



TRUSTEES MEETING NOTICE & AGENDA
TUESDAY, MAY 24, 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. CSWD Proposed FYE 17 Budget – Tom Moreau, General Manager [6:45 PM]
 - c. Burlington Department of Code Enforcement – Bill Ward, Director [8:00 PM]
5. **OLD BUSINESS**
 - a. None
6. **NEW BUSINESS**
 - a. Memo about Common Law Ejectment – Chief Brad LaRose
 - b. Discuss Moving Block Party to Main Street – George Tyler
 - c. Communications and Outreach – Darby Mayville
 - d. Draft Summary from Trustees Retreat – George Tyler
7. **MANAGER’S REPORT**
 - a. Open House at Wastewater Treatment Facility for Water Quality Day 5/27/16
 - b. Trustees meeting schedule
8. **TRUSTEES’ COMMENTS & CONCERNS/READING FILE**
 - a. Board Member Comments
 - b. Minutes from Other Boards/Committees:
 - Planning Commission Meeting 5/5/16
 - Bike/Walk Advisory Committee 5/16/16
 - c. Press Release about Green Up Day
 - d. Email Updates on Projects from Robin Pierce
 - e. Letter from Library Trustee Elizabeth Glaspie
9. **CONSENT AGENDA**
 - a. Minutes of Previous Meetings 4/26/16 and 5/10/16
 - b. Expense Warrant #16042 dated 5/11/16 in the amount of \$183,543.53
 - c. Expense Warrant #16043 dated 5/18/16 in the amount of \$15,741.05
 - d. FYE 17 Lease for Essex CHIPS
10. **ADJOURN**

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

Agenda Addition
New Business



Community Development Department

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

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

MEMORANDUM

TO: Pat Scheidel, Village Manager, Trustees
FROM: Robin Pierce, Community Development Director 
DATE: May 24, 2016
SUBJECT: Temporary municipal parking and possible Pocket Park

Issue

The issue is whether or not the Trustees wish to avail themselves of the currently vacant site at 3 Main Street for municipal parking and a pocket park until the owner of the property undertakes development at the location.

Discussion

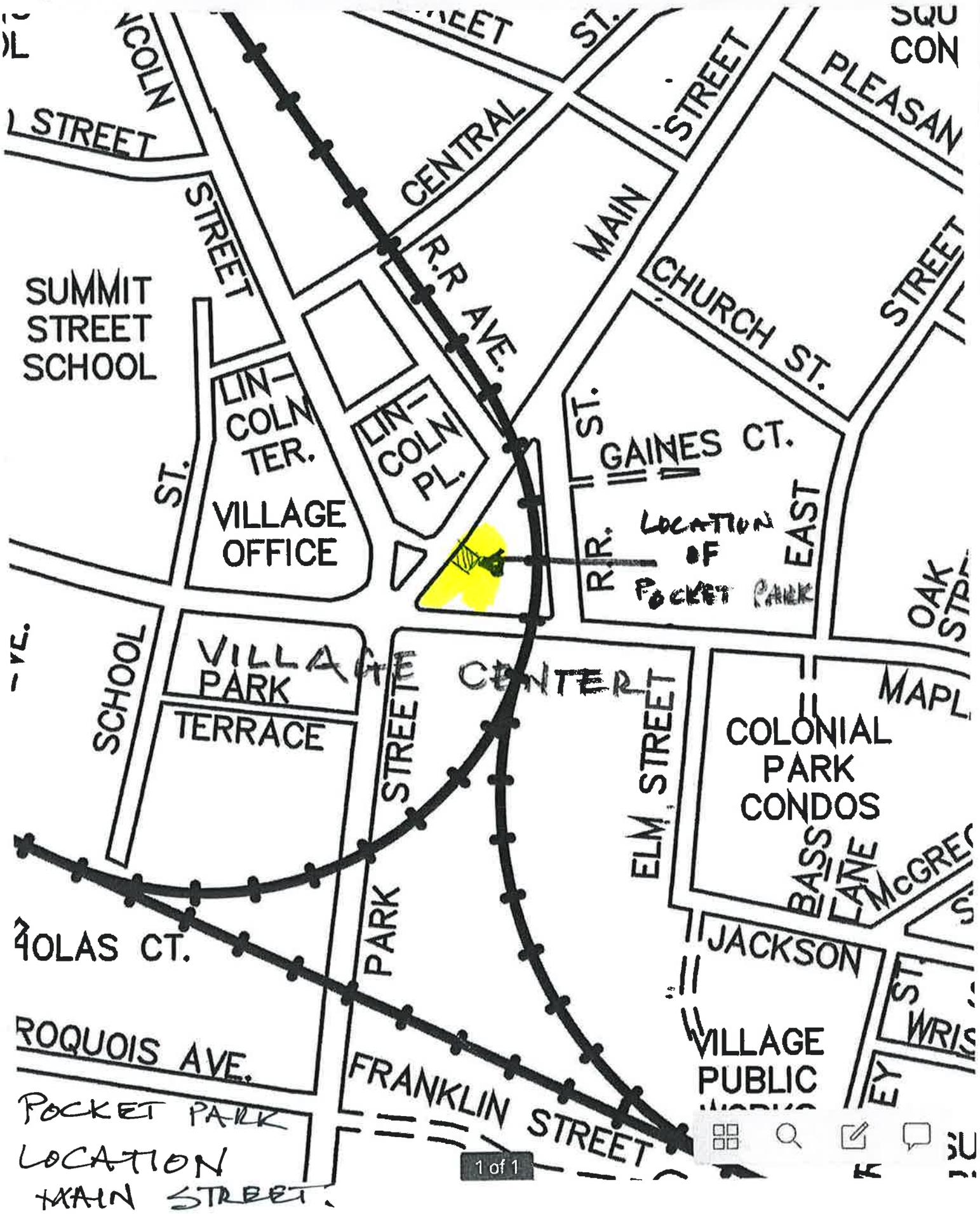
1. The former Kolvoord site (now Handy) has been vacant since the unsafe building was demolished. As sites in the Village Center get redeveloped there is a need to ensure parking keeps up with demand. The Handys have agreed to let the Village use their site for municipal parking at no cost to the Village until a time when they wish to develop the site, as long as the Village does not charge people for parking on the site. (There are no development plans for the site currently.) In return the Village will put Gabe Handy on our insurance to give him liability coverage. We will also cut the grass to keep the location tidy. Public Works staff have looked at the site and feel that they could tidy up the lot and stripe in parking spaces. At this time it is estimated that the site could accommodate 25 cars. A rough sketch of the parking layout is attached.
2. The Handy's have also agreed to let the Village erect a pocket park in the form of a pergola at the edge of their property on Main Street. The pergola is the subject of a grant application currently. Public Works estimate that it would take two employees two days to construct the pergola which would be designed to be moveable to another site creating, if you will, a pop up pergola. The Village will cut the grass around the pergola. A rough sketch of the pergola is attached.

Cost

The cost to the Village for the parking area would be Public Works time plus marking paint and parking signs. The cost to the Village for the pergola would be Public Works time and an estimated \$3,000 for timber for the pergola.

Recommendation

It is recommended by Staff that the Trustees approve moving forward with the temporary parking and pergola on the Handy site.



LOCATION OF
POCKET PARK

POCKET PARK
LOCATION
MAIN STREET

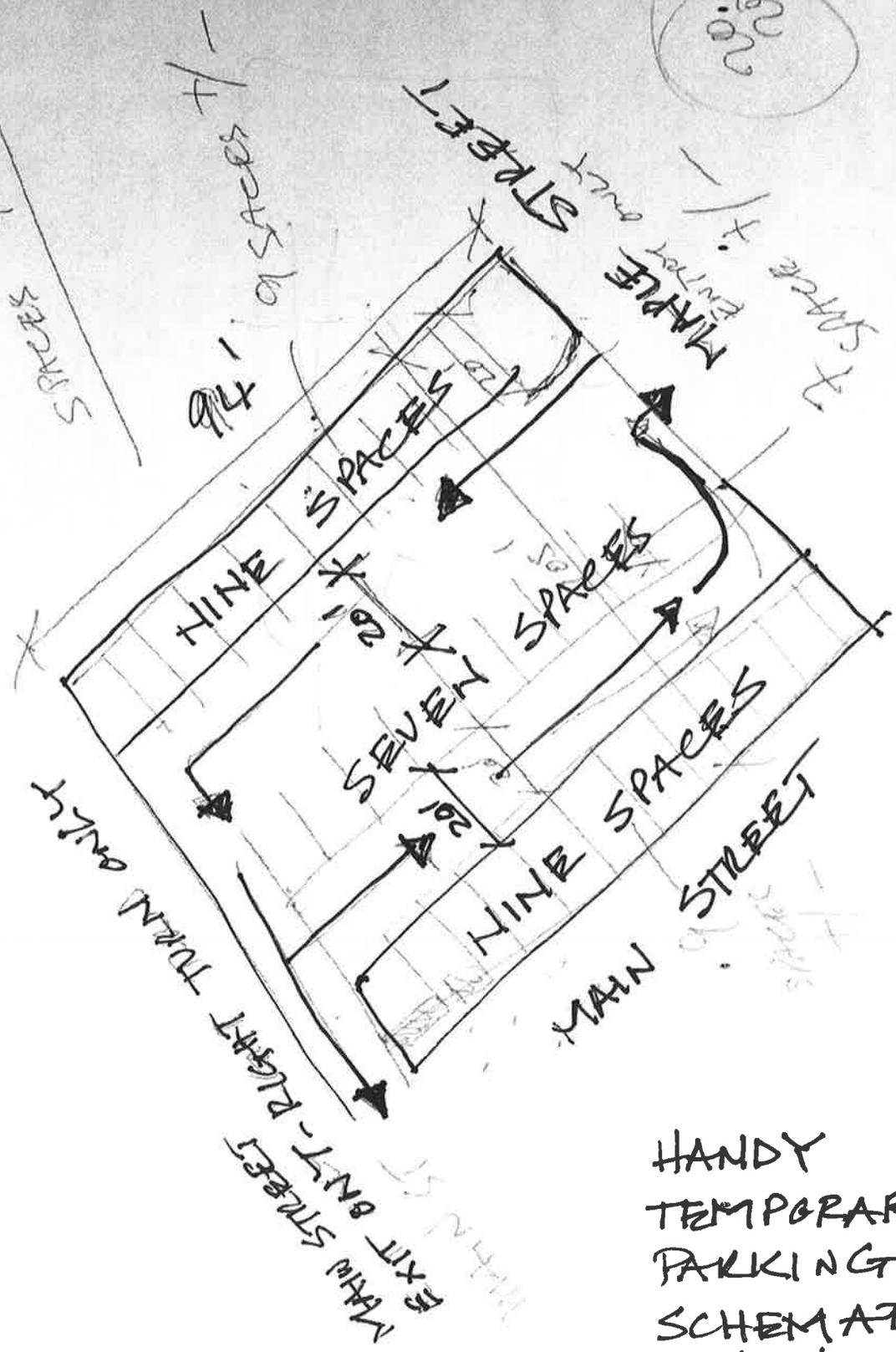
200

78' space +/-

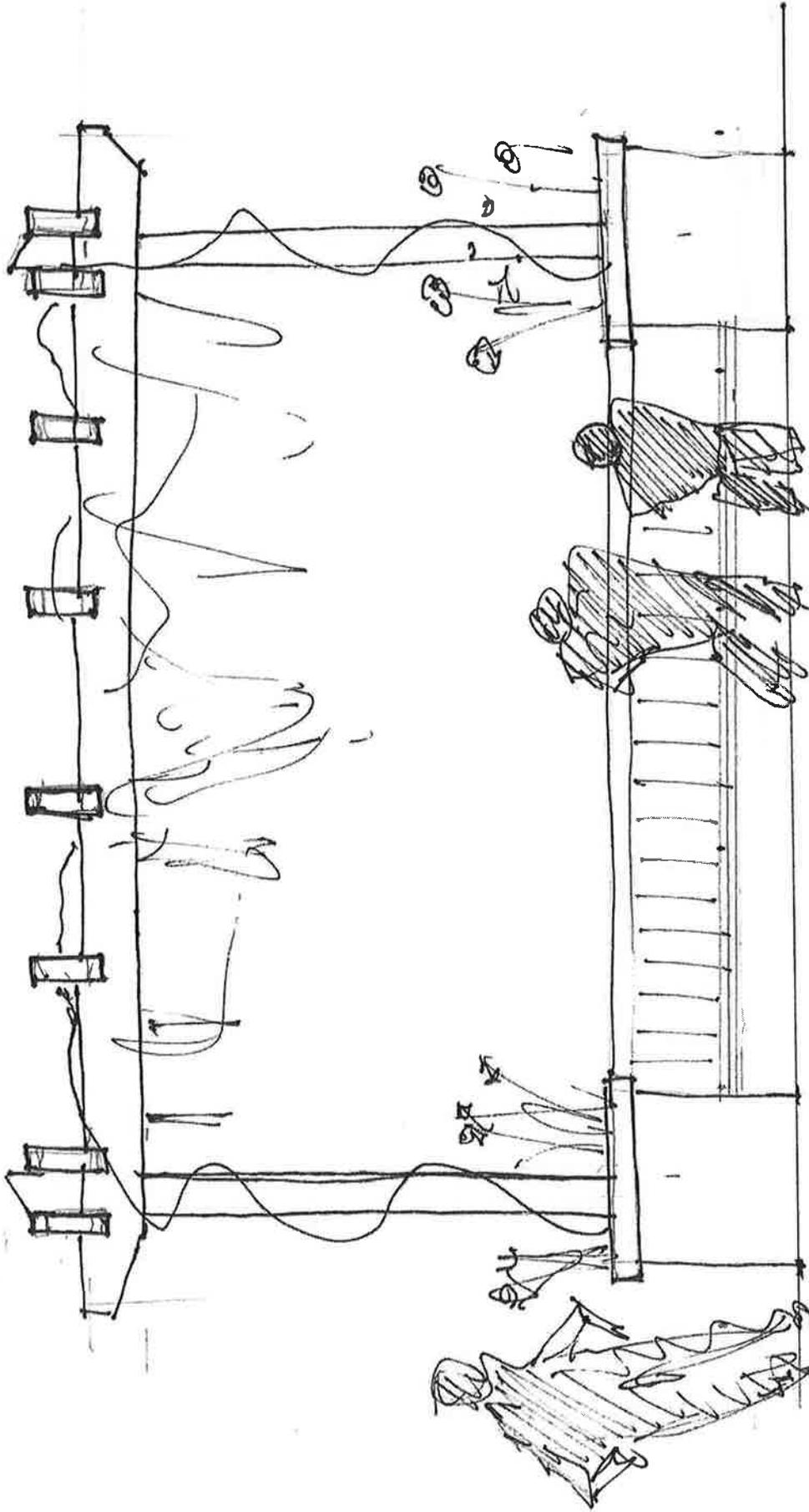
9' x 10' SPACES

9' SPACES +/-

7' SPACES +/-

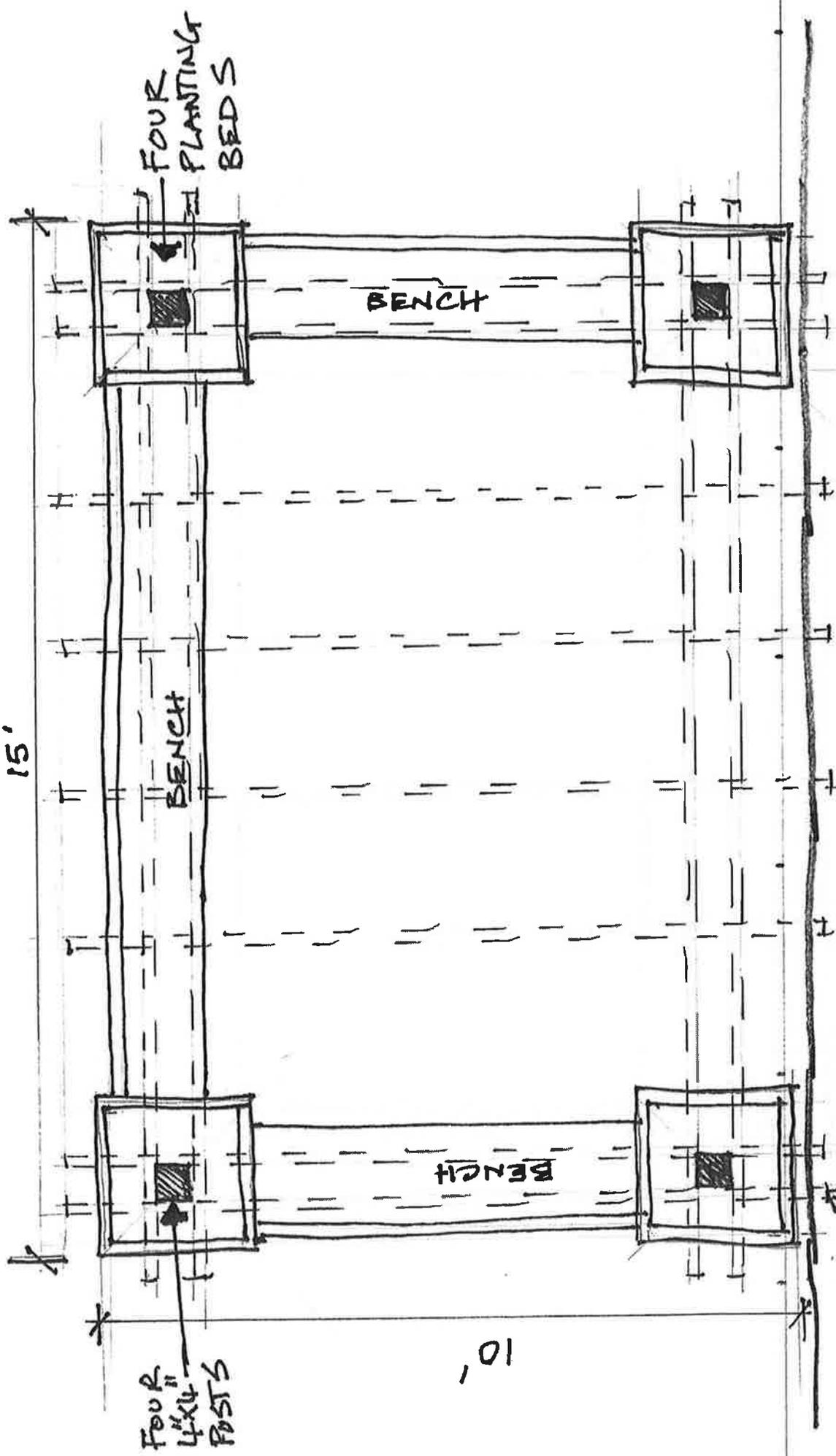


HANDY
 TEMPORARY
 PARKING
 SCHEMATIC
 5/23/2016



VIEW FROM MAIN STREET

5/23/2016



MAIN STREET SIDEWALK
 ESSEX JUNCTION, VERMONT.

OVERHEAD
 JOISTS TO
 SUPPORT CLIMBERS (PLANTS)

5/23/2016

Essex Junction Village Center Parking Count

Location	Number of Spaces	Public/Private	Notes
4 Pearl Street	79	32 above ground (private) 47 below ground (private)	Currently under construction
Crescent Connector	31	Public	Currently under development
Municipal Lot	73	Public	4 spaces reserved for FD
Maplehurst Florist	16	Private	Unmarked spaces
TD Bank	25	Private	
Central St	6	Public	
Train Station	4	Private	Mostly used by taxis
Central Beverage	15	Private	Unmarked spaces
Chittenden County Chiropractic	9	Private	
Growth Ctr/10-12 Pearl Street	10	Private	Unmarked spaces- estimate
Railroad Ave.	60	Public	
McClure	3	Private	May be used as loading area
Lincoln Place	23	Public	
E2	6	Private	
Main Street	20	Public	
Ivy Lane	25	4 Private, 21 public	4 spaces reserved for Amtrak
Alley Behind RR Ave	21	Private	Estimate-cars seemed to be parked all over
Pho Dang	8	Private	Several cars parked in front of no parking signs.
Dominos	14	Private	Includes 4 cars parked in a gravel area behind the building.
Park Street School	31	Public	
Park Street	12	Public	
Advanced Auto Parts	10	Private	
Rocky's	26	Private	
Gravel Lot Near Rocky's	25	Private	Estimate-there were cars all over the place and may have been some junk cars.
Crystal Nails	4	Private	

Lincoln Street	5	Public	
Quality Car Care	12	Private	Estimate-some of these cars seemed to belong to the apartment upstairs.
Federal Building	29	Private	
Reynold's Building	22	Private	
Gabe Handy's Lot	40	Private	Estimate-this lot is a mess and needs to be fixed up before it can be used.
Road Res Q	13	Private	Repair shop.
Associates in Ortho.	35	Private	
Essex Grill	6	Private	Back lot not counted-out of Village Center district.
Essex Agency	21	Private	Some may be shared with apartments.
Gravel Lot Behind Essex Agency	25	Private	Estimate-this lot was a mess and cars were parked everywhere.
Railroad Street	14	Public	
BCK Real Estate	10	Private	May have room for more unofficial spaces here.
Park Street	16	Public	
Park Place Tavern	27	Private	
Locked Lot Behind 34 Park St.	10	Private	
Karen's Kloset	32	Private	
Northern Coal & Oil	6	Private	Estimate-not sure how many cars are able to be back here.
East Coast Printers/Depot Lot	40	Private	Estimate-it is unclear if this is still being used for parking or not.
Smitty's	48	Private	Shared with apartments
Simon's	7	Private	
Allstate	11	Private	Shared with apartments
Ron Bushey's	5	Private	Auto repair
Haircuts Plus	34	Private	
On Tap	100	Private	
Mason Brothers	123	Private	Some large spaces to accommodate trucks.

Total 1247 - Private 935; Public 328

Conor M. Leland

Current Address

38 Blue Rock Rd
Richmond, VT 05477
(802)-338-1723
conormleland@gmail.com
cmleland@uvm.edu

Education

The University of Vermont (UVM), Burlington, VT
Bachelor of Science Degree in Community & International Development
Concentration of Development and Applied Economics

Relevant Courses

World Food Population & Development	Economics of Sustainability
Sustainable Community Development	Project Planning & Development
Community Development Economics	Consumers, Markets & Public Policy
International Economic Development	Sustainable Dev. in Island Economy

Work Experience

Essex Junction Recreation and Parks

Village Kids Afterschool Program-Assistant Site Director at Maple Street Park.
STARS accredited, Licensed Childcare program provides quality afterschool care for students at Hiawatha, Summit, and Fleming schools.

Babies to Boomers

- Specialize in providing Childcare services. Assist families with quality care for their child's needs.

St. Michaels College Assistant Soccer Coach, Colchester, Vermont

- Started January 2015, Assistant Coach/Goalkeeper Coach.

•UVM Men's Club Soccer Head Coach

FarPost Soccer Club, Essex Junction, Vermont

- Goalkeeper Coach for ages 12-18

Landscape Designer/Laborer Landshapes, Richmond Vermont

- Designed and landscaped flowerbeds, planted trees, shrubs, flowers, watered trees, etc. May 2012-August 2014 (May-August).

Big Brother Big Program, Richmond Elementary School, Richmond Vermont

- Worked with children playing basketball and soccer in an after school program. March 2009-April 2010.

(Continued)

Conor M. Leland

Laborer Poulin Drywall, South Burlington, VT

- Collected sheetrock from newly constructed houses. May 2007 – August 2009 (May-August).

Jarred Williams Foundation

- Helped fundraise money for brain cancer research and charity.

Course Member University of Vermont, Community & International Development.

- Introduction to the problems of sustainable development on small-island developing states utilizing a case study of St. Lucia, West Indies. Worked and studied at Carmen Rene Memorial School developing a Curriculum on the basics of HIV/AIDS awareness and prevention. Created introductory level games on social support of HIV/AIDS. Also used the game of soccer as a vehicle influenced from grassroots ideas. December 31st-January 15th 2013.

Member

- Franklin Pierce University Men's Soccer Team, Rindge NH, Goalkeeper. August 2010-May2011.

Member

- "Friends of Sam", Richmond, Vermont. Helped organize, promote, and execute events to raise money for families in need. May 2008–August 2010.

Activities & Interests

University of Vermont Men's Soccer Program (Goalkeeper)

- 2011-2014
- **CAREER HONORS** □
- Career: Fifth All-Time in Shutouts, Seventh in All-Time Wins (UVM History)
- 2012 America East Goalkeeper of the Year □
- 2012 America East All-Conference First Team
- **2014:** Finished the season ranked among the America East goalkeeping leaders. Closed out his career ranked fifth in shutouts (18), sixth in goals against average (1.07) and seventh in wins (22) among UVM's all-time goalkeepers. □ □
- **2013:** Finished the year ranked among the America East goalkeeping leaders in shutouts (2nd).
- **2012:** Was named the MVP of the Morgan Stanley Smith Barney Windjammer Classic. Was named College Sports Madness National Defensive Player of the Week on 9/10. Finished the year with seven wins, six by shutout. Ranked 11th in the country among Division I leaders in save percentage. Selected as the America East Goalkeeper of the Year and was named to the America East All-Conference First Team.

(Continued)

Conor M. Leland

REFERENCES

Jesse Cormier: University of Vermont Head Men's Soccer Coach. (802) 656-7868
Jesse.Cormier@uvm.edu

Thomas DeSisto: Professor, University of Vermont. (802) 656-0258.
Thomas.Desisto@uvm.edu

Cori Fine: Owner of Babies to Boomers, Underhill Vermont. (802) 540-0433
info@babiestoboomersvt.com

Wade Jean: St. Michaels College Head Men's Soccer Coach. (802) 654-2693
wjean@smcvt.edu

Jonathan Leduc: Landshapes, Richmond Vermont, Project Manager. (802) 343-5257

John Fath, Owner: Toscanos Bistro & Café, Richmond, Vermont. (802) 434-3148.

Tom Desautels, Owner: Poulin Drywall, South Burlington, Vermont. (802) 482-5192.

Jeff Davis, Teacher: Mount Mansfield Union High School. (802) 899-4690 ex 1640.
Jeff.Davis@cesu.k12.vt.us

VILLAGE OF ESSEX JUNCTION
FARMERS MARKET RENTAL AGREEMENT

This AGREEMENT is entered into this _____ of May 2016 by and between the Village of Essex Junction, a Vermont municipal corporation ("Village") and Five Corners Farmers' Market, Inc. with a principal place of business in Essex Junction, Vermont.

WHEREAS the Market desires to organize, manage and promote a local farmers' market in the Village; and

WHEREAS the Village is agreeable to providing a location for the farmers' market because of the expected public benefit of such a market.

NOW THEREFORE, in consideration of the mutual promises made by each party to the other, the parties covenant and agree as follows:

1. **Market Purpose:** The purpose of the Market is to provide area residents' access to local producers. The Market's intention is to provide the freshest products giving the consumer the healthiest choices and thus supporting Vermont's agricultural economy. The Market is NOT intended to be a flea market. Nor is the intent to provide a garage sale experience to consumers. No used or second-hand goods will be sold at the Market. All products sold will be new, freshly cut, home grown or made by growers, crafters or qualified processors for value added products. Market rules are attached in Appendix A for reference.
2. **Market Location:** The Market will be located on the entirety of Lincoln Place, as depicted in the attached map (Appendix B). Vendor sites will not exceed 36 during the regular season. The Market may apply to add vendor sites for specific dates for special events at the market (example: craft day, etc.)
3. **Market Schedule:** The Market will operate once per week on Fridays from 3:30 pm to 7:30 pm in the summer months and 3:30 pm to 6:30 pm in the fall months beginning June 3rd 2016, and ending September 30th, 2016.
4. **Closure of Lincoln Place:** The Market may close Lincoln Place to traffic from 2:00 pm to 9:00 pm on Market days. In addition, the Market may restrict parking on Lincoln Place by placing cones in parking spaces beginning at 6:00 am on Market days, and by placing a "Parking Restricted" sign at the entrance of Lincoln Place. The Market shall permit abutting business owners, their employees and patrons to park on Lincoln Place until 2:00pm on Market days. The Market shall discuss this arrangement with abutting business owners.
5. **Market supplied trash and recycling receptacles** may be left on either end of Lincoln Place throughout the market season. The Village Department of Public Works will coordinate trash pickup with their normal contracted service. This will be at no cost to the Market.
6. **The Essex Junction Department of Public Works will assist the Farmers' Market by placing three items:** 1) A 6 foot by 8 foot removable storage shed on a designated location 2) A temporary sign and base at the corner of Lincoln Place and Route 2A 3) Up to 3 banners on

the gas light poles on Railroad Ave; at least 2 weeks prior to the start of the market. All three items will remain at their locations throughout the Farmers' Market season with DPW removing them no sooner than one week after the close of the market. DPW will also store all three items during non-market season.

7. Village's Right to Cancel Market days: The Village, by providing two (2) weeks notice to the Market, may cancel any individually scheduled use of the Site by the Market if, in the sole discretion of the Village, the Village determines that another event should occur on the Site on the designated date and time. In the event of an emergency, every effort will be made to give the Market advance notice of cancellation; though no advance notice shall be required. The Market hereby agrees to hold the Village harmless for any claims related to Market cancellations, including but not limited to lost profits.
8. Market Management: The Market shall, in advance of the Market season, designate a Market Manager(s) to be the liaison between the Market and Village. The Market Manager(s) shall be primarily responsible for providing management oversight of the Market. The Market Manager(s), or his/her designee, shall be physically present during scheduled hours of Market operation. The Market Manager(s) shall be primarily responsible for assuring the Site is kept clean and free from trash associated with the Market.
9. Permits: The Market shall be responsible for obtaining all necessary local, State and Federal permits and licenses prior to opening for the season.
10. Market Affiliation and Use of the Site: The Market shall pre-approve all Vendors. Only pre-approved Vendors will be allowed to set up and vend from the Site.
11. Vendors' Release of Liability and Hold Harmless Agreement in Favor of Village: Prior to operating, Vendors shall be required to sign an Agreement agreeing to release the Village from any and all liability and to hold the Village harmless from any claims associated with their Market vending.
12. Market Insurance: The Market shall obtain and carry for the duration of the Market season a general liability insurance policy with single limit of \$1,000,000 per occurrence and \$2,000,000 in the aggregate. The Village shall be named as an additionally insured, and the Market shall provide a copy of the certificate(s) of such insurance to Village prior to the Market season.
13. Signs: Signage for the Market is agreed to as outlined in Appendix C.
14. Tents and Other Structures: The Market and its Vendors may erect and keep temporary tents and other structures during operational hours only. Vendors are required to supply their own tent weights, totally 35-40 pounds per corner of their 10'x10' tents. Any tent weights and tie-downs shall be required to be visually marked to ensure the safety of patrons. Stakes shall not be driven into the roadway or sidewalk.
15. Entertainment: The Market may provide certain entertainment during Market hours. By way of illustration (and not limitation), types of entertainment may include live music, face painting, balloon artists, etc. The entertainment shall be supplemental and accessory to its

Market Purpose outlined above. Music shall be without amplification if possible. All entertainment shall be carried out in a way that is non-disruptive to area residents and businesses.

16. Term: This Agreement shall take effect upon signing and shall continue for the current Market season as outlined in Paragraph 3 above. At the end of the current Market season, the Village and the Market shall meet to discuss an Agreement for the following Market season.
17. Termination: The Village and Market shall have the right to terminate this Agreement upon thirty (30) days written notice to the other party.

DATED at Essex Junction, Vermont this ____ day of _____, 2016

Village of Essex Junction

Five Corners Farmers' Market, Inc.

By: _____
Duly authorized agent

By: _____
Duly authorized agent



2014 Rules & Guidelines

The Five Corners Farmers' Market (5CFM) is a non-profit organization whose mission is to promote the connection between our community and local farmers and producers of fresh, healthy foods and related products. A weekly farmers' market in downtown Essex Junction provides convenient access to locally produced agricultural products, prepared foods, and crafts. In addition, the market and other scheduled events help to support a revitalized Village downtown.

5CFM provides the market location, advertising, promotion and site insurance coverage. A market manager is at every market day to promote a pleasant, safe and successful market day for all vendors and customers.

Terms and Conditions

1. Interested vendors submit a completed & signed 5CFM Vendor Agreement indicating that they have read, understand, and agree to abide by the rules, and listing all items to be sold at the market if accepted. Deposit and balance are due as listed. If a vendor is not offered a spot, the fees paid will be refunded.
2. Vendors and items to be sold are reviewed by 5CFM and are accepted on the basis of proximity to the market, the quality and/or source, and our current supply and mix of products. The market will strive to maintain a ratio of 60% local agricultural products and agricultural value added foods, 35% hot and cold prepared food, and 5% craft.
 - **Agricultural:** food, fiber, plants, or flowers, and value-added agricultural products that were grown in Vermont by the vendor or the vendor's employees.
 - **Prepared food:** ready to eat food or drink prepared by the vendor in Vermont in a **licensed** home or community kitchen, and including **at least 50%** local ingredients from Vermont farms and businesses.
 - **Crafts:** items that do not qualify as agricultural or prepared food, and are hand crafted in Vermont by the vendor in their home or shop.
3. A vendor may only sell the items on her or his approved list as issued by 5CFM; prior to selling any other items, an amended inventory must be submitted and approved by the Market Manager.
4. Only the following local (as defined by the Vermont Department of Agriculture) vendor grown or produced items may be offered for sale:
 - Fresh fruits, vegetables, herbs, plants and flowers
 - Honey, maple syrup and wine; dairy products, poultry, eggs and meat
 - Specialty food products: cider, jams, jellies, home-canned garden foods, pickles, etc. using ingredients grown by the vendor
 - Prepared foods and baked goods using local ingredients but *not* grown by the vendor
 - Yarn, wool, and wood products
 - Exceptions and other items may be approved by the 5CFM Board to meet market/consumer needs
5. Vendors must comply with all applicable federal, state and local laws and regulations. All products sold must comply with the requirements set forth by federal, state and local town/village laws, regulations and rules. **Copies of insurance as necessary to cover operations and liabilities and all appropriate licenses and inspections must be submitted with fee balance due by April 1 of each market season.**
6. All vendors must anonymously report weekly gross sales for insurance and market growth analysis –please submit by e-mail or in person to Market Manager by the start of the following market. **Day Vendors – MUST submit gross receipts at the end of the market day that they vend.**

7. All vendors should submit 5CFM tokens to Market Manager **weekly** – by the start of the following market. Reimbursement checks for tokens will be issued **monthly** except in extenuating circumstances..
8. Vendors may be asked to contribute product to one or two fundraising efforts annually.
9. All vendors are required to attend an annual pre-season vendor meeting to receive important information and your space assignment for the season. If you cannot attend, you **MUST** contact the market before the meeting to receive important updates. Please let us know if you have any special space needs.
10. Community, agricultural or nutrition-oriented projects by local non-profit organizations, civic and youth groups are welcome as space available; **subject to approval of application and any products to be sold.**

Attendance

1. Consistent vendor attendance is vital to maintain a vibrant market, thus vendors are expected to attend all markets for the entire season. 5CFM is “rain or shine” unless cancelled by market manager due to dangerous conditions.
2. Planned absences must be noted on application or coordinated with market manager as early as possible.
3. In other unavoidable absences, **vendors must call or email the market manager no later than 6 pm Wednesday** before the market. (If we do not hear from you by 6pm on Wednesday, you will be charged the \$25 fee*) Advance notice allows us to schedule a day vendor replacement for your space.
4. No shows and late notices are subject to the Rules Violation Policy* (below) unless it is a genuine emergency.

Vendor Space

1. Space is assigned by the market management team based on market appearance, products sold, and attendance at the pre-season vendor meeting. Each space is 10 feet square with ~ 2 ft. walkway on each side. Changes or modifications are possible at the discretion of the market management team.
2. Vendors must maintain an orderly and clean display (including area behind their stand),
3. Vendors must provide a waste receptacle for their customers, and take home all waste and unsold items.
4. Electricity is NOT provided. **Vendor generators must be approved by market manager before use. Please contact the Market Manager beforehand if you are planning to use a generator.**
5. Vendors using grills **must** bring an approved fire extinguisher, and must not create excessive smoke as excessive smoke may a problem for other vendors and customers.

Prices and Signs

1. Each vendor must post the name and location of his/her farm or business at his/her assigned space.
2. Prices must be clearly posted and set by the individual vendor. Scales must be legal-for-trade.
3. All items offered for sale must be first quality, unless they are expressly posted as "seconds."
4. Northeast Organic Farmers' Association (NOFA) certification is required to label foods "organic".
5. **Styrofoam containers are banned.** If you bring Styrofoam containers to the market, **you will not be allowed to use them.** Please make other arrangements before the season starts!

Market Safety

1. All canopies must be secured and weighted for safety at all times. Most accidents at markets involve wind-blown tents, canopies or umbrellas.

PLEASE READ AND ABIDE BY THE FOLLOWING REQUIREMENTS:

- a. All canopies used at the market **MUST** have at least 35-40 lbs. of weight attached to each corner of a 10 x 10 tent. If you are using an umbrella a 50 lb. weight should be used.
- b. Weights must be tethered with lines that are securely attached and clearly visible so they are not a hazard. **It is NOT sufficient to just place weights on the feet of the canopy.**
- c. Weights must be on the ground, not above people heads, and located so they are not in the path of customers or cause a tripping hazard.
- d. Do not use gallon water jugs - they are not heavy enough for large gusts of wind. One gallon of water weights 8 pounds. One gallon of water on each corner would be the equivalent of a 3 year old child trying to hold down a 100 square foot parachute.

e. Tying tents, canopies or umbrellas to tables, coolers or vehicles provides tripping hazards and frequently does not provide adequate weight.

Good example of canopy weights – 2.5 gallon buckets filled with sand or cement and tied to each corner of the tent. **NEVER** use cement blocks! They are sharp and can hurt people if you run into them, easy to trip over, and hard to secure effectively. **The best weights are strapped to the bottom of each leg, then tethered to the top corner of the canopy. This helps to lower the center of gravity of the canopy and keep everyone safe.**

2. Severe Weather Policy

Imminent: In the event of severe weather during the Market, all customers, vendors and volunteers will immediately move to a safe place until the dangerous conditions have passed. Possible safe places include Murray's Bar and the Library. A determination will be made about resuming normal Market operations for the remainder of the Market day. If the Market must remain closed due to ongoing weather conditions, all vendors must pack up and leave immediately.

Forecast: Based on weather reports of severe weather and/or on-site conditions, market management may adjust market opening or closing times or cancel the affected Market entirely. If possible a decision will be made by 11 AM Friday of the market, or as early as possible. Notification will be sent to vendors by email and also be posted on our website, Facebook page, and other social media.

Market Operation

1. Vendors must agree to sell for the entire market day, during official market hours.
 2. Vendors should arrive between 2:15 & 3pm to allow time to unload and move vehicles off the street by 3:15.
Absolutely no moving vehicles are allowed after 3:15pm and or at the end of the market until the market manager reopens the street.
 3. Vendors who arrive after 3pm must park off the street and ask market manager about unloading safely.
 4. Vendors must use designated parking areas to allow customers easy parking.
 5. No smoking, loud hawking, solicitation, collection drives, political or religious activities permitted.
 6. Vendors are strongly urged to leave their pets at home.
- ⇒ Please use great caution, courtesy and common sense!

Vendor Concerns

Feedback, questions and suggestions are always welcomed.

Vendors may contact the market manager in person or via e-mail; a timely response will be issued by e-mail or phone if the issue cannot be resolved at the time.

Issues may also be brought to any 5CFM Board member or meeting.

*Rule Violation Process

1. Vendors will be fined for violations of market rules (including no shows and late notice), \$25 for 1st occurrence, \$50 for 2nd occurrence, to be subtracted from your security deposit. After a second occurrence, your space at the market may be in jeopardy and you will be in a probationary status. **PLEASE READ AND BE AWARE OF THE RULES & GUIDELINES ABOVE TO AVOID THESE FEES.**
2. Subsequent and/or serious violations will be brought to the 5CFM Board; response will be based on individual circumstances, and may include fines, suspension or termination without refund.
3. If no violations occur, your security deposit will be returned to you at the end of the market season.

I have read and agree to follow all 5CFM rules, guidelines and directions from the Market Manager.

VENDOR SIGNATURE: _____ **DATE:** _____

Lincoln Street						
FAIRPOINT		17			18	FEDERAL BLDG
		16			19	
		15			20	
		14			21	
		13			22	
		12			23	
		11			24	
		10			25	
		9			26	
	ALLEY		8	MARKET BOOTH		
MURRAY'S TAVERN		7			27	LAWYER'S BLDG/APTS
		6			28	
		5			29	
		4			30	
		3			31	
		2			32	
		1		NON-PROFIT BOOTH	33	
	RAILROAD AVE.					

APPENDIX C

SIGNAGE

1. The Village shall permit the Market to place directional signs (such as "Farmers' Market Ahead") in the public rights of ways along each of the five main roads leading into Five Corners. Individual signs shall be limited to 8 square feet. The Market may place the signs on Market days only from approximately 6:00 am to 9:00 pm. The Market shall be responsible for placing and removing signs.
2. If the Market procures the right to place a banner over Route 2A near the falls south of five corners, the Village agrees to pay the \$250 banner fee. The Village agrees to pay this fee one time only during the Market season.
3. The Market may apply for banner space on the lawn of the Lincoln Hall.
4. The Market may integrate signage / banners into its sawhorses used to block traffic at the ends of Lincoln Place during Market hours.
5. The Market may place signs in private yards so long as individual signs are no more than 2 square feet, are placed outside of the public right of way and are outside the view triangle at intersections as set forth in the Village's Land Development Code. The Market may place the signs on Thursday preceding Market days and shall remove the signs at the close of Market on Fridays. The Market shall seek the permission of land owners before placing signs, and shall provide the Village with a list of properties where signs will be located.
6. The Village shall permit the Market to place a temporary sign depicting the name of the Market at the corner of Lincoln Place and Route 2A in the public right of way near Fairpoint Communications. The sign will meet all appropriate code.
7. The Market may place banners on the gas light poles on Railroad Avenue for the duration of the Market season. The banners will meet all appropriate code.

Consent Agenda

05/20/16

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Vendor	Invoice Date	Invoice Description	Invoice Number	Account	Amount Paid	Check Number	Check Date
14400	05/16/16	ABOVE AND BEYOND LH/BL cleaning svcs May	2585	210-41940.423 CONTRACT SERVICES	750.00	5468	05/20/16
14400	05/16/16	ABOVE AND BEYOND LH/BL cleaning svcs May	2585	210-45551.423 CONTRACT SERVICES	2400.00	5468	05/20/16
14400	05/16/16	ABOVE AND BEYOND BL supplies	2588	210-45551.610 SUPPLIES	72.00	5468	05/20/16
05290	05/05/16	ADVANCE AUTO PARTS ST grease & car wash	12640982	210-43110.626 GAS, GREASE AND OIL	56.90	5469	05/20/16
05290	05/05/16	ADVANCE AUTO PARTS ST grease & car wash	12640982	210-43110.610 SUPPLIES	9.29	5469	05/20/16
05290	05/06/16	ADVANCE AUTO PARTS VA quick disc for ss5000	12741034	210-43110.570 MAINTENANCE OTHER	17.06	5469	05/20/16
05290	05/09/16	ADVANCE AUTO PARTS ST washer fluid	13041142	210-43110.610 SUPPLIES	23.94	5469	05/20/16
05290	05/10/16	ADVANCE AUTO PARTS ST jumper cables	13435455	210-43110.610 SUPPLIES	26.99	5469	05/20/16
05290	05/03/16	ADVANCE AUTO PARTS ST SUPPLIES TOOL BX GARAG	2440765	210-43110.610 SUPPLIES	50.67	5469	05/20/16
V9429	04/28/16	AQUARIUS LANDSCAPE INC. ST OPEN SPRINKLERS VET PR	540635	210-43161.002 MEMORIAL PARK	90.20	5474	05/20/16
V10301	05/12/16	BARRA, PLC DAVID A. VA April legal	EJ23582364	210-41320.320 LEGAL SERVICES	1138.50	5479	05/20/16
V10301	05/12/16	BARRA, PLC DAVID A. VA April legal	EJ23582364	210-41970.320 LEGAL SERVICES	49.50	5479	05/20/16
23635	05/01/16	BAY STATE ELEVATOR COMPAN BL BUILDING MAINTENANCE	417135	210-45551.434 MAINT. BUILDINGS/GROUNDS	269.51	5480	05/20/16
V0210	04/20/16	BLACKSTONE AUDIOBOOKS BR ADULT MATERIALS	828255	210-49346.001 ADULT COLLECTION-PRINT &	53.01	5484	05/20/16
V1655	05/05/16	BLUE CROSS BLUE SHIELD OF VA June health insurance	28910001192	210-41320.210 HEALTH INS & OTHER BENEFIT	3532.20	5485	05/20/16
V1655	05/05/16	BLUE CROSS BLUE SHIELD OF VA June health insurance	28910001192	210-43110.210 HEALTH INS & OTHER BENEFIT	3002.36	5485	05/20/16
V1655	05/05/16	BLUE CROSS BLUE SHIELD OF VA June health insurance	28910001192	210-43151.210 HEALTH INS & OTHER BENEFIT	468.01	5485	05/20/16
V1655	05/05/16	BLUE CROSS BLUE SHIELD OF VA June health insurance	28910001192	210-45551.210 HEALTH INS & OTHER BENEFIT	5298.28	5485	05/20/16
V1655	05/05/16	BLUE CROSS BLUE SHIELD OF VA June health insurance	28910001192	210-41970.210 HEALTH INS & OTHER BENEFIT	1766.09	5485	05/20/16
V1655	05/05/16	BLUE CROSS BLUE SHIELD OF VA June health insurance	28910001192	210-41335.210 HEALTH INS & OTHER BENEFIT	883.05	5485	05/20/16
00530	05/03/16	BRODART CO BF books	B4464483	210-49345.000 LIBRARY DONATION EXPENDIT	15.74	5489	05/20/16
00530	05/03/16	BRODART CO BL books	B4464525	210-45551.640 ADULT COLLECTION-PRINT &	23.20	5489	05/20/16
00530	05/03/16	BRODART CO BL books	B4464525	210-45551.610 SUPPLIES	0.30	5489	05/20/16
00530	05/09/16	BRODART CO BL books	B4481895	210-45551.641 JUVEN COLLECTION-PRNT & E	15.83	5489	05/20/16
00530	05/09/16	BRODART CO BL books	B4481895	210-45551.610 SUPPLIES	0.90	5489	05/20/16

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Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
V9941	04/14/16	BUSINESSCARD SERVICES AD/LH trustee & LH suppli 041216C	210-41940.610 SUPPLIES	2.29	5491	05/20/16
V9941	04/14/16	BUSINESSCARD SERVICES AD/LH trustee & LH suppli 041216C	210-41320.560 TRUSTEES EXPENDITURES	14.11	5491	05/20/16
V9941	05/06/16	BUSINESSCARD SERVICES BL background checks 041216D&E	210-45551.574 VOLUNTEER EXPENSES	60.00	5491	05/20/16
V9941	05/06/16	BUSINESSCARD SERVICES DV PC mtg supplies 041216F	210-41970.610 SUPPLIES	109.00	5491	05/20/16
V9941	05/06/16	BUSINESSCARD SERVICES ST seedlings for tree eve 041216G	210-43161.000 STREETSCAPE MAINT./IMP	76.00	5491	05/20/16
V9941	05/06/16	BUSINESSCARD SERVICES BL training VLA Evtnt Brit 042016H	210-45551.500 TRAINING, CONFERENCES, DU	69.57	5491	05/20/16
V9941	05/06/16	BUSINESSCARD SERVICES ST banner Arbor Day 042116I	210-43161.000 STREETSCAPE MAINT./IMP	103.84	5491	05/20/16
V9941	05/06/16	BUSINESSCARD SERVICES DV tree training Darby 042716N	210-41970.500 TRAINING,CONF,DUES	25.00	5491	05/20/16
V9941	05/06/16	BUSINESSCARD SERVICES DV bike/walk banner event 042916R	210-41335.810 COMMUNITY EVENTS & PROGRA	180.00	5491	05/20/16
V9941	05/06/16	BUSINESSCARD SERVICES AD Green up day water 050516S	210-41320.610 SUPPLIES	5.99	5491	05/20/16
V9941	05/06/16	BUSINESSCARD SERVICES LR/AD Village map/LH pict 050516T	210-41940.610 SUPPLIES	150.00	5491	05/20/16
V9941	04/07/16	BUSINESSCARD SERVICES BL Mar newspapers 050616A	210-45551.640 ADULT COLLECTION-PRINT &	24.00	5491	05/20/16
V9941	04/08/16	BUSINESSCARD SERVICES BL tech access Go Daddy 050616B	210-45551.530 TECHNOLOGY ACCESS	257.88	5491	05/20/16
V0455	05/01/16	CANON SOLUTIONS AMERICA AD COPIER 4019023165	210-41320.442 LEASED SERVICES	140.10	5494	05/20/16
V0455	05/01/16	CANON SOLUTIONS AMERICA BL SUPPLIES 4019056268	210-45551.610 SUPPLIES	52.28	5494	05/20/16
VI0614	05/02/16	CHOICE COBRA, LLC AD COBRA ADMIN MAY RC039417	210-41320.210 HEALTH INS & OTHER BENEFIT	30.00	5501	05/20/16
38280	05/06/16	CRYSTAL ROCK BOTTLED WATER LR hgottled water Apr 041650117144	210-41940.610 SUPPLIES	47.20	5508	05/20/16
38280	04/30/16	CRYSTAL ROCK BOTTLED WATER ST water machine 041650122590	210-43110.610 SUPPLIES	22.20	5508	05/20/16
42640	05/02/16	DE LAGE LANDEN AD 5/15-6/14 COPIER 49959049	210-41320.442 LEASED SERVICES	249.52	5509	05/20/16
00600	05/06/16	DION SECURITY BL MAINTENANCE 36131	210-45551.434 MAINT. BUILDINGS/GROUNDS	35.00	5510	05/20/16
VI0576	05/02/16	ECOPIXEL LLC AD Apr web host & support 2163	210-41320.530 COMMUNICATIONS	99.00	5513	05/20/16
03280	04/29/16	ENGINEERS CONSTRUCTION IN ST top soil 25380	210-43110.616 GRAVEL, TOPSOIL	266.00	5516	05/20/16
23215	05/02/16	ESSEX EQUIPMENT INC ST TREE SERVICE 106038140001	210-43161.000 STREETSCAPE MAINT./IMP	30.77	5521	05/20/16
05020	04/29/16	ESSEX JCT VILLAGE OF VF WATER/SEWER BILL 04161PRL	210-42220.410 WATER AND SEWER CHARGE	160.17	5522	05/20/16
05020	04/29/16	ESSEX JCT VILLAGE OF HWY GARAGE WATER 0416JK0000	210-43110.410 WATER AND SEWER CHARGE	153.18	5522	05/20/16

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05020	04/29/16	ESSEX JCT VILLAGE OF ST GARAGE WTR SWR 2IN 0416JK112INL	210-43110.410 WATER AND SEWER CHARGE	223.33	5522	05/20/16
05020	04/29/16	ESSEX JCT VILLAGE OF ST WATER RACK WATER 0416JKRKSHP	210-43110.410 WATER AND SEWER CHARGE	125.16	5522	05/20/16
05020	04/29/16	ESSEX JCT VILLAGE OF LH water & sewer 0416LNO2000	210-41940.410 WATER AND SEWER CHARGE	243.05	5522	05/20/16
05020	04/29/16	ESSEX JCT VILLAGE OF LH SPRINKLER WATER 0416LNO2SPR1	210-41940.410 WATER AND SEWER CHARGE	87.45	5522	05/20/16
05020	04/29/16	ESSEX JCT VILLAGE OF BL WATER/SEWER BILL 0416LNO60000	210-45551.410 WATER AND SEWER CHARGE	252.54	5522	05/20/16
05020	04/29/16	ESSEX JCT VILLAGE OF ST MEMORIAL PK WATER 0416LNMPK	210-43161.002 MEMORIAL PARK	73.76	5522	05/20/16
05020	04/29/16	ESSEX JCT VILLAGE OF ST MAIN FAUCET 0416MA18VILL	210-43161.001 VILLAGE GARDEN SPOTS	22.35	5522	05/20/16
05020	04/29/16	ESSEX JCT VILLAGE OF ST OUTSIDE FAUCET WTR 0416MA9VILL	210-43161.001 VILLAGE GARDEN SPOTS	22.35	5522	05/20/16
05020	04/29/16	ESSEX JCT VILLAGE OF ST RR AV FAUCET WTR 0416RR26VILL	210-43161.001 VILLAGE GARDEN SPOTS	22.35	5522	05/20/16
41410	05/04/16	FINANCIAL OPERATIONS ST fuse install 5 crners TRO406V	210-43123.570 TRAFFIC LIGHTS MAINTENANC	164.09	5527	05/20/16
34895	05/01/16	GAUTHIER TRUCKING, INC. ST RUBBISH 11 JACKSON 1151974	210-43110.565 RUBBISH REMOVAL	85.52	5539	05/20/16
34895	05/01/16	GAUTHIER TRUCKING, INC. ST RUBBISH RAILROAD AVE 1151976	210-43110.565 RUBBISH REMOVAL	415.77	5539	05/20/16
34895	05/01/16	GAUTHIER TRUCKING, INC. ST RUBBISH BEECH ST 1152106	210-43110.565 RUBBISH REMOVAL	55.27	5539	05/20/16
34895	05/01/16	GAUTHIER TRUCKING, INC. LH RUBBISH REMOVAL 4/16 4805	210-41940.565 RUBBISH REMOVAL	155.72	5539	05/20/16
V10733	05/03/16	GREEN MOUNTAIN EARTH CARE ST PLANT TREES 2390	210-43161.000 STREETSCAPE MAINT./IMP	633.00	5545	05/20/16
V10658	05/02/16	HORSFORD GARDEN CENTER ST TREES GREEN BELT 238431302	210-43161.000 STREETSCAPE MAINT./IMP	1578.00	5550	05/20/16
37715	05/04/16	INTEGRITY COMMUNICATIONS AD PHONE SYSTEM SERVICE 31601	210-41320.535 TELEPHONE SERVICES	80.00	5553	05/20/16
14025	05/11/16	LINCOLN NATIONAL LIFE INS VA June life ins 06161532732	210-41320.210 HEALTH INS & OTHER BENEFIT	192.42	5563	05/20/16
14025	05/11/16	LINCOLN NATIONAL LIFE INS VA June life ins 06161532732	210-43110.210 HEALTH INS & OTHER BENEFIT	163.55	5563	05/20/16
14025	05/11/16	LINCOLN NATIONAL LIFE INS VA June life ins 06161532732	210-43151.210 HEALTH INS & OTHER BENEFIT	25.49	5563	05/20/16
14025	05/11/16	LINCOLN NATIONAL LIFE INS VA June life ins 06161532732	210-45551.210 HEALTH INS & OTHER BENEFIT	288.61	5563	05/20/16
14025	05/11/16	LINCOLN NATIONAL LIFE INS VA June life ins 06161532732	210-41970.210 HEALTH INS & OTHER BENEFIT	96.20	5563	05/20/16
14025	05/11/16	LINCOLN NATIONAL LIFE INS VA June life ins 06161532732	210-41335.210 HEALTH INS & OTHER BENEFIT	48.10	5563	05/20/16
05010	04/14/16	LYNN PUBLICATIONS DV meeting ad 4/21 113067	210-41970.550 PRINTING AND ADVERTISING	55.25	5565	05/20/16
05010	04/21/16	LYNN PUBLICATIONS DV meeting ad 5/19 113122	210-41970.550 PRINTING AND ADVERTISING	68.00	5565	05/20/16

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Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
05010	04/28/16	DV meeting ad 5/5 113180	210-41970.550 PRINTING AND ADVERTISING	59.50	5565	05/20/16
05010	04/28/16	DV meeting ad 5/19 113210	210-41970.550 PRINTING AND ADVERTISING	102.00	5565	05/20/16
05010	04/28/16	AD Thank you ad 113217	210-41320.550 PRINTING AND ADVERTISING	165.00	5565	05/20/16
V10098	05/12/16	DV cell ph Feb/Mar/Apr 051216D	210-41970.535 TELEPHONE SERVICES	197.46	5576	05/20/16
25140	04/26/16	ST ASPHALT 859495	210-43120.610 PAVEMENT MAINTENANCE	231.42	5577	05/20/16
25140	05/02/16	ST asphalt 860700	210-43125.610 WINTER MAINTENANCE	481.80	5577	05/20/16
25140	05/06/16	ST asphalt 861456	210-43120.610 PAVEMENT MAINTENANCE	880.82	5577	05/20/16
26385	05/08/16	AD/DV minutes Apr mtgs 758-EJ	210-41320.530 COMMUNICATIONS	385.00	5579	05/20/16
26385	05/08/16	AD/DV minutes Apr mtgs 758-EJ	210-41970.530 COMMUNICATIONS	88.00	5579	05/20/16
37965	05/06/16	ST water plus 338647	210-43151.430 STORM SEWER MAINTENANCE	30.60	5586	05/20/16
37965	04/28/16	ST CONCRETE 54352	210-43120.570 SIDEWALK AND CURB MAINTEN	499.00	5586	05/20/16
40840	05/01/16	VA Apr phone internet 3630356	210-41320.535 TELEPHONE SERVICES	144.00	5591	05/20/16
40840	05/01/16	VA Apr phone internet 3630356	210-45300.535 TELEPHONE SERVICES	38.05	5591	05/20/16
40840	05/01/16	VA Apr phone internet 3630356	210-41970.535 TELEPHONE SERVICES	33.02	5591	05/20/16
40840	05/01/16	VA Apr phone internet 3630356	210-41320.530 COMMUNICATIONS	34.96	5591	05/20/16
40840	05/01/16	BL TECH ADDRESS 3630385	210-45551.530 TECHNOLOGY ACCESS	39.95	5591	05/20/16
40840	05/01/16	BL TECH ADDRESS 3630385	210-45551.535 TELEPHONE SERVICES	91.89	5591	05/20/16
11815	04/29/16	BL BUILDING MAINTENANCE 627189	210-45551.434 MAINT. BUILDINGS/GROUNDS	599.00	5596	05/20/16
40920	04/20/16	VF ACCIDENT INSURANCE 7607	210-42220.210 ACCIDENT & DISABILITY INS	300.00	5600	05/20/16
40920	04/20/16	VF ACCIDENT INSURANCE 7607	210-14301.000 PREPAID EXPENSES	3320.00	5600	05/20/16
V2374	05/10/16	AD trustee name plates 68440	210-41320.560 TRUSTEES EXPENDITURES	34.40	5603	05/20/16
07565	05/11/16	VF supplies office 34496537	210-42220.610 SUPPLIES	77.79	5611	05/20/16
V10301	05/12/16	VA April legal EJ23582364	230-46801.007 PEARL ST. LINKING SIDEWAL	33.00	5479	05/20/16
V10679	04/30/16	LH exterior rehab PAY APP #8	230-46801.010 LINCOLN HALL RESTORATIONS	23498.00	5564	05/20/16
V10679	05/04/16	LH exterior rehab PAY APP #9	230-46801.010 LINCOLN HALL RESTORATIONS	14171.00	5564	05/20/16

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Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
37430	05/16/16	ST #34 diesel dump 051616D	231-43131.160 DIESEL DUMP TRUCK #34 REP	138536.00	5322	05/20/16
05290	05/06/16	VA quick disc for ss5000 12741034	254-43200.570 MAINTENANCE OTHER	2.85	5469	05/20/16
05290	05/11/16	VW battery for stanley pk 13241295	254-43200.570 MAINTENANCE OTHER	96.39	5469	05/20/16
05290	05/03/16	VW OIL TRK #2 2440757	254-43200.626 GAS,GREASE AND OIL	58.74	5469	05/20/16
V1655	05/05/16	VA June health insurance 28910001192	254-43200.210 HEALTH INS & OTHER BENEFIT	2207.62	5485	05/20/16
V9941	05/06/16	VW water dept drop box 042816P	254-43200.610 SUPPLIES	105.99	5491	05/20/16
23435	04/30/16	VA Apr water usage 043016D	254-43200.412 STATE WATER TAX	1050.79	5498	05/20/16
23435	04/30/16	VA Apr water usage 043016D	254-43210.412 STATE WATER TAX - GF	6182.55	5498	05/20/16
23435	04/30/16	VA Apr water usage 043016D	254-43200.411 CWD WATER PURCHASE	41569.43	5498	05/20/16
23435	04/30/16	VA Apr water usage 043016D	254-43210.411 CWD WATER PURC - GF	244581.68	5498	05/20/16
05020	04/29/16	VW/ST TEST BENCH WTR 0416JKO0BSNK	254-43200.410 WATER AND SEWER CHARGE	6.85	5522	05/20/16
23980	03/07/16	VW battery 300050640	254-43200.570 MAINTENANCE OTHER	237.02	5554	05/20/16
14025	05/11/16	VA June life ins 06161532732	254-43200.210 HEALTH INS & OTHER BENEFIT	120.26	5563	05/20/16
14025	05/11/16	VA June life ins 06161532732	254-43200.210 HEALTH INS & OTHER BENEFIT	248.69	5563	05/20/16
38760	04/26/16	VW 18 meters 5/8 INV0063543	254-43330.002 METER REPLACEMENT PROGRAM	1290.00	5597	05/20/16
38760	04/27/16	VW SHOP SUPPLIES INV0063602	254-43200.610 SUPPLIES	1103.16	5597	05/20/16
38760	05/02/16	VW/SA meter head for OnTa INV0063790	254-43330.002 METER REPLACEMENT PROGRAM	64.93	5597	05/20/16
05290	05/06/16	VA quick disc for ss5000 12741034	255-43200.610 SUPPLIES	2.84	5469	05/20/16
V1655	05/05/16	VA June health insurance 28910001192	255-43200.210 HEALTH INS & OTHER BENEFIT	4565.35	5485	05/20/16
V9941	05/06/16	VW SCADA modem 042516J	255-43200.570 MAINTENANCE OTHER	107.72	5491	05/20/16
V9941	05/06/16	VW see camera 042516K	255-43200.570 MAINTENANCE OTHER	104.95	5491	05/20/16
V9941	05/06/16	VW Adobe PC 042516L	255-43200.610 SUPPLIES	210.94	5491	05/20/16
V9941	05/06/16	VW SCDA modem 2 042616M	255-43200.570 MAINTENANCE OTHER	65.46	5491	05/20/16
V9941	05/06/16	VW monitor camera 042816O	255-43200.570 MAINTENANCE OTHER	278.00	5491	05/20/16
V9941	05/06/16	VW Apr newspaper 042816Q	255-43200.610 SUPPLIES	23.00	5491	05/20/16

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
11375	04/25/16	CASELLA WASTE SYSTEMS INC WW 4.42 tons grit 1017	255-43200.565 GRIT DISPOSAL	368.40	5495	05/20/16
23455	04/27/16	CHITTENDEN SOLID WASTE DI WW 16.76 TONS IVC022667	255-43200.568 SLUDGE MANAGEMENT	1397.28	5500	05/20/16
06870	05/11/16	ENDYNE INC WW quarterly sludge 201004	255-43200.577 CONTRACT LABORATORY SERVI	540.00	5515	05/20/16
05020	04/29/16	ESSEX JCT VILLAGE OF WW WTR ADMIN 5/8" MTR 0416CATP0001	255-43200.410 WATER AND SEWER CHARGE	79.98	5522	05/20/16
05020	04/29/16	ESSEX JCT VILLAGE OF WW WTR DIGESTER 0416CATP0002	255-43200.410 WATER AND SEWER CHARGE	101.33	5522	05/20/16
05020	04/29/16	ESSEX JCT VILLAGE OF WW WTR DEWATER BLDG 0416CATPDEWA	255-43200.410 WATER AND SEWER CHARGE	70.83	5522	05/20/16
05020	04/29/16	ESSEX JCT VILLAGE OF WW WTR FLOW EQ 0416CATPEQBL	255-43200.410 WATER AND SEWER CHARGE	73.88	5522	05/20/16
05020	04/29/16	ESSEX JCT VILLAGE OF WW WTR FILTER BLDG 0416CATPFLTR	255-43200.410 WATER AND SEWER CHARGE	101.33	5522	05/20/16
05020	04/29/16	ESSEX JCT VILLAGE OF WW/SA WTR CONTROL 2" MTR 0416WWTFCONT	255-43200.410 WATER AND SEWER CHARGE	221.75	5522	05/20/16
V0833	05/12/16	FLEURY/BERNARD// WW mileage and toll 051216D	255-43200.500 TRAINING, CONFERENCES, DU	83.90	5535	05/20/16
V0838	05/05/16	FLEX-A-SEAL, INC. WW circ #11 seal 81021253	255-43200.570 MAINTENANCE OTHER	260.00	5536	05/20/16
09050	05/02/16	HACH COMPANY WW BUFFERS & REAGENTS 9912007	255-43200.618 SUPPLIES - LABORATORY	395.99	5548	05/20/16
09050	05/03/16	HACH COMPANY WW sampler jar 9913692	255-43200.618 SUPPLIES - LABORATORY	65.00	5548	05/20/16
V9854	04/27/16	IDEXX DISTRIBUTION, INC. WW QUANTITRAY BACT. 3001996397	255-43200.618 SUPPLIES - LABORATORY	422.50	5551	05/20/16
23980	02/15/16	INTERSTATE ALL BATTERY CE WW tanker battery 6302	255-43200.432 VEHICLE MAINTENANCE	232.86	5554	05/20/16
V9769	05/04/16	KEMIRA WATER SOLUTIONS WW SOD ALUMINATE FULL LD 9017498960	255-43200.619 CREMICALS	7958.34	5558	05/20/16
V9454	05/16/16	LENNY'S SHOE & APP WW boots Fleury 3072665	255-43200.612 UNIFORMS,BOOTS,ETC	370.00	5561	05/20/16
14025	05/11/16	LINCOLN NATIONAL LIFE INS VA June life ins 06161532732	255-43200.210 HEALTH INS & OTHER BENEFIT	67.34	5563	05/20/16
V10432	05/12/16	MANDIGO/CHELSEA// WW mileage 051216D	255-43200.500 TRAINING, CONFERENCES, DU	29.81	5567	05/20/16
40840	05/01/16	SOVERNET COMMUNICATIONS WW PHONES/INTERNET 3630355	255-43200.535 TELEPHONE SERVICES	176.78	5591	05/20/16
V2124	04/30/16	STAPLES ADVANTAGE WW WWTF received stamp 3300732163	255-43200.610 SUPPLIES	76.35	5592	05/20/16
V10430	05/17/16	VERMONT ENVIRONMENTAL CON WW VEC TMOL conf 051716D	255-43200.500 TRAINING, CONFERENCES, DU	105.00	5602	05/20/16
05290	05/06/16	ADVANCE AUTO PARTS VA quick disc for ss5000 12741034	256-43200.570 MAINTENANCE OTHER	34.13	5469	05/20/16
V1655	05/05/16	BLUE CROSS BLUE SHIELD OF VA June health insurance 28910001192	256-43200.210 HEALTH INS & OTHER BENEFIT	2119.31	5485	05/20/16
33850	05/02/16	CENTRAL VERMONT PROPRTIE SA 987781 6/1-5/31/17 9500160054	256-43200.441 RIGHT OF WAY AGREEMENTS	4.17	5497	05/20/16

05/20/16
12:09 pm

Town of Essex / Village of EJ Accounts Payable
Check Warrant Report # 16044 Current Prior Next FY Invoices For Fund (GENERAL FUND)
For Check Acct 01(GENERAL FUND) All check #s 05/20/16 To 05/20/16 & Fund 2

Page 7 of 7
LMorrisseau

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
33850	CENTRAL VERMONT PROPRTIE	05/02/16	SA 887781 6/1-5/31/17 9500160054	256-14301.000 PREPAID EXPENSES	45.83	5497	05/20/16
33850	CENTRAL VERMONT PROPRTIE	05/02/16	SA 889305 6/1-5/31/17 9500160077	256-43200.441 RIGHT OF WAY AGREEMENTS	4.17	5497	05/20/16
33850	CENTRAL VERMONT PROPRTIE	05/02/16	SA 889305 6/1-5/31/17 9500160077	256-14301.000 PREPAID EXPENSES	45.83	5497	05/20/16
05020	ESSEX JCT VILLAGE OF	04/29/16	WW/SA WTR HS PUMP STA 04160COLHSPS	256-43200.410 WATER AND SEWER CHARGE	70.83	5522	05/20/16
38760	TI-SALES INC	04/26/16	VW 18 meters 5/8 INV0063543	256-43330.002 METER REPLACEMENT PROGRAM	2580.00	5597	05/20/16
38760	TI-SALES INC	05/02/16	VW/SA meter head for OnTa INV0063790	256-43330.002 METER REPLACEMENT PROGRAM	129.87	5597	05/20/16
Report Total					534143.62		

RECEIVED

APR 26 2016

Village of Essex Junction

April 26, 2016

Patty Benoit
Village of Essex Junction
2 Lincoln Street
Essex Jct., VT 05452

Dear Patty:

Enclosed please find copies of the Chittenden Solid Waste District Proposed FY 2017 Budget. **CSWD is scheduled to meet with the Village of Essex Junction on Tuesday, May 24, 2016 at 6:45 p.m.** Attached is an electronic summary of the budget to forward to your Trustees for their review. Also, please note that the front cover of our FY 2017 Budget refers to our website www.cswd.net, where a complete detailed copy of our budget is available for review.

The Board of Commissioners is being asked to approve sending the Proposed FY 2017 Budget to member towns for their approval on Wednesday, April 27, 2016. Below is Section 4. (b) of the Chittenden Solid Waste District Charter.

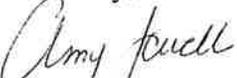
Within 45 days of the approval of the budget by the Board of Commissioners, the legislative body of each member municipality shall act to approve or disapprove the budget.

The budget shall be approved if approved by the legislative bodies of a majority of the member municipalities. (For such purposes, each member municipality shall be entitled to one vote.) A legislative body that disapproves the budget must file with the Board of Commissioners a written statement of objections to the budget identifying those specific items to be changed, and failure to file such statement of objections within the forty-five (45) day period shall constitute approval by such municipality. A legislative body that fails to act to approve or disapprove the budget within the forty-five (45) day period shall likewise be deemed to have approved the budget.

As stated above, each member municipality may choose to approve or disapprove the budget prior to June 10, 2016.

Please feel free to contact me should you have any questions or if you need any additional copies of the budget. Thank you.

Sincerely,



Amy Jewell
Administrative Manager

Cc: Alan Nye, Essex Jct. Rep.
George Tyler, Essex Jct. Alt.

FY 2017 BUDGET PROPOSAL

TO VIEW BUDGET DETAIL GO TO
www.cswd.net



**CHITTENDEN SOLID WASTE DISTRICT
1021 REDMOND ROAD
WILLISTON, VT 05495
802-872-8100**



Printed on recycled paper

CHITTENDEN SOLID WASTE DISTRICT
Fiscal Year 2017 Proposed Budget
ASSUMPTIONS AND HIGHLIGHTS – GENERAL FUND

	FY15	FY16	FY17	% Change
	ACTUAL	ADOPTED	PROPOSED	FY16 vs
	AMOUNTS	BUDGET	BUDGET	FY15
Operating Revenues	\$ 9,914,501	\$ 9,847,401	\$ 10,355,955	5.2%
Operating Expenditures	8,621,186	9,553,458	9,657,935	1.1%
Net Revenues Over Expenditures	1,293,315	293,943	698,020	
Transfers To Reserves	(1,487,659)	(547,015)	(881,723)	
Transfers From Reserves	194,344	228,072	158,703	
Net Increase (Decrease) in Undesignated Fund Balance	\$ -	\$ (25,000)	\$ (25,000)	

Major Assumptions – Revenues:

1. **Solid Waste Management Fee (SWMF)** rate will remain at \$27 per ton, generating **\$2,916,000** of revenue. The total number of tons subject to this fee for FY17 is budgeted at 108,000, reduced from the FY16 estimate of 110,000 tons, based on historical data and management’s best projections for the near future. This results in a \$54,000 decrease in the budgeted SWMF revenues for FY17 as compared to FY16, and is \$307,204 (9.5%) below FY15 actual SWMF.
2. **Tipping Fee revenues** for FY17 are budgeted to bring in a total of **\$4,494,216** - \$548,825 higher than FY16, due to planned increases in tipping fee rates at the Materials Recovery Facility (MRF), the Drop-Off Centers (DOC), and at Green Mountain Compost (GMC). Budgeted increases are as follows:
 - MRF tip fee rates are budgeted for an increase of about 12% to \$23.50 per ton; however, rates will actually be raised only if and when necessary to offset material sales revenue declines.
 - DOC tip fees will be raised about 25% for all levels of trash collection fees – the first increase in three years. Drop-off fees for recycling and organics (food scraps) will remain at zero for residential collection at DOCs. A portion of the funds generated through these fees will be transferred to the Facilities Improvement Reserve for future costs to rehab and/or expand two of the busiest DOCs – Essex and South Burlington (facilities are 23 years old).
 - GMC tip fees will increase to \$45 per ton (12.5%). This is the first GMC tip fee increase in three years.
3. **Sale of Materials/Materials Handling** revenue for FY17 totaling **\$2,762,489** is projected for a small increase of \$22,486 (less than 1%) as compared to the FY16 budget amounts.

Major Assumptions – Expenditures:

1. Total operating expenditures are budgeted for a **1.1% increase** (about \$104,500) over FY16 levels.
2. **Personnel costs** include **45.86 Full Time Equivalent positions**, up 1.68 FTE from FY16, with the addition of full-time position in the Maintenance department, and some additional staffing at Green Mountain Compost for administrative and marketing functions.
3. **Cost Of Living Adjustment (COLA) is set at 0%** for FY17; the CPI index used by the District for administration of the COLA showed a *decrease* of 1% for 2015 from the prior year; thus, the District's pay scale will remain unchanged for the FY17 fiscal year.
4. **Health insurance** rates are budgeted with an estimated increase of 10% for the second half of FY17 (rates change January 1 each year). Each employee's share of premium costs is based on a percentage-of-base-salary method; the total employee contribution for FY17 will amount to approximately 10.9% of the overall health insurance costs. The District will continue to offer an opt-out payment to employees who have healthcare coverage outside of the District's plan.
5. A transfer of \$19,000 will be provided into the **Community Cleanup Fund** during the year, adding to the balances on hand in that fund, earmarked for each municipality's cleanup projects.

Highlights:

1. Transfers to /from reserves:
 - a. Facilities Improvement Reserve (FIR) – Budgeted transfers to the FIR from operations amount to \$663,830, to provide for future capital acquisitions, expansions, and improvements. Budgeted draws from the FIR totaling \$9,100 are planned, to fund certain costs of the Property Management Program.
 - b. DOC Rate Stabilization – This reserve was established in FY14 at the time of the previous Drop-Off Center rate increases, with the intention of maintaining those rates for 3 years (through FY16). The FY17 budget requires the draw-down of the remainder of the funds in this reserve to cover the year's expenditures; then, the rate increase instituted in FY17 is expected to provide a surplus of about \$123,000 to deposit to this reserve, for covering future year's operating expenses.
 - c. SWMF Rate Stabilization – The portion of operating programs' costs funded from SWMF for FY17 (\$2,840,029) is 2% lower than the FY16 budgeted total (\$2,905,085). After the \$50,000 allocated to the Landfill Post-closure Reserve, there remains a \$25,971 excess of the budgeted SWMF, to be set aside into the SWMF Rate Stabilization Reserve. FY17 is the fourth year of the planned 5-year SWMF rate (increased to \$27/ton effective 9/1/13); current projections indicate that the SWMF Rate Stabilization Reserve may provide sufficient funds to last at least six years (through FY19).
2. Salaries, wages, and benefits: Budgeted higher by about 5.25%, or **\$183,476**, compared to FY16 budget. Total positions budgeted increased by 1.68 FTEs, and health insurance rates are budgeted for a 10% increase (see additional narrative under Major Assumptions above). In addition to new staff positions added, certain positions will be reclassified to full-time, with group insurance benefits, which accounts for some of the benefits costs increase.

3. Professional Services: The decrease of 21% (**\$87,445**) is due to (1) a \$70,000 biosolids study included in the FY16 budget, not continuing into FY17, as well as one-time costs budgeted in FY16 related to the General Manager search process.
4. Other Services: The increase of **\$119,574** (2.8%) over FY16 is due to (a) \$66,760 higher MRF facilities operating fees under contractual provisions, (b) \$30,680 increase in waste disposal costs for the Drop-Off Centers, as volume of materials and disposal fee rates increase, and (c) \$26,970 increase in maintenance of equipment for the compost program.
5. Printing and Advertising: Budget in this category is lower by 23% (**\$84,348**). The FY16 budget included a special increase in this function for the purpose of providing increased public awareness for the statewide changes in requirements for diverting organics and other recyclable materials coming online in the next couple of years. FY17's budgeted amounts in this category reduced totals to closer to previous levels.

**CHITTENDEN SOLID WASTE DISTRICT
Fiscal Year 2017 Proposed Budget**

HIGHLIGHTS - CAPITAL PROGRAM BUDGET

	FY15	FY16	FY17	% Change
	ACTUAL	ADOPTED	PROPOSED	FY17 vs
	AMOUNTS	BUDGET	BUDGET	FY16
Capital Expenditures:				
Materials Recovery Facility	\$ 215,640	\$ 568,000	\$ 227,500	-59.9%
Special Waste Facility	89,438	29,480	39,600	34.3%
Drop-Off Centers	21,160	205,000	1,055,000	414.6%
Environmental Depot	11,182	100,300	170,000	69.5%
Biosolids	64,389	-	68,000	na
Compost Facility	154,316	85,000	346,100	307.2%
Property Mgmt & Admin	131,942	114,000	22,000	-80.7%
Total Capital Expenditures	\$ 688,067	\$ 1,101,780	\$ 1,928,200	75.0%
Portion financed with leases	\$ 60,000	\$ -	\$ 500,000	
Remainder - paid from funds on hand	\$ 628,067	\$ 1,101,780	\$ 1,428,200	

CSWD’s total Capital Budget for FY17 reflects an increase of \$826,420 over FY16. Significant items included in the FY17 capital budget are as follows:

- \$ 550,000 – design and begin construction of a new Burlington DOC at Flynn Avenue
- \$ 315,000 – new screener for compost (leased)
- \$ 185,000 – new roll-off truck for Drop-Off Centers (leased)
- \$ 179,500 – new and replacement equipment at the MRF
- \$ 170,000 – improvements to the Hazardous Waste Depot facility
- \$ 138,000 – facility and site improvements at DOCs (Hinesburg, South Burlington, Williston)
- \$ 100,000 – replacement roll-off containers for the DOC operations
- \$ 68,000 – replacement trailer for Biosolids program

There are expected to be sufficient cash reserves available to finance the \$1,428,200 cash-funded capital expenditures budgeted for FY17. In addition, certain equipment for the DOCs and the Compost program are planned to be acquired through lease-purchase financing arrangements, with a budgeted amount of \$500,000.

CHITTENDEN SOLID WASTE DISTRICT

Governance, Mission & Goals, Vision & Values

Governance

The Chittenden Solid Waste District is a municipality created to implement solid waste management mandates legislated by the State of Vermont. The District is governed by a Board of Commissioners representing the communities of Chittenden County, Vermont.

Mission

The Chittenden Solid Waste District's mission is to reduce and manage the solid waste generated within Chittenden County in an environmentally sound, efficient, effective and economical manner.

Goals

The District has adopted the following goals to guide its management of solid waste:

- To operate as the local authority responsible for the oversight and regulation of solid waste.
- To administer a solid waste management system based on the following hierarchical priorities consistent with Act 78:
 1. reduction of the toxicity of the waste stream
 2. reduction of the volume of the waste stream
 3. reuse
 4. recycling and composting
 5. disposal
- To ensure that the cost of the solid waste system will be paid for by the users of the solid waste system.
- To educate the public about the District's solid waste management goals and the means for achieving them.
- To ensure a solid waste management system consisting of an appropriate combination of public, private, and public/private programs in order to best serve the members of the District and promote the public good.
- To promote a flexible and dynamic solid waste management process capable of responding to technological advancement and changes in local conditions.

CHITTENDEN SOLID WASTE DISTRICT

Vision & Values

Values

- Work Safely
- Encourage Innovation
- Support & Inspire
- Communicate Openly & Effectively
- Be Transparent with Activities & Policies
- Demonstrate Integrity
- Deliver Results
- Be Respectful
- Collaborate

Vision Statement

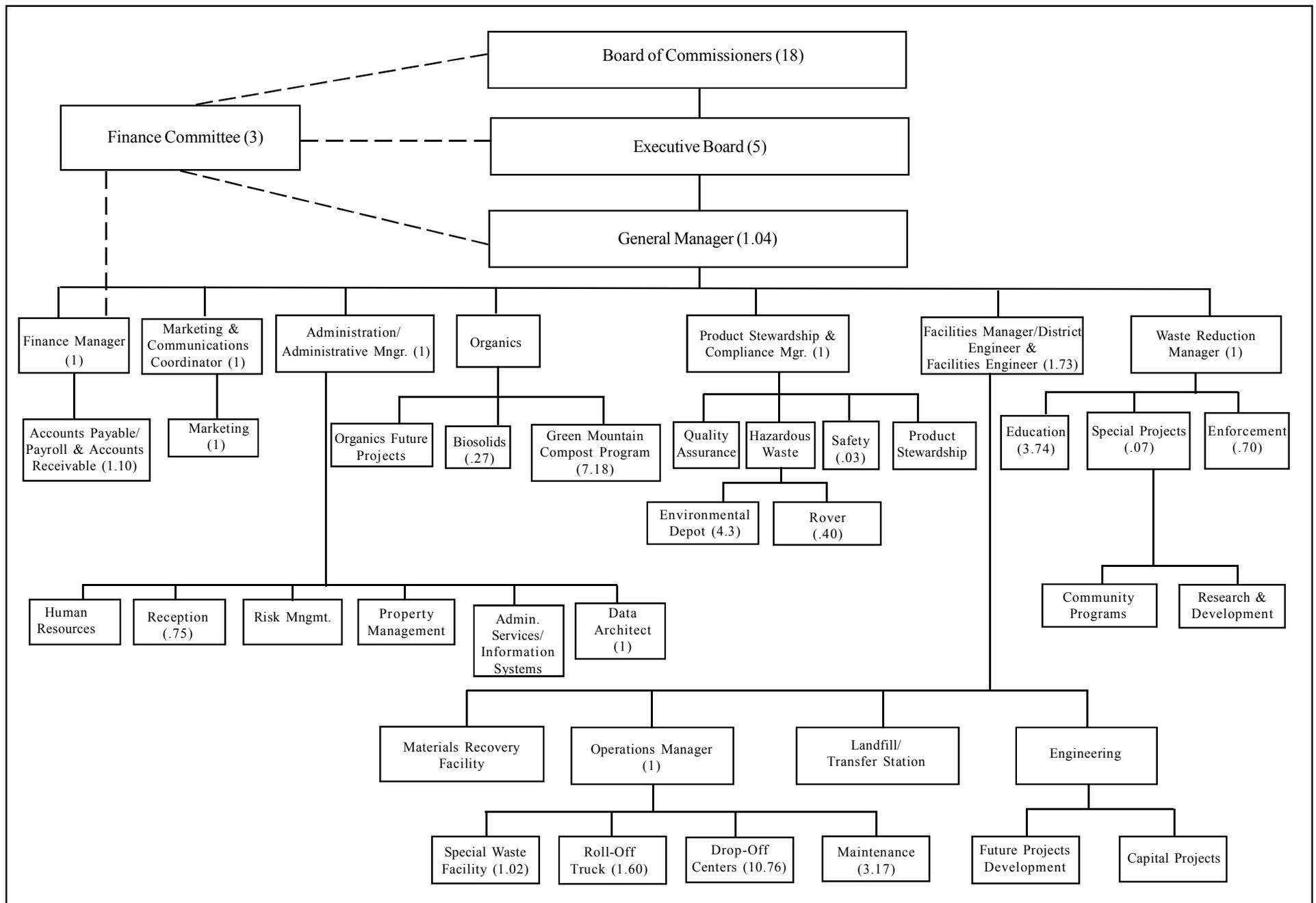
Products are designed to be reused or recycled and our community fully participates in minimizing disposal and maximizing reuse and recycling.

CSWD BOARD OF COMMISSIONERS

TOWN	NAME	Start Date	ADDRESS	HOME #	WORK#	E-MAIL
Bolton - Rep.	Duncan Galbraith	5/5/2014	66 Curtis Lane, Waterbury VT 05676	434-5531		dagvtr@gmavt.net
Bolton - Alt.	<i>Vacant</i>					
Burlington - Rep.	Chapin Spencer	10/21/2013	BPW, PO Box 849 Burlington VT 05402	316-0006	863-9094	cspencer@burlingtonvt.gov
Burlington - Alt.	<i>Vacant</i>					
Charlotte - Rep.	Abby Foulk	4/30/2013	957 Orchard Rd, Charlotte VT 05445	425-3078	999-8501	afoulk@gmavt.com
Charlotte - Alt.	Rachel Stein	2/9/2015	24 Common Way, Charlotte, VT 05445	917-601-5110		rachelstein1@comcast.net
Colchester - Rep.	Dirk Reith	3/23/2004	97 Fox Run Rd, Colchester VT 05446	879-6547	527-1296	dreith@aol.com
Colchester - Alt.	Jeffrey Bartley	5/13/2014	56 Oak Terrace, Colchester VT 05446	503-5801		jbartley@colchestervt.gov
Essex - Rep.	Alan Nye	6/18/2001	17 Stannard Drive, Essex Jct. VT 05452	879-7442	872-4165	anyeesssex@aol.com
Essex - Alt.	Max Levy	5/5/2008	8 Bashaw Drive, Essex Jct. VT 05452	878-5267	769-9575	maxglevyinessex@aol.com
Essex Jct. - Rep	Alan Nye	6/18/2001	17 Stannard Drive, Essex Jct. VT 05452	879-7442	872-4165	anyeesssex@aol.com
Essex Jct. - Alt.	George Tyler	7/11/2011	5 Acorn Circle, Essex Jct. VT 05452	878-7785	310-8215	gt Tyler@essexjunction.org
Hinesburg - Rep.	Lynn Gardner	7/8/1992	PO Box 150, Hinesburg VT 05461	482-2579	482-2325	cliffordlumber@gmavt.net
Hinesburg - Alt.	Doug Taff	10/4/2010	210 Heron Pond Road, Hinesburg, VT 05461	482-3066		rozisdad@gmavt.net
Huntington - Rep.	Roman Livak	5/6/2013	8420 Main Rd, Huntington VT 05462	434-2663		romanlivak@gmavt.net
Huntington - Alt.	<i>Vacant</i>					
Jericho - Rep.	Albert Lindholm	3/9/1995	PO Box 1054, 33 Bolger Hill Rd. Jericho VT 05465	899-3879		bertlindhm@aol.com
Jericho - Alt.	Leslie Nulty	11/19/2009	PO Box 1121, Jericho Ctr. VT 05465	899-4582		lnulty84@gmail.com
Milton - Rep.	Donna Barlow Casey	3/21/2016	43 Bombardier Rd., Milton VT 05468		891-8021	dbarlowcasey@town.milton.vt.us
Milton - Alt.	Erik Wells	3/21/2016	43 Bombardier Rd., Milton VT 05468		891-8020	ewells@town.milton.vt.us
Richmond - Rep.	Adam Sherman	12/15/2008	158 Church Street, Richmond VT 05477	595-3538	223-7770x128	adamshermanvt@yahoo.com
Richmond - Alt.	<i>Vacant</i>					
St. George - Rep.	Nina Friscia	10/16/2014	607 Willow Brook Lane, St. George VT 05495	482-7290	917-822-6675	nfrisciasgselectboard@gmail.com
St. George - Alt.	Barbara Young	8/21/2014	PO Box 874, Williston VT 05495		482-5272	stgeorgevt@gmail.com
Shelburne - Rep.	Timothy Loucks	9/14/2011	4040 Greenbush Road, Charlotte VT 05445	985-2236	825-8872	tploucks@gmail.com
Shelburne - Alt.	Paul Bohne, III	3/27/2001	Town of Milton, 43 Bombardier Rd, Milton VT 05468		891-8021	pbohne3@comcast.net
So. Burlington - Rep.	Paul Stabler	9/23/1996	75 Butler Dr., So. Burlington VT 05403	862-9283	769-6974	stabler@us.ibm.com
So. Burlington - Alt.	Mark Boucher	5/21/2007	20 Knoll Circle, South Burlington VT 05403	863-2588	363-0768	marklboucher@comcast.net
Underhill - Rep.	Dan Steinbauer	7/7/2003	P.O. Box 51, Underhill Ctr. VT 05490	899-3525		dsteinbauer@comcast.net
Underhill - Alt.	Paul Ruess	7/8/2014	44 Meadow Lane, Underhill VT 05489	899-1399		psruess@comcast.net
Westford - Rep.	Michelle DaVia	7/13/2007	71 North Road, Westford VT 05494	893-3879	922-2537	mdavia1@hotmail.com
Westford - Alt.	<i>Vacant</i>					
Williston - Rep.	Craig Abrahams	6/27/2011	855 Ledgewood Drive, Williston VT 05495	578-3677		cabrahams@comcast.net
Williston - Alt.	<i>Vacant</i>					
Winooski - Rep.	Ted Regula	6/1/2015	138 Russell St., Winooski VT 05404	655-5964		theodoreregula@hotmail.com
Winooski - Alt.	<i>Vacant</i>					

CSWD FY 2017 ORGANIZATIONAL CHART

FULL-TIME EQUIVALENTS = 45.86



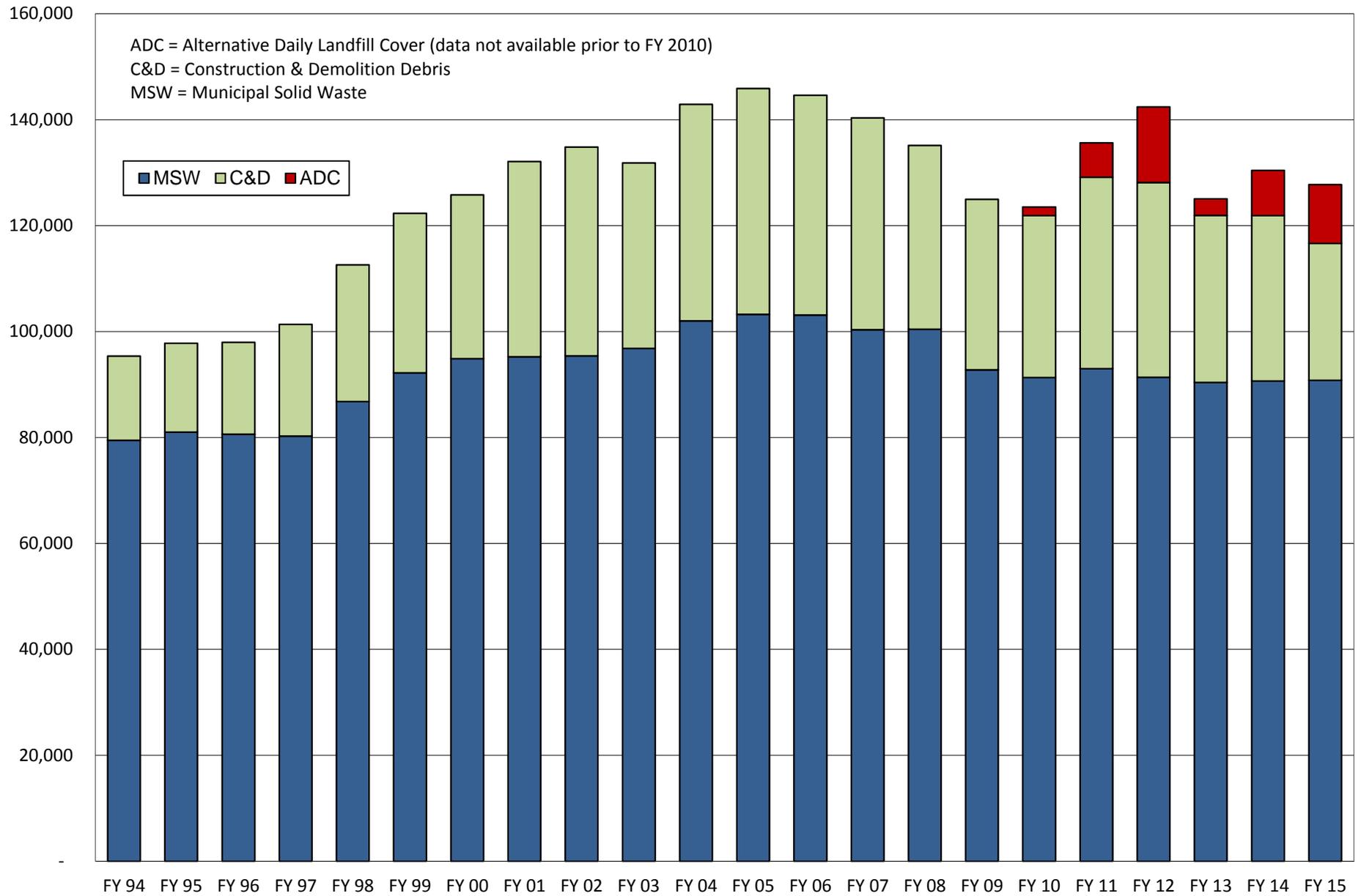
CHITTENDEN SOLID WASTE DISTRICT

FY17 BUDGET TIMELINE

DATE	ACTION BY WHOM	ACTION TAKEN
December 16, 2015	Board of Commissioners	Passed Preliminary Budget & Approve Dissemination
January 27, 2016	Board of Commissioners	Preliminary Budget Hearing Held
Feb - April 2016	Finance Committee & CSWD Staff	Revise Preliminary Budget
April 27, 2016	Board of Commissioners	Budget Approved For Adoption
Through June 10, 2016	CSWD Staff	Budget Presentations to Member Municipalities
April 27 - June 10, 2016 (45 Days)	Member Municipalities	Budget Approval
July 1, 2016	CSWD Staff	Effective Date of FY17 Budget

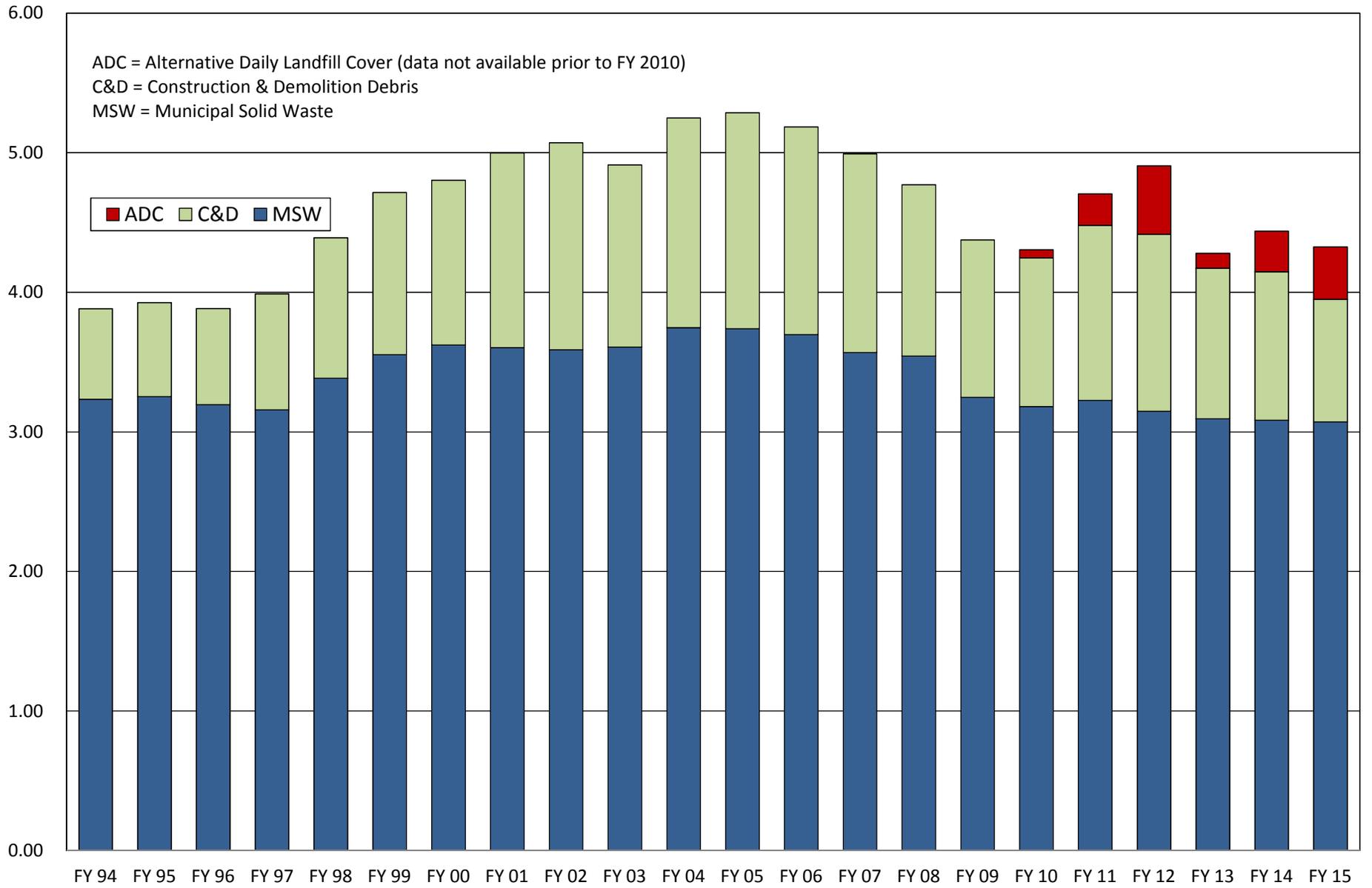
CHITTENDEN SOLID WASTE DISTRICT

Total MSW & C&D Tons Disposed By Fiscal Year 1994-2015 - includes ADC beginning FY 2010

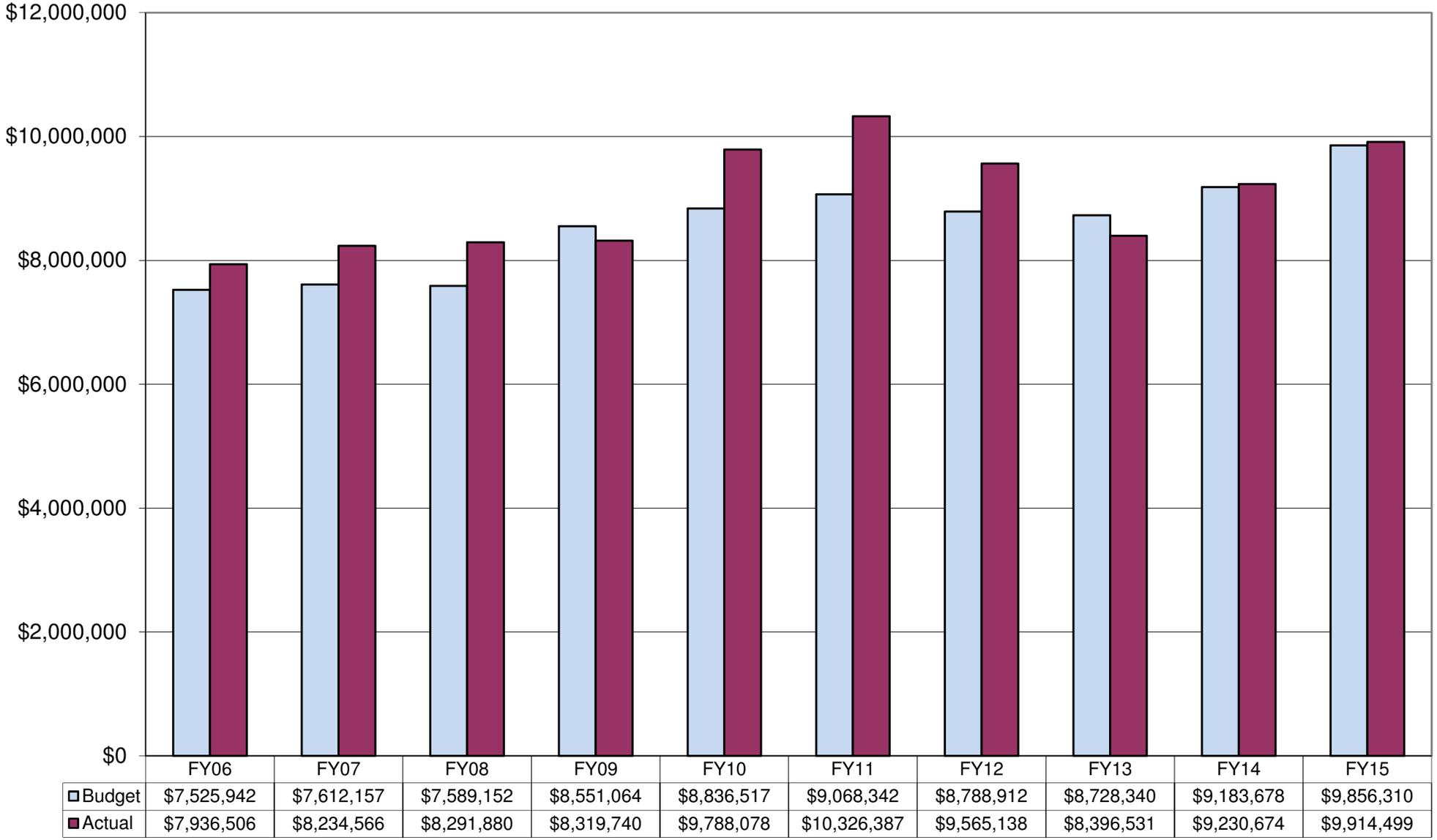


CHITTENDEN SOLID WASTE DISTRICT

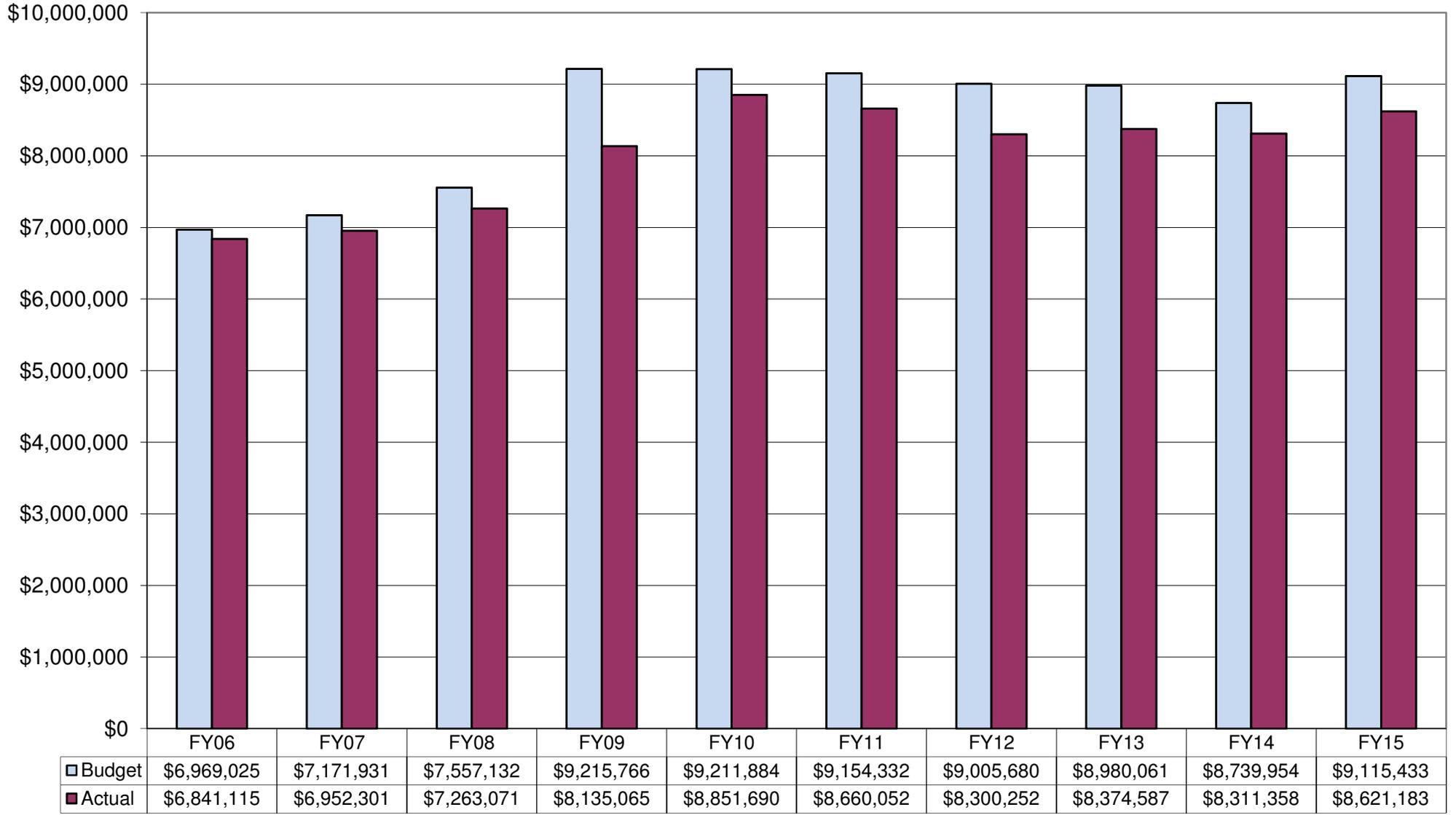
Pounds per Capita per Day Landfilled By Fiscal Years 1994-2015 - includes ADC beginning FY 2010



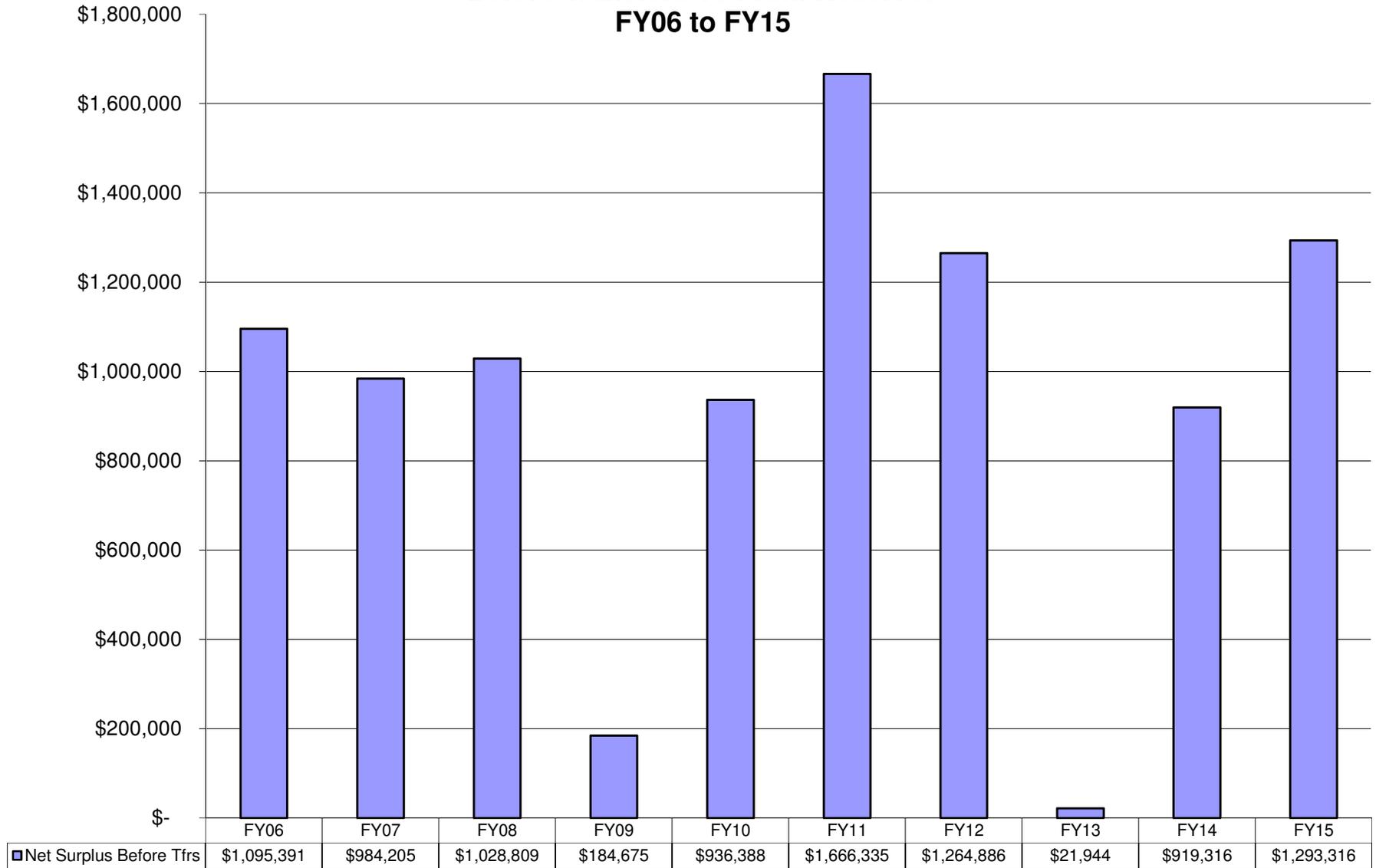
CHITTENDEN SOLID WASTE DISTRICT
General Fund Revenues
Budget vs. Actual
FY06 to FY15



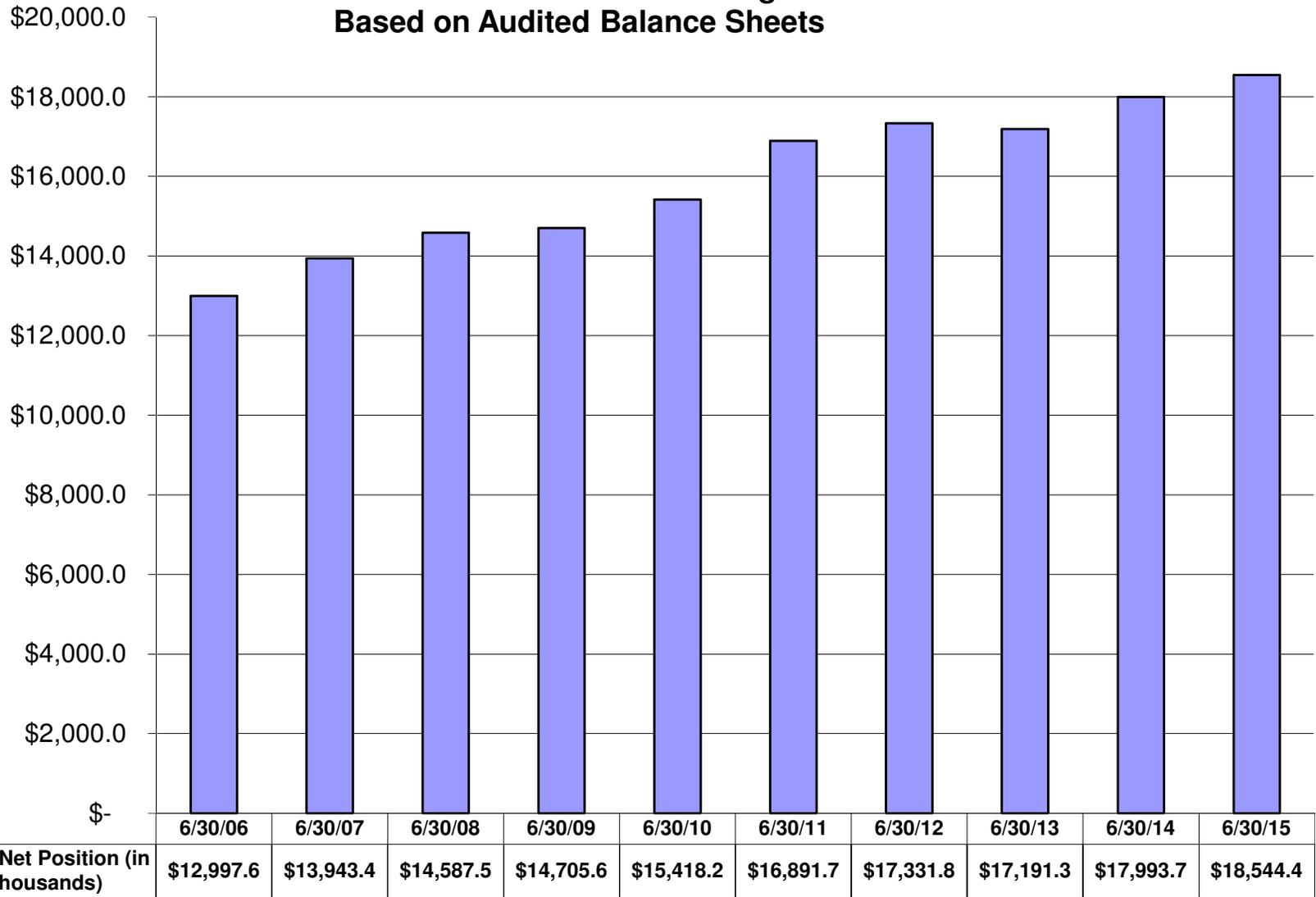
**CHITTENDEN SOLID WASTE DISTRICT
General Fund Expenditures
Budget vs. Actual
FY06 to FY15**



**CHITTENDEN SOLID WASTE DISTRICT
General Fund
Net Revenues Over Expenditures
Before Transfers To/From Reserves
FY06 to FY15**



CHITTENDEN SOLID WASTE DISTRICT
Total Net Position (Assets Less Liabilities)
in thousands
as of June 30 - Years 2006 Through 2015
Based on Audited Balance Sheets



CHITTENDEN SOLID WASTE DISTRICT
SUMMARY OF ALL FUNDS
FY17 PROPOSED BUDGET

		[A]	[B]	[C]	[D]	[E]	[F]	[G]	[H]	[I]
SUMMARY ACCOUNT LINE		FY14 ACTUAL	FY15 ACTUAL	FY16 ADOPTED BUDGET	FY17 PROPOSED BUDGET			FY17 VS FY16		
					TOTAL FY17 PROPOSED BUDGET	GENERAL OPERATING PROGRAMS	DESIGNATED FOR CAPITAL IMPROVEMENTS	OTHER DESIGNATED FUNDS	PERCENT CHANGE	DOLLAR CHANGE
EXPENDITURES										
1	Salaries & Wages	\$ 2,182,928	\$ 2,344,766	\$ 2,540,731	\$ 2,620,771	\$ 2,620,771	\$ -	\$ -	3%	\$ 80,040
2	Personnel Benefits	784,612	848,362	952,942	1,056,378	1,056,378	-	-	11%	103,436
3	Education & Training	67,824	79,637	121,867	118,690	118,690	-	-	-3%	(3,177)
4	Professional Services	456,751	307,104	407,565	320,120	320,120	-	-	-21%	(87,445)
5	Other Services	4,046,794	4,175,720	4,241,845	4,361,419	4,361,419	-	-	3%	119,574
6	Insurance	88,265	95,235	115,033	127,869	127,869	-	-	11%	12,836
7	Printing & Advertising	109,321	178,847	365,670	281,322	281,322	-	-	-23%	(84,348)
8	Utilities	92,860	86,255	100,722	114,362	114,362	-	-	14%	13,640
9	Computer Equipment, Systems	50,134	28,423	65,532	60,711	60,711	-	-	-7%	(4,821)
10	Office Supplies/Equipment	34,788	19,310	53,197	42,227	42,227	-	-	-21%	(10,970)
11	General Supplies	283,279	318,036	371,064	362,193	362,193	-	-	-2%	(8,871)
12	Other Charges	113,802	139,491	217,290	191,873	191,873	-	-	-12%	(25,417)
13	SUBTOTAL - OPERATING EXPENDITURES	8,311,358	8,621,186	9,553,458	9,657,935	9,657,935	-	-	1%	104,477
14	Capital and Other Expenditures	2,360,801	691,389	1,131,780	1,953,200	-	1,928,200	25,000	73%	821,420
15	TOTAL EXPENDITURES	10,672,159	9,312,575	10,685,238	11,611,135	9,657,935	1,928,200	25,000	9%	925,897
16	TOTAL REVENUES	9,782,859	10,030,627	9,875,147	10,905,300	10,355,955	535,872	13,473	10%	1,030,153
17	NET REVENUES OVER (UNDER) EXPENDITURES	(889,300)	718,052	(810,091)	(705,835)	698,020	(1,392,328)	(11,527)	-13%	104,256
18	Transfers Out To Other Funds	(1,030,773)	(1,872,598)	(775,087)	(1,040,426)	(881,723)	(9,100)	(149,603)	34%	(265,339)
19	Transfers In From Other Funds	1,030,773	1,872,598	775,087	1,040,426	158,703	663,830	217,893	34%	265,339
20	NET INCREASE (DECREASE) IN FUND BALANCES									
20	ALL FUNDS, NON-GAAP BUDGETARY BASIS	\$ (889,300)	\$ 718,052	\$ (810,091)	\$ (705,835)	\$ (25,000)	\$ (737,598)	\$ 56,763		\$ 104,256

Note: Individual totals may vary due to rounding.

PROPOSED BUDGET

CHITTENDEN SOLID WASTE DISTRICT
FY17 PROPOSED BUDGET
Actual and Projected Unrestricted Fund Equity

	6/30/14	6/30/15	6/30/16	6/30/17
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>PROJECTED</u>	<u>PROJECTED</u>
	<u>(AUDITED)</u>	<u>(AUDITED)</u>	<u>BALANCES</u>	<u>BALANCES</u>
<u>Designated for Facilities Capital Improvements (FIR):</u>				
MRF	\$ 991,151	\$ 964,092	\$ 603,363	\$ 674,929
Special Waste	288,114	294,506	292,267	254,128
DOC	901,190	1,170,201	1,050,549	422,802
Environmental Depot	230,526	230,165	200,133	36,328
Biosolids Program	151,004	100,606	103,560	67,578
Compost Program	9,304	26,648	39,971	126,659
Property Management & Admin	387,311	247,755	184,473	154,295
Total Designated For Capital Improvements (FIR)	<u>\$ 2,958,600</u>	<u>\$ 3,033,973</u>	<u>\$ 2,474,316</u>	<u>\$ 1,736,718</u>
<u>Other Designated Funds:</u>				
Post Closure Reserves (In Excess of 30-yr Obligation) *	\$ (20,659) *	\$ (4,543) *	\$ 46,706	\$ 101,651
Facilities Closure Reserves	489,191	488,023	472,010	476,730
Community Cleanup Fund	56,829	72,507	63,637	57,637
Managers' Deferred Compensation Reserve	7,682	-	-	-
DOC Rate Stabilization Reserve	99,784	148,231	74,548	122,922
SWMF Rate Stabilization Reserve	-	625,786	640,700	666,671
Total Funds Designated For Other Purposes	<u>632,827</u>	<u>1,330,004</u>	<u>1,297,601</u>	<u>1,425,611</u>
Total - All Designated Funds	<u>\$ 3,591,427</u>	<u>\$ 4,363,977</u>	<u>\$ 3,771,917</u>	<u>\$ 3,162,329</u>
<u>Undesignated Fund Equity, end of fiscal year</u>				
Undesignated Fund Equity *	1,509,200 *	1,521,487 *	1,517,294	1,492,294
Total Unrestricted Fund Equity - Designated & Undesignated	<u>\$ 5,100,627</u>	<u>\$ 5,885,464</u>	<u>\$ 5,289,211</u>	<u>\$ 4,654,623</u>

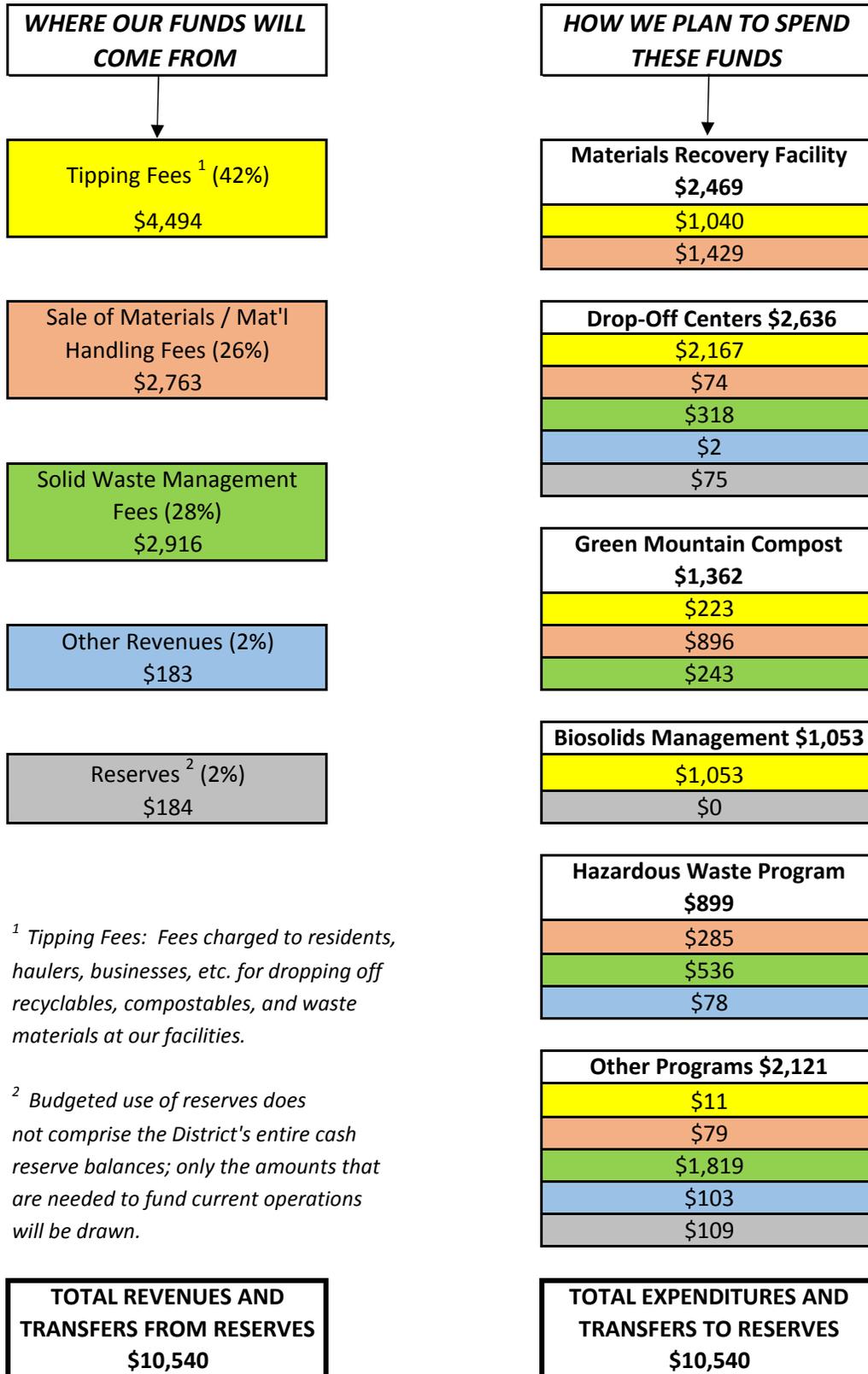
* Note: for the GAAP-basis audited financial statements, the Undesignated Fund Equity is reported net of any deficit in designated Post-Closure Reserve.

**CHITTENDEN SOLID WASTE DISTRICT
SOURCES OF OPERATING REVENUES, AND
USES OF SOLID WASTE MANAGEMENT FEES, BY PROGRAM
FY16 ADOPTED VS. FY17 PROPOSED BUDGETS
WITH FY14 and FY15 ACTUALS**

SOURCES OF OPERATING REVENUES BY TYPE	FY14	FY15	FY16 ADOPTED BUDGET		FY17 PROPOSED BUDGET		VARIANCE -
	ACTUAL	ACTUAL	% OF OPER		% OF OPER		FY17 vs
	REVENUES	REVENUES	\$	REV	\$	REV	FY16
General Operating Revenues:							\$ Change
Tipping Fees	\$ 3,253,035	\$ 3,484,336	\$ 3,945,391	40.1%	\$ 4,494,216	43.4%	\$ 548,825
Solid Waste Management Fee	3,235,727	3,223,204	2,970,000	30.2%	2,916,000	28.2%	(54,000)
Sale of Materials/Mat'l Handling Fees	2,541,351	2,800,506	2,740,003	27.8%	2,762,489	26.7%	22,486
Federal, State, & Local Grants	78,117	75,025	72,650	0.7%	72,650	0.7%	-
Interest and Miscellaneous	16,610	223,997	15,472	0.2%	8,505	0.1%	(6,967)
License Fees	13,410	13,010	13,735	0.1%	13,745	0.1%	10
Rental Income	92,424	94,423	88,350	0.9%	88,350	0.9%	-
Total Operating Revenues	9,230,674	9,914,501	9,847,401	100.0%	10,355,955	100.0%	508,554
Net Transfer From (To) Reserves	(919,316)	(1,293,315)	(293,943)		(698,020)		(404,077)
Total Operating Expenditures	\$ 8,311,358	\$ 8,621,186	\$ 9,553,458		\$ 9,657,935		\$ 104,477

USE OF SOLID WASTE MANAGEMENT FEES BY PROGRAM	FY14 ACTUAL -	FY15 ACTUAL -	FY16 Budget, based on		FY17 Budget, based on		VARIANCE -
	124,584 TONS	119,414 TONS	110,000 Tons		108,000 Tons		FY17 vs
			\$	%	\$	%	FY16
Program:							\$ Change
MRF	\$ -	\$ -	\$ -	0.0%	\$ -	0.0%	\$ -
Waste Reduction	290,475	293,734	374,885	12.6%	388,055	13.3%	13,170
Special Waste	313,142	284,515	308,344	10.4%	322,448	11.1%	14,104
DOCs	253,516	303,513	317,840	10.7%	317,897	10.9%	57
Unregulated Haz Waste	529,376	435,145	516,670	17.4%	536,174	18.3%	19,504
Biosolids Program	-	-	-	0.0%	-	0.0%	-
Green Mountain Compost	661,527	504,386	193,075	6.5%	242,789	8.3%	49,714
Special Projects	141,587	165,125	200,906	6.8%	197,709	6.8%	(3,197)
Future Projects	18,882	27,609	21,965	0.7%	-	0.0%	(21,965)
Finance	77,517	72,816	90,068	3.0%	78,521	2.7%	(11,547)
Administration	176,932	150,160	212,458	7.2%	189,075	6.5%	(23,383)
Marketing/Communications	244,780	287,494	495,246	16.7%	404,202	13.9%	(91,044)
Enforcement	52,224	67,562	67,969	2.3%	67,187	2.3%	(782)
PUD	-	-	105,660	3.6%	95,971	3.3%	(9,689)
Net Increase in Reserves	475,769	631,145	64,914	2.2%	75,971	2.6%	11,057
Total Solid Waste Mgmt Fee Revenues	\$ 3,235,727	\$ 3,223,204	\$ 2,970,000	100.0%	\$ 2,916,000	100.0%	\$ (54,000)

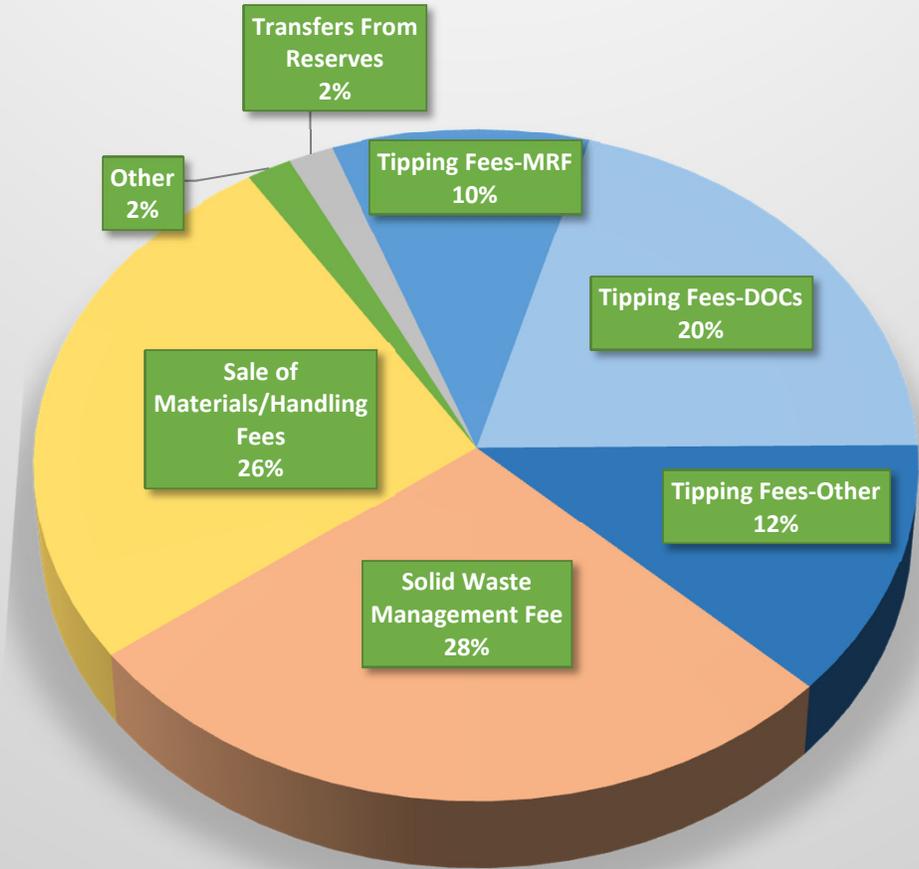
**CHITTENDEN SOLID WASTE DISTRICT
SOURCES AND USES OF OPERATING FUNDS
PROPOSED BUDGET - FY17**
amounts in thousands



¹ Tipping Fees: Fees charged to residents, haulers, businesses, etc. for dropping off recyclables, compostables, and waste materials at our facilities.

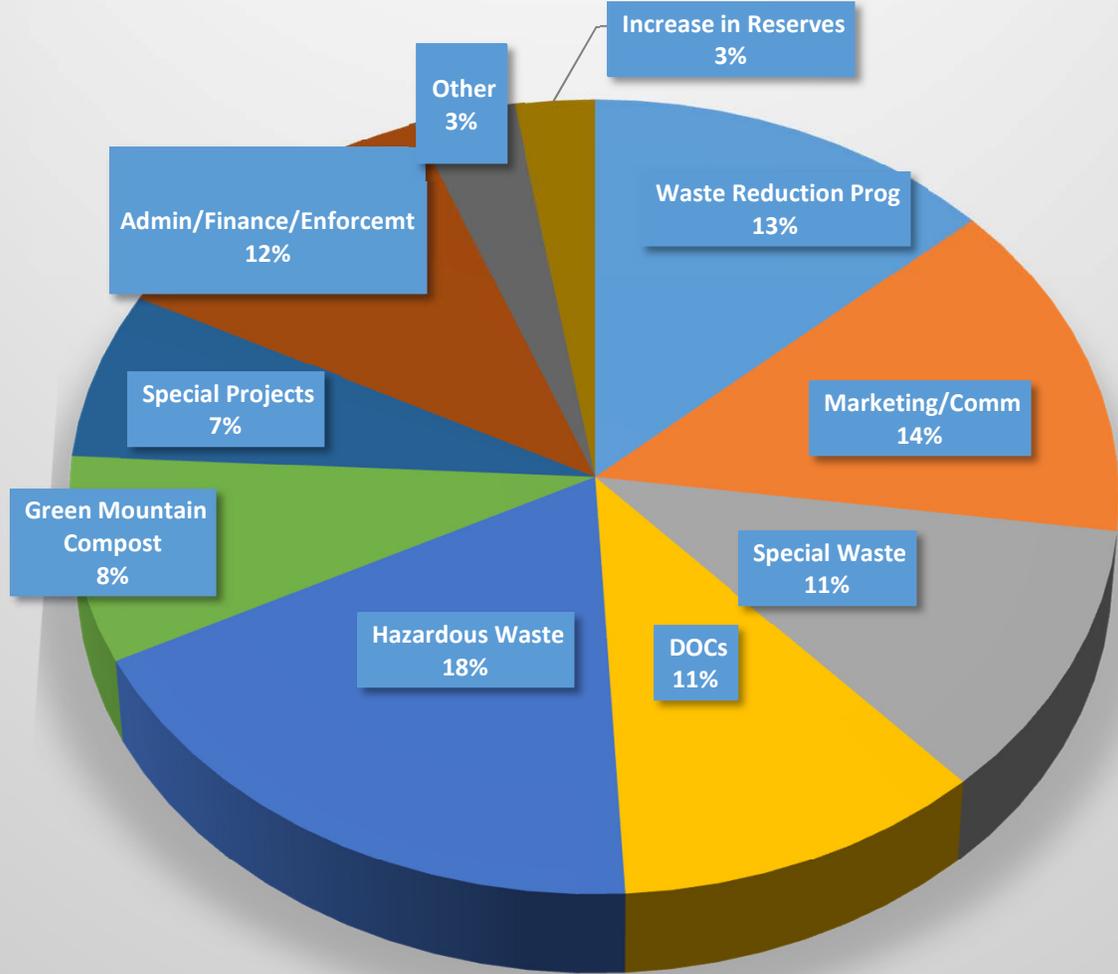
² Budgeted use of reserves does not comprise the District's entire cash reserve balances; only the amounts that are needed to fund current operations will be drawn.

**CHITTENDEN SOLID WASTE DISTRICT
FY17 PROPOSED BUDGET
SOURCES OF OPERATING FUNDS**



**CHITTENDEN SOLID WASTE DISTRICT
FY17 PROPOSED BUDGET
USES OF SOLID WASTE MANAGEMENT FEE
REVENUES**

TOTAL FY17 BUDGET \$2,916,000



CHITTENDEN SOLID WASTE DISTRICT
ADOPTED FY16 AND PROPOSED FY17 BUDGET - BY PROGRAM
WITH FY15 ACTUALS
GENERAL FUND OPERATING PROGRAMS

PROGRAM	REVENUES				EXPENDITURES				TRANSFERS FROM (TO) RESERVES			NET PROGRAM AMOUNT SWMF SUBSIDY		
	1	2	3	4	5	6	7	8	9	10	11	12	13	14
	FY15 ACTUALS	FY16 ADOPTED BUDGET	FY17 PROPOSED BUDGET	FY17 vs FY16 \$ CHANGE BUDGET	FY15 ACTUALS	FY16 ADOPTED BUDGET	FY17 PROPOSED BUDGET	FY17 vs FY16 \$ CHANGE BUDGET	FY15 ACTUALS	FY16 ADOPTED BUDGET	FY17 PROPOSED BUDGET	FY15 ACTUALS	FY16 ADOPTED BUDGET	FY17 PROPOSED BUDGET
1 MSW	\$ -	\$ -	\$ -	\$ -	\$ 60,018	\$ 82,026	\$ 75,055	\$ (6,971)	\$ 60,018	\$ 82,026	\$ 75,055	\$ -	\$ -	\$ -
2 MRF	2,164,488	2,349,777	2,468,456	118,679	1,995,930	2,096,285	2,172,407	76,122	(168,558)	(253,492)	(296,049)	-	-	-
3 WASTE REDUCTION	89	-	-	-	293,824	374,885	388,055	13,170	-	-	-	293,735	374,885	388,055
4 SPECIAL WASTE	98,573	78,902	89,332	10,430	368,777	387,246	411,780	24,534	(14,311)	-	-	284,515	308,344	322,448
5 DOC	1,951,270	1,873,535	2,243,099	369,564	1,968,617	2,160,058	2,292,622	132,564	(286,166)	(31,317)	(268,374)	303,513	317,840	317,897
6 HAZARDOUS WASTE	375,630	366,685	362,901	(3,784)	811,770	873,732	893,881	20,149	995	(9,623)	(5,194)	435,145	516,670	536,173
7 SAFETY/QA PROGRAM	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8 BIOSOLIDS	1,190,448	1,102,638	1,053,431	(49,207)	1,177,253	1,152,338	1,028,431	(123,907)	(13,195)	49,700	(25,000)	-	-	-
9 GREEN MTN COMPOST (GMC)	800,661	997,378	1,119,139	121,761	1,073,437	1,095,768	1,244,341	148,573	(231,611)	(94,685)	(117,588)	504,387	193,075	242,790
10 SPECIAL PROJECTS	-	-	-	-	146,125	181,906	178,709	(3,197)	(19,000)	(19,000)	(19,000)	165,125	200,906	197,709
11 FUTURE PROJECTS	-	-	-	-	29,475	21,965	-	(21,965)	1,866	-	-	27,609	21,965	-
12 PROPERTY MANAGEMENT	94,423	88,350	88,350	-	102,213	110,713	97,450	(13,263)	7,790	22,363	9,100	-	-	-
13 FINANCE	1,933	1,400	1,500	100	74,747	91,468	80,021	(11,447)	-	-	-	72,814	90,068	78,521
14 ADMINISTRATION	24	-	-	-	150,184	212,458	189,075	(23,383)	-	-	-	150,160	212,458	189,075
15 MARKETING	-	5,000	-	(5,000)	287,494	500,246	404,202	(96,044)	-	-	-	287,494	495,246	404,202
16 ENFORCEMENT	13,760	13,735	13,745	10	81,322	81,704	80,932	(772)	-	-	-	67,562	67,969	67,187
17 PUD	-	-	-	-	-	130,660	120,971	(9,689)	-	25,000	25,000	-	105,660	95,971
18 SOLID WASTE MGMT FEE REV	3,223,204	2,970,000	2,916,000	(54,000)	-	-	-	-	(631,145)	(64,914)	(75,971)	(2,592,059)	(2,905,086)	(2,840,029)
TOTALS	\$ 9,914,501	\$ 9,847,401	\$ 10,355,955	\$ 508,553	\$ 8,621,186	\$ 9,553,458	\$ 9,657,935	\$ 104,474	\$ (1,293,315)	\$ (293,943)	\$ (698,020)	\$ -	\$ -	\$ -

Note: Individual totals may vary due to rounding.

CHITTENDEN SOLID WASTE DISTRICT
SUMMARY OF PROPOSED FY17 BUDGET
GENERAL OPERATING PROGRAMS

LINE ITEM A/C # ACCOUNT	FY14 ACTUAL	FY15 ACTUAL	FY16 ADOPTED BUDGET	FY17 PROPOSED BUDGET	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	PERCENT CHANGE	DOLLAR CHANGE		
					PROGRAM BUDGETS																				
					MSW	MRF	Waste Reduction	Special Waste	Drop-off Centers	Hazardous Waste	Safety QA	Biosolids	GM Compost	Special Projects	Future Projects	Property Managemt	Finance	Admin	Marketing	Enforcemnt	PUD				
OPERATING EXPENDITURES																									
1	TOTAL 5100 - SALARIES & WAGES	\$ 2,182,928	\$ 2,344,766	\$ 2,540,731	2,620,771	\$ 6,572	\$ 80,142	\$ 210,663	\$ 87,792	\$ 778,532	\$ 335,977	\$ 17,175	\$ 18,527	\$ 340,909	\$ 62,284	0	\$ 7,293	\$ 147,933	\$ 325,885	\$ 123,718	\$ 47,660	29,709	3%	80,040	
2	TOTAL 5200 - PERSONNEL BENEFITS	784,612	848,362	952,942	1,056,378	2,337	20,373	75,827	34,313	369,543	126,991	3,896	8,647	152,125	22,622	0	2,187	47,610	106,245	34,958	5,715	42,988	11%	103,436	
3																									
4	5320 STAFF TRAINING	20,011	23,421	45,587	48,703	0	3,000	5,080	1,900	3,800	6,690	3,575	2,500	3,150	2,473	0	0	2,050	7,765	4,550	2,170	0	7%	3,116	
5	5325 TEAM MOTIVATION	7,825	8,420	14,650	14,850	0	0	0	0	0	0	0	0	0	0	0	0	0	14,850	0	0	0	1%	200	
6	5340 TRAVEL & MEALS	25,251	27,305	40,495	33,003	43	1,256	5,822	964	3,051	4,640	1,394	400	420	537	0	165	162	9,910	868	3,370	0	-19%	(7,492)	
7	5360 SUBSCRIPTIONS	1,178	1,043	1,357	1,290	0	0	55	0	0	0	0	0	256	74	0	0	0	755	150	0	0	-5%	(67)	
8	5365 MEMBERSHIP DUES	13,559	19,448	19,778	20,844	0	1,120	0	0	0	1,490	75	1,136	1,849	0	0	0	440	14,514	0	220	0	5%	1,066	
9	TOTAL 5300 - Education & Training	67,824	79,637	121,867	118,690	43	5,376	10,957	2,864	6,851	12,820	5,044	4,036	5,675	3,084	0	165	2,652	47,794	5,568	5,760	0	-3%	(3,177)	
10																									
11	5410 MEDICAL EXAMS	935	1,414	2,180	2,244	0	0	0	0	400	1,844	0	0	0	0	0	0	0	0	0	0	0	3%	64	
12	5425 LEGAL FEES	148,504	43,557	26,995	23,590	0	500	0	0	500	1,500	0	2,000	1,440	800	0	3,250	3,000	9,000	0	1,600	0	-13%	(3,405)	
16	5448 BANK FEES	3,481	5,952	7,115	7,115	0	0	0	0	0	0	0	0	6,000	0	0	0	1,115	0	0	0	0	0%	-	
17	5450 AUDIT FEES	17,700	9,060	12,560	13,000	0	0	0	0	0	0	0	0	0	0	0	0	13,000	0	0	0	0	4%	440	
18	5465 SCALE MAINTENANCE/CERTIFICATION	650	455	730	1,130	0	180	0	0	0	0	0	0	950	0	0	0	0	0	0	0	0	55%	400	
19	5492 OTHER TESTING	18,521	9,770	19,605	19,585	0	0	0	0	0	580	0	7,500	11,505	0	0	0	0	0	0	0	0	0%	(20)	
20	5495 GROUND WATER TESTING	23,750	32,915	30,942	29,342	21,000	0	0	0	0	0	0	0	8,342	0	0	0	0	0	0	0	0	-5%	(1,600)	
21	5499 OTHER SERVICES	243,210	203,981	307,438	224,114	12,650	25,000	0	100,825	17,750	7,420	0	0	16,902	18,000	0	6,950	0	2,500	11,151	166	4,800	-27%	(83,324)	
22	TOTAL 5400 - Professional Services	456,751	307,104	407,565	320,120	33,650	25,680	0	100,825	18,650	11,344	0	9,500	45,139	18,800	0	10,200	17,115	11,500	11,151	1,766	4,800	-21%	(87,445)	
23																									
24	5505 BUILDING/LAND LEASE	20,092	20,656	21,976	20,669	0	0	0	0	1,006	19,663	0	0	0	0	0	0	0	0	0	0	0	-6%	(1,307)	
25	5510 EQUIPMENT LEASES	154,300	163,325	173,104	134,308	0	0	0	39,685	26,900	0	0	0	67,039	0	0	0	0	684	0	0	0	-22%	(38,796)	
26	5515 EQUIPMENT SERVICE CONTRACTS	8,035	9,967	7,805	9,270	0	0	0	0	5,340	0	0	0	165	0	0	0	0	3,765	0	0	0	19%	1,465	
27	5525 FACILITIES MANAGEMENT	1,533,309	1,715,851	1,809,440	1,876,200	0	1,876,200	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4%	66,760	
28	5545 HAZARDOUS WASTE DISPOSAL	151,474	164,513	158,535	180,680	0	0	0	6,540	0	174,140	0	0	0	0	0	0	0	0	0	0	0	14%	22,145	
29	5546 LEACHATE TREATMENT	1,671	3,731	1,899	3,041	1,291	0	0	0	0	0	0	0	1,750	0	0	0	0	0	0	0	0	60%	1,142	
30	5547 LEACHATE TESTING	3,114	3,204	4,254	4,254	3,950	0	0	0	0	0	0	0	304	0	0	0	0	0	0	0	0	0%	-	
31	5548 LEACHATE HAULING	10,709	11,291	13,783	10,680	9,880	0	0	0	0	0	0	0	800	0	0	0	0	0	0	0	0	-23%	(3,103)	
34	5552 TIRES DISPOSAL	43,575	50,005	46,920	56,610	0	0	0	33,810	22,800	0	0	0	0	0	0	0	0	0	0	0	0	21%	9,690	
37	5556 MSW DISPOSAL	589,708	607,231	637,844	668,524	0	0	0	0	652,145	9,906	0	0	6,298	0	0	0	0	175	0	0	0	5%	30,680	
38	5557 RECYCLING @ CSWD	0	18,571	65,100	72,639	0	0	0	0	72,639	0	0	0	0	0	0	0	0	0	0	0	0	12%	7,539	
39	5559 REFRIGERANT REMOVAL	25,120	25,488	24,600	29,040	0	0	0	0	29,040	0	0	0	0	0	0	0	0	0	0	0	0	18%	4,440	
40	5560 ELECTRONICS MANAGEMENT	2,856	2,557	0	10,568	0	0	0	0	10,568	0	0	0	0	0	0	0	0	0	0	0	0	NEW	10,568	
41	5561 FOOD WASTE MANAGEMENT	28,997	33,856	39,740	55,602	0	0	0	0	55,602	0	0	0	0	0	0	0	0	0	0	0	0	40%	15,862	
42	5562 FLUORESCENT LAMPS	21,281	22,736	14,565	19,350	0	0	0	0	0	19,350	0	0	0	0	0	0	0	0	0	0	0	33%	4,785	
45	5577 SLUDGE MANAGEMENT	1,074,650	1,052,821	977,577	934,461	0	0	0	0	0	0	0	934,461	0	0	0	0	0	0	0	0	0	-4%	(43,116)	
46	5580 TRUCKING SERVICES	121,786	23,622	37,895	37,950	0	0	0	0	0	0	0	2,950	35,000	0	0	0	0	0	0	0	0	0%	55	
47	5584 SNOW PLOWING	28,340	27,629	28,950	28,750	0	0	0	0	23,500	3,950	0	0	0	0	0	1,300	0	0	0	0	0	-1%	(200)	
48	5587 BUILDING & GROUNDS MAINTENANCE	40,911	39,757	50,503	59,428	1,000	0	0	0	16,600	2,860	0	0	11,328	0	0	16,000	0	11,640	0	0	0	18%	8,925	
49	5592 EQUIPMENT MAINTENANCE	172,806	167,623	113,200	140,170	0	0	0	10,050	28,050	6,800	0	30,000	65,270	0	0	0	0	0	0	0	0	24%	26,970	
50	5594 TIRE REPAIR/REPLACEMENT	14,060	11,286	14,155	9,225	0	0	0	900	8,325	0	0	0	0	0	0	0	0	0	0	0	0	-35%	(4,930)	
52	TOTAL 5500 - Other Services	4,046,794	4,175,720	4,241,845	4,361,419	16,121	1,876,200	0	90,985	952,514	236,669	0	967,411	187,954	0	0	17,300	0	16,264	0	0	0	3%	119,574	
53																									
54	5620 COMMERCIAL INSURANCE	86,765	94,816	112,033	125,869	3,022	22,501	0	6,730	22,756	19,446	0	0	16,580	0	0	10,152	3,490	11,193	0	0	10,000	12%	13,836	
56	5685 INSURANCE RESERVES	1,500	419	3,000	2,000	0	0	0	0	0	0	0	0	0	0	0	0	0	2,000	0	0	0	-33%	(1,000)	
57	TOTAL 5600 - Insurance	88,265	95,235	115,033	127,869	3,022	22,501	0	6,730	22,756	19,446	0	0	16,580	0	0	10,152	3,490	13,193	0	0	10,000	11%	12,836	
58																									
59	5710 LEGAL NOTICES/CLASSIFIED ADS	1,954	4,515	7,400	3,375	0	0	0	0	700	0	0	0	0	0	0	0	2,325	350	0	0	0	-54%	(4,025)	
60	5720 PRINTING	21,850	29,407	84,980	61,700	0	0	600	0	0	1,200	0	0	12,520	0	0	0	0	46,890	490	0	0	-27%	(23,280)	
61	5750 WORKSHOPS & PRESENTATIONS	74	116	474	742	0	0	742	0	0	0	0	0	0	0	0	0	0	0	0	0	0	57%	268	
62	5755 PROMOTION & EDUCATION	85,443	144,809	272,816	215,505	0	525	0	0	3,105	11,800	0	0	77,325	0	0	0	0	0	122,750	0	0	-21%	(57,311)	
63	TOTAL 5700 - Printing & Advertising	109,321	178,847	365,670	281,322	0	525	1,342	0	3,805	13,000	0	0	89,845	0	0	0	2,325	169,990						

CHITTENDEN SOLID WASTE DISTRICT
SUMMARY OF PROPOSED FY17 BUDGET
GENERAL OPERATING PROGRAMS

LINE ITEM A/C # ACCOUNT	FY14 ACTUAL	FY15 ACTUAL	FY16 ADOPTED BUDGET	FY17 PROPOSED BUDGET	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	PERCENT CHANGE	DOLLAR CHANGE	
					PROGRAM BUDGETS																			
					MSW	MRF	Waste Reduction	Special Waste	Drop-off Centers	Hazardous Waste	Safety QA	Biosolids	GM Compost	Special Projects	Future Projects	Property Managemt	Finance	Admin	Marketing	Enforcemt	PUD			
96																								
97	6210 ADMIN ALLOCATION	0	0	0	0	4,533	39,851	57,532	24,939	90,585	40,491	0	18,478	59,443	14,795	0	6,604	34,084	(441,176)	32,951	16,890	0	0%	-
98	6215 FINANCE ALLOCATION	0	0	0	0	2,748	8,610	6,962	6,413	81,164	26,383	0	1,832	34,262	1,832	0	3,298	(183,214)	0	8,061	1,649	0	0%	-
99	6225 SAFETY - QA/QC ALLOCATION	0	0	0	0	972	524	427	0	13,409	8,262	(26,215)	0	1,554	0	0	0	1,068	0	0	0	0	0%	-
100	6230 HHW - ADMIN ALLOCATION	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%	-
101	6250 DOC - ADMIN ALLOCATION	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%	-
102	6255 MAINTENANCE CHARGES	0	0	0	0	3,600	3,000	600	22,500	(79,440)	10,920	0	0	29,400	0	0	5,940	0	3,300	180	0	0	0%	-
103	6259 ROLL-OFF TRUCK CHARGES	0	0	0	0	0	240	0	25,600	(65,280)	6,320	0	0	32,800	0	0	0	0	0	320	0	0	0%	-
105	TOTAL 6200 - Interdepartmental	0	0	0	0	11,853	52,225	65,521	79,452	40,438	92,376	(26,215)	20,310	157,459	16,627	0	15,842	(149,130)	(436,808)	41,512	18,539	0	n/a	-
106																								
107	6305 OTHER CHARGES	19	27	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	n/a	-
108	6306 GENERAL MANAGER'S DISCRETION	3,627	1,069	3,500	3,500	0	0	0	0	0	0	0	0	0	0	0	0	3,500	0	0	0	0	0%	-
110	631X DISBURSEMENTS - PERSISTENT HERBICIDE COSTS	1,977	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	n/a	-
111	6321 GREENUP DAY	10,267	13,532	10,685	10,190	0	0	0	0	0	0	0	0	0	10,190	0	0	0	0	0	0	0	-5%	(495)
112	6322 TIRE & APPLIANCE ROUNDUP	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	n/a	-
114	6324 INCENTIVE GRANTS	8,282	26,749	73,500	45,000	0	0	0	0	0	0	0	0	0	45,000	0	0	0	0	0	0	0	-39%	(28,500)
115	6325 PAYMENT FOR MUNICIPAL SERVICES	38,229	40,667	41,803	43,048	0	26,892	0	0	0	0	0	0	6,380	0	0	9,776	0	0	0	0	0	3%	1,245
116	6326 PROPERTY TAXES	19,953	21,110	21,381	21,485	0	0	0	0	0	0	0	0	0	0	0	21,485	0	0	0	0	0	0%	104
118	6329 STATE HW TAXES	541	379	565	280	0	0	0	0	0	280	0	0	0	0	0	0	0	0	0	0	0	-50%	(285)
119	6335 BOARD MEETINGS	9,811	12,775	15,698	15,033	0	0	0	0	0	0	0	0	0	0	0	0	15,033	0	0	0	0	-4%	(665)
121	6350 IMPACT FEES	19,232	19,369	20,505	21,629	0	21,629	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5%	1,124
122	6358 HOST TOWN FEES	1,731	3,615	4,553	6,508	0	0	0	0	1,150	0	0	0	5,358	0	0	0	0	0	0	0	0	43%	1,955
123	6391 BAD DEBT EXPENSE	133	199	100	200	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	100%	100
124	6398 RESERVE FOR CONTINGENCIES (PUD ONLY)	0	0	25,000	25,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	25,000	0%	-
125	TOTAL 6300 - Other Charges	113,802	139,491	217,290	191,873	0	48,521	0	0	1,150	280	0	0	11,738	55,190	0	31,261	200	18,533	0	0	25,000	-12%	(25,417)
134																								
135	TOTAL OPERATING EXPENDITURES	8,311,358	8,621,186	9,553,458	9,657,935	75,055	2,172,407	388,055	411,780	2,292,622	893,881	0	1,028,431	1,244,341	178,709	0	97,450	80,021	189,075	404,202	80,932	120,971	1%	104,477
136																								
137	OPERATING REVENUES																							
138																								
139	FROM OPERATIONS																							
142	4220 ORDINANCE FINES & PENALTIES	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	n/a	-
143	4301 LICENSE FEES	13,410	13,010	13,735	13,745	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	13,745	0	0%	10
146	4402 EQUIPMENT RENT/LEASE	0	0	1,800	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	-100%	(1,800)
147	4405 RENTAL INCOME	92,424	94,423	88,350	88,350	0	0	0	0	0	0	0	0	0	0	0	88,350	0	0	0	0	0	0%	-
149	4416 SOLID WASTE MANAGEMENT FEES	3,235,727	3,223,204	2,970,000	2,916,000	0	0	0	0	0	0	0	0	0	0	0	2,916,000	0	0	0	0	0	-2%	(54,000)
150	4420 TIPPING FEES	3,253,035	3,484,336	3,945,391	4,494,216	0	1,039,875	0	11,000	2,167,026	0	1,053,431	222,884	0	0	0	0	0	0	0	0	0	14%	548,825
152	4430 PESTICIDE DISPOSAL (STATE CONTRACT)	21,774	25,468	20,000	25,000	0	0	0	0	0	25,000	0	0	0	0	0	0	0	0	0	0	0	25%	5,000
153	4460 ELECTRONICS MANAGEMENT FEE	42,583	43,015	44,028	64,086	0	0	0	0	62,166	1,920	0	0	0	0	0	0	0	0	0	0	0	46%	20,058
154	4480 DELIVERY FEE REVENUE	13,472	44,025	52,140	57,385	0	0	0	0	0	0	0	57,385	0	0	0	0	0	0	0	0	0	10%	5,245
155	4520 SALES OF MATERIALS	2,250,411	2,355,755	2,291,061	2,373,643	0	1,428,581	0	34,150	3,692	68,350	0	0	838,870	0	0	0	0	0	0	0	0	4%	82,582
156	4521 DISCOUNTS ON SALE OF MATERIALS	(8,444)	(20,849)	(8,640)	(13,650)	0	0	0	0	0	(13,650)	0	0	0	0	0	0	0	0	0	0	0	58%	(5,010)
158	4524 DEPOSIT BOTTLES/CANS	5,806	5,718	5,807	5,719	0	0	0	0	5,719	0	0	0	0	0	0	0	0	0	0	0	0	-2%	(88)
159	4530 TIRES	38,420	45,520	41,182	44,182	0	0	0	44,182	0	0	0	0	0	0	0	0	0	0	0	0	0	7%	3,000
160	4531 FLUORESCENT LAMPS	17,108	19,579	13,615	18,400	0	0	0	0	0	18,400	0	0	0	0	0	0	0	0	0	0	0	35%	4,785
161	4532 PAINT PRODUCT STEWARDSHIP	22,952	157,526	170,900	157,508	0	0	0	0	157,508	0	0	0	0	0	0	0	0	0	0	0	0	-8%	(13,392)
162	4540 INTEREST	1,897	1,775	1,400	1,500	0	0	0	0	0	0	0	0	0	0	0	1,500	0	0	0	0	0	7%	100
165	4560 CEG	42,827	30,681	30,565	28,080	0	0	0	0	0	28,080	0	0	0	0	0	0	0	0	0	0	0	-8%	(2,485)
166	4565 SCRAP METAL	94,442	94,068	79,345	2,136	0	0	0	0	2,493	(357)	0	0	0	0	0	0	0	0	0	0	0	-97%	(77,209)
167	4572 MISCELLANEOUS	13,641	70,574	14,072	7,005	0	0	0	0	2,003	5,000	0	0	0	0	0	0	0	0	0	0	0	-50%	(7,067)
168	4598 CASH OVER/UNDER	1,072	1,648	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	n/a	-
169	4610 LAWSUIT SETTLEMENT PROCEEDS	0	150,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	n/a	-
170	4710 FEDERAL, STATE, & LOCAL GRANTS	77,417	75,025	72,650	72,650	0	0	0	0	0	72,650	0	0	0	0	0	0	0	0	0	0	0	0%	-
171	4711 DONATIONS	700	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	n/a	-
172	TOTAL OPERATING REVENUES	9,230,674	9,914,501	9,847,401	10,355,955	0	2,468,456	0	89,332															

PROPOSED FY 2017
EMPLOYEE WAGE AND BENEFIT SCHEDULE

	EMPLOYEE POSITION	FY17 PROPOSED WAGES															
		A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
		Primary Site	Primary Program	Hours per year	Overtime Hours	Grade	Step (FY16)	Hourly (FY16)	Base Wage (FY16)	Step (FY17)	NET COLA 0.00%	NET STEP * VAR	New Base Wage	New Hourly Rate	Overtime Hours	Overtime Wages	TOTAL WAGES (base & ot)
1	General Manager	ADM	ADM	2,080	-	22	10	\$ 55.62	\$ 115,690	11	\$ -	\$ 1,622	\$ 117,312	\$ 56.40	-	\$ -	\$ 117,312
2	General Manager	ADM	ADM	90	-	na	na	70.00	6,300	na	-	-	6,300	70.00	-	-	6,300
3	Administrative Manager	ADM	ADM	2,080	-	15	16	38.77	80,642	17	-	1,123	81,765	39.31	-	-	81,765
4	Administrative Assistant	ADM/FIN	ADM	2,080	40	5	8	19.40	40,352	9	-	562	40,914	19.67	40	1,180	42,094
5	Data/Business Architect	ADM	ADM	2,080	-	15	8	34.68	72,134	9	-	1,019	73,154	35.17	-	-	73,154
6	Enforcement Coordinator	ADM	ADM	1,508	-	12	7	28.73	43,325	8	-	603	43,928	29.13	-	-	43,928
7	Marketing & Communications Coordinator	MRK	MRK	2,080	-	15	7	34.20	71,136	8	-	998	72,134	34.68	-	-	72,134
8	Asst Engineer/Project Manager	ADM/FAC	ADM/FAC	2,080	-	15	4	32.26	67,101	5	-	1,518	68,619	32.99	-	-	68,619
9	Facilities Manager/District Engineer	ADM/FAC	ADM/FAC	2,080	-	21	6	49.64	103,251	7	-	1,435	104,686	50.33	-	-	104,686
10	Operations Manager	DOC	DOC	2,080	-	16	20	43.64	90,771	20	-	454	90,771	43.64	-	-	90,771
11	Marketing & Web Specialist	MRK	MRK	2,080	-	9	8	24.46	50,877	9	-	707	51,584	24.80	-	-	51,584
12	Drop-Off Center Operator	MIL	DOC	416	-	4	5	17.38	7,230	6	-	162	7,392	17.77	-	-	7,392
13	Drop-Off Center Operator - ON CALL	ON-CALL	DOC	416	-	4	13	19.59	8,149	14	-	112	8,262	19.86	-	-	8,262
14	Drop-Off Center Operator	BURL/ON-CALL	DOC	1,040	-	4	14	19.86	20,654	15	-	291	20,946	20.14	-	-	20,946
15	Drop-Off Center Operator- Class II (A)	ESX	DOC	2,080	-	5	7	19.13	39,790	8	-	562	40,352	19.40	-	-	40,352
16	Drop-Off Center Operator - ON CALL	ON-CALL	DOC	232	-	4	20	21.51	4,990	20	-	25	4,990	21.51	-	-	4,990
17	Drop-Off Center Operator - ON CALL	ON-CALL	DOC	624	-	4	2	16.26	10,146	3	-	231	10,377	16.63	-	-	10,377
18	Drop-Off Center Operator	SOB	DOC	2,080	-	4	7	18.02	37,482	8	-	520	38,002	18.27	-	-	38,002
19	Maintenance Operatr/Roll-Off Truck Driver	MAINT/RO	MAINT	2,080	26	5	20	23.30	48,464	20	-	242	48,464	23.30	26	909	49,373
20	Drop-Off Center Operator/SP Waste- Class II	WIL/SPW	DOC	832	-	5	7	19.13	15,916	8	-	225	16,141	19.40	-	-	16,141
21	Drop-Off Center Operator - Class I	ESX	DOC	2,080	80	5	15	21.39	44,491	16	-	624	45,115	21.69	80	2,603	47,718
22	Drop-Off Center Operator	ESX	DOC	416	-	4	2	16.26	6,764	3	-	154	6,918	16.63	-	-	6,918
23	Drop-Off Center Operator	HIN/ON-CALL	DOC	832	-	4	5	17.38	14,460	6	-	324	14,785	17.77	-	-	14,785
24	Drop-Off Center Operator	HIN/ON-CALL	DOC	832	-	4	7	18.02	14,993	8	-	208	15,201	18.27	-	-	15,201
25	Drop-Off Center Operator	BUR	DOC	416	-	4	7	18.02	7,496	8	-	104	7,600	18.27	-	-	7,600
26	Drop-Off Center Operator -Class I	SOB	DOC	2,080	52	5	13	20.80	43,264	14	-	603	43,867	21.09	52	1,645	45,512
27	Drop-Off Center Operator/SP Waste- Class II	WIL/SPW	DOC	2,080	78	5	10	19.95	41,496	11	-	582	42,078	20.23	78	2,367	44,445
28	Drop-Off Center Operator	ON-CALL	DOC	208	-	4	5	17.38	3,615	6	-	81	3,696	17.77	-	-	3,696
29	Drop-Off Center Operator	SOB	DOC	416	-	4	3	16.63	6,918	4	-	154	7,072	17.00	-	-	7,072
30	Drop-Off Center Operator	RIC	DOC	1,248	-	4	9	18.53	23,125	10	-	324	23,450	18.79	-	-	23,450
31	Drop-Off Center Operator/Facilities Assistant	RIC/ADM	DOC	2,080	-	8	8	23.05	47,944	9	-	666	48,610	23.37	-	-	48,610
32	Drop-Off Center Operator- Class II (A)	MIL	DOC	1,248	-	5	7	19.13	23,874	8	-	337	24,211	19.40	-	-	24,211
33	Drop-Off Center Operator- Class II (A)	BURL/MIL	DOC	2,080	-	5	9	19.67	40,914	10	-	582	41,496	19.95	-	-	41,496
34	Maintenance Supervisor	MAINT	MAIN	2,080	140	12	3	26.50	55,120	4	-	1,248	56,368	27.10	140	5,691	62,059
35	Maintenance Mechanic	MAINT/RO	MAIN/RO	2,080	52	7	10	22.41	46,613	11	-	645	47,258	22.72	52	1,772	49,030
36	Roll-Off Truck Driver/Coordinator	RO	RO	2,080	120	7	11	22.72	47,258	12	-	666	47,923	23.04	120	4,147	52,070
37	Maintenance Operator/Roll-Off Truck Driver	MAINT/RO	MAINT	2,080	-	5	1	16.87	35,090	2	-	395	35,880	17.25	-	-	35,880
38	Finance Manager	FIN	FIN	2,080	-	17	12	42.75	88,920	13	-	1,248	90,168	43.35	-	-	90,168
39	Accounts Payable Specialist	FIN	FIN	2,080	-	7	20	25.62	53,290	20	-	266	53,290	25.62	-	-	53,290
40	Compliance Program & Product Stewardship Mngr	ENV	HAZ	2,080	-	17	18	46.47	96,658	19	-	1,352	98,010	47.12	-	-	98,010
41	Hazardous Waste Coordinator	ENV	HAZ	2,080	75	12	14	31.67	65,874	15	-	915	66,789	32.11	75	3,612	70,401
42	Hazardous Waste Operator - Class I	ENV	HAZ	2,080	75	10	7	25.56	53,165	8	-	749	53,914	25.92	75	2,916	56,830
43	Hazardous Waste Operator	ENV	HAZ	2,080	75	8	7	22.73	47,278	8	-	666	47,944	23.05	75	2,593	50,537
45	Hazardous Waste Operator	ENV	HAZ	2,080	-	8	1	20.07	41,746	2	-	936	42,682	20.52	-	-	42,682
46	Hazardous Waste Operator -seasonal	ENV	HAZ	300	-	n	n	30.00	9,000	n	-	-	9,000	30.00	-	-	9,000
47	Hazardous Waste Operator - seasonal	ENV	HAZ	1,060	-	n	n	16.00	16,960	n	-	-	16,960	16.00	-	-	16,960
48	Hazardous Wate Operator - seasonal	ENV	HAX	100	-	n	n	17.50	1,750	n	-	-	1,750	17.50	-	-	1,750
49	Waste Reduction Manager	WR	WR/SP	2,080	-	15	13	37.18	77,334	14	-	1,082	78,416	37.70	-	-	78,416
50	Community Outreach Coordinator	WR	WR/SP	1,669	-	11	13	29.49	49,219	14	-	684	49,903	29.90	-	-	49,903
51	School & Youth Outreach Coordinator	WR	WR	2,080	5	9	3	22.26	46,301	4	-	1,040	47,341	22.76	5	171	47,512
52	Business Outreach Coord & Assistant WR Manager	WR	WR	2,080	5	12	4	27.10	56,368	5	-	1,269	57,637	27.71	5	208	57,845
53	Temporary Event/Hospitality Outreach Coord	WR	WR	2,080	-	9	1	21.29	44,283	2	-	499	45,282	21.77	-	-	45,282
54	Compost Manager	GMC	GMC	2,080	-	15	6	33.73	70,158	7	-	978	71,136	34.20	-	-	71,136
55	Compost Sales Coordinator	GMC	GMC	2,080	-	12	6	28.33	58,926	7	-	832	59,758	28.73	-	-	59,758
56	Senior Equipment Operator	GMC	GMC	2,080	50	7	18	25.05	52,104	19	-	728	52,832	25.40	40	1,524	54,356
57	Equipment Operator	GMC	GMC	2,080	15	5	5	18.45	38,376	6	-	874	39,250	18.87	10	283	39,533
58	Administration & Production Assistant	GMC	GMC	2,080	25	4	1	15.90	33,072	2	-	374	33,821	16.26	20	488	34,309
59	Delivery Driver	GMC	GMC	640	10	n	n	14.00	8,960	n	-	-	8,960	14.00	10	210	9,170
60	Light Equipment Operator (JCB) Bagger	GMC	GMC	2,080	50	5	1	16.87	35,090	2	-	395	35,880	17.25	32	828	36,708
61	2nd Light Equipment Operator/Bagger/	GMC	GMC	1,270	10	n	n	12.75	16,193	n	-	-	16,193	12.75	10	191	16,384
62	Office Assistant	GMC	GMC	550	10	n	n	12.75	7,013	n	-	-	7,013	12.75	10	191	7,204
FY '17 PRELIMINARY BUDGET TOTALS				95,403	993				\$ 2,505,872		\$ -	\$ 34,998	\$ 2,541,546		955	\$ 33,529	\$ 2,575,076
FY '16 BUDGET				91,905	903				\$ 2,392,063		\$ 31,380	\$ 34,634	\$ 2,456,846		903	\$ 30,967	\$ 2,487,813
FY '17 INCREASE (DECR) OVER FY '16: \$				3,498	90				113,809		(31,380)	364	84,700		52	2,563	87,262
FY '17 INCREASE (DECR) OVER FY 16: %				3.81%	9.97%				4.76%		-100.00%	1.05%	3.45%		5.76%	8.28%	3.51%

* Note - NET STEP amount, Column K, includes 1/2% lump sum merit pay for employees who are at the top of their pay grade and not eligible for a Step increase.

PROPOSED FY 2017
EMPLOYEE WAGE AND BENEFIT SCHEDULE

EMPLOYEE POSITION	FY17 MANDATED BENEFITS			OPTIONAL BENEFITS											TOTAL BENEFITS			
	FICA 7.65%	Workers Comp.	Unemployment Insurance 2.00%	MEDICAL			Dental			ICMA Retirement 6%	LIFE DISAB INS	MANDATED BENEFITS	OPTIONAL BENEFITS	TOTAL BENEFITS	TOTAL WAGES/ BENEFITS			
				Insurance Membership	CSWD pays difference +10% for 6 mos	Employee Share 2.88%	Opt Out	CSWD 95%	Employee 5%									
																5% increase		
1 General Manager	\$ 9,080	\$ 411	\$ 336	FAMILY	\$ 19,101	\$ 3,379	\$ -	\$ 1,391	\$ 73	\$ 7,039	\$ 1,408	\$ 9,827	\$ 28,939	\$ 38,765	\$ 156,077	1		
2 General Manager	482	23	126	N/A	-	-	-	-	-	-	-	631	-	631	6,931	2		
3 Administrative Manager	7,080	316	336	OPT-OUT	-	-	5,951	1,391	73	4,906	1,088	7,732	13,336	21,068	102,833	3		
4 Administrative Assistant	3,858	173	336	OPT-OUT	-	-	5,951	1,391	73	2,455	581	4,367	10,379	14,746	56,839	4		
5 Data/Business Architect	5,765	256	336	FAMILY	20,373	2,107	-	1,391	73	4,389	775	6,357	26,929	33,286	106,439	5		
6 Enforcement Coordinator	3,360	158	336	N/A	-	-	-	-	-	-	-	3,854	-	3,854	47,783	6		
7 Marketing & Communications Coordinator	5,690	253	336	SINGLE	6,769	2,077	-	440	-	4,328	1,016	6,279	12,554	18,832	90,967	7		
8 Asst Engineer/Project Manager	5,355	240	336	FAMILY	20,503	1,976	-	1,391	73	3,431	768	5,931	26,094	32,025	100,644	8		
9 Facilities Manager/District Engineer	8,939	399	336	OPT-OUT	-	-	5,951	1,391	73	6,281	1,232	9,674	14,856	24,530	129,216	9		
10 Operations Manager	7,157	318	336	2-PERSON	15,080	2,614	-	787	41	5,446	1,158	7,811	22,471	30,282	121,507	10		
11 Marketing & Web Specialist	4,069	181	336	SINGLE	7,361	1,486	-	440	-	3,095	643	4,586	11,540	16,125	67,709	11		
12 Drop-Off Center Operator	566	695	148	N/A	-	-	-	-	-	-	-	1,409	-	1,409	8,802	12		
13 Drop-Off Center Operator - ON CALL	632	777	165	N/A	-	-	-	-	-	-	-	1,574	-	1,574	9,836	13		
14 Drop-Off Center Operator	1,602	1,970	336	N/A	-	-	-	-	-	-	-	3,908	-	3,908	24,854	14		
15 Drop-Off Center Operator- Class II (A)	3,595	4,192	336	OPT-OUT	-	-	4,262	787	41	2,421	362	8,123	7,833	15,956	56,308	15		
16 Drop-Off Center Operator - ON CALL	382	469	100	N/A	-	-	-	-	-	-	-	951	-	951	5,967	16		
17 Drop-Off Center Operator - ON CALL	794	976	208	N/A	-	-	-	-	-	-	-	1,978	-	1,978	12,355	17		
18 Drop-Off Center Operator	2,998	3,471	336	SINGLE	7,752	1,094	-	440	-	2,280	549	6,805	11,021	17,827	55,828	18		
19 Maintenance OperatoR/Roll-Off Truck Driver	3,887	4,506	336	FAMILY	21,084	1,396	-	1,391	73	2,908	637	8,729	26,020	34,749	84,364	19		
20 Drop-Off Center Operator/SP Waste- Class II	1,235	1,518	323	N/A	-	-	-	-	-	-	-	3,076	-	3,076	19,217	20		
21 Drop-Off Center Operator - Class I	3,753	4,359	336	FAMILY	21,180	1,299	-	1,391	73	2,707	609	8,448	25,888	34,336	82,054	21		
22 Drop-Off Center Operator	529	651	138	N/A	-	-	-	-	-	-	-	1,318	-	1,318	8,236	22		
23 Drop-Off Center Operator	1,131	1,391	296	N/A	-	-	-	-	-	-	-	2,818	-	2,818	17,602	23		
24 Drop-Off Center Operator	1,163	1,430	304	N/A	-	-	-	-	-	-	-	2,897	-	2,897	18,097	24		
25 Drop-Off Center Operator	581	715	152	N/A	-	-	-	-	-	-	-	1,448	-	1,448	9,048	25		
26 Drop-Off Center Operator -Class I	3,583	4,158	336	2-PERSON	16,430	1,263	-	787	41	2,632	601	8,077	20,451	28,528	74,040	26		
27 Drop-Off Center Operator/SP Waste- Class II	3,497	4,062	336	SINGLE	7,635	1,212	-	787	41	2,525	582	7,895	11,529	19,424	63,870	27		
28 Drop-Off Center Operator	283	348	74	N/A	-	-	-	-	-	-	-	705	-	705	4,401	28		
29 Drop-Off Center Operator	541	665	141	N/A	-	-	-	-	-	-	-	1,347	-	1,347	8,419	29		
30 Drop-Off Center Operator	1,794	2,206	336	N/A	-	-	-	-	-	-	-	4,336	-	4,336	27,785	30		
31 Drop-Off Center Operator/Facilities Assistant	3,835	4,440	336	SINGLE	7,447	1,400	-	440	-	2,917	626	8,611	11,429	20,041	68,650	31		
32 Drop-Off Center Operator- Class II (A)	1,491	1,833	336	2-PERSON	12,967	4,727	-	-	-	-	-	3,660	12,967	16,627	40,838	32		
33 Drop-Off Center Operator- Class II (A)	3,270	3,787	336	2-PERSON	16,499	1,195	-	787	41	2,490	583	7,393	20,359	27,752	69,248	33		
34 Maintenance Supervisor	5,456	5,264	336	OPT-OUT	-	-	5,951	1,391	73	3,382	805	11,056	11,529	22,586	84,645	34		
35 Maintenance Mechanic	3,864	3,694	336	2-PERSON	16,333	1,361	-	-	-	2,835	624	7,894	19,792	27,686	76,716	35		
36 Roll-Off Truck Driver/Coordinator	4,092	3,922	336	FAMILY	21,099	1,380	-	1,391	73	2,875	629	8,350	25,995	34,346	86,416	36		
37 Maintenance Operator/Roll-Off Truck Driver	416	3,238	336	FAMILY	23,249	1,380	-	1,391	73	-	428	3,990	25,068	29,058	64,938	37		
38 Finance Manager	7,113	316	336	SINGLE	6,250	2,597	-	440	-	5,410	1,145	7,765	13,245	21,010	111,178	38		
39 Accounts Payable Specialist	4,201	187	336	2-PERSON	15,746	1,535	-	787	41	3,197	671	4,724	20,402	25,125	78,681	39		
40 Compliance Program & Product Stewardship Mngr	8,397	375	336	OPT-OUT	-	-	5,951	1,391	73	5,881	1,200	9,108	14,423	23,530	121,540	40		
41 Hazardous Waste Coordinator	6,015	7,018	336	OPT-OUT	-	-	4,262	787	41	4,007	958	13,369	10,015	23,384	93,785	41		
42 Hazardous Waste Operator - Class I	4,471	5,192	336	FAMILY	21,696	1,553	-	1,391	73	3,235	650	9,999	26,972	36,971	93,801	42		
43 Hazardous Waste Operator	3,981	4,623	336	SINGLE	7,466	1,381	-	440	-	2,877	623	8,940	11,406	20,346	70,883	43		
45 Hazardous Waste Operator	3,367	3,805	336	SINGLE	7,618	1,229	-	440	-	2,561	558	7,508	11,177	18,685	61,367	45		
46 Hazardous Waste Operator -seasonal	689	846	180	N/A	-	-	-	-	-	-	-	1,715	-	1,715	10,715	46		
47 Hazardous Waste Operator - seasonal	1,297	1,595	336	N/A	-	-	-	-	-	-	-	3,228	-	3,228	20,188	47		
48 Hazardous Wate Operator - seasonal	134	165	35	N/A	-	-	-	-	-	-	-	334	-	334	2,084	48		
49 Waste Reduction Manager	6,183	275	336	2-PERSON	15,435	2,258	-	787	41	4,705	1,065	6,794	21,993	28,787	107,203	49		
50 Community Outreach Coordinator	3,956	176	336	SINGLE	7,665	1,182	-	440	-	2,994	642	4,468	11,742	16,210	66,113	50		
51 School & Youth Outreach Coordinator	3,711	167	336	SINGLE	7,483	1,363	-	440	-	2,367	616	4,214	10,907	15,120	62,632	51		
52 Business Outreach Coord & Assistant WR Manager	4,563	203	336	2-PERSON	16,034	1,660	-	440	-	3,458	693	5,102	20,625	25,727	83,571	52		
53 Temporary Event/Hospitality Outreach Coord	3,572	159	336	SINGLE	6,969	1,304	-	440	-	2,717	693	4,067	10,819	14,886	60,167	53		
54 Compost Manager	5,606	249	336	FAMILY	20,431	2,049	-	1,391	73	4,268	1,016	6,191	27,106	33,297	104,433	54		
55 Compost Sales Coordinator	4,709	209	336	SINGE/CHILDREN	15,559	1,721	-	1,391	73	3,586	709	5,254	21,245	26,499	86,258	55		
56 Senior Equipment Operator	4,850	4,668	336	OPT-OUT	-	-	5,951	1,391	73	3,170	664	9,854	11,176	21,029	75,385	56		
57 Equipment Operator	3,112	2,970	336	FAMILY	21,349	1,130	-	1,391	73	2,355	563	6,418	25,658	32,076	71,609	57		
58 Administration & Production Assistant	2,550	120	336	SINGLE	7,299	974	-	440	-	-	367	3,006	8,107	11,113	45,422	58		
59 Delivery Driver	702	862	183	N/A	-	-	-	-	-	-	-	1,747	-	1,747	10,917	59		
60 Light Equipment Operator (JCB) Bagger	2,894	3,355	336	SINGLE	7,240	1,033	-	440	-	2,153	337	6,585	10,170	16,755	53,463	60		
61 2nd Light Equipment Operator/Bagger/	1,253	1,541	328	N/A	-	-	-	-	-	-	-	3,122	-	3,122	19,506	61		
62 Office Assistant	551	26	144	N/A	-	-	-	-	-	-	-	721	-	721	7,925	62		
FY '17 PRELIMINARY BUDGET TOTALS	\$ 203,682	\$ 106,566	\$ 17,829		\$ 445,103	\$ 54,316	\$ 44,230	\$ 35,672	\$ 1,576	\$ 130,282	\$ 28,876	\$ 328,077	\$ 684,164	\$ 1,012,241	\$ 3,588,304			
FY '16 BUDGET	\$ 196,218	\$ 99,555	\$ 19,733		\$ 419,145	\$ 53,962	\$ 34,017	\$ 31,961	\$ 1,404	\$ 121,163	\$ 27,231	\$ 315,507	\$ 633,517	\$ 949,024	\$ 3,438,532			
FY '17 INCREASE (DECR) OVER FY '16: \$	7,463	7,011	(1,904)		25,958	353	10,213	3,711	172	9,119	1,645	12,570	50,647	63,218	149,773			
FY '17 INCREASE (DECR) OVER FY 16: %	3.80%	7.04%	-9.65%		6.19%	0.66%	30.02%	11.61%	12.26%	7.53%	6.04%	3.98%	7.99%	6.66%	4.36%			

EMPLOYEE POSITION	Solid Waste Disposal		MRF	Waste Reduction	Special Waste		Dropoff Centers										Unregulated Hazardous Waste						Safety / QA		Biosolids	Compost	Special Projects		Finance		Administrative Services				Totals		
	Phase III Landfill				Special	Wood	Admin	Maint	Essex	South						Roll-Off	HHW	HHW	HHW	HHW	Product				GM	Comm	R & D	Future	Property	Finance	Admin	Mkt/Com	Enforce	PUD			
				Reduction	Wst Facility	Program				Burl	Milton	Rich	Hines	Will	Burl	Truck	Paint	Rover	Depot	ESQG	Stewardship	Safety	QA/QC	Program	Compost	Program		Projects	Mgmt								
1 General Manager																																					100%
2 General Manager																																					100%
3 Administrative Manager																																					100%
4 Administrative Assistant							15.00%																														100%
5 Data/Business Architect																																					100%
6 Enforcement Coordinator																						3.40%														100%	
7 Marketing & Communications Coordinator																																					100%
8 Asst Engineer/Project Manager	5.00%				4.00%		25.00%																														100%
9 Facilities Manager/District Engineer	3.00%				2.00%		20.00%																														100%
10 Operations Manager					37.00%	3.00%	60.00%																														100%
11 Marketing & Web Specialist																																					100%
12 Drop-Off Center Operator																																					100%
13 Drop-Off Center Operator - ON CALL							100.00%																														100%
14 Drop-Off Center Operator							20.00%									80.00%																					100%
15 Drop-Off Center Operator- Class II (A)																																					100%
16 Drop-Off Center Operator - ON CALL							100.00%																														100%
17 Drop-Off Center Operator - ON CALL							100.00%																														100%
18 Drop-Off Center Operator																																					100%
19 Maintenance Operatr/Roll-Off Truck Driver					10.00%	2.50%		77.50%								10.00%																					100%
20 Drop-Off Center Operator/SP Waste- Class II							50.00%																														100%
21 Drop-Off Center Operator - Class I																																					100%
22 Drop-Off Center Operator																																					100%
23 Drop-Off Center Operator																																					100%
24 Drop-Off Center Operator					0.00%		14.80%																														100%
25 Drop-Off Center Operator							11.00%																														100%
26 Drop-Off Center Operator -Class I																																					100%
27 Drop-Off Center Operator/SP Waste- Class II					40.00%																																100%
28 Drop-Off Center Operator							100.00%																														100%
29 Drop-Off Center Operator																																					100%
30 Drop-Off Center Operator																																					100%
31 Drop-Off Center Operator/Facilities Assistant					20.00%		20.00%																														100%
32 Drop-Off Center Operator- Class II (A)																																					100%
33 Drop-Off Center Operator- Class II (A)																																					100%
34 Maintenance Supervisor																																					100%
35 Maintenance Mechanic							10.00%																														100%
36 Roll-Off Truck Driver/Coordinator																																					100%
37 Maintenance Operator/Roll-Off Truck Driver																																					100%
38 Finance Manager																																					100%
39 Accounts Payable Specialist																																					100%
40 Compliance Program & Product Stewardship Mngr																																					100%
41 Hazardous Waste Coordinator																																					100%
42 Hazardous Waste Operator - Class I																																					100%
43 Hazardous Waste Operator																																					100%
44 Hazardous Waste Operator																																					100%
45 Hazardous Waste Operator																																					100%
46 Hazardous Waste Operator -seasonal																																					100%
47 Hazardous Waste Operator - seasonal																																					100%
48 Hazardous Wate Operator - seasonal																																					100%
49 Waste Reduction Manager							18.00%																														100%
50 Community Outreach Coordinator							92.00%																														100%
51 School & Youth Outreach Coordinator							100.00%																														100%
52 Business Outreach Coord & Assistant WR Manager							100.00%																														100%
53 Temporary Event/Hospitality Outreach Coord							100.00%																														100%
54 Compost Manager																																					100%
55 Compost Sales Coordinator																																					100%
56 Senior Equipment Operator																																					100%
57 Equipment Operator																																					100%
58 Administration & Production Assistant																																					100%
59 Delivery Driver																																					100%
60 Light Equipment Operator (JCB) Bagger																																					100%
61 2nd Light Equipment Operator/Bagger/																																					100%
62 Office Assistant																																					100%

**CHITTENDEN SOLID WASTE DISTRICT
FY17 SCHEDULE OF PROGRAM FEES**

	<u>FY 17</u>	<u>FY 16</u>	<u>Change</u>
4) MATERIALS RECOVERY FACILITY			
Tipping fees and/or materials purchased price fluctuate with market price. Budgeted rates are:			
In District materials, per Ton	\$23.50	\$21.00	\$2.50
Out-of-District materials, per Ton	\$23.50	\$21.00	\$2.50
6) SPECIAL WASTE PROGRAM			
Special Waste Facility (at the Williston Drop-Off Center)			
Electronics ~ per pound (by appt. only)	\$0.18	\$0.18	\$0.00
Gypsum wallboard (clean, new scrap):			
Small loads (up to 2 cy), per cubic yard	\$18.00	\$18.00	\$0.00
Large loads, per ton	\$70.00	\$70.00	\$0.00
Tires ~ up to 16"	\$2.25	\$2.25	\$0.00
Tires ~ 16.5" to 19"	\$3.75	\$3.75	\$0.00
Tires ~ per ton	\$200.00	\$200.00	\$0.00
Tree limbs, trunks, clean stumps, & brush:			
Up to 6 cubic yards	No charge	No charge	
Each cubic yard in excess of 6 cy	\$5.00	\$5.00	\$0.00
Pallets & clean lumber:			
Per ton	\$50.00	\$50.00	\$0.00
Propane cylinders over 20 lbs	\$5.00	\$5.00	\$0.00
7) DROP-OFF CENTERS			
Items accepted vary by facility.			
Household Trash			
up to 18-gallon bag/barrel	\$2.50	\$2.00	\$0.50
up to 33-gallon bag/barrel	\$4.75	\$3.75	\$1.00
up to 45-gallon bag/barrel	\$7.25	\$5.75	\$1.50
per cubic yard	\$37.50	\$30.00	\$7.50
at Burlington Drop-Off Center, per pound	\$0.19	\$0.15	\$0.04
Construction & Demolition Debris			
up to 18-gallon bag/barrel	\$5.00	\$4.00	\$1.00
up to 33-gallon bag/barrel	\$9.50	\$7.50	\$2.00
up to 45-gallon bag/barrel	\$14.50	\$11.50	\$3.00
per cubic yard	\$75.00	\$60.00	\$15.00
at Burlington Drop-Off Center, per pound	\$0.19	\$0.15	\$0.04
Other Items			
(* indicates that limits apply)			
All-In-One Recyclables	No charge	No charge	
Appliances without Refrigerants	\$5	\$5	\$0.00
Appliances with Refrigerants	\$10-\$15	\$10-\$15	\$0.00
Batteries (household and lead acid)*	No charge	No charge	
Electronics	\$1-\$15	\$1-\$15	\$0.00
Electronics - items covered by new State program	No charge	No charge	
Fluorescent lamps*	No charge	No charge	
Food scraps & non-recyclable paper	No charge	No charge	
Furniture items	\$4-\$20	\$3-\$17	\$1-\$3
Hard cover books*	No charge	No charge	
Mercury-containing products*	No charge	No charge	
Propane cylinders 20 lbs & under*	No charge	No charge	

CHITTENDEN SOLID WASTE DISTRICT FY17 SCHEDULE OF PROGRAM FEES, Continued

7) DROP-OFF CENTERS, Continued

	<u>FY 17</u>	<u>FY 16</u>	<u>Change</u>
Other Items (Continued)			
Scrap metal	No charge	No charge	
Textiles*	No charge	No charge	
Tires ~ up to 16"	\$2.75	\$2.75	\$0.00
Tires ~ 16.5" to 19"	\$5.25	\$5.25	\$0.00
Tires ~ 20" to 24.5"	\$14.00	\$14.00	\$0.00
Tires ~ off road	\$56.00	\$56.00	\$0.00
Tree limbs, trunks, clean stumps, & brush:			
Up to 3 cubic yards	No charge	No charge	
Each cubic yard in excess of 3 cy	\$10.00	\$10.00	\$0.00
Pallets & clean lumber:			
Up to 1 cubic yard	No charge	No charge	
Each cubic yard in excess of 1 cy	\$5.00	\$5.00	\$0.00
Used oil*	No charge	No charge	
Used oil filters*	No charge	No charge	
Wood ashes	No charge	No charge	
Yard debris	No charge	No charge	

8) HAZARDOUS WASTE - ENVIRONMENTAL DEPOT & ROVER
Environmental Depot

Household hazardous waste	No charge	
Business hazardous waste ~ Conditionally Exempt Generators		Charged by material as stated in hazardous waste hauler contract.

Rover

Household hazardous waste	No charge	
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10) BIOSOLIDS

Sludge per wet ton for disposal (average projected blended rate, opt out)	\$96.40	\$98.02	(\$1.62)
Sludge per wet ton for disposal (average projected blended rate)	\$92.00	\$93.67	(\$1.67)
Sludge per wet ton for land application (average projected blended rate)	\$66.12	\$68.28	(\$2.16)
Sludge per wet ton for alkaline treatment	\$85.72	\$89.88	(\$4.16)
South Burlington Class A (average projected blended rate)	\$38.12	\$41.35	(\$3.23)

11) COMPOST

Per-ton tip fee for post-consumer food waste	\$45.00	\$40.00	\$5.00
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15) FINANCE

Solid Waste Management Fee per ton	\$27.00	\$27.00	\$0.00
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**CHITTENDEN SOLID WASTE DISTRICT
CAPITAL PROJECTS
FY17 PROPOSED BUDGET**

LINE ITEM #	ACCOUNT	FY17 TOTAL REQUEST	MRF	SPECIAL WASTE		DROP-OFF CENTERS										UHW DEPOT	Biosolids Mgmt	Compost	PROPERTY MGMT	ADMIN.
				Special Wst Facility	Wood Depot	General	Maint.	Roll-Off Truck	Williston DOC	Essex DOC	So. Burl. DOC	Milton DOC	Richmond DOC	Hinesburg DOC	Burlington DOC					
7005	DESIGN AND PERMITTING	\$108,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$25,000	\$50,000	\$33,000	\$0	\$0	\$0	\$0
7015	LAND ACQUISITION	10,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	10,000	0
7020	SITework	671,000	33,000	29,000	0	0	0	0	8,000	0	60,000	0	0	25,000	500,000	12,000	0	0	0	4,000
7035	BUILDING	40,500	5,000	0	0	0	20,000	0	0	0	0	0	0	0	0	7,500	0	0	8,000	0
7045	EQUIPMENT	680,700	179,500	5,600	0	0	2,000	0	35,000	0	0	0	0	0	0	112,500	0	346,100	0	0
7050	ROLL-OFF CONTAINERS	100,000	0	0	0	100,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7055	ROLLING STOCK	293,000	0	0	0	0	40,000	185,000	0	0	0	0	0	0	0	0	68,000	0	0	0
7065	MISCELLANEOUS	25,000	10,000	5,000	0	5,000	0	0	0	0	0	0	0	0	0	5,000	0	0	0	0
TOTAL CAPITAL EXPENDITURES		\$1,928,200	\$227,500	\$39,600	\$0	\$105,000	\$62,000	\$185,000	\$43,000	\$0	\$60,000	\$0	\$0	\$50,000	\$550,000	\$170,000	\$68,000	\$346,100	\$18,000	\$4,000
REVENUES																				
4540	INTEREST INCOME	12,372	3,017	1,461	0	5,253	0	0	0	0	0	0	0	0	0	1,001	518	200	922	0
4605	SALES & TRADEINS OF USED EQPT	23,500	0	0	0	12,000	5,000	0	0	0	0	0	0	0	0	0	6,500	0	0	0
4991	PROCEEDS OF CAPITAL LEASE OBLIGATIONS	500,000	0	0	0	0	0	185,000	0	0	0	0	0	0	0	0	0	315,000	0	0
TOTAL REVENUES & FINANCING SOURCES		\$535,872	\$3,017	\$1,461	\$0	\$17,253	\$5,000	\$185,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,001	\$7,018	\$315,200	\$922	\$0
NET REVENUES OVER (UNDER) EXPENDITURES		(\$1,392,328)	(\$224,483)	(\$38,139)	\$0	(\$87,747)	(\$57,000)	\$0	(\$43,000)	\$0	(\$60,000)	\$0	\$0	(\$50,000)	(\$550,000)	(\$168,999)	(\$60,982)	(\$30,900)	(\$17,078)	(\$4,000)
TRANSFERS IN FROM (OUT TO) GENERAL FUND																				
6621	TRANSFER OUT TO GENERAL FUND (FROM FIR)	(9,100)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	(9,100)	0
4921	TRANSFER IN FROM GENERAL FUND	663,830	296,049	0	0	220,000	0	0	0	0	0	0	0	0	0	5,194	25,000	117,588	0	0
NET TRANSFERS IN (OUT)		\$654,730	\$296,049	\$0	\$0	\$220,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,194	\$25,000	\$117,588	(\$9,100)	\$0
NET INCREASE (DECREASE) IN FUND BALANCES FOR THE YEAR		(\$737,598)	\$71,566	(\$38,139)	\$0	\$132,253	(\$57,000)	\$0	(\$43,000)	\$0	(\$60,000)	\$0	\$0	(\$50,000)	(\$550,000)	(\$163,805)	(\$35,982)	\$86,688	(\$26,178)	(\$4,000)

Note: Individual totals may vary due to rounding

CHITTENDEN SOLID WASTE DISTRICT
OTHER DESIGNATED FUNDS
FY17 PROPOSED BUDGET

LINE ITEM		FY17	Landfill	Facilities	Community	DOC Rate	SWMF Rate	
A/C #	ACCOUNT	PROPOSED	Post-	Closure	Cleanup	Stabiliz-	Stabiliz-	
		BUDGET	Closure	Reserve	Fund	ation Rsv	ation Rsv	
EXPENDITURES								
1	6320 CLEANUP GRANTS TO MUNICIPALITIES	\$25,000	\$0	\$0	\$25,000	\$0	\$0	1
2	SUBTOTAL - OPERATING EXPENDITURES	\$25,000	\$0	\$0	\$25,000	\$0	\$0	2
3	SUBTOTAL - CAPITAL EXPENDITURES	\$0	\$0	\$0	\$0	\$0	\$0	3
4	TOTAL EXPENDITURES	\$25,000	\$0	\$0	\$25,000	\$0	\$0	4
REVENUES								
5	4540 INTEREST	13,473	8,753	4,720	0	0	0	5
6	TOTAL REVENUES	\$13,473	\$8,753	\$4,720	\$0	\$0	\$0	6
7	NET REVENUES OVER (UNDER) EXPENDITURES	(\$11,527)	\$8,753	\$4,720	(\$25,000)	\$0	\$0	7
TRANSFERS IN FROM (OUT TO) OTHER FUNDS								
8	662X TRANSFER OUT TO GENERAL FUND	(\$149,603)	(\$75,055)	\$0	\$0	(\$74,548)	\$0	8
9	4922 TFR IN FROM GEN FD (COMM CLEANUP)	19,000	0	0	19,000	0	0	9
10	4923 TFR IN FROM GENERAL FUND (LFPC)	50,000	50,000	0	0	0	0	10
11	492X TFR IN FROM GENERAL FUND (RATE STABIL)	148,893	0	0	0	122,922	25,971	11
11	SUBTOTAL - NET TRANSFERS IN (OUT)	\$68,290	(\$25,055)	\$0	\$19,000	\$48,374	\$25,971	11
12	OVERALL NET INCREASE (DECREASE) IN FUND BALANCE	\$56,763	(\$16,302)	\$4,720	(\$6,000)	\$48,374	\$25,971	12

Burlington Code Enforcement
645A Pine Street
PO Box 849
Burlington, VT 05402-0849
Phone: (802) 863-0442

Burlington Department of Code Enforcement Supporting peaceful enjoyment in a safe environment for Burlington citizens.

Primary Services to the public include:

Minimum housing code enforcement includes maintaining an annual apartment registry of approximately 10,000 rental dwelling units, billing and collecting rental unit registration fees, inspecting rental housing units, enforcing minimum housing standards, issuing certificates of compliance to landlords, and funding tenant and landlord advocacy services

Zoning enforcement includes issuing Notices of Violation, civil tickets and seeking enforcement through the Environmental Court and issuing zoning certificates of occupancy when zoning permits have been fully complied with

Vacant building enforcement includes maintaining a registry of vacant buildings and issuing permits for those buildings, inspecting these buildings on at least a quarterly basis and enforcing vacant building standards, and collecting vacant building permit fees

Health enforcement includes initiating public health actions as designated deputy health officers and ensuring compliance with the pesticide ordinance.

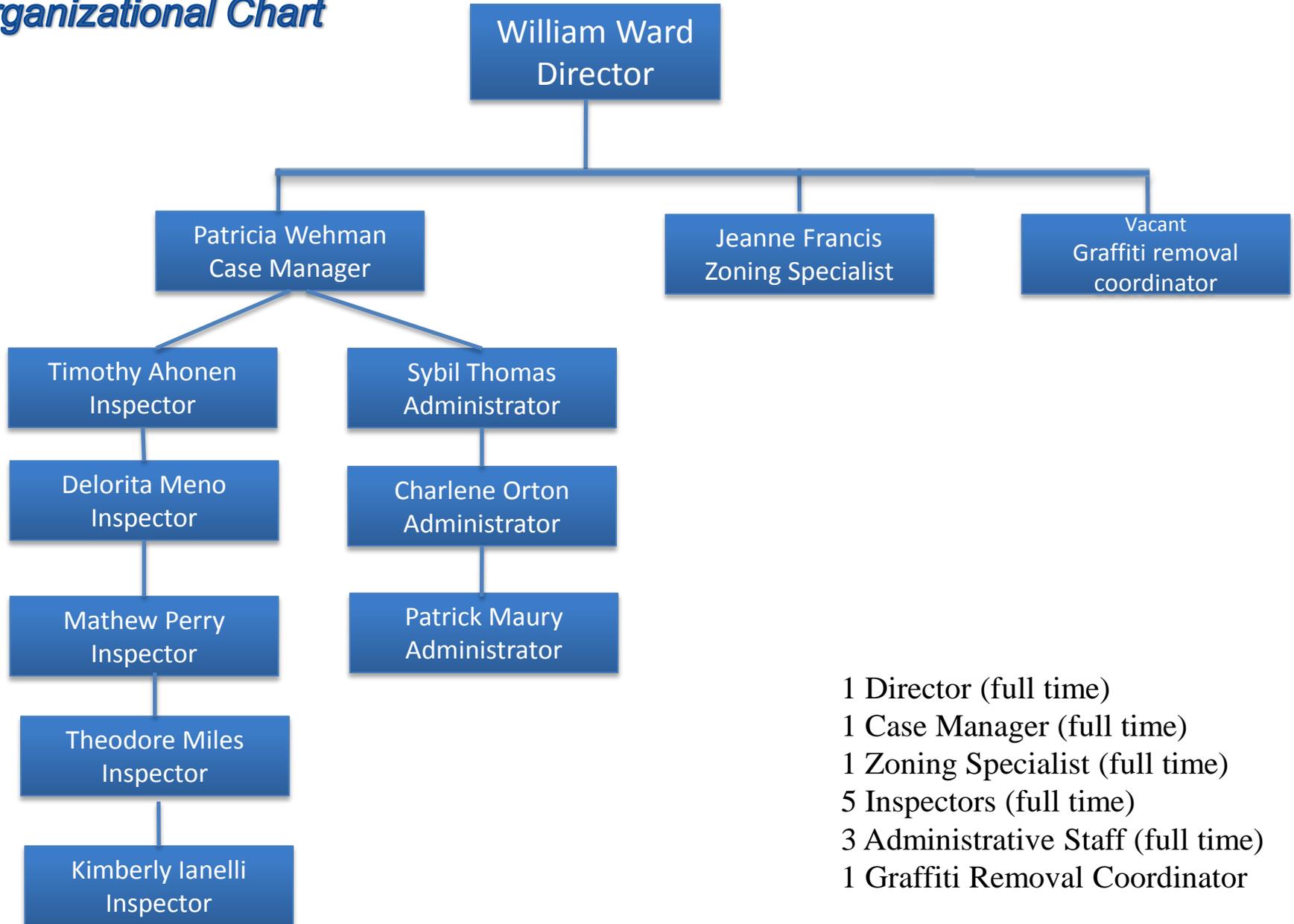
See <http://www.codepublishing.com/vt/burlington> for links to the ordinances enforced by the Code Enforcement Office.

The office's main responsibility is to enforce the Minimum Housing Ordinance (Burlington Code of Ordinances (BCO) Chapter 18), the Zoning Ordinance (BCO App. A), the Vacant Building Ordinance (BCO, Chapter 8, Art. 3), Health ordinances and to issue Public Health Orders (BCO Chapter 17).

The office is designated as the enforcement agency for several ordinances, including BCO sec 17-9 (Pesticide applications), BCO sec 21-5 (Signs in the greenbelt), and BCO ch. 26 (Stormwater control).

In addition, Code Enforcement works with the Department of Public Works on illegal dumping of solid waste (BCO ch.s 14 & 27), the Department of Parks & Recreation on maintenance of greenbelts (City Charter, sec 211, 212) and the Police Department on illegal yard parking and nuisance abatement (BCO sec 1-9, 20-55, 21-19).

Code Enforcement Organizational Chart



- 1 Director (full time)
- 1 Case Manager (full time)
- 1 Zoning Specialist (full time)
- 5 Inspectors (full time)
- 3 Administrative Staff (full time)
- 1 Graffiti Removal Coordinator

DEPARTMENTAL MEMORANDUM



Date: May 18, 2016

To: Patrick Scheidel, Municipal Manager
Essex Junction Board of Trustees / Selectboard

From: Bradley LaRose, Police Chief

Re: Common Law Ejectment - Individual residing on Pearl Street

For several months a gentleman has been living in a makeshift shelter on Pearl Street at the entrance to Gate A (main gate) to the Champlain Valley Exposition. This shelter is located on Village property.

The police department has had numerous contacts with the gentleman residing in the shelter. Most contacts have been in response to complaints of the gentleman acting in a disruptive manner in area businesses. His conduct has not risen to the level where an arrest was appropriate; however, he has been banned from some businesses.

While in contact with this gentleman officers have discussed the availability of support services for the homeless. The gentleman has declined any assistance. Even in the dead of winter, when the temperature was well below zero, the gentleman chose to stay in his makeshift shelter. At one point an officer offered a hard copy list of services and contact information. The gentleman refused to accept the list. The officer placed the list inside the gentleman's shelter and told the gentleman it was there.

The police department and municipal staff have received many inquiries from the public about this individual and such use of public property. The police department has not identified any criminal violations (i.e. unlawful trespass, vagrancy) that would authorize his removal from where he is residing.

I have been in contact with attorney Andrew Bolduc, with the law firm McNeil, Leddy and Sheahan and have requested assistance in exploring the civil options of removing the gentleman from public space. Attorney Bolduc offered 6 options. In my mind, only one option is viable, that being to evict the gentleman from public space pursuant to a provision in common law, option 6. The other 5 options are listed below.

The common law option of removing an individual from public space is a tiered process. The first step is for the representative owners of the property (Village of Essex Junction) to make the decision to pursue the process. The next step would be to serve notice on the individual. Additional steps would be contingent on the individual's response to being served notice. The entire process is described in a letter from attorney Andrew Bolduc (attached).

(Note: Wording will be changed from Town to Village as necessary.)

Action options from attorney Andrew Bolduc:

- 1) Homeless and/or veterans assistance agencies – COTS or Office of Veteran Affairs are likely the best starting point to see if they have any contact/background on this individual and whether they can find a better living situation for him.
- 2) Create a town-wide anti-camping/anti-sleeping ordinance – Many municipalities have tried this across the country with mixed success. Several courts have ruled this unconstitutional and recently, the US Department of Justice has adopted the position that town-wide anti-camping laws are unconstitutional because they restrict a homeless person's basic human right to sleep, provided no free shelters or beds are otherwise available in the town. Because of the unsettled constitutional issues and potential political pitfalls, we would not recommend this route.
- 3) Enforce Vermont's Vagrancy Law – 13 V.S.A. § 3901 defines a vagrant as "a transient person, roving from place to place and living without visible means of support..." If you believe this individual meets the criteria, you may try to utilize this rarely used law. However, we would not recommend it as the constitutionality of this law is also in question and could have unpopular political ramifications.
- 4) Use Vermont's Disorderly Conduct Law – 13 V.S.A. § 1026, when applicable.
- 5) Adopt a Loitering Ordinance – It appears the Town of Essex does not currently have a loitering ordinance. These also are sometimes struck down as unconstitutional when overly vague and enforced in a way that targets a particular population. However, the City of Burlington has a fairly broad loitering ordinance that includes "creating any disturbance or annoyance to the comfort and repose of any person." Additionally, the VLTC provides a sample loitering ordinance for municipalities, attached to this e-mail that appears to be specific enough in scope.
- 6) A common law action for ejectment - Option #6 – if he is using a portion of public land to his exclusive use and enjoyment, then the Town could assert a civil claim for ejectment that would likely proceed as it would for a private property owner. Serving him the complaint alone may be enough to achieve the Town's goal, but depending on his (or a Legal Aid/Civil Rights Attorney) level of stubbornness, it may ultimately prove unpopular and relatively ineffective.

Chief of Police
Bradley J. LaRose
(802) 878-1335

Detective Division
(802) 879-4923
Fax (802) 878-8172



Dispatch
(802) 878-8331

Department Fax
(802) 878-1340

Records Division
(802) 878-1337

ESSEX POLICE DEPARTMENT

145 Maple Street
Essex Junction, Vermont
05452-3211
www.epdvt.org

MEMORANDUM

TO: Patrick Scheidel, Municipal Manager
FROM: Bradley LaRose, Police Chief
DATE: May 19, 2016
SUBJECT: Closing a section of Main Street during the 2016 block party

The police department has again assessed the viability of closing the section of Main Street between the 5-corners and Railroad Avenue for 2016 the block party. I understand the proposal to be to keep Railroad Avenue open, in essences shifting the block party from its previous location on Railroad Avenue and Lincoln Place to Main Street.

The police department has considered the ramifications of closing Main Street in the past. My concerns of the past remain today, and I do not recommend pursuing the current plan as I understand it. Although having Railroad Avenue open would assist in diverting traffic, there would be some difficulty for larger trucks using it as a detour, particularly in the Central Street area. Turns from Railroad Street onto Maple Street and Maple Street onto Railroad Street would also be difficult.

Closing Main Street would require the redirection of traffic with appropriate signage on Pearl Street and Park Street as those roadways include lanes for east bound traffic on Main Street. Funneling would also be required for west bound traffic on Main Street. Detour signs would also be required. This will undoubtedly bring a level of confusion and distraction to motorists and pedestrians. This would also place a strain on police resources at this time of the year. In all probability alternative (contracted) traffic control would need to be employed.

Earlier this year a meeting was held with Brad Luck (Heart and Soul), Rick Jones and Robin Pierce for the purpose of reviewing the viability of closing Main Street for community activities. As a result of our review, all agreed that closing Main Street was not recommended due to the concerns listed above.

I would like to propose an alternative plan. A portion of Main Street could be closed in conjunction with Railroad Avenue and Lincoln Place without much difficulty or disruption. The parking space on the northwest side of Main Street and a portion of the westbound lane(s) could be cordoned off and could connect Railroad Avenue with Memorial Park. The short "cut-thru" on

the northeast side of Memorial Park could also be closed. This plan would keep east bound traffic on Main Street, and one lane of west bound traffic open thus eliminating the disruption caused by altering traffic patterns at the 5-corners and surrounding streets. This plan could be monitored and maintained with limited staff.

(Draft) Essex Junction Trustees' Retreat Summary 5/10/16 (Draft)

- **Parking. Action step** → Move forward with using the Handy/Kolvoord property as a temporary municipal lot. Gabe Handy extended the offer last year. Susan informed us that it is already covered by Village insurance. We agreed the next step should be to have Rick Jones and Robin take a look at it and decide what needs to be done in terms of signage, cleaning up the space, etc., and confer with Handy. Lori is going to speak with someone with the National Realtors Association for a grant (?) that might help with the project and/or potentially a temporary pocket park.

Additional actions and discussion: a) explore the possibility of obtaining the McClures building for parking; b) explore reopening prior agreement with Essex Agency to use their property as a municipal lot; c) Lori will get in touch with the Fish and Wildlife people about the possibility of using their lot for public parking. d) Pat suggested hiring a temporary engineering intern to count all the spaces in EJ and determine where they are and how they are being used.

- **Village Center/Greater Essex/Development Authority/Corporation/Alliance (?)**
Action Step → We agreed to move forward with the concept of forming some sort of public/private entity designed along the lines of similar organizations in Franklin County and Bellows Falls that would be responsible for moving forward Village redevelopment plans vis a vis Design Five Corners and, also, promote business development and, also, promote economic development in coordination with the EDC. Obviously, this concept needs some work. Lori, Elaine, and George (and Robin) will explore the concept. Some of the parameters to be explored: a) the entity should be able to receive federal funds and apply for grants; b) promote the available tax incentives. Pat noted that the benefit of having public/private entity vs. a purely public entity (i.e. local government) is that brokers and real estate developers are reluctant to talk to governments because such conversations are public record.
- **Stevens Park – Action Step** → George will talk to CCSU/Prudential Committee/EJRP about transferring control of Stevens Park back to the Village. If and when that happens, we will do a real estate assessment for the property.
- **Farmers Market (discussion only)** Lori informed the board that the farmers market is looking to eventually relocate somewhere else in the Village center because the current location is problematic.
- **Pedestrianized Main Street Action Step** → George suggested having a professional architect/planner/designer (possibly Greg Rabideau who designed 4 Pearl Street) create some composite graphics (blend images of existing structures with hypothetical streetscapes) showing what a pedestrianized Main Street could look like as a way of promoting the concept. This prompted much discussion about the concept, the value of traffic studies, the direction of Village Center redevelopment (ex. Elaine thought it should be much more inclusive than what was contained within Design Five Corners). Ultimately there was marginal approval for moving ahead with George's idea. George will gather further information about to allow the board to

(Draft) Essex Junction Trustees' Retreat Summary 5/10/16 (Draft)

either become more comfortable with the concept or more comfortable with postponing it.

- **Public Works/Street Department Makeover/Move Action Step** → Rick Jones, Jim Jutras, Dennis Lutz, and Pat will explore the feasibility of relocating the EJ PW facility to the water treatment plant site. What would be the benefits and costs? Would it be an incentive for businesses nearby to expand into the area. What would the parameters be – Rent? Sell? If the PW facility stays put, what needs to be done to upgrade existing buildings and facilities.
- **Penny on the tax rate, Action Step** → 1) New banners for street light; 2) hanging baskets for streetlights; 3) transfer remaining land acquisition fund to the new “penny” fund. Other possible ideas → a) help to upgrade Handy temporary parking lot; b) initiate a facade improvement program and revolving loan fund; c) hire design consultant for facade improvement program and use Vt Agency of community development manual as a basis for the design; d) we should pass this project off to the planning commission; e) see if we can borrow Winooski's watering truck.
- **Park Terrace Action Step** → Community Development/Planning Commission should look at temporarily blocking Park Terrace to prevent disruption of School Street neighborhood during construction with the possibility of converting to a long range plan to block off the upper two thirds of Park Terrace to all vehicular traffic and install sidewalks. This is to address local residents' concerns about cut-through traffic speeding around their properties and, generally, illegal use of the road. **It was also noted by Pat that the Essex Police have expressed the opinion that closing the street to thru traffic would be a very good idea.**
- **Rental Registry Action Step** → Lori and Pat will explore the possibility of having the Essex person who does Burlington's rental registry come to a trustee meeting.
- **Code Enforcement Action Step** → Pat suggested changing the village LDC to require a 360 degree blockage to view of unsightly/ramshackle/garbage strewn properties. **Action Step** → need to put the discussion about code enforcement on an upcoming Trustee agenda for further discussion and possibly a decision.
- **TGIA – Discussion only** → There was general concern about the wisdom of moving forward with a unified planning process that would require complex agreements between the two boards in terms of oversight and administration within the framework of the existing two government system. There was discussion of exactly how the unified planning commission would be administered. In which government would it reside? Because this subject potentially required discussion of personnel issues, the board agreed to enter executive session for the remainder of the retreat.



H²O Where Does It Come From?

Where Does It Go?

Find out first-hand on Water Quality Day, May 27th!

Every time you turn on the tap or flush the toilet,
or there's a downpour, your town's
water management systems work their magic.

On May 27th, Essex Junction's Waste Water Treatment Facility will hold an Open House to introduce you to the water quality experts, the science, and the high-tech that protect public health and keep Vermont's waters safe and clean! It's fun, fascinating, and free!

For more information or to schedule a tour, contact:

Essex Junction Waste Water Treatment Facility
James Jutras, Water Quality Superintendent
(802) 878-6943, ext. 101 ▪ jim@essexjunction.org

- **Facility Address:** 39 Cascade Street, Essex Jct.
- **Open House Hours:** 10:00 a.m. to 2:00 p.m.

For driving directions to the facility, contact lisa.goodell@gmwea.org or dan.hecht@gmwea.org, (802) 595-0997

Water Quality Day
2016 events are
sponsored by:



Green Mountain
Water Environment
Association



Vermont
Rural Water Association



MEMORANDUM

TO: Village Trustees
FROM: Pat Scheidel, Municipal Manager
DATE: May 24, 2016
SUBJECT: Trustees Meeting Schedule

TRUSTEES MEETING SCHEDULE/EVENTS

May 28 at 10 AM – Memorial Day Parade

June 14 at 6:30 – Regular Trustees Meeting

- FYE 17 Water Rate Public Hearing
- GBIC Update from Curt Carter

June 28 at 6:30 – Regular Trustees Meeting

- Set FYE 17 Water/Sewer Rates

July 12 at 6:30 – Regular Trustees Meeting

July 16, 5-10 PM – Block Party & Street Dance

July 21, 3-5 PM – Employee Appreciation Party

July 26 at 6:30 – Regular Trustees Meeting

August 9 at 6:30 – Regular Trustees Meeting

August 23 at 6:30 – Regular Trustees Meeting

**VILLAGE OF ESSEX JUNCTION
PLANNING COMMISSION
MINUTES OF MEETING
May 5, 2016**

- MEMBERS PRESENT:** David Nistico, Chairman (arrived after meeting started); John Alden, Amber Thibeault, Nick Meyer, Andrew Boutin. (Diane Clemens and Joe Weith were absent.)
- ADMINISTRATION:** Robin Pierce, Development Director; Will Hayden, intern.
- OTHERS PRESENT:** None.
- AGENDA:**
1. Call to Order
 2. Audience for Visitors
 3. Additions/Amendments to the Agenda
 4. Minutes
 5. Work Session: Land Development Code
 6. Other Planning Commission Items
 7. Adjournment
-

1. CALL TO ORDER

Until the arrival of Chairman Dave Nistico, John Alden facilitated the meeting and called the meeting to order at 6 PM.

2. AUDIENCE FOR VISITORS

None.

3. ADDITIONS/AMENDMENTS TO THE AGENDA

None.

4. MINUTES

April 7, 2016

MOTION by Amber Thibeault, SECOND by Nick Meyer, to approve the minutes of 4/7/16 as written. VOTING: unanimous (4-0 David Nistico not present for vote); motion carried.

There was discussion of streetlight intervals and the recommendation to reduce the interval to 150'. Robin Pierce explained there is a hierarchy of lighting levels for trunk routes versus residential streets. Robin Pierce and John Alden will join the Village Engineer to view street lighting in the village.

5. WORK SESSION: LAND DEVELOPMENT CODE UPDATE

Temporary Structures

The Planning Commission reviewed the email from Wayne Beebe, dated 4/24/16, regarding temporary structures in backyards, such as hockey rinks, and associated lighting and noise. It was noted recreational lighting is normally associated with rec fields. Backyard lighting does not need a permit. The level of lighting is controlled and

cannot emanate off the property. Following further discussion there was agreement to add the following definition to the LDC:

- Temporary Structure. Any structure in place greater than six months in any 12 month period shall not be considered a temporary structure.

Sign Exemptions

The Planning Commission discussed Section 714.Q regarding sign exemptions. Nick Meyer commented serious consideration should be given to allowing an illuminated message sign by historic Lincoln Hall after the significant investment for restoration (\$500,000) and the potential for more such signs to occur in the village. There are many other ways to disseminate information other than illuminated message signs. Dave Nistico noted the Trustees can approve a sign on village property so it is better to have a definition of the process in place. Following further discussion the Planning Commission concurred with the suggested language in the LDC.

Building Height

There was discussion of whether “average grade” is determined from the preconstruction existing grade or after fill is brought in. The following wording was added to the LDC:

- Building height shall be no higher than that permitted in the district above preconstruction grade unless approved by the Planning Commission.

Plantings

Nick Meyer suggested tree species from the most current update of the Vermont Urban Community and Forestry Program plantings list be used. Section 719.E was modified to read:

- E. Approved Plant Materials. An emphasis shall be placed on selecting species native to Vermont and the Champlain Valley. Trees and plantings that are close to driveways, sidewalks, and roads shall be salt tolerant. Generally, plants shall be from the most current updated tree species list recommended by the Vermont Urban Community and Forestry Program and those listed in the Village Land development Code.

MOTION by John Alden, SECOND by Nick Meyer, to approve the modified Land Development Code including the changes made on 5/5/16 (definition of temporary structure, clarification of average grade, and plantings list) and with one minor streetlight language clarification. VOTING: unanimous (5-0); motion carried.

6. OTHER PLANNING COMMISSION ITEMS

Trees

- Nick Meyer announced the Tree Advisory Committee has planted trees on Main Street and in front of Maple Street Park.
- Arbor Day celebration is scheduled on 5/14/16 at 10 AM at Maple Street Park.
- Nick Meyer and Robin Pierce will attend an Arbor Day Conference on 5/6/16 to receive the Tree City USA Award for the village.

Train Station

John Alden mentioned the recent visit to the train station by Sen. Leahy to announce advances in the border crossing pre-clearance legislation. Robin Pierce said he urged having the train station updated for the train going to Montreal (passengers should board the train in Essex Junction) because it is less expensive to upgrade the station than upgrade the track from Burlington to Essex Junction.

Minnesota Bike/Walk Paths

Nick Meyer said he attended the talk by the Mayor from Minnesota on their award winning bike/walk path system.

Town Plan Award

John Alden noted the Town of Essex received an award for their town plan.

Next Meeting(s)

May 19, 2016: Application(s)

7. ADJOURNMENT

MOTION by John Alden, SECOND by Nick Meyer, to adjourn the meeting.

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

The meeting was adjourned at 7 PM.

Rcdg Scty: MERiordan



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
May 16, 2016**

MEMBERS PRESENT: Rick Hamlin, Jud Lawrie, Micah Hagan, 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 5:45 PM.

2. AGENDA ADDITONS

None.

3. MINUTES REVIEW

**MOTION BY JUD, SECOND BY MICAH TO ACCEPT APRIL MEETING MINUTES.
MOTION PASSED.**

4. CYCLE DE MAYO FOLLOW-UP

Rick brought up some comments that Raj had made via e-mail. Raj thought that the committee should consider moving the event, because Cycle de Mayo had to compete with numerous other events. He suggested tying it in with a larger event, such as the Memorial Day Parade.

Jud noted that many people were out of town on Memorial Day weekend. He added that there would be competition from other events most weekends during the spring and summer.

Micah noted that there was more going on than usual on this particular weekend, due to Green Up Day, a lacrosse tournament, and Kid's Day.

Rick noted that many people stopped by briefly, but did not stay very long. He said that it might be advisable to try for the second Saturday in May next year, so that the event is not competing with Green Up Day.

Rick noted that it would be helpful to have a sign-in table next year.

Micah noted that the hot dog vendor seemed happy with the turnout, and made around 30-40 sales.

Jud said that he was happy with the social media exposure, but was disappointed that the Essex Reporter chose not to include anything about the event.

The committee discussed the event location, and decided that they had a much more visible spot last year when they were in the front of the parking lot. Jeff noted that they did not seem to gain much by being closer to the pump track.

Rick noted that he thought that the route of the slow ride was good. Jeff said that the slow ride took about 45 minutes this year, and that it might be useful to shorten it.

The committee decided to start the slow ride earlier next year, so that it would be finished up in time for the event to end at its scheduled time.

Rick said that it would be nice to have a DJ next year, as it helped to give the event a more festive feel. Jeff suggested having a posted schedule, which could also be used in PR prior to the event. Phoebe suggested including more adult educational aspects to Cycle de Mayo.

Phoebe mentioned that it was nice to have other bike groups, such as Del's Ride and the Fellowship of the Wheel, at Cycle de Mayo. Rick said that it would be good to have a biking group, such as the Tweed Riders, join in on next year's event.

Darby mentioned a concern about the event name that had come in through the Cycle de Mayo Facebook event page. Rick said that Raj would bring this issue up to a diversity committee at UVM.

Darby volunteered to send thank you notes to event volunteers.

All agreed that the event was worthwhile.

5. NEXT GOALS FOR THE COMMITTEE

Rick brought up the most recent goals list, from the January 2016 meeting. He let the committee know that the state has changed their paving schedule, and will only be paving Lincoln Street in summer of 2016. As a result, this will change the timing of the committee's goal to include bike lanes with newly paved roads.

Jeff suggested having a fall event, possibly to coincide with the opening of the new multi-use path by the railroad tracks. All agreed that doing some type of ride in the fall was a good idea.

Rick suggested working on adding some Village businesses to the list of Bike Friendly businesses. He said that his company (Hamlin Engineering) would be interested in completing the application. Micah said that the Firebird Café might be interested in applying as well.

Jud suggested that the committee focus on improving bike parking. Rick noted that there is currently a VTrans grant program that could help fund this venture, and Phoebe mentioned that the Go! Vermont grant could be used for this purpose as well.

Jeff suggested adding a bike corral near the Five Corners Farmers Market area. Darby said that she would get in touch with the Market committee to see if they could provide a contact at the Federal building to ask permission to put one there. Other locations for improved bike racks include local schools and the train station. Rick also offered to talk to the owner of Rocky's to see if he would be interested in upgrading his bike rack.

Micah will do some research on bike rack best practices and will report to the committee at the next meeting. This will be a medium-term goal for the committee.

The committee then discussed the goal of improving bike maps for Essex Junction. Rick said that it is important to consider what we would like to have included on the maps.

Phoebe noted that a UVM GIS professor might be interested in having their class project do some mapping for Essex Junction. She also made the committee aware of an app called Trial Finder that would help with this project.

Rick said that a solid inventory would be important for this project. At the next meeting, the committee will take a large map and try to map out routes, as well as riding obstructions. This will be a short-term goal.

6. PUBLIC INPUT

None.

7. NEXT MEETING & AGENDA

The next meeting will be held on June 13th. Agenda items include:

- Minutes Review;
- Bike Rack Review;
- Mapping Project;
- Public Input.

8. ADJOURNMENT

**MOTION BY MICAH, SECOND BY PHOEBE TO ADJOURN THE MEETING.
MEETING ADJOURNED AT 6:46 PM.**

Respectfully submitted, Darby Mayville.

Green-Up Day 2016

The Town and Village are very appreciative of the clean-up effort by the many volunteers who helped pick up trash and debris in the community's parks, along roadways and on stream banks as a part of Green-Up Day activities. In the Town outside the Village, a total of 1.86 tons of mixed trash was collected by an estimated 223 volunteers. A total of 89 tires were also picked up. In the Village, .48 tons of mixed trash was collected and 3 tires. Approximately 60 man-hours were put in by Public Works staff working either prior to or on Green-Up Day and another 50 hours afterwards collecting the packed bags, furniture and tires and delivering those products to the Chittenden County Solid Waste District Drop-off Center. Staff from other Town and Village Departments and Green-Up Day Coordinators helped organize the pick-up crews and coordinate clean-up locations. Areas along many of the Town and Village waterways, including Alder, Indian, and Sunderland Brook as well as the Browns and Winooski Rivers were cleaned, as well as numerous roadsides and parks.

The accumulation of trash along the roadsides and in streams is an ongoing problem and everyone needs to do their part. It is especially important to keep waste material out of our waterways, including pet waste. Information on what you can do as an individual during the rest of the year can be found at www.smartwaterways.org, a web site dedicated to cleaning storm-water in Chittenden County. During the year, if a resident is aware of a particular non-residential site that needs clean-up, please contact either the Town Public Works Department at 878-1344 or the Village Public Works Department at 878-6944.

Town and Village Public Works,
Recreation Departments and Green-Up
Day Coordinators

Patty Benoit

From: Robin Pierce
Sent: Wednesday, May 18, 2016 11:51 AM
To: Patrick C. Scheidel
Cc: Patty Benoit
Subject: updates

Hi Pat,

Pearl Street Missing Link.

There are several property owners who have not signed the Deed permitting us to work on their property. The necessary work is for two main reasons:-

1. We need a temporary construction easement to allow workers to stand on adjoining property so they can successfully install the new sidewalk.
2. On one property we need a permanent easement to locate a traffic signal.

With a few properties we have designed a Plan B to get around not receiving the necessary Deed clearance. In the instance of the Permanent Easement we may need the Trustees to make a finding of Local necessity. When this occurs an assessment of the value of what we are asking for is made and the property owner gets the funds. VTrans will not release the funds for the construction work until the Right of Way Plans have been approved and they cannot be approved until all need easements have been secured by the Village.

Connector Road

The bottleneck in this project is Patrick Engineering who are NECR's rail engineer. We are working to get them to produce the information we need to keep the project moving along. The Village Engineer is ahead of schedule but needs additional information from Patrick to keep moving forward.

Multiuse Path

The Right of Entry Permit has been secured from NECR. Don Weston Contracting have to sign the Permit and get it back to NECR. Once that is done the work can begin, probably when the Schools are closed for summer.

Update Land Development Code

The Planning Commission should approve the update at their first Thursday in June meeting, then it will be warned and come before the Trustees for Adoption, before going to the Regional Planning Commission and the State for approval.

Thanks,

Robin.

May 18, 2016

RECEIVED

MAY 18 2016

20 Corduroy Road
Essex Junction, Vermont 05452

Village of Essex Junction

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

Dear Mr. Scheidel,

I write you today as the newest Brownell Library Trustee with some complimentary words from out-of-staters who regularly make use of our library.

Recently, a woman I know from Massachusetts, who has been visiting family here for 18 years, had this to say: "I have found it to be like an 'old friend' when I come up to visit. It seems to me that the place reaches out to everyone." And a woman from Connecticut, who also has family here, said that she and her husband "love that library for its contents *and* services. It is remarkable."

I shared these comments at the May 17 library trustee meeting, and it seemed fitting to share them with you as well. It is nice to hear that the Brownell Library leaves a positive impression that extends beyond our own community.

Sincerely,



Elizabeth Glaspie

Cc: Wendy Hysko, Library Director
Christine Packard, Chair, Brownell Library Trustees

**VILLAGE OF ESSEX JUNCTION
BOARD OF TRUSTEES
MINUTES OF MEETING
April 26, 2016**

BOARD OF TRUSTEES: George Tyler (Village President); Dan Kerin, Andrew Brown, Lori Houghton, Elaine Sopchak.
ADMINISTRATION: Pat Scheidel, Municipal Manager; Lauren Morrisseau, Finance Manager and Assistant Village Manager; Rick Jones, Public Works Superintendent; Police Chief LaRose; Fire Chief Gaboriault.
OTHERS PRESENT: 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

The following changes to the agenda were noted:

- Add to Old Business – Memo from Greg Duggan on TGIA
- Add to Old Business – Memo from Patty Benoit on Lincoln Hall Restoration Project
- Add to Manager's Report – Memo on Senior Center Personnel Matter
- Note that TAP (stormwater) Request for Qualifications has been signed.

MOTION by Lori Houghton, SECOND by Elaine Sopchak, 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.

4. OLD BUSINESS

1. Administer Oath of Office to Newly Elected Trustee
Susan McNamara-Hill administered the Oath of Office to Lori Houghton for the Office of Trustee of Essex Junction.

2. Board Reorganization
Pat Scheidel facilitated election of the Village President.

Village President

MOTION by Elaine Sopchak, SECOND by Lori Houghton, to nominate George Tyler as Village President. There were no other nominations. VOTING: unanimous; motion carried.

George Tyler is Village President and resumed facilitation of the meeting.

Vice President

MOTION by Dan Kerin, SECOND by Lori Houghton, to nominate Elaine Sopchak as Village Vice President. There were no other nominations. VOTING: unanimous; motion carried.

Elaine Sopchak is Village Vice President.

3. Trustees Retreat

The date of the retreat of May 10, 2016 beginning at 4 PM. Potential discussion items include:

- Regulations/ordinances on signs
- Code enforcement
- Action items from previous retreats
- Ideas for use of the one penny approved by voters
- Rental registry
- Design Five Corners Project
 - Review zoning map of Village Center and status of parcels (i.e. current use, up for sale, to be developed)
 - Establishing a downtown authority
- TGIA recommendations
- Task map for Municipal Manager

4. Thoughtful Growth in Action (TGIA)

The Trustees discussed the four recommendation from TGIA relative to creating a joint planning commission and separate development review boards (DRB) for the village and town outside the village and had questions on how to handle disputes and legal expenses. George Tyler clarified that agreeing with the TGIA recommendations is saying the Trustees agree to move ahead with the process, but is not saying the proposed change to a joint planning commission has been approved/accepted. Following further discussion the Trustees added another recommendation that says the Trustees will have equal authority in matters pertaining to the joint planning commission.

MOTION by George Tyler, SECOND by Dan Kerin, to pursue the TGIA recommendation to create a joint planning commission for Essex with separate development review boards for the Village of Essex Junction and the town outside the village, and to include the four TGIA recommendations noted in the memo from Greg Duggan, dated 4/11/16, in the list of potential charter changes for the municipalities with the addition of the following recommendation:

- **The Board of Trustees will have equal authority in matters pertaining to the joint planning commission.**

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

5. Lincoln Hall Restoration Project

Pat Scheidel reported the May 1st deadline for completion of the work on Lincoln Hall will slip slightly due to change orders. The new date is mid-May so the building should be ready by Memorial Day. Staff is maintaining an itemized list of tasks that remain. The new signs for the building are reminiscent of a historically significant building.

5. NEW BUSINESS

1. Review/Adopt 2016 Local Emergency Operations Plan (LEOP)

Police Chief LaRose reported the 2016 LEOP is essentially the same as the plan for 2015. The plan covers the village and town. Shelters allowing pets, locations of haz-mat materials, daycare facilities, and trailer parks are included in the plan. Fire Chief Gaboriault confirmed the plan is the same as last year relative to the fire department.

MOTION by George Tyler, SECOND by Lori Houghton, to review, modify (if necessary), and adopt the 2016 Essex Junction Local Emergency Operations Plan template. VOTING: unanimous (5-0); motion carried.

2. Bid Award for FYE17 Paving

Rick Jones, Highway Superintendent, reported progress is being made with paving projects in the village.

MOTION by George Tyler, SECOND by Andrew Brown, to award the paving bid to Pike for projects in the village for FY2017.

DISCUSSION: It was noted the bid was for both the village and town paving which allowed for a cost savings.

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

3. MasterCard Credit Line Increase

Lauren Morrisseau, Finance Director, explained the need to increase the \$5,000 limit on the credit card with Peoples United Bank to \$10,000. The card is used for large purchases when payment is required at point of sale. Each department has a Visa card with a \$1,000 limit.

MOTION by Elaine Sopchak, SECOND by Lori Houghton, to adopt the BusinessCard Resolution Form for the Village of Essex Junction to allow a credit limit of \$10,000 and authorize the Village President to sign the resolution. VOTING: unanimous (5-0); motion carried.

4. Amendments to Personnel Regulations

Pat Scheidel explained in an attempt to provide the same level of benefits to employees of the village and town adjustment is needed in the differences in vacation policy. Staff is suggesting the Personnel Regulations be amended to allow village employees to accrue more vacation time and amend the amount of vacation time required to be used each year. Town employees can accrue up to 12 weeks of vacation and are encouraged to take at least five consecutive days of vacation each year. Village employees can accrue up to six weeks of vacation and are required to use at least 50% of the accrued vacation time each year which can cause staffing issues in some instances. There is also the issue of

vacation time accrued at one pay level that is paid out at the ending pay level for the employee which could be a higher pay rate.

George Tyler noted the item could be part of negotiations with employees. Pat Scheidel pointed out quid pro quo is absent if the benefit is applied uniformly to all employees, union and non-union. The objective is to bring parity in benefits to all village and town employees and ensure people take vacation time during the year.

The Trustees wanted to discuss the matter further, potentially in Executive Session. A list of other items needing parity between village and town employees was requested.

MOTION by Dan Kerin, SECOND by Elaine Sopchak, to table action on the amendment of Section 302 of the Personnel Regulations relative to employee vacation accrual and required use of vacation time each year. VOTING: unanimous (5-0); motion carried.

6. MUNICIPAL MANAGER'S REPORT

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

- May 24, 2016
- June 14, 2016
- June 28, 2016
- July 12, 2016
- July 26, 2016

*Special Events/Meetings

- May 10, 2016 @ 4 PM – Trustees Retreat
- May 28, 2016 @ 10 AM – Memorial Day Parade
- July 16, 2016 @ 5 PM – Block Party & Street Dance

2. Meeting with Senior Center

Personnel issues and the lease agreement with the Senior Center should be discussed in Executive Session.

3. Rec Governance Committee Meetings

The cost of minutes and speakers at the committee meetings will be covered by both the village and town.

4. Water Quality Day

May 27, 2016 is Water Quality Day. The Trustees, Selectboard and press will be invited to a tour of the treatment plant.

5. Project Briefs

Information on the status of the multi-use path, connector road, “missing link” project, and Land Development Code update was provided by the Village Development Director. The railroad is examining pre-emption times at the crossings for the crescent connector.

6. Municipal Manager on Vacation

Pat Scheidel will be on vacation the last week of June through the second week of July. Assistant Village Manager, Lauren Morrisseau, will manage village business.

7. TRUSTEES COMMENTS/CONCERNS & READING FILE

1. Board Member Comments

- Lori Houghton reported two meetings of the Rec Governance Committee have been held. Nine governance options were reviewed at the last meeting. Public engagement was also discussed.
- Lori Houghton mentioned the Community Demonstration Grant has been submitted and Liz Subin's group is making the decision on May 9th.
- George Tyler reported the Secretary of Transportation suggested the village apply for a Transportation Alternative Grant through VTrans for upgrade of the train station. George Tyler and Lori Houghton will meet with Michele Boomhower to discuss the matter. The scoping study that was done for the train station makes the project 'shovel ready'.
- George Tyler reported Regional Planning said a scoping study on the change in traffic pattern at Five Corners will be done when the crescent connector is in place. The Trustees can further discuss this item at the retreat.

2. Reading File

- Minutes
 - Tree Advisory Committee 4/5/16
 - Planning Commission 4/7/16
 - Bike/Walk Advisory Committee 4/11/16
- Certification of Election Results 4/12/16
- Email: Tree City USA Designation
- Letter: George Tyler to Sen. Patrick Leahy re: Amtrak Station
- CCRPC Notice of Public Hearings: Review FY17 UPWP and ECOS Plan Amendments
- Letter: Support of AARP Community Demonstration Project Grant

8. CONSENT AGENDA

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

1. **Approve and Sign Annual Meeting Minutes 4/6/16**
2. **Approve Minutes of Previous Meeting 4/12/16.**
3. **Expense Warrant #16039 dated 4/18/16 in the amount of \$44,202.18.**
4. **Expense Warrant #16040 dated 4/21/16 in the amount of \$107,666.79.**

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

9. EXECUTIVE SESSION

Personnel & Contract

MOTION by George Tyler, SECOND by Andrew Brown, pursuant to the Open Meeting Law 1VSA313(a)(1)(A) & (a)(3) to go into Executive Session to discuss personnel and contractual matters where premature public knowledge would place the Village of Essex Junction at substantial disadvantage, and to invite the

Municipal Manager and the Assistant Village Manager to attend. VOTING: unanimous (5-0); motion carried.

Executive Session was convened at 8:03 PM.

MOTION by George Tyler, SECOND by Dan Kerin, to adjourn Executive Session on personnel matters and contracts. VOTING: unanimous (5-0); motion carried.

Executive Session on personnel matters and contracts was adjourned at 8:50 PM.

MOTION by George Tyler, SECOND by Elaine Sopchak, pursuant to the Open Meeting Law 1VSA313(a)(2) to go into Executive Session to discuss real estate matters where premature public knowledge would place the Village of Essex Junction at substantial disadvantage, and to invite the Municipal Manager and the Assistant Village Manager to attend. VOTING: unanimous (5-0); motion carried.

Executive Session was convened at 8:51 PM.

MOTION by Elaine Sopchak, SECOND by Andrew Brown, to adjourn Executive Session on real estate matters. VOTING: unanimous (5-0); motion carried.

Executive Session on real estate matters was adjourned at 9 PM.

10. ADJOURNMENT

MOTION by Andrew Brown, SECOND by Dan Kerin, to adjourn the meeting. VOTING: unanimous (5-0); motion carried.

The meeting was adjourned at 9 PM.

RScty: M.E.Riordan



**VILLAGE OF ESSEX JUNCTION
BOARD OF TRUSTEES
MINUTES OF MEETING
MAY 10, 2016**

MEMBERS PRESENT: George Tyler (Village President), Elaine Sopchak (Vice President), Dan Kerin, Andrew Brown and Lori Houghton.

ADMINISTRATION: Pat Scheidel, Manager, and Susan McNamara-Hill, Village Clerk/
Treasurer/Human Resources Director.

1. CALL TO ORDER

George Tyler called the meeting to order at 4:00 p.m.

2. AGENDA ADDITIONS/CHANGES

- Information regarding meetings with Senior Citizens groups
- Action being taken concerning use of public property
- Executive session for personnel evaluations

MOTION by Andrew Brown, SECOND by Lori Houghton, to approve the agenda additions. VOTING: all ayes, 0 nays, motion carried.

3. CONSENT AGENDA

MOTION by Andrew Brown, SECOND by Lori Houghton, to approve the consent agenda including expense Warrant #16041 dated 4/28/16 in the amount of \$264,101.24. VOTING: all ayes, 0 nays, motion carried.

4. WORK SESSION: DISCUSS TRUSTEE GOALS AND ISSUES

The Trustees discussed the following topics, but no action was taken.

- a. Action items from previous retreat
- b. Design Five Corners Project Report
- c. St. Albans Trip Dec. 2015
- d. Code Enforcement/Rental Registry
- e. Village Center Redevelopment
- f. Thoughtful Growth in Action Report
- g. Penny on tax rate
- h. Park Terrace
- i. Potential move of Public Works Department to Wastewater Treatment facility
- j. Evaluation of Personnel (Executive Session)

5. EXECUTIVE SESSION

Personnel

MOTION by George Tyler, SECOND by Lori Houghton, that the Trustees make a specific finding that premature public knowledge would clearly place the Village of Essex Junction at a substantial disadvantage. VOTING: 5 ayes, 0 nays, motion carried.

MOTION by George Tyler, SECOND by Lori Houghton, that the Trustees enter into executive session to discuss an employee evaluation in accordance with 1 V.S.A. Section 313 (a)(3) to include the Municipal Manager and Village Clerk/ Treasurer/Human Resources Director to attend. VOTING: unanimous (5-0); motion carried.

Executive Session was convened at 7:40 p.m.

MOTION by George Tyler, SECOND by Dan Kerin, to adjourn Executive Session on personnel matters. VOTING: unanimous (5-0); motion carried.

Executive Session adjourned at 8:45 p.m.

6. ADJOURN

MOTION by George Tyler, SECOND by Elaine Sopchak, to adjourn the work session. VOTING: unanimous (5-0); motion carried.

The work session was adjourned at 8:50 p.m.

*Respectfully submitted,
Susan McNamee-Allen
Village Clerk*

05/17/16
04:44 pm

Town of Essex / Village of EJ Accounts Payable
Check Warrant Report # 16042 Current Prior Next FY Invoices For Fund (GENERAL FUND)
For Check Acct 01(GENERAL FUND) All check #s 05/04/16 To 05/11/16 & Fund 2

Page 1 of 7
LMorrisseau

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
05290	04/28/16	ADVANCE AUTO PARTS ST TORCH TIP CLEANERS 1922567	210-43110.610 SUPPLIES	5.99	5132	05/06/16
10510	03/28/16	BLUE TARP FINANCIAL INC ST TUBING 714314	210-43110.610 SUPPLIES	6.10	5142	05/06/16
10510	04/04/16	BLUE TARP FINANCIAL INC ST PAINT BRUSHES PLOWS 714330	210-43110.610 SUPPLIES	19.87	5142	05/06/16
10510	04/05/16	BLUE TARP FINANCIAL INC ST SHOP SUPPLIES 714338	210-43110.610 SUPPLIES	5.10	5142	05/06/16
10510	04/09/16	BLUE TARP FINANCIAL INC VF SUPPLIES 714351	210-42220.610 SUPPLIES	11.88	5142	05/06/16
10510	04/25/16	BLUE TARP FINANCIAL INC ST THREADED ROD 714408	210-43110.610 SUPPLIES	4.22	5142	05/06/16
00530	04/13/16	BRODART CO BF BOOKS B4402268	210-49345.000 LIBRARY DONATION EXPENDIT	16.29	5144	05/06/16
00530	04/15/16	BRODART CO BL BOOKS B4409936	210-45551.641 JUVEN COLLECTION-PRNT & E	93.44	5144	05/06/16
00530	04/15/16	BRODART CO BL BOOKS B4409936	210-45551.610 SUPPLIES	6.30	5144	05/06/16
00530	04/15/16	BRODART CO BL BOOKS B4409981	210-45551.641 JUVEN COLLECTION-PRNT & E	9.34	5144	05/06/16
00530	04/15/16	BRODART CO BL BOOKS B4409981	210-45551.610 SUPPLIES	0.90	5144	05/06/16
00530	04/15/16	BRODART CO BL BOOKS B4409982	210-45551.641 JUVEN COLLECTION-PRNT & E	15.95	5144	05/06/16
00530	04/15/16	BRODART CO BL BOOKS B4409982	210-45551.610 SUPPLIES	0.90	5144	05/06/16
00530	04/18/16	BRODART CO BF BOOKS B4414332	210-49345.000 LIBRARY DONATION EXPENDIT	14.10	5144	05/06/16
00530	04/19/16	BRODART CO BL BOOKS B4418152	210-45551.641 JUVEN COLLECTION-PRNT & E	99.42	5144	05/06/16
00530	04/19/16	BRODART CO BL BOOKS B4418152	210-45551.610 SUPPLIES	8.10	5144	05/06/16
00530	04/21/16	BRODART CO BF BOOKS B4426312	210-49345.000 LIBRARY DONATION EXPENDIT	16.27	5144	05/06/16
00530	04/22/16	BRODART CO BL BOOKS B4430575	210-45551.640 ADULT COLLECTION-PRINT &	481.60	5144	05/06/16
00530	04/22/16	BRODART CO BL BOOKS B4430575	210-45551.610 SUPPLIES	18.90	5144	05/06/16
00530	04/28/16	BRODART CO BL BOOKS B4449834	210-45551.641 JUVEN COLLECTION-PRNT & E	92.37	5144	05/06/16
00530	04/28/16	BRODART CO BL BOOKS B4449834	210-45551.610 SUPPLIES	8.10	5144	05/06/16
23170	12/30/15	CHAMPLAIN OIL CO., INC. VA VEHICLE FUEL APR 2016 178322	210-42220.626 GAS,GREASE AND OIL	283.29	5151	05/06/16
23170	12/30/15	CHAMPLAIN OIL CO., INC. VA VEHICLE FUEL APR 2016 178322	210-43110.626 GAS,GREASE AND OIL	1336.16	5151	05/06/16
23525	04/19/16	CLARK'S TRUCK CENTER INC ST DEF FLUID 372515	210-43110.617 SIGNS AND POSTS	8.94	5152	05/06/16
23525	04/26/16	CLARK'S TRUCK CENTER INC VA MIRROR REPAIR 372839	210-43110.570 MAINTENANCE OTHER	40.37	5152	05/06/16

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
04940	04/12/16	COMCAST ST TV-WEATHER 041216ST	210-43125.610 WINTER MAINTENANCE	29.98	5153	05/06/16
04940	04/12/16	COMCAST ST TV-WEATHER 041216ST	210-43110.610 SUPPLIES	129.98	5153	05/06/16
35360	04/07/16	CYR LUMBER ST BARK MULCH 040716D	210-43110.616 GRAVEL, TOPSOIL	196.00	5159	05/06/16
02800	04/25/16	DISCOUNT SCHOOL SUPPLY IN BL YOUTH SUPPLIES W25256000102	210-45551.610 SUPPLIES	100.26	5161	05/06/16
25715	04/21/16	DONALD HAMLIN CONSULT ENG ST CLASS I PAVING 3/1-31 04211614830	210-43110.576 ENGINEERING SERVICES	1025.00	5163	05/06/16
25715	04/21/16	DONALD HAMLIN CONSULT ENG ST ENGINEERING VARIOUS PR 04211616-810	210-43110.576 ENGINEERING SERVICES	676.25	5163	05/06/16
25715	04/21/16	DONALD HAMLIN CONSULT ENG ST CAPITAL COMMITTEE PRJ 04211616823	210-43110.576 ENGINEERING SERVICES	800.00	5163	05/06/16
25715	04/26/16	DONALD HAMLIN CONSULT ENG AD 48 PARK ST BLDG B 04261616-801	210-15102.000 EXCHANGE - ENGI/LEGAL	843.75	5163	05/06/16
25715	04/26/16	DONALD HAMLIN CONSULT ENG AD IBM GROUNDWTR FCLT #2 04261616-802	210-15102.000 EXCHANGE - ENGI/LEGAL	810.00	5163	05/06/16
25715	04/26/16	DONALD HAMLIN CONSULT ENG AD FLEX A SEAL ENG ASSIST 04261616-804	210-15102.000 EXCHANGE - ENGI/LEGAL	843.75	5163	05/06/16
25715	04/26/16	DONALD HAMLIN CONSULT ENG AD IBM GROUNDWTR FCLTY #3 04261616-805	210-15102.000 EXCHANGE - ENGI/LEGAL	573.75	5163	05/06/16
25715	04/26/16	DONALD HAMLIN CONSULT ENG AD 32 LAMOILLE ST PRD ENG 04261616-806	210-15102.000 EXCHANGE - ENGI/LEGAL	270.00	5163	05/06/16
V10634	04/20/16	ENVISIONWARE INC BL COMPUTER EXPENSES INVUS25711	210-45551.340 COMPUTER EXPENSES	255.00	5171	05/06/16
01010	04/20/16	ESSEX AGWAY ST GRASS SEED 319928	210-43110.616 GRAVEL, TOPSOIL	116.99	5172	05/06/16
01010	04/20/16	ESSEX AGWAY ST STRAW 319935	210-43110.610 SUPPLIES	26.97	5172	05/06/16
23215	04/27/16	ESSEX EQUIPMENT INC VF CHAIN SAW MAINTENANCE 106031100001	210-42220.570 MAINTENANCE OTHER	70.76	5173	05/06/16
38955	04/20/16	F W WEBB COMPANY ST MEMORIAL PRK HDWR 50720949	210-43161.002 MEMORIAL PARK	12.57	5177	05/06/16
12955	04/08/16	FIRST NATIONAL BANK OMAHA AD/FN CONF REGISTRATION 051516D	210-41320.500 TRAINING, CONFERENCES, DU	70.00	5183	05/06/16
V10226	04/21/16	G & K SERVICES ST SHOP TOWELS 1295405111	210-43110.610 SUPPLIES	68.43	5188	05/06/16
07010	04/21/16	GREEN MOUNTAIN POWER CORP VA APR CONSOLIDATED BILL 04160206201	210-41940.622 ELECTRICAL SERVICE	593.65	5194	05/06/16
07010	04/21/16	GREEN MOUNTAIN POWER CORP VA APR CONSOLIDATED BILL 04160206201	210-42220.622 ELECTRICAL SERVICE	593.65	5194	05/06/16
07010	04/21/16	GREEN MOUNTAIN POWER CORP VA APR CONSOLIDATED BILL 04160206201	210-43110.622 ELECTRICAL SERVICE	187.46	5194	05/06/16
07010	04/21/16	GREEN MOUNTAIN POWER CORP VA APR CONSOLIDATED BILL 04160206201	210-45551.622 ELECTRICAL SERVICE	1294.72	5194	05/06/16
07010	04/21/16	GREEN MOUNTAIN POWER CORP VA APR CONSOLIDATED BILL 04160206201	210-43160.622 STREET LIGHTS - ELECTRICI	7120.33	5194	05/06/16
07010	04/21/16	GREEN MOUNTAIN POWER CORP VA APR CONSOLIDATED BILL 04160206201	210-43123.622 TRAFFIC LIGHTS - ELECTRIC	1187.75	5194	05/06/16

Check Warrant Report # 16042 Current Prior Next FY Invoices For Fund (GENERAL FUND)
For Check Acct 01(GENERAL FUND) All check #s 05/04/16 To 05/11/16 & Fund 2

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
V1038	04/28/16	HARTFORD STEAM BOILER INS LH BOILER INSPECTIONS 417092	210-41940.434 MAINT. BUILDINGS/GROUNDS	70.00	5201	05/06/16
23980	04/26/16	INTERSTATE ALL BATTERY CE ST SWEEPER BATT INTERNAL 300051309	210-43110.432 VEHICLE MAINTENANCE	3.04	5205	05/06/16
V9454	04/22/16	LENNY'S SHOE & APP ST BOOTS CMEMO 3069346	210-43110.612 UNIFORMS,BOOTS,ETC	-25.00	5208	05/06/16
V1775	05/03/16	MCNAMARA- HILL, PETTY/ SU VA PETTY CASH REIMB 160503D	210-41320.610 SUPPLIES	3.79	5214	05/06/16
V1775	05/03/16	MCNAMARA- HILL, PETTY/ SU VA PETTY CASH REIMB 160503D	210-41320.536 POSTAGE	8.22	5214	05/06/16
V1775	05/03/16	MCNAMARA- HILL, PETTY/ SU VA PETTY CASH REIMB 160503D	210-41970.536 POSTAGE	1.18	5214	05/06/16
13475	12/30/15	NEEDHAM ELECTRIC SUPPLY () ST PARTS FOR BROWN PUMP S3963330	210-43125.610 WINTER MAINTENANCE	50.69	5220	05/06/16
24325	04/19/16	RADIO NORTH GROUP INC VF IPAD MOUNTING 24136564	210-42220.570 MAINTENANCE OTHER	225.00	5227	05/06/16
V9587	04/15/16	RANGER ASPHALT & CONCRETE ST TOP SOIL 2704	210-43110.616 GRAVEL, TOPSOIL	325.00	5228	05/06/16
V10691	05/03/16	RESERVE ACCOUNT AD POSTAGE RESERVE 160503	210-41320.536 POSTAGE	2000.00	5229	05/06/16
28785	04/21/16	SHEARER CHEVROLET CO. INC ST TAIL LAMP #15 470326P	210-43110.432 VEHICLE MAINTENANCE	108.48	5242	05/06/16
28785	04/21/16	SHEARER CHEVROLET CO. INC ST TAIL LIGHT FOR #15 470328P	210-43110.432 VEHICLE MAINTENANCE	118.14	5242	05/06/16
12145	04/29/16	SHRED-EX LH SHREDDING FOR FINANCE 8380	210-41940.434 MAINT. BUILDINGS/GROUNDS	18.00	5245	05/06/16
V20835	04/22/16	SIMONS UNIFORMS VF UNIFORM HARDWARE 72788	210-42220.612 UNIFORMS,BOOTS,ETC	383.60	5246	05/06/16
40840	04/15/16	SOVERNET COMMUNICATIONS ST TELEPHONE 3625289	210-43110.535 TELEPHONE SERVICES	35.91	5248	05/06/16
40840	04/15/16	SOVERNET COMMUNICATIONS VF TELEPHONE 3625291	210-42220.535 TELEPHONE SERVICES	101.38	5249	05/06/16
V2124	04/16/16	STAPLES ADVANTAGE VA SURFACE PRO SOFTWARE 3299503529	210-43110.610 SUPPLIES	160.99	5252	05/06/16
V2124	04/16/16	STAPLES ADVANTAGE VA SURFACE PRO 3299503530	210-43110.610 SUPPLIES	1539.30	5252	05/06/16
V2124	04/16/16	STAPLES ADVANTAGE VA SURFACE PRO COVER 3299503531	210-43110.610 SUPPLIES	90.99	5252	05/06/16
V25261	04/29/16	SWING PEEPERS BL YOUTH PROGRAMS 042916MW	210-49345.000 LIBRARY DONATION EXPENDIT	600.00	5253	05/06/16
14800	04/27/16	TECH GROUP INC BL COMPUTER REPLACEMENT 70481	210-45551.677 COMPUTER REPLACEMENT	4950.00	5255	05/06/16
36520	03/21/16	TREASURER, STATE OF VEMON VF HAZ MAT FEE 30526	210-42220.570 MAINTENANCE OTHER	75.00	5258	05/06/16
24260	04/21/16	UPSTART INC BL SUPPLIES 5856065	210-45551.610 SUPPLIES	53.45	5261	05/06/16
36130	04/18/16	VERIZON WIRELESS VA 3/19-4/18 PHONES/DATA 9763935893	210-42220.535 TELEPHONE SERVICES	160.04	5263	05/06/16
36130	04/18/16	VERIZON WIRELESS VA 3/19-4/18 PHONES/DATA 9763935893	210-41970.535 TELEPHONE SERVICES	40.01	5263	05/06/16

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
V9968	VISION SERVICE PLAN-	04/18/16	VA MAY VISION INS 051630023622	210-41320.210 HEALTH INS & OTHER BENEFIT	61.56	5266	05/06/16
V9968	VISION SERVICE PLAN-	04/18/16	VA MAY VISION INS 051630023622	210-43110.210 HEALTH INS & OTHER BENEFIT	52.34	5266	05/06/16
V9968	VISION SERVICE PLAN-	04/18/16	VA MAY VISION INS 051630023622	210-43151.210 HEALTH INS & OTHER BENEFIT	8.16	5266	05/06/16
V9968	VISION SERVICE PLAN-	04/18/16	VA MAY VISION INS 051630023622	210-45551.210 HEALTH INS & OTHER BENEFIT	92.36	5266	05/06/16
V9968	VISION SERVICE PLAN-	04/18/16	VA MAY VISION INS 051630023622	210-41970.210 HEALTH INS & OTHER BENEFIT	30.79	5266	05/06/16
V9968	VISION SERVICE PLAN-	04/18/16	VA MAY VISION INS 051630023622	210-41335.210 HEALTH INS & OTHER BENEFIT	15.39	5266	05/06/16
29825	VT GAS SYSTEMS	04/21/16	VA GAS HEAT 041614679	210-43110.623 HEATING/NATURAL GAS	284.22	5269	05/06/16
29825	VT GAS SYSTEMS	04/21/16	VA GAS HEAT 041614679	210-45551.623 HEATING/NATURAL GAS	694.71	5269	05/06/16
29825	VT GAS SYSTEMS	04/21/16	VA GAS HEAT 041614679	210-41940.623 HEATING/NATURAL GAS	524.46	5269	05/06/16
29825	VT GAS SYSTEMS	04/21/16	VA GAS HEAT 041614679	210-42220.623 HEATING/NATURAL GAS	354.01	5269	05/06/16
12690	WILLIAMSON ELECTRICAL SVC	04/19/16	BL MAINTENANCE 3185	210-45551.434 MAINT. BUILDINGS/GROUNDS	149.50	5276	05/06/16
25715	DONALD HAMLIN CONSULT ENG	04/21/16	VR CRES CNTR PRJM 04211612-833	230-46801.008 CRESCENT CONNECTOR	2076.75	5163	05/06/16
25715	DONALD HAMLIN CONSULT ENG	04/21/16	VR PEARL ST LINK SDWK PRM 04211614-807	230-46801.007 PEARL ST. LINKING SIDEWAL	1275.00	5163	05/06/16
25715	DONALD HAMLIN CONSULT ENG	04/21/16	VR MULTIUSE PATH RES ENG 04211616-803	230-46801.006 MULTI-USE PATH NORTH	4529.83	5163	05/06/16
12000	LAMOUREUX & DICKINSON INC	03/31/16	VR PEARL ST LINK SDWK DES 42693	230-46801.007 PEARL ST. LINKING SIDEWAL	594.28	5207	05/06/16
31275	DON WESTON EXCAVATING INC	05/03/16	VW/VR BRIAR LN WTRLN/RDWDY BLPAYAPP2	253-46801.005 BRIAR LANE RD/SDWK/WTR LI	74244.74	5162	05/06/16
25715	DONALD HAMLIN CONSULT ENG	04/15/16	VR/VW BRIAR LANE ENG 04151614-813	253-46801.005 BRIAR LANE RD/SDWK/WTR LI	14717.48	5163	05/06/16
25715	DONALD HAMLIN CONSULT ENG	04/21/16	VB/VW BRIAR LN WTR/RD ENG 04211614813	253-46801.005 BRIAR LANE RD/SDWK/WTR LI	3012.72	5163	05/06/16
23170	CHAMPLAIN OIL CO., INC.	12/30/15	VA VEHICLE FUEL APR 2016 178322	254-43200.626 GAS, GREASE AND OIL	163.92	5151	05/06/16
23525	CLARK'S TRUCK CENTER INC	04/26/16	VA MIRROR REPAIR 372839	254-43200.570 MAINTENANCE OTHER	6.73	5152	05/06/16
31275	DON WESTON EXCAVATING INC	05/03/16	VW/VR BRIAR LN WTRLN/RDWDY BLPAYAPP2	254-43332.005 BRIAR LANE RD/SDWK/WTR LN	11836.12	5162	05/06/16
25715	DONALD HAMLIN CONSULT ENG	04/15/16	VR/VW BRIAR LANE ENG 04151614-813	254-43332.005 BRIAR LANE RD/SDWK/WTR LN	2346.26	5163	05/06/16
25715	DONALD HAMLIN CONSULT ENG	04/21/16	VB/VW BRIAR LN WTR/RD ENG 04211614813	254-43332.005 BRIAR LANE RD/SDWK/WTR LN	480.29	5163	05/06/16
18000	FERGUSON WATERWORKS #590	04/25/16	VW HYMAX FOR STOCK 04005941	254-43200.614 DISTRIBUTION MATERIALS	769.12	5179	05/06/16
18000	FERGUSON WATERWORKS #590	04/25/16	VW CURB STOP REPAIRS 0401294	254-43200.610 SUPPLIES	136.11	5179	05/06/16

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
07010	04/21/16	GREEN MOUNTAIN POWER CORP VA APR CONSOLIDATED BILL 04160206201	254-43200.622 ELECTRICAL SERVICE	49.49	5194	05/06/16
V9454	04/21/16	LENNY'S SHOE & APP VW UNIFORM JEANS CORY 3069198	254-43200.612 UNIFORMS,BOOTS,ETC	103.00	5208	05/06/16
V1775	05/03/16	MCNAMARA- HILL, PETTY/ SU VA PETTY CASH REIMB 160503D	254-43200.536 POSTAGE	1.77	5214	05/06/16
V2124	04/16/16	STAPLES ADVANTAGE VA SURFACE PRO SOFTWARE 3299503529	254-43200.610 SUPPLIES	23.00	5252	05/06/16
V2124	04/16/16	STAPLES ADVANTAGE VA SURFACE PRO 3299503530	254-43200.610 SUPPLIES	219.90	5252	05/06/16
V2124	04/16/16	STAPLES ADVANTAGE VA SURFACE PRO COVER 3299503531	254-43200.610 SUPPLIES	13.00	5252	05/06/16
V9968	04/18/16	VISION SERVICE PLAN- VA MAY VISION INS 051630023622	254-43200.210 HEALTH INS & OTHER BENEFIT	38.48	5266	05/06/16
29825	04/21/16	VT GAS SYSTEMS VA GAS HEAT 041614679	254-43200.623 HEATING/NATURAL GAS	284.58	5269	05/06/16
V1816	04/29/16	POSTMASTER/BURLINGTON// SA/WW MAIL W/S BILLS ADD' 042916D1	254-43200.536 POSTAGE	4.76	160506	05/06/16
V10609	04/13/16	2G ENERGY INC. WW SERVICE 2500 HOUR 415081600180	255-43200.570 MAINTENANCE OTHER	1653.38	5130	05/06/16
V10609	04/22/16	2G ENERGY INC. WW CAM SENSOR 415081600198	255-43200.570 MAINTENANCE OTHER	363.26	5130	05/06/16
05290	04/19/16	ADVANCE AUTO PARTS WW HYDRAULIC FLUID 1022416	255-43200.432 VEHICLE MAINTENANCE	139.65	5132	05/06/16
05290	04/19/16	ADVANCE AUTO PARTS WW HYDRAULIC FLUID 1049929	255-43200.432 VEHICLE MAINTENANCE	157.02	5132	05/06/16
05290	04/19/16	ADVANCE AUTO PARTS WW RETURN HYDRAULIC FLUID 1049954	255-43200.432 VEHICLE MAINTENANCE	-46.55	5132	05/06/16
05290	04/25/16	ADVANCE AUTO PARTS WW MOWER 2 BATTERY 1634998	255-43200.570 MAINTENANCE OTHER	48.49	5132	05/06/16
10510	04/19/16	BLUE TARP FINANCIAL INC WW PAINT 714391	255-43200.570 MAINTENANCE OTHER	29.80	5142	05/06/16
23170	12/30/15	CHAMPLAIN OIL CO., INC. VA VEHICLE FUEL APR 2016 178322	255-43200.626 GAS,GREASE AND OIL	128.07	5151	05/06/16
23525	04/26/16	CLARK'S TRUCK CENTER INC VA MIRROR REPAIR 372839	255-43200.610 SUPPLIES	6.73	5152	05/06/16
V10734	04/20/16	ENCORE ESSEX JUNCTION SOL WW 3/19-4/20 FIXED PMT 1604WWTF	255-43200.622 ELECTRICAL SERVICE	2969.11	5169	05/06/16
06870	04/19/16	ENDYNE INC WW QTRLY ANALYSIS 199178	255-43200.577 CONTRACT LABORATORY SERVI	562.00	5170	05/06/16
06870	04/19/16	ENDYNE INC WW SLUDGE BATCH CERT 199202	255-43200.577 CONTRACT LABORATORY SERVI	616.00	5170	05/06/16
38955	04/13/16	F W WEBB COMPANY WW DEWATER PRESS REG 50238805	255-43200.570 MAINTENANCE OTHER	804.19	5177	05/06/16
38955	04/22/16	F W WEBB COMPANY WW CHP LOG CIRCULATOR 50754621	255-43200.570 MAINTENANCE OTHER	551.39	5177	05/06/16
38955	04/25/16	F W WEBB COMPANY WW BOILER 1 VALVE 50761639	255-43200.570 MAINTENANCE OTHER	114.89	5177	05/06/16
07010	04/20/16	GREEN MOUNTAIN POWER CORP WW 3/19-4/20 WWTF 04160132407	255-43200.622 ELECTRICAL SERVICE	8157.23	5194	05/06/16

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Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
34995	04/15/16	MCMASTER CARR SUPPLY CO WW MINI CLAMPS 54848231	255-43200.570 MAINTENANCE OTHER	32.15	5213	05/06/16
V1775	05/03/16	MCNAMARA- HILL, PETTY/ SU VA PETTY CASH REIMB 160503D	255-43200.626 GAS,GREASE AND OIL	10.00	5214	05/06/16
V1775	05/03/16	MCNAMARA- HILL, PETTY/ SU VA PETTY CASH REIMB 160503D	255-43200.570 MAINTENANCE OTHER	8.99	5214	05/06/16
V1518	04/15/16	MINE SAFETY APPLIANCES WW CAL GAS 98388170	255-43200.570 MAINTENANCE OTHER	301.34	5217	05/06/16
V1518	04/18/16	MINE SAFETY APPLIANCES WW BLDG GAS SENSORS 98390333	255-43200.570 MAINTENANCE OTHER	2492.18	5217	05/06/16
03160	04/20/16	P & H SENESAC INC WW POLYMER DEWATER TOTES 19779	255-43200.619 CHEMICALS	6900.00	5224	05/06/16
12265	04/21/16	RICOH USA, INC WW LEASE W/ COLOR ADJUST 96723749	255-43200.610 SUPPLIES	283.62	5231	05/06/16
V9636	04/16/16	SHELDON TRUCKS, INC. WW TANKER INSPECTION 20578	255-43200.432 VEHICLE MAINTENANCE	51.00	5243	05/06/16
29835	04/20/16	SHERWIN-WILLIAMS WW PAINT SPIRAL STAIR 08796	255-43200.570 MAINTENANCE OTHER	61.07	5244	05/06/16
V2124	04/16/16	STAPLES ADVANTAGE WW SDS OTHER OFFICE SUPPL 3299503532	255-43200.618 SUPPLIES - LABORATORY	23.86	5252	05/06/16
V2124	04/23/16	STAPLES ADVANTAGE WW SDS HANGERS/SUPPLIES 3300063661	255-43200.610 SUPPLIES	63.80	5252	05/06/16
21050	04/12/16	TEMPERATURE CONTROLS OF V WW NETWORK FIX 16-455	255-43200.570 MAINTENANCE OTHER	352.34	5256	05/06/16
02970	03/30/16	USA BLUE BOOK INC WW SHIPPING CREDIT 912101	255-43200.570 MAINTENANCE OTHER	-43.44	5262	05/06/16
02970	04/14/16	USA BLUE BOOK INC WW VACUUM GAUGES 926480	255-43200.570 MAINTENANCE OTHER	272.30	5262	05/06/16
36130	04/18/16	VERIZON WIRELESS VA 3/19-4/18 PHONES/DATA 9763935893	255-43200.535 TELEPHONE SERVICES	182.61	5263	05/06/16
V9968	04/18/16	VISION SERVICE PLAN- VA MAY VISION INS 051630023622	255-43200.210 HEALTH INS & OTHER BENEFIT	79.58	5266	05/06/16
29825	04/21/16	VT GAS SYSTEMS VA GAS HEAT 041614679	255-43200.623 HEATING/NATURAL GAS	2732.46	5269	05/06/16
07565	04/18/16	W B MASON CO INC WW COPIER PAPER 133898811	255-43200.610 SUPPLIES	46.99	5275	05/06/16
12175	04/20/16	WILLISTON WORKWEAR WW UNIFORM BOUTIN 1637	255-43200.612 UNIFORMS,BOOTS,ETC	110.00	5277	05/06/16
10510	04/14/16	BLUE TARP FINANCIAL INC SA ROSCOE CT IMPROVMENTS 714367	256-43200.434 PUMP STATION MAINTENANCE	20.62	5142	05/06/16
23170	12/30/15	CHAMPLAIN OIL CO., INC. VA VEHICLE FUEL APR 2016 178322	256-43200.626 GAS,GREASE AND OIL	161.19	5151	05/06/16
23525	04/26/16	CLARK'S TRUCK CENTER INC VA MIRROR REPAIR 372839	256-43200.570 MAINTENANCE OTHER	80.74	5152	05/06/16
07010	04/21/16	GREEN MOUNTAIN POWER CORP VA APR CONSOLIDATED BILL 04160206201	256-43200.622 ELECTRICAL SERVICE	574.37	5194	05/06/16
07010	04/21/16	GREEN MOUNTAIN POWER CORP VA APR CONSOLIDATED BILL 04160206201	256-43220.001 SUSIE WILSON PS COSTS	306.85	5194	05/06/16
07010	04/21/16	GREEN MOUNTAIN POWER CORP VA APR CONSOLIDATED BILL 04160206201	256-43220.002 WEST ST PS COSTS	454.88	5194	05/06/16

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Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
V9454	LENNY'S SHOE & APP	04/28/16	SA BOOTS JAMIE 2027521	256-43200.612 UNIFORMS,BOOTS,ETC	175.50	5208	05/06/16
V2124	STAPLES ADVANTAGE	04/16/16	VA SURFACE PRO SOFTWARE 3299503529	256-43200.610 SUPPLIES	46.00	5252	05/06/16
V2124	STAPLES ADVANTAGE	04/16/16	VA SURFACE PRO 3299503530	256-43200.610 SUPPLIES	439.80	5252	05/06/16
V2124	STAPLES ADVANTAGE	04/16/16	VA SURFACE PRO COVER 3299503531	256-43200.610 SUPPLIES	26.00	5252	05/06/16
V9968	VISION SERVICE PLAN-	04/18/16	VA MAY VISION INS 051630023622	256-43200.210 HEALTH INS & OTHER BENEFI	21.55	5266	05/06/16
29825	VT GAS SYSTEMS	04/21/16	VA GAS HEAT 041614679	256-43220.001 SUSIE WILSON PS COSTS	34.66	5269	05/06/16
29825	VT GAS SYSTEMS	04/21/16	VA GAS HEAT 041614679	256-43220.002 WEST ST PS COSTS	35.52	5269	05/06/16
29825	VT GAS SYSTEMS	04/21/16	VA GAS HEAT 041614679	256-43200.623 HEATING/NATURAL GAS	147.88	5269	05/06/16
V1816	POSTMASTER/BURLINGTON//	04/29/16	SA/WW MAIL W/S BILLS ADD' 042916D1	256-43200.536 POSTAGE	9.52	160506	05/06/16
Report Total					183543.53		

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
21315	05/10/16	LORETTA'S ITALIAN FAMILY AD trustees meeting exp 160510	210-41320.560 TRUSTERS EXPENDITURES	122.97	5279	05/13/16
21310	04/15/16	BRICKLINERS CORP. LH CHIMNEY INSPECTION 13766	210-41940.434 MAINT. BUILDINGS/GROUNDS	175.00	5281	05/13/16
00530	04/22/16	BRODART CO BR BOOKS B4430597	210-49346.001 ADULT COLLECTION-PRINT &	13.21	5282	05/13/16
00530	04/22/16	BRODART CO BL BOOKS B4430598	210-45551.640 ADULT COLLECTION-PRINT &	14.30	5282	05/13/16
00530	04/22/16	BRODART CO BL BOOKS B4430598	210-45551.610 SUPPLIES	0.90	5282	05/13/16
00530	04/25/16	BRODART CO BF BOOKS B4436112	210-49345.000 LIBRARY DONATION EXPENDIT	32.05	5282	05/13/16
00530	04/28/16	BRODART CO BL BOOKS B4449753	210-45551.640 ADULT COLLECTION-PRINT &	27.49	5282	05/13/16
00530	04/28/16	BRODART CO BL BOOKS B4449753	210-45551.610 SUPPLIES	1.80	5282	05/13/16
00530	04/28/16	BRODART CO BF BOOKS B4449773	210-49345.000 LIBRARY DONATION EXPENDIT	33.09	5282	05/13/16
21015	05/09/16	BURKART JON LH REPAIRS SENIOR CENTER 050916D	210-41940.434 MAINT. BUILDINGS/GROUNDS	282.91	5283	05/13/16
01010	04/21/16	ESSEX AGWAY ST GRASS SEED 319946	210-43110.616 GRAVEL, TOPSOIL	129.99	5289	05/13/16
01010	04/29/16	ESSEX AGWAY ST CREDIT 320101	210-43110.616 GRAVEL, TOPSOIL	-13.00	5289	05/13/16
08885	04/28/16	FAIL SAFE VF HOSE TESTING 002765	210-42220.570 MAINTENANCE OTHER	1963.00	5291	05/13/16
28095	04/25/16	FLAG SHOP OF VERMONT ST FLAGS 8708	210-43161.002 MEMORIAL PARK	243.30	5294	05/13/16
V0943	05/03/16	GRAF/MARY L.// BL CHILDRENS PROGRAMS 5316MG	210-45551.837 CHILDRENS PROGRAMS	64.07	5299	05/13/16
21055	04/30/16	GREEN MOUNTAIN MESSENGER, NB POSTAGE 51859	210-49340.006 LIBRARY GRANT EXPENDITURE	120.00	5301	05/13/16
V1208	05/05/16	JONES/RICK// ST ICOULD 050516D	210-43110.610 SUPPLIES	11.96	5305	05/13/16
12965	05/05/16	MCNAMARA-HILL SUSAN AD MILEAGE & EXP REIMB 160505D	210-41320.580 TRAVEL	13.82	5306	05/13/16
12965	05/05/16	MCNAMARA-HILL SUSAN AD MILEAGE & EXP REIMB 160505D	210-41320.500 TRAINING, CONFERENCES, DU	6.05	5306	05/13/16
V10729	05/03/16	OVERDRIVE INC BL MATERIALS - EBOOKS CD-0503163	210-45551.640 ADULT COLLECTION-PRINT &	2500.00	5308	05/13/16
V10098	05/09/16	PIERCE/ROBIN// DV MILEAGE REIMB MONTEPELI 050916D	210-41970.500 TRAINING, CONF, DUES	38.88	5309	05/13/16
V1793	05/05/16	PIERCE/SUSAN// BL DISPOSAL OF BULBS 5516SP	210-45551.434 MAINT. BUILDINGS/GROUNDS	26.09	5310	05/13/16
V9587	04/19/16	RANGER ASPHALT & CONCRETE ST TOPSOIL 134602	210-43110.616 GRAVEL, TOPSOIL	125.00	5311	05/13/16
V10040	05/02/16	SMALL DOG (SO.BURL)ELECTR BL COMPUTER REPLACEMENT 1107294	210-45551.677 COMPUTER REPLACEMENT	1378.00	5314	05/13/16
14800	04/30/16	TECH GROUP INC VF SERVER MAINTENANCE 70664	210-42220.570 MAINTENANCE OTHER	347.87	5315	05/13/16

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04:45 pm

Check Warrant Report # 16043 Current Prior Next FY Invoices For Fund (GENERAL FUND)
For Check Acct 01(GENERAL FUND) All check #s 05/13/16 To 05/18/16 & Fund 2

LMorrisseau

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
24260	04/21/16	UPSTART INC BF SUPPLIES 5856067	210-49345.000 LIBRARY DONATION EXPENDIT	606.89	5317	05/13/16
36130	04/19/16	VERIZON WIRELESS ST PHONES 3/20-4/19 9764006553	210-43110.535 TELEPHONE SERVICES	204.38	5318	05/13/16
11935	04/26/16	VIKING-CIVES USA ST BROOMS STREET SWEEPER 4468182	210-43110.610 SUPPLIES	300.00	5319	05/13/16
V10636	05/01/16	HEALTH/EQUITY AD MAY ADMIN FEE 160516463	210-41320.210 HEALTH INS & OTHER BENEFIT	3.45	1605134	05/13/16
V10328	05/11/16	INSULATION DEPOT WVVR Briar Ln insulation 7639	253-46801.005 BRIAR LANE RD/SDWK/WTR LI	5606.26	5304	05/13/16
V10328	05/11/16	INSULATION DEPOT WVVR Briar Ln insulation 7639	254-43332.005 BRIAR LANE RD/SDWK/WTR LN	893.75	5304	05/13/16
36130	04/19/16	VERIZON WIRELESS ST PHONES 3/20-4/19 9764006553	254-43200.535 TELEPHONE SERVICES	89.74	5318	05/13/16
32035	05/10/16	GMWEA WW SPRING MEETING 051016D	255-43200.500 TRAINING, CONFERENCES, DU	110.00	5298	05/13/16
36130	04/23/16	VERIZON WIRELESS WW VPN MAR 24-APR 23 9764351401	256-43200.434 PUMP STATION MAINTENANCE	176.77	5318	05/13/16
36130	04/23/16	VERIZON WIRELESS WW VPN MAR 24-APR 23 9764351401	256-43220.001 SUSIE WILSON PS COSTS	45.53	5318	05/13/16
36130	04/23/16	VERIZON WIRELESS WW VPN MAR 24-APR 23 9764351401	256-43220.002 WRST ST PS COSTS	45.53	5318	05/13/16
Report Total				15741.05		

LEASE

LEASE made this _____ day of _____, 2016 by and between the VILLAGE OF ESSEX JUNCTION, (hereinafter referred to as "Lessor") and ESSEX CHIPS (Community Health Initiatives and Programs for Students), (hereinafter referred to as "Lessee").

WITNESSETH:

In consideration of the mutual covenants and agreements herein contained, Lessor does lease to Lessee the second floor of Lincoln Hall, Essex Junction, Vermont.

This lease is for the period of July 1, 2016 through June 30, 2017, unless sooner terminated as herein provided. It is understood that the Village of Essex Junction reserves the right to use the area above the Senior Center in Lincoln Hall for municipal government purposes. Such use shall not interfere with the Lessee's regularly scheduled use of the space.

Lessor and Lessee hereby agree to the following terms:

1. Lessee shall pay Lessor rent of \$1.00 per year, payable in advance to the Village Treasurer.
2. Lessor shall pay for the Lessee's water/sewer, heat and electric charges, and Lessee shall pay for all other utility costs incurred during the Lease term.
3. Lessee is permitted to connect to Cable TV provided they pay all associated costs.
4. Lessee shall be permitted to use Lessor's copier at \$.05 per copy.
5. Lessee shall keep the premises clean and in such repair as they are at the commencement of this Lease, reasonable use and wear excepted. Any damages caused by the lessee or guests shall be the responsibility of the lessee to fix in a timely manner.

Lessee may make non-structural changes to the premises without the prior written consent of the Lessor.

The Lessee has examined the premises, and acknowledges that they are, at the time of this Lease, in good order and repair and in a safe, clean and tenantable condition.

6. Lessee shall not sublet the premises nor assign this Lease, and occupancy shall be limited to the Lessee. Lessee shall be responsible for providing a key to the Lessor and allow access at all times. Lessee will provide a permission list for Lessor outlining individuals who can access keys. Lessor will not provide keys to any individuals not on the list without the express permission of the Executive Director or Village Manager.

7. The Lessee will not use nor allow the demised premises or any part thereof to be used for any unlawful purposes, nor in any noisy, boisterous, or other manner offensive to the other occupants in the building.
8. Lessee agrees to indemnify and hold harmless the Lessor from and against any loss, cost, damage and expense resulting from injury to any person or damage to or destruction of any property, caused by any act, omission or neglect of the Lessee, its agents, servants, employees or other persons in, upon or about the premises at the Lessee's invitation or consent. Lessee shall carry a minimum of \$1,000,000 general liability insurance to include property damage and name the Lessor as an additional insured. The Lessee shall provide the Lessor with a Certificate of Insurance within thirty (30) days of execution of this Lease.
9. Lessor makes no representations or warranties that the premises to be leased hereunder, and access thereto, are such that the Lessee may utilize the premises for its intended purposes and remain in compliance with state and federal prohibitions against discrimination against individuals with disabilities. Any architectural, structural, or other physical changes or accommodations, or auxiliary aids or services, necessary for compliance with such state and federal requirements shall be the responsibility of the Lessee. Lessee agrees to indemnify and hold harmless the Lessor from and against any claims, suits, damages, or loss of any kind, including costs of defense, resulting from or caused by Lessee's use of the leased premises in violation of such state and federal requirements.
10. The Lessor may, at its option, choose to terminate this Lease prior to its expiration by providing the Lessee with written notice at least sixty (60) days prior to the termination date specified in the notice.
11. The Lessee shall pay the Lessor any costs, including, if awarded by a court, reasonable attorney's fees, which the Lessor incurs in enforcing any provision of this Lease or in seeking eviction of the Lessee for violation of any provision of this Lease.
12. All notices required by this Lease shall be deemed given when delivered or mailed to:

Lessor: Village of Essex Junction
c/o Patrick Scheidel, Municipal Manager
2 Lincoln Street
Essex Junction, VT 05452

Lessee: Essex CHIPS
c/o Matt Whalen, Interim Director
2 Lincoln Street
Essex Junction, VT 05452
13. Lessee shall be responsible for closing windows, turning off lights and locking doors after using the facility.
14. Fire Safety: No boxes or materials will be located within one foot of any radiators or block any entrances or exits. No electrical work shall be performed by anyone other than a certified electrician.

15. Load Bearing Capacity: The second floor of Lincoln Hall has a maximum load limit of 50 lbs. per square foot.

Accessibility for Individuals with Disabilities: The Lessee, by executing this Agreement, acknowledges familiarity with requirements of the Americans with Disabilities Act, which prohibits discrimination against individuals with disabilities by excluding such individuals from participation in, or denying them the benefits of, the services, programs or activities available to non-handicapped individuals. The Lessee agrees that it will not discriminate against individuals with disabilities. The Lessee agrees to take such steps as are necessary to make available to qualified individuals with disabilities the Lessee's services, benefits, and programs. The Lessee also agrees to take readily achievable measures to remove barriers and to provide auxiliary aids and services as necessary to provide access to its programs, benefits and services to individuals with disabilities.

IN WITNESS WHEREOF, the parties hereunto set their hands the date above recited.

IN THE PRESENCE OF:

VILLAGE OF ESSEX JUNCTION

Lessor:

By: _____
Patrick C. Scheidel, Municipal Manager

**STATE OF VERMONT
COUNTY OF CHITTENDEN**

At Essex Junction, Vermont, this _____ day of _____, 2016, Patrick Scheidel, Municipal Manager of the Village of Essex Junction, personally appeared and acknowledged this instrument by him sealed and subscribed, to be his free act and deed, and the free act and deed of the Village of Essex Junction.

Before me, _____
Notary Public

IN PRESENCE OF:

ESSEX CHIPS

Lessee:

By: _____
Matt Whalen, Interim Director

**STATE OF VERMONT
COUNTY OF CHITTENDEN**

At Essex Junction, Vermont, this _____ day of _____, 2016, Matt Whalen of Essex CHIPS (Community Health Initiatives and Programs for Students) personally appeared and acknowledged this instrument by her sealed and subscribed, to be her free act and deed.

Before me, _____
Notary Public