



TRUSTEES MEETING NOTICE & AGENDA
TUESDAY, JANUARY 9, 2018 at 6:30 PM
LINCOLN HALL MEETING ROOM, 2 LINCOLN STREET

1. **CALL TO ORDER/PLEDGE OF ALLEGIANCE TO FLAG** [6:30 PM]
2. **AGENDA ADDITIONS/CHANGES**
3. **APPROVE AGENDA**
4. **GUESTS, PRESENTATIONS AND PUBLIC HEARINGS**
 - a. Comments from Public on Items Not on Agenda
5. **OLD BUSINESS**
 - a. Review FYE 19 Proposed Budgets – Pat Scheidel and Lauren Morrisseau
6. **NEW BUSINESS**
 - a. CCRPC Grant Application for Parking Study – Darby Mayville
 - b. Discuss Parking Complaints and Remedies – George Tyler
7. **MANAGER'S REPORT**
 - a. Trustees meeting schedule
8. **TRUSTEES' COMMENTS & CONCERNS/READING FILE**
 - a. Board Member Comments
 - b. Minutes from Other Boards/Committees:
 - Tree Advisory Committee 12/19/17
 - c. Grant Award from the Vermont Agency of Commerce and Community Development
 - d. VLCT Workshop Town Meeting Tune-Up 2/7/18
 - e. Letter from George Tyler to Amtrak re: ADA Stations Program
 - f. Press Release re: Municipal Manager
 - g. 2018 Annual Meeting/Election Preparation Schedule
 - h. Memo from Lauren Morrisseau re: fund balance
9. **CONSENT AGENDA**
 - a. Approve Minutes of Previous Meeting 12/20/17
 - b. Expense Warrant #17076 dated 12/22/17 in the amount of \$454,455.38
 - c. Expense Warrant #17077 dated 12/29/17 in the amount of \$17,493.46
 - d. Expense Warrant #17078 dated 1/5/18 in the amount of \$51,969.49
 - e. Approve 2018 Champlain Valley Exposition Banner Applications
 - f. Approve Updated Legal Ads Policy
10. **ADJOURN**

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



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

MEMORANDUM

TO: Village Trustees and Patrick Scheidel, Village Manager
FROM: Lauren Morrisseau, Finance Director *LM*
DATE: 01/09/18
SUBJECT: Changes to Proposed Budgets

Issue

The issue is to identify changes made to the proposed FYE19 budgets since the all-day budget meeting.

Discussion

The following changes have been made to the FYE19 budgets since the all-day budget meeting:

- Street Dept. – increased by \$178 due to adjustments in Stormwater Workers Comp and Retirement amounts.
- Recreation & Parks – Workers Comp amount has been increased by \$1,186 and Liability & Property Ins. has been decreased by \$1,186. There is no change in the total amount of the budget.
- Recreation Programs Budget – increased Workers Comp by \$6,533 and increased Youth Programs Revenue by \$6,533.

Cost

The cost of the adjustments to the General Fund budget is \$178 which does not change the percentage increase in the budget from 3.8% nor the estimated tax rate from \$0.3142. The changes to the Recreation Program Fund do not affect the bottom line for this fund.

Recommendation

Staff recommends the Trustees incorporate these changes into their FYE19 budget.

VILLAGE OF ESSEX JUNCTION
GENERAL FUND BUDGET SUMMARY

12/27/17
9:12 AM

	FYE16 Actual	FYE17 Budget	FYE17 Actual	FYE18 Budget	FYE19 Proposed Budget	% Change 18 vs 19
GENERAL GOVERNMENT:						
Administration	562,235	603,131	626,113	503,502	499,646	-0.8%
Transfers & Misc Expenditures	765,448	583,585	616,585	673,858	707,075	4.9%
Grant & Non-Budgetary Expenditures	20,763	0	53,068	0	0	0.0%
Seniors Support	12,347	0	0	0	0	0.0%
Fire Department	299,463	315,342	319,214	332,165	400,799	20.7%
Library	696,980	776,396	736,958	798,291	795,359	-0.4%
Lincoln Hall/Park St. School	44,675	49,150	45,714	50,874	50,927	0.1%
Community Development	233,331	251,212	221,635	253,271	253,684	0.2%
Economic Development/Community Events	70,408	92,021	81,101	92,905	118,770	27.8%
Street Department	832,516	1,059,993	1,011,390	1,121,449	1,142,126	1.8%
Parks & Recreation	0	0	0	674,728	711,764	5%
Subtotal General Fund	3,538,166	3,730,830	3,711,778	4,501,043	4,680,149	4.0%
Debt Service	223,426	222,244	199,464	315,266	317,983	0.9%
Total General Fund	3,761,592	3,953,074	3,911,242	4,816,309	4,998,132	3.8%

GENERAL FUND REVENUES

01/05/18
9:01 AM

Acct. #	Account	FYE16 Actual	FYE17 Budget	FYE17 Actual	FYE18 Budget	FYE19 Proposed Budget	% Change 19 vs 18
	Unrestricted Fund Balance	0	35,000	0	60,000	35,000	-42%
31101.000	Property Taxes	2,564,285	2,482,765	2,480,854	3,285,170	3,463,797	5.4%
33546.000	State for Pilot & Current Use	2,173	1,900	4,301	2,000	2,000	0%
33582.000	Essex Town Contribution to Library	15,000	15,000	15,000	15,000	15,000	0%
33582.001	Town Payment for Stormwater	59,500	59,352	59,352	61,460	64,367	5%
33582.002	Town Payment for Street Dept.	780,070	1,000,642	1,000,642	1,059,989	1,077,759	2%
34130.000	License & Zoning Fees	58,153	50,000	60,184	58,000	58,000	0%
34131.000	Whitcomb Farm Solar Pilot	5,405	5,400	5,280	5,000	5,000	0%
34221.000	Miscellaneous Fire Receipts	25	20	0	20	20	0%
35130.000	State District Court Fines	1,741	500	1,589	1,000	1,500	50%
36102.000	Interest Earnings	2,657	1,500	2,225	1,500	2,000	33%
36201.000	Parking Space Fees	4,800	4,800	4,400	4,800	2,400	-50%
36202.000	Lincoln Hall Rentals	30	1	0	0	0	0%
36400.000	Block Party Donations	1,150	1,500	2,500	1,500	1,500	0%
36603.000	Misc. Receipts	1,630	2,000	2,804	2,000	2,000	0%
36605.000	Miscellaneous Street Receipts	9,312	3,000	4,091	4,000	4,000	0%
36606.000	Miscellaneous Library Receipts	683	400	712	500	500	0%
36606.010	Parks & Rec Non-resident Fees	0	0	0	22,000	22,000	0%
39154.000	Service Fee - Water	108,760	113,888	113,888	92,948	96,516	4%
39155.000	Service Fee - WWTP	54,380	56,944	56,944	46,474	48,258	4%
39156.000	Service Fee - Sanitation	108,760	113,888	113,888	92,948	96,516	4%
39501.000	Miscellaneous Grants/Donations	17,725	0	59,562	0	0	0%
	Lost Book Revenue	2,381	0	3,046	0	0	0%
	Farmers Market Reimbursement	3,479	4,575	0	0	0	0%
TOTALS		3,802,099	3,953,074	3,991,262	4,816,309	4,998,132	3.78%

Tax Rate Calculation

	FY18	FY19	% Increase
Budget Increase			
Grand List		Projected Grand List	
GF Real Estate	797,280	GF Real Estate	797,280
Non-GF Real Estate	10,172,677	Non-GF Real Estate	10,274,404
Tax Stabilization Reduction	(6,463)	Tax Stabilization Reducti	(48,694)
Total Grand List	10,963,494	Total Projected Grand Lis	11,022,990
Tax Appropriation	3,285,170	Tax Appropriation	3,463,797
Village tax Rate	0.2996	Village without Rec rate	0.31423
			4.88%

STREET DEPARTMENT BUDGET

12/27/17
9:12 AM

Acct. #	Account	FYE16 Actual	FYE17 Budget	FYE17 Actual	FYE18 Budget	FYE19 Proposed Budget	% Change 19 vs 18
43110.110	Salaries - Regular	151,216	156,245	153,903	162,824	173,146	6.3%
43110.130	Salaries - Overtime	11,919	16,300	16,398	16,300	17,278	6.0%
43110.140	Salaries - Part-time	20,058	17,000	22,973	23,304	23,573	1.2%
43110.210	Health Insurance & Other Benefits	51,946	65,445	51,752	71,587	72,154	0.8%
43110.220	Social Security	13,846	14,956	14,967	15,577	16,448	5.6%
43110.226	Workers Compensation Insurance	13,464	12,654	12,451	14,677	13,985	-4.7%
43110.230	Retirement	15,453	15,625	15,891	16,282	17,315	6.3%
43110.250	Unemployment Insurance	494	631	240	631	300	-52.5%
43110.410	Water and Sewer Charges	1,647	1,517	2,325	1,700	2,100	23.5%
43110.432	Vehicle Maintenance	17,704	22,000	37,213	22,000	25,000	13.6%
43110.434	Maintenance - Buildings/Grounds	4,698	2,500	4,650	3,500	5,000	42.9%
43110.441	ROW Leases	10,325	11,343	10,163	11,764	12,472	6.0%
43110.442	Equipment Rentals	5,081	8,000	12,046	9,000	5,000	-44.4%
43110.443	Radio Maintenance	0	200	747	200	500	150.0%
43110.500	Training, Conferences, Dues	499	500	211	500	500	0.0%
43110.521	Liability & Property Ins.	14,448	16,878	15,818	15,343	12,288	-19.9%
43110.535	Telephone Services	3,230	3,000	3,244	3,500	3,500	0.0%
43110.565	Rubbish Removal	6,694	6,500	8,131	7,000	8,000	14.3%
43110.570	Maintenance - Other	1,161	1,200	2,206	2,000	2,000	0.0%
43110.572	Interview Costs	435	500	189	500	500	0.0%
43110.573	Accident Claims	1,149	500	1,000	1,000	1,000	0.0%
43110.576	Engineering Services	33,402	10,000	18,841	10,000	10,000	0.0%
43110.582	Traffic Calming	0	500	150	500	500	0.0%
43110.610	Supplies	28,448	17,500	28,866	20,000	22,000	10.0%
43110.612	Uniforms, Boots, Etc.	5,481	6,000	5,290	6,000	6,000	0.0%
43110.616	Gravel & Topsoil	8,279	5,000	3,027	7,000	6,000	-14.3%
43110.617	Signs and Posts	10,542	3,500	1,107	4,000	3,000	-25.0%
43110.622	Electrical Service	3,167	4,200	3,478	4,000	4,000	0.0%
43110.623	Heating	2,830	4,000	3,185	4,400	4,000	-9.1%
43110.626	Gas, Grease and Oil	18,707	30,000	26,243	32,000	30,000	-6.3%
43110.891	Capital Outlay	7,747	9,000	0	6,000	6,000	0.0%
43120.444	Street Marking	8,177	7,000	6,852	8,000	9,000	12.5%
43120.570	Sidewalk and Curb Maintenance	4,661	5,000	1,296	5,000	5,000	0.0%
43120.610	Pavement Maintenance	31,275	218,000	166,758	225,000	225,000	0.0%
43123.570	Traffic Light Maintenance	3,786	2,000	2,100	3,000	3,500	16.7%
43123.622	Traffic Lights (electrical)	7,553	6,000	5,313	7,900	6,200	-21.5%
43125.570	Contractual Services	6,838	17,000	21,077	20,000	20,000	0.0%
43125.610	Winter Maintenance	78,688	110,000	113,674	115,000	118,000	2.6%
43151.110	Stormwater Salaries	41,201	40,766	40,901	41,616	44,011	5.8%
43151.210	Stormwater Health and Other Ins	7,829	9,374	7,766	10,254	10,305	0.5%
43151.220	Stormwater Social Security	3,151	3,119	3,132	3,184	3,390	6.5%
43151.226	Stormwater Workers Comp	2,017	1,940	2,023	2,164	2,220	2.6%
43151.230	Stormwater Retirement	4,002	4,077	3,916	4,162	4,401	5.7%
43151.250	Stormwater Unemployment	36	76	32	80	40	-50.0%
43151.430	Storm Sewer Maintenance	18,427	15,000	8,500	30,000	30,000	0.0%
43160.610	Street Lights Supplies/Maint.	7,590	3,500	15,164	7,500	12,000	60.0%
43160.622	Street Lights (rental/electrical)	121,095	131,948	119,627	122,000	122,000	0.0%
43161.000	Streetscape Maint./Imp.	13,596	16,000	11,049	16,000	16,000	0.0%
43161.001	Village Garden Spots	5,173	3,000	2,725	4,000	4,000	0.0%
43161.002	Memorial Park Maintenance	3,349	3,000	2,780	3,500	3,500	0.0%
TOTALS		832,516	1,059,993	1,011,390	1,121,449	1,142,126	1.8%

PARKS AND RECREATION

12/27/17

Acct. #	Account	FYE16 Actual	FYE17 Budget	FYE17 Actual	FYE18 Budget	FYE19	
						Proposed Budget	% Change 19 vs 18
ADMINISTRATION							
45110.110	Salaries - Regular		0	0	204,759	217,566	6.3%
45110.140	Salaries - Part-time		0	0	7,385	7,076	-4.2%
45110.210	Health Insurance & Other Benefits		0	0	74,554	107,123	43.7%
45110.220	Social Security		0	0	16,229	17,185	5.9%
45110.226	Workers Compensation Insurance		0	0	7,685	9,538	24.1%
45110.230	Retirement		0	0	20,477	24,234	18.3%
45110.250	Unemployment Insurance		0	0	5,652	2,594	-54.1%
45110.291	Health Improvement Programs		0	0	1,400	0	-100.0%
45110.330	Other Professional Services		0	0	14,500	8,220	-43.3%
45110.340	Computer Expenses		0	0	9,350	9,120	-2.5%
45110.500	Training, Conferences, Dues		0	0	9,784	9,988	2.1%
45110.521	Liability & Property Ins.(inc auto)		0	0	21,580	18,564	-14.0%
45110.530	Communications		0	0	17,500	12,500	-28.6%
45110.535	Telephone Services		0	0	6,000	3,600	-40.0%
45110.550	Printing and Advertising		0	0	3,460	3,639	5.2%
45110.610	Supplies		0	0	6,004	5,000	-16.7%
45110.813	Scholarships		0	0	5,000	4,000	-20.0%
	Subtotal Administration		0	0	431,319	459,947	6.6%
PARKS & FACILITIES							
45220.110	Salaries - Regular		0	0	60,250	93,636	55.4%
45220.140	Salaries - Part-time		0	0	44,697	24,977	-44.1%
45220.210	Health Insurance & Other Benefits		0	0	18,624	21,775	16.9%
45220.220	Social Security		0	0	8,028	9,074	13.0%
45220.230	Retirement		0	0	6,025	9,364	55.4%
45220.291	Health Improvement Programs		0	0	350	0	-100.0%
45220.330	Other Professional Services		0	0	33,190	18,310	-44.8%
45220.410	Water and Sewer Charges		0	0	3,975	4,296	8.1%
45220.434	Maintenance - Buildings/Grounds		0	0	10,694	9,996	-6.5%
45220.441	Land Lease		0	0	500	500	0.0%
45220.442	Equipment Rental		0	0	7,500	7,300	-2.7%
45220.500	Training, Conferences, Dues		0	0	1,887	1,990	5.5%
45220.610	Supplies		0	0	12,162	12,250	0.7%
45220.622	Electrical Service		0	0	28,009	29,852	6.6%
45220.623	Heating/Natural Gas		0	0	5,409	5,574	3.1%
45220.626	Gas, Grease and Oil		0	0	2,109	2,923	38.6%
	Subtotal Parks & Facilities		0	0	243,409	251,817	3.5%
TOTALS			0	0	674,728	711,764	5.5%

RECREATION PROGRAMS FUND

226

12/27/17
9:12 AM

Acct. #	Account	FYE16 Actual	FYE17 Budget	FYE17 Actual	FYE18 Budget	FYE19	% Change 19 vs 18
						Proposed Budget	
ADMINISTRATION							
45110.110	Salaries - Regular	0	0	0	32,718	44,887	37%
45110.140	Salaries - Part-time	0	0	0	15,121	6,870	-55%
45110.210	Health Insurance & Other Benefits	0	0	0	9,717	11,300	16%
45110.220	Social Security	0	0	0	3,660	3,959	8%
45110.226	Workers Compensation Insurance	0	0	0	30,006	33,837	13%
45110.230	Retirement	0	0	0	4,150	4,357	5%
45110.291	Health Improvement Programs	0	0	0	350	0	-100%
45110.330	Other Professional Services	0	0	0	4,667	4,600	-1%
45110.442	Equipment Rentals	0	0	0	2,000	2,000	0%
45110.500	Training, Conferences, Dues	0	0	0	10,387	12,240	18%
45110.530	Communications	0	0	0	1,680	5,280	214%
45110.535	Telephone Services	0	0	0	4,500	4,500	0%
45110.536	Postage	0	0	0	3,219	8,632	168%
45110.550	Printing and Advertising	0	0	0	15,400	15,000	-3%
	Total Administration	0	0	0	137,575	157,462	14%
RECREATION PROGRAMS							
45115.140	Salaries - Part-time	0	0	0	40,093	25,764	-36%
45115.220	Social Security	0	0	0	3,079	1,971	-36%
45115.330	Other Professional Services	0	0	0	86,206	87,658	2%
45115.410	Water & Sewer Charges	0	0	0	800	800	0%
45115.434	Maintenance - Buildings/Grounds	0	0	0	250	250	0%
45115.440	Rental	0	0	0	1,400	600	-57%
45115.442	Equipment Rentals	0	0	0	1,225	1,260	3%
45115.500	Training, Conferences, Dues	0	0	0	850	600	-29%
45115.536	Postage	0	0	0	79	79	0%
45115.550	Printing and Advertising	0	0	0	354	350	-1%
45115.580	Travel	0	0	0	1,508	0	-100%
45110.610	Supplies	0	0	0	24,795	23,600	-5%
45110.800	Student Special Programs	0	0	0	1,388	3,732	169%
	Total Recreation Programs	0	0	0	162,027	146,664	-9%
AFTER SCHOOL CHILDCARE							
45120.110	Salaries - Regular	0	0	0	172,966	228,381	32%
45120.140	Salaries - Part-time	0	0	0	149,687	153,094	2%
45120.210	Health Insurance & Other Benefits	0	0	0	64,490	76,143	18%
45120.220	Social Security	0	0	0	24,384	29,183	20%
45120.230	Retirement	0	0	0	19,973	24,785	24%
45120.291	Health Improvement Programs	0	0	0	1,750	0	-100%
45120.330	Other Professional Services	0	0	0	15,566	17,488	12%
45120.421	Truck Lease	0	0	0	23,845	24,005	1%
45120.500	Training, Conferences, Dues	0	0	0	13,835	16,600	20%
45120.580	Travel	0	0	0	30,259	28,845	-5%
45120.610	Supplies	0	0	0	28,061	27,930	0%
45120.626	Gas, Grease and Oil	0	0	0	1,750	1,750	0%
	Total After School Childcare	0	0	0	546,566	628,204	15%
PRESCHOOL							
45121.110	Salaries - Regular	0	0	0	163,013	174,471	7%
45121.140	Salaries - Part-time	0	0	0	41,438	31,385	-24%
45121.210	Health Insurance & Other Benefits	0	0	0	86,583	79,671	-8%
45121.220	Social Security	0	0	0	15,641	15,748	1%
45121.230	Retirement	0	0	0	16,300	17,447	7%
45121.291	Health Improvement Programs	0	0	0	1,400	0	-100%
45121.330	Other Professional Services	0	0	0	2,710	3,072	13%
45121.434	Maintenance - Buildings/Grounds	0	0	0	0	3,333	100%
45121.440	Rental	0	0	0	5,000	0	-100%
45121.500	Training, Conferences, Dues	0	0	0	11,998	12,560	5%
45121.530	Communications	0	0	0	0	2,448	100%
45121.580	Travel	0	0	0	960	1,728	80%
45121.610	Supplies	0	0	0	4,500	4,500	0%
	Total Preschool	0	0	0	349,543	346,363	-1%

RECREATION PROGRAMS FUND

12/27/17
9:12 AM

Acct. #	Account	FYE16 Actual	FYE17 Budget	FYE17 Actual	FYE18 Budget	FYE19 Proposed Budget	% Change 19 vs 18
SUMMER DAY CAMPS							
45122.110	Salaries - Regular	0	0	0	35,535	43,104	21%
45122.140	Salaries - Part-time	0	0	0	160,235	166,966	4%
45122.220	Social Security	0	0	0	14,976	16,070	7%
45122.330	Other Professional Services	0	0	0	6,062	5,781	-5%
45122.580	Travel	0	0	0	25,170	28,153	12%
45122.610	Supplies	0	0	0	15,499	13,699	-12%
45122.626	Gas, Grease and Oil	0	0	0	0	150	100%
	Total Summer Day Camps	0	0	0	257,477	273,923	6%
POOL							
45124.140	Salaries - Part-time	0	0	0	91,127	90,109	-1%
45124.220	Social Security	0	0	0	6,972	6,893	-1%
45124.330	Other Professional Services	0	0	0	9,110	7,290	-20%
45124.410	Water & Sewer Charges	0	0	0	1,799	1,988	11%
45124.434	Maintenance - Buildings/Grounds	0	0	0	16,496	19,683	19%
45124.610	Supplies	0	0	0	5,839	5,795	-1%
	Total Pool	0	0	0	131,343	131,758	0%
CONCESSIONS							
45125.140	Salaries - Part-time	0	0	0	7,693	7,882	2%
45125.220	Social Security	0	0	0	589	603	2%
45125.500	Training, Conferences, Dues	0	0	0	140	140	0%
45125.610	Supplies	0	0	0	15,394	15,824	3%
	Total Concessions	0	0	0	23,816	24,449	3%
PARKS & FACILITIES							
45220.500	Training, Conferences, Dues	0	0	0	1,500	1,750	17%
45220.610	Supplies	0	0	0	0	1,175	100%
	Total Parks & Facilities	0	0	0	1,500	2,925	95%
=====							
	TOTAL PROGRAMS	0	0	0	1,609,847	1,711,748	6%

RECREATION PROGRAMS FUND REVENUES

Account	FYE16 Actual	FYE17 Budget	FYE17 Actual	FYE18 Budget	FYE19 Proposed Budget	% Change 19 vs 18	
34720.000	Pool Day Admission	0	0	0	65,310	72,737	11%
34721.000	Pool Memberships	0	0	0	38,694	36,631	-5%
34722.000	Swim Lessons	0	0	0	43,804	46,803	7%
34725.000	Concession Sales	0	0	0	25,977	25,896	0%
34750.000	Facility and Field Rental	0	0	0	8,232	8,562	4%
34779.000	Youth Programs	0	0	0	140,528	153,677	9%
34780.000	Adult Programs	0	0	0	62,343	45,483	-27%
34781.000	Childcare Program	0	0	0	1,204,359	1,261,091	5%
34782.000	Shared Staffing Contract	0	0	0	11,925	51,181	329%
39505.000	Sponsorship	0	0	0	8,675	9,700	12%
=====							
TOTALS	0	0	0	1,609,847	1,711,761	6%	
=====							

TRANSFERS & MISC EXPENDITURES

12/08/17
3:47 PM

Acct. #	Account	FYE16 Actual	FYE17 Budget	FYE17 Actual	FYE18 Budget	FYE19 Proposed Budget	% Change 19 vs 18
49100.030	Capital Fund Contribution	516,824	274,961	274,961	295,582	317,751	7.5%
49100.031	Rolling Stock Fund Contribution	193,624	203,624	203,624	213,624	223,624	4.7%
49100.040	Transfer for Building Maintenance	0	50,000	83,000	50,000	50,000	0.0%
49100.802	Employee Termination Benefits	5,000	5,000	5,000	5,000	5,000	0.0%
49101.030	Trans to Parks & Rec Capital Res	0	0	0	109,652	110,700	1.0%
49100.031	Half Penny for Ladder Truck Note	50,000	50,000	50,000	0	0	0.0%
TOTALS		765,448	583,585	616,585	673,858	707,075	4.9%

DEBT SERVICE

12/08/17
3:47 PM

Acct. #	Account	FYE16 Actual	FYE17 Budget	FYE17 Actual	FYE18 Budget	FYE19 Proposed Budget	% Change 19 vs 18
47116.000	Capital Improvements Principal	141,900	141,900	128,535	135,300	135,135	-0.1%
47216.000	Capital Improvements Interest	81,526	80,344	70,929	75,122	73,060	-2.7%
47117.000	Parks & Rec Principal	0	0	0	105,000	105,000	0.0%
47217.000	Parks & Rec Interest	0	0	0	(156)	4,788	100.0%
TOTALS		223,426	222,244	199,464	315,266	317,983	0.9%

COMMUNITY DEVELOPMENT

12/11/17
4:41 PM

Acct. #	Account	FYE16 Actual	FYE17 Budget	FYE17 Actual	FYE18 Budget	FYE19 Proposed Budget	% Change 19 vs 18
41970.110	Salaries - Regular	133,555	138,199	137,901	142,264	145,419	2.2%
41970.210	Health Insurance & Other Benefits	29,598	35,375	29,306	38,696	32,128	-17.0%
41970.220	Social Security	10,618	10,894	10,934	11,212	11,454	2.2%
41970.226	Workers Compensation Insurance	504	418	440	510	415	-18.6%
41970.230	Retirement	13,361	13,820	13,642	14,226	14,542	2.2%
41970.250	Unemployment Insurance	103	252	113	125	113	-9.6%
41970.310	Board Member Fees	3,300	3,600	3,350	3,600	3,600	0.0%
41970.320	Legal Services	5,862	12,000	1,914	12,000	12,000	0.0%
41970.330	Other Professional Services	10,174	6,000	0	6,000	6,000	0.0%
41970.340	Computer Expenses	2,941	4,000	2,875	0	0	0.0%
41970.500	Training, Conferences, Dues	1,510	3,500	1,833	3,500	3,000	-14.3%
41970.521	Liability & Property Ins.	2,592	3,124	3,500	2,822	3,042	7.8%
41970.522	Public Officials Liability Ins.	6,039	6,386	6,265	6,172	5,727	-7.2%
41970.530	Communications	1,907	2,500	817	2,500	1,500	-40.0%
41970.535	Telephone Services	1,758	1,644	1,556	1,644	1,644	0.0%
41970.536	Postage	459	600	623	600	700	16.7%
41970.550	Printing and Advertising	3,099	3,000	2,227	3,000	3,000	0.0%
41970.575	Recording Fees	150	0	0	0	0	0.0%
41970.580	Travel	2,400	2,400	2,879	2,400	2,400	0.0%
41970.610	Supplies	1,952	2,000	1,460	2,000	2,000	0.0%
41970.700	Bike Walk Committee	0	0	0	0	5,000	100.0%
41970.891	Capital Outlay	1,451	1,500	0	0	0	0.0%
	TOTAL	233,331	251,212	221,635	253,271	253,684	0.2%

ECONOMIC DEVELOPMENT/COMMUNITY EVENTS

12/12/17
9:56 AM

Acct. #	Account	FYE16 Actual	FYE17 Budget	FYE17 Actual	FYE18 Budget	FYE19 Proposed Budget	% Change 19 vs 18
41335.110	Salaries - Regular	28,269	29,532	29,342	31,060	32,135	3%
41335.130	Salaries - Part-time	5,850	5,850	5,400	4,950	4,950	0%
41335.210	Health Insurance & Other Benefits	14,959	17,688	15,003	19,348	28,513	47%
41335.220	Social Security	2,404	2,733	2,272	2,782	2,837	2%
41335.226	Workers Comp	136	107	110	129	106	-18%
41335.230	Retirement	2,843	2,953	2,934	3,106	3,214	3%
41335.250	Unemployment	115	170	63	126	65	-48%
41335.521	Liability & Property Ins.	219	188	361	204	170	-17%
41335.810	Community Events & Programs	3,311	4,000	4,074	4,000	8,280	107%
41335.811	Annual Support of Organizations	7,585	9,300	7,590	7,700	9,000	17%
41335.812	New Programs	0	2,500	2,500	2,500	2,500	0%
41335.813	Matching Grant Funds	555	10,000	1,500	10,000	20,000	100%
41335.835	Block Party Expense	3,002	7,000	7,734	7,000	7,000	0%
41335.891	Capital Outlay	1,160	0	2,218	0	0	0%
TOTALS		70,408	92,021	81,101	92,905	118,770	27.8%

ADMINISTRATION BUDGET

12/11/17

Acct. #	Account	FYE16 Actual	FYE17 Budget	FYE17 Actual	FYE18 Budget	FYE19 Proposed Budget	% Change 19 vs 18
41320.110	Salaries - Regular	274,682	280,713	289,771	195,666	208,400	6.5%
41320.130	Salaries - Overtime	3,288	2,500	6,484	3,500	6,500	85.7%
41320.140	Salaries - Part-time	14,861	13,751	18,732	19,234	5,025	-73.9%
41320.150	Manager Contract	61,500	64,575	64,575	66,835	65,000	-2.7%
41320.152	Shared Employee Expense	0	0	0	0	38,274	100.0%
41320.210	Health Insurance & Other Benefits	64,484	70,751	64,017	58,044	45,869	-21.0%
41320.220	Social Security	22,919	23,333	25,674	17,096	17,096	0.0%
41320.226	Workers Compensation Insurance	1,121	896	963	774	684	-11.6%
41320.230	Retirement	26,854	28,071	27,835	19,567	20,840	6.5%
41320.250	Unemployment Insurance	317	607	291	317	300	-5.4%
41320.291	Health Improvement Programs	580	1,600	1,083	1,600	1,600	0.0%
41320.310	Boardmember fees	2,500	2,500	2,500	2,500	2,500	0.0%
41320.320	Legal Services	8,415	15,000	17,127	15,000	15,000	0.0%
41320.330	Other Professional Services	121	1,000	0	16,000	1,000	-93.8%
41320.335	Audit Services	6,853	7,059	5,746	6,063	6,160	1.6%
41320.340	Computer Expenses	11,679	13,000	11,722	4,000	2,220	-44.5%
41320.442	Leased Services	3,505	4,800	4,248	4,000	4,525	13.1%
41320.500	Training, Conferences, Dues	7,700	13,734	4,566	9,300	9,300	0.0%
41320.521	Liability & Property Ins.	6,955	8,619	9,192	7,140	4,239	-40.6%
41320.522	Public Officials Liability Ins.	6,039	6,386	6,265	6,172	5,727	-7.2%
41320.530	Communications	11,554	16,806	17,111	19,167	18,387	-4.1%
41320.535	Telephone Services	1,906	1,980	1,694	1,980	1,700	-14.1%
41320.536	Postage	2,256	4,000	1,329	3,500	2,000	-42.9%
41320.550	Printing and Advertising	4,200	5,500	4,273	5,500	5,000	-9.1%
41320.560	Trustees Expenditures	2,319	4,000	3,373	4,000	4,000	0.0%
41320.571	Pay & Classification Study	5,700	200	0	6,047	200	-96.7%
41320.580	Travel	1,398	0	222	2,000	300	-85.0%
41320.610	Supplies	5,062	6,000	4,293	6,000	5,000	-16.7%
41320.820	Elections	1,363	1,500	2,052	1,500	1,500	0.0%
41320.835	Holiday Expense	965	1,250	1,290	1,000	1,300	30.0%
41320.891	Capital Outlay	1,139	3,000	1,735	0	0	0.0%
41320.892	Trans to Town for Benefits	0	0	27,950	0	0	0.0%
TOTALS		562,235	603,131	626,113	503,502	499,646	-0.8%

LINCOLN HALL/PARK ST. SCHOOL BUDGET

12/11/17
4:41 PM

Acct. #	Account	FYE16	FYE17	FYE17	FYE18	FYE19	% Change 19 vs 18
		Actual	Budget	Actual	Budget	Proposed Budget	
41940.410	Water and Sewer Charges	950	1,000	992	1,000	1,000	0%
41940.411	Park St. School Water/Sewer	0	0	0	0	575	100%
41940.423	Contractual Services	7,944	9,565	8,857	9,000	9,000	0%
41940.434	Maintenance - Building/Grounds	13,689	9,000	9,268	10,000	9,500	-5%
41940.521	Liability & Property Ins.	5,795	7,125	6,233	6,294	5,372	-15%
41940.535	Telephone Services	0	460	473	480	480	0%
41940.550	Printing	0	300	0	0	0	0%
41940.565	Rubbish Removal	2,107	2,000	1,557	2,200	2,000	-9%
41940.566	Park St. School Rubbish Removal	0	0	0	0	600	100%
41940.610	Supplies	1,928	2,500	2,992	2,500	2,000	-20%
41940.622	Electrical Service	6,809	7,500	7,067	7,500	7,500	0%
41940.623	Heating	4,329	6,400	5,217	6,400	6,400	0%
41940.624	Park St. School Electricity	0	0	0	0	4,000	100%
41940.625	Park St. School Natural Gas	0	0	0	0	2,500	100%
41940.891	Capital Outlay	1,125	3,300	3,058	5,500	0	-100%
TOTALS		44,675	49,150	45,714	50,874	50,927	0%

BROWNELL LIBRARY BUDGET

12/11/17
4:41 PM

Acct. #	Account	FYE16 Actual	FYE17 Budget	FYE17 Actual	FYE18 Budget	FYE19 Proposed Budget	% Change 19 vs 18
45551.110	Salaries - Regular	289,742	314,229	306,743	313,189	319,700	2.1%
45551.140	Salaries - Part-time	94,186	106,800	101,249	109,524	103,632	-5.4%
45551.210	Health Insurance & Other Benefits	92,376	106,126	87,266	116,088	107,125	-7.7%
45551.220	Social Security	29,043	32,695	31,279	32,500	32,458	-0.1%
45551.226	Workers Compensation Insurance	1,472	1,274	1,295	1,514	1,207	-20.3%
45551.230	Retirement	28,459	31,423	27,910	31,319	31,970	2.1%
45551.250	Unemployment Insurance	1,098	1,324	508	1,364	600	-56.0%
45551.340	Computer Expenses	2,398	3,500	3,866	3,500	4,000	14.3%
45551.410	Water and Sewer Charges	778	900	837	900	900	0.0%
45551.423	Contractual Services	25,251	28,425	29,213	33,183	34,000	2.5%
45551.434	Maintenance - Buildings/Grounds	17,230	19,000	24,571	20,000	22,000	10.0%
45551.436	Alarm System Maintenance	465	525	1,385	525	625	19.0%
45551.500	Training, Conferences, Dues	2,478	3,000	1,585	4,000	4,000	0.0%
45551.521	Liability & Property Ins.	11,096	12,375	13,163	11,385	8,542	-25.0%
45551.530	Technology Access	4,831	5,500	5,192	6,000	7,700	28.3%
45551.535	Telephone Services	1,143	1,200	1,213	1,200	1,200	0.0%
45551.536	Postage	3,030	3,500	2,151	3,500	3,500	0.0%
45551.572	Interview Costs	409	500	575	500	500	0.0%
45551.574	Volunteer Expenses	410	600	645	700	800	14.3%
45551.610	Supplies	12,362	13,000	11,528	13,000	13,000	0.0%
45551.622	Electrical Service	14,988	15,250	14,990	15,250	15,250	0.0%
45551.623	Heating	6,094	7,400	6,144	7,400	7,400	0.0%
45551.640	Adult Collection-Print&Electronic	31,618	34,500	32,964	36,500	38,500	5.5%
45551.641	Juvenile Collection-Prnt&Electronic	16,197	17,250	13,552	18,250	19,250	5.5%
45551.677	Computer Replacement	6,815	8,000	7,179	8,000	8,000	0.0%
45551.836	Adult Programs	193	500	351	1,000	1,000	0.0%
45551.837	Childrens' Programs	2,819	3,200	3,071	4,000	4,500	12.5%
45551.891	Capital Outlay	0	4,400	6,534	4,000	4,000	0.0%
TOTALS		696,980	776,396	736,958	798,291	795,359	-0.4%

FIRE DEPARTMENT BUDGET

12/11/17
4:41 PM

Acct. #	Account	FYE16 Actual	FYE17 Budget	FYE17 Actual	FYE18 Budget	FYE19 Proposed Budget	% Change 19 vs 18
42220.140	Salaries - Firefighters	133,620	150,000	150,636	162,000	216,000	33%
42220.200	Employee Assistance Program	864	864	864	864	864	0%
42220.210	Accident & Disability Ins.	3,600	3,600	3,619	3,600	3,600	0%
42220.220	Social Security	10,190	11,511	11,289	12,393	16,575	34%
42220.226	Workers Compensation Insurance	22,962	27,000	25,801	28,000	37,000	32%
42220.410	Water and Sewer Charges	610	600	603	610	610	0%
42220.432	Vehicle Maintenance	23,007	14,000	20,825	17,000	18,000	6%
42220.434	Maintenance - Building/Grounds	6,496	6,000	11,250	6,000	6,000	0%
42220.443	Radio Maintenance	1,425	2,000	2,760	1,800	1,800	0%
42220.500	Training, Conferences, Dues	2,657	5,000	3,915	4,000	4,000	0%
42220.521	Liability & Property Ins.	7,446	8,767	8,502	7,968	6,670	-16%
42220.535	Telephone Services	3,520	3,400	3,607	3,500	4,000	14%
42220.566	Physical Exams	7,112	6,000	6,456	6,600	6,600	0%
42220.570	Maintenance - Other	18,285	14,500	11,322	15,500	15,000	-3%
42220.578	Emergency Generator Maintenance	480	500	739	480	480	0%
42220.610	Supplies	4,721	2,400	2,395	3,000	3,000	0%
42220.611	New Equipment - Radios	2,195	2,000	0	1,500	1,500	0%
42220.612	Uniforms, Boots, Etc.	18,564	21,000	21,912	21,250	23,000	8%
42220.615	EMS Supplies	684	1,000	860	1,000	1,000	0%
42220.622	Electrical Service	7,233	7,000	7,067	7,300	7,300	0%
42220.623	Heating	3,701	5,200	3,917	4,800	4,800	0%
42220.626	Gas, Grease and Oil	3,271	6,500	3,656	6,000	6,000	0%
42220.838	Fire Prevention	2,018	2,000	1,931	2,000	2,000	0%
42220.889	Routine Equipment Purchases	14,802	14,500	15,288	15,000	15,000	0%
TOTALS		299,463	315,342	319,214	332,165	400,799	20.66%

SENIOR CENTER BUDGET

FYE 17 Proposed FYE 17 Statement FYE 18 Proposed FYE 18 To Date FYE 19 Proposed

225-34700.000 SCMB Membersh	3,900.00		4,500.00		\$4,100.00
225-34700.000 SCGF Guest fees	19.00		20.00		\$24.00
225-34700.000 SCNL Newsletter	71.00		72.00		\$72.00
225-34700.000 TOTAL	3,990.00	3,621.00	4,592.00	306.00	\$4,196.00
225-34701.000 SCBT Bridge tour	958.00		960.00		\$0.00
225-34701.000 SCCM Commissio	0.00		0.00		\$0.00
225-34701.000 SCCF Craft Fest	718.80		800.00		\$1,200.00
225-34701.000 SCCT Cribbage Tri	37.00		60.00		\$0.00
225-34701.000 SCOH Open House	30.00		30.00		\$0.00
225-34701.000 SCRDA RADA cutler	216.50		300.00		\$900.00
225-34701.000 SCRF Raffles	162.50		200.00		\$100.00
225-34701.000 SCAC Auctions	2,697.50		2,800.00		\$2,800.00
225-34701.000 SCFR Other fundr	12.00		0.00		\$400.00
225-34701.000 TOTAL	4,832.30	5,545.45	5,150.00	1,425.70	\$5,400.00
225-34702.000 SCJZ Jazzercise	1,562.00		1,850.00		\$0.00
225-34702.000 SCMS Meal Site	3,230.00		3,000.00		\$3,000.00
225-34702.001 SCTR Trips	7,584.00		8,500.00		\$9,500.00
225-34702.000 SCAF Other act. fi	163.50		240.00		\$300.00
225-34702.000 TOTAL	12,539.50	15,194.50	13,590.00	2,685.00	\$12,800.00
225-34703.000 SCAH After-Hours	1,500.00		800.00		\$700.00
225-34703.000 TOTAL	1,500.00	1,925.00	800.00	607.00	\$700.00
225-36101.000 INTEREST EARNINGS		84.25			
225-36400.000 SCCB Chmas. Bas	50.00		100.00		\$40.00
225-36400.000 SCPB Perfect Bler	152.00		160.00		\$0.00
225-36400.000 SCDO Other Dona	1,163.82		1,200.00		\$1,200.00
225-36400.000 TOTAL	1,365.82	1,550.81	1,460.00	328.14	\$1,240.00
225-36603.000 MISC. REV.	91.00	25,628.74	0.00	2,329.00	\$0.00
HOEHL DONATION BAL.	2,078.41	1,649.30	0.00		\$0.00
HOEHL FLOORING GRANT BAL.	899.56	899.56	0.00		\$0.00
TOTAL REVENUE	24,227.62	57,212.61	25,592.00	7,680.84	\$24,336.00
EXPENDITURES					
225-45122.330 OTHER PROF. SER	1,020.00	1,010.00	1,100.00		\$500.00
225-45122.430 REPAIRS & MAIN	3,725.00	3,872.05	3,500.00	913.84	\$3,600.00
225-45122.610 GENERAL SUPPLII	3,350.00	2,718.57	4,500.00	1,311.08	\$3,000.00
225-45122.612 FUND RAISER EXP	692.84	1,294.11	750.00	548.62	\$2,000.00
225-45122.614 PROGRAM EXPEN	1,250.00	1,770.55	2,500.00	1,163.18	\$2,700.00
225-45122.810 TRIP EXPENSES	7,816.99	8,577.06	9,500.00	5,766.27	\$9,700.00
225-45122.812 MEAL SITE EXPEN	2,000.00	3,875.70	2,500.00	1,362.71	\$2,800.00
225-49340.801 HOEHL DONATIO	990.76	1,493.20	0.00		\$0.00
225-49340.802 HOEHL GRANT EX	899.56	899.56	0.00		\$0.00
TOTAL EXPENSES	21,745.15	25,510.80	24,350.00	11,065.70	\$24,300.00
TOTAL SENIOR CENTER FUND	1,394.82		1,242.00	-3,384.86	\$36.00



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

MEMORANDUM

TO: Village Trustees and Patrick Scheidel, Village Manager
FROM: Lauren Morrissette, Finance Director *LM*
DATE: 01/09/18
SUBJECT: Correction to Capital Plan

Issue

The issue is to correct the FYE19 Capital Plan presented at the all-day budget meeting.

Discussion

The beginning FYE18 balance on the Capital Plan presented at the all-day budget meeting was incorrect. The balance as presented was \$592,121 but should have been \$268,201. This error has been corrected on the attached Capital Plan. Please note that this change does not affect the budget amount for FYE19 of \$2,001,931. Projects scheduled for FYE21 and beyond were moved out because of the reduction in funds available.

In addition to the correction to the beginning balance, the Mansfield/Brickyard Gravel Wetlands project has been added to the schedule under Projects Funded by Grants in FYE17 and FYE18. This is a Stormwater Project. Because all Stormwater projects are managed through the Town of Essex it was thought that all charges for Stormwater would be posted to the Town. However, in the case of this project (and others like it that are grant funded with grants applied for by the Village), on the advice of our auditors, we will be allocating all costs that are fully paid by grant funds to the Village and the match will be posted to the Town of Essex.

Cost

The cost of this correction is to delay projects planned for FYE21 and beyond.

Recommendation

Staff recommends that the Trustees acknowledge the change to the Capital Plan.

GENERAL FUND CAPITAL RESERVE PLAN

Updated 2:38 PM
12/29/2017

PROJECTS FUNDED BY VILLAGE \$ ONLY		Rev.	Rank	Ref. #	Project Total	Prior	FY17	FY18	FY19	FY20	FYE21	FYE22	FYE23	FYE24	FYE25	FYE26	Future
Railroad Ave. Waterline So. of Lincoln Pl. to Central Ave. Facilities Assessment	59	W			102,718	7,288			95,430								
Brownell Library Main Floor & Stairs Carpet Replacement	Done				41,647	29,628	12,019										
Hillcrest Sidewalk Imp from Pearl to Fleming School	Done				243,267		27,893	215,374									
Greenwood Ave. Drainage Course Improvements	56				55,743			55,743									
South St. Drainage	54				113,688			113,688									
West St. & West St. Ext. Intersection Improvements	54				100,616				100,616								
Lamoille Water Line Replacement	52	W			541,025					42,160	541,025						
Pearl Sidewalk West St. to Susie Wilson	51	W			0							84,356	1,071,602				
Central St. Waterline Lincoln St. to Main St.	50	W,S			0										1,203,774		
West St. Waterline - So. Summit to Hayden	48	W			0												618,273
River St. Sidewalks Park to Riverside	47				753,961												753,961
Algonquin Ave. Waterline Installation/Roadway Reconst.	46	W			219,721												219,721
Main St. Sidewalk & Lighting Bridge to Crestview	46				421,077												421,077
Lincoln Hall Parking Lot	45				65,291												65,291
Briar Lane Sidewalk not paid by Bond Paving	done				21,791		21,791										
Totals Project Funded by Village \$ Only							61,703	384,805	206,046	42,160	541,025	84,356	1,071,602	0	1,203,774	0	2,078,322
PROJECTS FUNDED BY GRANTS																	
Mansfield/Brickyard Stormwater Gravel Wetland Project			1		142,456		3,594	138,862									
Vtrans Grant CA0462					(142,456)												
Cost to Village (match paid by Town)					0												
Main St. Pedestrian Bridge			2		263,875			263,875									
Vtrans Structures Grant					(175,000)												
Main St. Pedestrian Bridge Net Cost to Village					88,875												
Crescent Connector Park St. to Main St.					4,590,000	805,973	192,257	1,795,885	1,795,885								
Fed & State Grants			3		(4,500,000)												
Crescent Connector Net Cost to Village					90,000												
Pearl St. Missing Link Project			4		2,372,000	122,820	630,599	1,618,581									
Federal & State Grants through CCRPC & Vtrans					(2,342,000)												
Pearl St. Missing Link Net Cost to Village					30,000												
Totals Project Funded by Grants Awarded						822,856	3,817,203	1,795,885	0	0	0	0	0	0	0	0	0
Total Cost of all Projects Funded by Village \$ Only and Grants						884,559	4,202,008	2,001,931	42,160	541,025	84,356	1,071,602	0	1,203,774	0	2,078,322	

GENERAL FUND CAPITAL RESERVE FUNDING & FUND BALANCE

	Prior	FY17	FY18	FY19	FY20	FY21	FY22	FY23	FY24	FY25	FY26	FY27		
Beginning Fund Balance				288,201	171,039	301,816	616,239	457,414	782,799	150,543	621,715	(76,674)	465,490	
Planned Spending		(884,559)	(4,202,008)	(2,001,931)	(42,160)	(541,025)	(84,356)	(1,071,602)	0	(1,203,774)	0	(2,078,322)		
Funding Sources														
Vtrans Grant CA0462 Mansfield/Brickyard Gravel Wetlands				142,456										
Vtrans Structures Grant-Main St. Ped Bridge			175,000	175,000										
Crescent Connector Grant			4,522,795	824,306	98,573	1,799,958	1,799,958							
Pearl St. Missing Link Grants			2,342,000	115,338	645,812	1,580,850								
CVE Annual Contribution			75,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000		
Transfer in of Fund Balance				96,000										
General Fund Transfer In				274,960	295,582	317,751	341,582	367,201	394,741	424,346	456,172	490,385	527,164	566,701
Total Revenues				4,104,846	2,132,709	356,582	382,201	409,741	439,346	471,172	505,385	542,164	581,701	
Ending Fund Balance				171,039	301,816	616,239	457,414	782,799	150,543	621,715	(76,674)	465,490	(1,031,131)	

W, S - The project involves water line or sanitary sewer line work in addition to street/sidewalk work. Additional funds have been set aside in the Water and or Sanitation Capital Reserve



TO: Village Trustees and Pat Scheidel, Village Manager
FROM: Robin Pierce, Community Development Director *RJP*
Darby Mayville, Community Relations/Economic Development Assistant *DM*
DATE: January 4, 2018
RE: CCRPC FYE2019 Unified Planning Work Program

Issue

The issue is whether or not the Village should apply for the CCRPC Unified Planning Work Program Grant.

Discussion

Staff would like to apply for the CCRPC Unified Planning Work Program grant to develop a Village Center Parking Plan. The project would be completed by utilizing the professional assistance of CCRPC staff members and issuing an RFQ to hire a private consultant.

Parking has been consistently identified as a barrier by developers and residents alike. With the new construction in the Five Corners area, it is anticipated that this will continue to be an issue in coming years. A parking plan will allow us to identify and secure municipal parking lots/structures needed to accommodate new retail and commercial space in the Village Center district.

Cost

The Village will be requesting \$50,000 for the Study. The Village will be responsible for 20% of the total project, or \$10,000.

Recommendation

It is recommended that the Trustees authorize staff to apply for the CCRPC Unified Planning Work Program grant, and approve a \$10,000 cash match to come from the matching grant fund. Should this grant be received, the Board will commit staff time to implementing the project.

with another street or designated crosswalk unless otherwise provided.

- (b) There shall be no parking at any time within 6 feet of any Village fire hydrant.
- (c) There shall be no parking at any time so as to block any portion of a public sidewalk.
- (d) There shall be no parking, on any Village street, in any manner, so that the parked vehicle would prevent the passage of Village fire trucks, rescue or other emergency vehicles.
- (e) There shall be no parking at any time within any public street wherein the driver's side of the vehicle is next to the property, sidewalk, curb, or road edge, except on one-way streets.
- (f) There shall be no parking, at any time, on any Village street blocking any designated driveway or part thereof.
- (g) No person shall park or leave unattended a vehicle of any type in any designated fire lane or bike lane.

SECTION 815. WINTER PARKING BAN:

No person shall park or leave unattended a vehicle of any type on any street, road, or right-of-way in the Village of Essex Junction during the period December 1 through April 1 of the next year between the hours of 12 midnight and 7:00 a.m.

SECTION 818. VILLAGE PARKING LOTS:

The following regulations shall apply to parking lots operated by the Village:

- (a) The Village Trustees may, by resolutions, designate not more than 50% of the parking spaces in any lot as "Reserved" and establish fees for the use of RESERVED parking spaces.
- (b) Any parking space designated as "Reserved" will be clearly marked and will be unavailable for public parking at all times. "Reserved" spaces shall not be sublet.
- (c) The Village Trustees, or their designate, may authorize the use of RESERVED parking spaces by specific individuals upon payment to the Village of the established fee. Such individuals must display a parking permit issued by the Village when using a RESERVED parking space.
- (d) No parking shall be permitted in Village parking lots between the hours of Midnight and 6 a.m. The Trustees may exempt designated spaces from this limitation. (Adopted 10/12/93)

SECTION 820. TEMPORARY PARKING BAN:

No person shall park or leave unattended a vehicle of any type on any street, road, or right-of-way in the Village of Essex Junction that has been closed for the purpose of cleaning, clearing, oiling, repairing, surfacing a street, special events, parades, or pruning or removing trees. The Village Public Works or Essex Police departments may close such street to the parking of vehicles by causing signs to be posted thereon in conspicuous locations indicating the prohibition of parking thereon and the hours the parking ban is in effect.

For the purposes of this Section, "special events" shall include, but not be limited to, the Annual Village Block party and the Five Corners Farmers Market.

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

- (a) The parking or leaving any vehicle in violation of this chapter is hereby declared to be a public nuisance.
- (b) The fact that a vehicle which is illegally parked is registered in the name of the person, rental



MEMORANDUM

TO: Village Trustees
 FROM: Pat Scheidel, Municipal Manager
 DATE: January 9, 2018
 SUBJECT: Trustees Meeting Schedule

TRUSTEES MEETING SCHEDULE/EVENTS

January 23 6:30 PM	Public hearing on budgets and capital programs
February 13 6:30 PM	Adopt FYE 19 budgets and capital programs 7:00 PM – Joint Meeting with Essex Selectboard at Lincoln Hall
February 27 6:30 PM	Adopt Warning for Annual Meeting
March 13 6:30 PM	Regular Meeting 7:00 PM – Joint Meeting with Essex Selectboard at Lincoln Hall
March 24 10 AM-2 PM	Joint Meeting with Essex Selectboard re: Governance (location TBD)
March 27 6:30 PM	Regular Meeting
April 4 6:00 PM	Community Supper at Essex High School (cafeteria) 7:00 PM - Annual Meeting (auditorium)
April 10 6:30 PM 7 AM- 7 PM	Regular Meeting Annual Meeting Australian ballot voting

**VILLAGE OF ESSEX JUNCTION
TREE ADVISORY COMMITTEE
MINUTES OF MEETING
December 19, 2017**

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

OTHERS PRESENT: Steve Rivard

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

1. CALL TO ORDER

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

2. MINUTES REVIEW

MOTION BY MARY JO, SECOND BY NICK TO APPROVE THE NOVEMBER MEETING MINUTES. ALL IN FAVOR. MOTION PASSED.

3. PLANTING 2018

Nick and Warren did a walk around the Village to visit potential planting locations. Most of these locations were on private property. They identified around 25 locations on Railroad Avenue, Lincoln Street, Central Street, Grove Street, and Educational Drive. They also plan to plant a replacement tree in front of On Tap.

Nick noted that representatives from the Federal Building had contacted the committee for their input on tree planting in their location. They plan to remove three trees that are in poor condition, and plant three new ones. The Committee plans to plant a fourth tree in the public right of way in this location. Nick suggested trying to contact Fairpoint again to see about planting a tree in front of their location on Lincoln Street.

Warren noted that it would be good to plant a new tree in front of the Essex Agency on Main Street, however it would be a good idea to wait until the final plans for the Crescent Connector are available.

Steve noted that it would be good to plant in the Nomad Coffee/Road Res Q area. The committee decided to put this idea on hold because they were unsure about future development in the area.

Some other possible planting locations include Hillcrest Road, West Hillcrest Road, and West Street. Nick and Warren will connect with Public Works Superintendent Rick Jones to review Village right of ways in all potential planting locations.

4. LAND DEVELOPMENT CODE REVIEW

The committee read through Section 719 of the Essex Junction Land Development Code (Landscape and Tree Planting Requirements). Nick noted that this section had been updated in the most recent revision of the Code. Section D was most discussed by the committee and is included below:

D. Landscaping. There shall be a sufficient amount of landscaping and screening, as may be reasonably determined by the Planning Commission, to insure protection of and enhance the quality of the project in question and adjacent properties. The landscape plan must be drawn by a landscape architect, landscape designer, or competent landscape professional, and the landscaping requirement will be a minimum of three (3) percent of the total construction cost for new construction up to \$250,000. For new construction projects above \$250,000, the landscape requirement shall be a minimum of two (2) percent of the total construction cost. In the case of construction projects above \$1,000,000, a landscape architect, licensed by the State of Vermont's Office of Professional Regulation, will be required to prepare a landscape plan. This may be waived in unusual circumstances. The Commission may permit or require improvements to the public right-of-way in part or in lieu of on-site landscaping to be used to improve the pedestrian environment including street trees, plantings, stormwater retention and pedestrian amenities. With a new use on existing development or renovation on existing property, the applicant must provide landscaping adequate to provide screening and environmental enhancement to the satisfaction of the Planning Commission.

The committee had the following questions in regards to this section:

- Is there a fund for improvements in the public right-of-way (given by developers in lieu of on-site landscaping)?
- Is there any money in this fund?
- Who controls the money in the fund?
- When was the fund started?

Darby said that she would talk to Community Development Director Robin Pierce and get answers back to the committee.

Mary Jo noted that money in this fund could possibly be used for landscaping on the Crescent Connector project.

Warren suggested that the committee work towards making a recommendation for a formal policy for the use of these funds.

Nick noted that the Planning Commission may ask the Tree Advisory Committee to review plans on private property, and that the committee should also be consulted for public projects.

The committee then looked over the landscaping plans available on the Village website for two developments on Park Street. Mary Jo said that it would be helpful to have another community visioning workshop like the Design Five Corners project in 2015.

5. REVIEW CRESCENT CONNECTOR & OTHER PUBLIC PROJECTS

Tabled until January.

6. BUDGET REVIEW

Mary Jo showed the committee the most recent monthly statement that she had received for the streetscape budget. She will be meeting with Darby and Rick to discuss how best to categorize spending.

7. PUBLIC INPUT

None.

8. ADJOURNMENT

MOTION by MARY JO, SECOND by WARREN to adjourn. All in favor. Meeting adjourned at 7:02 PM.

Respectfully Submitted: Darby Mayville



AGENCY OF COMMERCE AND COMMUNITY DEVELOPMENT

VERMONT COMMUNITY
DEVELOPMENT PROGRAM
GRANTS TO THE

VILLAGE OF ESSEX JUNCTION

\$40,000

The Village will provide a subgrant to Vermont Housing Finance Agency to create a web-based, interactive resource that provides residents, municipal officials and planners with up to date, vetted housing needs indicators in a variety of user-friendly formats for communities in Chittenden, Franklin and Grand Isle counties.

Michael Schirling, Secretary
Agency of Commerce and Community Development

December 20, 2017

Date



89 Main Street, Suite 4
 Montpelier, Vermont 05602
 800-649-7915
 info@vlct.org

Capitol Plaza Hotel and
 Conference Center

(800) 274-5252

Directions:
www.capitolplaza.com

2018 Town Meeting Tune-Up

Capitol Plaza, Montpelier
 Wednesday, February 7, 2018

PRSR STD
 U.S. POSTAGE PAID
 MONTPELIER, VT
 PERMIT NO. 358

RECEIVED

FEB 22 2017

Essex Junction



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

Annual Town Meeting Tune-Up – February 7, 2018 Capitol Plaza, Montpelier

This year, our annual workshop will feature a mock town meeting session led by Ed Chase, long-time Westford Town Moderator and parliamentary procedure expert. He will provide an overview based on his comprehensive guide to moderating a town meeting. Moderators, selectboard members, town clerks, town managers and administrators, and all local officials who are interested in learning how to run town meeting are encouraged to attend. Content is designed for both new moderators and seasoned veterans. We will **not** have copies of *Robert's Rules of Order* available for purchase, so check with your local bookstore or major online retailer to purchase this resource.

WORKSHOP SESSIONS

- **Ruling the Unruly Parts I and II: Moderators Guide to Town Meeting Step by Step**
 Edward Chase, Moderator Town of Westford, Vt.
- **Mock Town Meeting**
 Edward Chase, Moderator, Town of Westford, Vt.
- **Roundtable: Best Practices and Lessons Learned**
 Edward Chase, Moderator, Town of Westford
 Susan Clark, former Moderator, Town of Middlesex
 Representative, Vt. Secretary of State's Office

REGISTRATION INFORMATION

VLCT PACIF Members \$60.00
 VLCT Members \$90.00

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

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

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

REGISTRATION BEGINS AT 8:30 A.M. THE WORKSHOP ENDS AT 3:30 P.M. (light breakfast and lunch included)

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



P: 802-878-6944
F: 802-878-6946

E: admin@essexjunction.org

December 28, 2017

Via email at Hollisw@amtrak.com and USPS

M. William Hollister
Amtrak Sr. Manager
Government Affairs-Northeast
525 East Street
Rensselaer, NY 12144

**RE: Amtrak's ADA Stations Program
Essex Junction, VT Rail Station ("Station")**

Dear Mr. Hollister:

I'm writing on behalf of the Village of Essex Junction Community Development Director, Engineer, Municipal Manager, and Water Quality Superintendent in response to the letter you sent on 8 December 2017 requesting the Village's consent to Amtrak's design plans for ADA improvements to the 'Station' on Railroad Avenue in Essex Junction.

Although we conceptually support Amtrak's proposal to improve the station, we must, regrettably, withhold our approval until our staff has had more time to study the plans in detail. A preliminary review by Village Engineer Rick Hamlin indicated there may be components of the plans that do not conform to the Village's Land Development Code. Village Water Quality Superintendent James Jutras also needs more time to analyze possible storm water impacts and mitigation opportunities presented by Amtrak's proposal. We appreciate Amtrak's aggressive plans for the station upgrades and the necessity for clearing administrative and regulatory hurdles as quickly as possible. However, a two or three-week window is simply not enough time for our staff to give Amtrak's plans the careful scrutiny they deserve.

Let me state again our enthusiastic appreciation and support for Amtrak's ADA compliance plans for the station. We very much want to see this happen. To ensure that it does I would like to suggest that I facilitate communications between our two sides. I can follow-through on our end for your requests for approval(s) and coordinate correspondence to avoid messages getting lost or misdirected. For now, I will work with Village staff to help summarize their specific concerns and get them to you as quickly as possible. Please let me know if this is acceptable to you and also provide contact information for all Amtrak staff/consultants that should be included in correspondence.

My contact information:

George Tyler, President
Village of Essex Junction
2 Lincoln Street
Essex Junction, VT 05452
Village Office: (802) 878-6944
Mobile: (802) 310-8215
Email: gtyler@essexjunction.org

You can also reach me or leave messages through Patty Benoit (Administrative Assistant) at the Village offices at the 878-6944 number. Looking forward to hearing from you.

Best Regards,



George Tyler, President
Village of Essex Junction

cc: Lonnie A. Murray, Director, Program Management, ADA Stations Program
Pat Scheidel, Dennis Lutz, Rick Jones, Rick Hamlin, Jim Jutras, Robin Pierce, Elaine Sopchak

FOR IMMEDIATE RELEASE

Town, Village Boards Choose Evan Teich as Essex Municipal Manager

Midwestern Manager to Replace Retiring Municipal Manager Pat Scheidel

CONTACT:

Max Levy, Chair, Selectboard, Essex, VT

(802) 878-1341

George Tyler, President, Village of Essex Junction, VT

(802) 878-6944

Evan Teich, Interim Manager, Oxford, MI

224-325-6529

Essex Junction, VT Dec. 12, 2017 – The elected boards of Essex Junction and Essex Town have announced their unanimous choice of Evan Teich (*pronounced “teach”*), present interim manager of Oxford, Michigan, to replace retiring municipal manager Pat Scheidel. Teich has served 13 years as manager/administrator for several communities in Illinois, Michigan, and Wisconsin including seven years as administrator for the Village of Itasca, Illinois located 27 miles northwest of Chicago, with a population of about 8600. Teich will take over for Scheidel on February 26, 2018.

“Evan is a high caliber, professional manager who can bring fresh ideas and a wealth of experience to the job,” said Essex Selectboard Chair Max Levy. “We’re thrilled to have him on board.”

“Pat Scheidel is leaving some big shoes to fill,” said Village President George Tyler. “We knew we needed someone who could take the helm and quickly gain the trust of our department heads and staff. It was a tough choice; we had some excellent candidates. But Evan’s thoughtful approach to local government and broad experience with forging collaborations convinced us he was the right person for the job.”

A graduate of Northern Illinois University with a masters degree in public administration from the University of Illinois, Teich’s career includes five years as administrator for the Village of Sussex, Wisconsin and seven years as administrator for Itasca. In those positions he led multiple planning and quality improvement efforts such as coordinating Itasca’s activities related to the \$3.4 billion Illinois Tollways project, developing capital project and long range planning strategies, and negotiating union contracts.

Teich began his post-graduate career as assistant to the manager in Vernon Hills, Illinois, a “small organization,” said Teich, “where you wore many hats.” Among other assignments he was put in charge of community development review, communications, and budget development. “I thoroughly enjoyed learning how to run a Village, work with developers, staff, and how to complete large, complex building projects such as building a village hall,” said Teich.

After five years as assistant to the manager in Vernon Hills, Teich moved to his first chief manager job as Administrator for the Village of Sussex, Wisconsin. “This is where I really learned to manage and be a leader,” said Teich. “I also quit my 'job' and starting going to work. I found that I had a passion for local government and that I enjoyed collaborating with all types of people to solve complex problems, to make processes more efficient, to be more innovative and creative, and to plot out different perspectives. I was happy to use my skills of relating to and connecting with people to develop relationships.”

During his five years in Sussex, from 2005 to 2010, Teich was responsible for overseeing all aspects of a government with over 40 full time employees and a \$17 million operating budget. One of the development projects he coordinated involved working with the local Chamber of Commerce to attract a major food manufacturer which added 200 jobs to the local economy. From Sussex, Teich moved on to become administrator for Itasca where, among other accomplishments, he led the way in strategic planning efforts in finance, communications, and capital projects, including a study of sewer and water rates to improve efficiency and manage the costs associated with a new water treatment plant.

“There is no more important action than strategic planning,” said Teich. “It gives elected boards, staff, and community a clear picture of organizational priorities and sets clear goals and objectives. It sets direction and places a guard against the introduction of 'new priorities,' mission creep, or a drain of limited resources away from prioritized goals.”

On moving to Vermont and taking over the reins from a seasoned, 27-year manager, Teich said that he is excited to be working with two respected boards and two leaders that respect each other, want to work together and are leaders in the arena of sharing and “operational consolidation.”

Village of Essex Junction 2018

Annual Meeting/Election Preparation Schedule

- February 16, 2018 Last day to file petitions signed by at least 5% of the voters with the Village Clerk for Articles to be included in the Village Meeting Warning. *(Not less than 47 days before Annual Meeting)*
- February 27, 2018 Trustees Meeting - Adopt Warning for Annual Village Meeting *(At least 30 days before Annual Meeting)*
- February 23th through March 5th Warning to be posted in two public places, plus in or near the Clerk's office, between these dates. *(No earlier than 40, nor later than 30 days before Annual Meeting)*
- March 5, 2018 5:00 p.m. - deadline for nominating petitions to be filed with Village Clerk *(6th Monday before Election)*
Each petition must contain 30 valid signatures.
- March 21, 2018 Ballots must be ready by this date.
- March 22, 2018 Publish Budget in Essex Reporter (or send in Newsletter by this date). *(Budget must be distributed at least 10 days before meeting).*
- March 22, 2018 Publish Warning in Essex Reporter. *(Warning must be published at least 5 days before meeting).*
- April 4, 2018 Annual Meeting - 7:00 p.m. (Essex High School) *Note – Community Supper to precede Meeting*
- April 10, 2018 Annual Election - Polls open 7:00 a.m. to 7:00 p.m. (Essex High School)
Note: The vote will be with the school election.



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

MEMORANDUM

TO: Village Trustees and Patrick Scheidel, Village Manager
FROM: Lauren Morriveau, Finance Director *LM*
DATE: 01/09/18
SUBJECT: Fund Balance

Issue

The issue is to inform the Trustees regarding the Village General Fund fund balance.

Discussion

The Village General Fund had a total fund balance of \$855,805 at 6/30/17. Of this amount, \$397,313 was either nonspendable (Inventory and Prepaid Expenses) or assigned. Amounts assigned are:

For Library	\$7,099
For Termination Benefits	\$86,965
For Health Reimbursement Arrangement	\$10,000
For Transfer to Capital Reserve in FYE18	\$96,000
For FYE18 Tax Reduction	<u>\$60,000</u>
Total Assigned	\$260,064

Assigned and nonspendable fund balance equal \$397,313, leaving unassigned fund balance of \$458,492 at 6/30/17 (equal to 9.5% of the FYE18 Budget). The FYE19 proposed budget uses \$35,000 to reduce the tax rate which will lower the percentage further. However, the transfer of fund balance from EJRP should bring the balance back up to 10%. The School District will be providing us with the dollar amount of this transfer as soon as their FYE17 audit is completed.

Cost

There is no cost to this issue.

Recommendation

This memo is informational only.

1/3/2018 9:53

General Fund Fund Balance FY17

Total Fund Balance at 6/30/17	855,805
Non Spendable (inventory, prepaids)	<u>137,249</u>
Total Non spendable	137,249
Assigned	
Library	7,099
Termination Benefits	86,965
HRA	10,000
Assigned for Tranfer to Cap Res	96,000
Assigned for FY18 Tax Reduction	<u>60,000</u>
Total Assigned	260,064
Total Assigned & Non Spendable	397,313
Unassigned	458,492
FY18 Budget including debt service	4,816,309
Unassigned Fund Balance percenta	9.5%
% of FY 18 Budget	9.5%
10% of FY17	481,631
Proposed Tax reduction FYE19	35,000
Add in estimated EJP Fund Balanc	60,000
Fund Balance Remaining	483,492
% of FY 18 Budget	10.04%

**VILLAGE OF ESSEX JUNCTION
BOARD OF TRUSTEES
MINUTES OF MEETING
DECEMBER 20, 2017**

MEMBERS PRESENT: George Tyler (Village President), Elaine Sopchak (Vice President), Dan Kerin, Andrew Brown and Lori Houghton.
ADMINISTRATION: Patrick Scheidel, Municipal Manager; Lauren Morrisseau, Assistant Manager and Finance Director.
OTHERS PRESENT: Rick Jones, James Jutras, Robin Pierce, Chris Gaboriault, Brad Luck, Dennis Lutz, Lou Ann Pioli, Wendy Hysko, Dorothy Bergendahl, Linda Costello, Hannah Tracy, Susan Pierce and Julia Rigsby.

1. CALL TO ORDER and PLEDGE OF ALLEGIANCE

George Tyler called the meeting to order at 8:15 a.m. and led the assemblage in the Pledge of Allegiance.

2. AGENDA ADDITIONS/CHANGES

Add:

- Memo from Lauren Morrisseau and tax stabilization agreement for 4 Pearl St. under Old Business.
- Minutes of 12/12/17 Trustees meeting to the Consent Agenda.
- Letter from Amtrak requesting permission to work in the Village right-of-way for ADA compliance work to the Reading File.

MOTION by Dan Kerin, SECOND by Lori Houghton to approve the agenda as amended.

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

3. FYE 19 BUDGET WORK SESSION

Pat Scheidel and Lauren Morrisseau presented the proposed budget in its entirety to the Trustees, followed by a series of meetings with department heads. The budget will be presented to the Trustees for final review on January 9, 2018 and move to public hearing on January 23, 2018.

4. OLD BUSINESS

a. Tax Stabilization Agreement for 4 Pearl Street

Lauren Morrisseau distributed an informational memo and the tax stabilization agreement for 4 Pearl Street. The Trustees had signed a letter of commitment for tax stabilization on 1/24/17 and the owner provided the documentation required to proceed with an agreement from FYE 19 through FYE 21.

MOTION by Andrew Brown, SECOND by Lori Houghton, to approve the tax stabilization agreement for 4 Pearl Street effective 7/1/18. VOTING: 4-0 with one abstention; motion carried.

5. READING FILE

a. Letter from Amtrak requesting permission to work in the Village right-of-way for ADA compliance work.

6. CONSENT AGENDA

- a. Expense Warrant #17075 dated 12/15/17 in the amount of \$101,167.22

MOTION by Elaine Sopchak, SECOND by Dan Kerin, to approve the consent agenda. VOTING: unanimous (5-0); motion carried.

7. ADJOURN

The meeting was adjourned at 2:50 p.m.

Minutes respectfully submitted by Lauren Morriseau, Assistant Manager/Finance Director

12/22/17

12:42 pm

Town of Essex / Village of EJ Accounts Payable

Page 1 of 8

Check Warrant Report # 17076 Current Prior Next FY Invoices For Fund (GENERAL FUND)

HPackard

For Check Acct 01(GENERAL FUND) All check #s 12/21/17 To 12/22/17 & Fund 2

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
14400	12/14/17	ABOVE AND BEYOND LHBL cleaning 12/3-1/6 3270	210-45551.423 CONTRACT SERVICES	2212.75	14266	12/21/17
14400	12/14/17	ABOVE AND BEYOND LHBL cleaning 12/3-1/6 3270	210-45551.610 SUPPLIES	72.00	14266	12/21/17
14400	12/14/17	ABOVE AND BEYOND LHBL cleaning 12/3-1/6 3270	210-41940.423 CONTRACT SERVICES	750.00	14266	12/21/17
42665	12/10/17	AMAZON/SYNCB BL books 698520121017	210-45551.434 MAINT. BUILDINGS/GROUNDS	97.93	14271	12/21/17
42665	12/10/17	AMAZON/SYNCB BL books 698520121017	210-45551.641 JUVEN COLLECTION-PRNT & E	125.88	14271	12/21/17
42665	12/10/17	AMAZON/SYNCB BL books 698520121017	210-45551.640 ADULT COLLECTION-PRINT &	519.45	14271	12/21/17
42665	12/10/17	AMAZON/SYNCB BL books 698520121017	210-45551.610 SUPPLIES	237.21	14271	12/21/17
07155	12/01/17	AMERICAN ROCK SALT CO LLC ST ice control salt 0524777	210-43125.610 WINTER MAINTENANCE	3021.16	14272	12/21/17
00530	12/06/17	BRODART CO BL books B5180904	210-45551.610 SUPPLIES	0.90	14277	12/21/17
00530	12/06/17	BRODART CO BL books B5180904	210-45551.641 JUVEN COLLECTION-PRNT & E	14.29	14277	12/21/17
00530	12/06/17	BRODART CO BL books B5180906	210-45551.641 JUVEN COLLECTION-PRNT & E	13.17	14277	12/21/17
00530	12/06/17	BRODART CO BL books B5180906	210-45551.610 SUPPLIES	0.90	14277	12/21/17
00530	12/06/17	BRODART CO BL books B5181037	210-45551.641 JUVEN COLLECTION-PRNT & E	54.35	14277	12/21/17
00530	12/06/17	BRODART CO BL books B5181037	210-45551.610 SUPPLIES	3.60	14277	12/21/17
00530	12/06/17	BRODART CO BL books B5181148	210-45551.610 SUPPLIES	2.70	14277	12/21/17
00530	12/06/17	BRODART CO BL books B5181148	210-45551.641 JUVEN COLLECTION-PRNT & E	32.50	14277	12/21/17
00530	12/11/17	BRODART CO BL books B5183123	210-45551.641 JUVEN COLLECTION-PRNT & E	9.89	14277	12/21/17
00530	12/11/17	BRODART CO BL books B5183123	210-45551.610 SUPPLIES	0.90	14277	12/21/17
00530	12/14/17	BRODART CO BL books B5187694	210-45551.610 SUPPLIES	0.90	14277	12/21/17
00530	12/14/17	BRODART CO BL books B5187694	210-45551.641 JUVEN COLLECTION-PRNT & E	10.55	14277	12/21/17
V9941	12/07/17	BUSINESSCARD SERVICES BL NOV NEWSPAPERS 110717A	210-45551.640 ADULT COLLECTION-PRINT &	34.98	14278	12/21/17
V9941	12/07/17	BUSINESSCARD SERVICES AD/CD MEETING ROOM SUPPLS 110817B	210-41970.610 SUPPLIES	16.49	14278	12/21/17
V9941	12/07/17	BUSINESSCARD SERVICES AD/CD MEETING ROOM SUPPLS 110817B	210-41320.610 SUPPLIES	28.33	14278	12/21/17
V9941	12/07/17	BUSINESSCARD SERVICES BL SUPPLIES 111417D	210-45551.610 SUPPLIES	149.99	14278	12/21/17
V9941	12/07/17	BUSINESSCARD SERVICES CD GRAMMARLY FOR DAREY 111417E	210-41970.500 TRAINING, CONF, DUES	83.97	14278	12/21/17

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Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
V9941	BUSINESSCARD SERVICES	12/07/17	AD/LH TRUSTEES & LINCOLN 111417F	210-41940.610 SUPPLIES	12.85	14278	12/21/17
V9941	BUSINESSCARD SERVICES	12/07/17	AD/LH TRUSTEES & LINCOLN 111417F	210-41320.560 TRUSTEES EXPENDITURES	10.92	14278	12/21/17
V9941	BUSINESSCARD SERVICES	12/07/17	AD SANTA IN TEEN CENTER 111617G	210-41320.835 HOLIDAY EXPENSE	200.00	14278	12/21/17
V9941	BUSINESSCARD SERVICES	12/07/17	AD TV FOR TRUSTEES 111717H	210-41320.560 TRUSTEES EXPENDITURES	299.99	14278	12/21/17
V9941	BUSINESSCARD SERVICES	12/07/17	AD TV FOR TRUSTEES 111717I	210-41320.560 TRUSTEES EXPENDITURES	59.99	14278	12/21/17
V9941	BUSINESSCARD SERVICES	12/07/17	CD IPAD FOR DARBY 111717K	210-41970.340 COMPUTER EXPENSES	549.99	14278	12/21/17
V9941	BUSINESSCARD SERVICES	12/07/17	CD CASE FOR DARBY'S IPAD 112117L	210-41970.340 COMPUTER EXPENSES	13.99	14278	12/21/17
V9941	BUSINESSCARD SERVICES	12/07/17	BL YOUTH PROGRAMS SUPPLIE 112717N	210-45551.837 CHILDRENS PROGRAMS	3.00	14278	12/21/17
V9941	BUSINESSCARD SERVICES	12/07/17	BL YOUTH PROGRAMS SUPPLIE 112717O	210-45551.837 CHILDRENS PROGRAMS	20.01	14278	12/21/17
V9941	BUSINESSCARD SERVICES	12/07/17	AD/LH TRUSTEE & LH SUPPLI 112817P	210-41940.610 SUPPLIES	6.47	14278	12/21/17
V9941	BUSINESSCARD SERVICES	12/07/17	AD/LH TRUSTEE & LH SUPPLI 112817P	210-41320.560 TRUSTEES EXPENDITURES	23.95	14278	12/21/17
V9941	BUSINESSCARD SERVICES	12/07/17	AD FOOD FOR MGR SEARCH 120117T	210-41320.330 OTHER PROFESSIONAL SERVIC	77.83	14278	12/21/17
V9941	BUSINESSCARD SERVICES	12/07/17	AD SODA FOR MGR LUNCH 120117U	210-41320.330 OTHER PROFESSIONAL SERVIC	3.30	14278	12/21/17
V9941	BUSINESSCARD SERVICES	12/07/17	AD COFFEE FOR MGR SEARCH 120117V	210-41320.330 OTHER PROFESSIONAL SERVIC	25.48	14278	12/21/17
V9941	BUSINESSCARD SERVICES	12/07/17	AD FOOD FOR LUNCH 120117W	210-41320.330 OTHER PROFESSIONAL SERVIC	5.40	14278	12/21/17
V9941	BUSINESSCARD SERVICES	12/07/17	AD MGR SEARCH LUNCH 120217X	210-41320.330 OTHER PROFESSIONAL SERVIC	51.89	14278	12/21/17
V9941	BUSINESSCARD SERVICES	12/07/17	AD MGR SEARCH BREAKFAST 120217Y	210-41320.330 OTHER PROFESSIONAL SERVIC	8.49	14278	12/21/17
V9941	BUSINESSCARD SERVICES	12/07/17	AD MGR SEARCH COFFEE 120217Z1	210-41320.330 OTHER PROFESSIONAL SERVIC	16.99	14278	12/21/17
21500	CANON FINANCIAL SERVICES	12/13/17	AD copier lease January 18034628	210-41320.442 LEASED SERVICES	245.00	14281	12/21/17
03000	CARGILL SALT EASTERN INC	11/13/17	ST deicer salt 29033771422	210-43125.610 WINTER MAINTENANCE	2213.35	14282	12/21/17
03000	CARGILL SALT EASTERN INC	11/27/17	ST deicer salt 2903762877	210-43125.610 WINTER MAINTENANCE	1583.46	14282	12/21/17
V04609	CENTER POINT LARGE PRINT	12/01/17	BL books 1531696	210-45551.640 ADULT COLLECTION-PRINT &	93.48	14288	12/21/17
V10038	CHIMNEY SWEEP FIREPLACE	10/28/17	BL building maintenance J53384	210-45551.434 MAINT. BUILDINGS/GROUNDS	144.30	14290	12/21/17
21210	CINTAS	12/14/17	ST first aid supplies 5009541583	210-43110.612 UNIFORMS,BOOTS,ETC	38.92	14292	12/21/17
38280	CRYSTAL ROCK BOTTLED WATE	11/30/17	Water Cooler Maint. 113017D	210-45220.610 SUPPLIES	12.00	14296	12/21/17

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38280	11/30/17	CRYSTAL ROCK BOTTLED WATE	ST water	210-43110.610	17.80	14297	12/21/17
			113050122590	SUPPLIES			
38280	11/30/17	CRYSTAL ROCK BOTTLED WATE	LH Nov water	210-41940.610	23.95	14298	12/21/17
			50117144 11/	SUPPLIES			
25715	12/19/17	DONALD L. HAMLIN CONSULT	CD 35 Main 11/1-11/30	210-15102.000	621.00	14301	12/21/17
			12191717812	EXCHANGE - ENGI/LEGAL			
25715	12/19/17	DONALD L. HAMLIN CONSULT	CD 15-23 Park 11/1-11/30	210-15102.000	172.50	14301	12/21/17
			17805	EXCHANGE - ENGI/LEGAL			
25715	12/19/17	DONALD L. HAMLIN CONSULT	CD 4-36 Park 10/1-11/30	210-15102.000	516.75	14301	12/21/17
			17806	EXCHANGE - ENGI/LEGAL			
35260	11/15/17	EAST COAST PRINTERS INC	ST winter hats	210-43110.612	144.00	14304	12/21/17
			11011731	UNIFORMS,BOOTS,ETC			
23215	12/06/17	ESSEX EQUIPMENT INC	ST fix pump	210-43110.570	262.03	14307	12/21/17
			106598070001	MAINTENANCE OTHER			
23215	11/22/17	ESSEX EQUIPMENT INC	ST fitting	210-43110.432	122.60	14307	12/21/17
			106603510001	VEHICLE MAINTENANCE			
23215	11/22/17	ESSEX EQUIPMENT INC	ST gloves	210-43110.612	56.16	14307	12/21/17
			106603930001	UNIFORMS,BOOTS,ETC			
V0795	12/18/17	ESSEX TOWN OF	AD 1/12 mgr contract	210-41320.150	5572.08	14308	12/21/17
			121817D	MANAGER CONTRACT			
V0797	12/12/17	FALCON PLUMBING SERVICE,	LH boiler repair	210-41940.434	156.00	14309	12/21/17
			912183	MAINT. BUILDINGS/GROUNDS			
04640	11/21/17	FASTENAL INDUSTRIAL & CON	First Aid Supplies	210-45110.610	62.24	14310	12/21/17
			VTWIN56992	SUPPLIES			
19005	12/01/17	FIRSTLIGHT FIBER	BL tech phone access	210-45551.530	39.95	14314	12/21/17
			3857822	TECHNOLOGY ACCESS			
19005	12/01/17	FIRSTLIGHT FIBER	BL tech phone access	210-45551.535	92.31	14314	12/21/17
			3857822	TELEPHONE SERVICES			
05395	12/11/17	FLEETMatics USA LLC	ST GPS	210-43110.432	280.00	14315	12/21/17
			IN2170102	VEHICLE MAINTENANCE			
07010	12/13/17	GREEN MOUNTAIN POWER CORP	VA Dec consolidated bill	210-42220.622	526.42	14323	12/21/17
			1217026201	ELECTRICAL SERVICE			
07010	12/13/17	GREEN MOUNTAIN POWER CORP	VA Dec consolidated bill	210-41940.622	526.42	14323	12/21/17
			1217026201	ELECTRICAL SERVICE			
07010	12/13/17	GREEN MOUNTAIN POWER CORP	VA Dec consolidated bill	210-43110.622	54.68	14323	12/21/17
			1217026201	ELECTRICAL SERVICE			
07010	12/13/17	GREEN MOUNTAIN POWER CORP	VA Dec consolidated bill	210-45551.622	966.51	14323	12/21/17
			1217026201	ELECTRICAL SERVICE			
07010	12/13/17	GREEN MOUNTAIN POWER CORP	VA Dec consolidated bill	210-43123.622	407.23	14323	12/21/17
			1217026201	TRAFFIC LIGHTS - ELECTRIC			
07010	12/13/17	GREEN MOUNTAIN POWER CORP	VA Dec consolidated bill	210-43160.622	10315.88	14323	12/21/17
			1217026201	STREET LIGHTS - ELECTRICI			
14910	12/15/17	GROTEN RAPHAEL	BF youth programs	210-49345.000	150.00	14324	12/21/17
			1211517	LIBRARY DONATION EXPENDIT			
27150	12/05/17	HINESBURG SAND & GRAVEL C	ST winter sand	210-43125.610	202.05	14325	12/21/17
			1117ES01	WINTER MAINTENANCE			
V10129	12/08/17	HYSKO WENDY	BL mileage,supplies	210-45551.610	17.13	14326	12/21/17
			WH1282017	SUPPLIES			
V10129	12/08/17	HYSKO WENDY	BL mileage,supplies	210-45551.500	37.55	14326	12/21/17
			WH1282017	TRAINING, CONFERENCES, DU			

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
V10347	12/12/17	L & R PEST ELIMINATION SE LH quarterly svc 147769	210-41940.434 MAINT. BUILDINGS/GROUNDS	100.00	14331	12/21/17
33195	12/05/17	LIMOGE & SONS GARAGE DOOR ST bottom of garage door 58079TE	210-43110.434 MAINT. BUILDINGS/GROUNDS	1022.00	14332	12/21/17
14025	12/08/17	LINCOLN NATIONAL LIFE INS VA Jan life ins village 17121532732	210-45110.210 HEALTH INS & OTHER BENEFI	190.40	14333	12/21/17
14025	12/08/17	LINCOLN NATIONAL LIFE INS VA Jan life ins village 17121532732	210-45220.210 HEALTH INS & OTHER BENEFI	47.60	14333	12/21/17
14025	12/08/17	LINCOLN NATIONAL LIFE INS VA Jan life ins village 17121532732	210-41320.210 HEALTH INS & OTHER BENEFI	145.17	14333	12/21/17
14025	12/08/17	LINCOLN NATIONAL LIFE INS VA Jan life ins village 17121532732	210-43151.210 HEALTH INS & OTHER BENEFI	25.64	14333	12/21/17
14025	12/08/17	LINCOLN NATIONAL LIFE INS VA Jan life ins village 17121532732	210-43110.210 HEALTH INS & OTHER BENEFI	164.51	14333	12/21/17
14025	12/08/17	LINCOLN NATIONAL LIFE INS VA Jan life ins village 17121532732	210-41335.210 HEALTH INS & OTHER BENEFI	48.39	14333	12/21/17
14025	12/08/17	LINCOLN NATIONAL LIFE INS VA Jan life ins village 17121532732	210-41970.210 HEALTH INS & OTHER BENEFI	96.77	14333	12/21/17
14025	12/08/17	LINCOLN NATIONAL LIFE INS VA Jan life ins village 17121532732	210-45551.210 HEALTH INS & OTHER BENEFI	290.32	14333	12/21/17
21315	12/20/17	LORETTA'S ITALIAN FAMILY AD trustees lunch 12/20 122017D	210-41320.560 TRUSTEES EXPENDITURES	139.00	14334	12/21/17
13475	11/27/17	NEEDHAM ELECTRIC SUPPLY () Replacement Bulbs S4619335.001	210-45220.610 SUPPLIES	263.00	14337	12/21/17
13475	11/27/17	NEEDHAM ELECTRIC SUPPLY () Flag Pole Light S4619335.002	210-45220.610 SUPPLIES	23.32	14337	12/21/17
24960	12/15/17	NORTHEAST DELTA DENTAL VA Jan dental ins village 180101	210-45110.210 HEALTH INS & OTHER BENEFI	443.88	14344	12/21/17
24960	12/15/17	NORTHEAST DELTA DENTAL VA Jan dental ins village 180101	210-45220.210 HEALTH INS & OTHER BENEFI	66.60	14344	12/21/17
24960	12/15/17	NORTHEAST DELTA DENTAL VA Jan dental ins village 180101	210-43110.210 HEALTH INS & OTHER BENEFI	281.98	14344	12/21/17
24960	12/15/17	NORTHEAST DELTA DENTAL VA Jan dental ins village 180101	210-43151.210 HEALTH INS & OTHER BENEFI	43.96	14344	12/21/17
24960	12/15/17	NORTHEAST DELTA DENTAL VA Jan dental ins village 180101	210-45551.210 HEALTH INS & OTHER BENEFI	497.62	14344	12/21/17
24960	12/15/17	NORTHEAST DELTA DENTAL VA Jan dental ins village 180101	210-41970.210 HEALTH INS & OTHER BENEFI	165.87	14344	12/21/17
24960	12/15/17	NORTHEAST DELTA DENTAL VA Jan dental ins village 180101	210-41335.210 HEALTH INS & OTHER BENEFI	82.94	14344	12/21/17
24960	12/15/17	NORTHEAST DELTA DENTAL VA Jan dental ins village 180101	210-41320.210 HEALTH INS & OTHER BENEFI	248.82	14344	12/21/17
25185	12/07/17	SANTOR KIRSTEN ED train hop supplies 120717D	210-41335.810 COMMUNITY EVENTS & PROGRA	21.95	14360	12/21/17
21000	12/13/17	UNIFIRST CORPORATION LH mat service 0361848757	210-41940.434 MAINT. BUILDINGS/GROUNDS	66.78	14371	12/21/17
21000	12/13/17	UNIFIRST CORPORATION BL building maintenance 0361848813	210-45551.434 MAINT. BUILDINGS/GROUNDS	25.80	14371	12/21/17
05935	07/27/17	VT HUMANITIES COUNCIL BL First Wed contribution VHCFW17	210-49345.000 LIBRARY DONATION EXPENDIT	2900.00	14375	12/21/17

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05935	07/27/17	BL First Wed contribution VHCFW17	210-49340.008 STATE GRANT EXPENDITURES	650.00	14375	12/21/17
30210	01/01/18	VLCT PACIF / wcomp 0195201801	210-41320.522 PUBLIC OFFICIALS LIABILIT	2848.75	14377	12/21/17
30210	01/01/18	VLCT PACIF / wcomp 0195201801	210-20210.000 WORKERS COMP PAYABLE	61525.99	14377	12/21/17
30210	01/01/18	VLCT PACIF / wcomp 0195201801	210-41970.522 PUBLIC OFFICIALS LIABILIT	2848.75	14377	12/21/17
30210	01/01/18	VLCT PACIF / wcomp 0195201801	210-45110.521 LIABILITY & PROPERTY INS	10070.28	14377	12/21/17
30210	01/01/18	VLCT PACIF / wcomp 0195201801	210-41320.521 LIABILITY & PROPERTY INS.	2952.30	14377	12/21/17
30210	01/01/18	VLCT PACIF / wcomp 0195201801	210-42220.521 LIABILITY & PROPERTY INS.	3091.58	14377	12/21/17
30210	01/01/18	VLCT PACIF / wcomp 0195201801	210-45551.521 LIABILITY & PROPERTY INS.	4892.59	14377	12/21/17
30210	01/01/18	VLCT PACIF / wcomp 0195201801	210-41940.521 LIABILITY & PROPERTY INS.	2124.08	14377	12/21/17
30210	01/01/18	VLCT PACIF / wcomp 0195201801	210-41970.521 LIABILITY & PROPERTY INS.	1305.88	14377	12/21/17
30210	01/01/18	VLCT PACIF / wcomp 0195201801	210-41335.521 LIABILITY & PROPERTY INS.	158.33	14377	12/21/17
30210	01/01/18	VLCT PACIF / wcomp 0195201801	210-43110.521 LIABILITY & PROPERTY INS.	5784.35	14377	12/21/17
30210	01/01/18	VA q1 unemployment 26746Q1	210-20215.000 STATE UNEMPLOYMENT PAYABL	623.00	14379	12/21/17
V9941	12/07/17	SC FOOD-VAN LUNCH/CRAFT 110817C	225-45122.612 FUND RAISER EXPENSES	50.04	14278	12/21/17
V9941	12/07/17	SC FOOD-VAN LUNCH/CRAFT 110817C	225-45122.614 PROGRAM EXPENSES	153.65	14278	12/21/17
V9941	12/07/17	SC RADA FOR FUNDRAISER 11171717J	225-45122.612 FUND RAISER EXPENSES	456.15	14278	12/21/17
V9941	12/07/17	SC MEMBERSHIP CARDS 112717M	225-45122.610 OPERATIONAL SUPP/EXP	28.61	14278	12/21/17
V9941	12/07/17	SC MEMBERSHIP CARDS TAX 112917Q	225-45122.610 OPERATIONAL SUPP/EXP	-1.62	14278	12/21/17
V9941	12/07/17	SC DECORATIONS FOR CENTER 112917R	225-45122.610 OPERATIONAL SUPP/EXP	36.96	14278	12/21/17
V9941	12/07/17	SC ITEMS FOR HOLIDAY MEAL 112917S	225-45122.812 MEAL SITE EXPENSES	69.78	14278	12/21/17
V9941	12/07/17	SC RADA CUTLERY FOR RESAL 120517Z2	225-45122.612 FUND RAISER EXPENSES	887.55	14278	12/21/17
25955	12/01/17	Cell Phones X12012017	226-45110.535 TELEPHONE SVCS	317.16	14273	12/21/17
04940	11/23/17	Internet 112317D	226-45121.530 COMMUNICATIONS	203.45	14293	12/21/17
04940	11/23/17	Internet 112317D1	226-45110.530 COMMUNICATIONS	430.32	14294	12/21/17
14025	12/08/17	VA Jan life ins village 17121532732	226-45120.210 HEALTH INS & OTHER BENEFIT	236.24	14333	12/21/17

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Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
14025	12/08/17	VA Jan life ins village 17121532732	226-45121.210 HEALTH INS & OTHER BENEFI	182.70	14333	12/21/17
14025	12/08/17	VA Jan life ins village 17121532732	226-45110.210 HEALTH INS & OTHER BENEFI	47.59	14333	12/21/17
19080	12/14/17	Enrichment Supplies 121417D	226-45120.610 SUPPLIES	70.49	14336	12/21/17
24960	12/15/17	VA Jan dental ins village 180101	226-45120.210 HEALTH INS & OTHER BENEFI	262.28	14344	12/21/17
24960	12/15/17	VA Jan dental ins village 180101	226-45121.210 HEALTH INS & OTHER BENEFI	321.44	14344	12/21/17
24960	12/15/17	VA Jan dental ins village 180101	226-45110.210 HEALTH INS & OTHER BENEFI	34.94	14344	12/21/17
19085	12/19/17	Dog Sled Vac Camp 121917D	226-45120.580 TRAVEL	350.00	14346	12/21/17
10435	12/13/17	Basketball Shirts 16048	226-45115.610 SUPPLIES	1946.00	14361	12/21/17
45825	12/12/17	Summit Bowling 004438	226-45120.580 TRAVEL	684.00	14362	12/21/17
45825	12/14/17	MS Bowling 004443	226-45120.330 OTHER PROFESSIONAL SVCS	110.00	14362	12/21/17
23495	12/18/17	Buss Fees 100B007292	226-45120.580 TRAVEL	186.08	14365	12/21/17
25845	12/19/17	Swim Registrations 121917D	226-45115.330 OTHER PROFESSIONAL SVCS	27000.00	14367	12/21/17
25315	12/13/17	Staff Training 121317D	226-45120.610 SUPPLIES	52.00	14373	12/21/17
36240	12/19/17	CD Crescent connector pro 1217052	230-46801.008 CRESCENT CONNECTOR	4723.45	14302	12/21/17
19090	12/06/17	Insulation 120617D	233-46801.004 MAINT GARAGE/CAMP ADDITIO	2800.00	14287	12/21/17
19090	12/06/17	Roof 120617D1	233-46801.004 MAINT GARAGE/CAMP ADDITIO	6700.00	14287	12/21/17
19090	12/06/17	Spray Foam 120617D2	233-46801.004 MAINT GARAGE/CAMP ADDITIO	2950.00	14287	12/21/17
23435	11/30/17	VA Nov water usage 113017D	254-43210.412 STATE WATER TAX - GF	4653.50	14289	12/21/17
23435	11/30/17	VA Nov water usage 113017D	254-43200.412 STATE WATER TAX	754.98	14289	12/21/17
23435	11/30/17	VA Nov water usage 113017D	254-43200.411 CWD WATER PURCHASE	31708.97	14289	12/21/17
23435	11/30/17	VA Nov water usage 113017D	254-43210.411 CWD WATER PURC - GF	195447.00	14289	12/21/17
40025	12/05/17	VW hose nozzle Drury Dr 5332975	254-43200.614 DISTRIBUTION MATERIALS	2318.47	14303	12/21/17
07010	12/13/17	VA Dec consolidated bill 1217026201	254-43200.622 ELECTRICAL SERVICE	343.57	14323	12/21/17
14025	12/08/17	VA Jan life ins village 17121532732	254-43200.210 HEALTH INS & OTHER BENEFI	72.58	14333	12/21/17
24960	12/15/17	VA Jan dental ins village 180101	254-43200.210 HEALTH INS & OTHER BENEFI	124.40	14344	12/21/17

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
43010	12/06/17	VW hydraulic hose 1817379	254-43200.570 MAINTENANCE OTHER	99.10	14345	12/21/17
43010	12/07/17	VW hydraulic hose 1817595	254-43200.570 MAINTENANCE OTHER	56.69	14345	12/21/17
30210	01/01/18	VLCT PACIF / wcomp 0195201801	254-43200.521 LIABILITY & PROPERTY INS.	1325.63	14377	12/21/17
23455	12/11/17	WW 201710	255-43200.568 SLUDGE MANAGEMENT	4452.00	14291	12/21/17
21210	12/14/17	WW safety restock 50095410580	255-43200.612 UNIFORMS,BOOTS,ETC	81.52	14292	12/21/17
06870	12/12/17	WW Co Coa analysis 251129	255-43200.577 CONTRACT LABORATORY SERVI	130.00	14306	12/21/17
06870	12/14/17	WW qtrly metals qa qc 251475	255-43200.577 CONTRACT LABORATORY SERVI	78.00	14306	12/21/17
23215	12/12/17	WW gloves 106619480001	255-43200.612 UNIFORMS,BOOTS,ETC	22.89	14307	12/21/17
V10347	12/12/17	WW rodent svc 148072	255-43200.570 MAINTENANCE OTHER	70.00	14331	12/21/17
14025	12/08/17	VA Jan life ins village 17121532732	255-43200.210 HEALTH INS & OTHER BENEFI	250.16	14333	12/21/17
00315	12/12/17	WW GBT other gear oil 6064007	255-43200.626 GAS,GREASE AND OIL	393.32	14342	12/21/17
V1661	12/08/17	WW probe DO plus reagents 399410	255-43200.618 SUPPLIES - LABORATORY	2051.17	14343	12/21/17
24960	12/15/17	VA Jan dental ins village 180101	255-43200.210 HEALTH INS & OTHER BENEFI	428.78	14344	12/21/17
12775	12/06/17	WW EQ pump control 7053	255-43200.570 MAINTENANCE OTHER	315.00	14348	12/21/17
02050	12/04/17	WW gas coco pin out of sv 120417	255-43200.626 GAS,GREASE AND OIL	63.01	14353	12/21/17
30210	01/01/18	VLCT PACIF / wcomp 0195201801	255-43200.521 LIABILITY & PROPERTY INS.	13796.30	14377	12/21/17
07010	12/13/17	VA Dec consolidated bill 1217026201	256-43220.001 SUSIE WILSON PS COSTS	490.76	14323	12/21/17
07010	12/13/17	VA Dec consolidated bill 1217026201	256-43220.002 WEST ST PS COSTS	563.95	14323	12/21/17
07010	12/13/17	VA Dec consolidated bill 1217026201	256-43200.622 ELECTRICAL SERVICE	1113.34	14323	12/21/17
14025	12/08/17	VA Jan life ins village 17121532732	256-43200.210 HEALTH INS & OTHER BENEFI	116.13	14333	12/21/17
24960	12/15/17	VA Jan dental ins village 180101	256-43200.210 HEALTH INS & OTHER BENEFI	199.05	14344	12/21/17
12775	11/30/17	SA control low level fail 7051	256-43220.001 SUSIE WILSON PS COSTS	135.00	14348	12/21/17
11345	12/08/17	SA suction tubes wet well 097958	256-43220.002 WEST ST PS COSTS	56.73	14359	12/21/17
11345	12/08/17	SA suction tubes wet well 097958	256-43200.434 PUMP STATION MAINTENANCE	340.41	14359	12/21/17
11345	12/08/17	SA suction tubes wet well 097958	256-43220.001 SUSIE WILSON PS COSTS	56.74	14359	12/21/17

12/22/17

Town of Essex / Village of EJ Accounts Payable

12:42 pm

Check Warrant Report # 17076 Current Prior Next FY Invoices For Fund (GENERAL FUND)

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For Check Acct 01 (GENERAL FUND) All check #s 12/21/17 To 12/22/17 & Fund 2

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
30210	01/01/18	VT LEAGUE OF CITIES & TOW VLCT PACIF / wcomp 0195201801	256-43200.521 LIABILITY & PROPERTY INS.	2219.69	14377	12/21/17
Report Total				456455.38		

12/29/17
10:46 am

Town of Essex / Village of EJ Accounts Payable
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Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
14400	12/14/17	ABOVE AND BEYOND VF bguilding maint 3271	210-42220.434 MAINT. BUILDINGS/GROUNDS	220.00	14383	12/29/17
07305	12/05/17	AIRGAS USA LLC VF oxygen 9070431010	210-42220.615 EMS SUPPLIES	102.80	14384	12/29/17
02420	12/12/17	AUTOZONE VF valve core 3236106618	210-42220.432 VEHICLE MAINTENANCE	1.29	14385	12/29/17
21120	12/04/17	CHAMPLAIN MEDICAL URGENT VF physicals 22867	210-42220.566 PHYSICAL EXAMS	1348.00	14389	12/29/17
04940	12/03/17	COMCAST VF cable tv 00861871203	210-42220.535 TELEPHONE SERVICES	13.55	14390	12/29/17
04940	11/27/17	COMCAST VF internet svc 0179210 11/2	210-42220.535 TELEPHONE SERVICES	125.80	14392	12/29/17
31545	12/18/17	COSTCO #314 FD supplies 121817D	210-42220.610 SUPPLIES	196.41	14394	12/29/17
24305	12/19/17	DEMCO INC BL supplies 6275159	210-45551.610 SUPPLIES	32.92	14395	12/29/17
25920	11/30/17	FIRE PRO TEC INC VF extinguisher maint 343610	210-42220.570 MAINTENANCE OTHER	104.85	14399	12/29/17
19110	12/08/17	IAAI VF arson inv dues 117161	210-42220.500 TRAINING, CONFERENCES, DU	100.00	14400	12/29/17
45410	12/07/17	J B SIMONS INC VF uniform 87704	210-42220.612 UNIFORMS,BOOTS,ETC	153.00	14402	12/29/17
45410	12/13/17	J B SIMONS INC VF uniform hardware 87858	210-42220.612 UNIFORMS,BOOTS,ETC	441.00	14402	12/29/17
V10402	12/22/17	MAYVILLE/DARBY// CD mileage, meal 1-12/17	210-41970.580 TRAVEL	136.44	14409	12/29/17
25755	12/14/17	MUNICIPAL RESOURCES INC TMSB manager recruitment 19688	210-41320.330 OTHER PROFESSIONAL SERVIC	6361.92	14412	12/29/17
V10615	12/08/17	NATIONAL PEN COMPANY,LLC VF pens for fire preventi 109706692	210-42220.838 FIRE PREVENTION	564.50	14413	12/29/17
37430	12/07/17	R R CHARLEBOIS INC VF 8e5 service RC63924	210-42220.432 VEHICLE MAINTENANCE	148.85	14418	12/29/17
18010	12/04/17	REYNOLDS & SON, INC. VF alcohol pads 3316504	210-42220.610 SUPPLIES	12.30	14420	12/29/17
18010	12/20/17	REYNOLDS & SON, INC. VF uniforms 3317571	210-42220.612 UNIFORMS,BOOTS,ETC	98.00	14420	12/29/17
23855	12/06/17	SOUTHWORTH-MILTON,INC. VF generator maint 281658	210-42220.432 VEHICLE MAINTENANCE	440.00	14423	12/29/17
23855	12/07/17	SOUTHWORTH-MILTON,INC. VF building generator 282059	210-42220.578 EMERGENCY GENERATOR MAINT	807.99	14423	12/29/17
00710	10/31/17	UPS STORE VF uniform return 7666	210-42220.612 UNIFORMS,BOOTS,ETC	14.40	14427	12/29/17
05305	12/08/17	VT CHAPTER IAAI VF arson invest dues 120817D	210-42220.500 TRAINING, CONFERENCES, DU	50.00	14429	12/29/17
V10679	12/20/17	LISZT RESTORATION INC. Library windows 20158	222-46802.002 BROWNELL LIBRARY MAINT	5850.00	14406	12/29/17
19130	12/19/17	ST PIUS X CHURCH SR use of hall for lunch 171219D	225-45122.812 MEAL SITE EXPENSES	50.00	14424	12/29/17
36825	12/20/17	SMALL ENGINE CO INC WW snow blower 076415	255-43200.570 MAINTENANCE OTHER	119.44	14422	12/29/17

12/29/17
10:46 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

		Report Total		17493.46		
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For Check Acct 01(GENERAL FUND) All check #s 01/04/18 To 01/05/18 & Fund 2

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
05290	ADVANCE AUTO PARTS	12/01/17	ST spray paint 552733531289	210-43110.610 SUPPLIES	28.77	14433	01/05/18
05290	ADVANCE AUTO PARTS	12/05/17	ST cleaner 552733924545	210-43110.610 SUPPLIES	8.49	14433	01/05/18
05290	ADVANCE AUTO PARTS	12/05/17	VF truck hardware 552733924549	210-42220.432 VEHICLE MAINTENANCE	13.27	14433	01/05/18
05290	ADVANCE AUTO PARTS	12/05/17	ST engine cleaner 552733941710	210-43110.610 SUPPLIES	15.67	14433	01/05/18
05290	ADVANCE AUTO PARTS	12/06/17	ST anti freeze 552734041746	210-43161.002 MEMORIAL PARK	28.74	14433	01/05/18
05290	ADVANCE AUTO PARTS	12/06/17	ST plow marker kit 552734057242	210-43110.432 VEHICLE MAINTENANCE	37.99	14433	01/05/18
05290	ADVANCE AUTO PARTS	12/07/17	ST grease fittings 552734131452	210-43110.432 VEHICLE MAINTENANCE	10.77	14433	01/05/18
05290	ADVANCE AUTO PARTS	12/07/17	st fluid film 552734131454	210-43110.610 SUPPLIES	19.18	14433	01/05/18
05290	ADVANCE AUTO PARTS	12/07/17	ST wire tie 552734157265	210-43110.610 SUPPLIES	8.63	14433	01/05/18
05290	ADVANCE AUTO PARTS	12/07/17	ST grease gun hose 552734157277	210-43110.610 SUPPLIES	8.53	14433	01/05/18
05290	ADVANCE AUTO PARTS	12/08/17	ST degrease eng 552734241845	210-43110.610 SUPPLIES	32.80	14433	01/05/18
05290	ADVANCE AUTO PARTS	12/12/17	ST fuses 552734624683	210-43110.432 VEHICLE MAINTENANCE	26.94	14433	01/05/18
05290	ADVANCE AUTO PARTS	12/12/17	ST credit 552734641959	210-43110.432 VEHICLE MAINTENANCE	-3.59	14433	01/05/18
05290	ADVANCE AUTO PARTS	12/12/17	ST power plug 552734641960	210-43110.432 VEHICLE MAINTENANCE	17.93	14433	01/05/18
05290	ADVANCE AUTO PARTS	12/13/17	ST power outlet 552734741999	210-43110.432 VEHICLE MAINTENANCE	8.99	14433	01/05/18
05290	ADVANCE AUTO PARTS	12/18/17	ST grease 552735242243	210-43110.626 GAS,GREASE AND OIL	34.14	14433	01/05/18
05290	ADVANCE AUTO PARTS	12/19/17	ST exhaust fluid 552735370555	210-43110.626 GAS,GREASE AND OIL	24.98	14433	01/05/18
05290	ADVANCE AUTO PARTS	12/20/17	ST grease 552735470574	210-43110.626 GAS,GREASE AND OIL	582.80	14433	01/05/18
23190	BAILEY SPRING & CHASSIS	12/18/17	ST hitch pin S25139	210-43110.432 VEHICLE MAINTENANCE	17.70	14437	01/05/18
10510	BLUE TARP FINANCIAL INC	10/30/17	PPE 717012	210-45220.610 SUPPLIES	57.96	14443	01/05/18
10510	BLUE TARP FINANCIAL INC	11/06/17	Tree Lights 717039	210-45220.610 SUPPLIES	38.96	14443	01/05/18
10510	BLUE TARP FINANCIAL INC	11/18/17	Dog Park Repair 717084	210-45220.610 SUPPLIES	0.67	14443	01/05/18
10510	BLUE TARP FINANCIAL INC	11/22/17	General Supplies 717101	210-45220.610 SUPPLIES	7.68	14443	01/05/18
16030	BROWN ELECTRIC	12/10/17	ST lights around 5 corner 32637	210-43123.570 TRAFFIC LIGHTS MAINTENANC	2147.18	14447	01/05/18
16030	BROWN ELECTRIC	12/12/17	ST RR St , 5 Corners sl 32648	210-43123.570 TRAFFIC LIGHTS MAINTENANC	950.97	14447	01/05/18

Town of Essex / Village of EJ Accounts Payable
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Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
21210	CINTAS	12/14/17 ST first aid supplies	210-43110.612	38.92	14454	01/05/18
		50095410583	UNIFORMS,BOOTS,ETC			
23525	CLARK'S TRUCK CENTER INC	12/20/17 ST gas,grease,oil	210-43110.626	15.98	14455	01/05/18
		398271	GAS,GREASE AND OIL			
31275	DON WESTON EXCAVATING INC	12/11/17 Clear Pool House Water	210-45220.330	600.00	14460	01/05/18
		10238	OTHER PROFESSIONAL SVCS			
V10576	ECOPIXEL LLC	01/01/18 Dec web host/support	210-41320.530	129.00	14463	01/05/18
		2425	COMMUNICATIONS			
23215	ESSEX EQUIPMENT INC	12/18/17 ST hitch	210-43110.432	10.17	14466	01/05/18
		106623730001	VEHICLE MAINTENANCE			
16000	FISHER AUTO PARTS	11/30/17 ST hose couplings	210-43110.432	104.42	14474	01/05/18
		293202577	VEHICLE MAINTENANCE			
16000	FISHER AUTO PARTS	12/18/17 ST car wash	210-43110.610	68.99	14474	01/05/18
		293204050	SUPPLIES			
13570	GALE/CENGAGE LEARNING	12/14/17 BL books	210-45551.640	72.99	14476	01/05/18
		62362029	ADULT COLLECTION-PRINT &			
34895	GAUTHIER TRUCKING, INC.	12/13/17 ST rubbish removal	210-43110.565	50.00	14478	01/05/18
		1269956	RUBBISH REMOVAL			
34895	GAUTHIER TRUCKING, INC.	01/01/18 Dec trash pu 21 Park	210-49400.565	72.03	14478	01/05/18
		1276633	RUBBISH REMOVAL			
07010	GREEN MOUNTAIN POWER CORP	12/08/17 Parks Electric	210-45220.622	322.88	14485	01/05/18
		120817D	ELECTRICAL SERVICE			
07010	GREEN MOUNTAIN POWER CORP	12/08/17 Main Bldg Electric	210-45220.622	1305.11	14486	01/05/18
		120817D1	ELECTRICAL SERVICE			
07010	GREEN MOUNTAIN POWER CORP	12/19/17 11/17-12/19/17	210-49400.622	254.86	14486	01/05/18
		121917-1	ELECTRICITY			
03525	KITTELL BRANAGAN & SARGEN	12/29/17 VA FYE 2017 audit	210-41320.335	2021.25	14495	01/05/18
		66949	AUDIT			
05010	LYNN PUBLICATIONS	12/28/17 AD year end ad	210-41320.550	115.00	14501	01/05/18
		122434	PRINTING AND ADVERTISING			
05010	LYNN PUBLICATIONS	12/28/17 CD planning comm legal ad	210-41970.550	102.00	14501	01/05/18
		122506	PRINTING AND ADVERTISING			
27295	MAPLEHURST FLORIST	12/05/17 ST bows	210-43110.610	132.00	14502	01/05/18
		49918	SUPPLIES			
23445	MATTHEW BENDER & CO., INC	12/19/17 AD statute updates	210-41320.610	356.31	14503	01/05/18
		9876649X	SUPPLIES			
V6590	NORTHEAST AIR SOLUTIONS	12/05/17 Filters Aspire	210-45220.434	58.44	14508	01/05/18
		S100102236.0	MAINTENANCE-BUILDINGS/GRO			
25140	PIKE INDUSTRIES INC	12/12/17 ST cold patch	210-43120.610	60.90	14514	01/05/18
		961502	PAVEMENT MAINTENANCE			
37430	R R CHARLEBOIS INC	12/19/17 ST truck #5 parts	210-43110.432	138.65	14517	01/05/18
		ID29210	VEHICLE MAINTENANCE			
14800	TECH GROUP INC	01/01/18 Jan mgd svcs/antivirus	210-41320.340	493.12	14532	01/05/18
		76634	COMPUTER EXPENSES			
14800	TECH GROUP INC	01/01/18 Jan mgd svcs/antivirus	210-42220.570	21.00	14532	01/05/18
		76634	MAINTENANCE OTHER			
14800	TECH GROUP INC	01/01/18 Jan mgd svcs/antivirus	210-41970.340	242.88	14532	01/05/18
		76634	COMPUTER EXPENSES			
V9968	VISION SERVICE PLAN-	12/21/17 VA Jan vision village	210-41320.210	48.89	14539	01/05/18
		171221	HEALTH INS & OTHER BENEFIT			

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
V9968	VISION SERVICE PLAN-	12/21/17	VA Jan vision village 171221	210-43110.210 HEALTH INS & OTHER BENEFI	55.40	14539	01/05/18
V9968	VISION SERVICE PLAN-	12/21/17	VA Jan vision village 171221	210-43151.210 HEALTH INS & OTHER BENEFI	8.64	14539	01/05/18
V9968	VISION SERVICE PLAN-	12/21/17	VA Jan vision village 171221	210-45551.210 HEALTH INS & OTHER BENEFI	97.76	14539	01/05/18
V9968	VISION SERVICE PLAN-	12/21/17	VA Jan vision village 171221	210-41970.210 HEALTH INS & OTHER BENEFI	32.59	14539	01/05/18
V9968	VISION SERVICE PLAN-	12/21/17	VA Jan vision village 171221	210-41335.210 HEALTH INS & OTHER BENEFI	16.29	14539	01/05/18
V9968	VISION SERVICE PLAN-	12/21/17	VA Jan vision village 171221	210-45110.210 HEALTH INS & OTHER BENEFI	83.46	14539	01/05/18
V9968	VISION SERVICE PLAN-	12/21/17	VA Jan vision village 171221	210-45220.210 HEALTH INS & OTHER BENEFI	13.08	14539	01/05/18
29825	VT GAS SYSTEMS	12/20/17	VA 11/15-12/15 122017D-1	210-43110.623 HEATING/NATURAL GAS	448.85	14541	01/05/18
29825	VT GAS SYSTEMS	12/20/17	VA 11/15-12/15 122017D-1	210-45551.623 HEATING/NATURAL GAS	833.84	14541	01/05/18
29825	VT GAS SYSTEMS	12/20/17	VA 11/15-12/15 122017D-1	210-41940.623 HEATING/NATURAL GAS	750.21	14541	01/05/18
29825	VT GAS SYSTEMS	12/20/17	VA 11/15-12/15 122017D-1	210-42220.623 HEATING/NATURAL GAS	641.03	14541	01/05/18
29825	VT GAS SYSTEMS	12/20/17	11/15-12/15/17 Park St Sc 226201212202	210-49400.623 NATURAL GAS	473.71	14541	01/05/18
07565	W B MASON CO INC	12/05/17	Cleaning Supplies I50299179	210-45220.610 SUPPLIES	151.07	14547	01/05/18
07565	W B MASON CO INC	12/07/17	Supplies I50371284	210-45220.610 SUPPLIES	100.00	14547	01/05/18
21850	BOUCHER CLEANING SERVICES	01/02/18	SC monthly cleaning Dec 423	225-45122.430 REPAIRS & MAINTENANCE	250.00	14445	01/05/18
31545	COSTCO #314	12/29/17	SC misc for potluck, ctr 171229D	225-45122.812 MEAL SITE EXPENSES	49.96	14459	01/05/18
31545	COSTCO #314	12/29/17	SC misc for potluck, ctr 171229D	225-45122.610 OPERATIONAL SUPP/EXP	25.38	14459	01/05/18
27295	MAPLEHURST FLORIST	12/18/17	SC flowers for luncheon 49900	225-45122.812 MEAL SITE EXPENSES	69.50	14502	01/05/18
21570	PETTY CASH - LOU ANN PIOL	01/02/18	SC misc for meals, crr 180102	225-45122.610 OPERATIONAL SUPP/EXP	19.00	14513	01/05/18
21570	PETTY CASH - LOU ANN PIOL	01/02/18	SC misc for meals, crr 180102	225-45122.614 PROGRAM EXPENSES	76.74	14513	01/05/18
21570	PETTY CASH - LOU ANN PIOL	01/02/18	SC misc for meals, crr 180102	225-45122.812 MEAL SITE EXPENSES	67.58	14513	01/05/18
12265	RICOH USA, INC	12/22/17	SC copier monthly lease 99899633	225-45122.610 OPERATIONAL SUPP/EXP	55.83	14523	01/05/18
10510	BLUE TARP FINANCIAL INC	10/27/17	Halloween Hustle 5K 717005	226-45115.610 SUPPLIES	24.25	14443	01/05/18
10510	BLUE TARP FINANCIAL INC	11/01/17	Pool Repair 717020	226-45124.434 MAINTENANCE-BLDGS/GROUNDS	29.97	14443	01/05/18
03520	ESSEX CINEMAS	12/29/17	Vac Camp Movies 122917D	226-45120.580 TRAVEL	143.00	14465	01/05/18

01/05/18
09:49 am

Town of Essex / Village of EJ Accounts Payable
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Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
25135	12/18/17	ESSEX SPEEDWAY Hiawatha Speedway Trip 564722	226-45120.580 TRAVEL	215.00	14467	01/05/18
25390	12/19/17	FIRST NATIONAL BANK OMAHA EJRP CC Reimburse 121917D	226-45110.536 POSTAGE	98.00	14471	01/05/18
25390	12/19/17	FIRST NATIONAL BANK OMAHA EJRP CC Reimburse 121917D	226-45115.610 SUPPLIES	21.18	14471	01/05/18
25390	12/19/17	FIRST NATIONAL BANK OMAHA EJRP CC Reimburse 121917D	226-45120.610 SUPPLIES	40.00	14471	01/05/18
25390	12/19/17	FIRST NATIONAL BANK OMAHA EJRP CC Reimburse 121917D	226-45121.610 SUPPLIES	-11.65	14471	01/05/18
25390	12/19/17	FIRST NATIONAL BANK OMAHA EJRP CC Reimburse 121917D	226-45120.610 SUPPLIES	-104.94	14471	01/05/18
25390	12/19/17	FIRST NATIONAL BANK OMAHA EJRP CC Reimburse 121917D	226-45121.330 OTHER PROFESSIONAL SVCS	15.00	14471	01/05/18
25390	12/19/17	FIRST NATIONAL BANK OMAHA EJRP CC Reimburse 121917D	226-45120.330 OTHER PROFESSIONAL SVCS	15.00	14471	01/05/18
25390	12/19/17	FIRST NATIONAL BANK OMAHA EJRP CC Reimburse 121917D	226-45121.610 SUPPLIES	7.48	14471	01/05/18
25390	12/19/17	FIRST NATIONAL BANK OMAHA EJRP CC Reimburse 121917D	226-45110.536 POSTAGE	98.00	14471	01/05/18
25915	12/22/17	GALLO ROSHELLE VK Supplies Reimburse 122217D	226-45120.610 SUPPLIES	17.00	14477	01/05/18
25915	12/22/17	GALLO ROSHELLE VK Supplies Reimburse 122217D1	226-45120.610 SUPPLIES	85.21	14477	01/05/18
19135	12/21/17	GOING-SWAIM LINDSAY Supplies Reimbursement 122117D	226-45120.610 SUPPLIES	112.94	14481	01/05/18
25850	12/19/17	GREEN MOUNTAIN DERBY DAME Jr Fall Roller Derby II 227	226-45115.330 OTHER PROFESSIONAL SVCS	640.00	14484	01/05/18
25850	12/19/17	GREEN MOUNTAIN DERBY DAME Fall Jr Roller Derby I 228	226-45115.330 OTHER PROFESSIONAL SVCS	704.00	14484	01/05/18
25585	12/27/17	JAY PEAK RESORT Pump House Admission 5407088001	226-45120.580 TRAVEL	1188.16	14493	01/05/18
25035	12/27/17	LIQUID STUDIO AEP Brochure III 17149	226-45120.330 OTHER PROFESSIONAL SVCS	125.00	14499	01/05/18
25035	01/03/18	LIQUID STUDIO Camp Summer Brochure 18002	226-45122.330 OTHER PROFESSIONAL SVCS	250.00	14499	01/05/18
25800	01/02/18	MCLAUGHLIN CHRISTINA PS Supplies Reimburse 010218D	226-45121.610 SUPPLIES	29.26	14504	01/05/18
14570	12/13/17	METROROCK STATION Metro Rock Enrichment 46004	226-45120.330 OTHER PROFESSIONAL SVCS	110.00	14506	01/05/18
13145	12/11/17	NEW ENGLAND SPORTS TURF M M119 Renewal 121117D	226-45220.550 TRAINING, CONF, DUES	95.00	14507	01/05/18
45820	08/08/17	PINSOURCE Half Marathon Medals 87040	226-45115.610 SUPPLIES	154.00	14515	01/05/18
19075	12/11/17	RACE REGISTRATION Race Chargeback 1020	226-45115.330 OTHER PROFESSIONAL SVCS	145.96	14519	01/05/18
24830	12/18/17	REINHART FOODSERVICE VK Snack 772129	226-45120.610 SUPPLIES	188.03	14520	01/05/18
24830	12/18/17	REINHART FOODSERVICE MSP Snack 772166	226-45120.610 SUPPLIES	125.92	14520	01/05/18

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
24830	REINHART FOODSERVICE	12/19/17 VK Snack 773570	226-45120.610 SUPPLIES	70.01	14520	01/05/18
24830	REINHART FOODSERVICE	12/18/17 VK Snack 773680	226-45120.610 SUPPLIES	21.57	14520	01/05/18
24830	REINHART FOODSERVICE	12/18/17 VK Snack 773873	226-45120.610 SUPPLIES	108.77	14520	01/05/18
24830	REINHART FOODSERVICE	12/18/17 VK Snack 773874	226-45120.610 SUPPLIES	21.83	14520	01/05/18
09380	SEGARRA EMY	12/21/17 Play Group 122117D	226-45121.330 OTHER PROFESSIONAL SVCS	180.00	14527	01/05/18
45825	SPARE TIME	12/29/17 Vac Camp Laser Tag 004467	226-45120.580 TRAVEL	190.00	14529	01/05/18
25315	VESPA'S PIZZA PASTA & DEL	12/22/17 VK Pizza 122217D	226-45120.610 SUPPLIES	44.00	14536	01/05/18
V9968	VISION SERVICE PLAN-	12/21/17 VA Jan vision village 171221	226-45120.210 HEALTH INS & OTHER BENEFIT	63.60	14539	01/05/18
V9968	VISION SERVICE PLAN-	12/21/17 VA Jan vision village 171221	226-45121.210 HEALTH INS & OTHER BENEFIT	64.96	14539	01/05/18
V9968	VISION SERVICE PLAN-	12/21/17 VA Jan vision village 171221	226-45110.210 HEALTH INS & OTHER BENEFIT	9.01	14539	01/05/18
25715	DONALD L. HAMLIN CONSULT	12/22/17 VR Crescent connector No 12221712833	230-46801.008 CRESCENT CONNECTOR	1196.25	14461	01/05/18
25715	DONALD L. HAMLIN CONSULT	12/22/17 CA Hillcrest sdwlk eng 12221716821	230-46801.015 HILLCREST SIDEWALK	160.18	14461	01/05/18
25715	DONALD L. HAMLIN CONSULT	12/22/17 VR Pearl St missing link 12221717820	230-46801.007 PEARL ST. LINKING SIDEWALK	6440.80	14461	01/05/18
22865	ENGINEERING VENTURES PC	12/14/17 VC-Main St. Ped Bridge 0019640	230-46801.016 MAIN PED BRIDGE BC828	1385.00	14464	01/05/18
03525	KITTELL BRANAGAN & SARGEN	12/29/17 VA FYE 2017 audit 66949	254-43200.335 AUDIT	1207.50	14495	01/05/18
V9968	VISION SERVICE PLAN-	12/21/17 VA Jan vision village 171221	254-43200.210 HEALTH INS & OTHER BENEFIT	24.44	14539	01/05/18
29825	VT GAS SYSTEMS	12/20/17 VA 11/15-12/15 122017D-1	254-43200.623 HEATING/NATURAL GAS	390.60	14541	01/05/18
05290	ADVANCE AUTO PARTS	12/06/17 WW filters and supplies 552734057241	255-43200.570 MAINTENANCE OTHER	36.03	14433	01/05/18
05290	ADVANCE AUTO PARTS	12/10/17 WW oil filter 552734441911	255-43200.570 MAINTENANCE OTHER	8.89	14433	01/05/18
07465	BIBENS ACE HARDWARE INC	12/27/17 WW svc truck heater 805104	255-43200.570 MAINTENANCE OTHER	153.97	14442	01/05/18
32035	GMWEA	01/02/18 WW 5 membership renewals 010218D	255-43200.500 TRAINING, CONFERENCES, DU	200.00	14479	01/05/18
07010	GREEN MOUNTAIN POWER CORP	12/20/17 WW 11/17-12/19/17 1217013247	255-43200.622 ELECTRICAL SERVICE	8644.62	14486	01/05/18
03525	KITTELL BRANAGAN & SARGEN	12/29/17 VA FYE 2017 audit 66949	255-43200.335 AUDIT	1417.50	14495	01/05/18
03160	P & H SENESAC INC	12/16/17 WW Dewater polymer 2 19956	255-43200.619 CHEMICALS	6900.00	14510	01/05/18
V9968	VISION SERVICE PLAN-	12/21/17 VA Jan vision village 171221	255-43200.210 HEALTH INS & OTHER BENEFIT	84.24	14539	01/05/18

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
29825	12/20/17	VT GAS SYSTEMS VA 11/15-12/15 122017D-1	255-43200.623 HEATING/NATURAL GAS	2067.84	14541	01/05/18
03525	12/29/17	KITTELL BRANAGAN & SARGEN VA FYE 2017 audit 66949	256-43200.335 AUDIT	603.75	14495	01/05/18
V9454	12/17/17	LENNY'S SHOE & APP SA uniform, boots 2061832	256-43200.612 UNIFORMS,BOOTS,ETC	209.97	14498	01/05/18
V9968	12/21/17	VISION SERVICE PLAN- VA Jan vision village 171221	256-43200.210 HEALTH INS & OTHER BENEFIT	39.10	14539	01/05/18
29825	12/20/17	VT GAS SYSTEMS VA 11/15-12/15 122017D-1	256-43220.001 SUSIE WILSON PS COSTS	40.08	14541	01/05/18
29825	12/20/17	VT GAS SYSTEMS VA 11/15-12/15 122017D-1	256-43220.002 WEST ST PS COSTS	38.35	14541	01/05/18
29825	12/20/17	VT GAS SYSTEMS VA 11/15-12/15 122017D-1	256-43200.623 HEATING/NATURAL GAS	104.00	14541	01/05/18
Report Total				51969.49		

RECEIVED
DEC 20 2017
Village of Essex Junction

**APPLICATION TO HANG STREET BANNERS, GAS LAMP BANNERS OR EVENT
FLAGS IN THE VILLAGE OF ESSEX JUNCTION**

Please Print

Applicant's Name: Chris Ashby

Organization: The Champlain Valley Exposition

Tax Exempt #: 03-0184098 Non-Profit: Yes No

Address: 105 Pearl Street, Essex Junction, VT 05452

Phone: 802-878-5545 Email: cashby@cvexpo.org

Application for: Street Banner Gas Lamp Banners Event Flags

Message and dimensions: Spring Craft & Antique Show May 5 & 6

Locations you would like the event flags displayed: _____

Route 2 by the power dam

I certify that the above-described banner(s) or event flags have been constructed in accordance with the specifications noted.

Signed:  Date: 12/20/2017

Please return completed application to the Manager, Village of Essex Junction,
2 Lincoln Street, Essex Junction, VT 05452.

OFFICE USE ONLY

Insurance Certificate received: Yes No
Liability Waiver received: Yes No
\$250 fee received: Yes No
Application complete: Yes No

Waiver signed: Yes No

Trustees= approval (date): _____

LIABILITY WAIVER

The Village of Essex Junction has agreed to hang a banner(s) or event flags for (print organization name) The Champlain Valley Exposition, hereinafter known as "Owner."

To the extent permitted by law, the "Owner" agrees to indemnify and hold harmless the Village of Essex Junction and its subsidiaries, its agents, employees or any other persons against loss or expense including attorney's fees, by reason of the liability imposed by law upon the Village except in cases of the Village's sole negligence, for damage because of bodily injury including death at any time resulting therefrom, sustained by any person or persons, or on account of damaged property arising out of the hung banner or in consequence of the performance of hanging the banner, whether such injuries to persons or damage to property are due, or claim to be due, to any passive negligence of the Village employees or agents or any other person.

This indemnification and hold harmless agreement shall be insured by liability insurance naming the Village as an additional insured in the "Owner's" policy, and a certificate of insurance must be provided prior to hanging the banner(s) or event flags.

Event: Spring Craft Show

The banner(s)/event flags will be hung from April 23 to May 7
date date

OWNER-S ACKNOWLEDGMENT:

By: *Christine Asbury*

Date: 12/20/2017

VILLAGE OF ESSEX JUNCTION ACKNOWLEDGMENT:

By: _____

Date: _____

RECEIVED

DEC 20 2017

Village of Essex Junction

APPLICATION TO HANG STREET BANNERS, GAS LAMP BANNERS OR EVENT FLAGS IN THE VILLAGE OF ESSEX JUNCTION

Please Print

Applicant=s Name: Chris Ashby

Organization: The Champlain Valley Exposition

Tax Exempt #: 03-0184098 Non-Profit: Yes No

Address: 105 Pearl Street, Essex Junction, VT 05452

Phone: 802-878-5545 Email: cashby@cvexpo.org

Application for: Street Banner Gas Lamp Banners Event Flags

Message and dimensions: Circus Smirkus – July TBD

Locations you would like the event flags displayed: _____

Route 2 by the power dam

I certify that the above-described banner(s) or event flags have been constructed in accordance with the specifications noted.

Signed:  Date: 12/20/2017

Please return completed application to the Manager, Village of Essex Junction, 2 Lincoln Street, Essex Junction, VT 05452.

OFFICE USE ONLY

Insurance Certificate received:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Liability Waiver received:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
\$250 fee received:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Application complete:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

Waiver signed: Yes No

Trustees= approval (date): _____

LIABILITY WAIVER

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This indemnification and hold harmless agreement shall be insured by liability insurance naming the Village as an additional insured in the "Owner's" policy, and a certificate of insurance must be provided prior to hanging the banner(s) or event flags.

Event: Circus Smirkus

The banner(s)/event flags will be hung from June 25 to July 2
June 18 date date

OWNER=S ACKNOWLEDGMENT:

By:  Date: 01/6/2017_

VILLAGE OF ESSEX JUNCTION ACKNOWLEDGMENT:

By: _____ Date: _____

**APPLICATION TO HANG STREET BANNERS, GAS LAMP BANNERS OR EVENT
FLAGS IN THE VILLAGE OF ESSEX JUNCTION**

Please Print

Applicant=s Name: Chris Ashby

Organization: The Champlain Valley Exposition

Tax Exempt #: 03-0184098 Non-Profit: Yes No

Address: 105 Pearl Street, Essex Junction, VT 05452

Phone: 802-878-5545 Email: cashby@cvexpo.org

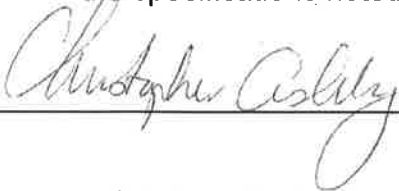
Application for: Street Banner Gas Lamp Banners Event Flags

Message and dimensions: 2017 Champlain Valley Fair – Aug 24 – Sept 2

Locations you would like the event flags displayed: _____

Route 2 by the power dam

I certify that the above-described banner(s) or event flags have been constructed in accordance with the specifications noted.

Signed:  Date: 12/20/2017

Please return completed application to the Manager, Village of Essex Junction,
2 Lincoln Street, Essex Junction, VT 05452.

OFFICE USE ONLY

Insurance Certificate received:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
Liability Waiver received:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Waiver signed: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
\$250 fee received:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
Application complete:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	

Trustees= approval (date): _____

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To the extent permitted by law, the "Owner" agrees to indemnify and hold harmless the Village of Essex Junction and its subsidiaries, its agents, employees or any other persons against loss or expense including attorney's fees, by reason of the liability imposed by law upon the Village except in cases of the Village's sole negligence, for damage because of bodily injury including death at any time resulting therefrom, sustained by any person or persons, or on account of damaged property arising out of the hung banner or in consequence of the performance of hanging the banner, whether such injuries to persons or damage to property are due, or claim to be due, to any passive negligence of the Village employees or agents or any other person.

This indemnification and hold harmless agreement shall be insured by liability insurance naming the Village as an additional insured in the "Owner's" policy, and a certificate of insurance must be provided prior to hanging the banner(s) or event flags.

Event: The Champlain Valley Fair

The banner(s)/event flags will be hung from Aug 13 to Sept 3
date date

OWNER-S ACKNOWLEDGMENT:

By:  Date: 12/20/2017

VILLAGE OF ESSEX JUNCTION ACKNOWLEDGMENT:

By: _____ Date: _____

RECEIVED

DEC 20 2017

Village of Essex Junction

APPLICATION TO HANG STREET BANNERS, GAS LAMP BANNERS OR EVENT FLAGS IN THE VILLAGE OF ESSEX JUNCTION

Please Print

Applicant=s Name: Chris Ashby

Organization: The Champlain Valley Exposition

Tax Exempt #: 03-0184098 Non-Profit: Yes No

Address: 105 Pearl Street, Essex Junction, VT 05452

Phone: 802-878-5545 Email: cashby@cvexpo.org

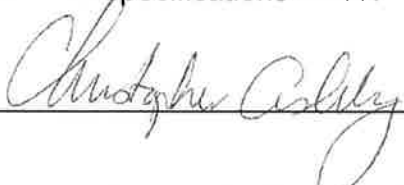
Application for: Street Banner Gas Lamp Banners Event Flags

Message and dimensions: Welcome Street Rodders

Locations you would like the event flags displayed: _____

Route 2 by the power dam

I certify that the above-described banner(s) or event flags have been constructed in accordance with the specifications noted.

Signed:  Date: 12/20/2017

Please return completed application to the Manager, Village of Essex Junction, 2 Lincoln Street, Essex Junction, VT 05452.

OFFICE USE ONLY

Insurance Certificate received: Yes No

Liability Waiver received: Yes No

\$250 fee received: Yes No

Application complete: Yes No

Waiver signed: Yes No

Trustees= approval (date): _____

LIABILITY WAIVER

The Village of Essex Junction has agreed to hang a banner(s) or event flags for (print organization name) The Champlain Valley Exposition, hereinafter known as "Owner."

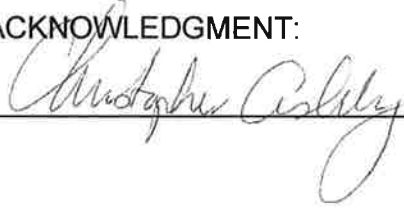
To the extent permitted by law, the "Owner" agrees to indemnify and hold harmless the Village of Essex Junction and its subsidiaries, its agents, employees or any other persons against loss or expense including attorney's fees, by reason of the liability imposed by law upon the Village except in cases of the Village's sole negligence, for damage because of bodily injury including death at any time resulting therefrom, sustained by any person or persons, or on account of damaged property arising out of the hung banner or in consequence of the performance of hanging the banner, whether such injuries to persons or damage to property are due, or claim to be due, to any passive negligence of the Village employees or agents or any other person.

This indemnification and hold harmless agreement shall be insured by liability insurance naming the Village as an additional insured in the "Owner's" policy, and a certificate of insurance must be provided prior to hanging the banner(s) or event flags.

Event: NSRA show

The banner(s)/event flags will be hung from Sept 3 to Sept 17
date date

OWNER=S ACKNOWLEDGMENT:

By:  Date: 12/20/2017

VILLAGE OF ESSEX JUNCTION ACKNOWLEDGMENT:

By: _____ Date: _____

RECEIVED

DEC 20 2017

Village of Essex Junction

**APPLICATION TO HANG STREET BANNERS, GAS LAMP BANNERS OR EVENT
FLAGS IN THE VILLAGE OF ESSEX JUNCTION**

Please Print

Applicant's Name: Chris Ashby

Organization: The Champlain Valley Exposition

Tax Exempt #: 03-0184098 Non-Profit: Yes No

Address: 105 Pearl Street, Essex Junction, VT 05452

Phone: 802-878-5545 Email: cashby@cvexpo.org

Application for: Street Banner Gas Lamp Banners Event Flags

Message and dimensions: Wag It Forward- A Festival for Pets – Oct. 13 & 14

Locations you would like the event flags displayed: _____

Route 2 by the power dam

I certify that the above-described banner(s) or event flags have been constructed in accordance with the specifications noted.

Signed:  Date: 12/20/2017

Please return completed application to the Manager, Village of Essex Junction,
2 Lincoln Street, Essex Junction, VT 05452.

OFFICE USE ONLY

Insurance Certificate received: Yes No

Liability Waiver received: Yes No

\$250 fee received: Yes No

Application complete: Yes No

Waiver signed: Yes No

Trustees= approval (date): _____

LIABILITY WAIVER

The Village of Essex Junction has agreed to hang a banner(s) or event flags for (print organization name) The Champlain Valley Exposition, hereinafter known as "Owner."

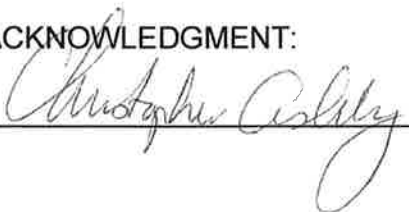
To the extent permitted by law, the "Owner" agrees to indemnify and hold harmless the Village of Essex Junction and its subsidiaries, its agents, employees or any other persons against loss or expense including attorney's fees, by reason of the liability imposed by law upon the Village except in cases of the Village's sole negligence, for damage because of bodily injury including death at any time resulting therefrom, sustained by any person or persons, or on account of damaged property arising out of the hung banner or in consequence of the performance of hanging the banner, whether such injuries to persons or damage to property are due, or claim to be due, to any passive negligence of the Village employees or agents or any other person.

This indemnification and hold harmless agreement shall be insured by liability insurance naming the Village as an additional insured in the "Owner's" policy, and a certificate of insurance must be provided prior to hanging the banner(s) or event flags.

Event: NSRA show

The banner(s)/event flags will be hung from Oct 1 to Oct 15
date date

OWNER=S ACKNOWLEDGMENT:

By:  Date: 12/20/2017

VILLAGE OF ESSEX JUNCTION ACKNOWLEDGMENT:

By: _____ Date: _____

RECEIVED

DEC 20 2017

Village of Essex Junction

**APPLICATION TO HANG STREET BANNERS, GAS LAMP BANNERS OR EVENT
FLAGS IN THE VILLAGE OF ESSEX JUNCTION**

Please Print

Applicant's Name: Chris Ashby

Organization: The Champlain Valley Exposition

Tax Exempt #: 03-0184098 Non-Profit: Yes No

Address: 105 Pearl Street, Essex Junction, VT 05452

Phone: 802-878-5545 Email: cashby@cvexpo.org

Application for: Street Banner Gas Lamp Banners Event Flags

Message and dimensions: Fall Craft Show Oct 26-28

Locations you would like the event flags displayed: _____

Route 2 by the power dam

I certify that the above-described banner(s) or event flags have been constructed in accordance with the specifications noted.

Signed:  Date 12/20/2017

Please return completed application to the Manager, Village of Essex Junction,
2 Lincoln Street, Essex Junction, VT 05452.

OFFICE USE ONLY

Insurance Certificate received: Yes No

Liability Waiver received: Yes No

\$250 fee received: Yes No

Application complete: Yes No

Waiver signed: Yes No

Trustees= approval (date): _____

LIABILITY WAIVER

The Village of Essex Junction has agreed to hang a banner(s) or event flags for (print organization name) The Champlain Valley Exposition, hereinafter known as "Owner."

To the extent permitted by law, the "Owner" agrees to indemnify and hold harmless the Village of Essex Junction and its subsidiaries, its agents, employees or any other persons against loss or expense including attorney's fees, by reason of the liability imposed by law upon the Village except in cases of the Village's sole negligence, for damage because of bodily injury including death at any time resulting therefrom, sustained by any person or persons, or on account of damaged property arising out of the hung banner or in consequence of the performance of hanging the banner, whether such injuries to persons or damage to property are due, or claim to be due, to any passive negligence of the Village employees or agents or any other person.

This indemnification and hold harmless agreement shall be insured by liability insurance naming the Village as an additional insured in the "Owners" policy, and a certificate of insurance must be provided prior to hanging the banner(s) or event flags.

Event: Fall Craft Show

The banner(s)/event flags will be hung from Oct 15 to Oct 29
date date

OWNER=S ACKNOWLEDGMENT:

By:  Date: 12/20/2017

VILLAGE OF ESSEX JUNCTION ACKNOWLEDGMENT:

By: _____ Date: _____

**VILLAGE OF ESSEX JUNCTION
VILLAGE TRUSTEES' POLICY
REGARDING DESIGNATION OF NEWSPAPER FOR LEGAL ADS**

PURPOSE: In accordance with 17 V.S.A. 2641, the legislative body shall annually designate the paper in which warnings shall be published. This policy shall cover all other legal ads, except for purchasing.

Designated Paper:

For calendar year ~~2017~~ 2018, The *Essex Reporter* shall be designated as the paper in which warnings and other legal ads will be published, except for purchasing or advertising for employment openings.

Exceptions:

Staff shall have the authority to publish a warning or any other legal ads in the *Burlington Free Press* if time is of the essence in meeting statutory requirements. The Village Manager shall be notified, in writing, of any such decision.