



TRUSTEES MEETING NOTICE & AGENDA - REVISED
TUESDAY, OCTOBER 10, 2017 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. Tim Shea, Champlain Valley Exposition, re: 2017 Wolfsgart Auto Show
 - c. Lt. Ken Beaulieu, Essex Police, re: Maple St. Park, multi-use path
5. **OLD BUSINESS**
 - a. Acceptance of Public Infrastructure at Village Haven – Robin Pierce and Jim Jutras
 - b. Lease with Essex Westford School District for ACE Program – Pat Scheidel
6. **NEW BUSINESS**
 - a. Winter Operations Plan 2018-19 – Dennis Lutz
 - b. Information on Grants for Stormwater Improvement Projects – Dennis Lutz
 - c. Discuss and Set FYE 19 Budget Goals – George Tyler
7. **MANAGER'S REPORT**
 - a. Trustees meeting schedule
 - b. FYE 19 Budgets and Capital Program Adoption Schedule
8. **TRUSTEES' COMMENTS & CONCERNS/READING FILE**
 - a. Board Member Comments
 - b. Letter to Pat Scheidel from Gene Richards re: Burlington International Airport Technical Advisory Committee
 - c. Memo from Max Levy and George Tyler re: City of South Burlington Airport Resolution
9. **CONSENT AGENDA**
 - a. Approve Minutes of Previous Meeting 9/26/17
 - b. Expense Warrant #17064 dated 9/29/17 in the amount of \$103,402.44
 - c. Expense Warrant #17065 dated 10/6/17 in the amount of \$270,805.37
 - d. FYE 18 Budget Status Report as of 9/30/17
10. **ADJOURN**

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



MEMORANDUM

TO: Village Trustees and Pat Scheidel, Municipal Manager
FROM: James Jutras, Rick Jones and Robin Pierce *RJ*
DATE: September 26, 2017
SUBJECT: Acceptance of Public infrastructure at Village Haven (Roscoe Court)

Issue: Whether to accept the entry road, sewage collection system, sewage pump station and the water system as public infrastructure.

Discussion: Village Haven was constructed as a Planned Residential Development and a Vermont Neighborhoods designation. The entry road off of West Street was planned as a public roadway with private interior roads. There is an existing easement to allow for Village plow truck turn around. The water and sewer infrastructure was built according to Village of Essex Junction Municipal Standards at the time of construction. All appropriate easements have been recorded in the Municipal land records and the community has been asked for final approval to accept:


- the main entry road (Roscoe Court) from West Street to the parking areas. There is a recorded easement for Village vehicle turn around.
- the water distribution system and hydrants
- the sanitary sewer mains and manholes
- the sanitary sewer pump station and pump station force main
- Responsibility for electrical service charges at the pump station

Stormwater infrastructure will remain private. All interior roads will remain private. There is one valve that is not accessible. Due to the delay in turnover of the project and the nature of the valve box, Public works will accept the valve as is with Trustee approval.

Cost: Ongoing plowing and maintenance as with other public infrastructure. The road network will be added to the Municipal road mileage certified each year and subject to additional funding received by the Village.

Recommendation: It is recommended that the Trustees authorize the Municipal Manager to complete transfer of Village Haven (Roscoe Court) main roadway, water distribution, sanitary sewer and sewage pumping station over to the Village of Essex Junction for acceptance as municipal infrastructure.

MEMORANDUM

TO: Village Trustees
FROM: Patrick C. Scheidel, Municipal Manager 
DATE: October 10, 2017
SUBJECT: Lease with School District for ACE Program

Issue

The issue is whether or not the Trustees will approve the lease with Essex Westford School District to continue to use the former Park Street School for the ACE Program.

Discussion

When the Essex Junction School District offered to donate Park Street School to the Village, it was agreed that the merged school district, Essex Westford School District (EWSD) could continue to use it for the ACE Program. The attached lease has been approved by both the Village and EWSD attorneys. The three-year term was agreed to by the Village initially.

Cost

There is no cost associated with this issue.

Recommendation

It is recommended the Trustees approve the lease with Essex Westford Educational Community Unified Union School District #51 for their ACE Program to continue at 21 Park Street through 6/30/20.

LEASE

LEASE made this _____ day of _____, 2017 by and between the VILLAGE OF ESSEX JUNCTION, (hereinafter referred to as "Lessor") and the ESSEX WESTFORD EDUCATIONAL COMMUNITY UNIFIED UNION SCHOOL DISTRICT #51 (EWSD), (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 21 Park Street, the former Park Street School, in Essex Junction, Vermont (hereafter the "premises").

This Lease is for the period of July 1, 2017 through June 30, 2020, unless sooner terminated as herein provided. Lessor and Lessee may terminate or extend this Lease by mutual written agreement.

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 usage, sewer, heat and electric charges for the premises, and Lessee shall pay for all other utility costs incurred during the Lease term.
3. 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 its guests shall be the responsibility of the lessee to fix in a timely manner.
4. Lessee may make non-structural changes to the premises without the prior written consent of the Lessor.
5. 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 and suitable for its purposes.
6. Lessee shall not sublet the premises nor assign this Lease without prior written consent of Lessor, and occupancy shall be limited to the Lessee. If Lessee locks the premises, Lessee shall be responsible for providing a key to Lessor to allow access at all times. Lessee will provide a permission list for Lessor defining individuals Lessee authorizes to have access keys on its behalf. Any EWSD Administrator shall be authorized to have a key. No one not on the list will be allowed keys to the premises without the express written permission of the Lessee or Village Manager.
7. The Lessee will not use nor allow the 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. 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 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.
11. All notices required by this Lease shall be deemed given when delivered or mailed to:

Lessor: Village of Essex Junction
Patrick Scheidel, Village Manager
2 Lincoln Street
Essex Junction, Vermont 05452

Lessee: EWSD
Brian Donahue, COO
51 Park Street
Essex Junction, Vermont 05452
12. Lessee shall be responsible for closing windows, turning off lights and locking doors after using the facility each night. Lessor shall be responsible for general maintenance and repair of facility and grounds including and snow and trash removal.
13. 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.

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

IN THE PRESENCE OF:

VILLAGE OF ESSEX JUNCTION

Lessor:

By: _____

Patrick Scheidel, Village Manager
Duly Authorized Agent of the
Village of Essex Junction

STATE OF VERMONT)
 : **ss.**
COUNTY OF CHITTENDEN)

At Essex Junction, Vermont, this _____ day of _____, 2017, Patrick Scheidel, Village Manager and duly authorized agent 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:

EWSD

Lessee:

By: _____

Duly Authorized Agent

STATE OF VERMONT)
 : **ss.**
COUNTY OF CHITTENDEN)

At Essex Junction, Vermont, this _____ day of _____, 2017, _____, duly authorized agent of EWSD, personally appeared and acknowledged this instrument by _____ sealed and subscribed, to be _____ free act and deed, and the free act and deed of EWSD.

Before me, _____
Notary Public

Memorandum

TO: Patrick C. Scheidel, Municipal Manager, and the Selectboard/Trustees
FROM: Dennis E. Lutz, P.E., Public Works Director/Town Engineer
Ricky Jones, Village Public Works Superintendent
DATE: 5 September 2017
SUBJECT: Winter Operations Plan for 2017-2018

ISSUE: The issue is whether or not the Selectboard and Trustees will approve the Winter Operations Plan for 2017-2018.

DISCUSSION: The Selectboard and the Trustees have previously approved a Joint Winter Operations Plan. The process serves many purposes as noted in the Introduction Section of the document.

This year's plan again contains very few changes and the changes are noted in the draft internal document in red. It continues to preserve the independent actions of both municipalities but provides a joint framework for issues that are common to both. It has been developed with input from both Village and Town Public Works staff.

As in the past, there are two versions – an internal version with contact phone numbers and radio call numbers not available to the public -- and a public version without these numbers. Many of these numbers are private cell-phone numbers needed for internal communication and contact but not appropriate for public disclosure.

Use of the document reduces complaints to a great degree and also provides a consistent basis for answering complaints covering a wide range of topics.

GENERAL COMMENT:

The budgets, equipment and manpower for this winter remain essentially the same as in the previous year. Without added resources and in consideration of the slight reduction in employee plowing experience, extensions of current coverage would be extremely difficult to achieve without affecting the current level of service to existing residents and businesses.

PUBLIC NOTICE:

A draft external version of the Winter Plan was placed on the Town and Village websites on or about the 22nd of September for public input. The schedule for Selectboard approval is at the October 2 Meeting and for the Trustees at the October 10th meeting. A presentation on the content and changes to the document will be provided at those Public meetings. It is anticipated that final approval action can be taken at that time. The final

approved documents will then be placed on the Town and Village websites and remain there throughout the coming winter. This is a shorter process than in previous years but the document is not new and to a large degree it is unchanged from last year's. Any comments received prior to the scheduled public presentations will be shared with the two Boards.

RECOMMENDATION: It is recommended that the Selectboard and Trustees approve the Winter Operations Plan for 2017-2018.

**TOWN OF ESSEX
VILLAGE OF ESSEX JUNCTION
PUBLIC WORKS
WINTER OPERATIONS PLAN**

PUBLIC VERSION
2016-2017 2017-2018



This plan addresses the wintertime Public Works operations for ice and snow control on Town and Village roads, walkways and municipal parking lots. It also identifies essential community services provided by the Public Works Department of both communities for winter water and sewer emergencies and discusses wintertime coordination actions.

**Dennis E. Lutz, P.E., Town Public Works Director
Ricky Jones, Village Public Works Superintendent**



If you have an emergency or a complaint, the daytime contact hours are

For the Town:

The Town Public Works Offices at 878-1344

For the Village:

The Village Offices at 878-6944

For the State:

District V VTRANS at 655-1580

After normal working hours, please contact:

The Essex Police at 878-8331

TABLE OF CONTENTS

RESOLUTION.....1
INTRODUCTION.....2

SECTION 1

GENERAL MANAGEMENT OF OPERATIONS.....3
 Determination of Operations.....3
 Control Centers/Internal Communication/Resource Management.....4
 Equipment.....5
 Materials.....5
 External Communication/Public Input-Information-Complaints.....6
 Notification of Winter Storm Emergencies.....7
RESOURCES AVAILABLE TO ASSIST IN THE PLANNING/EXECUTION OF WINTER OPERATIONS..7
WINTER UTILITY OPERATIONS.....8
APPLICABLE ORDINANCES/LAWS/LEGAL RULINGS.....9
APPENDICES TO SECTION 1.....A1
Appendix 1 Pre-Winter Preparation, Orientation and Training.....A1
Appendix 2 Continuing Operations During Non-Storm Periods.....A2
Appendix 3 Post-Winter Follow-Up.....A3
Appendix 4 Materials Application Guidelines.....A4
Appendix 5 ~~List of Radio Call Numbers~~ (Not available in Public Version).....A5
Appendix 6 ~~Contacts for Winter Storm Emergencies~~ (Not available in Public Version).....A6
Appendix 7 List of Contractors for Assistance.....A7
Appendix 8 Winter Safety Practices.....A8
Appendix 9 ~~Adjacent Towns' Contact Lists~~ (Not available in Public Version).....A9
Appendix 10 Winter Notes for Police.....A10
Appendix 11 Warning Notes/Flyers.....A11

1. Parking Ban
2. Children Snowbank/Fort Warning
3. Snow on Walks
4. Hit Mailbox
5. Mailbox Installation/Correction

SECTION 2

WINTER OPERATIONS SPECIFIC TO THE TOWN OUTSIDE THE VILLAGE

General.....T1
Pager Responsibility.....T1
Determination of Operations.....T2
Control Center.....T2
Equipment.....T2
Materials.....T2
Snow plowing and Sanding/Salting Operations.....T3
Special practices for 2015-2016.....T8
Snow Removal on State Highways in the Town of Essex.....T10
Use of sand/Salt from the Town Highway Garage.....T10
Mailbox and Encroachment in the Town Public Right of Way.....T11
Appendices

- Appendix A Organizational Chart of the Town Public Works Department
- Appendix B ~~Town Vehicle/Route Assignments~~ (Internal Distribution)
- Appendix C Town Equipment for Snow Operations
- Appendix D Maps of Highway Routes (Town)
- Appendix E ~~Town Notification List~~ (Internal Distribution)
- Appendix F Town Winter Materials Usage Report
- Appendix G Town Towing Ordinance

SECTION 3

WINTER OPERATIONS SPECIFIC TO THE VILLAGE OF ESSEX JUNCTION

General.....V1
Pager Responsibility.....V1
Determination of Operations.....V2
Control Center.....V2
Equipment.....V2
Materials.....V2
Snow plowing and Sanding/Salting Operations.....V3
Special practices for 2015-2016.....V5
Use of sand/Salt from the Village Highway Garage.....V7
Mailbox and Encroachment in the Village Public Right of Way.....V7

Appendices

- Appendix A Organizational Chart of the Village Public Works Department
- Appendix B ~~Village Vehicle and Route Assignments~~ (Internal Distribution)
- Appendix C Village Equipment for Snow Operations
- Appendix D Maps of Highway Routes (Village)
- Appendix E ~~Village Notification List~~ (Internal Distribution Only)
- Appendix F Village Towing Ordinance/General Regulation of Public Streets

RESOLUTION

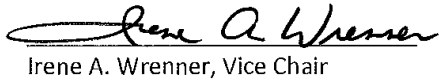
BE IT RESOLVED that the Board of Selectmen of the Town of Essex and the Trustees of the Village of Essex Junction adopt the following statements of policy regarding winter snow and ice clearing operations:

- 1) NOTWITHSTANDING the circumstances involved with changing climatic conditions, the Town and Village will endeavor to keep Town and Village roads, designated walkways and municipal parking lots in a reasonably safe condition for travelers and
- 2) Town and Village employees will endeavor to exercise reasonable care and diligence in the performance of their duties, consistent with the intent of the current Town of Essex and Village of Essex Junction Public Works Winter Operations Plan and
- 3) Travelers who use the Town and Village roads, and designated walkways and municipal parking lots are expected to demonstrate due care and reasonable caution, especially under adverse winter conditions.

Executed at Essex Junction this 10th of NOV. 2015.

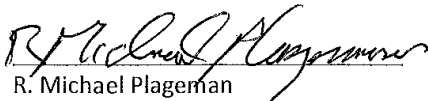
Town of Essex Selectboard


Max G. Levy, Chair

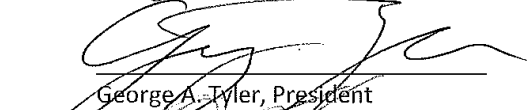

Irene A. Wrenner, Vice Chair

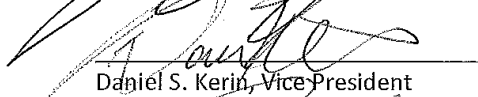

Andy J. Watts, Clerk

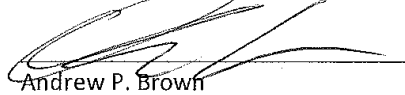

Brad M. Luck

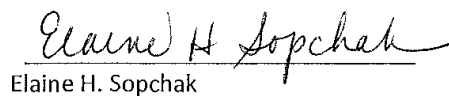

R. Michael Plageman

Village of Essex Junction Trustees


George A. Tyler, President


Daniel S. Kerin, Vice President


Andrew P. Brown


Elaine H. Sopchak

Lori A. Houghton

INTRODUCTION

The Town of Essex and the Village of Essex Junction are responsible for providing winter services, such as plowing, sanding, and salting of roads, clearing of sidewalks and maintaining access to municipal buildings and parking lots within their respective municipal boundaries. A Winter Operations Plan has been developed and adopted by the respective legislative boards for the following reasons:

- 1) To align the policies set by the Town Selectboard and Village Trustees with regard to winter operations with the execution of policy by their Public Works/Highway departments.
- 2) To help ensure that the winter practices of each department are consistent with the resources available through the budget process, including but not limited to equipment, manpower, overtime and materials.
- 3) To provide a source of information to Town and Village officials, the Police Department, Fire Departments, school officials, commercial businesses and the general public regarding what actions will and will not be performed by the respective Public Works Departments during the winter.
- 4) To provide an internal resource document for operational use and training by Public Works supervisors and employees.
- 5) To reflect current practice, conditions and funding of the winter operations within each community.
- 6) To assist in the reduction of citizen complaints through a better informed citizenry.
- 7) To foster coordination and cooperation between the Town and Village Public Works Departments during winter operations.

The intent is to update the document on an annual basis, prior to the onset of winter conditions and submit the document to the elected officials for their review and approval. Public input will be sought prior to presentation of the document to the two legislative boards.

The Winter Operations Plan consists of three sections, each with its own Appendix. Two versions of the Plan will be prepared with one version prepared for internal use only and a second version for the public. The internal version contains personal employee's information and communications/contact information, the public release of which would be detrimental to individuals and operations. The three sections of the Plan consist of the following:

Section 1. This section covers topics and operational procedures utilized in common by both the Town and the Village. Appendices that are common to both communities are found in this section.

Section 2: Town of Essex (outside the Village). This section is specific to operations within this community, including Appendices pertinent only to the Town.

Section 3: Village of Essex Junction. This section is specific to operations within this community, including Appendices pertinent only to the Village.

GENERAL MANAGEMENT OF OPERATIONS

During the winter operations period generally extending from early November through mid-April, the principal effort of the Departments is directed towards control of snow and ice on highways, walkways and around municipal buildings. The Departments have developed procedures to perform anti-icing and snow and ice removal operations for varying weather conditions. Personnel will respond each time that the Departments are notified or become aware that weather conditions include potential hazardous road or walkway conditions and that conditions warrant a response. The procedures have been developed over many years of experience and use of alternative methods, materials and equipment.

To accomplish the objectives and policies of the Town and Village, general operating procedures and training have been established and implemented. The operating procedures take place over four distinct periods including:

- 1) Pre-winter preparation, orientation and training (Section 1, Appendix 1)
- 2) Winter storm operations (Reference general information in Section 1 and specific Municipal information in Sections 2 and 3)
- 3) Continuing operations during non-storm periods (Section 1, Appendix 2)
- 4) Post-winter follow-up (Section 1, Appendix 3)

In general, the Town and the Village perform all winter operations in a similar manner, especially with respect to general procedures and pre-winter, continuing operations and post-winter follow-up. A general discussion on procedures follows with the other periods covered in Appendices to this section or in the specific municipal sections. The elements of winter operations that are detailed and specific to each community are described in Section 2 (Town) and Section 3 (Village).

Determination of Operations

Using the resources identified in the Winter Operations plan for each community and judgment based on experience, the respective Public Works Superintendent or his designated representative will determine the appropriate level and timing of snow and ice control to be performed by each Department. The Superintendent of Public Works or his designee will contact employees in their Department using their alert notification lists.

Although significant improvements have been made in weather forecasting, accurate predictions of the specific effect of winter conditions on the roads, walkways and municipal parking lots in the Village and the Town of Essex are not possible. An overall plan has been developed to provide for clearing of the roads and related infrastructure and this plan is generally followed. However, each storm event is unique and deviations from the plan occur often. Decisions must be made using individual judgment based upon a current assessment of the situation. Following every major storm event, an after-action informal review of the methods used, the materials, the equipment, the complaints and the manpower effect will be done by the Public Works Superintendent. These reviews will provide the basis for adjustments in managing future winter storm operations.

Emergency situations may occur requiring deviation from normal procedures and planned routes. In general, the types of situations that may require this change are:

- 1) An immediate need for Police, Fire and/or Emergency Medical assistance.
- 2) Relief for school buses that cannot negotiate a roadway and are stuck.
- 3) The need to address icy conditions due to a water main break or clearing of streets due to debris blocking streets or access.
- 4) Relief for isolated problem areas where it is determined by the municipality that access is urgently needed before all other areas are handled.

Control Center/ Internal Communication/Resource Management

The Public Works supervisor or his designee on duty will be the main line of communication between the respective Public Works Department and the Police Department/School Departments. Contact with other emergency service providers if needed should be through the Police Department Dispatcher.

The Storm Control Center for the Town is the Town Highway Garage off Sand Hill Road and for the Village is the Village Highway Garage. **Contact with the Village Highway Garage is through the Village offices.**

During the winter of ~~2016-2017~~ **2017-2018**, selected employees in each department will carry a pager on a rotating schedule and will be assigned the responsibility, when carrying the pager, to make an initial determination of how the storm will be handled, including the immediate level of staffing at the outset of the storm. The employee (with the pager) in each community will be temporarily in charge of operations until the Public Works Superintendent or his designee arrives at their respective Control Center and takes over responsibility.

Whichever individual arrives first - the Public Works Superintendent or the pager carrier - shall contact the Police Department Dispatcher at 878-8331 upon their arrival at the Town or Village Highway Garage. It is important to notify the Police Dispatcher that the Highway Departments are aware of conditions and starting the snow removal process. It also provides a record of event timing and crew availability.

Upon notification and arrival at their respective Control Centers (Highway Garages), employees will complete a pre-startup check of equipment and proceed to perform the necessary snow and/or ice clearing operations. The Superintendent in each community will periodically leave the Control Center to evaluate conditions and assist in the operations. During the period of time in which he is absent from the Control Center, he can be reached via radio or cell phone (reference notification rosters in Sections 2 and 3).

In a similar manner, contact must be made with the Police Dispatcher when the winter clearing operation has ended and employees are no longer on the road. This is important for continuous follow-up after the storm and the need for reactivation of the alert call-out system.

All operators of snow and ice equipment will keep in communication with the Public Works Superintendent or the Highway Garage at all times. Cell phones may only be used with a “Bluetooth”, 100% hands-free device or when pulled over to the side of the road and the vehicle stopped.

Radio should be the primary means of contact during all storm events. Radio contact between the Town and Village for coordination of effort should only be between the two Superintendents. The list of radio call numbers for the Police, Fire and Public Works Departments is contained in Section 1, Appendix 5.

Equipment

To support the winter operations, each Department has equipment available for use as outlined in the equipment appendices under Section 2 (Town) and Section 3 (Village). However, the equipment used is generally consistent with the following:

Dump trucks, with either 7 cy capacity or 12 cy capacity, plow and apply materials to paved and gravel roads. All dump trucks doing paved roads are equipped with “ground-speed control devices” that are calibrated to apply a specific amount of product. They also stop application of product when the vehicle is stationary. Calibration is an important action to ensure an accurate application and reduce the impact of road salt and other products on the environment.

All three cubic yard dump trucks (Low-Pro) in both the Village and the Town are equipped with ground speed control devices.

Dump trucks plowing gravel roads are not equipped with ground speed control devices since the material being applied is sand.

Sidewalk plows are used in the Town and in the Village for clearing of sidewalks. Due to their size and configuration, they do not have adequate capacity for applying sand or salt to sidewalks.

In an emergency situation where equipment is out of service for repair or the situation is beyond the ability of the community to handle, equipment and operators may be obtained from the other community. If such equipment or operators are not available, supplemental equipment may be rented/hired from area contractors. A list of potential contractors is indicated in Section 1, Appendix 7.

Also, assistance may be secured from other neighboring communities, although help in this area is unlikely if the storm event affects neighboring communities. Major winter disasters may require the assistance of the Vermont National Guard, if authority is given by the Governor. Both the Town and the Village utilize contract operations to assist in plowing or removing snow.

Materials

Both communities use solid sodium chloride (rock salt) as the primary deicer for paved roadways and parking lots, when temperatures are in the appropriate range of effectiveness. At 30 degrees Fahrenheit, one pound of salt melts 46.3 lbs. of ice in 5 minutes. At 15 degrees Fahrenheit, one pound

of salt melts 6.3 lbs. of ice and it takes 1 hour. Because of the properties of salt, it is generally not applied by itself below 15 to 20 degrees. It is also used as a liquid either alone, prior to a storm to break the ice-road bond, or applied in combination with the solid salt to help the solid salt stay on the roadway.

Additives and other products improve the effectiveness of salt at lower temperatures. There are many other commercial products used to augment the effectiveness of salt and most have trade-names such as Ice-Be-Gone. It is a magnesium chloride based product combined with agricultural materials from the distillation process (grains or sugars) and it operates more effectively than salt at lower temperatures.

Liquid Calcium Chloride will provide more melting at lower temperatures and it is usually applied with salt or alone as a liquid solution (20 to 30% solution).

Guidelines for application of deicing product have been developed nationally and one set is included from the American Public Works Association. Both the Town and the Village utilize the guidelines but may vary the application rates as local conditions dictate. The Guideline is included in Section 1, Appendix 4.

Quantities of winter deicing products and sand are maintained at each Highway Garage. Onsite storage is not sufficient for full winter usage. The Town has approximately 100% of its needed winter sand usage stored onsite at the start of winter and approximately ~~50%~~ 40% of its average winter salt usage onsite. The Village has ~~60-~~80% of its needed materials usage onsite at the start of the winter. The onsite supplies are augmented during the season with direct delivery from vendors. In some years, the availability of product has been a major issue and it has impacted operations. The price per ton for salt delivered to storage is set based on State bids by highway district, or as separately negotiated by each community.

Each plow operator in the Town and Village is required to complete the form in Section 2 and 3, Appendix F on a daily basis, submitted weekly to record the materials used.

External Communication/Public Information/Complaints

Town: All communication from the public concerning conditions, problems and complaints should be directed during normal working hours (7:30 A.M. to 4:30 P.M.) to the Town Public Works Office via telephone as the principal and fastest means of communication (878-1344).

Requests for winter service can also be sent directly via the Town website at www.essex.org. In addition, complaints or requests for service can be written on a request form service slip with the required information noted and provided to the Public Works Secretary. This information will be converted to a work order within the Public Works office. The Town also utilizes a web-based application called See-Click-Fix in conjunction with the Village for registering complaints. The See-Click-Fix application is not intended for winter complaints that require immediate attention.

Village: All communication from the public concerning conditions, problems and complaints should be directed during normal working hours (8:00 A.M. to 4:30 P.M.) to the Village Office (878-6944). Complaints or requests for service, when received, should be written on a request form service slip with the required information noted and provided to **the Village Public Works Superintendent**.

Other forms of receiving complaints are through the Village's "See-Click-Fix" App. Request for winter service can also be sent directly via the Village website at essexjunction.org. The See-Click-Fix application is not intended for winter complaints that require immediate attention.

After Hours: Emergency requests during non-working hours in either community should be directed to the Police Department Dispatcher (878-8331) for relay to the appropriate Superintendent, Highway Foreman, Director or Highway Garage. The Highway Garage phone systems are intended for internal control only and not for direct communication between the public and the Department. All complaints will be reviewed and investigated and corrective action taken as appropriate.

General Notification for Winter Storm Emergencies

When conditions are especially severe, the Municipal Manager, the Town Public Works Director, the Public Works Superintendent in the Village, or the Police Chief may issue a special snow emergency statement advising the local media, radio station, major community employers and schools that conditions may adversely affect their operations. Appendix 6 to this section provides a list of contacts and phone numbers for various organizations that may be contacted. Social media may also be used.

During the winter season, frequent contact is made between the School Management staff and the Public Works staff regarding road and weather conditions. Public Works' role is solely to provide information on current and anticipated road conditions. Any decisions relative to late school openings or school closure rests entirely with School Management staff.

RESOURCES AVAILABLE TO ASSIST IN THE PLANNING AND EXECUTION OF WINTER OPERATIONS

In order to provide timely winter services and to gauge the level of activity required prior to, during and following winter storms, the following are utilized:

Weather forecasts are provided by the National Weather Service located at Burlington International Airport (862-2475). In addition, the weather forecasts are broadcast continually and receivers monitor this forecast at the Public Works buildings.

Weather forecasts are provided by local radio and television stations, including the dedicated weather channel on cable television, and through the internet at www.intellicast.com; www.nws.noaa.gov and www.accuweather.com

Road and weather conditions throughout the State are monitored by the State Transportation Agency in Montpelier and this information can be obtained by calling 511. Two state radio frequencies also can be monitored on the scanner for current information.

State highway frequencies: 159.075 (car to car) and 159.195 (District wide)
VTRANS also provides weather information of interest to municipalities directly to the Highway Departments through the VT. Local Roads Program.

Assistance is available on local road conditions from the Essex Police Department. During off-duty Public Works hours (3:30 PM to 7:00 AM), the Public Works Departments utilize information provided by police officers on duty/patrol as well as the on-call public works employee. To provide the best possible response in the shortest time, it is important that timely and accurate information be provided by the Police Department and conveyed to Public Works at the time contact is made. The needed input is identified in Section 1, Appendix 10.

WINTER UTILITY OPERATIONS

Prior to the onset of winter, the Water/Sewer Departments of each Public Works Department will:

1. Check hydrants and valves to insure their operability
2. Flag all hydrants for winter locations
3. Inventory and order necessary emergency materials
4. Insure that used fire hydrants are drained prior to winter

During storms, the Water/Sewer Departments may be called upon to assist in snow and ice clearing operations. Although it is anticipated that the winter highway operations will be primarily handled by the highway crew, selected water/sewer employees will also be utilized as the need arises for qualified plow operators. This use of water/sewer personnel may be on a set schedule or to meet overtime needs or relief plowing during extended storm durations.

Following storms, Water/Sewer Department employees shall endeavor to clear snow and ice from around hydrants and to clear access lanes to pumps stations, as possible and as time allows within the normal workday. It is acknowledged that the municipal workforce cannot clear all hydrants within the community following each winter storm and that access to hydrants during the winter cannot be effective without a joint effort between the municipal workforce and affected landowners. To help achieve the goal of keeping hydrants clear, the Public Works Department will coordinate with the Police Department for use of volunteer and neighborhood groups to shovel hydrants (Adopt a Hydrant Program) as well as assistance from the community's Fire Departments.

The Water/Sewer Department also has responsibility for repair of broken and frozen water mains, within the overall limit of municipal responsibility up to and including the service curb stop. Frozen service lines are the responsibility of the owner and not the municipality. The municipality may provide assistance but is not required to provide assistance on non-public portions of the municipal water system.

In the event of a power failure at any of the "canned" wet-well/dry-well pump stations, the Town and Village have a number of portable generators and mobile pumps which can be connected to any of these stations.

When fire hydrants are used by the Fire Departments during the winter, the Fire Department will notify the Police Dispatcher immediately following the fire and identify the used hydrants by number. The Police Dispatcher will immediately notify Public Works through the alert notification roster, so the hydrants can be drained before they freeze.

APPLICABLE ORDINANCES/LAWS/LEGAL RULINGS

Winter Parking Bans

Both communities have adopted winter parking bans.

Section 815 of the Village of Essex Junction Municipal Code states that:

“No person shall park or leave unattended a vehicle of any type on any street, road or right-of-way in the Village of Essex Junction during the period December 1 through April 1 of the next year between the hours of 12 midnight and 7 a.m.”

Section 7.20.050 of the Town of Essex Municipal Ordinances states that:

- A. *“No person shall park or leave unattended a vehicle of any type on any street, town road, alley, lane, park or public grounds in the town of Essex and the village of Essex Junction during the period of December 1st through April 1st of the next year between the hours of midnight and 7 a.m.*
- B. *The parking or leaving of any vehicle in violation of this section is hereby deemed a nuisance.”*

Towing of Vehicles:

Parking violation will result in the towing of vehicles. The Village towing procedures and requirements are defined in section 825 of the Village Municipal Code. The Town’s towing requirements are defined in Chapter 7.24 of the Town Ordinances. Copies of these documents are contained in the Appendices for Section 2 and 3.

State Laws Relevant to Winter Operations:

Title 19, Section 1111, Vermont Statutes Annotated Permitted Use of the Right of Way makes it unlawful to "...develop, construct, re-grade or resurface any driveway, entrance or approach or build a fence or building, or deposit material of any kind within, or to in any way, affect the grade of a highway right of way, or obstruct a ditch, culvert or drainage course that drains a highway, or fill or grade the land adjacent to a highway so as to divert the flow of water onto the highway right of way, without a written permit from the Board of Selectmen of a Town, as the case may be". Title 19, Section 1111 prohibits encroachment of the Town or Village right-of-way without prior approval by the Selectboard or Trustees. Objects in the ROW are placed there at the owner's risk and the Town /Village assumes no responsibility for any damage to objects placed in violation of the statutes. Common items damaged are fences placed within the municipal ROW, flowerpots, basketball hoops, etc.

Also, Title 19, Section 1105, states that "...A person other than a municipality acting with respect to highways under its jurisdiction who places or causes to be placed an obstruction or encroachment in a public highway or trail, so as to hinder or prevent public travel, or to injure or impede a person traveling on the highway or trail, shall be fined not more than \$1,000.00 plus the actual costs of repairing the damage and a reasonable attorney's fee, to be recovered in a civil action in the name of

the town or state. One or more items of logging or other equipment temporarily within the right-of-way of a trail shall not be actionable under this section if located in such a way as not to unreasonably impede passage. If the court finds that an action under this section was brought without substantial basis, the court may award a reasonable attorney's fee against the person bringing the action."

Title 24, Section 2291, Enumeration of Powers provides "...For the purpose of promoting the public health, safety, welfare and convenience, a town, city or incorporated village shall have the following powers:

...to provide for the removal of snow and ice from sidewalks by the owner, occupant or person having charge of the abutting property."

In June of 2010, the State Supreme Court held that plowing snow onto property adjacent to a public highway is not a trespass or unconstitutional taking of property for public use. A copy of the full excerpt from this Court finding is included in the Appendix. The Town and Village will make reasonable attempts to evenly distribute plowed snow between and among neighboring properties. However, the location of driveways, fire hydrants, mailboxes and the like may not enable an "equal" distribution of plowed snow along roadways. Neither the Town nor the Village has the resources in terms of manpower, equipment or funds to expend time and effort in redistribution of snow piles along roadways. The primary function and objective of the departments during the winter is as designated in the jointly adopted resolution in the Winter Plan, i.e., . . . "The Town will endeavor to keep Town roads and designated walkways in a reasonably safe condition for travelers" . . .

Title 23, Section 1126a, Depositing snow onto or across certain highways prohibited, states that"(a) No person, other than an employee in the performance of his or her official duties or other person authorized by the agency of transportation (in the case of state highways) or selectboard (in the case of town highways), shall plow or otherwise deposit snow onto the traveled way, shoulder or sidewalk of a state highway or a class 1, 2 or 3 town highway.

(b) Nothing in this section should be construed to be in derogation of any municipal ordinance regulating the deposit of snow within the limits of town highways."

The purpose of these statutes is to protect the public. The practice of plowing snow from driveways across Town roads (perpendicular to the road) without removing the pile by plowing with the road creates an obstruction which is dangerous. Shoveling snow into the roadway will cause similar problems. Once frozen, the piles can cause vehicles to lose control and can also cause damage to the vehicles.

The Public Works Departments will generally warn the responsible residents on the first occurrence. On subsequent violations, Public Works will notify the Police Department for appropriate action against motorists and residents who violate either the towing ordinance or obstruction statute.

Information flyers covering these topics have been developed to notify customers of violations of these regulations and ordinances. Such notices are not legally enforceable documents but do provide the basis for police enforcement if such warnings are ignored. Copies are contained in Appendix 13.

APPENDIX 1

Pre-Winter Preparation, Orientation and Training

The Importance of Coordination

Update the operations plan yearly based on the previous years' experience and let the media, Police Department, Fire Department, School Department and other officials know about the plan. Conduct coordination meetings.

Know the plowing and spreading routes

1. All employees will make trial runs of their routes before winter to familiarize themselves with routes, road conditions, obstacles and problem areas. Remember that road conditions change from year to year and obstacles may be present now that were not there in the past. Plan fall meetings to familiarize road crews with their winter duties and all routes in case someone becomes ill and another crewmember must take over the route.
2. During trial runs, pinpoint drains and waterways that must be opened after every storm. Mark other structures that will be hidden from a plow, including fire hydrants, guard rails, drop inlets, catch basins and curbing ends. Discuss and mark, if needed, areas that have been consistent sources of complaints in the past.
3. Plan plowing routes to bring trucks back to storage facilities when they are almost empty of deicing material. This saves time and fuel.
4. Review the new development plowing plan with the full crew in late fall. Identify which new roads not yet accepted will be plowed by the Town.

Effective Radio/TV Communication

1. Review the alert notification roster and radio calls with all employees.
2. Check all radio equipment and insure that working spares are stockpiled at the garage.
3. Review the storm warning system with all affected employees.

Equipment - Operation and Maintenance

1. Each Public Works Superintendent is responsible for cross-training of operators in the use of all equipment. Equipment will not be operated by inexperienced personnel without supervision.

2. Prior to the onset of winter, the mechanic and superintendent will perform complete vehicle inspections on all winter equipment to include at a minimum:

- check of all wing and plow hydraulic systems to insure proper operation

- check on the condition of moldboards, cutting edges

- operation of snow plow hoists, towers, sanders and controls to include calibration tests for sand or salt spreading and operational checks of the computer-controlled material feed systems

- brake checks, air and hydraulic hose checks

- all vehicle lighting, including wiring and sockets on headlights, taillights, stop lights and turn signals. (Warning lights must be visible from all sides, whether bodies are raised or lowered).

- replacement of side or end-body reflective tape as necessary

3. The Town mechanic or the Village Public Works Superintendent as appropriate will order and keep on hand an adequate emergency supply of critical equipment, such as tires, spreader repair parts, hydraulic fluid and fittings, tire chains, plow parts, lights.

4. The Public Works Superintendent will insure that operators perform and document preventive maintenance on a daily basis to include at a minimum:

- inspection of tires for wear

- checks on brakes and air systems

- checks of hydraulic hoses for leaks

- visible structural checks of frames and the pins holding the bed to the frame

- all electrical equipment, especially lights, wiring and sockets

- wipers

- plow blade wear

- safety equipment checks (see Appendix 8)

Materials

1. The Public Works Superintendents are responsible for insuring that adequate supplies of sand, salt and other winter products are on hand prior to the start of winter.
2. The Public Works Superintendents are responsible for maintaining adequate supplies of gravel, pea-stone, salt, calcium chloride, liquid salt (brine) and other winter products throughout the winter.

Training

Training will be conducted annually and as needed based upon the experience of the workforce on some or all of the following subjects in support of winter operations:

1. The winter snow plan
2. How salt, salt brine, calcium chloride and other deicing agents work
3. How and when to use the appropriate materials and mix of materials
4. Application rates/salt reduction
5. Special storm situations/ review of problems and complaints from previous year
6. Special deicing problems/locations
7. Winter safety considerations
8. Police/Public Works communications
9. Parking/towing ordinance
10. Public relations/complaint procedures / interaction with the public
11. Other subjects as appropriate
12. Accident procedures
13. Record keeping on material usage

APPENDIX 2

Continuing Operations During Non-Storm Periods

Soon after a storm event or during periods of lessened storm activity, a number of operations need to take place to insure readiness for subsequent winter operations.

Equipment needs to be inspected, using preventive maintenance techniques, and repairs made as necessary. Special attention needs to be given to tires, brakes, snowplows - including wings, shoes, bearings, spinners and chloride feed systems.

Written documentation is needed on a daily basis by each equipment operator during the winter on the hours plowed, the amount and type of materials used and any identification of ongoing problems or hazards that need be addressed.

Plow routes need to be driven and checked for identification of problems, especially illegal plowing by driveway contractors, problem mailboxes, snow castles, etc. It is the responsibility of the route driver to identify these problems and report them to the supervisor.

Materials, especially salt, need to be reordered to try and provide an adequate stockpile on-site.

It is important to wing-back snow on road shoulders following each major deposition of snow and to clear critical areas to make room for future storage. If the snow bank height becomes excessive, the top of banks will have to be cut down for proper visibility or future snow storage. If the snow is allowed to melt in place and refreeze, the result is a heavily compacted mass which cannot be moved without considerable effort by snow plows. Therefore, winging-back is an ongoing function which needs to be addressed as soon as storms subside and the amount of stockpiled snow dictates that winging-back is needed.

It is important that roadway drains and catch basins be kept open to allow melting ice and snow to run off. A salt or solid calcium chloride application may be needed to free them of ice and snow.

Following a storm, generally within 48 hours, an investigation will be made of all complaints received during the storm. The investigation will be completed by the Director, Superintendent, Foreman or their designated representatives. Their findings shall be made known to the complainant as soon as practicable.

Hauling of Snow: The Town outside the Village

The Winter Operating Plan does not include hauling snow in the Town outside the Village. The Town plowing equipment is configured to haul and spread winter products – sand, salt and other materials. It is not configured to haul snow with major, time consuming and labor intensive changes to the equipment. In addition, the Town has no location established and permitted for ecologically safe dumping of snow.

However, at specific locations, intersections, cul-de-sacs without storage space, school bus route problem areas or sites of repeated accidents, the Town may selectively utilize the loader and contract dump trucks to haul limited quantities of snow from a specific site. The principle purpose of snow removal is for the public's safety and not for the convenience of the public. The hauled snow shall be dumped on Town owned land where it will have the least possible impact on the environment. The location will be determined by the Public Works Director or Superintendent.

Hauling of Snow: The Village

The Village hauls snow from a number of select locations to include but not necessarily limited to Railroad Street and the parking lot serving the Village offices. As determined by the Village Public Works Superintendent, snow may also be hauled from approximately 16 cul-de-sac locations. The designated snow storage area is at the Village Wastewater Treatment Facility.

APPENDIX 3

Post-Winter Follow-Up

Review the winter snow clearing operations as soon as possible in the spring with all in-house personnel and outside affected groups, including fire, rescue, police, schools, industry, the public and elected officials to obtain input for improvement in the coming season.

Give all equipment a thorough maintenance check after the last snowstorm of the winter.

1. Sandblast and paint all plows, blades and spreader assemblies as appropriate.
2. Order new plow blades and other equipment as necessary.
- 3.. Oil and grease all moving parts before storing equipment.

Schedule summer construction for areas where road defects have resulted in problems all winter long, such as but not limited to ice patches, frost heaves, and poor ditching.

Identify new equipment needs for improving operations.

Provide the opportunity for employees to attend snow conferences and other events to broaden their understanding of snow clearing operations and to become aware of changing equipment and technology.

Develop and maintain a list of the significant complaints and/or plow route or technique changes that occurred during the past winter. Use these notes to develop changes to plow routes or special situations for incorporation into the Winter Operations Plan for the next year.

APPENDIX 4

Material Application Guidelines

Application rates and use of various materials will need to be adjusted not only for different storm events but also during each event. Storms seldom do what they are predicted to do. During a snow or ice event, traffic volumes and patterns will vary. All these variables are the reason that all application tables relating to snow and ice control refer to themselves as guidelines. Important things to remember include:

Techniques:

Common sense and careful adherence to material application rates are key components of an effective snow removal operation. Also, timing is critical in applying salt, salt brine, calcium chloride, other deicing products or mixes and sand. Deicing should begin as soon as the snow starts to accumulate to keep snow and ice from bonding to the pavement.

Take advantage of nature when deicing. Let the wind help to spread salt or sand over the road. On elevated curves, let gravity work by spreading on the high part of the curve.

Sand does not melt anything. It has ability to aid in traction and that is it. It may be used in a mix with salt or other de-icing products during a freezing rain event or when temperatures are so low as to render deicing agents useless.

Always plow before applying any kind of chemical. If the blade can scrape anything off the pavement, it should be down.

Higher traffic volumes will aid in the melting of snow and ice. In general application rates can be lower on these roads.

To know when to reapply deicer on the road, watch the tires of cars travelling along the road. If snow falls directly behind the tires, it is time to reapply salt. If snow fans out under the tires, the deicer is still working. When snow begins to accumulate, generally plow and stop the application of deicer.

Higher traffic speeds will sweep straight salt off the road leaving less deicing product on the road, which reduces its ability to address the precipitation.

Remove snow, if necessary, from intersections, sharp corners and bends to improve visibility.

It is not cost effective to use dry salt when pavement temperatures are below 15 degrees F.

Give salt and treated salt time to work. Generally apply salt or brine early to create a brine at the snow/road interface and salt late for clearing.

Increase salt application during the night and on sunless days when the temperature drops sharply. Without the sun, you lose the effect of pavement radiation and warmth.

Know the pavement temperatures and their trends. Pavement temperature is affected by sunshine, clear skies at night, air temperature and wind. Pavement temperatures in the spring on a

sunny day are often sufficiently high that salting is not needed other than on bridges or heavily tree canopied roadways.

Adjust the spinner speed to the lowest possible for the conditions.

The goal should be to never melt everything. It should be to break the bond to the pavement made by the snow and ice.

Sometimes, it is best to do nothing or postpone plowing until there is a build-up on the road.

Tables on the following two pages are taken from the American Public Works Association document entitled Municipal Snow and Ice control by Matt Wittum, latest version dated August 2014.

These rates are not fixed values, but rather the middle of a range to be selected and adjusted by an agency according to its local conditions and experience.

Pavement Temp. (°F) and Trend (↑↓)	Weather Condition	Maintenance Actions	Lbs. / one -lane mile			
			Salt Pre-wetted/ Pretreated with Salt Brine	Salt Pre-wetted/ Pretreated with Other Blends	Dry Salt *	Winter Sand (abrasives)
	Snow	Plow treat intersections only	80	70	100*	Not Recommended
>30° ↑	Frz. Rain	Apply Chemical	80	70	100*	Not Recommended
	Snow	Plow & apply chemical	80	70	100*	Not Recommended
30° ↓	Frz. Rain	Apply Chemical	150	130	180*	Not Recommended
	Snow	Plow & apply chemical	120	100	150*	Not Recommended
25-30° ↑	Frz. Rain	Apply Chemical	150	130	180*	Not Recommended
	Snow	Plow & apply chemical	120	100	150*	Not Recommended
25-30° ↓	Frz. Rain	Apply Chemical	160	140	200*	400
20-25° ↑	Snow or frz. Rain	Plow & apply chemical	160	140	200*	400
	Snow	Plow & apply chemical	200	175	250*	Not Recommended
20-25° ↓	Frz. Rain	Apply Chemical	240	210	300*	400
	Snow	Plow & apply chemical	200	175	250*	Not Recommended
15-20° ↑	Frz. Rain	Apply Chemical	240	210	300*	400
15-20° ↓	Snow or frz. Rain	Plow & apply chemical	240	210	300*	500 for frz.rain
0-15° ↑↓	Snow	Plow, treat with blends, sand hazardous areas	Not Recommended	300	Not Recommended	500 spot treat as needed
< 0°	Snow	Plow treat with blends, sand hazardous areas	Not Recommended	400**	Not Recommended	500 spot treat as needed

* Dry salt is not recommended It is likely to blow off the road before it melts ice.

** A blend of 6-8 gal/ton MgCL² or Ca Cl² added o NaCl can melt ice as low as -10°

Deicing Application Rate Guideline 12' of pavement (one lane)

APPENDIX 5

List of Radio Call Numbers

NOT AVAILABLE IN PUBLIC VERSION

APPENDIX 6

Contacts for Winter Storm Emergencies

NOT AVAILABLE IN PUBLIC VERSION

Section 1

APPENDIX 7

List of Contractors for Assistance

<u>NAME</u>	<u>TELEPHONE #</u>
Ormond Bushey & Sons, Inc. (Ormond) 2 Bushey Lane Essex Jct., VT	872-8110
John Leo & Sons P.O. Box 8265 Essex, VT 05451	878-4982
Don Weston Excavating, Inc 349 Commerce Street Essex, VT. 05451	860-1566
Dave Stygles Woods Hollow Road Westford, VT	879-0178
Dave's Rubbish Removal 6 Curtis Avenue Essex Jct., VT	878-2668
Wayne Russin Excavating Underhill, VT.	899-3396
S & D Landscapes 66 Logwood Circle Essex, VT. 05452	879-8970

APPENDIX 8

Winter Safety Practices

Personal Safety

The potential for personal injury increases significantly during winter operations due to the effects of cold temperatures, inclement weather, long periods of continuous operation, working in traffic areas during storm conditions and the tendency to "rush" to handle emergencies. Each employee needs to take personal responsibility for his/her own safety by exercising common sense and good judgment. To help prevent cold weather injuries, the following guidelines are provided:

Wear Proper Clothing

1. Dress in loose-fitting layers for the most adverse conditions expected. Loose clothing allows the blood to circulate freely which helps prevent frostbite. Layers can and should be removed while in a heated cab; however, all appropriate clothing, i.e., wet or cold weather outer-garments needs to be carried in the vehicle each time the vehicle leaves the garage. The gear has to be available in the case of an accident, vehicle breakdown or assistance to other drivers.
2. Protect your feet by wearing warm, dry boots; keep dry socks and wet weather boots readily available for use. When outside vehicles, non-insulated boots will not keep your feet warm if you remain inactive or motionless for long periods.
3. Keep an extra pair of dry gloves in the vehicle.
4. When outside the cab, wear a cold weather hat that protects the ears from frostbite. Heat loss from the body is more rapid when a hat is not worn.

Prevent Dehydration

1. The first evidence of dehydration is dark, yellow-colored urine. Other indicators are slow motion, no appetite, stomach sickness, drowsiness, tingling in the arms and difficulty in walking.
2. Carry fluids in the vehicle -- water, tea, coffee, soup. Any employee using alcohol on the job or driving under the influence of illegal drugs or alcohol will be subject to immediate suspension or termination.

Recognize Symptoms of Common Injuries/Life Threatening Conditions

1. Exposure to cold and wind chill factors

Wind, in combination with cold temperatures, creates an equivalent lower temperature. A 0°F actual temperature with a 15 mph wind is equivalent to -24°F temperatures.

Initial symptoms of exposure to cold include shivering, numbness, low body temperatures, drowsiness and marked muscular weakness.

Treatment involves getting to a warm area as quickly as possible, re-warming by adding clothing, wrapping in a blanket, drinking of hot liquids.

2. Frostbite

Frostbite results when crystals form in the fluids and underlying soft tissues of the skin. The effects are more severe if the injured area is thawed and then refrozen. Frostbite is the most common injury resulting from exposure to cold elements. Usually, the frozen area is small. The nose, cheeks, ears, fingers and toes are most commonly affected. Just before frostbite occurs, the affected skin may be slightly flushed.

Symptoms include: skin becomes white, gray or waxy yellow; skin tingles, then becomes numb; pain may occur, then let up - pain will be intense during thawing; blisters may form; the area of frostbite swells and feels hard.

Treatment includes:

- (1) Protect the frozen area from further injury
- (2) Gradually warm the frostbitten area as soon as possible
- (3) Seek medical assistance immediately in the case of severe frostbite

3. Snow blindness

Snow blindness occurs when the ultra-violet rays of the sun are reflected from a snow-covered surface.

Symptoms include: gritty feeling in your eyes; pain over the eyes; red, watery eyes.

Prevention: use sunglasses on bright sunny days

Treatment: wet compresses applied to the eyes, blindfolding the eyes, rest and recovery.

4. Carbon monoxide poisoning

Carbon monoxide is a deadly gas and is particularly dangerous because it is odorless and colorless.

Symptoms include: headaches, dizziness, yawning, a sick stomach and ringing ears in cases of mild poisoning. Severe cases will cause the heart to throb or flutter.

Treatment involves getting ventilation or outside air. Unconscious victims should be given mouth-to-mouth resuscitation and medical assistance obtained immediately.

Equipment Safety

Perform all pre-operation checks of vehicles to insure that critical vehicle systems are operational before leaving the garage.

Check each vehicle for working safety/emergency equipment onboard to include:

1. flashlight
2. fire extinguisher
3. first aid kit
4. safety flares
5. warning signs with reflectors
6. operational communications equipment
7. shovel, hammer, pliers, screwdrivers
8. safety vests

Do not exceed appropriate speeds for the equipment or operation. Obey posted speed limits.

Operational Safety

The foreman is responsible for routinely checking fatigue levels and switching/relieving drivers as necessary. In general, operators should not exceed shift lengths of 16 hours, except in extreme emergencies. The foreman also needs to pre-qualify drivers to ensure that they have the capability and skill to operate assigned equipment.

On Town vehicles, the mechanic will routinely check vehicles to verify operator preventive maintenance and to check on the operational capability of the equipment. On Village vehicles, the Public Works Superintendent performs this task.

Operators need to be especially cognizant of the following situations:

1. Changes along the route, such as relocated mailboxes, new curb cuts, deep ditches, etc.
2. Pedestrians in the roadway or in a position where thrown snow can knock an individual down.
3. Children playing in snowbanks; snow forts.
4. Inability to see immediately behind vehicles, especially when backing up.
5. Crowding the centerline.
6. Excessive speed.

Safety briefings will be held as part of the Snow Day session and periodically during the winter on at least a monthly basis.

**APPENDIX 9
Adjacent Towns' Contact Lists**

NOT AVAILABLE IN PUBLIC VERSION

Section 1

APPENDIX 10 Winter Notes to Police

1. Is the problem Town-wide, restricted to one area of Town or at a specific location?

The problem location needs to be defined as accurately as possible.

2. What is the specific nature of the problem?

Snow - How much is on the road(s) and how much is falling? Is the problem on paved or gravel roads or both?

Ice - How severe is the condition and is it widespread or site specific? Is the problem on paved or gravel roads or both?

Miscellaneous - explain what the problem is in as much detail as possible.

Debris - What is it (i.e., tree in road)? What is its size? Is it blocking all traffic or only one lane, etc.?

Washouts - How large an area is affected (size) and is the washout in progress or over?

Emergency Access - Police, Fire or Rescue cannot get to a location because of specific road conditions or problems.

3. What is being done by the Police Department pending arrival of Public Works employees?

Will the Officer remain on site?

Will barricades be put up?

Will roads be closed?

Will Fire/Rescue be contacted?

Will the media be contacted?

4. A decision on what effort is needed to correct the problem will be made by the Public Works Department. However, any input from the Police Officer on site may assist Public Works in the timely arrival of help.

APPENDIX 11

Warning Notes/Fliers

- 1. PARKING BAN**
- 2. CHILDREN WARNING**
- 3. SNOW ON WALKS**
- 4. HIT MAILBOX**
- 5. MAILBOX INSTALLATION/CORRECTION**

**Town of Essex
Village of Essex Junction
Department of Public Works
Police Department**

Town Public Works 878-1344
Village Public Works 878-6944
Police Dept. 878-8331

“No person shall park or leave unattended a vehicle of any type on any street, town road, alley, lane, park or public grounds in the Town of Essex or the Village of Essex Junction during the period of December 1st through April 1st of the next year between the hours of midnight and seven a.m. (Section 7.20.050A of the Town Ordinance)”

The ban applies whether or not it snows.

Vehicles found in violation of the Town or Village Towing Ordinance shall be towed and subject to a fine.

The owner of vehicles parked within the Town or Village right-of-way may also be liable for damages.

**Town of Essex
Village of Essex Junction
Department of Public Works
Police Department**

Town Public Works 878-1344
Village Public Works 878-6944
Police Dept. 878-8331

A WARNING

Do not allow your children to play on or build fort or tunnels in roadside snow banks. Snow plows cannot change their speed or direction quickly enough to prevent injury or death to children playing in the snow banks.

**Town of Essex
Village of Essex Junction
Department of Public Works
Police Department**

Town Public Works 878-1344
Village Public Works 878-6944
Police Dept. 878-8331

REMINDER:

According to Title 19, Section 1111B of the Vt Statutes, "it is illegal to deposit material of any kind within, or in any way affect the grade of a highway right of way without a written permit from the Board of Selectmen of a Town."

It is illegal to remove snow from private property and deposit it on the sidewalk, roadway or against such authorized structures such as fire hydrants.

Under Title 19, Section 1105, . . . "A person other than a municipality who places or causes to be placed an obstruction or encroachment in a public highway or trail so as to hinder or prevent public travel, or to injure or impede a person traveling on the highway or trail, shall be fined not more than \$1,000 plus . . ."

PLEASE CONSIDER THIS A WARNING.

**Town of Essex
Village of Essex Junction
Department of Public Works**

Town Public Works 878-1344
Village Public Works 878-6944
Police Dept. 878-8331

The Public Works Dept. has determined that the damage to your mailbox was done by a Town/Village plow truck. A municipal employee will either repair your mailbox and/or post or install a standard new one, depending on the extent of the damage sometime in the next few days.

In some cases where poles/posts are damaged, a temporary fix will be made until a permanent replacement is installed in the spring.

The Selectboard and Trustees have established an upper limit for mailbox reimbursement of \$45.

Residents with specialty mailboxes costing more than this amount will be limited to the stated reimbursement.

To report a damaged mailbox, please call the Town or Village Public Works Office as appropriate during normal working hours Monday through Friday, 7:30 a.m. to 4:30 p.m.

**Town of Essex
Village of Essex Junction
Department of Public Works
Town Public Works 878-1344
Village Public Works 878-6944**

MAILBOX CORRECTION NEEDED

Please make the following corrections to your mailbox to reduce the chance of damage during winter plowing operations. The mailbox is:

- Leaning forward, needs to be straightened
- Too close to road, move back
- Too low, raise to appropriate height
- Secure fastener(s) / Connection loose
- Other

American Association of State Highway and Transportation Officials (AASHTO) "A Guide for Erecting Mailboxes on Highways"

- **Height -- 42" to 48" from road surface**
- **Setback --
with curb -- 6" to 12" from face of curb
uncurbed -- a minimum 12" from the
edge of pavement**

APPENDIX 12

Vermont Supreme Court Ruling 2010

Vermont Supreme Court: Snow and Snowplowing are Facts of life in Vermont; Trespass and Takings Claims must be Dismissed.

In a decision very favorable to Vermont municipalities, the Vermont Supreme Court has held that plowing snow onto property adjacent to a public highway is not a trespass or unconstitutional taking of property for public use. *Ondovchik Family Limited partnership v. Agency of Transportation*, 2010 VT 35

The plaintiff, Ondovchik Family Limited Partnership (OFLP), is a property owner in Shelburne. As a result of the expansion of State Route 7, a building on the property is located less than eight feet from the highway. OFLP complained that the Vermont Agency of Transportation's (VTrans) snowplows propel snow and contaminated water runoff across the sidewalk and onto OFLP's building and brought suit. The Vermont Supreme Court held that VTrans is under a lawful duty to remove snow from Vermont's highways and this duty carries with it the privilege to deposit snow on adjacent property so long as this actions is reasonably necessary to performance of the duty. VTrans has discretion to choose an efficient method of removing snow, even if the method it chooses causes some intrusion into or incidental damage to adjacent property.

OFLP also asserted that VTrans' plowing activities resulted in a taking of its property for public use, in violation of the Fifth Amendment of the United States Constitution, Article 2 of the Vermont Constitution. The Supreme Court rejected this argument as well, stating, "When winter road maintenance activities result in the intermittent snow throw and water runoff, it is an incidental incursion only and does not represent the kind of invasion that would amount to a taking."

OFLP's injury was no different than those of other landowners whose property fronts on plowed roads, all of whom benefit from having the roads plowed and who must "deal with the consequential and incidental incursions and damage that snow throw and water runoff may cause." The Court noted that "snow and snowplowing are facts of life in Vermont, and we do not find a cause of action when defendant had done nothing more than protect public safety by plowing roads that it has an ongoing legal duty to plow."

Vermont municipalities maintain approximately 11,500 miles of local highways, about five times the number of miles maintained by the state. The Supreme Court's common sense approach to the inevitable consequence of winter and snowplowing is welcomed by all. A copy of the decision is at <http://info.libraries.vermont.gov/supct/current/op2009-182.html>

Jim Barlow, Senior Staff Attorney, Municipal Assistance Center.

VLCT News, June 2010



www.clipartof.com · 100682

SECTION 2
WINTER OPERATIONS
SPECIFIC
TO THE TOWN
OUTSIDE THE VILLAGE



www.clipartof.com · 100682

SECTION 2

WINTER OPERATIONS SPECIFIC TO THE TOWN

OUTSIDE THE VILLAGE

General

The Town of Essex Public Works Department has the responsibility of maintaining essential services on over ~~75.66~~ 75.68 miles of accepted Town roadways, 23.16 miles of which are gravel and 52.50 miles paved, as well as over 58 miles of waterline, over 30 miles of sewer, over 1,700 catch basins and associated piping and maintenance of public buildings. A significant portion of the Department's overall efforts are directed towards maintaining the essential transportation and utility services during the winter season.

The Public Works Director has direct responsibility for management of the Department, acting under the general policy direction of the Municipal Manager and authority of the Selectboard. The Public Works Director manages seven functional areas within the Department - Administration, Engineering, Vehicle Maintenance, Highway, Conservation, Water/Sewer and Public Buildings. The day-to-day operations of Vehicle Maintenance, Highway and Public Buildings are supervised and coordinated by the Public Works Superintendent. The Public Works Superintendent is responsible for winter field-crew operations. Administration is the primary responsibility of the Public Works Secretary. The Town Engineer/Utility Director is responsible for the Water/Sewer and Engineering Divisions and acts for the Public Works Director in his absence. Section 2, Appendix A contains an organizational chart identifying Department structure; section 2, Appendix B lists vehicle and route assignments; Section 2, Appendix C lists vehicles available for plowing.

The general procedures used by the Town during winter operations have been identified in Section 1. More specific details on Town operations are as follows:

Pager Responsibility

During the winter of ~~2016-2017~~ 2017-2018, the non-working-hours pager responsibility (HIGHWAY PAGER) will be shared among selected Public Works Highway Level III and IV employees rotating on a published schedule. The person carrying the pager will make an initial determination on how the storm event will be handled. The employee with the pager will be temporarily in charge of operations until the Public Works Superintendent, Highway Foreman or Public Works Director arrives and takes over responsibility. A list of persons carrying the pager and dates has been published and is in effect.

If contact cannot be made with the Highway Pager, the Public Works Superintendent should be paged followed by use of the Notification list identified in Section 2, Appendix E.

Winter Storm Operations

Determination of Town Operations

Using the resources available to the Town and judgment based on experience, the Public Works Superintendent or his designated representative will determine the appropriate level and timing of snow and ice control to be performed by the Department. The Superintendent of Public Works or his designee will contact employees in the Department using the alert notification list.

Control Center

Upon notification, employees at the Highway Garage on Sand Hill Road complete a pre-startup check of equipment and proceed to perform the necessary snow and/or ice clearing operations. The Control Center is contacted either using the Highway Garage telephone number or the Superintendent's number.

Equipment

To support the operation, the Department has equipment available as noted in Section 2, Appendix C. Three 7 cy dump trucks have automatic salt calibration devices installed (#103, #107, #105) as well as all three of the 3 cy dump trucks (low pro's #112, #104 and #123). The remaining "gravel" road ~~a 7 cy dump truck and a~~ 14 cy dump trucks do not have calibration devices installed. Trucks #103, #107 and #105 are equipped with liquid application tanks for use in pre-wetting the salt at the spinners using either liquid salt brine (NaCl) or Calcium Chloride.

Materials

At the Highway Garage yard located on Sand Hill Road, ice and snow clearing materials are stockpiled for use during the winter season. The materials used by the Town are:

1. 5,000 to 6,000 tons of sand.
2. Approximately ~~800~~ 500 tons of salt are maintained on-site in covered salt sheds. Usage ~~decreased~~ increased last winter ~~after a large usage in the previous year~~ --- due entirely to winter weather conditions. In recent **preceding** years salt usage has **generally** been lower due to less severe winter weather, improved application and control equipment on more trucks, increased monitoring, supervisor direction on salt application and greater use of a variety of products, matched against the temperature, road condition and precipitation level.

As the on-site stockpile of salt is depleted, additional salt is ordered. The Town source currently being used is:

Cargill Salt Company
c/o Barrett's Trucking
16 Austin Drive
Burlington, VT 05401

Another potential source is:

American Rock Salt Co, LLC
P.O. Box 190
MT. Morris, NY 14510

3. 3,500 gallons of 32% liquid calcium chloride are stockpiled in a weather-protected fiberglass storage tank at the Highway Garage. This material is utilized in connection with rock salt to speed the thawing process and depress the thaw point.

4. Salt brine may be utilized under certain conditions. It was created on-site through a system constructed by Town employees. The salt brine is used sparingly to pre-wet roads prior to a storm when temperatures are 32° or slightly lower and to routinely pre-wet salt distributed off the plow-truck spinner. Salt brine is only effective within a narrow range of temperatures and weather conditions, and therefore, the Town only has a stockpile of 500 to 600 gallons available for use during a given storm.

5. Other alternative chemical/organic products will be purchased and stored this year for use during low temperature situations. One product **used in 2016-2017 was under consideration** is Ice-be-Gone (Magic Salt). ~~If used~~, It will be sprayed onto a portion of the stored salt and will be used at temperatures around 15 degrees or less.

Snow Plowing and Sanding/Salting Operations

The Public Works Department has organized the equipment into seven major routes for routine operations. During very heavy snowfalls, the road grader may be used on an eighth route in the northeast quadrant to free up one additional dump truck to assist in clearing other priority routes. In general, two heavy-duty dump trucks (~~one 7 cy and one 14 cy capacity~~ **each**) plow and spread sand on the gravel roads and certain designated paved roads, three heavy-duty dump trucks (7 cy) and three medium duty dump trucks (3 cy) plow and spread salt on the paved roads. The routes are described in section 2, Appendix D. Each complete route for a single truck is approximately 35 miles in length and takes in excess of four hours to complete, once a major snow event is over.

1. The routes have been established to provide highest priority coverage to the roads with heaviest usage (the major arterials) and history of severest conditions and/or accidents. The highest priority roads for each designated route are:

S.Wilson Paved Route (Truck 105 – 7 cy)

Susie Wilson Road
Susie Wilson Road Bypass
Kellogg Road
Gardenside Lane

Susie Wilson Support Route (Truck 123 – 3 cy)

Old Colchester Road
Gentes Road
Pinecrest Drive

NW Gravel Roads (Truck 106 – 14 cy)

Brigham Hill Road
Lamore to Discovery
Chapin Road
Lost Nation Road to Discovery Road
Discovery Road

Central Route A (Truck 103 – 7 cy)

Essex Way
Towers Road
Old Stage Road
Clover Drive

Central Route B (Truck 104 – 3 cy)

Billie Butler Drive/Carmichael Street
Tanglewood Drive
Lamell area

Central Route C (Truck 112 – 3 cy)

Upper Sand Hill Road area
Foster Road
Maplelawn Drive
Margaret Street
Deer Crossing

NE Gravel/Paved Route (Truck 108-7 cy 14cy)

Weed Road
Osgood Hill Road
Bixby Hill Road
Sleepy Hollow

SE Paved Route (Truck 107)

Lower Sandhill Road
Valleyview Drive/Pinewood Drive loop
North Williston Road
Allen Martin Drive

2. The cycle capability of each vehicle will be maximized so that unnecessary reload trips are not made for re-supply of materials at the Highway Garage.

3. Plow routes are designed for mostly right-hand turns to avoid leaving windrows in intersections.

4. An intermediate priority will be given to collector streets with lesser traffic loads and a reduced history of accidents. (A collector street is one that is being used or will be used to carry a substantial volume of traffic from a minor street(s) to a major street or community facility, and normally includes the principal entrance street to a large subdivision or group of subdivisions, and the principal circulation streets within such subdivisions). Examples of this type of street are Greenfield Road, Greenbriar Drive, Sleepy Hollow Road, Brigham Hill Road, Indian Brook Road, Lost Nation Road, Sydney Drive, Willoughby Drive, etc.

Because of their location adjacent to collector streets, many minor streets (not including dead-end streets and cul-de-sacs) will be cleared concurrent with collector streets or immediately following the collector streets. Examples are Margaret Street, Lavigne and Perry Roads, Colonel Page Road and Pioneer Street.

Dead-end streets follow in priority.

Some collector, minor or dead-end streets may be cleared earlier in a given storm event to meet the objectives of cycling, access on steep grades and school routes/pick-up points.

Due to the inability of the 7 cy trucks to effectively clear many dead-end streets and cul-de-sacs, the operations plan has been revised to clear more of the dead-end roads with the intermediate plow trucks (3 cy). These trucks can clear the streets and dead-ends and not require that separate trips be made with pickups and one-tons. Clearing of cul-de-sacs and dead-end streets is extremely time-consuming. Very often these areas will not be cleared until well after all other clearing operations are completed. This also occurs when manpower is not available to man all Town equipment (extended storms, illness, etc.).

5. Sidewalk clearing in designated areas will generally begin in priority areas with the onset of a storm, except during weekends. During some storm events, lack of manpower or equipment may prevent sidewalks from being cleared until well after the end of the storm. Road clearing takes precedence over sidewalk clearing.

The areas of sidewalk which are planned for clearing include:

- (a) The bikepath from the Town/Village line in the Countryside Development to Rt. 15, including the spur to the Commons at Essex Way
- (b) Rt. 15 in Essex Center, Alder Lane, Rt. 128 to the Elementary School and Jericho Road from the intersection with Rt. 128 to Sandhill Road (new walkway section in Essex Center)
- (c) Sandhill Road from Rt. 15 to Allen Martin Parkway
- (d) Rt. 15/Susie Wilson Road (west end of Town) from Ethan Allen Avenue to Kellogg Road (both sides), Ewing Place, and the Marketplace and David Drive (one side)
- (e) Pinecrest Drive (both sides) to northern entrance to Suffolk Lane (one side), and Kimberly Drive
- (f) Essex Way from Rt. 15 to the end of bituminous path in the Woodlands Development, between Repa and Bashaw Drive (one side)
- (g) Bixby Hill Road from Rt. 128 to Iris Street
- (h) Foster Road & Founders Rd. bike path
- (i) Allen Martin Parkway to the intersection with Partridge and Laurel Drive and back to Saxon Hollow Drive to Greenbriar Drive to Alderbrook Road (one side)
- (j) The Craftsbury Court to Rt. 15 interconnecting trail
- (k) From the interconnecting trail at Craftsbury Ct. west on Craftsbury to Old Stage Rd., north on Old Stage Rd. east onto Peacham Lane extension (street travel only), north on Peacham Lane to Willoughby, east on Willoughby to Cavendish, west on Cavendish to Peacham Lane, north on Peacham Lane (street travel only) west on Willoughby to Old Stage, south on Old Stage to the Rt. 15 intersection.
- (l) Kellogg Road to the Colchester Town line (both sides)

- (m) Saxon Hollow Drive and Greenbriar Drive from Saxon Hollow Drive to Alderbrook Road
- (n) Blair Road
- (o) Iris Street to Bobolink Circle, north on Bobolink to Clover Drive, Clover Drive to Towers Road (all one side), Bobolink Drive on the southern side and return to Rt.15 (new)
- (p) Gauthier Drive and New England Drive (one side)
- (q) Path adjacent to Old Colchester Rd from Rt. Rte. 2A to the Village boundary
- (r) Carmichael Street (both sides) to the end of the accepted roads **and the paved connecting path on the unaccepted portion of future Carmichael Street.**
- (s) The path on Marion and Irene Avenues (one side)
- (t) The path on Rt. 128 from Irene Avenue to Thomas Lane
- (u) The sidewalk on the east side of Frederick Road, Lamell Ave between Frederick and Richard Street and Richard Street to Rt. 15.
- (v) Laurel Drive from Allen Martin Parkway to the start of the circular portion of Laurel Drive
- (w) The temporary gravel path from Rt. 15 (Butlers Corners) to the Town Center parking lot.
- (x) Pioneer Drive from Pinecrest Drive to Blair Road
- (y) Saybrook Road from Rt. 15 to the 1st driveway intersection on the west side.
- (z) The multiuse pedestrian path on the south side of Rt.15 from Saybrook Road to Sunset Road
- (aa) The paved, multi-use path along Rt.15 from Essex Way west to the end of the paved section in the Town green-space
- (bb) The concrete sidewalks on Carmichael Street from Essex Way to the existing and fully completed elderly housing complex
- (cc) Joshua Way from Pinecrest Drive to Susie Wilson Road
- (dd) Rt. 15 from Sunset Drive to the Shopping Center ped crossing
- (ee) Commonwealth Ave (east side) from Rt. 15 to the NBT Bank entrance road and from Commonwealth Ave (east side) over the gravel path to the Town Center parking lot.
- (ff) A new pedestrian crossing on Sand Hill Road near Founders Road will be kept open. The sidewalk on Maplelawn Drive will not be plowed.
- (gg) North side of Freeman Woods to and around cul-de-sac.
- (hh)

~~*1 – Note: Construction is underway at the time of development of the Winter Operations Plan to connect Carmichael Street sidewalks from east to west with a paved patch. If completed prior to winter, this path will be plowed by the Town. Other sidewalks in the Town Center may be plowed if construction is complete prior to the onset of winter.~~

Sidewalks have been chosen for clearing on high traffic roads where pedestrians may be at greater risk if they were to walk in the roadway and to provide at least "one side of the street" coverage from the entrance of major subdivisions to schools, commercial areas, library, etc. The intent of sidewalk plowing is to try and open sidewalks to a central point within the major developments on the main entrance road to the development.

The amount of sidewalk plowing is limited both by the amount of equipment and the lack of manpower in Public Works to place an employee on the sidewalk plows. In a full storm situation, every truck used for plowing is manned by one employee. There are 10 trucks and 10 employees for winter operations. The Department has two sidewalk plows but insufficient staffing for both. The sidewalk plow is staffed by utilizing either a temporary employee, a water/sewer operator or the Town mechanic. When the water/sewer operator or Town mechanic is taken from his normal duties to run the sidewalk plow, coverage is lost in their area of primary responsibility.

Without additional staffing, sidewalk plowing is a secondary task generally undertaken only after the primary vehicle routes are open. A one-pass coverage of the sidewalks designated for plowing takes from 6 hours (v-plow) to 10 hours (blower) to accomplish with one employee.

Special Practices for ~~2016-2017~~ 2017-2018

1. The winter of ~~2015-2016~~ 2016-2017 was characterized by generally ~~mild~~ harsh conditions and ~~low~~ moderate snowfall with a ~~sharp reduction~~ an increase in materials usage and overtime. Supply availability of salt, sand and other materials was not a problem. A comparison of overtime, sand and salt provides an indicator of activity level and conditions over the past two years.

	2015-2016 (actual)	2015-2016 (budget)	2016-2017 (actual)	2017-2018 (budget)
Overtime (hours)	1,402	4,150	2,642	4,150
Sand (tons)	1,560	4,700	5,653	4,600
Salt (ton)	977	1,700	1,359	1,600

2. The procedures followed in the winter of ~~2014-2015~~ 2016-2017 to reduce overtime, sand and salt use will again be used in the winter of ~~2016-2017~~ 2017-2018.

3. Salt use will be applied at reduced application levels on flat roads and dead- end streets with cul-de-sacs, but not necessarily eliminated. At the appropriate times and weather conditions, salt and/or salt brines or sand will be applied to keep the areas trafficable. Snow may accumulate more on the flat roads than on hilly sections or on the priority routes.

4. Low traffic-volume, flat development roads will also have lower salt application than other roads. Salt, salt brine and sand will be used to keep areas trafficable; salt will be used to reduce the build-up of thick snow and ice in the streets and to prevent the blockage of catch basins by ice. Some build-up of snow and ice will be allowed to accumulate. Typical streets are: Hillside Circle, Butternut Court, Patricia Place, Maplelawn Drive, Rosewood Trail, Cindy Lane, Circle Drive, Ronald Court, Sunset and Lida Drive, Colbert Street and Gauthier Drive.
5. The areas of sidewalk clearing are kept level from last year. The intent is to generally clear sidewalks without extensive use of week-end overtime; although sidewalks will be plowed on weekends when they are part of a continuous storm cleanup or when conditions warrant as determined by the P.W. Superintendent or P.W. Director. Unless the sidewalks are cleared immediately following a Friday or Saturday storm, followed by dropping temperatures, cleanup cannot be effective on Monday. The surface is too frozen to move without the high use of salt and excessive labor.
6. During the evening hours of a storm event between 11:00 P.M. and 3:00 A.M., unless there is a continuous heavy snowfall or continuous ice storm, the Town forces will be reduced to a minimum staffing or no staffing.
7. Each driver is given the responsibility to make decisions regarding the blend of materials and application rates to keep the roads trafficable and reasonably safe while concurrently minimizing costs. However, the Superintendent or his designated representative will establish a general material type and application rate prior to each major storm event and employees are expected to use these settings as a starting point for the storm.
8. On paved roads, salt brine may be used in combination with salt in the 25 degree (+ or -) to 34 degree range; salt with liquid calcium chloride and other alternative chemical/organic additives will be used generally below 25 degrees down to 15 degrees (+ or -) and below that level, either higher concentrations of salt plus additives, sand or no material will be placed. All trucks will be calibrated and all drivers will be required to report on their salt usage following each storm to the Superintendent.
9. The Town used contract plowing services last year to plow certain sidewalks and angled parking in the Town Center area (Carmichael Street), beyond the operational capability of the Town. A contract has been signed for this specific service for ~~2016-2017~~ **2017-2018. Contractor plowing will be used for all Carmichael Street and Commonwealth Avenue.**
10. It is important to note that the plan which has been presented and the accompanying map are subject to change with each storm. Also, the time frame for clearing can vary markedly depending upon conditions and continuing effects of a storm. Other factors affecting the plan are:

night-time plowing
commuter traffic
parked cars
equipment breakdown
assistance to the Fire or Police Departments
assistance to school buses
time length since the start of the storm
availability of materials
budget funds

11. In order to guide the Department in utilizing the best available techniques in snow and ice clearing operations, a set of guidelines (not requirements) is provided in Section 1, Appendix 4. Operator judgment and close control of materials are key elements in managing snow/ice clearing operations.

Town snow removal operations generally will not start until one hour after the initial call, because of the time factor in getting crews in, equipment checked and materials loaded. Also, with routes requiring four to five hours to plow completely, notification has to occur by 2 AM or it is not likely that the major roads will be open by 7 AM.

Snow Removal on State Highways in the Town of Essex

Within the Town of Essex, there are over 22 miles of State highways, including:

- Rt. 15 (Center Road, Jericho Road)
- Rt. 117 (River Road)
- Rt. 128 (Browns River Road)
- Rt. 2A (Colchester Road)
- Rt. 289 (Circumferential Highway & ramps)

Snow removal on these roads is the responsibility of the State of Vermont administered by the District 5 Highway Garage, located in Fort Ethan Allen. Questions or comments on these highways are to be directed to the District Highway Administrator, Dave Blackmore, ~~Rejean LaFleche~~ **Dan Shepard** or Dick Hosking.

Use of Sand / Salt from the Town Highway Garage

The Town of Essex expects that homeowners and businesses will obtain sand and salt from the private sector for use in keeping their driveways and walkways clear. The clearing of private driveways / walkways is the responsibility of the individual property owner as noted in Title 24, section 2291.

The Town prohibits the taking of any amount of road salt from the Town highway garage for private use.

The Town purchases winter sand solely for use on Town roads and walks; it is not purchased for routine use by residents or businesses on private driveways or walkways.

It is understood that emergency (non-routine) situations may occur, such as during an ice storm, when residents may need sand on an emergency basis. It is not considered an emergency when local businesses that sell sand are open and sand is readily available for purchase. In emergency situations, residents and businesses may obtain no more than two (2) 5-gallon pails of sand from a stockpile outside the gate to the highway garage.

Mailbox Policy and Encroachment in the Public Right of Way

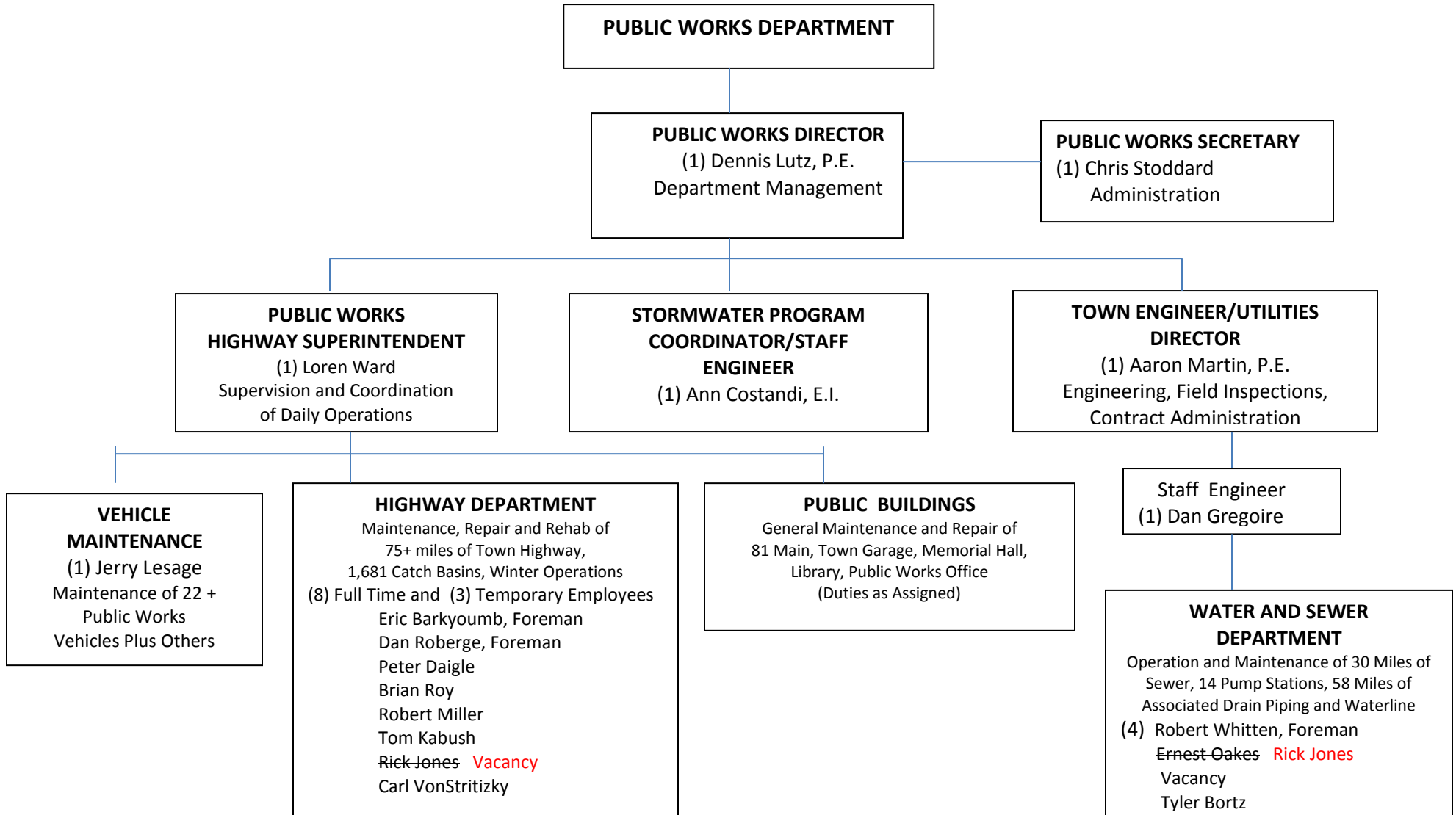
Because of the volume of complaints specific to objects in the Town right-of-way and damage to property, the following Town policy has been established:

1. Title 19, Section 1111 prohibits encroachment of the Town right-of-way without prior approval by the Selectboard. Objects in the ROW are placed there at the owner's risk and the Town assumes no responsibility for any damage to objects placed in violation of the statutes. Common items damaged are fences, flowerpots, basketball hoops, etc., (placed within the Town ROW).
2. To insure mail delivery to all rural residents, the Town has provided blanket authorization for mailboxes located in the Town right-of-way. The Town retains control over specific location of the mailboxes and may require the homeowner to move the box to a more suitable location.
 - a) The Town will fix a damaged mailbox or replace a mailbox (up to a monetary limit of \$45 per mailbox per event) only when the Department determines that a plow physically hit the mailbox. This determination is made by observation of cut marks, paint off the plow blades, etc.
 - b) Heavy snow coming off the plow blade will often knock over and damage mailboxes which have not been adequately mounted or braced or those mailboxes whose doors have been left open. Also, mailboxes are damaged by private contractors and homeowners during driveway clearing operations. The Town will not fix or replace mailboxes in these situations.

- c) Owners of mailboxes have a responsibility to contact Public Works at 878-1344 during daytime hours within 72 hours of damage to a mailbox if they intend to seek repairs, a new mailbox or reimbursement from the Town. The Town will inspect the mailbox to determine if it is the Town's responsibility for the mailbox damage. No payment of the \$45 to replace a mailbox will be made by the Town until the replacement has been completed and verified as being in place by the Town.
 - d) The clearing around mailboxes is the sole responsibility of the owner and not the Town. With the large number of streets to plow and limited municipal resources, Town plows cannot provide a level of service that clears the road to every mailbox.
 - e) The Town will notify residents prior to the start of winter regarding mailboxes that need repair or movement. The Town will not repair mailboxes that are noted as being damaged or inoperative prior to winter.
3. The Town will restore or replace objects located on private property damaged as a result of its snow or ice clearing operations, when it has been determined that the Town was responsible for the damage, consistent with the Supreme Court Ruling in 2010.
4. Recovery of damages will be pursued by the Town, if Town equipment is damaged due to objects placed in the Town ROW.

SECTION 2, APPENDIX A
~~2016-2017~~ **2017-2018**

ORGANIZATIONAL CHART OF THE TOWN PUBLIC WORKS DEPARTMENT



**SECTION 2, APPENDIX B
2015-2016**

VEHICLE AND ROUTE ASSIGNMENTS

NOT AVAILABLE IN PUBLIC VERSION

SECTION 2, APPENDIX C

~~2016-2017~~ 2017-2018

TOWN EQUIPMENT FOR SNOW OPERATIONS

PRIMARY ROUTES

- 2010 Int'l 14 cy dual axle D/T with 1-way, 11' snow plow and 10' wing with under carriage discharge (#106) - gravel roads
- 2007 Int'l 7 cy D/T with one-way, 11' snow plow & 10' wing and liquid brine dispenser (paved roads) (#105)
- 2009 Int'l 7 cy D/T with one-way, 11' snow plow & 10' wing liquid brine dispenser with under carriage discharge (Truck #107)
- 2012 Int'l 7 cy D/T with one-way, 11' snow plow & 10' wing with liquid brine tank (paved roads) (#103)
- 2017 ~~2006~~ Int'l ~~7~~ 14 cy D/T with one-way, 11' snow plow & 10' wing, under carriage discharge (gravel roads) (#108)
- 2014 Freightliner, 3 cy with angle 9' 8" snow plow and 9' wing plow (#123-partial time)
- 2015 Int'l 3 cy D/T with angle, 9' 8" snow plow and 9' wing plow (#104 – partial time)
- 2016 Int'l 3 cy/D/T with angle 9'8" plow and 9' wing plow (#112 – partial time)

CUL-DE-SACS, PARKING AREAS, SCHOOL TURNAROUNDS

- 2015 Int'l 3 cy D/T, 9' 8" all angle plow, with 9' wing plow (#104) primary route (partial time)
- 2014 Freightliner 3 cy D/T, 9' 8" plow with 9' wing (#123) primary route (partial time)
- 2016 Int'l 3 cy D/T, 9' 8" plow with 9' wing (#112)
- 2017 ~~2008 Ford~~ Chevrolet 4x4 Crew Cab all-angle, 9' hydraulic snow plow (#102) (as needed to fill in)
- 2016 Ford F350 1-ton pickup with plow and drop-in sander (#25)

SUPPORT EQUIPMENT

- 2010 Case backhoe/loader (emergency loading/digging) (#113)
- 2001 Trackless Sidewalk Snow Plow (#118)
- 2006 Caterpillar 143H grader (emergency plowing use only or for gravel roads) (#116)
- 2015 John Deere 524 Bucket Loader (#219)
- 2012 MB MSV Sidewalk Snow Plow (#119)

SECTION 2, APPENDIX D

~~2016-2017~~ **2017-2018**

MAPS OF HIGHWAY ROUTES (TOWN)

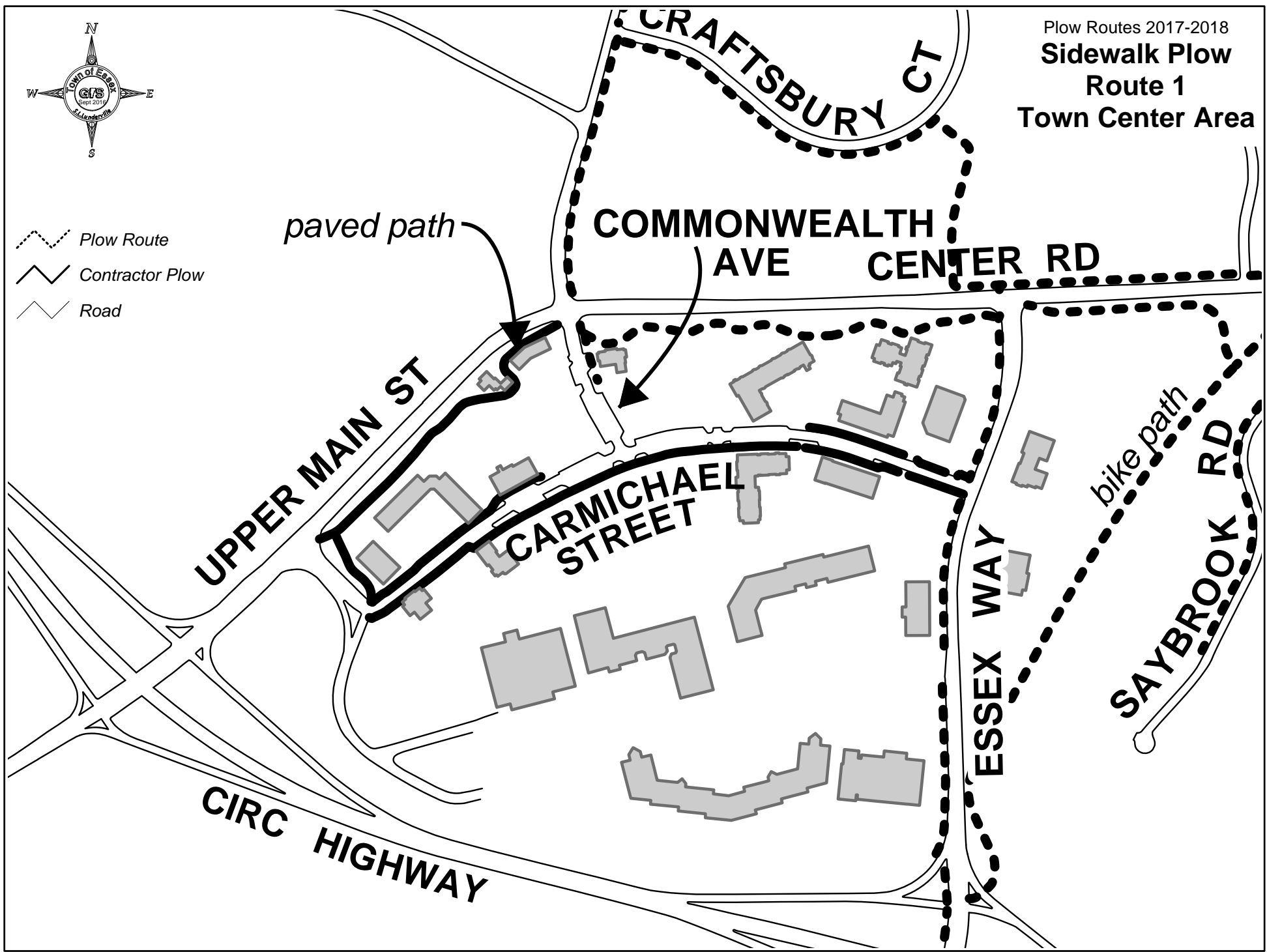


Plow Routes 2017-2018
Sidewalk Plow
Route 1
Town Center Area

- Plow Route
- Contractor Plow
- Road

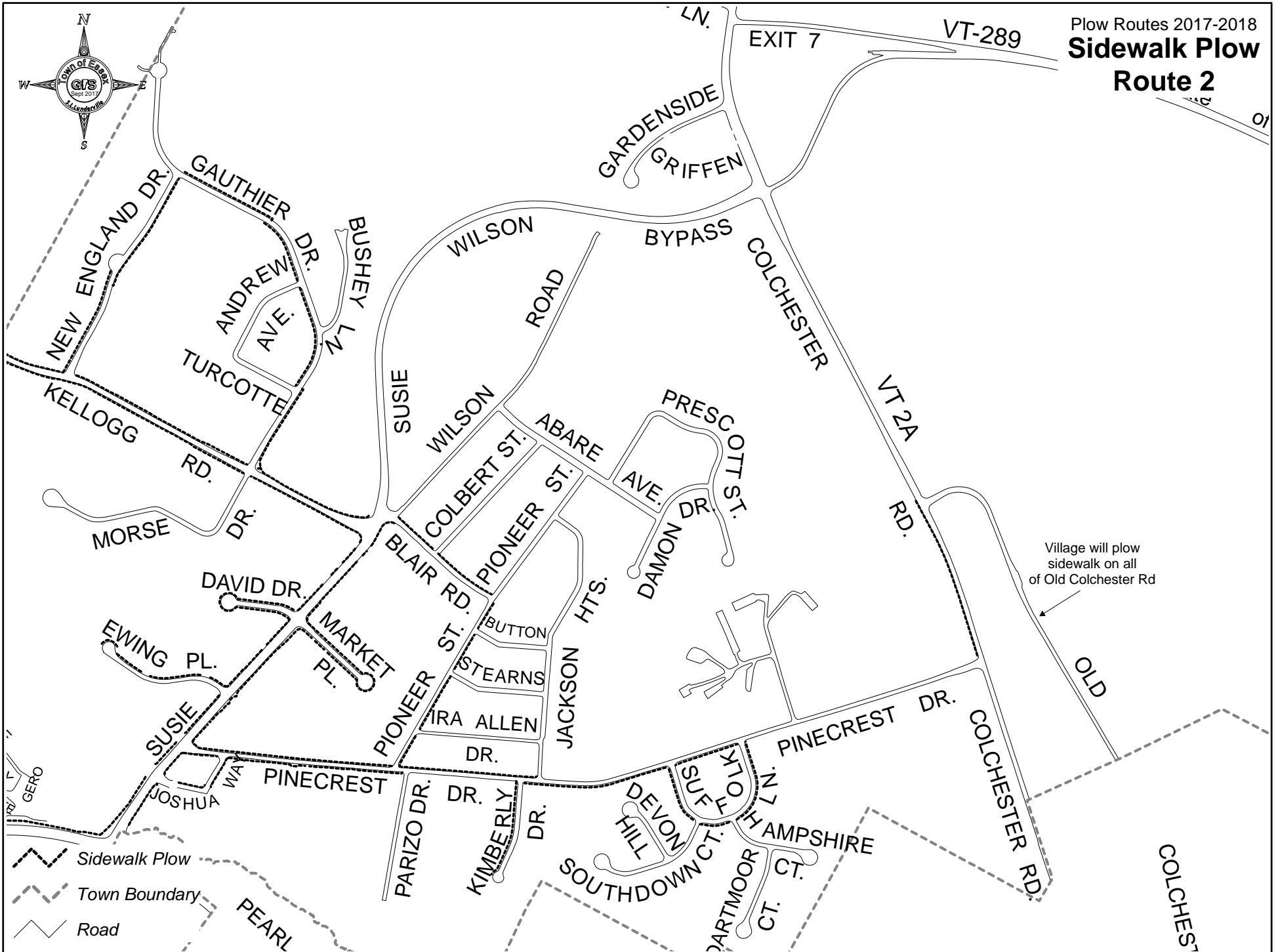
paved path

bike path





Plow Routes 2017-2018
**Sidewalk Plow
Route 2**






- Sidewalk Plow
- .-.- Town Boundary
- Road

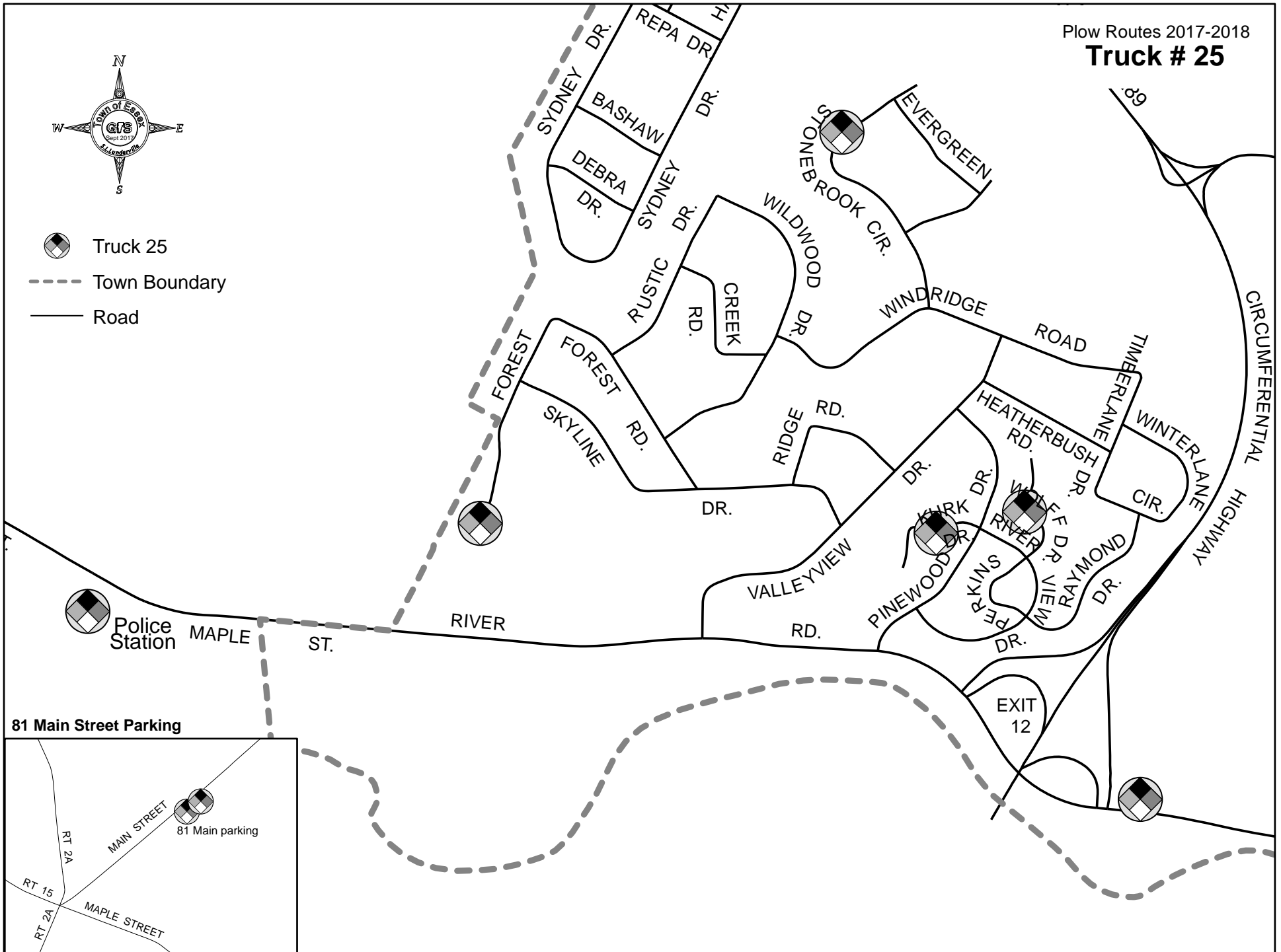
Village will plow sidewalk on all of Old Colchester Rd

Plow Routes 2017-2018

Truck # 25

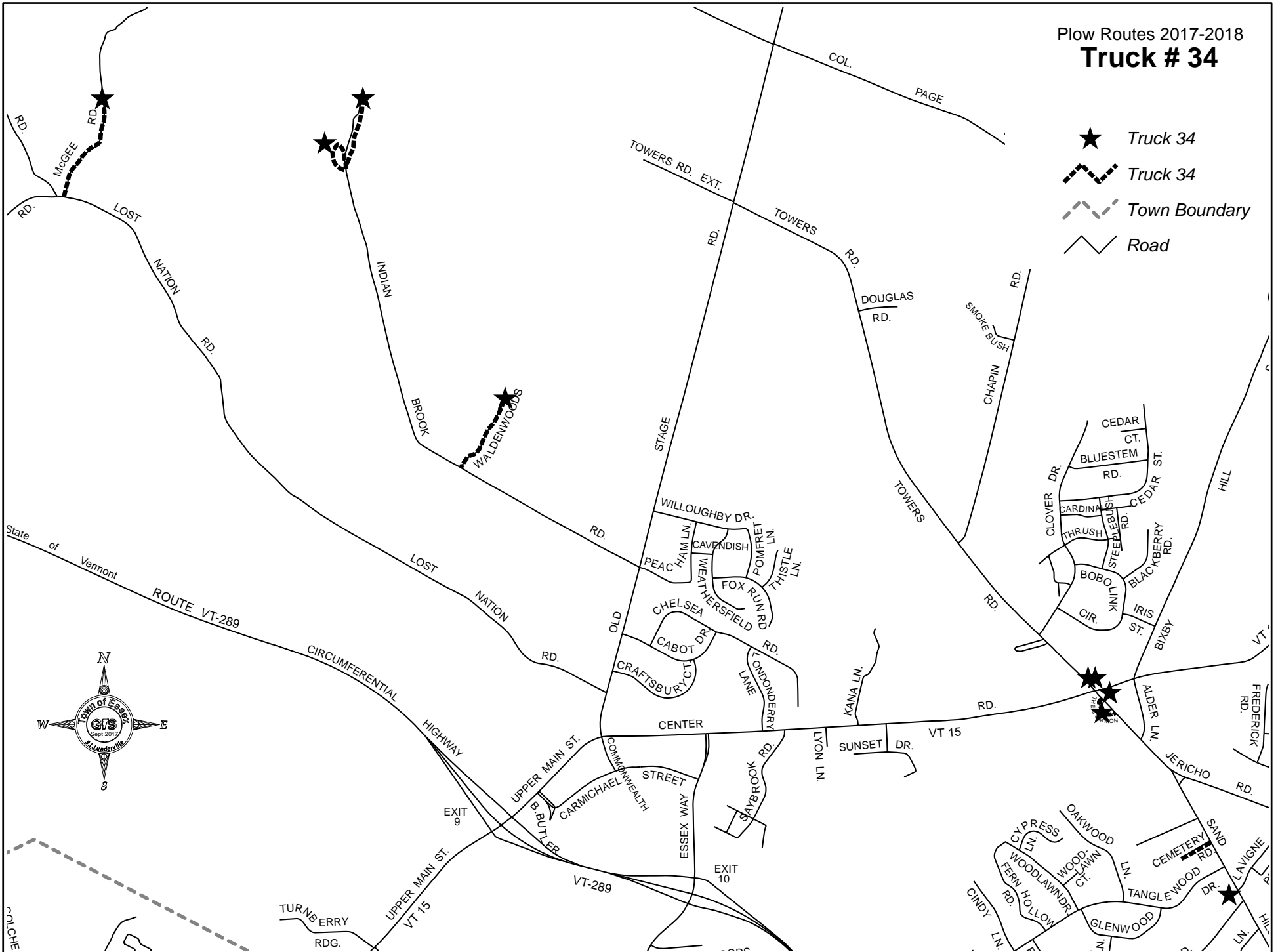


-  Truck 25
-  Town Boundary
-  Road








Plow Routes 2017-2018
Truck # 34

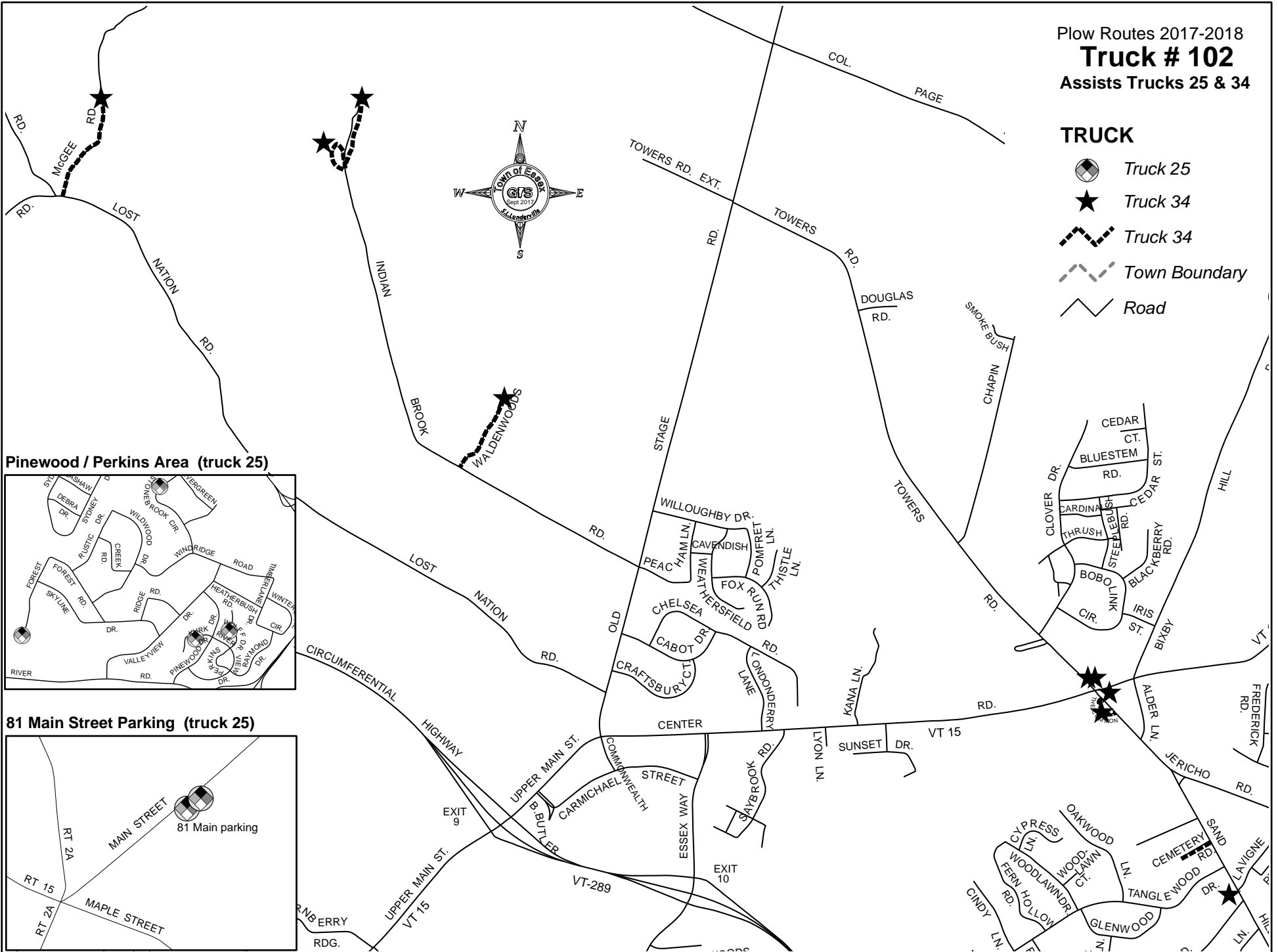
- ★ Truck 34
- ⚡ Truck 34
- - - Town Boundary
- ⚡ Road



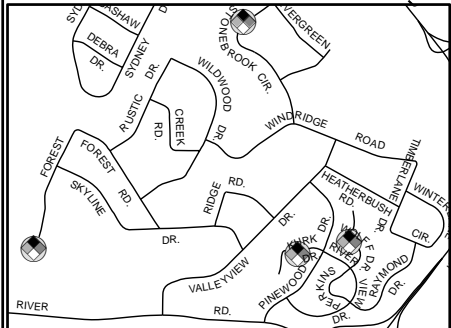
Plow Routes 2017-2018
Truck # 102
 Assists Trucks 25 & 34

TRUCK

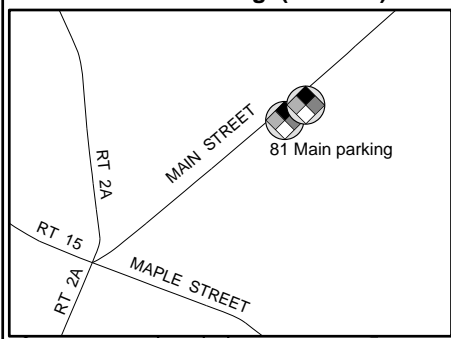
-  Truck 25
-  Truck 34
-  Truck 34
-  Town Boundary
-  Road



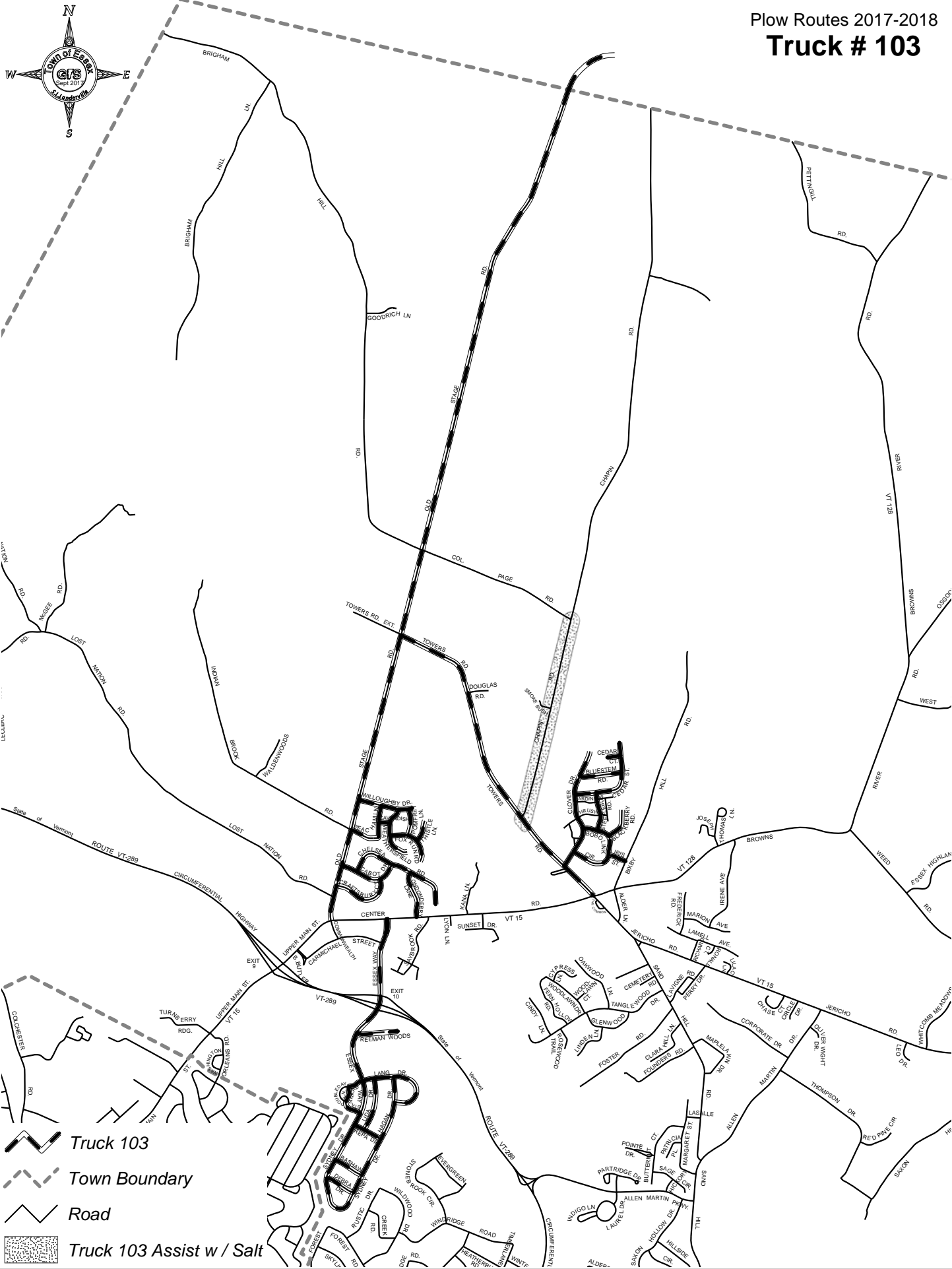
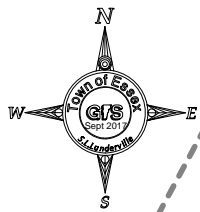
Pinewood / Perkins Area (truck 25)



81 Main Street Parking (truck 25)

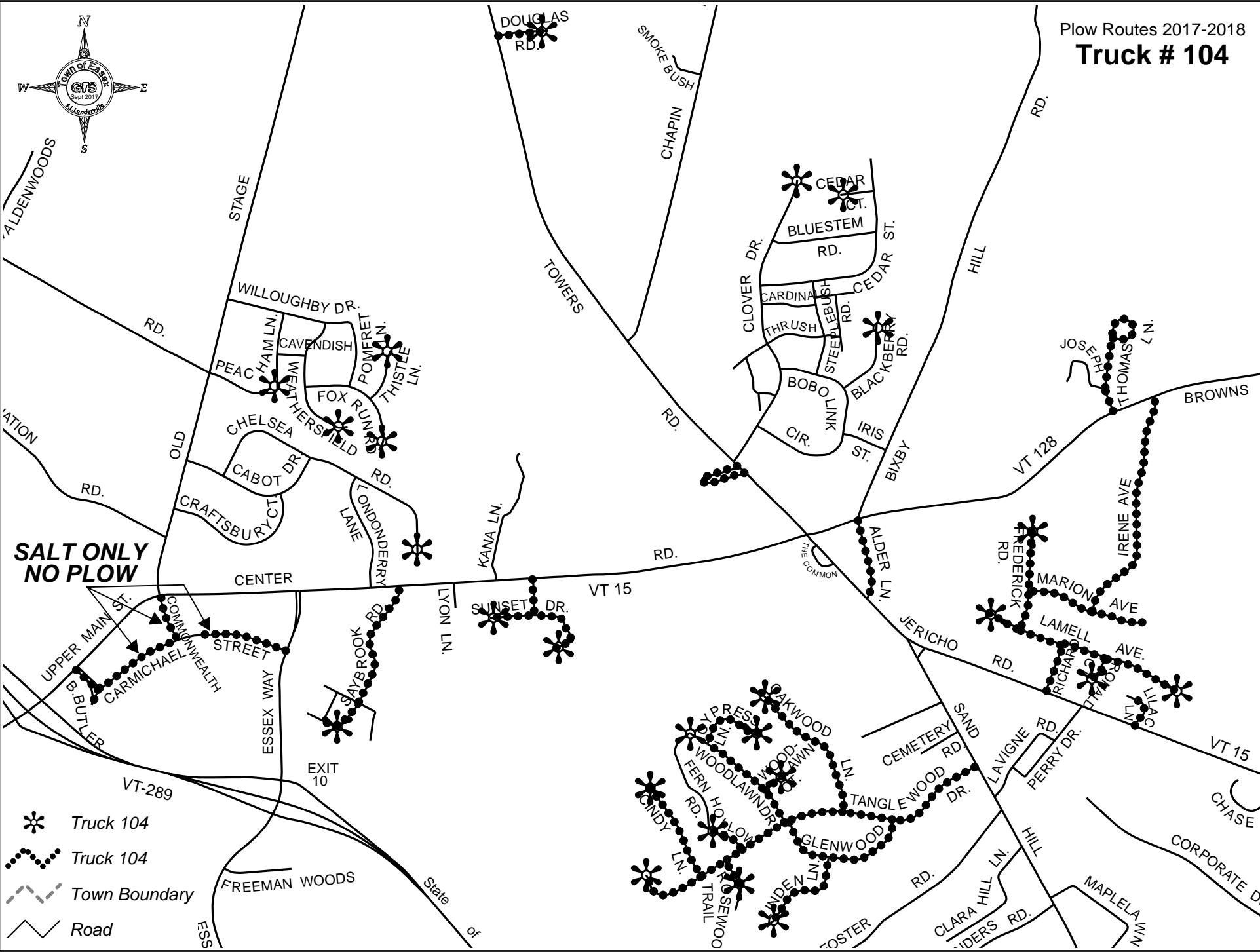


Plow Routes 2017-2018
Truck # 103







- Truck 103
- Town Boundary
- Road
- Truck 103 Assist w / Salt

Plow Routes 2017-2018
Truck # 104

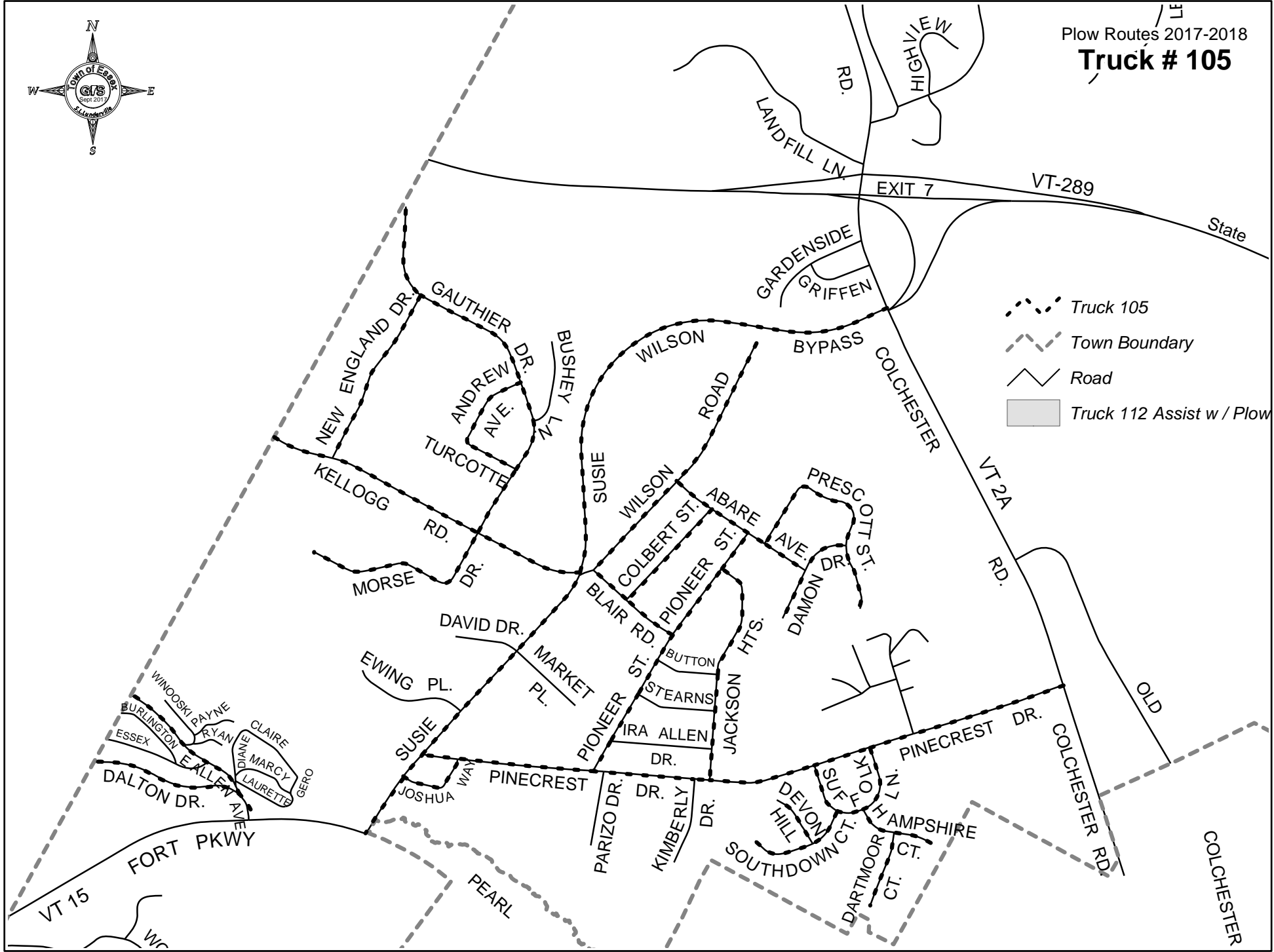


**SALT ONLY
 NO PLOW**

-  Truck 104
-  Truck 104
-  Town Boundary
-  Road



Plow Routes 2017-2018
Truck # 105



Plow Routes 2017-2018
Truck # 106

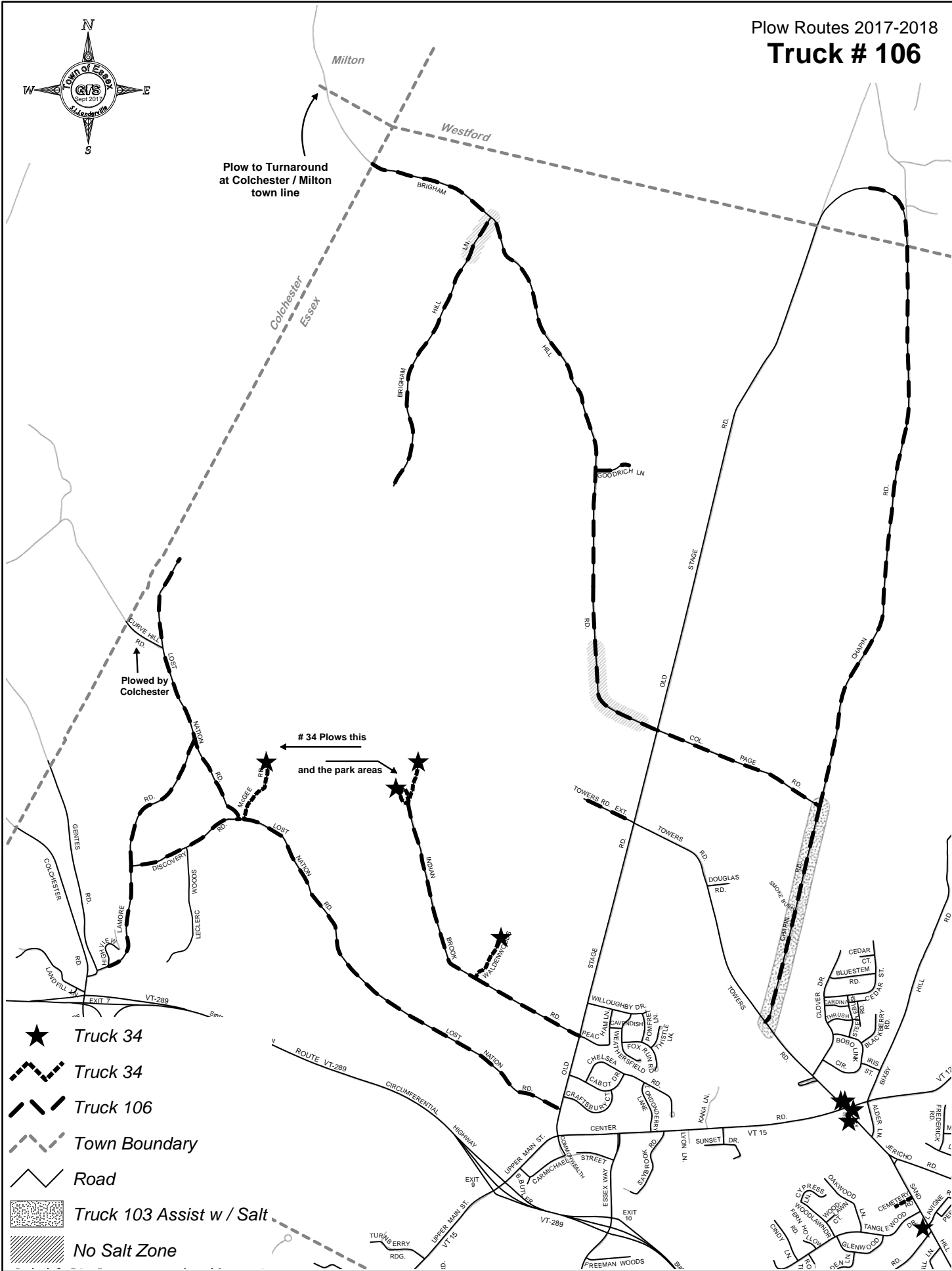


Plow to Turnaround
 at Colchester / Milton
 town line

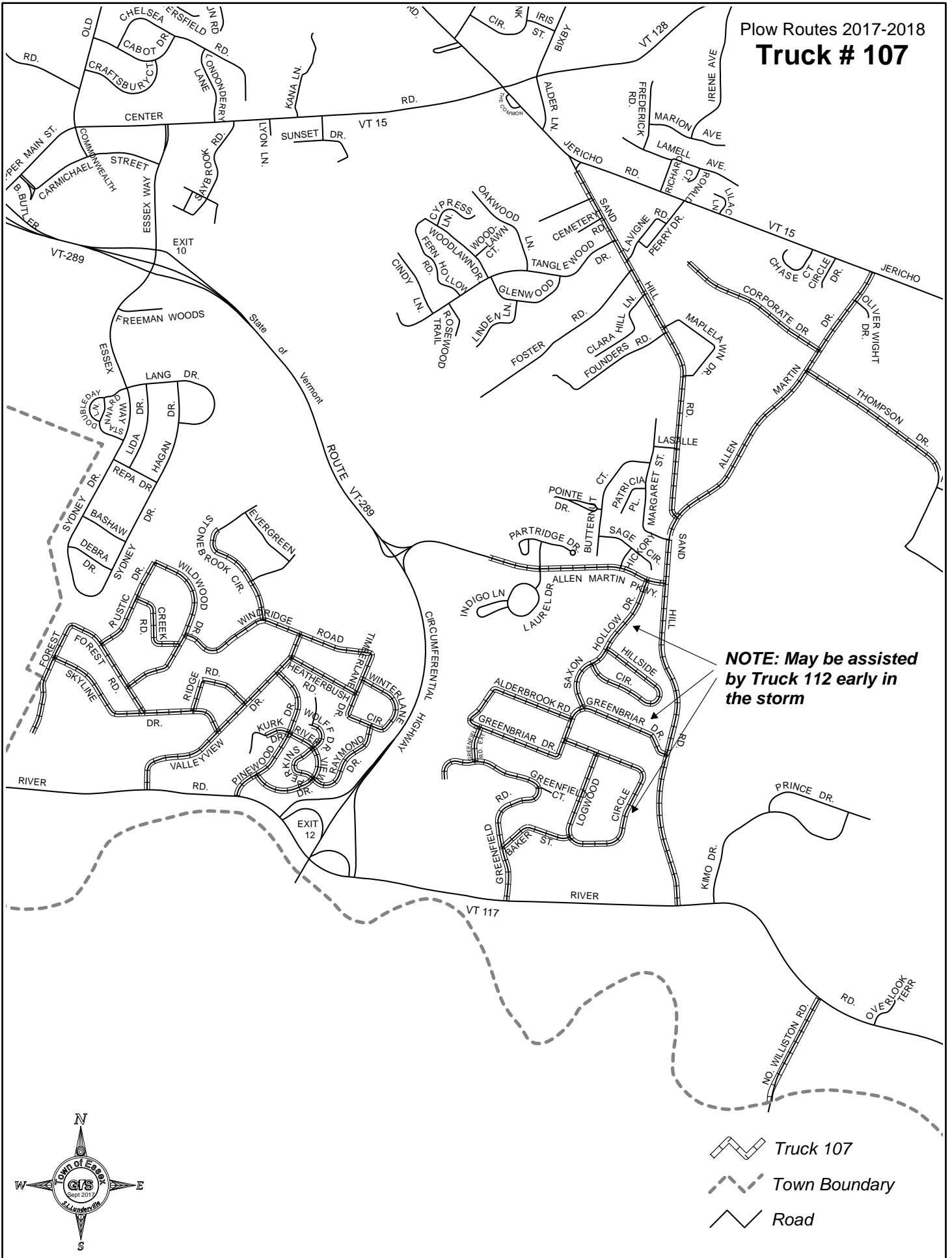
Plowed by
 Colchester

34 Plows this
 and the park areas

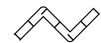


- ★ Truck 34
- ▬▬▬ Truck 34
- ▬▬▬ Truck 106
- - - Town Boundary
- Road
- ▨ Truck 103 Assist w / Salt
- ▨ No Salt Zone



Plow Routes 2017-2018
Truck # 107



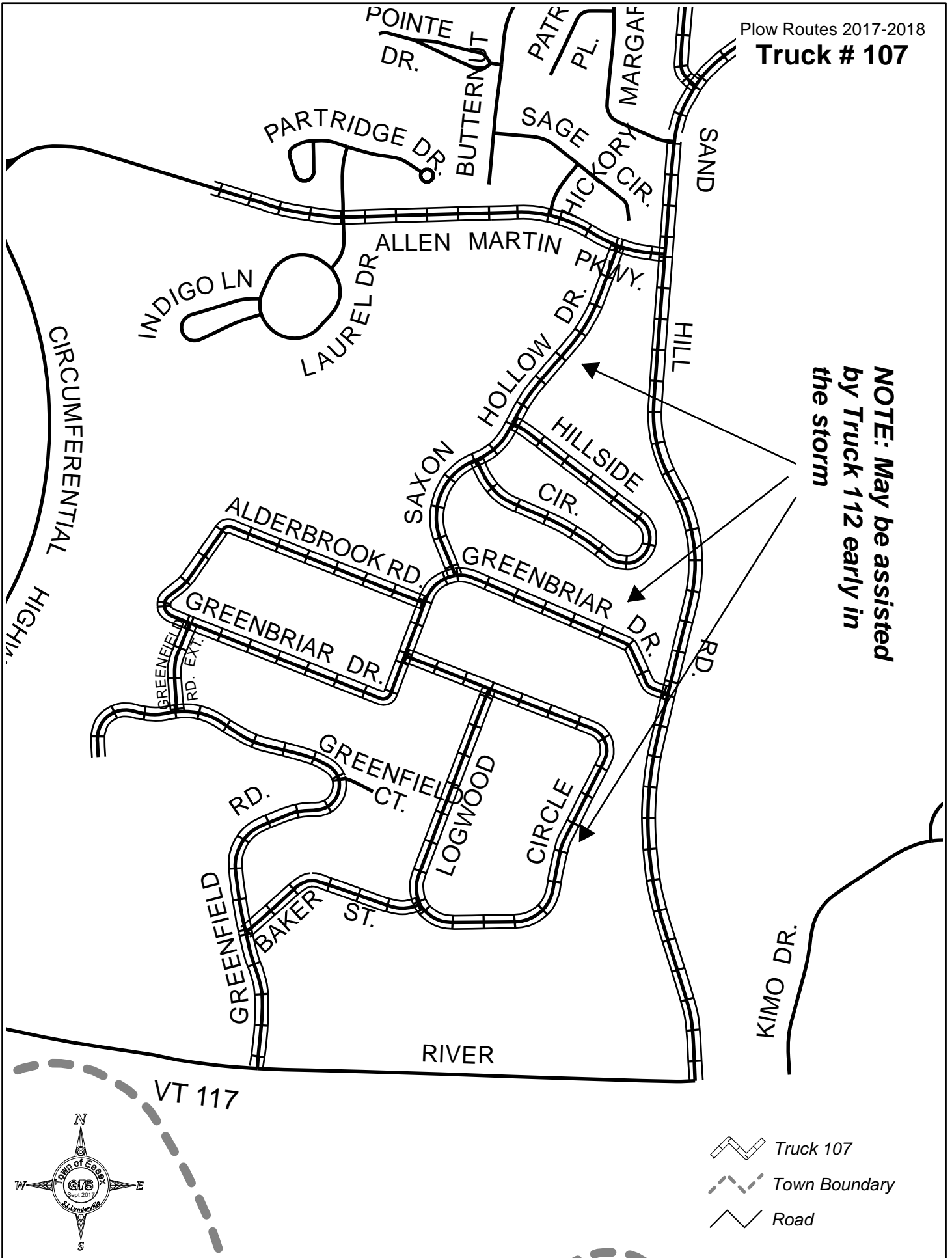
**NOTE: May be assisted
 by Truck 112 early in
 the storm**

-  Truck 107
-  Town Boundary
-  Road

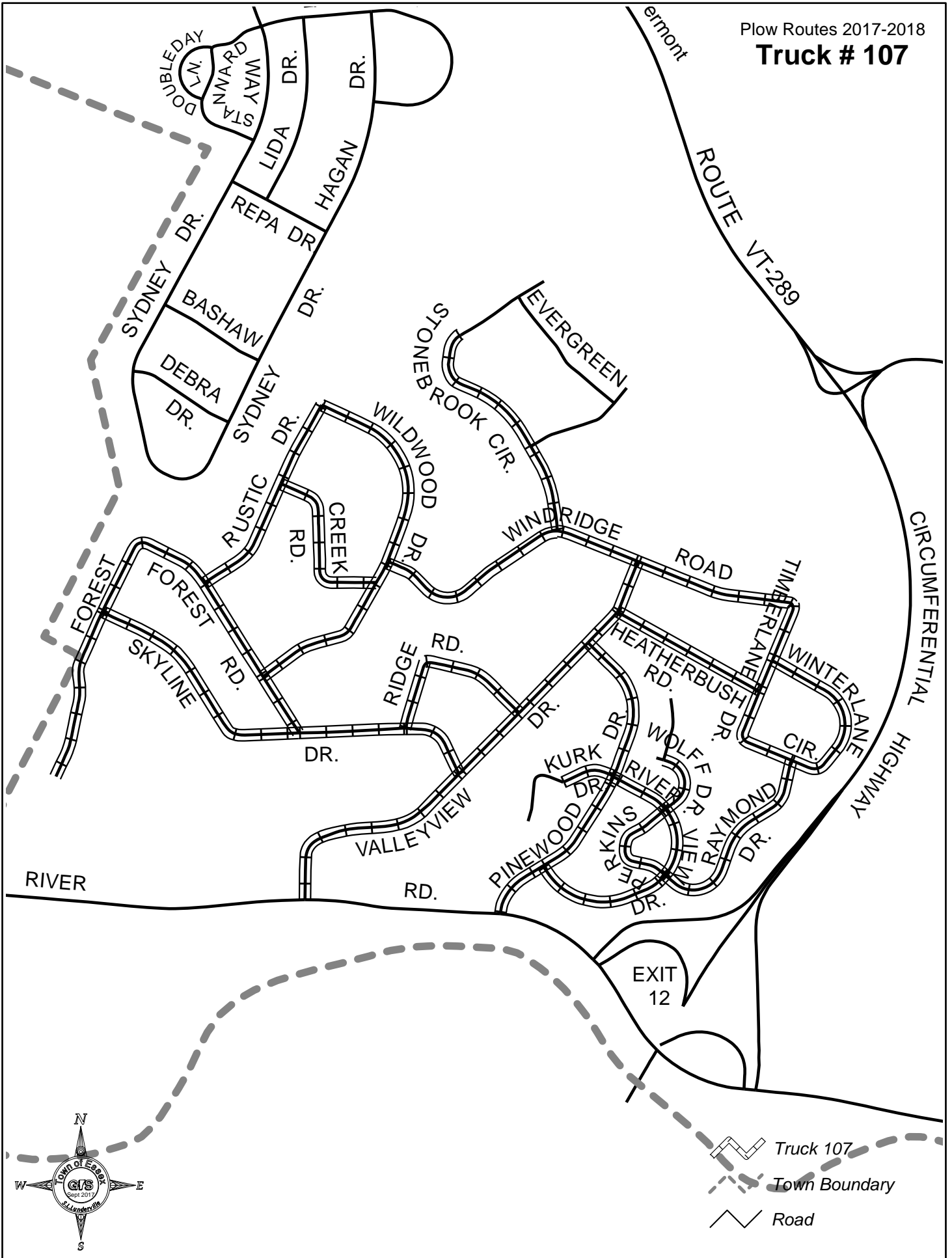


Truck # 107

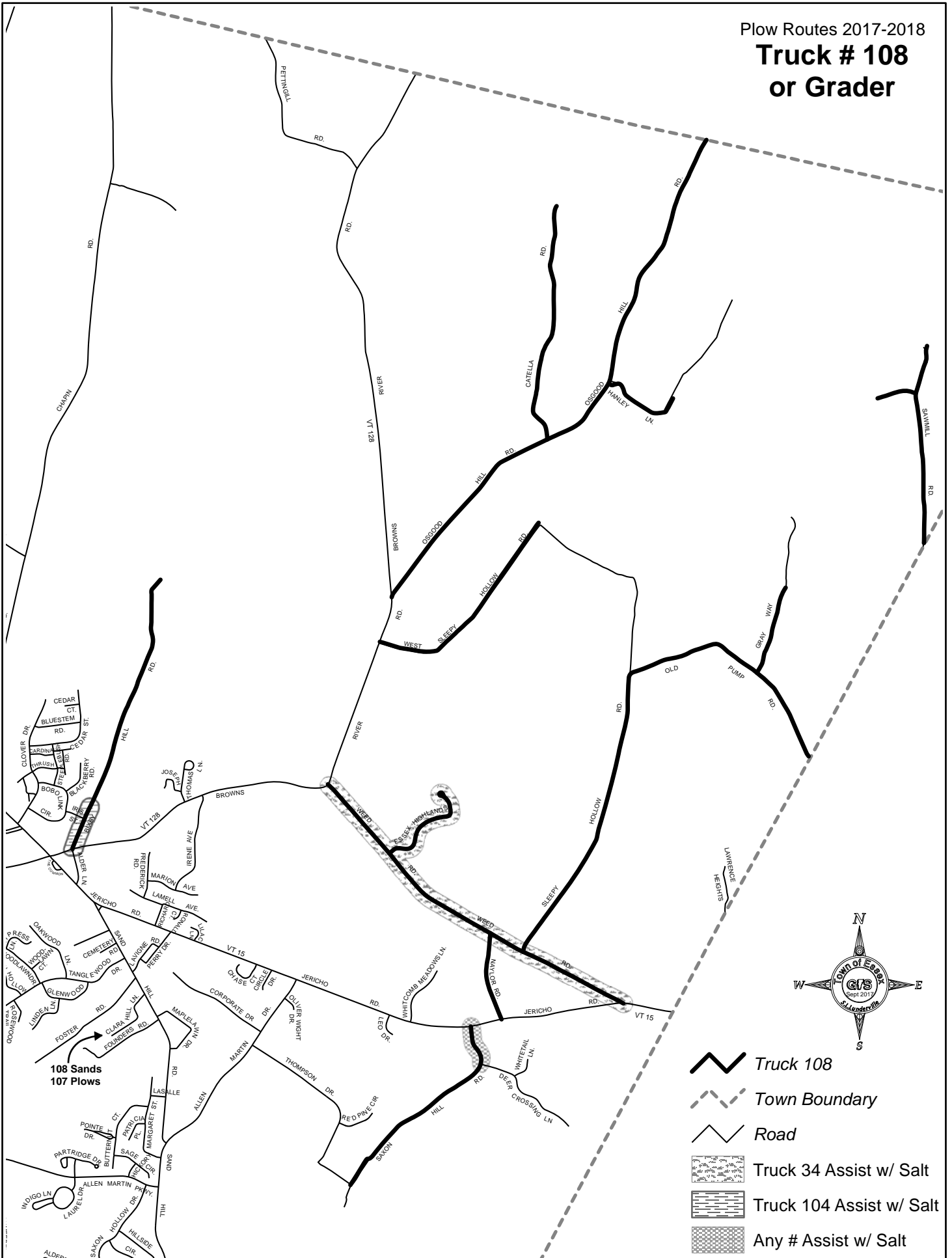
**NOTE: May be assisted
by Truck 112 early in
the storm**



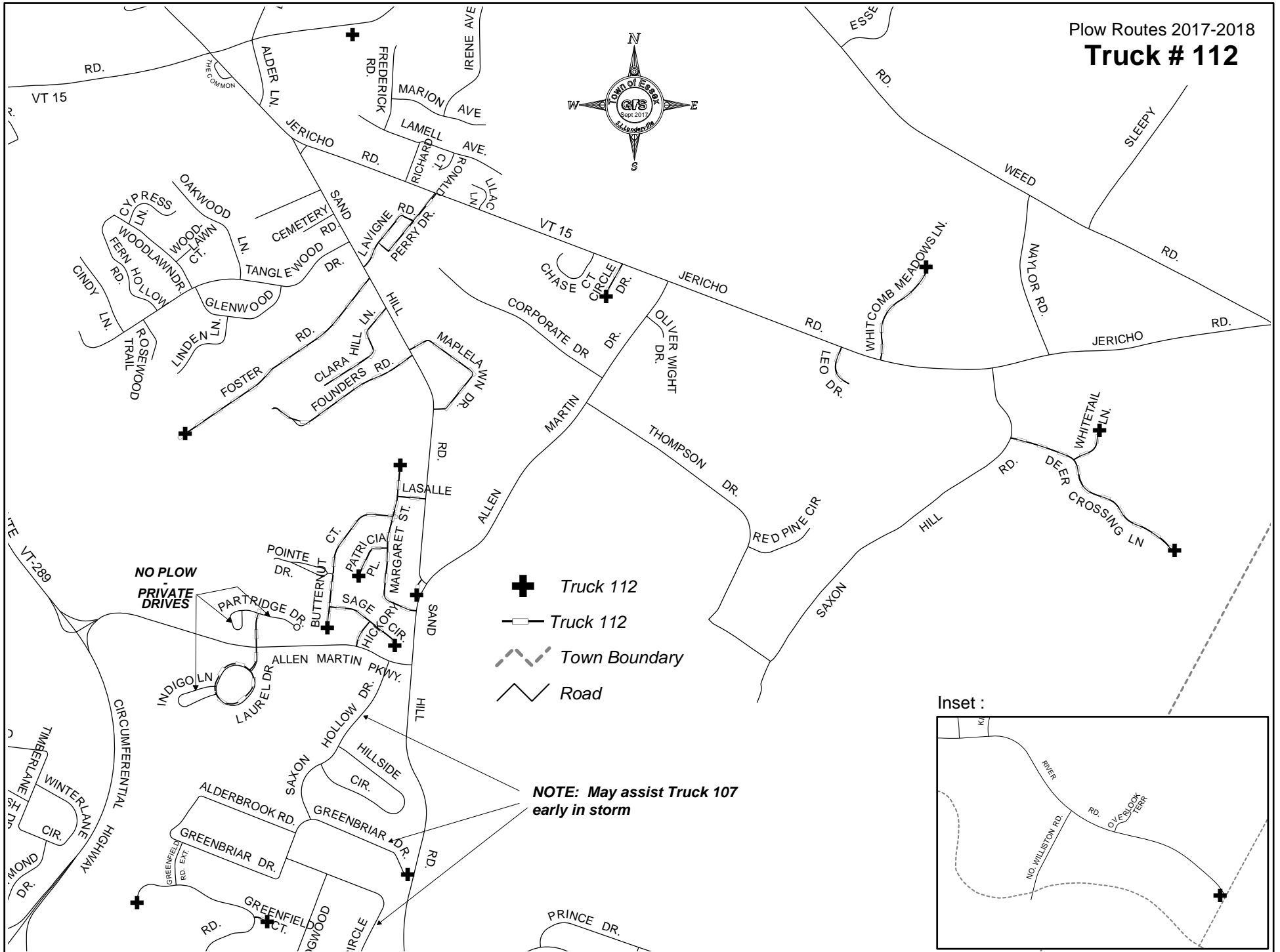
Truck # 107







Plow Routes 2017-2018
Truck # 108
or Grader



Plow Routes 2017-2018
Truck # 112

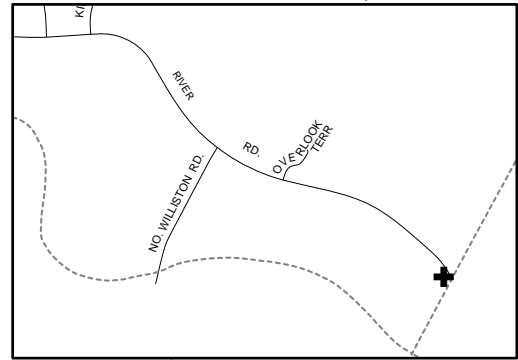


**NO PLOW
 PRIVATE
 DRIVES**

-  Truck 112
-  Truck 112
-  Town Boundary
-  Road

**NOTE: May assist Truck 107
 early in storm**

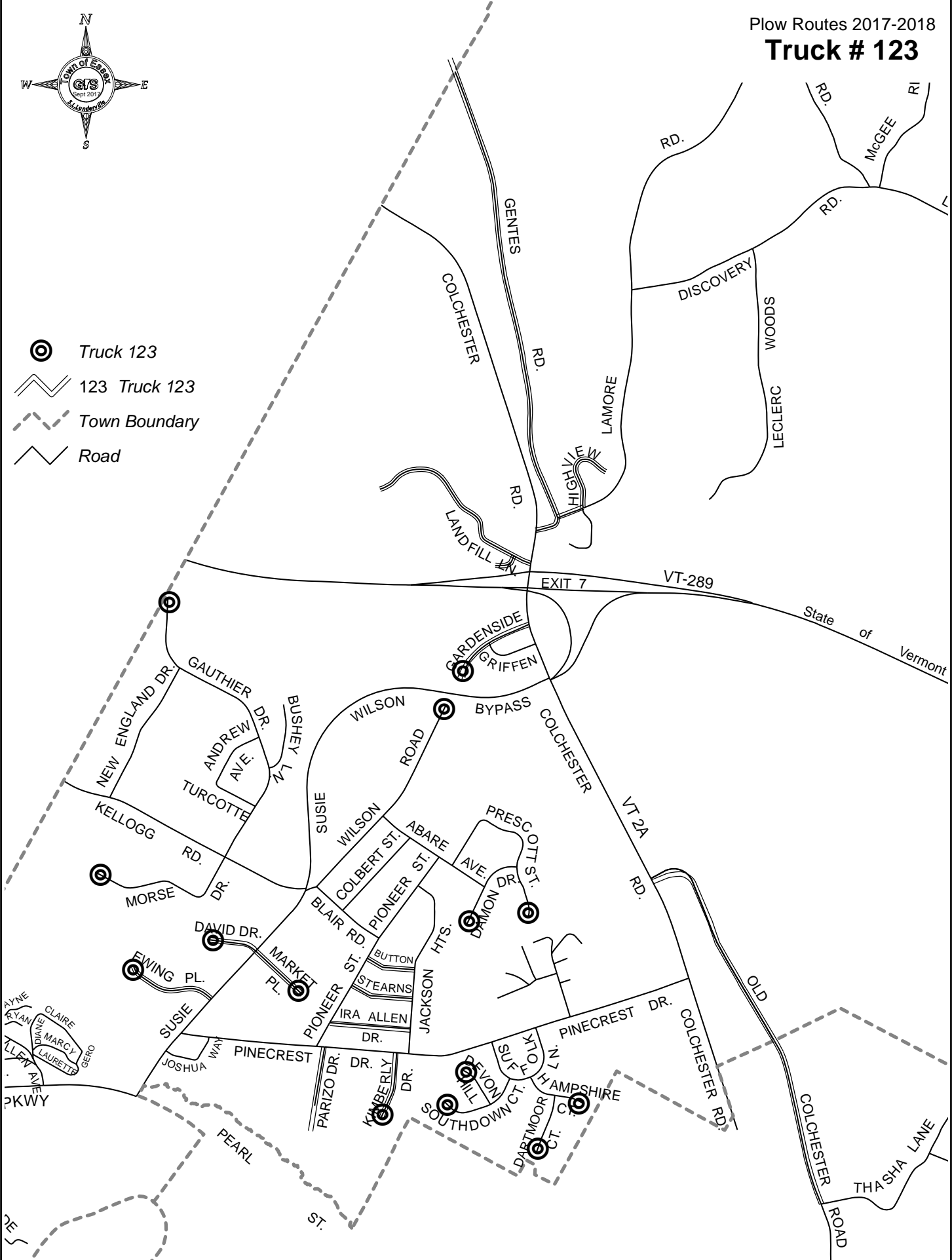
Inset :



Truck # 123



- Truck 123
- 123 Truck 123
- Town Boundary
- Road



SECTION 2, APPENDIX E

**TOWN OF ESSEX
PUBLIC WORKS NOTIFICATION LIST
NOT AVAILABLE IN PUBLIC VERSION**

Date Day	Time			Air Cond.	Ground Cond.	Total Hrs.	Sand CY	Salt CY	Sand/Salt CY	CaCl2	Other Material	Fuel Gal.	Comments
	From	To	Hrs										
Mon													
Tues													
Wed													
Thurs													
Fri													
Sat													
Sun													
Week Totals													

Ending Mileage _____

Starting Mileage _____

Total _____

Operators _____

Air Conditions

1. Clear
2. Fog/Mist
3. Rain
4. Sleet
5. Light Snow
6. Heavy Snow
7. High Winds

Weather Conditions

- A. Dry
- B. Icy/Freezing
- C. Black Ice
- D. Dusting of Snow
- E. Light Snow Cover (less than 1")
- F. Moderate Snow Cover (1" to 3")
- G. Heavy Snow Cover (over 3")
- H. Drifting/Blowing on Road

SECTION 2, APPENDIX G
~~2016-2017~~ **2017-2018**
TOWN TOWING ORDINANCE

Chapter 7.24

TOWING

Sections:

- 7.24.010 Findings.**
- 7.24.020 Seasonal hours when parking prohibited.**
- 7.24.030 Unattended or obstructing vehicles prohibited.**
- 7.24.040 Removal of Vehicles authorized when.**
- 7.24.050 Towed vehicles – Registered owner responsibility.**
- 7.24.060 Commercial towing service authorized when.**
- 7.24.070 Redemption of towed and stored vehicles – Costs.**
- 7.24.080 Citing in addition to towing when.**
- 7.24.090 Chapter provisions not exclusive.**

7.24.010 Findings.

It has been determined that motor vehicles parked in such a manner as to create or constitute an impairment to traffic or to interfere with the removal of snow or ice, of the sanding or salting of public streets and highways or to delay or preclude the delivery of emergency services, police, fire and ambulance, constitute a hazard contrary to the public health, safety and welfare, and therefore the selectmen of the town of Essex ordain

as set out in this chapter (Preamble of Ord. Passed 2/27/78)

7.24.020 Seasonal hours when parking prohibited.

Any person who shall park or leave unattended a vehicle of any type on any street, road or highway during the period beginning December 1st through April 1st of the following year after midnight and before seven a.m. shall be in violation of this chapter (§ 4 of Ord. Passed 2/27/78)

7.24.030 Unattended or obstructing vehicles prohibited

Any person who shall leave parked of unattended a vehicle of any type which is a hazard to the safe flow of traffic, blocks the use of fire hydrants, or obstructs the movement of emergency vehicles, shall be in violation of this chapter. (§ 6 of Ord. passed 2/27/78)

7.24-040 Removal of vehicles authorized when.

In time of actual emergency, the fire department or ambulance crews may remove vehicles as described in Section 7.24.030 above by operating, pushing, using other vehicles or manpower, or by towing or pushing by other vehicles and may enlist person and vehicles or others to assist in such removal without the assistance of police officer as required by Section 7.24.060, when life or property

would be jeopardized by the delay of summoning police officers. (§ 6 of Ord. passed 2/27/78)

7.24.050 Towed vehicles – Registered owner responsibility.

Any vehicle found in violation of this chapter and towed shall be deemed under the control of the registered owner at the time of parking. (§ 3 of Ord. passed 2/27/78)

7.24.060 Commercial towing service authorized when.

Any vehicle found in violation of this chapter may be removed by a commercial towing service upon the orders of any state or local police officers, constable or deputy sheriff.
(§ 1 of Ord. passed 2/27/78)

7.24.070 Redemption of towed and stored vehicles – Costs.

Any vehicle removed to storage under this chapter may be redeemed by the owner of the vehicle upon payment of all towing charges, storage charges or other expenses incurred in the moving of the vehicle, except that the charge of towing and storage for each vehicle shall not exceed an amount as established by the town manager. (Ord. passed 9/08/03 (part): Ord. passed 5/15/89: § 2 of Ord. passed 2/27/78)

7-24-080 Citing in addition to towing when.

Any person who parks or leaves unattended any vehicle contrary to this chapter may, in addition to having such vehicle towed, be cited by any police officer, in an action returnable to the district court, where upon conviction a fine

not to exceed fifty dollars may be imposed. (§ 7 of Ord. passed 2/27/78)

7.24.090 Chapter provisions not exclusive.

The ordinance codified in this chapter is in addition to and separate from any other ordinance of the Town of Essex, and Vermont Statutes regulating parking or interference with traffic or emergency services. (§ 9 of Ord. passed 2/27/78)



SECTION 3
WINTER OPERATIONS
SPECIFIC
TO THE VILLAGE
OF ESSEX JUNCTION



SECTION 3

WINTER OPERATIONS SPECIFIC TO THE VILLAGE

OF ESSEX JUNCTION

General

The Village of Essex Junction Public Works Department has the responsibility of maintaining essential services on over 35 miles of accepted Village roads, all of which are paved, 38 miles of paths/sidewalks of which 32 miles are plowed, as well as over 40 miles of waterline, over 40 miles of sewer, over 1,700 catch basins and associated piping and maintenance of public buildings. A significant portion of the Department's overall efforts are directed towards maintaining the essential transportation and utility services during the winter season.

The Village Public Works Superintendent has direct responsibility for management of the Department, acting under the general policy direction of the Municipal Manager and authority of the Village Trustees. The Public Works Superintendent manages six functional areas within the Department - Administration, Vehicle Maintenance, Highway, Conservation, Water/Sewer and Public Buildings. The Public Works Superintendent is responsible for winter field-crew operations. Section 3, Appendix A contains an organizational chart identifying Department structure; Section 3, Appendix B lists vehicle and route assignments; Section 3, Appendix C lists vehicles available for plowing.

The general procedures used by the Village during winter operations have been identified in Section 1. More specific details on Village operations are as follows:

Pager Responsibility

During the winter of ~~2016-2017~~ 2017-2018 the non-working-hours on-call responsibility will be shared among selected Public Works Highway employees rotating on a published schedule. The person on-call will make an initial determination on how the storm event will be handled. The on-call employee will be temporarily in charge of operations until the Public Works Superintendent, arrives and takes over responsibility. A list of persons being on-call and dates has been published and is in effect.

If contact cannot be made with the on-call employee, the Public Works Superintendent should be called followed by use of the Notification list identified in Section 3, Appendix E.

Winter Storm Operations

Determination of Village Operations

Using the resources available to the Village and judgment based on experience, the Public Works Superintendent, or his designated representative, will determine the appropriate level and timing of snow and ice control to be performed by the Department. The Superintendent of Public Works, or his designee, will contact employees in the Department using the alert notification list.

Control Center

Upon notification, employees at the Village Highway Garage off Jackson Street complete a pre-startup check of equipment and proceed to perform the necessary snow and/or ice clearing operations. The Control Center is contacted either using the Highway Garage telephone number or the Superintendent's number.

Equipment

To support the operation, the Department has equipment available as noted in Section 3, Appendix C. Three 7 cy dump trucks have automatic salt calibration devices installed (#34, #6, #5) as well as 1 of the 3 cy dump trucks (low pro #7).

Materials

At the Highway Garage yard located off Jackson Street, ice and snow clearing materials are stockpiled for use during the winter season. The materials used by the Village are:

250 tons of sand.

Approximately 800 tons of salt are maintained on-site in covered salt sheds. Other alternative chemical/organic products will be purchased and stored this year for use during low temperature situations.

As the on-site stockpile of salt is depleted, additional salt is ordered. The primary Village source currently being used is:

Cargill Salt Company
c/o Barrett's Trucking
16 Austin Drive
Burlington, VT 05401

Another potential source is:

American Rock Salt Co, LLC
P.O. Box 190
MT. Morris, NY 14510

Alternative deicing agents such as Magic Salt or Ice-Be-Gone are utilized under certain conditions. It is rock salt treated with a liquid, agricultural by-product of the distilling process blended with magnesium chloride. It is applied in combination with straight rock salt as a material that is effective at lower temperatures. It is less corrosive than calcium chloride, biodegradable and has less impact on the environment. The product is sprayed onto rock salt and then mixed to create a semi-homogeneous mixture. The Ice-Be-Gone is obtained through the following distributor:

Magic Salt of Vermont
9 Oak Street
St Albans VT 05478

Snow Plowing and Salting Operations

The Public Works Department has organized the equipment into three subareas of the Village for routine operations. The areas are designated red, green and blue. The red area covers the northwestern part of the Village; the green area covers the central and northwestern area and the blue area covers the southern and southwestern portion. The smaller Low Pro and pic-up trucks are generally used to plow the smaller, less travelled routes and for clearing of the municipal parking lots. Each complete route for a single truck takes in excess of 3.5 hours to complete, once a major snow event is over.

1. The Village plan for clearing of roads generally follows the priority of State road classification:
 - a. Class 1 Town highways are those town highways which form the extension of a State highway route and which carry a State highway route number.
 - b. Class 2 town highways are those town highways selected as the most important highways in each town. As far as practicable they shall be selected with the purposes of securing trunk lines of improved highways from town to town and to places which by their nature have more than the normal amount of traffic.

The Trustees, with the approval of the Agency of Transportation, shall determine which highways are to be Class 2 highways.

- c. Class 3 town highways are all traveled town highways other than Class 1 or 2 which meet certain standards by the Agency of Transportation.
- d. Class 4 town highways are all those highways that are not Class 1, 2 or 3. There are none in the Village.

2. The routes have been established to provide highest priority coverage to the designated Class 1 roads with heaviest usage (the major arterials) and history of severest conditions and/or accidents. The highest priority roads are:

Trucks 5 and 6 Plow the Class 1 roads in tandem

Park Street
Maple Street
Lincoln Street
Pearl Street
Main Street

3. Other high traffic volume roads, including all of the Class 2 roads follow shortly after the Class 1 roads or in conjunction with the plowing on the Class 1 roads:

Trucks 5 and 6 Plow independently:

West Street
South Street (east of West Street)
South Summit Street
Iroquois Road

Truck 34

Brickyard Road/Mansfield Avenue
Assists with salting the Class 1 and 2 roads
Other critical Red Zone roads

Truck 7

Prospect St.
Hillcrest Road
West Hillcrest Road
Other critical Green Zone roads

4. The next priority of plowing is the collector roads and lesser traffic volume roads within each color zone. Typical collector roads are Cascade Street, Fairview Drive, Rivendell Drive, Central Street, etc. Because of their location adjacent to collector streets, many minor streets (not including dead-end streets and cul-de-sacs) will be cleared concurrent with collector streets or immediately following the collector streets. Dead-end streets follow in priority,

although many may be cleared earlier in the process to meet the objectives of cycling and access on steep grades. In general, the trucks plow in the following areas:

- Truck 5 and 6 : Blue Zone
- Truck 7: Green Zone
- Truck 34: Red Zone

5. The cycle capability of each vehicle will be maximized so that unnecessary reload trips are not made for re-supply of materials at the Highway Garage.

6. Plow routes are designed for mostly right-hand turns to avoid leaving windrows in intersections.

7. Sidewalk clearing throughout the Village begins concurrent with street plowing. It is an important and critical element of the overall snow clearing operation due to the absence of school busing and the significant number of people who use the sidewalks in the winter. Only during periods of continuous heavy snowfall over an extended time frame will sidewalk clearing be delayed for clearing of streets.

8 .The general plan for clearing of sidewalks is for all Class 1 and Class 2 roads with sidewalks or paths to be cleared on both sides of the road with the sidewalks on Class 3 roads cleared on only one side. Sidewalk clearing is performed concurrent with road clearing.

9. Sidewalk clearing is performed by both permanent and temporary employees using two sidewalk plows. A one-pass coverage of the sidewalks designated for plowing takes from 3.5 hours (v-plow) to 15 hours (blower) to accomplish with the two employees and two sidewalk plows.

10. Sidewalk clearing will be reduced and generally stopped in late spring when conditions indicate the sidewalks are useable and the sidewalk plows will do damage to private property and lawns.

Special Practices for ~~2016-2017~~ 2017-2018

1. The winter of ~~2015-2016~~ 2016-2017 was characterized by ~~generally mild~~ harsh conditions with ~~low~~ moderate snowfall and ice with a ~~sharp reduction~~ an increase in materials usage and overtime. Availability of salt, sand and other materials was not a problem. A comparison of overtime and materials provides an indicator of activity level and conditions over the last year (note that overtime is estimated at 80% of overtime hours).

	2015-2016 (actual)	2015-2016 (actual)	2016-2017 (budget)	2017-2018 (budget)
Overtime (cost) (manhours)	497	1,000	966	1,000
Materials (cost) (salt/tons)	910	1,300	1,362	1,400

2. Significant changes are not planned for the winter of ~~2016-2017~~ 2017-2018. Public Works will purchase the deicing agent directly and fill storage tanks onsite. Public Works will then mix the product with the road salt, saving costs. In addition, the trucks will be calibrated both before the season and partially through the season to ensure more accurate application rates.

3. Salt use will be applied at reduced levels where possible, on flat roads and cul-de-sacs but not eliminated.

4. The areas of sidewalk clearing are kept level from last year. With ~~a new~~ the sidewalk on the eastern portion of Maple Street and the ~~installation of a~~ linking sidewalk on River Road in the Town, the Village will plow the sidewalk out to the general area of JP's Restaurant. The location is too isolated and far for the Town sidewalk plow to cover and there is a demonstrated need to keep the sidewalk in this area open due to the influx of new businesses along River Road.

5. During the evening hours of a storm event between 9:00 P.M. and 3:00 A.M., unless there is a continuous heavy snowfall or continuous ice storm, Village forces will be reduced to a minimum staffing or no staffing.

6. Each driver is given the responsibility to make decisions regarding the blend of materials and application rates to keep the roads trafficable and reasonably safe while concurrently minimizing costs. However, the Superintendent, or his designated representative, will establish a general material type and application rate prior to each major storm event, and employees are expected to use these settings as a starting point for the storm.

7. The Village used contract plowing services last year to plow the area of Railroad Ave., Lincoln Place, Lincoln Hall, the Fire Station and a portion of Main Street. The call for contract services generally occurs when the projected snowfall accumulation is on the order of 3 to 4 inches. In the past this request for assistance has been handled informally and the intent is to formalize this service through a more formal services agreement.

8. It is important to note that the plan which has been presented and the accompanying map are subject to change with each storm. Also, the time frame for clearing can vary markedly, depending upon conditions and continuing effects of a storm. Other factors affecting the plan are:

- night-time plowing
- commuter traffic
- parked cars
- equipment breakdown
- assistance to the Fire or Police Departments
- time length since the start of the storm
- availability of materials
- budget funds

11. In order to guide the Department in utilizing the best available techniques in snow and ice clearing operations, a set of guidelines (not requirements) is provided in Section 1, Appendix 4. Operator judgment and close control of materials are key elements in managing snow/ice clearing operations.

Village snow removal operations generally will not start until one hour after the initial call, because of the time factor in getting crews in, equipment checked and materials loaded. Also, with routes requiring three to four hours to plow completely, notification has to occur by 2 AM or it is not likely that the major roads will be open by 7 AM.

Use of Sand / Salt from the Village Highway Garage

The Village of Essex Junction expects that homeowners and businesses will obtain sand and salt from the private sector for use in keeping their driveways and walkways clear. The clearing of private driveways / walkways is the responsibility of the individual property owner as noted in Title 24, section 2291.

The Village prohibits the taking of any amount of road salt from the Village highway garage for use on private driveways.

It is understood that emergency (non-routine) situations may occur, such as during an ice storm, when residents may need sand on an emergency basis. It is not considered an emergency when local businesses that sell sand are open and sand is readily available for purchase. In emergency situations, residents and businesses may obtain sand from a stockpile inside the gate to the highway garage. It is intended that the “public stockpile” will not be accessed or used by any commercial venture engaged in snow clearing operations.

Mailbox Policy/Encroachment in the Public Right of Way/Lawn Restoration

Because of the volume of complaints specific to objects in the Village right-of-way and damage to property, the following policy has been established:

1. Title 19, Section 1111 prohibits encroachment of the Village right-of-way without prior approval by the Trustees. Objects in the ROW are placed there at the owner's risk and the Village assumes no responsibility for any damage to objects placed in violation of the statutes. Common items damaged are fences placed within the Village ROW, flowerpots, basketball hoops, etc.

2. To insure mail delivery to all residents, the Village has provided blanket authorization for mailboxes located in the Village right-of-way. The Village retains control over specific location of the mailboxes and may require the homeowner to move the box to a more suitable location.

The Village will fix a damaged mailbox or replace a mailbox (up to a monetary limit of \$45 per mailbox per event) only when the Department determines that a plow physically hit the mailbox. This determination is made by observation of cut marks, paint off the plow blades, etc.

Heavy snow coming off the plow blade will often knock over and damage mailboxes which have not been adequately mounted or braced or those mailboxes whose doors have been left open. Also, mailboxes are damaged by private contractors and homeowners during driveway clearing operations. The Village will not fix or replace mailboxes in these situations.

Owners of mailboxes have a responsibility to contact Public Works during daytime hours within 72 hours of damage to a mailbox if they intend to seek repairs, a new mailbox or reimbursement from the Village. The Village will inspect the mailbox to determine if it is the Village's responsibility for the mailbox damage. No payment of the \$45 to replace a mailbox will be made by the Village until the replacement has been completed and verified as being in place by the Village.

The clearing around mailboxes is the sole responsibility of the owner and not the Village. With the large number of streets to plow and limited municipal resources, Village plows cannot provide a level of service that clears the road to every mailbox.

The Village will notify residents prior to the start of winter regarding mailboxes that need repair or movement. The Village will not repair mailboxes that are noted as being damaged or inoperative prior to winter.

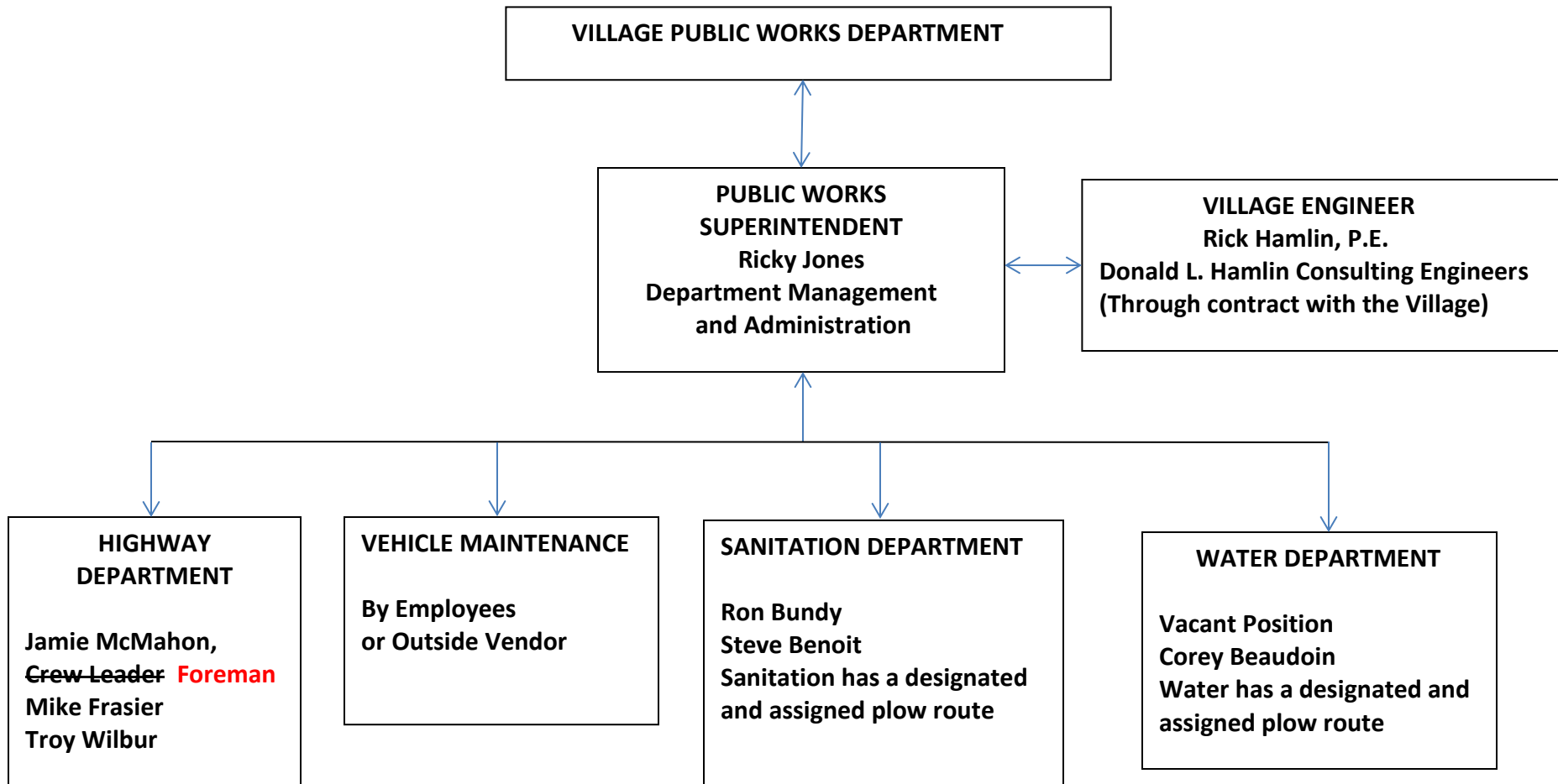
3. The Village will restore or replace objects outside the Village road right of way damaged as a result of its snow or ice clearing operations, only when it has been determined that the Village was responsible for the damage, consistent with the State Supreme Court Ruling in 2010.

4. Recovery of damages will be pursued by the Village, if Village equipment is damaged due to objects placed in the Village ROW.
5. Lawns damaged by municipal sidewalk plowing or municipal road plowing will be restored by the Village following the winter season.

SECTION 3, APPENDIX A

~~2016-2017~~ **2017-2018**

ORGANIZATIONAL CHART OF THE VILLAGE PUBLIC WORKS DEPARTMENT



SECTION 3, APPENDIX B
~~2016-2017~~ 2017-2018

VILLAGE VEHICLE AND ROUTE ASSIGNMENTS
NOT AVAILABLE IN THE PUBLIC VERSION

SECTION 3, APPENDIX C
~~2016-2017~~ 2017-2018

VILLAGE EQUIPMENT FOR SNOW OPERATIONS

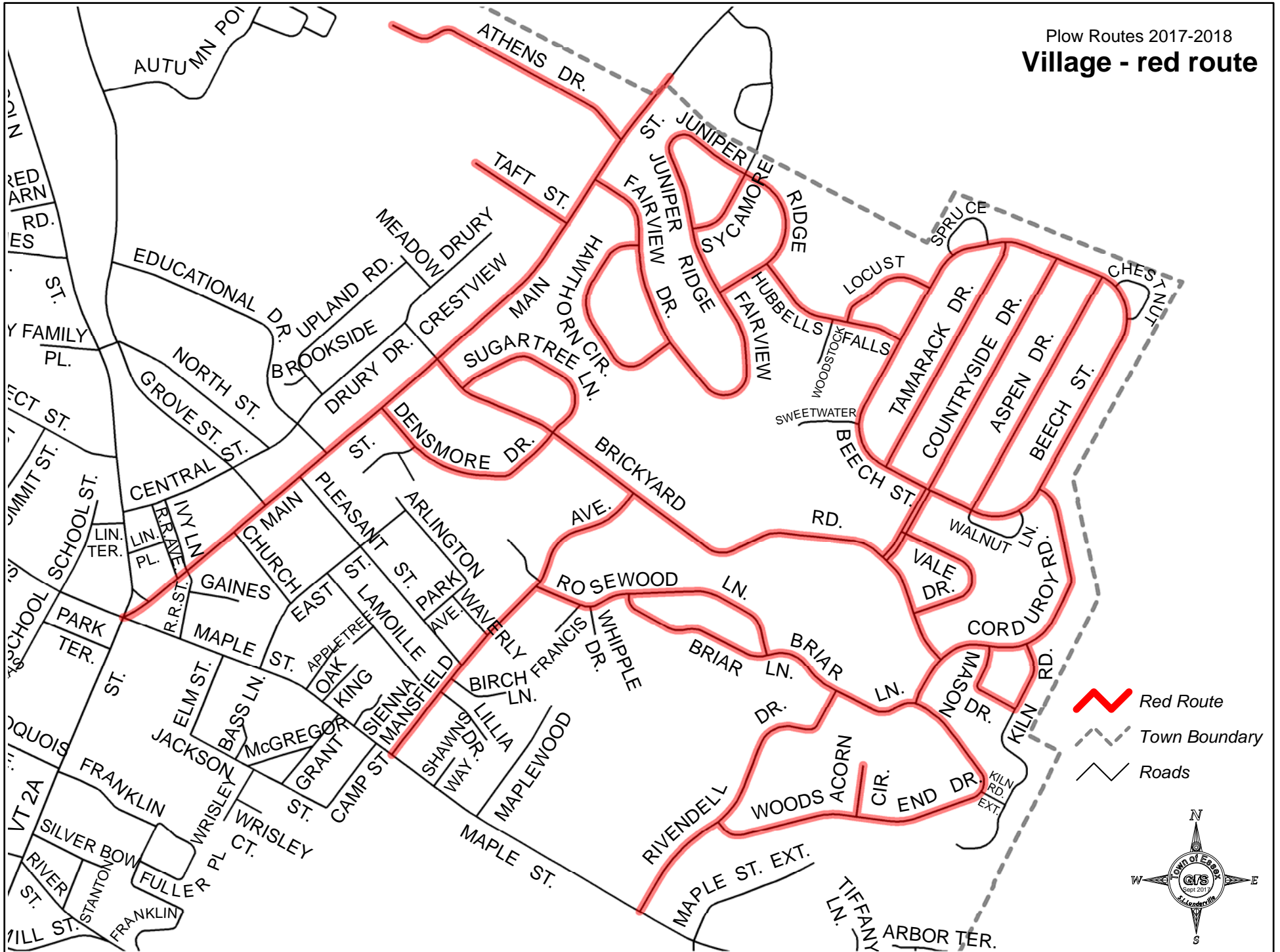
Truck #5	2014 Freightliner 7 cy. Dump Truck with tailgate sander, wing and all directional front plow
Truck #6	2015 Freightliner 7 cy. Dump Truck with tailgate sander, wing and all directional front plow
Truck #34	2016 Freightliner 7cy. Dump truck with multi-directional front plow, tailgate sander and wing
Truck #7	2012 International 3 cy. Low Pro Dump Truck with all-directional front plow, tailgate sander and wing
Truck #1	2011 Chevrolet Pickup with v-plow and sander.
Truck #15	2011 Chevrolet Pickup with v-plow and sander.
Sidewalk Plow #10	2015 Trackless
Sidewalk Plow #11	2008 Belos
Loader #9	2013 Caterpillar 924K
Skid Steer #12	2001 Cat 228, Back up for sidewalk plowing

SECTION 3, APPENDIX D

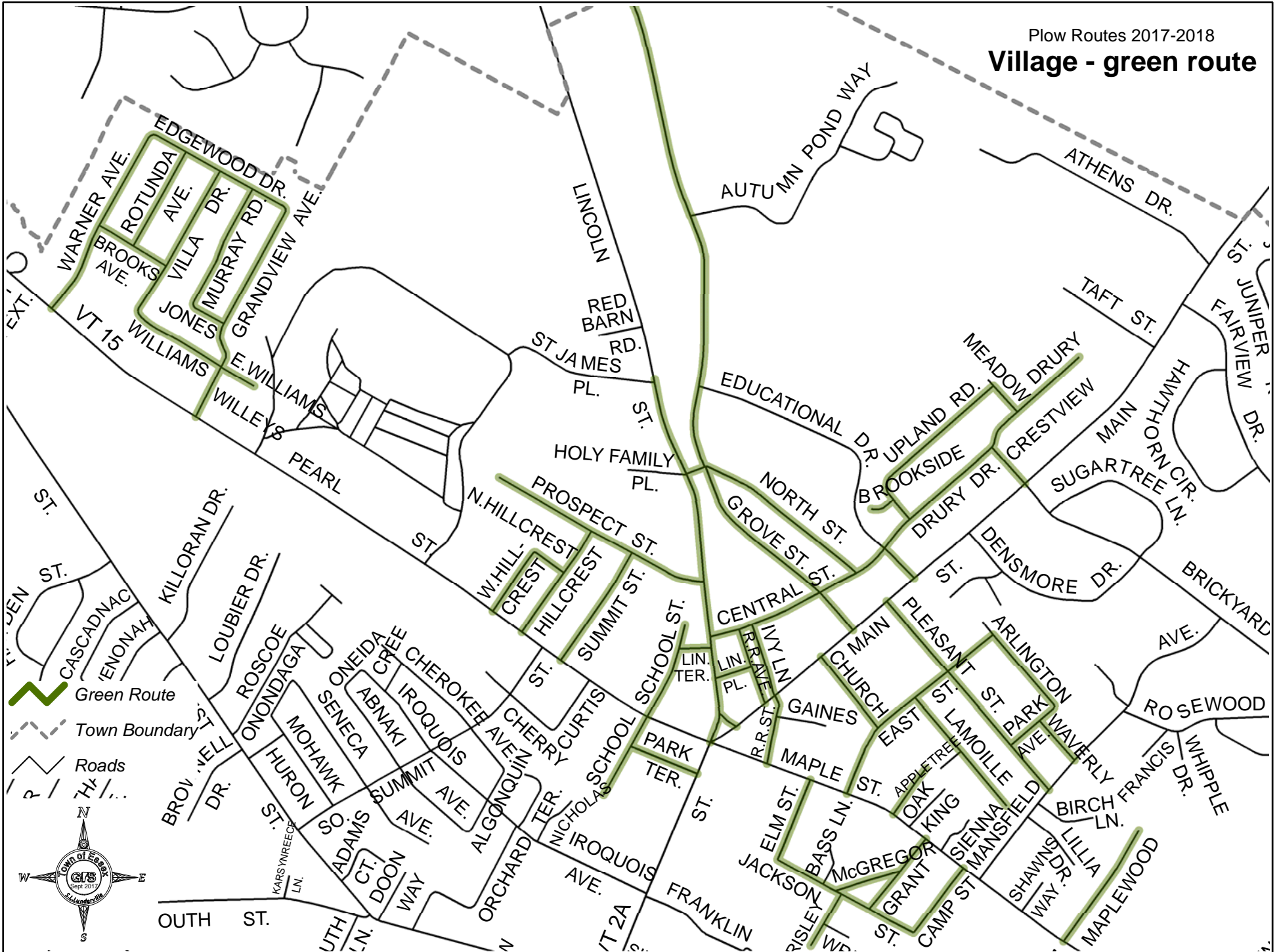
~~2016-2017~~ **2017-2018**

MAPS OF HIGHWAY ROUTES (VILLAGE)

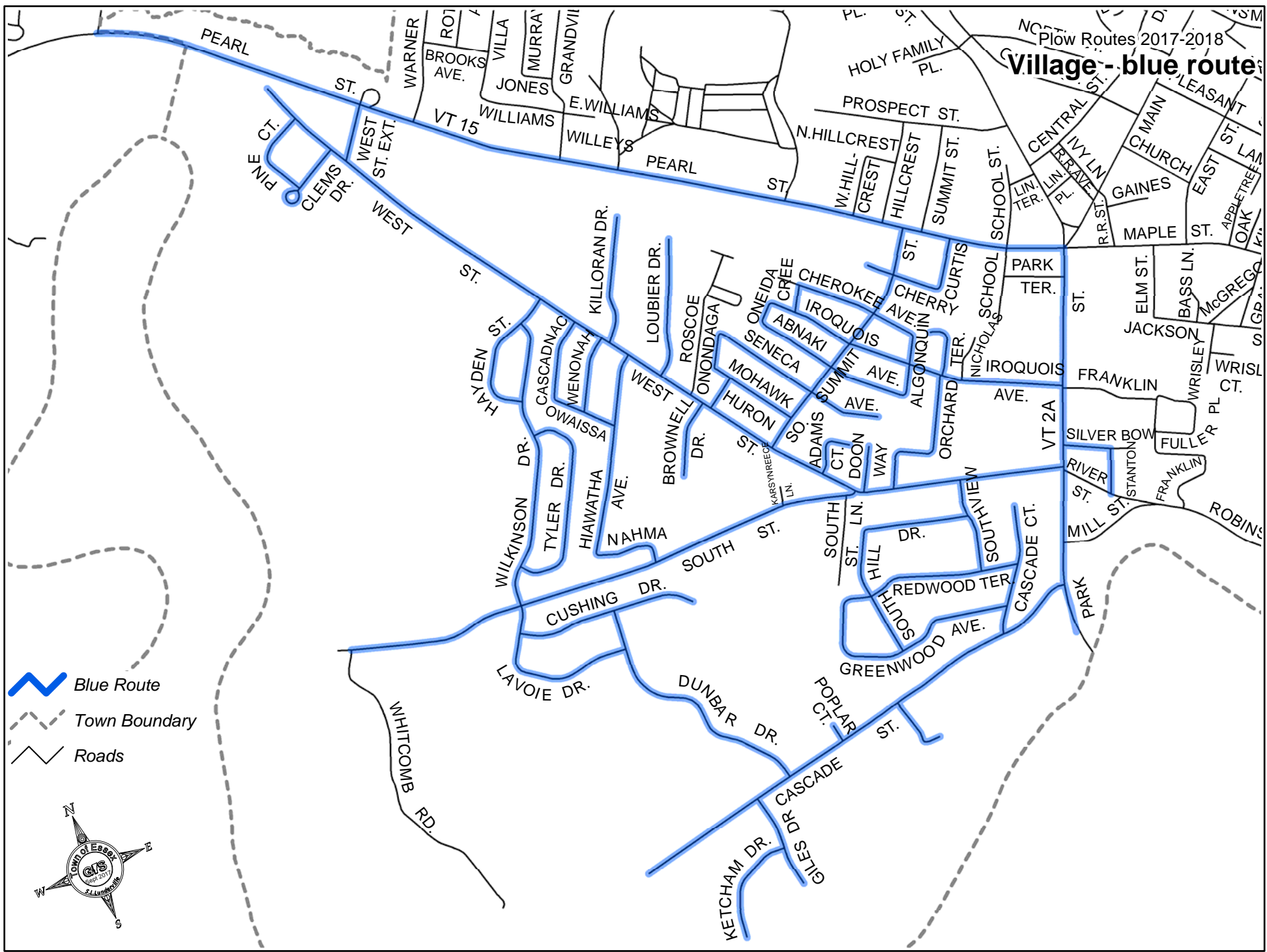
Plow Routes 2017-2018
Village - red route



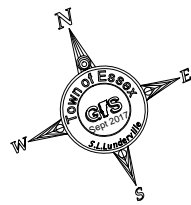
Village - green route



Plow Routes 2017-2018
Village - blue route



-  Blue Route
-  Town Boundary
-  Roads



SECTION 3, APPENDIX E

~~2016-2017~~ 2017-2018

NOT AVAILABLE IN THE PUBLIC VERSION

SECTION 3, APPENDIX F
~~2016-2017~~ **2017-2018**

VILLAGE TOWING ORDINANCE

Village of Essex Junction, VT

Municipal Code

SECTION 825. VIOLATION DEEMED NUISANCE – NOTICE, TOWING & CHARGES:

- (a) The parking or leaving any vehicle in violation of this chapter is hereby declared to be a public nuisance.
- (b) The fact that a vehicle which is illegally parked is registered in the name of the person, rental agency or company shall be prima facie proof that such person, rental agency or company was in control of the automobile at the time of such notice.
- (c) It shall be sufficient notice of violation for a law enforcement officer to leave written notice on an official form securely on the vehicle indicating the violation, the time and date of the violation, the location of the violation, and the registration number of the vehicle, and such other information as seems appropriate.
- (d) "Parking," for these purposes, shall mean leaving the vehicle at rest with or without an operator in attendance unless otherwise provided.
- (e) The Public Works Department, the Fire Department of the Village of Essex Junction, or any lawful police official of the State of Vermont, are hereby authorized to remove and tow away, or have towed away, by commercial towing service, any vehicle illegally parked in any place where such parked vehicle violates this chapter, creates or constitutes a public nuisance, creates or constitutes a traffic hazard, blocks the use of fire hydrants, obstructs or may obstruct the movement of emergency vehicles, or interferes with the free flow of traffic, or has three or more unpaid violations. In addition to towing, a police officer may issue a ticket in accordance with Section g.
- (f) A vehicle so towed away to storage under the provision of this chapter may be redeemed by the owner of the vehicle upon payment of all towing charges, storage charges, or other expenses incurred in the moving of the vehicle, except that the charge of towing each vehicle shall not exceed an amount as established by the Village Manager. The operator of the commercial towing service may hold such vehicle until such charges have been paid. In addition, any vehicle towed due to three or more outstanding violations shall be required to pay all fines prior to the vehicles being released to them by the commercial towing service.
- (g) Any person who violates the provisions of this chapter may be ticketed for such offense by any lawful police official of the state of Vermont as listed below:
 - Twenty-five dollars per violation.
- (h) The Village may choose to have a vehicle towed to a location other than a commercial storage facility and may choose to bear the cost of such towing (i.e. to clear streets for special events).
- (i) The provisions of this chapter are declared to be separable in that any provision declared to be invalid shall not affect the validity of the remaining provisions.

**VILLAGE OF ESSEX JUNCTION
MUNICIPAL CODE`**

**CHAPTER 2.
GENERAL REGULATION OF PUBLIC STREETS**

SECTION 201: ENACTMENT AUTHORITY:

This article is adopted by the Trustees of the Village of Essex Junction pursuant to the authority granted them under Sec. 1.07 (d) and (e) of the Village Charter.

SECTION 202:

- (a) No person shall throw or put, or cause to be thrown or put, snow or ice in any street, road park or public ground without first having secured permission of the Public Works Superintendent or his designee.
- (b) No person shall sprinkle any salt, or chloride in any street, road or public ground without first having secured permission of the Public Works Superintendent or his designee.
- (c) No person shall slide on a sled or sleigh in any street, road, walk, lane or alley.

MEMORANDUM

TO: Patrick C. Scheidel, Municipal Manager
Selectboard
Trustees

FROM: Annie Costandi, E.I., Stormwater Coordinator/Staff Engineer
Dennis Lutz, P.E., Public Works Director
Chelsea Mandigo, Environmental Technician
Jim Jutras, Water Quality Superintendent

DATE: August 11, 2017

SUBJECT: Information on Grants the Town and Village are applying to for Stormwater Improvement Projects

The State has been releasing a number of new water quality funding programs. While the programs are a good opportunity to receive funding for stormwater improvement projects, there has been a tight turnaround time between the release date of the grant and the due date of the grant application. It has provided little time for municipalities to plan or budget accordingly. Considering the future stormwater costs that will be needed to comply with the Lake Champlain TMDL and anticipated State MS4 Stormwater Permit requirements, it is important to take advantage of the grant opportunities.

The Vermont Agency of Transportation has recently released the application for the VTRANS' Municipal Highway and Stormwater Mitigation Program grant that is due August 15th. The Town and Village are planning to submit two applications for consideration – one on behalf of the Town and one on behalf of the Village and Town.

Under the Flow Restoration Plan for Indian Brook, four projects were identified as priorities to achieve the high flow reduction target. The Town and Village were successful in securing funding for 3 of the 4 projects through various grant programs. The Town will submit an application to fund the fourth project which is located at the LDS Church off Essex Way. This project will retrofit two existing stormwater detention ponds into underground storage and stone infiltration systems. Runoff from the LDS Church parking lot, the Essex Resort & Spa, Essex Way, Freeman Woods, and Lang Farm will be directed into the system. The proposed retrofits would manage 12.1 acres of impervious surface and 46.2% of the high flow target. It also has the potential to mitigate 3.34 lbs. of phosphorus. The Town will be required to reduce the amount of phosphorus entering Lake Champlain under the Lake Champlain Total Maximum Daily Load (TMDL) and this project will help in meeting those phosphorus load reductions. If the Town receives funding for this project, the Town and Village will meet the requirements under the FRP for Indian Brook. A local 20% match is required for the grant.

Total Project Cost: \$1,346,635.28

Required Local 20% Match: \$269,327.06

The Village will submit an application on behalf of the Village and Town for a phosphorus control plan study. Under the Lake Champlain TMDL and the anticipated State stormwater permit, the Town and Village will be required to create phosphorus control plans that identifies projects that will reduce phosphorus loads to Lake Champlain. This study will build on the FRPs developed for Sunderland Brook and Indian Brook and will determine phosphorus removal efficiencies for each project under the FRPs as well as other areas for phosphorus removal within municipal boundaries. The Village will be the applicant for the Town/Village grant and the local funds will be available from the stormwater capital account (Town).

Total Project Cost: \$50,000

Required Local 20% Match: \$10,000

Currently, there aren't sufficient funds set aside to cover the 20% local match in the capital stormwater account for the larger project at the LDS Church. Fortunately, these kinds of projects typically take 3-4 years to develop and the Town is allowed to commit the money at a later time. Correspondence with the State confirmed that this was an acceptable approach to take. In the future, the 20% match can be budgeted over the life of the project. The Town can also refuse the award if the Selectboard chooses not to take this route. As previously mentioned, the turnaround time between the release date of the grant and the due date of the application did not leave sufficient time to notify the Selectboard. It is imperative that the Town takes advantage of grant opportunities as they come up in order to leverage the money required to meet compliance with the Lake Champlain TMDL and State Stormwater Permit.



MEMORANDUM

TO: Village Trustees
 FROM: Pat Scheidel, Municipal Manager
 DATE: October 10, 2017
 SUBJECT: Trustees Meeting Schedule

TRUSTEES MEETING SCHEDULE/EVENTS

October 24 6:30 PM	<ul style="list-style-type: none"> • Bid award for sidewalk plow and wheel loader 7:00 - Joint Meeting with Selectboard at Lincoln Hall <ul style="list-style-type: none"> • Public Works Consolidation Committee Report
November 6 7:00 PM	Joint Meeting with Selectboard at 81 Main St.
November 14 6:30 PM	Regular Meeting
November 28 6:30 PM	Regular Meeting
December 12 6:30 PM	7:00 - Joint Meeting with Selectboard at Lincoln Hall
Week of Dec. 18	FYE 19 Budget Day with department heads
December 26 6:30 PM	Regular meeting

FYE 19 BUDGETS AND CAPITAL PROGRAM ADOPTION SCHEDULE

October 2, 2017	Finance Director provides Department Heads with budget sheets.
October 10, 2017	Village Trustees set budget goals.
October 16, 2017	Department Heads provide completed capital request sheets to Finance Director.
November 1, 2017	GlobalFoundries provides FYE 19 estimated water use.
November 3, 2017	Department Heads provide completed budget sheets to Finance Director.
November 6-10, 2017	Finance Director prints out budget summaries for Department Heads. Revisions are made and final printout of budgets and non-general fund project budget summaries are provided to the Manager.
November 13-21, 2017	Manager and Finance Director meet with Department Heads in regard to budgets. Revisions are made and operating budgets and non-general fund capital budgets are prepared for Trustees' consideration.
November 14, 2017	Manager presents General Fund Capital Plan to Trustees.
Week of Nov. 27, 2017	Send water budget to GlobalFoundries before submitting budget to Trustees.
Week of Dec. 18, 2017	Budget Day with Trustees.
January 9, 2018	Trustees review budgets.
January 23, 2018	Public Hearing on budgets and capital programs.
February 13, 2018	Adopt budgets and capital programs, per Charter, Section 6.06.
February 27, 2018	Adopt Warning for Annual Meeting (17 V.S.A. 2641(a)).
April 4, 2018	Annual Meeting



BURLINGTON INTERNATIONAL AIRPORT

Gene Richards
Director of Aviation
Burlington International Airport
1200 Airport Drive, Suite 1
South Burlington, VT 05403

September 5, 2017

Mr. Patrick Scheidel
Town Manager
Town of Essex
81 Main St
Essex, VT 05452

RECEIVED

SEP 08 2017

TOWN OF ESSEX

Re: Burlington International Airport – Noise Compatibility Program Update
Technical Advisory Committee

Dear Mr. Scheidel:

The City of Burlington, the owner and operator of Burlington International Airport (BTV), is undertaking an update of the BTV Noise Compatibility Program (NCP). The NCP is part of a voluntary federal program, administered by the Federal Aviation Administration (FAA), for assessing noise impacts from the airport and developing a program to minimize those impacts. The FAA has advised the City that an update to the current NCP, which was last updated in 2008, is necessary to pursue mitigation options other than those currently being utilized.

To assist the airport in exploring those options and developing an updated NCP, the City is convening a Noise Compatibility Program technical advisory committee, and we are inviting you, as an organization that is currently affected by aircraft operations, to send a representative to the committee.

The technical advisory committee will include representatives from the local jurisdictions and organizations affected by aircraft operations. The committee will hold a series of meetings to provide information and to receive your input as we review and discuss potential noise mitigation options, particularly mitigation options beyond voluntary acquisition, that meet at least two of the following requirements:

- The mitigation options are considered eligible for federal funding under FAA guidelines.

- The mitigation options provide a benefit to the local residents, especially to those that are in non-compatible areas identified on the FAA accepted Noise Exposure Maps.

Additional information is available at <http://www.btvsound.com/ncp-update/>

The first committee meeting will be October 16, 2017 at 5pm at the Burlington International Airport, additional logistical details will be provided later. We expect that the committee will meet approximately three to five times over the course of the next six months. We anticipate that we will have a draft of an updated NCP, taking the committee's comments in consideration, available for public comment in Spring 2018, so that at the conclusion of the comment period, we can finalize the NCP document and submit it to the FAA for regulatory review and approval.

Your representative will be the point of contact between the update process and your organization. The representative will be responsible for coordinating with your organization to ensure your views and concerns are part of the process.

Currently, you are representing the Town of Essex and Essex Junction on our Sound Committee. Please indicate if you wish to continue serving as your representative on the Technical Advisory Committee or if your organization would prefer to appoint another person by emailing us at BTVsound@jonespayne.com with your representative's name, phone number and email address by September 22, 2017.

We look forward to working with you on this important planning process. Should you have any questions, please do not hesitate to contact me.

Sincerely,



Gene Richards
Director of Aviation

To: The Essex Town Selectboard
The Essex Junction Board of Trustees

From: Max Levy, Chair, Essex Town Selectboard
George Tyler, President, Essex Junction Board of Trustees

Re: City of South Burlington Airport Resolution

September 29, 2017

On August 29, 2017 we met with South Burlington City Counselor Thomas Chittenden and South Burlington City Manager Kevin Dorn, as per their request, to discuss the South Burlington City Council's resolution urging the City of Burlington to consent to a study to evaluate a new governance model for the Burlington International Airport in South Burlington. The resolution suggests this study should specifically focus on transferring governing authority for the airport from the City of Burlington to a regional municipal airport authority. The South Burlington City Council was seeking endorsement for this resolution from neighboring Chittenden County communities, including Winooski, Colchester, Williston, Essex, and Essex Junction. Councilor Chittenden and Manager Dorn wanted to explain the South Burlington City Council's reasoning behind the resolution and request that we, as chairs of our respective boards, consider adding the resolution to an upcoming meeting agenda for a vote of endorsement. To date, the Winooski City Council has endorsed the resolution; the Colchester Selectboard and Williston Selectboard have rejected it.

We made no commitment to take action on the resolution. Because Winooski and Colchester had already voted on the resolution, and because, at that point, it was actively under consideration by the Williston Selectboard, we felt it was prudent to await Williston's decision before taking any action ourselves.

At this point, after considering Colchester's and Williston's rejection of the resolution, we believe the best course of action is simply to inform our respective boards, with this memo for consent agenda, of our meeting and the general details of the airport resolution.

Regional Governance
Burlington International Airport
Joint Resolution

Whereas, the Burlington International Airport (BIA) serves as a critical component of Vermont's economic development and transportation infrastructure; and

Whereas, in addition to the City of South Burlington and the City of Winooski, the Town of Williston, the Town of Colchester, and other adjacent communities are directly affected by the general operations of the BIA particularly from a noise, safety and traffic perspective; and

Whereas, the citizens of the City of South Burlington, the City of Winooski, which are the most directly affected cities, the Town of Williston, the Town of Colchester, the Town of Essex, and the Town of Shelburne and other adjacent communities affected by the ongoing BIA operations on the ground and in the airspace over their communities have no ability to redress their concerns through shared governance in Airport decision making; and

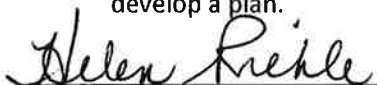
Whereas, the BIA has begun the planning process to develop a Noise Compatibility Program Update that will guide the investment of potential future FAA funds in approved noise abatement remedies that should set as a priority the protection and preservation of workforce housing; and

Whereas, while the City of Burlington holds "title" to the BIA it does not "own" BIA in the classic sense of having paid for it through taxpayer investments (as the context of ownership reflects who actually paid for the asset, revenues were provided through the enterprise by passengers from throughout Vermont and the world who have arrived or embarked from BIA, commercial lease holders and other customers and by the largest of its funders being the FAA); and,

Whereas, as for the issue of governance, the June 2013 BIA Strategic Planning Committee recommendations include the following "Action Step"—"Concurrently work with the State and other potential regional partners to create a regional authority model to be implemented ..." yet four years later, there has been no effort to pursue this "Action Step," again calling into question whether or not any other "Action Steps" have been pursued or accomplished;

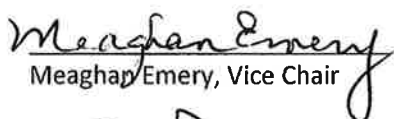
Therefore, be it resolved that the South Burlington City Council request that:

1. The Burlington City Council consider forming a commission that reviews the structure of the BIA that would include representation from Burlington as well as other affected communities in the region; and
2. That the matters considered by the commission would include regional infrastructure, governance and ownership; and
3. That should neither of the actions requested in the first two resolved clauses be initiated in a reasonable period of time as determined by the undersigned, that the Governor of the State of Vermont appoint a committee made up of representatives from affected communities in the region and from the State to develop a plan.



Helen Riehle, Chair

Pat Nowak



Meaghan Emery, Vice Chair



Thomas Chittenden



Tim Barritt, Clerk

8-10-17

Date

**VILLAGE OF ESSEX JUNCTION
BOARD OF TRUSTEES
MINUTES OF MEETING
September 26, 2017**

BOARD OF TRUSTEES: George Tyler (Village President); Elaine Sopchak, Andrew Brown, Lori Houghton. (Dan Kerin was absent.)

ESSEX SELECTBOARD: Max Levy (Chair); Mike Plageman, Andy Watts, Irene Wrenner, Sue Cook.

ADMINISTRATION: Pat Scheidel, Municipal Manager; Lauren Morrisseau, Assistant Manager & Finance Director; Greg Duggan, Town of Essex Deputy Town Manager; Sharon Kelley, Town of Essex Zoning Administrator.

OTHERS PRESENT: Don Jutton (via telephone), Crista Tourville, Eric Tourville, Jen and Dave Bostwick, Jeff and Stacey Rayone, Betsy and Jim Brown, Melissa Blondin, Sudhakar Kamiparttsi, Michael Lozier, J. Randall, W. and Carrie Robinson, Sarah Wallace Brodeur, Jenn McRand, Kyle Delibac, Jeff Goodrich, Robert and Polly McEwing, Barbara Higgins, Colin Flanders (Essex Reporter).

1. CALL TO ORDER and PLEDGE OF ALLEGIANCE

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

2. AGENDA CHANGES/APPROVAL

Add:

- Updated survey for Municipal Manager profile to Joint Meeting agenda.

MOTION by George Tyler, SECOND by Elaine Sopchak, to accept the agenda as amended. VOTING: unanimous (4-0); motion carried.

3. GUESTS, PRESENTATIONS, PUBLIC HEARINGS

1. Comments from Public on Items Not on Agenda

None.

4. NEW BUSINESS

1. Adopt/Sign Subordination Agreement – Whitcomb Farm

Pat Scheidel noted this is the second part of transfer of development rights to Vermont Land Trust for 139 acres on the Whitcomb Farm in Essex Junction.

Polly Whitcomb said the family began the transfer of development rights process in 2011 and is hoping to complete the process which will result in 600 acres of conserved land in the Village of Essex Junction.

The Trustees on behalf of the community expressed gratitude to the Whitcomb family for their foresight and generosity.

MOTION by Elaine Sopchak, SECOND by Lori Houghton, to adopt and sign the Subordination Agreement with Whitcomb Family, LLC, Vermont Land Trust, and Vermont Housing and Conservation Board. VOTING: unanimous (4-0); motion carried.

5. TRUSTEES COMMENTS/CONCERNS & READING FILE

1. Board Member Comments

- Lori Houghton mentioned the litter and trash along the multi-use path by the railroad tracks and suggested discussing the matter with the police at a future meeting. Pat Scheidel said complaints about the trash have been received and the police have been in touch with some neighboring residents about possibly installing cameras to monitor the area.
- Lori Houghton mentioned the SteAmfest event beginning September 29, 2017 that celebrates art and innovation with activities, music, food, and a mini-maker fair.
- Elaine Sopchak reported the final report from the Public Works Committee will be available the first week of October. The recommendation is to continue on the path of full consolidation of the public works departments of the village and town because this will enhance cost savings and efficiencies across staff. Service has not declined in either department. A possible charter change of the village charter may be necessary for the consolidation especially if there is consolidation of engineering services. Another recommendation will be to consolidate the capital budget and rolling stock budget for the town and village. It is recommended an outside expert be brought in to discuss the impact of doing this.
- George Tyler reported according to Robin Pierce one of the cable companies needs until spring to complete their part of the Pearl Street reconstruction project. Paving will be done the first week of October. On a different subject, the crescent connector project is slated for 2018.

2. Reading File

- Email from Robin Pierce re: Progress on Pearl Street and Crescent Connector

6. CONSENT AGENDA

MOTION by Lori Houghton, SECOND by Andrew Brown, to approve the consent agenda as follows:

1. **Approve Minutes of Previous Meeting(s) 9/12/17.**
2. **Expense Warrant #17062, dated 9/15/17, in the amount of \$430,589.95.**
3. **Expense Warrant #17063, dated 9/22/17, in the amount of \$676,295.14.**
4. **Approve waivers for Essex High School homecoming events 10/6/17.**

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

The memo from Dennis Lutz on storm water grants will be added to the consent agenda for the next meeting.

7. JOINT MEETING WITH ESSEX SELECTBOARD*Call to Order and Agenda*

Chair of the Essex Selectboard, Max Levy, called the Essex Selectboard special meeting to order at 7 PM and noted additions to the agenda (memo from Dennis Lutz on storm water grants and update of survey for Municipal Manager). Andy Watts pointed out that the item on lessons learned from the Recreation District vote did not have any material provided and suggested that discussion be deferred to a future meeting date. George Tyler suggested both boards forward information on lessons learned to be discussed to Administrative Assistant, Travis Sabataso, and set another date for a joint meeting.

MOTION by Mike Plageman, SECOND by Andy Watts, to approve the agenda as amended (add memo from Dennis Lutz on storm water, add the update of the survey for the Municipal Manager, remove discussion of lessons learned from the Recreation District vote). VOTING: unanimous (5-0); motion carried.

MOTION by Irene Wrenner, SECOND by Andy Watts, to add the memo from Dennis Lutz regarding storm water grants to the consent agenda. VOTING: unanimous (5-0); motion carried.

MOTION by George Tyler, SECOND by Elaine Sopchak, to remove discussion of lessons learned from the Recreation District vote from the agenda for the joint meeting. VOTING: unanimous (4-0); motion carried.

Public Comment

Max Levy opened the meeting to comments from the public on items not already on the agenda. George Tyler mentioned the discussion he and Max Levy had on the resolution pertaining to governance of the airport. A joint memo will be written for inclusion on the consent agenda of the next Trustees and Selectboard meetings.

Joint Meeting

1. Presentation of Resolution to Essex Junction Little League All Star Team
George Tyler read the resolution recognizing the achievement of the 2017 Essex Junction Little League All Star Team to be the Vermont State Little League Champions. The framed resolution was presented to the team from the Board of Trustees and Essex Selectboard.

Resolution in Recognition of the
2017 Essex Junction Little League Team

WHEREAS, Little League is a valuable opportunity for children to experience athleticism, competition, teamwork and sportsmanship; and,

WHEREAS, the 2017 Essex Junction Little League All Star Team was extremely successful; and,

WHEREAS, the dominance of post season play exhibited by the Essex Junction Little League led to a 4-0 record in the district pool games as well as a subsequent seven game winning streak culminating in the Vermont District III title; and,

WHEREAS, the Essex Junction Little League concluded the Vermont State Tournament with three victories by a combined score of 31-0; and,

WHEREAS, the Essex Junction Little League was crowned Vermont Little League Champions; and,

WHEREAS, the Essex Junction Little League represented Vermont in the New England Regional Little League Tournament annually held in Bristol, CT; and,

WHEREAS, our Little League athletic ambassadors from Vermont competed admirably in the Regional Tournament, showing their skill, teamwork and sportsmanship that led them to their 2017 successful season; now, therefore be it

RESOLVED, that the Village of Essex Junction and the Town of Essex hereby extend our heartfelt appreciation and recognition to the players, coaches, sponsors, parents and all the volunteers who helped make the 2017 Little League season a championship one in so many ways; and,

BE IT FURTHER RESOLVED that the Essex Junction Little League Team is recognized for its stellar performance throughout the Vermont State and New England Regional Tournaments.

Dated this 24th day of August 2017.

Town of Essex Selectboard
 Max G. Levy, Chair
 R. Michael Plageman, Vice Chair
 Susan E. Cook, Clerk
 Irene A. Wrenner
 Andrew J. Watts

Village of Essex Junction Trustees
 George A. Tyler, President
 Elaine H. Sopchak, Vice President
 Daniel S. Kerin, Trustee
 Lori A. Houghton, Trustee
 Andrew P. Brown, Trustee

2. Scheduling Additional Joint Meetings

MOTION by Mike Plageman, SECOND by Irene Wrenner, to amend the order of the agenda to discuss the joint meeting schedule at this time. VOTING: unanimous (5-0); motion carried.

MOTION by George Tyler, SECOND by Elaine Sopchak, to amend the order of the agenda to discuss the joint meeting schedule at this time. VOTING: unanimous (4-0); motion carried.

The following joint meeting schedule was discussed:

- October 24, 2017 at 7 PM, Lincoln Hall
- Novemcr 6, 2017 at 7 PM, 81 Main Street
- December 12, 2017 at 7 PM, Lincoln Hall

MOTION by Irene Wrenner, SECOND by Sue Cook, to confirm the joint meeting dates of 10/24/17 (Lincoln Hall, 7 PM), 11/6/17 (81 Main Street, 7 PM), and 12/12/17 (Lincoln Hall, 7 PM). VOTING: unanimous (5-0); motion carried.

MOTION by George Tyler, SECOND by Lori Houghton, to agree to hold three joint meetings with the Essex Selectboard on the following dates: 10/24/17 (Lincoln

Hall, 7 PM), 11/6/17 (81 Main Street, 7 PM), and 12/12/17 (Lincoln Hall, 7 PM).
VOTING: unanimous (4-0); motion carried.

3. Survey for Manager Recruitment

Consultant, Don Jutton, reported the following:

- The survey will be used to identify key issues and priorities the next manager will need to address. A framework will be drafted for conversation with community leaders and the community to validate the list to work toward collaboration and cooperation on a closer working relationship.
- Telephone interviews will be set up with each Selectboard member and Trustee for more in-depth discussion of what is needed and wanted.
- To date there have been 17 or 18 responses to the position with perhaps four individuals having any fundamental basis to apply, but none could walk in and do the job. There have been no applications from Vermont managers.
- It is suggested the deadline for applications be extended and the information brochures sent directly to Vermont managers.
- Extending the deadline will allow the position to be pitched to individuals who are currently candidates for other positions after the selection has been made.

The Selectboard and Trustees concurred on extending the deadline for applications for three weeks. Don Jutton will send out direct solicitations and keep the boards informed.

4. Manager Recruitment Brochure

There was discussion of the recruitment brochure. Travis Sabataso will distribute the brochure and community survey in Word to both boards for comment. Board members will forward suggested edits by 9/29/17 with track changes. Next steps in public engagement include:

- Community-wide online survey (publicize on social media, town and village websites, local newspaper, rec department newsletter, school district newsletter, Heart & Soul newsletter so the community is aware).
- Invitation to both boards, department heads, and senior staff for telephone debrief.
- Invitation to key persons identified by both boards (each board will discuss five or six names and send the final names to Travis Sabataso).
- Focus groups will be established.
- Resumes will be reviewed and essay questions sent out after review by both boards.

5. Formation of Focus Groups (Input Sessions) for Manager Recruitment

Don Jutton will work with Travis Sabataso to set up focus groups with 15-20 people. Advertisements will be published in the newspaper for participants. The input sessions will be held mid to end of October.

Following discussion there was agreement the focus group sessions will be held on October 14, 2017 and October 24, 2017.

6. Municipal Manager Subcontracting Agreement

It was noted the current contract expires in 2018 and that could be a deterrent to a potential candidate so the recommendation is to extend the shared manager model for three more years. The boards made the following edits to the document:

- Strike I.B
- Correct the date to July 2018 in Sections III and VI
- Strike Section VII.A
- Clarify Section V to be calendar days

MOTION by Andy Watts, SECOND by Mike Plageman, to authorize the Selectboard Chair to sign the Municipal Manager Subcontracting Agreement with the edits as discussed (strike I.B, correct the date to July 2018 in Sections III and VI, strike Section VII.A, clarify Section V to be calendar days).

DISCUSSION:

- Irene Wrenner said she does not believe the municipal manager can effectively serve both the town and village as stated in the second ‘Whereas’ clause.

VOTING: 4 ayes, one nay (Irene Wrenner); motion carried.

MOTION by Elaine Sopchak, SECOND by Lori Houghton, to authorize the Village President to sign the updated employment subcontract agreement for the municipal manager with the edits as discussed (strike I.B, correct the date to July 2018 in Sections III and VI, strike Section VII.A, clarify Section V to be calendar days).

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

7. Charter Language: Unified Manager Memo 9/21/17

Pat Scheidel advised at some point in the future when charter changes are discussed the language for the unified manager should be discussed and the position codified. There was agreement both boards need to discuss the issue of governance at some point as well.

8. **EXECUTIVE SESSION**

None.

9. **ADJOURNMENT**

MOTION by Irene Wrenner, SECOND by Sue Cook, to adjourn the meeting.

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

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

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

The meeting was adjourned at 9:25 PM.

09/29/17
08:39 am

Town of Essex / Village of EJ Accounts Payable
Check Warrant Report # 17064 Current Prior Next FY Invoices For Fund (GENERAL FUND)
For Check Acct 01(GENERAL FUND) All check #s 09/28/17 To 09/29/17 & Fund 2

Page 1 of 3
HPackard

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
V9429	09/21/17	ST replaced nozzle 542475	210-43161.000 STREETSCAPE MAINT./IMP	25.26	12857	09/28/17
23190	06/28/17	VF exhaust repair W13697	210-42220.432 VEHICLE MAINTENANCE	1024.06	12858	09/28/17
00530	09/13/17	BL books B5105812	210-45551.641 JUVEN COLLECTION-PRNT & E	63.48	12862	09/28/17
00530	09/13/17	BL books B5105812	210-45551.610 SUPPLIES	4.50	12862	09/28/17
00530	09/14/17	BL books B5107076	210-45551.641 JUVEN COLLECTION-PRNT & E	28.17	12862	09/28/17
00530	09/14/17	BL books B5107076	210-45551.610 SUPPLIES	1.80	12862	09/28/17
00530	09/14/17	BL books B5107260	210-45551.641 JUVEN COLLECTION-PRNT & E	13.19	12862	09/28/17
00530	09/14/17	BL books B5107260	210-45551.610 SUPPLIES	0.90	12862	09/28/17
00530	09/14/17	BL books B5107516	210-45551.641 JUVEN COLLECTION-PRNT & E	100.94	12862	09/28/17
00530	09/14/17	BL books B5107516	210-45551.610 SUPPLIES	8.10	12862	09/28/17
00530	09/18/17	BF books B5110246	210-49345.000 LIBRARY DONATION EXPENDIT	23.79	12862	09/28/17
40205	09/06/17	FN copier toner KBR5543	210-41320.610 SUPPLIES	25.64	12864	09/28/17
12435	09/25/17	VF county school dues 092517D	210-42220.500 TRAINING, CONFERENCES, DU	45.00	12865	09/28/17
25715	09/21/17	CD eng fees 15-23 Park St 09211717805	210-15102.000 EXCHANGE - ENGI/LEGAL	1631.50	12868	09/28/17
25715	09/21/17	CD eng fees 4-36 Park St 09211717806	210-15102.000 EXCHANGE - ENGI/LEGAL	557.00	12868	09/28/17
25715	09/21/17	CD eng fees McDonalds Aug 09211717807	210-15102.000 EXCHANGE - ENGI/LEGAL	103.50	12868	09/28/17
25715	09/21/17	CD 92-100 Pearl eng fees 09217717803	210-15102.000 EXCHANGE - ENGI/LEGAL	759.00	12868	09/28/17
V10686	09/11/17	VF annual subscription 14253	210-42220.570 MAINTENANCE OTHER	725.00	12869	09/28/17
23215	09/21/17	ST tape measure 106529310001	210-43110.610 SUPPLIES	39.96	12871	09/28/17
V10728	09/25/17	VF reimb emt book 092517D	210-42220.500 TRAINING, CONFERENCES, DU	764.24	12875	09/28/17
07010	09/15/17	VA Sept consolidated bill 09180206201	210-41940.622 ELECTRICAL SERVICE	564.53	12876	09/28/17
07010	09/15/17	VA Sept consolidated bill 09180206201	210-42220.622 ELECTRICAL SERVICE	564.53	12876	09/28/17
07010	09/15/17	VA Sept consolidated bill 09180206201	210-43110.622 ELECTRICAL SERVICE	245.75	12876	09/28/17
07010	09/15/17	VA Sept consolidated bill 09180206201	210-45551.622 ELECTRICAL SERVICE	1195.56	12876	09/28/17
07010	09/15/17	VA Sept consolidated bill 09180206201	210-43160.622 STREET LIGHTS - ELECTRICI	10022.78	12876	09/28/17

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
07010	09/15/17	GREEN MOUNTAIN POWER CORP VA Sept consolidated bill	210-43123.622	429.48	12876	09/28/17
		09180206201	TRAFFIC LIGHTS - ELECTRIC			
07010	09/21/17	GREEN MOUNTAIN POWER CORP 8/22/17-9/21/17	210-49400.622	295.94	12876	09/28/17
		43652726738	ELECTRICITY			
33495	09/11/17	INGRAM LIBRARY SERVICES I BL books	210-45551.640	19.49	12879	09/28/17
		30322381	ADULT COLLECTION-PRINT &			
V1208	09/19/17	JONES/RICK// ST pants	210-43110.612	108.95	12882	09/28/17
		091917D	UNIFORMS,BOOTS,ETC			
14585	09/07/17	MUNICIPAL EMERGENCY SERVI VF scba annual svc	210-42220.570	1160.50	12890	09/28/17
		1160417	MAINTENANCE OTHER			
25140	09/19/17	PIKE INDUSTRIES INC ST asphalt	210-43120.610	249.24	12897	09/28/17
		946362	PAVEMENT MAINTENANCE			
18010	09/19/17	REYNOLDS & SON, INC. VF name patch	210-42220.612	56.68	12898	09/28/17
		3310922	UNIFORMS,BOOTS,ETC			
18010	09/19/17	REYNOLDS & SON, INC. VF helmet front	210-42220.612	54.05	12898	09/28/17
		3310955	UNIFORMS,BOOTS,ETC			
V9567	09/13/17	TALKING ABOUT BOOKS BL book discussion books	210-45551.836	29.00	12905	09/28/17
		17049	ADULT PROGRAMS			
00710	09/12/17	UPS STORE VF ups shipment	210-42220.612	17.70	12907	09/28/17
		5405	UNIFORMS,BOOTS,ETC			
08000	08/31/17	VT BLACKTOP CORP ST VT type iv top cap mix	210-43120.610	101.49	12911	09/28/17
		00617608	PAVEMENT MAINTENANCE			
30210	09/14/17	VT LEAGUE OF CITIES & TOW ST deductible Kelpais	210-43110.573	48.91	12913	09/28/17
		2017072G01	ACCIDENT CLAIMS			
07305	09/19/17	AIRGAS USA LLC Pool Chemicals	226-45124.434	197.28	12855	09/28/17
		9947046152	MAINTENANCE-BLDGS/GROUNDS			
12235	01/10/17	NEW ENGLAND CENTRAL RAILR CD PATRICK ENGINEERING	230-46801.008	71199.25	12893	09/28/17
		PE2147870811	CRESCENT CONNECTOR			
07010	09/15/17	GREEN MOUNTAIN POWER CORP VA Sept consolidated bill	254-43200.622	37.60	12876	09/28/17
		09180206201	ELECTRICAL SERVICE			
01360	09/22/17	UTILITRONICS VW batteries etc	254-43200.570	454.18	12909	09/28/17
		135457	MAINTENANCE OTHER			
V9533	09/21/17	CCP INDUSTRIES WW shop rags	255-43200.570	202.61	12863	09/28/17
		01963222	MAINTENANCE OTHER			
06870	09/25/17	ENDYNE INC WW weekly tkn monthly met	255-43200.577	91.00	12870	09/28/17
		244179	CONTRACT LABORATORY SERVI			
V9769	09/22/17	KEMIRA WATER SOLUTIONS WW bulk sod aluminate	255-43200.619	7957.24	12883	09/28/17
		9017561776	CHEMICALS			
V9454	08/25/17	LENNY'S SHOE & APP WW Boutin balance due	255-43200.612	140.80	12885	09/28/17
		3144013	UNIFORMS,BOOTS,ETC			
12265	09/19/17	RICOH USA, INC WW copier lease	255-43200.610	115.94	12900	09/28/17
		99437974	SUPPLIES			
V2124	09/16/17	STAPLES ADVANTAGE SS scissors	255-43200.610	1.99	12904	09/28/17
		3352806436	SUPPLIES			
V2124	09/16/17	STAPLES ADVANTAGE WW office supplies	255-43200.610	55.07	12904	09/28/17
		3352806438	SUPPLIES			
V2124	09/16/17	STAPLES ADVANTAGE WW office supplies	255-43200.610	5.46	12904	09/28/17
		3352806439	SUPPLIES			
V1165	09/28/17	INTERNAL REVENUE SERVICE VEJ fed disability BF	255-43200.220	91.80	17092907	09/29/17
		170928	SOCIAL SECURITY			

09/29/17
08:39 am

Town of Essex / Village of EJ Accounts Payable
Check Warrant Report # 17064 Current Prior Next FY Invoices For Fund (GENERAL FUND)
For Check Acct 01(GENERAL FUND) All check #s 09/28/17 To 09/29/17 & Fund 2

Page 3 of 3
HPackard

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
07010	09/15/17	GREEN MOUNTAIN POWER CORP VA Sept consolidated bill	256-43200.622 09180206201 ELECTRICAL SERVICE	820.92	12876	09/28/17
07010	09/15/17	GREEN MOUNTAIN POWER CORP VA Sept consolidated bill	256-43220.001 09180206201 SUSIE WILSON PS COSTS	386.48	12876	09/28/17
07010	09/15/17	GREEN MOUNTAIN POWER CORP VA Sept consolidated bill	256-43220.002 09180206201 WEST ST PS COSTS	535.21	12876	09/28/17
Report Total				103402.44		

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
37985	09/23/17	EJRP cell phones 10012017	210-45110.535 TELEPHONE SERVICES	259.62	12917	10/06/17
05290	09/05/17	ST silicone 552724839165	210-43110.610 SUPPLIES	6.45	12918	10/06/17
05290	09/05/17	ST grind wheels 552724846938	210-43110.610 SUPPLIES	64.51	12918	10/06/17
05290	09/05/17	ST body supplies 552724846958	210-43110.610 SUPPLIES	125.91	12918	10/06/17
05290	09/05/17	sT window urethane 552724846961	210-43110.432 VEHICLE MAINTENANCE	23.33	12918	10/06/17
05290	09/05/17	ST bondo 552724946994	210-43110.610 SUPPLIES	77.41	12918	10/06/17
05290	09/06/17	ST tape, white paper 552724947015	210-43110.610 SUPPLIES	38.90	12918	10/06/17
05290	09/06/17	ST washer fluid 55272495525	210-43110.610 SUPPLIES	51.29	12918	10/06/17
05290	09/07/17	ST oil 552725047045	210-43110.626 GAS, GREASE AND OIL	54.66	12918	10/06/17
05290	09/07/17	ST coupler 552725047047	210-43110.610 SUPPLIES	3.42	12918	10/06/17
05290	09/07/17	ST respirator 552725047048	210-43110.610 SUPPLIES	26.57	12918	10/06/17
05290	09/07/17	ST body supplies 552725054568	210-43110.610 SUPPLIES	118.76	12918	10/06/17
05290	09/08/17	ST greas red 552725139220	210-43110.626 GAS, GREASE AND OIL	39.83	12918	10/06/17
05290	09/08/17	ST tack cloth 552725147117	210-43110.610 SUPPLIES	20.96	12918	10/06/17
05290	09/08/17	ST Body supplies 552725154619	210-43110.610 SUPPLIES	202.29	12918	10/06/17
05290	09/08/17	ST light stud 552725154642	210-43110.432 VEHICLE MAINTENANCE	4.30	12918	10/06/17
05290	09/11/17	sT Auvecopak 552725447242	210-43110.610 SUPPLIES	3.80	12918	10/06/17
05290	09/11/17	ST hose clamp 552725447283	210-43110.432 VEHICLE MAINTENANCE	5.50	12918	10/06/17
05290	09/12/17	ST rubbing compound 552725554728	210-43110.610 SUPPLIES	74.51	12918	10/06/17
05290	09/12/17	ST polishing pad 552725554735	210-43110.610 SUPPLIES	27.32	12918	10/06/17
05290	09/15/17	VA hydraulic hose 552725854878	210-43110.610 SUPPLIES	40.43	12918	10/06/17
05290	09/19/17	VA hydraulic hose 552726279639	210-43110.610 SUPPLIES	19.01	12918	10/06/17
05290	09/19/17	VA hydraulic fitting 552726279642	210-43110.610 SUPPLIES	0.99	12918	10/06/17
25055	09/21/17	Irregation Repair 542477	210-45220.330 OTHER PROFESSIONAL SVCS	96.07	12925	10/06/17
00530	09/15/17	BF books B5108726	210-49345.000 LIBRARY DONATION EXPENDIT	16.30	12936	10/06/17

10/06/17
11:38 am

Town of Essex / Village of EJ Accounts Payable
Check Warrant Report # 17065 Current Prior Next FY Invoices For Fund (GENERAL FUND)
For Check Acct 01(GENERAL FUND) All check #s 10/05/17 To 10/06/17 & Fund 2

Page 2 of 11
HPackard

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
00530	09/18/17	BF books B5109931	210-49345.000 LIBRARY DONATION EXPENDIT	32.29	12936	10/06/17
00530	09/19/17	BL books B5111234	210-45551.640 ADULT COLLECTION-PRINT &	76.44	12936	10/06/17
00530	09/19/17	BL books B5111234	210-45551.610 SUPPLIES	3.60	12936	10/06/17
00530	09/19/17	BL books B5111533	210-45551.640 ADULT COLLECTION-PRINT &	16.82	12936	10/06/17
00530	09/19/17	BL books B5111549	210-45551.641 JUVEN COLLECTION-PRNT & E	13.74	12936	10/06/17
00530	09/19/17	BL books B5111549	210-45551.610 SUPPLIES	0.90	12936	10/06/17
00530	09/21/17	BF books B5113670	210-49345.000 LIBRARY DONATION EXPENDIT	32.56	12936	10/06/17
00530	09/25/17	BL books B5115213	210-45551.610 SUPPLIES	5.40	12936	10/06/17
00530	09/25/17	BL books B5115213	210-45551.641 JUVEN COLLECTION-PRNT & E	78.54	12936	10/06/17
00530	09/26/17	BL books B5116315	210-45551.641 JUVEN COLLECTION-PRNT & E	6.12	12936	10/06/17
00530	09/26/17	BL books B5116315	210-45551.610 SUPPLIES	0.90	12936	10/06/17
00530	09/26/17	BL books B5116316	210-45551.641 JUVEN COLLECTION-PRNT & E	139.63	12936	10/06/17
00530	09/26/17	BL books B5116316	210-45551.610 SUPPLIES	11.70	12936	10/06/17
00530	09/27/17	BL books B5117496	210-45551.641 JUVEN COLLECTION-PRNT & E	28.86	12936	10/06/17
00530	09/27/17	BL books B5117496	210-45551.610 SUPPLIES	1.80	12936	10/06/17
00530	09/27/17	BL books B5117506	210-45551.610 SUPPLIES	7.20	12936	10/06/17
00530	09/27/17	BL books B5117506	210-45551.641 JUVEN COLLECTION-PRNT & E	93.80	12936	10/06/17
00530	09/28/17	BL books B5118935	210-45551.641 JUVEN COLLECTION-PRNT & E	208.50	12936	10/06/17
00530	09/28/17	BL books B5118935	210-45551.610 SUPPLIES	18.90	12936	10/06/17
00530	09/28/17	BL books B5118937	210-45551.610 SUPPLIES	0.90	12936	10/06/17
00530	09/28/17	BL books B5118937	210-45551.641 JUVEN COLLECTION-PRNT & E	14.95	12936	10/06/17
16030	09/25/17	BL building maintenance 32439	210-45551.434 MAINT. BUILDINGS/GROUNDS	254.00	12938	10/06/17
32285	09/06/17	B.Luck Classes 090617D	210-45110.500 TRAINING, CONF, DUES	3876.00	12947	10/06/17
21120	09/17/17	VF annual physicals 00021396	210-42220.566 PHYSICAL EXAMS	337.00	12948	10/06/17
23170	09/30/17	VA Sept vehicle gas CL209354	210-43110.626 GAS,GREASE AND OIL	1510.88	12949	10/06/17

10/06/17
11:38 am

Town of Essex / Village of EJ Accounts Payable
Check Warrant Report # 17065 Current Prior Next FY Invoices For Fund (GENERAL FUND)
For Check Acct 01(GENERAL FUND) All check #s 10/05/17 To 10/06/17 & Fund 2

Page 3 of 11
HPackard

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
23170	09/30/17	CHAMPLAIN OIL CO., INC. VA Sept vehicle gas CL209354	210-45220.626 GAS, GREASE & OIL	261.31	12949	10/06/17
23170	09/30/17	CHAMPLAIN OIL CO., INC. VA Sept vehicle gas CL209354	210-42220.626 GAS, GREASE AND OIL	378.14	12949	10/06/17
25120	09/07/17	CLICKTIME.COM Online Payroll 231782	210-45110.330 OTHER PROFESSIONAL SVCS	725.00	12953	10/06/17
25890	09/19/17	CONDUENT GOVERNMENT SYS L VF FH cloud annual fee 1407741	210-42220.570 MAINTENANCE OTHER	2167.00	12958	10/06/17
38280	08/31/17	CRYSTAL ROCK BOTTLED WATE Water 083117D	210-45110.610 SUPPLIES	215.14	12963	10/06/17
38280	08/31/17	CRYSTAL ROCK BOTTLED WATE Maint Water Cooler 083117D1	210-45220.442 EQUIPMENT RENTAL	12.00	12963	10/06/17
43480	09/18/17	DESORCIE EMERGENCY PRODUC VF odometer /tachometer 13885	210-42220.432 VEHICLE MAINTENANCE	805.97	12967	10/06/17
01010	09/12/17	ESSEX AGWAY Grass Seed 323933	210-45220.610 SUPPLIES	179.98	12976	10/06/17
01010	09/18/17	ESSEX AGWAY Grass Seed 323988	210-45220.610 SUPPLIES	125.97	12976	10/06/17
25390	08/28/17	FIRST NATIONAL BANK OMAHA VP-STAFF LUNCH 082817D	210-45110.610 SUPPLIES	112.88	12986	10/06/17
25390	09/01/17	FIRST NATIONAL BANK OMAHA VP-EMAIL 090117D	210-45110.330 OTHER PROFESSIONAL SVCS	9.95	12986	10/06/17
25390	09/13/17	FIRST NATIONAL BANK OMAHA VP-BUSINESS CARDS 091317D2	210-45110.550 PRINTING & ADVERTISING	94.19	12986	10/06/17
21845	09/19/17	FIRST NATIONAL BANK OMAHA BL postage 082917A	210-45551.536 POSTAGE/DELIVERY	149.17	12988	10/06/17
21845	09/19/17	FIRST NATIONAL BANK OMAHA BL postage 090117B	210-45551.536 POSTAGE/DELIVERY	5.88	12988	10/06/17
21845	09/19/17	FIRST NATIONAL BANK OMAHA BL adult books 090517C	210-45551.640 ADULT COLLECTION-PRINT &	62.43	12988	10/06/17
21845	09/19/17	FIRST NATIONAL BANK OMAHA BL NELA conf 090517D	210-45551.500 TRAINING, CONFERENCES, DU	120.00	12988	10/06/17
21845	09/19/17	FIRST NATIONAL BANK OMAHA BL NELA conf 090517E	210-49340.006 LIBRARY GRANT EXPENDITURE	220.00	12988	10/06/17
21845	09/19/17	FIRST NATIONAL BANK OMAHA BL NELA conf 090517F	210-49340.006 LIBRARY GRANT EXPENDITURE	220.00	12988	10/06/17
09165	09/21/17	FIRST NATIONAL BANK OMAHA FN accounting manual 2861718	210-41320.500 TRAINING, CONFERENCES, DU	119.50	12994	10/06/17
21840	09/19/17	FIRST NATIONAL BANK OMAHA St dept drop box susscrip 091817A	210-43110.610 SUPPLIES	99.00	12996	10/06/17
25410	08/24/17	FIRST NATIONAL BANK OMAHA CKS petty cash 082517A/C	210-45110.610 SUPPLIES	27.59	12997	10/06/17
45400	09/08/17	FIRST NATIONAL BANK OMAHA CD lunch with C.Hunter 090817A	210-41970.610 SUPPLIES	36.00	12999	10/06/17
10705	09/16/17	GARDENERS SUPPLY CO INC Flowers 487293	210-45220.610 SUPPLIES	74.84	13004	10/06/17
34895	09/01/17	GAUTHIER TRUCKING, INC. Aug trash p u 21 Park St 1250914	210-49400.565 RUBBISH REMOVAL	72.03	13005	10/06/17
34895	09/01/17	GAUTHIER TRUCKING, INC. Trash 27759	210-45220.330 OTHER PROFESSIONAL SVCS	308.12	13005	10/06/17

10/06/17

Town of Essex / Village of EJ Accounts Payable

Page 4 of 11

11:38 am

Check Warrant Report # 17065 Current Prior Next FY Invoices For Fund (GENERAL FUND)

HPackard

For Check Acct 01(GENERAL FUND) All check #s 10/05/17 To 10/06/17 & Fund 2

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
25970	09/20/17	BL books 102	210-45551.641 JUVEN COLLECTION-PRNT & E	10.00	13006	10/06/17
09375	09/30/17	Gmail 3374631461	210-45110.340 COMPUTER EXPENSES	120.00	13008	10/06/17
07010	09/11/17	Electricity 091117D	210-45220.622 ELECTRICAL SERVICE	380.84	13014	10/06/17
07010	09/11/17	Electricity 091117D1	210-45220.622 ELECTRICAL SERVICE	3794.15	13014	10/06/17
37715	09/08/17	Tech Support 33973	210-45110.330 OTHER PROFESSIONAL SVCS	140.00	13023	10/06/17
V10681	09/26/17	BL supplies 5306	210-45551.610 SUPPLIES	217.33	13033	10/06/17
23420	09/19/17	Port-o-lets T-152300	210-45220.442 EQUIPMENT RENTAL	200.00	13046	10/06/17
V1913	09/20/17	BL youth replacement 1084106614	210-49346.002 JUVEN COLLECTION-PRNT & E	10.00	13048	10/06/17
25140	07/25/17	ST asphalt 933799	210-43120.610 PAVEMENT MAINTENANCE	543.96	13053	10/06/17
25140	08/04/17	ST asphalt 936251	210-43120.610 PAVEMENT MAINTENANCE	839.40	13053	10/06/17
03180	09/14/17	Alarm System 17099	210-45220.330 OTHER PROFESSIONAL SVCS	484.47	13071	10/06/17
03180	09/06/17	BL alarm maint buildings 17140	210-45551.434 MAINT. BUILDINGS/GROUNDS	930.00	13071	10/06/17
40840	09/15/17	VF phone svc 3805411	210-42220.535 TELEPHONE SERVICES	51.95	13081	10/06/17
40840	09/15/17	ST telephone svc 3805894	210-43110.535 TELEPHONE SERVICES	35.21	13082	10/06/17
14800	10/01/17	Oct mgd svcs anti virus 75659	210-42220.570 MAINTENANCE OTHER	21.00	13089	10/06/17
14800	10/01/17	Oct mgd svcs anti virus 75659	210-41970.340 COMPUTER EXPENSES	242.88	13089	10/06/17
14800	10/01/17	Oct mgd svcs anti virus 75659	210-41320.340 COMPUTER EXPENSES	493.12	13089	10/06/17
25965	09/21/17	K.Santor Classes 092117D	210-45110.500 TRAINING, CONF, DUES	1785.66	13094	10/06/17
29825	09/21/17	Natural Gas 092117D1	210-45220.623 HEATING/NATURAL GAS	92.54	13100	10/06/17
29825	09/21/17	Natural Gas 092117D2	210-45220.623 HEATING/NATURAL GAS	46.71	13100	10/06/17
22070	09/21/17	BL volunteer gifts 6832	210-45551.574 VOLUNTEER EXPENSES	277.00	13102	10/06/17
V9968	09/21/17	VA Oct vision plan 171001	210-45220.210 HEALTH INS & OTHER BENEFIT	15.71	13103	10/06/17
V9968	09/21/17	VA Oct vision plan 171001	210-45110.210 HEALTH INS & OTHER BENEFIT	62.84	13103	10/06/17
V9968	09/21/17	VA Oct vision plan 171001	210-43110.210 HEALTH INS & OTHER BENEFIT	53.41	13103	10/06/17
V9968	09/21/17	VA Oct vision plan 171001	210-43151.210 HEALTH INS & OTHER BENEFIT	8.33	13103	10/06/17

10/06/17
11:38 am

Town of Essex / Village of EJ Accounts Payable
Check Warrant Report # 17065 Current Prior Next FY Invoices For Fund (GENERAL FUND)
For Check Acct 01(GENERAL FUND) All check #s 10/05/17 To 10/06/17 & Fund 2

Page 5 of 11
HPackard

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
V9968	09/21/17	VA Oct vision plan 171001	210-41320.210 HEALTH INS & OTHER BENEFIT	47.12	13103	10/06/17
V9968	09/21/17	VA Oct vision plan 171001	210-45551.210 HEALTH INS & OTHER BENEFIT	94.26	13103	10/06/17
V9968	09/21/17	VA Oct vision plan 171001	210-41970.210 HEALTH INS & OTHER BENEFIT	31.42	13103	10/06/17
V9968	09/21/17	VA Oct vision plan 171001	210-41335.210 HEALTH INS & OTHER BENEFIT	15.71	13103	10/06/17
22825	09/25/17	BL building maintenance 21998	210-45551.434 MAINT. BUILDINGS/GROUNDS	157.50	13107	10/06/17
29825	09/21/17	VA natural gas 091717D	210-41940.623 HEATING/NATURAL GAS	91.14	13108	10/06/17
29825	09/21/17	VA natural gas 091717D	210-45551.623 HEATING/NATURAL GAS	78.35	13108	10/06/17
29825	09/21/17	VA natural gas 091717D	210-42220.623 HEATING/NATURAL GAS	53.26	13108	10/06/17
29825	09/21/17	VA natural gas 091717D	210-43110.623 HEATING/NATURAL GAS	70.58	13108	10/06/17
30210	08/03/17	EJRP additional w/c 24810	210-20210.000 WORKERS COMP PAYABLE	19935.00	13111	10/06/17
30210	09/05/17	EJRP prop & liability ins INT195090517	210-45110.521 LIABILITY & PROPERTY INS	13779.00	13112	10/06/17
24520	09/22/17	Training 56339	210-45110.530 COMMUNICATIONS	200.00	13115	10/06/17
07565	09/25/17	BL supplies 48074015	210-45551.610 SUPPLIES	589.58	13116	10/06/17
07565	09/26/17	BL supplies 48128847	210-45551.610 SUPPLIES	59.98	13116	10/06/17
21850	10/02/17	SC SEPT CLEANING BILL 410	225-45122.430 REPAIRS & MAINTENANCE	200.00	12934	10/06/17
01930	09/06/17	SC soup for lunch, ctr 671886	225-45122.614 PROGRAM EXPENSES	15.00	12946	10/06/17
01930	09/06/17	SC soup for lunch, ctr 671886	225-45122.812 MEAL SITE EXPENSES	70.00	12946	10/06/17
31545	09/20/17	SC food for center events 170920D	225-45122.614 PROGRAM EXPENSES	51.55	12960	10/06/17
31545	09/20/17	SC food for center events 170920D	225-45122.610 OPERATIONAL SUPP/EXP	23.18	12960	10/06/17
45185	09/29/17	SC-REFUND LAKE GEORGE TRI 170929D	225-34702.001 SR. CTR TRIP FEES	84.00	12966	10/06/17
12265	09/21/17	SC monthly copier lease 99438758	225-45122.610 OPERATIONAL SUPP/EXP	55.83	13062	10/06/17
42665	07/11/17	1st Aid Supplies 015778316727	226-45122.610 Supplies	7.10	12923	10/06/17
42665	07/13/17	Pool Items 016924025247	226-45124.610 SUPPLIES	17.75	12923	10/06/17
42665	07/18/17	Pool House Items 017719170421	226-45124.610 SUPPLIES	43.32	12923	10/06/17
42665	07/10/17	STAR Supplies 026954254431	226-45122.610 Supplies	62.82	12923	10/06/17

10/06/17
11:38 am

Town of Essex / Village of EJ Accounts Payable
Check Warrant Report # 17065 Current Prior Next FY Invoices For Fund (GENERAL FUND)
For Check Acct 01(GENERAL FUND) All check #s 10/05/17 To 10/06/17 & Fund 2

Page 6 of 11
HPackard

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
42665	AMAZON/SYNCB	07/26/17 CMS Supplies 028184863360	226-45122.610 Supplies	54.99	12923	10/06/17
42665	AMAZON/SYNCB	07/18/17 CMS Supplies 030708858942	226-45122.610 Supplies	88.64	12923	10/06/17
42665	AMAZON/SYNCB	07/12/17 Water Cooler 042984622788	226-45115.610 SUPPLIES	9.01	12923	10/06/17
42665	AMAZON/SYNCB	07/14/17 Water Cooler 072940538646	226-45115.610 SUPPLIES	27.36	12923	10/06/17
42665	AMAZON/SYNCB	08/04/17 CMS Supplies 089277578586	226-45122.610 Supplies	41.73	12923	10/06/17
42665	AMAZON/SYNCB	07/21/17 Thermometer 096949934468	226-45125.610 SUPPLIES	27.17	12923	10/06/17
42665	AMAZON/SYNCB	08/07/17 Audio Cords 099916199902	226-45124.610 SUPPLIES	4.90	12923	10/06/17
42665	AMAZON/SYNCB	08/01/17 Audio Cords 099917238101	226-45124.610 SUPPLIES	9.90	12923	10/06/17
42665	AMAZON/SYNCB	07/14/17 Reach Supplies 104922049992	226-45122.610 Supplies	130.44	12923	10/06/17
42665	AMAZON/SYNCB	07/11/17 1st Aid 134960945560	226-45122.610 Supplies	16.28	12923	10/06/17
42665	AMAZON/SYNCB	08/05/17 PS Supplies 141836352311	226-45121.610 SUPPLIES	9.50	12923	10/06/17
42665	AMAZON/SYNCB	07/11/17 CMS Supplies 194402126440	226-45122.610 Supplies	46.28	12923	10/06/17
42665	AMAZON/SYNCB	08/01/17 Gloves 201315908044	226-45124.610 SUPPLIES	30.81	12923	10/06/17
42665	AMAZON/SYNCB	07/13/17 Pool Supplies 262967008549	226-45124.610 SUPPLIES	51.89	12923	10/06/17
42665	AMAZON/SYNCB	08/04/17 PS Supplies 292161963096	226-45121.610 SUPPLIES	11.58	12923	10/06/17
25910	FAY CAITLIN	09/21/17 Conference Meals 092117D	226-45110.500 TRAINING, CONF, DUES	221.00	12983	10/06/17
25390	FIRST NATIONAL BANK OMAHA	08/17/17 VP-AD VK 081717D	226-45122.330 OTHER PROFESSIONAL SVCS	15.00	12986	10/06/17
25390	FIRST NATIONAL BANK OMAHA	08/17/17 VP-AD VK 081717D1	226-45122.330 OTHER PROFESSIONAL SVCS	15.00	12986	10/06/17
25390	FIRST NATIONAL BANK OMAHA	08/23/17 VP-BAGELS 082317D	226-45122.610 Supplies	30.34	12986	10/06/17
25390	FIRST NATIONAL BANK OMAHA	08/23/17 VP-FOOD 082317D2	226-45121.610 SUPPLIES	24.09	12986	10/06/17
25390	FIRST NATIONAL BANK OMAHA	08/23/17 VP-FOOD 082317D2	226-45120.610 SUPPLIES	16.85	12986	10/06/17
25390	FIRST NATIONAL BANK OMAHA	08/23/17 VP-PIZZA 082317D3	226-45121.610 SUPPLIES	119.79	12986	10/06/17
25390	FIRST NATIONAL BANK OMAHA	08/24/17 VP-MEN'S BBALL WEBSITE 082417D	226-45115.330 OTHER PROFESSIONAL SVCS	100.00	12986	10/06/17
25390	FIRST NATIONAL BANK OMAHA	08/30/17 VP-MSP SNACKS 083017D	226-45120.610 SUPPLIES	38.58	12986	10/06/17
25390	FIRST NATIONAL BANK OMAHA	09/05/17 VP-SOLAR GLASSES POSTAGE 090517D	226-45122.610 Supplies	10.03	12986	10/06/17

10/06/17

Town of Essex / Village of EJ Accounts Payable

Page 7 of 11

11:38 am

Check Warrant Report # 17065 Current Prior Next FY Invoices For Fund (GENERAL FUND)
For Check Acct 01(GENERAL FUND) All check #s 10/05/17 To 10/06/17 & Fund 2

HPackard

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
25390	09/06/17	VP-FLEMING FOOD 090617D	226-45120.610 SUPPLIES	30.35	12986	10/06/17
25390	09/06/17	VP-PS AD 090617D2	226-45121.330 OTHER PROFESSIONAL SVCS	15.00	12986	10/06/17
25390	09/06/17	VP-STAFF FOOD 09062017	226-45120.610 SUPPLIES	16.12	12986	10/06/17
25390	09/12/17	VP-STAMPS 091217D	226-45110.536 POSTAGE	100.24	12986	10/06/17
25390	09/12/17	VP-PRESCHOOL PROGRAMS 091217D3	226-45121.610 SUPPLIES	6.34	12986	10/06/17
25390	09/13/17	VP-HIAWATHA SNACKS 091317D	226-45120.610 SUPPLIES	8.58	12986	10/06/17
25590	09/25/17	Const. Junction Event 685650899-01	226-45115.610 SUPPLIES	126.56	13001	10/06/17
25915	09/26/17	VK Supplies 092617D	226-45120.610 SUPPLIES	35.00	13002	10/06/17
25770	09/21/17	Conference Meals 092117D	226-45110.500 TRAINING, CONF, DUES	221.00	13024	10/06/17
25035	09/28/17	Halloween Hustle Shirts 17112	226-45115.330 OTHER PROFESSIONAL SVCS	45.00	13034	10/06/17
25455	09/22/17	Conference Meals 092217D	226-45110.500 TRAINING, CONF, DUES	221.00	13036	10/06/17
25800	09/21/17	Conference Meals 092117D	226-45121.500 TRAINING, CONF, DUES	221.00	13040	10/06/17
29340	09/07/17	Memorial Bench I171120-IN	226-45220.610 PARKS & FACILITIES SUPPLI	1816.00	13044	10/06/17
12495	08/30/17	Copier IN47029	226-45110.442 Equipment Rentals	150.00	13045	10/06/17
24855	09/07/17	Reimb petty cash 090717D	226-45121.610 SUPPLIES	181.03	13050	10/06/17
24855	09/07/17	Reimb petty cash 090717D	226-45120.330 OTHER PROFESSIONAL SVCS	45.00	13050	10/06/17
24855	09/07/17	Reimb petty cash 090717D	226-45120.330 OTHER PROFESSIONAL SVCS	45.00	13050	10/06/17
24855	09/07/17	Reimb petty cash 090717D	226-34781.000 CHILDCARE PROGAM	73.25	13050	10/06/17
25835	10/02/17	Yoga Inst. 100217D	226-45115.330 OTHER PROFESSIONAL SVCS	56.00	13055	10/06/17
24830	09/13/17	VK Snack 718072	226-45120.610 SUPPLIES	165.82	13058	10/06/17
24830	09/13/17	VK Snack Spoons 718075	226-45120.610 SUPPLIES	20.75	13058	10/06/17
24830	09/18/17	Enrichment Snack 719817	226-45120.610 SUPPLIES	59.57	13058	10/06/17
24830	09/18/17	VK Snack 720044	226-45120.610 SUPPLIES	161.29	13058	10/06/17
24830	09/18/17	VK Snack 720770	226-45120.610 SUPPLIES	255.91	13058	10/06/17
24830	09/19/17	VK Snack 722342	226-45120.610 SUPPLIES	186.07	13058	10/06/17

10/06/17

Town of Essex / Village of EJ Accounts Payable

Page 8 of 11

11:38 am

Check Warrant Report # 17065 Current Prior Next FY Invoices For Fund (GENERAL FUND)

HPackard

For Check Acct 01(GENERAL FUND) All check #s 10/05/17 To 10/06/17 & Fund 2

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
24830	09/25/17	REINHART FOODSERVICE VK Snack 724329	226-45120.610 SUPPLIES	80.66	13058	10/06/17
24830	09/27/17	REINHART FOODSERVICE VK Snack 727426	226-45120.610 SUPPLIES	206.84	13058	10/06/17
24830	10/02/17	REINHART FOODSERVICE VK Snack 728788	226-45120.610 SUPPLIES	139.23	13058	10/06/17
24830	09/02/17	REINHART FOODSERVICE VK Snack 729806	226-45120.610 SUPPLIES	106.35	13058	10/06/17
41180	09/08/17	S&S WORLDWIDE VK Supplies 9850145	226-45120.610 SUPPLIES	177.09	13069	10/06/17
41180	09/13/17	S&S WORLDWIDE VK Supplies 9857726	226-45120.610 SUPPLIES	18.89	13069	10/06/17
41180	09/15/17	S&S WORLDWIDE VK Supplies 9861484	226-45120.610 SUPPLIES	115.07	13069	10/06/17
41180	09/22/17	S&S WORLDWIDE VK Supplies 9869259	226-45120.610 SUPPLIES	219.34	13069	10/06/17
25185	09/14/17	SANTOR KIRSTEN Conference Meals 092217D	226-45110.500 TRAINING, CONF, DUES	221.00	13072	10/06/17
25930	09/25/17	SHELBURNE ORCHARDS INC Apple Picking Field Trip 10003238	226-45120.580 TRAVEL	72.00	13074	10/06/17
25935	09/22/17	SMITH HARLAN Conference Meals 092217D	226-45220.550 TRAINING, CONF, DUES	221.00	13076	10/06/17
25180	09/22/17	SOLLACE ADAM Conference Meals 092217D	226-45120.500 TRAINING, CONF, DUES	221.00	13078	10/06/17
25180	10/02/17	SOLLACE ADAM Conference Cabs 100217D	226-45120.500 TRAINING, CONF, DUES	86.40	13078	10/06/17
45825	09/18/17	SPARE TIME Afterschool Enrichment 005191	226-45120.330 OTHER PROFESSIONAL SVCS	72.00	13083	10/06/17
03900	09/14/17	SPORTS CENTRAL INC Thurs. Bball Shirts 15806	226-45115.610 SUPPLIES	225.00	13084	10/06/17
23495	09/30/17	STUDENT TRANSPORTATION OF Field Trip Bus 100B006921	226-45120.580 TRAVEL	192.99	13087	10/06/17
25940	09/15/17	TEACHING STRATEGIES LLC TS Gold Q-13365	226-45121.330 OTHER PROFESSIONAL SVCS	405.15	13088	10/06/17
25315	09/19/17	VESPA'S PIZZA PASTA & DEL Training Pizza 091917D	226-45120.610 SUPPLIES	62.00	13101	10/06/17
25315	09/21/17	VESPA'S PIZZA PASTA & DEL Staff Food 092117D	226-45120.610 SUPPLIES	24.00	13101	10/06/17
25315	10/03/17	VESPA'S PIZZA PASTA & DEL VK Open House Food 100317D	226-45120.610 SUPPLIES	149.00	13101	10/06/17
V9968	09/21/17	VISION SERVICE PLAN- VA Oct vision plan 171001	226-45121.210 HEALTH INS & OTHER BENEFIT	62.84	13103	10/06/17
V9968	09/21/17	VISION SERVICE PLAN- VA Oct vision plan 171001	226-45120.210 HEALTH INS & OTHER BENEFIT	78.55	13103	10/06/17
V9968	09/21/17	VISION SERVICE PLAN- VA Oct vision plan 171001	226-45110.210 HEALTH INS & OTHER BENEFIT	15.71	13103	10/06/17
25945	09/21/17	VT AFTERSCHOOL Conference Reg. SOLLACEVAC17	226-45120.330 OTHER PROFESSIONAL SVCS	450.00	13106	10/06/17
25945	09/21/17	VT AFTERSCHOOL Conference Reg. SOLLACEVAC17	226-45110.500 TRAINING, CONF, DUES	150.00	13106	10/06/17

Check Warrant Report # 17065 Current Prior Next FY Invoices For Fund (GENERAL FUND)
For Check Acct 01(GENERAL FUND) All check #s 10/05/17 To 10/06/17 & Fund 2

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
31275	09/26/17	Pearl St link const PAYAP7	230-46801.007 PEARL ST. LINKING SIDEWAL	172761.92	12968	10/06/17
22865	09/11/17	VC- Main St.Ped Bridge 0019052	230-46801.016 MAIN PED BRIDGE BC828	240.00	12975	10/06/17
27145	09/11/17	VC- trees 81 Main Ped bri 0829	230-46801.016 MAIN PED BRIDGE BC828	1200.00	13097	10/06/17
02035	09/15/17	AD sidewalk plow ad 6161096	231-43131.164 SIDEWALK PLOW (FY18)	142.50	12941	10/06/17
25580	08/22/17	Door System Upgrade 110021	233-46801.004 MAINT GARAGE/CAMP ADDITIO	5000.00	12959	10/06/17
05290	09/15/17	VA hydraulic hose 552725854878	254-43200.610 SUPPLIES	6.74	12918	10/06/17
05290	09/19/17	VA hydraulic hose 552726279639	254-43200.610 SUPPLIES	3.17	12918	10/06/17
05290	09/19/17	VA hydraulic fitting 552726279642	254-43200.610 SUPPLIES	0.16	12918	10/06/17
23170	09/30/17	VA Sept vehicle gas CL209354	254-43200.626 GAS,GREASE AND OIL	75.67	12949	10/06/17
V9968	09/21/17	VA Oct vision plan 171001	254-43200.210 HEALTH INS & OTHER BENEFI	23.56	13103	10/06/17
29825	09/21/17	VA natural gas 091717D	254-43200.623 HEATING/NATURAL GAS	35.79	13108	10/06/17
05290	09/15/17	VA hydraulic hose 552725854878	255-43200.610 SUPPLIES	6.74	12918	10/06/17
05290	09/19/17	VA hydraulic hose 552726279639	255-43200.610 SUPPLIES	3.17	12918	10/06/17
05290	09/19/17	VA hydraulic fitting 552726279642	255-43200.610 SUPPLIES	0.17	12918	10/06/17
05290	09/25/17	WW pump rebuild 552726839635	255-43200.570 MAINTENANCE OTHER	39.11	12918	10/06/17
23170	09/30/17	VA Sept vehicle gas CL209354	255-43200.626 GAS,GREASE AND OIL	193.14	12949	10/06/17
23455	09/22/17	WW 28.96 wet ton ny 2017BESS	255-43200.568 SLUDGE MANAGEMENT	2418.74	12951	10/06/17
11870	09/25/17	WW annual service 1558786943	255-43200.535 TELEPHONE SERVICES	105.00	12964	10/06/17
V10734	09/28/17	WW Sept 1709WWTP	255-43200.622 ELECTRICAL SERVICE	2969.11	12973	10/06/17
06870	09/27/17	WW weekly tkn 244368	255-43200.577 CONTRACT LABORATORY SERVI	25.00	12974	10/06/17
38955	09/20/17	WW Asstd fittings 56144449	255-43200.570 MAINTENANCE OTHER	98.18	12980	10/06/17
38955	09/27/17	WW chem feed replacement 56202376	255-43200.570 MAINTENANCE OTHER	310.60	12980	10/06/17
38955	09/26/17	WW chemical feed lines co 56203482	255-43200.570 MAINTENANCE OTHER	671.42	12980	10/06/17
38955	09/27/17	WW chem feed conduit 56222069-2	255-43200.570 MAINTENANCE OTHER	90.15	12980	10/06/17
38955	09/28/17	WW boiler bags 56246193	255-43200.570 MAINTENANCE OTHER	54.53	12980	10/06/17

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
21740	09/19/17	FIRST NATIONAL BANK OMAHA WW-OPEN HOUSE 082417A	255-43200.610 SUPPLIES	36.08	12989	10/06/17
21740	09/19/17	FIRST NATIONAL BANK OMAHA WW-OPEN HOUSE 082517B	255-43200.610 SUPPLIES	15.98	12989	10/06/17
21740	09/19/17	FIRST NATIONAL BANK OMAHA WW-OPEN HOUSE 082517C	255-43200.610 SUPPLIES	5.69	12989	10/06/17
21740	09/19/17	FIRST NATIONAL BANK OMAHA WW-FREE PRESS 082817D	255-43200.610 SUPPLIES	22.00	12989	10/06/17
21740	09/19/17	FIRST NATIONAL BANK OMAHA WW-SCOTT L LICENSE TEST F 091417E	255-43200.500 TRAINING, CONFERENCES, DU	98.00	12989	10/06/17
24785	09/15/17	GRAINGER WW Dechlor sample pumps 9557652221	255-43200.570 MAINTENANCE OTHER	523.18	13012	10/06/17
07010	09/22/17	GREEN MOUNTAIN POWER CORP WW 8/22-9/21/17 WWTF 0917132407	255-43200.622 ELECTRICAL SERVICE	7094.82	13014	10/06/17
V10432	10/04/17	MANDIGO/CHELSEA// WW Mileage etc 100417D	255-43200.500 TRAINING, CONFERENCES, DU	101.83	13038	10/06/17
11695	09/21/17	PIONEER MOTORS & DRIVES, WW drive sodium aluminate M2846	255-43200.570 MAINTENANCE OTHER	795.00	13054	10/06/17
02970	09/19/17	USA BLUE BOOK INC WW gbt polymer pump 370776	255-43200.570 MAINTENANCE OTHER	1618.95	13096	10/06/17
02970	09/19/17	USA BLUE BOOK INC WW pumping parts 371271	255-43200.570 MAINTENANCE OTHER	233.39	13096	10/06/17
V9968	09/21/17	VISION SERVICE PLAN- VA Oct vision plan 171001	255-43200.210 HEALTH INS & OTHER BENEFIT	81.22	13103	10/06/17
29825	09/21/17	VT GAS SYSTEMS VA natural gas 091717D	255-43200.623 HEATING/NATURAL GAS	1038.84	13108	10/06/17
V10409	09/14/17	WATER INDUSTRIES INC WW Venturi pump seals 124183	255-43200.570 MAINTENANCE OTHER	909.91	13117	10/06/17
05290	09/15/17	ADVANCE AUTO PARTS VA hydraulic hose 552725854878	256-43200.610 SUPPLIES	80.86	12918	10/06/17
05290	09/19/17	ADVANCE AUTO PARTS VA hydraulic hose 552726279639	256-43200.610 SUPPLIES	38.02	12918	10/06/17
05290	09/19/17	ADVANCE AUTO PARTS VA hydraulic fitting 552726279642	256-43200.610 SUPPLIES	1.98	12918	10/06/17
23170	09/30/17	CHAMPLAIN OIL CO., INC. VA Sept vehicle gas CL209354	256-43200.626 GAS, GREASE AND OIL	461.28	12949	10/06/17
24785	10/02/17	GRAINGER WW air valve River St 9571936542	256-43200.434 PUMP STATION MAINTENANCE	178.03	13012	10/06/17
36130	09/23/17	VERIZON WIRELESS SA Aug 24-Sept 23 9793358374	256-43220.001 SUSIE WILSON PS COSTS	31.71	13099	10/06/17
36130	09/23/17	VERIZON WIRELESS SA Aug 24-Sept 23 9793358374	256-43220.002 WEST ST PS COSTS	31.72	13099	10/06/17
36130	09/23/17	VERIZON WIRELESS SA Aug 24-Sept 23 9793358374	256-43200.434 PUMP STATION MAINTENANCE	123.14	13099	10/06/17
V9968	09/21/17	VISION SERVICE PLAN- VA Oct vision plan 171001	256-43200.210 HEALTH INS & OTHER BENEFIT	37.70	13103	10/06/17
29825	09/21/17	VT GAS SYSTEMS VA natural gas 091717D	256-43200.623 HEATING/NATURAL GAS	41.47	13108	10/06/17
29825	09/21/17	VT GAS SYSTEMS VA natural gas 091717D	256-43220.002 WEST ST PS COSTS	40.05	13108	10/06/17

10/06/17
11:38 am

Town of Essex / Village of EJ Accounts Payable
Check Warrant Report # 17065 Current Prior Next FY Invoices For Fund (GENERAL FUND)
For Check Acct 01(GENERAL FUND) All check #s 10/05/17 To 10/06/17 & Fund 2

Page 11 of 11
HPackard

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
29825	09/21/17	VA natural gas 091717D	256-43220.001 SUSIE WILSON PS COSTS	39.18	13108	10/06/17
Report Total				270805.37		

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
210-31101.000 PROPERTY TAXES-CURRENT	3,285,170.00	284,380.98	3,000,789.02	8.66%	5,619.95
210-33546.000 STATE FOR VT PILOT & CURR	2,000.00	0.00	2,000.00	0.00%	0.00
210-33582.000 ESSEX TOWN CONTRIB. TO LI	15,000.00	0.00	15,000.00	0.00%	0.00
210-33582.001 TOWN STORMWATER PAYMENT	61,460.00	15,365.00	46,095.00	25.00%	15,365.00
210-33582.002 TOWN STREET DEPT PAYMENT	1,059,989.00	264,997.25	794,991.75	25.00%	264,997.25
210-34130.000 LICENSE AND ZONING FEE	58,000.00	4,375.00	53,625.00	7.54%	1,275.00
210-34131.000 WHITCOMB FARM SOLAR PILOT	5,000.00	0.00	5,000.00	0.00%	0.00
210-34221.000 MISCELLANEOUS FIRE RECEIP	20.00	0.00	20.00	0.00%	0.00
210-35130.000 STATE DISTRICT COURT FINE	1,000.00	38.50	961.50	3.85%	0.00
210-36102.000 INTEREST EARNINGS	1,500.00	246.75	1,253.25	16.45%	0.00
210-36201.000 PARKING SPACE FEES	4,800.00	1,600.00	3,200.00	33.33%	800.00
210-36400.000 BLOCK PARTY CONTRIBUTIONS	1,500.00	0.00	1,500.00	0.00%	0.00
210-36603.000 MISC. - UNCLASSIFIED RECE	2,000.00	220.51	1,779.49	11.03%	15.95
210-36605.000 MISCELLANEOUS STREET RECE	4,000.00	1,967.00	2,033.00	49.18%	1,658.00
210-36606.000 MISCELLANEOUS LIBRARY REC	500.00	0.00	500.00	0.00%	0.00
210-36606.010 REC & PARK NON-RES FEES	22,000.00	1,645.34	20,354.66	7.48%	1,560.34
210-39154.000 SERVICE FEE - WATER	92,948.00	23,237.00	69,711.00	25.00%	23,237.00
210-39155.000 SERVICE FEE - WWTP	46,474.00	11,618.50	34,855.50	25.00%	11,618.50
210-39156.000 SERVICE FEE - SANITATION	92,948.00	23,237.00	69,711.00	25.00%	23,237.00
210-395 UNBUDGETED REVENUE					
210-39508.000 DONATIONS TO LIBRARY	0.00	3,167.50	-3,167.50	100.00%	0.00
210-39508.001 BROWNELL LIBRARY GRANTS	0.00	440.00	-440.00	100.00%	440.00
210-39581.000 MISCELLANEOUS STATE GRANT	0.00	650.00	-650.00	100.00%	0.00
210-39590.001 ADULT REPLACEMENT RECEIPT	0.00	186.00	-186.00	100.00%	0.00
210-39590.002 JUVENILE REPLACEMENT RECE	0.00	157.00	-157.00	100.00%	0.00
Total UNBUDGETED REVENUE	0.00	4,600.50	-4,600.50	100.00%	440.00
Total Revenues	4,756,309.00	637,529.33	4,118,779.67	13.40%	349,823.99
210-41 GENERAL GOVERNMENT					
210-413 GENERAL EXPENSES					
210-41320 ADMINISTRATION					
210-41320.1 ADMIN SALARIES					
210-41320.110 SALARIES REGULAR	195,666.00	45,277.42	150,388.58	23.14%	14,952.81
210-41320.130 SALARIES OVERTIME	3,500.00	3,682.70	-182.70	105.22%	861.42
210-41320.140 SALARIES PART TIME	19,234.00	3,260.46	15,973.54	16.95%	755.85
210-41320.150 MANAGER CONTRACT	66,835.00	16,716.24	50,118.76	25.01%	5,572.08
Total ADMIN SALARIES	285,235.00	68,936.82	216,298.18	24.17%	22,142.16
210-41320.2 ADMIN BENEFITS					
210-41320.210 HEALTH INS & OTHER BENEFIT	58,044.00	14,314.62	43,729.38	24.66%	4,936.06
210-41320.220 SOCIAL SECURITY	17,096.00	4,420.34	12,675.66	25.86%	1,423.52
210-41320.226 WORKERS COMP INSURANCE	774.00	157.15	616.85	20.30%	49.80
210-41320.230 RETIREMENT	19,567.00	4,388.64	15,178.36	22.43%	1,462.88
210-41320.250 UNEMPLOYMENT INSURANCE	317.00	9.79	307.21	3.09%	2.27
210-41320.291 HEALTH IMPROV PROGRAMS	1,600.00	0.00	1,600.00	0.00%	0.00
Total ADMIN BENEFITS	97,398.00	23,290.54	74,107.46	23.91%	7,874.53

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
210-41320.310 BOARD MEMBER FEES	2,500.00	625.00	1,875.00	25.00%	625.00
210-41320.320 LEGAL SERVICES	15,000.00	3,300.00	11,700.00	22.00%	2,475.00
210-41320.330 OTHER PROFESSIONAL SERVIC	16,000.00	3,292.25	12,707.75	20.58%	3,290.25
210-41320.335 AUDIT	6,063.00	0.00	6,063.00	0.00%	0.00
210-41320.340 COMPUTER EXPENSES	4,000.00	2,459.53	1,540.47	61.49%	1,324.34
210-41320.442 LEASED SERVICES	4,000.00	1,086.84	2,913.16	27.17%	279.66
210-41320.500 TRAINING, CONFERENCES, DU	9,300.00	886.33	8,413.67	9.53%	25.00
210-41320.521 LIABILITY & PROPERTY INS.	7,140.00	2,870.09	4,269.91	40.20%	0.00
210-41320.522 PUBLIC OFFICIALS LIABILIT	6,172.00	3,107.00	3,065.00	50.34%	0.00
210-41320.530 COMMUNICATIONS	19,167.00	7,897.86	11,269.14	41.21%	298.95
210-41320.535 TELEPHONE SERVICES	1,980.00	425.29	1,554.71	21.48%	142.64
210-41320.536 POSTAGE	3,500.00	0.00	3,500.00	0.00%	0.00
210-41320.550 PRINTING AND ADVERTISING	5,500.00	396.00	5,104.00	7.20%	0.00
210-41320.560 TRUSTEES EXPENDITURES	4,000.00	72.77	3,927.23	1.82%	60.31
210-41320.571 PAY & CLASSIFICATION STUD	6,047.00	0.00	6,047.00	0.00%	0.00
210-41320.580 TRAVEL	2,000.00	0.00	2,000.00	0.00%	0.00
210-41320.610 SUPPLIES	6,000.00	546.45	5,453.55	9.11%	180.89
210-41320.820 ELECTIONS	1,500.00	0.00	1,500.00	0.00%	0.00
210-41320.835 HOLIDAY EXPENSE	1,000.00	0.00	1,000.00	0.00%	0.00
210-41320.891 CAPITAL OUTLAY	0.00	2,618.45	-2,618.45	100.00%	0.00
Total ADMINISTRATION	503,502.00	121,811.22	381,690.78	24.19%	38,718.73
210-41335 ECONOMIC DEVELOPMENT					
210-41335.1 ECON DEV SALARIES					
210-41335.110 SALARIES REGULAR	31,060.00	6,863.52	24,196.48	22.10%	2,275.20
210-41335.140 SALARIES PART TIME	4,950.00	0.00	4,950.00	0.00%	0.00
Total ECON DEV SALARIES	36,010.00	6,863.52	29,146.48	19.06%	2,275.20
210-41335.2 ECON DEV BENEFITS					
210-41335.210 HEALTH INS & OTHER BENEFIT	19,348.00	4,648.65	14,699.35	24.03%	1,879.09
210-41335.220 SOCIAL SECURITY	2,782.00	552.16	2,229.84	19.85%	200.94
210-41335.226 WORKERS COMP INSURANCE	129.00	20.63	108.37	15.99%	6.84
210-41335.230 RETIREMENT	3,106.00	682.56	2,423.44	21.98%	227.52
210-41335.250 UNEMPLOYMENT INSURANCE	126.00	6.84	119.16	5.43%	0.00
Total ECON DEV BENEFITS	25,491.00	5,910.84	19,580.16	23.19%	2,314.39
210-41335.521 LIABILITY & PROPERTY INS.	204.00	134.93	69.07	66.14%	0.00
210-41335.810 COMMUNITY EVENTS & PROGRA	4,000.00	0.00	4,000.00	0.00%	0.00
210-41335.811 ANNUAL SUPPORT OF ORGNIZA	7,700.00	7,581.00	119.00	98.45%	775.00
210-41335.812 NEW PROGRAMS	2,500.00	1,500.00	1,000.00	60.00%	1,500.00
210-41335.813 MATCHING GRANT FUNDS	10,000.00	0.00	10,000.00	0.00%	0.00
210-41335.835 BLOCK PARTY EXPENSE	7,000.00	5,459.52	1,540.48	77.99%	0.00
Total ECONOMIC DEVELOPMENT	92,905.00	27,449.81	65,455.19	29.55%	6,864.59
Total GENERAL EXPENSES	596,407.00	149,261.03	447,145.97	25.03%	45,583.32

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
210-41940 LINCOLN HALL					
210-41940.410 WATER AND SEWER CHARGE	1,000.00	68.32	931.68	6.83%	0.00
210-41940.423 CONTRACT SERVICES	9,000.00	1,350.00	7,650.00	15.00%	0.00
210-41940.434 MAINT. BUILDINGS/GROUNDS	10,000.00	1,484.41	8,515.59	14.84%	48.55
210-41940.521 LIABILITY & PROPERTY INS.	6,294.00	2,187.75	4,106.25	34.76%	0.00
210-41940.535 TELEPHONE SERVICES	480.00	118.35	361.65	24.66%	39.09
210-41940.565 RUBBISH REMOVAL	2,200.00	476.61	1,723.39	21.66%	158.09
210-41940.610 SUPPLIES	2,500.00	728.97	1,771.03	29.16%	528.36
210-41940.622 ELECTRICAL SERVICE	7,500.00	1,476.00	6,024.00	19.68%	564.53
210-41940.623 HEATING/NATURAL GAS	6,400.00	92.09	6,307.91	1.44%	58.41
210-41940.891 CAPITAL OUTLAY	5,500.00	2,618.50	2,881.50	47.61%	0.00
Total LINCOLN HALL	50,874.00	10,601.00	40,273.00	20.84%	1,397.03
210-41970 COMMUNITY DEVELOPMENT					
210-41970.1 CCM DEV SALARIES					
210-41970.110 SALARIES REGULAR	142,264.00	32,496.75	109,767.25	22.84%	11,206.91
Total CCM DEV SALARIES	142,264.00	32,496.75	109,767.25	22.84%	11,206.91
210-41970.2 CCM DEV BENEFITS					
210-41970.210 HEALTH INS & OTHER BENEFIT	38,696.00	8,947.33	29,748.67	23.12%	3,058.17
210-41970.220 SOCIAL SECURITY	11,212.00	2,597.76	8,614.24	23.17%	927.75
210-41970.226 WORKERS COMP INSURANCE	510.00	99.25	410.75	19.46%	34.21
210-41970.230 RETIREMENT	14,226.00	3,211.96	11,014.04	22.58%	1,108.12
210-41970.250 UNEMPLOYMENT INSURANCE	125.00	0.00	125.00	0.00%	0.00
Total CCM DEV BENEFITS	64,769.00	14,856.30	49,912.70	22.94%	5,128.25
210-41970.310 BOARD MEMBER FEES	3,600.00	825.00	2,775.00	22.92%	825.00
210-41970.320 LEGAL SERVICES	12,000.00	1,228.02	10,771.98	10.23%	0.00
210-41970.330 OTHER PROFESSIONAL SVCS	6,000.00	0.00	6,000.00	0.00%	0.00
210-41970.340 COMPUTER EXPENSES	0.00	728.64	-728.64	100.00%	242.88
210-41970.500 TRAINING,CONF,DUES	3,500.00	0.00	3,500.00	0.00%	0.00
210-41970.521 LIABILITY & PROPERTY INS.	2,822.00	1,233.83	1,588.17	43.72%	0.00
210-41970.522 PUBLIC OFFICIALS LIABILIT	6,172.00	3,107.00	3,065.00	50.34%	0.00
210-41970.530 COMMUNICATIONS	2,500.00	0.00	2,500.00	0.00%	0.00
210-41970.535 TELEPHONE SERVICES	1,644.00	308.03	1,335.97	18.74%	72.95
210-41970.536 POSTAGE	600.00	0.00	600.00	0.00%	0.00
210-41970.550 PRINTING AND ADVERTISING	3,000.00	0.00	3,000.00	0.00%	0.00
210-41970.580 TRAVEL	2,400.00	600.00	1,800.00	25.00%	200.00
210-41970.610 SUPPLIES	2,000.00	115.84	1,884.16	5.79%	14.78
Total COMMUNITY DEVELOPMENT	253,271.00	55,499.41	197,771.59	21.91%	17,690.77
Total GENERAL GOVERNMENT	900,552.00	215,361.44	685,190.56	23.91%	64,671.12
210-42220 FIRE DEPARTMENT					
210-42220.1 FIRE SALARIES					

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
210-42220.140 SALARIES - FIREFIGHTERS	162,000.00	41,755.30	120,244.70	25.77%	11,055.45
Total FIRE SALARIES	162,000.00	41,755.30	120,244.70	25.77%	11,055.45
210-42220.2 FIRE BENEFITS					
210-42220.200 EMPLOYEE ASSISTANCE PROGR	864.00	216.00	648.00	25.00%	0.00
210-42220.210 ACCIDENT & DISABILITY INS	3,600.00	0.00	3,600.00	0.00%	0.00
210-42220.220 SOCIAL SECURITY	12,393.00	3,370.20	9,022.80	27.19%	845.74
210-42220.226 WORKERS COMP INSURANCE	28,000.00	7,803.17	20,196.83	27.87%	1,976.17
Total FIRE BENEFITS	44,857.00	11,389.37	33,467.63	25.39%	2,821.91
210-42220.410 WATER AND SEWER CHARGE	610.00	68.05	541.95	11.16%	0.00
210-42220.432 VEHICLE MAINTENANCE	17,000.00	16,573.18	426.82	97.49%	7,324.78
210-42220.434 MAINT. BUILDINGS/GROUNDS	6,000.00	934.66	5,065.34	15.58%	204.27
210-42220.443 RADIO MAINTENANCE	1,800.00	234.50	1,565.50	13.03%	0.00
210-42220.500 TRAINING, CONFERENCES, DU	4,000.00	934.11	3,065.89	23.35%	809.24
210-42220.521 LIABILITY & PROPERTY INS.	7,968.00	3,057.62	4,910.38	38.37%	0.00
210-42220.535 TELEPHONE SERVICES	3,500.00	891.34	2,608.66	25.47%	351.34
210-42220.566 PHYSICAL EXAMS	6,600.00	337.00	6,263.00	5.11%	337.00
210-42220.570 MAINTENANCE OTHER	15,500.00	7,347.54	8,152.46	47.40%	4,428.75
210-42220.578 EMERGENCY GENERATOR MAINT	480.00	0.00	480.00	0.00%	0.00
210-42220.610 SUPPLIES	3,000.00	867.48	2,132.52	28.92%	68.63
210-42220.611 NEW EQUIPMENT-RADIOS	1,500.00	0.00	1,500.00	0.00%	0.00
210-42220.612 UNIFORMS,BOOTS,ETC	21,250.00	11,364.72	9,885.28	53.48%	128.43
210-42220.615 EMS SUPPLIES	1,000.00	221.99	778.01	22.20%	221.99
210-42220.622 ELECTRICAL SERVICE	7,300.00	1,476.00	5,824.00	20.22%	564.53
210-42220.623 HEATING/NATURAL GAS	4,800.00	81.12	4,718.88	1.69%	51.03
210-42220.626 GAS, GREASE AND OIL	6,000.00	764.92	5,235.08	12.75%	315.19
210-42220.838 FIRE PREVENTION	2,000.00	0.00	2,000.00	0.00%	0.00
210-42220.889 ROUTINE EQUIPMENT PURCHAS	15,000.00	576.15	14,423.85	3.84%	78.60
Total FIRE DEPARTMENT	332,165.00	98,875.05	233,289.95	29.77%	28,761.14
210-431 STREET DEPARTMENT					
210-43110 STREET GENERAL					
210-43110.1 STREET GENERAL SALARIES					
210-43110.110 SALARIES REGULAR	162,824.00	37,814.89	125,009.11	23.22%	12,669.06
210-43110.130 SALARIES OVERTIME	16,300.00	2,036.35	14,263.65	12.49%	600.00
210-43110.140 SALARIES PART TIME	23,304.00	8,303.17	15,000.83	35.63%	38.04
Total STREET GENERAL SALARIES	202,428.00	48,154.41	154,273.59	23.79%	13,307.10
210-43110.2 STREET GENERAL BENEFITS					
210-43110.210 HEALTH INS & OTHER BENEFIT	71,587.00	15,130.54	56,456.46	21.14%	5,370.60
210-43110.220 SOCIAL SECURITY	15,577.00	3,706.62	11,870.38	23.80%	1,023.79
210-43110.226 WORKERS COMP INSURANCE	14,677.00	2,949.42	11,727.58	20.10%	868.06
210-43110.230 RETIREMENT	16,282.00	3,770.68	12,511.32	23.16%	1,256.90
210-43110.250 UNEMPLOYMENT INSURANCE	631.00	24.89	606.11	3.94%	0.11
Total STREET GENERAL BENEFITS	118,754.00	25,582.15	93,171.85	21.54%	8,519.46

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
210-43110.410 WATER AND SEWER CHARGE	1,700.00	235.79	1,464.21	13.87%	235.79
210-43110.432 VEHICLE MAINTENANCE	22,000.00	2,862.04	19,137.96	13.01%	1,657.37
210-43110.434 MAINT. BUILDINGS/GROUNDS	3,500.00	0.00	3,500.00	0.00%	0.00
210-43110.441 RIGHT OF WAY AGREEMENTS	11,764.00	0.00	11,764.00	0.00%	0.00
210-43110.442 EQUIPMENT RENTALS	9,000.00	629.00	8,371.00	6.99%	280.00
210-43110.443 RADIO MAINTENANCE	200.00	0.00	200.00	0.00%	0.00
210-43110.500 TRAINING, CONFERENCES, DU	500.00	0.00	500.00	0.00%	0.00
210-43110.521 LIABILITY & PROPERTY INS.	15,343.00	5,766.98	9,576.02	37.59%	0.00
210-43110.535 TELEPHONE SERVICES	3,500.00	495.68	3,004.32	14.16%	229.84
210-43110.565 RUBBISH REMOVAL	7,000.00	1,405.62	5,594.38	20.08%	729.06
210-43110.570 MAINTENANCE OTHER	2,000.00	77.13	1,922.87	3.86%	77.13
210-43110.572 INTERVIEW COSTS	500.00	196.00	304.00	39.20%	166.00
210-43110.573 ACCIDENT CLAIMS	1,000.00	1,048.91	-48.91	104.89%	1,048.91
210-43110.576 ENGINEERING SERVICES	10,000.00	100.54	9,899.46	1.01%	100.54
210-43110.582 TRAFFIC CALMING	500.00	0.00	500.00	0.00%	0.00
210-43110.610 SUPPLIES	20,000.00	3,763.14	16,236.86	18.82%	2,225.15
210-43110.612 UNIFORMS,BOOTS,ETC	6,000.00	469.80	5,530.20	7.83%	270.05
210-43110.616 GRAVEL, TOPSOIL	7,000.00	675.65	6,324.35	9.65%	294.15
210-43110.617 SIGNS AND POSTS	4,000.00	598.45	3,401.55	14.96%	515.05
210-43110.622 ELECTRICAL SERVICE	4,000.00	628.75	3,371.25	15.72%	245.75
210-43110.623 HEATING/NATURAL GAS	4,400.00	109.36	4,290.64	2.49%	70.57
210-43110.626 GAS, GREASE AND OIL	32,000.00	3,232.36	28,767.64	10.10%	1,892.12
210-43110.891 CAPITAL OUTLAY	6,000.00	0.00	6,000.00	0.00%	0.00
Total STREET GENERAL	493,089.00	96,031.76	397,057.24	19.48%	31,864.04
210-43120 STREET-PAVEMENT MAINT					
210-43120.444 STREET MARKINGS	8,000.00	1,265.37	6,734.63	15.82%	1,265.37
210-43120.570 SIDEWALK AND CURB MAINTEN	5,000.00	1,761.25	3,238.75	35.23%	693.75
210-43120.610 PAVEMENT MAINTENANCE	225,000.00	180,085.43	44,914.57	80.04%	-8,867.87
Total STREET-PAVEMENT MAINT	238,000.00	183,112.05	54,887.95	76.94%	-6,908.75
210-43123 STREETS - TRAFFIC LIGHTS					
210-43123.570 TRAFFIC LIGHTS MAINTENANC	3,000.00	0.00	3,000.00	0.00%	0.00
210-43123.622 TRAFFIC LIGHTS - ELECTRIC	7,900.00	1,089.25	6,810.75	13.79%	429.48
Total STREETS - TRAFFIC LIGHTS	10,900.00	1,089.25	9,810.75	9.99%	429.48
210-43125 WINTER MAINTENANCE					
210-43125.570 CONTRACT SERVICES	20,000.00	2,320.00	17,680.00	11.60%	935.00
210-43125.610 WINTER MAINTENANCE	115,000.00	83.58	114,916.42	0.07%	58.68
Total WINTER MAINTENANCE	135,000.00	2,403.58	132,596.42	1.78%	993.68
210-43151 STREET - STORMWATER					
210-43151.1 STREET-STORMWATER SALARIE					
210-43151.110 SALARIES - REGULAR	41,616.00	9,229.08	32,386.92	22.18%	3,076.36
Total STREET-STORMWATER SALARIE	41,616.00	9,229.08	32,386.92	22.18%	3,076.36

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
210-43151.2 STREET-STORMWATER BENEFIT					
210-43151.210 HEALTH INS & OTHER BENEFIT	10,254.00	2,424.58	7,829.42	23.65%	810.42
210-43151.220 SOCIAL SECURITY	3,184.00	716.10	2,467.90	22.49%	243.02
210-43151.226 WORKERS COMP INSURANCE	2,164.00	438.72	1,725.28	20.27%	154.18
210-43151.230 RETIREMENT	4,162.00	915.62	3,246.38	22.00%	305.21
210-43151.250 UNEMPLOYMENT INSURANCE	80.00	0.00	80.00	0.00%	0.00
Total STREET-STORMWATER BENEFIT	19,844.00	4,495.02	15,348.98	22.65%	1,512.83
210-43151.430 STORM SEWER MAINTENANCE	30,000.00	3,133.98	26,866.02	10.45%	3,007.50
Total STREET - STORMWATER	91,460.00	16,858.08	74,601.92	18.43%	7,596.69
210-43160 STREET STREET LIGHTS					
210-43160.610 STREET LIGHTS SUPPLIES/MA	7,500.00	3,278.78	4,221.22	43.72%	1,023.92
210-43160.622 STREET LIGHTS - ELECTRICI	122,000.00	24,189.37	97,810.63	19.83%	10,022.78
Total STREET STREET LIGHTS	129,500.00	27,468.15	102,031.85	21.21%	11,046.70
210-43161 STREETS - CONSERVATION					
210-43161.000 STREETSCAPE MAINT./IMP	16,000.00	-406.54	16,406.54	-2.54%	71.24
210-43161.001 VILLAGE GARDEN SPOTS	4,000.00	74.22	3,925.78	1.86%	74.22
210-43161.002 MEMORIAL PARK	3,500.00	176.25	3,323.75	5.04%	141.28
Total STREETS - CONSERVATION	23,500.00	-156.07	23,656.07	-0.66%	286.74
Total STREET DEPARTMENT	1,121,440.00	326,806.80	794,642.20	29.14%	45,308.58
210-45110 RECREATION & PARKS ADMIN					
210-45110.110 SALARIES - REGULAR	204,759.00	47,537.07	157,221.93	23.22%	15,605.80
210-45110.140 SALARIES - PART TIME	7,385.00	3,750.36	3,634.64	50.78%	85.79
210-45110.210 HEALTH INS & OTHER BENEFIT	74,554.00	12,785.99	61,768.01	17.15%	4,587.28
210-45110.220 SOCIAL SECURITY	16,229.00	5,008.29	11,220.71	30.86%	1,570.83
210-45110.226 WORKERS COMP INSURANCE	7,685.00	4,029.91	3,655.09	52.44%	1,154.48
210-45110.230 RETIREMENT	20,477.00	4,652.80	15,824.20	22.72%	1,792.96
210-45110.250 UNEMPLOYMENT INS	5,652.00	1,246.68	4,405.32	22.06%	220.89
210-45110.291 HEALTH IMP PROGRAMS	1,400.00	160.00	1,240.00	11.43%	160.00
210-45110.330 OTHER PROFESSIONAL SVCS	14,500.00	2,842.17	11,657.83	19.60%	2,170.17
210-45110.340 COMPUTER EXPENSES	9,350.00	8,509.95	840.05	91.02%	8,509.95
210-45110.500 TRAINING, CONF, DUES	9,784.00	4,254.48	5,529.52	43.48%	1,799.48
210-45110.521 LIABILITY & PROPERTY INS	21,580.00	9,495.35	12,084.65	44.00%	0.00
210-45110.530 COMMUNICATIONS	17,500.00	8,919.55	8,580.45	50.97%	250.00
210-45110.535 TELEPHONE SERVICES	6,000.00	0.00	6,000.00	0.00%	0.00
210-45110.550 PRINTING & ADVERTISING	3,460.00	189.82	3,270.18	5.49%	0.00
210-45110.610 SUPPLIES	6,004.00	745.21	5,258.79	12.41%	420.49
210-45110.813 SCHOLARSHIPS	5,000.00	0.00	5,000.00	0.00%	0.00
Total RECREATION & PARKS ADMIN	431,319.00	114,127.63	317,191.37	26.46%	38,328.12

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
210-45220 PARKS & FACILITIES					
210-45220.110 SALARIES - REGULAR	60,250.00	13,903.80	46,346.20	23.08%	4,634.60
210-45220.140 SALARIES - PART-TIME	44,697.00	26,919.62	17,777.38	60.23%	3,145.34
210-45220.210 HEALTH INS & OTHER BENEFIT	18,624.00	4,261.98	14,362.02	22.88%	1,529.09
210-45220.220 SOCIAL SECURITY	8,028.00	2,059.47	5,968.53	25.65%	240.64
210-45220.230 RETIREMENT	6,025.00	1,390.32	4,634.68	23.08%	463.44
210-45220.291 HEALTH IMP PROGRAMS	350.00	0.00	350.00	0.00%	0.00
210-45220.330 OTHER PROFESSIONAL SVCS	33,190.00	5,069.56	28,120.44	15.27%	362.82
210-45220.410 WATER & SEWER CHARGES	3,975.00	910.37	3,064.63	22.90%	0.00
210-45220.434 MAINTENANCE-BUILDINGS/GRO	10,694.00	0.00	10,694.00	0.00%	0.00
210-45220.441 LAND LEASE	500.00	0.00	500.00	0.00%	0.00
210-45220.442 EQUIPMENT RENTAL	7,500.00	2,153.42	5,346.58	28.71%	567.90
210-45220.500 TRAINING, CONF, DUES	1,887.00	0.00	1,887.00	0.00%	0.00
210-45220.610 SUPPLIES	12,162.00	5,344.52	6,817.48	43.94%	1,433.95
210-45220.622 ELECTRICAL SERVICE	28,009.00	8,442.83	19,566.17	30.14%	0.00
210-45220.623 HEATING/NATURAL GAS	5,409.00	322.31	5,086.69	5.96%	157.73
210-45220.626 GAS, GREASE & OIL	2,109.00	591.13	1,517.87	28.03%	302.74
Total PARKS & FACILITIES	243,409.00	71,369.33	172,039.67	29.32%	12,836.25
210-453 SENIOR SUPPORT					
Total SENIOR SUPPORT	0.00	0.00	0.00	0.00%	0.00
210-45551 BROWNELL LIBRARY					
210-45551.1 LIBRARY SALARIES					
210-45551.110 SALARIES REGULAR	313,189.00	69,575.77	243,613.23	22.22%	23,784.25
210-45551.140 SALARIES PART TIME	109,524.00	21,776.72	87,747.28	19.88%	7,365.27
Total LIBRARY SALARIES	422,713.00	91,352.49	331,360.51	21.61%	31,149.52
210-45551.2 LIBRARY BENEFITS					
210-45551.210 HEALTH INS & OTHER BENEFIT	116,088.00	26,822.13	89,265.87	23.10%	9,517.92
210-45551.220 SOCIAL SECURITY	32,500.00	6,994.11	25,505.89	21.52%	2,384.11
210-45551.226 WORKERS COMP INSURANCE	1,514.00	277.17	1,236.83	18.31%	94.47
210-45551.230 RETIREMENT	31,319.00	6,900.20	24,418.80	22.03%	2,345.20
210-45551.250 UNEMPLOYMENT INSURANCE	1,364.00	81.52	1,282.48	5.98%	21.12
Total LIBRARY BENEFITS	182,785.00	41,075.13	141,709.87	22.47%	14,362.82
210-45551.340 COMPUTER EXPENSES	3,500.00	0.00	3,500.00	0.00%	0.00
210-45551.410 WATER AND SEWER CHARGE	900.00	0.00	900.00	0.00%	0.00
210-45551.423 CONTRACT SERVICES	33,183.00	6,055.50	27,127.50	18.25%	0.00
210-45551.434 MAINT. BUILDINGS/GROUNDS	20,000.00	4,770.38	15,229.62	23.85%	545.56
210-45551.436 ALARM SYSTEM MAINTENANCE	525.00	219.00	306.00	41.71%	0.00
210-45551.500 TRAINING, CONFERENCES, DU	4,000.00	118.25	3,881.75	2.96%	38.00
210-45551.521 LIABILITY & PROPERTY INS.	11,385.00	4,708.85	6,676.15	41.36%	0.00
210-45551.530 TECHNOLOGY ACCESS	6,000.00	2,456.89	3,543.11	40.95%	39.95
210-45551.535 TELEPHONE SERVICES	1,200.00	185.61	1,014.39	15.47%	93.21
210-45551.536 POSTAGE/DELIVERY	3,500.00	251.07	3,248.93	7.17%	150.00

GENERAL FUND

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
210-45551.572 INTERVIEW COSTS	500.00	0.00	500.00	0.00%	0.00
210-45551.574 VOLUNTEER EXPENSES	700.00	0.00	700.00	0.00%	0.00
210-45551.610 SUPPLIES	13,000.00	3,199.86	9,800.14	24.61%	810.31
210-45551.622 ELECTRICAL SERVICE	15,250.00	3,256.17	11,993.83	21.35%	1,195.56
210-45551.623 HEATING/NATURAL GAS	7,400.00	73.59	7,326.41	0.99%	46.66
210-45551.640 ADULT COLLECTION-PRINT &	36,500.00	5,470.90	31,029.10	14.99%	631.02
210-45551.641 JUVEN COLLECTION-PRNT & E	18,250.00	3,613.93	14,636.07	19.80%	1,433.49
210-45551.677 COMPUTER REPLACEMENT	8,000.00	0.00	8,000.00	0.00%	0.00
210-45551.836 ADULT PROGRAMS	1,000.00	59.82	940.18	5.98%	40.85
210-45551.837 CHILDRENS PROGRAMS	4,000.00	157.25	3,842.75	3.93%	0.00
210-45551.891 CAPITAL OUTLAY	4,000.00	0.00	4,000.00	0.00%	0.00
Total BROWNELL LIBRARY	798,291.00	167,024.69	631,266.31	20.92%	50,536.95
210-47 DEBT SERVICE					
210-47116.000 CAPITAL IMP PRINCIPAL	135,300.00	135,135.00	165.00	99.88%	135,135.00
210-47117.000 EURP PRINCIPAL	105,000.00	0.00	105,000.00	0.00%	0.00
210-47216.000 CAPITAL IMP - INTEREST	75,122.00	37,948.54	37,173.46	50.52%	37,948.54
210-47217.000 EURP INTEREST	-156.00	0.00	-156.00	0.00%	0.00
Total DEBT SERVICE	315,266.00	173,083.54	142,182.46	54.90%	173,083.54
210-491 CAPITAL/MISC TRANSFERS					
210-49100.030 CAP RESRV FND CONT - BEG	295,582.00	73,895.50	221,686.50	25.00%	73,895.50
210-49100.031 ROLLING STOCK FUND CONTRI	213,624.00	53,406.00	160,218.00	25.00%	53,406.00
210-49100.040 TRANS FOR BUILDING MAINT	50,000.00	12,500.00	37,500.00	25.00%	12,500.00
210-49100.802 EMP TERM BENEFITS TRANSFE	5,000.00	1,250.00	3,750.00	25.00%	1,250.00
210-49101.030 TRANS TO CAPITAL RESERVE	109,652.00	27,413.00	82,239.00	25.00%	27,413.00
Total CAPITAL/MISC TRANSFERS	673,858.00	168,464.50	505,393.50	25.00%	168,464.50
210-493 GRANT AND OTHER UNBUDGETE					
210-4930 TERMINATION BENEFITS FROM					
Total TERMINATION BENEFITS FROM	0.00	0.00	0.00	0.00%	0.00
210-4934 GRANT EXPENDITURES					
210-49345 DONATION EXPENDITURES					
210-49345.000 LIBRARY DONATION EXPENDIT	0.00	1,037.29	-1,037.29	100.00%	216.78
Total DONATION EXPENDITURES	0.00	1,037.29	-1,037.29	100.00%	216.78
210-49346 LIBRARY REPLACEMENT EXPEN					
210-49346.001 ADULT COLLECTION-PRINT &	0.00	82.78	-82.78	100.00%	82.78
Total LIBRARY REPLACEMENT EXPEN	0.00	82.78	-82.78	100.00%	82.78
Total GRANT EXPENDITURES	0.00	1,120.07	-1,120.07	100.00%	299.56
Total GRANT AND OTHER UNBUDGETE	0.00	1,120.07	-1,120.07	100.00%	299.56

GENERAL FUND

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
210-494 PARK ST. SCHOOL					
210-49400.565 RUBBISH REMOVAL	0.00	72.03	-72.03	100.00%	0.00
210-49400.622 ELECTRICITY	0.00	886.74	-886.74	100.00%	295.94
210-49400.623	0.00	98.90	-98.90	100.00%	-36.59
Total PARK ST. SCHOOL	0.00	1,057.67	-1,057.67	100.00%	259.35
Total Expenditures	4,816,309.00	1,337,290.72	3,479,018.28	27.77%	582,551.11
Total GENERAL FUND	-60,000.00	-699,761.99	759,761.99	1,166.27%	-232,727.12
220-36101.000 INTEREST EARNINGS	0.00	1.83	-1.83	100.00%	0.00
Total Revenues	0.00	1.83	-1.83	100.00%	0.00
Total Expenditures	0.00	0.00	0.00	0.00%	0.00
Total MEMORIAL PARK FUND	0.00	1.83	-1.83	-100.00%	0.00
222-36101.000 Interest Earnings	0.00	-0.41	0.41	100.00%	0.00
222-39110.000 GENERAL FUND TRANS IN	0.00	12,500.00	-12,500.00	100.00%	12,500.00
Total Revenues	0.00	12,499.59	-12,499.59	100.00%	12,500.00
222-46802.002 BROWNELL LIBRARY MAINT	0.00	6,500.00	-6,500.00	100.00%	0.00
222-46802.003 PARK ST. SCHOOL MAINT	0.00	7,255.00	-7,255.00	100.00%	3,085.00
Total Expenditures	0.00	13,755.00	-13,755.00	100.00%	3,085.00
Total BUILDING MAINT FUND	0.00	-1,255.41	1,255.41	-100.00%	9,415.00
223-36101.000 Interest Earnings	0.00	51.18	-51.18	100.00%	0.00
Total Revenues	0.00	51.18	-51.18	100.00%	0.00
223-46801.002 STREET BANNERS	0.00	4,506.00	-4,506.00	100.00%	0.00
Total Expenditures	0.00	4,506.00	-4,506.00	100.00%	0.00
Total TRUSTEE CAP IMP PROJECTS	0.00	-4,454.82	4,454.82	-100.00%	0.00
225-34700.000 SR CTR MEMBERSHIPS	0.00	234.00	-234.00	100.00%	50.00
225-34701.000 SR CTR FUND RAISING REV	0.00	336.00	-336.00	100.00%	4.00
225-34702.000 SR CTR ACTIVITY FEES	0.00	2,343.00	-2,343.00	100.00%	645.00
225-34703.000 SR CTR AFTER HR FEES	0.00	382.00	-382.00	100.00%	182.00

SENIOR CENTER FUND

Account			Budget		Pd to Date
	Budget	Actual	Balance	% of Budget	
225-36101.000 Interest Earnings	0.00	16.14	-16.14	100.00%	0.00
225-36400.000 SR CTR DONATIONS	0.00	141.89	-141.89	100.00%	42.71
225-36603.000 MISCELLANEOUS REV	0.00	2,329.00	-2,329.00	100.00%	0.00
Total Revenues	0.00	5,782.03	-5,782.03	100.00%	923.71
225-45122.330 OTHER PROF SERVICES	0.00	50.00	-50.00	100.00%	0.00
225-45122.430 REPAIRS & MAINTENANCE	0.00	450.00	-450.00	100.00%	200.00
225-45122.610 OPERATIONAL SUPP/EXP	0.00	468.62	-468.62	100.00%	150.78
225-45122.614 PROGRAM EXPENSES	0.00	320.86	-320.86	100.00%	116.09
225-45122.810 TRIP EXPENSES	0.00	5,704.80	-5,704.80	100.00%	50.00
225-45122.812 MEAL SITE EXPENSES	0.00	54.13	-54.13	100.00%	54.13
Total Expenditures	0.00	7,048.41	-7,048.41	100.00%	571.00
Total SENIOR CENTER FUND	0.00	-1,266.38	1,266.38	-100.00%	352.71
226-34720.000 POOL DAY ADMINSSION	65,310.00	45,482.86	19,827.14	69.64%	10,051.00
226-34721.000 POOL MEMBERSHIPS	38,694.00	8,077.87	30,616.13	20.88%	5,244.87
226-34722.000 SWIM LESSONS	43,804.00	5,498.51	38,305.49	12.55%	3,274.71
226-34725.000 CONCESSION SALES	25,977.00	13,776.61	12,200.39	53.03%	-555.02
226-34750.000 FACILITY & FIELD RENTAL	8,232.00	3,740.25	4,491.75	45.44%	875.00
226-34779.000 YOUTH PROGRAMS	140,528.00	10,032.62	130,495.38	7.14%	10,213.62
226-34780.000 ADULT PROGRAMS	62,343.00	7,697.00	54,646.00	12.35%	-977.00
226-34781.000 CHILDCARE PROGAM	1,204,359.00	121,991.66	1,082,367.34	10.13%	77,450.25
226-34782.000 SHARED STAFFING CONTRACT	11,925.00	0.00	11,925.00	0.00%	0.00
226-39505.000 SPONSORSHIP	8,675.00	0.00	8,675.00	0.00%	0.00
Total Revenues	1,609,847.00	216,297.38	1,393,549.62	13.44%	105,577.43
226-43200.805 Interest Expense	0.00	150.26	-150.26	100.00%	0.00
226-45110 ADMINISTRATION					
226-45110.110 SALARIES - REGULAR	32,718.00	2,904.30	29,813.70	8.88%	2,323.44
226-45110.140 SALARIES - PART-TIME	15,121.00	409.50	14,711.50	2.71%	108.00
226-45110.210 HEALTH INS & OTHER BENEFIT	9,717.00	4,261.94	5,455.06	43.86%	1,529.08
226-45110.220 SOCIAL SECURITY	3,660.00	253.47	3,406.53	6.93%	185.99
226-45110.226 WORKERS COMPENSATION INS	30,006.00	13,127.01	16,878.99	43.75%	2,121.20
226-45110.230 RETIREMENT	4,150.00	0.00	4,150.00	0.00%	0.00
226-45110.291 HEALTH IMP PROGRAMS	350.00	0.00	350.00	0.00%	0.00
226-45110.330 OTHER PROFESSIONAL SVCS	4,667.00	1,000.00	3,667.00	21.43%	1,000.00
226-45110.340 COMPUTER EXPENSES	0.00	7,180.18	-7,180.18	100.00%	7,180.18
226-45110.442 Equipment Rentals	2,000.00	0.00	2,000.00	0.00%	0.00
226-45110.500 TRAINING, CONF, DUES	10,387.00	2,376.40	8,010.60	22.88%	2,376.40
226-45110.530 COMMUNICATIONS	1,680.00	1,798.49	-118.49	107.05%	598.20
226-45110.535 TELEPHONE SVCS	4,500.00	0.00	4,500.00	0.00%	0.00
226-45110.536 POSTAGE	3,219.00	2,040.50	1,178.50	63.39%	343.00
226-45110.550 PRINTING & ADVERTISING	15,400.00	2,755.00	12,645.00	17.89%	2,755.00
Total ADMINISTRATION	137,575.00	38,106.79	99,468.21	27.70%	20,520.49

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
226-45115 RECREATION PROGRAMS					
226-45115.140 SALARIES - PART -TIME	40,093.00	5,958.51	34,134.49	14.86%	921.50
226-45115.220 SOCIAL SECURITY	3,079.00	455.83	2,623.17	14.80%	70.48
226-45115.330 OTHER PROFESSIONAL SVCS	86,206.00	40,444.04	45,761.96	46.92%	3,408.50
226-45115.410 WATER & SEWER CHARGES	800.00	0.00	800.00	0.00%	0.00
226-45115.434 MAINTENANCE-BLDGS/GROUNDS	250.00	0.00	250.00	0.00%	0.00
226-45115.440 RENTAL	1,400.00	0.00	1,400.00	0.00%	0.00
226-45115.442 EQUIPMENT RENTALS	1,225.00	460.00	765.00	37.55%	0.00
226-45115.500 TRAINING, CONF, DUES	850.00	0.00	850.00	0.00%	0.00
226-45115.536 POSTAGE	79.00	0.00	79.00	0.00%	0.00
226-45115.550 PRINTING & ADVERTISING	354.00	0.00	354.00	0.00%	0.00
226-45115.580 TRAVEL	1,508.00	0.00	1,508.00	0.00%	0.00
226-45115.610 SUPPLIES	24,795.00	8,722.94	16,072.06	35.18%	1,398.52
226-45115.800 STUDENT SPECIAL PROGRAMS	1,388.00	755.20	632.80	54.41%	0.00
Total RECREATION PROGRAMS	162,027.00	56,796.52	105,230.48	35.05%	5,799.00
226-45120 AFTER SCHOOL CARE					
226-45120.110 SALARIES - REGULAR	172,966.00	38,808.58	134,157.42	22.44%	21,463.60
226-45120.140 SALARIES - PART-TIME	149,687.00	13,587.22	136,099.78	9.08%	13,587.22
226-45120.210 HEALTH INS & OTHER BENEFIT	64,490.00	13,301.06	51,188.94	20.62%	4,758.97
226-45120.220 SOCIAL SECURITY	24,384.00	4,075.44	20,308.56	16.71%	2,694.59
226-45120.230 RETIREMENT	19,973.00	5,260.72	14,712.28	26.34%	2,146.32
226-45120.291 HEALTH IMP PROGRAMS	1,750.00	337.48	1,412.52	19.28%	0.00
226-45120.330 OTHER PROFESSIONAL SVCS	15,566.00	101.50	15,464.50	0.65%	0.00
226-45120.421 TRUCK LEASE	23,845.00	23,845.32	-0.32	100.00%	12,238.30
226-45120.500 TRAINING, CONF, DUES	13,835.00	2,470.60	11,364.40	17.86%	1,356.00
226-45120.580 TRAVEL	30,259.00	0.00	30,259.00	0.00%	0.00
226-45120.610 SUPPLIES	28,061.00	2,007.35	26,053.65	7.15%	1,866.73
226-45120.626 GAS, GREASE & OIL	1,750.00	70.39	1,679.61	4.02%	70.39
Total AFTER SCHOOL CARE	546,566.00	103,865.66	442,700.34	19.00%	60,182.12
226-45121 PRESCHOOL					
226-45121.110 SALARIES - REGULAR	163,013.00	38,469.60	124,543.40	23.60%	12,823.20
226-45121.140 SALARIES - PART-TIME	41,438.00	6,513.28	34,924.72	15.72%	1,987.13
226-45121.210 HEALTH INS & OTHER BENEFIT	86,583.00	17,047.98	69,535.02	19.69%	6,116.37
226-45121.220 SOCIAL SECURITY	15,641.00	3,453.21	12,187.79	22.08%	1,143.12
226-45121.230 RETIREMENT	16,300.00	3,846.96	12,453.04	23.60%	1,282.32
226-45121.291 HEALTH IMP PROGRAMS	1,400.00	120.00	1,280.00	8.57%	120.00
226-45121.330 OTHER PROFESSIONAL SVCS	2,710.00	1,131.94	1,578.06	41.77%	0.00
226-45121.440 RENTAL	5,000.00	0.00	5,000.00	0.00%	0.00
226-45121.500 TRAINING, CONF, DUES	11,998.00	2,211.45	9,786.55	18.43%	1,676.45
226-45121.530 COMMUNICATIONS	0.00	609.95	-609.95	100.00%	203.32
226-45121.580 TRAVEL	960.00	222.30	737.70	23.16%	222.30
226-45121.610 SUPPLIES	4,500.00	3,171.41	1,328.59	70.48%	1,920.32
Total PRESCHOOL	349,543.00	76,798.08	272,744.92	21.97%	27,494.53

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
226-45122 SUMMER DAY CAMPS					
226-45122.110 SALARIES - REGULAR	35,535.00	11,299.80	24,235.20	31.80%	0.00
226-45122.140 SALARIES - PART-TIME	160,235.00	139,974.79	20,260.21	87.36%	270.00
226-45122.220 SOCIAL SECURITY	14,976.00	11,580.50	3,395.50	77.33%	20.66
226-45122.330 OTHER PROFESSIONAL SVCS	6,062.00	3,440.01	2,621.99	56.75%	224.26
226-45122.580 TRAVEL	25,170.00	25,238.83	-68.83	100.27%	2,447.02
226-45122.610 Supplies	15,499.00	8,065.14	7,433.86	52.04%	2,103.43
Total SUMMER DAY CAMPS	257,477.00	199,599.07	57,877.93	77.52%	5,065.37
226-45124 POOL					
226-45124.140 SALARIES - PART-TIME	91,127.00	61,562.31	29,564.69	67.56%	63.60
226-45124.220 SOCIAL SECURITY	6,972.00	4,749.80	2,222.20	68.13%	4.86
226-45124.330 OTHER PROFESSIONAL SVCS	9,110.00	634.00	8,476.00	6.96%	580.00
226-45124.410 WATER & SEWER CHARGES	1,799.00	0.00	1,799.00	0.00%	0.00
226-45124.434 MAINTENANCE-BLDGS/GROUNDS	16,496.00	11,260.46	5,235.54	68.26%	675.34
226-45124.610 SUPPLIES	5,839.00	2,605.23	3,233.77	44.62%	714.84
Total POOL	131,343.00	80,811.80	50,531.20	61.53%	2,038.64
226-45125 CONCESSIONS					
226-45125.140 SALARIES - PART-TIME	7,693.00	6,892.03	800.97	89.59%	0.00
226-45125.220 SOCIAL SECURITY	589.00	527.23	61.77	89.51%	0.00
226-45125.500 TRAINING, CONF, DUES	140.00	0.00	140.00	0.00%	0.00
226-45125.610 SUPPLIES	15,394.00	8,917.16	6,476.84	57.93%	504.90
Total CONCESSIONS	23,816.00	16,336.42	7,479.58	68.59%	504.90
226-45220 PARKS & FACILITIES					
226-45220.550 TRAINING, CONF, DUES	1,500.00	1,162.05	337.95	77.47%	627.05
Total PARKS & FACILITIES	1,500.00	1,162.05	337.95	77.47%	627.05
Total Expenditures	1,609,847.00	573,626.65	1,036,220.35	35.63%	122,232.10
Total EJRP PPROGRAMS FUND	0.00	-357,329.27	357,329.27	-100.00%	-16,654.67
230-331 GRANT REVENUE					
230-33123.000 PEARL MISS LNK EJ STP 530	0.00	18,467.38	-18,467.38	100.00%	0.00
Total GRANT REVENUE	0.00	18,467.38	-18,467.38	100.00%	0.00
230-341 CONTRIBUTIONS					
Total CONTRIBUTIONS	0.00	0.00	0.00	0.00%	0.00
230-361 INTEREST EARNINGS					
230-36101.000 INTEREST EARNINGS	0.00	9.69	-9.69	100.00%	0.00
Total INTEREST EARNINGS	0.00	9.69	-9.69	100.00%	0.00

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
230-391 GENERAL FUND TRANSFER IN					
230-39110.000 CONTRIB FROM GENERAL FUND	0.00	73,895.50	-73,895.50	100.00%	73,895.50
Total GENERAL FUND TRANSFER IN	0.00	73,895.50	-73,895.50	100.00%	73,895.50
Total Revenues	0.00	92,372.57	-92,372.57	100.00%	73,895.50
230-46801.006 MULTI-USE PATH NORTH					
230-46801.006 MULTI-USE PATH NORTH	0.00	657.00	-657.00	100.00%	0.00
230-46801.007 PEARL ST. LINKING SIDEWAL					
230-46801.007 PEARL ST. LINKING SIDEWAL	0.00	533,152.27	-533,152.27	100.00%	377,371.45
230-46801.008 CRESCENT CONNECTOR					
230-46801.008 CRESCENT CONNECTOR	0.00	73,683.25	-73,683.25	100.00%	73,551.25
230-46801.015 HILLCREST SIDEWALK					
230-46801.015 HILLCREST SIDEWALK	0.00	171,170.85	-171,170.85	100.00%	11,839.61
230-46801.016 MAIN PED BRIDGE BC828					
230-46801.016 MAIN PED BRIDGE BC828	0.00	1,440.00	-1,440.00	100.00%	1,440.00
230-46801.805 Interest Exp. on cash					
230-46801.805 Interest Exp. on cash	0.00	81.82	-81.82	100.00%	0.00
Total Expenditures	0.00	780,185.19	-780,185.19	100.00%	464,202.31
Total GEN FUND CAP RESERVE	0.00	-687,812.62	687,812.62	-100.00%	-390,306.81
231-36101.000 INTEREST EARNINGS					
231-36101.000 INTEREST EARNINGS	0.00	137.04	-137.04	100.00%	0.00
231-39110.000 CONTRIB FROM GENERAL FUND					
231-39110.000 CONTRIB FROM GENERAL FUND	0.00	53,406.00	-53,406.00	100.00%	53,406.00
231-39300.000 BOND PROCEEDS					
231-39300.000 BOND PROCEEDS	0.00	150,000.00	-150,000.00	100.00%	0.00
Total Revenues	0.00	203,543.04	-203,543.04	100.00%	53,406.00
231-43131.162 COMPRESSOR					
231-43131.162 COMPRESSOR	0.00	12,379.75	-12,379.75	100.00%	0.00
231-43131.163 PIERCE ARROW PUMPER					
231-43131.163 PIERCE ARROW PUMPER	0.00	572,347.00	-572,347.00	100.00%	0.00
231-47117.000 FIRE TRUCK LOAN PRINCIPAL					
231-47117.000 FIRE TRUCK LOAN PRINCIPAL	0.00	50,000.00	-50,000.00	100.00%	0.00
231-47217.000 INTEREST EXPENSE					
231-47217.000 INTEREST EXPENSE	0.00	786.57	-786.57	100.00%	0.00
Total Expenditures	0.00	635,513.32	-635,513.32	100.00%	0.00
Total ROLLING STOCK FUND	0.00	-431,970.28	431,970.28	-100.00%	53,406.00
232-36101.000 INTEREST EARNINGS					
232-36101.000 INTEREST EARNINGS	0.00	40.58	-40.58	100.00%	0.00
Total Revenues	0.00	40.58	-40.58	100.00%	0.00
Total LAND ACQUISITION FUND	0.00	40.58	-40.58	-100.00%	0.00
233-39110.000 CONTRIBUTION FROM GEN FUN					
233-39110.000 CONTRIBUTION FROM GEN FUN	0.00	27,413.00	-27,413.00	100.00%	27,413.00
Total Revenues	0.00	27,413.00	-27,413.00	100.00%	27,413.00
233-46801.001 TRUCK/TRACTOR LEASE					
233-46801.001 TRUCK/TRACTOR LEASE	0.00	13,524.89	-13,524.89	100.00%	0.00
233-46801.004 MAINT GARAGE/CAMP ADDITIO					
233-46801.004 MAINT GARAGE/CAMP ADDITIO	0.00	3,950.00	-3,950.00	100.00%	2,350.00
233-46801.805 Interest Expense					
233-46801.805 Interest Expense	0.00	3.21	-3.21	100.00%	0.00

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
Total Expenditures	0.00	17,478.10	-17,478.10	100.00%	2,350.00
Total EJRP CAP RESERVE	0.00	9,934.90	-9,934.90	-100.00%	25,063.00
Total Revenues	0.00	0.00	0.00	0.00%	0.00
253-469 CAPITAL PROJECTS					
Total CAPITAL PROJECTS	0.00	0.00	0.00	0.00%	0.00
Total Expenditures	0.00	0.00	0.00	0.00%	0.00
Total BOND FUND	0.00	0.00	0.00	0.00%	0.00
254-3 REVENUE					
254-34 OPERATING REVENUE					
254-34402.000 INTEREST EARNINGS	0.00	2.38	-2.38	100.00%	0.00
254-34403.000 MISC. - UNCLASSIFIED RECE	0.00	250.00	-250.00	100.00%	250.00
254-349 USER CHARGES					
254-34801.000 SALE OF WATER-RESIDENTIAL	930,063.00	123,634.08	806,428.92	13.29%	0.00
254-34811.000 WATER BILLING PENALTIES	4,000.00	417.28	3,582.72	10.43%	639.15
254-34812.000 WATER SALES - LARGE USERS	91,480.00	25,239.11	66,240.89	27.59%	7,323.21
254-34821.000 HOOK ON FEES	15,000.00	550.00	14,450.00	3.67%	550.00
Total USER CHARGES	1,040,543.00	149,840.47	890,702.53	14.40%	8,512.36
254-349 GF PASS THROUGH REVENUES					
254-34900.000 SALE OF WATER-GF	2,681,600.00	647,648.91	2,033,951.09	24.15%	210,667.80
254-34902.000 SALE OF WATER - GF VT TA	63,875.00	16,274.50	47,600.50	25.48%	5,015.90
Total GF PASS THROUGH REVENUES	2,745,475.00	663,923.41	2,081,551.59	24.18%	215,683.70
Total OPERATING REVENUE	3,786,018.00	814,016.26	2,972,001.74	21.50%	224,446.06
254-390 NON OPERATING REVENUE					
254-39000.001 CURRENT YR CONTRIBUTION I	0.00	40,000.00	-40,000.00	100.00%	40,000.00
Total NON OPERATING REVENUE	0.00	40,000.00	-40,000.00	100.00%	40,000.00
Total REVENUE	3,786,018.00	854,016.26	2,932,001.74	22.56%	264,446.06
Total Revenues	3,786,018.00	854,016.26	2,932,001.74	22.56%	264,446.06
254-43 EXPENSES					
254-432 OPERATING EXPENSES					
254-4320 GENERAL EXPENSES					

WATER FUND

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
254-43200.1 WATER FUND SALARIES					
254-43200.110 SALARIES REGULAR	111,775.00	17,212.08	94,562.92	15.40%	6,780.96
254-43200.130 SALARIES OVERTIME	14,000.00	995.71	13,004.29	7.11%	300.00
254-43200.140 SALARIES PART TIME	5,293.00	1,538.47	3,754.53	29.07%	450.85
Total WATER FUND SALARIES	131,068.00	19,746.26	111,321.74	15.07%	7,531.81
254-43200.2 WATER FUND BENEFITS					
254-43200.210 HEALTH INS & OTHER BENEFIT	44,500.00	6,463.38	38,036.62	14.52%	2,293.62
254-43200.220 SOCIAL SECURITY	10,091.00	1,544.45	8,546.55	15.31%	604.06
254-43200.226 WORKERS COMP INSURANCE	6,624.00	1,049.80	5,574.20	15.85%	407.45
254-43200.230 RETIREMENT	11,178.00	1,564.67	9,613.33	14.00%	521.56
254-43200.250 UNEMPLOYMENT INSURANCE	353.00	4.63	348.37	1.31%	1.36
Total WATER FUND BENEFITS	72,746.00	10,626.93	62,119.07	14.61%	3,828.05
254-43200.330 OTHER PROFESSIONAL SERVIC	1,000.00	0.00	1,000.00	0.00%	0.00
254-43200.335 AUDIT	3,623.00	0.00	3,623.00	0.00%	0.00
254-43200.340 COMPUTER EXPENSES	1,500.00	842.40	657.60	56.16%	0.00
254-43200.410 WATER AND SEWER CHARGE	200.00	24.74	175.26	12.37%	24.74
254-43200.411 CWD WATER PURCHASE	493,810.00	70,840.18	422,969.82	14.35%	35,501.86
254-43200.412 STATE WATER TAX	12,662.00	1,686.67	10,975.33	13.32%	845.28
254-43200.430 WATER LINES MAINT-BREAKS	16,000.00	4,555.26	11,444.74	28.47%	2,728.00
254-43200.441 RIGHT OF WAY AGREEMENTS	142.00	0.00	142.00	0.00%	0.00
254-43200.491 CONTRACTUAL SERVICES	106,531.00	25,852.50	80,678.50	24.27%	25,852.50
254-43200.500 TRAINING, CONFERENCES, DU	2,000.00	176.00	1,824.00	8.80%	0.00
254-43200.521 LIABILITY & PROPERTY INS.	3,011.00	1,268.02	1,742.98	42.11%	0.00
254-43200.535 TELEPHONE SERVICES	1,000.00	279.01	720.99	27.90%	139.53
254-43200.536 POSTAGE	2,000.00	503.88	1,496.12	25.19%	56.15
254-43200.550 PRINTING AND ADVERTISING	2,000.00	101.83	1,898.17	5.09%	0.00
254-43200.570 MAINTENANCE OTHER	2,000.00	722.22	1,277.78	36.11%	588.20
254-43200.572 INTERVIEW COSTS	0.00	175.00	-175.00	100.00%	0.00
254-43200.610 SUPPLIES	6,000.00	2,555.41	3,444.59	42.59%	1,257.07
254-43200.612 UNIFORMS,BOOTS,ETC	1,500.00	549.87	950.13	36.66%	312.89
254-43200.613 METERS AND PARTS	1,000.00	0.00	1,000.00	0.00%	0.00
254-43200.614 DISTRIBUTION MATERIALS	7,000.00	0.00	7,000.00	0.00%	0.00
254-43200.622 ELECTRICAL SERVICE	750.00	101.52	648.48	13.54%	37.60
254-43200.623 HEATING/NATURAL GAS	4,000.00	54.17	3,945.83	1.35%	33.56
254-43200.626 GAS,GREASE AND OIL	3,000.00	177.83	2,822.17	5.93%	106.82
254-43200.742 TRANS TO CAPITAL RESERVE	160,000.00	40,000.00	120,000.00	25.00%	40,000.00
254-43200.805 INTEREST EXPENSE	0.00	13.30	-13.30	100.00%	0.00
254-43200.891 CAPITAL OUTLAY	6,000.00	0.00	6,000.00	0.00%	0.00
Total GENERAL EXPENSES	1,040,543.00	180,853.00	859,690.00	17.38%	118,844.06
254-4321 OF WATER EXPENSES					
254-43210.411 CWD WATER PURC - GF	2,681,600.00	424,819.50	2,256,780.50	15.84%	210,667.80
254-43210.412 STATE WATER TAX - GF	63,875.00	10,114.75	53,760.25	15.84%	5,015.90
Total OF WATER EXPENSES	2,745,475.00	434,934.25	2,310,540.25	15.84%	215,683.70

Account	Budget	Actual	Budget Balance % of Budget	Pd to Date	
Total OPERATING EXPENSES	3,786,018.00	615,787.25	3,170,230.75	16.26%	334,527.76
254-433 CAPITAL PROJECT EXPENSES					
254-43330.002 METER REPLACEMENT PROGRAM	0.00	920.53	-920.53	100.00%	0.00
254-43330.005 SERIES 3 BOND INTEREST	0.00	8,386.67	-8,386.67	100.00%	8,386.67
254-43332 BONDED PROJECTS					
254-43332.007 UB CONVERSION TO NEMRC	0.00	1,458.33	-1,458.33	100.00%	0.00
Total BONDED PROJECTS	0.00	1,458.33	-1,458.33	100.00%	0.00
Total CAPITAL PROJECT EXPENSES	0.00	10,765.53	-10,765.53	100.00%	8,386.67
Total EXPENSES	3,786,018.00	626,552.78	3,159,465.22	16.55%	342,914.43
Total Expenditures	3,786,018.00	626,552.78	3,159,465.22	16.55%	342,914.43
Total WATER FUND	0.00	227,463.48	-227,463.48	-100.00%	-78,468.37
255-3 REVENUE					
255-34 OPERATING REVENUE					
255-34402.000 INTEREST EARNINGS	0.00	559.99	-559.99	100.00%	0.00
255-34403.000 MISC - UNCLASSIFIED RECEI	0.00	250.00	-250.00	100.00%	250.00
255-348 VILLAGE USER CHARGES					
255-34801.000 VILLAGE USER CHARGE	645,063.00	108,203.40	536,859.60	16.77%	0.00
255-34811.000 VILLAGE USER PENALTIES	3,000.00	433.63	2,566.37	14.45%	563.35
255-34812.000 VILL. SEPTAGE DISCHARGE I	20,000.00	0.00	20,000.00	0.00%	0.00
Total VILLAGE USER CHARGES	668,063.00	108,637.03	559,425.97	16.26%	563.35
255-349 TRI-TOWN REVENUES					
255-34900.000 WASTEWATER CHARGE - ESSEX	476,928.00	119,232.00	357,696.00	25.00%	39,744.00
255-34901.000 WASTEWATER CHARGE - WILLI	675,345.00	168,836.25	506,508.75	25.00%	168,836.25
255-34903.001 SHARED SEPTAGE REVENUES	9,511.00	0.00	9,511.00	0.00%	0.00
255-34903.005 PUMP STATION MAINT. FEES	30,300.00	7,575.00	22,725.00	25.00%	7,575.00
Total TRI-TOWN REVENUES	1,192,084.00	295,643.25	896,440.75	24.80%	216,155.25
Total OPERATING REVENUE	1,860,147.00	405,090.27	1,455,056.73	21.78%	216,968.60
255-39 NON OPERATING INCOME					
255-39000.001 CURRENT YR CONTRIBUTION I	0.00	80,000.00	-80,000.00	100.00%	80,000.00
255-39700.002 ESSEX - DEBT PAYMENT	0.00	290,936.90	-290,936.90	100.00%	290,936.90
255-39700.003 WILLISTON - DEBT PAYMENT	0.00	278,055.88	-278,055.88	100.00%	278,055.88
255-39700.004 ESSEX JCT - DEBT PAYMENT	0.00	304,537.39	-304,537.39	100.00%	304,537.39
Total NON OPERATING INCOME	0.00	953,530.17	-953,530.17	100.00%	953,530.17
Total REVENUE	1,860,147.00	1,358,620.44	501,526.56	73.04%	1,170,498.77
Total Revenues	1,860,147.00	1,358,620.44	501,526.56	73.04%	1,170,498.77

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
255-43 EXPENSES					
255-4320 GENERAL EXPENSES					
255-43200.1 WWTF SALARIES					
255-43200.110 SALARIES REGULAR	340,008.00	75,387.01	264,620.99	22.17%	24,529.30
255-43200.130 SALARIES OVERTIME	48,000.00	9,341.11	38,658.89	19.46%	3,069.04
255-43200.140 SALARIES PART TIME	10,000.00	9,737.85	262.15	97.38%	3,192.18
Total WWTF SALARIES	398,008.00	94,465.97	303,542.03	23.73%	30,790.52
255-43200.2 WWTF BENEFITS					
255-43200.210 HEALTH INS & OTHER BENEFIT	119,377.00	26,834.25	92,542.75	22.48%	9,434.49
255-43200.220 SOCIAL SECURITY	30,613.00	7,117.75	23,495.25	23.25%	2,431.85
255-43200.226 WORKERS COMP INSURANCE	20,215.00	4,121.44	16,093.56	20.39%	1,328.10
255-43200.230 RETIREMENT	34,001.00	7,695.92	26,305.08	22.63%	2,565.30
255-43200.250 UNEMPLOYMENT INSURANCE	500.00	51.73	448.27	10.35%	15.68
Total WWTF BENEFITS	204,706.00	45,821.09	158,884.91	22.38%	15,775.42
255-43200.320 LEGAL SERVICES	1,000.00	0.00	1,000.00	0.00%	0.00
255-43200.330 OTHER PROFESSIONAL SERVIC	4,000.00	0.00	4,000.00	0.00%	0.00
255-43200.335 AUDIT	4,253.00	0.00	4,253.00	0.00%	0.00
255-43200.410 WATER AND SEWER CHARGE	3,000.00	435.51	2,564.49	14.52%	0.00
255-43200.432 VEHICLE MAINTENANCE	3,000.00	383.90	2,616.10	12.80%	140.60
255-43200.491 CONTRACTUAL SERVICES	53,266.00	12,926.25	40,339.75	24.27%	12,926.25
255-43200.500 TRAINING, CONFERENCES, DU	6,500.00	1,782.24	4,717.76	27.42%	875.00
255-43200.521 LIABILITY & PROPERTY INS.	38,015.00	13,905.62	24,109.38	36.58%	0.00
255-43200.535 TELEPHONE SERVICES	6,000.00	709.27	5,290.73	11.82%	357.62
255-43200.565 GRIT DISPOSAL	15,000.00	2,755.98	12,244.02	18.37%	918.66
255-43200.567 SLUDGE PROCESSING	130,000.00	0.00	130,000.00	0.00%	0.00
255-43200.568 SLUDGE MANAGEMENT	150,000.00	6,863.87	143,136.13	4.58%	6,863.87
255-43200.569 WWTF ANNUAL PERMIT FEE	9,900.00	0.00	9,900.00	0.00%	0.00
255-43200.570 MAINTENANCE OTHER	90,000.00	27,747.92	62,252.08	30.83%	11,523.11
255-43200.577 CONTRACT LABORATORY SERVI	9,000.00	856.00	8,144.00	9.51%	166.00
255-43200.610 SUPPLIES	10,000.00	759.40	9,240.60	7.59%	307.88
255-43200.612 UNIFORMS,BOOTS,ETC	5,000.00	990.78	4,009.22	19.82%	620.78
255-43200.618 SUPPLIES - LABORATORY	15,000.00	1,400.49	13,599.51	9.34%	65.70
255-43200.619 CHEMICALS	210,000.00	63,771.77	146,228.23	30.37%	28,464.49
255-43200.622 ELECTRICAL SERVICE	150,000.00	19,622.29	130,377.71	13.08%	11,558.18
255-43200.623 HEATING/NATURAL GAS	20,000.00	1,489.10	18,510.90	7.45%	816.95
255-43200.626 GAS,GREASE AND OIL	4,500.00	454.58	4,045.42	10.10%	230.40
255-43200.742 TRANS TO CAPITAL RESERVE	320,000.00	80,000.00	240,000.00	25.00%	80,000.00
Total GENERAL EXPENSES	1,860,148.00	377,142.03	1,483,005.97	20.27%	202,401.43
255-433 CAPITAL PROJECTS/EXPENSES					
255-43330.001 RZEDB Interest	0.00	23,439.58	-23,439.58	100.00%	23,439.58
255-43330.007 CWSRF RF1-148 ADMIN FEE	0.00	247,860.99	-247,860.99	100.00%	247,860.99
255-43330.009 AUTOMATIC SAMPLERS	0.00	2,032.09	-2,032.09	100.00%	2,032.09

WASTEWATER FUND

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
255-43330.012 ALKALINITY CNTRL INSTALLA	0.00	156.50	-156.50	100.00%	0.00
Total CAPITAL PROJECTS/EXPENSES	0.00	273,489.16	-273,489.16	100.00%	273,332.66
255-434 NON-OPERATING EXPENSES					
Total NON-OPERATING EXPENSES	0.00	0.00	0.00	0.00%	0.00
Total EXPENSES	1,860,148.00	650,631.19	1,209,516.81	34.98%	475,734.09
Total Expenditures	1,860,148.00	650,631.19	1,209,516.81	34.98%	475,734.09
Total WASTEWATER FUND	-1.00	707,989.25	-707,988.25		694,764.68
256-3 REVENUE					
256-33 INTERGOVERNMENTAL REVENUE					
256-33900.000 ESSEX PUMP STATION FEES	23,878.00	0.00	23,878.00	0.00%	0.00
256-33900.001 PARY AGREEMNT REV	15,000.00	0.00	15,000.00	0.00%	0.00
Total INTERGOVERNMENTAL REVENUE	38,878.00	0.00	38,878.00	0.00%	0.00
256-34 OPERATING REVENUE					
256-34402.000 INTEREST EARNINGS	0.00	918.37	-918.37	100.00%	0.00
256-34403.000 MISC. - UNCLASSIFIED RECE	0.00	3,000.00	-3,000.00	100.00%	3,000.00
256-348 USER CHARGES					
256-34801.000 ANNUAL CUSTOMER CHARGE	567,372.00	108,482.03	458,889.97	19.12%	0.00
256-34811.000 ANNUAL CUSTOMER CHARGE -	2,500.00	490.04	2,009.96	19.60%	566.18
256-34821.000 HOOK ON FEES	30,000.00	1,000.00	29,000.00	3.33%	1,000.00
Total USER CHARGES	599,872.00	109,972.07	489,899.93	18.33%	1,566.18
Total OPERATING REVENUE	599,872.00	113,890.44	485,981.56	18.99%	4,566.18
256-39 NON OPERATING REVENUE					
256-39000.001 CURRENT YR CONTRIBUTION I	0.00	23,750.00	-23,750.00	100.00%	23,750.00
256-39200.001 WWTF CAPACITY SALE REVENU	0.00	100,000.00	-100,000.00	100.00%	0.00
Total NON OPERATING REVENUE	0.00	123,750.00	-123,750.00	100.00%	23,750.00
Total REVENUE	638,750.00	237,640.44	401,109.56	37.20%	28,316.18
Total Revenues	638,750.00	237,640.44	401,109.56	37.20%	28,316.18
256-43 EXPENSES					
256-432 OPERATING EXPENSES					
256-43200.1 SANITATION SALARIES					
256-43200.110 SALARIES REGULAR	86,641.00	13,694.83	72,946.17	15.81%	4,542.74
256-43200.130 SALARIES OVERTIME	12,000.00	1,138.51	10,861.49	9.49%	407.70

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
256-43200.140 SALARIES PART TIME	5,293.00	1,538.47	3,754.53	29.07%	450.85
Total SANITATION SALARIES	103,934.00	16,371.81	87,562.19	15.75%	5,401.29
256-43200.2 SANITATION BENEFITS					
256-43200.210 HEALTH INS & OTHER BENEFIT	44,500.00	10,347.61	34,152.39	23.25%	3,669.82
256-43200.220 SOCIAL SECURITY	8,013.00	1,264.30	6,748.70	15.78%	421.50
256-43200.226 WORKERS COMP INSURANCE	5,208.00	827.33	4,380.67	15.89%	278.21
256-43200.230 RETIREMENT	8,664.00	1,372.79	7,291.21	15.84%	457.59
256-43200.250 UNEMPLOYMENT INSURANCE	328.00	4.63	323.37	1.41%	1.36
Total SANITATION BENEFITS	66,713.00	13,816.66	52,896.34	20.71%	4,828.48
256-43200.330 OTHER PROFESSIONAL SERVIC	1,000.00	0.00	1,000.00	0.00%	0.00
256-43200.335 AUDIT	1,812.00	0.00	1,812.00	0.00%	0.00
256-43200.340 COMPUTER EXPENSES	2,500.00	1,684.80	815.20	67.39%	0.00
256-43200.410 WATER AND SEWER CHARGE	500.00	68.05	431.95	13.61%	0.00
256-43200.430 SANITATION LINES MAINTENA	6,500.00	650.00	5,850.00	10.00%	0.00
256-43200.434 PUMP STATION MAINTENANCE	10,000.00	2,581.74	7,418.26	25.82%	2,184.05
256-43200.436 SANIT. LINE BACK-UP CLEAN	2,000.00	0.00	2,000.00	0.00%	0.00
256-43200.441 RIGHT OF WAY AGREEMENTS	1,098.00	1,188.78	-90.78	108.27%	0.00
256-43200.491 CONTRACTUAL SERVICES	136,831.00	33,427.50	103,403.50	24.43%	33,427.50
256-43200.500 TRAINING, CONFERENCES, DU	200.00	0.00	200.00	0.00%	0.00
256-43200.521 LIABILITY & PROPERTY INS.	5,812.00	2,204.98	3,607.02	37.94%	0.00
256-43200.536 POSTAGE	3,500.00	895.47	2,604.53	25.58%	0.00
256-43200.550 PRINTING AND ADVERTISING	550.00	203.67	346.33	37.03%	0.00
256-43200.570 MAINTENANCE OTHER	1,500.00	0.00	1,500.00	0.00%	0.00
256-43200.610 SUPPLIES	1,000.00	120.86	879.14	12.09%	120.86
256-43200.612 UNIFORMS,BOOTS,ETC	1,500.00	240.00	1,260.00	16.00%	240.00
256-43200.622 ELECTRICAL SERVICE	12,000.00	2,108.76	9,891.24	17.57%	820.92
256-43200.623 HEATING/NATURAL GAS	1,300.00	66.69	1,233.31	5.13%	42.31
256-43200.626 GAS,GREASE AND OIL	2,500.00	294.90	2,205.10	11.80%	169.35
256-43200.742 TRANS TO CAPITAL RESERVE	95,000.00	23,750.00	71,250.00	25.00%	23,750.00
256-43220 ESSEX PS COSTS					
256-43220.001 SUSIE WILSON PS COSTS	9,000.00	1,899.52	7,100.48	21.11%	1,271.61
256-43220.002 WEST ST PS COSTS	11,000.00	2,319.64	8,680.36	21.09%	1,420.34
Total ESSEX PS COSTS	20,000.00	4,219.16	15,780.84	21.10%	2,691.95
Total OPERATING EXPENSES	477,750.00	103,893.83	373,856.17	21.75%	73,676.71
256-433 CAPITAL PROJECTS/EXPENSE					
256-43330.002 METER REPLACEMENT PROGRAM	0.00	1,841.07	-1,841.07	100.00%	0.00
256-43332.007 UB CONVERSION TO NEMRC	0.00	2,916.67	-2,916.67	100.00%	0.00
Total CAPITAL PROJECTS/EXPENSE	0.00	4,757.74	-4,757.74	100.00%	0.00
256-434 NON OPERATING EXPENSES					
256-43455.001 TRANS TO WWTF FOR DEBT PY	0.00	304,537.39	-304,537.39	100.00%	304,537.39
Total NON OPERATING EXPENSES	0.00	304,537.39	-304,537.39	100.00%	304,537.39

10/03/17
11:30 am

Town of Essex / Village of EJ General Ledger
Current Yr Pd: 3 Year Budget Status Report
SANITATION FUND

Account			Budget		Pd to Date
	Budget	Actual	Balance	% of Budget	
Total EXPENSES	477,750.00	413,188.96	64,561.04	86.49%	378,214.10
Total Expenditures	477,750.00	413,188.96	64,561.04	86.49%	378,214.10
Total SANITATION FUND	161,000.00	-175,548.52	14,548.52	-109.04%	-349,897.92
Total All Funds	100,999.00	-1,413,968.65	1,312,969.65	-1,399.98%	-285,053.50