



TRUSTEES MEETING NOTICE & AGENDA
TUESDAY, MARCH 13, 2018 at 6:30 PM
2 LINCOLN STREET, ESSEX JUNCTION, VT 05452

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. Request for Proposals for New Attorney and Process for Interim Attorney – Evan Teich
6. **NEW BUSINESS**
 - a. Electric Vehicle Charging Equipment Grant Application – Darby Mayville
 - b. PACIF Scholarship Grant Application for Safety Training – Darby Mayville
7. **TRUSTEES COMMENTS AND CONCERNS/READING FILE**
 - a. Board Member Comments
 - b. Minutes from other Boards/Committees:
 - Planning Commission 1/18/18 & 2/15/18
 - Capital Committee 2/6/18
 - Bike/Walk Advisory Committee 2/12/18
 - c. Trustees Meeting Schedule
8. **CONSENT AGENDA**
 - a. Minutes of Previous Meeting 2/27/18
 - b. Warrant #17084 dated 2/23/18 in the amount of \$316,572.82
 - c. Warrant #17085 dated 3/2/18 in the amount of \$83,995.80
 - d. Warrant #17086 dated 3/9/18 in the amount of \$70,485.11
 - e. FYE 18 Budget Status Report as of 2/28/18
9. **JOINT MEETING WITH ESSEX SELECTBOARD** [7:05 PM]
 - a. Preparation for March 24, 2018 joint meeting
 - b. Selection of future joint meeting dates
 - c. Discussion of goals and objectives for evaluation of Unified Manager
10. **ADJOURN**

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

Memorandum

To: Board of Trustees

From: Evan Teich, Unified Manager *ET*

Re: Request for Proposals for Village Attorney

Date: March 6, 2018

Issue

The issue is whether the Trustees will approve the attached Request for Proposals (RFP) and the proposed timeline for the selection process.

Discussion

The current Village Attorney, David Barra, has been appointed as a Superior Court Judge and will not be able to continue serving as Village Attorney. A search committee will be formed consisting of Evan Teich, Unified Manager; Greg Duggan, Deputy Town Manager; Travis Sabatano, HR Coordinator; Robin Pierce, Community Development Director; Susan McNamara-Hill, Town Clerk; Lauren Morriveau, Assistant Village Manager/Finance Director; and a Village Trustee (to be appointed by the Board of Trustees). Following a recommendation by the committee, the Unified Manager shall appoint the Village Attorney, subject to the Trustees approval (Village Charter Section 4.02 (12)).

The proposed timeline for the search is as follows:

3/14/18	Advertise RFP
3/30/18	Proposals due back to Village Offices
4/2-4/27/18	Committee review of proposals and scheduling of interviews with final three candidates
5/1/18	Completion of process. Proposals of finalists sent to the Trustees prior to 5/4.
5/8/18	Trustees meeting to make final approval
6/1/18	Start date for Village Attorney

Cost

The cost will be \$205.50 to run the RFP in the Burlington Free Press.

Recommendation

It is recommended that the Board of Trustees approve the attached RFP and the proposed timeline, and appoint a Trustee to serve on the selection committee for the next Village Attorney.

REQUEST FOR PROPOSALS

Village Attorney Legal Services
For the
Village of Essex Junction, Vermont

The Village of Essex Junction, VT is soliciting proposals from qualified attorneys to represent the Village. The Village Attorney is appointed by the Unified Manager subject to the approval of the Board of Trustees. The attached details the Village's Request for Proposals (RFP).

To be considered for this engagement, you must meet the qualifications and satisfy the requirements of the RFP. **All completed proposals must be received on or before 1 PM on March 30, 2018 and must be clearly marked Village Attorney Legal Services Proposal.** Proposals must be received by:

Evan Teich, Unified Manager
Village of Essex Junction
2 Lincoln Street
Essex Junction, VT 05452-3154

All questions should be directed in writing to the Unified Manager at the above address or by emailing admin@essexjunction.org. The Village of Essex Junction reserves the right to waive any informalities in, or reject any and all proposals, or to accept any proposal deemed to be in the best interest of the Village of Essex Junction.

LEGAL SERVICES PROPOSAL ENCLOSED

LEGAL SERVICES PROPOSAL

The Village of Essex Junction is accepting proposals for the provision of legal services and to serve as Village Attorney. The Village reserves the right to reject any and/or all proposals submitted. While cost is a consideration, the Unified Manager and Board of Trustees intend to retain Counsel they feel is best able to represent the various interests of the Village of Essex Junction.

To be considered, proposals are to be sealed and received by the Unified Manager on or before 1 PM on March 30, 2018. Proposals must be clearly marked **Village Attorney Legal Services Proposal**.

There is no express or implied obligation for the Village of Essex Junction to reimburse responding attorneys for any expenses incurred in preparing proposals in response to this request.

The Village further reserves the right to request further information regarding the proposals submitted and requires each attorney submitting a proposal to guarantee that he/she will be available to meet with the Unified Manager and the board of Trustees to answer any questions on the proposal. Failure to provide the requested additional information will be regarded as a basis for rejecting the proposal.

The Village Attorney will work closely with the Unified Manager, the Board of Trustees, the Planning Commission, Village Planning and Zoning staff, tax department, and other department heads on a variety of municipal, administrative, personnel, financial and legislative issues.

Background: The Village of Essex Junction is a municipality within the Town of Essex and is governed by a 5-member Board of Trustees.

Terms of Engagement:

The Village is accepting proposals for a one-year period beginning June 1, 2018. Appointment of the Village Attorney is made on an annual basis under Village Charter and the Village Attorney works "at will" of the Unified Manager and the Board of Trustees. Contractual obligations cannot invalidate these conditions.

Proposals:

1. Resume of attorney, including legal education and experience and admission to practice in Vermont. If attorney is member of a law firm, a description of the firm and its experience should be included. The proposal should state which matters, if any, will be referred to other members of the firm. All attorneys involved must be admitted to practice in Vermont.
2. Independence: The attorney must provide an affirmation statement that he/she does not have any contractual or other obligation which would interfere with the performance as Village Attorney. The attorney should list and describe his/her professional relationships involving the Village, and/or Village Officials, for the past five (5) years, together with a statement as to why such relationships do not constitute a conflict of interest relative to performing as Village Attorney. Any private sector clients being served that may provide a conflict of interest (such as in planning or zoning matters) should be identified.
3. Potential Services: Some examples of potential work the Village Attorney will conduct are:
 - Attendance at Board meetings, as requested
 - Attendance at Annual Meeting
 - Draft/review ordinances and Charter amendments
 - Draft/review contracts
 - Prepare easements, right-of-way agreements, deeds
 - Advise the Board of Trustees generally on municipal matters including personnel matters
 - Advise the Planning Commission and Zoning Board of Adjustment
 - Advise the Unified Manager and Department heads, as requested
 - Represent the Village at appropriate regional and state meetings, represent the Village and State Legislature, as requested
 - Special projects

The above list is illustrative, not inclusive.

Please state if there are any limitations on which Village personnel can contact your office for work.

4. Hourly rate for work: Please provide an hourly billing rate for those kinds of work listed in Section 3.

Hourly rates shall include all personnel costs. If these rates are different from those customarily charged to other clients, please state the amount of the difference and why the Village will be charged a different rate. Please state your practice on increasing rates, specifically describing the frequency of rate increases.

5. Other costs: List any other expenses (i.e., phone calls, paralegal, etc.) which may be charged and the proposed cost.
6. Fees quoted should be for the period of July 1, 2018-June 30, 2019.
7. Monthly Billing: Please submit a sample monthly billing detail for a client of similar size/activity as Essex Junction.
8. References: Provide a list of five (5) clients who may be contacted for references. It is preferable that these references be limited to Municipal Clients.
9. Experience: Demonstrated knowledge of general municipal law; open meeting law; public records act; labor and employment law applicable to municipalities; union relations; anti-discrimination law including the Americans with Disabilities Act; municipal taxation; finance and bonding; contract law; planning and zoning law; real estate law; and construction law. This is a representative list.

Provide a list of representative cases litigated before the Vermont Supreme Court, Superior Court and State Administrative Boards since January 1, 2010 and a brief description of each. A minimum of five years' experience representing municipalities is preferred. Provide a list of all municipal clients and the names of references at each.

10. Statement: What qualifications distinguish you, or your firm, from other proposals?
11. Description of any grievances or claims of ethical misconduct or malpractice asserted against the law firm or individual attorneys that resulted in adverse administrative or judicial findings within the past five (5) years.
12. Description of the firm's professional liability insurance per-claim and annual aggregate limits. A copy of the malpractice policy declaration page.

Contact Person: The Attorney's principal contact with the Village of Essex Junction will be Evan Teich, Unified Manager. He may be contacted at Lincoln Hall, 2 Lincoln Street, Essex Junction, VT 05452, by phone at (802) 878-6944, or by email at eteich@essexjunction.org.

The Village of Essex Junction reserves the right to waive any informalities in, or reject any and all proposals, or to accept any proposal deemed to be in the best interest of the Village of Essex Junction.

Clarification of issues or requests for additional information in relation to the RFP are to be addressed to this person or his designated representative. Detailed information on the Village of Essex Junction and its operations are available in the Annual Report, available upon request, and online at www.essexjunction.org.



TO: Village Trustees and Evan Teich, Unified Manager
FROM: Darby Mayville, Community Relations/Economic Development Assistant DEM
DATE: March 13, 2018
RE: Electric Vehicle Charging Equipment Grant Application

Issue

The issue is whether or not the Village should apply for a State of Vermont Electric Vehicle Charging Equipment grant.

Discussion

In 2015, the Village applied for and received a grant to install an EV charging station next to the Fire Station. Since the installation was complete, we have seen a growing number of drivers use this station. In the past five months, we have had an average of 21 monthly plug ins, and an average of 10 unique vehicles use the station monthly. Users of this station pay a nominal fee so that the Village can recoup the cost of electricity used in charging.

As a result of the popularity of this station, Village staff would like to install an additional charging station in the Village Center District. We have been working with Peck Electric and have found a suitable location right across the street from the Amtrak Station on Railroad Avenue. This space would be for the exclusive use of electric vehicles. We believe that this station will be more visible, and serve as a draw to our increasingly vibrant Village Center.

Should we receive this grant, Public Works will install the charging station at the same time as the Railroad Avenue Reconstruction project. Doing so will ensure that the roadway only needs to be excavated once, which will result in significant cost savings.

Cost

The cost of the charging station would be \$5,500. The cost of installation would be \$10,500. The total cost will be \$16,000. 75% of this cost, or \$12,000 will be covered by this grant. The Village will provide a \$3,250 in-kind match through public works excavation services and a \$750 cash match. The Village will also be responsible for a \$280 connection fee. Much of this yearly fee will be offset by charging fees.

Recommendation

It is recommended that the Trustees authorize staff to submit the State of Vermont Electric Vehicle Charging Equipment grant, sign the Resolution for an Electric Charging Station, and provide a \$750 cash match, to come out of the matching grant fund.

RESOLUTION FOR ELECTRICAL VEHICLE CHARGING STATION

WHEREAS, the Municipality of Essex Junction is applying for funding as provided for in the FY 2018 Budget Act and may receive an award of funds under said provisions; and

WHEREAS, the Department of Housing and Community Development may offer a Grant Agreement to this Municipality for said funding; and

WHEREAS, the municipality has voted at an annual or special meeting to provide local funds for an electric vehicle charging station,

Now, THEREFORE, BE IT RESOLVED

1. That the Legislative Body of this Municipality enters into and agrees to the requirements and obligations of this grant program including a commitment to match funds of 25% of total project cost;
2. That the Municipal Planning Commission recommends applying for said Grant;

David Nistico

(Name of Planning Commission Chair)

(Signature)

- 3a. That **Evan Teich** Title **Unified Manager**

who is either the Chief Executive Officer (CEO), as defined by 10 VSA §683(8), or is a Select Board Member, the Town Manager, the City Manager, or the Town Administrator, is hereby designated to serve as the Municipal/Authorizing Official (M/AO) and to execute the Grant Agreement and other such Documents as may be necessary to secure these funds.

- 3b. (Alternate Authorizing Official for redundancy)

That **Lauren Morriseau** Title **Assistant Manager**

who is either the Chief Executive Officer (CEO), as defined by 10 VSA §683(8), or a Select Board Member, is the Town Manager, the City Manager, or the Town Administrator, is hereby designated to serve as the Municipal/ Authorizing Official (M/AO) and to execute the Grant Agreement and other such Documents as may be necessary to secure these funds.

3c. That Darby Mayville Title Community Relations/Economic Development Assistant

is hereby designated as the Grant Administrator, the person with the overall Administrative responsibility for the Electric Vehicle Charging Station grant activities related to the application, and any subsequent Grant Agreement provisions.

Passed this 13 day of March, 2018.

LEGISLATIVE BODY*	
<i>(name)</i>	<i>(signature)</i>
George A. Tyler	_____
Elaine H. Sopchak	_____
Daniel S. Kerin	_____
Lori A. Houghton	_____
Andrew P. Brown	_____

INSTRUCTIONS FOR RESOLUTION FORM

- A. The Legislative Body of the Municipality must adopt this resolution or one that will have the same effect. This Form may be filled in or the adopted Resolution may be typed on municipal letterhead, filling in the name of the municipality, the Legislative Body (e.g., Board of Selectmen), and the name and title of the Municipal/ Authorizing Official(s)(M/AO(s); and the Grant Administrator.

- B. Following formal adoption, the Resolution must be signed by a majority of the legislative body. The Chair of the Planning Commission must also sign upon endorsement by vote of the Planning Commission.

- C. This form must be included in the grant application e-mailed to gary.holloway@vermont.gov , or mailed to:

Electric Vehicle Charging Equipment Grant
 Department of Housing and Community Development
 One National Life Drive, Sixth Floor
 Montpelier, VT 05620-0501



TO: Village Trustees and Evan Teich, Unified Manager
FROM: Darby Mayville, Community Relations/Economic Development Assistant DEM
DATE: March 13, 2018
RE: PACIF Scholarship Grant

Issue

The issue is whether or not the Village should apply for a 2018 PACIF scholarship grant.

Discussion

The Village Public Works Department hopes to apply for a VLCT PACIF scholarship grant to fund safety training. These yearly safety training sessions allow individual employees the opportunity to evaluate safety procedures required of them while performing their day to day activities. Making each employee aware makes them more accountable for their safety and the safety of those around them.

Currently, the Town of Essex Public Works Department budgets and schedules safety training for both Village and Town Public Works staff. The Town usually applies for and receives a PACIF training scholarship to cover the cost.

This year, the Town of Essex applied for a PACIF training scholarship for the harassment training Village and Town employees received last month. Each community is allowed only one application and award each scholarship cycle. As a result of this, the Village of Essex Junction hopes to apply for the safety training scholarship in 2018.

Should this training scholarship be received, the Village of Essex Junction will be billed for the 2018 Safety Training, which will cover the following topics: Lockout/Tagout, Defensive Driving, Slips/Falls, PPE, Respirator Safety, Safety Accountability, Cost of Injury, Fire Safety, Hazard Communication, Fall Protection, Confined Space, Lifting, Ladders, Blood Borne Pathogens, Excavations and Contractor Disciplinary.

If a scholarship is not awarded to the Village of Essex Junction, the Town of Essex will be billed for the 2018 Safety Training and pay for it as a budgeted departmental expense.

Cost

The total cost of this training is \$1,850, 100% of which will be covered by the PACIF Scholarship grant.

Recommendation

It is recommended that the Trustees authorize staff to submit the VLCT PACIF Scholarship grant.

**VILLAGE OF ESSEX JUNCTION
PLANNING COMMISSION
MINUTES OF MEETING
January 18, 2018**

MEMBERS PRESENT: John Alden, Amber Thibeault, Diane Clemens, Andrew Boutin. (David Nistico, Steven Shaw, and Joe Weith were absent.)

ADMINISTRATION: Robin Pierce, Development Director.

OTHERS PRESENT: Paul O'Leary, Mike Dugan, Courtney Roman, Mary Jo Engel, Nick Meyer, Joel Baird (Burlington Free Press).

- AGENDA:**
1. Call to Order
 2. Audience for Visitors
 3. Additions/Amendments to the Agenda
 4. Minutes
 5. Public Hearing:
 - Final Plan, Two Story Building with Restaurant & Four Apartment Units, 35 Main Street, Courtney Roman
 6. Other Planning Commission Items
 7. Adjournment

1. CALL TO ORDER

In the absence of Chairman David Nistico, Vice Chair John Alden called the meeting to order at 6 PM. There were no announcements or disclosures.

2. AUDIENCE FOR VISITORS

There were no comments from the public at this time.

3. ADDITIONS/AMENDMENTS TO THE AGENDA

Emails received from Joe Weith, John Alden, Diane Clemens, and the Tree Advisory Committee were noted.

4. MINUTES

January 4, 2018

MOTION by Amber Thibeault, **SECOND** by Andrew Boutin, to approve the minutes of January 4, 2018 with the following correction(s)/clarification(s):

- Page 3, paragraph beginning with "Frank Naef", sentence reading "Amber Thibeault..." – correct the spelling of "pointed".
- Page 8, paragraph beginning with "John Alden" - add the following sentence to the end of the paragraph: "The signage shown on the elevations is schematic only and not approved as part of the application."
- Page 8, Deliberation/Decision – correct the spelling of "site plan".

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

5. PUBLIC HEARING

Final Plan Review for demolition of an existing restaurant and construction of a two story building with a first floor restaurant and four apartments on the second floor at 35 Main Street in the VC District by Courtney Roman.

Paul O'Leary with O'Leary-Burke Civil Engineering, Mike Dugan, architect, and Courtney Roman, owner, appeared on behalf of the application. John Alden disclosed he is working on a project for the adjacent property owner (church). The Planning Commission felt recusal was not required.

STAFF REPORT

The Planning Commission received a written staff report on the application, dated 1/18/18.

APPLICANT COMMENTS

Paul O'Leary reviewed the changes to the former Essex Grill location including a new building, parking layout, and access. The following was highlighted:

- New building will have a large wraparound deck.
- The property straddles two zoning districts, but the building is being moved back 50' which will allow 37' between the edge of the building and the zoning district.
- The new restaurant will have 50 inside seats and 20 outside deck seats.
- The four apartments on the second floor will be one bedroom units.
- Municipal water and sewer and natural gas will continue to serve the site.
- The curb cut in front of the building will be closed and converted to green space. The access drive will be widened to allow two way traffic flow to the parking lot behind the building.
- There are eight parking spaces behind the building and parking on the side of the building.
- The back of the lot is shaded by trees. The south side is a common boundary and open.

Diane Clemens suggested filling in the common boundary with quality trees.

There was discussion of the shared parking arrangement. The applicant noted John Handy provided a letter in support of the shared access and parking. BSA did not provide a letter. John Alden urged getting a letter from BSA regarding the shared parking. Amber Thibeault pointed out Section 703.15 of the Land Development Code requires a legal document for shared use. Paul O'Leary expressed doubt the property owner (BSA) will be willing to encumber their property. The access and parking have always been shared and continue to be shared. John Alden mentioned there is available public parking nearby, but having a written agreement on shared parking will avoid any issue in the future. Mike Dugan pointed out if the iron fence for patrons coming from the parking lot behind the building to the restaurant is removed then the access is in compliance though not as safe. John Alden said it may be possible to have a gentleman's agreement that says there is a way to operate the parcel as designed and without any changes. Paul O'Leary suggested the curb cut could be widened on Route 15 to the full 24'.

There was discussion of the orientation of the building not being perpendicular to the street. Courtney Roman said the deck is square, but the building is positioned to give more clearance between the Essex Grill building and the Handy building. Robin Pierce commented the code does not require buildings to be perpendicular to the street. Essex Agency is perpendicular to Railroad Street and not Route 15.

Mike Dugan reviewed the building elevations noting the following:

- North elevation shows the stair tower/appendage, delivery area, stairway to the apartments, basement, and kitchen. The stairway is the exit to the apartments. Second means of egress is through the restaurant to the deck.
- South elevation shows the same plus a small owner's unit (office/rest area) with its own exit.
- A guardrail protects people walking from the parking lot to the restaurant from vehicles.
- The restaurant entrance is recessed and ADA compliant.
- The sign for the restaurant may change and possibly be a ground sign or a parallel sign.
- The color of the building is Ford Model T green with pin striping detail.

John Alden commented on the "blankness" of the front façade facing the street and encouraged more engagement from the canopy down.

There was discussion of the landscaping. Courtney Roman said Maple Leaf Landscaping did the landscaping plan that creates a landscaped buffer between the traffic and eating area on the deck. There is lots of color and shrubs to the top of the railing to give the feeling of being in a garden. John Alden suggested more depth is better for buffering. Clusters and layers are effective. Street trees may provide natural shade. Robin Pierce said the Tree Advisory Committee can provide guidance on trees to be planted on village owned land.

Amber Thibeault asked if there will be a bike rack. Courtney Roman confirmed this.

Diane Clemens asked about the lighting. Paul O'Leary said there is a lighting plan. The parking lot does not have lights now and will not have lights with the proposal. There are downcast sconces along the walkway.

John Alden asked about employee parking. Courtney Roman said employees who drive to work will be encouraged to park on Railroad Street or use other public parking. Most employees walk to work.

There was discussion of hours of operation and bar activity. Courtney Roman said the bar will mainly provide drinks for people having a meal. The restaurant will close at 9 PM during the week, 10 PM on Friday and Saturday, and 8 PM on Sunday.

PUBLIC COMMENT

Nick Meyer, Pleasant Street, said the project appears to fit well with the church and historic buildings. A street tree on the northeast corner by the walkway could be added. Paul O'Leary noted a green belt will be created with the closing of the curb cut on Route 15 and street trees could be planted there which would mimic the planting pattern across the street. Nick Meyer noted the property line between the church and the applicant's parcel could be cleared of the "junk vegetation" and trees could be planted. Trees will shade the parking lot and help with water infiltration.

There were no further comments.

MOTION by Amber Thibeault, SECOND by Diane Clemens, to close the public portion on the Final Plan for a two story building with a restaurant and four one bedroom apartments at 35 Main Street by Courtney Roman. VOTING: unanimous (4-0); motion carried.

DELIBERATION/DECISION

Final Plan, Two Story Building with Restaurant and Four Apartment Units, 35 Main Street, Courtney Roman.

MOTION by Amber Thibeault, SECOND by Diane Clemens, to approve the final plan for demolition of an existing restaurant and construction of a two story building with a first floor restaurant and four one-bedroom apartment units on the second floor at 35 Main Street in the VC District by Courtney Roman with the following conditions:

1. All staff comments in the Staff Report, dated 1/18/18, shall be addressed and satisfied prior to any permits being issued.
2. Storm water management shall be provided entirely on-site and the Village Engineer shall review the final plans for compliance.
3. All work shall comply with the Essex Junction Land Development Code.
4. The applicant shall complete to staff's satisfaction and sign a Sewer Capacity Voluntary Permit Revocation Form prior to the village releasing a Letter of Capacity to the State of Vermont.
5. The applicant shall add a bike rack.
6. The applicant shall work with staff to provide shade trees for the rear parking area.
7. The applicant shall work with the Tree Advisory Committee on street trees in the public right-of-way.
8. The applicant shall add glazing or window-like elements on the northwest corner of the façade on the street side.
9. The applicant shall work with staff to locate shade trees along the property line to the north with the church.

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

6. OTHER PLANNING COMMISSION ITEMS

Landscaping Money Coming to the Village

Diane Clemens suggested a process to track money for landscaping from development projects that is not spent and that should be given to the village for use in landscaping on public property. Adding that it would be in the interest of transparency. Diane added that she had been asked to bring the issue up by others. Robin Pierce asked, in the interest of transparency, who had asked Diane to raise the issue. Diane responded Nick Meyer and Mary Jo Engel Robin Pierce assured the PC that developers provide the landscaping money or a Certificate of Occupancy is not issued for the project by the Village. To date no money has been received by the village because the landscaping has either been done by the developer or the project has not been built.

Nick Meyer and Mary Jo Engel spoke in support of having a written process in place so the village does not miss the opportunity to collect money to be used toward landscaping or as seed money for grants. Staff is urged to investigate what other communities are doing in this regard.

7. ADJOURNMENT

MOTION by Amber Thibeault, SECOND by Diane Clemens, to adjourn the meeting. VOTING: unanimous (4-0); motion carried.

The meeting was adjourned at 7:50 PM.

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**VILLAGE OF ESSEX JUNCTION
PLANNING COMMISSION
MINUTES OF MEETING
February 15, 2018**

- MEMBERS PRESENT:** John Alden, Amber Thibeault, Diane Clemens, Andrew Boutin, Steven Shaw, Joe Weith. (Dave Nistico was absent.)
- ADMINISTRATION:** Robin Pierce, Development Director.
- OTHERS PRESENT:** Jim Bernegger, Andy Suntup, Alex McEwing, Jennifer Fiscaletti, Benjamin Avery, Frank Naef, Dustin Bruso, Dennis Bruso, Greg Morgan, Julie Miller-Johnson, Michael Munson, Andrew Sepic, Kristofer McEwing, Michael Buscher, George Tyler, Paul O'Leary, Colin Flanders (Essex Reporter), Joel Baird (Burlington Free Press).
- AGENDA:**
1. Call to Order
 2. Audience for Visitors
 3. Additions/Amendments to the Agenda
 4. Minutes
 5. Public Hearing:
 - Master Plan, Mixed Use Development, 4-36 Park Street, Essex Downtown Development, LLC
 6. Other Planning Commission Items
 7. Adjournment

1. CALL TO ORDER

In the absence of Chairman David Nistico, Vice Chair John Alden called the meeting to order at 6 PM. There were no announcements or disclosures. Individuals to give testimony on applications before the Planning Commission were sworn in.

2. AUDIENCE FOR VISITORS

There were no comments from the public at this time.

3. ADDITIONS/AMENDMENTS TO THE AGENDA

Emails received regarding the proposed project for 4-36 Park Street from Steve Hannon (Genesee & Wyoming Railroad) and Thomas Weaver (222 Franklin Inc.) were noted.

4. MINUTES

January 18, 2018

MOTION by Diane Clemens, SECOND by Amber Thibeault, to approve the minutes of January 18, 2018 as written. VOTING: unanimous (6-0); motion carried.

5. PUBLIC MEETING

Master Plan for a proposed mixed use development on 10.7 acres for commercial/retail, residential, and parking at 4-36 Park Street and 3 Maple Street in the Village Center District (VCD) by Essex Downtown Development, LLC, agents

for LI Park Street Properties, McEwing Properties, Robbins Mountain Towers, and 3 Maple Street Essex, LLC, owners

Ben Avery with Blackrock Construction, Mike Buscher with T.J. Boyle Associates (architect), Paul O'Leary with O'Leary-Burke Civil Engineering, and Alex McEwing, property owner appeared on behalf of the application.

STAFF REPORT

1. The Planning Commission received a written staff report on the application, dated 2/15/18. Robin Pierce said the proposal is exactly what is called for in the Design Five Corners Initiative and Village Comprehensive Plan for development in the Village Center District with mixed use, pedestrian friendly amenities, and tying into the Crescent Connector. Before the Crescent Connector can be built the railroad crossing will be built so the contractors are contained within the site. The right-of-way drawings for the road are done. The appraisals are done. Negotiations with adjacent property owners will be done. VTrans will bid out the project in January 2019 for award in the spring of 2019.

APPLICANT COMMENTS

Ben Avery reviewed the proposal to redevelop underutilized portions of the assemblage of properties at 4-36 Park Street, noting the following:

- First phase will be four new buildings including two frontage buildings on Maple Street and the anticipated Crescent Connector.
- The mixed use development will have ground level commercial and residential units above.
- The second phase of the development will be two buildings with residential units behind the former Flanders building.
- Options for the Lincoln Inn and the laundromat are still under consideration and a proposal will be brought forward when appropriate.
- Components to be addressed include inclusionary affordable housing (approximately 45 units), workforce housing, one and two bedroom market rate units, and "for sale" condos. The top floor terraces of the four storey buildings lend themselves to "for sale" units.
- Commercial uses will be concentrated on the frontage streets. Maple Street is an excellent location.
- Due to the angle of the lots open space can be created around the buildings.

Mike Buscher reviewed existing conditions on the site. The following was noted:

- Nearly 95% of the current site is impervious.
- The existing lots have infringed on the boundary of the railroad for many years.
- The development proposal includes three four-storey buildings with parking underneath on the Park Street property and one new building off Maple Street.
- The emphasis with the development is on pedestrian and bicycling circulation and creating public streets that are active and vibrant. There will be pedestrian nooks for residents and pocket parks for the general public.

- The Park Street buildings will have a garbage and recycling structure (four walls and a roof) with controlled access. There will be a separate garbage and recycling area for the Lincoln Inn and the other Maple Street building.
- Proposed Buildings A & B are mixed use with commercial on the first floor and residential above. The setback will mirror the Milot building at 4 Pearl Street. Amenities include outdoor benches and other features. Building B will have a public gathering space and seating. There will be restaurants.
- The proposal enhances and activates the streetscape with storefront windows, outdoor benches, art, and sculptures. Community amenities organized for the residents of the buildings and managed by the homeowners association include a BBQ grill and seating, swimming pool, community garden, play area for children though not many children are anticipated to be living in the housing.
- There will be small scale signage and wayfinding to create a sense of place and branding and to make the site a destination location like the rest of the village center area.
- Work has been done on mechanisms to reduce car ownership and parking demand such as membership in CATMA, increasing public transit service, potentially locating a bus transit hub on the site, indoor bike storage, bike repair/wash nearby, and car share membership.

Joe Weith asked about the following:

- Testing to ensure there can be underground parking on the site - Alex McEwing said the railroad did borings for the Crescent Connector. When the Lincoln Inn was purchased there were collapsed drainage line so all the surface drainage was going under the railroad tracks to 34 Park Street. When the drainage was rebuilt sand to a depth of 12' was found. Also, the Crescent Connector will be brought up to grade level to meet the grade of Park Street. Ben Avery added the parking garage will not go down 12' due to the grading that is to be done. There will not be underground parking in the brown field at 3 Maple Street. Mike Buscher pointed out there is a natural pitch on the south side of the property and the other side will be brought up to grade.
- Proposed 340 parking spaces to include the parking by the Lincoln Inn - Mike Buscher said all the parking is on the Park Street parcel, on-street on the Crescent Connector, at-grade, and terrace level. The Lincoln Inn parking is not included.
- Location of the reserved 100 residential units for the future – Ben Avery said a non-determination letter from Act 250 for approximately 100 units for future planning purposes will be submitted. The exact number of units is not known at this time so the parking need is not known. It is understood future development of the laundromat building stands alone.

John Alden asked about the following:

- Parking count of 476 spaces – Mike Buscher said 340 spaces include 23 on-street spaces on the crescent connector. The spaces on the railroad right-of-way are not included (the railroad wants to know the project before agreeing to parking on railroad property). There are 13 spaces with Building A on Maple Street that are

counted in the total. Parking on the side of the crescent connector (29 spaces) is on McEwing property.

- There is no parking requirement in the VCD and per demand side calculation for retail/commercial and 174 units of residential the parking need is 252 spaces; the proposal shows more – Mike Buscher said the proposal shows existing as well as new parking.
- Locating the swimming pool indoors for year round use – Ben Avery said the amenities are meant to give the residents in the housing units opportunity to live, work, play in the same space.
- The proposal does not address the Lincoln Inn or the laundromat parcels and does not reinforce the Park Street edge – Ben Avery said there are challenges that cannot not be solved at this time so any plan would simply be illustrative. Once the project is moving forward with the frontage buildings the Park Street frontage can be addressed. Discussions will continue with the railroad. The planned building on Park Street can be shown on the plan (shadow box) with comment on the streetscape.

Joe Weith said it would be helpful to do a parking matrix using parking per unit and parking per square foot for the uses and including the parking for the Lincoln Inn and laundromat. John Alden added the property is a piece of the Five Corners area so it may be of benefit to have some capacity in the parking. Ben Avery said a cross-parking matrix that looks at the parking count globally can be done.

Diane Clemens observed there is a lot of impervious surface and minimal green space. Ms. Clemens asked about diverting water and maximizing penetration on the site. Mike Buscher said drainage will be addressed in detail going through the site plan review process. The amount of impervious coverage is actually being decreased by three times and three times more green space will be provided. Trees will be planted to provide shade. The parking by the railroad will be returned to green space. Storm water drainage will be handled by ground infiltration if the soils allow otherwise there will be underground infiltration devices installed. Ms. Clemens urged fencing the playground area by the railroad tracks for safety purposes. Ben Avery said there will be fencing and controlled access. Play areas will be sprinkled around the site.

Steve Shaw urged considering ways to screen the parking on Park Street. Also, the community garden will be shaded on the west and east sides. Mr. Shaw asked if there is a road to the west of Building A. Mike Buscher said the area by Building A is for loading/unloading and trash activity. There could be ingress/egress if this can be worked out, but the parcel is out of the control of the project. Moving the building to the east was felt to be prudent. There is a curb cut 20' to the east.

Andrew Boutin asked about the following:

- Flat roofed buildings – Mike Buscher said the design has not yet been done. There likely will be rooftop decks.
- The parking spaces on each side of the railroad (74 spaces) will be removed – Mike Buscher said the spaces were not included in the parking count. Only 13

public spaces on the crescent connector were included. A lease must be secured with the railroad for parking on the north side of the tracks (the current parking arrangement has worked with the railroad for the past 50 years).

- Shaking by trains could impact the underground parking structure – Ben Avery said the engineers and architects will address this. Noise will be handled with better insulation and windows.
- Gated crossing on the railroad tracks and traffic light on Park Street by the Crescent Connector – Robin Pierce said the rail crossing will be gated and there will be a traffic light on Park Street that is sequenced with the other traffic light on the Crescent Connector and the train.

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PUBLIC COMMENT

Jennifer Fiscaletti, Redwood Terrace, asked if there will be parking for patrons of the restaurants. Mike Buscher said the parking will be shared with residents and patrons. Jennifer Fiscaletti asked how access to the pool will be regulated. Ben Avery said residents will have controlled access to the pool.

Frank Naef, Park Terrace, said 1.5 parking spaces per unit is the correct ratio, not 1.25 per unit due to the existing parking problem in the area. More spaces are needed. Ben Avery said there will be greater than 1.5 spaces per unit overall. All shared parking is being incorporated.

Michael Munson, Park Street, commented as follows:

- The site plan shows mostly paved area.
- It is not clear if the pool is public space or what the objectives are for the public spaces and amenities.
- Public amenities have been lost in the village center so the Planning Commission should take a strong position to replace them.
- The Planning Commission should look at how the plan relates to the public area in the village center and how it relates to the Crescent Connector.
- A parking study should be done in the village before deciding on any future development.
- The Crescent Connector should be built before allowing more development to see if the roadway addresses congestion at Five Corners.

Dennis Bruso, East Coast Printers, stated the development is on private property with public access to property that previously had no public access. The development does not detract from the area and will improve the downtown of Essex Junction. There is enough parking for the uses and even some for the village though it is not up to the property owner(s) to provide parking for the village.

Andy Suntup, Athens Drive, commented a mini-city is being built with four-storey buildings up and down the street. Associated costs for the new development need to be known (i.e. larger schools, larger library, improved public parks and facilities, infrastructure). Diane Clemens pointed out a large number of children are not anticipated with the residential units proposed, the library is well equipped to handle more patrons,

people in the village can use village and town parks for both active and passive recreational activities, and anything that is built with taxpayer money will provide a benefit to all.

Julie Miller-Johnson, Beech Street, observed the green space in the development looks like islands of grass surrounded by parked cars and the Crescent Connector, not usable green space.

There were no further comments. The public comment portion of the meeting was closed.

DELIBERATION/DECISION

Master Plan, Mixed Use Development, 4-36 Park Street, Essex Downtown Development

There was discussion of parking and using the 1.5 ratio at a minimum. Development on each individual parcel will allow further review of the parking. Shared parking works in some circumstances. Robin Pierce noted a plan was done to show all public parking in the VCD. John Alden pointed out the plan does not show how often the spaces are used or when they are available (i.e. shared parking).

MOTION by Diane Clemens, SECOND by Joe Weith, to accept the conceptual master plan for a mixed use development on 10.7 acres for commercial/retail, residential, and parking at 4-36 Park Street and 3 Maple Street in the VCD by Essex Downtown Development, LLC, agents for KI Park Street Properties, McEwing Properties, Robbins Mountain Towers, and 3 Maple Street Essex, LLC, owners, with the following conditions:

1. All staff comments in the Staff Report shall be addressed and satisfied prior to site plan approval.
2. Storm water management shall be provided entirely on-site and the Village Engineer shall review the final plans for compliance.
3. All work shall comply with the Essex Junction Land Development Code.
4. The applicant shall complete, to staff's satisfaction, and sign a Sewer Capacity Voluntary Permit Revocation Form prior to the village releasing a Letter of Capacity to the State of Vermont after each site plan approval.
5. The applicant shall provide documentation that secures parking rights with contiguous sites that are owned by others for approval by the Village Attorney prior to site plan approval.
6. The master plan shall be revised to incorporate a building(s) and streetscape improvements in keeping with the Design Five Corners Initiative along Park Street in the vicinity of the laundromat.

VOTING: unanimous (6-0); motion carried.

6. OTHER PLANNING COMMISSION ITEMS

Essex Town Center Next Study Committee

The Planning Commission was urged to look at the planning materials for the Route 15 corridor from McDonald's to Route 128. There is a standing invitation for the Planning Commission to sit in on the town planning commission meetings.

Challenges to Urban Renewal

Diane Clemens said the presentation she attended on challenges to urban renewal was interesting. The Planning Commission should discuss what parking looks like and how it inter-relates in the village.

Joe Weith recommends the village embark on a comprehensive parking plan looking at existing spaces and locations, current and future demand, and locations for new public parking. Strategies should be developed on how to provide more public parking in strategic locations. George Tyler, Village President, said the Trustees have discussed asking the Planning Commission to look at parking in the village overall. The Trustees understand parking is an essential problem that needs to be resolved. Joe Weith requested a consultant be hired to prepare a comprehensive parking plan that analyzes and identifies locations and defines strategies to implement parking. George Tyler said the Trustees recognize the information could be key in resolving the parking situation in the village. The focus is on increasing residential density in the Five Corners area and creating pedestrian/bike accessible green spaces/pocket parks.

John Alden said ongoing guidance and discussion with the Board of Trustees is crucial when trying to implement the vision for Five Corners and implementing the Land Development Code and comprehensive plan.

7. ADJOURNMENT

MOTION by Amber Thibeault, SECOND by Steve Shaw, to adjourn the meeting.

VOTING: unanimous (6-0); motion carried.

The meeting was adjourned at 8:15 PM.

Rcdg Scty: MERiordan

**VILLAGE OF ESSEX JUNCTION
CAPITAL PROGRAM REVIEW COMMITTEE
MINUTES OF MEETING
February 6, 2018**

MEMBERS PRESENT: Andrew Brown (Chairman); Kevin Collins, Amber Thibeault, Tim Dall.
ADMINISTRATION: Lauren Morrissette, Finance Director & Assistant Village Manager; Jim Jutras, Water Quality Superintendent; Rick Jones, Public Works Superintendent.
OTHERS PRESENT: None.

1. CALL TO ORDER

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

2. AGENDA

- Advance the update of the 2018 capital budget to follow public comments and discuss the recent water line break following discussion of project identification, ranking, and criteria.

MOTION by Amber Thibeault, SECOND by Kevin Collins, to approve the agenda as amended. VOTING: unanimous (4-0); motion carried.

3. PUBLIC COMMENTS

None.

4. UPDATE 2018 CAPITAL BUDGET

Lauren Morrissette reported it was discovered the balance shown for the FY2018 capital budget was incorrect. With the corrected balance some projects (Lamoille Street and Central Street, for example) are pushed farther out on the timeline.

5. PROJECT IDENTIFICATION, RANKING, AND CRITERIA

Jim Jutras, Water Quality Superintendent, spoke of potential for project synergy with storm water permit compliance work and village infrastructure projects that could save the village money and provide opportunity for grants. When the ground is opened for storm water projects in the village then any needed infrastructure work could also be done. The state has storm water money available at this time for the storm water component of the work.

Andrew Brown asked if there is any help with the permitting requirements for decreasing phosphorous. Jim Jutras said the information was just received from the state.

There was discussion of involving the Public Works Superintendent and Water Quality Superintendent along with the Village Engineer in the project conference prior to going out to bid for design so issues, costs, and potential funding sources can be identified.

There should also be a partial review at mid-point by the same group. The same process projects go through before the Planning Commission should apply to village projects.

There was mention of adding storm water compliance to the project ranking criteria. Andrew Brown observed storm water/phosphorous could be covered under the "mandates" criterion and grant funding could be covered under the "finances" criterion. Lauren Morrisseau suggested Rick Jones and Jim Jutras go through the ranked projects to identify any storm water implications and then the projects should be re-ranked.

Jim Jutras and Rick Jones will draft a process for involving Public Works and Water Quality in the project ranking procedure for review at the meeting in March.

6. WATER LINE BREAK

There was discussion of whether review of the ranking for the water line on Main Street could have helped prevent the recent break. Rick Jones explained the 12" water line that feeds the "Essex west" water tank off Athens Drive was older and simply "blew out". Millions of gallons of water drained from the tank. There have been many breaks in the line, but there are not many "hot spots". A "hot spot" is a density of problem areas or an area of tight soils. Waste Water does a hot spot density map with water breaks and sewer backups.

Kevin Collins suggested a criterion to consider 'hot spots' should be added to the ranking criteria.

Kevin Collins asked if savings and grant opportunities for projects are highlighted for the public. Andrew Brown said within the capital budget there is a section for projects funded by grants and grant funding sources.

There was discussion of best practices to notify the public of breaks (i.e. social media, village website).

7. APPROVE MINUTES

December 5, 2017

MOTION by Kevin Collins, SECOND by Amber Thibeault, to approve the December 5, 2017 minutes as written. VOTING: unanimous (3-0)[Tim Dall not present for vote]; motion carried.

8. OTHER BUSINESS

Next meeting is March 6, 2018.

9. ADJOURNMENT

MOTION by Amber Thibeault, SECOND by Kevin Collins, to adjourn the meeting. VOTING: unanimous (3-0)[Tim Dall not present for vote]; motion carried.

The meeting was adjourned at 7:05 PM.

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

**VILLAGE OF ESSEX JUNCTION
BIKE/WALK ADVISORY COMMITTEE
MINUTES OF MEETING
February 12, 2018**

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

OTHERS PRESENT: Patrick Scheld

ADMINISTRATION: Darby Mayville, Community Relations/Economic Development Assistant

1. CALL TO ORDER

Raj called the meeting to order at 5:45 PM. He began by asking guest Patrick Scheld to introduce himself to the committee and discuss his interests regarding biking and walking.

2. MINUTES REVIEW

Raj said that he wanted it to be noted that he would only suggest that the BWAC merge with the Conservation & Trails Committee if Essex Junction and Essex were to merge.

MOTION BY RAJ, SECOND BY JEFF TO ACCEPT JANUARY MEETING MINUTES, WITH CHANGES. ALL IN FAVOR, MOTION PASSED.

3. UPDATE ON PUBLIC MEETING RE. BIKE PATH ON VT 15

Raj noted that this meeting was very well-attended, with standing room only. He had e-mailed the power point presentation to the BWAC for their review.

Raj asked the BWAC if they would be interested in making a recommendation on a preferred project alternative to the project committee. All were interested in doing so.

Raj noted that the project committee anticipates having a final recommendation completed in June, and suggested attending future project committee meetings to review the findings.

The BWAC brought up an image of Alternative #3 on the computer screen to discuss it. This alternative includes three lanes of car travel, and a bike lane on each side of the street.

Raj noted that recently planted trees could prove an impediment to this alternative, and offered the possibility of moving them.

Phoebe suggested that the speed limit on Pearl Street be lowered, as 45 seems too high for a residential area.

The committee discussed the fact that some of the alternatives require cyclists to move between sides of the road. This is not ideal, as it can discourage inexperienced cyclists from using the lanes.

Jeff offered the suggestion that some of the car travel lanes could shrink to allow space for cyclists on each side of the road.

Raj proposed the idea of offering a path along Pinecrest Drive, and through Pearl Street Park. He believes that this would get used by a wider variety of riders. It may lengthen the trip, but would make it considerably safer. The path could re-connect with Pearl Street at West Street Extension.

Phoebe asked if this would be within the scope of the Route 15 project?

Raj was unsure, but would ask the project committee. He also added that this type of path would be more likely to be vandalized, and would need to be maintained in the winter.

The committee went back to discussing the three-lane project alternative. Raj said that he feels that some type reflective bollards would be needed to separate cyclists from motorists. All agree.

Raj noted that it is only a 15-minute trip to Winooski from Essex Junction by bike, and if there was a separated path throughout Route 15 more people may choose to use it as a method of transportation to the greater Burlington area.

Micah noted that this would fit in with Local Motion's goal of connecting towns through bicycle and pedestrian paths.

Micah will write up the BWAC's discussion to send to the project committee.

4. POSSIBLE COMMUNITY SURVEY

Not discussed.

5. 2018 GOALS

Raj said that spring was coming soon, and that it is important to begin thinking about upcoming projects, events, etc. He suggested holding a group ride in the evening to find possible problem areas in the Village. He expects that this will take around two hours, and will send a Doodle to committee members to schedule.

Eric asked if committee meetings could be pushed back to 6 PM. All agreed.

Jeff asked if the ANR crossing could be re-considered by the committee. Raj said that he thought that the reason this project was taken off the table was due to the fact that it required a

midblock crossing. However, he noted that there is a midblock crossing further down the road on Pearl Street for the Fairgrounds.

Jeff said that he had been previously told that there was not enough pedestrian traffic to allow for this, but perhaps this could be improved if a crossing was available.

Eric said that it is important to grow the committee. Jeff noted that it would be good to have a pedestrian perspective. Raj suggested putting up a notice at Fleet Feet to attract joggers/walkers to the committee vacancy.

6. PUBLIC INPUT & OTHER

Raj noted that the placement of the bike repair station would be potentially approved by the Trustees at their next meeting. The Village would be responsible for \$500 of the cost, the Go! Vermont grant would be responsible for another \$500, and Nest Café has agreed to cover the remainder of the cost.

7. NEXT MEETING & AGENDA

The next meeting will be held on March 19 at 6 PM. Agenda items will include:

- Minutes Review;
- ANR Crossing;
- Route 15 Project Recommendations;
- Public Input.

8. ADJOURNMENT

MOTION BY JUD, SECOND BY RAJ TO ADJOURN THE MEETING. MEETING ADJOURNED AT 7 PM.

Respectfully submitted, Darby Mayville.



MEMORANDUM

TO: Village Trustees
FROM: Evan Teich, Unified Manager
DATE: March 13, 2018
SUBJECT: Trustees Meeting Schedule

TRUSTEES MEETING SCHEDULE/EVENTS

March 24 10 AM-2 PM	Joint Meeting on Governance with Essex Selectboard at EHS cafeteria
March 27 6:30 PM	Regular Meeting
April 4 6:00 PM	Community Supper at Essex High School cafeteria 7:00 PM - Annual Meeting in auditorium
April 10 6:30 PM 7 AM- 7 PM	Regular Meeting Annual Meeting Australian ballot voting
April 24 6:30 PM	Regular Meeting
May 8 6:30 PM	Regular Meeting
May 22 6:30 PM	Regular Meeting
May 26 10 AM	Memorial Day Parade

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

TRUSTEES PRESENT: Elaine Sopchak (Vice President); Dan Kerin, Andrew Brown, Lori Houghton. (George Tyler was absent.)
ADMINISTRATION: Pat Scheidel, Municipal Manager (retiring); Evan Teich, Municipal Manager (incoming); Lauren Morrisseau, Finance Director & Assistant Manager; Darby Mayville, Community Relations/Economic Development Assistant.
OTHERS PRESENT: Julie Miller-Johnson, Colin Flanders (Essex Reporter).

1. CALL TO ORDER and PLEDGE OF ALLEGIANCE

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

2. AGENDA CHANGES/APPROVAL

There were no changes to the agenda.

3. GUESTS, PRESENTATIONS and PUBLIC HEARINGS

a) Comments from Public on Items not on Agenda

There were no comments from the public.

b) 2018 Five Corners Farmers Market

Julie Miller-Johnson updated the Trustees on the Five Corners Farmers Market, noting the following:

- There is a new board of directors with new members, new energy, and new creative ideas.
- The market will be held during the summer on Wednesday nights from 4 PM to 7 PM and then 3:30 PM to 6:30 PM once school is back in session in the fall.
- The new high visibility location is the lot behind Road ResQ. The lot is owned by Gabe Handy who has granted permission to use the lot.
- The new name is "Five Corners Farmers Market and Pop Up Marketplace" to let people know to come to Essex Junction for retail.
- Village Public Works is asked to fill in the potholes and level the surface of the gravel lot for safety, and relocate the signs and the parking stops between the grassy area and gravel if possible. The market would like to have the music table and picnic tables on the grass.

Lori Houghton mentioned using the gazebo. Julie Miller-Johnson said Nomad Coffee is returning, but the market will use the gazebo if it is available. Pat Scheidel noted the pergola is there to stop cars from cutting through the lot.

Elaine Sopchak expressed concern about people crossing the roads around Five Corners. Julie Miller-Johnson said the board has been discussing ways to create a sense of safety with the market and considered options such as having a traffic barrel near the driveway

entrance to alert drivers and striping the area in front of the entrance so cars do not block the entrance. Evan Teich suggested meeting with Public Works and the Police Department to work out a logistics and a safety plan. A holistic view should be taken to come up with a plan. The Trustees will be updated on the final plan.

Elaine Sopchak asked if there will be food trucks at the market. Julie Miller-Johnson said only small food trucks will be allowed due to space constraints. There will be a total of 20 vendors on the site with tents.

Andrew Brown mentioned having more flashing light crosswalks. Lori Houghton mentioned flags and buckets as a low cost signal to help cross the road safely.

4. OLD BUSINESS

None.

5. NEW BUSINESS

a) PACIF Grant Application

Darby Mayville explained the PACIF grant application for purchase of safety equipment. Public Works requested traffic cones and signs. The Rec Department requested flammable storage cabinets.

MOTION by Andrew Brown, SECOND by Dan Kerin, to authorize staff to submit the 2018 PACIF Equipment Grant Application and authorize a cash match of \$1,528.12. VOTING: unanimous (4-0); motion carried.

b) Tax Stabilization Request – 11 Park Street

Lauren Morrisseau explained the request by Gabe Handy for tax stabilization on the property at 11 Park Street. The terms are outlined in the Letter of Commitment that must be signed by the property owner and includes the requirement to do 10% improvement to the property (current value of the property is \$869,800) and submit evidence of the improvement by December 2018. The tax stabilization begins in FY20 if conditions are met and goes for four years at staggered amounts. Taxes paid on the improved property will be higher than the current amount.

MOTION by Lori Houghton, SECOND by Andrew Brown, to approve the tax stabilization request for 11 Park Street. VOTING: unanimous (4-0); motion carried.

c) New Manager Authorized Agent

Evan Teich, the new Municipal Manager for Essex Junction and Essex Town, was introduced.

MOTION by Elaine Sopchak, SECOND by Dan Kerin, to appoint Evan K. Teich as the authorized agent for the Village of Essex Junction to sign legal and other documents relative to the operation of the Village. VOTING: unanimous (4-0); motion carried.

d) Annual Financial Plan Town Highways

MOTION by Dan Kerin, SECOND by Lori Houghton, to approve the Annual Financial Plan for Town Highways in Essex Junction. VOTING: unanimous (4-0); motion carried.

e) Certificate of Compliance for Town Road & Bridge Standards and Network Inventory

MOTION by Dan Kerin, SECOND by Andrew Brown, to approve the Certificate of Compliance for Town Road and Bridge Standards and Network Inventory. VOTING: unanimous (4-0); motion carried.

f) Approve/Sign Annual Meeting Warning

Lori Houghton announced June 3rd is State Neighbors Day and this can be announced under Article 4 (Other Business) on the warning.

MOTION by Lori Houghton, SECOND by Dan Kerin, to approve and sign the warning for the 2018 Annual Village Meeting. VOTING: unanimous (4-0); motion carried.

6. MANAGER'S REPORT

a) Meeting Schedule – Regular Trustees Meetings @ 6:30 PM

- March 13, 2018 (joint meeting with Essex Selectboard at Lincoln Hall)
- March 27, 2018
- April 10, 2018
- April 24, 2018
- May 8, 2018
- May 22, 2018

* March 24, 2018 @ 10 AM – Joint Meeting on Governance

* April 4, 2018 @ 7 PM – Village Annual Meeting (community supper @ 6 PM)

* April 10, 2018 – Annual Meeting Australian Ballot Voting

* May 26, 2018 – Memorial Day Parade

Pat Scheidel spoke of the satisfaction and gratitude of working as one manager to serve both communities, and the level of respect and love of community by all board members. Mr. Scheidel said Evan Teich is highly qualified to be the next Municipal Manager.

Evan Teich expressed appreciation for being given the opportunity to serve the community. People in the community and the staff have great respect for Pat Scheidel which is well deserved. Mr. Teich spoke of the dedication to make the entire area more unified and a better place for everyone.

7. TRUSTEES COMMENTS AND CONCERNS/READING FILE

a) Board Member Comments

- Elaine Sopchak said hiring Pat Scheidel was the smartest decision the Board of Trustees made, and kudos to George Tyler and Linda Myers for starting the process of consolidation.

- Elaine Sopchak announced the 2018 Annual Fire Department Banquet on April 28, 2018. The Trustees are invited.
 - Andrew Brown mentioned a comment by the Bike/Walk Committee about closing Main Street for the village block party. Staff will look into this comment. Main Street will not be closed though.
 - Lori Houghton said the legislature received only minor changes to the Open Meeting Law.
- b) Reading File
- Letter of Resignation from Attorney David Barra

8. CONSENT AGENDA

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

- 1. Approve Minutes of 2/23/18 with the notation that Elaine Sopchak was not present for the votes on the Consent Agenda and signing the Termination of Employment Subcontracting Agreement.**
- 2. Expense Warrant #17083, dated 2/16/18, in the amount of \$135,356.77.**
- 3. Approve Banner Application for KidSafe Community Yard Sale at CVE.**

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

9. ADJOURNMENT

MOTION by Andrew Brown, SECOND by Dan Kerin, to adjourn the meeting.

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

The meeting was adjourned at 7:16 PM.

RScty: M.E.Riordan

02/23/18
12:43 pm

Town of Essex / Village of EJ Accounts Payable
Check Warrant Report # 17084 Current Prior Next FY Invoices For Fund (GENERAL FUND)
For Check Acct 01(GENERAL FUND) All check #s 02/22/18 To 02/23/18 & Fund 2

Page 1 of 10
HPackard

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
14400	02/14/18	ABOVE AND BEYOND VF station cleaning 3349	210-42220.434 MAINT. BUILDINGS/GROUNDS	220.00	15129	02/23/18
14400	02/15/18	ABOVE AND BEYOND LHBL cleaning 3350	210-41940.423 CONTRACT SERVICES	600.00	15130	02/23/18
14400	02/15/18	ABOVE AND BEYOND LHBL cleaning 3350	210-45551.610 SUPPLIES	72.00	15130	02/23/18
14400	02/15/18	ABOVE AND BEYOND LHBL cleaning 3350	210-45551.423 CONTRACT SERVICES	2212.75	15130	02/23/18
42665	02/10/18	AMAZON/SYNCB BL books 0069853 2/10	210-45551.837 CHILDRENS PROGRAMS	87.37	15134	02/23/18
42665	02/10/18	AMAZON/SYNCB BL books 0069853 2/10	210-45551.610 SUPPLIES	353.16	15134	02/23/18
42665	02/10/18	AMAZON/SYNCB BL books 0069853 2/10	210-45551.641 JUVEN COLLECTION-PRNT & E	46.04	15134	02/23/18
42665	02/10/18	AMAZON/SYNCB BL books 0069853 2/10	210-45551.640 ADULT COLLECTION-PRINT &	17.96	15134	02/23/18
V9976	02/14/18	AVONDA AIR SYSTEMS, INC BL building maint 4370	210-45551.434 MAINT. BUILDINGS/GROUNDS	124.29	15138	02/23/18
V10301	02/01/18	BARRA, PLC DAVID A. Jan legal fees EJ29262928	210-41320.320 LEGAL SERVICES	1072.50	15140	02/23/18
00530	01/29/18	BRODART CO BL BOOKS B5220574	210-45551.641 JUVEN COLLECTION-PRNT & E	46.89	15143	02/23/18
00530	01/29/18	BRODART CO BL BOOKS B5220574	210-45551.610 SUPPLIES	3.60	15143	02/23/18
00530	01/31/18	BRODART CO BL books B5223854	210-45551.641 JUVEN COLLECTION-PRNT & E	158.07	15143	02/23/18
00530	01/31/18	BRODART CO BL books B5223854	210-45551.610 SUPPLIES	12.60	15143	02/23/18
00530	01/31/18	BRODART CO BL books B5223871	210-45551.610 SUPPLIES	0.90	15143	02/23/18
00530	01/31/18	BRODART CO BL books B5223871	210-45551.641 JUVEN COLLECTION-PRNT & E	20.99	15143	02/23/18
00530	01/31/18	BRODART CO BL books B5223924	210-45551.610 SUPPLIES	15.30	15143	02/23/18
00530	01/31/18	BRODART CO BL books B5223924	210-45551.640 ADULT COLLECTION-PRINT &	293.10	15143	02/23/18
00530	01/31/18	BRODART CO BL books B5223925	210-45551.640 ADULT COLLECTION-PRINT &	22.84	15143	02/23/18
00530	01/31/18	BRODART CO BL books B5223925	210-45551.610 SUPPLIES	0.90	15143	02/23/18
00530	01/31/18	BRODART CO BL books B5223929	210-45551.610 SUPPLIES	1.80	15143	02/23/18
00530	01/31/18	BRODART CO BL books B5223929	210-45551.640 ADULT COLLECTION-PRINT &	29.84	15143	02/23/18
00530	01/31/18	BRODART CO BF books B5223941	210-49346.001 ADULT COLLECTION-PRINT &	90.90	15143	02/23/18
00530	01/31/18	BRODART CO BL books B5224071	210-45551.641 JUVEN COLLECTION-PRNT & E	116.08	15143	02/23/18
00530	01/31/18	BRODART CO BL books B5224071	210-45551.610 SUPPLIES	9.90	15143	02/23/18

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00530	BRODART CO	02/01/18 BL books B5225397	210-45551.610 SUPPLIES	0.90	15143	02/23/18
00530	BRODART CO	02/01/18 BL books B5225397	210-45551.641 JUVEN COLLECTION-PRNT & E	13.19	15143	02/23/18
00530	BRODART CO	02/02/18 BF books B5226414	210-49345.000 LIBRARY DONATION EXPENDIT	32.58	15143	02/23/18
00530	BRODART CO	02/05/18 BF books B5227793	210-49345.000 LIBRARY DONATION EXPENDIT	16.30	15143	02/23/18
00530	BRODART CO	02/05/18 BL books B5227919	210-45551.610 SUPPLIES	0.90	15143	02/23/18
00530	BRODART CO	02/05/18 BL books B5227919	210-45551.641 JUVEN COLLECTION-PRNT & E	14.04	15143	02/23/18
00530	BRODART CO	02/06/18 BL books B5229459	210-45551.610 SUPPLIES	0.90	15143	02/23/18
00530	BRODART CO	02/06/18 BL books B5229459	210-45551.641 JUVEN COLLECTION-PRNT & E	13.19	15143	02/23/18
00530	BRODART CO	02/07/18 BF books B5230538	210-49346.001 ADULT COLLECTION-PRINT &	27.27	15143	02/23/18
00530	BRODART CO	02/08/18 BL books B5231849	210-45551.641 JUVEN COLLECTION-PRNT & E	13.19	15143	02/23/18
00530	BRODART CO	02/08/18 BL books B5231849	210-45551.610 SUPPLIES	0.90	15143	02/23/18
00530	BRODART CO	02/08/18 BL books B5232022	210-45551.610 SUPPLIES	0.90	15143	02/23/18
00530	BRODART CO	02/08/18 BL books B5232022	210-45551.640 ADULT COLLECTION-PRINT &	27.50	15143	02/23/18
00530	BRODART CO	02/08/18 BF books B5232138	210-49345.000 LIBRARY DONATION EXPENDIT	31.50	15143	02/23/18
00530	BRODART CO	02/08/18 BL books B5232214	210-45551.640 ADULT COLLECTION-PRINT &	10.19	15143	02/23/18
00530	BRODART CO	02/09/18 BL books B5233301	210-45551.641 JUVEN COLLECTION-PRNT & E	21.99	15143	02/23/18
00530	BRODART CO	02/09/18 BL books B5233301	210-45551.610 SUPPLIES	0.90	15143	02/23/18
21500	CANON FINANCIAL SERVICES	02/10/18 AD copier lease March 18254157	210-41320.442 LEASED SERVICES	245.00	15148	02/23/18
V0455	CANON SOLUTIONS AMERICA	02/01/18 BL SUPPLIES 4025024628	210-45551.610 SUPPLIES	62.80	15149	02/23/18
V0455	CANON SOLUTIONS AMERICA	02/07/18 AD COPIES 1/7-2/6/18 4025072584	210-41320.442 LEASED SERVICES	35.60	15149	02/23/18
V04609	CENTER POINT LARGE PRINT	02/01/18 BL books 1551669	210-45551.640 ADULT COLLECTION-PRINT &	93.48	15157	02/23/18
33850	CENTRAL VERMONT PROPERTIE	01/30/18 ST 889250 ROW LEASE 9500182405	210-43110.441 RIGHT OF WAY AGREEMENTS	16.62	15158	02/23/18
33850	CENTRAL VERMONT PROPERTIE	01/30/18 ST 889250 ROW LEASE 9500182405	210-14301.000 PREPAID EXPENSES	33.38	15158	02/23/18
21120	CHAMPLAIN MEDICAL URGENT	01/31/18 VF physicals 0002372800	210-42220.566 PHYSICAL EXAMS	340.00	15159	02/23/18
23170	CHAMPLAIN OIL CO., INC.	01/31/18 Jan vehicle fuel CL214897	210-45220.626 GAS, GREASE & OIL	165.67	15160	02/23/18

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23170	01/31/18	CHAMPLAIN OIL CO., INC. Jan vehicle fuel CL214897	210-43110.626 GAS,GREASE AND OIL	5941.45	15160	02/23/18
23170	01/31/18	CHAMPLAIN OIL CO., INC. Jan vehicle fuel CL214897	210-42220.626 GAS,GREASE AND OIL	580.27	15160	02/23/18
21210	02/06/18	CINTAS ST SUPPLIES 5009907900	210-43110.610 SUPPLIES	51.97	15164	02/23/18
04940	02/03/18	COMCAST VF CABLE TV 500290086187	210-42220.535 TELEPHONE SERVICES	13.54	15168	02/23/18
38280	01/31/18	CRYSTAL ROCK BOTTLED WATE ST supplies 011850122590	210-43110.610 SUPPLIES	9.19	15172	02/23/18
24305	01/29/18	DEMCO INC BL SUPPLIES 6299411	210-45551.610 SUPPLIES	79.00	15174	02/23/18
24305	02/15/18	DEMCO INC BL supplies 6313274	210-45551.610 SUPPLIES	459.79	15174	02/23/18
V9766	02/16/18	DEUTSCH/ALBERTA// BL training 02202018	210-45551.500 TRAINING, CONFERENCES, DU	25.07	15175	02/23/18
V10576	02/01/18	ECOPIXEL LLC AD Jan web host,support 2433	210-41320.530 COMMUNICATIONS	129.00	15179	02/23/18
23215	02/19/18	ESSEX EQUIPMENT INC Fuel Charge 10656737-002	210-45220.626 GAS, GREASE & OIL	39.84	15182	02/23/18
23215	02/05/18	ESSEX EQUIPMENT INC Cleaning Supplies 10665498-000	210-45220.610 SUPPLIES	29.80	15182	02/23/18
05020	01/31/18	ESSEX JCT VILLAGE OF ST WATER BILL 0118JK112INL	210-43110.410 WATER AND SEWER CHARGE	95.26	15183	02/23/18
05020	01/31/18	ESSEX JCT VILLAGE OF ST WATER BILL 0118JKRKSHP	210-43110.410 WATER AND SEWER CHARGE	61.26	15183	02/23/18
05020	01/31/18	ESSEX JCT VILLAGE OF ST WATER BILL 0118JKSN0000	210-43110.410 WATER AND SEWER CHARGE	68.05	15183	02/23/18
05020	01/31/18	ESSEX JCT VILLAGE OF BL WATER BILL-LIBRARY 0118LNCS06	210-45551.410 WATER AND SEWER CHARGE	115.69	15183	02/23/18
05020	01/31/18	ESSEX JCT VILLAGE OF ST WATER BILL-MEMORIAL PK 0118LNMPRK	210-43161.002 MEMORIAL PARK	143.67	15183	02/23/18
05020	01/31/18	ESSEX JCT VILLAGE OF ST WATER BILL 0118MA18VILL	210-43161.001 VILLAGE GARDEN SPOTS	23.56	15183	02/23/18
05020	01/31/18	ESSEX JCT VILLAGE OF ST WATER BILL 0118MA9VILL	210-43161.001 VILLAGE GARDEN SPOTS	23.56	15183	02/23/18
05020	01/31/18	ESSEX JCT VILLAGE OF VF WATER BILL 0118PE0102	210-42220.410 WATER AND SEWER CHARGE	68.05	15183	02/23/18
05020	01/31/18	ESSEX JCT VILLAGE OF AD WATER BILL PRK ST SCHL 0118PKSTSCH	210-49400.410 WATER/SEWER	115.69	15183	02/23/18
05020	01/31/18	ESSEX JCT VILLAGE OF ST WATER BILL 0118RR26VILL	210-43161.001 VILLAGE GARDEN SPOTS	23.56	15183	02/23/18
V0795	02/20/18	ESSEX TOWN OF 1 /12 mgr contract 022018	210-41320.150 MANAGER CONTRACT	5572.08	15185	02/23/18
41410	01/31/18	FINANCIAL OPERATIONS ST Maple St lights 01312018D	210-43160.610 STREET LIGHTS SUPPLIES/MA	301.78	15193	02/23/18
19005	02/01/18	FIRSTLIGHT FIBER VA FEB PHONE/INTERNET 3953657	210-41320.535 TELEPHONE SERVICES	140.89	15197	02/23/18
19005	02/01/18	FIRSTLIGHT FIBER VA FEB PHONE/INTERNET 3953657	210-41320.530 COMMUNICATIONS	34.95	15197	02/23/18

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19005	02/01/18	VA FEB PHONE/INTERNET 3953657	210-41940.535 TELEPHONE SERVICES	40.38	15197	02/23/18
19005	02/01/18	VA FEB PHONE/INTERNET 3953657	210-41970.535 TELEPHONE SERVICES	31.89	15197	02/23/18
19005	02/01/18	BL tech access, phone 3953719	210-45551.535 TELEPHONE SERVICES	92.34	15198	02/23/18
19005	02/01/18	BL tech access, phone 3953719	210-45551.530 TECHNOLOGY ACCESS	39.95	15198	02/23/18
16000	01/30/18	eT filter 293207653	210-43110.432 VEHICLE MAINTENANCE	21.34	15200	02/23/18
13570	01/29/18	BL BOOKS 62967435	210-45551.640 ADULT COLLECTION-PRINT &	27.19	15205	02/23/18
34895	02/01/18	NB JAN TRASH PU 21 PARK S 021827759	210-49400.565 RUBBISH REMOVAL	72.03	15207	02/23/18
34895	02/06/18	ST toilet 1282597	210-43110.565 RUBBISH REMOVAL	40.00	15207	02/23/18
21055	01/31/18	BL courier 62981	210-45551.536 POSTAGE/DELIVERY	135.00	15211	02/23/18
33495	02/06/18	BL books 33037820	210-45551.640 ADULT COLLECTION-PRINT &	13.44	15218	02/23/18
14025	02/09/18	VA life ins village 180209153273	210-45220.210 HEALTH INS & OTHER BENEFIT	47.60	15225	02/23/18
14025	02/09/18	VA life ins village 180209153273	210-45110.210 HEALTH INS & OTHER BENEFIT	190.40	15225	02/23/18
14025	02/09/18	VA life ins village 180209153273	210-43151.210 HEALTH INS & OTHER BENEFIT	25.64	15225	02/23/18
14025	02/09/18	VA life ins village 180209153273	210-43110.210 HEALTH INS & OTHER BENEFIT	164.51	15225	02/23/18
14025	02/09/18	VA life ins village 180209153273	210-41320.210 HEALTH INS & OTHER BENEFIT	145.17	15225	02/23/18
14025	02/09/18	VA life ins village 180209153273	210-45551.210 HEALTH INS & OTHER BENEFIT	290.32	15225	02/23/18
14025	02/09/18	VA life ins village 180209153273	210-41970.210 HEALTH INS & OTHER BENEFIT	96.77	15225	02/23/18
14025	02/09/18	VA life ins village 180209153273	210-41335.210 HEALTH INS & OTHER BENEFIT	48.39	15225	02/23/18
04040	02/13/18	ST cutting edge FC21885	210-43110.610 SUPPLIES	830.06	15229	02/23/18
05010	01/04/18	AD trustees public hearin 122494	210-41320.550 PRINTING AND ADVERTISING	82.87	15230	02/23/18
05010	01/18/18	AD trustees public hearin 122495	210-41320.550 PRINTING AND ADVERTISING	82.87	15230	02/23/18
05010	01/04/18	AD Chronology 122608	210-41320.550 PRINTING AND ADVERTISING	40.00	15230	02/23/18
05010	01/25/18	CD planning comm ad 122822	210-41970.550 PRINTING AND ADVERTISING	77.00	15230	02/23/18
V1775	02/16/18	VA replenish petty cash 180216	210-41970.536 POSTAGE	1.16	15232	02/23/18
V1775	02/16/18	VA replenish petty cash 180216	210-41320.572 INTERVIEW COSTS	10.98	15232	02/23/18

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V1775	02/16/18	VA replenish petty cash 180216	210-41320.560 TRUSTEES EXPENDITURES	15.07	15232	02/23/18
V1775	02/16/18	VA replenish petty cash 180216	210-41320.610 SUPPLIES	59.14	15232	02/23/18
V1775	02/16/18	VA replenish petty cash 180216	210-41320.536 POSTAGE	8.12	15232	02/23/18
V1775	02/16/18	VA replenish petty cash 180216	210-41940.610 SUPPLIES	9.17	15232	02/23/18
V1775	02/16/18	VA replenish petty cash 180216	210-41335.835 BLOCK PARTY EXPENSE	3.90	15232	02/23/18
14585	01/29/18	VF SCBA REPAIR 1197847	210-42220.570 MAINTENANCE OTHER	160.50	15236	02/23/18
14585	02/09/18	VF SCBA masks 1201482	210-42220.889 ROUTINE EQUIPMENT PURCHAS	1800.00	15236	02/23/18
12235	02/05/18	ST ROW LEASE 11151 134755	210-43110.441 RIGHT OF WAY AGREEMENTS	708.05	15239	02/23/18
12235	02/05/18	ST ROW LEASE 11151 134755	210-14301.000 PREPAID EXPENSES	1421.95	15239	02/23/18
24960	02/15/18	VA Mar dental village 180215	210-45110.210 HEALTH INS & OTHER BENEFI	443.88	15242	02/23/18
24960	02/15/18	VA Mar dental village 180215	210-45220.210 HEALTH INS & OTHER BENEFI	66.60	15242	02/23/18
24960	02/15/18	VA Mar dental village 180215	210-41970.210 HEALTH INS & OTHER BENEFI	165.87	15242	02/23/18
24960	02/15/18	VA Mar dental village 180215	210-43110.210 HEALTH INS & OTHER BENEFI	281.98	15242	02/23/18
24960	02/15/18	VA Mar dental village 180215	210-41320.210 HEALTH INS & OTHER BENEFI	248.82	15242	02/23/18
24960	02/15/18	VA Mar dental village 180215	210-43151.210 HEALTH INS & OTHER BENEFI	43.96	15242	02/23/18
24960	02/15/18	VA Mar dental village 180215	210-45551.210 HEALTH INS & OTHER BENEFI	497.62	15242	02/23/18
24960	02/15/18	VA Mar dental village 180215	210-41335.210 HEALTH INS & OTHER BENEFI	82.94	15242	02/23/18
V10729	01/08/18	BL books CD0145918004	210-45551.640 ADULT COLLECTION-PRINT &	500.00	15245	02/23/18
V10729	02/15/18	BL books CD0145918029	210-45551.640 ADULT COLLECTION-PRINT &	600.00	15245	02/23/18
24855	02/21/18	Petty Cash Reimbursement 022118D	210-45110.550 PRINTING & ADVERTISING	88.69	15248	02/23/18
26385	02/02/18	ADCD Jan minutes 779EJ	210-41970.530 COMMUNICATIONS	299.00	15253	02/23/18
26385	02/02/18	ADCD Jan minutes 779EJ	210-41320.530 COMMUNICATIONS	207.00	15253	02/23/18
42565	02/07/18	BL want ad 182587	210-45551.572 INTERVIEW COSTS	459.00	15275	02/23/18
14800	02/01/18	Feb mgd svcs antivirus 76986	210-42220.570 MAINTENANCE OTHER	21.00	15282	02/23/18
14800	02/01/18	Feb mgd svcs antivirus 76986	210-41320.340 COMPUTER EXPENSES	493.12	15282	02/23/18

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14800	02/01/18	TECH GROUP INC Feb mgd svcs antivirus 76986	210-41970.340 COMPUTER EXPENSES	242.88	15282	02/23/18
21000	02/07/18	UNIFIRST CORPORATION LH MAT SERVICE 0361858931	210-41940.434 MAINT. BUILDINGS/GROUNDS	65.80	15286	02/23/18
21000	02/07/18	UNIFIRST CORPORATION BL MATS 0361858990	210-45551.434 MAINT. BUILDINGS/GROUNDS	45.40	15286	02/23/18
21000	02/21/18	UNIFIRST CORPORATION LH mat service 0361861514	210-41940.434 MAINT. BUILDINGS/GROUNDS	65.80	15286	02/23/18
11935	01/31/18	VIKING-CIVES USA ST SALTER CONTROL 4479301	210-43110.432 VEHICLE MAINTENANCE	680.40	15290	02/23/18
11935	01/31/18	VIKING-CIVES USA ST PLOW PIN 4479317	210-43110.432 VEHICLE MAINTENANCE	64.10	15290	02/23/18
22070	02/14/18	VILLAGE COPY & PRINT INC. AD manager business cards 7015	210-41320.610 SUPPLIES	92.00	15291	02/23/18
30210	02/13/18	VT LEAGUE OF CITIES & TOW CD workshop for D Clemens 201819354	210-41970.500 TRAINING,CONF,DUES	45.00	15298	02/23/18
31370	02/16/18	VT TENT CO Deposit Mem Day tents 741551	210-15101.000 EXCHANGE - GENERAL	556.00	15304	02/23/18
31370	02/16/18	VT TENT CO Deposit block party tent 741562	210-14301.000 PREPAID EXPENSES	383.00	15304	02/23/18
07565	02/07/18	W B MASON CO INC Credit Floor Wax CR5111221	210-45220.610 SUPPLIES	-67.94	15306	02/23/18
07565	02/01/18	W B MASON CO INC Floor Waxing I52063772	210-45220.610 SUPPLIES	167.51	15306	02/23/18
07565	02/01/18	W B MASON CO INC Floor Wax I52068512	210-45220.610 SUPPLIES	85.19	15306	02/23/18
07565	02/02/18	W B MASON CO INC Cleaning Supplies I52101146	210-45220.610 SUPPLIES	23.97	15306	02/23/18
07565	02/02/18	W B MASON CO INC Office Supplies I52114078	210-45110.610 SUPPLIES	64.37	15306	02/23/18
21850	02/05/18	BOUCHER CLEANING SERVICES SC monthly cleaning bill 429	225-45122.430 REPAIRS & MAINTENANCE	200.00	15142	02/23/18
01930	01/01/18	CENTER FOR TECHNOLOGY SC soup for luncheons 671897	225-45122.812 MEAL SITE EXPENSES	105.00	15156	02/23/18
31545	01/26/18	COSTCO #314 sC items for ctr, meals 180126D	225-45122.610 OPERATIONAL SUPP/EXP	45.85	15171	02/23/18
31545	01/26/18	COSTCO #314 sC items for ctr, meals 180126D	225-45122.812 MEAL SITE EXPENSES	20.98	15171	02/23/18
31545	01/31/18	COSTCO #314 SC cake,ice crm for meals 180131D	225-45122.812 MEAL SITE EXPENSES	51.73	15171	02/23/18
21570	02/01/18	PETTY CASH - LOU ANN PIOL SC misc for center,lunch 180201	225-45122.610 OPERATIONAL SUPP/EXP	36.92	15249	02/23/18
21570	02/01/18	PETTY CASH - LOU ANN PIOL SC misc for center,lunch 180201	225-45122.812 MEAL SITE EXPENSES	60.54	15249	02/23/18
21570	02/01/18	PETTY CASH - LOU ANN PIOL SC misc for center,lunch 180201	225-45122.614 PROGRAM EXPENSES	43.46	15249	02/23/18
14230	02/16/18	PREMIER COACH CO INC SC dep for Winn trip 7/30 P021618	225-14301.000 PREPAID EXPENSE	157.00	15252	02/23/18
14230	02/16/18	PREMIER COACH CO INC sC dep for Winn trip P46188	225-14301.000 PREPAID EXPENSE	157.00	15252	02/23/18

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25445	02/16/18	Reptile Presentation 021618D	226-45120.580 TRAVEL	425.00	15126	02/23/18
42665	01/04/18	Youth Bball 449566586867	226-45115.610 SUPPLIES	14.03	15135	02/23/18
42665	12/15/17	Ice Packs 467373876355	226-45115.610 SUPPLIES	46.35	15135	02/23/18
42665	12/15/17	Medical Supplies 468737777459	226-45115.610 SUPPLIES	68.44	15135	02/23/18
42665	12/16/17	VK Supplies 534945547396	226-45120.610 SUPPLIES	115.33	15135	02/23/18
42665	01/04/18	Youth Bball 647744388335	226-45115.610 SUPPLIES	55.85	15135	02/23/18
42665	12/15/17	Youth Bball 886938864686	226-45115.610 SUPPLIES	164.97	15135	02/23/18
42665	12/12/17	VK Supplies 969889833763	226-45120.610 SUPPLIES	5.99	15135	02/23/18
42665	01/08/18	VK Supplies 979545687344	226-45120.610 SUPPLIES	127.49	15135	02/23/18
38285	02/20/18	5/6 Boys CVRA Tourney 022018-04	226-45115.330 OTHER PROFESSIONAL SVCS	195.00	15147	02/23/18
14025	02/09/18	VA life ins village 180209153273	226-45110.210 HEALTH INS & OTHER BENEFIT	47.59	15225	02/23/18
14025	02/09/18	VA life ins village 180209153273	226-45121.210 HEALTH INS & OTHER BENEFIT	182.70	15225	02/23/18
14025	02/09/18	VA life ins village 180209153273	226-45120.210 HEALTH INS & OTHER BENEFIT	236.24	15225	02/23/18
19275	02/15/18	Supply Reimbursement 021518D	226-45120.610 SUPPLIES	50.32	15231	02/23/18
19080	02/15/18	Enrichment Supplies 021518D	226-45120.610 SUPPLIES	89.91	15237	02/23/18
24960	02/15/18	VA Mar dental village 180215	226-45110.210 HEALTH INS & OTHER BENEFIT	34.94	15242	02/23/18
24960	02/15/18	VA Mar dental village 180215	226-45121.210 HEALTH INS & OTHER BENEFIT	321.44	15242	02/23/18
24960	02/15/18	VA Mar dental village 180215	226-45120.210 HEALTH INS & OTHER BENEFIT	262.28	15242	02/23/18
24855	02/21/18	Petty Cash Reimbursement 022118D	226-34780.000 ADULT PROGRAMS	48.00	15248	02/23/18
24855	02/21/18	Petty Cash Reimbursement 022118D	226-45120.610 SUPPLIES	10.06	15248	02/23/18
24855	02/21/18	Petty Cash Reimbursement 022118D	226-45110.536 POSTAGE	50.00	15248	02/23/18
24855	02/21/18	Petty Cash Reimbursement 022118D	226-45115.610 SUPPLIES	68.38	15248	02/23/18
24855	02/21/18	Petty Cash Reimbursement 022118D	226-45120.610 SUPPLIES	54.45	15248	02/23/18
16020	02/20/18	Postage Summer Brochure 022018D	226-45110.536 POSTAGE	1800.00	15251	02/23/18
24830	02/13/18	VK Snack 805343	226-45120.610 SUPPLIES	236.82	15258	02/23/18

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Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
24830	REINHART FOODSERVICE	02/13/18 VK Snack 805438	226-45120.610 SUPPLIES	59.90	15258	02/23/18
24830	REINHART FOODSERVICE	02/20/18 VK Snack 808050	226-45120.610 SUPPLIES	90.41	15258	02/23/18
24830	REINHART FOODSERVICE	02/19/18 VK Snack 808409	226-45120.610 SUPPLIES	160.13	15258	02/23/18
24830	REINHART FOODSERVICE	02/19/18 VK Snack 808477	226-45120.610 SUPPLIES	163.14	15258	02/23/18
25185	SANTOR KIRSTEN	02/15/18 Tuition Reimbursement 021518D	226-45110.500 TRAINING, CONF, DUES	932.66	15271	02/23/18
10435	SCREENMYLOGO.COM	02/07/18 Spring Bball Leauge Shirt 16187	226-45115.610 SUPPLIES	520.00	15273	02/23/18
45825	SPARE TIME	01/11/18 Bowling Enrichment 004491	226-45120.330 OTHER PROFESSIONAL SVCS	110.00	15277	02/23/18
45825	SPARE TIME	02/12/18 Bowling Enrichment 004802	226-45120.330 OTHER PROFESSIONAL SVCS	121.00	15277	02/23/18
23495	STUDENT TRANSPORTATION OF	02/19/18 Transportation 100B007593	226-45120.580 TRAVEL	89.63	15280	02/23/18
03905	THE EDGE	01/23/18 Bball Gym Rental 012318D	226-45115.330 OTHER PROFESSIONAL SVCS	165.00	15283	02/23/18
03905	THE EDGE	02/15/18 Rec Bball Gym Rental 021518D	226-45115.330 OTHER PROFESSIONAL SVCS	55.00	15283	02/23/18
25315	VESPA'S PIZZA PASTA & DEL	02/20/18 Rec Bball Pizza 022018D	226-45115.610 SUPPLIES	300.00	15289	02/23/18
23170	CHAMPLAIN OIL CO., INC.	01/31/18 Jan vehicle fuel CL214897	254-43200.626 GAS,GREASE AND OIL	76.37	15160	02/23/18
23435	CHAMPLAIN WATER DISTRICT	01/31/18 VW JAN WATER USAGE 013118D	254-43210.411 CWD WATER PURC - GF	196009.80	15161	02/23/18
23435	CHAMPLAIN WATER DISTRICT	01/31/18 VW JAN WATER USAGE 013118D	254-43200.411 CWD WATER PURCHASE	32887.60	15161	02/23/18
23435	CHAMPLAIN WATER DISTRICT	01/31/18 VW JAN WATER USAGE 013118D	254-43200.412 STATE WATER TAX	783.04	15161	02/23/18
23435	CHAMPLAIN WATER DISTRICT	01/31/18 VW JAN WATER USAGE 013118D	254-43210.412 STATE WATER TAX - GF	4666.90	15161	02/23/18
40025	E J PRESCOTT INC	02/01/18 VW Main St water break 5348064	254-43200.430 WATER LINES MAINT-BREAKS	2697.49	15177	02/23/18
05020	ESSEX JCT VILLAGE OF	01/31/18 VW WATER BILL 0118JK00BSNK	254-43200.410 WATER AND SEWER CHARGE	23.56	15183	02/23/18
14025	LINCOLN NATIONAL LIFE INS	02/09/18 VA life ins village 180209153273	254-43200.210 HEALTH INS & OTHER BENEFIT	72.58	15225	02/23/18
V1775	MCMAMARA- HILL, PETTY/ SU	02/16/18 VA replenish petty cash 180216	254-43200.536 POSTAGE	3.48	15232	02/23/18
03070	MINUTEMAN PRESS	01/31/18 VW Jan ub stuff, seal 47518	254-43200.550 PRINTING AND ADVERTISING	100.01	15235	02/23/18
24960	NORTHEAST DELTA DENTAL	02/15/18 VA Mar dental village 180215	254-43200.210 HEALTH INS & OTHER BENEFIT	124.40	15242	02/23/18
43010	NORTRAX INC	01/30/18 VW back hoe repair 1837187	254-43200.570 MAINTENANCE OTHER	710.29	15244	02/23/18
02970	USA BLUE BOOK INC	02/05/18 VW tools 484073	254-43200.610 SUPPLIES	1622.18	15287	02/23/18

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Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
02970	02/05/18	VW socket kit 484494	254-43200.610 SUPPLIES	464.90	15287	02/23/18
02970	02/05/18	vW valve box cleaner 484495	254-43200.610 SUPPLIES	249.95	15287	02/23/18
38680	02/20/18	VW training class 032318D	254-43200.500 TRAINING, CONFERENCES, DU	24.00	15303	02/23/18
V0248	02/05/18	WW SODIUM HYDROXIDE BULK 247488	255-43200.619 CHEMICALS	7739.56	15141	02/23/18
11375	02/01/18	WW FEB 2018 SERVICE 2745547	255-43200.565 GRIT DISPOSAL	918.66	15151	02/23/18
23170	01/31/18	Jan vehicle fuel CL214897	255-43200.626 GAS, GREASE AND OIL	321.02	15160	02/23/18
23455	01/31/18	WW 82.81 WET TONS 201712ESS	255-43200.568 SLUDGE MANAGEMENT	6854.94	15163	02/23/18
05020	01/31/18	WW WATER BILL-ADMIN 5/8" 0118CATP0001	255-43200.410 WATER AND SEWER CHARGE	68.05	15183	02/23/18
05020	01/31/18	WW WATER BILL-DIGESTER 0118CATP0002	255-43200.410 WATER AND SEWER CHARGE	95.26	15183	02/23/18
05020	01/31/18	WW WATER BILL-DEWATER BLD 0118CATPDEWA	255-43200.410 WATER AND SEWER CHARGE	68.05	15183	02/23/18
05020	01/31/18	WW WATER BILL-FLOW EQ 0118CATPEQBL	255-43200.410 WATER AND SEWER CHARGE	68.05	15183	02/23/18
05020	01/31/18	WW WATER BILL-FILTER BLDG 0118CATPFLTR	255-43200.410 WATER AND SEWER CHARGE	68.05	15183	02/23/18
05020	01/31/18	WW WATER BILL-CONGTROL 2" 0118WWTFCONT	255-43200.410 WATER AND SEWER CHARGE	68.05	15183	02/23/18
V10616	01/29/18	WW BIOXIDE FULL LOAD 903414806	255-43200.619 CHEMICALS	9408.00	15186	02/23/18
19005	02/01/18	WW JANUARY PHONE INTRNET 3953656	255-43200.535 TELEPHONE SERVICES	176.29	15197	02/23/18
19190	02/08/18	WW NITROGEN GAS BLANK 544016	255-43200.570 MAINTENANCE OTHER	60.00	15208	02/23/18
14025	02/09/18	VA life ins village 180209153273	255-43200.210 HEALTH INS & OTHER BENEFIT	250.16	15225	02/23/18
10220	01/31/18	WW FILTER BLDG-AGAIN 152953	255-43200.570 MAINTENANCE OTHER	284.00	15238	02/23/18
24960	02/15/18	VA Mar dental village 180215	255-43200.210 HEALTH INS & OTHER BENEFIT	428.78	15242	02/23/18
V2159	02/07/18	WW BULK SOD. HYPOCHLORITE 318718	255-43200.619 CHEMICALS	4067.56	15281	02/23/18
33850	01/30/18	SA 888441 ROW LEASE 9500182397	256-14301.000 PREPAID EXPENSES	33.38	15158	02/23/18
33850	01/30/18	SA 888441 ROW LEASE 9500182397	256-43200.441 RIGHT OF WAY AGREEMENTS	16.62	15158	02/23/18
23170	01/31/18	Jan vehicle fuel CL214897	256-43200.626 GAS, GREASE AND OIL	165.38	15160	02/23/18
05020	01/31/18	WW WATER BILL-HS PUMP STA 0118COLHSPS	256-43200.410 WATER AND SEWER CHARGE	68.05	15183	02/23/18
14025	02/09/18	VA life ins village 180209153273	256-43200.210 HEALTH INS & OTHER BENEFIT	116.13	15225	02/23/18

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Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
03070	01/31/18	MINUTEMAN PRESS VW Jan ub stuff, seal 47518	256-43200.550 PRINTING AND ADVERTISING	200.03	15235	02/23/18
24960	02/15/18	NORTHEAST DELTA DENTAL VA Mar dental village 180215	256-43200.210 HEALTH INS & OTHER BENEFIT	199.05	15242	02/23/18
11555	01/30/18	RUSSELL RESOURCES INC SA TOP MOUNT STA FILTERS 183232	256-43200.434 PUMP STATION MAINTENANCE	114.42	15266	02/23/18
30210	02/07/18	VT LEAGUE OF CITIES & TOW SA line backup deductible 20171265GO3	256-43200.436 SANIT. LINE BACK-UP CLEAN	1000.00	15297	02/23/18
Report Total				316572.82		

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Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
07305	02/14/18	ST ametalene 9072799424	210-43110.610 SUPPLIES	154.00	15314	03/02/18
07155	02/08/18	ST salt 0550400	210-43125.610 WINTER MAINTENANCE	1501.90	15316	03/02/18
07155	02/09/18	ST salt 0551250	210-43125.610 WINTER MAINTENANCE	1485.91	15316	03/02/18
07155	02/12/18	ST salt 0552006	210-43125.610 WINTER MAINTENANCE	5927.67	15316	03/02/18
23190	02/22/18	ST plow frame W14416	210-43110.432 VEHICLE MAINTENANCE	520.00	15318	03/02/18
00530	02/14/18	BL books B5237354	210-45551.610 SUPPLIES	1.80	15320	03/02/18
00530	02/14/18	BL books B5237354	210-45551.640 ADULT COLLECTION-PRINT &	23.44	15320	03/02/18
00530	02/14/18	BL books B5237673	210-45551.640 ADULT COLLECTION-PRINT &	78.22	15320	03/02/18
00530	02/14/18	BL books B5237673	210-45551.610 SUPPLIES	4.50	15320	03/02/18
00530	02/14/18	BL books B5237686	210-45551.610 SUPPLIES	2.70	15320	03/02/18
00530	02/14/18	BL books B5237686	210-45551.641 JUVEN COLLECTION-PRNT & E	24.67	15320	03/02/18
00530	02/14/18	BL books B5237818	210-45551.641 JUVEN COLLECTION-PRNT & E	41.18	15320	03/02/18
00530	02/14/18	BL books B5237818	210-45551.610 SUPPLIES	3.60	15320	03/02/18
00530	02/19/18	BL books B5241049	210-45551.641 JUVEN COLLECTION-PRNT & E	32.54	15320	03/02/18
00530	02/19/18	BL books B5241049	210-45551.610 SUPPLIES	1.80	15320	03/02/18
00530	02/19/18	BL books B5241081	210-45551.610 SUPPLIES	17.10	15320	03/02/18
00530	02/19/18	BL books B5241081	210-45551.641 JUVEN COLLECTION-PRNT & E	247.24	15320	03/02/18
00530	02/19/18	BL books B5241193	210-45551.641 JUVEN COLLECTION-PRNT & E	169.61	15320	03/02/18
00530	02/19/18	BL books B5241193	210-45551.610 SUPPLIES	18.00	15320	03/02/18
03000	02/11/18	ST salt 2903937550	210-43125.610 WINTER MAINTENANCE	1528.93	15322	03/02/18
03000	02/12/18	ST salt 2903940904	210-43125.610 WINTER MAINTENANCE	2273.47	15322	03/02/18
23525	02/06/18	ST DEF 25 400205	210-43110.626 GAS, GREASE AND OIL	31.96	15325	03/02/18
23525	02/14/18	ST DEF 400529	210-43110.626 GAS, GREASE AND OIL	23.97	15325	03/02/18
04940	02/12/18	ST internet, cable 0091811 2/12	210-43110.610 SUPPLIES	165.05	15327	03/02/18
04940	02/12/18	ST internet, cable 0091811 2/12	210-43125.610 WINTER MAINTENANCE	27.79	15327	03/02/18

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
00600	02/21/18	LH safe door repair 41208	210-41940.434 MAINT. BUILDINGS/GROUNDS	94.00	15334	03/02/18
25715	02/23/18	Ethan Allen/West St ext 02231817811	210-41335.813 MATCHING GRANT FUNDS	158.00	15335	03/02/18
40025	02/14/18	ST MH cover 5348557	210-43151.430 STORM SEWER MAINTENANCE	380.00	15336	03/02/18
V0797	02/21/18	LH boiler repair 912736	210-41940.434 MAINT. BUILDINGS/GROUNDS	149.00	15341	03/02/18
25390	02/16/18	EJRP CC 021618D	210-45110.340 COMPUTER EXPENSES	-2.90	15342	03/02/18
25390	02/16/18	EJRP CC 021618D	210-45110.340 COMPUTER EXPENSES	11.03	15342	03/02/18
21845	01/19/18	BL youth program 011918A	210-45551.837 CHILDRENS PROGRAMS	8.15	15343	03/02/18
21845	01/25/18	BL min finance fee 012518B	210-15101.000 EXCHANGE - GENERAL	-1.75	15343	03/02/18
21845	01/31/18	BL youth programs 013118C	210-45551.837 CHILDRENS PROGRAMS	6.87	15343	03/02/18
21845	01/31/18	BL tapestry 013118D	210-45551.434 MAINT. BUILDINGS/GROUNDS	71.99	15343	03/02/18
21845	01/31/18	BL owls 013118E	210-45551.837 CHILDRENS PROGRAMS	34.05	15343	03/02/18
21845	02/09/18	BL refreshments 020918F	210-45551.837 CHILDRENS PROGRAMS	8.27	15343	03/02/18
21845	02/15/18	BL computer expenses 021618G	210-45551.340 COMPUTER EXPENSES	116.60	15343	03/02/18
21740	01/19/18	Min finance fee credit 011919D-C	210-15101.000 EXCHANGE - GENERAL	-1.75	15344	03/02/18
25410	01/25/18	Min finance fee credit 012518A	210-15101.000 EXCHANGE - GENERAL	-2.67	15345	03/02/18
19005	02/15/18	ST tel service 3987940	210-43110.535 TELEPHONE SERVICES	35.93	15347	03/02/18
16000	02/19/18	ST car wash 293209057	210-43110.610 SUPPLIES	69.98	15348	03/02/18
34895	02/01/18	ST trash 1281668	210-43110.565 RUBBISH REMOVAL	85.52	15351	03/02/18
34895	02/01/18	ST trash 1281670	210-43110.565 RUBBISH REMOVAL	415.77	15351	03/02/18
34895	02/01/18	ST trash 1281796	210-43110.565 RUBBISH REMOVAL	55.27	15351	03/02/18
04035	01/30/18	ST SHOVEL 46144	210-43110.610 SUPPLIES	47.98	15352	03/02/18
07010	02/08/18	Electric 020818D	210-45220.622 ELECTRICAL SERVICE	316.09	15353	03/02/18
07010	02/08/18	Electric 020818D1	210-45220.622 ELECTRICAL SERVICE	1511.27	15353	03/02/18
07010	02/13/18	VA Feb consolidated bill 02180206201	210-43160.622 STREET LIGHTS - ELECTRICI	10222.02	15355	03/02/18
07010	02/13/18	VA Feb consolidated bill 02180206201	210-45551.622 ELECTRICAL SERVICE	1206.47	15355	03/02/18

Vendor	Invoice Date	Invoice Description	Invoice Number	Account	Amount Paid	Check Number	Check Date
07010	02/13/18	VA Feb consolidated bill	02180206201	210-43123.622	480.92	15355	03/02/18
				TRAFFIC LIGHTS - ELECTRIC			
07010	02/13/18	VA Feb consolidated bill	02180206201	210-42220.622	664.37	15355	03/02/18
				ELECTRICAL SERVICE			
07010	02/13/18	VA Feb consolidated bill	02180206201	210-43110.622	387.61	15355	03/02/18
				ELECTRICAL SERVICE			
07010	02/13/18	VA Feb consolidated bill	02180206201	210-41940.622	664.37	15355	03/02/18
				ELECTRICAL SERVICE			
07010	02/20/18	PSS 1/18-2/20/18	022018D PSS	210-41940.624	308.48	15356	03/02/18
				PARK ST. ELECTRICITY			
27150	01/31/18	ST sand	01312018	210-43125.610	294.17	15360	03/02/18
				WINTER MAINTENANCE			
21865	02/20/18	ST pressure treated wood	29801	210-43110.610	140.25	15367	03/02/18
				SUPPLIES			
21865	02/20/18	ST clamp w/ bolt	29802	210-43110.610	21.00	15367	03/02/18
				SUPPLIES			
04040	02/14/18	ST credit plow blades	PC21919	210-43110.610	-830.06	15369	03/02/18
				SUPPLIES			
04040	02/14/18	ST plow blades	PC21920	210-43110.610	625.00	15369	03/02/18
				SUPPLIES			
04040	02/14/18	ST plow blades	PC21921	210-43110.610	310.00	15369	03/02/18
				SUPPLIES			
19310	12/19/17	BL training	0000005221	210-45551.500	200.00	15374	03/02/18
				TRAINING, CONFERENCES, DU			
24855	02/27/18	Petty Cash Reimbursement	022718D	210-45110.340	296.80	15378	03/02/18
				COMPUTER EXPENSES			
24030	02/27/18	TM replenish petty cash	022718D	210-41320.330	11.31	15379	03/02/18
				OTHER PROFESSIONAL SERVIC			
23465	02/21/18	AD 3/20-6/19/18	3305497679	210-41320.442	281.88	15380	03/02/18
				LEASED SERVICES			
V1816	11/20/17	AD permit fee	675	210-41320.536	225.00	15381	03/02/18
				POSTAGE			
02050	02/14/18	ST plugs	021418 9	210-43110.432	25.00	15386	03/02/18
				VEHICLE MAINTENANCE			
25480	12/05/17	ST bolts	41918	210-43123.622	334.53	15389	03/02/18
				TRAFFIC LIGHTS - ELECTRIC			
43320	02/22/18	AD banner updates	5990	210-14301.000	45.00	15390	03/02/18
				PREPAID EXPENSES			
43320	02/22/18	AD banner updates	5990	210-41320.530	90.00	15390	03/02/18
				COMMUNICATIONS			
11345	02/16/18	VA 3 way manifold	013678	210-43110.610	40.44	15391	03/02/18
				SUPPLIES			
00275	02/23/18	AD lawn signs for taxes	10750	210-41320.610	75.00	15392	03/02/18
				SUPPLIES			
29835	02/21/18	ST brush	62124	210-43110.610	97.54	15393	03/02/18
				SUPPLIES			
29835	02/21/18	ST blue tape	62140	210-43110.610	6.29	15393	03/02/18
				SUPPLIES			
23855	01/30/18	ST REPAIR	SSCINV293620	210-43110.432	666.42	15397	03/02/18
				VEHICLE MAINTENANCE			

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Vendor	Invoice Date	Invoice Description	Invoice Number	Account	Amount Paid	Check Number	Check Date
V2124	02/06/18	STAPLES ADVANTAGE ST office supplies	3368490611	210-43110.610 SUPPLIES	236.66	15398	03/02/18
V2124	02/05/18	STAPLES ADVANTAGE AD/CD supplies	3368490612	210-41320.610 SUPPLIES	119.24	15398	03/02/18
V2124	02/05/18	STAPLES ADVANTAGE AD/CD supplies	3368490612	210-41970.610 SUPPLIES	58.73	15398	03/02/18
36825	11/29/17	THE SMALL ENGINE CO INC ST gasket	076204	210-43110.570 MAINTENANCE OTHER	4.00	15402	03/02/18
21000	02/21/18	UNIFIRST CORPORATION BL mats	0361861574	210-45551.434 MAINT. BUILDINGS/GROUNDS	45.40	15404	03/02/18
29825	02/21/18	VT GAS SYSTEMS VA 1/16-2/15/18 nat gas	022018D	210-43110.623 HEATING/NATURAL GAS	647.33	15406	03/02/18
29825	02/21/18	VT GAS SYSTEMS VA 1/16-2/15/18 nat gas	022018D	210-45551.623 HEATING/NATURAL GAS	1050.69	15406	03/02/18
29825	02/21/18	VT GAS SYSTEMS VA 1/16-2/15/18 nat gas	022018D	210-42220.623 HEATING/NATURAL GAS	826.11	15406	03/02/18
29825	02/21/18	VT GAS SYSTEMS VA 1/16-2/15/18 nat gas	022018D	210-41940.623 HEATING/NATURAL GAS	931.57	15406	03/02/18
29825	02/21/18	VT GAS SYSTEMS Aspire & Maint Gas	022118D	210-45220.623 HEATING/NATURAL GAS	654.56	15407	03/02/18
29825	02/21/18	VT GAS SYSTEMS Admin Building Gas	022118D1	210-45220.623 HEATING/NATURAL GAS	415.44	15408	03/02/18
29825	02/21/18	VT GAS SYSTEMS PSS 1/17-02/15/18	2262012 2/21	210-41940.625 PARK ST. SCHOOL NAT GAS	495.36	15409	03/02/18
30210	11/28/17	VT LEAGUE OF CITIES & TOW VA Q22018 unemp ins	26746Q2	210-20215.000 STATE UNEMPLOYMENT PAYABL	373.00	15414	03/02/18
07565	01/17/18	W B MASON CO INC VF INK TONER	5036315	210-42220.610 SUPPLIES	-108.99	15416	03/02/18
07565	02/14/18	W B MASON CO INC Credit	CR5138006	210-45220.610 SUPPLIES	-23.98	15416	03/02/18
07565	02/07/18	W B MASON CO INC Cleaning Supplies	I52220584	210-45220.610 SUPPLIES	47.96	15416	03/02/18
07565	02/13/18	W B MASON CO INC Cleaning Supplies	I52393990	210-45220.610 SUPPLIES	15.65	15416	03/02/18
07565	02/14/18	W B MASON CO INC Office Supplies	I52440136	210-45110.610 SUPPLIES	29.29	15416	03/02/18
07565	02/20/18	W B MASON CO INC Park Street Cleaning	I52584238	210-45220.610 SUPPLIES	217.05	15416	03/02/18
25190	02/19/18	A C MOORE ARTS & CRAFTS A VK Supplies	261315	226-45120.610 SUPPLIES	7.40	15313	03/02/18
25190	02/25/18	A C MOORE ARTS & CRAFTS A VK Supplies	271784	226-45120.610 SUPPLIES	40.73	15313	03/02/18
25190	02/27/18	A C MOORE ARTS & CRAFTS A VK Supplies	448299	226-45120.610 SUPPLIES	120.95	15313	03/02/18
44065	02/21/18	COLCHESTER PARKS & RECREA Rec Bball Tourney	002	226-45115.610 SUPPLIES	130.00	15326	03/02/18
19285	02/22/18	ESSEX JUNCTION LITTLE LEA Registrations	022218D	226-45115.330 OTHER PROFESSIONAL SVCS	5211.25	15338	03/02/18
25390	02/16/18	FIRST NATIONAL BANK OMAHA EJRP CC	021618D	226-45115.610 SUPPLIES	109.86	15342	03/02/18

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Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
25390	02/16/18	FIRST NATIONAL BANK OMAHA EJRP CC 021618D	226-45115.610 SUPPLIES	73.27	15342	03/02/18
25390	02/16/18	FIRST NATIONAL BANK OMAHA EJRP CC 021618D	226-45120.330 OTHER PROFESSIONAL SVCS	15.00	15342	03/02/18
25390	02/16/18	FIRST NATIONAL BANK OMAHA EJRP CC 021618D	226-45110.536 POSTAGE	98.00	15342	03/02/18
25390	02/16/18	FIRST NATIONAL BANK OMAHA EJRP CC 021618D	226-45115.550 PRINTING & ADVERTISING	90.00	15342	03/02/18
25390	02/16/18	FIRST NATIONAL BANK OMAHA EJRP CC 021618D	226-45115.610 SUPPLIES	2.12	15342	03/02/18
25915	02/21/18	GALLO ROSHELLE VK Supply Reimbursement 022118D	226-45120.610 SUPPLIES	162.60	15350	03/02/18
25915	02/26/18	GALLO ROSHELLE Supply Reimbursement 022618D	226-45120.610 SUPPLIES	42.28	15350	03/02/18
19300	12/13/17	HARD ROCK CAFE DC Hard Rock Deposit HRC0038472	226-45115.330 OTHER PROFESSIONAL SVCS	660.00	15358	03/02/18
41950	02/21/18	OCCUPATIONAL HEALTH CENTE CDL Physical 1205908203	226-45120.330 OTHER PROFESSIONAL SVCS	159.50	15376	03/02/18
24855	02/27/18	PETTY CASH - CAITLIN FAY Petty Cash Reimbursement 022718D	226-45120.610 SUPPLIES	45.05	15378	03/02/18
24830	02/26/18	REINHART FOODSERVICE Vacation Camp Snack 810612	226-45120.610 SUPPLIES	59.89	15382	03/02/18
24830	02/26/18	REINHART FOODSERVICE Vacation Camp Snack 811938	226-45120.610 SUPPLIES	181.20	15382	03/02/18
41180	02/13/18	S&S WORLDWIDE VK Supplies 10085848	226-45120.610 SUPPLIES	35.28	15388	03/02/18
41180	02/13/18	S&S WORLDWIDE VK Supplies 10086183	226-45120.610 SUPPLIES	145.14	15388	03/02/18
19290	03/03/18	SMOKEY NEWFIELD PROJECT L Winter Carnival Music 030318D	226-45115.330 OTHER PROFESSIONAL SVCS	150.00	15394	03/02/18
19295	02/16/18	SOLO First Aid Course Deposit 021618D	226-45115.330 OTHER PROFESSIONAL SVCS	800.00	15395	03/02/18
02940	02/21/18	SOUTH BURLINGTON REC DEPT Rec Bball Tourney 2018-06	226-45115.610 SUPPLIES	65.00	15396	03/02/18
07565	02/14/18	W B MASON CO INC Program Supplies I52432984	226-45115.610 SUPPLIES	56.62	15416	03/02/18
07565	02/16/18	W B MASON CO INC Markers I52512165	226-45115.610 SUPPLIES	4.79	15416	03/02/18
02035	01/31/18	BURLINGTON FREE PRESS ST ad for stormwater proj 6260230	230-46801.715 Fairview Main St ERP	73.50	15321	03/02/18
25715	02/23/18	DONALD L. HAMLIN CONSULT CD Crescent conn EJ stp 5 02231812833	230-46801.008 CRESCENT CONNECTOR	1087.50	15335	03/02/18
25715	02/23/18	DONALD L. HAMLIN CONSULT cD Pearl St link stp 5300 02231817820	230-46801.007 PEARL ST. LINKING SIDEWAL	3475.95	15335	03/02/18
05010	01/25/18	LYNN PUBLICATIONS ST ad for stormwater proj 122783	230-46801.715 Fairview Main St ERP	32.00	15370	03/02/18
27420	02/15/18	DAVE WHITCOMB'S SERVICE VW hydro pak 55370	254-43200.570 MAINTENANCE OTHER	34.73	15333	03/02/18
24045	02/12/18	EMPIRE JANITORIAL SUPPLY VW vac 19825	254-43200.610 SUPPLIES	771.00	15337	03/02/18

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37875	FLEETPRIDE	02/15/18 VW hydro pak 92290132	254-43200.570 MAINTENANCE OTHER	101.90	15349	03/02/18
07010	GREEN MOUNTAIN POWER CORP	02/13/18 VA Feb consolidated bill 02180206201	254-43200.622 ELECTRICAL SERVICE	81.96	15355	03/02/18
24620	MILTON RENTAL AND SALES	02/15/18 VW hydro pak 1557457	254-43200.570 MAINTENANCE OTHER	37.87	15372	03/02/18
24620	MILTON RENTAL AND SALES	02/15/18 VW hydro pak 1557460	254-43200.570 MAINTENANCE OTHER	7.27	15372	03/02/18
11345	SANITARY EQUIPMENT CO INC	02/16/18 VA 3 way manifold 013678	254-43200.610 SUPPLIES	6.74	15391	03/02/18
02970	USA BLUE BOOK INC	02/12/18 VW valve box cleaners 490554	254-43200.610 SUPPLIES	229.44	15405	03/02/18
29825	VT GAS SYSTEMS	02/21/18 VA 1/16-2/15/18 nat gas 022018D	254-43200.623 HEATING/NATURAL GAS	457.02	15406	03/02/18
VI0609	2G ENERGY INC.	02/09/18 WW main gas valve 415081800063	255-43200.570 MAINTENANCE OTHER	2428.19	15312	03/02/18
45365	ATLAS COPCO COMPRESSORS L	02/21/18 WW blower 3 specialty oil 35162	255-43200.570 MAINTENANCE OTHER	1121.26	15317	03/02/18
38955	F W WEBB COMPANY	02/15/18 WW stock, chemical feed 57867234	255-43200.570 MAINTENANCE OTHER	807.36	15339	03/02/18
21740	FIRST NATIONAL BANK OMAHA	01/24/18 WW hotel NEWEA conf 012418D	255-43200.500 TRAINING, CONFERENCES, DU	700.44	15344	03/02/18
21740	FIRST NATIONAL BANK OMAHA	01/29/18 WW drop box renewal 012918C	255-43200.610 SUPPLIES	99.00	15344	03/02/18
21740	FIRST NATIONAL BANK OMAHA	01/29/18 WW Free Press 012918D	255-43200.610 SUPPLIES	22.00	15344	03/02/18
21740	FIRST NATIONAL BANK OMAHA	01/30/18 WW ups 2727,2792 013018D	255-43200.570 MAINTENANCE OTHER	11.77	15344	03/02/18
07010	GREEN MOUNTAIN POWER CORP	02/20/18 WW 1/18-2/20/18 0218013247	255-43200.622 ELECTRICAL SERVICE	6330.38	15354	03/02/18
09050	HACH COMPANY	02/05/18 WW lab reagents 10823867	255-43200.618 SUPPLIES - LABORATORY	1538.18	15357	03/02/18
V9769	KEMIRA WATER SOLUTIONS	02/20/18 WW ferrous chloride bulk 9017580079	255-43200.619 CHEMICALS	3406.07	15365	03/02/18
VI0347	L & R PEST ELIMINATION SE	02/15/18 WW monthly rodent svc 155673	255-43200.570 MAINTENANCE OTHER	70.00	15366	03/02/18
VI423	MAHER CORPORATION	02/16/18 WW chemical feed pump mnt 25154	255-43200.570 MAINTENANCE OTHER	1178.38	15371	03/02/18
10220	NEW ENGLAND AIR SYSTEMS L	02/13/18 WW filter bldg hv switch 153142	255-43200.570 MAINTENANCE OTHER	340.66	15373	03/02/18
12265	RICOH USA, INC	02/19/18 WW monthly copier plus 100175421	255-43200.618 SUPPLIES - LABORATORY	368.40	15385	03/02/18
11345	SANITARY EQUIPMENT CO INC	02/16/18 VA 3 way manifold 013678	255-43200.610 SUPPLIES	6.74	15391	03/02/18
43260	ULINE	02/16/18 WW inventory bins 94965843	255-43200.570 MAINTENANCE OTHER	260.92	15403	03/02/18
02970	USA BLUE BOOK INC	02/09/18 WW chemical pumps 489300	255-43200.570 MAINTENANCE OTHER	2404.05	15405	03/02/18
29825	VT GAS SYSTEMS	02/21/18 VA 1/16-2/15/18 nat gas 022018D	255-43200.623 HEATING/NATURAL GAS	3358.56	15406	03/02/18

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07565	02/05/18	W B MASON CO INC WW OFFICE SUPPLIES-PAPER 152147810	255-43200.610 SUPPLIES	39.98	15416	03/02/18
26290	02/23/18	CHAMPLIN ASSOC. INC. SA transponder repair 570	256-43220.001 SUSIE WILSON PS COSTS	142.00	15324	03/02/18
07010	02/13/18	GREEN MOUNTAIN POWER CORP VA Feb consolidated bill 02180206201	256-43220.002 WEST ST PS COSTS	844.27	15355	03/02/18
07010	02/13/18	GREEN MOUNTAIN POWER CORP VA Feb consolidated bill 02180206201	256-43220.001 SUSIE WILSON PS COSTS	650.90	15355	03/02/18
07010	02/13/18	GREEN MOUNTAIN POWER CORP VA Feb consolidated bill 02180206201	256-43200.622 ELECTRICAL SERVICE	1308.35	15355	03/02/18
09050	02/12/18	HACH COMPANY WW bioxide field test 10833962	256-43200.434 PUMP STATION MAINTENANCE	88.75	15357	03/02/18
11345	02/16/18	SANITARY EQUIPMENT CO INC VA 3 way manifold 013678	256-43200.610 SUPPLIES	80.88	15391	03/02/18
14800	02/21/18	TECH GROUP INC WW VPN router license 77272	256-43200.434 PUMP STATION MAINTENANCE	336.60	15400	03/02/18
14800	02/21/18	TECH GROUP INC WW VPN router license 77272	256-43220.002 WEST ST PS COSTS	86.70	15400	03/02/18
14800	02/21/18	TECH GROUP INC WW VPN router license 77272	256-43220.001 SUSIE WILSON PS COSTS	86.70	15400	03/02/18
29825	02/21/18	VT GAS SYSTEMS VA 1/16-2/15/18 nat gas 022018D	256-43200.623 HEATING/NATURAL GAS	141.38	15406	03/02/18
29825	02/21/18	VT GAS SYSTEMS VA 1/16-2/15/18 nat gas 022018D	256-43220.002 WEST ST PS COSTS	38.15	15406	03/02/18
29825	02/21/18	VT GAS SYSTEMS VA 1/16-2/15/18 nat gas 022018D	256-43220.001 SUSIE WILSON PS COSTS	37.34	15406	03/02/18
Report Total				83995.80		

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05290	ADVANCE AUTO PARTS	02/07/18 ST fuel filter 552803844451	210-43110.570 MAINTENANCE OTHER	12.84	15418	03/09/18
05290	ADVANCE AUTO PARTS	02/07/18 ST led lights 552803844486	210-43110.432 VEHICLE MAINTENANCE	8.07	15418	03/09/18
05290	ADVANCE AUTO PARTS	02/07/18 ST additive 552803859470	210-43110.610 SUPPLIES	8.54	15418	03/09/18
05290	ADVANCE AUTO PARTS	02/15/18 ST wire 552804633287	210-43110.610 SUPPLIES	5.69	15418	03/09/18
05290	ADVANCE AUTO PARTS	02/15/18 VWST soldering gun,bat ch 552804644740	210-43110.610 SUPPLIES	20.29	15418	03/09/18
05290	ADVANCE AUTO PARTS	02/19/18 ST o ring asst 552805059812	210-43110.610 SUPPLIES	30.99	15418	03/09/18
05290	ADVANCE AUTO PARTS	02/21/18 ST under coat 552805225973	210-43110.610 SUPPLIES	42.36	15418	03/09/18
05290	ADVANCE AUTO PARTS	02/21/18 ST grinding disc 552805244960	210-43110.610 SUPPLIES	49.50	15418	03/09/18
05290	ADVANCE AUTO PARTS	02/21/18 ST credit 552805244963	210-43110.610 SUPPLIES	-42.36	15418	03/09/18
05290	ADVANCE AUTO PARTS	02/21/18 ST paint 552805244964	210-43110.610 SUPPLIES	39.90	15418	03/09/18
05290	ADVANCE AUTO PARTS	02/21/18 ST exhaust clamp 552805259866	210-43110.432 VEHICLE MAINTENANCE	8.13	15418	03/09/18
05290	ADVANCE AUTO PARTS	02/22/18 ST exhaust clamp 552805333454	210-43110.432 VEHICLE MAINTENANCE	5.89	15418	03/09/18
V0059	AIR CLEANING SYSTEMS INC.	01/18/18 VF couplers 011818D	210-42220.434 MAINT. BUILDINGS/GROUNDS	65.00	15420	03/09/18
07155	AMERICAN ROCK SALT CO LLC	02/05/18 ST salt 0548173	210-43125.610 WINTER MAINTENANCE	3119.85	15425	03/09/18
07155	AMERICAN ROCK SALT CO LLC	02/06/18 ST salt 0548946	210-43125.610 WINTER MAINTENANCE	1485.22	15425	03/09/18
07155	AMERICAN ROCK SALT CO LLC	02/07/18 ST salt 0549682	210-43125.610 WINTER MAINTENANCE	1488.69	15425	03/09/18
07155	AMERICAN ROCK SALT CO LLC	02/20/18 ST salt 0554548	210-43125.610 WINTER MAINTENANCE	4498.74	15425	03/09/18
07155	AMERICAN ROCK SALT CO LLC	02/21/18 ST salt 0554770	210-43125.610 WINTER MAINTENANCE	3023.94	15425	03/09/18
23635	BAY STATE ELEVATOR COMPAN	03/01/18 BL building maint 469000	210-45551.434 MAINT. BUILDINGS/GROUNDS	288.70	15431	03/09/18
10510	BLUE TARP FINANCIAL INC	02/19/18 ST fasteners 717324B	210-43110.432 VEHICLE MAINTENANCE	1.32	15434	03/09/18
10510	BLUE TARP FINANCIAL INC	01/31/18 ST shop supplies 717333C	210-43110.434 MAINT. BUILDINGS/GROUNDS	28.72	15434	03/09/18
10510	BLUE TARP FINANCIAL INC	02/01/18 ST bleach 717334D	210-43110.610 SUPPLIES	9.68	15434	03/09/18
10510	BLUE TARP FINANCIAL INC	02/01/18 VF supplies for shop 717343E	210-42220.610 SUPPLIES	15.73	15434	03/09/18
10510	BLUE TARP FINANCIAL INC	02/06/18 ST hose 717345F	210-43110.610 SUPPLIES	49.49	15434	03/09/18
10510	BLUE TARP FINANCIAL INC	02/16/18 ST bulbs 717375G	210-43110.610 SUPPLIES	15.28	15434	03/09/18

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10510	02/19/18	ST cleaner 717382H	210-43110.610 SUPPLIES	16.79	15434	03/09/18
10510	02/22/18	ST screws 717387J	210-43110.610 SUPPLIES	6.29	15434	03/09/18
10510	02/23/18	ST screws 717393	210-43110.432 VEHICLE MAINTENANCE	6.29	15434	03/09/18
10510	02/23/18	ST drill 717394K	210-43110.610 SUPPLIES	36.85	15434	03/09/18
10510	02/22/18	ST mop head 717395L	210-43110.610 SUPPLIES	11.68	15434	03/09/18
00530	02/13/18	BL books B5236395	210-45551.640 ADULT COLLECTION-PRINT &	21.08	15437	03/09/18
00530	02/19/18	BL books B5241168	210-45551.610 SUPPLIES	1.80	15437	03/09/18
00530	02/19/18	BL books B5241168	210-45551.640 ADULT COLLECTION-PRINT &	29.69	15437	03/09/18
00530	02/20/18	BL books B5242530	210-45551.610 SUPPLIES	1.00	15437	03/09/18
00530	02/20/18	BL books B5242530	210-45551.641 JUVEN COLLECTION-PRNT & E	17.46	15437	03/09/18
00530	02/20/18	BL books B5242540	210-45551.610 SUPPLIES	0.90	15437	03/09/18
00530	02/20/18	BL books B5242540	210-45551.640 ADULT COLLECTION-PRINT &	13.16	15437	03/09/18
00530	02/26/18	BL book B5247396	210-45551.641 JUVEN COLLECTION-PRNT & E	7.00	15437	03/09/18
00530	02/27/18	BL books B5248367	210-45551.641 JUVEN COLLECTION-PRNT & E	249.02	15437	03/09/18
00530	02/27/18	BL books B5248367	210-45551.610 SUPPLIES	18.90	15437	03/09/18
00530	02/27/18	BF books B5248513	210-49345.000 LIBRARY DONATION EXPENDIT	31.49	15437	03/09/18
00530	02/28/18	BL books B5249896	210-45551.641 JUVEN COLLECTION-PRNT & E	238.73	15437	03/09/18
00530	02/28/18	BL books B5249896	210-45551.610 SUPPLIES	18.90	15437	03/09/18
21120	02/14/18	VF physical 00023937	210-42220.566 PHYSICAL EXAMS	340.00	15442	03/09/18
23170	02/28/18	Feb vehicle fuel CL216456	210-42220.626 GAS,GREASE AND OIL	304.50	15443	03/09/18
23170	02/28/18	Feb vehicle fuel CL216456	210-43110.626 GAS,GREASE AND OIL	4089.07	15443	03/09/18
23170	02/28/18	Feb vehicle fuel CL216456	210-45220.626 GAS, GREASE & OIL	152.29	15443	03/09/18
25120	02/08/18	Online Timesheets 244919	210-45110.330 OTHER PROFESSIONAL SVCS	483.00	15448	03/09/18
24305	02/26/18	BL supplies 6320483	210-45551.610 SUPPLIES	114.90	15453	03/09/18
V10657	08/12/16	BL youth programs replace 081216MED	210-45551.837 CHILDRENS PROGRAMS	37.98	15454	03/09/18

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25715	DONALD L. HAMLIN CONSULT	02/23/18 ST Greenwood storm draina	210-43110.576	500.00	15455	03/09/18
		02231817808	ENGINEERING SERVICES			
25715	DONALD L. HAMLIN CONSULT	02/23/18 ST various village projec	210-43110.576	322.61	15455	03/09/18
		02231817810	ENGINEERING SERVICES			
V10576	ECOPIXEL LLC	03/01/18 Feb web host/support	210-41320.530	129.00	15456	03/09/18
		2441	COMMUNICATIONS			
19005	FIRSTLIGHT FIBER	02/15/18 VF telephone svc w/credit	210-42220.535	1.13	15469	03/09/18
		3987961	TELEPHONE SERVICES			
34895	GAUTHIER TRUCKING, INC.	02/20/18 ST rubbish removal	210-41940.565	65.00	15473	03/09/18
		1282755	RUBBISH REMOVAL			
34895	GAUTHIER TRUCKING, INC.	03/01/18 LH Feb service	210-41940.565	155.72	15473	03/09/18
		1287786	RUBBISH REMOVAL			
34895	GAUTHIER TRUCKING, INC.	03/01/18 PSS Feb trash pu 21 PK	210-41940.566	72.03	15473	03/09/18
		1288486	PRK ST SCHL-RUBBISH REM			
25700	GOVERNMENTAL & NONPROFIT	03/02/18 FN CPFO exam Apr 18 Macy	210-41320.500	145.00	15475	03/09/18
		CPFO 04/18	TRAINING, CONFERENCES, DU			
21055	GREEN MOUNTAIN MESSENGER,	02/28/18 BL courier	210-45551.536	120.00	15476	03/09/18
		36484	POSTAGE/DELIVERY			
14910	GROTEN RAPHAEL	03/04/18 BF youth program	210-49345.000	150.00	15479	03/09/18
		03042018	LIBRARY DONATION EXPENDIT			
33195	LIMOGE & SONS GARAGE DOOR	02/21/18 ST big door won't open	210-43110.434	96.95	15488	03/09/18
		59064TE	MAINT. BUILDINGS/GROUNDS			
05010	LYNN PUBLICATIONS	01/11/18 TC/Vlg-E.Allen/WestStPath	210-41335.813	70.12	15493	03/09/18
		122685	MATCHING GRANT FUNDS			
05010	LYNN PUBLICATIONS	02/01/18 CD PC legal ad 2/15	210-41970.550	95.62	15493	03/09/18
		122944	PRINTING AND ADVERTISING			
24620	MILTON RENTAL AND SALES	02/08/18 ST caps	210-43110.432	65.39	15496	03/09/18
		1557264	VEHICLE MAINTENANCE			
24100	PERMA-LINE CORP.OF NEW EN	02/21/18 ST street signs	210-43110.617	83.20	15503	03/09/18
		166668	SIGNS AND POSTS			
18010	REYNOLDS & SON, INC.	02/16/18 VF gloves	210-42220.612	257.85	15510	03/09/18
		3321664	UNIFORMS,BOOTS,ETC			
11345	SANITARY EQUIPMENT CO INC	02/22/18 SA VAC manifold o ring	210-43110.610	39.86	15520	03/09/18
		013972	SUPPLIES			
23855	SOUTHWORTH-MILTON,INC.	02/18/18 ST tail light	210-43110.432	83.83	15523	03/09/18
		INV1213133	VEHICLE MAINTENANCE			
14800	TECH GROUP INC	02/16/18 VF server maint	210-42220.570	30.00	15527	03/09/18
		77261	MAINTENANCE OTHER			
43260	ULINE	03/02/18 BL supplies	210-45551.610	45.28	15531	03/09/18
		95367362	SUPPLIES			
21000	UNIFIRST CORPORATION	02/28/18 LH mat service	210-41940.434	65.80	15532	03/09/18
		0361864056	MAINT. BUILDINGS/GROUNDS			
11935	VIKING-CIVES USA	02/15/18 ST plow blades	210-43110.610	2718.06	15536	03/09/18
		4479920	SUPPLIES			
07565	W B MASON CO INC	02/23/18 ADCD supplies	210-41970.610	31.33	15543	03/09/18
		I52716639	SUPPLIES			
07565	W B MASON CO INC	02/23/18 ADCD supplies	210-41320.610	63.62	15543	03/09/18
		I52716639	SUPPLIES			
25595	AMERICAN RED CROSS	02/14/18 CPR Class Fee	226-45115.330	168.00	15424	03/09/18
		22080632	OTHER PROFESSIONAL SVCS			

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19335	11/30/17	ARK CATERING C/O ANDREA O DC Meal Deposit 50% 113017D	226-45115.330 OTHER PROFESSIONAL SVCS	588.00	15427	03/09/18
13800	03/06/18	BROWN DANIELLE M Enrichment Yoga 030618D	226-45120.330 OTHER PROFESSIONAL SVCS	200.00	15438	03/09/18
03520	01/23/18	ESSEX CINEMAS Movies 012318D	226-45120.580 TRAVEL	279.50	15459	03/09/18
03520	02/27/18	ESSEX CINEMAS Vac Camp Movies 022718D	226-45120.580 TRAVEL	331.50	15459	03/09/18
03520	03/02/18	ESSEX CINEMAS Vac Camp Movies 030218D	226-45120.580 TRAVEL	191.50	15459	03/09/18
07245	02/05/18	GONZO'S INDOOR GOLF CLUB Enrichment Gonzo's 020518D	226-45120.330 OTHER PROFESSIONAL SVCS	50.00	15474	03/09/18
14930	03/06/18	LABRECQUE ROBYN MSP Enrichment 3	226-45120.330 OTHER PROFESSIONAL SVCS	150.00	15486	03/09/18
25035	03/06/18	LIQUID STUDIO Enrichment Design 18029	226-45120.330 OTHER PROFESSIONAL SVCS	75.00	15490	03/09/18
19305	02/22/18	NATIONAL ENTERTAINMENT TE Easter Egg Hunt 180222016	226-45115.610 SUPPLIES	960.00	15498	03/09/18
24855	03/07/18	PETTY CASH - CAITLIN FAY Petty Cash Reimbursement 030718D	226-45115.610 SUPPLIES	12.95	15504	03/09/18
24855	03/07/18	PETTY CASH - CAITLIN FAY Petty Cash Reimbursement 030718D	226-45120.610 SUPPLIES	20.21	15504	03/09/18
24855	03/07/18	PETTY CASH - CAITLIN FAY Petty Cash Reimbursement 030718D	226-45115.610 SUPPLIES	52.70	15504	03/09/18
24855	03/07/18	PETTY CASH - CAITLIN FAY Petty Cash Reimbursement 030718D	226-45120.610 SUPPLIES	32.83	15504	03/09/18
19340	02/23/18	RAMANA PRYOR Refund CMS Cancellation 022318D	226-34781.122 Childcare - DC	342.00	15508	03/09/18
24830	03/05/18	REINHART FOODSERVICE VK Snack 815645	226-45120.610 SUPPLIES	187.15	15509	03/09/18
24830	03/05/18	REINHART FOODSERVICE VK Snack 815647	226-45120.610 SUPPLIES	24.94	15509	03/09/18
24830	03/06/18	REINHART FOODSERVICE VK Snack 816018	226-45120.610 SUPPLIES	142.36	15509	03/09/18
09380	03/06/18	SEGARRA EMY BBF Playgroup 030618D	226-45121.330 OTHER PROFESSIONAL SVCS	180.00	15521	03/09/18
45825	02/28/18	SPARE TIME Vac Camp Bowling 004830	226-45120.580 TRAVEL	240.00	15524	03/09/18
45825	03/05/18	SPARE TIME Enrichment Bowling 004840	226-45120.330 OTHER PROFESSIONAL SVCS	154.00	15524	03/09/18
23495	02/28/18	STUDENT TRANSPORTATION OF Feb Vacation Camp Bus 100B007637	226-45120.580 TRAVEL	854.47	15526	03/09/18
25360	03/02/18	TETRICK, ELLEN Music Program 030218D	226-45121.330 OTHER PROFESSIONAL SVCS	930.00	15528	03/09/18
05290	02/15/18	ADVANCE AUTO PARTS VWST soldering gun,bat ch 552804644740	254-43200.570 MAINTENANCE OTHER	33.06	15418	03/09/18
05290	02/15/18	ADVANCE AUTO PARTS VW hydraulic fit hose 552804659684	254-43200.570 MAINTENANCE OTHER	209.96	15418	03/09/18
05290	02/16/18	ADVANCE AUTO PARTS VW hydro pak 552804744775	254-43200.570 MAINTENANCE OTHER	24.24	15418	03/09/18

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23170	02/28/18	CHAMPLAIN OIL CO., INC. Feb vehicle fuel CL216456	254-43200.626 GAS,GREASE AND OIL	59.09	15443	03/09/18
03280	02/16/18	ENGINEERS CONSTRUCTION IN VW prep, pave base course 27455	254-43200.430 WATER LINES MAINT-BREAKS	19835.00	15457	03/09/18
11345	02/22/18	SANITARY EQUIPMENT CO INC SA VAC manifold o ring 013972	254-43200.610 SUPPLIES	6.64	15520	03/09/18
42625	02/28/18	ALDRICH & ELLIOTT PC WW Feb svc 77544	255-43330.012 ALKALINITY CNTRL INSTALLA	492.99	15421	03/09/18
V10655	02/20/18	AQUAFIX (THE BUGMAN) WW filter fly control 23513	255-43200.619 CHEMICALS	8306.31	15426	03/09/18
10510	01/26/18	BLUE TARP FINANCIAL INC WW sand paper 717319A	255-43200.570 MAINTENANCE OTHER	8.98	15434	03/09/18
23170	02/28/18	CHAMPLAIN OIL CO., INC. Feb vehicle fuel CL216456	255-43200.626 GAS,GREASE AND OIL	128.05	15443	03/09/18
38955	02/22/18	F W WEBB COMPANY WW pvc, clamps 57946857	255-43200.570 MAINTENANCE OTHER	29.08	15462	03/09/18
03160	02/28/18	F & H SENESAC INC WW dewater polymer 19973	255-43200.619 CHEMICALS	6900.00	15501	03/09/18
11345	02/22/18	SANITARY EQUIPMENT CO INC SA VAC manifold o ring 013972	255-43200.610 SUPPLIES	6.64	15520	03/09/18
V10663	02/28/18	THERRIEN'S BOILER & MECHA WW boiler check/relay svc 12118	255-43200.570 MAINTENANCE OTHER	385.30	15529	03/09/18
23170	02/28/18	CHAMPLAIN OIL CO., INC. Feb vehicle fuel CL216456	256-43200.626 GAS,GREASE AND OIL	201.94	15443	03/09/18
12775	02/28/18	PRATT & SMITH ELECTRICAL SA emergency svc transduc 7178	256-43220.001 SUSIE WILSON PS COSTS	142.50	15506	03/09/18
11345	02/22/18	SANITARY EQUIPMENT CO INC SA VAC manifold o ring 013972	256-43200.610 SUPPLIES	79.72	15520	03/09/18
02970	02/21/18	USA BLUE BOOK INC SA West air release 498612	256-43220.002 WEST ST PS COSTS	532.13	15534	03/09/18
30210	02/16/18	VT LEAGUE OF CITIES & TOW SA line back up clean 20171278	256-43200.436 SANIT. LINE BACK-UP CLEAN	1000.00	15541	03/09/18

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Report Total

70485.11

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
210-31101.000 PROPERTY TAXES-CURRENT	3,285,170.00	1,787,819.06	1,497,350.94	54.42%	0.00
210-33546.000 STATE FOR VT PILOT & CURR	2,000.00	5,361.53	-3,361.53	268.08%	5,361.53
210-33582.000 ESSEX TOWN CONTRIB. TO LI	15,000.00	0.00	15,000.00	0.00%	0.00
210-33582.001 TOWN STORMWATER PAYMENT	61,460.00	30,730.00	30,730.00	50.00%	0.00
210-33582.002 TOWN STREET DEPT PAYMENT	1,059,989.00	529,994.50	529,994.50	50.00%	0.00
210-34130.000 LICENSE AND ZONING FEE	58,000.00	15,305.00	42,695.00	26.39%	1,095.00
210-34131.000 WHITCOMB FARM SOLAR PILOT	5,000.00	0.00	5,000.00	0.00%	0.00
210-34221.000 MISCELLANEOUS FIRE RECEIP	20.00	0.00	20.00	0.00%	0.00
210-35130.000 STATE DISTRICT COURT FINE	1,000.00	502.50	497.50	50.25%	0.00
210-36102.000 INTEREST EARNINGS	1,500.00	1,145.15	354.85	76.34%	0.00
210-36201.000 PARKING SPACE FEES	4,800.00	3,200.00	1,600.00	66.67%	0.00
210-36400.000 BLOCK PARTY CONTRIBUTIONS	1,500.00	0.00	1,500.00	0.00%	0.00
210-36603.000 MISC. - UNCLASSIFIED RECE	2,000.00	2,293.01	-293.01	114.65%	-4.40
210-36605.000 MISCELLANEOUS STREET RECE	4,000.00	2,756.00	1,244.00	68.90%	689.00
210-36606.000 MISCELLANEOUS LIBRARY REC	500.00	400.00	100.00	80.00%	140.00
210-36606.010 REC & PARK NON-RES FEES	22,000.00	3,577.74	18,422.26	16.26%	219.20
210-39154.000 SERVICE FEE - WATER	92,948.00	46,474.00	46,474.00	50.00%	0.00
210-39155.000 SERVICE FEE - WWTP	46,474.00	23,237.00	23,237.00	50.00%	0.00
210-39156.000 SERVICE FEE - SANITATION	92,948.00	46,474.00	46,474.00	50.00%	0.00
210-395 UNBUDGETED REVENUE					
210-39508.000 DONATIONS TO LIBRARY	0.00	10,632.11	-10,632.11	100.00%	325.00
210-39508.001 BROWNELL LIBRARY GRANTS	0.00	635.00	-635.00	100.00%	0.00
210-39581.000 MISCELLANEOUS STATE GRANT	0.00	650.00	-650.00	100.00%	0.00
210-39590.001 ADULT REPLACEMENT RECEIPT	0.00	1,233.09	-1,233.09	100.00%	0.00
210-39590.002 JUVENILE REPLACEMENT RECE	0.00	505.00	-505.00	100.00%	0.00
Total UNBUDGETED REVENUE	0.00	13,655.20	-13,655.20	100.00%	325.00
Total Revenues	4,756,309.00	2,512,924.69	2,243,384.31	52.83%	7,825.33
210-41 GENERAL GOVERNMENT					
210-413 GENERAL EXPENSES					
210-41320 ADMINISTRATION					
210-41320.1 ADMIN SALARIES					
210-41320.110 SALARIES REGULAR	195,666.00	132,370.64	63,295.36	67.65%	21,169.00
210-41320.130 SALARIES OVERTIME	3,500.00	5,651.28	-2,151.28	161.47%	481.46
210-41320.140 SALARIES PART TIME	19,234.00	4,960.02	14,273.98	25.79%	541.18
210-41320.150 MANAGER CONTRACT	66,835.00	44,576.64	22,258.36	66.70%	5,572.08
Total ADMIN SALARIES	285,235.00	187,558.58	97,676.42	65.76%	27,763.72
210-41320.2 ADMIN BENEFITS					
210-41320.210 HEALTH INS & OTHER BENEFIT	58,044.00	41,300.62	16,743.38	71.15%	5,518.09
210-41320.220 SOCIAL SECURITY	17,096.00	11,739.38	5,356.62	68.67%	1,729.33
210-41320.226 WORKERS COMP INSURANCE	774.00	431.14	342.86	55.70%	67.62
210-41320.230 RETIREMENT	19,567.00	12,887.96	6,679.04	65.87%	2,015.34
210-41320.250 UNEMPLOYMENT INSURANCE	317.00	116.63	200.37	36.79%	67.62
210-41320.291 HEALTH IMPROV PROGRAMS	1,600.00	0.00	1,600.00	0.00%	0.00
Total ADMIN BENEFITS	97,398.00	66,475.73	30,922.27	68.25%	9,398.00

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210-41320.310 BOARD MEMBER FEES	2,500.00	1,250.00	1,250.00	50.00%	0.00
210-41320.320 LEGAL SERVICES	15,000.00	10,906.50	4,093.50	72.71%	1,072.50
210-41320.330 OTHER PROFESSIONAL SERVIC	16,000.00	10,229.42	5,770.58	63.93%	0.00
210-41320.335 AUDIT	6,063.00	6,063.75	-0.75	100.01%	-962.50
210-41320.340 COMPUTER EXPENSES	4,000.00	4,785.51	-785.51	119.64%	493.12
210-41320.442 LEASED SERVICES	4,000.00	2,808.53	1,191.47	70.21%	280.60
210-41320.500 TRAINING, CONFERENCES, DU	9,300.00	2,359.45	6,940.55	25.37%	72.18
210-41320.521 LIABILITY & PROPERTY INS.	7,140.00	5,822.39	1,317.61	81.55%	0.00
210-41320.522 PUBLIC OFFICIALS LIABILIT	6,172.00	5,955.75	216.25	96.50%	0.00
210-41320.530 COMMUNICATIONS	19,167.00	10,038.57	9,128.43	52.37%	370.95
210-41320.535 TELEPHONE SERVICES	1,980.00	1,254.27	725.73	63.35%	140.89
210-41320.536 POSTAGE	3,500.00	929.96	2,570.04	26.57%	8.12
210-41320.550 PRINTING AND ADVERTISING	5,500.00	886.74	4,613.26	16.12%	205.74
210-41320.560 TRUSTEES EXPENDITURES	4,000.00	1,544.75	2,455.25	38.62%	704.14
210-41320.571 PAY & CLASSIFICATION STUD	6,047.00	10,821.00	-4,774.00	178.95%	10,821.00
210-41320.572 INTERVIEW COSTS	0.00	10.98	-10.98	100.00%	10.98
210-41320.580 TRAVEL	2,000.00	0.00	2,000.00	0.00%	0.00
210-41320.610 SUPPLIES	6,000.00	3,660.21	2,339.79	61.00%	168.34
210-41320.820 ELECTIONS	1,500.00	0.00	1,500.00	0.00%	0.00
210-41320.835 HOLIDAY EXPENSE	1,000.00	200.00	800.00	20.00%	0.00
Total ADMINISTRATION	503,802.00	333,562.09	169,939.91	66.25%	50,547.78
210-41335 ECONOMIC DEVELOPMENT					
210-41335.1 ECON DEV SALARIES					
210-41335.110 SALARIES REGULAR	31,060.00	19,861.65	11,198.35	63.95%	2,986.52
210-41335.130 SALARIES OVERTIME	0.00	149.33	-149.33	100.00%	149.33
210-41335.140 SALARIES PART TIME	4,950.00	0.00	4,950.00	0.00%	0.00
Total ECON DEV SALARIES	36,010.00	20,010.98	15,999.02	58.57%	3,135.85
210-41335.2 ECON DEV BENEFITS					
210-41335.210 HEALTH INS & OTHER BENEFIT	19,348.00	12,562.67	6,785.33	64.93%	1,687.59
210-41335.220 SOCIAL SECURITY	2,782.00	1,558.64	1,223.36	56.03%	240.07
210-41335.226 WORKERS COMP INSURANCE	129.00	60.08	68.92	46.57%	9.40
210-41335.230 RETIREMENT	3,106.00	1,982.50	1,123.50	63.83%	298.70
210-41335.250 UNEMPLOYMENT INSURANCE	126.00	6.84	119.16	5.43%	0.00
Total ECON DEV BENEFITS	25,491.00	16,170.73	9,320.27	63.44%	2,235.76
210-41335.521 LIABILITY & PROPERTY INS.	204.00	299.46	-95.46	146.79%	0.00
210-41335.810 COMMUNITY EVENTS & PROGRA	4,000.00	2,582.85	1,417.15	64.57%	0.00
210-41335.811 ANNUAL SUPPORT OF ORGNIZA	7,700.00	7,581.00	119.00	98.45%	0.00
210-41335.812 NEW PROGRAMS	2,500.00	1,500.00	1,000.00	60.00%	0.00
210-41335.813 MATCHING GRANT FUNDS	10,000.00	499.69	9,500.31	5.00%	354.27
210-41335.835 BLOCK PARTY EXPENSE	7,000.00	6,874.42	125.58	98.21%	3.90
Total ECONOMIC DEVELOPMENT	92,905.00	55,519.13	37,385.87	59.76%	5,729.78
Total GENERAL EXPENSES	596,407.00	389,081.22	207,325.78	65.24%	56,277.56

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210-41940 LINCOLN HALL					
210-41940.410 WATER AND SEWER CHARGE	1,000.00	615.77	384.23	61.58%	143.18
210-41940.411 PARK ST SCHL WATER/SEWER	0.00	332.72	-332.72	100.00%	332.72
210-41940.423 CONTRACT SERVICES	9,000.00	5,717.30	3,282.70	63.53%	600.00
210-41940.434 MAINT. BUILDINGS/GROUNDS	10,000.00	7,362.49	2,637.51	73.62%	256.60
210-41940.521 LIABILITY & PROPERTY INS.	6,294.00	4,311.83	1,982.17	68.51%	0.00
210-41940.535 TELEPHONE SERVICES	480.00	317.76	162.24	66.20%	40.38
210-41940.565 RUBBISH REMOVAL	2,200.00	1,427.46	772.54	64.88%	313.78
210-41940.566 PRK ST SCHL-RUBBISH REM	0.00	434.26	-434.26	100.00%	434.26
210-41940.610 SUPPLIES	2,500.00	1,379.52	1,120.48	55.18%	64.52
210-41940.622 ELECTRICAL SERVICE	7,500.00	3,748.91	3,751.09	49.99%	0.00
210-41940.623 HEATING/NATURAL GAS	6,400.00	2,754.77	3,645.23	43.04%	0.00
210-41940.624 PARK ST. ELECTRICITY	0.00	1,839.42	-1,839.42	100.00%	1,839.42
210-41940.625 PARK ST. SCHOOL NAT GAS	0.00	1,712.62	-1,712.62	100.00%	1,712.62
210-41940.891 CAPITAL OUTLAY	5,500.00	5,236.95	263.05	95.22%	0.00
Total LINCOLN HALL	50,874.00	37,191.78	13,682.22	73.11%	5,737.48
210-41970 COMMUNITY DEVELOPMENT					
210-41970.1 COM DEV SALARIES					
210-41970.110 SALARIES REGULAR	142,264.00	92,420.83	49,843.17	64.96%	13,619.11
Total COM DEV SALARIES	142,264.00	92,420.83	49,843.17	64.96%	13,619.11
210-41970.2 COM DEV BENEFITS					
210-41970.210 HEALTH INS & OTHER BENEFIT	38,696.00	24,775.32	13,920.68	64.03%	3,375.16
210-41970.220 SOCIAL SECURITY	11,212.00	7,282.21	3,929.79	64.95%	1,049.80
210-41970.226 WORKERS COMP INSURANCE	510.00	281.99	228.01	55.29%	41.45
210-41970.230 RETIREMENT	14,226.00	9,135.24	5,090.76	64.22%	1,346.20
210-41970.250 UNEMPLOYMENT INSURANCE	125.00	0.00	125.00	0.00%	0.00
Total COM DEV BENEFITS	64,769.00	41,474.76	23,294.24	64.03%	5,812.61
210-41970.310 BOARD MEMBER FEES	3,600.00	1,650.00	1,950.00	45.83%	0.00
210-41970.320 LEGAL SERVICES	12,000.00	1,327.02	10,672.98	11.06%	0.00
210-41970.330 OTHER PROFESSIONAL SVCS	6,000.00	0.00	6,000.00	0.00%	0.00
210-41970.340 COMPUTER EXPENSES	0.00	2,264.14	-2,264.14	100.00%	242.88
210-41970.500 TRAINING,CONF,DUES	3,500.00	530.97	2,969.03	15.17%	45.00
210-41970.521 LIABILITY & PROPERTY INS.	2,822.00	2,539.71	282.29	90.00%	0.00
210-41970.522 PUBLIC OFFICIALS LIABILIT	6,172.00	5,955.75	216.25	96.50%	0.00
210-41970.530 COMMUNICATIONS	2,500.00	640.00	1,860.00	25.60%	299.00
210-41970.535 TELEPHONE SERVICES	1,644.00	665.48	978.52	40.48%	71.90
210-41970.536 POSTAGE	600.00	203.90	396.10	33.98%	1.16
210-41970.550 PRINTING AND ADVERTISING	3,000.00	875.10	2,124.90	29.17%	77.00
210-41970.580 TRAVEL	2,400.00	1,746.61	653.39	72.78%	200.00
210-41970.610 SUPPLIES	2,000.00	553.19	1,446.81	27.66%	0.00
Total COMMUNITY DEVELOPMENT	253,271.00	152,847.46	100,423.54	60.35%	20,368.66
Total GENERAL GOVERNMENT	900,552.00	579,120.46	321,431.54	64.31%	82,383.70

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
210-42220 FIRE DEPARTMENT					
210-42220.1 FIRE SALARIES					
210-42220.140 SALARIES - FIREFIGHTERS	162,000.00	119,922.13	42,077.87	74.03%	12,307.49
Total FIRE SALARIES	162,000.00	119,922.13	42,077.87	74.03%	12,307.49
210-42220.2 FIRE BENEFITS					
210-42220.200 EMPLOYEE ASSISTANCE PROGR	864.00	648.00	216.00	75.00%	0.00
210-42220.210 ACCIDENT & DISABILITY INS	3,600.00	3,294.50	305.50	91.51%	0.00
210-42220.220 SOCIAL SECURITY	12,393.00	9,350.11	3,042.89	75.45%	941.59
210-42220.226 WORKERS COMP INSURANCE	28,000.00	21,770.05	6,229.95	77.75%	2,215.34
Total FIRE BENEFITS	44,857.00	35,062.66	9,794.34	78.17%	3,156.93
210-42220.410 WATER AND SEWER CHARGE	610.00	325.35	284.65	53.34%	68.05
210-42220.432 VEHICLE MAINTENANCE	17,000.00	33,062.53	-16,062.53	194.49%	3,806.93
210-42220.434 MAINT. BUILDINGS/GROUNDS	6,000.00	3,948.96	2,051.04	65.82%	754.54
210-42220.443 RADIO MAINTENANCE	1,800.00	1,357.35	442.65	75.41%	0.00
210-42220.500 TRAINING, CONFERENCES, DU	4,000.00	2,061.99	1,938.01	51.55%	0.00
210-42220.521 LIABILITY & PROPERTY INS.	7,968.00	6,149.20	1,818.80	77.17%	0.00
210-42220.535 TELEPHONE SERVICES	3,500.00	2,643.71	856.29	75.53%	402.07
210-42220.566 PHYSICAL EXAMS	6,600.00	7,055.00	-455.00	106.89%	340.00
210-42220.570 MAINTENANCE OTHER	15,500.00	10,703.33	4,796.67	69.05%	226.76
210-42220.578 EMERGENCY GENERATOR MAINT	480.00	1,287.99	-807.99	268.33%	0.00
210-42220.610 SUPPLIES	3,000.00	2,588.43	411.57	86.28%	-58.47
210-42220.611 NEW EQUIPMENT-RADIOS	1,500.00	0.00	1,500.00	0.00%	0.00
210-42220.612 UNIFORMS,BOOTS,ETC	21,250.00	25,653.84	-4,403.84	120.72%	1,070.82
210-42220.615 EMS SUPPLIES	1,000.00	402.34	597.66	40.23%	0.00
210-42220.622 ELECTRICAL SERVICE	7,300.00	3,748.91	3,551.09	51.35%	0.00
210-42220.623 HEATING/NATURAL GAS	4,800.00	2,603.67	2,196.33	54.24%	0.00
210-42220.626 GAS,GREASE AND OIL	6,000.00	3,216.65	2,783.35	53.61%	580.27
210-42220.838 FIRE PREVENTION	2,000.00	1,772.31	227.69	88.62%	0.00
210-42220.889 ROUTINE EQUIPMENT PURCHAS	15,000.00	6,579.95	8,420.05	43.87%	2,917.35
Total FIRE DEPARTMENT	332,165.00	270,146.30	62,018.70	81.33%	25,572.74
210-431 STREET DEPARTMENT					
210-43110 STREET GENERAL					
210-43110.1 STREET GENERAL SALARIES					
210-43110.110 SALARIES REGULAR	162,824.00	108,023.53	54,800.47	66.34%	17,228.46
210-43110.130 SALARIES OVERTIME	16,300.00	12,342.59	3,957.41	75.72%	3,289.33
210-43110.140 SALARIES PART TIME	23,304.00	12,675.18	10,628.82	54.39%	554.63
Total STREET GENERAL SALARIES	202,428.00	133,041.30	69,386.70	65.72%	21,072.42
210-43110.2 STREET GENERAL BENEFITS					
210-43110.210 HEALTH INS & OTHER BENEFIT	71,587.00	42,828.41	28,758.59	59.83%	5,899.42
210-43110.220 SOCIAL SECURITY	15,577.00	10,239.25	5,337.75	65.73%	1,620.50
210-43110.226 WORKERS COMP INSURANCE	14,677.00	8,499.61	6,177.39	57.91%	1,449.54

Account			Budget		Pd to Date
	Budget	Actual	Balance	% of Budget	
210-43110.230 RETIREMENT	16,282.00	10,960.92	5,321.08	67.32%	1,819.20
210-43110.250 UNEMPLOYMENT INSURANCE	631.00	137.26	493.74	21.75%	65.54
Total STREET GENERAL BENEFITS	118,784.00	72,665.45	46,088.55	61.19%	10,854.20
210-43110.410 WATER AND SEWER CHARGE	1,700.00	1,117.31	582.69	65.72%	224.57
210-43110.432 VEHICLE MAINTENANCE	22,000.00	16,759.24	5,240.76	76.18%	2,781.20
210-43110.434 MAINT. BUILDINGS/GROUNDS	3,500.00	2,602.90	897.10	74.37%	13.20
210-43110.441 RIGHT OF WAY AGREEMENTS	11,764.00	11,642.61	121.39	98.97%	724.67
210-43110.442 EQUIPMENT RENTALS	9,000.00	1,189.00	7,811.00	13.21%	0.00
210-43110.443 RADIO MAINTENANCE	200.00	0.00	200.00	0.00%	0.00
210-43110.500 TRAINING, CONFERENCES, DU	500.00	32.74	467.26	6.55%	0.00
210-43110.521 LIABILITY & PROPERTY INS.	15,343.00	11,551.33	3,791.67	75.29%	0.00
210-43110.535 TELEPHONE SERVICES	3,500.00	1,660.99	1,839.01	47.46%	194.83
210-43110.565 RUBBISH REMOVAL	7,000.00	3,721.86	3,278.14	53.17%	40.00
210-43110.570 MAINTENANCE OTHER	2,000.00	392.23	1,607.77	19.61%	12.84
210-43110.572 INTERVIEW COSTS	500.00	196.00	304.00	39.20%	0.00
210-43110.573 ACCIDENT CLAIMS	1,000.00	1,048.91	-48.91	104.89%	0.00
210-43110.576 ENGINEERING SERVICES	10,000.00	7,863.89	2,136.11	78.64%	1,777.82
210-43110.582 TRAFFIC CALMING	500.00	0.00	500.00	0.00%	0.00
210-43110.610 SUPPLIES	20,000.00	14,501.95	5,498.05	72.51%	1,281.51
210-43110.612 UNIFORMS,BOOTS,ETC	6,000.00	1,920.67	4,079.33	32.01%	0.00
210-43110.616 GRAVEL, TOPSOIL	7,000.00	675.65	6,324.35	9.65%	0.00
210-43110.617 SIGNS AND POSTS	4,000.00	1,542.07	2,457.93	38.55%	0.00
210-43110.622 ELECTRICAL SERVICE	4,000.00	1,553.16	2,446.84	38.83%	0.00
210-43110.623 HEATING/NATURAL GAS	4,400.00	1,867.30	2,532.70	42.44%	0.00
210-43110.626 GAS, GREASE AND OIL	32,000.00	19,509.07	12,490.93	60.97%	5,941.45
210-43110.891 CAPITAL OUTLAY	6,000.00	0.00	6,000.00	0.00%	0.00
Total STREET GENERAL	493,089.00	307,055.63	186,033.37	62.27%	44,918.71
210-43120 STREET-PAVEMENT MAINT					
210-43120.444 STREET MARKINGS	8,000.00	1,265.37	6,734.63	15.82%	0.00
210-43120.570 SIDEWALK AND CURB MAINTEN	5,000.00	3,664.75	1,335.25	73.30%	0.00
210-43120.610 PAVEMENT MAINTENANCE	225,000.00	184,136.88	40,863.12	81.84%	921.90
Total STREET-PAVEMENT MAINT	238,000.00	189,067.00	48,933.00	79.44%	921.90
210-43123 STREETS - TRAFFIC LIGHTS					
210-43123.570 TRAFFIC LIGHTS MAINTENANC	3,000.00	3,841.10	-841.10	128.04%	0.00
210-43123.622 TRAFFIC LIGHTS - ELECTRIC	7,900.00	2,794.14	5,105.86	35.37%	0.00
Total STREETS - TRAFFIC LIGHTS	10,900.00	6,635.24	4,264.76	60.87%	0.00
210-43125 WINTER MAINTENANCE					
210-43125.570 CONTRACT SERVICES	20,000.00	8,010.00	11,990.00	40.05%	0.00
210-43125.610 WINTER MAINTENANCE	115,000.00	94,576.26	20,423.74	82.24%	30,186.00
Total WINTER MAINTENANCE	135,000.00	102,586.26	32,413.74	75.99%	30,186.00

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
210-43151 STREET - STORMWATER					
210-43151.1 STREET-STORMWATER SALARIE					
210-43151.110 SALARIES - REGULAR	41,616.00	26,988.27	14,627.73	64.85%	3,830.65
Total STREET-STORMWATER SALARIE	41,616.00	26,988.27	14,627.73	64.85%	3,830.65
210-43151.2 STREET-STORMWATER BENEFIT					
210-43151.210 HEALTH INS & OTHER BENEFIT	10,254.00	6,619.02	3,634.98	64.55%	894.42
210-43151.220 SOCIAL SECURITY	3,184.00	2,074.81	1,109.19	65.16%	293.08
210-43151.226 WORKERS COMP INSURANCE	2,164.00	779.58	1,384.42	36.02%	40.93
210-43151.230 RETIREMENT	4,162.00	1,581.17	2,580.83	37.99%	76.97
210-43151.250 UNEMPLOYMENT INSURANCE	80.00	4.47	75.53	5.59%	2.73
Total STREET-STORMWATER BENEFIT	19,844.00	11,059.05	8,784.95	55.73%	1,308.13
210-43151.430 STORM SEWER MAINTENANCE	30,000.00	12,327.87	17,672.13	41.09%	0.00
Total STREET - STORMWATER	91,460.00	50,375.19	41,084.81	55.00%	5,138.78
210-43160 STREET STREET LIGHTS					
210-43160.610 STREET LIGHTS SUPPLIES/MA	7,500.00	5,117.13	2,382.87	68.23%	301.78
210-43160.622 STREET LIGHTS - ELECTRICI	122,000.00	65,829.00	56,171.00	53.96%	0.00
Total STREET STREET LIGHTS	129,500.00	70,946.13	58,553.87	54.78%	301.78
210-43161 STREETS - CONSERVATION					
210-43161.000 STREETSCAPE MAINT./IMP	16,000.00	4,593.46	11,406.54	28.71%	0.00
210-43161.001 VILLAGE GARDEN SPOTS	4,000.00	223.88	3,776.12	5.60%	70.68
210-43161.002 MEMORIAL PARK	3,500.00	1,637.32	1,862.68	46.78%	143.67
Total STREETS - CONSERVATION	23,500.00	6,454.66	17,045.34	27.47%	214.35
Total STREET DEPARTMENT	1,121,449.00	733,120.11	388,328.89	65.37%	81,681.52
210-45110 RECREATION & PARKS ADMIN					
210-45110.110 SALARIES - REGULAR	204,759.00	133,120.46	71,638.54	65.01%	19,507.25
210-45110.140 SALARIES - PART-TIME	7,385.00	4,452.75	2,932.25	60.29%	108.16
210-45110.210 HEALTH INS & OTHER BENEFIT	74,554.00	51,774.90	22,779.10	69.45%	8,811.72
210-45110.220 SOCIAL SECURITY	16,229.00	13,640.91	2,588.09	84.05%	1,957.19
210-45110.226 WORKERS COMP INSURANCE	7,685.00	10,209.46	-2,524.46	132.85%	1,375.53
210-45110.230 RETIREMENT	20,477.00	14,514.08	5,962.92	70.88%	2,241.20
210-45110.250 UNEMPLOYMENT INS	5,652.00	2,219.54	3,432.46	39.27%	285.01
210-45110.291 HEALTH IMP PROGRAMS	1,400.00	943.88	456.12	67.42%	103.95
210-45110.330 OTHER PROFESSIONAL SVCS	14,500.00	6,509.12	7,990.88	44.89%	483.00
210-45110.340 COMPUTER EXPENSES	9,350.00	9,109.95	240.05	97.43%	120.00
210-45110.500 TRAINING, CONF, DUES	9,784.00	10,484.63	-700.63	107.16%	0.00
210-45110.521 LIABILITY & PROPERTY INS	21,580.00	33,344.63	-11,764.63	154.52%	0.00
210-45110.530 COMMUNICATIONS	17,500.00	9,119.55	8,380.45	52.11%	0.00
210-45110.535 TELEPHONE SERVICES	6,000.00	259.62	5,740.38	4.33%	0.00
210-45110.550 PRINTING & ADVERTISING	3,460.00	2,301.88	1,158.12	66.53%	88.69

Account			Budget		Pd to Date
	Budget	Actual	Balance	% of Budget	
210-45110.610 SUPPLIES	6,004.00	3,086.67	2,917.33	51.41%	157.93
210-45110.813 SCHOLARSHIPS	5,000.00	0.00	5,000.00	0.00%	0.00
Total RECREATION & PARKS ADMIN	431,319.00	305,092.03	126,226.97	70.73%	35,239.63
210-45220 PARKS & FACILITIES					
210-45220.110 SALARIES - REGULAR	60,250.00	39,394.10	20,855.90	65.38%	5,793.25
210-45220.140 SALARIES - PART-TIME	44,697.00	40,387.39	4,309.61	90.36%	2,318.39
210-45220.210 HEALTH INS & OTHER BENEFIT	18,624.00	10,539.11	8,084.89	56.59%	1,299.48
210-45220.220 SOCIAL SECURITY	8,028.00	3,089.87	4,938.13	38.49%	177.37
210-45220.230 RETIREMENT	6,025.00	3,939.24	2,085.76	65.38%	579.30
210-45220.291 HEALTH IMP PROGRAMS	350.00	0.00	350.00	0.00%	0.00
210-45220.330 OTHER PROFESSIONAL SVCS	33,190.00	11,086.32	22,103.68	33.40%	288.12
210-45220.410 WATER & SEWER CHARGES	3,975.00	3,731.79	243.21	93.88%	910.37
210-45220.434 MAINTENANCE-BUILDINGS/GRO	10,694.00	58.44	10,635.56	0.55%	0.00
210-45220.441 LAND LEASE	500.00	500.00	0.00	100.00%	0.00
210-45220.442 EQUIPMENT RENTAL	7,500.00	5,091.71	2,408.29	67.89%	0.00
210-45220.500 TRAINING, CONF, DUES	1,887.00	0.00	1,887.00	0.00%	0.00
210-45220.610 SUPPLIES	12,162.00	12,100.97	61.03	99.50%	365.47
210-45220.622 ELECTRICAL SERVICE	28,009.00	20,382.89	7,626.11	72.77%	0.00
210-45220.623 HEATING/NATURAL GAS	5,409.00	4,604.23	804.77	85.12%	0.00
210-45220.626 GAS, GREASE & OIL	2,109.00	1,694.33	414.67	80.34%	205.51
Total PARKS & FACILITIES	243,409.00	156,600.39	86,808.61	64.34%	11,937.26
210-453 SENIOR SUPPORT					
Total SENIOR SUPPORT	0.00	0.00	0.00	0.00%	0.00
210-45551 BROWNELL LIBRARY					
210-45551.1 LIBRARY SALARIES					
210-45551.110 SALARIES REGULAR	313,189.00	201,927.12	111,261.88	64.47%	31,237.68
210-45551.140 SALARIES PART TIME	109,524.00	63,393.48	46,130.52	57.88%	9,709.43
Total LIBRARY SALARIES	422,713.00	265,320.60	157,392.40	62.77%	40,947.11
210-45551.2 LIBRARY BENEFITS					
210-45551.210 HEALTH INS & OTHER BENEFIT	116,088.00	76,249.35	39,838.65	65.68%	10,732.38
210-45551.220 SOCIAL SECURITY	32,500.00	20,307.84	12,192.16	62.49%	3,144.57
210-45551.226 WORKERS COMP INSURANCE	1,514.00	804.02	709.98	53.11%	123.86
210-45551.230 RETIREMENT	31,319.00	19,902.70	11,416.30	63.55%	3,094.90
210-45551.250 UNEMPLOYMENT INSURANCE	1,364.00	311.37	1,052.63	22.83%	123.86
Total LIBRARY BENEFITS	182,785.00	117,575.28	65,209.72	64.32%	17,219.57
210-45551.340 COMPUTER EXPENSES	3,500.00	190.44	3,309.56	5.44%	0.00
210-45551.410 WATER AND SEWER CHARGE	900.00	391.97	508.03	43.55%	115.69
210-45551.423 CONTRACT SERVICES	33,183.00	19,332.00	13,851.00	58.26%	2,212.75
210-45551.434 MAINT. BUILDINGS/GROUNDS	20,000.00	11,159.05	8,840.95	55.80%	1,909.07
210-45551.436 ALARM SYSTEM MAINTENANCE	525.00	493.00	32.00	93.90%	0.00

GENERAL FUND

Account			Budget		Pd to Date
	Budget	Actual	Balance	% of Budget	
210-45551.500 TRAINING, CONFERENCES, DU	4,000.00	1,652.90	2,347.10	41.32%	25.07
210-45551.521 LIABILITY & PROPERTY INS.	11,385.00	9,601.44	1,783.56	84.33%	0.00
210-45551.530 TECHNOLOGY ACCESS	6,000.00	3,652.32	2,347.68	60.87%	39.95
210-45551.535 TELEPHONE SERVICES	1,200.00	844.49	355.51	70.37%	92.34
210-45551.536 POSTAGE/DELIVERY	3,500.00	1,713.60	1,786.40	48.96%	135.00
210-45551.572 INTERVIEW COSTS	500.00	459.00	41.00	91.80%	459.00
210-45551.574 VOLUNTEER EXPENSES	700.00	277.00	423.00	39.57%	0.00
210-45551.610 SUPPLIES	13,000.00	9,250.97	3,749.03	71.16%	1,100.84
210-45551.622 ELECTRICAL SERVICE	15,250.00	7,622.99	7,627.01	49.99%	0.00
210-45551.623 HEATING/NATURAL GAS	7,400.00	2,988.44	4,411.56	40.38%	0.00
210-45551.640 ADULT COLLECTION-PRINT &	36,500.00	24,878.71	11,621.29	68.16%	1,683.74
210-45551.641 JUVEN COLLECTION-PRNT & E	18,250.00	10,584.49	7,665.51	58.00%	1,155.94
210-45551.677 COMPUTER REPLACEMENT	8,000.00	0.00	8,000.00	0.00%	0.00
210-45551.836 ADULT PROGRAMS	1,000.00	328.82	671.18	32.88%	250.00
210-45551.837 CHILDRENS PROGRAMS	4,000.00	445.33	3,554.67	11.13%	92.45
210-45551.891 CAPITAL OUTLAY	4,000.00	0.00	4,000.00	0.00%	0.00
Total BROWNELL LIBRARY	798,291.00	488,762.84	309,528.16	61.23%	67,438.52
210-47 DEBT SERVICE					
210-47116.000 CAPITAL IMP PRINCIPAL	135,300.00	135,135.00	165.00	99.88%	0.00
210-47117.000 EJRP PRINCIPAL	105,000.00	105,000.00	0.00	100.00%	0.00
210-47216.000 CAPITAL IMP - INTEREST	75,122.00	37,948.54	37,173.46	50.52%	0.00
210-47217.000 EJRP INTEREST	-156.00	-5,821.06	5,665.06	3,731.45%	0.00
Total DEBT SERVICE	315,266.00	272,262.48	43,003.52	86.36%	0.00
210-491 CAPITAL/MISC TRANSFERS					
210-49100.030 CAP RESRV FND CONT - BEG	295,582.00	243,791.00	51,791.00	82.48%	0.00
210-49100.031 ROLLING STOCK FUND CONTRI	213,624.00	106,812.00	106,812.00	50.00%	0.00
210-49100.040 TRANS FOR BUILDING MAINT	50,000.00	25,000.00	25,000.00	50.00%	0.00
210-49100.802 EMP TERM BENEFITS TRANSFE	5,000.00	2,500.00	2,500.00	50.00%	0.00
210-49101.030 TRANS TO CAPITAL RESERVE	109,652.00	54,826.00	54,826.00	50.00%	0.00
Total CAPITAL/MISC TRANSFERS	673,858.00	432,929.00	240,929.00	64.25%	0.00
210-493 GRANT AND OTHER UNBUDGETE					
210-4930 TERMINATION BENEFITS FROM					
Total TERMINATION BENEFITS FROM	0.00	0.00	0.00	0.00%	0.00
210-4934 GRANT EXPENDITURES					
210-49340.006 LIBRARY GRANT EXPENDITURE	0.00	440.00	-440.00	100.00%	0.00
210-49340.008 STATE GRANT EXPENDITURES	0.00	650.00	-650.00	100.00%	0.00
210-49345 DONATION EXPENDITURES					
210-49345.000 LIBRARY DONATION EXPENDIT	0.00	5,989.85	-5,989.85	100.00%	140.85
Total DONATION EXPENDITURES	0.00	5,989.85	-5,989.85	100.00%	140.85
210-49346 LIBRARY REPLACEMENT EXPEN					

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
210-49346.001 ADULT COLLECTION-PRINT &	0.00	1,761.48	-1,761.48	100.00%	143.17
210-49346.002 JUVEN COLLECTION-PRNT & E	0.00	10.00	-10.00	100.00%	0.00
Total LIBRARY REPLACEMENT EXPEN	0.00	1,771.48	-1,771.48	100.00%	143.17
Total GRANT EXPENDITURES	0.00	8,851.33	-8,851.33	100.00%	284.02
Total GRANT AND OTHER UNBUDGETE	0.00	8,851.33	-8,851.33	100.00%	284.02
210-494 PARK ST. SCHOOL					
210-49400.410 WATER/SEWER	0.00	0.00	0.00	0.00%	-217.03
210-49400.565 RUBBISH REMOVAL	0.00	72.03	-72.03	100.00%	-362.23
210-49400.622 ELECTRICITY	0.00	0.00	0.00	0.00%	-1,839.42
210-49400.623 NATURAL GAS	0.00	0.00	0.00	0.00%	-919.63
Total PARK ST. SCHOOL	0.00	72.03	-72.03	100.00%	-3,338.31
Total Expenditures	4,816,309.00	3,246,956.97	1,569,352.03	67.42%	301,199.08
Total GENERAL FUND	-60,000.00	-734,032.28	794,032.28	1,223.39%	-293,373.75
220-36101.000 INTEREST EARNINGS	0.00	7.52	-7.52	100.00%	0.00
220-37000.000 MEMORIAL PARK DONATIONS	0.00	300.00	-300.00	100.00%	0.00
Total Revenues	0.00	307.52	-307.52	100.00%	0.00
Total Expenditures	0.00	0.00	0.00	0.00%	0.00
Total MEMORIAL PARK FUND	0.00	307.52	-307.52	-100.00%	0.00
222-36101.000 Interest Earnings	0.00	2.89	-2.89	100.00%	0.00
222-39110.000 GENERAL FUND TRANS IN	0.00	25,000.00	-25,000.00	100.00%	0.00
Total Revenues	0.00	25,002.89	-25,002.89	100.00%	0.00
222-46802.002 BROWNELL LIBRARY MAINT	0.00	18,094.47	-18,094.47	100.00%	0.00
222-46802.003 PARK ST. SCHOOL MAINT	0.00	7,255.00	-7,255.00	100.00%	0.00
Total Expenditures	0.00	25,349.47	-25,349.47	100.00%	0.00
Total BUILDING MAINT FUND	0.00	-346.58	346.58	-100.00%	0.00
223-31101.000 PENNY TAX	0.00	54,802.12	-54,802.12	100.00%	0.00
223-36101.000 Interest Earnings	0.00	274.73	-274.73	100.00%	0.00
Total Revenues	0.00	55,076.85	-55,076.85	100.00%	0.00

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
223-46801.002 STREET BANNERS	0.00	4,506.00	-4,506.00	100.00%	0.00
Total Expenditures	0.00	4,506.00	-4,506.00	100.00%	0.00
Total TRUSTEE CAP IMP PROJECTS	0.00	50,570.85	-50,570.85	-100.00%	0.00
225-34700.000 SR CTR MEMBERSHIPS	0.00	2,499.00	-2,499.00	100.00%	288.00
225-34701.000 SR CTR FUND RAISING REV	0.00	2,644.20	-2,644.20	100.00%	0.00
225-34702.000 SR CTR ACTIVITY FEES	0.00	4,203.55	-4,203.55	100.00%	495.00
225-34703.000 SR CTR AFTER HR FEES	0.00	782.00	-782.00	100.00%	125.00
225-36101.000 Interest Earnings	0.00	61.16	-61.16	100.00%	0.00
225-36400.000 SR CTR DONATIONS	0.00	960.15	-960.15	100.00%	109.65
225-36603.000 MISCELLANEOUS REV	0.00	2,329.00	-2,329.00	100.00%	0.00
Total Revenues	0.00	13,479.06	-13,479.06	100.00%	1,017.65
225-45122.330 OTHER PROF SERVICES	0.00	50.00	-50.00	100.00%	0.00
225-45122.430 REPAIRS & MAINTENANCE	0.00	1,576.21	-1,576.21	100.00%	201.24
225-45122.610 OPERATIONAL SUPP/EXP	0.00	2,030.15	-2,030.15	100.00%	235.88
225-45122.612 FUND RAISER EXPENSES	0.00	2,032.69	-2,032.69	100.00%	0.00
225-45122.614 PROGRAM EXPENSES	0.00	2,020.46	-2,020.46	100.00%	467.06
225-45122.810 TRIP EXPENSES	0.00	5,786.27	-5,786.27	100.00%	0.00
225-45122.812 MEAL SITE EXPENSES	0.00	2,650.24	-2,650.24	100.00%	597.68
Total Expenditures	0.00	16,146.02	-16,146.02	100.00%	1,501.86
Total SENIOR CENTER FUND	0.00	-2,666.96	2,666.96	-100.00%	-484.21
226-34720.000 POOL DAY ADMINSSION	65,310.00	46,530.36	18,779.64	71.25%	0.00
226-34721.000 POOL MEMBERSHIPS	38,694.00	8,612.04	30,081.96	22.26%	0.00
226-34722.000 SWIM LESSONS	43,804.00	6,591.91	37,212.09	15.05%	325.70
226-34725.000 CONCESSION SALES	25,977.00	13,776.61	12,200.39	53.03%	0.00
226-34750.000 FACILITY & FIELD RENTAL	8,232.00	6,585.62	1,646.38	80.00%	0.00
226-34779.115 Youth Prog - RP	114,205.00	116,661.81	-2,456.81	102.15%	4,767.05
226-34779.120 Youth Prog - AS	26,323.00	10,918.44	15,404.56	41.48%	85.00
226-34780.000 ADULT PROGRAMS	62,343.00	24,311.01	38,031.99	39.00%	1,104.80
226-34781.120 Childcare - AS	561,592.00	340,185.03	221,406.97	60.58%	14,325.86
226-34781.121 Childcare - PS	357,617.00	197,347.89	160,269.11	55.18%	4,420.72
226-34781.122 Childcare - DC	285,150.00	69,502.22	215,647.78	24.37%	14,262.70
226-34782.000 SHARED STAFFING CONTRACT	11,925.00	0.00	11,925.00	0.00%	0.00
226-39505.000 SPONSORSHIP	8,675.00	0.00	8,675.00	0.00%	0.00
Total Revenues	1,609,847.00	841,022.94	768,824.06	52.24%	39,291.83
226-43200.805 Interest Expense	0.00	758.49	-758.49	100.00%	0.00
226-45110 ADMINISTRATION					
226-45110.110 SALARIES - REGULAR	32,718.00	15,683.22	17,034.78	47.93%	2,904.30
226-45110.140 SALARIES - PART-TIME	15,121.00	850.50	14,270.50	5.62%	54.00

Account			Budget		Pd to Date
	Budget	Actual	Balance	% of Budget	
226-45110.210 HEALTH INS & OTHER BENEFIT	9,717.00	9,875.89	-158.89	101.64%	1,762.03
226-45110.220 SOCIAL SECURITY	3,660.00	1,264.65	2,395.35	34.55%	226.28
226-45110.226 WORKERS COMPENSATION INS	30,006.00	24,724.12	5,281.88	82.40%	2,660.66
226-45110.230 RETIREMENT	4,150.00	0.00	4,150.00	0.00%	0.00
226-45110.291 HEALTH IMP PROGRAMS	350.00	0.00	350.00	0.00%	0.00
226-45110.330 OTHER PROFESSIONAL SVCS	4,667.00	1,950.00	2,717.00	41.78%	0.00
226-45110.340 COMPUTER EXPENSES	0.00	8,649.82	-8,649.82	100.00%	0.00
226-45110.442 Equipment Rentals	2,000.00	1,226.70	773.30	61.34%	150.00
226-45110.500 TRAINING, CONF, DUES	10,387.00	8,394.56	1,992.44	80.82%	932.66
226-45110.530 COMMUNICATIONS	1,680.00	4,113.47	-2,433.47	244.85%	439.62
226-45110.535 TELEPHONE SVCS	4,500.00	2,009.10	2,490.90	44.65%	317.58
226-45110.536 POSTAGE	3,219.00	5,904.24	-2,685.24	183.42%	1,850.00
226-45110.550 PRINTING & ADVERTISING	15,400.00	5,470.00	9,930.00	35.52%	0.00
Total ADMINISTRATION	137,575.00	90,116.27	47,458.73	65.50%	11,297.13
226-45115 RECREATION PROGRAMS					
226-45115.140 SALARIES - PART -TIME	40,093.00	12,053.46	28,039.54	30.06%	1,529.00
226-45115.220 SOCIAL SECURITY	3,079.00	922.19	2,156.81	29.95%	117.01
226-45115.330 OTHER PROFESSIONAL SVCS	86,206.00	132,944.40	-46,738.40	154.22%	18,038.27
226-45115.410 WATER & SEWER CHARGES	800.00	0.00	800.00	0.00%	0.00
226-45115.434 MAINTENANCE-BLDGS/GROUNDS	250.00	0.00	250.00	0.00%	0.00
226-45115.440 RENTAL	1,400.00	0.00	1,400.00	0.00%	0.00
226-45115.442 EQUIPMENT RENTALS	1,225.00	460.00	765.00	37.55%	0.00
226-45115.500 TRAINING, CONF, DUES	850.00	0.00	850.00	0.00%	0.00
226-45115.536 POSTAGE	79.00	0.00	79.00	0.00%	0.00
226-45115.550 PRINTING & ADVERTISING	354.00	0.00	354.00	0.00%	0.00
226-45115.580 TRAVEL	1,508.00	0.00	1,508.00	0.00%	0.00
226-45115.610 SUPPLIES	24,795.00	25,248.32	-453.32	101.83%	5,186.22
226-45115.800 STUDENT SPECIAL PROGRAMS	1,388.00	755.20	632.80	54.41%	0.00
Total RECREATION PROGRAMS	162,027.00	172,383.57	-10,356.57	106.39%	24,870.50
226-45120 AFTER SCHOOL CARE					
226-45120.110 SALARIES - REGULAR	172,966.00	157,703.41	15,262.59	91.18%	26,829.50
226-45120.140 SALARIES - PART-TIME	149,687.00	86,836.55	62,850.45	58.01%	16,955.77
226-45120.210 HEALTH INS & OTHER BENEFIT	64,490.00	43,855.54	20,634.46	68.00%	7,091.71
226-45120.220 SOCIAL SECURITY	24,384.00	18,832.34	5,551.66	77.23%	3,349.50
226-45120.230 RETIREMENT	19,973.00	17,065.48	2,907.52	85.44%	2,682.90
226-45120.291 HEALTH IMP PROGRAMS	1,750.00	785.48	964.52	44.88%	0.00
226-45120.330 OTHER PROFESSIONAL SVCS	15,566.00	7,301.33	8,264.67	46.91%	390.50
226-45120.421 TRUCK LEASE	23,845.00	23,845.32	-0.32	100.00%	0.00
226-45120.500 TRAINING, CONF, DUES	13,835.00	5,377.25	8,457.75	38.87%	0.00
226-45120.580 TRAVEL	30,259.00	14,142.87	16,116.13	46.74%	1,844.63
226-45120.610 SUPPLIES	28,061.00	19,392.91	8,668.09	69.11%	3,145.42
226-45120.626 GAS, GREASE & OIL	1,750.00	70.39	1,679.61	4.02%	0.00
Total AFTER SCHOOL CARE	546,566.00	395,208.87	151,357.13	72.31%	62,289.93
226-45121 PRESCHOOL					

Account			Budget		Pd to Date
	Budget	Actual	Balance	% of Budget	
226-45121.110 SALARIES - REGULAR	163,013.00	109,458.23	53,554.77	67.15%	16,029.00
226-45121.140 SALARIES - PART-TIME	41,438.00	15,996.27	25,441.73	38.60%	2,963.61
226-45121.210 HEALTH INS & OTHER BENEFIT	86,583.00	43,804.95	42,778.05	50.59%	5,313.62
226-45121.220 SOCIAL SECURITY	15,641.00	9,649.00	5,992.00	61.69%	1,454.10
226-45121.230 RETIREMENT	16,300.00	10,899.72	5,400.28	66.87%	1,602.90
226-45121.291 HEALTH IMP PROGRAMS	1,400.00	569.00	831.00	40.64%	0.00
226-45121.330 OTHER PROFESSIONAL SVCS	2,710.00	3,937.09	-1,227.09	145.28%	420.00
226-45121.440 RENTAL	5,000.00	0.00	5,000.00	0.00%	0.00
226-45121.500 TRAINING, CONF, DUES	11,998.00	8,157.43	3,840.57	67.99%	0.00
226-45121.530 COMMUNICATIONS	0.00	1,646.45	-1,646.45	100.00%	213.21
226-45121.580 TRAVEL	960.00	542.30	417.70	56.49%	0.00
226-45121.610 SUPPLIES	4,500.00	4,368.63	131.37	97.08%	0.00
Total PRESHOOL	349,543.00	209,029.07	140,813.93	59.80%	27,996.44
226-45122 SUMMER DAY CAMPS					
226-45122.110 SALARIES - REGULAR	35,535.00	11,541.43	23,993.57	32.48%	0.00
226-45122.140 SALARIES - PART-TIME	160,235.00	139,974.79	20,260.21	87.36%	0.00
226-45122.220 SOCIAL SECURITY	14,976.00	11,623.48	3,352.52	77.61%	0.00
226-45122.330 OTHER PROFESSIONAL SVCS	6,062.00	4,614.01	1,447.99	76.11%	0.00
226-45122.580 TRAVEL	25,170.00	25,238.83	-68.83	100.27%	0.00
226-45122.610 Supplies	15,499.00	8,608.80	6,890.20	55.54%	0.00
Total SUMMER DAY CAMPS	257,477.00	201,601.34	55,875.66	78.30%	0.00
226-45124 POOL					
226-45124.140 SALARIES - PART-TIME	91,127.00	61,562.31	29,564.69	67.56%	0.00
226-45124.220 SOCIAL SECURITY	6,972.00	4,749.80	2,222.20	68.13%	0.00
226-45124.330 OTHER PROFESSIONAL SVCS	9,110.00	3,963.04	5,146.96	43.50%	0.00
226-45124.410 WATER & SEWER CHARGES	1,799.00	1,840.22	-41.22	102.29%	0.00
226-45124.434 MAINTENANCE-BLDGS/GROUNDS	16,496.00	12,399.10	4,096.90	75.16%	0.00
226-45124.610 SUPPLIES	5,839.00	2,664.29	3,174.71	45.63%	0.00
Total POOL	131,343.00	87,178.76	44,164.24	66.37%	0.00
226-45125 CONCESSIONS					
226-45125.140 SALARIES - PART-TIME	7,693.00	6,892.03	800.97	89.59%	0.00
226-45125.220 SOCIAL SECURITY	589.00	527.23	61.77	89.51%	0.00
226-45125.500 TRAINING, CONF, DUES	140.00	0.00	140.00	0.00%	0.00
226-45125.610 SUPPLIES	15,394.00	8,917.16	6,476.84	57.93%	0.00
Total CONCESSIONS	23,816.00	16,336.42	7,479.58	68.59%	0.00
226-45220 PARKS & FACILITIES					
226-45220.550 TRAINING, CONF, DUES	1,500.00	1,878.66	-378.66	125.24%	0.00
226-45220.610 PARKS & FACILITIES SUPPLI	0.00	1,816.00	-1,816.00	100.00%	0.00
Total PARKS & FACILITIES	1,500.00	3,694.66	-2,194.66	246.31%	0.00
Total Expenditures	1,609,847.00	1,176,307.45	433,539.55	73.07%	126,454.00

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
Total EJRP PPROGRAMS FUND	0.00	-335,284.51	335,284.51	-100.00%	-87,162.17
230-331 GRANT REVENUE					
230-33120.000 CRES CNCTR GRANT STP 5300	0.00	26,945.55	-26,945.55	100.00%	0.00
230-33123.000 PEARL MISS LNK EJ STP 530	0.00	1,305,655.51	-1,305,655.51	100.00%	0.00
230-33126.000 MAIN PED BRIDGE - BC828	0.00	4,078.35	-4,078.35	100.00%	0.00
Total GRANT REVENUE	0.00	1,336,679.41	-1,336,679.41	100.00%	0.00
230-341 CONTRIBUTIONS					
Total CONTRIBUTIONS	0.00	0.00	0.00	0.00%	0.00
230-361 INTEREST EARNINGS					
230-36101.000 INTEREST EARNINGS	0.00	87.83	-87.83	100.00%	0.00
Total INTEREST EARNINGS	0.00	87.83	-87.83	100.00%	0.00
230-37000.000 BRICK/MANS STRM CAO462	0.00	3,593.65	-3,593.65	100.00%	0.00
230-391 GENERAL FUND TRANSFER IN					
230-39110.000 CONTRIB FROM GENERAL FUND	0.00	243,791.00	-243,791.00	100.00%	0.00
Total GENERAL FUND TRANSFER IN	0.00	243,791.00	-243,791.00	100.00%	0.00
Total Revenues	0.00	1,584,151.89	-1,584,151.89	100.00%	0.00
230-46801.006 MULTI-USE PATH NORTH	0.00	657.00	-657.00	100.00%	0.00
230-46801.007 PEARL ST. LINKING SIDEWAL	0.00	1,454,208.46	-1,454,208.46	100.00%	2,659.19
230-46801.008 CRESCENT CONNECTOR	0.00	51,071.82	-51,071.82	100.00%	6,489.58
230-46801.015 HILLCREST SIDEWALK	0.00	208,693.71	-208,693.71	100.00%	0.00
230-46801.016 MAIN PED BRIDGE BC828	0.00	11,469.96	-11,469.96	100.00%	0.00
230-46801.017 GREENWOOD DRAINAGE	0.00	2,306.92	-2,306.92	100.00%	0.00
230-46801.710 BRICK/MANSF STRM CAO462	0.00	20,376.37	-20,376.37	100.00%	10,003.33
230-46801.805 Interest Exp. on cash	0.00	434.73	-434.73	100.00%	0.00
Total Expenditures	0.00	1,749,218.97	-1,749,218.97	100.00%	19,152.10
Total GEN FUND CAP RESERVE	0.00	-165,067.08	165,067.08	-100.00%	-19,152.10
231-36101.000 INTEREST EARNINGS	0.00	170.80	-170.80	100.00%	0.00
231-39110.000 CONTRIB FROM GENERAL FUND	0.00	106,812.00	-106,812.00	100.00%	0.00
231-39300.000 BOND PROCEEDS	0.00	150,000.00	-150,000.00	100.00%	0.00
Total Revenues	0.00	256,982.80	-256,982.80	100.00%	0.00
231-43131.162 COMPRESSOR	0.00	12,379.75	-12,379.75	100.00%	0.00
231-43131.163 PIERCE ARROW PUMPER	0.00	572,347.00	-572,347.00	100.00%	0.00

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
231-43131.164 SIDEWALK PLOW (FY18)	0.00	142,887.00	-142,887.00	100.00%	0.00
231-47117.000 FIRE TRUCK LOAN PRINCIPAL	0.00	50,000.00	-50,000.00	100.00%	0.00
231-47217.000 INTEREST EXPENSE	0.00	786.57	-786.57	100.00%	0.00
Total Expenditures	0.00	778,400.32	-778,400.32	100.00%	0.00
Total ROLLING STOCK FUND	0.00	-521,417.52	521,417.52	-100.00%	0.00
232-36101.000 INTEREST EARNINGS	0.00	164.90	-164.90	100.00%	0.00
Total Revenues	0.00	164.90	-164.90	100.00%	0.00
Total LAND ACQUISITION FUND	0.00	164.90	-164.90	-100.00%	0.00
233-36101.000 Interest Earnings	0.00	6.07	-6.07	100.00%	0.00
233-39110.000 CONTRIBUTION FROM GEN FUN	0.00	54,826.00	-54,826.00	100.00%	0.00
Total Revenues	0.00	54,832.07	-54,832.07	100.00%	0.00
233-46801.001 TRUCK/TRACTOR LEASE	0.00	13,524.89	-13,524.89	100.00%	0.00
233-46801.003 LANDSCAPING	0.00	1,787.00	-1,787.00	100.00%	0.00
233-46801.004 MAINT GARAGE/CAMP ADDITIO	0.00	76,100.00	-76,100.00	100.00%	0.00
233-46801.805 Interest Expense	0.00	16.39	-16.39	100.00%	0.00
Total Expenditures	0.00	91,428.28	-91,428.28	100.00%	0.00
Total EJRP CAP RESERVE	0.00	-36,596.21	36,596.21	-100.00%	0.00
Total Revenues	0.00	0.00	0.00	0.00%	0.00
253-468 CAPITAL PROJECTS					
Total CAPITAL PROJECTS	0.00	0.00	0.00	0.00%	0.00
Total Expenditures	0.00	0.00	0.00	0.00%	0.00
Total BOND FUND	0.00	0.00	0.00	0.00%	0.00
254-3 REVENUE					
254-34 OPERATING REVENUE					
254-34402.000 INTEREST EARNINGS	0.00	55.67	-55.67	100.00%	0.00
254-34403.000 MISC. - UNCLASSIFIED RECE	0.00	150.00	-150.00	100.00%	-100.00
254-348 USER CHARGES					
254-34801.000 SALE OF WATER-RESIDENTIAL	930,063.00	600,590.80	329,472.20	64.58%	125.00
254-34811.000 WATER BILLING PENALTIES	4,000.00	2,658.96	1,341.04	66.47%	-7.50
254-34812.000 WATER SALES - LARGE USERS	91,480.00	52,577.88	38,902.12	57.47%	6,813.67
254-34821.000 HOOK ON FEES	15,000.00	3,300.00	11,700.00	22.00%	1,100.00

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
Total USER CHARGES	1,040,543.00	659,127.64	381,415.36	63.34%	8,031.17
254-349 GF PASS THROUGH REVENUES					
254-34900.000 SALE OF WATER-GF	2,681,600.00	1,512,514.50	1,169,085.50	56.40%	196,009.80
254-34902.000 SALE OF WATER - GF VT TA	63,875.00	36,012.25	27,862.75	56.38%	4,666.90
Total GF PASS THROUGH REVENUES	2,745,475.00	1,548,526.75	1,196,948.25	56.40%	200,676.70
Total OPERATING REVENUE	3,786,018.00	2,207,860.06	1,578,157.94	58.32%	208,607.87
254-390 NON OPERATING REVENUE					
254-39000.001 CURRENT YR CONTRIBUTION I	0.00	80,000.00	-80,000.00	100.00%	0.00
Total NON OPERATING REVENUE	0.00	80,000.00	-80,000.00	100.00%	0.00
Total REVENUE	3,786,018.00	2,287,860.06	1,498,157.94	60.43%	208,607.87
Total Revenues	3,786,018.00	2,287,860.06	1,498,157.94	60.43%	208,607.87
254-43 EXPENSES					
254-432 OPERATING EXPENSES					
254-4320 GENERAL EXPENSES					
254-43200.1 WATER FUND SALARIES					
254-43200.110 SALARIES REGULAR	111,775.00	62,643.51	49,131.49	56.04%	11,767.49
254-43200.130 SALARIES OVERTIME	14,000.00	10,175.38	3,824.62	72.68%	2,693.15
254-43200.140 SALARIES PART TIME	5,293.00	2,837.30	2,455.70	53.60%	285.72
Total WATER FUND SALARIES	131,068.00	75,656.19	55,411.81	57.72%	14,746.36
254-43200.2 WATER FUND BENEFITS					
254-43200.210 HEALTH INS & OTHER BENEFIT	44,500.00	19,356.20	25,143.80	43.50%	2,997.03
254-43200.220 SOCIAL SECURITY	10,091.00	5,824.34	4,266.66	57.72%	1,129.84
254-43200.226 WORKERS COMP INSURANCE	6,624.00	3,818.11	2,805.89	57.64%	693.52
254-43200.230 RETIREMENT	11,178.00	6,121.41	5,056.59	54.76%	1,141.56
254-43200.250 UNEMPLOYMENT INSURANCE	353.00	76.22	276.78	21.59%	43.29
Total WATER FUND BENEFITS	72,746.00	35,196.28	37,549.72	48.38%	6,005.24
254-43200.330 OTHER PROFESSIONAL SERVIC	1,000.00	0.00	1,000.00	0.00%	0.00
254-43200.335 AUDIT	3,623.00	3,622.50	0.50	99.99%	-575.00
254-43200.340 COMPUTER EXPENSES	1,500.00	842.40	657.60	56.16%	0.00
254-43200.410 WATER AND SEWER CHARGE	200.00	71.86	128.14	35.93%	23.56
254-43200.411 CWD WATER PURCHASE	493,810.00	258,923.93	234,886.07	52.43%	32,887.60
254-43200.412 STATE WATER TAX	12,662.00	6,164.87	6,497.13	48.69%	783.04
254-43200.430 WATER LINES MAINT-BREAKS	16,000.00	11,915.92	4,084.08	74.47%	5,197.32
254-43200.432 VEHICLE MAINTENANCE	0.00	72.47	-72.47	100.00%	0.00
254-43200.441 RIGHT OF WAY AGREEMENTS	142.00	91.68	50.32	64.56%	0.00
254-43200.491 CONTRACTUAL SERVICES	106,531.00	51,705.00	54,826.00	48.54%	0.00

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
254-43200.500 TRAINING, CONFERENCES, DU	2,000.00	2,064.00	-64.00	103.20%	674.00
254-43200.521 LIABILITY & PROPERTY INS.	3,011.00	2,593.65	417.35	86.14%	0.00
254-43200.535 TELEPHONE SERVICES	1,000.00	928.72	71.28	92.87%	139.69
254-43200.536 POSTAGE	2,000.00	530.82	1,469.18	26.54%	3.48
254-43200.550 PRINTING AND ADVERTISING	2,000.00	335.15	1,664.85	16.76%	100.01
254-43200.570 MAINTENANCE OTHER	2,000.00	6,169.09	-4,169.09	308.45%	746.63
254-43200.572 INTERVIEW COSTS	0.00	175.00	-175.00	100.00%	0.00
254-43200.610 SUPPLIES	6,000.00	5,609.67	390.33	93.49%	2,337.03
254-43200.612 UNIFORMS,BOOTS,ETC	1,500.00	807.02	692.98	53.80%	81.65
254-43200.613 METERS AND PARTS	1,000.00	0.00	1,000.00	0.00%	0.00
254-43200.614 DISTRIBUTION MATERIALS	7,000.00	6,106.32	893.68	87.23%	0.00
254-43200.622 ELECTRICAL SERVICE	750.00	605.85	144.15	80.78%	0.00
254-43200.623 HEATING/NATURAL GAS	4,000.00	1,253.19	2,746.81	31.33%	0.00
254-43200.626 GAS,GREASE AND OIL	3,000.00	681.67	2,318.33	22.72%	76.37
254-43200.742 TRANS TO CAPITAL RESERVE	160,000.00	80,000.00	80,000.00	50.00%	0.00
254-43200.805 INTEREST EXPENSE	0.00	86.34	-86.34	100.00%	0.00
254-43200.891 CAPITAL OUTLAY	6,000.00	0.00	6,000.00	0.00%	0.00
Total GENERAL EXPENSES	1,040,543.00	552,209.59	488,333.41	53.07%	63,226.98
254-4321 OF WATER EXPENSES					
254-43210.411 CWD WATER PURC - GF	2,681,600.00	1,512,514.50	1,169,085.50	56.40%	196,009.80
254-43210.412 STATE WATER TAX - GF	63,875.00	36,012.25	27,862.75	56.38%	4,666.90
Total OF WATER EXPENSES	2,745,475.00	1,548,526.75	1,196,948.25	56.40%	200,676.70
Total OPERATING EXPENSES	3,786,018.00	2,100,736.34	1,685,281.66	55.49%	263,903.68
254-433 CAPITAL PROJECT EXPENSES					
254-43330.002 METER REPLACEMENT PROGRAM	0.00	3,326.17	-3,326.17	100.00%	0.00
254-43330.005 SERIES 3 BOND INTEREST	0.00	8,386.67	-8,386.67	100.00%	0.00
254-43332 BONDED PROJECTS					
254-43332.007 UB CONVERSION TO NEMRC	0.00	1,645.83	-1,645.83	100.00%	187.50
Total BONDED PROJECTS	0.00	1,645.83	-1,645.83	100.00%	187.50
Total CAPITAL PROJECT EXPENSES	0.00	13,358.67	-13,358.67	100.00%	187.50
Total EXPENSES	3,786,018.00	2,114,095.01	1,671,922.99	55.84%	264,091.18
Total Expenditures	3,786,018.00	2,114,095.01	1,671,922.99	55.84%	264,091.18
Total WATER FUND	0.00	173,765.05	-173,765.05	-100.00%	-55,483.31
255-3 REVENUE					
255-34 OPERATING REVENUE					
255-34402.000 INTEREST EARNINGS	0.00	2,355.32	-2,355.32	100.00%	0.00
255-34403.000 MISC - UNCLASSIFIED RECEI	0.00	278.80	-278.80	100.00%	0.00
255-348 VILLAGE USER CHARGES					
255-34801.000 VILLAGE USER CHARGE	645,063.00	433,899.69	211,163.31	67.26%	0.00


Account			Budget		Pd to Date
	Budget	Actual	Balance	% of Budget	
255-34811.000 VILLAGE USER PENALTIES	3,000.00	1,853.38	1,146.62	61.78%	-4.81
255-34812.000 VILL. SEPTAGE DISCHARGE I	20,000.00	0.00	20,000.00	0.00%	0.00
Total VILLAGE USER CHARGES	668,063.00	435,753.07	232,309.93	65.23%	-4.81
255-349 TRI-TOWN REVENUES					
255-34900.000 WASTEWATER CHARGE - ESSEX	476,928.00	317,952.00	158,976.00	66.67%	39,744.00
255-34901.000 WASTEWATER CHARGE - WILLI	675,345.00	450,230.00	225,115.00	66.67%	56,278.75
255-34903.001 SHARED SEPTAGE REVENUES	9,511.00	0.00	9,511.00	0.00%	0.00
255-34903.005 PUMP STATION MAINT. FEES	30,300.00	15,150.00	15,150.00	50.00%	0.00
Total TRI-TOWN REVENUES	1,192,084.00	783,332.00	408,782.00	65.71%	96,022.75
Total OPERATING REVENUE	1,860,147.00	1,221,719.19	638,427.81	65.60%	96,017.94
255-39 NON OPERATING INCOME					
255-39000.001 CURRENT YR CONTRIBUTION I	0.00	160,000.00	-160,000.00	100.00%	0.00
255-39700.002 ESSEX - DEBT PAYMENT	0.00	290,936.90	-290,936.90	100.00%	0.00
255-39700.003 WILLISTON - DEBT PAYMENT	0.00	278,055.88	-278,055.88	100.00%	0.00
255-39700.004 ESSEX JCT - DEBT PAYMENT	0.00	304,537.39	-304,537.39	100.00%	0.00
Total NON OPERATING INCOME	0.00	1,033,530.17	-1,033,530.17	100.00%	0.00
Total REVENUE	1,860,147.00	2,255,249.36	-395,102.36	121.24%	96,017.94
Total Revenues	1,860,147.00	2,255,249.36	-395,102.36	121.24%	96,017.94
255-43 EXPENSES					
255-4320 GENERAL EXPENSES					
255-43200.1 WWTF SALARIES					
255-43200.110 SALARIES REGULAR	340,008.00	225,154.43	114,853.57	66.22%	33,259.25
255-43200.130 SALARIES OVERTIME	48,000.00	28,826.99	19,173.01	60.06%	3,380.33
255-43200.140 SALARIES PART TIME	10,000.00	15,294.50	-5,294.50	152.95%	826.65
Total WWTF SALARIES	398,008.00	269,275.92	128,732.08	67.66%	37,466.23
255-43200.2 WWTF BENEFITS					
255-43200.210 HEALTH INS & OTHER BENEFI	119,377.00	69,237.79	50,139.21	58.00%	8,795.08
255-43200.220 SOCIAL SECURITY	30,613.00	20,591.50	10,021.50	67.26%	2,884.26
255-43200.226 WORKERS COMP INSURANCE	20,215.00	11,813.46	8,401.54	58.44%	1,664.19
255-43200.230 RETIREMENT	34,001.00	22,749.61	11,251.39	66.91%	3,352.18
255-43200.250 UNEMPLOYMENT INSURANCE	500.00	250.56	249.44	50.11%	113.26
Total WWTF BENEFITS	204,706.00	124,642.92	80,063.08	60.89%	16,808.97
255-43200.320 LEGAL SERVICES	1,000.00	0.00	1,000.00	0.00%	0.00
255-43200.330 OTHER PROFESSIONAL SERVIC	4,000.00	0.00	4,000.00	0.00%	0.00
255-43200.335 AUDIT	4,253.00	4,252.50	0.50	99.99%	-675.00
255-43200.410 WATER AND SEWER CHARGE	3,000.00	1,776.52	1,223.48	59.22%	435.51

Account			Budget		Pd to Date
	Budget	Actual	Balance	% of Budget	
255-43200.432 VEHICLE MAINTENANCE	3,000.00	4,250.98	-1,250.98	141.70%	0.00
255-43200.491 CONTRACTUAL SERVICES	53,266.00	25,852.50	27,413.50	48.53%	0.00
255-43200.500 TRAINING, CONFERENCES, DU	6,500.00	5,070.85	1,429.15	78.01%	1,187.70
255-43200.521 LIABILITY & PROPERTY INS.	38,015.00	27,701.92	10,313.08	72.87%	0.00
255-43200.535 TELEPHONE SERVICES	6,000.00	2,533.76	3,466.24	42.23%	319.47
255-43200.565 GRIT DISPOSAL	15,000.00	7,349.28	7,650.72	49.00%	918.66
255-43200.567 SLUDGE PROCESSING	130,000.00	68,940.00	61,060.00	53.03%	0.00
255-43200.568 SLUDGE MANAGEMENT	150,000.00	51,460.55	98,539.45	34.31%	6,854.94
255-43200.569 WWTF ANNUAL PERMIT FEE	9,900.00	0.00	9,900.00	0.00%	0.00
255-43200.570 MAINTENANCE OTHER	90,000.00	68,029.93	21,970.07	75.59%	939.65
255-43200.577 CONTRACT LABORATORY SERVI	9,000.00	4,724.00	4,276.00	52.49%	775.00
255-43200.610 SUPPLIES	10,000.00	2,716.57	7,283.43	27.17%	189.97
255-43200.612 UNIFORMS,BOOTS,ETC	5,000.00	2,814.05	2,185.95	56.28%	0.00
255-43200.618 SUPPLIES - LABORATORY	15,000.00	6,860.87	8,139.13	45.74%	0.00
255-43200.619 CHEMICALS	210,000.00	166,423.07	43,576.93	79.25%	24,607.86
255-43200.622 ELECTRICAL SERVICE	150,000.00	76,868.31	73,131.69	51.25%	0.00
255-43200.623 HEATING/NATURAL GAS	20,000.00	10,194.13	9,805.87	50.97%	0.00
255-43200.626 GAS,GREASE AND OIL	4,500.00	3,193.67	1,306.33	70.97%	321.02
255-43200.742 TRANS TO CAPITAL RESERVE	320,000.00	160,000.00	160,000.00	50.00%	0.00
Total GENERAL EXPENSES	1,860,148.00	1,094,932.30	765,215.70	58.86%	90,149.98
255-433 CAPITAL PROJECTS/EXPENSES					
255-43330.000 ARRA Loan-AR1-004 Admin F	0.00	594.78	-594.78	100.00%	0.00
255-43330.001 RZEDB Interest	0.00	23,439.58	-23,439.58	100.00%	0.00
255-43330.002 DIGESTER CLEARNING	0.00	10,100.00	-10,100.00	100.00%	0.00
255-43330.007 CWSRF RF1-148 ADMIN FEE	0.00	247,860.99	-247,860.99	100.00%	0.00
255-43330.009 AUTOMATIC SAMPLERS	0.00	2,032.09	-2,032.09	100.00%	0.00
255-43330.011 HEADWORKS SCREEN	0.00	391.25	-391.25	100.00%	0.00
255-43330.012 ALKALINITY CNTRL INSTALLA	0.00	4,127.33	-4,127.33	100.00%	729.71
255-43330.013 WHEEL LOADER	0.00	65,543.70	-65,543.70	100.00%	0.00
Total CAPITAL PROJECTS/EXPENSES	0.00	354,089.72	-354,089.72	100.00%	729.71
255-434 NON-OPERATING EXPENSES					
Total NON-OPERATING EXPENSES	0.00	0.00	0.00	0.00%	0.00
Total EXPENSES	1,860,148.00	1,449,022.02	411,125.98	77.90%	90,879.69
Total Expenditures	1,860,148.00	1,449,022.02	411,125.98	77.90%	90,879.69
Total WASTEWATER FUND	-1.00	806,227.34	-806,226.34		5,138.25
256-3 REVENUE					
256-33 INTERGOVERNMENTAL REVENUE					
256-33900.000 ESSEX PUMP STATION FEES	23,878.00	11,742.24	12,135.76	49.18%	0.00
256-33900.001 PARY AGREEMNT REV	15,000.00	7,500.00	7,500.00	50.00%	0.00
Total INTERGOVERNMENTAL REVENUE	38,878.00	19,242.24	19,635.76	49.49%	0.00

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
256-34 OPERATING REVENUE					
256-34402.000 INTEREST EARNINGS	0.00	3,453.23	-3,453.23	100.00%	0.00
256-34403.000 MISC. - UNCLASSIFIED RECE	0.00	3,000.00	-3,000.00	100.00%	0.00
256-348 USER CHARGES					
256-34801.000 ANNUAL CUSTOMER CHARGE	567,372.00	393,917.35	173,454.65	69.43%	0.00
256-34811.000 ANNUAL CUSTOMER CHARGE -	2,500.00	1,648.05	851.95	65.92%	-3.89
256-34821.000 HOOK ON FEES	30,000.00	5,000.00	25,000.00	16.67%	2,000.00
Total USER CHARGES	599,872.00	400,565.40	199,306.60	66.78%	1,996.11
Total OPERATING REVENUE	599,872.00	407,018.63	192,853.37	67.85%	1,996.11
256-39 NON OPERATING REVENUE					
256-39000.001 CURRENT YR CONTRIBUTION I	0.00	47,500.00	-47,500.00	100.00%	0.00
256-39200.001 WWTF CAPACITY SALE REVENU	0.00	100,000.00	-100,000.00	100.00%	0.00
Total NON OPERATING REVENUE	0.00	147,500.00	-147,500.00	100.00%	0.00
Total REVENUE	638,750.00	573,760.87	64,989.13	89.83%	1,996.11
Total Revenues	638,750.00	573,760.87	64,989.13	89.83%	1,996.11
256-43 EXPENSES					
256-432 OPERATING EXPENSES					
256-43200.1 SANITATION SALARIES					
256-43200.110 SALARIES REGULAR	86,641.00	47,748.10	38,892.90	55.11%	9,645.20
256-43200.130 SALARIES OVERTIME	12,000.00	9,106.52	2,893.48	75.89%	2,467.86
256-43200.140 SALARIES PART TIME	5,293.00	2,837.29	2,455.71	53.60%	285.72
Total SANITATION SALARIES	103,934.00	59,691.91	44,242.09	57.43%	12,398.78
256-43200.2 SANITATION BENEFITS					
256-43200.210 HEALTH INS & OTHER BENEFIT	44,500.00	29,664.51	14,835.49	66.66%	4,211.85
256-43200.220 SOCIAL SECURITY	8,013.00	4,627.22	3,385.78	57.75%	964.28
256-43200.226 WORKERS COMP INSURANCE	5,208.00	3,407.93	1,800.07	65.44%	686.33
256-43200.230 RETIREMENT	8,664.00	5,754.92	2,909.08	66.42%	1,212.83
256-43200.250 UNEMPLOYMENT INSURANCE	328.00	89.53	238.47	27.30%	44.69
Total SANITATION BENEFITS	66,713.00	43,544.11	23,168.89	65.27%	7,119.98
256-43200.330 OTHER PROFESSIONAL SERVIC	1,000.00	0.00	1,000.00	0.00%	0.00
256-43200.335 AUDIT	1,812.00	1,811.25	0.75	99.96%	-287.50
256-43200.340 COMPUTER EXPENSES	2,500.00	1,684.80	815.20	67.39%	0.00
256-43200.410 WATER AND SEWER CHARGE	500.00	204.15	295.85	40.83%	68.05
256-43200.430 SANITATION LINES MAINTENA	6,500.00	650.00	5,850.00	10.00%	0.00
256-43200.432 VEHICLE MAINTENANCE	0.00	149.71	-149.71	100.00%	0.00
256-43200.434 PUMP STATION MAINTENANCE	10,000.00	6,650.72	3,349.28	66.51%	535.37
256-43200.436 SANIT. LINE BACK-UP CLEAN	2,000.00	1,320.95	679.05	66.05%	1,320.95

Account			Budget		Pd to Date
	Budget	Actual	Balance	% of Budget	
256-43200.441 RIGHT OF WAY AGREEMENTS	1,098.00	1,572.96	-474.96	143.26%	16.62
256-43200.491 CONTRACTUAL SERVICES	136,831.00	66,855.00	69,976.00	48.86%	0.00
256-43200.500 TRAINING, CONFERENCES, DU	200.00	0.00	200.00	0.00%	0.00
256-43200.521 LIABILITY & PROPERTY INS.	5,812.00	4,424.67	1,387.33	76.13%	0.00
256-43200.536 POSTAGE	3,500.00	942.39	2,557.61	26.93%	0.00
256-43200.550 PRINTING AND ADVERTISING	550.00	576.84	-26.84	104.88%	200.03
256-43200.570 MAINTENANCE OTHER	1,500.00	301.80	1,198.20	20.12%	0.00
256-43200.610 SUPPLIES	1,000.00	993.21	6.79	99.32%	0.00
256-43200.612 UNIFORMS,BOOTS,ETC	1,500.00	734.97	765.03	49.00%	0.00
256-43200.622 ELECTRICAL SERVICE	12,000.00	6,238.33	5,761.67	51.99%	0.00
256-43200.623 HEATING/NATURAL GAS	1,300.00	496.88	803.12	38.22%	0.00
256-43200.626 GAS,GREASE AND OIL	2,500.00	1,223.92	1,276.08	48.96%	165.38
256-43200.742 TRANS TO CAPITAL RESERVE	95,000.00	47,500.00	47,500.00	50.00%	0.00
256-43220 ESSEX PS COSTS					
256-43220.001 SUSIE WILSON PS COSTS	9,000.00	5,081.11	3,918.89	56.46%	36.73
256-43220.002 WEST ST PS COSTS	11,000.00	5,101.00	5,899.00	46.37%	36.73
Total ESSEX PS COSTS	20,000.00	10,182.11	9,817.89	50.91%	73.46
Total OPERATING EXPENSES	477,750.00	257,750.68	219,999.32	53.95%	21,611.12
256-433 CAPITAL PROJECTS/EXPENSE					
256-43330.002 METER REPLACEMENT PROGRAM	0.00	6,652.35	-6,652.35	100.00%	0.00
256-43330.007 ARRA Loan-AR1-004 Admin F	0.00	3,602.71	-3,602.71	100.00%	0.00
256-43332.007 UB CONVERSION TO NEMRC	0.00	3,291.67	-3,291.67	100.00%	375.00
Total CAPITAL PROJECTS/EXPENSE	0.00	13,546.73	-13,546.73	100.00%	375.00
256-434 NON OPERATING EXPENSES					
256-43455.001 TRANS TO WWTF FOR DEBT PY	0.00	304,537.39	-304,537.39	100.00%	0.00
Total NON OPERATING EXPENSES	0.00	304,537.39	-304,537.39	100.00%	0.00
Total EXPENSES	477,750.00	575,834.80	-98,084.80	120.53%	21,986.12
Total Expenditures	477,750.00	575,834.80	-98,084.80	120.53%	21,986.12
Total SANITATION FUND	161,000.00	-2,073.93	-188,926.07	-1.29%	-19,990.01
Total All Funds	100,999.00	-766,449.41	665,450.41	-758.87%	-470,507.30

Memorandum

To: Essex Selectboard; Essex Junction Board of Trustees; Evan Teich, Unified Manager
From: Greg Duggan, Deputy Town Manager 
Re: Preparation for March 24 joint meeting
Date: March 9, 2018

Issue

The issue is having the boards prepare for a joint meeting about governance on March 24.

Discussion

The joint meeting on March 24 will run from 10 a.m. to 2 p.m. at Essex High School, and will be facilitated. Lunch will also be provided.

The Selectboard Chair, Village President, and staff expect to select a facilitator by Monday, March 12. The Chair and President will announce the selection at the joint meeting on March 13.

A draft agenda for March 24 includes the following items, based on previous discussions in preparation for the meeting:

- Review of municipal functions consolidated to date
- Lessons from past failures and successes of merger and consolidation
- Building trust between the boards
- Priorities for continued discussion of governance
 - Hopes for what is to be achieved
 - Concerns about governance, such as preservation of and impact to identities of the municipalities
- Identification of potential hurdles and stumbling blocks
- Identification of gaps in knowledge
- Public comment following discussion by the two boards
- Discussion of next steps

The facilitator will be expected to provide a written synopsis of the meeting to the Unified Manager's Office by Monday, April 2.

Cost

Cost is not expected to exceed \$2,400, and will be determined based on which facilitator is selected.

Recommendation

It is recommended that the Selectboard/Board of Trustees, at the meeting on March 13, identify any other topics for discussion on March 24.

It is further recommended that the Selectboard/Board of Trustees authorize the Selectboard Chair, Village President, and staff to work with the facilitator to finalize the meeting agenda.

Memorandum

To: Essex Selectboard; Essex Junction Board of Trustees; Evan Teich, Unified Manager
From: Greg Duggan, Deputy Town Manager (GD)
Re: Selection of future meeting dates
Date: March 9, 2018

Issue

The issue is having the boards schedule future joint meetings.

Discussion

The recently-signed Memorandum of Understanding Regarding the Unified Manager (attached) sets out to establish joint meetings between the Selectboard, Trustees, and Manager at least once every two months. The meetings will have “the express purpose of discussing any issues or concerns regarding the Unified Manager's performance, and to reinforce good performance. The goal of the bi-monthly meetings is to maintain strong communication between the Town and Village, and to receive and provide feedback between the parties and the Unified Manager.”

At minimum, the boards can expect the meetings to include agenda items for Evaluation of Unified Manager, as well as discussions about Governance.

Possible meeting dates include the following:

- April 19 (Thursday) or 25 (Wednesday) at 81 Main St.
- June 14 (Thursday) or 20 (Wednesday) at Lincoln Hall
- Aug. 1 (Wednesday) or 22 (Wednesday) at 81 Main St.
- Oct. 11 (Thursday) or 17 (Wednesday) at Lincoln Hall
- Dec. 5 (Wednesday) or 19 (Wednesday) at 81 Main St.

Along with choosing dates, the boards can also select a start time for meetings. Board members should plan for meetings to last for approximately 2 hours.

Past practice has been to schedule meetings when at least 4 of 5 members from both boards can attend.

Cost

None at this time.

Recommendation

It is recommended that the Selectboard/Board of Trustees schedule dates and times for future meetings.

**MEMORANDUM OF UNDERSTANDING
REGARDING THE UNIFIED MANAGER**

This Memorandum of Understanding, made and entered into this 26 day of February, 2018, by and between the Town of Essex, Vermont, a municipal corporation acting by and through its Selectboard (the "Town"), and the Village of Essex Junction, a municipal corporation acting by and through its Board of Trustees (the "Village"):

RECITALS

WHEREAS, the Town and Village desire to employ the services of Evan K. Teich as a Town Manager of the Town of Essex and a Village Manager of the Village of Essex Junction, a position to be referred to as Unified Manager, and have entered into an Employment Agreement with Evan K. Teich dated January 14, 2018 ("Employment Agreement"), for that purpose; and

WHEREAS, the Town and the Village acknowledge and agree that the success of the Unified Manager will depend greatly upon continued cooperation and communication between the Town and Village, and to that end desire to set forth their understanding as to how the services of the Unified Manager will be shared and utilized, as well as to establish a schedule for joint meetings between the parties; and

WHEREAS, the parties intend that this Memorandum of Understanding shall be for an initial term of 1 year, and shall be revisited at least annually during the term of the Employment Agreement with the Unified Manager.

NOW, THEREFORE, in consideration of the covenants and promises contained herein, the parties mutually agree as follows:

SECTION I: UNIFIED MANAGER COMPENSATION AND BENEFITS

The Town and the Village shall each be responsible for fifty percent (50%) of the Unified Manager's annual salary and any performance bonuses payable to the Unified Manager in the Town and Village's discretion pursuant to Section IV.B. of the Employment Agreement. The Town shall be solely responsible for payment of the benefits and expenses set forth in Sections V and VII of the Employment Agreement.

SECTION II: GOALS & OBJECTIVES

Prior to July 1 of each year of the Employment Agreement, the Town, the Village and the Unified Manager shall establish and define such goals and performance objectives that they mutually determine are necessary for the proper operation of the Town and Village, and the attainment of the Town's and the Village's policy objectives. The Town,

the Village and the Unified Manager shall further establish a relative priority among the various goals and objectives, and said goals and objectives shall be reduced to writing. The goals and objectives shall generally be attainable within the time limits specified, within the annual operating and capital budgets and appropriations provided by the Town and Village and within existing circumstances and external conditions affecting the Town and Village.

SECTION III: ANNUAL REVIEW

The Town and the Village shall annually review and evaluate the Unified Manager's accomplishment of the goals and objectives established pursuant to Section II, above, and the Manager's performance in achieving those goals and objectives. This review and evaluation shall be in accordance with Specific, Measurable, Achievable, Relevant, and Time Constrained (SMART) criteria developed jointly by the Town, Village, and Unified Manager prior to the start of the performance period.

SECTION IV: BI-MONTHLY MEETINGS

The Town and Village shall meet at least bi-monthly (once every two months) for the express purpose of discussing any issues or concerns regarding the Unified Manager's performance, and to reinforce good performance. The goal of the bi-monthly meetings is to maintain strong communication between the Town and Village, and to receive and provide feedback between the parties and the Unified Manager.

SECTION V: MISCELLANEOUS

A. In recognition of the amount of time the Unified Manager must devote outside of normal office hours to the business of the Town and Village, the Unified Manager will be allowed to establish a reasonable schedule, in consultation with the Chair of the Town Selectboard and President of the Village Trustees. The Unified Manager will devote full time and attention to the business of the Town and Village and will not engage in any other business, except with the approval of the Town and the Village.

B. The Town and the Village acknowledge and recognize the Unified Manager as the chief administrative officer of both governments, exercising full supervisory authority over all Town and Village staff. To support the success of the Unified Manager, members of the Town Selectboard and the Village Trustees acknowledge and affirm that they will not interfere in Town or Village operations, including interacting with staff without the Unified Manager's specific approval. Staff members will be made aware of this policy and will report any encounters with elected officials which they believe violate this policy to the Unified Manager. The Unified Manager will report repeated violations to the membership of both boards for review and remediation.

C. The Town and Village recognize and understand that there is a possibility that a conflict could arise between the Parties. Both the Town and the Village shall instruct

the Unified Manager that in the event any such conflict arises, the Unified Manager shall advise both the Town and the Village of the conflict, and thereafter remain neutral as to the conflict.

D. This Memorandum of Understanding will be reviewed at least annually by the Parties, and any amendments shall be in writing and signed by both Parties.

IN WITNESS THEREOF, THE Parties have hereunto signed and sealed this Memorandum of Understanding and a duplicate thereof this 26 day of February 2018.





TOWN OF ESSEX
by its Selectboard







VILLAGE OF ESSEX JUNCTION
by its Board of Trustees

[printed February, 2018]

Memorandum

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

From: Greg Duggan, Deputy Town Manager ^{CS}_D

Re: Setting goals and objectives for evaluation of Unified Manager

Date: March 9, 2018

Issue

The issue is determining goals and objectives for the Unified Manager, and a process with which to evaluate the Manager.

Discussion

The recently-signed Memorandum of Understanding Regarding the Unified Manager calls for the Selectboard, Trustees, and Manager to annually establish goals and performance objectives. The goals and objectives are to be attainable and prioritized in writing.

The Selectboard and Trustees will evaluate the Manager each year based on accomplishment of the established goals and objectives. The evaluation is to occur in accordance with Specific, Measurable, Achievable, Relevant, and Time Constrained (SMART) criteria developed jointly by the Selectboard, Trustees, and Manager.

The MOU contains the full language for goal-setting and evaluations.

The Boards and the Manager will need to decide how many goals and objectives to establish, and which goals and objectives should be specific to the Town, Village, or both.

Cost

None.

Recommendation

It is recommended that the Selectboard and Board of Trustees discuss potential goals and performance objectives, and then each choose a board member to work with the Unified Manager to develop SMART criteria with which to evaluate the Unified Manager, with the goals and evaluation criteria to be finalized at a joint meeting in April.