acknowledged this ____ day of _____ A.D. 2015.

South Street Associates, LLC

By: _____
Duly Authorized Agent

STATE OF VERMONT
CHITTENDEN COUNTY, SS

At _____ this _____ day of _____ A.D. 2015,
_____, duly authorized agent of South Street Associates, LLC, personally
appeared and acknowledged this instrument, by him sealed and subscribed to be his free act and deed
and the free act and deed of South Street Associates, LLC.

Notary Public
My commission expires: _____

Agenda Addition
Old Business 4a.

OPEN SPACE AGREEMENT

THIS AGREEMENT made this ___ day of _____, 201__
between _____ of _____, Vermont
(hereinafter referred to as "Grantors") and the VILLAGE OF ESSEX
JUNCTION, a municipal corporation situated in Chittenden County,
Vermont (hereinafter referred to as "Municipality").

W I T N E S S E T H:

WHEREAS, the Grantors are the owners of certain lands in the
Municipality which it acquired by _____ Deed of
_____ dated _____ and recorded in
Volume _____ at Page _____ of the Land Records of the
Municipality; and

WHEREAS, the Grantors are developing said lands as a
_____ (___) lot residential subdivision which is shown
and depicted on a plat entitled " _____",
dated _____, prepared by _____; and
recorded in Map Volume ___, Page ___ of said Land Records; and

WHEREAS, the Grantors have received final subdivision
approval from the Municipality's Planning Commission for their
project by written decision dated _____, 199_; and

WHEREAS, the Grantors in presenting its proposal to the
Planning Commission agreed that certain lands would remain in
their open state in consideration for the final subdivision and
planned residential approval; and

WHEREAS, the Grantors and the Municipality recognize the value of retaining the rural character of said lands and preserving them in their natural, scenic and open condition and in so doing furthering their aesthetic, agricultural and ecological value; and

WHEREAS, Title 10, Chapter 155, Vermont Statutes Annotated, permits Vermont municipalities to acquire interest in land in the nature of conservation and open space easements; and

WHEREAS, the Municipality desires to acquire a conservation and open space easement regarding certain lands of the Grantors in furtherance of the purposes enumerated in 10 V.S.A. §6301.

NOW, THEREFORE, the Grantors for and in consideration of the Planning Commission's approval of its subdivision and planned residential development, the facts above recited, and of the mutual covenants, terms, conditions and restrictions herein contained and as an absolute and unconditional transfer does hereby freely give, grant and convey unto the Municipality, its successors and assigns forever, a conservation and open space easement or restriction over the property described as "Open Space" on the above described plat, to be made a part hereof, consisting of the following:

1. The right of public view of the property in its natural, scenic and open condition;

2. The right of the official representatives of the Village, in a reasonable manner and at reasonable times, to enter and inspect the property;

3. The right of the Municipality and Municipality alone, to enforce by injunction or proceedings at law or in equity, the covenants hereinafter set forth; and in furtherance of the foregoing affirmative rights, the Grantors, for themselves and their heirs, executors, administrators, successors and assigns, make the following covenants, which shall run with and bind the property in perpetuity:

(a) There shall be no construction or placing of any buildings or structures of any kind, temporary or permanent on the property once the project is finally completed.

(b) There shall be no filling, excavating, dredging, mining or drilling, removal or topsoil, sand, gravel, rock, minerals or other materials, nor any building of roads or change in the topography of the land in any manner.

(c) The Grantors, their successors and assigns, shall have the right to use the conserved area for agricultural and farming purposes, including the cultivation of crops and animal husbandry, however, barns and fences will only be allowed with prior Trustees approval.

(d) There shall be no dumping of ashes, trash, garbage or other unsightly or offensive material, and no changing of

the topography through the placing of soil or other substance of materials such as landfill.

(e) There shall be no operation of motorized vehicles on the property, including but not limited to: snowmobiles, dune buggies, motorcycles, or all-terrain vehicles.

(f) There shall be no activities or uses on the property which shall be detrimental or could be detrimental to drainage, flood control, water conservation, fish and wildlife or habitat preservation.

The Grantors, for themselves and their successors and assigns, agree to pay any real estate taxes or other assessments levied by competent authorities on the property and to relieve the Municipality from responsibility for maintaining the property.

The Grantors agree that the terms, conditions, restrictions, and purposes of this grant will be inserted by reference in any subsequent deed, or other legal instrument, by which the Grantors divest themselves of either fee simple title or possessory interest in the property or in any of the property forming a part of the development.

TO HAVE AND TO HOLD the said conservation easement and restriction unto the Municipality and its successors and assigns forever.

It is the intention of the parties hereto that the grant of easements and covenants herein is pursuant to the authority set forth in Title 10, Chapter 155, Vermont Statutes Annotated, as presently enacted and from time to time hereinafter amended, and that all of the provisions of said Chapter shall be binding upon the Grantors, their successors and assigns and upon the property, and shall inure to the benefit of the Municipality, its successors and assigns.

If any part of this agreement shall be decreed to be invalid by any court of competent jurisdiction, such decree shall not be interpreted so as to invalidate the remainder of this agreement.

Although this conservation restriction and easement will benefit the public as provided above, nothing herein shall be construed to convey a right to the public of access or use of the property, and the Grantors, for themselves and their successors and assigns, shall retain exclusive right to use the property for all purposes not inconsistent with this conservation restriction and easement.

IN WITNESS WHEREOF, the Grantors hereunto set their hands and seals this ___ day of _____, 201_.

IN THE PRESENCE OF:

APPLICANT

Village of Essex Junction

By: _____

STATE OF VERMONT
CHITTENDEN COUNTY, ss.

At _____, Vermont, this __ day of _____, 201__,
_____ and _____,
personally appeared, and they acknowledged this instrument, by
them signed and sealed to be their free act and deed.

Before me, _____
Notary Public
My commission expires: _____

STATE OF VERMONT
CHITTENDEN COUNTY, ss.

At _____, Vermont, this __ day of _____, 201__,
_____,
duly authorized agent of the VILLAGE OF ESSEX JUNCTION personally
appeared and he acknowledged this instrument by him signed and
sealed, to be his free act and deed and the free act and deed of
the Town of _____.

Before me, _____
Notary Public
My commission expires: _____

Sullivan, Powers & Co., P.C.
CERTIFIED PUBLIC ACCOUNTANTS

77 Barre Street
P.O. Box 947
Montpelier, VT 05601
802/223-2352
www.sullivanpowers.com

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

February 5, 2015

Board of Trustees
Village of Essex Junction
2 Lincoln Street
Essex Junction, VT 05452-3685

We have audited the financial statements of the governmental activities, the business-type activities, each major fund and the aggregate remaining fund information of the Village of Essex Junction, Vermont as of and for the year ended June 30, 2014 and have issued our report thereon dated February 5, 2015. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, "Government Auditing Standards" and OMB Circular A-133, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our engagement letter to you dated June 13, 2014. Professional standards also require that we communicate to you the following information related to our audit.

Our Responsibility under U.S. Generally Accepted Auditing Standards, Government Auditing Standards and OMB Circular A-133

As stated in our engagement letter, our responsibility, as described by professional standards, is to express opinions about whether the financial statements, prepared or approved by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities.

In planning and performing our audit, we considered the Village of Essex Junction, Vermont's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinions on the financial statements and not to provide assurance on the internal control over financial reporting. We also considered internal control over compliance with requirements that could have a direct and material effect on a major federal program in order to determine our auditing procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with OMB Circular A-133.

As part of obtaining reasonable assurance about whether the Village of Essex Junction, Vermont's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit. Also, in accordance with OMB A-133, we examined, on a test basis, evidence about the Village of Essex Junction, Vermont's compliance with the types of compliance requirements described in the "U.S. Office of Management and Budget (OMB) Circular A-133 Compliance Supplement" that are applicable to its major federal program for the purpose of expressing an opinion on the Village of Essex Junction, Vermont's compliance with those requirements. While our audit provides a reasonable basis for our opinion, it does not provide a legal determination on the Village of Essex Junction, Vermont's compliance with those requirements.

Our responsibility is to plan and perform the audit to obtain reasonable, but not absolute, assurance that the financial statements are free of material misstatement. We are responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures specifically to identify such matters.

Our responsibility for the Schedule of Expenditures of Federal Awards which accompanies the financial statements, as described by professional standards, is to evaluate the presentation of the schedule in relation to the financial statements as a whole and to report on whether the schedule is fairly stated, in all material respects, in relation to the financial statements as a whole.

Planned Scope and Timing of the Audit

We performed the audit according to the planned scope and timing previously communicated to you in our engagement letter.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Village of Essex Junction, Vermont are described in Note I to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the year.

We noted no transactions entered into by the Village of Essex Junction, Vermont during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the financial statements were the allowance for uncollectible receivables, the allowance for uncollectible notes receivable, the original cost of capital assets for which original documents are not available, the fair value of donated assets, the useful lives of property, plant and equipment used to compute depreciation and the partial disposition of capital assets related to the Wastewater Treatment Facility.

Management's estimate of the allowance for uncollectible receivables, the allowance for uncollectible notes receivable, the original cost of capital assets for which original documents are not available, the fair value of donated assets, the useful lives of property, plant and equipment used to compute depreciation and the partial disposition of capital assets related to the Wastewater Treatment Facility are based on an analysis of the aging of receivables, the likelihood the note will be repaid, the estimated current replacement cost of capital assets discounted to the year of acquisition, the estimated current fair value and the nature of the items, and an evaluation of the partial disposition of capital assets by the Village's engineers. We evaluated the key factors and assumptions used to develop the allowance for uncollectible notes and receivables, the original cost of capital assets, the fair value of donated capital assets, the useful lives of property, plant and equipment and the partial disposition of capital assets related to the Wastewater Treatment Facility in determining that they are reasonable in relation to the financial statements taken as a whole.

Difficulties Encountered in Performing the Audit

We encountered no difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. We did not identify any misstatements during the course of our audit.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated February 5, 2015

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a “second opinion” on certain situations. If a consultation involves application of an accounting principle to the Village’s financial statements or a determination of the type of auditor’s opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to our retention as the Village’s auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

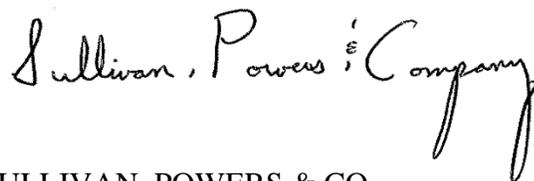
Other Matters

With respect to the required supplementary information accompanying the financial statements, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the required supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

We were not engaged to report on the combining fund financial statements, which accompany the basic financial statements but are not required supplementary information. We did not audit or perform other procedures on this other information and we do not express an opinion or provide any assurance on it.

This information is intended solely for the use of the Board of Trustees and management of the Village of Essex Junction, Vermont and is not intended to be, and should not be, used by anyone other than these specified parties.

Respectfully submitted,



SULLIVAN, POWERS & CO.
Certified Public Accountants

Sullivan, Powers & Co., P.C.
CERTIFIED PUBLIC ACCOUNTANTS

77 Barre Street
P.O. Box 947
Montpelier, VT 05601
802/223-2352
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VT Lic. #92-000180

February 5, 2015

Board of Trustees
Village of Essex Junction
2 Lincoln Street
Essex Junction, VT 05452-3685

We have audited the financial statements of the Village of Essex Junction, Vermont as of and for the year ended June 30, 2014 and have issued our report thereon dated February 5, 2015. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in "Government Auditing Standards", issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

In planning and performing our audit, we considered the Village of Essex Junction, Vermont's internal control over financial reporting (internal control) as a basis for designing our auditing procedures for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Village of Essex Junction, Vermont's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the Village of Essex Junction, Vermont's internal control.

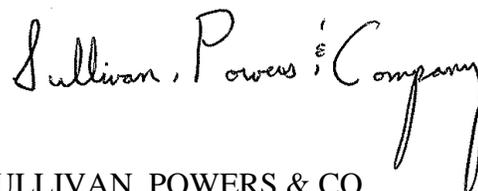
A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or combination of deficiencies in internal control, such that there is a reasonable possibility that a material misstatement of the Village of Essex Junction, Vermont's financial statements will not be prevented, or detected and corrected on a timely basis.

Our consideration of internal control was for the limited purpose described in the second paragraph and was not designed to identify all deficiencies in internal control that might be significant deficiencies or material weaknesses and, therefore, there can be no assurance that all such deficiencies have been identified. In addition, because of inherent limitations in internal control, including the possibility of management override of controls, misstatements due to error or fraud may occur and not be detected by such controls. We did not identify any deficiencies in internal control that we consider to be material weaknesses.

This communication is intended solely for the information and use of management, the Board of Trustees and others within the Village of Essex Junction, Vermont and is not intended to be and should not be used by anyone other than these specified parties.

We would like to take this opportunity to thank the staff of the Village of Essex, Junction for their assistance and cooperativeness throughout our audit. It has been a pleasure working with you.

Respectfully submitted,

A handwritten signature in cursive script that reads "Sullivan, Powers & Company". The signature is written in black ink and is positioned above the printed name of the company.

SULLIVAN, POWERS & CO.
Certified Public Accountant

VILLAGE OF ESSEX JUNCTION, VERMONT

AUDIT REPORT

JUNE 30, 2014

VILLAGE OF ESSEX JUNCTION, VERMONT
AUDIT REPORT
TABLE OF CONTENTS
JUNE 30, 2014

	<u>Page #</u>
Independent Auditor's Report	1-3
Management's Discussion and Analysis	4-15
Financial Statements:	
Statement of Net Position	Exhibit A 16
Statement of Activities	Exhibit B 17
Balance Sheet - Governmental Funds	Exhibit C 18
Statement of Revenues, Expenditures and Changes in Fund Balances - Governmental Funds	Exhibit D 19
Reconciliation of the Statement of Revenues, Expenditures and Changes in Fund Balances of Governmental Funds to the Statement of Activities	Exhibit E 20
Statement of Revenue and Expenditures - Budget and Actual - General Fund	Exhibit F 21-26
Statement of Fund Net Position - Proprietary Funds	Exhibit G 27
Statement of Revenues, Expenses and Changes in Fund Net Position - Proprietary Funds	Exhibit H 28
Statement of Cash Flows - Proprietary Funds	Exhibit I 29
Statement of Fiduciary Net Position - Fiduciary Funds	Exhibit J 30

VILLAGE OF ESSEX JUNCTION, VERMONT
 AUDIT REPORT
 TABLE OF CONTENTS
 JUNE 30, 2014

		<u>Page #</u>
Notes to the Financial Statements		31-53
 Financial Statements of Individual Funds:		
Combining Balance Sheet - Nonmajor Governmental Funds	Schedule 1	54
Combining Statement of Revenues, Expenditures and Changes in Fund Balances - Nonmajor Governmental Funds	Schedule 2	55
Combining Statement of Fiduciary Net Position - Fiduciary Funds - Agency Funds	Schedule 3	56
Statement of Revenue and Expenses - Budget (Non GAAP Budgetary Basis) and Actual - Water Fund	Schedule 4	57
Statement of Revenue and Expenses - Budget (Non GAAP Budgetary Basis) and Actual - Sanitation Fund	Schedule 5	58
Statement of Revenue and Expenses - Budget (Non GAAP Budgetary Basis) and Actual - Wastewater Fund	Schedule 6	59-60
Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with "Government Auditing Standards"		61-62

Sullivan, Powers & Co., P.C.
CERTIFIED PUBLIC ACCOUNTANTS

77 Barre Street
P.O. Box 947
Montpelier, VT 05601
802/223-2352
www.sullivanpowers.com

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

Independent Auditor's Report

Board of Trustees
Village of Essex Junction
2 Lincoln Street
Essex Junction, VT 05452-3685

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund and the aggregate remaining fund information of the Village of Essex Junction, Vermont as of and for the year ended June 30, 2014 and the related notes to the financial statements, which collectively comprise the Village of Essex Junction, Vermont's basic financial statements as listed in the Table of Contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in "Government Auditing Standards", issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Village of Essex Junction, Vermont's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Village of Essex Junction, Vermont's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to previously present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Village of Essex Junction, Vermont as of June 30, 2014 and the respective changes in financial position and cash flows, where applicable, thereof and the respective budgetary comparison for the General Fund for the year then ended in conformity with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that Management's Discussion and Analysis on pages 4 through 15 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

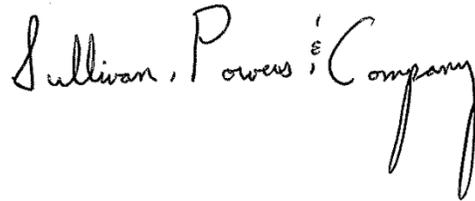
Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Village of Essex Junction, Vermont's basic financial statements. The combining fund financial statements and budgetary schedules for the enterprise funds are presented for purposes of additional analysis and are not a required part of the basic financial statements. These schedules have not been subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we do not express an opinion or provide any assurance on them.

Other Reporting Required by “Government Auditing Standards”

In accordance with “Government Auditing Standards”, we have also issued our report dated February 5, 2015 on our consideration of the Village of Essex Junction, Vermont’s internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with “Government Auditing Standards” in considering the Village of Essex Junction, Vermont’s internal control over financial reporting and compliance.

February 5, 2015
Montpelier, Vermont
VT Lic. #92-000180

A handwritten signature in black ink that reads "Sullivan, Powers & Company". The signature is written in a cursive style with a large, stylized 'S' at the beginning and a long, sweeping tail at the end.

The Village of Essex Junction (the "Village") herein sets forth an overview and analysis of its financial operations for the fiscal year ended June 30, 2014.

Financial Highlights

- Assets exceeded liabilities and deferred inflows of resources on June 30, 2014 by \$25,498,006 (*net position*). Of this amount, \$2,972,177 (*unrestricted net position*) may be used by the various funds of the Village to meet the Village's ongoing obligations.
- The Village's total net position increased by \$901,086. Of this amount, net position attributable to governmental activities increased by \$813,171. Net position attributable to business-type activities increased by \$87,915.
- Fund balances of governmental funds decreased by \$232,430 in FYE14. The General Fund had \$462,773 of unassigned fund balance at 6/30/14 which is equal to 13% of the approved FYE15 General Fund Budget. An amount of \$35,000 of fund balance has been proposed to be used to reduce the tax rate in FYE16 and the Trustees are proposing to transfer \$75,000 of fund balance to the Capital Reserve which will bring the percentage of the FYE15 budget down to 10%. As of 6/30/13, the General Fund had \$346,008 of unassigned fund balance.

Overview of the Village's Financial Statements:

The annual financial report consists of three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements.

Government-wide financial statements. The government-wide financial statements are designed to provide readers with a broad overview of the Village of Essex Junction's finances, in a manner similar to a private-sector business.

The *statement of net position* presents information on all of the Village of Essex Junction's assets and liabilities with the difference between the two reported as net position.

The *statement of activities* presents information showing how the Village's net position changed during the past fiscal year. The *statement of activities* is on the full accrual basis (i.e. all changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows) whereas the *statement of revenues, expenditures and changes in fund balances of governmental funds* is on the modified accrual basis (i.e. revenue is recognized when it becomes measurable and available as net current position and expenditures are recognized when the related liability is incurred). Thus in the *statement of activities* revenues and expenses are reported for some items that will only result in cash flows in future fiscal periods (e.g., uncollected taxes and earned but unused vacation leave).

Both of the government-wide financial statements combine information from governmental funds (which are supported primarily by tax dollars) with information from enterprise funds which are supported by user fees and charges (*business-type activities*). The governmental activities of the Village of Essex Junction include general government, public works, community development, public safety, and culture and recreation. The business-type activities of the Village include water operations, wastewater treatment, and sanitation lines maintenance. The government-wide financial statements can be found in Exhibits A and B of this report.

Fund financial statements. A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Village has three types of funds: governmental funds, proprietary funds, and fiduciary funds. The proprietary funds of the Village are all Enterprise Funds. Fund financial statements can be found in Exhibits C through J of this report.

Notes to the financial statements. The notes provide additional information that is necessary for an understanding of the information in the government-wide and fund financial statements. The Notes to the Financial Statements follow the basic financial statements in this report.

Other Information. In addition to the basic financial statements and accompanying notes, this report also presents certain *supplementary information*. This supplementary information includes combining statements for various funds and budgetary comparison statements for funds other than the Village's general fund. The supplementary information can be found immediately following the notes to the financial statements.

Government-wide Financial Analysis

Village of Essex Junction, Vermont's Statement of Net Position

	Governmental Activities		Business-Type Activities		Total	
	FY 2014	FY 2013	FY 2014	FY 2013	FY 2014	FY 2013
Current and Other Assets	\$ 1,467,576	\$ 1,663,910	\$ 3,222,876	\$ 3,322,385	\$ 4,690,452	\$ 4,986,295
Capital Assets	13,032,277	11,973,621	24,799,046	20,526,750	37,831,323	32,500,371
Total Assets	14,499,853	13,637,531	28,021,922	23,849,135	42,521,775	37,486,666
Current Liabilities	260,314	182,479	1,226,037	2,232,587	1,486,351	2,415,066
Non-Current Liabilities	359,985	389,824	15,174,620	10,083,198	15,534,605	10,473,022
Total Liabilities	620,299	572,303	16,400,657	12,315,785	17,020,956	12,888,088
Deferred Inflows of Resources	2,813	1,658	0	0	2,813	1,658
Net Position						
Net Investment in capital assets	12,832,277	11,723,620	9,689,929	12,136,777	22,522,206	23,860,397
Restricted	3,623	5,424	0	0	3,623	5,424
Unrestricted	1,040,841	1,334,526	1,931,336	(603,427)	2,972,177	731,099
Total Net Position	\$ 13,876,741	\$ 13,063,570	\$ 11,621,265	\$ 11,533,350	\$ 25,498,006	\$ 24,596,920

As stated above, assets exceeded liabilities and deferred inflows of resources by \$25,498,006 at the end of fiscal year 2014. Assets at the end of fiscal year 2013 exceeded liabilities by \$24,596,920.

The largest portion of the Village's net position is in its investment in capital assets (88%). These assets are used to provide services to its citizens (e.g. land, buildings, equipment, and infrastructure). Therefore these assets are not available for future spending.

An amount of \$3,623 of the Village's net position is subject to restrictions on how it may be used. Unrestricted net assets (\$2,972,177) may be used to meet the government's ongoing obligations to citizens and creditors. Some of the amounts included in unrestricted net position are committed by the Village or assigned by the Board of Trustees for particular purposes (e.g. capital projects).

Statement of Activities

	Governmental		Business-Type		Total	
	Activities		Activities			
	FY 2014	FY 2013	FY 2014	FY 2013	FY 2014	FY 2013
Revenues						
Program Revenues						
Charges for Services	\$ 147,305	\$ 131,213	\$ 5,456,688	\$ 5,344,853	\$ 5,603,993	\$ 5,476,066
Operating Grants and Contributions	148,860	149,721	0	350	148,860	150,071
Capital Grants and Contributions	788,353	396,597	303,824	745,833	1,092,177	1,142,430
General Revenues						
Property Taxes/PILOT	2,809,740	2,731,909	0	0	2,809,740	2,731,909
Unrestricted Investment Earnings	2,922	3,051	5,773	5,189	8,695	8,240
Other Revenues	15,173	17,406	4,500	0	19,673	17,406
Total Revenues	3,912,353	3,429,897	5,770,785	6,096,225	9,683,138	9,526,122
Expenses						
Governmental Activities:						
General Government	341,554	351,276	0	0	341,554	351,276
Public Safety	368,546	352,448	0	0	368,546	352,448
Public Works	1,289,110	1,153,369	0	0	1,289,110	1,153,369
Community Development	288,731	304,947	0	0	288,731	304,947
Culture and Recreation	807,986	728,958	0	0	807,986	728,958
Interest on Long-Term Debt	3,255	440	0	0	3,255	440
Business-Type Activities:						
Water	0	0	3,078,149	2,953,998	3,078,149	2,953,998
Sanitation	0	0	493,033	490,995	493,033	490,995
Wastewater	0	0	2,111,688	1,734,773	2,111,688	1,734,773
Total Expenses	3,099,182	2,891,438	5,682,870	5,179,766	8,782,052	8,071,204
Changes in Net Position	813,171	538,459	87,915	916,459	901,086	1,454,918
Net Position - Beginning of Year	13,063,570	12,525,111	11,533,350	10,616,891	24,596,920	23,142,002
Net Position - End of Year	\$ 13,876,741	\$ 13,063,570	\$ 11,621,265	\$ 11,533,350	\$ 25,498,006	\$ 24,596,920

At the end of FYE14, the Village of Essex Junction has positive balances in all three categories of net position for governmental activities. Unrestricted net position is also positive for all three enterprise funds at fiscal year-end 2014.

Governmental activities. Governmental activities increased the Village's net position by \$813,171 in FYE14. Expenditures in governmental funds exceeded revenues by \$232,430. The Village increased its investment in capital assets by \$1,108,657 and unrestricted net position decreased by \$293,685. Restricted net position decreased by \$1,801.

Business-type activities. Business-type activities increased the Village's net position by \$87,915.

Water Fund

The Water Fund had budgetary net income of \$30,930 in FYE14. Disregarding IBM pass through revenues and expenses, Water Fund revenues were \$1,678 less than budget while expenditures were \$32,608 less than budgeted. The Water Fund spent less on employee insurances because of the change in plan structure associated with entering the Vermont Health Exchange. With lower deductibles, the Village is paying less in Health Reimbursement Arrangement costs by \$8,656. Water Lines Maintenance-Breaks was under-spent by \$15,767 and CWD water purchases for Village Residents were under-budget \$11,708. The Water Fund completely finished the Utility Rate Study at the beginning of FYE 2014, and the Meter Replacement project was continued at a cost of \$49,456 in FYE14.

Sanitation Fund

The Sanitation Fund had budgetary net income of \$149,569. Sanitation revenues were \$114,295 more than budgeted while expenditures were \$7,878 less than budgeted. Hook on fees were \$30,000 more than budgeted, and this surplus was transferred to the Sanitation Capital Reserve per the "Trustees Policy Regarding Water/Sewer Fees Collected in Excess of Budgeted Amounts." Village customer charges were higher than budgeted in part because \$112,200 was included in the rate for the WWTF Refurbishment Bond payment. If the excess tap on fees had not been transferred to the Sanitation Capital Reserve, the Sanitation expense budget would have been under-spent by \$37,880. Sanitation personnel costs were lower than budgeted by \$14,655 in part due to a change in personnel in the department. Pump station (both Village and those shared with the Town of Essex) expenses were lower than anticipated by \$9,940. The Meters and Parts line item was not spent due to the Meter Replacement Program. The Sanitation Fund participates by paying 2/3 of the cost of the Meter Replacement Program as it funds the costs for both the Sanitation Fund (underground piping) and the Wastewater Treatment Fund (wastewater treatment). Meter replacement costs totaled \$98,912 in FYE14. The Sanitation Fund shared in the cost of the utility rate study for \$257 and an Infiltration and Inflow Study was continued with an FYE14 cost of \$2,293.

Wastewater Treatment Fund

The Wastewater Treatment Facility had budgetary net income of \$142,762 in FYE14. Revenues were over-budget by \$10,586 while expenditures were less than budget by \$112,176. The goal of this budget was to produce a \$20,000 surplus which was well surpassed. At year-end 2013, a reconciliation was done of revenues versus expenses and it was found that each of the Tri-Town communities was responsible for a portion of the surplus. Each community in the Tri-town was designated a portion of the surplus to be a buffer against future losses. These funds have been set aside for each community. Another reconciliation was performed at the end of fiscal 2014 and the amounts designated to each community at 6/30/14 are: Essex Junction, \$151,450; Town of Essex, \$25,453; Town of Williston, \$84,628. Each community will determine how much it wants to leave in this "dry day fund." Accounts that contributed significantly to the surplus are Sludge Management, \$33,258; Chemicals, \$22,029 - Health Insurance and Other Benefits, \$30,941; Electrical Service, \$15,456 and Sludge Dewatering, \$18,892. The Health Insurance surplus is due as in the other budgets to a change in the plan deductibles and also due to the postponement of a planned new hire. As for the other surpluses, the Wastewater Treatment Facility is undergoing a major renovation, and significant swings in budgeted line items can be attributed to contract schedule variables. The project was authorized to bond for \$15,230,000. A majority of the funding for this project is from the State Clean Water Revolving Fund. This funding has a 2% admin fee and is subject to reduction by subsidies. The project was substantially complete at 6/30/14 and was added to the Facility's inventory of capital assets. Other capital projects undertaken by the Wastewater Treatment Facility in FYE14 were: the completion of the Utility Rate Study, \$257; Digester Cleaning, \$20,790; continuation of the Co-Generation System to replace the existing one, \$388,370; and Arc Flash Analysis, \$15,010.

Financial Analysis of Major Governmental Funds

The General Fund

The General Fund had a surplus of \$81,266 in FYE14. It was budgeted to have a deficit of \$35,000 but instead added to fund balance. The General Fund fund balance increased from \$554,064 at the end of fiscal year 2013 to \$635,330 at the end of fiscal year 2014. Of the \$635,330 fund balance, \$91,866 is nonspendable (inventories and prepaid expenses), \$80,691 is assigned (see page 49 of notes for breakdown). This leaves \$462,773 of unassigned fund balance in the General Fund. The unassigned fund balance is equal to 13% of the FYE15 Budget. The Trustees plan to allocate another \$35,000 to reduce the tax rate in FYE16 and ask the voters to transfer \$74,529 to the Capital Reserve which will bring the percentage down to 10% as required by Village policy. To comply with the Governmental Accounting Standards Board Statement 54, the Village has adopted a fund balance policy. Basically this fund balance policy states that the fund balances of governmental funds are classified as nonspendable (not in spendable form or legally required to remain intact); restricted (constraints on the use of resources are either externally imposed by creditors, grantors, or donors, or imposed by law through enabling legislation); committed (constraints on the use of resources are imposed by formal action of the voters); assigned (reflecting the Board of Trustees intended use of the resources); and unassigned. The Village General Fund has no restricted fund balance.

- Excluding grants and donations received and expended in FYE14, revenues were higher than budgeted by \$80,380. Revenues that were significantly higher than anticipated were License and Zoning Fees (+\$54,513) due to higher than anticipated zoning permit activity and State Highway Aid (+\$13,461).
- Expenditures excluding those for grants and donations received in FYE14 and Expense designated from prior years were \$67,880 less than budgeted. The following departmental analysis will identify amounts varying substantially from budget and give an explanation of what transpired during the year.
 - A) The Administration Budget ended the year with a surplus of \$68,965. Salaries and other personnel related line items were under-spent because Pat Scheidel, Town of Essex Manager, was hired as a shared Manager for the Town and Village on a contract basis. One line item that was significantly over-spent was Communications. Due to the discontinuation of our website hosting and support it was necessary to contract for an update of the website.
 - B) Lincoln Hall Budget was over-spent by \$12,839. The majority of the over-expenditure was for Village Office Renovations (-\$10,948). Maintenance Buildings/Grounds was also over-spent by \$2,189 due primarily to problems with the plumbing and heating system. The Trustees voted on 6/10/14 to “use surplus funds in the FYE14 Administration, Planning, and Economic Development budgets to cover deficits in other General Fund budgets.”
 - C) The Fire Department was under-spent by \$5,415. The largest line item that was under-spent was Salaries-Part time Firefighters due to fewer calls during the year than in the three years prior. Over-expenditures in some other line items were counter balanced by under-expenditures in other line items. The Fire Department, as is customary, balanced unexpected needs by spending less in other areas.

- D) The Street Department ended FYE14 with a deficit of \$40,766. The primary cause of this over-expenditure was a very difficult snowy winter. The following line items were affected by the difficult winter: Winter Maintenance overspent by \$67,405; Gas, Grease and Oil overspent by \$14,943 and Contract Services for snow removal was overspent by \$22,534. There were also over-expenditures in the Engineering (-\$26,955) and Storm Sewer Maintenance (\$-14,496) line items due to issues arising from flooding in the spring and summer of 2013. Some of these over-expenditures were counter balanced by surpluses in other line items. Salaries was underspent by \$24,106 because an employee replacement was again delayed to see if the department could manage without the replacement. The delay in employee replacement also affected the Health Insurance and other Benefits line item resulting in a surplus of \$30,761 as well as other personnel related line items. Another line item significantly under-spent was Vehicle Maintenance (+\$15,625) due to newer vehicles and fewer breakdowns. The net over-expenditure of the departmental budget of \$40,766 was covered by surpluses in Administration, Community Development, and Economic Development.
- E) The Brownell Library budget ended the year with a surplus of \$9,599. Surpluses in Health Insurance and Other Benefits (+\$3,922), Salaries (+\$6,934), and Training and Conferences (\$2,503) helped to cover over-expenditures in Maintenance Building/Grounds (-\$5,270) and Adult Collections (-\$3,700). Maintenance Building/Grounds line item paid for a major drainage improvement to prevent more instances of flooding. Other smaller surpluses in a number of line items resulted in the overall surplus for the year.
- F) The Community Development budget was under-spent by \$34,028. Legal Services was under-spent by \$13,669 due to fewer than anticipated appeals. Other accounts were under-spent by smaller amounts producing the surplus.
- G) The Economic Development Budget was underspent by \$3,478, of which most can be attributed to Matching Grant Funds which were not used (\$6,139). This surplus was balanced by an over-expenditure in Health Insurance and Other Benefits of \$4,035.
- H) Grants received and expended were received for the Library, Fire Department, Community Development Department, and the Street Departments. The Library received from the State of Vermont a grant for the 1st Wednesdays program (\$500), a Performer Grant of \$100 and an LSTA (Library Services and Technology Act) grant of \$1,428. The Library received donations from the Friends of the Brownell Library for books and equipment totaling \$8,235, a donation from the R.E.M. Development Company to help with the drainage issue of \$2,500, and a donation from the CCSU of \$111 for the Farm to Garden program. The Brownell Foundation donated a new Canon C2255 copier to the Library. The Fire Department received a Homeland Security Grant for \$113,330 with which they purchased 35 portable radios. The Fire Department also received a positive pressure fan from the Essex Junction Fire Fighters Association. The Community Development Department received a Municipal Planning Grant of \$11,497 from the State of Vermont to pay for the Village's Municipal Plan update. The Street Department received \$600 from the Chittenden Solid Waste District for Christmas tree pickup, \$4,250 from a State of Vermont Caring for Canopy grant for a tree inventory, and \$520 from the Preservation Trust of Vermont for tree planting.

Capital Reserve Fund

The Capital Reserve Fund had a fund balance of \$455,938 as of June 30, 2013 and a fund balance of \$236,933 as of June 30, 2014. During the year the following projects were completed: the Lincoln St. Sidewalk Extension project (\$280,176) which was partially funded by a US Department of Transportation Grant (\$238,076), Village Office Renovations (\$19,387), and the Fire House Roof (\$23,555). The Crescent Connector Project progressed for a cost of \$260,704 with reimbursement in the year of \$290,041. This project is funded by a grant from the US Department of Transportation through the State of Vermont Agency of Transportation and does not require matching funds. The Multi-use Safety Path was begun at a cost of \$54,669 in FYE14 with grant reimbursement of \$46,692. The Pearl St. Linking Sidewalk project was begun at a cost of \$750. The Pearl St. Linking Sidewalk is a “Circ Alternative” project and will be fully funded by Federal grant funds. The Woods End Reconstruction project was begun at a cost of \$437,284 in FYE14. Roads resurfaced were portions of Grandview Ave., Williams St., Jones Ave., Warner Ave., and portions of Beech St. for a cost of \$124,176.

Whitcomb Terrace Loan Fund

In April of 2004 the Village received a grant of up to \$270,000 from the Vermont Agency of Commerce and Community Development. This grant was used in FYE05 to construct Whitcomb Terrace, 19 new barrier-free units of affordable housing at 128 West Street in Essex Junction. The grant money was used to provide a deferred loan to Whitcomb Terrace Housing Limited Partnership for the purpose of constructing Whitcomb Terrace. The interest free loan is due to be paid back to the Village on December 17, 2034. The Village has a note receivable that is not likely to be paid back and so is carrying a \$-0- balance for this note.

Rolling Stock Reserve Fund

The Rolling Stock Reserve Fund had fund balance of \$280,542 at the beginning of FYE14 and \$207,469 as of the end of FYE14. Expenditures in the Rolling Stock Fund in FYE14 totaled \$396,949. The Village purchased a Vacuum Sweeper for \$211,205 plus trade in, a Wheel Loader for \$96,034 plus trade in, and a Pickup Truck for \$30,285 plus trade in. A plow was purchased for \$6,100. The Rolling Stock Fund also made a payment of \$50,000 plus interest on a note with the Merchants Bank for the 2012 Pierce Arrow Ladder Truck reducing the principal balance on the loan to \$200,000 at year end. The fund received \$100,000 from the Town of Essex for a Ladder Truck.

Capital Assets

The Village of Essex Junction’s investment in capital assets for its governmental and business-type activities as of June 30, 2014 totaled \$37,831,323 (net of accumulated depreciation). These assets include buildings, roads and bridges, land, machinery and equipment, library books, park facilities, vehicles and distribution and collection systems.

The major capital asset transactions during the year for the Governmental Activities were as follows:

- Paving Grandview Ave., Williams St., Jones Ave., Warner Ave., and Beech St.
- Lincoln St. Sidewalk Extension was completed
- Village Office Renovations were completed
- The Fire House roof was replaced
- Work progressed on Crescent Connector Rd.
- Work began on the Multi-use Safety Path
- Work began on Woods End Road Reconstruction
- Work began on the Pearl St. Linking Project
- A fire ladder truck was purchased
- A wheel loader was purchased
- A wheel loader was traded in
- A vacuum sweeper was purchased
- A vacuum sweeper was traded in
- A pickup truck was purchased
- A pickup truck was traded in

The major capital assets transactions during the year for the business-type activities were as follows:

- Wastewater Treatment Facility Upgrade was substantially completed
- Wastewater Treatment Co-Generation project was begun
- 602 new meters installed

A table that shows the values of the Village's capital assets net of depreciation is shown below. Additional information can be found in Note IV.D. of this report.

	Governmental Activities		Business-Type Activities		Total	
	2014	2013	2014	2013	2014	2013
Land	55,742	55,742	118,077	118,077	173,819	173,819
Construction in Progress	1,070,191	421,930	412,992	10,286,596	1,483,183	10,708,526
Antiques and Works of Art	7,550	7,550	0	0	7,550	7,550
Buildings and Building Improvements	1,930,778	1,870,964	15,088,886	8,343,215	17,019,664	10,214,179
Vehicles, Machinery, Equipment, Furniture & Traffic Signals	6,023,081	5,590,111	4,104,168	3,029,079	10,127,249	8,619,190
Library Books	834,326	833,475	0	0	834,326	833,475
Parks	210,984	210,984	0	0	210,984	210,984
Roads, Curbs, Sidewalks and Storm Sewers	7,725,074	7,428,521	162,777	45,539	7,887,851	7,474,060
Distribution and Collection Systems		0	20,760,858	16,248,495	20,760,858	16,248,495
Accumulated Depreciation	(4,825,449)	(4,445,656)	(15,848,712)	(17,544,251)	(20,674,161)	(21,989,907)
Total	13,032,277	11,973,621	24,799,046	20,526,750	37,831,323	32,500,371

Long Term Debt

In FYE12 the Village received a loan of \$250,000 from the Merchants Bank for the purchase of the Fire Ladder Truck. The Village renewed the note July 30, 2013. The interest rate is 1.52% and the note is due July 30, 2015. The Village paid \$50,000 in principal in FYE14 and the balance on the note is \$200,000 at 6/30/14.

The Wastewater Treatment Facility took out a \$250,000 note from the People's United Bank in FYE09 to cover the deficit in that fund created primarily by the cleaning of the digester and the drop in member-town revenues. The terms of this note are a yearly payment of \$50,000 plus 3.25% interest for 5 years. As of 6/30/14 there was a \$0 principal balance on this loan.

In FYE10 the Village was awarded a loan of \$566,938 under the American Recovery and Reinvestment Act (ARRA) to fund two projects. The projects funded were for a high efficiency blower for the Wastewater Treatment Facility and a comprehensive rehabilitation of the Village's sanitary sewers. Under the ARRA program half of the loan was forgiven in the form of a grant. Interest is at 0% but there is a 2% administrative fee. The loan was for 20 years and the principal at 6/30/14 is \$247,764.

In FYE11 the Village began two long term projects in the Wastewater Treatment Fund and the Sanitation Fund. In a special meeting on April 12, 2011, the Village voters authorized the Village to issue bonds for \$15,230,000 for improvements to the Wastewater Treatment Facility and \$1,287,000 for the upgrade of Village pump stations. As of 6/30/14, the High School Pump Station project is complete and the Village has borrowed \$1,097,500 and received a subsidy of \$114,800 from the State Clean Water Revolving Fund in the Sanitation Fund. Payments on this loan are scheduled to begin November 2015. As of 6/30/14 the Village had borrowed \$12,238,853 for the Wastewater Treatment Refurbishment Project from the State Clean Water Revolving Fund and received a subsidy of \$600,000. The first payment on this loan is due in FYE17. A bond payable for the Wastewater Treatment Refurbishment Project for \$1,705,000 has been assumed from the Town of Bradford. Principal and interest payments were started in FYE12. As of June 30, 2014, the principal outstanding on this bond was \$1,525,000. The Wastewater Treatment Facility, while owned by the Village of Essex Junction serves 3 towns, the Village of Essex Junction, the Town of Essex and the Town of Williston. The debt payments for the Wastewater Treatment Facility are distributed to the Tri-town members according to capacity owned in the Facility.

Economic Factors and Next Year's Budgets and Rates

- As of January 2015 the economy continues to improve. The national unemployment rate was at 5.8 % in November 2014, down from 6.7% in December 2013 according to the US Dept. of Labor Bureau of Labor Statics. According to the same source, Vermont unemployment was at 4.3% in November 2014, down from 4.4% in November 2013.
- The CPI index for Northeast urban communities was .9% from November 2013 to November 2014. The national city average CPI index was also .9% from November 2013 to November 2014.
- Unrest in the Middle East is on-going and terrorist activity continues. The housing market is improving. Gasoline prices in New England and the Nation are the lowest they have been since 2010. According to the AAA the US average price is \$2.085/gallon on 1/15/15 and the Vermont average price is \$2.489/ gallon for regular gasoline. The National average was \$3.306 a year ago. The national debt is now over \$18 Trillion.

- Patrick Scheidel is in his second year as shared Manager for the Town of Essex and the Village of Essex Junction. During FYE14 a report was prepared by two citizens of the Village and Town, Mary Morris and Jeff Carr entitled “An Examination of a Shared Services Delivery Model for the Village of Essex Junction – Town of Essex, VT”. On September 9, 2014 this report was accepted by the Village, and the Municipal Manager was asked to formulate the next steps toward a shared services delivery system. As of this date the Trustees and Selectboard have approved Memorandums of Agreement for Consolidated Stormwater Permitting and Management Services and Consolidated Public Works Services. These Agreements necessitate changes in the Town and Village Budgets that must be voted on at Town and Village Annual Meetings before they can proceed. The Village Trustees and Town Selectboard also approved a Joint Resolution Between the Town Selectboard and Village Trustees re: Establishment of Town Administrative Services Director and Related Personnel Changes. This resolution establishes the sharing of Administrative Services between the Village of Essex Junction and the Town of Essex including Finance, HR and IT services.
- On October 20, 2014 IBM and GlobalFoundries announced that they had signed an agreement for GlobalFoundries to acquire IBM’s global commercial semiconductor technology business which included IBM Essex Junction and IBM East Fishkill. The State of Vermont and the Village of Essex Junction had been hearing rumors for months about this acquisition and speculating what it might mean to the Village, Town, County and State. It was a relief to hear that GlobalFoundries intends to keep the Fab and its employees in business for the foreseeable future. However, local government must always be striving for improved efficiencies where possible as there are no guarantees of GlobalFoundries’ continued location at this site.
- Planning applications in the Village remain strong with a preference for one and two bedroom apartments to meet market demand.
 - The Police Facility construction was completed and is now fully occupied and functional
 - The Municipal Plan was completely rewritten with extensive input from residents and community groups, including Heart & Soul, and approved by the Trustees, the Chittenden County Regional Planning Commission and the State of Vermont.
 - The Autumn Pond development commenced construction.
 - Work has started on the new building at 4 Pearl Street that will bring new retail and commercial facilities, as well as 51 apartments to the Village core.
 - Planning work on the Connector Road continued and the new rail crossing should be constructed in 2015. The new road itself is planned to begin construction in 2016.
 - The multiuse path from the High School to Central Street is on schedule to be constructed in 2015.
 - A Tree Advisory Board has met on a regular basis. They received funding from the Village and have been working with Public Works Staff to ensure existing trees in the public ROW are maintained through a comprehensive pruning plan. The Tree Advisory Board also continues to work with residents to ensure trees on private property close to the Village ROW are safe and healthy.
 - A Bike/Walk Committee has been developing a map showing areas of the Village that have good pedestrian and bike facilities and developed a Plan for those areas that could benefit from increased facilities.
 - As part of the Village plan to reduce through traffic in the Village Center and make the core of our community more welcoming to pedestrians and cyclists the Trustees planned to schedule a Design Five Corners Charrette. Residents, designers and investors will be invited to meet and discuss possible visions for the Village Core going forward.
 - An additional apartment building with office at the rear was approved for construction on Park Street opposite Iroquois. The application for this development underscores the fact that demand for one and two bedroom apartments remains strong in the Village.

- A Scoping Study for the Village Train Station has been planned. This study will follow on from the work undertaken several years ago and will start with the new railroad station building that was developed during the study of the Station several years ago.
- The Village continues to seek grant money to supplement tax revenues. The Village received a grant from the Chittenden County Regional Planning Commission (CCRPC) for \$139,000 for a path from Central Street to North Street along the rail path (called the Multi-use Safety Path). We were also awarded an additional grant for \$250,000 from the Vermont Transportation Agency (VTrans) for this project. The project will be going out to bid in about a month (February 2015). The Crescent Connector Road project is progressing with the State of Vermont committing \$4,500,000 with no match to this project. We have also been awarded \$2,120,000, through the Circ Alternative task force, for the Pearl St. Linking Sidewalk project which will improve transportation and lighting from Post Office Square to the Five Corners. The Lincoln St. Sidewalk Extension Project which was funded by two grants, one from CCRPC for \$118,640 and one from VTrans for \$220,000, was completed in the fall of 2013. In addition, we have received a grant of \$1,500 from Heart & Soul of Essex to hold a Charette to allow businesses and residents to give input to a future design of the Five Corners. Heart and Soul is also giving the Fire Department \$540 to purchase an i-Pad Air.
- At Village Meeting in April 2014, the voters approved an article to issue bonds for \$3,300,000 to make improvements to 5 streets in the Village. The projects that will be paid for by these bonds are: School St. Roadway, Waterline and Sanitary Sewer; Enclose Drainage on Main St and New Curb from Bridge to Top of Hill; Maple St. Drainage Pipe Replacement; Hillcrest, North Hillcrest Water and Drainage; and Briar Lane Road Reconstruction, Water Line and Sidewalk. As of this writing the School St. project is nearly complete. It is planned that all projects will be completed by June of 2016.
- The FYE15 General Fund budget increased by 3.71% from the FYE14 budget if new debt service is not included. With the added debt service, the increase in the budget is 5.7%. The tax rate increased by 6% from \$0.2666 to \$0.2830. At this time in January 2015, the Trustees are formulating the FYE16 budget. The draft FYE16 budget proposes a 7.4% increase at this time. Without added debt service the increase would be 3.1%. However, due to funding proposed to come from the Town of Essex Budget for Stormwater and Street Department expenses (\$839,570), the tax rate is projected to decrease by 15.7%.
- Capital projects being undertaken or continued in FYE15 and their budgeted or actual amounts, if available, include:
 - Multi-use Safety Path - \$550,527 budget.
 - Crescent Connector Road – budget \$4,500,000 to be funded by Vt. Dept. of Transportation
 - Woods End Reconstruction - \$730,377 budget
 - Paving – \$150,000 budget – paved Huron Ave., Mohawk Ave., Oneida Ave., Seneca Ave., a portion of Abenaki Ave., shimmed East St., Church St. and Beech St.
 - Pearl St. Linking Sidewalk - \$2,120,000
 - Lincoln Hall Roof Replacement - \$37,145 actual
 - Railroad Ave. Roadway/Waterline – \$187,432 budget
 - Library Surveillance Cameras - \$12,599 actual
 - School St. Roadway/Waterline/Sanitary Sewer - \$603,547 revised budget

In FYE14 the rate structure for water/sewer/sanitation billing changed from semi-annual billing based on water usage with a minimum of 1500 cubic feet to quarterly billing with quarterly fixed charges per unit plus usage. Residential dwellings are classified as one unit while commercial buildings are assessed a number of units based on prior year's water usage. The rate structure had minimal effect on average users. Minimum users saw their water/sewer/sanitation bills increase while higher users' bills were reduced a small amount. The reason for this effect was that minimum users had not been paying enough to cover the fixed costs of providing water/sewer service. The FYE15 water/sewer/sanitation rates are as follows:

	Quarterly Fixed Charges	Usage Charges
Water	\$22.34/unit	\$0.0150/cubic foot water usage
Wastewater Treatment	\$25.82/unit	\$0.0097/cubic foot water usage
Sanitation	<u>\$22.39/unit</u>	<u>\$0.0052/cubic foot water usage</u>
Total	\$70.55/unit	\$0.0299/cubic foot water usage

Contacting the Village's Management

This financial report is designed to provide a general overview of the Village of Essex Junction, Vermont's financial condition. Questions concerning any of the information provided in this report or requests for additional information should be addressed to the Village Finance Director, Village of Essex Junction, 2 Lincoln Street, Essex Junction, Vermont 05452.

VILLAGE OF ESSEX JUNCTION, VERMONT
STATEMENT OF NET POSITION
JUNE 30, 2014

	Governmental Activities	Business-type Activities	Total
<u>ASSETS</u>			
Cash and Cash Equivalents	\$ 1,184,865	\$ 2,348,798	\$ 3,533,663
Receivables (Net of Allowance for Uncollectibles)	188,800	823,343	1,012,143
Internal Balances	2,045	(2,045)	0
Inventories	58,648	35,476	94,124
Prepaid Expenses	33,218	17,304	50,522
Capital Assets			
Land	55,742	118,077	173,819
Construction in Progress	1,070,191	412,992	1,483,183
Antiques and Works of Art	7,550	0	7,550
Other Capital Assets, (Net of Accumulated Depreciation)	<u>11,898,794</u>	<u>24,267,977</u>	<u>36,166,771</u>
Total Assets	<u>14,499,853</u>	<u>28,021,922</u>	<u>42,521,775</u>
<u>LIABILITIES</u>			
Accounts Payable	185,741	1,208,455	1,394,196
Accrued Payroll and Benefits Payable	70,651	13,620	84,271
Due to Others	1,540	0	1,540
Unearned Revenue	2,382	0	2,382
Accrued Interest Payable	0	3,962	3,962
Noncurrent Liabilities:			
Due Within One Year	50,000	117,551	167,551
Due in More than One Year	<u>309,985</u>	<u>15,057,069</u>	<u>15,367,054</u>
Total Liabilities	<u>620,299</u>	<u>16,400,657</u>	<u>17,020,956</u>
<u>DEFERRED INFLOWS OF RESOURCES</u>			
Prepaid Property Taxes	<u>2,813</u>	<u>0</u>	<u>2,813</u>
Total Deferred Inflows of Resources	<u>2,813</u>	<u>0</u>	<u>2,813</u>
<u>NET POSITION</u>			
Net Investment in Capital Assets	12,832,277	9,689,929	22,522,206
Restricted	3,623	0	3,623
Unrestricted	<u>1,040,841</u>	<u>1,931,336</u>	<u>2,972,177</u>
Total Net Position	<u>\$ 13,876,741</u>	<u>\$ 11,621,265</u>	<u>\$ 25,498,006</u>

The accompanying notes are an integral part of this financial statement.

VILLAGE OF ESSEX JUNCTION, VERMONT
STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2014

	Program Revenues			Net (Expense) Revenue and Changes in Net Position			
	Expenses	Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Governmental Activities	Business-Type Activities	Total
Functions/Programs:							
Governmental Activities:							
General Government	\$ 341,554	\$ 50,292	\$ 0	\$ 0	\$ (291,262)	\$ 0	\$ (291,262)
Public Safety	368,546	0	0	215,305	(153,241)	0	(153,241)
Public Works	1,289,110	7,011	118,831	544,423	(618,845)	0	(618,845)
Community Development	288,731	87,032	11,497	15,000	(175,202)	0	(175,202)
Culture and Recreation	807,986	2,970	18,532	13,625	(772,859)	0	(772,859)
Interest on Long-Term Debt	3,255	0	0	0	(3,255)	0	(3,255)
Total Governmental Activities	<u>3,099,182</u>	<u>147,305</u>	<u>148,860</u>	<u>788,353</u>	<u>(2,014,664)</u>	<u>0</u>	<u>(2,014,664)</u>
Business-Type Activities:							
Water	3,078,149	3,121,651	0	0	0	43,502	43,502
Sanitation	493,033	594,946	0	100,000	0	201,913	201,913
Wastewater	2,111,688	1,740,091	0	203,824	0	(167,773)	(167,773)
Total Business-Type Activities	<u>5,682,870</u>	<u>5,456,688</u>	<u>0</u>	<u>303,824</u>	<u>0</u>	<u>77,642</u>	<u>77,642</u>
Total	<u>\$ 8,782,052</u>	<u>\$ 5,603,993</u>	<u>\$ 148,860</u>	<u>\$ 1,092,177</u>	<u>(2,014,664)</u>	<u>77,642</u>	<u>(1,937,022)</u>
General Revenues:							
Property Taxes					2,806,848	0	2,806,848
Payment in Lieu of Taxes					2,892	0	2,892
Interest and Penalties on Delinquent Taxes					8,049	0	8,049
Unrestricted Investment Earnings					2,922	5,773	8,695
Other Revenues					7,124	0	7,124
Gain on Sale of Equipment					0	4,500	4,500
Total General Revenues					<u>2,827,835</u>	<u>10,273</u>	<u>2,838,108</u>
Change in Net Position					813,171	87,915	901,086
Net Position - July 1, 2013					<u>13,063,570</u>	<u>11,533,350</u>	<u>24,596,920</u>
Net Position - June 30, 2014					<u>\$ 13,876,741</u>	<u>\$ 11,621,265</u>	<u>\$ 25,498,006</u>

The accompanying notes are an integral part of this financial statement.

VILLAGE OF ESSEX JUNCTION, VERMONT
BALANCE SHEET
GOVERNMENTAL FUNDS
JUNE 30, 2014

	General Fund	Capital Reserve Fund	Rolling Stock Reserve Fund	Other Governmental Funds	Total Governmental Funds
ASSETS					
Cash	\$ 523,711	\$ 369,634	\$ 207,469	\$ 84,051	\$ 1,184,865
Receivables (Net of Allowance for Uncollectibles)	158,436	30,364	0	0	188,800
Due from Other Funds	2,045	0	0	0	2,045
Inventories	58,648	0	0	0	58,648
Prepaid Expenses	33,218	0	0	0	33,218
Total Assets	\$ 776,058	\$ 399,998	\$ 207,469	\$ 84,051	\$ 1,467,576
LIABILITIES					
Accounts Payable	\$ 39,435	\$ 146,306	\$ 0	\$ 0	\$ 185,741
Accrued Payroll and Benefits Payable	70,651	0	0	0	70,651
Due to Others	1,540	0	0	0	1,540
Unearned Revenue	2,382	0	0	0	2,382
Total Liabilities	114,008	146,306	0	0	260,314
DEFERRED INFLOWS OF RESOURCES					
Prepaid Property Taxes	2,813	0	0	0	2,813
Unavailable Property Taxes	23,511	0	0	0	23,511
Unavailable Grant Revenue	0	16,759	0	0	16,759
Unavailable Other Revenues	396	0	0	0	396
Total Deferred Inflows of Resources	26,720	16,759	0	0	43,479
FUND BALANCES					
Nonspendable	91,866	0	0	0	91,866
Restricted	0	0	0	3,623	3,623
Committed	0	236,933	207,469	80,428	524,830
Assigned	80,691	0	0	0	80,691
Unassigned	462,773	0	0	0	462,773
Total Fund Balances	635,330	236,933	207,469	84,051	1,163,783
Total Liabilities, Deferred Inflows of Resources and Fund Balances	\$ 776,058	\$ 399,998	\$ 207,469	\$ 84,051	
Amounts Reported for Governmental Activities in the Statement of Net Position are Different Because:					
Capital Assets Used in Governmental Activities are not Financial Resources and, Therefore, are not Reported in the Funds.					13,032,277
Other Assets are not Available to Pay for Current-Period Expenditures, and, Therefore, are Deferred in the Funds.					40,666
Long-Term and Accrued Liabilities are not Due or Payable in the Current Period and, Therefore, are Not Reported in the Funds.					(359,985)
Net Position of Governmental Activities					\$ 13,876,741

The accompanying notes are an integral part of this financial statement.

VILLAGE OF ESSEX JUNCTION, VERMONT
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
GOVERNMENTAL FUNDS
FOR THE YEAR ENDED JUNE 30, 2014

	General Fund	Capital Reserve Fund	Rolling Stock Reserve Fund	Other Governmental Funds	Total Governmental Funds
Revenues:					
Property Taxes	\$ 2,811,738	\$ 0	\$ 0	\$ 0	\$ 2,811,738
Payment in Lieu of Taxes	2,892	0	0	0	2,892
Penalties and Interest	8,049	0	0	0	8,049
Intergovernmental Revenues	260,166	574,808	100,000	0	934,974
Charges for Services	336,119	0	0	0	336,119
Investment Income	2,017	461	252	192	2,922
Fines and Forfeits	2,195	0	0	0	2,195
Licenses and Permits	89,513	0	0	0	89,513
Contributions	15,143	15,000	0	0	30,143
Other Revenue	10,289	0	0	0	10,289
Total Revenues	<u>3,538,121</u>	<u>590,269</u>	<u>100,252</u>	<u>192</u>	<u>4,228,834</u>
Expenditures:					
Current:					
General Government	583,139	10,224	0	0	593,363
Public Safety	278,485	0	0	0	278,485
Public Works	825,662	10,051	0	0	835,713
Community Development	281,401	0	0	20,000	301,401
Culture & Recreation	669,222	0	0	1,810	671,032
Debt Service:					
Principal	0	0	50,000	0	50,000
Interest	0	0	3,255	0	3,255
Capital Outlay:					
General Government	9,481	9,162	0	0	18,643
Public Safety	116,638	23,555	0	0	140,193
Public Works	8,380	1,147,709	343,694	0	1,499,783
Culture & Recreation	69,396	0	0	0	69,396
Total Expenditures	<u>2,841,804</u>	<u>1,200,701</u>	<u>396,949</u>	<u>21,810</u>	<u>4,461,264</u>
Excess/(Deficiency) of Revenues Over Expenditures	<u>696,317</u>	<u>(610,432)</u>	<u>(296,697)</u>	<u>(21,618)</u>	<u>(232,430)</u>
Other Financing Sources/(Uses):					
Transfers In	0	391,427	223,624	0	615,051
Transfers Out	<u>(615,051)</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>(615,051)</u>
Total Other Financing Sources/(Uses)	<u>(615,051)</u>	<u>391,427</u>	<u>223,624</u>	<u>0</u>	<u>0</u>
Net Change in Fund Balances	81,266	(219,005)	(73,073)	(21,618)	(232,430)
Fund Balances - July 1, 2013	<u>554,064</u>	<u>455,938</u>	<u>280,542</u>	<u>105,669</u>	<u>1,396,213</u>
Fund Balances - June 30, 2014	<u>\$ 635,330</u>	<u>\$ 236,933</u>	<u>\$ 207,469</u>	<u>\$ 84,051</u>	<u>\$ 1,163,783</u>

The accompanying notes are an integral part of this financial statement.

VILLAGE OF ESSEX JUNCTION, VERMONT
 RECONCILIATION OF THE STATEMENT OF REVENUES,
 EXPENDITURES AND CHANGES IN FUND BALANCES OF
 GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES
 FOR THE YEAR ENDED JUNE 30, 2014

Amounts reported for governmental activities in the statement of activities (Exhibit B) are different because:

Net change in fund balances - total government funds (Exhibit D)	\$	(232,430)
Governmental funds report capital outlays as expenditures. However, in the statement of activities, the cost of those assets (\$1,728,015) is allocated over their estimated useful lives and reported as depreciation expense (\$671,903). This is the amount by which capital outlays exceeded depreciation in the current period.		1,056,112
The net effect of various miscellaneous transactions involving capital assets (i.e., sales, gain/(loss) on disposals, trade-ins and donations) is to increase net position.		2,544
The issuance of long-term debt (\$-0-) (e.g., bond, notes and capital leases) provides current financial resources to governmental funds, while the repayment of the principal of long-term debt (\$50,000) consumes the current financial resources of governmental funds. Neither transaction, however has any effect on net position. This amount is the net effect of those differences in the treatment of long-term debt and related items.		50,000
Revenues in the statement of activities that do not provide current financial resources are not reported as revenues in the funds. This amount reflects the decrease in deferred revenues from the prior year.		(42,894)
Some expenses reported in the statement of activities do not require the use of current financial resources and, therefore, are not reported as expenditures in governmental funds.		<u>(20,161)</u>
Change in net position of governmental activities (Exhibit B)	\$	<u><u>813,171</u></u>

The accompanying notes are an integral part of this financial statement.

VILLAGE OF ESSEX JUNCTION, VERMONT
STATEMENT OF REVENUE AND EXPENDITURES
BUDGET AND ACTUAL
GENERAL FUND
FOR THE YEAR ENDED JUNE 30, 2014

	Approved Budget	Actual	Variance Favorable (Unfavorable)
Revenue:			
Current Property Taxes	\$ 2,806,463	\$ 2,811,738	\$ 5,275
State of VT PILOT & Current Use	2,500	2,892	392
Penalties and Interest On Delinquent Taxes	7,000	8,049	1,049
Licenses & Zoning Fees	35,000	89,513	54,513
Water Department Service Fees	111,336	111,336	0
Wastewater Service Fees	55,668	55,668	0
Sanitation Service Fees	111,336	111,336	0
State District Court Fines	2,000	2,195	195
State Highway Aid	100,000	113,461	13,461
Essex Junction School District			
Tax Collection Fees	47,000	49,896	2,896
Parking Space Fees	4,800	5,200	400
Miscellaneous Fire Receipts	10	0	(10)
Miscellaneous Street Receipts	3,500	5,073	1,573
Miscellaneous Library Receipts	600	286	(314)
Brownell Library Grants	0	2,028	2,028
Donation to Brownell Library	0	10,846	10,846
Donations to Block Party	1,500	1,504	4
Essex Town Library Contribution	15,000	15,000	0
Investment Interest	1,000	2,017	1,017
Miscellaneous Grants and Donations	0	14,890	14,890
State Caring for Canopy Grant	0	4,250	4,250
Miscellaneous Unclassified Receipts	5,000	4,929	(71)
Library Replacement Receipts	0	2,684	2,684
Homeland Security Grant 02140-71164V-511	0	113,330	113,330
	<u>3,309,713</u>	<u>3,538,121</u>	<u>228,408</u>
Total Revenue			
Expenditures:			
Administration:			
Salaries - Regular	325,729	254,498	71,231
Manager Contract	0	53,841	(53,841)
Salaries - Overtime	1,500	2,141	(641)
Salaries - Part-Time	7,974	12,910	(4,936)
Social Security	26,568	20,574	5,994
Unemployment Insurance	1,186	789	397
Workers Compensation Insurance	1,431	1,188	243
Health Insurance and Other Benefits	75,626	49,634	25,992
Retirement	32,573	24,666	7,907
Liability and Property Insurance	7,696	5,372	2,324
Public Officials Liability Insurance	5,601	5,572	29
Health Improvement Programs	1,600	1,009	591
Board Member Fees	2,500	2,500	0
Supplies	6,700	4,436	2,264
Postage	4,200	3,387	813
Computer Expenses	16,915	15,752	1,163
Training & Conferences	10,734	3,701	7,033
Telephone Services	3,960	2,191	1,769

The accompanying notes are an integral part of this financial statement.

VILLAGE OF ESSEX JUNCTION, VERMONT
STATEMENT OF REVENUE AND EXPENDITURES
BUDGET AND ACTUAL
GENERAL FUND
FOR THE YEAR ENDED JUNE 30, 2014

	Approved Budget	Actual	Variance Favorable (Unfavorable)
Expenditures:			
Administration/(Cont'd):			
Communications	\$ 13,331	\$ 21,952	\$ (8,621)
Vehicle Maintenance - Travel	2,400	0	2,400
Leased Services	4,840	3,943	897
Legal Fees	15,000	11,932	3,068
Other Professional Services	1,000	0	1,000
Audit Service	5,433	5,467	(34)
Printing and Advertising	5,800	6,246	(446)
Pay & Classification Study	3,500	5,700	(2,200)
Elections	1,500	1,442	58
Holiday Expense	1,500	776	724
Trustees Expenditures	4,000	3,505	495
Capital Outlay	8,000	4,708	3,292
Total Administration	598,797	529,832	68,965
Lincoln Hall:			
Liability and Property Insurance	5,404	4,319	1,085
Supplies	1,800	2,037	(237)
Water and Sewer Charges	1,500	729	771
Telephone Services	460	486	(26)
Electrical Service	6,000	7,277	(1,277)
Heating	7,000	6,113	887
Maintenance - Buildings/Grounds	7,000	9,189	(2,189)
Rubbish Removal	1,785	1,862	(77)
Contractual Services	7,503	8,331	(828)
Capital Outlay	0	10,948	(10,948)
Total Lincoln Hall	38,452	51,291	(12,839)
Fire Department:			
Salaries - Part-time Firefighters	134,400	119,015	15,385
Social Security	10,282	9,105	1,177
Worker's Compensation Insurance	25,685	23,241	2,444
Accident & Disability Insurance	3,600	3,600	0
Liability and Property Insurance	6,675	5,694	981

The accompanying notes are an integral part of this financial statement.

VILLAGE OF ESSEX JUNCTION, VERMONT
STATEMENT OF REVENUE AND EXPENDITURES
BUDGET AND ACTUAL
GENERAL FUND
FOR THE YEAR ENDED JUNE 30, 2014

	Approved Budget	Actual	Variance Favorable (Unfavorable)
Fire Department/(Cont'd):			
Supplies	\$ 2,400	\$ 2,455	\$ (55)
EMS Supplies	1,500	1,061	439
Gas, Oil and Grease	6,000	6,051	(51)
Water and Sewer Charges	900	450	450
Training and Conferences	5,000	2,860	2,140
Telephone Services	3,800	3,386	414
Electrical Service	6,400	7,153	(753)
Heating	6,000	5,280	720
Maintenance - Buildings/Grounds	6,000	7,596	(1,596)
Radio Maintenance	2,000	3,219	(1,219)
Maintenance - Other	11,916	13,971	(2,055)
Vehicle Maintenance - Travel	9,000	14,536	(5,536)
Emergency Generator Maintenance	650	500	150
Uniforms and Boots	18,500	23,991	(5,491)
Fire Prevention	2,000	2,239	(239)
Physical Exams	6,000	6,552	(552)
Employee Assistance Program	900	864	36
New Equipment - Radios	3,100	2,349	751
Routine Equipment Purchases	14,500	16,625	(2,125)
	<u>287,208</u>	<u>281,793</u>	<u>5,415</u>
Total Fire Department			
Street Department:			
Salaries - Regular	197,160	173,054	24,106
Salaries - Overtime	15,000	14,425	575
Salaries - Part-time	18,590	17,603	987
Social Security	17,867	15,128	2,739
Unemployment Insurance	1,086	789	297
Worker's Compensation Insurance	12,182	11,835	347
Health Insurance and Other Benefits	82,729	51,968	30,761
Employee Retirement	19,716	15,347	4,369
Liability and Property Insurance	13,878	10,571	3,307
Supplies	20,000	14,843	5,157
Winter Maintenance	75,000	142,405	(67,405)
Pavement Maintenance	15,000	18,987	(3,987)
Gravel and Topsoil	4,000	3,191	809
Signs and Posts	5,500	1,875	3,625
Gas, Grease and Oil	22,000	36,943	(14,943)
Water and Sewer Charge	2,500	870	1,630
Training and Conferences	500	60	440
Telephone Services	1,900	2,228	(328)
Electrical Service	4,500	3,842	658
Street Lights	127,000	128,105	(1,105)

The accompanying notes are an integral part of this financial statement.

VILLAGE OF ESSEX JUNCTION, VERMONT
STATEMENT OF REVENUE AND EXPENDITURES
BUDGET AND ACTUAL
GENERAL FUND
FOR THE YEAR ENDED JUNE 30, 2014

	Approved Budget	Actual	Variance Favorable (Unfavorable)
Street Department/(Cont'd):			
Traffic Lights	\$ 5,700	\$ 5,689	\$ 11
Heating	4,000	3,924	76
Maintenance - Buildings/Grounds	2,500	586	1,914
Radio Maintenance	200	28	172
Maintenance - Other	1,000	749	251
Vehicle Maintenance - Travel	32,000	16,375	15,625
Streetscape Maintenance/ Improvements	6,000	3,292	2,708
Village Garden Spots	3,650	1,287	2,363
Traffic/Street Light Maintenance	8,000	4,946	3,054
Memorial Park	3,500	2,665	835
Street Markings	5,000	5,932	(932)
Uniforms, Boots, Etc.	4,500	4,206	294
Interview Costs	0	1,287	(1,287)
Rubbish Removal	6,200	5,108	1,092
Contract Services	0	22,534	(22,534)
Equipment Rentals	1,000	54	946
Engineering Services	15,000	41,955	(26,955)
Traffic Calming	4,000	0	4,000
Capital Outlay	9,000	7,361	1,639
Sidewalk and Curb Maintenance	3,000	4,717	(1,717)
Storm Sewer Maintenance	8,500	22,996	(14,496)
Storm Sewer Permit Fees	3,000	3,452	(452)
Storm Sewer Public Education	9,500	8,912	588
	<u>791,358</u>	<u>832,124</u>	<u>(40,766)</u>
Library:			
Salaries - Regular	305,811	303,100	2,711
Salaries - Part-Time	89,012	84,789	4,223
Social Security	30,365	29,124	1,241
Unemployment Insurance	2,384	1,796	588
Workers Compensation Insurance	1,588	1,678	(90)
Health Insurance and Other Benefits	70,891	66,969	3,922
Retirement	30,581	29,970	611
Liability and Property Insurance	9,972	9,025	947
Supplies	12,000	10,831	1,169
Postage	2,500	1,943	557
Computer Expenses	3,000	3,220	(220)
Water and Sewer Charge	500	529	(29)
Training and Conferences	5,000	2,497	2,503
Telephone Services	1,200	1,047	153
Technology Access	6,000	5,031	969
Electrical Services	14,250	14,674	(424)
Heating	7,400	7,285	115

The accompanying notes are an integral part of this financial statement.

VILLAGE OF ESSEX JUNCTION, VERMONT
STATEMENT OF REVENUE AND EXPENDITURES
BUDGET AND ACTUAL
GENERAL FUND
FOR THE YEAR ENDED JUNE 30, 2014

	Approved Budget	Actual	Variance Favorable (Unfavorable)
Library/(Cont'd):			
Maintenance - Building/Grounds	\$ 12,000	\$ 17,270	\$ (5,270)
Alarm System Maintenance	700	269	431
Interview Costs	100	656	(556)
Contract Services	23,225	23,551	(326)
Adult Programs	0	3	(3)
Childrens Programs	3,000	2,879	121
Computer Replacement	6,500	6,565	(65)
Adult Collection - Print & Electronic	31,000	34,700	(3,700)
Juvenile Collection - Print & Electronic	15,500	15,479	21
Total Library	684,479	674,880	9,599
Planning and Zoning:			
Salaries -Regular	129,436	126,770	2,666
Salaries - Overtime	2,000	0	2,000
Social Security	10,305	9,872	433
Unemployment Insurance	435	329	106
Workers Compensation Insurance	506	555	(49)
Health Insurance and Other Benefits	33,038	28,967	4,071
Retirement	12,944	12,577	367
Liability Insurance and Property Insurance	2,147	2,067	80
Public Officials Liability Insurance	5,600	5,572	28
Boardmember Fee	3,600	3,600	0
Supplies	2,500	1,696	804
Postage	1,000	409	591
Computer Expenses	4,705	2,209	2,496
Training and Conferences	4,500	2,025	2,475
Telephone Services	1,524	1,632	(108)
Communications	2,000	2,935	(935)
Vehicle Maintenance - Travel	3,000	2,400	600
Legal Services	14,000	331	13,669
Other Professional Services	4,000	1,749	2,251
Printing and Advertising	5,000	2,527	2,473
Recording Fees	2,500	2,490	10
Total Planning and Zoning	244,740	210,712	34,028
Economic Development:			
Salaries Regular	35,196	34,701	495
Social Security	2,696	2,702	(6)
Unemployment Insurance	250	164	86
Workers Comp Insurance	149	154	(5)
Health Insurance & Other Benefits	4,967	9,002	(4,035)
Retirement	3,520	3,470	50
Block Party Expenses	7,000	6,748	252

The accompanying notes are an integral part of this financial statement.

VILLAGE OF ESSEX JUNCTION, VERMONT
STATEMENT OF REVENUE AND EXPENDITURES
BUDGET AND ACTUAL
GENERAL FUND
FOR THE YEAR ENDED JUNE 30, 2014

	Approved Budget	Actual	Variance Favorable (Unfavorable)
Economic Development/(Cont'd):			
Community Events & Programs	\$ 5,850	\$ 5,573	\$ 277
Annual Support of Organizations	9,000	8,920	80
New Programs	2,000	1,855	145
Matching Grant Funds	<u>9,000</u>	<u>2,861</u>	<u>6,139</u>
Total Economic Development	<u>79,628</u>	<u>76,150</u>	<u>3,478</u>
Miscellaneous Transfers and Expenditures:			
Rolling Stock Fund	173,624	173,624	0
Capital Reserve Fund	391,427	391,427	0
Half Penny for Ladder Truck Note	50,000	50,000	0
Termination Benefits Rescue	<u>5,000</u>	<u>0</u>	<u>5,000</u>
Total Miscellaneous Transfers and Expenditures	<u>620,051</u>	<u>615,051</u>	<u>5,000</u>
Grant and Other Unanticipated Expenditures:			
Library Replacement Expenditures	0	4,451	(4,451)
Library Grant Expenditures	0	2,028	(2,028)
Library Donation Expenditures	0	10,846	(10,846)
Street Department Grant Expenditures	0	1,120	(1,120)
State Grant Expenditures	0	4,250	(4,250)
Homeland Security Grant Expenditures	0	113,330	(113,330)
Other Grants Expenditures	0	11,497	(11,497)
Termination Benefits	0	37,000	(37,000)
Bond Expense	<u>0</u>	<u>500</u>	<u>(500)</u>
Total Grant and Other Unanticipated Expenditures	<u>0</u>	<u>185,022</u>	<u>(185,022)</u>
Total Expenditures	<u>3,344,713</u>	<u>3,456,855</u>	<u>(112,142)</u>
Excess/(Deficiency) of Revenue Over Expenditures	<u>\$ (35,000)</u>	81,266	<u>\$ 116,266</u>
Fund Balance - July 1, 2013		<u>554,064</u>	
Fund Balance - June 30, 2014		<u>\$ 635,330</u>	

The accompanying notes are an integral part of this financial statement.

VILLAGE OF ESSEX JUNCTION, VERMONT
STATEMENT OF FUND NET POSITION
PROPRIETARY FUNDS
JUNE 30, 2014

<u>ASSETS</u>	Water Fund	Sanitation Fund	Wastewater Fund	Total
Current Assets:				
Cash	\$ 233,218	\$ 1,220,361	\$ 895,219	\$ 2,348,798
Receivables (Net of Allowance for Uncollectible Accounts)	18,142	13,201	20,026	51,369
Estimated Unbilled Revenues	410,089	143,797	218,088	771,974
Due from Other Funds	0	6,298	0	6,298
Inventories	707	0	34,769	35,476
Other Current Assets	3,015	7,164	7,125	17,304
Total Current Assets	665,171	1,390,821	1,175,227	3,231,219
Noncurrent Assets:				
Capital Assets				
Land	0	0	118,077	118,077
Construction in Progress	0	0	412,992	412,992
Buildings and Building Improvements	40,000	0	15,048,886	15,088,886
Vehicles, Machinery and Equipment	376,846	529,612	3,197,710	4,104,168
Infrastructure	0	0	162,777	162,777
Transmission and Distribution Plant	8,022,882	8,230,689	4,507,287	20,760,858
Less Accumulated Depreciation	(6,853,565)	(5,368,251)	(3,626,896)	(15,848,712)
Total Noncurrent Assets	1,586,163	3,392,050	19,820,833	24,799,046
Total Assets	\$ 2,251,334	\$ 4,782,871	\$ 20,996,060	\$ 28,030,265
LIABILITIES				
Current Liabilities:				
Accounts Payable	\$ 236,636	\$ 1,419	\$ 970,400	\$ 1,208,455
Accrued Payroll and Benefits Payable	2,917	2,235	8,468	13,620
Due to Other Funds	0	2,045	6,298	8,343
Interest Payable	0	0	3,962	3,962
Notes Payable - Current Portion	0	55,796	61,755	117,551
Total Current Liabilities	239,553	61,495	1,050,883	1,351,931
Noncurrent Liabilities				
Accrued Compensated Absences Payable	12,404	3,738	49,361	65,503
Notes Payable - Noncurrent Portion	0	1,254,356	13,737,210	14,991,566
Total Noncurrent Liabilities	12,404	1,258,094	13,786,571	15,057,069
Total Liabilities	251,957	1,319,589	14,837,454	16,409,000
NET POSITION				
Net Investment in Capital Assets	1,586,163	2,081,898	6,021,868	9,689,929
Unrestricted/(Deficit)	413,214	1,381,384	136,738	1,931,336
Total Net Position	1,999,377	3,463,282	6,158,606	11,621,265
Total Liabilities and Net Position	\$ 2,251,334	\$ 4,782,871	\$ 20,996,060	\$ 28,030,265

The accompanying notes are an integral part of this financial statement.

VILLAGE ESSEX JUNCTION, VERMONT
STATEMENT OF REVENUES, EXPENSES AND
CHANGES IN FUND NET POSITION
PROPRIETARY FUNDS
FOR THE YEAR ENDED JUNE 30, 2014

	Water Fund	Sanitation Fund	Wastewater Fund	Total
Operating Revenues:				
Charges for Services	\$ 3,099,116	\$ 544,944	\$ 1,740,012	\$ 5,384,072
Miscellaneous	<u>22,535</u>	<u>50,002</u>	<u>79</u>	<u>72,616</u>
Total Operating Revenues	<u>3,121,651</u>	<u>594,946</u>	<u>1,740,091</u>	<u>5,456,688</u>
Operating Expenses:				
Operating, Maintenance, and General and Administrative Expenses	2,977,467	337,994	1,422,162	4,737,623
Depreciation	<u>100,682</u>	<u>150,578</u>	<u>551,078</u>	<u>802,338</u>
Total Operating Expenses	<u>3,078,149</u>	<u>488,572</u>	<u>1,973,240</u>	<u>5,539,961</u>
Operating Income/(Loss)	<u>43,502</u>	<u>106,374</u>	<u>(233,149)</u>	<u>(83,273)</u>
Nonoperating Revenues (Expenses):				
Investment Income	365	2,322	3,086	5,773
Net Loss on Disposal of Capital Assets	0	0	(136,282)	(136,282)
Net Gain on Sale of Capital Assets	0	0	4,500	4,500
Interest Expense	<u>0</u>	<u>(4,461)</u>	<u>(2,166)</u>	<u>(6,627)</u>
Total Nonoperating Revenues (Expenses)	<u>365</u>	<u>(2,139)</u>	<u>(130,862)</u>	<u>(132,636)</u>
Income/(Loss) Before Capital Contributions and Transfers	43,867	104,235	(364,011)	(215,909)
Capital Contributions	0	100,000	203,824	303,824
Transfer In	0	6,298	39,869	46,167
Transfers Out	<u>0</u>	<u>(39,869)</u>	<u>(6,298)</u>	<u>(46,167)</u>
Change in Net Position	43,867	170,664	(126,616)	87,915
Net Position - July 1, 2013	<u>1,955,510</u>	<u>3,292,618</u>	<u>6,285,222</u>	<u>11,533,350</u>
Net Position - June 30, 2014	<u>\$ 1,999,377</u>	<u>\$ 3,463,282</u>	<u>\$ 6,158,606</u>	<u>\$ 11,621,265</u>

The accompanying notes are an integral part of this financial statement.

VILLAGE OF ESSEX JUNCTION, VERMONT
STATEMENT OF CASH FLOWS
PROPRIETARY FUNDS
FOR THE YEAR ENDED JUNE 30, 2014

	Water Fund	Sanitation Fund	Wastewater Fund	Total
Cash Flows From Operating Activities:				
Receipts from Customers and Users	\$ 3,105,770	\$ 588,094	\$ 1,713,091	\$ 5,406,955
Receipts for Interfund Services	0	0	30,300	30,300
Other Receipts	3,484	0	429	3,913
Payments to Suppliers	(2,674,310)	(67,826)	(963,521)	(3,705,657)
Payments for Interfund Services	(111,336)	(139,995)	(55,690)	(307,021)
Payments for Wages and Benefits	(179,104)	(135,769)	(478,127)	(793,000)
Net Cash Provided by Operating Activities	<u>144,504</u>	<u>244,504</u>	<u>246,482</u>	<u>635,490</u>
Cash Flows From Noncapital Financing Activities:				
Principal Paid on Note Payable	0	0	(50,000)	(50,000)
Interest Paid on Note Payable	0	0	(1,430)	(1,430)
Net Cash Provided/(Used) by Noncapital Financing Activities	<u>0</u>	<u>0</u>	<u>(51,430)</u>	<u>(51,430)</u>
Cash Flows From Capital and Related Financing Activities:				
Proceeds from Capital Grants	0	0	133,130	133,130
Contributed Capital	0	0	70,694	70,694
Proceeds from Sale of Capital Asset	0	0	4,500	4,500
Proceeds from Sale of WWTF Capacity	0	100,000	0	100,000
Proceeds from Long-Term Debt	0	3,904	5,202,379	5,206,283
Acquisition and Construction of Capital Assets	(49,747)	(99,133)	(6,001,018)	(6,149,898)
Principal Paid on Long-Term Debt	0	(10,418)	(61,720)	(72,138)
Interest Paid on Long-Term Debt	0	(4,462)	(1,008)	(5,470)
Interfund transfers for Capital Purposes	0	(39,869)	39,869	0
Increase/(Decrease) in Due To/From Other Funds for Capital Purposes	0	13,841	(13,841)	0
Net Cash Provided/(Used) by Capital and Related Financing Activities	<u>(49,747)</u>	<u>(36,137)</u>	<u>(627,015)</u>	<u>(712,899)</u>
Cash Flows From Investing Activities:				
Receipt of Interest & Dividends	365	2,322	3,086	5,773
Net Cash Provided by Investing Activities	<u>365</u>	<u>2,322</u>	<u>3,086</u>	<u>5,773</u>
Net Increase/(Decrease) in Cash	95,122	210,689	(428,877)	(123,066)
Cash - July 1, 2013	138,096	1,009,672	1,324,096	2,471,864
Cash - June 30, 2014	<u>\$ 233,218</u>	<u>\$ 1,220,361</u>	<u>\$ 895,219</u>	<u>\$ 2,348,798</u>
Adjustments to Reconcile Operating Income/(Loss) to Net Cash Provided by Operating Activities:				
Operating Income/(Loss)	\$ 43,502	\$ 106,374	\$ (233,149)	\$ (83,273)
Depreciation	100,682	150,578	551,078	802,338
(Increase)/Decrease in Other Receivables	206	(233)	9,133	9,106
(Increase)/Decrease in Unbilled Revenues	(12,627)	(6,619)	(5,413)	(24,659)
(Increase)/Decrease in Inventory	64	0	(18,526)	(18,462)
Increase/(Decrease) in Accounts Payable	8,063	(4,641)	(64,028)	(60,606)
Increase/(Decrease) in Accrued Payroll and Compensated Absences	3,849	(2,355)	7,387	8,881
Increase/(Decrease) in Other Operating Assets/Liabilities	765	1,400	0	2,165
Net Cash Provided by Operating Activities	<u>\$ 144,504</u>	<u>\$ 244,504</u>	<u>\$ 246,482</u>	<u>\$ 635,490</u>

Supplemental Information:

Buildings with a cost of \$2,145,000 and accumulated depreciation of \$2,145,000 in the Wastewater Fund were replaced during the year
Equipment with a cost of \$489,157 and accumulated depreciation of \$352,875 in the Wastewater Fund was disposed of during the year.
Capital assets purchases in the amounts of \$900,481 and \$1,839,464 are included in accounts payable at June 30, 2014 and 2013, respectively.

The accompanying notes are an integral part of this financial statement.

VILLAGE OF ESSEX JUNCTION, VERMONT
 STATEMENT OF FIDUCIARY NET POSITION
 FIDUCIARY FUNDS
 JUNE 30, 2014

	Agency Funds
<u>ASSETS</u>	
Cash	\$ <u>18,164</u>
Total Assets	<u>18,164</u>
<u>LIABILITIES</u>	
Due to Other Organizations	<u>18,164</u>
Total Liabilities	<u>18,164</u>
<u>NET POSITION</u>	\$ <u><u>0</u></u>

The accompanying notes are an integral part of this financial statement.

VILLAGE OF ESSEX JUNCTION, VERMONT
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2014

The Village of Essex Junction, Vermont, (herein the "Village") operates under a Board of Trustees-Manager form of government and provides the following services as authorized by its charter: public safety, library, highways and streets, sanitation, health and social services, culture and recreation, community/economic development, public improvements, planning and zoning, water, sanitation, wastewater treatment and general administrative services.

I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accounting policies adopted by the Village of Essex Junction (the "Village") conform to generally accepted accounting principles (GAAP) as applicable to governmental entities. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing accounting and financial reporting principles. The following is a summary of the more significant accounting policies employed in the preparation of these financial statements.

A. The Financial Reporting Entity

This report includes all of the funds of the Village of Essex Junction, Vermont. The reporting entity consists of the primary government; organizations for which the primary government is financially accountable; and other organizations for which the nature and significance of their relationship with the primary government are such that their exclusion would cause the reporting entity's financial statements to be misleading or incomplete. Component units are legally separate organizations for which the elected officials of the primary government are financially accountable. The primary government is financially accountable if it appoints a voting majority of the organization's governing body and it is able to impose its will on that organization or there is a potential for the organization to provide specific financial benefits to or burdens on the primary government. The primary government may be financially accountable if an organization is fiscally dependent on the primary government. Based on these criteria, there are no other entities that should be combined with the financial statements of the Village.

B. Basis of Presentation

The accounts of the Village are organized and operated on the basis of fund accounting. A fund is an independent fiscal and accounting entity with a separate set of self-balancing accounts which comprise its assets, deferred outflows of resources, liabilities, deferred inflows of resources, fund equity, revenues, and expenditures or expenses, as appropriate. Government resources are allocated to and accounted for in individual funds based upon the purposes for which they are spent and the means by which spending activities are controlled.

The basic financial statements of the Village include both government-wide statements and fund financial statements. The focus of the government-wide statements is on reporting the operating results and financial position of the Village as a whole and present a longer-term view of the Village's finances. The focus of the fund financial statements is on reporting on the operating results and financial position of the most significant funds of the Village and present a shorter-term view of how operations were financed and what remains available for future spending.

VILLAGE OF ESSEX JUNCTION, VERMONT
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2014

Government-wide Statements: The statement of net position and the statement of activities display information about the primary government, the Village. These statements include the financial activities of the overall government, except for fiduciary activities. Eliminations have been made to minimize the double counting of activities between funds. These statements distinguish between the governmental and business-type activities of the Village. Governmental activities generally are financed through taxes, intergovernmental revenues, and other nonexchange transactions. Business-type activities are financed in whole or in part by fees charged to external parties.

The statement of activities presents a comparison between direct expenses and program revenues for each function of the Village's governmental activities and for each segment of the Village's business-type activities. Direct expenses are those that are specifically associated with a program or function and, therefore, are clearly identifiable to a particular program or function. Program revenues include (a) charges paid by the recipients of goods or services offered by the programs and (b) grants and contributions that are restricted to meeting the operational or capital requirements of a particular program. Revenues that are not classified as program revenues, including all taxes, are presented as general revenues.

Fund Financial Statements: The fund financial statements provide information about the Village's funds, including fiduciary funds. Separate statements for each fund category – governmental, proprietary, and fiduciary – are presented. The emphasis of fund financial statements is on major governmental and enterprise funds, each displayed in a separate column. All remaining governmental and enterprise funds are aggregated and reported as nonmajor funds.

The Village reports on the following major governmental funds:

General Fund – This is the Village's main operating fund. It accounts for all financial resources of the Village except those accounted for in another fund.

Capital Reserve Fund – This fund accounts for the general capital expenditures of the Village.

Rolling Stock Reserve Fund – This fund accounts for general rolling stock (vehicles) purchases of the Village.

The Village reports on the following major enterprise funds:

Water Fund – This fund accounts for the operations of the Water Department.

Sanitation Fund – This fund accounts for the operations of the Sanitation Department.

Wastewater Fund – This fund accounts for the operations of the Wastewater Department.

VILLAGE OF ESSEX JUNCTION, VERMONT
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2014

Proprietary fund operating revenues, such as charges for services, result from exchange transactions associated with the principal activity of the fund. Exchange transactions are those in which each party receives and gives up essentially equal values. Nonoperating revenues, such as subsidies and investment earnings, result from nonexchange transactions or ancillary activities.

Additionally, the Village reports the following fund type:

Agency Funds – This fund accounts for monies maintained for Exposition Escrow deposits and for School Impact Fees collected on their behalf.

C. Measurement Focus

The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. Government-wide and proprietary fund financial statements are reported using the economic resources measurement focus. This means that all assets, deferred outflows of resources, liabilities and deferred inflows of resources associated with the operation of these funds (whether current or noncurrent) are included on the balance sheet (or statement of net position). Equity (i.e., net total net position) is segregated into net investment in capital assets; restricted net position; and unrestricted net position. Operating statements present increases (i.e., revenues) and decreases (i.e., expenses) in net total net position.

Governmental fund financial statements are reported using the current financial resources measurement focus. This means that only current assets, deferred outflows of resources, current liabilities and deferred inflows of resources are generally reported on their balance sheets. Their reported fund balances (net current position) are considered a measure of available spendable resources, and are segregated into nonspendable; restricted; committed; assigned and unassigned amounts. Operating statements of these funds present increases (i.e., revenues and other financing sources) and decreases (i.e., expenditures and other financing uses) in net current position. Accordingly, they are said to present a summary of sources and uses of available spendable resources during a period.

D. Basis of Accounting

Basis of accounting refers to when revenues and expenditures or expenses are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of the measurements made, regardless of the measurement focus applied.

The government-wide and proprietary fund financial statements are reported using the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded at the time the liabilities are incurred, regardless of when the related cash flow takes place. Nonexchange transactions, in which the Village gives (or receives) value without directly receiving (or giving) equal value in exchange, include property taxes, grants, entitlements, and donations. On the accrual basis, revenue from property taxes is recognized in the fiscal year for which the taxes are levied. Revenue from grants, entitlements, and donations is recognized in the fiscal year in which all eligibility requirements have been satisfied.

VILLAGE OF ESSEX JUNCTION, VERMONT
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2014

Governmental funds are reported using the modified accrual basis of accounting. Under this method, revenues are recognized when measurable and available. “Measurable” means the amount of the transaction can be determined, and “available” means the amount is collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. The Village considers all revenues reported in governmental funds to be available if the revenues are collected within sixty days after year-end. Expenditures are recorded when the related fund liability is incurred, except for principal and interest on general long-term debt, certain compensated absences and other long-term liabilities which are recognized when the obligations are expected to be liquidated or are funded with expendable available financial resources.

Property taxes, licenses, ordinance violation fees and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. Expenditure-driven grants are recognized as revenue when the qualifying expenditures have been incurred and all other eligibility requirements have been met, and the amount is received during the period or within the availability period for this revenue source (within sixty (60) days of year-end). All other revenue items are considered to be measureable and available only when cash is received by the government

General capital asset acquisitions are reported as expenditures in governmental funds. Proceeds of general long-term debt and acquisitions under capital leases are reported as other financing sources.

Under the terms of grant agreements, the Village funds certain programs by a combination of specific cost-reimbursement grants and general revenues. Thus, when program expenses are incurred, there are both restricted and unrestricted net position available to finance the program. It is the Village’s policy to first apply cost-reimbursement grant resources to such programs, followed by general revenues. Expenditure driven grants are recognized as revenue when the qualifying expenditures have been incurred and other grant requirements have been met.

E. Use of Estimates

The presentation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

VILLAGE OF ESSEX JUNCTION, VERMONT
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2014

F. Assets, Liabilities and Equity

1. Cash

Cash balances of most Village funds are deposited with and invested by the Village Treasurer. The Village considers all short-term investments of ninety (90) days or less to be cash equivalents.

2. Investments

The Village invests in investments as allowed by State Statute. Investments with readily determinable fair values are reported at their fair values on the balance sheet. Unrealized gains and losses are included in revenue.

3. Receivables

Receivables are shown net of an allowance for uncollectible accounts for the estimated losses that will be incurred in the collection of the receivables. The estimated losses are based on the judgment of management and a review of the current status of existing receivables.

Unbilled revenues consist of revenues earned as of June 30, but not yet billed as of that date.

4. Internal Balances

Activity between funds that is representative of lending/borrowing arrangements that are outstanding at the end of the fiscal year are referred to as Advances to/from Other Funds. Any residual balances outstanding between the governmental activities and business-type activities are reported in the government-wide financial statements as “internal balances”.

5. Inventories and Prepaid Expenses

Inventory quantities are determined by physical count and are valued at the lower of cost or market. Inventories in the Proprietary Funds consist of chemicals and materials. Inventory in the General Fund consists of salt and calcium chloride.

Certain payments to vendors reflect costs that are applicable to future accounting periods and are recorded as prepaid expenses.

Inventories and prepaid expenses of governmental funds in the fund financial statements are offset by a nonspendable fund balance as these are not in spendable form.

VILLAGE OF ESSEX JUNCTION, VERMONT
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2014

6. Deferred Outflows/Inflows of Resources

In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, “deferred outflows of resources”, represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditures) until then. The Village did not have any items that qualified for reporting in this category.

In addition to liabilities, the statement of financial position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, “deferred inflows of resources”, represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time. The Town has four (4) types of items which arise under the modified accrual basis of accounting and one (1) type which arises under the accrual basis of accounting that qualify for reporting in this category. Accordingly, the item, “unavailable revenue”, is reported in the statement of net position and governmental funds balance sheet. The statement of net position reports unavailable revenues from one source; prepaid property taxes. The governmental funds report unavailable revenues from four (4) sources; prepaid property taxes, unavailable property taxes, penalties and interest, unavailable grant revenue, and unavailable other revenues. These amounts are deferred and recognized as an inflow of resources in the period that the amounts become available.

7. Capital Assets

Capital assets are reported at actual cost or estimated historical cost based on appraisals or deflated current replacement cost if purchased or constructed. Contributed assets are recorded at their estimated fair value at the time received. Major outlays for capital assets and improvements are capitalized as constructed. Interest incurred during the construction phase for proprietary fund capital assets is reflected in the capitalized value of the asset constructed, net of any interest earned on the invested proceeds during the same period. Interest is not capitalized during the construction phase of capital assets used in governmental activities. The cost of normal maintenance and repairs that do not add to the value of the asset or materially extend the assets’ lives are not capitalized. The Village has elected to report major general infrastructure assets constructed since 1990.

Capital assets reported in the government-wide and proprietary fund financial statements are depreciated in order that the cost of these assets will be charged to expenses over their estimated service lives, generally using the straight-line method of calculating depreciation.

VILLAGE OF ESSEX JUNCTION, VERMONT
 NOTES TO THE FINANCIAL STATEMENTS
 JUNE 30, 2014

Capitalization thresholds (the dollar values above which asset acquisitions are added to the capital asset accounts) and estimated useful lives of capital assets are as follows:

	<u>Capitalization Threshold</u>	<u>Estimated Service Life</u>
Land	\$ 1,000	Not Depreciated
Antiques and Works of Art	\$ 1,000	Not Depreciated
Buildings and Building Improvements	\$ 5,000	40 Years
Vehicles, Machinery, Equipment , Furniture and Traffic Signals	\$ 1,000	8-20 Years
Wastewater Treatment Facility Equipment	\$ 5,000	8-20 Years
Library Books	\$ 1	7 Years
Parks	\$ 5,000	20-100 Years
Infrastructure	\$ 5,000	30-50 Years
Water, Sanitation and Wastewater Distribution and Collection Systems	\$ 5,000	60-100 Years

Capital assets are not reported in the governmental fund financial statements. Capital outlays in these funds are recorded as expenditures in the year they are incurred.

8. Compensated Absences

It is the Village's policy to permit employees to accumulate earned but unused vacation and comp time benefits. The Village also pays 50% of accumulated sick time over 800 hours at retirement if the employee has 15 years of service. The maximum payout amount is limited to 500 hours. The Village evaluates all employees who have reached ten (10) years of service and, depending on accrued leave time at that point, determines if they will likely meet the eligibility threshold. The accrual for unused compensated absences time, based on current pay rates, is recorded in the government-wide and proprietary fund financial statements. The liability for unused compensated absences is not reported in the governmental fund type financial statements.

Payments for unused compensated absences are recorded as expenditures in the year they are paid.

9. Noncurrent Liabilities

Noncurrent liabilities are comprised of notes payable and compensated absences. Noncurrent liabilities are reported in the government-wide and proprietary fund financial statements. Governmental fund type financial statements do not include any noncurrent liabilities as those statements use the current financial resources measurement focus and only include current assets and liabilities on their balance sheets.

VILLAGE OF ESSEX JUNCTION, VERMONT
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2014

10. Fund Equity

Fund Balances and Net Position are classified based upon any restrictions that have been placed on those balances or any tentative plans management may have made for those balances. Restrictions of net position in the government-wide and proprietary fund type financial statements represent amounts that cannot be appropriated or are legally restricted for a specific purpose by a grant, contract, or other binding agreement. Fund Balances of governmental funds are classified as nonspendable (not in spendable form or legally required to remain intact); restricted (constraints on the use of resources are either externally imposed by creditors, grantors, or donors, or imposed by law through enabling legislation); committed (constraints on the use of resources are imposed by formal action of the voters); assigned (reflecting the Board of Trustee's intended use of the resources); and unassigned.

**II. EXPLANATION OF DIFFERENCES BETWEEN GOVERNMENTAL FUND
AND GOVERNMENT-WIDE STATEMENTS**

Governmental Fund financial statements are presented using the current financial resources measurement focus and the modified accrual basis of accounting, while government-wide financial statements are presented using the economic resources measurement focus and the accrual basis of accounting. These differences in the measurement focus and basis of accounting lead to differences between the governmental fund financial statements and the government-wide financial statements as follows:

Long-term revenue differences arise because governmental funds report revenues only when they are considered "available", whereas government-wide statements report revenues when they are earned. Long-term expense differences arise because governmental funds report expenditures (including interest) using the modified accrual basis of accounting, whereas government-wide statements report expenses using the accrual basis of accounting.

Capital-related differences arise because governmental funds report capital outlays as current period expenditures, whereas government-wide statements report depreciation as an expense. Further, governmental funds report the proceeds from the sale of capital assets as an other financing source, whereas government-wide statements report the gain or loss from the sale of capital assets as revenue or expense.

Long-term debt transaction differences arise because governmental funds report proceeds of long-term debt as an other financing source and principal payments as expenditures, whereas government-wide statements report those transactions as increases and decreases in liabilities.

III. STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY

A. Budgetary Information

The General Fund Budget is approved at the annual Village Meeting in April. Budget transfers between departments can be made upon the approval of the Trustees during the last three (3) months of the year without increasing the total appropriated amount. There were no budget transfers during the year.

Enterprise fund budgets are approved by the Board of Trustees.

VILLAGE OF ESSEX JUNCTION, VERMONT
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2014

B. Budgeted Deficit

The Village budgeted a current year’s deficiency of revenues over expenditures in the amount of \$35,000 in the General Fund in order to utilize a portion of previous year’s surplus. This amount is reflected as a budgeted deficiency of revenue over expenditures in Exhibit F.

C. Excess of Expenditures Over Appropriations

For the year ended June 30, 2014, expenditures in the General Fund exceeded appropriations by \$112,142. This was funded by unbudgeted grant revenues.

D. Fund Balance Policy

At the April, 2011 annual meeting, the Voters approved maintaining an unassigned fund balance of no more than ten percent (10%) of the prior year’s budget.

IV. DETAILED NOTES ON ALL FUNDS

A. Deposits and Investments

The Village’s Trustees have established an investment policy which indicates which types of investments the Village can own. There are no outside restrictions on the types of investments the Village may invest in.

Custodial Credit Risk

Custodial credit risk for deposits is the risk that, in the event of the failure of a depository financial institution, a government will not be able to recover its deposits or will not be able to recover collateral securities that are in the possession of an outside party. The custodial credit risk for investments is the risk that, in the event of failure of the counter-party (e.g. broker-dealer) to a transaction, a government will not be able to recover the value of its investments or collateral securities that are in possession of another party. The Village’s policy only allows deposits in banks that are FDIC insured and agree to collateralize amounts in excess of FDIC limits.

	<u>Book Balance</u>	<u>Bank Balance</u>
FDIC Insured	\$ 337,037	\$ 337,037
Uninsured, Collateralized by U.S. Government Securities, Federal Agency Issued Mortgage Backed Securities and/or General Obligation Vermont Municipal Notes and Bonds Held by the Bank's Trust Department with a Security Interest Granted to the Village	3,214,565	3,521,912
Petty Cash	<u>225</u>	<u>N/A</u>
Total	<u>\$ 3,551,827</u>	<u>\$ 3,858,949</u>

VILLAGE OF ESSEX JUNCTION, VERMONT
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2014

The difference between the book and the bank balance is due to reconciling items such as deposits in transit and outstanding checks.

Interest Rate Risk

Interest rate risk is the risk that changes in market rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value to changes in market interest rates. As of June 30, 2014, the Village is not exposed to interest rate risk.

Credit Risk

Generally, credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. The Village's policy does not allow investment in securities that are subject to credit risk unless issued by the Federal Government. As of June 30, 2014, the Village is not exposed to credit risk.

Concentration of Credit Risk

The Village has no limit on the amount that they may invest with any one issuer. As of June 30, 2014, the Village is not exposed to concentration of credit risk.

B. Receivables

Receivables at June 30, 2014, as reported in the statement of net position, net of applicable allowances for uncollectible accounts, are as follows:

	<u>Governmental</u> <u>Activities</u>	<u>Business-Type</u> <u>Activities</u>	<u>Total</u>
Current Taxes	\$ 12,016	\$ 0	\$ 12,016
Delinquent Taxes	8,585	0	8,585
Penalties and Interest	4,689	0	4,689
Billed Services	459	51,369	51,828
Unbilled Services	0	771,974	771,974
Grants	144,954	0	144,954
Other Receivables	19,097	0	19,097
Allowance for Doubtful Accounts	(1,000)	0	(1,000)
	<u>\$ 188,800</u>	<u>\$ 823,343</u>	<u>\$ 1,012,143</u>

VILLAGE OF ESSEX JUNCTION, VERMONT
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2014

C. Note Receivable

The Village has a note receivable as follows:

Note Receivable – Whitcomb Terrace Housing Limited Partnership, Principal Deferred Until December 17, 2034, at Which Time the Note is Due, Interest at 0%, Secured by a 2 nd Position on Building	\$ 260,000
Allowance for Receivable	(260,000)
Net Note Receivable	\$ <u>0</u>

D. Capital Assets

Capital asset activity for the year ended June 30, 2014 was as follows:

	Beginning Balance	Increases	Decreases	Ending Balance
Governmental Activities				
Capital Assets, Not Being Depreciated:				
Land	\$ 55,742	\$ 0	\$ 0	\$ 55,742
Construction in Progress	421,930	753,408	105,147	1,070,191
Antiques and Works of Art	7,550	0	0	7,550
Total Capital Assets, Not Being Depreciated	485,222	753,408	105,147	1,133,483
Capital Assets, Being Depreciated:				
Buildings and Building Improvements	1,870,964	59,814	0	1,930,778
Vehicles, Machinery, Equipment, Furniture, and Traffic Signals	5,590,111	736,691	303,721	6,023,081
Library Books	833,475	61,711	60,860	834,326
Parks	210,984	0	0	210,984
Infrastructure	7,428,521	296,553	0	7,725,074
Totals	15,934,055	1,154,769	364,581	16,724,243
Less accumulated depreciation for:				
Buildings and Building Improvements	633,407	45,489		678,896
Vehicles, Machinery, Equipment, Furniture, and Traffic Signals	1,743,847	275,037	231,251	1,787,633
Library Books	603,651	69,257	60,859	612,049
Parks	19,191	2,578	0	21,769
Infrastructure	1,445,560	279,542	0	1,725,102
Totals	4,445,656	671,903	292,110	4,825,449
Total Capital Assets, Being Depreciated	11,488,399	482,866	72,471	11,898,794
Governmental Activities Capital Assets, Net	\$ 11,973,621	\$ 1,236,274	\$ 177,618	\$ 13,032,277

VILLAGE OF ESSEX JUNCTION, VERMONT
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2014

	Beginning Balance	Increases	Decreases	Ending Balance
Business-Type Activities				
Capital Assets, Not Being Depreciated:				
Land	\$ 118,077	\$ 0	\$ 0	\$ 118,077
Construction in Progress	10,286,596	388,434	10,262,038	412,992
Total Capital Assets, Not Being Depreciated	10,404,673	388,434	10,262,038	531,069
Capital Assets, Being Depreciated:				
Buildings and Building Improvements	8,343,215	8,890,671	2,145,000	15,088,886
Vehicles, Machinery, Equipment and Furniture	3,029,076	1,564,248	489,156	4,104,168
Infrastructure	45,539	117,238	0	162,777
Distribution and Collection Systems	16,248,496	4,512,362	0	20,760,858
Totals	27,666,326	15,084,519	2,634,156	40,116,689
Less Accumulated Depreciation for:				
Buildings and Building Improvements	4,427,198	316,669	2,145,000	2,598,867
Vehicles, Machinery, Equipment and Furniture	1,362,657	195,007	352,875	1,204,789
Infrastructure	19,354	5,208	0	24,562
Distribution and Collection Systems	11,735,040	285,454	0	12,020,494
Totals	17,544,249	802,338	2,497,875	15,848,712
Total Capital Assets, Being Depreciated	10,122,077	14,282,181	136,281	24,267,977
Business-Type Activities Capital Assets, Net	\$ 20,526,750	\$ 14,670,615	\$ 10,398,319	\$ 24,799,046

Depreciation was charged as follows:

Governmental Activities:		Business - Type Activities:	
General Government	\$ 21,561	Water	\$ 100,682
Public Safety	90,061	Sanitation	150,578
Community Development	1,176	Wastewater	551,078
Public Works	447,549		
Culture and Recreation	111,556		
Total Depreciation		Total Depreciation Expense	
Expense - Governmental		- Business-Type Activities	
Activities	\$ 671,903		\$ 802,338

VILLAGE OF ESSEX JUNCTION, VERMONT
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2014

E. Interfund Balances and Activity

The composition of interfund balances at June 30, 2014 are as follows:

<u>Fund</u>	<u>Due from Other Funds</u>	<u>Due to Other Funds</u>
General Fund	\$ 2,045	\$ 0
Sanitation Fund	6,298	2,045
Wastewater Fund	<u>0</u>	<u>6,298</u>
 Total	 <u>\$ 8,343</u>	 <u>\$ 8,343</u>

The Interfund transfers during the year ended June 30, 2014 were as follows:

<u>Transfer From</u>	<u>Transfer To</u>	<u>Amount</u>	<u>Purpose</u>
General Fund	Rolling Stock Reserve Fund	\$ 173,624	Annual Appropriation
General Fund	Rolling Stock Reserve Fund	50,000	Half Penny for Ladder Truck Note
General Fund	Capital Reserve Fund	391,427	Annual Appropriation
Wastewater Fund	Sanitation Fund	6,298	Fund WWTF Future Capital Projects
Sanitation Fund	Wastewater Fund	<u>39,869</u>	Pay Bond Debt Service
 Total		 <u>\$ 661,218</u>	

F. Unearned Revenue

Unearned revenue in the General Fund consists of \$2,382 of grant and donation revenue received in advance.

G. Deferred Inflows of Resources

Deferred inflows of resources in the General Fund consists of \$23,511 of delinquent property taxes, penalties and interest on those taxes and \$396 of other revenues that were not collected within sixty (60) days after year-end as these would not be available to liquidate current liabilities. It also includes \$2,813 of prepaid property taxes. Total deferred inflows of resources in the General Fund is \$26,720.

VILLAGE OF ESSEX JUNCTION, VERMONT
 NOTES TO THE FINANCIAL STATEMENTS
 JUNE 30, 2014

Deferred inflows of resources in the Capital Reserve Fund consist of \$16,759 of grant revenue not collected within sixty (60) days after year-end as these would not be available to liquidate current liabilities.

H. Long-term Liabilities

General Obligation Bonds - The Village issues general obligation bonds to provide resources for the acquisition and construction of major capital facilities and to refund prior issues. General obligation bonds have been issued for proprietary activities. Bonds are reported in governmental activities if the debt is expected to be repaid from general governmental revenues and in business-type (proprietary) activities if the debt is expected to be repaid from proprietary fund revenues.

General obligation bonds are direct obligations and pledge the full faith and credit of the Village. New bonds generally are issued as 10 to 30 year bonds. Refunding bonds are issued for various terms based on the debt service of the debt refunded.

Notes Payable - The Village has notes payable to finance various capital projects and purchases through local banks.

No-Interest Revolving Loans - The State of Vermont offers a number of no and low interest revolving loan programs to utilize for predetermined purposes. The Village has borrowed money from the Vermont Special Environmental Revolving Fund for sanitation and wastewater projects.

Compensated Absences – Unused vacation time can be accumulated up to 240 hours as of an employee’s anniversary date. Compensatory time for hourly employees can be accrued up to 160 hours and for salaried employees up to 120 hours at any time. Employees with more than 15 years of service to the Village will be paid for half of their accumulated sick hours in excess of 800 hours at their current rate of pay upon retirement, termination or death.

Long-term liabilities outstanding as of June 30, 2014 were as follows:

Governmental Activities:

	Beginning Balance <u>July 1, 2013</u>	<u>Additions</u>	<u>Deletions</u>	Ending Balance <u>June 30, 2014</u>
Note Payable – Merchants Bank, Current Expense Note, Fire Ladder Truck Purchase, Interest at 1.52%, \$200,000 Due July 30, 2015, the Village Intends to Renew the Note Annually and Pay \$50,000 Plus Interest Annually	\$250,000	\$ 0	\$50,000	\$200,000
Total Governmental Activities	<u>\$250,000</u>	<u>\$ 0</u>	<u>\$50,000</u>	<u>\$200,000</u>

VILLAGE OF ESSEX JUNCTION, VERMONT
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2014

	Beginning Balance <u>July 1, 2013</u>	<u>Additions</u>	<u>Deletions</u>	Ending Balance <u>June 30, 2014</u>
<u>Business-Type Activities</u>				
Note Payable – Peoples United Bank, Wastewater Deficit Funding Note, Interest at 3.25%, \$50,000 Plus Interest Due Annually, Due and Paid June, 2014	\$ 50,000	\$ 0	\$50,000	\$ 0
Note Payable – State of Vermont Special Environmental Revolving Fund, Sanitation and Wastewater Improvements, Authorized to \$566,938 but was Eligible for 50% Forgiveness, Interest at 0%, an Administration fee of 2% is Assessed Annually, Annual Payments of \$17,336, Due October, 2030	259,902	0	12,138	247,764
Note Payable – State of Vermont Special Environmental Revolving Fund, Wastewater Improvements, Authorized to \$13,525,000 but Eligible for \$600,000 Subsidy. Interest at 0%, Administration Fee of 2% is Assessed Annually; Payments of \$790,451 Begin February, 2017, Due February, 2031	7,036,474	5,202,379	0	12,238,853
Note Payable – State of Vermont Special Environmental Revolving Fund, Sanitation Pump Station Im- provements, Authorized to \$1,212,300 But Eligible for \$114,800 Subsidy Leaving a Total Repayment Amount of \$1,097,500, Interest at 0%, an Administration Fee of 2% is Assessed Annually, Payments of \$67,120 Begin November, 2015, Due November, 2033	1,093,596	3,904	0	1,097,500

VILLAGE OF ESSEX JUNCTION, VERMONT
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2014

	Beginning Balance <u>July 1, 2013</u>	<u>Additions</u>	<u>Deletions</u>	Ending Balance <u>June 30, 2014</u>
Bond Payable – Vermont Municipal Bond Bank Series 2010-5 New Money (Recovery Zone Economic Development Bond) Wastewater Improvements, Annual Principal Payments Ranging from \$55,000 to \$60,000 Due December 1, Semi-Annual Interest Payments Due June 1 and December 1, Net Interest Cost of 3.345%, 30 Year Bond Assumed from the Town of Bradford, Due, December, 2040	\$ <u>1,585,000</u>	\$ <u>0</u>	\$ <u>60,000</u>	\$ <u>1,525,000</u>
Total Business-Type Activities	\$ <u>10,024,972</u>	\$ <u>5,206,283</u>	\$ <u>122,138</u>	\$ <u>15,109,117</u>

Compensated Absences are paid by the applicable fund where the employee is charged.

Changes in all long-term liabilities during the year were as follows:

	Beginning Balance	Additions	Reductions	Ending Balance	Due Within One Year
Governmental Activities					
Notes Payable	\$ 250,000	\$ 0	\$ 50,000	\$ 200,000	\$ 50,000
Compensated Absences	<u>139,824</u>	<u>20,161</u>	<u>0</u>	<u>159,985</u>	<u>0</u>
Total Governmental Activities Long-Term Liabilities	<u>389,824</u>	<u>20,161</u>	<u>50,000</u>	<u>359,985</u>	<u>\$ 50,000</u>
Business-type Activities					
Notes Payable	8,439,972	5,206,283	62,138	13,584,117	57,551
Bonds Payable	1,585,000	0	60,000	1,525,000	60,000
Compensated Absences	<u>58,225</u>	<u>7,278</u>	<u>0</u>	<u>65,503</u>	<u>0</u>
Total Business-type Activities Long-Term Liabilities	<u>\$ 10,083,197</u>	<u>\$ 5,213,561</u>	<u>\$ 122,138</u>	<u>\$ 15,174,620</u>	<u>\$ 117,551</u>

VILLAGE OF ESSEX JUNCTION, VERMONT
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2014

Maturities of notes and bonds payable are anticipated to be as follows:

Year Ending June 30	Governmental Activities		Business-Type Activities	
	Principal	Interest	Principal	Interest
2015	\$ 50,000	\$ 3,032	\$ 117,551	\$ 73,985
2016	50,000	2,325	118,700	71,858
2017	50,000	1,550	623,586	314,361
2018	50,000	775	634,858	301,809
2019	0	0	646,355	288,901
2020-2024	0	0	3,402,444	1,239,156
2025-2029	0	0	3,711,389	870,593
2030-2034	0	0	4,015,997	465,498
2035-2039	0	0	1,728,237	73,883
2040-2043	0	0	110,000	3,992
Total	\$ <u>200,000</u>	\$ <u>7,682</u>	\$ <u>15,109,117</u>	\$ <u>3,704,036</u>

I. Net Position/Fund Balances

GASB Statement No. 34, as amended by GASB Statement No. 54, requires fund balances reported on the governmental fund balance sheet to be classified using a hierarchy based primarily on the extent to which a government is bound to honor constraints on the specific purposes for which amounts in those funds can be spent.

Governmental fund balances are to be classified as: nonspendable (not in spendable form or legally required to remain intact); restricted (constraints on the use of resources are either externally imposed by creditors, grantors or donors, or imposed by law through enabling legislation); committed (constraints on the use of resources are imposed by formal action of the voters); assigned (reflecting the Board of Trustee’s intended use of the resources); and unassigned.

Special revenue funds are created only to report a revenue source (or sources) that is restricted or committed to a specified purpose, and that the revenue source should constitute a substantial portion of the resources reported in that fund. Special revenue funds cannot be used to accumulate funds that are not restricted or committed. These amounts will have to be reflected in the General Fund.

VILLAGE OF ESSEX JUNCTION, VERMONT
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2014

Amounts constrained to stabilization will be reported as restricted or committed fund balance in the General Fund if they meet the other criteria for those classifications. However, stabilization is regarded as a specified purpose only if the circumstances or conditions that signal the need for stabilization (a) are identified in sufficient detail and (b) are not expected to occur routinely. Governments are required to disclose key information about their stabilization arrangements, including the authority by which they were established, provisions for additions to the stabilization amount, and circumstances under which those amounts may be spent. The Village does not have any stabilization arrangements.

Some governments create stabilization-like arrangements by establishing formal minimum fund balance policies. Because users are interested in information about those minimum fund balance policies and how governments comply with them, governments are required to explain their minimum fund balance policies, if they have them, in notes to the financial statements. The Village does have a minimum fund balance policy which is to maintain an unassigned fund balance which is no greater than ten percent (10%) of the prior year’s budget.

When expenditures are incurred for purposes for which both restricted and unrestricted amounts are available, it is the Village’s policy to first consider restricted amounts to have been spent, followed by committed, assigned, and finally unassigned amounts.

The purpose for each major special revenue fund – including which specific revenues and other resources are authorized to be reported in each are described in the following section.

The restricted net position as of June 30, 2014 is as follows:

Governmental Activities:

Restricted for Veterans Memorial Park by Donations	\$ <u>3,623</u>
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The fund balances in the following fund are nonspendable as follows:

Major Funds

General Fund:

Nonspendable Inventories	\$ 58,648
Nonspendable Prepaid Expenses	<u>33,218</u>
Total General Fund	\$ <u>91,866</u>

The fund balance in the following fund is restricted as follows:

Nonmajor Fund

Veterans Memorial Park Fund:

Restricted for Veterans Memorial Park by Donation (Source of Revenue is Donations)	\$ <u>3,623</u>
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VILLAGE OF ESSEX JUNCTION, VERMONT
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2014

The fund balances in the following funds are committed as follows:

Major Funds

Committed for Capital Reserve Fund Expenditures	\$236,933
Committed for Rolling Stock Reserve Fund Expenditures	207,469

Nonmajor Funds

Committed for Land Acquisition Capital Reserve Fund Expenditures	<u>80,428</u>
Total Committed Fund Balances	<u>\$524,830</u>

The fund balance in the following fund is assigned as follows:

Major Funds:

General Fund

Assigned to Reduce Property Taxes Raised in Fiscal Year 2015	\$ 35,000
Assigned for Library Book Replacement	726
Assigned for Termination Benefits	34,965
Assigned for Health Reimbursement Arrangement Expenses	<u>10,000</u>
Total General Fund	<u>80,691</u>
Total Assigned Fund Balance	<u>\$ 80,691</u>

J. Designated Net Position

The designated net position of the Village as of June 30, 2014 are as follows:

Water Fund

Designated for Water Fund Expenses	\$ 323,178
Designated for Water Fund Capital Expenses	<u>90,036</u>
Total Water Fund	<u>413,214</u>

Sanitation Fund

Designated for Sanitation Fund Expenses	244,571
Designated for Sanitation Fund Capital Expenses	579,275
Designated for Wastewater Treatment Facility Upgrades	<u>557,538</u>
Total Sanitation Fund	<u>1,381,384</u>

VILLAGE OF ESSEX JUNCTION, VERMONT
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2014

Wastewater Fund

Designated for Wastewater Fund Capital Expenses	\$ 399,870
Designated for Wastewater Expenses – Attributable to the Village of Essex Junction	151,450
Designated for Wastewater Expenses – Attributable to the Town of Essex	25,453
Designated for Wastewater Expenses – Attributable to the Town of Williston	84,628
Designated for Wastewater Fund Expenses - General	82,222
Amount Designated in Excess of Available Net Position	<u>(606,885)</u>
 Total Wastewater Fund	 <u>136,738</u>
 Total Designated Net Position	 <u>\$ 1,931,336</u>

The \$606,885 designated deficit in the Wastewater Fund will be funded by reimbursements from the State of Vermont Special Environmental Revolving Fund.

V. OTHER INFORMATION

A. BENEFIT PLANS

The Village offers a 401(a) pension plan to all full time employees with 100% vesting after three (3) years of service. This plan qualifies, according to the Internal Revenue Service, as a defined contribution pension plan for governmental organizations exempt from income taxes. The plan requires a 5% contribution of base pay from the employee with a 10% match of base pay by the Village for all employees. The International City/County Management Association "ICMA" Retirement Corporation administers the Plan. All of the investments are self-directed by each employee. The total payroll for the year was \$1,687,048 while the covered payroll was \$1,352,832. Pension expenses for the years ended June 30, 2014, 2013 and 2012 were \$135,283, \$159,765, and \$133,348 respectively.

The Village also offers its employees a deferred compensation plan through the International City/County Management Association "ICMA" Retirement Corporation in accordance with Internal Revenue Code Section 457. The plan permits employees to defer a portion of their salary until future years. Deferred compensation is not available to employees until termination, retirement, death, or unforeseeable emergency. The Village has no liability for losses under the plan but does have the duty of due care that would be required of an ordinary prudent investor. All of the investments are self-directed by each employee. The balance of the assets in the plan, at fair market value, as of June 30, 2014 was \$804,853.

The Village also offers its employees a Cafeteria Plan in accordance with Internal Revenue Code Section 125. This allows employees to pay for health benefits and dependent care pre-tax and pre-social security.

All Village employees receive a group life insurance policy for twice their annual salary up to a maximum of \$100,000.

VILLAGE OF ESSEX JUNCTION, VERMONT
 NOTES TO THE FINANCIAL STATEMENTS
 JUNE 30, 2014

B. CONCENTRATION OF REVENUE/EXPENSES

The Village receives a major portion of its revenue from International Business Machines "IBM". For the year ended June 30, 2014, the Village received 9.7% of total property taxes from IBM and received 74% of total water sales from IBM.

The Village purchased a major portion of their water from Champlain Water District "CWD" for the year ended June 30, 2014. The Village purchased \$2,653,526 in water from CWD.

C. PROPERTY TAXES

The Village is responsible for assessing and collecting its own property taxes, as well as education property taxes for the State and recreation property taxes for the School District. Property taxes are assessed based on property valuations as of April 1, the approved budgets and the State education property tax liability. Taxes are collected two (2) times per year. During the tax year ended June 30, 2014, taxes became due and payable on September 16, 2013 and March 17, 2014. The Village assesses an 8% penalty on delinquent taxes and interest is assessed at 1% per month. Unpaid taxes become an enforceable lien on the property, and such properties are subject to tax sale. The tax rates for fiscal year 2014 are as follows:

	<u>Residential</u>	<u>Non-Residential</u>
Village	.2666	.2666
Education	1.4060	1.4263
Recreation	<u>.0651</u>	<u>.0651</u>
Total	<u>\$1.7377</u>	<u>\$1.7580</u>

D. RISK MANAGEMENT

The Village of Essex Junction is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The Village of Essex Junction maintains insurance coverage through the Vermont League of Cities and Towns Property and Casualty Intermunicipal Fund, Inc. covering each of those risks of loss. Management believes such coverage is sufficient to preclude any significant uninsured losses to the Village of Essex Junction. Settled claims have not exceeded this coverage in any of the past three fiscal years. The Village must remain a member for a minimum of one year and may withdraw from the Fund after that time by giving sixty days notice. Fund underwriting and ratesetting policies have been established after consultation with actuaries. Fund members are subject to a supplemental assessment in the event of deficiencies. If the assets of the Fund were to be exhausted, members would be responsible for the Fund's liabilities.

VILLAGE OF ESSEX JUNCTION, VERMONT
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2014

The Village of Essex Junction is also a member of the Vermont League of Cities and Towns Unemployment Insurance Trust. The Unemployment Trust is a nonprofit corporation formed to provide unemployment coverage for Vermont municipalities and is owned by the participating members. The agreement does not permit the Unemployment Trust to make additional assessments to its members.

E. CONTINGENT LIABILITIES

The Village is a participating member in the Chittenden Solid Waste District (CSWD) and Champlain Water District (CWD). The Village could be subject to a portion of the two district's debt if the districts experience financial problems.

F. OTHER

The Village is in the process of refurbishing its Wastewater Treatment Facility. The Village owns the facility, however, the facility serves three municipalities; the Village of Essex Junction, the Town of Essex and the Town of Williston. The Village has an agreement with the Towns to provide capacity and treatment rights in exchange for an annual fee and for their share of the improvements. The cost of the project, estimated to be around \$15,823,500, will be paid for with borrowed funds from the State of Vermont Special Environmental Revolving Fund, a general obligation bond and from capital reserves. The debt service cost will be shared amongst all three municipalities based upon the capacity owned by each. Currently, the Village owns 35.76%, the Town of Essex owns 33.33% and the Town of Williston owns 30.91%. The Village also has an agreement with the Town of Williston to sell them an additional 10,000 gallons per day of capacity for \$100,000 per year for the next two (2) years which will increase the Town of Williston's capacity and decrease the Village's capacity. The Town of Williston has already paid \$300,000 for 30,000 gallons over the past three years. The sale of this capacity will also change the debt service percentages as noted previously. After the 2016 final sale, the Village's percentage will be 35.46% and the Town of Williston's will be 31.21%

G. AUTHORIZED BORROWING

In June, 2011, the Village voters authorized the borrowing of up to \$3,200,000 contingent upon other Federal and State aid for the purpose of making public improvements to the Village highways and sidewalks. The total estimated cost of such improvements is \$11,531,000. No action has taken place as of June 30, 2014.

In April, 2013, the Village Voters authorized the financing of \$15,230,000 in wastewater upgrades. As of June 30, 2014, the Village has drawn down \$12,838,853, however \$600,000 has been forgiven.

In April 2014, the Village Voters authorized the financing of \$3,300,000 for the purpose of making infrastructure improvements to five (5) streets in the Village as identified by the Capital Review Committee.

VILLAGE OF ESSEX JUNCTION, VERMONT
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2014

H. SUBSEQUENT EVENTS

As of January 12, 2015, an additional \$681,147 in State of Vermont Special Environmental Revolving funds have been borrowed for the refurbishment of the wastewater treatment facility.

On July 31, 2014, the Village received \$3,300,000 in bond proceeds for Village infrastructure projects as authorized by the voters in April, 2014. The proceeds were placed in the hands of a Bond Trustee for use by the Village.

VILLAGE OF ESSEX JUNCTION, VERMONT
 COMBINING BALANCE SHEET
 NONMAJOR GOVERNMENTAL FUNDS
 JUNE 30, 2014

	Special Revenue Fund	Capital Project Fund	
	Veterans Memorial Park Fund	Land Acquisition Capital Reserve Fund	Total
	<u> </u>	<u> </u>	<u> </u>
<u>ASSETS</u>			
Cash	\$ 3,623	\$ 80,428	\$ 84,051
Total Assets	<u>\$ 3,623</u>	<u>\$ 80,428</u>	<u>\$ 84,051</u>
<u>LIABILITIES AND FUND BALANCES</u>			
Liabilities:			
Total Liabilities	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>
Fund Balances:			
Restricted	3,623	0	3,623
Committed	<u>0</u>	<u>80,428</u>	<u>80,428</u>
Total Fund Balances	<u>3,623</u>	<u>80,428</u>	<u>84,051</u>
Total Liabilities and Fund Balances	<u>\$ 3,623</u>	<u>\$ 80,428</u>	<u>\$ 84,051</u>

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VILLAGE OF ESSEX JUNCTION, VERMONT
 COMBINING STATEMENT OF REVENUES, EXPENDITURES AND
 CHANGES IN FUND BALANCES
 NONMAJOR GOVERNMENTAL FUNDS
 FOR THE YEAR ENDED JUNE 30, 2014

	Special Revenue Fund	Capital Project Fund	
	Veterans Memorial Park Fund	Land Acquisition Capital Reserve Fund	Total
	<u> </u>	<u> </u>	<u> </u>
Revenues:			
Interest	\$ <u> 9</u>	\$ <u> 183</u>	\$ <u> 192</u>
Total Revenues	<u> 9</u>	<u> 183</u>	<u> 192</u>
Expenditures:			
Culture and Recreation	1,810	0	1,810
Community Development	<u> 0</u>	<u> 20,000</u>	<u> 20,000</u>
Total Expenditures	<u> 1,810</u>	<u> 20,000</u>	<u> 21,810</u>
Excess/(Deficiency) of Revenues Over Expenditures	<u> (1,801)</u>	<u> (19,817)</u>	<u> (21,618)</u>
Net Change in Fund Balances	(1,801)	(19,817)	(21,618)
Fund Balances - July 1, 2013	<u> 5,424</u>	<u> 100,245</u>	<u> 105,669</u>
Fund Balances - June 30, 2014	<u> \$ 3,623</u>	<u> \$ 80,428</u>	<u> \$ 84,051</u>

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VILLAGE OF ESSEX JUNCTION, VERMONT
 COMBINING STATEMENT OF FIDUCIARY NET POSITION
 FIDUCIARY FUNDS - AGENCY FUNDS
 JUNE 30, 2014

	Exposition Noise Escrow Account Fund	School Impact Fees Fund	Total
	<u> </u>	<u> </u>	<u> </u>
<u>ASSETS</u>			
Cash	\$ <u>2,002</u>	\$ <u>16,162</u>	\$ <u>18,164</u>
Total Assets	\$ <u><u>2,002</u></u>	\$ <u><u>16,162</u></u>	\$ <u><u>18,164</u></u>
<u>LIABILITIES</u>			
Due to Other Organizations	\$ <u>2,002</u>	\$ <u>16,162</u>	\$ <u>18,164</u>
Total Liabilities	<u>2,002</u>	<u>16,162</u>	<u>18,164</u>
<u>NET POSITION</u>	\$ <u><u>0</u></u>	\$ <u><u>0</u></u>	\$ <u><u>0</u></u>

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VILLAGE OF ESSEX JUNCTION, VERMONT
STATEMENT OF REVENUE AND EXPENSES
BUDGET (NON GAAP BUDGETARY BASIS) AND ACTUAL
WATER FUND
FOR THE YEAR ENDED JUNE 30, 2014

	Budget	Actual	Variance Favorable (Unfavorable)
Revenue:			
Water Sales - Village	\$ 787,839	\$ 783,550	\$ (4,289)
Water Sales - IBM	2,149,120	2,177,917	28,797
Water Sales - IBM Vermont Tax	41,931	51,944	10,013
Water Sales - Large Users	87,413	81,768	(5,645)
Penalties	3,500	3,941	441
Hook on Fees	15,000	18,500	3,500
Miscellaneous	0	4,032	4,032
Interest Earnings	0	283	283
	<u>3,084,803</u>	<u>3,121,935</u>	<u>37,132</u>
Total Revenue			
Expenses:			
Salaries - Regular	102,349	104,739	(2,390)
Salaries - Overtime	12,300	15,408	(3,108)
Salaries - Part-time	4,729	4,345	384
Social Security	9,239	8,988	251
Unemployment Insurance	564	408	156
Workers Compensation Insurance	4,447	5,696	(1,249)
Health Insurance and Other Benefits	42,180	33,524	8,656
Retirement	10,235	9,845	390
Liability and Property Insurance	3,305	2,960	345
Interest Expense	100	0	100
Supplies	5,000	2,824	2,176
Postage	1,500	1,616	(116)
Gas, Oil and Grease	2,800	3,468	(668)
Meters and Parts	2,000	672	1,328
Distribution Materials	8,000	2,209	5,791
Computer Expenses	600	1,067	(467)
Water & Sewer Charges	350	503	(153)
Training and Conferences	2,000	1,013	987
Telephone Service	0	234	(234)
Electrical Service	650	679	(29)
Heat	3,500	3,069	431
Maintenance - Other	1,000	1,629	(629)
Water Line Maintenance - Breaks	16,000	233	15,767
Uniforms and Boots	1,000	933	67
Contract Services	111,336	111,336	0
Other Professional Services	1,000	657	343
Audit Services	3,293	3,266	27
Water Purchases - Village	424,297	412,589	11,708
Water Purchases - IBM	2,149,120	2,177,917	(28,797)
Printing and Advertising	1,700	1,725	(25)
Transfer to Capital Reserve	110,000	113,503	(3,503)
Capital Outlay	0	930	(930)
State Water Tax - Village	8,278	11,076	(2,798)
State Water Tax - IBM	41,931	51,944	(10,013)
	<u>3,084,803</u>	<u>3,091,005</u>	<u>(6,202)</u>
Total Expenses			
Net Income	\$ <u>0</u>	30,930	\$ <u>30,930</u>
Adjustments to Reconcile to GAAP Basis Statements:			
Purchases of Equipment		291	
Non-budgetary Operating Expenses		(257)	
Capital Reserve Fund Transfer		113,503	
Interest Earned on Capital Reserve Fund		82	
Depreciation		(100,682)	
Change in Net Position - Exhibit H		<u>\$ 43,867</u>	

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VILLAGE OF ESSEX JUNCTION, VERMONT
STATEMENT OF REVENUE AND EXPENSES
BUDGET (NON GAAP BUDGETARY BASIS) AND ACTUAL
SANITATION FUND
FOR THE YEAR ENDED JUNE 30, 2014

	<u>Budget</u>	<u>Actual</u>	Variance Favorable (Unfavorable)
Revenue:			
Sanitation Billing	\$ 391,670	\$ 505,965	\$ 114,295
Sanitation Penalty	1,800	2,432	632
Essex Pump Station Fees	25,075	21,550	(3,525)
2 Party Agreement Revenue	15,000	15,000	0
Hook on Fees	20,000	50,000	30,000
Interest Earnings	<u>0</u>	<u>289</u>	<u>289</u>
Total Revenue	<u>453,545</u>	<u>595,236</u>	<u>141,691</u>
Expenses:			
Salaries - Regular	85,049	70,394	14,655
Salaries - Overtime	10,865	10,612	253
Salaries - Part Time	4,729	4,486	243
Social Security	7,822	6,501	1,321
Unemployment Insurance	564	409	155
Workers Compensation Insurance	4,285	3,994	291
Health Insurance and Other Benefits	39,416	29,696	9,720
Retirement	8,505	7,322	1,183
Liability and Property Insurance	5,628	4,767	861
Supplies	1,000	540	460
Postage	3,000	3,665	(665)
Gas, Grease and Oil	3,000	2,725	275
Meters and Parts	4,000	0	4,000
Computer Expenses	1,200	2,134	(934)
Water and Sewer Charge	1,500	404	1,096
Training and Conferences	500	0	500
Electrical Service	8,200	10,572	(2,372)
Heating/Natural Gas	1,800	1,686	114
Maintenance - Other	1,500	2,832	(1,332)
Pump Station Maintenance	5,500	825	4,675
Sanitation Lines Maintenance	5,000	1,505	3,495
Susie Wilson Pump Station Costs	8,000	7,399	601
West St. Pump Station Costs	13,500	8,836	4,664
Uniforms, Boots, Etc.	1,000	1,166	(166)
Interview Costs	0	306	(306)
Contractual Services	141,636	141,636	0
Right-Of-Way Agreements	8,700	8,189	511
Other Professional Services	1,000	521	479
Audit Services	1,646	1,633	13
Printing and Advertising	0	835	(835)
Capital Reserve Fund Contributions	75,000	105,002	(30,002)
Capital Outlay	<u>0</u>	<u>5,075</u>	<u>(5,075)</u>
Total Expenses	<u>453,545</u>	<u>445,667</u>	<u>7,878</u>
Net Income	<u>\$ 0</u>	149,569	<u>\$ 149,569</u>
Adjustments to Reconcile to GAAP Basis Statements:			
Purchase of Equipment		5,221	
Non-budgetary Operating Expenses		(2,550)	
Admin Fee on ARRA Loan		(4,461)	
Interest Earned on Capital Reserve Fund		2,033	
Sale of WWTF Capacity		100,000	
Transfers from WWTF Fund		6,297	
Transfers to WWTF Fund		(39,869)	
Capital Reserve Fund Transfer		105,002	
Depreciation		<u>(150,578)</u>	
Change in Net Position - Exhibit H		<u>\$ 170,664</u>	

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VILLAGE OF ESSEX JUNCTION, VERMONT
STATEMENT OF REVENUE AND EXPENSES
BUDGET (NON GAAP BUDGETARY BASIS) AND ACTUAL
WASTEWATER FUND
FOR THE YEAR ENDED JUNE 30, 2014

	Budget	Actual	Variance Favorable (Unfavorable)
Revenue:			
Village User Charges	\$ 677,209	\$ 677,390	\$ 181
Village User Penalties	2,800	3,278	478
Wastewater Charge - Essex	434,242	434,246	4
Wastewater Charge - Williston	567,359	567,365	6
Pump Station Maintenance Fee	30,300	30,300	0
Village Septage Discharge Income	12,000	11,075	(925)
Shared Septage Revenue	6,000	5,529	(471)
Village Leachate Revenues	0	7,222	7,222
Shared Leachate Revenues	0	3,606	3,606
Interest	0	406	406
Miscellaneous	0	79	79
Total Revenue	1,729,910	1,740,496	10,586
Expenses:			
Salaries - Regular	286,000	285,576	424
Salaries - Overtime	42,000	33,463	8,537
Salaries - Part-Time	12,000	6,519	5,481
Social Security	26,492	23,749	2,743
Unemployment Insurance	1,637	917	720
Workers Compensation Insurance	16,055	13,944	2,111
Health Insurance and Other Benefits	124,767	93,826	30,941
Retirement	28,600	27,520	1,080
Liability and Property Insurance	25,000	20,888	4,112
Interest Expense	500	0	500
Supplies	17,000	18,349	(1,349)
Chemicals	185,000	162,971	22,029
Gas, Grease and Oil	6,000	5,102	898
Water and Sewer Charge	6,000	11,664	(5,664)
Training and Conferences	6,500	4,596	1,904
Telephone Services	4,300	3,843	457
Electrical Service	200,000	184,544	15,456
Heating	11,000	34,632	(23,632)
Maintenance - Other	70,000	66,356	3,644
Vehicles Maintenance - Travel	3,500	1,567	1,933
Uniforms, Boots, Etc.	4,500	3,778	722
Contract Laboratory Service	8,000	6,713	1,287
Contract Services	55,668	55,668	0
Legal Services	1,000	6,451	(5,451)
Grit Disposal	7,000	6,806	194

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VILLAGE OF ESSEX JUNCTION, VERMONT
STATEMENT OF REVENUE AND EXPENSES
BUDGET (NON GAAP BUDGETARY BASIS) AND ACTUAL
WASTEWATER FUND
FOR THE YEAR ENDED JUNE 30, 2014

	Budget	Actual	Variance Favorable (Unfavorable)
Expenses:			
(Cont'd)			
Sludge Dewatering	\$ 150,000	\$ 131,108	\$ 18,892
Sludge Management	170,400	137,142	33,258
Other Professional Services	4,000	0	4,000
Audit Services	3,866	3,833	33
WWTF Annual Permit Fee	7,500	9,510	(2,010)
Capital Reserve Fund Contributions	170,000	170,000	0
Loan Payment	51,625	51,429	196
Capital Outlay	4,000	15,270	(11,270)
	<u>1,709,910</u>	<u>1,597,734</u>	<u>112,176</u>
Total Expenses			
	<u>1,709,910</u>	<u>1,597,734</u>	<u>112,176</u>
Net Income	\$ <u>20,000</u>	142,762	\$ <u>122,762</u>
Adjustments to Reconcile to GAAP Basis Statements:			
Transfer from Sanitation Fund		39,869	
Transfer to Sanitation Fund		(6,297)	
Purchases of Equipment		9,326	
Non-budgetary Operating Expenses		(55,182)	
Paydown of Loan Principal		50,000	
Admin Fee on ARRA Loan		(737)	
Gain on Sale of Asset		4,500	
Loss on Disposal of Capital Asset		(136,283)	
Capital Reserve Fund Transfer		170,000	
Capital Contributions Received		203,824	
Interest Earned on Capital Reserve Fund		2,680	
Depreciation		<u>(551,078)</u>	
Change in Net Position - Exhibit H		\$ <u>(126,616)</u>	

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Sullivan, Powers & Co., P.C.

CERTIFIED PUBLIC ACCOUNTANTS

77 Barre Street
P.O. Box 947
Montpelier, VT 05601
802/223-2352
www.sullivanpowers.com

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

Independent Auditor's Report on Internal Control Over
Financial Reporting and on Compliance and Other Matters
Based on an Audit of Financial Statements Performed
in Accordance with "Government Auditing Standards"

Board of Trustees
Village of Essex Junction
2 Lincoln Street
Essex Junction, VT 05452-3685

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in "Government Auditing Standards", issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Village of Essex Junction, Vermont as of and for the year ended June 30, 2014 and the related notes to the financial statements, which collectively comprise the Village of Essex Junction, Vermont's basic financial statements, and have issued our report thereon dated February 5, 2015.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Village of Essex Junction, Vermont's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Village of Essex Junction, Vermont's internal control. Accordingly, we do not express an opinion on the effectiveness of the Village of Essex Junction, Vermont's internal control.

A deficiency in internal controls exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the Village of Essex Junction, Vermont's financial statements will not be prevented, or detected and corrected on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit the attention of those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section, and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. In addition, because of inherent limitations in internal control, including the possibility of management override of controls, misstatements due to error, or fraud may occur and not be detected by such controls. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

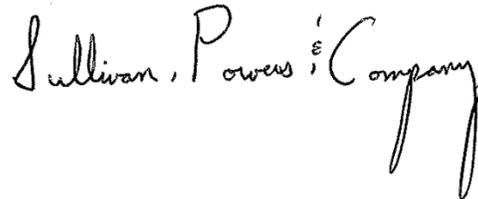
Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Village of Essex Junction, Vermont's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under "Government Auditing Standards".

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Village of Essex Junction, Vermont's internal control or on compliance. This report is an integral part of an audit performed in accordance with "Government Auditing Standards" in considering the Village of Essex Junction, Vermont's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

February 5, 2015
Montpelier, Vermont
VT Lic. #92-000180

A handwritten signature in black ink that reads "Sullivan, Powers & Company". The signature is written in a cursive style with a large, stylized initial 'S' and a long, sweeping tail on the 'y'.



Community Development Department

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

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

MEMORANDUM

TO: Pat Scheidel, Village Manager, Trustees
FROM: Robin Pierce, Community Development Director *RJ*
DATE: February 10, 2015
SUBJECT: Comments and questions regarding the Open Space and Nature Trails at Whitcomb Heights II

Issue

The issue is whether or not the Trustees act on a Planning Commission recommendation from 1999 to take ownership of the 57 acres of Open Space (as stated in the PC Findings), which includes three nature trails, that was part of the approval for the 1999 PC decision, and will Village ownership of the land place a 'shadow' on the ability of residents to sell, and refinance their homes. If the Trustees do not exercise their option to take control of the Open Space and trails, then the ownership reverts to the Condominium Association as a pre-approved act of the Association.

Discussion

The Village attorney has given this issue his consideration and stated that, "...in my opinion, if the Village acquires the ~57 acres of open space, the remaining property would become non-conforming. In that event, no certificates of zoning compliance could be issued. Because traditional lenders and purchasers require such certificates, sales, financing and refinancing of the remaining property would be greatly, negatively impacted."

The Village has drafted Open Space and Nature Trail Agreements for the property (approved by the Village attorney) which would ensure that the Open Space and nature trails remain in perpetuity for all Village residents to enjoy. The Homeowners Association has stated that they wish to execute these Agreements to ensure that their homes remain in compliance with the Village LDC and that the areas covered by the Agreements can be open to all. These Agreements protect the residents of Whitcomb Heights II while ensuring that the Open Space and trails remain.

Cost

The Trustees also wished to have a cost estimate on the maintenance of the property if the Village owned it. The cost of the Village owning the nature trail is difficult to quantify as most of the potential for costly work would be subject to the weather. In an ideal world where only maintenance is required the costs could be kept fairly low, perhaps \$800 per year. Once tree clearing becomes an issue (perhaps \$1,000 per tree) the costs could rise quickly. It is the potential costs: an ice storm damages the

property; a resident cannot refinance or sell their property that comes with the largest expense that cannot be quantified at this time.

The potential for a cost burden to all Village residents will be there if the property is under Village ownership. Starting out the insurance costs would be negligible. This could change with claims.

Recommendation

It is recommended by Staff that the Trustees do not exercise the option to take ownership of the Open Space and trails on the property, and instruct the Village manager and Staff to execute the Open Space and Nature Trail Agreements to protect the homeowners at Whitcomb Heights II and ensure the Open Space and trails are available to all Village residents.

Patty Benoit

From: Robin Pierce
Sent: Wednesday, January 21, 2015 12:38 PM
To: Patrick C. Scheidel
Cc: Patty Benoit; Terry Hass
Subject: FW: Trail maintenance and open space expense

FYI

-----Original Message-----

From: Thomas Weaver [<mailto:tomgweaver@comcast.net>]
Sent: Wednesday, January 21, 2015 12:36 PM
To: Robin Pierce
Subject: Trail maintenance and open space expense

Hi Robin,

Here is my estimate for the expenses the Trustees asked me to identify.

First the Trail:

To Brush Hog and clear the leaves and debris and fallen trees from the trail will be about \$1500 yearly. This area has a lot of vernal pools and standing water and is extremely wet (mostly wetlands) so anything other than a Nature Trail will be difficult to maintain. In addition, the wetlands should not be disturbed, so some research would be needed to determine if improvement is even feasible.

Open Space:

Most of this area is wetlands and should be left as is. There are many properties that border this area to the south and trees close to the boundaries will, and have presented a significant liability. A few years ago, we paid \$1000 to have a huge pine removed, that had split and was threatening to fall on a home on Greenwood Avenue.

Contrary to what some folks believe, these areas are not conducive to high volumes of pedestrian use.

Thomas Weaver

tomgweaver@comcast.net



LAW OFFICES OF
DAVID A BARRA, PLC

January 22, 2015

Village of Essex Junction
Attn: Patrick Scheidel, Village Manager
2 Lincoln Street
Essex Junction, VT 05452

RECEIVED

JAN 23 2015

Village of Essex Junction

Re: Whitcomb Heights II

Dear Pat:

You have asked me to confirm the opinion that I offered in my January 15, 2015 to Robin Pierce regarding the likely zoning effect of the Village's potential acquisition of the Whitcomb Heights II open space. You have also asked me to describe what an easement means and generally how an easement operates.

In my opinion, if the Village acquires the approximately 57 acres of open space, the remaining property would become non-conforming. In that event, no certificates of zoning compliance could issue. Because traditional lenders and purchasers require such certificates, sales, financing and refinancing of the remaining property would be greatly, negatively impacted.

In general, an easement calling for land to be open and used only for recreation or other public purposes operates as a binding restriction on the use of the land by the owner that can be enforced by the beneficiary of the easement. Such restrictions generally run with the land and are binding on successors in interest.

I hope I have addressed your concerns. Please let me know if you have further questions.

Very truly yours,

LAW OFFICES OF DAVID A. BARRA, PLC

By: 
David A. Barra
Attorney

Macintosh HD:Users:dabarra:Dropbox:Law Firm:LAW:37:16:006:Correspondence:2015-01-22 to Scheidel.docx

26 Railroad Ave
PO Box 123
Essex Junction, VT 05452-0123

PHONE (802) 879-8102
FAX (802) 879-0408
E-MAIL dbarra@barralaw.com

DRAFT

TRAIL EASEMENT DEED

KNOW ALL PERSONS BY THESE PRESENTS, that _____,
of Essex Junction County of Chittenden and ?????, Grantor, in consideration of
One Dollar, and other valuable consideration, the receipt and satisfaction of which
are hereby acknowledged, to it paid by the VILLAGE OF ESSEX JUNCTION, a
municipality located in Chittenden County, State of Vermont, Grantee, hereby
GIVES, GRANTS, SELLS, CONVEYS and CONFIRMS unto the said Grantee,
VILLAGE OF ESSEX JUNCTION, and its successors and assigns forever, a
perpetual easement and right-of-way, for the purpose of constructing and
maintaining a nature trail for public use over, on and through property in the
Village of Essex Junction, County of Chittenden and State of Vermont, described as
follows:

Being a strip of land ??? beginning at Grantor's ??? boundary on the ???
sideline of the ____ Road right-of-way; thence proceeding in a ??? and
northwesterly direction to the northwest corner of Grantor's property, as
more specifically depicted on a plan entitled _____ prepared
by _____, dated ____, ???, last revised _____
and recorded in Map Slide ____ of the Town of Essex Land Records.

For purposes of construction, of an easement and right-of-way extending ten
feet (10'), more or less, on each side of said permanent nature trail easement
and right-of-way is hereby granted. Said temporary easement and right-of-
way shall expire once construction is completed and the nature trail is open to
the public.

Said easement and right-of-way shall be used by the public as a nature trail
subject to the condition that no bicycles, motorized traffic, including but not

limited to motorcycles, trail bikes and snowmobiles, shall be allowed to use the pathway, except motorized vehicles used by the Grantee, or its agents, for the purpose of maintaining or patrolling the nature trail.

Grantee, its successors and assigns, shall have the right to reconstruct, maintain, patrol, said nature trail, including the right to install, maintain, repair, and replace all necessary, culverts, cuts, at its sole cost, expense, and risk.

By its recording of this easement deed, Grantee agrees, for itself and its successors and assigns, that any premises of Grantor lying outside the scope of this easement and right-of-way disturbed or affected by Grantee's exercise of the rights granted it hereunder, shall be restored to their condition prior to such entry at Grantee's own cost and within a reasonable time, and acknowledges that it will indemnify and hold Grantor harmless, to the full limits of liability insurance that Grantee customarily maintains, for any injury or damage resulting from the public use of said right-of-way not attributable to acts of the Grantor. Grantee, by the recording of this easement deed, acknowledges that this easement has been donated to the Village of Essex Junction, at no cost to the Village, with the intent that Grantor shall receive the full benefit and protection of 19 V.S.A. Section 2309.

Grantor, his heirs, successors and assigns, shall have the right to make use of the surface of so much of his property as is encumbered hereby, such as shall not be inconsistent with the use of said easement and right-of-way, but specifically shall place no structures, landscaping or other improvements within said easement areas which shall prevent or interfere with the Grantee's ability to use said easement and right-of-way.

Being a portion of the lands and premises conveyed to the Grantor by Warranty Deed of _____ dated _____, and recorded in Volume ____, Page ____ of the Town of Essex Land Records.

Reference is hereby made to the above-mentioned plan and deeds and the records thereof, and the references therein made all in further aid of this description.

TO HAVE AND TO HOLD the above granted rights and privileges in, upon and over said premises unto Grantee, its successors and assigns forever; and Grantor does for himself and his heirs, successors and assigns, covenant with Grantee and its successors and assigns, that Grantor is lawfully seized in fee simple of the aforesaid premises, that they are free from all encumbrances, that the Grantor has good right and title to sell and convey the rights as aforesaid and that Grantor, and his heirs, successors and assigns shall Warrant and Defend the same to

Grantee and its successors and assigns forever against the lawful claims and demands of all persons.

IN WITNESS WHEREOF, _____, hereunto sets his/her hand and seal this ____ day of August, 2002.

IN PRESENCE OF:

_____ By: _____

STATE OF VERMONT
COUNTY OF CHITTENDEN, SS.

At Essex Junction, Vermont, this ____ day of August, 2002, personally appeared _____, and he acknowledged this instrument by him signed and sealed, to be his free act and deed.

Before me,
Notary Public

DRAFT

OPEN SPACE AGREEMENT

THIS AGREEMENT made this ___ day of _____, 201__
between _____ of _____, Vermont
(hereinafter referred to as "Grantors") and the VILLAGE OF ESSEX
JUNCTION, a municipal corporation situated in Chittenden County,
Vermont (hereinafter referred to as "Municipality").

W I T N E S S E T H :

WHEREAS, the Grantors are the owners of certain lands in the
Municipality which it acquired by _____ Deed of
_____ dated _____ and recorded in
Volume _____ at Page _____ of the Land Records of the
Municipality; and

WHEREAS, the Grantors are developing said lands as a
_____ (____) lot residential subdivision which is shown
and depicted on a plat entitled "_____",
dated _____, prepared by _____; and
recorded in Map Volume ___, Page ___ of said Land Records; and

WHEREAS, the Grantors have received final subdivision
approval from the Municipality's Planning Commission for their
project by written decision dated _____, 199__; and

WHEREAS, the Grantors in presenting its proposal to the Planning Commission agreed that certain lands would remain in their open state in consideration for the final subdivision and planned residential approval; and

WHEREAS, the Grantors and the Municipality recognize the value of retaining the rural character of said lands and preserving them in their natural, scenic and open condition and in so doing furthering their aesthetic, agricultural and ecological value; and

WHEREAS, Title 10, Chapter 155, Vermont Statutes Annotated, permits Vermont municipalities to acquire interest in land in the nature of conservation and open space easements; and

WHEREAS, the Municipality desires to acquire a conservation and open space easement regarding certain lands of the Grantors in furtherance of the purposes enumerated in 10 V.S.A. '6301.

NOW, THEREFORE, the Grantors for and in consideration of the Planning Commission's approval of its subdivision and planned residential development, the facts above recited, and of the mutual covenants, terms, conditions and restrictions herein contained and as an absolute and unconditional transfer does hereby freely give, grant and convey unto the Municipality, its successors and assigns forever, a conservation and open space

easement or restriction over the property described as "Open Space" on the above described plat, to be made a part hereof, consisting of the following:

1. The right of public view of the property in its natural, scenic and open condition;
2. The right of the official representatives of the Town, in a reasonable manner and at reasonable times, to enter and inspect the property;
3. The right of the Municipality and Municipality alone, to enforce by injunction or proceedings at law or in equity, the covenants hereinafter set forth; and in furtherance of the foregoing affirmative rights, the Grantors, for themselves and their heirs, executors, administrators, successors and assigns, make the following covenants, which shall run with and bind the property in perpetuity:

(a) There shall be no construction or placing of any buildings or structures of any kind, temporary or permanent on the property once the project is finally completed.

(b) There shall be no filling, excavating, dredging, mining or drilling, removal or topsoil, sand, gravel, rock, minerals or other materials, nor any building of roads or change in the topography of the land in any manner.

(c) The Grantors, their successors and assigns, shall have the right to use the conserved area for agricultural and farming purposes, including the cultivation of crops and animal husbandry, however, barns and fences will only be allowed with prior Selectboard approval.

(d) There shall be no dumping of ashes, trash, garbage or other unsightly or offensive material, and no changing of the topography through the placing of soil or other substance of materials such as landfill.

(e) There shall be no operation of motorized vehicles on the property, including but not limited to: snowmobiles, dune buggies, motorcycles, or all-terrain vehicles.

(f) There shall be no activities or uses on the property which shall be detrimental or could be detrimental to drainage, flood control, water conservation, fish and wildlife or habitat preservation.

The Grantors, for themselves and their successors and assigns, agree to pay any real estate taxes or other assessments levied by competent authorities on the property and to relieve the Municipality from responsibility for maintaining the property.

The Grantors agree that the terms, conditions, restrictions, and purposes of this grant will be inserted by reference in any subsequent deed, or other legal instrument, by which the Grantors divest themselves of either fee simple title or possessory interest in the property or in any of the property forming a part of the development.

TO HAVE AND TO HOLD the said conservation easement and restriction unto the Municipality and its successors and assigns forever.

It is the intention of the parties hereto that the grant of easements and covenants herein is pursuant to the authority set forth in Title 10, Chapter 155, Vermont Statutes Annotated, as presently enacted and from time to time hereinafter amended, and that all of the provisions of said Chapter shall be binding upon the Grantors, their successors and assigns and upon the property, and shall inure to the benefit of the Municipality, its successors and assigns.

If any part of this agreement shall be decreed to be invalid by any court of competent jurisdiction, such decree shall not be interpreted so as to invalidate the remainder of this agreement.

Although this conservation restriction and easement will benefit the public as provided above, nothing herein shall be

construed to convey a right to the public of access or use of the property, and the Grantors, for themselves and their successors and assigns, shall retain exclusive right to use the property for all purposes not inconsistent with this conservation restriction and easement.

IN WITNESS WHEREOF, the Grantors hereunto set their hands and seals this __ day of _____, 201_.

IN THE PRESENCE OF:

APPLICANT

Village of Essex Junction

By: _____

STATE OF VERMONT
CHITTENDEN COUNTY, ss.

At _____, Vermont, this __ day of _____, 201_,
_____ and _____,
personally appeared, and they acknowledged this instrument, by
them signed and sealed to be their free act and deed.

Before me, _____
Notary Public
My commission expires: _____

STATE OF VERMONT
CHITTENDEN COUNTY, ss.

At _____, Vermont, this __ day of _____, 201_,

_____,
duly authorized agent of the VILLAGE OF ESSEX JUNCTION personally
appeared and he acknowledged this instrument by him signed and
sealed, to be his free act and deed and the free act and deed of
the Town of _____.

Before me, _____

Notary Public

My commission expires: _____

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

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

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

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

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

5. OLD BUSINESS

1. Memo re: Encore Solar Contract Modification

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

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

2. Memo re: Whitcomb Heights II Nature Trail

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

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

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

PUBLIC COMMENTS

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

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

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

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

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

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

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

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

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

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

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

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

3. Noise Indemnification Agreement with Champlain Valley Exposition

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

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

Chris Chiquoine, village resident, stated there is not an instantaneous measure of noise, but rather a five minute average which allows even the noise from a cannon, for example, not to exceed the noise level. Mr. Chiquoine said his house is in direct line of sight to the speakers at the fairgrounds (i.e. the noise is not blocked by parked cars) which makes the sound louder. Mr. Chiquoine stated there should be a maximum decibel level, rather than an average, noting an event at the fairgrounds hit 102 decibels this past year, rattling pictures on the wall and making it impossible to carry on a conversation.

David Wechsler with Vermont Air Testing Services (company hired to do the performance standards for noise for the village) explained sound dissipates over distance. Double the distance dissipates sound by half. Sound measurements are collected at the property line closest to the neighborhoods and in direct line of sight. Monitoring is done to capture the worst case scenario for noise.

There was continued discussion of noise impact on individuals (some people are more sensitive to noise than others). Elaine Sopchak stated it is difficult to honor an individual person's needs and CVE's needs. CVE is an important organization to the village. Chris Chiquoine stated his neighbors have the same complaint about noise from the fairgrounds as he does, but have given up complaining. Mr. Chiquoine objected to the village putting aside the health, safety, and welfare of a village citizen so CVE can host concerts, adding that there was a violation with the Color Run event this year which did not have a waiver and should have. Tim Shea conceded there was an oversight on CVE's part with the Color Run event which occurred after the fair. The event organizers held a stage production for the 5,000 runners that was louder than expected. The music was turned down immediately. A waiver will be secured for next year. CVE held four outdoor concerts during the fair this past year (the ideal scenario is up to seven concerts) and has not had 20 concerts to date (16 was the maximum number of waivers and that was in 2009-2010).

Diane Clemens, village resident, echoed that people living near the fairgrounds have given up fighting the noise or simply moved out of town. Noise from events at the fairgrounds can be heard in neighborhoods that do not abut the property. The noise level in the last year has not been as high as in the past, but there are spikes in the noise levels. Even animals react to the noise.

Lori Houghton asked CVE to consider the neighbors and adhere to the noise agreement.

MOTION by Dan Kerin, SECOND by Elaine Sopchak, to authorize the Municipal Manager to execute the Noise Indemnification Agreement with CVE.

AMENDMENT to MOTION by Elaine Sopchak, SECOND by Dan Kerin, to authorize the Municipal Manager to execute the noise agreement with CVE and ask staff to post permits as approved on the village website including the decibel levels.

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

7. Whitcomb Heights II Open Space

Robin Pierce reported the issue before the Trustees is whether the village should take over ownership of the open space in the Whitcomb Heights II development or have the land revert to the homeowners association. The open space cannot be developed and must have only vegetative cover so there is no benefit to the village to own the land. An easement or right-of-way to the parcel to preserve the nature trail in perpetuity may be an option for consideration.

Lori Houghton asked if there is a cost to maintain the open land. Tom Weaver, developer, said the property is mowed (brush hogged annually).

Dan Kerin acknowledged the importance of public access to open space in the village, noting the agreement with the Whitcomb Farm and Vermont Land Trust that ensures some farm property will remain undeveloped and accessible to the public. Also, Local Motion has a list of trails in Essex and Essex Junction that are available to the public. There is a plethora of trails in the vicinity.

Steve Eustis, Wilkinson Drive, urged the Trustees to acquire the property for the village and submitted 10 talking points and supporting evidence to dispute the argument against acquiring the land. Mr. Eustis requested the question of acquiring the open space from the Whitcomb II subdivision per the Planning Commission resolution signed January 20, 2000 be an article on the annual meeting warning so the citizens of Essex Junction can decide the issue. Andrew Brown noted the property must be designated open space per the village zoning map, not the development plat, in order for Section 908 of the Land Development Code to apply. Steve Eustis countered Section 908 says “preserved as open space”, not ‘zoned as open space’.

Jaime Kelly, Lavoie Drive resident and member of the Whitcomb Heights II homeowners’ association board of directors, mentioned the following:

- There are other portions of the parcel that are open space, not just the nature trail, and if the village assumes ownership the entire parcel would have to be maintained so there is a cost.
- There needs to be assurance the uses on the open space are appropriate.
- The area is a marsh and swamp which cannot be developed unless the LDC is changed which could happen at some point in time.
- There are other developments in the village with the same issue.
- Whitcomb Heights I gave the village an easement for trails and still owns the land. Whitcomb Heights II hopes to do the same and allow community use of the nature trail.
- General usage of the trail has increased with use as a running track, bike path, and off leash dog path which was not what was intended. The trail has been cleared and marked. People are pitching tents and leaving trash which creates a maintenance burden.

Tom Weaver, Whitcomb Heights developer, explained there are two homeowners associations plus a “master association” to cover all phases of the development. The Planning Commission required the open space for use by the residents of the

condominium association for Whitcomb Heights I & II, and that is how the open space was designated. The cost to the village for the land would basically be for the initial acquisition and transfer of ownership.

Jon Harris, South Street, urged getting concrete information on costs and legal advice on the impact on the development density. The property was designated as open space in 1999 and units have been sold since that time. Mr. Harris pointed out there are two easements to consider – easement to the trail and easement to the 57 acres. Robin Pierce noted a legal opinion on density was secured which is referenced in the memo to the Trustees.

Fred Parks, South Street, urged at a minimum the matter should be on the annual meeting warning for decision by the voters because having 57 acres of open space in a densely populated village is a once in 30 year opportunity for the village.

Connie Dollinger, South Street, echoed the comments about the opportunity for the village to acquire the property. The cost to mow the parcel is not significant. There will not be an impact on the sale of the condo units. Having the parcel owned by the village will allow all village residents to have access which was the intent in 1999. Ms. Dollinger said she is aware of condominium associations selling some of the open land in their development.

Joan MacKenzie, Lavoie Drive, said if the transfer of open space to the village presents any potential damage to residents in the condo association when trying to sell their units then the transaction should not be done.

Shirley Zundell, Cushing Drive, asked for an explanation of the easement. Robin Pierce explained the land would remain in the ownership of Whitcomb Heights II, but the village would have an easement that allows public use of the nature trail.

Jim Rheume, Onondaga Ave., suggested there be more concrete facts to clearly understand the situation and the public should be part of the decision. Mr. Raome said it is a quality of life issue in the area to have the land available to the public.

John Trombley, Wenonah Ave., spoke in support of having the people vote on the matter.

Howard Deal, Lavoie Drive, said if there is a legal opinion that says the density would not be met if the land is transferred and that could impact the sale of units then residents should not be put at risk, especially if there is the option of an easement as a solution. Mr. Deal urged not giving up authority as the Board of Trustees and knowing the issues to let the general public decide the matter because that may not be an informed decision.

The Trustees concurred more information is needed before a decision can be made.

MOTION by Elaine Sopchak, SECOND by Lori Houghton to table the Whitcomb Heights II open space issue pending further information relative to the following:

-
- **Written legal opinion on the impact of the village acquiring the land;**
 - **Cost estimate to maintain the parcel;**
 - **Options on easements for the trail and the 57 acres of open space;**
 - **Articulation of what an easement means and if the area will continue as open space and the people most affected are protected.**

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

8. Approval of MOA by Essex Selectboard and Essex Junction Trustees re: Storm Water Permitting and Management Services

Pat Scheidel explained the agreement is for setting policy, implementing mandates from the federal and state governments, and funding management of storm water in the community. The town budget includes \$91,000 (including funds from the village) to absorb costs. Essex Selectboard approved the MOA. The Trustees must also approve the MOA or there is no agreement. Dennis Lutz provided a short list of questions and answers on storm water permitting and management that will be posted on the website. A detailed outline of costs is available to the public on request.

MOTION by Dan Kerin, SECOND by Lori Houghton, that the Board of Trustees approves the Memorandum of Agreement between the Town of Essex and the Village of Essex Junction concerning storm water permitting and management service and authorizes the execution of the MOA. VOTING: unanimous (4-0); motion carried.

9. Approval of MOA by Essex Selectboard and Essex Junction Trustees re: Consolidation of Public Works Services

Pat Scheidel noted the MOA on consolidation of public works services has been discussed and edited based on comments received. With approval of the MOA by both boards there will be answers to questions at the village and town annual meetings. Dennis Lutz stated at the last Selectboard meeting there was concurrence with the MOA, but the Selectboard wanted a clean copy of the document before taking formal action. Mr. Lutz highlighted changes in the document (mainly wording changes for clarification) that were discussed and agreed to by the Selectboard to address a consolidated service delivery program and determine realized efficiencies. Mr. Lutz mentioned having the American Public Works Association do a technical review of the shared public works operation at some point in time.

MOTION by Andrew Brown, SECOND by Elaine Sopchak, to approve the Memorandum of Agreement between the Town of Essex and the Village of Essex Junction with regard to consolidation of public works services. VOTING: unanimous (4-0); motion carried.

10. Review FY2016 Proposed Budget

Lauren Morrisseau reported the changes discussed during budget day have been incorporated into the draft budget and result in a decrease of \$14,102 in the overall budget amount.



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

MEMORANDUM

TO: Village Trustees and Patrick Scheidel, Village Manager
FROM: Lauren Morrissette, Finance Director *LM*
DATE: 2/10/15
SUBJECT: FYE16 Budgets

Issue

The issue is whether or not the Trustees will adopt the proposed FYE16 Budgets.

Discussion

The amounts of the proposed FYE16 Village Operating Budgets are as follows:

General Fund	\$3,799,390
Water Fund	\$3,393,933
Wastewater Treatment Fund	\$1,834,060
Sanitation Fund	\$456,147

The amounts of the proposed FYE16 Capital Funds budgets are as follows:

General Fund Capital Reserve	\$6,344,682
Rolling Stock Fund	\$196,165
Water Fund Capital Reserve	\$184,768
WWTF Capital Reserve	\$2,457
Sanitation Fund Capital Reserve	\$224,746

Cost

The estimated tax rate to support the General Fund budget is \$0.2388, a decrease of 15.5%. The utility rates to support the enterprise funds budgets are estimated to increase by 2.4%.

Recommendation

Staff recommends the Trustees adopt the various FYE16 budgets in the amounts listed above.



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

MEMORANDUM

TO: Village Trustees and Patrick Scheidel, Village Manager
FROM: Lauren Morrissette, Finance Director *LM*
DATE: 2/10/15
SUBJECT: Transfer of General Fund fund balance to Capital Reserve FYE16

Issue

The issue is whether or not the Trustees will ask the voters to transfer \$75,000 of General Fund fund balance to the Capital Reserve Fund.

Discussion

At 6/30/14 the General Fund had a fund balance of \$635,330. The total was made up of the following amounts:

Nonspendable (Inventory & Prepaid Expenses)	\$ 91,866
Restricted	(500)
Assigned	80,691
Unassigned	463,273

The Trustees are permitted to administer 10% of unassigned fund balance. The FYE16 budget includes \$35,000 of fund balance to reduce the tax rate. Because of the enormous need for funds in the Capital Reserve, staff is recommending that the Trustees place an article on the Annual Meeting Warning asking the voters to approve the transfer of \$75,000 from the General Fund to the Capital Reserve. This transfer will decrease the unassigned fund balance in General Fund to 10% of the FYE15 Budget.

Cost

There is no cost associated with this issue.

Recommendation

Staff recommends the Trustees approve placing an Article on the Annual Meeting Warning asking the voters to approve the transfer of \$75,000 of General Fund fund balance to the Capital Reserve Fund.

VILLAGE OF ESSEX JUNCTION
GENERAL FUND BUDGET SUMMARY

01/07/15
9:32 AM

	FYE13 Actual	FYE14 Budget	FYE14 Actual	FYE15 Budget	FYE16 Proposed Budget	% Change 16 vs 15
GENERAL GOVERNMENT:						
Administration	558,526	598,797	529,832	561,784	588,773	4.8%
Transfers & Misc Expenditures	596,412	620,051	620,051	649,623	690,448	6.3%
Grant & Non-Budgetary Expenditures	109,294	0	147,522	0	0	0.0%
Seniors Support	0	0	0	7,960	8,223	3.3%
Fire Department	280,668	287,208	281,793	298,075	304,184	2.0%
Library	647,053	684,479	674,883	736,207	762,774	3.6%
Lincoln Hall	52,136	38,452	51,291	55,057	44,604	-19.0%
Community Development	207,210	244,740	210,712	250,678	249,937	-0.3%
Economic Development/Community Events	75,282	79,628	76,151	94,838	87,450	-7.8%
Street Department	740,423	791,358	834,166	814,603	839,570	3.1%
Subtotal General Fund	3,267,004	3,344,711	3,426,401	3,468,825	3,575,964	3.1%
Debt Service	0	0	0	68,612	223,426	225.6%
GENERAL FUND TOTAL	3,267,004	3,344,711	3,426,401	3,537,437	3,799,390	7.4%

GENERAL FUND REVENUES

Town Pays Stormwater personnel costs and 100% of balance of Street 01/21/15 11:46 AM

Acct. #	Account	FYE13 Actual	FYE14 Budget	FYE14 Actual	FYE15 Budget	FYE16 Proposed Budget	% Change 16 vs 15
	Unrestricted Fund Balance		35,000		35,000	35,000	0%
401.000	Property Taxes	2,652,852	2,806,463	2,811,738	3,011,526	2,564,285	-15%
402.000	State for Pilot & Current Use	4,079	2,500	2,891	2,500	2,500	0%
	Whitcomb Farm Solar Pilot	0	0	0	0	5,524	100%
404.000	IBM Subsidy	60,578	0	0	0	0	0%
403.000	Penalties/Interest Delinq. Taxes	10,855	7,000	8,049	8,000	0	-100%
410.000	License & Zoning Fees	60,199	35,000	89,513	35,000	50,000	43%
411.010	Service Fee - Water	110,169	111,336	111,336	106,840	108,760	2%
411.020	Service Fee - WWTP	55,085	55,668	55,668	53,420	54,380	2%
411.030	Service Fee - Sanitation	110,169	111,336	111,336	106,840	108,760	2%
420.010	State District Court Fines	3,708	2,000	2,195	2,000	2,000	0%
420.020	State Highway Aid	113,128	100,000	113,461	100,000	0	-100%
	Town Payment for Stormwater	0	0	0	0	59,500	100%
	Town Payment for Street Dept.	0	0	0	0	780,070	100%
420.030	EJSD Tax Collection Fee	47,956	47,000	49,896	48,000	0	1525%
432.020	Lincoln Hall Rentals	1	0	0	1	1	0%
432.015	Parking Space Fees	4,400	4,800	5,200	4,800	4,800	0%
432.030	Miscellaneous Fire Receipts	1,231	10	0	10	10	0%
432.051	Block Party Donations	1,550	1,500	1,504	1,500	1,500	0%
432.070	Miscellaneous Street Receipts	2,850	3,500	5,073	3,000	3,000	0%
432.080	Miscellaneous Library Receipts	708	600	286	500	300	-40%
410.150	Lost Book Revenue	3,855	0	0	0	0	0%
434.010	Essex Town Contribution to Library	15,000	15,000	15,000	15,000	15,000	0%
440.000	Interest Earnings	1,644	1,000	2,017	1,500	2,000	33%
441.000	Miscellaneous Grants	52,391	0	148,028	0	0	0%
445.000	Misc. Receipts	2,343	5,000	4,930	2,000	2,000	0%
445.100	Sale of Asset	500	0	0	0	0	0%
TOTALS		3,315,251	3,344,713	3,538,121	3,537,437	3,799,390	7.41%

Tax Rate Calculation

	FY15	FY16	% Increase
Budget Increase			
Grand List		Projected Grand List	
IBM Real Estate	1,036,464	IBM Real Estate	1,036,464
Non-IBM Real Estate	9,616,000	Non-IBM Real Estate	9,712,160
Tax Stabilization Reduction	(8,081)	Tax Stabilization Reductio	(6,945)
Total Grand List	10,644,383	Total Projected Grand Lis	10,741,679
Tax Appropriation	3,011,526	Tax Appropriation	2,564,285
Tax Rate	0.2830	0.23872	-15.65%

ADMINISTRATION BUDGET

01/07/15

Acct. #	Account	FYE13 Actual	FYE14 Budget	FYE14 Actual	FYE15 Budget	FYE16 Proposed Budget	% Change 16 vs 15
720.000	Salaries - Regular	311,912	325,729	254,498	255,978	269,205	5.2%
720.004	Manager Contract	0	0	53,841	55,995	57,955	3.5%
720.010	Salaries - Overtime	1,365	1,500	2,141	1,500	2,000	33.3%
720.020	Salaries - Part-time	13,207	7,974	12,910	15,057	15,814	5.0%
720.022	Social Security	25,342	26,568	20,574	21,109	22,282	5.6%
720.024	Unemployment Insurance	962	1,186	789	1,067	850	-20.3%
720.026	Workers Compensation Insurance	1,210	1,431	1,188	1,047	1,139	8.8%
720.028	Health Insurance & Other Benefits	59,436	75,626	49,634	72,355	74,316	2.7%
720.030	Retirement	38,648	32,573	24,666	25,598	26,921	5.2%
720.032	Liability & Property Ins.	5,720	7,696	5,373	6,218	6,353	2.2%
720.034	Public Officials Liability Ins.	5,981	5,601	5,572	5,800	5,857	1.0%
720.035	Health Improvement Programs	1,775	1,600	1,009	1,600	1,600	0.0%
720.050	Boardmember fees	2,500	2,500	2,500	2,500	2,500	0.0%
723.000	Supplies	4,624	6,700	4,436	6,700	6,000	-10.4%
723.001	Postage	3,986	4,200	3,387	4,200	4,200	0.0%
723.055	Computer Expenses	17,552	16,915	15,752	16,937	15,485	-8.6%
724.000	Training, Conferences, Dues	6,602	10,734	3,701	10,384	14,390	38.6%
725.000	Telephone Services	2,621	3,960	2,191	2,600	2,280	-12.3%
725.025	Communications	12,203	13,331	21,952	13,806	13,806	0.0%
728.030	Vehicle Maintenance - Travel	900	2,400	0	0	0	0.0%
728.035	Village Promotion	268	0	0	0	0	0.0%
735.000	Interview Costs	155	0	0	0	0	0.0%
745.020	Leased Services	4,298	4,840	3,942	4,800	4,800	0.0%
745.031	Legal Services	14,027	15,000	11,932	15,000	15,000	0.0%
745.041	Audit Services	5,352	5,433	5,467	5,433	5,800	6.8%
745.039	Other Professional Services	0	1,000	0	1,000	1,000	0.0%
745.050	Printing and Advertising	4,777	5,800	6,246	5,800	5,500	-5.2%
745.055	Pay & Classification Study	0	3,500	5,700	200	5,871	2835.5%
745.057	Elections	1,579	1,500	1,442	1,600	1,600	0.0%
747.000	Holiday Expense	1,135	1,500	776	1,500	1,250	-16.7%
749.000	Trustees Expenditures	5,472	4,000	3,505	4,000	4,000	0.0%
755.023	Capital Outlay	4,917	8,000	4,708	2,000	1,000	-50.0%
TOTALS		558,526	598,797	529,832	561,784	588,773	4.8%

SENIORS SUPPORT

01/07/15
10:06 AM

Acct. #	Account	FYE13 Actual	FYE14 Budget	FYE14 Actual	FYE15 Budget	FYE16 Proposed Budget	% Change 16 vs 15
745.014	Part time Director Contract	0	0	0	7,500	7,763	4%
725.000	Telephone	0	0	0	460	460	0%
TOTALS		0	0	0	7,960	8,223	3%

TRANSFERS & MISC EXPENDITURES

01/07/15
10:06 AM

Acct. #	Account	FYE13 Actual	FYE14 Budget	FYE14 Actual	FYE15 Budget	FYE16	
						Proposed Budget	% Change 16 vs 15
750.021	Rolling Stock Fund Contribution	163,624	173,624	173,624	183,624	193,624	5%
750.027	Half Penny for Ladder Truck Note	50,000	50,000	50,000	50,000	50,000	0%
750.022	Capital Fund Contribution	372,788	391,427	391,427	410,999	441,824	8%
750.023	Land Acquisition Fund Contribution	0	0	0	0	0	0%
750.026	Employee Termination Benefits	10,000	5,000	5,000	5,000	5,000	0%
TOTALS		596,412	620,051	620,051	649,623	690,448	6%

GRANTS AND OTHER NON-BUDGETARY EXPENDITURES

01/07/15
10:06 AM

Acct. #	Account	FYE13 Actual	FYE14 Budget	FYE14 Actual	FYE15 Budget	FYE16 Proposed Budget	% Change 16 vs 15
755.020	Library Replacement Expenses	4,017	0	4,451	0	0	0%
759.090	Designated Expenses from prior years	57,533	0	0	0	0	0%
750.011	Tax Abatement	2,140	0	0	0	0	0%
759.010	Grants & Donations Expenses	45,604	0	143,071	0	0	0%
TOTALS		109,294	0	147,522	0	0	0%

LINCOLN HALL BUDGET

01/07/15
10:06 AM

Acct. #	Account	FYE13 Actual	FYE14 Budget	FYE14 Actual	FYE15 Budget	FYE16	% Change 16 vs 15
						Proposed Budget	
720.032	Liability & Property Ins.	4,469	5,404	4,319	5,658	6,383	13%
723.000	Supplies	2,475	1,800	2,037	2,500	2,500	0%
723.065	Water and Sewer Charges	2,007	1,500	729	1,500	1,000	-33%
725.000	Telephone Services	496	460	486	0	0	0%
726.000	Electrical Service	7,997	6,000	7,277	7,500	7,500	0%
727.000	Heating	5,507	7,000	6,113	6,000	6,200	3%
728.000	Maintenance - Building/Grounds	7,559	7,000	9,189	7,500	9,000	20%
745.005	Rubbish Removal	1,785	1,785	1,862	1,838	1,900	3%
745.014	Contractual Services	8,087	7,503	8,331	9,021	9,021	0%
755.023	Capital Outlay	11,754	0	10,948	13,540	1,100	-92%
TOTALS		52,136	38,452	51,291	55,057	44,604	-19%

FIRE DEPARTMENT BUDGET

01/07/15
10:06 AM

Acct. #	Account	FYE13 Actual	FYE14 Budget	FYE14 Actual	FYE15 Budget	FYE16 Proposed Budget	% Change 16 vs 15
720.021	Salaries - Firefighters	126,818	134,400	119,015	138,000	144,000	4%
720.022	Social Security	9,662	10,282	9,105	10,590	11,050	4%
720.026	Workers Compensation Insurance	24,034	25,685	23,241	27,334	22,789	-17%
720.029	Accident & Disability Ins.	3,600	3,600	3,600	3,600	3,600	0%
720.032	Liability & Property Ins.	7,326	6,675	5,694	7,301	7,545	3%
723.000	Supplies	1,637	2,400	2,455	2,400	2,400	0%
723.016	EMS Supplies	1,061	1,500	1,061	1,500	1,500	0%
723.020	Gas, Grease and Oil	7,112	6,000	6,051	7,200	7,200	0%
723.065	Water and Sewer Charges	888	900	449	900	600	-33%
724.000	Training, Conferences, Dues	2,900	5,000	2,861	5,000	5,000	0%
725.000	Telephone Services	3,433	3,800	3,386	3,800	3,400	-11%
726.000	Electrical Service	6,283	6,400	7,153	7,000	7,000	0%
727.000	Heating	4,817	6,000	5,280	5,200	5,200	0%
728.000	Maintenance - Building/Grounds	1,806	6,000	7,596	6,000	6,000	0%
728.010	Radio Maintenance	6,295	2,000	3,219	2,000	2,000	0%
728.020	Maintenance - Other	12,795	11,916	13,971	13,000	14,000	8%
728.030	Vehicle Maintenance	21,217	9,000	14,536	9,000	14,000	56%
728.038	Emergency Generator Maintenance	375	650	500	650	500	-23%
729.000	Uniforms, Boots, Etc.	16,079	18,500	23,991	19,200	20,000	4%
729.052	Fire Prevention	1,652	2,000	2,239	2,000	2,000	0%
743.051	Physical Exams	4,197	6,000	6,552	7,000	6,500	-7%
743.058	Employee Assistance Program	864	900	864	900	900	0%
745.013	Hydrant Rental	5,000	0	0	0	0	0%
755.022	New Equipment - Radios	0	3,100	2,349	4,000	2,000	-50%
755.025	Routine Equipment Purchases	10,817	14,500	16,625	14,500	15,000	3%
755.023	Capital Outlay	0	0	0	0	0	0%
TOTALS		280,668	287,208	281,793	298,075	304,184	2.0%

BROWNELL LIBRARY BUDGET

01/07/15
10:06 AM

Acct. #	Account	FYE13	FYE14	FYE14	FYE15	FYE16	% Change 16 vs 15
		Actual	Budget	Actual	Budget	Proposed Budget	
720.000	Salaries - Regular	292,591	305,811	303,100	315,379	320,427	1.6%
720.020	Salaries - Part-time	86,567	89,012	84,789	89,219	97,715	9.5%
720.022	Social Security	28,826	30,365	29,124	31,089	32,122	3.3%
720.024	Unemployment Insurance	2,235	2,384	1,796	2,390	1,800	-24.7%
720.026	Workers Compensation Insurance	1,389	1,588	1,678	1,567	1,584	1.1%
720.028	Health Insurance & Other Benefits	49,093	70,891	66,969	103,020	111,474	8.2%
720.030	Retirement	29,089	30,581	29,971	31,537	32,043	1.6%
720.032	Liability & Property Ins.	9,390	9,972	9,025	10,481	10,317	-1.6%
722.000	Volunteer Expenses	0	0	0	0	500	100.0%
723.000	Supplies	13,274	12,000	10,831	13,000	13,000	0.0%
723.001	Postage	3,452	2,500	1,943	3,500	3,500	0.0%
723.055	Computer Expenses	3,641	3,000	3,220	3,500	3,500	0.0%
723.065	Water and Sewer Charges	870	500	529	1,000	1,000	0.0%
724.000	Training, Conferences, Dues	3,362	5,000	2,497	4,000	3,000	-25.0%
725.000	Telephone Services	1,092	1,200	1,047	1,100	1,200	9.1%
725.030	Technology Access	5,059	6,000	5,032	5,500	5,500	0.0%
726.000	Electrical Service	14,553	14,250	14,674	14,500	15,000	3.4%
727.000	Heating	7,335	7,400	7,285	7,400	7,400	0.0%
728.000	Maintenance - Buildings/Grounds	14,546	12,000	17,271	14,500	17,000	17.2%
728.050	Alarm System Maintenance	292	700	269	500	400	-20.0%
735.000	Interview Costs	249	100	656	2,000	500	-75.0%
745.014	Contractual Services	22,467	23,225	23,551	23,225	24,493	5.5%
745.021	Adult Programs	322	0	3	300	300	0.0%
745.022	Childrens' Programs	3,061	3,000	2,879	3,000	3,000	0.0%
755.020	Adult Collection-Print&Electronic	32,706	31,000	34,700	31,000	32,000	3.2%
755.021	Juvenile Collection-Prnt&Electronic	16,396	15,500	15,479	15,500	16,000	3.2%
755.014	Computer Replacement	5,196	6,500	6,565	8,000	8,000	0.0%
755.023	Capital Outlay	0	0	0	0	0	0.0%
TOTALS		647,053	684,479	674,883	736,207	762,774	3.6%

COMMUNITY DEVELOPMENT

01/07/15
10:06 AM

Acct. #	Account	FYE13 Actual	FYE14 Budget	FYE14 Actual	FYE15 Budget	FYE16 Proposed Budget	% Change 16 vs 15
720.000	Salaries - Regular	124,235	129,436	126,770	129,612	134,504	3.8%
720.010	Salaries - Overtime	217	2,000	0	2,000	0	-100.0%
720.022	Social Security	9,666	10,305	9,872	10,390	10,619	2.2%
720.024	Unemployment Insurance	399	435	329	432	350	-19.0%
720.026	Workers Compensation Insurance	440	506	555	504	513	1.8%
720.028	Health Insurance & Other Benefits	25,170	33,038	28,967	36,177	37,158	2.7%
720.030	Retirement	11,978	12,944	12,577	12,961	13,450	3.8%
720.032	Liability & Property Ins.	2,006	2,147	2,067	2,232	2,242	0.4%
720.034	Public Officials Liability Ins.	5,981	5,600	5,572	5,800	5,857	1.0%
720.050	Board Member Fees	3,525	3,600	3,600	3,600	3,600	0.0%
723.000	Supplies	1,340	2,500	1,696	2,800	2,000	-28.6%
723.001	Postage	438	1,000	409	1,120	600	-46.4%
723.055	Computer Expenses	3,748	4,705	2,209	4,000	4,000	0.0%
724.000	Training, Conferences, Dues	2,395	4,500	2,025	4,500	3,500	-22.2%
725.000	Telephone Services	1,597	1,524	1,632	1,550	1,644	6.1%
725.025	Communications	1,020	2,000	2,935	2,500	2,500	0.0%
728.031	Travel	2,400	3,000	2,400	3,500	2,400	-31.4%
745.031	Legal Services	2,261	14,000	331	14,000	12,000	-14.3%
745.039	Other Professional Services	4,449	4,000	1,749	4,000	6,000	50.0%
745.050	Printing and Advertising	2,045	5,000	2,527	5,000	3,000	-40.0%
745.051	Recording Fees	1,900	2,500	2,490	2,500	2,500	0.0%
755.023	Capital Outlay	0	0	0	1,500	1,500	0.0%
TOTAL		207,210	244,740	210,712	250,678	249,937	-0.3%

STREET DEPARTMENT BUDGET

01/07/15
10:28 AM

Acct. #	Account	FYE13 Actual	FYE14 Budget	FYE14 Actual	FYE15 Budget	FYE16 Proposed Budget	% Change 16 vs 15
720.000	Salaries - Regular	161,941	197,160	173,054	205,654	214,069	4.1%
720.010	Salaries - Overtime	14,383	15,000	14,425	15,000	16,300	8.7%
720.020	Salaries - Part-time	17,335	18,590	17,603	11,907	12,619	6.0%
720.022	Social Security	14,274	17,867	15,127	17,819	18,767	5.3%
720.024	Unemployment Insurance	864	1,086	789	1,169	900	-23.0%
720.026	Workers Compensation Insurance	9,798	12,182	11,835	13,970	18,038	29.1%
720.028	Health Insurance & Other Benefits	63,337	82,729	51,968	76,515	78,589	2.7%
720.030	Retirement	16,141	19,716	15,347	20,565	21,407	4.1%
720.032	Liability & Property Ins.	12,057	13,878	10,571	15,104	14,807	-2.0%
723.000	Supplies	10,128	20,000	14,843	20,000	20,000	0.0%
723.010	Winter Maintenance	83,243	75,000	142,405	75,000	90,000	20.0%
723.012	Pavement Maintenance	14,804	15,000	18,987	15,000	16,000	6.7%
723.014	Gravel & Topsoil	5,830	4,000	3,191	4,000	4,000	0.0%
723.015	Signs and Posts	2,668	5,500	1,875	4,000	4,000	0.0%
723.020	Gas, Grease and Oil	31,766	22,000	36,943	26,000	35,000	34.6%
723.065	Water and Sewer Charges	1,197	2,500	870	2,500	2,000	-20.0%
724.000	Training, Conferences, Dues	250	500	60	500	500	0.0%
725.000	Telephone Services	1,725	1,900	2,228	2,000	2,850	42.5%
726.000	Electrical Service	3,752	4,500	3,842	4,000	4,000	0.0%
726.035	Street Lights (rental/electrical)	121,730	127,000	128,105	127,000	131,948	3.9%
726.037	Traffic Lights (electrical)	6,170	5,700	5,687	6,000	6,000	0.0%
727.000	Heating	3,184	4,000	3,924	4,000	4,000	0.0%
728.000	Maintenance - Buildings/Grounds	3,596	2,500	586	2,500	2,500	0.0%
728.010	Radio Maintenance	65	200	28	200	200	0.0%
728.020	Maintenance - Other	1,545	1,000	749	1,000	1,000	0.0%
728.030	Vehicle Maintenance	17,716	32,000	18,635	20,000	22,000	10.0%
728.033	Streetscape Maint./Imp.	4,377	6,000	3,292	16,000	16,000	0.0%
728.036	Village Garden Spots	2,343	3,650	1,287	3,000	3,000	0.0%
728.037	Traffic/Street Light Maintenance	11,360	8,000	4,731	8,000	7,000	-12.5%
728.041	Memorial Park Maintenance	2,816	3,500	2,665	3,000	3,500	16.7%
728.043	Street Marking	8,205	5,000	5,932	7,000	7,000	0.0%
729.000	Uniforms, Boots, Etc.	2,544	4,500	4,206	4,500	5,000	11.1%
735.000	Interview Costs	0	0	1,287	0	0	0.0%
745.005	Rubbish Removal	5,290	6,200	5,108	6,200	6,500	4.8%
745.014	Contractual Services	10,726	0	22,534	0	0	0.0%
745.015	ROW Leases	0	0	0	0	11,076	100.0%
745.016	Accident Claims	0	0	0	0	0	0.0%
745.030	Equipment Rentals	3,693	1,000	54	1,000	1,000	0.0%
745.038	Traffic Light System Improvements	0	0	0	0	0	0.0%
745.044	Engineering Services	31,616	15,000	41,955	15,000	15,000	0.0%
760.032	Sidewalk and Curb Maintenance	5,135	3,000	4,717	3,000	4,000	33.3%
760.033	Storm Sewer Maintenance	18,842	8,500	22,996	9,000	10,000	11.1%
760.034	Storm Sewer Permit Fees	4,697	3,000	3,452	3,000	0	-100.0%
760.035	Storm Sewer Public Education	7,313	9,500	8,912	9,500	0	-100.0%
760.036	Stream Flow Monitoring	0	0	0	30,000	0	-100.0%
755.011	Traffic Calming	232	4,000	0	1,500	1,000	-33.3%
755.023	Capital Outlay	1,735	9,000	7,361	3,500	8,000	128.6%
TOTALS		740,423	791,358	834,166	814,603	839,570	3.1%

WATER FUND BUDGET

01/21/15
1:13 PM

Acct. #	Account	FYE13 Actual	FYE14 Budget	FYE14 Actual	FYE15 Budget	FYE16 Proposed Budget	% Change 16 vs 15
720.000	Salaries - Regular	95,449	102,349	104,739	107,890	100,902	-6.5%
720.010	Salaries - Overtime	13,090	12,300	15,408	14,000	16,000	14.3%
720.020	Salaries - Part-time	4,365	4,729	4,345	8,798	5,081	-42.2%
720.022	Social Security	8,420	9,239	8,988	9,447	9,020	-4.5%
720.024	Unemployment Insurance	482	564	408	616	425	-31.0%
720.026	Workers Compensation Insurance	4,667	4,447	5,696	5,277	6,223	17.9%
720.028	Health Insurance & Other Benefits	33,805	42,180	33,524	41,604	42,732	2.7%
720.030	Retirement	9,400	10,235	9,845	10,789	10,090	-6.5%
720.032	Liability & Property Ins.	2,549	3,305	2,960	3,402	2,787	-18.1%
720.040	Interest Expense	49	100	0	50	0	-100.0%
723.000	Supplies	2,092	5,000	2,824	5,000	5,000	0.0%
723.001	Postage	824	1,500	1,616	1,500	1,700	13.3%
723.020	Gas, Grease and Oil	1,776	2,800	3,468	2,000	3,500	75.0%
723.041	Meters and Parts	(215)	2,000	672	1,000	0	-100.0%
723.042	Distribution Materials	890	8,000	2,210	5,700	6,000	5.3%
723.055	Computer Expenses	1,198	600	1,067	1,200	1,200	0.0%
723.065	Water & Sewer Charges	270	350	503	350	600	71.4%
724.000	Training, Conferences, Dues	926	2,000	1,013	2,000	2,000	0.0%
725.000	Telephone Services	0	0	234	0	1,000	100.0%
726.000	Electricity	665	650	679	700	700	0.0%
727.000	Heating	2,908	3,500	3,069	3,500	3,500	0.0%
728.020	Maintenance - Other	1,107	1,000	1,629	1,000	1,000	0.0%
728.034	Water Lines Maintenance - Breaks	13,898	16,000	233	16,000	16,000	0.0%
729.000	Uniforms, Boots, Etc.	1,113	1,000	933	1,000	1,500	50.0%
745.014	Contractual Services	110,169	111,336	111,336	106,840	108,760	1.8%
745.015	ROW Leases	0	0	0	0	142	100.0%
745.041	Audit Services	3,197	3,293	3,266	3,500	3,605	3.0%
745.039	Other Professional Services	704	1,000	657	1,000	1,000	0.0%
745.050	Printing and Advertising	1,509	1,700	1,725	1,700	2,000	17.6%
750.020	Capital Reserve Fund Contribution	103,581	110,000	113,503	120,000	130,000	8.3%
755.023	Capital Outlay	0	0	930	3,850	0	-100.0%
760.060							
	SUB TOTALS	418,888	461,177	437,480	479,713	482,467	1%
770.510	State Water Tax	10,040	8,278	11,076	10,371	11,480	11%
745.042	CWD Water Purchase	407,602	424,297	412,589	451,212	457,733	1%
	SUBTOTAL VILLAGE EXPENSE	836,530	893,752	861,145	941,296	951,680	1%
770.511	State Water Tax - IBM	50,947	41,931	51,944	51,275	59,752	17%
745.043	CWD Water Purchase - IBM	2,068,461	2,149,120	2,177,917	2,230,880	2,382,501	7%
	TOTALS	2,955,938	3,084,803	3,091,006	3,223,451	3,393,933	5%

WATER FUND REVENUES

01/21/15
1:24 PM

Account	FYE13 Actual	FYE14 Budget	FYE14 Actual	FYE15 Budget	FYE16 Proposed Budget	% Change 16 vs 15
Unrestricted Fund Balance		0	0	0	0	0.0%
465.010 Sale of Water Residential	784,455	787,839	783,550	826,553	834,766	1.0%
465.015 Sale of Water - IBM	2,068,461	2,149,120	2,177,917	2,230,880	2,382,501	6.8%
465.017 Sale of Water - IBM VT Tax	50,947	41,931	51,944	51,275	59,752	16.5%
465.020 Sale of Water - Large User	74,305	87,413	81,768	96,243	98,414	2.3%
465.030 Hydrant Rentals	5,000	0	0	0	0	0.0%
465.040 Penalties	4,129	3,500	3,938	3,500	3,500	0.0%
465.050 Miscellaneous	18,581	15,000	22,535	15,000	15,000	0.0%
440.000 Interest on Investments		0	283	0	0	0.0%
TOTALS	3,005,878	3,084,803	3,121,935	3,223,451	3,393,933	5%

SANITATION BUDGET

01/07/15
10:06 AM

Acct. #	Account	FYE13 Actual	FYE14 Budget	FYE14 Actual	FYE15 Budget	FYE16 Proposed Budget	% Change 16 vs 15
720.000	Salaries - Regular	82,611	85,049	70,394	80,190	76,735	-4%
720.010	Salaries - Overtime	7,834	10,865	10,612	8,000	11,300	41%
720.020	Salaries - Part-time	5,068	4,729	4,486	12,683	5,081	-60%
720.022	Social Security	6,830	7,822	6,501	7,839	7,208	-8%
720.024	Unemployment Insurance	540	564	409	668	430	-36%
720.026	Workers Compensation Insurance	3,828	4,285	3,994	4,177	4,557	9%
720.028	Health Insurance & Other Benefits	32,272	39,416	29,696	41,604	42,732	3%
720.030	Retirement	8,309	8,505	7,322	8,019	7,674	-4%
720.032	Liability & Property Ins.	5,255	5,628	4,767	6,800	6,550	-4%
723.000	Supplies	435	1,000	540	1,000	1,000	0%
723.001	Postage	1,633	3,000	3,665	3,000	3,000	0%
723.020	Gas, Grease and Oil	2,817	3,000	2,725	3,000	3,500	17%
723.041	Meters and Parts	0	4,000	0	2,000	0	-100%
723.055	Computer Expenses	2,397	1,200	2,134	2,800	2,500	-11%
723.065	Water & Sewer Charge	142	1,500	404	1,500	1,000	-33%
724.000	Training, Conferences, Dues	0	500	0	500	500	0%
726.000	Electrical Service	9,422	8,200	10,572	8,500	10,000	18%
727.000	Heating/Natural Gas	1,733	1,800	1,686	1,800	1,700	-6%
728.020	Maintenance - Other	404	1,500	787	1,500	1,000	-33%
728.040	Pump Station Maintenance	3,223	5,500	825	4,000	5,000	25%
728.060	Sanitation Lines Maintenance	6,710	5,000	1,505	10,000	6,500	-35%
728.063	Susie Wilson Pump Station Costs	5,805	8,000	7,399	7,000	7,500	7%
728.064	West St. Pump Station Costs	8,445	13,500	8,836	10,000	9,000	-10%
729.000	Uniforms, Boots, Etc.	584	1,000	1,166	1,000	1,500	50%
735.000	Interview Costs	0	0	306	0	0	0%
745.014	Contractual Services	134,969	141,636	141,636	137,140	139,060	1%
745.015	Right-of-Way Agreements	7,902	8,700	8,189	8,400	1,020	-88%
745.017	Sanitation Line Backup Cleaning	1,654	0	0	1,500	1,500	0%
745.041	Audit Services	1,599	1,646	1,633	1,700	1,751	3%
745.039	Other Professional Services	179	1,000	521	1,000	1,000	0%
745.050	Printing and Advertising	0	0	834	0	850	100%
750.020	Contribution to Sanitation Cap Rese	162,000	75,000	105,002	85,000	95,000	12%
755.023	Capital Outlay	0	0	5,075	670	0	-100%
	TOTALS	504,600	453,545	443,621	462,990	456,147	-1.5%

SANITATION FUND REVENUES

01/07/15
10:06 AM

Account	FYE13 Actual	FYE14 Budget	FYE14 Actual	FYE15 Budget	FYE16 Proposed Budget	% Change 16 vs 15
500.000 Annual Customer Charge	467,414	391,670	505,965	403,915	387,322	-4%
500.001 Penalties	2,351	1,800	2,430	2,000	2,000	0%
432.040 Miscellaneous	107,731	20,000	50,002	20,000	30,000	50%
440.000 Interest on Investments	197	0	290	0	0	0%
442.010 2 Party Agreement Revenue	15,000	15,000	15,000	15,000	15,000	0%
442.000 Essex Pump Station Fees	18,338	25,075	21,550	22,075	21,825	-1%
TOTALS	611,031	453,545	595,237	462,990	456,147	-1.5%

Sanitation Rate Calculation	FY15	FY 16
Expenditure	403,915	387,322
Bond Payment	131,000	150,000
Total to be collected	534,915	537,322

Estimated Flow in cubic feet 26,440,112 25,630,487

WWTF OPERATIONS & MAINTENANCE BUDGET

DRAFT

Wholesale Rate

2.6877

per 1000 gal

Increase = 2.22%

01/07/15

10:26 AM

Acct. #	Account	FYE13 Actual	FYE14 Budget	FYE14 Actual	FYE15 Budget	FYE16 Proposed Budget	% Change 16 vs 15
720.000	Salaries - Regular	265,911	286,000	285,576	308,467	327,515	6.2%
720.010	Salaries - Overtime	38,454	42,000	33,463	45,000	45,000	0.0%
720.020	Salaries - Part-time	9,724	12,000	6,519	15,000	7,979	-46.8%
720.022	Social Security	23,076	26,492	23,749	28,612	29,367	2.6%
720.024	Unemployment Insurance	1,116	1,637	916	1,535	1,535	0.0%
720.026	Workers Compensation Insurance	11,597	16,055	13,944	16,530	17,747	7.4%
720.028	Health Insurance & Other Benefits	99,286	124,767	93,826	107,085	114,632	7.0%
720.030	Retirement	25,412	28,600	27,520	30,847	32,752	6.2%
720.032	Liability & Property Ins.	18,934	25,000	20,888	25,000	22,854	-8.6%
720.040	Interest Expense	160	500	0	500	0	-100.0%
723.000	Supplies	19,570	17,000	18,348	9,000	10,000	11.1%
723.005	Supplies - Laboratory	0	0	0	10,000	11,000	10.0%
723.013	Chemicals	184,638	185,000	162,971	195,000	195,000	0.0%
723.020	Gas, Grease and Oil	5,209	6,000	5,102	6,000	6,000	0.0%
723.065	Water & Sewer Charge	4,150	6,000	11,664	7,000	5,000	-28.6%
724.000	Training, Conferences, Dues	4,455	6,500	4,596	6,500	6,500	0.0%
725.000	Telephone Services	3,689	4,300	3,843	4,500	4,800	6.7%
726.000	Electrical Service	183,505	200,000	184,545	200,000	200,000	0.0%
727.000	Heating	10,833	11,000	34,632	20,000	20,000	0.0%
728.020	Maintenance - Other	62,306	70,000	66,356	70,000	75,000	7.1%
728.030	Vehicle Maintenance	1,128	3,500	1,977	2,500	2,500	0.0%
729.000	Uniforms, Boots, Etc.	2,916	4,500	3,778	4,000	5,000	25.0%
745.000	Contract Laboratory Service	4,965	8,000	6,713	7,000	8,500	21.4%
745.014	Contractual Services	55,085	55,668	55,668	53,420	54,380	1.8%
745.031	Legal Services	1,007	1,000	6,451	1,000	1,000	0.0%
745.033	Grit Disposal	9,185	7,000	6,806	10,000	8,500	-15.0%
745.034	Sludge Dewatering	170,647	150,000	131,109	150,000	150,000	0.0%
745.035	Sludge Management	109,809	170,400	137,142	178,000	175,000	-1.7%
745.041	Audit Services	3,753	3,866	3,834	4,000	4,000	0.0%
745.039	Other Professional Services	264	4,000	0	4,000	4,000	0.0%
745.052	WWTF Annual Permit Fee	5,129	7,500	9,510	7,500	8,500	13.3%
750.020	Contribution to WWTF Cap Reserve	150,000	170,000	170,000	260,000	280,000	7.7%
755.023	Capital Outlay	6,382	4,000	15,269	10,000	0	-100.0%
	*Budgeted Fund Balance Replenish	20,000	20,000	20,000	0	0	0.0%
755.013	**Loan Payment for Deficit (Prin&Int)	53,023	51,625	51,430	0	0	0.0%
TOTAL WWTF BUDGET		1,565,318	1,729,910	1,618,145	1,797,996	1,834,060	2.0%

WWTF OPERATION & MAINTENANCE REVENUES

01/07/15
10:26 AM

Acct. #	FYE13 Actual	FYE14 Budget	FYE14 Actual	FYE15 Budget	FYE16 Proposed Budget	% Change 16 vs 15
460.012 Village Wastewater Reveneus	724,574	692,009	698,965	726,876	740,293	2%
460.013 Wastewater Charge - Essex	406,156	434,242	434,246	465,440	461,175	-1%
460.014 Wastewater Charge - Williston	536,126	567,359	567,365	569,380	599,293	5%
460.031 Interest Income	0	0	406	0	0	0%
460.016 Misc. Pump Station Fees	24,800	30,300	30,300	30,300	30,300	0%
460.026 Shared Septage Revenues	19,527	6,000	5,530	6,000	3,000	-50%
460.028 Shared Leachate Revenue	12,412	0	3,606	0	0	0%
445.000 Miscellaneous	1,002	0	79	0	0	0%
TOTAL WWTF REVENUE	1,724,597	1,729,910	1,740,497	1,797,996	1,834,060	2%

01/07/15
10:26 AM

	FYE13 Actual	FYE14 Budget	FYE14 Actual	FYE15 Budget	FYE16 Proposed Budget	% Change 16 vs 15
Breakdown of Village Revenues						
460.012 Village User Charge	664,392	677,209	677,390	711,876	731,293	3%
460.011 Village Users Penalties	3,402	2,800	3,278	3,000	3,000	0%
460.025 Village Septage Revenues	34,714	12,000	11,075	12,000	6,000	-50%
460.027 Village Leachate Revenues	22,066	0	7,222	0	0	0%
460.020 Sewer Capacity Lease Agreement	0	0	0	0	0	0%
Total Village Revenues	724,574	692,009	698,965	726,876	740,293	2%

ROLLING STOCK FUND

DEPT	VEHICLE	MAKE	YEAR	REPLACEMENT TRADE IN VALUE		FY15	FY16	FY17	FY18	FY19	FY20	
				VALUE	VALUE							
STREET	4WD PICK UP	CHEVY SILVERAD	2009	39,500	10,000	29,500		31,906				
STREET	PICKUP	CHEVY SILVERAD	2013	31,000	1,000	30,000						
STREET	DUMPTRUCK -DIESEL	FREIGHTLINER	2013	145,000	12,000	133,000						
STREET	DUMPTRUCK -DIESEL	FREIGHTLINER	2014	145,000	12,000	133,000	123,000					
STREET	DUMPTRUCK -DIESEL	INTERNATIONAL	2012	145,000	12,000	133,000						
STREET	JETTER VAC TRUCK	VAC-ON	2010	84,500	15,000	69,500						
STREET	LOADER	JOHN DEERE	2001	121,500	25,000	96,500						
STREET	SIDEWALK PLOW	TRACKLESS	2015	118,500	18,000	100,500	100,500					
STREET	SKID STEER SIDEWALK PLOW	CAT	2001	51,000	5,000	46,000				52,401		
STREET	SIDEWALK PLOW	BELOS	2008	140,500	4,000	136,500		149,528				
STREET	ROLLER	ROSCOE	1979	15,000								
STREET	PICKUP 4WD 1 TON	CHEVY SILVERAD	2011	35,000	10,000	25,000				29,393		
STREET	4WD PICKUP	CHEVY SILVERAD	2011	35,000	10,000	25,000				29,393		
STREET	COMPRESSOR	SULLAIR	1992	19,000	0	20,800		22,067				
STREET	DUMP TRUCK -DIESEL	INTERNATIONAL	2000	145,000	5,000	140,000	144,200					
STREET	VACUUM SWEEPER	JOHNSTON	2013	225,000	10,000	215,000						
STREET	TRAILER MOUNTED BOOM LIFT			31,800	5,000	26,800				30,164		
FIRE	PICKUP 8U61	GMC	2004	53,600	3,500	50,100				56,827		
FIRE	1250 PUMPER 8E21	E-ONE	1997	575,000	40,000	535,000			625,634			
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						
TOTAL						3,550,102	223,500	144,200	53,972	775,163	198,177	0

Rolling Stock Fund Funding and Fund Balance

Beginning Cash Balance	207,469	214,973	312,432	460,774	(1,420)	(10,473)
Payment of Note for Ladder Truck	(52,620)	(51,965)	(51,310)	(50,655)	(34,500)	(33,600)
Planned Spending	(223,500)	(144,200)	(53,972)	(775,163)	(198,177)	0
Note for Fire Pumper 8E21 Replacement			150,000			
General Fund Contribution	183,624	193,624	203,624	213,624	223,624	233,624
Additional Half Penny on the tax rate to fund fire truck	50,000	50,000	50,000	0	0	0
Town Contribution for Ladder Truck	50,000	50,000	0	0	0	0
Ending Balance	214,973	312,432	460,774	(1,420)	(10,473)	189,551

Water Fund Capital Reserve Plan

PROJECT or Equipment	FY12	FY13	FY14	FY15	FY16	FY17	FY18	FY19	FY20	FY21	FY22	FY23
Vector Truck (partial share)										17,275		
Algonquin complete loop between Cherokee & Iroquois Railroad Ave. Waterline Lincoln Place to Central Ave.				7,797	90,061			69,778				
Pearl St. Water Line Rehabilitation-235 Pearl to Susie Wilson							347,841					
Water meter upgrades to Radio Reads	28,801	29,665	49,456	58,334	58,335							
Central St. Waterline Lincoln St. to Main St.											542,083	
Backhoe Replacement		73,700										114,333
Utility Rate Study		31,827	257									
Water Pickup Truck												41,527
Bond Payment				11,997	36,372	36,179	35,926	35,589	35,165	34,655	34,073	33,427
Capital reserve annual expense	28,801	135,192	49,713	78,129	184,768	36,179	383,767	105,367	35,165	51,930	576,156	189,287

Water Fund Capital Reserve Funding and Fund Balance

Beginning Fund Balance				90,036	131,907	77,139	180,960	(52,807)	1,826	136,661	264,731	(121,426)
Planned Spending				(78,129)	(184,768)	(36,179)	(383,767)	(105,367)	(35,165)	(51,930)	(576,156)	(189,287)
Transfer in From Water. Operating Budget				120,000	130,000	140,000	150,000	160,000	170,000	180,000	190,000	200,000
Projected Ending Fund Balance				131,907	77,139	180,960	(52,807)	1,826	136,661	264,731	(121,426)	(110,712)

PROJECTS FUNDED BY BONDING	General Fund		Water Fund		Sanitation Fund	
	Fund	Fund	Fund	Fund	Fund	Fund
School St. Road Reconstruction, Waterline, Sanitary Sewer	419,343		227,562		135,363	
Main St. Enclosed Drainage, New Curb Bridge to top of hill west side	873,978		0		0	
Hillcrest Drainage, N Hillcrest Water & Drainage	227,338		72,160		0	
Briar Lane Road Reconstruction, Waterline and Sidewalk	1,133,513		156,337		0	
Maple St. Replace Drainage Pipe that Crosses Maple St.	175,337		0		0	
Total Projects to Bond For	2,829,509		456,059		135,363	

WWTF Capital Reserve Plan

Project or Equipment	FY15	FY16	FY17	FY18	FY19	FY20
WWTF Refurbishment	288,103					
Server and SCADA software/network upgrades	75,000					
Co-Gen	119,616					
Utility Vehicle	15,184					
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			
Primary Digester Cleaning				50,000		
Headworks Screen				200,000		
Short Term Interest						
Contingency						
ARRA Stimulus Loan Payback	2,457	2,457	2,457	2,457	2,457	2,457
Capital reserve annual expense	583,360	2,457	127,457	252,457	2,457	2,457

WWTF Capital Reserve Funding and Fund Balance

Beginning Fund Balance	399,870	76,510	354,053	526,596	594,139	931,682
Planned Spending	(583,360)	(2,457)	(127,457)	(252,457)	(2,457)	(2,457)
Transfer in From WWTF Operating Budget	260,000	280,000	300,000	320,000	340,000	360,000
Projected Ending Fund Balance	76,510	354,053	526,596	594,139	931,682	1,289,225

Sanitation Fund Capital Reserve Plan

Project or Equipment	FY14	FY15	FY16	FY17	FY19	FY20	FY21
Vactor Truck Partial Share (Place Holder)							207,303
Miscellaneous Pump Station Work (alarms, etc.)		25,000					
Water Meter upgrades to radio reads	76,000	116,667	116,666				
Infiltration and Inflow Study	36,678						
Manhole Rehab (Infiltration Repair)		20,000	20,000	20000			
River Street PS Control Panel, anodes		25,000					
School St.Rd Reconst. Waterline, Sanitary Sewer		135,363					
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
ARRA Stimulus Loan Repayment	14,880	14,880	14,880	14,880	14,880	14,880	14,880
Capital reserve annual expense	127,558	480,110	224,746	108,080	88,080	88,080	295,383

Sanitation Capital Reserve Funding and Fund Balance

Beginning Fund Balance		579,275	184,165	54,419	78,259	115,179	162,099
Planned Spending		(480,110)	(224,746)	(108,080)	(88,080)	(88,080)	(295,383)
Transfer in From Sanit. Operating Budget		85,000	95,000	105,000	125,000	135,000	145,000
Projected Ending Fund Balance		184,165	54,419	51,339	115,179	162,099	11,716



Patrick Scheidel
Municipal Manager
PatS@essexjunction.org

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

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

MEMORANDUM

TO: Village Trustees
FROM: Pat Scheidel, Municipal Manager
DATE: February 10, 2015
SUBJECT: Lincoln Hall Restoration Project Bid Package

Issue

The issue is whether or not the Trustees waive the purchasing policy to allow the Village to sole source the bid package work for the Lincoln Hall Restoration Project.

Discussion

The Village initially contacted John Alden of Scott + Partners Architects regarding acquiring a second opinion on the cost estimate of restoring the exterior of Lincoln Hall, in accordance with the Trustees' request. The second estimate is partially complete and will be submitted to you at a future meeting. In the meantime, a comprehensive bid package is needed in order to go out to bid for the first phase of the work in FYE 16. The Village would like to hire John Alden of Scott + Partners to prepare the bid package, which would require the Trustees' waiving the attached purchasing policy.

John has extensive involvement analyzing public property in the Village, Town and other Vermont communities. He has produced bid documents for similar historic projects in the past and is very familiar with the requirements. The fact that Scott + Partners are local shows the Village's support for local firms. John also has extensive knowledge of Lincoln Hall, and his work on the reconfiguration of the meeting room and the renovation of the Village office was exemplary.

Cost

\$19,800 for Scott + Partners and consultants (see attached proposal.)

Recommendation

It is recommended that the Trustees waive the purchasing policy and approve the hiring of Scott + Partners, Inc. to prepare the bid package for the Lincoln Hall Restoration Project.



20 MAIN ST. ESSEX JUNCTION, VT 05452

RECEIVED

P 802.879.5153

F 802.872.2764

FEB 06 2015

SCOTTPARTNERS.COM

Village of Essex Junction

ARCHITECTURAL SERVICES PROPOSAL

Project: Lincoln Hall, Essex Junction
Exterior Shell Rehabilitation

Client Contact: Patty Benoit, Village Offices

Date: February 5th, 2015

General:

This proposal is for architectural design services in connection with evaluation and rehabilitation of the exterior shell of Lincoln Hall. We understand that our work scope will include reviewing a recently completed Envelope Evaluation done by Liszt Restoration, performing our own review of the shell and developing plans and specifications for bidding the necessary repair work.

We are aware that this building is important to our community as a significant historic structure and was granted listing on the State Register of Historic Structures in 1980. Repair work should and will follow the Federal Preservation Guidelines: *The Secretary of the Interior's Standards for the Treatment of Historic Properties*.

In our early assessment of the available documentation, there are some questions as to the proper way to address certain historic details. We have included Suzanne Jamele, former State SHPO office staffer and now Historic Preservation Consultant. We will use Suzanne to provide guidance where questions of appropriateness arise in the course of our planning. We have also carried a local structural engineer, Ina Hladky, to be available in case structural concerns rise beyond the level of a mason's knowledge/capability. Both of these special consulting services will be treated as hourly allowances. If we don't need them, the funding line will not be invoiced.

Lincoln Hall is a combination of two structures, the earlier section is brick and the later section is wood. The majority of the project focus will revolve around rehabilitation of the masonry and wood trim materials. On the wood structure, the wall surfaces have been covered by vinyl siding for approximately 20 years. We understand that the current Village maintenance plan is to have that replaced (Phase 3 in the budget proposal). We will evaluate this concept during the course of the planning and will comment if necessary. We can include it in the bid package or not as dictated by the Village procurement policy. The roofing in general has been maintained and repairs several times and is not part of this scope unless spot areas appear.

Phasing: We understand that the rehabilitation work will be phased to spread the project costs out over several years. Construction of Phase 1 = FY2016 is scheduled to be done in the summer/fall of 2015, Phase 2 (FY 2017) in 2016, and Phase 3 (FY2018) in 2017. Total construction cost is anticipated to be approximately \$336,000.

Scope of Work:

The evaluation phase (Task 1 below) will review and address existing conditions and known deficiencies including:

1. Existing load-bearing brick masonry wall and mortar condition

- a. Spalling
- b. Cracking, step cracking
- c. Rusting steel lintels
- d. Bulging walls
- e. Chimneys
- f. Loose and missing mortar joints
- g. Improper previous repairs and pointing
- 2. Window openings and windows
- 3. Window lintels, flat arches
- 4. Door openings and moldings
- 5. Wood trim, soffits, detailing and siding (where exposed)
- 6. Vinyl siding
- 7. Sealants
- 8. Penetrations
- 9. Painted, including preparation and repainting.

TASK 1: Evaluation, Setting Scope and Preparing Bid Documents.

- a. Assessment of existing conditions and project goals.
- b. Gather and analyze input from Village staff, historic preservation entities and our consultant, previous documentation, and on-site observation.
 - i. Historic preservation review and consultation to be performed by Suzanne Jamele.
- c. Evaluation of repair options.
- d. Develop final Project Scope and review with Village.
- e. Attendance at public meetings, if needed, to outline the proposed work.
- f. Prepare accurate building plans and elevations (none currently exist).
- g. Prepare biddable construction plans and specifications outlining the scope of work, bidding conditions, schedule to perform the work and terms of the contract.

TASK 2: Bidding and Construction.

- a. Issue Bid Documents, Administer Bid, answer questions, issue addenda as needed. Advise Village on bid results.
- b. Construction Administration and site observation during construction (2 to 3 years per Village proposed phasing schedule). Site visits to observe work in progress. Field Reports. Review of shop drawings, material submittals and answering contractor questions. Final sign-off.

Fee Schedule:	Scott + Partners	\$15,500	Not-to-Exceed Fee
	Structural	\$1,800	Allowance: to be billed hourly if needed.
	<u>Suzanne Jamele</u>	<u>\$2,500</u>	Allowance: to be billed hourly as needed.
	Total =	\$19,800	

Work Schedule: We are prepared to begin work in February of 2015 with a goal of having a bid packages ready for bidding in time to have work started this summer (Phase 1- FY 2016).

Exclusions: Services not but could be performed as an additional service or added into Phase 2 services.

- A. Structural testing or analysis other than per the allowance carried below.
- B. Permitting- no permits are anticipated. This should be considered "maintenance" by the normal standards (replacement in-kind of existing materials.)
- C. Historic Preservation: beyond our special consultant, we do not anticipate needing to interact with state or federal preservation offices.
- D. Obtaining special equipment, boom lifts, cherry pickers or other hardware.
- E. Hazardous Material testing, lead or asbestos work, other hazardous materials work.
- F. LEED Certification work.
- G. Mechanical, Electrical, Plumbing, Fire Protection Engineering.
- H. Thermal or energy analysis, blower door (air-tightness) testing.

Reimbursable expenses include:

- A. Printing cost + 10%
- B. Travel outside Chittenden Co. \$0.55/mile, plus expenses.
- C. Additional services beyond the scope of work outline above to be done on an hourly basis, plus expenses.

Hourly Rates for additional services:

Principal.....	\$130/hour
Project Architect	\$95/hour
Architectural Designer	\$85/hour
Project Designer	\$75/hour
Technical Staff.....	\$65/hour
Administrative/Clerical	\$50/hour

C. TERMS and CONDITIONS

Access to Site:

Unless otherwise stated, the Architect, (Scott + Partners, Inc.) will have access to the site for activities necessary for the performance of the Services. The Architect will take precautions to minimize damage due to these activities, but has not included in the fee the cost of restoration of any resulting damage.

Billings/Payments:

Invoices will be submitted monthly for Services and Reimbursable Expenses and are due when rendered. Invoice shall be considered PAST DUE if not paid within 30 days after the invoice date and the Architect may without waiving any claim or right against Client, and without liability whatsoever to the Client, terminate the performance of the Service. A service charge will be charged at 1.5% per month on the unpaid balance. In the event any portion or all of

an account remains unpaid 90 days after billing, the Client shall pay cost of collection, including reasonable attorney's fees.

Indemnifications:

The Client shall indemnify and hold harmless the Architect and all of its personnel, from and against any and all claims, damages, losses and expenses (including reasonable attorney's fees) arising from the presence, discharge, release or escape of asbestos, hazardous waste, or other contaminants at the site.

Risk Allocations:

In recognition of the relative risks, rewards and benefits of the project to both the Client and the Architect, the risks have been allocated so that the Client agrees that, to the fullest extent permitted by law, the Architect's total liability to the Client, for any and all injuries, death of any person, including the Client, claims, losses, expenses, damages or claim expenses arising out of this agreement, from any cause or causes, shall not exceed the total amount of \$100,000.00 or the amount of the Architect's fee, whichever is less. Such causes include, but are not limited to, the Architect's negligence, errors, omissions, strict liability, breach of contract or breach of warranty.

Termination of Services:

This agreement may be terminated upon 10 days written notice by either party should the other fail to perform his obligations hereunder. In the event of termination, the Client shall pay the Architect for all Services, rendered to the date of termination, all reimbursable expenses and reimbursable termination expenses.

Ownership of Documents:

All documents including computer files, drawings, and specifications prepared by the Architect pursuant to this Agreement are instruments of professional service intended for this project only. They are and shall remain the property of the Architect and the Architect expressly grants the Client, their heirs, successors, and assigns, a license to use them for the construction, maintenance, repair and renovation of this project only. Any reuse or use in connection with any other project by the Client, their heirs, successors and assigns without the written approval or adaptation by the Architect is prohibited.

Applicable Law:

Unless otherwise specified, this agreement shall be governed by the laws of the State of Vermont.

On-Site Services During Project Construction:

Should the Architect's Services be provided on the job site during project construction, it is understood that, in accordance with generally accepted construction practices, the Contractor will be solely and completely responsible for working conditions on the job site, including safety of all persons and property during the performance of the work, and compliance with OSHA regulations, and that these requirements will apply continuously and not be limited to normal working hours. Any monitoring of the contractor's performance conducted by the Architect is not intended to include review of the adequacy of the Contractor's safety measures in, on or near the construction site. It is further understood that field services provided by the Architect will not relieve the Contractor of his responsibilities for performing the work in accordance with the Plans and Specifications.

Disputes:

Mediation: In an effort to resolve any conflicts that arise during the design or construction of the project or following the completion of the project, the Client and Scott + Partners agree that all disputes between them arising out of or relating to this Agreement shall be submitted to non-binding mediation unless the parties mutually agree otherwise.

Attorney's Fees: In the event of any litigation arising from or related to the services provided under this Agreement, the prevailing party will be entitled to recovery of all reasonable costs incurred, including staff time, court costs, attorneys' fees and other related expenses.

All legal actions by either party against the other arising out of or in any way connected with the services to be performed hereunder shall be barred and under no circumstances shall any such claim be initiated by either party after seven (7) years have passed from the date of final invoice by Scott + Partners, unless Scott + Partners' services shall be terminated earlier, in which case the date of termination of this Agreement shall be used.

This proposal, along with the Terms and Conditions form our Agreement for Architectural Services by your signing where indicated below and returning one copy to Scott + Partners, Inc.

Client Approval: _____ **Date:** _____

Scott + Partners, Inc: _____  _____ **Date:** 2-5-2015 .

VILLAGE OF ESSEX JUNCTION TRUSTEES' PURCHASING POLICY

1. POLICY OBJECTIVES

The primary objectives of the Village of Essex Junction's purchasing policy are as follows:

- a. To promote and effect, in the best interest of the Village of Essex Junction, open, effective and intelligent purchasing of supplies, equipment and services, which will result in the maximum value received for each tax dollar spent.
- b. To assure realization of the principles of competitive purchasing and best buy at least cost.
- c. To assist management in reaching responsible and cost-effective decisions in the procurement of quality supplies and services for Village use.
- d. To ensure that all vendors will have an equal opportunity to do business with the Village of Essex Junction and promote good will and clear communication in Village/vendor relations.

2. USE OF PUBLIC MONEY

- a. Public money shall be spent for public purposes. This includes, but is not limited to, the purchase of municipal assets, purchase of professional services, making public property improvements, payroll for public officials, community and economic development activities.
- b. Any use of public money that has a direct private benefit, including a benefit to a non-profit organization, must have an overriding public benefit and be approved by the Village Trustees or the electorate.

3. DEFINITIONS

- a. **Major purchases:** Those purchases calling for delivery of goods or services in the amount of \$10,000 or greater.
- b. **Moderate purchases:** Those purchases calling for delivery of goods or services in the amount of \$1,000 to \$9,999.99.
- c. **Routine purchases:** Those purchases calling for delivery of goods or services of less than \$999.99.

4. PROCEDURES

- a. Major purchases shall require a formal bid process, unless waived by the Trustees. The Village Manager, or his/her designee, shall act as Purchasing Agent for major purchases in accordance with 24 V.S.A. 1236 (3).

The Village Manager shall prepare or cause to be prepared, specifications or a request for proposal for the article or services required, and shall advertise an Invitation to Bid at least once in a newspaper of general circulation in the Village of Essex Junction. The Invitation to Bid shall include the following:

1. The location, time and place for receiving and opening of sealed bids.
2. Information on how to obtain bid specifications and bid forms or the request for proposal.
3. A general description of the supplies, materials, equipment or services for which bids are to be received.
4. The right of the Village of Essex Junction, through its Village Manager, to reject any or all bids, in part or whole, or to waive any irregularities or informalities therein, if such action is deemed in the best interest of the Village.

Such bids shall be publicly opened not less than ten (10) calendar days following the date of the first advertisement, at the time and place specified in the published notice. Late bids or faxed bids shall not be accepted. The Village Manager or his/her designee shall be responsible for opening public bids for major purchases and shall have a witness. Contracts for major purchases shall be awarded by the Trustees. The Village Manager is the authorized purchasing agent for the Village of Essex Junction and shall execute all contract documents for the purchase or procurement of services over \$10,000 and any change orders thereto.

- b. Alternately, the Village Manager may require pre-qualification for a project estimated to exceed \$250,000. The Village Manager shall prepare an invitation to submit a pre-qualification statement. The invitation to submit pre-qualification statements shall include:
 1. The location, time and place for receiving pre-qualification statements.
 2. A general description of the project, including a general estimate of project costs.

3. Require the general contractor to submit a AIA document A305 for building projects.
4. The right of the Village of Essex Junction, through its Village Manager, to reject any and all pre-qualification statements if such action is deemed in the best interest of the Village.

The deadline for submittal of pre-qualification statements shall be not less than ten (10) calendar days following the date of the first advertisement, at the time and place specified in the published notice. Late submittals shall not be accepted.

The Village Manager shall determine eligible bidders in consultation with the architect or engineer and send written notice to each bidder at least thirty (30) days prior to the proposed bid opening. Contracts denied pre-qualification may appeal, in writing, to the Village Trustees within ten (10) calendar days of the denial of pre-qualification by the Village Manager.

The Village Manager shall invite all contractors that have been determined to be pre-qualified to bid not less than ten (10) days prior to the bid opening. All bids shall be publicly opened and read aloud by the Village Manager, or his/her designee, and shall have a witness. Contracts for major purchases shall be awarded by the Village Trustees. The Village Manager is the authorized Purchasing Agent for the Village of Essex Junction and shall execute all contract documents for the purchase or procurement of services over \$10,000 and any change orders therein.

- c. Moderate purchases must be accomplished through competitive solicitation, but not necessarily through formal bids. The Village Manager, or his/her designee, shall act as Purchasing Agent in accordance with 24 V.S.A. 1236 (3). Moderate purchases may be made through formal bid or written or verbal quotation at the discretion of the Purchasing Agent in consultation with the Department Head for whose department the purchase is being made.
- d. Routine purchases may be accomplished without the solicitation of bids or quotations. However, if practicable on a periodic basis, quotations should be solicited. The Village Manager or his/her designee shall act as Purchasing Agent in accordance with 24 V.S.A. 1236 (3).
- e. In recognition of the state bid process, goods and services may be purchased without a formal bid process or competitive solicitation if purchased through the state bid.

5. INSURANCE

- a. The insurance requirement for contractual services over \$10,000 shall be a combined single limit of one million dollars (\$1,000,000) aggregate for general liability and property damage including vehicle coverage, unless otherwise modified by the Village Manager. Prior to the commencement of work, the bidder shall give the Village Treasurer a certificate from the insuring company indicating that such policies have been issued and are in force and that said insurance companies agree to notify the Village Treasurer at least ten (10) days prior to the date of termination of or change in said policies.
- b. If the bidder is a sole proprietor or partner owner(s) of an unincorporated business exempt from carrying Workers' Compensation insurance under the provisions of 21 VSA § 601(14) , he/she must agree to sign an agreement (*Attachment A*) with the Village to affirm that:
 - He/she is not an employee of the Village of Essex Junction
 - He/she is working independently
 - He/she has no employees
 - He/she has not contracted with other independent contractors

6. BONDS

Any building construction project estimated to cost over \$250,000 shall require a bid payment and performance bond. The Village Manager may require bid payment and performance bonds for other projects at his/her discretion. Bid bonds shall be for a minimum of 5% of the bid. Performance and payment bonds shall be for the amount of the contract.

7. VENDOR SELECTION

Vendors will be selected on a competitive basis. Purchases shall be awarded to the lowest, best qualified and responsible vendor. Any or all bids, quotations or proposals may be rejected if such action is deemed to be in the best interest of the Village.

In determining the "lowest, best qualified and responsible vendor," in addition to price, the following shall be considered.

- a. The substantial performance of the bidder in meeting the specifications and other terms and conditions of the solicitation.
- b. The ability, capacity and skill of the vendor to perform the contract or provide the material or service required, and to do so promptly or within the time

specified.

- c. The experience, financial resources and performance under previous contracts of the vendor.
- d. The quality, availability, and adaptability of the service or product being purchased and the ability of the vendor to provide future maintenance, if necessary.
- e. If all other things are equal and price is the only consideration, the contract may be awarded to an Essex Junction manufacturer or vendor whose bid is within 5% of the lowest bid. This subsection shall not apply to contracts involving Federal or State grants or loans. Contracts involving Federal or State grants or loans shall be awarded to the lowest qualified vendor.

8. LEASES

- a. All leases that will exceed \$10,000 over the life of the lease or requires the Village of Essex Junction to indemnify or hold another party harmless shall be approved by the Village Trustees.
- a. Any lease in the name of the Village of Essex Junction that is less than \$10,000 over the life of the lease or requires the Village of Essex Junction to indemnify or hold another party harmless shall be approved by the Village Manager.

9. PROFESSIONAL SERVICES

- a. Attorneys - In accordance with Section 2.09 (b) of the Essex Junction Village Charter, "Trustees' approval shall be required for the Manager's appointment of the Village Attorney." Staff's or the general public's use of paid legal counsel shall be authorized by the Village Manager. The Board of Trustees shall coordinate their use of legal counsel through the Village Manager, except when the Trustees are conducting an investigation in accordance with Section 2.06 of the Village Charter or considering removal of the Village Manager in accordance with Section 4.03 of the Village Charter. The Village Manager shall have the right to retain outside legal counsel if the Village Attorney has a conflict of interest or he/she determines it is in the best interest of the Village.
- b. Engineers - In accordance with Section 2.09 (b) of the Essex Junction Village Charter, "Trustees' approval shall be required for the Manager's appointment of the Village Engineer." The Village Manager shall have the right to obtain outside engineering assistance if the Village Engineer has a conflict of interest or he/she determines it is in the best interest of the Village.

- c. Insurance - The Village of Essex Junction is part of the Vermont League of Cities and Towns Insurance Pool and Health Trust.
- d. Auditors - In accordance with Section 2.07 of the Essex Junction Village Charter, the Village Trustees may designate an accountant or firm annually or for a period not exceeding three years, provided that the designation for any particular fiscal year shall be made no later than 30 days after the beginning of such fiscal year.
- e. All other professional services will be procured in accordance with this policy. It is recognized that the proposals for professional services are difficult to compare and that weight must be given to many considerations other than price.

10. PROPERTY

- a. In accordance with Section 1.06 of the Essex Junction Village Charter, the Village may acquire property within or without its corporate limits for any Village purpose, in fee simple or any lesser interest or estate, by purchase, gift, devise or lease, it may sell, lease, mortgage, hold, manage and control such property as its interest may require. The Village may further acquire property within its corporate limits by condemnation where such authority is granted by the statutes of the State of Vermont."

11. GRANTS

- a. All grant applications in the name of the Village of Essex Junction that financially binds the municipality must be approved by the Village Trustees prior to submitting the grant application.
- b. Any grant application in the name of the Village of Essex Junction that does not bind the municipality financially beyond staff resources must be approved by the Village Manager.

12. FUNDRAISING

- a. All fundraising in the name of and accounted for by the Village of Essex Junction must be approved by the Village Trustees.

13. RESTRICTED GIFTS

- a. All restricted gifts in the name of and arranged for by the Village of Essex Junction must be approved by the Village Trustees.

14. SALE OF VILLAGE PROPERTY

- a. The Village Manager is authorized to approve the sale or transfer of Village property estimated to be under \$10,000. The Village Trustees shall approve the sale or transfer of property estimated to be worth more than \$10,000. Nothing in this section is meant to preclude a department from disposing of material with no value or limited value under \$100. The Brownell Library shall have the power to sell books or purge them, as necessary, with the proceeds from any sale being donated to the Friends of the Brownell Library.

15. BID PROTEST

- a. Except for conflict of interest charges, any bidder who is aggrieved with the awarding of a contract may protest in writing to the Village Manager within five (5) business days of the award of a contract. The Village Manager shall send the aggrieved party a written decision within ten (10) business days upon receipt of the complaint. Appeals may be made to the Village Trustees in writing within five (5) business days of receipt of the Manager's decision.
- b. In accordance with Section 10.01 of the Essex Junction Village Charter, violations involving conflicts of interest shall render the involved contract, sale or decision of a Board or Commission voidable by the Village Trustees. All protests involving conflicts of interest shall be made in writing and forwarded to the Village Manager for consideration by the Village Trustees.

16. EXCEPTIONS

- a. The Village recognizes that some purchases do not lend themselves to a formal bid or quotation process. The following items are exempted from the formal bid or quotation process:
 1. **Road gravel/winter sand:** Due to the limited number of available pits with material that meets specifications, the Village will periodically obtain analyses of the various pit materials, obtain quotes on the basis of a cost/cubic yard or ton at the pit and also delivered to the Village. The Village will then make a decision for purchase based upon quality of material, availability, cost, workload of the Village trucks, etc.
 2. **Winter road salt:** The price of this material is set within each State Highway District by state competitive bid. All vendors operating in the district charge the same price for road salt.
 3. **WWTF Bulk Chemical Purchases:** It is recognized that the WWTF

purchases its process chemicals through a consortium of municipalities. All purchases shall be approved by the WWTF Director based on the best value.

4. **Sludge Dewatering:** Sludge is a by-product of the wastewater treatment process. Cost is due to dewatering and disposal. The more water that is removed from the sludge, the cheaper the disposal and our total sludge management cost. Based on past experience, the most reliable way to remove water is to use a mobile high solids centrifuge. The only firm that offers the service to the region is P&H Senesac Inc. In recognition of this, the municipality exempts sludge dewatering from the bid process and authorizes the Wastewater Treatment Plant Director to negotiate a contract with P&H Senesac Inc. for sludge dewatering.
5. **Maintenance of buildings, vehicles and equipment:** It is recognized that the municipality uses certain qualified contractors to maintain its buildings, vehicles and equipment. Every 2-3 years or if the cost appears to be rising faster than the rate of inflation, Department Heads shall re-evaluate the contractual relationship and determine if the existing contractor is still providing the best value. Any single maintenance project over \$10,000 shall be put out to bid, unless otherwise waived by the Village Trustees or is an emergency.
6. **Repair parts:** Purchase of repair parts is acknowledged to often be a unique purchase requirement, often necessitated by the need to purchase from a sole source vendor.

17. EMERGENCY CLAUSE

This policy may be waived in the event of an emergency. An emergency situation shall be defined as one which threatens:

- a. The lives or health of the people,
- b. The property of the Village or its citizens,
- c. The delivery of necessary services to the citizens of the Village, or
- d. Compliance with permits.

During emergency situations, when normal procurement procedures would be impracticable, the following procedures shall be followed:

1. The Village Manager shall approve all requests for emergency purchases over \$10,000. In the event that the Village Manager is unavailable, the Acting Village Manager or the appropriate Department Head may approve essential purchases.

2. The Trustees shall be notified of all purchases of over \$10,000 made under this emergency clause within 24 hours of the transaction. The Village Manager shall be notified of all emergency purchases made without his/her prior approval within 24 hours.

It must be emphasized that emergency purchases are costly. They are made hurriedly, usually on a non-competitive basis, and often not at the best price. Every effort should be made to avoid them.

18. PUBLIC RECORD

Procurement information shall be public record and shall be made available to the public. At the request of the vendor, information containing trade secrets, pursuant to 1 V.S.A., Chapter 317 (b) (9), shall be kept confidential.

**CERTIFICATE OF HIGHWAY MILEAGE
YEAR ENDING FEBRUARY 10, 2015**

Fill out form, make and file copy with the Town Clerk, and mail ORIGINAL, before February 20, 2015 to:
Vermont Agency of Transportation, Division of Policy, Planning and Intermodal Development,
One National Life Drive, Montpelier, VT 05633.

We, the members of the legislative body of **ESSEX JCT. VILLAGE** in **CHITTENDEN** County
on an oath state that the mileage of highways, according to Vermont Statutes Annotated, Title 19, Section 305,
added 1985, is as follows:

PART I - CHANGES TOTALS - Please fill in and calculate totals.

<i>Town Highways</i>	<i>Previous Mileage</i>	<i>Added Mileage</i>	<i>Subtracted Mileage</i>	<i>Total</i>	<i>Scenic Highways</i>
Class 1	5.013				0.000
Class 2	2.006				0.000
Class 3	27.64				0.000
State Highway	0.600				0.000
Total	35.259				0.000
* Class 1 Lane	1.289				
* Class 4	0.00				0.000
* Legal Trail	0.00				
* Unidentified Corridor	0.00				

* Mileage for Class 1 Lane, Class 4, Legal Trail, and Unidentified Corridor classifications are NOT included in total.

PART II - INFORMATION AND DESCRIPTION OF CHANGES SHOWN ABOVE.

- NEW HIGHWAYS:** Please attach Selectmen's "Certificate of Completion and Opening".
- DISCONTINUED:** Please attach SIGNED copy of proceedings (minutes of meeting).
- RECLASSIFIED/REMEASURED:** Please attach SIGNED copy of proceedings (minutes of meeting).
- SCENIC HIGHWAYS:** Please attach a copy of order designating/discontinuing Scenic Highways.

IF THERE ARE NO CHANGES IN MILEAGE: Check box and sign below.

PART III - SIGNATURES - PLEASE SIGN.

Selectmen/ Aldermen/ Trustees Signatures: _____

T/C/V Clerk Signature: _____ Date Filed: _____

Please sign ORIGINAL and return it for Transportation signature.

AGENCY OF TRANSPORTATION APPROVAL: Signed copy will be returned to T/C/V Clerk.

APPROVED: _____ **DATE:** _____
 Representative, Agency of Transportation



MEMORANDUM

TO: Village Trustees
FROM: Pat Scheidel, Municipal Manager
DATE: February 10, 2015
SUBJECT: Trustees Meeting Schedule

TRUSTEES MEETING SCHEDULE/EVENTS

February 24 at 6:30 – Regular Trustees Meeting

- Adopt Annual Meeting Warning

March 10 at 6:30 – Regular Trustees Meeting

March 24 at 6:30 – Regular Trustees Meeting

- Annual Meeting with Prudential Committee

April 1 at 6:00 PM – Community Supper

April 1 at 7:00 PM – Annual Meeting

April 14, 7 AM to 7 PM – Australian Ballot Voting

April 14 at 6:30 – Regular Trustees Meeting

April 28 at 6:30 – Regular Trustees Meeting

May 12 at 6:30 – Regular Trustees Meeting

May 23 at 10 AM – Memorial Day Parade

May 26 at 6:30 – Regular Trustees Meeting

MINUTES - Draft
Essex Economic Development Commission
January 12, 2015
Essex Town Offices – 81 Main Street

Commissioners Present: Greg Morgan, Chair, Barbara Higgins, Betty Poulin, Robin Lane and Chris Riani

Commissioner(s) Absent:

Others Present: Darby Mayville, Gregory Duggan, Matt Graf

The Chair called the meeting to order at 12:05 PM, a quorum being present. The Chair announced that he had added the 'public notice re. the business liaison committee' to the agenda at the request of Ms. Poulin.

Minutes of December 8, 2014:

A motion was made by Ms. Lane and seconded by Mr. Riani to approve the minutes of December 8, 2014 with one spelling correction. There was no discussion and the motion was approved 5-0-0.

EBPA Fund:

Ms. Higgins said she asked for this item to be put on the agenda as she is concerned that the fund has been sitting, unused, for too long. The Chair reported that coincidentally he had had a meeting with Emir Heco, HECO Engineering, about his plan to create a co-working space in the Village (hand out). A discussion followed on the proposed project and the Fund. Ms. Higgins suggested the commission issue a public notice/request for proposals with a deadline and with specified application length e.g. one page, addressing how the proposed project meets the EBPA Fund Guidelines. The Chair will check with the Manager to ensure that the proper procedures are followed. It was agreed that once the applications are received, a funding decision should be made within a 30-45 days. Ms. Poulin recommended that any notice be put on social media come from Town staff, no commission members.

Report (Annual) from Assessor's Office/Speaker Invitation:

The Chair said that he had spoken with the Town Assessor, Randy Viens about the Grand List (GL), specifically when additions are made to the GL, and was surprised to learn that new properties are reviewed and assessed as a group each year in late winter/early spring. The updated GL must be reported to the State of Vermont by April 1. Given the foregoing the Chair wondered whether the commission wanted to invite Randy Viens to speak with them before April 1 or after he has completed this year's GL update. The Chair said he personally is very interested in what the changes to the GL are. Ms. Higgins said while she is interested

on the impact of projects and effect on tax rate. She went on to say that it is important we understand what the GL is, what it is comprised of, its historical growth rate, etc. She also suggested that the EDC invite both the assessor and finance director here at same time. The Chair questioned whether anyone has data on the impact of a particular type of development and whether this is something the EDC should consider. Mr. Duggan stated the Town doesn't look at the impact of a project per se; various department heads e.g. public works and schools weigh-in on the impact and where appropriate impact or other fees/stipulations are included in the project approval. After further discussion it was agreed to invite both the assessor and finance director to meet with the EDC at their convenience.

Town Plan Update Process – Economic Development Narrative:

The Chair asked Mr. Duggan to review the process and timing and role of Planning Commission in the Town Plan Update. Mr. Duggan provided a hand-out with the plan outline and time-line for adoption. With regard to the Economic Development section (Chapter 3), Mr. Duggan suggested including something about the GL and residential/non-residential ratio, a summary of demographics, target industries, etc. He also suggested including a reference to Heart & Soul (H&S) Vision, which includes support of 'local economy'. Ms. Poulin asked if H&S Vision is the main focus. Mr. Duggan stated, it is not, but was a process that did involve a number of people over two years. There was further discussion of items that should be included in the Economic Development section and Mr. Duggan suggested members email him with suggested items to include/exclude from the Economic Development section of the last Town Plan. Ms. Poulin said she would like to see some photos included in the report. Mr. Duggan said they are in the process of soliciting photos for inclusion in report. The Chair said he intends to attend the Feb 12 Planning Commission meeting to explain the EDC's goal of linking non-residential growth in the GL, with the tax rate and budgeting.

Business Liaison Group

Ms. Lane said that she had to leave soon and just wanted to update members on two related items. First, the kick-off meeting of the *Medtronics* (?) – advanced manufacturing education – working group is being held today(?). Second, she has applied to be a member of the Business Liaison Group (BLG). Mr. Morgan said he had also applied for membership on the committee. A discussion followed on when and how individuals were notified about the BLG. Ms. Poulin reported that she tried but could not find a link to public notice seeking volunteers for the BLG on the Town's website – it might be there but was not found listed with other lists of volunteer openings.

Ms. Poulin wondered whether the creation of the committee was a response to EDC's request for economic development staffing. Mr. Morgan said he did not believe it was. Ms. Poulin said she feels the EDC should have a formal representation on the BLG. Ms. Higgins concurred – there should be a connection. Ms. Lane said the BLG appears to have morphed from the IBM-Global Foundries liaison group to a broader, business development group.

Ms. Lane departs.

The Chair asked if the EDC wants to have the Manager come in to talk with us about the BLG. Ms. Higgins said she didn't think it was necessary; she just wants there to be a formal connection with EDC to assure feedback.

A motion was made by Ms. Poulin and seconded by Mr. Morgan to send an EDC Advisory to the Selectboard recommending that one of the members of the Business Liaison Group be appointed from the membership of the Essex Economic Development Commission. There was no discussion and the motion passed 4-0-0.

Mr. Graf departs.

Visit to Vermont Legislature in 2015:

The Chair reminded members that the planned Legislative visit is scheduled for the sometime the week of January 19th. Mr. Jerman told Mr. Morgan the committees might be more interested in hearing from the EDC if we have a focus and he suggested we might focus on how we work – how economic development is being done in Essex, rather than the business profile of Essex. Mr. Riani suggested that focusing on goals is valuable and that any presentation should be kept short - 5 minutes. Taking more time when we are not there to asking them to do something or to comment on a specific proposal would not be well received. Mr. Morgan reiterated his view that we need to make sure Essex is in the game. The Chair will notify members by email the date of the visit after he hears back from Mr. Jerman and/or the economic development chairs.

There being no other business, the meeting was adjourned at 1:30pm.

Respectfully submitted,

Barbara A. Higgins

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

**VILLAGE OF ESSEX JUNCTION
BIKE/WALK ADVISORY COMMITTEE
MINUTES OF MEETING
JANUARY 26, 2015**

MEMBERS PRESENT: Rick Hamlin, Phoebe Spencer, Jud Lawrie, Jeff Frolik, Eric Bowker, Raj Chawla, Rosalind Hutton

ADMINISTRATION: Darby Mayville, Community Relations/Economic Development Assistant

1. CALL TO ORDER

Rick called the meeting to order at 5:48 PM.

2. MINUTES REVIEW

Due to Darby's absence, the minutes for November were not reviewed at the last meeting. Changes to these minutes are as follows:

In section four, the following sentence was changed from: "Rick said that he planned to go in front of the Board of Trustees in December to get formal approval to submit this application," to "Rick said that he planned to request the Board of Trustees approval to submit this application."

In section six, the following sentence was changed from: "The committee decided to have several templates sprayed on the pavement around the Five Corners area in time for this event," to "The committee decided to have several signs posted around the Five Corners area in time for this event."

In section seven, the following paragraph was changed: "Rick and Jeff researched Vermont state law to determine if there are specific signaling movements that bicyclists need to use. It was determined that there was not, and that the state has no preference how you signal, as long as you do so in some way. The committee decided that they would take no further action on this issue." The edited paragraph would read: "Rick and Jeff researched Vermont state law to determine if there are specific signaling movements that bicyclists need to use to signal left turns. It was determined that the state allows both methods. The committee decided that they would take no further action on this issue."

MOTION BY JUD, SECOND BY PHOEBE TO APPROVE THE NOVEMBER MINUTES, WITH CHANGES. ALL IN FAVOR.

There was no discussion on the December minutes.

MOTION BY JEFF, SECOND BY JUD TO APPROVE THE DECEMBER MINUTES. ALL IN FAVOR.

3. AGENDA ADDITIONS

Rick asked to add a discussion of the upcoming Design Five Corners planning workshop to the agenda. All agreed.

4. DESIGN FIVE CORNERS

The committee decided to pass the following motion:

“Given the efforts of the Bike/Walk Advisory Committee, and studies to date related to bike and pedestrian access within the Village of Essex Junction, the committee requests the opportunity to provide notice of and input in studies related to these issues. We are excited about the Trustee’s interest in bike/walk accessibility, and in the future hope to be included in these discussions.”

MOTION BY RAJ, SECOND BY ERIC. MOTION PASSED, ALL IN FAVOR.

5. REVIEW AND DISCUSS THE LEAGUE OF AMERICAN BICYCLISTS MATRIX AND APPLICATION

The committee reviewed and made edits on the League of American Bicyclists questions. Jud said that he will begin uploading the application online tomorrow.

6. DEVELOPMENT OF CAPITAL PROJECTS LIST

This item was tabled until the February meeting.

7. FYE16 BUDGET DISCUSSIONS

This item was tabled until the February meeting.

8. PUBLIC INPUT

None.

9. NEXT MEETING & AGENDA

- Next Meeting: February 9th at 5:45 PM
- Agenda Items:
 1. Minutes Review;
 2. Final Review of League of American Bicyclists Application;
 3. Development of Capital Projects List;
 4. FYE16 Budget Discussions;
 5. Public Input.

10. ADJOURNMENT

**MOTION BY JUD, SECOND BY JEFF TO ADJOURN THE MEETING. MEETING
ADJOURNED AT 6:45 PM.**

Respectfully submitted, Darby Mayville.

**VILLAGE OF ESSEX JUNCTION
MINUTES OF BLOCK PARTY COMMITTEE MEETING
JANUARY 26, 2015**

PRESENT: Brian Roy, EJRP Assistant Director; Sam Jackson.
ADMINISTRATION: Patty Benoit, Administrative Assistant; Darby Mayville,
Community Relations and Economic Development Assistant.

The meeting was called to order at 3:30 PM.

1. 2015 BLOCK PARTY - SATURDAY, JULY 18, 5-10 PM

2. IDEAS/SUGGESTIONS FOR ENTERTAINMENT

The committee noted that the Essex Jr. ROTC will not be returning because the program has been cancelled. If the committee takes over the dunking booth, we would need additional help at the Block Party organizing the dunkers. Brian suggested contacting a group at the high school, the Red Cross Club, to see if they would be willing to help. They do community service and we could continue the dunking booth proceeds going to the local food shelf. We would still need an adult to supervise the activity. Darby will contact the Red Cross Club.

Brian recommended The Secret Circus of Greensboro and will contact them. We discussed looking into the Big Blue Truck, which has been at the farmer's market. Regarding music, we invited the X-Rays back and the committee agreed to only having one band which will play from 6-10 PM. We'll invite the Roaming Railroad back, but will not have it run until 10 PM. We'll see if the National Guard would like to return with the climbing tower. If not, we could order two inflatables from Top Hat. We'll reach out to Shirley Pine of Face Mania and Marcy Kelly, Bubbles the Balloon Artist, to see if they could return.

3. EJRP NIGHT RUN

The committee agreed the new night run last year was a great addition to the block party and EJRP is willing to do it again, with some tweaking. Lighting was a concern, and they would like the start and finish to be in the same spot. They will not be putting the finish line on Railroad Ave. as that was a little tricky with the crowd. We will ask the band to do announcements for the race and info about their sponsors. Starting the race a little earlier was discussed as well.

4. SPONSORSHIPS/MARKETING

The committee will look at our sponsorship levels at the February meeting. These have been in place since the beginning and need to be revisited (\$50 & \$100). Everyone agreed that we need to market sponsors via social media as another incentive. Our letter seeking sponsors will be reviewed next month to include these changes.

5. ADJOURNMENT

The meeting adjourned at 4:20 PM. The next meeting will be February 23 at 3:30 PM.

Minutes respectfully submitted by Patty Benoit



November 17, 2014

RECEIVED

NOV 18 2014

Village of Essex Junction

Mr. Patrick Scheidel, Village Manager
Village of Essex Junction
2 Lincoln Street
Essex Junction, VT 05452

Town of Williston
7900 Williston Road
Williston, VT 05495
FAX (802) 764-1140

Dear Mr. Scheidel:

1763

Please accept this letter as a formal expression of our interest in purchasing surplus sewer capacity from the Village. We appreciate the Village's willingness to consider such a sale.

Currently we are in the process of purchasing 50,000 gallons of capacity over a five year period at the rate of 10,000 gallons or \$100,000 per year. Included with this letter is a copy of the formal purchase agreement between the two communities. According to the agreement our last payment is due in July 2015.

Starting in July 2016, we would like to begin the purchase of an additional 50,000 gallons at the same rate of \$10.00 per gallon.

Thank you again for your willingness to explore the sale of excess capacity. We look forward to beginning discussions on this matter in the future.

Town Manager
878-0919

Town Clerk/Treasurer
878-5121

Planning/Zoning
878-6704

Lister/Assessor
878-1091

Public Works
878-1239

Recreation
878-1239

Police
878-6611

Fire
878-5622

Jorothy Alling
Memorial Library
878-4918

Williston Central
School
878-2762

Very truly yours,

Richard McGuire,
Town Manager

CC Bruce Hoar, Williston Public Works Director
Dennis Lutz, Essex Public Works Director

Vermont's largest solar array installed in Essex Jct

Encore Redevelopment, of Burlington, Vermont, has announced the recent installation and commissioning of the PSEG Essex Solar Energy Center in Essex Junction, Vermont. At 3.6MWp, this array is the largest solar project in Vermont and is estimated to produce approximately 4,500,000 kWh of electricity annually, sufficient to power roughly 700 Vermont homes.

The solar array will also provide a lease payment which will help to diversify the income stream of the Whitcomb Farm and help the Farm, which has been in continuous operation since 1867, remain in active agricultural use.

The Whitcomb family released this statement: "The lease associated with the solar project provides us with the opportunity to improve our farmstead while preserving topsoil integrity. Farming has always involved land, sunlight and water to produce value; we are pleased to be able to diversify our farming operations to include renewable electric generation in addition to forage crops and dairy."

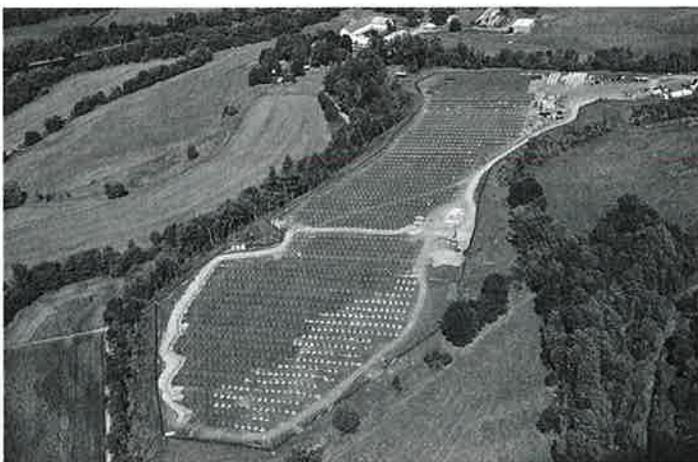
The project was completed under the State of Vermont's Standard Offer program which was designed to jumpstart Vermont's clean energy economy and begin the process of achieving the State's goals for an increased portfolio of locally generated renewable energy.

Encore was responsible for initial project design and securing all permits associated with the project. Final design and construction activities were provided by juwi Solar. The project was financed and is owned by PSEG Solar Source a subsidiary of the Public Service Enterprise Group (PSEG).

Encore said in a statement: "Encore is honored to have been able to work collaboratively with the many professionals responsible for bringing this project from concept to commissioning. We hope this project can serve as an example of the multilateral value of distributed renewable generation for providing grid resilience, economic development, and protection of Vermont's valuable and iconic working landscape."

About Encore Redevelopment:

Encore Redevelopment is a Burlington, VT-based project development company with a focus on 21st century solutions for underutilized property and community-scale renewable energy systems.



Source: Encore 1.25.2015. PHOTO: Whitcomb solar array under construction last year in Essex Junction. Courtesy photo.

[PROJECTS](#)[ABOUT](#)[TIPSTER](#)[COMMENTARY](#)[DATA](#)[SEARCH](#)[BUSINESS &
ECONOMY](#)[COURTS &
CORRECTIONS](#)[EDUCATION](#)[ENERGY](#)[ENVIRONMENT](#)[HEALTH
CARE](#)[PEOPLE &
PLACES](#)[POLITICS](#)

CHAIRMAN OF STATE NATURAL RESOURCES BOARD LEAVING

JOHN HERRICK

JAN. 28 2015, 3:06 PM

3 COMMENTS

The chair of the state Natural Resources Board is leaving his post, just as the administration is calling for budget cuts and a shift of some of the board's back-office functions.

Ron Shems, chair of the independent environmental review board that oversees Act 250 land use and development permits, announced his resignation Tuesday, effective Feb. 6. He led the board for the past four years.

"The governor wants to explore consolidating the NRB into the agency. This new chapter provides a clean point where I can move on," Shems said. "I think we have made enormous progress with Act 250."

Gov. Peter Shumlin is asking the board to move certain administrative responsibilities, such as billing and other clerical functions, to the Agency of Natural Resources in an effort to cut \$200,000 from the 2016 budget.

Shems chaired the five-member board when the state adopted new restrictions on strip development, which he supported. He will be replaced by Jon Groveman, general counsel for the Agency of Natural Resources.

The state is facing a \$112 million budget gap for fiscal year 2016. The Agency of Natural Resources and the Natural Resources Board must submit a plan to transfer the board's administrative functions into the agency to achieve at least \$200,000 in savings by March 31, according to the governor's budget proposal. The board has a \$3.2 million annual budget.

Secretary of Administration Justin Johnson said consolidation is the wrong word for the proposed changes. He said the board could save more money if the agency did more of its back-office business work, such as paperwork and paying bills, for example. He said much of the board's administrative functions overlap with the Agency of Natural Resources.

Natural Resources Board chairs are appointed by the governor to four-year terms, but the board operates independently. The agency is frequently a party in cases heard by the board.

"We want to keep the independence of the programmatic side of the board," Johnson said.

According to Natural Resources Secretary Deb Markowitz, the changes are not political. She said she did not know the proposal was in the budget until it was pointed out to her.

"It came out of conversation we had about the need to find efficiencies and save money," Markowitz said. "If the new chair thinks it necessary to achieve the savings, we would be providing additional administrative services."

Groveman, Shems' replacement, also served as general counsel for the Vermont Natural Resources Council; executive director of the Vermont Water Resources Board; director of the Law Center for the Vermont League of Cities and Towns; and as an Act 250 land use attorney with the agency in the 1990s, according to a news release from the governor's office.

"I am honored and grateful for the opportunity to lead a program that is vital to protecting what is so special about Vermont, our vibrant village and city centers, farms and forests, and to move the Act 250 program forward as Vermont faces new opportunities and challenges as we continue grow our economy," Groveman said in a statement.

Patty Benoit

From: Patrick C. Scheidel
Sent: Monday, February 02, 2015 9:23 AM
To: Patty Benoit
Subject: FW: RRFB's
Attachments: anchor bolt pattern.pdf; ireland pole base template.pdf; TAPCO RRFB Manual.pdf; IMG_20131114_153602_930.jpg; TAPCO base detail.pdf; Tapco RRFB detail.pdf; Camp pole base.pdf; ireland pole base.pdf; TAPCO.pdf; RRFB Letter.pdf; Request for Authorization.pdf

Patrick C. Scheidel
Village Manager
Village of Essex Junction
2 Lincoln St.
Essex Junction, VT 05452
pats@essexjunction.org
P: 802-878-6944
F: 802-878-6946
Website: www.essexjunction.org

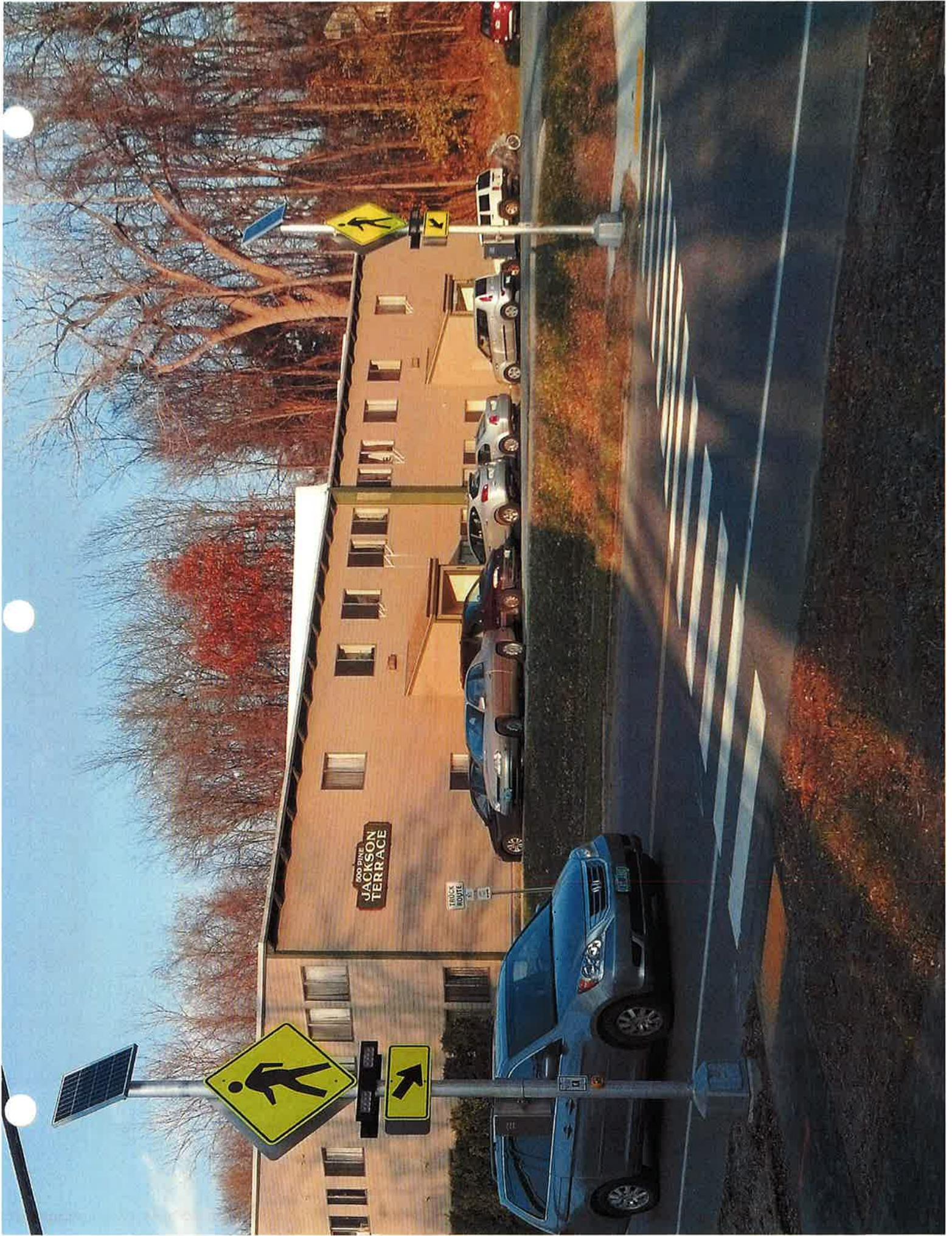
From: Bruce Hoar [<mailto:bhoar@willistonvt.org>]
Sent: Wednesday, January 28, 2015 3:04 PM
To: Patrick C. Scheidel
Subject: FW: RRFB's

Hi Pat,

The RRFB's that we have installed here in Williston are from Spot Devices, we were the first to install them in VT. Not sure if you know but to use them you used to have to get permission from FHWA, not sure if this still applies.. I have attached a copy of the letter that I have sent to them. The ones that we installed were in the range of \$10,000 just for the equipment with shipping. So on top of that there is around another \$500 per installation with town crews not including crew time. However these are fairly easy to install. Spot Devices has since sold to Cirrus, I believe. They are relatively low maintenance as they are solar powered and we have not had to replace any batteries as of yet. Also as you can see I have attached some more recent e-mail that I have had with Burlington. They have a supplier and are able to get these units, although not exactly the same for in the \$3,000 - \$4,000 range. South Burlington was able to get theirs in the \$4,000 - \$5,000 range I believe. Burlington and South Burlington did get a break because of the number of units they purchased. We are looking at doing three more locations. If the village is interested in purchasing some of these units it might work better for both communities to do a joint purchase and get a better price. Please let me know if I can be of any further assistance.

Bruce

Bruce K. Hoar
Public Works Director
900 Williston Road
Williston Vt. 05495
(802)-878-1239



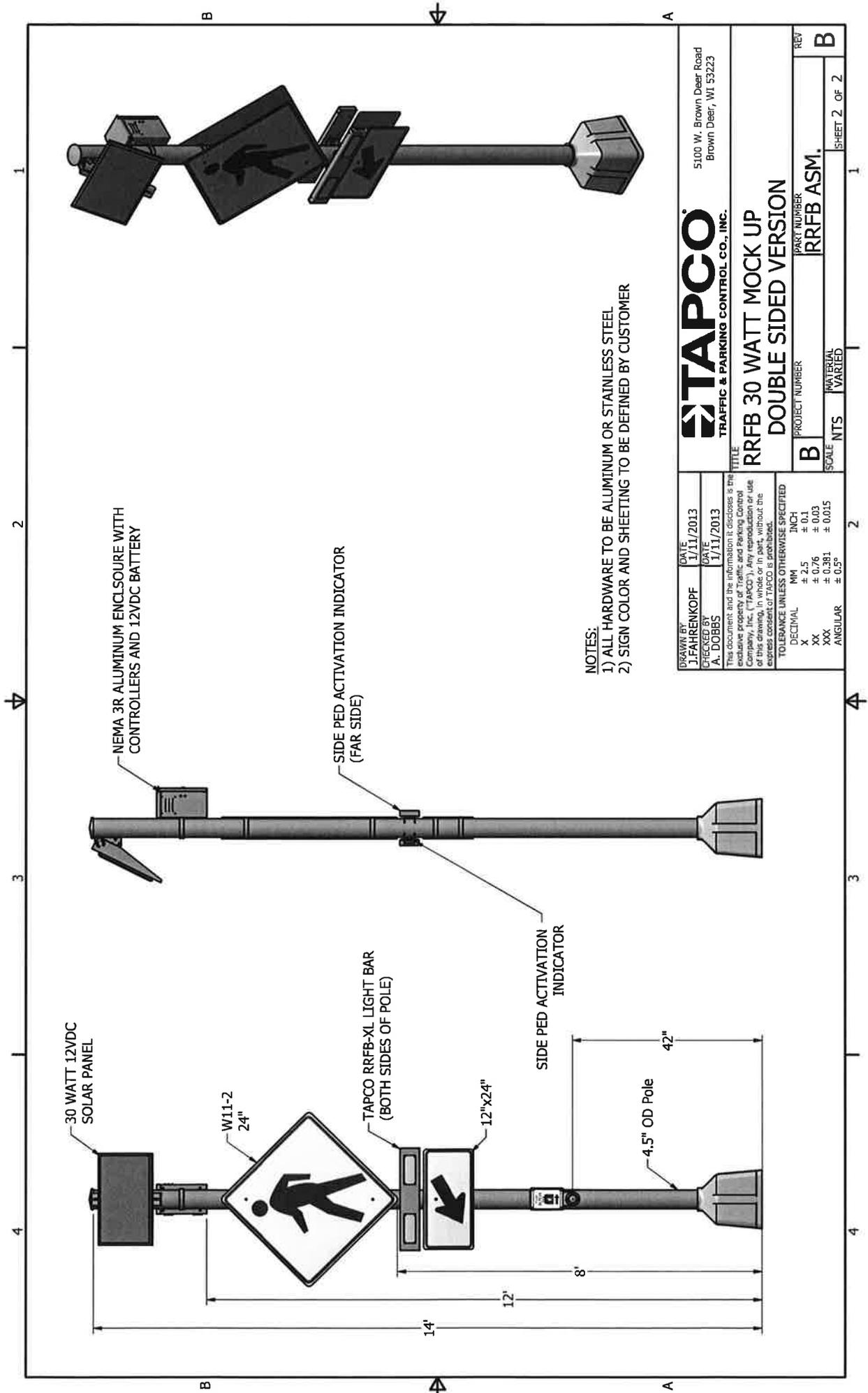
FOOD DRINK
JACKSON
TERRACE

TRUCK
ROUTE



WALKING





NOTES:
 1) ALL HARDWARE TO BE ALUMINUM OR STAINLESS STEEL
 2) SIGN COLOR AND SHEETING TO BE DEFINED BY CUSTOMER

DRAWN BY J. FAHRENKOPF		DATE 1/11/2013	 TRAFFIC & PARKING CONTROL CO., INC.	5100 W. Brown Deer Road Brown Deer, WI 53223	
CHECKED BY A. DOBBS		DATE 1/11/2013		RRFB 30 WATT MOCK UP DOUBLE SIDED VERSION	
<small>This document and the information it discloses is the exclusive property of Traffic and Parking Control Company, Inc. ("TAPCO"). Any reproduction or use of this drawing, in whole or in part, without the express consent of TAPCO is prohibited.</small>					
TOLERANCE UNLESS OTHERWISE SPECIFIED DECIMAL MM INCH X ± 2.5 ± 0.1 XX ± 0.76 ± 0.03 XXX ± 0.381 ± 0.015 ANGULAR ± 0.5°			PROJECT NUMBER B	PART NUMBER RRFB ASM.	REV B
SCALE			NTS	MATERIAL VARIED	SHEET 2 OF 2



Town of Williston
7900 Williston Road
Williston, VT 05495
FAX (802) 764-1140

1763

September 17, 2010

U.S. Department of Transportation
Federal Highway Administration
1200 New Jersey Avenue, SE
Washington, DC 20590

RE: **Request for interim approval for the use of Rapid Rate
Flashers for pedestrian crossing**

Dear Administrator:

The Town of Williston requests interim approval for the use of **Rectangular Rapid Rate Flashing Beacons (RRFB)** as warning beacons to supplement standard pedestrian crossing signs at uncontrolled mid-block crossings.

It is often the situation that motorists fail to yield right-of-way pedestrians in crosswalks. Decreasing the occurrence of these failures would increase the safety and overall experience of walking for pedestrians. An inexpensive and effective solution to improving pedestrian safety would be to add rectangular-shaped rapid rate flashing Beacons (RRFB) to supplement the standard pedestrian crossing sign at uncontrolled crossings.

The Town request is made under the provisions of Section 1A.10 of the 2003 edition of the Manual on Uniform Traffic Control Devices (MUTCD) and our Interim Approval memorandum IA-11 dated July 16, 2008.

If you have further questions, please feel free to contact me at: bhoar@willistontown.com or (802)878-1239.

Sincerely,

Bruce K. Hoar
Director of Public Works
Town of Williston

Town Manager
878-0919

Town Clerk/Treasurer
878-5121

Planning/Zoning
878-6704

Lister/Assessor
878-1091

Public Works
878-1239

Recreation
878-1239

Police
878-6611

Fire
878-5622

Dorothy Alling
Memorial Library
878-4918

Williston Central
School
878-2762



U.S. Department
of Transportation
**Federal Highway
Administration**

1200 New Jersey Avenue, SE
Washington, D.C. 20590

July 8, 2009

In Reply Refer To: HOTO-1

Mr. Bruce K. Hoar
Director
South Burlington Public Works
575 Dorset Street
South Burlington, VT 05403

Dear Mr. Hoar:

Thank you for your July 1 letter requesting approval to use Rectangular Rapid Flashing Beacons (RRFB) at uncontrolled pedestrian crosswalk locations in the city of South Burlington. Your request is made under the provisions of Section 1A.10 of the 2003 edition of the Manual on Uniform Traffic Control Devices (MUTCD) and our Interim Approval memorandum IA-11 dated July 16, 2008.

Your request is approved. Please develop and periodically update a list of all locations where RRFB are installed on roadways under the jurisdiction of the city of South Burlington. Also, please be aware of any State laws and/or directives covering the application of the MUTCD provisions that may exist in Vermont. Your specific approval has been numbered IA-11-20 "RRFB – South Burlington, VT." Please reference this number in any future correspondence.

Thank you for your interest in improving pedestrian safety. If we can be of further assistance on this matter, please feel free to contact Mr. Scott Wainwright by e-mail at scott.wainwright@dot.gov or by telephone at 202-366-0857.

Sincerely yours,

Hari Kalla
Acting Director, Office of Transportation
Operations



**VILLAGE OF ESSEX JUNCTION
BOARD OF TRUSTEES
MINUTES OF MEETING
January 27, 2015**

BOARD OF TRUSTEES: Dan Kerin, Andrew Brown, Elaine Sopchak, Lori Houghton. (George Tyler was absent.)
ADMINISTRATION: Pat Scheidel, Municipal Manager; Lauren Morrissette, Assistant Manager & Finance Director.
OTHERS PRESENT None.

1. CALL TO ORDER and PLEDGE OF ALLEGIANCE

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

2. AGENDA ADDITIONS/CHANGES

Additions to Manager's Report:

- Thoughts on potential areas for cost savings with consolidation of services.
- Questions and answers on highway service, 81 Main Street and administrative services.

3. APPROVE AGENDA

MOTION by Andrew Brown, SECOND by Elaine Sopchak, to approve the agenda as amended. VOTING: unanimous (4-0); motion carried.

4. GUESTS, PRESENTATIONS, PUBLIC HEARINGS

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

2. Adjustment to the FY2016 Water Fund Budget

Lauren Morrissette explained the adjustments to the Water Fund budget to reflect the wholesale rate by Champlain Water District (3.4% increase) and an increase in the state water supply fee (13%).

3. Public Hearing: FY2016 Proposed Budget

The public hearing was opened at 6:35 PM. Lauren Morrissette highlighted the following in the FY2016 proposed budget:

- The General Fund excluding debt service shows an increase of \$107,139 (3.1% increase over the FY2015 budget). Debt service shows an increase of \$154,814 (225.6% increase over FY2015 budget). Total dollar increase is \$261,953.
- General Fund and debt service for FY2016 is \$3,799,390 (increase of 7.4% from the FY2015 budget).
- Increases to the budget are attributed to salaries, vehicle maintenance, winter maintenance (salt), right-of-way leases, contribution to capital funds, health/other insurance, and miscellaneous other increases. Storm water expenses of \$42,500 were moved to the town.

- Challenges with the budget include contributions to the capital and rolling stock funds, right-of-way lease for the multi-use safety path, salt and vehicle maintenance costs, and increase in costs for uniforms, pagers, overtime, and merit pay in the Employees Association agreement.
- Water Fund for FY2016 is \$3,393,933 (increase of 5.3%).
- Wastewater Fund for FY2016 is \$1,834,060 (increase of 2.0%).
- Sanitation Fund of \$456,147 is 1.5% lower than the FY2015 budget amount.
- Challenges with the enterprise funds (water, waste water, sanitation) include estimating costs, waste water treatment plant bond payment, and water meter replacement. Water, waste water, and sanitation rates for the average user show an increase of 2.4% from FY2015 rates. Capital projects include water meter upgrades, manhole rehab, and the water line on North Hillcrest.
- Capital funds include reserve funds, bonded projects, rolling stock, water, wastewater, and sanitation capital funds. The total proposed spending for capital funds is \$8,675,933.
- Capital reserve projects include the Railroad Ave. water line and roadway, carpet in Brownell Library, restoration work on Lincoln Hall, paving, crescent connector road, and the Pearl Street sidewalk link. Total capital project cost is \$6.3 million less grant funding of \$5.8 million for a cost to the village of \$454,417.
- Bonded projects for FY2016 totaling \$1.7 million include Maple Street drainage pipe, Briar Lane reconstruction, water line and sidewalk, Hillcrest drainage and North Hillcrest water and drainage. The cost of the bonds to village taxpayers with a home of \$280,000 assessed value was \$17.92 in Year One (FY2015) and \$57.96 in Year Two (FY2016) then decreasing each year thereafter.
- Purchase of a diesel dump truck is budgeted for \$144,000.
- Tax appropriation is decreasing because the town will be funding the highway budget. The result is a decrease in the village tax rate of 15.6% (.2830 cents in FY2015 to .2388 cents in FY2016). The town rate will increase 16.6% from .4034 cents in FY2015 to .4703 cents in FY2016. The net change to the village/town municipal taxes for a village resident is \$63 or 3.3%.
- Cost saving initiatives include combining services (tax billing, highway, finance), delay in filling a full time position in the Street Dept., and seeking grants.
- In FY2015, Village municipal tax is 12% of the tax pie (town is 18%, school is 67%, parks & recreation is 3%).

Pat Scheidel suggested the Trustees hear a presentation from Max Levy on the town budget at the February 10, 2015 meeting. The budget is positive for both the town and village and should continue to improve as large cost centers level out. The village budget shows an increase, but villagers will only be paying once for public works services. Mr. Scheidel said he is confident there will be savings realized in the future and though at this point in time the savings cannot be pinpointed exactly, the governing boards and administration have a fiduciary responsibility to the present and future.

There were no further comments. The public hearing was closed at 7 PM.

5. OLD BUSINESS

None.

6. NEW BUSINESS

1. Letter of Support for Bike-Walk Advisory Committee

MOTION by Lori Houghton, SECOND by Andrew Brown, to authorize Dan Kerin as acting Village President to sign the letter of support for the Bicycle Friendly Community application as drafted. VOTING: unanimous (4-0); motion carried.

Lori Houghton mentioned the need to educate motorists that the village is a pedestrian friendly community and drivers need to stop per state law for pedestrians in crosswalks. Ms. Houghton suggested cones or signs noting fines and reminding drivers of the law could be posted. Other ideas discussed included flashing beacons and flags at crosswalks for pedestrians to wave when crossing the road. Staff will investigate the matter.

2. Annual Report Dedication and Cover

MOTION by Elaine Sopchak, SECOND by Lori Houghton, to approve the dedication to Willis Racht and cover of the village annual report for 2014 as presented. VOTING: unanimous (4-0); motion carried.

7. VILLAGE MANAGER'S REPORT

1. Meeting Schedule

- February 10, 2015 @ 6:30 – Regular Trustees Meeting
- February 24, 2015 @ 6:30 – Regular Trustees Meeting
- March 10, 2015 @ 6:30 – Regular Trustees Meeting
- March 24, 2015 @ 6:30 – Regular Trustees Meeting
- April 14, 2015 @ 6:30 – Regular Trustees Meeting
- April 28, 2015 @ 6:30 – Regular Trustees Meeting

Special Meetings/Events:

- April 1, 2015 @ 6 PM – Village Community Supper
- April 1, 2015 @ 7 PM – Village Annual Meeting
- April 14, 2015 – Australian Ballot Voting

2. Personnel Report

- Larry St. Peter is resigning as of February 6, 2015 to work for the Town of Colchester.
- Recruitment and selection profile for the Library Director position is published and resumes have been received. The interview process will begin to fill the position by July 1, 2015.

3. Information on Potential Areas of Cost Saving and Q&A on Consolidated Services
The information is posted on the town webpage and available to the public.

4. Budget Presentation

Max Levy will do a presentation on the town budget at the Trustees meeting on 2/10/15.

5. Whitcomb II Discussion on the 57 Acres

The Trustees can remove the item from the table at the next meeting to ask and answer any questions.

8. TRUSTEES COMMENTS/CONCERNS & READING FILE

1. Board Member Comments

- Lori Houghton requested that the minutes from the Essex Economic Development Committee be provided to the Trustees.
- Andrew Brown suggested Greg Morgan be invited to present a recap of activities by the Economic Development Committee to the Trustees.
- Andrew Brown mentioned the reply by Robin Pierce on the Essex Group Facebook page regarding potholes and road condition in the village and suggested there be follow up with plans for pothole repair long term.
- Elaine Sopchak requested an update on the status of the business liaison group be given.
- Elaine Sopchak reported on the visit to the Statehouse by the economic development group to watch the legislature in action. Greg Morgan and Max Levy did a great job testifying before the House Commerce Committee on economic development issues.
- Dan Kerin reported the recent outreach meeting on consolidation of services held at the First Congregational Church went well.
- Dan Kerin reported the Principal at the Educational Center is receptive to the idea of having students do a mural on the plywood boards that will surround the site at 4 Pearl Street during construction. Mr. Kerin will further discuss the idea with the developer.

2. Reading File

- Minutes
 - Tree Advisory Committee 1/20/15

9. CONSENT AGENDA & READING FILE

MOTION by Andrew Brown, SECOND by Elaine Sopchak, to approve the consent agenda as follows:

1. **Approve Minutes of Previous Meeting 1/13/15**
2. **Approve Warrants Check #10050760 to Check #10050826 totaling \$434,637.21.**

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

10. ADJOURNMENT

MOTION by Andrew Brown, SECOND by Lori Houghton, to adjourn the meeting.

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

The meeting was adjourned at 7:30 PM.

Check Register Report

2/10/15 BL

Date: 02/06/2015

Time: 11:21 am

Page: 1

Village of Essex Junction

BANK:

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
Checks							
10050827	01/23/2015	Printed		0965	GREEN MOUNTAIN POWER CORP.	ELECTRICITY-VARIOUS	1,284.13
10050830	01/27/2015	Printed		0505	R.R CHARLEBOIS INC.	REGISTRATION FEE-ROLL STOCK	43.00
10050831	01/28/2015	Printed		10456	KINGSBURY COMPANIES, LLC	COGEN SYSTEM UPGRADE-WWTF	21,926.97
10050832	01/29/2015	Printed		05530	COSTCO COLCHESTER #314	DESIGN WKSP SNACKS-COM DEV	15.99
10050833	01/30/2015	Printed		1817	POSTMASTER	MAIL WTR/SWR BILLS-WATER/SANI	1,003.68
10050834	02/10/2015	Printed		9554	ADD-ON ACCESSORY OUTLET	TRUCK ACCESSORY-WWTF	370.43
10050835	02/10/2015	Printed		10508	ADVANCED DISPOSAL	GRIT DISPOSAL-WWTF	182.49
10050836	02/10/2015	Printed		10007	AIRGAS EAST	SUPPLIES-STREET	472.69
10050837	02/10/2015	Printed		9975	AMERICAN ROCK SALT CO, LLC	BULK ICE CONTROL SALT-STREET	5,488.42
10050838	02/10/2015	Printed		0115	AUTO ELECTRIC INC.	PARTS & LABOR-STREET	419.72
10050840	02/10/2015	Printed		10600	BRODART #2	CIRCULATION MATERIALS-LIBRARY	144.08
10050842	02/10/2015	Printed		0268	BRODART CO.	CIRCULATION MATERIALS-LIBRARY	507.87
10050843	02/10/2015	Printed		0347	RON BUSHEY'S AUTO INC.	TOW SIDEWALK PLOW-STREET	80.00
10050844	02/10/2015	Printed		0457	CARGILL, INC SALT DIVISION	DEICER SALT-STREET	16,089.10
10050845	02/10/2015	Printed		9743	CARQUEST AUTO PARTS	AUTO SUPP-STREET/WWTF	328.78
10050846	02/10/2015	Printed		10614	CHOICE COBRA, LLC	ADMIN FEE RENEWAL-ADM	105.00
10050847	02/10/2015	Printed		2305	CLARK'S TRUCK CENTER	TRUCK REP & UNIFORM-ST/SAN	547.08
10050848	02/10/2015	Printed		9788	COMCAST	CABLE-STREET	66.12
10050849	02/10/2015	Printed		10401	DE LAGE LANDEN FINANCIAL INC	COPER LEASE-ADMIN	249.52
10050850	02/10/2015	Printed		0644	DUBOIS & KING INC.	CRESCENT CONNECTOR-CAP R	16,278.20
10050851	02/10/2015	Printed		0700	EAST COAST PRINTERS	EMBROIDERY CHARGES-WWTF	39.50
10050852	02/10/2015	Printed		50041	EBSCO	CIRCULATION MATERIALS-LIBRARY	37.55
10050853	02/10/2015	Printed		0780	ESSEX EQUIPMENT SALES	GLOVES-STREET	129.38
10050854	02/10/2015	Printed		9669	ESSEX FREE LIBRARY	CIRC MATERIALS-LIBRARY REPL	14.95
10050855	02/10/2015	Printed		0795	TOWN OF ESSEX	RECORDINGS-COM DEV	30.00
10050856	02/10/2015	Printed		0807	FIREPROTEC	SCBA REFILL-FIRE	30.20
10050857	02/10/2015	Printed		0831	FISHER SCIENTIFIC	PH PROBE & SUPPLIES-WWTF	161.08
10050858	02/10/2015	Printed		10032	FLEETPRIDE	TRUCK PARTS-STREET	50.37
10050859	02/10/2015	Printed		10226	G & K SERVICES	SUPPLIES-STREET	61.49
10050860	02/10/2015	Printed		0899	GAUTHIER TRUCKING CO., INC	RUBBISH REMOVAL-STREET/LH	662.34
10050861	02/10/2015	Printed		0957	GMWEA	5 MEMBERSHIP RENEWALS-WWTF	175.00
10050862	02/10/2015	Printed		0943	MARY L. GRAF	YOUTH PGM FOOD REIMB-LIBRARY	17.37
10050863	02/10/2015	Printed		24511	GRAINGER	FM AIR RELEASE-SANI	421.25
10050864	02/10/2015	Printed		09502	GRAYBAR COMPANY INC.	BULBS-STREET	173.64
10050866	02/10/2015	Printed		10598	GREEN MOUNTAIN POWER CORP #2	ELECTRICITY-VARIOUS	15,858.77
10050868	02/10/2015	Printed		0965	GREEN MOUNTAIN POWER CORP.	ELECTRICITY-VARIOUS	3,050.33
10050869	02/10/2015	Printed		1010	HACH COMPANY	REAGENTS-WWTF	631.29
10050871	02/10/2015	Printed		1035	DONALD L. HAMLIN	ENGINEERING - VARIOUS	23,643.25
10050872	02/10/2015	Printed		1031	HANNAFORD BROTHERS CO.	LAB WATER-WWTF	49.93
10050873	02/10/2015	Printed		10045	KME FIRE APPARATUS	EQUIPMENT-FIRE	436.40
10050874	02/10/2015	Printed		1332	LENNYS SHOE AND APPAREL	BOOTS-STREET/WATER	322.00
10050875	02/10/2015	Printed		13631	LYNN PUBLICATIONS	ADS-VARIOUS DEPTS	576.50
10050876	02/10/2015	Printed		10693	MAGIC SALT OF VERMONT LLC	IBG MAGIC-0 LIQUID-STREET	1,130.00
10050877	02/10/2015	Printed		10245	MAILFINANCE	POSTAGE METER LEASE-ADMIN	164.91
10050878	02/10/2015	Printed		10432	CHELSEA MANDIGO	MILEAGE REIMB-WWTF	72.22
10050879	02/10/2015	Printed		10155	W.B. MASON CO. INC	OFFICE SUPPLIES-VARIOUS	131.08
10050880	02/10/2015	Printed		1479	MATTHEW BENDER & CO. INC	CIRCULATION MATERIALS-LIBRARY	86.58
10050881	02/10/2015	Printed		10154	MAX-R	DOGGIE WASTE BAGS-STREET	341.61
10050882	02/10/2015	Printed		1483	MCMMASTER-CARR SUPPLY COMPANY	FLOOR CARE EQUIPMENT-WWTF	1,334.12
10050883	02/10/2015	Printed		14313	METRON-FARNIER, LLC	4" WTR METER-WTR/SANI	2,928.09

Check Register Report

2/10/15 BL

Date: 02/06/2015

Time: 11:21 am

Page: 2

Village of Essex Junction

BANK:

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
Checks							
10050884	02/10/2015	Printed		10269	NEW ENGLAND CENTRAL RR	PARKING LOT LEASE-SAN/STREET	1,775.00
10050885	02/10/2015	Printed		10132	NOCO DISTRIBUTION LLC	GEAR OIL-WWTF	178.90
10050886	02/10/2015	Printed		1174	PERMA-LINE CORP OF NEW ENGLAND	STREET SIGNS-STREET	140.40
10050887	02/10/2015	Printed		1908	THE RADIO NORTH GROUP, INC.	RADIO REPAIR-FIRE	114.00
10050888	02/10/2015	Printed		1955	REYNOLDS & SON, INC.	GAS DETECTOR-WATER/SANI	1,040.00
10050889	02/10/2015	Printed		10451	RICOH	COPIER LEASE-WWTF	180.35
10050890	02/10/2015	Printed		1843	MARIANNE E. RIORDAN	MINUTES-ADMIN	286.00
10050891	02/10/2015	Printed		10386	SAC INCORPORATED	POWER STUDS-WWTF	34.19
10050892	02/10/2015	Printed		20589	SEVEN DAYS	EMPLOYMENT AD-LIBRARY	450.00
10050893	02/10/2015	Printed		9924	SHEARER CHEVROLET	TRK REPAIR-STREET	633.07
10050894	02/10/2015	Printed		2093	SLACK CHEMICAL COMPANY INC.	CALCIUM CHLORIDE FLAKE-STREET	781.35
10050895	02/10/2015	Printed		21153	SOVERNET COMMUNICATIONS	PH/INTERNET-STREET/FIRE	171.86
10050896	02/10/2015	Printed		2124	STAPLES ADVANTAGE	CHAIRS & SUPPLIES - VARIOUS	657.57
10050897	02/10/2015	Printed		0545	THE TECH GROUP	FIREWALL LICENSE RENEWAL-ADM	420.00
10050898	02/10/2015	Printed		2330	UNIFIRST CORPORATION	OFFICE MATS-LH	46.00
10050899	02/10/2015	Printed		2338	USA BLUE BOOK	SUPPLIES-STREET	95.92
10050900	02/10/2015	Printed		23415	VERIZON WIRELESS	CELL PHONES-VARIOUS	466.84
10050901	02/10/2015	Printed		9263	VERMONT CENTER FOR THE BOOK	CONFERENCE REGISTRATION-LIB	25.00
10050902	02/10/2015	Printed		10601	VERMONT GAS #2	NATURAL GAS - VARIOUS	5,232.17
10050903	02/10/2015	Printed		2366	VERMONT GAS SYSTEMS, INC.	NATURAL GAS - VARIOUS	4,585.11
10050904	02/10/2015	Printed		2368	VERMONT HISTORICAL SOCIETY	MEMBERSHIP FEE-LIBRARY	50.00
10050905	02/10/2015	Printed		2403	VERMONT TENT COMPANY	MEM DAY/BLK PTY DEPOSIT-ADM	836.88
10050906	02/10/2015	Printed		2361	STATE OF VERMONT	STORMWATER PERMIT-STREET	508.80
10050907	02/10/2015	Printed		2343	VILLAGE COPY & PRINT	ENVELOPES-ADM/COM DEV	302.50
10050909	02/10/2015	Printed		1000206	VILLAGE OF ESSEX JCT.	WATER & SEWER-VARIOUS	687.26
10050910	02/10/2015	Printed		9968	VISION SERVICE PLAN-CONNECTICU	INS PREMIUM-VARIOUS DEPTS	413.08
10050911	02/10/2015	Printed		9591	VRWA	COURSE REGISTRATION-WWTF	36.00
10050912	02/10/2015	Printed		9823	VT ELEVATOR INSPECTION SVCS IN	ANNUAL INSPECTION-LIBRARY	200.00
10050913	02/10/2015	Printed		0811	F.W. WEBB COMPANY	PVC PARTS-WWTF	90.24
10050914	02/10/2015	Printed		24851	DON WESTON EXCAVATING, INC	EXCAVATING-WWTF	126.00
10050915	02/10/2015	Printed		9356	WILLIAMSON ELECTRICAL, INC	ELECTRICAL WORK-LIBRARY	303.50
				Total Checks: 81	Checks Total (excluding void checks):		139,232.46
				Total Payments: 81	Bank Total (excluding void checks):		139,232.46
				Total Payments: 81	Grand Total (excluding void checks):		139,232.46