



**TRUSTEES MEETING NOTICE & AGENDA**  
**TUESDAY, SEPTEMBER 12, 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. Update from David Voegelé, Executive Director of Essex CHIPS
  - c. Jacob Lemieux re: Eagle Project
5. **OLD BUSINESS**
  - a. Eagle Project for Bus Stops – Pat Scheidel
  - b. Approve and Sign Tax Stabilization Agreement for 8 Pearl Street – Lauren Morrisseau
  - c. Update on Steamfest 2017 – Darby Mayville
6. **NEW BUSINESS**
  - a. Approve Go Vermont Grant Application for Bike Racks – Darby Mayville
  - b. Update on Manager Recruitment Process – George Tyler
  - c. Approve and Sign Registration for Local Update of Census Addresses – Pat Scheidel
  - d. Review and Acknowledge Receipt of General Rules and Ethics Policy – Pat Scheidel
7. **MANAGER’S REPORT**
  - a. Trustees meeting schedule
  - b. Memo about Team Building
8. **TRUSTEES’ COMMENTS & CONCERNS/READING FILE**
  - a. Board Member Comments
  - b. Minutes from Other Boards/Committees:
    - Bike/Walk Advisory Committee 7/17/17 & 8/21/17
    - Tree Advisory Committee 8/21/17
    - Capital Program Review Committee 9/5/17
  - c. Email from Robin Pierce on Project Updates
  - d. Memo from Dennis Lutz re: Contract for Pedestrian Bridge Engineering Services
  - e. Memo with Information on Grants Applied for Stormwater Improvement Projects
  - f. Letter from UVM President E. Thomas Sullivan re: response to Torrey Hall fire
  - g. Letter from Curt Carter, Senior Vice President of GBIC, re: thank you for contribution
  - h. 2018 VLCT Proposed Municipal Policy
  - i. VLCT Municipal Budgeting Workshop 9/26/17
  - j. Letter from Senator Bernard Sanders re: 2017 Tree City USA Award
  - k. Letter from GBIC President and Chair re: FYE 19 Appropriation Request

9. **CONSENT AGENDA**

- a. Approve Minutes of Previous Meetings 7/25/17, 8/7/17 and 8/24/17
- b. Expense Warrant #17055 dated 7/28/17 in the amount of \$16,464.14
- c. Expense Warrant #17056 dated 8/4/17 in the amount of \$191,292.64
- d. Expense Warrant #17227 dated 8/11/17 in the amount of \$135,017.09
- e. Expense Warrant #17233 dated 8/18/17 in the amount of \$649,661.70
- f. Expense Warrant #17059 dated 8/25/17 in the amount of \$641,372.18
- g. Expense Warrant #17060 dated 9/1/17 in the amount of \$2,964.38
- h. Expense Warrant #17061 dated 9/8/17 in the amount of \$84,704.49
- i. FYE 18 Budget Status Report as of 8/31/17
- j. Approve Walk Friendly Communities Re-Designation
- k. Approve Closing Hawthorn Circle for Neighborhood Block Party 9/23/17

10. **ADJOURN**

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

## Patty Benoit

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**From:** Jacob Lemieux <jlemieux@vt.ewsd.org>  
**Sent:** Tuesday, August 22, 2017 8:44 PM  
**To:** Patty Benoit  
**Subject:** Eagle Project  
**Attachments:** Lemieux.Jacob Eagle Project.pdf

Hi Patty,

I will be building small benches for 2 bus stops in Essex Junction and I need permitting to move forward with the project. Attached are documents outlining the project and its construction. I will also forward you my correspondence with Green Mountain Transit. If any additional information or action is necessary by me, please let me know so I can provide what is needed. Thank you so much for your help!

-Jacob

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## Patty Benoit

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**From:** Jacob Lemieux <jlemieux@vt.ewsd.org>  
**Sent:** Tuesday, August 22, 2017 8:45 PM  
**To:** Patty Benoit  
**Subject:** Fwd: GMT Bus Stop Cubes

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

**From:** Chris Loyer <cloyer@ridegmt.com>  
**Date:** Mon, May 22, 2017 at 11:30 AM  
**Subject:** GMT Bus Stop Cubes  
**To:** Jacob Lemieux <jlemieux@ccsuvt.org>  
**Cc:** Jamie Cram <jamie@ridegmt.com>

Good Morning Jacob,

I have received a list of stops in the Essex area that have been identified as good candidates for the seating cubes in conjunction with our Operations Department. There are some that have an asterisk (\*) next to them. Those are stops that we have determined to be of the highest need. Please let us know your thoughts about the list, we are very excited to see this project taking steps forward towards implementation. The list is as follows:

Brickyard Road

Opposite the shelter in front of Essex Theater \*  
Opposite CVS Pharmacy (Essex Outlets)

All About Hair

and Hill Park\* (not the entrance, the stop before the entrance)

Summit Street\*

Green Mountain Nursing and Rehabilitation\* (in the Fort)  
Elley-Long (in the Fort)

I have copied Jamie Smith, our Marketing & Public Affairs Manager here at GMT on this email. Jamie may respond to some of your emails and inquiries as well, as she has been a big supporter of the project and will manage coordination between departments here at GMT. If you have any additional questions, please do not hesitate to reach out. We are very happy to provide support in any way possible.  
Thanks,  
Chris

## Christopher Loyer

Public Affairs Coordinator  
Green Mountain Transit  
15 Industrial Parkway Burlington, VT 05401  
802-540-2451

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## Bus Stop Cubes

By providing these simple and affordable seats at area bus stops, we aim to make the experience of using public transit in Rochester more pleasant, appealing, and accessible to everyone.



### The Concept

- The Cube: a 2' x 2' x 2' block design with durable materials and cheery paint colors, weighted with sandbags
- 24 cubes currently deployed in diverse neighborhoods throughout all four quadrants of the city
- Total cost of materials per cube is about \$100 (depending on how many are built)
- Cubes are placed seasonally from May 1st - October 15th

### Positive Externalities

- Fun, cheery, color splash- easy and cost effective improvement to pedestrian environment
- May increase sense of continuity, togetherness, and public perception of the neighborhood
- Supporting neighborhood associations may include their logo for added visibility

### Identifying Appropriate Sites

- Cubes may only be placed on hardscaped surfaces (not landscaped areas)
- Must be placed at least 2' from curb
- Minimum of 5' clear width must be maintained on sidewalk (ADA)

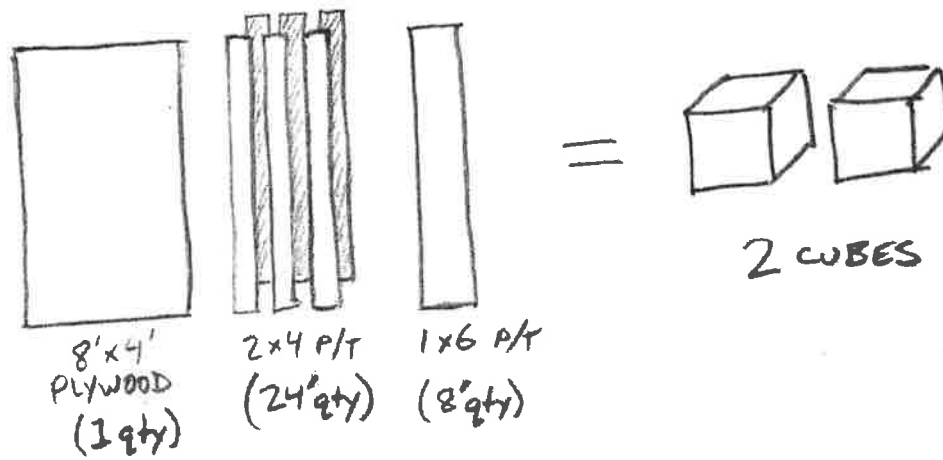
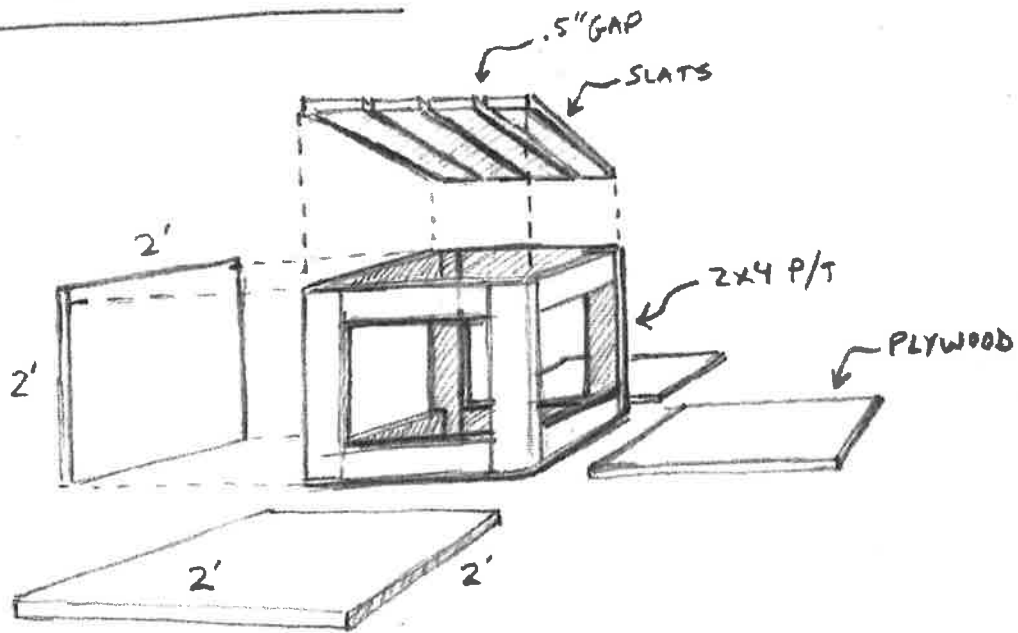
### Other Considerations

- Property owner(s) adjacent to the bus stop must support the project; If several cubes are in one area, the neighborhood assoc. must show support for the project
- Reconnect Rochester currently holds a 5-year permit with the City. Fees have been waived as a public service project. More cubes can be added to this permit at any time
- Reconnect Rochester will place cubes, check them for any damage on a regular basis
- Partnering organizations will provide storage during winter months
- We could also work with local artists to decorate the cubes (for a great example see the cubes on Broad & Jay Streets near the Fruitbelt project!)

### More Information

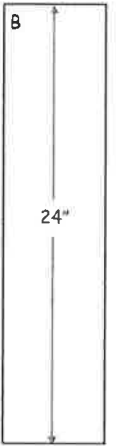
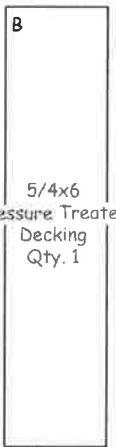
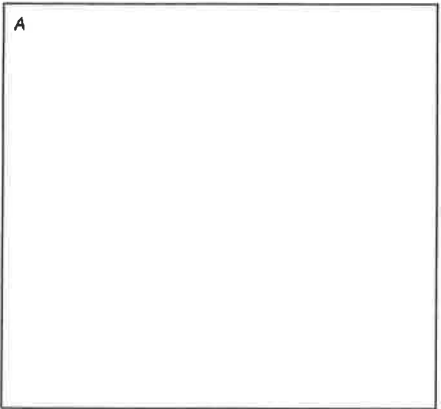
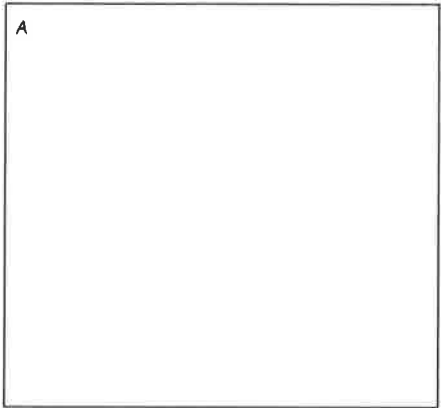
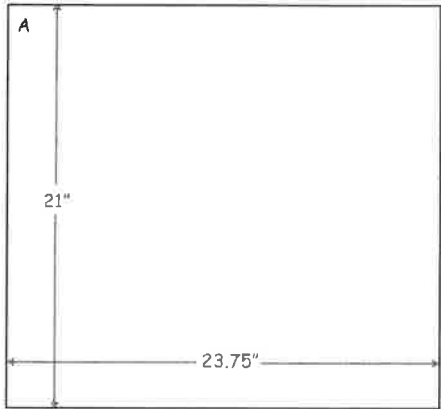
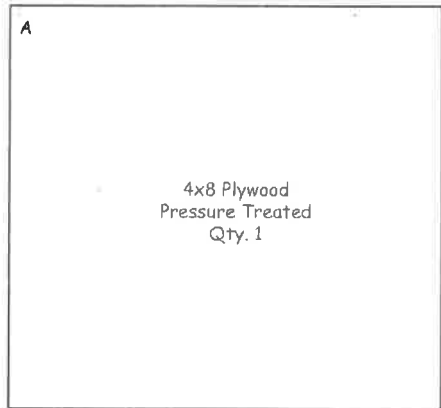
- To view the Cubes in action go to [www.Youtube.com/watch?v=a6g8NKY3IfA](http://www.Youtube.com/watch?v=a6g8NKY3IfA)
- More information at [www.ReconnectRochester.org/cubes](http://www.ReconnectRochester.org/cubes) or [info@reconnectrochester.org](mailto:info@reconnectrochester.org)

# BUS STOP CUBES



## ALSO NEED:

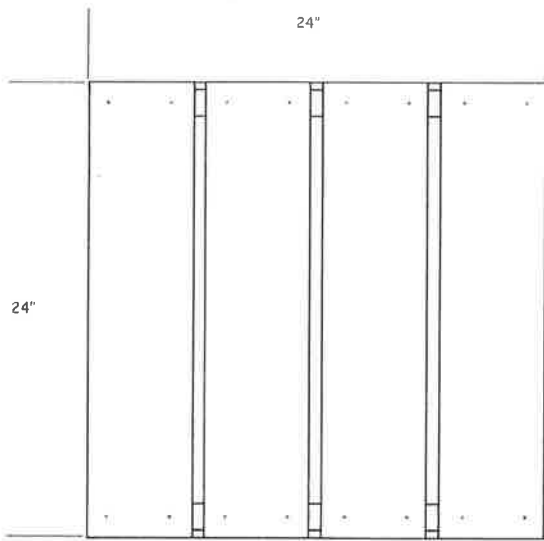
- 3" DECK SCREWS
- 4' CHAIN/LOCK OR ROPE
- EXTERIOR HOUSE PAINT



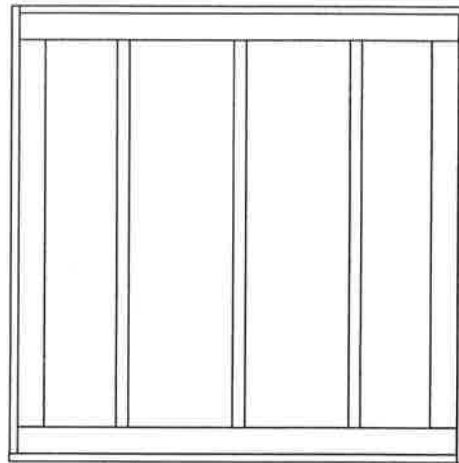
SCALE: 1:6 (2" = 1') (4" = 2')



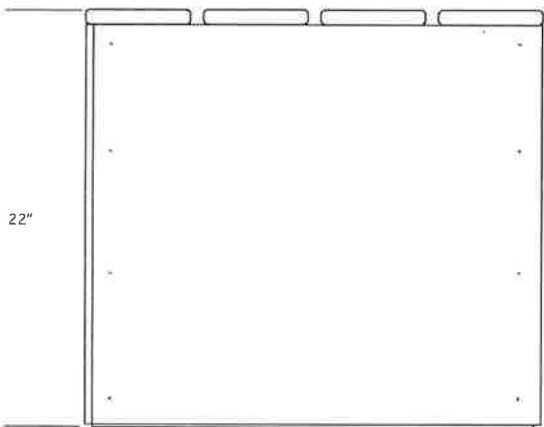
Bus Stop Bench Cube  
info@reconnectrochester.org | 585 354 6232  
www.ReconnectRochester.org



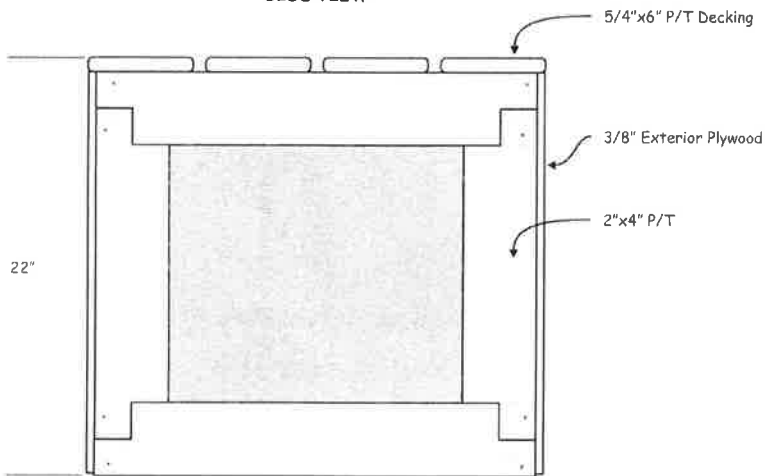
TOP VIEW



BOTTOM VIEW



SIDE VIEW



SIDE VIEW (CUT-AWAY)

SCALE: 1:6 (2" = 1') (4" = 2')



Bus Stop Bench Cube  
 info@reconnectrochester.org | 585-354-6232  
 www.ReconnectRochester.org






Patrick Scheidel  
Municipal Manager  
[PatS@essexjunction.org](mailto:PatS@essexjunction.org)

2 Lincoln Street  
Essex Junction, VT 05452  
[www.essexjunction.org](http://www.essexjunction.org)

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

## **MEMORANDUM**

**TO:** Village Trustees  
**FROM:** Pat Scheidel, Municipal Manager   
**DATE:** September 12, 2017  
**SUBJECT:** Eagle Scout Project/Bus Stop Benches

### **Issue**

The issue is whether or not the Trustees approve the addition of seating cubes in the public right-of-way at two bus stops in the Village.

### **Discussion**

Jacob Lemieux contacted the Village about an Eagle Scout project in which he is building bus stop seating cubes (see attached drawings and summary.) He has approval and recommended stops from Green Mountain Transit (also attached). The seating cubes would be seasonal and picked up and stored by GMT.

Jacob is asking permission to place two cubes in the Village right-of-way, one on Brickyard Road and Main Street, and the other on Summit Street.

### **Cost**

There is no cost associated with this issue.

### **Recommendation**

It is recommended that the Trustees approve Jacob Lemieux's request to place two seating cubes in the right-of-way at bus stops on Brickyard Road and Summit Street.

## **MEMORANDUM**

**TO:** Pat Scheidel, Municipal Manager and Village Trustees  
**FROM:** Lauren Morrissette, Assistant Manager/Finance Director  
**DATE:** September 12, 2017  
**SUBJECT:** Tax Stabilization for 8 Pearl Street

### **Issue**

The issue is whether or not the Trustees approve the tax stabilization agreement for 8 Pearl Street.

### **Discussion**

The Trustees signed a letter of commitment for tax stabilization in January (attached). Also attached is an email from Cyrus Patten, President, Praxis Holdings, LLC, regarding improvements to the property. Mr. Patten submitted invoices in the amount of \$24,235.31. A minimum of \$19,380 in improvements was required to qualify for tax stabilization. A Village zoning permit was not necessary for this work; therefore, a Certificate of Occupancy was not required.

### **Cost**

Assuming the assessed value of the building increases from \$193,800 to \$250,000 due to the renovations, the cost of the agreement over the next five years using this year's tax rate will be a \$1,872.50 reduction in tax revenue. The agreement would take effect July 1, 2018 for FYE 19.

### **Recommendation**

It is recommended that the Trustees sign the agreement with Cyrus Patten for tax stabilization for the property at 8 Pearl Street.

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



P: 802-878-6944  
F: 802-878-6946  
E: admin@essexjunction.org

January 10, 2017

Mr. Cyrus Patten, President  
Praxis Holdings, LLC  
8 Pearl Street  
Essex Junction, VT 05452

Dear Mr. Patten:

This is a Letter of Commitment for tax stabilization for 8 Pearl Street, if you comply with the following conditions:

1. Obtain all applicable federal, state and local project permits.
2. Make improvements in accordance with the Village of Essex Junction's Commercial Tax Stabilization Policy, greater than ten (10) percent of the current assessed value of the real property (\$193,800), between January 10, 2017 and January 10, 2018.
3. Upon completion of the project, which must be in compliance with your permit as shown by a Certificate of Occupancy, you shall provide the Village of Essex Junction evidence of the required capital investment (contracts, invoices, etc.).
4. If you meet the aforementioned conditions, the Village Trustees shall provide final approval and tax stabilization shall commence the subsequent year in accordance with the Village of Essex Junction's Commercial Tax Stabilization Policy.

Thank you for the investment in your property and the Village of Essex Junction.

Respectfully,  
VILLAGE OF ESSEX JUNCTION BOARD OF TRUSTEES

  
George A. Tyler, Village President

  
Elaine H. Sopchak, Vice President

  
Andrew P. Brown, Trustee

  
Daniel S. Kerin, Trustee

  
Lori A. Houghton, Trustee

## Patty Benoit

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**Subject:** FW: 8 Pearl Street

**From:** Cyrus Patten [<mailto:cyrus@cyruspatten.com>]  
**Sent:** Tuesday, August 08, 2017 7:58 PM  
**To:** Robin Pierce  
**Cc:** Patty Benoit; Terry Hass; Lauren Morrisseau  
**Subject:** Re: 8 Pearl Street

Certainly Robin...

The following improvements were completed on 8 Pearl Street:

- Interior wall repairs
- Interior wall painted
- Exterior siding repaired
- Sagging porch lifted (just today!)
- New carpets and hardwood floor refinished throughout
- Exterior trim painted
- Rear entrance created
- New exterior door installed
- Extensively updated electrical
- Replaced plumbing (copper was all ripped out)
- Landscaping outside (except for the portion that is the responsibility of 4 Pearl)
- Bathroom completely refitted
- New connection to the sewer sub-main that runs through the rear of 8, 10, 12, 14, and 16 Pearl street properties

Be Well,  
Cyrus Patten

On August 8, 2017 at 2:39:53 PM, Robin Pierce ([robin@essexjunction.org](mailto:robin@essexjunction.org)) wrote:

Good afternoon, Cyrus.

The Village recently received an application from you, which included receipts for work undertaken for the subject property. Could you please provide a narrative to explain what the improvements are please. This will help us perform a more complete review of your request.

Thank you,

Robin.

Robin Pierce

BA., MRP., MLA., C.UD., ASLA., MRTPI., RLA.

Community Development Director

Village of Essex Junction

## TAX STABILIZATION AGREEMENT

### WITNESSETH:

**THIS AGREEMENT**, made on this 12<sup>th</sup> day of September, 2017, by and between the Village of Essex Junction, Vermont, a municipal corporation organized and existing under the laws of the State of Vermont and having its situs in the County of Chittenden and State of Vermont, acting by and through its Board of Trustees as its legislative branch (hereinafter referred to as the "Village"), and Cyrus Patten with his principal place of business in Essex Junction, Vermont (hereinafter referred to as the "Owner").

**WHEREAS**, the Charter of the Village of Essex Junction authorizes and empowers the Village Trustees to negotiate and execute assessment and taxation agreements between the Village of Essex Junction and a taxpayer or taxpayers within the Village of Essex Junction consistent with applicable requirements of the Vermont Constitution.

**WHEREAS**, the Owner is the owner of certain real property which includes a building, land and site improvements ("real property") in the Village and is operating or causing to be operated and used as a commercial or industrial property; and

**WHEREAS**, said land of which the Owner is that conveyed to the Owner by Warranty Deed of Praxis Holdings, LLC, dated January 20, 2017, recorded in Book 971, Page 657-658 of the Town of Essex Land Records, and said Owner intends to operate a commercial facility on this property.

**NOW THEREFORE**, in consideration of the mutual covenants and undertakings herein exchanged, the parties agree as follows:

1. For each of the fiscal years 2019-2023, but not thereafter, the Village will bill, the Owner will pay, and the Village will accept in full payment of taxes assessed only upon that facility on the real property an amount derived from the following formula or computations:

For fiscal year '19, the assessed value of the Owner's real property as entered upon the 2018 Grand List shall be divided by 100, with the resulting product being multiplied by 30%, and then multiplied by the tax rate for fiscal year '19.

For fiscal year '20, the assessed value of the Owner's real property as entered upon the 2019 Grand List shall be divided by 100, with the resulting product being multiplied by 40%, and then multiplied by the tax rate for fiscal year '20.

For fiscal year '21, the assessed value of the Owner's real property as entered upon the 2020 Grand List shall be divided by 100, with the resulting product being multiplied by 50%, and then multiplied by the tax rate for fiscal year '21.

For fiscal year '22, the assessed value of the Owner's real property as entered upon the 2021 Grand List shall be divided by 100, with the resulting product being multiplied by 60%, and then multiplied by the tax rate for fiscal year '22.

For fiscal year '23, the assessed value of the Owner's real property as entered upon the 2022 Grand List shall be divided by 100, with the resulting product

being multiplied by 70%, and then multiplied by the tax rate for fiscal year '23.

2. Annually, the Assessor may adjust the assessed value of the real property to reflect increases or decreases in such value for grand list and property tax purposes.
3. The amounts payable by the Owner in each year shall be due and payable in the same relative percentage amounts and on the same date or dates in each year of this Agreement, as are the percentages and dates which are generally applicable to the payment of real property taxes by other taxpayers in the said Village and shall have all the incidents of taxes for purposes of collection, liens and delinquencies as provided by law for Village taxes generally. Interest and the penalty provided by statute with respect to taxes not paid when due may be assessed by the Village against payments to be made hereunder by the Owner which are not paid when due, in the same manner as interest and penalties are assessed generally with respect to real property taxes of the Village which are not paid when due.
4. In the determination of the value of the Owner's property for purposes of determining the amount to be paid by the Owner pursuant to the terms of this Agreement, the Owner may avail himself of any grievance procedure or administrative or legal appeal with respect to said determination as is provided by Vermont Statutes and in the same manner as any other taxpayer in the Village.
5. The assessors for the Town of Essex shall have access at reasonable times to the real property of the Owner in the Village for purposes of inspecting the same in the course of determining the value thereof for purposes of the Grand List of the Village.
6. This Agreement shall continue in effect for the term herein specified, provided that the land, buildings continue to be owned and used in the furtherance of the operations of the Owner, or of another operating entity, lessee or successor to the Owner.

This Tax Stabilization shall inure to the benefit of the successors and assigns, if any, of the Owner.

7. The failure of the Owner or his successors to pay taxes assessed pursuant to the terms of this Agreement on or before the final tax due date of the tax year for which the taxes were assessed shall immediately terminate this Agreement. Commencing upon the first day of the next ensuing tax year, all property shall be taxed in the same manner and at the same percentage as property which is not subject to a Tax Stabilization Agreement.

**IN WITNESS WHEREOF**, the Village has caused this Agreement to be duly executed by the Trustees, as authorized by the vote aforesaid, and the Owner has caused the same to be executed by its duly authorized representative.

VILLAGE OF ESSEX JUNCTION  
FOR THE BOARD OF TRUSTEES

By: \_\_\_\_\_  
Cyrus Patten, President  
Praxis Holdings, LLC

\_\_\_\_\_  
George A. Tyler, Village President

**Subject:** FW: Trustees Update of steAmfest

Thanks for the request of an update. With steAmfest 3 weeks away, we are deep in the details! I hope the following report provides the information you are looking for. Besides the remaining work of matching art to space and positioning vendors on Saturday, our highest priority is marketing this event and getting the public to come out.

I would like to thank the Trustees for taking a chance on us. I am excited to see this come about. And I hope to see you all out during the event -- bring your family, your friends, your neighbors and please help spread the word.

Thanks,  
Julie

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### **Event Programming**

#### **Friday Night:**

- 15 Artists will be exhibiting or demonstrating their works. We have all the STEM fields represented by at least one artists and some works represent more than one field. For example --
  - Science: Climate change Illustrations, Astrophysics Images of Space
  - Technology: digitalized photographs, mid-east movie
  - Engineering: Steampunk lamps, Botanical Sculpture, visual projection, pinball
  - Mathematics: rollerblade artist, stained glass
- These works of art will be exhibited in a variety of locations including but not limited to:
  - businesses (for example Nest, Maplehurst, earthlogic)
  - community: Library, municipal, Congregational church)
  - vacant: 4 Pearl's unused large space
- 5 musicians will perform across three indoor/outdoor venues, including the Fire Station, Nest and one not yet confirmed). These musicians include a wide variety of music -- from folk, to jazz, to rock to r&b. The musicians will perform hourly with each hour moving to the different location (to facilitate movement of patrons).
- 6 STEAM-themed activity stations for the young and young-at-heart, including:
  - 5 STEAM-pods (a walk-in plastic enclosure in which one experiences each of the five fields -- these are artists-made "pods".)
  - Audible Garden -- an interactive garden programmed to play different sounds when different elements of the "garden" are touched or approached. This will be presented by the Vermont Art Teachers Association.
  - A blinky-wearables station presented by Main Street Studios
  - A button-making station presented by Brownell Library
  - Plastic Bottle Repurposing into 3D printer by Big Picture South Burlington
- Additional exhibitions or artist-hosted events
  - Cardboard Pinball Arcade
  - Rollerblade Painting
  - Steampunk lamps
  - Fused glass art
- At least 5 area restaurants/bars are "official" steAmfest participants, offering "steAmfest" specials.

- One area non-profit will host a by-donation beverage stand (the new full-time Food Shelf in Essex -- Dot's Place?)
- No food trucks were sought in an effort to support existing businesses.

## **Saturday**

- 15 artists will be selling their goods in the market
- 3 art or education themed vendors will be conducting children's activities (free)
- Community Art project hosted by two community artists - to encourage community engagement
- 2 bands will perform at the performance venue and a student "coffeehouse" will feature an assortment of shorter performances by mostly high-school musicians.
- 4 Food trucks/vendors are tentatively committed to vend from the street.
- Approximately 10 makers will be showing off their tools and processes.

## **Logistics related to EJ Public Services**

- Essex PD has been contacted and is aware of the event/programming (will follow up week of)
- Railroad Avenue will be closed from 7:30am-5pm; GMT & Amtrak have been notified.
- No Parking Signs to go up week of 9/18.
- Most RR Ave businesses have been notified, but door-knocking at residences will happen week of 9/18 as well. Murrays Tavern will store tables & chairs borrowed from CVE for the weekend. EJPW will be needed to transport tables and chairs to/from CVE to Murrays.
- EJPW will also be needed to transport stage to RR Ave on Friday 9/29.

## **Marketing**

- Signs up around Village
- Postcards to go out 9/8
- TV Spot on CCTV scheduled 9/18
- Press release to print media goes out 9/8.
- Social media / FB marketing ongoing.

## **Volunteer**

- Recruitment is active and on-going.

From: Julie Miller-Johnson

Sent: Thursday, September 07, 2017 2:22 PM

To: Patty Benoit

Subject: Re: Trustees Update of steAmfest

(Lincoln Hall lawn)

Patty -- So, in addition to all of this, we are asking if we can have a band play at "rushhour" in front of the banner at corner on Friday Sept 22 and Monday Sept 25. I don't know the band yet or if it will happen, but I'd like to know if we have this an an optional way to promote our event.

I was afraid that request would get buried in my message above.

Julie





TO: Village Trustees and Pat Scheidel, Village Manager  
FROM: Darby Mayville, Community Relations & Economic Development Assistant DEM  
DATE: September 5, 2017  
RE: Go! Vermont Grant

**Issue**

The issue is whether or not the Village should apply for the Go! Vermont grant.

**Discussion**

The Bike/Walk Advisory Committee (BWAC) is interested in applying for the state of Vermont Go! Vermont grant on behalf of the Village. The purpose of this grant is to “promote, enhance and enable efficient transportation.” The total amount of the Go! Vermont grant is \$500. While not required, the BWAC would like to request an additional \$500 from the Village in matching funds.

We plan to use these funds to purchase public bike racks to put in convenient locations throughout the Village.

It should be noted that the Village did receive this grant in 2012, and the funds were used for a variety of sustainable transportation promotion activities.

**Cost**

The BWAC would like to respectfully request a \$500 match for this grant, to come from the matching grant fund.

**Recommendation**

It is recommended that the Village Trustees authorize staff to submit the Walk Friendly Communities Re-Designation Survey, and approve a \$500 match from the matching grant fund.



We want to update both boards about the ongoing manager recruitment process being conducted by Municipal Resources Incorporated:

- On Tuesday, August 29, George and Max participated in a conference call with Don Sutton of MRI to affirm the overall timeline and sequence of the recruitment process as Don had outlined during his interview with the two boards and presented in his proposal. We also began editing a draft contract between MRI and the two governing boards, and a draft survey for board members. The aim was to finalize both documents over the next week via three-way email between Don, George, and Max. Don also requested from George and Max an informal, “brain-dump” narrative describing what we believed, as board chairs, to be the most immediate challenges and opportunities for the new manager. Pat Scheidel, Greg Duggan, and Travis Sabatano were present during this conversation but did not participate in the discussion or decision-making.
- Through several email exchanges between Don, Max, and George the survey for elected officials was finalized. MRI will use the information to develop a prospective manager profile. A link for the survey will be sent to each of the board members. The results will be collected by MRI and will also be presented at the joint Selectboard/Trustees meeting on Sept. 26. (survey copy attached)
- Through several email exchanges between Don, Max, and George the contract was finalized. Copies were sent to Village Attorney Dave Barra and Town Attorney Bill Ellis for review. Neither attorney had any recommended revisions or concerns with the contract. The final version was then signed by Max and George on behalf of their respective boards as per the unanimously agreed upon process at the joint Selectboard/Trustee meeting on August 24. The contract outlines the entire manager recruitment process which will include a) creation of a prospective manager profile, based upon the board survey results; b) focus groups consisting of members of the staff and public; c) advertising process; d) prospective candidate review and interview procedure. (contract copy attached)
- George and Max had a brief discussion regarding Don's request for an informal, first hand narrative describing what we believed to be the present state of affairs in the two governments, and the most immediate challenges and opportunities for the new manager. George then drafted the narrative. Max approved the draft and it was sent to Don. (narrative copy attached)

At the next joint board meeting on September 26, we will present the two boards with a prospective timeline of events.

Respectfully,

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

George Tyler

Max Levy



\* 3. **The Town Selectmen and the Village Trustees will need to have a set of clear, measurable goals to serve as a basis for establishing and maintaining a strong, positive working relationship with the next Unified Manager. Please tell us about the needs of the community and provide your ideas and thoughts about the items & issues that are most important to include on the list of goals for the coming year.**

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\* 4. **In your view, the three most important areas of focus for the new Unified Manager are:**

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

\* 5. **In your view what is the single most important issue facing the combined Essex / Essex Junction community in the immediate future?**

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\* 6. **In your view what is the single most important issue facing the Town in the immediate future? (To be answered by Selectmen & Trustees)**

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\* 7. **In your view what is the single most important issue facing the Village in the immediate future? (To be answered by Trustees & Selectmen)**

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\* 8. **In your view what Village department or operating unit needs focus and attention early in the new Manager's tenure? (To be answered by Trustees & Selectmen)**

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\* 9. In your view what Town department or operating unit needs focus and attention early in the new Manager's tenure? (To be answered by Selectmen & Trustees)

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\* 10. Based upon your experience and / or observations please share you perceptions of following municipal activities or services:

	Above Average	Average	Below Average	No Opinion
Tax Assessing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Code Enforcement / Building Inspection	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Emergency Preparedness	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Fire Department	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Public Works	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Recreation Facilities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Town / Village Clerk	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Financial Management & Budgeting	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Municipal Sewer Services	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Police Services	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Animal Control	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Planning / Zoning / Land Use Activities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Customer Service orientation of public employees	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Internal IT Support Services	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
External IT - web site - e-commerce etc.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Facilities and Grounds Maintenance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Recreation Programming	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Senior Citizen Services	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Personnel Management & Administration	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Internal Communication	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
External Communication / Community Relations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Libraries	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Community Activities (parades, block parties etc.)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Community Volunteer Committees	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

11. Please share any thoughts or comments on any service areas not included in the above list that you think should be focused upon or warrant mention....

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\* 12. Excluding money, in your view what are the 3 biggest issues facing the combined Town / Village community?

1

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2

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3

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\* 13. Excluding money, in your view what are the 3 biggest issues facing the Town?

1

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2

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3

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\* 14. Excluding money, in your view what are the 3 biggest issues facing the Village?

1

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2

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3

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\* 15. If you could make one change that would dramatically improve the quality or effectiveness of local government services or operations for the Village and / or Town, what would it be?

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\* 16. If you could set the community goals for the next few years, what would be your top 5, in order of priority?

Goal 1

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Goal 2

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Goal 3

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Goal 4

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Goal 5

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\* 17. **If you could establish the top 3 (realistic) action items to improve Town and /or Village Government efficiency and effectiveness in the immediate future, what would they be?**

Item 1

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Item 2

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Item 3

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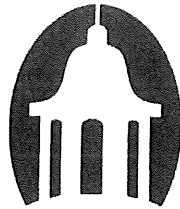
18. **What is the one "pearl of wisdom" that will contribute to success that you'd share anonymously with the next Manager?**

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## PROFESSIONAL SERVICES AGREEMENT

### I. PARTIES TO THE AGREEMENT

This Agreement, dated \_\_\_\_\_, is to retain professional consulting services for the **Town of Essex, Vermont and the Village of Essex Junction, Vermont (the Client)**, to be provided by **Municipal Resources, Inc. (MRI)**, and is lawfully entered into between the Client, by its authorized representatives, Max G. Levy, Chairman, Town of Essex, Vermont, and George A. Tyler, Village President, Village of Essex, Junction, Vermont, and MRI, by its authorized representative, Alan S. Gould, President.

### II. SCOPE OF WORK

MRI will undertake the following in conducting a **comprehensive** executive recruitment process:

1. Develop a questionnaire for the Selectboard and Trustees which will ask each member to:
  - a. Identify critical organizational issues and challenges within each (i.e. Town and Village) government AND critical transactional challenges of the ongoing shared services initiative;
  - b. Board members shall highlight particular challenges they see or concerns they have regarding the municipal manager's chartered duties;
  - c. Characterize the most desirable management strengths, behavioral styles, personal attributes, and motivating values needed in the ideal candidate to increase the probability of success in the role; and
  - d. Identify the likely issues and opportunities that the next manager must be prepared to address.

The questionnaire will be submitted to the Client by September 10, 2017 so that copies of the questionnaire and the Town Charter and Village Charter can be submitted to each board member by Sept 12, 2017. The questionnaire will also provide space for additional comments regarding the prospective manager's qualifications or the recruitment process. Completed questionnaires will be reviewed and presented to MRI staff at a joint meeting of the Selectboard and Trustees by the end of September



(tentatively on September 26, 2017) to provide public access to the recruitment process. Board members who cannot attend the meeting will have their completed questionnaires read into the minutes of the meeting. MRI staff will use the cumulative results of the questionnaire to develop an "**Ideal Candidate Profile and Challenge Statement**" against which all candidates will be screened. MRI staff will also use the cumulative results of the questionnaire to develop pertinent essay questions that are specific to the Essex community.

2. We will develop an online community survey. MRI staff will take into consideration the cumulative results of the community survey when developing the "**Ideal Candidate Profile and Challenge Statement**" and when developing essay questions.
3. We will facilitate community forums to gather thoughts and information from the general community. The information from these forums will be used when developing the "**Ideal Candidate Profile and Challenge Statement**" and when developing essay questions.
4. We will work with the appointing authority to develop a timeline for the recruitment process so that the Client and all candidates can plan accordingly.
5. If requested, we will provide a recommended updated position description.
6. We will develop ad copy, recommend advertising venues, and coordinate placement of the ads. Resumes are typically received for at least 30 days.
7. We will research MRI's database and contact potential candidates from other similar recruitments we have conducted in the past 12 months.
8. We will canvas MRI's professional network to identify and reach out to promising potential candidates to invite their application.
9. We will receive and hold all resumes in confidence until the semi-finalists are chosen for interview. We have found that assured confidentiality will increase the number and quality of applicants rather significantly. We acknowledge receipt of all resumes and keep candidates apprised of their status at each selection point throughout the process.
10. We will provide you with an overview of relevant information about the candidate pool, answer questions, and review selection criterion at each decision point throughout the process.

11. We will establish a team of professional consultants who will screen and review all resumes for minimum qualifications before ranking them against the Ideal Candidate Profile.
12. We will develop a written essay questionnaire to be distributed to the top qualified candidates (generally 15 to 20 candidates), focusing the questions on matters of special relevance to the client's needs or current situation. The questions will be prepared in consultation with the appointing authority. Candidates will have a specified amount of time to respond (typically 10 days), after which our team of consultants will review and rank the responses.
13. After essay responses have been returned, reviewed, and ranked, we conduct a web search of the top candidates (generally 10 to 12) and canvas our consultants, to identify potential issues or controversies in other jurisdictions. Then, two members of our team will conduct telephone interviews with these candidates, placing the focus on current position and reasons for leaving; career history of successes and failures; future personal and professional goals; and their understanding of best practices and contemporary professional thinking in the field. In addition to screening the candidates, this interview provides for follow-up to the essay responses and information found in the web searches. It also assists us in determining the verbal communication skills of the candidate and his/her ability to answer questions spontaneously. Typically, we reduce the pool to six (6) semi-finalists for local interviews at this juncture.
14. If requested, MRI will assist in organizing and moderating a public "meet and greet" of the finalist at no additional cost to the client.
15. We will conduct two rounds of interviews; the first round involves on-site panel interviews. One panel is comprised of MRI local government management consultants, while the other panel is comprised of community stakeholders and or a designated Search/Screening Committee. This panel interview is usually facilitated by MRI's Lead Consultant. The second round of interviews consists of individual interviews between the appointing authority and the top two to four candidates emerging from the panel interviews. These interviews are also facilitated by our lead consultant.
16. Following interviews with the finalists, the appointing authority, in consultation with our lead consultant, will determine what, if any, additional steps are needed to arrive at a final selection. In some instances, additional interviews are required, or an onsite "meet-and-greet" with key staff. In others, the final selection is readily apparent, and we move to negotiations immediately.

17. We will assist with development of terms and conditions of employment, preparation of a conditional offer of employment, and creating a draft of an employment agreement.
18. If the final candidate will be relocating to the community from a significant distance, we may recommend and can coordinate a family visit to the community prior to making a conditional offer of employment.
19. We will complete a comprehensive background investigation on the selected candidate which shall include, but not be limited to, previous employment, and criminal and motor vehicle records checks, finances, references, and interviews with previous employers. In order to protect the client, MRI will not complete a comprehensive background on a candidate before a conditional offer of employment is accepted, unless the Town provides a waiver.

### **III. TENURE GUARANTEE**

To the extent that Municipal Resources is engaged to conduct a comprehensive recruitment as described above, we will guarantee to undertake a recruitment and selection process at no expense to the community should the employment relationship, after it is negotiated and documented by an executed employment agreement, be terminated by either party within 12 months. However, no such guarantee shall exist if said termination occurred due to death or catastrophic illness of the selected candidate, or due to the actions of, or encouragement to the selected candidate by a majority of a newly elected Board or Council. There shall be no cost for MRI's recruitment services; however, the Client shall cover the costs associated with advertising and interviews.

### **IV. ADVERTISING ALLOWANCE and CANDIDATE EXPENSES**

We suggest an advertising budget of \$1,200.00. Advertising venues will be selected upon consultation with the client. MRI will handle the posting of advertisements with the agreed upon venues. Advertising fees are typically billed to MRI and are then invoiced to the client.

### **V. FEES AND CHARGES**

Our services for the Municipal Manager selection process will be provided on a lump sum fee basis that is intended to cover all professional time and expenses. The process will be completed for a lump sum fee of **\$15,000.00**; payments to be made as follows:

1. **\$5,000.00** to be invoiced upon placement of position advertisement; **and**
2. **\$10,000.00** to be invoiced upon completion of interviews with hiring authority.

This fee **does not include** the cost of advertising, the cost of accommodations for on-site interviews, reimbursement of candidate travel expenses, the cost of a family visit, or the cost of medical or psychological exams. In addition, the Client is responsible for providing food and lodging for the interview team (on nights prior to the interviews) and for providing food and interview rooms for the interview panels and candidates on the interview days.

Payments will be made within thirty (30) days of receipt of the invoice unless otherwise agreed. Invoices not paid within thirty (30) days will accrue interest at the rate of 1.5% per month.

**VI. MRI PERSONNEL IN CHARGE**

Alan S. Gould, President, will serve as Principal-In-Charge of this engagement. Donald R. Jutton, Senior Consultant, will serve as Project Manager, coordinating activities, interfacing directly with the Client, and participating throughout the engagement as required. Team members will be assigned and participate upon request of the Client.

Communications or correspondence related to any problems, issues, or changes required for this project shall be directed to the Client at the following address:

Max G. Levy, Chair  
Selectboard  
Town of Essex  
81 Main Street  
Essex Junction, VT 05452  
(802) 598-5029  
[mlevyvt@gmail.com](mailto:mlevyvt@gmail.com)

**AND**

George A. Tyler, Village President  
Village of Essex Junction  
2 Lincoln Street  
Essex Junction, VT 05452  
(802) 878-7785  
[gt Tyler@essexjunction.org](mailto:gt Tyler@essexjunction.org)

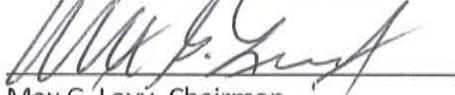
**VII. TERM**

This agreement shall remain in force and effect through completion of the assignment.


THIS AGREEMENT IS SUBJECT TO THE PROVISIONS CONTAINED IN ADDENDUM I, ATTACHED HERETO AND INCORPORATED HEREWITH.

ACCEPTED AND AGREED

THE TOWN OF ESSEX, VT  
BY ITS BOARD OF SELECTMEN

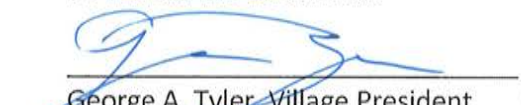
  
\_\_\_\_\_  
Max G. Levy, Chairman  
Date: 9/7/17

MUNICIPAL RESOURCES, INC.

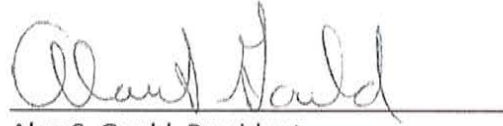
  
\_\_\_\_\_  
Alan S. Gould, President  
Date: 9/5/17

ACCEPTED AND AGREED

THE VILLAGE OF ESSEX JUNCTION, VT  
BY ITS BOARD MEMBERS

  
\_\_\_\_\_  
George A. Tyler, Village President  
Date: 9/8/17

MUNICIPAL RESOURCES, INC.

  
\_\_\_\_\_  
Alan S. Gould, President  
Date: 9/5/17



## ADDENDUM I

### A. MUTUAL REPRESENTATIONS

MRI represents to the Client it is a duly constituted corporation under the laws of the State of New Hampshire and is authorized to do business in the State of Vermont as a professional services corporation.

MRI has in force and effect general commercial liability and errors and omissions insurance coverage to protect the Client from accidents which MRI or its authorized representatives may cause to persons or property or from professional errors or omissions when performing under this agreement.

MRI has no liens or encumbrances which would adversely affect the ability of MRI to perform as stipulated under this agreement, its terms, and conditions.

The Client represents to MRI that sufficient funds have been appropriated so it may retain and compensate MRI for the services provided for herein.

The Client's representative is authorized to enter into this agreement on behalf of the Client.

The Client is aware of no action, contemplated action, liability or other encumbrance which would limit or otherwise preclude the Client from freely entering into this agreement and compensating MRI for the services provided.

### B. NOTICE OF CHANGE OF PERSONNEL

Except as otherwise provided below, the MRI consultants assigned to any scope of work or project will remain throughout the duration of that specific scope of work or project. MRI retains the right, upon 30 days written notice, to remove from the project any of its consultants whom it believes can no longer suitably perform under its obligations to this agreement or any Supplement to it.

The Client, upon 30 days written notice, may request MRI to replace any of its consultants with another qualified representative.

### C. ADMINISTRATION OF AGREEMENT MODIFICATIONS

In all cases where this agreement is modified or expanded a written Supplemental Scope of Work (Supplement) must be prepared which clearly defines the services to be provided and details the billing rates or amounts to be charged by MRI and paid by the Client. Supplements must be executed by the authorized representatives of the respective parties prior to any billable work being undertaken. The Supplement(s) shall identify:



*- Email from George Tyler to Don Sutton 1/9/17*

*- Informal narrative describing current state of affairs in Town and Village government and opportunities/challenges for the new manager*

Don-

I'll try to get to the essence of what I see are the biggest challenges and opportunities for the new manager. I'll need to give you a bit of a narrative first:

The new manager will be stepping into a fairly stable situation both politically and financially. The Village and Town municipal budgets have been approved by wide margins for more than ten years. We've got capable, experienced department heads in all areas. There's no looming financial, political, or technical crisis to be solved (knock on wood). Our biggest community-wide challenges have to do with infrastructure and economic development, but those challenges pale relative to most other parts of New England. I'll add that before we embarked on the shared manager model, the Village manager position was really a half-time position. The previous village manager spent more than half his time working with the community development director. We had a one-year gap between the time he left and when Pat came on board in which two department heads temporarily co-managed the Village -- everything went smoothly. I only say this to provide some realistic perspective to what might otherwise appear to be the daunting challenge of managing two communities. Overall, the Town/Village of Essex is a fairly steady ship of state.

I believe the biggest challenges and opportunities are with the inside baseball of the two elected boards and helping us move forward with restructuring local government. Despite a few hiccups in the gradual consolidation process, collaboration is generally steady both among and between the Town Selectboard and Village Trustees. All ten elected board members have college degrees. About half have graduate degrees. We're a pretty clever group. We all enjoy what we're doing and are fairly enlightened when it comes to the workings of local government. The new manager will need to step right into this bright, collegial environment and play the dual role of being one of us while at the same time being apart from us and exerting thoughtful leadership. Also -- it's not exactly clear where consolidation is headed. We're all in favor of moving ahead with it, but we haven't defined a specific model of a consolidated government. The new manager will need to take the time to understand the nuances of the problems to be solved in moving consolidation forward and enjoy helping us find common ground on those questions. This is the leading edge of the biggest foreseeable challenge. It's where the landmines are but it's also the path to glory. The good news is that both boards are capable, patient, and will want the manager to succeed. Also, if no further progress is made, and we simply 'consolidate' via charter change what we've already achieved, most of us would still count that as a win. This process will probably play out over the next several years. I won't go into the weeds of consolidation challenges, but let me know if you need more detail.

So, my thoughts on key traits the new manager must possess:

1. Keen emotional intelligence
2. Comfortably self-confident without a trace of arrogance
3. Willingness to have his or her ideas challenged
4. Enjoys thinking creatively about restructuring local government

I hope this helps, and I also invite Max to add his two cents or cordially disagree with my assessment. Talk to you soon.



George

George Tyler, President  
Village of Essex Junction  
2 Lincoln Street  
Essex Junction, VT 05452  
(802) 878-6944  
(802) 310-8215 (mobile)

## **Memorandum**

**To:** Selectboard; Trustees; Patrick C. Scheidel, Municipal Manager  
**From:** Shannon Lunderville, GIS Coordinator  
**Re:** 2020 Census, Local Update of Census Addresses Operation (LUCA)  
**Date:** August 31, 2017

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### **Issue**

In preparation for the 2020 Census, designated representatives of State and Local governments are required to review addressing information the Census currently has. The paperwork required to start this initiative requires a signature from the highest elected official.

### **Discussion**

The Census Bureau relies on a complete and accurate address list to reach every living quarters and associated population for inclusion in the census. Governments that participate in the LUCA operation help ensure an accurate decennial census count for their communities

An accurate count helps the federal government annually allocate more than \$400 billion across 26 federal agencies for tribal, state, and local government programs and services.

The Chittenden County Regional Planning Commission will be assisting its contributory towns in this review and then the town/village liaison (Shannon) will review and sign-off. All reviewers / liaisons must / will abide by the confidentiality and security guidelines.

### **Cost**

None.

### **Recommendation**

It is recommended that the Selectboard Chair and Village President sign off on the attached paperwork for their respective communities.



**REGISTRATION FORM**  
**2020 CENSUS LOCAL UPDATE OF CENSUS**  
**ADDRESSES OPERATION (LUCA)**

U.S. DEPARTMENT OF COMMERCE  
 Economics and Statistics Administration  
 U.S. CENSUS BUREAU

Entity ID  
**PL5024400**

Government Name  
**Essex Junction Village**

**A. PARTICIPATION RESPONSE (Submission Deadline December 15, 2017)**

1.  **YES** Our government is registering for LUCA. – Complete Sections B and C.
2.  **NO** Our government is not registering for LUCA. – Complete Section B and mark an (X) for each reason that applies:
- a.  Another level of government (state or county) that includes our jurisdiction is participating in LUCA
  - b.  Insufficient staff
  - c.  Lack of funds
  - d.  No time/too busy
  - e.  No local address list available
  - f.  Concerns about Census Bureau Title 13 materials
  - g.  Restrictions on using Census Bureau Title 13 materials for other purposes
  - h.  Other reason – Specify (Please print)

*Thank you for your comments. We will use them to help improve future LUCA operations.*

**B. SIGNATURE OF TRIBAL CHAIR OR HIGHEST ELECTED/APPOINTED OFFICIAL RESPONDING TO THE LUCA INVITATION**

1. Printed name of Tribal Chair or Highest Elected Official/Appointed Official – First, middle initial, last  
**George A Tyler**

2. Signature of Tribal Chair or Highest Elected Official/Appointed Official  
 \_\_\_\_\_ Date  
 Month Day Year  
 [ ][ ] [ ][ ] [ ][ ][ ][ ]

3. Position – (e.g., Tribal Chair, Governor, Commissioner, Mayor, Supervisor; please do not abbreviate) – Please print  
**Village President**

4. Physical/Mailing address  
 Number and street name: **2 Lincoln Street**  
 City: **Essex Junction** State: **VT** ZIP Code: **05452**

5. Telephone  
 Area code: **802** Number: **878-6944** Extension: [ ][ ][ ][ ]

6. Email address  
**gtyler@essexjunction.org**

**C. LIAISON INFORMATION – Designate your LUCA Liaison.**

*This is the person responsible for protecting the confidential Census Bureau materials covered by Title 13, U.S. Code.*

*Complete this section only if you are participating in LUCA*

1. Name – (Please print)  
**Pam Brangan**

2. Department, Organization, or Agency name – (e.g., Planning and Zoning, Regional Planning Agency; please do not abbreviate)  
**Chittenden County Regional Planning Commission**

3. Position – (e.g., Tribal President, Director, Assessor, Planner; please do not abbreviate)  
**GIS Data and IT Manager**

4. Physical/Mailing address  
 Number and street name: **110 West Canal Street, Suite 202**  
 City: **Winooski** State: **VT** ZIP Code: **05404**

5. Telephone  
 Area code: **802** Number: **846-4490** Extension: [ ][ ] **22**

6. Email address  
**pbrangan@ccrpcvt.org**

*Complete this form and return it along with the completed, signed copies of the Product Preference Form, Self-Assessment Checklist, and Confidentiality Agreement. Use the enclosed postage-paid envelope addressed to ATTN: Geography LUCA Materials 63-E, National Processing Center, 1201 East 10th St, Jeffersonville IN 47132. As an alternative, you may scan your completed forms, including forms with signatures, and email them to [GEO.2020.LUCA@census.gov](mailto:GEO.2020.LUCA@census.gov).*




Patrick Scheidel  
Municipal Manager  
[PatS@essexjunction.org](mailto:PatS@essexjunction.org)

2 Lincoln Street  
Essex Junction, VT 05452  
[www.essexjunction.org](http://www.essexjunction.org)

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

## **MEMORANDUM**

**TO:** Village Trustees  
**FROM:** Pat Scheidel, Municipal Manager   
**DATE:** August 4, 2017  
**SUBJECT:** Annual Review of Ethics Policy

### **Issue**

The issue is whether or not the Trustees review and acknowledge the Village of Essex Junction Ethics Policy and General Rules and Personnel Regulations as they pertain to public officials.

### **Discussion**

The attached documents state that the Trustees shall annually review the Ethics Policy and each Trustee shall sign a form acknowledging that they have received and understand the Ethics Policy.

### **Cost**

There is no cost associated with this issue.

### **Recommendation**

It is recommended that the Trustees review Article 1 of the General Rules and Personnel Regulations and the Ethics Policy and sign the attached acknowledgement forms.

*For Elected and Appointed Public Officials*

# ACKNOWLEDGEMENT

I acknowledge that I have received, read and understand the Village of Essex Junction Ethics Policy (dated 6/8/10) and Article 1 of the General Rules and Personnel Regulations (dated 7/1/17).

I further understand that the General Rules and Personnel Regulations, as well as the Ethics Policy, are subject to change at any time by a majority vote of the Village Trustees.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

# VILLAGE OF ESSEX JUNCTION ETHICS POLICY

## 1. APPLICABILITY:

The provisions of these rules shall apply to all public officials, employees and volunteer firefighters.

## 2. POLICY STATEMENT:

Accepting a position as a public official, employee or volunteer firefighter carries with it the acceptance of a public trust that the official, employee or volunteer firefighter will work to further the public interest. Maintaining that public trust is critical to the continued operation of good government. In addition, public decision-making should be open and accessible to the public at large. To preserve this public trust, there are five principles to which public officials, employees or volunteer firefighters should adhere to:

- (a) A public official, employee or volunteer firefighter should represent and work towards the public interest and not towards private/personal interests.
- (b) A public official, employee or volunteer firefighter should accept and maintain the public trust (i.e., must preserve and enhance the public's confidence.)
- (c) A public official, employee or volunteer firefighter should exercise leadership, particularly in the form of consistently demonstrating behavior that reflects the public trust.
- (d) A public official, employee or volunteer firefighter should recognize the proper role of all government bodies and the relationships between the various government bodies.
- (e) A public official, employee or volunteer firefighter should always demonstrate respect for others and for other positions.

## 3. DEFINITIONS:

The following words shall have the following meanings:

- (a) **"Business Associate"** is a partner or other person with whom an individual has ongoing or recurring business transactions.
- (b) **"Conflict of Interest"** is a situation where a public official, employee or volunteer

firefighter is directed by two or more competing interests, one of which is the public interest and the other is a private/personal interest. Specific conflict of interest situations are specified in the section entitled "Conflict of Interest".

- (c) **"Ethics"** are a set of rules that guide behavior.
- (d) **"Financial Interest" is defined as any of the following:**
  - ▶ A self-proprietor, partner, business associate, shareholder (holding at least five percent of the outstanding shares of any class of shares), director, or managerial employee of an organization who has a matter for review before a public body.
  - ▶ A self-proprietor, partner, business associate, shareholder (holding at least five percent of the outstanding shares of any class of shares), director, or managerial employee of a competitor to a business that has a matter for review before a public body.
  - ▶ An applicant or property owner who has a matter for review before a public body.
  - ▶ An adjoining landowner to a property owner that has a matter for review before the Planning Commission or Zoning Board of Adjustment.
- (e) **"Immediate Family"** is spouses, civil union partners, children, stepchildren, parents, step-parents, brothers, sisters, grandparents, nephews, nieces, sons-in-law, daughters-in-law, fathers-in-law, mothers-in-law, brothers and sisters-in-law, and any dependents or other persons living in the employee's or volunteer firefighter's household.
- (f) **"Material"** is of real importance or great consequence, substantial, requiring serious consideration by reason of having a bearing on the outcome of an unsettled matter.
- (g) **"Official Act or Action"** is any legislative, administrative, appointive, or discretionary act of any public official, employee or volunteer firefighter of the Village (in his/her official capacity), or of any agency, board, committee or commission thereof.
- (h) **"Private/Personal Interest"** is something that is of direct or indirect material or financial benefit accruing to an individual or a member of the individual's immediate family.
- (i) **"Public Interest"** is the interest of the community as a whole conferred generally upon all members of the public.

- (j) **"Recusal"** is stepping aside from public office or duty during discussion and vote when a conflict of interest exists (as specified in Section 204).

#### 4. CONFLICT OF INTEREST:

A public official, employee or volunteer firefighter is deemed to have a conflict of interest if s/he acts contrary to any of the following rules:

- (a) **Acceptance of Gifts and Favors.** A public official, employee or volunteer firefighter shall not accept anything of economic value, such as money, service, gift, loan, promise, gratuity, or favor from any person, business or organization involved in a contract or transaction with the Village, such that the item accepted could be considered as payment for a special act or treatment. This provision shall not apply to:
  - (1) Attendance at a hosted meal when it is provided in conjunction with a meeting directly related to the conduct of Village business, or where official attendance by the public official, employee or volunteer firefighter as a Village representative is appropriate;
  - (2) An award publicly presented in recognition of public service;
  - (3) Occasional, non-pecuniary gifts of insignificant value.
- (b) **Appointment of Immediate Family Member or Business Associate.** A public official or employee shall not participate in the appointment, vote for appointment, or discussion of any appointment of an immediate family member or business associate, to any Village office or position. A public official or employee shall not use his/her position, directly or indirectly, to affect the employment status of an immediate family member or business associate.
- (c) **Supervision of Immediate Family Members.** A public official, employee or volunteer firefighter shall not supervise, hire, appoint, evaluate, or discipline the work or employment status of an immediate family member or the affairs of the organizational unit in which the immediate family member is employed.
- (d) **Personal Relationships in the Workplace.** Dating shall be prohibited between co-workers in power-differentiated relationships where one of the parties has decision-making authority over the terms or conditions of employment of the other party, including performance appraisals.
- (e) **Prior Knowledge of Property Purchases.** A public official, employee or volunteer firefighter shall not receive or have any financial interest in any sale to the Village of any property when such financial interest was received with prior knowledge that the Village intended to purchase said property.



- (f) **Contractual Arrangements.** A public official, employee or volunteer firefighter shall not influence the Village's selection of, or its conduct of business with, a person, organization or business having business with the Village if the public official, employee or volunteer firefighter, or a member of the official, employee's or volunteer firefighter's immediate family, has a financial interest in or with the person, organization or business. The public official, employee or volunteer firefighter shall not participate in the discussion, negotiation, or vote on contracts in which the official, employee or volunteer firefighter, or a member of the official, employee's or volunteer firefighter's immediate family, has a private financial interest and performs in regard to such a contract some function requiring the exercise of discretion on behalf of the Village.
- (g) **Financial Interest.** A public official, employee or volunteer firefighter shall not participate in any public business before a public body which affects his/her financial interest. Public business shall mean participating in the award of a contract, seeking or opposing a permit from a public body on which the official, employee or volunteer firefighter sits as the authority to grant or deny such permit soliciting employment from the Village, or otherwise requesting some status, right, or benefit from the Village that has financial value. This shall not include supporting or opposing the passage of a legislative measure unless such measure relates substantially to the public official, employee's or volunteer firefighter's private/personal interest rather than to the public interest.
- (h) **Representation of Private Party.** A public official, employee or volunteer firefighter shall not represent a private party in any matter before any Village public body. Nothing in this section shall prohibit a public official, employee or volunteer firefighter from representing his/her own interests before any Village public body. In such cases, the public official, employee or volunteer firefighter shall act only in his/her individual capacity and not also in any official capacity on behalf of the Village.
- (i) **Use of Confidential Information.** A public official, employee or volunteer firefighter shall not, without authorization, disclose or use confidential information acquired in the course of official duties. A public official, employee or volunteer firefighter shall not use any confidential information acquired in the course of official duties to further his/her personal interest.
- (j) **Unusual Relationships.** Whenever a public official, employee or volunteer firefighter has special or unusual (beyond being casual or reasonably common) relationship with a party to an official action of the public body on which the official, employee or volunteer firefighter sits, the official, employee or volunteer firefighter shall disclose the relationship and the body may advise as to whether

the official, employee or volunteer firefighter should recuse him/herself in accordance with the Section entitled "Definitions" of this policy.

If a conflict of interest, as defined above, is determined to exist, the public official, employee or volunteer firefighter shall disclose the conflict and recuse him/herself prior to any consideration and/or vote on the action being contemplated, in accordance with the provisions of the section entitled "Definitions".

#### **5. EX-PARTE COMMUNICATIONS: BOARDS, COMMISSIONS AND COMMITTEES:**

In any quasi-judicial matter (e.g., matter involving the issuance of a permit or approval), or the award of a contract, before a Village Board, Commission or Committee, a public official, employee or volunteer firefighter sitting on such Board, Commission or Committee, shall not, outside of that Board, Commission or Committee, communicate with or accept a communication from a person for which there are reasonable grounds for believing to be a party to the matter being considered, if such communication is designed to influence the official, employee's or volunteer firefighter's action on that matter. If such communication should occur, the public official, employee or volunteer firefighter shall disclose it at an open meeting of the Board, Commission or Committee prior to its consideration of the matter.

#### **6. INAPPROPRIATE USE OF PUBLIC POSITION:**

A public official, employee or volunteer firefighter shall not use his/her public position to further a personal interest or the interest of an immediate family member.

A public official, employee or volunteer firefighter shall not use the powers or prestige obtained through election, appointment or employment, to influence the decision of a subordinate on a matter where the official, employee or volunteer firefighter has significant private/personal pecuniary interest.

Public officials, employees or volunteer firefighters are empowered to discharge specific statutory duties in the public interest and should not interfere with the statutory duties of others.

A public official, employee or volunteer firefighter shall not attempt to influence Village staff's recommendations regarding matters in which the public official, employee or volunteer firefighter has a personal/private or financial interest.

A public official, employee or volunteer firefighter shall not use Village staff or resources to advance a personal/private or financial interest.

## **7. INCOMPATIBILITY OF OFFICES:**

Incompatible offices set forth in 17 V.S.A., Section 2647, shall not be held simultaneously by any Village public official, employee or volunteer firefighter.

The Village Manager shall not hold the office of Village Clerk or Village Treasurer.

A Village Trustee shall not serve as a member of the Village Planning Commission or Zoning Board of Adjustment.

A member of the Village Planning Commission shall not serve as a member of the Village Zoning Board of Adjustment.

A member of the Village Zoning Board of Adjustment shall not serve as a member of the Village Planning Commission.

A Village Trustee, Planning Commissioner, or member of the Zoning Board of Adjustment shall not be an employee of the Village of Essex Junction.

## **8. FAIR AND EQUAL TREATMENT:**

No public official, employee or volunteer firefighter shall grant or make available to any person any consideration, treatment, advantage or favor beyond that which it is the general practice to grant or make available to the public at large.

No public official, employee or volunteer firefighter shall request, use, or permit to be used, any publicly-owned or publicly-supported property, vehicle, equipment, labor, or service for the personal convenience or the private advantage of him/herself or any other person. This rule shall not be deemed to prohibit a public official, employee or volunteer firefighter from requesting, using or permitting the use of such publicly-owned property, vehicle, equipment, or material which is provided as a matter of stated policy for the use of Village public officials, employee or volunteer firefighter in the conduct of official Village business.

No public official, employee or volunteer firefighter shall discriminate on the basis of race, color, religion, national origin, or sex.

## **9. DISCLOSURE AND RECUSAL PROCEDURES:**

Whenever a matter comes before a Board, Commission or Committee, on which any of the conflict of interest situations described in the sections entitled "Definitions," "Conflict of Interest" or "Ex-Parte Communications: Boards, Commission and Committees" of this Policy shall exist, the following provisions shall apply:

(a) The public official, employee or volunteer firefighter involved shall disclose to

the relevant Board, Commission or Committee, in an open public meeting, the nature of the conflict of interest, prior to any consideration of the matter by said Board, Commission or Committee.

(b) Following such disclosure, such public official, employee or volunteer firefighter shall leave the room and shall not participate in any consideration, discussion or vote on the matter before the Board, Commission or Committee. If the official, employee or volunteer firefighter wishes to address the issue at an open public meeting, the official, employee or volunteer firefighter may re-enter the room as a member of the public and participate as a member of the public. During deliberation and vote on the matter, the official, employee or volunteer firefighter shall not be present. The official, employee or volunteer firefighter may attend executive session to discuss the matter at the invitation of the Board, Commission or Committee, if such attendance complies with the statutory requirements of the Open Meeting Law.

(c) The public official, employee or volunteer firefighter shall not, during any part of the Board, Commission, or Committee meeting pertaining to the matter requiring the disclosure, represent, advocate on behalf of, or otherwise act as the agent of the person or business entity in or with which the official has such an interest or relationship.

The foregoing shall not be construed as prohibiting the official, employee or volunteer firefighter from testifying as to factual matters at a hearing of the Board of Trustees, Planning Commission, Zoning Board of Adjustment, or any other committee.

#### **10. COMPLAINT OF ETHICS VIOLATION:**

A person, who believes that an appointed public official, employee or volunteer firefighter of the Village of Essex Junction has violated any portion of this policy, may send or deliver a signed, written complaint to the Village Manager. The complaint shall include the name of the person alleged to have committed the violation and the specifics of the act(s) which constitute the violation. The Manager shall forward the complaint to the appropriate public official(s) for resolution.

Any complaint against an elected official shall be directed to the elected official. A person may ask an elected body to reconsider a matter that they believe involved an unethical act by an elected official.

#### **11. DISTRIBUTION OF ETHICS POLICY:**

**Village Trustees:** Annually at their organizational meeting, the Village Trustees shall, in a public meeting, review the Ethics Policy of the Village of Essex Junction. Each Village Trustee shall sign a form acknowledging that they have received and understand the Ethics Policy.

**Boards, Commissions and Committees:** Upon appointment and annually at their organizational meetings, all boards, commissions, and committees appointed by the Village Trustees shall, in a public meeting, review the Ethics Policy of the Village of Essex Junction. Each board, commission or committee member shall sign a form acknowledging that they have received and understand the Ethics Policy of the Village of Essex Junction.

**Fire Department:** Upon appointment and annually thereafter, the Fire Chief shall distribute and review with the volunteer firefighters a copy of the Village of Essex Junction's Ethics Policy. Each volunteer firefighter shall sign a form acknowledging that he/she has received and understands the Ethics Policy.

**Department Heads and Full-Time Employees:** Upon hiring and annually thereafter, Department Heads shall be required to distribute and review with their full-time employees a copy of the General Rules and the Personnel Regulations, including Ethics Policy. Each full-time employee will be required to sign a form acknowledging that he/she has received and understands the General Rules and Personnel Regulations, and Ethics Policy.

**Elected Position:** Each person seeking an elected position in the Village of Essex Junction shall be given a copy of the Ethics Policy of the Village of Essex Junction along with a petition.

**Appointed Position:** Each person seeking an appointed position in the Village of Essex Junction shall be given a copy of the Ethics Policy of the Village of Essex Junction upon submittal of a letter requesting appointment.

**Adopted by the Village Trustees on 6/8/10.**

**ARTICLE 1**  
**GENERAL RULES FOR PUBLIC OFFICIALS, ALL EMPLOYEES AND VOLUNTEERS**

**101. EFFECT**

The provisions of these rules shall apply alike to all public officials, volunteer firefighters and all employees of the Village, regardless of the time of the creation of the position or the time of their appointment.

These rules and regulations are subject to change at any time by majority vote of the Village Trustees.

**102. DEFINITIONS**

**"Department Head"** is the appointed Fire Chief or an employee who has direct supervision and responsibility for personnel of a municipal department.

**"Employee - Full-Time"** is an employee who works at least thirty (30) hours per week, year round. Full-time employees are eligible for all benefits and may only be discharged for cause. Full-time employees who work less than forty (40) hours per week will have their fringe benefits, such as vacation leave, sick leave and holiday pay, pro-rated (e.g., an employee who normally works 30 hours per week would be paid for 30 hours when taking a vacation week).

**"Employee - Part-Time"** is any person who routinely works less than thirty (30) hours per week, or is hired for seasonal work only. A part-time employee is an at-will employee and may be discharged at any time without cause. Part-time employees who work an average of at least 18 hours per week and are over age 18 are eligible for paid sick leave in accordance with state law. Part-time employees are not eligible for benefits, except that those who are scheduled to work at least twenty (20) hours per week year round and have completed an initial six month probationary period are entitled to vacation, holiday, and sick leave on a prorated basis. All employees have access to the Employee Assistance Program.

**"Seasonal Employee"** is any employee hired to perform services on a seasonal basis. Seasonal employees are not eligible for benefits and are not included in the merit pay scale. Seasonal employees may be discharged at any time without cause.

**"Public Official"** is any person who is elected by the voters of the Village or has been appointed by the Village Trustees.

**"Volunteer Firefighter"** is any person appointed to the Essex Junction Fire Department. In accordance with the Fair Labor Standards Act, they are volunteers and not employees. Volunteer firefighters are appointed by the Essex Junction Fire Chief. All appointed volunteer firefighters are at-will. They are not eligible for benefits, except for the Employee Assistance Program, and may be discharged at any time without cause by the Fire Chief or by the Village Trustees. Pay rates for volunteer firefighters are set by the Fire Chief and approved by the Village Trustees. Volunteer firefighters are not included in the merit pay scale.

**"Library Substitute"** is any employee hired to fill in on an "as-needed basis" at the Brownell Library. Library substitutes are not eligible for benefits and are not classified in the merit pay scale. All library substitutes are to be paid the same hourly wage as established by the Library Director and Municipal Manager. Library Substitutes may be discharged at any time without cause.

**"Library Volunteer"** is any person who has been offered and accepted a volunteer position at the Brownell Library. All applicants for volunteer positions at the library are required to undergo a criminal record check per Section 8 of the "Administrative Procedures Regarding Hiring."

### **103. EQUAL OPPORTUNITY AND NON-DISCRIMINATION**

The Village of Essex Junction is committed to and adheres to equal opportunity and nondiscrimination in all aspects of employment. Candidates for employment and employees will be considered for all positions on the basis of their qualifications, abilities and job performance, regardless of race, color, religion, ancestry, national origin, genetics, place of birth, age, sex (including pregnancy), sexual orientation, genetic information, gender identity or disability, if he or she is qualified for the position. The municipality shall, without regard to these matters, recruit, hire, upgrade, assign, and train all employees. In addition, the municipality shall administer all personnel actions, such as compensation, benefits and municipal sponsored training without regard to these matters. Reasonable accommodations will be made for employees who are qualified individuals with a disability and for any qualified person with a disability seeking employment with the municipality.

### **104. APPOINTMENTS**

Where no specific rule of the Village Charter is made to the contrary, the state statutes shall determine how appointments shall be made.

### **105. RECORDS**

All records shall be available to the Board of Trustees or their representative if they are conducting an official investigation in accordance with the Village Charter or acting as the Personnel Board.

### **106. MONIES RECEIVED**

Every official or employee shall turn over, as soon as practical, all monies received by him/her in their official capacity to the Treasurer with a statement showing the source from which the same was received.

### **107. OATH**

Members of the Board of Trustees shall, before assuming their duties, take the oath prescribed by law.

### **108. SALARIES**

All officials, employees and volunteer firefighters of the Village shall receive such salaries as may be provided by the Village Trustees. No official or employee receiving a salary from the municipality shall be entitled to retain any portion of any fees collected by him/her in the performance of their duties as municipal official or employee.

All municipal employees, with the exception of the volunteer firefighters, seasonal employees and library substitutes, will be placed in the municipality's merit pay scale and will be eligible for merit increases based on the evaluation rating received on their review dates.

### **109. TERMINATION OF OFFICE**

Every official, volunteer firefighter and employee, upon the expiration of their term or dismissal, shall deliver to their successor all books and records which may be the property of the Village, and shall deliver to the Manager any other municipal property in their possession. If no successor has been appointed within one week after the termination of office, such property shall be delivered to the Municipal Manager or Trustees.

### **110. REFERENCES**

The Village of Essex Junction will not provide references beyond confirming dates of employment. All reference requests are to be referred to the Municipal Manager in accordance with the "Policy Regarding Providing References for Former Employees."

### **111. TRAVELING EXPENSE**

Request for travel expense funds for official business, special education or training shall be submitted on an authorized form. Authorization forms are to be signed by the employee's supervisor. Mileage shall be reimbursed in accordance with IRS allowance and shall be computed based on employee's

regular work site as base.

No municipal vehicle shall be used regularly for commuting to and from work, nor shall any public official receive mileage reimbursement for commuting to and from work, unless waived by the Municipal Manager on a case-by-case basis.

Employees and volunteers attending conferences or other training will be reimbursed for the cost of meals. If a meal is not provided, the municipality shall reimburse public officials and employees up to \$15 for breakfast, \$15 for lunch and \$25 for dinner (including gratuities). In order to receive reimbursement, an Expense Voucher shall be completed and receipts provided. At no time will the municipality reimburse public officials for alcohol or tobacco related products.

#### **112. SMOKING**

Smoking will not be allowed inside any building or vehicle owned by the Village of Essex Junction. Smoking will be permitted outdoors (except at the Wastewater Treatment Plant, where no smoking is allowed within the gates).

#### **113. EMPLOYEE ASSISTANCE PROGRAM**

The services of Invest EAP, a Vermont-based Employee Assistance Program (EAP), are available for all employees as well as all of their household members. Invest EAP may be accessed 24 hours a day and seven days a week (24/7), free of charge and confidentially, for help identifying and dealing with the stressors and distractions in their life.

#### **114. OPEN DOOR POLICY.**

The Village has an open door policy for employees. In order to maintain an open door policy, employees are encouraged to discuss concerns, issues, problems, and/or ideas with Department Heads or the Manager. If employees are unable to resolve issues with their Department Head they may address their concerns or ideas to the Manager with the understanding that all discussion with the Manager may be reviewed with the Department Head. The open door policy is not intended to be a means to override department rules or circumvent proper steps to resolve issues

#### **115. ETHICS POLICY.**

The Village has an Ethics Policy. The Ethics Policy will be distributed to all employees; board, commission and committee members; elected and appointed officials; and fire fighters upon appointment and annually thereafter per Section 11 of the Ethics Policy. Each person receiving the Ethics Policy shall sign the Ethics Policy acknowledgement form.





## MEMORANDUM

TO: Village Trustees  
FROM: Pat Scheidel, Municipal Manager  
DATE: September 12, 2017  
SUBJECT: Trustees Meeting Schedule

### TRUSTEES MEETING SCHEDULE/EVENTS

September 26	6:30 PM Regular Meeting at 81 Main St. 7:00 PM Joint Meeting with the Essex Selectboard
September 29-30	<i>Steamfest/Arts Festival on Railroad Ave.</i>
October 10 6:30 PM	Regular Meeting
October 24 6:30 PM	Regular Meeting
November 14 6:30 PM	Regular Meeting
November 28 6:30 PM	Regular Meeting
December 12 6:30 PM	Regular Meeting

## MEMORANDUM

To: Selectboard

From: Pat Scheidel, Municipal Manager 

Date: August 2, 2017

Re: Team Building

### Issue

The issue is solidifying a team between the new Municipal Manager and the Department Heads as well as between the Municipal Manager and the Legislative Bodies.

### Discussion

The Town of Essex and the Village of Essex Junction will be hiring a new Municipal Manager. Strong relationships between the new Municipal Manager and the existing department heads/existing legislative bodies will be extremely important during this change. Contracting with a consultant who specializes in team building, specifically Municipal Team Building, will prove essential to a smooth transition.

### Cost

Cost of consultant and team building sessions.

### Recommendation

It is recommended that a qualified consultant is hired to run team building workshops between the new Municipal Manager and the department heads and the two legislative bodies. It is recommended that this work is done within the first 6 months of the new manager's tenure.

VILLAGE OF ESSEX JUNCTION BIKE/WALK ADVISORY COMMITTEE MINUTES OF MEETING

July 17, 2017

MEMBERS PRESENT: Jud Lawrie, Micah Hagan, Raj Chawla, Jeff Frolik, Phoebe Spencer (via Skype)

1. CALL TO ORDER

Phoebe called the meeting to order at 5:45 PM.

2. ELECTIONS

Interim Chair needed as Phoebe in DC through September. Jeff proposed the IC be found for through the end of 2017.

- Upcoming items: CTE bike rack, potential grants
- Raj self-nominated, Jud seconded. Vote passed. ALL IN FAVOR.

3. MINUTES REVIEW

MOTION by MICAH, SECOND by JUD, to approve the MAY meeting minutes. ALL IN FAVOR. MOTION PASSED.

4. BIKE LANES

Raj to contact City Engineer about striping on Pearl Strip.

5. BIKE RACKS

Unclear what the Local Motion agenda items was about. Raj to follow up to identify topic.

6. PEARL STRIP RIBBON CUTTING

Raj to determine day/time. Possible Front Porch Forum postings.

7. CYCLE DE MAYO feedback

- The committee should discuss at a future meeting (with better attendance) whether to continue the event.
- Piggyback on other events. Block party, Maple street weekly events? Library events?

8. IMPACT OF BUSSING

- How can we help the schools promote better student walking/biking to/from school?

9. NEW COMMITTEE MEMBER

- Current committee doesn't represent demographics of Village well.
- Person more focused on walking?

10. COMMITTEE ROLE IN VILLAGE

- Raj to meet with Trustee representatives to see how they view the committee.
- Committee to review mission/priorities. Continue relation with Village Engineer for expertise that the committee no longer has.
- Find a Trustee serve as a liaison to BWAC
- Look for budget. \$1k? Discuss with Darby how to approach Village.

#### 11. OTHER

- Can Bike Patrol attend next meeting? Jeff to contact Police Department to invite interns to talk to committee.
- CTE video to be posted for committee review and discussion at next meeting.
- Invite potential committee members (bring treats) – post on FB and FPF. Raj to contact Darby to invite those who might be interested to next meeting for information purposes.
- Go Vermont! grant for bike repair stand near Nest?

#### 12. ADJOURNMENT

MOTION by JUD, SECOND by MICAH to ADJOURN. Adjourned at 6:35 PM.

Respectfully submitted, Jeff Frolik.

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

**VILLAGE OF ESSEX JUNCTION  
BIKE/WALK ADVISORY COMMITTEE  
MINUTES OF MEETING  
August 21, 2017**

**MEMBERS PRESENT:** Raj Chawla, Jud Lawrie, Jeff Frolik, Eric Bowker, Micah Hagan

**OTHERS:** Stuart Timmons

**ADMINISTRATION:** Darby Mayville, Community Relations/Economic Development Assistant

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**1. CALL TO ORDER**

Raj called the meeting to order at 5:57 PM.

**2. MINUTES REVIEW**

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

**3. BIKE/WALK ISSUES FROM ESSEX PD PERSPECTIVE**

Jeff shared some feedback he received via e-mail from the three bike patrol interns. They found that there are the most unsafe biking conditions on Maple Street near the pool. Many children did not wear their helmets in this area as well. They found the highest concentration of bicyclists near Myers Park.

Raj noted that he saw a lot of wrong way cycling on Maple Street as well. He thought that it would be helpful to do some type of educational outreach at ADL to help correct this problem.

Jud noted that additional directional signals could be helpful to cyclists. Stuart noted that the white directional arrows would be helpful as well.

Raj plans to meet with Rick Jones, Public Works Superintendent to discuss bike lane striping and biking directional signals.

**4. WALK FRIENDLY COMMUNITIES APPLICATION**

The committee reviewed and made edits on this document.

**5. OTHER ITEMS**

Jeff suggested that the committee make a list of annual achievements to make completing future designations easier. He said that this was something that could possibly be published in the Essex Reporter.

The committee also discussed the possibility of obtaining a Go! Vermont grant for bike racks. The grant would be for \$500, and could be matched with \$500 of Village funds. Darby agreed to begin the application.

Raj said that he would reach out to Local Motion to see if they were still providing free bike racks for Circ. Communities.

**6. PUBLIC INPUT**

None.

**7. NEXT MEETING & AGENDA**

The next meeting will be held on September 18<sup>th</sup> at 5:45 PM. The agenda is TBD.

**8. ADJOURNMENT**

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

Respectfully submitted, Darby Mayville.

**Village of Essex Junction  
Tree Advisory Committee  
Minutes of Meeting  
August 21, 2017**

**Members Present:** Nick Meyer, Mary Jo Engel, Warren Spinner, Rich Boyers, and Tim Kemerer

**Others Present:** Steve Rivard & Elise Schadler (State of Vermont Urban & Community Forestry Program)

**1. Call To Order**

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

**2. Tree Management Software Presentation**

Elise Schadler, from the state of Vermont Urban & Community Forestry Program, led a training on the new Arc GIS powered inventory & mapping system. Committee members will be using this program to update Essex Junction's tree inventory.

**3. Adjournment**

The meeting was adjourned at 7 PM by Nick.

Respectfully Submitted: Darby Mayville

**VILLAGE OF ESSEX JUNCTION  
CAPITAL PROGRAM REVIEW COMMITTEE  
MINUTES OF MEETING  
September 5, 2017**

**MEMBERS PRESENT:** Andrew Brown (Chairman); Kevin Collins, Amber Thibeault, Tim Dall.  
**ADMINISTRATION:** Lauren Morrisseau, Finance Director & Assistant Manager; Rick Jones, Public Works Superintendent.  
**OTHERS PRESENT:** None.

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**1. CALL TO ORDER**

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

**2. AGENDA**

There were no changes to the agenda.

**3. PUBLIC COMMENTS**

None.

**4. DISCUSSION: How capital projects are funded; Recommended changes**

There was discussion of developing a recommendation to the Trustees to “adequately fund the village’s capital program”. There was agreement further information is needed on the following:

- The amount of funding necessary to do all projects within the next 15 years.
- How long it would take to fund all existing projects.

There was continued discussion on the ranking, funding, and timeline of projects, and the need to ensure the ranking and timeline work together and not against one another.

Assignments:

- Committee members will identify short term projects (1-5 year), medium term projects (5-10 year), and long term projects (10+ year) for discussion at the next meeting.
- Andrew Brown will email the list of capital projects to Rick Jones.
- Rick Jones will review the remaining capital projects and rankings to identify any concerns/questions about the prioritized order.
- Andrew Brown will send an email to committee members elaborating on the capital committee purpose and function.

**5. APPROVE MINUTES**

*August 1, 2017*

Postponed to the next meeting.

**6. NEXT MEETING/AGENDA**

Next meeting: October 3, 2017 at 6 PM



**7. ADJOURNMENT**

**MOTION by Amber Thibeault, SECOND by Kevin Collins, to adjourn the meeting.**

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

The meeting was adjourned at 6:55 PM.

*From AB notes: MERiordan*

## **Patty Benoit**

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**From:** Robin Pierce  
**Sent:** Wednesday, August 09, 2017 4:02 PM  
**To:** Patrick C. Scheidel  
**Cc:** Patty Benoit; Terry Hass  
**Subject:** CIRC Alternatives status - Trustees

Greetings, Pat.

The **Pearl Street** project has progressed with more verve in the last few weeks. Working with a name and number given to us by Dylan we subsequently made further contacts and have been able to get each of the five utilities that have to move cable and wires on site sooner than (they) expected. Our goal is still to finish by the end of October.

The **Crescent Connector** is still in the early stages of its arc. VTrans have asked for the ROW Plans to be modified by D&K, and RSG continue to juggle the road and rail signal sequences to maximize the improvements. At this stage it is suggested that we can fine tune the rail and road signals once the new road is open to better suit the reality of the situation. We continue to discuss purchase rather than lease of the rail land. Purchase means the project pays, lease means the Village pays yearly in perpetuity. With three entities controlling the land; NECR, G&W and CV properties it is a delicate, balanced and fluid situation. Not to mention VTrans, who have been great.

We managed, several years ago, to get the approval of the FHWA and VTrans to have NECR do the portion of the work which is theirs – rail crossing, cable etc., in the railroad ROW by Force Account which means they don't have to bid their work out. Unfortunately this has not speeded up the NECR engineers and it looks like the rail crossing will not be completed until next year. We still plan to build the road portions next year.

Watch this space. ☺

Robin.

Robin Pierce  
BA., MRP., MLA., C.UD., ASLA., MRTPI., RLA.

Community Development Director  
Village of Essex Junction

# Memorandum

TO: Patrick C. Scheidel, Municipal Manager and the Trustees

FROM: Dennis Lutz, Public Works Director

DATE: 21 August 2017

SUBJECT: Contract for Pedestrian Bridge with Engineering Ventures (INFORMATION)

Per earlier discussions with the Village Trustees, a copy of the signed contract with Engineering Ventures is provided with this memorandum.

In the preliminary cost estimate provided for the project in 2016, the engineering costs for design and construction services engineering were estimated at \$43,979.18. Half of this cost was for design and the other half for construction and bidding services. With the construction inspection handled by Town Public Works staff and some construction administration and limited inspection by Essex Ventures, the cost is \$22,600. This represents a net reduction of approximately 49% in anticipated engineering costs.



208 Flynn Avenue, Suite 2A, Burlington, VT 05401 • Tel: 802-863-6225 • Fax: 802-863-6306  
85 Mechanic Street, Suite B2-2, Lebanon, NH 03766 • Tel: 603-442-9333 • Fax: 603-442-9331

Mr. Dennis Lutz, P.E.  
Town Engineer/Public Works Director  
Town of Essex  
81 Main Street  
Essex, Vermont 054052

August 22, 2017

Re: **Agreement for Engineering Services**  
**VT15 (Main Street) Pedestrian Bridge Replacement**  
**Essex Junction, Vermont**

EV# 17528

Dear Dennis:

This letter proposes that Engineering Ventures will provide certain professional engineering services, referred to as the WORK, to Village of Essex Junction for the Main Street Pedestrian Bridge Replacement project located at Bridge #1A on Vermont Route 15 in the Village of Essex Junction.

This letter will become an Agreement when fully executed within 60 days by a duly authorized agent of the Village of Essex Junction.

#### **SCOPE OF SERVICES**

The Scope of Services to be provided by Engineering Ventures (EV) is outlined in Attachment 1. The work is generally described as the construction of a new pedestrian bridge on the east side of Bridge #1A on Vermont Route 15 in the Village of Essex Junction.

In order for Engineering Ventures to complete these services, certain requirements for CLIENT or others may also be included in Attachment 1.

A summary of Assumptions and Excluded Services is also included in Attachment 1. Please review these assumptions and let us know if we have misinterpreted the requirements of the project and should add or delete items from the proposed Scope of Work.

#### **PROJECT SCHEDULE**

Engineering Ventures would expect to start services promptly after receipt of the Village of Essex Junction's acceptance of this proposal. For discussion purposes, we have prepared the

following tentative project schedule:

- August 28, 2017  
Notice to Proceed given to EV
- October 13, 2017  
Alternatives letter report provided to Village
- October 24, 2017  
Public presentation of alternatives developed at Village Trustees meeting.
- November 3, 2017  
10 days after public meeting, Village indicates selected alternative
- December 4, 2017  
Provide Client with 90% plans and specifications.
- December 14, 2017  
10 days after 90% Submission, Village return comments.
- January 12, 2017  
Provide Village with final submission, including plans and specification, issued for construction.
- January 19, 2017  
Project out to bid for spring 2018 construction.

#### **STANDARD TERMS AND CONDITIONS**

Refer to Attachment 2 for the Standard Terms and Conditions that govern this contract, in which the Village of Essex Junction is referred to as the "CLIENT".

#### **PAYMENT FOR SERVICES**

In consideration for the WORK provided by Engineering Ventures, Village of Essex Junction will pay Engineering Ventures a lump sum fee or not-to-exceed fee based on the attached Engineering Ventures' 2017 Rates, including reimbursable expenses, as outlined below:

I. Not-to-Exceed Scope Items:

Scope Item A – Meetings with the Client:	\$900.00
Scope Item B – Topographic Survey and ROW Check:	\$2,000.00
Scope Item C – Utility Conflicts:	\$2,000.00
Scope Item D – Prepare Alternatives:	\$3,000.00
Scope Item E – Permitting:	\$900.00
Scope Item G – Assistance during Bid and Negotiation:	\$600.00
Scope Item H – Construction Administration:	<u>\$2,500.00</u>
Total Not-to-Exceed Fee:	\$11,800.00

II. Lump Sum Scope Items:

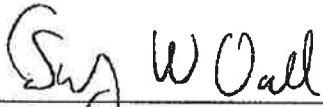
Scope Item F – Preparation of Plans and Specifications:	<u>\$10,800.00</u>
Total Lump Sum Fee:	\$10,800.00

**ADDITIONAL SERVICES**

Authorized Additional Services will be provided at the attached Engineering Ventures' 2017 Rates, plus reimbursable expenses or a negotiated fixed fee in accordance with the Terms and Conditions.

If this proposal is acceptable, please sign and return one executed copy. We are pleased to have the opportunity to be of service.

Respectfully,



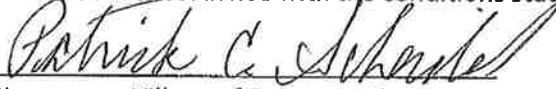
\_\_\_\_\_  
Timothy W. Dall, P.E.  
Senior Engineer



\_\_\_\_\_  
Paul Boisvert, P.E.  
Principal

**ACCEPTANCE**

Village of Essex Junction accepts this Agreement and hereby directs Engineering Ventures to proceed with the Scope of Services and acknowledges that it has the budgeted and approved financial resources for this project and intends to pay for satisfactory completion of the services rendered in accordance with the conditions stated herein.



\_\_\_\_\_  
Signature - Village of Essex Junction

8/23/17

\_\_\_\_\_  
Date

Patrick Schedel

\_\_\_\_\_  
Typed/Printed

Municipal Manager

\_\_\_\_\_  
Position/Title

**ATTACHMENT 1  
ENGINEERING SCOPE OF WORK**

**BASIC SERVICES**

Engineering Ventures will provide WORK consisting of:

**A. Meetings with the Client:**

1. Attend one public meeting to discuss project alternatives developed.
2. Attend one progress meetings with Client's staff up to and including the 90% submission.

**B. Topographic Survey and ROW Check**

We have retained the services of Latitudes Land Surveying LLC to assist with the topographic survey and right of way check.

1. Perform topographic survey for the project in general accordance with VTrans Survey guidelines and requirements.
2. Existing right of way and easement information will be compiled from Village records. This information should identify public/private ownership and any existing easements or restrictions on affected property.
3. Prepare base plan for use in defining proposed pedestrian bridge. Base plan will include right of way information gathered.

**C. Identify Utility Conflicts**

1. Contact utilities to identify presence, extent and ownership of overhead and underground utilities.
2. Identify obvious and potential conflicts with utilities identified.
3. For utilities that may be affected, determine probable relocations that may be necessary. If relocations are envisioned, identify probable locations and identify whether these locations are within or outside the existing right of way.
4. Utility locations will be included on base plan drawing developed.

**D. Prepare Alternatives**

1. Perform visual assessment of existing abutments for reuse. For the purposes of this proposal, we are assuming abutments are in good condition and suitable for reuse.
2. Investigate existing junction boxes and conduit on upstream face of bridge. We will engage the services of a licensed electrician to perform this investigation.
3. Evaluate potential alternative bridge construction types. Some potential options that will be considered are precast concrete, prestressed precast concrete, structural steel and cast-in-place concrete.
4. Prepare summary letter report outlining alternatives evaluated, relative costs of

- alternatives, permits required and a recommendation on a preferred alternative.
5. Attend public meeting to discuss alternatives developed and recommended alternative.

E. Permitting

1. Identification of permits that may potentially be needed for this project. These may include:
  - a. VT Agency of Transportation State Highway Access and Work Permit. Anticipated.
  - b. Amendments to existing ACT 250 permits (no prior permits found, will confirm with District Coordinator that no permit is required).
  - c. Stream Alterations: Anticipated configuration does not involve disturbance in Indian Brook, no permit anticipated (will confirm).
  - d. Wetlands: Anticipated configuration does not involve disturbance in low areas adjacent to Indian Brook, no permit anticipated (will confirm).
  - e. Army Corps of Engineers: Anticipated configuration does not involve disturbance in low areas adjacent to Indian Brook, no permit anticipated (will confirm).

F. Preparation of Plans and Specifications

1. Design and detail pedestrian bridge superstructure.
2. Design and detail existing concrete abutment modifications needed for proposed pedestrian bridge superstructure.
3. Design and detail sidewalk approach slabs.
4. Prepare plans for the purpose of obtaining competitive bids. Plans will be stamped by the professional engineers licensed in the State of Vermont responsible for their preparation. We anticipate the following drawings will be prepared
  - a. Title Sheet
  - b. General Note Sheet
  - c. Existing Site Plan
  - d. Proposed Site Plan
  - e. General Plan, Elevation and Typical Section
  - f. Structure Plan
  - g. Substructure Details
  - h. Superstructure Details
5. Construction drawings will depict necessary temporary barriers and warning signage for the sidewalk closure and/or detour as part of contractor's responsibility.
6. Prepare specification document incorporating Client's standard front end specifications.
7. Provide Client with 2 hard copies of plans and specifications for the 90% Submission.
8. Update Construction Documents as necessary based on 90% Submission review comments from Client.
9. Provide Client with 2 hard copies of plans and specifications for the 100% Submission.



G. Assistance during Bid and Negotiation

1. Provide engineering support during the bid and negotiation phase of the project as needed.

F. Construction Administration:

1. Review contractor prepared shop drawings.
2. Make periodic site visits to observe the progress and quality of the work.
3. Review construction quality control test reports.
4. Provide clarifications and resolve minor field problems as required.
5. Review and process any change orders that may arise during the construction of repairs.

**ASSUMPTIONS AND EXCLUDED SERVICES**

The following assumptions are presented in order to more clearly delineate Engineering Ventures' Scope of Work.

1. Existing abutments are suitable for reuse and no major rehabilitation work is planned or required. Suitability of reusing existing abutments will be based solely on a visual assessment of exposed face.
2. Proposed improvements will not increase soil height or surcharge along streambanks.
3. Site improvements and/or grading changes will not extend to stream channel.
4. Existing pull boxes and conduit supported by bridge is power feed for municipal street lights in adjacent lot, this will be verified by an electrician during development of alternatives. We are assuming these items can simply be removed and replaced in kind and no upgrades are needed.
5. Plans will be developed in CAD based software.

The following items are specifically excluded from Engineering Ventures' Scope of Work:

1. Permit applications or associated fees.
2. Preparation of opinions of probable construction cost.
3. Subsurface soil investigation.
4. Slope stability analysis of stream banks, we understand the Village will maintain slope as required to maintain stability.
5. Destructive and non-destructive testing of existing construction.
6. Selective demolition of existing construction.
7. An assessment, analysis or load rating of the existing Bridge #1A superstructure or substructure.

**ATTACHMENT 2**  
**STANDARD TERMS AND CONDITIONS**  
**ENGINEERING VENTURES INC**

**WARRANTY/LIABILITY**

ENGINEERING VENTURES warrants that it will exercise reasonable care, skill, competence, and judgment consistent with professional engineering standards in performing the WORK. In consideration of ENGINEERING VENTURES' extension of this warranty to the CLIENT, the CLIENT agrees that this warranty shall be exclusive of all other warranties, whether expressed or implied. In no event shall ENGINEERING VENTURES be liable, at any time, for consequential damages.

In recognition of the relative risks, rewards and benefits of the project to both the Client and Engineering Ventures, the risks have been allocated so that the Client agrees that, to the fullest extent permitted by law, Engineering Ventures' total liability to the Client, for any and all injuries, claims, losses, expenses, damages or claim expenses arising out of this agreement, from any cause or causes shall not exceed the total amount of \$ 50,000 or the amount of Engineering Ventures' fee (whichever is greater). Such causes include, but are not limited to, Engineering Ventures' negligence, errors, omissions, strict liability, breach of contract, or breach of warranty.

**BILLING AND PAYMENT**

Invoices will generally be submitted monthly for services and reimbursable expenses and are due when rendered. The CLIENT shall pay ENGINEERING VENTURES for all WORK in accordance with the AGREEMENT. CLIENT agrees that payment will be made and recognizes that on-time payment is a material part of the consideration of this AGREEMENT.

If the CLIENT objects to all or any part of an invoice, the CLIENT shall notify ENGINEERING VENTURES within 7 calendar days of receipt of invoice and shall identify the problem, and shall pay any part of the invoice, not in dispute, on time. Any invoices not objected to within such 7-day period shall be deemed accepted by the CLIENT. Disputed amounts are due upon resolution.

An invoice shall be considered past due if not paid within 30 days after the invoice date and Engineering Ventures may, without waiving any claim or right against Client, and without liability whatsoever to the Client, terminate the performance of the services. Engineering Ventures does not agree to extend credit, however, a service charge will be charged at 1.5% per month on the unpaid balance.

**DISPUTE RESOLUTION - MEDIATION**

In an effort to resolve any conflicts that arise during the design or construction of the project or following the completion of the project, the CLIENT and ENGINEERING VENTURES agree that all disputes between them arising out of or relating to this AGREEMENT shall be submitted to non-binding mediation unless the parties mutually agree otherwise.

**TERMINATION OR SUSPENSION OF SERVICES**

This AGREEMENT may be terminated by either party with or without cause upon not less than seven calendar days written notice. ENGINEERING VENTURES shall be compensated in full for services performed and expenses incurred prior to the date of termination.

If the CLIENT terminates the AGREEMENT or suspends ENGINEERING VENTURES' work on the project for more than 30 days, an equitable adjustment in fees may be required to resume work.

**COOPERATION AND ACCESS TO THE SITE**

The CLIENT agrees to cooperate fully with ENGINEERING VENTURES and its agents, representatives, and employees in the performance of the WORK and to take any and all such actions as may reasonably be requested by ENGINEERING VENTURES in connection therewith.

Engineering Ventures will have access to the site for activities necessary for the performance of the services. Engineering Ventures will take precautions to minimize damage due to these activities, but has not included in the fee

the cost of restoration of any resulting damage. Engineering Ventures is not responsible for such costs.

#### **INSURANCE**

Engineering Ventures maintains Worker's Compensation insurance as required by State law. Engineering Ventures maintains General Liability, and Professional Liability Coverage. Certificate for insurance coverage will be provided to the Client upon request.

#### **CHANGES IN THE SCOPE OF WORK**

CLIENT may request changes in the WORK of ENGINEERING VENTURES. Such changes, including any increase or decrease in ENGINEERING VENTURES' compensation, which are mutually agreed upon by both parties, shall be incorporated into this AGREEMENT by written amendments signed by both parties.

#### **OWNERSHIP OF DOCUMENTS**

Drawings, reports, specifications and other documents (either on paper, or on electronic, magnetic, or other media) as instruments of service, shall remain the property of ENGINEERING VENTURES. The CLIENT shall be permitted to retain copies, including reproducible copies of drawings, reports, specifications and other documents, for information and reference in connection with its use and occupancy of the constructed facility. The documents shall not be used by the CLIENT on other projects, for additions to the project, or for completion of the project by others, provided ENGINEERING VENTURES is not in default under this AGREEMENT, except by AGREEMENT in writing and with appropriate compensation to ENGINEERING VENTURES.

Drawings, reports, specifications and other documents provided on disk are delivered with the understanding that such data is subject to error due to format and disk problems and such data must be checked before use.

#### **SCOPE OF OPINIONS**

Unless otherwise specifically stated, any information, documents, records, data, interpretations, or opinions given to the CLIENT by ENGINEERING VENTURES in the course of the performance of the WORK shall be for the CLIENT's sole use and benefit and only in connection with the specific project for which ENGINEERING VENTURES was engaged by the CLIENT, and the same is not intended to be used or relied upon by the CLIENT for any other purpose nor is it intended to benefit or be relied upon by any third party. Any such use or reliance by the CLIENT or third party shall be at the CLIENT's or said third party's own risk.

#### **CONSTRUCTION OBSERVATION**

When construction observation is included in the WORK, ENGINEERING VENTURES will visit the project at appropriate intervals or as specifically prescribed to become familiar with the progress and quality of the contractor's work and to determine if the work is proceeding in general accordance with the Contract Documents. ENGINEERING VENTURES is not retained to make detailed inspections or provide exhaustive or continuous project review and observation services, and does not guarantee the performance of, and shall have no responsibility for, the acts or omissions of any contractor, subcontractor, supplier or any other entity furnishing materials or performing any work on the project.

When construction observation is excluded from the work or when the scope of work is modified to exclude these services, the CLIENT waives all claims against ENGINEERING VENTURES for any problems that occur and are due to misinterpretation of ENGINEERING VENTURES' design drawings and specifications.

#### **SHOP DRAWING REVIEW**

Corrections or comments made on the shop drawing during this review do not relieve contractor from compliance with requirements of the drawings and specifications. This check is only for review of the general conformance with the design concept of the project and general compliance with the information given in the contract documents. The contractor is responsible for: Confirming and correlating all quantities and dimensions; selecting fabrication processes and techniques of construction; coordinating his or her work with that of all other trades and performing all work in a safe and satisfactory manner.

#### **JOB SITE SAFETY**

Neither the professional activities of ENGINEERING VENTURES nor the presence of any of its employees and sub-

consultants at a construction site, shall relieve the General Contractor, Construction Manager, or any other entity of their obligations, duties and responsibilities including, but not limited to, construction means, methods, sequence, techniques or procedures necessary for performing, superintending or coordinating all portions of the Work of construction in accordance with the contract documents and any health or safety precautions required by any regulatory agencies. ENGINEERING VENTURES and its personnel have no authority to exercise any control over any construction contractor or other entity or their employees in connection with their work or any health or safety precautions.

**PERMIT/AGENCY APPROVAL**

When permits or public agency reviews may be associated with the WORK, ENGINEERING VENTURES makes no assurances that permits or reviews will be approved.

**SCHEDULE & UNEXPECTED CONTINGENCIES**

ENGINEERING VENTURES will perform the WORK with due and reasonable diligence consistent with sound professional practice, or as specifically noted in the AGREEMENT, but if delays are caused by labor disputes, fire, unusual delay in transportation, lawfully issued orders, unavailability of materials or equipment, unavoidable casualties or other causes beyond ENGINEERING VENTURES' control, the time for completion shall be extended for reasonable periods of time.

**PROJECT BUDGET CONTINGENCIES**

The CLIENT shall include a customary contingency in all project construction budgets to cover unforeseen costs in the project.

**OPINIONS OF COST**

ENGINEERING VENTURES has no control over the costs or price of labor, equipment or materials, or over a contractor's method of pricing. The CLIENT understands that any such opinions of cost provided by ENGINEERING VENTURES are made based on experience and may not accurately compare with bid or actual costs. If more accurate figures are desired, the CLIENT agrees to engage the services of a Professional Cost Estimator.

**HIDDEN CONDITIONS IN STRUCTURES**

A structural condition is hidden if concealed by existing finishes or if it cannot be investigated by reasonable visual observation. If Engineering Ventures has reason to believe that such a condition may exist, Engineering Ventures shall notify the Client who shall authorize and pay for all costs associated with the investigation of such a condition and, if necessary, all costs necessary to correct said condition. If (1) the Client fails to authorize such investigation or correction after due notification, or (2) Engineering Ventures has no reason to believe that such a condition exists, the Client is responsible for all risks associated with this condition, and Engineering Ventures shall not be responsible for the existing condition nor any resulting damages to persons or property.

**ASBESTOS/HAZARDOUS MATERIALS**

ENGINEERING VENTURES has no responsibility to identify and report the presence of asbestos or other hazardous materials and no related services are included in this AGREEMENT.

**TIME BAR TO LEGAL ACTION**

All legal actions by either party against the other arising out of or in any way connected with the services to be performed hereunder shall be barred and under no circumstances shall any such claim be initiated by either party after five years have passed from the date of the final invoice.

**SALES TAX**

The price for this work does not include state or local sales tax. If any public authority levies a sales tax on any of the WORK to be provided by ENGINEERING VENTURES, the CLIENT hereby agrees to pay all such sales taxes invoiced to the CLIENT by ENGINEERING VENTURES within 30 days of the date of ENGINEERING VENTURES' invoice.

**INDEPENDENT CONTRACTOR STATUS**

ENGINEERING VENTURES is an independent contractor and not a partner, employee or agent of the CLIENT for any

purpose.

**SEVERABILITY**

If any term, condition, or provision of this AGREEMENT or the application thereof to any person or circumstance shall to any extent, be held invalid or unenforceable, then the remainder of this AGREEMENT or the application of such term, condition, or provision to persons or circumstances other than those to which it is held invalid or unenforceable, shall be valid and enforced to the fullest extent permitted by law.

**ASSIGNMENT**

Neither party to this AGREEMENT shall transfer, sublet or assign any rights under or interest in this AGREEMENT (including but not limited to monies that are due or monies that may be due) without the prior written consent of the other party.

**BINDING EFFECT**

This AGREEMENT shall be binding and shall inure to the benefit of the parties hereto and their respective heirs, personal and legal representatives, successors, and assigns; provided that neither of the parties hereto shall be entitled to assign any of said party's rights under this AGREEMENT without prior written consent of the other party hereto.

**ENTIRE AGREEMENT**

This AGREEMENT sets forth the entire AGREEMENT of the parties with respect to the subject matter hereof. ENGINEERING VENTURES and the CLIENT expressly represent to and agree with each other that there are no oral or written representations, warranties, covenants, promises, agreements, conditions, or understandings between them other than as set forth in this AGREEMENT.

**GOVERNING LAW**

This AGREEMENT has been accepted and executed in accordance with, and shall be governed by and construed in accordance with, the laws of the state of Vermont.

**USE OF PROJECT PHOTOS**

Engineering Ventures shall have the right to use photographic or artistic representations of the Project for promotional and professional purposes. Engineering Ventures shall endeavor to exclude confidential or proprietary information. Engineering Ventures recommends that the Owner/Client advise Engineering Ventures in writing of the specific information considered to be confidential or proprietary.

**CERTIFICATIONS**

If Engineering Ventures is requested by the Client to execute certificates, the proposed language shall be submitted to Engineering Ventures for review at least 14 days prior to the requested dates of execution. Engineering Ventures shall not be required to execute certificates that would require knowledge, services, or responsibilities beyond the scope of this agreement.

**VERBAL ACCEPTANCE OF AGREEMENT**

This agreement's Terms and Conditions have been established to allocate certain risks between the Client and Engineering Ventures. For purposes of convenience, the Client may choose to accept this Agreement verbally or with a written or emailed Notice to Proceed to initiate services. In this event, the Client specifically agrees that verbal acceptance or written or emailed notice to proceed shall be considered by both parties to constitute formal acceptance of all terms and conditions of this Agreement. Unilateral modification of this Agreement subsequent to Engineering Venture's initiation of service is expressly prohibited. All preprinted terms and conditions on Client's purchase order are inapplicable to this Agreement and Engineering Venture's involvement in the project.

-END-



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## 2017 RATES

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**Billing Rates:**  
(Per hour)

Officer/Principal	\$	140 - 155
Senior Project Manager/Engineer	\$	120 - 140
Project Managers	\$	105 - 120
Project Engineers	\$	95 - 105
Staff Engineers	\$	85 - 95
Engineering Technicians/Designers	\$	80 - 85
Administrative Assistant	\$	60

Billing rates on projects often average about \$100/hour

Customary reimbursable expenses will be billed at cost plus 10%, in addition to the hourly fee.

# MEMORANDUM

**TO:** Patrick C. Scheidel, Municipal Manager  
Selectboard  
Trustees

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

**DATE:** August 11, 2017

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

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

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

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

Total Project Cost: \$1,346,635.28

Required Local 20% Match: \$269,327.06

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

Total Project Cost: \$50,000

Required Local 20% Match: \$10,000

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





The University of Vermont

**E. Thomas Sullivan**  
President

RECEIVED

AUG 09 2017

Office of Essex Junction

August 7, 2017

Patrick Scheidel  
Essex Municipal Manager  
2 Lincoln Street  
Essex Jct., VT 05452

Dear Patrick:

The extensive fire last Thursday at UVM's historic Torrey Hall was a very unfortunate event. The fact that the impact was not much worse in terms of extent of damage and injuries was nothing short of miraculous. All of the first responders who fought the blaze and coordinated the comprehensive response and coordination performed in spectacular fashion. The fact that there were no serious injuries was a great relief. The firefighters who responded were heroic and showed great bravery in the face of a dangerous situation. In addition, the valuable collections in the building survived largely intact — an amazing outcome in light of the extent of the fire. At this time, it appears that only a very small amount of the collection cannot be saved.

We are deeply grateful, proud, and impressed with the professionalism, cooperation, and courage of all involved in this incident. The University of Vermont is fortunate to be a part of such an extraordinary community.

On behalf of a grateful University, many, many thanks to all.

Sincerely,

Tom Sullivan

**OFFICE OF THE PRESIDENT**

349 Waterman Building  
85 South Prospect Street, Burlington, VT 05405  
(802) 656-7878 • thomas.sullivan@uvm.edu

Equal Opportunity/Affirmative Action Employer



**GBIC**

*Good Jobs In A Clean Environment*

RECEIVED

AUG 18 2017

Village of Essex Junction

August 14, 2017

Members of the Village Trustees  
Patrick Scheidel, Manager  
Village of Essex Junction  
2 Lincoln Street  
Essex Junction,  
VT 05452

Dear Pat:

On behalf of the GBIC Board of Directors and Staff, we thank the Village of Essex Junction for its continued support of the programs and services of the Greater Burlington Industrial Corporation.

Fundraising is a most humbling and challenging activity for a non-profit corporation and we sincerely appreciate your support. Your contribution will enable us to continue serving the municipalities and businesses of Chittenden County throughout this upcoming year.

Again thank you for helping us to build a better economic future for our area residents and the State of Vermont!

Sincerely,

Curt Carter  
Senior Vice President



## 2018 VLCT PROPOSED MUNICIPAL POLICY

As a VLCT member, you can help set VLCT's municipal legislative priorities for the 2018 legislative session. Please take time to discuss the attached proposed priorities with your local legislative body. Be sure to designate a delegate to the annual meeting to vote for your town.

Attached are the recommendations of VLCT's five committees for the 2018 VLCT Municipal Policy. Please review the proposals at a council or board meeting before Town Fair (Thursday, October 4, at the Killington Grand Resort Hotel, Killington, Vermont).

Once adopted at Town Fair, the policy will guide the actions of VLCT Advocacy in 2018 in the areas of transportation and water quality funding, economic development, addressing the opioid crisis, and marijuana legalization.

**Do these policies represent the most significant issues for your municipality? What should be included that is not?** Please take time to propose amendments if your city or town believes a significant issue is not addressed.

This platform of legislative initiatives will be debated at VLCT's Annual Business Meeting at the Killington Grand Resort at Town Fair on Thursday, October 4, 2017, beginning at approximately 1:30 p.m. Please join us!

Please return any proposals of amendment on the attached form by Friday, September 1, 2017. The entire draft Municipal Policy and proposal amendment and voting delegate forms are also posted on our website, [www.vlct.org](http://www.vlct.org).

The VLCT Board will consider all submitted amendments at its meeting on Thursday, September 7, 2017 at VLCT offices. Any Board-endorsed amendments will be included in the draft policy that is distributed to the members at the annual meeting. Members of VLCT may also offer amendments in writing from the floor.

Please email Karen Horn, Director of Public Policy and Advocacy, at [khorn@vlct.org](mailto:khorn@vlct.org) with any questions. Thank you!

Sponsor of:

VLCT Employment  
Resource and Benefits  
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VLCT Municipal  
Assistance Center

VLCT Property and  
Casualty Intermunicipal  
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attachments

*Serving and Strengthening Vermont Local Governments*



## VLCT 2018 DRAFT MUNICIPAL POLICY MUNICIPAL GUIDING PRINCIPLES

### VLCT supports:

1. a robust ongoing partnership between state and local governments;
2. decision-making at the local level, including allowing the adoption of local fees and taxes; full implementation of municipal charter provisions following adoption by local voters; and a home rule amendment to the Vermont Constitution;
3. including local officials and personnel in discussions regarding changes governing local response to emergency situations;
4. enabling implementation of local planning decisions and encouraging collaboration between the state and municipalities to support policies that best meet the needs of cities and towns;
5. substantial deference to municipal officials' planning, zoning, and siting decisions when state entities make permitting decisions;
6. maximum flexibility in municipal decision-making regarding how cities and towns respond to state regulatory and statutory requirements;
7. local flexibility in pursuing economic development activity;
8. state collection of funds assessed to implement statewide goals; and
9. locally initiated and approved regionalization of services.

**State Mandates.** VLCT opposes all unfunded mandated programs, pre-emption of municipal programs, regulatory overreach by agencies of state government that is not supported in statute, and cost shifts to local government. We support full reimbursement of costs for any mandated programs and the preparation of fiscal impact statements that show any potential shift in cost prior to any action that is taken by the legislature or administration.

**State Funding Policy.** VLCT supports using state funding efficiently, effectively, and fairly for the specific purposes for which it is appropriated. We oppose diverting those funds to other programs.

VLCT supports funding and incentives for:

- an Open Meeting Law educational program;
- payments in lieu of taxes (PILOT) based on fair market value;
- all municipal highway programs;
- programs to spur economic development at the local level;
- expeditious construction and repair of municipal sidewalks and recreation paths;
- required stormwater management infrastructure;
- Department of Corrections programs that return offenders to the community;
- sufficient beds, support services, and mobile crisis units to serve those with long- and short-term mental health or addiction needs;
- local government recovery of costs incurred in providing services to individuals lodged in state-owned or funded facilities and costs to comply with federal, state, or court-ordered licensing, registration, or testing of those individuals;
- housing and transportation of persons who present a danger to themselves or the public.

# 1.0 FINANCE, ADMINISTRATION AND INTERGOVERNMENTAL RELATIONS (FAIR)

## 1.01 EDUCATION FUNDING

### Policy.

VLCT supports:

1. municipal and school officials, state administration, and the legislature working as equal partners to create a new education finance system that reduces and reforms the property tax;
2. a legislative assessment to determine if Act 46 has resulted in cost reductions in school district budgets and per-pupil expenditures without affecting educational quality;
3. using Education Fund monies *only* for pre-K-12 education: no new obligations should be shifted to the Education Fund;
4. maintaining billing and collection of the state education property tax at the local level; and
5. simplifying the education finance system to make it understandable, transparent, and reasonable to implement.

## 1.02 VERMONT TAX STRUCTURE OVERHAUL

### Policy.

VLCT supports:

1. legislation to reform Vermont's income, sales, and property taxes that ensures simplicity, equity, balance, and sustainability; and
2. providing sufficient revenue for local government initiatives and reimbursing municipalities for all state-mandated property tax exemptions, or providing local voters with the authority to impose municipal service fees on such properties.

VLCT opposes any new state property taxes.

## 1.03 OPEN MEETING LAW

### Policy.

VLCT supports:

1. applying the Open Meeting Law to the legislative and executive branches of state government;
2. applying the Open Meeting Law to entities that receive state or municipal funding; and
3. making the following changes to the law:
  - increasing the requirement for posting minutes from five days to ten business days;
  - limiting mandatory application of the 2014 amendment establishing posting and penalty requirements to statutory and charter-required public bodies;
  - making other municipal public bodies, including committees and subcommittees of public bodies, comply with the law as it existed before July 1, 2014, and;
  - providing funding for an educational program for municipal officials addressing Open Meeting Law requirements.

## 1.04 STATE PAYMENTS IN LIEU OF TAXES (PILOT) PROGRAMS

### Policy.

VLCT expects full funding of all state payments in lieu of taxes (PILOT) using fair market value as the basis of valuation for "state owned property" (state buildings including Vermont state colleges, the University of Vermont and State Agricultural College, and buildings of the Agency of Transportation and Department of the Military, but excluding the value of the land on which buildings are located and state-owned land

pertaining to state correctional facilities (32 V.S.A. § 3701 (1)). In the event of a surplus in the state owned property PILOT which is funded with local option taxes, dedicate funds to full fair market value payments. Additionally, in the event of a surplus, expand the state-owned property PILOT to include payments for all state-owned lands on which state buildings are located.

### **1.05 LOCAL OPTION TAXES**

#### **Policy.**

VLCT supports:

1. allowing all cities, towns, and villages to adopt consumption taxes;
2. allowing proceeds from local options taxes to fund only PILOT for that state-owned property specified in 32 V.S.A. § 3701(1) as of 2017. All money raised by local option taxes should be retained in the state-owned property PILOT and used only to increase PILOT for those state-owned buildings specified in 32 V.S.A. § 3701(1) as of 2017 and in the event of a fund surplus, for state-owned lands on which state buildings are located.

### **1.06 PROTECTING AND ENHANCING MUNICIPAL FINANCES**

#### **Policy.**

VLCT supports:

1. adjusting all local fees set in statute on a minimum three-year cycle, encouraging significant participation from local officials;
2. creating a partnership with municipalities and regional entities to implement a clearly communicated state economic development strategy at all levels of government;
3. enabling cities and towns to effectively manage blighted properties and tax sale transactions;
4. state payment of costs associated with defending the grand list and property tax collections, including appeals, attorneys' fees, and abatements in proportion to its share of the overall property tax;
5. paying taxpayers directly for education property taxes and interest required to be reimbursed when a property value is adjusted as a result of an appeal beyond the board of civil authority; and
6. revising the law that regulates property tax sales to establish redemption and appeal periods at the beginning of tax sale proceedings and limiting the appeal period to 30 days from the date of sale.

VLCT opposes any new or increased state agency fees assessed against municipalities unless the agency shows a comparable increase in costs, quality, or quantity of the services provided.

### **1.07 MUNICIPAL AUTHORITY**

#### **Policy.**

VLCT supports:

1. properly adopted municipal charters and amendments taking effect on the July 1 following voter approval without a vote by the legislature, unless both houses of the legislature vote by majority to take up the municipal charter or amendment for consideration. Upon enactment of this provision, the legislature could vote to take up the charter or amendment only if the proposal contained provisions were never previously approved by the legislature; and
2. continuation of authority for municipalities to adopt conflict of interest policies or ordinances locally, either by local legislative body action or by voter petition.

VLCT opposes any state-imposed process or law that governs municipal conflict of interest policies.

## **1.08 PUBLIC RECORDS**

### **Policy.**

VLCT supports:

1. subjecting nonprofit organizations that receive government financial support, except those exempted based on a constitutionally-protected religious purpose, to the Open Meeting and Public Records laws;
2. clarifying that the Public Records Law allows municipalities to charge for and collect the actual cost of staff time associated with complying with a request to inspect or copy public records and allows a public agency to require pre-payment for the cost of that staff time;
3. making property tax bills with homestead property tax adjustments public documents; and
4. recognizing the tremendous increase in volume and expansiveness of public records requests enabled by advances in technology, as well as the increasing complexity of information sources that are considered public records, amending the Public Records Law to allow individuals or entities the right to request the same materials no more than twice during a 12-month period and providing for a five-day initial response time.

## **1.09 OTHER PRIORITIES**

### **Policy.**

VLCT supports:

1. requiring municipal ratification of the county budget including any costs incurred when a sheriff provides dispatch services;
2. allowing local voters to decide whether or not to assess property tax penalties on each late installment;
3. requiring the implementation of all state rules, regulations, criteria, and other administrative actions affecting local government operations 30 days after a publicly noticed hearing;
4. eliminating the mandate that local governments take over non-municipal cemeteries;
5. continuing to implement mechanisms that prohibit resident property owners with high unearned income or assets from receiving a property tax adjustment;
6. restoring the current use program to an agricultural and silvicultural preservation program;
7. encouraging cooperative municipal activities to achieve cost savings and eliminate any statute or rule that prohibits or hinders cooperation;
8. holding the Department of Taxes responsible for any changes to education tax property parcel classification or homestead property tax adjustment amounts made after June 30 and requiring the department to deal directly with the taxpayer;
9. requiring a gap day of no voter registrations on the day before Election Day;
10. the Vermont Tax Department and Agency of Commerce and Community Development assessing the long-term benefits of applying education tax stabilization in concert with municipal tax stabilization agreements so as to spur economic development in a community; and
11. providing the option of posting legal notices on web-based news media to comply with requirements for open meeting, public records, and legal notices laws.

## **2.0 TRANSPORTATION**

### **2.01 PRIORITY ISSUES FOR IMPLEMENTATION**

#### **Policy.**

VLCT supports:

1. substantially increasing funding to all highway programs that affect local government, especially clean water initiatives and mandates, in light of five years of stable funding from the federal government to the Agency of Transportation (VTrans) under the Fixing America's Surface Transportation Act of 2015;

2. fully funding any new transportation programs, including the Municipal Roads General Permit (MRGP);
3. ensuring communication between all state agencies and their divisions to eliminate redundant oversight of municipal projects, expediting the permitting process, and tailoring project review to the size and impact of the proposal;
4. simplifying and streamlining funding and program administration to maximize all state and federal dollars and alleviate burdensome processes at both the state and local level; increasing the gas tax and dedicating new revenues to meeting municipal stormwater obligations;
5. implementing additional recommendations of the 2013 Vermont Transportation Funding Options Section 40 Report;
6. funding the Local Transportation Facilities (LTF) program with state money; and
7. applying efficiencies from the Accelerated Bridge Construction (ABC) and design-bid-build processes to other programs and applying the processes to all bridge projects unless there is a compelling reason not to use them.

VLCT opposes:

1. the establishment of a municipal roads permit fee regardless of a municipality's size or number of road miles, and charging fees for roads permits which the law requires of every municipality;
2. using any money from the Transportation Fund for non-transportation purposes.

## **2.02 ADDITIONAL FUNDING PRIORITIES**

### **Policy.**

VLCT supports:

1. ensuring that the level of funding for the Town Highway Emergency Fund is sufficient to cover municipal costs resulting from natural or manmade disasters, whether or not a federal disaster has been declared;
2. finding new state and federal funding streams for clean water initiatives so other transportation programs won't have to subsidize them;
3. using a portion of clean water funding to assist municipalities with project planning, development, programming, design, maintenance, scoping, and implementation to ensure proper implementation of the array of clean water programs and mandates, such as the Municipal Separate Storm Sewer System General Permit (MS4), Vermont's Stormwater Total Maximum Daily Loads (TMDL), and MRGPs;
4. streamlining Municipal Assistance Bureau programs and establishing performance standards within VTrans;
6. reimbursing any project using federal dollars at the federally allowed rate if it includes undergrounding of utilities or moving water, sewer, and similar infrastructure;
7. fully funding any upgrade to a municipal post-disaster recovery project mandated by a state agency which is not eligible for funding from the Federal Emergency Management Agency or other federal source; and
8. ensuring that town highways and bridges are adequately engineered to mitigate any impacts of future weather-related disaster.

## **2.03 STATE AND LOCAL COOPERATION**

### **Policy.**

VLCT supports:

1. giving municipalities enough time to apply for grant funding so necessary and valuable projects can be developed;
2. restoring District Transportation Administrators' flexibility and authority to work with local governments;
3. eliminating Act 250 review and nullifying existing Act 250 permits of town highway maintenance and reconstruction projects;



4. developing road design and traffic standards to better define approaches to downtown areas and enhance traffic and infrastructure needs for Vermont's villages and downtowns;
5. expanding the state's line painting operations to include painting lines on all Class 2 highways each year;
6. modifying the billboard law to allow municipalities to hang temporary banners within the state highway right-of-way advertising events and activities;
7. exempting municipalities from signing management or maintenance agreements as co-applicants or accepting responsibility for the state's stormwater infrastructure on state projects; and
8. providing incentives to municipalities to take over state highways that function as main streets.

#### **2.04 COMMERCIAL VEHICLES**

**Policy.**

VLCT supports:

1. substantially increasing the overweight permit fee or instituting a statewide process for permitting overweight or oversized vehicles on local roads and authorizing municipalities to fine vehicle owners that violate permit or fail to obtain such a permit; and;
2. requiring commercial and agricultural custom service vehicles to comply with all motor vehicle laws when operating on state and local highways.

#### **2.05 MULTI-MODAL TRANSPORTATION**

**Policy.**

VLCT supports:

1. establishing a state funding source for the construction and repair of municipal sidewalks and recreation paths;
2. fully funding the "Complete Streets" program, and providing state money to fund portions of paving and rehabilitation projects in combination with other funding sources; and
3. encouraging state coordination with municipalities on state-managed projects regarding appropriate siting of transportation infrastructure and ensuring funding is available to pay for required stormwater management infrastructure when projects are constructed or re-constructed.

#### **2.06 RAIL**

**Policy.**

VLCT supports:

1. requiring that all railroad-related projects comply with environmental regulations, especially those regarding water quality;
2. requiring rail companies to notify municipalities of hazardous materials they are transporting through or storing within a municipality's borders;
3. restricting funds allocated for rail or related projects to those specific projects;
4. working with railroad companies to prohibit trains from speeding in downtown areas;
5. extending passenger rail service to Burlington on the western side of the state by 2020; and
6. providing the authority for municipalities to extend municipal water or wastewater lines under railroad tracks to serve citizens, ensuring access to maintain them, and protecting municipalities from liability for accidents caused by the railroad that affect those lines.

## 3.0 PUBLIC SAFETY

### 3.01 PRIORITY ISSUES FOR IMPLEMENTATION

#### Policy.

VLCT supports:

1. law enforcement implementing the principles of procedural justice and continued efforts to address and support:
  - building trust and legitimacy in communities;
  - creating sound policy and oversight mechanisms;
  - best practices in the use of technology and social media;
  - embracing community policing principles to include crime reduction strategies;
  - providing ongoing training and education to employees;
  - emphasizing officer wellness and safety; and
  - providing sufficient funding to make these goals successful.
2. providing public safety officials with the authority, information, and funding to combat drugged driving and other drug-related crimes;
3. funding Department of Corrections' (DOC's) programs and initiatives to avoid adverse local government impacts resulting from criminal justice system decisions;
4. providing the support for presently unmet social service needs in communities related to short - and long - term mental health and addiction care;
5. additional personnel to provide support services for individuals with mental illness or addictions and additional mobile crisis units to support law enforcement and emergency services in crisis situations;
6. collaborating with host municipality officials in decisions about where to provide or locate temporary transitional housing while respecting local zoning bylaws and plans in those decisions;
7. developing a transparent and comprehensive planning process and collaborative governance structure that includes a broad spectrum of stakeholders to resolve technology issues;
8. providing statewide access to a complete, affordable broadband network that benefits the public safety first responders, and builds the economy;
9. creating new ways to recruit and retain public safety personnel, both paid and volunteer.

Marijuana should not be legalized for recreational purposes until all public safety concerns are adequately addressed.

### 3.02 CORRECTIONS, MENTAL HEALTH, AND ADDICTION

#### Policy.

VLCT supports:

1. requiring 30 days' notice to local officials from the DOC of changes in the status of offenders in their municipalities, particularly those at risk to re-offend, and collaborating with those officials in any decision about where to place a released person;
2. ensuring that offenders housed in community settings receive DOC supervision and access to support services that ensures the safety of the community;
3. adherence to municipal zoning in approving housing for offenders and locating adequate supervision and support services where offenders are lodged near the general population;
4. clarifying in Title 24 Chapter 117 that temporary housing for offenders does not meet the definition of a "group home";
5. coordination between DOC and municipal law enforcement to monitor the release of offenders and avoid undue burden on any individual municipality;

6. authorizing corrections officers to serve citations and domestic abuse orders to offenders in a correctional facility in lieu of municipal police serving the paperwork there; and
7. collaborative solutions to handle incapacitated persons between all impacted stakeholders.

### **3.03 PUBLIC SAFETY FUNDING**

#### **Policy.**

VLCT supports:

2. authorizing local emergency service agencies to recover all costs associated with complying with any federal, state, or court-ordered licensing, registration, or testing requirement;
1. a moratorium on unfunded training requirements for volunteer first responders;
3. identifying and funding housing and transportation needs of persons who present a danger to themselves or to the public;
4. reimbursing providers for uninsured costs of providing emergency medical services for all persons lodged in state-owned or -funded facilities; and
5. providing funding to municipalities to undertake their own drug investigations.

### **3.04 PUBLIC SAFETY TRAINING**

#### **Policy.**

VLCT supports:

1. providing adequate funding and resources to the Vermont Fire Academy for certified training programs and activities for all full-time, part-time, and volunteer firefighters that address the needs of volunteer firefighters and emergency services personnel;
2. providing adequate funding and resources to the Department of Health for certified training programs and activities for all full-time, part-time, and volunteer emergency services personnel;
3. determining if current statutorily mandated training mandates and the associated impacts on public safety personnel and agencies are necessary,
4. exploring flexible alternatives to the traditional residential Vermont Police Academy recruit training program;
5. providing tuition credits to municipalities that send students to the Vermont Police Academy if those municipalities also contribute instructors or training assistants;
6. including all users of the Criminal Justice Training Academy in discussions to reorganize the structure and funding for local first responder and emergency services provider training; and
7. reimbursing the cost to train municipal law enforcement officers who are hired by the state.

### **3.05 PUBLIC SAFETY EMERGENCY RESPONSE**

#### **Policy.**

VLCT supports including local personnel in discussions about changes in laws or regulations governing how local public safety and emergency management personnel respond to emergency incidents, and providing incentives or seed funding for regional public safety services programs run locally.

VLCT opposes mandating a response time for fire departments or EMTs.

### **3.06 SAFE DRIVING INITIATIVES**

#### **Policy.**

VLCT supports:

1. directing resources to developing and implementing reliable roadside testing for law enforcement when enforcing incidents of drugged driving;
2. enacting primary enforcement of the seat belt law;

3. providing that sanctions levied upon a driver under 18 charged with a motor vehicle violation continue past the driver's 18<sup>th</sup> birthday until the case is adjudicated; and
4. the state's initiatives to address highway safety, particularly with respect to bicyclists, pedestrians, and workers in the highway right of way.

### **3.07 LAW ENFORCEMENT ISSUES**

#### **Policy.**

VLCT supports:

1. allowing a Vermont law enforcement officer to make an arrest based on a warrant from another state;
2. indemnifying any law enforcement agency that provides field training to a constable;
3. prosecuting as a crime possession of bath salts and, synthetic and designer drugs above a specified quantity;
4. in any discussion of marijuana legalization, identifying and addressing its impacts on cities, towns, and villages, including those on school populations, municipal first responders, municipal regulations, and municipal budgets; and
5. maintaining the independent status and function of the E-911 and Vermont Communications boards.

## **4.0 QUALITY OF LIFE AND ENVIRONMENT**

### **4.01 HOUSING**

#### **Policy.**

VLCT supports:

1. directing incentives and programs to designated downtowns, village centers, new town centers, growth centers, and other areas designated in the adopted municipal plan for growth and development near jobs, services, and amenities;
2. where regional and municipal plans agree, accommodating development in prioritized areas and implementing Act 250 incentives for housing; and
3. allocating property transfer tax funds to the Housing and Conservation Trust Fund at the rate established in Act 200.

### **4.02 ACT 250 AND STATE PERMITS**

#### **Policy.**

VLCT supports:

1. consolidating, coordinating, and expediting all required state permit processes for all projects;
2. delegating responsibility for Act 250 to municipalities demonstrating the professional capacity and willingness to assume responsibility for administration;
3. defining "local impact" and "regional impact" for development projects in Act 250;
4. eliminating Act 250 review of projects with local impact in municipalities that have duly adopted municipal plans approved by the regional commission, and zoning and subdivision regulations if the local legislative body votes to eliminate such review;
5. assigning to district commissions review of projects with regional impact expected to affect regional interests; and
6. retaining Criterion 10, conformance with any duly adopted local or regional plan or capital program, under 24 V.S.A. chapter 117.

VLCT opposes revisiting permitting decisions in a second forum such as Act 250 if a local or state permit decision has been made subsequent to appropriate hearing and review. Regional plans should be considered in concert with municipal plans and must not be used to override duly adopted municipal plans.

#### **4.03 GROWTH AND LOCAL LAND USE**

##### **Policy.**

VLCT supports:

1. allocating property transfer tax revenue to cities and towns for municipal planning purposes at the rate established in Act 200 before appropriating revenues to new uses and programs;
2. providing additional incentives to spur development in locally planned growth centers as well as designated downtowns, new town centers, or village centers;
3. enabling municipalities to regulate retail agricultural and diversified agripreneurial and silvicultural facilities through zoning bylaws;
4. compliance with the municipal approved plan and zoning bylaws by a federal or state governmental entity that owns or leases any facility;
5. continuing the Tax Increment Financing (TIF) program and providing incentives to municipalities and funding municipal infrastructure necessary to support economic development;
6. authorizing municipalities to enact ordinances that hold property owners responsible for the maintenance of their properties and structures to address the structural integrity of dilapidated properties that present a hazard to the public health;
7. recognizing that adopted regional plans are only guidance documents whose function is to help municipalities implement duly adopted plans at the local level;
8. balancing environmental standards for relocation of lightly contaminated urban soil with state policy to locate or redevelop economic development and housing projects in compact centers with access to wastewater, water supply, and transportation options instead of in greenfields; and
9. stimulating needed investment in downtowns, new town centers, villages, and areas in which state and local policies encourage economic development.

#### **4.04 WASTE MANAGEMENT**

##### **Policy.**

VLCT supports:

1. stable funding and expanded governance, including representation from municipalities, of the Clean Water Fund to achieve the goals of the Vermont Clean Water Act and Total Maximum Daily Loads (TMDLs);
2. holding municipalities harmless from liability for any hazardous material incident at any facility that conforms with all state and federal permits and regulations;
3. enabling local governments to determine the most appropriate collection, storage, disposal, and treatment methods for sewage, solid waste, wastewater, their process byproducts, and recyclables;
4. regulating complete treatment processes for materials such as wastewater, solid waste, and recyclables through single permits that address the entire treatment cycle at a facility, and issuing permits for facilities based on the useful life or capacity of the facility;
5. requiring the departments of Health and Environmental Conservation to coordinate regulations and create unified treatment standards for the safe management and disposal of products determined to be hazardous; and
6. providing municipalities with maximum flexibility to implement the Universal Recycling Law of 2012.

VLCT opposes requiring certificate or permit holders to reduce any analyte below background levels found in the environment.

#### **4.05 AIR QUALITY AND ENERGY**

**Policy.**

Climate change is real and manmade and affects the environment in the State of Vermont, threatening much of its traditional agricultural, rural, and recreational economy.

VLCT supports:

1. policies that empower municipalities to reduce local emissions, plan for and improve resiliency to climate change, and participate in the transition to a clean energy economy;
2. reducing the consumption of fossil fuels;
3. ensuring the reliability of Vermont's energy supply and restoring balance between transitioning to renewable energy and protecting land use priorities established in municipal plans and state land use goals;
4. encouraging the use of solar panels and renewable or energy-efficient measures on buildings where appropriate, installing them without detracting from a building's structural or design integrity, and ensuring that such installations are subject to existing local building and electrical codes and standards;
5. establishing state mechanisms to ensure statewide compliance with Vermont's building codes for energy efficiency without imposing further mandates on municipalities;
6. including all local decisions concerning a renewable energy generation project within the Public Utility Commission docket, providing substantial deference to those local decisions and municipal plans, formulating areas of inquiry based on concerns raised in the local hearing process, and specifically addressing local concerns raised in local determinations and adopted municipal plans; and
7. moving renewable energy generation project determinations related to siting of facilities to Act 250 jurisdiction.

**4.06 TELECOMMUNICATIONS**

**Policy**

VLCT supports:

1. active participation by VLCT and municipalities in a transparent governance structure regulating development of a broadband network that is complete, statewide, and affordable to municipalities for both the use of public safety first responders and for building Vermont's economy; and
2. appropriate local regulation of telecommunications facilities.

**4.07 HEALTH CARE**

**Policy.**

Opioid addiction is a tremendous and growing crisis that affects municipalities' ability to provide quality of life and municipal services to Vermonters.

VLCT supports:

1. the universal availability of opioid addiction treatment on demand and without delay;
2. empowering municipalities to respond to local public health and opioid addiction induced crises in appropriate ways;
3. requiring medical providers to rigorously adhere to medical community-developed and evidence-based protocols and best practices for the prescription of opioids;
4. the "whole population" health care model, which engages partners across many sectors to improve the individual experience of care, reduces per capita cost of care, and improves the health of populations;
5. refining the health care system to improve the health of Vermonters and manage costs that lead to lower health insurance premiums, allowing more Vermonters to afford health insurance;
6. pursuing universal health care coverage;

7. reducing cost shifts such as from Medicaid;
8. ensuring health care mandates are paid with public funding and are accessible to all; and
9. continuing and expanding health promotion and wellness activities that promote healthy lifestyles and the appropriate use of medical care.

## 5.0 WATER RESOURCES

### 5.01 VERMONT CLEAN WATER ACT FUNDING AND IMPLEMENTATION

#### Policy.

VLCT supports:

1. accounting for the capacity of potential funding sources to pay for priorities related to the Vermont Clean Water Act in conjunction with programs to which that funding source is already dedicated;
2. stable funding for and expanded membership of the Clean Water Fund Board so the goals of the Vermont Clean Water Act and Total Maximum Daily Loads (TMDLs) can be achieved;
3. centralized collection and management of per parcel or impervious surface fees;
4. project implementation based upon design and scoping to ensure a successful project: match requirements for funds to support design and scoping should be as attractive and low as possible; and
5. an authority for centralized collection of impervious surface or per parcel fees, development, and implementation of clean water projects.

### 5.02 TOTAL MAXIMUM DAILY LOADS (TMDLs)

#### Policy.

VLCT supports:

1. financial and technical support to municipalities to fully implement mandates included in the Clean Water Act and its associated TMDLs and Act 64;
2. the fair, effective, and efficient spending of state and federal dollars to achieve TMDL goals and to mitigate phosphorus and other TMDL-regulated discharges;
3. subjecting potential mitigation efforts to a cost-effective analysis, with implementation based on that analysis;
4. directing the Agency of Natural Resources (ANR) to work closely with the U.S. Environmental Protection Agency (EPA) to implement reasonable TMDLs for Lake Champlain and other Vermont waters;
5. reducing runoff from non-point sources of pollution by state and local governments, developers, farmers, and other stakeholders;
6. requiring ANR to automatically re-issue permits for five-year terms if they have been expired without renewal for more than three years;
7. ensuring wastewater facility discharge limits are based upon permitted waste load allocations and
8. timely responses and guidance from ANR regarding permit required conditions, and clear directions for implementing those conditions.

VLCT opposes:

1. requiring municipalities to construct treatment plants to meet the highest available technical standards for discharges to impaired waters, regardless of cost;
2. re-opening facility permits in order to amend them before their five-year terms expire;
3. imposing water quality mandates without funding to achieve compliance; and
4. adjusting wastewater treatment facility permit discharge limits to reflect their historical performance.

### **5.03 POTABLE WATER AND WASTEWATER SYSTEM PERMITTING**

#### **Policy.**

VLCT supports:

1. ANR enforcing the provisions of the Wastewater System and Potable Water Supply Program, including requirements to repair or replace failed on-site septic systems;
2. increased funding to improve public health protection by ensuring high quality potable water supplies;
3. in-state solutions to handling wastewater residuals and bio-solids, particularly providing for continued land application while preserving valuable and limited in-state landfill space;
4. developing standards for the Combined Sewer Overflow rule that recognize the benefits of combined sewers; and
5. managing drinking water treatment residuals outside of wastewater residuals rules.

### **5.04 PRIORITIZE TO IMPLEMENT ENVIRONMENTAL PROJECTS**

#### **Policy.**

VLCT supports:

1. ANR and EPA implementing the Integrated Planning Approach Framework so municipalities can prioritize and schedule municipal Clean Water Act responsibilities and investments in compliance activities according to greatest need, notwithstanding statutory limits;
2. requiring ANR to use a system similar to the Integrated Planning Approach Framework that allows municipalities to prioritize and schedule municipal investments in compliance based on financial ability, notwithstanding statutory limits; and
3. limiting the rights of third parties to appeal approved integrated planning and implementation schedules.

### **5.05 STORMWATER AND MUNICIPAL ROADS**

#### **Policy.**

VLCT supports:

1. on-site collaboration and technical assistance from ANR and the Agency of Transportation to municipalities that conduct road inventories so that prioritized projects complying with the Municipal Roads Permit are economically feasible at the municipal level; and
2. promoting the improvement of town highways and bridges through all means available so they are properly engineered to mitigate the impacts of weather-related disasters.





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Capitol Plaza Hotel and  
Conference Center  
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# MUNICIPAL BUDGETING WORKSHOP

Tuesday, September 26, 2017  
Capitol Plaza Hotel and Conference Center

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AUG 22 2017

Village of Essex Junction



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

## VLCT MUNICIPAL BUDGETING WORKSHOP

This workshop is designed for municipal officials who are involved in the municipal budgeting process and in the preparation of budget-related articles for the town meeting warning. Selectboard members, town managers, town administrators, treasurers, and finance directors are urged to attend. Workshop presentations will include statutory requirements and best practices for each topic. Attendees will be provided with practical tools to help apply these concepts in preparation for Town Meeting Day.

### Presentations and Speakers:

#### Municipal Budgeting and Finance:

#### Legal Requirements and Best Practices

Sarah Jarvis, Staff Attorney, VLCT  
William Hall, Senior Financial Consultant, VLCT

#### Voter Authorization to Spend or Borrow:

#### Town Meeting Articles

Sarah Jarvis, Staff Attorney, VLCT  
Carl Andeer, Staff Attorney, VLCT

#### Municipal Bonding

Paul Giuliani, Esq., Primmer Piper Eggleston & Kramer, PC

#### Vermont Municipal Bond Bank:

#### A Resource for Municipalities

Robert W. Giroux, Executive Director, Vermont Municipal  
Bond Bank

#### RATE (PER PERSON):

\$60.00 .... VLCT PACIF Members

\$90.00 ..... VLCT Members

Register by  
September 19<sup>th</sup> \*

To see a detailed agenda and register online, visit  
[vlct.org/eventscaledar](http://vlct.org/eventscaledar) and click on the workshop title.

#### Questions?

Contact VLCT at 800-649-7915 or [info@vlct.org](mailto:info@vlct.org).

\*Pre-registration is required to ensure a sufficient number  
of packet materials and meals. Registration fees are not  
refundable after the registration deadline.

REGISTRATION OPENS AT 8:30 A.M. THE WORKSHOP ENDS AT 3:15 P.M. A LIGHT BREAKFAST AND LUNCH ARE INCLUDED.



UNITED STATES SENATE  
WASHINGTON, D.C. 20510

BERNARD SANDERS  
VERMONT

August 29, 2017

RECEIVED

SEP 05 2017

Village of Essex Junction

Mr. George Tyler  
Village President  
Town of Essex Junction  
2 Lincoln St  
Essex Junction, VT 05452

Dear George:

I would like to extend my warmest congratulations to you and the entire city of Essex Junction on being recognized once again as a 2017 Tree City USA by the National Arbor Day Foundation.

This distinction recognizes the Essex Junction community's continued efforts to improve its air and water quality and promote environmental stewardship. As you know, global climate change is the greatest environmental issue of our time. To my mind, bold action is necessary to avoid the worst consequences of climate change, and I am so pleased that Essex Junction continues to be recognized for its efforts to preserve its environment. I have no doubt that Essex Junction's efforts are an inspiration for countless communities throughout Vermont.

I join with your friends, family, and community in congratulating you on receiving this award yet again and wishing you all the best in your future endeavors.

Sincerely,

A handwritten signature in black ink that reads "Bernard Sanders".

BERNARD SANDERS  
UNITED STATES SENATOR



**GBIC**

*Good Jobs In A Clean Environment*

August 30, 2017

Members of the Village Trustees  
Patrick Scheidel, Manager  
Village of Essex Junction  
2 Lincoln Street  
Essex Junction,  
VT 05452

RECEIVED  
SEP 07 2017  
Village of Essex Junction

Dear Pat:

GBIC thanks you for the opportunity to submit an appropriation request to the Trustees of the Village of Essex Junction for FY 2019. Economic development in the State of Vermont continues to be our most important collaborative effort. While our communities continue to thrive, despite the challenges we face, there is much more that can be done to encourage and sustain employment and investment in Chittenden County.

All of what makes Vermont a special place to live, work, and raise a family depends on a healthy and competitive economy. A quality environment, meaningful social programs, vibrant communities and economic opportunity for current and future generations of Vermonters all hinge on the capacity of the state's economy to generate the required public resources.

For more than 60 years, GBIC has endeavored to enhance the quality of life for the people of Chittenden County through the creation of high wage economic opportunities. It is the goal of GBIC to support the creation and retention of high quality jobs and strengthen the competitiveness of our region's businesses and advance our overall economy. We will not maintain, much less enhance, our valued quality of life without a strong and dynamic economy.

As a non-profit business and community service organization, it is essential that we solicit annual financial assistance. **We would like to thank the Village of Essex Junction for its support in the past and for the opportunity to submit this request to consider an appropriation of \$500 for GBIC for FY 2019.** Your support allows us to provide necessary economic development programs and services throughout Chittenden County.

The Articles of Association of GBIC provide that the chief-elected official of each community in Chittenden County is a member of GBIC's corporation. The members have the opportunity to attend the annual membership meeting each year in June to elect directors and also attend any special meetings of the membership that may be called during the year. In addition, each municipality may select one person to serve on either the Regional or Government Affairs Committees that meet once a month and serve as the legislative advocacy committees for both GBIC and the Lake Champlain Regional Chamber of Commerce.

Our staff, as well as the members of our Board, would welcome the opportunity to meet with you if we may be of service at any time.

Following please find information about GBIC's work during the past fiscal year and a more detailed explanation of GBIC programs and services.

Thank you for helping us to continue to provide "Good Jobs in a Clean Environment."

Sincerely,



Frank Cioffi  
President



Paul Plunkett  
Chair



**GBIC**

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## Greater Burlington Industrial Corporation (GBIC) Activities for FY 2017

Over the past year the Village of Essex Junction and its residents have benefited in several ways from GBIC's initiatives. GBIC has worked with value-added and manufacturing businesses located in Essex Junction, like Flex A Seal, Global Foundries and others, to facilitate their growth, and to ensure that their needs are met so that they are able to continue to provide high-paying jobs in Chittenden County. GBIC continues to work with the state and local government to strengthen the local economy and provide jobs for all residents.

GBIC also continued to work closely in cooperation with Vermont Technology Council and the Vermont Center for Emerging Technology (VCET) to develop the young businesses with dynamic growth potential to provide the future job opportunities for Essex Junction and the region.

GBIC has worked on many initiatives for the benefit of our County and our region. In partnership with the Chittenden County Regional Planning Commission, GBIC updated the new Comprehensive Economic Development Strategy (CEDS) for Chittenden County. Updating the CEDS makes our county EDA compliant and potentially enables Chittenden County organizations and municipalities to apply for and receive up to 50% federal funding for projects that directly aid and support economic development. Working closely with municipalities and communities to ensure the inclusion of qualifying projects is an important component of building a meaningful CEDS.

### **Regional Contacts**

During the past year GBIC conducted **124 visits/contacts** with our region's high value-added businesses and essential organizations and institutions critical to economic development in Northwestern Vermont and statewide. Our business visits/contacts during the past twelve months involved companies employing over **38,000** Vermonters.

### **Vermont Training Program**

GBIC facilitated the award of **12 grant contracts, totaling over \$425,000**, from the Vermont Training Program to Chittenden County businesses. These contracts served to train new employees and retrain incumbent workers, and greatly contributed to our continued regional economic development.



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### **Vermont Economic Development Authority**

In FY16, **26** area businesses applied to VEDA for financing, resulting in over **\$16 million** dollars worth of VEDA commercial loans being closed in Chittenden County.

### **Vermont Employment Growth Incentive Program**

In FY16, GBIC facilitated, through the Vermont Economic Progress Council, the approval of two Vermont Employment Growth Incentive awards.

### **Government Affairs**

The vibrant partnership between GBIC and the Lake Champlain Regional Chamber of Commerce continues to provide top notch legislative advocacy for the economic backbone of our region. In addition to tracking and providing input on issues, we proposed a number of ideas to help our region, our employers and their employees succeed. We are pleased to report that many of those ideas were not only enacted, but embraced by the Legislature.



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### GBIC Vision

*“A thriving Lake Champlain region with an economic environment providing meaningful employment consistent with an uncompromised natural environment, enabling present and future generations of Vermonters to live, learn, work, and play in the Champlain Valley.”*

### GBIC Mission

*“To attract, retain, and expand environmentally sensitive high-paying jobs in the Champlain Valley; and to initiate and support advocacy, education, and collaboration programs in promoting our Vision.”*

The Greater Burlington Industrial Corporation ~ GBIC ~ is a non-profit economic development corporation. In 1954, fifty municipal officials and civic leaders from the Greater Burlington area incorporated GBIC in response to an Act of the Vermont Legislature. As a group of citizens interested in creating quality economic opportunities for future generations in Chittenden County, the founders represented a remarkable commitment and consensus around economic development.

Like each of the state’s twelve Regional Economic Development Corporations (RDCs), GBIC is affiliated with the Vermont Department of Economic Development and the Vermont Agency of Commerce and Community Development. In addition, GBIC works closely with state officials and others to help sustain a positive business climate and provide support in such areas as the labor and housing markets, business financing, education, export assistance, transportation, growth planning and development issues, and environmental concerns.

GBIC is the RDC responsible for Chittenden County. Chittenden County is Vermont's largest county and it has the state’s most significant and diverse demographic and economic base. Since its founding, GBIC has served as a catalyst for economic opportunity in Chittenden County, helping local businesses with their concerns and working to attract new business investments and high value-added employment opportunities to the region. GBIC’s efforts have provided quality economic opportunities and jobs for thousands of Vermonters. Because of the region’s size and scope, GBIC is a vital partner in Vermont’s overall economic development.

GBIC has developed seven industrial parks and operates a Foreign-Trade Zone in the Chittenden County region. GBIC has played an important role in assisting in the creation and retention of thousands of new jobs in the value-added industry sectors, which have in turn paved the way for thousands of additional supporting jobs in the wholesale, retail, and service trades. This underscores the focus of GBIC on value-adding industries. The primary goal of GBIC is the creation and retention of value-added jobs that will draw dollars into the state, strengthen the region’s economy and improve the quality of life for area



# GBIC

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residents. The economic focus of GBIC is the region's value-added industry sectors and the region's economy-driving businesses.

GBIC conducts annual visits to each municipality. Additionally each year, GBIC completes contacts/meetings with Chittenden County businesses. GBIC conducts continuous community outreach efforts with many organizations both regionally and statewide that affect economic and community development. This outreach includes the Vermont Technology Council, the Lake Champlain Regional Workforce Investment Board, the Lake Champlain Regional Chamber of Commerce, the Champlain Initiative, the University of Vermont, the Vermont Center for Emerging Technologies, and many others.

GBIC provides the following core economic development programs and services to the municipalities and value-added businesses of Chittenden County.

- Business Resource Forums
- Regional Promotion & Marketing
- Incentive Program Assistance
- Legislative & Government Advocacy
- Business Development Support
- Economic Incentives Assistance to Municipalities
- Permit Facilitation Services
- Business retention/expansion support
- VEDA Financing Assistance
- Workforce Education & Training
- Business Recruitment Services
- Comprehensive Economic Development Strategy (CEDS)

### **Site Selection**

GBIC, with the assistance of its sister corporation, Cynosure, works with area developers and real estate brokers to find appropriate sites for companies. Cynosure independently owns, builds and leases manufacturing and value-added business properties within Chittenden County. GBIC introduces companies to new and existing properties and facilitates relationships with developers in the construction of facilities.

### **Networking**

Because enterprise growth also means economic growth, GBIC promotes business networking through value-added business roundtables, forums and working groups.

### **Financing Assistance**

GBIC assists businesses with researching and soliciting state and private financing for development projects in Chittenden County. As a Vermont Economic Development Authority (VEDA) financing facilitator for Greater Burlington, GBIC educates prospects about loan opportunities and assists in the application process by working closely with commercial bankers and equity financing sources.





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### **Permit Assistance**

GBIC is familiar with Vermont's permitting system and works to create facilitation teams for all phases of important economic development projects. Based on successful economic development models, GBIC brings together consultants, local and regional officials, and community members to support important economic development projects at every stage of the permitting process.

### **Workforce Investment – Education and Training**

GBIC works with Vermont's business and education leaders to cultivate a pool of exemplary candidates for prospective employers. GBIC and the Chamber jointly oversee the operation of the Lake Champlain Workforce Collaborative (LCWC), a 25 member community collaborative composed of employers, educators, state agencies, and other stakeholders. The LCWC operates the Education and Training Division at the Chamber and GBIC and supports school-to-work initiatives, internship programs, the E-Learning Center for Business, and strategic long range planning for workforce development in our region. GBIC connects companies with other workforce development and training programs through the Vermont Department of Labor and the Vermont Training Program in the Vermont Department of Economic Development.

### **Overcoming Problems**

GBIC is an important resource and facilitator for Chittenden County value-added employers who need the expertise and services of an established participant in the Vermont economic development community.

### **Our Team**

Frank Cioffi  
President

[frank@vermont.org](mailto:frank@vermont.org)

Curt Carter  
Senior Vice President

[curt@vermont.org](mailto:curt@vermont.org)

Seth Bowden  
Vice President

[seth@vermont.org](mailto:seth@vermont.org)

**VILLAGE OF ESSEX JUNCTION  
BOARD OF TRUSTEES  
MINUTES OF MEETING  
July 25, 2017**

**BOARD OF TRUSTEES:** George Tyler (Village President); Elaine Sopchak, Dan Kerin, Andrew Brown. (Lori Houghton was absent.)  
**ADMINISTRATION:** Pat Scheidel, Municipal Manager; Lauren Morrisseau, Assistant Manager & Finance Director.  
**OTHERS PRESENT:** Dennis Lutz, Julie Miller-Johnson, Chris Poratti, Dylan Giambatista, Colin Flanders (Essex Reporter).

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**1. CALL TO ORDER and PLEDGE OF ALLEGIANCE**

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

**2. AGENDA CHANGES/APPROVAL**

Add:

- New Business – Memo from Lauren Morrisseau, dated 7/25/17, re: FYE18 Village Tax Rate
- Add to Old Business – Expense Note for Fire Truck

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

**3. GUESTS, PRESENTATIONS, PUBLIC HEARINGS**

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

**4. OLD BUSINESS**

1. Grant Agreement for Main Street Pedestrian Bridge  
2. Bid Award for Main Street Pedestrian Bridge Engineering Services  
Dennis Lutz, Essex Public Works Director, reported three proposals for engineering services were received for the pedestrian bridge on Main Street and staff recommends Engineering Ventures. Mr. Lutz reviewed the bid scoring process and the project cost estimate. The actual cost of the project and the village's share are not known at this time. The action is to accept the grant amount from the state for \$175,000 when the grant is awarded and approve the recommendation for the engineer.

**MOTION by Dan Kerin, SECOND by Elaine Sopchak, to award the design of the Main Street pedestrian bridge to Engineering Ventures and authorize the Municipal Manager to accept the grant when awarded by the state and negotiate a contract with Engineering Ventures for the engineering of the structure. VOTING: unanimous (4-0); motion carried.**

### 3. Update on Arts Festival and Request to Close Railroad Avenue

Julie Miller-Johnson updated the Trustees on the planned arts event. On Friday, September 29, 2017, artwork will be displayed on Main Street and part of Pearl Street. There will be one or two food trucks set up. People will also be encouraged to patronize local establishments. There will be pocket concerts in the Five Corners area and a “steAmBot” parade. On Saturday, September 30, 2017, there will be an artist market and mini-Maker Faire with arts and innovation, a community art project where people can paint on a wall, and various speakers. Railroad Avenue has adequate space for the festival so the request is made to close Railroad Avenue for the events on September 30, 2017.

The Trustees advised Ms. Miller-Johnson to work with the office staff and consider using Route 2A as the site rather than Railroad Avenue to avoid interference with bus and train service.

Elaine Sopchak mentioned the public mural project on the McLure building by the railroad tracks with the hope to mention the plan at the SteAmfest.

Julie Miller-Johnson announced the Vermont Art Teacher Association is planning to hold its annual conference in the village.

### 4. Note for Fire Department Pumper Truck

Lauren Morrissette explained the village will save \$27,876 if the entire cost of the pumper truck is paid when the contract is signed. Further research of the lease option that was discussed previously showed the cost would be much greater than a loan.

**MOTION by George Tyler, SECOND by Dan Kerin, to approve the current expense note from People’s United Bank for \$150,000 for the purchase of a Pierce Arrow XT 1500 GMP pumper. VOTING: unanimous (4-0); motion carried.**

## 5. NEW BUSINESS

### 1. Abatement of Water Charges – 35 South Summit Street

Lauren Morrissette explained the property owner, Chris Poratti, is requesting the usage portion of the April water/sewer bill be abated because the water was shut off during that time period. When the meter was changed a reading was taken, but the meter head with the reading cannot be found so there is no way to verify the numbers. Staff is recommending abatement because the water was shut off and the meter reading cannot be found.

**MOTION by Elaine Sopchak, SECOND by Dan Kerin, to abate the usage portion of the 35 South Summit Street water/sewer bill for April. VOTING: unanimous (4-0); motion carried.**

### 2. FYE18 Village Tax Rate

Lauren Morrissette said the municipal tax rate of \$.2996 per \$100 of assessed value is recommended based on the grand list which was slightly higher than when the tax rate

was first estimated. The tax rate also includes recreation. The impact on a house valued at \$280,000 is an increase of \$6 from last year's taxes.

**MOTION by Dan Kerin, SECOND by Andrew Brown, to set the FYE18 tax rate at \$0.2996 per \$100 of assessed property value. VOTING: unanimous (4-0); motion carried.**

## **6. MANAGER'S REPORT**

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

- August 22, 2017
- September 12, 2017
- September 26, 2017
- October 10, 2017
- October 24, 2017

\* August 7, 2017 @ 7 PM – Joint Meeting with Essex Selectboard, 81 Main St.

\* September 29-30, 2017 – SteAmfest/Arts Festival

### 2. Water Bills

Lauren Morrissette reported the new water bills will be a letter, not a postcard, and payments by mail and cash must be done at 81 Main Street. Credit card and check payment can be done at the Village Office, 2 Lincoln Street. The information will be posted on Front Porch Forum, the village website, and in the local newspaper.

## **7. TRUSTEES COMMENTS/CONCERNS & READING FILE**

### 1. Board Member Comments

- There was discussion of the process of selecting and evaluating a recruiting firm for the Municipal Manager position.
- There was discussion of the paving projects in the village. An updated is needed on the area around Five Corners and Route 2A.
- Elaine Sopchak reported the Public Works Assessment Committee continues to meet. The next meeting will cover engineering and capital project prioritization.

### 2. Reading File

- Letters to George Tyler re: Study on Climate Change
- Memo from CCRPC re: FYE18-21 Transportation Improvement Plan (TIP)
- Request for Qualifications Executive Search Firms – Municipal Manager Recruitment

## **8. CONSENT AGENDA**

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

1. Approve Minutes of Previous Meeting(s) 7/11/17
2. Expense Warrant #17053, dated 7/14/17, in the amount of \$215,005.79.
3. Expense Warrant #17054, dated 7/25/17, in the amount of \$580,862.40.

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

**9. EXECUTIVE SESSION**

**MOTION by George Tyler, SECOND by Elaine Sopchak, to go into Executive Session to discuss a real estate matter in accordance with 1VSA313(a)(2) and to include the Municipal Manager and Assistant Manager. VOTING: unanimous (4-0); motion carried.**

Executive Session was convened at 7:30 PM.

**MOTION by Dan Kerin, SECOND by Andrew Brown, to adjourn Executive Session and reconvene the regular meeting. VOTING: unanimous (4-0); motion carried.**

Executive Session was adjourned at 8 PM.

**10. ADJOURNMENT**

With no further business and without objection the meeting was adjourned at 8 PM.

*RScty: M.E.Riordan*

**VILLAGE OF ESSEX JUNCTION  
BOARD OF TRUSTEES  
MINUTES OF JOINT MEETING  
August 7, 2017**

**BOARD OF TRUSTEES:** George Tyler (Village President); Elaine Sopchak, Dan Kerin, Andrew Brown, Lori Houghton.  
**ADMINISTRATION:** Pat Scheidel, Municipal Manager; Lauren Morrissette, Assistant Manager & Finance Director.  
**ESSEX SELECTBOARD:** Max Tracy (Chair); Mike Plageman, Susan Cook, Andy Watts, Irene Wrenner.  
**OTHERS PRESENT:** Greg Duggan, Jim Bernegger, Patty Davis, Paula DeMichele, David Hall, Erin Sourdiff, Colin Flanders (Essex Reporter).

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**1. CALL TO ORDER and PLEDGE OF ALLEGIANCE**

Village President, George Tyler, called the joint meeting with the Essex Selectboard to order at 7 PM and led the assemblage in the Pledge of Allegiance.

**2. AGENDA CHANGES/APPROVAL**

There were no changes to the agenda.

**3. GUESTS, PRESENTATIONS, PUBLIC HEARINGS**

**1. Comments from Public on Items Not on Agenda**

Paula DeMichele expressed concern about a problem with the Senior Bus service that left two individuals without a ride home. Pat Scheidel will investigate the matter.

**4. JOINT MEETING WITH ESSEX SELECTBOARD**

**1. RFQ for Municipal Manager**

Max Levy reported six firms replied to the RFQ for the recruitment of a Municipal Manager. There was agreement to winnow the list to three firms to invite for an interview.

***PUBLIC COMMENTS***

There were no public comments on the list of firms responding to the RFQ.

Following discussion of the responses to the RFQ by the firms and by a straw poll of the Trustees and the Selectboard the three groups selected for interviews were Mercer Group, Municipal Resources, and Government HR USA.

**MOTION by Elaine Sopchak, SECOND by Lori Houghton, to move forward with the recruitment process with Mercer Group, Municipal Resources, and Government HR USA. VOTING: unanimous (5-0); motion carried.**

The Selectboard voted to select Mercer Group, Municipal Resources, and Government HR USA. There was agreement to hold the interviews in person or by skype at the next joint meeting.

## 2. Future Joint Meeting Dates and Topics

Following discussion of meeting dates there were agreement the next joint meeting will be August 24, 2017 at 6:30 PM. Location to be announced. The agenda will include interviews and selection of a firm to recruit a new Municipal Manager. A meeting with the selected firm will also be scheduled as well as future joint meeting dates.

## 3. Manager Retirement

Pat Scheidel announced his official retirement as of April 1, 2018 and thanked the community for the opportunity to be the Municipal Manager in a wonderful place. Mr. Scheidel said the experience has been glorious and it is anticipated the new manager will have the same feeling. Mr. Scheidel read his letter of retirement.

**MOTION by Dan Kerin, SECOND by Elaine Sopchak, with deep regret to accept the letter of retirement from Pat Scheidel effective April 1, 2018. VOTING: unanimous (5-0); motion carried.**

The Selectboard also accepted the letter of retirement from Pat Scheidel.

## 5. READING FILE

- Memo from Lauren Morriseau re: Correction to Grand List
- Letter from Vermont Land Trust re: Whitcomb Farm

## 6. ADJOURNMENT

**MOTION by George Tyler, SECOND by Dan Kerin, to adjourn the joint meeting of the Trustees and Selectboard. VOTING: unanimous (5-0); motion carried.**

The meeting was adjourned at 8:02 PM.

*RScty: M.E.Riordan*

**VILLAGE OF ESSEX JUNCTION  
BOARD OF TRUSTEES/ESSEX SELECTBOARD  
SPECIAL JOINT MEETING  
MINUTES OF MEETING  
August 24, 2017**

**BOARD OF TRUSTEES:** George Tyler (Village President); Elaine Sopchak, Dan Kerin, Andrew Brown. Lori Houghton.  
**ESSEX SELECTBOARD:** Max Levy (Chair); Michael Plageman, Andy Watts, Sue Cook, Irene Wrenner.  
**ADMINISTRATION:** Pat Scheidel, Municipal Manager; Lauren Morrisseau, Village Finance Director/Assistant Manager; Greg Duggan, Deputy Town Manager.  
**OTHERS PRESENT:** Don Jutton, Heidi Voorhees (via Skype), Steve Egan.

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**1. CALL TO ORDER and PLEDGE OF ALLEGIANCE**

Village President, George Tyler, called the Board of Trustees meeting to order at 6:30 PM.

Selectboard Chair, Max Levy, called the Essex Selectboard meeting to order at 6:30 PM.

The assemblage recited the Pledge of Allegiance.

**2. AGENDA ADDITIONS/CHANGES**

Additions to the agenda include:

- Copies of suggested questions for the consultant interviews.
- Resolution of Recognition for Essex Junction Little League.
- Copies of the consultant presentations and sample contracts.

**MOTION by Elaine Sopchak, SECOND by Lori Houghton, to approve the agenda as amended. VOTING: unanimous (5-0); motion carried.**

**MOTION by Mike Plageman, SECOND by Sue Cook, to approve the agenda as amended. VOTING: unanimous (5-0); motion carried.**

**3. GUESTS, PRESENTATIONS, AND PUBLIC HEARINGS**

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

**4. JOINT MEETING: BOARD OF TRUSTEES & SELECTBOARD**

1. Interviews with executive recruitment firms

Don Jutton – Municipal Resources, Inc.

Don Jutton, founder of Municipal Resources, Inc., highlighted the following about his company, himself, and the recruitment process:

- The company was founded in 1989 and has done work in 550 towns and cities, the vast majority in New England. The company has 17 full time and 25 part-time



employees and specializes in small local government, custom fitting the recruitment to the municipality.

- Mr. Jutton was a town manager himself for 16 years.
- The company has a 75% placement record with town managers remaining beyond five years (five years is the average stay for a town manager).
- The recruitment process begins with getting to know the community on the front end by forming focus groups, meeting with department heads one-on-one, doing a community survey, engaging groups already in existence in the community, such as Heart & Soul. The community will be engaged through the entire process including interview panels. A cross-section of the community will be involved.
- The position will be advertised nationally and through ICMA. Municipal Resources has a good handle on who is looking to move and who is suited for the position. A database of resumes is maintained and the company will reach out to people of interest. The right candidate may not be found with the first round because the situation with the village and town is unique and there are not many managers who have experience with the situation. (Municipal Resources has worked with five or six similar situations though.) Also, Vermont has a cultural mindset that is different from the rest of the country and parts of New England, but all places have idiosyncrasies and all are special.
- Three to four person panels will be formed to screen the candidates for the ideal person. Background, skills, and abilities will be looked at with each candidate and then attitude, management style. Five to six essay questions on public administration and community will be drafted to give to the top tier candidates. The responses will be ranked and telephone interviews will be conducted. A public information scan will be run and a police background check will be done. The boards will be informed of the results.
- The goal is to bring six candidates for on-ground interviews and then community engagement and preliminary interviews with a citizen panel, employee panel, and professional panel. The results will be homogenized and the top three candidates will be brought forward for further interviews until one candidate is identified. A conditional offer will be made and an in-depth background investigation will be done. There will be conversation with both boards about appropriate behavior with candidates during the interview process.

Mr. Jutton said he noticed the report by Morris/Carr was not implemented and the current municipal manager contract is short and ends June 2018, which is a concern. George Tyler stated the contract can be extended for three years if needed. Mr. Jutton asked if the blueprint for consolidation is done. Max Levy said consolidation is still in process. A number of departments have been consolidated and there are a few more to go.

Mr. Jutton said the depth and breadth of pools of candidates is declining. Current managers are getting older and moving out of the profession. There is not much infill. It is predicted there will be 75 applicants due to the location and benefits of the Essex community.

*Q&A*

Board members posed the following questions to Mr. Jutton:

1. What is the percentage of females placed as town managers?
  - Mr. Jutton said Municipal Resources has placed the longest serving female manager in New England. Until the late 1980s town manager was a man's business, but now over 15% of the managers are female. Though there are professional associations for various professions (police, firefighters, and such) there is no association for female public administrators.
2. What happened with failed recruitments by your firm?
  - Mr. Jutton said the first failed recruitment was due to an alcoholic Selectboard Chair who took the candidate to dinner and told him who he wanted not to be employed by the end of the year. The second failed recruitment involved a transitional form of government and one selectboard member told the press the candidate had no chance.
3. Has your firm done recruitment for this type of situation (one municipal manager for a village and town)?
  - Mr. Jutton said he did a consolidation plan for two towns in Maine and the consolidation failed because the community did not understand one person cannot operate two towns as separate entities, only as one municipality.
4. Will the candidates being recruited be open to recruitment from other places?
  - ICMA has an ethics standard that says if a position is accepted the individual stays for a minimum of 24 months. ICMA will censure people.
5. How deep are the investigations into the candidates' background and how are nondisclosure settlements handled?
  - Mr. Jutton said his firm drills down and runs a rigid background check. Any nondisclosure agreements must be released or the candidate will not be considered.
6. What happens if the selection committee is not in harmony with the candidate selection?
  - Mr. Jutton said he has not experienced two town boards voting to select a candidate. With the selection committee it is important to understand the points of view of the members and any issues or concerns. It is rare not to get to unanimity. All input is shared. Municipal Resources knows all the players (people looking for placement) and is good at ensuring who is the best candidate and the challenges the person will be facing. What the village and town are doing is not unique in New England, just to Essex. No one can afford duplication and redundancy. The challenge is to find the right person to facilitate the process of working smarter, not harder, and to work together without losing identity. Municipal Resources has always found a final candidate. Managers want to know if there are conflicts. Housing costs will be an issue and spousal employment is a consideration, too. A family visit will be coordinated to schools, employers, and realtors with the final candidate.
7. How will the people for the panels that winnow down the candidate pool from six to three candidates be determined and when will the panels see information on the candidates?

- Mr. Jutton said the information will be available whenever the boards want it, but the advertisement will be confidential and a moral commitment is needed to not broadcast the information until the candidate has accepted the position. Municipal Resources maintains a spreadsheet of key elements on candidates. After the first cut and the resumes are received there will be a conference call with board members to review the spreadsheet. The panels are selected with direction from the boards. Mr. Jutton will be one of the panelists to screen applicants. Preferably an ad for the panels will be placed in the local newspaper and interested persons will forward their name and a brief bio. Having citizens involved in the process goes a long way to ensure success. Having a citizen/community panel helps the family integrate into the community.
8. Why do you want to be involved in this process?
- Mr. Jutton said he wants to learn how the consolidation happens and share the lessons learned. There are six places that started with a similar process, but the wheels fell off because the consolidation was not memorialized or institutionalized due to conflicting personalities.
9. How are the challenges of housing, two communities consolidating, and other challenges overcome to attract a top candidate?
- Mr. Jutton advised he would learn more and present ideas once problems are identified and assure the candidate of the relationship between the two communities and that the employment agreement can be extended or the rationale if it is not. Regarding housing, networking can be done to help find housing. The boards need to state a number at which the community is willing to let the candidate walk away. The boards are urged to allow Municipal Resources to be the negotiator and try to overcome the obstacles. There are not many obstacles that are money related. Essex is an interesting place being a semi-urban environment in a pucker brush, which is the reverse of the rest of New England.
10. Is it realistic that the village and town are expecting to find the right candidate on the first pass?
- Mr. Jutton said yes, but cautioned to be prepared if not. There is competition. For every manager there are three job offers, plus Vermont is known for high taxes.
11. Is the timeline to wrap everything up by the end of the year with a contract signed realistic?
- Mr. Jutton said yes.
12. The selected candidate is not required to reside in either the village or town. Is this a concern?
- Mr. Jutton said there are managers who want to live in the community they manage. More information is needed on the commute area and schools in those areas. Many of the quality candidates have school-age children. (George Tyler noted in Chittenden County the housing is expensive and the school districts are consolidated.)

Heidi Voorhees – GovHR USA (via skype)

Heidi Voorhees, co-owner of GovHR USA, highlighted the following:

- Ms. Voorhees is a former village manager for a community similar in size to Essex Junction. Ms. Voorhees will bring her 19 years of experience in local government to the table.
- GovHR USA is a national firm doing recruiting for 16 years (250 recruitments) in 26 states since its inception in 2009. The firm has worked in the Northeast, but not in Vermont specifically. The company is active in professional associations and other national forums.
- Ryan Cotton who has experience in Vermont will assist with the recruitment. Ms. Voorhees will be the lead consultant.
- GovHR USA uses a tailored approach and has a process, but is open to nuances. The firm believes in partnership and transparency. The boards can see all the resumes. A log will be kept and a matrix done or all the information on the candidates can be provided. The consultants will meet with the boards onsite for a couple of days and do individual and group interviews to better understand the community, the culture, and the consolidation. A position announcement and advertisement will be done. A recruitment brochure will be created. Recruitment is done nationally. Social media, websites, telephone contact, and the ICMA annual conference will all be used to communicate information on the position. GovHR USA website gets 5,000 views per month.
- The process will be coordinated. Every resume and cover letter is reviewed for fit and to decide who will have an interview by skype or face to face. A list of 15-20 candidates will be compiled. Background searches will be done. References will be called.
- The number of candidates will be winnowed down and ranked based on skill set or other information, such as negative media. The boards will decide who to interview. The firm will draft suggested questions. The boards can decide to involve others in the interviews (panels).
- Background checks will be done on the candidates. Education will be verified. The firm will work with the boards on the final selection. The final decision will be by the boards. The firm will provide information so an informed decision can be made. There will be no surprises. Candidates are asked current and expected salary level.
- If the boards do not like any of the candidates or cannot make a decision then the recruitment will continue until the boards are satisfied. The process is a partnership that is transparent and honest with the consultants providing professional judgement on each candidate.
- Appointment of a candidate should occur 90 days from when the recruitment contract is signed. The candidate must also sever ties with the current employer. The recruitment will look at internal candidates as well.

#### *Q&A*

Board members posed the following questions to Ms. Voorhees:

1. How deep does the investigation of candidates go in terms of management style issues?
  - Ms. Voorhees said management style is part of the interview process. Candidates will be asked how they will handle situations. Calls to references will be made. A

- personality assessment tool that is geared toward leaders in local government and corporate America may be used to drill down into management style and how ambiguity and conflict are handled.
2. How will confidentiality agreements be handled?
    - Ms. Voorhees said there are ways to make discreet inquiries on what happened at previous employment without violating the agreement. The firm has deep tentacles in the local government profession.
  3. How will the consultants communicate with the boards?
    - Ms. Voorhees said she keeps in touch with clients via email and telephone. The office has a full staff so email is read and answered. Ms. Voorhees mentioned she is out of the country on a personal trip from September 1-15, 2017, but the other co-owner will be completely available during her absence.
  4. Will there be help in recruiting and developing the community panels in the selection process, where in the process does this occur, and are there any downsides?
    - Ms. Voorhees said it is ideal to involve the community at the beginning of the process and incorporate this into the brochure. The community panel is part of the interview process. The boards will shape the panel because the board members know the people in the community. The consultants will work with the panel, draft suggested question, and sit with the panel during the interviews to keep on focus and provide feedback and observations on the candidates. The downside is the boards may not agree with the recommendation of the panel. The employee panel has a different perspective on the manager. The panels will be handled carefully and thoughtfully.
  5. Who will be conducting the interviews?
    - Ms. Voorhees said she will.
  6. Is recruitment harder at this time of year?
    - Ms. Voorhees said recruiting during the ICMA conference in October is a benefit. The announcement should be out for four or five weeks prior. It is tricky interviewing around the holidays (Thanksgiving, Christmas). A calendar will be created with dates on when resumes are due, when the presentation on the candidates will be given, and when the interviews will be held.
  7. How will the consultants get to know the “fit with the community” to be able to screen out candidates?
    - Ms. Voorhees said the meetings with the boards at the start of the process are to gather information on what the community is looking for and the challenges that are there. Whether there is a “fit” will not be known until the candidate is onsite to interview and the boards continue to probe.
  8. How will the unique challenges or obstacles with the village and town consolidation be handled?
    - Ms. Voorhees said the firm has worked with search committees with representatives from throughout a community with multiple perspectives, but the focus was on the same community so this is the first time dealing with two consolidating communities. More understanding about the situation is needed. It is very unique and needs to be explained to candidates on how it works and the challenges. The consolidation situation is not seen as a problem for candidates.

9. What happens if the search committee is divided between candidates and at a stalemate?
- Ms. Voorhees said there were two occurrences she experienced where the selection committee was divided on a candidate. Additional candidates were found and there was a successful hire. The consultants will work through any impasse to get to an agreement. More often consensus happens if the right candidate is found.
10. What happens if the recruitment does not work and the selected person only stays in the job a short time?
- Ms. Voorhees said this situation does not happen often and it is tracked. The firm has a two year guarantee and will recruit again for just expenses and advertising costs, not the consulting fee. The guarantee is invoked less than 2% of the time.
11. From a global perspective how does the community rank with candidates (i.e. coming to New England, high tax region, unique state to the rest of the country)?
- Ms. Voorhees said most recruitments are regional unless someone wants to “come home”. It is more about what the candidate feels is a fit for them and what they want. The village and town are doing local government a bit differently and are being more creative and innovative. Many candidates are looking at quality of life, staying for a longer time, raising a family, good schools, all of which is being offered. Candidates also look to see if the elected officials get along so there is political and administrative stability.
12. Is a three to five month recruitment process reasonable?
- Ms. Voorhees said the recruitment firm needs 90 days plus the time the candidate needs so the timeframe is reasonable.
13. Should board members attend the ICMA conference?
- Ms. Voorhees said the firm will represent the community and provide information and answer questions.
14. A different approach was mentioned that was used with some recruitments. Please explain further.
- Ms. Voorhees said the structured forum approach has been used successfully in a couple of places. One was Cambridge where there was a public forum with 150 people and questions and comments cards on the candidates. The comments were thoughtful and all were published online. The process was interesting. The candidate who got the job was a finance director previously and a lifelong resident of the community. A similar process was followed in Ferguson and the candidates answered questions then mingled and informally spoke with the people at the public forum. The comments on the comment cards were given to the city council. Local administrators are very interested in challenges and are not afraid of challenges. It is the politics in a community that are worrisome.
15. What is the search load now for GovHR USA?
- Ms. Voorhees said the firm is doing work in Michigan, Maryland, Connecticut, Texas and wrapping up in Illinois, Wisconsin, and Pennsylvania. Ms. Voorhees said her schedule is in a good place now to take on another recruitment.

Heidi Voorhees asked how long the combined manager arrangement has worked. George Tyler said the arrangement has been in place for a while, works well and has been very

good for the village and town. Some services have been consolidated (Administration, Finance, Public Works) and more will follow.

Steve Egan – Mercer Group

Steve Egan, Senior Vice President of Mercer Group Consulting, highlighted the following:

- Mr. Egan said his practice sits with the firm. Mercer Group oversees all the searches. Between himself and the company owner, Jim Mercer, there is over 35 years of experience in local government or consulting with local government. The firm is public sector people doing searches for decades. Over 2000 searches have been done. Nearly 70 searches for municipal manager types are done each year. Department head and county manager searches are also done. In addition, Mercer Group does management studies where a city or department is looked at comprehensively and recommendations are made to improve performance.
- Most people in the public sector know Jim Mercer who founded Mercer Group in 1990. Jim Mercer does the searches and did 250 management studies. He is certified by the Institute for Management Consultants. The firm does a lot of work in the southeast, but reacts to proposal. Studies have been done from California to Maine and down to Florida. In other words the firm goes to where the work is. The firm works with large communities (Phoenix, Arizona) and small communities (town in New Mexico with population of 688 people), and just finished a search for a city manager in a suburb of Atlanta.
- Mr. Egan said he has worked in three public sector agencies (one was with the State of Vermont), and has lived in cities, townships, boroughs, and districts with populations ranging from 700,000 people to 750 people.
- Mercer Group is a team with Jim Mercer involved in every search. Jim Mercer's wife is the administrator and coordinator of searches. There is a recruitment brochure creator on staff and an individual who does the background checks and reports. All members of the well-practiced group have a role.
- The search process includes a recruitment brochure that is developed to communicate to the candidate about the community and challenges as well as the attributes wanted in a new manager. To create the brochure a series of interviews will be done with board members, department heads, and community stakeholders. The focus of the interviews will be on the challenges facing the community and the attributes of the person to be hired.
- Ads will be placed with a variety of sources (VLCT, NHLCT, ICMA) and Mercer Group will reach out to people about the position.
- Applicants will be pre-screened by Mercer Group and a dozen semi-finalists will be advanced. A quick internet search will be done on this group and then an iterative process will be done with the boards to get to the finalists. Background checks, interviews, and questionnaires will be conducted with the finalists. The interviews will be done onsite. Mercer Group will provide standard questions and help the boards with the interviews. There may be second interviews with a candidate or two before a decision is made. Mercer Group will advise on the contract with the selected candidate.

- The cost proposal for the recruitment by Mercer Group includes a set amount on time and not-to-exceed amount on expenses. Mercer Group is local government people with a sense of small villages to large cities.

*Q&A*

Board members posed the following questions to Steve Egan:

1. What is your firm's experience in Vermont and New England?
  - Mr. Egan said 30 searches and 20 studies across Massachusetts, Vermont, New Hampshire, and Maine have been done. A study was done in Barre, Vermont on consolidation of police, fire, and ambulance service. The firm has done work across the country.
2. Are others involved in the screening process to select the dozen candidates?
  - Mr. Egan said he is the receiver and when there are 20 candidates Jim Mercer and another team member, likely Allen Reddish, will review them and provide pros and cons. The list is then whittled down and the candidates contacted. Mercer Group tries to have several people with different perspectives look at the resumes.
3. Is there public engagement in the selection process?
  - Mr. Egan explained searches are tricky. The candidate may not have informed their current employer that they are looking for another job so privacy needs to be protected in the search process. The process needs to stay within the group until the appropriate time under Vermont law to release names. In the initial interviews the stakeholders and the boards will decide who will be on the selection committee. When the number of candidates is down to one or two then the candidates can be exposed to the community. There can be social gatherings where people can meet the candidate.
4. How would a stalemate or significant dissent on the decision be handled?
  - Mr. Egan said there have been situations where there are multiple stakeholders on a selection committee. Jim Mercer can provide specific information. Any disagreements will be handled upfront in the interviews with the boards so it is clear what everyone is seeking in the candidate and what the challenges are and that this is the person to meet those challenges. The group needs to come together with one mind. Candidates are looking for a reasonable level of consensus or they will pull out.
5. How is the process of background checks handled to get the information needed to make a decision on a candidate?
  - Mr. Egan said a pre-review is done when potential candidates apply (Mercer Group has a general knowledge of many of the applicants). An internet scan six to eight pages deep will be done and other sources will be used. When the list is down to six or seven candidates then background checks several layers deep will be done (finance, criminal, education, internet) and references will be checked. After all that it is very rare to have anything untoward happen. The process is 99.8% successful in catching things.
6. Describe the "fit" analysis.
  - Mr. Egan stated the recruiting brochure has key criteria and challenges. When the resumes are reviewed key criteria or challenges on each candidate are noted. As the list of candidates winnows down to six the analysis for 'fit' will go deeper.



The boards will be told through the initial interviews the ‘fit’ the candidates must match. A compilation report on each candidate will be given to the boards before the interviews and suggested interview questions will be provided.

7. Is this an ideal time of year to be recruiting?
  - Mr. Egan said people come and go all year long. It is good to have the same board members from the start to finish of the hiring. Managers with young children have considerations of school, but managers in general are used to moving and do it all the time.
8. Who receives the brochures?
  - Mr. Egan said the boards decide how to run the search and manage the consultants. There should be a panel with two members from each board and an at-large member. When the recruitment process starts the information is posted on the Mercer Group website. People in the market look at the website. Ads are also placed with ICMA, VLCT, NHLCT, and perhaps in Maine. The boards decide what states are ideal and reasonable. Other general websites for job postings are also utilized (government jobs, Hispanic, black public officials) and direct outreach by email and telephone is done. ICMA has a database of members that can be searched for candidates in states in a reasonable area. The leagues (of cities and towns) can also provide assistance. Mercer Group will have a booth at the ICMA convention in October and will speak to people searching for a position.
9. What is the greatest challenge in this situation to attract the top candidate and how is this overcome?
  - Mr. Egan said the village and town is in the process of deciding what to do together and separately, and the consultants need to understand the situation thoroughly to explain why this is a great place to work. Work left to do is an attractor to people. There is collegiality across the two boards which is good. Candidates want to know the village and town are good at working through things together. There is a type of “wooing” between the village/town and the candidate and the consultants need to know if there is anything that gets in the way of that.
10. Is the consolidation looked at as a benefit to attract candidates?
  - Mr. Egan said higher quality candidates go to places where there are “meaty” things to work on and to make a contribution.
11. Is wrap up by the end of the year realistic?
  - Mr. Egan said having the search open at the ICMA conference is nice, but not mandatory. There are other resources. People in management of local government look at the Mercer Group website. There is danger in going too fast with the process. Four weeks of recruitment and outreach is good. Interviews have to be scheduled before candidates are lost. The goal is to have 40 to 50 solid applicants then whittle down the list from there.
12. Who do the boards confer with? Steve Egan? Jim Mercer? Others?
  - Mr. Egan said the team will be himself, Jim Mercer, Allen Reddish, and one other person. All will have a good understanding of what is going on.
13. Has the Mercer Group process ever not worked?
  - Mr. Egan said Mercer Group provides a guarantee if the candidate does not stay for two years to do a search with no fee, just advertising and expenses, and the company will not raid the manager that was recruited. Once the candidate is on

board Mercer Group is happy to help set up goals and expectations. There was one placement that threatened the candidate's marriage (spouse did not want to move) so now the spouse is involved in the second interview.

14. How are background checks and confidentiality agreements handled?

- Mr. Egan said the candidate is asked to formally authorize Mercer Group with a signed and notarized letter to do a background check. If the candidate will not agree to this then they likely will not be in the pool. If Mercer Group has any doubts that will be communicated to the boards.

Steve Egan said he looked at the history of consolidation attempts by the town and village and believe this time it is seriously being done. The boards are agreeing on the challenges and attributes.

2. Little League Resolution

Irene Wrenner suggested the word "athleticism" be added to the resolution to recognize the fitness, strength, and ability of the players. Ms. Wrenner also suggested the word "competition" be removed from the resolution, but this suggestion was not supported.

**MOTION by Elaine Sopchak, SECOND by Dan Kerin, to amend the resolution in recognition of the 2017 Essex Junction Little League All Star Team by inserting the word "athleticism" after the word "experience" in the first Whereas clause and to place the resolution as amended on the agenda of the next joint meeting. VOTING: unanimous (5-0); motion carried.**

**MOTION by Irene Wrenner, SECOND by Sue Cook, to accept the resolution in recognition of the 2017 Essex Junction Little League All Star Team as amended and place the revised resolution on the agenda of the next joint meeting. VOTING: unanimous (5-0); motion carried.**

## **5. EXECUTIVE SESSION**

1. Contracts

**MOTION by George Tyler, SECOND by Elaine Sopchak, to find that premature general public knowledge of positions concerning proposed contract discussion would place the village and town at a disadvantage. VOTING: unanimous (5-0); motion carried.**

**MOTION by George Tyler, SECOND by Dan Kerin, to go into Executive Session to discuss a potential contract pursuant to 1VSA313(a)(1)(a) and to include the Essex Selectboard and relevant staff. VOTING: unanimous (5-0); motion carried.**

**MOTION by Andy Watts, SECOND by Irene Wrenner, to find that premature general public knowledge of positions concerning proposed contract discussion would place the town and village at a disadvantage. VOTING: unanimous (5-0); motion carried.**

**MOTION by Andy Watts, SECOND by Mike Plageman, to go into Executive Session to discuss a potential contract pursuant to 1VSA313(a)(1)(a) and to include the Essex Junction Board of Trustees and relevant staff. VOTING: unanimous (5-0); motion carried.**

Executive Session was convened at 10:02 PM.

**MOTION by George Tyler, SECOND by Dan Kerin, to adjourn Executive Session and reconvene the regular meeting. VOTING: unanimous (5-0); motion carried.**

**MOTION by Max Levy, SECOND by Sue Cook, to adjourn Executive Session and reconvene the regular meeting. VOTING: unanimous (5-0); motion carried.**

Executive Session was adjourned and the regular meeting reconvened at 10:44 PM.

**ACTION FOLLOWING EXECUTIVE SESSION**

**MOTION by Elaine Sopchak, SECOND by Dan Kerin, to authorize the Village President to negotiate and execute a contract with Municipal Resources, Inc. to search for a municipal manager. VOTING: unanimous (5-0); motion carried.**

**MOTION by Mike Plageman, SECOND by Irene Wrenner, to authorize the Selectboard Chair to negotiate and execute a contract with Municipal Resources, Inc. to search for a municipal manager. VOTING: unanimous (5-0); motion carried.**

**6. ADJOURNMENT**

**MOTION by George Tyler, SECOND by Dan Kerin, to adjourn the Board of Trustees meeting. VOTING: unanimous (5-0); motion carried.**

**MOTION by Irene Wrenner, SECOND by Mike Plageman, to adjourn the Selectboard meeting. VOTING: unanimous (5-0); motion carried.**

The meeting was adjourned at 10:48 PM.

*RScty: M.E.Riordan*

07/28/17

Town of Essex / Village of EJ Accounts Payable

09:49 am

Check Warrant Report # 17055 Current Prior Next FY Invoices For Fund (GENERAL FUND)

For Check Acct 01(GENERAL FUND) All check #s 07/28/17 To 07/28/17 & Fund 2

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
14400	07/14/17	ABOVE AND BEYOND LH/BL CLEANING 7/2-8/5/17 3069	210-41940.423 CONTRACT SERVICES	750.00	11803	07/28/17
14400	07/14/17	ABOVE AND BEYOND LH/BL CLEANING 7/2-8/5/17 3069	210-45551.423 CONTRACT SERVICES	2212.75	11803	07/28/17
14400	07/14/17	ABOVE AND BEYOND LH/BL CLEANING 7/2-8/5/17 3069	210-45551.610 SUPPLIES	72.00	11803	07/28/17
25055	07/19/17	AQUARIUS LANDSCAPE SPRINK Hydrant Replacement 542223	210-45220.330 OTHER PROFESSIONAL SVCS	655.00	11807	07/28/17
V9963	07/17/17	BENOURE PLUMBING & HEATIN BL MAINTENANCE 116433	210-45551.434 MAINT. BUILDINGS/GROUNDS	314.00	11810	07/28/17
V04609	07/01/17	CENTER POINT LARGE PRINT BL BOOKS 1486930	210-45551.640 ADULT COLLECTION-PRINT &	93.48	11817	07/28/17
V04609	07/03/17	CENTER POINT LARGE PRINT BL BOOKS 1490023	210-45551.640 ADULT COLLECTION-PRINT &	28.46	11817	07/28/17
01010	07/10/17	ESSEX AGWAY Line Chalk 323543	210-45220.610 SUPPLIES	23.96	11825	07/28/17
23215	07/20/17	ESSEX EQUIPMENT INC Sleeve 10645559	210-45220.610 SUPPLIES	12.45	11827	07/28/17
38955	07/11/17	F W WEBB COMPANY Parts 55397278	210-45220.610 SUPPLIES	117.12	11828	07/28/17
12965	07/08/17	MCMAMARA-HILL SUSAN AD MEAL AT CONFERENCE 070817D	210-41320.500 TRAINING, CONFERENCES, DU	9.99	11846	07/28/17
01780	07/10/17	MUTT MITT Dog Park Poop Bags 165209	210-45220.610 SUPPLIES	334.90	11849	07/28/17
14740	07/10/17	SWISH WHITE RIVER LTD Preschool Cleaning Supp. W191884	210-45220.610 SUPPLIES	184.42	11869	07/28/17
07565	07/07/17	W B MASON CO INC Office Supplies I45659563	210-45110.610 SUPPLIES	51.30	11878	07/28/17
12455	07/25/17	802 TIMING Essex Half Timing 1346	226-45115.330 OTHER PROFESSIONAL SVCS	439.80	11801	07/28/17
07305	06/30/17	AIRGAS USA LLC Pool Chemicals 9945649237	226-45124.434 MAINTENANCE-BLDGS/GROUNDS	222.00	11805	07/28/17
25275	07/02/17	BMI Broadcast Music 30119808	226-45115.330 OTHER PROFESSIONAL SVCS	342.00	11812	07/28/17
25310	07/19/17	CALLAN, ALYSSA Reimbursement Sand Bar 071917D	226-45122.580 TRAVEL	142.00	11813	07/28/17
14615	07/20/17	CCSU CHILD NUTRITION PROG Concessions 2733	226-45125.610 SUPPLIES	122.50	11815	07/28/17
14615	07/20/17	CCSU CHILD NUTRITION PROG Concessions 2734	226-45125.610 SUPPLIES	122.50	11815	07/28/17
14615	07/20/17	CCSU CHILD NUTRITION PROG Concessions 2736	226-45125.610 SUPPLIES	306.25	11815	07/28/17
04940	07/10/17	COMCAST Park St Comcast 062317D1	226-45121.530 COMMUNICATIONS	203.31	11819	07/28/17
25255	07/21/17	CORNING, STEPHEN D Fri Night Performance 072117D	226-45115.330 OTHER PROFESSIONAL SVCS	1000.00	11821	07/28/17
31545	07/11/17	COSTCO #314 Senior Picnic 071117D	226-45115.610 SUPPLIES	332.53	11822	07/28/17
31545	07/19/17	COSTCO #314 CMS Food 071917D	226-45122.610 Supplies	122.04	11822	07/28/17

07/28/17  
09:49 am

Town of Essex / Village of EJ Accounts Payable  
Check Warrant Report # 17055 Current Prior Next FY Invoices For Fund (GENERAL FUND)  
For Check Acct 01(GENERAL FUND) All check #s 07/28/17 To 07/28/17 & Fund 2

Page 2 of 3  
HPackard

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
31545	COSTCO #314	07/19/17 CMS Food 071917D1	226-45122.610 Supplies	36.30	11822	07/28/17
31545	COSTCO #314	07/19/17 Concessions Gatorade 071917D2	226-45125.610 SUPPLIES	48.69	11822	07/28/17
01010	ESSEX AGWAY	07/13/17 Service Plants 323572	226-45122.610 Supplies	146.96	11825	07/28/17
01010	ESSEX AGWAY	07/13/17 Service Dirt 323573	226-45122.610 Supplies	7.98	11825	07/28/17
23215	ESSEX EQUIPMENT INC	07/20/17 Paint for 1/2 10645560	226-45115.610 SUPPLIES	11.01	11827	07/28/17
25320	GREEN MOUNTAIN GAMES	07/20/17 Laser Tag 41	226-45122.330 OTHER PROFESSIONAL SVCS	500.00	11837	07/28/17
V10026	KELLY/MARCY M//	07/04/17 7/4 Balloon Sculpter I170718101	226-45115.330 OTHER PROFESSIONAL SVCS	225.00	11843	07/28/17
25260	PICARD, ADAM	07/21/17 Circuit Training Camp 072117D	226-45115.330 OTHER PROFESSIONAL SVCS	630.00	11854	07/28/17
25395	POOL WORLD INC	07/12/17 Pool Noodles 182641	226-45124.610 SUPPLIES	248.92	11855	07/28/17
25395	POOL WORLD INC	07/18/17 Capacitor 185168	226-45124.434 MAINTENANCE-BLDGS/GROUNDS	56.48	11855	07/28/17
24830	REINHART FOODSERVICE	07/18/17 Concessions 686510	226-45125.610 SUPPLIES	409.67	11858	07/28/17
41180	S&S WORLDWIDE	06/22/17 Paper 9728917	226-45122.610 Supplies	65.98	11863	07/28/17
45825	SPARE TIME	07/24/17 Camp REACH Trip 004335	226-45122.580 TRAVEL	672.00	11866	07/28/17
03900	SPORTS CENTRAL INC	07/07/17 Youth Soccer Shirts 15659	226-45115.610 SUPPLIES	235.00	11867	07/28/17
03900	SPORTS CENTRAL INC	07/07/17 Jr Hornets Shirts 15665	226-45115.610 SUPPLIES	490.00	11867	07/28/17
03900	SPORTS CENTRAL INC	07/07/17 1/2 Shirts 15666	226-45115.610 SUPPLIES	1050.25	11867	07/28/17
23495	STUDENT TRANSPORTATION OF	07/11/17 REACH Bus 100B006554	226-45122.580 TRAVEL	352.45	11868	07/28/17
23495	STUDENT TRANSPORTATION OF	07/18/17 STAR Bus 100B006578	226-45122.580 TRAVEL	118.40	11868	07/28/17
23495	STUDENT TRANSPORTATION OF	07/18/17 CMS Bus 100B006579	226-45122.580 TRAVEL	432.15	11868	07/28/17
23495	STUDENT TRANSPORTATION OF	07/18/17 REACH Bus 100B006581	226-45122.580 TRAVEL	978.65	11868	07/28/17
25360	TETRICK, ELLEN	07/23/17 PS Music Program 072317D	226-45121.330 OTHER PROFESSIONAL SVCS	675.00	11870	07/28/17
25280	THE LIFE GUARD STORE	07/19/17 Guard Suits 586913	226-45124.610 SUPPLIES	171.90	11871	07/28/17
25315	VESPA'S PIZZA PASTA & DEL	07/18/17 CMS Pizza 071817D	226-45122.610 Supplies	110.00	11874	07/28/17
25315	VESPA'S PIZZA PASTA & DEL	07/21/17 Pool Staff Pizza 072117D	226-45124.610 SUPPLIES	99.00	11874	07/28/17
25340	VT STATE PARKS	07/19/17 REACH Trip 071917D	226-45122.580 TRAVEL	100.00	11877	07/28/17

07/28/17  
09:49 am

Town of Essex / Village of EJ Accounts Payable  
Check Warrant Report # 17055 Current Prior Next FY Invoices For Fund (GENERAL FUND)  
For Check Acct 01 (GENERAL FUND) All check #s 07/28/17 To 07/28/17 & Fund 2

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Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
25340	VT STATE PARKS	08/01/17	CMS Trip 080117D	226-45122.580 TRAVEL	100.00	11877	07/28/17
25340	VT STATE PARKS	08/11/17	CMS Trip 081117D	226-45122.580 TRAVEL	100.00	11877	07/28/17
40840	SOVERNET COMMUNICATIONS (	07/01/17	WW JUNE INTERNET/PHONE 3777988	255-43200.535 TELEPHONE SERVICES	177.59	11865	07/28/17
Report Total					16464.14		

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
05290	07/20/17	ADVANCE AUTO PARTS ST TRAILER ADAPTER 0144426	210-43110.610 SUPPLIES	12.12	11881	08/04/17
05290	07/21/17	ADVANCE AUTO PARTS VF FLUIDS 455272023807	210-42220.610 SUPPLIES	23.79	11881	08/04/17
V9976	07/18/17	AVONDA AIR SYSTEMS, INC BL MAINTENANCE 2959	210-45551.434 MAINT. BUILDINGS/GROUNDS	1174.00	11884	08/04/17
00530	07/18/17	BRODART CO BL BOOKS B5060949	210-45551.640 ADULT COLLECTION-PRINT &	65.85	11886	08/04/17
00530	07/18/17	BRODART CO BL BOOKS B5060949	210-45551.610 SUPPLIES	2.70	11886	08/04/17
00530	07/18/17	BRODART CO BL BOOKS B5061079	210-45551.640 ADULT COLLECTION-PRINT &	41.25	11886	08/04/17
00530	07/18/17	BRODART CO BL BOOKS B5061079	210-45551.610 SUPPLIES	0.90	11886	08/04/17
00530	07/18/17	BRODART CO BL BOOKS B5061140	210-45551.640 ADULT COLLECTION-PRINT &	30.72	11886	08/04/17
00530	07/18/17	BRODART CO BL BOOKS B5061140	210-45551.610 SUPPLIES	1.80	11886	08/04/17
00530	07/19/17	BRODART CO BL BOOKS B5063732	210-45551.641 JUVEN COLLECTION-PRNT & E	239.12	11886	08/04/17
00530	07/19/17	BRODART CO BL BOOKS B5063732	210-45551.610 SUPPLIES	20.70	11886	08/04/17
00530	07/19/17	BRODART CO BF BOOKS B5063857	210-49345.000 LIBRARY DONATION EXPENDIT	16.84	11886	08/04/17
16030	07/25/17	BROWN ELECTRIC ST REPAIR STREET LIGHTS 32285	210-43160.610 STREET LIGHTS SUPPLIES/MA	470.92	11887	08/04/17
21015	07/24/17	BURKART JON LH LINCOLN HALL PAINTING 072417	210-41940.434 MAINT. BUILDINGS/GROUNDS	1150.00	11888	08/04/17
07710	07/21/17	CCR SALES AND SERVICE LLC VF CHAIN SAW SERVICE 29396	210-42220.570 MAINTENANCE OTHER	492.29	11889	08/04/17
25120	07/06/17	CLICKTIME.COM ClickTime 226779	210-45110.330 OTHER PROFESSIONAL SVCS	672.00	11890	08/04/17
V10614	06/26/17	COBRA ADMINISTRATION & HE AD JULY COBRA ADMIN 7319	210-41320.210 HEALTH INS & OTHER BENEFIT	30.00	11891	08/04/17
V10614	07/26/17	COBRA ADMINISTRATION & HE AD AUG COBRA ADMIN 7734	210-41320.210 HEALTH INS & OTHER BENEFIT	30.00	11891	08/04/17
04940	07/12/17	COMCAST ST INTERNET & CABLE 07122017D	210-43125.610 WINTER MAINTENANCE	24.90	11894	08/04/17
04940	07/12/17	COMCAST ST INTERNET & CABLE 07122017D	210-43110.610 SUPPLIES	153.79	11894	08/04/17
11870	07/25/17	CVC PAGING ST NEW PAGER 1538786944	210-43110.610 SUPPLIES	65.95	11896	08/04/17
11870	07/25/17	CVC PAGING ST NEW PAGER 1538786944	210-43110.442 EQUIPMENT RENTALS	69.00	11896	08/04/17
41410	07/06/17	FINANCIAL OPERATIONS ST PREEMP FOR RR CROSSING 070617D	210-43123.570 TRAFFIC LIGHTS MAINTENANC	369.13	11903	08/04/17
25390	07/11/17	FIRST NATIONAL BANK OMAHA EJRP Credit Card 071117D	210-45110.550 PRINTING & ADVERTISING	15.00	11904	08/04/17
25390	07/11/17	FIRST NATIONAL BANK OMAHA EJRP Credit Card 071117D	210-45110.550 PRINTING & ADVERTISING	15.00	11904	08/04/17

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
21845	FIRST NATIONAL BANK OMAHA	06/20/17 BL youth programs	210-45551.837	8.97	11905	08/04/17
		052702	CHILDRENS PROGRAMS			
21845	FIRST NATIONAL BANK OMAHA	07/03/17 BL renewal	210-45551.530	23.97	11905	08/04/17
		1150089319	TECHNOLOGY ACCESS			
21845	FIRST NATIONAL BANK OMAHA	07/06/17 BL renewal	210-45551.530	129.87	11905	08/04/17
		1155859698	TECHNOLOGY ACCESS			
21845	FIRST NATIONAL BANK OMAHA	06/30/17 BL supplies	210-45551.610	21.27	11905	08/04/17
		239927	SUPPLIES			
21845	FIRST NATIONAL BANK OMAHA	06/20/17 BL youth programs	210-45551.837	19.99	11905	08/04/17
		2693	CHILDRENS PROGRAMS			
21845	FIRST NATIONAL BANK OMAHA	06/27/17 BL supplies	210-45551.610	79.98	11905	08/04/17
		593671	SUPPLIES			
21845	FIRST NATIONAL BANK OMAHA	07/17/17 BL youth program supplies	210-45551.837	26.67	11905	08/04/17
		795492	CHILDRENS PROGRAMS			
21845	FIRST NATIONAL BANK OMAHA	07/12/17 BL youth program supplies	210-45551.837	35.77	11905	08/04/17
		928353	CHILDRENS PROGRAMS			
21845	FIRST NATIONAL BANK OMAHA	06/20/17 BL youth programs	210-45551.837	5.00	11905	08/04/17
		928357	CHILDRENS PROGRAMS			
21845	FIRST NATIONAL BANK OMAHA	06/27/17 BL supplies	210-45551.610	15.84	11905	08/04/17
		94254	SUPPLIES			
25410	FIRST NATIONAL BANK OMAHA	07/10/17 CK meal at conference	210-41320.500	16.34	11909	08/04/17
		3094	TRAINING, CONFERENCES, DU			
05395	FLEETMatics USA LLC	07/11/17 ST GPS	210-43110.442	280.00	11910	08/04/17
		1886004	EQUIPMENT RENTALS			
V10226	G & K SERVICES	07/13/17 ST SHOP TOWELS	210-43110.610	75.37	11911	08/04/17
		6295612121	SUPPLIES			
34895	GAUTHIER TRUCKING, INC.	08/01/17 LH JULY CHARGES	210-41940.565	160.46	11912	08/04/17
		1244013	RUBBISH REMOVAL			
26375	GBIC	07/10/17 VE FY2018 SUPPORT	210-41335.811	500.00	11913	08/04/17
		604	ANNUAL SUPPORT OF ORGNIZA			
07010	GREEN MOUNTAIN POWER CORP	07/10/17 NB -PK ST SCHOOL	210-49400.622	72.24	11914	08/04/17
		071017681240	ELECTRICITY			
07010	GREEN MOUNTAIN POWER CORP	07/20/17 Power	210-45220.622	380.25	11915	08/04/17
		071017D	ELECTRICAL SERVICE			
07010	GREEN MOUNTAIN POWER CORP	07/10/17 Power	210-45220.622	3517.79	11916	08/04/17
		071017D1	ELECTRICAL SERVICE			
07010	GREEN MOUNTAIN POWER CORP	07/17/17 VA JULY CONSOLIDATED BILL	210-41940.622	601.82	11917	08/04/17
		07170206201	ELECTRICAL SERVICE			
07010	GREEN MOUNTAIN POWER CORP	07/17/17 VA JULY CONSOLIDATED BILL	210-42220.622	601.82	11917	08/04/17
		07170206201	ELECTRICAL SERVICE			
07010	GREEN MOUNTAIN POWER CORP	07/17/17 VA JULY CONSOLIDATED BILL	210-43110.622	220.84	11917	08/04/17
		07170206201	ELECTRICAL SERVICE			
07010	GREEN MOUNTAIN POWER CORP	07/17/17 VA JULY CONSOLIDATED BILL	210-45551.622	1418.28	11917	08/04/17
		07170206201	ELECTRICAL SERVICE			
07010	GREEN MOUNTAIN POWER CORP	07/17/17 VA JULY CONSOLIDATED BILL	210-43160.622	9750.18	11917	08/04/17
		07170206201	STREET LIGHTS - ELECTRICI			
07010	GREEN MOUNTAIN POWER CORP	07/17/17 VA JULY CONSOLIDATED BILL	210-43123.622	428.26	11917	08/04/17
		07170206201	TRAFFIC LIGHTS - ELECTRIC			
33495	INGRAM LIBRARY SERVICES I	07/10/17 BL BOOKS	210-45551.640	21.42	11920	08/04/17
		99224237	ADULT COLLECTION-PRINT &			



Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
37715	INTEGRITY COMMUNICATIONS	07/18/17	LH SENIOR CENTER PHONE 33734	210-41940.434 MAINT. BUILDINGS/GROUNDS	192.25	11922	08/04/17
05010	LYNN PUBLICATIONS	07/20/17	AD thank you ad 120268	210-41320.550 PRINTING AND ADVERTISING	165.00	11930	08/04/17
05010	LYNN PUBLICATIONS	07/06/17	AD trustee meeting AD 120571	210-41320.550 PRINTING AND ADVERTISING	51.00	11930	08/04/17
05010	LYNN PUBLICATIONS	07/13/17	CE block party poster 120589	210-41335.835 BLOCK PARTY EXPENSE	398.00	11930	08/04/17
05010	LYNN PUBLICATIONS	07/13/17	AD employment ad 120718	210-41320.550 PRINTING AND ADVERTISING	60.00	11930	08/04/17
05010	LYNN PUBLICATIONS	07/13/17	AD employment ad 120719	210-41320.550 PRINTING AND ADVERTISING	60.00	11930	08/04/17
05010	LYNN PUBLICATIONS	07/13/17	AD employment ad 52399	210-41320.550 PRINTING AND ADVERTISING	60.00	11930	08/04/17
44745	NORTHEASTERN SECURITY	08/01/17	BL PANIC BUTTON MONITORIN 921404	210-45551.436 ALARM SYSTEM MAINTENANCE	219.00	11939	08/04/17
V10729	OVERDRIVE INC	07/25/17	BL ADULT COLLECTION EBOOK 120630433072	210-45551.640 ADULT COLLECTION-PRINT &	225.00	11941	08/04/17
25140	PIKE INDUSTRIES INC	07/18/17	ST ASPHALT 931616	210-43120.610 PAVEMENT MAINTENANCE	500.96	11942	08/04/17
26735	POSEIDON AIR SYSTEMS	06/11/17	VF AIR COMPRESSOR SERVICE 112667	210-42220.570 MAINTENANCE OTHER	660.00	11945	08/04/17
26385	PROFESSIONAL WRITING SERV	08/01/17	AD JULY MINUTES 773EJ	210-41320.530 COMMUNICATIONS	209.00	11948	08/04/17
24325	RADIO NORTH GROUP INC	07/05/17	VF CHARGERS 24138518	210-42220.432 VEHICLE MAINTENANCE	617.50	11949	08/04/17
40840	SOVERNET COMMUNICATIONS (	07/15/17	VF PHONE SERVICE 3783118	210-42220.535 TELEPHONE SERVICES	50.93	11955	08/04/17
V9968	VISION SERVICE PLAN-	07/19/17	VA VISION INS-AUGUST 2017 170801	210-41320.210 HEALTH INS & OTHER BENEFIT	46.75	11961	08/04/17
V9968	VISION SERVICE PLAN-	07/19/17	VA VISION INS-AUGUST 2017 170801	210-43110.210 HEALTH INS & OTHER BENEFIT	52.95	11961	08/04/17
V9968	VISION SERVICE PLAN-	07/19/17	VA VISION INS-AUGUST 2017 170801	210-43151.210 HEALTH INS & OTHER BENEFIT	8.25	11961	08/04/17
V9968	VISION SERVICE PLAN-	07/19/17	VA VISION INS-AUGUST 2017 170801	210-45551.210 HEALTH INS & OTHER BENEFIT	93.45	11961	08/04/17
V9968	VISION SERVICE PLAN-	07/19/17	VA VISION INS-AUGUST 2017 170801	210-41970.210 HEALTH INS & OTHER BENEFIT	31.15	11961	08/04/17
V9968	VISION SERVICE PLAN-	07/19/17	VA VISION INS-AUGUST 2017 170801	210-41335.210 HEALTH INS & OTHER BENEFIT	15.57	11961	08/04/17
V9968	VISION SERVICE PLAN-	07/19/17	VA VISION INS-AUGUST 2017 170801	210-45110.210 HEALTH INS & OTHER BENEFIT	46.72	11961	08/04/17
V9968	VISION SERVICE PLAN-	07/19/17	VA VISION INS-AUGUST 2017 170801	210-45220.210 HEALTH INS & OTHER BENEFIT	15.57	11961	08/04/17
29825	VT GAS SYSTEMS	07/21/17	VA JUNE 16-JULY 19, 2017 16105	210-43110.623 HEATING/NATURAL GAS	67.37	11962	08/04/17
29825	VT GAS SYSTEMS	07/21/17	VA JUNE 16-JULY 19, 2017 16105	210-45551.623 HEATING/NATURAL GAS	46.77	11962	08/04/17
29825	VT GAS SYSTEMS	07/21/17	VA JUNE 16-JULY 19, 2017 16105	210-41940.623 HEATING/NATURAL GAS	58.50	11962	08/04/17

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29825	07/21/17	VA JUNE 16-JULY 19, 2017	210-42220.623	52.27	11962	08/04/17
		16105	HEATING/NATURAL GAS			
07565	07/15/17	VF PRINTER INK	210-42220.610	688.44	11966	08/04/17
		145962757	SUPPLIES			
07565	07/07/17	Supplies	210-45110.610	20.78	11967	08/04/17
		I45675142	SUPPLIES			
23000	07/13/17	ST SHUR PAC	210-43110.616	381.50	11968	08/04/17
		00679853	GRAVEL, TOPSOIL			
V10679	07/19/17	LIBRARY RESTORATION	222-46802.002	6500.00	11927	08/04/17
		50139	BROWNELL LIBRARY MAINT			
22975	07/25/17	SC Lake theater tickets	225-45122.810	2526.00	11924	08/04/17
		170725D	TRIP EXPENSES			
24985	01/16/17	Fri Performance	226-45115.330	536.96	11880	08/04/17
		011617D	OTHER PROFESSIONAL SVCS			
25390	07/11/17	EJRP Credit Card	226-45115.610	93.03	11904	08/04/17
		071117D	SUPPLIES			
25390	07/11/17	EJRP Credit Card	226-45122.610	48.76	11904	08/04/17
		071117D	Supplies			
25390	07/11/17	EJRP Credit Card	226-45122.580	122.65	11904	08/04/17
		071117D	TRAVEL			
25390	07/11/17	EJRP Credit Card	226-45110.536	196.00	11904	08/04/17
		071117D	POSTAGE			
25390	07/11/17	EJRP Credit Card	226-45115.610	67.87	11904	08/04/17
		071117D	SUPPLIES			
25390	07/11/17	EJRP Credit Card	226-45122.580	28.00	11904	08/04/17
		071117D	TRAVEL			
25390	07/11/17	EJRP Credit Card	226-45124.610	90.93	11904	08/04/17
		071117D	SUPPLIES			
24830	07/24/17	CMS Food	226-45122.610	192.85	11950	08/04/17
		688679	Supplies			
24830	07/24/17	CMS Food	226-45122.610	30.45	11950	08/04/17
		688687	Supplies			
V9968	07/19/17	VA VISION INS-AUGUST 2017	226-45120.210	46.72	11961	08/04/17
		170801	HEALTH INS & OTHER BENEFIT			
V9968	07/19/17	VA VISION INS-AUGUST 2017	226-45121.210	62.30	11961	08/04/17
		170801	HEALTH INS & OTHER BENEFIT			
V9968	07/19/17	VA VISION INS-AUGUST 2017	226-45110.210	15.57	11961	08/04/17
		170801	HEALTH INS & OTHER BENEFIT			
V2355	07/11/17	New Strainer Covers	226-45124.434	345.00	11965	08/04/17
		54177	MAINTENANCE-BLDGS/GROUNDS			
07565	07/07/17	Supplies	226-45120.610	20.49	11967	08/04/17
		I45675142	SUPPLIES			
07565	07/14/17	Batteries	226-45115.610	16.99	11967	08/04/17
		I45871003	SUPPLIES			
31275	07/24/17	VR HILLCREST SDWLK CONST	230-46801.015	97957.75	11897	08/04/17
		PAYAP2	HILLCREST SIDEWALK			
23215	07/19/17	ST compressor	231-43131.162	12379.75	11900	08/04/17
		106437950001	COMPRESSOR			
21840	07/20/17	VW dept drop box	254-43200.610	99.00	11907	08/04/17
		071817D	SUPPLIES			

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
07010	07/17/17	VA JULY CONSOLIDATED BILL 07170206201	254-43200.622 ELECTRICAL SERVICE	42.80	11917	08/04/17
37605	07/21/17	VA UB CONVERT TO NEMRC 39930	254-43332.007 UB CONVERSION TO NEMRC	833.33	11938	08/04/17
37605	07/28/17	VA UB CONVERSION TO NEMRC 39977	254-43332.007 UB CONVERSION TO NEMRC	416.67	11938	08/04/17
25405	08/02/17	VW WATER/SEWER ABATEMENT 80217D	254-34811.000 WATER BILLING PENALTIES	221.87	11944	08/04/17
V9968	07/19/17	VA VISION INS-AUGUST 2017 170801	254-43200.210 HEALTH INS & OTHER BENEFIT	23.36	11961	08/04/17
29825	07/21/17	VA JUNE 16-JULY 19, 2017 16105	254-43200.623 HEATING/NATURAL GAS	35.79	11962	08/04/17
05290	07/26/17	WW GASKET CEMENT WPS 0744777	255-43200.570 MAINTENANCE OTHER	4.27	11881	08/04/17
V10734	07/20/17	WW JUNE 21-JULY 20, 2017 1707WWTP	255-43200.622 ELECTRICAL SERVICE	2969.11	11898	08/04/17
06870	07/21/17	WW WEEKLY TKN 237741	255-43200.577 CONTRACT LABORATORY SERVI	25.00	11899	08/04/17
06870	07/31/17	WW WEEKLY TKN 238426	255-43200.577 CONTRACT LABORATORY SERVI	25.00	11899	08/04/17
V10616	07/12/17	WW BIOXIDE FULL LOAD 903174662	255-43200.619 CHEMICALS	9189.95	11902	08/04/17
21740	06/24/17	WW July Free Press 062817D	255-43200.610 SUPPLIES	22.00	11906	08/04/17
21740	06/29/17	WW mouse, case 062917D	255-43200.570 MAINTENANCE OTHER	52.41	11906	08/04/17
21740	07/11/17	WW gas cans 071117D	255-43200.626 GAS,GREASE AND OIL	22.33	11906	08/04/17
21740	07/14/17	WW cables, adapters 071417D	255-43200.570 MAINTENANCE OTHER	55.18	11906	08/04/17
21740	06/24/17	WW log me in renewal CCARD	255-43200.570 MAINTENANCE OTHER	599.99	11906	08/04/17
07010	07/21/17	WW 6/21-7/20/17 WWTF 07170132407	255-43200.622 ELECTRICAL SERVICE	8723.85	11917	08/04/17
09050	07/21/17	WW CHLORINE MONITORING 10553290	255-43200.618 SUPPLIES - LABORATORY	547.49	11919	08/04/17
09050	07/21/17	WW MAIN KIT CHLORINE 10554385	255-43200.570 MAINTENANCE OTHER	756.00	11919	08/04/17
V9769	07/21/17	WW SODIUM ALUMINATE BULK 9017553449	255-43200.619 CHEMICALS	8036.91	11923	08/04/17
V9454	08/01/17	WW BOOTS LAJOY 3141129	255-43200.612 UNIFORMS,BOOTS,ETC	370.00	11925	08/04/17
11695	07/20/17	WW EQ BLOWER 2 MOTOR M2744	255-43200.570 MAINTENANCE OTHER	1828.20	11943	08/04/17
25405	08/02/17	VW WATER/SEWER ABATEMENT 80217D	255-34811.000 VILLAGE USER PENALTIES	129.72	11944	08/04/17
12265	07/21/17	WW JULY 15-AUGUST 15 COPI 99140589	255-43200.610 SUPPLIES	273.60	11951	08/04/17
V9968	07/19/17	VA VISION INS-AUGUST 2017 170801	255-43200.210 HEALTH INS & OTHER BENEFIT	96.10	11961	08/04/17

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
29825	07/21/17	VT GAS SYSTEMS VA JUNE 16-JULY 19, 2017 16105	255-43200.623 HEATING/NATURAL GAS	1167.41	11962	08/04/17
21740	06/29/17	FIRST NATIONAL BANK OMAHA SA modem reprogram 062917D-1	256-43220.002 WEST ST PS COSTS	30.56	11906	08/04/17
07010	07/17/17	GREEN MOUNTAIN POWER CORP VA JULY CONSOLIDATED BILL 07170206201	256-43200.622 ELECTRICAL SERVICE	873.91	11917	08/04/17
07010	07/17/17	GREEN MOUNTAIN POWER CORP VA JULY CONSOLIDATED BILL 07170206201	256-43220.001 SUSIE WILSON PS COSTS	375.60	11917	08/04/17
07010	07/17/17	GREEN MOUNTAIN POWER CORP VA JULY CONSOLIDATED BILL 07170206201	256-43220.002 WEST ST PS COSTS	554.13	11917	08/04/17
37605	07/21/17	NEW ENGLAND MUNICIPAL RES VA UB CONVERT TO NEMRC 39930	256-43332.007 UB CONVERSION TO NEMRC	1666.67	11938	08/04/17
37605	07/28/17	NEW ENGLAND MUNICIPAL RES VA UB CONVERSION TO NEMRC 39977	256-43332.007 UB CONVERSION TO NEMRC	833.33	11938	08/04/17
25405	08/02/17	PORATTI, CHRISTOPHER VW WATER/SEWER ABATEMENT 80217D	256-34811.000 ANNUAL CUSTOMER CHARGE -	76.14	11944	08/04/17
36130	07/17/17	VERIZON WIRELESS SA JUNE 24-JULY 23, 2017 9789855934	256-43200.434 PUMP STATION MAINTENANCE	123.18	11960	08/04/17
36130	07/17/17	VERIZON WIRELESS SA JUNE 24-JULY 23, 2017 9789855934	256-43220.001 SUSIE WILSON PS COSTS	31.72	11960	08/04/17
36130	07/17/17	VERIZON WIRELESS SA JUNE 24-JULY 23, 2017 9789855934	256-43220.002 WEST ST PS COSTS	31.73	11960	08/04/17
V9968	07/19/17	VISION SERVICE PLAN- VA VISION INS-AUGUST 2017 170801	256-43200.210 HEALTH INS & OTHER BENEFIT	37.38	11961	08/04/17
29825	07/21/17	VT GAS SYSTEMS VA JUNE 16-JULY 19, 2017 16105	256-43220.001 SUSIE WILSON PS COSTS	36.98	11962	08/04/17
29825	07/21/17	VT GAS SYSTEMS VA JUNE 16-JULY 19, 2017 16105	256-43220.002 WEST ST PS COSTS	38.70	11962	08/04/17
29825	07/21/17	VT GAS SYSTEMS VA JUNE 16-JULY 19, 2017 16105	256-43200.623 HEATING/NATURAL GAS	42.35	11962	08/04/17
Report Total				191292.64		

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
05290	ADVANCE AUTO PARTS	07/24/17 sT plate lens 552720521596	210-43110.432 VEHICLE MAINTENANCE	28.78	11976	08/11/17
05290	ADVANCE AUTO PARTS	07/24/17 ST engine clnr brt 552720521597	210-43110.610 SUPPLIES	44.04	11976	08/11/17
05290	ADVANCE AUTO PARTS	07/27/17 ST hydraulic hose 552720844837	210-43110.432 VEHICLE MAINTENANCE	51.58	11976	08/11/17
V0059	AIR CLEANING SYSTEMS INC.	08/02/17 VF plymovent maintenance 15229	210-42220.570 MAINTENANCE OTHER	2133.00	11977	08/11/17
V9429	AQUARIUS LANDSCAPE INC.	08/02/17 LH Lincoln Hall 542306	210-41940.434 MAINT. BUILDINGS/GROUNDS	93.61	11980	08/11/17
24475	BOND O'REILLY AUTO-ESSEX	06/23/17 VF soap 5677107958	210-42220.610 SUPPLIES	7.49	11986	08/11/17
00530	BRODART CO	05/08/17 BL books B4989467	210-45551.641 JUVEN COLLECTION-PRNT & E	120.56	11989	08/11/17
00530	BRODART CO	05/08/17 BL books B4989467	210-45551.610 SUPPLIES	9.00	11989	08/11/17
00530	BRODART CO	07/18/17 BL books B5061126	210-45551.640 ADULT COLLECTION-PRINT &	39.56	11989	08/11/17
00530	BRODART CO	07/18/17 BL books B5061126	210-45551.610 SUPPLIES	0.30	11989	08/11/17
00530	BRODART CO	07/18/17 BL books B5061485	210-45551.641 JUVEN COLLECTION-PRNT & E	15.83	11989	08/11/17
00530	BRODART CO	07/18/17 BL books B5061485	210-45551.610 SUPPLIES	0.90	11989	08/11/17
00530	BRODART CO	07/19/17 BL books B5063574	210-45551.641 JUVEN COLLECTION-PRNT & E	98.17	11989	08/11/17
00530	BRODART CO	07/19/17 BL books B5063574	210-45551.610 SUPPLIES	8.10	11989	08/11/17
00530	BRODART CO	07/19/17 BL books B5063838	210-45551.641 JUVEN COLLECTION-PRNT & E	8.79	11989	08/11/17
00530	BRODART CO	07/19/17 BL books B5063838	210-45551.610 SUPPLIES	0.90	11989	08/11/17
00530	BRODART CO	07/20/17 BL books B5065360	210-45551.641 JUVEN COLLECTION-PRNT & E	26.35	11989	08/11/17
00530	BRODART CO	07/20/17 BL books B5065360	210-45551.610 SUPPLIES	1.80	11989	08/11/17
00530	BRODART CO	07/24/17 BL books B5067228	210-45551.640 ADULT COLLECTION-PRINT &	20.30	11989	08/11/17
00530	BRODART CO	07/24/17 BL books B5067228	210-45551.610 SUPPLIES	0.30	11989	08/11/17
00530	BRODART CO	07/24/17 BL books B5067352	210-45551.640 ADULT COLLECTION-PRINT &	14.30	11989	08/11/17
00530	BRODART CO	07/24/17 BL books B5067352	210-45551.610 SUPPLIES	0.90	11989	08/11/17
00530	BRODART CO	07/24/17 BL books B5067475	210-45551.640 ADULT COLLECTION-PRINT &	710.72	11989	08/11/17
00530	BRODART CO	07/24/17 BL books B5067475	210-45551.610 SUPPLIES	35.10	11989	08/11/17
00530	BRODART CO	07/25/17 BL books B5069148	210-45551.641 JUVEN COLLECTION-PRNT & E	87.67	11989	08/11/17

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Town of Essex / Village of EJ Accounts Payable  
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For Check Acct 01 (GENERAL FUND) All check #s 08/11/17 To 08/11/17 & Fund 2

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Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
00530	07/25/17	BL books B5069148	210-45551.610 SUPPLIES	7.20	11989	08/11/17
00530	07/25/17	BL books B5069254	210-45551.641 JUVEN COLLECTION-PRNT & E	98.32	11989	08/11/17
00530	07/25/17	BL books B5069254	210-45551.610 SUPPLIES	8.10	11989	08/11/17
00530	07/25/17	BL books B5069273	210-45551.641 JUVEN COLLECTION-PRNT & E	4.17	11989	08/11/17
00530	07/25/17	BL books B5069273	210-45551.610 SUPPLIES	0.90	11989	08/11/17
00530	07/25/17	BF books B5069332	210-49345.000 LIBRARY DONATION EXPENDIT	130.72	11989	08/11/17
00530	07/26/17	BL books B5071179	210-45551.641 JUVEN COLLECTION-PRNT & E	9.34	11989	08/11/17
00530	07/26/17	BL books B5071179	210-45551.610 SUPPLIES	0.90	11989	08/11/17
00530	08/01/17	BL books B5075836	210-45551.641 JUVEN COLLECTION-PRNT & E	13.19	11989	08/11/17
00530	08/01/17	BL books B5075836	210-45551.610 SUPPLIES	0.90	11989	08/11/17
00530	08/02/17	BL books B5077775	210-45551.641 JUVEN COLLECTION-PRNT & E	128.49	11989	08/11/17
00530	08/02/17	BL books B5077775	210-45551.610 SUPPLIES	9.90	11989	08/11/17
00530	08/02/17	BL books B5077781	210-45551.641 JUVEN COLLECTION-PRNT & E	85.60	11989	08/11/17
00530	08/02/17	BL books B5077781	210-45551.610 SUPPLIES	7.20	11989	08/11/17
00530	08/02/17	BL books B5077783	210-45551.641 JUVEN COLLECTION-PRNT & E	321.71	11989	08/11/17
00530	08/02/17	BL books B5077783	210-45551.610 SUPPLIES	28.80	11989	08/11/17
00530	08/02/17	BL books B5077789	210-45551.641 JUVEN COLLECTION-PRNT & E	52.80	11989	08/11/17
00530	08/02/17	BL books B5077789	210-45551.610 SUPPLIES	3.60	11989	08/11/17
V0455	08/01/17	BL supplies 4023343126	210-45551.610 SUPPLIES	61.67	11993	08/11/17
V9246	07/24/17	BL renewal 2017VHS	210-45551.640 ADULT COLLECTION-PRINT &	15.00	12003	08/11/17
21210	07/24/17	ST first aid box 5008514310	210-43110.612 UNIFORMS,BOOTS,ETC	20.75	12006	08/11/17
04940	07/27/17	VF internet svc 01792107/27	210-42220.535 TELEPHONE SERVICES	125.80	12011	08/11/17
07530	07/26/17	Bleachers Repair 1707-696381	210-45220.610 SUPPLIES	324.06	12019	08/11/17
V10576	08/08/17	July web host,support 2360	210-41320.340 COMPUTER EXPENSES	148.95	12025	08/11/17
03280	07/24/17	TC/HS/ST - paving 2017 26717	210-43120.610 PAVEMENT MAINTENANCE	51439.36	12027	08/11/17

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
23215	06/19/17	ESSEX EQUIPMENT INC ST hard hats 106420610001	210-43110.612 UNIFORMS,BOOTS,ETC	45.58	12030	08/11/17
23215	07/24/17	ESSEX EQUIPMENT INC ST filters 106459150001	210-43110.432 VEHICLE MAINTENANCE	75.01	12030	08/11/17
23215	08/01/17	ESSEX EQUIPMENT INC ST oil, filter 106464620001	210-43110.626 GAS,GREASE AND OIL	318.91	12030	08/11/17
23215	08/01/17	ESSEX EQUIPMENT INC ST oil, filter 106464620001	210-43110.432 VEHICLE MAINTENANCE	115.31	12030	08/11/17
23215	08/01/17	ESSEX EQUIPMENT INC ST hose, paint 106469730001	210-43110.610 SUPPLIES	80.58	12030	08/11/17
05020	07/31/17	ESSEX JCT VILLAGE OF LH WATER BILL 0717LN02SPRI	210-41940.410 WATER AND SEWER CHARGE	68.32	12032	08/11/17
05020	07/31/17	ESSEX JCT VILLAGE OF LH WATER BILL 0717LNCS0002	210-41940.410 WATER AND SEWER CHARGE	74.86	12032	08/11/17
05020	07/31/17	ESSEX JCT VILLAGE OF BL WATER BILL APRIL-JUNE 0717LNCS06	210-45551.410 WATER AND SEWER CHARGE	115.69	12032	08/11/17
05020	07/31/17	ESSEX JCT VILLAGE OF VF water bill 0717PE0102	210-42220.410 WATER AND SEWER CHARGE	68.05	12032	08/11/17
18000	06/07/17	FERGUSON WATERWORKS #590 ST culvert 0758657	210-43151.430 STORM SEWER MAINTENANCE	455.70	12042	08/11/17
25920	07/14/17	FIRE PRO TEC INC Annual Inspection 338722	210-45220.330 OTHER PROFESSIONAL SVCS	198.45	12043	08/11/17
12685	06/01/17	FRONT PORCH FORUM INC TM FYE 18 access 9491	210-41320.530 COMMUNICATIONS	1320.00	12048	08/11/17
34895	06/01/17	GAUTHIER TRUCKING, INC. LH May rubbish 1230682	210-41940.565 RUBBISH REMOVAL	158.06	12050	08/11/17
34895	08/01/17	GAUTHIER TRUCKING, INC. ST July Jackson St trash 1244012	210-43110.565 RUBBISH REMOVAL	85.52	12050	08/11/17
34895	08/01/17	GAUTHIER TRUCKING, INC. ST July Railroad Ave 1244014	210-43110.565 RUBBISH REMOVAL	415.77	12050	08/11/17
34895	08/01/17	GAUTHIER TRUCKING, INC. ST July beech St rubbish 1244146	210-43110.565 RUBBISH REMOVAL	55.27	12050	08/11/17
21055	07/21/17	GREEN MOUNTAIN MESSENGER, BL delivery 59484	210-45551.536 POSTAGE/DELIVERY	105.00	12054	08/11/17
33495	07/23/17	INGRAM LIBRARY SERVICES I BL books 99408234	210-45551.640 ADULT COLLECTION-PRINT &	122.39	12059	08/11/17
37715	07/25/17	INTEGRITY COMMUNICATIONS BL phone sys maint 33752	210-45551.434 MAINT. BUILDINGS/GROUNDS	80.00	12060	08/11/17
23980	07/24/17	INTERSTATE ALL BATTERY CE ST battery 190320100884	210-43110.432 VEHICLE MAINTENANCE	229.90	12061	08/11/17
08645	08/02/17	LOWES BUSINESS ACCT/SYNCB LH supplies 070517A	210-41940.610 SUPPLIES	22.47	12069	08/11/17
08645	08/02/17	LOWES BUSINESS ACCT/SYNCB ST fuses 071517B	210-43110.610 SUPPLIES	39.76	12069	08/11/17
08645	08/02/17	LOWES BUSINESS ACCT/SYNCB ST Building materials 072117C	210-43110.610 SUPPLIES	72.14	12069	08/11/17
08645	08/02/17	LOWES BUSINESS ACCT/SYNCB ST lumber 080117D	210-43110.610 SUPPLIES	20.21	12069	08/11/17
23420	07/19/17	P & P SEPTIC SERVICE INC. Portolets T-149175	210-45220.442 EQUIPMENT RENTAL	200.00	12085	08/11/17

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
25140	07/31/17	ST asphalt 935324	210-43120.610 PAVEMENT MAINTENANCE	240.00	12089	08/11/17
27535	08/08/17	VF 2017 directories 19907	210-41320.610 SUPPLIES	99.95	12093	08/11/17
37430	07/24/17	VF ladder svc RC62510	210-42220.432 VEHICLE MAINTENANCE	2513.78	12095	08/11/17
24325	07/30/17	VF pager svc 24138607	210-42220.443 RADIO MAINTENANCE	234.50	12096	08/11/17
18010	07/31/17	VF safety flashlight 3307157	210-42220.889 ROUTINE EQUIPMENT PURCHAS	25.16	12101	08/11/17
18010	07/31/17	VF firefighter gear 3307158	210-42220.612 UNIFORMS,BOOTS,ETC	11041.56	12101	08/11/17
05280	07/24/17	ST herbicide application 4641	210-43161.000 STREETScape MAINT./IMP	66.22	12114	08/11/17
40840	08/01/17	VA Aug phone,internet 3789013	210-41320.535 TELEPHONE SERVICES	141.02	12124	08/11/17
40840	08/01/17	VA Aug phone,internet 3789013	210-41940.535 TELEPHONE SERVICES	39.47	12124	08/11/17
40840	08/01/17	VA Aug phone,internet 3789013	210-41970.535 TELEPHONE SERVICES	31.70	12124	08/11/17
40840	08/01/17	VA Aug phone,internet 3789013	210-41320.530 COMMUNICATIONS	34.96	12124	08/11/17
40840	07/15/17	ST telephone svc 3874213	210-43110.535 TELEPHONE SERVICES	71.16	12124	08/11/17
14800	08/01/17	Aug msd svcs,anivirus 74986	210-41320.340 COMPUTER EXPENSES	493.12	12131	08/11/17
14800	08/01/17	Aug msd svcs,anivirus 74986	210-42220.570 MAINTENANCE OTHER	21.00	12131	08/11/17
14800	08/01/17	Aug msd svcs,anivirus 74986	210-41970.340 COMPUTER EXPENSES	242.88	12131	08/11/17
38760	07/19/17	ST manhole adj sys 00780807	210-43120.610 PAVEMENT MAINTENANCE	10662.14	12135	08/11/17
38760	07/21/17	ST manhole adj sys 0080916	210-43120.610 PAVEMENT MAINTENANCE	2575.02	12135	08/11/17
22070	07/31/17	AD/CD envelopes 6744	210-41320.610 SUPPLIES	90.45	12145	08/11/17
22070	07/31/17	AD/CD envelopes 6744	210-41970.610 SUPPLIES	44.55	12145	08/11/17
V10238	07/27/17	CD sound meeting 388	210-15101.000 EXCHANGE - GENERAL	240.00	12149	08/11/17
21355	03/01/17	VF cpr recertification 030117D	210-42220.500 TRAINING, CONFERENCES, DU	675.00	12151	08/11/17
07565	07/10/17	Supplies I45703556	210-45110.610 SUPPLIES	12.23	12157	08/11/17
07565	07/18/17	Supplies I45964759	210-45110.610 SUPPLIES	36.69	12157	08/11/17
07565	07/25/17	Cleaning Supplies I46156870	210-45220.610 SUPPLIES	60.17	12157	08/11/17
07565	08/02/17	Cleaning Supplies I46428808	210-45220.610 SUPPLIES	153.91	12157	08/11/17



Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
02535	06/19/17	VF batteries 111141	210-42220.889 ROUTINE EQUIPMENT PURCHAS	126.84	12158	08/11/17
V10636	08/01/17	AD FSA admin fees village 170816463	210-41320.210 HEALTH INS & OTHER BENEFIT	5.40	17081105	08/11/17
31545	07/28/17	SC pot luck, center 170728D	225-45122.614 PROGRAM EXPENSES	31.98	12018	08/11/17
31545	07/28/17	SC pot luck, center 170728D	225-45122.610 OPERATIONAL SUPP/EXP	41.19	12018	08/11/17
31545	07/28/17	SC pot luck, center 170728D	225-45122.810 TRIP EXPENSES	9.98	12018	08/11/17
21770	08/07/17	SC Jazzercise inst 170807D	225-45122.330 OTHER PROF SERVICES	50.00	12063	08/11/17
21570	08/07/17	SC misc for trip,events 170807D	225-45122.810 TRIP EXPENSES	62.14	12086	08/11/17
21570	08/07/17	SC misc for trip,events 170807D	225-45122.614 PROGRAM EXPENSES	62.90	12086	08/11/17
14230	08/10/17	SC bus for LK theater trp P39557-BAL	225-45122.810 TRIP EXPENSES	1300.00	12092	08/11/17
12265	07/21/17	SC monthly copier lease 99141611	225-45122.610 OPERATIONAL SUPP/EXP	55.83	12106	08/11/17
25445	08/02/17	STAR Snakes 080217D	226-45122.330 OTHER PROFESSIONAL SVCS	375.00	11969	08/11/17
25190	07/28/17	STAR Art 174833	226-45122.610 Supplies	41.71	11971	08/11/17
25190	07/26/17	CMS Art 239421	226-45122.610 Supplies	18.96	11971	08/11/17
01005	07/18/17	Bath House Glass Repair 20815	226-45124.434 MAINTENANCE-BLDGS/GROUNDS	244.05	11974	08/11/17
07305	07/10/17	Pool Chemicals 9065318013	226-45124.434 MAINTENANCE-BLDGS/GROUNDS	365.34	11978	08/11/17
07305	07/28/17	Pool Chemicals 9065989569	226-45124.434 MAINTENANCE-BLDGS/GROUNDS	246.89	11978	08/11/17
07305	07/31/17	Pool Chemicals 9946340842	226-45124.434 MAINTENANCE-BLDGS/GROUNDS	257.56	11978	08/11/17
25370	08/11/17	Bounce Around REACH 081117D	226-45122.330 OTHER PROFESSIONAL SVCS	463.75	11988	08/11/17
13800	07/28/17	CMS Yoga 072817D	226-45122.330 OTHER PROFESSIONAL SVCS	225.00	11992	08/11/17
25005	07/31/17	Concessions 2522537	226-45125.610 SUPPLIES	185.76	11994	08/11/17
25005	08/07/17	Concessions 2524977	226-45125.610 SUPPLIES	76.80	11994	08/11/17
25460	07/28/17	Fri Night Performance 072817D	226-45115.330 OTHER PROFESSIONAL SVCS	800.00	12014	08/11/17
31545	07/21/17	1/2 Food & Pool 072117D	226-45115.610 SUPPLIES	214.89	12016	08/11/17
31545	07/21/17	1/2 Food & Pool 072117D	226-45124.610 SUPPLIES	100.74	12016	08/11/17
31545	07/27/17	Concessions 072717D	226-45125.610 SUPPLIES	48.69	12017	08/11/17

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Town of Essex / Village of EJ Accounts Payable  
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For Check Acct 01(GENERAL FUND) All check #s 08/11/17 To 08/11/17 & Fund 2

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Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
25075	08/07/17	ESSEX HIGH SCHOOL STUDENT YH Football Camp 8484136	226-45115.330 OTHER PROFESSIONAL SVCS	906.00	12031	08/11/17
25075	08/04/17	ESSEX HIGH SCHOOL STUDENT YH Softball Camp 8484137	226-45115.330 OTHER PROFESSIONAL SVCS	710.40	12031	08/11/17
25060	07/26/17	FARRELL DISTRIBUTING CORP Concessions 327323-2	226-45125.610 SUPPLIES	167.60	12041	08/11/17
23420	07/21/17	P & P SEPTIC SERVICE INC. Essex Portolets T-149338	226-45115.610 SUPPLIES	400.00	12085	08/11/17
25395	07/28/17	POOL WORLD INC Pool Filter 185920	226-45124.434 MAINTENANCE-BLDGS/GROUNDS	119.98	12091	08/11/17
25395	08/01/17	POOL WORLD INC Pool Vac 185923	226-45124.434 MAINTENANCE-BLDGS/GROUNDS	198.43	12091	08/11/17
14695	07/12/17	RANDALL MIKE (THE BIG BLU BB Trunk 8/25 1095	226-45122.330 OTHER PROFESSIONAL SVCS	225.00	12097	08/11/17
14695	07/12/17	RANDALL MIKE (THE BIG BLU 7/4 Entertainment 1097	226-45115.330 OTHER PROFESSIONAL SVCS	350.00	12097	08/11/17
24830	07/25/17	REINHART FOODSERVICE Concessions 689818	226-45125.610 SUPPLIES	675.03	12099	08/11/17
24830	07/31/17	REINHART FOODSERVICE REACH Snack 691523	226-45122.610 Supplies	144.23	12099	08/11/17
24830	07/31/17	REINHART FOODSERVICE CMS Snack 691617	226-45122.610 Supplies	207.38	12099	08/11/17
24830	07/28/17	REINHART FOODSERVICE Concessions 691689	226-45125.610 SUPPLIES	168.08	12099	08/11/17
24830	08/07/17	REINHART FOODSERVICE REACH Snack 694874	226-45122.610 Supplies	116.92	12099	08/11/17
24830	08/07/17	REINHART FOODSERVICE CMS Snack 696253	226-45122.610 Supplies	224.67	12099	08/11/17
03180	07/01/17	SAFETY SYSTEMS OF VT LLC Park St Annual Alarm 16968	226-45121.330 OTHER PROFESSIONAL SVCS	456.94	12116	08/11/17
01135	07/26/17	SHELBURNE FARMS REACH Field Trip 072617D	226-45122.580 TRAVEL	236.00	12120	08/11/17
25180	07/20/17	SOLLACE ADAM Copier/Toner Reimburse 072017D	226-45121.610 SUPPLIES	537.09	12123	08/11/17
25180	07/26/17	SOLLACE ADAM Camp Supplies & Ad Reimb. 072617D	226-45122.610 Supplies	5.95	12123	08/11/17
25180	07/26/17	SOLLACE ADAM Camp Supplies & Ad Reimb. 072617D	226-45122.330 OTHER PROFESSIONAL SVCS	15.00	12123	08/11/17
25180	07/26/17	SOLLACE ADAM Camp Supplies & Ad Reimb. 072617D	226-45122.610 Supplies	7.95	12123	08/11/17
03900	07/21/17	SPORTS CENTRAL INC Skate Camp Shirts 15678	226-45115.610 SUPPLIES	85.00	12125	08/11/17
03900	07/21/17	SPORTS CENTRAL INC Gymnastics Camp Shirts 15682	226-45115.610 SUPPLIES	125.00	12125	08/11/17
03900	07/21/17	SPORTS CENTRAL INC CMS Shirts 15683	226-45122.610 Supplies	304.00	12125	08/11/17
03900	07/21/17	SPORTS CENTRAL INC Essex 1/2 Shirts 15684	226-45115.610 SUPPLIES	142.50	12125	08/11/17
23495	07/26/17	STUDENT TRANSPORTATION OF REACH Bus 100B006615	226-45122.580 TRAVEL	720.70	12128	08/11/17

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
23495	STUDENT TRANSPORTATION OF	07/26/17	STAR Bus 100B006616	226-45122.580 TRAVEL	183.68	12128	08/11/17
23495	STUDENT TRANSPORTATION OF	07/31/17	REACH Bus 100B006640	226-45122.580 TRAVEL	1148.72	12128	08/11/17
23495	STUDENT TRANSPORTATION OF	07/31/17	Bus 100B006641	226-45122.580 TRAVEL	530.21	12128	08/11/17
23495	STUDENT TRANSPORTATION OF	07/31/17	REACH Bus 100B006654	226-45122.580 TRAVEL	230.61	12128	08/11/17
23495	STUDENT TRANSPORTATION OF	08/08/17	CMS Bus 100B006669	226-45122.580 TRAVEL	463.01	12128	08/11/17
23495	STUDENT TRANSPORTATION OF	08/08/17	STAR Bus 100B006670	226-45122.580 TRAVEL	202.39	12128	08/11/17
25440	TALENT SKATEPARK AND SHOP	07/25/17	Skate Camp SUM17	226-45115.330 OTHER PROFESSIONAL SVCS	1200.00	12130	08/11/17
25000	THE MAGIC TRUNK	01/16/17	Fri Performance 011617D	226-45115.330 OTHER PROFESSIONAL SVCS	600.00	12133	08/11/17
07565	W B MASON CO INC	07/13/17	Pens I45838860	226-45122.610 Supplies	3.54	12157	08/11/17
07565	W B MASON CO INC	07/18/17	Supplies I45964759	226-45122.610 Supplies	10.70	12157	08/11/17
07565	W B MASON CO INC	07/18/17	Supplies I45964759	226-45115.610 SUPPLIES	24.99	12157	08/11/17
24835	KS STATE BANK	06/09/17	Truck & Tractor Lease 060917D	233-46801.001 TRUCK/TRACTOR LEASE	13524.89	12065	08/11/17
23435	CHAMPLAIN WATER DISTRICT	07/31/17	VW additional usage 6/30 073117D	254-43200.411 CWD WATER PURCHASE	47.63	12001	08/11/17
23435	CHAMPLAIN WATER DISTRICT	07/31/17	VW additional usage 6/30 073117D	254-43200.412 STATE WATER TAX	1.17	12001	08/11/17
23215	ESSEX EQUIPMENT INC	06/09/17	VW upside down paint 106408610001	254-43200.610 SUPPLIES	35.23	12030	08/11/17
38760	TI-SALES INC	05/01/17	ST credit return RTN0005055	254-43330.002 METER REPLACEMENT PROGRAM	-181.12	12135	08/11/17
07465	BIBENS ACE HARDWARE INC	07/25/17	WW BATTERIES 2826615	255-43200.610 SUPPLIES	16.98	11983	08/11/17
V0248	BORDEN & REMINGTON	07/27/17	WW sod hydroxide bulk 242523	255-43200.619 CHEMICALS	7035.99	11987	08/11/17
05020	ESSEX JCT VILLAGE OF	07/31/17	WW wtr admin 5/8 mtr 0717CATP0001	255-43200.410 WATER AND SEWER CHARGE	68.05	12032	08/11/17
05020	ESSEX JCT VILLAGE OF	07/31/17	WW wtr digester 0717CATP0002	255-43200.410 WATER AND SEWER CHARGE	95.26	12032	08/11/17
05020	ESSEX JCT VILLAGE OF	07/31/17	WW wtr flow eq 0717CATPEQBL	255-43200.410 WATER AND SEWER CHARGE	68.05	12032	08/11/17
05020	ESSEX JCT VILLAGE OF	07/31/17	WW wtr filter bldg 0717CATPFLTR	255-43200.410 WATER AND SEWER CHARGE	68.05	12032	08/11/17
05020	ESSEX JCT VILLAGE OF	07/31/17	WW wtr dewater bldg 0717CTPDEWA	255-43200.410 WATER AND SEWER CHARGE	68.05	12032	08/11/17
05020	ESSEX JCT VILLAGE OF	07/31/17	WTR control 2"mtr 0717WWTFCONT	255-43200.410 WATER AND SEWER CHARGE	68.05	12032	08/11/17
10220	NEW ENGLAND AIR SYSTEMS L	07/31/17	WW AC repair break room 149203	255-43200.570 MAINTENANCE OTHER	880.83	12079	08/11/17

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12:26 pm

Town of Essex / Village of EJ Accounts Payable  
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Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
38680	08/02/17	VT RURAL WATER ASSOC WW sampling course 080217D	255-43200.500 TRAINING, CONFERENCES, DU	48.00	12156	08/11/17
05490	07/13/17	XYLEM WATER SOLUTIONS U.S WW sh2 mixer 1 rebuild 2 3556965785	255-43200.570 MAINTENANCE OTHER	5212.00	12159	08/11/17
05020	07/31/17	ESSEX JCT VILLAGE OF WW wtr hs pump sta 07170COLHSPS	256-43200.410 WATER AND SEWER CHARGE	68.05	12032	08/11/17
38760	05/01/17	TI-SALES INC ST credit return RTN0005055	256-43330.002 METER REPLACEMENT PROGRAM	-362.24	12135	08/11/17
Report Total				135017.09		

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
05290	07/24/17	ADVANCE AUTO PARTS ST plate lens 552720521595	210-43110.432 VEHICLE MAINTENANCE	14.39	12165	08/18/17
05290	08/04/17	ADVANCE AUTO PARTS ST oil 552721638405	210-43110.626 GAS,GREASE AND OIL	127.11	12165	08/18/17
05290	08/04/17	ADVANCE AUTO PARTS ST plate lens 552721653249	210-43110.432 VEHICLE MAINTENANCE	-14.39	12165	08/18/17
05395	08/11/17	FLEETMatics USA LLC ST Contractual svc 1941424	210-43125.570 CONTRACT SERVICES	280.00	12200	08/18/17
07010	07/20/17	GREEN MOUNTAIN POWER CORP July Park St school elec 072017436523	210-49400.622 ELECTRICITY	206.80	12208	08/18/17
10510	06/26/17	BLUE TARP FINANCIAL INC VF mop head 716260A	210-42220.889 ROUTINE EQUIPMENT PURCHAS	7.19	12175	08/18/17
10510	06/27/17	BLUE TARP FINANCIAL INC ST wall scraper 716269B	210-43110.610 SUPPLIES	4.22	12175	08/18/17
10510	06/28/17	BLUE TARP FINANCIAL INC ST painting supplies 716283C	210-43110.610 SUPPLIES	15.70	12175	08/18/17
10510	06/28/17	BLUE TARP FINANCIAL INC ST sign 716284D	210-43110.610 SUPPLIES	10.24	12175	08/18/17
10510	06/29/17	BLUE TARP FINANCIAL INC ST tools 716289E	210-43110.610 SUPPLIES	22.80	12175	08/18/17
10510	07/05/17	BLUE TARP FINANCIAL INC VF box 716315G	210-42220.610 SUPPLIES	6.83	12175	08/18/17
10510	07/06/17	BLUE TARP FINANCIAL INC VF 4 cycle fuel 716324H	210-42220.610 SUPPLIES	26.96	12175	08/18/17
10510	07/11/17	BLUE TARP FINANCIAL INC VF round up 716347I	210-42220.434 MAINT. BUILDINGS/GROUNDS	5.39	12175	08/18/17
10510	07/12/17	BLUE TARP FINANCIAL INC ST paint roller 716356J	210-43110.610 SUPPLIES	15.70	12175	08/18/17
10510	07/12/17	BLUE TARP FINANCIAL INC VF cable ties 716360K	210-42220.610 SUPPLIES	17.08	12175	08/18/17
10510	07/14/17	BLUE TARP FINANCIAL INC ST bag contrac 716379L	210-43110.610 SUPPLIES	66.54	12175	08/18/17
10510	07/15/17	BLUE TARP FINANCIAL INC ST bag contrac 716386M	210-43110.610 SUPPLIES	23.38	12175	08/18/17
10510	07/15/17	BLUE TARP FINANCIAL INC ST duct tape 716388N	210-43110.610 SUPPLIES	10.78	12175	08/18/17
10510	07/18/17	BLUE TARP FINANCIAL INC ST sledge 10 lb 716402O	210-43110.610 SUPPLIES	35.99	12175	08/18/17
10510	07/18/17	BLUE TARP FINANCIAL INC LH supplies 716411P	210-41320.610 SUPPLIES	8.99	12175	08/18/17
10510	07/19/17	BLUE TARP FINANCIAL INC ST roller cover 716423Q	210-43110.610 SUPPLIES	15.70	12175	08/18/17
10510	07/20/17	BLUE TARP FINANCIAL INC VF caribiner 716427R	210-42220.610 SUPPLIES	8.04	12175	08/18/17
10510	07/20/17	BLUE TARP FINANCIAL INC ST bit speed bor 716430S	210-43110.610 SUPPLIES	7.90	12175	08/18/17
10510	07/24/17	BLUE TARP FINANCIAL INC ST hose 50' 716450V	210-43161.002 MEMORIAL PARK	34.97	12175	08/18/17
10510	07/25/17	BLUE TARP FINANCIAL INC VF two cycle fuel 716457W	210-42220.610 SUPPLIES	20.22	12175	08/18/17

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23170	07/31/17	CHAMPLAIN OIL CO., INC. VA gas July CL206341	210-45220.626 GAS, GREASE & OIL	288.39	12183	08/18/17
23170	07/31/17	CHAMPLAIN OIL CO., INC. VA gas July CL206341	210-42220.626 GAS,GREASE AND OIL	449.73	12183	08/18/17
23170	07/31/17	CHAMPLAIN OIL CO., INC. VA gas July CL206341	210-43110.626 GAS,GREASE AND OIL	812.11	12183	08/18/17
25140	08/08/17	PIKE INDUSTRIES INC ST asphalt 937174	210-43120.610 PAVEMENT MAINTENANCE	173.38	12224	08/18/17
25715	08/11/17	DONALD L. HAMLIN CONSULT CD engineering svcs 92-10 08111717803	210-15102.000 EXCHANGE - ENGI/LEGAL	2013.67	12194	08/18/17
25715	08/11/17	DONALD L. HAMLIN CONSULT CD engineering svcs 15-23 08111717805	210-15102.000 EXCHANGE - ENGI/LEGAL	1390.00	12194	08/18/17
29825	07/26/17	VT GAS SYSTEMS Natural Gas 072117D	210-45220.623 HEATING/NATURAL GAS	130.40	12235	08/18/17
29825	07/21/17	VT GAS SYSTEMS Natural Gas 072117D1	210-45220.623 HEATING/NATURAL GAS	34.18	12235	08/18/17
29825	07/21/17	VT GAS SYSTEMS Park St school 226201207212	210-49400.623	36.59	12236	08/18/17
34895	08/01/17	GAUTHIER TRUCKING, INC. July 21 Park trash 1244718	210-49400.565 RUBBISH REMOVAL	72.03	12203	08/18/17
36130	07/18/17	VERIZON WIRELESS VA phone svc 9789430590	210-42220.535 TELEPHONE SERVICES	160.04	12233	08/18/17
36130	07/18/17	VERIZON WIRELESS VA phone svc 9789430590	210-41970.535 TELEPHONE SERVICES	45.16	12233	08/18/17
37965	07/18/17	S D IRELAND CONCRETE ST water stop 343554	210-43151.430 STORM SEWER MAINTENANCE	126.48	12227	08/18/17
37965	07/27/17	S D IRELAND CONCRETE ST Portland 343726	210-43120.610 PAVEMENT MAINTENANCE	510.00	12227	08/18/17
38280	07/13/17	CRYSTAL ROCK BOTTLED WATE ST water 071720122590	210-43110.610 SUPPLIES	21.95	12190	08/18/17
38280	07/31/17	CRYSTAL ROCK BOTTLED WATE July bottled water 50117144717	210-41940.610 SUPPLIES	28.10	12190	08/18/17
45195	07/27/17	IMAGINE VIDEO PRODUCTIONS BL DVD-ADULT COLLECTION 3515	210-45551.640 ADULT COLLECTION-PRINT &	54.00	12209	08/18/17
V0455	08/07/17	CANON SOLUTIONS AMERICA AD copies 7/7-8/6/17 4023398296	210-41320.442 LEASED SERVICES	35.30	12179	08/18/17
V10238	08/08/17	VT AIR TESTING SVC CD Wolfsgart event 390	210-15101.000 EXCHANGE - GENERAL	780.00	12234	08/18/17
V10301	08/01/17	BARRA, PLC DAVID A. VA July legal fees EJ27792785	210-41320.320 LEGAL SERVICES	825.00	12171	08/18/17
V10301	08/01/17	BARRA, PLC DAVID A. VA July legal fees EJ27792785	210-41970.320 LEGAL SERVICES	1228.02	12171	08/18/17
V1655	08/01/17	BLUE CROSS BLUE SHIELD OF VA Sept health ins 4696001185	210-15109.000 EXCHANGE - COBRA	-1373.52	12174	08/18/17
V1655	08/01/17	BLUE CROSS BLUE SHIELD OF VA Sept health ins 4696001185	210-45220.210 HEALTH INS & OTHER BENEFIT	935.53	12174	08/18/17
V1655	08/01/17	BLUE CROSS BLUE SHIELD OF VA Sept health ins 4696001185	210-45110.210 HEALTH INS & OTHER BENEFIT	2806.60	12174	08/18/17
V1655	08/01/17	BLUE CROSS BLUE SHIELD OF VA Sept health ins 4696001185	210-43151.210 HEALTH INS & OTHER BENEFIT	495.83	12174	08/18/17

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
V1655	BLUE CROSS BLUE SHIELD OF	08/01/17	VA Sept health ins 4696001185	210-45551.210 HEALTH INS & OTHER BENEFI	5613.20	12174	08/18/17
V1655	BLUE CROSS BLUE SHIELD OF	08/01/17	VA Sept health ins 4696001185	210-43110.210 HEALTH INS & OTHER BENEFI	3180.81	12174	08/18/17
V1655	BLUE CROSS BLUE SHIELD OF	08/01/17	VA Sept health ins 4696001185	210-41970.210 HEALTH INS & OTHER BENEFI	1871.07	12174	08/18/17
V1655	BLUE CROSS BLUE SHIELD OF	08/01/17	VA Sept health ins 4696001185	210-41320.210 HEALTH INS & OTHER BENEFI	2806.61	12174	08/18/17
V1655	BLUE CROSS BLUE SHIELD OF	08/01/17	VA Sept health ins 4696001185	210-41335.210 HEALTH INS & OTHER BENEFI	935.53	12174	08/18/17
V9429	AQUARIUS LANDSCAPE INC.	07/31/17	ST irrigation sys repair 542297	210-43161.000 STREETSCAPE MAINT./IMP	74.00	12169	08/18/17
V0606	CONTROL TECHNOLOGIES INC.	07/20/17	HVAC upgrade 109489	222-46802.003 PARK ST. SCHOOL MAINT	1600.00	12189	08/18/17
25325	FILLION ASSOCIATES, INC	07/18/17	Pool Chemicals 24915	226-45124.434 MAINTENANCE-BLDGS/GROUNDS	2800.85	12198	08/18/17
42665	AMAZON/SYNCB	07/03/17	REACH Supplies 090474501030	226-45122.610 Supplies	166.27	12168	08/18/17
V1655	BLUE CROSS BLUE SHIELD OF	08/01/17	VA Sept health ins 4696001185	226-45121.210 HEALTH INS & OTHER BENEFI	3742.13	12174	08/18/17
V1655	BLUE CROSS BLUE SHIELD OF	08/01/17	VA Sept health ins 4696001185	226-45110.210 HEALTH INS & OTHER BENEFI	935.53	12174	08/18/17
V1655	BLUE CROSS BLUE SHIELD OF	08/01/17	VA Sept health ins 4696001185	226-45120.210 HEALTH INS & OTHER BENEFI	2806.60	12174	08/18/17
V10301	BARRA, PLC DAVID A.	08/01/17	VA July legal fees EJ27792785	230-46801.008 CRESCENT CONNECTOR	132.00	12171	08/18/17
V10301	BARRA, PLC DAVID A.	08/01/17	VA July legal fees EJ27792785	230-46801.007 PEARL ST. LINKING SIDEWAL	346.50	12171	08/18/17
V1292	LAMOUREUX, & DICKINSON	07/31/17	CD Pearl St missing link 50956	230-46801.006 MULTI-USE PATH NORTH	657.00	12214	08/18/17
V1787	PIERCE MANUFACTURING, INC	08/09/17	VF Pierce Arrow Pumper M51781	231-43131.163 PIERCE ARROW PUMPER	572347.00	12223	08/18/17
03070	MINUTEMAN PRESS	07/31/17	Water/sewer bill mailing 46552	254-43200.550 PRINTING AND ADVERTISING	101.83	12217	08/18/17
10510	BLUE TARP FINANCIAL INC	07/21/17	VW sprinkler 716434T	254-43200.610 SUPPLIES	16.19	12175	08/18/17
23170	CHAMPLAIN OIL CO., INC.	07/31/17	VA gas July CL206341	254-43200.626 GAS, GREASE AND OIL	71.01	12183	08/18/17
37605	NEW ENGLAND MUNICIPAL RES	08/10/17	UB conversion 40056	254-43332.007 UB CONVERSION TO NEMRC	208.33	12219	08/18/17
43010	NORTRAX INC	08/11/17	VW back hoe 1747739	254-43200.570 MAINTENANCE OTHER	78.30	12220	08/18/17
V1655	BLUE CROSS BLUE SHIELD OF	08/01/17	VA Sept health ins 4696001185	254-43200.210 HEALTH INS & OTHER BENEFI	1403.30	12174	08/18/17
01670	ADD-ON ACCESSORY OUTLET	08/07/17	WW trailer hitch step svc 1094923	255-43200.432 VEHICLE MAINTENANCE	68.92	12163	08/18/17
03160	P & H SENESAC INC	08/07/17	WW polymer dewatering 19907	255-43200.619 CHEMICALS	6900.00	12222	08/18/17
05290	ADVANCE AUTO PARTS	08/08/17	WW lube 552722045429	255-43200.570 MAINTENANCE OTHER	22.99	12165	08/18/17

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06870	08/04/17	WW weekly tkn 239374	255-43200.577 CONTRACT LABORATORY SERVI	25.00	12195	08/18/17
06870	08/11/17	WW sludge cake Q3 240015	255-43200.577 CONTRACT LABORATORY SERVI	565.00	12195	08/18/17
10510	06/30/17	WW tools, paint 716294F	255-43200.570 MAINTENANCE OTHER	14.57	12175	08/18/17
11375	08/01/17	WW Aug svc 2679844	255-43200.565 GRIT DISPOSAL	918.66	12180	08/18/17
11695	07/31/17	WW EQ blower @ VFD M2749	255-43200.570 MAINTENANCE OTHER	2965.00	12225	08/18/17
18000	08/07/17	WW gate valve risers 07693761	255-43200.570 MAINTENANCE OTHER	117.45	12197	08/18/17
21210	06/29/17	WW spare shields 5008314627	255-43200.570 MAINTENANCE OTHER	10.34	12185	08/18/17
23170	07/31/17	VA gas July CL206341	255-43200.626 GAS,GREASE AND OIL	201.85	12183	08/18/17
23455	07/27/17	WW 83.38 WET TONS 20176ESS	255-43200.568 SLUDGE MANAGEMENT	7098.14	12184	08/18/17
23980	08/07/17	WW office ups battery 190320100891	255-43200.570 MAINTENANCE OTHER	31.50	12211	08/18/17
24785	08/03/17	WW blower pressure meter 9518133021	255-43200.570 MAINTENANCE OTHER	239.75	12206	08/18/17
25650	07/26/17	WW digester o2 sensor 1712290	255-43200.570 MAINTENANCE OTHER	1002.66	12172	08/18/17
36130	07/18/17	VA phone svc 9789430590	255-43200.535 TELEPHONE SERVICES	177.47	12233	08/18/17
40840	08/01/17	WW July phone, internet 3789830	255-43200.535 TELEPHONE SERVICES	174.18	12229	08/18/17
42625	08/02/17	WW alk July bill 77138	255-43330.012 ALKALINITY CNTRL INSTALLA	156.50	12167	08/18/17
43260	07/24/17	WW WORK STOOLS 88923099	255-43200.570 MAINTENANCE OTHER	458.48	12232	08/18/17
V10159	08/09/17	WW reg seminar 080917D	255-43200.500 TRAINING, CONFERENCES, DU	75.00	12166	08/18/17
V1655	08/01/17	VA Sept health ins 4696001185	255-43200.210 HEALTH INS & OTHER BENEFIT	5772.24	12174	08/18/17
V9769	08/10/17	WW ferrous chloride ful 9017556205	255-43200.619 CHEMICALS	3452.73	12213	08/18/17
03070	07/31/17	Water/sewer bill mailing 46552	256-43200.550 PRINTING AND ADVERTISING	203.67	12217	08/18/17
12235	08/04/17	SA row 8951 9/1-8/31/18 128799	256-43200.441 RIGHT OF WAY AGREEMENTS	1058.78	12218	08/18/17
12235	08/04/17	SA row 8951 9/1-8/31/18 128799	256-14301.000 PREPAID EXPENSES	211.76	12218	08/18/17
23170	07/31/17	VA gas July CL206341	256-43200.626 GAS,GREASE AND OIL	125.55	12183	08/18/17
37605	08/10/17	UB conversion 40056	256-43332.007 UB CONVERSION TO NEMRC	416.67	12219	08/18/17
V1655	08/01/17	VA Sept health ins 4696001185	256-43200.210 HEALTH INS & OTHER BENEFIT	2245.28	12174	08/18/17



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		Report Total		649661.70		
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Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
14400	08/14/17	ABOVE AND BEYOND LHBL cleaning 8/6-9/2/17 2108	210-41940.423 CONTRACT SERVICES	600.00	12243	08/25/17
14400	08/14/17	ABOVE AND BEYOND LHBL cleaning 8/6-9/2/17 2108	210-45551.423 CONTRACT SERVICES	2562.75	12243	08/25/17
14400	08/14/17	ABOVE AND BEYOND LHBL cleaning 8/6-9/2/17 2108	210-45551.610 SUPPLIES	72.00	12243	08/25/17
14400	08/18/17	ABOVE AND BEYOND BL cleaning 3111	210-45551.423 CONTRACT SERVICES	1280.00	12243	08/25/17
42665	08/10/17	AMAZON/SYNCE BL books 081017D	210-45551.640 ADULT COLLECTION-PRINT &	45.15	12244	08/25/17
42665	08/10/17	AMAZON/SYNCE BL books 081017D	210-45551.610 SUPPLIES	107.07	12244	08/25/17
V9976	08/10/17	AVONDA AIR SYSTEMS, INC BL building maintenance 3139	210-45551.434 MAINT. BUILDINGS/GROUNDS	259.49	12247	08/25/17
V9976	08/10/17	AVONDA AIR SYSTEMS, INC BL building maint 3140	210-45551.434 MAINT. BUILDINGS/GROUNDS	808.39	12247	08/25/17
00530	07/24/17	BRODART CO BL books B5067452	210-45551.640 ADULT COLLECTION-PRINT &	23.19	12254	08/25/17
00530	07/31/17	BRODART CO BF books B5074479	210-49345.000 LIBRARY DONATION EXPENDIT	31.50	12254	08/25/17
00530	08/01/17	BRODART CO BL books B5075776	210-45551.640 ADULT COLLECTION-PRINT &	19.80	12254	08/25/17
00530	08/01/17	BRODART CO BL books B5075776	210-45551.610 SUPPLIES	0.90	12254	08/25/17
00530	08/01/17	BRODART CO BL books B5075777	210-45551.640 ADULT COLLECTION-PRINT &	46.13	12254	08/25/17
00530	08/01/17	BRODART CO BL books B5075777	210-45551.610 SUPPLIES	2.70	12254	08/25/17
00530	08/02/17	BRODART CO BF books B5077273	210-49345.000 LIBRARY DONATION EXPENDIT	32.05	12254	08/25/17
00530	08/02/17	BRODART CO BF books B5077676	210-49345.000 LIBRARY DONATION EXPENDIT	32.04	12254	08/25/17
00530	08/07/17	BRODART CO BL books B5080547	210-45551.640 ADULT COLLECTION-PRINT &	587.65	12254	08/25/17
00530	08/07/17	BRODART CO BL books B5080547	210-45551.610 SUPPLIES	21.60	12254	08/25/17
00530	08/08/17	BRODART CO BL books B5081423	210-45551.641 JUVEN COLLECTION-PRNT & E	31.59	12254	08/25/17
00530	08/08/17	BRODART CO BL books B5081423	210-45551.610 SUPPLIES	1.80	12254	08/25/17
00530	08/08/17	BRODART CO BL books B5081539	210-45551.641 JUVEN COLLECTION-PRNT & E	43.72	12254	08/25/17
00530	08/08/17	BRODART CO BL books B5081539	210-45551.610 SUPPLIES	4.50	12254	08/25/17
00530	08/08/17	BRODART CO BL books B5081622	210-45551.641 JUVEN COLLECTION-PRNT & E	16.68	12254	08/25/17
00530	08/08/17	BRODART CO BL books B5081622	210-45551.610 SUPPLIES	0.90	12254	08/25/17
00530	08/08/17	BRODART CO BF books B5081667	210-49345.000 LIBRARY DONATION EXPENDIT	14.82	12254	08/25/17

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00530	08/10/17	BL books B5083489	210-45551.640 ADULT COLLECTION-PRINT &	323.11	12254	08/25/17
00530	08/10/17	BL books B5083489	210-45551.610 SUPPLIES	18.90	12254	08/25/17
00530	08/10/17	BF books B5083831	210-49345.000 LIBRARY DONATION EXPENDIT	32.60	12254	08/25/17
00530	08/10/17	BL books B5083928	210-45551.640 ADULT COLLECTION-PRINT &	13.20	12254	08/25/17
00530	08/10/17	BL books B5083928	210-45551.610 SUPPLIES	0.90	12254	08/25/17
00530	08/15/17	BF books B5086626	210-49345.000 LIBRARY DONATION EXPENDIT	16.84	12254	08/25/17
00530	08/16/17	BL books B5087285	210-45551.641 JUVEN COLLECTION-PRNT & E	51.17	12254	08/25/17
00530	08/16/17	BL books B5087285	210-45551.610 SUPPLIES	3.60	12254	08/25/17
00530	08/16/17	BL books B5087552	210-45551.640 ADULT COLLECTION-PRINT &	14.85	12254	08/25/17
00530	08/16/17	BL books B5087552	210-45551.610 SUPPLIES	0.90	12254	08/25/17
00530	08/16/17	BL books B5087608	210-45551.641 JUVEN COLLECTION-PRNT & E	26.02	12254	08/25/17
00530	08/16/17	BL books B5087608	210-45551.610 SUPPLIES	1.80	12254	08/25/17
00530	08/17/17	BL books B5088367	210-45551.641 JUVEN COLLECTION-PRNT & E	87.43	12254	08/25/17
00530	08/17/17	BL books B5088367	210-45551.610 SUPPLIES	6.30	12254	08/25/17
00530	08/17/17	BL books B5088446	210-45551.640 ADULT COLLECTION-PRINT &	9.59	12254	08/25/17
00530	08/17/17	BL books B5088576	210-45551.641 JUVEN COLLECTION-PRNT & E	268.08	12254	08/25/17
00530	08/17/17	BL books B5088576	210-45551.610 SUPPLIES	20.70	12254	08/25/17
16030	08/17/17	ST repair gas lamps 32353	210-43160.610 STREET LIGHTS SUPPLIES/MA	1783.94	12256	08/25/17
V9941	08/07/17	AD trustees, admin suppli 071017B	210-41320.560 TRUSTEES EXPENDITURES	4.96	12259	08/25/17
V9941	08/07/17	AD trustees, admin suppli 071017B	210-41320.610 SUPPLIES	3.99	12259	08/25/17
V9941	08/07/17	BL Burlington Free Press 0710717A	210-45551.640 ADULT COLLECTION-PRINT &	31.80	12259	08/25/17
V9941	08/07/17	VF lug nut covers 071217E	210-42220.432 VEHICLE MAINTENANCE	58.90	12259	08/25/17
V9941	08/07/17	ADCD receipt books 071717D	210-41320.610 SUPPLIES	73.87	12259	08/25/17
V9941	08/07/17	ADCD receipt books 071717D	210-41970.610 SUPPLIES	36.39	12259	08/25/17
V9941	08/07/17	VF food for training 071717G	210-42220.500 TRAINING, CONFERENCES, DU	65.40	12259	08/25/17

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
V9941	BUSINESSCARD SERVICES	08/07/17	VF tax credit 071717J	210-42220.500 TRAINING, CONFERENCES, DU	-0.53	12259	08/25/17
V9941	BUSINESSCARD SERVICES	07/25/17	AD snacks for trustees mt 072517K	210-41320.560 TRUSTEES EXPENDITURES	7.50	12259	08/25/17
V9941	BUSINESSCARD SERVICES	07/31/17	ST interview costs 073117L	210-43110.572 INTERVIEW COSTS	30.00	12259	08/25/17
21500	CANON FINANCIAL SERVICES	08/13/17	AD lease for copier Sept 17599459	210-41320.442 LEASED SERVICES	245.00	12261	08/25/17
V10633	CCI SOLUTIONS	08/08/17	BL supplies 30413087	210-45551.610 SUPPLIES	92.53	12266	08/25/17
V04609	CENTER POINT LARGE PRINT	08/01/17	BL books 1495285	210-45551.640 ADULT COLLECTION-PRINT &	93.48	12271	08/25/17
V04609	CENTER POINT LARGE PRINT	08/03/17	BL books 1497501	210-45551.640 ADULT COLLECTION-PRINT &	56.17	12271	08/25/17
38280	CRYSTAL ROCK BOTTLED WATE	07/31/17	Water Cooler 073117D	210-45220.442 EQUIPMENT RENTAL	12.00	12281	08/25/17
03280	ENGINEERS CONSTRUCTION IN	08/14/17	TC/HS/ST - Paving 2017 26806	210-43120.610 PAVEMENT MAINTENANCE	119291.53	12285	08/25/17
05020	ESSEX JCT VILLAGE OF	07/31/17	Main Building Water&Sewer 073117D2	210-45220.410 WATER & SEWER CHARGES	523.99	12288	08/25/17
05020	ESSEX JCT VILLAGE OF	07/31/17	Cascade Water&Sewer 073117D3	210-45220.410 WATER & SEWER CHARGES	23.56	12288	08/25/17
05020	ESSEX JCT VILLAGE OF	07/31/17	MSP Water & Sewer 073117D4	210-45220.410 WATER & SEWER CHARGES	362.82	12288	08/25/17
V0795	ESSEX TOWN OF	08/19/17	AD 1/12 mgr contract 081717D	210-41320.150 MANAGER CONTRACT	5572.08	12291	08/25/17
25920	FIRE PRO TEC INC	08/07/17	Fire Ext. Inspection 339623	210-45220.330 OTHER PROFESSIONAL SVCS	86.85	12297	08/25/17
V10226	G & K SERVICES	08/10/17	ST shop towels 6295624919	210-43110.610 SUPPLIES	75.37	12306	08/25/17
34895	GAUTHIER TRUCKING, INC.	08/01/17	Trash Pick-up 1244719	210-45220.330 OTHER PROFESSIONAL SVCS	343.12	12308	08/25/17
04035	GOT THAT RENTAL & SALES I	08/16/17	ST weed wacker head 40699	210-43110.610 SUPPLIES	23.49	12310	08/25/17
07010	GREEN MOUNTAIN POWER CORP	07/13/17	MSP Power 080917D	210-45220.622 ELECTRICAL SERVICE	360.13	12316	08/25/17
07010	GREEN MOUNTAIN POWER CORP	08/09/17	MSP Pool Power 080917D1	210-45220.622 ELECTRICAL SERVICE	4184.66	12317	08/25/17
07010	GREEN MOUNTAIN POWER CORP	08/15/17	VA Aug consolidated bills 08170206201	210-41940.622 ELECTRICAL SERVICE	650.68	12319	08/25/17
07010	GREEN MOUNTAIN POWER CORP	08/15/17	VA Aug consolidated bills 08170206201	210-42220.622 ELECTRICAL SERVICE	650.68	12319	08/25/17
07010	GREEN MOUNTAIN POWER CORP	08/15/17	VA Aug consolidated bills 08170206201	210-43110.622 ELECTRICAL SERVICE	287.30	12319	08/25/17
07010	GREEN MOUNTAIN POWER CORP	08/15/17	VA Aug consolidated bills 08170206201	210-45551.622 ELECTRICAL SERVICE	1446.02	12319	08/25/17
07010	GREEN MOUNTAIN POWER CORP	08/15/17	VA Aug consolidated bills 08170206201	210-43160.622 STREET LIGHTS - ELECTRICI	9941.51	12319	08/25/17
07010	GREEN MOUNTAIN POWER CORP	08/15/17	VA Aug consolidated bills 08170206201	210-43123.622 TRAFFIC LIGHTS - ELECTRIC	474.19	12319	08/25/17

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33495	08/03/17	BL books 99584445	210-45551.640 ADULT COLLECTION-PRINT &	19.47	12324	08/25/17
33495	08/07/17	BL books 99637113	210-45551.640 ADULT COLLECTION-PRINT &	13.44	12324	08/25/17
33495	08/08/17	BL books 99653398	210-45551.640 ADULT COLLECTION-PRINT &	19.47	12324	08/25/17
23980	07/24/17	ST battery 1008845	210-43110.432 VEHICLE MAINTENANCE	229.90	12325	08/25/17
V9454	08/15/17	ST shoes, boots 3142819	210-43110.612 UNIFORMS,BOOTS,ETC	179.00	12336	08/25/17
14025	08/10/17	VA Village life ins 170810153273	210-41320.210 HEALTH INS & OTHER BENEFI	136.42	12339	08/25/17
14025	08/10/17	VA Village life ins 170810153273	210-43110.210 HEALTH INS & OTHER BENEFI	154.61	12339	08/25/17
14025	08/10/17	VA Village life ins 170810153273	210-43151.210 HEALTH INS & OTHER BENEFI	24.10	12339	08/25/17
14025	08/10/17	VA Village life ins 170810153273	210-45551.210 HEALTH INS & OTHER BENEFI	272.84	12339	08/25/17
14025	08/10/17	VA Village life ins 170810153273	210-41970.210 HEALTH INS & OTHER BENEFI	90.95	12339	08/25/17
14025	08/10/17	VA Village life ins 170810153273	210-41335.210 HEALTH INS & OTHER BENEFI	45.47	12339	08/25/17
14025	08/10/17	VA Village life ins 170810153273	210-45110.210 HEALTH INS & OTHER BENEFI	136.42	12339	08/25/17
14025	08/10/17	VA Village life ins 170810153273	210-45220.210 HEALTH INS & OTHER BENEFI	45.47	12339	08/25/17
25625	07/04/17	Misc Supplies 902647	210-45220.610 SUPPLIES	96.82	12342	08/25/17
25455	08/02/17	NRPA Reimbursement 080217D	210-45110.550 PRINTING & ADVERTISING	145.23	12344	08/25/17
25455	08/02/17	NRPA Reimbursement 080217D	210-45110.550 PRINTING & ADVERTISING	14.59	12344	08/25/17
25455	08/02/17	NRPA Reimbursement 080217D	210-45110.500 TRAINING, CONF, DUES	1505.00	12344	08/25/17
25455	08/07/17	Survey Monkey Membership 29400515	210-45110.500 TRAINING, CONF, DUES	300.00	12344	08/25/17
21095	07/14/17	LH hallway, meeting room 11776	210-41320.891 CAPITAL OUTLAY	2618.45	12347	08/25/17
25680	07/05/17	Garden Hoses 906770	210-45220.610 SUPPLIES	102.43	12357	08/25/17
24100	08/07/17	ST signs 163553	210-43110.617 SIGNS AND POSTS	83.40	12368	08/25/17
25140	08/11/17	ST asphalt 938477	210-43120.610 PAVEMENT MAINTENANCE	443.30	12369	08/25/17
25140	08/15/17	ST asphalt 939803	210-43120.610 PAVEMENT MAINTENANCE	125.24	12369	08/25/17
25140	08/18/17	ST asphalt 939916	210-43120.610 PAVEMENT MAINTENANCE	1223.52	12369	08/25/17
25635	08/03/17	Field Paint INV646615	210-45220.610 SUPPLIES	555.00	12370	08/25/17

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37965	S D IRELAND CONCRETE	08/01/17 ST CB frames, covers 343804	210-43120.610 PAVEMENT MAINTENANCE	1021.75	12386	08/25/17
37965	S D IRELAND CONCRETE	08/03/17 ST sidewalk repair 63550	210-43120.570 SIDEWALK AND CURB MAINTEN	334.75	12386	08/25/17
37965	S D IRELAND CONCRETE	08/04/17 ST sidewalk repair 63575	210-43120.570 SIDEWALK AND CURB MAINTEN	334.75	12386	08/25/17
03180	SAFETY SYSTEMS OF VT LLC	08/23/17 Annual Alarm Insp. 17038	210-45220.330 OTHER PROFESSIONAL SVCS	856.36	12389	08/25/17
40840	SOVERNET COMMUNICATIONS (	08/01/17 BL tech & phone access 3789042	210-45551.530 TECHNOLOGY ACCESS	39.95	12395	08/25/17
40840	SOVERNET COMMUNICATIONS (	08/01/17 BL tech & phone access 3789042	210-45551.535 TELEPHONE SERVICES	92.40	12395	08/25/17
14740	SWISH WHITE RIVER LTD	07/01/17 Cleaning Supplies W185518	210-45220.610 SUPPLIES	96.40	12400	08/25/17
14740	SWISH WHITE RIVER LTD	07/01/17 Cleaning Supplies W190047	210-45220.610 SUPPLIES	67.90	12400	08/25/17
36130	VERIZON WIRELESS	08/19/17 ST various 9789503856	210-43110.535 TELEPHONE SERVICES	194.68	12408	08/25/17
11935	VIKING-CIVES USA	08/18/17 ST Johnston rebuild seal 4475708	210-43110.432 VEHICLE MAINTENANCE	352.53	12410	08/25/17
24520	VT SYSTEMS INC.	07/31/17 Training 55801	210-45110.530 COMMUNICATIONS	300.00	12419	08/25/17
24520	VT SYSTEMS INC.	08/08/17 Training 55874	210-45110.530 COMMUNICATIONS	200.00	12419	08/25/17
07565	W B MASON CO INC	08/10/17 VA admin,cd,lh supplies 46671118	210-41320.610 SUPPLIES	40.85	12420	08/25/17
07565	W B MASON CO INC	08/10/17 VA admin,cd,lh supplies 46671118	210-41970.610 SUPPLIES	20.12	12420	08/25/17
07565	W B MASON CO INC	08/10/17 VA admin,cd,lh supplies 46671118	210-41940.610 SUPPLIES	65.98	12420	08/25/17
22780	WITTEN MATTHEW	08/20/17 BF youth programs 082017D	210-45551.837 CHILDRENS PROGRAMS	400.00	12423	08/25/17
22780	WITTEN MATTHEW	08/20/17 BF youth programs 082017D-1	210-45551.837 CHILDRENS PROGRAMS	200.00	12423	08/25/17
21850	BOUCHER CLEANING SERVICES	08/04/17 SC monthly cleaning July 399	225-45122.430 REPAIRS & MAINTENANCE	250.00	12252	08/25/17
V9941	BUSINESSCARD SERVICES	08/07/17 SC paper, office supplies 071117C	225-45122.610 OPERATIONAL SUPP/EXP	131.08	12259	08/25/17
V9941	BUSINESSCARD SERVICES	08/07/17 SC groceries for salad 071317F	225-45122.614 PROGRAM EXPENSES	21.63	12259	08/25/17
V9941	BUSINESSCARD SERVICES	08/07/17 SC ferry passes Burton Is 072017I	225-45122.810 TRIP EXPENSES	168.00	12259	08/25/17
V9941	BUSINESSCARD SERVICES	08/07/17 SC food for LK theater tr 072117H	225-45122.810 TRIP EXPENSES	45.00	12259	08/25/17
V9941	BUSINESSCARD SERVICES	08/02/17 SC food for lunch w/teens 080217M	225-45122.614 PROGRAM EXPENSES	47.96	12259	08/25/17
V9941	BUSINESSCARD SERVICES	08/04/17 SC items for trips,ctr 080417N	225-45122.810 TRIP EXPENSES	13.00	12259	08/25/17
V9941	BUSINESSCARD SERVICES	08/04/17 SC items for trips,ctr 080417N	225-45122.610 OPERATIONAL SUPP/EXP	3.00	12259	08/25/17

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V9941	08/04/17	BUSINESSCARD SERVICES SC items for trips,ctr 080417N	225-45122.614 PROGRAM EXPENSES	6.00	12259	08/25/17
V9941	08/04/17	BUSINESSCARD SERVICES SC snacks,&go for trip 080417O	225-45122.810 TRIP EXPENSES	31.45	12259	08/25/17
25190	08/13/17	A C MOORE ARTS & CRAFTS A CMS Art 398184	226-45122.610 Supplies	35.22	12242	08/25/17
25190	08/14/17	A C MOORE ARTS & CRAFTS A Art Supplies 398353	226-45122.610 Supplies	47.93	12242	08/25/17
25595	07/26/17	AMERICAN RED CROSS CPR Cert. 22036788	226-45122.330 OTHER PROFESSIONAL SVCS	162.00	12245	08/25/17
25595	07/26/17	AMERICAN RED CROSS CPR Cert. 22036788	226-45124.330 OTHER PROFESSIONAL SVCS	54.00	12245	08/25/17
25555	07/18/17	ARGYROPOULOU ALEXANDRA Refund CXL Swim Lesson 245759	226-34722.000 SWIM LESSONS	101.00	12246	08/25/17
25565	07/20/17	BARWIN KATHERINE Refund CXL Program 246022	226-34779.000 YOUTH PROGRAMS	81.00	12248	08/25/17
25370	08/25/17	BOUNCE AROUND VT CMS End Event 082517D	226-45122.330 OTHER PROFESSIONAL SVCS	290.00	12253	08/25/17
25005	08/14/17	CAPITAL CANDY COMPANY Concessions 2531566	226-45125.610 SUPPLIES	194.66	12262	08/25/17
25675	08/13/17	CATAMOUNT GOLF CLUB Golf 081317D	226-45115.330 OTHER PROFESSIONAL SVCS	3890.00	12265	08/25/17
14615	07/31/17	CCSU CHILD NUTRITION PROG Concessions 2739	226-45125.610 SUPPLIES	306.25	12269	08/25/17
14615	08/14/17	CCSU CHILD NUTRITION PROG Concessions 2740	226-45125.610 SUPPLIES	323.75	12269	08/25/17
14615	08/14/17	CCSU CHILD NUTRITION PROG Concessions 2741	226-45125.610 SUPPLIES	507.50	12269	08/25/17
04940	07/23/17	COMCAST EJRP Comcast 072317D	226-45110.530 COMMUNICATIONS	369.55	12274	08/25/17
04940	07/23/17	COMCAST Park St Comcast 072317D1	226-45121.530 COMMUNICATIONS	203.32	12275	08/25/17
31545	08/08/17	COSTCO #314 Concessions 080317D	226-45125.610 SUPPLIES	77.06	12278	08/25/17
31545	08/14/17	COSTCO #314 Concessions 081417D	226-45125.610 SUPPLIES	95.25	12280	08/25/17
38280	07/31/17	CRYSTAL ROCK BOTTLED WATE Drinking Water 073117D1	226-45124.610 SUPPLIES	126.35	12281	08/25/17
05020	08/11/17	ESSEX JCT VILLAGE OF Garden Water/Sewer 073117D1	226-45115.330 OTHER PROFESSIONAL SVCS	28.27	12288	08/25/17
V795	07/24/17	EUSTIS/STEVEN// Half Course Certification 1	226-45115.330 OTHER PROFESSIONAL SVCS	250.00	12292	08/25/17
25060	08/04/17	FARRELL DISTRIBUTING CORP Concessions 335155-8	226-45125.610 SUPPLIES	184.60	12294	08/25/17
25325	08/09/17	FILLION ASSOCIATES, INC Chlorine 25054	226-45124.434 MAINTENANCE-BLDGS/GROUNDS	2691.25	12296	08/25/17
25615	07/24/17	FOLEY LISA Art Camp 072417D	226-45115.330 OTHER PROFESSIONAL SVCS	1880.00	12301	08/25/17
25590	07/24/17	FUN EXPRESS LLC Swim Meet Prizes 684743118-01	226-45124.610 SUPPLIES	315.41	12304	08/25/17

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34710	08/25/17	FUNNY BUSINESS ENTERTAINM End of Summer Celebration 082517D	226-45122.330 OTHER PROFESSIONAL SVCS	960.00	12305	08/25/17
25575	07/12/17	GRAHAM VERONICA Reimbursement 071217D	226-45120.610 SUPPLIES	120.13	12313	08/25/17
25670	07/31/17	GREEN MOUNTAIN FLAGGING L Flagging for 1/2 Marathon 24515	226-45115.330 OTHER PROFESSIONAL SVCS	925.00	12315	08/25/17
25500	07/13/17	GURUNG RAM Refund Art Class CXL 245494	226-34779.000 YOUTH PROGRAMS	295.00	12320	08/25/17
25585	07/28/17	JAY PEAK RESORT Jay Peak REACH Trip 5691005001	226-45122.580 TRAVEL	1504.03	12330	08/25/17
09550	08/17/17	LAKE CHAMPLAIN COMMUNITY REACH Sailing 14983	226-45122.580 TRAVEL	570.00	12334	08/25/17
V10158	08/03/17	LAKE CHAMPLAIN MARITIME M Maritime Museum Trip 54735	226-45122.580 TRAVEL	324.00	12335	08/25/17
25685	08/09/17	LETGO YOUR MIND Letgo Camp 080917D	226-45115.330 OTHER PROFESSIONAL SVCS	6688.00	12337	08/25/17
14025	08/10/17	LINCOLN NATIONAL LIFE INS VA Village life ins 170810153273	226-45120.210 HEALTH INS & OTHER BENEFIT	136.42	12339	08/25/17
14025	08/10/17	LINCOLN NATIONAL LIFE INS VA Village life ins 170810153273	226-45121.210 HEALTH INS & OTHER BENEFIT	181.89	12339	08/25/17
14025	08/10/17	LINCOLN NATIONAL LIFE INS VA Village life ins 170810153273	226-45110.210 HEALTH INS & OTHER BENEFIT	45.47	12339	08/25/17
25625	07/05/17	LOWE'S - 1080 CMS Composter 970304	226-45122.610 Supplies	104.66	12342	08/25/17
25625	07/21/17	LOWE'S - 1080 Freezer 972169	226-45125.610 SUPPLIES	611.80	12342	08/25/17
25455	08/02/17	LUCK BRAD NRPA Reimbursement 080217D	226-45220.550 TRAINING, CONF, DUES	535.00	12344	08/25/17
25455	08/02/17	LUCK BRAD NRPA Reimbursement 080217D	226-45120.500 TRAINING, CONF, DUES	435.00	12344	08/25/17
25455	08/02/17	LUCK BRAD NRPA Reimbursement 080217D	226-45121.500 TRAINING, CONF, DUES	535.00	12344	08/25/17
25455	08/15/17	LUCK BRAD Comcast Past Due Bal. 081517D	226-45110.530 COMMUNICATIONS	830.74	12344	08/25/17
25620	08/01/17	MONTSHIRE MUSEUM OF SCIEN REACH Montshire Trip 1577	226-45122.580 TRAVEL	699.00	12350	08/25/17
41950	08/08/17	OCCUPATIONAL HEALTH CENTE DOT Physical 1205499932	226-45120.330 OTHER PROFESSIONAL SVCS	101.50	12360	08/25/17
25640	08/01/17	PELKEY'S ARCHERY INC Archery Camp 170808	226-45115.330 OTHER PROFESSIONAL SVCS	1700.00	12365	08/25/17
25395	08/03/17	POOL WORLD INC New Pump 185842	226-45124.434 MAINTENANCE-BLDGS/GROUNDS	2998.79	12371	08/25/17
16020	08/20/17	POSTMASTER Fall Brochure Postage 082017D	226-45110.536 POSTAGE	1501.50	12373	08/25/17
24830	07/25/17	REINHART FOODSERVICE REACH Snack 689645	226-45122.610 Supplies	100.40	12377	08/25/17
24830	08/02/17	REINHART FOODSERVICE Concessions 694113	226-45125.610 SUPPLIES	513.91	12377	08/25/17
24830	08/07/17	REINHART FOODSERVICE Concessions 696116	226-45125.610 SUPPLIES	377.24	12377	08/25/17



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24830	08/15/17	CMS Snack 700532	226-45122.610 Supplies	103.00	12377	08/25/17
24830	08/21/17	CMS Snack 703323	226-45122.610 Supplies	132.85	12377	08/25/17
25570	07/12/17	Refund CXL Art Program 245350	226-34779.000 YOUTH PROGRAMS	160.00	12382	08/25/17
25605	07/28/17	Woodworking 072817D	226-45115.330 OTHER PROFESSIONAL SVCS	900.00	12390	08/25/17
14160	07/27/17	REACH Trip 682	226-45122.580 TRAVEL	280.00	12392	08/25/17
25180	07/27/17	Camp Supplies & Flight 072717D	226-45122.610 Supplies	45.33	12393	08/25/17
25180	07/27/17	Camp Supplies & Flight 072717D	226-45122.610 Supplies	7.95	12393	08/25/17
25180	07/27/17	Camp Supplies & Flight 072717D	226-45120.500 TRAINING, CONF, DUES	679.60	12393	08/25/17
25180	08/04/17	Reimbursement 080417D	226-45122.580 TRAVEL	70.00	12393	08/25/17
25180	08/04/17	Reimbursement 080417D	226-45122.580 TRAVEL	106.00	12393	08/25/17
25180	08/18/17	Stowe Gondola Trip 081817D	226-45122.580 TRAVEL	260.00	12393	08/25/17
03900	07/26/17	Guard Shirts 15692	226-45124.610 SUPPLIES	111.00	12396	08/25/17
03900	07/27/17	Football Shirts 15699	226-45115.610 SUPPLIES	200.00	12396	08/25/17
03900	08/18/17	BBall T Shirts 15724	226-45115.610 SUPPLIES	520.00	12396	08/25/17
23495	08/08/17	REACH Bus 100B006668	226-45122.580 TRAVEL	1110.17	12398	08/25/17
23495	08/15/17	CMS Bus 100B006697	226-45122.580 TRAVEL	470.16	12398	08/25/17
23495	08/15/17	REACH Bus 100B006698	226-45122.580 TRAVEL	1229.77	12398	08/25/17
23495	08/15/17	STAR Bus 100B006699	226-45122.580 TRAVEL	352.58	12398	08/25/17
25660	08/01/17	Field Trip Adm. Mileage 080117D	226-45122.580 TRAVEL	212.07	12399	08/25/17
03905	07/28/17	Tennis Camp EJRP1	226-45115.330 OTHER PROFESSIONAL SVCS	675.00	12401	08/25/17
03905	08/14/17	Tennis Camp EJRP2	226-45115.330 OTHER PROFESSIONAL SVCS	410.00	12401	08/25/17
25280	08/01/17	Guard Suit 591110	226-45124.610 SUPPLIES	29.25	12402	08/25/17
25280	08/17/17	Whistles INV595156	226-45124.610 SUPPLIES	146.65	12402	08/25/17
25315	08/11/17	Pizza 081117D	226-45122.610 Supplies	99.00	12409	08/25/17
23015	07/01/17	Concessions Meals Tax 070117D	226-34725.000 CONCESSION SALES	796.05	12413	08/25/17

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04385	08/09/17	Camp Lake Monsters 8874	226-45122.580 TRAVEL	2672.95	12414	08/25/17
24520	08/09/17	New Printer & Card 55883	226-45125.610 SUPPLIES	347.60	12419	08/25/17
24520	08/09/17	New Printer & Card 55883	226-45124.610 SUPPLIES	347.61	12419	08/25/17
V2467	08/11/17	REACH Swimming 2654	226-45122.580 TRAVEL	192.00	12421	08/25/17
31275	08/04/17	VR Hillcrest sidwlc const PAYAP3	230-46801.015 HILLCREST SIDEWALK	21007.99	12282	08/25/17
31275	08/07/17	VR missing link const PAYAP5-1	230-46801.007 PEARL ST. LINKING SIDEWALK	139406.11	12282	08/25/17
25580	07/31/17	Maple St HVAC 109488	233-46801.004 MAINT GARAGE/CAMP ADDITIO	1600.00	12277	08/25/17
23435	07/31/17	VW Juy water usage 073117D-1	254-43200.412 STATE WATER TAX	841.39	12272	08/25/17
23435	07/31/17	VW Juy water usage 073117D-1	254-43210.412 STATE WATER TAX - GF	5098.85	12272	08/25/17
23435	07/31/17	VW Juy water usage 073117D-1	254-43200.411 CWD WATER PURCHASE	35338.32	12272	08/25/17
23435	07/31/17	VW Juy water usage 073117D-1	254-43210.411 CWD WATER PURC - GF	214151.70	12272	08/25/17
18000	08/08/17	VW water line break suppl 0770428	254-43200.430 WATER LINES MAINT-BREAKS	463.95	12295	08/25/17
18000	08/08/17	VW water line break suppl 0770536	254-43200.430 WATER LINES MAINT-BREAKS	1363.31	12295	08/25/17
18000	08/08/17	VW water line break suppl 0770536	254-43200.610 SUPPLIES	321.92	12295	08/25/17
07010	08/15/17	VA Aug consolidated bills 08170206201	254-43200.622 ELECTRICAL SERVICE	51.04	12319	08/25/17
14025	08/10/17	VA Village life ins 170810153273	254-43200.210 HEALTH INS & OTHER BENEFIT	68.21	12339	08/25/17
43435	08/18/17	VW parts 1757625	254-43200.570 MAINTENANCE OTHER	55.72	12359	08/25/17
41950	08/02/17	VW preemployment physical 1205489814	254-43200.572 INTERVIEW COSTS	175.00	12360	08/25/17
38760	08/08/17	VW/SW water supplies 0081550	254-43330.002 METER REPLACEMENT PROGRAM	275.33	12404	08/25/17
36130	08/19/17	ST various 9789503856	254-43200.535 TELEPHONE SERVICES	139.48	12408	08/25/17
38680	08/08/17	VW training 080817D	254-43200.500 TRAINING, CONFERENCES, DU	96.00	12418	08/25/17
06870	08/14/17	WW weekly tkn 240072	255-43200.577 CONTRACT LABORATORY SERVI	25.00	12284	08/25/17
06870	08/17/17	WW weekly tkn 240412	255-43200.577 CONTRACT LABORATORY SERVI	25.00	12284	08/25/17
V1210	08/21/17	WW mileage 082117D	255-43200.500 TRAINING, CONFERENCES, DU	146.59	12332	08/25/17
14025	08/10/17	VA Village life ins 170810153273	255-43200.210 HEALTH INS & OTHER BENEFIT	280.57	12339	08/25/17

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10220	08/14/17	NEW ENGLAND AIR SYSTEMS L WW boiler service 149430	255-43200.570 MAINTENANCE OTHER	795.00	12353	08/25/17
10220	08/14/17	NEW ENGLAND AIR SYSTEMS L WW control hot h20 svc 149457	255-43200.570 MAINTENANCE OTHER	277.00	12353	08/25/17
V9260	08/16/17	PENN VALLEY PUMP CO., INC WW 4" gasket sets 12185	255-43200.570 MAINTENANCE OTHER	442.00	12367	08/25/17
07010	08/15/17	GREEN MOUNTAIN POWER CORP VA Aug consolidated bills 08170206201	256-43200.622 ELECTRICAL SERVICE	909.15	12319	08/25/17
07010	08/15/17	GREEN MOUNTAIN POWER CORP VA Aug consolidated bills 08170206201	256-43220.001 SUSIE WILSON PS COSTS	418.70	12319	08/25/17
07010	08/15/17	GREEN MOUNTAIN POWER CORP VA Aug consolidated bills 08170206201	256-43220.002 WEST ST PS COSTS	611.73	12319	08/25/17
14025	08/10/17	LINCOLN NATIONAL LIFE INS VA Village life ins 170810153273	256-43200.210 HEALTH INS & OTHER BENEFIT	109.14	12339	08/25/17
10220	08/14/17	NEW ENGLAND AIR SYSTEMS L WW boiler service 149430	256-43200.434 PUMP STATION MAINTENANCE	300.00	12353	08/25/17
38760	08/08/17	TI-SALES INC VW/SW water supplies 0081550	256-43330.002 METER REPLACEMENT PROGRAM	550.67	12404	08/25/17
Report Total				641372.18		

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04940	COMCAST	08/10/17 VF CABLE TV 080317VF	210-42220.535 TELEPHONE SERVICES	13.55	12431	09/01/17
V9766	DEUTSCH/ALBERTA//	08/24/17 BL MILEAGE 82417ED	210-45551.500 TRAINING, CONFERENCES, DU	80.25	12432	09/01/17
04035	GOT THAT RENTAL & SALES I	08/04/17 Tractor 40004	210-45220.442 EQUIPMENT RENTAL	620.00	12434	09/01/17
08475	GREEN MOUNTAIN ELECTRIC S	08/17/17 BL SUPPLIES S2990503001	210-45551.610 SUPPLIES	372.41	12435	09/01/17
V10098	PIERCE ROBIN	08/24/17 CD REIMB PHONE CHARGES 082417	210-41970.535 TELEPHONE SERVICES	126.16	12441	09/01/17
07565	W B MASON CO INC	07/27/17 Office Supplies I46255265	210-45110.610 SUPPLIES	67.76	12449	09/01/17
07565	W B MASON CO INC	08/03/17 Hand Towels I46464666	210-45220.610 SUPPLIES	137.70	12449	09/01/17
07565	W B MASON CO INC	08/03/17 Filter Bag I46473373	210-45220.610 SUPPLIES	5.39	12449	09/01/17
07565	W B MASON CO INC	08/07/17 Supplies I46554190	210-45220.610 SUPPLIES	96.36	12449	09/01/17
25450	GORDON DREW	08/07/17 YH Football Camp 8484138	226-45115.330 OTHER PROFESSIONAL SVCS	575.00	12433	09/01/17
25735	MCCOY, BRENT	07/28/17 7-28-17 PERFORMANCE 072817D	226-45115.330 OTHER PROFESSIONAL SVCS	800.00	12438	09/01/17
07565	W B MASON CO INC	07/27/17 Office Supplies I46255265	226-45122.610 Supplies	5.49	12449	09/01/17
07565	W B MASON CO INC	07/28/17 Gloves I46283470	226-45124.610 SUPPLIES	27.16	12449	09/01/17
V10432	MANDIGO/CHELSEA//	08/24/17 WW ASSTD MILEAGE & PARKNG 082417D	255-43200.500 TRAINING, CONFERENCES, DU	37.15	12437	09/01/17
Report Total				2964.38		

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14400	08/14/17	VF CLEANING SERVICE 3109	210-42220.434 MAINT. BUILDINGS/GROUNDS	725.00	12452	09/08/17
05290	08/30/17	ST QUICK DISCONNECT 4254306	210-43110.432 VEHICLE MAINTENANCE	92.28	12454	09/08/17
00530	08/17/17	BF BOOKS B5088588	210-49345.000 LIBRARY DONATION EXPENDIT	33.11	12467	09/08/17
00530	08/21/17	BF BOOKS B5090146	210-49345.000 LIBRARY DONATION EXPENDIT	16.29	12467	09/08/17
00530	08/22/17	BL BOOKS B5090967	210-45551.640 ADULT COLLECTION-PRINT &	31.99	12467	09/08/17
00530	08/22/17	BL BOOKS B5090967	210-45551.610 SUPPLIES	0.90	12467	09/08/17
00530	08/22/17	BL BOOKS B5091108	210-45551.610 SUPPLIES	0.90	12467	09/08/17
00530	08/22/17	BL BOOKS B5091108	210-45551.641 JUVEN COLLECTION-PRNT & E	13.19	12467	09/08/17
00530	08/23/17	BL BOOKS B5092085	210-45551.610 SUPPLIES	0.90	12467	09/08/17
00530	08/23/17	BL BOOKS B5092085	210-45551.641 JUVEN COLLECTION-PRNT & E	14.95	12467	09/08/17
00530	08/25/17	BL BOOKS B594051	210-45551.610 SUPPLIES	0.90	12467	09/08/17
00530	08/25/17	BL BOOKS B594051	210-45551.641 JUVEN COLLECTION-PRNT & E	5.49	12467	09/08/17
25765	08/11/17	Annual Inspection 8841	210-45220.330 OTHER PROFESSIONAL SVCS	362.82	12470	09/08/17
23170	08/31/17	VA VEHICLE GAS 083117D	210-45220.626 GAS, GREASE & OIL	302.74	12471	09/08/17
23170	08/31/17	VA VEHICLE GAS 083117D	210-43110.626 GAS,GREASE AND OIL	1704.05	12471	09/08/17
23170	08/31/17	VA VEHICLE GAS 083117D	210-42220.626 GAS,GREASE AND OIL	315.19	12471	09/08/17
23525	08/30/17	ST DEF 394042	210-43110.626 GAS,GREASE AND OIL	25.66	12474	09/08/17
25120	08/03/17	Online Timesheets 229277	210-45110.330 OTHER PROFESSIONAL SVCS	966.00	12475	09/08/17
04940	08/12/17	ST TV AND INTERNET 081217D	210-43125.610 WINTER MAINTENANCE	29.34	12478	09/08/17
04940	08/12/17	ST TV AND INTERNET 081217D	210-43110.610 SUPPLIES	149.35	12478	09/08/17
24305	08/23/17	BL SUPPLIES 6194164	210-45551.610 SUPPLIES	212.00	12484	09/08/17
31275	08/16/17	ST REPLACE STORM DRAIN 10153	210-43151.430 STORM SEWER MAINTENANCE	2483.50	12486	09/08/17
23215	08/23/17	ST/VW PAINT 08232017	210-43110.610 SUPPLIES	70.46	12493	09/08/17
23215	08/22/17	ST CHAIN SAW-CHAIN 106494900001	210-43110.570 MAINTENANCE OTHER	77.13	12493	09/08/17
23215	08/23/17	ST WAND 106495480001	210-43110.610 SUPPLIES	27.88	12493	09/08/17

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21845	08/18/17	FIRST NATIONAL BANK OMAHA BL YOUTH PROGRAM SUPPLS 072317A	210-45551.837 CHILDRENS PROGRAMS	13.00	12499	09/08/17
21845	08/18/17	FIRST NATIONAL BANK OMAHA BL YOUTH PROGRAM SUPPLIS 072617B	210-45551.837 CHILDRENS PROGRAMS	40.06	12499	09/08/17
21845	08/18/17	FIRST NATIONAL BANK OMAHA BL FOOD FOR TEEN PROGRAM 080217C	210-45551.837 CHILDRENS PROGRAMS	9.46	12499	09/08/17
21845	08/18/17	FIRST NATIONAL BANK OMAHA BL FOOD FOR ADULT TEDX PR 080417D	210-45551.836 ADULT PROGRAMS	18.97	12499	09/08/17
21845	08/18/17	FIRST NATIONAL BANK OMAHA BL YOUTH PROGRAM 080817E	210-45551.837 CHILDRENS PROGRAMS	8.97	12499	09/08/17
21845	08/18/17	FIRST NATIONAL BANK OMAHA BL SUPPLIES 081017F	210-45551.610 SUPPLIES	75.60	12499	09/08/17
21845	08/18/17	FIRST NATIONAL BANK OMAHA BL YOUTH PROGRAMS 081717G	210-45551.837 CHILDRENS PROGRAMS	28.32	12499	09/08/17
10705	08/17/17	GARDENERS SUPPLY CO INC Mulch Park ST 481750	210-45220.610 SUPPLIES	94.00	12511	09/08/17
34895	09/01/17	GAUTHIER TRUCKING, INC. LH AUGUST LINCOLN HALL 1250195	210-41940.565 RUBBISH REMOVAL	158.09	12512	09/08/17
04035	08/28/17	GOT THAT RENTAL & SALES I Deep Clean Buffer 40900	210-45220.442 EQUIPMENT RENTAL	367.90	12513	09/08/17
07010	08/22/17	GREEN MOUNTAIN POWER CORP PARK ST SCHOOL 7/20-8/22/ 0817 4365238	210-49400.622 ELECTRICITY	311.76	12514	09/08/17
12275	09/01/17	HEART AND SOUL OF ESSEX I VE STEAMFEST FUNDING 090117D	210-41335.812 NEW PROGRAMS	1500.00	12522	09/08/17
33495	08/22/17	INGRAM LIBRARY SERVICES I BL BOOKS 99908760	210-45551.640 ADULT COLLECTION-PRINT &	122.39	12527	09/08/17
25455	08/23/17	LUCK BRAD NRPA Conference Flights 082317D	210-45110.500 TRAINING, CONF, DUES	641.80	12535	09/08/17
13000	08/25/17	MARSHALL TIRE GROUP INC ST FLAT REPAIR LOADEN 45728	210-43110.432 VEHICLE MAINTENANCE	288.40	12536	09/08/17
25755	08/31/17	MUNICIPAL RESOURCES INC AD/SB MANAGER REQRUITMT 19508	210-41320.330 OTHER PROFESSIONAL SERVIC	2500.00	12542	09/08/17
25755	08/31/17	MUNICIPAL RESOURCES INC AD/SB ADVERTISEMENTS-MANGR 19509	210-41320.330 OTHER PROFESSIONAL SERVIC	790.25	12542	09/08/17
41950	08/18/17	OCCUPATIONAL HEALTH CENTE ST PHYSICAL 1205521225	210-43110.572 INTERVIEW COSTS	136.00	12548	09/08/17
23420	08/17/17	P & P SEPTIC SERVICE INC. Portolets T-150710	210-45220.442 EQUIPMENT RENTAL	200.00	12549	09/08/17
24100	08/24/17	PERMA-LINE CORP.OF NEW EN ST SIGNS 163918	210-43110.617 SIGNS AND POSTS	349.55	12552	09/08/17
24100	08/25/17	PERMA-LINE CORP.OF NEW EN ST SIGNS 163956	210-43110.617 SIGNS AND POSTS	120.05	12552	09/08/17
25140	08/25/17	PIKE INDUSTRIES INC ST ASPHALT 941544	210-43120.610 PAVEMENT MAINTENANCE	436.48	12554	09/08/17
23465	08/23/17	PITNEY BOWES, INC. AD 9/20-12/19/17 3304235001	210-41320.442 LEASED SERVICES	281.88	12555	09/08/17
14695	08/23/17	RANDALL MIKE (THE BIG BLU BL YOUTH PROGRAMS 1112	210-45551.837 CHILDRENS PROGRAMS	200.00	12559	09/08/17
18010	08/14/17	REYNOLDS & SON, INC. VF FIRE BOOTS 3308194	210-42220.612 UNIFORMS,BOOTS,ETC	315.00	12564	09/08/17

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18010 REYNOLDS & SON, INC.	08/14/17	VF LEATHER HELMET FRONT 3308195	210-42220.612 UNIFORMS,BOOTS,ETC	97.20	12564	09/08/17
18010 REYNOLDS & SON, INC.	08/14/17	VF BOOT CREDIT 3308250	210-42220.612 UNIFORMS,BOOTS,ETC	-315.00	12564	09/08/17
18010 REYNOLDS & SON, INC.	08/16/17	VF COMPRESSOR MAINTENANCE 3308388	210-42220.570 MAINTENANCE OTHER	251.50	12564	09/08/17
18010 REYNOLDS & SON, INC.	08/18/17	VF SUSPENDERS 3308618	210-42220.612 UNIFORMS,BOOTS,ETC	48.93	12564	09/08/17
18010 REYNOLDS & SON, INC.	08/18/17	VF LEATHER FRONT 3308650	210-42220.612 UNIFORMS,BOOTS,ETC	48.60	12564	09/08/17
42970 ROUSE TIRE SALES INC	08/15/17	VF TIRES 8E5 30080484	210-42220.432 VEHICLE MAINTENANCE	4313.70	12571	09/08/17
29835 SHERWIN-WILLIAMS	08/22/17	ST ACETONE 00116	210-43120.444 STREET MARKINGS	91.05	12575	09/08/17
40630 SHOWCASES	08/17/17	BL SUPPLIES 301629	210-45551.610 SUPPLIES	679.10	12576	09/08/17
40840 SOVERNET COMMUNICATIONS (	08/15/17	VF TELEPHONE 3794264	210-42220.535 TELEPHONE SERVICES	50.33	12580	09/08/17
25780 UND ONLINE & DISTANCE EDU	08/29/17	Kirsten S. Tuition INCS1005114	210-45110.500 TRAINING, CONF, DUES	1157.68	12592	09/08/17
36130 VERIZON WIRELESS	08/18/17	VA CELL PHONES 8/19-9/18/ 9791180268	210-41970.535 TELEPHONE SERVICES	40.01	12594	09/08/17
36130 VERIZON WIRELESS	08/18/17	VA CELL PHONES 8/19-9/18/ 9791180268	210-42220.535 TELEPHONE SERVICES	160.04	12594	09/08/17
36130 VERIZON WIRELESS	08/19/17	ST/VW VARIOUS 9791253154	210-43110.535 TELEPHONE SERVICES	194.63	12596	09/08/17
V9968 VISION SERVICE PLAN-	08/18/17	VA SEPT VISION-VILLAGE 170901	210-45110.210 HEALTH INS & OTHER BENEFIT	45.69	12598	09/08/17
V9968 VISION SERVICE PLAN-	08/18/17	VA SEPT VISION-VILLAGE 170901	210-45220.210 HEALTH INS & OTHER BENEFIT	15.23	12598	09/08/17
V9968 VISION SERVICE PLAN-	08/18/17	VA SEPT VISION-VILLAGE 170901	210-41335.210 HEALTH INS & OTHER BENEFIT	15.23	12598	09/08/17
V9968 VISION SERVICE PLAN-	08/18/17	VA SEPT VISION-VILLAGE 170901	210-43151.210 HEALTH INS & OTHER BENEFIT	8.07	12598	09/08/17
V9968 VISION SERVICE PLAN-	08/18/17	VA SEPT VISION-VILLAGE 170901	210-43110.210 HEALTH INS & OTHER BENEFIT	51.78	12598	09/08/17
V9968 VISION SERVICE PLAN-	08/18/17	VA SEPT VISION-VILLAGE 170901	210-45551.210 HEALTH INS & OTHER BENEFIT	91.38	12598	09/08/17
V9968 VISION SERVICE PLAN-	08/18/17	VA SEPT VISION-VILLAGE 170901	210-41320.210 HEALTH INS & OTHER BENEFIT	45.71	12598	09/08/17
V9968 VISION SERVICE PLAN-	08/18/17	VA SEPT VISION-VILLAGE 170901	210-41970.210 HEALTH INS & OTHER BENEFIT	30.46	12598	09/08/17
29825 VT GAS SYSTEMS	08/22/17	VA JUL 15- AUG 15 +/- 081716210	210-43110.623 HEATING/NATURAL GAS	70.57	12604	09/08/17
29825 VT GAS SYSTEMS	08/22/17	VA JUL 15- AUG 15 +/- 081716210	210-45551.623 HEATING/NATURAL GAS	46.66	12604	09/08/17
29825 VT GAS SYSTEMS	08/22/17	VA JUL 15- AUG 15 +/- 081716210	210-41940.623 HEATING/NATURAL GAS	58.41	12604	09/08/17
29825 VT GAS SYSTEMS	08/22/17	VA JUL 15- AUG 15 +/- 081716210	210-42220.623 HEATING/NATURAL GAS	51.03	12604	09/08/17

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
29825	08/22/17	Natural Gas 082217D5	210-45220.623 HEATING/NATURAL GAS	121.99	12606	09/08/17
29825	08/22/17	Natural Gas 082217D6	210-45220.623 HEATING/NATURAL GAS	35.74	12607	09/08/17
29825	08/24/17	7/19-8/18/17 2262012	210-49400.623	62.31	12608	09/08/17
24520	08/29/17	Dylan Review Training 56047	210-45110.530 COMMUNICATIONS	250.00	12611	09/08/17
24570	08/10/17	VF ENGRAVING 72746	210-42220.889 ROUTINE EQUIPMENT PURCHAS	40.00	12612	09/08/17
07565	08/08/17	Cleaning Supplies I46598137	210-45220.610 SUPPLIES	164.92	12614	09/08/17
07565	08/09/17	Office Supplies I46647248	210-45110.610 SUPPLIES	19.99	12614	09/08/17
07565	08/09/17	Office Supplies I46647248	210-45220.610 SUPPLIES	75.48	12614	09/08/17
07565	08/11/17	Office Supplies I46731904	210-45110.610 SUPPLIES	135.96	12614	09/08/17
07565	08/15/17	Cleaning Supplies I46806132	210-45220.610 SUPPLIES	79.80	12614	09/08/17
07565	08/18/17	Cleaning Supplies I46925629	210-45220.610 SUPPLIES	13.93	12614	09/08/17
02535	07/10/17	LH BATTERIES-LINCOLN HALL 115087	210-41940.610 SUPPLIES	41.76	12615	09/08/17
23000	08/07/17	ST STONE 00681033	210-43110.616 GRAVEL, TOPSOIL	294.15	12616	09/08/17
12690	08/28/17	BL BUILDING MAINTENANCE 3275	210-45551.434 MAINT. BUILDINGS/GROUNDS	266.62	12617	09/08/17
14400	08/28/17	NB STRIP & WAX PK ST SCHL 3132	222-46802.003 PARK ST. SCHOOL MAINT	2570.00	12452	09/08/17
25580	08/30/17	NB HVAC PARK ST SCHOOL 109676	222-46802.003 PARK ST. SCHOOL MAINT	3085.00	12481	09/08/17
21850	09/05/17	SC monthly cleaning Aug 403	225-45122.430 REPAIRS & MAINTENANCE	200.00	12466	09/08/17
31545	08/29/17	SC coffee, garbage bags 170829D	225-45122.610 OPERATIONAL SUPP/EXP	56.79	12483	09/08/17
31545	08/30/17	SC cake for potluck 17083017D	225-45122.812 MEAL SITE EXPENSES	19.27	12483	09/08/17
31545	08/30/17	SC food for potluck 170830D2	225-45122.812 MEAL SITE EXPENSES	20.89	12483	09/08/17
21570	08/31/17	SC misc for trip, ctr, 170831D	225-45122.812 MEAL SITE EXPENSES	3.99	12553	09/08/17
21570	08/31/17	SC misc for trip, ctr, 170831D	225-45122.810 TRIP EXPENSES	50.00	12553	09/08/17
21570	08/31/17	SC misc for trip, ctr, 170831D	225-45122.610 OPERATIONAL SUPP/EXP	19.96	12553	09/08/17
12265	09/06/17	SC monthly copies 5050138509	225-45122.610 OPERATIONAL SUPP/EXP	18.20	12565	09/08/17
12265	08/22/17	RC monthly copier lease 99292154	225-45122.610 OPERATIONAL SUPP/EXP	55.83	12567	09/08/17



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25190	08/21/17	A C MOORE ARTS & CRAFTS A CMS Art 400228	226-45122.610 Supplies	34.80	12451	09/08/17
07305	08/17/17	AIRGAS USA LLC Pool Chemicals 9066686515	226-45124.434 MAINTENANCE-BLDGS/GROUNDS	287.58	12455	09/08/17
07305	08/24/17	AIRGAS USA LLC Pool Chemicals 9066941847	226-45124.434 MAINTENANCE-BLDGS/GROUNDS	166.13	12455	09/08/17
25785	08/31/17	ALL BREED RESCUE Race Fees 083117D	226-45115.330 OTHER PROFESSIONAL SVCS	187.50	12456	09/08/17
42665	07/07/17	AMAZON/SYNCE Mop Bucket 041521870806	226-45124.610 SUPPLIES	75.47	12457	09/08/17
42665	07/03/17	AMAZON/SYNCE STAR Supplies 055158857369	226-45122.610 Supplies	88.29	12457	09/08/17
25595	08/23/17	AMERICAN RED CROSS Lifeguard Certs 22041232	226-45124.330 OTHER PROFESSIONAL SVCS	280.00	12458	09/08/17
25055	08/23/17	AQUARIUS LANDSCAPE SPRINK Garden Supply 542375	226-45115.610 SUPPLIES	1.92	12460	09/08/17
31545	08/22/17	COSTCO #314 Concessions 082217D	226-45125.610 SUPPLIES	65.78	12482	09/08/17
02800	08/17/17	DISCOUNT SCHOOL SUPPLY IN PS Supplies P36030350002	226-45121.610 SUPPLIES	138.93	12485	09/08/17
25805	08/29/17	HENDRY CRYSTAL PS Supplies 082917D	226-45121.610 SUPPLIES	11.34	12523	09/08/17
25770	08/27/17	IVORY PAT Dog Jog Snacks 082717D	226-45115.610 SUPPLIES	51.01	12529	09/08/17
25795	08/23/17	LAKESHORE LEARNING PS Supplies PS451375	226-45121.610 SUPPLIES	390.28	12532	09/08/17
25035	08/29/17	LIQUID STUDIO Fall Brochure Design 082917D	226-45110.330 OTHER PROFESSIONAL SVCS	1000.00	12534	09/08/17
25455	08/23/17	LUCK BRAD NRPA Conference Flights 082317D	226-45121.500 TRAINING, CONF, DUES	160.45	12535	09/08/17
25455	08/23/17	LUCK BRAD NRPA Conference Flights 082317D	226-45121.500 TRAINING, CONF, DUES	466.60	12535	09/08/17
25455	08/23/17	LUCK BRAD NRPA Conference Flights 082317D	226-45110.500 TRAINING, CONF, DUES	1866.40	12535	09/08/17
25455	08/23/17	LUCK BRAD NRPA Conference Flights 082317D	226-45220.550 TRAINING, CONF, DUES	466.60	12535	09/08/17
25455	08/23/17	LUCK BRAD NRPA Conference Flights 082317D	226-45220.550 TRAINING, CONF, DUES	160.45	12535	09/08/17
25810	08/24/17	MCCAFFREY AMY PS Supplies 082417D	226-45121.610 SUPPLIES	39.58	12537	09/08/17
25800	08/24/17	MCLAUGHLIN CHRISTINA PS Supplies 082417D	226-45121.610 SUPPLIES	85.28	12538	09/08/17
25760	07/20/17	PNC EQUIPMENT FINANCE Bus#2 Lease 196839000	226-45120.421 TRUCK LEASE	12238.30	12556	09/08/17
14230	08/29/17	PREMIER COACH CO INC DC Bus Trip Deposit 082917D	226-45115.330 OTHER PROFESSIONAL SVCS	1024.00	12558	09/08/17
24830	08/28/17	REINHART FOODSERVICE Fleming VK Snack 706898	226-45120.610 SUPPLIES	428.04	12561	09/08/17
25180	08/24/17	SOLLACE ADAM Bus Inspection Reimb. 082417D	226-45120.626 GAS, GREASE & OIL	70.39	12579	09/08/17

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25180	08/28/17	Staff Food 082517D	226-45122.610 Supplies	59.97	12579	09/08/17
25180	08/28/17	Camp Supplies Reimb. 082817D	226-45120.610 SUPPLIES	26.24	12579	09/08/17
03900	08/29/17	Barcomb League 15760	226-45115.610 SUPPLIES	130.00	12582	09/08/17
23495	08/23/17	CMS Bus 100B006718	226-45122.580 TRAVEL	488.02	12583	09/08/17
25660	08/11/17	Art Supply Reimb. 081117D	226-45122.610 Supplies	20.78	12585	09/08/17
V9287	08/23/17	Supplies 5154681900	226-45121.610 SUPPLIES	196.82	12591	09/08/17
25315	08/28/17	Staff Training Food 082817D	226-45120.610 SUPPLIES	87.00	12597	09/08/17
V9968	08/18/17	VA SEPT VISION-VILLAGE 170901	226-45120.210 HEALTH INS & OTHER BENEFIT	45.69	12598	09/08/17
V9968	08/18/17	VA SEPT VISION-VILLAGE 170901	226-45121.210 HEALTH INS & OTHER BENEFIT	60.92	12598	09/08/17
V9968	08/18/17	VA SEPT VISION-VILLAGE 170901	226-45110.210 HEALTH INS & OTHER BENEFIT	15.23	12598	09/08/17
25775	07/26/17	A.Sollace Tuition 1997495	226-45120.500 TRAINING, CONF, DUES	1356.00	12613	09/08/17
07565	08/07/17	Janitor Cart I46557866	226-45121.610 SUPPLIES	189.00	12614	09/08/17
07565	08/09/17	Office Supplies I46647248	226-45124.610 SUPPLIES	4.98	12614	09/08/17
07565	08/10/17	Vacuum Park St I46665010	226-45121.610 SUPPLIES	525.00	12614	09/08/17
25580	08/30/17	2nd Install MSP HVAC 109675	233-46801.004 MAINT GARAGE/CAMP ADDITIO	2350.00	12481	09/08/17
23170	08/31/17	VA VEHICLE GAS 083117D	254-43200.626 GAS,GREASE AND OIL	106.82	12471	09/08/17
31275	08/18/17	VW WATER LINE-UPLAND RD 10154	254-43200.430 WATER LINES MAINT-BREAKS	2728.00	12486	09/08/17
23215	08/23/17	ST/VW PAINT 08232017	254-43200.610 SUPPLIES	35.23	12493	09/08/17
18000	08/23/17	PK/VW CURB BOX 0773596	254-43200.610 SUPPLIES	579.30	12496	09/08/17
36130	08/19/17	ST/VW VARIOUS 9791253154	254-43200.535 TELEPHONE SERVICES	139.53	12596	09/08/17
V9968	08/18/17	VA SEPT VISION-VILLAGE 170901	254-43200.210 HEALTH INS & OTHER BENEFIT	22.85	12598	09/08/17
29825	08/22/17	VA JUL 15- AUG 15 +/- 081716210	254-43200.623 HEATING/NATURAL GAS	33.56	12604	09/08/17
10510	08/22/17	WW FLOOR CARE 716668	255-43200.570 MAINTENANCE OTHER	29.68	12465	09/08/17
10510	08/23/17	WW FLOOR CARE 716680	255-43200.570 MAINTENANCE OTHER	20.89	12465	09/08/17
10510	08/24/17	WW SPILL CLEAN UP 716688	255-43200.570 MAINTENANCE OTHER	28.78	12465	09/08/17

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22140	09/01/17	BSC INDUSTRIES INC WW VENTURI PUMP SEAL 3563105	255-43200.570 MAINTENANCE OTHER	10.50	12468	09/08/17
23170	08/31/17	CHAMPLAIN OIL CO., INC. VA VEHICLE GAS 083117D	255-43200.626 GAS,GREASE AND OIL	230.40	12471	09/08/17
23455	08/22/17	CHITTENDEN SOLID WASTE DI WW 82.18 WET TONS 20177ESS	255-43200.568 SLUDGE MANAGEMENT	6863.87	12472	09/08/17
21210	08/23/17	CINTAS WW FIRST AID MAINTENANCE 5008623685	255-43200.570 MAINTENANCE OTHER	135.63	12473	09/08/17
31545	08/23/17	COSTCO #314 WW OPEN HOUSE 082317D	255-43200.500 TRAINING, CONFERENCES, DU	600.50	12483	09/08/17
35260	08/29/17	EAST COAST PRINTERS INC WW BOUTIN 08242749	255-43200.612 UNIFORMS,BOOTS,ETC	48.00	12489	09/08/17
V10734	08/22/17	ENCORE ESSEX JUNCTION SOL WW AUGUST 2017 1708WWTF	255-43200.622 ELECTRICAL SERVICE	2969.11	12490	09/08/17
06870	08/31/17	ENDYNE INC WW WEEKLY TRN 241610	255-43200.577 CONTRACT LABORATORY SERVI	25.00	12491	09/08/17
06870	09/01/17	ENDYNE INC WW WEEKLY TRN 242154	255-43200.577 CONTRACT LABORATORY SERVI	25.00	12491	09/08/17
01010	08/22/17	ESSEX AGWAY WW PROPANE PURGE & FILL 323821	255-43200.570 MAINTENANCE OTHER	14.39	12492	09/08/17
21740	08/18/17	FIRST NATIONAL BANK OMAHA WW NYLON FITTINGS 072417A	255-43200.570 MAINTENANCE OTHER	9.71	12500	09/08/17
21740	08/18/17	FIRST NATIONAL BANK OMAHA WW FREE PRESS 072817B	255-43200.610 SUPPLIES	23.00	12501	09/08/17
07010	08/23/17	GREEN MOUNTAIN POWER CORP WW WWTF 7/20-8/22/17 08170132407	255-43200.622 ELECTRICAL SERVICE	8589.07	12515	09/08/17
V9454	08/21/17	LENNY'S SHOE & APP WW BOUTIN 3143625	255-43200.612 UNIFORMS,BOOTS,ETC	431.98	12533	09/08/17
24620	08/24/17	MILTON RENTAL AND SALES WW SHOCK-BELT 4X4 1549518	255-43200.432 VEHICLE MAINTENANCE	174.38	12540	09/08/17
V1661	08/15/17	NORTH CENTRAL LABORATORIE WW REAGENTS SUPPLIES 394154	255-43200.618 SUPPLIES - LABORATORY	787.30	12546	09/08/17
V9260	08/22/17	PENN VALLEY PUMP CO., INC WW HOUSING REPLACE CORROD 12197	255-43200.570 MAINTENANCE OTHER	1205.80	12551	09/08/17
12265	08/22/17	RICOH USA, INC WW COPIER MONTHLY 99291389	255-43200.610 SUPPLIES	115.94	12566	09/08/17
36130	08/18/17	VERIZON WIRELESS VA CELL PHONES 8/19-9/18/ 9791180268	255-43200.535 TELEPHONE SERVICES	182.62	12594	09/08/17
V9968	08/18/17	VISION SERVICE PLAN- VA SEPT VISION-VILLAGE 170901	255-43200.210 HEALTH INS & OTHER BENEFIT	93.97	12598	09/08/17
29825	08/22/17	VT GAS SYSTEMS VA JUL 15- AUG 15 +/- 081716210	255-43200.623 HEATING/NATURAL GAS	816.95	12604	09/08/17
07565	08/24/17	W B MASON CO INC WW LAB WATER 147113088	255-43200.618 SUPPLIES - LABORATORY	65.70	12614	09/08/17
23170	08/31/17	CHAMPLAIN OIL CO., INC. VA VEHICLE GAS 083117D	256-43200.626 GAS,GREASE AND OIL	169.35	12471	09/08/17
36130	08/23/17	VERIZON WIRELESS SA JULY 24-AUGUST 23 9791603165	256-43200.434 PUMP STATION MAINTENANCE	123.13	12596	09/08/17
36130	08/23/17	VERIZON WIRELESS SA JULY 24-AUGUST 23 9791603165	256-43220.001 SUSIE WILSON PS COSTS	31.71	12596	09/08/17

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36130	VERIZON WIRELESS	08/23/17	SA JULY 24-AUGUST 23 9791603165	256-43220.002 WEST ST PS COSTS	31.71	12596	09/08/17
V9968	VISION SERVICE PLAN-	08/18/17	VA SEPT VISION-VILLAGE 170901	256-43200.210 HEALTH INS & OTHER BENEFIT	36.55	12598	09/08/17
29825	VT GAS SYSTEMS	08/22/17	VA JUL 15- AUG 15 +/- 081716210	256-43220.001 SUSIE WILSON PS COSTS	34.99	12604	09/08/17
29825	VT GAS SYSTEMS	08/22/17	VA JUL 15- AUG 15 +/- 081716210	256-43200.623 HEATING/NATURAL GAS	42.31	12604	09/08/17
29825	VT GAS SYSTEMS	08/22/17	VA JUL 15- AUG 15 +/- 081716210	256-43220.002 WEST ST PS COSTS	34.99	12604	09/08/17
Report Total					84709.49		

GENERAL FUND

Account	Budget	Actual	Budget Balance	Actual % of Budget
210-31101.000 PROPERTY TAXES-CURRENT	3,285,170.00	278,761.03	3,006,408.97	8.49%
210-33546.000 STATE FOR VT PILOT & CURR	2,000.00	0.00	2,000.00	0.00%
210-33582.000 ESSEX TOWN CONTRIB. TO LI	15,000.00	0.00	15,000.00	0.00%
210-33582.001 TOWN STORMWATER PAYMENT	61,460.00	0.00	61,460.00	0.00%
210-33582.002 TOWN STREET DEPT PAYMENT	1,059,989.00	0.00	1,059,989.00	0.00%
210-34130.000 LICENSE AND ZONING FEE	58,000.00	3,100.00	54,900.00	5.34%
210-34131.000 WHITCOMB FARM SOLAR PILOT	5,000.00	0.00	5,000.00	0.00%
210-34221.000 MISCELLANEOUS FIRE RECEIP	20.00	0.00	20.00	0.00%
210-35130.000 STATE DISTRICT COURT FINE	1,000.00	38.50	961.50	3.85%
210-36102.000 INTEREST EARNINGS	1,500.00	201.24	1,298.76	13.42%
210-36201.000 PARKING SPACE FEES	4,800.00	800.00	4,000.00	16.67%
210-36400.000 BLOCK PARTY CONTRIBUTIONS	1,500.00	0.00	1,500.00	0.00%
210-36603.000 MISC. - UNCLASSIFIED RECE	2,000.00	204.56	1,795.44	10.23%
210-36605.000 MISCELLANEOUS STREET RECE	4,000.00	309.00	3,691.00	7.73%
210-36606.000 MISCELLANEOUS LIBRARY REC	500.00	0.00	500.00	0.00%
210-36606.010 REC & PARK NON-RES FEES	22,000.00	85.00	21,915.00	0.39%
210-39154.000 SERVICE FEE - WATER	92,948.00	0.00	92,948.00	0.00%
210-39155.000 SERVICE FEE - WWTP	46,474.00	0.00	46,474.00	0.00%
210-39156.000 SERVICE FEE - SANITATION	92,948.00	0.00	92,948.00	0.00%
<b>210-395 UNBUDGETED REVENUE</b>				
210-39508.000 DONATIONS TO LIBRARY	0.00	3,167.50	-3,167.50	100.00%
210-39581.000 MISCELLANEOUS STATE GRANT	0.00	650.00	-650.00	100.00%
210-39590.001 ADULT REPLACEMENT RECEIPT	0.00	186.00	-186.00	100.00%
210-39590.002 JUVENILE REPLACEMENT RECE	0.00	157.00	-157.00	100.00%
<b>Total UNBUDGETED REVENUE</b>	<b>0.00</b>	<b>4,160.50</b>	<b>-4,160.50</b>	<b>100.00%</b>
<b>Total Revenues</b>	<b>4,756,309.00</b>	<b>287,659.83</b>	<b>4,468,649.17</b>	<b>6.05%</b>
<b>210-41 GENERAL GOVERNMENT</b>				
<b>210-413 GENERAL EXPENSES</b>				
<b>210-41320 ADMINISTRATION</b>				
<b>210-41320.1 ADMIN SALARIES</b>				
210-41320.110 SALARIES REGULAR	195,666.00	30,324.61	165,341.39	15.50%
210-41320.130 SALARIES OVERTIME	3,500.00	2,821.28	678.72	80.61%
210-41320.140 SALARIES PART TIME	19,234.00	2,504.61	16,729.39	13.02%
210-41320.150 MANAGER CONTRACT	66,835.00	11,144.16	55,690.84	16.67%
<b>Total ADMIN SALARIES</b>	<b>285,235.00</b>	<b>46,794.66</b>	<b>238,440.34</b>	<b>16.41%</b>
<b>210-41320.2 ADMIN BENEFITS</b>				
210-41320.210 HEALTH INS & OTHER BENEFIT	58,044.00	9,378.56	48,665.44	16.16%
210-41320.220 SOCIAL SECURITY	17,096.00	2,996.82	14,099.18	17.53%
210-41320.226 WORKERS COMP INSURANCE	774.00	107.35	666.65	13.87%
210-41320.230 RETIREMENT	19,567.00	2,925.76	16,641.24	14.95%
210-41320.250 UNEMPLOYMENT INSURANCE	317.00	7.52	309.48	2.37%
210-41320.291 HEALTH IMPROV PROGRAMS	1,600.00	0.00	1,600.00	0.00%
<b>Total ADMIN BENEFITS</b>	<b>97,398.00</b>	<b>15,416.01</b>	<b>81,981.99</b>	<b>15.83%</b>

## GENERAL FUND

Account	Budget	Actual	Budget Balance	Actual % of Budget
210-41320.310 BOARD MEMBER FEES	2,500.00	0.00	2,500.00	0.00%
210-41320.320 LEGAL SERVICES	15,000.00	825.00	14,175.00	5.50%
210-41320.330 OTHER PROFESSIONAL SERVIC	16,000.00	0.00	16,000.00	0.00%
210-41320.335 AUDIT	6,063.00	0.00	6,063.00	0.00%
210-41320.340 COMPUTER EXPENSES	4,000.00	1,135.19	2,864.81	28.38%
210-41320.442 LEASED SERVICES	4,000.00	807.18	3,192.82	20.18%
210-41320.500 TRAINING, CONFERENCES, DU	9,300.00	861.33	8,438.67	9.26%
210-41320.521 LIABILITY & PROPERTY INS.	7,140.00	2,870.09	4,269.91	40.20%
210-41320.522 PUBLIC OFFICIALS LIABILIT	6,172.00	3,107.00	3,065.00	50.34%
210-41320.530 COMMUNICATIONS	19,167.00	7,598.91	11,568.09	39.65%
210-41320.535 TELEPHONE SERVICES	1,980.00	282.65	1,697.35	14.28%
210-41320.536 POSTAGE	3,500.00	0.00	3,500.00	0.00%
210-41320.550 PRINTING AND ADVERTISING	5,500.00	396.00	5,104.00	7.20%
210-41320.560 TRUSTEES EXPENDITURES	4,000.00	12.46	3,987.54	0.31%
210-41320.571 PAY & CLASSIFICATION STUD	6,047.00	0.00	6,047.00	0.00%
210-41320.580 TRAVEL	2,000.00	0.00	2,000.00	0.00%
210-41320.610 SUPPLIES	6,000.00	365.56	5,634.44	6.09%
210-41320.820 ELECTIONS	1,500.00	0.00	1,500.00	0.00%
210-41320.835 HOLIDAY EXPENSE	1,000.00	0.00	1,000.00	0.00%
210-41320.891 CAPITAL OUTLAY	0.00	2,618.45	-2,618.45	100.00%
<b>Total ADMINISTRATION</b>	<b>503,502.00</b>	<b>83,090.49</b>	<b>420,411.51</b>	<b>16.50%</b>
<b>210-41335 ECONOMIC DEVELOPMENT</b>				
<b>210-41335.1 ECON DEV SALARIES</b>				
210-41335.110 SALARIES REGULAR	31,060.00	4,588.32	26,471.68	14.77%
210-41335.140 SALARIES PART TIME	4,950.00	0.00	4,950.00	0.00%
<b>Total ECON DEV SALARIES</b>	<b>36,010.00</b>	<b>4,588.32</b>	<b>31,421.68</b>	<b>12.74%</b>
<b>210-41335.2 ECON DEV BENEFITS</b>				
210-41335.210 HEALTH INS & OTHER BENEFIT	19,348.00	2,769.56	16,578.44	14.31%
210-41335.220 SOCIAL SECURITY	2,782.00	351.22	2,430.78	12.62%
210-41335.226 WORKERS COMP INSURANCE	129.00	13.79	115.21	10.69%
210-41335.230 RETIREMENT	3,106.00	455.04	2,650.96	14.65%
210-41335.250 UNEMPLOYMENT INSURANCE	126.00	6.84	119.16	5.43%
<b>Total ECON DEV BENEFITS</b>	<b>25,491.00</b>	<b>3,596.45</b>	<b>21,894.55</b>	<b>14.11%</b>
210-41335.521 LIABILITY & PROPERTY INS.	204.00	134.93	69.07	66.14%
210-41335.810 COMMUNITY EVENTS & PROGRA	4,000.00	0.00	4,000.00	0.00%
210-41335.811 ANNUAL SUPPORT OF ORGNIZA	7,700.00	6,806.00	894.00	88.39%
210-41335.812 NEW PROGRAMS	2,500.00	0.00	2,500.00	0.00%
210-41335.813 MATCHING GRANT FUNDS	10,000.00	0.00	10,000.00	0.00%
210-41335.835 BLOCK PARTY EXPENSE	7,000.00	5,459.52	1,540.48	77.99%
<b>Total ECONOMIC DEVELOPMENT</b>	<b>92,905.00</b>	<b>20,585.22</b>	<b>72,319.78</b>	<b>22.16%</b>
<b>Total GENERAL EXPENSES</b>	<b>596,407.00</b>	<b>103,675.71</b>	<b>492,731.29</b>	<b>17.38%</b>

Account	Budget	Actual	Budget Balance	Actual % of Budget
<b>210-41940 LINCOLN HALL</b>				
210-41940.410 WATER AND SEWER CHARGE	1,000.00	68.32	931.68	6.83%
210-41940.423 CONTRACT SERVICES	9,000.00	1,350.00	7,650.00	15.00%
210-41940.434 MAINT. BUILDINGS/GROUNDS	10,000.00	1,435.86	8,564.14	14.36%
210-41940.521 LIABILITY & PROPERTY INS.	6,294.00	2,187.75	4,106.25	34.76%
210-41940.535 TELEPHONE SERVICES	480.00	79.26	400.74	16.51%
210-41940.565 RUBBISH REMOVAL	2,200.00	318.52	1,881.48	14.48%
210-41940.610 SUPPLIES	2,500.00	200.61	2,299.39	8.02%
210-41940.622 ELECTRICAL SERVICE	7,500.00	911.47	6,588.53	12.15%
210-41940.623 HEATING/NATURAL GAS	6,400.00	33.68	6,366.32	0.53%
210-41940.891 CAPITAL OUTLAY	5,500.00	2,618.50	2,881.50	47.61%
<b>Total LINCOLN HALL</b>	<b>50,874.00</b>	<b>9,203.97</b>	<b>41,670.03</b>	<b>18.09%</b>
<b>210-41970 COMMUNITY DEVELOPMENT</b>				
<b>210-41970.1 COM DEV SALARIES</b>				
210-41970.110 SALARIES REGULAR	142,264.00	21,289.84	120,974.16	14.97%
<b>Total COM DEV SALARIES</b>	<b>142,264.00</b>	<b>21,289.84</b>	<b>120,974.16</b>	<b>14.97%</b>
<b>210-41970.2 COM DEV BENEFITS</b>				
210-41970.210 HEALTH INS & OTHER BENEFIT	38,696.00	5,889.16	32,806.84	15.22%
210-41970.220 SOCIAL SECURITY	11,212.00	1,670.01	9,541.99	14.89%
210-41970.226 WORKERS COMP INSURANCE	510.00	65.04	444.96	12.75%
210-41970.230 RETIREMENT	14,226.00	2,103.84	12,122.16	14.79%
210-41970.250 UNEMPLOYMENT INSURANCE	125.00	0.00	125.00	0.00%
<b>Total COM DEV BENEFITS</b>	<b>64,769.00</b>	<b>9,728.05</b>	<b>55,040.95</b>	<b>15.02%</b>
210-41970.310 BOARD MEMBER FEES	3,600.00	0.00	3,600.00	0.00%
210-41970.320 LEGAL SERVICES	12,000.00	1,228.02	10,771.98	10.23%
210-41970.330 OTHER PROFESSIONAL SVCS	6,000.00	0.00	6,000.00	0.00%
210-41970.340 COMPUTER EXPENSES	0.00	485.76	-485.76	100.00%
210-41970.500 TRAINING, CONF, DUES	3,500.00	0.00	3,500.00	0.00%
210-41970.521 LIABILITY & PROPERTY INS.	2,822.00	1,233.83	1,588.17	43.72%
210-41970.522 PUBLIC OFFICIALS LIABILITY	6,172.00	3,107.00	3,065.00	50.34%
210-41970.530 COMMUNICATIONS	2,500.00	0.00	2,500.00	0.00%
210-41970.535 TELEPHONE SERVICES	1,644.00	235.08	1,408.92	14.30%
210-41970.536 POSTAGE	600.00	0.00	600.00	0.00%
210-41970.550 PRINTING AND ADVERTISING	3,000.00	0.00	3,000.00	0.00%
210-41970.580 TRAVEL	2,400.00	400.00	2,000.00	16.67%
210-41970.610 SUPPLIES	2,000.00	101.06	1,898.94	5.05%
<b>Total COMMUNITY DEVELOPMENT</b>	<b>253,271.00</b>	<b>37,808.64</b>	<b>215,462.36</b>	<b>14.93%</b>
<b>Total GENERAL GOVERNMENT</b>	<b>900,552.00</b>	<b>150,688.32</b>	<b>749,863.68</b>	<b>16.73%</b>
<b>210-42220 FIRE DEPARTMENT</b>				
<b>210-42220.1 FIRE SALARIES</b>				

Account	Budget	Actual	Budget Balance % of Budget	Actual
210-42220.140 SALARIES - FIREFIGHTERS	162,000.00	30,699.85	131,300.15	18.95%
<b>Total FIRE SALARIES</b>	<b>162,000.00</b>	<b>30,699.85</b>	<b>131,300.15</b>	<b>18.95%</b>
<b>210-42220.2 FIRE BENEFITS</b>				
210-42220.200 EMPLOYEE ASSISTANCE PROGR	864.00	216.00	648.00	25.00%
210-42220.210 ACCIDENT & DISABILITY INS	3,600.00	0.00	3,600.00	0.00%
210-42220.220 SOCIAL SECURITY	12,393.00	2,524.46	9,868.54	20.37%
210-42220.226 WORKERS COMP INSURANCE	28,000.00	5,827.00	22,173.00	20.81%
<b>Total FIRE BENEFITS</b>	<b>44,857.00</b>	<b>8,567.46</b>	<b>36,289.54</b>	<b>19.10%</b>
210-42220.410 WATER AND SEWER CHARGE	610.00	68.05	541.95	11.16%
210-42220.432 VEHICLE MAINTENANCE	17,000.00	9,248.40	7,751.60	54.40%
210-42220.434 MAINT. BUILDINGS/GROUNDS	6,000.00	730.39	5,269.61	12.17%
210-42220.443 RADIO MAINTENANCE	1,800.00	234.50	1,565.50	13.03%
210-42220.500 TRAINING, CONFERENCES, DU	4,000.00	124.87	3,875.13	3.12%
210-42220.521 LIABILITY & PROPERTY INS.	7,968.00	3,057.62	4,910.38	38.37%
210-42220.535 TELEPHONE SERVICES	3,500.00	540.00	2,960.00	15.43%
210-42220.566 PHYSICAL EXAMS	6,600.00	0.00	6,600.00	0.00%
210-42220.570 MAINTENANCE OTHER	15,500.00	2,918.79	12,581.21	18.83%
210-42220.578 EMERGENCY GENERATOR MAINT	480.00	0.00	480.00	0.00%
210-42220.610 SUPPLIES	3,000.00	798.85	2,201.15	26.63%
210-42220.611 NEW EQUIPMENT-RADIOS	1,500.00	0.00	1,500.00	0.00%
210-42220.612 UNIFORMS, BOOTS, ETC	21,250.00	11,236.29	10,013.71	52.88%
210-42220.615 EMS SUPPLIES	1,000.00	0.00	1,000.00	0.00%
210-42220.622 ELECTRICAL SERVICE	7,300.00	911.47	6,388.53	12.49%
210-42220.623 HEATING/NATURAL GAS	4,800.00	30.09	4,769.91	0.63%
210-42220.626 GAS, GREASE AND OIL	6,000.00	449.73	5,550.27	7.50%
210-42220.838 FIRE PREVENTION	2,000.00	0.00	2,000.00	0.00%
210-42220.889 ROUTINE EQUIPMENT PURCHAS	15,000.00	497.55	14,502.45	3.32%
<b>Total FIRE DEPARTMENT</b>	<b>332,165.00</b>	<b>70,113.91</b>	<b>262,051.09</b>	<b>21.11%</b>
<b>210-431 STREET DEPARTMENT</b>				
<b>210-43110 STREET GENERAL</b>				
<b>210-43110.1 STREET GENERAL SALARIES</b>				
210-43110.110 SALARIES REGULAR	162,824.00	25,145.83	137,678.17	15.44%
210-43110.130 SALARIES OVERTIME	16,300.00	1,436.35	14,863.65	8.81%
210-43110.140 SALARIES PART TIME	23,304.00	8,265.13	15,038.87	35.47%
<b>Total STREET GENERAL SALARIES</b>	<b>202,428.00</b>	<b>34,847.31</b>	<b>167,580.69</b>	<b>17.21%</b>
<b>210-43110.2 STREET GENERAL BENEFITS</b>				
210-43110.210 HEALTH INS & OTHER BENEFIT	71,587.00	9,759.94	61,827.06	13.63%
210-43110.220 SOCIAL SECURITY	15,577.00	2,682.83	12,894.17	17.22%
210-43110.226 WORKERS COMP INSURANCE	14,677.00	2,081.36	12,595.64	14.18%
210-43110.230 RETIREMENT	16,282.00	2,513.78	13,768.22	15.44%
210-43110.250 UNEMPLOYMENT INSURANCE	631.00	24.78	606.22	3.93%
<b>Total STREET GENERAL BENEFITS</b>	<b>118,754.00</b>	<b>17,062.69</b>	<b>101,691.31</b>	<b>14.37%</b>



Account	Budget	Actual	Budget Balance % of Budget	Actual
210-43110.410 WATER AND SEWER CHARGE	1,700.00	0.00	1,700.00	0.00%
210-43110.432 VEHICLE MAINTENANCE	22,000.00	1,204.67	20,795.33	5.48%
210-43110.434 MAINT. BUILDINGS/GROUNDS	3,500.00	0.00	3,500.00	0.00%
210-43110.441 RIGHT OF WAY AGREEMENTS	11,764.00	0.00	11,764.00	0.00%
210-43110.442 EQUIPMENT RENTALS	9,000.00	349.00	8,651.00	3.88%
210-43110.443 RADIO MAINTENANCE	200.00	0.00	200.00	0.00%
210-43110.500 TRAINING, CONFERENCES, DU	500.00	0.00	500.00	0.00%
210-43110.521 LIABILITY & PROPERTY INS.	15,343.00	5,766.98	9,576.02	37.59%
210-43110.535 TELEPHONE SERVICES	3,500.00	265.84	3,234.16	7.60%
210-43110.565 RUBBISH REMOVAL	7,000.00	676.56	6,323.44	9.67%
210-43110.570 MAINTENANCE OTHER	2,000.00	0.00	2,000.00	0.00%
210-43110.572 INTERVIEW COSTS	500.00	30.00	470.00	6.00%
210-43110.573 ACCIDENT CLAIMS	1,000.00	0.00	1,000.00	0.00%
210-43110.576 ENGINEERING SERVICES	10,000.00	0.00	10,000.00	0.00%
210-43110.582 TRAFFIC CALMING	500.00	0.00	500.00	0.00%
210-43110.610 SUPPLIES	20,000.00	1,537.99	18,462.01	7.69%
210-43110.612 UNIFORMS,BOOTS,ETC	6,000.00	199.75	5,800.25	3.33%
210-43110.616 GRAVEL,TOPSOIL	7,000.00	381.50	6,618.50	5.45%
210-43110.617 SIGNS AND POSTS	4,000.00	83.40	3,916.60	2.09%
210-43110.622 ELECTRICAL SERVICE	4,000.00	383.00	3,617.00	9.58%
210-43110.623 HEATING/NATURAL GAS	4,400.00	38.79	4,361.21	0.88%
210-43110.626 GAS,GREASE AND OIL	32,000.00	1,340.24	30,659.76	4.19%
210-43110.891 CAPITAL OUTLAY	6,000.00	0.00	6,000.00	0.00%
<b>Total STREET GENERAL</b>	<b>493,089.00</b>	<b>64,167.72</b>	<b>428,921.28</b>	<b>13.01%</b>
<b>210-43120 STREET-PAVEMENT MAINT</b>				
210-43120.444 STREET MARKINGS	8,000.00	0.00	8,000.00	0.00%
210-43120.570 SIDEWALK AND CURB MAINTEN	5,000.00	1,067.50	3,932.50	21.35%
210-43120.610 PAVEMENT MAINTENANCE	225,000.00	188,953.30	36,046.70	83.98%
<b>Total STREET-PAVEMENT MAINT</b>	<b>238,000.00</b>	<b>190,020.80</b>	<b>47,979.20</b>	<b>79.84%</b>
<b>210-43123 STREETS - TRAFFIC LIGHTS</b>				
210-43123.570 TRAFFIC LIGHTS MAINTENANC	3,000.00	0.00	3,000.00	0.00%
210-43123.622 TRAFFIC LIGHTS - ELECTRIC	7,900.00	659.77	7,240.23	8.35%
<b>Total STREETS - TRAFFIC LIGHTS</b>	<b>10,900.00</b>	<b>659.77</b>	<b>10,240.23</b>	<b>6.05%</b>
<b>210-43125 WINTER MAINTENANCE</b>				
210-43125.570 CONTRACT SERVICES	20,000.00	1,385.00	18,615.00	6.93%
210-43125.610 WINTER MAINTENANCE	115,000.00	24.90	114,975.10	0.02%
<b>Total WINTER MAINTENANCE</b>	<b>135,000.00</b>	<b>1,409.90</b>	<b>133,590.10</b>	<b>1.04%</b>
<b>210-43151 STREET - STORMWATER</b>				
<b>210-43151.1 STREET-STORMWATER SALARIE</b>				
210-43151.110 SALARIES - REGULAR	41,616.00	6,152.72	35,463.28	14.78%
<b>Total STREET-STORMWATER SALARIE</b>	<b>41,616.00</b>	<b>6,152.72</b>	<b>35,463.28</b>	<b>14.78%</b>

Account	Budget	Actual	Budget Balance	Actual % of Budget
<b>210-43151.2 STREET-STORMWATER BENEFIT</b>				
210-43151.210 HEALTH INS & OTHER BENEFIT	10,254.00	1,614.16	8,639.84	15.74%
210-43151.220 SOCIAL SECURITY	3,184.00	473.08	2,710.92	14.86%
210-43151.226 WORKERS COMP INSURANCE	2,164.00	284.54	1,879.46	13.15%
210-43151.230 RETIREMENT	4,162.00	610.41	3,551.59	14.67%
210-43151.250 UNEMPLOYMENT INSURANCE	80.00	0.00	80.00	0.00%
<b>Total STREET-STORMWATER BENEFIT</b>	<b>19,844.00</b>	<b>2,982.19</b>	<b>16,861.81</b>	<b>15.03%</b>
210-43151.430 STORM SEWER MAINTENANCE	30,000.00	126.48	29,873.52	0.42%
<b>Total STREET - STORMWATER</b>	<b>91,460.00</b>	<b>9,261.39</b>	<b>82,198.61</b>	<b>10.13%</b>
<b>210-43160 STREET STREET LIGHTS</b>				
210-43160.610 STREET LIGHTS SUPPLIES/MA	7,500.00	2,254.86	5,245.14	30.06%
210-43160.622 STREET LIGHTS - ELECTRICI	122,000.00	14,166.59	107,833.41	11.61%
<b>Total STREET STREET LIGHTS</b>	<b>129,500.00</b>	<b>16,421.45</b>	<b>113,078.55</b>	<b>12.68%</b>
<b>210-43161 STREETS - CONSERVATION</b>				
210-43161.000 STREETScape MAINT./IMP	16,000.00	-477.78	16,477.78	-2.99%
210-43161.001 VILLAGE GARDEN SPOTS	4,000.00	0.00	4,000.00	0.00%
210-43161.002 MEMORIAL PARK	3,500.00	34.97	3,465.03	1.00%
<b>Total STREETS - CONSERVATION</b>	<b>23,500.00</b>	<b>-442.81</b>	<b>23,942.81</b>	<b>-1.88%</b>
<b>Total STREET DEPARTMENT</b>	<b>1,121,449.00</b>	<b>281,498.22</b>	<b>839,950.78</b>	<b>25.10%</b>
<b>210-45110 RECREATION &amp; PARKS ADMIN</b>				
210-45110.110 SALARIES - REGULAR	204,759.00	31,931.27	172,827.73	15.59%
210-45110.140 SALARIES - PART-TIME	7,385.00	3,664.57	3,720.43	49.62%
210-45110.210 HEALTH INS & OTHER BENEFIT	74,554.00	8,198.71	66,355.29	11.00%
210-45110.220 SOCIAL SECURITY	16,229.00	3,437.46	12,791.54	21.18%
210-45110.226 WORKERS COMP INSURANCE	7,685.00	2,875.43	4,809.57	37.42%
210-45110.230 RETIREMENT	20,477.00	2,859.84	17,617.16	13.97%
210-45110.250 UNEMPLOYMENT INS	5,652.00	1,025.79	4,626.21	18.15%
210-45110.291 HEALTH IMP PROGRAMS	1,400.00	0.00	1,400.00	0.00%
210-45110.330 OTHER PROFESSIONAL SVCS	14,500.00	672.00	13,828.00	4.63%
210-45110.340 COMPUTER EXPENSES	9,350.00	0.00	9,350.00	0.00%
210-45110.500 TRAINING, CONF, DUES	9,784.00	2,455.00	7,329.00	25.09%
210-45110.521 LIABILITY & PROPERTY INS	21,580.00	9,495.35	12,084.65	44.00%
210-45110.530 COMMUNICATIONS	17,500.00	8,669.55	8,830.45	49.54%
210-45110.535 TELEPHONE SERVICES	6,000.00	0.00	6,000.00	0.00%
210-45110.550 PRINTING & ADVERTISING	3,460.00	189.82	3,270.18	5.49%
210-45110.610 SUPPLIES	6,004.00	324.72	5,679.28	5.41%
210-45110.813 SCHOLARSHIPS	5,000.00	0.00	5,000.00	0.00%
<b>Total RECREATION &amp; PARKS ADMIN</b>	<b>431,319.00</b>	<b>75,799.51</b>	<b>355,519.49</b>	<b>17.57%</b>

Account	Budget	Actual	Budget Balance % of Budget	Actual
<b>210-45220 PARKS &amp; FACILITIES</b>				
210-45220.110 SALARIES - REGULAR	60,250.00	9,269.20	50,980.80	15.38%
210-45220.140 SALARIES - PART-TIME	44,697.00	23,774.28	20,922.72	53.19%
210-45220.210 HEALTH INS & OTHER BENEFIT	18,624.00	2,732.89	15,891.11	14.67%
210-45220.220 SOCIAL SECURITY	8,028.00	1,818.83	6,209.17	22.66%
210-45220.230 RETIREMENT	6,025.00	926.88	5,098.12	15.38%
210-45220.291 HEALTH IMP PROGRAMS	350.00	0.00	350.00	0.00%
210-45220.330 OTHER PROFESSIONAL SVCS	33,190.00	4,706.74	28,483.26	14.18%
210-45220.410 WATER & SEWER CHARGES	3,975.00	910.37	3,064.63	22.90%
210-45220.434 MAINTENANCE-BUILDINGS/GRO	10,694.00	0.00	10,694.00	0.00%
210-45220.441 LAND LEASE	500.00	0.00	500.00	0.00%
210-45220.442 EQUIPMENT RENTAL	7,500.00	1,585.52	5,914.48	21.14%
210-45220.500 TRAINING, CONF, DUES	1,887.00	0.00	1,887.00	0.00%
210-45220.610 SUPPLIES	12,162.00	3,910.57	8,251.43	32.15%
210-45220.622 ELECTRICAL SERVICE	28,009.00	8,442.83	19,566.17	30.14%
210-45220.623 HEATING/NATURAL GAS	5,409.00	164.58	5,244.42	3.04%
210-45220.626 GAS, GREASE & OIL	2,109.00	288.39	1,820.61	13.67%
<b>Total PARKS &amp; FACILITIES</b>	<b>243,409.00</b>	<b>58,531.08</b>	<b>184,877.92</b>	<b>24.05%</b>
<b>210-453 SENIOR SUPPORT</b>				
<b>Total SENIOR SUPPORT</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>210-45551 BROWNELL LIBRARY</b>				
<b>210-45551.1 LIBRARY SALARIES</b>				
210-45551.110 SALARIES REGULAR	313,189.00	45,791.52	267,397.48	14.62%
210-45551.140 SALARIES PART TIME	109,524.00	14,411.45	95,112.55	13.16%
<b>Total LIBRARY SALARIES</b>	<b>422,713.00</b>	<b>60,202.97</b>	<b>362,510.03</b>	<b>14.24%</b>
<b>210-45551.2 LIBRARY BENEFITS</b>				
210-45551.210 HEALTH INS & OTHER BENEFIT	116,088.00	17,304.21	98,783.79	14.91%
210-45551.220 SOCIAL SECURITY	32,500.00	4,610.00	27,890.00	14.18%
210-45551.226 WORKERS COMP INSURANCE	1,514.00	182.70	1,331.30	12.07%
210-45551.230 RETIREMENT	31,319.00	4,555.00	26,764.00	14.54%
210-45551.250 UNEMPLOYMENT INSURANCE	1,364.00	60.40	1,303.60	4.43%
<b>Total LIBRARY BENEFITS</b>	<b>182,785.00</b>	<b>26,712.31</b>	<b>156,072.69</b>	<b>14.61%</b>
210-45551.340 COMPUTER EXPENSES	3,500.00	0.00	3,500.00	0.00%
210-45551.410 WATER AND SEWER CHARGE	900.00	0.00	900.00	0.00%
210-45551.423 CONTRACT SERVICES	33,183.00	6,055.50	27,127.50	18.25%
210-45551.434 MAINT. BUILDINGS/GROUNDS	20,000.00	4,224.82	15,775.18	21.12%
210-45551.436 ALARM SYSTEM MAINTENANCE	525.00	219.00	306.00	41.71%
210-45551.500 TRAINING, CONFERENCES, DU	4,000.00	80.25	3,919.75	2.01%
210-45551.521 LIABILITY & PROPERTY INS.	11,385.00	4,708.85	6,676.15	41.36%
210-45551.530 TECHNOLOGY ACCESS	6,000.00	2,416.94	3,583.06	40.28%
210-45551.535 TELEPHONE SERVICES	1,200.00	92.40	1,107.60	7.70%
210-45551.536 POSTAGE/DELIVERY	3,500.00	101.07	3,398.93	2.89%

Account	Budget	Actual	Budget Balance % of Budget	Actual
210-45551.572 INTERVIEW COSTS	500.00	0.00	500.00	0.00%
210-45551.574 VOLUNTEER EXPENSES	700.00	0.00	700.00	0.00%
210-45551.610 SUPPLIES	13,000.00	2,389.55	10,610.45	18.38%
210-45551.622 ELECTRICAL SERVICE	15,250.00	2,060.61	13,189.39	13.51%
210-45551.623 HEATING/NATURAL GAS	7,400.00	26.93	7,373.07	0.36%
210-45551.640 ADULT COLLECTION-PRINT &	36,500.00	4,839.88	31,660.12	13.26%
210-45551.641 JUVEN COLLECTION-PRNT & E	18,250.00	2,180.44	16,069.56	11.95%
210-45551.677 COMPUTER REPLACEMENT	8,000.00	0.00	8,000.00	0.00%
210-45551.836 ADULT PROGRAMS	1,000.00	18.97	981.03	1.90%
210-45551.837 CHILDRENS PROGRAMS	4,000.00	157.25	3,842.75	3.93%
210-45551.891 CAPITAL OUTLAY	4,000.00	0.00	4,000.00	0.00%
<b>Total BROWNELL LIBRARY</b>	<b>798,291.00</b>	<b>116,487.74</b>	<b>681,803.26</b>	<b>14.59%</b>
<b>210-47 DEBT SERVICE</b>				
210-47116.000 CAPITAL IMP PRINCIPAL	135,300.00	0.00	135,300.00	0.00%
210-47117.000 Parks & Rec Principal	105,000.00	0.00	105,000.00	0.00%
210-47216.000 CAPITAL IMP - INTEREST	75,122.00	0.00	75,122.00	0.00%
210-47217.000 Parks & Rec Interest	-156.00	0.00	-156.00	0.00%
<b>Total DEBT SERVICE</b>	<b>315,266.00</b>	<b>0.00</b>	<b>315,266.00</b>	<b>0.00%</b>
<b>210-491 CAPITAL/MISC TRANSFERS</b>				
210-49100.030 CAP RESRV FND CONT - BEG	295,582.00	0.00	295,582.00	0.00%
210-49100.031 ROLLING STOCK FUND CONTRI	213,624.00	0.00	213,624.00	0.00%
210-49100.040 TRANS FOR BUILDING MAINT	50,000.00	0.00	50,000.00	0.00%
210-49100.802 EMP TERM BENEFITS TRANSFE	5,000.00	0.00	5,000.00	0.00%
210-49101.030 TRANS TO CAPITAL RESERVE	109,652.00	0.00	109,652.00	0.00%
<b>Total CAPITAL/MISC TRANSFERS</b>	<b>673,858.00</b>	<b>0.00</b>	<b>673,858.00</b>	<b>0.00%</b>
<b>210-493 GRANT AND OTHER UNBUDGETE</b>				
<b>210-4930 TERMINATION BENEFITS FROM</b>				
<b>Total TERMINATION BENEFITS FROM</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>210-4934 GRANT EXPENDITURES</b>				
<b>210-49345 DONATION EXPENDITURES</b>				
210-49345.000 LIBRARY DONATION EXPENDIT	0.00	820.51	-820.51	100.00%
<b>Total DONATION EXPENDITURES</b>	<b>0.00</b>	<b>820.51</b>	<b>-820.51</b>	<b>100.00%</b>
<b>210-49346 LIBRARY REPLACEMENT EXPEN</b>				
<b>Total LIBRARY REPLACEMENT EXPEN</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>Total GRANT EXPENDITURES</b>	<b>0.00</b>	<b>820.51</b>	<b>-820.51</b>	<b>100.00%</b>
<b>Total GRANT AND OTHER UNBUDGETE</b>	<b>0.00</b>	<b>820.51</b>	<b>-820.51</b>	<b>100.00%</b>

Account	Budget	Actual	Budget Balance	Actual % of Budget
<b>210-494 PARK ST. SCHOOL</b>				
210-49400.565 RUBBISH REMOVAL	0.00	72.03	-72.03	100.00%
210-49400.622 ELECTRICITY	0.00	590.80	-590.80	100.00%
210-49400.623	0.00	135.49	-135.49	100.00%
<b>Total PARK ST. SCHOOL</b>	<b>0.00</b>	<b>798.32</b>	<b>-798.32</b>	<b>100.00%</b>
<b>Total Expenditures</b>	<b>4,816,309.00</b>	<b>754,737.61</b>	<b>4,061,571.39</b>	<b>15.67%</b>
<b>Total GENERAL FUND</b>	<b>-60,000.00</b>	<b>-467,077.78</b>	<b>407,077.78</b>	
<b>220-36101.000 INTEREST EARNINGS</b>				
220-36101.000 INTEREST EARNINGS	0.00	1.05	-1.05	100.00%
<b>Total Revenues</b>	<b>0.00</b>	<b>1.05</b>	<b>-1.05</b>	<b>100.00%</b>
<b>Total Expenditures</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>Total MEMORIAL PARK FUND</b>	<b>0.00</b>	<b>1.05</b>	<b>-1.05</b>	
<b>222-36101.000 Interest Earnings</b>				
222-36101.000 Interest Earnings	0.00	1.07	-1.07	100.00%
<b>Total Revenues</b>	<b>0.00</b>	<b>1.07</b>	<b>-1.07</b>	<b>100.00%</b>
<b>222-46802.002 BROWNELL LIBRARY MAINT</b>				
222-46802.002 BROWNELL LIBRARY MAINT	0.00	6,500.00	-6,500.00	100.00%
<b>222-46802.003 PARK ST. SCHOOL MAINT</b>				
222-46802.003 PARK ST. SCHOOL MAINT	0.00	4,170.00	-4,170.00	100.00%
<b>Total Expenditures</b>	<b>0.00</b>	<b>10,670.00</b>	<b>-10,670.00</b>	<b>100.00%</b>
<b>Total BUILDING MAINT FUND</b>	<b>0.00</b>	<b>-10,668.93</b>	<b>10,668.93</b>	
<b>223-36101.000 Interest Earnings</b>				
223-36101.000 Interest Earnings	0.00	29.42	-29.42	100.00%
<b>Total Revenues</b>	<b>0.00</b>	<b>29.42</b>	<b>-29.42</b>	<b>100.00%</b>
<b>223-46801.002 STREET BANNERS</b>				
223-46801.002 STREET BANNERS	0.00	4,506.00	-4,506.00	100.00%
<b>Total Expenditures</b>	<b>0.00</b>	<b>4,506.00</b>	<b>-4,506.00</b>	<b>100.00%</b>
<b>Total TRUSTEE CAP IMP PROJECTS</b>	<b>0.00</b>	<b>-4,476.58</b>	<b>4,476.58</b>	
<b>225-34700.000 SR CTR MEMBERSHIPS</b>				
225-34700.000 SR CTR MEMBERSHIPS	0.00	184.00	-184.00	100.00%
<b>225-34701.000 SR CTR FUND RAISING REV</b>				
225-34701.000 SR CTR FUND RAISING REV	0.00	332.00	-332.00	100.00%
<b>225-34702.000 SR CTR ACTIVITY FEES</b>				
225-34702.000 SR CTR ACTIVITY FEES	0.00	1,698.00	-1,698.00	100.00%
<b>225-34703.000 SR CTR AFTER HR FEES</b>				
225-34703.000 SR CTR AFTER HR FEES	0.00	200.00	-200.00	100.00%
<b>225-36101.000 Interest Earnings</b>				
225-36101.000 Interest Earnings	0.00	9.78	-9.78	100.00%
<b>225-36400.000 SR CTR DONATIONS</b>				
225-36400.000 SR CTR DONATIONS	0.00	99.18	-99.18	100.00%

Account	Budget	Actual	Budget Balance	Actual % of Budget
225-36603.000 MISCELLANEOUS REV	0.00	2,329.00	-2,329.00	100.00%
<b>Total Revenues</b>	<b>0.00</b>	<b>4,851.96</b>	<b>-4,851.96</b>	<b>100.00%</b>
225-45122.330 OTHER PROF SERVICES	0.00	50.00	-50.00	100.00%
225-45122.430 REPAIRS & MAINTENANCE	0.00	250.00	-250.00	100.00%
225-45122.610 OPERATIONAL SUPP/EXP	0.00	317.84	-317.84	100.00%
225-45122.614 PROGRAM EXPENSES	0.00	204.77	-204.77	100.00%
225-45122.810 TRIP EXPENSES	0.00	5,654.80	-5,654.80	100.00%
<b>Total Expenditures</b>	<b>0.00</b>	<b>6,477.41</b>	<b>-6,477.41</b>	<b>100.00%</b>
<b>Total SENIOR CENTER FUND</b>	<b>0.00</b>	<b>-1,625.45</b>	<b>1,625.45</b>	
226-34720.000 POOL DAY ADMINSSION	65,310.00	35,431.86	29,878.14	54.25%
226-34721.000 POOL MEMBERSHIPS	38,694.00	2,833.00	35,861.00	7.32%
226-34722.000 SWIM LESSONS	43,804.00	2,223.80	41,580.20	5.08%
226-34725.000 CONCESSION SALES	25,977.00	14,331.63	11,645.37	55.17%
226-34750.000 FACILITY & FIELD RENTAL	8,232.00	2,865.25	5,366.75	34.81%
226-34779.000 YOUTH PROGRAMS	140,528.00	-181.00	140,709.00	-0.13%
226-34780.000 ADULT PROGRAMS	62,343.00	8,674.00	53,669.00	13.91%
226-34781.000 CHILDCARE PROGAM	1,204,359.00	44,541.41	1,159,817.59	3.70%
226-34782.000 SHARED STAFFING CONTRACT	11,925.00	0.00	11,925.00	0.00%
226-39505.000 SPONSORSHIP	8,675.00	0.00	8,675.00	0.00%
<b>Total Revenues</b>	<b>1,609,847.00</b>	<b>110,719.95</b>	<b>1,499,127.05</b>	<b>6.88%</b>
226-43200.805 Interest Expense	0.00	62.76	-62.76	100.00%
<b>226-45110 ADMINISTRATION</b>				
226-45110.110 SALARIES - REGULAR	32,718.00	580.86	32,137.14	1.78%
226-45110.140 SALARIES - PART-TIME	15,121.00	301.50	14,819.50	1.99%
226-45110.210 HEALTH INS & OTHER BENEFIT	9,717.00	2,732.86	6,984.14	28.12%
226-45110.220 SOCIAL SECURITY	3,660.00	67.48	3,592.52	1.84%
226-45110.226 WORKERS COMPENSATION INS	30,006.00	11,005.81	19,000.19	36.68%
226-45110.230 RETIREMENT	4,150.00	0.00	4,150.00	0.00%
226-45110.291 HEALTH IMP PROGRAMS	350.00	0.00	350.00	0.00%
226-45110.330 OTHER PROFESSIONAL SVCS	4,667.00	0.00	4,667.00	0.00%
226-45110.442 Equipment Rentals	2,000.00	0.00	2,000.00	0.00%
226-45110.500 TRAINING, CONF, DUES	10,387.00	0.00	10,387.00	0.00%
226-45110.530 COMMUNICATIONS	1,680.00	1,200.29	479.71	71.45%
226-45110.535 TELEPHONE SVCS	4,500.00	0.00	4,500.00	0.00%
226-45110.536 POSTAGE	3,219.00	1,697.50	1,521.50	52.73%
226-45110.550 PRINTING & ADVERTISING	15,400.00	0.00	15,400.00	0.00%
<b>Total ADMINISTRATION</b>	<b>137,575.00</b>	<b>17,586.30</b>	<b>119,988.70</b>	<b>12.78%</b>
<b>226-45115 RECREATION PROGRAMS</b>				
226-45115.140 SALARIES - PART -TIME	40,093.00	5,037.01	35,055.99	12.56%

## EJRP PPROGRAMS FUND

Account	Budget	Actual	Budget Balance % of Budget	Actual
226-45115.220 SOCIAL SECURITY	3,079.00	385.35	2,693.65	12.52%
226-45115.330 OTHER PROFESSIONAL SVCS	86,206.00	37,035.54	49,170.46	42.96%
226-45115.410 WATER & SEWER CHARGES	800.00	0.00	800.00	0.00%
226-45115.434 MAINTENANCE-BLDGS/GROUNDS	250.00	0.00	250.00	0.00%
226-45115.440 RENTAL	1,400.00	0.00	1,400.00	0.00%
226-45115.442 EQUIPMENT RENTALS	1,225.00	460.00	765.00	37.55%
226-45115.500 TRAINING, CONF, DUES	850.00	0.00	850.00	0.00%
226-45115.536 POSTAGE	79.00	0.00	79.00	0.00%
226-45115.550 PRINTING & ADVERTISING	354.00	0.00	354.00	0.00%
226-45115.580 TRAVEL	1,508.00	0.00	1,508.00	0.00%
226-45115.610 SUPPLIES	24,795.00	7,324.42	17,470.58	29.54%
226-45115.800 STUDENT SPECIAL PROGRAMS	1,388.00	755.20	632.80	54.41%
<b>Total RECREATION PROGRAMS</b>	<b>162,027.00</b>	<b>50,997.52</b>	<b>111,029.48</b>	<b>31.47%</b>
<b>226-45120 AFTER SCHOOL CARE</b>				
226-45120.110 SALARIES - REGULAR	172,966.00	17,344.98	155,621.02	10.03%
226-45120.140 SALARIES - PART-TIME	149,687.00	0.00	149,687.00	0.00%
226-45120.210 HEALTH INS & OTHER BENEFIT	64,490.00	8,542.09	55,947.91	13.25%
226-45120.220 SOCIAL SECURITY	24,384.00	1,380.85	23,003.15	5.66%
226-45120.230 RETIREMENT	19,973.00	3,114.40	16,858.60	15.59%
226-45120.291 HEALTH IMP PROGRAMS	1,750.00	337.48	1,412.52	19.28%
226-45120.330 OTHER PROFESSIONAL SVCS	15,566.00	101.50	15,464.50	0.65%
226-45120.421 TRUCK LEASE	23,845.00	11,607.02	12,237.98	48.68%
226-45120.500 TRAINING, CONF, DUES	13,835.00	1,114.60	12,720.40	8.06%
226-45120.580 TRAVEL	30,259.00	0.00	30,259.00	0.00%
226-45120.610 SUPPLIES	28,061.00	140.62	27,920.38	0.50%
226-45120.626 GAS, GREASE & OIL	1,750.00	0.00	1,750.00	0.00%
<b>Total AFTER SCHOOL CARE</b>	<b>546,566.00</b>	<b>43,693.54</b>	<b>502,882.46</b>	<b>7.99%</b>
<b>226-45121 PRESCHOOL</b>				
226-45121.110 SALARIES - REGULAR	163,013.00	25,646.40	137,366.60	15.73%
226-45121.140 SALARIES - PART-TIME	41,438.00	4,526.15	36,911.85	10.92%
226-45121.210 HEALTH INS & OTHER BENEFIT	86,583.00	10,931.61	75,651.39	12.63%
226-45121.220 SOCIAL SECURITY	15,641.00	2,310.09	13,330.91	14.77%
226-45121.230 RETIREMENT	16,300.00	2,564.64	13,735.36	15.73%
226-45121.291 HEALTH IMP PROGRAMS	1,400.00	0.00	1,400.00	0.00%
226-45121.330 OTHER PROFESSIONAL SVCS	2,710.00	1,131.94	1,578.06	41.77%
226-45121.440 RENTAL	5,000.00	0.00	5,000.00	0.00%
226-45121.500 TRAINING, CONF, DUES	11,998.00	535.00	11,463.00	4.46%
226-45121.530 COMMUNICATIONS	0.00	406.63	-406.63	100.00%
226-45121.580 TRAVEL	960.00	0.00	960.00	0.00%
226-45121.610 SUPPLIES	4,500.00	1,251.09	3,248.91	27.80%
<b>Total PRESCHOOL</b>	<b>349,543.00</b>	<b>49,303.55</b>	<b>300,239.45</b>	<b>14.11%</b>
<b>226-45122 SUMMER DAY CAMPS</b>				
226-45122.110 SALARIES - REGULAR	35,535.00	11,299.80	24,235.20	31.80%
226-45122.140 SALARIES - PART-TIME	160,235.00	139,704.79	20,530.21	87.19%

Account	Budget	Actual	Budget Balance	Actual % of Budget
226-45122.220 SOCIAL SECURITY	14,976.00	11,559.84	3,416.16	77.19%
226-45122.330 OTHER PROFESSIONAL SVCS	6,062.00	3,215.75	2,846.25	53.05%
226-45122.580 TRAVEL	25,170.00	22,791.81	2,378.19	90.55%
226-45122.610 Supplies	15,499.00	5,961.71	9,537.29	38.47%
<b>Total SUMMER DAY CAMPS</b>	<b>257,477.00</b>	<b>194,533.70</b>	<b>62,943.30</b>	<b>75.55%</b>
<b>226-45124 POOL</b>				
226-45124.140 SALARIES - PART-TIME	91,127.00	61,498.71	29,628.29	67.49%
226-45124.220 SOCIAL SECURITY	6,972.00	4,744.94	2,227.06	68.06%
226-45124.330 OTHER PROFESSIONAL SVCS	9,110.00	54.00	9,056.00	0.59%
226-45124.410 WATER & SEWER CHARGES	1,799.00	0.00	1,799.00	0.00%
226-45124.434 MAINTENANCE-BLDGS/GROUNDS	16,496.00	10,585.12	5,910.88	64.17%
226-45124.610 SUPPLIES	5,839.00	1,890.39	3,948.61	32.38%
<b>Total POOL</b>	<b>131,343.00</b>	<b>78,773.16</b>	<b>52,569.84</b>	<b>59.98%</b>
<b>226-45125 CONCESSIONS</b>				
226-45125.140 SALARIES - PART-TIME	7,693.00	6,892.03	800.97	89.59%
226-45125.220 SOCIAL SECURITY	589.00	527.23	61.77	89.51%
226-45125.500 TRAINING, CONF, DUES	140.00	0.00	140.00	0.00%
226-45125.610 SUPPLIES	15,394.00	8,412.26	6,981.74	54.65%
<b>Total CONCESSIONS</b>	<b>23,816.00</b>	<b>15,831.52</b>	<b>7,984.48</b>	<b>66.47%</b>
<b>226-45220 PARKS &amp; FACILITIES</b>				
226-45220.550 TRAINING, CONF, DUES	1,500.00	535.00	965.00	35.67%
<b>Total PARKS &amp; FACILITIES</b>	<b>1,500.00</b>	<b>535.00</b>	<b>965.00</b>	<b>35.67%</b>
<b>Total Expenditures</b>	<b>1,609,847.00</b>	<b>451,307.05</b>	<b>1,158,539.95</b>	<b>28.03%</b>
<b>Total EJRP PPROGRAMS FUND</b>	<b>0.00</b>	<b>-340,587.10</b>	<b>340,587.10</b>	
<b>230-331 GRANT REVENUE</b>				
230-33123.000 PEARL MISS LNK EJ STP 530	0.00	589,147.37	-589,147.37	100.00%
<b>Total GRANT REVENUE</b>	<b>0.00</b>	<b>589,147.37</b>	<b>-589,147.37</b>	<b>100.00%</b>
<b>230-341 CONTRIBUTIONS</b>				
<b>Total CONTRIBUTIONS</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>230-361 INTEREST EARNINGS</b>				
<b>Total INTEREST EARNINGS</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>230-391 GENERAL FUND TRANSFER IN</b>				
<b>Total GENERAL FUND TRANSFER IN</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>



Account	Budget	Actual	Budget Balance	Actual % of Budget
<b>Total Revenues</b>	<b>0.00</b>	<b>589,147.37</b>	<b>-589,147.37</b>	<b>100.00%</b>
230-46801.006 MULTI-USE PATH NORTH	0.00	657.00	-657.00	100.00%
230-46801.007 PEARL ST. LINKING SIDEWAL	0.00	155,780.82	-155,780.82	100.00%
230-46801.008 CRESCENT CONNECTOR	0.00	132.00	-132.00	100.00%
230-46801.015 HILLCREST SIDEWALK	0.00	159,331.24	-159,331.24	100.00%
230-46801.805 Interest Exp. on cash	0.00	81.82	-81.82	100.00%
<b>Total Expenditures</b>	<b>0.00</b>	<b>315,982.88</b>	<b>-315,982.88</b>	<b>100.00%</b>
<b>Total GEN FUND CAP RESERVE</b>	<b>0.00</b>	<b>273,164.49</b>	<b>-273,164.49</b>	
231-36101.000 INTEREST EARNINGS	0.00	131.96	-131.96	100.00%
231-39300.000 BOND PROCEEDS	0.00	150,000.00	-150,000.00	100.00%
<b>Total Revenues</b>	<b>0.00</b>	<b>150,131.96</b>	<b>-150,131.96</b>	<b>100.00%</b>
231-43131.162 COMPRESSOR	0.00	12,379.75	-12,379.75	100.00%
231-43131.163 PIERCE ARROW PUMPER	0.00	572,347.00	-572,347.00	100.00%
231-47117.000 FIRE TRUCK LOAN PRINCIPAL	0.00	50,000.00	-50,000.00	100.00%
231-47217.000 INTEREST EXPENSE	0.00	786.57	-786.57	100.00%
<b>Total Expenditures</b>	<b>0.00</b>	<b>635,513.32</b>	<b>-635,513.32</b>	<b>100.00%</b>
<b>Total ROLLING STOCK FUND</b>	<b>0.00</b>	<b>-485,381.36</b>	<b>485,381.36</b>	
232-36101.000 INTEREST EARNINGS	0.00	23.31	-23.31	100.00%
<b>Total Revenues</b>	<b>0.00</b>	<b>23.31</b>	<b>-23.31</b>	<b>100.00%</b>
<b>Total LAND ACQUISITION FUND</b>	<b>0.00</b>	<b>23.31</b>	<b>-23.31</b>	
<b>Total Revenues</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
233-46801.001 TRUCK/TRACTOR LEASE	0.00	13,524.89	-13,524.89	100.00%
233-46801.004 MAINT GARAGE/CAMP ADDITIO	0.00	1,600.00	-1,600.00	100.00%
<b>Total Expenditures</b>	<b>0.00</b>	<b>15,124.89</b>	<b>-15,124.89</b>	<b>100.00%</b>
<b>Total EJRP CAP RESERVE</b>	<b>0.00</b>	<b>-15,124.89</b>	<b>15,124.89</b>	
<b>Total Revenues</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>

## BOND FUND

Account	Budget	Actual	Budget Balance % of	Actual of Budget
<b>253-468 CAPITAL PROJECTS</b>				
Total CAPITAL PROJECTS	0.00	0.00	0.00	0.00%
Total Expenditures	0.00	0.00	0.00	0.00%
Total BOND FUND	0.00	0.00	0.00	
<b>254-3 REVENUE</b>				
<b>254-34 OPERATING REVENUE</b>				
<b>254-348 USER CHARGES</b>				
254-34801.000 SALE OF WATER-RESIDENTIAL	930,063.00	123,634.08	806,428.92	13.29%
254-34811.000 WATER BILLING PENALTIES	4,000.00	-221.87	4,221.87	-5.55%
254-34812.000 WATER SALES - LARGE USERS	91,480.00	17,915.90	73,564.10	19.58%
254-34821.000 HOOK ON FEES	15,000.00	0.00	15,000.00	0.00%
Total USER CHARGES	1,040,543.00	141,328.11	899,214.89	13.58%
<b>254-349 GF PASS THROUGH REVENUES</b>				
254-34900.000 SALE OF WATER-GF	2,681,600.00	436,981.11	2,244,618.89	16.30%
254-34902.000 SALE OF WATER - GF VT TA	63,875.00	11,258.60	52,616.40	17.63%
Total GF PASS THROUGH REVENUES	2,745,475.00	448,239.71	2,297,235.29	16.33%
Total OPERATING REVENUE	3,786,018.00	589,567.82	3,196,450.18	15.57%
<b>254-390 NON OPERATING REVENUE</b>				
Total NON OPERATING REVENUE	0.00	0.00	0.00	0.00%
Total REVENUE	3,786,018.00	589,567.82	3,196,450.18	15.57%
Total Revenues	3,786,018.00	589,567.82	3,196,450.18	15.57%
<b>254-43 EXPENSES</b>				
<b>254-432 OPERATING EXPENSES</b>				
<b>254-4320 GENERAL EXPENSES</b>				
<b>254-43200.1 WATER FUND SALARIES</b>				
254-43200.110 SALARIES REGULAR	111,775.00	10,431.12	101,343.88	9.33%
254-43200.130 SALARIES OVERTIME	14,000.00	695.71	13,304.29	4.97%
254-43200.140 SALARIES PART TIME	5,293.00	1,087.62	4,205.38	20.55%
Total WATER FUND SALARIES	131,068.00	12,214.45	118,853.55	9.32%
<b>254-43200.2 WATER FUND BENEFITS</b>				
254-43200.210 HEALTH INS & OTHER BENEFIT	44,500.00	4,169.76	40,330.24	9.37%
254-43200.220 SOCIAL SECURITY	10,091.00	940.39	9,150.61	9.32%
254-43200.226 WORKERS COMP INSURANCE	6,624.00	642.35	5,981.65	9.70%
254-43200.230 RETIREMENT	11,178.00	1,043.11	10,134.89	9.33%

Account	Budget	Actual	Budget Balance %	Actual % of Budget
254-43200.250 UNEMPLOYMENT INSURANCE	353.00	3.27	349.73	0.93%
<b>Total WATER FUND BENEFITS</b>	<b>72,746.00</b>	<b>6,798.88</b>	<b>65,947.12</b>	<b>9.35%</b>
254-43200.330 OTHER PROFESSIONAL SERVIC	1,000.00	0.00	1,000.00	0.00%
254-43200.335 AUDIT	3,623.00	0.00	3,623.00	0.00%
254-43200.340 COMPUTER EXPENSES	1,500.00	842.40	657.60	56.16%
254-43200.410 WATER AND SEWER CHARGE	200.00	0.00	200.00	0.00%
254-43200.411 CWD WATER PURCHASE	493,810.00	35,338.32	458,471.68	7.16%
254-43200.412 STATE WATER TAX	12,662.00	841.39	11,820.61	6.65%
254-43200.430 WATER LINES MAINT-BREAKS	16,000.00	1,827.26	14,172.74	11.42%
254-43200.441 RIGHT OF WAY AGREEMENTS	142.00	0.00	142.00	0.00%
254-43200.491 CONTRACTUAL SERVICES	106,531.00	0.00	106,531.00	0.00%
254-43200.500 TRAINING, CONFERENCES, DU	2,000.00	176.00	1,824.00	8.80%
254-43200.521 LIABILITY & PROPERTY INS.	3,011.00	1,268.02	1,742.98	42.11%
254-43200.535 TELEPHONE SERVICES	1,000.00	139.48	860.52	13.95%
254-43200.536 POSTAGE	2,000.00	447.73	1,552.27	22.39%
254-43200.550 PRINTING AND ADVERTISING	2,000.00	101.83	1,898.17	5.09%
254-43200.570 MAINTENANCE OTHER	2,000.00	134.02	1,865.98	6.70%
254-43200.572 INTERVIEW COSTS	0.00	175.00	-175.00	100.00%
254-43200.610 SUPPLIES	6,000.00	1,298.34	4,701.66	21.64%
254-43200.612 UNIFORMS, BOOTS, ETC	1,500.00	236.98	1,263.02	15.80%
254-43200.613 METERS AND PARTS	1,000.00	0.00	1,000.00	0.00%
254-43200.614 DISTRIBUTION MATERIALS	7,000.00	0.00	7,000.00	0.00%
254-43200.622 ELECTRICAL SERVICE	750.00	63.92	686.08	8.52%
254-43200.623 HEATING/NATURAL GAS	4,000.00	20.61	3,979.39	0.52%
254-43200.626 GAS, GREASE AND OIL	3,000.00	71.01	2,928.99	2.37%
254-43200.742 TRANS TO CAPITAL RESERVE	160,000.00	0.00	160,000.00	0.00%
254-43200.805 INTEREST EXPENSE	0.00	13.30	-13.30	100.00%
254-43200.891 CAPITAL OUTLAY	6,000.00	0.00	6,000.00	0.00%
<b>Total GENERAL EXPENSES</b>	<b>1,040,543.00</b>	<b>62,008.94</b>	<b>978,534.06</b>	<b>5.96%</b>
<b>254-4321 GF WATER EXPENSES</b>				
254-43210.411 CWD WATER PURC - GF	2,681,600.00	214,151.70	2,467,448.30	7.99%
254-43210.412 STATE WATER TAX - GF	63,875.00	5,098.85	58,776.15	7.98%
<b>Total GF WATER EXPENSES</b>	<b>2,745,475.00</b>	<b>219,250.55</b>	<b>2,526,224.45</b>	<b>7.99%</b>
<b>Total OPERATING EXPENSES</b>	<b>3,786,018.00</b>	<b>281,259.49</b>	<b>3,504,758.51</b>	<b>7.43%</b>
<b>254-433 CAPITAL PROJECT EXPENSES</b>				
254-43330.002 METER REPLACEMENT PROGRAM	0.00	920.53	-920.53	100.00%
<b>254-43332 BONDED PROJECTS</b>				
254-43332.007 UB CONVERSION TO NEMRC	0.00	1,458.33	-1,458.33	100.00%
<b>Total BONDED PROJECTS</b>	<b>0.00</b>	<b>1,458.33</b>	<b>-1,458.33</b>	<b>100.00%</b>
<b>Total CAPITAL PROJECT EXPENSES</b>	<b>0.00</b>	<b>2,378.86</b>	<b>-2,378.86</b>	<b>100.00%</b>
<b>Total EXPENSES</b>	<b>3,786,018.00</b>	<b>283,638.35</b>	<b>3,502,379.65</b>	<b>7.49%</b>

Account	Budget	Actual	Budget Balance	Actual % of Budget
<b>Total Expenditures</b>	<b>3,786,018.00</b>	<b>283,638.35</b>	<b>3,502,379.65</b>	<b>7.49%</b>
<b>Total WATER FUND</b>	<b>0.00</b>	<b>305,929.47</b>	<b>-305,929.47</b>	
<b>255-3 REVENUE</b>				
<b>255-34 OPERATING REVENUE</b>				
255-34402.000 INTEREST EARNINGS	0.00	314.20	-314.20	100.00%
<b>255-348 VILLAGE USER CHARGES</b>				
255-34801.000 VILLAGE USER CHARGE	645,063.00	108,203.40	536,859.60	16.77%
255-34811.000 VILLAGE USER PENALTIES	3,000.00	-129.72	3,129.72	-4.32%
255-34812.000 VILL. SEPTAGE DISCHARGE I	20,000.00	0.00	20,000.00	0.00%
<b>Total VILLAGE USER CHARGES</b>	<b>668,063.00</b>	<b>108,073.68</b>	<b>559,989.32</b>	<b>16.18%</b>
<b>255-349 TRI-TOWN REVENUES</b>				
255-34900.000 WASTEWATER CHARGE - ESSEX	476,928.00	79,488.00	397,440.00	16.67%
255-34901.000 WASTEWATER CHARGE - WILLI	675,345.00	0.00	675,345.00	0.00%
255-34903.001 SHARED SEPTAGE REVENUES	9,511.00	0.00	9,511.00	0.00%
255-34903.005 PUMP STATION MAINT. FEES	30,300.00	0.00	30,300.00	0.00%
<b>Total TRI-TOWN REVENUES</b>	<b>1,192,084.00</b>	<b>79,488.00</b>	<b>1,112,596.00</b>	<b>6.67%</b>
<b>Total OPERATING REVENUE</b>	<b>1,860,147.00</b>	<b>187,875.88</b>	<b>1,672,271.12</b>	<b>10.10%</b>
<b>255-39 NON OPERATING INCOME</b>				
<b>Total NON OPERATING INCOME</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>Total REVENUE</b>	<b>1,860,147.00</b>	<b>187,875.88</b>	<b>1,672,271.12</b>	<b>10.10%</b>
<b>Total Revenues</b>	<b>1,860,147.00</b>	<b>187,875.88</b>	<b>1,672,271.12</b>	<b>10.10%</b>
<b>255-43 EXPENSES</b>				
<b>255-4320 GENERAL EXPENSES</b>				
<b>255-43200.1 WWTF SALARIES</b>				
255-43200.110 SALARIES REGULAR	340,008.00	50,857.71	289,150.29	14.96%
255-43200.130 SALARIES OVERTIME	48,000.00	6,272.07	41,727.93	13.07%
255-43200.140 SALARIES PART TIME	10,000.00	6,545.67	3,454.33	65.46%
<b>Total WWTF SALARIES</b>	<b>398,008.00</b>	<b>63,675.45</b>	<b>334,332.55</b>	<b>16.00%</b>
<b>255-43200.2 WWTF BENEFITS</b>				
255-43200.210 HEALTH INS & OTHER BENEFIT	119,377.00	17,399.76	101,977.24	14.58%
255-43200.220 SOCIAL SECURITY	30,613.00	4,685.90	25,927.10	15.31%
255-43200.226 WORKERS COMP INSURANCE	20,215.00	2,793.34	17,421.66	13.82%
255-43200.230 RETIREMENT	34,001.00	5,130.62	28,870.38	15.09%
255-43200.250 UNEMPLOYMENT INSURANCE	500.00	36.05	463.95	7.21%
<b>Total WWTF BENEFITS</b>	<b>204,706.00</b>	<b>30,045.67</b>	<b>174,660.33</b>	<b>14.68%</b>

Account	Budget	Actual	Budget Balance	Actual % of Budget
255-43200.320 LEGAL SERVICES	1,000.00	0.00	1,000.00	0.00%
255-43200.330 OTHER PROFESSIONAL SERVIC	4,000.00	0.00	4,000.00	0.00%
255-43200.335 AUDIT	4,253.00	0.00	4,253.00	0.00%
255-43200.410 WATER AND SEWER CHARGE	3,000.00	435.51	2,564.49	14.52%
255-43200.432 VEHICLE MAINTENANCE	3,000.00	243.30	2,756.70	8.11%
255-43200.491 CONTRACTUAL SERVICES	53,266.00	0.00	53,266.00	0.00%
255-43200.500 TRAINING, CONFERENCES, DU	6,500.00	907.24	5,592.76	13.96%
255-43200.521 LIABILITY & PROPERTY INS.	38,015.00	13,905.62	24,109.38	36.58%
255-43200.535 TELEPHONE SERVICES	6,000.00	351.65	5,648.35	5.86%
255-43200.565 GRIT DISPOSAL	15,000.00	1,837.32	13,162.68	12.25%
255-43200.567 SLUDGE PROCESSING	130,000.00	0.00	130,000.00	0.00%
255-43200.568 SLUDGE MANAGEMENT	150,000.00	0.00	150,000.00	0.00%
255-43200.569 WWTF ANNUAL PERMIT FEE	9,900.00	0.00	9,900.00	0.00%
255-43200.570 MAINTENANCE OTHER	90,000.00	16,224.81	73,775.19	18.03%
255-43200.577 CONTRACT LABORATORY SERVI	9,000.00	690.00	8,310.00	7.67%
255-43200.610 SUPPLIES	10,000.00	451.52	9,548.48	4.52%
255-43200.612 UNIFORMS,BOOTS,ETC	5,000.00	370.00	4,630.00	7.40%
255-43200.618 SUPPLIES - LABORATORY	15,000.00	1,334.79	13,665.21	8.90%
255-43200.619 CHEMICALS	210,000.00	35,307.28	174,692.72	16.81%
255-43200.622 ELECTRICAL SERVICE	150,000.00	8,064.11	141,935.89	5.38%
255-43200.623 HEATING/NATURAL GAS	20,000.00	672.15	19,327.85	3.36%
255-43200.626 GAS,GREASE AND OIL	4,500.00	224.18	4,275.82	4.98%
255-43200.742 TRANS TO CAPITAL RESERVE	320,000.00	0.00	320,000.00	0.00%
<b>Total GENERAL EXPENSES</b>	<b>1,860,148.00</b>	<b>174,740.60</b>	<b>1,685,407.40</b>	<b>9.39%</b>
<b>255-433 CAPITAL PROJECTS/EXPENSES</b>				
255-43330.012 ALKALINITY CNTRL INSTALLA	0.00	156.50	-156.50	100.00%
<b>Total CAPITAL PROJECTS/EXPENSES</b>	<b>0.00</b>	<b>156.50</b>	<b>-156.50</b>	<b>100.00%</b>
<b>255-434 NON-OPERATING EXPENSES</b>				
<b>Total NON-OPERATING EXPENSES</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>Total EXPENSES</b>	<b>1,860,148.00</b>	<b>174,897.10</b>	<b>1,685,250.90</b>	<b>9.40%</b>
<b>Total Expenditures</b>	<b>1,860,148.00</b>	<b>174,897.10</b>	<b>1,685,250.90</b>	<b>9.40%</b>
<b>Total WASTEWATER FUND</b>	<b>-1.00</b>	<b>12,978.78</b>	<b>-12,979.78</b>	
<b>256-3 REVENUE</b>				
<b>256-33 INTERGOVERNMENTAL REVENUE</b>				
256-33900.000 ESSEX PUMP STATION FEES	23,878.00	0.00	23,878.00	0.00%
256-33900.001 PARY AGREEMNT REV	15,000.00	0.00	15,000.00	0.00%
<b>Total INTERGOVERNMENTAL REVENUE</b>	<b>38,878.00</b>	<b>0.00</b>	<b>38,878.00</b>	<b>0.00%</b>

Account	Budget	Actual	Budget Balance	Actual % of Budget
<b>256-34 OPERATING REVENUE</b>				
256-34402.000 INTEREST EARNINGS	0.00	505.05	-505.05	100.00%
<b>256-348 USER CHARGES</b>				
256-34801.000 ANNUAL CUSTOMER CHARGE	567,372.00	108,482.03	458,889.97	19.12%
256-34811.000 ANNUAL CUSTOMER CHARGE -	2,500.00	-76.14	2,576.14	-3.05%
256-34821.000 HOOK ON FEES	30,000.00	0.00	30,000.00	0.00%
<b>Total USER CHARGES</b>	<b>599,872.00</b>	<b>108,405.89</b>	<b>491,466.11</b>	<b>18.07%</b>
<b>Total OPERATING REVENUE</b>	<b>599,872.00</b>	<b>108,910.94</b>	<b>490,961.06</b>	<b>18.16%</b>
<b>256-39 NON OPERATING REVENUE</b>				
256-39200.001 WWTF CAPACITY SALE REVENU	0.00	100,000.00	-100,000.00	100.00%
<b>Total NON OPERATING REVENUE</b>	<b>0.00</b>	<b>100,000.00</b>	<b>-100,000.00</b>	<b>100.00%</b>
<b>Total REVENUE</b>	<b>638,750.00</b>	<b>208,910.94</b>	<b>429,839.06</b>	<b>32.71%</b>
<b>Total Revenues</b>	<b>638,750.00</b>	<b>208,910.94</b>	<b>429,839.06</b>	<b>32.71%</b>
<b>256-43 EXPENSES</b>				
<b>256-432 OPERATING EXPENSES</b>				
<b>256-43200.1 SANITATION SALARIES</b>				
256-43200.110 SALARIES REGULAR	86,641.00	9,152.09	77,488.91	10.56%
256-43200.130 SALARIES OVERTIME	12,000.00	730.81	11,269.19	6.09%
256-43200.140 SALARIES PART TIME	5,293.00	1,087.62	4,205.38	20.55%
<b>Total SANITATION SALARIES</b>	<b>103,934.00</b>	<b>10,970.52</b>	<b>92,963.48</b>	<b>10.56%</b>
<b>256-43200.2 SANITATION BENEFITS</b>				
256-43200.210 HEALTH INS & OTHER BENEFIT	44,500.00	6,677.79	37,822.21	15.01%
256-43200.220 SOCIAL SECURITY	8,013.00	842.80	7,170.20	10.52%
256-43200.226 WORKERS COMP INSURANCE	5,208.00	549.12	4,658.88	10.54%
256-43200.230 RETIREMENT	8,664.00	915.20	7,748.80	10.56%
256-43200.250 UNEMPLOYMENT INSURANCE	328.00	3.27	324.73	1.00%
<b>Total SANITATION BENEFITS</b>	<b>66,713.00</b>	<b>8,988.18</b>	<b>57,724.82</b>	<b>13.47%</b>
256-43200.330 OTHER PROFESSIONAL SERVIC	1,000.00	0.00	1,000.00	0.00%
256-43200.335 AUDIT	1,812.00	0.00	1,812.00	0.00%
256-43200.340 COMPUTER EXPENSES	2,500.00	1,684.80	815.20	67.39%
256-43200.410 WATER AND SEWER CHARGE	500.00	68.05	431.95	13.61%
256-43200.430 SANITATION LINES MAINTENA	6,500.00	650.00	5,850.00	10.00%
256-43200.434 PUMP STATION MAINTENANCE	10,000.00	397.69	9,602.31	3.98%
256-43200.436 SANIT. LINE BACK-UP CLEAN	2,000.00	0.00	2,000.00	0.00%
256-43200.441 RIGHT OF WAY AGREEMENTS	1,098.00	1,188.78	-90.78	108.27%
256-43200.491 CONTRACTUAL SERVICES	136,831.00	0.00	136,831.00	0.00%
256-43200.500 TRAINING, CONFERENCES, DU	200.00	0.00	200.00	0.00%
256-43200.521 LIABILITY & PROPERTY INS.	5,812.00	2,204.98	3,607.02	37.94%

Account	Budget	Actual	Budget Balance % of Budget	Actual
256-43200.536 POSTAGE	3,500.00	895.47	2,604.53	25.58%
256-43200.550 PRINTING AND ADVERTISING	550.00	203.67	346.33	37.03%
256-43200.570 MAINTENANCE OTHER	1,500.00	0.00	1,500.00	0.00%
256-43200.610 SUPPLIES	1,000.00	0.00	1,000.00	0.00%
256-43200.612 UNIFORMS,BOOTS,ETC	1,500.00	0.00	1,500.00	0.00%
256-43200.622 ELECTRICAL SERVICE	12,000.00	1,287.84	10,712.16	10.73%
256-43200.623 HEATING/NATURAL GAS	1,300.00	24.38	1,275.62	1.88%
256-43200.626 GAS,GREASE AND OIL	2,500.00	125.55	2,374.45	5.02%
256-43200.742 TRANS TO CAPITAL RESERVE	95,000.00	0.00	95,000.00	0.00%
<b>256-43220 ESSEX PS COSTS</b>				
256-43220.001 SUSIE WILSON PS COSTS	9,000.00	627.91	8,372.09	6.98%
256-43220.002 WEST ST PS COSTS	11,000.00	899.30	10,100.70	8.18%
<b>Total ESSEX PS COSTS</b>	<b>20,000.00</b>	<b>1,527.21</b>	<b>18,472.79</b>	<b>7.64%</b>
<b>Total OPERATING EXPENSES</b>	<b>477,750.00</b>	<b>30,217.12</b>	<b>447,532.88</b>	<b>6.32%</b>
<b>256-433 CAPITAL PROJECTS/EXPENSE</b>				
256-43330.002 METER REPLACEMENT PROGRAM	0.00	1,841.07	-1,841.07	100.00%
256-43332.007 UB CONVERSION TO NEMRC	0.00	2,916.67	-2,916.67	100.00%
<b>Total CAPITAL PROJECTS/EXPENSE</b>	<b>0.00</b>	<b>4,757.74</b>	<b>-4,757.74</b>	<b>100.00%</b>
<b>256-434 NON OPERATING EXPENSES</b>				
<b>Total NON OPERATING EXPENSES</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>Total EXPENSES</b>	<b>477,750.00</b>	<b>34,974.86</b>	<b>442,775.14</b>	<b>7.32%</b>
<b>Total Expenditures</b>	<b>477,750.00</b>	<b>34,974.86</b>	<b>442,775.14</b>	<b>7.32%</b>
<b>Total SANITATION FUND</b>	<b>161,000.00</b>	<b>173,936.08</b>	<b>-12,936.08</b>	
<b>Total All Funds</b>	<b>100,999.00</b>	<b>-558,908.91</b>	<b>659,907.91</b>	



TO: Village Trustees and Pat Scheidel, Village Manager  
FROM: Raj Chawla, Chair of the Bike/Walk Advisory Committee  
Darby Mayville, Community Relations & Economic Development Assistant  
DATE: August 10, 2017  
RE: Walk Friendly Communities Re-Designation

**Issue**

The issue is whether or not the Village should apply for re-designation as a bronze level Walk Friendly Community.

**Discussion**

Walk Friendly Communities is a national recognition program developed to encourage towns and cities across the U.S. to establish or recommit to a high priority for supporting safer walking environments. This program recognizes communities that are working to improve a wide range of conditions related to walking, including safety, mobility, access, and comfort.

In 2012, the Village successfully applied for Walk Friendly Designation, and we were awarded bronze level status. Each community must re-apply every five years, and it is now time for the Village to do such in order to keep this designation.

**Cost**

No cost besides the staff time required to compile the application.

**Recommendation**

It is recommended that the Village Trustees authorize staff to submit the Walk Friendly Communities Re-Designation Survey.



✓ cc Rich J.

RECEIVED

AUG 31 2017

Village of Essex Junction

VILLAGE OF ESSEX JUNCTION  
APPLICATION TO CLOSE OR OBSTRUCT A STREET  
FOR A NEIGHBORHOOD BLOCK PARTY

I/we do hereby make application, as required by the Village of Essex Junction, VT, to enclosed or obstruct a Village street.

CONDITIONS:

1. On the attached form, provide unanimous consent signatures of the households and businesses that abut the section of the street to be closed or obstructed. Return the signature form with your completed application to the Village Office, 2 Lincoln Street, Essex Junction, VT 05452.
2. Work with the Public Works Director (878-6942 or 878-6944) to obtain road signs to warn drivers of road closing. The applicant will be responsible for picking up the signs from the Public Works garage, erecting the signs and returning them to the Public Works garage in a timely manner.
3. Maintain a twelve (12) foot clear road in the center of the street in case of emergency.
4. Remove any obstructions immediately if emergency vehicles need to use the street.

Street(s) section to be closed: Hawthorn Circle

Purpose: Annual Block Party

Date: 9/23/17 Hours: from 3pm to 8pm

Margaret Gilbert 10 Hawthorn Circle  
Name (please print) Street Address

Margaret Gilbert Phone: (C) 802-734-4931  
Signature day evening

FOR COMPLETION BY VILLAGE STAFF

The following have been contacted by Village staff and advised of this event.






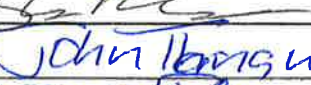
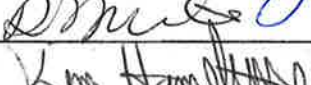
Police Dept. Date approved 9/1/17 Approved by: Bradley Stone  
Comment: \_\_\_\_\_

Fire Dept. Date approved 9/3/17 Approved by: C. L. Bell  
Comment: \_\_\_\_\_

Village Manager: Patrick C. Schwartz Date approved 9/5/17


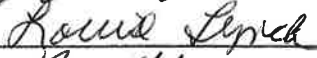
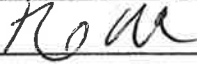
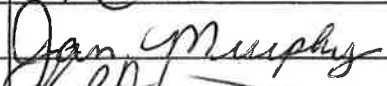


## APPLICATION TO CLOSE OR OBSTRUCT A STREET

We, the undersigned, acknowledge that (street name) Hawthorne Circle will be closed to traffic on (date) 9/23/17 between the hours of 3:00 pm and 8:00 pm for the purpose of a block party.

NAME (please print)	SIGNATURE	STREET ADDRESS
Corey Wood		19 Fairview
Jessica Librizzi		27 Hawthorn
Robert Poratti		29 Hawthorn
Nan Payson		25 Hawthorn
Lloyd Goodnow		26 Hawthorn
Sharon Malbry		13 Hawthorn
John Langway	John Langway	15 Hawthorn
David Flatley	David Flatley	17 Hawthorn
Pete Miller		18 Hawthorn
Kim Hamilton	Kim Hamilton	3 Hawthorn

## APPLICATION TO CLOSE OR OBSTRUCT A STREET

We, the undersigned, acknowledge that (street name) Hawthorn Circle will be closed to traffic on (date) 9/23/17 between the hours of 3pm and 8pm for the purpose of a block party.

NAME (please print)	SIGNATURE	STREET ADDRESS
Nathan Stocker		1 Hawthorn Cir.
LOUISE LYRCH		3 Fairview St.
Daniel Geokin		9 Fairview Drive
Jan Murphy		5 Hawthorn Cir.
HOWARD DRUCKERMAN		19 Hawthorn Circle
Jason Bellin		23 Hawthorn Circle

## APPLICATION TO CLOSE OR OBSTRUCT A STREET

We, the undersigned, acknowledge that (street name) Hawthorn Circle will be closed to traffic on (date) 9/23/17 between the hours of 3pm and 8pm for the purpose of a block party.

NAME (please print)	SIGNATURE	STREET ADDRESS
Margaret Gilbert	<i>Margaret Gilbert</i>	10 Hawthorn Circle
John DeLuca	<i>John DeLuca</i>	91 Hawthorn Circle
Kevin Comerio	<i>Kevin Comerio</i>	12 Hawthorn Circle
Brian/Mary Ann Johnson	<i>Mary Ann Johnson</i>	11 Hawthorn Circle
Mark & Cheri	<i>Mark A. Johnson</i>	6 Hawthorn
Russel Snow	<i>Russel Snow</i>	7 Hawthorn Cr.
Sheena Barnes	<i>Sheena Barnes</i>	16 Hawthorn Circle