



**TRUSTEES MEETING NOTICE & AGENDA**  
**TUESDAY, SEPTEMBER 25, 2018 at 6:30 PM**  
**LINCOLN HALL MEETING ROOM, 2 LINCOLN STREET**

1. **CALL TO ORDER/PLEDGE OF ALLEGIANCE TO FLAG** [6:30 PM]
2. **AGENDA ADDITIONS/CHANGES**
3. **APPROVE AGENDA**
4. **GUESTS, PRESENTATIONS AND PUBLIC HEARINGS**
  - a. Comments from Public on Items Not on Agenda
  - b. Interview with Jeanne Grant for Brownell Library Board
  - c. Interview with Helen Donahey for Brownell Library Board
  - d. Interview with Kristin Ballif for Brownell Library Board – 7:30 PM
  - e. Alan Nye, Chittenden Solid Waste District Representative
5. **OLD BUSINESS**
  - a. Appointments to Brownell Library Board – Andrew Brown
6. **NEW BUSINESS**
  - a. EJP Request for Waiver of No Alcohol Ordinance – Brad Luck
  - b. Creating Meadows on Municipal Property – Robin Pierce
7. **MANAGER'S REPORT**
  - a. Trustees meeting schedule
8. **TRUSTEES' COMMENTS & CONCERNS/READING FILE**
  - a. Board Member Comments
  - b. Minutes from other boards/committees:
    - Brownell Library Board of Trustees 8/21/18
    - Essex Selectboard 9/10/18
    - Bike/Walk Advisory Committee 9/17/18
  - c. FYE 20 Budgets and Capital Program Adoption Schedule
  - d. Draft Purchasing Policy for Future Consideration
9. **CONSENT AGENDA**
  - a. Approve Minutes of Previous Meetings 7/18/18 and 9/11/18
  - b. Expense Warrant #17113 dated 9/14/18 in the amount of \$91,083.84
  - c. Expense Warrant #17114 dated 9/21/18 in the amount of \$379,753.78
  - d. FYE 19 Budget Status Report as of 8/31/18
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.*

## Patricia Benoit

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**From:** Jeanne Grant  
**Sent:** Saturday, September 8, 2018 3:42 PM  
**To:** Patricia Benoit; Christine Packard  
**Subject:** Interested in Library Trustee position

Hello!

I am interested in serving on the Brownell Library Board of Trustees. I was invited to explore this opportunity by one of the members, Sheila Porter, and was able to attend a meeting recently. I am passionate about promoting reading and books. I currently work as a Bookseller at Phoenix Books in Essex and formerly worked for 6 years as a Librarian Assistant at Summit Street Elementary School. I have been an avid reader all my life and frequently took advantage of the wonderful summer programs at Brownell when my children were small. My passion for literacy and my experience with the same would enable me to contribute positively to the Board of Trustees.

Thank you for your attention and I look forward to hearing from you.

Jeanne Grant

11 Hubbells Falls Drive  
Essex Junction

Helen Soule Donahey  
3 Walnut Lane  
Essex Junction VT 05452

RECEIVED  
SEP 13 2018  
Village of Essex Junction

September 13, 2018

Dear Mr. Teich,

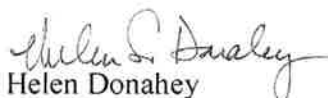
I have been a resident of Essex Junction since 2011, and one of the very first things I did after unloading the moving van was to go to Brownell Library and get my library card. A year later, on my daughter's fifth birthday, I brought her in to get her own card. Since then, those cards have gotten a workout, checking out children's books, novels, non-fiction, cookbooks, gardening books, music books, museum passes, CDs and videos. And every road trip begins with a stop at the library to stock up on audiobooks. So that may tell you more than anything why I am interested in serving as a Brownell Library Trustee.

Sheila Porter, a current library Trustee, alerted me to the vacancy and suggested that I apply. Sheila provided after school care for my daughter for many years and knows how passionate I am about the library as a community resource.

The experience I bring to the Board of Trustees is diverse. I was a Middle School teacher (English Literature and French) for six years, and continue to be a devoted reader of children's and YA literature (as well as books for grown-ups). I am currently employed as an Administrative Assistant at Saint Michael's College, and previously worked as the Executive Assistant to the CEO of the Northwestern Medical Center in St. Albans. In both my current position and my job at the hospital, I was responsible for coordinating and taking minutes at Board meetings, so I have a thorough knowledge of Board responsibilities and procedures. I also have served on the Vestry of St. James Episcopal Church, which is equivalent in nature to a Board, and I am now serving as Vestry recorder, responsible for the meeting minutes.

Thank you for considering me for this opportunity to serve on the library Board. It would give me great pleasure to repay in a small way all the benefits my family enjoys from the library, and to help ensure and guide Brownell's future as a resource for the whole community.

Sincerely,

  
Helen Donahey

## Patricia Benoit

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**From:** Kristin Ballif  
**Sent:** Tuesday, September 18, 2018 12:04 PM  
**To:** Patricia Benoit  
**Subject:** Brownell Library Board of Trustees

Arriving  
at 7:30

Dear Patty and Brownell Library Board of Trustees,

I'm writing to let you know of my interest in serving on the Brownell Library Board of Trustees.

I have been a resident of Essex Junction since August of 2006. My husband and I moved to the area with our two children when my husband, Bryan accepted a position at the University of Vermont as a Biology Professor. Our children attended all the public schools in the area. We made frequent visits to Brownell library, especially when they were younger. We spent many happy hours in the children's section.

My background is in education and literature. I have both a bachelor's and a master's degree in literature and have taught literature and French to students ranging in age from kindergarten to the university level. I have been a substitute teacher at Essex High School since 2007. The past two years I have specifically been subbing at Essex High School Library as my interests have drawn me to library work. I also work part-time at Phoenix Books in Essex as a bookseller. I take part in reading to children during story time at the bookstore as well.

In many ways, Brownell Library to me is the heart of this community. Not only has my family been patrons of the library, but I have volunteered for various library events. I was one of a handful of my neighbors who began the Train Hop that is now an annual holiday event. We wanted to somehow revitalize the area as well as celebrate the train community we have here. The library was where we met to plan what would later become a successful event. I have volunteered almost every year at the event in some capacity; from planning and going to businesses in the area and asking for their support, cutting out tickets for the event, to being a "conductor", handing out light sticks, organizing the set up of train displays, doing my own train display, baking cookies and making a train gingerbread. Basically I've tried to help out where I was needed.

I have very strong interests in history, culture and art. I volunteered to set up a display in the front glass display area of my Raggedy Ann and Andy collection and I was able to use the Kolvoord room to have my first solo art exhibit where I showed my artwork for a month. I would love to help out with any events that pertain to these subject areas as well as education and literacy.

These have all been very positive experiences for my family and me and our community. I would be honored to be a part of a group of individuals who feel as strongly about libraries, literature, literacy and community as much as I do.

Please consider me for a spot on your Board of Trustees.

Thank you,

Kristin L. Ballif

## MEMORANDUM

TO: Board of Commissioners  
FROM: Sarah Reeves  
DATE: September 7, 2018  
RE: ReUse Zone History and Closure Rationale Review

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### PROCESS

Upon my hiring in 2016, one of the duties I was tasked with by the Executive Board was conducting a top-to-bottom institutional system review. District staff and Board embarked on this overall examination of all District operations and infrastructure with the goal of developing a comprehensive plan that will take the District well into the next 20 to 30 years. We will be presenting sub-components of that plan to the Board for approval through the remainder of FY18 and into FY19.

The Drop-Off Centers were the second infrastructure component identified as overdue for examination and potential overhaul (Green Mountain Compost was the first). Staff presented, and the Board discussed, the many siting, materials management, traffic flow and other safety challenges during regular Board meetings in March 2017 and April 2018. During the April 2018 meeting the Board agreed that a DOC retreat was warranted.

On June 16<sup>th</sup>, 2018 the CSWD Board of Commissioners held a publicly-warned DOC strategic work session during which they discussed numerous topics of major concern, based on accumulated experience, observations and data collected by staff over the 25 years of DOC operations. The goals were to review the strengths and weaknesses of the system as it currently operates, to review challenges and opportunities presented by existing and potential future state mandates, and to discuss best practices of successful transfer stations with the aim of incorporating those future DOC operations. First and foremost, **the Board reaffirmed its commitment to the District owning and operating a system of Chittenden County DOCs.** The conversation turned to service, focusing on three areas: 1) the level of service the DOCs must provide (by law/regulation), 2) services could provide more effectively outside of the DOC system, and 3) CSWD services that duplicate or compete with services provided by the private and non-profit sectors.

## REUSE ZONE HISTORY

When the DOC system was established, there were few convenient options available to the public to exchange gently used household items. CSWD filled a need not being met by non-profit, private, or other public entities with a pilot program to facilitate “swaps”, which became the current ReUse Zone sheds. The intent of the ReUse Zones was, and is, to provide an opportunity for unwanted items to find their way into a home other than the landfill. Over the years, the ReUse Zones presented increasing operational challenges as our DOCs hosted more collection containers (as the list of mandated materials to collect grew) and more traffic (DOC visits are up 62% in the last 10 years). Since each DOC site is size-restricted, the safety of our customers and our operators was becoming a significant issue. At the same time, other options began surfacing to support reuse. Now, our ReUse Zones compete with numerous brick-and-mortar and digital free reuse and swap outlets.

## RATIONALE FOR CLOSURE

During the June 16<sup>th</sup> meeting, **Safety was cited as the primary motivation** for improving the DOC user experience. Safety in the ReUse Zones fell into four categories:

- Vehicle traffic and impeded flow;
- Hazardous materials left in the ReUse Zones;
- Dangerous materials left in the ReUse Zones;
- Staff time needed to monitor activity in and around the ReUse Zones, which detracted from attention needed elsewhere onsite.

Traffic flow and congestion are problems at every DOC to one degree or another. Lingering at the ReUse Zones contributes to the congestion. Lines at Richmond and South Burlington routinely back up onto main roads on Saturdays due to limited through-put. Visitors parked by ReUse Zones far more than our 15-minute time limit contribute to the traffic backups and impede the overall flow.

Examples of hazardous materials left in the sheds include fertilizers, pesticides, medication, sharps (hypodermic needles), motor oil, antifreeze, fluorescent bulbs, and rat poisons. Examples of dangerous items left in the sheds are knives, spoiled food, broken lamps, broken appliances, ammunition, and propane tanks.

Additional concerns include outright trash left in ReUse Zones that should have been disposed—and paid for--by the customer, as well as items not selected for reuse by other customers that CSWD staff disposed. Though ReUse Zones have certainly contributed to many, many items having extended lives,

this does not occur with the frequency and consistency that those of us who have found or left “treasures” like to believe. Operators, including at Richmond, have reported that on average, **over 50% of materials left in the ReUse Zone are sent to the landfill at the expense of CSWD on a weekly basis.**

After considering and debating ReUse Zone concerns, hazards, value to the communities and role in the current reuse marketplace, the Board concluded that the ReUse Zones should be closed and voted to do so. Once this was determined, staff set a date and immediately began the process of informing the public and DOC patrons.

### **NEXT STEPS**

Does this mean that CSWD is giving up on reuse? Not at all.

As always, we will continue to encourage, promote, and invest in the kind of creative solutions to waste that our community is admired for. We have a long and growing list of local reuse & donation options on our website and a grant program with \$25,000 available for projects to reduce waste (Huntington used it to build their reuse shed). **We are happy to provide the ReUse Zone sheds to any CSWD member community to use in their own version of a ReUse Zone.**

We will keep exploring options to improve safety and efficiency at our facilities while providing affordable, convenient service as our community grows and evolves over the next 25 years—and beyond.



## **Volunteer Opportunities**

The Village of Essex Junction is seeking citizens interested in serving on the following boards and committees:

### **Bike/Walk Advisory Committee**

One one-year term through June 2019

One three-year term through June 2021

### **Capital Program Review Committee**

One three-year term through August 2021

### **Brownell Library Board of Trustees**

Two terms through April 2019

**A description of the individual committees and the duties associated with the position is available in the Municipal Manager's office.**

**Interested residents should send a letter to the Municipal Manager, 2 Lincoln Street, Essex Junction, VT 05452 or email [patty@essexjunction.org](mailto:patty@essexjunction.org). Questions regarding these positions may be directed to the Municipal Manager's office (878-6944).**



## Memo

To: Village Trustees

From: Brad Luck, Director, EJRP

Date: September 21, 2018

Re: Battle of the BBQ Event, 10/13, waiver of alcohol ordinance request

On Saturday, October 13, from 12-2p.m., EJRP is hosting the first ever Battle of the BBQ at Maple Street Park in the parking lot. After working with Mark BBQ this summer, they suggested trying this type of event. Mark BBQ, Burke BBQ, and Porky's BBQ have committed. They will each be providing pulled pork and chicken/sausage samplers to attendees. The cost will be \$15.00 per ticket to get two samples from each of the three vendors. They will also have their regular menu items available for purchase. Participants will have the opportunity to vote for the best foods and a winner will be announced at the end of the event. We are also working on having music and a few activities for kids. This is intended to be a family friendly event.

We are interested in adding a beer component to the event. We met with 1<sup>st</sup> Republic Brewing, and they are interested in providing beer for sale. We would offer a ticket option that includes one beer or a ticket option with no alcohol. Beer would also be for sale separate from the tickets. Below you will see a draft sketch of the plan. VT DLC requires that the service area is barricaded off. We would snow fence around the parking lot in order to keep people contained. People would not be asked to show identification unless they were using a ticket or money to get a beer. 1<sup>st</sup> Republic staff would review identification to ensure the person was of legal age and issue them a bracelet. Bracelet holders would be permitted to drink beers during the event. Anyone without a bracelet would not be permitted to possess or consume alcohol. EJRP staff will monitor egresses to the snow fenced area to ensure that people do not leave with beers. A combination of EJRP and 1<sup>st</sup> Republic staff will rove during the event to make sure that people drinking beers have a bracelet.

Current Village ordinance prevents alcoholic beverages from being consumed on park property: SECTION 303. CONDUCT: (a) No alcoholic beverages or other controlled substances shall be permitted within the park boundaries.

We are requesting that the Village Trustees waive Chapter 3, Section 303(a), of the Village ordinances on Saturday, October 13, from 12-2p.m. for the Battle of the BBQ event. All VT Department of Liquor Control and Village insurance requirements need to be met for this to happen.

**VILLAGE OF ESSEX JUNCTION, VT**  
**MUNICIPAL CODE**  
**CHAPTER 3.**  
**GENERAL REGULATION OF PUBLIC PARKS**

**SECTION 301:**

All Village parks will be operated, maintained, and administered under the direct control and supervision of the Essex Junction Prudential Committee.

**SECTION 302. PERMITS:**

- (a) Permits shall be acquired by any organized group or teams who desire to use the various areas of the Village parks. These requests must be received in advance through the Recreation and Parks Director and reasonable fees may be charged in accordance with the rules and regulations as established by the School Department.
- (b) Application for permits must be signed by a responsible representative of the group, who will be accountable for any damage or loss of property arising from such use.
- (c) Groups or teams may also be required to post a deposit in advance if the director of Recreation and Parks deems it advisable.
- (d) Permits may be canceled by the Director of Recreation and Parks and/or the Superintendent of Schools if the permit's intent is violated or if the permit holders violate any of the rules and regulations of the School Department.

**SECTION 303. CONDUCT:**

- (a) No alcoholic beverages or other controlled substances shall be permitted within the park boundaries.
- (b) No glass bottles shall be permitted within the park boundaries.
- (c) No unruly or uncooperative person will be permitted to remain within the parks and no person shall disturb the peace, endanger the public safety, use obscene or profane language, or prevent the use of the park by others.
- (d) No group or team may impose charges on persons or parties using the park or recreation facilities.
- (e) No products of any kind may be sold within the park boundaries without a special permit secured in advance.
- (f) Alterations or changes of any kind to park land or properties must first be approved by the Village Trustees and the Prudential Committee.
- (g) No area of the park may be roped off without prior approval from the Recreation and Parks Director.

**SECTION 304. SIGNS:**

- (a) Sponsorship signs, that have received the approval of the Essex Junction Recreation and Parks Director, will be the only private advertising signs permitted.
- (b) Approval to erect a sponsorship sign shall not exceed six months.
- (c) The maximum size of a sign shall be 4' x 8'.
- (d) A sign shall not advertise or promote any illegal activity or product, alcohol or tobacco related products.
- (e) A sign shall not use profanity in its message.

*New section 304 adopted by Trustees March 13, 2001.*

**SECTION 305. MISCELLANEOUS PROVISIONS:**

Event description in fall brochure:



## **Battle of the BBQ**

**Saturday, October 13**

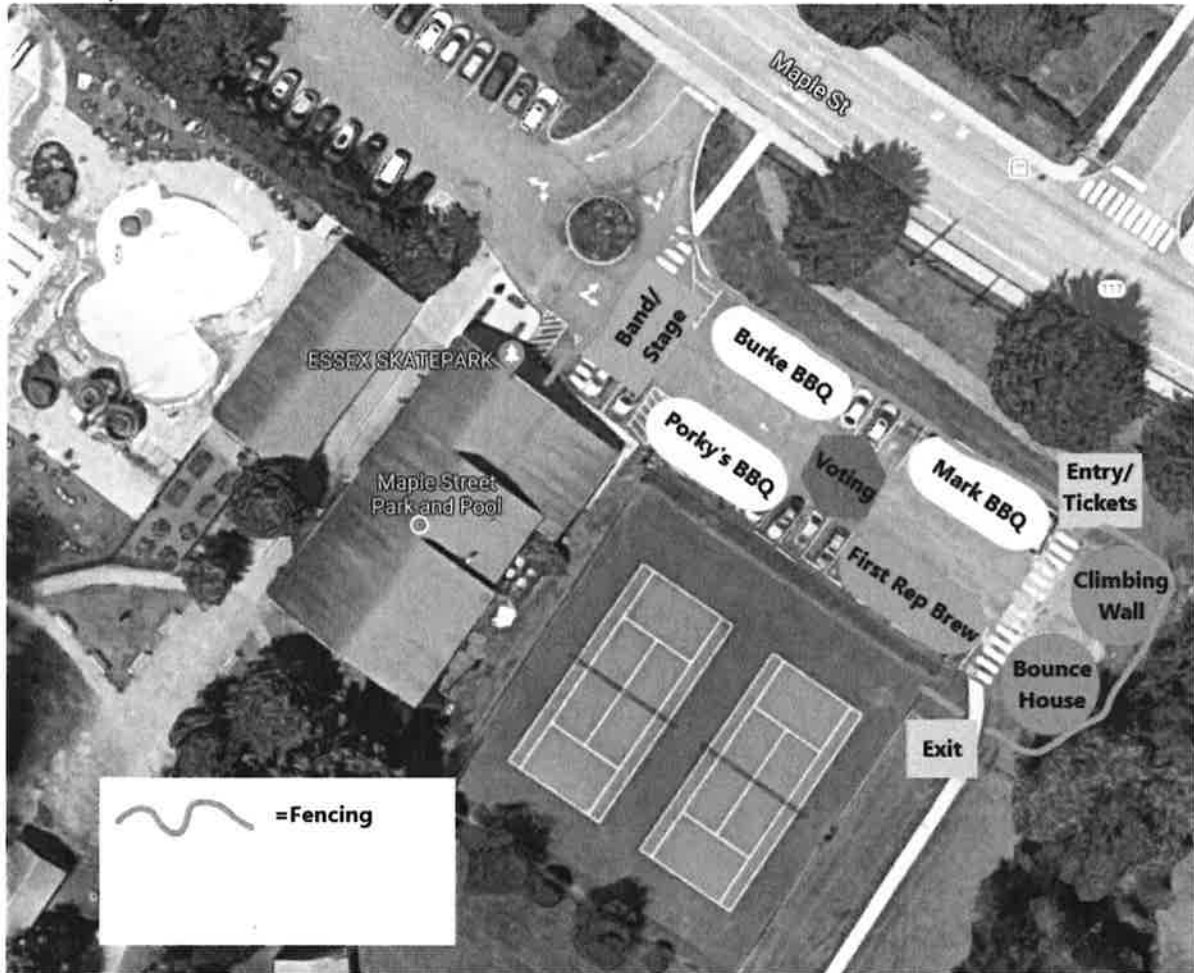
**12-2pm**

**Maple Street Park Parking Lot**

Be sure to arrive hungry for this one-day only BBQ fest where local BBQ vendors will be competing for your votes in different categories. Bring the family to enjoy live music and fall colors! Event tickets include samples from each vendor and regular menu items will be available for purchase.

*Check out the event page at [ejrp.org](http://ejrp.org) for more info and pricing.*

Draft Layout of Event:





Community Development Department

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

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

## **MEMORANDUM**

**TO:** Evan Teich, Unified Manager, Trustees  
**FROM:** Robin Pierce, Community Development Director  
**DATE:** September 25, 2018  
**SUBJECT:** Creating meadows on Municipal property

The issue is whether the Trustees wish to approve a Pilot Program for Public Works to create meadows to encourage diversity at the local ecological level working with the Community Development Department.

### **Discussion**

Village Public Works spends a considerable amount of time and resources cutting grass on Village owned property. Likewise Essex Junction Recreation and Parks, and the Tree Farm Board cut large grass areas. Some of these areas do not need to be maintained in lawn. There may be areas in the municipality that could be managed in meadow like forms to reduce resource time and costs associated with such maintenance while at the same time creating habitat for native species: Meadows can improve water quality, prevent soil erosion, and increase pollinator-friendly habitat.

In the United States, over 24 million acres of lawn surround our homes. As suburban development continues to spread we lose more and more of our native vegetation and wildlife habitat. Large expanses of lawn displace natural habitats that most wildlife species find appealing. The lawn, clipped short and consisting of very few species, is a rather hostile, sterile environment for most wildlife, being devoid of food and places to hide or nest. Planting and maintaining a lawn also has time, economic, and environmental costs.

Pollinators have declined worldwide as a result of habitat loss and other factors, meadows of native wildflowers that support pollinators and other wildlife populations throughout the growing season, while increasing the percentage of fast-blooming forage legumes and other wildflowers, can help mitigate some of this loss. Meadows can also reduce nitrogen and phosphorous runoff in our waterways by 95 and 85 percent, respectively, can sequester greenhouse gases, and protect soil from erosion.

By replacing part of our municipal grass areas with native vegetation that provides food and cover, we can create a refuge to attract a variety of wildlife. This will, not only, provide much-needed habitat, but it will also create a teaching opportunity to see and learn about wildlife.

In the Village certain areas would need to be kept mowed, to ensure sightlines at road and driveway intersections for example. Other areas may be available to be managed into a wildlife-friendly and pollinator meadow environment.

There essentially are two types of meadows; annual and perennial. A perennial meadow can be established by carefully selecting and planting perennial wildflowers native to our area, and by managing an existing area as it grows out of the manicured grass state. A perennial meadow usually requires two or three years to establish properly. Some plants can be selectively added to provide diversity. An established meadow is virtually maintenance free, requiring only occasional weeding and mowing once each year.

Meadow pollinator habitats are important: Honey bee and native populations have experienced significant declines over the past decade. A lack of flowers and forbs to provide pollen and nectar is believed to be a major contribution factor for these declines. By establishing, managing or replacing existing grass cover to support distinct blooming cycles of plants benefitting pollinators, we can create healthy environments for honey bees, butterflies, moths, and other insects. Together, these insects are responsible for pollinating more than one third of the foods we eat and 80 percent of plants. Native plant habitat attracts insects that are predators or parasitoids of crop pests, reducing the need for pesticides. They also offer vital habitat and food sources for bird species, reduce wind erosion, stabilize soil, and improve water quality. Insect pollination is integral to food security; honey bees enable the production of more than 90 commercially grown crops in North America. Bee pollinated commodities account for \$15 billion in annual U.S agricultural production. Honey bee pollinated habitat vegetation promotes carbon sequestration and soil health.

Meadows can be made more authentic by adding some native grass species. The dense root systems of grasses squeeze out weeds, helping to keep the meadow low maintenance. Grasses also support wildflowers, and provide cover and seeds for birds. In the fall, grasses turn to shades of gold, orange, and bronze. Meadows are beautiful and useful.

By creating meadows we would provide habitat for a variety of wildlife species. Some flowers provide nectar and larval food sources for butterflies and nectar for hummingbirds. Others supply seeds for songbirds to eat and shelter for insects. Insects in turn provide additional food for birds and small mammals.

### **Cost**

This is a change in protocol in terms of the work load for Public Works regarding machinery, fuel, and staff time. I do not see an increase in costs during this process. Once established the time needed to oversee the areas that have been managed into meadows will reduce costs and staff time for Public Works, in comparison with the time needed currently to cut grassy areas.

### **Recommendation**

It is recommended that the Trustees approve this proposal and authorize Staff to implement the changes to develop perennial meadows in two or three pilot areas defined by Public Works and the Community Development Department, and approved by the Unified Manager, starting spring 2019.



## MEMORANDUM

TO: Village Trustees  
 FROM: Evan Teich, Unified Manager  
 DATE: September 25, 2018  
 SUBJECT: Trustees Meeting Schedule

### TRUSTEES MEETING SCHEDULE/EVENTS

Oct. 9 6:30 PM	Regular Meeting
Oct. 11 7:00 PM	Joint Meeting with Selectboard at 2 Lincoln St.
Oct. 23 6:30 PM	Regular Meeting
Nov. 13 6:30 PM	Regular Meeting <ul style="list-style-type: none"> <li>• Channel 17 annual update</li> <li>• Schedule FYE 20 budget day</li> </ul>
Nov. 27 6:30 PM	Regular Meeting
Dec. 7 5:30-8:00	<i>Village Tree Lighting and Train Hop</i>
Dec. 11 6:30 PM	Regular Meeting
Dec. 25 6:30 PM	Regular Meeting – <i>Cancel?</i>
January 8, 2019 6:30 PM	Regular Meeting <ul style="list-style-type: none"> <li>• Review FYE 20 proposed budgets</li> </ul>
January 22 6:30 PM	Regular Meeting <ul style="list-style-type: none"> <li>• Public Hearing on FYE 20 budgets and capital programs</li> </ul>
February 12 6:30 PM	Regular Meeting <ul style="list-style-type: none"> <li>• Adopt FYE 20 budgets and capital programs</li> </ul>

Brownell Library Board of Trustees  
6 Lincoln Street  
Essex Junction, Vermont 05452  
Tuesday, August 21, 2018  
7:00pm

Brownell Library 6 Lincoln St, Essex Junction, Vt.  
Recording Secretary for this meeting: Sheila Porter

Brownell Trustees in attendance: Dottie Bergendahl, Linda Costello, Christine Packard, Sydney Turer, Carrie Egan, Andy Kolovos

Staff: Hannah Tracy  
Guest: Jeanne Grant

Called to order by Christine Packard at 7:00pm

The Minutes from Tuesday, June 19, 2018 were accepted as written

#### Financial Report

Should have final accounting for last fiscal year. Budget so far this fiscal year is fine.

Trustee fund/ trustee CD- Same no change

#### Announcements:

Last meeting for Sydney. She goes off to college

Hand dryer in youth bathroom is loud and when kids get soap it turns on. Possibly move soap dispenser to the other side of sink.

Christine met with George Tyler and Evan Teich. Feels positive. He understands that there are differences in culture.

5 year plan- encourage connection with Essex Free Library

43 languages spoken in the village. We need to find a way to include them- outreach.

#### Reports-

Building Maintenance-mystery puddle solved

Staff reports- upset teen about Magic, Megan talked to and tried to find a solution

Ms. Costello suggest some storytellers

Committee Reports- No committees to report.

#### Foundation Report-

The room is empty and being refilled now. They still need members.



## Old Business

Trustee portrait display- on hold till we have a full board  
Staff does not want pictures on website

New website update:

Nobody has complained. The homepage loads slowly, Hannah is working on it.

Trustee vacancy:

Jeanne Grant, and Helen Donahey are both interested.

New Business:

Farmers market- why? Not something we need to do.

Connect with schools

Gift for staff who recently had baby: \$75.00 gift card. Dottie moved the motion, Mrs. Costello seconded. Passed

Budget working group:

Dottie, Sheila, Mrs. Costello, Ann to meet with Wendy when she is ready.

First Wednesday is not scheduled yet.

Adjournment

Sheila moves to adjourn the meeting. Linda Costello seconded and the meeting was adjourned

TOWN OF ESSEX  
SELECTBOARD MINUTES  
September 10, 2018

1  
2  
3  
4  
5 **SELECTBOARD:** Max Levy, Chair, Michael Plageman, Irene Wrenner, Andrew Watts, Elaine  
6 Sopchak.

7  
8 **OTHERS PRESENT:** Evan Teich, Unified Manager; Greg Duggan, Deputy Town Manager; Darren  
9 Schibler, Town Planner; Dennis Lutz, Public Works Director; Greg Edwards, Stantec; Christine Forde,  
10 Chittenden County Regional Planning Commission (CCRPC); Douglas Whitney; Jeffrey Kershner;  
11 Brian Murphy; Margaret Smith; Erik Alling; Tim Fagnant; Mark Redmond; Diane Clemens; Raj Chawla;  
12 Alex Farrell; Charlie Baker, CCRPC; Jeffrey Carr; Igor Polenov; Colin Flanders, Essex Reporter.

13  
14 Mr. Levy called the meeting to order at 7:00 p.m.

15  
16 **CALL TO ORDER/PLEDGE OF ALLEGIANCE**

17  
18 Mr. Levy invited those present to join him in reciting the "Pledge of Allegiance."

19  
20 **AGENDA ADDITIONS/CHANGES**

21  
22 Mr. Teich provided the following addition to the Agenda: a memorandum from Dennis Lutz dated  
23 August 28, 2018 regarding Request to Lease New Trackless Sidewalk Plow. He confirmed for Mr.  
24 Levy that this issue was time sensitive. The issue will be discussed after Business Item 5.b.

25  
26 **APPROVAL AGENDA**

27  
28 **IRENE WRENNER MOVED AND MICHAEL PLAGEMAN SECONDED A MOTION TO**  
29 **APPROVE THE AMENDED AGENDA.**

30  
31 Mr. Lutz explained to Mr. Watts that the issue was time sensitive because there is only one snow plow  
32 left from the local dealer, and the earliest for any new stock to be available is January.

33  
34 **THE MOTION PASSED 5-0.**

35  
36 **PUBLIC TO BE HEARD**

37  
38 Diane Clemens was concerned about the quality of sidewalk snow plowing. She wondered if the Town  
39 needs to review how snow is removed from all the sidewalks in the entire town. She also pointed out  
40 that, per ordinance, businesses need to remove any snow that has been pushed to the sidewalks. Mr.  
41 Levy commented that this was not an easy problem to solve due to issues with manpower, equipment  
42 and money. Mr. Lutz would devise a plan to try to address this issue and present the plan to the  
43 Selectboard (SB) in October. Mr. Douglas Whitney added that he felt it was for the benefit of all  
44 Vermonters if the sidewalks were maintained in a better way.

45  
46 **BUSINESS ITEMS**

47  
48 **a. Approval of Preferred Alternative for the Route 15 Sidewalk/Path Study for the Section from**  
49 **Athens Drive to VT Route 289 - Dennis Lutz**

50

51 The issue is whether or not the SB will approve the staff recommendation for Alternative 3 (with added  
52 comments) as outlined in the Scoping Study prepared by Stantec Engineering. Mr. Lutz introduced Ms.  
53 Christine Forde from the Chittenden County Regional Planning Commission and Mr. Greg Edwards  
54 from Stantec. Mr. Edwards gave a PowerPoint presentation on this issue. He confirmed for Mr. Levy  
55 that the length of the project was  $\frac{2}{3}$  of a mile. Alternative 3, 8-Foot Shared Use Path and Bike Lanes, is  
56 the preferred alternative. Ms. Forde explained that Alternative 3 could include a 10-foot path. Mr. Lutz  
57 preferred the path remain 8 feet because it leaves room for the high speed bikers on the road, but also  
58 allows room for pedestrians along the path.

59

60 Ms. Sopchak asked what would happen if the Town does not have the funding to coincide with the 4-  
61 foot shoulders work planned from VTrans. Mr. Edwards clarified for Ms. Sopchak that it would not be  
62 an issue because the roadway work would be separate from the path. He and Ms. Forde confirmed that  
63 it is in VTrans' plan to stripe the lanes for the bike path as shown in Alternative 3, even if the Town  
64 project isn't started or completed. Ms. Forde stated that the intent from VTrans state-wide is to widen  
65 the road for bike paths. Mr. Levy liked idea of the 5-foot green space, so when plowing occurs, the  
66 snow won't be tossed onto the sidewalks.

67

68 Mr. Edwards clarified for Mr. Watts that a motion to approve the preferred alternative demonstrates for  
69 grant purposes that the Town supports the project. It is not a final decision, and there are more steps in  
70 the process before final approval. Mr. Teich asked if the speed limit would change (preferably lower)  
71 on this road as a result of the project. Mr. Lutz replied that, although discussed, it is not a part of this  
72 approval. He added that changing the speed limit can be done as an independent action. Ms. Wrenner  
73 liked the lighting feature and wondered if that would be preferable in the future. Mr. Levy wondered if  
74 any of the homes would be impacted by the lighting. Mr. Edwards explained that there was shielding  
75 on the lights and spacing of 100 feet or more between each light. Mr. Watts commented that this project  
76 would add to the Town's plowing load and capital maintenance. Mr. Teich thought that cost could be  
77 shared with the Village. Mr. Watts noted how the project seemed to be 85% in the Town and 15% in the  
78 Village, and Mr. Teich agreed.

79

80 Mr. Tim Fagnant didn't think  $\frac{2}{3}$  of a mile was worth wasting resources. Mr. Levy pointed out that this  
81 project is consistent with the Town Plan for connectivity and the public's desire to make these  
82 connections. Mr. Whitney thought this project was very needed as he has seen many pedestrians  
83 walking on the side of the road and many bikers as well.

84

85 **IRENE WRENNER MOVED AND ANDREW WATTS SECONDED A MOTION TO APPROVE**  
86 **ALTERNATIVE 3 AS THE PREFERRED PROJECT ALTERNATIVE, INCLUDING THE**  
87 **FOUR RECOMMENDATIONS BY STAFF OUTLINED IN THE MEMORANDUM DATED**  
88 **JULY 18, 2018 FOR THE ROUTE 15 SIDEWALK/PATH STUDY ON THE SECTION FROM**  
89 **ATHENS DRIVE TO VT ROUTE 289. THE MOTION PASSED 5-0.**

90

91 **b. Approval of Preferred Alternative for the Route 15 Sidewalk/Path Study for the Section from**  
92 **Susie Wilson Road to West Street Extension - Dennis Lutz**

93

94 Mr. Lutz introduced the issue of whether the SB will approve the staff recommendation for Alternative  
95 3 (with added comments) as outlined in the Scoping Study prepared by Stantec Engineering. He  
96 pointed out that the majority of this project is in the Village, but with significant implications for the  
97 intersection at Susie Wilson Road, which is almost at capacity. He confirmed for Mr. Levy that this  
98 project is not fully funded. Mr. Edwards gave a PowerPoint presentation to the members and explained

99 that the preferred alternative is Alternative 3 with Option A.

100

101 Members discussed the details of Alternative 3, which eliminates the median. This allows greater  
102 movement and makes a big difference with capacity. Mr. Lutz confirmed for Mr. Watts that there would  
103 be sensing for bikers. Mr. Lutz confirmed for Mr. Plageman that the primary change will be in front of  
104 the Lowe's entrance, with minimal chance of additional changes. Mr. Lutz confirmed for Mr. Teich that  
105 Alternative 3 with Option A reduces the level of service and delays to a Level C, which will make a big  
106 difference. Ms. Forde added that the intent is to accommodate bikers and pedestrians and to coordinate  
107 with VTrans to improve the capacity at the intersection. Ms. Sopchak was concerned about the  
108 possibility of a bottleneck in traffic since part of the road will be one lane. Mr. Edwards confirmed that  
109 a single lane for part of the road is sufficient based on traffic studies. He confirmed for Ms. Sopchak  
110 that the lane on the west side will remain the same. Mr. Edwards confirmed for Mr. Watts that  
111 stormwater costs were included in the estimate. Mr. Lutz told Ms. Sopchak that speed limit changes  
112 were also discussed with this project. He confirmed for her that crosswalks could be discussed with the  
113 Village, but were not part of this project.

114

115 **ANDREW WATTS MOVED AND IRENE WRENNER SECONDED A MOTION TO APPROVE**  
116 **ALTERNATIVE 3 WITH OPTION A AS THE PREFERRED PROJECT ALTERNATIVE,**  
117 **INCLUDING THE RECOMMENDATIONS BY STAFF AS OUTLINED IN THE**  
118 **MEMORANDUM DATED JULY 17, 2018.**

119

120 Mr. Levy agreed with Mr. Plageman that this approval was not a final approval or commitment from  
121 the Town.

122

123 **THE MOTION PASSED 5-0.**

124

125 **c. Approval of Request to Lease New Trackless Sidewalk Plow – Dennis Lutz**

126

127 Mr. Lutz introduced the issue of whether or not the SB will approve a change to the approved Public  
128 Works Equipment Replacement Schedule to enable a lease-to-own purchase of a Trackless M7  
129 sidewalk plow.

130

131 Mr. Lutz confirmed for Mr. Levy that, at the end of 5 years, the Town will own the sidewalk plow. He  
132 told Mr. Levy that he would like to get whatever use possible with the old plow first, before selling its  
133 parts to other towns. Mr. Lutz confirmed for Mr. Plageman that the average life expectancy for the  
134 snowplow is 12 years.

135

136 **IRENE WRENNER MOVED AND MICHAEL PLAGEMAN SECONDED A MOTION TO**  
137 **APPROVE THE 5-YEAR LEASE-TO-OWN PURCHASE OF A TRACKLESS M7 SIDEWALK**  
138 **PLOW AND THAT THE PUBLIC WORKS EQUIPMENT REPLACEMENT SCHEDULE BE**  
139 **MODIFIED TO REFLECT THIS CHANGE THROUGH DELETION OF A SIDEWALK PLOW**  
140 **PURCHASE IN FYE 2022. THE MOTION PASSED 5-0.**

141

142 **d. Scheduling Next Steps for Firearms Ordinance Discussion - Greg Duggan**

143

144 Mr. Duggan introduced the issue of choosing a date to continue discussions about the firearms  
145 ordinance.

146

147 Mr. Levy suggested the SB split the question and address the ordinance language first and then discuss

148 a shooting range once more information on the legalities was collected. Ms. Sopchak was not available  
149 for October 1, and Mr. Levy was not available for November 19. Members decided to hold the first  
150 meeting on October 15th for the ordinance and then a shooting range discussion on November 5th. Mr.  
151 Teich reminded the members that if no action is taken, the current ordinance is still effective, and if  
152 changes are made, the SB can decide on the effective date for those changes.

153  
154 Mr. Duggan confirmed the process for changing an ordinance, which is for the SB to accept it, approve  
155 it, warn a public hearing within 5-7 days, hold a public hearing and then adopt it. Mr. Duggan added  
156 that the public has the right to petition a Town-wide vote on an issue if 5% of signatures from  
157 registered voters are collected. Mr. Plageman asked about the timing for a public hearing. Mr. Levy  
158 suggested waiting until both topics were discussed before holding a public hearing so that there is only  
159 one process, instead of two. If an ordinance discussion doesn't occur on October 15th, then the meeting  
160 dates will be adjusted.

161  
162 **IRENE WRENNER MOVED AND ANDREW WATTS SECONDED A MOTION TO DISCUSS**  
163 **THE ORDINANCE FOR HUNTING ON PUBLIC PARCELS ON OCTOBER 15, 2018 AND**  
164 **DISCUSS SHOOTING RANGES ON NOVEMBER 5, 2018. THE MOTION PASSED 5-0.**

165  
166 Mr. Levy confirmed for Mr. Plageman that the public would be able to comment during both these  
167 meetings. Mr. Plageman commented that he was concerned about the time of year for the public  
168 hearing. Ms. Sopchak commented that she expected legal to attend the shooting range discussion as  
169 well as other experts from Fish and Wildlife, recreation and police. Any questions for the lawyer should  
170 be sent to Mr. Duggan by September 28th.

171  
172 **THE MOTION PASSED 5-0.**

173  
174 Mr. Fagnant stated that hunters are away from mid-October through December and might not be able to  
175 attend these meetings. Mr. Levy proposed that they send emails to the members as a way to provide  
176 input.

177  
178 Mr. Igor Polenov asked that the members be mindful that hunters need to target practice as well.

179  
180 **ANDREW WATTS MOVED AND IRENE WRENNER SECONDED A MOTION TO TAKE UP**  
181 **DISCUSSION ON PRESENTATION OF CHITTENDEN COUNTY REGIONAL PLANNING**  
182 **COMMISSION ANNUAL REPORT BEFORE PROCLAMATION OF EXTRA MILE DAY.**  
183 **THE MOTION PASSED 5-0.**

184  
185 **e. Presentation of Chittenden County Regional Planning Commission Annual Report- Charlie**  
186 **Baker**

187  
188 Mr. Charlie Baker, CCRPC Executive Director, introduced the issue and reviewed the Essex Activities  
189 with the members.

190  
191 Ms. Sopchak, with regard to the Path/Sidewalk Impact Fee Project, asked if the analysis included the  
192 Village impact fees and a comparison of impact fees across the board. Mr. Duggan replied that the  
193 Village has been included somewhat through the Economic Development Commission, but he would  
194 verify this with Mr. Schibler.

195  
196 Mr. Baker confirmed for Mr. Watts that it is his intent to hold meetings on the affordable housing issue

197 about three times a year. Mr. Levy thought the CCRPC should be looking at all types of housing and to  
198 make sure that there is a full spectrum of housing available, and Mr. Baker agreed. Mr. Baker added  
200 that there has been a shift from single family homes to multi family homes. Discussion ensued about  
201 the supply and demand in the housing market and that if there is more supply, it reduces the cost. Mr.  
202 Baker explained for Mr. Levy that, with smaller household sizes, they are seeing more rental units and  
203 multi-family units. Mr. Levy suggested a needs assessment for all types of housing to determine what is  
204 needed for a healthy community. Mr. Carr talked about the dynamics of housing and the marketplace,  
205 and he commented that there is an entire shortage because there are fewer people per unit.

206 Ms. Sopchak asked for an update on the dispatch issue. Mr. Baker explained that six towns are moving  
207 forward, but are still at the beginning stages. A consultant team has been hired to help them manage  
208 responsibilities and address a range of issues, such as the mechanics of space, equipment and human  
209 resource issues. He confirmed for Ms. Sopchak that an understanding of each town's share is still to be  
210 determined.

211  
212 With regard to public health and the opiate crisis, Mr. Baker confirmed for Mr. Levy that the leadership  
213 for this issue has been transferred to the United Way. He explained for Mr. Watts that the CCRPC still  
214 has a "seat at the table," however, Mr. Baker was thinking of transitioning away from being a part of  
215 the discussions. Mr. Carr explained that this issue was too big to ignore three years ago, but the  
216 members can always speak to the CCRPC if they have any additional questions or want updates on  
217 these issues. Ms. Wrenner thanked Mr. Baker for all his work as she was continually amazed with all  
218 that he adds to his workload.

219  
220 **f. Proclamation of Extra Mile Day – Greg Duggan**

222 Mr. Duggan introduce the issue and the response from Extra Mile America regarding Ms. Wrenner's  
223 previous question about whether Essex was truly at the point of "going the extra mile."

224  
225 Ms. Sopchak read the following Proclamation into the record:

226  
227 WHEREAS, the Town of Essex, Vermont is a community which acknowledges that a special vibrancy  
228 exists within the entire community when its individual citizens collectively "go the extra mile" in  
229 personal effort, volunteerism, and service; and

230  
231 WHEREAS, the Town of Essex is a community which encourages its citizens to maximize their  
232 personal contributions to the community by giving of themselves wholeheartedly and with total effort,  
233 commitment, and conviction to their individual ambitions, family, friends, and community; and

234  
235 WHEREAS, the Town of Essex is a community which chooses to shine a light on and celebrate  
236 individuals and organizations within its community who "go the extra mile" in order to make a  
237 difference and lift up fellow members of their community; and

238  
239 WHEREAS, the Town of Essex acknowledges the mission of Extra Mile America to create 550 Extra  
240 Mile cities in America and is proud to support "Extra Mile Day" on November 1, 2018;

241  
242 NOW THEREFORE, the Town of Essex Selectboard does hereby proclaim November 1, 2018, to be  
243 Extra Mile Day. The Selectboard urges each individual in the community to take time on this day to not  
244 only "go the extra mile" in his or her own life, but to also acknowledge all those who are inspirational  
245 in their efforts and commitment to make their organizations, families, community, country or world a

246 better place.

247

248 Dated this 10<sup>th</sup> day of September 2018.

249

250 Ms. Wrenner proposed the proclamation be in the future tense because she didn't believe Essex has  
251 "arrived." She was speaking on behalf of people still struggling in Essex. Mr. Levy thought this was  
252 encouraging people to "go the extra mile." Ms. Sopchak thought that aspirations were goals to achieve.  
253 Mr. Watts was impressed with the response from Extra Mile America regarding Ms. Wrenner's  
254 question.

255

256 **ANDREW WATTS MOVED AND MICHAEL PLAGEMAN SECONDED A MOTION TO**  
257 **APPROVE THE PROCLAMATION DECLARING NOVEMBER 1, 2018 TO BE EXTRA MILE**  
258 **DAY. THE MOTION PASSED 4-1 (Irene Wrenner opposed).**

259

260 **g. Minutes: July 18, 2018; August 6, 2018; August 16, 2018; August 20, 2018**

261

262 **IRENE WRENNER MOVED AND ANDREW WATTS SECONDED A MOTION TO APPROVE**  
263 **THE MINUTES OF JULY 18, 2018 WITH THE FOLLOWING CORRECTIONS:**

264

265 Line 6: Strike "Vice Chair, Clerk". Line 15 and 36: Replace "FitzGerald" with "Fitz Gerald". Line 51:  
266 Replace "agreement" with "Agreement". Line 190: Before "TOV" add "(".

267

268 **THE MOTION PASSED 5-0.**

269

270 **IRENE WRENNER MOVED AND ANDREW WATTS SECONDED A MOTION TO APPROVE**  
271 **THE MINUTES OF AUGUST 6, 2018 WITH THE FOLLOWING CORRECTIONS:**

272

273 Line 5: Strike "Vice Chair", "Clerk". Line 11: Replace " ," with ".". Line 54: Replace "things" with "all  
274 of them at once". Line 113: Replace "was" with "were". Line 129: Add "**THE MOTION PASSED 5-**  
275 **0**" and insert blank line before and after. Line 204: Replace "Sevendays" with "Seven Days", Replace  
276 "." with "and agreed to distribute a link to the series". Line 10: Replace "Fitzgerald" with "Fitz  
277 Gerald". Line 222: Replace "since" with "because".

278

279 **THE MOTION PASSED 5-0.**

280

281 **IRENE WRENNER MOVED AND ANDREW WATTS SECONDED A MOTION TO APPROVE**  
282 **THE MINUTES OF AUGUST 16, 2018 WITH THE FOLLOWING CORRECTIONS:**

283

284 Line 59: Replace "Watt's" with "Watts". Line 94 and 258: Replace "Kirshner" with "Kershner". Line  
285 400: Replace "precedence" with "precedent". Line 138: Replace "a" with "as". Line 154: Replace  
286 "was" with "is". Line 157: After "weekend" add ",". Line 180: Replace "dates" with "date". Line 202:  
287 Replace "Polinov" with "Polenov". Line 221: Strike "and the current "Blue Discussion Area". Line  
288 237: Replace "dynamic" with "dynamics".

289

290 **THE MOTION PASSED 5-0**

291

292 **IRENE WRENNER MOVED AND ANDREW WATTS SECONDED A MOTION TO APPROVE**  
293 **THE MINUTES OF AUGUST 20, 2018 WITH THE FOLLOWING CORRECTIONS:**

294

295 Line 50: Replace "Alban's" with "Albans". Line 103: Replace "and" with ", among". Line 151:  
296 Replace "BFN" with "BNA"Line 155: Replace "PROPOSALS" with "PROPOSALS". Line 171:  
Strike "a.". Line 203: Replace "issue" with "item".

298

299 **THE MOTION PASSED 5-0.**

300

301 **CONSENT ITEMS**

302

303 **IRENE WRENNER MOVED AND ELAINE SOPCHAK SECONDED A MOTION TO**  
304 **APPROVE THE CONSENT AGENDA WITH SELECTBOARD MEMBER COMMENTS.**

305

306 a. Check Warrants: August 24, 2018; August 31, 2018; September 7, 2018

307

308 **There were no comments from the members.**

309

310 **THE MOTION PASSED 5-0.**

311

312 **READING FILE**

313

314 a. Board Member Comments

315 **Ms. Sopchak began to give an update on the Governance Subcommittee. Mr. Watts asked for a**  
316 **point of order because he struggled with the fact that the meetings for that committee were not**  
317 **warned as SB meetings. Ms. Sopchak replied that she was appointed secretary for that**  
318 **committee, the meetings are public, and minutes are produced. Mr. Levy stated that this issue has**  
319 **already been settled by the Attorney. Ms. Sopchak updated the SB that the subcommittee will be**  
320 **holding its second meeting on September 19th at 4:00 p.m. Ms. Wrenner commented that it may**  
321 **have been more appropriate for Ms. Sopchak to give an update during Public To Be Heard, and**  
322 **Ms. Sopchak stated that she would do whatever is helpful. Ms. Sopchak also informed the**  
323 **members and public that the SB meetings that are taped by Channel 17 have complete**  
324 **transcripts available because Channel 17 uses Youtube.**

325

326 **Mr. Watts reported that the Town Fair is the first week in October and that early bird**  
327 **registration ends on September 14th. Mr. Watts is attending on Thursday, Mr. Plageman is**  
328 **attending on Wednesday, and Ms. Wrenner is attending both days.**

329

- 330 b. Land Use Permit Amendment #4C1258-2A at 8 Susie Wilson Road
- 331 c. Act 250: The Next 50 Years.... VPA Membership Survey
- 332 d. Email from Mike Cady re: Firearm Discharge Discussion Follow Up
- 333 e. Email from Richard Smiles re: Gun Ordinances
- 334 f. Email from David Skopin re: Firearm Discharge Discussion Follow Up
- 335 g. Email from Tatum O'Malley re: Fire Arm Discharge Ordinance
- 336 h. Human Service Thank you Letter from Chittenden Emergency Food Shelf
- 337 i. Human Service Thank you Letter from Living Well Group
- 338 j. Email from Vermont Agency of Natural Resources re: Village of Essex Junction wins 2018 Vermont
- 339 Governor's Award for Sustainability
- 340 k. Email from Andrew Brown re: Vermont Statewide Housing Conference 2018
- 341 **The dates for the housing conference are November 13th and 14th.**
- 342 l. Email from Jaysen Dickinson re: Resignation from Conservation and Trails Committee
- 343 m. Memo to Selectboard from Travis Sabataso re: Meeting Schedules and Events



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**THE MOTION PASSED 5-0.**

**MICHEAL PLAGEMAN MOVED AND IRENE WRENNER SECONDED A MOTION TO  
ADJOURN AT 9:41 P.M. THE MOTION PASSED 5-0.**

**Respectfully submitted,**

Saramichelle Stultz  
Recording Secretary

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2018

(See minutes of this date for corrections, if any).

\_\_\_\_\_

Elaine H. Sopchak, Clerk, Selectboard

(THESE MINUTES ARE SUBJECT TO CHANGE AT THE NEXT SELECTBOARD MEETING)

**VILLAGE OF ESSEX JUNCTION  
BIKE/WALK ADVISORY COMMITTEE  
MINUTES OF MEETING  
SEPTEMBER 17, 2018**

**MEMBERS PRESENT:** Raj Chawla, Eric Bowker, Jeff Frolik, Phoebe Spencer (via Skype), Micah Hagan, Kaitlin Hayes

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

**OTHERS:** Casey Holleran, Anuar Onayev, John Buckley, Austin Burke, Analiese Keimel (UVM students)

---

**1. CALL TO ORDER**

Raj called the meeting to order at 6 PM.

**2. MINUTES REVIEW**

**MOTION BY MICAH, SECOND BY KAITLIN TO ACCEPT JULY MEETING MINUTES. ALL IN FAVOR, MOTION PASSED.**

**3. VTRANS GRANT DISCUSSION**

Darby informed the committee that the BWAC had received a grant from VTrans to install three flashing pedestrian lights. It is hoped that these lights would be installed this spring. Darby will be checking with the police department to ensure that they will not have any problems with the light locations.

**4. UVM TRAFFIC CALMING STUDY**

The BWAC met five UVM engineering students who will be working on a traffic calming project in Essex Junction throughout the school year. They have separated the Village into three areas: East, Central, and West. The following committee members signed up to help the following groups:

- Jeff: East
- Raj: West
- Micah & Kaitlin: Central

Raj told the students that the goal was to look at plausible solutions (both creative and traditional) to help calm traffic in neighborhoods. Many commuters cut through residential areas to try to evade traffic, and this often results in speeding. The speed limit in most of the Village is 25 mph. However, many cars travel much faster than this. Essex Junction has a considerable

amount of infill and is densely populated. Local schools also do not offer bussing which adds traffic to the area around school start/end times.

Raj suggested that the students collaborate with the schools to look at solutions such as walking school buses and strategic drop off locations. He also advised them of the impending Crescent Connector project which will affect the flow of traffic in the Village. Connecting with the Chittenden County Regional Planning Commission may help the students get some of the information they are looking for.

The students will communicate regularly with Darby and Raj to ensure that they have the information that they need and that they can get access to staff to answer questions.

#### **5. MID-ROAD SIGNAGE**

Not discussed.

#### **6. COMMITTEE LEADERSHIP**

Raj noted that he had planned to be an interim chair for the BWAC. However, this has turned into a permanent position. He asked if anyone else on the committee would be interested in taking over. Phoebe offered to assist Raj with answering questions from the public and with communications.

Jeff suggested putting out additional publicity for new members, especially walkers. Darby will be putting this information out on Front Porch Forum.

#### **7. PUBLIC INPUT**

None.

#### **8. ADJOURNMENT**

**MOTION BY JEFF, SECOND BY RAJ TO ADJOURN THE MEETING. MEETING  
ADJOURNED AT 7:05 PM.**

Respectfully submitted, Darby Mayville.

## FYE 20 BUDGETS AND CAPITAL PROGRAM ADOPTION SCHEDULE

October 1, 2018	Finance Director provides Department Heads with budget sheets.
October 9, 2018	Village Trustees set budget goals.
October 15, 2018	Department Heads provide completed capital request sheets to Finance Director.
November 1, 2018	GlobalFoundries provides FYE 19 estimated water use.
November 2, 2018	Department Heads provide completed budget sheets to Finance Director.
November 5-9, 2018	Finance Director prints out budget summaries for Department Heads. Revisions are made and final printout of budgets and non-general fund project budget summaries are provided to the Manager.
November 12-16, 2018	Manager and Finance Director meet with Department Heads in regard to budgets. Revisions are made and operating budgets and non-general fund capital budgets are prepared for Trustees= consideration.
November 13, 2018	Manager presents General Fund Capital Plan to Trustees.
Week of Nov. 26, 2018	Send water budget to GlobalFoundries before submitting budget to Trustees.
Week of Dec. 17, 2018	Budget Day with Trustees.
January 8, 2019	Trustees review budgets.
January 22, 2019	Public Hearing on budgets and capital programs.
February 12, 2019	Adopt budgets and capital programs, per Charter, Section 6.06.
February 26, 2019	Adopt Warning for Annual Meeting (17 V.S.A. 2641(a)).
April 3, 2019	Annual Meeting

## MEMORANDUM

To: Town of Essex Selectboard and Village of Essex Junction Trustees

From: Lauren Morriseau, Finance Director

Re: Town of Essex/Village of Essex Junction Purchasing Policy

Date: September 21, 2018

Attached please find a draft Purchasing Policy for the Town of Essex/Village of Essex Junction. This policy was crafted by combining the VLCT Model Purchasing Policy, elements from the current Town and Village Purchasing Policies, and also the Purchasing Policy of Golden Colorado. After combining these policies, the draft was reviewed by the Town of Essex and Village of Essex Junction department heads. Feedback has been incorporated and the policy has been reviewed and revamped multiple times.

Staff is placing the policy on the agendas of the Selectboard Meeting of Oct. 1 and the Board of Trustees Meeting of Oct. 9. At those meetings we will be asking for comment prior to a request for adoption of the policy on the agenda of the Joint Meeting on Oct. 11.

We are sending you the policy well in advance of your meetings so that you can review it and send us your questions prior to the meetings of Oct. 1 and Oct. 9. We would appreciate your feedback sooner rather than later. It is a lengthy policy and will take some time to review.

Thank you for your consideration.

# Town of Essex/Village of Essex Junction

## Purchasing Policy

EFFECTIVE DATE: \_\_\_\_\_

Town of Essex/Village of Essex Junction Purchasing Policy

**Table of Contents**

GENERAL..... 3

- Purpose ..... 3
- Affirmative Action and Local Preference ..... 3
- Code of Conduct..... 3
- Documentation ..... 4
- Use of Public Money ..... 4

GENERAL RESTRICTIONS AND GUIDELINES..... 5

PURCHASING AUTHORITY AND THRESHOLDS POLICY ..... 6

- Purchasing Authority..... 6
- Purchasing Thresholds ..... 6

SIGNATURE AUTHORIZATION POLICY FOR VENDOR INVOICES ..... 9

COMPETITIVE BIDDING POLICY ..... 10

- Sealed Bid Process..... 10
  - Bid Specifications ..... 10
  - Standardized Format:..... 11
  - Bid Submission ..... 11
  - Bid Opening..... 11
  - Criteria for Bid Selection ..... 11
  - Addendums/Change Orders..... 12
  - Bid Protest..... 12

MODEL BID AND PRICING FORMS..... 12

PRE-QUALIFICATION FOR SINGLE PROJECT..... 13

PRE-QUALIFIED VENDOR LIST..... 13

EXCEPTIONS..... 14

- Competitive Proposals ..... 14
- Sole Source Purchases..... 15
- Recurring Purchases ..... 15
- Maintenance of buildings, vehicles and equipment ..... 15
- Repair parts ..... 15
- Emergency Purchases ..... 15

DEPARTMENTAL EXCEPTIONS ..... 16

- Public Works..... 16
- Wastewater Treatment Facility (WWTF) ..... 16

Town of Essex/Village of Essex Junction Purchasing Policy

PROFESSIONAL SERVICES ..... 16

- Town Attorney ..... 16
- Village Attorney..... 17
- Village Engineer..... 17
- Village Auditors ..... 17
- Town/Village Joint Auditors ..... 17

LEASES ..... 17

CONTRACTS ..... 17

REAL PROPERTY ..... 18

GRANTS ..... 18

FUNDRAISING ..... 18

RESTRICTED GIFTS ..... 18

DISPOSAL OF PROPERTY/ASSETS ..... 18

INSURANCE..... 19

CREDIT CARD USE POLICY..... 20

- Departmental and Municipal Major Credit Cards..... 20
- Local Merchants Charge Cards and Revolving Charge Accounts ..... 22

DRAFT



**PURCHASING POLICY  
TOWN OF ESSEX (TOWN)/VILLAGE OF ESSEX JUNCTION (VILLAGE)**

**Adopted \_\_\_\_\_ 2018**

**GENERAL**

**Purpose.** The purpose of this Purchasing Policy is to obtain the highest quality goods and services for the Town of Essex and the Village of Essex Junction at the lowest possible price, to exercise financial control over the purchasing process, to promote efficiency in the procurement process, to assure realization of the principles of competitive purchasing, to clearly define authority for the purchasing function, to allow equitable opportunity among qualified suppliers, and to provide for increased public confidence in the procedures followed in public purchasing.

**Affirmative Action and Local Preference.** Whenever possible, qualified small, minority and women-owned businesses shall be included in the solicitation lists for bids or non-bid purchases. If the purchase is federally funded in whole or in part, minority and women owned businesses must be included in the solicitation lists and all other affirmative action requirements outlined in the grant provisions must be followed. The Town/Village may exercise a preference for local (businesses located in the Town of Essex) businesses for purchases funded exclusively by the Town or Village if the local manufacturer's or vendor's bid is within 5% of the lowest bid. For purchases funded in whole or in part with federal funding the Town/Village may not exercise a preference for local businesses.

**Code of Conduct.** Employees, officers and agents of the Town or Village who are involved in the procurement and selection of bids and purchases shall make reasonable efforts to avoid real, apparent, or potential conflicts of interest. No employee, officer or agent of the Town/Village shall participate in selection, award, or administration of a contract if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when any of the following has a financial or personal interest in the firm/vendor selected for award:

- the employee, officer or agent,
- any member of the employee's, officer's or agent's immediate family,
- the employee's, officer's, or agent's partner, or
- an organization which employs, or is about to employ, any of the forgoing.

An employee, officer or agent of the Town/Village who is involved in the procurement and selection of a bid or purchase and who has a real or apparent conflict of interest must disclose that conflict of interest, as appropriate for staff to the Unified Manager, or within the context of a duly-warned Town Selectboard/Village Board of Trustees meeting that occurs before the bid selection or purchase takes place. Such disclosure must be documented in the minutes for that meeting which shall be retained as part of the official record surrounding the bid or purchase.

## Town of Essex/Village of Essex Junction Purchasing Policy

Officers, employees and agents of the Town/Village will neither solicit nor accept gratuities, favors or anything of monetary value from contractors, potential contractors, or parties to sub-agreements. An exception is made for de minimis benefits less than \$50.00 in value. In the event of an anonymous gratuity provided to the officers, employees or agents of the Town, the anonymous gratuity shall be donated to a charitable organization.

Officers, employees and agents who fail to follow the above Code of Conduct may be sanctioned or disciplined, to the extent permitted by law, for violations of the above standards.

**Documentation.** Records documenting the procurement process for any Minor, Moderate or Large purchases, as those terms are defined in this policy, shall be included as part of the documentation accompanying the approved vendor invoice (if there will be more than one invoice for the purchase the documentation will accompany the initial invoice). These files will be maintained according to the Finance Department's Retention Schedule for Accounts Payable Invoices. Records documenting Major purchases, as defined in this policy, including the reason for the specific procurement method chosen, the basis for the award and contract pricing (showing evidence that the process was equitable), as well as any other significant decisions that were part of the procurement process shall be maintained for a period of at least three years from the date of the submission to the Federal government of the final expenditure report if the purchase or project was funded with federal grants, or until the completion of any litigation, claim, negotiation, audit, or other action involving the records, whichever is longer. Otherwise, records shall be maintained by the Town/Village in accordance with the retention and disposition schedules as set by the Vermont State Archivist. Bid Documents will be maintained in the Town and Village Central Files by the Assistant to the Manager.

### **Use of Public Money.**

1. Public money shall be spent for public purposes. This includes, but is not limited to, the purchase of municipal assets, purchase of professional services, making public property improvements, payroll for public officials, community and economic development activities, official municipal functions and business meetings, etc.
2. Any use of public money that has a direct private benefit, including a benefit to a non-profit organization, must have an overriding public benefit and be approved by the Unified Manager and Town Selectboard or Village Trustees or the electorate if determined by the Selectboard or Trustees to warrant electorate consideration.

## **GENERAL RESTRICTIONS AND GUIDELINES**

All purchases shall be made in accordance with the policies prescribed in this Purchasing Policy. Any agreement made contrary to these policies shall not be binding on the Town or Village.

### **General Provisions/Restrictions**

- Vermont sales tax is not to be charged on any purchase. The applicable tax-exempt numbers should be given to the vendor before the sale is completed.
- No personal purchases may be made using Town/Village funds or Town/Village charge/vendor accounts.
- Only Town/Village employees and approved volunteers, with Purchasing Agent's authorization, may purchase utilizing Town/Village funds or Town/Village charge/vendor accounts.
- Purchases must be charged to the proper general ledger account, regardless of budget availability in that particular line item.
- Alcohol may not be purchased with Town/Village funds, except in specific situations within the Police Department (liquor investigations, DUI training, undercover operations, etc.).
- No multi-year financing obligations (i.e. space rentals, copier leases, etc.) may be entered into without the review and concurrence of the Finance Director and the Unified Manager.

## **PURCHASING AUTHORITY AND THRESHOLDS POLICY**

### **Purchasing Authority.**

**Purchasing Agents.** The following employees are designated to act as Purchasing Agents for the Town and/or Village:

The Unified Manager, Deputy Town Manager, Assistant Village Manager/Finance Director, all Department Heads, all employees so designated by the Unified Manager or a Department Head. Purchasing Agents are responsible for ensuring that the best possible price and quality are obtained with each purchase and Purchasing Agents shall review all proposed procurements to avoid unnecessary or duplicative purchases of equipment, supplies and services and to ensure that no Vermont sales tax is paid. Purchasing Agents shall also ensure that competition is not restricted with limits on the geographic location of vendors, with unreasonable requirements or qualifications placed on vendors, or by allowing vendors to be selected who have engaged in noncompetitive pricing practices.

### **Purchasing Thresholds**

Definition of Term “amount of the budget” or “budget authorized”. Throughout the section on Purchasing Thresholds, the terms “amount of the budget”, or “budget authorized” are used to establish an upper limit of purchase authority. These terms refer to the following:

- 1) Within the General Fund of each municipality: The amount approved within the General Fund for each Department.
- 2) Within Enterprise Funds’ (Utility Funds, Recreation Department Program Funds) budgets of each municipality: The amount approved in the Enterprise Funds budgets by the Selectboard or Trustees.
- 3) Within the Capital Accounts: The amount available for a specific project or projects as defined within the approved Capital Plan for each community.

Further, it is noted that the Unified Manager has the authority to exceed these amounts up to the limits defined in the respective Town and Village Charters.

**Incidental Purchases.** Incidental Purchases are defined as purchases with a value up to \$500. Employees who have been designated to act as Purchasing Agents by their Department Head may make purchases of up to \$500 without prior approval, provided those purchases are limited to the amount of the budget authorized by the Town/Village.

**Routine Purchases.** Routine Purchases are defined as purchases with a value between \$500 and \$2,000. Employees who have been designated to act as Purchasing Agents by their Department Head may make Routine Purchases only with approval of the Department Head, provided those purchases are limited to the amount of the budget authorized by the Town/Village.

**Minor Purchases.** Minor Purchases are defined as purchases with a value between \$2,000 and \$5,000. Employees who have been designated to act as Purchasing Agents may make Minor Purchases with prior approval of the Department Head and are limited to the amount of the

## Town of Essex/Village of Essex Junction Purchasing Policy

budget authorized by the Town/Village. Competitive quotes from at least three vendors should be obtained either orally or in writing unless the purchase is in an emergency or unless three vendors that sell the good or service cannot be found.

**Moderate Purchases.** Moderate Purchases are defined as purchases with a value between \$5,000 and \$10,000. Department Heads may make Moderate Purchases and are limited to the amount of the budget authorized by the Town/Village. For all Moderate Purchases, price and rate quotations shall be obtained from at least three qualified vendors to ensure that the Town/Village has received a fair and reasonable price unless the purchase is in an emergency or unless three vendors that sell the good or service cannot be found. Vendors will be selected based on the same criteria as noted under the criteria for bid selection under the Competitive Bidding Policy. Competitive quotes from at least three vendors shall be obtained unless the purchase is in an emergency or unless three vendors that sell the good or service cannot be reasonably found.

**Large Purchases.** Large Purchases are defined as purchases with a value between \$10,000 and \$40,000. The Unified Manager may make Large Purchases and is limited to the amount of the budget authorized by the Town/Village. Competitive quotes from a least three vendors shall be obtained unless the purchase is in an emergency or unless three vendors that sell the good or service cannot be found. The Unified Manager has the authority to delegate Large Purchases to department heads if such delegation is deemed necessary for the orderly conduct of business as determined by the Unified Manager. For all Large Purchases, price and rate quotations shall be obtained from at least three qualified vendors to ensure that the Town/Village has received a fair and reasonable price unless the purchase is in an emergency or unless three vendors that sell the good or service cannot be reasonably found. Vendors will be selected based on the same criteria as noted under the criteria for bid selection under the Competitive Bidding Policy.

**Major Purchases.** Major Purchases are defined as purchases with a value over \$40,000. All Major Purchases shall require a formal (sealed) bid process unless waived under this Policy by the Unified Manager due to time constraints (i.e an emergency) or by the Town Selectboard/Village Trustees due to a lack of available suitable contractors to bid. The Unified Manager shall review all proposed procurements to avoid unnecessary or duplicative purchases of equipment, supplies and services. The Unified Manager shall also ensure that competition is not restricted with limits on the geographic location of vendors, with unreasonable requirements or qualifications placed on vendors or bidders, or by allowing vendors to be selected who have engaged in noncompetitive pricing practices.

If federal funding is used for purchases between \$3,000 (\$2,000 in the case of construction projects subject to Davis Bacon requirements) and \$150,000, price or rate quotes must be obtained from two or more qualified sources following the affirmative action provision of this policy and all provisions regarding fair and unrestricted competition.

Major Purchases with a value of \$40,000 or more or construction projects of any value that are funded with federal dollars must follow a sealed bid process as outlined below and also follow

## Town of Essex/Village of Essex Junction Purchasing Policy

any procurement guidance as outlined in the grant agreement. In addition, a pricing analysis must be completed by the purchasing agent or a qualified consultant prior to issuing the request for proposal to ensure that there is a reasonable estimate against which to compare bid proposal pricing. In cases where grant dollars are involved, the requirement of the grant will take precedence.

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**SIGNATURE AUTHORIZATION POLICY FOR VENDOR INVOICES**

All vendor invoices must be approved by the Department Head of the purchasing department. The Department Head of the purchasing department may delegate vendor approval signature authority to one or more of the department’s employees.

Signature authority is granted on an individual basis. All departments shall keep current a list of designated staff authorized to approve Town/Village expenditures. A Signature Authorization Form must be retained as backup to the list and a copy of the list and the Forms must be submitted to the Finance Department at the beginning of each fiscal year. If employees are added or deleted during the year, this information must be conveyed to the Finance Department whenever the change is made. The authorizations must be approved by the appropriate Department Head.

- A. The Finance Department shall be responsible for deleting signature authority for terminated employees. Should authority need to be revoked prior to termination, the applicable department shall be responsible for notifying the Finance Department.
- B. All changes and additions to the Signature Authorization List must be submitted in writing and must include the related Signature Authorization Forms with the following information for each authorized employee:

- Name of employee
- Employee ID #
- Title
- Authorization Amount
- Effective Date
- Employee signature and initials
- Name of Employee delegating authorization (Department Head)
- Signature of Employee delegating authorization (Department Head)

The Signature Authorization Form is **Attachment A** to this Policy

- C. Unless signature authorization has been formally delegated, no employee shall sign on behalf of another otherwise authorized employee. Written notification of delegation must be sent to Finance.

## COMPETITIVE BIDDING POLICY

**Sealed Bid Process.** The sealed bid process shall be initiated by the issuance of a Request for Bids prepared for the Town Selectboard/Village Trustees by the Unified Manager or their designee. Notice of the Request for Bids shall be made by letters to known providers soliciting bid responses, advertisements posted in the Town Clerk's office, the Village office and on the Town and Village web page, and advertisements in a local newspaper such as the Burlington Free Press or the Essex Reporter or Seven Days. In lieu of newspaper advertisement, a bidding service for advertising bids may be utilized. Grants may require the use of specific advertisement procedures that must be utilized for grant compliance.

**Bid Specifications.** A list of bid specifications shall be prepared for each purchase over \$40,000 and shall be available for inspection at the Town office, the Village office, other designated Town or Village offices such as Public Works offices or at other designated locations as set forth in the bid documents (i.e., engineering firms, bid service locations, State contract services, etc.). Bid specifications shall include:

1. Bid name.
2. Bid submission deadline.
3. Date, location, and time of bid opening.
4. Specifications for the project or services including quantity, design, and performance features.
5. Bond and/or insurance requirements.
6. A copy of the proposed contract and any other required contract documents.
7. Any special or general requirements/conditions applicable to the project or purchase.
8. Delivery or completion date.
9. For construction projects, language that sets a requirement for a bid guarantee in the amount of 5% of the bid price from all bidders, as well as performance and payment bonds in the amount of 100% of the contract price from the contractor awarded the bid. If federally grant funded, the bidders must also include costs for Davis Bacon compliance if that is a requirement of the federal agency providing the funding.
10. For federally funded construction projects over \$2,000, a statement that contractors will be provided with a copy of the most current wage determination (from the DOL website at <http://www.wdol.gov/dba.aspx>) and must comply with the Davis Bacon Act.
11. Language that reserves for the Town Selectboard/Village Trustees the right at their sole discretion to reject any and all bids, wholly or in part, to waive any informalities or any irregularities therein, to accept any bid even though it may not be the lowest bid, to call for rebids, to negotiate with any bidder, and to make an award which in its sole and absolute judgment will best serve the Town's/Village's interest. The Town Selectboard /Village Trustees reserve the right to investigate the financial condition of any bidder to determine his or her ability to assure service throughout the term of the contract.
12. A request for at least three (3) qualified references applicable to the work being bid.
13. **Cancellation** – An invitation for bids, a request for proposals, or other solicitation may be cancelled, or any or all bids or proposals may be rejected in whole or in part, when it is found to serve the best interest of the Town/Village. The reasons therefore shall be made part of the contract file. All specifications issued by the Town/Village shall state that the solicitation may



## Town of Essex/Village of Essex Junction Purchasing Policy

be cancelled in whole or in part when rejection or cancellation is in the best interest of the Town/Village. Notice of cancellation shall be sent to all vendors solicited.

Once a Request for Bids has been issued, the bid specifications will be available for inspection at the Town or Village office and/or at other locations as noted previously.

**Standardized Format:** The Town and Village shall utilize standard bid formats for construction projects using documents as contained in the Town or Village Public Works Specifications, utilizing either a simplified or detailed format, or as composed of forms and requirements stipulated by federal or state agencies when grant funds are utilized. (See Model Bid and Pricing Forms below)

**Bid Submission.** All bids must be submitted in sealed envelopes, addressed to the Town or Village in care of the Unified Manager or their designee, and plainly marked with the name of the bid, the time of the bid opening, and the location of the bid opening. Bid proposals will be date stamped on the outside of the envelope immediately upon receipt. Any bid may be withdrawn in writing prior to the scheduled time for the opening of bids. Any bids received after the time and date specified shall not be considered and shall be returned to the bidder unopened. Any bid with errors in the bidding or missing required forms at the time of the bid opening may be rejected without further consideration.

Bidders shall bid to specifications and any exceptions must be noted by the bidder. A bidder submitting a bid thereby certifies that the bid is made in good faith without fraud, collusion, or connection of any kind with any other bidder for the same work, and that the bidder is competing solely on their own behalf without connection with or obligation to any undisclosed person or firm.

**Bid Opening.** Every bid received prior to the bid submission deadline will be publicly opened and read aloud by the Unified Manager or designated employee/agent. The bid opening will include the name and address of bidder; for lump sum contracts, the lump sum base bid and the bid for each alternate; for unit price contracts, the unit price for each item and the total, if stated; and the nature and the amount of security furnished with the bid if required. At time of bid opening, an apparent low bidder may be identified but no award can be made until bids are checked for accuracy/completeness and the approving authority has granted approval to a bidder.

**Criteria for Bid Selection.** In evaluating bids, the Unified Manager will consider the following criteria:

1. No vendor may bid on a project if they owe any delinquent Town or Village payments including but not limited to taxes, water/sewer, miscellaneous receivables, etc. Purchasing agent shall consult with Finance Department regarding this issue prior to award of bid.
2. Prices.
3. Bidder's ability to perform within the specified time limits.
4. Bidder's experience and reputation, including past performance for the Town/Village.
5. Quality of the materials and services specified in the bid.
6. Bidder's ability to meet other terms and conditions, including insurance and bond requirements.
7. Bidder's financial responsibility.
8. Bidder's availability to provide future service, maintenance, and support.
9. Nature and size of bidder.

## Town of Essex/Village of Essex Junction Purchasing Policy

10. Contract provisions that are acceptable to the Town/Village.
11. For construction projects over \$2,000 that use federal funds, contractor's indication of acceptance of wages in the current wage determination provided as part of the Request for Bids.
12. Any other factors that the Unified Manager determines are relevant and appropriate in connection with a given project or service.

*In addition to the above, in the case of a contract supported by federal funds, the additional criteria shall apply:*

13. There shall be no preference exercised for local contractors or suppliers.
14. Minority and women-owned businesses must be included in the solicitation list for the request or proposal.
15. The Unified Manager will not select a bidder who is listed on the Excluded Parties List System **website (<https://www.sam.gov>)**.
16. The Unified Manager or designee will recommend a bid award for approval by the Town Selectboard/Village Trustees.

**Addendums/Change Orders.** If specification changes are made prior to the close of the bid process, the Request for Bids will be amended and notice shall be sent to all bidders who have requested and/or received contract plans/specifications for the project. All bidders must acknowledge receipt of any bid amendments made at least 5 days prior to the bid opening for the bid to be a valid bid. Once a bid has been accepted, if changes to the specifications become necessary, the Unified Manager will prepare a change order specifying the scope of the change. Once approved, the contractor and an authorized agent of the Town/Village must sign the change order, if the revised bid is to be accepted.

**Bid Protest.** Any bidder who is aggrieved with the awarding of a contract may protest in writing to the Unified Manager. All protests must be submitted in writing within three (3) business days after the bid award. The Unified Manager shall send the aggrieved party a written decision within ten (10) business days. Appeals may be made to the Selectboard/Trustees within three (3) business days of receipt of the Manager's decision.

### **MODEL BID AND PRICING FORMS**

1. The Unified Manager shall be responsible for the development and use of Model Bid and Pricing Forms for all municipal departments throughout the Town and Village. The intent is to standardize the documents being utilized on purchases where either competitive pricing or bids are required by the Purchasing Policy.
2. There are a range of documents to be utilized to cover all purchases from informal quotations to formal bid projects. These documents may need to be routinely changed in format from time to time and, therefore, their specific content has not been made as defined documents under the Purchasing Policy.
3. The general types of documents are:
  - a. A simplified standard form that is used for documenting small dollar value quotations

## Town of Essex/Village of Essex Junction Purchasing Policy

- b. A format to be used for developing services contracts, where the Town or Village defines the scope of work to be included and contracts to perform this work are generally developed by the vendor with reference to the scope.
  - c. Simplified formal bid documents that don't require full provision contracts that follow the AIA or similar full format.
  - d. Complete bid documents for major projects that require the full package of AIA –like conditions, formal change orders, detailed technical specifications and the like
  - e. Contract documents required by grants that must comply with the specific requirements of the grantee.
4. Deviations from the standardized formats may be needed on specific purchase or contracts. If a deviation is determined necessary, the pricing form or bid document must be reviewed by the Unified Manager or their designee before the competitive pricing is sought.
  5. Model Bid and Pricing Forms are **Attachment B** to this policy.

### **PRE-QUALIFICATION FOR SINGLE PROJECT**

Alternately, the Unified Manager may require pre-qualification for a project. The Unified Manager shall prepare an invitation to submit a pre-qualification statement. The invitation to submit pre-qualification should include:

1. Location, time and place for receiving pre-qualification statements. Deadline for submittal shall be not less than ten (10) calendar days following the date of the first advertisement. Late submittals shall not be accepted.
2. A general description of the project, including a general estimate of project costs.
3. Require the general contractor to submit an AIA (American Institute of Architects) document A305 (Contractor's Qualification Statement) for building projects.
4. If project is not a building project, the contractor shall submit a qualification statement specific to the discipline of the project involved.
5. The right of the Town/Village, through its Unified Manager, to reject any and all pre-qualification statements if such action is deemed in the best interest of the Town/Village.
6. The Unified Manager shall determine eligible bidders in consultation with the architect or engineer and send written notice to each bidder at least thirty (30) calendar days prior to the proposed bid opening.
7. Vendors denied pre-qualification may appeal, in writing, to the Town Selectboard/Village Trustees within ten (10) calendar days of the denial of pre-qualification by the Unified Manager.
8. The Unified Manager shall invite all contractors that have been determined to be pre-qualified to bid not less than ten (10) business days prior to the bid opening. All bids shall be publicly opened and read aloud by the Unified Manager, or their designee, and shall have a witness.

### **PRE-QUALIFIED VENDOR LIST**

1. In recognition of the state bid process, goods and services may be purchased without a formal bid process or competitive solicitation if purchased through the State bid or other qualified governmental/municipal agency bid. In addition, The Unified Manager or designee shall have

## Town of Essex/Village of Essex Junction Purchasing Policy

authority to join with other governmental bodies to the extent authorized in cooperative purchasing in the best interest of the Town/Village, notwithstanding any provisions of this Policy.

2. The Town and Village department heads maintain lists of pre-qualified vendors for a variety of work utilized by their departments. Department Heads of departments that exist in both Town and Village will share their lists with their sister departments. Some types of work that are appropriate for these lists are:
  - a. Bridge and large culvert repair/replacement
  - b. Storm and sewer pipe system inspection/cleaning
  - c. Road striping
  - d. Paving and or surface treatments (municipal roads)
  - e. Paving and or surface repairs (surfaces other than roads)
  - f. Roadside mowing
  - g. Winter snow removal
  - h. Roadway repair, slopes, small culverts, erosion repair
  - i. Installation of water meters
  - j. Roof repairs (any type)
  - k. Catch basin and manhole repairs
  - l. Utility excavation and repair
  - m. Curbing and sidewalk repair
  - n. Surveying services
  - o. Engineering planning, design and construction inspection services
  - p. Irrigation
  - q. Fencing
  - r. Others as needed
3. These pre-qualified lists won't be exclusive and will not bar any vendor from submitting a quote.
4. Pre-qualified vendors will not need to submit qualification information in vendor selection and will be used for cost estimates.

**EXCEPTIONS.** The following exceptions may apply, however there must be written documentation created and maintained that outlines the process and rationale for such exceptions:

**Competitive Proposals.** If time does not permit the use of sealed bids, or the award will be made on the basis of non-price related factors, a competitive proposal process shall be initiated by the issuance of a Request for Bids (RFB) or Request for Qualifications (RFQ) prepared by the Unified Manager or designee that includes the factors that will be used to evaluate and compare the proposals. Bids or qualifications shall be obtained from an adequate number of qualified sources (at least three vendors) to ensure that the Town/Village has received a fair and reasonable price and all notification and record keeping requirements of the sealed bid process shall be followed. If professional services, such as but not limited to, architectural, engineering or legal services are being solicited, this process should be used with the most qualified firm for the project or individual awarded the bid and price or fees negotiated after the award. If competitive proposals are used, all of the above steps in the sealed bid process should be

## Town of Essex/Village of Essex Junction Purchasing Policy

followed except that: 1) the bid submission need not be sealed; and 2) price will not be the primary factor in the proposal selection.

**Sole Source Purchases.** A purchase may be awarded without competition when the Department Head and Unified Manager determine, after conducting a good faith review of available sources, that there is only one qualified source for the required supply, service or construction or that one source is uniquely qualified for a service due to experience or knowledge of the project. Sole source purchases or contracts may be awarded by the Unified Manager if under \$40,000. If the Town Selectboard/Trustees determine that there is only one possible source for a proposed purchase of more than \$40,000, it may waive the bid process and authorize the purchase from the sole source.

Federally funded non-competitive purchases for \$150,000 or more require a cost analysis to determine the reasonableness of the proposed pricing and should be completed in accordance with the requirements of the federal or state agency issuing the grant funding.

**Recurring Purchases.** If the total value of a recurring purchase of a good or service is anticipated to exceed \$40,000 during any fiscal year, the bid process shall be utilized and shall specify the recurring nature of the purchase. Once a bid has been accepted, all future purchases shall be made from that bidder without necessity of additional bids, until such time as the Town Selectboard/Trustees vote to initiate a new bid process. Purchase authority for recurring purchases will be at the Department Head level following acceptance of a bid contract.

**Maintenance of buildings, vehicles and equipment:** It is recognized that the municipality uses certain qualified contractors to maintain its buildings, vehicles and equipment. Any single maintenance project over \$40,000 shall be put out to bid, unless otherwise waived by the Town Selectboard or Village Trustees in the case of an emergency.

**Repair parts:** Purchase of repair parts is acknowledged to often be a unique purchase requirement, often necessitated by the need to purchase from a sole source vendor.

**Emergency Purchases.** The Town Selectboard or Trustees may award contracts and make purchases for the purpose of meeting the public emergency without complying with the bid process. An emergency situation shall be defined as one which threatens:

- a. The lives or health of the people
- b. The property of the Town/Village or the citizens of the Town/Village
- c. The delivery of necessary services to the citizens of the Town or Village
- d. Compliance with permits

The Unified Manager or designee shall approve all requests for emergency purchases over \$40,000. The Town Selectboard/Trustees shall be notified of all purchases of over \$40,000 made under this emergency clause within 48 hours of the transaction. The Unified Manager shall be notified of all emergency purchases made without prior approval within 24 hours. Emergency expenditures may include immediate repair or maintenance of Town/Village property, vehicles, or equipment if the delay in such repair or maintenance would endanger

## Town of Essex/Village of Essex Junction Purchasing Policy

persons or property or result in substantial impairment of the delivery of important Town or Village services.

Emergency purchases are costly and every effort should be made to avoid them.

### **DEPARTMENTAL EXCEPTIONS**

The Town/Village recognize that some departments have specific purchases which are particular to that department. The following guidelines apply only to the department indicated and supersede all policies thus far listed in this policy.

#### **Public Works**

1. Road gravel/winter sand: Due to the limited number of available pits with material that meets specifications, the Town/Village will periodically obtain analyses of the various pit materials, obtain quotes on the basis of a cost/cubic yard or ton at the pit and also delivered to the Town/Village. The Town/Village may then make a decision for purchase based upon quality of material, availability, cost, workload of the municipal trucks, etc.
2. Winter road salt: The price of this material is set within each State Highway District by competitive bid. To insure continuing availability of the product throughout the winter, the Town/Village will split the purchase between at least two vendors.

#### **Wastewater Treatment Facility (WWTF)**

1. Bulk Chemical Purchases: It is recognized that the WWTF purchases its process chemicals through a consortium of municipalities. All purchases shall be approved by the Water Quality Superintendent.
2. Sludge Dewatering: Sludge is a by-product of the wastewater treatment process. Cost is due to dewatering and disposal. The more water that is removed from the sludge, the cheaper the disposal and total sludge management cost. The most reliable way to remove water is to use a mobile high solids centrifuge. The only firm that offers the service to the region is P&H Senesac Inc. In recognition of this single source, the municipality exempts sludge dewatering from the bid process and authorizes the Water Quality Superintendent to negotiate a contract with P&H Senesac Inc. for sludge dewatering for such time as P&H Senesac remains the single source for this service in the region.
3. Polymers: Polymers are proprietary and application varies from bench testing to application. Use of the wrong polymer can be very costly in the performance of its application.
4. Other Specialty Products

**PROFESSIONAL SERVICES.** The bid process shall not apply to the selection of providers for services that are characterized by a high degree of professional judgment and discretion including legal, financial, auditing, risk management, engineering, planning, and insurance services.

**Town Attorney** – In accordance with the Town of Essex Charter, the Town Attorney shall be appointed by the Town Selectboard.

**Village Attorney** – In accordance with Section 2.09 (b) of the Essex Junction Village Charter, Trustees approval shall be required for the Manager’s appointment of the Village Attorney. Staff’s or the general public’s use of paid legal counsel shall be authorized by the Unified Manager. The Board of Trustees shall coordinate their use of legal counsel through the Unified Manager, except when the Trustees are conducting an investigation in accordance with Section 2.06 of the Village Charter or considering removal of the Unified Manager in accordance with Section 4.03 of the Village Charter. The Unified Manager shall have the right to retain outside legal counsel if the Village Attorney has a conflict of interest or determines it is in the best interest of the Village.

**Village Engineer** – In accordance with Section 2.09 (b) of the Essex Junction Village Charter, Trustees’ approval shall be required for the Manager’s appointment of the Village Engineer. Such appointment shall be on an annual basis and can be further defined through a contractual agreement for services with a designated engineer. The Unified Manager shall have the right to obtain outside engineering assistance if the Village Engineer has a conflict of interest or the Unified Manager determines it is in the best interest of the Village or if such work falls outside any contractual agreement for services.

**Village Auditors** - In accordance with Section 2.07 of the Essex Junction Village Charter, the Village Trustees may designate an accountant or firm annually or for a period not exceeding three years, provided that the designation for any particular fiscal year shall be made no later than 30 days after the beginning of such fiscal year.

**Town/Village Joint Auditors** – Notwithstanding Section 2.07 of the Village of Essex Junction Charter, the Town and Village will submit a joint Request for Services whenever the Town and Village decide to change auditors.

**LEASES.** All leases that will exceed \$40,000 over the life of the lease or require the Town or Village to indemnify or hold another party harmless shall be approved by the Town Selectboard/Village Trustees. All leases that will not exceed \$40,000 over the life of the lease or require the Town or Village to indemnify or hold another party harmless shall be approved by the Unified Manager. Multiple department leases shall be consolidated when appropriate (eg, copier leases, equipment leases).

## **CONTRACTS**

1. All contracts for services or construction shall contain the following indemnification and hold harmless language unless waived by the Unified Manager:  
The contractor shall and does hereby agree to indemnify, save harmless and defend the Town/Village from the payment of any sum or sums of money to any person whomsoever on account of claims or suits growing out of injuries to persons, including death, or damages to property caused by the contractor, his employees, agents or subcontractors or in any way attributable to the performance and prosecution of the work herein contracted for, including (but without limiting the generality of the foregoing), all claims for service, labor performed, materials furnished, provisions and supplies, injuries to persons or damage to property, liens, garnishments, attachments, claims, suits, costs, attorneys’ fees, costs of investigation and of defense. It is the intention of this paragraph to hold the contractor responsible for the payment of any and all claims, suits, or liens, of any nature and character in any way attributable to or

## Town of Essex/Village of Essex Junction Purchasing Policy

asserted against the Town or Village, or the Town or Village and the Contractor, or which the Town or Village may be required to pay. In the event the liability of the Contractor shall arise by reason of the sole negligence of the Town/Village and/or the sole negligence of the Town's/Village's agents, servants or employees, then and only then, the Contractor shall not be liable under the provisions of this paragraph.

2. Only the Unified Manager is allowed to sign contracts on behalf of the Town or Village. The Unified Manager, however, may delegate this authority, including the authority to make payments under the contract, on a case by case basis.
3. A copy of all Contracts will be given to the Unified Manager and to the Finance Director.

### **REAL PROPERTY**

In accordance with §117-103 of the Town of Essex Charter and in accordance with §1.06 of the Essex Junction Village Charter, the Town or Village may acquire property within or without their respective corporate limits for any Town or Village purpose, in fee simple or any lesser interest or estate, by purchase, gift, or lease, and may sell, lease, mortgage, hold, manage and control such property as their interest may require. The Town or Village may further acquire property within their corporate limits by condemnation where such authority is granted by the State of Vermont.

### **GRANTS**

1. All grant applications in the name of the Town of Essex or Village of Essex Junction that financially bind either municipality should be approved by the Town of Essex Selectboard or the Village of Essex Junction Trustees respectively prior to grant application submittal. In no event shall a grant be accepted without Selectboard or Trustee approval.
2. Any grant application in the name of the Town of Essex or Village of Essex Junction that does not require a financial match must be approved by the Unified Manager.

### **FUNDRAISING**

All fundraising in the name of and accounted for by either the Town of Essex or Village of Essex Junction must be approved by the Town of Essex Selectboard or the Village of Essex Junction Trustees respectively.

### **RESTRICTED GIFTS**

All restricted gifts in the name of and arranged for by either the Town of Essex or Village of Essex Junction must be approved by the Town of Essex Selectboard or the Village of Essex Junction Trustees respectively.

### **DISPOSAL OF PROPERTY/ASSETS**

The Unified Manager is authorized to approve the sale or transfer of Town or Village property estimated to be valued at less than \$40,000. The Town Selectboard or Village Trustees shall approve the sale, disposal or transfer of property estimated to be worth more than \$40,000. Nothing in this section is meant to preclude a department from disposing of material with no value or limited value under \$100 unless covered by other policies. The Brownell Library and the Essex Free Library shall have the power to sell books or purge them, as necessary, with proceeds from any sale being donated to the Brownell Foundation or the Friends of the Essex Free Library respectively.



## INSURANCE

1. The insurance requirement for contractual services over \$40,000 shall be a combined single limit of two million dollars (\$2,000,000) aggregate for general liability and property damage including vehicle coverage, unless otherwise modified by the Unified Manager. Prior to the commencement of work, the bidder shall give the Finance Director a certificate from the insuring company indicating that such policies have been issued and are in force and that said insurance companies agree to notify the Town/Village Finance Director at least thirty (30) days prior to the date of termination of or change in said policies.  
The Town or Village may seek up to \$5,000,000 in insurance coverage for work of a value that would deem the additional coverage appropriate.
2. If a service provider is a sole proprietor or partner owner(s) of an unincorporated business exempt from carrying Workers' Compensation insurance under the provisions of 21 VSA § 601(14), prior to commencing work for the Town/Village they must agree to sign the Non-Employee Work Agreement and the Liability Hold-Harmless Agreement (**Attachment C**) with the Town of Essex/Village of Essex Junction to affirm that :
  - They are not an employee of the Town of Essex or Village of Essex Junction
  - They are working independently
  - They have no employees
  - They have not contracted with other independent contractors
  - They understand they have the right to purchase workers compensation insurance and have elected not to do so.
  - They hold the Town/Village harmless for any injury or death their company causes or any damage to property their company causes
3. If a service provider is a sole proprietor or partner owner(s) of an unincorporated business they should provide a business card or the name of their company website in addition to the Non-Employee Work Agreement and the Liability Hold-Harmless Agreement.
4. All service providers are required to enter into a written contract for the services they provide to the Town/Village. If a Department Head waives this requirement they must acknowledge that their department will be responsible for the Workers Compensation insurance the Town/Village will be required by our insurance carrier to provide for that contactor.
5. All vendors must provide a completed W9 form prior to commencement of work for the Town/Village.
6. In limited cases, sole source contractors who work off-site may be waived from the requirement of signing the hold harmless agreement on the advice of the Town/Village attorney.

## NEW SERVICE VENDORS

Whenever a new vendor is engaged to deliver services to the Town or Village, the Department Head must obtain a certificate of insurance or the hold harmless agreement, a contract, and a W9 prior to the commencement of work by the vendor.

## CREDIT CARD USE POLICY

### Departmental and Municipal Major Credit Cards

#### General

Town/Village Corporate Credit Cards are a streamlined approach to pay for point-of-sale, invoiced purchases, online purchases, recurring charges that can only be paid for by direct debit or a credit card (e.g. software recurring charges), and to pay for business-related travel expense in the most cost-effective manner possible. Credit cards facilitate efficient purchases both online and in local retail stores, and in some cases, are the only payment accepted by a vendor. The use of a Town/Village Credit Card is a privilege and should be treated as such.

The Town and Village both issue credit cards to Department Heads for departmental use. The Village also possesses a Village credit card that can be used by various Village Departments.

#### Authorization for Use of Departmental or Village Municipal Credit Card

Employees must be authorized by the Supervisor and Department Head based upon both the need for a credit card and the card limits.

#### Card Use

Department Heads are responsible for knowing the dollar limits per transaction and per statement period for their Credit Card, and to use the Credit Card appropriately within those limits.

Users must verify the availability of the item being charged when placing a telephone, fax, or online order. Back orders should not be charged until time of shipment. Verification is needed such that the combined price and freight charge being charged is under the approved level of signature authority dollar limit. Users need to verify that Vermont sales tax is not being charged.

When placing an order by phone, fax, or online, the **receiver's name (purchaser)** must be put on the shipping label or packing list to expedite delivery and a receipt requested to be sent with the purchase. All charges will require a receipt be attached to the monthly statement. If using the Village Corporate Master Card, the card must be signed in and out of the Village Office and a receipt (with AP stamp completed) must be submitted to Finance when the card is returned.

The Internet may be used to place orders only when the receiving/contacted web site is secure. To determine whether a web site is secure, purchasers need to look for a closed padlock on the lower right-hand corner of the screen, or at the web site address. If the padlock is open or non-existent, the web site is not secure and should not be used for placing orders. If the web site address is "https:", the site is secure, if the address is "http:" (no "s"), the site is not secure.

If merchandise is to be returned, the purchaser needs to verify that the vendor will credit the

## Town of Essex/Village of Essex Junction Purchasing Policy

credit card account. A copy of the credit slip/voucher needs to be requested and submitted with the monthly statement.

If an attempt to make a Credit Card transaction is denied, the purchaser must contact the Finance Department (802-878-1359) immediately to resolve the problem.

### **Unacceptable Uses**

- Charges for personal or non-business related goods or services. When a personal charge is discovered it must be immediately brought to the attention of Finance and reimbursement be made to the Town/Village for the personal purchase.
- Purchases over the individual's signature authority limit. Dividing an order to satisfy this limit is not allowed.
- Cash advances, traveler's checks, or the use of ATM machines.
- Fuel for personal vehicles. (Reimbursement for mileage shall be made on the Travel Authorization Form at the current IRS reimbursement rate.)
- Charges for personal or non-business related goods or services.

### **Transaction Allocation**

Upon receipt of the monthly statement, cardholders shall confirm all transactions are legitimate, attach all receipts to the statement, obtain Department Head or Department Head designee approval on each purchase, and return the statement to Finance ASAP. Please note – the actual itemized receipt is required for meal purchases (not just the summary amount on the signature slip typically provided at restaurants).

If a receipt is lost, or was never provided by the vendor, a "Missing Credit Card Receipt Form" (**Attachment D**) shall be completed, signed by the supervisor, and forwarded to Finance to be attached to the monthly statement.

### **Personal – Non-business Charges**

In the event that personal or non-business related items are accidentally charged on the Town/Village card, reimbursement to the Town/Village shall be made by submitting a personal check payable to the Town of Essex/Village of Essex Junction, with a note attached showing the account to be credited. This reimbursement must be completed at the time of statement reconciliation or before. Repeated occurrences of personal or non-business related items being charged to the card and/or intentional misuse of the credit card may result in charging privileges being revoked and disciplinary action taken.

### **Disputing Charges**

If there is a dispute about a transaction, the cardholder should first try to resolve it with the merchant. If an item has been charged but has not been received, contact the merchant to verify shipment date. If the item has been or will be shipped soon, it is recommended that the charge be paid at the time of the statement. If charges are paid but not received by the next statement, contact the Finance Department for assistance in resolving the problem.

### **Change in Employment Status**

The cardholder (Department Head) will surrender possession of their card upon termination of employment. The cardholder may be asked to surrender the card at any time deemed necessary by the Finance Director, or the Unified Manager.

### **If Card is Lost or Stolen**

Keep the card in a safe place at all times. Contact the Finance Department (802-878-1359) immediately if the card is lost or stolen.

### **Local Merchants Charge Cards and Revolving Charge Accounts**

In addition to the Major Departmental Credit Cards and the Village Major Credit Card, the Town/Village also have charge cards for local vendors and charge accounts that are paid by statement. **Attachment E** is a list of local merchant cards and local charge accounts.

#### **Authorization for Use of Local Merchant Charge Cards**

Employees must be authorized by the Department Head or the Department Head designee to use a local merchant charge card or charge account.

#### **Card or Account Use**

Merchant cards are available at the Town Finance Office or at the Village Administration Office. Users must log the card out when they take it and log it back in when they return it. The log entry must contain the date the card was used and the name of the Merchant Card being used. As soon as the user has completed their purchase the card is to be returned to Finance or Village Administration. The receipt for the purchase should then be signed and coded by the Department Head or Department Head designee and forwarded to the Finance Department as soon as possible. When the billing statement for the merchant is received, Finance will match the receipt(s) to the statement. **Users need to verify that Vermont sales tax is not being charged at the time of purchase.**

If merchandise is to be returned, the purchaser needs to verify that the vendor will credit the account. A copy of the credit slip/voucher needs to be requested and submitted to Finance with the department's authorized signature and coding.

#### **Unacceptable Uses**

- Personal items may not be purchased with Merchant Charge Cards

Town of Essex/Village of Essex Junction Purchasing Policy

The foregoing Policy is hereby adopted by the Selectboard of the Town of Essex, Vermont, this \_\_\_\_ day of \_\_\_\_\_ and is effective as of this date until amended or repealed.

\_\_\_\_\_  
*Chairperson Town of Essex Selectboard*  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

The foregoing Policy is hereby adopted by the Trustees of the Village of Essex Junction, Vermont, this \_\_\_\_ day of \_\_\_\_\_ and is effective as of this date until amended or repealed.

\_\_\_\_\_  
*President Essex Junction Board of Trustees*  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Town of Essex/Village of Essex Junction

Signature Authorization Form

Department Submitting Form \_\_\_\_\_

Department Head Name (Printed) \_\_\_\_\_

Name of Employee (Printed) \_\_\_\_\_

Employee ID# \_\_\_\_\_

Employee Title \_\_\_\_\_

\$ Authorization Amount \_\_\_\_\_

Effective Date of Authorization \_\_\_\_\_

Employee Signature & Initials \_\_\_\_\_

Department Head Signature \_\_\_\_\_

MODEL BID AND PRICING FORMS

ATTACHMENT B

UNDER DEVELOPMENT

TO:    TOWN OF ESSEX a Vermont Municipality:

**NON-EMPLOYEE WORK AGREEMENT**

Under 21 VSA § 601 (14) (F), sole proprietors and partner owners of an unincorporated business whose work: is distinct and separate from the municipality's work; who control the means and manner of the work performed; hold themselves out as in business for themselves; hold themselves out for work for the general public and do not perform work exclusively for or with another person; and are not treated by the municipality as an employee for purposes of income or employment taxation with regard to the work performed; are not considered workers or employees of the municipality.

**To be completed by Municipality:**

- Work to be performed \_\_\_\_\_
- Written contract? (circle one)    **Yes**    **No**  
If yes, attach a copy of the contract. If no, Stop! Cannot use this form.
- Beginning and end date of work:   1/1/18 - 12/31/18
- Could this work be considered a normal municipal function? \_\_\_\_\_
- Is this type of work also performed by a town employee? \_\_\_\_\_
- Do you have necessary equipment (owned, leased, rented, borrowed or shared) to perform this work? \_\_\_\_\_

**To be completed by Contractor:**

Undersigned, sole proprietor, or partner owner of an unincorporated business, of \_\_\_\_\_ (name of business), of \_\_\_\_\_ (business address), hereby certify that I am aware of my right to purchase Workers' Compensation insurance and have elected to purchase Workers' Compensation coverage as described below, or not to purchase Workers' Compensation insurance coverage: (Check one)

Undersigned, hereby attests I have procured Workers Compensation Insurance Coverage from: Carrier: \_\_\_\_\_ Effective Dates: \_\_\_\_\_ to \_\_\_\_\_ Limits of Liability: \_\_\_\_\_ (Attach a valid Certificate of Insurance)

Undersigned, hereby attests that I am a sole proprietor, or partner owner of an unincorporated business, and as such am not considered to be a worker or employee under the provisions of 21 VSA § 601 (14).

I affirm that:

- I am not a worker or employee of \_\_\_\_\_ (municipality);
- I am working independently;
- I have no employees; and
- I have not contracted with other independent contractors;
- I understand that I have the right to purchase workers compensation insurance, and I have elected not to purchase workers compensation insurance coverage.

Date: \_\_\_\_\_ Print Name: \_\_\_\_\_ Sign Name: \_\_\_\_\_

Municipal Representative Signature: \_\_\_\_\_

**(See other side for Liability Hold Harmless Agreement)**



**LIABILITY HOLD-HARMLESS AGREEMENT**

**for use with  
Sole Proprietors and Owner Partners of Unincorporated Businesses**

In consideration of the agreement of TOWN OF ESSEX (municipality) to engage my company and me to perform certain services for the Municipality, (company) and I agree, and for myself/ourselves and my/our heirs, executors and administrators agree to indemnify, defend and hold forever harmless TOWN OF ESSEX (municipality) its officers, agents and employees from and against any and all claims, demands, liabilities, actions, judgments, settlements, damages, costs and expenses (including attorney's fees and disbursements) for injury to or death of any person, including myself, or damage to property arising out of or resulting from any material, product, equipment, vehicle or service supplied by the company or by me, or the agents, servants or employees of either, or from any action or failure to act on the part of myself or the company, or the agents, servants or employees of either, while performing services for, at the behest of, under contract with or on the premises of TOWN OF ESSEX (municipality).

Valid, current, certificate of insurance is attached.

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

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

Witness: \_\_\_\_\_

Sign Name: \_\_\_\_\_

**(See other side for Non-Employee Work Agreement)**

Purchasing Policy  
Attachment D

Town of Essex/Village of Essex Junction  
Missing Credit Card Receipt Form

Card Holder \_\_\_\_\_

Card # \_\_\_\_\_

Date of Purchase \_\_\_\_\_

Amount of Purchase: \_\_\_\_\_

Description of and purpose for Purchase:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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Authorized Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_

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**VILLAGE OF ESSEX JUNCTION BOARD OF TRUSTEES  
SPECIAL MEETING WITH THE ESSEX SELECTBOARD  
MINUTES  
July 18, 2018**

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

**SELECTBOARD:** Max Levy, Chair; Michael Plageman, Vice Chair; Elaine Sopchak, Clerk; Andrew Watts, Irene Wrenner.

**OTHERS PRESENT:** Evan Teich, Unified Manager; Greg Duggan, Deputy Town Manager; Lauren Morrissette, Finance Director/Assistant Village Manager; Dennis Lutz, Public Works Director; Aaron Martin, Town Engineer/Utilities Director; Annie Costandi, Stormwater Coordinator/Staff Engineer; Chris Stoddard, Public Works; Loren Ward, Public Works; Dan Roberge, Public Works; John FitzGerald; Jerry Fox; Richard Merson, American Public Works Association New England; Linda Myers; Lisa Schaeffler, American Public Works Association New England; Margaret Smith.

Mr. Levy called the Selectboard meeting to order at 7 p.m.

Mr. Tyler called the Board of Trustees meeting to order at 7 p.m.

**CALL TO ORDER/PLEDGE OF ALLEGIANCE**

Mr. Levy invited those present to join him in reciting the "Pledge of Allegiance."

**AGENDA ADDITIONS/CHANGES**

There were no additions or changes to the agenda.

**APPROVAL AGENDA**

With no changes to the agenda, no approval was needed.

**PUBLIC TO BE HEARD**

John FitzGerald said traffic was growing worse on Pinecrest Drive. He suggested turning Jackson Heights into a one-way street to reduce the odds of a collision at Pinecrest.

**BUSINESS ITEMS**

**a. Presentation of Outstanding Achievement in Public Works Award for Dennis Lutz**

Public Works Director Dennis Lutz was presented with the Outstanding Achievement in Public Works Award by Lisa Schaeffler and Richard Merson of the American Public Works Association New England. Town Engineer/Utilities Director Aaron Martin said the award represents a career achievement for Mr. Lutz's work in Essex, Vermont, and the United States. Mr. Lutz thanked his

48 military family, his Essex family, and his wife. He wished his parents and a guidance counselor had  
 49 been able to see him receive the award.

51 **b. Approval of extension of Memorandum of Agreement for consolidation of Public Works**

52 Deputy Town Manager Greg Duggan reviewed changes made to Amendment Number One to the  
 53 Memorandum of agreement between the Town of Essex and Village of Essex Junction regarding  
 54 consolidation of Public Works services, which had been made based on feedback from the boards. The  
 55 Town and Village attorneys had reviewed the documents.  
 56

57 **ANDREW WATTS MADE A MOTION FOR THE SELECTBOARD TO APPROVE**  
 58 **AMENDMENT NUMBER ONE TO THE MEMORANDUM OF AGREEMENT BETWEEN**  
 59 **THE TOWN OF ESSEX AND VILLAGE OF ESSEX JUNCTION RE: CONSOLIDATION OF**  
 60 **PUBLIC WORKS SERVICES. SECONDED BY IRENE WRENNER. MOTION PASSED 5-0.**

62 **ELAINE SOPCHAK MADE A MOTION FOR THE BOARD OF TRUSTEES TO APPROVE**  
 63 **AMENDMENT NUMBER ONE TO THE MEMORANDUM OF AGREEMENT BETWEEN**  
 64 **THE TOWN OF ESSEX AND VILLAGE OF ESSEX JUNCTION RE: CONSOLIDATION OF**  
 65 **PUBLIC WORKS SERVICES. SECONDED BY ANDREW BROWN. MOTION PASSED 3-0.**  
 66

67 **c. Finalize goals for evaluation of Unified Manager**

68 The boards discussed eight goals on which to evaluate the performance of Unified Manager Evan  
 69 Teich. Goals were proposed by a subcommittee of the boards, and included the following:  
 70

71 **1. Goal:** Continue to align policies and procedures for those departments that are already  
 consolidated. Work with department heads from both the Town and Village to gather  
 73 information on what has yet to be aligned and provide updates to the boards at scheduled joint  
 74 board meetings, prior to January 1, 2019. Develop a work plan to assess what can be  
 75 realistically done.  
 76

77 **2. Goal:** Develop a Community Strategy to increase the number of residents hearing and  
 78 understanding our message. The program should focus on reaching a broad and diverse group  
 79 of individuals and it should cross over multiple platforms, including internet, print-paper and,  
 80 public meetings. This program should be developed by January 1, 2019.  
 81

82 **3. Goal:** Provide the Selectboard and Trustees with staff support to continue working on a  
 83 future governance structure. Check in with the boards at joint board meetings from now until  
 84 the end of January to see what is needed for staffing and other resources. The boards are  
 85 ultimately responsible for discussing governance; the goal of the manager is to facilitate the  
 86 process and provide the needed resources.  
 87

88 **4. Goal:** Appoint a staff liaison, prior to October 1, 2018, to work at building a relationship  
 89 between the Town, the Village and the Essex Westford School District. A progress report  
 90 detailing the steps that have been taken and summarizing meetings between these entities shall  
 91 be supplied to the boards prior to January 1, 2019.  
 92

93 **5. Goal:** Develop a comprehensive Town/Village plan and policies to address pedestrian safety,  
 including completing an inventory of all crossings where striping or signs are currently located  
 95 and where enhancements are desired. The goals are to increase safety and reduce the number of  
 96 pedestrian/automobile incidents. The plan should be developed prior to January 01, 2019.

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**6. Goal:** Work with the boards to clearly define commonly-used words around governance and consolidation. All terms previously discussed shall have final, agreed upon, definitions prior to January of 2019.

**7. Goal:** Finalize the Firearms Ordinance public input project prior to August of 2018. Provide the board with a clear report and what the timeframe for implementation is.

**8. Goal:** Work to streamline and align Town/Village processes such as Development Review, Capital Plans, Hiring, and budget. Provide the board with updates prior to January 1, 2019 of what has been completed.

Mr. Teich said he would expect to have the evaluation in January or February. Mr. Tyler said eight goals seemed high, and suggested narrowing the list. Board members discussed the merits of each goal and how to track progress with SMART objectives. The boards noted that Goal 6 was to be completed later in the evening, and that Goal 7 was a project being done with a consultant. The boards also agreed that Goal 3 is ongoing, but does not need to be part of the SMART goals.

**ANDREW WATTS MADE A MOTION THAT THE SELECTBOARD ASSIGN GOALS 1, 2, 4, AND 8 FROM THE SMART GOALS FOR UNIFIED MANAGER LIST, DATED JUNE 21, 2018. SECONDED BY MIKE PLAGEMAN. MOTION PASSED 5-0.**

**ANDREW BROWN MADE A MOTION THAT THE BOARD OF TRUSTEES ASSIGN GOALS 1, 2, 4, AND 8 FROM THE SMART GOALS FOR UNIFIED MANAGER LIST, DATED JUNE 21, 2018. SECONDED BY ELAINE SOPCHAK. MOTION PASSED 3-0.**

**d. Discussion of Budget Process and Alignment**

Finance Director/Assistant Village Manager Lauren Morrisseau presented proposed changes to align the Town and Village budget format and processes. Ms. Morrisseau said department heads would fill out documents with the same format, whether Town or Village, with the intention of streamlining the budget review process based on goals from the boards and priorities from staff.

Ms. Morrisseau gave examples of how the Town and Village budgets currently differ. For instance, the Village budgets for buildings maintenance by individual buildings, whereas the Town has a single Buildings account for all facilities. As another example, the Village budgets property and casualty insurance by department, whereas the Town budgets all insurance through the Finance Department.

With the budget changes, Ms. Morrisseau wants to have the same line item titles between Town and Village budgets, have the same account number for each title, have the same items allowed for each title and account, to make it simpler for elected officials to review budgets.

Mr. Levy asked if the changes would be ready for fiscal year end 2020. Ms. Morrisseau confirmed that was the case, and said she is starting with Public Works because of the high number of changes. Mr. Levy wanted a log of changes to be available for Town Meeting so it would be easier to track the differences from previous budgets.

Mr. Watts wanted to have a Selectboard discussion about the new budgeting process. Mr. Levy said the discussion could happen at a goal-setting meeting.

146 Ms. Wrenner asked about a full-day budget review process, which is how the Trustees review their  
 147 budget. Mr. Brown said it takes the better part of a weekday, with goals given in advance and  
 149 department heads coming to the meeting. The boards discussed the pros and cons of having budget  
 150 workshops on a single day, or spread out over several night meetings.

151 **e. Presentation of revised Town & Village organizational chart**

152 Unified Manager Evan Teich proposed a revised Town and Village organizational chart that would  
 153 provide better span of control for the manager’s office. He said he has 17 people reporting to him under  
 154 the current structure. The proposed changes are scheduled to take effect August 1, 2018.

156 Mr. Tyler said he thinks the boards need to be supportive of the manager. Mr. Tyler wanted to make  
 157 sure the Village charter allowed non-Village employees supervising Village staff.

159 Mr. Tyler asked if department heads had given feedback on the organizational structure, and Mr. Teich  
 160 confirmed that they had.

162 Ms. Sopchak asked when a new Communications person would begin working. Mr. Teich said the job  
 163 (for an Assistant to the Manager/Communications position) had been posted, with an expected start  
 164 date of mid to late September.

166 **f. Approval of definitions of commonly-used words around governance and consolidation**

167 Irene Wrenner and Elaine Sopchak presented revisions of definitions of words commonly used to  
 168 discuss governance and consolidation. They added a definition for “community.” Ms. Sopchak said the  
 169 list could be a living document.

171 **ANDREW WATTS MADE A MOTION THAT THE SELECTBOARD APPROVE**  
 172 **DEFINITIONS OF COMMONLY-USED WORDS AROUND GOVERNANCE AND**  
 173 **CONSOLIDATION. SECONDED BY IRENE WRENNER. MOTION PASSED 5-0.**

175 **ANDREW BROWN MADE A MOTION THAT THE BOARD OF TRUSTEES APPROVE**  
 176 **DEFINITIONS OF COMMONLY-USED WORDS AROUND GOVERNANCE AND**  
 177 **CONSOLIDATION. SECONDED BY ELAINE SOPCHAK. MOTION PASSED 3-0.**

179 **g. Update from Governance Subcommittee**

180 George Tyler said the governance subcommittee of the Selectboard and Trustees had met and elected  
 181 him as chair and Elaine Sopchak as vice chair. Max Levy and Irene Wrenner are also on the  
 182 subcommittee.

184 The subcommittee came up with theoretical scenarios and technical questions that need clarification,  
 185 and plans to meet with legal counsel from the Vermont League of Cities and Towns to get answers to  
 186 questions. The subcommittee wanted to present focused findings in October, without making any  
 187 decisions, but having eliminated options that obviously would not work.

189 The subcommittee came up with nine potential governance options:

- 191 1. Retain the 5-member Village Board of Trustees as long as there are Village-specific needs.  
 192 Create an equivalent, 5-member, Town-outside-the-Village (TOV) entity for TOV-specific  
 193 needs. Also maintain and expand the existing Town Selectboard to include the membership of

- 194 both the above boards, so that the Selectboard has 10 members. This model would entail three  
 195 separate charters, one for each board.
2. Dissolve both Village and Town charters and write a new, single charter for one community.  
 Form a new board of 5 to 7 members, all elected at-large. Create a Rural Essex advisory board  
 and a Village advisory board, the members of which would be appointed by the elected board.
  3. Create a single, consolidated board but maintain 2 charters. Each charter adopts the same  
 amendment to allow this to happen.
  4. Consider overlay districts, and whether they apply outside of the realm of planning.
  5. Create a single board of 7 to 9 members, with two voting districts: Village and TOV. Elect 3  
 members from the Village, 3 members from TOV, and 3 at-large.
  6. Dissolve the Village charter, keep the Town charter. Adjust Town Selectboard membership  
 based on geography.
  7. Dissolve the Village charter, keep Town charter. Maintain a 5-member, at-large Selectboard.
  8. Form a city with a mayor and city council.
  9. Maintain two charters, the Village Trustees, and the Town Selectboard. Complete current  
 consolidation efforts but do not consolidate any further.

210  
 211 Mr. Watts said he read the 48 town charters in Vermont. He found 13 with provisions for mergers. He  
 212 did not find any charters that allow for regional representation. He found some where votes occur based  
 213 on former Villages, which became special service areas. No towns have wards, although some cities do.  
 214

215 **READING FILE**

216 a. Article by Ethan Kent re: Project for Public Spaces. What is Placemaking?

217 **b. Article from State of New York re: Winner of \$20 Million Municipal Consolidation and**  
 218 **Efficiency Competition Award.**

219 Ms. Wrenner was impressed by Brookhaven, NY.

220 **c. Letter from State of Vermont re: Board decision on Backstage LLC Liquor License July 9,**  
 221 **2018**

222 Mr. Watts asked if the Selectboard would revisit the liquor licensing for Backstage. Mr. Levy  
 223 and Mr. Teich said it would happen in August.

224 **d. Selectboard Special Meeting Agenda for July 19, 2018: Forum about Firearms Discharge**  
 225 **Ordinance**

226 There was discussion about whether the firearms forum needed to be warned as a Selectboard  
 227 meeting.  
 228

229 **ELAINE SOPCHAK MADE A MOTION FOR THE SELECTBOARD TO ADJOURN.**  
 230 **SECONDED BY IRENE WRENNER. THE MOTION PASSED 5-0 AT 9:14 P.M.**

231  
 232 **ANDREW BROWN MADE A MOTION FOR THE BOARD OF TRUSTEES TO ADJOURN.**  
 233 **SECONDED BY ELAINE SOPCHAK. THE MOTION PASSED 3-0 AT 9:14 P.M.**

234  
 235 **Respectfully submitted,**

236  
 237 Greg Duggan  
 238 Deputy Town Manager

**VILLAGE OF ESSEX JUNCTION  
BOARD OF TRUSTEES  
MINUTES OF MEETING  
September 11, 2018**

**TRUSTEES PRESENT:** George Tyler (Village President); Andrew Brown, Lori Houghton, Dan Kerin, Elaine Sopchak

**ADMINISTRATION:** Dennis Lutz, Town Engineer/Public Works Director, Sarah Macy, Assistant Finance Director, Darby Mayville, Community Relations Assistant, Lauren Morrisseau, Village/Town Finance Director, Evan Teich, Unified Manager;

**OTHERS PRESENT:** Eric Alling (Stantec), Diane Clemens, Christine Forde (CCRPC), Jeffrey Frolik (Bike/Walk Advisory Committee), Richard Hamlin (Hamlin Consulting Engineers), Irene Wrenner (Town of Essex Selectboard), Cathy Ainsworth (Recording Secretary)

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

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

**2. AGENDA ADDITIONS/ CHANGES**

Addition to the Reading file introduced by Evan Teich:

- Memo from Sarah Reeves of the Chittenden Solid Waste District (CSWD) dated September 7, 2018 regarding ReUse Zone History and Closure Rationale Review.

**3. APPROVE AGENDA**

**MOTION by Andrew Brown, SECOND by Lori Houghton, to approve the agenda, amended to include the CSWD letter. Voting: unanimous (5-0); motion carried.**

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

- a. Comments from public on items not on the agenda.  
None

**5. OLD BUSINESS**

- a. None

**6. NEW BUSINESS**

- a. (formerly "b" on agenda) Preferred alternative for route 15 Sidewalk/ Path Study Susie Wilson Road to West Street Extension

Dennis Lutz introduced representatives Christine Forde, CCRPC, and Eric Alling from Stantec Engineering to explain their recently completed scoping study and recommendations/ preferred alternative for a multi-purpose path on two ends route 15.



Dennis Lutz pointed out that the study is one phase of a longer project that will include engineering and construction, when funding is identified. Eric Alling reviewed the project timeline and described the project advisory committee (PAC). He explained that the “project definition” phase concludes with this presentation and with endorsement from the Trustees’ and approval of the “preferred alternative” in both locations.

Utilizing overview illustrations of the route 15 Sidewalk/ Path and roads in the study from Susie Wilson Road to West Street Extension, Eric Alling explained three alternatives: a “no build” alternative, which would keep the area as-is, designed solely for vehicles, with no shoulder and a 5 foot sidewalk; a “build” alternative, that would keep the median in the road intact but add bicycle lanes and widen the sidewalk; and a third “preferred alternative”, also the most construction intensive option, which would:

- remove the median
- add a buffered bike lane in each direction,
- include an 11-foot travel lane in each direction,
- add a left-turn “slip lane” heading east,
- create a 12-foot grass strip on the east side of the road
- widen the sidewalk from 5 feet to 8 feet.

Eric Alling illustrated how the third/preferred alternative would result in efficiencies in traffic flow, multiple options for bikers, shorter pedestrian road crossing dynamics and a matching 2 lane configuration to receive traffic from the 2 lanes turning from Susie Wilson road onto route 15. The West Street Extension end of this construction, on route 15, would include a raised street bus stop to reduce bike/bus conflict, and would tie east-moving bike traffic into the existing bike routes at a bike turn-around.

Eric Alling shared potential costs associated with the three projects: Alternative 1- \$0, Alternative 2- \$1,010,000, Alternative 3-\$2,260,000 plus \$310,000 for SWE bike lane turnaround. Dennis Lutz mentioned that the Town and Village should see no costs to taxpayers with any of the alternatives, noting that they would fulfill plans of the Circ Highway Alternative projects and, as such, should be 100% funded. He pointed out that class one paving for the village stopped, pending the result of this study, so those funds should also be available through VTRANS for paving.

George Tyler asked if the 2nd round of Circ Alternative funding would be used for the project. Dennis Lutz noted that a decision should be made by the Town and Village about either changing the scope of the Winooski to Susie Wilson road phase of the Circ Alternative, so the sidewalk/ multiuse path Preferred Alternative is included, or if it should be funded as another phase of the overall Circ Highway Alternative projects.

**Trustee Discussion:**

Dennis Lutz provided clarification, requested by Lori Houghton, on the scope of the project section west of Susie Wilson road that is currently funded by the Circ Highway Alternative Projects.

George Tyler requested clarification on why the lengthy, left-hand turn lane off route 15 was necessary in Alternative 3 and how this would impact traffic. Richard Hamlin explained that this

strategy should not “stack traffic” because it would be a clearly marked center turn lane only, not a travel lane, so east driving traffic can access North driveways.

George Tyler requested clarification of how the traffic will be cued to slow down as it approaches this stretch of road, without the visual cue of the median. Mr. Hamlin explained plans for reduced speed limits to 30 or 35 mph on route 15 after Susie Wilson road. He also noted that the road striping will suggest a narrowing of lanes which should also slow people down.

Dan Kerin requested justification for removing a median to be replaced with a left hand turn lane when it could result in greater crash danger due to lane confusion. Dennis Lutz explained that the current design of the Susie Wilson road intersection does not have enough room for a safe space to turn around the median if a driver wants to reverse direction to turn off route 15. Andrew Brown pointed out that decreased travel speeds with the preferred alternative could help alleviate accident severity.

Dennis Lutz provided clarification of traffic dynamics, as requested by Andrew Brown, explaining how the new, two-lane traffic configuration turning left off Susie Wilson road would be received by 2 lanes on route 15. They would then blend into one lane after a carefully measured distance. He pointed out that the distance needed to go from one lane to two when heading west on route 15, before turning right onto Susie Wilson rd., may be recalculated to ensure efficiencies.

Andrew Brown noted that the design of this alternative could reinforce a neighborhood feel to the route and provide clearer visibility to traffic lights. Evan Teich commended the solution for providing a more complete and less confusing, connected system of roads in the area and wondered how this would all effect future economic growth. Lori Houghton pointed out that the Preferred Alternative would promote safety for the growing number of pedestrians in the area as well as each mode of transportation.

George Tyler opened discussion by community. None.

**MOTION by Andrew Brown, SECOND by Dan Kerin, that the Village Trustees approve Alternative 3, with option A, as the preferred project alternative including the recommendations by staff as outlined in the document. Voting: unanimous (5-0); motion carried.**

b. (formerly “a” on agenda) Preferred alternative for route 15 Sidewalk/ Path Study Athens Drive to VT RT 289

Utilizing overview illustrations of the high priority bike route area of route 15 from Athens Drive to VT route 289, Eric Alling explained three alternatives studied: a “no build” alternative, which would keep the area as-is with two travel lanes and a 2ft shoulder (less than a minimum for a bike lane); a second alternative, that includes a 10-ft., lighted, shared-use path and bike lanes; and a third “Preferred Alternative”, that includes an 8-ft., lighted, shared-use path and bike lanes. In this third/ Preferred Alternative, travel lanes would narrow from 12 to 11 feet and the bike lanes would be 4 feet on each side. There would be a 5 foot grass strip and an 8 foot shared use path on one side. Eric Alling explained that the Preferred Alternative for the project would:

- connect with existing bike routes,
- accommodate a driveway and turnarounds,
- minimize wetland impact and have no impact on utility poles,
- Remove the existing sidewalk at the east end of the project, replacing it with an 8 foot shared use path and curb across the bridge,
- Provide lighting to ensure year-round use.

Eric Alling shared potential costs associated with the three projects: Alternative 1- \$0, Alternative 2- \$1,550,000, Alternative 3- \$1,370,000

**Trustee Discussion:**

Eric Alling clarified, as requested by Lori Houghton, that the only section painted green for markings on this project is on the east end.

Andrew Brown noted that the project serves as a missing link to bikers in this area. He mentioned that the route 15 speed decreases on this road at a downhill grade and suggested pushing it back to improve safety. Dennis Lutz considered studying speed on this section of road, then making a recommendation to the state for a reduced speed.

George Tyler requested clarification of why the bike lane is on the road instead of just in the shared use path. Eric Alling explained this will accommodate users who do not use off-road facilities, while off-road users can still utilize the shared use path.

In response to a request by Dan Kerin about who would be responsible for snow removal off the shared use path, Dennis Lutz explained that the Village and Town should consider all of the plowing routes and determine strategies for this.

Eric Alling acknowledged that the project would include some blasting of ledge to install some features, in response to a question on this by Dan Kerin.

Evan Teich noted that the shared use path would result in increased maintenance and upkeep but is an important connector for neighborhoods, protects movement in the area, and provides welcome lighting for visibility. He agreed that a speed decrease is important. Eric Alling noted that the Essex Selectboard discussed enhanced crosswalks as something to be considered in this project.

Dan Kerin noted his approval of this project and hoped it would be considered for replication on route 117 in the future.

**George Tyler opened discussion by community**

Christine Forde mentioned that the Essex Selectboard discussed that this vote is just for an endorsement of the project.

**MOTION by Elaine Sopchak to approve Alternative 3 as the preferred project Alternative including the four recommendations by staff as outlined in the document.**

**SECOND by Andrew Brown, with friendly amendment that the motion read: to approve Alternative 3 as the preferred project Alternative including the five recommendations by staff as outlined in the document. Voting: unanimous (5-0); motion carried.**

c. Request to Collaborate UVM Capstone Project Traffic Calming Study

Darby Mayville introduced Jeffrey Frolik, a UVM Engineering Professor who is also a member of the Essex Bike/Walk Advisory Committee. Mr. Frolik proposed full academic year collaboration with UVM Senior Capstone Students working on their Capstone Design projects. Mr. Frolik described the scope of the study wherein students would focus on: 1. The East Village, Mansfield, Pleasant, Brickyard area, 2. The West Village/ Williston South area and 3. The Central/ South Summit and west area. According to Mr. Frolik, students would engage in traffic counts, conduct simulations and coordinate pop-up treatments to collect and analyze data and help determine how traffic calming can take place in the Village of Essex Junction. Stakeholders involved would include the Village of Essex Junction, the School District and the Bike/ Walk Advisory Committee. Students would produce extensive reports of their work, findings and suggestions. Mr. Frolik explained that the Village would need to be open to students talking with staff for up to 10 hours over the year and support their pop-up treatments in these locations. The project would culminate in a public presentation of the students' findings and models.

George Tyler suggested being in touch with the Essex police to support the student activities. Evan Teich noted the importance of coordination with staff in Public Works and the Police Department to notify the community about student activities.

Evan Teich acknowledged benefits to engaging colleges in this way and Ms. Mayville expressed confidence in the positive experiences resulting from these types of college arrangements.

**MOTION by Andrew Brown, SECOND by Lori Houghton, that the Village Trustees authorize staff and the Bike/ Walk Advisory Committee to collaborate with professor John Lens and a team of UVM Engineering Students to implement a neighborhood traffic calming study. Voting: unanimous (5-0); motion carried.**

d. Draft Policy for Capital Improvement Projects

Andrew Brown presented the draft Capital Improvement Projects policy crafted by the Capital Program Review committee. He explained that the policy would bring about efficiencies by making certain, that the individuals and staff persons who need to be involved with capital projects are involved as early and often as possible, especially during design and funding phases.

Elaine Sopchak requested information about how Ranking Criteria would be used. Andrew Brown clarified that that the Policy would inform the Ranking Criteria but would remain separate so these criteria could be flexible enough to change based on emerging needs. He explained that the policy would change the process of ranking from verbal decision-making to a clearly defined, predictable process that can enhance appropriate personnel engagement.

George Tyler wondered about opportunities to align, connect or overlap this policy with the Town of Essex. Andrew Brown pointed out that both districts could benefit, but discussion of the

policy has not yet taken place with the Essex Selectboard. Elaine Sopchak reminded the Trustees that the Public Works Committee previously recommended an alignment of ranking strategies for Essex Town and Village's Capital Planning projects. She asked if there is already a policy like this in existence in Essex Town. Evan Teich agreed that there is value in the Town and the Village exercising the type of forethought outlined in the policy. He pointed out that the Town and Village's shared efforts between several departments on the capital project of the Main Street Bridge, and a storm water project being developed between the Town and Village shows communication and coordination efforts taking place.

**MOTION by George Tyler, SECOND by Elaine Sopchak, that the Village Trustees approve the new, revised policy for Capital Improvement Projects. Voting: unanimous (5-0); motion carried.**

e. Amend Street Markings Policy

Evan Teich presented the street markings policy that the Village uses to limit blockage of driveways by painting hash marks on the pavement (Section 3). He explained that the amendment to this policy is in response to new traffic dynamics due to the elimination of through-traffic to and from the Municipal parking lot on either side of the Library. He mentioned that people have been using a privately owned driveway (Maplehurst Florist) for ingress and egress and that this amendment would result in a hash mark painted at the end of this driveway. He also suggested a formal agreement with the property owner be considered in the future. George Tyler stated that this is also urgent because there will be further limitation of ingress and egress due to the Fire Department driveway closure. Dan Kerin suggested that, in addition to the hash marks, there be signage stating "do not block drive." Mr. Tech pointed out the challenge with a new sign is there are already a large number of signs leading up to this driveway.

Andrew Brown pointed out similar hash marks proposed elsewhere, in the past, were denied because of the possibility that it would result in mistimed traffic cues at the lights. He requested clarification if such a case would exist in this circumstance. Rich Hamlin, the Village Engineer, stated there would be no such effect in this arrangement and that it would also be unlike a separate left turn scenario referenced by Dan Kerin.

**MOTION by George Tyler, SECOND by Elaine Sopchak, that the Village Trustees approve the street marking proposal and amend the Street Marking Policy and authorize the staff to implement the changes to improve access, visibility and safety at these locations. Voting: 4 in favor and one abstained; Lori Houghton abstained; motion carried.**

f. Annual Review of Ethics Policy

Evan Teich explained that each year at this time the Ethics policy is reviewed and signed by the Trustees. There has been no change to the policy or regulations this year.

Elaine Sopchak explained that the Selectboard reviews their Ethics Policy at an organizational meeting and wondered if there should be a similar practice in the Village. She also wondered if the Ethics Policy for the Village and the Town should be identical and if the village should also adopt an Orderly Conduct of Business policy or if it is already included in the Ethics Policy. Evan Teich stated his willingness to prioritize policies to bring to the shared Selectboard and Trustee meetings to try to align them. Andrew Brown pointed out that this should begin happening soon to prevent inequities or challenges in, for example, how Selectboard and Trustees meetings are conducted and how recusals are handled.

**MOTION by George Tyler, SECOND by Lori Houghton, that the Village Trustees review, read and sign Article 1 of the General Rules and Personnel Regulations and the Ethics Policy and sign the attached acknowledgement forms. Voting: unanimous (5-0); motion carried.**

### **7. MANAGER'S REPORT**

Evan Teich noted road closures are scheduled on the 21<sup>st</sup> and 22<sup>nd</sup> for SteAmfest, from Railroad Street through Lincoln Place. He described that a beer garden will be next to The Nest and bands will be playing at the 3 Main Street Farmer's Market location, with a rain location at the Fire station. He explained that both Essex Village and Town are monetary sponsors of this event; public works will not be on site but will be on call and are providing trash cans and liners, as well as barricades; and two police officers will be on site on Friday and one on Saturday.

Evan Teich described anticipated position changes, vacancies and hires of personnel. The job posted for an Assistant to the Manager has been offered to an individual who will be moving here from Maine. An Assistant Finance Director position will be open soon because Lauren Morriveau, Finance Director, is leaving and the current Assistant Finance Director, Sarah Macy, is moving into the Director position. There are also Public Works positions and a Parks and Recreation position open in the Town and their job descriptions are now very similar to Village job descriptions. Evan Teich encouraged the Village to consider replicating a practice held by the Town of requiring Town Parks and Recreation employees to have CDL licenses so they can work on plowing in the winter months.

George Tyler acknowledged that the owner of 4 Pearl Street, Brett Grabowski, allowed SteAmfest to use one of his storefronts as an art studio. Evan Teich explained that others also donated space for this event.

- a. Trustees Meeting Schedule
  - September 25, 6:30 pm Regular Meeting
  - October 9, 6:30 pm Regular Meeting
  - October 11, 7:00 pm Joint Meeting with Selectboard at 2 Lincoln St.
  - October 23, 6:30pm Regular Meeting
  - November 13, 6:30pm Regular Meeting
  - November 27, 6:30pm Regular Meeting
  - December 11, 6:30pm Regular Meeting
- No Discussion

### **8. TRUSTEES' COMMENTS & CONCERNS/ READING FILE**

- a. Board Member Comments
  - Lori Houghton introduced the reading file Memo from Chittenden Solid Waste District regarding the ReUse Zone History and Closure Rationale Review. She explained that the CSWD is closing their Reuse drop off spots. This has public concerns about what should be done moving forward. She wondered if money could be used for public awareness and suggested that the Trustees invite Alan Nye, Essex's CSWD Board of Commissioners Representative, give some back ground to the trustees and clarify what resources exist to fill the gap.

Dan Kerin learned, from conversation with a CSWD representative, that the ReUse zones had become a dumping place for unusable items and there was not a person available to monitor what was being left. Andrew Brown noted that ReSource and ReStore are two locations that can receive many items but Lori Houghton clarified that there are things that these businesses do not accept. She also noted they do not provide the free re-use opportunity for people to get things that they need.

George Tyler agreed that the trustees could reach out to Alan Nye to present at a future meeting.

- Lori Houghton brought up the “Design Five Corners” project. She explained that, although it is good that there is a public feedback initiative taking place with this project, it is of concern that this feedback phase was never mentioned in any of the trustee meetings that included discussion of this project at any time prior to it being publically announced.

George Tyler agreed that he was surprised the public feedback phase did not initially go through the Essex Junction Trustees. He requested that a note be made that whenever there is a public outreach initiative it should come through the Trustees first.

- Elaine Sopchak informed the trustees that the Governance Subcommittee has a meeting scheduled for September 19 at 4pm and Greg is covering it.

b. Minutes from other Committees:

- Essex Selectboard 8/20/18
- Tree Advisory Committee 8/21/18
- Capital Program Review Committee 9/4/18

No Discussion

c. Articles in Essex Reporter re: space needs study and preschool accreditation

No Discussion

9. **CONSENT AGENDA**

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

- a. Approve Minutes of previous Meeting 8/28/18**
- b. Expense Warrant #17111 dated 8/31/18 in the amount of \$71,984.13**
- c. Expense Warrant #17112 dated 9/7/18 in the amount of \$54,756.88**
- d. Approve Ordinance Waivers for Essex High School Homecoming 9/21/18**

**Voting: unanimous (5-0); motion carried**

10. **ADJOURN**

**MOTION by Dan Keri, SECOND by Andrew Brown, to adjourn the meeting. Voting: unanimous (5-0); motion carried**

The Meeting Adjourned at 8:04 PM

Respectfully Submitted,  
Cathy Ainsworth

09/14/18  
09:31 am

Town of Essex Accounts Payable  
Check Warrant Report # 17113 Current Prior Next FY Invoices For Fund (GENERAL FUND)  
For Check Acct 01 (GENERAL FUND) All check #s 09/13/18 To 09/14/18 & Fund 2

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
25055	08/20/18	AQUARIUS LANDSCAPE SPRINK Mid Season Check & Repair 543570	210-45220.330	309.31	18808	09/14/18
00530	02/28/18	BRODART CO BF-BOOKS B5250054	OTHER PROFESSIONAL SVCS 210-49345.000	39.48	18812	09/14/18
00530	03/20/18	BRODART CO BL-BOOKS B5270001	LIBRARY DONATION EXPENDIT 210-45551.610	0.90	18812	09/14/18
00530	03/20/18	BRODART CO BL-BOOKS B5270001	SUPPLIES 210-45551.640	14.92	18812	09/14/18
00530	05/09/18	BRODART CO BL-BOOKS B5322651	ADULT COLLECTION-PRINT & 210-45551.640	13.19	18812	09/14/18
00530	05/09/18	BRODART CO BL-BOOKS B5322651	ADULT COLLECTION-PRINT & 210-45551.610	0.90	18812	09/14/18
00530	05/09/18	BRODART CO BF-BOOKS B5322651	SUPPLIES 210-49345.000	17.40	18812	09/14/18
00530	05/09/18	BRODART CO BF-BOOKS B5322796	LIBRARY DONATION EXPENDIT 210-45551.641	38.92	18812	09/14/18
00530	08/27/18	BRODART CO BL-BOOKS B5406576	JUVEN COLLECTION-PRNT & E 210-45551.610	1.60	18812	09/14/18
00530	08/27/18	BRODART CO BL-BOOKS B5406576	SUPPLIES 210-45551.641	28.70	18812	09/14/18
00530	08/29/18	BRODART CO BL-BOOKS B5409191	JUVEN COLLECTION-PRNT & E 210-45551.610	1.60	18812	09/14/18
00530	08/29/18	BRODART CO BL-BOOKS B5409191	SUPPLIES 210-45551.641	15.46	18812	09/14/18
00530	08/30/18	BRODART CO BL-BOOKS B5410497	JUVEN COLLECTION-PRNT & E 210-45551.610	1.60	18812	09/14/18
00530	08/30/18	BRODART CO BL-BOOKS B5410497	SUPPLIES 210-45551.641	172.48	18812	09/14/18
00530	08/30/18	BRODART CO BL-BOOKS B5410498	JUVEN COLLECTION-PRNT & E 210-45551.610	10.40	18812	09/14/18
00530	08/30/18	BRODART CO BL-BOOKS B5410498	SUPPLIES 210-49345.000	48.87	18812	09/14/18
00530	08/31/18	BRODART CO BF-BOOKS B5411326	LIBRARY DONATION EXPENDIT 210-45551.610	1.60	18812	09/14/18
00530	09/04/18	BRODART CO BL-BOOKS B5413040	SUPPLIES 210-45551.641	14.06	18812	09/14/18
00530	09/04/18	BRODART CO BL-BOOKS B5413040	JUVEN COLLECTION-PRNT & E 210-45551.641	36.68	18812	09/14/18
00530	09/06/18	BRODART CO BL-BOOKS B5415472	JUVEN COLLECTION-PRNT & E 210-45551.610	3.20	18812	09/14/18
00530	09/06/18	BRODART CO BL-BOOKS B5415472	SUPPLIES 210-43160.610	352.66	18813	09/14/18
16030	09/03/18	BROWN ELECTRIC ST street light supplies 33226	STREET LIGHTS SUPPLIES/MA 210-43160.610	345.70	18813	09/14/18
16030	09/03/18	BROWN ELECTRIC ST misc supplies 33228	STREET LIGHTS SUPPLIES/MA 210-43160.610	1932.08	18813	09/14/18
16030	09/03/18	BROWN ELECTRIC ST misc items 33229	STREET LIGHTS SUPPLIES/MA 210-45551.610	64.40	18815	09/14/18
V0455	09/01/18	CANON SOLUTIONS AMERICA BL-SUPPLIES 4026932749	SUPPLIES 210-43110.565	2.00	18817	09/14/18
23455	09/10/18	CHITTENDEN SOLID WASTE DI ST rubbish 3088404	RUBBISH REMOVAL			



09/14/18  
09:31 am

Town of Essex Accounts Payable  
Check Warrant Report # 17113 Current Prior Next FY Invoices For Fund (GENERAL FUND)  
For Check Acct 01(GENERAL FUND) All check #s 09/13/18 To 09/14/18 & Fund 2

Page 2 of 6  
HPackard

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
21210	09/06/18	ST shop towels 4009457909	210-43110.610 SUPPLIES	74.01	18818	09/14/18
21210	09/01/18	ST-COOLER AGREEMENT 9032624616	210-43110.610 SUPPLIES	50.00	18818	09/14/18
39475	08/20/18	Pk St Gardens 12335R	210-45220.610 SUPPLIES	66.55	18819	09/14/18
38280	08/21/18	Maint Water Cooler 082118D1	210-45220.610 SUPPLIES	14.44	18825	09/14/18
11870	09/04/18	ST rental 10348289	210-43110.442 EQUIPMENT RENTALS	75.95	18826	09/14/18
V10731	09/06/18	EDGEWOOD DR. DRAINAGE 733	210-43151.430 STORM SEWER MAINTENANCE	10920.00	18827	09/14/18
25715	09/04/18	ST-ENGINEERING SERVICES 08041818807	210-43151.430 STORM SEWER MAINTENANCE	343.55	18828	09/14/18
25715	09/04/18	ST-ENGINEERING SERVICES 08041818809	210-43110.576 ENGINEERING SERVICES	169.50	18828	09/14/18
25715	09/04/18	ST-ENGINEERING SERVICES 08041818810	210-43110.576 ENGINEERING SERVICES	418.59	18828	09/14/18
25715	09/04/18	VE/TC-PEARL PATH WEST-FRT 09041817811	210-41335.813 MATCHING GRANT FUNDS	217.25	18828	09/14/18
25715	09/04/18	ST-ENGINEERING SERVICES 09041818823	210-43110.576 ENGINEERING SERVICES	202.50	18828	09/14/18
19410	08/30/18	ST-LIGHTS REPAIRED 5876201808	210-43123.570 TRAFFIC LIGHTS MAINTENANC	3795.00	18829	09/14/18
V10576	09/12/18	AD Aug web host/support 2514	210-41320.530 COMMUNICATIONS	129.00	18830	09/14/18
03280	08/27/18	ST-TOP SOIL 28006	210-43110.616 GRAVEL, TOPSOIL	280.00	18832	09/14/18
01010	09/07/18	ST grass seed 326675	210-43110.616 GRAVEL, TOPSOIL	73.78	18834	09/14/18
23215	07/02/18	FN-ST CREDIT DUPL PAYMENT 083118ADJ	210-43110.610 SUPPLIES	-50.75	18835	09/14/18
23215	08/24/18	Deep Clean Supplies 10687026	210-45220.610 SUPPLIES	64.16	18835	09/14/18
23215	09/06/18	ST wheel barrow, sprayer 106882950001	210-43110.612 UNIFORMS, BOOTS, ETC	22.79	18835	09/14/18
23215	09/06/18	ST wheel barrow, sprayer 106882950001	210-43110.610 SUPPLIES	187.94	18835	09/14/18
23215	09/10/18	ST blades 10688643001	210-43110.610 SUPPLIES	626.25	18835	09/14/18
V0795	08/29/18	Aspire/Maint Waters&Sewer 082218D	210-45220.410 WATER & SEWER CHARGES	44.04	18836	09/14/18
19160	08/23/18	AD-IN SERVICE FOOD-VILLAG 080118E	210-41320.291 HEALTH IMPROV PROGRAMS	45.18	18841	09/14/18
28095	09/01/18	ST restrng flagpole 21763	210-43161.002 MEMORIAL PARK	178.90	18843	09/14/18
34895	09/01/18	ST-11 JACKSON STREET 1335820	210-43110.565 RUBBISH REMOVAL	90.23	18847	09/14/18
34895	09/01/18	ST-RAILROAD AVENUE 1335822	210-43110.565 RUBBISH REMOVAL	428.03	18847	09/14/18

09/14/18  
09:31 am

Town of Essex Accounts Payable  
Check Warrant Report # 17113 Current Prior Next FY Invoices For Fund (GENERAL FUND)  
For Check Acct 01(GENERAL FUND) All check #s 09/13/18 To 09/14/18 & Fund 2

Page 3 of 6  
HPackard

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
34895	09/01/18	GAUTHIER TRUCKING, INC. ST-BEECH STREET 1335956	210-43110.565 RUBBISH REMOVAL	58.36	18847	09/14/18
26375	07/31/18	GBIC VE-ANNUALGBIC FUNDING 679	210-41335.811 ANNUAL SUPPORT OF ORGNIZA	500.00	18848	09/14/18
00820	08/10/18	GLOBAL EQUIPMENT COMPANY Deep Clean Supplies 113042435	210-45220.610 SUPPLIES	144.74	18849	09/14/18
04035	08/20/18	GOT THAT RENTAL & SALES I Mower Repair 52990	210-45220.610 SUPPLIES	19.90	18851	09/14/18
04035	08/27/18	GOT THAT RENTAL & SALES I Deep Clean Supplies 53048	210-45220.610 SUPPLIES	173.25	18851	09/14/18
04035	09/10/18	GOT THAT RENTAL & SALES I ST trimmer 53750	210-43110.610 SUPPLIES	399.98	18851	09/14/18
14910	09/01/18	GROTEN RAPHAEL BF-YOUTH PROGRAMS 4500091118	210-49345.000 LIBRARY DONATION EXPENDIT	150.00	18854	09/14/18
27150	08/29/18	HINESBURG SAND & GRAVEL C ST winter sand 40827	210-43125.610 WINTER MAINTENANCE	101.37	18857	09/14/18
27150	08/29/18	HINESBURG SAND & GRAVEL C ST winter sand 40828	210-43125.610 WINTER MAINTENANCE	107.35	18857	09/14/18
26330	09/04/18	LAKE CHAMPLAIN CHAMBER ED-VILLAGE DUES RENEWAL 68883	210-41335.811 ANNUAL SUPPORT OF ORGNIZA	800.00	18863	09/14/18
06095	09/11/18	LEISURE WORLD ST tabs 109235	210-43161.002 MEMORIAL PARK	39.99	18867	09/14/18
25625	09/02/18	LOWE'S - 1080 EJRP Supplies 090218D	210-45220.610 SUPPLIES	444.76	18870	09/14/18
25625	09/02/18	LOWE'S - 1080 EJRP Supplies 090218D	210-45220.610 SUPPLIES	56.79	18870	09/14/18
25625	09/02/18	LOWE'S - 1080 EJRP Supplies 090218D	210-45220.610 SUPPLIES	16.05	18870	09/14/18
25625	09/02/18	LOWE'S - 1080 EJRP Supplies 090218D	210-45220.610 SUPPLIES	11.70	18870	09/14/18
24620	08/31/18	MILTON RENTAL AND SALES ST-BELTS 1568023	210-43110.570 MAINTENANCE OTHER	327.00	18874	09/14/18
V10462	09/01/18	MONAGHAN SAFER DUCHAM PL AD-AUG 2018 LEGAL FEES 1167477	210-41320.320 LEGAL SERVICES	2894.00	18876	09/14/18
24100	08/29/18	PERMA-LINE CORP.OF NEW EN ST-SIGN-FIRE DEPT ONLY 169765	210-43110.617 SIGNS AND POSTS	266.30	18884	09/14/18
24100	08/29/18	PERMA-LINE CORP.OF NEW EN ST-NO PARKING MIDNIGHT-6A 169790	210-43110.617 SIGNS AND POSTS	833.40	18884	09/14/18
24100	09/05/18	PERMA-LINE CORP.OF NEW EN ST traffic signs 169906	210-43110.617 SIGNS AND POSTS	67.75	18884	09/14/18
25140	08/27/18	PIKE INDUSTRIES INC ST-ASPHALT 993380ADJ	210-43120.610 PAVEMENT MAINTENANCE	500.00	18886	09/14/18
25140	09/04/18	PIKE INDUSTRIES INC ST-ASPHALT 994933	210-43120.610 PAVEMENT MAINTENANCE	193.28	18886	09/14/18
25140	09/07/18	PIKE INDUSTRIES INC ST asphalt 995289	210-43120.610 PAVEMENT MAINTENANCE	1024.64	18886	09/14/18
25140	09/11/18	PIKE INDUSTRIES INC ST asphalt 995584	210-43120.610 PAVEMENT MAINTENANCE	498.64	18886	09/14/18
26385	09/05/18	PROFESSIONAL WRITING SERV AD-AUGUST MINUTES 786EJ	210-41320.530 COMMUNICATIONS	299.00	18889	09/14/18

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
05280	08/20/18	Annual Contract 170700	210-45220.330 OTHER PROFESSIONAL SVCS	7706.70	18897	09/14/18
37965	08/23/18	ST-13 NAHMA AVENUE 71145	210-43120.570 SIDEWALK AND CURB MAINTEN	570.00	18898	09/14/18
37965	08/23/18	ST-UPLAND ROAD 71167	210-43120.570 SIDEWALK AND CURB MAINTEN	313.00	18898	09/14/18
03180	07/25/18	Repair Fire Alarm 17880	210-45220.434 MAINTENANCE-BUILDINGS/GRO	1915.76	18902	09/14/18
03180	07/25/18	Park Street Fire Alarm 17881	210-45220.434 MAINTENANCE-BUILDINGS/GRO	505.70	18902	09/14/18
V10695	08/25/18	ST-TREE REMOVAL LINCOLN S 082518D	210-43161.000 STREETSCAPE MAINT./IMP	650.00	18906	09/14/18
00710	08/28/18	ST-SHIPPG/ALTERNATOR BELT 429888390	210-43110.610 SUPPLIES	12.51	18912	09/14/18
36130	09/11/18	ST rental 2769837	210-43110.442 EQUIPMENT RENTALS	280.00	18913	09/14/18
36130	08/18/18	VA-CELL PHONES 8/19-9/18 9812979865	210-41970.535 TELEPHONE SERVICES	40.01	18913	09/14/18
36130	08/18/18	VA-CELL PHONES 8/19-9/18 9812979865	210-42220.535 TELEPHONE SERVICES	120.03	18913	09/14/18
11935	08/30/18	ST-LIGHT WORK 4483537	210-43110.432 VEHICLE MAINTENANCE	148.40	18914	09/14/18
29825	08/21/18	Aspire&Maint Natural Gas 082118D	210-45220.623 HEATING/NATURAL GAS	34.90	18916	09/14/18
29825	08/21/18	Admin Bldg Natural Gas 082118D1	210-45220.623 HEATING/NATURAL GAS	91.72	18916	09/14/18
07565	08/16/18	Cleaning Supplies I57879389	210-45220.610 SUPPLIES	60.69	18923	09/14/18
07565	08/22/18	Deep Clean Supplies I58060868	210-45220.610 SUPPLIES	77.99	18923	09/14/18
23000	08/27/18	ST shur pac 00691446	210-43110.616 GRAVEL, TOPSOIL	579.00	18925	09/14/18
23000	08/29/18	ST shur pac 00691560	210-43110.616 GRAVEL, TOPSOIL	651.88	18925	09/14/18
21850	09/06/18	SC-MONTHLY CLEANING CENTR 463	225-45122.430 REPAIRS & MAINTENANCE	200.00	18811	09/14/18
12265	09/01/18	SC/SR-RICOH COPIES 5054362024	225-45122.610 OPERATIONAL SUPP/EXP	170.40	18893	09/14/18
07565	09/04/18	SC-PAPER & SHEET PROTECTO I58433190	225-45122.610 OPERATIONAL SUPP/EXP	61.34	18923	09/14/18
07305	08/13/18	Chemicals 9079155338	226-45124.434 MAINTENANCE-BLDGS/GROUNDS	125.92	18805	09/14/18
07305	08/14/18	Chemicals 9079203925	226-45124.434 MAINTENANCE-BLDGS/GROUNDS	253.48	18805	09/14/18
25325	06/08/18	Chemicals 26439	226-45124.434 MAINTENANCE-BLDGS/GROUNDS	2697.34	18839	09/14/18
25325	07/06/18	Chemicals 26654	226-45124.434 MAINTENANCE-BLDGS/GROUNDS	2698.11	18839	09/14/18
25325	08/08/18	Chemicals 26852	226-45124.434 MAINTENANCE-BLDGS/GROUNDS	2698.11	18839	09/14/18

09/14/18  
09:31 am

Town of Essex Accounts Payable  
Check Warrant Report # 17113 Current Prior Next FY Invoices For Fund (GENERAL FUND)  
For Check Acct 01 (GENERAL FUND) All check #s 09/13/18 To 09/14/18 & Fund 2

Page 5 of 6  
HPackard

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
20485 HUTTON ROSALIND	09/07/18	VK Activity 001	226-45120.330 OTHER PROFESSIONAL SVCS	30.00	18860	09/14/18
25625 LOWE'S - 1080	09/02/18	EJRP Supplies 090218D	226-45124.434 MAINTENANCE-BLDGS/GROUNDS	44.88	18870	09/14/18
20480 MILES LAUREN	09/07/18	VK Activity 001	226-45120.330 OTHER PROFESSIONAL SVCS	30.00	18873	09/14/18
42565 SEVEN DAYS	08/29/18	VK Staff Ad 188166	226-45120.330 OTHER PROFESSIONAL SVCS	90.00	18904	09/14/18
07565 W B MASON CO INC	08/30/18	MSP VK Supplies I58332047	226-45120.610 SUPPLIES	34.89	18923	09/14/18
42625 ALDRICH & ELLIOTT PC	08/28/18	ST-AUGUST DESIGN SERVICES 77907	230-46801.715 Fairview Main St ERP	1739.11	18806	09/14/18
25715 DONALD L. HAMLIN CONSULT	09/04/18	ST-ENGINEERING SERVICES 08041818805	230-46801.018 SO. STREET DRAINAGE IMP	5938.68	18828	09/14/18
18000 FERGUSON WATERWORKS #590	09/04/18	VW curb stop caps 08189531	254-43200.430 WATER LINES MAINT-BREAKS	287.62	18838	09/14/18
18000 FERGUSON WATERWORKS #590	09/04/18	VW curb stop caps 08189531	254-43200.610 SUPPLIES	94.44	18838	09/14/18
18000 FERGUSON WATERWORKS #590	07/03/18	VW materials 08281201	254-43200.614 DISTRIBUTION MATERIALS	289.01	18838	09/14/18
18000 FERGUSON WATERWORKS #590	08/31/18	CREDIT-INVOICE PD TWICE 0828120A	254-43200.614 DISTRIBUTION MATERIALS	-386.65	18838	09/14/18
38760 TI-SALES INC	08/29/18	VW/SA-WATER METERS 0095749	254-43330.002 METER REPLACEMENT PROGRAM	957.00	18910	09/14/18
20475 AERZEN USA CORPORATION	08/23/18	WW-oil filter change Blwr SEPI18001980	255-43200.570 MAINTENANCE OTHER	520.85	18804	09/14/18
42625 ALDRICH & ELLIOTT PC	08/28/18	WW-SCREEN CERTIFICATION 77927	255-43200.330 OTHER PROFESSIONAL SERVIC	82.17	18806	09/14/18
14685 ALLIANCE MECHANICAL INC	08/21/18	WW-FILTER AIR HANDLER SER 031080	255-43200.570 MAINTENANCE OTHER	629.50	18807	09/14/18
06870 ENDYNE INC	08/31/18	WW-WEEKLY TKN 274676	255-43200.577 CONTRACT LABORATORY SERVI	25.00	18831	09/14/18
V07921 ENVIRONMENTAL RESOURCE AS	09/07/18	WW-S. SOLIDS DMR SAMPLE 877615	255-43200.618 SUPPLIES - LABORATORY	108.12	18833	09/14/18
V10616 EVOQUA WATER TECH LLC	08/29/18	WW-BIOXIDE FULL LOAD 903678872	255-43200.619 CHEMICALS	9435.00	18837	09/14/18
V9769 KEMIRA WATER SOLUTIONS	08/31/18	WW-BULK SOD ALUMINATE 9017603737	255-43200.619 CHEMICALS	1228.67	18862	09/14/18
V9454 LENNY'S SHOE & APP	08/31/18	WW-SAFTEY SHOES-2 PAIRS 3204192	255-43200.612 UNIFORMS,BOOTS,ETC	175.20	18868	09/14/18
V9454 LENNY'S SHOE & APP	08/31/18	WW-SAFETY SHOES & INSOLES 3204193	255-43200.612 UNIFORMS,BOOTS,ETC	237.00	18868	09/14/18
V10130 LOWE'S BUSINESS ACCOUNT	08/10/18	VA-ASSORTED MATERIALS 2913994	255-43200.570 MAINTENANCE OTHER	135.54	18871	09/14/18
V10130 LOWE'S BUSINESS ACCOUNT	08/10/18	VA-ASSORTED MATERIALS 2913994	255-43200.610 SUPPLIES	10.76	18871	09/14/18
19885 MSDSONLINE, INC	08/29/18	WW-SDS OVERAGE ADJ SOFTWR 186599	255-43200.610 SUPPLIES	742.50	18877	09/14/18
12775 PRATT & SMITH ELECTRICAL	08/31/18	WW-GEN CORE TESTING 7477	255-15101.000 EXCHANGE	380.00	18888	09/14/18

09/14/18  
09:31 am

Town of Essex Accounts Payable  
Check Warrant Report # 17113 Current Prior Next FY Invoices For Fund (GENERAL FUND)  
For Check Acct 01(GENERAL FUND) All check #s 09/13/18 To 09/14/18 & Fund 2

Page 6 of 6  
HPackard

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
20040	08/31/18	RAB CONSULTING & SERVICES WW-ORDINANCE/ZN WORK 044	255-43200.330 OTHER PROFESSIONAL SERVIC	850.50	18890	09/14/18
25480	07/17/18	SAC FASTENER COMPANY WW-MOUNT ANCHORS 44194	255-43330.011 HEADWORKS SCREEN	263.84	18900	09/14/18
25480	07/19/18	SAC FASTENER COMPANY WW-HARDWARE/ANCHORS 44221	255-43330.011 HEADWORKS SCREEN	208.75	18900	09/14/18
25480	07/20/18	SAC FASTENER COMPANY WW-MOUNT ALT HARDWARE 44238	255-43330.011 HEADWORKS SCREEN	93.66	18900	09/14/18
25480	07/24/18	SAC FASTENER COMPANY WW-SS HARDWARE 44273	255-43330.012 ALKALINITY CNTRL INSTALLA	4.30	18900	09/14/18
V2159	08/30/18	SURPASS CHEMICAL CO INC WW-SOD HYDROXIDE 326981	255-43200.619 CHEMICALS	9824.03	18908	09/14/18
36130	08/18/18	VERIZON WIRELESS VA-CELL PHONES 8/19-9/18 9812979865	255-43200.535 TELEPHONE SERVICES	142.69	18913	09/14/18
38680	09/06/18	VT RURAL WATER ASSOC WW-5 ATTENDEES TRAINING 090618D	255-43200.500 TRAINING, CONFERENCES, DU	120.00	18920	09/14/18
V10130	08/10/18	LOWE'S BUSINESS ACCOUNT VA-ASSORTED MATERIALS 2913994	256-43200.434 PUMP STATION MAINTENANCE	61.38	18871	09/14/18
38760	08/29/18	TI-SALES INC VW/SA-WATER METERS 0095749	256-43330.002 METER REPLACEMENT PROGRAM	1914.00	18910	09/14/18
36130	08/23/18	VERIZON WIRELESS SA-7/24-8/23/18 SERVICE 9813417089	256-43220.002 WEST ST PS COSTS	36.58	18913	09/14/18
36130	08/23/18	VERIZON WIRELESS SA-7/24-8/23/18 SERVICE 9813417089	256-43200.434 PUMP STATION MAINTENANCE	142.00	18913	09/14/18
36130	08/23/18	VERIZON WIRELESS SA-7/24-8/23/18 SERVICE 9813417089	256-43220.001 SUSIE WILSON PS COSTS	36.58	18913	09/14/18
Report Total				91083.84		

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
14400	09/17/18	ABOVE AND BEYOND LHBL cleaning 3652	210-41940.423 CONTRACT SERVICES	750.00	18927	09/21/18
14400	09/17/18	ABOVE AND BEYOND LHBL cleaning 3652	210-45551.423 CONTRACT SERVICES	2212.75	18927	09/21/18
14400	09/17/18	ABOVE AND BEYOND LHBL cleaning 3652	210-45551.610 SUPPLIES	72.00	18927	09/21/18
V0059	08/30/18	AIR CLEANING SYSTEMS INC. VF-PLYMOVENT PARTS 15947	210-42220.570 MAINTENANCE OTHER	215.57	18928	09/21/18
V0059	08/30/18	AIR CLEANING SYSTEMS INC. VF-PLYMOVENT PARTS 15957	210-42220.570 MAINTENANCE OTHER	139.12	18928	09/21/18
42665	09/10/18	AMAZON/SYNCE BL books 0069852 9/10	210-45551.640 ADULT COLLECTION-PRINT &	71.95	18932	09/21/18
42665	09/10/18	AMAZON/SYNCE BL books 0069852 9/10	210-45551.610 SUPPLIES	372.54	18932	09/21/18
42665	08/10/18	AMAZON/SYNCE EJRP Supplies 081018D	210-45110.610 SUPPLIES	426.48	18933	09/21/18
42665	08/10/18	AMAZON/SYNCE EJRP Supplies 081018D	210-45110.340 COMPUTER EXPENSES	149.99	18933	09/21/18
42665	08/10/18	AMAZON/SYNCE EJRP Supplies 081018D	210-45110.610 SUPPLIES	31.99	18933	09/21/18
10510	08/25/18	BLUE TARP FINANCIAL INC EJRP Supplies 082518D	210-45220.610 SUPPLIES	24.58	18936	09/21/18
10510	08/25/18	BLUE TARP FINANCIAL INC EJRP Supplies 082518D	210-45220.610 SUPPLIES	19.99	18936	09/21/18
10510	08/25/18	BLUE TARP FINANCIAL INC EJRP Supplies 082518D	210-45220.610 SUPPLIES	6.99	18936	09/21/18
10510	08/25/18	BLUE TARP FINANCIAL INC EJRP Supplies 082518D	210-45220.610 SUPPLIES	99.96	18936	09/21/18
10510	08/25/18	BLUE TARP FINANCIAL INC EJRP Supplies 082518D	210-45220.610 SUPPLIES	27.99	18936	09/21/18
10510	08/25/18	BLUE TARP FINANCIAL INC EJRP Supplies 082518D	210-45220.610 SUPPLIES	20.98	18936	09/21/18
10510	08/25/18	BLUE TARP FINANCIAL INC EJRP Supplies 082518D	210-45220.610 SUPPLIES	33.37	18936	09/21/18
10510	08/25/18	BLUE TARP FINANCIAL INC EJRP Supplies 082518D	210-45110.610 SUPPLIES	8.99	18936	09/21/18
10510	08/25/18	BLUE TARP FINANCIAL INC EJRP Supplies 082518D	210-45220.610 SUPPLIES	10.97	18936	09/21/18
00530	09/05/18	BRODART CO BF-BOOKS B5414035	210-49345.000 LIBRARY DONATION EXPENDIT	15.65	18937	09/21/18
00530	09/07/18	BRODART CO BL-BOOKS B5416706	210-49345.000 LIBRARY DONATION EXPENDIT	309.50	18937	09/21/18
00530	09/11/18	BRODART CO BF-BOOKS B5419423	210-49345.000 LIBRARY DONATION EXPENDIT	16.20	18937	09/21/18
00530	09/11/18	BRODART CO BL-BOOKS B5419678	210-45551.640 ADULT COLLECTION-PRINT &	14.04	18937	09/21/18
00530	09/12/18	BRODART CO BL-BOOKS B5420611	210-45551.640 ADULT COLLECTION-PRINT &	622.14	18937	09/21/18
00530	09/12/18	BRODART CO BL-BOOKS B5420611	210-45551.610 SUPPLIES	33.60	18937	09/21/18

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
00530	09/12/18	BL books B5420782	210-45551.641 JUVEN COLLECTION-PRNT & E	52.89	18937	09/21/18
00530	09/12/18	BL books B5420782	210-45551.610 SUPPLIES	4.00	18937	09/21/18
00530	09/12/18	BL books B5420867	210-45551.641 JUVEN COLLECTION-PRNT & E	163.44	18937	09/21/18
00530	09/12/18	BL books B5420867	210-45551.610 SUPPLIES	12.80	18937	09/21/18
16030	09/03/18	VF-ELECTRICAL WORK 33227	210-42220.434 MAINT. BUILDINGS/GROUNDS	911.85	18938	09/21/18
V9941	08/07/18	BL-AUGUST NEWSPAPERS 080718B	210-45551.640 ADULT COLLECTION-PRINT &	25.42	18939	09/21/18
V9941	08/07/18	AD-YEAR NEWSPAPER VILLAGE 080818A	210-41320.610 SUPPLIES	315.46	18939	09/21/18
V9941	08/17/18	SC/LH-APPT BK PHONE CORD 081718F	210-41940.610 SUPPLIES	11.98	18939	09/21/18
V9941	08/28/18	AD/LH-SUPPLIES 082818H	210-41320.560 TRUSTEES EXPENDITURES	20.85	18939	09/21/18
V9941	08/28/18	AD/LH-SUPPLIES 082818H	210-41320.610 SUPPLIES	2.99	18939	09/21/18
V9941	08/28/18	AD/LH-SUPPLIES 082818H	210-41940.610 SUPPLIES	4.49	18939	09/21/18
V9941	08/28/18	AD-HOUGHTON REG. 10/1/18 082818I	210-41320.560 TRUSTEES EXPENDITURES	50.00	18939	09/21/18
V9941	08/31/18	CD-VT ST HOUSING CONF 201 083118L	210-41970.500 TRAINING,CONF,DUES	70.00	18939	09/21/18
V9941	08/20/18	VF-REGISTRATION 8E7 75548E	210-42220.432 VEHICLE MAINTENANCE	48.41	18939	09/21/18
21500	09/12/18	AD-COPIER LEASE OCTOBER 19156546	210-41320.442 LEASED SERVICES	245.00	18941	09/21/18
26395	07/31/18	TC/VC-Path E.Allen/WestSt 19-07-254	210-41335.813 MATCHING GRANT FUNDS	101.67	18946	09/21/18
V04609	09/01/18	BL books 1615504	210-45551.640 ADULT COLLECTION-PRINT &	93.48	18947	09/21/18
12435	09/15/18	VF-COUNTY BASIC CLASS 12435	210-42220.500 TRAINING, CONFERENCES, DU	30.00	18950	09/21/18
04940	08/27/18	VF-INTERNET 082718D	210-42220.535 TELEPHONE SERVICES	249.80	18954	09/21/18
01420	09/10/18	FN-AP CHECKS 157465	210-41320.550 PRINTING AND ADVERTISING	315.35	18957	09/21/18
23580	09/11/18	VF-PUMP TESTING 52018	210-42220.432 VEHICLE MAINTENANCE	450.00	18958	09/21/18
23215	09/13/18	ST reflective tape 106890800001	210-43110.610 SUPPLIES	16.38	18962	09/21/18
23215	09/13/18	ST compactor rental 106891470001	210-43110.442 EQUIPMENT RENTALS	43.68	18962	09/21/18
23215	09/17/18	ST compactor repair 106891480001	210-43110.570 MAINTENANCE OTHER	114.61	18962	09/21/18
25920	09/07/18	ST contractual svcs 351888	210-43125.570 CONTRACT SERVICES	362.25	18967	09/21/18

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
19005	09/01/18	FIRSTLIGHT FIBER BL tech / phone access 4341807	210-45551.530 TECHNOLOGY ACCESS	39.95	18969	09/21/18
19005	09/01/18	FIRSTLIGHT FIBER BL tech / phone access 4341807	210-45551.535 TELEPHONE SERVICES	91.37	18969	09/21/18
21055	08/31/18	GREEN MOUNTAIN MESSENGER, BL courier 67060	210-45551.536 POSTAGE/DELIVERY	120.00	18975	09/21/18
06355	09/10/18	INDUSTRIAL SCIENTIFIC ST gas detector 2136044	210-43110.612 UNIFORMS,BOOTS,ETC	1299.61	18979	09/21/18
06095	09/11/18	LEISURE WORLD ST silk tabs 96498	210-43161.002 MEMORIAL PARK	39.99	18986	09/21/18
14585	09/10/18	MUNICIPAL EMERGENCY SERVI VF-SCBA MAINTENANCE 1261883	210-42220.570 MAINTENANCE OTHER	641.00	18992	09/21/18
20515	08/31/18	NIQUETTE BROTHERS PLUMBIN VF-PLUMBING WORK 36153	210-42220.434 MAINT. BUILDINGS/GROUNDS	805.46	18996	09/21/18
24100	09/14/18	PERMA-LINE CORP.OF NEW EN ST street sign 170112	210-43110.617 SIGNS AND POSTS	48.45	18998	09/21/18
26735	09/10/18	POSEIDON AIR SYSTEMS VF-COMPRESSOR MAINTENANCE 112912	210-42220.570 MAINTENANCE OTHER	595.00	19003	09/21/18
24325	08/28/18	RADIO NORTH GROUP INC VF-RADIO BATTERIES 24140023	210-42220.443 RADIO MAINTENANCE	4577.25	19004	09/21/18
18010	08/31/18	REYNOLDS & SON, INC. VF-CLEANING PADS 3334603	210-42220.610 SUPPLIES	13.33	19007	09/21/18
37965	09/05/18	S D IRELAND CONCRETE ST 47 West St sidewalk 71494	210-43120.570 SIDEWALK AND CURB MAINTEN	247.50	19012	09/21/18
26250	09/07/18	SCOTT'S LINE STRIPING, IN ST street striping 18075	210-43120.444 STREET MARKINGS	1712.48	19015	09/21/18
00710	05/31/18	UPS STORE ST shipping fall protecti 3290	210-43110.610 SUPPLIES	21.53	19020	09/21/18
11935	09/10/18	VIKING-CIVES USA ST maintenance 4483647	210-43110.432 VEHICLE MAINTENANCE	382.00	19022	09/21/18
V10238	09/14/18	VT AIR TESTING SVC CD-OLD DOMINION CONCR 433	210-15101.000 EXCHANGE - GENERAL	627.50	19024	09/21/18
V10238	09/14/18	VT AIR TESTING SVC CD-GABRIEL/IGLESIAS CONCR 434	210-15101.000 EXCHANGE - GENERAL	665.00	19024	09/21/18
V10238	09/14/18	VT AIR TESTING SVC CD-MONSTER TRK SHOW MONTR 435	210-15101.000 EXCHANGE - GENERAL	515.00	19024	09/21/18
V10238	09/14/18	VT AIR TESTING SVC CD-THE MACHINE MONITORING 436	210-15101.000 EXCHANGE - GENERAL	533.75	19024	09/21/18
V10238	09/14/18	VT AIR TESTING SVC CD-DBLE FIG 8 RACE MONITO 437	210-15101.000 EXCHANGE - GENERAL	552.50	19024	09/21/18
30210	08/01/18	VT LEAGUE OF CITIES & TOW Q42018 unemployment ins 26746Q4	210-20215.000 STATE UNEMPLOYMENT PAYABL	373.00	19029	09/21/18
V9941	08/17/18	BUSINESSCARD SERVICES SC/LH-APPT BK PHONE CORD 081718F	225-45122.610 OPERATIONAL SUPP/EXP	47.90	18939	09/21/18
V9941	08/31/18	BUSINESSCARD SERVICES SC-SHUFFLER FOR HAND & FT 083118M	225-45122.614 PROGRAM EXPENSES	26.10	18939	09/21/18
V9941	09/04/18	BUSINESSCARD SERVICES SC-BAND FOR SEATED YOGA 0904180	225-45122.614 PROGRAM EXPENSES	36.76	18939	09/21/18
V9941	08/09/18	BUSINESSCARD SERVICES SC-FOOD FOR LUNCH & TRIP 180809C	225-45122.614 PROGRAM EXPENSES	35.85	18939	09/21/18



Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
V9941	BUSINESSCARD SERVICES	08/09/18	SC-FOOD FOR LUNCH & TRIP 180809C	225-45122.810 TRIP EXPENSES	12.55	18939	09/21/18
V9941	BUSINESSCARD SERVICES	08/09/18	SC-FOOD FOR LUNCH & TRIP 180809C	225-45122.610 OPERATIONAL SUPP/EXP	7.98	18939	09/21/18
V9941	BUSINESSCARD SERVICES	08/15/18	SC-BDAY CARDS & TRIP PRIZ 180815D	225-45122.810 TRIP EXPENSES	6.96	18939	09/21/18
V9941	BUSINESSCARD SERVICES	08/15/18	SC-BDAY CARDS & TRIP PRIZ 180815D	225-45122.614 PROGRAM EXPENSES	22.93	18939	09/21/18
V9941	BUSINESSCARD SERVICES	08/15/18	SC-BDAY CARDS & TRIP PRIZ 180815D	225-45122.430 REPAIRS & MAINTENANCE	6.48	18939	09/21/18
V9941	BUSINESSCARD SERVICES	08/23/18	SC-LUNCH @ HART'S-TRIP 180823G	225-45122.810 TRIP EXPENSES	761.50	18939	09/21/18
V9941	BUSINESSCARD SERVICES	08/30/18	SC-FOOD FOR THURS TOPICS 180830J	225-45122.614 PROGRAM EXPENSES	26.85	18939	09/21/18
V9941	BUSINESSCARD SERVICES	08/30/18	SC-FOOD FOR THURS TOPICS 180830J	225-45122.610 OPERATIONAL SUPP/EXP	17.37	18939	09/21/18
V9941	BUSINESSCARD SERVICES	08/30/18	SC-FOOD FOR THURS TOPICS 180830K	225-45122.614 PROGRAM EXPENSES	27.81	18939	09/21/18
V9941	BUSINESSCARD SERVICES	09/05/18	SC-LUNCHEON @ GR. BUFFET 180905N	225-45122.813 Meal Site Outing Exp	289.00	18939	09/21/18
V9941	BUSINESSCARD SERVICES	09/06/18	SC-FOOD-THURS TOPICS 180906P	225-45122.614 PROGRAM EXPENSES	17.55	18939	09/21/18
V9941	BUSINESSCARD SERVICES	09/06/18	SC-FOOD-THURS TOPICS 180906Q	225-45122.614 PROGRAM EXPENSES	45.53	18939	09/21/18
21570	PETTY CASH - LOU ANN PIOL	09/18/18	SC misc for programs,meal 180918D	225-45122.610 OPERATIONAL SUPP/EXP	31.96	19000	09/21/18
21570	PETTY CASH - LOU ANN PIOL	09/18/18	SC misc for programs,meal 180918D	225-45122.612 FUND RAISER EXPENSES	6.87	19000	09/21/18
21570	PETTY CASH - LOU ANN PIOL	09/18/18	SC misc for programs,meal 180918D	225-45122.614 PROGRAM EXPENSES	27.34	19000	09/21/18
21570	PETTY CASH - LOU ANN PIOL	09/18/18	SC misc for programs,meal 180918D	225-45122.812 MEAL SITE EXPENSES	56.73	19000	09/21/18
42665	AMAZON/SYNCE	08/10/18	EJRP Supplies 081018D	226-45115.610 SUPPLIES	55.76	18933	09/21/18
42665	AMAZON/SYNCE	08/10/18	EJRP Supplies 081018D	226-45122.610 Supplies	210.89	18933	09/21/18
42665	AMAZON/SYNCE	08/10/18	EJRP Supplies 081018D	226-45122.610 Supplies	153.13	18933	09/21/18
42665	AMAZON/SYNCE	08/10/18	EJRP Supplies 081018D	226-45122.610 Supplies	9.38	18933	09/21/18
42665	AMAZON/SYNCE	08/10/18	EJRP Supplies 081018D	226-45122.610 Supplies	23.63	18933	09/21/18
42665	AMAZON/SYNCE	08/10/18	EJRP Supplies 081018D	226-45122.610 Supplies	25.39	18933	09/21/18
42665	AMAZON/SYNCE	08/10/18	EJRP Supplies 081018D	226-45122.610 Supplies	116.64	18933	09/21/18
42665	AMAZON/SYNCE	08/10/18	EJRP Supplies 081018D	226-45122.610 Supplies	34.94	18933	09/21/18
42665	AMAZON/SYNCE	08/10/18	EJRP Supplies 081018D	226-45115.610 SUPPLIES	18.98	18933	09/21/18

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
42665	AMAZON/SYNCB	08/10/18 EJRP Supplies 081018D	226-45122.610 Supplies	3.55	18933	09/21/18
42665	AMAZON/SYNCB	08/10/18 EJRP Supplies 081018D	226-45122.610 Supplies	7.19	18933	09/21/18
42665	AMAZON/SYNCB	08/10/18 EJRP Supplies 081018D	226-45122.610 Supplies	166.01	18933	09/21/18
42665	AMAZON/SYNCB	08/10/18 EJRP Supplies 081018D	226-45122.610 Supplies	42.72	18933	09/21/18
42665	AMAZON/SYNCB	08/10/18 EJRP Supplies 081018D	226-45122.610 Supplies	27.84	18933	09/21/18
42665	AMAZON/SYNCB	08/10/18 EJRP Supplies 081018D	226-45122.610 Supplies	33.06	18933	09/21/18
42665	AMAZON/SYNCB	08/10/18 EJRP Supplies 081018D	226-45120.610 SUPPLIES	226.65	18933	09/21/18
42665	AMAZON/SYNCB	08/10/18 EJRP Supplies 081018D	226-45115.610 SUPPLIES	34.83	18933	09/21/18
42665	AMAZON/SYNCB	08/10/18 EJRP Supplies 081018D	226-45122.610 Supplies	45.41	18933	09/21/18
42665	AMAZON/SYNCB	08/10/18 EJRP Supplies 081018D	226-45122.610 Supplies	-60.03	18933	09/21/18
10510	BLUE TARP FINANCIAL INC	08/25/18 EJRP Supplies 082518D	226-45122.610 Supplies	58.93	18936	09/21/18
25675	CATAMOUNT GOLF CLUB	09/17/18 Jr Golf Clinic 306	226-45115.330 OTHER PROFESSIONAL SVCS	64.00	18945	09/21/18
25600	ESSEX RESCUE, INC	09/10/18 July 4th Medics 425	226-45115.330 OTHER PROFESSIONAL SVCS	175.00	18963	09/21/18
24830	REINHART FOODSERVICE	08/27/18 Hiawatha VK Snack 911349	226-45120.610 SUPPLIES	292.57	19006	09/21/18
24830	REINHART FOODSERVICE	09/10/18 Summit VK Snack 919516	226-45120.610 SUPPLIES	142.74	19006	09/21/18
24830	REINHART FOODSERVICE	09/10/18 Hiawatha VK Snack 919543	226-45120.610 SUPPLIES	151.88	19006	09/21/18
24830	REINHART FOODSERVICE	09/10/18 Fleming VK Snack 919620	226-45120.610 SUPPLIES	162.78	19006	09/21/18
24830	REINHART FOODSERVICE	09/11/18 MSP VK Snack 920514	226-45120.610 SUPPLIES	111.26	19006	09/21/18
24830	REINHART FOODSERVICE	09/11/18 CREDIT 920580	226-45120.610 SUPPLIES	-0.02	19006	09/21/18
24830	REINHART FOODSERVICE	09/17/18 Summit VK Snack 923870	226-45120.610 SUPPLIES	133.54	19006	09/21/18
24830	REINHART FOODSERVICE	09/17/18 Hiawatha VK Snack 923872	226-45120.610 SUPPLIES	104.42	19006	09/21/18
24830	REINHART FOODSERVICE	09/17/18 Fleming VK Snack 923956	226-45120.610 SUPPLIES	171.24	19006	09/21/18
24830	REINHART FOODSERVICE	09/18/18 MSP VK Snack 924920	226-45120.610 SUPPLIES	135.64	19006	09/21/18
25855	VT HEAD START ASSOCIATION	09/14/18 #820229056 PS Conf 820229056	226-45121.500 TRAINING, CONF, DUES	1118.00	19026	09/21/18
011165	INTERNAL REVENUE SERVICE	09/21/18 Village 3rd party sick 092118D	226-45120.220 SOCIAL SECURITY	153.00	921118	09/21/18

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
23435	08/31/18	CHAMPLAIN WATER DISTRICT VW-AUGUST 2018 WATER USAG 083118D	254-43200.412 STATE WATER TAX	1256.99	18949	09/21/18
23435	08/31/18	CHAMPLAIN WATER DISTRICT VW-AUGUST 2018 WATER USAG 083118D	254-43210.412 STATE WATER TAX - GF	6412.35	18949	09/21/18
23435	08/31/18	CHAMPLAIN WATER DISTRICT VW-AUGUST 2018 WATER USAG 083118D	254-43200.411 CWD WATER PURCHASE	54427.48	18949	09/21/18
23435	08/31/18	CHAMPLAIN WATER DISTRICT VW-AUGUST 2018 WATER USAG 083118D	254-43210.411 CWD WATER PURC - GF	277654.75	18949	09/21/18
V9454	06/12/18	LENNY'S SHOE & APP VW Corey B clothers 3193996	254-43200.612 UNIFORMS,BOOTS,ETC	99.97	18987	09/21/18
40640	09/11/18	POLLARD WATER VW hose 0117614	254-43200.610 SUPPLIES	187.62	19002	09/21/18
11375	09/01/18	CASELLA WASTE MANAGEMENT WW-SEPTEMBER 2018 2820512	255-43200.565 GRIT DISPOSAL	948.52	18942	09/21/18
23455	09/07/18	CHITTENDEN SOLID WASTE DI WW-DB.51 WET TONS 20187ESS	255-43200.568 SLUDGE MANAGEMENT	5373.56	18951	09/21/18
V10347	08/20/18	EHRlich PEST CONTROL WW-AUGUST SERVICE 162890	255-43200.570 MAINTENANCE OTHER	70.00	18959	09/21/18
V10734	08/31/18	ENCORE ESSEX JUNCTION SOL WW-7-23 THROUGH 8-21-18 1080WWTP	255-43200.622 ELECTRICAL SERVICE	2969.11	18960	09/21/18
06870	09/13/18	ENDYNE INC WW-WEEKLY TKN 276357	255-43200.577 CONTRACT LABORATORY SERVI	25.00	18961	09/21/18
06870	09/13/18	ENDYNE INC WW-WEEKLY TKN 27656	255-43200.577 CONTRACT LABORATORY SERVI	25.00	18961	09/21/18
38955	09/12/18	F W WEBB COMPANY WW-VENT MODIFICATION 60116656	255-43330.012 ALKALINITY CNTRL INSTALLA	6.95	18964	09/21/18
18000	09/06/18	FERGUSON WATERWORKS #590 WW-PLAN & WATER BYPASS VA 08256701	255-43200.570 MAINTENANCE OTHER	1132.86	18965	09/21/18
19005	09/01/18	FIRSTLIGHT FIBER WW-AUGUST PHONE INTERNET 4341656	255-43200.535 TELEPHONE SERVICES	174.84	18969	09/21/18
Report Total				379753.78		

Account			Budget		Pd to Date
	Budget	Actual	Balance	% of Budget	
210-31101.000 PROPERTY TAXES-CURRENT	3,423,606.00	266,358.24	3,157,247.76	7.78%	55,234.71
210-33546.000 STATE FOR VT PILOT & CURR	2,000.00	0.00	2,000.00	0.00%	0.00
210-33582.000 ESSEX TOWN CONTRIB. TO LI	15,000.00	0.00	15,000.00	0.00%	0.00
210-33582.001 TOWN STORMWATER PAYMENT	64,367.00	0.00	64,367.00	0.00%	0.00
210-33582.002 TOWN STREET DEPT PAYMENT	1,080,759.00	0.00	1,080,759.00	0.00%	0.00
210-34130.000 LICENSE AND ZONING FEE	58,000.00	2,580.00	55,420.00	4.45%	1,550.00
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	10.00	10.00	50.00%	0.00
210-35130.000 STATE DISTRICT COURT FINE	1,500.00	256.50	1,243.50	17.10%	256.50
210-36102.000 INTEREST EARNINGS	2,000.00	235.62	1,764.38	11.78%	0.00
210-36201.000 PARKING SPACE FEES	2,400.00	1,200.00	1,200.00	50.00%	800.00
210-36400.000 BLOCK PARTY CONTRIBUTIONS	1,500.00	1,050.00	450.00	70.00%	1,050.00
210-36603.000 MISC. - UNCLASSIFIED RECE	2,000.00	105.45	1,894.55	5.27%	43.82
210-36605.000 MISCELLANEOUS STREET RECE	4,000.00	344.00	3,656.00	8.60%	1,014.00
210-36606.000 MISCELLANEOUS LIBRARY REC	500.00	91.10	408.90	18.22%	0.00
210-36606.010 REC & PARK NON-RES FEES	22,000.00	1,907.99	20,092.01	8.67%	568.79
210-39154.000 SERVICE FEE - WATER	94,014.00	0.00	94,014.00	0.00%	0.00
210-39155.000 SERVICE FEE - WWTP	47,007.00	0.00	47,007.00	0.00%	0.00
210-39156.000 SERVICE FEE - SANITATION	94,014.00	0.00	94,014.00	0.00%	0.00
<b>210-395 UNSBUDGETED REVENUE</b>					
210-39508.000 DONATIONS TO LIBRARY	0.00	3,000.00	-3,000.00	100.00%	3,000.00
210-39510.000 MISC GRANTS	0.00	0.00	0.00	0.00%	650.00
210-39590.001 ADULT REPLACEMENT RECEIPT	0.00	119.00	-119.00	100.00%	0.00
210-39590.002 JUVENILE REPLACEMENT RECE	0.00	41.00	-41.00	100.00%	0.00
<b>Total UNSBUDGETED REVENUE</b>	<b>0.00</b>	<b>3,160.00</b>	<b>-3,160.00</b>	<b>100.00%</b>	<b>3,650.00</b>
<b>Total Revenues</b>	<b>4,919,687.00</b>	<b>277,298.90</b>	<b>4,642,388.10</b>	<b>5.64%</b>	<b>64,167.82</b>
<b>210-41 GENERAL GOVERNMENT</b>					
<b>210-413 GENERAL EXPENSES</b>					
<b>210-41320 ADMINISTRATION</b>					
<b>210-41320.1 ADMIN SALARIES</b>					
210-41320.110 SALARIES REGULAR	208,400.00	32,461.84	175,938.16	15.58%	20,620.65
210-41320.130 SALARIES OVERTIME	6,500.00	555.53	5,944.47	8.55%	351.84
210-41320.140 SALARIES PART TIME	5,025.00	223.63	4,801.37	4.45%	120.76
210-41320.150 MANAGER CONTRACT	65,000.00	5,416.67	59,583.33	8.33%	0.00
210-41320.152 SHARED EMPLOYEE EXPENSE	25,763.00	1,799.39	23,963.61	6.98%	0.00
<b>Total ADMIN SALARIES</b>	<b>310,688.00</b>	<b>40,457.06</b>	<b>270,230.94</b>	<b>13.02%</b>	<b>21,093.25</b>
<b>210-41320.2 ADMIN BENEFITS</b>					
210-41320.210 HEALTH INS & OTHER BENEFIT	45,869.00	8,732.12	37,136.88	19.04%	3,164.38
210-41320.220 SOCIAL SECURITY	17,096.00	2,890.37	14,205.63	16.91%	1,807.90
210-41320.226 WORKERS COMP INSURANCE	684.00	105.72	578.28	15.46%	67.82
210-41320.230 RETIREMENT	20,840.00	3,114.79	17,725.21	14.95%	1,949.38
210-41320.250 UNEMPLOYMENT INSURANCE	300.00	6.69	293.31	2.23%	5.25
210-41320.291 HEALTH IMPROV PROGRAMS	1,600.00	0.00	1,600.00	0.00%	0.00
<b>Total ADMIN BENEFITS</b>	<b>86,389.00</b>	<b>14,849.69</b>	<b>71,539.31</b>	<b>17.19%</b>	<b>6,994.73</b>

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
210-41320.310 BOARD MEMBER FEES	2,500.00	0.00	2,500.00	0.00%	0.00
210-41320.320 LEGAL SERVICES	15,000.00	5,085.50	9,914.50	33.90%	4,047.50
210-41320.330 OTHER PROFESSIONAL SERVIC	1,000.00	0.00	1,000.00	0.00%	0.00
210-41320.335 AUDIT	6,160.00	0.00	6,160.00	0.00%	0.00
210-41320.340 COMPUTER EXPENSES	2,220.00	737.33	1,482.67	33.21%	737.33
210-41320.442 LEASED SERVICES	4,525.00	603.27	3,921.73	13.33%	304.10
210-41320.500 TRAINING, CONFERENCES, DU	9,300.00	1,002.01	8,297.99	10.77%	38.01
210-41320.521 LIABILITY & PROPERTY INS.	4,239.00	2,259.17	1,979.83	53.29%	0.00
210-41320.522 PUBLIC OFFICIALS LIABILIT	5,727.00	2,848.75	2,878.25	49.74%	0.00
210-41320.530 COMMUNICATIONS	18,387.00	6,310.85	12,076.15	34.32%	275.90
210-41320.535 TELEPHONE SERVICES	1,700.00	277.94	1,422.06	16.35%	138.01
210-41320.536 POSTAGE	2,000.00	539.96	1,460.04	27.00%	0.59
210-41320.550 PRINTING AND ADVERTISING	5,000.00	165.00	4,835.00	3.30%	165.00
210-41320.560 TRUSTEES EXPENDITURES	4,000.00	45.92	3,954.08	1.15%	14.95
210-41320.571 PAY & CLASSIFICATION STUD	200.00	0.00	200.00	0.00%	0.00
210-41320.572 INTERVIEW COSTS	0.00	267.00	-267.00	100.00%	267.00
210-41320.580 TRAVEL	300.00	87.36	212.64	29.12%	87.36
210-41320.610 SUPPLIES	5,000.00	567.50	4,432.50	11.35%	460.61
210-41320.820 ELECTIONS	1,500.00	0.00	1,500.00	0.00%	0.00
210-41320.835 HOLIDAY EXPENSE	1,300.00	0.00	1,300.00	0.00%	0.00
<b>Total ADMINISTRATION</b>	<b>487,135.00</b>	<b>76,104.31</b>	<b>411,030.69</b>	<b>15.62%</b>	<b>34,624.34</b>
<b>210-41335 ECONOMIC DEVELOPMENT</b>					
<b>210-41335.1 ECON DEV SALARIES</b>					
210-41335.110 SALARIES REGULAR	32,135.00	4,778.44	27,356.56	14.87%	2,986.52
210-41335.140 SALARIES PART TIME	4,950.00	1,575.00	3,375.00	31.82%	900.00
<b>Total ECON DEV SALARIES</b>	<b>37,085.00</b>	<b>6,353.44</b>	<b>30,731.56</b>	<b>17.13%</b>	<b>3,886.52</b>
<b>210-41335.2 ECON DEV BENEFITS</b>					
210-41335.210 HEALTH INS & OTHER BENEFI	28,513.00	4,418.82	24,094.18	15.50%	2,275.76
210-41335.220 SOCIAL SECURITY	2,837.00	392.61	2,444.39	13.84%	255.42
210-41335.226 WORKERS COMP INSURANCE	106.00	19.08	86.92	18.00%	11.67
210-41335.230 RETIREMENT	3,214.00	477.92	2,736.08	14.87%	298.70
210-41335.250 UNEMPLOYMENT INSURANCE	65.00	13.71	51.29	21.09%	11.67
<b>Total ECON DEV BENEFITS</b>	<b>34,735.00</b>	<b>5,322.14</b>	<b>29,412.86</b>	<b>15.32%</b>	<b>2,853.22</b>
210-41335.521 LIABILITY & PROPERTY INS.	170.00	158.32	11.68	93.13%	0.00
210-41335.810 COMMUNITY EVENTS & PROGRA	8,280.00	4,014.95	4,265.05	48.49%	4,014.95
210-41335.811 ANNUAL SUPPORT OF ORGNIZA	9,000.00	6,230.00	2,770.00	69.22%	0.00
210-41335.812 NEW PROGRAMS	2,500.00	0.00	2,500.00	0.00%	0.00
210-41335.813 MATCHING GRANT FUNDS	20,000.00	0.00	20,000.00	0.00%	0.00
210-41335.835 BLOCK PARTY EXPENSE	7,000.00	5,790.00	1,210.00	82.71%	0.00
<b>Total ECONOMIC DEVELOPMENT</b>	<b>118,770.00</b>	<b>27,868.85</b>	<b>90,901.15</b>	<b>23.46%</b>	<b>10,784.69</b>
<b>Total GENERAL EXPENSES</b>	<b>605,905.00</b>	<b>103,973.16</b>	<b>501,931.84</b>	<b>17.16%</b>	<b>45,379.03</b>

Account			Budget		Pd to Date
	Budget	Actual	Balance	% of Budget	
<b>210-41940 LINCOLN HALL</b>					
210-41940.410 WATER AND SEWER CHARGE	1,000.00	116.50	883.50	11.65%	116.50
210-41940.411 PARK ST SCHL WATER/SEWER	575.00	135.75	439.25	23.61%	135.75
210-41940.423 CONTRACT SERVICES	9,000.00	1,950.00	7,050.00	21.67%	1,950.00
210-41940.434 MAINT. BUILDINGS/GROUNDS	9,500.00	396.37	9,103.63	4.17%	316.39
210-41940.521 LIABILITY & PROPERTY INS.	5,372.00	2,175.23	3,196.77	40.49%	0.00
210-41940.535 TELEPHONE SERVICES	480.00	82.03	397.97	17.09%	41.61
210-41940.565 RUBBISH REMOVAL	2,000.00	181.55	1,818.45	9.08%	181.55
210-41940.566 PRK ST SCHL-RUBBISH REM	600.00	74.19	525.81	12.37%	74.19
210-41940.610 SUPPLIES	2,000.00	122.04	1,877.96	6.10%	122.04
210-41940.622 ELECTRICAL SERVICE	7,500.00	996.38	6,503.62	13.29%	685.88
210-41940.623 HEATING/NATURAL GAS	6,400.00	33.60	6,366.40	0.53%	56.53
210-41940.624 PARK ST. ELECTRICITY	4,000.00	700.68	3,299.32	17.52%	838.17
210-41940.625 PARK ST. SCHOOL NAT GAS	2,500.00	82.24	2,417.76	3.29%	101.91
<b>Total LINCOLN HALL</b>	<b>50,927.00</b>	<b>7,046.56</b>	<b>43,880.44</b>	<b>13.84%</b>	<b>4,620.52</b>
<b>210-41970 COMMUNITY DEVELOPMENT</b>					
<b>210-41970.1 COM DEV SALARIES</b>					
210-41970.110 SALARIES REGULAR	145,419.00	22,496.66	122,922.34	15.47%	14,419.48
<b>Total COM DEV SALARIES</b>	<b>145,419.00</b>	<b>22,496.66</b>	<b>122,922.34</b>	<b>15.47%</b>	<b>14,419.48</b>
<b>210-41970.2 COM DEV BENEFITS</b>					
210-41970.210 HEALTH INS & OTHER BENEFIT	32,128.00	3,334.98	28,793.02	10.38%	1,417.94
210-41970.220 SOCIAL SECURITY	11,454.00	1,785.86	9,668.14	15.59%	1,123.08
210-41970.226 WORKERS COMP INSURANCE	415.00	68.70	346.30	16.55%	43.86
210-41970.230 RETIREMENT	14,542.00	2,249.70	12,292.30	15.47%	1,441.98
210-41970.250 UNEMPLOYMENT INSURANCE	113.00	43.86	69.14	38.81%	43.86
<b>Total COM DEV BENEFITS</b>	<b>58,652.00</b>	<b>7,483.10</b>	<b>51,168.90</b>	<b>12.76%</b>	<b>4,070.72</b>
210-41970.310 BOARD MEMBER FEES	3,600.00	0.00	3,600.00	0.00%	0.00
210-41970.320 LEGAL SERVICES	12,000.00	0.00	12,000.00	0.00%	0.00
210-41970.330 OTHER PROFESSIONAL SVCS	6,000.00	0.00	6,000.00	0.00%	0.00
210-41970.500 TRAINING,CONF,DUES	3,000.00	0.00	3,000.00	0.00%	0.00
210-41970.521 LIABILITY & PROPERTY INS.	3,042.00	1,585.28	1,456.72	52.11%	0.00
210-41970.522 PUBLIC OFFICIALS LIABILIT	5,727.00	2,848.75	2,878.25	49.74%	0.00
210-41970.530 COMMUNICATIONS	1,500.00	138.00	1,362.00	9.20%	138.00
210-41970.535 TELEPHONE SERVICES	1,644.00	101.00	1,543.00	6.14%	70.20
210-41970.536 POSTAGE	700.00	50.00	650.00	7.14%	50.00
210-41970.550 PRINTING AND ADVERTISING	3,000.00	0.00	3,000.00	0.00%	0.00
210-41970.580 TRAVEL	2,400.00	400.00	2,000.00	16.67%	200.00
210-41970.610 SUPPLIES	2,000.00	244.54	1,755.46	12.23%	244.54
210-41970.700 BIKE/WALK COMMITTEE	5,000.00	0.00	5,000.00	0.00%	0.00
<b>Total COMMUNITY DEVELOPMENT</b>	<b>253,684.00</b>	<b>35,347.33</b>	<b>218,336.67</b>	<b>13.93%</b>	<b>19,192.94</b>
<b>Total GENERAL GOVERNMENT</b>	<b>910,516.00</b>	<b>146,367.05</b>	<b>764,148.95</b>	<b>16.08%</b>	<b>69,192.49</b>

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
<b>210-42220 FIRE DEPARTMENT</b>					
<b>210-42220.1 FIRE SALARIES</b>					
210-42220.140 SALARIES - FIREFIGHTERS	189,000.00	34,556.27	154,443.73	18.28%	22,667.98
<b>Total FIRE SALARIES</b>	<b>189,000.00</b>	<b>34,556.27</b>	<b>154,443.73</b>	<b>18.28%</b>	<b>22,667.98</b>
<b>210-42220.2 FIRE BENEFITS</b>					
210-42220.200 EMPLOYEE ASSISTANCE PROGR	864.00	216.00	648.00	25.00%	0.00
210-42220.210 ACCIDENT & DISABILITY INS	3,600.00	0.00	3,600.00	0.00%	0.00
210-42220.220 SOCIAL SECURITY	14,510.00	2,643.62	11,866.38	18.22%	1,734.14
210-42220.226 WORKERS COMP INSURANCE	32,130.00	6,220.19	25,909.81	19.36%	4,080.27
<b>Total FIRE BENEFITS</b>	<b>51,104.00</b>	<b>9,079.81</b>	<b>42,024.19</b>	<b>17.77%</b>	<b>5,814.41</b>
210-42220.410 WATER AND SEWER CHARGE	610.00	85.74	524.26	14.06%	85.74
210-42220.432 VEHICLE MAINTENANCE	18,000.00	1,406.30	16,593.70	7.81%	1,317.52
210-42220.434 MAINT. BUILDINGS/GROUNDS	6,000.00	495.00	5,505.00	8.25%	495.00
210-42220.443 RADIO MAINTENANCE	1,800.00	0.00	1,800.00	0.00%	0.00
210-42220.500 TRAINING, CONFERENCES, DU	4,000.00	0.00	4,000.00	0.00%	0.00
210-42220.521 LIABILITY & PROPERTY INS.	6,670.00	3,103.37	3,566.63	46.53%	0.00
210-42220.535 TELEPHONE SERVICES	4,000.00	441.07	3,558.93	11.03%	305.50
210-42220.566 PHYSICAL EXAMS	6,600.00	0.00	6,600.00	0.00%	0.00
210-42220.570 MAINTENANCE OTHER	15,000.00	1,064.57	13,935.43	7.10%	1,064.57
210-42220.578 EMERGENCY GENERATOR MAINT	480.00	0.00	480.00	0.00%	0.00
210-42220.610 SUPPLIES	3,000.00	356.42	2,643.58	11.88%	356.42
210-42220.611 NEW EQUIPMENT-RADIOS	1,500.00	0.00	1,500.00	0.00%	0.00
210-42220.612 UNIFORMS,BOOTS,ETC	23,000.00	0.00	23,000.00	0.00%	0.00
210-42220.615 EMS SUPPLIES	1,000.00	490.79	509.21	49.08%	490.79
210-42220.622 ELECTRICAL SERVICE	7,300.00	996.38	6,303.62	13.65%	685.88
210-42220.623 HEATING/NATURAL GAS	4,800.00	30.08	4,769.92	0.63%	48.16
210-42220.626 GAS,GREASE AND OIL	6,000.00	536.70	5,463.30	8.95%	187.42
210-42220.838 FIRE PREVENTION	2,000.00	0.00	2,000.00	0.00%	0.00
210-42220.889 ROUTINE EQUIPMENT PURCHAS	15,000.00	1,886.47	13,113.53	12.58%	1,729.01
<b>Total FIRE DEPARTMENT</b>	<b>366,864.00</b>	<b>54,528.97</b>	<b>312,335.03</b>	<b>14.06%</b>	<b>35,248.40</b>
<b>210-431 STREET DEPARTMENT</b>					
<b>210-43110 STREET GENERAL</b>					
<b>210-43110.1 STREET GENERAL SALARIES</b>					
210 43110.110 SALARIES REGULAR	173,146.00	26,277.62	146,868.38	15.18%	16,607.87
210-43110.130 SALARIES OVERTIME	17,278.00	1,803.57	15,474.43	10.44%	998.52
210-43110.140 SALARIES PART TIME	23,573.00	4,223.67	19,349.33	17.92%	2,464.58
<b>Total STREET GENERAL SALARIES</b>	<b>213,997.00</b>	<b>32,304.86</b>	<b>181,692.14</b>	<b>15.10%</b>	<b>20,070.97</b>
<b>210-43110.2 STREET GENERAL BENEFITS</b>					
210-43110.210 HEALTH INS & OTHER BENEFIT	72,154.00	10,637.97	61,516.03	14.74%	4,890.32
210-43110.220 SOCIAL SECURITY	16,448.00	2,488.35	13,959.65	15.13%	1,542.22
210-43110.226 WORKERS COMP INSURANCE	13,985.00	1,992.74	11,992.26	14.25%	1,268.07

Account	Budget	Actual	Budget Balance % of Budget	Pd to Date
210-43110.230 RETIREMENT	17,315.00	2,572.54	14,742.46 14.86%	1,660.84
210-43110.250 UNEMPLOYMENT INSURANCE	300.00	12.66	287.34 4.22%	7.39
<b>Total STREET GENERAL BENEFITS</b>	<b>120,202.00</b>	<b>17,704.26</b>	<b>102,497.74 14.73%</b>	<b>9,368.84</b>
210-43110.410 WATER AND SEWER CHARGE	2,100.00	274.78	1,825.22 13.08%	274.78
210-43110.432 VEHICLE MAINTENANCE	25,000.00	1,173.06	23,826.94 4.69%	1,211.77
210-43110.434 MAINT. BUILDINGS/GROUNDS	5,000.00	1,674.95	3,325.05 33.50%	1,674.95
210-43110.441 RIGHT OF WAY AGREEMENTS	12,472.00	0.00	12,472.00 0.00%	0.00
210-43110.442 EQUIPMENT RENTALS	8,000.00	719.75	7,280.25 9.00%	439.75
210-43110.443 RADIO MAINTENANCE	500.00	0.00	500.00 0.00%	0.00
210-43110.500 TRAINING, CONFERENCES, DU	500.00	0.00	500.00 0.00%	0.00
210-43110.521 LIABILITY & PROPERTY INS.	12,288.00	5,582.09	6,705.91 45.43%	0.00
210-43110.535 TELEPHONE SERVICES	3,500.00	35.40	3,464.60 1.01%	35.40
210-43110.565 RUBBISH REMOVAL	8,000.00	626.62	7,373.38 7.83%	626.62
210-43110.570 MAINTENANCE OTHER	2,000.00	25.62	1,974.38 1.28%	25.62
210-43110.572 INTERVIEW COSTS	500.00	0.00	500.00 0.00%	0.00
210-43110.573 ACCIDENT CLAIMS	1,000.00	0.00	1,000.00 0.00%	0.00
210-43110.576 ENGINEERING SERVICES	10,000.00	0.00	10,000.00 0.00%	0.00
210-43110.582 TRAFFIC CALMING	500.00	0.00	500.00 0.00%	0.00
210-43110.610 SUPPLIES	22,000.00	4,258.10	17,741.90 19.36%	2,079.55
210-43110.612 UNIFORMS,BOOTS,ETC	6,000.00	455.31	5,544.69 7.59%	392.08
210-43110.616 GRAVEL,TOPSOIL	6,000.00	804.66	5,195.34 13.41%	298.03
210-43110.617 SIGNS AND POSTS	3,000.00	527.05	2,472.95 17.57%	469.90
210-43110.622 ELECTRICAL SERVICE	4,000.00	442.43	3,557.57 11.06%	290.80
210-43110.623 HEATING/NATURAL GAS	4,000.00	38.01	3,961.99 0.95%	64.64
210-43110.626 GAS,GREASE AND OIL	30,000.00	1,955.60	28,044.40 6.52%	1,410.30
210-43110.891 CAPITAL OUTLAY	6,000.00	3,139.00	2,861.00 52.32%	3,139.00
<b>Total STREET GENERAL</b>	<b>506,559.00</b>	<b>71,741.55</b>	<b>434,817.45 14.16%</b>	<b>41,873.00</b>
<b>210-43120 STREET-PAVEMENT MAINT</b>				
210-43120.444 STREET MARKINGS	9,000.00	159.96	8,840.04 1.78%	0.00
210-43120.570 SIDEWALK AND CURB MAINTEN	5,000.00	419.00	4,581.00 8.38%	12.00
210-43120.610 PAVEMENT MAINTENANCE	225,000.00	8,092.12	216,907.88 3.60%	8,092.12
<b>Total STREET-PAVEMENT MAINT</b>	<b>239,000.00</b>	<b>8,671.08</b>	<b>230,328.92 3.63%</b>	<b>8,104.12</b>
<b>210-43123 STREETS - TRAFFIC LIGHTS</b>				
210-43123.570 TRAFFIC LIGHTS MAINTENANC	3,500.00	2,600.00	900.00 74.29%	2,600.00
210-43123.622 TRAFFIC LIGHTS - ELECTRIC	6,200.00	895.82	5,304.18 14.45%	581.90
<b>Total STREETS - TRAFFIC LIGHTS</b>	<b>9,700.00</b>	<b>3,495.82</b>	<b>6,204.18 36.04%</b>	<b>3,181.90</b>
<b>210-43125 WINTER MAINTENANCE</b>				
210-43125.570 CONTRACT SERVICES	20,000.00	935.00	19,065.00 4.68%	0.00
210-43125.610 WINTER MAINTENANCE	118,000.00	55.58	117,944.42 0.05%	55.58
<b>Total WINTER MAINTENANCE</b>	<b>138,000.00</b>	<b>990.58</b>	<b>137,009.42 0.72%</b>	<b>55.58</b>



Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
<b>210-43151 STREET - STORMWATER</b>					
<b>210-43151.1 STREET-STORMWATER SALARIE</b>					
210-43151.110 SALARIES - REGULAR	44,011.00	7,394.12	36,616.88	16.80%	4,160.80
<b>Total STREET-STORMWATER SALARIE</b>	<b>44,011.00</b>	<b>7,394.12</b>	<b>36,616.88</b>	<b>16.80%</b>	<b>4,160.80</b>
<b>210-43151.2 STREET-STROMWATER BENEFIT</b>					
210-43151.210 HEALTH INS & OTHER BENEFIT	10,305.00	1,668.65	8,636.35	16.19%	785.33
210-43151.220 SOCIAL SECURITY	3,390.00	565.72	2,824.28	16.69%	318.34
210-43151.226 WORKERS COMP INSURANCE	2,220.00	373.53	1,846.47	16.83%	191.14
210-43151.230 RETIREMENT	4,401.00	743.22	3,657.78	16.89%	412.90
210-43151.250 UNEMPLOYMENT INSURANCE	40.00	0.00	40.00	0.00%	0.00
<b>Total STREET-STROMWATER BENEFIT</b>	<b>20,356.00</b>	<b>3,351.12</b>	<b>17,004.88</b>	<b>16.46%</b>	<b>1,707.71</b>
210-43151.430 STORM SEWER MAINTENANCE	30,000.00	1,345.77	28,654.23	4.49%	1,345.77
<b>Total STREET - STORMWATER</b>	<b>94,367.00</b>	<b>12,091.01</b>	<b>82,275.99</b>	<b>12.81%</b>	<b>7,214.28</b>
<b>210-43160 STREET STREET LIGHTS</b>					
210-43160.610 STREET LIGHTS SUPPLIES/MA	12,000.00	443.63	11,556.37	3.70%	443.63
210-43160.622 STREET LIGHTS - ELECTRICI	122,000.00	14,069.35	107,930.65	11.53%	9,080.82
<b>Total STREET STREET LIGHTS</b>	<b>134,000.00</b>	<b>14,512.98</b>	<b>119,487.02</b>	<b>10.83%</b>	<b>9,524.45</b>
<b>210-43161 STREETS - CONSERVATION</b>					
210-43161.000 STREETScape MAINT./IMP	16,000.00	0.00	16,000.00	0.00%	0.00
210-43161.001 VILLAGE GARDEN SPOTS	4,000.00	75.09	3,924.91	1.88%	75.09
210-43161.002 MEMORIAL PARK	3,500.00	350.58	3,149.42	10.02%	350.58
<b>Total STREETS - CONSERVATION</b>	<b>23,500.00</b>	<b>425.67</b>	<b>23,074.33</b>	<b>1.81%</b>	<b>425.67</b>
<b>Total STREET DEPARTMENT</b>	<b>1,145,126.00</b>	<b>111,928.69</b>	<b>1,033,197.31</b>	<b>9.77%</b>	<b>70,379.00</b>
<b>210-45110 RECREATION &amp; PARKS ADMIN</b>					
210-45110.110 SALARIES - REGULAR	217,566.00	32,319.06	185,246.94	14.85%	20,320.56
210-45110.140 SALARIES - PART-TIME	7,076.00	547.64	6,528.36	7.74%	454.82
210-45110.210 HEALTH INS & OTHER BENEFIT	107,123.00	15,649.84	91,473.16	14.61%	7,148.81
210-45110.220 SOCIAL SECURITY	17,185.00	2,568.46	14,616.54	14.95%	1,605.22
210-45110.226 WORKERS COMP INSURANCE	9,538.00	2,900.26	6,637.74	30.41%	1,807.46
210 45110.230 RETIREMENT	24,234.00	3,688.00	20,546.00	15.22%	2,305.00
210-45110.250 UNEMPLOYMENT INS	2,594.00	748.50	1,845.50	28.86%	447.71
210-45110.291 HEALTH IMP PROGRAMS	0.00	597.99	-597.99	100.00%	139.99
210-45110.330 OTHER PROFESSIONAL SVCS	8,220.00	1,974.28	6,245.72	24.02%	1,974.28
210-45110.340 COMPUTER EXPENSES	9,120.00	4,634.81	4,485.19	50.82%	1,858.75
210-45110.500 TRAINING, CONF, DUES	9,988.00	9,038.32	949.68	90.49%	360.00
210-45110.521 LIABILITY & PROPERTY INS	18,564.00	11,071.60	7,492.40	59.64%	767.14
210-45110.530 COMMUNICATIONS	12,500.00	7,995.00	4,505.00	63.96%	0.00
210-45110.535 TELEPHONE SERVICES	3,600.00	270.65	3,329.35	7.52%	270.65
210-45110.550 PRINTING & ADVERTISING	3,639.00	138.45	3,500.55	3.80%	106.65

Account			Budget		Pd to Date
	Budget	Actual	Balance	% of Budget	
210-45110.610 SUPPLIES	5,000.00	1,220.83	3,779.17	24.42%	811.63
210-45110.813 SCHOLARSHIPS	4,000.00	0.00	4,000.00	0.00%	0.00
<b>Total RECREATION &amp; PARKS ADMIN</b>	<b>459,947.00</b>	<b>95,363.69</b>	<b>364,583.31</b>	<b>20.73%</b>	<b>40,378.67</b>
<b>210-45220 PARKS &amp; FACILITIES</b>					
210-45220.110 SALARIES - REGULAR	93,636.00	14,936.72	78,699.28	15.95%	9,335.45
210-45220.140 SALARIES - PART-TIME	24,977.00	12,333.55	12,643.45	49.38%	7,852.75
210-45220.210 HEALTH INS & OTHER BENEFIT	21,775.00	3,234.31	18,540.69	14.85%	1,597.69
210-45220.220 SOCIAL SECURITY	9,074.00	2,110.91	6,963.09	23.26%	1,327.24
210-45220.230 RETIREMENT	9,364.00	1,493.60	7,870.40	15.95%	933.50
210-45220.330 OTHER PROFESSIONAL SVCS	18,310.00	6,368.22	11,941.78	34.78%	1,307.51
210-45220.410 WATER & SEWER CHARGES	4,296.00	1,104.69	3,191.31	25.71%	1,104.69
210-45220.434 MAINTENANCE-BUILDINGS/GRO	9,996.00	264.91	9,731.09	2.65%	94.00
210-45220.441 LAND LEASE	500.00	500.00	0.00	100.00%	500.00
210-45220.442 EQUIPMENT RENTAL	7,300.00	200.00	7,100.00	2.74%	200.00
210-45220.500 TRAINING, CONF, DUES	1,990.00	0.00	1,990.00	0.00%	0.00
210-45220.610 SUPPLIES	12,250.00	6,048.76	6,201.24	49.38%	2,855.11
210-45220.622 ELECTRICAL SERVICE	29,852.00	6,683.20	23,168.80	22.39%	5,137.03
210-45220.623 HEATING/NATURAL GAS	5,574.00	83.59	5,490.41	1.50%	138.84
210-45220.626 GAS, GREASE & OIL	2,923.00	251.55	2,671.45	8.61%	49.41
<b>Total PARKS &amp; FACILITIES</b>	<b>251,817.00</b>	<b>55,614.01</b>	<b>196,202.99</b>	<b>22.09%</b>	<b>32,433.22</b>
<b>210-453 SENIOR SUPPORT</b>					
<b>Total SENIOR SUPPORT</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	<b>0.00</b>
<b>210-45551 BROWNELL LIBRARY</b>					
<b>210-45551.1 LIBRARY SALARIES</b>					
210-45551.110 SALARIES REGULAR	319,700.00	48,421.74	271,278.26	15.15%	30,668.82
210-45551.140 SALARIES PART TIME	103,632.00	16,956.82	86,675.18	16.36%	10,349.79
<b>Total LIBRARY SALARIES</b>	<b>423,332.00</b>	<b>65,378.56</b>	<b>357,953.44</b>	<b>15.44%</b>	<b>41,018.61</b>
<b>210-45551.2 LIBRARY BENEFITS</b>					
210-45551.210 HEALTH INS & OTHER BENEFIT	107,125.00	16,770.52	90,354.48	15.66%	7,383.74
210-45551.220 SOCIAL SECURITY	32,458.00	5,027.85	27,430.15	15.49%	3,150.37
210-45551.226 WORKERS COMP INSURANCE	1,207.00	198.15	1,008.85	16.42%	124.07
210-45551.230 RETIREMENT	31,970.00	4,770.86	27,199.14	14.92%	3,009.08
210-45551.250 UNEMPLOYMENT INSURANCE	600.00	70.52	529.48	11.75%	43.34
<b>Total LIBRARY BENEFITS</b>	<b>173,360.00</b>	<b>26,837.90</b>	<b>146,522.10</b>	<b>15.48%</b>	<b>13,710.60</b>
210-45551.340 COMPUTER EXPENSES	4,000.00	0.00	4,000.00	0.00%	0.00
210-45551.410 WATER AND SEWER CHARGE	900.00	32.23	867.77	3.58%	32.23
210-45551.423 CONTRACT SERVICES	34,000.00	4,425.50	29,574.50	13.02%	4,425.50
210-45551.434 MAINT. BUILDINGS/GROUNDS	22,000.00	3,310.70	18,689.30	15.05%	2,580.00
210-45551.436 ALARM SYSTEM MAINTENANCE	625.00	219.00	406.00	35.04%	0.00
210-45551.500 TRAINING, CONFERENCES, DU	4,000.00	0.00	4,000.00	0.00%	0.00

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
210-45551.521 LIABILITY & PROPERTY INS.	8,542.00	4,509.24	4,032.76	52.79%	0.00
210-45551.530 TECHNOLOGY ACCESS	7,700.00	330.58	7,369.42	4.29%	330.58
210-45551.535 TELEPHONE SERVICES	1,200.00	93.43	1,106.57	7.79%	93.43
210-45551.536 POSTAGE/DELIVERY	3,500.00	152.85	3,347.15	4.37%	152.85
210-45551.572 INTERVIEW COSTS	500.00	0.00	500.00	0.00%	0.00
210-45551.574 VOLUNTEER EXPENSES	800.00	0.00	800.00	0.00%	0.00
210-45551.610 SUPPLIES	13,000.00	1,146.10	11,853.90	8.82%	587.67
210-45551.622 ELECTRICAL SERVICE	15,250.00	2,220.83	13,029.17	14.56%	1,450.06
210-45551.623 HEATING/NATURAL GAS	7,400.00	34.03	7,365.97	0.46%	56.68
210-45551.640 ADULT COLLECTION-PRINT &	38,500.00	2,047.75	36,452.25	5.32%	1,679.82
210-45551.641 JUVEN COLLECTION-PRNT & E	19,250.00	5,174.46	14,075.54	26.88%	1,515.08
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	0.00	1,000.00	0.00%	0.00
210-45551.837 CHILDRENS PROGRAMS	4,500.00	571.21	3,928.79	12.69%	471.21
210-45551.891 CAPITAL OUTLAY	4,000.00	0.00	4,000.00	0.00%	0.00
<b>Total BROWNELL LIBRARY</b>	<b>795,359.00</b>	<b>116,484.37</b>	<b>678,874.63</b>	<b>14.65%</b>	<b>68,104.32</b>
<b>210-47 DEBT SERVICE</b>					
210-47116.000 CAPITAL IMP PRINCIPAL	135,135.00	0.00	135,135.00	0.00%	0.00
210-47117.000 EJRP PRINCIPAL	105,000.00	0.00	105,000.00	0.00%	0.00
210-47216.000 CAPITAL IMP - INTEREST	73,060.00	0.00	73,060.00	0.00%	0.00
210-47217.000 EJRP INTEREST	4,788.00	0.00	4,788.00	0.00%	0.00
<b>Total DEBT SERVICE</b>	<b>317,983.00</b>	<b>0.00</b>	<b>317,983.00</b>	<b>0.00%</b>	<b>0.00</b>
<b>210-491 CAPITAL/MISC TRANSFERS</b>					
210-49100.030 CAP RESRV FND CONT - BEG	317,751.00	0.00	317,751.00	0.00%	0.00
210-49100.031 ROLLING STOCK FUND CONTRI	223,624.00	0.00	223,624.00	0.00%	0.00
210-49100.040 TRANS FOR BUILDING MAINT	50,000.00	0.00	50,000.00	0.00%	0.00
210-49100.802 EMP TERM BENEFITS TRANSFE	5,000.00	0.00	5,000.00	0.00%	0.00
210-49101.030 TRANS TO CAPITAL RESERVE	110,700.00	0.00	110,700.00	0.00%	0.00
<b>Total CAPITAL/MISC TRANSFERS</b>	<b>707,075.00</b>	<b>0.00</b>	<b>707,075.00</b>	<b>0.00%</b>	<b>0.00</b>
<b>210-493 GRANT AND OTHER UNBUDGETE</b>					
<b>210-4930 TERMINATION BENEFITS FROM</b>					
<b>Total TERMINATION BENEFITS FROM</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	<b>0.00</b>
<b>210-4934 GRANT EXPENDITURES</b>					
210-49340.008 STATE GRANT EXPENDITURES	0.00	200.00	-200.00	100.00%	0.00
<b>210-49345 DONATION EXPENDITURES</b>					
210-49345.000 LIBRARY DONATION EXPENDIT	0.00	379.69	-379.69	100.00%	332.77
<b>Total DONATION EXPENDITURES</b>	<b>0.00</b>	<b>379.69</b>	<b>-379.69</b>	<b>100.00%</b>	<b>332.77</b>
<b>210-49346 LIBRARY REPLACEMENT EXPEN</b>					
210-49346.001 ADULT COLLECTION-PRINT &	0.00	80.66	-80.66	100.00%	80.66
<b>Total LIBRARY REPLACEMENT EXPEN</b>	<b>0.00</b>	<b>80.66</b>	<b>-80.66</b>	<b>100.00%</b>	<b>80.66</b>

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
<b>Total GRANT EXPENDITURES</b>	<b>0.00</b>	<b>660.35</b>	<b>-660.35</b>	<b>100.00%</b>	<b>413.43</b>
<b>Total GRANT AND OTHER UNBUDGETE</b>	<b>0.00</b>	<b>660.35</b>	<b>-660.35</b>	<b>100.00%</b>	<b>413.43</b>
<b>210-494 PARK ST. SCHOOL</b>					
<b>Total PARK ST. SCHOOL</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	<b>0.00</b>
<b>Total Expenditures</b>	<b>4,954,687.00</b>	<b>580,947.13</b>	<b>4,373,739.87</b>	<b>11.73%</b>	<b>316,149.53</b>
<b>Total GENERAL FUND</b>	<b>-35,000.00</b>	<b>-303,648.23</b>	<b>338,648.23</b>	<b>867.57%</b>	<b>-251,981.71</b>
220-36101.000 INTEREST EARNINGS	0.00	1.48	-1.48	100.00%	0.00
<b>Total Revenues</b>	<b>0.00</b>	<b>1.48</b>	<b>-1.48</b>	<b>100.00%</b>	<b>0.00</b>
<b>Total Expenditures</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	<b>0.00</b>
<b>Total MEMORIAL PARK FUND</b>	<b>0.00</b>	<b>1.48</b>	<b>-1.48</b>	<b>-100.00%</b>	<b>0.00</b>
222-36101.000 Interest Earnings	0.00	7.05	-7.05	100.00%	0.00
<b>Total Revenues</b>	<b>0.00</b>	<b>7.05</b>	<b>-7.05</b>	<b>100.00%</b>	<b>0.00</b>
<b>Total Expenditures</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	<b>0.00</b>
<b>Total BUILDING MAINT FUND</b>	<b>0.00</b>	<b>7.05</b>	<b>-7.05</b>	<b>-100.00%</b>	<b>0.00</b>
223-36101.000 Interest Earnings	0.00	86.92	-86.92	100.00%	0.00
<b>Total Revenues</b>	<b>0.00</b>	<b>86.92</b>	<b>-86.92</b>	<b>100.00%</b>	<b>0.00</b>
<b>Total Expenditures</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	<b>0.00</b>
<b>Total TRUSTEE CAP IMP PROJECTS</b>	<b>0.00</b>	<b>86.92</b>	<b>-86.92</b>	<b>-100.00%</b>	<b>0.00</b>
225-34700.000 SR CTR MEMBERSHIPS	4,196.00	376.00	3,820.00	8.96%	135.00
225-34701.000 SR CTR FUND RAISING REV	5,400.00	374.00	5,026.00	6.93%	274.00
225-34702.000 SR CTR ACTIVITY FEES	12,800.00	777.00	12,023.00	6.07%	18.00
225-34702.001 SR. CTR TRIP FEES	0.00	829.00	-829.00	100.00%	899.00
225-34702.002 Mealsite Outings	0.00	28.00	-28.00	100.00%	28.00
225-34702.003 Mealsite Revenue	0.00	10.00	-10.00	100.00%	10.00
225-34703.000 SR CTR AFTER HR FEES	700.00	0.00	700.00	0.00%	0.00

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
225-36101.000 Interest Earnings	0.00	11.96	-11.96	100.00%	0.00
225-36400.000 SR CTR DONATIONS	1,240.00	205.20	1,034.80	16.55%	146.65
<b>Total Revenues</b>	<b>24,336.00</b>	<b>2,611.16</b>	<b>21,724.84</b>	<b>10.73%</b>	<b>1,510.65</b>
225-45122.330 OTHER PROF SERVICES	500.00	0.00	500.00	0.00%	0.00
225-45122.430 REPAIRS & MAINTENANCE	3,600.00	253.98	3,346.02	7.06%	253.98
225-45122.610 OPERATIONAL SUPP/EXP	3,000.00	229.55	2,770.45	7.65%	173.72
225-45122.612 FUND RAISER EXPENSES	2,000.00	12.59	1,987.41	0.63%	0.00
225-45122.614 PROGRAM EXPENSES	2,700.00	332.60	2,367.40	12.32%	321.60
225-45122.810 TRIP EXPENSES	9,700.00	6,494.80	3,205.20	66.96%	4,008.80
225-45122.812 MEAL SITE EXPENSES	2,800.00	253.51	2,546.49	9.05%	128.51
<b>Total Expenditures</b>	<b>24,300.00</b>	<b>7,577.03</b>	<b>16,722.97</b>	<b>31.18%</b>	<b>4,886.61</b>
<b>Total SENIOR CENTER FUND</b>	<b>36.00</b>	<b>-4,965.87</b>	<b>4,929.87</b>	<b>-13,794.08%</b>	<b>-3,375.96</b>
226-34720.000 POOL DAY ADMINSION	72,737.00	65,054.01	7,682.99	89.44%	25,667.07
226-34721.000 POOL MEMBERSHIPS	36,631.00	10,787.34	25,843.66	29.45%	1,469.82
226-34722.000 SWIM LESSONS	46,803.00	4,351.82	42,451.18	9.30%	951.28
226-34725.000 CONCESSION SALES	25,896.00	19,479.21	6,416.79	75.22%	5,845.90
226-34750.000 FACILITY & FIELD RENTAL	8,562.00	2,075.00	6,487.00	24.23%	1,000.00
226-34779.115 Youth Prog - RP	123,747.00	1,842.82	121,904.18	1.49%	213.82
226-34779.120 Youth Prog - AS	29,930.00	82.50	29,847.50	0.28%	82.50
226-34780.000 ADULT PROGRAMS	45,483.00	11,442.75	34,040.25	25.16%	6,055.55
226-34781.120 Childcare - AS	591,662.00	19,057.47	572,604.53	3.22%	18,199.99
226-34781.121 Childcare - PS	360,358.00	42,512.24	317,845.76	11.80%	17,379.22
226-34781.122 Childcare - DC	309,071.00	30,065.66	279,005.34	9.73%	10,694.95
226-34782.000 SHARED STAFFING CONTRACT	51,181.00	12,210.89	38,970.11	23.86%	0.00
226-39505.000 SPONSORSHIP	9,700.00	1,450.00	8,250.00	14.95%	400.00
<b>Total Revenues</b>	<b>1,711,761.00</b>	<b>220,411.71</b>	<b>1,491,349.29</b>	<b>12.88%</b>	<b>87,960.10</b>
226-43200.805 Interest Expense	0.00	435.80	-435.80	100.00%	0.00
<b>226-45110 ADMINISTRATION</b>					
226-45110.110 SALARIES - REGULAR	44,887.00	4,216.14	40,670.86	9.39%	2,384.70
226-45110.140 SALARIES - PART-TIME	6,870.00	2,233.00	4,637.00	32.50%	1,242.50
226-45110.210 HEALTH INS & OTHER BENEFIT	11,300.00	1,493.42	9,806.58	13.22%	709.95
226 45110.220 SOCIAL SECURITY	3,959.00	493.37	3,465.63	12.46%	277.50
226-45110.226 WORKERS COMPENSATION INS	33,837.00	11,564.12	22,272.88	34.18%	6,919.38
226-45110.230 RETIREMENT	4,357.00	0.00	4,357.00	0.00%	0.00
226-45110.330 OTHER PROFESSIONAL SVCS	4,600.00	1,620.00	2,980.00	35.22%	1,620.00
226-45110.442 Equipment Rentals	2,000.00	164.25	1,835.75	8.21%	164.25
226-45110.500 TRAINING, CONF, DUES	12,240.00	3,099.20	9,140.80	25.32%	1,449.20
226-45110.530 COMMUNICATIONS	5,280.00	878.89	4,401.11	16.65%	439.47
226-45110.535 TELEPHONE SVCS	4,500.00	0.00	4,500.00	0.00%	0.00
226-45110.536 POSTAGE	8,632.00	2,005.00	6,627.00	23.23%	1,855.00
226-45110.550 PRINTING & ADVERTISING	15,000.00	0.00	15,000.00	0.00%	0.00

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
<b>Total ADMINISTRATION</b>	<b>157,462.00</b>	<b>27,767.39</b>	<b>129,694.61</b>	<b>17.63%</b>	<b>17,061.95</b>
<b>226-45115 RECREATION PROGRAMS</b>					
226-45115.140 SALARIES - PART -TIME	25,764.00	4,758.80	21,005.20	18.47%	3,644.15
226-45115.220 SOCIAL SECURITY	1,971.00	364.02	1,606.98	18.47%	278.77
226-45115.330 OTHER PROFESSIONAL SVCS	87,658.00	47,891.93	39,766.07	54.63%	26,743.01
226-45115.410 WATER & SEWER CHARGES	800.00	0.00	800.00	0.00%	0.00
226-45115.434 MAINTENANCE-BLDGS/GROUNDS	250.00	0.00	250.00	0.00%	0.00
226-45115.440 RENTAL	600.00	137.50	462.50	22.92%	137.50
226-45115.442 EQUIPMENT RENTALS	1,260.00	0.00	1,260.00	0.00%	0.00
226-45115.500 TRAINING, CONF, DUES	600.00	0.00	600.00	0.00%	0.00
226-45115.536 POSTAGE	79.00	0.00	79.00	0.00%	0.00
226-45115.550 PRINTING & ADVERTISING	350.00	0.00	350.00	0.00%	0.00
226-45115.610 SUPPLIES	23,600.00	6,083.53	17,516.47	25.78%	1,635.39
226-45115.800 STUDENT SPECIAL PROGRAMS	3,732.00	0.00	3,732.00	0.00%	0.00
<b>Total RECREATION PROGRAMS</b>	<b>146,664.00</b>	<b>59,235.78</b>	<b>87,428.22</b>	<b>40.39%</b>	<b>32,438.82</b>
<b>226-45120 AFTER SCHOOL CARE</b>					
226-45120.110 SALARIES - REGULAR	228,381.00	24,611.02	203,769.98	10.78%	13,283.11
226-45120.140 SALARIES - PART-TIME	153,094.00	5,743.92	147,350.08	3.75%	3,682.00
226-45120.210 HEALTH INS & OTHER BENEFIT	76,143.00	7,701.72	68,441.28	10.11%	1,730.52
226-45120.220 SOCIAL SECURITY	29,183.00	2,358.52	26,824.48	8.08%	1,297.86
226-45120.230 RETIREMENT	24,785.00	4,145.30	20,639.70	16.73%	2,521.44
226-45120.291 HEALTH IMP PROGRAMS	0.00	474.92	-474.92	100.00%	0.00
226-45120.330 OTHER PROFESSIONAL SVCS	17,488.00	398.50	17,089.50	2.28%	398.50
226-45120.421 TRUCK LEASE	24,005.00	23,845.32	159.68	99.33%	12,238.30
226-45120.500 TRAINING, CONF, DUES	16,600.00	918.60	15,681.40	5.53%	463.60
226-45120.580 TRAVEL	28,845.00	577.71	28,267.29	2.00%	577.71
226-45120.610 SUPPLIES	27,930.00	241.56	27,688.44	0.86%	241.56
226-45120.626 GAS, GREASE & OIL	1,750.00	0.00	1,750.00	0.00%	0.00
<b>Total AFTER SCHOOL CARE</b>	<b>628,204.00</b>	<b>71,017.09</b>	<b>557,186.91</b>	<b>11.30%</b>	<b>36,434.60</b>
<b>226-45121 PRESCHOOL</b>					
226-45121.110 SALARIES - REGULAR	174,471.00	27,113.32	147,357.68	15.54%	17,075.08
226-45121.140 SALARIES - PART-TIME	31,385.00	5,188.33	26,196.67	16.53%	3,294.08
226-45121.210 HEALTH INS & OTHER BENEFIT	79,671.00	13,272.97	66,398.03	16.66%	5,978.53
226-45121.220 SOCIAL SECURITY	15,748.00	2,521.25	13,226.75	16.01%	1,580.86
226-45121.230 RETIREMENT	17,447.00	2,676.80	14,770.20	15.34%	1,673.00
226-45121.291 HEALTH IMP PROGRAMS	0.00	629.00	-629.00	100.00%	279.00
226-45121.330 OTHER PROFESSIONAL SVCS	3,072.00	305.50	2,766.50	9.94%	305.50
226-45121.434 MAINTENANCE-BUILDINGS/GRO	3,333.00	0.00	3,333.00	0.00%	0.00
226-45121.500 TRAINING, CONF, DUES	12,560.00	1,832.60	10,727.40	14.59%	1,267.60
226-45121.530 COMMUNICATIONS	2,448.00	412.49	2,035.51	16.85%	206.26
226-45121.580 TRAVEL	1,728.00	0.00	1,728.00	0.00%	0.00
226-45121.610 SUPPLIES	4,500.00	366.95	4,133.05	8.15%	332.05
<b>Total PRESCHOOL</b>	<b>346,363.00</b>	<b>54,319.21</b>	<b>292,043.79</b>	<b>15.68%</b>	<b>31,991.96</b>

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
<b>226-45122 SUMMER DAY CAMPS</b>					
226-45122.110 SALARIES - REGULAR	43,104.00	12,092.45	31,011.55	28.05%	8,342.61
226-45122.140 SALARIES - PART-TIME	166,966.00	139,407.58	27,558.42	83.49%	83,396.84
226-45122.220 SOCIAL SECURITY	16,070.00	11,589.90	4,480.10	72.12%	7,018.14
226-45122.330 OTHER PROFESSIONAL SVCS	5,781.00	2,930.00	2,851.00	50.68%	250.00
226-45122.580 TRAVEL	28,153.00	27,435.76	717.24	97.45%	12,150.12
226-45122.610 Supplies	13,699.00	6,567.93	7,131.07	47.94%	2,386.66
226-45122.626 GAS, GREASE AND OIL	150.00	0.00	150.00	0.00%	0.00
<b>Total SUMMER DAY CAMPS</b>	<b>273,923.00</b>	<b>200,023.62</b>	<b>73,899.38</b>	<b>73.02%</b>	<b>113,544.37</b>
<b>226-45124 POOL</b>					
226-45124.140 SALARIES - PART-TIME	90,109.00	64,969.95	25,139.05	72.10%	37,778.94
226-45124.220 SOCIAL SECURITY	6,893.00	4,970.14	1,922.86	72.10%	2,890.02
226-45124.330 OTHER PROFESSIONAL SVCS	7,290.00	163.00	7,127.00	2.24%	163.00
226-45124.410 WATER & SEWER CHARGES	1,988.00	0.00	1,988.00	0.00%	0.00
226-45124.434 MAINTENANCE-BLDGS/GROUNDS	19,683.00	3,952.91	15,730.09	20.08%	960.78
226-45124.610 SUPPLIES	5,795.00	2,656.44	3,138.56	45.84%	487.64
<b>Total POOL</b>	<b>131,758.00</b>	<b>76,712.44</b>	<b>55,045.56</b>	<b>58.22%</b>	<b>42,280.38</b>
<b>226-45125 CONCESSIONS</b>					
226-45125.140 SALARIES - PART-TIME	7,882.00	6,772.54	1,109.46	85.92%	3,616.82
226-45125.220 SOCIAL SECURITY	603.00	518.09	84.91	85.92%	276.70
226-45125.500 TRAINING, CONF, DUES	140.00	0.00	140.00	0.00%	0.00
226-45125.610 SUPPLIES	15,824.00	6,881.58	8,942.42	43.49%	4,312.07
<b>Total CONCESSIONS</b>	<b>24,449.00</b>	<b>14,172.21</b>	<b>10,276.79</b>	<b>57.97%</b>	<b>8,205.59</b>
<b>226-45220 PARKS &amp; FACILITIES</b>					
226-45220.550 TRAINING, CONF, DUES	1,750.00	1,274.60	475.40	72.83%	1,274.60
226-45220.610 PARKS & FACILITIES SUPPLI	1,175.00	5,210.66	-4,035.66	443.46%	4,763.00
<b>Total PARKS &amp; FACILITIES</b>	<b>2,925.00</b>	<b>6,485.26</b>	<b>-3,560.26</b>	<b>221.72%</b>	<b>6,037.60</b>
<b>Total Expenditures</b>	<b>1,711,748.00</b>	<b>510,168.80</b>	<b>1,201,579.20</b>	<b>29.80%</b>	<b>287,995.27</b>
<b>Total EJRP PPROGRAMS FUND</b>	<b>13.00</b>	<b>-289,757.09</b>	<b>289,744.09</b>		<b>-200,035.17</b>
<b>230-331 GRANT REVENUE</b>					
230-33120.000 CRES CNCTR GRANT STP 5300	0.00	0.00	0.00	0.00%	64,455.55
230-33123.000 PEARL MISS LNK EJ STP 530	0.00	0.00	0.00	0.00%	84,821.18
230-33126.000 MAIN PED BRIDGE - BC828	0.00	32,708.23	-32,708.23	100.00%	67,357.07
<b>Total GRANT REVENUE</b>	<b>0.00</b>	<b>32,708.23</b>	<b>-32,708.23</b>	<b>100.00%</b>	<b>216,633.80</b>
<b>230-341 CONTRIBUTIONS</b>					
230-34105.000 CVE CONTRIB FOR ECONOMIC	15,000.00	0.00	15,000.00	0.00%	0.00
<b>Total CONTRIBUTIONS</b>	<b>15,000.00</b>	<b>0.00</b>	<b>15,000.00</b>	<b>0.00%</b>	<b>0.00</b>

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
<b>230-361 INTEREST EARNINGS</b>					
230-36101.000 INTEREST EARNINGS	0.00	90.13	-90.13	100.00%	0.00
<b>Total INTEREST EARNINGS</b>	<b>0.00</b>	<b>90.13</b>	<b>-90.13</b>	<b>100.00%</b>	<b>0.00</b>
<b>230-391 GENERAL FUND TRANSFER IN</b>					
230-39110.000 CONTRIB FROM GENERAL FUND	317,751.00	0.00	317,751.00	0.00%	0.00
<b>Total GENERAL FUND TRANSFER IN</b>	<b>317,751.00</b>	<b>0.00</b>	<b>317,751.00</b>	<b>0.00%</b>	<b>0.00</b>
<b>Total Revenues</b>	<b>332,751.00</b>	<b>32,798.36</b>	<b>299,952.64</b>	<b>9.86%</b>	<b>216,633.80</b>
230-46801.009 RAILROAD AVE. RDWY/WTR LI	95,430.00	0.00	95,430.00	0.00%	0.00
230-46801.016 MAIN PED BRIDGE BC1828	0.00	38,408.73	-38,408.73	100.00%	2,065.80
230-46801.019 FACILITIES ASSESSEMENT	10,000.00	0.00	10,000.00	0.00%	0.00
230-46801.710 BRICK/MANSF STRM CA0462	0.00	290.40	-290.40	100.00%	290.40
230-46801.715 Fairview Main St ERP	0.00	1,552.00	-1,552.00	100.00%	1,552.00
<b>Total Expenditures</b>	<b>105,430.00</b>	<b>40,251.13</b>	<b>65,178.87</b>	<b>38.18%</b>	<b>3,908.20</b>
<b>Total GEN FUND CAP RESERVE</b>	<b>227,321.00</b>	<b>-7,452.77</b>	<b>-219,868.23</b>	<b>-3.28%</b>	<b>212,725.60</b>
231-36101.000 INTEREST EARNINGS	0.00	19.39	-19.39	100.00%	0.00
231-39110.000 CONTRIB FROM GENERAL FUND	223,624.00	0.00	223,624.00	0.00%	0.00
231-39200.000 SALE OF ASSET	0.00	40,000.00	-40,000.00	100.00%	36,000.00
<b>Total Revenues</b>	<b>223,624.00</b>	<b>40,019.39</b>	<b>183,604.61</b>	<b>17.90%</b>	<b>36,000.00</b>
231-47117.000 FIRE TRUCK LOAN PRINCIPAL	50,000.00	0.00	50,000.00	0.00%	0.00
231-47217.000 INTEREST EXPENSE	2,250.00	0.00	2,250.00	0.00%	0.00
<b>Total Expenditures</b>	<b>52,250.00</b>	<b>0.00</b>	<b>52,250.00</b>	<b>0.00%</b>	<b>0.00</b>
<b>Total ROLLING STOCK FUND</b>	<b>171,374.00</b>	<b>40,019.39</b>	<b>-211,393.39</b>	<b>23.35%</b>	<b>36,000.00</b>
232-36101.000 INTEREST EARNINGS	0.00	33.30	-33.30	100.00%	0.00
<b>Total Revenues</b>	<b>0.00</b>	<b>33.30</b>	<b>-33.30</b>	<b>100.00%</b>	<b>0.00</b>
<b>Total LAND ACQUISITION FUND</b>	<b>0.00</b>	<b>33.30</b>	<b>-33.30</b>	<b>-100.00%</b>	<b>0.00</b>
233-36101.000 Interest Earnings	0.00	-28.78	28.78	100.00%	0.00
<b>Total Revenues</b>	<b>0.00</b>	<b>-28.78</b>	<b>28.78</b>	<b>100.00%</b>	<b>0.00</b>
233-46801.002 NEW SIGN LEASE	0.00	6,540.00	-6,540.00	100.00%	6,540.00



Account			Budget		Pd to Date
	Budget	Actual	Balance	% of Budget	
233-46801.003 LANDSCAPING	5,500.00	0.00	5,500.00	0.00%	0.00
233-46801.004 MAINT GARAGE/CAMP ADDITIO	0.00	3,265.00	-3,265.00	100.00%	0.00
233-46801.005 RESURFACING	7,040.00	2,840.00	4,200.00	40.34%	2,840.00
233-46801.006 LIGHTING & TECHNOLOGY	7,500.00	0.00	7,500.00	0.00%	0.00
233-46801.007 FENCING	4,000.00	0.00	4,000.00	0.00%	0.00
233-46801.008 FIELD MAINTENANCE	5,500.00	0.00	5,500.00	0.00%	0.00
233-46801.009 PARK AMENITIES	11,160.00	1,200.00	9,960.00	10.75%	0.00
233-46801.010 BUILDING & FACILITIES	70,000.00	0.00	70,000.00	0.00%	0.00
<b>Total Expenditures</b>	<b>110,700.00</b>	<b>13,845.00</b>	<b>96,855.00</b>	<b>12.51%</b>	<b>9,380.00</b>
<b>Total EJRP CAP RESERVE</b>	<b>-110,700.00</b>	<b>-13,873.78</b>	<b>124,573.78</b>	<b>12.53%</b>	<b>-9,380.00</b>
<b>Total Revenues</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	<b>0.00</b>
<b>253-468 CAPITAL PROJECTS</b>					
<b>Total CAPITAL PROJECTS</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	<b>0.00</b>
<b>Total Expenditures</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	<b>0.00</b>
<b>Total BOND FUND</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	<b>0.00</b>
<b>254-3 REVENUE</b>					
<b>254-34 OPERATING REVENUE</b>					
254-34402.000 INTEREST EARNINGS	0.00	-1.30	1.30	100.00%	0.00
<b>254-348 USER CHARGES</b>					
254-34801.000 SALE OF WATER-RESIDENTIAL	992,409.00	131,416.61	860,992.39	13.24%	-25.03
254-34811.000 WATER BILLING PENALTIES	4,000.00	688.41	3,311.59	17.21%	659.99
254-34812.000 WATER SALES - LARGE USERS	97,201.00	17,620.82	79,580.18	18.13%	17,902.95
254-34821.000 HOOK ON FEES	15,000.00	1,450.00	13,550.00	9.67%	850.00
<b>Total USER CHARGES</b>	<b>1,108,610.00</b>	<b>151,175.84</b>	<b>957,434.16</b>	<b>13.64%</b>	<b>19,387.91</b>
<b>254-349 GF PASS THROUGH REVENUES</b>					
254-34900.000 SALE OF WATER-GF	2,686,765.00	489,090.67	2,197,674.33	18.20%	496,921.63
254-34902.000 SALE OF WATER - GF VT TA	70,985.00	11,295.40	59,689.60	15.91%	11,476.25
<b>Total GF PASS THROUGH REVENUES</b>	<b>2,757,750.00</b>	<b>500,386.07</b>	<b>2,257,363.93</b>	<b>18.14%</b>	<b>508,397.88</b>
<b>Total OPERATING REVENUE</b>	<b>3,866,360.00</b>	<b>651,560.61</b>	<b>3,214,799.39</b>	<b>16.85%</b>	<b>527,785.79</b>
<b>254-390 NON OPERATING REVENUE</b>					
<b>Total NON OPERATING REVENUE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	<b>0.00</b>
<b>Total REVENUE</b>	<b>3,866,360.00</b>	<b>651,560.61</b>	<b>3,214,799.39</b>	<b>16.85%</b>	<b>527,785.79</b>
<b>Total Revenues</b>	<b>3,866,360.00</b>	<b>651,560.61</b>	<b>3,214,799.39</b>	<b>16.85%</b>	<b>527,785.79</b>

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
<b>254-43 EXPENSES</b>					
<b>254-432 OPERATING EXPENSES</b>					
<b>254-4320 GENERAL EXPENSES</b>					
<b>254-43200.1 WATER FUND SALARIES</b>					
254-43200.110 SALARIES REGULAR	109,133.00	17,241.37	91,891.63	15.80%	10,665.26
254-43200.130 SALARIES OVERTIME	14,000.00	852.70	13,147.30	6.09%	478.80
254-43200.140 SALARIES PART TIME	5,427.00	1,173.46	4,253.54	21.62%	630.24
<b>Total WATER FUND SALARIES</b>	<b>128,560.00</b>	<b>19,267.53</b>	<b>109,292.47</b>	<b>14.98%</b>	<b>11,774.30</b>
<b>254-43200.2 WATER FUND BENEFITS</b>					
254-43200.210 HEALTH INS & OTHER BENEFIT	45,212.00	7,690.25	37,521.75	17.01%	2,906.27
254-43200.220 SOCIAL SECURITY	9,965.00	1,487.19	8,477.81	14.92%	901.36
254-43200.226 WORKERS COMP INSURANCE	6,716.00	1,017.94	5,698.06	15.16%	611.18
254-43200.230 RETIREMENT	10,913.00	1,772.62	9,140.38	16.24%	1,066.54
254-43200.250 UNEMPLOYMENT INSURANCE	200.00	3.53	196.47	1.77%	1.89
<b>Total WATER FUND BENEFITS</b>	<b>73,006.00</b>	<b>11,971.53</b>	<b>61,034.47</b>	<b>16.40%</b>	<b>5,487.24</b>
254-43200.330 OTHER PROFESSIONAL SERVIC	1,000.00	0.00	1,000.00	0.00%	0.00
254-43200.335 AUDIT	3,680.00	0.00	3,680.00	0.00%	0.00
254-43200.340 COMPUTER EXPENSES	1,000.00	0.00	1,000.00	0.00%	0.00
254-43200.410 WATER AND SEWER CHARGE	200.00	25.03	174.97	12.52%	25.03
254-43200.411 CWD WATER PURCHASE	515,807.00	42,806.42	473,000.58	8.30%	44,391.85
254-43200.412 STATE WATER TAX	13,628.00	988.61	12,639.39	7.25%	1,025.22
254-43200.430 WATER LINES MAINT-BREAKS	16,000.00	549.88	15,450.12	3.44%	549.88
254-43200.441 RIGHT OF WAY AGREEMENTS	142.00	0.00	142.00	0.00%	0.00
254-43200.491 CONTRACTUAL SERVICES	104,158.00	0.00	104,158.00	0.00%	0.00
254-43200.500 TRAINING, CONFERENCES, DU	2,500.00	0.00	2,500.00	0.00%	0.00
254-43200.521 LIABILITY & PROPERTY INS.	2,271.00	1,229.06	1,041.94	54.12%	0.00
254-43200.535 TELEPHONE SERVICES	1,500.00	0.00	1,500.00	0.00%	0.00
254-43200.536 POSTAGE	2,000.00	664.54	1,335.46	33.23%	238.71
254-43200.550 PRINTING AND ADVERTISING	2,608.00	0.00	2,608.00	0.00%	0.00
254-43200.570 MAINTENANCE OTHER	2,500.00	0.00	2,500.00	0.00%	0.00
254-43200.610 SUPPLIES	6,000.00	128.11	5,871.89	2.14%	104.29
254-43200.612 UNIFORMS,BOOTS,ETC	1,500.00	175.00	1,325.00	11.67%	0.00
254-43200.613 METERS AND PARTS	500.00	0.00	500.00	0.00%	0.00
254-43200.614 DISTRIBUTION MATERIALS	7,000.00	372.96	6,627.04	5.33%	372.96
254 43200.622 ELECTRICAL SERVICE	750.00	69.49	680.51	9.27%	42.01
254-43200.623 HEATING/NATURAL GAS	3,000.00	21.40	2,978.60	0.71%	34.90
254-43200.626 GAS,GREASE AND OIL	3,000.00	86.11	2,913.89	2.87%	50.34
254-43200.742 TRANS TO CAPITAL RESERVE	210,000.00	0.00	210,000.00	0.00%	0.00
254-43200.805 INTEREST EXPENSE	300.00	0.00	300.00	0.00%	0.00
254-43200.891 CAPITAL OUTLAY	6,000.00	0.00	6,000.00	0.00%	0.00
<b>Total GENERAL EXPENSES</b>	<b>1,108,610.00</b>	<b>78,355.67</b>	<b>1,030,254.33</b>	<b>7.07%</b>	<b>64,096.73</b>
<b>254-4321 OF WATER EXPENSES</b>					

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
254-43210.411 CWD WATER PURC - GF	2,686,765.00	211,435.91	2,475,329.09	7.87%	219,266.87
254-43210.412 STATE WATER TAX - GF	70,985.00	4,883.05	66,101.95	6.88%	5,063.90
<b>Total OF WATER EXPENSES</b>	<b>2,757,750.00</b>	<b>216,318.96</b>	<b>2,541,431.04</b>	<b>7.84%</b>	<b>224,330.77</b>
<b>Total OPERATING EXPENSES</b>	<b>3,866,360.00</b>	<b>294,674.63</b>	<b>3,571,685.37</b>	<b>7.62%</b>	<b>288,427.50</b>
<b>254-433 CAPITAL PROJECT EXPENSES</b>					
254-43330.001 RAILROAD AVE. REDY/WTR LN	107,685.00	0.00	107,685.00	0.00%	0.00
254-43330.002 METER REPLACEMENT PROGRAM	28,721.00	355.44	28,365.56	1.24%	355.44
254-43330.005 SERIES 3 BOND INTEREST	16,146.00	0.00	16,146.00	0.00%	0.00
<b>254-43332 BONDED PROJECTS</b>					
<b>Total BONDED PROJECTS</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	<b>0.00</b>
<b>Total CAPITAL PROJECT EXPENSES</b>	<b>152,552.00</b>	<b>355.44</b>	<b>152,196.56</b>	<b>0.23%</b>	<b>355.44</b>
<b>Total EXPENSES</b>	<b>4,018,912.00</b>	<b>295,030.07</b>	<b>3,723,881.93</b>	<b>7.34%</b>	<b>288,782.94</b>
<b>Total Expenditures</b>	<b>4,018,912.00</b>	<b>295,030.07</b>	<b>3,723,881.93</b>	<b>7.34%</b>	<b>288,782.94</b>
<b>Total WATER FUND</b>	<b>-152,552.00</b>	<b>356,530.54</b>	<b>-203,978.54</b>	<b>-233.71%</b>	<b>239,002.85</b>
<b>255-3 REVENUE</b>					
<b>255-34 OPERATING REVENUE</b>					
255-34402.000 INTEREST EARNINGS	0.00	552.69	-552.69	100.00%	0.00
255-34403.000 MISC - UNCLASSIFIED RECEI	0.00	106.00	-106.00	100.00%	0.00
<b>255-348 VILLAGE USER CHARGES</b>					
255-34801.000 VILLAGE USER CHARGE	694,916.00	116,544.25	578,371.75	16.77%	0.00
255-34811.000 VILLAGE USER PENALTIES	3,000.00	540.12	2,459.88	18.00%	537.88
255-34812.000 VILL. SEPTAGE DISCHARGE I	18,000.00	2,012.50	15,987.50	11.18%	5,414.40
255-34813.000 VILLAGE LEACHATE REVENUES	0.00	131.93	-131.93	100.00%	273.51
<b>Total VILLAGE USER CHARGES</b>	<b>715,916.00</b>	<b>119,228.80</b>	<b>596,687.20</b>	<b>16.65%</b>	<b>6,225.79</b>
<b>255-349 TRI-TOWN REVENUES</b>					
255-34900.000 WASTEWATER CHARGE - ESSEX	477,278.00	0.00	477,278.00	0.00%	0.00
255-34901.000 WASTEWATER CHARGE - WILLI	715,917.00	119,319.50	596,597.50	16.67%	59,659.75
255-34903.001 SHARED SEPTAGE REVENUES	9,000.00	0.00	9,000.00	0.00%	0.00
255-34903.005 PUMP STATION MAINT. FEES	31,725.00	0.00	31,725.00	0.00%	0.00
<b>Total TRI-TOWN REVENUES</b>	<b>1,233,920.00</b>	<b>119,319.50</b>	<b>1,114,600.50</b>	<b>9.67%</b>	<b>59,659.75</b>
<b>Total OPERATING REVENUE</b>	<b>1,949,836.00</b>	<b>239,206.99</b>	<b>1,710,629.01</b>	<b>12.27%</b>	<b>65,885.54</b>
<b>255-39 NON OPERATING INCOME</b>					
<b>Total NON OPERATING INCOME</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	<b>0.00</b>
<b>Total REVENUE</b>	<b>1,949,836.00</b>	<b>239,206.99</b>	<b>1,710,629.01</b>	<b>12.27%</b>	<b>65,885.54</b>

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
<b>Total Revenue</b>	<b>1,949,836.00</b>	<b>239,206.99</b>	<b>1,710,629.01</b>	<b>12.27%</b>	<b>65,895.54</b>
<b>255-43 EXPENSES</b>					
<b>255-4320 GENERAL EXPENSES</b>					
<b>255-43200.1 WWTF SALARIES</b>					
255-43200.110 SALARIES REGULAR	343,375.00	48,539.12	294,835.88	14.14%	29,879.12
255-43200.130 SALARIES OVERTIME	45,000.00	5,773.59	39,226.41	12.83%	3,570.32
255-43200.140 SALARIES PART TIME	16,000.00	849.80	15,150.20	5.31%	764.61
<b>Total WWTF SALARIES</b>	<b>404,375.00</b>	<b>55,162.51</b>	<b>349,212.49</b>	<b>13.64%</b>	<b>34,214.05</b>
<b>255-43200.2 WWTF BENEFITS</b>					
255-43200.210 HEALTH INS & OTHER BENEFIT	137,000.00	17,013.37	119,986.63	12.42%	7,778.39
255-43200.220 SOCIAL SECURITY	31,095.00	4,063.23	27,031.77	13.07%	2,511.44
255-43200.226 WORKERS COMP INSURANCE	20,534.00	2,376.12	18,157.88	11.57%	1,482.33
255-43200.230 RETIREMENT	34,338.00	4,595.60	29,742.40	13.38%	2,941.90
255-43200.250 UNEMPLOYMENT INSURANCE	420.00	2.54	417.46	0.60%	2.29
<b>Total WWTF BENEFITS</b>	<b>223,387.00</b>	<b>28,080.86</b>	<b>195,306.14</b>	<b>12.56%</b>	<b>14,716.35</b>
255-43200.320 LEGAL SERVICES	2,000.00	0.00	2,000.00	0.00%	0.00
255-43200.330 OTHER PROFESSIONAL SERVIC	4,000.00	661.50	3,338.50	16.54%	661.50
255-43200.335 AUDIT	4,320.00	0.00	4,320.00	0.00%	0.00
255-43200.410 WATER AND SEWER CHARGE	3,000.00	685.93	2,314.07	22.86%	685.93
255-43200.432 VEHICLE MAINTENANCE	3,000.00	2,066.61	933.39	68.89%	2,066.61
255-43200.491 CONTRACTUAL SERVICES	52,079.00	0.00	52,079.00	0.00%	0.00
255-43200.500 TRAINING, CONFERENCES, DU	6,500.00	454.86	6,045.14	7.00%	430.86
255-43200.521 LIABILITY & PROPERTY INS.	32,275.00	14,035.89	18,239.11	43.49%	0.00
255-43200.535 TELEPHONE SERVICES	6,000.00	588.18	5,411.82	9.80%	452.23
255-43200.565 GRIT DISPOSAL	18,000.00	1,837.84	16,162.16	10.21%	918.92
255-43200.567 SLUDGE PROCESSING	140,000.00	0.00	140,000.00	0.00%	0.00
255-43200.568 SLUDGE MANAGEMENT	150,000.00	0.00	150,000.00	0.00%	0.00
255-43200.569 WWTF ANNUAL PERMIT FEE	9,900.00	0.00	9,900.00	0.00%	0.00
255-43200.570 MAINTENANCE OTHER	100,000.00	3,033.79	96,966.21	3.03%	2,624.31
255-43200.577 CONTRACT LABORATORY SERVI	11,000.00	981.09	10,018.91	8.92%	849.39
255-43200.610 SUPPLIES	10,000.00	2,344.65	7,655.35	23.45%	2,266.76
255-43200.612 UNIFORMS,BOOTS,ETC	6,000.00	261.50	5,738.50	4.36%	0.00
255-43200.618 SUPPLIES - LABORATORY	18,000.00	1,484.91	16,515.09	8.25%	1,409.37
255-43200.619 CHEMICALS	230,000.00	26,824.20	203,175.80	11.66%	10,081.67
255-43200.622 ELECTRICAL SERVICE	150,000.00	19,197.91	130,802.09	12.80%	18,693.83
255-43200.623 HEATING/NATURAL GAS	20,000.00	762.61	19,237.39	3.81%	1,312.53
255-43200.626 GAS,GREASE AND OIL	6,000.00	233.71	5,766.29	3.90%	60.49
255-43200.742 TRANS TO CAPITAL RESERVE	340,000.00	0.00	340,000.00	0.00%	0.00
<b>Total GENERAL EXPENSES</b>	<b>1,949,836.00</b>	<b>158,668.55</b>	<b>1,791,167.45</b>	<b>8.14%</b>	<b>91,444.80</b>
<b>255-433 CAPITAL PROJECTS/EXPENSES</b>					
255-43330.001 RZEDB Interest	0.00	32.98	-32.98	100.00%	32.98

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
255-43330.011 HEADWORKS SCREEN	0.00	14,938.22	-14,938.22	100.00%	13,768.22
<b>Total CAPITAL PROJECTS/EXPENSES</b>	<b>0.00</b>	<b>14,971.20</b>	<b>-14,971.20</b>	<b>100.00%</b>	<b>13,801.20</b>
<b>255-434 NON-OPERATING EXPENSES</b>					
<b>Total NON-OPERATING EXPENSES</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	<b>0.00</b>
<b>Total EXPENSES</b>	<b>1,949,836.00</b>	<b>173,639.75</b>	<b>1,776,196.25</b>	<b>8.91%</b>	<b>105,246.00</b>
<b>Total Expenditures</b>	<b>1,949,836.00</b>	<b>173,639.75</b>	<b>1,776,196.25</b>	<b>8.91%</b>	<b>105,246.00</b>
<b>Total WASTEWATER FUND</b>	<b>0.00</b>	<b>65,567.24</b>	<b>-65,567.24</b>	<b>-100.00%</b>	<b>-39,360.46</b>
<b>256-3 REVENUE</b>					
<b>256-33 INTERGOVERNMENTAL REVENUE</b>					
256-33900.000 ESSEX PUMP STATION FEES	25,940.00	0.00	25,940.00	0.00%	10,305.84
256-33900.001 PARY AGREEMNT REV	15,000.00	0.00	15,000.00	0.00%	3,750.00
<b>Total INTERGOVERNMENTAL REVENUE</b>	<b>40,940.00</b>	<b>0.00</b>	<b>40,940.00</b>	<b>0.00%</b>	<b>14,055.84</b>
<b>256-34 OPERATING REVENUE</b>					
256-34402.000 INTEREST EARNINGS	500.00	728.29	-228.29	145.66%	0.00
<b>256-348 USER CHARGES</b>					
256-34801.000 ANNUAL CUSTOMER CHARGE	586,985.00	111,840.54	475,144.46	19.05%	0.00
256-34811.000 ANNUAL CUSTOMER CHARGE -	2,500.00	510.71	1,989.29	20.43%	508.88
256-34821.000 HOOK ON FEES	30,000.00	0.00	30,000.00	0.00%	0.00
<b>Total USER CHARGES</b>	<b>619,485.00</b>	<b>112,351.25</b>	<b>507,133.75</b>	<b>18.14%</b>	<b>508.88</b>
<b>Total OPERATING REVENUE</b>	<b>619,985.00</b>	<b>113,079.54</b>	<b>506,905.46</b>	<b>18.24%</b>	<b>508.88</b>
<b>256-39 NON OPERATING REVENUE</b>					
256-39200.001 WWTF CAPACITY SALE REVENU	0.00	100,000.00	-100,000.00	100.00%	0.00
<b>Total NON OPERATING REVENUE</b>	<b>0.00</b>	<b>100,000.00</b>	<b>-100,000.00</b>	<b>100.00%</b>	<b>0.00</b>
<b>Total REVENUE</b>	<b>660,925.00</b>	<b>213,079.54</b>	<b>447,845.46</b>	<b>32.24%</b>	<b>14,564.72</b>
<b>Total Revenues</b>	<b>660,925.00</b>	<b>213,079.54</b>	<b>447,845.46</b>	<b>32.24%</b>	<b>14,564.72</b>
<b>256-43 EXPENSES</b>					
<b>256-432 OPERATING EXPENSES</b>					
<b>256-43200.1 SANITATION SALARIES</b>					
256-43200.110 SALARIES REGULAR	91,459.00	13,847.27	77,611.73	15.14%	8,185.90
256-43200.130 SALARIES OVERTIME	14,185.00	1,013.20	13,171.80	7.14%	587.18
256-43200.140 SALARIES PART TIME	5,427.00	1,173.46	4,253.54	21.62%	630.24
<b>Total SANITATION SALARIES</b>	<b>111,071.00</b>	<b>16,033.93</b>	<b>95,037.07</b>	<b>14.44%</b>	<b>9,403.32</b>

Account	Budget	Actual	Budget Balance	% of Budget	Pd to Date
<b>256-43200.2 SANITATION BENEFITS</b>					
256-43200.210 HEALTH INS & OTHER BENEFIT	40,567.00	4,601.10	35,965.90	11.34%	2,142.26
256-43200.220 SOCIAL SECURITY	8,671.00	1,291.60	7,379.40	14.90%	770.52
256-43200.226 WORKERS COMP INSURANCE	5,282.00	804.99	4,477.01	15.24%	461.48
256-43200.230 RETIREMENT	9,146.00	1,471.66	7,674.34	16.09%	867.76
256-43200.250 UNEMPLOYMENT INSURANCE	200.00	3.75	196.25	1.88%	1.89
<b>Total SANITATION BENEFITS</b>	<b>63,866.00</b>	<b>8,173.10</b>	<b>55,692.90</b>	<b>12.80%</b>	<b>4,243.91</b>
256-43200.330 OTHER PROFESSIONAL SERVIC	1,000.00	0.00	1,000.00	0.00%	0.00
256-43200.335 AUDIT	1,840.00	0.00	1,840.00	0.00%	0.00
256-43200.340 COMPUTER EXPENSES	1,300.00	0.00	1,300.00	0.00%	0.00
256-43200.410 WATER AND SEWER CHARGE	500.00	71.45	428.55	14.29%	71.45
256-43200.430 SANITATION LINES MAINTENA	6,000.00	0.00	6,000.00	0.00%	0.00
256-43200.434 PUMP STATION MAINTENANCE	12,000.00	141.96	11,858.04	1.18%	141.96
256-43200.436 SANIT. LINE BACK-UP CLEAN	1,000.00	0.00	1,000.00	0.00%	0.00
256-43200.441 RIGHT OF WAY AGREEMENTS	1,140.00	1,230.90	-90.90	107.97%	1,111.73
256-43200.491 CONTRACTUAL SERVICES	135,883.00	0.00	135,883.00	0.00%	0.00
256-43200.500 TRAINING, CONFERENCES, DU	200.00	0.00	200.00	0.00%	0.00
256-43200.521 LIABILITY & PROPERTY INS.	6,225.00	2,778.90	3,446.10	44.64%	0.00
256-43200.536 POSTAGE	3,500.00	1,329.10	2,170.90	37.97%	477.43
256-43200.550 PRINTING AND ADVERTISING	1,000.00	0.00	1,000.00	0.00%	0.00
256-43200.570 MAINTENANCE OTHER	2,500.00	0.00	2,500.00	0.00%	0.00
256-43200.610 SUPPLIES	1,000.00	131.27	868.73	13.13%	63.49
256-43200.612 UNIFORMS,BOOTS,ETC	1,500.00	0.00	1,500.00	0.00%	0.00
256-43200.622 ELECTRICAL SERVICE	12,000.00	1,485.05	10,514.95	12.38%	947.85
256-43200.623 HEATING/NATURAL GAS	1,900.00	27.91	1,872.09	1.47%	42.74
256-43200.626 GAS,GREASE AND OIL	2,500.00	159.42	2,340.58	6.38%	96.59
256-43200.742 TRANS TO CAPITAL RESERVE	95,000.00	0.00	95,000.00	0.00%	0.00
256-43200.891 CAPITAL OUTLAY	5,000.00	0.00	5,000.00	0.00%	0.00
<b>256-43220 ESSEX PS COSTS</b>					
256-43220.001 SUSIE WILSON PS COSTS	10,000.00	627.34	9,372.66	6.27%	438.21
256-43220.002 WEST ST PS COSTS	12,000.00	870.02	11,129.98	7.25%	597.55
<b>Total ESSEX PS COSTS</b>	<b>22,000.00</b>	<b>1,497.36</b>	<b>20,502.64</b>	<b>6.81%</b>	<b>1,035.76</b>
<b>Total OPERATING EXPENSES</b>	<b>469,925.00</b>	<b>33,060.35</b>	<b>436,864.65</b>	<b>6.75%</b>	<b>17,636.23</b>
<b>256-433 CAPITAL PROJECTS/EXPENSE</b>					
256-43330.002 METER REPLACEMENT PROGRAM	57,442.00	710.87	56,731.13	1.24%	710.87
256-43330.006 SO ST PS PUMPS,VALVS,VENT	40,000.00	0.00	40,000.00	0.00%	0.00
256-43330.007 ARRA Loan-ARR1-004 Admin F	3,667.00	0.00	3,667.00	0.00%	0.00
256-43330.009 RFI-157 PS UpGrd Admin Fe	17,249.00	0.00	17,249.00	0.00%	0.00
<b>Total CAPITAL PROJECTS/EXPENSE</b>	<b>118,358.00</b>	<b>710.87</b>	<b>117,647.13</b>	<b>0.60%</b>	<b>710.87</b>
<b>256-434 NON OPERATING EXPENSES</b>					
<b>Total NON OPERATING EXPENSES</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	<b>0.00</b>

Account			Budget		Pd to Date
	Budget	Actual	Balance	% of Budget	
<b>Total EXPENSES</b>	<b>608,283.00</b>	<b>33,771.22</b>	<b>574,511.78</b>	<b>5.55%</b>	<b>18,347.10</b>
<b>Total Expenditures</b>	<b>608,283.00</b>	<b>33,771.22</b>	<b>574,511.78</b>	<b>5.55%</b>	<b>18,347.10</b>
<b>Total SANITATION FUND</b>	<b>52,642.00</b>	<b>179,308.32</b>	<b>-231,990.32</b>	<b>340.62%</b>	<b>-3,782.38</b>
<b>Total All Funds</b>	<b>153,134.00</b>	<b>21,856.50</b>	<b>-174,990.50</b>	<b>14.27%</b>	<b>-20,187.23</b>