



TRUSTEES MEETING NOTICE & AGENDA
TUESDAY, JANUARY 26, 2016 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. **APPROVE AGENDA**
4. **GUESTS, PRESENTATIONS AND PUBLIC HEARINGS**
 - a. Comments from Public on Items Not on Agenda
 - b. Public Hearing on FYE 17 Proposed Budgets and Capital Programs
 - c. Train Station Access and Circulation Study – Christine Forde, CCRPC, Bob Chamberlin, RSG, and John Alden, Scott + Partners
5. **OLD BUSINESS**
 - a. None
6. **NEW BUSINESS**
 - a. 2015 Draft Annual Report Dedication and Covers – George Tyler
 - b. * Real Estate Opportunities – George Tyler
7. **MANAGER’S REPORT**
 - a. Trustees meeting schedule
8. **TRUSTEES’ COMMENTS & CONCERNS/READING FILE**
 - a. Board Member Comments
 - b. Minutes from Other Boards/Committees:
 - Capital Program Review Committee 1/5/16
 - Tree Advisory Committee 1/5/16
 - Bike/Walk Advisory Committee 1/11/16
 - c. Grant Award Letter from VTrans for Brickyard Road Stormwater Improvement Project
 - d. Grant Award Letter from Hoehl Family Foundation for Senior Center
 - e. Email from Swanton Wind Opposition re: Rutland Town Resolution
9. **CONSENT AGENDA**
 - a. Minutes of Previous Meeting 1/12/16
 - b. Expense Warrant #16026 dated 1/15/16 in the amount of \$42,594.05
 - c. FYE 16 Budget Status Report through December 2015
 - d. CCSU Request to Close Streets for Stream of Lights Parade 2/12/16
 - e. CCRPC Application FYE 17 UPWP for Main Street Closure Scoping Study
 - f. Letter of Support to Vermont Energy Investment Corporation
10. **EXECUTIVE SESSION**
 - a. *Real Estate Opportunities
11. **ADJOURN**

MEMORANDUM

TO: Village Trustees and Essex Selectboard
FROM: Pat Scheidel, Municipal Manager *PCS*
DATE: January 26, 2016
SUBJECT: Ad Hoc Governance Committee

Issue

The issue is to obtain agreement as to the mission of the Ad Hoc Governance Committee.

Discussion

Based upon correspondence from Max and George last June, an Ad Hoc Governance Committee was created and ad was placed to attract citizen interest in serving on the committee with the attached mission statement.

During a discussion at the last Selectboard meeting, the topic was raised that led me to believe that the mission had not been set.

Cost

There is no cost associated with this issue.

Recommendation

It is recommended that the Trustees and Selectboard concur on the mission/purpose of the Ad Hoc Governance Committee before interviews are conducted.

TOWN OF ESSEX
PUBLIC NOTICE

AD HOC GOVERNANCE COMMITTEE

The Town of Essex Selectboard and the Village of Essex Junction Trustees are seeking five citizens interested in serving on an ad hoc committee to identify and analyze local voting processes.

The purpose of the Ad Hoc Governance Committee is:

- To analyze present local voting processes including legal and legislative restraints;
- To provide a comparative review of how those voting processes could be restructured within existing and potential new models of local government and school governance to maximize community engagement.

The Town of Essex Selectboard and the Village of Essex Junction Trustees are seeking a diverse representation of citizens to serve in this capacity. Individuals interested in serving may submit a letter stating interest to Patrick C. Scheidel, Municipal Manager, 81 Main Street, Essex Junction, VT 05452 by 1/13/16.

DRAFT

AD HOC GOVERNANCE COMMITTEE

Background

The Town of Essex Selectboard supported a project initiated in the summer of 2014 when a group of residents concerned about low turnout at Town and Village annual meeting approached them and the Village Trustees about moving the budget approval from the traditional Town/Village Meeting format to Australian ballot (ballot-box voting.) This group, calling itself "Budget to Ballot", later "Essex Governance Group", requested that the Selectboard help Essex move toward a combined town meeting/Australian ballot system with a proposed budget figure determined at town meeting and final approval of the budget amount decided by Australian ballot.

The project resulted in four recommendations, two of which are:

1. Switch to Enhanced Town Meeting/Australian Ballot Hybrid: Enhance Town Meeting with improved participation options. Citizens would continue to have the power to amend the budget unless Town Meeting attendance is below a specific level. The final budget would be voted by Australian 45 days after Town Meeting.
2. Institute Same-Day Voting: Create a staged plan to combine voting dates and combine Town/Village Meeting dates.

Ad Hoc Committee Mission/Purpose

The purpose of the ad hoc committee is to analyze present local voting processes, including legal and legislative constraints, and provide a comparative review of how those voting processes could be restructured within existing and potential new models of local government and school governance to maximize community engagement.

The Commitment

It is expected that the commitment would be no longer than two months, with each meeting lasting 2-3 hours.

Patty Benoit

Subject: FW: Moving forward on Essex voting

From: Elaine Sopchak [mailto:elaine.sopchak@gmail.com]
Sent: Sunday, January 24, 2016 5:54 PM
To: Patrick Scheidel <pscheidel@essex.org>; Patrick C. Scheidel <pats@essexjunction.org>
Cc: mikeppgd <mikeppgd@comcast.net>
Subject: Fwd: Moving forward on Essex voting

Letter of interest from Vanessa Zerillo

----- Forwarded message -----

From: <dr.zerillo@gmail.com>
Date: Fri, Nov 20, 2015 at 9:16 AM
Subject: Re: Moving forward on Essex voting
To: Ron Lawrence <rlawrence41@comcast.net>
Cc: Elaine Sopchak <elaine.sopchak@gmail.com>, Susan Clark <sclark@sover.net>, Robert Bates <vtbob14@gmail.com>, Liz Subin <lizsubin@gmail.com>, Max Levy <mlevyvt@gmail.com>, pam schirner <pamschirner@gmail.com>, Vasanthi Meyette <vbm79vt@gmail.com>, Andrew Cimonetti <andrew.cimonetti@gmail.com>, Brad Luck <bluck@ccsuvt.org>, Gabrielle Smith <grsmith120901@gmail.com>, Greg Morgan <gsmorgan@yahoo.com>, Irene Wrenner <imwren@aol.com>, Jess Wisloski-Martin <jesswis@gmail.com>, McAdoo <m_d_mcadoo@yahoo.com>, Roberta Penchina <rpenchina@aol.com>, Saramichelle Stultz <saramerelli7@gmail.com>, Tim Kemerer <Kemerert@gmail.com>, Toni Morgan <germainmorgan@yahoo.com>, Ben Gilliam <bjammin28@hotmail.com>, Dorothy Bergendahl <dottie.bergendahl@comcast.net>, Bruce Post <bruce.post@yahoo.com>, Susan McCormack <suea.mccormack@gmail.com>, mikeppgd <mikeppgd@comcast.net>, "Patrick C. Scheidel" <pats@essexjunction.org>, Elaine Sopchak <esopchak@essexjunction.org>

As I had told Max when he updated me during the TGIA meeting on Wednesday night, I would like to volunteer for this group as well. Considering ALL of the most recent circumstances (data from the consolidated school vote, what APPEARS to possibly be the recommendations from the TGIA group, etc.), our EGG recommendations are even more applicable for our community than ever before, I believe.

A happy and healthy Thanksgiving to all!

Take good care,

Vanessa

Sent from my iPad

On Nov 20, 2015, at 8:48 AM, Ron Lawrence <rlawrence41@comcast.net> wrote:

Patty Benoit

From: Patrick C. Scheidel
Sent: Monday, January 25, 2016 9:16 AM
To: Patty Benoit
Subject: FW: Ad Hoc Governance Committee

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: Ben Gilliam [<mailto:bjammin28@hotmail.com>]
Sent: Saturday, December 19, 2015 3:33 PM
To: Patrick C. Scheidel <pats@essexjunction.org>; Pat Scheidel <pscheidel@essex.org>
Cc: Elaine Sopchak <esopchak@essexjunction.org>; George Tyler <gt Tyler@essexjunction.org>; mlevyvt@gmail.com;
mikeppgd@comcast.net
Subject: Ad Hoc Governance Committee

Hi Pat,

Please accept this e-mail as interest in serving on the Ad Hoc Governance Committee. I participated in the Essex Governance Group and am currently serving on the working group for TGIA.

It is my interest to continue this work as a member of this ad hoc committee.

Thank you for your consideration.

Ben Gilliam
benkgilliam@hotmail.com
878.3533

Patty Benoit

From: Patrick C. Scheidel
Sent: Monday, January 25, 2016 9:15 AM
To: Patty Benoit
Subject: FW: Ad hoc committee on governance

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

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

From: Betsy Dunn [<mailto:betsydunn7@gmail.com>]
Sent: Thursday, January 07, 2016 11:47 AM
To: Patrick C. Scheidel <pats@essexjunction.org>
Subject: Ad hoc committee on governance
)

Dear Sir

I am very interested in being a member of this committee I participated in the meetings we had last summer on governance. I look forward to the interview process. I feel very strongly regarding the right to vote

Thank you
Elizabeth C Dunn

Sent from my iPad

Pat, see me on this! ^{No. 0837} P. 1
BK

Hilary G. Jones
43 Valleyview Drive
Essex Jct., VT 05452

January 16, 2016

Mr. Patrick C. Scheidel
Town of Essex
42 Allen Martin Drive
Essex Jct., VT 05452

Dear Patrick,

I am writing to express my interest in joining one of the boards or committees in Essex. I was speaking with Sharon Kelley following the Planning Commission meeting on Jan 14th and she said there may be an opening coming up on the Zoning Board and/or the Planning Commission in the near future.

My husband and I moved to Essex in 2013 and I work in South Burlington as a geotechnical engineer. The ZBA and the PC would be of particular interest to me, given my background and experience in geotechnical/civil engineering. I also worked at the Northwest Regional Planning Commission in St Albans for a summer during college (2004). This provided me with a brief introduction to the work and importance of planning commissions in Vermont.

I would be happy to meet with you to discuss my interest further. Thanks for your time and I look forward to hearing from you.

Regards,

Hilary Jones

Hilary Jones

Winooski

Chapter 10

HOUSING*

Sections:

10-0A	ARTICLE I. IN GENERAL
10-1	Short Title.
10-2	Definitions.
10-3	Secs. 10-3 to 10-14
10-14	ARTICLE II. ADMINISTRATION AND ENFORCEMENT
10-14D	DIVISION 1. GENERALLY
10-15	Administration of Code; Authority of Building Inspector
10-16	Penalty for Violating Chapter.
10-17	Conflicts
10-18	Inspection of Dwellings, Dwelling Units, Rooming Units and Premises.
10-19	Service of Notice of Violations.
10-20	Refusal to Obey Inspection Order; Survey.
10-21	Order.
10-22	Certificate of Compliance and Maximum Occupancy Load
10-23	Recording of Orders.
10-24	Declaring Dwellings Unfit for Human Habitation.
10-25	Copy of Order to be Furnished to Grantee.
10-26	Relocation.
10-27	Permit to Create Certain Dwelling and Rooming Units.
10-28	Secs. 10-28--10-33. Reserved.
10-33D	DIVISION 2. APPEALS*
10-34	Housing Appeal Board--Established, Appointment and Organization.
10-35	Same--Powers and Duties.
10-36	Appeal of Orders of Officers.
10-37	Stay of Proceedings.
10-38	Hearing and Notice.
10-39	Authority for Board to Reverse, Affirm or Modify Orders Appealed From.
10-40	Appeal of Decision of Housing Appeal Board.
10-41	Secs. 10-41--10-51. Reserved.
10-51A	ARTICLE III. MINIMUM STANDARDS AND REQUIREMENTS
10-52	Conformance to Standards Required.
10-53	Minimum Standards for Basic Equipment and Facilities.
10-54	Minimum Standards for Light, Ventilation and Heating
10-55	General Requirements Relating to the Safe, and Sanitary Maintenance of Parts of Dwellings and Dwelling Units.
10-56	Minimum Space, Use and Location Requirements.
10-57	Responsibilities of Owners and Occupants.
10-58	Authority to Raze Building/Structure.
10-59	Secs. 10-59--10-68. Reserved.
10-68A	ARTICLE IV. ROOMING HOUSES
10-69	Conformance to Standards Required; Exceptions.
10-70	Article Applicable to Hotels and Motels.

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- 10-71 **Rooming House Rental License Required.**
- 10-72 **Bathroom Facilities.**
- 10-73 **Supplies, Bed Linens and Towels to be Changed Regularly.**
- 10-74 **Minimum Floor Area for Sleeping Rooms.**
- 10-75 **Means of Egress to be Provided.**
- 10-76 **Responsibility for Sanitary Maintenance.**
- 10-77 **Preparation of Meals Restricted.**
- 10-78 **Standards for Communal Kitchens.**

*Cross Reference--Buildings and building regulations, Ch. 5; electricity, Ch. 6; fire protection and prevention, Ch. 7; plumbing, Ch. 15; sewers and sewage disposal, Ch. 16; subdivisions, App. A; zoning, App. B.

State Law Reference--Municipal housing code generally, 24 V.S.A. s 5001 et seq.

Section 10-0A ARTICLE I. IN GENERAL

Section 10-1 Short Title.

This chapter may be referred to as the "Winooski Minimum Housing Code." (Ord. No. 72-9-G, s 15.0100, 7-6-72; Ord. No. 73-4-G, s 15.0100, 3-19-73)

Section 10-2 Definitions.

The following definitions shall apply in the interpretation and enforcement of this chapter:

Whenever the term "dwelling," "dwelling unit," "rooming unit," "house" or "premises," is used in this chapter, it shall be construed as though followed by the words "or any part thereof."

Whenever the masculine pronoun is used, it shall also mean the feminine pronoun.

BASEMENT shall mean a portion of a building located partly underground, but having less than half of its clear floor-to-ceiling height below the average grade of the adjoining ground.

BUILDING INSPECTOR shall mean the legally designated building inspector of the city or his designated assistant.

CELLAR shall mean a portion of a building located partly or wholly underground, and having half or more than half of its clear floor-to-ceiling height below the average grade of the adjoining ground.

CERTIFICATE OF Fitness shall mean the written approval, signed by the Code Enforcement Officer or, setting forth that the building, structure and premises comply with the Municipal & State Codes, this Certificate of Fitness is required prior to a dwelling unit, and or a public building, to be occupied.

CERTIFICATE OF OCCUPANCY shall mean the written approval of the Zoning Administrator certifying that a newly constructed structure, addition and or alterations to an existing structure, or an

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existing structure undergoing a change in use is in full compliance with the zoning provisions of Municipal By-laws, Ordinances and Codes adopted under the authority of the City Charter. Conditions required for the issuance of a "Certificate of Occupancy" are, but not limited to:

- (a) Use of structure or land conforms to the zoning requirements [24 V.S.A. Section 4449]
- (b) Municipal Land Use Permit approved as completed [24 V.S.A. Section 4454]
- (c) Compliance with all regulations, codes, and ordinances adopted by Charter and Codification, i.e., no notice of violation or land use violations exist [9 V.S.A. Chapter 137, & 24 V.S.A. Sec 4454]
- (d) Approved Certificate of Compliance for residential dwelling units and all public buildings [24 V.S.A., Sec. 4303 (24)].

DWELLING shall mean any building which is used or intended to be used in whole or in part for living or sleeping by human occupants; provided that temporary housing as hereinafter defined shall not be regarded as a dwelling.

DWELLING UNIT shall mean one (1) or more rooms arranged for the use of one (1) or more individuals living together as a single housekeeping unit with cooking, living, sanitary and sleeping facilities.

EXTERMINATION shall mean the control and elimination of insects, rodents or other pests by eliminating their harborage places; by removing or making inaccessible materials that may serve as their food; by poisoning, spraying, fumigating, trapping; or by any other recognized and legal pest elimination methods approved by the building inspector and the state department of health.

FIRE CHIEF shall mean the legally designated fire chief of the city or his designated assistant.

GARBAGE shall mean the animal and vegetable waste resulting from the handling, preparation, cooking and consumption of food.

HABITABLE ROOM shall mean a room or enclosed floor space used or intended to be used for living, sleeping, cooking or eating purposes excluding bathrooms, water closet compartments, laundries, pantries, foyers or hallways, closets, recreation rooms (but not excluding living rooms), private workshops or hobby rooms and storage spaces.

INFESTATION shall mean the presence, within or around a dwelling, of any insects, rodents or other pests.

MULTIPLE DWELLING shall mean any dwelling containing more than two (2) dwelling units.

OCCUPANT shall mean any person living, sleeping, cooking or eating in or having the actual possession of a dwelling unit or rooming unit.

OPERATOR shall mean any person who has the charge, care or control of a building, or part thereof, in which dwelling units or rooming units are let.

OWNER shall mean the owner or owners of the freehold of the premises or lessor estate therein, a mortgagee or vendee in possession, assignee of rents, receiver, executor, trustee, lessee or other person, firm or corporation in control of a building or any duly authorized agent thereof.

PERSON INTERESTED shall mean and include any individual firm, corporation, association,

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partnership, company or organization of any type.

PLUMBING shall mean and include all the following supplied facilities and equipment: Gas pipes, gas-burning equipment, water pipes, water closets, sinks, installed dishwashers, lavatories, bathtubs, shower baths, installed clothes-washing machines, catch basins, drains, vents and other similar supplied fixtures, together with all connections to water, sewer or gas lines.

REGISTERED MAIL shall mean registered mail or certified mail.

ROOMING HOUSE shall mean any dwelling, or that part of any dwelling, containing one (1) or more rooming units, in which space is let by the owner or operator to more than two (2) persons who are not husband or wife, son or daughter, mother or father, or sister or brother of the owner or operator; provided that hospitals, homes for the aged and other institutions licensed by the state department of health shall not be regarded as rooming houses or as subject to the provisions of this chapter.

ROOMING UNIT shall mean any room or group of rooms forming a single habitable unit used or intended to be used for living and sleeping, but not for cooking or eating purposes.

RUBBISH shall mean combustible and noncombustible waste materials, except garbage; and the term shall include the residue from the burning of wood, coke and other combustible materials, paper, rags, cartons, boxes, wood, excelsior, rubber, leather, tree branches, yard trimmings, tin cans, metals, mineral, glass, crockery and dust or other items as specified by the building inspector.

SUPPLIED shall mean installed, furnished or provided by the owner or operator at his expense.

TEMPORARY HOUSING shall mean any tent, trailer or similar structure which is used for human shelter.

TOWN ENGINEER shall mean the legally designated town engineer of the city or his designated assistant. (Ord. No. 72-9-G, s 15.0101, 7-6-72; Ord. No. 73-4-G, s 15.0101, 3-19-73)
(10-2, Amended, 07/21/2005, cert of comp)

Section 10-3 Secs. 10-3 to 10-14

Sec. 10-3 Landlord Registry Required

Fire Safety and Prevention defines buildings in which people rent accommodations, whether overnight or for a longer period of time, as a public building. The City of Winooski Fire Marshal, the Health Officer, and the Building and Zoning Administrator are responsible for ensuring that all public buildings in the City of Winooski are maintained at established and adopted standards to protect the health, safety, and welfare of the occupants. The Winooski Minimum Housing Standards requires that a Certificate of Compliance be issued prior to the occupancy of any residential rental dwelling unit within the city. **All rental property owners shall file a yearly Landlord Registry Application** identifying their rental residential dwelling units for each building in the City of Winooski (see Sec. 10-5). Additionally, all property owners will ensure **each rental residential dwelling unit is inspected and that Certificates of Fitness are issued a minimum of every 4 years.**

Sec. 10-4 Administration

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Administration and enforcement is the responsibility of the Winooski Building Code Enforcement Office. Enforcement will be provided by the Winooski Building Inspector, the Winooski Health Officer, the Winooski Deputy Health Officer, the Winooski Fire Marshal and other individuals authorized to perform inspections by the Winooski City Council. Same shall hereby be known as the code official, the enforcement officer and the code enforcement department.

- (a) All records, including inspection reports, records of complaints received and investigated, and plans for inspections of rental units shall be available for public inspection.

Sec. 10-5 Registry Information Required

- (a) Rental Property owners must provide the following information to the department:
 - (1) The address of the property.
 - (2) The number of rental units at that address.
 - (3) The mailing address of each dwelling unit.
 - (4) The number of bedrooms.
 - (5) The name, address and phone number of the property owner, corporation, or registered corporate agent.
 - (6) The name, address and phone number of any managing agent.
 - (7) The name, address and phone number of a local emergency contact located in Chittenden County and/or a designated person within the state responsible for services on the property.
- (b) Upon purchase or transfer of each property containing one or more rental units, the purchaser shall file a new landlord registration application.
- (c) Prior to occupancy of any newly constructed rental unit or any conversion of the use to a rental unit, the owner shall file an application for landlord registration with the enforcement department.
- (d) It shall be a violation of the City Minimum Housing Code for an owner of any rental dwelling unit within the city to fail to register as required by this section.
- (e) Property owners shall have a continuing obligation to notify the enforcement department of any changes in the information required above during the periods between filings of the landlord registration application.

Sec. 10-6 Inspection Cycle

For the purposes of planning and scheduling, the owners of all rental dwelling units are subject to inspection pursuant Section 10-22 and to the schedule described as follows. The Landlord Registry Application and fee is required yearly for each building. **Every four (4) years a Minimum Housing Standards / Safety Inspection for each rental dwelling unit is required.** A Certificate of Fitness will be issued based on the results of the inspection, as appropriate (see Section 10-9).

Sec. 10-6 Inspection Cycle

- A. Program adopted in 2003, Quadrant 1, initiates program effective due date for registration April 1, 2004, with a one year inspection cycle that expires on March 31, 2005 of the following year. The quadrant schedule shall follow henceforth based on initial start-up date.

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- (1) Quadrant 1 (Property located west of Malletts Bay Ave from Colchester Boundary to lower Weaver Street).
 - (2) Quadrant 2 (Property located west of Weaver Street to Malletts Bay Ave).
 - (3) Quadrant 3 (Property located west of Franklin St. and Barlow Street north of East Allen St. to Weaver Street).
 - (4) Quadrant 4 (Property located from Florida Ave and Roland Court to Franklin St. to everything south of East Spring St to Weaver Street).
- B. The Building and Zoning Department will make boundary, to include individual rental unit complex, adjustments as rental unit distributions change to ensure a balanced scheduling load for inspections is maintained. The department will inform the owners of any property affected by a boundary adjustment will be notified by mail.

Sec. 10-7 Inspection Requirements

The enforcement officer or his/her delegate shall make scheduled, periodic inspections of all rental units within the city, motel rooms, or any other accommodation for overnight stay, which are regularly let to the same tenant(s) for a period in excess of thirty -(30) days, which includes condominiums and any other Public Building as defined under 20 V.S.A. Section 2730. A certified Fire Inspector 1, approved by the National Fire Protection Association and the Vermont Department of Labor & Industry per State Regulations, will conduct the inspection of public buildings and all rental dwelling units (see other).

Excluded from periodic inspection:

- (a) Public Buildings owned by a government agency that conducts annual inspections under the HUD Program.
- (b) Buildings owned by nonprofit organizations under housing requirements and inspected by another government authority.
- (c) Buildings owned by individuals, corporations, partnerships or organizations that are subject to inspections by another government authority.

Note: All buildings that are nonprofit organizations that are excluded from this program shall provide an inspection report, which has been performed by a Certified Fire Inspector I or equivalent to The Winooski Code Enforcement Officer for approval. The issuance of a "Certificate of Compliance" for these structures and such documents shall be recorded in the City Land Records.

Sec. 10-8 Scheduling Inspection

- (a) The department shall schedule with the property owner or his / her agent the date and time of the Minimum Housing Inspection per Sec 10-15 Authority to Inspect. The owner or the agent shall arrange for the inspection within sixty days of the initial request, and shall provide the occupant(s) with notice of an inspection not less than forty-eight (48) hours prior to the actual inspections as provided in 9 V.S.A. Section 4460. During the inspection the owner shall provide access to the rental units and all common areas to include basements and other spaces.
- (b) For inspection or attempts to inspect which do not result in an inspection within the two months of the first (1st) request, it shall constitute a violation of this ordinance subject to forfeiture and / or withdrawal of any Certificate of Fitness.

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- (c) If the enforcement officer has reason to believe that an emergency situation exists tending to create an immediate danger to the health, welfare or safety of the occupants of any dwelling unit or the general public, he/she may enter, examine and inspect the dwelling unit at any time.
- (d) Persons requesting inspections for buildings lacking the proper Certificates recorded in the land records in order to refinance or to transfer ownership of the property will do so in writing. These out-of-cycle inspections will be scheduled as soon as possible and no later than sixty (60) days from receipt of a written request.
- (e) **Obtaining a Zoning Certificate of Occupancy is the final requirement of the City of Winooski.** The Certificate of Occupancy verifies that the entire property meets all codes, zoning conditions, ordinances, and permit requirements. No building shall be occupied or used, in whole or in part, for any purpose whatever, until a Certificate of Occupancy has been issued by the Zoning Administrator and a copy is filed in the City of Winooski Land Records. (Winooski Zoning Ordinance Sec. 11.300 and Municipal Code Section 10-2).
- (f) A building certificate of occupancy issued by any Division of Inspection Services other than the City of Winooski shall not constitute a Zoning Certificate of Occupancy unless specifically authorized in writing by the Zoning Administrator.

Sec. 10-9 Certificate of Fitness

It shall be a violation of the Winooski Minimum Housing Standards Program for an owner of a rental dwelling unit within the city that is subject to inspections pursuant to Section 10-22 of this chapter to rent or allow any person to occupy any dwelling or dwelling unit without a Certificate of Compliance.

Note: Certificates of Occupancy, as defined in Section 10-2, will not be issued by the Zoning Administrator for public buildings without current Landlord Registry Applications and a current Certificate of Compliance on file in the land records.

Sec. 10-10 Issuance of Certificates and Terms of Inspections

- (a) Upon completion of the initial inspection pursuant to section 10-22 of a rental property, if the property is found to be in compliance with the Winooski Minimum Housing Standards and all other adopted applicable Federal, State, and Municipal Codes, the enforcement officer shall issue a Certificate of Fitness, which shall expire four (4) years from the date of issuance.
- (b) Upon completion of the initial inspection of a rental property, if an individual unit is cited for **five (5) or less minor non life-threatening violations** of the Minimum Housing Standards, and if violations have been corrected within the time set for compliance, the enforcing officer shall issue a Certificate of Fitness which shall expire four (4) years from the date of issuance.
- (c) Upon completion of the initial inspection of the rental property, if any individual unit is cited **for more than five (5) minor non life-threatening violations** of the Minimum Housing Standards, the department shall issue a Conditional Certificate of Fitness for that rental property, which shall expire within, and no more than one (1) year from the date of issuance.
- (d) Follow-up inspections for verification by the code official that the corrective actions have been completed on the initial inspection shall not require a fee; noncompliance to the follow-up inspection resulting in more re-inspections shall be assessed additional fees for each additional inspection (refer to sec. 10-13 (c)).
- (e) Upon completion of the initial or any subsequent inspection of the rental property, if any individual unit is cited for any of the following conditions the enforcement officer **shall declare the dwelling unit uninhabitable** and deny the issuance of a Certificate of Fitness:

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- (1) The physical condition or use of any dwelling constitutes a public nuisance;
 - (2) Any physical condition, use or occupancy of any dwelling or its appurtenances that is considered an attractive nuisance to children, including, but not limited to, abandoned vehicles, appliances, basements and unsafe fences and structures;
 - (3) Any dwelling that has unsanitary sewage or plumbing facilities;
 - (4) Any dwelling that is designated as unsafe for human habitation or use;
 - (5) Any dwelling that is manifestly capable of being a fire hazard or is manifestly unsafe or unsecured so as to endanger life, limb or property;
 - (6) Any dwelling from which the plumbing, heating, fire protection systems, fire detection systems, or other facilities required by law have been removed, or from which utilities have been disconnected, destroyed, removed, or rendered ineffective, or the required precautions against trespassers have not been provided;
 - (7) Any dwelling that is unsanitary or which is littered with rubbish or garbage, or which has an uncontrolled growth of weeds, or which has nests or exhibits insects, pests, or rodents;
 - (8) Any dwelling that is in a state of dilapidation, deterioration or decay; faulty construction; overcrowded; open, vacant or abandoned; damaged by fire to the extent of not providing shelter; in danger of collapse or failure and dangerous to anyone on or near the dwelling.
 - (9) Any dwelling that is determined to be a health hazard, i.e., high carbon monoxide levels, unmitigated lead paint hazard, poisons present, and improper storage of flammables.
-
- (f) The department shall issue a Certificate of Fitness for a term of four (4) years for a newly constructed rental property upon final inspection of the Fire Marshal.
 - (g) Nothing in this section shall preclude the inspection of said dwelling more frequently than the term of the Certificate of Fitness.
 - (h) A Certificate of Fitness may be revoked if a subsequent inspection finds that any rental unit at a rental property is no longer in compliance with the provisions of the Minimum Housing Standards.
 - (i) Prior to the issuance of a Certificate of Fitness, all registration and additional inspection fees shall be paid to the department.
 - (j) The issuance of a Certificate of Compliance by the department for a term of less than four (4) years shall be an order that is subject to appeal as provided in Section 10-36.
 - (k) Availability of Certificates: Upon the request of an existing or prospective tenant, the owner or the owner's agent shall produce the Certificate of Fitness. All rental properties located in the City of Winooski are required to have a Certificate of Fitness on file, and recorded in the City Land Records, without which is a violation of the Municipal Codes.
 - (l) The enforcement officer shall have the discretion to place a rental property or dwelling unit on a more frequent inspection cycle for repeat violations and noncompliance.

Sec. 10-11 Issuance of a Conditional Certificate

The department may issue a **Conditional Certificate of Fitness** whenever the enforcement officer is unable to inspect a rental dwelling unit after the expiration of an existing certificate, or more time is required to remedy a minor code violation cited on an inspection report, when the inability to inspect is not due to obstruction by the property owner or agent.

Sec. 10-12 Fees

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As prescribed in Winooski City Ordinance, Chapter 20-2; Code Enforcement Department

Sec 10-13 Fines and Penalties

- A. A rental dwelling unit for which a registration fee is required in this section has not been paid shall be in violation of the City Minimum Housing Codes and subject to the penalties set forth in Section 1-11 (Civil Penalties).
- B. In addition, if the code enforcement department determines that a person has failed to pay the registration fee due under this section, the ~~code enforcement department~~ City of Winooski shall mail to such person a statement showing the balance due and shall add thereto a twenty-five (\$25.00) late payment fee plus interest at a rate of twelve (12%) percent per year. The unpaid balance and penalty shall be subject to interest at a rate of twelve (12%) percent per year from the due date until the date of payment. The charges levied in this chapter shall constitute a lien upon the property on which the rental unit is situated and may be enforced within the time and manner provided for collection of taxes on property.

(10-3 - 10-13, Amended, 03/10/2004; 10-3 to 10-14, Amended, 08/12/2003, Adopted 4-9-03)

Section 10-14 ARTICLE II. ADMINISTRATION AND ENFORCEMENT

Section 10-14D DIVISION 1. GENERALLY

Section 10-15 Administration of Code; Authority of Building Inspector

It shall be the city of the building inspector to administer the housing code. Said officer is authorized to inspect all dwelling structures and to order any repairs or additional facilities necessary to meet code standards. He is authorized to condemn dwellings that are unfit for human habitation, and in that situation, the owner of the condemned building must comply with the minimum standards, or cease using the building for dwelling purposes. (Ord. No. 72-9-G, s 15.0102, 7-6-72; Ord. No. 73-4-G, s 15.0102, 3-19-73)

Cross Reference--Building inspector generally, s 5-19 et seq.

Section 10-16 Penalties for Violating Chapter.

Except as otherwise provided, any person who violates any provision of this chapter shall be subject to a civil penalty as prescribed for in Chapter, section 11 of the Winooski City Code.

Section 10-17 Conflicts

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In any case where a provision of this chapter is found to be in conflict with a provision of any zoning, building, fire, safety, health or other ordinance or code of the city, the provision which established the higher standard for the promotion and protection of the health and safety of the people shall prevail. (Ord. No. 72-9-G, s 15.0202, 7-6-72; Ord. No. 73-4-G, s 15.0202, 3-19-73)

Section 10-18 Inspection of Dwellings, Dwelling Units, Rooming Units and Premises.

The building inspector is hereby authorized and directed to make inspections to determine the condition of dwellings, dwelling units, rooming units and premises located within the city, in order that he may perform his duty of safeguarding the health and safety of the occupants of dwellings and of the general public. For the purpose of making such inspections the building inspector is hereby authorized to enter, examine and survey at all reasonable times all dwellings, dwelling units, rooming units and premises. (Ord. No. 72-9-G, s 15.0103, 7-6-72; Ord. No. 73-4-G, s 15.0103, 3-19-73)

Section 10-19 Service of Notice of Violations.

Whenever the building inspector determines that there has been a violation of any provision of this chapter, he shall give notice of such violation to the owner and occupants of said building by letter sent by registered mail to the last known address of said owner and occupants, and any holder of any recorded interest in said property, listing the defects, the necessary repairs which are to be made and giving the owner a stated period of time to make these repairs. Said notice shall also notify the occupants of the building that it will be necessary for them to vacate the building if the necessary repairs are not made. Each occupant of a dwelling or dwelling unit shall give the owner thereof, or his agent or employee, access to any part of such dwelling or dwelling unit or its premises at all reasonable times for the purpose of making such repairs and/or alterations as are necessary to effect compliance with the provisions of this chapter or any lawful order issued pursuant to the provisions of this chapter. (Ord. No. 72-9-G, s 15.0104, 7-6-72; Ord. No. 73-4-G, 15.0104, 3-19-73)

Section 10-20 Refusal to Obey Inspection Order; Survey.

When an owner, agent or other person interested in property deemed unfit by an inspection as set forth in section 10-19, and notified as provided therein, fails, refuses or neglects to comply with the requirements of such order within the time limited, a careful survey of the premises shall be made by a board consisting of the chief of the fire department, the city medical inspector and one (1) disinterested person to be chosen by the other two (2) board members and who shall be a person knowledgeable in at least one (1) area in which the property is deficient. A report of such survey shall be made by each member of the board to the building inspector and copies of such reports shall be forwarded to the owner and occupants of the building, by registered mail. (Ord. No. 72-9-G, s 15.0105, 7-6-72; Ord. No. 73-4-G, s 15.0105, 3-19-73)

Section 10-21 Order.

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Upon completion of the survey and sending of the reports, as set forth in section 10-20, the building inspector shall, if such action is indicated as necessary by the survey, order the occupants of said building to vacate the building, revoke the rental and rooming license required under section 10.71 and take such other actions as are necessary to bring about compliance with said order. For each days; continuance of such refusal or neglect, the owner, occupant or person interested shall be fined not more than fifty dollars (\$50.00) nor less than ten dollars (\$10.00). Each days' refusal constitutes a separate offense. (Ord. No. 72-9-G, s 15.0106, 7-6-72; Ord. No. 73-4-G, s 15.0106, 3-19-73)

Section 10-22 Certificate of Fitness and Maximum Occupancy Load

(a) All existing rental properties and public buildings as defined under Vermont State Statues will be required to have a "Certificate of Compliance" filed in the land records before it can be occupied once it has become vacant, changed occupants, use and/or ownership.

(b) No new structure or addition can be occupied without first obtaining a "Certificate of Fitness" from the code enforcement officer, or successor, and a "Certificate of Occupancy" from the City Zoning Administrator.

(c) All existing rental properties and public buildings not having a "Certificate of Fitness" on file in the city land records shall be inspected upon the request of the code enforcement department, upon a vacancy, change of use or ownership, and/or a complaint concerning health and safety issues, but not limited to, from the occupant, neighbors, landlord or property owner.

(d) A property owner or his agent shall notify, during normal working hours the city code enforcement department or its successor that a rental dwelling unit and/or a public building vacancy exists and shall schedule an inspection with the city code enforcement department.

(e) The city code enforcement department, or its successor, shall aspect for compliance under the adopted Winooski Municipal Codes, the specified rental dwelling unit, and/or a public building including the premises and common areas of said dwelling unit, and/or place of business upon an agreed scheduled time during the normal working hours of the city code enforcement department, or its successor, unless such agreement and arrangement causes undue hardship upon the property owner or his agent, in which case the agreement and arrangement for the inspection may be mutually agreed upon. Failure to mutually agree upon and arrange for the inspection shall be construed that the property owner or his agent has failed to comply with the requirements of the chapter and will be in violation of Winooski Municipal Codes and Ordinances.

(f) Upon completion of the inspection, the building inspector or code enforcement officer shall either:

(1) Issue a certificate of compliance and maximum occupancy load, or

(2) Cause an inspection report citing specific violations of this chapter and any other city ordinance to be sent to the last known address of the property owner or his agent.

(g) If an inspection report citing a violation is issued for health, safety, inhabitability or immanent

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danger, occupancy of the dwelling shall not be permitted until such time as to the issuance of a certificate of compliance and maximum occupancy load is issued by the city code enforcement department or its successor. Upon verification by the city code enforcement officer that all cited violations have been corrected.

(h) Any aggrieved person, including the enforcement officer or his superiors, shall follow the appeal procedure as outlined elsewhere in this chapter.

(10-22, Amended, 07/21/2005; 10-22, Amended, 07/21/2005, adopted 5/6/02)

Section 10-23 Recording of Orders.

Any order provided for in this chapter shall be recorded in the office of the city clerk and indexed as a part of the land records. The order shall thereby be effective against any purchaser, mortgagee, attaching creditor, lienholder or other person whose claim or interest in the property arises subsequent to the recording of the order. The building inspector upon finding that any order issued under this chapter has been complied with shall issue forthwith a cancellation of the order. The cancellation shall be seconded in the office of the city clerk and indexed as a part of the land records. (Ord. No. 72-9-G, s 15.0116, 7-6-72; Ord. No. 73-4-G, s 15.0116, 3-19-73)

Section 10-24 Declaring Dwellings Unfit for Human Habitation.

Whenever any dwellings or dwelling premises are found by the building inspector to be unfit for human habitation because of defects which constitute a serious hazard or immediate peril to the health, safety or welfare of the occupants of the dwelling or the public, the building inspector may:

1. Order the dwelling or dwelling premises to be vacated and secured until such time as he determines that the dwelling is again fit for human habitation;

2. Order the repair, alteration or improvement of the dwelling or dwelling premises except that the owner shall have the right to vacate and secure the dwelling or dwelling premises within seven (7) days after receipt of the order by the owner or the owner's agent;

3. Initiate demolition proceedings pursuant to sections 3111, 3112, 3113, and 3114 or Title 24 of the Vermont Statutes Annotated. (Ord. No. 72-9-G, s 15.0117, 7-6-72; Ord. No. 73-4-G, s 15.0117, 3-19-73)

Section 10-25 Copy of Order to be Furnished to Grantee.

The owner of any dwelling which has been found by the building inspector to be unfit for human habitation shall not sell, transfer, mortgage, lease or otherwise dispose thereof until the owner has furnished the intended grantee, mortgagee or lessee a true copy of the order and has notified the building inspector, in writing, of his intent to sell, transfer, mortgage, lease or otherwise dispose of the dwelling, or until the building inspector has found that the conditions causing the dwelling to be unfit for human habitation have been corrected. A transferee, mortgagee or lessee who has received actual notice or constructive notice shall be bound by the order on the date of the transfer, mortgage or lease without

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service of further notice upon him by the building inspector. (Ord. No. 72-9-G, s 15.0118, 7-6-72; Ord. No 73-4-G, s 15.0118, 3-19-73)

Section 10-26 Relocation.

The building inspector shall provide those persons displaced by any action taken pursuant to subsection (c) of section 5003, Chapter 97, Title 24 Vermont Statutes Annotated or any ordinance adopted pursuant thereto with assistance in relocation. He shall establish a relocation program for the city that will make available to the displaced person all federal funded programs available in the city and shall make maximum use of public housing facilities and coordinate the placing of relatives with the Winooski Housing Authority. (Ord. No. 72-9-G, s 15.0119, 7-6-72; Ord. No. 73-4-G, s 15.0119, 3-19-73)

Section 10-27 Permit to Create Certain Dwelling and Rooming Units.

No dwelling unit or rooming unit shall be created within an existing structure or converted, remodeled or altered so as to create an additional dwelling unit or rooming unit, unless the building inspector has issued a written permit certifying that the plans and specifications for such work indicate that the provisions of this chapter will be complied with. (Ord. No. 72-9-G, s 15.0200, 7-6-72; Ord. No. 73-4-G, s 15.0200, 3-19-73)

Section 10-28 Secs. 10-28--10-33. Reserved.

Section 10-33 DIVISION 2. APPEALS*

*Cross Reference--Appeal of decisions by building inspector, s 5-24; wiring inspector, s 6-10.

Section 10-34 Housing Appeal Board--Established, Appointment and Organization.

A housing appeal board is hereby established which shall consist of five (5) persons appointed by the city council from such fields as financial, builders, labor, the clergy, doctors and social agencies. City officials responsible for code enforcement may be appointed by the council to act as ex officio members of the board. (Ord. No. 72-9-G, s 15.0107(1), 7-6-72; Ord. No. 73-4-G, s 15.0107(1), 3-19-73)

Section 10-35 Same--Powers and Duties.

The housing appeal board shall have all the powers and duties prescribed by law and by this division including, but not limited to, the following:

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(1) Upon appeal from a decision by an administrative official, to decide any question involving the interpretation of any provision of this chapter, including determination of the exact location of any district boundary if there is uncertainty with respect thereto.

(2) To issue special permits for any purpose for which this chapter requires a permit in such cases as the board deems advisable; and

(3) To make available specific advice and assistance to individuals who do not fully understand the requirements of this chapter. (Ord. No. 72-9-G, s 15.0107(5), 7-6-72; Ord. No. 73-4-G, s 15.0107(5), 3-19-73)

Section 10-36 Appeal of Orders of Officers.

An owner, occupant or person interested who is aggrieved by any order made under this chapter, may appeal to the housing appeal board set up in this division. Such appeal shall be taken within thirty (30) days after the decision appealed from by filing with the office of the housing inspector and the housing appeal board a notice of appeal specifying the grounds thereof. The officer from whom the appeal is taken shall forthwith transmit to the board all of the papers constituting the record upon which the action appealed from was taken. (Ord. No. 72-9-G, s 15.0107(2), 7-6-72; Ord. No. 73-4-G, s 15.0107(2), 3-19-73)

Section 10-37 Stay of Proceedings.

An appeal shall stay all proceedings under such action appealed from unless the officer from whom the appeal is taken certifies to the housing appeal board, after notice of appeal shall have been filed with him, that by reason of facts stated in the certificate of stay would, in his opinion, cause imminent peril to person or property. In such case, proceedings shall not be stayed otherwise than by a restraining order which may be granted by the board, the county court or by a superior judge on notice to the officer from whom the appeal is taken and for cause unknown. (Ord. No. 72-9-G, s 15.0107(3), 7-6-72; Ord. No. 73-4-G, s 15.0107(3), 3-19-73)

Section 10-38 Hearing and Notice.

The housing appeal board shall fix a reasonable time for the hearing of the appeal, give at least six (6) days' notice thereof to the appellant by publication thereof in a newspaper of general circulation in the city, and decide the same within a reasonable time. Upon hearing, any party or taxpayer may appear in person or by agent or attorney. The appellant shall indicate when filing his appeal if he desires a private or public hearing. (Ord. No. 72-9-G, s 15.0107(4), 7-6-72; Ord. No. 73-4-G, s 15.0107(4), 3-19-72)

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Section 10-39 Authority for Board to Reverse, Affirm or Modify Orders Appealed From.

In exercising the powers in conformity with the provisions hereof, the board may reverse or affirm, wholly or partly, or may modify the order, requirement, decision or determination appealed from and may make such order or decision as ought to be made, and to that end shall have all the powers of the officer from whom the appeal is taken. The concurring vote of a majority of the board shall be necessary to reverse any action of such administrative official, or to decide in favor the applicant on any matter upon which it is required to pass under any ordinance or to affect any variation in an ordinance. (Ord. No. 72-9-G, s 15.0107(6), 7-6-72; Ord. No. 73-4-G, s 15.0107(6), 3-19-73)

Section 10-40 Appeal of Decision of Housing Appeal Board.

A person aggrieved by a decision of the housing appeal board may apply to the county court within twenty (20) days after the action complained of has been recorded, by a sworn petition, setting forth that such decision is illegal or unreasonable, in whole or in part, specifying the grounds upon which the same is derived to be illegal or unreasonable. (Ord. No. 72-9-G, s 15.0107(7), 7-6-72; Ord. No. 73-4-G, s 15.0107(7), 3-19-73).

Section 10-41 Secs. 10-41--10-51. Reserved.

HOUSING

Section 10-51A ARTICLE III. MINIMUM STANDARDS AND REQUIREMENTS

Section 10-52 Conformance to Standards Required.

No person shall occupy as owner-occupant or let to another for occupancy any dwelling or dwelling unit, for the purpose of living therein, which does not comply with the requirements of this article. (Ord. No. 72-9-G, s 15.0110, 7-6-72; Ord. No. 73-4-G, s 15.0110, 3-19-73)

Section 10-53 Minimum Standards for Basic Equipment and Facilities.

(a) COOKING FACILITIES; SINK. Every dwelling unit shall contain a room or space for a stove or other cooking facilities, space for dry food storage and space for refrigerated food storage, and shall include a kitchen sink installed. The sink shall be in good working condition and properly connected to a hot and cold running water system under pressure and a sewer system, which sink and systems shall be installed and maintained in a manner prescribed by ordinances, rules and regulations of the city.

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(b) **BATHROOM FIXTURES.** Every dwelling unit shall be equipped with a complete bathroom fixture group consisting of a flush water closet, lavatory basin and bathtub or shower in one (1) room in good working condition, and installed and maintained in a manner prescribed by ordinances, rules and regulations of the city. Said fixture group shall be properly connected to an approved sewer system and to an approved hot and cold running water system under pressure, except that the flush water closet shall be connected to an approved sewer system and to an approved cold running water system under pressure. The flush water closet, lavatory basin and bathtub or shower need not be installed in the same room, but said room shall afford privacy to a person within said room.

(c) **RUBBISH, STORAGE AND DISPOSAL FACILITIES.** Every dwelling unit shall be supplied with adequate rubbish storage facilities and with adequate garbage disposal facilities or garbage storage containers. The type and location of said containers and storage facilities are subject to approval by the building inspector. It shall be the responsibility of the owner to supply such facilities or containers for all dwelling units in a multiple dwelling. In all other cases it shall be the responsibility of the occupants to furnish such facilities or containers.

(d) **WATER HEATERS.** The water-heating facilities necessary to provide the hot water required under this section and sections 10-72 and 10-78(a) shall be properly installed and connected to the hot waterlines required under these subsections; shall be maintained in safe and good working conditions; and shall be capable of heating water to such a temperature as to permit an adequate amount of water to be drawn at every required kitchen sink, lavatory, basin, bathtub or shower at a temperature of not less than one hundred twenty (120) degrees Fahrenheit. Such supplied water-heating facilities shall be capable of meeting the requirements of this subsection when the dwelling, dwelling unit, rooming house or rooming unit heating facilities required under the provisions of section 10-54(e) are not in operation.

(e) **MEANS OF EGRESS.** Every dwelling unit shall have safe, unobstructed means of egress leading to safe and open space at ground level as required by the statutes, ordinances and regulations of the state and the city.

(f) **EXIT STAIRWAYS.** In two-family and multiple-family dwellings, the exit stairway shall not be less than three (3) feet in width and continuous walls, guards or handrails projecting not more than three and one-half (3 1/2) inches into the stair width.

(g) **MEANS OF ESCAPE IN SLEEPING ROOMS.** Every sleeping room in two-family and multiple-family dwellings, unless it has two (2) doors providing separate ways of escape, or has a door leading directly to the outside of the building, shall have at least one (1) outside window which can be opened from the inside without the use of tools of such design that it may serve as an emergency exit if the normal avenues of escape are blocked. The sill of the window shall not be more than three and one-half (3 1/2) feet above the floor. (Ord. No. 72-9-G, s 15.0108(1)-(7), 7-6-72; Ord. No. 73-4-G, s 15.0108(1)-(7), 3-19-73)

Section 10-54 Minimum Standards for Light, Ventilation and Heating

(a) **LIGHTING.** Every habitable room shall have at least one (1) window of approved size facing directly to the outdoors or to a court. The minimum total window area, measured between stops, for every habitable room shall be ten (10) per cent of the floor area of such except in kitchens where artificial light may be provided in accordance with the provisions of the basic building code.

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(b) VENTILATION. Every habitable room shall have at least one (1) window which can easily be opened, or such other device as will adequately ventilate the room. The total of the openable window area in every habitable room shall be equal to at least forty-five (45) per cent of the minimum aggregate glass area of the window as required in this section, except where there is supplied some other device affording adequate ventilation and approved by the building inspector.

(c) BATHROOM LIGHTING AND VENTILATION. Every bathroom and water closet compartment shall comply with the light and ventilation requirements for habitable rooms contained in this section, except where the bathroom of the water closet compartment is adequately ventilated by a ventilation system which is kept in continuous or automatic operation and approved by the building inspector.

(d) ELECTRICAL OUTLETS. Every dwelling unit and all public and common areas shall be supplied with electric service, outlets and fixtures which shall be properly installed, shall be maintained in a good and safe working condition and shall be connected to the source of electric power in a manner prescribed by the ordinances, rules and regulations of the city. The capacity of such services and the number of outlets and fixtures shall be:

(1) Every habitable room shall have an electric service and outlets and/or fixtures capable of providing at least three (3) watts per square foot of floor area.

(2) Every habitable room shall have at least one (1) floor-or wall-type electric convenience outlet for each sixty (60) square feet or fraction thereof of floor area, and in no case less than two (2) such outlets.

(3) Every water closet compartment, bathroom, laundry room, furnace room and public hall shall contain at least one (1) supplied ceiling- or wall-type electric light fixture.

(4) In kitchens, three (3) separate and remote wall-type electric convenience outlets or two (2) such convenience outlets and one (1) ceiling- or wall-type electric light fixture shall be provided.

(e) HEATERS. Every dwelling or dwelling unit shall be supplied with heating facilities which are properly installed, are maintained in a safe and good working condition, and are capable of safely and adequately heating all habitable rooms, bathrooms and water closet compartments located therein to a temperature of at least seventy (70) degrees Fahrenheit at a distance of three (3) feet above floor level, when the outdoor temperature is zero (0) degrees Fahrenheit. Either central- or space-heating facilities may be used, but must meet the following requirements:

(1) Every central heating unit and/or central hot water heating unit shall:

(a) Have every heat duct, steam pipe and/or hot water pipe free of leaks and functioning properly to provide an adequate amount of heat and/or hot water to the intended place of delivery;

(b) Be provided with seals between sections of hot air furnaces to prevent the escape of noxious gases into heat ducts;

(c) If employing electricity, be connected to an electric circuit of adequate capacity in an approved manner; and

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(d) Be provided with automatic or safety devices and be installed and operated in the manner required by the statutes, ordinances and regulations of the state and the city.

(2) Every space heating unit and/or unit hot water facility shall:

(a) Not use gasoline as fuel;

(b) Not be of the portable type if using solid, liquid or gaseous fuel;

(c) If employing a flame, be connected to a flue or vent in the manner required by the statutes, ordinances and regulations of the city and the state;

(d) If employing solid or liquid fuels, have a fire-resistant panel beneath it;

(e) Be located at least two (2) feet away from any wall or be equipped in an approved manner, with insulation sufficient to prevent the overheating of any wall;

(f) If employing gaseous fuel, be equipped with other than rubber tube or armored rubber tube connector;

(g) If employing electricity, be connected to an electric circuit of adequate capacity in an approved manner;

(h) Be installed and operated in the manner required by the statutes, ordinances and regulations of the state and the city.

(f) HALLWAYS AND STAIRWAYS. Every common hallway and stairway in every multiple dwelling shall be adequately lighted with lighting facilities sufficient to provide a light intensity of at least one (1) lumen at the floor or stair tread level at all times. Every common hallway and stairway in structures devoted solely to dwelling occupancy and containing not more than four (4) dwelling units may be supplied with conveniently located switches controlling an adequate lighting system which may be turned on when needed, instead of full-time lighting.

(g) SCREENING. During that portion of each year when the building inspector deems it necessary for protection against mosquitoes, flies and other insects, every door opening directly from a dwelling unit to outdoor space shall have supplied screens and a self-closing device; and every window or other device with openings to outdoor space, used or intended to be used for ventilation, shall likewise be supplied with screens; provided that such screens shall not be required during such period in rooms deemed by the building inspector to be located high enough in the upper stories of buildings as to be free from such insects, and in rooms located in areas of the city which are deemed by the building inspector to have so few insects as to render screens unnecessary.

(h) SCREENING OF BASEMENT OR CELLAR WINDOWS. Every basement or cellar window used or interested to be used for ventilation, and every other opening to a basement which might provide entry for rodents or other pests, shall be supplied with a screen or such other device as will effectively prevent their entrance. (Ord. No. 72-9-G, s 15.0109(1)-(8), 7-6-72; Ord. No. 73-4-G, s 15.0109(1)-(8), 3-19-73)

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Section 10-55 General Requirements Relating to the Safe, and Sanitary Maintenance of Parts of Dwellings and Dwelling Units.

(a) FOUNDATIONS, WALLS, ETC. Every foundation, floor, wall, ceiling and roof shall be reasonably weathertight, watertight and rodentproof, shall be capable of affording privacy and shall be kept in good repair.

(b) WINDOWS, DOORS, ETC. Every window, exterior door and basement hatchway shall be reasonably weathertight, watertight and rodentproof, and shall be kept in sound working condition and good repair.

(c) GENERAL MAINTENANCE REQUIREMENTS. Every dwelling unit, auxiliary building and every appurtenance to said dwelling unit or auxiliary building shall be maintained and kept in sound condition and good repair.

(d) PLUMBING FIXTURES AND PIPES. Every plumbing fixture and water and waste pipe shall be properly installed and maintained in a good sanitary working condition, free from defects, leaks and obstructions.

(e) BATHROOM FLOORS. Every water closet compartment, floor surface and bathroom floor surface shall be constructed and maintained so as to be reasonably impervious to water and so as to permit such floor to be easily kept in a clean and sanitary condition.

(f) DRAINAGE OF RAINWATER. All rainwater shall be so drained and conveyed from every roof so as not to cause dampness in the walls, ceilings or floors of any habitable room, bathroom or water closet compartment.

(g) EQUIPMENT TO BE MAINTAINED. Every supplied facility, piece of equipment or utility which is required under this chapter shall be so constructed or installed that it will function safely and effectively, and shall be maintained in a satisfactory working condition.

(h) SERVICES NOT TO BE CUT OFF. No owner, operator or occupant shall cause any service, facility, equipment or utility which is required under this chapter to be removed from or shut off from or discontinued for any occupied dwelling let or occupied by him, except for such temporary interruption as may be necessary while actual repairs or alterations are in process, or during temporary emergencies when discontinuance of service is approved by the building inspector.

(i) LETTING, UNCLEAN, UNSANITARY PLACES PROHIBITED. No owner shall occupy or let to any other occupant, any vacant dwelling unit unless it is clean, sanitary and fit for human occupancy. (Ord. No. 72-9-G, s 15.0110(1)-(9), 7-6-72; Ord. No. 73-4-G, s 15.0110(1)-(9), 3 -19-73)

Section 10-56 Minimum Space, Use and Location Requirements.

(a) FLOOR SPACE IN SLEEPING AREAS. Every room occupied for sleeping purposes shall contain the following usable floor space:

First occupant, 70 square feet

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Each additional occupant over age 12, 40 square feet

Each additional occupant under age 12, 20 square feet

Maximum occupancy is 4 persons, depending on room size.

(b) **CEILING HEIGHT.** The ceiling height in any room shall not be less than seven and one-half (7 1/2) feet.

(c) **USE OF CELLAR SPACE.** No cellar space shall be used as a habitable room or dwelling unit.

(d) **REQUIREMENTS FOR USE OF BASEMENT SPACE FOR DWELLING.** No basement space shall be used as a habitable room or dwelling unit unless, in addition to the other provisions of this chapter:

(1) The floor and walls are impervious to leakage of underground surface runoff water and insulated against dampness; and

(2) The minimum aggregate glass area of windows as required under section 1-54 is located entirely above the grade of the ground adjoining such window area.

(e) **FLOOR SPACE.** Every dwelling unit shall contain at least one hundred fifty (150) square feet of floor area for the first occupant thereof and at least one hundred (100) additional square feet of floor space for every additional occupant thereof, the floor space to be calculated on the basis of the total habitable room area. (Ord. No. 72-9-G, s 15.0111(1)-(5), 7-6-72; Ord. No. 73-4-G, s 15.0111(1)-(5), 3-19-73)

Section 10-57 Responsibilities of Owners and Occupants.

The following responsibilities of owners and occupants are in addition to those specified elsewhere throughout this chapter:

A violation of this section is a civil violation enforceable in the Traffic and Municipal Ordinance Bureau.

(1) Every owner of a dwelling containing two (2) or more dwelling units shall be responsible for maintaining in a clean and sanitary condition the shared or common area of the dwelling and premises thereof.

(2) Every occupant of a dwelling or dwelling unit shall keep in a clean and sanitary condition that part of the dwelling, dwelling unit and premises thereof which he occupies and controls.

(3) Every occupant of a dwelling or dwelling unit shall dispose of all his rubbish in a clean and sanitary manner by placing it in the rubbish containers required by section 10-53(c).

(4) Every occupant of a dwelling or dwelling unit shall dispose of all his garbage, and any other organic waste which might be food for rodents, in a clean and sanitary manner, by placing it in the

Amended: 5/2/2011

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garbage disposal facilities or garbage containers required by section 10-53.

(5) Every occupant of a dwelling containing a single dwelling unit shall be responsible for the extermination of any insects, rodents or other pests therein or on the premises; and every occupant of a dwelling unit in a dwelling containing more than one (1) dwelling unit shall be responsible for such extermination whenever his dwelling unit is the only dwelling unit within the dwelling that is infested. However, the foregoing provisions which require the owner to maintain a dwelling in a rodent-free or reasonably insect proof condition, extermination shall be the responsibility of the owner. Whenever infestation exists in two (2) or more of the dwelling units in any dwelling, or in the shared or common parts of any dwelling containing two (2) or more units extermination thereof shall be the responsibility of the owner.

(6) Every occupant of a dwelling unit shall keep all plumbing fixtures therein in a clean and sanitary condition and shall be responsible for the exercise of reasonable care in the proper use and operation thereof.

(7) Every owner of a rental dwelling or a dwelling containing two (2) or more dwelling units shall be ultimately responsible for the removal or disposal of accumulated rubbish, garbage or organic wastes left or accumulated on the premises after reasonable notice to the owner that the condition exists by the building inspector. In the event of an owner's failure to comply with the order of the building inspector, to remove or dispose of accumulated rubbish, garbage or organic wastes, the city may abate or remove the accumulation and charge the costs of said removal to the owner of the premises. Nothing in this section is to prohibit tenants from making their own arrangements to provide rubbish and garbage removal nor to prohibit the landlord from charging tenants for the removal of such materials if that arrangement is made between the parties. (Ord. No. 72-9-G, s 15.0112(1)-(7), 7-6-72; Ord. No. 73-4-G, s 15.0112(1)-(7), 3-19-73; Ord. No. 74-8-G, 12-2-74)

A violation of this ordinance shall be a civil matter enforced in accordance with the provisions of 24 V.S.A. §

1974A and § 1977 et seq. A civil penalty of seventy-five dollars (\$75.00) may be imposed for the initial violation of this civil ordinance. The penalty for a second offense within a six month shall be one hundred twenty-five dollars (\$125.00). The penalty for an subsequent offense within a six month period shall be three hundred dollars (\$300.00). the waiver fee shall be set at fifty dollars (\$50.00) for the first offense, one hundred dollars (\$100.00) for a second offense within a six month period, and two hundred fifty dollars (\$250.00) fro all subsequent offenses within a six month period. Each day that the violation continues shall constitute a separate violation of this ordinance.
(061598, Amended, 06/15/1998)

Section 10-58 Authority to Raze Building/Structure.

Any building left in an extended state of gross disrepair and abandonment (more than ninety days) shall be torn down by the City at a cost to the owner. In the event of a fire or other natural catastrophe, this ordinance may be waived for a period of up to one hundred eighty days.
(4/07/1997, Added, 04/07/1997)

Section 10-59 Secs. 10-59--10-68. Reserved.

Amended: 5/2/2011
Effective: 6/2/2011

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Section 10-68A ARTICLE IV. ROOMING HOUSES

Section 10-69 Conformance to Standards Required; Exceptions.

No person shall operate a rooming house, or shall occupy or let to another for occupancy any rooming unit in any rooming house, except in compliance with the provisions of every section of this chapter except the provisions of sections 10-53 and 10-57. (Ord. No. 72-9-G, s 15.0113, 7-6-72; Ord. No. 73-4-G, s 15.0112, 3-19-73)

Section 10-70 Article Applicable to Hotels and Motels.

Every provision of this article which applies to rooming houses shall also apply to hotels and motels, except as provided in section 10-77 and except to the extent that any such provision may be found in conflict with the laws of the state or with the lawful regulations of any state board or agency. (Ord. No. 72-9-G, s 15.0113(6), 7-6-72; Ord. No. 73-4-G, s 15.0113(6), 3-19-73)

Section 10-71 Rooming House Rental License Required.

(a) Every person having a rooming unit or operating a rooming house shall obtain a license for the operation of the same from the building inspector.

(b) The license shall be in a form prescribed by the building inspector and shall be issued only upon inspection by the building inspector and his satisfaction that the requirements of this chapter have been complied with.

(c) The license prescribed by this section shall first become necessary one (1) year after adoption of this chapter.*

(d) Upon failure to comply with the terms of this chapter, the building inspector is authorized to commence condemnation proceedings as provided by the condemnation regulations of the city. (Ord. No. 72-9-G, s 15.0114(1)-(3), 7-6-72; Ord. No. 73-4-G, s 15.0114(1)-(3), 3-19-73)

Section 10-72 Bathroom Facilities.

(a) At least one (1) flush water closet, lavatory basin, bathtub or shower, properly connected to a sewer system approved by the building inspector and in a good working condition, shall be supplied for each five (5) persons or fraction thereof residing within a rooming house, including members of the operator's family whenever they share the use of said facilities; provided that in a rooming house where rooms are let only to males, flush urinals may be substituted for not more than one-half (1/2) the required number of water closets.

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Effective: 6/2/2011

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(b) All such facilities shall be located within the dwellings as to be reasonably accessible from a common hall or passageway to all persons sharing such facilities. Every lavatory basin and bathtub or shower shall be supplied with hot water at all times in accordance with the provisions of section 10-53(d). Such required facilities shall not be located in a cellar and shall not be more than one (1) story removed from any of the persons sharing such facilities. (Ord. No. 72-9-G, s 15.0113(1), 7-6-72; Ord. No. 73-4-G, s 15.0113(1), 3-19-73)

*Editor's Note--This chapter was adopted July 6, 1972.

Section 10-73 Supplies, Bed Linens and Towels to be Changed Regularly.

The operator of every rooming house shall change supplies, bed linens and towels therein at least once a week, and prior to the letting of any room to any occupant. The operator shall be responsible for the maintenance of all supplied bedding in a clean and sanitary manner. (Ord. No. 72-9-G, s 15.0114(2), 7-6-72; Ord. No. 73-4-G, s 15.0114(2), 3-19-73)

Section 10-74 Minimum Floor Area for Sleeping Rooms.

Every room occupied for sleeping purposes by one (1) person shall contain at least seventy (70) square feet of usable floor area and every room occupied for sleeping purposes by more than one (1) person shall contain at least fifty (50) square feet of usable floor area for each additional occupant thereof. (Ord. No. 72-9-G, s 15.0114(3), 7-6-72; Ord. No. 73-4-G, s 15.0114(3), 3-19-73)

Section 10-75 Means of Egress to be Provided.

Every rooming unit shall have safe, unobstructed means of egress leading to safe and open space at ground level, as required by the statutes, ordinances and regulations of the state and the city. (Ord. No. 72-9-G, s 15.0114(4), 7-6-72; Ord. No. 73-4-G, s 15.0114(4), 3-19-73)

Section 10-76 Responsibility for Sanitary Maintenance.

The operator of every rooming house shall be responsible for the sanitary maintenance of all walls, floors and ceilings and for maintenance of a sanitary condition in every other part of the rooming house; and he shall be further responsible for the sanitary maintenance of the entire premises where the structure or building is leased or occupied by the operator. (Ord. No. 72-9-G, s 15.0114(5), 7-6-72; Ord. No. 73-4-G, s 15.0114(5), 3-19-73)

Section 10-77 Preparation of Meals Restricted.

Amended: 5/2/2011

Effective: 6/2/2011

Winooski

(a) No meals may be prepared or eaten in a rooming house, other than in a dwelling unit contained therein, unless such meals are prepared and eaten in communal kitchens and dining rooms conforming to the standards of section 10-78 and except that this section shall not apply to the eating of meals in establishments which are operating a valid restaurant business and which have the rooming house and restaurant operations integrated as a single business enterprise.

(b) The operator of any rooming house shall post in every rooming unit a sign on which shall be written or printed in letters not less than three-eighths ($3/8$) of one (1) inch in height the following words: "No cooking permitted in this room," and such sign shall remain so posted at all times the room is occupied. (Ord. No. 72-9-G, s 15.0113(7), (10), 7-6-72; Ord. No. 73-4-G, s 15.0113(7), (10), 3-19-73)

Section 10-78 Standards for Communal Kitchens.

(a) A communal kitchen shall comply with the following standards:

(1) It shall contain at least sixty (60) square feet of floor area in every case and at least one hundred (100) square feet if meals are both prepared and eaten therein;

(2) If occupants are permitted to eat meals therein, it shall be supplied with one (1) dining chair and two (2) lineal feet of dining table space, in addition to the surface area for food preparation required under paragraph (6), for each occupant of the rooming house permitted to eat in the kitchen, the surface of each dining table to be smooth and easily cleanable;

(3) It shall contain at least one (1) supplied kitchen sink of an approved type which shall be supplied with hot water at all times in accordance with the provisions of section 10-53(d);

(4) It shall contain at least one (1) supplied kitchen gas stove or electric stove, every such stove to have at least two (2) top burners and an over;

(5) It shall contain one (1) supplied electric or gas refrigerator with an adequate food storage capacity;

(6) It shall contain one (1) or more supplied tables or other facilities have a total surface area for food preparation of not less than six (6) square feet, the surface of each table or other facility to be suitable for the preparation of food, smooth and easily cleanable;

(7) It shall contain at least one (1) supplied cabinet of adequate size for and suitable for storage of food and eating and cooking utensils;

(8) It shall be supplied by the operator with the rubbish storage facilities and the garbage disposal or storage facilities specified by section 10-53(c); and

(9) It shall be located within a room accessible to the occupant of each rooming unit sharing the use of such kitchen without going outside of the dwelling and without going through a dwelling unit or rooming unit of another occupant.

Amended: 5/2/2011

Effective: 6/2/2011

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(b) Where a communal kitchen does not conform to the provisions of subsection (a) relating to the eating of meals therein, meals shall be eaten in a communal dining room that complies with the following standards:

- (1) It shall contain at least seventy (70) square feet of floor area;
- (2) It shall be supplied with one (1) dining chair and two (2) lineal feet of dining table space for each occupant of the rooming house permitted to eat in the dining room, the surface of each dining table to be smooth and easily cleanable;
- (3) It shall be located on the same floor of the rooming house as the communal kitchen in which the meals are prepared and shall be as nearly adjacent to the communal kitchen as is practicable; and
- (4) It shall be located within a room accessible to the occupant of each rooming unit sharing such dining room without going outside of the dwelling and without going through a dwelling unit or rooming unit of another occupant. (Ord. No. 72-9-G, s 15.0113(8), (9), 7-6-72; Ord. No. 73-4-G, s 15.0113(8), (9), 3-19-73)

REGISTRATION FORM

Property Use Declaration
July 1, 2015 thru June 30, 2016

Annual Landlord Registry Program for Public Safety, Fire Protection and Health authorized under the Winooski Municipal Codes, Chapter 10 Housing for Minimum Housing Standards. The City of Winooski Code Enforcement Officer, the Health Officer, and Building Officials are responsible for ensuring that all public Buildings in the City of Winooski are maintained at established and adopted standards to protect the health, fire safety, and welfare of the occupants and owners.

«PropertyCode» «Owner» «Address» «Town» «State_» «Zip»	Check mailing label If incorrect make Change of Address request below ← Do not use Post Office Box #	
---	---	---

LANDLORD INFORMATION

Check off appropriate boxes

- | | |
|--|---|
| <input type="checkbox"/> Owner Occupied-Single Family renting room | <input type="checkbox"/> Rental of Single-Family Home |
| <input type="checkbox"/> Owner Occupied with Accessory Dwelling Unit | <input type="checkbox"/> Rental of Duplex <input type="checkbox"/> + business |
| <input type="checkbox"/> Owner Occupied Duplex | <input type="checkbox"/> Multi-Family (3 units + / commercial) |
| <input type="checkbox"/> Owner Occupied Condo | <input type="checkbox"/> Owner Occupied Multi-Family |
| <input type="checkbox"/> Owner Occupied Daycare | <input type="checkbox"/> Claim as owner occupied Homestead |
| <input type="checkbox"/> Rent Condo | <input type="checkbox"/> Day Care Facility |

Owner Contact Name _____ Phone _____

Owner E-mail Address _____

Emergency Contact Name _____ Phone _____

Emergency Contact E-mail Address _____

Number of dwelling units _____ x \$100.00 = total due _____

Number of bedrooms per building _____

Complete above, sign & return form to:

**Winooski Code Enforcement Office
27 West Allen Street
Winooski, Vermont 05404**

New Address _____ Town _____ ZIP _____

Phone _____ E-Mail Change _____

Sign _____ Date _____

OFFICE USE ONLY

Lot # _____ Registration Fee _____ Cash Check # _____ Date _____

Lead Paint Certificate Quadrant 1 Quadrant 2 Quadrant 3

LRP-I-MHS-FP- 2015

2015 LRP Registration

Registration Required: All property owners are required by law to make an annual declaration of use of their properties in order to determine that the existing use has not been abandoned or changed; that the structure is either owner occupied or not is consistent with Code Classification.

Fill out the rental registration application for the Minimum Housing Standards Program and provide all the property information requested on this form (reverse side) for each building and dwelling unit located within the building that is used for any rental purposes. Winooski City Ordinances requires:

- A. Compliance:** Any property with a residential dwelling unit (i.e. rent or any other compensation & services to owner) including condos and the renting of rooms is subject to the Winooski Minimum Housing Standards Program. If you claim this property as your legal Homestead and rent any part of same building you must fill-out this form and return for Code Classification. All other non-owner occupied buildings you own in Winooski are deemed commercial and have to be declared on this form.
- B. Requirements:** The property owner of a rental property is required to:
1. File the Registration Application to retain existing use by **August 15, 2015**;
 2. Pay a fee to the City of Winooski for a sum of **\$100.00 for each rental dwelling unit located in each building**. This sum is due to the City of Winooski at the time of application. **Please submit this form with payment.**
- C. Exemptions:**
1. Owner occupied dwelling units within that structure may be exempt from paying a fee for the dwelling unit they occupy during the inspection year; common areas within owner occupied unit are subject to inspection in the inspection year.
 2. Protection of use on existing structures having separate dwelling units not being rented shall file an annual registration declaration of intent to protect grandfathered use. Fees may be at a lower rate and exempted from inspection until occupancy is required or at Time of Sale.

Note: All buildings that are nonprofit organizations shall provide an inspection report, which has been performed by a Certified Fire Inspector 1 or equivalent to the Winooski Code Enforcement Department for approval. The issuance of a "Certificate of Fitness" for these structures and such documents shall be recorded in the City Land Records upon approval by the Winooski Code Enforcement Officer. Fees are required for all Public Buildings.

- D. Penalties:** A rental unit for which a required registration fee and a FULLY COMPLETED application is not submitted shall be in violation of the Winooski Minimum Housing Standard Codes and be subject to a fine of up to \$800.00 per violation and civil action. In addition, late penalty fees and interest on the unpaid balance shall be assessed monthly after the **August 15, 2015** deadline. Municipal Code Violations under this chapter shall be recorded in the City Land Records and will constitute a lien on the property upon which the rental unit is situated.

We understand that the information attached may be new to you. Please feel free to contact Erika Bailey ext. 27 or John Audy Jr. ext. 17, with any questions or concerns regarding the program, its form, or requirements. Your cooperation is appreciated in helping to make Winooski a safer place to live!

Complete the Reverse Side
Please return this form with payment



CODE ENFORCEMENT OFFICE
27 West Allen Street
Winooski Vermont 05404
(802)655-6410

Minimum Housing Complaint Form

Please use this form to record and report code violations or concerns you observe. **Mail or return this form in person at the address listed above.** Please include your name, address, daytime contact phone number. You may also include an email address. Please note: all complaint information is kept confidential by our office. We appreciate the effort you have put forth to maintain quality housing in the City of Winooski.

Property Location: _____

Date and Time: _____

Exterior Property

- Trash, garbage, furniture or accumulation in the yard
- Trash, garbage, furniture or accumulation on the greenbelt or sidewalk
- Overgrown weeds or vegetation encroaching on the right of way
- Parking on grass or in the greenbelt
- Unregistered, inoperable or dismantled vehicles
- Sign or other obstruction placed in greenbelt or right of way
- Dumpster location, maintenance
- Dilapidated fences, garages or outbuildings
- Other: _____

Exterior Building

- Defective stairs, porches, or roof
- Broken or otherwise defective windows or doors
- Excessive peeling paint or other dilapidated surfaces
- Furniture constructed for indoor use or other accumulations on porch or stairs
- Other: _____

Interior Building

- Defects to electrical, heating or plumbing systems
- Stairs, handrails, or other egress defects
- Smoke or CO detectors inoperative or missing
- Over-crowding, illegal living space in cellar or attic
- Problems with means of egress
- Excessive accumulations or storage
- Other unsafe or unsanitary conditions: _____

Comments:

Name: _____

Address: _____

Phone /email: _____

Signature: _____

Village of Essex Junction FYE 2017 Budget Hearing

<u>FUND</u>	<u>FYE 16 BUDGET</u>	<u>FYE17 PROPOSED BUDGET</u>	<u>%CHANGE</u>
GENERAL FUND EXP	\$3,575,964	\$3,730,830	4.3%
DEBT SERVICE	<u>\$ 223,426</u>	<u>\$ 222,244</u>	<u>-0.5%</u>
TOTAL GF	\$3,799,390	\$3,953,074	4.0%
WATER FUND	\$3,393,933	\$3,808,008	12.2%
WASTEWATER FUND	\$1,834,060	\$1,782,903	-2.8%
SANITATION FUND	<u>\$ 456,147</u>	<u>\$ 472,184</u>	<u>3.5%</u>
TOTAL	\$9,483,530	\$10,016,169	5.6 %

CAPITAL FUNDS

PROPOSED SPENDING

GF CAPITAL RESERVE	\$ 145,467
ROLLING STOCK	\$ 95,204 (includes debt payments)
WATER CAPITAL	\$ 156,903 (includes debt payments)
WWTF CAPITAL	\$ 127,457 (includes ARRA debt pay)
SANITATION CAPITAL	\$ 178,468 (includes debt payments)
TOTAL	<u>\$ 703,499</u>

GENERAL FUND

BUDGET INCREASE	Operating	\$154,867	4.3%
	Debt Service	<u>(\$1,182)</u>	-0.5%
	Total	\$153,685	4.0%

CONTRIBUTING FACTORS

SALARIES	\$56,994
WINTER MAINTENANCE (SALT)	\$22,000
PAVING	\$200,000
CAPITAL CONTRIBUTIONS	(106,863)
HEALTH & OTHER INSURANCES	(\$15,357)
DEBT SERVICE	(\$ 1,182)
OTHER INC/DEC	<u>(\$ 1,907)</u>
TOTAL	\$153,685

GENERAL FUND

TAX APPROPRIATION ASSUMES THE TOWN OF ESSEX CONTRIBUTES 100% OF THE STREET DEPARTMENT BUDGET

TAX APPROPRIATION	FYE 16	FYE 17 ESTIMATED	INCREASE
DOLLAR AMOUNT	\$2,564,285	\$2,482,765	-3.1%
TAX RATE	\$0.2366	\$0.2269	-4.1%

VILLAGE TAX DECREASE TO A \$280,000 HOME \$27

VILLAGE PAVING OF \$200,000 WAS TAKEN OUT OF THE CAPITAL RESERVE BUDGET AND ADDED INTO THE STREET BUDGET. THE COST FOR THE STREET BUDGET IS CONTAINED IN THE TOWN OF ESSEX BUDGET.

WE REDUCED THE CAPITAL CONTRIBUTION TO THE CAPITAL RESERVE BY \$200,000 AND ADDED \$50,000 TO CAPITAL TRANSFERS FOR MAJOR BUILDING MAINTENANCE.

GENERAL FUND

- CHALLENGES
 - CAPITAL BUDGET & ROLLING STOCK FUNDING
 - INCREASE CONTRIBUTION TO CAP RESERVE BY 7.5%, CONTINUE
 - ADDING \$10,000 TO ROLLING STOCK CONTRIBUTION
 - BUILDING MAINTENANCE ISSUES
 - PRICE INCREASES
 - INCREASES IN SALT
 - PRICE UNPREDICTABILITY
 - FUEL PRICES DIFFICULT TO PREDICT

GENERAL FUND

COST SAVING INITIATIVES

- COMBINED SERVICE INITIATIVE
 - COMBINED PUBLIC WORKS ADMINISTRATION EFFORTS
 - COMBINED FINANCE DEPARTMENT EFFORTS
 - TGIA INITIATIVE
- STREET DEPARTMENT RENTING MORE ECONOMICAL SIDEWALK PLOW
- GRANT PROCUREMENT

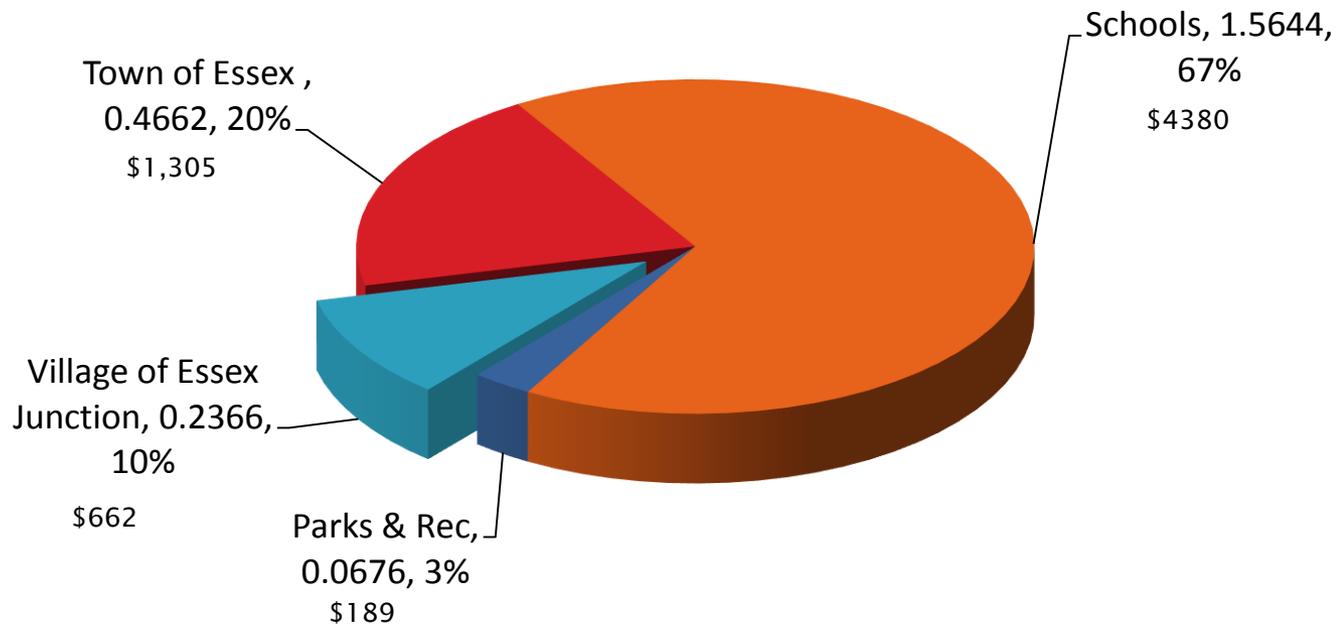
FYE17 CAPITAL RESERVE PROJECTS

RAILROAD AVE. WATERLINE	\$ 86,558
VILLAGE OFFICE SERVER REPLACEMENT	\$ 20,000
HILLCREST SIDEWALK (ENGINEERING)	<u>\$ 38,909</u>
TOTAL	\$145,467

FYE17 ROLLING STOCK BUDGET

4WD PICKUP TRUCK	\$ 21,827
COMPRESSOR	\$ 22,067
FIRE TRUCK NOTE PAYMENT	<u>\$ 51,310</u>
TOTAL	\$ 92,204

**FYE2015 Village of Essex Junction Homestead Tax Rates
Totaling \$2.3348 and Tax Amount on \$280,000 assessed
value Home**



Taxes on average home = \$6,536

ENTERPRISE FUNDS

CHALLENGES

- WASTEWATER TREATMENT FACILITY STILL ADJUSTING TO REFURBISHED FACILITY
- WWTF BOND PAYMENT – THE ADDITION OF \$10,000 TO FUND BOND PAYMENT TO GRADUALLY INCREASE THE SANITATION RATE TO WHERE IT WILL NEED TO BE ONCE PAYMENT OF THE SRF LOANS BEGINS (FY17). WE HAVE BEEN ABLE TO MAKE THIS A MORE GRADUAL INCREASE DUE TO THE SALE OF CAPACITY TO WILLISTON.
- WATER METER REPLACEMENT PROGRAM – THIS PROJECT HAS NOT PROGRESSED AS FAST AS WAS ANTICIPATED. COMPLETION IS NOW ESTIMATED FOR FYE19.
- WATER FUND WAS \$169,000 OVER BUDGET IN FYE15 DUE TO WATER BREAKS. FUND IS STILL POSITIVE BUT TRUSTEES MAY WANT TO INCREASE RATE TO RECOUP SOME OF LOSS.

ENTERPRISE FUNDS Rates

Property using 120 gallons/Day	FYE16	FYE17	Increase	% Increase
Water				
Fixed Charge	\$89.40	\$91.64	\$2.24	3%
Usage (120 Gal/day, 5840 c.f./yr)	\$90.52	\$92.86	\$2.34	3%
Total	\$179.92	\$184.50	\$4.58	3%
WWTF				
Fixed Charge	\$105.76	\$98.24	-\$7.52	-7%
	\$57.23	\$53.73	-\$3.50	-6%
Total	\$162.99	\$151.97	-\$11.02	-7%
Sanitation				
Fixed Charge	\$88.16	\$91.96	\$3.80	4%
Usage (120 Gal/day, 5840 c.f./yr)	\$29.78	\$31.54	\$1.75	6%
Total	\$117.94	\$123.50	\$5.56	5%
Total All Utility Rates	\$460.85	\$459.97	-\$0.88	-0.2%

ENTERPRISE FUNDS CAPITAL PROJECTS

WATER FUND CAPITAL

METER UPGRADES TO RADIO READS	\$25,194
RAILROAD AVE. WATERLINE	\$95,530

SANITATION FUND CAPITAL

METER UPGRADES TO RADIO READS	\$50,388
SOUTH ST. PS PUMPS, VALVES, ANODES	\$40,000

WASTEWATER TREATMENT CAPITAL

DIGESTER CLEANING	\$75,000
CAPITAL PLANNING – 20 YEAR	\$30,000
RAS (RETURN ACTIVATED SLUDGE) PUMP	\$20,000

VILLAGE OF ESSEX JUNCTION
GENERAL FUND BUDGET SUMMARY

01/08/16
11:35 AM

	FYE14 Actual	FYE15 Budget	FYE15 Actual	FYE16 Budget	FYE17 Proposed Budget	% Change 16 vs 15
GENERAL GOVERNMENT:						
Administration	529,832	561,784	546,247	588,773	603,131	2.4%
Transfers & Misc Expenditures	620,051	649,623	649,623	690,448	583,585	-15.5%
Grant & Non-Budgetary Expenditures	184,522	0	(18,525)	0	0	0.0%
Seniors Support	0	7,960	5,934	8,223	0	-100.0%
Fire Department	281,793	298,075	300,351	304,184	315,342	3.7%
Library	674,883	736,207	729,950	762,774	776,396	1.8%
Lincoln Hall	51,291	55,057	58,835	44,604	49,150	10.2%
Community Development	210,712	250,678	224,051	249,937	251,212	0.5%
Economic Development/Community Events	76,151	94,838	86,573	87,450	92,021	5.2%
Street Department	834,166	814,603	809,092	839,570	1,059,993	26.3%
Subtotal General Fund	3,463,401	3,468,825	3,392,131	3,575,963	3,730,830	4.3%
Debt Service	0	0	0	223,426	222,244	-0.5%
GENERAL FUND TOTAL	3,463,401	3,468,825	3,392,131	3,799,389	3,953,074	4.0%

GENERAL FUND REVENUES

01/08/16

Town Pays Stormwater personnel costs and 100% of balance of Street 11:35 AM

Acct. #	Account	FYE14	FYE15	FYE15	FYE16	FYE17	% Change 17 vs 16
		Actual	Budget	Actual	Budget	Proposed Budget	
	Unrestricted Fund Balance	0	35,000	0	35,000	35,000	0%
31101.000	Property Taxes	2,811,738	3,011,526	3,036,246	2,564,285	2,482,765	-3%
33546.000	State for Pilot & Current Use	2,891	2,500	3,529	2,500	1,900	-24%
33582.000	Essex Town Contribution to Library	15,000	15,000	15,000	15,000	15,000	0%
33582.001	Town Payment for Stormwater	0	0	0	59,500	59,352	100%
33582.002	Town Payment for Street Dept.	0	0	0	780,070	1,000,642	100%
34130.000	License & Zoning Fees	89,513	35,000	69,383	50,000	50,000	0%
34131.000	Whitcomb Farm Solar Pilot	0	0	6,600	5,524	5,400	100%
34221.000	Miscellaneous Fire Receipts	0	10	20	10	20	100%
35130.000	State District Court Fines	2,195	2,000	877	2,000	500	-75%
36102.000	Interest Earnings	2,017	1,500	1,389	2,000	1,500	-25%
36201.000	Parking Space Fees	5,200	4,800	4,800	4,800	4,800	0%
36202.000	Lincoln Hall Rentals	0	1	0	1	1	0%
36400.000	Block Party Donations	1,504	1,500	1,700	1,500	1,500	0%
36603.000	Misc. Receipts	4,930	2,000	2,740	2,000	2,000	0%
36605.000	Miscellaneous Street Receipts	5,073	3,000	3,528	3,000	3,000	0%
36606.000	Miscellaneous Library Receipts	286	500	706	300	400	33%
39154.000	Service Fee - Water	111,336	106,840	106,840	108,760	113,888	5%
39155.000	Service Fee - WWTP	55,668	53,420	53,420	54,380	56,944	5%
39156.000	Service Fee - Sanitation	111,336	106,840	106,840	108,760	113,888	5%
39501.000	Miscellaneous Grants	148,028	0	23,577	0	0	0%
	Farmers Market Reimbursement	0	0	1,450	0	4,575	100%
NA	Penalties/Interest Delinq. Taxes	8,049	8,000	383	0	0	0%
NA	State Highway Aid	113,461	100,000	113,436	0	0	0%
NA	EJSD Tax Collection Fee	49,896	48,000	0	0	0	0%
	TOTALS	3,538,121	3,537,437	3,552,464	3,799,390	3,953,074	4.04%

Tax Rate Calculation

	FY16	FY17	% Increase
Budget Increase			
Grand List		Projected Grand List	
IBM Real Estate	1,036,464	IBM Real Estate	1,036,464
Non-IBM Real Estate	9,813,654	Non-IBM Real Estate	9,911,791
Tax Stabilization Reduction	(6,945)	Tax Stabilization Reductio	(5,765)
Total Grand List	10,843,173	Total Projected Grand Lis	10,942,490
Tax Appropriation	2,564,285	Tax Appropriation	2,482,765
Tax Rate	0.2366	0.22689	-4.10%

ADMINISTRATION BUDGET

01/08/16

Acct. #	Account	FYE14 Actual	FYE15 Budget	FYE15 Actual	FYE16 Budget	FYE17 Proposed Budget	% Change 17 vs 16
41320.110	Salaries - Regular	254,498	255,978	266,220	269,205	280,713	4.3%
41320.130	Salaries - Overtime	2,141	1,500	1,470	2,000	2,500	25.0%
41320.140	Salaries - Part-time	12,910	15,057	11,195	15,814	13,751	-13.0%
41320.150	Manager Contract	53,841	55,995	55,995	57,955	64,575	11.4%
41320.210	Health Insurance & Other Benefits	49,634	72,355	65,296	74,316	70,751	-4.8%
41320.220	Social Security	20,574	21,109	21,453	22,282	23,333	4.7%
41320.226	Workers Compensation Insurance	1,188	1,047	1,236	1,139	896	-21.3%
41320.230	Retirement	24,666	25,598	25,673	26,921	28,071	4.3%
41320.250	Unemployment Insurance	789	1,067	612	850	607	-28.6%
41320.291	Health Improvement Programs	1,009	1,600	970	1,600	1,600	0.0%
41320.310	Boardmember fees	2,500	2,500	2,500	2,500	2,500	0.0%
41320.320	Legal Services	11,932	15,000	14,833	15,000	15,000	0.0%
41320.330	Other Professional Services	0	1,000	0	1,000	1,000	0.0%
41320.335	Audit Services	5,467	5,433	5,583	5,800	7,059	21.7%
41320.340	Computer Expenses	15,752	16,937	13,617	15,485	13,000	-16.0%
41320.442	Leased Services	3,942	4,800	4,214	4,800	4,800	0.0%
41320.500	Training, Conferences, Dues	3,701	10,384	9,431	14,390	13,734	-4.6%
41320.521	Liability & Property Ins.	5,373	6,218	5,981	6,353	8,619	35.7%
41320.522	Public Officials Liability Ins.	5,572	5,800	5,720	5,857	6,386	9.0%
41320.530	Communications	21,952	13,806	13,383	13,806	16,806	21.7%
41320.535	Telephone Services	2,191	2,600	2,017	2,280	1,980	-13.2%
41320.536	Postage	3,387	4,200	2,997	4,200	4,000	-4.8%
41320.550	Printing and Advertising	6,246	5,800	4,267	5,500	5,500	0.0%
41320.560	Trustees Expenditures	3,505	4,000	3,424	4,000	4,000	0.0%
41320.571	Pay & Classification Study	5,700	200	0	5,871	200	-96.6%
41320.572	Interview Costs	0	0	0	0	0	0.0%
41320.610	Supplies	4,436	6,700	4,160	6,000	6,000	0.0%
41320.820	Elections	1,442	1,600	1,393	1,600	1,500	-6.3%
41320.835	Holiday Expense	776	1,500	1,557	1,250	1,250	0.0%
41320.891	Capital Outlay	4,708	2,000	1,050	1,000	3,000	200.0%
TOTALS		529,832	561,784	546,247	588,773	603,131	2.4%

TRANSFERS & MISC EXPENDITURES

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Acct. #	Account	FYE14 Actual	FYE15 Budget	FYE15 Actual	FYE16 Budget	FYE17	
						Proposed Budget	% Change 17 vs 16
49100.030	Capital Fund Contribution	391,427	410,999	410,999	441,824	274,961	-38%
	Transfer for Building Maintenance	0	0	0	0	50,000	100%
49100.031	Rolling Stock Fund Contribution	173,624	183,624	183,624	193,624	203,624	5%
49101.030	Employee Termination Benefits	5,000	5,000	5,000	5,000	5,000	0%
49101.031	Half Penny for Ladder Truck Note	50,000	50,000	50,000	50,000	50,000	0%
	TOTALS	620,051	649,623	649,623	690,448	583,585	-15%

GRANTS AND OTHER NON-BUDGETARY EXPENDITURES

01/08/16
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Acct. #	Account	FYE14 Actual	FYE15 Budget	FYE15 Actual	FYE16 Budget	FYE17	
						Proposed Budget	% Change 17 vs 16
49340.000	Grants & Donations Expenses	143,071	0	16,154	0	0	0%
49346.001	Library Replacement Expenses	4,451	0	2,321	0	0	0%
	Termination Benefits	37,000	0	(37,000)	0	0	0%
TOTALS		184,522	0	(18,525)	0	0	0%

SENIORS SUPPORT

01/08/16
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Acct. #	Account	FYE14	FYE15	FYE15	FYE16	FYE17	% Change 17 vs 16
		Actual	Budget	Actual	Budget	Proposed Budget	
45300.150	Part time Director Contract	0	7,500	5,346	7,763	0	-100%
45300.535	Telephone/Copying	0	460	588	460	0	-100%
TOTALS		0	7,960	5,934	8,223	0	-100%

FIRE DEPARTMENT BUDGET

01/08/16
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Acct. #	Account	FYE14 Actual	FYE15 Budget	FYE15 Actual	FYE16 Budget	FYE17 Proposed Budget	% Change 17 vs 16
42220.140	Salaries - Firefighters	119,015	138,000	140,248	144,000	150,000	4%
42220.200	Employee Assistance Program	864	900	864	900	864	-4%
42220.210	Accident & Disability Ins.	3,600	3,600	3,600	3,600	3,600	0%
42220.220	Social Security	9,105	10,590	10,729	11,050	11,511	4%
42220.226	Workers Compensation Insurance	23,241	27,334	27,066	22,789	27,000	18%
42220.410	Water and Sewer Charges	449	900	606	600	600	0%
42220.432	Vehicle Maintenance	14,536	9,000	17,672	14,000	14,000	0%
42220.434	Maintenance - Building/Grounds	7,596	6,000	5,160	6,000	6,000	0%
42220.443	Radio Maintenance	3,219	2,000	1,551	2,000	2,000	0%
42220.500	Training, Conferences, Dues	2,861	5,000	3,303	5,000	5,000	0%
42220.521	Liability & Property Ins.	5,694	7,301	6,291	7,545	8,767	16%
42220.535	Telephone Services	3,386	3,800	2,091	3,400	3,400	0%
42220.566	Physical Exams	6,552	7,000	5,058	6,500	6,000	-8%
42220.570	Maintenance - Other	13,971	13,000	16,283	14,000	14,500	4%
42220.578	Emergency Generator Maintenance	500	650	500	500	500	0%
42220.610	Supplies	2,455	2,400	2,816	2,400	2,400	0%
42220.611	New Equipment - Radios	2,349	4,000	3,254	2,000	2,000	0%
42220.612	Uniforms, Boots, Etc.	23,991	19,200	19,837	20,000	21,000	5%
42220.615	EMS Supplies	1,061	1,500	171	1,500	1,000	-33%
42220.622	Electrical Service	7,153	7,000	7,232	7,000	7,000	0%
42220.623	Heating	5,280	5,200	5,817	5,200	5,200	0%
42220.626	Gas, Grease and Oil	6,051	7,200	5,080	7,200	6,500	-10%
42220.838	Fire Prevention	2,239	2,000	2,104	2,000	2,000	0%
42220.889	Routine Equipment Purchases	16,625	14,500	13,018	15,000	14,500	-3%
TOTALS		281,793	298,075	300,351	304,184	315,342	3.67%

BROWNELL LIBRARY BUDGET

01/08/16
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Acct. #	Account	FYE14 Actual	FYE15 Budget	FYE15 Actual	FYE16 Budget	FYE17 Proposed Budget	% Change 17 vs 16
45551.110	Salaries - Regular	303,100	315,379	321,364	320,427	314,229	-1.9%
45551.140	Salaries - Part-time	84,789	89,219	89,040	97,715	106,800	9.3%
45551.210	Health Insurance & Other Benefits	66,969	103,020	92,611	111,474	106,126	-4.8%
45551.220	Social Security	29,124	31,089	30,618	32,122	32,695	1.8%
45551.226	Workers Compensation Insurance	1,678	1,567	1,622	1,584	1,274	-19.6%
45551.230	Retirement	29,971	31,537	30,994	32,043	31,423	-1.9%
45551.250	Unemployment Insurance	1,796	2,390	1,462	1,800	1,324	-26.4%
45551.340	Computer Expenses	3,220	3,500	1,522	3,500	3,500	0.0%
45551.410	Water and Sewer Charges	529	1,000	760	1,000	900	-10.0%
45551.423	Contractual Services	23,551	23,225	24,237	24,493	28,425	16.1%
45551.434	Maintenance - Buildings/Grounds	17,271	14,500	24,223	17,000	19,000	11.8%
45551.436	Alarm System Maintenance	269	500	221	400	525	31.3%
45551.500	Training, Conferences, Dues	2,497	4,000	1,158	3,000	3,000	0.0%
45551.521	Liability & Property Ins.	9,025	10,481	9,594	10,317	12,375	19.9%
45551.530	Technology Access	5,032	5,500	4,588	5,500	5,500	0.0%
45551.535	Telephone Services	1,047	1,100	975	1,200	1,200	0.0%
45551.536	Postage	1,943	3,500	3,693	3,500	3,500	0.0%
45551.572	Interview Costs	656	2,000	2,821	500	500	0.0%
45551.574	Volunteer Expenses	0	0	0	500	600	20.0%
45551.610	Supplies	10,831	13,000	11,801	13,000	13,000	0.0%
45551.622	Electrical Service	14,674	14,500	14,783	15,000	15,250	1.7%
45551.623	Heating	7,285	7,400	7,303	7,400	7,400	0.0%
45551.640	Adult Collection-Print&Electronic	34,700	31,000	30,823	32,000	34,500	7.8%
45551.641	Juvenile Collection-Prnt&Electronic	15,479	15,500	15,495	16,000	17,250	7.8%
45551.677	Computer Replacement	6,565	8,000	4,969	8,000	8,000	0.0%
45551.836	Adult Programs	3	300	300	300	500	66.7%
45551.837	Childrens' Programs	2,879	3,000	2,973	3,000	3,200	6.7%
45551.891	Capital Outlay	0	0	0	0	4,400	100.0%
TOTALS		674,883	736,207	729,950	762,774	776,396	1.8%

LINCOLN HALL BUDGET

01/08/16
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Acct. #	Account	FYE14	FYE15	FYE15	FYE16	FYE17	% Change 17 vs 16
		Actual	Budget	Actual	Budget	Proposed Budget	
41940.410	Water and Sewer Charges	729	1,500	830	1,000	1,000	0%
41940.423	Contractual Services	8,331	9,021	9,146	9,021	9,565	6%
41940.434	Maintenance - Building/Grounds	9,189	7,500	8,409	9,000	9,000	0%
41940.521	Liability & Property Ins.	4,319	5,658	4,569	6,383	7,125	12%
41940.535	Telephone Services	486	0	0	0	460	100%
41940.550	Printing	0	0	0	0	300	100%
41940.565	Rubbish Removal	1,862	1,838	1,830	1,900	2,000	5%
41940.610	Supplies	2,037	2,500	2,105	2,500	2,500	0%
41940.622	Electrical Service	7,277	7,500	7,086	7,500	7,500	0%
41940.623	Heating	6,113	6,000	6,370	6,200	6,400	3%
41940.891	Capital Outlay	10,948	13,540	18,490	1,100	3,300	200%
TOTALS		51,291	55,057	58,835	44,604	49,150	10%

COMMUNITY DEVELOPMENT

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

ECONOMIC DEVELOPMENT/COMMUNITY EVENTS

01/08/16
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Acct. #	Account	FYE14 Actual	FYE15 Budget	FYE15 Actual	FYE16 Budget	FYE17 Proposed Budget	% Change 17 vs 16
41335.110	Salaries - Regular	34,701	36,604	34,070	28,396	29,532	4%
41335.130	Salaries - Part-time	0	0	1,725	0	5,850	100%
41335.210	Health Insurance & Other Benefits	9,002	18,089	15,165	18,579	17,688	-5%
41335.220	Social Security	2,703	2,823	2,768	2,199	2,733	24%
41335.226	Workers Comp	154	141	159	108	107	-1%
41335.230	Retirement	3,470	3,660	3,591	2,840	2,953	4%
41335.250	Unemployment	164	216	140	216	170	-21%
41335.521	Liability & Property Ins.	0	105	190	112	188	68%
41335.810	Community Events & Programs	5,573	6,000	4,929	6,000	4,000	-33%
41335.811	Annual Support of Organizations	8,920	9,200	9,261	9,300	9,300	0%
41335.812	New Programs	1,855	2,000	0	2,500	2,500	0%
41335.813	Matching Grant Funds	2,861	9,000	7,624	9,000	10,000	11%
41335.835	Block Party Expense	6,748	7,000	6,951	7,000	7,000	0%
41335.891	Capital Outlay	0	0	0	1,200	0	-100%
TOTALS		76,151	94,838	86,573	87,450	92,021	5.2%

STREET DEPARTMENT BUDGET

01/08/16
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Acct. #	Account	FYE14 Actual	FYE15 Budget	FYE15 Actual	FYE16 Budget	FYE17 Proposed Budget	% Change 17 vs 16
43110.110	Salaries - Regular	173,054	205,654	179,307	173,911	156,245	-10.2%
43110.130	Salaries - Overtime	14,425	15,000	15,469	16,300	16,300	0.0%
43110.140	Salaries - Part-time	17,603	11,907	16,943	12,619	17,000	34.7%
43110.210	Health Insurance & Other Benefits	51,968	76,515	49,296	68,742	65,445	-4.8%
43110.220	Social Security	15,127	17,819	15,778	15,695	14,956	-4.7%
43110.226	Workers Compensation Insurance	11,835	13,970	15,660	15,732	12,654	-19.6%
43110.230	Retirement	15,347	20,565	17,750	17,391	15,625	-10.2%
43110.250	Unemployment Insurance	789	1,169	617	824	631	-23.4%
43110.410	Water and Sewer Charges	870	2,500	1,376	2,000	1,517	-24.1%
43110.432	Vehicle Maintenance	18,635	20,000	24,987	22,000	22,000	0.0%
43110.434	Maintenance - Buildings/Grounds	586	2,500	2,397	2,500	2,500	0.0%
43110.441	ROW Leases	0	0	0	11,076	11,343	2.4%
43110.442	Equipment Rentals	54	1,000	6,041	1,000	8,000	700.0%
43110.443	Radio Maintenance	28	200	125	200	200	0.0%
43110.500	Training, Conferences, Dues	60	500	199	500	500	0.0%
43110.521	Liability & Property Ins.	10,571	15,104	12,863	14,807	16,878	14.0%
43110.535	Telephone Services	2,228	2,000	2,052	2,850	3,000	5.3%
43110.565	Rubbish Removal	5,108	6,200	4,682	6,500	6,500	0.0%
43110.570	Maintenance - Other	749	1,000	1,516	1,000	1,200	20.0%
43110.572	Interview Costs	1,287	0	1,034	0	500	100.0%
43110.573	Accident Claims	0	0	300	0	500	100.0%
43110.576	Engineering Services	41,955	15,000	13,326	15,000	10,000	-33.3%
43110.582	Traffic Calming	0	1,500	0	1,000	500	-50.0%
43110.610	Supplies	14,843	20,000	13,132	20,000	17,500	-12.5%
43110.612	Uniforms, Boots, Etc.	4,206	4,500	5,339	5,000	6,000	20.0%
43110.616	Gravel & Topsoil	3,191	4,000	5,503	4,000	5,000	25.0%
43110.617	Signs and Posts	1,875	4,000	5,072	4,000	3,500	-12.5%
43110.622	Electrical Service	3,842	4,000	3,499	4,000	4,200	5.0%
43110.623	Heating	3,924	4,000	4,377	4,000	4,000	0.0%
43110.626	Gas, Grease and Oil	36,943	26,000	29,561	35,000	30,000	-14.3%
43110.891	Capital Outlay	7,361	3,500	2,012	8,000	9,000	12.5%
43120.444	Street Marking	5,932	7,000	10,195	7,000	7,000	0.0%
43120.570	Sidewalk and Curb Maintenance	4,717	3,000	8,473	4,000	5,000	25.0%
43120.610	Pavement Maintenance	18,987	15,000	23,380	16,000	218,000	1262.5%
43123.570	Traffic/Street Light Maintenance	4,731	8,000	2,662	7,000	3,500	-50.0%
43123.622	Traffic Lights (electrical)	5,687	6,000	5,609	6,000	6,000	0.0%
43123.730	Traffic Light System Improvements	0	0	0	0	0	0.0%
43125.570	Contractual Services	22,534	0	21,660	0	17,000	100.0%
43125.610	Winter Maintenance	142,405	75,000	129,680	90,000	112,000	24.4%
43151.110	Stormwater Salaries	0	0	0	40,158	40,766	1.5%
43151.210	Stormwater Health and Other Ins	0	0	0	9,847	9,374	-4.8%
43151.220	Stormwater Social Security	0	0	0	3,072	3,119	1.5%
43151.226	Stormwater Workers Comp	0	0	0	2,306	1,940	-15.9%
43151.230	Stormwater Retirement	0	0	0	4,016	4,077	1.5%
43151.250	Stormwater Unemployment	0	0	0	76	76	0.0%
43151.430	Storm Sewer Maintenance	22,996	9,000	6,573	10,000	15,000	50.0%
Town Budget	Storm Sewer Permit Fees	3,452	3,000	2,481	0	0	0.0%
Town Budget	Storm Sewer Public Education	8,912	9,500	7,856	0	0	0.0%
Town Budget	Stream Flow Monitoring	0	30,000	0	0	0	0.0%
43160.622	Street Lights (rental/electrical)	128,105	127,000	124,730	131,948	131,948	0.0%
43161.000	Streetscape Maint./Imp.	3,292	16,000	12,657	16,000	16,000	0.0%
43161.001	Village Garden Spots	1,287	3,000	160	3,000	3,000	0.0%
43161.002	Memorial Park Maintenance	2,665	3,000	2,763	3,500	3,000	-14.3%
TOTALS		834,166	814,603	809,092	839,570	1,059,993	26.3%

DEBT SERVICE

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

GENERAL FUND CAPITAL RESERVE PLAN										
Rev.	Ref. #	Project Total	Prior	FY15	FY16	FY17	FY18	FY19	FY20	Future
PROJECTS FUNDED BY VILLAGE \$ ONLY										
		592,691	438,868	149,090	4,733					
		12,599		12,599						
	W	93,846		7,288		86,558				
		20,000		20,000						
		488,303				20,000				
		780,239				38,909	449,394			780,239
		388,045		44,365	343,680					
	W	157,765					157,765			
		110,249					110,249			
	W,S	919,303								919,303
		45,228								45,228
		495,913	125,000	150,358	220,555					
		563,868	563,868	363,700	588,968	145,467	449,394	268,013	0	1,744,771
Totals Projects Funded by Village \$ Only										
PROJECTS FUNDED BY GRANTS										
	1	15,173			15,173					
		(5,000)								
		10,173								
	2	35,000		8,538	26,462					
		(31,500)								
		3,500								
	3	269,426					269,426			
		(215,541)								
		53,885								
		4,592,000	484,659	258,831	3,848,510					
		(4,500,000)								
		92,000								
	5	550,527	68,144	25,601	456,782					
		(389,835)								
		160,692								
	6	2,120,000	750	75,214	2,044,036					
		(2,120,000)								
		0								
		553,553	1,117,421	731,884	6,979,931	145,467	718,820	268,013	0	1,744,771
Totals Project Funded by Grants Awarded										
Total Cost of all Projects Funded by Village \$ Only and Grants										

GENERAL FUND CAPITAL RESERVE FUNDING & FUND BALANCE										
	Prior	FY15	FY16	FY17	FY18	FY19	FY20	Future		
Beginning Fund Balance			255,155	61,448	205,941	13,244	77,981			
Planned Spending			(6,979,931)	(145,467)	(718,820)	(268,013)	0			
Funding Sources										
1 Efficiency VT for Fire House Lighting	5,000		5,000							
2 Main St. Scoping Study Grant	31,500		31,500							
3 Main St. Sidewalk Grant	215,541				215,541					
4 Crescent Connector Grant	4,500,000	445,390	3,803,799							
5 Multiuse Path North Grants	389,835	46,692	12,058	331,085						
6 Peart St. Missing Link Grants	2,120,000	56,984	2,063,016							
VLCT Equipment Grant	5,000									
Vermont Historic Preservation Grant			20,000							
CVE Annual Contribution	150,000	75,000	15,000	15,000	15,000	15,000				
Transfer in of Fund Balance			75,000							
General Fund Transfer In		391,427	410,999	274,960	295,582	317,751	341,582			
Total Revenues			6,786,224	289,960	526,123	332,751	341,582			
Ending Fund Balance			61,448	205,941	13,244	77,981	419,563			

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

SANITATION BUDGET

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Acct. #	Account	FYE14 Actual	FYE15 Budget	FYE15 Actual	FYE16 Budget	FYE17 Proposed Budget	% Change 17 vs 16
43200.110	Salaries - Regular	70,394	80,190	78,711	76,735	82,591	8%
43200.130	Salaries - Overtime	10,612	8,000	11,188	11,300	12,000	6%
43200.140	Salaries - Part-time	4,486	12,683	3,665	5,081	5,166	2%
43200.210	Health Insurance & Other Benefits	29,696	41,604	33,884	42,732	40,682	-5%
43200.220	Social Security	6,501	7,839	6,658	7,208	7,690	7%
43200.226	Workers Compensation Insurance	3,994	4,177	3,955	4,557	4,581	1%
43200.230	Retirement	7,322	8,019	7,564	7,674	8,259	8%
43200.250	Unemployment Insurance	409	668	422	430	328	-24%
43200.330	Other Professional Services	521	1,000	1,668	1,000	1,000	0%
43200.335	Audit Services	1,633	1,700	1,076	1,751	2,108	20%
43200.340	Computer Expenses	2,134	2,800	2,338	2,500	1,000	-60%
43200.410	Water & Sewer Charge	404	1,500	285	1,000	500	-50%
43200.430	Sanitation Lines Maintenance	1,505	10,000	3,824	6,500	6,000	-8%
43200.434	Pump Station Maintenance	825	4,000	8,281	5,000	8,000	60%
43200.436	Sanitation Line Backup Cleaning	0	1,500	2,000	1,500	1,500	0%
43200.441	Right-of-Way Agreements	8,189	8,400	8,479	1,020	1,058	4%
43200.491	Contractual Services	141,636	137,140	137,140	139,060	144,188	4%
43200.500	Training, Conferences, Dues	0	500	0	500	150	-70%
43200.521	Liability & Property Ins.	4,767	6,800	5,780	6,550	8,183	25%
43200.536	Postage	3,665	3,000	3,272	3,000	3,500	17%
43200.550	Printing and Advertising	834	0	382	850	500	100%
43200.570	Maintenance - Other	787	1,500	3,079	1,000	1,500	50%
43200.572	Interview Costs	306	0	0	0	0	0%
43200.610	Supplies	540	1,000	1,161	1,000	1,000	0%
43200.612	Uniforms, Boots, Etc.	1,166	1,000	1,510	1,500	1,500	0%
43200.613	Meters and Parts	0	2,000	0	0	0	0%
43200.622	Electrical Service	10,572	8,500	9,708	10,000	11,000	10%
43200.623	Heating/Natural Gas	1,686	1,800	1,464	1,700	1,700	0%
43200.626	Gas, Grease and Oil	2,725	3,000	2,023	3,500	2,500	-29%
43200.742	Contribution to Sanitation Cap Rese	105,002	85,000	196,498	95,000	95,000	0%
43200.891	Capital Outlay	5,075	670	0	0	0	0%
43220.001	Susie Wilson Pump Station Costs	7,399	7,000	8,480	7,500	9,000	20%
43220.002	West St. Pump Station Costs	8,836	10,000	16,342	9,000	10,000	11%
	TOTALS	443,621	462,990	560,837	456,148	472,184	3.5%

SANITATION FUND REVENUES

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Account	FYE14 Actual	FYE15 Budget	FYE15 Actual	FYE16 Budget	FYE17 Proposed Budget	% Change 17 vs 16
500.000 Annual Customer Charge	505,965	403,915	529,162	528,322	552,556	5%
500.001 Penalties	2,430	2,000	2,446	2,000	2,500	25%
432.040 Miscellaneous	50,002	20,000	131,498	30,000	30,000	0%
440.000 Interest on Investments	290	0	585	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	21,550	22,075	28,237	21,825	23,128	6%
TOTALS	595,237	462,990	706,928	597,147	623,184	4.4%

Sanitation Fund Capital Reserve Plan

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

Sanitation Capital Reserve Funding and Fund Balance

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

WATER FUND BUDGET

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Acct. #	Account	FYE14 Actual	FYE15 Budget	FYE15 Actual	FYE16 Budget	FYE17 Proposed Budget	% Change 17 vs 16
43200.110	Salaries - Regular	104,739	107,890	86,141	100,902	105,379	4.4%
43200.130	Salaries - Overtime	15,408	14,000	9,682	16,000	14,000	-12.5%
43200.140	Salaries - Part-time	4,345	8,798	3,650	5,081	5,166	1.7%
43200.210	Health Insurance & Other Benefits	33,524	41,604	32,643	42,732	40,662	-4.8%
43200.220	Social Security	8,988	9,447	7,505	9,020	9,658	7.1%
43200.226	Workers Compensation Insurance	5,696	5,277	6,383	6,223	5,528	-11.2%
43200.230	Retirement	9,845	10,789	8,558	10,090	10,538	4.4%
43200.250	Unemployment Insurance	408	616	305	425	353	-16.9%
43200.330	Other Professional Services	657	1,000	925	1,000	1,000	0.0%
43200.335	Audit Services	3,266	3,500	3,335	3,605	4,217	17.0%
43200.340	Computer Expenses	1,067	1,200	1,169	1,200	2,100	75.0%
43200.410	Water & Sewer Charges	503	350	170	600	400	-33.3%
43200.430	Water Lines Maintenance - Breaks	233	16,000	140,656	16,000	16,000	0.0%
43200.441	ROW Leases	0	0	0	142	142	0.0%
43200.491	Contractual Services	111,336	106,840	106,840	108,760	113,288	4.2%
43200.500	Training, Conferences, Dues	1,013	2,000	1,370	2,000	2,000	0.0%
43200.521	Liability & Property Ins.	2,960	3,402	3,089	2,787	3,347	20.1%
43200.535	Telephone Services	234	0	986	1,000	1,000	0.0%
43200.536	Postage	1,616	1,500	1,643	1,700	2,000	17.6%
43200.550	Printing and Advertising	1,725	1,700	1,485	2,000	2,000	0.0%
43200.570	Maintenance - Other	1,629	1,000	1,944	1,000	1,000	0.0%
43200.610	Supplies	2,824	5,000	6,821	5,000	5,500	10.0%
43200.612	Uniforms, Boots, Etc.	933	1,000	2,340	1,500	1,500	0.0%
43200.613	Meters and Parts	672	1,000	1,658	0	0	0.0%
43200.614	Distribution Materials	2,210	5,700	7,293	6,000	6,500	8.3%
43200.622	Electricity	679	700	672	700	700	0.0%
43200.626	Gas, Grease and Oil	3,468	2,000	2,512	3,500	3,500	0.0%
43200.626	Heating	3,069	3,500	2,525	3,500	3,000	-14.3%
43200.742	Capital Reserve Fund Contribution	113,503	120,000	120,000	130,000	140,000	7.7%
43200.805	Interest Expense	0	50	4	0	0	0.0%
43200.891	Capital Outlay	930	3,850	1,322	0	0	0.0%
SUB TOTALS		437,480	479,713	563,626	482,467	500,498	4%
43200.412	State Water Tax	11,076	10,371	12,283	11,480	11,352	-1%
43200.411	CWD Water Purchase	412,589	451,212	534,685	457,733	460,300	1%
SUBTOTAL VILLAGE EXPENSE		861,145	941,296	1,110,594	951,680	972,150	2%
43210.412	State Water Tax - GF	51,944	51,275	54,211	59,752	68,255	14%
745.043	CWD Water Purchase - GF	2,177,917	2,230,880	2,359,583	2,382,501	2,767,603	16%
TOTALS		3,091,006	3,223,451	3,524,388	3,393,933	3,808,008	12%

WATER FUND REVENUES

12/02/15
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Account	FYE14 Actual	FYE15 Budget	FYE15 Actual	FYE16 Budget	FYE17 Proposed Budget	% Change 17 vs 16
Unrestricted Fund Balance	0	0		0	0	0.0%
34801.000 Sale of Water Residential	783,550	826,553	921,694	836,727	860,635	2.9%
34900.000 Sale of Water - GF	2,177,917	2,230,880	2,359,583	2,382,501	2,767,603	16.2%
34902.000 Sale of Water - GF VT Tax	51,944	51,275	54,211	59,752	68,255	14.2%
34812.000 Sale of Water - Large User	81,768	96,243	93,437	96,453	92,515	-4.1%
34811.000 Penalties	3,938	3,500	4,228	3,500	4,000	14.3%
34403.000 Hook on Fees	22,535	15,000	23,059	15,000	15,000	0.0%
34402.000 Interest on Investments	283	0	240	0	0	0.0%
TOTALS	3,121,935	3,223,451	3,456,452	3,393,933	3,808,008	12%

Water Fund Capital Reserve Plan

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

Water Fund Capital Reserve Funding and Fund Balance

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

WWTF OPERATIONS & MAINTENANCE BUDGET

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Wholesale Rate 2.7306 per 1000 gal Increase = 3.85%

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

WWTF OPERATION & MAINTENANCE REVENUES

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

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

WWTF Capital Reserve Plan

Project or Equipment	FYE15	FYE16	FYE17	FYE18	FYE19	FYE20
Server and SCADA software/network upgrades	15,072	54,928				
Co-Gen (Closed)	329,405	1,888				
Gas Compressor		18,000				
Automatic Samplers		30,000				
Front End Loader				50,000		
Installation of Replacement Aeration Blower		15,000				
Digester Cleaning			75,000			
Capital Planning - 20 Year			30,000			
Return Activated Sludge (RAS) Pump			20,000			
Headworks Screen				200,000		
ARRA Stimulus Loan Payback	2,457	2,457	2,457	2,457	2,457	2,457
Capital reserve annual expense		122,273	127,457	252,457	2,457	2,457

WWTF Capital Reserve Funding and Fund Balance						
Beginning Fund Balance		207,108	384,835	577,378	664,921	1,022,464
Planned Spending		(122,273)	(127,457)	(252,457)	(2,457)	(2,457)
Transfer in From WWTF Operating Budget		300,000	320,000	340,000	360,000	380,000
Projected Ending Fund Balance		384,835	577,378	664,921	1,022,464	1,400,007

PUBLIC MEETING

Review of Alternatives: Essex Junction Train Station Access and Circulation Study

We Want to Hear from You!

7:00 PM
Tuesday, January 26, 2016

Essex Junction Village Office
2 Lincoln Street, Essex Junction

The Village of Essex Junction and the Chittenden County Regional Planning Commission are sponsoring a public meeting to review alternatives presented in October for improving the Amtrak train station area in Essex Junction.

The study area includes Railroad Avenue, Ivy Lane and the immediate area around the Amtrak train station

FIGURE 1: PROJECT STUDY AREA



If you are unable to attend and have comments/questions, please contact Christine Forde, Senior Transportation Planner, Chittenden County Regional Planning Commission, 846-4490 or cforde@ccrpcvt.org.



MEMORANDUM

TO: Essex Junction Trustees
FROM: Christine Forde
DATE: January 20, 2016
RE: Essex Junction Train Station Scoping Study

Over the past year the Chittenden County Regional Planning Commission (CCRPC) has been working with consultants RSG and Scott + Partners on *Essex Junction Train Station Access and Circulation Study*. This study builds upon planning work previous done by the Village in the train station area.

Initial findings of the study were presented to the Essex Junction Planning Commission on April 2, 2015 and to the Trustees on October 27, 2015.

CCRPC, RSG and Scott + Partners will be presenting the final findings of the study at the Trustees meeting on January 26, 2016. A summary of key features of each alternatives is attached for reference.

Essex Junction Train Station Access and Circulation Scoping Study
Summary for Village Trustees
January 26, 2016

Purpose:

The purpose of the Essex Junction Train Station Access and Circulation Scoping Study is to upgrade the train station building and the adjacent areas to accommodate the existing station uses, to provide a safe and functional waiting area for train and bus riders, to support village economic development, to improve circulation for pedestrians, vehicles and buses in the surrounding area and to achieve greater architectural harmony with currently designated downtown historic structures.

Need:

- › The current station is small and is only open a few hours each day. It provides minimal shelter for rail and bus patrons.
- › Bus stop areas are inadequate to meet the current demand for buses. Buses frequently block the vehicle travel way.
- › Bus stop accommodations for patrons are minimal and lack adequate protection from the weather.
- › The existing bathroom within the Amtrak Station is small, it lacks the capability to accommodate multiple users, and is only available for limited times.
- › Public safety in the immediate area of the existing station is a concern for local residents. Safety issues are exacerbated by the poor appearance and condition of the existing station, poor lighting conditions and undefined circulation patterns.
- › There is a desire for better pedestrian accommodations in the areas proximate to the train station, thus increasing access and safety.
- › Public parking, vehicle circulation and taxi waiting areas are poorly defined, lacking adequate signage, consistent widths, and designation of the various uses.

Alternatives:

This project includes options for improvements to the train station building area (build or partial build), the plaza around the station (no plaza or with plaza) and transportation improvements to the area around the train station (one-way or two-way).

Three alternatives were developed for the project. Alternatives 2 and 3 each has a sub alternative of full or partial train station options.

	Train Station		Plaza		Roadway	
	Full	Partial	With Plaza	No Plaza	One-Way	Two-Way
Alternative 2: Two-Way Circulation	<i>full or partial build</i>		✓			✓
Alternative 3: One-Way Circulation	<i>full or partial build</i>		✓		✓	
Alternative 4: One-Way, No Plaza		✓		✓	✓	

Alternative 1: No Build

Description:

Under the No Build alternative the deficiencies listed on the previous page would continue to be present. There would be no improvement for bus or rail passengers and no streetscape improvements for the Village.

Cost:

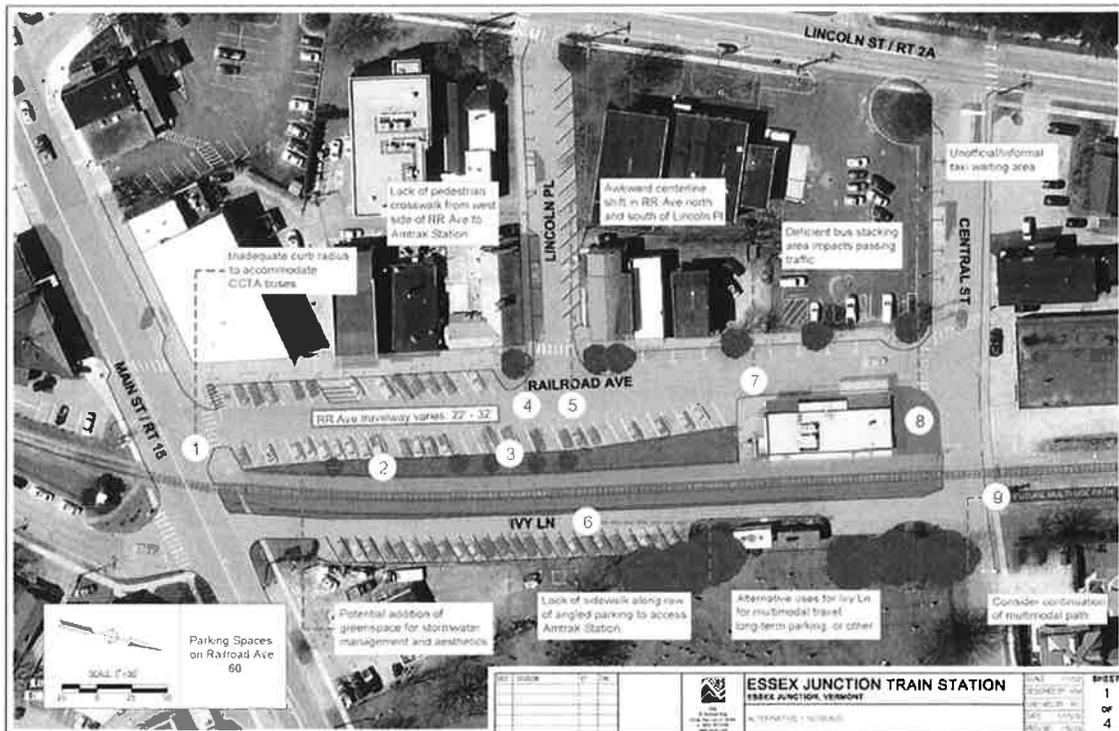
There is no cost associated with the No Build alternative other than continued maintenance of the station area by Essex Junction, CCTA and New England Central Railroad.

Pros:

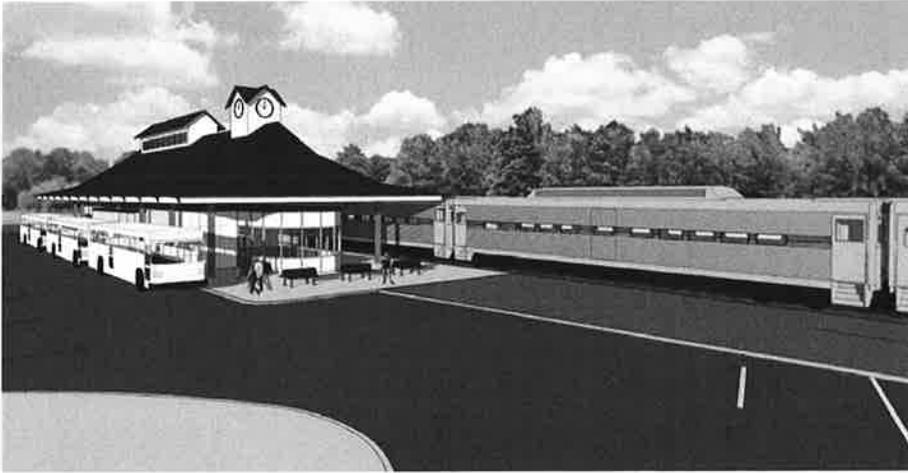
- ▶ Lowest cost alternative
- ▶ Does not impact parking in the project vicinity (60 spaces)

Cons:

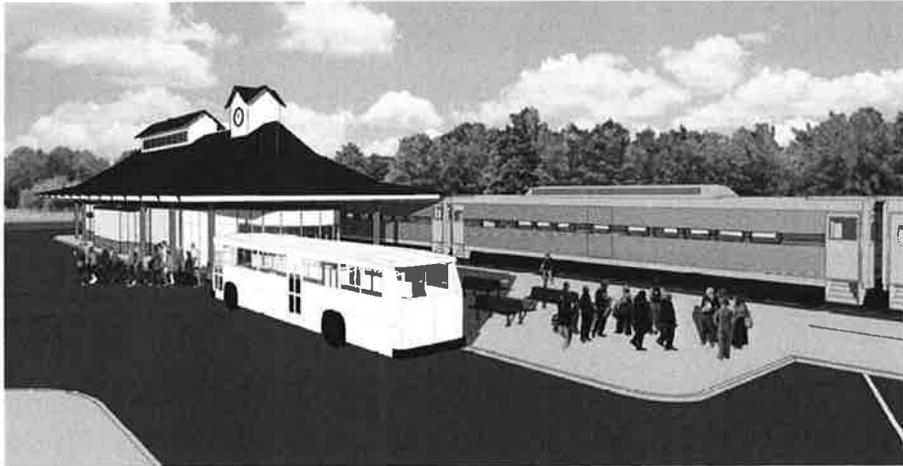
- ▶ This alternative maintains the status quo and does not accommodate increased demand for bus or rail travel.
- ▶ It does not improve the area visually which could be a catalyst for investment in the vicinity of the train station.



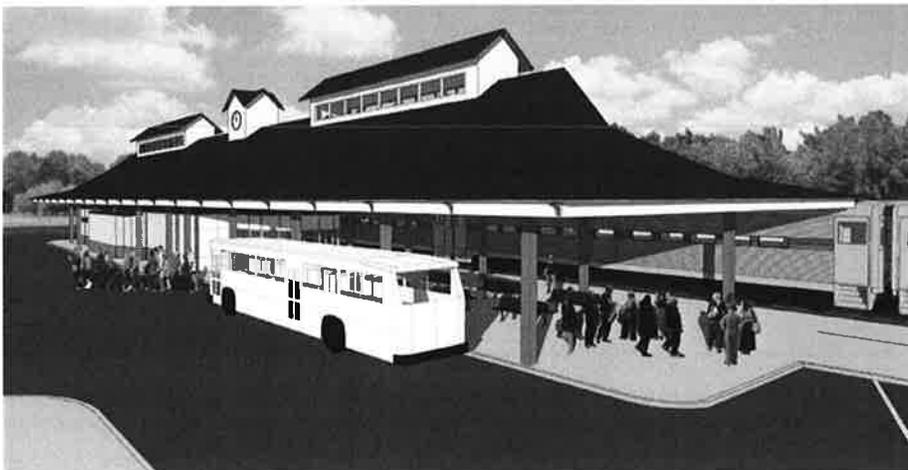
Train Station Alternatives



Partial Build – No Plaza
Building and Canopy \$1.1 M



Partial Build with Plaza
Building and Canopy \$1.1 M, Plaza \$50,000



Full Build with Plaza
Building and Canopy \$1.3 M, Plaza \$50,000

Alternative 2: Two-Way Circulation, Full Plaza*, Full or Partial Station

Description:

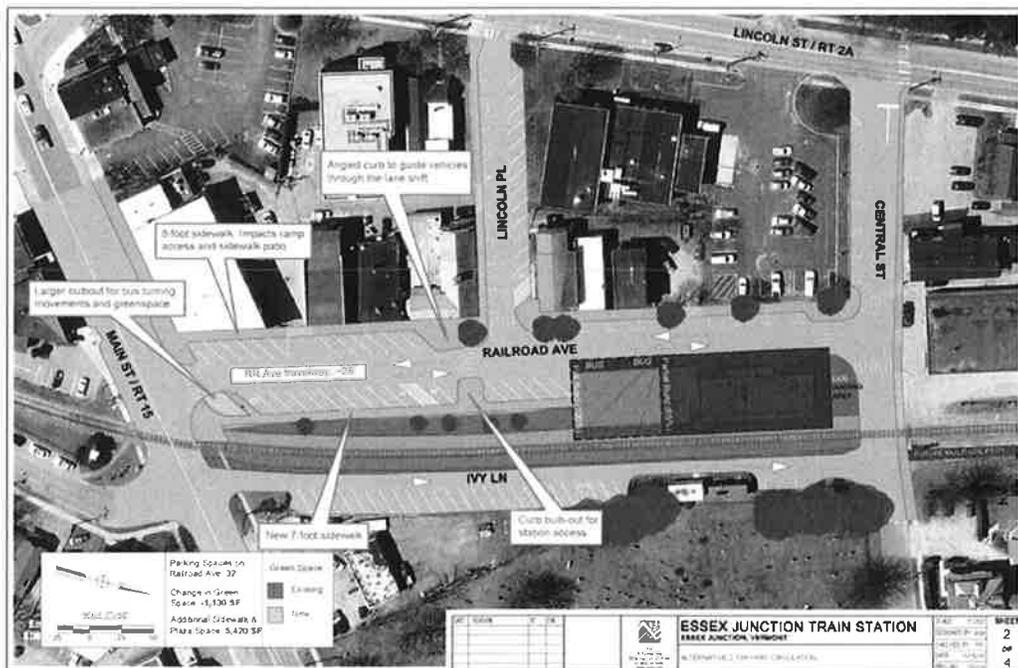
- ▶ Accommodate up to three CCTA buses for curbside dwelling adjacent to train station. The full canopy alternative would provide weather protection for all bus and rail passengers.
- ▶ Add a new lobby area and bathroom to the existing station.
- ▶ Construct a new seven-foot-wide sidewalk along the easterly sideline of Railroad Avenue.
- ▶ Increase the green space width adjacent to the parking aisle.
- ▶ Construct a new crosswalk and curb extensions on Railroad Avenue south of Lincoln Place.
- ▶ Increase in plaza/sidewalk space.
- ▶ Modify the curb radius at the northeast corner of the Main Street/Railroad Avenue intersection to facilitate CCTA bus right turns from Main Street.
- ▶ Accommodate future electric vehicle (EV) charging station.
- ▶ Designate a taxi waiting area.

* Note: the full plaza is required with two-way circulation so the bus stop can be relocated adjacent to the station and out of the travel lanes.

Cost: Streetscape - \$190,000; Full plaza - \$50,000; Station -- Full - \$1.3 M, Partial - \$1.1 M

- Pros:**
- ▶ Maintains two-way traffic on Railroad Avenue
 - ▶ All identified needs are addressed
 - ▶ Creates 5,420 additional square feet of sidewalk/plaza space

- Cons:**
- ▶ Loss of 28 parking spaces (32 remaining)
 - ▶ Sidewalk on the west side of Railroad Avenue, South of Lincoln Place is reduced from 16 feet wide to 8 feet wide
 - ▶ Loss of 1,130 square feet of green space

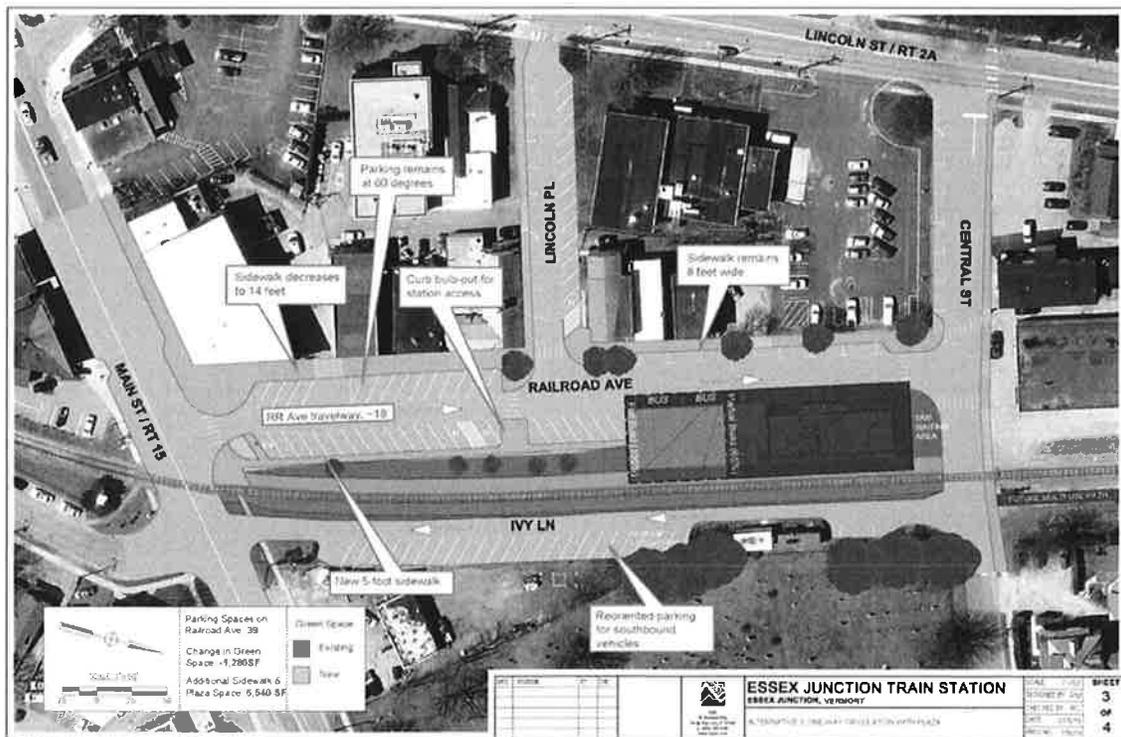


Alternative 3: One-Way Circulation, Full Plaza, Full or Partial Station

Description: This alternative would include the features listed under Alternative 2 but would convert Railroad Avenue to a one-way street northbound and convert Ivy Lane to a one-way street southbound.

Cost: Streetscape - \$205,000; Plaza – \$50,000; Station -- Full - \$1.3 M, Partial - \$1.1 M

- Pros:**
- ▶ Reduces the width of Railroad Avenue from 25 feet wide to 17.5 feet wide which reduces crossing distance for pedestrians
 - ▶ One-way traffic flow could improve safety for vehicles and pedestrians
 - ▶ The sidewalk on the west side of Railroad Avenue south of Lincoln Place remains 16 feet wide
 - ▶ Creates 6,540 square feet of sidewalk/plaza space
- Cons:**
- ▶ This alternative results in the loss of 21 parking spaces (39 remaining)
 - ▶ The change in traffic flow direction may be inconvenient for some people and businesses
 - ▶ Loss of 1,280 square feet of green space

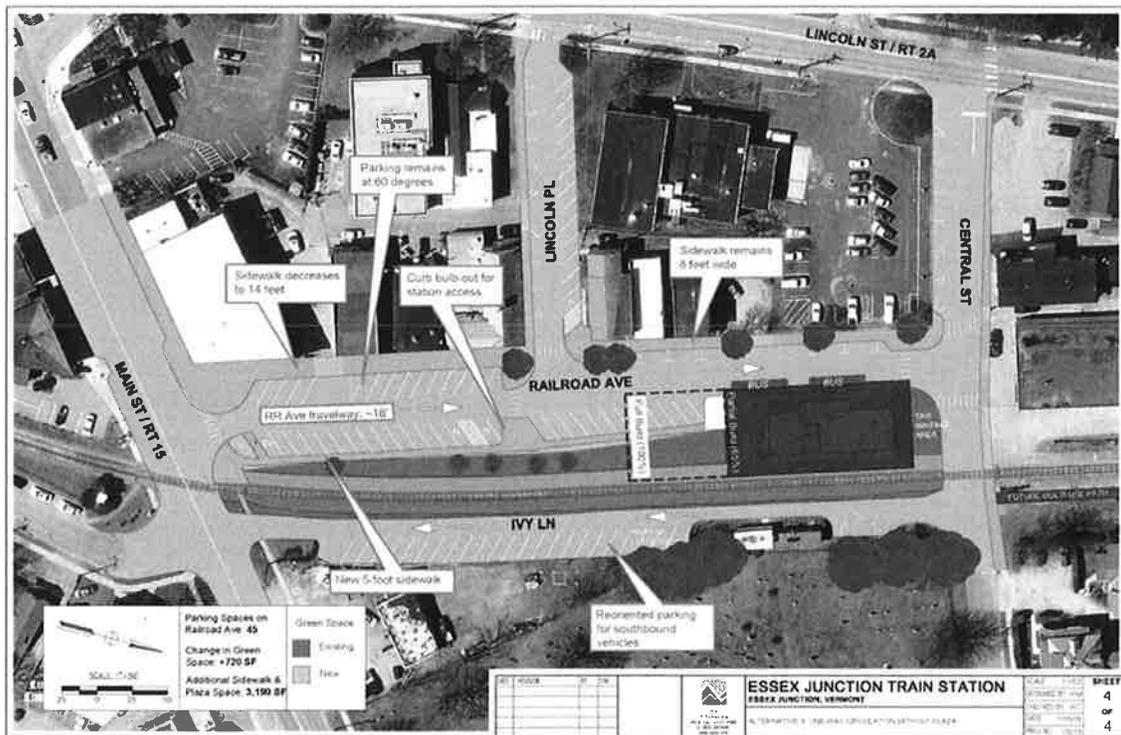


Alternative 4: One-Way Circulation, No Plaza, Partial Station

Description: Alternative 4 upgrades the train station as described above, but includes minimal extension of the plaza area adjacent to the station. As a result, bus stops would continue be located adjacent to the building as they are today. To mitigate the conflict between buses and vehicles Railroad Avenue would be converted to a one-way street northbound -- Ivy Lane would become a one-way street southbound. Railroad Avenue would have one parking lane, one travel lane and one bus stop lane. This alternative satisfies most of the needs identified, but does not provide a public plaza space adjacent to the station.

Cost: Streetscape - \$205,000; Plaza - \$0; Station -- Partial - \$1.1 M

- Pros:**
- ▶ A lower cost alternative that accommodates bus and rail passengers
 - ▶ Least amount of parking spaces lost – 15 (45 remaining)
 - ▶ Creates 720 square feet of additional green space
 - ▶ Creates 3,190 square feet of additional sidewalk/plaza space
- Cons:**
- ▶ The plaza area was sized to correspond with an ADA compliant train platform. When the ADA compliant platform is build it will not benefit from an adjacent plaza area.
 - ▶ Loss of 15 parking spaces
 - ▶ The change in traffic flow direction may be inconvenient for some people and businesses



DEDICATION



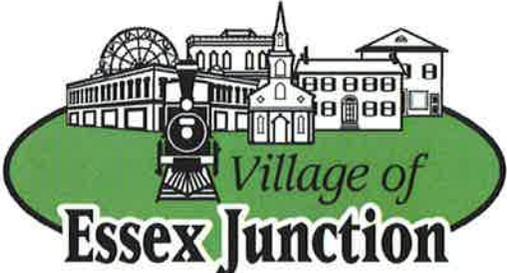
Patrick Scheidel

The Village Board of Trustees proudly dedicate this Annual Report to Pat Scheidel, Municipal Manager in Essex Junction and Essex Town.

Pat has served as Manager of Essex Town, which includes the Village of Essex Junction, for 25 years. He has also been Manager of Essex Junction since 2013. In 2015, Pat received the Vermont League of Cities and Towns Municipal Service Award and an award for 40 years in public administration from the International City/County Management Association.

The Village Trustees are very grateful for Pat's vision, dedication and service to the entire community.

2015
ANNUAL REPORT
of the
VILLAGE OF ESSEX JUNCTION, VT





Lincoln Hall Exterior Rehabilitation Project



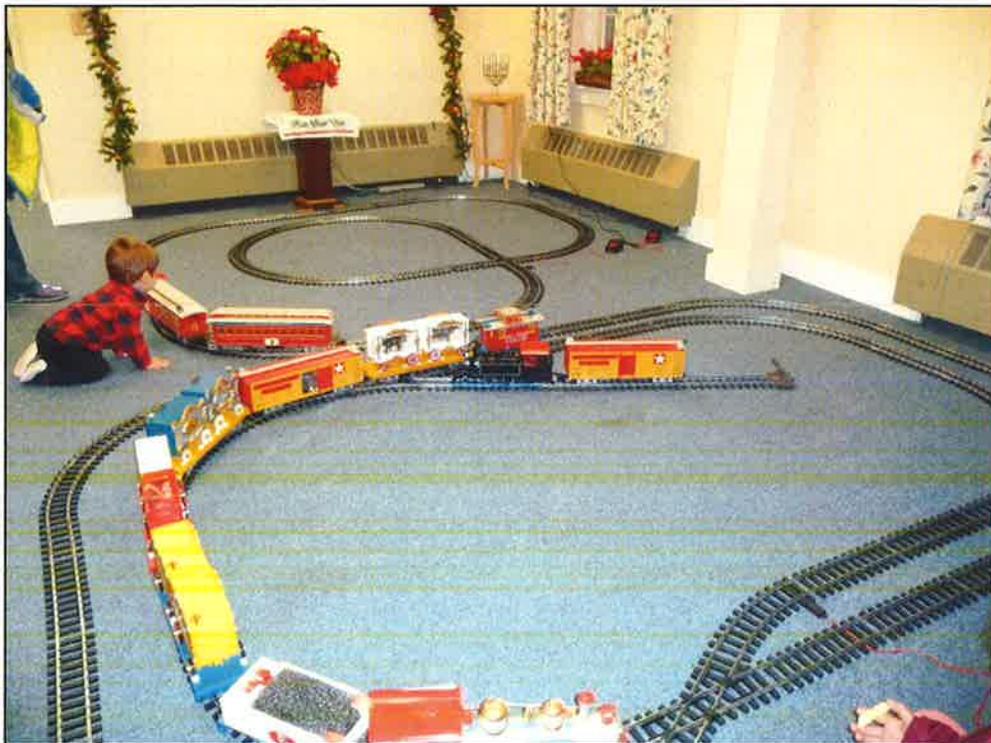


Lincoln Hall Exterior Rehabilitation Project





Village Tree Lighting & Train Hop 12/11/15





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 *PCS*
DATE: January 26, 2016
SUBJECT: Executive Session/Real Estate Opportunities

Issue

The issue is whether or not it is appropriate to discuss real estate opportunities in open session.

Discussion

Offers of property availability have been suggested to the Village. Since the need to openly discuss these topics thoroughly may place the Village in a disadvantaged negotiation position then the matter should best be conducted in executive session.

Cost

There is no cost associated with this issue.

Recommendation

It is recommended that the Trustees make the following motion if it is desired to go into executive session:

Motion: "I move that pursuant to the Open Meeting Law and 1 V.S.A. Section 313 (a)(2), the Trustees go into Executive Session to discuss real estate opportunities where premature public knowledge would place the Village of Essex Junction at a substantial disadvantage and to invite the Municipal Manager and Assistant Manager to attend."



MEMORANDUM

TO: Village Trustees
FROM: Pat Scheidel, Municipal Manager
DATE: January 26, 2016
SUBJECT: Trustees Meeting Schedule

TRUSTEES MEETING SCHEDULE/EVENTS

February 9 at 6:30 – Regular Trustees Meeting

- Update from Charlie Baker, CCRPC Executive Director
- Main St. Sidewalk Extension Scoping Study
- Adopt FYE 17 budgets and capital programs

February 16 at 7:00 – Joint Meeting with Selectboard and Prudential Committee at EJRP

February 23 at 6:30 – Regular Trustees Meeting

- FYE 15 Audit Report
- Adopt Annual Meeting Warning

March 8 at 6:30 – Regular Trustees Meeting

March 22 at 6:30 – Regular Trustees Meeting

April 6 at 6:00 PM – Annual Community Supper

April 6 at 7:00 – Annual Meeting

April 12, 7:00 AM to 7:00 PM – Australian Ballot Voting

April 12 at 6:30 – Regular Trustees Meeting

**VILLAGE OF ESSEX JUNCTION
CAPITAL PROGRAM REVIEW COMMITTEE
MINUTES OF MEETING
January 5, 2016**

MEMBERS PRESENT: Andrew Brown (Chairman); Kevin Collins, Rick Hamlin, Amber Thibeault. (David Nistico was absent.)
ADMINISTRATION: Rick Jones, Public Works Superintendent.
OTHERS PRESENT: Gary and Pam Jurkiewicz.

1. CALL TO ORDER

Chairman Andrew Brown called the meeting to order at 6 PM.

2. AGENDA

There were no changes to the agenda.

MOTION by Amber Thibeault, SECOND by Rick Hamlin, to approve the agenda as presented. VOTING: unanimous (4-0); motion carried.

3. PUBLIC COMMENTS

None.

4. RANK EEE - 17 GREENWOOD AVENUE

Public Works Superintendent, Rick Jones, briefed the committee on the persistent drainage problem on Greenwood Avenue and the work by the village to try to mitigate flooding in the houses on the street. The village has spent nearly \$15,000 to try to fix the problem and as yet has not had success. The sidewalk has been raised up, grate covers changed to better collect run off, and a storm water pipe installed under the driveway at 17 Greenwood Ave., but flooding is still occurring. The current proposal is to lower the driveway at 17 Greenwood Avenue so runoff is directed then to the pipe underneath the driveway. The entire neighborhood should benefit from what the Village Engineer calls a 'safety valve' for the drainage. The owner of 17 Greenwood Avenue, Jim Benjamin, agrees with the proposal. Public Works will redo the driveway with the drainage improvements.

Andrew Brown summarized the benefit to the community is for the village to work with the homeowner on a cost effective long term solution for drainage versus having to repave Greenwood Avenue which is much more expensive and will make the road surface higher and shift the drainage problem to a different portion of the street. Rick Hamlin added the homeowner is willing to have the work done and allow water to drain onto his property (driveway). A new property owner may not allow this to be done. Also, if nothing was done to resolve the drainage issue and the homeowner decides to redo his driveway, raising the surface even slightly will make the existing problem worse.

Kevin Collins asked if there is a health/safety issue. Rick Hamlin said uncontrolled runoff on the road onto the sidewalk and into houses is a health/safety issue.

PUBLIC COMMENTS

Gary Jurkiewicz, 19 Greenwood Avenue, said he has had four floods in his finished basement over the past 20 years for out-of-pocket expense of \$25,000. Insurance does not cover flood damage. The large storms seem to be happening more frequently than 25 year storms. During big storms the rainwater at times has been a foot deep covering the entire roadway like a pond. The runoff comes from two directions collecting at the low point on the street which is 17 & 19 Greenwood so having runoff go to the driveway at 17 Greenwood will take half the load. The neighborhood is grateful for any improvements.

Pam Jurkiewicz, 19 Greenwood Avenue, asked about adding another drain in their driveway. Rick Hamlin advised against this because once the pipes are changed the water would actually come up and out of the drain. The pipes were installed when Greenwood Avenue was built and in order to add larger pipe the entire length of street would have to be torn up to the high point in the drainage system.

Andrew Brown read an email from Jim Benjamin, 17 Greenwood Ave., dated 1/4/16, about the flooding that has occurred since 1967 and willingness to work with the village to fix the problem. Rick Jones noted the practice of the village when complaints are received about water from the street going onto private property is to move the water out to the public right-of-way.

RANKING

The committee ranking of EEE – Greenwood Avenue drainage is 56.

Andrew Brown noted the project falls before Briar Lane and after Railroad Avenue on the project list. Mr. Brown will inform Lauren Morrisseau and the Board of Trustees of the Greenwood Avenue project ranking, and also that West Street to the ANR path (Pearl Street) is reassigned as “FFF”.

5. APPROVE MINUTES

November 3, 2015

MOTION by Rick Hamlin, SECOND by Kevin Collins, to approve the minutes of 11/3/15 as written. VOTING: 3 ayes, one abstention (Amber Thibeault); motion carried.

6. NEXT MEETING/AGENDA

Next meeting: March 1, 2016 at 6 PM.

Agenda: Discuss long term planning

7. ADJOURNMENT

MOTION by Rick Hamlin, SECOND by Kevin Collins, to adjourn the meeting. VOTING: unanimous (4-0); motion carried.

The meeting was adjourned at 7:02 PM.

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

**VILLAGE OF ESSEX JUNCTION
TREE ADVISORY COMMITTEE
MINUTES OF MEETING
January 5, 2016**

MEMBERS PRESENT: Nick Meyer, Rich Boyers, and Mary Jo Engel

ADMINISTRATION: Rick Jones, Public Works Superintendent and Darby Mayville, Community Relations and Economic Development Assistant

1. CALL TO ORDER

The meeting was called to order at 5:34 PM by Nick.

2. MINUTES REVIEW

MOTION by Mary Jo, SECOND by RICH to approve December minutes. All in favor.

3. DISCUSSION WITH RICK JONES

Since Rick was unexpectedly able to attend the meeting, the committee took advantage of the opportunity to ask him some questions.

Mary Jo showed Rick the current Tree Inventory, and asked for his input. He said that the most important information listed was the address, tree id number, and the condition. It would be useful to have some way to directly enter condition and maintenance information into the inventory. The committee all agreed that this would be ideal.

Nick asked Rick how he felt the relationship between the Tree Advisory Committee and Public Works was, and if there was anything that the committee could do to help them?

Rick said that he had learned a lot about trees from the committee. He noted that their help in identifying planting locations and pruning education was especially helpful.

Nick asked if there were any tools that Public Works needed that the committee could provide?

Rick said that the hand tools that the committee had purchased last year were working out well, and have helped with pruning. He is also looking into ways to make watering more efficient.

Nick asked if requesting that homeowners take care of trees planted in their yards would be a good way of reducing Public Works's responsibilities with trees?

Rick said that he felt that it was important for Public Works to take care of watering, at least for the first year, in order to maintain the investment in the tree.

4. PREP FOR JANUARY TRUSTEES MEETING

Nick updated the committee on recent edits to the management plan, and mentioned that he was meeting with Municipal Manager Pat Scheidel and Community Development Director Robin Pierce tomorrow to finalize the document.

Nick said that the presentation to the Trustees should be relatively short, and shared a draft memo prepared for the meeting. The three things that he hoped to address were: an update on the activities of the Tree Committee, approval for a Tree City USA application, and approval for the Management Plan.

Both Nick and Mary Jo will be attending and speaking at the meeting.

5. 2016 TREE PLANTINGS

Nick noted that the committee planned to plant one tree at Maple Street Park as a part of their Arbor Day celebration.

Nick noted that it would be a good idea to get a multi-year plan for Village plantings. He mentioned that some of the members of the Planning Commission had been requesting this. He also noted that new construction, such as the Crescent Connector and the Multi-Use path, will impact future plantings.

Mary Jo suggested planting some trees on Central Street. Nick noted that Park Street and Railroad Avenue could both use some additional trees.

6. TREE WALK PLANNING

Mary Jo passed around the most recent version of the tree walk brochure. She mentioned that she was still waiting for the map and the graphics to be completed. She suggested the possibility of holding a contest to encourage a young artist to design them.

It was decided that this brochure would be printed in color and given to the Trustees at their January 12th meeting.

Nick suggested that Arbor Day would be a good time to launch the Tree Walk. He also suggested the idea of having a celebration at Maple Street Park at this time.

Darby noted that it would be a good idea to coordinate with the Bike/Walk Committee, as they also planned on holding a celebration at Maple Street Park during May. There was some discussion about combining the two events, and Darby said that she would run this idea by the Bike/Walk Committee at their next meeting.

The committee discussed potential activities and publicity for event.

7. PUBLIC INPUT

None.

8. NEXT MEETING

The next meeting will be held on February 1st, 2016. Agenda is TBD.

9. ADJOURNMENT

MOTION by NICK, SECOND by MARY JO to adjourn. Meeting adjourned at 6:55 PM.

Respectfully submitted,
Darby Mayville

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 11, 2016**

MEMBERS PRESENT: Rick Hamlin, Jud Lawrie, Gabe Epstein, Eric Bowker, Phoebe Spencer, Jeff Frolik (via Skype)

ADMINISTRATION: Darby Mayville, Community Relations/Economic Development Assistant

1. CALL TO ORDER

Rick called the meeting to order at 5:49 PM.

2. AGENDA ADDITONS

None.

3. MINUTES REVIEW

MOTION BY JUD, SECOND BY GABE TO ACCEPT DECEMBER MEETING MINUTES. MOTION PASSED.

4. DISCUSSION OF PROJECT RANKINGS

All members sent Rick a list of their project rankings, and he compiled and averaged them. A document showing all of the rankings is attached to these minutes.

All agreed that the rankings shown met their expectations. Rick said that these would help to formulate a work plan for the committee for the next year or so. This document can be revised and reviewed as needed.

Rick noted that the committee received feedback from three residents during this process. He read their comments out loud, and thanked them for their contributions. These comments appeared to be in line with set committee priorities.

5. CYCLE DE MAYO PLANNING

Darby informed the committee that the Essex Junction Tree Advisory Committee was interested in planning an event at Maple Street Park, also on a Saturday in May. At this event, they plan to plant a tree, introduce a tree walk, and other activities. She asked the committee if they would be interested in combining the two events together.

Rick noted that the planned tree walk could connect with the pedestrian goals of the committee. Combining the two events could also help to get a greater cross-section of the population interested in attending.

The committee all agreed that they are interested in exploring the collaboration. Gabe plans to attend the next Tree Advisory Committee meeting in order to further discuss the event with them.

Eric noted that he had the oldest oak tree in Essex Junction on his front yard, and suggested that the Tree Advisory Committee consider expanding their tree walk out of Maple Street Park, and into the Village as a whole.

The committee began discuss what they liked and did not like about last year's Cycle de Mayo event.

Successes

- The music was a success. Rick will ask Raj to talk to the DJ about participating again this year.
- The bike trailer was very popular. Eric will coordinate with former committee member Rosalind Hutton to ensure that it will be back this year.
- The date of the event was tentatively set for May 7th. Eric will check in with EJRP to ensure that the park is available. He will also check to ensure that there are no other bike related events being planned for the same weekend at the park.
- Local Motion's presence was popular. Phoebe will contact them to see if they are able to come back this year.

New for 2016/Future Tasks

- Phoebe noted that the Euro Diner did not seem to do very well last year. However, all agreed that it would be good to have food available at the event. Eric will check with EJRP to see if it would be possible to have the Burger Barn at Cycle de Mayo. Darby will check to see if any FCFM vendors would be interested in coming.
- Eric will contact the new Richard Tom Foundation, a biking safety group, to see if they would be interested in coming to the event.
- Rick suggested having two separate rides: one for more experienced riders and another for beginners. In order to do so, they will need more ride leaders.
- Jeff suggested creating an event logo, and giving out stickers with the logo at the event.
- Eric will contact bike polo players to see if there is an interest in coming to the event.
- Eric will contact local bike shops to see if they are interested in being present at the event, or providing goods for the raffle.
- Phoebe will contact the Tweed Riders to see if they are interested in coming to the event.
- Rick will contact Public Works to see if they can put up barrels again this year.

Jud reminded the committee that they had done a debrief shortly after the event, and that it would be helpful to look back on that information. Rick will prepare a summary of this for the next meeting. All agreed that it is good to get an early start on marketing for the event.

6. DISCUSSION OF GENERAL DEVELOPMENT STANDARDS

This was tabled until the next meeting. Rick reminded the committee that they would be working on general improvements to the plan, not going through the entire document line by line.

7. PUBLIC INPUT

Rick noted that he still plans to discuss increasing lighting on Pearl Street with Village Manager Pat Scheidel.

8. NEXT MEETING & AGENDA

- Next Meeting: February 8th at 5:45 PM
- Agenda Items:
 1. Minutes Review
 2. Cycle de Mayo Planning
 3. Discussion of General Development Standards
 4. Public Input

9. ADJOURNMENT

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

Respectfully submitted, Darby Mayville.



State of Vermont
 Division of Policy, Planning and
 Intermodal Development
 One National Life Drive
 Montpelier, VT 05633
 www.aot.state.vt.us

Agency of Transportation

[phone] 802-828-5753
 [fax] 802-828-3983
 [ttd] 800-253-0191

RECEIVED

JAN 19 2016

Village of Essex Junction

January 14, 2016

Mr. James Jutras, Water Quality Superintendent
 Village of Essex Junction
 2 Lincoln St.
 Essex Junction, VT 05452

RE: Grant Application for a Gravel Wetland for Runoff

Dear Mr. Jutras: Jim,

Thank you for your recent application on behalf of the Village of Essex Junction for funding through the 2016 Transportation Alternatives Program. The selection committee met on January 6, 2016 and voted to award your project \$142,455.94 in federal funds which will require \$35,613.99 in matching funds.

In accordance with the requirements of the program, your award is capped and the amount indicated above will be considered the maximum limiting amount of federal funds available to the project, so it will be important that the project budget be monitored closely. Project details will be articulated in a grant agreement with the Agency of Transportation (VTrans). We expect that the project will be advanced expeditiously and have outlined some of those expectations on the attached Project Commitments Form (PCF). Please review the form, sign it and return it as soon as possible but within one month of receipt. Conversely, please notify us as soon as possible if you are not interested in moving forward. Once the form is received, we will begin working on your grant agreement. Reimbursable work cannot begin until after the grant agreement is executed.

Federal requirements have necessitated that a pre-award risk assessment be performed on all federal grants. This award is contingent upon a pre-award risk assessment which will be performed by VTrans. The attached PCF includes information necessary for VTrans to administer the risk assessment. The PCF also includes other, general *Grantee* agreements that are essential to this project.

After receipt of the attached PCF, a VTrans staff member from the Municipal Assistance Bureau – Local Projects Section will be assigned to your project and an initial project meeting will be scheduled. At this meeting, there will be discussion on the project development process, typical project schedule and next steps.

As you know, this is a reimbursement program and not a direct grant. The offering of this conditional award should not be construed as approval of all work, methods, terms or other specifics proposed in your application. Your award will be governed by the terms of the Grant Agreement with VTrans, including all applicable VTrans, State, and Federal program requirements.

If you should have any questions do not hesitate to contact Scott Robertson of the MAB - Local Projects Section directly at 802-828-5799. We look forward to working with you and your community towards a successful implementation of your project.

Sincerely,



Michele Boomhower
Director

cc RPC
 Planning Coordinator
 Legislators
 DTA
 Project File



October 13, 2015

Vermont Agency of Transportation
One National Life Drive
Montpelier, VT 05633

Dear Transportation Alternatives Grant Committee:

The Village of Essex Junction Board of Trustees fully supports the request for a VTrans Transportation Alternatives grant for the retrofit of a natural detention area off of Brickyard Road into a gravel wetland. This storm water improvement project was identified under a recently completed Flow Restoration Plan (FRP) for Indian Brook and is ranked as one of the top four projects needed to meet the designated stream TMDL. This project also included phosphorus reduction as required under the Lake Champlain TMDL.

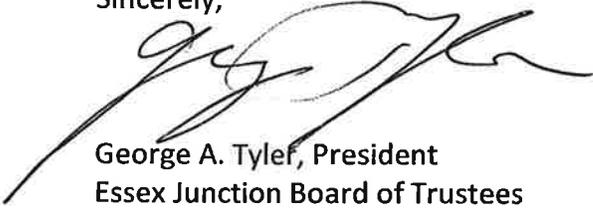
The Trustees have reviewed and accepted the Flow Restoration Plan (FRP) for Indian Brook. The Trustees are in full support of this project for the following reasons:

- The proposed gravel wetland will manage 4.68 acres of impervious surface and address 23.7% of the high flow target. The principle source of the runoff is from the paved road surfaces on Brickyard Road and associated development. The project will mitigate the runoff from 2 acres of roadways as well as the impervious surfaces within the catchment area which contribute significantly to the degradation of Indian Brook.
- With the issuance of the final draft Lake Champlain Phosphorus TMDL, the Village will be required to reduce the amount of phosphorus entering Lake Champlain through storm water improvement projects. Upgrading the detention area into a gravel wetland will mitigate 0.49 lbs. of phosphorus that otherwise would enter into Lake Champlain. The Trustees support exploring additional methods to increase phosphorus removal in the design of the project.
- The FRP is a requirement under section IV.C.1 of the NPDES General Permit 3-9014 issued to the Village. The Village is required to implement storm water improvement projects to meet the high flow TMDL for Indian Brook. Securing funding is an important component to the FRP and any financial assistance to the Village will hasten our efforts in addressing the water quality of Indian Brook.

It should be noted that the Village has the matching funds to support the grant and has approved this expenditure if the grant is approved.

The Village Trustees are committed to improving the water quality in Indian Brook. We support this project as an important component in meeting the goals outlined in the FRP and the Village's Storm Water Management Plan.

Sincerely,

A handwritten signature in black ink, appearing to read "George A. Tyler", written over a horizontal line.

George A. Tyler, President
Essex Junction Board of Trustees

Hoehl Family Foundation
PO Box 4589 Burlington, VT 05406

January 15, 2016

Lou Ann Pioli
Essex Junction Senior Center
2 Lincoln Street
Essex Junction, VT 05452

RECEIVED

JAN 20 2016

Village of Essex Junction

Dear Lou Ann:

On behalf of the Hoehl Family Foundation, I'm pleased to inform you that the Board has approved a \$15,000 discretionary grant to the Essex Area Senior Center, through the Town of Essex's fiscal agency, for Center repairs and maintenance, as described in your grant proposal.

Congratulations!

Enclosed is the Foundation's check in the amount of \$15,000. This grant is subject to the following terms:

1. The grant funding is to be used for renovations, upkeep and maintenance at EASC.
2. You shall repay to the Foundation any portion of the funds not used for the purposes of the grant.
3. You will alert the Foundation concerning any change to your tax-exempt status under Section 501(c)(3). If your tax-exempt status is changed, the Foundation will have the right to terminate the grant, in which case all unexpended grant funds shall be returned.

By depositing this check you are acknowledging receipt of this grant, and your agreement with the above grant terms and conditions, for which no goods or services were provided to the Hoehl Family Foundation.

Thank you, and congratulations!



Laura Latka
Philanthropic Advisor, Eideard Group
802.448.0629, laura@eideardgroup.com

*Congratulations, and
I'd love to come
see the center after
renovations!
Happy New Year,
Lou Ann!*

Patty Benoit

From: Christine lang <cmlangvt@gmail.com>
Sent: Thursday, January 21, 2016 11:14 PM
To: Patrick C. Scheidel; Patty Benoit
Subject: Rutland Town Resolution
Attachments: Rutland Town Resolution.pdf

Hello Pat

Thank you for your service to Vermonters and your desire to make Vermont the best place possible for all who live here. I appreciated talking to you about this resolution. We know your job is not an easy one and becomes more complicated every year with changing legislation. Some of that legislation has spurred grave concern among Vermont residents, Selectboards, Regional Planning Commissions, Legislators, and more.

Attached is the Rutland Town Resolution that was distributed about a year ago. The Resolution addresses the input of municipalities regarding the siting of renewable energy projects in the certificate of public good proceedings before the Public Service Board. To date, at least 70 municipalities have signed on. We are working with several legislators on implementing new bills that will protect our beautiful landscape, the health and welfare of the residents, our property value investments, water quality, and more.

We ask that you forward this Resolution to your Selectboard and encourage them to sign on. If enough of our voices are heard they will have to listen to us!

A selectboard may register its adoption of the resolution by emailing a scanned image of the signed resolution to: rutlandtown@rutlandtown.com

For questions, call Joseph at [802-770-5072](tel:802-770-5072).

You may also mail your signed resolution to:
Rutland Town Administrator
181 Business Route 4
CENTER RUTLAND, VT 05736

You may go here for more information and to see the current towns that have signed on:
<http://energizevermont.org/energy-rebellion-towns/>

On **January 20** we convened at the Statehouse for a day of education. As part of this big day we presented the Rutland Resolution and the number of towns signed on to various legislative committees.

Thank you. We hope to hear from you soon.

Sincerely,

Swanton Wind Opposition (Swanton, Fairfield)

Rutland Town Resolution

RESOLUTION TO INCREASE THE INPUT OF VERMONT MUNICIPALITIES REGARDING THE SITING OF RENEWABLE ENERGY PROJECTS IN CERTIFICATE OF PUBLIC GOOD PROCEEDINGS BEFORE THE PUBLIC SERVICE BOARD.

WHEREAS, The General Assembly has set aggressive goals for the development of renewable energy in Vermont.

WHEREAS, as a result of these aggressive goals the number of certificate of public good (CPG) applications before the Public Service Board (PSB) has increased substantially.

WHEREAS, at best, the current CPG process provided by 30 V.S.A. §248 affords a limited and ineffectual role for Vermont municipalities, municipal planning commissions, and town selectboards. Regardless of the content, scope, or impact on a proposed renewable energy project or a municipality's efforts to have a say in the project's siting, the §248 process and the legal analysis employed by the PSB enable the PSB to disregard and/or avoid the policies and standards of the very municipality in which the renewable energy project is to be located. By focusing on regional impacts, to the exclusion of local municipal impacts, the PSB routinely ignores the input and evidence offered by Vermont municipalities. As a result, the "due consideration" of municipal viewpoints required by 30 V.S.A. §248(b)(1) has become consideration in name only.

WHEREAS, it has become clear that legislative changes are needed to afford Vermont municipalities a greater say in the approval and siting of renewable energy projects.

THEREFORE, it is RESOLVED by the undersigned Vermont municipalities, to instruct their state representatives and senators to develop amendments to the statutes that concern the siting and approval of renewable energy projects and to the procedures of the PSB in order to ensure that Vermont municipalities have a more meaningful role in the CPG process and to require compliance with appropriately-developed municipal siting standards.

**VILLAGE OF ESSEX JUNCTION
BOARD OF TRUSTEES
MINUTES OF MEETING
January 12, 2016**

BOARD OF TRUSTEES: George Tyler (Village President); Dan Kerin, Elaine Sopchak, Andrew Brown, Lori Houghton.
ADMINISTRATION: Patrick Scheidel, Municipal Manager; Robin Pierce, Development Director.
OTHERS PRESENT: Darby Mayville, Aaron Martin, Alan Nye, Nick Meyer, Mary Jo Engel, Wayne Beebe.

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

1. CALL TO ORDER and PLEDGE OF ALLEGIANCE

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

2. AGENDA CHANGES/APPROVAL

Add:

- Budget calendar to Old Business.
- Status report on Christmas tree pickup to Manager's Report
- Annual Meeting information to Manager's Report
- Information of the Senior Center fundraising success to Manager's Report

MOTION by Dan Kerin, SECOND by Lori Houghton, to accept the agenda as amended. VOTING: unanimous (5-0); motion carried.

3. GUESTS, PRESENTATIONS, PUBLIC HEARINGS

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

2. Update: Tree Advisory Committee

Nick Meyer and Mary Jo Engel updated the Trustees on the activities to date by the Tree Advisory Committee including:

- Completed a tree inventory of species, condition, planting opportunities in the village.
- Planted trees on Pearl Street, Railroad Avenue, and Main Street for aesthetics and traffic calming.
- Coordinated pruning workshop with village and town public works departments.
- Received a tree steward award from the State of Vermont.
- Held workshop to educate the public on trees.
- Held Arbor Day celebration at Fleming School.
- Did outreach to inform the public about the purpose and mission of the committee.
- Developed an urban forest management plan with the help of UVM and the State of Vermont.

-
- Worked with public works on prioritizing the tree maintenance program.
 - Worked with the developer of 4 Park Street on tree plantings.
 - Working with Rec & Parks on an educational walk on Arbor Day (have a brochure on trees to look for on the walk).
 - Provided input on the update of the Land Development Code.
 - Nick Meyer had an appearance on WCAX to discuss the work of the committee.

George Tyler asked if seminars are held for the public. Nick Meyer confirmed this adding the forums teach people about the value of trees in the urban environment and how to properly care for urban trees. Mr. Tyler expressed appreciation for all the work and the results of the committee, noting the current Board of Trustees supports the funding and planting goals of the committee, but there is no guarantee about the actions of future boards.

Mary Jo Engel explained the “Tree City” designation by Tree City USA which will be advantageous when seeking grants and for the educational tools and technical advice offered not to mention the civic pride and public image of having this designation.

Nick Meyer noted the tree policy was slightly modified to allow the committee to comment on landscape plans with development applications upon request by the Planning Commission.

Lori Houghton spoke in support of having an update from all village committees annually if possible.

3. Update on Chittenden Solid Waste District (CSWD)

Alan Nye, Essex and Essex Junction representative to CSWD, reported the following:

- The combined vote of the village and town has been beneficial on the CSWD board.
- CSWD is in the process of finding a new General Manager (Tom Moreau is retiring) and has hired a national firm for the search. April is the target date for replacement. [Pat Scheidel suggested member towns or members of the public be on the interview panel.]
- Essex Selectboard signed the Drop Off Center lease for five years.
- CSWD is in conformance with 95% of Act 148 (municipal solid waste law) and continues to do lots of public education on the law. Pounds per capita per day of waste received are increasing at CSWD perhaps due to all the apartments in the county and the size of the population (larger than other districts). Also, over 40,000 commuters come into the county daily. CSWD does not get credit for the added trash from this.
- The increase in the trash rate was due to the increase in the solid waste management fee which should hold for the next five to six years.
- Community Clean Up Fund is available to the village for use with waste reduction or clean up that is needed.

Mr. Nye will confirm the Trustees are receiving CSWD minutes.

4. OLD BUSINESS

MOTION by Dan Kerin, SECOND by Lori Houghton, to amend the agenda to advance the approval of the tree policy and urban forest management plan.

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

1. Approve Amended Tree Policy
2. Approve Urban Forest Management Plan

MOTION by George Tyler, SECOND by Elaine Sopchak, to approve the amended Village Tree Policy and Urban Forest Management Plan as presented. VOTING: unanimous (5-0); motion carried.

3. Review FYE17 Proposed Budgets

Pat Scheidel reviewed changes to the budget and noted:

- Revenues are increased by 4%
- Budget is increased by 4%
- Tax rate is decreased by 4.1%
- The paving program has been consolidated with the town.
- Growth in the grand list is assumed at 1%.
- Transfers include \$200,000 from capital for paving projects (into Town Highway Budget), \$30,000 from Waste Water Capital Reserve for automatic samplers, and \$50,000 from the capital reserve to Building Maintenance Reserve.
- Add \$3,000 to Administration Budget for Channel 17.

Lori Houghton suggested the penny decrease in the tax rate be used to invest in the village (i.e. the tax rate remains as is and the money generated is used to invest in the village). Pat Scheidel suggested a penny could be earmarked on the tax rate starting July 1st for a specified purpose for the long term, and the item warned separate from the budget on the ballot at the annual meeting. There was further discussion of the use of the penny and getting comment from the public. The Trustees will discuss potential uses for the penny on the tax rate at the next meeting.

MOTION by Dan Kerin, SECOND by Andrew Brown, that the FYE17 budget as presented be warned for public hearing on January 26, 2016 unless other changes appear necessary by staff or the Board of Trustees prior to that time. VOTING: unanimous (5-0); motion carried.

4. Discuss December St. Albans Meeting

The Trustees reflected on the trip to St. Albans to learn how the city was revitalized. Of note was that St. Albans was proactive, took calculated and intelligent risks, partnered with businesses and developers, created a "TIF" District, jumped into action rather than continuing to hold discussion, had staff and the backing of city council to execute plans, maintained strict and vigilant code enforcement, established a design advisory board for building facades and signs and a downtown board for public/private partnerships, had good community contacts and continuous accurate communication with the public. There was discussion of the potential in the village to take similar steps as St. Albans.

Nick Meyer noted the village has a development code in place already which should be diligently enforced. Also, a rental registry should be established. Landlords, developers, and citizens should all be held accountable.

George Tyler will further investigate the steps taken by St. Albans to see what may be applied in the village.

5. NEW BUSINESS

1. Water Service Freezing Prevention Policy

Aaron Martin reviewed the policy on prevention of frozen water service in the village to minimize problems, cost, and water loss. Essex Selectboard adopted the policy on 01/05/16.

MOTION by Elaine Sopchak, SECOND by Lori Houghton, to adopt the Water Service Freezing Prevention Policy as presented. VOTING: unanimous (5-0); motion carried.

6. MUNICIPAL MANAGER'S REPORT

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

- January 26, 2016
- February 9, 2016
- February 23, 2016
- March 8, 2016
- March 22, 2016
- April 12, 2016

***Special Events/Meetings**

- February 16, 2016 @ 7 PM – Joint Meeting with Selectboard, Prudential Committee, and Trustees at EJRP on Maple Street
- April 6, 2016 @ 6 PM – Annual Community Supper
- April 6, 2016 @ 7 PM – Annual Meeting
- April 12, 2016 – Australian Ballot Voting, 7 AM – 7 PM

2. Meetings

Pat Scheidel will invite the RED committee to the joint meeting on February 16, 2016.

3. Fundraising Success

Pat Scheidel reported the Senior Center Director has doubled the programs, doubled the membership, and received \$20,000 in grant money from the Hoehl Family Foundation for improvements to the building and new seating and tables at the senior center. Hoehl Family Foundation has expressed interest in a building fund effort for a new facility for the senior center.

7. TRUSTEES COMMENTS/CONCERNS & READING FILE**1. Board Member Comments**

- Lori Houghton announced the Thoughtful Growth in Action meeting on January 13, 2016 at the high school.
- Elaine Sopchak announced the timeline for the ad hoc governance committee has been set. Applications close January 13, 2016 for membership. The committee will likely meet monthly for a year and produce the final report in November on voting processes and recommendations to improve citizen participation.
- George Tyler announced Jim Jutras is on the cover of the trade journal, *Treatment Plant Operator*, for an article on the partnership with the village and Whitcomb Farm on application of biosolids to enhance soil and protect water.

2. Reading File

- Minutes
 - Planning Commission 11/5/15, 11/19/15, 12/3/15
 - Bike/Walk Advisory Committee 11/16/15
 - Tree Advisory Committee 12/2/15
 - Brownell Library Trustees 11/17/15
- Thank You Letter from Center for Technology Essex
- Letter to Bryan Davis at CCRPC re: Scoping Study for Main Street
- Ad Hoc Governance Committee Advertisement
- Article from Smart Cities Council
- Letter form VT Division of Historic Preservation re: Lincoln Hall Grant Application
- VLCT Town Meeting Tune-Up Workshop 2/3/16
- Article in December 2015 Treatment Plant Operator Magazine re: Biosolids
- Champlain Water District FYE17 Budget and Rates

8. CONSENT AGENDA

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

- 1. Approve Minutes of Previous Meeting 12/8/15, 12/18/15.**
- 2. Expense Warrant #16021 dated 12/11/15 in the amount of \$6,047.91.**
- 3. Expense Warrant #16022 dated 12/18/15 in the amount of \$570,699.84.**
- 4. Expense Warrant #16023 dated 12/22/15 in the amount of \$42,938.54**
- 5. Expense Warrant #16024 dated 12/31/15 in the amount of \$7,924.22**
- 6. Expense Warrant #16025 dated 1/8/16 in the amount of 12,605.38**
- 7. Approve Update of Legal Ads Policy**
- 8. Approve Waiver of Open Burning Ordinance for EHS 2/12/16**
- 9. Memo about Expiration of Educational Facilities Impact Ordinance**
- 10. Approve Vermont Clean Cities Coalition Funding for Electric Vehicle Charging Station**
- 11. Memo about Town Project Requests to the CCRPC FYE 2017 Unified Planning Work Program**

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

9. ADJOURNMENT

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

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

The meeting was adjourned at 8:15 PM.

RScty: M.E.Riordan

01/21/16
09:11 am

Town of Essex / Village of EJ Accounts Payable
Check Warrant Report # 16026 Current Prior Next FY Invoices For Fund (GENERAL FUND)
For Check Acct 01(GENERAL FUND) All check #s 01/15/16 To 01/15/16 & Fund 2

Page 1 of 2
lmorrisseau

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
07155	12/21/15	AMERICAN ROCK SALT CO LLC ST SALT 0466564	210-43125.610 WINTER MAINTENANCE	8899.28	3626	01/15/16
25015	12/21/15	CAMP PRECAST INC ST OLD COLCHESTER STM DRN 32417	210-43151.430 STORM SEWER MAINTENANCE	1190.00	3628	01/15/16
03000	12/18/15	CARGILL SALT EASTERN INC ST SALT 2902599115	210-43110.610 SUPPLIES	15437.66	3629	01/15/16
04940	12/12/15	COMCAST ST TV 122115ST	210-43110.610 SUPPLIES	126.78	3630	01/15/16
04940	12/12/15	COMCAST ST TV 122115ST	210-43125.610 WINTER MAINTENANCE	28.79	3630	01/15/16
05010	09/10/15	LYNN PUBLICATIONS DV work session notice 109971	210-41970.550 PRINTING AND ADVERTISING	51.00	3641	01/15/16
05010	09/24/15	LYNN PUBLICATIONS DV plan mtg notice 110070	210-41970.550 PRINTING AND ADVERTISING	63.75	3641	01/15/16
V9786	12/29/15	MCCULLOUGH/JIM// ST CHRISTMAS TREE 1	210-43161.000 STREETSCAPE MAINT./IMP	125.00	3642	01/15/16
05520	12/11/15	NO. ELECTRICAL CONTRACTOR ST STREET LIGHTS 1263	210-43123.570 TRAFFIC LIGHTS MAINTENANC	2925.00	3644	01/15/16
28785	09/09/15	SHEARER CHEVROLET CO. INC ST truck repair 419979	210-43110.432 VEHICLE MAINTENANCE	615.62	3648	01/15/16
28785	12/21/15	SHEARER CHEVROLET CO. INC WW VEHICLE MAINTENANCE 466014P	210-43110.432 VEHICLE MAINTENANCE	108.48	3648	01/15/16
40840	12/15/15	SOVERNET COMMUNICATIONS ST SOVERNET 3583299	210-43110.610 SUPPLIES	36.06	3649	01/15/16
05530	10/27/15	VT CHURCH SUPPLY DV outdoor sign RR Ave 090428	210-41970.610 SUPPLIES	289.00	3654	01/15/16
29825	12/21/15	VT GAS SYSTEMS VA natural gas 15 ACCTS12 V122115D	210-45551.623 HEATING/NATURAL GAS	649.84	3655	01/15/16
29825	12/21/15	VT GAS SYSTEMS VA natural gas 15 ACCTS12 V122115D	210-43110.623 HEATING/NATURAL GAS	240.84	3655	01/15/16
29825	12/21/15	VT GAS SYSTEMS VA natural gas 15 ACCTS12 V122115D	210-42220.623 HEATING/NATURAL GAS	380.88	3655	01/15/16
29825	12/21/15	VT GAS SYSTEMS VA natural gas 15 ACCTS12 V122115D	210-41940.623 HEATING/NATURAL GAS	195.81	3655	01/15/16
V10545	12/23/15	KD ASSOCIATES, INC VR LH ASBESTOS SAMPLING 00014974	230-46801.010 LINCOLN HALL RESTORATIONS	350.00	3638	01/15/16
29825	12/21/15	VT GAS SYSTEMS VA natural gas 15 ACCTS12 V122115D	254-43200.623 HEATING/NATURAL GAS	284.71	3655	01/15/16
12175	12/18/15	WILLISTON WORKWEAR VW NORMS UNIFORM JACKET 1577	254-43200.612 UNIFORMS,BOOTS,ETC	62.95	3658	01/15/16
12840	12/15/15	ADS BURLINGTON TRANSFER S WW 2.43 TON GRIT U10000003156	255-43200.565 GRIT DISPOSAL	202.54	3625	01/15/16
07010	12/29/15	GREEN MOUNTAIN POWER CORP WW 11/18-12/20 WWTF 12/290132407	255-43200.622 ELECTRICAL SERVICE	8110.67	3635	01/15/16
29825	12/21/15	VT GAS SYSTEMS VA natural gas 15 ACCTS12 V122115D	255-43200.623 HEATING/NATURAL GAS	1776.75	3655	01/15/16
36130	12/23/15	VERIZON WIRELESS SA pump sta vpn 9757804491	256-43220.002 WEST ST PS COSTS	45.55	3653	01/15/16
36130	12/23/15	VERIZON WIRELESS SA pump sta vpn 9757804491	256-43200.434 PUMP STATION MAINTENANCE	172.19	3653	01/15/16

01/21/16
09:11 am

Town of Essex / Village of EJ Accounts Payable
Check Warrant Report # 16026 Current Prior Next FY Invoices For Fund (GENERAL FUND)
For Check Acct 01(GENERAL FUND) All check #s 01/15/16 To 01/15/16 & Fund 2

Page 2 of 2
lmorrisseau

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
36130	12/23/15	VERIZON WIRELESS SA pump sta vpn 9757804491	256-43220.001 SUSIE WILSON PS COSTS	45.54	3653	01/15/16
29825	12/21/15	VT GAS SYSTEMS VA natural gas 15 ACCTS12 V122115D	256-43220.001 SUSIE WILSON PS COSTS	36.02	3655	01/15/16
29825	12/21/15	VT GAS SYSTEMS VA natural gas 15 ACCTS12 V122115D	256-43220.002 WEST ST PS COSTS	44.52	3655	01/15/16
29825	12/21/15	VT GAS SYSTEMS VA natural gas 15 ACCTS12 V122115D	256-43200.623 HEATING/NATURAL GAS	98.82	3655	01/15/16
Report Total				42594.05		

Account	Budget	Actual	Budget Balance % of Budget	Actual
210-31101.000 PROPERTY TAXES-CURRENT	2,564,285.00	1,291,539.22	1,272,745.78	50.37%
210-33546.000 STATE FOR VT PILOT & CURR	2,500.00	0.00	2,500.00	0.00%
210-33582.000 ESSEX TOWN CONTRIB. TO LI	15,000.00	0.00	15,000.00	0.00%
210-33582.001 TOWN STORMWATER PAYMENT	59,500.00	29,750.00	29,750.00	50.00%
210-33582.002 TOWN STREET DEPT PAYMENT	780,070.00	390,035.00	390,035.00	50.00%
210-34130.000 LICENSE AND ZONING FEE	50,000.00	18,630.48	31,369.52	37.26%
210-34131.000 WHITCOMB FARM SOLAR PILOT	5,524.00	0.00	5,524.00	0.00%
210-34221.000 MISCELLANEOUS FIRE RECEIP	10.00	15.00	-5.00	150.00%
210-35130.000 STATE DISTRICT COURT FINE	2,000.00	645.50	1,354.50	32.28%
210-36102.000 INTEREST EARNINGS	2,000.00	1,472.83	527.17	73.64%
210-36201.000 PARKING SPACE FEES	4,800.00	2,400.00	2,400.00	50.00%
210-36202.000 LINCOLN HALL RENTALS	1.00	30.00	-29.00	3,000.00%
210-36400.000 BLOCK PARTY CONTRIBUTIONS	1,500.00	50.00	1,450.00	3.33%
210-36603.000 MISC. - UNCLASSIFIED RECE	2,000.00	24.16	1,975.84	1.21%
210-36605.000 MISCELLANEOUS STREET RECE	3,000.00	7,243.90	-4,243.90	241.46%
210-36606.000 MISCELLANEOUS LIBRARY REC	300.00	194.00	106.00	64.67%
210-39154.000 SERVICE FEE - WATER	108,760.00	54,380.00	54,380.00	50.00%
210-39155.000 SERVICE FEE - WWTP	54,380.00	27,190.00	27,190.00	50.00%
210-39156.000 SERVICE FEE - SANITATION	108,760.00	54,380.00	54,380.00	50.00%
210-395 UNBUDGETED REVENUE				
210-39501.000 OTHER DONATIONS	0.00	2,679.26	-2,679.26	100.00%
210-39508.000 DONATIONS TO LIBRARY	0.00	3,901.66	-3,901.66	100.00%
210-39508.001 BROWNELL LIBRARY GRANTS	0.00	2,316.00	-2,316.00	100.00%
210-39510.000 MISC GRANTS	0.00	920.00	-920.00	100.00%
210-39581.000 MISCELLANEOUS STATE GRANT	0.00	650.00	-650.00	100.00%
210-39590.001 ADULT REPLACEMENT RECEIPT	0.00	615.95	-615.95	100.00%
210-39590.002 JUVENILE REPLACEMENT RECE	0.00	373.00	-373.00	100.00%
Total UNBUDGETED REVENUE	0.00	11,455.87	-11,455.87	100.00%
Total Revenues	3,764,390.00	1,889,435.96	1,874,954.04	50.19%
210-41 GENERAL GOVERNMENT				
210-413 GENERAL EXPENSES				
210-41320 ADMINISTRATION				
210-41320.1 ADMIN SALARIES				
210-41320.110 SALARIES REGULAR	269,205.00	142,283.86	126,921.14	52.85%
210-41320.130 SALARIES OVERTIME	2,000.00	1,308.11	691.89	65.41%
210-41320.140 SALARIES PART TIME	15,814.00	6,634.15	9,179.85	41.95%
210-41320.150 MANAGER CONTRACT	57,955.00	30,750.00	27,205.00	53.06%
Total ADMIN SALARIES	344,974.00	180,976.12	163,997.88	52.46%
210-41320.2 ADMIN BENEFITS				
210-41320.210 HEALTH INS & OTHER BENEFIT	74,316.00	35,161.25	39,154.75	47.31%
210-41320.220 SOCIAL SECURITY	22,282.00	11,592.20	10,689.80	52.02%
210-41320.226 WORKERS COMP INSURANCE	1,139.00	713.13	425.87	62.61%
210-41320.230 RETIREMENT	26,920.00	13,912.56	13,007.44	51.68%
210-41320.250 UNEMPLOYMENT INSURANCE	850.00	87.00	763.00	10.24%

Account	Budget	Actual	Budget Balance	Actual % of Budget
210-41320.291 HEALTH IMPROV PROGRAMS	1,600.00	0.00	1,600.00	0.00%
Total ADMIN BENEFITS	127,107.00	61,466.14	65,640.86	48.36%
210-41320.310 BOARD MEMBER FEES	2,500.00	1,250.00	1,250.00	50.00%
210-41320.320 LEGAL SERVICES	15,000.00	3,316.50	11,683.50	22.11%
210-41320.330 OTHER PROFESSIONAL SERVIC	1,000.00	0.00	1,000.00	0.00%
210-41320.335 AUDIT	5,800.00	5,204.81	595.19	89.74%
210-41320.340 COMPUTER EXPENSES	15,485.00	9,163.40	6,321.60	59.18%
210-41320.442 LEASED SERVICES	4,800.00	2,297.64	2,502.36	47.87%
210-41320.500 TRAINING, CONFERENCES, DU	14,390.00	5,954.97	8,435.03	41.38%
210-41320.521 LIABILITY & PROPERTY INS.	6,353.00	6,954.68	-601.68	109.47%
210-41320.522 PUBLIC OFFICIALS LIABILIT	5,857.00	6,039.00	-182.00	103.11%
210-41320.530 COMMUNICATIONS	13,806.00	6,251.88	7,554.12	45.28%
210-41320.535 TELEPHONE SERVICES	2,280.00	966.69	1,313.31	42.40%
210-41320.536 POSTAGE	4,200.00	3,123.83	1,076.17	74.38%
210-41320.550 PRINTING AND ADVERTISING	5,500.00	1,358.61	4,141.39	24.70%
210-41320.560 TRUSTEES EXPENDITURES	4,000.00	649.60	3,350.40	16.24%
210-41320.571 PAY & CLASSIFICATION STUD	5,871.00	0.00	5,871.00	0.00%
210-41320.580 TRAVEL	0.00	771.43	-771.43	100.00%
210-41320.610 SUPPLIES	6,000.00	3,194.45	2,805.55	53.24%
210-41320.800 TAX REFUNDS	0.00	148.72	-148.72	100.00%
210-41320.820 ELECTIONS	1,600.00	0.00	1,600.00	0.00%
210-41320.835 HOLIDAY EXPENSE	1,250.00	39.85	1,210.15	3.19%
210-41320.891 CAPITAL OUTLAY	1,000.00	1,139.00	-139.00	113.90%
Total ADMINISTRATION	588,773.00	300,267.32	288,505.68	51.00%
210-41335 ECONOMIC DEVELOPMENT				
210-41335.1 ECON DEV SALARIES				
210-41335.110 SALARIES REGULAR	28,396.00	14,390.69	14,005.31	50.68%
210-41335.140 SALARIES PART TIME	0.00	4,500.00	-4,500.00	100.00%
Total ECON DEV SALARIES	28,396.00	18,890.69	9,505.31	66.53%
210-41335.2 ECON DEV BENEFITS				
210-41335.210 HEALTH INS & OTHER BENEFIT	18,579.00	8,309.19	10,269.81	44.72%
210-41335.220 SOCIAL SECURITY	2,199.00	1,358.36	840.64	61.77%
210-41335.226 WORKERS COMP INSURANCE	108.00	89.98	18.02	83.31%
210-41335.230 RETIREMENT	2,840.00	1,455.32	1,384.68	51.24%
210-41335.250 UNEMPLOYMENT INSURANCE	216.00	64.57	151.43	29.89%
Total ECON DEV BENEFITS	23,942.00	11,277.42	12,664.58	47.10%
210-41335.521 LIABILITY & PROPERTY INS.	112.00	219.09	-107.09	195.62%
210-41335.810 COMMUNITY EVENTS & PROGRA	6,000.00	2,292.73	3,707.27	38.21%
210-41335.811 ANNUAL SUPPORT OF ORGNIZA	9,300.00	7,585.00	1,715.00	81.56%
210-41335.812 NEW PROGRAMS	2,500.00	0.00	2,500.00	0.00%
210-41335.813 MATCHING GRANT FUNDS	9,000.00	0.00	9,000.00	0.00%
210-41335.835 BLOCK PARTY EXPENSE	7,000.00	2,818.96	4,181.04	40.27%

Account	Budget	Actual	Budget Balance	Actual % of Budget
210-41335.891 CAPITAL OUTLAY	1,200.00	0.00	1,200.00	0.00%
Total ECONOMIC DEVELOPMENT	87,450.00	43,083.89	44,366.11	49.27%
Total GENERAL EXPENSES	676,223.00	343,351.21	332,871.79	50.77%
210-41940 LINCOLN HALL				
210-41940.410 WATER AND SEWER CHARGE	1,000.00	490.80	509.20	49.08%
210-41940.423 CONTRACT SERVICES	9,021.00	3,990.91	5,030.09	44.24%
210-41940.434 MAINT. BUILDINGS/GROUNDS	9,000.00	5,292.04	3,707.96	58.80%
210-41940.521 LIABILITY & PROPERTY INS.	6,383.00	5,795.15	587.85	90.79%
210-41940.565 RUBBISH REMOVAL	1,900.00	798.60	1,101.40	42.03%
210-41940.610 SUPPLIES	2,500.00	664.69	1,835.31	26.59%
210-41940.622 ELECTRICAL SERVICE	7,500.00	2,438.60	5,061.40	32.51%
210-41940.623 HEATING/NATURAL GAS	6,200.00	797.10	5,402.90	12.86%
210-41940.891 CAPITAL OUTLAY	1,100.00	0.00	1,100.00	0.00%
Total LINCOLN HALL	44,604.00	20,267.89	24,336.11	45.44%
210-41970 COMMUNITY DEVELOPMENT				
210-41970.1 COM DEV SALARIES				
210-41970.110 SALARIES REGULAR	134,504.00	68,494.51	66,009.49	50.92%
Total COM DEV SALARIES	134,504.00	68,494.51	66,009.49	50.92%
210-41970.2 COM DEV BENEFITS				
210-41970.210 HEALTH INS & OTHER BENEFIT	37,158.00	16,297.82	20,860.18	43.86%
210-41970.220 SOCIAL SECURITY	10,619.00	5,393.93	5,225.07	50.80%
210-41970.226 WORKERS COMP INSURANCE	513.00	326.19	186.81	63.58%
210-41970.230 RETIREMENT	13,450.00	6,849.44	6,600.56	50.93%
210-41970.250 UNEMPLOYMENT INSURANCE	350.00	0.00	350.00	0.00%
Total COM DEV BENEFITS	62,090.00	28,867.38	33,222.62	46.49%
210-41970.310 BOARD MEMBER FEES	3,600.00	1,500.00	2,100.00	41.67%
210-41970.320 LEGAL SERVICES	12,000.00	3,481.50	8,518.50	29.01%
210-41970.330 OTHER PROFESSIONAL SVCS	6,000.00	0.00	6,000.00	0.00%
210-41970.340 COMPUTER EXPENSES	4,000.00	1,843.38	2,156.62	46.08%
210-41970.500 TRAINING,CONF,DUES	3,500.00	1,054.05	2,445.95	30.12%
210-41970.521 LIABILITY & PROPERTY INS.	2,242.00	2,591.66	-349.66	115.60%
210-41970.522 PUBLIC OFFICIALS LIABILIT	5,857.00	6,039.00	-182.00	103.11%
210-41970.530 COMMUNICATIONS	2,500.00	982.50	1,517.50	39.30%
210-41970.535 TELEPHONE SERVICES	1,644.00	886.01	757.99	53.89%
210-41970.536 POSTAGE	600.00	234.89	365.11	39.15%
210-41970.550 PRINTING AND ADVERTISING	3,000.00	1,195.79	1,804.21	39.86%
210-41970.575 RECORDING FEES	2,500.00	150.00	2,350.00	6.00%
210-41970.580 TRAVEL	2,400.00	1,200.00	1,200.00	50.00%
210-41970.610 SUPPLIES	2,000.00	826.50	1,173.50	41.33%
210-41970.891 CAPITAL OUTLAY	1,500.00	1,451.00	49.00	96.73%
Total COMMUNITY DEVELOPMENT	249,937.00	120,798.17	129,138.83	48.33%

Account	Budget	Actual	Budget Balance	Actual % of Budget
Total GENERAL GOVERNMENT	970,764.00	484,417.27	486,346.73	49.90%
210-42220 FIRE DEPARTMENT				
210-42220.1 FIRE SALARIES				
210-42220.140 SALARIES - FIREFIGHTERS	144,000.00	69,680.38	74,319.62	48.39%
Total FIRE SALARIES	144,000.00	69,680.38	74,319.62	48.39%
210-42220.2 FIRE BENEFITS				
210-42220.200 EMPLOYEE ASSISTANCE PROGR	900.00	432.00	468.00	48.00%
210-42220.210 ACCIDENT & DISABILITY INS	3,600.00	3,300.00	300.00	91.67%
210-42220.220 SOCIAL SECURITY	11,050.00	5,330.51	5,719.49	48.24%
210-42220.226 WORKERS COMP INSURANCE	22,789.00	13,335.00	9,454.00	58.52%
Total FIRE BENEFITS	38,339.00	22,397.51	15,941.49	58.42%
210-42220.410 WATER AND SEWER CHARGE	600.00	350.84	249.16	58.47%
210-42220.432 VEHICLE MAINTENANCE	14,000.00	14,024.85	-24.85	100.18%
210-42220.434 MAINT. BUILDINGS/GROUNDS	6,000.00	4,803.00	1,197.00	80.05%
210-42220.443 RADIO MAINTENANCE	2,000.00	357.50	1,642.50	17.88%
210-42220.500 TRAINING, CONFERENCES, DU	5,000.00	1,526.26	3,473.74	30.53%
210-42220.521 LIABILITY & PROPERTY INS.	7,545.00	7,445.55	99.45	98.68%
210-42220.535 TELEPHONE SERVICES	3,400.00	1,536.96	1,863.04	45.20%
210-42220.566 PHYSICAL EXAMS	6,500.00	2,909.00	3,591.00	44.75%
210-42220.570 MAINTENANCE OTHER	14,000.00	8,237.10	5,762.90	58.84%
210-42220.578 EMERGENCY GENERATOR MAINT	500.00	0.00	500.00	0.00%
210-42220.610 SUPPLIES	2,400.00	1,741.45	658.55	72.56%
210-42220.611 NEW EQUIPMENT-RADIOS	2,000.00	0.00	2,000.00	0.00%
210-42220.612 UNIFORMS,BOOTS,ETC	20,000.00	6,693.86	13,306.14	33.47%
210-42220.615 EMS SUPPLIES	1,500.00	502.01	997.99	33.47%
210-42220.622 ELECTRICAL SERVICE	7,000.00	2,862.75	4,137.25	40.90%
210-42220.623 HEATING/NATURAL GAS	5,200.00	419.86	4,780.14	8.07%
210-42220.626 GAS,GREASE AND OIL	7,200.00	1,592.19	5,607.81	22.11%
210-42220.838 FIRE PREVENTION	2,000.00	1,963.36	36.64	98.17%
210-42220.889 ROUTINE EQUIPMENT PURCHAS	15,000.00	5,696.10	9,303.90	37.97%
Total FIRE DEPARTMENT	304,184.00	154,740.53	149,443.47	50.87%
210-431 STREET DEPARTMENT				
210-43110 STREET GENERAL				
210-43110.1 STREET GENERAL SALARIES				
210-43110.110 SALARIES REGULAR	173,911.00	78,744.87	95,166.13	45.28%
210-43110.130 SALARIES OVERTIME	16,300.00	4,772.12	11,527.88	29.28%
210-43110.140 SALARIES PART TIME	12,619.00	12,309.10	309.90	97.54%
Total STREET GENERAL SALARIES	202,830.00	95,826.09	107,003.91	47.24%
210-43110.2 STREET GENERAL BENEFITS				
210-43110.210 HEALTH INS & OTHER BENEFI	68,742.00	28,427.62	40,314.38	41.35%

Account	Budget	Actual	Budget Balance	Actual % of Budget
210-43110.220 SOCIAL SECURITY	15,695.00	7,122.04	8,572.96	45.38%
210-43110.226 WORKERS COMP INSURANCE	15,732.00	5,678.87	10,053.13	36.10%
210-43110.230 RETIREMENT	17,391.00	8,073.68	9,317.32	46.42%
210-43110.250 UNEMPLOYMENT INSURANCE	824.00	308.28	515.72	37.41%
Total STREET GENERAL BENEFITS	118,384.00	49,610.49	68,773.51	41.91%
210-43110.410 WATER AND SEWER CHARGE	2,000.00	878.99	1,121.01	43.95%
210-43110.432 VEHICLE MAINTENANCE	22,000.00	6,711.59	15,288.41	30.51%
210-43110.434 MAINT. BUILDINGS/GROUNDS	2,500.00	340.00	2,160.00	13.60%
210-43110.441 RIGHT OF WAY AGREEMENTS	11,076.00	9,716.83	1,359.17	87.73%
210-43110.442 EQUIPMENT RENTALS	1,000.00	66.00	934.00	6.60%
210-43110.443 RADIO MAINTENANCE	200.00	0.00	200.00	0.00%
210-43110.500 TRAINING, CONFERENCES, DU	500.00	172.38	327.62	34.48%
210-43110.521 LIABILITY & PROPERTY INS.	14,807.00	14,448.05	358.95	97.58%
210-43110.535 TELEPHONE SERVICES	2,850.00	1,588.03	1,261.97	55.72%
210-43110.565 RUBBISH REMOVAL	6,500.00	2,884.46	3,615.54	44.38%
210-43110.570 MAINTENANCE OTHER	1,000.00	234.95	765.05	23.50%
210-43110.572 INTERVIEW COSTS	0.00	435.00	-435.00	100.00%
210-43110.576 ENGINEERING SERVICES	15,000.00	10,552.63	4,447.37	70.35%
210-43110.582 TRAFFIC CALMING	1,000.00	0.00	1,000.00	0.00%
210-43110.610 SUPPLIES	20,000.00	9,370.82	10,629.18	46.85%
210-43110.612 UNIFORMS,BOOTS,ETC	5,000.00	2,457.69	2,542.31	49.15%
210-43110.616 GRAVEL,TOPSOIL	4,000.00	1,992.99	2,007.01	49.82%
210-43110.617 SIGNS AND POSTS	4,000.00	3,774.46	225.54	94.36%
210-43110.622 ELECTRICAL SERVICE	4,000.00	956.90	3,043.10	23.92%
210-43110.623 HEATING/NATURAL GAS	4,000.00	338.13	3,661.87	8.45%
210-43110.626 GAS,GREASE AND OIL	35,000.00	6,583.41	28,416.59	18.81%
210-43110.891 CAPITAL OUTLAY	8,000.00	0.00	8,000.00	0.00%
Total STREET GENERAL	485,647.00	218,939.89	266,707.11	45.08%
210-43120 STREET-PAVEMENT MAINT				
210-43120.444 STREET MARKINGS	7,000.00	5,382.61	1,617.39	76.89%
210-43120.570 SIDEWALK AND CURB MAINTEN	4,000.00	3,469.80	530.20	86.75%
210-43120.610 PAVEMENT MAINTENANCE	16,000.00	25,504.12	-9,504.12	159.40%
Total STREET-PAVEMENT MAINT	27,000.00	34,356.53	-7,356.53	127.25%
210-43123 STREETS - TRAFFIC LIGHTS				
210-43123.570 TRAFFIC LIGHTS MAINTENANC	3,500.00	612.78	2,887.22	17.51%
210-43123.622 TRAFFIC LIGHTS - ELECTRIC	6,000.00	2,236.73	3,763.27	37.28%
Total STREETS - TRAFFIC LIGHTS	9,500.00	2,849.51	6,650.49	29.99%
210-43125.570 CONTRACT SERVICES	0.00	1,155.00	-1,155.00	100.00%
210-43125.610 WINTER MAINTENANCE	90,000.00	8,651.27	81,348.73	9.61%
210-43151 STREET - STORMWATER				
210-43151.1 STREET-STORMWATER SALARIE				
210-43151.110 SALARIES - REGULAR	40,158.00	20,133.85	20,024.15	50.14%

Account	Budget	Actual	Budget Balance	Actual % of Budget
Total STREET-STORMWATER SALARIE	40,158.00	20,133.85	20,024.15	50.14%
210-43151.2 STREET-STROMWATER BENEFIT				
210-43151.210 HEALTH INS & OTHER BENEFIT	9,847.00	4,285.42	5,561.58	43.52%
210-43151.220 SOCIAL SECURITY	3,072.00	1,537.69	1,534.31	50.06%
210-43151.226 WORKERS COMP INSURANCE	2,306.00	1,193.75	1,112.25	51.77%
210-43151.230 RETIREMENT	4,016.00	1,969.49	2,046.51	49.04%
210-43151.250 UNEMPLOYMENT INSURANCE	76.00	0.00	76.00	0.00%
Total STREET-STROMWATER BENEFIT	19,317.00	8,986.35	10,330.65	46.52%
210-43151.430 STORM SEWER MAINTENANCE	10,000.00	8,379.27	1,620.73	83.79%
Total STREET - STORMWATER	69,475.00	37,499.47	31,975.53	53.98%
210-43160 STREET STREET LIGHTS				
210-43160.610 STREET LIGHTS SUPPLIES/MA	3,500.00	435.94	3,064.06	12.46%
210-43160.622 STREET LIGHTS - ELECTRICI	131,948.00	41,909.93	90,038.07	31.76%
Total STREET STREET LIGHTS	135,448.00	42,345.87	93,102.13	31.26%
210-43161 STREETS - CONSERVATION				
210-43161.000 STREETSCAPE MAINT./IMP	16,000.00	3,967.85	12,032.15	24.80%
210-43161.001 VILLAGE GARDEN SPOTS	3,000.00	1,237.68	1,762.32	41.26%
210-43161.002 MEMORIAL PARK	3,500.00	4,261.40	-761.40	121.75%
Total STREETS - CONSERVATION	22,500.00	9,466.93	13,033.07	42.08%
Total STREET DEPARTMENT	839,570.00	355,264.47	484,305.53	42.32%
210-453 SENIOR SUPPORT				
210-45300.150 DIRECTOR CONTRACT	7,763.00	2,585.07	5,177.93	33.30%
210-45300.535 TELEPHONE SERVICES	460.00	234.86	225.14	51.06%
210-45300.550 PRINTING	0.00	519.16	-519.16	100.00%
Total SENIOR SUPPORT	8,223.00	3,339.09	4,883.91	40.61%
210-45551 BROWNELL LIBRARY				
210-45551.1 LIBRARY SALARIES				
210-45551.110 SALARIES REGULAR	320,427.00	143,023.33	177,403.67	44.64%
210-45551.140 SALARIES PART TIME	97,715.00	48,073.55	49,641.45	49.20%
Total LIBRARY SALARIES	418,142.00	191,096.88	227,045.12	45.70%
210-45551.2 LIBRARY BENEFITS				
210-45551.210 HEALTH INS & OTHER BENEFIT	111,473.00	49,938.17	61,534.83	44.80%
210-45551.220 SOCIAL SECURITY	32,122.00	14,296.98	17,825.02	44.51%
210-45551.226 WORKERS COMP INSURANCE	1,584.00	907.67	676.33	57.30%
210-45551.230 RETIREMENT	32,043.00	13,924.68	18,118.32	43.46%

Account	Budget	Actual	Budget Balance %	Actual % of Budget
210-45551.250 UNEMPLOYMENT INSURANCE	1,800.00	642.62	1,157.38	35.70%
Total LIBRARY BENEFITS	179,022.00	79,710.12	99,311.88	44.53%
210-45551.340 COMPUTER EXPENSES	3,500.00	483.29	3,016.71	13.81%
210-45551.410 WATER AND SEWER CHARGE	1,000.00	398.33	601.67	39.83%
210-45551.423 CONTRACT SERVICES	24,493.00	12,770.91	11,722.09	52.14%
210-45551.434 MAINT. BUILDINGS/GROUNDS	17,000.00	4,172.99	12,827.01	24.55%
210-45551.436 ALARM SYSTEM MAINTENANCE	400.00	219.00	181.00	54.75%
210-45551.500 TRAINING, CONFERENCES, DU	3,000.00	736.50	2,263.50	24.55%
210-45551.521 LIABILITY & PROPERTY INS.	10,317.00	11,095.78	-778.78	107.55%
210-45551.530 TECHNOLOGY ACCESS	5,500.00	3,298.11	2,201.89	59.97%
210-45551.535 TELEPHONE SERVICES	1,200.00	591.20	608.80	49.27%
210-45551.536 POSTAGE	3,500.00	2,346.57	1,153.43	67.04%
210-45551.572 INTERVIEW COSTS	500.00	379.00	121.00	75.80%
210-45551.574 VOLUNTEER EXPENSES	500.00	262.95	237.05	52.59%
210-45551.610 SUPPLIES	13,000.00	5,150.56	7,849.44	39.62%
210-45551.622 ELECTRICAL SERVICE	15,000.00	5,496.96	9,503.04	36.65%
210-45551.623 HEATING/NATURAL GAS	7,400.00	1,039.51	6,360.49	14.05%
210-45551.640 ADULT COLLECTION-PRINT &	32,000.00	14,923.55	17,076.45	46.64%
210-45551.641 JUVEN COLLECTION-PRNT & E	16,000.00	9,284.04	6,715.96	58.03%
210-45551.677 COMPUTER REPLACEMENT	8,000.00	486.54	7,513.46	6.08%
210-45551.836 ADULT PROGRAMS	300.00	46.00	254.00	15.33%
210-45551.837 CHILDRENS PROGRAMS	3,000.00	1,994.13	1,005.87	66.47%
Total BROWNELL LIBRARY	762,774.00	345,982.92	416,791.08	45.36%
210-47 DEBT SERVICE				
210-47116.000 CAPITAL IMP PRINCIPAL	141,900.00	165,000.00	-23,100.00	116.28%
210-47216.000 CAPITAL IMP - INTEREST	81,526.00	47,709.65	33,816.35	58.52%
Total DEBT SERVICE	223,426.00	212,709.65	10,716.35	95.20%
210-491 CAPITAL/MISC TRANSFERS				
210-49100.030 CAP RESRV FND CONT - BEG	441,824.00	220,912.00	220,912.00	50.00%
210-49100.031 ROLLING STOCK FUND CONTRI	193,624.00	96,812.00	96,812.00	50.00%
210-49100.802 RMP TERM BENEFITS TRANSFE	5,000.00	2,500.00	2,500.00	50.00%
210-49101.030 TRANS TO CAPITAL RESERVE	0.00	75,000.00	-75,000.00	100.00%
210-49101.031 HALF PENNY FOR LDR TRUCK	50,000.00	25,000.00	25,000.00	50.00%
Total CAPITAL/MISC TRANSFERS	690,448.00	420,224.00	270,224.00	60.86%
210-493 GRANT AND OTHER UNBUDGETE				
210-4930 TERMINATION BENEFITS FROM				
Total TERMINATION BENEFITS FROM	0.00	0.00	0.00	0.00%
210-4934 GRANT EXPENDITURES				
210-49340.000 MISC GRANT EXPENDITURES	0.00	920.00	-920.00	100.00%
210-49340.006 LIBRARY GRANT EXPENDITURE	0.00	300.00	-300.00	100.00%

Part belongs in water fund - will be adjusted.

Account	Budget	Actual	Budget Balance %	Actual % of Budget
210-49340.008 STATE GRANT EXPENDITURES	0.00	1,500.00	-1,500.00	100.00%
210-49345 DONATION EXPENDITURES				
210-49345.000 LIBRARY DONATION EXPENDIT	0.00	3,637.88	-3,637.88	100.00%
Total DONATION EXPENDITURES	0.00	3,637.88	-3,637.88	100.00%
210-49346 LIBRARY REPLACEMENT EXPEN				
210-49346.001 ADULT COLLECTION-PRINT &	0.00	15.20	-15.20	100.00%
210-49346.002 JUVEN COLLECTION-PRNT & E	0.00	268.48	-268.48	100.00%
Total LIBRARY REPLACEMENT EXPEN	0.00	283.68	-283.68	100.00%
Total GRANT EXPENDITURES	0.00	6,641.56	-6,641.56	100.00%
Total GRANT AND OTHER UNBUDGETE	0.00	6,641.56	-6,641.56	100.00%
Total Expenditures	3,799,389.00	1,983,319.49	1,816,069.51	52.20%
Total GENERAL FUND	-34,999.00	-93,883.53	58,884.53	

Account	Budget	Actual	Budget Balance	Actual % of Budget
Total Revenues	0.00	0.00	0.00	0.00%
Total Expenditures	0.00	0.00	0.00	0.00%
Total MEMORIAL PARK FUND	0.00	0.00	0.00	

Account	Budget	Actual	Budget Balance	Actual % of Budget
230-331 GRANT REVENUE				
230-33120.000 CRES CNCTR GRANT STP 5300	3,770,265.00	26,282.66	3,743,982.34	0.70%
230-33121.000 MU SAFETY PATH SDWK(17)	0.00	4,168.97	-4,168.97	100.00%
230-33123.000 PEARL MISS LNK EJ STP 530	2,120,000.00	20,354.46	2,099,645.54	0.96%
Total GRANT REVENUE	5,890,265.00	50,806.09	5,839,458.91	0.86%
230-341 CONTRIBUTIONS				
230-34105.000 CVE CONTRIB FOR ECONOMIC	5,000.00	0.00	5,000.00	0.00%
230-34106.000 EFFICIENY VT CONTIBUTION	0.00	5,770.00	-5,770.00	100.00%
Total CONTRIBUTIONS	5,000.00	5,770.00	-770.00	115.40%
230-361 INTEREST EARNINGS				
Total INTEREST EARNINGS	0.00	0.00	0.00	0.00%
230-391 GENERAL FUND TRANSFER IN				
230-39110.000 CONTRIB FROM GENERAL FUND	441,824.00	295,912.00	145,912.00	66.98%
Total GENERAL FUND TRANSFER IN	441,824.00	295,912.00	145,912.00	66.98%
Total Revenues	6,337,089.00	352,488.09	5,984,600.91	5.56%
230-46801.005 WODS END DR. RECONST				
230-46801.005 WODS END DR. RECONST	0.00	1,257.18	-1,257.18	100.00%
230-46801.006 MULTI-USE PATH NORTH				
230-46801.006 MULTI-USE PATH NORTH	0.00	6,308.45	-6,308.45	100.00%
230-46801.007 PEARL ST. LINKING SIDEWAL				
230-46801.007 PEARL ST. LINKING SIDEWAL	2,119,250.00	19,250.10	2,099,999.90	0.91%
230-46801.008 CRESCENT CONNECTOR				
230-46801.008 CRESCENT CONNECTOR	3,822,996.00	22,836.56	3,800,159.44	0.60%
230-46801.009 RAILROAD AVE. RDWY/WTR LI				
230-46801.009 RAILROAD AVE. RDWY/WTR LI	82,436.00	0.00	82,436.00	0.00%
230-46801.010 LINCOLN HALL RESTORATIONS				
230-46801.010 LINCOLN HALL RESTORATIONS	125,000.00	72,980.50	52,019.50	58.38%
230-46801.011 MAIN ST. SDWLK SCOPING ST				
230-46801.011 MAIN ST. SDWLK SCOPING ST	0.00	-7,201.97	7,201.97	100.00%
230-46801.012 FIRE HOUSE LED LIGHTING				
230-46801.012 FIRE HOUSE LED LIGHTING	0.00	15,173.00	-15,173.00	100.00%
230-46801.700 CAPITAL RES. PAVING				
230-46801.700 CAPITAL RES. PAVING	175,000.00	220,554.84	-45,554.84	126.03%
Total Expenditures	6,324,682.00	351,158.66	5,973,523.34	5.55%
Total GEN FUND CAP RESERVE	12,407.00	1,329.43	11,077.57	

Account	Budget	Actual	Budget Balance %	Actual of Budget
231-39110.000 CONTRIB FROM GENERAL FUND	0.00	121,812.00	-121,812.00	100.00%
Total Revenues	0.00	121,812.00	-121,812.00	100.00%
231-43131.160 DIESEL DUMP TRUCK #34 REP	144,000.00	138.00	143,862.00	0.10%
231-47117.000 FIRE TRUCK LOAN PRINCIPAL	50,000.00	50,000.00	0.00	100.00%
231-47217.000 INTEREST EXPENSE	1,965.00	2,274.05	-309.05	115.73%
Total Expenditures	195,965.00	52,412.05	143,552.95	26.75%
Total ROLLING STOCK FUND	-195,965.00	69,399.95	-265,364.95	

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LAND ACQUISITION FUND

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Account	Budget	Actual	Budget Balance	Actual % of Budget
Total Revenues	0.00	0.00	0.00	0.00%
Total LAND ACQUISITION FUND	0.00	0.00	0.00	

Account	Budget	Actual	Budget Balance	Actual % of Budget
Total Revenues	0.00	0.00	0.00	0.00%
253-468 CAPITAL PROJECTS				
253-46801.001 SCHOOL ST. RDWY/WTR/SWR R	0.00	3,552.36	-3,552.36	100.00%
253-46801.002 MAIN ST. DRAINAGE-BRDG TO	0.00	285,508.09	-285,508.09	100.00%
253-46801.003 HILLCREST DRNG/N HILLCRST	0.00	214,735.15	-214,735.15	100.00%
253-46801.004 MAPLE ST. CULVERT	0.00	351,702.66	-351,702.66	100.00%
253-46801.005 BRIAR LANE RD/SDWK/WTR LI	0.00	940.31	-940.31	100.00%
Total CAPITAL PROJECTS	0.00	856,438.57	-856,438.57	100.00%
Total Expenditures	0.00	856,438.57	-856,438.57	100.00%
Total BOND FUND	0.00	-856,438.57	856,438.57	

Account	Budget	Actual	Budget Balance	Actual % of Budget
254-3 REVENUE				
254-34 OPERATING REVENUE				
254-34403.000 MISC. - UNCLASSIFIED RECE	0.00	7,022.65	-7,022.65	100.00%
254-348 USER CHARGES				
254-34801.000 SALE OF WATER-RESIDENTIAL	834,766.00	437,479.11	397,286.89	52.41%
254-34811.000 WATER BILLING PENALTIES	3,500.00	1,962.89	1,537.11	56.08%
254-34812.000 WATER SALES - LARGE USERS	98,414.00	42,984.16	55,429.84	43.68%
254-34813.000 WATER RECONNECT FEES	0.00	212.50	-212.50	100.00%
254-34821.000 HOOK ON FEES	15,000.00	6,400.00	8,600.00	42.67%
Total USER CHARGES	951,680.00	489,038.66	462,641.34	51.39%
254-349 GF PASS THROUGH REVENUES				
254-34900.000 SALE OF WATER-GF	2,382,501.00	1,062,783.36	1,319,717.64	44.61%
254-34902.000 SALE OF WATER - GF VT TA	59,752.00	26,865.10	32,886.90	44.96%
Total GF PASS THROUGH REVENUES	2,442,253.00	1,089,648.46	1,352,604.54	44.62%
Total OPERATING REVENUE	3,393,933.00	1,585,709.77	1,808,223.23	46.72%
254-390 NON OPERATING REVENUE				
254-39000.001 CURRENT YR CONTRIBUTION I	130,000.00	65,000.00	65,000.00	50.00%
Total NON OPERATING REVENUE	130,000.00	65,000.00	65,000.00	50.00%
Total REVENUE	3,523,933.00	1,650,709.77	1,873,223.23	46.84%
Total Revenues	3,523,933.00	1,650,709.77	1,873,223.23	46.84%
254-43 EXPENSES				
254-432 OPERATING EXPENSES				
254-4320 GENERAL EXPENSES				
254-43200.1 WATER FUND SALARIES				
254-43200.110 SALARIES REGULAR	100,902.00	49,381.37	51,520.63	48.94%
254-43200.130 SALARIES OVERTIME	16,000.00	3,823.21	12,176.79	23.90%
254-43200.140 SALARIES PART TIME	5,081.00	2,663.73	2,417.27	52.43%
Total WATER FUND SALARIES	121,983.00	55,868.31	66,114.69	45.80%
254-43200.2 WATER FUND BENEFITS				
254-43200.210 HEALTH INS & OTHER BENEFIT	42,732.00	20,214.21	22,517.79	47.30%
254-43200.220 SOCIAL SECURITY	9,020.00	4,101.93	4,918.07	45.48%
254-43200.226 WORKERS COMP INSURANCE	6,223.00	2,568.08	3,654.92	41.27%
254-43200.230 RETIREMENT	10,090.00	4,910.58	5,179.42	48.67%
254-43200.250 UNEMPLOYMENT INSURANCE	425.00	175.06	249.94	41.19%
Total WATER FUND BENEFITS	68,490.00	31,969.86	36,520.14	46.68%
254-43200.330 OTHER PROFESSIONAL SERVIC	1,000.00	64.00	936.00	6.40%

Account	Budget	Actual	Budget Balance	Actual % of Budget
254-43200.335 AUDIT	3,605.00	3,109.37	495.63	86.25%
254-43200.340 COMPUTER EXPENSES	1,200.00	1,940.94	-740.94	161.75%
254-43200.410 WATER AND SEWER CHARGE	600.00	60.20	539.80	10.03%
254-43200.411 CWD WATER PURCHASE	457,733.00	213,277.17	244,455.83	46.59%
254-43200.412 STATE WATER TAX	11,480.00	5,391.23	6,088.77	46.96%
254-43200.430 WATER LINES MAINT-BREAKS	16,000.00	2,521.95	13,478.05	15.76%
254-43200.441 RIGHT OF WAY AGREEMENTS	142.00	91.66	50.34	64.55%
254-43200.491 CONTRACTUAL SERVICES	108,760.00	54,380.00	54,380.00	50.00%
254-43200.500 TRAINING, CONFERENCES, DU	2,000.00	547.00	1,453.00	27.35%
254-43200.521 LIABILITY & PROPERTY INS.	2,787.00	3,034.70	-247.70	108.89%
254-43200.535 TELEPHONE SERVICES	1,000.00	358.57	641.43	35.86%
254-43200.536 POSTAGE	1,700.00	783.56	916.44	46.09%
254-43200.550 PRINTING AND ADVERTISING	2,000.00	0.00	2,000.00	0.00%
254-43200.570 MAINTENANCE OTHER	1,000.00	7,586.67	-6,586.67	758.67%
254-43200.610 SUPPLIES	5,000.00	2,726.96	2,273.04	54.54%
254-43200.612 UNIFORMS,BOOTS,ETC	1,500.00	330.00	1,170.00	22.00%
254-43200.614 DISTRIBUTION MATERIALS	6,000.00	15,108.27	-9,108.27	251.80%
254-43200.622 ELECTRICAL SERVICE	700.00	202.02	497.98	28.86%
254-43200.623 HEATING/NATURAL GAS	3,500.00	231.16	3,268.84	6.60%
254-43200.626 GAS,GREASE AND OIL	3,500.00	812.56	2,687.44	23.22%
254-43200.742 TRANS TO CAPITAL RESERVE	130,000.00	65,000.00	65,000.00	50.00%
Total GENERAL EXPENSES	951,680.00	465,396.16	486,283.84	48.90%
254-4321 GF WATER EXPENSES				
254-43210.411 CWD WATER PURC - GF	2,382,501.00	1,062,783.36	1,319,717.64	44.61%
254-43210.412 STATE WATER TAX - GF	59,752.00	26,865.10	32,886.90	44.96%
Total GF WATER EXPENSES	2,442,253.00	1,089,648.46	1,352,604.54	44.62%
Total OPERATING EXPENSES	3,393,933.00	1,555,044.62	1,838,888.38	45.82%
254-433 CAPITAL PROJECT EXPENSES				
254-43330.001 RAILROAD AVE. REDY/WTR LN	90,061.00	0.00	90,061.00	0.00%
254-43330.002 METER REPLACEMENT PROGRAM	58,335.00	962.70	57,372.30	1.65%
254-43330.004 MAPLE ST. CULVT/WTRLN	0.00	181,599.07	-181,599.07	100.00%
254-43330.008 SCHL ST. RDWY/WTRLN	0.00	1,927.23	-1,927.23	100.00%
254-43332 BONDED PROJECTS				
254-43332.003 HILLCREST DRNG/N HILLCRES	0.00	68,159.40	-68,159.40	100.00%
254-43332.005 BRIAR LANE RD/SDWK/WTR LN	0.00	129.69	-129.69	100.00%
Total BONDED PROJECTS	0.00	68,289.09	-68,289.09	100.00%
Total CAPITAL PROJECT EXPENSES	148,396.00	252,778.09	-104,382.09	170.34%
Total EXPENSES	3,542,329.00	1,807,822.71	1,734,506.29	51.03%
Total Expenditures	3,542,329.00	1,807,822.71	1,734,506.29	51.03%
Total WATER FUND	-18,396.00	-157,112.94	138,716.94	

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Account

Budget Actual Budget Actual
Balance % of Budget

Account	Budget	Actual	Budget	Actual
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Account	Budget	Actual	Budget Balance	Actual % of Budget
255-3 REVENUE				
255-34 OPERATING REVENUE				
255-34403.000 MISC - UNCLASSIFIED RECEI	0.00	4.11	-4.11	100.00%
255-348 VILLAGE USER CHARGES				
255-34801.000 VILLAGE USER CHARGE	731,293.00	373,751.82	357,541.18	51.11%
255-34811.000 VILLAGE USER PENALTIES	3,000.00	1,705.78	1,294.22	56.86%
255-34812.000 VILL. SEPTAGE DISCHARGE I	6,000.00	21,750.61	-15,750.61	362.51%
255-34813.000 VILLAGE LEACHATE REVENUES	0.00	929.48	-929.48	100.00%
Total VILLAGE USER CHARGES	740,293.00	398,137.69	342,155.31	53.78%
255-349 TRI-TOWN REVENUES				
255-34900.000 WASTEWATER CHARGE - ESSEX	461,175.00	231,142.20	230,032.80	50.12%
255-34901.000 WASTEWATER CHARGE - WILLI	599,293.00	299,646.48	299,646.52	50.00%
255-34903.001 SHARED SEPTAGE REVENUES	3,000.00	0.00	3,000.00	0.00%
255-34903.005 PUMP STATION MAINT. FEES	30,300.00	15,150.00	15,150.00	50.00%
Total TRI-TOWN REVENUES	1,093,768.00	545,938.68	547,829.32	49.91%
Total OPERATING REVENUE	1,834,061.00	944,080.48	889,980.52	51.47%
255-39 NON OPERATING INCOME				
255-39000.001 CURRENT YR CONTRIBUTION I	280,000.00	140,000.00	140,000.00	50.00%
255-39700.002 ESSEX - DEBT PAYMENT	0.00	28,212.56	-28,212.56	100.00%
255-39700.003 WILLISTON - DEBT PAYMENT	0.00	26,418.06	-26,418.06	100.00%
255-39700.004 ESSEX JCT - DEBT PAYMENT	0.00	30,015.52	-30,015.52	100.00%
Total NON OPERATING INCOME	280,000.00	224,646.14	55,353.86	80.23%
Total REVENUE	2,114,061.00	1,168,726.62	945,334.38	55.28%
Total Revenues	2,114,061.00	1,168,726.62	945,334.38	55.28%
255-43 EXPENSES				
255-4320 GENERAL EXPENSES				
255-43200.1 WWTF SALARIES				
255-43200.110 SALARIES REGULAR	327,515.00	146,799.12	180,715.88	44.82%
255-43200.130 SALARIES OVERTIME	45,000.00	21,068.12	23,931.88	46.82%
255-43200.140 SALARIES PART TIME	7,979.00	7,939.75	39.25	99.51%
Total WWTF SALARIES	380,494.00	175,806.99	204,687.01	46.20%
255-43200.2 WWTF BENEFITS				
255-43200.210 HEALTH INS & OTHER BENEFI	114,631.00	41,802.91	72,828.09	36.47%
255-43200.220 SOCIAL SECURITY	29,367.00	13,408.56	15,958.44	45.66%
255-43200.226 WORKERS COMP INSURANCE	17,747.00	7,869.70	9,877.30	44.34%
255-43200.230 RETIREMENT	32,752.00	15,076.31	17,675.69	46.03%
255-43200.250 UNEMPLOYMENT INSURANCE	1,535.00	106.92	1,428.08	6.97%
Total WWTF BENEFITS	196,032.00	78,264.40	117,767.60	39.92%

Account	Budget	Actual	Budget Balance	Actual % of Budget
255-43200.320 LEGAL SERVICES	1,000.00	165.00	835.00	16.50%
255-43200.330 OTHER PROFESSIONAL SERVIC	4,000.00	300.00	3,700.00	7.50%
255-43200.335 AUDIT	4,000.00	3,650.13	349.87	91.25%
255-43200.410 WATER AND SEWER CHARGE	5,000.00	1,444.21	3,555.79	28.88%
255-43200.432 VEHICLE MAINTENANCE	2,500.00	501.97	1,998.03	20.08%
255-43200.491 CONTRACTUAL SERVICES	54,380.00	27,190.00	27,190.00	50.00%
255-43200.500 TRAINING, CONFERENCES, DU	6,500.00	1,323.26	5,176.74	20.36%
255-43200.521 LIABILITY & PROPERTY INS.	22,854.00	22,333.52	520.48	97.72%
255-43200.535 TELEPHONE SERVICES	4,800.00	2,540.01	2,259.99	52.92%
255-43200.565 GRIT DISPOSAL	8,500.00	4,229.62	4,270.38	49.76%
255-43200.567 SLUDGE PROCESSING	150,000.00	0.00	150,000.00	0.00%
255-43200.568 SLUDGE MANAGEMENT	175,000.00	36,687.95	138,312.05	20.96%
255-43200.569 WWTF ANNUAL PERMIT FEE	8,500.00	0.00	8,500.00	0.00%
255-43200.570 MAINTENANCE OTHER	75,000.00	41,702.93	33,297.07	55.60%
255-43200.577 CONTRACT LABORATORY SERVI	8,500.00	2,393.00	6,107.00	28.15%
255-43200.610 SUPPLIES	10,000.00	3,481.10	6,518.90	34.81%
255-43200.612 UNIFORMS,BOOTS,ETC	5,000.00	1,140.84	3,859.16	22.82%
255-43200.618 SUPPLIES - LABORATORY	11,000.00	5,781.69	5,218.31	52.56%
255-43200.619 CHEMICALS	195,000.00	105,215.46	89,784.54	53.96%
255-43200.622 ELECTRICAL SERVICE	200,000.00	60,071.41	139,928.59	30.04%
255-43200.623 HEATING/NATURAL GAS	20,000.00	3,700.08	16,299.92	18.50%
255-43200.626 GAS,GREASE AND OIL	6,000.00	1,573.27	4,426.73	26.22%
255-43200.742 TRANS TO CAPITAL RESERVE	280,000.00	140,000.00	140,000.00	50.00%
Total GENERAL EXPENSES	1,834,060.00	719,496.84	1,114,563.16	39.23%
255-433 CAPITAL PROJECTS/EXPENSES				
255-43330.000 ARRA Loan-AR1-004 Admin F	0.00	667.08	-667.08	100.00%
255-43330.001 RZEDB Interest	0.00	24,646.14	-24,646.14	100.00%
255-43330.004 CO-GEN	0.00	1,887.72	-1,887.72	100.00%
Total CAPITAL PROJECTS/EXPENSES	0.00	27,200.94	-27,200.94	100.00%
255-434 NON-OPERATING EXPENSES				
Total NON-OPERATING EXPENSES	0.00	0.00	0.00	0.00%
Total EXPENSES	1,834,060.00	746,697.78	1,087,362.22	40.71%
Total Expenditures	1,834,060.00	746,697.78	1,087,362.22	40.71%
Total WASTEWATER FUND	280,001.00	422,028.84	-142,027.84	

Account	Budget	Actual	Budget Balance	Actual % of Budget
256-3 REVENUE				
256-33 INTERGOVERNMENTAL REVENUE				
256-33900.000 ESSEX PUMP STATION FEES	21,825.00	4,214.72	17,610.28	19.31%
256-33900.001 PARY AGREEMNT REV	15,000.00	3,750.00	11,250.00	25.00%
Total INTERGOVERNMENTAL REVENUE	36,825.00	7,964.72	28,860.28	21.63%
256-34 OPERATING REVENUE				
256-34403.000 MISC. - UNCLASSIFIED RECE	0.00	-0.26	0.26	100.00%
256-348 USER CHARGES				
256-34801.000 ANNUAL CUSTOMER CHARGE	528,322.00	268,410.73	259,911.27	50.80%
256-34811.000 ANNUAL CUSTOMER CHARGE -	2,000.00	1,206.35	793.65	60.32%
256-34821.000 HOOK ON FEES	30,000.00	56,000.00	-26,000.00	186.67%
Total USER CHARGES	560,322.00	325,617.08	234,704.92	58.11%
Total OPERATING REVENUE	560,322.00	325,616.82	234,705.18	58.11%
256-39 NON OPERATING REVENUE				
256-39000.001 CURRENT YR CONTRIBUTION I	95,000.00	47,500.00	47,500.00	50.00%
256-39200.001 WWTF CAPACITY SALE REVENU	100,000.00	100,000.00	0.00	100.00%
Total NON OPERATING REVENUE	195,000.00	147,500.00	47,500.00	75.64%
Total REVENUE	792,147.00	481,081.54	311,065.46	60.73%
Total Revenues	792,147.00	481,081.54	311,065.46	60.73%
256-43 EXPENSES				
256-432 OPERATING EXPENSES				
256-43200.1 SANITATION SALARIES				
256-43200.110 SALARIES REGULAR	76,735.00	32,694.41	44,040.59	42.61%
256-43200.130 SALARIES OVERTIME	11,300.00	3,298.29	8,001.71	29.19%
256-43200.140 SALARIES PART TIME	5,081.00	2,663.56	2,417.44	52.42%
Total SANITATION SALARIES	93,116.00	38,656.26	54,459.74	41.51%
256-43200.2 SANITATION BENEFITS				
256-43200.210 HEALTH INS & OTHER BENEFI	42,731.00	15,657.95	27,073.05	36.64%
256-43200.220 SOCIAL SECURITY	7,208.00	2,872.94	4,335.06	39.86%
256-43200.226 WORKERS COMP INSURANCE	4,557.00	1,720.33	2,836.67	37.75%
256-43200.230 RETIREMENT	7,674.00	3,078.24	4,595.76	40.11%
256-43200.250 UNEMPLOYMENT INSURANCE	430.00	48.16	381.84	11.20%
Total SANITATION BENEFITS	62,600.00	23,377.62	39,222.38	37.34%
256-43200.330 OTHER PROFESSIONAL SERVIC	1,000.00	0.00	1,000.00	0.00%
256-43200.335 AUDIT	1,751.00	1,554.69	196.31	88.79%
256-43200.340 COMPUTER EXPENSES	2,500.00	2,318.18	181.82	92.73%

Account	Budget	Actual	Budget Balance % of Budget	Actual
256-43200.410 WATER AND SEWER CHARGE	1,000.00	141.66	858.34	14.17%
256-43200.430 SANITATION LINES MAINTENA	6,500.00	14,795.43	-8,295.43	227.62%
256-43200.434 PUMP STATION MAINTENANCE	5,000.00	1,299.91	3,700.09	26.00%
256-43200.436 SANIT. LINE BACK-UP CLEAN	1,500.00	0.00	1,500.00	0.00%
256-43200.441 RIGHT OF WAY AGREEMENTS	1,020.00	1,400.77	-380.77	137.33%
256-43200.491 CONTRACTUAL SERVICES	139,060.00	70,357.50	68,702.50	50.60%
256-43200.500 TRAINING, CONFERENCES, DU	500.00	0.00	500.00	0.00%
256-43200.521 LIABILITY & PROPERTY INS.	6,550.00	6,331.79	218.21	96.67%
256-43200.536 POSTAGE	3,000.00	1,594.78	1,405.22	53.16%
256-43200.550 PRINTING AND ADVERTISING	850.00	0.00	850.00	0.00%
256-43200.570 MAINTENANCE OTHER	1,000.00	456.65	543.35	45.67%
256-43200.572 INTERVIEW COSTS	0.00	1,044.00	-1,044.00	100.00%
256-43200.610 SUPPLIES	1,000.00	2,850.63	-1,850.63	285.06%
256-43200.612 UNIFORMS,BOOTS,ETC	1,500.00	415.99	1,084.01	27.73%
256-43200.622 ELECTRICAL SERVICE	10,000.00	3,162.76	6,837.24	31.63%
256-43200.623 HEATING/NATURAL GAS	1,700.00	230.73	1,469.27	13.57%
256-43200.626 GAS,GREASE AND OIL	3,500.00	853.57	2,646.43	24.39%
256-43200.742 TRANS TO CAPITAL RESERVE	95,000.00	47,500.00	47,500.00	50.00%
256-43220 ESSEX PS COSTS				
256-43220.001 SUSIE WILSON PS COSTS	7,500.00	2,793.37	4,706.63	37.24%
256-43220.002 WEST ST PS COSTS	9,000.00	2,715.70	6,284.30	30.17%
Total ESSEX PS COSTS	16,500.00	5,509.07	10,990.93	33.39%
Total OPERATING EXPENSES	456,147.00	223,851.99	232,295.01	49.07%
256-433 CAPITAL PROJECTS/EXPENSE				
256-43330.002 METER REPLACEMENT PROGRAM	116,667.00	1,925.40	114,741.60	1.65%
256-43330.003 MISC PS WORK - (FY12 BUDG	0.00	3,750.00	-3,750.00	100.00%
256-43330.004 MANHOLE REHAB (INFILT REP	20,000.00	20,000.00	0.00	100.00%
256-43330.005 RIVER ST. PS CNTL PANEL,	0.00	18,565.82	-18,565.82	100.00%
256-43330.007 ARRA Loan-AR1-004 Admin F	0.00	4,040.60	-4,040.60	100.00%
256-43330.008 SCHL ST. RDWY/WTRLINE	0.00	1,146.39	-1,146.39	100.00%
Total CAPITAL PROJECTS/EXPENSE	136,667.00	49,428.21	87,238.79	36.17%
256-434 NON OPERATING EXPENSES				
256-43455.001 TRANS TO WWTF FOR DEBT PY	0.00	30,015.52	-30,015.52	100.00%
Total NON OPERATING EXPENSES	0.00	30,015.52	-30,015.52	100.00%
Total EXPENSES	592,814.00	303,295.72	289,518.28	51.16%
Total Expenditures	592,814.00	303,295.72	289,518.28	51.16%
Total SANITATION FUND	199,333.00	177,785.82	21,547.18	
Total All Funds	242,381.00	-436,891.00	679,272.00	

Patty Benoit

Subject: FW: FW: Stream of Lights Parade

From: Ben Dickie [<mailto:bdickie@ccsuvt.org>]
Sent: Friday, January 15, 2016 11:52 AM
To: Patty Benoit
Subject: Re: FW: Stream of Lights Parade

Hi Patty,

Here is some info on the parade, let me know if you need anything further:

On Friday, February 12, 2016 Chittenden Central Supervisory Union and the Essex Town School District will be combining to take part in a STREAM of Lights Lantern Parade from 5-7 p.m. The parade will assemble in front of the Essex High School along the sidewalk and then parade around in a loop starting on Educational Drive, Grove Street, North Street and Central Street before reconnecting onto Educational Drive. EPD is aware and has been contacted.

Across the Universe Stream of Lights Lantern Parade

Bring out your glow! Children in ten schools, community members and artists are putting on a amazing handmade paper lantern parade with artist Gowri Savoor to celebrate the unification of CCSU, ETSD, and Westford! Student drummers will keep the beat and we will have a sing along, a bonfire and refreshments. Event is free and open to the community.

)
Have a great weekend,
Ben

Ben Dickie
Communications Coord./Exec. Assistant
Chittenden Central Supervisory Union
51 Park St.
Essex Junction, VT 05452
Office: (802) 857-7000 x4018
Fax: (802) 878-1370
Twitter: [@51ParkSt](https://twitter.com/51ParkSt)
www.ccsuvt.org



PROJECT APPLICATION FORM
FY2017 Unified Planning Work Program

Applications should be no more than 4 pages (excluding any maps and letter of support from your governing body to document the availability of the local match and commitment of staff time). **A Project Application Form must be submitted for each project request. There are separate forms to request transportation counts and infrastructure inventories – please submit one form per request. Deadline for receipt of completed submissions is 4:30 p.m., Friday, January 22, 2016. Please email completed forms in Word format to bdavis@ccrpcvt.org.** All forms are available on the CCRPC website: <http://www.ccrpcvt.org/workplan/>.

1. GENERAL INFORMATION

Submitted by Robin Pierce, Community Development Director
Municipality/Agency/Organization: Village of Essex Junction
Telephone: 802-878-6950
Email: Robin@essexjunction.org

2. PROJECT INFORMATION

a. Project Title:

Phase II: Village Center Traffic Efficiency and Pedestrian Safety Study

b. Project Location Main Street from the Five Corners to Railroad Street, to include the Five Corners, the Connector Road, and the Multimodal Train Station on Railroad Avenue in our designated Village Center District, Essex Junction VT.

c. Project Description (100 words max):

The goal of the Designated Village Center (a Growth Center in the ECOS Plan), Traffic Efficiency and Pedestrian Safety Study is to determine if closing a small section of Main Street will facilitate more efficient and safer movement of cars and pedestrians, while improving the Level of Service at Five Corners. This is the second phase of a larger initiative intended to improve the economic and social desirability of our Center to pedestrians, cyclists and businesses, and maximize the efficiency of the Crescent Connector, which is scheduled to be completed in 2016.

d. Budget, Scope of Work & Project Schedule:

Please describe the tasks¹ and schedule that you expect in order to complete the project. If you are able to estimate the budget for each task, please include that information. CCRPC staff are available to assist you. Add more rows if needed.

<i>Task</i>	<i>Month/Year</i>	<i>Task Budget (if known)</i>
Project Management/Administration	October 2016- March 2017	\$8,750
Health Impact Assessment	October 2016	\$1,000
Existing Multi-Modal Traffic Conditions	October 2016	\$13,000
Public Outreach	October 2016- March 2017	\$8,400
Alternatives Development	November 2016	\$7,000
Alternatives Evaluation	November 2016	\$14,000
Selection of Preferred Alternative	January 2017	\$7,000
Final Scoping Report	March 2017	\$10,500

¹Please note if this project will include a Health Impact Assessment (HIA). An HIA is a practical tool that uses data, research and stakeholder input to determine a policy or project's impact on the health of a population. HIAs also provide recommendations to address these impacts. The Burlington District Office - Vermont Department of Health may have resources available to assist with this work (<http://healthvermont.gov/local/district/Burlington.aspx>).

CCRPC Staff Assistance Only? (Yes/No)	No
Requested UPWP Amount	\$59,920
Non Federal Cash Match	\$14,980
Other Funding	\$0
Total Project Cost	\$74,900

e. Expected Deliverables:

If this is a phased project spanning multiple fiscal years, identify deliverables for this specific phase and other phases where applicable. *New this year:* Non-municipal partners are expected to submit a year-end report describing the impacts and outcomes of your program/efforts as a requirement of funding.

The end result of the Village Center Traffic Efficiency and Pedestrian Safety Study is a completed Scoping Study with a preferred alternative endorsed by the Trustees. The entire project will be completed in the 2017 fiscal year. This project has been slated as a major priority by the Village Trustees and Village residents. The fact that this is our only UPWP grant application this round confirms that.

f. Other Project Participants (e.g., other municipalities, agencies, non-profits, consultants, community groups):

The Village Tree Advisory Committee, Bike and Walk Committee, Village Trustees and residents have stated that the concept of this Study is a major priority for the Village moving forward.

g. Project Match Requirement:

A letter from Village President George Tyler indicating broad-based Trustee and resident support for this project, and the required matching funds, is attached to this application.

- **Transportation, Land Use and Stormwater Planning**

- Transportation projects – 20% non-federal cash match required.

- Non-transportation projects – 20% non-federal cash match required. For plan and bylaw development projects, contact CCRPC staff to develop a scope and budget. We encourage municipalities to seek Municipal Planning Grants for this type of work. An MPG can be used to provide the 20% (or more) match.

- The CCRPC may waive the local match requirement for projects deemed to be regionally significant.

- **Major or Minor Technical Assistance**

- Transportation projects – no local match required.

- Non-transportation projects – no local match required for projects requiring less than 12 hours of CCRPC staff time. Projects over 12 hours will be charged a rate of \$50 per hour.

- **Non-Municipal Partner Program Assistance**

- 20% match required.

h. Public Meeting Requirement:

All municipal applications, including match amounts, must be presented to and approved by the governing body at a warned public meeting by the end of March 2016. For non-municipal partners, a

public meeting is not required but applications should be approved by a Board or similar governing body. If available, please provide documentation by January 22 deadline. Not applicable for "Minor Technical Assistance" projects identified in the Program Summary packet. Regional project requests will be addressed as part of the CCRPC's public process.

The Village Trustees reviewed and approved this application at their December 8th meeting.

3. BENEFITS TO REGIONAL AND LOCAL PLANNING

a. Identify which of the 8 strategies from the ECOS Plan this project will address. (http://www.ecosproject.com/sites/default/files/documents/Chapter%203.2%20High%20Priority%20Strategies,%20Actions%20&%20Partners_20131211_0.pdf)

- If this project is progressed it will improve vehicle travel efficiency through our Village Center, reduce pollution, create a more welcoming environment, and more economic opportunities in our region for Vermont employers and employees.
- This project is in our designated Village Center and will create a fulcrum from which pedestrian and bicycle connections will stretch to our Multimodal Center at the Train Station and the Connector Road which opens up six acres of underutilized land to development increasing economic opportunity in an area planned for growth in the ECOS Plan, and beyond to the High School, Middle School, and the many residential neighborhoods that encircle the Village Center.
- The ability of this project to connect to existing sidewalks, paths and bike lanes while creating functional open space will increase the opportunity for every person in our community to achieve optimal health and personal safety benefits.

b. Demonstrate where this project is identified in a local plan, or how it addresses an existing, documented need. Or, is this a newly identified project for which there a sense of urgency? Please describe.

This project is specifically included in the most recent Municipal Plan as a priority for the Planning Commission and the Trustees. It was also identified as a priority during the recent Design Five Corners initiative and a Village Charrette which was attended by many Village residents. These projects were a collaboration between residents, Village planning staff, and elected officials, and culminated with a half-day design charrette. Julie Campoli was the consultant who oversaw the initiatives.

c. For transportation and land use projects, how will the project benefit the following:

- **The safe, effective operation of the transportation system?**

This project will improve vehicle circulation by converting the infamous Five Corners into a traditional intersection. This will reduce the time that vehicles spend idling at the intersection and improve the Level of Service. The pedestrianization of Main Street will also encourage safe pedestrian travel in the Village Center District, encouraging residents and visitors alike to consider leaving their cars at home, and spend more time in our Center.

- **Regional and/or local economic development?**

We believe that increased pedestrian activity will serve as a boost to our downtown small businesses: Businesses want to be where people are.

- **Multimodal travel options, connections, and/or reduce travel delays for people and goods?**

The more efficient movement of goods at the busiest intersection in the state of Vermont will serve as a regional economic development tool, and provide widely felt benefits throughout Chittenden County. The Village Center is one of the best served areas in the state for train and bus transportation.

- **Increase the livability of local communities?**

A pedestrian friendly community results in a safer, healthier community. The pedestrianization of Main Street will be ‘the jewel in the crown’ of Essex Junction’s highly developed bike and pedestrian infrastructure.

- **Complement other local/regional activities or initiatives?**

This project would not be feasible without the development of Crescent Connector, a new road which allows some travelers to completely bypass the Five Corners intersection. By the same token, without closing off a short second of Main Street the Connector Road (although an important improvement) will not function as effectively.

d. For other planning projects, please describe how the project benefits the local community.

N/A

e. Are there traditionally underserved populations in the project study area? How will this project help to achieve greater equity? How are disparities for disadvantaged communities improved through this project? (see the CCRPC’s 2014 Public Participation Plan for resources: <http://www.ccrpcvt.org/aboutus/public/>)

There are increasing numbers of immigrants locating in the Village. Often they rely on pedestrian connections and public transit in their early years in a new country. This project will strengthen pedestrian links in our Village Center and connections to our multimodal train station.

f. How does the project demonstrate a cost-effective solution to a potential or recognized problem?

This project will allow our existing infrastructure to work more efficiently. No new road architecture or additional traffic lights will be needed in order for this project to be successful. It will help us ‘take back’ the Village Center for pedestrians, while at the same time moving vehicles more efficiently, and reducing pollution, thus improving the negative connotation the term Five Corners has in the eyes of many. We will move from a traffic bottleneck that drivers try to avoid by travelling through our residential streets to get around the Five Corners creating dangerous situations for families, to a community that gives drivers a reason to stop, shop, and relax in our Village Center. This can be achieved relatively inexpensively while enhancing the value of transportation funds already spend on the Five Corners network.

g. How will this project be implemented after planning is complete?

Once the scoping study is complete, we plan on having the preferred alternative endorsed by the Village Trustees. This will lead to the project being placed on the Reginal TIP and State STIP. After this is accomplished, we will seek out additional federal and state grants as soon as possible in order to have the alternative implemented.



December 9, 2015

Mr. Bryan Davis
Senior Planner
Chittenden County Regional Planning Commission
110 West Canal Street, Suite 202
Winooski, VT 05404-2109

Re: CCRPC FY2017 Unified Planning Work Program – Scoping Study for Main Street Closure

Dear Bryan:

The Essex Junction Board of Trustees is requesting that the Chittenden County Regional Planning Commission include a scoping study for closing a small portion of Main Street in the Village Center in its FY2017 Unified Planning Work Program. I wanted to state our request in writing so that you may anticipate a formal application to follow.

The concept of closing Main Street (Route 15) from Veterans Memorial Park at Five Corners to the intersection with Railroad Avenue is integral to our broader strategy of improving the desirability of our Center to pedestrians and cyclists and, possibly, maximizing the efficiency of the Crescent Connector (scheduled for construction in 2016) to improve vehicle flow on Routes 2A and 15 traversing the Village Center. The information revealed from the study would also have a direct bearing on strategies currently under review to redirect traffic on Railroad Avenue and Ivy Lane, with the ultimate goal of improving accessibility to and the efficiency of the Amtrak/CCTA station on Railroad Avenue.

The final conceptual design of a 2015 community planning charrette (Design Five Corners), which received substantial community input, envisions "pedestrianizing" that portion of Main Street as the most critical component of our current and ongoing efforts to improve and revitalize the Village core. The Design Five Corners project, which included community meetings and a Facebook site for public engagement, has been adopted by our Planning Commission into our Village plan which was approved by the Trustees.

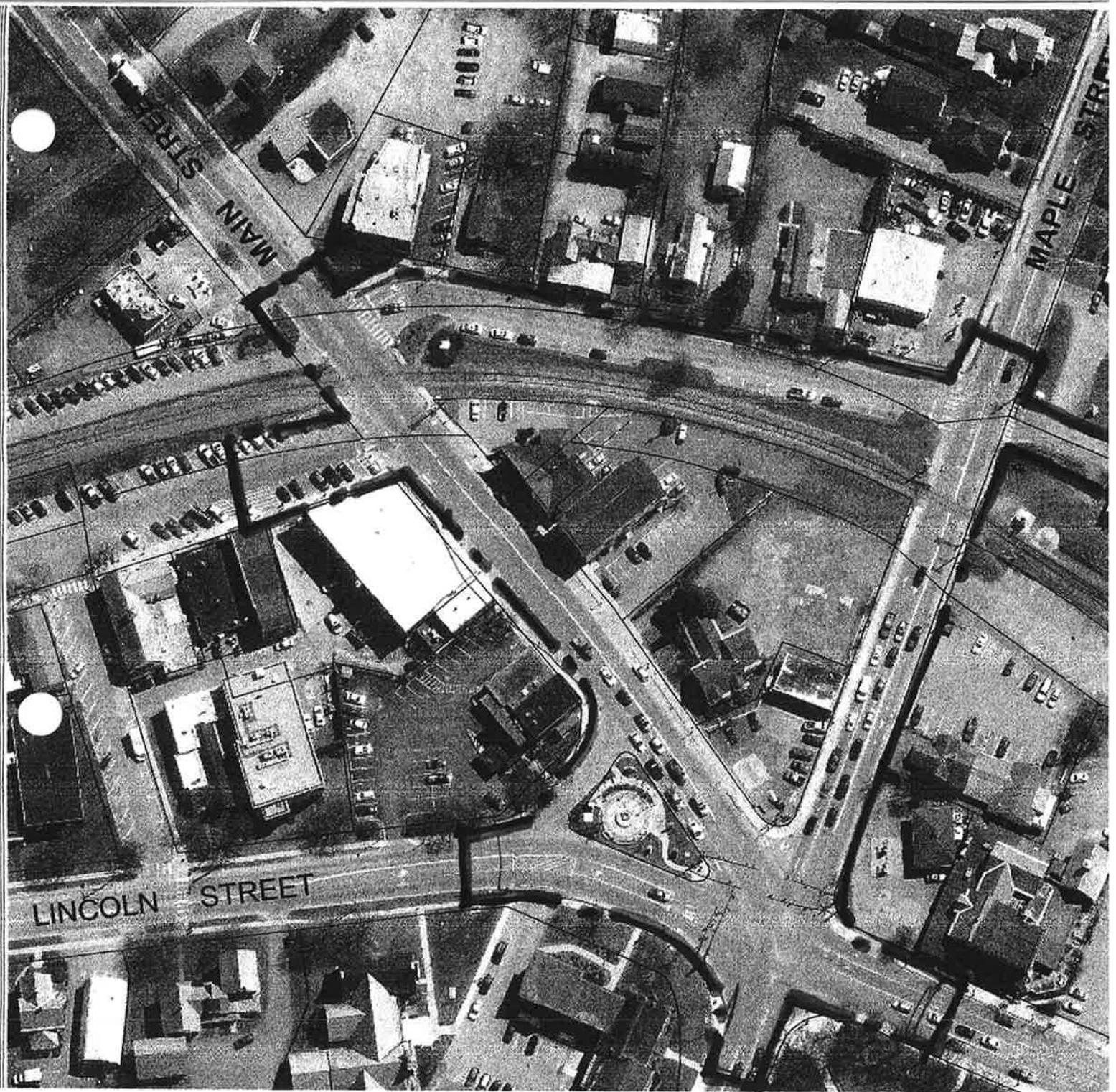
In addition to improving traffic flow and reducing idling time at Five Corners (and thus reducing pollution and improving air quality) we believe that when closed the new pedestrian section will bring back the center to pedestrian use, providing a boon for residents and business owners. All of this in an area designated as a Growth Center in the ECOS Plan.

Please accept this letter as an indication of the Village's intent to apply for a Scoping Study for the Main Street pedestrianized zone. In agreeing to proceed with the application, the Trustees also agreed at their December 8th meeting to provide the necessary match and staff resources required for the study. Thank you.

Best Regards,

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

George Tyler, President
Board of Trustees



Proposed Study Area



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

P: 802-878-6944
F: 802-878-6946

E: admin@essexjunction.org

Scott Johnstone, Executive Director
Vermont Energy Investment Corporation
128 Lakeside Avenue
Burlington, VT 05401

January 21, 2016

Dear Scott,

I am writing to enthusiastically support the grant for “Smart Growth: Moving from Vision to Implementation” which will help elucidate public unease with village and urban center infill and revitalization projects.

The Essex Junction Trustees and Village staff are firmly committed to a long-range revitalization effort for our village center. Our commitment is informed by key principles of Smart Growth such as pedestrian accessibility and connectivity; residential density; housing and business diversity; and enhanced public gathering spaces. Smart Growth principles inspired all our current and pending public infrastructure projects – the Crescent Connector, the Multi-Use Path, Pearl Street (sidewalk and bike path) upgrade, and Amtrak/CCTA station improvement – and have been incorporated into our Land Development Code and Village Plan.

Early on we anticipated the critical importance of public engagement not only to help guide our efforts, but to foster essential partnerships with community groups and opinion leaders. We fully supported the Orton Family Foundation grant (which the community received in 2012) for the Heart & Soul of Essex project to identify key community values and establish a framework for continuous public outreach. We worked with Heart & Soul to create the Design Five Corners project which allowed community members to provide specific input regarding the infrastructure and design improvements they wanted to see in a revitalized village center. We are currently partnered with the Town of Essex in sponsoring the Thoughtful Growth in Action program to allow village and town residents to help redesign local planning governance.

Yet, despite these and other efforts to bring community members into the conversation about village center infill and revitalization, I can unequivocally say there remains considerable anxiety about the pace and scale of change. In local social media and at various community meetings and workshops people frequently comment that they feel excluded from the conversation about downtown development. They don't understand why large, mixed-use buildings are encouraged. They're fearful that traffic and pedestrianization changes will cause more congestion, despite engineering studies to the contrary. They're concerned the Village will somehow lose its “village feel,” although our revitalization efforts are intended to enhance the sense of a welcoming, pedestrian-friendly downtown.

Some of these concerns can be attributed to misunderstanding, but I suspect that a generalized fear of change remains a significant underlying cause. The Village government continuously strives for better two-way communication, but our approach often feels disconnected from our constituents' real concerns. As we move forward with our redevelopment efforts, gaining more insight into community anxiety over changes which, paradoxically, the community has indicated they support is one of our most important challenges. The results and analysis obtained from “Smart Growth: Moving from Vision to Implementation” on how to define and address obstacles to change would directly benefit our efforts.

Please contact me or Municipal Manager Pat Scheidel or Community Development Director Robin Pierce if we can provide any further information or support.

Best Regards,

George Tyler, Village President