



BOARD OF TRUSTEES

REGULAR MEETING AGENDA

**Tuesday, December 11, 2018 at 6:30 PM
2 Lincoln St., Essex Junction, VT 05452**

1. **CALL TO ORDER/PLEDGE OF ALLEGIANCE TO FLAG** [6:30 PM]
2. **AGENDA ADDITIONS/CHANGES**
3. **APPROVE AGENDA**
4. **PUBLIC TO BE HEARD**
 - a. Comments from Public on Items Not on Agenda
5. **BUSINESS ITEMS**
 - a. *Interview Catherine Shearer Bike Walk Advisory Committee
 - b. Annual Presentation Essex CHIPS—David Voegele
 - c. Talking points for arts/culture committee and Review of steAmfest —Kristen Humbargar
 - d. EJRP Accreditation Process—Kirsten Santor, Program Director
 - e. Memo from Darby Mayville re: Pickleball Grant
 - f. Request to amend Sidewalk Policy—Evan Teich
 - g. Update on progress of Unified Manager Goals—Evan Teich
 - h. Contract for Building Needs Analysis
 - i. Assignment of Fund Balance—Lauren Morrisseau
 - j. Proposed Transfer of Rolling Stock Fund to Street Department—Lauren Morrisseau
 - k. Budget Day Menu—Lauren Morrisseau
6. **CONSENT ITEMS**
 - a. Approve Minutes of Previous Meeting 11/27/18
 - b. Check Warrants #17123 – 11/21/18; #17124 – 11/30/18
7. **READING FILE**
 - a. Board Member Comments
 - b. Upcoming Meeting Schedule
 - c. FYE 19 Budget Status Report November 2018
 - d. Minutes from other boards/committees:
 - Joint Subcommittee on Governance 11/28/18


- e. Town Meeting Preparation Training
- f. Chittenden County Pre-Budget Meeting

8. **EXECUTIVE SESSION**

- a. *An executive session may be requested for the appointment of a public official
- b. An executive session is anticipated to discuss a real estate matter


9. **ADJOURN**

This agenda is available in alternative formats upon request. Meetings of the Trustees, like all programs and activities of the Village of Essex Junction, are accessible to people with disabilities. For information on accessibility or this agenda, call the Town Manager's office at 878-1341.

Certification: 12/7/2018 
Date Posted Initials



MEMORANDUM

TO: Village Trustees
FROM: Evan Teich, Unified Manager 
DATE: December 11, 2018
SUBJECT: Appointment of Public Official/Executive Session

Issue

The issue is whether or not the Board of Trustees enters into executive session to discuss the potential appointment of a public official as a volunteer to the Bike/Walk Advisory Committee.

Discussion

The Board of Trustees will interview a candidate for the Bike/Walk Advisory Committee on December 11, 2018. In order to have a complete and thorough discussion about this topic, it may be necessary to interview the volunteer as a protected discussion.

Cost

N/A

Recommendation

If the Trustees wish to enter executive session, the following motion is recommended:

“I move that the Trustees enter into executive session to discuss the proposed public official appointment pursuant to 1 V.S.A. § 313(a)(3), to include the Unified Manager, the Assistant Town Manager and the volunteer.”

Evan Teich

From: Catherine Shearer <shearercf@gmail.com>
Sent: Wednesday, November 7, 2018 7:08 AM
To: Evan Teich
Subject: Bike Walk Committee

Dear Evan Teich:

This message is to express my interest in joining the Essex Bike Walk Committee. My family has lived in the village of Essex Junction since 1995 and have spent a lot of time walking here. Our kids walked to Summit, Fleming, ADL and the High School daily. I walk to the library, the Hornets Nest, the First Congregation Church, and more. I feel dedicated to keeping our village walkable. Not only does it promote a healthy lifestyle (something I embrace in my job as a physical therapist), but also it promotes a green environment.

Thanks for considering this request.

Best,

Cathy Shearer
10 North Street
Essex Junction, VT 05452
802 734 7072



2018 Annual Report to the Village Trustees of Essex Junction

I am pleased to report to that **Essex CHIPS** continues to thrive. Our continued sustainability - and capacity to broaden and deepen our services to youth - is largely due to the incredible support provided to our agency by the Essex community. The in-kind donation of space from the Village, and grants from the Town and the School District, account for nearly 25% of our \$300,000 budget.

Over the past 12 months, **Essex CHIPS** has continued to operate the very important anchor programs with which you are most familiar from past years. This includes the afterschool **Teen & Tween Centers**, the **FriendCHIPS** school-based mentoring initiative, and the **Adventure Orientation Program** for youth transitioning into high school, all expertly managed by Eliza Kuchuk (Director of Youth Engagement). Justin Hoy (our creative Director of Prevention Services) manages our substance use prevention campaigns - and the **Above the Influence (ATI)** high school group. **ATI** seeks to have a positive impact by planning and coordinating projects that help other youth rise above the various pressures bearing down on them from peers and the mass media.

Also during 2018, the CHIPS Board of Directors (of which 40% of the members are under the age of 19) developed a three-year **Strategic Vision**, which set forth an ambitious path to not only sustain our services, but to broaden and deepen our impact on area youth. This vision included the launch of a new multi-faceted program called **TeenLine**.

TeenLine seeks to serve primarily older youth in the community who are distressed, for any one of many reasons. They could be bullied, victims of abuse, depressed or anxious, or experiencing other situations that cause distress. Through **TeenLine**, we inform youth of available resources, and encourage them to reach out for assistance in order to avoid harm or harming others. We think of **TeenLine** as a “crisis prevention” or “early intervention” program for distressed youth.

A key component of **TeenLine** his past year involved the start-up of **Safe Place**, the first replication of the nationally acclaimed **Safe Place** model in Vermont. The success of that start-up has led the **National Safe Place** program to authorize an expansion of our program into neighboring communities. There are currently 5 **Safe Place** sites in our area - 4 in Essex and 1 in Jericho – where distressed youth can ask for assistance. Although the requests for assistance over the first several months has been less than expected, we are AOK with that. The **National Safe Place** program has documented the psychological benefits to youth of simply knowing this type safety net exists within their community.

Other elements of **TeenLine** include Information & Referral services for youth (and families), a new Youth Food Shelf at CHIPS, and a series of **Teen Mental Health First Aid** trainings through which more than 30 area residents – adults and teens – have achieved certification in this valuable service area. **TeenLine** is also in the process of convening a group of LGBTQ+ youth to discuss ways that CHIPS could better support them.

In closing, I want to mention three additional new CHIPS initiatives. The first is the **Speech & Debate Club** at EHS (which has not had such a club for more than decade), led by our Justin Hoy (who in his long-ago youth was the Speech & Debate Champion for the State of Maine). The second is the badminton-inspired **2nd Annual Vermont Birdie Bash** (see attachment), our new signature family-fun fundraising event scheduled for January 27th at the ADL school. Lastly, there is the **Quality Youth Development Project** (aka **QYD**) designed by CHIPS in collaboration with the **Healthy Youth Coalition**. Attached is a brief description.

Respectfully submitted by David Voegle (Executive Director) on 12/05/18.

VERMONT BIRDIE-BASH™ 2019



ESSEXCHIPS.ORG/BIRDIE-BASH

ALL AGES TEAMS OF 3
4 MINI-TOURNAMENTS
7 MINUTE GAMES
WILDCARD TROPHIES

January 27th

ALBERT D. LAWTON INTERMEDIATE SCHOOL
104 Maple Street Essex Junction, VT



A Benefit for



The QYD Project™

A Community Credentialing Initiative

The **QYD Project** is a new credentialing process that measures the achievement of **10 Benchmarks** by a village/town/city/region in order for it to become certified as a “**QYD Community**”. Achievement of this credential will demonstrate that a community is actively promoting youth engagement and youth empowerment – which have been proven to be essential elements of any effective positive youth strategy.

QYD is an acronym for “**Quality Youth Development**”, which is defined here as “*substantive, measurable, and sustainable community actions that support, engage, inspire, and empower youth*”. The attainment of this credential will become *the quality standard* that other communities will seek to achieve in order *to retain youth* in their communities, and *to attract* residents, businesses, and employees.

Inspired by, and aligned with, the **Search Institute’s 40 Developmental Assets** model, this will be the first credentialing effort in Vermont (and beyond) that measures and acknowledges a community’s commitment to youth in this manner.

The **10 Benchmarks** a village/town/city/region needs to achieve in order to receive the **QYD Community** certification are based upon a community’s commitment to:

- I. *Welcoming, inclusive, and accessible space* in the community for any youth (including LBGTQ+ youth, youth of color, disadvantaged youth) to gather safely when out of school.
- II. *Funding by the community* in support of youth programs.
- III. *A professional youth-mentoring program* serving the community.
- IV. *An elected community youth council*, consisting of high school age students that will advise the community on issues directly and indirectly related to youth.
- V. *“Youth Are Welcome!”* messaging posters displayed by downtown businesses.
- VI. *The engagement of youth* as members of the Board of Directors of local non-profits providing services to youth.
- VII. *Youth access to social services* and resources outside of a school setting.
- VIII. *An annual youth conference* or legislative forum for middle and high school students.
- IX. *Effective recruitment of young people* for local community-wide committees.
- X. *Creation of internship/employment opportunities* for youth in local government and businesses.

For further information of the QYD Project, contact Essex CHIPS at david@essexchips.org.

Hello Village Trustess,

Over the last few months and post steAmfest 2018, I have been considering the potential impact of having a larger community discussion about arts and cultural planning for Essex Junction. As we have seen when we create art or cultural opportunities for the community to engage or participate in there is a lot of excitement and also formidable requests to do more and repeat our offerings. To this end I am realizing that the Heart and Soul community asset map shows a significant lack in the area of Arts and Culture. Which is not to say that there are not amazing resources within Essex, but rather they have not been accurately accounted for, or appear as resources to the community. Given our work on the edge of creative community and creative economy, through Essex hub, Main Street Studio and SteAmfest,our interest in the growth and development of a sustainable and interesting Village Center, and looking toward the possibility of it being a destination for Arts and Culture, I would request the development of a commission or committee of Arts and Culture Planning for Essex Junction. (On which I would happily serve)

Having a group of interested agents working toward a vision of creativity and culture for our community would, I believe, give the Village some real data on how to engage and design some new and potentially very important elements for the creative and economic growth, and vibrancy of the Village, its people and also potentially its structures.

This committee/commission would:

Create an asset map to discover the community assets for Arts and Culture,

Engage the community in a public information gathering about what they would like to see in term of creative growth for the community

Potentially engage in conversations with local developers about structural possibilities to accommodate Arts and Culture in our community

Discover the Municipal understanding and commitment toward a more vital creative village center.

Deliver preliminary understandings to the Village Trustees with the hope of moving toward proposing some specific and concrete plans

I believe that the Trustees will considerer what creative community and creative economy can bring to the Village to help vitalization efforts.

I would like to suggest that the Trustees consider creating an Arts and Culture Planning fund with a base of \$10,000 earmarked toward a phase one of Arts and Culture Asset mapping identified by a committee or commission work.

I am attaching a Arts and Culture planning tool kit to give some idea of why and how this work makes sense to considerer within the Essex Junction Village

Thank you
Kristin Humbargar

steAmfest 2018



Who came to steAmfest



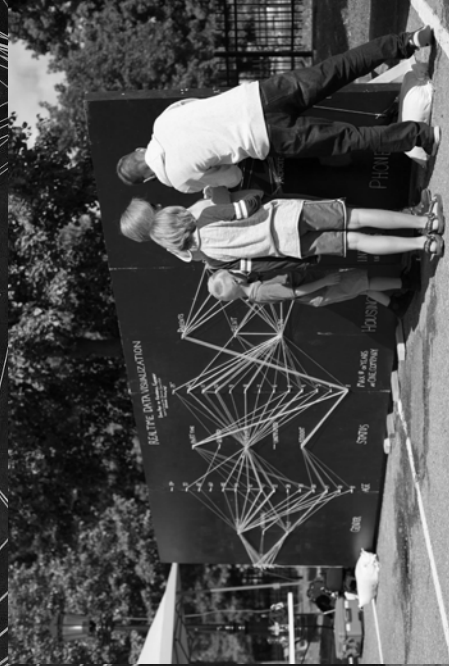
DATA ART INTERACTION

People who engaged project:

2 day total: 123

Friday evening: 58

Saturday 65





Friday Night Art Walk

steet meet
FRIDAY
GET TOGETHER
FRIDAY NIGHT ART WALK
FRIDAY, OCTOBER 15, 2010, 5:00 PM - 8:00 PM
COURTESY OF THE UNIVERSITY OF MISSISSIPPI
CLARKSON UNIVERSITY GALLERY
ART WALKING
FRIDAY NIGHT ART WALK



Free Make and Takes: Shabori Hand Dying





Free Make and Take Hand Made Paper

2 Days, 11 bands, 2 stages





Saturday Market



Student Showcase: EHS Theater Program, Big Fish



**Food Vendors:
Friday evening: 5
Saturday 5**



Comments from the community:

“Please do this again, it makes our community nicer”

“steAmfest makes me see the community differently”

“This kind of experience is what we need more of for our kids”

“Don’t give up, it will take 5 years before this community embraces steAmfest”

“I love Art I wish I knew about it earlier, will come again next year”

“(the weather) didn’t affect our experience at all, great idea”

“Would love to see steAmfest grow”

Attendance

We estimate that there were between 300- 500 people who came to the village for steAmfest over the course of two days. (less than expected due to crazy wind)

The overall feedback we got from the community was again very positive with encouragement to have steAmfest happen in 2019

6 returning sponsors, 5 new sponsors,

We received generous sponsorship from returning sponsors as well as large, non Essex based businesses and organizations this year:

Burlington Telecom, Dealer.com, The Vermont Academy of Arts and Sciences, Mamava, Sun Common

12 sponsors in total made this experience possible for the Essex community.

2019 Sponsorship Essex Village Ask:

For the 2019 steAmfest, we would like the village trustees to consider sponsoring the event at \$6000.

We heard strongly again this year that this community is hungry for arts and culture. In 2019 we'd like to be able to invite more local artists to engage community with more free make and takes (this was exceptionally popular), afford better promotion to draw people into the Essex Community, and to be able to offer programming leading up to steAmfest for more community engagement. We'd anticipate doing more data collection during the festival itself, leading to better understanding potential for creative economy impact in Essex. We would love the steAmfest feeling to be more than a once a year experience.

steAmfest is growing, and with your help we hope to be able to produce another thoughtful event in 2019.



CAPRA Accreditation for EJRP

Presented by Kirsten Santor, EJRP Program Director

EJRP is currently seeking CAPRA accreditation for the department. CAPRA accreditation is something EJRP has looked into in the past and is now in a position to pursue both staff and budget wise. As a part of my final master's project I worked on the initial steps towards accreditation to determine what the best process for EJRP would be in pursuing accreditation.

What is CAPRA?

- The Commission for Accreditation of Park and Recreation Agencies (CAPRA)
- It is a set of standards determined to be best recreation practices by professionals
- There are 151 standards for national accreditation. To achieve accreditation, an agency must comply with all 37 Fundamental Standards and 103 (90%) of the 114 Non-Fundamental Standards.
- It is a five-year accreditation.
- Once accredited, agencies are required to submit annual reports. The annual report identifies any significant changes within the agency relating to the accreditation standards.

Why does EJRP want to be accredited?

- If an agency complies with the vast majority of the standards, then it is understood that the agency is performing a quality operation. It would good to know that EJRP is implementing best practices when serving all areas: employees, volunteers, patrons and community.
- It improves efficiency & effectiveness in operations
- There are currently 174 accredited departments in the United States and only one in Vermont. We have an opportunity to be a leader in the VT recreation community.

Steps to achieve accreditation

1. Preliminary application
2. Department self-assessment
3. Visitation/on-site evaluation
4. Accreditation (1) accredit, 2) accredit with conditions, 3) defer decision, or 4) deny accreditation)
5. Annual report

Budget implications

Review fee	\$1,100
Annual report fee	\$240/year
Visitation expenses (travel, lodging, meals, etc)	\$5,000

These expenses will come out of the general fund.



Timeline for CAPRA Accreditation

Item	Date range	Timing
Attend CAPRA agency training	September 2018	
Department presentation- overview & plan	October 2018	
Budget for CAPRA visit	October 2018	
Submit forms to NRPA	January 2019	
Review & creation of standards	Sept 2018- Nov 2019	
Begin the write up of describing how standard is met using documentation in the format provided by CAPRA.	July -Nov 2019	3-4 months before self assessment submission
Proofread first draft and match to files	Sept 2019- Jan 2020	2 months before self assessment submission
Finalize proof reading of document and compare to files again	Oct 2019-Feb 2020	1 month before self assessment submission
Complete the Agency Visit Availability request form to identify two-week timeframe for Visit	July- Nov 2019	5-6 months before visit
Review the proposed visit team resumes and identify any conflicts of interest or approve the team	Sept 2019-Jan 2020	3-4 months before visit
Work with the Visit Chair to set the exact dates of the visit and start working on travel arrangements for the team.	Nov 2019-Mar2020	2-3 months before visit
Submit the self assessment to NRPA and the Commission Lead and Second	Nov 2019- Mar 2020	10 weeks prior to visit
When the Commission Lead and Second approve the visit, send the self-assessment to the visit team and make travel arrangements for the visit team.	Nov 2019- Mar 2020	8 weeks prior to visit
Agency site visit	Jan- May 2020	
After receiving the Visitation Report, the agency has 30 days from the date of receipt to respond, if a response is needed.		



TO: Village Trustees and Evan Teich, Unified Manager
FROM: Darby Mayville, Community Relations Assistant
DATE: December 11, 2018
RE: Vermont Outdoor Recreation Collaborative Community Grant

Issue

The issue is whether or not the Village should authorize staff to submit the Vermont Outdoor Recreation Collaborative Community Grant.

Discussion

The Village of Essex Junction Recreation and Parks Department (EJRP) would like to convert two underutilized tennis courts into six pickleball courts at Cascade Park. To support the additional traffic this would bring to the park, we would also be adding in public restrooms, as well as fencing, benches, and a storage shed.

A group of pickleball players initiated this grant. In recent years, pickleball use has grown substantially in Essex Junction and across the country. Pickleball is a sport that is especially popular with seniors. We believe that applying for this grant will allow us to be responsive to changing needs in our community and help residents of all ages enjoy our recreational facilities.

Cost

The total project cost is \$146,000. We will be requesting a \$100,000 grant award. The remaining \$46,000 will come from the EJRP Capital Plan. We also anticipate the use of volunteer labor which could further reduce the cost to the Village.

Recommendation

It is recommended that the Trustees authorize staff to submit the Vermont Outdoor Recreation Collaborative Community Grant.



MEMORANDUM

TO: Village Trustees
FROM: Evan Teich, Unified Manager
DATE: December 5, 2018
SUBJECT: Review of Sidewalk Policy

A handwritten signature in blue ink, appearing to read "ET", is positioned to the right of the "FROM:" line.

Issue

At the November 27th Village Board of Trustees meeting, staff was directed to review the current Sidewalk Policy and answer the following:

1. What other policies adopted by the Village Board require in terms of agreement with a petition to allow an action?
2. Provide a definition for "key Connector".
3. Provide a map of what streets are plowed on both sides.
4. Does EWSD have a map that directs students of walking routes and seeking information on the radius of busing in the Village?
5. How much time would it take to plow the additional side?

Responses

1. I have reviewed other policies that relate to residential streets. Two other policies require resident signatures/approval. They are Block Party (100%) and Speed Table Policy (70%).
2. Key Connector: In a review of the policy, we believe the language contained within the policy already captures the essence of what the Village wished to accomplish and it should be the Village Board, with input from staff that decides if any amendments to which sidewalk is plowed, removed, or added is necessary for any reason including safety. Therefore, staff recommends the removal of this term rather than define it. To that end, we have included a redlined version of the policy for review.

However, if it is determined that a definition is still preferred: Key connectors are roads that are not considered Class 2 by the state, but in reality act as such. An example would be Brickyard Road.

3. A map is provided in this packet.
4. Reponse from the school district: *Regarding walking routes to schools...we don't have maps that I'm aware of, but the school may do some of that orientation and not pass it along and generally between where we have crossing guards stationed and where the village plows, that basically becomes the defacto route.* A map of the "walk out" zones is attached with this memo.
5. Staff ran the route from Maple Street to Briar Lane and it will take an additional 6 ½ minutes to plow. It is unknown at this time as to how long it would take to snow blow this route.
 - Every storm has different factors as to current temperature, future temperature/conditions, duration of snow, moisture, timing, expected total amount, wind and wind direction.

- Staff currently operates two sidewalk plows for about 3 ½ to 5 hours per event. Our goal is to have the sidewalks cleared by 7am.
- The policy was created to address the then current and the future limitations of the Village. While 6 minutes is not going to change our abilities, it is the possibility of having to snow blow this area and the cumulative effect of added areas that could lead to changes in staffing levels, necessity of adding a third machine, and/or overall performance.

Recommendation

Staff recommends the following:

- a. For now, keep the plowing on only the east side of Rivendell Road to stay consistent with our current policy and practices. For consistency, we currently do not plow both sides of Brickyard Road. With the high school, this area carries greater vehicular and pedestrian traffic and would then also qualify under many potential options for the term “Key Connector”.
- b. We do not recommend changing the term to “Key School Connections”, as requested by the petitioner (see attached e-mail). Rather, we recommend adopting the proposed changes in the Sidewalk Policy as red-lined in Section H (Plowing #2 and #4).
- c. In the Spring of 2019, the recommendation is to authorize the Village staff to install a stripped and signed crosswalk at the intersection of Rivendell Road and Woods End Drive and continue to plow only the east side of Rivendell until this crosswalk is installed.
- d. After the crosswalk is installed, then plow the west side sidewalk from Briar Lane to Maple Street (Route 117). This eliminates the need for school age children to cross at the intersection of Maple Street (Route 117) and Rivendell Road.
- e. Work with the school district to identify areas of concern and safety throughout the community.

VILLAGE OF ESSEX JUNCTION

Trustees' Policy Regarding Sidewalks

A. PURPOSE & NEED

Essex Junction has always prided itself on being a pedestrian friendly community. Pedestrians have access to the Village's commercial districts, schools, parks and residential areas via the public sidewalk network.

The primary purpose of sidewalks is to provide connectivity and give residents the ability to circulate within the community in a safe manner. Sidewalks are also used for recreation, exercise and serve as a place for social interaction. Finally, sidewalks are important from an economic development standpoint by providing access to commercial businesses and jobs.

Essex Junction does not provide bus services for Village students, so it is essential that Essex Junction have an adequate pedestrian network in place, which is adequately maintained. It is expected that sidewalks will be plowed prior to the start of school to allow children to walk to school.

The expectation that sidewalks be cleared prior to the start of school, the demand placed on the road crew to maintain an expanding sidewalk network, and the cost of reconstructing sidewalks is straining our limited municipal resources. The intent of this sidewalk policy is to better allocate our resources to enhance the safety and connectivity of the sidewalk network, prioritize winter sidewalk plowing and to establish a policy to guide the long-term maintenance and reconstruction of the sidewalk network. The overall goal of this policy is to maintain and enhance pedestrian connectivity while maximizing the use of public resources.

8. EXISTING CONDITIONS

Sidewalk Network

The Village of Essex Junction currently has 38 total miles of sidewalk to plow, reconstruct and maintain (See Figure 1). The sidewalk network evolved over time on a development by development basis with no community sidewalk master plan to serve as a guide. As a result some major state highways with high vehicular and pedestrian travel have a sidewalk only on one side of the street and some low traveled residential streets have sidewalks on both sides of the street. Generally the higher the vehicular and pedestrian travel, the greater the potential conflict between the two modes of travel and the need for sidewalks on both sides of the street.

Class 1 State highways have the highest vehicular travel and for the most part have sidewalks on both sides of the street and traffic signals at major intersections. Class 2 highways are roads that connect state highways and/or other class 2 highways. They have the next highest volume of vehicular travel. Although South Street from its intersection with Park to the West Street intersection has sidewalks on both sides of the street, the remainder of Class 2 highways only have sidewalks on one side of the street. Class 3 roads are residential roads, which include some major collectors. They generally have the lowest volume of vehicular travel. Some Class 3 residential streets have no sidewalks; some have a sidewalk on one side of the street, and some have a sidewalk on both sides of the street.

C. FUTURE CONDITIONS

Methodology

Several site-specific conditions were considered in developing the future sidewalk plan including, but not limited to, safety, physical barriers in the right-of-way, traffic volumes, connectivity, school connections and density. The effect of these criteria on the development of the future sidewalk plan will be discussed more fully in the following section on the plan.

A study done for the Federal Highway Administration (FHWA) on sidewalk placement and safety played a significant role in developing the sidewalk plan. The guidelines were attained from the book entitled Best Development Practices by Richard Ewing.¹ The FHWA study recommends using the guidelines listed in Table 1 to assist in determining the best location for sidewalks. The basis for the guidelines is that generally there is a direct correlation between density, traffic volumes and safety. However, Ewing does note that the issue of connectivity must be considered because some neighborhoods might meet the density requirement for a sidewalk, but because the neighborhood does not provide a through connection, a sidewalk may not be required.²

Table 1

Arterial Streets	Both Sides
Collectors	Both Sides
Residential Streets with a density greater than 4 units per acre	Both Sides
Residential Streets with a density between 1 and 4 units per acre	One Side
Residential Streets with a density of less than 1 unit per acre	None

D. GOALS AND OBJECTIVES

Based on the Purpose & Need and Existing Conditions, the following goals and objectives have been identified:

Goals

1. Maintain and enhance pedestrian connectivity
2. Reduce future capital reconstruction liability
3. Stabilize maintenance costs (i.e. snow plowing, etc.)

¹ R.L. Knobloch et al., Investigation of Exposure Based Pedestrian Accident Areas: Crosswalks, Sidewalks, Local Streets and Major Arterials, Federal Highway Administration, Washington, D.C. **1988**, p. 143

² Ewing, Richard. Best Development Practices. Chicago, IL: American Planning Association , 1996

4. Establish a database to monitor the condition of the sidewalk network and prioritize future capital projects

*Objectives***

1. Maintain one sidewalk on all residential streets that currently have at least one sidewalk
2. Sidewalks on both sides of Class 1 and 2 Highways and Major Collectors
3. Add sidewalks to Class 1 and 2 Highways that currently have only one sidewalk
4. Add one sidewalk to residential streets that currently have no sidewalks, a density between 1 and 4 units per acre AND which provide a key through connection
5. Add a second sidewalk on residential streets that have a density of at least 4 units per acre and provide an important pedestrian linkage
6. Remove sidewalks on residential streets with a density equal to or less than 4 units per acre and which do not provide a through connection
7. As resources become available a comprehensive inventory of the condition of the sidewalk infrastructure should be completed in concert with the roadway network. In the past, the Chittenden County Metropolitan Planning Organization (CCMPO) completed a similar assessment for the Village in 1990 and 1997. However, since that time the CCMPO has developed GIS based software to track the condition of infrastructure. The Village should develop a database of infrastructure conditions as resources permit.

E. SIDEWALK AND BIKE PATH PLAN

Figure 2 shows the Future Sidewalk & Bike Path network in Essex Junction. The plan was established using the objectives listed above as guidance for the removal of sidewalks and sidewalk additions. However, several other site-specific factors mentioned above played a significant role in establishing where to propose sidewalk additions. Several residential streets in the Village meet the guidelines in Table 1 for the addition of one or more sidewalks, but are not included on the future sidewalk map. Physical barriers such as excessive slopes, street trees and infrastructure (power poles, fire hydrants, etc.) precluded the ability to provide a sidewalk addition on several residential streets, particularly in the Village's traditional neighborhoods. Neighborhoods such as Indian Acres and the Villa Drive neighborhood met the density requirement for at least one sidewalk, but due to the absence of through traffic, houses having shallow front setbacks, large street trees and narrow street design to slow traffic, sidewalks are not recommended for these neighborhoods. The overall goal of the plan, to increase the connectivity of the sidewalk network and to maximize Essex Junction's capital resources appears feasible with an overall reduction in the length of sidewalks by approximately 26,022 feet while at the same time improving connectivity where possible.

Table 2: Length of Sidewalk to be Added and Removed

Additions:	11,795 feet
Removed:	43,103 feet
Difference:	-31,308 feet

**Does not include 8,672 Feet for Route 15 bike path (not a Village project)

Tables 3 and 4 list the sidewalks to be added and removed respectively.

F. IMPLEMENTATION

The sidewalk plan will be implemented over an extended period of time. Essex Junction does not plan to immediately remove sidewalks. The Village will phase these sidewalks out over time in association with other reconstruction projects or when they are in a state of disrepair.

Removal of Sidewalks

Remove sidewalks on residential streets that currently have sidewalks on both sides when any of the following occur:

- a. The sidewalk conditions become unsafe or are not in compliance with the Americans with Disabilities Act.
- b. The street and/or the sidewalk on the other side of the street are reconstructed.
- c. A major repair or construction of other municipal infrastructure that would impact a significant portion of the sidewalk that is not on the Future Sidewalk & Bike Path Plan.
- d. A majority of the residents on a street request the sidewalk be removed AND it is approved by the Village Trustees.

Sidewalk Additions

Add sidewalks (as identified in Table 3) as money becomes available in the capital plan and/or outside funding sources are obtained. Also, the Planning Commission should require a developer to install future sidewalk and bike path connections that would service their development. The Official Map may be an effective tool for integrating private developments into the overall sidewalk plan or incorporation of the sidewalk and bike path plan into the Land Development Code.

G. PRIORITIZATION FOR ADDING SIDEWALKS

The following prioritization will be used in the expenditure of capital funds on the addition of sidewalks. The Village may choose to install a sidewalk that is lower on the priority list in association with the reconstruction of a sidewalk on the opposite side of the street

1. Add sidewalks on Class 1 Highways
2. Add sidewalks on Class 2 Highways
3. Add sidewalks on residential streets with a density of between 1 and 4 units and which provide a through connection
4. Add a second sidewalk on residential streets

H. PLOWING

Figure 3 shows the current sidewalk plowing plan, which is broken down into two distinct plow routes. Based on the purpose and need for a comprehensive sidewalk network, the goals of the plowing plan are to maximize the Village's Public Works resources while maintaining a safe, efficient and interconnected sidewalk network in the winter months that provides access to all areas currently served by the sidewalk network. It is essential that children and residents alike have the ability to safely and efficiently access the schools and employment centers prior to their opening in the morning. Therefore, to meet the goals of the sidewalk plan the following criteria were used as general guidelines in developing the plow routes:

1. Plow both sides of Class 1 and 2 Highways
2. Plow one side of Class 3 Residential Streets* ~~except streets that have been identified as a key connection to Village Schools~~
3. Plow the right side of the dead end streets where sidewalks exist on both sides
4. Plow both sides of streets ~~that provide key connections to the schools~~ when approved by the Village Trustees

*Residents of a Class 3 Residential Street can request that the Village switch sides for plowing if all households on the street sign a petition and submit it to the Village Manager.

**TABLE 3
SIDEWALK ADDITIONS**

Street Location	Between	Priority
West Side of Main Street	Educational Drive and Athens Drive	1
Route 15 Bikepath - Pearl St. and RR ROW	Park Street to Susie Wilson Road	N/A
Lincoln Street	56 Lincoln Street to St. James Place	1
River Street Sidewalk	Park Street to IBM Gate	2
Along the Railroad ROW	Main Street and Maple Street	N/A
West Side of West Street	South Street and Hiawatha Avenue	2
East Side of West Street	Killoran and West Street Ext.	2
North Side of Iroquois Avenue	Park Street and South Summit	4
South Side of Central Street	Railroad Avenue and Educational Drive	4
South Side of Park Terrace	Park Street and School Street	3

**TABLE 4
SIDEWALKS TO BE REMOVED**

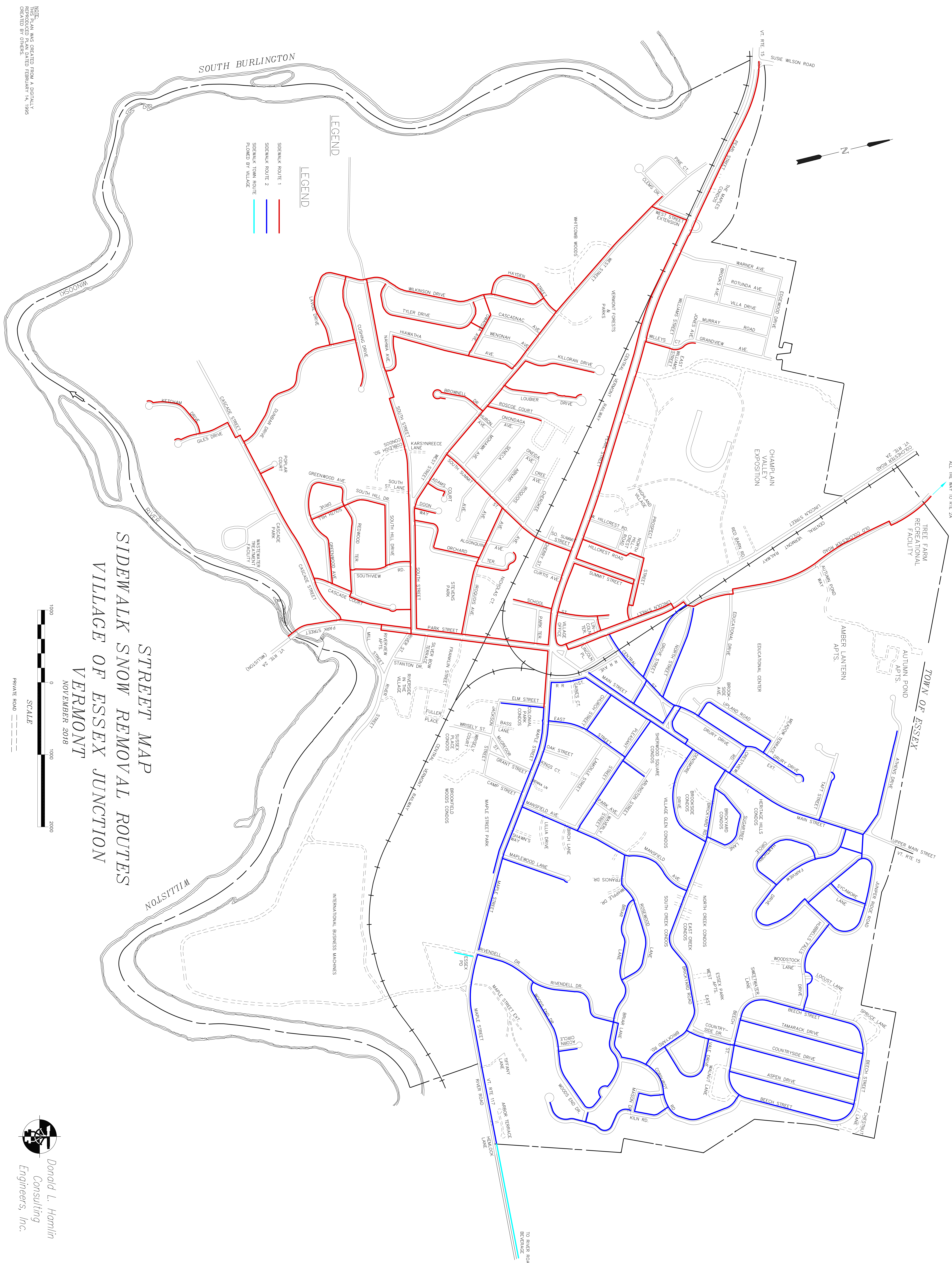
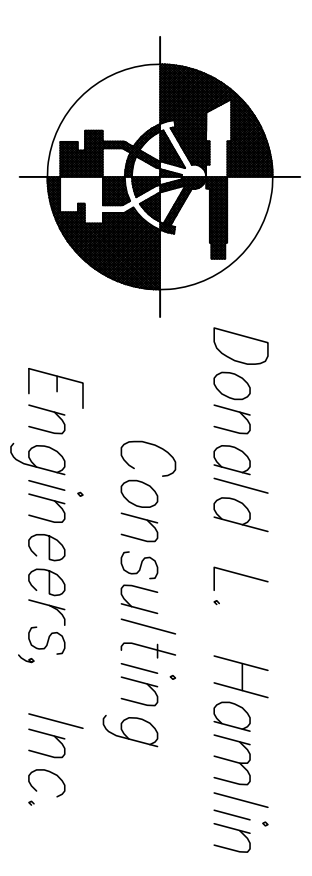
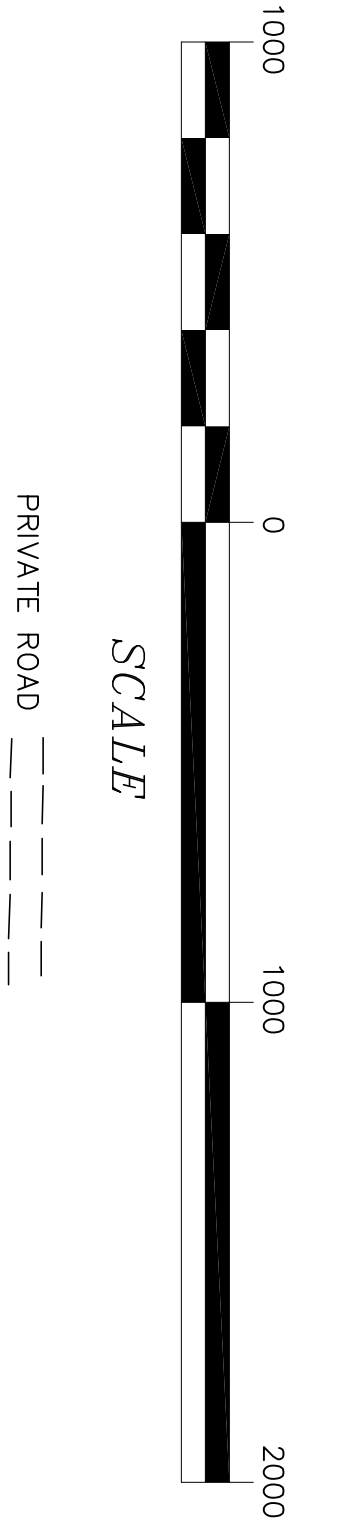
Street Location	Between	Schedule Removal
Outside loop of Beech Street	All	
Western side of Aspen Drive	All	
Western side of Tamarack	All	
South side of Hubbel's Falls	Bridge and Beech Street	
Outer Loop of Vale Drive	All	
West side of Countryside Drive	All	
Eastern side of Corduroy Road	All	
Outer Loop of Kiln and Mason Drives	All	
Eastern side of Woods End Drive	All	
West side of Rivendell	All	
North Side of Briar Lane	All	FY07'

West side of Maplewood Lane	All	
South side of Taft Street	All	FY08'
East side of Drury Drive	Upland and cul de sac	
North side of Crestview Drive	Drury and Upper Main	
North side of Densmore Drive	All	FY 10'
West side of Killoran Drive	All	
West side of Loubier Drive	All	
West side of Orchard Terrace	All	FY07'
West side of Doon Way	All	
East side of Brownell Drive	All	
West side of Cascade Court	All	
Outer loop on Southhill Drive	All	
Outer loop of Greenwood and Redwood	All	
Eastern side of Southview Road	All	

Adopted by the Village Trustees 10/11/05.

THIS PLAN WAS CREATED FROM A DIGITALLY REPRODUCED PLAN DATED FEBRUARY 14, 1995. CREATED BY OTHERS.

STREET MAP SIDEWALK SNOW REMOVAL ROUTES VILLAGE OF ESSEX JUNCTION VERMONT NOVEMBER 2018



ROUTE CONTINUES ALL THE WAY TO RTE 2A

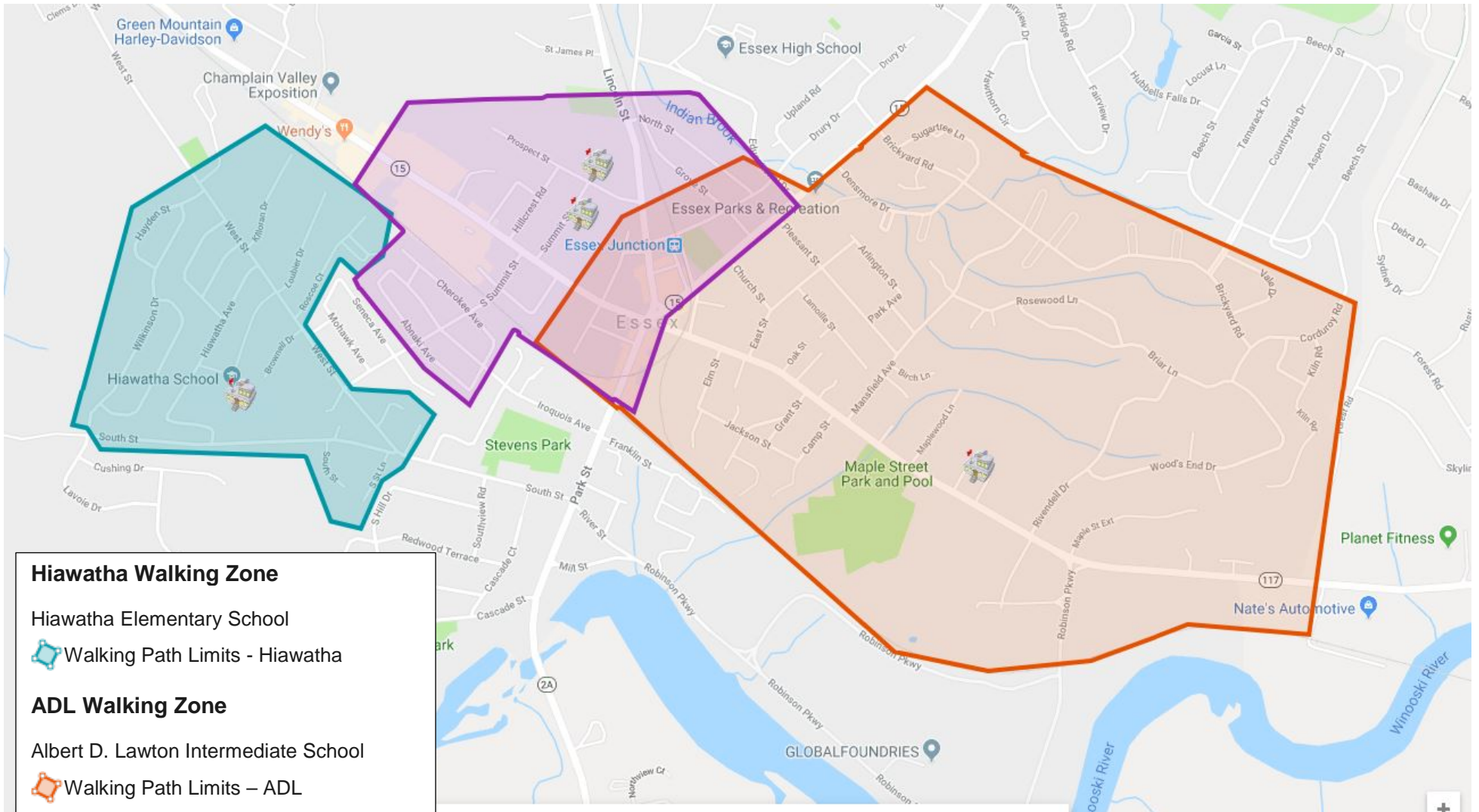
TOWN OF ESSEX

VT. RTE 15

VT. RTE 117

TO RIVER ROAD BUCKRAVE

EWSD Walking Zones <https://www.ewsd.org/Page/5863>



Hiawatha Walking Zone

Hiawatha Elementary School

 Walking Path Limits - Hiawatha

ADL Walking Zone


Albert D. Lawton Intermediate School

 Walking Path Limits – ADL

Summit & Fleming Walking Zone

Thomas Fleming School

Summit Street School

 Walking Path Limits - Summit/Fleming

From: TODD O. [<mailto:todit@comcast.net>]

Sent: Monday, December 3, 2018 2:11 PM

To: Evan Teich <eteich@essex.org>

Cc: George Tyler <gtyler@essexjunction.org>; Andrew Brown <abrown@essexjunction.org>

Subject: Sidewalk Policy Language

Hi Evan,

I took a couple minutes to draft some language for the policy regarding key school connections. On the attached document the text in blue is what I came up with. Assuming that the policy will be on the agenda next week, could you include this document in the packet? I don't know if the staff planned on coming up with anything so I thought it would be good to have some words on paper for the Trustees to consider and fiddle with.

Thanks

Todd

PETITIONER OFFERED LANGUAGE

1. Plow both sides of Class 1 and 2 Highways
2. Plow one side of Class 3 Residential Streets*, except streets that have been identified as a key connection** to Village Schools
3. Plow the right side of dead end streets where sidewalks exist on both sides
4. Plow both sides of streets that provide key connections to the schools

*Residents of a Class 3 Residential Street can request that the Village switch sides for plowing if all households on the street sign a petition and submit it to the Village Manager.

**Summit Street and Rivendell Drive are Class 3 Residential Streets with sidewalks on both sides that are adjacent to Summit Street School and Albert D Lawton Middle School respectively. These streets are considered key connections to Village Schools under this policy due to their close proximity to a school and the fact that they serve as school pedestrian collectors for students who reside on other streets. In addition, both streets experience higher traffic volumes than would otherwise be expected for a Class 3 Residential Street increasing the risk for pedestrian/vehicular conflicts. As a result, it is reasonable to plow both sides of Summit Street and Rivendell Drive under this policy in order to increase school pedestrian safety.

Comments:

- It appears that bullet #4 in the policy could be deleted if Summit and Rivendell are defined as Class 3 key school connections.
- If Rivendell is identified as a key school connection, then Rivendell should be removed from the “Sidewalks To Be Removed” section.

To: The Village Board of Trustees, and
The Essex Selectboard

From: Evan Teich, Unified Manager

Date: November 28, 2018

Re: Status of 2018 Goals and Other Activities and Accomplishments of 2018-19

On June 21, 2018 the Joint Boards discussed and subsequently selected the following four main goals for the Unified Manager. They are re-written here in paraphrased form.

1. Continue to align policies and procedures for those departments that are already consolidated. Work with the departments that have yet to be aligned or consolidated and provide updates). By January 01, 2019 develop a work plan to assess what can realistically be done.
 2. By January 01, 2019 develop a Community Strategy to increase the number of residents hearing and understanding our message. Focus on reaching a broad and diverse group of individuals and over multiple platforms.
 3. Prior to October 01, 2018 appoint a staff liaison to work on building a relationship with the Essex Westford School District. Provide a progress report summarizing meetings between the entities prior to January 01, 2019.
 4. Work to streamline and align Town/Village processes, such as development review, hiring, and budget. Provide an update to what has been completed.
-

1. Alignment of Policies

In progress:

Background checks

Budget

Confidentiality

Dress Code/uniforms

Noise Ordinance

Public Works budget

Use of surplus

Safety and Surveillance at Libraries

Adopted:

Outdoor Burn (Village)

Purchasing

Records

Recruitment/hiring

Red van usage

Safety Committee

Tax sale

Use of Click-time time keeping (in use by all department heads)

Winter Operations Plan

What can realistically be done in 2019:

a. Fire Departments:

- Align Fire pay for training and calls
- Job descriptions and Organizational positions
- Budget document

b. Recreation and Parks:

- Aligning programs and brochures
- Positions and seasonal employees pay
- Work on co-location

c. Human Resources

- Development of a position vacancy process
- Start the multi-year process of alignment of benefits
- Create a more formal onboarding process

d. Finance

- Continue aligning departmental budgets
- Adding more employees to the Click Time program

e. IT

- Website consolidation (one vendor) and start the design phase
- Complete integration of all departments onto 1 platform
- Phone system consolidation

f. Libraries

- Share policies and procedures
- Align Job descriptions
- Align organizational structures

g. Public Works

- Joint purchasing

- h. Community Development
 - **Planning Commissions meet regularly together**
 - **Align Permit process?**
 - Align applications
 - Joint Energy Planning
- i. Clerk
 - Align monetary transactions at 81 Main and 2 Lincoln
- j. Administration
 - Communications strategy
 - Continue work on Governance and overall culture of alignment

2. Community Strategy for Communications

Staff discussed the current tools in our tool box and existing policies (such as the Village banner policy, emergency response, etc.) and what we would need to add to be more successful. This included personnel, systems (IT), software programs, hardware, use of social media platforms, use of public meetings, public outreach, use of the Essex Reporter (ads and stories), electronic signage, and how we currently use all of the above.

I have met with several staff members on how we have historically communicated to the public and we discussed ways to enhance this communication and the need to meet people where they are instead of relying on them to either come to a meeting or contact us first. We determined that we needed someone assigned to the task versus everyone doing their own.

I therefore, restructured the positions of Village Administrative Assistant (Patty Benoit) and Town part-time Administrative Assistant (1/2 Travis Sabataso) to Assistant to the Manager (Tammy Getchell) and gave this position the responsibility for the creation and execution of the communications strategy. This position was filled by Tammy Getchell who started on September 26, 2018. Within the duties of this position, I placed the supervision of a part-time (30 hour a week) employee, Darby Mayville. Darby is our main employee working on social media platforms such as Facebook and Front Porch Forum. She also does some work on our website pages and is staff to a couple of committees.

In the late summer, staff met with Darby Mayville and Bridget Meyer related to the Village taking over a Facebook page that has 2000-2400 followers. We decided to accept taking that page so long as we could use it in such a way so as not to be a two way dialogue but rather as a communication avenue. We are now the administrator of that page.

IT Director Rob Paluba and his team, along with Darby and Tammy, are working to create one website for the Town and Village.

Darby and Tammy have begun to create a comprehensive communications strategy for internal and external communications.

In 2019 we plan to provide the Boards a presentation on the overall strategy.

3. Establishing a Relationship with the Essex Westford School District

I took on this role. In July, I reached out to District Superintendent Beth Cobb and School Board Chair Martha Heath requesting a meeting. This was to be an introductory meeting and one that would lead to subsequent and substantive meetings

Our organizations met again on August 07th to discuss busing, its impacts on Town/Village operations such as sidewalk plowing, and ways to stay connected.

Since then we have had meetings on the schools' busing plan and how it affects the Village and the Town, potential ways we can work together, and areas of interest.

I have also worked with the school district on the EJP pre-school funding issue (this is on-going).

Starting in November, I have set up a monthly meeting with Brian Donahue, Essex Westford School District Chief Operating Officer, to keep the lines of communication open.

We have a follow up busing meeting scheduled for late January 2019

Brian has forwarded me the job description of their buildings superintendent and we have discussed, at least very preliminarily, whether any of his staff has any time to work on a contractual basis for us.

4. Work to streamline processes

- a. Alignment
- b. Human Services 1% (Town only)
- c. Purchase and maintenance of copiers
- d. Website management (in progress)
- e. New employee on-boarding (in progress) Think: checklist
- f. Recruitment process
- g. Hiring process
- h. Background checks
- i. Agenda preparation
- j. Budget preparation
- k. Purchasing (new policy approved)
- l. Street closure permits
- m. Payroll approval-through Click Time

Below are other items that staff has been working on:

A. Personnel

2018 was a very busy year for the organization. Here is just a sample from January 01, 2018 to December 31, 2018:

Retirements:

Patty Benoit	Lauren Morriseau
Randy Viens	Brad LaRose
Peggy McCabe	Andrea Leo
Patrick Scheidel	

Left for other Reasons:

Julia Rigsby (Library)	Karen Holmes (CJC)
Traci Eaton (Library)	Ben Hollwedel (PW)
Adam Sollace (EJRP)	Steven Dunning (PD)
Ann Paietta (Essex Library)	

New Employees:

Administration

Evan Teich-Unified Manager (started February 26, 2018)
Tammy Getchell

Finance

Courtney Bushey

Police

Police Officers

Patrick Tynan	Nicole Peatman
Matthew Walker	Ben Chiaravalle
Brett Williger	Capt. Ron Hoague
Sean Wilson	

Police Dispatch

Chelsey Rosengrant

CJC

Kristen Brownlow

Essex Free Library

Emily Moulton
Emily Wilmers

Brownell Library

Megan Allison

Town Parks and Recreation

Dave Foster

Essex Junction Recreation and Parks

Kristin Cobleigh

Matthew Smith

Town Highway

Joseph Casilli

Justin Allen

Fletcher Eddy

Village Highway

Doug Collins

Town Community Development

Jo-Ann Roberts

New assessor

TBD

Promotions:

Sarah Macy	Asst. Finance Director to Finance Director/ Assistant Manager
Travis Sabataseo	HR Coordinator to Human Resources Director
Rick Garey	Police Captain to Chief of Police
Jen Booker	Administrative Assistant Community Development to Assistant Town Clerk (1)
Caitlin Corless	Interim Director Essex Free Library

B. Organizational Stuff

Created the Alignment Group (a staff member group to discuss issues surrounding alignment) (goal 3)

Provide staff support to the Governance Sub-committee and to the Joint Boards (goal 3)

Established a monthly employee newsletter (goal 3)

Conducted an employee survey (goal 3)

Established an in-service day- now designated for two ½ days (goal 3)

Creation of an employee intranet site (in progress)

Reorganized the Organizational Chart to move 5 to 6 departments under each Asst./Deputy Manager (goal 3)

Set Priorities and Expectations:

- Team work and Collaboration
- Enhanced communication
- Reduce consternation from Merger and enhance morale
- Alignment of policies, procedures and our municipal operations
- Adding police officers
- Making sure that the newly promoted Chief of Police was given the tools to be successful
- Developing organizational wide recruitment, hiring, and retention processes and policies including the philosophy of not settling
- Enhanced tech skill usage
- Customer service-how we are to treat people and ourselves

Memorandum

To: Board of Trustees; Selectboard; Evan Teich, Unified Manager

From: Greg Duggan, Deputy Town Manager *GD*

Re: Contract for Building Needs Analysis

Date: December 6, 2018

Issue

The issue is whether the Board of Trustees/Selectboard will authorize the Unified Manager to execute a contract with Scott + Partners Architecture to conduct a Building Needs Analysis.

Discussion

The Town of Essex and Village of Essex Junction have budgeted \$40,000 in the Town capital plan for a building needs analysis. The study was initially intended to cover the Town Fire Department, Parks and Recreation Department, and Town and Village Public Works Departments. Before issuing the RFP, however, the Town and Village decided to expand the study to include Village Fire and Recreation and Parks.

An RFP for the project brought in two bids, one from Scott + Partners and one from Wiemann Lamphere Architects. Staff from the involved departments reviewed the proposals and preferred the proposal from Scott + Partners.

The Purchasing Policy requires the Selectboard/Trustees to award contracts with a value greater than \$40,000.

Cost

The project bid came in at \$45,650.

Recommendation

It is recommended that the Board of Trustees/Selectboard authorize the Unified Manager to execute a contract with Scott + Partners for a Building Needs Analysis.



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

MEMORANDUM

TO: Village Trustees
FROM: Evan Teich, Unified Manager and Lauren Morrissette, Finance Director
DATE: 12/11/18
SUBJECT: Assignment of Fund Balance

Issue

The issue is to recommend that the Trustees assign an additional \$39,699 of fund balance for Building Maintenance.

Discussion

The Village General Fund had a total fund balance of \$828,301 at 6/30/18. Of this amount, \$149,991 was either nonspendable (Inventory and Prepaid Expenses). Amounts already assigned are:

For Library	\$6,177
For Termination Benefits	\$91,965
For Health Reimbursement Arrangement	\$10,000
For FYE19 Tax Reduction	<u>\$35,000</u>
Total Currently Assigned	\$143,142

Assigned and nonspendable fund balance equal \$293,133, leaving unassigned fund balance of \$535,167 at 6/30/18 (equal to 10.8% of the FYE19 Budget). This leaves \$39,698 over the permitted 10% allowed by the voters. Staff recommends the \$39,699 above the limit be assigned for Building Maintenance due to the maintenance needs of our many buildings. Staff will not be recommending use of fund balance to lower the tax rate in the FYE20 budget.

Cost

There is no cost to this issue.

Recommendation

Staff recommends the Trustees assign \$39,699 of fund balance for Building Maintenance.

Memorandum

To: Village of Essex Junction Trustees

From: Lauren Morriseau, Finance Director

Re: Moving the Highway Transfer to Rolling Stock from Misc Transfer Department to Street Department concurrent with eliminating the TOV Highway Tax in FYE20.

Date: November 27, 2018

Issue:

The issue is to acquaint the Trustees with a proposal by unified staff to eliminate the Town Highway tax, concurrent with moving the Village yearly transfer of funds to the Rolling Stock Fund for Street vehicles out of the Misc. Transfers department and into the Street Department. The Rolling Stock Fund would then be paid for by the Town General Fund as part of paying for the Street budget.

Discussion:

There are two items in the MOA between the Town of Essex and Village of Essex Junction RE: Consolidation of Public Works Services that must be agreed to by the Town Selectboard if this proposal is to be implemented.

1) The MOA says in section 2 that "During the Term of this Agreement, the Village shall not increase the annual Village Highway Budget as defined herein by more than six percent (6%) over the previous year's budget amount without agreement of the Town Selectboard." The transfer of the Rolling Stock Fund Transfer into the Street Department will cause the Street Department budget to increase by 15% instead of the 3% it would increase without this addition. The Selectboard must agree to this.

2) In addition, the MOA says in section 3 that "Unless otherwise agreed by the Town and Village, the Village Highway Budget submitted by the Village Board of Trustees for inclusion in the Town budget shall not include funds for capital project paving or equipment replacement, which shall continue to be a Village expense separate and apart from the Village Highway Budget." To meet this requirement, the Selectboard must agree to waive the exclusion from the Village Highway Budget in section 3 of the MOA in order to include the "equipment replacement" transfer (i.e. the transfer to the Rolling Stock Fund).

Cost:

Attached is a spreadsheet that outlines the financial effect of this plan on the taxpayers in the Village and the taxpayers in the Town Outside the Village. The taxpayer with an average house (\$280,000 assessed value) in the Village will have a tax reduction of \$1.68. The taxpayer with an average house (\$280,000 assessed value) in the Town Outside the Village will have a tax increase of \$0.84. These amounts are based on a 1% growth in each of the grand lists involved.

Recommendation:

It is recommended that the Trustees consider moving forward with putting the transfer to the Rolling Stock Fund in the Street Department budget.

Rolling Stock

Town General Grand List	Village General Grand List	Town Highway Grand List
\$26,141,603	\$11,051,088	\$15,037,947
\$26,403,019	\$11,161,599	\$15,188,326

at 1%

	FYE 20 Proposed Amount	Town General Tax	Village General Tax	Town Highway Tax
Before Combining				
TOV Highway Tax	\$165,000	0	0	0.0109
Village Highway Rolling Stock	\$131,400	0	0.0118	0
Total before combining		0	0.0118	0.0109
After Combining				
Town TOV Highway tax elimination	\$165,000	0.0062	0	-0.0109
Village Highway Rolling Stock	\$131,400	\$0.0050	-0.0118	0
Change in Tax		0.0112	-0.0118	-0.0109
		Village		TOV
Net Impact of Combining on tax rate		-\$0.0006		\$0.0003
Net Impact of Combining on Average tax bill (\$280,000 assessed value house)		-\$1.68		0.84

**VILLAGE OF ESSEX JUNCTION
BOARD OF TRUSTEES
MINUTES OF MEETING
November 27, 2018**

TRUSTEES PRESENT: George Tyler (Village President), Andrew Brown, Lori Houghton, Elaine Sopchak. (Dan Kerin was not in attendance)
ADMINISTRATION: Evan Teich, Unified Manager; Darby Mayville, Community Relations/Economic Development Assistant; Rick Jones, Essex Junction Public Works Superintendent
OTHERS PRESENT: Marianne Riordan, Todd Odit, Irene Wrenner, Cathy Ainsworth (Recording Secretary)

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 ADDITIONS/ CHANGES

Mr. Teich requested that Items 6b and 10a be tabled until the next meeting.

3. APPROVE AGENDA

MOTION by Andrew Brown, SECOND by Lori Houghton, to approve the agenda, as amended. Voting: unanimous, (4-0); motion carried.

4. GUESTS, PRESENTATIONS AND PUBLIC HEARINGS

a. Comments from public on items not on the agenda.

None

b. Resolution of Appreciation Presentation to Marianne Riordan

In recognition of her 34 years of service as Recording Secretary, Mr. Tyler presented Ms. Riordan a bouquet of flowers and a Resolution of Appreciation, on behalf of the Trustees of the Village of Essex Junction, which he read to all assembled:

“Whereas, Marianne Riordan has served as Recording Secretary for the Village of Essex Junction since 1984; and

Whereas Marianne Riordan has been extremely reliable, flexible and professional in her responsibilities including, but not limited to, the Board of Trustees, Planning Commission, Zoning Board of Adjustment, Capital Program Review Committee; and

Whereas Marianne Riordan worked tirelessly, including countless times in ‘the wee hours’ to return minutes to the Village of Essex Junction in a timely manner; and

Whereas Marianne Riordan has been a tremendous asset to the Village of Essex Junction; now therefore be it

Resolved, that the Trustees of the Village of Essex Junction, Vermont, express our sincere gratitude to Marianne Riordan for her 34 years of hard work and dedication as Recording Secretary.”

Ms. Riordan, reflected on how the community has changed over the years, and praised the staff and trustees’ unwavering approach toward doing what is in the best interest of the Village.

Ms. Riordan received a standing ovation from all in attendance.

5. OLD BUSINESS**a. Memo from Darby Mayville re: Electric Vehicle Charging Station Grant Update**

Ms. Mayville updated the Trustees on the status of an Electric Vehicle Charging Station grant. She described reasons staff will not move forward with the grant at this time, including not having enough time to develop a quote or obtain location information required by the grant. She said she will move forward with developing an Electric Vehicle Plan, in coordination with the Essex Energy Committee, to prepare for potential future grants.

b. Memo from Darby Mayville re: Animating Infrastructure Grant

Ms. Sopchak informed the Trustees that the owners of the McClure Moving Services building have approved the track-facing wall to be used for a large mural. This building is near the first portion of the Multi-Use Path, by Central Street. Ms. Mayville said that she is writing a Letter of Intent to apply to the Vermont Arts Council's Animating Infrastructure grant for this mural. If this project is chosen, and the Village of Essex Junction is invited to submit a full proposal, Ms. Mayville will return to the Trustees for approval to write this grant. Ms. Sopchak and Ms. Mayville described the collaborative nature of this project, pointing out that the grant funding could be used for planning as well as implementation. They have already formed a diverse committee to guide this project; representatives include individuals from the Essex Hub for Women in Business, art teachers from Essex and Essex Junction schools, two members of the Essex Historical Society and the Chair of the Bike/ Walk Advisory committee. Mr. Teich pointed out that the location of this mural lends itself to being viewed by many modes of traffic.

6. NEW BUSINESS**a. Village Sidewalk Policy Review and Request by Rivendell Drive Resident**

Mr. Tyler invited Todd Odit, resident of Rivendell Drive, to begin the discussion of this issue. Mr. Odit recommended that the Trustees identify Rivendell Drive as a "key connector" to the Village's Albert D. Lawton School (ADL), under the "Trustees Policy Regarding Sidewalks", and require sidewalks on both sides of the street be plowed. He pointed out that under the current policy there are no criteria to determine if a road is a "key connector". He discussed his experiences and observations, both as a resident who lives on Rivendell Drive, and as a parent with a child who walks to and from the ADL School. He noted that the Village of Essex Junction's schoolchildren do not currently have a bus service and explained how the demographics of his neighborhood have changed to now being predominantly young families. Mr. Odit delivered a memo to the Trustees that included traffic rates, numbers of walkers, maps and photographs. He showed how plowing both sidewalks would allow children to avoid crossing at a busy street intersection (Maple Street) and not have to cross Rivendell Drive mid-block, from their driveways.

Mr. Odit and the Trustees discussed school walking safety. Mr. Tyler noted that Rivendell appears, on the map, to funnel walkers to school from other streets because of its location one street away from the school. Mr. Tyler, Ms. Houghton and Mr. Odit discussed recommendations from consulting engineers to put in crosswalks on Rivendell Drive and Woods End Drive. They noted that there are no crossing guards, visibility may be a challenge and crosswalks may not be the safest option. Mr. Teich said he discussed the sidewalk plowing issue with the School Superintendent, who said that bussing will begin in January. Mr. Teich recommended waiting to see what effect bussing will have, while considering the engineer recommendations of crosswalks. Ms. Houghton noted the health and learning benefits of walking to school, and that walking to school is a norm in the Village. Ms. Sopchak said that she would like the school district to place a crossing guard at the intersection of Maple to Rivendell even if the sidewalks are plowed and/or new crosswalks are installed.

Mr. Brown said that the Trustees should focus on defining their Policy Regarding Sidewalks to clarify part H4's term "key connection to schools". He suggested this definition be defined as a border or direct street to a school that has sidewalks on both sides. Ms. Sopchak suggested that the Trustees also revise the clause below H4 that allows residents to petition in order to change the side of the street plowing takes place. She suggested the Trustees consider what should be done if this issue is about safety and could it be more closely aligned it to other policies that have a petition option for dissenting opinions. Mr. Brown suggested that, at a future meeting, the entire policy may need to be reviewed and updated because it was written in 1996 and based on research from 1988.

Rick Jones, Essex Junction Public Works Superintendent, discussed the challenges of plowing and snow blowing two sides of a street including: increased time, and associated costs, and the lawn damage that can be caused because the width of the plow is wider than the sidewalks.

The Trustees decided that at the next meeting they will clarify the policy and decide if both sides of Rivendell will be plowed this winter. They requested the following information from staff in preparation for this meeting:

- A map of which streets have sidewalks on both sides, that also clearly indicates which of these streets are being plowed on both sides.
- Information from the school district about what walk routes they encourage, bus radius/ walking policies and cross guard thoughts- can EWSD's Chief Operations Officer Brian Donahue attend?
- Analysis of costs related to plowing schedule changes, if the street is plowed on both sides.
- Determine suggested language/ definitions for "key connector".
- Examples of policies and petition rates that would allow requests for change.

b. Move Rolling Stock Transfer into Street Department

Agenda item tabled until the next Trustee meeting

7. MANAGER'S REPORT

Mr. Teich provided the following updates:

- Staff are doing research on the legality of loitering ordinances. They have found that these ordinances do not effectively address situations where people are on a public right of way.
- All departments are working to pull together the budget for FYE2020.
- The Assessor position will soon be offered to a qualified candidate and they have updated the Job Description to clarify the importance of people skills within the job.

a. Trustees Meeting Schedule

December 5, 7:00 pm, Joint Meeting at 81 Main

December 7, 5:30-8:00 pm, Village Tree Lighting and Train Hop

December 11, 6:30 pm, Regular Meeting

December 19, 8:15 am, Budget Day

January 8, 2019, 6:30 pm, Regular Meeting- Review FYE 20 proposed budgets

January 22, 6:30 pm, Regular Meeting- Public Hearing on FYE 20 budgets & capital programs

February 6, 7:00 pm, Joint Meeting at Lincoln Hall

February 12, 6:30 pm, Regular Meeting- Adopt FYE20 budgets and capital programs

February 26, 6:30 pm, Regular Meeting- Adopt Warning for Annual Meeting

March 12, 6:30 pm, Regular Meeting

March 26, 6:30 pm, Regular Meeting

April 3, 7:00 pm, Annual Meeting at Essex Community Educational Center

April 10, 7:00 pm, Joint Meeting at 81 Main

8. TRUSTEES' COMMENTS & CONCERNS/ READING FILE**a. Board Member Comments****b. Emerald Ash Borer Plan and Memo from Nick Meyer, Chair**

- Mr. Tyler acknowledged this memo, noting that the increased funding request is not approved with just this memo. Mr., Teich discussed the ash tree removal strategy. He pointed out that the costs associated with the removal of these trees will increase significantly if they wait until the ash trees are infected by the disease. He also described the benefits of tree removal management vs. deforestation.

c. Burlington Airport Master Plan Update November 2018**d. Minutes from other boards/committees:**

- Capital Committee 11/6/18
- Mr. Brown requested that the Trustees review the Capital Committee minutes and weigh in on the options listed as possible revenue generating strategies. He would like to hear about the Trustees' "deal breakers," questions, observations or concerns. He said the committee will be fact-finding about how other municipalities, including Essex Town, diversify and apply capital project funds. Mr. Teich offered to do research on Local Option Taxes. Mr. Tyler and Ms. Houghton approve the fact-finding process. Ms. Sopchak wondered when and how the Town and Village can begin to standardize capital project planning across both communities. Mr. Brown and Mr. Teich reminded the Trustees that the Capital Plan is about \$11 million not including public buildings, space studies or many un-ranked/ lower priority projects that may become later priorities.

9. CONSENT AGENDA

Corrections to the minutes dated 11/13/18:

- On page 1, item 4a, bullet 1, line 5: replace "10" with "20"
- On page 3, item 6b, paragraph 3, line 9: replace "Mr. Kerin" with "Ms. Houghton"

MOTION by George Tyler, SECOND by Andrew Brown, to approve the minutes from 11/13/18 as amended. Voting: unanimous (4-0); motion carried.

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

- a. Approved Minutes of previous Meeting, as amended, 11/13/18**
- b. Expense Warrant #17121 dated 11/13/18 in the amount of \$108,712.81**

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

10. EXECUTIVE SESSION**a. Consider Real Estate Issue**

Agenda item tabled until the next Trustee meeting

11. ADJOURN

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

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

The meeting Adjourned at 7:45 PM

Respectfully Submitted,
Cathy Ainsworth

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
23525	11/02/18	CLARK'S TRUCK CENTER INC ST oil plug 410510	210-43110.432 VEHICLE MAINTENANCE	2.90	20054	11/21/18
25715	11/15/18	DONALD L. HAMLIN CONSULT CD engineering 10/1-10/31 11151816826	210-15102.000 EXCHANGE - ENGI/LEGAL	550.00	20058	11/21/18
25715	11/15/18	DONALD L. HAMLIN CONSULT CD engineering 10/1-10/31 1151818816	210-15102.000 EXCHANGE - ENGI/LEGAL	745.50	20058	11/21/18
35260	11/06/18	EAST COAST PRINTERS INC ST safety coat 11061814	210-43110.612 UNIFORMS,BOOTS,ETC	61.75	20061	11/21/18
01010	11/08/18	ESSEX AGWAY ST straw 327002	210-43110.616 GRAVEL, TOPSOIL	26.87	20065	11/21/18
23215	10/26/18	ESSEX EQUIPMENT INC ST credit inv error 106941290002	210-43110.610 SUPPLIES	-32.94	20066	11/21/18
23215	11/02/18	ESSEX EQUIPMENT INC ST coupler air 106947830001	210-43110.610 SUPPLIES	5.20	20066	11/21/18
23215	11/05/18	ESSEX EQUIPMENT INC ST gloves 106950580001	210-43110.612 UNIFORMS,BOOTS,ETC	215.46	20066	11/21/18
34895	11/01/18	GAUTHIER TRUCKING, INC. ST rubbish removal 1349721	210-43110.565 RUBBISH REMOVAL	93.73	20072	11/21/18
34895	11/01/18	GAUTHIER TRUCKING, INC. ST rubbish removal 1349723	210-43110.565 RUBBISH REMOVAL	428.03	20072	11/21/18
34895	11/01/18	GAUTHIER TRUCKING, INC. ST rubbish removal 1349856	210-43110.565 RUBBISH REMOVAL	58.36	20072	11/21/18
34895	11/01/18	GAUTHIER TRUCKING, INC. ST rubbish removal 1350978	210-43110.565 RUBBISH REMOVAL	50.00	20072	11/21/18
14025	11/07/18	LINCOLN NATIONAL LIFE INS VA Lincoln Dec village 1532732	210-41320.210 HEALTH INS & OTHER BENEFIT	95.21	20080	11/21/18
14025	11/07/18	LINCOLN NATIONAL LIFE INS VA Lincoln Dec village 1532732	210-43110.210 HEALTH INS & OTHER BENEFIT	155.46	20080	11/21/18
14025	11/07/18	LINCOLN NATIONAL LIFE INS VA Lincoln Dec village 1532732	210-43151.210 HEALTH INS & OTHER BENEFIT	25.39	20080	11/21/18
14025	11/07/18	LINCOLN NATIONAL LIFE INS VA Lincoln Dec village 1532732	210-45551.210 HEALTH INS & OTHER BENEFIT	285.60	20080	11/21/18
14025	11/07/18	LINCOLN NATIONAL LIFE INS VA Lincoln Dec village 1532732	210-41970.210 HEALTH INS & OTHER BENEFIT	95.20	20080	11/21/18
14025	11/07/18	LINCOLN NATIONAL LIFE INS VA Lincoln Dec village 1532732	210-41335.210 HEALTH INS & OTHER BENEFIT	42.76	20080	11/21/18
14025	11/07/18	LINCOLN NATIONAL LIFE INS VA Lincoln Dec village 1532732	210-45110.210 HEALTH INS & OTHER BENEFIT	190.40	20080	11/21/18
14025	11/07/18	LINCOLN NATIONAL LIFE INS VA Lincoln Dec village 1532732	210-45220.210 HEALTH INS & OTHER BENEFIT	92.34	20080	11/21/18
05010	10/25/18	LYNN PUBLICATIONS ST equip oper job seeker 126180	210-43110.572 INTERVIEW COSTS	108.37	20082	11/21/18
25140	10/26/18	PIKE INDUSTRIES INC ST asphalt 1005175	210-43120.610 PAVEMENT MAINTENANCE	376.82	20089	11/21/18
V10695	11/05/18	SUNSET TREE CARE ST pruning trees 11052018D	210-43161.000 STREETSCAPE MAINT./IMP	1140.00	20094	11/21/18
V10035	11/16/18	VHFA PG2017EJVil0101NWVT housing 111618D	210-15101.000 EXCHANGE - GENERAL	40000.00	20098	11/21/18
11935	10/29/18	VIKING-CIVES USA ST piston for plow 4484470	210-43110.432 VEHICLE MAINTENANCE	357.02	20099	11/21/18

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
11935	11/05/18	VIKING-CIVES USA ST device for plow 4484627	210-43110.432 VEHICLE MAINTENANCE	316.08	20099	11/21/18
11935	11/05/18	VIKING-CIVES USA ST brush 4484638	210-43110.610 SUPPLIES	255.02	20099	11/21/18
07565	11/07/18	W B MASON CO INC TV office supplies etc Oc C1305527 101	210-41320.610 SUPPLIES	3.99	20101	11/21/18
14025	11/07/18	LINCOLN NATIONAL LIFE INS VA Lincoln Dec village 1532732	226-45120.210 HEALTH INS & OTHER BENEFIT	237.12	20080	11/21/18
14025	11/07/18	LINCOLN NATIONAL LIFE INS VA Lincoln Dec village 1532732	226-45121.210 HEALTH INS & OTHER BENEFIT	231.18	20080	11/21/18
14025	11/07/18	LINCOLN NATIONAL LIFE INS VA Lincoln Dec village 1532732	226-45110.210 HEALTH INS & OTHER BENEFIT	47.59	20080	11/21/18
02035	11/01/18	BURLINGTON FREE PRESS VA PCP legal ad 0002063670	230-46801.725 CA0530 Phosphorus Control	117.60	20051	11/21/18
31275	10/10/18	DON WESTON EXCAVATING INC Bro278 SW grant proj 32412	230-46801.720 BETTR BK RDS BR0278	17585.00	20057	11/21/18
14025	11/07/18	LINCOLN NATIONAL LIFE INS VA Lincoln Dec village 1532732	254-43200.210 HEALTH INS & OTHER BENEFIT	116.14	20080	11/21/18
05010	10/04/18	LYNN PUBLICATIONS VW hydrant flushing 55316	254-43200.550 PRINTING AND ADVERTISING	59.50	20082	11/21/18
05010	10/11/18	LYNN PUBLICATIONS VW hydrant flushing 55317	254-43200.550 PRINTING AND ADVERTISING	59.50	20082	11/21/18
38760	10/30/18	TI-SALES INC VWSA water meters 0098080	254-43330.002 METER REPLACEMENT PROGRAM	1082.00	20096	11/21/18
11935	11/05/18	VIKING-CIVES USA VW light bar 4484642	254-43200.610 SUPPLIES	276.63	20099	11/21/18
11375	11/01/18	CASELLA WASTE MANAGEMENT WW Nov svcs 2841835	255-43200.565 GRIT DISPOSAL	948.52	20052	11/21/18
20240	06/13/18	EJ USA INC WW hatch springs custom 110180043572	255-43200.570 MAINTENANCE OTHER	1453.92	20063	11/21/18
06870	11/13/18	ENDYNE INC WW incoming brewer waste 282616	255-43200.577 CONTRACT LABORATORY SERVI	40.00	20064	11/21/18
V10616	11/06/18	EVOQUA WATER TECH LLC WW bioxide bulk load 903772016	255-43200.619 CHEMICALS	9180.00	20068	11/21/18
V9454	11/19/18	LENNY'S SHOE & APP WW boots,hat JJ 3219227	255-43200.612 UNIFORMS,BOOTS,ETC	149.99	20079	11/21/18
14025	11/07/18	LINCOLN NATIONAL LIFE INS VA Lincoln Dec village 1532732	255-43200.210 HEALTH INS & OTHER BENEFIT	244.17	20080	11/21/18
20885	11/09/18	MAINE CAL INC WW lab instrument calibra 1315	255-43200.618 SUPPLIES - LABORATORY	1080.00	20083	11/21/18
V1700	11/06/18	O'KEEFE CONTROLS CO. WW gas valve motors 5769	255-43200.570 MAINTENANCE OTHER	1091.77	20086	11/21/18
12160	10/29/18	PEOPLES UNITED BANK AR1004 loan payment AR1004	255-22501.000 FED ARRA LOAN - AR1-004	1898.97	20087	11/21/18
12160	10/29/18	PEOPLES UNITED BANK AR1004 loan payment AR1004	255-43330.000 ARRA Loan-AR1-004 Admin F	557.55	20087	11/21/18
V2159	11/13/18	SURPASS CHEMICAL CO INC WW bulk sod hydroxide 329308	255-43200.619 CHEMICALS	10542.93	20095	11/21/18
38955	11/06/18	F W WEBB COMPANY SA River St vent pipe 60825949	256-43200.434 PUMP STATION MAINTENANCE	267.41	20069	11/21/18

11/21/18

Town of Essex / Village of EJ Accounts Payable

03:08 pm

Check Warrant Report # 17123 Current Prior Next FY Invoices For Fund (GENERAL FUND)

HPackard

For Check Acct 01 (GENERAL FUND) All check #s 11/21/18 To 11/21/18 & Fund 2

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
23980	INTERSTATE ALL BATTERY CE	11/14/18	SA River St ctrl battery 190320101051	256-43200.434 PUMP STATION MAINTENANCE	37.80	20076	11/21/18
14025	LINCOLN NATIONAL LIFE INS	11/07/18	VA Lincoln Dec village 1532732	256-43200.210 HEALTH INS & OTHER BENEFI	24.54	20080	11/21/18
12160	PEOPLES UNITED BANK	10/29/18	AR1004 loan payment AR!004	256-43330.007 ARRA Loan-AR1-004 Admin F	11502.36	20087	11/21/18
12160	PEOPLES UNITED BANK	10/29/18	AR1004 loan payment AR!004	256-43330.007 ARRA Loan-AR1-004 Admin F	3377.17	20087	11/21/18
38760	TI-SALES INC	10/30/18	VWSA water meters 0098080	256-43330.002 METER REPLACEMENT PROGRAM	2164.00	20096	11/21/18
Report Total					110117.88		

11/30/18
08:43 am

Town of Essex / Village of EJ Accounts Payable
Check Warrant Report # 17124 Current Prior Next FY Invoices For Fund (GENERAL FUND)
For Check Acct 01(GENERAL FUND) All check #s 11/30/18 To 11/30/18 & Fund 2

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HPackard

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
14400	11/16/18	ABOVE AND BEYOND LH/BL-CLEANING SERV 11/4- 3760	210-41940.423 CONTRACT SERVICES	600.00	20103	11/30/18
14400	11/16/18	ABOVE AND BEYOND LH/BL-CLEANING SERV 11/4- 3760	210-45551.423 CONTRACT SERVICES	2212.75	20103	11/30/18
14400	11/16/18	ABOVE AND BEYOND LH/BL-CLEANING SERV 11/4- 3760	210-45551.610 SUPPLIES	54.00	20103	11/30/18
20440	11/16/18	AINSWORTH CATHY L VB/SB-MINUTES NOVEMBER 6	210-41320.530 COMMUNICATIONS	283.50	20105	11/30/18
V10007	11/01/18	AIRGAS EAST ST-LEASE CYL RENEWAL 9957553528	210-43110.610 SUPPLIES	99.70	20106	11/30/18
05050	11/25/18	ALL HANDS FIRE EQUIPMENT VF-TRAINING AIDS SO61530	210-42220.500 TRAINING, CONFERENCES, DU	126.89	20107	11/30/18
42665	11/10/18	AMAZON/SYNCE BL-BOOKS & DVDS 698520111018	210-45551.640 ADULT COLLECTION-PRINT &	113.01	20110	11/30/18
42665	11/10/18	AMAZON/SYNCE BL-BOOKS & DVDS 698520111018	210-45551.610 SUPPLIES	110.30	20110	11/30/18
42665	11/10/18	AMAZON/SYNCE BL-BOOKS & DVDS 698520111018	210-45551.340 COMPUTER EXPENSES	352.99	20110	11/30/18
02420	11/26/18	AUTOZONE VF-HEADLIGHTS 3236375414	210-42220.432 VEHICLE MAINTENANCE	21.08	20112	11/30/18
24475	11/09/18	BOND O'REILLY AUTO-ESSEX ST-HYD FITTING 5677171513	210-43110.610 SUPPLIES	15.01	20115	11/30/18
20915	11/12/18	BRANCH OUT BURLINGTON! ST-TREE GATORS-TREE COMM 11122018D	210-43161.000 STREETSCAPE MAINT./IMP	151.19	20116	11/30/18
00530	11/02/18	BRODART CO BF-BOOKS B5466373	210-49345.000 LIBRARY DONATION EXPENDIT	16.46	20117	11/30/18
00530	11/05/18	BRODART CO BF-BOOKS B5467756	210-49345.000 LIBRARY DONATION EXPENDIT	32.37	20117	11/30/18
00530	11/07/18	BRODART CO BF-BOOKS B5469947	210-49345.000 LIBRARY DONATION EXPENDIT	14.84	20117	11/30/18
00530	11/07/18	BRODART CO BL-BOOKS B5470301	210-45551.640 ADULT COLLECTION-PRINT &	17.55	20117	11/30/18
00530	11/07/18	BRODART CO BL-BOOKS B5470301	210-45551.610 SUPPLIES	0.80	20117	11/30/18
00530	11/08/18	BRODART CO BF-BOOKS B5471098	210-49345.000 LIBRARY DONATION EXPENDIT	43.92	20117	11/30/18
00530	11/09/18	BRODART CO BF-BOOKS B5472314	210-49345.000 LIBRARY DONATION EXPENDIT	20.33	20117	11/30/18
00530	11/09/18	BRODART CO BL-BOOKS B5472421	210-49346.002 JUVEN COLLECTION-PRNT & E	21.43	20117	11/30/18
00530	11/09/18	BRODART CO BL-BOOKS B5472459	210-45551.641 JUVEN COLLECTION-PRNT & E	100.35	20117	11/30/18
00530	11/09/18	BRODART CO BL-BOOKS B5472459	210-45551.610 SUPPLIES	7.20	20117	11/30/18
00530	11/09/18	BRODART CO BL-BOOKS B5472646	210-45551.641 JUVEN COLLECTION-PRNT & E	309.84	20117	11/30/18
00530	11/09/18	BRODART CO BL-BOOKS B5472646	210-45551.610 SUPPLIES	24.00	20117	11/30/18
00530	11/12/18	BRODART CO BF-BOOKS B5473713	210-49345.000 LIBRARY DONATION EXPENDIT	32.90	20117	11/30/18

11/30/18
08:43 am

Town of Essex / Village of EJ Accounts Payable
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For Check Acct 01(GENERAL FUND) All check #s 11/30/18 To 11/30/18 & Fund 2

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HPackard

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
00530	11/13/18	BL-BOOKS B5474714	210-45551.640 ADULT COLLECTION-PRINT &	688.65	20117	11/30/18
00530	11/13/18	BL-BOOKS B5474714	210-45551.610 SUPPLIES	36.80	20117	11/30/18
00530	11/13/18	BF-BOOKS B5475024	210-49345.000 LIBRARY DONATION EXPENDIT	16.45	20117	11/30/18
00530	11/13/18	BL-BOOKS B5475025	210-45551.640 ADULT COLLECTION-PRINT &	11.87	20117	11/30/18
00530	11/13/18	BL-BOOKS B5475025	210-45551.610 SUPPLIES	0.80	20117	11/30/18
00530	11/13/18	BL-BOOKS B5475147	210-45551.640 ADULT COLLECTION-PRINT &	13.19	20117	11/30/18
00530	11/15/18	BL-BOOKS B5477518	210-45551.641 JUVEN COLLECTION-PRNT & E	35.98	20117	11/30/18
00530	11/15/18	BL-BOOKS B5477518	210-45551.610 SUPPLIES	1.60	20117	11/30/18
00530	11/15/18	BF-BOOKS B5477579	210-49345.000 LIBRARY DONATION EXPENDIT	32.35	20117	11/30/18
00530	11/20/18	BF-BOOKS B5479910	210-49345.000 LIBRARY DONATION EXPENDIT	15.37	20117	11/30/18
20840	11/15/18	VF-WINDOW SWITCH PBFA589	210-42220.432 VEHICLE MAINTENANCE	78.15	20120	11/30/18
02035	11/01/18	Burlington Free Press 110118D	210-45110.500 TRAINING, CONF, DUES	226.02	20121	11/30/18
21500	11/12/18	AD-COPIER LEASE DECEMBER 19377307	210-41320.442 LEASED SERVICES	245.00	20122	11/30/18
V04609	11/01/18	BL-BOOKS 1636675	210-45551.640 ADULT COLLECTION-PRINT &	93.48	20126	11/30/18
23525	11/13/18	ST-DEF 2 410902	210-43110.626 GAS,GREASE AND OIL	31.96	20130	11/30/18
38280	11/13/18	Water 111318D	210-45110.610 SUPPLIES	39.00	20139	11/30/18
19410	10/31/18	ST-PREVENTIVE MAINTENANCE 5932201808	210-43123.622 TRAFFIC LIGHTS - ELECTRIC	1050.00	20144	11/30/18
23215	11/15/18	ST-STAKES 10696104	210-43110.610 SUPPLIES	11.57	20149	11/30/18
25390	11/18/18	EJRP Supplies 5750 11/18	210-45110.330 OTHER PROFESSIONAL SVCS	349.93	20158	11/30/18
25390	11/18/18	EJRP Supplies 5750 11/18	210-45220.610 SUPPLIES	269.69	20158	11/30/18
25390	11/18/18	EJRP Supplies 5750 11/18	210-45110.610 SUPPLIES	63.95	20158	11/30/18
25390	11/18/18	EJRP Supplies 5750 11/18	210-45110.550 PRINTING & ADVERTISING	35.52	20158	11/30/18
25390	11/18/18	EJRP Supplies 5750 11/18	210-45110.340 COMPUTER EXPENSES	135.00	20158	11/30/18
25390	11/18/18	EJRP Supplies 5750 11/18	210-45110.550 PRINTING & ADVERTISING	31.80	20158	11/30/18
25390	11/18/18	EJRP Supplies 5750 11/18	210-45110.340 COMPUTER EXPENSES	169.60	20158	11/30/18

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
25390	11/18/18	FIRST NATIONAL BANK OMAHA EJRP Supplies 5750 11/18	210-45110.500 TRAINING, CONF, DUES	39.00	20158	11/30/18
25390	11/18/18	FIRST NATIONAL BANK OMAHA EJRP Supplies 5750 11/18	210-45110.530 COMMUNICATIONS	20.14	20158	11/30/18
21845	11/07/18	FIRST NATIONAL BANK OMAHA BL-ADULT PROGRAMS 5183611718	210-45551.836 ADULT PROGRAMS	1.69	20159	11/30/18
25410	11/16/18	FIRST NATIONAL BANK OMAHA AD-ROOM NE CLERK'S CONFRN 19893	210-41320.500 TRAINING, CONFERENCES, DU	223.00	20161	11/30/18
19005	11/15/18	FIRSTLIGHT FIBER VF-TELEPHONE 4596811	210-42220.535 TELEPHONE SERVICES	49.95	20162	11/30/18
16000	11/14/18	FISHER AUTO PARTS ST-FILTER 293232147	210-43110.432 VEHICLE MAINTENANCE	14.68	20163	11/30/18
16000	11/14/18	FISHER AUTO PARTS ST-FILTER 293232148	210-43110.432 VEHICLE MAINTENANCE	14.68	20163	11/30/18
37875	11/14/18	FLEETPRIDE ST-LIGHTS 14718926	210-43110.432 VEHICLE MAINTENANCE	5.10	20164	11/30/18
34895	11/07/18	GAUTHIER TRUCKING, INC. ST-RUBBISH REMOVAL 1350848	210-43110.565 RUBBISH REMOVAL	195.00	20167	11/30/18
07010	11/13/18	GREEN MOUNTAIN POWER CORP VA-NOV CONSOLIDATED BILL 11180206201	210-41940.622 ELECTRICAL SERVICE	597.27	20172	11/30/18
07010	11/13/18	GREEN MOUNTAIN POWER CORP VA-NOV CONSOLIDATED BILL 11180206201	210-42220.622 ELECTRICAL SERVICE	597.27	20172	11/30/18
07010	11/13/18	GREEN MOUNTAIN POWER CORP VA-NOV CONSOLIDATED BILL 11180206201	210-43110.622 ELECTRICAL SERVICE	267.62	20172	11/30/18
07010	11/13/18	GREEN MOUNTAIN POWER CORP VA-NOV CONSOLIDATED BILL 11180206201	210-45551.622 ELECTRICAL SERVICE	1015.15	20172	11/30/18
07010	11/13/18	GREEN MOUNTAIN POWER CORP VA-NOV CONSOLIDATED BILL 11180206201	210-43160.622 STREET LIGHTS - ELECTRICI	10310.51	20172	11/30/18
07010	11/13/18	GREEN MOUNTAIN POWER CORP VA-NOV CONSOLIDATED BILL 11180206201	210-43123.622 TRAFFIC LIGHTS - ELECTRIC	725.78	20172	11/30/18
07010	11/20/18	GREEN MOUNTAIN POWER CORP LH-PARK ST 10/19-11/20/18 11202018D	210-41940.624 PARK ST. ELECTRICITY	340.10	20173	11/30/18
14910	11/19/18	GROTEN RAPHAEL BF-YOUTH PROGRAMS 450008371119	210-49345.000 LIBRARY DONATION EXPENDIT	150.00	20175	11/30/18
14910	11/17/18	GROTEN RAPHAEL BF-YOUTH PROGRAMS 518711718	210-49345.000 LIBRARY DONATION EXPENDIT	200.00	20175	11/30/18
V11462	11/02/18	INFORMATION TODAY INC. BL-BOOKS 1674054B1	210-45551.640 ADULT COLLECTION-PRINT &	442.53	20178	11/30/18
25625	11/02/18	LOWE'S - 1080 EJRP Supplies 110218D	210-45220.610 SUPPLIES	114.26	20184	11/30/18
25625	11/02/18	LOWE'S - 1080 EJRP Supplies 110218D	210-45220.610 SUPPLIES	29.52	20184	11/30/18
25735	12/07/18	MCCOY BRENT Train Hop Entertainment 120718D	210-41335.810 COMMUNITY EVENTS & PROGRA	750.00	20188	11/30/18
V10615	11/13/18	NATIONAL PEN COMPANY, LLC VF-FIRE PREVENTION MATERI 110411238	210-42220.838 FIRE PREVENTION	157.64	20192	11/30/18
24960	12/01/18	NORTHEAST DELTA DENTAL VA-DECEMBER INVOICE 12012018D	210-41320.210 HEALTH INS & OTHER BENEFIT	327.34	20197	11/30/18
24960	12/01/18	NORTHEAST DELTA DENTAL VA-DECEMBER INVOICE 12012018D	210-43110.210 HEALTH INS & OTHER BENEFIT	346.53	20197	11/30/18

Town of Essex / Village of EJ Accounts Payable
Check Warrant Report # 17124 Current Prior Next FY Invoices For Fund (GENERAL FUND)
For Check Acct 01(GENERAL FUND) All check #s 11/30/18 To 11/30/18 & Fund 2

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
24960	12/01/18	NORTHEAST DELTA DENTAL VA-DECEMBER INVOICE 12012018D	210-43151.210 HEALTH INS & OTHER BENEFI	50.33	20197	11/30/18
24960	12/01/18	NORTHEAST DELTA DENTAL VA-DECEMBER INVOICE 12012018D	210-45551.210 HEALTH INS & OTHER BENEFI	467.80	20197	11/30/18
24960	12/01/18	NORTHEAST DELTA DENTAL VA-DECEMBER INVOICE 12012018D	210-41970.210 HEALTH INS & OTHER BENEFI	71.94	20197	11/30/18
24960	12/01/18	NORTHEAST DELTA DENTAL VA-DECEMBER INVOICE 12012018D	210-41335.210 HEALTH INS & OTHER BENEFI	129.40	20197	11/30/18
24960	12/01/18	NORTHEAST DELTA DENTAL VA-DECEMBER INVOICE 12012018D	210-45110.210 HEALTH INS & OTHER BENEFI	456.73	20197	11/30/18
24960	12/01/18	NORTHEAST DELTA DENTAL VA-DECEMBER INVOICE 12012018D	210-45220.210 HEALTH INS & OTHER BENEFI	68.53	20197	11/30/18
24960	12/01/18	NORTHEAST DELTA DENTAL VA-DECEMBER INVOICE 12012018D	210-15109.000 EXCHANGE - COBRA	35.96	20197	11/30/18
V10729	11/13/18	OVERDRIVE INC BL-BOOKS DA18210827	210-45551.640 ADULT COLLECTION-PRINT &	67.95	20200	11/30/18
V1775	11/28/18	PETTY CASH - SUSAN MCNAMA VA petty cash reimb Villa 181128	210-41320.610 SUPPLIES	22.50	20204	11/30/18
V1775	11/28/18	PETTY CASH - SUSAN MCNAMA VA petty cash reimb Villa 181128	210-41320.536 POSTAGE	24.78	20204	11/30/18
V1775	11/28/18	PETTY CASH - SUSAN MCNAMA VA petty cash reimb Villa 181128	210-41940.610 SUPPLIES	9.34	20204	11/30/18
V1775	11/28/18	PETTY CASH - SUSAN MCNAMA VA petty cash reimb Villa 181128	210-41320.560 TRUSTEES EXPENDITURES	27.56	20204	11/30/18
V1775	11/28/18	PETTY CASH - SUSAN MCNAMA VA petty cash reimb Villa 181128	210-41320.610 SUPPLIES	23.06	20204	11/30/18
25140	11/09/18	PIKE INDUSTRIES INC ST-ASPHALT 1007714	210-43120.610 PAVEMENT MAINTENANCE	128.64	20206	11/30/18
25140	09/21/18	PIKE INDUSTRIES INC ST-ASPHALT 997809	210-43120.610 PAVEMENT MAINTENANCE	773.76	20206	11/30/18
37430	11/14/18	R R CHARLEBOIS INC ST-FILTERS 47032	210-43110.432 VEHICLE MAINTENANCE	527.56	20208	11/30/18
18010	11/20/18	REYNOLDS & SON, INC. VF-URNOUT GEAR 3339767	210-42220.612 UNIFORMS,BOOTS,ETC	6398.30	20213	11/30/18
V10397	12/07/18	ROAMING RACEWAY & RAILROA Train Hop Railroad 120718D	210-41335.810 COMMUNITY EVENTS & PROGRA	1090.00	20220	11/30/18
03180	10/30/18	SAFETY SYSTEMS OF VT LLC ST-FIRE ALARM SYS ANNUAL 18167	210-43110.434 MAINT. BUILDINGS/GROUNDS	521.22	20222	11/30/18
03180	10/30/18	SAFETY SYSTEMS OF VT LLC VF-ALARM MAINTENANCE 18170	210-42220.434 MAINT. BUILDINGS/GROUNDS	553.88	20222	11/30/18
V2090	10/30/18	SKILLPATH, INC. 12/7 Caitlin Fay Seminar 11934940	210-45110.500 TRAINING, CONF, DUES	134.00	20224	11/30/18
14695	11/27/18	THE BIG BLUE TRUNK Train Hop 1368	210-41335.810 COMMUNITY EVENTS & PROGRA	550.00	20230	11/30/18
19350	11/11/18	VERIZON CONNECT FLEET USA ST-GPS IN2910396	210-43110.442 EQUIPMENT RENTALS	280.00	20239	11/30/18
29825	11/20/18	VT GAS SYSTEMS LH-10/16-11/16 PARK ST SC 226201211202	210-41940.625 PARK ST. SCHOOL NAT GAS	352.42	20248	11/30/18
30210	11/01/18	VT LEAGUE OF CITIES & TOW FN-ADD VEHICLES INT195110118	210-43110.521 LIABILITY & PROPERTY INS.	141.00	20250	11/30/18

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
07565	10/17/18	EJRP Supplies I59882191	210-45220.610 SUPPLIES	58.70	20252	11/30/18
07565	10/17/18	EJRP Supplies I59882191	210-45110.610 SUPPLIES	20.99	20252	11/30/18
07565	10/18/18	Office Supplies I59924190	210-45110.610 SUPPLIES	156.53	20252	11/30/18
07565	10/23/18	Office Supplies I60068033	210-45110.610 SUPPLIES	13.58	20252	11/30/18
07565	11/06/18	Office Supplies I60526550	210-45110.610 SUPPLIES	231.93	20252	11/30/18
07565	11/09/18	Office Supplies I60649261	210-45110.610 SUPPLIES	49.96	20252	11/30/18
07565	11/21/18	AD-BUILDING & OFFICE SUPP I60984211	210-41320.610 SUPPLIES	19.26	20253	11/30/18
V0811	11/02/18	ST-PIPE SUPPLIES 60792205	210-43110.610 SUPPLIES	114.79	20254	11/30/18
V0811	11/05/18	ST-PIPE DIE 60799548	210-43110.610 SUPPLIES	48.44	20254	11/30/18
02535	11/13/18	VF-BATTERIES 202914	210-42220.610 SUPPLIES	54.36	20255	11/30/18
01930	11/14/18	SC soup for monthly lunch 232841	225-45122.614 PROGRAM EXPENSES	15.00	20125	11/30/18
31545	11/21/18	SC coffee for center 181121D	225-45122.610 OPERATIONAL SUPP/EXP	29.51	20137	11/30/18
05010	10/25/18	SC ad for silent auction 126311	225-45122.612 FUND RAISER EXPENSES	68.85	20185	11/30/18
05010	11/01/18	SC ad for silent auction 126312	225-45122.612 FUND RAISER EXPENSES	68.85	20185	11/30/18
05010	11/08/18	SC ad for silent auction 126313	225-45122.612 FUND RAISER EXPENSES	68.85	20185	11/30/18
21570	11/26/18	SC misc ctr, meals 181126D	225-45122.610 OPERATIONAL SUPP/EXP	61.70	20203	11/30/18
21570	11/26/18	SC misc ctr, meals 181126D	225-45122.612 FUND RAISER EXPENSES	54.57	20203	11/30/18
21570	11/26/18	SC misc ctr, meals 181126D	225-45122.614 PROGRAM EXPENSES	11.97	20203	11/30/18
21570	11/26/18	SC misc ctr, meals 181126D	225-45122.813 Meal Site Outing Exp	28.00	20203	11/30/18
21570	11/26/18	SC misc ctr, meals 181126D	225-45122.812 MEAL SITE EXPENSES	19.97	20203	11/30/18
12265	11/21/18	SC monthly copier 12/10-1 101391943	225-45122.610 OPERATIONAL SUPP/EXP	55.83	20216	11/30/18
21000	11/14/18	SC floor mats 0361909382	225-45122.430 REPAIRS & MAINTENANCE	37.23	20235	11/30/18
25190	11/28/18	4/5 Vacation Camp Art 010586	226-45120.610 SUPPLIES	52.55	20102	11/30/18
25595	11/14/18	Babysitters Training 22145724	226-45115.610 SUPPLIES	110.00	20111	11/30/18
20605	11/19/18	Karate Gold Inst. 111918D	226-45115.330 OTHER PROFESSIONAL SVCS	70.00	20132	11/30/18

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
31545	11/06/18	COSTCO #314 PS Snacks 110618D	226-45121.610 SUPPLIES	51.24	20137	11/30/18
18025	10/24/18	CREATIVE DISPLAYS INC Pumpkin Display Lights 42379	226-45115.610 SUPPLIES	834.08	20138	11/30/18
20610	11/19/18	DIXON JULIANA Swing Dance Inst. 111918D	226-45115.330 OTHER PROFESSIONAL SVCS	106.00	20140	11/30/18
03520	11/20/18	ESSEX CINEMAS K-3 VC Field Trip 112018D	226-45120.580 TRAVEL	390.00	20147	11/30/18
03520	11/21/18	ESSEX CINEMAS 4/5 Vac Camp Field Trip 112118D	226-45120.580 TRAVEL	180.50	20147	11/30/18
23215	10/26/18	ESSEX EQUIPMENT INC Pumpkin Staging 10694105	226-45115.610 SUPPLIES	246.16	20148	11/30/18
25390	11/18/18	FIRST NATIONAL BANK OMAHA EJRP Supplies 5750 11/18	226-45120.330 OTHER PROFESSIONAL SVCS	202.54	20158	11/30/18
25390	11/18/18	FIRST NATIONAL BANK OMAHA EJRP Supplies 5750 11/18	226-45115.440 RENTAL	165.00	20158	11/30/18
25390	11/18/18	FIRST NATIONAL BANK OMAHA EJRP Supplies 5750 11/18	226-45115.610 SUPPLIES	185.95	20158	11/30/18
25390	11/18/18	FIRST NATIONAL BANK OMAHA EJRP Supplies 5750 11/18	226-45115.610 SUPPLIES	849.00	20158	11/30/18
19785	11/20/18	GREEN MOUNTAIN TRAINING C Middle School Vac Camp 112018D	226-45120.330 OTHER PROFESSIONAL SVCS	90.00	20174	11/30/18
25035	10/05/18	LIQUID STUDIO Halloween 5K Logo Design 18109	226-45115.330 OTHER PROFESSIONAL SVCS	200.00	20183	11/30/18
25035	11/27/18	LIQUID STUDIO Enrichment Brochure 18125	226-45120.330 OTHER PROFESSIONAL SVCS	75.00	20183	11/30/18
01780	11/20/18	MUTT MITT Dog Park Bags 252504	226-45220.610 PARKS & FACILITIES SUPPLI	219.93	20191	11/30/18
24960	12/01/18	NORTHEAST DELTA DENTAL VA-DECEMBER INVOICE 12012018D	226-45120.210 HEALTH INS & OTHER BENEFIT	212.41	20197	11/30/18
24960	12/01/18	NORTHEAST DELTA DENTAL VA-DECEMBER INVOICE 12012018D	226-45121.210 HEALTH INS & OTHER BENEFIT	366.71	20197	11/30/18
24960	12/01/18	NORTHEAST DELTA DENTAL VA-DECEMBER INVOICE 12012018D	226-45110.210 HEALTH INS & OTHER BENEFIT	35.97	20197	11/30/18
12495	11/10/18	OFFICE SYSTEMS OF VT Copier AR181761	226-45110.442 Equipment Rentals	164.25	20198	11/30/18
24855	11/28/18	PETTY CASH - CAITLIN FAY EJRP Checking Reimburse 112818D	226-45120.610 SUPPLIES	21.39	20202	11/30/18
24855	11/28/18	PETTY CASH - CAITLIN FAY EJRP Checking Reimburse 112818D	226-45120.580 TRAVEL	136.50	20202	11/30/18
24855	11/28/18	PETTY CASH - CAITLIN FAY EJRP Checking Reimburse 112818D	226-45120.580 TRAVEL	6.00	20202	11/30/18
16020	11/20/18	POSTMASTER EJRP Winter Brochure #675 112018D	226-45110.536 POSTAGE	1700.00	20207	11/30/18
20620	11/11/18	RASCO LAURA Playgroup 111118D	226-45121.330 OTHER PROFESSIONAL SVCS	240.00	20209	11/30/18
19035	10/20/18	REED CORNELIUS West St Garden Tilling 102018D	226-45115.330 OTHER PROFESSIONAL SVCS	190.00	20210	11/30/18
24830	11/14/18	REINHART FOODSERVICE Fleming VK Snack 957741	226-45120.610 SUPPLIES	12.67	20211	11/30/18

11/30/18
08:43 am

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
24830	11/26/18	REINHART FOODSERVICE Fleming VK Snack 961634	226-45120.610 SUPPLIES	201.82	20211	11/30/18
24830	11/26/18	REINHART FOODSERVICE Hiawatha VK Snack 961911	226-45120.610 SUPPLIES	114.99	20211	11/30/18
24830	11/27/18	REINHART FOODSERVICE MSP VK Snack 963021	226-45120.610 SUPPLIES	120.60	20211	11/30/18
24830	11/28/18	REINHART FOODSERVICE Summit VK Snack 963523	226-45120.610 SUPPLIES	136.71	20211	11/30/18
45825	11/14/18	SPARE TIME Hiawatha VK Field Trip 003773	226-45120.580 TRAVEL	540.00	20225	11/30/18
23495	11/16/18	STUDENT TRANSPORTATION OF Hia. VK Field Trip Bus 70019200	226-45120.580 TRAVEL	161.35	20227	11/30/18
23495	11/26/18	STUDENT TRANSPORTATION OF K-3 Vac Camp Bus 70019898	226-45120.580 TRAVEL	269.31	20227	11/30/18
14695	11/27/18	THE BIG BLUE TRUNK VK Summit Field Trip 1367	226-45120.580 TRAVEL	150.00	20229	11/30/18
20340	11/19/18	THE SWIMMING HOLE Enrichment Field Trip 111918D	226-45120.330 OTHER PROFESSIONAL SVCS	136.00	20231	11/30/18
25315	11/15/18	VESPA'S PIZZA PASTA & DEL VK Staff Training Food 111518D	226-45120.610 SUPPLIES	90.00	20242	11/30/18
07565	10/17/18	W B MASON CO INC EJRP Supplies I59882191	226-45121.610 SUPPLIES	20.99	20252	11/30/18
07565	10/23/18	W B MASON CO INC Office Supplies I60068033	226-45121.610 SUPPLIES	44.99	20252	11/30/18
07565	10/23/18	W B MASON CO INC Office Supplies I60068033	226-45115.610 SUPPLIES	4.69	20252	11/30/18
07565	11/06/18	W B MASON CO INC Office Supplies I60526550	226-45121.610 SUPPLIES	19.47	20252	11/30/18
36240	10/26/18	DUBOIS & KING INC CD Crescent conn D&K #50 1018388	230-46801.008 CRESCENT CONNECTOR	6574.97	20141	11/30/18
36240	09/18/18	DUBOIS & KING INC WW Pay req 6 918216	230-46801.710 BRICK/MANSF STRM CA0462	2215.60	20141	11/30/18
19815	11/14/18	AMAZON CAPITAL SERVICES IT-TABLET ACCESS-R.JONES 1X3QGCMXMD7F	254-43200.610 SUPPLIES	314.36	20109	11/30/18
23435	10/31/18	CHAMPLAIN WATER DISTRICT Oct water usage 103118D	254-43200.412 STATE WATER TAX	818.31	20127	11/30/18
23435	10/31/18	CHAMPLAIN WATER DISTRICT Oct water usage 103118D	254-43210.412 STATE WATER TAX - GF	4711.05	20127	11/30/18
23435	10/31/18	CHAMPLAIN WATER DISTRICT Oct water usage 103118D	254-43200.411 CWD WATER PURCHASE	35432.65	20127	11/30/18
23435	10/31/18	CHAMPLAIN WATER DISTRICT Oct water usage 103118D	254-43210.411 CWD WATER PURC - GF	203988.46	20127	11/30/18
07010	11/13/18	GREEN MOUNTAIN POWER CORP VA-NOV CONSOLIDATED BILL 11180206201	254-43200.622 ELECTRICAL SERVICE	54.76	20172	11/30/18
24960	12/01/18	NORTHEAST DELTA DENTAL VA-DECEMBER INVOICE 12012018D	254-43200.210 HEALTH INS & OTHER BENEFIT	440.15	20197	11/30/18
V9591	10/25/18	VRWA VW-TRAINING/CONFERENCE 10252018D	254-43200.500 TRAINING, CONFERENCES, DU	510.00	20245	11/30/18
V10347	11/19/18	EHRlich PEST CONTROL WW-NOVEMBER SERVICE 170347	255-43200.570 MAINTENANCE OTHER	70.00	20146	11/30/18

Town of Essex / Village of EJ Accounts Payable
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For Check Acct 01(GENERAL FUND) All check #s 11/30/18 To 11/30/18 & Fund 2

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
23215	11/26/18	ESSEX EQUIPMENT INC WW SH 2 ladder mast repai 106968080001	255-43200.570 MAINTENANCE OTHER	42.56	20150	11/30/18
21740	11/06/18	FIRST NATIONAL BANK OMAHA WW operator exchange lunc 110618C	255-43200.500 TRAINING, CONFERENCES, DU	52.30	20160	11/30/18
21740	11/14/18	FIRST NATIONAL BANK OMAHA WW soft soup 111418E	255-43200.610 SUPPLIES	24.61	20160	11/30/18
21740	10/29/18	FIRST NATIONAL BANK OMAHA WW Free Press 111918A	255-43200.610 SUPPLIES	25.00	20160	11/30/18
21740	10/29/18	FIRST NATIONAL BANK OMAHA WW heat hook up 111918B	255-43330.002 DIGESTER CLEARING	479.73	20160	11/30/18
V10329	11/16/18	NORTH WILLISTON CATTLE CO WW-1,008,000 GAL AGREEMT 245	255-43200.567 SLUDGE PROCESSING	80640.00	20196	11/30/18
24960	12/01/18	NORTHEAST DELTA DENTAL VA-DECEMBER INVOICE 12012018D	255-43200.210 HEALTH INS & OTHER BENEFIT	500.11	20197	11/30/18
V1775	11/28/18	PETTY CASH - SUSAN MCNAMA VA petty cash reimb Villa 181128	255-43200.610 SUPPLIES	4.00	20204	11/30/18
12265	11/21/18	RICOH USA, INC WW 11/16-12/15 copier 101391186	255-43200.610 SUPPLIES	115.94	20215	11/30/18
24785	11/20/18	GRAINGER WW adj for check received 1004443886	255-43200.570 MAINTENANCE OTHER	312.40	68834440	11/30/18
24785	06/01/18	GRAINGER WW replacement pump head 9805519379	255-43200.570 MAINTENANCE OTHER	576.69	68834440	11/30/18
24785	09/25/18	GRAINGER WW GBT back door 9915438718	255-43200.570 MAINTENANCE OTHER	204.45	68834440	11/30/18
07010	11/13/18	GREEN MOUNTAIN POWER CORP VA-NOV CONSOLIDATED BILL 11180206201	256-43200.622 ELECTRICAL SERVICE	1182.42	20172	11/30/18
07010	11/13/18	GREEN MOUNTAIN POWER CORP VA-NOV CONSOLIDATED BILL 11180206201	256-43220.001 SUSIE WILSON PS COSTS	512.73	20172	11/30/18
07010	11/13/18	GREEN MOUNTAIN POWER CORP VA-NOV CONSOLIDATED BILL 11180206201	256-43220.002 WEST ST PS COSTS	660.78	20172	11/30/18
24960	12/01/18	NORTHEAST DELTA DENTAL VA-DECEMBER INVOICE 12012018D	256-43200.210 HEALTH INS & OTHER BENEFIT	65.63	20197	11/30/18

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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
Report Total				389250.86		



MEMORANDUM

TO: Village Trustees
 FROM: Evan Teich, Unified Manager
 DATE: December 11, 2018
 SUBJECT: Trustees Meeting Schedule

TRUSTEES MEETING SCHEDULE/EVENTS

December 19 8:15 AM	Budget Day
January 8, 2019 6:30 PM	Regular Meeting <ul style="list-style-type: none"> Review FYE 20 proposed budgets
January 22 6:30 PM	Regular Meeting <ul style="list-style-type: none"> Public Hearing on FYE 20 budgets and capital programs
February 6 7:00 PM	Joint Meeting at Lincoln Hall
February 12 6:30 PM	Regular Meeting <ul style="list-style-type: none"> Adopt budgets and capital programs
February 26 6:30 PM	Regular Meeting <ul style="list-style-type: none"> Adopt Warning for Annual Meeting
March 12 6:30 PM	Regular Meeting
March 26 6:30 PM	Regular Meeting
April 3 7:00 PM	Annual Meeting at Essex Community Educational Center
April 9 6:30 PM	Regular Meeting
April 10 7:00 PM	Joint Meeting at 81 Main
April 23 6:30 PM	Regular Meeting
May 14 6:30 PM	Regular Meeting
May 28 6:30 PM	Regular Meeting

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
210-31101.000 PROPERTY TAXES-CURRENT	3,423,606.00	1,857,806.80	1,565,799.20	54.26%	8,581.03
210-33546.000 STATE FOR VT PILOT & CURR	2,000.00	0.00	2,000.00	0.00%	0.00
210-33582.000 ESSEX TOWN CONTRIB. TO LI	15,000.00	0.00	15,000.00	0.00%	0.00
210-33582.001 TOWN STORMWATER PAYMENT	64,367.00	16,091.75	48,275.25	25.00%	0.00
210-33582.002 TOWN STREET DEPT PAYMENT	1,080,759.00	270,189.75	810,569.25	25.00%	0.00
210-34130.000 LICENSE AND ZONING FEE	58,000.00	7,345.00	50,655.00	12.66%	1,815.00
210-34131.000 WHITCOMB FARM SOLAR PILOT	5,000.00	0.00	5,000.00	0.00%	0.00
210-34221.000 MISCELLANEOUS FIRE RECEIP	20.00	30.00	-10.00	150.00%	20.00
210-35130.000 STATE DISTRICT COURT FINE	1,500.00	1,173.50	326.50	78.23%	392.00
210-36102.000 INTEREST EARNINGS	2,000.00	1,446.66	553.34	72.33%	0.00
210-36201.000 PARKING SPACE FEES	2,400.00	2,400.00	0.00	100.00%	800.00
210-36400.000 BLOCK PARTY CONTRIBUTIONS	1,500.00	1,050.00	450.00	70.00%	0.00
210-36603.000 MISC. - UNCLASSIFIED RECE	2,000.00	272.54	1,727.46	13.63%	100.09
210-36605.000 MISCELLANEOUS STREET RECE	4,000.00	2,494.00	1,506.00	62.35%	1,790.00
210-36606.000 MISCELLANEOUS LIBRARY REC	500.00	259.90	240.10	51.98%	0.00
210-36606.010 REC & PARK NON-RES FEES	22,000.00	3,516.21	18,483.79	15.98%	15.00
210-39154.000 SERVICE FEE - WATER	94,014.00	23,503.50	70,510.50	25.00%	0.00
210-39155.000 SERVICE FEE - WWTP	47,007.00	11,751.75	35,255.25	25.00%	0.00
210-39156.000 SERVICE FEE - SANITATION	94,014.00	23,503.50	70,510.50	25.00%	0.00
210-395 UNBUDGETED REVENUE					
210-39508.000 DONATIONS TO LIBRARY	0.00	3,424.50	-3,424.50	100.00%	0.00
210-39508.001 BROWNELL LIBRARY GRANTS	0.00	200.00	-200.00	100.00%	0.00
210-39510.000 MISC GRANTS	0.00	1,850.00	-1,850.00	100.00%	1,850.00
210-39590.001 ADULT REPLACEMENT RECEIPT	0.00	398.95	-398.95	100.00%	32.00
210-39590.002 JUVENILE REPLACEMENT RECE	0.00	294.00	-294.00	100.00%	128.00
Total UNBUDGETED REVENUE	0.00	6,167.45	-6,167.45	100.00%	2,010.00
Total Revenues	4,919,687.00	2,229,002.31	2,690,684.69	45.31%	15,523.12
210-41 GENERAL GOVERNMENT					
210-413 GENERAL EXPENSES					
210-41320 ADMINISTRATION					
210-41320.1 ADMIN SALARIES					
210-41320.110 SALARIES REGULAR	208,400.00	115,153.75	93,246.25	55.26%	16,753.14
210-41320.130 SALARIES OVERTIME	6,500.00	796.27	5,703.73	12.25%	0.00
210-41320.140 SALARIES PART TIME	5,025.00	1,355.17	3,669.83	26.97%	1,131.54
210-41320.150 MANAGER CONTRACT	65,000.00	27,083.35	37,916.65	41.67%	5,416.67
210-41320.152 SHARED EMPLOYEE EXPENSE	25,763.00	8,996.95	16,766.05	34.92%	1,799.39
Total ADMIN SALARIES	310,688.00	153,385.49	157,302.51	49.37%	25,100.74
210-41320.2 ADMIN BENEFITS					
210-41320.210 HEALTH INS & OTHER BENEFIT	45,869.00	22,895.21	22,973.79	49.91%	7,809.09
210-41320.220 SOCIAL SECURITY	17,096.00	9,843.45	7,252.55	57.58%	1,447.51
210-41320.226 WORKERS COMP INSURANCE	684.00	372.23	311.77	54.42%	58.08
210-41320.230 RETIREMENT	20,840.00	11,542.15	9,297.85	55.38%	1,715.82
210-41320.250 UNEMPLOYMENT INSURANCE	300.00	46.74	253.26	15.58%	21.54
210-41320.291 HEALTH IMPROV PROGRAMS	1,600.00	45.18	1,554.82	2.82%	0.00

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
Total ADMIN BENEFITS	86,389.00	44,744.96	41,644.04	51.79%	11,052.04
210-41320.310 BOARD MEMBER FEES	2,500.00	625.00	1,875.00	25.00%	0.00
210-41320.320 LEGAL SERVICES	15,000.00	12,599.50	2,400.50	84.00%	2,904.00
210-41320.330 OTHER PROFESSIONAL SERVIC	1,000.00	0.00	1,000.00	0.00%	0.00
210-41320.335 AUDIT	6,160.00	5,852.00	308.00	95.00%	5,852.00
210-41320.340 COMPUTER EXPENSES	2,220.00	737.33	1,482.67	33.21%	0.00
210-41320.442 LEASED SERVICES	4,525.00	1,613.83	2,911.17	35.66%	314.33
210-41320.500 TRAINING, CONFERENCES, DU	9,300.00	1,642.02	7,657.98	17.66%	341.18
210-41320.521 LIABILITY & PROPERTY INS.	4,239.00	2,259.17	1,979.83	53.29%	0.00
210-41320.522 PUBLIC OFFICIALS LIABILIT	5,727.00	2,848.75	2,878.25	49.74%	0.00
210-41320.530 COMMUNICATIONS	18,387.00	8,311.82	10,075.18	45.20%	610.20
210-41320.535 TELEPHONE SERVICES	1,700.00	695.32	1,004.68	40.90%	-139.10
210-41320.536 POSTAGE	2,000.00	2,294.20	-294.20	114.71%	24.78
210-41320.550 PRINTING AND ADVERTISING	5,000.00	480.35	4,519.65	9.61%	0.00
210-41320.560 TRUSTEES EXPENDITURES	4,000.00	472.43	3,527.57	11.81%	338.80
210-41320.571 PAY & CLASSIFICATION STUD	200.00	0.00	200.00	0.00%	0.00
210-41320.572 INTERVIEW COSTS	0.00	1,728.75	-1,728.75	100.00%	239.00
210-41320.580 TRAVEL	300.00	187.76	112.24	62.59%	94.50
210-41320.610 SUPPLIES	5,000.00	3,022.18	1,977.82	60.44%	1,676.98
210-41320.820 ELECTIONS	1,500.00	0.00	1,500.00	0.00%	0.00
210-41320.835 HOLIDAY EXPENSE	1,300.00	45.00	1,255.00	3.46%	0.00
Total ADMINISTRATION	487,135.00	243,545.86	243,589.14	50.00%	48,409.45
210-41335 ECONOMIC DEVELOPMENT					
210-41335.1 ECON DEV SALARIES					
210-41335.110 SALARIES REGULAR	32,135.00	10,773.56	21,361.44	33.53%	619.38
210-41335.130 SALARIES OVERTIME	0.00	44.80	-44.80	100.00%	0.00
210-41335.140 SALARIES PART TIME	4,950.00	2,700.00	2,250.00	54.55%	0.00
Total ECON DEV SALARIES	37,085.00	13,518.36	23,566.64	36.45%	619.38
210-41335.2 ECON DEV BENEFITS					
210-41335.210 HEALTH INS & OTHER BENEFI	28,513.00	10,407.04	18,105.96	36.50%	2,108.76
210-41335.220 SOCIAL SECURITY	2,837.00	855.04	1,981.96	30.14%	47.44
210-41335.226 WORKERS COMP INSURANCE	106.00	40.59	65.41	38.29%	1.86
210-41335.230 RETIREMENT	3,214.00	1,077.56	2,136.44	33.53%	61.98
210-41335.250 UNEMPLOYMENT INSURANCE	65.00	35.22	29.78	54.18%	1.86
Total ECON DEV BENEFITS	34,735.00	12,415.45	22,319.55	35.74%	2,221.90
210-41335.521 LIABILITY & PROPERTY INS.	170.00	158.32	11.68	93.13%	0.00
210-41335.810 COMMUNITY EVENTS & PROGRA	8,280.00	6,404.95	1,875.05	77.35%	2,390.00
210-41335.811 ANNUAL SUPPORT OF ORGNIZA	9,000.00	7,530.00	1,470.00	83.67%	0.00
210-41335.812 NEW PROGRAMS	2,500.00	0.00	2,500.00	0.00%	0.00
210-41335.813 MATCHING GRANT FUNDS	20,000.00	3,375.85	16,624.15	16.88%	2,722.84
210-41335.835 BLOCK PARTY EXPENSE	7,000.00	5,790.00	1,210.00	82.71%	0.00
Total ECONOMIC DEVELOPMENT	118,770.00	49,192.93	69,577.07	41.42%	7,954.12

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
Total GENERAL EXPENSES	605,905.00	292,738.79	313,166.21	48.31%	56,363.57
210-41940 LINCOLN HALL					
210-41940.410 WATER AND SEWER CHARGE	1,000.00	502.07	497.93	50.21%	385.57
210-41940.411 PARK ST SCHL WATER/SEWER	575.00	429.50	145.50	74.70%	293.75
210-41940.423 CONTRACT SERVICES	9,000.00	4,150.00	4,850.00	46.11%	600.00
210-41940.434 MAINT. BUILDINGS/GROUNDS	9,500.00	2,136.21	7,363.79	22.49%	837.25
210-41940.521 LIABILITY & PROPERTY INS.	5,372.00	2,175.23	3,196.77	40.49%	0.00
210-41940.535 TELEPHONE SERVICES	480.00	205.20	274.80	42.75%	41.26
210-41940.565 RUBBISH REMOVAL	2,000.00	760.00	1,240.00	38.00%	198.45
210-41940.566 PRK ST SCHL-RUBBISH REM	600.00	222.57	377.43	37.10%	0.00
210-41940.610 SUPPLIES	2,000.00	543.87	1,456.13	27.19%	29.81
210-41940.622 ELECTRICAL SERVICE	7,500.00	2,823.43	4,676.57	37.65%	597.27
210-41940.623 HEATING/NATURAL GAS	6,400.00	272.83	6,127.17	4.26%	171.65
210-41940.624 PARK ST. ELECTRICITY	4,000.00	1,816.89	2,183.11	45.42%	687.85
210-41940.625 PARK ST. SCHOOL NAT GAS	2,500.00	637.05	1,862.95	25.48%	488.02
Total LINCOLN HALL	50,927.00	16,674.85	34,252.15	32.74%	4,330.88
210-41970 COMMUNITY DEVELOPMENT					
210-41970.1 COM DEV SALARIES					
210-41970.110 SALARIES REGULAR	145,419.00	58,712.35	86,706.65	40.37%	11,226.08
Total COM DEV SALARIES	145,419.00	58,712.35	86,706.65	40.37%	11,226.08
210-41970.2 COM DEV BENEFITS					
210-41970.210 HEALTH INS & OTHER BENEFIT	32,128.00	7,594.08	24,533.92	23.64%	1,567.04
210-41970.220 SOCIAL SECURITY	11,454.00	4,689.99	6,764.01	40.95%	877.86
210-41970.226 WORKERS COMP INSURANCE	415.00	179.96	235.04	43.36%	34.28
210-41970.230 RETIREMENT	14,542.00	5,811.88	8,730.12	39.97%	1,122.64
210-41970.250 UNEMPLOYMENT INSURANCE	113.00	155.12	-42.12	137.27%	34.28
Total COM DEV BENEFITS	58,652.00	18,431.03	40,220.97	31.42%	3,636.10
210-41970.310 BOARD MEMBER FEES	3,600.00	900.00	2,700.00	25.00%	0.00
210-41970.320 LEGAL SERVICES	12,000.00	0.00	12,000.00	0.00%	0.00
210-41970.330 OTHER PROFESSIONAL SVCS	6,000.00	0.00	6,000.00	0.00%	0.00
210-41970.500 TRAINING,CONF,DUES	3,000.00	90.00	2,910.00	3.00%	0.00
210-41970.521 LIABILITY & PROPERTY INS.	3,042.00	1,585.28	1,456.72	52.11%	0.00
210-41970.522 PUBLIC OFFICIALS LIABILIT	5,727.00	2,848.75	2,878.25	49.74%	0.00
210-41970.530 COMMUNICATIONS	1,500.00	138.00	1,362.00	9.20%	0.00
210-41970.535 TELEPHONE SERVICES	1,644.00	524.14	1,119.86	31.88%	322.00
210-41970.536 POSTAGE	700.00	141.21	558.79	20.17%	0.00
210-41970.550 PRINTING AND ADVERTISING	3,000.00	169.06	2,830.94	5.64%	0.00
210-41970.580 TRAVEL	2,400.00	1,028.89	1,371.11	42.87%	200.00
210-41970.610 SUPPLIES	2,000.00	351.57	1,648.43	17.58%	29.72
210-41970.700 BIKE/WALK COMMITTEE	5,000.00	0.00	5,000.00	0.00%	0.00
Total COMMUNITY DEVELOPMENT	253,684.00	84,920.28	168,763.72	33.47%	15,413.90

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
Total GENERAL GOVERNMENT	910,516.00	394,333.92	516,182.08	43.31%	76,108.35
210-42220 FIRE DEPARTMENT					
210-42220.1 FIRE SALARIES					
210-42220.140 SALARIES - FIREFIGHTERS	189,000.00	77,074.46	111,925.54	40.78%	13,586.50
Total FIRE SALARIES	189,000.00	77,074.46	111,925.54	40.78%	13,586.50
210-42220.2 FIRE BENEFITS					
210-42220.200 EMPLOYEE ASSISTANCE PROGR	864.00	432.00	432.00	50.00%	0.00
210-42220.210 ACCIDENT & DISABILITY INS	3,600.00	0.00	3,600.00	0.00%	0.00
210-42220.220 SOCIAL SECURITY	14,510.00	5,872.47	8,637.53	40.47%	1,015.51
210-42220.226 WORKERS COMP INSURANCE	32,130.00	13,873.49	18,256.51	43.18%	2,445.58
Total FIRE BENEFITS	51,104.00	20,177.96	30,926.04	39.48%	3,461.09
210-42220.410 WATER AND SEWER CHARGE	610.00	266.28	343.72	43.65%	180.54
210-42220.432 VEHICLE MAINTENANCE	18,000.00	10,250.18	7,749.82	56.95%	807.51
210-42220.434 MAINT. BUILDINGS/GROUNDS	6,000.00	3,274.69	2,725.31	54.58%	592.38
210-42220.443 RADIO MAINTENANCE	1,800.00	7,492.25	-5,692.25	416.24%	133.00
210-42220.500 TRAINING, CONFERENCES, DU	4,000.00	1,021.89	2,978.11	25.55%	833.81
210-42220.521 LIABILITY & PROPERTY INS.	6,670.00	3,103.37	3,566.63	46.53%	0.00
210-42220.535 TELEPHONE SERVICES	4,000.00	1,472.58	2,527.42	36.81%	327.59
210-42220.566 PHYSICAL EXAMS	6,600.00	0.00	6,600.00	0.00%	0.00
210-42220.570 MAINTENANCE OTHER	15,000.00	10,410.79	4,589.21	69.41%	409.09
210-42220.578 EMERGENCY GENERATOR MAINT	480.00	0.00	480.00	0.00%	0.00
210-42220.610 SUPPLIES	3,000.00	686.81	2,313.19	22.89%	79.88
210-42220.611 NEW EQUIPMENT-RADIOS	1,500.00	0.00	1,500.00	0.00%	0.00
210-42220.612 UNIFORMS,BOOTS,ETC	23,000.00	7,881.30	15,118.70	34.27%	6,398.30
210-42220.615 EMS SUPPLIES	1,000.00	490.79	509.21	49.08%	0.00
210-42220.622 ELECTRICAL SERVICE	7,300.00	2,823.43	4,476.57	38.68%	597.27
210-42220.623 HEATING/NATURAL GAS	4,800.00	130.18	4,669.82	2.71%	47.52
210-42220.626 GAS,GREASE AND OIL	6,000.00	2,712.20	3,287.80	45.20%	549.84
210-42220.838 FIRE PREVENTION	2,000.00	883.14	1,116.86	44.16%	157.64
210-42220.889 ROUTINE EQUIPMENT PURCHAS	15,000.00	10,434.83	4,565.17	69.57%	873.75
Total FIRE DEPARTMENT	366,864.00	160,587.13	206,276.87	43.77%	29,035.71
210-431 STREET DEPARTMENT					
210-43110 STREET GENERAL					
210-43110.1 STREET GENERAL SALARIES					
210-43110.110 SALARIES REGULAR	173,146.00	69,569.06	103,576.94	40.18%	13,053.06
210-43110.130 SALARIES OVERTIME	17,278.00	3,869.01	13,408.99	22.39%	715.44
210-43110.140 SALARIES PART TIME	23,573.00	7,010.75	16,562.25	29.74%	984.20
Total STREET GENERAL SALARIES	213,997.00	80,448.82	133,548.18	37.59%	14,752.70
210-43110.2 STREET GENERAL BENEFITS					
210-43110.210 HEALTH INS & OTHER BENEFI	72,154.00	27,677.56	44,476.44	38.36%	5,888.27

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
210-43110.220 SOCIAL SECURITY	16,448.00	6,215.48	10,232.52	37.79%	1,156.82
210-43110.226 WORKERS COMP INSURANCE	13,985.00	5,080.35	8,904.65	36.33%	892.93
210-43110.230 RETIREMENT	17,315.00	6,902.57	10,412.43	39.86%	1,250.87
210-43110.250 UNEMPLOYMENT INSURANCE	300.00	21.02	278.98	7.01%	2.96
Total STREET GENERAL BENEFITS	120,202.00	45,896.98	74,305.02	38.18%	9,191.85
210-43110.410 WATER AND SEWER CHARGE	2,100.00	1,091.12	1,008.88	51.96%	816.34
210-43110.432 VEHICLE MAINTENANCE	25,000.00	7,825.15	17,174.85	31.30%	3,981.18
210-43110.434 MAINT. BUILDINGS/GROUNDS	5,000.00	2,569.37	2,430.63	51.39%	644.42
210-43110.441 RIGHT OF WAY AGREEMENTS	12,472.00	0.00	12,472.00	0.00%	0.00
210-43110.442 EQUIPMENT RENTALS	8,000.00	1,679.38	6,320.62	20.99%	280.00
210-43110.443 RADIO MAINTENANCE	500.00	225.00	275.00	45.00%	0.00
210-43110.500 TRAINING, CONFERENCES, DU	500.00	0.00	500.00	0.00%	0.00
210-43110.521 LIABILITY & PROPERTY INS.	12,288.00	5,723.09	6,564.91	46.57%	141.00
210-43110.535 TELEPHONE SERVICES	3,500.00	593.56	2,906.44	16.96%	230.91
210-43110.565 RUBBISH REMOVAL	8,000.00	2,610.48	5,389.52	32.63%	825.12
210-43110.570 MAINTENANCE OTHER	2,000.00	1,109.86	890.14	55.49%	74.63
210-43110.572 INTERVIEW COSTS	500.00	139.47	360.53	27.89%	108.37
210-43110.573 ACCIDENT CLAIMS	1,000.00	0.00	1,000.00	0.00%	0.00
210-43110.576 ENGINEERING SERVICES	10,000.00	9,599.14	400.86	95.99%	0.00
210-43110.582 TRAFFIC CALMING	500.00	0.00	500.00	0.00%	0.00
210-43110.610 SUPPLIES	22,000.00	9,024.30	12,975.70	41.02%	1,174.17
210-43110.612 UNIFORMS,BOOTS,ETC	6,000.00	3,250.87	2,749.13	54.18%	361.56
210-43110.616 GRAVEL,TOPSOIL	6,000.00	4,866.33	1,133.67	81.11%	26.87
210-43110.617 SIGNS AND POSTS	3,000.00	3,296.07	-296.07	109.87%	0.00
210-43110.622 ELECTRICAL SERVICE	4,000.00	1,246.29	2,753.71	31.16%	267.62
210-43110.623 HEATING/NATURAL GAS	4,000.00	175.80	3,824.20	4.40%	69.68
210-43110.626 GAS,GREASE AND OIL	30,000.00	7,901.50	22,098.50	26.34%	2,279.69
210-43110.891 CAPITAL OUTLAY	6,000.00	3,139.00	2,861.00	52.32%	0.00
Total STREET GENERAL	506,559.00	192,411.58	314,147.42	37.98%	35,226.11
210-43120 STREET-PAVEMENT MAINT					
210-43120.444 STREET MARKINGS	9,000.00	1,872.44	7,127.56	20.80%	0.00
210-43120.570 SIDEWALK AND CURB MAINTEN	5,000.00	4,960.00	40.00	99.20%	887.50
210-43120.610 PAVEMENT MAINTENANCE	225,000.00	173,744.29	51,255.71	77.22%	1,406.58
Total STREET-PAVEMENT MAINT	239,000.00	180,576.73	58,423.27	75.56%	2,294.08
210-43123 STREETS - TRAFFIC LIGHTS					
210-43123.570 TRAFFIC LIGHTS MAINTENAN	3,500.00	11,750.00	-8,250.00	335.71%	5,355.00
210-43123.622 TRAFFIC LIGHTS - ELECTRIC	6,200.00	3,926.79	2,273.21	63.34%	1,775.78
Total STREETS - TRAFFIC LIGHTS	9,700.00	15,676.79	-5,976.79	161.62%	7,130.78
210-43125 WINTER MAINTENANCE					
210-43125.570 CONTRACT SERVICES	20,000.00	2,232.25	17,767.75	11.16%	0.00
210-43125.610 WINTER MAINTENANCE	118,000.00	319.88	117,680.12	0.27%	27.79
Total WINTER MAINTENANCE	138,000.00	2,552.13	135,447.87	1.85%	27.79

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
210-43151 STREET - STORMWATER					
210-43151.1 STREET-STORMWATER SALARIE					
210-43151.110 SALARIES - REGULAR	44,011.00	18,272.68	25,738.32	41.52%	3,571.44
Total STREET-STORMWATER SALARIE	44,011.00	18,272.68	25,738.32	41.52%	3,571.44
210-43151.2 STREET-STROMWATER BENEFIT					
210-43151.210 HEALTH INS & OTHER BENEFIT	10,305.00	4,044.64	6,260.36	39.25%	875.67
210-43151.220 SOCIAL SECURITY	3,390.00	1,398.04	1,991.96	41.24%	273.25
210-43151.226 WORKERS COMP INSURANCE	2,220.00	875.76	1,344.24	39.45%	196.55
210-43151.230 RETIREMENT	4,401.00	1,825.02	2,575.98	41.47%	417.94
210-43151.250 UNEMPLOYMENT INSURANCE	40.00	0.00	40.00	0.00%	0.00
Total STREET-STROMWATER BENEFIT	20,356.00	8,143.46	12,212.54	40.01%	1,763.41
210-43151.430 STORM SEWER MAINTENANCE	30,000.00	24,001.91	5,998.09	80.01%	0.00
Total STREET - STORMWATER	94,367.00	50,418.05	43,948.95	53.43%	5,334.85
210-43160 STREET STREET LIGHTS					
210-43160.610 STREET LIGHTS SUPPLIES/MA	12,000.00	4,166.16	7,833.84	34.72%	0.00
210-43160.622 STREET LIGHTS - ELECTRICI	122,000.00	43,145.43	78,854.57	35.37%	10,310.51
Total STREET STREET LIGHTS	134,000.00	47,311.59	86,688.41	35.31%	10,310.51
210-43161 STREETS - CONSERVATION					
210-43161.000 STREETScape MAINT./IMP	16,000.00	4,581.19	11,418.81	28.63%	2,491.19
210-43161.001 VILLAGE GARDEN SPOTS	4,000.00	158.93	3,841.07	3.97%	83.84
210-43161.002 MEMORIAL PARK	3,500.00	945.66	2,554.34	27.02%	357.20
Total STREETS - CONSERVATION	23,500.00	5,685.78	17,814.22	24.19%	2,932.23
Total STREET DEPARTMENT	1,145,126.00	494,632.65	650,493.35	43.19%	63,256.35
210-45110 RECREATION & PARKS ADMIN					
210-45110.110 SALARIES - REGULAR	217,566.00	88,023.09	129,542.91	40.46%	16,941.08
210-45110.140 SALARIES - PART-TIME	7,076.00	1,093.64	5,982.36	15.46%	0.00
210-45110.210 HEALTH INS & OTHER BENEFIT	107,123.00	39,090.99	68,032.01	36.49%	7,825.94
210-45110.220 SOCIAL SECURITY	17,185.00	6,895.49	10,289.51	40.13%	1,300.34
210-45110.226 WORKERS COMP INSURANCE	9,538.00	6,788.87	2,749.13	71.18%	1,190.90
210-45110.230 RETIREMENT	24,234.00	9,895.66	14,338.34	40.83%	1,884.88
210-45110.250 UNEMPLOYMENT INS	2,594.00	975.88	1,618.12	37.62%	66.12
210-45110.291 HEALTH IMP PROGRAMS	0.00	727.99	-727.99	100.00%	0.00
210-45110.330 OTHER PROFESSIONAL SVCS	8,220.00	5,295.32	2,924.68	64.42%	804.07
210-45110.340 COMPUTER EXPENSES	9,120.00	6,602.34	2,517.66	72.39%	728.70
210-45110.500 TRAINING, CONF, DUES	9,988.00	9,437.34	550.66	94.49%	399.02
210-45110.521 LIABILITY & PROPERTY INS	18,564.00	11,071.60	7,492.40	59.64%	0.00
210-45110.530 COMMUNICATIONS	12,500.00	8,826.86	3,673.14	70.61%	20.14
210-45110.535 TELEPHONE SERVICES	3,600.00	1,083.50	2,516.50	30.10%	271.55

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
210-45110.550 PRINTING & ADVERTISING	3,639.00	582.51	3,056.49	16.01%	99.12
210-45110.610 SUPPLIES	5,000.00	3,071.85	1,928.15	61.44%	736.19
210-45110.813 SCHOLARSHIPS	4,000.00	0.00	4,000.00	0.00%	0.00
Total RECREATION & PARKS ADMIN	459,947.00	199,462.93	260,484.07	43.37%	32,268.05
210-45220 PARKS & FACILITIES					
210-45220.110 SALARIES - REGULAR	93,636.00	39,208.89	54,427.11	41.87%	7,468.36
210-45220.140 SALARIES - PART-TIME	24,977.00	12,681.29	12,295.71	50.77%	33.48
210-45220.210 HEALTH INS & OTHER BENEFIT	21,775.00	7,950.28	13,824.72	36.51%	1,668.68
210-45220.220 SOCIAL SECURITY	9,074.00	4,038.44	5,035.56	44.51%	586.26
210-45220.230 RETIREMENT	9,364.00	3,920.70	5,443.30	41.87%	746.80
210-45220.291 HEALTH IMP PROGRAMS	0.00	91.36	-91.36	100.00%	0.00
210-45220.330 OTHER PROFESSIONAL SVCS	18,310.00	16,969.70	1,340.30	92.68%	296.76
210-45220.410 WATER & SEWER CHARGES	4,296.00	5,285.27	-989.27	123.03%	4,136.54
210-45220.434 MAINTENANCE-BUILDINGS/GRO	9,996.00	2,686.37	7,309.63	26.87%	0.00
210-45220.441 LAND LEASE	500.00	500.00	0.00	100.00%	0.00
210-45220.442 EQUIPMENT RENTAL	7,300.00	728.88	6,571.12	9.98%	328.88
210-45220.500 TRAINING, CONF, DUES	1,990.00	0.00	1,990.00	0.00%	0.00
210-45220.610 SUPPLIES	12,250.00	11,345.49	904.51	92.62%	2,742.69
210-45220.622 ELECTRICAL SERVICE	29,852.00	13,990.87	15,861.13	46.87%	2,842.67
210-45220.623 HEATING/NATURAL GAS	5,574.00	338.83	5,235.17	6.08%	128.62
210-45220.626 GAS, GREASE & OIL	2,923.00	1,513.05	1,409.95	51.76%	244.19
Total PARKS & FACILITIES	251,817.00	121,249.42	130,567.58	48.15%	21,223.93
210-453 SENIOR SUPPORT					
Total SENIOR SUPPORT	0.00	0.00	0.00	0.00%	0.00
210-45551 BROWNELL LIBRARY					
210-45551.1 LIBRARY SALARIES					
210-45551.110 SALARIES REGULAR	319,700.00	128,111.42	191,588.58	40.07%	24,339.77
210-45551.140 SALARIES PART TIME	103,632.00	42,361.49	61,270.51	40.88%	7,707.02
Total LIBRARY SALARIES	423,332.00	170,472.91	252,859.09	40.27%	32,046.79
210-45551.2 LIBRARY BENEFITS					
210-45551.210 HEALTH INS & OTHER BENEFIT	107,125.00	40,531.40	66,593.60	37.84%	8,365.26
210-45551.220 SOCIAL SECURITY	32,458.00	13,053.59	19,404.41	40.22%	2,449.20
210-45551.226 WORKERS COMP INSURANCE	1,207.00	516.39	690.61	42.78%	97.12
210-45551.230 RETIREMENT	31,970.00	12,557.82	19,412.18	39.28%	2,405.54
210-45551.250 UNEMPLOYMENT INSURANCE	600.00	140.51	459.49	23.42%	11.37
Total LIBRARY BENEFITS	173,360.00	66,799.71	106,560.29	38.53%	13,328.49
210-45551.340 COMPUTER EXPENSES	4,000.00	352.99	3,647.01	8.82%	352.99
210-45551.410 WATER AND SEWER CHARGE	900.00	259.49	640.51	28.83%	227.26
210-45551.423 CONTRACT SERVICES	34,000.00	11,125.47	22,874.53	32.72%	2,274.47
210-45551.434 MAINT. BUILDINGS/GROUNDS	22,000.00	5,663.47	16,336.53	25.74%	618.17

GENERAL FUND

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
210-45551.436 ALARM SYSTEM MAINTENANCE	625.00	219.00	406.00	35.04%	0.00
210-45551.500 TRAINING, CONFERENCES, DU	4,000.00	66.48	3,933.52	1.66%	46.21
210-45551.521 LIABILITY & PROPERTY INS.	8,542.00	4,509.24	4,032.76	52.79%	0.00
210-45551.530 TECHNOLOGY ACCESS	7,700.00	450.43	7,249.57	5.85%	39.95
210-45551.535 TELEPHONE SERVICES	1,200.00	367.63	832.37	30.64%	91.23
210-45551.536 POSTAGE/DELIVERY	3,500.00	629.05	2,870.95	17.97%	135.00
210-45551.572 INTERVIEW COSTS	500.00	0.00	500.00	0.00%	0.00
210-45551.574 VOLUNTEER EXPENSES	800.00	0.00	800.00	0.00%	0.00
210-45551.610 SUPPLIES	13,000.00	3,730.47	9,269.53	28.70%	501.00
210-45551.622 ELECTRICAL SERVICE	15,250.00	5,744.03	9,505.97	37.67%	1,015.15
210-45551.623 HEATING/NATURAL GAS	7,400.00	225.04	7,174.96	3.04%	129.92
210-45551.640 ADULT COLLECTION-PRINT &	38,500.00	8,474.17	30,025.83	22.01%	2,355.26
210-45551.641 JUVEN COLLECTION-PRNT & E	19,250.00	8,037.19	11,212.81	41.75%	923.33
210-45551.677 COMPUTER REPLACEMENT	8,000.00	0.00	8,000.00	0.00%	0.00
210-45551.836 ADULT PROGRAMS	1,000.00	144.19	855.81	14.42%	69.19
210-45551.837 CHILDRENS PROGRAMS	4,500.00	1,067.73	3,432.27	23.73%	67.50
210-45551.891 CAPITAL OUTLAY	4,000.00	0.00	4,000.00	0.00%	0.00
Total BROWNELL LIBRARY	795,359.00	288,338.69	507,020.31	36.25%	54,221.91
210-47 DEBT SERVICE					
210-47116.000 CAPITAL IMP PRINCIPAL	135,135.00	135,135.00	0.00	100.00%	0.00
210-47117.000 EJRP PRINCIPAL	105,000.00	105,000.00	0.00	100.00%	105,000.00
210-47216.000 CAPITAL IMP - INTEREST	73,060.00	37,081.65	35,978.35	50.76%	0.00
210-47217.000 EJRP INTEREST	4,788.00	1,945.45	2,842.55	40.63%	1,945.45
Total DEBT SERVICE	317,983.00	279,162.10	38,820.90	87.79%	106,945.45
210-491 CAPITAL/MISC TRANSFERS					
210-49100.030 CAP RESRV FND CONT - BEG	317,751.00	79,437.75	238,313.25	25.00%	0.00
210-49100.031 ROLLING STOCK FUND CONTRI	223,624.00	55,906.00	167,718.00	25.00%	0.00
210-49100.040 TRANS FOR BUILDING MAINT	50,000.00	12,500.00	37,500.00	25.00%	0.00
210-49100.802 EMP TERM BENEFITS TRANSFE	5,000.00	1,250.00	3,750.00	25.00%	0.00
210-49101.030 TRANS TO CAPITAL RESERVE	110,700.00	27,675.00	83,025.00	25.00%	0.00
Total CAPITAL/MISC TRANSFERS	707,075.00	176,768.75	530,306.25	25.00%	0.00
210-493 GRANT AND OTHER UNBUDGETE					
210-4930 TERMINATION BENEFITS FROM					
Total TERMINATION BENEFITS FROM	0.00	0.00	0.00	0.00%	0.00
210-4934 GRANT EXPENDITURES					
210-49340.008 STATE GRANT EXPENDITURES	0.00	200.00	-200.00	100.00%	0.00
210-49345 DONATION EXPENDITURES					
210-49345.000 LIBRARY DONATION EXPENDIT	0.00	2,204.88	-2,204.88	100.00%	845.64
Total DONATION EXPENDITURES	0.00	2,204.88	-2,204.88	100.00%	845.64
210-49346 LIBRARY REPLACEMENT EXPEN					

GENERAL FUND

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
210-49346.001 ADULT COLLECTION-PRINT &	0.00	211.17	-211.17	100.00%	23.99
210-49346.002 JUVEN COLLECTION-PRNT & E	0.00	21.43	-21.43	100.00%	21.43
Total LIBRARY REPLACEMENT EXPEN	0.00	232.60	-232.60	100.00%	45.42
Total GRANT EXPENDITURES	0.00	2,637.48	-2,637.48	100.00%	891.06
Total GRANT AND OTHER UNBUDGETE	0.00	2,637.48	-2,637.48	100.00%	891.06
210-494 PARK ST. SCHOOL					
Total PARK ST. SCHOOL	0.00	0.00	0.00	0.00%	0.00
Total Expenditures	4,954,687.00	2,117,173.07	2,837,513.93	42.73%	383,950.81
Total GENERAL FUND	-35,000.00	111,829.24	-76,829.24	-319.51%	-368,427.69
220-36101.000 INTEREST EARNINGS	0.00	5.57	-5.57	100.00%	0.00
Total Revenues	0.00	5.57	-5.57	100.00%	0.00
Total Expenditures	0.00	0.00	0.00	0.00%	0.00
Total MEMORIAL PARK FUND	0.00	5.57	-5.57	-100.00%	0.00
222-36101.000 Interest Earnings	0.00	36.13	-36.13	100.00%	0.00
222-39110.000 GENERAL FUND TRANS IN	0.00	12,500.00	-12,500.00	100.00%	0.00
Total Revenues	0.00	12,536.13	-12,536.13	100.00%	0.00
222-46802.001 LINCOLN HALL MAINT	0.00	2,719.75	-2,719.75	100.00%	0.00
Total Expenditures	0.00	2,719.75	-2,719.75	100.00%	0.00
Total BUILDING MAINT FUND	0.00	9,816.38	-9,816.38	-100.00%	0.00
223-31101.000 PENNY TAX	0.00	55,518.28	-55,518.28	100.00%	0.00
223-36101.000 Interest Earnings	0.00	377.05	-377.05	100.00%	0.00
Total Revenues	0.00	55,895.33	-55,895.33	100.00%	0.00
Total Expenditures	0.00	0.00	0.00	0.00%	0.00
Total TRUSTEE CAP IMP PROJECTS	0.00	55,895.33	-55,895.33	-100.00%	0.00

SENIOR CENTER FUND

Account			Budget		Pd to Date
	Budget	Actual	Balance	% of Budget	
225-34700.000 SR CTR MEMBERSHIPS	4,196.00	1,125.00	3,071.00	26.81%	576.00
225-34701.000 SR CTR FUND RAISING REV	5,400.00	5,646.90	-246.90	104.57%	5,179.90
225-34702.000 SR CTR ACTIVITY FEES	12,800.00	877.50	11,922.50	6.86%	25.00
225-34702.001 SR. CTR TRIP FEES	0.00	10,948.00	-10,948.00	100.00%	2,180.00
225-34702.002 Mealsite Outings	0.00	493.00	-493.00	100.00%	0.00
225-34702.003 Mealsite Revenue	0.00	285.53	-285.53	100.00%	130.53
225-34703.000 SR CTR AFTER HR FEES	700.00	25.00	675.00	3.57%	0.00
225-36101.000 Interest Earnings	0.00	40.18	-40.18	100.00%	0.00
225-36400.000 SR CTR DONATIONS	1,240.00	326.55	913.45	26.33%	39.35
Total Revenues	24,336.00	19,767.66	4,568.34	81.23%	8,130.78
225-45122.330 OTHER PROF SERVICES	500.00	0.00	500.00	0.00%	0.00
225-45122.430 REPAIRS & MAINTENANCE	3,600.00	947.69	2,652.31	26.32%	237.23
225-45122.610 OPERATIONAL SUPP/EXP	3,000.00	1,115.28	1,884.72	37.18%	349.87
225-45122.612 FUND RAISER EXPENSES	2,000.00	773.12	1,226.88	38.66%	753.66
225-45122.614 PROGRAM EXPENSES	2,700.00	696.91	2,003.09	25.81%	41.97
225-45122.810 TRIP EXPENSES	9,700.00	10,937.85	-1,237.85	112.76%	1,421.93
225-45122.812 MEAL SITE EXPENSES	2,800.00	616.21	2,183.79	22.01%	148.04
225-45122.813 Meal Site Outing Exp	0.00	628.00	-628.00	100.00%	316.00
Total Expenditures	24,300.00	15,715.06	8,584.94	64.67%	3,268.70
Total SENIOR CENTER FUND	36.00	4,052.60	-4,088.60	11,257.22%	4,862.08
226-34720.000 POOL DAY ADMINSSION	72,737.00	71,640.01	1,096.99	98.49%	0.00
226-34721.000 POOL MEMBERSHIPS	36,631.00	10,520.39	26,110.61	28.72%	0.00
226-34722.000 SWIM LESSONS	46,803.00	4,260.87	42,542.13	9.10%	0.00
226-34725.000 CONCESSION SALES	25,896.00	19,155.05	6,740.95	73.97%	30.27
226-34750.000 FACILITY & FIELD RENTAL	8,562.00	3,900.00	4,662.00	45.55%	0.00
226-34779.115 Youth Prog - RP	123,747.00	119,382.90	4,364.10	96.47%	798.20
226-34779.120 Youth Prog - AS	29,930.00	8,246.48	21,683.52	27.55%	195.00
226-34780.000 ADULT PROGRAMS	45,483.00	27,325.39	18,157.61	60.08%	699.00
226-34781.120 Childcare - AS	591,662.00	189,591.77	402,070.23	32.04%	14,857.81
226-34781.121 Childcare - PS	360,358.00	157,827.51	202,530.49	43.80%	37,414.64
226-34781.122 Childcare - DC	309,071.00	43,094.66	265,976.34	13.94%	0.00
226-34782.000 SHARED STAFFING CONTRACT	51,181.00	0.00	51,181.00	0.00%	0.00
226-39505.000 SPONSORSHIP	9,700.00	1,700.00	8,000.00	17.53%	0.00
Total Revenues	1,711,761.00	656,645.03	1,055,115.97	38.36%	53,994.92
226-43200.805 Interest Expense	0.00	810.39	-810.39	100.00%	0.00
226-45110 ADMINISTRATION					
226-45110.110 SALARIES - REGULAR	44,887.00	11,234.36	33,652.64	25.03%	2,725.76
226-45110.140 SALARIES - PART-TIME	6,870.00	2,485.00	4,385.00	36.17%	252.00
226-45110.210 HEALTH INS & OTHER BENEFIT	11,300.00	3,622.91	7,677.09	32.06%	783.48
226-45110.220 SOCIAL SECURITY	3,959.00	1,049.59	2,909.41	26.51%	227.81
226-45110.226 WORKERS COMPENSATION INS	33,837.00	18,573.75	15,263.25	54.89%	2,209.05

EJRP PPROGRAMS FUND

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
226-45110.230 RETIREMENT	4,357.00	0.00	4,357.00	0.00%	0.00
226-45110.330 OTHER PRFESSIONAL SVCS	4,600.00	1,680.00	2,920.00	36.52%	0.00
226-45110.442 Equipment Rentals	2,000.00	1,286.03	713.97	64.30%	164.25
226-45110.500 TRAINING, CONF, DUES	12,240.00	6,703.49	5,536.51	54.77%	0.00
226-45110.530 COMMUNICATIONS	5,280.00	3,502.68	1,777.32	66.34%	442.84
226-45110.535 TELEPHONE SVCS	4,500.00	0.00	4,500.00	0.00%	0.00
226-45110.536 POSTAGE	8,632.00	3,808.68	4,823.32	44.12%	1,750.00
226-45110.550 PRINTING & ADVERTISING	15,000.00	5,460.00	9,540.00	36.40%	0.00
Total ADMINISTRATION	157,462.00	59,406.49	98,055.51	37.73%	8,555.19
226-45115 RECREATION PROGRAMS					
226-45115.140 SALARIES - PART -TIME	25,764.00	8,619.05	17,144.95	33.45%	1,118.65
226-45115.220 SOCIAL SECURITY	1,971.00	659.38	1,311.62	33.45%	85.58
226-45115.330 OTHER PROFESSIONAL SVCS	87,658.00	125,298.69	-37,640.69	142.94%	19,280.76
226-45115.410 WATER & SEWER CHARGES	800.00	0.00	800.00	0.00%	0.00
226-45115.434 MAINTENANCE-BLDGS/GROUNDS	250.00	0.00	250.00	0.00%	0.00
226-45115.440 RENTAL	600.00	302.50	297.50	50.42%	165.00
226-45115.442 EQUIPMENT RENTALS	1,260.00	0.00	1,260.00	0.00%	0.00
226-45115.500 TRAINING, CONF, DUES	600.00	0.00	600.00	0.00%	0.00
226-45115.536 POSTAGE	79.00	0.00	79.00	0.00%	0.00
226-45115.550 PRINTING & ADVERTISING	350.00	0.00	350.00	0.00%	0.00
226-45115.610 SUPPLIES	23,600.00	14,866.18	8,733.82	62.99%	4,986.96
226-45115.800 STUDENT SPECIAL PROGRAMS	3,732.00	0.00	3,732.00	0.00%	0.00
Total RECREATION PROGRAMS	146,664.00	149,745.80	-3,081.80	102.10%	25,636.95
226-45120 AFTER SCHOOL CARE					
226-45120.110 SALARIES - REGULAR	228,381.00	82,556.38	145,824.62	36.15%	18,526.34
226-45120.140 SALARIES - PART-TIME	153,094.00	60,126.27	92,967.73	39.27%	16,886.36
226-45120.210 HEALTH INS & OTHER BENEFIT	76,143.00	23,310.02	52,832.98	30.61%	5,644.54
226-45120.220 SOCIAL SECURITY	29,183.00	11,164.20	18,018.80	38.26%	2,726.91
226-45120.230 RETIREMENT	24,785.00	11,079.78	13,705.22	44.70%	2,127.90
226-45120.291 HEALTH IMP PROGRAMS	0.00	696.65	-696.65	100.00%	0.00
226-45120.330 OTHER PROFESSIONAL SVCS	17,488.00	6,601.69	10,886.31	37.75%	5,223.19
226-45120.421 TRUCK LEASE	24,005.00	23,845.32	159.68	99.33%	0.00
226-45120.500 TRAINING, CONF, DUES	16,600.00	4,829.77	11,770.23	29.10%	0.00
226-45120.580 TRAVEL	28,845.00	5,795.71	23,049.29	20.09%	3,892.20
226-45120.610 SUPPLIES	27,930.00	11,592.15	16,337.85	41.50%	3,703.06
226-45120.626 GAS, GREASE & OIL	1,750.00	0.00	1,750.00	0.00%	0.00
Total AFTER SCHOOL CARE	628,204.00	241,597.94	386,606.06	38.46%	58,730.50
226-45121 PRESCHOOL					
226-45121.110 SALARIES - REGULAR	174,471.00	70,735.13	103,735.87	40.54%	13,384.33
226-45121.140 SALARIES - PART-TIME	31,385.00	13,456.70	17,928.30	42.88%	2,459.20
226-45121.210 HEALTH INS & OTHER BENEFIT	79,671.00	34,404.38	45,266.62	43.18%	6,814.93
226-45121.220 SOCIAL SECURITY	15,748.00	6,507.85	9,240.15	41.32%	1,218.81
226-45121.230 RETIREMENT	17,447.00	7,026.60	10,420.40	40.27%	1,338.40
226-45121.291 HEALTH IMP PROGRAMS	0.00	732.96	-732.96	100.00%	0.00

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
226-45121.330 OTHER PROFESSIONAL SVCS	3,072.00	1,945.50	1,126.50	63.33%	1,260.00
226-45121.434 MAINTENANCE-BUILDINGS/GRO	3,333.00	3,500.00	-167.00	105.01%	0.00
226-45121.500 TRAINING, CONF, DUES	12,560.00	3,896.51	8,663.49	31.02%	300.00
226-45121.530 COMMUNICATIONS	2,448.00	1,037.33	1,410.67	42.37%	209.43
226-45121.580 TRAVEL	1,728.00	478.97	1,249.03	27.72%	260.00
226-45121.610 SUPPLIES	4,500.00	1,668.10	2,831.90	37.07%	409.27
Total PRESCHOOL	346,363.00	145,390.03	200,972.97	41.98%	27,654.37
226-45122 SUMMER DAY CAMPS					
226-45122.110 SALARIES - REGULAR	43,104.00	12,615.11	30,488.89	29.27%	522.66
226-45122.140 SALARIES - PART-TIME	166,966.00	139,700.83	27,265.17	83.67%	235.75
226-45122.220 SOCIAL SECURITY	16,070.00	11,652.34	4,417.66	72.51%	58.04
226-45122.330 OTHER PROFESSIONAL SVCS	5,781.00	2,930.00	2,851.00	50.68%	0.00
226-45122.580 TRAVEL	28,153.00	27,525.76	627.24	97.77%	0.00
226-45122.610 Supplies	13,699.00	8,130.80	5,568.20	59.35%	0.00
226-45122.626 GAS, GREASE AND OIL	150.00	0.00	150.00	0.00%	0.00
Total SUMMER DAY CAMPS	273,923.00	202,554.84	71,368.16	73.95%	816.45
226-45124 POOL					
226-45124.140 SALARIES - PART-TIME	90,109.00	65,909.90	24,199.10	73.14%	0.00
226-45124.220 SOCIAL SECURITY	6,893.00	5,042.05	1,850.95	73.15%	0.00
226-45124.330 OTHER PROFESSIONAL SVCS	7,290.00	3,380.10	3,909.90	46.37%	3,217.10
226-45124.410 WATER & SEWER CHARGES	1,988.00	0.00	1,988.00	0.00%	0.00
226-45124.434 MAINTENANCE-BLDGS/GROUNDS	19,683.00	10,663.23	9,019.77	54.17%	844.84
226-45124.610 SUPPLIES	5,795.00	2,656.44	3,138.56	45.84%	0.00
Total POOL	131,758.00	87,651.72	44,106.28	66.52%	4,061.94
226-45125 CONCESSIONS					
226-45125.140 SALARIES - PART-TIME	7,882.00	6,835.54	1,046.46	86.72%	0.00
226-45125.220 SOCIAL SECURITY	603.00	522.91	80.09	86.72%	0.00
226-45125.500 TRAINING, CONF, DUES	140.00	0.00	140.00	0.00%	0.00
226-45125.610 SUPPLIES	15,824.00	6,881.58	8,942.42	43.49%	0.00
Total CONCESSIONS	24,449.00	14,240.03	10,208.97	58.24%	0.00
226-45220 PARKS & FACILITIES					
226-45220.550 TRAINING, CONF, DUES	1,750.00	1,635.23	114.77	93.44%	0.00
226-45220.610 PARKS & FACILITIES SUPPLI	1,175.00	5,595.59	-4,420.59	476.22%	219.93
Total PARKS & FACILITIES	2,925.00	7,230.82	-4,305.82	247.21%	219.93
Total Expenditures	1,711,748.00	908,628.06	803,119.94	53.08%	125,675.33
Total EJRP PPROGRAMS FUND	13.00	-251,983.03	251,970.03		-71,680.41
230-331 GRANT REVENUE					
230-33126.000 MAIN PED BRIDGE - BC828	0.00	32,708.23	-32,708.23	100.00%	0.00

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
Total GRANT REVENUE	0.00	32,708.23	-32,708.23	100.00%	0.00
230-341 CONTRIBUTIONS					
230-34100.100 DONATION FOR LANDSCAPING	0.00	1,401.79	-1,401.79	100.00%	0.00
230-34105.000 CVE CONTRIB FOR ECONOMIC	15,000.00	0.00	15,000.00	0.00%	0.00
Total CONTRIBUTIONS	15,000.00	1,401.79	13,598.21	9.35%	0.00
230-361 INTEREST EARNINGS					
230-36101.000 INTEREST EARNINGS	0.00	533.52	-533.52	100.00%	0.00
Total INTEREST EARNINGS	0.00	533.52	-533.52	100.00%	0.00
230-391 GENERAL FUND TRANSFER IN					
230-39110.000 CONTRIB FROM GENERAL FUND	317,751.00	79,437.75	238,313.25	25.00%	0.00
Total GENERAL FUND TRANSFER IN	317,751.00	79,437.75	238,313.25	25.00%	0.00
Total Revenues	332,751.00	114,081.29	218,669.71	34.28%	0.00
230-46801.007 PEARL ST. LINKING SIDEWAL	0.00	21,530.40	-21,530.40	100.00%	0.00
230-46801.008 CRESCENT CONNECTOR	0.00	73,535.74	-73,535.74	100.00%	6,574.97
230-46801.009 RAILROAD AVE. RDWY/WTR LI	95,430.00	54.48	95,375.52	0.06%	54.48
230-46801.016 MAIN PED BRIDGE BC1828	0.00	105,387.80	-105,387.80	100.00%	964.00
230-46801.018 SO. STREET DRAINAGE IMP	0.00	5,938.68	-5,938.68	100.00%	0.00
230-46801.019 FACILITIES ASSESSEMENT	10,000.00	0.00	10,000.00	0.00%	0.00
230-46801.710 BRICK/MANSF STRM CA0462	0.00	9,834.41	-9,834.41	100.00%	2,586.40
230-46801.715 Fairview Main St ERP	0.00	5,571.93	-5,571.93	100.00%	0.00
230-46801.720 BETTR BK RDS BR0278	0.00	17,585.00	-17,585.00	100.00%	17,585.00
230-46801.725 CA0530 Phosphorus Control	0.00	143.10	-143.10	100.00%	143.10
Total Expenditures	105,430.00	239,581.54	-134,151.54	227.24%	27,907.95
Total GEN FUND CAP RESERVE	227,321.00	-125,500.25	-101,820.75	-55.21%	-27,907.95
231-36101.000 INTEREST EARNINGS	0.00	163.69	-163.69	100.00%	0.00
231-39000.004 VAC TRUCK RENTAL	0.00	3,768.00	-3,768.00	100.00%	3,768.00
231-39110.000 CONTRIB FROM GENERAL FUND	223,624.00	55,906.00	167,718.00	25.00%	0.00
231-39200.000 SALE OF ASSET	0.00	40,000.00	-40,000.00	100.00%	0.00
Total Revenues	223,624.00	99,837.69	123,786.31	44.65%	3,768.00
231-47117.000 FIRE TRUCK LOAN PRINCIPAL	50,000.00	0.00	50,000.00	0.00%	0.00
231-47217.000 INTEREST EXPENSE	2,250.00	0.00	2,250.00	0.00%	0.00
Total Expenditures	52,250.00	0.00	52,250.00	0.00%	0.00
Total ROLLING STOCK FUND	171,374.00	99,837.69	-271,211.69	58.26%	3,768.00

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
232-36101.000 INTEREST EARNINGS	0.00	125.50	-125.50	100.00%	0.00
Total Revenues	0.00	125.50	-125.50	100.00%	0.00
Total LAND ACQUISITION FUND	0.00	125.50	-125.50	-100.00%	0.00
233-36101.000 Interest Earnings	0.00	-48.15	48.15	100.00%	0.00
233-39110.000 CONTRIBUTION FROM GEN FUN	0.00	27,675.00	-27,675.00	100.00%	0.00
Total Revenues	0.00	27,626.85	-27,626.85	100.00%	0.00
233-46801.002 NEW SIGN LEASE	0.00	7,427.64	-7,427.64	100.00%	0.00
233-46801.003 LANDSCAPING	5,500.00	4,713.00	787.00	85.69%	0.00
233-46801.004 MAINT GARAGE/CAMP ADDITIO	0.00	5,315.88	-5,315.88	100.00%	0.00
233-46801.005 RESURFACING	7,040.00	2,840.00	4,200.00	40.34%	0.00
233-46801.006 LIGHTING & TECHNOLOGY	7,500.00	0.00	7,500.00	0.00%	0.00
233-46801.007 FENCING	4,000.00	210.10	3,789.90	5.25%	0.00
233-46801.008 FIELD MAINTENANCE	5,500.00	400.00	5,100.00	7.27%	0.00
233-46801.009 PARK AMENITIES	11,160.00	2,500.00	8,660.00	22.40%	0.00
233-46801.010 BUILDING & FACILITIES	70,000.00	0.00	70,000.00	0.00%	0.00
233-46801.805 Interest Expense	0.00	51.88	-51.88	100.00%	0.00
Total Expenditures	110,700.00	23,458.50	87,241.50	21.19%	0.00
Total EWRP CAP RESERVE	-110,700.00	4,168.35	106,531.65	-3.77%	0.00
Total Revenues	0.00	0.00	0.00	0.00%	0.00
253-468 CAPITAL PROJECTS					
Total CAPITAL PROJECTS	0.00	0.00	0.00	0.00%	0.00
Total Expenditures	0.00	0.00	0.00	0.00%	0.00
Total BOND FUND	0.00	0.00	0.00	0.00%	0.00
254-3 REVENUE					
254-34 OPERATING REVENUE					
254-34402.000 INTEREST EARNINGS	0.00	14.01	-14.01	100.00%	0.00
254-348 USER CHARGES					
254-34801.000 SALE OF WATER-RESIDENTIAL	992,409.00	522,917.55	469,491.45	52.69%	-26.75
254-34811.000 WATER BILLING PENALTIES	4,000.00	751.28	3,248.72	18.78%	75.00
254-34812.000 WATER SALES - LARGE USERS	97,201.00	32,734.80	64,466.20	33.68%	7,349.24
254-34821.000 HOOK ON FEES	15,000.00	2,850.00	12,150.00	19.00%	0.00
Total USER CHARGES	1,108,610.00	559,253.63	549,356.37	50.45%	7,397.49

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
254-349 GF PASS THROUGH REVENUES					
254-34900.000 SALE OF WATER-GF	2,686,765.00	908,600.56	1,778,164.44	33.82%	203,988.47
254-34902.000 SALE OF WATER - GF VT TA	70,985.00	20,983.85	50,001.15	29.56%	4,711.05
Total GF PASS THROUGH REVENUES	2,757,750.00	929,584.41	1,828,165.59	33.71%	208,699.52
Total OPERATING REVENUE	3,866,360.00	1,488,852.05	2,377,507.95	38.51%	216,097.01
254-390 NON OPERATING REVENUE					
254-39000.001 CURRENT YR CONTRIBUTION I	0.00	52,500.00	-52,500.00	100.00%	0.00
254-39000.004 VAC TRUCK RENTAL	0.00	628.00	-628.00	100.00%	628.00
Total NON OPERATING REVENUE	0.00	53,128.00	-53,128.00	100.00%	628.00
Total REVENUE	3,866,360.00	1,541,980.05	2,324,379.95	39.88%	216,725.01
Total Revenues	3,866,360.00	1,541,980.05	2,324,379.95	39.88%	216,725.01
254-43 EXPENSES					
254-432 OPERATING EXPENSES					
254-4320 GENERAL EXPENSES					
254-43200.1 WATER FUND SALARIES					
254-43200.110 SALARIES REGULAR	109,133.00	45,406.05	63,726.95	41.61%	8,972.76
254-43200.130 SALARIES OVERTIME	14,000.00	2,325.49	11,674.51	16.61%	661.92
254-43200.140 SALARIES PART TIME	5,427.00	2,041.03	3,385.97	37.61%	288.60
Total WATER FUND SALARIES	128,560.00	49,772.57	78,787.43	38.72%	9,923.28
254-43200.2 WATER FUND BENEFITS					
254-43200.210 HEALTH INS & OTHER BENEFI	45,212.00	19,634.96	25,577.04	43.43%	5,815.74
254-43200.220 SOCIAL SECURITY	9,965.00	3,860.17	6,104.83	38.74%	761.16
254-43200.226 WORKERS COMP INSURANCE	6,716.00	2,773.89	3,942.11	41.30%	520.38
254-43200.230 RETIREMENT	10,913.00	4,553.22	6,359.78	41.72%	937.56
254-43200.250 UNEMPLOYMENT INSURANCE	200.00	6.12	193.88	3.06%	0.86
Total WATER FUND BENEFITS	73,006.00	30,828.36	42,177.64	42.23%	8,035.70
254-43200.330 OTHER PROFESSIONAL SERVIC	1,000.00	0.00	1,000.00	0.00%	0.00
254-43200.335 AUDIT	3,680.00	3,496.00	184.00	95.00%	3,496.00
254-43200.340 COMPUTER EXPENSES	1,000.00	0.00	1,000.00	0.00%	0.00
254-43200.410 WATER AND SEWER CHARGE	200.00	50.06	149.94	25.03%	25.03
254-43200.411 CWD WATER PURCHASE	515,807.00	172,247.97	343,559.03	33.39%	35,432.65
254-43200.412 STATE WATER TAX	13,628.00	3,978.03	9,649.97	29.19%	818.31
254-43200.430 WATER LINES MAINT-BREAKS	16,000.00	837.50	15,162.50	5.23%	0.00
254-43200.432 VEHICLE MAINTENANCE	0.00	1,244.12	-1,244.12	100.00%	1,186.37
254-43200.441 RIGHT OF WAY AGREEMENTS	142.00	0.00	142.00	0.00%	0.00
254-43200.491 CONTRACTUAL SERVICES	104,158.00	26,039.50	78,118.50	25.00%	0.00
254-43200.500 TRAINING, CONFERENCES, DU	2,500.00	690.00	1,810.00	27.60%	690.00

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
254-43200.521 LIABILITY & PROPERTY INS.	2,271.00	1,229.06	1,041.94	54.12%	0.00
254-43200.535 TELEPHONE SERVICES	1,500.00	886.48	613.52	59.10%	139.48
254-43200.536 POSTAGE	2,000.00	1,156.26	843.74	57.81%	0.00
254-43200.550 PRINTING AND ADVERTISING	2,608.00	306.50	2,301.50	11.75%	306.50
254-43200.570 MAINTENANCE OTHER	2,500.00	0.00	2,500.00	0.00%	0.00
254-43200.610 SUPPLIES	6,000.00	2,576.62	3,423.38	42.94%	1,575.50
254-43200.612 UNIFORMS,BOOTS,ETC	1,500.00	744.96	755.04	49.66%	409.99
254-43200.613 METERS AND PARTS	500.00	0.00	500.00	0.00%	0.00
254-43200.614 DISTRIBUTION MATERIALS	7,000.00	275.32	6,724.68	3.93%	0.00
254-43200.622 ELECTRICAL SERVICE	750.00	203.05	546.95	27.07%	54.76
254-43200.623 HEATING/NATURAL GAS	3,000.00	92.35	2,907.65	3.08%	32.58
254-43200.626 GAS,GREASE AND OIL	3,000.00	612.75	2,387.25	20.43%	241.63
254-43200.742 TRANS TO CAPITAL RESERVE	210,000.00	52,500.00	157,500.00	25.00%	0.00
254-43200.805 INTEREST EXPENSE	300.00	72.64	227.36	24.21%	0.00
254-43200.891 CAPITAL OUTLAY	6,000.00	0.00	6,000.00	0.00%	0.00
Total GENERAL EXPENSES	1,108,610.00	349,840.10	758,769.90	31.56%	62,367.78
254-4321 GF WATER EXPENSES					
254-43210.411 CWD WATER PURC - GF	2,686,765.00	908,600.54	1,778,164.46	33.82%	203,988.46
254-43210.412 STATE WATER TAX - GF	70,985.00	20,983.85	50,001.15	29.56%	4,711.05
Total GF WATER EXPENSES	2,757,750.00	929,584.39	1,828,165.61	33.71%	208,699.51
Total OPERATING EXPENSES	3,866,360.00	1,279,424.49	2,586,935.51	33.09%	271,067.29
254-433 CAPITAL PROJECT EXPENSES					
254-43330.001 RAILROAD AVE. REDY/WTR LN	107,685.00	59.52	107,625.48	0.06%	59.52
254-43330.002 METER REPLACEMENT PROGRAM	28,721.00	4,264.04	24,456.96	14.85%	1,931.94
254-43330.005 SERIES 3 BOND INTEREST	16,146.00	8,195.09	7,950.91	50.76%	0.00
254-43332 BONDED PROJECTS					
Total BONDED PROJECTS	0.00	0.00	0.00	0.00%	0.00
Total CAPITAL PROJECT EXPENSES	152,552.00	12,518.65	140,033.35	8.21%	1,991.46
Total EXPENSES	4,018,912.00	1,291,943.14	2,726,968.86	32.15%	273,058.75
Total Expenditures	4,018,912.00	1,291,943.14	2,726,968.86	32.15%	273,058.75
Total WATER FUND	-152,552.00	250,036.91	-97,484.91	-163.90%	-56,333.74
255-3 REVENUE					
255-34 OPERATING REVENUE					
255-34402.000 INTEREST EARNINGS	0.00	1,667.74	-1,667.74	100.00%	0.00
255-34403.000 MISC - UNCLASSIFIED RECEI	0.00	106.00	-106.00	100.00%	0.00
255-348 VILLAGE USER CHARGES					
255-34801.000 VILLAGE USER CHARGE	694,916.00	354,646.80	340,269.20	51.03%	0.00
255-34811.000 VILLAGE USER PENALTIES	3,000.00	531.04	2,468.96	17.70%	0.00
255-34812.000 VILL. SEPTAGE DISCHARGE I	18,000.00	12,510.13	5,489.87	69.50%	3,601.13

WASTEWATER FUND

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
255-34813.000 VILLAGE LEACHATE REVENUES	0.00	386.01	-386.01	100.00%	71.70
Total VILLAGE USER CHARGES	715,916.00	368,073.98	347,842.02	51.41%	3,672.83
255-349 TRI-TOWN REVENUES					
255-34900.000 WASTEWATER CHARGE - ESSEX	477,278.00	198,865.85	278,412.15	41.67%	39,773.17
255-34901.000 WASTEWATER CHARGE - WILLI	715,917.00	298,298.75	417,618.25	41.67%	59,659.75
255-34903.001 SHARED SEPTAGE REVENUES	9,000.00	0.00	9,000.00	0.00%	0.00
255-34903.005 PUMP STATION MAINT. FEES	31,725.00	7,931.25	23,793.75	25.00%	0.00
Total TRI-TOWN REVENUES	1,233,920.00	505,095.85	728,824.15	40.93%	99,432.92
Total OPERATING REVENUE	1,949,836.00	874,943.57	1,074,892.43	44.87%	103,105.75
255-39 NON OPERATING INCOME					
255-39000.001 CURRENT YR CONTRIBUTION I	0.00	85,000.00	-85,000.00	100.00%	0.00
255-39000.004 VAC TRUCK RENTAL	0.00	628.00	-628.00	100.00%	628.00
255-39700.002 ESSEX - DEBT PAYMENT	0.00	291,005.55	-291,005.55	100.00%	291,005.55
255-39700.003 WILLISTON - DEBT PAYMENT	0.00	280,440.99	-280,440.99	100.00%	280,440.99
255-39700.004 ESSEX JCT - DEBT PAYMENT	0.00	301,657.42	-301,657.42	100.00%	301,657.42
Total NON OPERATING INCOME	0.00	958,731.96	-958,731.96	100.00%	873,731.96
Total REVENUE	1,949,836.00	1,833,675.53	116,160.47	94.04%	976,837.71
Total Revenues	1,949,836.00	1,833,675.53	116,160.47	94.04%	976,837.71
255-43 EXPENSES					
255-4320 GENERAL EXPENSES					
255-43200.1 WWTF SALARIES					
255-43200.110 SALARIES REGULAR	343,375.00	125,225.20	218,149.80	36.47%	23,104.61
255-43200.130 SALARIES OVERTIME	45,000.00	17,343.60	27,656.40	38.54%	4,446.68
255-43200.140 SALARIES PART TIME	16,000.00	2,536.88	13,463.12	15.86%	93.54
Total WWTF SALARIES	404,375.00	145,105.68	259,269.32	35.88%	27,644.83
255-43200.2 WWTF BENEFITS					
255-43200.210 HEALTH INS & OTHER BENEFI	137,000.00	47,247.55	89,752.45	34.49%	9,122.72
255-43200.220 SOCIAL SECURITY	31,095.00	10,788.64	20,306.36	34.70%	2,148.91
255-43200.226 WORKERS COMP INSURANCE	20,534.00	6,126.82	14,407.18	29.84%	1,191.58
255-43200.230 RETIREMENT	34,338.00	12,305.30	22,032.70	35.84%	2,249.64
255-43200.250 UNEMPLOYMENT INSURANCE	420.00	3.90	416.10	0.93%	0.27
Total WWTF BENEFITS	223,387.00	76,472.21	146,914.79	34.23%	14,713.12
255-43200.320 LEGAL SERVICES	2,000.00	0.00	2,000.00	0.00%	0.00
255-43200.330 OTHER PROFESSIONAL SERVIC	4,000.00	1,685.17	2,314.83	42.13%	25.00
255-43200.335 AUDIT	4,320.00	4,104.00	216.00	95.00%	4,104.00
255-43200.410 WATER AND SEWER CHARGE	3,000.00	1,823.74	1,176.26	60.79%	1,137.81

WASTEWATER FUND

Account			Budget		Pd to Date
	Budget	Actual	Balance	% of Budget	
255-43200.432 VEHICLE MAINTENANCE	3,000.00	3,027.32	-27.32	100.91%	889.78
255-43200.491 CONTRACTUAL SERVICES	52,079.00	13,019.75	39,059.25	25.00%	0.00
255-43200.500 TRAINING, CONFERENCES, DU	6,500.00	1,353.21	5,146.79	20.82%	104.93
255-43200.521 LIABILITY & PROPERTY INS.	32,275.00	14,035.89	18,239.11	43.49%	0.00
255-43200.535 TELEPHONE SERVICES	6,000.00	1,790.66	4,209.34	29.84%	314.80
255-43200.565 GRIT DISPOSAL	18,000.00	5,211.44	12,788.56	28.95%	1,476.56
255-43200.567 SLUDGE PROCESSING	140,000.00	80,640.00	59,360.00	57.60%	80,640.00
255-43200.568 SLUDGE MANAGEMENT	150,000.00	20,510.74	129,489.26	13.67%	7,393.85
255-43200.569 WWTF ANNUAL PERMIT FEE	9,900.00	0.00	9,900.00	0.00%	0.00
255-43200.570 MAINTENANCE OTHER	100,000.00	26,093.70	73,906.30	26.09%	13,377.63
255-43200.577 CONTRACT LABORATORY SERVI	11,000.00	4,138.59	6,861.41	37.62%	1,530.31
255-43200.610 SUPPLIES	10,000.00	4,681.83	5,318.17	46.82%	1,166.81
255-43200.612 UNIFORMS,BOOTS,ETC	6,000.00	1,338.65	4,661.35	22.31%	211.99
255-43200.618 SUPPLIES - LABORATORY	18,000.00	3,935.11	14,064.89	21.86%	2,189.63
255-43200.619 CHEMICALS	230,000.00	129,723.81	100,276.19	56.40%	38,399.96
255-43200.622 ELECTRICAL SERVICE	150,000.00	55,869.40	94,130.60	37.25%	17,431.71
255-43200.623 HEATING/NATURAL GAS	20,000.00	2,483.59	17,516.41	12.42%	722.31
255-43200.626 GAS,GREASE AND OIL	6,000.00	952.70	5,047.30	15.88%	236.11
255-43200.742 TRANS TO CAPITAL RESERVE	340,000.00	85,000.00	255,000.00	25.00%	0.00
Total GENERAL EXPENSES	1,949,836.00	682,997.19	1,266,838.81	35.03%	213,711.14
255-433 CAPITAL PROJECTS/EXPENSES					
255-43330.000 ARRA Loan-AR1-004 Admin F	0.00	557.55	-557.55	100.00%	557.55
255-43330.001 RZEDB Interest	0.00	22,686.35	-22,686.35	100.00%	0.00
255-43330.002 DIGESTER CLEARNING	0.00	1,640.45	-1,640.45	100.00%	1,640.45
255-43330.007 CWSRF RF1-148 ADMIN FEE	0.00	237,009.20	-237,009.20	100.00%	0.00
255-43330.011 HEADWORKS SCREEN	0.00	27,799.89	-27,799.89	100.00%	0.00
255-43330.012 ALKALINITY CNTRL INSTALLA	0.00	11.25	-11.25	100.00%	0.00
Total CAPITAL PROJECTS/EXPENSES	0.00	289,704.69	-289,704.69	100.00%	2,198.00
255-434 NON-OPERATING EXPENSES					
Total NON-OPERATING EXPENSES	0.00	0.00	0.00	0.00%	0.00
Total EXPENSES	1,949,836.00	972,701.88	977,134.12	49.89%	215,909.14
Total Expenditures	1,949,836.00	972,701.88	977,134.12	49.89%	215,909.14
Total WASTEWATER FUND	0.00	860,973.65	-860,973.65	-100.00%	760,928.57
256-3 REVENUE					
256-33 INTERGOVERNMENTAL REVENUE					
256-33900.000 ESSEX PUMP STATION FEES	25,940.00	4,435.68	21,504.32	17.10%	4,435.68
256-33900.001 PARY AGREEMNT REV	15,000.00	3,750.00	11,250.00	25.00%	3,750.00
Total INTERGOVERNMENTAL REVENUE	40,940.00	8,185.68	32,754.32	19.99%	8,185.68

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
256-34 OPERATING REVENUE					
256-34402.000 INTEREST EARNINGS	500.00	2,804.64	-2,304.64	560.93%	0.00
256-34403.000 MISC. - UNCLASSIFIED RECE	0.00	3,940.00	-3,940.00	100.00%	3,940.00
256-348 USER CHARGES					
256-34801.000 ANNUAL CUSTOMER CHARGE	586,985.00	296,888.80	290,096.20	50.58%	0.00
256-34811.000 ANNUAL CUSTOMER CHARGE -	2,500.00	501.92	1,998.08	20.08%	0.00
256-34821.000 HOOK ON FEES	30,000.00	1,000.00	29,000.00	3.33%	0.00
Total USER CHARGES	619,485.00	298,390.72	321,094.28	48.17%	0.00
Total OPERATING REVENUE	619,985.00	305,135.36	314,849.64	49.22%	3,940.00
256-39 NON OPERATING REVENUE					
256-39000.001 CURRENT YR CONTRIBUTION I	0.00	23,750.00	-23,750.00	100.00%	0.00
256-39000.004 VAC TRUCK RENTAL	0.00	7,536.00	-7,536.00	100.00%	7,536.00
256-39200.001 WWTF CAPACITY SALE REVENU	0.00	100,000.00	-100,000.00	100.00%	0.00
Total NON OPERATING REVENUE	0.00	131,286.00	-131,286.00	100.00%	7,536.00
Total REVENUE	660,925.00	444,607.04	216,317.96	67.27%	19,661.68
Total Revenues	660,925.00	444,607.04	216,317.96	67.27%	19,661.68
256-43 EXPENSES					
256-432 OPERATING EXPENSES					
256-43200.1 SANITATION SALARIES					
256-43200.110 SALARIES REGULAR	91,459.00	35,139.81	56,319.19	38.42%	5,327.59
256-43200.130 SALARIES OVERTIME	14,185.00	2,539.65	11,645.35	17.90%	567.89
256-43200.140 SALARIES PART TIME	5,427.00	2,041.03	3,385.97	37.61%	288.60
Total SANITATION SALARIES	111,071.00	39,720.49	71,350.51	35.76%	6,184.08
256-43200.2 SANITATION BENEFITS					
256-43200.210 HEALTH INS & OTHER BENEFI	40,567.00	12,953.71	27,613.29	31.93%	2,866.56
256-43200.220 SOCIAL SECURITY	8,671.00	3,057.21	5,613.79	35.26%	427.24
256-43200.226 WORKERS COMP INSURANCE	5,282.00	1,962.37	3,319.63	37.15%	342.49
256-43200.230 RETIREMENT	9,146.00	3,611.99	5,534.01	39.49%	556.15
256-43200.250 UNEMPLOYMENT INSURANCE	200.00	6.34	193.66	3.17%	0.86
Total SANITATION BENEFITS	63,866.00	21,591.62	42,274.38	33.81%	4,193.30
256-43200.330 OTHER PROFESSIONAL SERVIC	1,000.00	0.00	1,000.00	0.00%	0.00
256-43200.335 AUDIT	1,840.00	1,748.00	92.00	95.00%	1,748.00
256-43200.340 COMPUTER EXPENSES	1,300.00	0.00	1,300.00	0.00%	0.00
256-43200.410 WATER AND SEWER CHARGE	500.00	142.90	357.10	28.58%	71.45
256-43200.430 SANITATION LINES MAINTENA	6,000.00	936.40	5,063.60	15.61%	0.00
256-43200.432 VEHICLE MAINTENANCE	0.00	829.54	-829.54	100.00%	136.54
256-43200.434 PUMP STATION MAINTENANCE	12,000.00	3,529.39	8,470.61	29.41%	3,036.11
256-43200.436 SANIT. LINE BACK-UP CLEAN	1,000.00	1,000.00	0.00	100.00%	0.00

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
256-43200.441 RIGHT OF WAY AGREEMENTS	1,140.00	1,230.90	-90.90	107.97%	0.00
256-43200.491 CONTRACTUAL SERVICES	135,883.00	33,970.75	101,912.25	25.00%	0.00
256-43200.500 TRAINING, CONFERENCES, DU	200.00	0.00	200.00	0.00%	0.00
256-43200.521 LIABILITY & PROPERTY INS.	6,225.00	2,778.90	3,446.10	44.64%	0.00
256-43200.536 POSTAGE	3,500.00	2,314.52	1,185.48	66.13%	0.00
256-43200.550 PRINTING AND ADVERTISING	1,000.00	0.00	1,000.00	0.00%	0.00
256-43200.570 MAINTENANCE OTHER	2,500.00	0.00	2,500.00	0.00%	0.00
256-43200.610 SUPPLIES	1,000.00	168.19	831.81	16.82%	0.00
256-43200.612 UNIFORMS,BOOTS,ETC	1,500.00	0.00	1,500.00	0.00%	0.00
256-43200.622 ELECTRICAL SERVICE	12,000.00	4,672.30	7,327.70	38.94%	1,182.42
256-43200.623 HEATING/NATURAL GAS	1,900.00	116.32	1,783.68	6.12%	46.73
256-43200.626 GAS,GREASE AND OIL	2,500.00	1,484.76	1,015.24	59.39%	419.76
256-43200.742 TRANS TO CAPITAL RESERVE	95,000.00	23,750.00	71,250.00	25.00%	0.00
256-43200.891 CAPITAL OUTLAY	5,000.00	0.00	5,000.00	0.00%	0.00
256-43220 ESSEX PS COSTS					
256-43220.001 SUSIE WILSON PS COSTS	10,000.00	2,926.23	7,073.77	29.26%	1,512.55
256-43220.002 WEST ST PS COSTS	12,000.00	3,816.49	8,183.51	31.80%	1,719.81
Total ESSEX PS COSTS	22,000.00	6,742.72	15,257.28	30.65%	3,232.36
Total OPERATING EXPENSES	489,925.00	146,727.70	343,197.30	29.95%	20,250.75
256-433 CAPIITAL PROJECTS/EXPENSE					
256-43330.002 METER REPLACEMENT PROGRAM	57,442.00	8,528.09	48,913.91	14.85%	3,863.88
256-43330.006 SO ST PS PUMPS,VALVS,VENT	40,000.00	0.00	40,000.00	0.00%	0.00
256-43330.007 ARRA Loan-AR1-004 Admin F	3,667.00	14,879.53	-11,212.53	405.77%	14,879.53
256-43330.009 RF1-157 PS UpGrd Admin Fe	17,249.00	0.00	17,249.00	0.00%	0.00
Total CAPIITAL PROJECTS/EXPENSE	118,358.00	23,407.62	94,950.38	19.78%	18,743.41
256-434 NON OPERATING EXPENSES					
256-43455.001 TRANS TO WWTF FOR DEBT PY	0.00	301,657.42	-301,657.42	100.00%	301,657.42
Total NON OPERATING EXPENSES	0.00	301,657.42	-301,657.42	100.00%	301,657.42
Total EXPENSES	608,283.00	471,792.74	136,490.26	77.56%	340,651.58
Total Expenditures	608,283.00	471,792.74	136,490.26	77.56%	340,651.58
Total SANITATION FUND	52,642.00	-27,185.70	-25,456.30	-51.64%	-320,989.90
Total All Funds	153,134.00	992,072.24	-1,145,206.24	647.85%	-75,781.04

1 Selectboard and Trustee Subcommittee on Governance
2 November 28, 2018 Special Meeting Minutes
3 81 Main Street, Essex Junction, VT
4

5 Subcommittee Members Present: Max Levy
6 Elaine Sopchak
7 George Tyler
8 Irene Wrenner
9

10 Staff Present: Greg Duggan
11 Evan Teich
12

13 Guest: Attorney Dan Richardson
14

15 Members of the Public Present: Iris Banks
16 Margaret Smith
17

18 1. CALL TO ORDER

19 George Tyler called the meeting to order at 6:37 p.m.
20

21 2. AGENDA ADDITIONS/CHANGES

22 3. APPROVE AGENDA

23 Irene Wrenner handed out corrections to the minutes. She moved to approve this addition to
24 the agenda. Max Levy seconded and the motion passed 4-0.
25

26 4. PUBLIC TO BE HEARD

27 There were no comments from the public.
28

29 5. BUSINESS ITEMS
30

31 a. Review and approve minutes of November 19, 2018 Subcommittee meeting

32 Ms. Wrenner moved and Mr. Levy seconded to approve the minutes with the following
33 amendments. The minutes were approved 4-0.

- 34 • Line 67: Remove “expressed concern” and replace with “has been told.”
- 35 • Line 68: Remove “voices were not being” and replace with “don’t feel.” Add “because
36 of the way such votes are structured” after “heard.”
- 37 • Line 109: Remove “objected to this interpretation.”
- 38 • Line 110: Remove “because she.” Change “could” to “should.”

- 39 • Line 111: Remove “in her opinion.” Capitalize “Outside.” Add “-only” after “Village.”
40 Change “residents” to “representatives. Add “Mr. Levy, Ms. Sopchak, and Mr. Tyler
41 disagreed with this statement.” after this sentence.
- 42 • Line 114: Remove “maintained that past history has shown that the two boards have
43 difficulty properly including the public in its discussions and determinations regarding
44 governance.” and replace with “provided several examples of large governance
45 proposals in the past, for which the public offered significant amounts and degrees of
46 input that was not incorporated by the board(s).”
- 47 • Line 127: Add “generated by staff” after the word “used.” Remove “offered or used”
48 and replace with “needed.”
- 49 • Line 131: Remove “two” and replace with “TIV and TOV.”
- 50 • Line 132: Add “she posited that” after “required,” and replace “Town and Village” with
51 “TOV and TIV.”
- 52 • Line 136: Add “in a consolidated environment” after the word “scenario.”
- 53 • Line 143: Remove “(in a consolidated environment).”
- 54 • Line 151: Remove “(in a consolidated environment).”
- 55 • Line 160: Remove “she no longer felt that” and replace with “modified the description
56 to streamline.” Replace “required” with “, no longer anticipating.”
- 57 • Line 172: Replace “of” with “to.”

58

59 b. Discuss new or unresolved legal issues with Dan Richardson

60 Mr. Tyler asked Dan Richardson how having a mayor differed from the current council-manager
61 form of government. Mr. Richardson answered that the major difference is whether the mayor
62 is weak or strong. A weak mayor model is very similar to the council-manager model. A strong
63 mayor model creates an executive branch. The strong mayor is the chair of the board, can
64 break ties, and has veto power, which can be overridden by a supermajority (although veto
65 powers can be more narrowly defined). Mr. Richardson also stated that a city can be divided
66 into districts for proportional representation, with city councilors being representatives of the
67 districts and the mayor being the only official elected at-large.

68

69 Mr. Tyler inquired why a municipality would want to consider becoming a city. Mr. Richardson
70 replied it is often due to size. A larger municipality sometimes has more sophisticated needs
71 and therefore needs a corresponding form of government. He pointed out that a city does not
72 have to have a mayor, and cited South Burlington as an example. He stated that when there is a
73 mayor and city council, the council also elects a council chair, who essentially fills the role of
74 vice chair of the council.

75

76 Elaine Sopchak asked whether the mayor of a city must be elected by the citizens, or could be
77 elected by the council. Mr. Richardson answered that a mayor must be elected by citizens. She
78 then asked if a city could have special districts, and Mr. Richardson responded yes. Evan Teich
79 asked if such a special district would have its own board. Mr. Richardson responded that yes,
80 the district could have an appointed board, or the members of that board could be elected by
81 the district residents via special ballot (which would not require a separate annual meeting).

82

83 Mr. Levy asked whether a transitional provision in a charter could take the place of a special
84 district. Mr. Richardson confirmed this could happen, and that the provision could sunset.

85

86 Mr. Tyler asked whether the Brownell Library and EJRP could form a special cultural district. Mr.
87 Richardson said this is possible, and the district would have its own governing board. Mr. Levy
88 asked whether there could be a transitional provision to slowly incorporate the cost of the
89 Brownell and EJRP into the Town budget. Mr. Richardson replied he would have to research
90 that. Mr. Richardson stated that there could be a provision that requires merger within a
91 specified timeframe, at which point those departments either must merge into the Town or
92 remain separate.

93

94 Greg Duggan asked whether a special district, with its separate board, would have to administer
95 its own, separate staff (including HR, benefits, etc). Mr. Richardson replied that those needs of
96 a special district can piggyback onto the larger municipal entity, often through a management
97 agreement. He said there is no reason why a special district could not share administrative
98 services. The special district would also prepare and administer its own budget, but that budget
99 would go to the board of the larger municipality for approval and would be included in the
100 budget that goes to the voters.

101

102 Mr. Teich asked whether a member of the special district board could also be a member of the
103 board of the larger municipality. Mr. Richardson stated he would have to research whether a
104 non-elected member of the larger board would be allowed to cast votes. Mr. Teich asked
105 whether the professional staff of the larger community could be specified in the charter, and
106 Mr. Richardson answered yes. Mr. Richardson cautioned that there must also be room and
107 flexibility for growth and to account for the unknown.

108

109 Mr. Levy asked whether there is a need for special districts if the service requirements
110 community-wide are identical. Mr. Richardson answered no, there would not be a need for
111 special districts if that is the case. Ms. Sopchak asked to clarify language by referring to
112 “districts” as service-related divisions, and “wards” as voting-related divisions.

113

114 Mr. Teich observed that different areas of the Town and Village require different levels of
115 service—for example, sewer, plowing, fire, and police—and these areas are very different in
116 density, and wondered whether these differences impacted the discussion. Mr. Richardson
117 agreed that such differences exist but reminded the group that they are already currently
118 addressed, and there is no need to change those levels of service unless one of the areas
119 develops a need through growth or needed upgrades. He stated that a density balance can also
120 be met because Village density allows for absorption of growth that in turn allows the more
121 rural areas of the Town to remain less dense. He stated that in rare cases a portion of a
122 municipality could petition the legislature to have its boundaries be redrawn to become part of
123 a neighboring municipality that is more similar.

124

125 Ms. Wrenner stated that even though the need for services among districts could be the same,
126 there are stark differences in philosophy regarding the levels of service being used. She cited
127 the libraries as an example. Mr. Richardson suggested a way to address this would be to
128 consider having one library board for all Town library services. He suggested unifying both
129 libraries, unifying both rec departments, and having a single board, as having multiple boards
130 can sometimes hobble future growth.

131

132 Mr. Duggan inquired whether unified municipal districts are the same as special districts. Mr.
133 Richardson answered that union municipal districts are agreements between two or more
134 municipalities, while special districts exist within one municipality.

135

136 Ms. Wrenner asked whether residents could vote on different parts of the same budget. Mr.
137 Richardson said he would have to research that. She then inquired if a selectboard can have
138 wards. Mr. Richardson answered that selectboard members are elected at-large, while city
139 councils can have wards.

140

141 Mr. Levy asked to review the ideas of strong versus weak mayor models. Mr. Richardson said a
142 strong mayor model creates an executive branch with a mayor and a manager. A weak mayor
143 model is a slightly stronger version of a selectboard, with a city council in which the mayor has
144 veto power. He said the modern trend is for a council-manager form of government while a
145 mayoral form is from an older time. He stated that Burlington and Rutland have strong mayors,
146 while other Vermont cities use a weak mayor model. Mr. Tyler observed that a mayor can also
147 serve as the voice of economic development and other initiatives.

148

149 At this time the Subcommittee recessed for a brief break at 8:10 and reconvened at 8:15 PM.

150

151 c. Review and revise draft Subcommittee report

152 Mr. Richardson offered to assist the Subcommittee in revising its draft report for the joint
153 boards. The group discussed each aspect of the report and made revisions. They agreed that
154 the appendices of the report would be the financial data provided by staff at previous
155 meetings; the flow chart of the process drafted by Mr. Tyler; and the results of the ranking
156 survey completed by Subcommittee members. When the revisions were completed Mr. Duggan
157 stated he will prepare the report for inclusion in the packets for the joint board meeting on
158 December 5th.

159

160 Mr. Tyler suggested that the report not contain a timeline, and he will suggest to the joint
161 boards that the Subcommittee continue working with the end goal being to create a final
162 document of choices to go to every household in the community for future discussion and
163 feedback.

164

165 6. ADJOURN

166

167 Ms. Wrenner moved to adjourn and Mr. Levy seconded. The meeting adjourned at 9:40 PM.

168

169 Submitted by Elaine Haney Sopchak, Subcommittee Secretary



TOWN MEETING PREPARATION TRAINING

The next Town Meeting Day in Vermont is Tuesday, March 5, 2019. Many town officials play important roles to prepare for and run a Town Meeting. VLCT's Municipal Assistance Center will be conducting new webinars to help towns prepare for Town Meeting in addition to our annual training for town moderators.

WEBINARS

Model Town Meeting Articles and Warnings
Town Meeting Petition Requirements

WORKSHOP

Town Meeting Tune-Up

For training pricing and to register, visit:
www.vlct.org/training-events

1

Model Town Meeting Articles and Warnings Webinars

Tuesday, December 11, 2018, AND Tuesday, January 8, 2019

12:00 - 1:00 PM (two dates with the same content)

The proper wording of Town Meeting articles and warnings must comply with Vermont law, parliamentary procedure, and voter comprehension of the issue. Municipal Assistance Center attorney Carl Andeer will review our model warnings and articles and respond to questions. Recommended for all municipal officials involved with drafting articles and the Town Meeting warning including.

2

Town Meeting Petition Requirements Webinar

Tuesday, Dec. 18, 2018

12:00 - 1:00 PM

Vermont state law requires that the warning for the annual Town Meeting contain "any article or articles requested by a petition signed by at least five percent of the voters of the town and filed with the town clerk not less than 47 days before the day of the meeting." 17 V.S.A. § 2642. Vermont Director of Elections Will Senning will clarify what must be done and which articles must be included on your warning.

3

SAVE THE DATE! Town Meeting Tune-Up

Thursday, February 7, 2019, at the Capitol Plaza in Montpelier

VLCT's annual training for moderators, selectboard members, town clerks, town managers and administrators, and all local officials who are interested in learning how to run Town Meeting. [More to come about this training soon!](#)

County of Chittenden



(802) 951-1641
(802) 951-5121
CHITTENDEN COUNTY COURTHOUSE

Assistant Judge Charles L. Delaney
Assistant Judge Connie C. Ramsey

P.O. Box 187

175 Main Street
Burlington, VT 05402

TO: Members of the Legislative Bodies of the Towns and Cities in Chittenden County

From: Chittenden County Assistant Judges

Date: November 26, 2018

RE: Pre-Budget Meeting

It is time for us to begin the process of preparing our proposed budget for the fiscal year 2020. We feel that you are an important part of this process. Should you have any questions or concerns, we would like to invite you to our pre-budget meeting on Wednesday December 19, 2018, at noon at the Chittenden County Courthouse. As required by law, our annual budget meeting will be held in January 2019.

We are looking forward to seeing you on December 19, 2018 because your input is important to us.

A handwritten signature in cursive script that reads "Charles L. Delaney".

Charles L. Delaney
Assistant Judge

A handwritten signature in cursive script that reads "Constance C. Ramsey".

Constance C. Ramsey
Assistant Judge