



TRUSTEES MEETING NOTICE & AGENDA
TUESDAY, FEBRUARY 14, 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. Essex Junction Neighbors Day – Stephanie Teleen
5. **OLD BUSINESS**
 - a. Adopt FYE 18 Proposed Budget and Capital Programs – Lauren Morrisseau
6. **NEW BUSINESS**
 - a. Termination of Memorandum of Agreement with Prudential Committee – Pat Scheidel
 - b. Park Street School – George Tyler
 - c. Discuss Draft Warning for Annual Meeting – George Tyler
 - d. Memorandum of Understanding with Champlain Water District – Pat Scheidel
 - e. Review and Sign Annual Financial Plan-Town Highways – Lauren Morrisseau
 - f. Review and Sign Certification of Compliance for Town Road and Bridge Standards
 - g. Review and Sign Certificates of Completion and Opening of a Highway for Public Travel and Certificate of Highway Mileage – Susan McNamara-Hill
7. **MANAGER'S REPORT**
 - a. Trustees meeting schedule
 - b. Memo re: Charter Language/Unified Manager
 - c. Memo re: TGIA Status for Joint Meeting
8. **TRUSTEES' COMMENTS & CONCERNS/READING FILE**
 - a. Board Member Comments
 - b. Minutes from Other Boards/Committees:
 - Tree Advisory Committee 1/17/17
 - Block Party Committee 1/30/17
 - c. Memo from CCRPC re: Public Hearing on Amendments to CCRPC Bylaws 3/15/17
 - d. Report from Director of Essex Junction Recreation & Parks February 2017
 - e. VLCT Spring Selectboard Institute 3/18/17
 - f. Memo from Dennis Lutz, Public Works Director, re: Village Highway Budget and MOU
 - g. Memo from Dennis Lutz and Jim Jutras re: Flow Restoration Plans
9. **CONSENT AGENDA**
 - a. Approve Minutes of Previous Meetings 1/24/17 & 2/6/17
 - b. Expense Warrant #17028 dated 1/20/17 in the amount of \$36,873.28
 - c. Expense Warrant #17029 dated 1/26/17 in the amount of \$321,359.93

- d. Expense Warrant #17030 dated 2/2/17 in the amount of \$46,340.29
- e. Expense Warrant #17031 dated 2/10/17 in the amount of \$95,719.77
- f. Approve Street Closing for Essex Junction Little League Parade 5/6/17
- g. Approve Noise Waiver for EJRP Fireworks 7/4/17

10. **EXECUTIVE SESSION**

- a. Contracts: Negotiations

11. **ADJOURN**

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



Essex High School

Robert J. Reardon
Principal

Mark Floyd
Director of
School Counseling

Louise McL. Strong
Assistant
Principal

Thomas Faris
Assistant
Principal

Lauren Kirby-Couillard
Assistant
Principal

Cathy Quinn
Director of
Special Services

January 27, 2017

RECEIVED

FEB 13 2017

Village of Essex Junction

Village of Essex Junction
Board of Trustees
Attn: George Tyler
2 Lincoln Street
Essex Junction, VT 05452

Dear George:

I would like to take this opportunity to thank you for your guidance and supervision with Zach Pratt this past semester and supporting our internship program at Essex High School. I appreciate all the effort you put into making this a real-world learning experience.

I recognize that mentoring is a huge time commitment to you. The knowledge and skills learned through this unique experience is something that cannot be taught in a regular classroom. I am truly amazed at the willingness of employers like you to assist high school students with this incredible learning experience. As the Career Development Coordinator at Essex High School, I look forward to continuing our internship relationship.

Please contact me if you have any questions or information you would like to share. My office phone number is 857-7000 x. 1111, email phemingway@ccsuvt.org.

Thank you again for all your efforts on behalf of our students. You truly make a difference. I hope we can continue to work together to make our youth more employable and better community members.

Sincerely,

Pam Hemingway, M.Ed.
Career Development Coordinator
<http://career.ccsuvt.org/>

George-
Thank you for
creating a great option
for Zach!

Certificate of Appreciation

Presented to
George Tyler
Village of Essex Junction
Board of Trustees

*In recognition of your continuous support and participation in the
Essex High School Community Internship program (2016-2017)*

Marybeth Perilli
Marybeth Perilli
Community Internship Teacher, Essex High School

January 30, 2017
Date





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

MEMORANDUM

TO: Village Trustees and Patrick Scheidel, Municipal Manager
FROM: Lauren Morrisseau, Finance Director *LM*
DATE: 02/09/17
SUBJECT: FYE18 Budgets

Issue

The issue is whether or not the Trustees will adopt the proposed FYE18 Budgets.

Discussion

The amounts of the proposed FYE18 Village Operating Budgets are as follows:

General Fund	\$4,816,309
Water Fund	\$3,786,018
Wastewater Treatment Fund	\$1,860,147
Sanitation Fund	\$477,750
Recreation Programs	\$1,609,847

The amounts of the proposed FYE18 Capital Funds budgets are as follows:

General Fund Capital Reserve	\$3,503,627
Rolling Stock Fund	\$819,818
Water Fund Capital Reserve	\$71,977
WWTF Capital Reserve	\$62,457
Sanitation Fund Capital Reserve	\$182,336
Recreation Capital Reserve	\$109,652

Cost

The estimated tax rate to support the General Fund budget is \$0.3003. This is an increase of 0.97% from the combined Village and Recreation FYE17 rates. The utility rates to support the enterprise funds budgets are estimated to increase by 2.4%.

Recommendation

Staff recommends the Trustees adopt the various FYE18 budgets in the amounts listed above.

VILLAGE OF ESSEX JUNCTION
GENERAL FUND BUDGET SUMMARY

01/19/17
9:48 AM

	FYE15 Actual	FYE16 Budget	FYE16 Actual	FYE17 Budget	FYE18 Proposed Budget	% Change 18 vs 17
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GENERAL GOVERNMENT:						
Administration	546,247	588,773	562,235	603,131	503,502	-16.5%
Transfers & Misc Expenditures	649,623	690,448	765,448	583,585	673,858	15.5%
Grant & Non-Budgetary Expenditures	(18,525)	0	20,763	0	0	0.0%
Seniors Support	5,934	8,223	12,347	0	0	0.0%
Fire Department	300,351	304,184	299,463	315,342	332,165	5.3%
Library	729,950	762,774	696,980	776,396	798,291	2.8%
Lincoln Hall	58,835	44,604	44,675	49,150	50,874	3.5%
Community Development	224,051	249,937	233,331	251,212	253,271	0.8%
Economic Development/Community Events	86,573	87,450	70,408	92,021	92,905	1.0%
Street Department	809,092	839,570	831,688	1,059,993	1,121,449	5.8%
Parks & Recreation	0	0	0	0	674,728	100%
	=====	=====	=====	=====	=====	=====
Subtotal General Fund	3,392,131	3,575,963	3,537,338	3,730,830	4,501,042	20.6%
	=====	=====	=====	=====	=====	=====
Debt Service	0	223,426	223,426	222,244	315,266	41.9%
	=====	=====	=====	=====	=====	=====
Total General Fund	3,392,131	3,799,389	3,760,765	3,953,074	4,816,308	21.8%
	=====	=====	=====	=====	=====	=====

GENERAL FUND REVENUES

01/19/17
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Acct. #	Account	FYE15 Actual	FYE16 Budget	FYE16 Actual	FYE17 Budget	FYE18 Proposed Budget	% Change 18 vs 17
	Unrestricted Fund Balance	0	35,000		35,000	60,000	71%
31101.000	Property Taxes	3,037,246	2,564,285	2,564,285	2,482,765	3,285,170	32%
33546.000	State for Pilot & Current Use	3,529	2,500	2,173	1,900	2,000	5%
33582.000	Essex Town Contribution to Library	15,000	15,000	15,000	15,000	15,000	0%
33582.001	Town Payment for Stormwater	0	59,500	59,500	59,352	61,459	4%
33582.002	Town Payment for Street Dept.	0	780,070	780,070	1,000,642	1,059,989	6%
34130.000	License & Zoning Fees	69,383	50,000	58,153	50,000	58,000	16%
34131.000	Whitcomb Farm Solar Pilot	6,600	5,524	5,405	5,400	5,000	-7%
34221.000	Miscellaneous Fire Receipts	20	10	25	20	20	0%
35130.000	State District Court Fines	877	2,000	1,741	500	1,000	100%
36102.000	Interest Earnings	1,389	2,000	4,528	1,500	1,500	0%
36201.000	Parking Space Fees	4,800	4,800	4,800	4,800	4,800	0%
36202.000	Lincoln Hall Rentals	0	1	30	1	0	-100%
36400.000	Block Party Donations	1,700	1,500	1,150	1,500	1,500	0%
36603.000	Misc. Receipts	2,740	2,000	1,630	2,000	2,000	0%
36605.000	Miscellaneous Street Receipts	3,528	3,000	9,312	3,000	4,000	33%
36606.000	Miscellaneous Library Receipts	706	300	683	400	500	25%
	Parks & Rec Non-resident Fees	0	0	0	0	22,000	100%
39154.000	Service Fee - Water	106,840	108,760	108,760	113,888	92,948	-18%
39155.000	Service Fee - WWTP	53,420	54,380	54,380	56,944	46,474	-18%
39156.000	Service Fee - Sanitation	106,840	108,760	108,760	113,888	92,948	-18%
39501.000	Miscellaneous Grants	19,958	0	17,725	0	0	0%
	Lost Book Revenue	5,069	0	2,381	0	0	0%
	Farmers Market Reimbursement	1,450	0	3,479	4,575	0	-100%
NA	Penalties/Interest Delinq. Taxes	383	0	0	0	0	0%
NA	State Highway Aid	113,436	0	0	0	0	0%
NA	EJSD Tax Collection Fee	0	0	0	0	0	0%
	TOTALS	3,554,914	3,799,390	3,803,970	3,953,074	4,816,308	21.84%

Tax Rate Calculation

	FY17		FY18	% Increase
Budget Increase				
Grand List		Projected Grand List		
GF Real Estate	800,000	GF Real Estate	800,000	
Non-GF Real Estate	10,046,300	Non-GF Real Estate	10,146,763	
Tax Stabilization Reduction	(8,148)	Tax Stabilization Reductio	(6,411)	
Total Grand List	10,838,152	Total Projected Grand Lis	10,940,352	
Tax Appropriation	2,482,765	Tax Appropriation	3,285,170	
Village tax Rate	0.2289	Village without Rec rate	0.2265	-1.05%
Rec Dept Tax Rate	0.0685	Recreation Rate	0.0738	7.71%
Combined Tax Rates	0.2974	Total Rate	0.3003	0.97%

ECONOMIC DEVELOPMENT/COMMUNITY EVENTS

01/19/17
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Acct. #	Account	FYE15 Actual	FYE16 Budget	FYE16 Actual	FYE17 Budget	FYE18 Proposed Budget	% Change 18 vs 17
41335.110	Salaries - Regular	34,070	28,396	28,269	29,532	31,060	5%
41335.130	Salaries - Part-time	1,725	0	5,850	5,850	4,950	-15%
41335.210	Health Insurance & Other Benefits	15,165	18,579	14,959	17,688	19,348	9%
41335.220	Social Security	2,768	2,199	2,404	2,733	2,782	2%
41335.226	Workers Comp	159	108	136	107	129	21%
41335.230	Retirement	3,591	2,840	2,843	2,953	3,106	5%
41335.250	Unemployment	140	216	115	170	126	-26%
41335.521	Liability & Property Ins.	190	112	219	188	204	9%
41335.810	Community Events & Programs	4,929	6,000	3,311	4,000	4,000	0%
41335.811	Annual Support of Organizations	9,261	9,300	7,585	9,300	7,700	-17%
41335.812	New Programs	0	2,500	0	2,500	2,500	0%
41335.813	Matching Grant Funds	7,624	9,000	555	10,000	10,000	0%
41335.835	Block Party Expense	6,951	7,000	3,002	7,000	7,000	0%
41335.891	Capital Outlay	0	1,200	1,160	0	0	0%
TOTALS		86,573	87,450	70,408	92,021	92,905	1.0%

ADMINISTRATION BUDGET

01/19/17

Acct. #	Account	FYE15 Actual	FYE16 Budget	FYE16 Actual	FYE17 Budget	FYE18 Proposed Budget	% Change 18 vs 17
41320.110	Salaries - Regular	266,220	269,205	274,682	280,713	195,666	-30.3%
41320.130	Salaries - Overtime	1,470	2,000	3,288	2,500	3,500	40.0%
41320.140	Salaries - Part-time	11,195	15,814	14,861	13,751	19,234	39.9%
41320.150	Manager Contract	55,995	57,955	61,500	64,575	66,835	3.5%
41320.210	Health Insurance & Other Benefits	65,296	74,316	64,484	70,751	58,044	-18.0%
41320.220	Social Security	21,453	22,282	22,919	23,333	17,096	-26.7%
41320.226	Workers Compensation Insurance	1,236	1,139	1,121	896	774	-13.6%
41320.230	Retirement	25,673	26,921	26,854	28,071	19,567	-30.3%
41320.250	Unemployment Insurance	612	850	317	607	317	-47.8%
41320.291	Health Improvement Programs	970	1,600	580	1,600	1,600	0.0%
41320.310	Boardmember fees	2,500	2,500	2,500	2,500	2,500	0.0%
41320.320	Legal Services	14,833	15,000	8,415	15,000	15,000	0.0%
41320.330	Other Professional Services	0	1,000	121	1,000	16,000	1500.0%
41320.335	Audit Services	5,583	5,800	6,853	7,059	6,063	-14.1%
41320.340	Computer Expenses	13,617	15,485	11,679	13,000	4,000	-69.2%
41320.442	Leased Services	4,214	4,800	3,505	4,800	4,000	-16.7%
41320.500	Training, Conferences, Dues	9,431	14,390	7,700	13,734	9,300	-32.3%
41320.521	Liability & Property Ins.	5,981	6,353	6,955	8,619	7,140	-17.2%
41320.522	Public Officials Liability Ins.	5,720	5,857	6,039	6,386	6,172	-3.4%
41320.530	Communications	13,383	13,806	11,554	16,806	19,167	14.0%
41320.535	Telephone Services	2,017	2,280	1,906	1,980	1,980	0.0%
41320.536	Postage	2,997	4,200	2,256	4,000	3,500	-12.5%
41320.550	Printing and Advertising	4,267	5,500	4,200	5,500	5,500	0.0%
41320.560	Trustees Expenditures	3,424	4,000	2,319	4,000	4,000	0.0%
41320.571	Pay & Classification Study	0	5,871	5,700	200	6,047	2923.5%
41320.580	Travel	0	0	1,398	0	2,000	100.0%
41320.610	Supplies	4,160	6,000	5,062	6,000	6,000	0.0%
41320.820	Elections	1,393	1,600	1,363	1,500	1,500	0.0%
41320.835	Holiday Expense	1,557	1,250	965	1,250	1,000	-20.0%
41320.891	Capital Outlay	1,050	1,000	1,139	3,000	0	-100.0%
TOTALS		546,247	588,773	562,235	603,131	503,502	-16.5%

PARKS AND RECREATION

01/19/17

Acct. #	Account	FYE15	FYE16 Budget	FYE16 Actual	FYE17 Budget	FYE18 Proposed Budget	% Change 18 vs 17
	ADMINISTRATION						
45110.110	Salaries - Regular		0	0	0	204,759	100.0%
45110.140	Salaries - Part-time		0	0	0	7,385	100.0%
45110.210	Health Insurance & Other Benefits		0	0	0	74,554	100.0%
45110.220	Social Security		0	0	0	16,229	100.0%
45110.226	Workers Compensation Insurance		0	0	0	7,685	100.0%
45110.230	Retirement		0	0	0	20,477	100.0%
45110.250	Unemployment Insurance		0	0	0	5,652	100.0%
45110.291	Health Improvement Programs		0	0	0	1,400	100.0%
45110.330	Other Professional Services		0	0	0	14,500	100.0%
45110.340	Computer Expenses		0	0	0	9,350	100.0%
45110.500	Training, Conferences, Dues		0	0	0	9,784	100.0%
45110.521	Liability & Property Ins.(inc auto)		0	0	0	21,580	100.0%
45110.530	Communications		0	0	0	17,500	100.0%
45110.535	Telephone Services		0	0	0	6,000	100.0%
45110.550	Printing and Advertising		0	0	0	3,460	100.0%
45110.610	Supplies		0	0	0	6,004	100.0%
45110.813	Scholarships		0	0	0	5,000	100.0%
	Subtotal Administration		0	0	0	431,319	100.0%
	PARKS & FACILITIES						
45220.110	Salaries - Regular		0	0	0	60,250	100.0%
45220.140	Salaries - Part-time		0	0	0	44,697	100.0%
45220.210	Health Insurance & Other Benefits		0	0	0	18,624	100.0%
45220.220	Social Security		0	0	0	8,028	100.0%
45220.230	Retirement		0	0	0	6,025	100.0%
45220.291	Health Improvement Programs		0	0	0	350	100.0%
45220.330	Other Professional Services		0	0	0	33,190	100.0%
45220.410	Water and Sewer Charges		0	0	0	3,975	100.0%
45220.434	Maintenance - Buildings/Grounds		0	0	0	10,694	100.0%
45220.441	Land Lease		0	0	0	500	100.0%
45220.442	Equipment Rental		0	0	0	7,500	100.0%
45220.500	Training, Conferences, Dues		0	0	0	1,887	100.0%
45220.610	Supplies		0	0	0	12,162	100.0%
45220.622	Electrical Service		0	0	0	28,009	100.0%
45220.623	Heating/Natural Gas		0	0	0	5,409	100.0%
45220.626	Gas, Grease and Oil		0	0	0	2,109	100.0%
	Subtotal Parks & Facilities		0	0	0	243,409	100.0%
	TOTALS		0	0	0	674,728	100.0%

DEBT SERVICE

01/19/17
9:48 AM

Acct. #	Account	FYE15 Actual	FYE16 Budget	FYE16 Actual	FYE17 Budget	FYE18 Proposed Budget	% Change 18 vs 17
47116.000	Capital Improvements Principal	0	141,900	141,900	141,900	135,300	-4.7%
47216.000	Capital Improvements Interest	68,612	81,526	81,526	80,344	75,122	-6.5%
	Parks & Rec Principal	0	0	0	0	105,000	100%
	Parks & Rec Interest	0	0	0	0	(156)	-100%
TOTALS		68,612	223,426	223,426	222,244	315,266	41.9%

TRANSFERS & MISC EXPENDITURES

01/19/17
9:48 AM

Acct. #	Account	FYE15 Actual	FYE16 Budget	FYE16 Actual	FYE17 Budget	FYE18 Proposed Budget	% Change 18 vs 17
49100.030	Capital Fund Contribution	410,999	441,824	516,824	274,961	295,582	7%
49100.031	Rolling Stock Fund Contribution	183,624	193,624	193,624	203,624	213,624	5%
49100.040	Transfer for Building Maintenance	0	0	0	50,000	50,000	0%
49100.802	Employee Termination Benefits	5,000	5,000	5,000	5,000	5,000	0%
49101.030	Trans to Parks & Rec Capital Res	0	0	0	0	109,652	100%
49100.031	Half Penny for Ladder Truck Note	50,000	50,000	50,000	50,000	0	-100%
	TOTALS	649,623	690,448	765,448	583,585	673,858	15%

GRANTS AND OTHER NON-BUDGETARY EXPENDITURES

01/19/17
9:48 AM

Accl. #	Account	FYE15 Actual	FYE16 Budget	FYE16 Actual	FYE17 Budget	FYE18 Proposed Budget	% Change 18 vs 17
49340.000	Grants & Donations Expenses	16,154	0	18,776	0	0	0%
49346.001	Library Replacement Expenses	2,321	0	1,986	0	0	0%
	Termination Benefits	(37,000)	0	0	0	0	0%
	TOTALS	(18,525)	0	20,763	0	0	0%

LINCOLN HALL BUDGET

01/19/17
9:48 AM

Acct. #	Account	FYE15 Actual	FYE16 Budget	FYE16 Actual	FYE17 Budget	FYE18 Proposed Budget	% Change 18 vs 17
41940.410	Water and Sewer Charges	830	1,000	950	1,000	1,000	0%
41940.423	Contractual Services	9,146	9,021	7,944	9,565	9,000	-6%
41940.434	Maintenance - Building/Grounds	8,409	9,000	13,689	9,000	10,000	11%
41940.521	Liability & Property Ins.	4,569	6,383	5,795	7,125	6,294	-12%
41940.535	Telephone Services	0	0	0	460	480	4%
41940.550	Printing	0	0	0	300	0	-100%
41940.565	Rubbish Removal	1,830	1,900	2,107	2,000	2,200	10%
41940.610	Supplies	2,105	2,500	1,928	2,500	2,500	0%
41940.622	Electrical Service	7,086	7,500	6,809	7,500	7,500	0%
41940.623	Heating	6,370	6,200	4,329	6,400	6,400	0%
41940.891	Capital Outlay	18,490	1,100	1,125	3,300	5,500	67%
TOTALS		58,835	44,604	44,675	49,150	50,874	4%

FIRE DEPARTMENT BUDGET

01/19/17

9:48 AM

Acct. #	Account	FYE15 Actual	FYE16 Budget	FYE16 Actual	FYE17 Budget	FYE18 Proposed Budget	% Change 18 vs 17
42220.140	Salaries - Firefighters	140,248	144,000	133,620	150,000	162,000	8%
42220.200	Employee Assistance Program	864	900	864	864	864	0%
42220.210	Accident & Disability Ins.	3,600	3,600	3,600	3,600	3,600	0%
42220.220	Social Security	10,729	11,050	10,190	11,511	12,393	8%
42220.226	Workers Compensation Insurance	27,066	22,789	22,962	27,000	28,000	4%
42220.410	Water and Sewer Charges	606	600	610	600	610	2%
42220.432	Vehicle Maintenance	17,672	14,000	23,007	14,000	17,000	21%
42220.434	Maintenance - Building/Grounds	5,160	6,000	6,496	6,000	6,000	0%
42220.443	Radio Maintenance	1,551	2,000	1,425	2,000	1,800	-10%
42220.500	Training, Conferences, Dues	3,303	5,000	2,657	5,000	4,000	-20%
42220.521	Liability & Property Ins.	6,291	7,545	7,446	8,767	7,968	-9%
42220.535	Telephone Services	2,091	3,400	3,520	3,400	3,500	3%
42220.566	Physical Exams	5,058	6,500	7,112	6,000	6,600	10%
42220.570	Maintenance - Other	16,283	14,000	18,285	14,500	15,500	7%
42220.578	Emergency Generator Maintenance	500	500	480	500	480	-4%
42220.610	Supplies	2,816	2,400	4,721	2,400	3,000	25%
42220.611	New Equipment - Radios	3,254	2,000	2,195	2,000	1,500	-25%
42220.612	Uniforms, Boots, Etc.	19,837	20,000	18,564	21,000	21,250	1%
42220.615	EMS Supplies	171	1,500	684	1,000	1,000	0%
42220.622	Electrical Service	7,232	7,000	7,233	7,000	7,300	4%
42220.623	Heating	5,817	5,200	3,701	5,200	4,800	-8%
42220.626	Gas, Grease and Oil	5,080	7,200	3,271	6,500	6,000	-8%
42220.838	Fire Prevention	2,104	2,000	2,018	2,000	2,000	0%
42220.889	Routine Equipment Purchases	13,018	15,000	14,802	14,500	15,000	3%
TOTALS		300,351	304,184	299,463	315,342	332,165	5.33%

BROWNELL LIBRARY BUDGET

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Acct. #	Account	FYE15 Actual	FYE16 Budget	FYE16 Actual	FYE17 Budget	FYE18 Proposed Budget	% Change 18 vs 17
45551.110	Salaries - Regular	321,364	320,427	289,742	314,229	313,189	-0.3%
45551.140	Salaries - Part-time	89,040	97,715	94,186	106,800	109,524	2.6%
45551.210	Health Insurance & Other Benefits	92,611	111,474	92,376	106,126	116,088	9.4%
45551.220	Social Security	30,618	32,122	29,043	32,695	32,500	-0.6%
45551.226	Workers Compensation Insurance	1,622	1,584	1,472	1,274	1,514	18.8%
45551.230	Retirement	30,994	32,043	28,459	31,423	31,319	-0.3%
45551.250	Unemployment Insurance	1,462	1,800	1,098	1,324	1,364	3.0%
45551.340	Computer Expenses	1,522	3,500	2,398	3,500	3,500	0.0%
45551.410	Water and Sewer Charges	760	1,000	778	900	900	0.0%
45551.423	Contractual Services	24,237	24,493	25,251	28,425	33,183	16.7%
45551.434	Maintenance - Buildings/Grounds	24,223	17,000	17,230	19,000	20,000	5.3%
45551.436	Alarm System Maintenance	221	400	465	525	525	0.0%
45551.500	Training, Conferences, Dues	1,158	3,000	2,478	3,000	4,000	33.3%
45551.521	Liability & Property Ins.	9,594	10,317	11,096	12,375	11,385	-8.0%
45551.530	Technology Access	4,588	5,500	4,831	5,500	6,000	9.1%
45551.535	Telephone Services	975	1,200	1,143	1,200	1,200	0.0%
45551.536	Postage	3,693	3,500	3,030	3,500	3,500	0.0%
45551.572	Interview Costs	2,821	500	409	500	500	0.0%
45551.574	Volunteer Expenses	0	500	410	600	700	16.7%
45551.610	Supplies	11,801	13,000	12,362	13,000	13,000	0.0%
45551.622	Electrical Service	14,783	15,000	14,988	15,250	15,250	0.0%
45551.623	Heating	7,303	7,400	6,094	7,400	7,400	0.0%
45551.640	Adult Collection-Print&Electronic	30,823	32,000	31,618	34,500	36,500	5.8%
45551.641	Juvenile Collection-Prnt&Electronic	15,495	16,000	16,197	17,250	18,250	5.8%
45551.677	Computer Replacement	4,969	8,000	6,815	8,000	8,000	0.0%
45551.836	Adult Programs	300	300	193	500	1,000	100.0%
45551.837	Childrens' Programs	2,973	3,000	2,819	3,200	4,000	25.0%
45551.891	Capital Outlay	0	0	0	4,400	4,000	-9.1%
TOTALS		729,950	762,774	696,980	776,396	798,291	2.8%

COMMUNITY DEVELOPMENT

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Acct. #	Account	FYE15 Actual	FYE16 Budget	FYE16 Actual	FYE17 Budget	FYE18 Proposed Budget	% Change 18 vs 17
41970.110	Salaries - Regular	130,588	134,504	133,555	138,199	142,264	2.9%
41970.210	Health Insurance & Other Benefits	29,816	37,158	29,598	35,375	38,696	9.4%
41970.220	Social Security	10,288	10,619	10,618	10,894	11,212	2.9%
41970.226	Workers Compensation Insurance	576	513	504	418	510	22.0%
41970.230	Retirement	13,047	13,450	13,361	13,820	14,226	2.9%
41970.250	Unemployment Insurance	261	350	103	252	125	-50.4%
41970.310	Board Member Fees	3,000	3,600	3,300	3,600	3,600	0.0%
41970.320	Legal Services	6,204	12,000	5,862	12,000	12,000	0.0%
41970.330	Other Professional Services	4,336	6,000	10,174	6,000	6,000	0.0%
41970.340	Computer Expenses	3,118	4,000	2,941	4,000	0	-100.0%
41970.500	Training, Conferences, Dues	2,012	3,500	1,510	3,500	3,500	0.0%
41970.521	Liability & Property Ins.	2,179	2,242	2,592	3,124	2,822	-9.7%
41970.522	Public Officials Liability Ins.	5,721	5,857	6,039	6,386	6,172	-3.4%
41970.530	Communications	913	2,500	1,907	2,500	2,500	0.0%
41970.535	Telephone Services	1,622	1,644	1,758	1,644	1,644	0.0%
41970.536	Postage	615	600	459	600	600	0.0%
41970.550	Printing and Advertising	2,217	3,000	3,099	3,000	3,000	0.0%
41970.575	Recording Fees	2,315	2,500	150	0	0	0.0%
41970.580	Travel	2,400	2,400	2,400	2,400	2,400	0.0%
41970.610	Supplies	2,338	2,000	1,952	2,000	2,000	0.0%
41970.891	Capital Outlay	485	1,500	1,451	1,500	0	-100.0%
TOTAL		224,051	249,937	233,331	251,212	253,271	0.8%

STREET DEPARTMENT BUDGET

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Acct. #	Account	FYE15 Actual	FYE16 Budget	FYE16 Actual	FYE17 Budget	FYE18 Proposed Budget	% Change 18 vs 17
43110.110	Salaries - Regular	179,307	173,911	151,216	156,245	162,824	4.2%
43110.130	Salaries - Overtime	15,469	16,300	11,919	16,300	16,300	0.0%
43110.140	Salaries - Part-time	16,943	12,619	20,058	17,000	23,304	37.1%
43110.210	Health Insurance & Other Benefits	49,296	68,742	51,946	65,445	71,587	9.4%
43110.220	Social Security	15,778	15,695	13,846	14,956	15,577	4.2%
43110.226	Workers Compensation Insurance	15,660	15,732	13,464	12,654	14,677	16.0%
43110.230	Retirement	17,750	17,391	15,453	15,625	16,282	4.2%
43110.250	Unemployment Insurance	617	824	494	631	631	0.0%
43110.410	Water and Sewer Charges	1,376	2,000	1,647	1,517	1,700	12.1%
43110.432	Vehicle Maintenance	24,987	22,000	17,704	22,000	22,000	0.0%
43110.434	Maintenance - Buildings/Grounds	2,397	2,500	4,698	2,500	3,500	40.0%
43110.441	ROW Leases	0	11,076	10,325	11,343	11,764	3.7%
43110.442	Equipment Rentals	6,041	1,000	5,081	8,000	9,000	12.5%
43110.443	Radio Maintenance	125	200	0	200	200	0.0%
43110.500	Training, Conferences, Dues	199	500	499	500	500	0.0%
43110.521	Liability & Property Ins.	12,863	14,807	14,448	16,878	15,343	-9.1%
43110.535	Telephone Services	2,052	2,850	3,230	3,000	3,500	16.7%
43110.565	Rubbish Removal	4,682	6,500	6,694	6,500	7,000	7.7%
43110.570	Maintenance - Other	1,516	1,000	1,161	1,200	2,000	66.7%
43110.572	Interview Costs	1,034	0	435	500	500	0.0%
43110.573	Accident Claims	300	0	1,149	500	1,000	100.0%
43110.576	Engineering Services	13,326	15,000	33,402	10,000	10,000	0.0%
43110.582	Traffic Calming	0	1,000	0	500	500	0.0%
43110.610	Supplies	13,132	20,000	28,448	17,500	20,000	14.3%
43110.612	Uniforms, Boots, Etc.	5,339	5,000	5,481	6,000	6,000	0.0%
43110.616	Gravel & Topsoil	5,503	4,000	8,279	5,000	7,000	40.0%
43110.617	Signs and Posts	5,072	4,000	10,542	3,500	4,000	14.3%
43110.622	Electrical Service	3,499	4,000	3,167	4,200	4,000	-4.8%
43110.623	Heating	4,377	4,000	2,830	4,000	4,400	10.0%
43110.626	Gas, Grease and Oil	29,561	35,000	18,707	30,000	32,000	6.7%
43110.891	Capital Outlay	2,012	8,000	7,747	9,000	6,000	-33.3%
43120.444	Street Marking	10,195	7,000	8,177	7,000	8,000	14.3%
43120.570	Sidewalk and Curb Maintenance	8,473	4,000	4,661	5,000	5,000	0.0%
43120.610	Pavement Maintenance	23,380	16,000	31,275	218,000	225,000	3.2%
43123.570	Traffic Light Maintenance	2,662	3,500	3,786	2,000	3,000	50.0%
43123.622	Traffic Lights (electrical)	5,609	6,000	7,553	6,000	7,900	31.7%
43125.570	Contractual Services	21,660	0	6,838	17,000	20,000	17.6%
43125.610	Winter Maintenance	129,680	90,000	78,688	110,000	115,000	4.5%
43151.110	Stormwater Salaries	0	40,158	41,201	40,766	41,616	2.1%
43151.210	Stormwater Health and Other Ins	0	9,847	7,829	9,374	10,254	9.4%
43151.220	Stormwater Social Security	0	3,072	3,151	3,119	3,184	2.1%
43151.226	Stormwater Workers Comp	0	2,306	2,017	1,940	2,164	11.5%
43151.230	Stormwater Retirement	0	4,016	4,002	4,077	4,162	2.1%
43151.250	Stormwater Unemployment	0	76	36	76	80	5.3%
43151.430	Storm Sewer Maintenance	6,573	10,000	17,600	15,000	30,000	100.0%
Town Budget	Storm Sewer Permit Fees	2,481	0	0	0	0	0.0%
Town Budget	Storm Sewer Public Education	7,856	0	0	0	0	0.0%
43160.610	Street Lights Supplies/Maint.	0	3,500	7,590	3,500	7,500	114.3%
43160.622	Street Lights (rental/electrical)	124,730	131,948	121,095	131,948	122,000	-7.5%
43161.000	Streetscape Maint./Imp.	12,657	16,000	13,596	16,000	16,000	0.0%
43161.001	Village Garden Spots	160	3,000	5,173	3,000	4,000	33.3%
43161.002	Memorial Park Maintenance	2,763	3,500	3,349	3,000	3,500	16.7%
TOTALS		809,092	839,570	831,688	1,059,993	1,121,449	5.8%

GENERAL FUND CAPITAL RESERVE PLAN											
PROJECTS FUNDED BY VILLAGE \$ ONLY											
Rev.	Ref. #	Project Total	Prior	FY15	FY16	FY17	FY18	FY19	FY20	Future	
		589,215	438,868	149,090	1,257						
		12,599		12,599							
	W	102,718		7,288				95,430			
		41,628			29,628	12,000					
		488,303				38,909	449,394				
		401,187		44,365	356,822						
		41,026					41,026				
	W	191,765								191,765	
		110,249					110,249				
		116,071					116,071				
		780,239								780,239	
	W.S	919,303								919,303	
		45,228								45,228	
		482,553	125,000	150,358	207,195						
Totals Project Funded by Village \$ Only				594,902	50,909	490,420	321,750	0	1,936,536		
PROJECTS FUNDED BY GRANTS											
	1	263,875					263,875				
		(175,000)									
		88,875									
	2	24,742		8,538	16,204						
		(24,742)									
		0									
	3	282,897									
		(226,318)									
		56,579									
		4,592,000	484,659	258,831	99,178	1,000,000	2,749,332				
	4	(4,500,000)									
		92,000									
	5	544,992	68,144	25,601	17,129	434,118					
		(389,835)									
		155,157									
	6	2,150,000	750	75,214	46,856	2,027,180					
		(2,120,000)									
		30,000									
Totals Project Funded by Grants Awarded				774,269	3,461,298	3,013,207	3,503,627	321,750	0	1,936,536	
Total Cost of all Projects Funded by Village \$ Only and Grants				774,269	3,512,207	3,503,627	321,750	0	1,936,536		

GENERAL FUND CAPITAL RESERVE FUNDING & FUND BALANCE

			Prior	FY15	FY16	FY17	FY18	FY19	FY20	Future
Beginning Fund Balance						182,922	280,762	73,307	310,625	
Planned Spending					(774,269)	(3,512,207)	(3,503,627)	(321,750)	0	
Funding Sources										
Vtrans Structures Grant-Main St. Ped Bridge	1	175,000					175,000			
Main St. Scoping Study Grant	2	24,742								
Main St. Sidewalk Grant	3	226,318		8,342	16,400					
Crescent Connector Grant	4	4,500,000	445,390	250,811	89,209	1,000,000	2,714,590	226,318		
Multise Path North Grants	5	389,835	46,692	12,058	15,660	315,425				
Pearl St. Missing Link Grants	6	2,120,000		56,984	58,354	2,004,662				
CVE Annual Contribution			75,000	15,000	15,000	15,000	15,000	15,000		
Transfer in of Fund Balance					75,000		96,000			
General Fund Transfer In			391,427	410,999	441,824	274,960	295,582	317,751	341,582	
Total Revenues										
Ending Fund Balance					711,447	3,610,047	3,296,172	559,068	341,582	
						280,762	73,307	310,625	652,207	

Project Description	2017-18	2018-19	2019-20	2020-21
W, S - The project involves water line or sanitary sewer line work in addition to street/sidewalk work. Additional funds have been set aside in the Water and or Sanitation Capital Reserve for the water line or sanitary sewer line work.				

ROLLING STOCK FUND

V#	DEPT	VEHICLE	MAKE	YEAR	REPLACEMENT VALUE	TRADE IN VALUE	NET COST	FY17	FY18	FY19	FY20	FY21	FY22	FY23	FY24
3	STREET	4WD PICK UP	CHEVY SILVERA	2009	39,500	10,000	29,500	31,906							
4	STREET	PICKUP	CHEVY SILVERA	2013	31,000	1,000	30,000								
5	STREET	DUMPTRUCK -DIESEL	FREIGHTLINER	2013	145,000	12,000	133,000								39,448
6	STREET	DUMPTRUCK -DIESEL	FREIGHTLINER	2014	145,000	12,000	133,000								
7	STREET	DUMPTRUCK -DIESEL	INTERNATIONAL	2012	145,000	12,000	133,000								177,192
8	STREET	JETTER VAC TRUCK	VAC-ON	2010	84,500	15,000	69,500					85,897			
9	STREET	LOADER	JOHN DEERE	2001	121,500	25,000	96,500								
11	STREET	SIDEWALK PLOW	TRACKLESS	2015	118,500	18,000	100,500								
12	STREET	SKID STEER SIDEWALK PLOW	CAT	2001	51,000	5,000	46,000		52,401				132,112		
10	STREET	SIDEWALK PLOW	BELOS	2008	140,500	10,000	130,500	143,528							
13	STREET	ROLLER	ROSCOE	1879	15,000										
15	STREET	PICKUP 4WD 1 TON	CHEVY SILVERA	2011	35,000	10,000	25,000		29,393						
1	STREET	4WD PICKUP	CHEVY SILVERA	2011	35,000	10,000	25,000		29,393						
13	STREET	COMPRESSOR	SULLAIR	1992	19,000	0	20,800	22,067							
34	STREET	DUMP TRUCK -DIESEL	FREIGHTLINER	2016	146,701	20,000	126,701								
16	STREET	VACUUM SWEEPER	JOHNSTON	2013	225,000	10,000	215,000								
	STREET	TRAILER MOUNTED BOOM LIFT			30,318	5,000	25,318		30,164						
	FIRE	PICKUP 8U61	GMC	2004	53,600	3,500	50,100		56,827						
	FIRE	1250 PUMPER 8E21	E-ONE	1997	575,000	40,000	535,000	625,634							
	FIRE	105' AERIAL 8L3	PIERCE ARROW	2012	830,000	80,000	750,000								
	FIRE	COMBINATION RESCUE/PUMPER	KME PREDATOR	2008	564,202	50,000	392,202								
	TOTAL				3,551,803			53,972	769,163	198,177	0	85,897	0	132,112	216,640

Rolling Stock Fund Funding and Fund Balance

Beginning Cash Balance	318,104	466,446	10,252	1,199	201,223	326,249	548,073	648,685
Payment of Fire Truck Notes	(51,310)	(50,655)	(34,500)	(33,600)	(32,700)	(31,800)	(30,900)	
Planned Spending	(53,972)	(769,163)	(198,177)	0	(85,897)	0	(132,112)	(216,640)
Note for Fire Pumper 8E21 Replacement		150,000						
General Fund Contribution	203,624	213,624	223,624	233,624	243,624	253,624	263,624	273,624
Additional Half Penny on the tax rate to fund fire truck	50,000	0	0	0	0	0	0	0
Town Contribution for Ladder Truck	0	0	0	0	0	0	0	0
Ending Balance	466,446	10,252	1,199	201,223	326,249	548,073	648,685	705,669

1. Most replacement cost estimates include trade-in value of existing vehicles
2. Non-Fire Truck vehicles are inflated by 3% per year
3. Fire Trucks are inflated by 5% per year.
4. Fund was started in 1990. The proceeds from the sale of all equipment bought after that date shall be placed into the Rolling Stock Fund
5. General Replacement Assumptions:

Dump Trucks	12
Pickup 4WD	8
Pickup	10
Sidewalk Plow	8
Fire Trucks	20
Fire Pickup	15
Sweeper/Wheel Loader	10

WATER FUND BUDGET

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Acct. #	Account	FYE15 Actual	FYE16 Budget	FYE16 Actual	FYE17 Budget	FYE18 Proposed Budget	% Change 18 vs 17
43200.110	Salaries - Regular	86,141	100,902	97,962	105,379	111,775	6.1%
43200.130	Salaries - Overtime	9,682	16,000	11,074	14,000	14,000	0.0%
43200.140	Salaries - Part-time	3,650	5,081	4,157	5,166	5,293	2.5%
43200.210	Health Insurance & Other Benefits	32,643	42,732	37,098	40,682	44,500	9.4%
43200.220	Social Security	7,505	9,020	8,389	9,658	10,091	4.5%
43200.226	Workers Compensation Insurance	6,383	6,223	5,659	5,528	6,624	19.8%
43200.230	Retirement	8,558	10,090	9,774	10,538	11,178	6.1%
43200.250	Unemployment Insurance	305	425	325	353	353	0.0%
43200.330	Other Professional Services	925	1,000	64	1,000	1,000	0.0%
43200.335	Audit Services	3,335	3,605	4,094	4,217	3,623	-14.1%
43200.340	Computer Expenses	1,169	1,200	1,201	2,100	1,500	-28.6%
43200.410	Water & Sewer Charges	170	600	89	400	200	-50.0%
43200.430	Water Lines Maintenance - Breaks	140,656	16,000	5,306	16,000	16,000	0.0%
43200.441	ROW Leases	0	142	92	142	142	0.0%
43200.491	Contractual Services	106,840	108,760	108,760	113,888	106,531	-6.5%
43200.500	Training, Conferences, Dues	1,370	2,000	1,642	2,000	2,000	0.0%
43200.521	Liability & Property Ins.	3,089	2,787	3,035	3,347	3,011	-10.0%
43200.535	Telephone Services	986	1,000	991	1,000	1,000	0.0%
43200.536	Postage	1,643	1,700	1,615	2,000	2,000	0.0%
43200.550	Printing and Advertising	1,485	2,000	1,604	2,000	2,000	0.0%
43200.570	Maintenance - Other	1,944	1,000	2,165	1,000	2,000	100.0%
43200.572	Interview Costs	0	0	117	0	0	0.0%
43200.610	Supplies	6,821	5,000	7,676	5,500	6,000	9.1%
43200.612	Uniforms, Boots, Etc.	2,340	1,500	941	1,500	1,500	0.0%
43200.613	Meters and Parts	1,658	0	899	0	1,000	100.0%
43200.614	Distribution Materials	7,293	6,000	18,891	6,500	7,000	7.7%
43200.622	Electricity	672	700	713	700	750	7.1%
43200.626	Gas, Grease and Oil	2,512	3,500	5,406	3,500	4,000	14.3%
43200.626	Heating	2,525	3,500	1,561	3,000	3,000	0.0%
43200.742	Capital Reserve Fund Contribution	120,000	130,000	130,000	140,000	160,000	14.3%
43200.805	Interest Expense	4	0	0	0	0	0.0%
43200.891	Capital Outlay	1,322	0	8,478	0	6,000	100.0%
SUB TOTALS		563,626	482,467	479,778	501,098	534,071	7%
43200.412	State Water Tax	12,283	11,480	12,137	11,352	12,662	12%
43200.411	CWD Water Purchase	534,685	457,733	480,401	460,300	493,810	7%
SUBTOTAL VILLAGE EXPENSE		1,110,594	951,680	972,316	972,750	1,040,543	7%
43210.412	State Water Tax - GF	54,211	59,752	63,375	68,255	63,875	-6%
745.043	CWD Water Purchase - GF	2,359,583	2,382,501	2,508,409	2,767,603	2,681,600	-3%
TOTALS		3,524,388	3,393,933	3,544,101	3,808,608	3,786,018	-1%

WATER FUND REVENUES

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Account	FYE15 Actual	FYE16 Budget	FYE16 Actual	FYE17 Budget	FYE18 Proposed Budget	% Change 18 vs 17
34403.000 Misc - Unclassified Revenue			9,993	0		
34801.000 Sale of Water Residential	921,694	834,766	857,978	846,258	930,063	9.9%
34900.000 Sale of Water - GF	2,359,583	2,382,501	2,508,409	2,767,603	2,681,600	-3.1%
34902.000 Sale of Water - GF VT Tax	54,211	59,752	63,375	68,255	63,875	-6.4%
34812.000 Sale of Water - Large User	93,437	98,414	119,480	107,492	91,480	-14.9%
34811.000 Penalties	4,228	3,500	4,468	4,000	4,000	0.0%
34403.000 Hook on Fees	23,059	15,000	15,150	15,000	15,000	0.0%
34402.000 Interest on Investments	240	0	-	0	0	0.0%
TOTALS	3,456,452	3,393,933	3,578,853	3,808,608	3,786,018	-1%

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Water Fund Capital Reserve Plan

PROJECT or Equipment	Prior	FY16	FY17	FY18	FY19	FY20	FY21	FY22	FY23
Vactor Truck (partial share)							20,000		
Algonquin complete loop between Cherokee & Iroquois							76,930		
Railroad Ave. Waterline Lincoln Place to Central Ave.	6,921				105,322				
Pearl St. Water Line Rehabilitation-235 Pearl to Susie Wilson							402,669		
Water meter upgrades to Radio Reads	131,417	14,990	27,996	25,787	26,676				
Water/Sewer Billing Conversion to NEMRC			10,000						
Maple St. Water Line	18,723	181,599							
Central St. Waterline Lincoln St. to Main St.								542,083	
Rosewood Lane Water Line Replacement			334,629						
Backhoe Replacement									114,333
Water Pickup Truck									41,527
Bond Payment		36,350	54,031	46,190	45,757	45,213	44,557	43,808	42,978
Subtotal		232,939	426,656	71,977	177,755	45,213	544,157	585,891	198,838

Bond Projects									
School St. Waterline	172,545	1,927							
Hillcrest Waterline	7,272	71,719							
Blair Lane Waterline	243	98,081	122,760						
Bond Legal Costs	644								
Subtotal	180,704	171,727							
Total Spent		404,666	426,656	71,977	177,755	45,213	544,157	585,891	198,838

Water Fund Capital Reserve Funding and Fund Balance

Beginning Fund Balance		149,258	14,207	9,747	97,769	100,015	254,802	(69,355)	(415,246)
Planned Spending		(404,666)	(426,656)	(71,977)	(177,755)	(45,213)	(544,157)	(585,891)	(198,838)
Bond Reimbursement	176,322	139,615	282,196						
Transfer in From Water. Operating Budget		130,000	140,000	160,000	180,000	200,000	220,000	240,000	260,000
Projected Ending Fund Balance		14,207	9,747	97,769	100,015	254,802	(69,355)	(415,246)	(354,084)

SANITATION BUDGET

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Acct. #	Account	FYE15 Actual	FYE16 Budget	FYE16 Actual	FYE17 Budget	FYE18 Proposed Budget	% Change 18 vs 17
43200.110	Salaries - Regular	78,711	76,735	74,303	82,591	86,641	5%
43200.130	Salaries - Overtime	11,188	11,300	8,792	12,000	12,000	0%
43200.140	Salaries - Part-time	3,665	5,081	3,896	5,166	5,293	2%
43200.210	Health Insurance & Other Benefits	33,884	42,732	32,096	40,682	44,500	9%
43200.220	Social Security	6,658	7,208	6,495	7,690	8,013	4%
43200.226	Workers Compensation Insurance	3,955	4,557	4,570	4,581	5,208	14%
43200.230	Retirement	7,564	7,674	7,102	8,259	8,664	5%
43200.250	Unemployment Insurance	422	430	191	328	328	0%
43200.330	Other Professional Services	1,668	1,000	0	1,000	1,000	0%
43200.335	Audit Services	1,076	1,751	2,047	2,108	1,812	-14%
43200.340	Computer Expenses	2,338	2,500	2,402	1,000	2,500	150%
43200.410	Water & Sewer Charge	285	1,000	283	500	500	0%
43200.430	Sanitation Lines Maintenance	3,824	6,500	14,795	6,000	6,500	8%
43200.434	Pump Station Maintenance	8,281	5,000	17,955	8,000	10,000	25%
43200.436	Sanitation Line Backup Cleaning	2,000	1,500	0	1,500	2,000	33%
43200.441	Right-of-Way Agreements	8,479	1,020	1,472	1,058	1,098	4%
43200.491	Contractual Services	137,140	139,060	139,888	144,188	136,831	-5%
43200.500	Training, Conferences, Dues	0	500	95	150	200	33%
43200.521	Liability & Property Ins.	5,780	6,550	6,332	8,183	5,812	-29%
43200.536	Postage	3,272	3,000	3,252	3,500	3,500	0%
43200.550	Printing and Advertising	382	850	596	500	550	10%
43200.570	Maintenance - Other	3,079	1,000	1,070	1,500	1,500	0%
43200.572	Interview Costs	0	0	1,044	0	0	0%
43200.610	Supplies	1,161	1,000	3,674	1,000	1,000	0%
43200.612	Uniforms, Boots, Etc.	1,510	1,500	1,136	1,500	1,500	0%
43200.613	Meters and Parts	0	0	0	0	0	0%
43200.622	Electrical Service	9,708	10,000	9,396	11,000	12,000	9%
43200.623	Heating/Natural Gas	1,464	1,700	1,154	1,700	1,300	-24%
43200.626	Gas, Grease and Oil	2,023	3,500	1,703	2,500	2,500	0%
43200.742	Contribution to Sanitation Cap Rese	196,498	95,000	95,000	95,000	95,000	0%
43200.891	Capital Outlay	0	0	4,222	0	0	0%
43220.001	Susie Wilson Pump Station Costs	8,480	7,500	7,050	9,000	9,000	0%
43220.002	West St. Pump Station Costs	16,342	9,000	13,602	10,000	11,000	10%
TOTALS		560,837	456,148	465,611	472,184	477,750	1.2%

SANITATION FUND REVENUES

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	Account	FYE15 Actual	FYE16 Budget	FYE16 Actual	FYE17 Budget	FYE18 Proposed Budget	% Change 18 vs 17
500.000	Annual Customer Charge	529,162	528,322	540,524	552,556	567,372	3%
500.001	Penalties	2,446	2,000	2,510	2,500	2,500	0%
432.040	Miscellaneous	131,498	30,000	162,090	30,000	30,000	0%
440.000	Interest on Investments	585	0	0	0	0	0%
442.010	2 Party Agreement Revenue	15,000	15,000	15,000	15,000	15,000	0%
442.000	Essex Pump Station Fees	28,237	21,825	24,826	23,128	23,878	3%
	TOTALS	706,928	597,147	744,950	623,184	638,750	2.5%

Sanitation Fund Capital Reserve Plan

Project or Equipment	Prior	FY16	FY17	FY18	FY19	FY20	FY21
Vactor Truck Partial Share (Place Holder)							240,000
Miscellaneous Pump Station Work (alarms, etc.)	35,373	14,627					
Water Meter upgrades to radio reads	135,618	29,980	50,388	51,756	53,352	5,604	
Water/Sewer Billing Conversion to NEMRC		20,000	20,000				
Manhole Rehab/Sliplining		20,000		40,000		40,000	
River Street PS Control Panel, anodes	2,850	20,715					
School St.Rd Reconstr. Waterline, Sanitary Sewer	102,637	1,146					
South Street PS Replace pump #1, 2 and valves, vent, anodes		2,482		2,500	40,000		
Trailer Pump			30,000				
HS Pump Station Upgrade Bond Payment	73,200	134,239	73,200	73,200	73,200	73,200	73,200
ARRA Stimulus Loan Repayment	14,880	14,880	14,880	14,880	14,880	14,880	14,880
Capital reserve annual expense		258,069	188,468	182,336	181,432	133,684	328,080

Sanitation Capital Reserve Funding and Fund Balance

Beginning Fund Balance	607,791	572,722	479,254	391,918	305,486	266,802
Planned Spending	(258,069)	(188,468)	(182,336)	(181,432)	(133,684)	(328,080)
Transfer in From Sanit. Operating Budget	223,000	95,000	95,000	95,000	95,000	95,000
Projected Ending Fund Balance	572,722	479,254	391,918	305,486	266,802	33,722

WWTF OPERATIONS & MAINTENANCE BUDGET

DRAFT

01/20/17

Wholesale Rate

2.8443

per 1000 gal

Increase = 4.14%

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Acct. #	Account	FYE15 Actual	FYE16 Budget	FYE16 Actual	FYE17 Budget	FYE18 Proposed Budget	% Change 18 vs 17
43200.110	Salaries - Regular	326,718	327,515	309,914	333,046	340,008	2.1%
43200.130	Salaries - Overtime	41,042	45,000	42,135	48,000	48,000	0.0%
43200.140	Salaries - Part-time	12,377	7,979	18,840	8,139	10,000	22.9%
43200.210	Health Insurance & Other Benefits	76,168	114,632	76,235	109,133	119,377	9.4%
43200.220	Social Security	26,386	29,367	26,949	30,142	30,613	1.6%
43200.226	Workers Compensation Insurance	17,178	17,747	16,100	17,400	20,215	16.2%
43200.230	Retirement	29,431	32,752	29,661	33,305	34,001	2.1%
43200.250	Unemployment Insurance	785	1,535	395	837	500	-40.3%
43200.320	Legal Services	775	1,000	165	1,000	1,000	0.0%
43200.330	Other Professional Services	0	4,000	3,025	6,000	4,000	-33.3%
43200.335	Audit Services	3,915	4,000	4,806	4,950	4,253	-14.1%
43200.410	Water & Sewer Charge	2,605	5,000	2,773	4,000	3,000	-25.0%
43200.432	Vehicle Maintenance	3,366	2,500	1,343	3,500	3,000	-14.3%
43200.491	Contractual Services	53,420	54,380	54,380	56,944	53,266	-6.5%
43200.500	Training, Conferences, Dues	7,684	6,500	4,880	6,500	6,500	0.0%
43200.521	Liability & Property Ins.	21,148	22,854	22,334	23,808	38,015	59.7%
43200.535	Telephone Services	4,568	4,800	4,790	6,000	6,000	0.0%
43200.565	Grit Disposal	6,247	8,500	8,087	9,000	15,000	66.7%
43200.567	Sludge Processing	107,536	150,000	145,800	130,000	130,000	0.0%
43200.568	Sludge Management	133,341	175,000	141,407	150,000	150,000	0.0%
43200.569	WWTF Annual Permit Fee	5,411	8,500	9,900	7,500	9,900	32.0%
43200.570	Maintenance - Other	130,300	75,000	138,364	85,000	90,000	5.9%
43200.573	Accident Claims	634	0	0	0	0	0.0%
43200.577	Contract Laboratory Service	6,919	8,500	6,940	9,000	9,000	0.0%
43200.610	Supplies	10,315	10,000	9,607	10,000	10,000	0.0%
43200.612	Uniforms, Boots, Etc.	6,326	5,000	3,656	6,000	5,000	-16.7%
43200.618	Supplies - Laboratory	17,865	11,000	14,883	13,000	15,000	15.4%
43200.619	Chemicals	203,201	195,000	207,746	195,000	210,000	7.7%
43200.622	Electrical Service	166,661	200,000	130,471	150,000	150,000	0.0%
43200.623	Heating	29,569	20,000	19,323	20,000	20,000	0.0%
43200.626	Gas, Grease and Oil	4,196	6,000	2,869	6,000	4,500	-25.0%
43200.742	Contribution to WWTF Cap Reserve	260,000	280,000	280,000	300,000	320,000	6.7%
43200.891	Capital Outlay	0	0	0	0	0	0.0%
TOTAL WWTF BUDGET		1,716,087	1,834,061	1,737,776	1,783,204	1,860,147	4.3%

WWTF OPERATION & MAINTENANCE REVENUES

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Acct. #	FYE15 Actual	FYE16 Budget	FYE16 Actual	FYE17 Budget	FYE18 Proposed Budget	% Change 18 vs 17
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34801.000 Village Wastewater Revenue	750,570	740,293	761,379	699,161	668,063	-4%
34900.000 Wastewater Charge - Essex	465,440	461,175	462,284	436,976	476,928	9%
34901.000 Wastewater Charge - Williston	568,060	599,293	599,293	611,766	675,345	10%
34402.000 Interest Income	664	0	0	0	0	0%
34403.000 Miscellaneous	1,124	0	314	0	0	0%
34903.005 Misc. Pump Station Fees	30,300	30,300	30,300	30,300	30,300	0%
34903.001 Shared Septage Revenues	8,298	3,000	13,572	5,000	9,511	90%
34903.003 Shared Leachate Revenue	8,921	0	448	0	0	0%
	=====	=====	=====	=====	=====	=====
TOTAL WWTF REVENUE	1,833,377	1,834,061	1,867,590	1,783,203	1,860,147	4.3%
	=====	=====	=====	=====	=====	=====

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	FYE15 Actual	FYE16 Budget	FYE16 Actual	FYE17 Budget	FYE18 Proposed Budget	% Change 18 vs 17
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Breakdown of Village Revenues						
34801.000 Village User Charge	712,301	731,293	729,799	681,161	645,063	-5%
34811.000 Village Users Penalties	3,309	3,000	3,540	3,000	3,000	0%
34812.000 Village Septage Revenues	16,848	6,000	27,144	15,000	20,000	33%
34813.000 Village Leachate Revenues	18,112	0	896	0	0	0%
	=====	=====	=====	=====	=====	=====
Total Village Revenues	750,570	740,293	761,379	699,161	668,063	-4%
	=====	=====	=====	=====	=====	=====

2017/18 WHOLESALE RATE DETERMINATION

FY18			
These percentages updated 11/16			
Williston	37.10%	237	19.79
Essex	26.20%	168	13.97
Essex Jct	36.70%	235	19.57
	100.00%	640	

	FY16 Budget	FY17 Budget	Proposed Budget FY18
TRI-TOWN BUDGET TOTAL	1,834,061	1,783,204	1,860,147
MINUS OFFSETTING REVENUES:			
WWTF FUND BALANCE			
INTEREST INCOME	0	0	0
MISC PUMP STATION FEES	30,300	30,300	30,300
SHARED SEPTAGE REVENUES	3,000	5,000	9,511
SHARED LEACHATE REVENUES	0	0	0
MISCELLANEOUS REVENUES	0	0	0
TOTAL OFFSETTING REVENUES	33,300	35,300	39,811
	=====	=====	=====
TOTAL AMT FOR WHOLESALE RATE CALCULATION	1,800,761	1,747,904	1,820,336
	=====	=====	=====
BUDGET TOTAL FOR RATE CALC.	1,800,761	1,747,904	1,820,336
** FLOW FOR CALCULATION OF RATE (MGAL)	670	640	640
Rate per 1000 Gals Treated			2.844

WHOLESALE RATE HISTORY

2007/08 WHOLESALE SEWER RATE	1.5734	
2008/09 WHOLESALE SEWER RATE	1.5735	
2009/10 WHOLESALE SEWER RATE	1.8641	
2010/11 WHOLESALE SEWER RATE	2.1452	
2011/12 WHOLESALE SEWER RATE	2.2657	
2012/13 WHOLESALE SEWER RATE	2.4248	
2013/2014 WHOLESALE SEWER RATE	2.5278	
2014/2015 WHOLESALE SEWER RATE	2.6294	
2015/2016 WHOLESALE SEWER RATE	2.6877	
2016/2017 WHOLESALE SEWER RATE	2.7311	
FYE 17 PROPOSED WHOLESALE SEWER RATE:	2.8443	4.1%

WWTF Capital Reserve Plan

Project or Equipment	FYE15	FYE16	FYE17	FYE18	FYE19	FYE20
Server and SCADA software/network upgrades	15,072	12,937				
Co-Gen (Closed)	329,405	1,888				
Gas Compressor			18,000			
Automatic Samplers			30,000			
Front End Loader				60,000		
Vactor Truck (place holder for FYE21)						
Digester Cleaning			75,000			
Capital Planning - 20 Year			30,000			
Return Activated Sludge (RAS) Pump			20,000			
Headworks Screen			200,000			
Alkalinity Control Installation			95,000			
ARRA Stimulus Loan Payback	2,457	2,457	2,457	2,457	2,457	2,457
Capital reserve annual expense		17,282	470,457	62,457	2,457	2,457

WWTF Capital Reserve Funding and Fund Balance						
Beginning Fund Balance		207,108	469,827	299,370	556,913	894,456
Planned Spending		(17,282)	(470,457)	(62,457)	(2,457)	(2,457)
Transfer in From WWTF Operating Budget		280,000	300,000	320,000	340,000	360,000
Projected Ending Fund Balance		469,826	299,370	556,913	894,456	1,251,999

RECREATION PROGRAMS FUND

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Acct. #	Account	FYE15 Actual	FYE16 Budget	FYE16 Actual	FYE17 Budget	FYE18 Proposed Budget	% Change 18 vs 17
	ADMINISTRATION						
45110.110	Salaries - Regular	0	0	0	0	32,718	100.0%
45110.140	Salaries - Part-time	0	0	0	0	15,121	100.0%
45110.210	Health Insurance & Other Benefits	0	0	0	0	9,717	100.0%
45110.220	Social Security	0	0	0	0	3,660	100.0%
45110.226	Workers Compensation Insurance	0	0	0	0	30,006	100.0%
45110.230	Retirement	0	0	0	0	4,150	100.0%
45110.291	Health Improvement Programs	0	0	0	0	350	100.0%
45110.330	Other Professional Services	0	0	0	0	4,667	100.0%
45110.442	Equipment Rentals	0	0	0	0	2,000	100.0%
45110.500	Training, Conferences, Dues	0	0	0	0	10,387	100.0%
45110.530	Communications	0	0	0	0	1,680	100.0%
45110.535	Telephone Services	0	0	0	0	4,500	100.0%
45110.536	Postage	0	0	0	0	3,219	100.0%
45110.550	Printing and Advertising	0	0	0	0	15,400	100.0%
	Total Administration	0	0	0	0	137,575	100.0%
	RECREATION PROGRAMS						
45115.140	Salaries - Part-time	0	0	0	0	40,093	100.0%
45115.220	Social Security	0	0	0	0	3,079	100.0%
45115.330	Other Professional Services	0	0	0	0	86,206	100.0%
45115.410	Water & Sewer Charges	0	0	0	0	800	100.0%
45115.434	Maintenance - Buildings/Grounds	0	0	0	0	250	100.0%
45115.440	Rental	0	0	0	0	1,400	100.0%
45115.442	Equipment Rentals	0	0	0	0	1,225	100.0%
45115.500	Training, Conferences, Dues	0	0	0	0	850	100.0%
45115.536	Postage	0	0	0	0	79	100.0%
45115.550	Printing and Advertising	0	0	0	0	354	100.0%
45115.580	Travel	0	0	0	0	1,508	100.0%
45110.610	Supplies	0	0	0	0	24,795	100.0%
45110.800	Student Special Programs	0	0	0	0	1,388	100.0%
	Total Recreation Programs	0	0	0	0	162,027	100.0%
	AFTER SCHOOL CHILDCARE						
45120.110	Salaries - Regular	0	0	0	0	172,966	100.0%
45120.140	Salaries - Part-time	0	0	0	0	149,687	100.0%
45120.210	Health Insurance & Other Benefits	0	0	0	0	64,490	100.0%
45120.220	Social Security	0	0	0	0	24,384	100.0%
45120.230	Retirement	0	0	0	0	19,973	100.0%
45120.291	Health Improvement Programs	0	0	0	0	1,750	100.0%
45120.330	Other Professional Services	0	0	0	0	15,566	100.0%
45120.421	Truck Lease	0	0	0	0	23,845	100.0%
45120.500	Training, Conferences, Dues	0	0	0	0	13,835	100.0%
45120.580	Travel	0	0	0	0	30,259	100.0%
45120.610	Supplies	0	0	0	0	28,061	100.0%
45120.626	Gas, Grease and Oil	0	0	0	0	1,750	100.0%
	Total After School Childcare	0	0	0	0	546,566	100.0%

RECREATION PROGRAMS FUND

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Acct. #	Account	FYE15 Actual	FYE16 Budget	FYE16 Actual	FYE17 Budget	FYE18 Proposed Budget	% Change 18 vs 17
	PRESCHOOL						
45121.110	Salaries - Regular	0	0	0	0	163,013	100.0%
45121.140	Salaries - Part-time	0	0	0	0	41,438	100.0%
45121.210	Health Insurance & Other Benefits	0	0	0	0	86,583	100.0%
45121.220	Social Security	0	0	0	0	15,641	100.0%
45121.230	Retirement	0	0	0	0	16,300	100.0%
45121.291	Health Improvement Programs	0	0	0	0	1,400	100.0%
45121.330	Other Professional Services	0	0	0	0	2,710	100.0%
45121.440	Rental	0	0	0	0	5,000	100.0%
45121.500	Training, Conferences, Dues	0	0	0	0	11,998	100.0%
45121.580	Travel	0	0	0	0	960	100.0%
45121.610	Supplies	0	0	0	0	4,500	100.0%
	Total Preschool	0	0	0	0	349,543	100.0%
	SUMMER DAY CAMPS						100.0%
45122.110	Salaries - Regular	0	0	0	0	35,535	100.0%
45122.140	Salaries - Part-time	0	0	0	0	160,235	100.0%
45122.220	Social Security	0	0	0	0	14,976	100.0%
45122.330	Other Professional Services	0	0	0	0	6,062	100.0%
45122.580	Travel	0	0	0	0	25,170	100.0%
41000.610	Supplies	0	0	0	0	15,499	100.0%
	Total Summer Day Camps	0	0	0	0	257,477	100.0%
	POOL						
45124.140	Salaries - Part-time	0	0	0	0	91,127	100.0%
45124.220	Social Security	0	0	0	0	6,972	100.0%
45124.330	Other Professional Services	0	0	0	0	9,110	100.0%
45124.410	Water & Sewer Charges	0	0	0	0	1,799	100.0%
45124.434	Maintenance - Buildings/Grounds	0	0	0	0	16,496	100.0%
45124.610	Supplies	0	0	0	0	5,839	100.0%
	Total Pool	0	0	0	0	131,343	100.0%
	CONCESSIONS						
45125.140	Salaries - Part-time	0	0	0	0	7,693	100.0%
45125.220	Social Security	0	0	0	0	589	100.0%
45125.500	Training, Conferences, Dues	0	0	0	0	140	100.0%
45125.610	Supplies	0	0	0	0	15,394	100.0%
	Total Concessions	0	0	0	0	23,816	100.0%
	PARKS & FACILITIES						
45220.500	Training, Conferences, Dues	0	0	0	0	1,500	100.0%
	Total Parks & Facilities	0	0	0	0	1,500	100.0%
	TOTAL PROGRAMS	0	0	0	0	1,609,847	100%

RECREATION PROGRAMS FUND REVENUES

Account	FYE15 Actual	FYE16 Budget	FYE16 Actual	FYE17 Budget	FYE18 Proposed Budget	% Change 18 vs 17	
34720.000	Pool Day Admission	0	0	0	0	65,310	100%
34721.000	Pool Memberships	0	0	0	0	38,694	100%
34722.000	Swim Lessons	0	0	0	0	43,804	100%
34725.000	Concession Sales	0	0	0	0	25,977	100%
34750.000	Facility and Field Rental	0	0	0	0	8,232	100%
34779.000	Youth Programs	0	0	0	0	140,528	100%
34780.000	Adult Programs	0	0	0	0	62,343	100%
34781.000	Childcare Program	0	0	0	0	1,204,359	100%
34782.000	Shared Staffing Contract	0	0	0	0	11,925	100%
39505.000	Sponsorship	0	0	0	0	8,675	100%
TOTALS	0	0	0	0	1,609,847	100%	

Parks & Rec Cap Reserve

PROJECT or Equipment		FY18	FY19	FY20	FY21	FY22
Truck/Tractor Lease		13,525				
New Sign Lease		6,540				
Landscaping		5,500				
Maintenance Garage/Camp Addition		84,087				
Subtotal		109,652	0	0	0	0

Parks & Rec Fund Capital Reserve Funding and Fund Balance

Beginning Fund Balance		0	0	0	0	0
Planned Spending		(109,652)				
Bond Reimbursement						
Transfer in From General Fund		109,652				
Projected Ending Fund Balance		0	0	0	0	0

ACCOUNT	FYE16 ACTUAL	FYE17 7/1-12/31/16	FYE17 1/1-6/30/17	FYE 17 7/16-6/17	FY18 PROPOSED	FYE18 MANAGER REC.
225-34700.000 SCMB	0.00	3,540.00	360.00	3,900.00	4,500.00	
225-34700.000 SCGF	0.00	9.00	10.00	19.00	20.00	
225-34700.000 SCNL	0.00	41.00	30.00	71.00	72.00	
225-34700.000 TOTAL	0.00	3,590.00	400.00	3,990.00	4,592.00	
225-34701.000 SCBT	0.00	478.00	480.00	958.00	960.00	
225-34701.000 SCCM	0.00	0.00	0.00	0.00	0.00	
225-34701.000 SCCF	0.00	718.80	0.00	718.80	800.00	
225-34701.000 SCCT	0.00	17.00	20.00	37.00	60.00	
225-34701.000 SCOH	0.00	0.00	30.00	30.00	30.00	
225-34701.000 SCRD	0.00	116.50	100.00	216.50	300.00	
225-34701.000 SCRF	0.00	62.50	100.00	162.50	200.00	
225-34701.000 SCAC	0.00	1,297.50	1,400.00	2,697.50	2,800.00	
225-34701.000 SCFR	0.00	12.00	0.00	12.00	0.00	
225-34701.000 TOTAL	0.00	2,702.30	2,130.00	4,832.30	5,150.00	
225-34702.000 SCIZ	0.00	712.00	850.00	1,562.00	1,850.00	
225-34702.000 SCMS	0.00	1,292.00	1,938.00	3,230.00	3,000.00	
225-34702.000 SCTR	0.00	3,584.00	4,000.00	7,584.00	8,500.00	
225-34702.000 SCAF	0.00	43.50	120.00	163.50	240.00	
225-34702.000 TOTAL	0.00	5,631.50	6,908.00	12,539.50	13,590.00	
225-34703.000 SCAH	0.00	900.00	600.00	1,500.00	800.00	
225-34703.000 TOTAL	0.00	900.00	600.00	1,500.00	800.00	
225-36400.000 SCCB	0.00	50.00	0.00	50.00	100.00	
225-36400.000 SCPB	0.00	62.00	90.00	152.00	160.00	
225-36400.000 SCDO	0.00	863.82	300.00	1,163.82	1,200.00	
225-36400.000 TOTAL	0.00	975.82	390.00	1,365.82	1,460.00	
225-36603.000 MISC. REV.	0.00	91.00	0.00	91.00	0.00	
HOEHL OP. GRANT BAL.		2,078.41	0.00	2,078.41	0.00	
HOEHL FL. GRANT BAL.		899.56	0.00	899.56	0.00	
TOTAL REVENUE	0.00	13,799.62	10,428.00	24,227.62	25,592.00	0.00

ACCOUNT	FYE16 ACTUAL	FYE17 7/1-12/31/16	FYE17 1/1-6/30/17	FYE 17 7/16-6/17	FY18 PROPOSED	FYE18 MANAGER REC.
225-34700.000 SCMB	0.00	3,540.00	360.00	3,900.00	4,500.00	
225-34700.000 SCGF	0.00	9.00	10.00	19.00	20.00	
225-34700.000 SCNL	0.00	41.00	30.00	71.00	72.00	
225-34700.000 TOTAL	0.00	3,590.00	400.00	3,990.00	4,592.00	
225-34701.000 SCBT	0.00	478.00	480.00	958.00	960.00	
225-34701.000 SCCM	0.00	0.00	0.00	0.00	0.00	
225-34701.000 SCCF	0.00	718.80	0.00	718.80	800.00	
225-34701.000 SCTT	0.00	17.00	20.00	37.00	60.00	
225-34701.000 SCOH	0.00	0.00	30.00	30.00	30.00	
225-34701.000 SCRD	0.00	116.50	100.00	216.50	300.00	
225-34701.000 SCRF	0.00	62.50	100.00	162.50	200.00	
225-34701.000 SCAC	0.00	1,297.50	1,400.00	2,697.50	2,800.00	
225-34701.000 SCFR	0.00	12.00	0.00	12.00	0.00	
225-34701.000 TOTAL	0.00	2,702.30	2,130.00	4,832.30	5,150.00	
225-34702.000 SCIZ	0.00	712.00	850.00	1,562.00	1,850.00	
225-34702.000 SCMS	0.00	1,292.00	1,938.00	3,230.00	3,000.00	
225-34702.000 SCTR	0.00	3,584.00	4,000.00	7,584.00	8,500.00	
225-34702.000 SCAF	0.00	43.50	120.00	163.50	240.00	
225-34702.000 TOTAL	0.00	5,631.50	6,908.00	12,539.50	13,590.00	
225-34703.000 SCAH	0.00	900.00	600.00	1,500.00	800.00	
225-34703.000 TOTAL	0.00	900.00	600.00	1,500.00	800.00	
225-36400.000 SCCB	0.00	50.00	0.00	50.00	100.00	
225-36400.000 SCPB	0.00	62.00	90.00	152.00	160.00	
225-36400.000 SCDO	0.00	863.82	300.00	1,163.82	1,200.00	
225-36400.000 TOTAL	0.00	975.82	390.00	1,365.82	1,460.00	
225-36603.000 MISC. REV.	0.00	91.00	0.00	91.00	0.00	
HOEHL DONATION BAL.		2,078.41	0.00	2,078.41	0.00	
HOEHL FLOORING GRANT BAL.		899.56	0.00	899.56	0.00	
TOTAL REVENUE	0.00	13,799.62	10,428.00	24,227.62	25,592.00	0.00

MEMORANDUM

TO: Trustees
FROM: Pat Scheidel, Municipal Manager 
DATE: February 8, 2017
SUBJECT: Termination of Agreement with Essex Jct. School District

Issue

The issue is whether or not the Trustees will authorize the Village President to sign the Essex Junction Recreation and Parks Termination of Memorandum of Agreement.

Discussion

Due to consolidation of the school districts, which will result in the Prudential Committee disbanding, the agreement for recreation services is moot. After having the Village Attorney review the process of termination, it was agreed that a vote by both parties to terminate the agreement by July 1, 2017 would be the action needed.

At its last meeting, the Prudential Committee voted unanimously to authorize the Chair to sign the termination agreement.

Cost

None

Recommendation

It is recommended that the Trustees vote to terminate the Memorandum of Agreement with the Essex Junction Incorporated School District and authorize the Village President to sign the Essex Junction Recreation and Parks Termination of Memorandum of Agreement.

ESSEX JUNCTION RECREATION AND PARKS TERMINATION OF

MEMORANDUM OF AGREEMENT

THIS TERMINATION AGREEMENT is made this _____ day of February, 2017, by and between the VILLAGE OF ESSEX JUNCTION (hereinafter referred to as "Village") and the ESSEX JUNCTION INCORPORATED SCHOOL DISTRICT (hereinafter referred to as the "School District," "Prudential Committee," or "PC").

The parties hereby agree to terminate the Memorandum of Agreement (attached) executed on March 24, 2011 and extended on December 9, 2013 **effective July 1, 2017**. Accordingly, that Memorandum of Agreement shall be of no further force and effect as of July 1, 2017.

Nothing in this Termination Agreement shall preclude the Village and the PC from taking any action to allow for the gradual transition of the Essex Junction Recreation and Parks (EJRP) in advance of the July 1, 2017 termination date so long as those actions are mutually agreed upon in order to allow for an efficient and effective transition of EJRP from the PC to the Village by the agreed upon termination date of July 1, 2017.

Date: _____

Dated: _____

Michael Smith, Chair
Essex Junction Incorporated School District

Authorized Representative for the
Village of Essex Junction

MEMORANDUM OF AGREEMENT

The Village of Essex Junction ("Village") and the Essex Junction Incorporated School District ("District") have reached the following agreement to resolve pending litigation and provide a basis to assure the long-term success and excellence of recreation programs in Essex Junction. This Agreement amends the original Memorandum of Agreement executed by the parties on March 24, 2011 and has the following terms:

1. Pursuant to 31 V.S.A. §203, the Village delegates to the District the conduct of the recreation program in the Village of Essex Junction. This delegation does not affect or diminish any other powers the District has under law (including its charter) to operate its own recreation programs.
2. No later than June 1, 2011, the District and the Village shall enter a written lease agreement allowing the District to use Maple Street Park, Cascade Park and Stevens Park for recreation purposes during the term of this Agreement. The lease shall provide that the District shall defend, indemnify and hold the Village harmless from all claims, suits, actions, damages and expenses in connection with loss of life, bodily or personal injury or property damage arising from any occurrence which is the result of any negligence on the part of any Parks and Recreation employees or their agents. The Lease shall also provide that as long as the District is operating, maintaining, and administering Parks and Recreation, it shall maintain a combined single limit insurance policy of one million (\$1,000,000) dollars aggregate for general liability and property damage and name the Village of Essex Junction as an additional insured. Annually, the District shall provide a certificate from the insuring company indicating that such policy has been issued and is in force and that said insurance company agrees to notify the Village Manager at least ten (10) days prior to the date of termination of or change in said policy for the maintenance of insurance. There shall be no payment for use of the parks pursuant to the abovementioned lease. Provided, however, that beginning in Fiscal Year 2013, the District shall reimburse the Village for \$500 annual payment for land leased from IBM that is used for recreation. The Village and District will cooperate in the negotiation of any extension of the IBM lease.
3. At least once a year, the District and the Village shall hold a joint public meeting to address any issues of common interest. The District and the Village will work together to assure effective communication on all issues of common interest. The District and the Village shall discuss any issues related to any potential merger of the Town and the Village, or the District and other school districts. A meeting shall be held on the first Wednesday of March, or such other dates as would be established by agreement of the Village and the District.
4. The Recreation Advisory Council shall be changed as follows: A) There shall be two new voting members added immediately; one must be a member of the Prudential Committee, and the other must be a member of the Village's Board. B) The terms of the six adult members shall be filled by members of the public and staggered, so two expire in one year, two expire in two years, and two expire in three years. Upon expiration of these terms, their successors shall each have three year terms. The Village and the District shall each appoint one member in years one, two and three, none of whom shall be members of the Parties' respective governing boards. There shall also be a youth

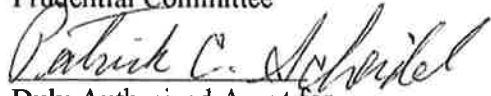
- member, appointed by the District, who shall serve a one-year term. C) The Recreation Advisory Council shall communicate directly to the Village Board and the Prudential Committee on issues of interest to the Board and the Prudential Committee through their ex officio members and in advance of the annual meeting discussed in paragraph three.
5. This Agreement will commence on July 1, 2011, and shall have an initial term of three years (ending on June 30, 2014). The initial term will be extended for an additional one year on each July 1 thereafter, unless prior to that date, a party has provided a written notice of renegotiation. Upon delivery of such notice, the contract will stay in force for its remaining two years, and shall expire if there is no written agreement on its renegotiation. The intent of this provision is to provide the stability of a rolling three-year agreement, but also provide the parties with a two-year window to renegotiate before the expiration of an agreement. This Agreement may not be assigned by either party without the written consent of the other.
6. By March 31, 2011, the Parties shall file a stipulation of dismissal of the pending lawsuit and counterclaim with prejudice. Each side shall bear its own costs and attorney's fees.
7. This Agreement is the successor to written Agreements between the Village and District that were dated February 12, 2001 (and later extended through June 30, 2010) and March 15, 2010, which extended to June 30, 2011.
8. Agreed Upon Public Statement.

The Village of Essex Junction Board of Trustees and the Essex Junction Prudential Committee are pleased to announce that they have reached an agreement to settle their lawsuit. The agreement dismisses the pending lawsuit and describes how the Board and Prudential Committee will work together in the future to address their shared interest in continuing the successful recreation program.

The agreement has an initial term of three years with annual one-year extensions. If the Board and the Prudential Committee want to renegotiate terms in the future, there will be at least two years for negotiations before the agreement expires. The Agreement provides for at least one meeting a year between the Board and the Prudential Committee. It also ensures active participation by both the Board and the Prudential Committee in the Recreation Advisory Council. As part of the agreement, the Board and Prudential Committee have also agreed to sign a lease for the Maple Street, Cascade and Stevens parks.

Dated at Essex Junction, Vermont, this 9th day of Dec, 2013.


Duly Authorized Agent for
Prudential Committee


Duly Authorized Agent for
Village of Essex Junction

Patty Benoit

From: David Barra <dbarra@barralaw.com>
Sent: Wednesday, February 08, 2017 11:57 AM
To: Patrick C. Scheidel; Patty Benoit
Subject: Park Street School purchase

Pat:

The Village Charter in section 1.06 provides the authority for the Trustees to purchase the property. Although it does not specifically say so in the Charter, I believe that the Trustees should ask for voter approval of the purchase at the next annual meeting and make the purchase contingent on approval.

State law does require the school district to seek voter approval to sell, 16 VSA section 562(7).

I hope this addresses your concerns. Please let me know if you need anything further.

Dave

--

David A. Barra, Esq.

Law Offices of David A. Barra, PLC
PO Box 123, 26 Railroad Avenue
Essex Junction, VT 05453-0123
E-mail: dbarra@barralaw.com

Phone: 802-879-8102

Fax: 802-879-0408

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ARTICLE I POWERS OF THE VILLAGE

Section 1.01. Corporate Existence. The inhabitants of the Village of Essex Junction, within the corporate limits as now established, shall continue to be a municipal corporation by the name of the Village of Essex Junction.

Section 1.02. Village Boundaries. The boundaries of the Village shall continue to be the corporate boundaries as presently established, except as hereafter altered in accordance with the requirements of applicable law.

Section 1.03. General Powers. The Village shall have all powers possible for a municipality to have under the Constitution and laws of this State as fully and completely as though they were specifically enumerated in this charter. Except when changed, enlarged or modified by the provisions of this charter, all provisions of the statutes of this State relating to municipalities shall apply to the Village of Essex Junction.

Section 1.04. Construction. The powers of the Village under this charter shall be construed liberally in favor of the Village, and the specific mention of particular powers in the charter shall not be construed as limiting in any way the general power stated in this subchapter.

Section 1.05. Intergovernmental Relations. The Village may exercise any of its powers or perform any of its functions and may participate in the financing thereof, jointly or in cooperation, by contract or otherwise, with other Vermont municipalities, the State of Vermont, any one or more subdivisions or agencies of the State, or the United States or any agency thereof.

Section 1.06. Property. By action of the Trustees, the Village may acquire property within or without its corporate limits for any Village purpose, in fee simple or any lesser interest or estate, by purchase, gift, devise or lease, it may sell, lease, mortgage, hold, manage and control such property as its interest may require. The Village may further acquire property within its corporate limits by condemnation where such authority is granted by the statutes of the State of Vermont.

Section 1.07. Additional Powers. In addition to powers otherwise conferred upon it by law, the Village is authorized:

- a) To adopt and enforce ordinances relating to making and installation of local improvements including curbs, sidewalks, sewers, drainage systems, water systems, and streets; requiring the installation of any or all of such improvements in a manner specified by the Village as a condition precedent to the issuance of a zoning permit; apportioning part or all of the expenses of such improvements against property owners benefitted thereby; providing for the collection of such assessments and penalties for nonpayment.
- b) To adopt and enforce ordinances regulating or prohibiting the use of firearms, air rifles and devices having a capacity to inflict personal injury to the extent such

DRAFT

**WARNING
VILLAGE OF ESSEX JUNCTION ANNUAL MEETING
APRIL 5 & 11, 2017**

The legal voters of the Village of Essex Junction are hereby notified and warned to meet at the Essex Community Educational Center on Educational Drive in the Village of Essex Junction on Wednesday, April 5, 2017 at 7:00 PM to act upon any of the following articles not involving voting by Australian ballot, said meeting to be adjourned to reconvene at the Essex Community Educational Center, on Tuesday, April 11, 2017 to vote for Village officers and transact any business involving voting by Australian ballot, said voting by Australian ballot to begin at 7:00 AM and close at 7:00 PM.

ARTICLE 1. Shall the voters act upon the report of the auditor?

ARTICLE 2. Shall the voters approve an annual General Fund Budget in the amount of \$4,816,309 for fiscal year July 1, 2017 to June 30, 2018, \$3,285,170 of which is to be levied in taxes against the Village Grand List?

ARTICLE 3. Shall the voters approve the transfer of \$96,000 from the General Fund Balance to the Capital Reserve Fund for future capital projects?

ARTICLE 4. Shall the voters approve holding the 2018 Annual Meeting on Wednesday, April 4, 2018 to act upon any articles not involving voting by Australian ballot and to reconvene on Tuesday, April 10, 2018 to vote for the Village officers and transact any business involving voting by Australian ballot?

ARTICLE 5. To transact any other business that may lawfully come before the meeting?

BALLOT QUESTIONS

ARTICLE 6. To elect Village officers required by law including: Moderator (one year term); two Village Trustees (three year term); three Library Trustee (1 five year term, 1 three year term and 1 one year term)?

Dated this 28th day of February, 2017

VILLAGE OF ESSEX JUNCTION
BOARD OF TRUSTEES

By:

George A. Tyler, President

Elaine H. Sopchak, Vice President

Daniel S. Kerin, Trustee


Lori A. Houghton, Trustee

Andrew P. Brown, Trustee

ATTEST:

Susan McNamara-Hill, Village Clerk

MEMORANDUM

TO: Trustees
FROM: Pat Scheidel, Municipal Manager 
DATE: January 30, 2017
SUBJECT: MOU with Champlain Water District

Issue

The issue is whether or not the Trustees will authorize the Manager to sign a Memorandum of Understanding with Champlain Water District regarding ownership and responsibilities for waterworks infrastructure in the Village.

Discussion

The State requested that CWD have this type of agreement with every municipality it serves, so that, in the event of a question of ownership, there is no confusion about who takes title to the issue.

Cost

None

Recommendation


It is recommended that the Trustees authorize the Manager to sign the Memorandum of Understanding with Champlain Water District regarding ownership and responsibilities for waterworks infrastructure in the Village.



CHAMPLAIN WATER DISTRICT
Dedicated to Quality Water & Service



First In The Nation ~ Excellence In Water Treatment, Partnership For Safe Water

Date: January 19, 2017
To: Rick Jones, Village of Essex Junction
Cc: Jim Fay, CWD
From: Joe Duncan, PE, CWD 
RE: Memorandum of Understanding Regarding Ownership and Responsibilities for Waterworks
Infrastructure in the Village of Essex Junction

Attached are two originals of the above referenced Memorandum of Understanding (MOU) signed by CWD. Upon your review, please sign both originals and return one to our office for our records.

Thanks for working with us on this. Please don't hesitate to contact me with any questions.

Memorandum of Understanding

Regarding Ownership and Responsibilities for Waterworks Infrastructure in the Village of Essex Junction

An Agreement Between the Champlain Water District and Village of Essex Junction, Vermont
January 14, 2017

Recognizing that the Champlain Water District (CWD) owns and operates water transmission and storage infrastructure located within the Village of Essex Junction (Village), and the Village owns and operates a water distribution system serving its retail customers, this Memorandum of Understanding is provided to summarize, update, and clarify the respective waterworks ownerships and responsibilities of the CWD and the Village, as follows:

Major Water Mains

The Village owns all water mains constructed from the so-called **"Bouffard's" Meter Vault** to the **"Corduroy Road" Meter Vault** in Essex Junction, serving a limited high service area of the Village water system. The Village ownership starts after the CWD tapping valve, and includes all distribution piping within the Village boundaries, along with the **"Bouffard's" Meter Vault**.

CWD owns all 24", 20", and 16" DICL water mains running from the Winooski River Crossing at Cascade Street, along Cascade Street, Park Street, and Silverbow Terrace to Maple Street, and from Maple Street to the **Essex South Tank**, including the **Essex Junction (Cascade Street) Meter Vault**.

CWD owns a 20" DICL water main running from Park Street, along South and West Street in Essex Junction, eventually to Fort Ethan Allen and Camp Johnson at Rt. 15 in Colchester, including the **Essex Town West (Bashaw's) Meter Vault**.

CWD also owns a 16" feed to the Global Foundries facility in Essex Junction consisting of: a 20" DICL water transmission main from River Cove Road in Williston to a 16" DICL Winooski River crossing water main, and the **IBM (Global Foundries) South Meter Vault**.

And, CWD owns the "Indianbrook Water Line Route 15 to Dam and Chlorination Site", an abandoned run of water main that formerly served the Village from Indianbrook Reservoir.

Water Storage Tanks

CWD built, owns and maintains the **Essex South** and **Essex West** water storage tanks.

Pump Stations

The **Essex East Pump Station**, located off the end of Maple Street Extension, on the **Essex South Water Storage Tank** site, is owned and maintained by CWD.

Vaults

The so-called **Bouffard's Meter Vault** is owned and maintained by the Village of Essex Junction as an Essex Junction "in" meter. CWD owns only the master meter in this vault, and all related SCADA / telemetry equipment. CWD pays the power bill for this facility.

The so-called **Corduroy Road Meter Vault** is owned and maintained by the Town of Essex as a Town "in" meter. CWD owns only the master meter in this vault, and all related SCADA / telemetry equipment. CWD pays the power bill for this facility.

Memorandum of Understanding

Bashaw's (Essex Town West) Meter Vault, the IBM South Meter Vault, and the Cascade Street (Essex Junction) Meter Vault are owned and maintained entirely by CWD.

The **Essex West Tank Altitude Valve Vault** and **Essex South Tank Altitude Valve Vault** are owned and maintained entirely by CWD.

Hydrants

All fire hydrants, inclusive of hydrants on CWD-owned water mains, shall be owned, maintained, and operated by the Village, unless specifically determined otherwise. The hydrant isolation valves at Village-owned hydrants on CWD-owned water mains shall be owned and maintained by the CWD, as per CWD Standards. Hydrants on CWD-owned water mains, which are located on the Global Foundries site shall be owned and maintained by Global Foundries.

Valves

Valves on Village-owned mains and at Village-owned facilities shall be owned and maintained by the Village. Similarly, valves on CWD-owned mains and at CWD-owned facilities shall be owned and maintained by the CWD. Also, tapping valves on laterals connected to CWD-owned mains shall be owned and maintained by the CWD, and hydrant isolation valves at CWD-owned mains shall be owned and maintained by the CWD, as per CWD Standards.

Leases

CWD holds a pair of leases from New England Central Railroad (formerly Central Vermont Railway) for two railroad crossings in the Silverbow Terrace / Global Foundries vicinity.

Amendments

This Memorandum of Understanding is also a "living" document, and may be amended at times, but only by mutual agreement of the Village and the CWD. All such Amendments shall be written, and attached to this Memorandum of Understanding dated January 19, 2017.

Village of Essex Junction

Signature

Name and Title

Witness

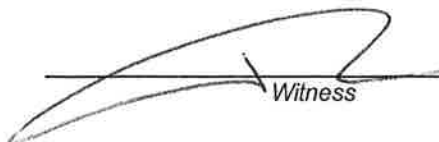
Champlain Water District



Signature



Name and Title



Witness

ANNUAL FINANCIAL PLAN - TOWN HIGHWAYS
19 V.S.A. § 306(j)

TA-60

Village of **Essex Junction** Fiscal Year **2018** Begin **7/1/17** End **6/30/18**

INCOME

DESCRIPTION	ESTIMATED
State Funds - 19 V.S.A. Section 306(a):	
Class 1 5.013	\$ 56,193.00
Class 2 2.006	\$ 8,235.00
Class 3 27.80	\$ 42,295.00
Town Tax Funds – 19 V.S.A. Section 307	\$ 1,014,726.00
Special Funds (e.g., bonds or earmarks):	
a. Capital Reserve	\$ 754,295.00
b.	\$
c.	\$
TOTAL	\$ 1,875,744.00

EXPENSES

DESCRIPTION	ESTIMATED
Winter Maintenance	\$ 115,000.00
Non-Winter Maintenance	\$ 1,006,449.00
Major Construction Projects	
a. Hillcrest Sidewalk	\$ 449,394.00
b. Greenwood Ave. Drainage	\$ 41,026.00
c. Main St. Pedestrian Bridge	\$ 263,875.00
TOTAL	\$ 1,875,744.00

Comments:

This form shall be signed by the appropriate town officials and forwarded to the District Transportation Administrator.

TA-60 Rev 09-13

ANNUAL FINANCIAL PLAN - TOWN HIGHWAYS

TA-60

19 V.S.A. § 306(j)

(page 2)

We, the Legislative Body of the Municipality of Essex Junction certify
that funds raised by municipal taxes are equivalent to or greater than a sum of at least **\$300.00**
per mile for each mile of Class 1, 2, and 3 Town Highway in the municipality. (19 V.S.A. 307)

Date: _____

(Duly Authorized Representatives)

The submitted Town Plan meets the requirements of Title 19, Section 306(j).

Date: _____

District Transportation Administrator

**Certification of Compliance
for
Town Road and Bridge Standards
and
Network Inventory**

We, the Legislative Body of the Municipality of Essex Junction certify that we have reviewed, understand and comply with the Town Road and Bridge Standards / Public Works Specifications and Standards passed and adopted by the Selectboard / City Council / Village Board of Trustees on February 11, 2014.

We further certify that our adopted standards ☒do ☐do not meet or exceed the minimum requirements included in the January 23, 2013 VTrans template.

We further certify that we ☒do ☐do not have an up-to-date highway network inventory which identifies location, size, deficiencies/condition of roads, bridges, causeways, culverts and highway-related retaining walls on class 1, 2, and 3 town highways, and estimated cost of repair.

(Duly Authorized Administrator)

Date: _____

For a summary of your community's road and bridge information
please visit: tinyurl.com/rdsinfo



MEMORANDUM

TO: Village Trustees and Pat Scheidel, Municipal Manager
FROM: Susan McNamara-Hill, Clerk/Treasurer/HR *SMH*
DATE: February 14, 2017
SUBJECT: State Highway Mileage

Issue

The issue is whether or not the Trustees should open highways for the extensions of Taft Street and Drury Drive and add the mileage to the state highway mileage certificate.

Discussion

State highway aid is distributed according to highway mileage in each municipality. Presently, there are two street continuations in the Village that have not been added to the state highway map. There are an additional 575 feet (0.11 mile) on Drury Drive and an additional 287 feet (0.05 mile) on Taft Street.

Cost

There is cost associated with this issue.

Recommendation

It is recommended that the Trustees adopt the "Certificate of Completion and Opening of a Highway for Public Travel"

CERTIFICATE of COMPLETION and OPENING
of a HIGHWAY for PUBLIC TRAVEL

VTrans Use Only	
Certificate Year:	_____
Highway Class:	_____
Town Highway #:	_____
Mileage:	_____

Susan McNamara-Hill Village Clerk of the Village of
(Clerk's Name) (City/Town/Village) (City/Town/Village)
Essex Junction, Vermont.
(City/Town/Village Name)

Pursuant to Title 19, V.S.A., Chapter 7, this is to certify that the following described section of Class 3
(1,2,3 or 4)
Highway in the Village of Essex Junction was COMPLETED AND OPENED
(City/Town/Village) (City/Town/Village Name)
FOR PUBLIC TRAVEL on January 30, 2017.
(Month - Day) (Year)

DESCRIPTION OF RIGHT OF WAY:
(Include road name and intersecting town highway numbers)

Continuation of Taft Street for 287 feet.

and as shown on a Highway Map of the _____ of _____
(City/Town/Village) (City/Town/Village Name)
dated _____, _____, and filed in Book _____ on page _____ of the Records of
(Month - Day) (Year) (Book #) (Page #)
the _____ of _____ by the _____ Clerk of said _____
(City/Town/Village) (City/Town/Village Name) (City/Town/Village) (City/Town/Village)
incorporated herein by reference and attested to on said map by said _____ Clerk.
(City/Town/Village)

Dated at _____, County of _____ and State of Vermont,
(City/Town/Village Name) (County Name)
this _____ day of _____, A.D., _____
(Date - Day) (Date - Month) (Date - Year)

(Selectman/Alderman/Trustee Signature)

(Selectman/Alderman/Trustee Signature)

(Selectman/Alderman/Trustee Signature)

(Selectman/Alderman/Trustee Signature)

(Selectman/Alderman/Trustee Signature)

(Selectman/Alderman/Trustee Signature)

BOARD
OF
SELECTMEN,
ALDERMAN,
or TRUSTEES

(Manager/Mayor Signature)
and the Manager/Mayor of the City/Town/Village of _____
(City/Town/Village Name)

_____, VERMONT
(City/Town/Village Name) (Month - Day) (Year)

THE ABOVE IS A TRUE COPY OF THE DESCRIPTION OF CLASS _____ HIGHWAY COMPLETED AND OPENED
(1,2,3 or 4)
FOR PUBLIC TRAVEL, RECORDED IN BOOK _____ ON PAGE _____ OF THE _____ RECORDS
(Book #) (Page #)
OF THE _____ OF _____ ON THE _____ DAY OF _____
(City/Town/Village) (City/Town/Village Name) (Date - Day) (Date - Month)
, AT _____ O'CLOCK, _____ M.
(Date - Year) (Time) (A or P)

ATTEST: _____
(Clerk's Name)
CLERK OF _____, VERMONT
(City/Town/Village) (City/Town/Village Name)

CERTIFICATE of COMPLETION and OPENING
of a HIGHWAY for PUBLIC TRAVEL

VTrans Use Only	
Certificate Year:	_____
Highway Class:	_____
Town Highway #:	_____
Mileage:	_____

Susan McNamara-Hill, Village Clerk of the Village of _____
(Clerk's Name) (City/Town/Village) (City/Town/Village)
Essex Junction, Vermont.
(City/Town/Village Name)

Pursuant to Title 19, V.S.A., Chapter 7, this is to certify that the following described section of Class 3
(1,2,3 or 4)
Highway in the Village of Essex Junction was COMPLETED AND OPENED
(City/Town/Village) (City/Town/Village Name)
FOR PUBLIC TRAVEL on January 30, 2017.
(Month - Day) (Year)

DESCRIPTION OF RIGHT OF WAY:
(Include road name and intersecting town highway numbers)

Continuation of Drury Drive from the intersection with
Meadow Terrace northerly and easterly for 575 feet.

and as shown on a Highway Map of the _____ of _____
(City/Town/Village) (City/Town/Village Name)
dated _____, _____, and filed in Book _____ on page _____ of the Records of
(Month - Day) (Year) (Book #) (Page #)
the _____ of _____ by the _____ Clerk of said _____
(City/Town/Village) (City/Town/Village Name) (City/Town/Village) (City/Town/Village)
incorporated herein by reference and attested to on said map by said _____ Clerk.
(City/Town/Village)

Dated at _____, County of _____ and State of Vermont,
(City/Town/Village Name) (County Name)
_____ day of _____, A.D., _____
(Date - Day) (Date - Month) (Date - Year)

(Selectman/Alderman/Trustee Signature)

(Selectman/Alderman/Trustee Signature)

BOARD
OF
SELECTMEN,
ALDERMAN,
or TRUSTEES

(Selectman/Alderman/Trustee Signature)

(Selectman/Alderman/Trustee Signature)

(Selectman/Alderman/Trustee Signature)

(Selectman/Alderman/Trustee Signature)

(Manager/Mayor Signature)

and the Manager/Mayor of the City/Town/Village of _____
(City/Town/Village Name)

_____, VERMONT
(City/Town/Village Name) (Month - Day) (Year)

THE ABOVE IS A TRUE COPY OF THE DESCRIPTION OF CLASS _____ HIGHWAY COMPLETED AND OPENED
(1,2,3 or 4)
FOR PUBLIC TRAVEL, RECORDED IN BOOK _____ ON PAGE _____ OF THE _____ RECORDS
(Book #) (Page #)
OF THE _____ OF _____ ON THE _____ DAY OF _____
(City/Town/Village) (City/Town/Village Name) (Date - Day) (Date - Month)
, AT _____ O'CLOCK, _____ M.
(Date - Year) (Time) (A or P)

ATTEST: _____
(Clerk's Name)

_____, CLERK OF _____, VERMONT
(City/Town/Village) (City/Town/Village Name)



State of Vermont
Division of Policy, Planning and Intermodal Development - Mapping Section
1 National Life Drive
Montpelier, VT 05633-5001
<http://vtrans.vermont.gov>

Telephone: 802-828-3666
Fax: 802-828-2334
Email: Kerry.Alley@vermont.gov

Agency of Transportation

Chair, Board of Trustees
Essex Junction Village, c/o Village Clerk
2 Lincoln St
Essex Junction, VT 05452-3154

January 2017

RECEIVED
JAN 07 2017

Village of Essex Junction

TO: TOWN / CITY / VILLAGE CLERK AND SELECTBOARD / ALDERMEN / TRUSTEES

Enclosed is your 2017 **Certificate of Highway Mileage**. This Certificate must be completed in order to determine your town's share of state aid for town highways for Fiscal Year 2018, and to ensure that your Town Highway Map remains current. Please note there will be no additional opportunities to submit town highway changes before the 2017 statutory deadline for mapping all Class 1, 2, 3 and 4 Town Highways and Legal Trails, as specified in 19 V.S.A. § 305(c).

Changes in mileage or highway classification, including any additions, alterations, or discontinuances made by your selectboard this past year, should be entered on this certificate. If there are changes that occurred before this past year that we have not shown on the Town Highway Map, please let us know so we can update our maps.

In filling out the Mileage Certificate, it is important to:

- >> Enter mileage and classification changes on PART I and PART II of the Certificate.
- >> Provide supporting documentation sufficient for the Mapping Section to:
 - Map the change
 - Verify the mileage
 - Demonstrate the change was made according to State statute
- >> If you have no changes, you may simply check the box in PART II of the Certificate.
- >> Always sign Part III - Town Clerk, Selectmen, etc.

Please refer to the enclosed instructions, checklist, and guidelines as needed. We have also included a reduced size copy of your current Town Highway Map and a Certificate of Completion and Opening should you need it to document new town roads. Additional information and copies of these enclosures can be found online: <http://vtrans.vermont.gov/planning/maps/mileage-certificates>.

To effectively process all the mileage certificates in a timely manner and to assure the completion of the mileage summaries, it is important that towns submit the certificates on time. **Certificates must be postmarked on or before February 20, 2017. Certificates that are postmarked after February 20, 2017 may not be processed.**

After the Agency has approved and signed the certificate, we will send you a copy. Please contact me if you have any questions.

Sincerely,

Kerry Alley

Kerry Alley
Mileage Certificate Specialist

Enclosures



**CERTIFICATE OF HIGHWAY MILEAGE
YEAR ENDING FEBRUARY 10, 2017**

Fill out form, make and file copy with the Town Clerk, and mail **ORIGINAL**, before February 20, 2017 to:
Vermont Agency of Transportation, Division of Policy, Planning and Intermodal Development, Mapping Section
One National Life Drive, Montpelier, VT 05633.

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

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

<i>Town Highways</i>	<i>Previous Mileage</i>	<i>Added Mileage</i>	<i>Subtracted Mileage</i>	<i>Total</i>	<i>Scenic Highways</i>
Class 1	5.013			5.013	0.000
Class 2	2.006			2.006	0.000
Class 3	27.64	0.16		27.80	0.000
State Highway	0.600				0.000
Total	35.259			35.419	0.000
* Class 1 Lane	1.289				
* Class 4	0.00				0.000
* Legal Trail	0.00				

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

PART II - INFORMATION AND DESCRIPTION OF CHANGES SHOWN ABOVE.

- NEW HIGHWAYS:** Please attach Selectmen's "Certificate of Completion and Opening".
Continuation of Taft Street 0.05 miles
Continuation of Drury Drive 0.11 miles
- DISCONTINUED:** Please attach SIGNED copy of proceedings (minutes of meeting).
- RECLASSIFIED/REMEASURED:** Please attach SIGNED copy of proceedings (minutes of meeting).
- SCENIC HIGHWAYS:** Please attach a copy of order designating/discontinuing Scenic Highways.

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

PART III - SIGNATURES - PLEASE SIGN.

Selectmen/ Aldermen/ Trustees Signatures: _____

T/C/V Clerk Signature: _____

Date Filed: _____

Please sign **ORIGINAL** and return it for Transportation signature.

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

APPROVED: _____

Representative, Agency of Transportation

DATE: _____

Vermont Statutes Annotated

19 V.S.A. § 305. Measurement and inspection

§ 305. Measurement and inspection

(a) After reasonable notice to the selectboard, a representative of the agency may measure and inspect the class 1, 2, and 3 town highways in each town to verify the accuracy of the records on file with the agency. Upon request, the selectboard or their designee shall be permitted to accompany the representative of the agency during the measurement and inspection. The agency shall notify the town when any highway, or portion of a highway, does not meet the standards for its assigned class. If the town fails, within one year, to restore the highway or portion of the highway to the accepted standard, or to reclassify, or to discontinue, or develop an acceptable schedule for restoring to the accepted standards, the agency for purposes of apportionment under section 306 of this title shall deduct the affected mileage from that assigned to the town for the particular class of the road in question.

(b) Annually, on or before February 10, the selectboard shall file with the town clerk a sworn statement of the description and measurements of all class 1, 2, 3, and 4 town highways and trails then in existence, including any special designation such as a throughway or scenic highway. When class 1, 2, 3, or 4 town highways, trails, or unidentified corridors are accepted, discontinued, or reclassified, a copy of the proceedings shall be filed in the town clerk's office and a copy shall be forwarded to the agency.

(c) All class 1, 2, 3, and 4 town highways and trails shall appear on the town highway maps by July 1, 2015.

(d) At least 45 days prior to first including a town highway or trail that is not clearly observable by physical evidence of its use as a highway or trail and that is legally established prior to February 10, 2006 in the sworn statement required under subsection (b) of this section, the legislative body of the municipality shall provide written notice and an opportunity to be heard at a duly warned meeting of the legislative body to persons owning lands through which a highway or trail passes or abuts.

(e) The agency shall not accept any change in mileage until the records required to be filed in the town clerk's office by this section are received by the agency. A request by a municipality to the agency for a change in mileage shall include a description of the affected highway or trail, a copy of any surveys of the affected highway or trail, minutes of meetings at which the legislative body took action with respect to the changes, and a current town highway map with the requested deletions and additions sketched on it. A survey shall not be required for class 4 town highways that are legally established prior to February 10, 2006. All records filed with the agency are subject to verification in accordance with subsection (a) of this section.

(f) The selectboard of any town who are aggrieved by a finding of the agency concerning the measurement, description, or classification of a town highway may appeal to the transportation board by filing a notice of appeal with the executive secretary of the transportation board.

(g) The agency shall provide each town with a map of all of the highways in that town together with the mileage of each class 1, 2, 3, and 4 highway, as well as each trail, and such other information as the agency deems appropriate.

Excerpt of 19 V.S.A. § 305 - *Measurement and inspection* from Vermont Statutes Online located at – <http://legislature.vermont.gov/statutes/section/19/003/00305>

December 2016



MEMORANDUM


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

TRUSTEES MEETING SCHEDULE/EVENTS

February 28 6:30 PM	<ul style="list-style-type: none">• CCRPC Update on Regional Dispatch• FYE 18 Town Budget Presentation• Adopt Warning for Annual Meeting
March 14 6:30 PM	Regular Meeting
March 28 6:30 PM	Regular Meeting
April 5 6:00 PM	Community dinner at Essex High School cafeteria
April 5 7:00 PM	Annual Meeting at Essex High School auditorium
April 11 7 AM-7 PM	Annual Meeting Australian ballot voting at Essex High School
April 25 6:30 PM	Board reorganization

MEMORANDUM

To: Selectboard and Trustees

From: Patrick C. Scheidel, Municipal Manager 

Date: January 31, 2017

Re: Charter Language: Unified Manager

Issue

The issue is to submit proposed charter amendment language to codify the unified Manager position for the Town and Village.

Discussion

One of the topics for a work session meeting between the Town and Village is whether or not the unified Manager is an integral part of the future vision of the community.

While other charter amendments are important to consider, we have been consistent in our response to want to determine how much of the charter needs to be amended after the department service delivery systems or the department in its entirety is unified. The idea of incremental charter changes has been relegated to the back burner of late.

Cost

This topic is not a cost item.

Recommendation

It is recommended that the attached proposed language for a charter amendment for the Town and Village be reviewed and submitted as agenda items for the proposed work session.

ARTICLE IV

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VILLAGE MANAGER

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~~§ 601. Appointment of Manager~~ Section 4.01. Appointment; Qualifications; Compensation.

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~~—The Trustees~~~~selectmen~~ and the Board of ~~Selectmen~~~~Trustees~~ of the Town~~Village~~ of Essex ~~Union~~ shall jointly appoint one~~a~~ ~~municipal~~ ~~Town~~ ~~M~~manager to serve both municipalities for an indefinite term and fix his or her compensation, ~~under and in accordance with Vermont Statutes Annotated.~~ The Manager shall be appointed solely on the basis of his or her executive and administrative qualifications in accordance with the Vermont Statutes. In all matters, the Manager shall be subject to the direction and supervision of the Trustees and the Board of Selectmen of the Town of Essex and shall hold office at the will of the Trustees and the Board of Selectmen of the Town of Essex.

Section 4.02 Powers and Duties of the Municipal Manager. The Manager...

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Section 4.03. Hearing Process.

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a) The Trustees and the Board of Selectmen of the Town of Essex may remove the Manager from office for cause in accordance with the following procedures:

(1) The Trustees and the Board of Selectmen of the Town of Essex shall adopt by affirmative vote of a majority of the members of each of the respective boards a preliminary resolution which must state the reasons for removal and may suspend the Manager from duty for a period not to exceed 45 days. A copy of the resolution shall be delivered within three (3) days to the Manager.

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(2) Within five days after a copy of the resolution is delivered to the Manager, he or she may file with the Trustees and the Board of Selectmen of the Town of Essex a written request for a joint hearing. Said hearing to be in a public or executive session by choice of the Manager. This joint hearing shall be held at a special joint meeting of the Trustees and the Board of Selectmen of the Town of Essex not earlier than 15 days nor later than 30 days after the request is filed. The Manager may file with the Trustees and the Board of Selectmen of the Town of Essex a written reply not later than five days before the joint hearing.

(3) The Trustees and the Board of Selectmen of the Town of Essex may adopt a final resolution of removal, which may be made effective immediately, by affirmative vote of a majority of the members of each of the respective boards at any time after five days from the date when a copy of the preliminary resolution was delivered to the Manager, if he or she has not requested a public hearing, or at any time after the public hearing if he or she has requested one.

b) The Manager shall continue to receive his or her salary until the effective date of a final resolution of removal, as amended from time to time hereafter. The ~~municipal~~ ~~M~~manager shall

have all the power and duties of a Town Manager as set forth in Vermont Statutes Annotated that chapter and in this charter and the charter of the Village of Essex Junction, as they may be amended from time to time hereafter.

§ 601. **Appointment of Manager**

The selectmen and the Board of Trustees of the Village of Essex Junction shall jointly appoint ~~one~~ a municipal Town Manager to serve both municipalities, ~~under and in accordance with Vermont Statutes Annotated, as amended from time to time hereafter.~~ The municipal Manager shall have all the power and duties of a Town Manager as set forth in Vermont Statutes Annotated that chapter and in, this charter and the charter of the Village of Essex Junction, as they may be amended from time to time hereafter.

MEMORANDUM

To: Selectboard and Trustees

From: Patrick C. Scheidel, Municipal Manager 

Date: January 31, 2017

Re: TGIA Status for Joint Meeting

Issue

The issue is to present the Thoughtful Growth in Action project for the joint Selectboard/ Trustee work session.

Discussion

As you know, the school district merger presented the discussion of what will become of the recreation function in the Village, as it was not included in the school district consolidation. This change in priorities delayed work on the TGIA effort. Now that the dust is settling somewhat on the recreation district vote and its outcome of failing in the Town outside the Village while passing in the Village, the natural discussion point is what is the expectation for the TGIA work schedule and when will it be undertaken.

Cost

The cost, as usual, is staff time and opportunity cost for other work not being accomplished.

Recommendation

It is recommended that the Selectboard and Trustees review the attached memos from Greg Duggan and schedule this item for the joint meeting agenda.

Memorandum

To: Patrick C. Scheidel, Municipal Manager
From: Greg Duggan, Town Planner/Assistant Town Manager *BSD*
Re: Progress on Thoughtful Growth in Action
Date: January 30, 2017

Issue

The issue is informing the Municipal Manager about progress completed to date on the Thoughtful Growth in Action (TGIA) project, as well as next steps that can happen to continue work on the project.

Discussion

Thoughtful Growth in Action launched in 2015. After meeting several times, the TGIA working group settled on four recommendations, which the TGIA consultants presented to the Selectboard and Board of Trustees in a final report at a joint meeting on March 14, 2016. In a subsequent meeting on April 18, 2016, the Selectboard added a fifth recommendation. The Trustees included a similar recommendation on April 26, 2016 when they voted to pursue the TGIA recommendation for a joint PC and separate DRBs. The five TGIA recommendations include the following:

1. Move to create a joint Planning Commission and two separate Development Review Boards.
2. Use a phased approach to structural changes.
3. Empower boards to establish a timeframe and work with staff to make a plan for transition.
4. Continue to explore and implement ways to improve public participation in planning.
5. **a) SB motion:** That the municipalities codify a method for the Selectboard and Board of Trustees to work together to select planning commissioners.
b) Trustee motion: The Board of Trustees will have equal authority in matters pertaining to the joint planning commission.

Prior to holding a joint meeting, the boards each decided in May 2016 that they would be better served by first meeting with their respective Planning Commissions and Zoning Boards of Adjustment. Those meetings occurred on July 11, 2016 for the Town and July 25, 2016 for the Village, and raised issues for consideration. The issues are summarized in an October 5, 2016 memo from the Assistant Town Manager (attached).

The last real action on TGIA from the legislative bodies occurred in the fall, when both boards received the aforementioned memo from the Assistant Town Manager and agreed to let staff schedule a joint meeting to discuss the next steps. The Selectboard met first on October 3, 2016, followed by the Trustees on October 11, 2016. The Trustees wanted the joint meeting occur after the town-wide recreation vote, noting that a "no" vote would require much work with the recreation department; the Trustees did not anticipate meeting until 2017 "due to the current workload of the boards."

Although the Selectboard and Trustees have not met on TGIA since October – aside from a few Selectboard questions asking when work would continue – the Town and Village Planning Commissions have recently discussed ways to collaborate. Village PC Chair David Nistico attended the Town PC meeting on January 12, 2017, and discussed two possibilities for collaboration: a joint PC meeting to discuss a social media communications policy; and having members from each board participate in their counterpart's meetings as ex officio members. The Town PC expressed support

for both ideas. Town PC Chair Dustin Bruso is planning to attend a Village PC meeting in the near future to gauge Village interest. If both commissions are committed to the idea of ex officio members, the SB and Trustees should expect requests to appoint ex officio members to each board, as permitted by statute. Minutes from the Town PC meeting are attached.

Lastly, staff at CCRPC are aware of TGIA, are willing to help with the consolidation process, and have recently asked me about the status of the project.

Cost

The cost will vary depending on the level of commitment and the desire to bring in outside consultants. The Selectboard budget for FYE 2017 included \$16,000 in the Professional Services line item for consolidation work, with the expectation that some money would be used to continue TGIA work.

Recommendation

This memo is for informational purposes.

Memorandum

To: Essex Junction Trustees
Patrick C. Scheidel, Municipal Manager
From: Greg Duggan, Assistant Town Manager 657
Re: Update on Thoughtful Growth In Action
Date: October 5, 2016

Issue

The issue is whether the Trustees will hold a joint meeting with the Essex Selectboard to discuss next steps in pursuing the Thoughtful Growth in Action (TGIA) recommendation to move to a Joint Planning Commission and two Development Review Boards.

Discussion

The Selectboard and Trustees have met with their respective planning commissions and zoning boards of adjustment to discuss TGIA recommendations. The boards had planned to use the results of those discussions to guide a joint meeting between the Selectboard and Trustees.

The Trustees met with the Village Planning Commission and Zoning Board on July 25, 2016. The group consensus was to support more coordinated planning, with attention paid to the following issues:

- Populating new boards with the right people, with balanced Town/Village representation on the Joint PC
- Improving public participation, communication, and education about transition process, as well as general planning and development issues
- Training for board members
- Allowing the Village and Town centers to complement each other while retaining their distinct identities
- Governance changes should be made thoughtfully and fairly

At the Selectboard meeting on July 11, 2016, board members and commissioners raised the following issues:

- Timetable for transition
- Clarity on roles of Joint PC, DRBs
- What happens to existing Comprehensive Plans/Regulations/Land Development Code?
- Staffing
- Clarity on benefit for Town and Village, particularly in areas of affordable housing, energy efficiency, etc.
- Ensuring communication and collaboration between PC and DRBs
- Looking at examples of other, similar towns that have gone through transitions (ZBA to DRB; Joint PC)
- Training for board members on new roles
- Compatibility of existing comp plans, and when a single vision for Essex will be laid out by a single PC
- Changes in relationship with RPC

- Legislative and charter requirements and restrictions

On Oct. 3, the Selectboard voted unanimously to meet with the Trustees to discuss next steps in adopting TGIA recommendations.

Cost

None.

Recommendation

It is recommended that the Trustees authorize staff to schedule a joint meeting with the Essex Selectboard to review and approve a timeline for transitioning to a Joint Planning Commission and two Development Review Boards.

**VILLAGE OF ESSEX JUNCTION
TREE ADVISORY COMMITTEE
MINUTES OF MEETING
JANUARY 17, 2017**

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

ADMIN PRESENT: Darby Mayville, Community Relations/Economic Development Assistant

1. CALL TO ORDER

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

2. MINUTES REVIEW

MOTION by NICK, SECOND by WARREN to accept December meeting minutes. ALL IN FAVOR.

3. PLANTING 2017

Nick informed the committee that he and Warren had walked South Summit Street, and found 18 potential planting sites. They determined the appropriate type and size of tree for each location. He shared the results with the committee on an Excel file. All of these trees would be on privately owned land, and the landowner would need to consent to planting.

Nick said that the committee could work with Public Works Superintendent Rick Jones to find alternate sites to plant, should some of the South Summit Street locations not work out. Rick will be aware of locations where trees have recently been removed.

Nick said that he hopes to get in touch with local nurseries regarding planting shortly.

4. DOCUMENT UPDATES

The committee began by reviewing the letter that would be send out to private homeowners informing them that the Village would like to plant a tree on their property. They reviewed and edited this document, and made minor changes. Once a homeowner is amenable to planting a tree, they will have an onsite meeting with either Warren or Nick, and be given a planting agreement form to sign. The Village will keep this form on file. The committee hopes to send out these letters our ASAP to ensure that they are able to plant this spring.

Mary Jo suggested establishing a formal procedure for contacting homeowners about plantings.

The TAC discussed having a committee logo. Mary Jo noted that her friend had created one for the Arbor Day celebration last year. Warren suggested using something different, perhaps a drawing of a parent and child with a tree. Rich will contact the graphic design instructor at Essex High School to see if any of her students might be interested in creating something. This graphic can be used on the tree keeper document, committee website, and with future events and communications.

5. ARBOR DAY 2017

The committee discussed the idea of inviting the forestry students at the Center for Technology Essex to be Arbor Day volunteers. Nick noted that he had recently toured their nursery. Warren noted that the program taught a variety of complementary skills, including welding, hydroponics, and small engine repairs.

Rich suggested that the committee engage the students to assist with pruning. Nick noted that there may be safety issues associated with this.

Darby will get Nick the contact information of the new instructor in the Forestry program.

Nick suggested doing some planting near high school. It is possible that some of the high school students could assist with the maintenance and landscaping of this area as well.

Darby will get the committee a photo release form for participants to be used at this year's arbor day event.

6. OTHER BUSINESS

Darby reminded committee members that they need to send her their volunteer hours, as well as any planting photos that they might have to be submitted with the Tree City renewal application.

Nick informed the committee that the state of Vermont would again be offering Caring for Canopy grants, and asked members to brainstorm potential uses of this money. Warren suggested applying to use these funds for pruning, since the Village already has money to use as a match for this purpose.

Warren noted that Branch Out Burlington is planning their 2017 Tree Keeper Training, and asked if the Tree Advisory Committee was interested in partnering. The training will be held on Thursday, April 6th in Burlington. All were in favor. The committee will work on local publicity for this event, using the Essex Reporter and Front Porch Forum.

7. ADJOURNMENT

MOTION by RICH, SECOND by MARY JO to adjourn. All in favor. Meeting adjourned at 6:46 PM.

Respectfully Submitted: Darby Mayville

**VILLAGE OF ESSEX JUNCTION
MINUTES OF BLOCK PARTY COMMITTEE MEETING
JANUARY 30, 2017**

PRESENT: Kirsten Domas, Essex Jct. Recreation & Parks; Sam Jackson, Bridget Meyer.
ADMINISTRATION: Patty Benoit, Administrative Assistant.

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

1. The date of the 2017 Block Party and Street Dance is Saturday, July 15 from 4-9 PM. The 5-10 PM time frame the last couple of years was not working as well as 4-9 PM. There will be no rain date.
2. Ideas and suggestions for entertainment: The committee wanted to ask the X-Rays back for the music, as they are extremely popular. We would ask them to play from 5-9 PM so Patty will check if they are available and what their fee would be.

The committee would like the photo booth back too and we'll ask Darby to book that from 4-9 PM. It was agreed that we would share the photo booth with EJRP for the Brite Night 5K Run so they don't have to get one too.

We'll ask Marcy Kelly, the balloon lady, and Shirley Pine of Face Mania to come back. The roaming railroad has already approached us and we'll respond that we'd like them there from 4-9 PM. He quoted \$1,600 for that time frame. We'll get the bounce castle from Top Hat and ask about better supervision of the bigger kids vs. the little kids while in the bounce castle. After we get the current fees from everyone, we'll see what we have to left in the budget for entertainment and discuss at the next meeting.

3. Last year's issues: Due to the theft from Northern Lights' climbing tower, we will make vendors aware this could happen and encourage them to keep a very close eye on their money, while also telling them it was an isolated incident in 15 years of the block party.

There had been a problem with intoxicated people behind an apartment building giving staff a hard time during set up. If they do it on public property, we will call the Essex Police.

Public Works staff indicated the block party street banner is in very bad shape and may need to be replaced. Bridget will go over to the garage to check it. We were hesitant to put that much money into it because EJRP will be taking over the block party next year. We discussed with Kirsten the active Trustees' policy about the block party and it should be looked at for possible revision when they take over, as it limits vendors to Essex and Essex Junction businesses and non-profits. They have a larger base for their events.

4. The next meeting will be Monday, February 27 at 3:30 p.m. The meeting adjourned at 4:40 p.m.

Respectfully submitted, Patty Benoit 



RECEIVED

JAN 23 2017

Village of Essex Junction

George Tyler, President
Essex Jct. Village Trustees
2 Lincoln Street
Essex Jct., VT 05452

DATE: January 19, 2017
TO: CCRPC Member Municipalities
FROM: Bernadette Ferenc, Transportation Business Manager

PUBLIC HEARING NOTICE

The Chittenden County Regional Planning Commission (CCRPC) will hold a public hearing on **Wed., March 15, 2017 at 6:00 p.m.** in its offices at 110 West Canal Street, Suite 202; Winooski, to consider the following proposed amendments to the CCRPC Bylaws. This notice will serve as the request for comments from municipalities described in Item 1) below.

The attached draft Bylaws have been drafted to address three issues: 1) authorizing CCRPC to enter into intermunicipal service agreements; 2) adding the Clean Water Advisory Committee as a Standing Committee; and, 3) revising the term limit for CCRPC officers from two years to four years. Background on each of these changes is described below.

- 1) In 2016, the Legislature approved, and the Governor signed H.249, an act relating to intermunicipal services. This law (24 V.S.A. § 4345b) allows for municipalities to contract with their regional planning commission for the provision of services after the RPC amends its bylaws to authorize it to enter into intermunicipal service agreements and the agreement is approved by each municipal legislative body that wants to participate in the service. This law also requires that the RPC hold one or more public hearings. At least 30 days prior to any hearing required under this subsection, notice of the time and place and a copy of the draft bylaws, with a request for comments, shall be delivered to the chair of the legislative body of each municipality within the region.

In May of 2016, CCRPC reviewed a draft MS4 agreement for CCRPC to provide intermunicipal services to several municipalities and other MS4 permittees to provide stormwater public education and public involvement services. That agreement is on hold pending adoption of updated bylaws. Applicable change can be found in Articles III E; VII E.12; and XI.

- 2) In September 2015, the CCRPC created the ad hoc Clean Water Advisory Committee (CWAC). In addition to spelling out the Committee's composition, member's terms and duties the board charged that *"(b)y the end of 2016, the Committee shall report back to the Commission with recommendations for formal incorporation, or not, into the CCRPC bylaws including membership composition and duties."* Applicable changes can be found in Article XII G.

- 3) The CCRPC's Board Development Committee discussed providing the ability of an officer to remain in office for more than the current two years and is recommending four years in lieu of eliminating the term limit altogether. Applicable changes can be found in Article VII.D

Please notify your CCRPC representative of any concerns. Written comments on the proposed amendments may be submitted by mail to the address above or by email to Charlie Baker (cbaker@ccrcpvt.org) or phone – 846-4490, ext. *23.

Additional copies of this notice and draft Bylaws amendments have been sent to each municipal clerk for posting on the public bulletin board; and are available at www.ccrpcvt.org/about-us/commission/bylaws.

bf

cc: CCRPC Board members

1 CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION

2 BYLAWS

3 DRAFT – 1/19/2017

RECEIVED

JAN 23 2017

Village of Essex Junction

4
5
6 ARTICLE I. NAME, VISION AND MISSION

7
8 The name of this regional planning organization is the Chittenden County Regional Planning
9 Commission. These by-laws shall regulate and govern the affairs of the Chittenden County
10 Regional Planning Commission.

11
12 The Chittenden County Regional Planning Commission's organizational vision is to be a pre-
13 eminent, integrated regional organization that plans for healthy, vibrant communities, economic
14 development, and efficient transportation of people and goods while improving the region's
15 livability.

16
17 The mission of the Chittenden County Regional Planning Commission is to act as the principal
18 forum for planning, policy and community development in the region. We will do this by
19 providing planning and technical assistance that meets the needs of our member municipalities
20 and the public, while remaining consistent with our federal and state requirements. Our work
21 will result in the development and implementation of plans that support sustainable development
22 and improve the region's quality of life and environment.

23
24
25 ARTICLE II. ENABLING LEGISLATION

26
27 The Chittenden County Regional Planning Commission is an organization that combines the
28 previously separate Chittenden County Regional Planning Commission (CCRPC) and
29 Chittenden County Metropolitan Planning Organization (CCMPO). The CCRPC and CCMPO
30 were combined with the adoption of these bylaws and subsequent actions to form one combined
31 organization by action of the CCRPC and CCMPO Boards of Directors on May 18, 2011.

32
33 The legal basis and powers for Chittenden County Regional Planning Commission serving as the
34 region's regional planning commission stem from and are as stipulated in 24 V.S.A. § 4301 et
35 seq., as amended, 24 V.S.A. § 4345 et seq. and such other laws as may be enacted by the General
36 Assembly of the State of Vermont. The CCRPC was chartered by the municipalities of
37 Chittenden County on May 2, 1966 with amendments to the original charter dated May 26, 1997
38 and September 28, 1998 and is funded in part through the State of Vermont property transfer tax
39 as outlined in 24 V.S.A. § 4306(a). To the extent a conflict exists with a provision in Vermont
40 statutes governing regional planning commissions, the Vermont statutes will control.

41
42 The CCMPO conducts Metropolitan Transportation Planning pursuant to 23 U.S.C. 134 and was
43 designated by the Governor of Vermont on June 10, 1983 pursuant to Federal Highway Act of
44 1962, as amended (23 U.S.C. 101 et. seq.); the Urban Mass Transportation Act of 1964, as
45 amended (49 U.S.C. 1601 et. seq.); and by agreements dated April 20, 1983 and January 28,
46 1998 to serve as the metropolitan planning organization (MPO). In an agreement dated January
28, 1998 the CCMPO added membership to include the nine rural communities formerly

members of the Chittenden County Rural Planning Organization.

These bylaws hereby replace the charter and bylaws of the CCRPC and bylaws of the CCMPO.

ARTICLE III. DUTIES, RESPONSIBILITIES AND DUES

In keeping with its purpose, the Chittenden County Regional Planning Commission will have the following duties and responsibilities:

A. In order to carry out the responsibilities of the regional planning commission, the Chittenden County Regional Planning Commission should carry out the duties as stipulated in 24 V.S.A. Chapter 117, Section 4301 et seq., as amended, and such other laws as may be enacted by the General Assembly of the State of Vermont.

B. In order to carry out the responsibilities of the metropolitan planning organization (MPO), the Chittenden County Regional Planning Commission should carry out the duties as stipulated in 23 CFR § 450.300 et seq., as amended, and such other laws and rules as may be enacted by the Congress of the United States, the United States Department of Transportation or the General Assembly of the State of Vermont.

C. Member communities provide local match funds for Chittenden County Regional Planning Commission programs funded in the annual work program under State and Federal law. Communities shall be assessed their reasonable fair share based on their community's proportional equalized education grand list of the Chittenden County Regional Planning Commission region. The most current data available for this grand list shall always be utilized in this distribution

D. The duties and responsibilities of members and alternates will be articulated in job descriptions developed by the Chittenden County Regional Planning Commission.

~~D-E.~~ The Chittenden County Regional Planning Commission may enter into municipal service agreements to promote cooperative arrangements and coordinate, implement, and administer service agreements among municipalities, including arrangements and action with respect to planning, community development, joint purchasing, inter-municipal services, infrastructure, and related activities; and exercise any power, privilege, or authority, as defined within a service agreement under section XI of this bylaw, capable of exercise by a municipality as necessary or desirable for dealing with problems of local or regional concern.

ARTICLE IV. APPOINTMENT OF REPRESENTATIVES, TERM OF OFFICE

A. Board Membership in Chittenden County Regional Planning Commission is as follows:

Bolton	Buel's Gore
Burlington	Charlotte
Colchester	Essex
Essex Junction	Hinesburg
Huntington	Jericho
Milton	Richmond
St. George	Shelburne
South Burlington	Underhill
Westford	Williston
Winooski	
Vermont Agency of Transportation (VAOT)	US Federal Highway Administration (FHWA)
Agriculture	Industrial/Business
Socio-Economic-Housing)	Conservation/Environmental
Burlington International Airport (BIA)	Federal Transit Administration (FTA)
Chittenden County Transportation Authority (CCTA) <u>dba Green Mountain Transit</u>	Railroad Industry

B. Each member municipality's locally elected legislative body shall appoint a representative (Municipal Representative) to the Chittenden County Regional Planning Commission and that representative's alternate, with the alternate having voting privileges in the absence of the representative. It is desirable that the Municipal Representative be a current or past member of the locally elected legislative body. Municipal Representatives and alternates shall serve at the pleasure of their respective locally elected legislative bodies and may be removed during their term. The term of the Municipal Representative and alternate will be for two years beginning July 1st. Communities whose beginning letter falls between A through K shall appoint a representative for even numbered fiscal years; and, communities whose beginning letter falls from L through Z shall appoint a representative for odd numbered fiscal years. Appointments by locally elected legislative bodies to fill a vacancy shall be for the unexpired term.

C. Regional Board members represent the following sectors: Agriculture, Socio-Economic-Housing, Industrial/Business, and Conservation/Environmental. Staff shall solicit nominees from stakeholder organizations. Regional Board members shall be appointed by the Chittenden County Regional Planning Commission for a term of two years for even numbered fiscal years at the June meeting. Regional Board members shall serve at the pleasure of the Chittenden County Regional Planning Commission and may be removed during their term.

D. The Vermont Secretary of Transportation or his/her designated alternate will represent the State of Vermont Agency of Transportation.

- E. The following Transportation Board Members will appoint their respective representatives and alternates: FHWA, FTA, CCTA, and the BIA. The Railroad Industry shall be represented by a representative each from Vermont Rail Systems and New England Central Railroad who will alternate years as the primary and alternate representative. Representatives of these organizations serve at the pleasure of their appointing bodies.

Article V. QUORUM & VOTING

- A. MPO business is defined comprehensively to include all activities undertaken by the Chittenden County Regional Planning Commission to carry out its responsibilities and authority as a metropolitan planning organization.
- B. MPO voting. When conducting MPO business, the voting power of the Chittenden County Regional Planning Commission shall consist of a total of 24 votes apportioned as follows:

Municipality	Votes	Municipality	Votes
Bolton	1	Burlington	4
Charlotte	1	Colchester	2
Essex	1	Essex Junction	1
Hinesburg	1	Huntington	1
Jericho	1	Milton	1
Richmond	1	St. George	1
Shelburne	1	South Burlington	2
Underhill	1	Westford	1
Williston	1	Winooski	1
VT Agency of Transportation	1		

Municipalities that are incorporated shall each have at least one vote. A majority of the voting power (i.e. 13 of 24 votes) shall constitute a quorum for the transaction of MPO business at meetings. A majority of the voting power (i.e. 13 of 24 votes) and a majority of the municipalities (10 of 18) is required to adopt or amend MPO business.

Notwithstanding the need to make adjustments as a result of official corrections to the decennial census urbanized area boundary, the Chittenden County Regional Planning Commission shall review, and amend as it deems appropriate, its voting mechanisms and voting distribution for the purposes of MPO business within one year of the publication of each decennial census urbanized area boundary.

- C. All other business. For the purposes of voting on all other business, including elections, FHWA, VAOT, CCTA, Railroad Industry, FTA and BIA are non-voting Board members. A

majority of the total of Municipal and Regional Board members shall constitute a quorum for the transaction of all other business at meetings of the Chittenden County Regional Planning Commission unless otherwise noted. Each Board member has one vote. Only Municipal Board members shall vote on approving municipal plans and planning processes per 24 V.S.A. § 4350.

ARTICLE VI. EXECUTIVE DIRECTOR

A. Executive Director shall:

- 1) Be responsible to the Chittenden County Regional Planning Commission.
- 2) Conduct a regional planning program, within the framework of 24 V.S.A., Chapter 117, and other state statutes relevant to regional planning.
- 3) Carry out all aspects of the regional transportation planning program in coordination with the Assistant/MPO Director.
- 4) Manage contracts with consultants for the purpose of implementing the duly adopted Unified Planning Work Program (UPWP).
- 5) Recommend changes to the bylaws, etc. to reflect the passage of new federal or state legislation.
- 6) Be responsible for the office.
- 7) Hire and manage staff including consultation with the Executive Committee when hiring the Assistant/MPO Director.
- 8) Be in charge of all general correspondence of the Chittenden County Regional Planning Commission.
- 9) Assist the Secretary/Treasurer, and in this capacity shall be responsible for:
 - a) keeping minutes of regular and special meetings of the Chittenden County Regional Planning Commission;
 - b) notifying Board members of their election to office or appointment to committees;
 - c) receiving all money due the Chittenden County Regional Planning Commission.
- 10) Prepare an annual budget and UPWP, including estimated revenues and expenditures, for the fiscal year to be reviewed by the Executive Committee of the Chittenden County Regional Planning Commission prior to submission for approval by the full Board.
- 11) Disburse the funds in accordance with the budget and as authorized by the Secretary/Treasurer.
- 12) Keep accounts which shall at all times be open to inspection by the Board members.
- 13) Undertake such other duties as the Chittenden County Regional Planning Commission shall assign.
- 14) Prepare an annual written report after the completion of each fiscal year.
- 15) Prepare a calendar for the ensuing year, which shall be presented to the Chittenden County Regional Planning Commission.
- 16) Prepare quarterly financial reports in a format approved by the Executive Committee and the Chittenden County Regional Planning Commission.
- ~~16)~~ 17) Prepare a recommendation to the CCRPC regarding any potential municipal service agreements and report on their status as appropriate.

B. Job descriptions and responsibilities for additional staff shall be on file.

ARTICLE VII. OFFICERS & EXECUTIVE COMMITTEE

A. Election of Officers and Executive Committee

The Chittenden County Regional Planning Commission shall annually elect three officers, a Chair, Vice-Chair, and Secretary/ Treasurer. In addition, the Chittenden County Regional Planning Commission shall annually elect two municipal Board members to the Executive Committee. One municipal Board member of the Executive Committee shall represent a community of 5000+ population; the other, a community of less than 5000 population, based on information from the latest census or population estimate completed by the US Census Bureau.

The Board Development Committee shall render its report of nominations to fill ensuing vacancies prior to the June meeting. The Board Development Committee may nominate one or more candidates for each office. Candidates may also be nominated from the floor.

The officers of the Chittenden County Regional Planning Commission shall be elected by a two-thirds majority of the Board members present and voting pursuant to 24 V.S.A. § 4343(b). The results of the voting shall be announced at the June meeting of each year. In the event a majority for any office is not reached, the top two vote getters will have a run-off election and the Chittenden County Regional Planning Commission will continue to vote until a majority is reached.

B. Qualifications and Duties of Officers

- 1) As a qualification for office, the Chair shall have served at least one year as a representative on the Chittenden County Regional Planning Commission. The Chair shall have the power to call special meetings, establish agendas, preside over Chittenden County Regional Planning Commission meetings and, with concurrence of the Chittenden County Regional Planning Commission, establish and appoint committees and their members. The Chittenden County Regional Planning Commission will have at least those committees delineated in Article XI of these by-laws. The Chair shall execute agreements, contracts, and checks in accordance with administrative policies and procedures approved by the Executive Committee.
- 2) The Vice-Chair shall act as the Chair in the absence of the Chair, and in his/her absence have the same powers as the Chair.
- 3) The Secretary/Treasurer shall act as the Chair in the absence of the Chair and Vice-Chair, and in his/her absence have the same powers as the Chair. The Secretary/Treasurer shall be responsible for such secretarial and financial duties as are customary to the office.
- 4) In the absence of the Chair, Vice-Chair, and Secretary/Treasurer another member of the Executive Committee will act as the Chair with the consent of the CCRPC Board.

C. Membership and Elections for Vacancies of the Executive Committee

The members of the Executive Committee shall consist of six members: the Chair, Vice-

Chair, Secretary/Treasurer, immediate past Chair and the two municipal members described in Section A above, elected at the June meeting. In the event of a vacancy existing between annual elections, the Chittenden County Regional Planning Commission shall elect a member to the Executive Committee to serve until the next June meeting.

D. Terms of Office

The terms of office of Executive Committee members shall begin immediately after the June meeting of each year at which they are declared elected and shall end immediately after the next June meeting unless re-elected; but officers shall hold office until their successors have been elected and installed. The Chair, Vice-Chair and Secretary/Treasurer shall serve no longer than ~~four~~^{two} consecutive years in any one office. Municipal members of the Executive Committee may not serve more than four consecutive years in that position.

E. Purpose, Power and Duties of the Executive Committee

The purpose of the Executive Committee shall be to facilitate the administration of the Chittenden County Regional Planning Commission, ensure that policy and planning recommendations are brought before the Board, and ensure that the decisions of the Chittenden County Regional Planning Commission are implemented.

The Executive Committee shall be subject to the orders of the Chittenden County Regional Planning Commission voting membership, and none of its acts shall conflict with action taken by the Chittenden County Regional Planning Commission. The duties of the Executive Committee will include, but not be limited to, the following:

- 1) to monitor and assure the implementation of Chittenden County Regional Planning Commission Board of Director decisions;
- 2) to oversee the development of the agenda for Chittenden County Regional Planning Commission meetings;
- 3) to oversee the affairs of the Chittenden County Regional Planning Commission between its regular meetings but to act for the Chittenden County Regional Planning Commission only when immediate action is required and the Chittenden County Regional Planning Commission Board of Directors would not be able to take the necessary action;
- 4) to annually recommend to the full Chittenden County Regional Planning Commission at the June meeting Regional Board members to be elected to represent the categories prescribed in Article IV. A.
- 5) to oversee the activities of the Finance Committee (FC), Board Development Committee (BDC), Unified Planning Work Program Committee (UPWPC), Transportation Advisory Committee (TAC), Planning Advisory Committee (PAC), ~~and~~ Long Range Planning Committee (LRPC), and Clean Water Advisory Committee (CWAC) and to review Committee recommendations prior to submission to the Board of Directors;
- 6) to oversee organizational and personnel policies;
- 7) to recommend for employment an Executive Director subject to confirmation by the Chittenden County Regional Planning Commission;
- 8) to support, and annually review the Executive Director;
- 9) to assist the Executive Director in the hiring of the Assistant/MPO Director;

- 10) to determine, recommend and transmit to the Chittenden County Regional Planning Commission for approval all recommendations concerning public policy and plan recommendations forthcoming from the Chittenden County Regional Planning Commission's program, which would affect the Chittenden County region and its individual constituent cities and towns;
- 11) take action on Act 250/Section 248 applications per the CCRPC adopted *Guidelines and Standards for Reviewing Act 250 and Section 248 Applications*;
- 12) to make recommendations to the Chittenden County Regional Planning Commission concerning entering into municipal service agreements;
- 13) to develop and update the Chittenden County Regional Planning Commission strategic plan and report findings to the Board of Directors;
- 14) to establish sub-committees on an as needed basis; and
- 15) to submit a written report of its activities and/or minutes of its meetings prior to each Chittenden County Regional Planning Commission meeting.

F. Executive Committee Meetings

Meetings will be held, at a minimum, in advance of the regular meeting of the Chittenden County Regional Planning Commission. Special meetings can be called at the request of the Chair or the Executive Director. A quorum to conduct business shall consist of four members. Members may participate via telephone or video conference if unable to attend in person.

Article VIII. MEETINGS

The rules of procedures of the Chittenden County Regional Planning Commission shall be Robert's Rules of Order the latest edition. These procedures will be followed except where superseded by these by-laws.

Board members will be sent their meeting notification, agendas, and appropriate documents at least one week prior to the actual meeting date, except in the case of special meetings. The Chittenden County Regional Planning Commission is a public body and shall comply with the Vermont Open Meeting Law (1 V.S.A. § 310 et seq.) and Access to Public Records Laws (1 V.S.A. §§ 315-320 et seq.). Special meetings may be called by the Chair or by a combined group of 50 percent or more of the voting Board members. The Chittenden County Regional Planning Commission Board may employ a "Consent Agenda" process when appropriate for expediting minor administrative actions related to the efficient operation of the Chittenden County Regional Planning Commission and the management of Chittenden County Regional Planning Commission programs and documents (e.g., qualifying TIP amendments). Any administrative change to Chittenden County Regional Planning Commission documents, policies, or procedures, other than items defined in Article X of these by-laws, may be identified and included in the Consent Agenda element of the full agenda for a regularly-schedule Board meeting.

At the beginning of each Board meeting, under the "Changes to the Agenda" item, the Chair will entertain requests from any Board member to move individual Consent Agenda items to the Deliberative Agenda for discussion and action. The Board will then act on the Consent Agenda.

1 If a Consent Agenda item is moved to the Deliberative Agenda for discussion and action, Board
2 members will have the opportunity to request additional information on the item from staff,
3 municipalities, and/or agencies, as appropriate. The Board may then (1) move and vote to
4 approve the item moved from the Consent Agenda to the Deliberative Agenda, at which time the
5 subject administrative change becomes effective, or (2) move and vote to send the change to the
6 appropriate body (e.g., Executive Committee, TAC, or staff) for further review and
7 recommendation.

8
9
10 **Article IX. FISCAL YEAR & MEETING DATES**

11
12 The Chittenden County Regional Planning Commission's fiscal year shall be July 1st through
13 June 30th.

14
15 The Annual Meeting shall be set by the Executive Committee and affirmed by the Chittenden
16 County Regional Planning Commission Board.

17
18 The June Meeting of the Chittenden County Regional Planning Commission shall each year
19 include the election of the organization's Officers and the Executive Committee.

20
21 The Chittenden County Regional Planning Commission Board shall annually establish the day,
22 time, and location of the Chittenden County Regional Planning Commission regular meetings.
23 Meetings of the Chittenden County Regional Planning Commission shall be conducted at least
24 quarterly.

25
26
27 **Article X. ADOPTIONS OR AMENDMENTS.**

28
29 **A. Bylaws**

30 Upon recommendation of the Executive Committee or upon request by resolution through
31 written ballot by a majority of the Board members any proposed amendment to the by-laws shall
32 first be sent to the Board members and the Board member municipalities' locally elected
33 legislative bodies in preliminary form for consideration and comment for a period of not less
34 than thirty days. Not later than thirty days after this period, the Executive Committee shall
35 submit to the Chittenden County Regional Planning Commission, (1) a report summarizing the
36 comments received and recommendations of the Executive Committee; and (2) if authorized by
37 the Chittenden County Regional Planning Commission, the proposed amendment in final form as
38 a written ballot. If submission of the amendment as a ballot is not authorized by the Chittenden
39 County Regional Planning Commission, but within ninety days after issuance of the report such
40 submission is requested by a petition signed by at least twenty-five percent of the Board
41 members, the Executive Committee shall, within thirty days following receipt of said petition,
42 submit to the Chittenden County Regional Planning Commission a written ballot of the proposed
43 amendment as originally submitted. Adoption of any amendments shall require the affirmative
44 vote of two-thirds majority of the Board members.

45
B. MPO Business

Before the Chittenden County Regional Planning Commission may adopt or make other than minor amendments or administrative changes to MPO business, notice to Board member municipalities' locally elected legislative bodies and to the general public shall be given consistent with the Public Participation Plan.

Minor amendments to the UPWP, such as reallocating dollars between approved tasks, can be done with Chittenden County Regional Planning Commission Board approval, without a public hearing.

No municipality or organization shall challenge the validity of the Transportation Improvement Program (TIP), UPWP, or Metropolitan Transportation Plan (MTP) as adopted according to this article, for procedural defects, after thirty (30) days following the day on which it was adopted.

C. Regional Plan

The Chittenden County Regional Planning Commission shall hold public hearings and seek comments on a proposed Regional Plan or amendments consistent with 24 V.S.A. § 4348. The Chittenden County Regional Planning Commission shall hold public hearings and review municipal plans and planning processes consistent with 24 V.S.A. §4350. The Metropolitan Transportation Plan (MTP) is integrated into and part of the Regional Plan.

D. Metropolitan Transportation Plan

The MTP shall be considered and voted upon first as MPO Business. Then the full membership of CCRPC shall consider and vote upon the full Regional Plan.

E. Unified Planning Work Plan

The portion of the UPWP that is transportation funded shall be considered and voted upon as MPO Business. Then the full membership of CCRPC shall consider and vote upon the full UPWP.

Article XI. MUNICIPAL SERVICE AGREEMENTS

Participation by a municipality in a municipal service agreement shall be voluntary and only valid upon appropriate action by the legislative body of the municipality. To become effective, a municipal service agreement shall be ratified by the regional planning commission and the legislative bodies of the municipalities who are a party to the service agreement. The agreement may include other parties as may be relevant to a particular service. Any modification to a service agreement shall not become effective unless unanimously approved by all parties to the service agreement.

A municipal service agreement shall describe the services to be provided and the amount of funds payable by, and or formula for allocating costs to, each municipality that is a party to the service agreement. Service of personnel, use of equipment and office space, and other necessary services may be accepted from municipalities as part of their financial support and shall be clearly documented in the annual budget for the service approved by the parties to the agreement.

When deemed appropriate by the participating municipalities and the CCRPC, a service

agreement will typically include, but not require, a governance committee made up of the participating municipalities and CCRPC. If a governance committee is formed, the service agreement will include voting rights and financial obligations of each member.

Service agreements shall contain a termination date unless otherwise provided in the agreement. Service agreements shall contain a provision describing how parties may withdraw from the agreement prior to the termination date. If the service agreement includes the need for multi-year financial obligations this will be considered in both termination and withdrawal provisions.

i. The withdrawal provision of a municipal agreement with one municipality shall provide for at least 30 days' notice unless otherwise provided in the agreement.

ii. The withdrawal provision of a municipal agreement with multiple municipalities shall provide for at least six months' notice prior to the beginning of a fiscal year unless otherwise provided in the agreement.

Nothing within this section shall limit CCRPC's ability to enter into contracts or agreements to provide services with other governmental organizations or non-profit entities, including those serving multiple municipalities.

Article XII. COMMITTEES

There shall be committees of the Chittenden County Regional Planning Commission as described herein. All Chittenden County Regional Planning Commission Board members are ~~encouraged~~ expected to participate in a minimum of at least one standing committee. The Chair may appoint ad hoc committees for a specific purpose with the approval of the Chittenden County Regional Planning Commission. Committees should include subject matter experts as needed to provide advice to the Chittenden County Regional Planning Commission Board.

A. Finance Committee (FC)

The Finance Committee shall oversee the Chittenden County Regional Planning Commission finances and matters related to organizational finances as specifically described in items 1-8 of this section.

The Chair of the Finance Committee shall be the Chittenden County Regional Planning Commission Secretary/Treasurer. There shall be 2 additional members including the Chittenden County Regional Planning Commission Vice-Chair and one member of the Board of Directors.

The Finance Committee shall meet on a quarterly basis or as needed to conduct the following activities:

- 1) oversee Chittenden County Regional Planning Commission finances;
- 2) oversee the Chittenden County Regional Planning Commission annual budget development and report findings to the Executive Committee in cooperation with the Unified Planning Work Plan Committee;

- 3) oversee the Chittenden County Regional Planning Commission annual audit and report findings to the Executive Committee;
- 4) oversee the staff benefit structure on an annual basis and report recommendations and/or findings to the Board;
- 5) oversee the staff compensation budget recommendations on an annual basis and report recommendations and/or findings to the Board;
- 6) oversee the development of a compensation study on a five year basis and report recommendations/findings to the Board;
- 7) conduct other duties as assigned by the Board and/or Executive Committee; and
- 8) establish sub-committees on an as needed basis.

B. Board Development Committee (BDC)

The Board Development Committee shall oversee the Chittenden County Regional Planning Commission nominating process, updates to the Chittenden County Regional Planning Commission bylaws, Board member development, communications, and engagement as specifically described in items 1-10 of this section.

The Chair of the Board Development Committee shall be the Chittenden County Regional Planning Commission Immediate Past Chair (should there not be an available Immediate Past Chair the Executive Committee shall appoint a Chair). There shall be up to 4 additional members of the Board of Directors.

The Board Development Committee shall meet on a semi-annual basis or as needed to conduct the following activities:

- 1) prepare a slate of officers;
- 2) review and recommend updates of the Chittenden County Regional Planning Commission bylaws on an as needed basis and report findings to the Executive Committee;
- 3) conduct new Board member recruitment in coordination with municipal locally elected legislative bodies;
- 4) oversee Board member training and development;
- 5) conduct periodic Board performance evaluations;
- 6) oversee and conduct Chittenden County Regional Planning Commission outreach and communications (or delegate to an ad hoc Community Engagement Committee);
- 7) oversee and conduct Chittenden County Regional Planning Commission marketing and branding (or delegate to an ad hoc Community Engagement Committee);
- 8) review and recommend updates of the Chittenden County Regional Planning Commission Public Participation Plan on an as needed basis (or delegate to an ad hoc Community Engagement Committee) and report findings to the Executive Committee;
- 9) conduct other duties as assigned by the Board and/or Executive Committee; and
- 10) establish sub-committees on an as needed basis.

C. Unified Planning Work Plan Committee (UPWPC)

1 The Unified Planning Work Plan Committee shall oversee the Chittenden County Regional
2 Planning Commission annual work plan development process as specifically described in
3 items 1-5 of this section.

4
5 The Chair of the Unified Planning Work Plan Committee shall be a Board member selected
6 by the Chair of the CCRPC. There shall be up to 12 members as follows:

- 7 • 3-5 Board members
- 8 • 2 Transportation Advisory Committee members
- 9 • 2 Planning Advisory Committee members
- 10 • Vermont Agency of Transportation
- 11 • Federal Highway Administration (ex-officio, non-voting)
- 12 • Chittenden County Transportation Authority (ex-officio, non-voting)

13
14 The Unified Planning Work Plan Committee shall meet on a semi-annual basis or as needed
15 to conduct the following activities:

- 16 1) develop a draft annual Unified Planning Work Program (UPWP) and report findings
17 to the Executive Committee in cooperation with the Finance Committee;
- 18 2) review and recommend updates to the UPWP development process policies on an as
19 needed basis and report findings to the Executive Committee;
- 20 3) develop performance measures to monitor the implementation of the UPWP, update
21 the performance measures on an as needed basis, monitor the implementation of the
22 UPWP using the established performance measures and report findings to the
23 Executive Committee;
- 24 4) conduct other duties as assigned by the Board and/or Executive Committee; and
- 25 5) establish sub-committees on an as needed basis.

26
27 D. Transportation Advisory Committee (TAC)

28
29 The Transportation Advisory Committee shall oversee the Chittenden County Regional
30 Planning Commission transportation activities and policy development funded primarily
31 through the Federal Highway Administration Metropolitan Planning Organization (MPO)
32 program as specifically described in items 1-9 of this section.

33
34 The Chair of the Transportation Advisory Committee shall be a TAC member elected by the
35 TAC or appointed by the Chair of CCRPC. There shall be up to 31 members and
36 representatives of organizations as follows:

- 37 • 1 Board member
- 38 • Representatives of the 18 municipalities eligible to vote on MPO business as
39 described in Article V. A.
- 40 • Vermont Agency of Transportation
- 41 • Federal Highway Administration
- 42 • Chittenden County Transportation Authority
- 43 • Burlington International Airport
- 44 • Campus Area Transportation Management Association
- Special Services Transportation Agency

- Person representative of the Business Community
- Person representative of the Disabled Community
- Person representative of the Elderly Community
- Person representative of the Environmental Community
- Person representative of the Bicycle and/or Pedestrian Community
- Person representative of the Rail Industry

The terms of TAC members will be for two years beginning July 1st, communities whose beginning letter falls between A and K shall appoint a representative to serve beginning in even numbered fiscal years and communities whose beginning letter falls from L through Z shall appoint a representative to serve beginning in odd numbered fiscal years.

Appointments of all other members will be on an annual basis by the Board Chair.

Appointments to fill a vacancy shall be for the unexpired term.

The Transportation Advisory Committee shall meet on a monthly basis or as needed to conduct the following activities:

- 1) review Metropolitan Transportation Plan (MTP) updates, revisions, and amendments as developed by the Long Range Planning Committee;
- 2) review and recommend to the Board the Transportation Improvement Program (TIP) and TIP amendments, Sidewalk and Transportation Enhancement Grant program recommendations and priorities and other program ranking recommendations as needed;
- 3) review and recommend technical planning/engineering studies for inclusion in the UPWP;
- 4) review completed MPO funded planning and scoping studies;
- 5) oversee the selection of consultants to be retained for MPO funded projects and programs;
- 6) undertake MPO related technical and policy activities similar to the Planning Advisory Committee;
- 7) coordinate transportation land use activities with the Planning Advisory Committee;
- 8) conduct other duties as assigned by the Board and/or Executive Committee including recommendations to the Board as needed; and,
- 9) establish sub-committees on an as needed basis.

E. Planning Advisory Committee (PAC)

The Planning Advisory Committee shall oversee the Chittenden County Regional Planning Commission regional planning activities and policy development as specifically described in items 1-13 of this section.

The Chair of the Planning Advisory Committee shall be a PAC member elected by the PAC or appointed by the Chair of CCRPC. There shall be up to 31 members and representatives of organizations as follows:

- 1 Board member
- Representatives of the 18 incorporated municipalities and Buel's Gore
- 3-5 members of public/interest groups that may include, but are not limited to, the Vermont Department of Health and Champlain Housing Trust

- Vermont Agency of Transportation and other interested state agencies (ACCD, ANR, AOA)
- Federal Highway Administration (ex-officio, non-voting)
- Chittenden County Transportation Authority (ex-officio, non-voting)

The terms of PAC members will be for two years beginning July 1st, communities whose beginning letter falls between A and K shall appoint a representative to serve beginning in odd numbered fiscal years and communities whose beginning letter falls from L through Z shall appoint a representative to serve beginning in even numbered fiscal years.

Appointment of all other members will be on an annual basis by the Board Chair.

Appointments to fill a vacancy shall be for the unexpired term.

The Planning Advisory Committee shall meet on a quarterly basis or as needed to conduct the following activities:

- 1) review municipal plans (with the inclusion of ad hoc Committee members from the involved and adjacent communities);
- 2) review and make recommendations to the Board regarding *Guidelines and Standards for Reviewing Act 250 and Section 248 Applications* and identify development projects that may require Act 250 or Section 248 review so that the Board's role in the process may be proactive instead of reactive;
- 3) review and recommend regional planning technical/planning/engineering studies for inclusion in the UPWP;
- 4) provide interface between the Board, work groups and functions related to cross cutting planning issues and the Regional Plan;
- 5) develop regional planning policy recommendations for Board consideration and/or action;
- 6) provide input to MTP, UPWP, and TIP development, and other transportation planning processes, on issues or projects of a regional nature;
- 7) oversee the selection of regional planning and MTP land use related consultants to be retained for projects and programs;
- 8) evaluate and prioritize regional planning technical assistance;
- 9) review and make recommendations to the Board regarding Regional Plans of adjacent regions;
- 10) undertake regional planning related technical and policy activities similar to the Transportation Advisory Committee;
- 11) coordinate transportation land use activities with the Transportation Advisory Committee;
- 12) conduct other duties as assigned by the Board and/or Executive Committee; and
- 13) establish sub-committees on an as-needed basis.

F. Long Range Planning Committee (LRPC)

The Long Range Planning Committee shall oversee the Chittenden County Regional Planning Commission development of the Metropolitan Transportation Plan (MTP), the Regional Plan (RP), and other associated long range planning activities as specifically described in items 1-8 of this section.

The Chair of the Long Range Planning Committee shall be a Board member selected by the Chair of the CCRPC. There shall be up to 14 members and representatives of organizations as follows:

- 3-6 Board members
- 1 or 2 TAC members
- 1 or 2 PAC members
- 1 to 3 members of public/interest groups
- 1 representative of the Vermont Agency of Transportation

The Long Range Planning Committee shall meet on a semi-annual basis or as needed to conduct the following activities:

- 1) develop the Metropolitan Transportation Plan at least every five years and present to the Board for adoption;
- 2) develop the Regional Plan at least every eight years and present to the Board for adoption;
- 3) develop policy recommendations related to the MTP and RP for Board consideration and/or action;
- 4) provide guidance to the MTP, RP, UPWP, and TIP development and other land use transportation planning processes on issues and/or projects of a long range planning nature;
- 5) coordinate activities with the TAC and PAC to assure consistency in plans and policy recommendations to the Board;
- 6) prepare an annual report of indicators to benchmark the region's progress towards meeting regional and transportation planning goals;
- 7) conduct other duties as assigned by the Board and/or Executive Committee; and
- 8) establish sub-committees on an as needed basis.

G. Clean Water Advisory Committee (CWAC)

The Clean Water Advisory Committee (CWAC) shall oversee the Chittenden County Regional Planning Commission activities and policy development regarding but not limited to, the Vermont Lake Champlain Total Maximum Daily Load (TMDL) Plan and its related plans and programs.

The Chair of the CWAC shall be a CWAC member elected by the CWAC or appointed by the Chair of CCRPC. There shall be up to 24 members and representatives of organizations as follows:

- 1 CCRPC Board member or Alternate (who may also represent their municipality)
- Representatives of the County's 19 municipalities
- University of Vermont
- Vermont Agency of Natural Resources (ANR)
- Vermont Agency of Transportation
- Burlington International Airport

The terms of CWAC municipal members will be for two years beginning July 1st, municipalities

1 whose beginning letter falls between A and K shall appoint a representative to serve beginning in
2 even numbered fiscal years and communities whose beginning letter falls from L through Z shall
3 appoint a representative to serve beginning in odd numbered fiscal years. Organizational
4 members shall appoint a member for a 2-year term with an alternate if desired. Appointments to
5 fill a vacancy shall be for the unexpired term.

6 The CWAC shall meet as needed to conduct the following activities:

7 1. oversee programming related to the CCRPC's efforts in assisting the Vermont Agency of
8 Natural Resources ANR with basin planning and surface water management including but
9 not limited to:

- 10 a. CCRPC's assistance to Vermont-ANR in the development of tactical basin
11 plans;
12 b. technical assistance and data collection activities, including information from
13 watershed organizations, to inform municipal officials and the State in making
14 water quality investment decisions;
15 c. coordinating municipal planning and adoption or implementation of municipal
16 development regulations to better meet State water quality policies and
17 investment priorities;
18 d. assistance to Vermont-ANR in implementing a project evaluation process to
19 prioritize water quality improvement projects within the region to assure cost
20 effective use of State and federal funds.

21 2. undertake water quality related technical assistance and policy activities and coordinate
22 activities with the Transportation Advisory Committee including but not limited to
23 activities related to implementation of Municipal Roads Stormwater General Permits;
24

25 3. There shall be a Municipal Separate Storm Sewer System (MS-4) subcommittee of the
26 CWAC comprised of the twelve (12) municipalities and organizations in Chittenden
27 County currently subject to a Municipal Separate Storm Sewer System (MS-4) or
28 Transportation Separate Storm Sewer System (TS-4) permit:

- 29 a. This subcommittee shall operate under agreements contained in a mutually-agreed
30 upon Memorandum of Understanding regarding implementation of, but not
31 limited, to Minimum Control Measures #1 and #2 or as may be amended or
32 consolidated.
33 b. This subcommittee has sole authority regarding implementation of the
34 Memorandum noted above.
35

36 4. The CWAC or other individual subcommittees of the CWAC may also, as appropriate,
37 meet as needed to conduct the following activities:

- 38 a. review and recommend to the Board water quality program recommendations and
39 priorities;
40 b. review and recommend water quality studies for inclusion in the UPWP;
41 c. review completed CCRPC studies regarding water quality issues;
42 d. oversee the selection of consultants to be retained for water quality related
43 projects and programs;
44 e. conduct other duties as assigned by the Board and/or Executive Committee
45 including recommendations to the Board as needed; and,

f. establish sub-committees on an as-needed basis.

Article XIII. RESOLVING CONFLICTING INTERESTS

A. Preamble

A public official must exercise his or her authority solely for the benefit of the public and, in fact, stand in a fiduciary relationship to the public. He or she is held by the law to a most rigid standard with respect to any activity which places his or her individual interest in a position where collision with public responsibility becomes possible. The law requires that not only must public officials actually separate private interests from public responsibility, but must also give every appearance of this separation.

A real conflict of interest exists when a private interest exists leading to a personal benefit or gain. An apparent conflict of interest exists when there is a perception that a conflict of interest exists leading to a personal benefit or gain.

Such a conflict would arise when (1) a Board member, (2) any member of his or her immediate family, (3) his or her partner, or (4) an organization which employs or is about to employ any of (1) through (3) above, have a financial or other interest in the firm selected for the award.

Board members of both the Chittenden County Regional Planning Commission and the Chittenden County Regional Planning Commission's sub-grantees will neither solicit nor accept gratuities, favors, or items of value (excluding calendars, pens, and other nominal items) from contractors, potential contractors, or parties to sub-agreements.

When a significant real or apparent conflict of interest arises the concerned parties shall discuss the matter with the Executive Committee. Board members should raise the issue of a potential conflict of interest of another Board member or staff person whenever they feel one exists and the person in question does not declare a real or apparent conflict of interest. All real conflicts of interest require compliance with Section B below. The Executive Committee will determine all apparent conflicts of interest. If there is an actual conflict of interest the Committee shall decide on a case-by-case basis whether an individual can participate in discussions, but the individual shall not vote. Alternatively, if there is an apparent conflict of interest the Committee will decide whether and how an individual may participate and if the individual may vote.

B. Board Member Actions

In the event a real conflict of interest, as herein defined, does or would result, the Board member shall act as follows:

- 1) Disclosure. In the event a proposed contract, material or labor is to be furnished to the Chittenden County Regional Planning Commission, the Board member shall state on the record the nature of his or her conflict of interest. He or she shall not communicate, either formally or informally, with any other Board member with respect to the awarding of such contract and shall not vote on the question of its issuance.
- 2) Disclosure of Fiduciary Relationship. In the event the Board member has fiduciary relationship with any individual, partnership, firm or corporation seeking to contract with

the Chittenden County Regional Planning Commission, or to provide materials or labor thereto, or has a fiduciary interest in a project or a project before Act 250 or other regulatory board where the Chittenden County Regional Planning Commission is a party, the Board member shall, regardless of contract amount, state on the record the nature of his or her interest, refrain from all formal or informal discussion with any other Board members with respect to such contract or project, and shall not vote on the question of its issuance or approval or disapproval.

- 3) Form. Upon joining the Chittenden County Regional Planning Commission or at the beginning of the fiscal year, Board members will sign a form indicating that they have read and understand this Section.

ARTICLE ~~XIII~~IV. APPROPRIATIONS TO THE CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION

The Chittenden County Regional Planning Commission may receive and expend monies from any source.

CCRPC Charter

ADOPTED by the Commission May 2, 1966.

AMENDED by the Commission May 26, 1997

AMENDED by the Commission September 28, 1998

Superseded by the Commission, May 18, 2011, effective July 1, 2011

CCRPC Bylaws

Amended by CCRPC September 23, 1991

Amended by CCRPC May 27, 1997

Amended by CCRPC February 27, 2006

Superseded by the Commission, May 18, 2011, effective July 1, 2011

Amended by CCRPC May 21, 2014

Amended by CCRPC _____, 2017

CCMPO Bylaws

Adopted by the Chittenden County Metropolitan Planning Organization July 15, 1983.

Amended March 16, 1984, December 17, 1984, May 28, 1985, July 23, 1985, July 11, 1988,

April 17, 1990, August 25, 1993, January 28, 1998, March 17, 1999, December 18, 2002, July

21, 2004, June 20, 2007 and superseded on by the bylaws of the CCRPC dated May 18, 2011,

effective July 1, 2011.

EJRP Director's Report

RECEIVED

JAN 30 2017

Village of Essex Junction

February 2017

1. Recent or pending celebrations for Staff and RAC Members

- Two staff attended the Northern New England Recreation Conference in Attitash, NH.

2. Progress made over the past month on facilities or programs

- Work has started on construction of the vestibule on the old maintenance garage.
- Registration has begun for summer day camps (Camp Maple Street and Camp REACH). Residents have a two week window to put in their requests for the summer. After sign-ups, we begin enrolling people until camps are full.
- Session III of Afterschool Enrichment is going well. Swim lessons were full again, and others include Lego's, Expedition Series, Talent Skatepark, Northern Lights Rock & Ice, and sculpture.
- Returning summer staff applications were sent to 120 staffers from last summer.
- The Memorial Day Parade Committee has started to meet in preparation for the May 27, 2017 parade.

3. Facility or program priorities for the next month

- The summer online application for new hires is available throughout the month of February. In March we will begin reviewing applications.
- Session IV of Afterschool Enrichment is currently being planned.
- We are preparing details for our April Washington, DC, trip with 48 eighth graders.
- We continue to work with CCSU and Village staff to ensure a smooth transition on July 1. Some of the current discussions have been around payroll, insurance, benefits, new summer hires, and transition timelines.
- We are looking for a new online time sheet software.

4. Community events over the next month.

- Essex Has Talent – February 18
- Winter Carnival – March 4

5. Communications scheduled over the next month

- Usual: social media updates, e-newsletter, web postings, flyers in schools for programs, e-mails, etc.
- Summer Camp & Swim brochure – early March



89 Main Street, Suite 4
Montpelier, Vt. 05602
P: 802-229-9111

EVENT LOCATION:

Capitol Plaza Hotel and
Conference Center
Montpelier, Vt. 05602

Directions:
www.capitolplaza.com

Spring Selectboard Institute

Saturday, March 18, 2017

Capitol Plaza Hotel and Conference Center

Montpelier, Vt.

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JAN 27 2017

Village of Essex Junction



Board of Trustees
Essex Junction Village
2 Lincoln St
Essex Junction VT 05452-3154

VLCT SPRING SELECTBOARD INSTITUTE

The *Spring Selectboard Institute* focuses on the unique roles and responsibilities of Vermont selectboard members. Designed for both newly elected and seasoned members, the workshop is highly interactive and allows members to learn from each other's experiences. Staff members who report to the selectboard will also benefit from attending.

- **Introduction to VLCT Membership and Services**
Maura Carroll, Executive Director, Vermont League of Cities and Towns
- **Getting Things Done Legally and Effectively: Selectboard Authority and its Relationship to Other Municipal Officials ***
- **Helping Your Road Crew Get Ready for the Municipal Roads General Permit**
Jim Ryan, Vt. Department of Environmental Conservation
Stu Johnson, Agency of Transportation, Vermont Local Roads
- **2017 Legislative Session Updates**
Karen Horn, Public Policy and Advocacy, VLCT
- **OML – OMG! Open Meeting Law Compliance in the Age of Social Media ***
- **Special Topics – Concurrent Sessions:**
 1. **Managing Conflicts of Interest ***
 2. **Quasi-Judicial Roles of a Selectboard ***
 3. **Protecting your Municipal Budget by Avoiding Costly Insurance Claims**
Joe Damiata and Fred Satink, VLCT Risk Management Services

REGISTRATION DEADLINE:

March 11, 2017

VLCT PACIF Members	\$60.00
VLCT Members	\$90.00

To register online and review the event agenda, visit www.vlct.org/eventscalendar.

Please include an additional \$10.00 per person if you register after the deadline. Refunds are available up to the registration deadline date.

Questions? Contact VLCT at 800-649-7915 or email info@vlct.org.

* Conducted by VLCT Municipal Assistance Center Staff Attorneys

REGISTRATION BEGINS AT 8:30 A.M. THE WORKSHOP ENDS AT 3:30 P.M.

Memorandum

TO: Patrick C. Scheidel, Town Manager
Selectboard
Trustees

FROM: Dennis Lutz, P.E., Public Works Director

DATE: 25 January 2017

SUBJECT: Village Highway Budget and the Memorandum of Agreement dated 13 January 2015 between the Town of Essex and the Village of Essex Junction (INFORMATION)

There appears to be a certain level of misunderstanding of the Agreement signed between the two elected Boards with respect to Town input and involvement with the Village Highway budget submitted to the Town under the Agreement. The degree of involvement is articulated in items 2 through 4 on page 2 and 3 of the agreement. A copy of the signed Agreement is attached and attention should be directed to those sections.

The agreement indicates that the Village Trustees are responsible for developing and approving the Village Highway budget with Town overview of details and agreement required if the annual Village Highway budget increase is greater than 6%.

However, the Agreement does set up the ..."incremental development of a combined public works department for the management of highway and engineering functions as well as any other public works-related functions as may be mutually agreed upon by the Town and the Village.." The Agreement called for an Integration Study to be completed, which was done.

In concert with the Agreement and Integrations Study, the Town Public Works Department has taken an active role in working with the Village Public Works Department reviewing and providing comments on the proposed Village Highway Budget prior to the documents being submitted to the Village Trustees. It has been done as a component element of the management overview process as set forth in the Agreement.

As part of this review, the Town Public Works Director recommended a sizeable increase in the Village line item for Storm Sewer Maintenance (from \$15,000 to \$30,000). This is related to current outfall erosion issues and anticipated MS4 Storm Water Permit changes based on the Lake Champlain TMDL that impacts both communities under the combined Village-Town storm water program.

The Village Highway Budget shown in the Town Public Works narrative indicated an increase of 6.4% (FYE17 to FYE18) which was correct when the Town Highway Budget was put together in

October. However, since that time frame, the Village Trustees have reviewed their overall budget and made changes, in the same manner that the Town Selectboard has reviewed the Town budget and made changes.

The Village Highway budget to go to the voters is anticipated to be approved by the Trustees on February 14th. The current proposed Village budget shows a 5.9% increase in the Highway accounts – below the 6% identified in the Agreement. It should be noted that the 5.9% increase was a function of specific cuts and not a determination on the part of any party to establish a number below the 6% Agreement threshold. This issue was never brought up or discussed at any time. Had the increase been greater than 6%, the Public Works Director's recommendation with respect to the Village Highway Budget and the storm water infrastructure needs would have been the same. Storm water improvements in the Village reduce the impacts in the Town and those in the Town reduce the impacts in the Village. Existing permits require stream storm water collaboration; political boundaries have no effect on stream impacts.

A revised page 13 of the Town Highway budget narrative is provided with the revised figures. Please note that the Village Highway budget would have gone up 4.4% if the storm water maintenance increase was not recommended or approved.

Under the signed Agreement, the consolidated Public Works Director does not have budget approval authority nor expenditure approval authority over the Village Highway Budget. But a detailed review of the Village budget has been done, changes recommended and in many cases taken. A copy of the Village highway budget to be warned is attached. Please note that storm water line items 43151.110 through 43151.430 are included in the summary but are not part of the Village Highway budget. Those costs, per the Town-Village Storm Agreement, are covered under storm water administrative costs.

Finally, it is important to note that there were two primary issues underlying the Memorandum of Agreement. The first was the incremental development of a single Public Works Department and the second was resolution of an equitable distribution of costs for highway services, with the exception of Capital Plan Funding and equipment purchases.



TOWN OF ESSEX VERMONT

MEMORANDUM OF AGREEMENT BETWEEN TOWN OF ESSEX AND VILLAGE OF ESSEX JUNCTION RE: CONSOLIDATION OF PUBLIC WORKS SERVICES

This Memorandum of Agreement (Agreement) is entered into this 18th day of January 2015, by and between the Town of Essex ("Town") and the Village of Essex Junction ("Village").

WITNESSETH:

WHEREAS, the Town and Village continue to work cooperatively on a shared services model to improve the delivery of services for the mutual benefit of the residents of the Town and Village; and

WHEREAS, pursuant to this model, a shared "Municipal Manager" is in place, tax billing and collections for the Town and Village have been unified, and a storm water permitting and management services agreement has been approved; and

WHEREAS, the Village and Town now propose the incremental development of a combined public works department for the management of highway and engineering functions as well as any other public works-related functions as may be mutually agreed upon by the Town and the Village; and

WHEREAS, the incremental development of combining public works departments is necessary due to the relative cost impacts of consolidation to each municipality, presently-undefined cost savings that may be achieved from consolidation, and the lack of required staffing within the existing Town public works department to provide the full range of services under consolidation within the first year of this Agreement; and

WHEREAS, section 4901 of Title 24, Vermont Statutes Annotated, allows a municipality to contract with another municipality to perform any governmental service, activity or undertaking which each municipality is authorized by law to perform, provided the legislative body of each municipality approves the contract and the expenses for such governmental service is included in a municipal budget approved under 17 V.S.A. § 2664 or comparable charter provision; and

WHEREAS, the Village and the Town desire to continue their coordinated efforts with respect to shared services by creating one cost center within the Town's annual budget for a portion of the Village's public works functions, and to continue studying the consolidation of those functions;

NOW THEREFORE, in consideration of the mutual covenants and agreements hereinafter set forth, the parties hereto agree as follows:

1. **Term:** This Agreement shall be effective upon execution, and shall continue in effect for the three (3) fiscal years ending ("FYE") June 30, 2016, 2017 and 2018 ("Term").
2. **Village Highway Budget:** On or before January 15, 2015, and by January 15th of each year thereafter during the Term of this Agreement, the Village Board of Trustees shall prepare and provide the Town Selectboard with a "Village Highway Budget" for its consideration and consolidation within the Town's Highway Budget, which is a component part of the Town's General Fund Budget. Except as set forth in section 3 below, the Village Highway Budget shall consist of items previously identified within the Village's "Street Department Budget" including, without limitation, all salaries and benefits of Village employees within its highway department. During the Term of this Agreement, the Village shall not

increase the annual Village Highway Budget as defined herein by more than six percent (6%) over the previous year's budget amount without agreement of the Town Selectboard.

3. **Exclusions from Village Highway Budget:** Unless otherwise agreed by the Town and Village, the Village Highway Budget submitted by the Village Board of Trustees for inclusion in the Town budget shall not include funds for capital project paving or equipment replacement, which shall continue to be a Village expense separate and apart from the Village Highway Budget. The Village Highway Budget also shall not include any storm water permitting or management costs, which are covered under a separate Memorandum of Agreement between the Parties hereto. Additionally, any indebtedness for highways and related infrastructure incurred by either municipality prior to the effective date of this Agreement shall not be included as part of any combined highway budget, but rather shall remain the separate obligations of the respective municipality.

4. **Town Highway Budget:** The Town Selectboard shall incorporate the Village Highway Budget as prepared and provided by the Village Board of Trustees pursuant to section 2, above into the Town General Fund Budget for approval by the legal voters of the Town at its annual meeting in March pursuant to 24 V.S.A. Appx. Ch. 117, § 303. In the event the Town voters do not approve a budget that includes the Village Highway Budget, or approve a lesser amount than what was prepared and presented by the Village Board of Trustees, then the Town will so inform the Village and the Village shall be and remain responsible for raising such funds through the Village budgeting process.

5. **Payment:** The Town shall pay all Village Highway Budget costs as incorporated into the voter-approved Town budget as incurred. In the event actual Village Highway Budget costs differ from budgeted amounts, the Village Board of Trustees and Town Selectboard may

adjust future budgets to account for any under or over collections between the two municipalities.

6. **Integration Study:** On or before November 1, 2015, the Town Public Works Director and/or his designees, in coordination with the Village Public Works Superintendent and/or his designees, shall prepare a plan for presentation to the Municipal Manager for fully consolidating and integrating public works functions within the Town and Village. The plan shall identify potential cost savings and/or efficiencies, non-monetary benefits, and added service capabilities to be gained under a combined public works department, and shall include, at a minimum:

a. An integrated communications plan, including all hardware, internet and software computer costs, allowing unfettered and seamless communication between the two communities as part of a consolidated department;

b. Recommended changes or improvements necessary to provide better customer service, improved dissemination of work to be performed in the community, and centralized management of complaints;

c. A written Winter Operations plan applicable to both municipalities; and

d. A written procedure for procuring outside engineering and contract services that is beyond the capability of in-house resources, which shall include a list of qualified firms and their fee schedules.

7. **Employee Relations:** Any shared public works services between the Town and the Village during the Term of this Agreement shall be managed by the Municipal Manager. The Town public works department will advise the Municipal Manager and make recommendations with respect to public works related operations in the Village, but shall have

no direct management or supervisory functions within the Village, unless it is determined on the basis of the integration study and agreed upon by both municipalities that the management and supervision functions will change as a result of the study findings in years two and three of the agreement. Village highway and Town highway employees shall remain employees of their respective municipalities subject to their existing personnel policies and collective bargaining agreements. The Village Public Works Superintendent shall continue to supervise and set the work schedule for Village employees, and the Town Public Works Superintendent shall continue to supervise and set the work schedule for Town employees. When employees of either the Town or the Village perform work in the other municipality, the employees shall remain members of their respective collective bargaining units but will be supervised by the individual in charge of the work being performed. Town and Village management shall meet with Town union (AFSCME) and Village Association representatives concerning the structure of labor contracts under an integrated management system of public works delivery prior to the expiration of existing collection bargaining agreements.

8. **Review Committee:** A committee consisting of two (2) Town Selectboard members, two (2) Village Board of Trustees members, and one (1) qualified outside technical agent as mutually agreed to by the Town and Village shall be created to review the shared public works operations. On or before October 1, 2017, the review committee shall make recommendations to the Village Board of Trustees and the Town Selectboard on whether to continue or modify the shared public works services model developed pursuant to this Agreement, revert to the model existing prior to this Agreement, or establish a permanent and combined public works department for the Town and Village to become effective on July 1,

2018. The Town Selectboard and the Village Board of Trustees shall act on the recommendations of the review committee on or before December 1, 2017.

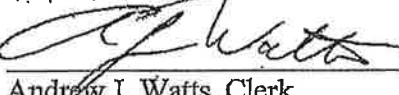
9. **Miscellaneous:** This Agreement may be modified only by a written amendment signed by the Parties. If any provision of this Agreement shall be found to be invalid, inoperative or unenforceable in law or equity, such finding shall not affect the validity of any other provisions of this Agreement, which shall be construed, reformed and enforced to effect the purposes of this Agreement to the fullest extent permitted by law. This Agreement shall be governed by and construed under the law of the State of Vermont, without application of principles of conflicts of laws, and constitutes the entire agreement of the Parties with respect to the subject matter hereof, superseding all prior oral and written communications, proposals, negotiations, representations, understandings, courses of dealing, agreements, contracts, and the like between the Parties in such respect.


IN WITNESS WHEREOF, the parties hereto have set their hands the day and year first above written.


For the Town of Essex Selectboard


Max G. Levy, Chair

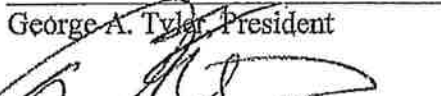

Brad M. Luck, Vice Chair

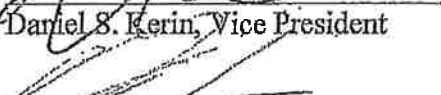

Andrew J. Watts, Clerk

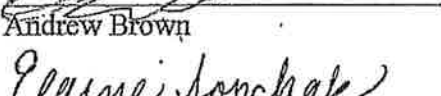

R. Michael Plageman

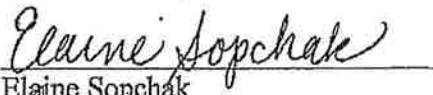

Irene A. Wrenner

For the Village of Essex Junction Board of Trustees


George A. Tyler, President


Daniel S. Kerin, Vice President


Andrew Brown


Elaine Sopchak


Lori A. Houghton

STREET DEPARTMENT BUDGET

01/24/17
8:43 AM

Acct. #	Account	FYE15 Actual	FYE16 Budget	FYE16 Actual	FYE17 Budget	FYE18 Proposed Budget	% Change 18 vs 17
43110.110	Salaries - Regular	179,307	173,911	151,216	156,245	162,824	4.2%
43110.130	Salaries - Overtime	15,469	16,300	11,919	16,300	16,300	0.0%
43110.140	Salaries - Part-time	16,943	12,619	20,058	17,000	23,304	37.1%
43110.210	Health Insurance & Other Benefits	49,296	68,742	51,946	65,445	71,587	9.4%
43110.220	Social Security	15,778	15,695	13,846	14,956	15,577	4.2%
43110.226	Workers Compensation Insurance	15,660	15,732	13,464	12,654	14,677	16.0%
43110.230	Retirement	17,750	17,391	15,453	15,625	16,282	4.2%
43110.250	Unemployment Insurance	617	824	494	631	631	0.0%
43110.410	Water and Sewer Charges	1,376	2,000	1,647	1,517	1,700	12.1%
43110.432	Vehicle Maintenance	24,987	22,000	17,704	22,000	22,000	0.0%
43110.434	Maintenance - Buildings/Grounds	2,397	2,500	4,698	2,500	3,500	40.0%
43110.441	ROW Leases	0	11,076	10,325	11,343	11,764	3.7%
43110.442	Equipment Rentals	6,041	1,000	5,081	8,000	9,000	12.5%
43110.443	Radio Maintenance	125	200	0	200	200	0.0%
43110.500	Training, Conferences, Dues	199	500	499	500	500	0.0%
43110.521	Liability & Property Ins.	12,863	14,807	14,448	16,878	15,343	-9.1%
43110.535	Telephone Services	2,052	2,850	3,230	3,000	3,500	16.7%
43110.565	Rubbish Removal	4,682	6,500	6,694	6,500	7,000	7.7%
43110.570	Maintenance - Other	1,516	1,000	1,161	1,200	2,000	66.7%
43110.572	Interview Costs	1,034	0	435	500	500	0.0%
43110.573	Accident Claims	300	0	1,149	500	1,000	100.0%
43110.576	Engineering Services	13,326	15,000	33,402	10,000	10,000	0.0%
43110.582	Traffic Calming	0	1,000	0	500	500	0.0%
43110.610	Supplies	13,132	20,000	28,448	17,500	20,000	14.3%
43110.612	Uniforms, Boots, Etc.	5,339	5,000	5,481	6,000	6,000	0.0%
43110.616	Gravel & Topsoil	5,503	4,000	8,279	5,000	7,000	40.0%
43110.617	Signs and Posts	5,072	4,000	10,542	3,500	4,000	14.3%
43110.622	Electrical Service	3,499	4,000	3,167	4,200	4,000	-4.8%
43110.623	Heating	4,377	4,000	2,830	4,000	4,400	10.0%
43110.626	Gas, Grease and Oil	29,561	35,000	18,707	30,000	32,000	6.7%
43110.891	Capital Outlay	2,012	8,000	7,747	9,000	6,000	-33.3%
43120.444	Street Marking	10,195	7,000	8,177	7,000	8,000	14.3%
43120.570	Sidewalk and Curb Maintenance	8,473	4,000	4,661	5,000	5,000	0.0%
43120.610	Pavement Maintenance	23,380	16,000	31,275	218,000	225,000	3.2%
43123.570	Traffic Light Maintenance	2,662	3,500	3,786	2,000	3,000	50.0%
43123.622	Traffic Lights (electrical)	5,609	6,000	7,553	6,000	7,900	31.7%
43125.570	Contractual Services	21,660	0	6,838	17,000	20,000	17.6%
43125.610	Winter Maintenance	129,680	90,000	78,688	110,000	115,000	4.5%
43151.110	Stormwater Salaries	0	40,158	41,201	40,766	41,616	2.1%
43151.210	Stormwater Health and Other Ins	0	9,847	7,829	9,374	10,254	9.4%
43151.220	Stormwater Social Security	0	3,072	3,151	3,119	3,184	2.1%
43151.226	Stormwater Workers Comp	0	2,306	2,017	1,940	2,164	11.5%
43151.230	Stormwater Retirement	0	4,016	4,002	4,077	4,162	2.1%
43151.250	Stormwater Unemployment	0	76	36	76	80	5.3%
43151.430	Storm Sewer Maintenance	6,573	10,000	17,600	15,000	30,000	100.0%
Town Budget	Storm Sewer Permit Fees	2,481	0	0	0	0	0.0%
Town Budget	Storm Sewer Public Education	7,856	0	0	0	0	0.0%
43160.610	Street Lights Supplies/Maint.	0	3,500	7,590	3,500	7,500	114.3%
43160.622	Street Lights (rental/electrical)	124,730	131,948	121,095	131,948	122,000	-7.5%
43161.000	Streetscape Maint./Imp.	12,657	16,000	13,596	16,000	16,000	0.0%
43161.001	Village Garden Spots	160	3,000	5,173	3,000	4,000	33.3%
43161.002	Memorial Park Maintenance	2,763	3,500	3,349	3,000	3,500	16.7%
TOTALS		809,092	839,570	831,688	1,050,993	1,121,449	5.8%

#1,000,641 #1,059,989

TO
STORM
WATER
Δ = 59,348

PROPOSED FY2018 BUDGET OVERVIEW

The proposed budget for FY2018 is a realistic budget to meet minimum current service levels.

SUMMARY

	<u>FY2017 BUDGET</u>	<u>FY2018 BUDGET</u>	<u>DIFF.</u>	<u>%</u>
Public Works	\$135,924	\$141,632	+\$5,708	+4.2%
Highway Town	\$2,185,036	\$2,243,579	+\$58,543	+2.7%
		\$2,223,079	+\$38,043	+1.7%
Buildings & Plant	\$285,340	\$263,560	-\$21,780	-7.6%
		\$264,585	-\$20,755	-7.3%
Landfill Monitoring	\$12,500	\$14,500	+\$2000	+16%
Conservation	\$20,900	\$20,650	-\$250	-1%
Storm-water		\$324,481	+\$16,231	+5.3%
Compliance	<u>\$308,250</u>	<u>\$331,181</u>	<u>+\$22,931</u>	<u>+7.4%</u>
Total Town	\$2,947,950	\$3,015,102	+\$67,152	+2.2%
		\$2,988,927	+\$40,977	+1.4%
Village Highway	<u>\$1,000,641</u>	<u>\$1,064,813</u>	<u>+\$64,172</u>	<u>+6.4%</u>
		\$1,059,989	+\$59,348	+5.9%
Total Town and Village	\$3,948,591	\$4,079,915	\$131,324	+3.3%
		\$4,048,916	+\$100,325	+2.5%

FYE 2018
CONSOLIDATED PUBLIC WORKS
(INCLUDING VILLAGE
STORM WATER COSTS)
BUDGET NARRATIVE
REVISED 1-25-17

<u>BUDGET CATEGORY</u>	<u>FYE 2017</u>	<u>PROPOSED FYE 2018</u>	<u>PERCENT INCREASE</u>
TOWN PUBLIC WORKS	\$2,947,950	\$3,015,102 \$2,988,927	2.2% 1.4%
VILLAGE STREET DEPARTMENT	\$ 1,000,641	\$1,064,813 \$1,059,989	6.4% 5.9%
<u>CONSOLIDATED BUDGET</u>	\$ 3,948,591	\$4,079,915 \$4,048,916	3.3% 2.5%

Note: The Village Highway Budget increased by ~~\$64,172~~ \$59,348, exclusive of Village storm salaries and benefits, which are reflected in the Town Budget under Town Storm water. The following eight budget line items accounted for ~~97%~~ over 100% of this increase:

1. Salaries and Benefits.....	\$23,928	\$22,326
2. Storm water system maintenance.....	\$15,000	
3. Increase in paving budget.....	\$7,000	
4. Increase in winter maintenance costs.....	\$5,000	
5. Street lights supplies and maintenance.....	\$4,000	
6. Contracted services.....	\$3,000	
7. Supplies.....	\$2,500	
8. Gas, grease and oil.....	\$2,000	
Total	\$62,428	\$60,826

Memorandum

TO: Patrick C. Scheidel, Municipal Manager

Selectboard

Trustees

FROM: Dennis Lutz, PE, Public Works Director

Jim Jutras, Village Water Quality Superintendent

DATE: 2 February 2017

SUBJECT: State Agency of Natural Resources Response to submitted Flow Restoration Plans (FRP) for Sunderland Brook and Indian Brook (INFORMATION)

The Agency of Natural Resources has provided an official response to the Flow Restoration Plans submitted by the Town and the Village last year. A copy of their response to each community is attached.

The Sunderland Brook Flow Restoration Plan does not require additional facilities to be constructed at this time. It does not preclude the need for future improvements if the water quality testing to be done over the coming years indicates that added treatment is needed. In addition, we may be looking at some of the Sunderland Brook projects listed in the FRP as being viable projects for phosphorous removal to meet the Town and Village phosphorous reduction target under the Lake Champlain TMDL.

The Indian Brook FRP is also acceptable but some added work is needed with respect to documentation on the expired permits. Work is underway on all four of the proposed projects that have been identified in the FRP to meet the required flow restoration objective. Two have grants (80%) that are well into the design phase, a third project has been approved for a grant (50%), and survey preliminary design work is in process to determine the limits of an easement needed for the fourth project. A funding source for the fourth project has yet to be determined.

Both the Village and the Town are well ahead of our municipal neighbors with regard to permit compliance due to the hard work and dedication of staff and the support from the Joint Storm Water Coordinating Committee, the Town Selectboard and the Village Trustees.



VERMONT

Vermont Department of Environmental Conservation
Watershed Management Division
1 National Life Dr. Main 2
Montpelier, VT 05620-3522

Agency of Natural Resources

January 30, 2017

Dennis Lutz
Town of Essex
81 Main Street
Essex Junction, VT 05452
Via email: dlutz@essex.org

Re: MS4 Amendment Application 7025-9014.A and FRP comments for Indian and Sunderland Brooks

Dear Mr. Lutz,

Thank you for applying to amend your MS4 permit and submitting applicable Flow Restoration Plans. We have reviewed the application submitted for the Town of Essex MS4 which included the following Flow Restoration Plans (FRP): Indian and Sunderland Brooks. We will send a separate letter with the same comments to all MS4s who contributed to each FRP. Below we have outlined comments and questions related to the FRPs that need to be addressed before proceeding with this application. Please note the request at the bottom of this letter regarding outstanding expired permits in impaired waters within this municipality. Both the attached "Expired Permits" spreadsheet, and that the FRP comments must be addressed before we can issue your MS4 authorization.

Indian Brook FRP Comments

The following is a list of our notes and comments on the required sections of the Indian Brook FRP. Please address the comments and questions where indicated by "Response required."

1. Identification of Required Controls

The FRP identifies a suite of BMPs estimated to accomplish over twice the high flow reduction required by the TMDL. Furthermore, the FRP has included infiltrating BMPs where feasible, which will additionally help low flows and maximize phosphorus reductions.

2. Design and Construction Schedule

Response required: Section 6 states that the TMDL high-flow target "is currently met with existing BMPs, therefore no BMPs are required for implementation" and as such does not include a design and construction schedule. However, on Table 6, the existing BMPs only show a 0.54% reduction or 41.5% of the high flow target being met, based on existing BMPs. Thus, additional BMPs are required to attain the high flow target and a design and construction schedule is required for the FRP to be considered complete. The four BMPs mentioned in Appendix 8 would appear to provide sufficient controls to meet the high flow targets, when compared with the reductions estimated on Table 7 of the FRP. Please incorporate or reference the information in Appendix 8 in Section 6 to satisfy this requirement. For those BMPs identified in the plan which are not anticipated to be necessary to meet the high flow targets, it is sufficient to state that they will be implemented only if deemed necessary by adaptive management or future requirements.

3. Financial Plan

The financial plan provided in the Indian Brook FRP includes cost estimates of all the BMPs presented in the plan. The Town of Essex and Essex Junction have established a funding source through the general fund to

help implement the BMP plan, with the expectation to use grants and bonding to finance the remainder. Two projects have already secured funding. Throughout the development of the FRPs, the Town and Village have demonstrated a proactive approach to TMDL implementation, which gives DEC the confidence that the financial plan presented in the Indian Brook FRP is adequate at this time.

4. *Regulatory Analysis, Identification of Regulatory Assistance, and Third Part Implementation*

The Indian Brook FRP discusses these three elements under the single heading of "Regulatory Analysis". The Town's stormwater ordinance defines the roles and responsibilities of the Town and private land owners in relation to stormwater permitting. The majority of the permits have been resolved or are moving towards resolution.

Response Required: Please refer to the request in the "Status of Expired Permits" section below to clarify what will happen with the remaining permits.

Sunderland Brook FRP Comments

DEC does not have any technical questions concerning the Sunderland FRP submittal. DEC is in agreement that the current BMPs in Sunderland Brook watershed have demonstrated compliance with the TMDL target and no additional implementation is needed for flow at this time.

Incorporation of Permits

Response Required: You have elected to incorporate permit 1-1143 for the Edge. This permit has been replaced by 5022-9010 which has been expired since 2010. If you would like to instead incorporate the renewed permit, please send us an incorporation form for 5022-9010 and ensure it is in working order. If not, please let us know so we can remove it from the list.

Status of Expired Permits

The compliance schedule in the 2012 MS4 permit includes a requirement that expired state stormwater permits be addressed. Permits may be addressed either by incorporation into your MS4 General Permit authorization, provided the systems are verified as being in compliance with the most recent expired permit, or by requesting that they be issued a permit under DEC's authority. However, the intended fate of some permit remains unclear from the most recent submittal. Consequently, we request you confirm your intentions for these permits.

Attached is a spreadsheet of all expired permits in stormwater-impaired watersheds that fall within your municipality. This list has been created based on our database and on information pulled from your MS4 amendment. You have indicated several permits that will be taken over under your MS4 General Permit authorization, however there are some expired permits in the municipality that you have not yet addressed. ***Please complete the column labeled "MS4 Incorporation Status"*** by choosing from the dropdown or by confirming if the filled in values are correct. If you are planning to take over a permit but you are waiting on a contingency, explain the contingency in the adjacent column labeled "Plan to take over if". Be sure to indicate if you have no plans to take over a certain permit. Please be advised you cannot partially take over permits unless you have previously discussed the situation with DEC.

By January 2018, DEC will be developing and issuing a new developed lands general permit. This permit will include requirements for those sites with three or more acres of impervious surface without post-2002 permit coverage and will include provisions requiring renewal of expired stormwater permits. At the time of issuance of the general permit, if a permit has not been taken over by the municipality, the owners will be required to apply for coverage under the general permit, and will have to comply with the conditions of that permit, including a construction schedule not exceeding five years. That is, projects that require retrofits to implement a TMDL, including projects identified in a FRP, will be required to develop their own project-specific construction schedule. They will not necessarily be covered by the schedule developed by the municipality as part of its FRP if the municipality is not taking over the permit.

If you have any questions, please do not hesitate to contact us. For questions regarding the FRP submittals, contact Emily Schelley, at Emily.Schelley@vermont.gov, for questions regarding the expired permits, contact Helen Carr at Helen.Carr@vermont.gov. We are happy to set up a phone call or meeting to discuss any of the comments in more detail.

Sincerely,

The Stormwater Management Program



Vermont Department of Environmental Conservation
Watershed Management Division
1 National Life Dr. Main 2
Montpelier, VT 05620-3522

Agency of Natural Resources

January 30, 2017

Jim Jutras
Village of Essex Junction
2 Lincoln Street
Essex Junction, VT 05452
Via email: Jim@essexjunction.org and Chelsea@essexjunction.org

Re: MS4 Amendment Application and FRP comments for Indian and Sunderland Brooks

Dear Mr. Jutras,

Thank you for applying to amend your MS4 permit and submitting applicable Flow Restoration Plans. We have reviewed the application submitted for the Village of Essex Junction MS4 which included the following Flow Restoration Plans (FRP): Indian and Sunderland Brooks. We will send a separate letter with the same comments to all MS4s who contributed to each FRP. Below we have outlined comments and questions related to the FRPs that need to be addressed before proceeding with this application. Please note the request at the bottom of this letter regarding outstanding expired permits in impaired waters within this municipality. Both the attached "Expired Permits" spreadsheet, and that the FRP comments must be addressed before we can issue your MS4 authorization.

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projects have already secured funding. Throughout the development of the FRPs, the Town and Village have demonstrated a proactive approach to TMDL implementation, which gives DEC the confidence that the financial plan presented in the Indian Brook FRP is adequate at this time.

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Response Required: Please refer to the request in the "Status of Expired Permits" section below to clarify what will happen with the remaining permits.

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DEC does not have any technical questions concerning the Sunderland FRP submittal. DEC is in agreement that the current BMPs in Sunderland Brook watershed have demonstrated compliance with the TMDL target and no additional implementation is needed for flow at this time.

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If you have any questions, please do not hesitate to contact us. For questions regarding the FRP submittals, contact Emily Schelley, at Emily.Schelley@vermont.gov, for questions regarding the expired permits, contact Helen Carr at Helen.Carr@vermont.gov. We are happy to set up a phone call or meeting to discuss any of the comments in more detail.

Sincerely,
The Stormwater Management Program

**VILLAGE OF ESSEX JUNCTION
BOARD OF TRUSTEES
MINUTES OF MEETING
January 24, 2017**

BOARD OF TRUSTEES: Elaine Sopchak, Lori Houghton, Andrew Brown. (George Tyler and Dan Kerin were absent.)

ADMINISTRATION: Pat Scheidel, Municipal Manager; Lauren Morrisseau, Finance Director/Assistant Manager; Robin Pierce, Development Director; Brad Luck, Recreation Director.

OTHERS PRESENT: Brett Grabowski, Colin Flanders.

1. CALL TO ORDER and PLEDGE OF ALLEGIANCE

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

2. AGENDA CHANGES/APPROVAL

Add to Reading File:

- Memo from Dawn Francis, Town of Colchester, dated 1/23/17, re: Regional Dispatch Governance Structure Recommendation

MOTION by Andrew Brown, SECOND by Lori Houghton, to approve the agenda as amended. VOTING: unanimous (3-0); motion carried.

3. GUESTS, PRESENTATIONS, PUBLIC HEARINGS

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

2. Public Hearing: FYE18 Proposed Budget and Capital Programs

The public hearing was opened at 6:35 PM. Lauren Morrisseau mentioned the following:

- FYE2018 proposed General Fund Budget is \$4,816,308, an increase of \$863,234 (21.8%) due to the inclusion of the Recreation Department budget.
- Recreation Programs is an enterprise funds with a budget of \$1,609,847.
- With the General Fund, Water, Sewer, Sanitation, and Recreation Programs enterprise funds the total is \$12,555,000.
- Tax increase on a \$280,000 house is \$8.12.
- A transfer of \$96,000 in fund balance to capital reserves will maintain the 10% fund balance in general fund.
- Costs savings are realized from combining services and initiatives with the town and with grants.
- Capital projects include Main Street pedestrian bridge, crescent connector, Hillcrest sidewalk improvements, Greenwood Ave. drainage. Rolling stock includes replacing the sidewalk plow, replacing the fire pumper, and the last payment on the ladder truck.
- Tax breakdown in FYE 17 is town 20%, village 10%, recreation 3%, school 67%.

- Water capital projects include meter upgrade to radio read meters. Sanitation capital projects include meter upgrade to radio read meters, manhole rehab, South Street pump station improvements. Waste Water Treatment Facility capital project includes a frontend loader. Parks & Recreation capital projects include a truck/tractor lease, new sign lease, landscaping, and maintenance garage/camp addition.

There were no further comments.

MOTION by Lori Houghton, SECOND by Andrew Brown, to close the public hearing on the FYE2018 proposed budget. VOTING: unanimous (3-0); motion carried.

The public hearing was closed at 7:45 PM.

4. OLD BUSINESS

1. Discuss Volunteer Appreciation

Elaine Sopchak reported the list of volunteers is nearly 100 people. A site is still being sought for the event to be held perhaps at the end of February. More details will be forthcoming.

5. NEW BUSINESS

1. Request for Tax Stabilization/Sign Letter of Commitment for 4 Pearl Street

Robin Pierce explained the request from Brett Grabowski, Milot Real Estate, for the building at 4 Pearl Street. The building is not 100% complete, but a temporary Certificate of Occupancy has been issued. The final CO is anticipated to be issued mid-spring/early summer. Brett Grabowski stated there are several minor items remaining. Request for tax stabilization will also be made to the Town of Essex. The building is bringing benefit, and in the long run with redevelopment and revitalization in the village area and the town the tax base will increase.

MOTION by Elaine Sopchak, SECOND by Andrew Brown, to issue a letter of commitment that if the required improvements are made and satisfactory evidence of those improvements is provided to the Village of Essex Junction the Trustees will enter into a tax stabilization agreement in accordance with the following:

- Year 1 – Taxed at 30% of the current assessed value of real property at 4 Pearl Street
- Year 2 – Taxed at 50% of the current assessed value of real property at 4 Pearl Street
- Year 3 – Taxed at 70% of the current assessed value of real property at 4 Pearl Street
- Year 4 – Taxed at 100% of the current assessed value of real property at 4 Pearl Street

VOTING: unanimous (3-0); motion carried.

6. MANAGER'S REPORT

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

- February 14, 2017
- February 28, 2017
- March 14, 2017
- March 28, 2017

* April 5, 2017 – Community Dinner and Annual Meeting

* April 11, 2017 – Australian ballot voting

2. Meeting with Prudential Committee

The Trustees are invited to a meeting with the Prudential Committee on 2/6/17 to discuss Park Street School and ending the agreement between the village and school district for recreation services.

3. Essex Town FYE2018 Budget

Essex Town FYE2018 budget is \$13,708,640, an increase of \$525,125 or 3.9%, and includes an Information Management Department and a new Information Technician position. Village Streets line item shows an increase of 6.4% (the Selectboard had some questions because they did not have the itemized details on the line item that the Trustees had). Salaries in general in the town budget are up 3.5% excluding overtime, bonuses, or holiday pay. Salaries are competitive with surrounding towns. The budget allows for the same level of services at the same level of quality as in the past. Professional Services line item includes money set aside for recruitment of a municipal manager in 2018. The tax rate increase is 3.15%. Tax increase for a property assessed at \$280,000 is \$43. Fund balance (\$125,000) was used to offset the tax rate. The town continues to maintain a 15% fund balance per best practices.

There was brief discussion of use of fund balance by the village and town. There was also discussion of the Selectboard line item (\$76,000) that covers payment for service by the five members, dues to VLCT and for various conferences, town fairs, and such, professional services for collective bargaining, and recruitment of the new manager. The village has the same expenses in the budget located in different line items.

4. Joint Meeting with Selectboard

Pat Scheidel will schedule a meeting and publish the agenda with items agreed upon by both boards. Topics may include Thoughtful Growth in Action, common vision for the community, consolidated manager model.

Staff will forward a copy of the MOUs for the municipal manager and public works consolidation to the Trustees prior to the joint meeting.

5. Meetings with the Chairs of the Selectboard and Trustees

Pat Scheidel reported meetings with both Chairs of the boards take place two to three times each month to stay current with the work that is being done.

7. TRUSTEES COMMENTS/CONCERNS & READING FILE

1. Board Member Comments

None.

2. Reading File

- Minutes:
 - Bike/Walk Advisory Committee 1/9/17
- Email from Charlie Baker, CCRPC, re: Regional Dispatch Implementation Study Presentation on 1/31/17
- Email from Dennis Lutz, Essex Public Works, re: Christmas Tree Pick Up
- VLCT Workshop Town Meeting Tune Up 2/8/17
- Letter from Maura Carroll, VLCT, re: Special Membership Meeting 2/15/17
- Memo from Bernadette Ferenc, CCRPC, re: Public Hearing – Proposed Amendments to FY2017-2020 TIP 2/15/17
- Notice of Champlain Water District Annual Meeting 4/4/17
- Memo from Dennis Lutz, Essex Public Works, re: CCRPC 2018 Unified Planning Work Program

Pat Scheidel briefed the Trustees on the regional dispatch issue. More information will be forthcoming.

8. CONSENT AGENDA

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

1. Approve Minutes of Previous Meeting(s), 1/10/17.
2. Expense Warrant #17026, dated 1/6/17, in the amount of \$167,201.31.
3. Expense Warrant #17027, dated 1/12/17, in the amount of \$70,955.34.
4. FYE2017 Budget Status Report as of 12/31/16.
5. Approve 2017 Banner Applications from Champlain Valley Exposition.

VOTING: unanimous (3-0); motion carried.


9. EXECUTIVE SESSION and/or ADJOURNMENT

MOTION by Andrew Brown, SECOND by Lori Houghton, to go into Executive Session to discuss evaluation of public personnel in accordance with 1VSA313(a)(3) and to include the Municipal Manager. VOTING: unanimous (3-0); motion carried.

Executive Session was convened at 7:35 PM and adjourned at 8:20 PM.

MOTION by Andrew Brown, SECOND by Elaine Sopchak, to adjourn the meeting. VOTING: unanimous (3-0); motion carried.

The meeting was adjourned at 8:20 PM.

RScty: M.E. Riordan 

**Village of Essex Junction Board of Trustees
Prudential Committee
Joint Meeting Minutes
February 6, 2017
Essex High School Library
2 Educational Drive, Essex Junction, VT**

Present: George Tyler, Elaine Sopchak and Daniel Kerin (Lori Houghton and Andrew Brown were absent)

Prudential Committee: Jason DiRosa, Patrick Murray, Candace Morgan, Michael Smith and Marla Durham

Administration Present: Pat Scheidel and Judith DeNova

Others Present: Dylan Giambatista, Colin Flanders, Liz Subin, Rob Reardon and Ben Dickie

Visitors to Be Heard: None

Michael and George called their respective boards to order at 6:03 p.m.

Marla added that she would like to discuss upcoming retirements and the annual report at the end of the meeting as well

EJRP/Village Trustees Update:

- The Prudential Committee (PC) and Village Trustees discussed the agreement between the two around the governance of Essex Junction Recreation and Parks (EJRP)
 - Michael provided an update, stating that there was a vote a few months back to try and join the Essex Junction and Essex Town communities to create a single recreation department, but that vote didn't work out how the study committee had hoped
- The two groups would like to formalize the process and dissolve the current agreement
- George mentioned that the Village has already incorporated EJRP into its next budget
- Michael reminded the group about the two options on the table
 - Allowing EJRP to transfer to the new Essex Westford School District, or
 - Terminate the agreement so that it transfers to the Village
 - The PC supports this option
- Pat talked about the process and said that an agreement has been written, which both sides can sign if they agreed on the wording
 - Judith read the agreement out loud
 - George said that the Trustees would add this as an agenda item to their next meeting on February 14

- Marla asked about the EJRP upcoming audit and how that would work
 - Judith mentioned that the PC will still see the audit for EJRP that goes through June 30, 2017, which will be available this fall
- Marla also asked about if EJRP still needed services from the school district, could that still happen?
 - Judith said it would carry over to the Village and they could contract services
- *There was a motion by Jason to authorize Michael Smith, as the chair of the PC, to sign the memo of agreement presented to terminate the PC's governance of EJRP following the next Village meeting, seconded by Patrick. Motion passed, 5-0.*

Park Street School:

- Michael talked about Park Street School and how it currently houses pre-kindergarten for EJRP on the first floor and the ACE Program on the second floor
 - The PC would like to preserve the space for programs that they have always supported and talked about ideas of entering into a long term lease or transferring of the property to keep it within the Village
- George thinks it would be good to not have to approach a third party if any changes were needed to be made
 - It's a historic building and the Village has put money into it in the past because of its historic value/preservation
 - He also highlighted potential improvements that the Village could make
- Patrick asked if the EWSD had any concerns about giving away a building?
 - Marla said that the EWSD Board hasn't talked about it, but Westford had already given away some land, and she believes that it's a mutual understanding that boards have to take care of their individual communities before the boards are finished, but she can't speak for everyone on the EWSD Board
- Marla agreed with George and thinks that the Village would care about it more than any other group, but also agrees to at least keep ACE in its current location for a few more years until they can find a new home
 - George said that the Village could give assurance that they would agree to allow ACE to continue in its current position
- Judith said that she believed that communication with the EWSD Board should take place before anything is signed and out of respect have a PC member attend the next EWSD meeting and explain what they would like to do
- Judith stated that this transfer would have to be part of the annual meeting on April 10
 - She had prepared two different versions of the annual meeting warning for the PC to sign, one with the conveyance of Park Street School to the Village and one without
 - There was discussion around if the Village would have to include this on their upcoming annual meeting warning, which they will look into further
- This topic is on the EWSD agenda for tomorrow and Michael will attend to present the PC's stance

- *Jason motioned to convey Park Street School to the Village Trustees for \$1, to assure that communication takes place with the EWSD Board, and the assurance that the use of space will continue for ACE until it can find a suitable space. Marla seconded. Motion passed, 5-0.*

The Village Trustees adjourned at 6:47 p.m.

Respectfully Submitted by,
Ben Dickie

01/23/17

10:45 am

Town of Essex / Village of EJ Accounts Payable

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Check Warrant Report # 17028 Current Prior Next FY Invoices For Fund (GENERAL FUND)

hpackard

For Check Acct 01(GENERAL FUND) All check #s 01/20/17 To 01/20/17 & Fund 2

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
05290	ADVANCE AUTO PARTS	01/10/17	ST cmpnd pad 3477	210-43110.610 SUPPLIES	23.64	8916	01/20/17
05290	ADVANCE AUTO PARTS	01/10/17	ST gear oil 3493	210-43110.610 SUPPLIES	20.34	8916	01/20/17
05290	ADVANCE AUTO PARTS	01/10/17	ST bed coating 7593	210-43110.432 VEHICLE MAINTENANCE	32.46	8918	01/20/17
05290	ADVANCE AUTO PARTS	01/10/17	ST vehicle cleaner 7605	210-43110.610 SUPPLIES	70.79	8918	01/20/17
05290	ADVANCE AUTO PARTS	01/11/17	ST wiper blades 7643	210-43110.610 SUPPLIES	33.98	8918	01/20/17
07155	AMERICAN ROCK SALT CO LLC	01/03/17	ST bulk salt 0499493	210-43125.610 WINTER MAINTENANCE	1743.81	8922	01/20/17
07155	AMERICAN ROCK SALT CO LLC	01/04/17	ST bulk salt 0499928	210-43125.610 WINTER MAINTENANCE	1743.01	8922	01/20/17
23190	BAILEY SPRING & CHASSIS	01/06/17	ST hitch trk #7 23785	210-43110.432 VEHICLE MAINTENANCE	10.35	8924	01/20/17
29085	BARRETT'S TREE SERVICE, I	01/06/17	ST streetscape tree remov 29041	210-43161.000 STREETSCAPE MAINT./IMP	825.00	8927	01/20/17
10510	BLUE TARP FINANCIAL INC	11/28/16	ST supplies 715488	210-43110.610 SUPPLIES	63.76	8933	01/20/17
10510	BLUE TARP FINANCIAL INC	11/30/16	ST supplies 715500	210-43110.610 SUPPLIES	39.15	8933	01/20/17
10510	BLUE TARP FINANCIAL INC	12/01/16	VF can fuel 715505	210-42220.610 SUPPLIES	24.86	8933	01/20/17
10510	BLUE TARP FINANCIAL INC	12/02/16	ST cable 715512	210-43110.610 SUPPLIES	2.69	8933	01/20/17
10510	BLUE TARP FINANCIAL INC	12/07/16	ST hook 715531	210-43110.610 SUPPLIES	7.19	8933	01/20/17
10510	BLUE TARP FINANCIAL INC	12/07/16	BL Supplies 715532	210-45551.610 SUPPLIES	2.69	8933	01/20/17
10510	BLUE TARP FINANCIAL INC	12/08/16	ST dead bolt 715535	210-43110.434 MAINT. BUILDINGS/GROUNDS	32.39	8933	01/20/17
10510	BLUE TARP FINANCIAL INC	12/09/16	ST trash bags 715542	210-43110.610 SUPPLIES	11.69	8933	01/20/17
10510	BLUE TARP FINANCIAL INC	12/12/16	ST rivets 715548	210-43110.610 SUPPLIES	5.38	8933	01/20/17
10510	BLUE TARP FINANCIAL INC	12/14/16	ST xmas lights 715555	210-43110.610 SUPPLIES	25.19	8933	01/20/17
10510	BLUE TARP FINANCIAL INC	12/16/16	ST blade 715562	210-43110.610 SUPPLIES	30.12	8933	01/20/17
10510	BLUE TARP FINANCIAL INC	12/19/16	LH shovel 715570	210-41940.610 SUPPLIES	6.29	8933	01/20/17
00530	BRODART CO	12/21/16	BL books 4842757	210-45551.610 SUPPLIES	0.90	8937	01/20/17
00530	BRODART CO	12/21/16	BL books 4842757	210-45551.640 ADULT COLLECTION-PRINT &	22.88	8937	01/20/17
00530	BRODART CO	12/22/16	BL books 4843903	210-45551.641 JUVEN COLLECTION-PRNT & E	128.23	8937	01/20/17
00530	BRODART CO	12/22/16	BL books 4843903	210-45551.610 SUPPLIES	6.30	8937	01/20/17

01/23/17

10:45 am

Town of Essex / Village of EJ Accounts Payable

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Check Warrant Report # 17028 Current Prior Next FY Invoices For Fund (GENERAL FUND)

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For Check Acct 01(GENERAL FUND) All check #s 01/20/17 To 01/20/17 & Fund 2

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
00530	BRODART CO	12/22/16 BL books 4844540	210-45551.610 SUPPLIES	0.90	8937	01/20/17
00530	BRODART CO	12/22/16 BL books 4844540	210-45551.640 ADULT COLLECTION-PRNT &	13.16	8937	01/20/17
00530	BRODART CO	12/22/16 BL books 4844585	210-45551.610 SUPPLIES	0.90	8937	01/20/17
00530	BRODART CO	12/22/16 BL books 4844585	210-45551.641 JUVEN COLLECTION-PRNT & E	9.34	8937	01/20/17
00530	BRODART CO	01/05/17 BL books 4848613	210-45551.610 SUPPLIES	5.40	8937	01/20/17
00530	BRODART CO	01/05/17 BL books 4848613	210-45551.641 JUVEN COLLECTION-PRNT & E	59.56	8937	01/20/17
00530	BRODART CO	01/05/17 BL books 4848749	210-45551.610 SUPPLIES	0.90	8937	01/20/17
00530	BRODART CO	01/05/17 BL books 4848749	210-45551.641 JUVEN COLLECTION-PRNT & E	20.20	8937	01/20/17
00530	BRODART CO	01/05/17 BL books 4848866	210-45551.641 JUVEN COLLECTION-PRNT & E	14.38	8937	01/20/17
00530	BRODART CO	01/05/17 BL books 4848866	210-45551.610 SUPPLIES	1.80	8937	01/20/17
00530	BRODART CO	01/05/17 BL books 4848980	210-45551.641 JUVEN COLLECTION-PRNT & E	33.44	8937	01/20/17
00530	BRODART CO	01/05/17 BL books 4848980	210-45551.610 SUPPLIES	1.80	8937	01/20/17
00530	BRODART CO	01/05/17 BL books 4849034	210-45551.610 SUPPLIES	0.90	8937	01/20/17
00530	BRODART CO	01/05/17 BL books 4849034	210-45551.641 JUVEN COLLECTION-PRNT & E	9.89	8937	01/20/17
V0455	CANON SOLUTIONS AMERICA	01/01/17 BL supplies .4021144798	210-45551.610 SUPPLIES	45.93	8939	01/20/17
V0455	CANON SOLUTIONS AMERICA	01/07/17 AD copies 12/7-1/6/17 4021183930	210-41320.442 LEASED SERVICES	44.61	8939	01/20/17
03000	CARGILL SALT EASTERN INC	12/27/16 ST salt 2903155159	210-43125.610 WINTER MAINTENANCE	5627.65	8940	01/20/17
03000	CARGILL SALT EASTERN INC	12/28/16 ST salt 2903158482	210-43125.610 WINTER MAINTENANCE	4836.46	8940	01/20/17
03000	CARGILL SALT EASTERN INC	01/02/17 ST salt 2903166384	210-43125.610 WINTER MAINTENANCE	2370.60	8940	01/20/17
03000	CARGILL SALT EASTERN INC	01/03/17 ST salt 2903169358	210-43125.610 WINTER MAINTENANCE	1592.80	8940	01/20/17
04940	COMCAST	01/03/17 VF cable service 0086187 1/3	210-42220.535 TELEPHONE SERVICES	13.55	8949	01/20/17
38280	CRYSTAL ROCK BOTTLED WATE	12/31/16 ST water 121650122590	210-43110.610 SUPPLIES	7.50	8952	01/20/17
38280	CRYSTAL ROCK BOTTLED WATE	12/31/16 AD Dec bottled water 50117144-123	210-41940.610 SUPPLIES	26.10	8952	01/20/17
V9766	DEUTSCH/ALBERTA//	01/09/17 BL travel 1917ED	210-45551.500 TRAINING, CONFERENCES, DU	40.50	8953	01/20/17
31275	DON WESTON EXCAVATING INC	01/02/17 ST snow plowing 10064	210-43125.570 CONTRACT SERVICES	950.00	8954	01/20/17

01/23/17

10:45 am

Town of Essex / Village of EJ Accounts Payable

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Check Warrant Report # 17028 Current Prior Next FY Invoices For Fund (GENERAL FUND)

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For Check Acct 01(GENERAL FUND) All check #s 01/20/17 To 01/20/17 & Fund 2

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
35260	EAST COAST PRINTERS INC	01/10/17 ST Mike F uniforms 12211648	210-43110.612 UNIFORMS,BOOTS,ETC	133.00	8958	01/20/17
23215	ESSEX EQUIPMENT INC	01/11/17 ST blade 106284220001	210-43110.610 SUPPLIES	54.56	8961	01/20/17
05395	FLEETMatics USA LLC	01/11/17 ST GPS units 1572027	210-43110.442 EQUIPMENT RENTALS	280.00	8969	01/20/17
01735	GOMEZ CONSTENCIO	01/18/17 BF spanish musical 1/9 11817CG	210-49345.000 LIBRARY DONATION EXPENDIT	60.00	8975	01/20/17
24785	GRAINGER	01/03/17 VF floor pads 9319414117	210-42220.610 SUPPLIES	-363.60	8976	01/20/17
24785	GRAINGER	01/10/17 VF floor pads 9326955793	210-42220.610 SUPPLIES	363.60	8976	01/20/17
33495	INGRAM LIBRARY SERVICES I	12/27/16 BL books 96511825	210-45551.640 ADULT COLLECTION-PRINT &	88.61	8983	01/20/17
08645	LOWES BUSINESS ACCT/SYNCR	12/09/16 MP xmas lights 02822	210-43161.002 MEMORIAL PARK	58.80	8991	01/20/17
08645	LOWES BUSINESS ACCT/SYNCR	12/09/16 MP xmas lights 02867	210-43161.002 MEMORIAL PARK	43.19	8991	01/20/17
08645	LOWES BUSINESS ACCT/SYNCR	12/02/16 ST supplies 20332	210-43110.610 SUPPLIES	114.88	8991	01/20/17
24620	MILTON RENTAL AND SALES	01/05/17 ST equip rental loader 1537589	210-43110.442 EQUIPMENT RENTALS	1750.00	8995	01/20/17
V1539	MORRISSEAU/LAUREN//	01/13/17 AD mileage 011317D	210-41320.500 TRAINING, CONFERENCES, DU	58.75	8996	01/20/17
V1539	MORRISSEAU/LAUREN//	01/13/17 AD mileage 011317D	210-41320.580 TRAVEL	15.12	8996	01/20/17
24960	NORTHEAST DELTA DENTAL	01/17/17 VA Feb dental ins 171701	210-45109.000 EXCHANGE - COBRA	188.58	9002	01/20/17
24960	NORTHEAST DELTA DENTAL	01/17/17 VA Feb dental ins 171701	210-45551.210 HEALTH INS & OTHER BENEFIT	386.61	9002	01/20/17
24960	NORTHEAST DELTA DENTAL	01/17/17 VA Feb dental ins 171701	210-41335.210 HEALTH INS & OTHER BENEFIT	77.32	9002	01/20/17
24960	NORTHEAST DELTA DENTAL	01/17/17 VA Feb dental ins 171701	210-41320.210 HEALTH INS & OTHER BENEFIT	309.30	9002	01/20/17
24960	NORTHEAST DELTA DENTAL	01/17/17 VA Feb dental ins 171701	210-43151.210 HEALTH INS & OTHER BENEFIT	40.98	9002	01/20/17
24960	NORTHEAST DELTA DENTAL	01/17/17 VA Feb dental ins 171701	210-43110.210 HEALTH INS & OTHER BENEFIT	262.90	9002	01/20/17
24960	NORTHEAST DELTA DENTAL	01/17/17 VA Feb dental ins 171701	210-41970.210 HEALTH INS & OTHER BENEFIT	154.65	9002	01/20/17
24325	RADIO NORTH GROUP INC	12/30/16 VF radio batteries 24137765	210-42220.443 RADIO MAINTENANCE	891.00	9007	01/20/17
18010	REYNOLDS & SON, INC.	11/04/16 VF FF turnout gear 3287789	210-42220.612 UNIFORMS,BOOTS,ETC	8345.06	9008	01/20/17
40840	SOVERNnet COMMUNICATIONS	01/01/17 VA Feb phone/internet 3710845	210-41320.535 TELEPHONE SERVICES	139.81	9021	01/20/17
40840	SOVERNnet COMMUNICATIONS	01/01/17 VA Feb phone/internet 3710845	210-41940.535 TELEPHONE SERVICES	39.90	9021	01/20/17
40840	SOVERNnet COMMUNICATIONS	01/01/17 VA Feb phone/internet 3710845	210-41320.530 COMMUNICATIONS	34.95	9021	01/20/17

01/23/17

10:45 am

Town of Essex / Village of EJ Accounts Payable

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Check Warrant Report # 17028 Current Prior Next FY Invoices For Fund (GENERAL FUND)

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For Check Acct 01(GENERAL FUND) All check #s 01/20/17 To 01/20/17 & Fund 2

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
40840	SOVERNET COMMUNICATIONS	01/01/17	VA Feb phone/internet 3710845	210-41970.535 TELEPHONE SERVICES	31.30	9021	01/20/17
40840	SOVERNET COMMUNICATIONS	01/01/17	BL tech & phone access 3710874	210-45551.535 TELEPHONE SERVICES	93.59	9021	01/20/17
40840	SOVERNET COMMUNICATIONS	01/01/17	BL tech & phone access 3710874	210-45551.530 TECHNOLOGY ACCESS	39.95	9021	01/20/17
21000	UNIFIRST CORPORATION	01/11/17	BL mats 0361788908	210-45551.434 MAINT. BUILDINGS/GROUNDS	50.25	9026	01/20/17
11935	VIKING-CIVES USA	12/29/16	ST push arm assembly 4471425	210-43110.432 VEHICLE MAINTENANCE	836.90	9028	01/20/17
V10636	HEALTH EQUITY	01/01/17	AD FSA administration 170116463	210-41320.210 HEALTH INS & OTHER BENEFIT	3.45	17012004	01/20/17
21850	BOUCHER CLEANING SERVICES	01/09/17	SC weekly cleaning ctr 358	225-45122.430 REPAIRS & MAINTENANCE	200.00	8936	01/20/17
01930	CENTER FOR TECHNOLOGY	12/12/16	SC soup for lunches 673341	225-45122.812 MEAL SITE EXPENSES	50.00	8941	01/20/17
31545	COSTCO #314	12/30/16	SC cake, food potluck 161230D	225-45122.812 MEAL SITE EXPENSES	42.05	8951	01/20/17
22915	DROST ROSE	01/05/17	SC refund E.Drost members 170105D	225-34700.000 SR CTR MEMBERSHIPS	12.00	8955	01/20/17
21770	JAZZERCISE	01/03/17	SC Jazzercise inet 170103D	225-45122.330 OTHER PROF SERVICES	80.00	8989	01/20/17
12265	RICOH USA, INC	01/01/17	SC monthly copies 5046371907	225-45122.610 OPERATIONAL SUPP/EXP	37.75	9009	01/20/17
12265	RICOH USA, INC	12/22/16	SC monthly copier lease 98041258	225-45122.610 OPERATIONAL SUPP/EXP	83.74	9012	01/20/17
08645	LOWES BUSINESS ACCT/SYNCH	12/29/16	ST toilet paper 23470	254-43200.610 SUPPLIES	36.99	8991	01/20/17
24960	NORTHEAST DELTA DENTAL	01/17/17	VA Feb dental ins 171701	254-43200.210 HEALTH INS & OTHER BENEFIT	115.98	9002	01/20/17
10510	BLUE TARP FINANCIAL INC	11/29/16	WW ext cords replacemnt 715497	255-43200.570 MAINTENANCE OTHER	103.45	8933	01/20/17
10510	BLUE TARP FINANCIAL INC	11/29/16	WW hose 715498	255-43200.570 MAINTENANCE OTHER	49.49	8933	01/20/17
08645	LOWES BUSINESS ACCT/SYNCH	12/29/16	WW shelving 02353	255-43200.570 MAINTENANCE OTHER	113.86	8991	01/20/17
08645	LOWES BUSINESS ACCT/SYNCH	12/22/16	WWSA Heaters, tools 11851	255-43200.570 MAINTENANCE OTHER	59.33	8991	01/20/17
24960	NORTHEAST DELTA DENTAL	01/17/17	VA Feb dental ins 171701	255-43200.210 HEALTH INS & OTHER BENEFIT	399.76	9002	01/20/17
08645	LOWES BUSINESS ACCT/SYNCH	12/22/16	WWSA Heaters, tools 11851	256-43200.434 PUMP STATION MAINTENANCE	26.18	8991	01/20/17
08645	LOWES BUSINESS ACCT/SYNCH	12/22/16	WWSA Heaters, tools 11851	256-43220.001 SUSIE WILSON PS COSTS	26.18	8991	01/20/17
08645	LOWES BUSINESS ACCT/SYNCH	12/22/16	WWSA Heaters, tools 11851	256-43220.002 WEST ST PS COSTS	26.18	8991	01/20/17
24960	NORTHEAST DELTA DENTAL	01/17/17	VA Feb dental ins 171701	256-43200.210 HEALTH INS & OTHER BENEFIT	185.57	9002	01/20/17

01/23/17

10:45 am

Town of Essex / Village of EJ Accounts Payable

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Check Warrant Report # 17028 Current Prior Next FY Invoices For Fund (GENERAL FUND)
For Check Aoot 01(GENERAL FUND) All check #s 01/20/17 To 01/20/17 & Fund 2

hpackard

Vendor	Invoice	Invoice Description		Amount	Check	Check
	Date	Invoice Number	Account	Paid	Number	Date
Report Total				36873.28		

01/27/17
02:03 pm

Town of Essex / Village of EJ Accounts Payable
Check Warrant Report # 17029 Current Prior Next FY Invoices For Fund (GENERAL FUND)
For Check Acct 01(GENERAL FUND) All check #s 01/26/17 To 01/26/17 & Fund 2

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HPackard

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
14400	ABOVE AND BEYOND	01/15/17	LH/BL cleaning svc Jan 2861	210-45551.423 CONTRACT SERVICES	2212.75	9041	01/26/17
14400	ABOVE AND BEYOND	01/15/17	LH/BL cleaning svc Jan 2861	210-41940.423 CONTRACT SERVICES	750.00	9041	01/26/17
05290	ADVANCE AUTO PARTS	01/13/17	ST split loom for wire 3686	210-43110.610 SUPPLIES	6.96	9042	01/26/17
42665	AMAZON/SYNCB	01/10/17	BL adult,youth materials 0069852 1/10	210-45551.610 SUPPLIES	69.94	9046	01/26/17
42665	AMAZON/SYNCB	01/10/17	BL adult,youth materials 0069852 1/10	210-45551.640 ADULT COLLECTION-PRINT &	129.44	9046	01/26/17
42665	AMAZON/SYNCB	01/10/17	BL adult,youth materials 0069852 1/10	210-45551.641 JUVEN COLLECTION-PRNT & E	12.74	9046	01/26/17
V9976	AVONDA AIR SYSTEMS, INC	01/17/17	BL building maintenance 1753	210-45551.434 MAINT. BUILDINGS/GROUNDS	360.00	9048	01/26/17
00530	BRODART CO	01/05/17	BF books 4848801	210-49345.000 LIBRARY DONATION EXPENDIT	23.50	9051	01/26/17
00530	BRODART CO	01/06/17	BL books 4850083	210-45551.610 SUPPLIES	1.80	9051	01/26/17
00530	BRODART CO	01/06/17	BL books 4850083	210-45551.640 ADULT COLLECTION-PRINT &	50.08	9051	01/26/17
00530	BRODART CO	01/06/17	BF books 4850327	210-49345.000 LIBRARY DONATION EXPENDIT	7.93	9051	01/26/17
00530	BRODART CO	01/09/17	BF books 4851813	210-49345.000 LIBRARY DONATION EXPENDIT	16.30	9051	01/26/17
00530	BRODART CO	01/12/17	BL books 4856703	210-45551.610 SUPPLIES	0.90	9051	01/26/17
00530	BRODART CO	01/12/17	BL books 4856703	210-45551.641 JUVEN COLLECTION-PRNT & E	8.76	9051	01/26/17
00530	BRODART CO	01/12/17	BL books 4856894	210-45551.640 ADULT COLLECTION-PRINT &	14.30	9051	01/26/17
00530	BRODART CO	01/12/17	BL books 4856894	210-45551.610 SUPPLIES	0.90	9051	01/26/17
V9941	BUSINESSCARD SERVICES	01/06/17	AD trustee lunch 010417P	210-41320.560 TRUSTEES EXPENDITURES	43.65	9052	01/26/17
V9941	BUSINESSCARD SERVICES	01/06/17	CD pizza thank you for PW 010517Q	210-41335.810 COMMUNITY EVENTS & PROGRA	5.45	9052	01/26/17
V9941	BUSINESSCARD SERVICES	01/06/17	CD wings thank you 010517R	210-41335.810 COMMUNITY EVENTS & PROGRA	67.20	9052	01/26/17
V9941	BUSINESSCARD SERVICES	01/06/17	BL Dec newspapers 120716B	210-45551.640 ADULT COLLECTION-PRINT &	26.00	9052	01/26/17
V9941	BUSINESSCARD SERVICES	01/06/17	CD credit on train hop pr 120816A	210-41335.810 COMMUNITY EVENTS & PROGRA	-409.29	9052	01/26/17
V9941	BUSINESSCARD SERVICES	01/06/17	AD trustees meetings 121316D	210-41320.560 TRUSTEES EXPENDITURES	25.42	9052	01/26/17
V9941	BUSINESSCARD SERVICES	01/06/17	AD rush ship fee replcMC 121416D	210-41320.610 SUPPLIES	30.00	9052	01/26/17
V9941	BUSINESSCARD SERVICES	01/06/17	VF vacuum bags 121416G	210-42220.610 SUPPLIES	18.69	9052	01/26/17
V9941	BUSINESSCARD SERVICES	01/06/17	AD trustee work session 121616H	210-41320.560 TRUSTEES EXPENDITURES	14.87	9052	01/26/17

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V9941	BUSINESSCARD SERVICES	01/06/17	CD train hop thank yous 121916I	210-41335.810 COMMUNITY EVENTS & PROGRA	11.95	9052	01/26/17
V9941	BUSINESSCARD SERVICES	01/06/17	AD Timely renewal 121916J	210-41320.530 COMMUNICATIONS	99.00	9052	01/26/17
V9941	BUSINESSCARD SERVICES	01/06/17	AD trustees luncheon 122016K	210-41320.560 TRUSTEES EXPENDITURES	76.84	9052	01/26/17
V9941	BUSINESSCARD SERVICES	01/06/17	CD train volunteer thank 122216L	210-41335.810 COMMUNITY EVENTS & PROGRA	50.00	9052	01/26/17
V9941	BUSINESSCARD SERVICES	01/06/17	BL back ground checks 122816MN	210-45551.574 VOLUNTEER EXPENSES	60.00	9052	01/26/17
V9941	BUSINESSCARD SERVICES	01/06/17	CD RP arboretum symp 122916O	210-41970.580 TRAVEL	360.00	9052	01/26/17
21500	CANON FINANCIAL SERVICES	01/13/17	AD copier lease Feb 16862732	210-41320.442 LEASED SERVICES	245.00	9054	01/26/17
03000	CARGILL SALT EASTERN INC	01/05/17	ST salt 2903175029	210-43125.610 WINTER MAINTENANCE	1647.88	9055	01/26/17
03000	CARGILL SALT EASTERN INC	01/07/17	ST salt 2903179394	210-43125.610 WINTER MAINTENANCE	2188.98	9055	01/26/17
03000	CARGILL SALT EASTERN INC	01/06/17	ST salt 290317968	210-43125.610 WINTER MAINTENANCE	2398.88	9055	01/26/17
03000	CARGILL SALT EASTERN INC	01/09/17	ST salt 2903181814	210-43125.610 WINTER MAINTENANCE	4709.93	9055	01/26/17
V04609	CENTER POINT LARGE PRINT	01/01/17	BL books 1439069	210-45551.640 ADULT COLLECTION-PRINT &	91.08	9060	01/26/17
23525	CLARK'S TRUCK CENTER INC	11/16/16	VA vac truck filer kt 381645	210-43110.610 SUPPLIES	48.88	9063	01/26/17
V10657	DENNISON/MARY K.//	01/20/17	BL reimb youth programs 12122016MKD	210-45551.837 CHILDRENS PROGRAMS	16.33	9068	01/26/17
25715	DONALD HAMLIN CONSULT ENG	01/12/17	ST VEJ 195/197 Pearl St 01121716822	210-43110.576 ENGINEERING SERVICES	1215.00	9069	01/26/17
25715	DONALD HAMLIN CONSULT ENG	01/12/17	ST VEJ Pearl St comm towe 01121716825	210-43110.576 ENGINEERING SERVICES	173.75	9069	01/26/17
23215	ESSEX EQUIPMENT INC	01/13/17	ST cut off wheels 106285260001	210-43110.610 SUPPLIES	72.01	9071	01/26/17
01735	GOMEZ CONSTENCIO	01/23/17	BF spanish musical storyt 1232017CG	210-49345.000 LIBRARY DONATION EXPENDIT	60.00	9079	01/26/17
13850	JOBS IN THE US	01/25/17	AD WWTF job posting 7266	210-41320.550 PRINTING AND ADVERTISING	449.00	9086	01/26/17
03525	KITTELL BRANAGAN & SARGEN	01/13/17	VA FYE 16 audit 63046	210-41320.335 AUDIT	847.00	9088	01/26/17
14025	LINCOLN NATIONAL LIFE INS	01/11/17	VA life insurance 02171532732	210-43110.210 HEALTH INS & OTHER BENEFI	158.13	9090	01/26/17
14025	LINCOLN NATIONAL LIFE INS	01/11/17	VA life insurance 02171532732	210-45551.210 HEALTH INS & OTHER BENEFI	232.54	9090	01/26/17
14025	LINCOLN NATIONAL LIFE INS	01/11/17	VA life insurance 02171532732	210-43151.210 HEALTH INS & OTHER BENEFI	24.65	9090	01/26/17
14025	LINCOLN NATIONAL LIFE INS	01/11/17	VA life insurance 02171532732	210-41970.210 HEALTH INS & OTHER BENEFI	93.02	9090	01/26/17
14025	LINCOLN NATIONAL LIFE INS	01/11/17	VA life insurance 02171532732	210-41335.210 HEALTH INS & OTHER BENEFI	46.51	9090	01/26/17

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14025	LINCOLN NATIONAL LIFE INS	01/11/17 VA life insurance 02171532732	210-41320.210 HEALTH INS & OTHER BENEFI	186.04	9090	01/26/17
22885	MAPLE LEAF CARPET & TILE	01/10/17 BL carpet cleaning 12809	210-45551.423 CONTRACT SERVICES	1090.00	9094	01/26/17
12235	NEW ENGLAND CENTRAL RAILR	07/01/16 SA adj row lease 11151 112800R	210-43110.441 RIGHT OF WAY AGREEMENTS	335.00	9097	01/26/17
V10098	PIERCE ROBIN	01/12/17 CD conf reimbursement 011217D	210-41970.500 TRAINING,CONF,DUES	605.50	9102	01/26/17
25330	QUEEN CITY STEEL CO.	01/12/17 ST steel for trk bed 229514	210-43110.610 SUPPLIES	106.87	9106	01/26/17
25330	QUEEN CITY STEEL CO.	01/12/17 ST steel for trk bed 229515	210-43110.610 SUPPLIES	625.63	9106	01/26/17
14740	SWISH WHITE RIVER LTD	01/12/17 BL supplies 160001	210-45551.610 SUPPLIES	123.30	9121	01/26/17
11935	VIKING-CIVES USA	01/11/17 ST plow blades 4471444	210-43110.610 SUPPLIES	1180.00	9126	01/26/17
22070	VILLAGE COPY & PRINT INC.	01/13/17 CD 32 land dev code 6464	210-41970.550 PRINTING AND ADVERTISING	713.85	9127	01/26/17
V9968	VISION SERVICE PLAN-	01/16/17 VA Feb vision ins 170201	210-43151.210 HEALTH INS & OTHER BENEFI	8.36	9128	01/26/17
V9968	VISION SERVICE PLAN-	01/16/17 VA Feb vision ins 170201	210-45551.210 HEALTH INS & OTHER BENEFI	78.85	9128	01/26/17
V9968	VISION SERVICE PLAN-	01/16/17 VA Feb vision ins 170201	210-43110.210 HEALTH INS & OTHER BENEFI	53.63	9128	01/26/17
V9968	VISION SERVICE PLAN-	01/16/17 VA Feb vision ins 170201	210-41970.210 HEALTH INS & OTHER BENEFI	31.54	9128	01/26/17
V9968	VISION SERVICE PLAN-	01/16/17 VA Feb vision ins 170201	210-41320.210 HEALTH INS & OTHER BENEFI	63.07	9128	01/26/17
V9968	VISION SERVICE PLAN-	01/16/17 VA Feb vision ins 170201	210-41335.210 HEALTH INS & OTHER BENEFI	15.77	9128	01/26/17
V9968	VISION SERVICE PLAN-	01/16/17 VA Feb vision ins 170201	210-15109.000 EXCHANGE - COBRA	13.08	9128	01/26/17
34580	VT GOVERNMENT FINANCE OFF	02/01/17 FNAD 3 winter seminar fee 020117D	210-41320.500 TRAINING, CONFERENCES, DU	100.00	9130	01/26/17
07565	W B MASON CO INC	01/16/17 LH supplies 40947400	210-41940.610 SUPPLIES	48.99	9133	01/26/17
07565	W B MASON CO INC	01/17/17 LH supplies 440980741	210-41940.610 SUPPLIES	6.99	9133	01/26/17
V9941	BUSINESSCARD SERVICES	01/06/17 SC membership cards 121316C	225-45122.610 OPERATIONAL SUPP/EXP	15.88	9052	01/26/17
V9941	BUSINESSCARD SERVICES	12/14/16 SC coffee carafe 121416E	225-45122.614 PROGRAM EXPENSES	14.80	9052	01/26/17
29085	BARRETT'S TREE SERVICE, I	01/06/17 VR REM 2 box elder trees 29041B	230-46801.007 PEARL ST. LINKING SIDEWAL	625.00	9049	01/26/17
23435	CHAMPLAIN WATER DISTRICT	12/31/16 Dec water usage 123116D	254-43210.411 CWD WATER PURC - GF	226464.60	9061	01/26/17
23435	CHAMPLAIN WATER DISTRICT	12/31/16 Dec water usage 123116D	254-43200.412 STATE WATER TAX	992.88	9061	01/26/17
23435	CHAMPLAIN WATER DISTRICT	12/31/16 Dec water usage 123116D	254-43200.411 CWD WATER PURCHASE	40469.87	9061	01/26/17

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23435	CHAMPLAIN WATER DISTRICT	12/31/16 Dec water usage 123116D	254-43210.412 STATE WATER TAX - GF	5556.05	9061	01/26/17
23525	CLARK'S TRUCK CENTER INC	11/16/16 VA vac truck filer kt 381645	254-43200.610 SUPPLIES	8.15	9063	01/26/17
32035	GMWEA	01/25/17 VW water training conf 012517D	254-43200.500 TRAINING, CONFERENCES, DU	35.00	9078	01/26/17
03525	KITTELL BRANAGAN & SARGEN	01/13/17 VA FYE 16 audit 63046	254-43200.335 AUDIT	506.00	9088	01/26/17
14025	LINCOLN NATIONAL LIFE INS	01/11/17 VA life insurance 02171532732	254-43200.210 HEALTH INS & OTHER BENEFIT	69.76	9090	01/26/17
22920	NOONAN RYAN	01/23/17 VW credit for over pymnt 170123	254-15101.000 EXCHANGE	129.98	9099	01/26/17
V1816	POSTMASTER/BURLINGTON//	01/25/17 SA/VW postcard w/s Nov 012517D	254-43200.536 POSTAGE	342.27	9104	01/26/17
38760	TI-SALES INC	01/09/17 vW cts couplings 0073787	254-43200.610 SUPPLIES	294.00	9123	01/26/17
V9968	VISION SERVICE PLAN-	01/16/17 VA Feb vision ins 170201	254-43200.210 HEALTH INS & OTHER BENEFIT	23.66	9128	01/26/17
07305	AIRGAS USA LLC	01/01/17 WW cylinder lease renewal 9941959011	255-43200.570 MAINTENANCE OTHER	99.70	9044	01/26/17
11375	CASELLA WASTE SYSTEMS INC	01/03/17 WW monthly svc Jan 17 2609294	255-43200.565 GRIT DISPOSAL	918.66	9056	01/26/17
23525	CLARK'S TRUCK CENTER INC	11/16/16 VA vac truck filer kt 381645	255-43200.610 SUPPLIES	8.15	9063	01/26/17
V10411	CLEAN WATERS, INC.	01/04/17 WW polymer for GBT 8390	255-43200.619 CHEMICALS	3732.70	9065	01/26/17
27420	DAVE WHITCOMB'S SERVICE	12/02/16 WW vehicle inspection 51998	255-43200.432 VEHICLE MAINTENANCE	45.00	9067	01/26/17
V0653	DOUGLASS/PAUL//	01/20/17 WW CDL reimbursement CHECK REQUES	255-43200.500 TRAINING, CONFERENCES, DU	39.00	9070	01/26/17
38955	F W WEBB COMPANY	01/05/17 WW parts for cherm feed r 53463362	255-43200.570 MAINTENANCE OTHER	62.72	9072	01/26/17
38955	F W WEBB COMPANY	01/06/17 WW parts for hot wtr syst 53471507	255-43200.570 MAINTENANCE OTHER	65.46	9072	01/26/17
38955	F W WEBB COMPANY	01/06/17 WW plumbing parts 54377664	255-43200.570 MAINTENANCE OTHER	9.01	9072	01/26/17
23980	INTERSTATE ALL BATTERY CE	01/11/17 WW emergency light batter 190320100794	255-43200.570 MAINTENANCE OTHER	121.50	9083	01/26/17
03525	KITTELL BRANAGAN & SARGEN	01/13/17 VA FYE 16 audit 63046	255-43200.335 AUDIT	594.00	9088	01/26/17
14025	LINCOLN NATIONAL LIFE INS	01/11/17 VA life insurance 02171532732	255-43200.210 HEALTH INS & OTHER BENEFIT	240.45	9090	01/26/17
V97100	NEBRA	01/17/17 WW annual member renewal 2108	255-43200.500 TRAINING, CONFERENCES, DU	975.00	9096	01/26/17
V6590	NORTHEAST AIR SOLUTIONS	01/05/17 WW filter for air handlin 100082550001	255-43200.570 MAINTENANCE OTHER	120.00	9100	01/26/17
22925	POND TECHNICAL SALES INC	12/29/16 WW gas compressor sw reca CD99002974	255-43200.570 MAINTENANCE OTHER	189.31	9103	01/26/17
12265	RICOH USA, INC	01/21/17 WW copier Jan/Feb 98201768	255-43200.610 SUPPLIES	291.48	9111	01/26/17

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V2093	SLACK CHEMICAL COMPANY IN	01/04/17	WW chlorine 338285	255-43200.619 CHEMICALS	3897.00	9115	01/26/17
V2093	SLACK CHEMICAL COMPANY IN	01/12/17	WW ful load caustic 338753	255-43200.619 CHEMICALS	6895.41	9115	01/26/17
40840	SOVERNET COMMUNICATIONS	01/15/17	WW phone / internet 3710844	255-43200.535 TELEPHONE SERVICES	174.84	9116	01/26/17
V2124	STAPLES ADVANTAGE	12/31/16	WW office supplies 3325474694	255-43200.610 SUPPLIES	29.06	9119	01/26/17
V2124	STAPLES ADVANTAGE	12/31/16	WW office supplies 3325474702	255-43200.610 SUPPLIES	22.49	9119	01/26/17
V2124	STAPLES ADVANTAGE	01/17/17	WW office suppllies 3326476685	255-43200.610 SUPPLIES	12.56	9119	01/26/17
V9968	VISION SERVICE PLAN-	01/16/17	VA Feb vision ins 170201	255-43200.210 HEALTH INS & OTHER BENEFIT	81.53	9128	01/26/17
07565	W B MASON CO INC	01/09/17	WW office supplies 140740414	255-43200.610 SUPPLIES	34.98	9133	01/26/17
05490	XYLEM WATER SOLUTIONS U.S	01/10/17	WW SH1 mixer 1 parts 3556938286	255-43200.570 MAINTENANCE OTHER	1338.35	9136	01/26/17
23525	CLARK'S TRUCK CENTER INC	11/16/16	VA vac truck filer kt 381645	256-43200.610 SUPPLIES	97.76	9063	01/26/17
23215	ESSEX EQUIPMENT INC	01/13/17	SA gloves Steve B 106285270001	256-43200.612 UNIFORMS,BOOTS,ETC	13.50	9071	01/26/17
18000	FERGUSON WATERWORKS #590	11/15/16	SA sewer gate valve cover 0730433	256-43200.570 MAINTENANCE OTHER	6.79	9073	01/26/17
23980	INTERSTATE ALL BATTERY CE	11/09/16	SA batteries for Pump Sta 190320100765	256-43200.434 PUMP STATION MAINTENANCE	72.00	9083	01/26/17
23980	INTERSTATE ALL BATTERY CE	11/09/16	SA batteries for pump sta 7652	256-43200.434 PUMP STATION MAINTENANCE	63.00	9083	01/26/17
03525	KITTELL BRANAGAN & SARGEN	01/13/17	VA FYE 16 audit 63046	256-43200.335 AUDIT	253.00	9088	01/26/17
14025	LINCOLN NATIONAL LIFE INS	01/11/17	VA life insurance 02171532732	256-43200.210 HEALTH INS & OTHER BENEFIT	111.62	9090	01/26/17
V1816	POSTMASTER/BURLINGTON//	01/25/17	SA/VW postcard w/s Nov 012517D	256-43200.536 POSTAGE	684.53	9104	01/26/17
29835	SHERWIN-WILLIAMS	01/17/17	SA Oakum 14588	256-43200.570 MAINTENANCE OTHER	222.50	9113	01/26/17
V9968	VISION SERVICE PLAN-	01/16/17	VA Feb vision ins 170201	256-43200.210 HEALTH INS & OTHER BENEFIT	37.85	9128	01/26/17

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	Date	Invoice Number	Account	Paid	Number	Date
Report Total				321359.93		

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07305	AIRGAS USA LLC	01/13/17 ST Oxygen & gas 9059121527	210-43110.610 SUPPLIES	199.07	9137	02/02/17
21120	CHAMPLAIN MEDICAL URGENT	11/02/16 VF fire physicals 0001586900	210-42220.566 PHYSICAL EXAMS	1625.00	9139	02/02/17
23170	CHAMPLAIN OIL CO., INC.	01/31/17 VA Jan vehicle fuel CL192509	210-42220.626 GAS, GREASE AND OIL	264.75	9140	02/02/17
23170	CHAMPLAIN OIL CO., INC.	01/31/17 VA Jan vehicle fuel CL192509	210-43110.626 GAS, GREASE AND OIL	2274.05	9140	02/02/17
23455	CHITTENDEN SOLID WASTE DI	11/25/16 ST CR duplicate pymnt PYMNT 025902	210-43110.626 GAS, GREASE AND OIL	-88.80	9141	02/02/17
04940	COMCAST	01/12/17 TV internet 0091811-1/12	210-43110.610 SUPPLIES	128.45	9142	02/02/17
04940	COMCAST	01/12/17 TV internet 0091811-1/12	210-43125.610 WINTER MAINTENANCE	29.98	9142	02/02/17
23660	D & M FIRE & SAFETY EQUIP	12/08/16 BL building maintenance 120816	210-45551.434 MAINT. BUILDINGS/GROUNDS	40.00	9144	02/02/17
14320	ESSEX JCT SCHOOL DISTRICT	01/30/17 AD FYE 17 pilot/current u 013017D	210-15101.000 EXCHANGE - GENERAL	1233.23	9146	02/02/17
V0795	ESSEX TOWN OF	01/30/17 AD FYE 17 pilot/current u 013017D	210-15101.000 EXCHANGE - GENERAL	8803.64	9147	02/02/17
21840	FIRST NATIONAL BANK OMAHA	01/19/17 ST Belose pedal 011917A	210-43110.432 VEHICLE MAINTENANCE	715.23	9148	02/02/17
07010	GREEN MOUNTAIN POWER CORP	01/13/17 VA Jan consolidated bill 01170206201	210-41940.622 ELECTRICAL SERVICE	612.14	9149	02/02/17
07010	GREEN MOUNTAIN POWER CORP	01/13/17 VA Jan consolidated bill 01170206201	210-42220.622 ELECTRICAL SERVICE	612.14	9149	02/02/17
07010	GREEN MOUNTAIN POWER CORP	01/13/17 VA Jan consolidated bill 01170206201	210-43110.622 ELECTRICAL SERVICE	391.44	9149	02/02/17
07010	GREEN MOUNTAIN POWER CORP	01/13/17 VA Jan consolidated bill 01170206201	210-45551.622 ELECTRICAL SERVICE	1103.06	9149	02/02/17
07010	GREEN MOUNTAIN POWER CORP	01/13/17 VA Jan consolidated bill 01170206201	210-43123.622 TRAFFIC LIGHTS - ELECTRIC	459.79	9149	02/02/17
07010	GREEN MOUNTAIN POWER CORP	01/13/17 VA Jan consolidated bill 01170206201	210-43160.622 STREET LIGHTS - ELECTRICI	10386.76	9149	02/02/17
05010	LYNN PUBLICATIONS	01/05/17 AD Chronology 117511	210-41320.550 PRINTING AND ADVERTISING	40.00	9152	02/02/17
05010	LYNN PUBLICATIONS	01/19/17 AD trustees public hearin 117807	210-41320.550 PRINTING AND ADVERTISING	55.25	9152	02/02/17
05010	LYNN PUBLICATIONS	01/05/17 AD trustees public hearin 117808	210-41320.550 PRINTING AND ADVERTISING	55.25	9152	02/02/17
V10098	PIERCE ROBIN	01/25/17 CD mileage to Montpelier 012517A	210-41970.580 TRAVEL	96.30	9155	02/02/17
V10098	PIERCE ROBIN	01/27/17 CD VT professional regist 012517D	210-41970.500 TRAINING, CONF, DUES	200.00	9155	02/02/17
18010	REYNOLDS & SON, INC.	11/04/16 VF firefighter shield 3287790	210-42220.612 UNIFORMS, BOOTS, ETC	48.60	9158	02/02/17
14800	TECH GROUP INC	10/01/16 Oct mgd svcs antivirus 72074	210-41320.340 COMPUTER EXPENSES	493.12	9162	02/02/17
14800	TECH GROUP INC	10/01/16 Oct mgd svcs antivirus 72074	210-41970.340 COMPUTER EXPENSES	242.88	9162	02/02/17

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For Check Acct 01(GENERAL FUND) All check #s 02/02/17 To 02/02/17 & Fund 2

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
14800	TECH GROUP INC	10/01/16 Oct mgd svcs antivirus 72074	210-42220.570 MAINTENANCE OTHER	21.00	9162	02/02/17
14800	TECH GROUP INC	12/13/16 Sonic wall, barracuda up 72534	210-41320.340 COMPUTER EXPENSES	2030.00	9162	02/02/17
14800	TECH GROUP INC	01/01/17 VA Jan mgd svc anti virus 72846	210-41320.340 COMPUTER EXPENSES	493.12	9162	02/02/17
14800	TECH GROUP INC	01/01/17 VA Jan mgd svc anti virus 72846	210-41970.340 COMPUTER EXPENSES	242.88	9162	02/02/17
14800	TECH GROUP INC	01/01/17 VA Jan mgd svc anti virus 72846	210-42220.570 MAINTENANCE OTHER	21.00	9162	02/02/17
23170	CHAMPLAIN OIL CO., INC.	01/31/17 VA Jan vehicle fuel CL192509	254-43200.626 GAS, GREASE AND OIL	30.59	9140	02/02/17
07010	GREEN MOUNTAIN POWER CORP	01/13/17 VA Jan consolidated bill 01170206201	254-43200.622 ELECTRICAL SERVICE	68.93	9149	02/02/17
23170	CHAMPLAIN OIL CO., INC.	01/31/17 VA Jan vehicle fuel CL192509	255-43200.626 GAS, GREASE AND OIL	161.04	9140	02/02/17
23455	CHITTENDEN SOLID WASTE DI	01/08/17 WW 89.56 wet tons 201612ESS	255-43200.568 SLUDGE MANAGEMENT	8230.56	9141	02/02/17
V10734	ENCORE ESSEX JUNCTION SOL	12/17/16 WW Dec 2016 501 m 1612WWTP	255-43200.622 ELECTRICAL SERVICE	2969.11	9145	02/02/17
07010	GREEN MOUNTAIN POWER CORP	01/13/17 VA Jan consolidated bill 01170206201	256-43200.622 ELECTRICAL SERVICE	876.29	9149	02/02/17
07010	GREEN MOUNTAIN POWER CORP	01/13/17 VA Jan consolidated bill 01170206201	256-43220.002 WEST ST PS COSTS	671.89	9149	02/02/17
07010	GREEN MOUNTAIN POWER CORP	01/13/17 VA Jan consolidated bill 01170206201	256-43220.001 SUSIE WILSON PS COSTS	502.55	9149	02/02/17

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Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
05290	ADVANCE AUTO PARTS	01/26/17 ST CARB CHOKE 2644342	210-43110.432 VEHICLE MAINTENANCE	49.97	9169	02/10/17
05290	ADVANCE AUTO PARTS	01/26/17 ST STREET VEHICLE WIRE 2655891	210-43110.432 VEHICLE MAINTENANCE	55.06	9169	02/10/17
05290	ADVANCE AUTO PARTS	01/26/17 ST THERMOSTAT 2655892	210-43110.432 VEHICLE MAINTENANCE	20.46	9169	02/10/17
05290	ADVANCE AUTO PARTS	01/26/17 ST FUSE 2655907	210-43110.432 VEHICLE MAINTENANCE	6.35	9169	02/10/17
05290	ADVANCE AUTO PARTS	01/27/17 ST PAINT 2744368	210-43110.610 SUPPLIES	38.16	9169	02/10/17
05290	ADVANCE AUTO PARTS	01/30/17 ST RUBBERIZED UNDERCOAT 3044488	210-43110.610 SUPPLIES	18.96	9169	02/10/17
05290	ADVANCE AUTO PARTS	01/31/17 ST DEGREASE 3127979	210-43110.610 SUPPLIES	41.00	9169	02/10/17
05290	ADVANCE AUTO PARTS	01/31/17 ST TRUCK BED COATING 3144576	210-43110.610 SUPPLIES	80.79	9169	02/10/17
05290	ADVANCE AUTO PARTS	01/31/17 ST HALOGEN SEALED BEAM 3156054	210-43110.432 VEHICLE MAINTENANCE	-8.48	9169	02/10/17
05290	ADVANCE AUTO PARTS	01/09/17 VF freeze plug 3429	210-42220.432 VEHICLE MAINTENANCE	2.96	9169	02/10/17
05290	ADVANCE AUTO PARTS	01/19/17 ST relay 3944	210-43110.432 VEHICLE MAINTENANCE	15.19	9169	02/10/17
05290	ADVANCE AUTO PARTS	01/25/17 ST ring connectors 5866	210-43110.432 VEHICLE MAINTENANCE	8.21	9169	02/10/17
05290	ADVANCE AUTO PARTS	01/19/17 ST wrench 7780	210-43110.610 SUPPLIES	13.56	9169	02/10/17
07305	AIRGAS USA LLC	01/20/17 ST gloves, Mike F 9059463298	210-43110.612 UNIFORMS,BOOTS,ETC	20.90	9171	02/10/17
07155	AMERICAN ROCK SALT CO LLC	01/25/17 ST salt 0506048	210-43125.610 WINTER MAINTENANCE	3522.51	9175	02/10/17
23190	BAILEY SPRING & CHASSIS	01/31/17 SA springs W13219	210-43110.570 MAINTENANCE OTHER	784.30	9177	02/10/17
V10301	BARRA, PLC DAVID A.	02/01/17 AD/CD JAN LEGAL FEES EJ26162619	210-41970.320 LEGAL SERVICES	82.50	9179	02/10/17
V10301	BARRA, PLC DAVID A.	02/01/17 AD/CD JAN LEGAL FEES EJ26162619	210-41320.320 LEGAL SERVICES	1914.00	9179	02/10/17
10510	BLUE TARP FINANCIAL INC	12/27/16 ST CHRISTMAS LIGHTS 715584	210-43110.610 SUPPLIES	3.58	9182	02/10/17
10510	BLUE TARP FINANCIAL INC	12/29/16 ST SHOP CLEANER 715592	210-43110.610 SUPPLIES	15.27	9182	02/10/17
10510	BLUE TARP FINANCIAL INC	12/29/16 ST FEBREEZE AIR 715593	210-43110.610 SUPPLIES	4.49	9182	02/10/17
10510	BLUE TARP FINANCIAL INC	12/30/16 ST FASTENERS 715601	210-43110.610 SUPPLIES	5.12	9182	02/10/17
10510	BLUE TARP FINANCIAL INC	01/09/17 ST PAINT SUPPLIES 715628	210-43110.610 SUPPLIES	57.65	9182	02/10/17
10510	BLUE TARP FINANCIAL INC	01/11/17 ST CUTTING WHEELS 715637	210-43110.610 SUPPLIES	4.30	9182	02/10/17
10510	BLUE TARP FINANCIAL INC	01/12/17 ST ARBOR SAW 715641	210-43110.610 SUPPLIES	5.42	9182	02/10/17

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Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
10510	01/12/17	BLUE TARP FINANCIAL INC ST TIE DOWN 715644	210-43110.610 SUPPLIES	17.99	9182	02/10/17
10510	01/13/17	BLUE TARP FINANCIAL INC TF SUPPLIES 715651	210-42220.610 SUPPLIES	9.03	9182	02/10/17
10510	01/17/17	BLUE TARP FINANCIAL INC ST SCRW WOOD 715664	210-43110.610 SUPPLIES	1.52	9182	02/10/17
10510	01/18/17	BLUE TARP FINANCIAL INC ST BOLTS 715672	210-43110.432 VEHICLE MAINTENANCE	6.21	9182	02/10/17
10510	01/19/17	BLUE TARP FINANCIAL INC ST SAW HOLE 715675	210-43110.610 SUPPLIES	14.39	9182	02/10/17
10510	01/23/17	BLUE TARP FINANCIAL INC ST PAINT 715682	210-43110.610 SUPPLIES	3.99	9182	02/10/17
00530	01/17/17	BRODART CO BL books 4860717	210-45551.640 ADULT COLLECTION-PRINT &	444.55	9187	02/10/17
00530	01/17/17	BRODART CO BL books 4860717	210-45551.610 SUPPLIES	25.20	9187	02/10/17
00530	01/18/17	BRODART CO BL books 4863288	210-45551.641 JUVEN COLLECTION-PRNT & E	13.16	9187	02/10/17
00530	01/18/17	BRODART CO BL books 4863288	210-45551.610 SUPPLIES	0.90	9187	02/10/17
00530	01/23/17	BRODART CO BL books 4869864	210-45551.640 ADULT COLLECTION-PRINT &	35.19	9187	02/10/17
00530	01/24/17	BRODART CO BF books 4871410	210-49345.000 LIBRARY DONATION EXPENDIT	16.29	9187	02/10/17
00530	01/25/17	BRODART CO BL books 4872593	210-45551.610 SUPPLIES	0.90	9187	02/10/17
00530	01/25/17	BRODART CO BL books 4872593	210-45551.640 ADULT COLLECTION-PRINT &	31.99	9187	02/10/17
00530	01/25/17	BRODART CO BL books 4872825	210-45551.610 SUPPLIES	0.90	9187	02/10/17
00530	01/25/17	BRODART CO BL books 4872825	210-45551.640 ADULT COLLECTION-PRINT &	22.88	9187	02/10/17
00530	01/18/17	BRODART CO BL BOOKS B4863191	210-45551.641 JUVEN COLLECTION-PRNT & E	24.18	9187	02/10/17
00530	01/18/17	BRODART CO BL BOOKS B4863191	210-45551.610 SUPPLIES	1.80	9187	02/10/17
00530	01/18/17	BRODART CO BL BOOKS B4863356	210-45551.610 SUPPLIES	2.70	9187	02/10/17
00530	01/18/17	BRODART CO BL BOOKS B4863356	210-45551.641 JUVEN COLLECTION-PRNT & E	44.28	9187	02/10/17
00530	01/30/17	BRODART CO BF BOOKS B4876155	210-49345.000 LIBRARY DONATION EXPENDIT	25.65	9187	02/10/17
00530	01/25/17	BRODART CO BF BOOKS B48772786	210-49345.000 LIBRARY DONATION EXPENDIT	22.90	9187	02/10/17
00530	02/01/17	BRODART CO BL BOOKS B4878604	210-45551.641 JUVEN COLLECTION-PRNT & E	35.16	9187	02/10/17
00530	02/01/17	BRODART CO BL BOOKS B4878604	210-45551.610 SUPPLIES	0.90	9187	02/10/17
00530	02/01/17	BRODART CO BL BOOKS B4878622	210-45551.610 SUPPLIES	2.70	9187	02/10/17

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Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
00530	02/01/17	BRODART CO BL BOOKS B4878622	210-45551.641 JUVEN COLLECTION-PRNT & E	32.97	9187	02/10/17
00530	02/01/17	BRODART CO BL BOOKS B4878920	210-45551.610 SUPPLIES	6.30	9187	02/10/17
00530	02/01/17	BRODART CO BL BOOKS B4878920	210-45551.641 JUVEN COLLECTION-PRNT & E	79.76	9187	02/10/17
V0455	02/01/17	CANON SOLUTIONS AMERICA BL SUPPLIES 4021398758	210-45551.610 SUPPLIES	55.98	9190	02/10/17
03000	01/19/17	CARGILL SALT EASTERN INC ST SALT 2903208062	210-43125.610 WINTER MAINTENANCE	2301.23	9191	02/10/17
03000	01/20/17	CARGILL SALT EASTERN INC ST salt 2903211607	210-43125.610 WINTER MAINTENANCE	2264.69	9191	02/10/17
V10614	02/01/17	CHOICE COBRA, LLC AD COBRA ADMIN & RENEWAL RC043278	210-41320.210 HEALTH INS & OTHER BENEFIT	105.00	9199	02/10/17
23525	01/10/17	CLARK'S TRUCK CENTER INC VF BLE drive train svc 59367	210-42220.432 VEHICLE MAINTENANCE	231.84	9200	02/10/17
25715	01/25/17	DONALD HAMLIN CONSULT ENG CD 195/197 Pearl eng Dec 01231716822	210-15102.000 EXCHANGE - ENGI/LEGAL	742.50	9208	02/10/17
25715	01/23/17	DONALD HAMLIN CONSULT ENG 9/11 Park St eng Dec 01231716826	210-15102.000 EXCHANGE - ENGI/LEGAL	1147.50	9208	02/10/17
25715	01/31/17	DONALD HAMLIN CONSULT ENG CD CONST INSP AUTUMN POND 01311714-821	210-15102.000 EXCHANGE - ENGI/LEGAL	103.24	9208	02/10/17
25715	01/31/17	DONALD HAMLIN CONSULT ENG CD 4 PEARL ENG DEC 01311714835	210-15102.000 EXCHANGE - ENGI/LEGAL	896.82	9208	02/10/17
25715	01/31/17	DONALD HAMLIN CONSULT ENG CD 4 PEARL ENG NOV 16 013117A	210-15102.000 EXCHANGE - ENGI/LEGAL	354.32	9208	02/10/17
V10576	02/03/17	ECOPIXEL LLC AD JAN WEB HOST/SUPPORT 2282	210-41320.340 COMPUTER EXPENSES	119.00	9210	02/10/17
05020	01/27/17	ESSEX JCT VILLAGE OF LH water, sewer 0117LN02SPRI	210-41940.410 WATER AND SEWER CHARGE	43.05	9214	02/10/17
05020	01/27/17	ESSEX JCT VILLAGE OF LH water, sewer 0117LNCS0002	210-41940.410 WATER AND SEWER CHARGE	70.16	9214	02/10/17
05020	01/27/17	ESSEX JCT VILLAGE OF BL WATER & SEWER 0117LNCS06	210-45551.410 WATER AND SEWER CHARGE	105.25	9214	02/10/17
05020	01/27/17	ESSEX JCT VILLAGE OF VF water, sewer 0117PE0102	210-42220.410 WATER AND SEWER CHARGE	84.19	9214	02/10/17
05020	01/27/17	ESSEX JCT VILLAGE OF VF water, sewer 170127VF	210-42220.410 WATER AND SEWER CHARGE	84.19	9214	02/10/17
V10226	01/26/17	G & K SERVICES ST SHOP TOWELS 1295534537	210-43110.610 SUPPLIES	68.43	9225	02/10/17
13570	01/19/17	GALE/CENGAGE LEARNING BL books 59795077	210-45551.640 ADULT COLLECTION-PRINT &	25.59	9226	02/10/17
34895	02/01/17	GAUTHIER TRUCKING, INC. ST RUBBISH REMOVAL 1207838	210-43110.565 RUBBISH REMOVAL	85.52	9228	02/10/17
34895	02/01/17	GAUTHIER TRUCKING, INC. LH Jan Lincoln Hall 1207839	210-41940.565 RUBBISH REMOVAL	155.72	9228	02/10/17
34895	02/01/17	GAUTHIER TRUCKING, INC. ST RUBBISH REMOVAL 1207848	210-43110.565 RUBBISH REMOVAL	415.77	9228	02/10/17
34895	02/01/17	GAUTHIER TRUCKING, INC. ST RUBBISH REMOVAL 1207969	210-43110.565 RUBBISH REMOVAL	55.27	9228	02/10/17

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Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
21055	GREEN MOUNTAIN MESSENGER,	01/31/17 BL COURIER	210-45551.536	135.00	9233	02/10/17
		56354	POSTAGE/DELIVERY			
33495	INGRAM LIBRARY SERVICES I	01/25/17 BL BOOKS	210-45551.640	16.24	9244	02/10/17
		96988565	ADULT COLLECTION-PRINT &			
05845	KME FIRE APPARATUS INC KO	01/20/17 VF oil fill cap	210-42220.432	17.78	9253	02/10/17
		NY28890	VEHICLE MAINTENANCE			
05010	LYNN PUBLICATIONS	01/12/17 CD plan comm meeting 2/2	210-41970.550	72.25	9259	02/10/17
		117892	PRINTING AND ADVERTISING			
05010	LYNN PUBLICATIONS	01/12/17 AD bid for trailer	210-41320.550	51.00	9259	02/10/17
		117894	PRINTING AND ADVERTISING			
05010	LYNN PUBLICATIONS	01/26/17 CD ploan comm postponed m	210-41970.550	55.25	9259	02/10/17
		117998	PRINTING AND ADVERTISING			
05010	LYNN PUBLICATIONS	01/26/17 CD plan comm meeting 2/16	210-41970.550	76.50	9259	02/10/17
		117999	PRINTING AND ADVERTISING			
V10098	PIERCE ROBIN	02/03/17 CD TOWN PLN INSTITUTE CRT	210-41970.500	286.17	9270	02/10/17
		020317A	TRAINING,CONF,DUES			
V10098	PIERCE ROBIN	02/03/17 CD VPA MEMBERSHIP	210-41970.500	40.00	9270	02/10/17
		020317D	TRAINING,CONF,DUES			
26385	PROFESSIONAL WRITING SERV	02/02/17 AD JAN MINUTES	210-41320.530	242.00	9273	02/10/17
		767-EJ	COMMUNICATIONS			
25330	QUEEN CITY STEEL CO.	01/17/17 ST steel	210-43110.610	166.66	9275	02/10/17
		229621	SUPPLIES			
25330	QUEEN CITY STEEL CO.	01/20/17 ST steel	210-43110.610	27.98	9275	02/10/17
		229731	SUPPLIES			
29835	SHERWIN-WILLIAMS	01/27/17 ST acetone	210-43110.610	88.15	9295	02/10/17
		17672	SUPPLIES			
40840	SOVERNET COMMUNICATIONS	01/15/17 VF telephone svc	210-42220.535	102.25	9297	02/10/17
		3718306	TELEPHONE SERVICES			
V2124	STAPLES ADVANTAGE	01/14/17 VA supplies	210-41320.610	52.43	9299	02/10/17
		3327049066	SUPPLIES			
V2124	STAPLES ADVANTAGE	01/14/17 VA supplies	210-41970.610	25.83	9299	02/10/17
		3327049066	SUPPLIES			
14800	TECH GROUP INC	02/01/17 AD DV FEB MGD SVCS/VIRUS	210-42220.570	21.00	9304	02/10/17
		731135	MAINTENANCE OTHER			
14800	TECH GROUP INC	02/01/17 AD DV FEB MGD SVCS/VIRUS	210-41320.340	493.12	9304	02/10/17
		731135	COMPUTER EXPENSES			
14800	TECH GROUP INC	02/01/17 AD DV FEB MGD SVCS/VIRUS	210-41970.340	242.88	9304	02/10/17
		731135	COMPUTER EXPENSES			
V9414	TOP HAT ENTERTAINMENT, IN	02/08/17 VE deposit 7/15/17	210-14301.000	200.00	9308	02/10/17
		2547	PREPAID EXPENSES			
21000	UNIFIRST CORPORATION	01/25/17 LH mat service	210-41940.434	56.60	9310	02/10/17
		0361791416	MAINT. BUILDINGS/GROUNDS			
21000	UNIFIRST CORPORATION	01/25/17 BL mats	210-45551.434	50.25	9310	02/10/17
		0361791479	MAINT. BUILDINGS/GROUNDS			
21000	UNIFIRST CORPORATION	02/08/17 LH mat service	210-41940.434	56.60	9310	02/10/17
		036179384	MAINT. BUILDINGS/GROUNDS			
36130	VERIZON WIRELESS	01/18/17 TV CELL PHONES/DATA 1/19-	210-42220.535	160.04	9312	02/10/17
		9778858698	TELEPHONE SERVICES			
36130	VERIZON WIRELESS	01/18/17 TV CELL PHONES/DATA 1/19-	210-41970.535	39.70	9312	02/10/17
		9778858698	TELEPHONE SERVICES			

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Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
36130	01/19/17	VERIZON WIRELESS ST & VW PHONES VARIOUS	210-43110.535	194.54	9314	02/10/17
		9778929055	TELEPHONE SERVICES			
11935	01/27/17	VIKING-CIVES USA ST plow blades	210-43110.610	257.12	9316	02/10/17
		4471776	SUPPLIES			
11935	01/20/17	VIKING-CIVES USA ST plow blades	210-43110.610	830.00	9316	02/10/17
		4471786	SUPPLIES			
11935	01/20/17	VIKING-CIVES USA ST lights for trucks	210-43110.432	650.57	9316	02/10/17
		4471815	VEHICLE MAINTENANCE			
09930	01/12/17	VT ELEVATOR INSPECTION SV BL BUILDING MAINTENANCE	210-45551.434	200.00	9320	02/10/17
		20226	MAINT. BUILDINGS/GROUNDS			
29825	01/23/17	VT GAS SYSTEMS VA nat gas 12/20-01/17/17	210-41940.623	875.83	9322	02/10/17
		15522	HEATING/NATURAL GAS			
29825	01/23/17	VT GAS SYSTEMS VA nat gas 12/20-01/17/17	210-43110.623	490.96	9322	02/10/17
		15522	HEATING/NATURAL GAS			
29825	01/23/17	VT GAS SYSTEMS VA nat gas 12/20-01/17/17	210-45551.623	1085.50	9322	02/10/17
		15522	HEATING/NATURAL GAS			
29825	01/23/17	VT GAS SYSTEMS VA nat gas 12/20-01/17/17	210-42220.623	443.69	9322	02/10/17
		15522	HEATING/NATURAL GAS			
07565	01/16/17	W B MASON CO INC ST tissue, towels	210-43110.610	90.98	9329	02/10/17
		140947467	SUPPLIES			
07565	01/17/17	W B MASON CO INC VF supplies	210-42220.610	46.99	9329	02/10/17
		140980800	SUPPLIES			
22935	01/31/17	WILDLIFE ENCOUNTERS LLC BL ADULT PROGRAMMING	210-45551.836	295.00	9331	02/10/17
		2135	ADULT PROGRAMS			
21850	02/06/17	BOUCHER CLEANING SERVICES SC monthly cleaning ctr	225-45122.430	200.00	9186	02/10/17
		367	REPAIRS & MAINTENANCE			
01930	01/04/17	CENTER FOR TECHNOLOGY SC soup, mealsite, center	225-45122.614	15.00	9198	02/10/17
		673346	PROGRAM EXPENSES			
01930	01/04/17	CENTER FOR TECHNOLOGY SC soup, mealsite, center	225-45122.812	70.00	9198	02/10/17
		673346	MEAL SITE EXPENSES			
31545	01/25/17	COSTCO #314 SC items for mealsite	225-45122.812	40.76	9206	02/10/17
		170125D	MEAL SITE EXPENSES			
31545	01/18/17	COSTCO #314 SC food & supplies for ct	225-45122.610	64.31	9206	02/10/17
		31545-1/18	OPERATIONAL SUPP/EXP			
31545	01/18/17	COSTCO #314 SC food & supplies for ct	225-45122.614	15.49	9206	02/10/17
		31545-1/18	PROGRAM EXPENSES			
22960	02/06/17	GIANCOLA MICHAEL SC trip refund	225-34702.001	44.00	9229	02/10/17
		170206D	SR. CTR TRIP FEES			
22950	02/03/17	INTERVEAVE CROCHET SC magazine knitting grp	225-45122.614	19.95	9247	02/10/17
		170203D	PROGRAM EXPENSES			
22955	02/03/17	KNIT SIMPLE SC mazazine knitting grp	225-45122.614	19.97	9254	02/10/17
		170203D2	PROGRAM EXPENSES			
21570	02/01/17	PETTY CASH - LOU ANN PIOL SC items for ctr, mealsit	225-45122.810	12.00	9268	02/10/17
		170201D	TRIP EXPENSES			
21570	02/01/17	PETTY CASH - LOU ANN PIOL SC items for ctr, mealsit	225-45122.430	10.00	9268	02/10/17
		170201D	REPAIRS & MAINTENANCE			
21570	02/01/17	PETTY CASH - LOU ANN PIOL SC items for ctr, mealsit	225-45122.614	70.28	9268	02/10/17
		170201D	PROGRAM EXPENSES			
21570	02/01/17	PETTY CASH - LOU ANN PIOL SC items for ctr, mealsit	225-45122.812	39.75	9268	02/10/17
		170201D	MEAL SITE EXPENSES			

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Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
21570	PETTY CASH - LOU ANN PIOL	02/01/17 SC items for ctr, mealsit	225-45122.610	21.77	9268	02/10/17
		170201D	OPERATIONAL SUPP/EXP			
12265	RICOH USA, INC	02/01/17 SC monthly copies	225-45122.610	35.96	9282	02/10/17
		5046870520	OPERATIONAL SUPP/EXP			
12265	RICOH USA, INC	01/21/17 SC monthly copier lease	225-45122.610	83.74	9283	02/10/17
		98202837	OPERATIONAL SUPP/EXP			
V2124	STAPLES ADVANTAGE	01/14/17 VA supplies	225-45122.610	135.21	9299	02/10/17
		3327049066	OPERATIONAL SUPP/EXP			
V2124	STAPLES ADVANTAGE	01/28/17 SC paper for newsletter	225-45122.610	28.59	9299	02/10/17
		3328409357	OPERATIONAL SUPP/EXP			
25715	DONALD HAMLIN CONSULT ENG	01/31/17 VC PEARL ST LINK PRJM DEC	230-46801.007	2305.00	9208	02/10/17
		01141714-807	PEARL ST. LINKING SIDEWAL			
25715	DONALD HAMLIN CONSULT ENG	01/31/17 VC CRES CNTR PRJM DEC	230-46801.008	2392.50	9208	02/10/17
		01311712-833	CRESCENT CONNECTOR			
25715	DONALD HAMLIN CONSULT ENG	01/31/17 VC MULTI USE PATH RE DEC	230-46801.006	7252.77	9208	02/10/17
		01311716-803	MULTI-USE PATH NORTH			
25715	DONALD HAMLIN CONSULT ENG	01/31/17 VC HILLCREST SDWLK ENG	230-46801.015	6592.53	9208	02/10/17
		01311716-821	HILLCREST SIDEWALK			
12000	LAMOUREUX & DICKINSON INC	12/31/16 VC PEARL ST LINK DESIGN	230-46801.007	17404.59	9256	02/10/17
		43955	PEARL ST. LINKING SIDEWAL			
25715	DONALD HAMLIN CONSULT ENG	01/31/17 VW ROSEWOOD LNE ENG	254-43332.006	3226.71	9208	02/10/17
		01311716-816	BRIAR/ROSEWOOD WTR LN			
23420	P & P SEPTIC SERVICE INC.	01/31/17 VW water break Hillcrest	254-43200.430	500.00	9265	02/10/17
		11140	WATER LINES MAINT-BREAKS			
38760	TI-SALES INC	01/17/17 VW meter coupling	254-43200.610	183.42	9307	02/10/17
		0073984	SUPPLIES			
02970	USA BLUE BOOK INC	01/18/17 VW hyd flow tester	254-43200.610	1297.16	9311	02/10/17
		158339	SUPPLIES			
36130	VERIZON WIRELESS	01/19/17 ST & VW PHONES VARIOUS	254-43200.535	139.33	9314	02/10/17
		9778929055	TELEPHONE SERVICES			
29825	VT GAS SYSTEMS	01/23/17 VA nat gas 12/20-01/17/17	254-43200.623	410.34	9322	02/10/17
		15522	HEATING/NATURAL GAS			
05290	ADVANCE AUTO PARTS	01/26/17 WW care supplies	255-43200.432	16.51	9169	02/10/17
		3019	VEHICLE MAINTENANCE			
05290	ADVANCE AUTO PARTS	01/30/17 WW hydraulic oil	255-43200.570	29.97	9169	02/10/17
		4528	MAINTENANCE OTHER			
42625	ALDRICH & ELLIOTT PC	02/01/17 WW screen design spec	255-43330.011	797.38	9172	02/10/17
		76785	HEADWORKS SCREEN			
07465	BIBENS ACE HARDWARE INC	01/12/17 WW key lock box	255-43200.570	33.99	9180	02/10/17
		26424	MAINTENANCE OTHER			
10510	BLUE TARP FINANCIAL INC	01/13/17 WW FLOOR FINISH & SPEAKER	255-43200.570	37.78	9182	02/10/17
		715646	MAINTENANCE OTHER			
10510	BLUE TARP FINANCIAL INC	01/17/17 WW CABLE TIES	255-43200.570	33.26	9182	02/10/17
		715668	MAINTENANCE OTHER			
05020	ESSEX JCT VILLAGE OF	01/27/17 WTR digester	255-43200.410	70.16	9214	02/10/17
		0117CATP0002	WATER AND SEWER CHARGE			
05020	ESSEX JCT VILLAGE OF	01/27/17 WTR dewater bldg	255-43200.410	70.16	9214	02/10/17
		0117CATPDEWA	WATER AND SEWER CHARGE			
05020	ESSEX JCT VILLAGE OF	01/27/17 WTR flow eq	255-43200.410	70.16	9214	02/10/17
		0117CATPEQBL	WATER AND SEWER CHARGE			

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Check Warrant Report # 17031 Current Prior Next FY Invoices For Fund (GENERAL FUND)

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Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
05020	ESSEX JCT VILLAGE OF	01/27/17 WTR filter bldg 0117CATPFLTR	255-43200.410 WATER AND SEWER CHARGE	70.16	9214	02/10/17
05020	ESSEX JCT VILLAGE OF	01/27/17 WTR admin 5/8 mtr 017CATP0001	255-43200.410 WATER AND SEWER CHARGE	70.16	9214	02/10/17
38955	F W WEBB COMPANY	01/20/17 WW pvc,ell, etc 53602501-2	255-43200.570 MAINTENANCE OTHER	21.62	9217	02/10/17
38955	F W WEBB COMPANY	01/19/17 WW chem pump NaOH 53625457	255-43200.570 MAINTENANCE OTHER	79.75	9217	02/10/17
18000	FERGUSON WATERWORKS #590	01/10/17 WW GBT check valve 0733576	255-43200.570 MAINTENANCE OTHER	1090.45	9222	02/10/17
18000	FERGUSON WATERWORKS #590	01/10/17 SA hook 0737856	255-43200.610 SUPPLIES	34.79	9222	02/10/17
18000	FERGUSON WATERWORKS #590	01/24/17 WW chem connections 0738999	255-43200.570 MAINTENANCE OTHER	310.88	9222	02/10/17
32035	GMWEA	01/31/17 WW GMWEA MEMBER RENEWALS CK REQ	255-43200.500 TRAINING, CONFERENCES, DU	175.00	9230	02/10/17
07010	GREEN MOUNTAIN POWER CORP	01/20/17 WW 12/19/16-1/19/17 WWTF 01170132407	255-43200.622 ELECTRICAL SERVICE	10568.51	9234	02/10/17
V9260	PENN VALLEY PUMP CO., INC	01/20/17 WW WPS PARTS 11584	255-43200.570 MAINTENANCE OTHER	2309.50	9267	02/10/17
22925	POND TECHNICAL SALES INC	01/20/17 WW vac press gauge CD99003200	255-43200.570 MAINTENANCE OTHER	80.06	9271	02/10/17
12775	PRATT & SMITH ELECTRICAL	01/24/17 WW sec clarifier 2 rewire 6565	255-43200.570 MAINTENANCE OTHER	603.44	9272	02/10/17
12775	PRATT & SMITH ELECTRICAL	01/24/17 WW gas compressor low swt 6571	255-43200.570 MAINTENANCE OTHER	180.00	9272	02/10/17
36130	VERIZON WIRELESS	01/18/17 TV CELL PHONES/DATA 1/19- 9778858698	255-43200.535 TELEPHONE SERVICES	182.69	9312	02/10/17
29825	VT GAS SYSTEMS	01/23/17 VA nat gas 12/20-01/17/17 15522	255-43200.623 HEATING/NATURAL GAS	2997.48	9322	02/10/17
05490	XYLEM WATER SOLUTIONS U.S	01/20/17 WW SH2 mixer #1rebuild 3556940028	255-43200.570 MAINTENANCE OTHER	7067.93	9333	02/10/17
10510	BLUE TARP FINANCIAL INC	12/28/16 SA PIPE HARDWARE 715588	256-43220.002 WEST ST PS COSTS	6.46	9182	02/10/17
05020	ESSEX JCT VILLAGE OF	01/27/17 WTR hs pump sta 0117OCOLHSPS	256-43200.410 WATER AND SEWER CHARGE	70.16	9214	02/10/17
38955	F W WEBB COMPANY	01/18/17 WWSA Maple St HLA #2 53602501	256-43200.434 PUMP STATION MAINTENANCE	9.43	9217	02/10/17
V9454	LENNY'S SHOE & APP	01/19/17 SA boots 3115303	256-43200.612 UNIFORMS,BOOTS,ETC	160.00	9257	02/10/17
36130	VERIZON WIRELESS	01/23/17 SA VDN Dec 24-Jan 23 9779272135	256-43220.002 WEST ST PS COSTS	31.62	9315	02/10/17
36130	VERIZON WIRELESS	01/23/17 SA VDN Dec 24-Jan 23 9779272135	256-43200.434 PUMP STATION MAINTENANCE	122.74	9315	02/10/17
36130	VERIZON WIRELESS	01/23/17 SA VDN Dec 24-Jan 23 9779272135	256-43220.001 SUSIE WILSON PS COSTS	31.62	9315	02/10/17
29825	VT GAS SYSTEMS	01/23/17 VA nat gas 12/20-01/17/17 15522	256-43200.623 HEATING/NATURAL GAS	142.28	9322	02/10/17
29825	VT GAS SYSTEMS	01/23/17 VA nat gas 12/20-01/17/17 15522	256-43220.001 SUSIE WILSON PS COSTS	35.88	9322	02/10/17

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Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
29825	01/23/17	VT GAS SYSTEMS VA nat gas 12/20-01/17/17 15522	256-43220.002 WEST ST PS COSTS	37.92	9322	02/10/17
Report Total				95719.77		

David Angus

From: David Angus [dangus@angusfirm.com]
Sent: Thursday, January 26, 2017 9:26 AM
To: 'Patty Benoit'
Cc: 'Jenn Coulter'; 'Dean Dewitt'; 'elisabeth, tawnya'
Subject: Essex Junction Little League Road Closure Request

Patty,

Good morning. I am writing on behalf of Essex Junction Little League to submit a road closure request so that we may hold our annual Opening Day parade. Specifically, we request that on Saturday, May 6, 2017 from 9:30 AM to 10:00 AM the closure of Maple Street from Mansfield Avenue to Rivendell Avenue.

Please let me know if you need any further information. I appreciate your help.

David
Secretary – Essex Junction Little League

David J. Angus, II, Attorney



1 Kennedy Drive, Suite U2 • South Burlington • VT 05403
Main: (802) 399-2260 • Fax: (802) 399-2171
dangus@angusfirm.com • www.angusfirm.com

FIREWORKS DISPLAY PERMIT

NAME OF PERSON IN CHARGE OF DISPLAY: Northstar Fireworks

SPONSOR'S NAME: **Essex Junction Recreation & Parks Dept.**

DATE AND TIME OF DISPLAY: **July 4, 2017 @ 9:30 p.m.**

DATE AND TIME OF POSTPONEMENT (rain date): **July 4, 2017 @ 9:30 p.m.**

LOCATION: **75 Maple St., Essex Junction Parks & Recreation Dept., or,**
Essex Junction High School, 2 Education Drive (rain date location)

MUNICIPALITY: **Essex Junction** STATE: **Vermont**

This permit authorizes sale, possession, and use of fireworks solely for the fireworks display specified hereon and is non-transferable.

Signature(s) of local official(s) authorized to issue Fireworks Display Permits:

<hr/>	Print Name: <hr/>
(Signature)	Title: <hr/>

<hr/>	Print Name: <hr/>
(Signature)	Title: <hr/>

<hr/>	Print Name: <hr/>
(Signature)	Title: <hr/>