



**TRUSTEES SPECIAL MEETING NOTICE & AGENDA**  
**WEDNESDAY, DECEMBER 19, 2018 at 8:15 AM**  
**LINCOLN HALL MEETING ROOM, 2 LINCOLN STREET**

1. **CALL TO ORDER/PLEDGE OF ALLEGIANCE TO FLAG** [8:15 AM]
2. **AGENDA ADDITIONS/CHANGES**
3. **APPROVE AGENDA**
4. **PUBLIC TO BE HEARD**
  - a. Comments from Public on Items Not on Agenda
  - b. Hiawatha Elementary School 3<sup>rd</sup> Graders request re: trash/recycle bins
5. **BUSINESS ITEMS**
  - a. FYE20 Budget Work Session
6. **CONSENT ITEMS**
  - a. Approval of minutes: December 5, 2018; December 11, 2018
  - b. Check Warrants #17125—12/07/18; #17126—12/14/18
  - c. Letter of Request from RunVermont for controlled bonfire for 12/31
7. **READING FILE**
  - a. Board Member Comments
  - b. Memo from Darren Schibler re: Emerald Ash Borer Response
  - c. Upcoming meeting schedule
8. **EXECUTIVE SESSION**
  - a. An executive session is not anticipated
9. **ADJOURN**

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

Certification: 12/14/2018 AMitchell  
Date Posted Initials

8:15 - 9:00 AM	Budget Overview - Evan Teich, Lauren Morrissette & Sarah Macy
	Revenues - Evan Teich, Lauren Morrissette, Sarah Macy
9:00 - 9:30	Fire Dept. - Chris Gaboriault
9:30 -10:15	Transfers & Misc. Exp./Grants & Unantic. Exp./Admin/Finance
	Buildings/Capital Reserve/Rolling Stock/Debt Service - Evan, Sarah & Lauren.
10:15 - 10:30	Break
10:30 - 11:00	Senior Center - Ally Vile and Lou Ann Pioli
11:00 - 11:30	Recreation - Brad Luck
11:30 - 12:00	Community & Economic Development - Robin Pierce
12:00 - 1:00 PM	Lunch/Work Session/Agenda items
1:00 - 1:30	Library - Wendy Hysko
1:30 - 2:00	WWTF - Jim Jutras
2:00 - 2:15	Sanitation - Jim Jutras and Rick Jones
2:15 - 2:45	Street Dept./Water Fund - Rick Jones

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## MEMORANDUM

To: Village of Essex Junction Board of Trustees

From: Evan Teich, Unified Manager

Re: The 2019-20 Budget

Date: December 2018

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It is my pleasure to present the proposed budget of the Village of Essex Junction. This budget seeks to address service demands, minimize the tax impact felt by the community, continuation of alignment and merger and to address our current capital needs. It prioritizes resources, looks at revenue streams both current and projected, and provides details on significant trends related to our operations. The proposed budget allows the Village to maintain its current operations, continue its efforts with the Town, provides for limited capital improvements and continuation of our solid financial footings.

This budget focuses on the following principals:

- The continuation of forecasting future economic conditions against the rising costs of service delivery and our reliance on property tax generation
- Continuation of strategic capital expenditures including investments in Village Properties, and infrastructure like stormwater, roads, and waterlines
- Addresses quality of life issues
- Follows a balanced, measured/conservative approach to forecasting our revenue sources
- Plans for the future and establishes the policy choices to achieve those goals in an orderly, timely fashion
- Provides for a comprehensive budget while also continuing the Village's goal of maintaining a healthy General Fund Reserve
- Proposes positions that are believed to maintain or increase our service levels and maintain accountability
- Alignment of departments between the Village and the Town

The budget process continues to evolve. Over the years staff has added more information about our organization and we have moved certain expenditures within the budget document to better reflect who supervises those activities. We believe that the changes will help our supervision of these revenues and expenditures and produce a higher levels of accountability.

The Village of Essex Junction continues to provide excellent, high level services to its citizens for a reasonable value even though we continue to face challenges from the federal government and the state in terms of unfunded mandates. The Trustees's decisions will have a long term impact, especially as the community continues its transition from a single large employer to a more diverse compliment of industry, the additional costs related to health and retirement benefits and an internal desire to fund critical services while providing high levels of service.

I look forward to the discussion.

## Mission Statement

Our purpose is to support and enrich the lives and community spirit of our citizens through efficient and effective provision of the following services: highway, general administration, water, wastewater, sanitation, library, planning, zoning, economic development, fire protection and recreation.

## Vision Statement

- Sustain appealing, safe, high-quality residential neighborhoods & business districts
- Develop & promote a strong sense of community by preserving a unique small town heritage
- Continually evaluate services and plan for the future of the Village
- Cooperate and work collegially with neighboring communities & governments
- Be responsive to individual concerns and needs while keeping in mind the good of the community as a whole
- Be a steward of our ecology

## Trustee Goals

Goal 1: Provide excellent customer service and provide high service levels

Goal 2: Maintain the infrastructure of the community in excellent condition, including public lands, buildings, sidewalks, roads and bridges

Goal 3: Maintain Essex Junction as a value for its residents and businesses

Goal 4: Plan for the future

Goal 5: Attract and retain a workforce capable of providing high levels of service

Goal 6: Continue its work to align Village departments with the Town

# Executive Budget Summary

## The Economy

**Economy** - The past three fiscal years provides valuable data for the future economic forecast of the Village of Essex Junction. In those thirty six months we have seen growth in several key areas such as; occupancy of businesses, the stabilization and growth of the overall economic activities of the general economy and growth in the Grand List. One area of concern is the status of our largest employer.

Stabilization and growth in these areas are vitally important, but, the main reasons are because these factors determine the revenue levels the Village can expect in order to pay for the services we provide. The Village's budget is heavily tied to the strength of the broader economy as we derive large percentages of our revenue from the business sector. With the broader economy doing better we are seeing vacancy rates dropping in manufacturing with its impact to: property tax, water and sewer revenues, permits etc.

In FY 2019-20 we expect to see a continuation of the slow but steady broader economic recovery. The trend of housing prices has rebounded and commercial property values are stabilizing. In the latest Village grand list, residential property values increased by 2% and commercial property remained level.

In the aggregate we are encouraged to see continued positive economic indicators:

- +4.0% national unemployment (December 2018)
  - Unemployment affects state income tax revenue
  - Higher wages of local employment help the economy of Essex
- Foreclosure rates have been dropping and home values are rising
- Burlington Airport activity continues to rise
  - This has an area wide affect as many local industries are associated with manufacturing and business services
- Hotel stays and activity has risen
  - Business travel and conferences are trending upward which is another good sign for the broader economy.
  - A local developer has been approved for a 100 room limited service hotel in the Village of Essex Junction .
- Occupancy rates in the Town of Essex are: for retail, 94.1%; Office, 86.2%; and Industrial; 94.4%
  - Provides for employment that helps support local businesses
  - Provides sales of sewer and water

## Budget Assumptions

In preparing the budget, certain assumptions are made regarding operating and financial management policies, which would be a long-term benefit of the community. These include:

Projects and Services consistent with the Trustees goals: The Operating Budget shall be consistent with the goals of the Trustees. The goals, plans, and visions are then incorporated as a foundation of our budget and the basis for future planning in the Village.

Compensation and Benefits: The budget includes wage adjustments of 4% for all employees. Due to replacement of employees, salaries in the General Fund are increasing by 2.8% if Fire Department salaries are not included, and by 3.3% if all funds and Fire Department salaries are taken into account.

For health benefits, we include a placeholder amount equal to last year's expenses plus a 15% increase in the premiums. The long term, health insurance costs continue to be a significant concern for the Village.

Revenue: For 2019-20, Property tax represents 68% of our total revenue. The Town of Essex pays 25% of the budget, 5% comes from the Village's enterprise funds and the other 2% comes from other miscellaneous revenue sources.

Operating Contingency: The operating budget does not include contingency funding to meet unexpected requirements that may arise during the year. However, it is customary to have unexpended funds at the end of every fiscal year. This coupled with revenues exceeding projections also contributes to the Village's reserves. Our operating budget also includes capital transfers. With capital included, the Village ordinarily attempts to save 1-3% each year to maintain a fund balance that is 10% of the current budget as permitted.

New or Enhanced Programs: The proposed budget includes expanded funding for:

- No new programs
- Alignment and Merger
- Buildings Manager position

Employees: There is provision in this budget for a shared Buildings Manager position.

# The Budget

**Balanced Budget-** The proposed budget shows an increase for the fiscal year of 4.8% but the projected tax rate shows an increase of only 1.5% due to additional revenue from the Town to cover the Highway Rolling Stock transfer and Recreation expenses. There are new expenses associated with legal fees associated with merger, employee contract expenses, expenses related to alignment (Fire Dept.) and a proposed new shared position in the new Buildings Department.

Capital projects continue to be underfunded which limits the Village's ability to complete needed infrastructure maintenance and improvement projects. The proposed budget proposes an increase of 15% in the transfer to the Capital Reserve. The increase in past budgets has been 7.5%. See Page 17 for a list of projects.

The proposed budget also includes increases in the Village's costs for Cable TV access (Ch. 17), Fire Department alignment costs and salary increases consistent with contracts and previous experience, and a pay and classification study.

We expect to fill positions when vacancies occur within the fiscal year in order to maintain current service levels but will review such positions to determine if they need to remain at the full time level or can be reduced to part-time status.

Unexpended funds and revenue exceeding projections will likely produce a surplus. The Village enters the fiscal year at its goal of its maximum reserve of 10% cap for its unrestricted reserves for the operating budget (\$4.95 million dollar target) and will maintain its desired goals of financial stability.

## Budget Highlights:

- Health Insurance has a placeholder 15% increase for premiums
- Alignment and Merger continue
- Budget adds dollars for a shared buildings and grounds function
- Town picks up \$\$ for Rolling Stock replacement

**What is New –** The budget document reflects the activities and priorities of the Village but its format or location of expenses can change in order to reflect who is responsible for an activity or for better coordination/monitoring of those activities. We are also charged with maintaining the fiscal health of our enterprise funds such as the sewer and water fund and with that in mind we have made the following changes:

- In Administration we have broken out Finance from Administration. The Finance Department contains the salary of the Accountant, General Fund Workers Comp, Unemployment and Property and Casualty Insurance for all departments except Highway. We have moved the Communications Coordinator out of Economic Development into Administration to better reflect her duties.



- The Street Department name is changed to Highway in alignment with the Town. Some account names have been changed to align with the Town and in some cases the contents of a line item have been changed for alignment purposes.
- The transfer to the Rolling Stock Fund has been taken out of Miscellaneous transfers, split between Fire and Highway and put into those budgets.
- Building Department for maintenance of our buildings by a dedicated Buildings Manager.
- This Executive Summary
  - New and updated charts

## Budget Sections in Brief (General Fund)

### **Fire Department**

- Aligning pay and training policies

### **Highway**

- The Rolling Stock Fund Transfer has been moved into the Highway Budget
- Money for the Emerald Ash Borer problem has been added
- See CIP plan on page xvii for capital expenditures.

### **Community Development**

- Municipal Plan update due in August 2018
- Continued budgeting for planning activities

### **Administration**

- Moved Finance Salaries to Finance budget
- Moved Communications Coordinator in from Economic Development
- Includes funds for legal fees for governance issues
- Addresses the new shared position of the Assistant to the Manager position and the 64/34 split with the Village

### **Finance**

- Includes all Workers Comp, Unemployment, and Property and Casualty Insurance for the General Fund except Highway Department.
- Accountant salary and benefits moved in from Administration

## **Buildings**

- All General Fund Building related expenses transferred in from individual departments (except Highway)
- Shared Buildings Manager expense (30% of Salary and Social Security paid by Village) (70% Salary plus benefits paid by Town)

## **Economic Development**

- Salary and benefits for Communications Coordinator moved to Administration
- Salary for PT Farmers Market Director eliminated. Dollars added for support of potential events

## **EJRP**

- Co-location with Essex Parks and Recreation (EPR) is part of the plan
- Alignment of Office Coordinator positions
- Shared part time communications position with EPR

## **Revenue**

- Non tax revenue has increased by \$138,809. Administration fees from enterprise funds are increased by \$36,624 due to the transfer of the Communications Coordinator into Administration and the shared cost for the HR Director. The amount expected from the Town for the Highway budget is increased by \$163,970 due to the transfer of the Rolling Stock fund transfer into the Highway and other budgetary increases.
- Permit fees have been reduced due to a reduction in permits being issued.
- Non-resident fees for Recreation programs have been reduced as part of the Recreation Co-location plan.

# Broader Budget in Brief (Funds, Plans and Revenues)

## **Water Fund**

- The proposed FYE20 Water Fund Operating Budget shows an increase of 4.4% when Global Foundries is included in the calculation. If Global Foundries is not included in the calculation the Water budget is increasing by 8.1% (\$90,007). The increase can be attributed to an increase in the transfer to capital, an increase in the fee paid to the General Fund for administration and an increase in the CWD Wholesale rate. At this time we are projecting a rate increase of 7.25% in the residential water rate. This increase would represent a \$14.66/year increase to the average user.

## **Wastewater Treatment Fund**

- The proposed FYE20 Wastewater Treatment Fund Operating Budget shows an increase of 6.4% (\$124,210). The increase can be attributed to an increase in the transfer to capital and an increase in the fee paid to the General Fund for administration as well as increases in Maintenance Other, Sludge Processing, Chemicals and Capital Transfer. At this time we are projecting a rate increase of 11% in the residential Wastewater Treatment rate. This increase would represent a \$16.32/year increase to the average user. Drivers of this increase include an increase in Village percentage of flows from 37.5% in FYE19 to 39% in FYE20 and the budgetary increases mentioned above.

## **Sanitation Fund**

- The proposed FYE20 Sanitation Fund Operating Budget shows an increase of 11% (\$52,729). The increase can be attributed to an increase in salaries and benefits and an increase in the fee paid to the General Fund for administration as well as the increase imbedded in the rate for to pay the debt for the Wastewater Treatment Facility upgrade. At this time we are projecting a rate increase of 8.5% in the residential Sanitation rate. This increase would represent a \$8.52/year increase to the average user.

## **Total Utility Rates**

- The combined Utility rates are projected to increase by 8.8% or \$31.26/year for the average household.

## **Recreation Programs Fund**

- The proposed FYE20 Recreation Programs Fund shows an increase of 12% (\$200,933). The increase can be attributed in large part to the inclusion of the program "Swimming with Annie" which will be generating \$161,029 in revenue while costing the fund \$149,757. This can be found in the new section of the budget called Aquatics.

## **General Fund Reserves**

- **The proposed budget shows the village starting its fiscal year at its cap of 10%**

## Fiscal Trends

The following pages attempt to address and represent trends in several key areas of the Village's finances and provide some insight into why they matter

### **SALES TAX**

Local Option Sales tax accounts for **0%** of our total revenue as we do not levy a Local Option Sales Tax.

The Town, including the Village, does have areas of retail like Pearl Street and Susie Wilson Drive and a large box retailer Lowes.

**The communities that surround Essex; Colchester, South Burlington, Burlington and Williston all have a 1% Local Option tax**

**The impact of this trend** – The Town has little to no control over sales tax generation or on the health of the broader economy. Without this modest revenue growth, tough decisions will lie ahead in terms of service provision, capital expenditures and staffing levels.

The Village has several potential decent sales tax providers and may wish to conduct a study on how much revenue could be generated if a 1% local option tax was implemented that also covered the Village

### **NON-PROPERTY TAX REVENUES**

Non-Property tax revenues, such as fees, building permits, and nonresident fees can be inconsistent based on the number of permits pulled in a year and participants in programs

The largest non-property tax revenue is from the Town of Essex for Highway expenses. The next largest non-property tax revenue is from License and Zoning Fees.

#### **The impact of this trend**

As the amount contributed by the Town increases the Village tax rate declines. In this budget the transfer from the Town has been increased by \$192,327. The other major non-property tax revenue in the Village is License and Zoning fees. This source declined significantly in FYE18 and this decline is continuing in FYE19.

# EMPLOYMENT

The Village has 51 people on its payroll (42 full and 9 part-time), not including seasonal help, elected officials and our contractors. This figure does not include the Unified Manager whose salary is paid by the Town, partially funded by the Village.

The quality of our employees determines the quality of service that we can provide and will allow us to keep up with changes in technology as well as changes in the laws.

Since FYE17 the Village has increased its full time employees by 17. This increase was due to bringing EJRP into the Village.

The use of part-time employees provides a significant savings in the areas of health and pension benefits. Employees working under 30 hours are not eligible for health insurance benefits.

The Years of Service Chart is also of interest. The Village has 7 long time employees, defined as 20-30+ years. These employees either are or soon will be retirement eligible. Retirements provide an opportunity to re-evaluate positions and priorities.

The largest employee group is EJRP. This group includes Recreation Program employees as well as general fund personnel.

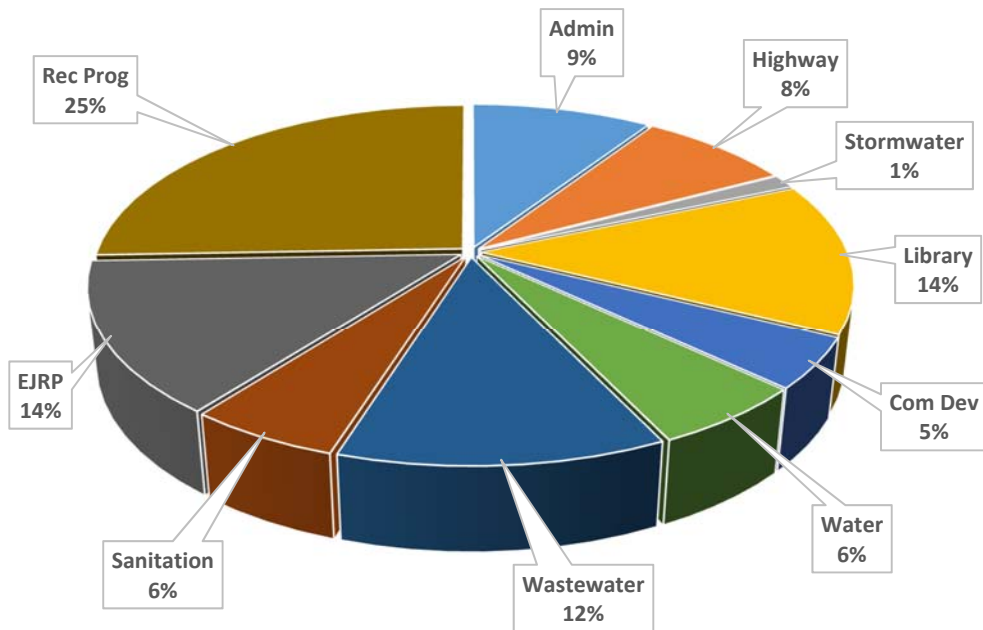
The second largest employee group is Public Works which includes Highway, Water and Sanitation employees.

The Community Development department handles the Villages planning, code enforcement/permitting/code inspections, and property maintenance functions.

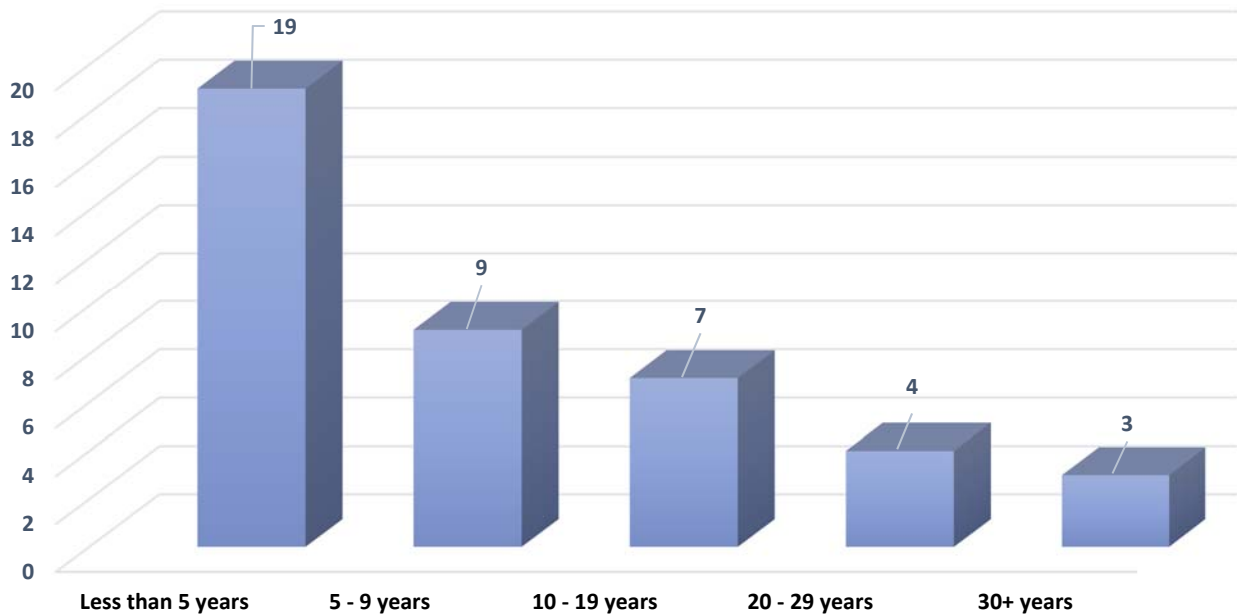
Administration includes the Town Clerk and Treasurer, Assistant to the Manager, the Communications Coordinator and the Unified Manager.

**The impact** – The organization continues to balance the requested levels of service with the staffing of employees with the right skills, experience and abilities. The rising cost of benefits is an issue we continue to work upon and will continue to seek ways to reduce our costs. Ultimately, like any business this is a balancing act. We look to partner with our neighbors, use consultants where appropriate and review places in the organization where part-time rather than full time employees can be used.

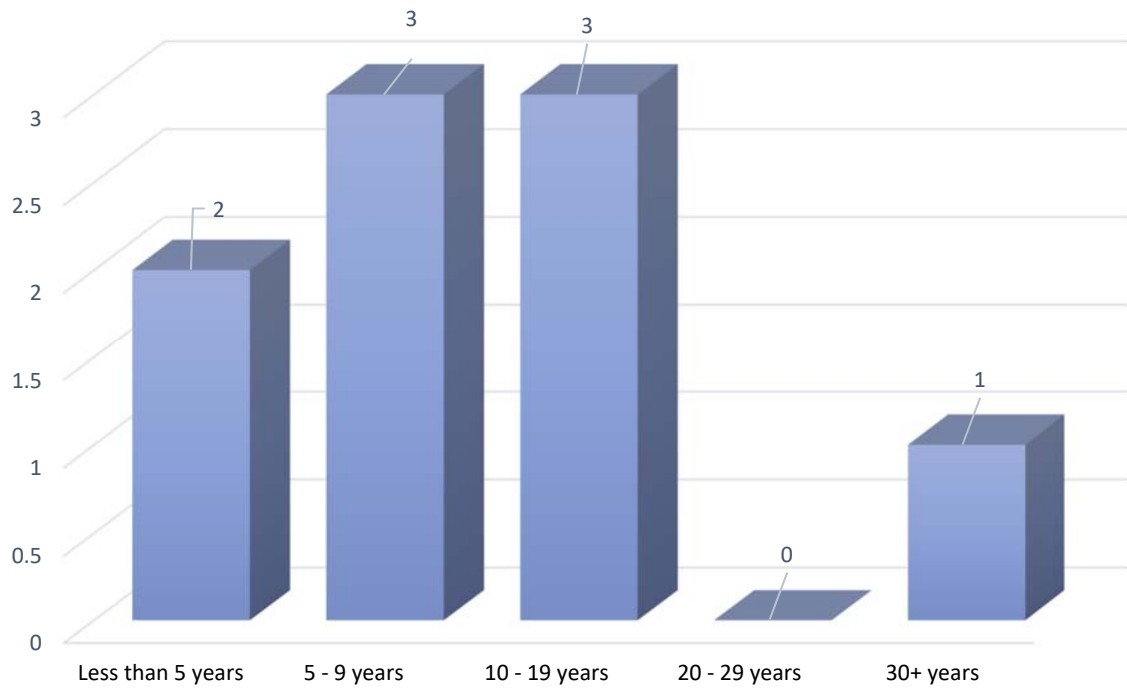
### Full Time Employee Allocation By Department



### Years of Service - Full Time Employees

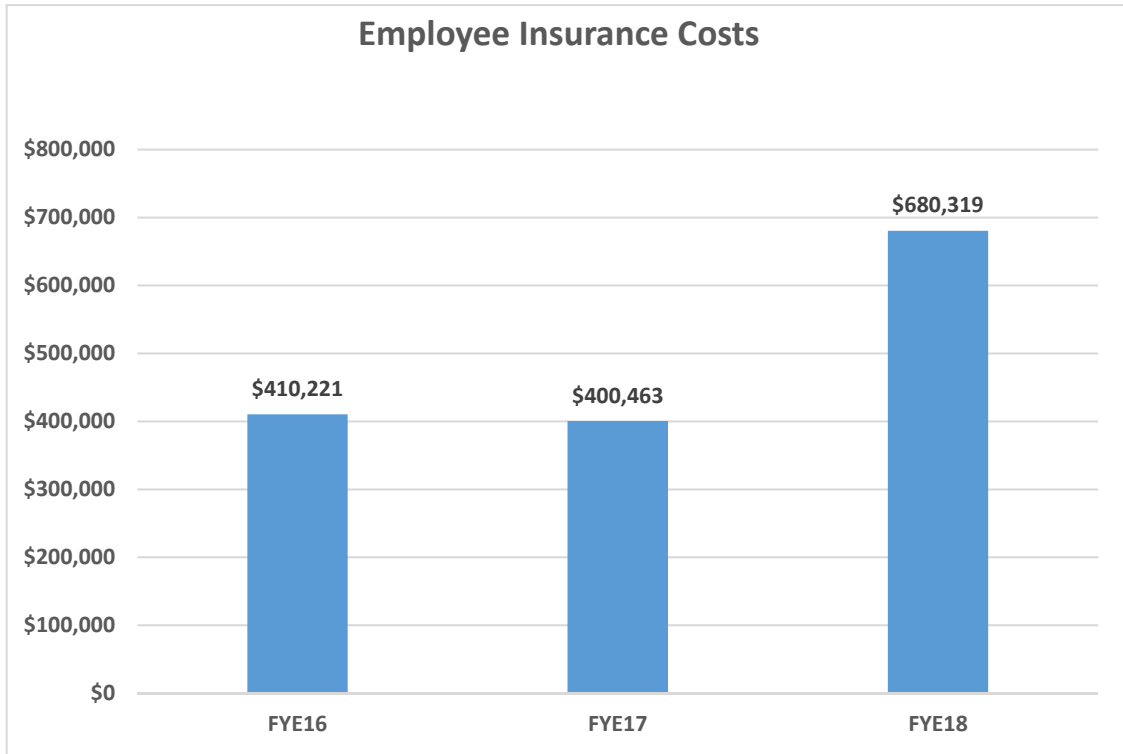


## Years of Service - Part Time Employees



# EMPLOYEE INSURANCE

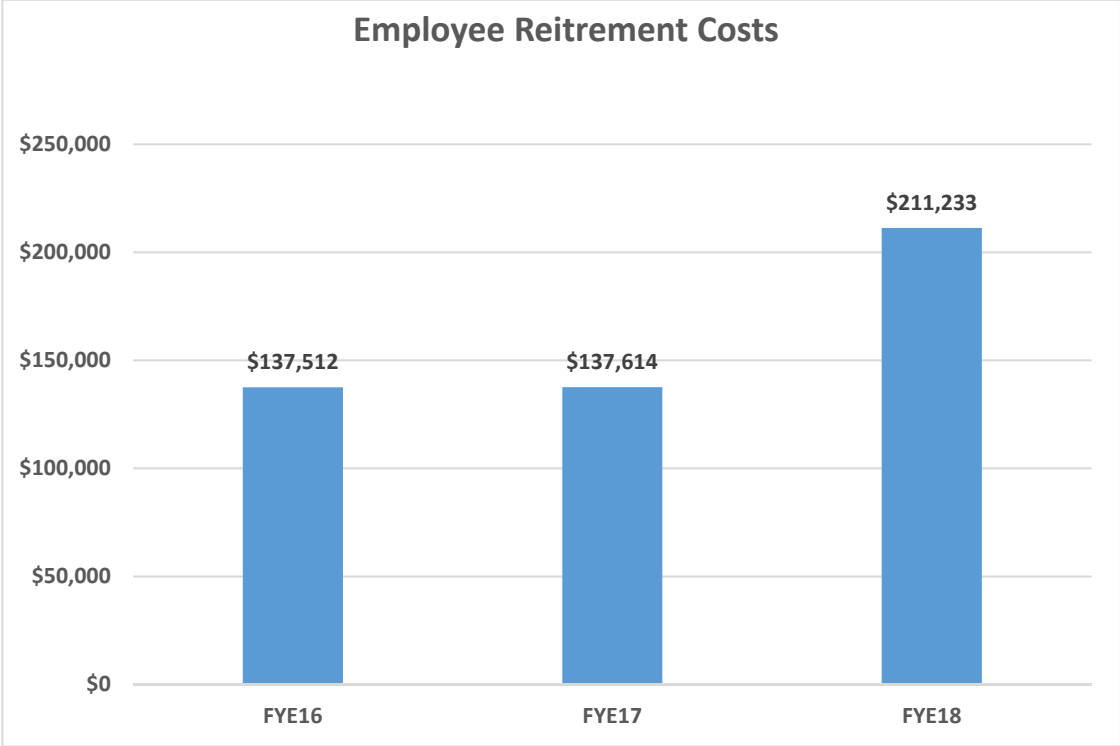
Health/Dental/Life/Vision Insurance and HRA expense is a major expense in the Village Budget. Below is a chart showing the amounts paid for Employee Insurances in the past 3 years. The change in FYE18 can be attributed to the transfer of Essex Junction Parks and Recreation from the School into the Village.





# RETIREMENT COST

Retirement costs are the employer share of the ICMA 401a contributions. The Village contributes 10% and the Employee contributes 5% of the employee's base salary to the Village's 401a Defined Contribution Plan. Below is a chart of this cost for the past 3 years. The change in FYE18 can be attributed to the transfer of Essex Junction Parks and Recreation from the School into the Village.



# CAPITAL IMPROVEMENTS

Capital Expenditures are defined as the purchase of capital equipment such as cars, trucks, property rehabilitation and the maintenance of our public roadways and infrastructure.

The Village General Fund Capital Reserve is used for large capital projects such as the replacement of infrastructure, new buildings, new roads, etc. The Capital Committee has recommended that the transfer to the Capital Reserve be increased by 15% to enable the Village to move forward with projects more quickly.

The Village Rolling Stock Fund has a replacement schedule for all heavy equipment that is on wheels.

Each of the Enterprise Funds has its own Capital Reserve related to the services provided to its fee payers.

## **General Fund Capital Reserve**

We look to specifically do the following projects:

- Engineering for Lamoille Waterline Replacement (\$42,160)

## **Rolling Stock Fund**

- No Rolling Stock purchases proposed for FYE20

## **Recreation Capital Reserve**

- Resurfacing (\$40,976)
- Lighting & technology (\$15,040)
- Buildings & Facilities (\$36,000)
- Pool (\$10,300)
- Landscaping (\$9,300)

## **Water Capital Reserve**

- Engineering for Lamoille Waterline Replacement (\$20,476)
- Water meter replacement with Radio Read Meters (\$38,254)

## **WWTF Capital Reserve**

- Primary Digester Block Re-Face (\$50,000)
- Flow EQ Digester Concrete Crack Sealing (\$25,000)

## **Sanitation Capital Reserve**

- Water meter replacement with Radio Read Meters (\$76,509)
- West St. Pump Station Control Cabinet (\$40,000) (to be reimbursed \$30,000 by Town)
- Susie Wilson PS Control Cabinet (\$40,000) (to be reimbursed \$40,000 by Town)

# TAX VALUE ILLUSTRATION



The assessed value of a home is determined by the Town Assessor. This assessment is then used until a new assessment is done. For illustrative purposes we use a house with an assessed value of \$280,000.

To determine the annual Village portion of the property tax liability, multiply the fair value by 1% and then multiply that value by the tax rates for the Village. The proposed tax rate for 2019-20 is \$.3145.

$$\$280,000 \times 1\% \times \$.3145 = \$880.60$$

To determine the monthly expense for village services, divide the tax liability by 12 months.

$$\$880.60 / 12 = \$73$$

## Value of Your Essex Tax Dollar

The following list represents a sampling of the Village services provided for the \$73 per month in property taxes.

Economic Development	Recreation
Public open space	Snow Removal/salting of roads and sidewalks
Traffic Control	Special Events
Street Lighting	Road Maintenance
Sidewalk Repairs	Village Clerk Services
Community Standards	Legal Counsel
Storm water Maintenance	Government Administration
Fire protection and Ambulance services	Brownell Library

For comparison purposes, these items denote common monthly expenses for an Essex family.

Four 12 gallon tanks of unleaded fuel at \$3.00 per gallon:	\$144.00
One month of basic cable service with one movie channel:	\$110.00
One month of cell phone service with internet:	\$ 95.00
One Fast food meal (2 adults, 2 children)	\$ 29.00

# Directory of Village Officials

## Trustees

George Tyler, Chair  
Andrew Brown, Vice-Chair  
Lori Houghton  
Dan Kerin  
Elaine Sopchak

## Village Clerk

Susan McNamara-Hill

## Management Team

### Unified Manager

Evan Teich

### Community Development Director

Robin Pierce

### Finance Director

Lauren Morrisseau

### Public Works Superintendent

Ricky Jones

### Information Technology

Rob Paluba

### Human Resources

Travis Sabataseo

### Brownell Library Director

Wendy Hysko

### Water Quality Superintendent

Jim Jutras

### Fire Chief

Chris Gaboriault

### Essex Parks & Rec Director

Brad Luck

	B	E	F	G	H	I	L	M	N	O
1	<b>Village of Essex Junction - General Fund Budget Summary</b>									
2										
3										12/14/2018
4	<b>Department Name:</b>	<b>FY17 Budget</b>	<b>FY17 Actual</b>	<b>FY18 Budget</b>	<b>FY18 Actual</b>	<b>FY19 Budget</b>		<b>FY20 Budget Proposal</b>	<b>Dollar Change from Prior Year</b>	<b>Percent Change from Prior Year</b>
5	Administration	577,165	601,544	480,637	471,850	467,906		474,314	6,408	1.37%
6	Community Development	240,043	210,328	242,565	215,201	243,310		245,294	1,984	0.82%
7	Economic Development	91,556	80,657	92,446	81,967	118,429		50,350	(68,079)	-57.49%
8	Recreation	-	-	596,709	591,042	634,823		657,867	23,044	3.63%
9	Finance	65,077	63,011	93,996	87,264	79,835		160,503	80,668	101.04%
10	Fire	277,160	277,460	295,372	326,765	331,369		454,160	122,791	37.06%
11	Highways	1,059,994	1,013,539	1,121,449	1,097,991	1,145,126		1,313,776	168,650	14.73%
12	Library	688,723	643,639	705,570	655,585	703,635		731,684	28,049	3.99%
13	Transfers	583,585	616,585	673,858	769,858	707,075		532,030	(175,045)	-24.76%
14	Misc. Grants	-	60,469	-	20,010	-		-	-	n/a
15	Buildings	147,528	151,531	198,441	209,668	205,196		259,752	54,556	26.59%
16	<b>Subtotal General Fund</b>	<b>3,730,831</b>	<b>3,718,764</b>	<b>4,501,043</b>	<b>4,527,202</b>	<b>4,636,704</b>		<b>4,879,730</b>	<b>243,026</b>	<b>5.24%</b>
17	Debt Service	222,244	199,464	315,266	315,009	317,983		313,560	(4,423)	-1.39%
18	<b>Total General Fund</b>	<b>3,953,075</b>	<b>3,918,228</b>	<b>4,816,309</b>	<b>4,842,212</b>	<b>4,954,687</b>		<b>5,193,290</b>	<b>238,603</b>	<b>4.82%</b>
19			99.12%		100.54%					

	A	B	E	F	G	H	I	L	M	N	O
1	<b>GENERAL FUND REVENUES FY20</b>										
2											12/14/2018
3	<b>Account Number:</b>	<b>Department Name:</b>	<b>FY17 Budget</b>	<b>FY17 Actual</b>	<b>FY18 Budget</b>	<b>FY18 Actual</b>	<b>FY19 Budget</b>	<b>FY20 Budget Proposal</b>	<b>Dollar Change from Prior Year</b>	<b>Percent Change from Prior Year</b>	
4	210-31101.000	Property Taxes	2,482,765	2,480,854	3,285,170	3,283,591	3,423,606	3,511,399	87,793	2.56%	
5	210-33546.000	State for Pilot & Current Use	1,900	4,301	2,000	5,362	2,000	4,500	2,500	125.00%	
6	210-33582.000	Essex Town Library Contribution	15,000	15,000	15,000	15,000	15,000	15,000	-	0.00%	
7	210-33582.001	Essex Town pmt for Stormwater	59,352	59,352	61,460	61,460	64,367	69,047	4,680	7.27%	
8	210-33582.002	Essex Town pmt for Highway Dept	1,000,642	1,000,642	1,059,989	1,059,989	1,080,759	1,244,729	163,970	15.17%	
9	210-33582.003	Essex Town Recreation Contribution	-	-	-	-	-	12,000	12,000	n/a	
10	210-34130.000	License & Zoning Fees	50,000	60,184	58,000	29,925	58,000	35,000	(23,000)	-39.66%	
11	210-34131.000	Whitcomb Farm Solar Pilot	5,400	5,280	5,000	6,733	5,000	6,700	1,700	34.00%	
12	210-34221.000	Misc. Fire Receipts	20	-	20	5	20	20	-	0.00%	
13	210-35130.000	State District Court Fines	500	1,590	1,000	1,020	1,500	1,000	(500)	-33.33%	
14	210-36102.000	Interest Earnings	1,500	2,225	1,500	2,805	2,000	2,500	500	25.00%	
15	210-36201.000	Parking Space Fees	4,800	4,400	4,800	4,800	2,400	2,400	-	0.00%	
16	210-36202.000	Lincoln Hall Rentals	1	-	-	-	-	-	-	n/a	
17	210-36400.000	Block Party Donations	1,500	2,500	1,500	575	1,500	500	(1,000)	-66.67%	
18	210-36603.000	Misc. Receipts	2,000	2,804	2,000	2,972	2,000	2,000	-	0.00%	
19	210-36605.000	Misc. Highway Receipts	3,000	4,091	4,000	5,722	4,000	4,000	-	0.00%	
20	210-36606.000	Misc. Library Receipts	400	712	500	694	500	500	-	0.00%	
21	210-36606.010	EJRP Non-Resident Fees	-	-	22,000	19,728	22,000	13,000	(9,000)	-40.91%	
22	210-39154.000	Service Fee - Water	113,888	113,888	92,948	92,948	94,014	107,598	13,584	14.45%	
23	210-39155.000	Service Fee - WWTF	56,944	56,944	46,474	46,474	47,007	53,799	6,792	14.45%	
24	210-39156.000	Service Fee - Sanitation	113,888	113,888	92,948	92,948	94,014	107,598	13,584	14.45%	
25	210-39501.000	Misc. Grants/Donations	-	59,562	-	15,182	-	-	-	n/a	
26		Unrestricted Fund Balance	35,000	-	60,000	60,000	35,000	-	(35,000)	-100.00%	
27		Lost Book Revenue	-	3,046	-	2,309	-	-	-	n/a	
28		Farmers Market Reimb.	4,575	-	-	-	-	-	-	n/a	
29	<b>Total</b>		<b>3,953,075</b>	<b>3,991,262</b>	<b>4,816,309</b>	<b>4,810,241</b>	<b>4,954,687</b>	<b>5,193,290</b>	<b>238,603</b>	<b>4.82%</b>	
30											
31					<b>Tax Rate Calculation</b>						
32							<b>FY19</b>	<b>FY20</b>			
33											
34					Grand List		11,103,656	11,206,720	0.928%		
35					GF Real Estate		797,280	797,280	0.000%		
36					Non-GF Real Estate		10,306,376	10,409,440	1.000%		
37					Tax Stabilization Reduction		(52,568)	(39,434)	-24.984%		
38					Total Grand List for Tax rate		11,051,088	11,167,286	1.051%		
39											
40					Tax Appropriation		3,423,606	3,511,399	2.564%		
41											
42					Village Tax Rate		0.3098	0.3145	1.497%		
43								0			

## Transfers and Misc. Expenditures - Village FY20 Budget Lead Sheet

**FY20 Priorities / Goals**

1. Increase the Capital Fund Contribution by 15%

4.

2. Move the rolling stock transfers into respective departments

5.

3.

6.

**New Initiatives Impacting the FY20 Budget:**

**Summary of Significant Changes:**

In FY20 the rolling stock contribution has been broken out between Highway and Fire and moved into the respective departmental budgets - this has caused a decrease in the Transfers and Misc. budget but offset with increases in Highway and Fire. Additionally, the transfer to the capital fund has increased by 15% (historically it's increased 7.5% each year). The overall decrease in this budget is \$175,045 or 25%.

**History:**

	FY20	FY19	FY18	FY17	FY16	FY15
<b>Budget</b>	\$ 532,030.00	\$ 707,075.00	\$ 673,858.00	\$ 583,585.00	\$ 690,448.00	\$ -
<b>Actual</b>		\$ 707,075.00	\$ 769,858.00	\$ 616,585.00	\$ 760,448.00	\$ -
<b>\$ Variance</b>	\$ (175,045.00)	\$ -	\$ (96,000.00)	\$ (33,000.00)	\$ (70,000.00)	\$ -
<b>% Variance</b>	-25%	0.00%	-14.25%	-5.65%	-10.14%	#DIV/0!

	A	B	E	F	G	H	I	L	M	N	O	P	Q
1	<b>Transfers and Misc. FY20 Budget Summary</b>												
2													12/11/18 1:52 PM
3	Account Number	Account Name	FY17 Budget	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY20 Budget Proposal	Dollar Change from Prior Year	Percent Change from Prior Year	Notes	FY16-FY18 Average Actual	
4	210-49100.030	Capital Fund Contribution	274,961	274,961	295,582	391,582	317,751	365,414	47,663	15%		394,456	
5	210-49100.031	Rolling Stock Fund Contribution	203,624	203,624	213,624	213,624	223,624	-	(223,624)	-100%	Move to Hwy and Fire FY20	203,624	
6	210-49100.040	Transfer for Building Maintenance	50,000	83,000	50,000	50,000	50,000	50,000	-	0%		44,333	
7	210-49100.802	Employee Termination Benefits	5,000	5,000	5,000	5,000	5,000	5,000	-	0%		3,333	
8	210-49101.030	Transfer to Parks & Rec Capital Reserve	-	-	109,652	109,652	110,700	111,616	916	1%		36,551	
9	210-49101.031	Half Penny for Ladder Truck Note	50,000	50,000	-	-	-	-	-	n/a		33,333	
10	<b>Total</b>		<b>583,585</b>	<b>616,585</b>	<b>673,858</b>	<b>769,858</b>	<b>707,075</b>	<b>532,030</b>	<b>(175,045)</b>	<b>-25%</b>		<b>715,630</b>	
11													
12													



	A	B	E	F	G	H	I	L	M	N	O	P	Q
13													
14	<b>Grants and Unanticipated Village FY20 Budget Summary</b>												
15													12/11/18 1:52 PM
16	Account Number	Account Name	FY17 Budget	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY20 Budget Proposal	Dollar Change from Prior Year	Percent Change from Prior Year	Notes	FY16-FY18 Average Actual	
17	210-49340.000	Grants & Donation Expenses	-	59,036	-	17,029	-	-	-	n/a		31,614	
18	210-49346.001	Library Replacement Expenses	-	1,432	-	2,981	-	-	-	n/a		2,133	
19	<b>Total</b>		-	<b>60,469</b>	-	<b>20,010</b>	-	-	-	<b>n/a</b>		<b>33,747</b>	
20													
21													
22													
23													
24													

## Village Debt Service FY20 Budget Lead Sheet

**FY20 Priorities / Goals**

1.

4.

2.

5.

3.

6.

**New Initiatives Impacting the FY20 Budget:**

**Summary of Significant Changes:**

In FY18 the EJRP bond had negative interest due as a result of refunding. Regular interest payments started up again in FY19. In FY20 the overall amount has decreased slightly as the interest payments on these bonds go down over time.

**History:**

	FY20	FY19	FY18	FY17	FY16	FY15
<b>Budget</b>	\$ 313,560	\$ 317,983	\$ 315,266	\$ 222,244	\$ 223,426	\$ -
<b>Actual</b>		\$ 317,983	\$ 315,009	\$ 199,464	\$ 223,426	\$ -
<b>\$ Variance</b>	\$ (4,423)	\$ -	\$ 257	\$ 22,780	\$ (0)	\$ -
<b>% Variance</b>	-1.39%	0.00%	0.08%	10.25%	0.00%	#DIV/0!

	A	B	E	F	G	H	I	L	M	N	O	P	Q
1	Village Debt Service FY20 Budget Summary												
2													12/11/18 2:15 PM
3	Account Number	Account Name	FY17 Budget	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY20 Budget Proposal	Dollar Change from Prior Year	Percent Change from Prior Year	Notes	FY16-FY18 Average Actual	
4	210-47116.000	Capital Improvements Principal	141,900	128,535	135,300	135,135	135,135	135,135	-	0.00%		135,190	
5	210-47216.000	Capital Improvements Interest	80,344	70,929	75,122	75,030	73,060	70,582	(2,478)	-3.39%		75,828	
6	210-47117.000	Parks & Rec Principal			105,000	105,000	105,000	105,000	-	0.00%		105,000	
7	210-47217.000	Parks & Rec Interest			(156)	(156)	4,788	2,843	(1,945)	-40.62%		(156)	
8			<b>222,244</b>	<b>199,464</b>	<b>315,266</b>	<b>315,009</b>	<b>317,983</b>	<b>313,560</b>	<b>(4,423)</b>	<b>-1.39%</b>		<b>245,966</b>	

## Community Development Department FY20 Budget Lead Sheet

**FY20 Priorities / Goals**

1. Municipal plan due August 2018

4.

2. Requested increase for bike/walk committee

5.

3.

6.

**New Initiatives Impacting the FY20 Budget:**

**Summary of Significant Changes:**

This budget is up less than \$2,000. Benefits costs has decreased for one employee, the telephone (land line) has been moved to the buildings department, and an increase of \$2,000 has been given to the Bike/Walk Committee (against their request of \$5,000). Staff time and resources will be directed to updating the municipal plan due August 2018.

**History:**

	FY20	FY19	FY18	FY17	FY16	FY15
<b>Budget</b>	\$ 245,294	\$ 243,310	\$ 242,565	\$ 240,043	\$ 240,975	
<b>Actual/Est.</b>		\$ 228,248	\$ 215,201	\$ 210,328	\$ 222,904	
<b>\$ Variance</b>	\$ 1,984	\$ 15,062	\$ 27,364	\$ 29,715	\$ 18,071	\$ -
<b>% Variance</b>	1%	6.19%	11.28%	12.38%	7.50%	#DIV/0!

	A	B	E	F	G	H	I	L	M	N	O	P	Q
1	Community Development Department FY20 Budget Summary												
2													12/13/18 7:51 AM
3	Account Number	Account Name	FY17 Budget	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY20 Budget Proposal	Dollar Change from Prior Year	Percent Change from Prior Year	Notes	FY16-FY18 Average Actual	
4	210-41970.110	Salaries - Regular	138,199	137,901	142,264	141,467	145,419	151,846	6,427	4.42%		137,641	
5	210-41970.130	Salaries - Overtime	-	-	-	-	-	-	-	n/a		-	
6	210-41970.210	Health Ins & Other Benefits	35,375	29,306	38,696	33,885	32,128	23,680	(8,448)	-26.29%	One person from 2 pers to	30,930	
7	210-41970.220	Social Security	10,894	10,934	11,212	11,208	11,454	11,616	162	1.41%		10,920	
8	210-41970.230	Retirement	13,820	13,643	14,226	14,070	14,542	15,185	643	4.42%		13,691	
9	210-41970.310	Board Member Fees	3,600	3,350	3,600	3,300	3,600	3,600	-	0.00%		3,317	
10	210-41970.320	Legal Services	12,000	1,914	12,000	1,327	12,000	12,000	-	0.00%		3,034	
11	210-41970.330	Other Professional Services	6,000	-	6,000	-	6,000	6,000	-	0.00%		3,391	
12	210-41970.340	Computer Expenses	4,000	2,875	-	2,507	-	-	-	n/a		2,774	
13	210-41970.500	Training, Conferences, Dues	3,500	1,833	3,500	891	3,000	2,000	(1,000)	-33.33%		1,411	
14	210-41970.530	Communications	2,500	817	2,500	824	1,500	2,000	500	33.33%		1,182	
15	210-41970.535	Telephone Services	655	567	567	567	567	567	-	0.00%	Director Cell phone only - land line to buildings	567	
16	210-41970.536	Postage	600	624	600	320	700	700	-	0.00%		467	
17	210-41970.550	Printing and Advertising	3,000	2,227	3,000	1,137	3,000	3,000	-	0.00%		2,154	
18	210-41970.572	Interview Costs	-	-	-	-	-	-	-	n/a		-	
19	210-41970.575	Recording Fees	-	-	-	-	-	-	-	n/a		50	
20	210-41970.580	Travel	2,400	2,879	2,400	2,675	2,400	2,600	200	8.33%		2,651	
21	210-41970.610	Supplies	2,000	1,460	2,000	1,022	2,000	2,000	-	0.00%		1,478	
22	210-41970.700	Bike/Walk Committee	-	-	-	-	5,000	7,000	2,000	40.00%	Additional 5K request from Bike/Walk - 2K added	-	
23	210-41970.891	Capital Outlay	1,500	-	-	-	-	1,500	1,500	n/a		484	
24			<b>240,043</b>	<b>210,328</b>	<b>242,565</b>	<b>215,201</b>	<b>243,310</b>	<b>245,294</b>	<b>1,984</b>	<b>0.82%</b>		<b>216,144</b>	
25													

	A	B	E	F	G	H	I	L	M	N	O	P	Q
1	<b>Community Development Department FY20 Budget Summary</b>												
2													12/13/18 7:55 AM
3	Account Number	Account Name	FY17 Budget	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY20 Budget Proposal	Dollar Change from Prior Year	Percent Change from Prior Year	Notes	FY16-FY18 Average Actual	
26	<b>Footnote A: Information detailing what was moved to establish buildings and finance departments</b>							-					
27													
28	<b>Accounts moved to the Buildings Department</b>												
29	210-41970.535	Telephone Services	989	989	1,077	829	1,077						
30		<b>Total Moved to Buildings</b>	989	989	1,077	829	1,077						
31													
32	<b>Accounts moved to the Finance Department</b>												
33	210-41970.226	Workers Comp Insurance	418	440	510	605	415						
34	210-41970.250	Unemployment Insurance	252	112	125	39	113						
35	210-41970.521	Liability & Property Insurance	3,124	3,500	2,822	2,540	3,042						
36	210-41970.522	Public Officials Liability	6,386	6,265	6,172	5,956	5,727						
37		<b>Total Moved to Finance</b>	10,180	10,317	9,629	9,140	9,297						
38		Dept total including buildings & Finance	11,169	11,306	10,706	9,969	10,374						
39		<b>Dept total from PY budget</b>	<b>251,212</b>	<b>221,634</b>	<b>253,271</b>	<b>225,170</b>	<b>253,684</b>						
40													
41													
42	<b>Summary of ComDev Related Accounts in Buildings Department</b>												
43	210-41945.020	Telephone - 2 Lincoln Street	989	989	1,077	829	1,077						
44													
45	<b>Summary of ComDev Related Accounts in Finance Dept</b>												
46	210-41510.226	Workers Comp Insurance	418	440	510	605	415						
47	210-41510.250	Unemployment Insurance	252	112	125	39	113						
48	210-41510.521	Liability & Property Ins	3,124	3,500	2,822	2,540	3,042						
49	210-41510.522	Public Officials Liability	6,386	6,265	6,172	5,956	5,727						
50		New Admin Charges in Finance & Buildings	11,169	11,306	10,706	9,969	10,374						

## Economic Development Department FY20 Budget Lead Sheet

**FY20 Priorities / Goals**

1. Shift staffing out of this department to Admin to more accurately reflect duties.

4.

2. Continued support of local events

5.

3.

6.

**New Initiatives Impacting the FY20 Budget:**

**Summary of Significant Changes:**

The one full time employee who had previously been expensed to this department has been moved to Admin as her job duties have shifted. Funds to support community events (Train Hop, SteAmfest) are included in this budget. Matching grants has remained at \$20,000.

**History:**

	FY20	FY19	FY18	FY17	FY16	FY15
<b>Budget</b>	\$ 50,350	\$ 118,429	\$ 92,446	\$ 91,556	\$ 87,014	
<b>Actual</b>		\$ 75,035	\$ 81,967	\$ 80,657	\$ 69,939	
<b>\$ Variance</b>	\$ (68,079)	\$ 43,394	\$ 10,479	\$ 10,899	\$ 17,075	\$ -
<b>% Variance</b>	-57.49%	36.64%	11.34%	11.90%	19.62%	#DIV/0!

	A	B	E	F	G	H	I	L	M	N	O	P	Q
1	<b>Economic Development Department FY20 Budget Summary</b>												
2													12/13/18 7:58 AM
3	Account Number	Account Name	FY17 Budget	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY20 Budget Proposal	Dollar Change from Prior Year	Percent Change from Prior Year	Notes	FY16-FY18 Average Actual	
4	210-41335.110	Salaries - Regular	29,532	29,342	31,060	30,613	32,135	-	(32,135)	-100.00%	Darby moved to Admin 11/1/18	29,408	
5	210-41335.130	Salaries - Overtime	-	-	-	149	-	-	-	n/a		50	
6	210-41335.140	Salaries - Part Time	5,850	5,400	4,950	1,125	4,950	-	(4,950)	-100.00%	Farmers Mkt Corp Disolved	4,125	
7	210-41335.210	Health Ins & Other Benefits	17,688	15,003	19,348	17,118	28,513	-	(28,513)	-100.00%	Darby moved to Admin 11/1/18	15,693	
8	210-41335.220	Social Security	2,733	2,272	2,782	2,382	2,837	-	(2,837)	-100.00%		2,353	
9	210-41335.230	Retirement	2,953	2,934	3,106	3,058	3,214	-	(3,214)	-100.00%		2,945	
10	210-41335.810	Community Events & Programs	4,000	4,074	4,000	2,933	8,280	10,850	2,570	31.04%	Train Hop, SteAmfest, other events	3,439	
11	210-41335.811	Annual Support of Organizations	9,300	7,590	7,700	7,581	9,000	9,500	500	5.56%		7,585	
12	210-41335.812	New Programs	2,500	2,500	2,500	1,500	2,500	2,500	-	0.00%		1,333	
13	210-41335.813	Matching Grant Funds	10,000	1,500	10,000	8,589	20,000	20,000	-	0.00%		3,548	
14	210-41335.835	Block Party Expense	7,000	7,824	7,000	6,919	7,000	7,500	500	7.14%	Run by EJRP	5,915	
15	210-41335.891	Capital Outlay	-	2,218	-	-	-	-	-	n/a		1,126	
16			<b>91,556</b>	<b>80,657</b>	<b>92,446</b>	<b>81,967</b>	<b>118,429</b>	<b>50,350</b>	<b>(68,079)</b>	<b>-57.49%</b>		<b>77,521</b>	
17													
18	<b>Footnote A: Information detailing what was moved to establish finance department</b>												
19													
20	<b>Accounts moved to the Finance Department</b>												
21	210-41335.226	Workers Comp Insurance	107	110	129	136	106						
22	210-41335.250	Unemployment Insurance	170	63	126	23	65						
23	210-41335.521	Liability & Property Insurance	188	361	204	299	170						
24		<b>Total Moved to Finance</b>	<b>465</b>	<b>534</b>	<b>459</b>	<b>458</b>	<b>341</b>						
25		<b>Dept total from PY budget</b>	<b>92,021</b>	<b>81,191</b>	<b>92,905</b>	<b>82,425</b>	<b>118,770</b>						
26													
27													
28	<b>Summary of Econ Dev Related Accounts in Finance Dept</b>												
29	210-41510.226	Workers Comp Insurance	107	110	129	136	106						
30	210-41510.250	Unemployment Insurance	170	63	126	23	65						
31	210-41510.521	Liability & Property Ins	188	361	204	299	170						
32		<b>New Econ Dev Charges in Finance</b>	<b>465</b>	<b>534</b>	<b>459</b>	<b>458</b>	<b>341</b>						



## Administration Department FY20 Budget Lead Sheet

**FY20 Priorities / Goals**

1. Improvement of Communications with Constituents

4. Reclassification of employees

2. Consolidation efforts continue.

5.

3. Pay and Classification Study

6.

**New Initiatives Impacting the FY20 Budget:**

Moved Communications Coordinator from Economic Development to Administration. Money included to pay for Attorney dealing with Governance questions.

**Summary of Significant Changes:**

Overall Admin budget is up \$6,408 or 1.37%, this includes moving the Communications Coordinator into Admin from Economic Development and moving the Accountant out of Admin and into a newly created Finance Department. The net of these staffing changes and the new Assistant to the Manager is a decrease of \$11,750. Shared employee expenses have decreased as the proposed IT tech from the FY19 budget has been eliminated. Audit, workers comp, unemployment and liability insurances have all been moved to the Finance department as part of budgetary alignment. FY20 is the biannual pay and classification study (increase of \$10,800); the communications line is increased as a result of an increase for Channel 17; Other Professional Services are up to account for Dan Richardson

**History:**

	FY20	FY19	FY18	FY17	FY16	FY15
<b>Budget</b>	\$ 474,314	\$ 467,906	\$ 480,637	\$ 577,165	\$ 568,774	
<b>Actual</b>		\$ 477,609	\$ 471,850	\$ 601,544	\$ 540,951	
<b>\$ Variance</b>	\$ 6,408	\$ (9,703)	\$ 8,787	\$ (24,379)	\$ 27,823	\$ -
<b>% Variance</b>	1.37%	-2.07%	1.83%	-4.22%	4.89%	#DIV/0!

	A	B	E	F	G	H	I	L	M	N	O	P	Q
1	Administration Department FY20 Budget Summary												
2													12/13/18 8:01 AM
3	Account Number	Account Name	FY17 Budget	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY20 Budget Proposal	Dollar Change from Prior Year	Percent Change from Prior Year	Notes	FY16-FY18 Average Actual	
4	210-41320.110	Salaries - Regular	280,713	289,771	195,666	202,163	208,400	164,294	(44,106)	-21.16%	Asst. to Manager 34% Town, Accountant transferred to Finance, Darby moved to Admin 11/1/18	255,539	
5	210-41320.130	Salaries - Overtime	2,500	6,484	3,500	6,568	6,500	-	(6,500)	-100.00%	Accountant moved to Finance	5,447	
6	210-41320.140	Salaries - Part Time	13,751	18,732	19,234	5,944	5,025	4,798	(227)	-4.52%		13,179	
7	210-41320.150	Manager Contract	64,575	64,575	66,835	66,835	65,000	67,200	2,200	3.38%		64,303	
8	210-41320.152	Shared Employee Expense	-	-	-	5,046	25,763	23,186	(2,577)	-10.00%	34% HR Director (IT Tech removed)	1,682	
9	210-41320.210	Health Ins & Other Benefits	70,751	64,017	58,044	56,702	45,869	90,186	44,317	96.62%	Added Darby (F) and Tammy (F) took off Patty (S). Cindy (Opt out) moved to Finance	61,734	
10	210-41320.220	Social Security	23,333	25,674	17,096	17,602	17,096	14,382	(2,714)	-15.88%		22,065	
11	210-41320.230	Retirement	28,071	27,835	19,567	19,850	20,840	18,321	(2,519)	-12.09%		24,846	
12	210-41320.291	Health Improv Programs	1,600	1,083	1,600	860	1,600	1,600	-	0.00%	Employee Appreciation & inservice	841	
13	210-41320.310	Board Member Fees	2,500	2,500	2,500	2,500	2,500	2,500	-	0.00%		2,500	
14	210-41320.320	Legal Services	15,000	17,127	15,000	21,485	15,000	17,000	2,000	13.33%		15,676	
15	210-41320.330	Other Professional Services	1,000	-	16,000	10,714	1,000	12,000	11,000	1100.00%	Dan Richardson	3,612	
16	210-41320.340	Computer Expenses	13,000	11,722	4,000	8,000	2,220	2,220	-	0.00%		10,467	
17	210-41320.442	Leased Services	4,800	4,248	4,000	4,317	4,525	4,000	(525)	-11.60%	new copier	4,023	
18	210-41320.500	Training, Conferences, Dues	13,734	4,566	9,300	2,930	9,300	6,000	(3,300)	-35.48%		5,065	
19	210-41320.530	Communications	16,387	16,692	18,748	16,294	17,968	20,492	2,524	14.05%	Increase for Channel 17 (4K of 6K ask), 2 additional newsletters, moved internet to buildings	14,707	
20	210-41320.536	Postage	4,000	1,329	3,500	367	2,000	500	(1,500)	-75.00%	postage has dropped significantly ??	1,317	
21	210-41320.550	Printing and Advertising	5,500	4,273	5,500	2,205	5,000	3,000	(2,000)	-40.00%		3,559	
22	210-41320.560	Trustees Expenditures	4,000	3,373	4,000	3,661	4,000	4,000	-	0.00%		3,118	
23	210-41320.571	Pay & Classification Study	200	-	6,047	10,821	200	11,000	10,800	5400.00%	study done every other year	5,507	
24	210-41320.580	Travel	-	222	2,000	246	300	300	-	0.00%		622	
25	210-41320.610	Supplies	6,000	4,293	6,000	5,257	5,000	5,000	-	0.00%		4,871	
26	210-41320.820	Elections	1,500	2,052	1,500	1,282	1,500	1,500	-	0.00%		1,566	
27	210-41320.835	Holiday Expense	1,250	1,290	1,000	200	1,300	835	(465)	-35.77%		768	
28	210-41320.891	Capital Outlay	3,000	1,735	-	-	-	-	-	n/a		958	
29	210-41320.892	Transfer to Town for Benes	-	27,950	-	-	-	-	-	n/a		9,317	
30			<b>577,165</b>	<b>601,544</b>	<b>480,637</b>	<b>471,850</b>	<b>467,906</b>	<b>474,314</b>	<b>6,408</b>	<b>1.37%</b>		<b>537,290</b>	
31													

	A	B	E	F	G	H	I	L	M	N	O	P	Q
1	Administration Department FY20 Budget Summary												
2													12/13/18 8:01 AM
3	Account Number	Account Name	FY17 Budget	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY20 Budget Proposal	Dollar Change from Prior Year	Percent Change from Prior Year	Notes	FY16-FY18 Average Actual	
32	<b>Footnote A: Information detailing what was moved to establish buildings and finance departments</b>												
33													
34	<b>Accounts moved to the Buildings Department</b>												
35	210-41320.535	Telephone Services	1,980	1,694	1,980	1,815	1,700						
36	210-41320.530	Communications (partial move)	419	419	419	419	419						
37		<b>Total Moved to Buildings</b>	<b>2,399</b>	<b>2,113</b>	<b>2,399</b>	<b>2,234</b>	<b>2,119</b>						
38													
39	<b>Accounts moved to the Finance Department</b>												
40	210-41320.226	Workers Comp Insurance	896	963	774	1,157	684						
41	210-41320.250	Unemployment Insurance	607	291	317	68	300						
42	210-41320.335	Audit	7,059	5,746	6,063	6,064	6,160						
43	210-41320.521	Liability & Property Insurance	8,619	9,192	7,140	5,822	4,239						
44	210-41320.522	Public Officials Liability	6,386	6,265	6,172	5,956	5,727						
45		<b>Total Moved to Finance</b>	<b>23,567</b>	<b>22,457</b>	<b>20,466</b>	<b>19,067</b>	<b>17,110</b>						
46		Dept total including buildings & Finance	25,966	24,570	22,865	21,301	19,229						
47		<b>Dept total from PY budget</b>	<b>603,131</b>	<b>626,114</b>	<b>503,502</b>	<b>493,151</b>	<b>487,135</b>						
48													
49													
50	<b>Summary of Admin Related Accounts in Buildings Department</b>												
51	210-41945.020	Telephone - 2 Lincoln Street	2,399	2,113	2,399	2,234	2,119						
52													
53	<b>Summary of Admin Related Accounts in Finance Dept</b>												
54	210-41510.226	Workers Comp Insurance	896	963	774	1,157	684						
55	210-41510.250	Unemployment Insurance	607	291	317	68	300						
56	210-41510.335	Audit	7,059	5,746	6,063	6,064	6,160						
57	210-41510.521	Liability & Property Ins	8,619	9,192	7,140	5,822	4,239						
58	210-41510.522	Public Officials Liability	6,386	6,265	6,172	5,956	5,727						
59		<b>New Admin Charges in Finance &amp; Buildings</b>	<b>25,966</b>	<b>24,570</b>	<b>22,865</b>	<b>21,301</b>	<b>19,229</b>						
60													

## EJRP FY20 Budget Lead Sheet

### FY20 Priorities / Goals

1. Be prepared to co-locate with Essex Parks & Recreation (EPR) at 75 Maple Street starting in September 2019, while also ensuring the resources to operate if co-location does not happen

2. Start a multi-year plan to align recreation position responsibilities and pay with Essex Parks & Recreation

3. Start a multi-year plan to align general operating procedures with Village/Town

#### New Initiatives Impacting the FY20 Budget:

As we prepare for better alignment with Essex Parks & Recreation, potential co-location of the recreation departments at 75 Maple Street, and alignment of operating procedures with the Village/Town, there are three things driving our budgets for FY20 (and one consideration for FY21 and beyond).

1. **Alignment of Office Coordinator position:** The starting wage for the administrative assistant is higher (note: they have two levels - one at \$17.27, and a second at \$18.51) at EPR vs. our office coordinator position (\$16.61). Additionally, our office coordinator position has responsibilities and job tasks similar to the second level administrative assistant. As such, we have budgeted to move the office coordinator position from Grade 5 (\$16.61) to Grade 6 (\$18.41). This will ensure that the position is being paid equitably for the work that is being done. This explains why our Salaries - Regular are up more than the 4% increase that was budgeted for all other positions. The good news is that this is only one of two (out of eleven) positions where EJRP pay needs to come up to align with EPR.

2. **Shared Communications position with EPR:** As we consider co-location, our need for additional administrative support will be diminished if EPR is located at 75 Maple Street, as there will then be two people to perform customer service support. Thus, we re-purposed this allocation to fund a 20-hour per week communications coordinator (50% paid for by EJRP and 50% by EPR). This position will be jointly hired and supervised by the two directors and serve as the leader of our communications - website, social media, FPF, press releases, flyers, brochures, etc. Other needs for the two departments are sponsorships and grant writing. These aspects could be added in over time if the position were to move to full-time, or as other positions change with co-location/alignment efforts.

3. **Addressing Grounds & Facilities needs & practices:** Last year we eliminated several part-time, seasonal maintenance support positions and our cleaning support, in order to hire a grounds & facilities technician at Grade 4 (starting at \$14.95). This additional full-time support to meet our growing grounds and facilities needs has proven incredibly valuable. However, the job responsibilities and timeframes have presented some significant challenges in maximizing the value that this person can add. During our busiest times of grass growing and programs happening (spring through fall), it is also the time that our facilities demand the most amount of cleaning, requiring half or more of the position's time. This is not meeting our grounds and facilities needs. Additionally, it does not align with EPR's parks maintenance technician position or pay (starting at \$17.27), nor does the practice of having a full-time employee provide cleaning services align with how Village/Town facilities are managed (all other facilities have external cleaning services). Given all of this, we are proposing to hire a cleaning service for six-months of the year in FY20 for Maple Street and Park Street School. This will allow our grounds and facilities technician to focus on the parks, pools, and facilities from April 15-October 15, move the position responsibilities more in line with the parks maintenance technician position in the Town, and better align the Village/Town operational practice of utilizing a cleaning service. As the move to consolidate building responsibilities and expenses is happening in the Village and Town, we believe we need to be consistent with the operational practices of others. To offset this increase in the Buildings Fund, we have reduced some staffing in our parks and facilities general fund, as well as moved some expenses to the program fund. There is a net decrease in general fund parks and facilities spending.

4. **Alignment of Grounds & Facilities Technician position in the future:** While we are not seeing the full effects in FY20, the goal is to move all 12-months of cleaning responsibilities to be provided externally, remove them from our grounds & facilities technician position, align the responsibilities of the position with the Town parks maintenance technician (starts at \$17.27), and align the starting pay from Grade 4 (starts at \$14.95) to Grade 5 (starts at \$16.61). We hope to accomplish this in future budgets.

#### History:

	FY20	FY19	FY18	FY17	FY16	FY15
<b>Budget</b>	\$ 657,867	\$ 634,823	\$ 596,709	\$ -	\$ -	
<b>Actual</b>		\$ 634,823	\$ 591,042	\$ -	\$ -	
<b>\$ Variance</b>	\$ 23,044	\$ -	\$ 5,667	\$ -	\$ -	\$ -
<b>% Variance</b>	3.63%	0.00%	0.95%	#DIV/0!	#DIV/0!	#DIV/0!

	A	B	G	H	I	L	M	N	O	P	Q
1	<b>EJRP FY20 Budget Summary</b>										
2											12/11/18 3:47 PM
3	Account Number	Account Name	FY18 Budget	FY18 Actual	FY19 Budget	FY20 Budget Proposal	Dollar Change from Prior Year	Percent Change from Prior Year	Notes	FY16-FY18 Average Actual	
4		<b>ADMINISTRATION</b>									
5	210-45110.110	Salaries - Regular	204,759	203,005	217,566	234,240	16,674	7.66%		203,005	
6	210-45110.140	Salaries - Part Time	7,385	5,895	7,076	8,800	1,724	24.36%		5,895	
7	210-45110.210	Health Ins & Other Benefits	74,554	76,992	107,123	112,676	5,553	5.18%		76,992	
8	210-45110.220	Social Security	16,229	16,175	17,185	18,593	1,408	8.19%		16,175	
9	210-45110.230	Retirement	20,477	22,582	24,234	26,003	1,769	7.30%		22,582	
10	210-45110.291	Health Imp Programs	1,400	2,057	-	-	-	n/a		2,057	
11	210-45110.330	Other Professional Services	14,500	11,121	8,220	8,220	-	0.00%		11,121	
12	210-45110.340	Computer Expenses	9,350	10,377	9,120	9,540	420	4.61%		10,377	
13	210-45110.500	Training, Conferences, Dues	9,784	10,684	9,988	10,288	300	3.00%		10,684	
14	210-45110.530	Communications	17,500	13,735	12,500	8,000	(4,500)	-36.00%		13,735	
15	210-45110.535	Telephone Services	6,000	2,268	3,600	3,960	360	10.00%		2,268	
16	210-45110.550	Printing & Advertising	3,460	2,928	3,639	3,500	(139)	-3.82%		2,928	
17	210-45110.610	Supplies	6,004	4,991	5,000	5,000	-	0.00%		4,991	
18	210-45110.813	Scholarships	5,000	5,000	4,000	4,000	-	0.00%		5,000	
19		<b>PARKS and FACILITIES</b>									
20	210-45220.110	Salaries - Regular	60,250	64,726	93,636	101,109	7,473	7.98%		64,726	
21	210-45220.140	Salaries - Part Time	44,697	57,425	24,977	20,500	(4,477)	-17.92%		57,425	
22	210-45220.210	Health Ins & Other Benefits	18,624	14,684	21,775	26,097	4,322	19.85%		14,684	
23	210-45220.220	Social Security	8,028	9,371	9,074	9,303	229	2.52%		9,371	
24	210-45220.230	Retirement	6,025	6,357	9,364	10,111	747	7.98%		6,357	
25	210-45220.291	Health Imp Programs	350	-	-	-	-	n/a		-	
26	210-45220.330	Other Professional Services	29,590	12,229	14,710	5,725	(8,985)	-61.08%	moved rubbish removal to buildings	12,229	
27	210-45220.434	Maintenance - Buildings/Grounds	10,694	11,577	9,996	11,073	1,077	10.77%		11,577	
28	210-45220.441	Land Lease	500	500	500	500	-	0.00%		500	
29	210-45220.442	Equipment Rental	7,500	7,918	7,300	1,800	(5,500)	-75.34%	moved lift rental to program fund	7,918	
30	210-45220.500	Training, Conferences, Dues	1,887	-	1,990	4,144	2,154	108.24%		-	
31	210-45220.610	Supplies	12,162	18,447	12,250	14,685	2,435	19.88%		18,447	
32			<b>596,709</b>	<b>591,042</b>	<b>634,823</b>	<b>657,867</b>	<b>23,044</b>	<b>3.63%</b>		<b>197,014</b>	
33											

	A	B	G	H	I	L	M	N	O	P	Q
1	<b>EJRP FY20 Budget Summary</b>										
2											12/11/18 3:47 PM
3	Account Number	Account Name	FY18 Budget	FY18 Actual	FY19 Budget	FY20 Budget Proposal	Dollar Change from Prior Year	Percent Change from Prior Year	Notes	FY16-FY18 Average Actual	
34	<b>Footnote A: Information detailing what was moved to establish buildings and finance departments</b>										
35											
36	<b>Accounts moved to the Buildings Department</b>										
37	210-45220.330	Other Professional Services (Rubbish)	3,600	3,600	3,600						
38	210-45220.410	Water & Sewer Charges	3,975	5,048	4,296						
39	210-45220.622	Electrical Service	28,009	33,927	29,852						
40	210-45220.623	Heating/Natural Gas	5,409	7,640	5,574						
41	210-45220.626	Gas, Grease & Oil	2,109	3,184	2,923						
42		<b>Total Moved to Buildings</b>	<b>43,102</b>	<b>53,399</b>	<b>46,245</b>						
43											
44	<b>Accounts moved to the Finance Department</b>										
45	210-45110.226	Workers Comp Insurance	7,685	2,051	9,538						
46	210-45110.250	Unemployment Insurance	5,652	1,174	2,594						
47	210-45110.521	Liability & Property Insurance	21,580	33,345	18,564						
48		<b>Total Moved to Finance</b>	<b>34,917</b>	<b>36,570</b>	<b>30,696</b>						
49		Dept total including buildings & Finance	78,019	89,969	76,941						
50		<b>Dept total from PY budget</b>	<b>674,728</b>	<b>681,011</b>	<b>711,764</b>						
51											
52											
53	<b>Summary of EJRP Related Accounts in Buildings Department</b>										
54	210-41942.026	Repair & Maintenance Buildings - Maple Street Park and Pool	3,600	3,600	3,600						
55	210-41941.026	Water/Sewer - Maple Street Park and Pool	3,975	5,048	4,296						
56	210-41947.026	Electricity - Maple Street Park and Pool	28,009	33,927	29,852						
57	210-41948.026	Natural Gas - Maple Street Park and Pool	5,409	7,640	5,574						
58	210-41944.022	Gasoline - Maple Street Park and Pool	2,109	3,184	2,923						
59		<b>Total Moved to Buildings</b>	<b>43,102</b>	<b>53,399</b>	<b>46,245</b>						
60											
61	<b>Summary of EJRP Related Accounts in Finance Dept</b>										
62	210-41510.226	Workers Comp Insurance	7,685	2,051	9,538						
63	210-41510.250	Unemployment Insurance	5,652	1,174	2,594						
64	210-41510.521	Liability & Property Ins	21,580	33,345	18,564						
65		<b>New EJRP Charges in Finance &amp; Buildings</b>	<b>78,019</b>	<b>89,969</b>	<b>76,941</b>						

## Buildings Department FY20 Budget Lead Sheet

**FY20 Priorities / Goals**

1. Buildings Manager to take on maintenance of all the

4.

2.

5.

3.

6.

**New Initiatives Impacting the FY20 Budget:**

**Summary of Significant Changes:**

**History:**

	FY20	FY19	FY18	FY17	FY16	FY15
<b>Budget</b>	259,752	205,196	198,441	147,528	-	
<b>Actual</b>		205,196	209,668	151,531	-	
<b>\$ Variance</b>	54,556	-	(11,227)	(4,003)	-	\$ -
<b>% Variance</b>	26.59%	0.00%	-5.66%	-2.71%	0.00%	#DIV/0!

	A	B	E	F	G	H	I	L	M	N	O	P	Q
1	Buildings Department FY20 Budget Summary												
2													12/14/2018
3	<b>Account Number</b>	<b>Account Name</b>	<b>FY17 Budget</b>	<b>FY17 Actual</b>	<b>FY18 Budget</b>	<b>FY18 Actual</b>	<b>FY19 Budget</b>	<b>FY20 Budget Proposal</b>	<b>Dollar Change from Prior Year</b>	<b>Percent Change from Prior Year</b>	<b>Notes</b>	<b>FY16-FY18 Average Actual</b>	
4	210-41940.210	Salaries - Regular						18,000	18,000	n/a	30% of Building Superintendent	#DIV/0!	
5	210-41940.130	Salaries - Overtime						-	-	n/a		#DIV/0!	
6	210-41940.210	Group Insurance						-	-	n/a		#DIV/0!	
7	210-41940.220	Social Security						1,377	1,377	n/a		#DIV/0!	
8	210-41940.230	Retirement						-	-	n/a		#DIV/0!	
9	210-41940.290	Other Employee Benefits						-	-	n/a		#DIV/0!	
10	210-41940.500	Training, Conferences & Dues						-	-	n/a		#DIV/0!	
11										n/a		#DIV/0!	
12	210-41941.020	Water/Sewer - 2 Lincoln Street (210-41940.410)	1,000	992	1,000	838	1,000	1,000	-	0.00%		915	
13	210-41941.021	Water/Sewer - Brownell Library	900	837	900	614	900	900	-	0.00%		726	
14	210-41941.022	Water/Sewer - Village Fire Station	600	603	610	484	610	500	(110)	-18.03%		544	
15	210-41941.023	Water/Sewer - Park Street School	-	-	-	600	575	650	75	13.04%		300	
16	210-41941.026	Water/Sewer - Maple Street Park and Pool	-	-	3,975	5,048	4,296	5,199	903	21.02%		2,524	
17		<b>Water/Sewer Subtotal</b>	<b>2,500</b>	<b>2,432</b>	<b>6,485</b>	<b>7,584</b>	<b>7,381</b>	<b>8,249</b>	<b>868</b>	<b>11.76%</b>		<b>3,339</b>	
18													
19	210-41942.020	Repair & Maintenance Buildings - 2 Lincoln Street (210-41940.434; 210-41940.565)	11,000	10,825	12,200	12,048	11,500	11,800	300	2.61%	Maint Bldg/Grnd + Rubbish Removal	11,437	
20	210-41942.021	Repair & Maintenance Buildings - Brownell Library	19,525	25,956	20,525	24,415	22,625	24,625	2,000	8.84%	Maint Bldg/Grnd + Alarm Maint	25,186	
21	210-41942.022	Repair & Maintenance Buildings - Village Fire Station	6,000	11,250	6,000	5,037	6,000	6,000	-	0.00%		8,144	
22	210-41942.023	Repair & Maintenance Buildings - Park Street School	-	-	-	794	600	600	-	0.00%	Rubbish Removal	397	
23	210-41942.026	Repair & Maintenance Buildings - Maple Street Park and Pool	-	-	3,600	3,600	3,600	3,600	-	0.00%	Rubbish Removal	1,800	
24		<b>Repair &amp; Maintenance Subtotal</b>	<b>36,525</b>	<b>48,031</b>	<b>42,325</b>	<b>45,894</b>	<b>44,325</b>	<b>46,625</b>	<b>2,300</b>	<b>5.19%</b>		<b>31,308</b>	
25													
26	210-41943.020	Contractual Services - 2 Lincoln Street (210-41940.423)	9,565	8,857	9,000	8,592	9,000	9,000	2,300	25.56%	Cleaning	8,725	
27	210-41943.021	Contractual Services - Brownell Library	28,425	29,213	33,183	30,493	34,000	34,000	-	0.00%	Cleaning	29,853	
28	210-41943.022	Contractual Services - Village Fire Station	-	-	-	-	-	-	-	n/a		-	
29	210-41943.023	Contractual Services - Park Street School	-	-	-	-	-	-	-	n/a		-	
30	210-41943.026	Contractual Services - Maple Street Park and Pool	-	-	-	-	-	19,200	19,200	n/a	Cleaning; adding people and programming with co-location; can we stop the sunset studio lease and use those funds to help fund this	-	
31		<b>Contractual Services Subtotal</b>	<b>37,990</b>	<b>38,070</b>	<b>42,183</b>	<b>39,085</b>	<b>43,000</b>	<b>62,200</b>	<b>19,200</b>	<b>44.65%</b>		<b>25,718</b>	
32													
33	210-41944.022	Gasoline - Village Fire Station	6,500	3,656	6,000	5,001	6,000	6,000	-	0.00%		4,329	
34	210-41944.022	Gasoline - Maple Street Park and Pool	-	-	2,109	3,184	2,923	3,101	178	6.09%		1,592	
35		<b>Gasoline Subtotal</b>	<b>6,500</b>	<b>3,656</b>	<b>8,109</b>	<b>8,185</b>	<b>8,923</b>	<b>9,101</b>	<b>178</b>	<b>1.99%</b>		<b>3,947</b>	
36													



	A	B	E	F	G	H	I	L	M	N	O	P	Q
1	Buildings Department FY20 Budget Summary												
2													12/14/2018
3	Account Number	Account Name	FY17 Budget	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY20 Budget Proposal	Dollar Change from Prior Year	Percent Change from Prior Year	Notes	FY16-FY18 Average Actual	
37	210-41945.020	Telephone - 2 Lincoln Street	3,848	3,562	3,956	3,545	3,676	3,676	-	0.00%	Land lines and internet from Admin and LH & Com Dev	3,554	
38	210-41945.021	Telephone - Brownell Library	1,200	1,213	1,200	1,307	1,200	1,400	200	16.67%		1,260	
39	210-41945.022	Telephone - Village Fire Station	2,115	2,115	2,115	2,115	2,115	2,115	-	0.00%	Internet and Land lines - not cell phones and cable TV	2,115	
40	210-41945.023	Telephone - Park Street School	-	-	-	-	-	2,520	2,520	n/a	note: moved in from program fund	-	
41	210-41945.026	Telephone - Maple Street Park and Pool	-	-	-	-	-	5,340	5,340	n/a	note: moved in from program fund	-	
42		<b>Telephone Subtotal</b>	<b>7,163</b>	<b>6,890</b>	<b>7,271</b>	<b>6,967</b>	<b>6,991</b>	<b>15,051</b>	<b>8,060</b>	<b>115.29%</b>		<b>4,619</b>	
43													
44	210-41946.020	General Supplies - 2 Lincoln Street (210-41940.610)	2,800	2,992	2,500	2,402	2,000	2,000	-	0.00%	toilet paper, paper towels, garbage bags etc	2,697	
45	210-41946.021	General Supplies - Brownell Library	-	-	-	-	-	-	-	n/a		-	
46	210-41946.022	General Supplies - Village Fire Station	2,000	2,000	2,000	2,000	2,000	2,000	-	0.00%	Estimate out of Fire Supplies line item	2,000	
47	210-41946.023	General Supplies - Park Street School	-	-	-	-	-	-	-	n/a		-	
48	210-41946.026	General Supplies - Maple Street Park and Pool	-	-	-	-	-	-	-	n/a		-	
49		<b>General Supplies Subtotal</b>	<b>4,800</b>	<b>4,992</b>	<b>4,500</b>	<b>4,402</b>	<b>4,000</b>	<b>4,000</b>	<b>-</b>	<b>0.00%</b>		<b>3,131</b>	
50													
51	210-41947.020	Electricity - 2 Lincoln Street (210-41940.622)	7,500	7,067	7,500	6,837	7,500	7,500	-	0.00%		6,952	
52	210-41947.021	Electricity - Brownell Library	15,250	14,990	15,250	14,255	15,250	15,000	(250)	-1.64%		14,623	
53	210-41947.022	Electricity - Village Fire Station	7,000	7,067	7,300	6,837	7,300	7,300	-	0.00%		6,952	
54	210-41947.023	Electricity - Park Street School	-	-	-	3,525	4,000	4,000	-	0.00%		1,763	
55	210-41947.026	Electricity - Maple Street Park and Pool	-	-	28,009	33,927	29,852	30,489	637	2.13%		16,963	
56		<b>Electricity Subtotal</b>	<b>29,750</b>	<b>29,124</b>	<b>58,059</b>	<b>65,381</b>	<b>63,902</b>	<b>64,289</b>	<b>387</b>	<b>0.61%</b>		<b>31,502</b>	
57													
58	210-41948.020	Natural Gas - 2 Lincoln Street (210-41940.623)	6,400	5,217	6,400	5,530	6,400	6,400	-	0.00%		5,374	
59	210-41948.021	Natural Gas - Brownell Library	7,400	6,144	7,400	5,905	7,400	7,400	-	0.00%		6,025	
60	210-41948.022	Natural Gas - Village Fire Station	5,200	3,917	4,800	4,647	4,800	4,800	-	0.00%		4,282	
61	210-41948.023	Natural Gas - Park Street School	-	-	-	3,211	2,500	3,300	800	32.00%		1,606	
62	210-41948.026	Natural Gas - Maple Street Park and Pool	-	-	5,409	7,640	5,574	6,960	1,386	24.87%		7,640	
63		<b>Natural Gas Subtotal</b>	<b>19,000</b>	<b>15,278</b>	<b>24,009</b>	<b>26,933</b>	<b>26,674</b>	<b>28,860</b>	<b>2,186</b>	<b>8.20%</b>		<b>14,070</b>	
64													
65	210-41949.020	Capital Outlay - 2 Lincoln Street (210-41940.891)	3,300	3,058	5,500	5,237	-	2,000	2,000	n/a	Office Rearrangement	4,148	
66	210-41949.021	Capital Outlay - Brownell Library	-	-	-	-	-	-	-	n/a		-	
67	210-41949.022	Capital Outlay - Village Fire Station	-	-	-	-	-	-	-	n/a		-	
68	210-41949.023	Capital Outlay - Park Street School	-	-	-	-	-	-	-	n/a		-	
69	210-41949.026	Capital Outlay - Maple Street Park and Pool	-	-	-	-	-	-	-	n/a		-	
70		<b>Capital Outlay Subtotal</b>	<b>3,300</b>	<b>3,058</b>	<b>5,500</b>	<b>5,237</b>	<b>-</b>	<b>2,000</b>	<b>2,000</b>	<b>n/a</b>		<b>2,765</b>	
71													
72			<b>147,528</b>	<b>151,531</b>	<b>198,441</b>	<b>209,668</b>	<b>205,196</b>	<b>259,752</b>	<b>54,556</b>	<b>26.59%</b>		<b>120,400</b>	

	A	B	E	F	G	H	I	L	M	N	O	P	Q
1	Buildings Department FY20 Budget Summary												
2													12/14/2018
3	<b>Account Number</b>	<b>Account Name</b>	<b>FY17 Budget</b>	<b>FY17 Actual</b>	<b>FY18 Budget</b>	<b>FY18 Actual</b>	<b>FY19 Budget</b>	<b>FY20 Budget Proposal</b>	<b>Dollar Change from Prior Year</b>	<b>Percent Change from Prior Year</b>	<b>Notes</b>	<b>FY16-FY18 Average Actual</b>	
73													
74													
75	<b>CROSSWALK:</b>												
76	<b>ORIGINAL LINCOLN HALL BUDGET HISTORY:</b>												
77	210-41940.410	Water and Sewer Charges	1,000	992	1,000	838	1,000						
78	210-41940.411	Park St. School Water/Sewer	-	-	-	600	575						
79	210-41940.423	Contractual Services	9,565	8,857	9,000	8,592	9,000						
80	210-41940.434	Maintenance - Buildings/Grounds	9,000	9,268	10,000	9,730	9,500						
81	210-41940.521	Liability & Property Ins (moved to Finance)											
82	210-41940.535	Telephone Services	460	473	480	482	480						
83	210-41940.550	Printing	300	-	-	-	-						
84	210-41940.565	Rubbish Removal	2,000	1,557	2,200	2,356	2,000						
85	210-41940.566	Park St. School Rubbish Removal	-	-	-	794	600						
86	210-41940.610	Supplies	2,500	2,992	2,500	2,402	2,000						
87	210-41940.622	Electrical Service	7,500	7,067	7,500	6,837	7,500						
88	210-41940.623	Heating	6,400	5,217	6,400	5,530	6,400						
89	210-41940.624	Park St. School Electricity	-	-	-	3,525	4,000						
90	210-41940.625	Park St. School Natural Gas	-	-	-	3,211	2,500						
91	210-41940.891	Capital Outlay	3,300	3,058	5,500	5,237	-						
92		<b>Total Lincoln Hall:</b>	<b>42,025</b>	<b>39,481</b>	<b>44,580</b>	<b>50,134</b>	<b>45,555</b>						
93													
94													
95	<b>Admin Accounts moved to the Buildings Department</b>												
96	210-41320.535	Telephone Services	1,980	1,694	1,980	1,815	1,700						
97	210-41320.530	Communications (partial move)	419	419	419	419	419						
98		<b>Total Moved to Buildings</b>	<b>2,399</b>	<b>2,113</b>	<b>2,399</b>	<b>2,234</b>	<b>2,119</b>						
99													
100													
101	<b>ComDev Accounts moved to the Buildings Department</b>												
102	210-41970.535	Telephone Services	989	989	1,077	829	1,077						
103		<b>Total Moved to Buildings</b>	<b>989</b>	<b>989</b>	<b>1,077</b>	<b>829</b>	<b>1,077</b>						
104													
105													
106	<b>EJRP Accounts moved to the Buildings Department</b>												
107	210-45220.330	Other Professional Services (Rubbish)			3,600	3,600	3,600						
108	210-45220.410	Water & Sewer Charges			3,975	5,048	4,296						
109	210-45220.622	Electrical Service			28,009	33,927	29,852						
110	210-45220.623	Heating/Natural Gas			5,409	7,640	5,574						
111	210-45220.626	Gas, Grease & Oil			2,109	3,184	2,923						
112		<b>Total Moved to Buildings</b>	<b>-</b>	<b>-</b>	<b>43,102</b>	<b>53,399</b>	<b>46,245</b>						
113													

	A	B	E	F	G	H	I	L	M	N	O	P	Q
1	<b>Buildings Department FY20 Budget Summary</b>												
2													12/14/2018
3	<b>Account Number</b>	<b>Account Name</b>	<b>FY17 Budget</b>	<b>FY17 Actual</b>	<b>FY18 Budget</b>	<b>FY18 Actual</b>	<b>FY19 Budget</b>	<b>FY20 Budget Proposal</b>	<b>Dollar Change from Prior Year</b>	<b>Percent Change from Prior Year</b>	<b>Notes</b>	<b>FY16-FY18 Average Actual</b>	
114													
115	<b>Fire Accounts moved to the Buildings Department</b>												
116	210-42220.410	Water and Sewer Charge	600	603	610	484	610						
117	210-42220.434	Maint. Building/Grounds	6,000	11,250	6,000	5,037	6,000						
118	210-42220.535	Telephone Services	2,115	2,115	2,115	2,115	2,115						
119	210-42220.610	Supplies	2,000	2,000	2,000	2,000	2,000						
120	210-42220.622	Electrical Service	7,000	7,067	7,300	6,837	7,300						
121	210-42220.623	Heating/Natural Gas	5,200	3,917	4,800	4,647	4,800						
122	210-42220.626	Gas, Grease and oil	6,500	3,656	6,000	5,001	6,000						
123		<b>Total Moved to Buildings</b>	<b>29,415</b>	<b>30,608</b>	<b>28,825</b>	<b>26,121</b>	<b>28,825</b>						
124													
125													
126	<b>Library Accounts moved to the Buildings Department</b>												
127	210-45551.410	Water and Sewer Charges	900	837	900	614	900						
128	210-45551.423	Contract Services	28,425	29,213	33,183	30,493	34,000						
129	210-45551.434	Maint. Buildings/Grounds	19,000	24,571	20,000	23,922	22,000						
130	210-45551.436	Alarm System Maintenance	525	1,385	525	493	625						
131	210-45551.535	Telephone Services	1,200	1,213	1,200	1,307	1,200						
132	210-45551.622	Electrical Service	15,250	14,990	15,250	14,255	15,250						
133	210-45551.623	Heating/Natural Gas	7,400	6,144	7,400	5,905	7,400						
134		<b>Total Moved to Buildings</b>	<b>72,700</b>	<b>78,353</b>	<b>78,458</b>	<b>76,989</b>	<b>81,375</b>						
135													
136			<b>147,528</b>	<b>151,544</b>	<b>198,441</b>	<b>209,706</b>	<b>205,196</b>						

## Finance Department FY20 Budget Lead Sheet

**FY20 Priorities / Goals**

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**New Initiatives Impacting the FY20 Budget:**

**Summary of Significant Changes:**

As part of aligning the Town and Village budgets, a Finance Department has been created in the Village to account for the salaries and benefits of the Village Accountant, other associated expenses, and Property and Casualty Insurance for the entire Village General Fund. This is a change from prior years when property insurance has been allocated to each department.

**History:**

	FY20	FY19	FY18	FY17	FY16	FY15
<b>Budget</b>	\$ 160,503	\$ 79,835	\$ 93,996	\$ 65,077	\$ 50,363	\$ -
<b>Actual</b>		\$ 90,938	\$ 87,265	\$ 63,011	\$ 50,387	\$ -
<b>\$ Variance</b>	\$ 80,668	\$ (11,103)	\$ 6,731	\$ 2,066	\$ (24)	\$ -
<b>% Variance</b>	101.04%	-13.91%	7.16%	3.17%	-0.05%	#DIV/0!

	A	B	E	F	G	H	I	L	M	N	O	P	Q
1	Finance Department FY20 Budget Summary												
2													12/13/18 8:08 AM
3	Account Number	Account Name	FY17 Budget	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY20 Budget Proposal	Dollar Change from Prior Year	Percent Change from Prior Year	Notes	FY16-FY18 Average Actual	
4	210-41510.210	Salaries - Regular						52,327	52,327	n/a		#DIV/0!	
5	210-41510.130	Salaries - Overtime						2,500	2,500	n/a		#DIV/0!	
6	210-41510.210	Group Insurance						6,334	6,334	n/a		#DIV/0!	
7	210-41510.220	Social Security						4,221	4,221	n/a		#DIV/0!	
8	210-41510.226	Workers Comp Insurance	2,695	2,808	10,612	5,705	11,950	6,154	(5,796)	-48.50%	moved in from all departments except Streets, Fire for WC, and enterprise funds	3,915	
9	210-41510.230	Retirement						5,283	5,283	n/a		#DIV/0!	
10	210-41510.250	Unemployment Insurance	2,353	975	7,584	1,516	3,672	1,520	(2,152)	-58.61%	moved in from all departments except Streets, Fire for WC, and enterprise funds	1,378	
11	210-41510.290	Other Employee Benefits							-	n/a		#DIV/0!	
12	210-41510.335	Audit	7,059	5,746	6,063	6,064	6,160	6,256	96	1.56%		5,905	
13	210-41510.521	Liability & Property Ins	40,198	40,952	57,393	62,069	46,599	62,689	16,090	34.53%	moved in from all departments except Streets, Fire for WC, and enterprise funds	45,708	
14	210-41510.522	Public Officials Liability	12,772	12,531	12,344	11,912	11,454	12,031	577	5.04%	moved in from all departments except Streets, Fire for WC, and enterprise funds	12,173	
15	210-41510.560	Dues/Subscriptions/Meetings						170	170	n/a		#DIV/0!	
16	210-41510.570	Other Purchased Services						768	768	n/a		#DIV/0!	
17	210-41510.580	Travel						100	100	n/a		#DIV/0!	
18	210-41510.610	General Supplies						150	150	n/a		#DIV/0!	
19			<b>65,077</b>	<b>63,011</b>	<b>93,996</b>	<b>87,264</b>	<b>79,835</b>	<b>160,503</b>	<b>80,668</b>	<b>101.04%</b>		<b>67,111</b>	
20													

	A	B	E	F	G	H	I	L	M	N	O	P	Q
1	<b>Finance Department FY20 Budget Summary</b>												
2													12/13/18 8:08 AM
3	Account Number	Account Name	FY17 Budget	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY20 Budget Proposal	Dollar Change from Prior Year	Percent Change from Prior Year	Notes	FY16-FY18 Average Actual	
21	<b>Admin Accounts moved to the Finance Department</b>												
22	210-41320.226	Workers Comp Insurance	896	963	774	1,157	684						
23	210-41320.250	Unemployment Insurance	607	291	317	68	300						
24	210-41320.335	Audit	7,059	5,746	6,063	6,064	6,160						
25	210-41320.521	Liability & Property Insurance	8,619	9,192	7,140	5,822	4,239						
26	210-41320.522	Public Officials Liability	6,386	6,265	6,172	5,956	5,727						
27		<b>Total Moved to Finance</b>	<b>23,567</b>	<b>22,457</b>	<b>20,466</b>	<b>19,067</b>	<b>17,110</b>						
28													
29	<b>Lincoln Hall Accounts moved to the Finance Department</b>												
30	210-41940.521	Liability & Property Insurance	7,125	6,233	6,294	4,312	5,372						
31		<b>Total Moved to Finance</b>	<b>7,125</b>	<b>6,233</b>	<b>6,294</b>	<b>4,312</b>	<b>5,372</b>						
32													
33	<b>ComDev Accounts moved to the Finance Department</b>												
34	210-41970.226	Workers Comp Insurance	418	440	510	605	415						
35	210-41970.250	Unemployment Insurance	252	112	125	39	113						
36	210-41970.521	Liability & Property Insurance	3,124	3,500	2,822	2,540	3,042						
37	210-41970.522	Public Officials Liability	6,386	6,265	6,172	5,956	5,727						
38		<b>Total Moved to Finance</b>	<b>10,180</b>	<b>10,317</b>	<b>9,629</b>	<b>9,140</b>	<b>9,297</b>						
39													
40	<b>EconDev Accounts moved to the Finance Department</b>												
41	210-41335.226	Workers Comp Insurance	107	110	129	136	106						
42	210-41335.250	Unemployment Insurance	170	63	126	23	65						
43	210-41335.521	Liability & Property Insurance	188	361	204	299	170						
44		<b>Total Moved to Finance</b>	<b>465</b>	<b>534</b>	<b>459</b>	<b>458</b>	<b>341</b>						
45													
46	<b>EJRP Accounts moved to the Finance Department</b>												
47	210-45110.226	Workers Comp Insurance			7,685	2,051	9,538						
48	210-45110.250	Unemployment Insurance			5,652	1,174	2,594						
49	210-45110.521	Liability & Property Insurance			21,580	33,345	18,564						
50		<b>Total Moved to Finance</b>	<b>-</b>	<b>-</b>	<b>34,917</b>	<b>36,570</b>	<b>30,696</b>						
51													
52	<b>Fire Accounts moved to the Finance Department</b>												
53	210-42220.521	Liability & Property Ins.	8,767	8,502	7,968	6,149	6,670						
54		<b>Total Moved to Finance</b>	<b>8,767</b>	<b>8,502</b>	<b>7,968</b>	<b>6,149</b>	<b>6,670</b>						
55													
56	<b>Library Accounts moved to Finance</b>												
57	210-45551.226	Workers Comp Insurance	1,274	1,295	1,514	1,751	1,207						
58	210-45551.250	Unemployment Insurance	1,324	508	1,364	211	600						
59	210-45551.521	Liability & Property Insurance	12,375	13,163	11,385	9,601	8,542						
60		<b>Total Moved to Finance</b>	<b>14,973</b>	<b>14,966</b>	<b>14,263</b>	<b>11,563</b>	<b>10,349</b>						
61													
62		<b>Total Moved to Finance</b>	<b>65,077</b>	<b>63,009</b>	<b>93,996</b>	<b>87,259</b>	<b>79,835</b>						

## Brownell Library FY20 Budget Lead Sheet

**FY20 Priorities / Goals**

1. We plan to update the Strategic Plan in FY20

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**New Initiatives Impacting the FY20 Budget:**

**Summary of Significant Changes:**

\$81,375 moved to the newly created buildings department; overall increase driven by personnel costs

**History:**

	FY20	FY19	FY18	FY17	FY16	FY15
<b>Budget</b>	\$ 731,684	\$ 703,635	\$ 705,570	\$ 688,723	\$ 682,580	
<b>Actual</b>		\$ 703,635	\$ 655,585	\$ 643,639	\$ 618,652	
<b>\$ Variance</b>	\$ 28,049	\$ -	\$ 49,985	\$ 45,084	\$ 63,928	\$ -
<b>% Variance</b>	3.99%	0.00%	7.08%	6.55%	9.37%	#DIV/0!

	A	B	E	F	G	H	I	L	M	N	O	P	Q
1	<b>Brownell Library FY20 Budget Summary</b>												
2												12/13/18 7:32 AM	
3	Account Number	Account Name	FY17 Budget	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY20 Budget Proposal	Dollar Change from Prior Year	Percent Change from Prior Year	Notes	FY16-FY18 Average Actual	
4	210-45551.110	Salaries - Regular	314,229	306,743	313,189	296,896	319,700	328,509	8,809	2.76%		297,793.4	
5	210-45551.140	Salaries - Part Time	106,800	101,249	109,524	100,201	103,632	107,654	4,022	3.88%		98,545.4	
6	210-45551.210	Health Insurance & Other Benefits	106,126	87,266	116,088	104,160	107,125	119,148	12,023	11.22%		94,600.6	
7	210-45551.220	Social Security	32,695	31,279	32,500	30,451	32,458	33,336	878	2.71%		30,257.6	
8	210-45551.230	Retirement	31,423	27,910	31,319	29,181	31,970	32,537	567	1.77%		28,516.6	
9	210-45551.340	Computer Expenses	3,500	3,866	3,500	2,567	4,000	4,000	-	0.00%		2,986.7	
10	210-45551.500	Training, Conferences, Dues	3,000	1,585	4,000	3,675	4,000	4,000	-	0.00%		2,579.5	
11	210-45551.530	Technical Access	5,500	5,192	6,000	5,822	7,700	6,200	(1,500)	-19.48%		5,281.6	
12	210-45551.536	Postage/Delivery	3,500	2,151	3,500	2,839	3,500	3,500	-	0.00%		2,650.8	
13	210-45551.572	Interview costs	500	575	500	774	500	500	-	0.00%		585.8	
14	210-45551.574	Volunteer Expenses	600	645	700	662	800	800	-	0.00%		572.3	
15	210-45551.610	Supplies	13,000	11,528	13,000	12,859	13,000	14,000	1,000	7.69%		12,249.7	
16	210-45551.640	Adult Collection	34,500	32,964	36,500	36,845	38,500	40,000	1,500	3.90%		33,801.2	
17	210-45551.641	Juvenile Collection	17,250	13,552	18,250	14,262	19,250	20,000	750	3.90%		14,670.3	
18	210-45551.677	Computer Replacement	8,000	7,179	8,000	7,509	8,000	8,000	-	0.00%		7,583.8	
19	210-45551.836	Adult Programs	500	351	1,000	904	1,000	1,000	-	0.00%		482.5	
20	210-45551.837	Childrens Programs	3,200	3,071	4,000	2,169	4,500	4,500	-	0.00%		2,686.4	
21	210-45551.891	Capital Outlay	4,400	6,534	4,000	3,810	4,000	4,000	-	0.00%		3,448.1	
22			<b>688,723</b>	<b>643,639</b>	<b>705,570</b>	<b>655,585</b>	<b>703,635</b>	<b>731,684</b>	<b>28,049</b>	<b>3.99%</b>		<b>639,292.1</b>	
23													
24													



	A	B	E	F	G	H	I	L	M	N	O	P	Q
1	<b>Brownell Library FY20 Budget Summary</b>												
2												12/13/18 7:32 AM	
3	Account Number	Account Name	FY17 Budget	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY20 Budget Proposal	Dollar Change from Prior Year	Percent Change from Prior Year	Notes	FY16-FY18 Average Actual	
25	<b>Footnote A: Information detailing what was moved to establish buildings and finance departments</b>												
26													
27	<b>Accounts moved to the Buildings Department</b>												
28	210-45551.410	Water and Sewer Charges	900	837	900	614	900						
29	210-45551.423	Contract Services	28,425	29,213	33,183	30,493	34,000						
30	210-45551.434	Maint. Buildings/Grounds	19,000	24,571	20,000	23,922	22,000						
31	210-45551.436	Alarm System Maintenance	525	1,385	525	493	625						
32	210-45551.535	Telephone Services	1,200	1,213	1,200	1,307	1,200						
33	210-45551.622	Electrical Service	15,250	14,990	15,250	14,255	15,250						
34	210-45551.623	Heating/Natural Gas	7,400	6,144	7,400	5,905	7,400						
35		<b>Total Moved to Buildings</b>	<b>72,700</b>	<b>78,353</b>	<b>78,458</b>	<b>76,989</b>	<b>81,375</b>						
36													
37	<b>Accounts moved to Finance</b>												
38	210-45551.226	Workers Comp Insurance	1,274	1,295	1,514	1,751	1,207						
39	210-45551.250	Unemployment Insurance	1,324	508	1,364	211	600						
40	210-45551.521	Liability & Property Insurance	12,375	13,163	11,385	9,601	8,542						
41		<b>Total Moved to Finance</b>	<b>14,973</b>	<b>14,966</b>	<b>14,263</b>	<b>11,563</b>	<b>10,349</b>						
42		Dept total including buildings & Finance	87,673	93,319	92,721	88,552	91,724						
43		<b>Dept total from PY budget</b>	<b>776,396</b>	<b>736,958</b>	<b>798,291</b>	<b>744,137</b>	<b>795,359</b>						
44													
45													
46													
47	<b>Summary of Library Related Accounts in Buildings Department</b>												
48	210-41941.021	Water/Sewer - Brownell Library	900	837	900	614	900						
49	210-41943.021	Contractual Services - Brownell Library	28,425	29,213	33,183	30,493	34,000						
50	210-41942.021	Repair & Maintenance Buildings - Brownell Library	19,525	25,956	20,525	24,415	22,625						
51	210-41945.021	Telephone - Brownell Library	1,200	1,213	1,200	1,307	1,200						
52	210-41947.021	Electricity - Brownell Library	15,250	14,990	15,250	14,255	15,250						
53	210-41948.021	Natural Gas - Brownell Library	7,400	6,144	7,400	5,905	7,400						
54													
55	<b>Summary of Library Related Accounts in Finance Dept</b>												
56	210-41510.226	Workers Comp Insurance	1,274	1,295	1,514	1,751	1,207						
57	210-41510.250	Unemployment Insurance	1,324	508	1,364	211	600						
58	210-41510.521	Liability & Property Insurance	12,375	13,163	11,385	9,601	8,542						
59		<b>New Library Charges in Finance &amp; Buildings</b>	<b>87,673</b>	<b>93,319</b>	<b>92,721</b>	<b>88,552</b>	<b>91,724</b>						

## Fire Department FY20 Budget Lead Sheet

**FY20 Priorities / Goals**

1. Replace Self Contained Breathing Apparatus

4.

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**New Initiatives Impacting the FY20 Budget:**

Fire Department has submitted a grant application to replace our SCBA's, requesting \$160K. If the grant request is unsuccessful, we will need to discuss funding.

**Summary of Significant Changes:**

Capital transfer moved into departments from the Transfers and Misc. Grants segment - \$102,300; Liability & Property insurance moved to finance; Buildings related items moved to Buildings department.

**History:**

	FY20	FY19	FY18	FY17	FY16	FY15
<b>Budget</b>	\$ 454,160	\$ 331,369	\$ 295,372	\$ 277,160	\$ 270,639	
<b>Actual</b>		\$ 342,549	\$ 326,765	\$ 277,450	\$ 270,707	
<b>\$ Variance</b>	\$ 122,791	\$ (11,180)	\$ (31,393)	\$ (290)	\$ (68)	\$ -
<b>% Variance</b>	37.06%	-3.37%	-10.63%	-0.10%	-0.03%	#DIV/0!

	A	B	E	F	G	H	I	L	M	N	O	P	Q
1	Fire Department FY20 Budget Summary												
2													
3	Account Number	Account Name	FY17 Budget	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY20 Budget Proposal	Dollar Change from Prior Year	Percent Change from Prior Year	Notes	FY16-FY18 Average Actual	
4	210-42220.140	Salaries - Firefighters	150,000	150,636	162,000	174,166	189,000	206,000	17,000	8.99%		152,807	
5	210-42220.200	Employee Assistance Program	864	864	864	864	864	864	-	0.00%		864	
6	210-42220.210	Accident & Disability Ins	3,600	3,620	3,600	3,592	3,600	3,600	-	0.00%		3,604	
7	210-42220.220	Social Security	11,511	11,289	12,393	13,498	14,510	15,392	882	6.08%		11,659	
8	210-42220.260	Worker's Compensation Ins	27,000	23,557	28,000	24,201	32,130	28,624	(3,506)	-10.91%		23,573	
9	210-42220.432	Vehicle Maintenance	14,000	20,825	17,000	42,530	18,000	18,000	-	0.00%		28,787	
10	210-42220.443	Radio Maintenance	2,000	2,760	1,800	1,896	1,800	6,000	4,200	233.33%		2,027	
11	210-42220.500	Training, Conferences, Dues	5,000	3,915	4,000	4,225	4,000	4,000	-	0.00%		3,599	
12	210-42220.535	Telephone Services	1,285	1,492	1,385	1,803	1,885	2,600	715	37.93%	Cell phones and cable; moved 2,115 to buildings	1,566	
13	210-42220.566	Physical Exams	6,000	6,456	6,600	7,820	6,600	6,800	200	3.03%		7,129	
14	210-42220.570	Maintenance Other	14,500	10,923	15,500	13,610	15,000	15,000	-	0.00%		14,273	
15	210-42220.578	Emergency Generator Maint.	500	739	480	1,288	480	480	-	0.00%		836	
16	210-42220.610	Supplies	400	395	1,000	1,474	1,000	1,000	-	0.00%	Moved \$2,000 to Buildings	2,197	
17	210-42220.611	New Equipment - Radios	2,000	-	1,500	-	1,500	1,500	-	0.00%		732	
18	210-42220.612	Uniforms, Boots, etc.	21,000	21,913	21,250	26,630	23,000	24,000	1,000	4.35%		22,369	
19	210-42220.615	EMS Supplies	1,000	860	1,000	402	1,000	1,000	-	0.00%		649	
20	210-42220.742	Vehicles - Transfer to Rolling Stock						102,300	102,300	n/a		#DIV/0!	
21	210-42220.838	Fire Prevention	2,000	1,931	2,000	1,772	2,000	2,000	-	0.00%		1,907	
22	210-42220.889	Routine Equipment Purchase	14,500	15,288	15,000	6,995	15,000	15,000	-	0.00%		12,362	
23									-	n/a		#DIV/0!	
24			277,160	277,460	295,372	326,765	331,369	454,160	122,791	37.06%		290,939	
25													
26						Without Transfer to RS		351,860	20,491	5.82%			
27													

	A	B	E	F	G	H	I	L	M	N	O	P	Q
1	<b>Fire Department FY20 Budget Summary</b>												
2	12/13/18 7:48 AM												
3	Account Number	Account Name	FY17 Budget	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY20 Budget Proposal	Dollar Change from Prior Year	Percent Change from Prior Year	Notes	FY16-FY18 Average Actual	
28	<b>Footnote A: Information detailing what was moved to establish buildings and finance departments</b>												
29													
30	<b>Accounts moved to the Buildings Department</b>												
31	210-42220.410	Water and Sewer Charge	600	603	610	484	610						
32	210-42220.434	Maint. Building/Grounds	6,000	11,250	6,000	5,037	6,000						
33	210-42220.535	Telephone Services	2,115	2,115	2,115	2,115	2,115						
34	210-42220.610	Supplies	2,000	2,000	2,000	2,000	2,000						
35	210-42220.622	Electrical Service	7,000	7,067	7,300	6,837	7,300						
36	210-42220.623	Heating/Natural Gas	5,200	3,917	4,800	4,647	4,800						
37	210-42220.626	Gas, Grease and oil	6,500	3,656	6,000	5,001	6,000						
38		<b>Total Moved to Buildings</b>	<b>29,415</b>	<b>30,608</b>	<b>28,825</b>	<b>26,121</b>	<b>28,825</b>						
39													
40	<b>Accounts moved to the Finance Department</b>												
41	210-42220.521	Liability & Property Ins.	8,767	8,502	7,968	6,149	6,670						
42		<b>Total Moved to Finance</b>	<b>8,767</b>	<b>8,502</b>	<b>7,968</b>	<b>6,149</b>	<b>6,670</b>						
43		Dept total including buildings & Finance	38,182	39,110	36,793	32,270	35,495						
44		<b>Dept total from PY budget</b>	<b>315,342</b>	<b>316,570</b>	<b>332,165</b>	<b>359,035</b>	<b>366,864</b>						
45													
46													
47	<b>Summary of Fire Related Accounts in Buildings Department</b>												
48	210-41941.022	Water/Sewer - Village Fire Station	600	603	610	484	610						
49	210-41942.022	Repair & Maintenance Buildings - Village Fire Station	6,000	11,250	6,000	5,037	6,000						
50	210-41945.022	Telephone - Village Fire Station	2,115	2,115	2,115	2,115	2,115						
51	210-41946.022	General Supplies - Village Fire Station	2,000	2,000	2,000	2,000	2,000						
52	210-41947.022	Electricity - Village Fire Station	7,000	7,067	7,300	6,837	7,300						
53	210-41948.022	Natural Gas - Village Fire Station	5,200	3,917	4,800	4,647	4,800						
54	210-41944.022	Gasoline - Village Fire Station	6,500	3,656	6,000	5,001	6,000						
55													
56	<b>Summary of Fire Related Accounts in Finance Dept</b>												
57	210-41510.522	Public Officials Liability	8,767	8,502	7,968	6,149	6,670						
58		New Fire Charges in Finance & Buildings	38,182	39,110	36,793	32,270	35,495						

**ROLLING STOCK FUND (FIRE)**

12/14/18

DEPT	VEHICLE	MAKE	REPLACEMENT YEAR	TRADE IN VALUE	NET COST	FY19	FY20	FY21	FY22	FY23	FY24	FY25	FY26	FY27	FY28	FY29	FY30	FY31	FY32	FY33	FY34	FY35	FY36	FY37	FY38
FIRE	PICKUP 8U61	GMC	2004	53,600	3,500	50,100	56,827																		
FIRE	XT1500 GMP PUMPER	PIERCE ARROW	2017	600,223	40,000	560,223																			
FIRE	105' AERIAL 8L3	PIERCE ARROW	2012	830,000	80,000	750,000																			
FIRE	COMBINATION RESCUE/PUMPER	KME PREDATOR	2008	564,202	50,000	392,202																			
TOTAL				2,048,025			56,827	0	0	0	0	0	0	0	0	1,122,935	0	0	0	0	2,107,857	0	0	0	1,803,599

**Rolling Stock Fund Funding and Fund Balance (Fire)**

Beginning Cash Balance														708,697	841,797	979,297	(1,738)	144,562	295,262	450,362	609,862	(1,334,095)	(1,165,795)	(993,095)	(815,995)								
Payment of Fire Truck Notes														(33,600)	(32,700)	(31,800)	(30,900)																
Planned Spending														0	0	(1,122,935)	0	0	0	0	(2,107,857)	0	0	0	(1,803,599)								
Note for Fire Pumper 8E21 Replacement																																	
General Fund Contribution														102,300	106,700	111,100	115,500	119,900	124,300	128,700													
Additional Half Penny on the tax rate to fund fire truck																																	
Sale of Pumper																																	
Town Contribution for Ladder Truck																																	
Ending Balance														29,197	97,897	171,897	251,197	335,797	455,697	579,997	708,697	841,797	979,297	(1,738)	144,562	295,262	450,362	609,862	(1,334,095)	(1,165,795)	(993,095)	(815,995)	(2,438,094)

Increase 4400

- Most replacement cost estimates include trade-in value of existing vehicles
- Non-Fire Truck vehicles are inflated by 3% per year
- Fire Trucks are inflated by 5% per year.
- Fund was started in 1990. The proceeds from the sale of all equipment bought after that date shall be placed into the Rolling Stock Fund
- General Replacement Assumptions:
  - Dump Trucks 12
  - Pickup 4/WD 8
  - Pickup 10
  - Sidewalk Plow 8
  - Fire Trucks 20
  - Fire Pickup 15
  - Sweeper/Wheel Lo 10

## Highway Department FY20 Budget Lead Sheet

**FY20 Priorities / Goals**

1. Alignment of Village/Town Highway budgets

4.

2.

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6.

**New Initiatives Impacting the FY20 Budget:**

**Summary of Significant Changes:**

Move capital transfers into the individual department budgets as part of alignment - \$131,400; without this the increase would be \$32,570 or 3.0% for Highway, and \$4,680 or 7.3% for stormwater

**History:**

	FY20	FY19	FY18	FY17	FY16	FY15
<b>Budget</b>	1,313,776	1,145,126	1,121,449	1,059,994	839,570	
<b>Actual</b>		1,154,367	1,097,991	1,013,539	832,516	
<b>\$ Variance</b>	168,650	(9,241)	23,458	46,455	7,054	-
<b>% Variance</b>	14.73%	-0.81%	2.09%	4.38%	0.84%	#DIV/0!

	A	B	E	F	G	H	I	L	M	N	O	P	Q
1	Highway Department Village FY20 Budget Summary												
2	12/13/18 8:23 AM												
3	Account Number	Account Name	FY17 Budget	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY20 Budget Proposal	Dollar Change from Prior Year	Percent Change from Prior Year	Notes	FY16-FY18 Average Actual	
4	210-43110.110	Salaries - Regular	156,245	153,903	162,824	166,532	173,146	182,235	9,089	5.25%		157,217	
5	210-43110.130	Salaries - Overtime	16,300	16,398	16,300	19,687	17,278	17,300	22	0.13%		16,001	
6	210-43110.140	Salaries - Part Time	17,000	22,973	23,304	19,379	23,573	26,981	3,408	14.46%		20,803	
7	210-43110.210	Health Ins & Other Benefits	65,445	51,752	71,587	58,555	72,154	75,918	3,764	5.22%		54,084	
8	210-43110.220	Social Security	14,956	14,967	15,577	15,845	16,448	17,328	880	5.35%		14,886	
9	210-43110.226	Workers Comp Insurance	12,654	12,451	14,677	18,099	13,985	20,275	6,290	44.98%	Leave in this department, eventually we want to move all WC and Property insurance to Finance but not while the Town picks up the Village Highway Budget	14,671	
10	210-43110.230	Retirement	15,625	15,891	16,282	16,900	17,315	18,235	920	5.31%		16,081	
11	210-43110.250	Unemployment Insurance	631	240	631	88	300	100	(200)	-66.67%	Leave in this department, eventually we want to move all WC and Property insurance to Finance but not while the Town picks up the Village Highway Budget	274	
12	210-43110.330	Professional Services	10,000	18,841	10,000	21,202	10,000	15,000	5,000	50.00%	reclass of 43110.576 to here; formerly engineering svc	24,482	
13	210-43110.410	Water and Sewer Charge	1,517	2,325	1,700	1,648	2,100	2,000	(100)	-4.76%	will move to buildings once we are fully merged	1,874	
14	210-43110.432	R&M Services - Vehicles	22,000	37,213	22,000	28,251	25,000	26,500	1,500	6.00%		27,723	
15	210-43110.433	R&M Supplies - Vehicles							-	n/a	new account, to align	#DIV/0!	
16	210-43110.434	Maintenance of Buildings and Grounds	2,500	4,650	3,500	3,422	5,000	10,000	5,000	100.00%	will move to buildings once we are fully merged	4,257	
17	210-43110.441	Right of Way Agreements	11,343	10,163	11,764	11,643	12,472	12,890	418	3.35%		10,710	
18	210-43110.442	Equipment Rentals	8,000	12,046	9,000	3,059	8,000	2,500	(5,500)	-68.75%		6,729	
19	210-43110.443	Radio Maintenance	200	747	200	123	500		(500)	-100.00%	move to communications	290	
20	210-43110.500	Training, Conferences, Dues	500	211	500	370	500	500	-	0.00%		360	
21	210-43110.521	Liability & Property Insurance	16,878	15,818	15,343	11,551	12,288	11,667	(621)	-5.05%	Leave in this department, eventually we want to move all WC and Property insurance to Finance but not while the Town picks up the Village Highway Budget	13,939	
22	210-43110.530	Communications	3,000	3,244	3,500	2,618	3,500	3,500	-	0.00%	name changed from telephone to communications, radio maintenance now here	3,031	
23	210-43110.565	Rubbish Removal	6,500	8,131	7,000	7,482	8,000	8,500	500	6.25%		7,436	
24	210-43110.570	Maintenance Other	1,200	2,206	2,000	1,705	2,000		(2,000)	-100.00%	move to general supplies .610	1,691	
25	210-43110.572	Advertising and Interview Costs	500	189	500	196	500	500	-	0.00%		273	
26	210-43110.573	Accident Claims	500	1,000	1,000	1,049	1,000	1,000	-	0.00%		1,066	
27	210-43110.582	Traffic Calming (move to traffic control)	500	150	500	-	500		(500)	-100.00%	move to traffic control	50	
28	210-43110.610	General Supplies	17,500	28,866	20,000	30,299	22,000	24,000	2,000	9.09%		29,204	
29	210-43110.612	Uniforms	6,000	5,290	6,000	5,963	6,000	6,000	-	0.00%		5,578	
30	210-43110.616	Gravel, Topsoil	5,000	3,027	7,000	4,407	6,000		(6,000)	-100.00%	move to summer construction - supplies	5,238	

	A	B	E	F	G	H	I	L	M	N	O	P	Q
1	Highway Department Village FY20 Budget Summary												
2													12/13/18 8:23 AM
3	Account Number	Account Name	FY17 Budget	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY20 Budget Proposal	Dollar Change from Prior Year	Percent Change from Prior Year	Notes	FY16-FY18 Average Actual	
31	210-43110.617	Signs and Posts	3,500	1,107	4,000	2,843	3,000		(3,000)	-100.00%	move to summer construction - supplies	4,830	
32	210-43110.622	Electrical Service	4,200	3,478	4,000	3,350	4,000	4,200	200	5.00%		3,332	
33	210-43110.623	Heating/Natural Gas	4,000	3,185	4,400	3,731	4,000	4,000	-	0.00%		3,249	
34	210-43110.626	Vehicle Fuel	30,000	26,243	32,000	34,149	30,000	35,000	5,000	16.67%	old name: Gas, Grease and Oil	26,366	
35	210-43110.742	Vehicles - Transfer to Rolling Stock						131,400	131,400	n/a		#DIV/0!	
36	210-43110.891	Capital Outlay	9,000	-	6,000	-	6,000	10,000	4,000	66.67%		2,582	
37	210-43115.610	Street Lights Supplies/Maint.	3,500	15,163	7,500	5,543	12,000	12,000	-	0.00%	previously 43160	9,432	
38	210-43115.622	Electricity - Street/Traffic Lights	131,948	119,627	122,000	120,225	122,000	128,200	6,200	5.08%	previously 43160; old name: street lights rental/electricity	120,316	
39	210-43117.000	Streetscape Maintenance	16,000	11,049	16,000	15,834	16,000	28,500	12,500	78.13%	previously 43161; combine with Village Garden Spots, added 5K for Emerald Ash Borer Work	13,493	
40	210-43117.001	Village Garden Spots	3,000	3,800	4,000	3,625	4,000		(4,000)	-100.00%	Roll into Streetscape Maint	4,199	
41	210-43120.444	Street Markings	7,000	6,852	8,000	6,297	9,000		(9,000)	-100.00%	move to traffic control	7,109	
42	210-43120.570	Summer Constr - Purchased Services		166,758	225,000	187,753	225,000	210,000	(15,000)	-6.67%		128,595	
43	210-43120.610	Summer Constr - Supplies	218,000					24,000	24,000	n/a		#DIV/0!	
44	210-43123.570	Traffic Light Maintenance	2,000	2,100	3,000	17,809	3,500		(3,500)	-100.00%	move to traffic control	7,898	
45	210-43123.622	Traffic Light Electricity	6,000	5,313	7,900	7,860	6,200		(6,200)	-100.00%	move to electricity - street/traffic lights	6,909	
46	210-43123.730	Traffic Control	-	-	-	-	-	13,500	13,500	n/a	contains: traffic calming, street marking, traffic light maintenance	-	
47	210-43124.570	Sidewalk and Curb Maintenance	5,000	1,296	5,000	4,498	5,000	5,000	-	0.00%	old number: 210-43120.570	3,485	
48	210-43125.570	Winter Maint - Purchased Services	17,000	21,077	20,000	15,370	20,000	20,000	-	0.00%	previously contractual services	14,428	
49	210-43125.610	Winter Maint - Supplies	110,000	113,674	115,000	141,289	118,000	121,000	3,000	2.54%		111,217	
50	210-43150.430	Storm Sewer Maintenance	15,000	8,500	30,000	14,173	30,000	15,000	(15,000)	-50.00%	old account: 210-43151.430	13,700	
51	210-43151.110	Stormwater Salaries	40,766	40,901	41,616	41,884	44,011	45,487	1,476	3.35%		41,329	
52	210-43151.210	Stormwater Health and Other Ins	9,374	7,766	10,254	8,986	10,305	12,298	1,993	19.34%		8,194	
53	210-43151.220	Stormwater Social Security	3,119	3,132	3,184	3,215	3,390	3,480	90	2.65%		3,166	
54	210-43151.226	Stormwater Workers Comp	1,940	2,023	2,164	2,942	2,220	3,228	1,008	45.41%		2,327	
55	210-43151.230	Stormwater Retirement	4,077	3,916	4,162	2,674	4,401	4,549	148	3.36%		3,531	
56	210-43151.250	Stormwater Unemployment	76	32	80	4	40	5	(35)	-87.50%		24	
57	210-43161.002	Memorial Park Maintenance	3,000	3,854	3,500	3,865	3,500		(3,500)	-100.00%	Roll into Streetscape Maint	3,689	
58									-	n/a		#DIV/0!	
59			1,059,994	1,013,539	1,121,449	1,097,991	1,145,126	1,313,776	168,650	14.73%		981,349	
60													
61						Highway only:	1,080,759	1,244,729	15.2%	163,970			
62						Stormwater only:	64,367	69,047	7.3%	4,680			
63						Highway without transfer:	1,080,759	1,113,329	3.0%	32,570			



Inflation rate 0.03  
 Number of years

4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23

ROLLING STOCK FUND (HIGHWAY)																												
12/14/18																												
V#	DEPT	VEHICLE	MAKE	REPLACEMENT YEAR	TRADE IN VALUE	NET COST	FY19	FY20	FY21	FY22	FY23	FY24	FY25	FY26	FY27	FY28	FY29	FY30	FY31	FY32	FY33	FY34	FY35	FY36	FY37	FY38		
3	Highway	4WD PICK UP	CHEVY SILVERADO	2016	33,148	15,000	18,148						29,548								41,432							
4	Highway	PICKUP	CHEVY SILVERADO	2013	31,000	1,000	30,000					39,448																
5	Highway	DUMPTRUCK -DIESEL	FREIGHTLINER	2013	145,000	12,000	133,000						182,868									53,359			265,835			
6	Highway	DUMPTRUCK -DIESEL	FREIGHTLINER	2014	145,000	12,000	133,000								194,735													
7	Highway	DUMPTRUCK -DIESEL	INTERNATIONAL	2012	145,000	12,000	133,000					177,192																
8	Highway	JETTER VAC TRUCK	VAC-ON	2010	84,500	15,000	69,500			112,500										124,666								
9	Highway	LOADER	JOHN DEERE	2001	121,500	25,000	96,500								148,230													
11	Highway	SIDEWALK PLOW	TRACKLESS	2015	118,500	18,000	100,500				132,112										172,158							
	Highway	WHEEL LOADER	WACKER NEUSON	2018	59,973	5,000	54,973	59,973																				
12	Highway	SKID STEER SIDEWALK PLOW	CAT	2001	51,000	5,000	46,000											74,456			91,239							
10	Highway	SIDEWALK PLOW	PRINOTH	2017	148,000	20,000	128,000							184,867								239,519						
	Highway	ROLLER	ROSCOE	1979	15,000																							
15	Highway	PICKUP 4/WD 1 TON	CHEVY SILVERADO	2011	35,000	10,000	25,000	29,393												39,902								
1	Highway	4WD PICKUP	CHEVY SILVERADO	2011	35,000	10,000	25,000	29,393												39,902								
13	Highway	COMPRESSOR	SULLAIR	2017	14,880	2,500	12,380																		26,867			
34	Highway	DUMP TRUCK -DIESEL	FREIGHTLINER	2016	146,701	20,000	126,701											186,065										
16	Highway	VACUUM SWEEPER	JOHNSTON	2013	225,000	10,000	215,000						301,453											408,566				
	Highway	TRAILER MOUNTED BOOM LIFT			31,800	5,000	26,800	30,164																				
<b>TOTAL</b>					1,586,002			148,922	0	0	112,500	132,112	216,640	212,416	486,319	422,769	186,065	0	74,456	263,397	124,666	41,432	292,878	0	408,566	265,835	26,867	
<b>Rolling Stock Fund Funding and Fund Balance (Highway)</b>																												
Beginning Cash Balance								37,513	173,473	315,033	345,133	361,221	298,381	245,365	(75,955)	(328,123)	(337,988)	(156,188)	(43,244)	(113,641)	(39,707)	123,061	39,984	255,384	67,817	28,582		
Planned Spending								0	0	(112,500)	(132,112)	(216,640)	(212,416)	(486,319)	(422,769)	(186,065)	0	(74,456)	(263,397)	(124,666)	(41,432)	(292,878)	0	(408,566)	(265,835)	(26,867)		
Vactor Truck Rental								4,560	4,560																			
General Fund Contribution								131,400	137,000	142,600	148,200	153,800	159,400	165,000	170,600	176,200	181,800	187,400	193,000	198,600	204,200	209,800	215,400	221,000	226,600	232,200		
Additional Half Penny on the tax rate to fund fire truck																												
Sale of Pumper																												
Town Contribution for Ladder Truck																												
<b>Ending Balance</b>								173,473	315,033	345,133	361,221	298,381	245,365	(75,955)	(328,123)	(337,988)	(156,188)	(43,244)	(113,641)	(39,707)	123,061	39,984	255,384	67,817	28,582	233,915		

increase 5,600

- Most replacement cost estimates include trade-in value of existing vehicles
- Non-Fire Truck vehicles are inflated by 3% per year
- Fire Trucks are inflated by 5% per year.
- Fund was started in 1990. The proceeds from the sale of all equipment bought after that date shall be placed into the Rolling Stock Fund
- General Replacement Assumptions:
  - Dump Trucks 12
  - Pickup 4/WD 8
  - Pickup 10
  - Sidewalk Plow 8
  - Fire Trucks 20
  - Fire Pickup 15
  - Sweeper/Wheel Lo 10
  - Wacker Sdwk Plow 12

**GENERAL FUND CAPITAL RESERVE PLAN**

Rev. 15% increase per year

PROJECTS FUNDED BY VILLAGE \$ ONLY			Rank	Ref. #	Project Total	Date of Est	Estimated \$	Prior	FY17	FY18	FY19	FY20	FYE21	FYE22	FYE23	FYE24	FYE25	FYE26	Future	
Y	Railroad Ave. Waterline So. of Lincoln Pl. to Central Ave.	77	W		102,568			7,288		952	94,328									
EEE	Greenwood Ave. Drainage Course Improvements	Done			55,743					46,413	9,330									
MMM	South St. Drainage	86			633,529	08/06/18	542,937			5,012				628,517						
	Facilities Assessment				10,000						10,000									
Q	Lamoille Water Line Replacement	70	W		583,185	05/01/18	495,940					42,160	541,025							
PPP	Iroquois Ave Road and Waterline rebuild	72	W		1,728,634	08/06/18	1,358,817								111,976	1,616,658				
BB/III	Rosewood Lane Sidewalk/Roadway Reconstruction	62			1,672,265	08/27/18	1,288,367										127,897	1,544,367		
S	North St. Roadway and Waterline	60			1,903,505	05/01/17	1,288,367												1,903,505	
NNN	Pleasant St. Road Reconstruction	57			1,557,433	08/06/18	1,054,132												1,557,433	
TT	Pearl St. Lighting & Sidewalk Wiley's Ct, to West st.	55			2,401,126	05/01/17	1,547,787												2,401,126	
VV	West St. Sidewalk South St. to Clems Dr.	55			1,039,466	05/01/17	670,049												1,039,466	
BBB	West St. & West St. Ext. Intersection Improvements	54			128,790	05/01/17	83,019												128,790	
Yya	Main St. Sidewalk & Lighting Bridge to Crestview	46			421,077	05/01/17	271,430												421,077	
J	Densmore Dr. Culvert & partial Road Reconstruction	46			719,754	05/01/17	463,960												719,754	
HHH	Lincoln Hall Parking Lot	45			65,292	05/01/17	42,088												65,292	
KK	Main St. Drainage Curb & Sidewalk Pleasant to Bridge	41			786,716	05/01/17	507,124												786,716	
A	Abnaki Road Reconstruction	39			515,334	05/01/17	332,189												515,334	
UU	Pearl Sidewalk West St. to Susie Wilson	63	W		1,407,672	05/01/17	907,397												1,407,672	
U	Orchard Terrace Sidewalk Replacement	39			271,360	05/01/17	174,921												271,360	
<b>Totals Project Funded by Village \$ Only</b>									0	52,377	113,658	42,160	541,025	628,517	111,976	1,616,658	127,897	1,544,367	11,217,525	
<b>PROJECTS FUNDED BY GRANTS</b>																				
Stormwater Grants Summary																				
	Various Vtrans Grants		1		293,110				3,594	29,260	260,256									
<b>Cost to Village (match paid by Town)</b>					0															
	Densmore Dr. Culvert Replacement Study		2		15,560						15,560									
	Municipal Water Quality Asst.-FY19 UPWP Grant				(12,448)															
<b>Densmore Dr. Culvert Study Net Cost to Village</b>					3,112															
	Main St. Pedestrian Bridge		3		166,808					65,386	101,422									
	Vtrans Structures Grant				(150,127)															
<b>Main St. Pedestrian Bridge Net Cost to Village</b>					16,681															
	Crescent Connector Park St. to Main St.				4,590,000		805,973	192,257	151,217	3,440,553										
	Fed & State Grants		4		(4,500,000)															
<b>Crescent Connector Net Cost to Village</b>					90,000															
	Pearl St. Missing Link Project		5		2,372,000		122,820	630,599	1,538,584	79,997										
	Federal & State Grants through CCRPC & Vtrans				(2,342,000)															
<b>Pearl St. Missing Link Net Cost to Village</b>					30,000															
<b>Totals Project Funded by Grants Awarded</b>									826,450	1,784,447	3,897,788	0	0	0	0	0	0	0	0	
<b>Total Cost of all Projects Funded by Village \$ Only and Grants</b>									826,450	1,836,824	4,011,446	42,160	541,025	628,517	111,976	1,616,658	127,897	1,544,367	11,217,525	

**GENERAL FUND CAPITAL RESERVE FUNDING & FUND BALANCE**

	Prior	FY17	FY18	FY19	FY20	FY21	FY22	FY23	FY24	FY25	FY26	FY27
<b>Beginning Fund Balance</b>				439,622	563,681	901,934	796,134	665,876	1,124,648	162,100	784,179	100,034
<b>Planned Spending</b>		(826,450)	(1,836,824)	(4,011,446)	(42,160)	(541,025)	(628,517)	(111,976)	(1,616,658)	(127,897)	(1,544,367)	(11,217,525)
<b>Funding Sources</b>												
Summary Stormwater Grants	1	293,110			0	27,978	265,132					
Municipal Water Quality Asst.-FY19 UPWP Grant	2	12,448					12,448					
Vtrans Structures Grant-Main St. Ped Bridge	3	150,127				56,931	93,196					
Crescent Connector Grant	4	4,500,000		824,306	98,573	209,260	3,367,861					
Pearl St. Missing Link Grants	5	2,342,000		115,338	645,812	1,516,733	64,117					
CVE Annual Contribution				75,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000
Transfer in of Fund Balance							96,000					
General Fund Transfer In					274,960	295,582	317,751	365,413	420,225	483,259	555,748	639,110
<b>Total Revenues</b>					2,189,506	4,135,505	380,413	435,225	498,259	570,748	654,110	749,977
<b>Ending Fund Balance</b>						563,681	901,934	796,134	665,876	1,124,648	162,100	784,179

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

	7.5%	7.5%	7.5%	15.0%	15.0%	15.0%	15.0%	15.0%	15.0%	15.0%	15.0%	15.0%
				47,662.60	54,811.99	63,033.79	72,488.85	83,362.18	95,866.51	110,246.48	126,783.46	
tax rate				0.0043	0.0049	0.0057	0.0065	0.0075	0.0086	0.0099	0.0114	
House		280,000		12.02	13.82	15.90	18.28	21.02	24.17	27.80	31.97	

**Village of Essex Junction  
Capital Projects  
Construction Cost Estimate**

**Lamoille Street**

**Waterline Replacement and Roadway Reconstruction**

Cost Reference Date: 5/1/2017  
 Estimate Preparation Date: 5/1/2017  
 Original Capital Plan Date: 9/29/2005

**Primary Project Reason:**

Replace existing undersized and old waterline

**Secondary Project Reason:**

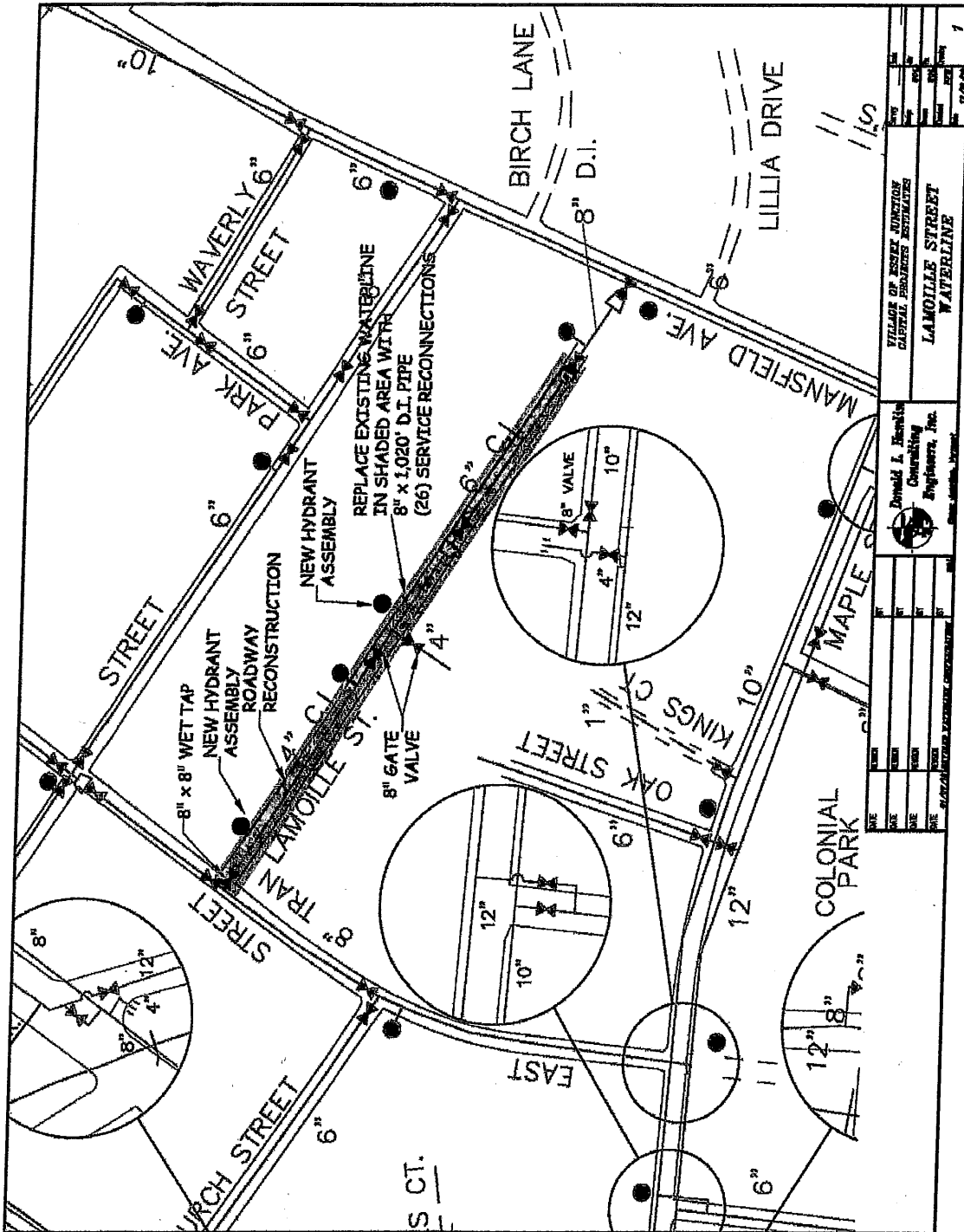
Rebuild roadway in area of waterline replacement

**Assumptions:**

- New roadway will have a pavement width of 24' with 1' gravel shoulder.
- Existing drainage structures will set to new finish grade.
- Existing waterline will remain in service until new waterline is operational.
- A portion of each residential driveway will be rebuilt to match new roadway.

O	Pavement Overlay	\$	-
R	Roadway Reconstruction	\$	416,756.18
W	Waterline Improvements	\$	206,378.18
S	Sanitary Sewer Improvements	\$	-
D	Storm Drainage Improvements	\$	8,113.27
P	Sidewalk Improvements	\$	-
	<b>Combined Total</b>	<b>\$</b>	<b>631,247.63</b>

Village of Essex Junction  
 Capital Projects  
 Construction Cost Estimate



**Village of Essex Junction  
Capital Projects  
Construction Cost Estimate**

**Lamoille Street**

**Waterline Replacement and Roadway Reconstruction**

Cost Reference Date: 5/1/2017

Estimate Preparation Date: 5/1/2017

ITEM	QUANTITY	UNIT	PRICE	TOTAL
1) Saw Cut Existing Pavement 4" Thick	725	lf	\$ 3.35	\$ 2,428.75
2) Excavation of Pavement 4" to 6" Thick	2,750	sy	\$ 10.19	\$ 28,022.50
3) Excavation for New Roadway Subbase	3,450	cy	\$ 21.00	\$ 72,450.00
4) Mirafi 500X Geotextile Fabric	3,000	sy	\$ 1.67	\$ 5,010.00
5) Sand Borrow - 12"	990	cy	\$ 26.47	\$ 26,205.30
6) Dense Graded Crushed Stone - 24"	1,975	cy	\$ 35.96	\$ 71,021.00
7) Plant Mixed Gravel - 6"	500	cy	\$ 35.39	\$ 17,695.00
8) New Bituminous Concrete Pavement - 1-3/4", Type II	2,725	sy	\$ 12.37	\$ 33,708.25
9) New Bituminous Concrete Pavement - 1-1/4", Type III	2,725	sy	\$ 9.49	\$ 25,860.25
10) New Bituminous Concrete Driveway and Apron	560	sy	\$ 48.34	\$ 27,070.40
11) Remove and Reset Existing Catch Basin Frame and Grate	7	each	\$ 813.33	\$ 5,693.31
12) Wet Tap (8x8)	1	each	\$ 5,418.62	\$ 5,418.62
13) 8" Gate Valve	2	each	\$ 4,771.79	\$ 1,897.76
14) 8" Ductile Iron Pipe, CI 52	1,020	lf	\$ 81.72	\$ 83,354.40
15) 8" Mechanical Bends	2	each	\$ 799.85	\$ 2,447.87
16) Reducer (8x6)	2	each	\$ 824.97	\$ 1,649.94
17) New Hydrant Assembly (Tee, Valve, Hydrant, Glands and 6' Pipe)	2	each	\$ 6,439.05	\$ 12,878.10
18) 3/4" Copper Waterline	520	lf	\$ 44.41	\$ 23,093.20
19) 3/4" Corporation Stop	26	each	\$ 636.42	\$ 16,546.92
20) 3/4" Curb Stop	26	each	\$ 287.14	\$ 7,465.64
21) Traffic Control - Type I	60	day	\$ 460.34	\$ 27,620.40
22) Dust Control - Type II	1	ls	\$ 3,452.57	\$ 3,452.57
23) Mobilization	---	---	5%	\$ 25,049.51
Contingency	---	---	20%	\$ 105,207.94

Subtotal \$ 631,247.63  
Design Engineering Services \$ 56,812.29  
Bidding and Construction Services \$ 63,124.76  
Grand Total \$ 751,184.68

## EJRP Programs FY20 Budget Lead Sheet

**FY20 Priorities / Goals**

1. Our goal is to deliver high quality programming that meets the needs of our community at an affordable rate.

2. We believe in supporting a highly qualified staff to deliver community programming.

3. We recognize the need to balance our Program Fund and use a variety of strategies to accomplish this: increasing revenues, reducing expenses, removing programs that do not generate net revenue, and adding new programs that generate net revenue.

**New Initiatives Impacting the FY20 Budget:**

**Summary of Significant Changes:**

**History:**

**REVENUES**

	FY20	FY19	FY18	FY17	FY16	FY15
Budget	\$ 1,912,694	\$ 1,711,761	\$ 1,609,847			
Actual		\$ 1,711,761	\$ 1,923,797			
\$ Variance	\$ 200,933	\$ -	\$ 313,950	\$ -	\$ -	\$ -
% Variance	11.74%	0.00%	19.50%	#DIV/0!	#DIV/0!	#DIV/0!

**EXPENSES**

	FY20	FY19	FY18	FY17	FY16	FY15
Budget	\$ 1,912,034	\$ 1,711,748	\$ 1,609,847			
Actual		\$ 1,711,748	\$ 1,827,555			
\$ Variance	\$ 200,286	\$ -	\$ (217,708)	\$ -	\$ -	\$ -
% Variance	11.70%	0.00%	-13.52%	#DIV/0!	#DIV/0!	#DIV/0!

**NET OPERATIONS**

	FY20	FY19	FY18	FY17	FY16	FY15
Budget	\$ 660	\$ 13	\$ -			
Actual		\$ 13	\$ 96,242			
\$ Variance	\$ 647	\$ -	\$ 96,242	\$ -	\$ -	\$ -
% Variance	4977%	0.00%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!

	A	B	G	H	I	L	M	N	O	P	Q
1	<b>EJRP Programs FY20 Budget Summary</b>										
2										12/13/18 10:36 AM	
3	Account Number	Account Name	FY18 Budget	FY18 Actual	FY19 Budget	FY20 Budget Proposal	Dollar Change from Prior Year	Percent Change from Prior Year	Notes	FY16-FY18 Average Actual	
4		<b>REVENUES</b>									
5	226-33582.050	Transfer from Essex Westford	-	115,969	-	-	-	n/a		115,969	
6	226-34720.000	Pool Day Admission	65,310	59,534	72,737	68,136	(4,601)	-6.33%		59,534	
7	226-34721.000	Pool Memberships	38,694	43,429	36,631	38,897	2,266	6.19%		43,429	
8	226-34722.000	Swim Lessons	43,804	50,749	46,803	50,018	3,215	6.87%		50,749	
9	226-34725.000	Concession Sales	25,977	17,786	25,896	2,500	(23,396)	-90.35%		17,786	
10	226-34750.000	Facility & Field Rental	8,232	15,010	8,562	10,712	2,150	25.11%		15,010	
11	226-34779.115	Youth Programs - Rec Programs	114,205	285,883	123,747	132,210	8,463	6.84%		285,883	
12	226-34779.117	Youth Programs - Aquatics	-	-	-	161,029	161,029	n/a		-	
13	226-34779.120	Youth Programs - After School	26,323	25,232	29,930	37,270	7,340	24.52%		25,232	
14	226-34780.000	Adult Programs	62,343	43,592	45,483	51,236	5,753	12.65%		43,592	
15	226-34781.120	Childcare - After School	561,592	566,519	591,662	627,381	35,719	6.04%		566,519	
16	226-34781.121	Childcare - Preschool	357,617	318,873	360,358	365,604	5,246	1.46%		318,873	
17	226-34781.122	Childcare - Day Camps	285,150	343,342	309,071	317,555	8,484	2.75%		343,342	
18	226-34782.000	Shared Staffing Contract	11,925	36,030	51,181	41,646	(9,535)	-18.63%		36,030	
19	226-39505.000	Sponsorship	8,675	1,850	9,700	8,500	(1,200)	-12.37%		1,850	
20		<b>Revenues Subtotal</b>	1,609,847	1,923,797	1,711,761	1,912,694	200,933	11.74%		1,923,797	
21											
22		<b>ADMINISTRATION</b>									
23	226-45110.110	Salaries - Regular	32,718	26,139	44,887	-	(44,887)	-100.00%		26,139	
24	226-45110.140	Salaries - Part Time	15,121	1,895	6,870	3,310	(3,560)	-51.82%		1,895	
25	226-45110.210	Health Ins & Other Benefits	9,717	12,991	11,300	-	(11,300)	-100.00%		12,991	
26	226-45110.220	Social Security	3,660	2,144	3,959	253	(3,706)	-93.61%		2,144	
27	226-45110.226	Workers Comp Insurance	30,006	28,592	33,837	29,736	(4,101)	-12.12%		28,592	
28	226-45110.230	Retirement	4,150	-	4,357	-	(4,357)	-100.00%		-	
29	226-45110.291	Health Imp Programs	350	-	-	-	-	n/a		-	
30	226-45110.330	Other Professional Services	4,667	3,474	4,600	5,000	400	8.70%		3,474	
31	226-45110.340	Computer Expenses	-	9,559	-	-	-	n/a		9,559	
32	226-45110.442	Equipment Rental	2,000	5,337	2,000	2,500	500	25.00%		5,337	
33	226-45110.500	Training, Conferences, Dues	10,387	10,211	12,240	8,500	(3,740)	-30.56%		10,211	
34	226-45110.530	Communications	1,680	5,461	5,280	-	(5,280)	-100.00%		5,461	

	A	B	G	H	I	L	M	N	O	P	Q
1	<b>EJRP Programs FY20 Budget Summary</b>										
2										12/13/18 10:36 AM	
3	Account Number	Account Name	FY18 Budget	FY18 Actual	FY19 Budget	FY20 Budget Proposal	Dollar Change from Prior Year	Percent Change from Prior Year	Notes	FY16-FY18 Average Actual	
35	226-45110.535	Telephone Services	4,500	3,285	4,500	-	(4,500)	-100.00%		3,285	
36	226-45110.536	Postage	3,219	8,057	8,632	6,816	(1,816)	-21.04%		8,057	
37	226-45110.550	Printing & Advertising	15,400	18,222	15,000	22,123	7,123	47.49%		18,222	
38		<b>Administration Subtotal</b>	137,575	135,368	157,462	78,238	(79,224)	-50.31%		135,368	
39											
40		<b>RECREATION PROGRAMS</b>									
41	226-45115.110	Salaries - Regular	-	-	-	25,793	25,793	n/a		-	
42	226-45115.140	Salaries - Part Time	40,093	17,358	25,764	24,640	(1,124)	-4.36%		17,358	
43	226-45115.220	Social Security	3,079	1,328	1,971	3,910	1,939	98.38%		1,328	
44	226-45115.330	Other Professional Services	86,206	243,481	87,658	112,294	24,636	28.10%		243,481	
45	226-45115.410	Water & Sewer Charges	800	45	800	800	-	0.00%		45	
46	226-45115.434	Maintenance - Buildings/Grounds	250	-	250	250	-	0.00%		-	
47	226-45115.440	Rental	1,400	-	600	600	-	0.00%		-	
48	226-45115.442	Equipment Rental	1,225	460	1,260	800	(460)	-36.51%		460	
49	226-45115.500	Training, Conferences, Dues	850	-	600	600	-	0.00%		-	
50	226-45115.536	Postage	79	-	79	-	(79)	-100.00%		-	
51	226-45115.550	Printing & Advertising	354	90	350	450	100	28.57%		90	
52	226-45115.580	Travel	1,508	-	-	-	-	n/a		-	
53	226-45115.610	Supplies	24,795	36,264	23,600	23,276	(324)	-1.37%		36,264	
54	226-45115.622	Student Special Programs	1,388	755	3,732	-	(3,732)	-100.00%		755	
55		<b>Recreation Programs Subtotal</b>	162,027	299,781	146,664	193,413	46,749	31.87%		299,781	
56											
57		<b>AFTER SCHOOL CARE</b>									
58	226-45120.110	Salaries - Regular	172,966	257,867	228,381	252,138	23,757	10.40%		257,867	
59	226-45120.130	Salaries - Overtime	-	-	-	-	-	n/a		-	
60	226-45120.140	Salaries - Part Time	149,687	144,114	153,094	171,264	18,170	11.87%		144,114	
61	226-45120.210	Health Ins & Other Benefits	64,490	66,366	76,143	85,297	9,154	12.02%		66,366	
62	226-45120.220	Social Security	24,384	30,450	29,183	32,390	3,207	10.99%		30,450	
63	226-45120.230	Retirement	19,973	26,838	24,785	30,652	5,867	23.67%		26,838	
64	226-45120.291	Health Imp Programs	1,750	1,185	-	-	-	n/a		1,185	
65	226-45120.330	Other Professional Services	15,566	19,650	17,488	24,513	7,025	40.17%		19,650	



	A	B	G	H	I	L	M	N	O	P	Q
1	<b>EJRP Programs FY20 Budget Summary</b>										
2										12/13/18 10:36 AM	
3	Account Number	Account Name	FY18 Budget	FY18 Actual	FY19 Budget	FY20 Budget Proposal	Dollar Change from Prior Year	Percent Change from Prior Year	Notes	FY16-FY18 Average Actual	
66	226-45120.421	Truck Lease	23,845	23,845	24,005	24,145	140	0.58%		23,845	
67	226-45120.500	Training, Conferences, Dues	13,835	7,782	16,600	18,760	2,160	13.01%		7,782	
68	226-45120.535	Telephone Services	-	-	-	3,300	3,300	n/a		-	
69	226-45120.580	Travel	30,259	21,664	28,845	33,066	4,221	14.63%		21,664	
70	226-45120.610	Supplies	28,061	32,413	27,930	27,771	(159)	-0.57%		32,413	
71	226-45120.626	Gas, Grease & Oil	1,750	181	1,750	1,900	150	8.57%		181	
72		<b>After School Care Subtotal</b>	546,566	632,355	628,204	705,196	76,992	12.26%		632,355	
73											
74		<b>PRESCHOOL</b>									
75	226-45121.110	Salaries - Regular	163,013	173,323	174,471	193,218	18,747	10.75%		173,323	
76	226-45121.130	Salaries - Overtime	-	-	-	-	-	n/a		-	
77	226-45121.140	Salaries - Part Time	41,438	26,137	31,385	23,139	(8,246)	-26.27%		26,137	
78	226-45121.210	Health Ins & Other Benefits	86,583	60,969	79,671	83,864	4,193	5.26%		60,969	
79	226-45121.220	Social Security	15,641	14,933	15,748	16,551	803	5.10%		14,933	
80	226-45121.230	Retirement	16,300	16,670	17,447	18,142	695	3.98%		16,670	
81	226-45121.291	Health Imp Programs	1,400	1,400	-	-	-	n/a		1,400	
82	226-45121.330	Other Professional Services	2,710	6,150	3,072	3,072	-	0.00%		6,150	
83	226-45121.434	Maintenance - Buildings/Grounds	-	-	3,333	-	(3,333)	-100.00%		-	
84	226-45121.440	Rental	5,000	-	-	-	-	n/a		-	
85	226-45121.500	Training, Conferences, Dues	11,998	8,157	12,560	8,744	(3,816)	-30.38%		8,157	
86	226-45121.530	Communications	-	2,472	2,448	-	(2,448)	-100.00%		2,472	
87	226-45121.580	Travel	960	575	1,728	1,728	-	0.00%		575	
88	226-45121.610	Supplies	4,500	5,969	4,500	4,500	-	0.00%		5,969	
89		<b>Preschool Subtotal</b>	349,543	316,755	346,363	352,958	6,595	1.90%		316,755	
90											
91		<b>SUMMER DAY CAMPS</b>									
92	226-45122.110	Salaries - Regular	35,535	15,594	43,104	37,017	(6,087)	-14.12%		15,594	
93	226-45122.130	Salaries - Overtime	-	-	-	-	-	n/a		-	
94	226-45122.140	Salaries - Part Time	160,235	193,861	166,966	172,852	5,886	3.53%		193,861	
95	226-45122.220	Social Security	14,976	16,061	16,070	16,055	(15)	-0.09%		16,061	
96	226-45122.330	Other Professional Services	6,062	5,803	5,781	5,916	135	2.34%		5,803	

	A	B	G	H	I	L	M	N	O	P	Q
1	<b>EJRP Programs FY20 Budget Summary</b>										
2										12/13/18 10:36 AM	
3	Account Number	Account Name	FY18 Budget	FY18 Actual	FY19 Budget	FY20 Budget Proposal	Dollar Change from Prior Year	Percent Change from Prior Year	Notes	FY16-FY18 Average Actual	
97	226-45122.580	Travel	25,170	30,489	28,153	34,398	6,245	22.18%		30,489	
98	226-45122.610	Supplies	15,499	17,884	13,699	14,176	477	3.48%		17,884	
99	226-45122.626	Gas, Grease & Oil	-	-	150	100	(50)	-33.33%		-	
100		<b>Summer Day Camps Subtotal</b>	257,477	279,692	273,923	280,514	6,591	2.41%		279,692	
101											
102		<b>POOL</b>									
103	226-45124.140	Salaries - Part Time	91,127	88,812	90,109	88,040	(2,069)	-2.30%		88,812	
104	226-45124.220	Social Security	6,972	6,834	6,893	6,735	(158)	-2.29%		6,834	
105	226-45124.330	Other Professional Services	9,110	8,000	7,290	8,398	1,108	15.20%		8,000	
106	226-45124.410	Water & Sewer Charges	1,799	1,840	1,988	2,037	49	2.46%		1,840	
107	226-45124.434	Maintenance - Buildings/Grounds	16,496	22,715	19,683	21,246	1,563	7.94%		22,715	
108	226-45124.610	Supplies	5,839	7,521	5,795	5,749	(46)	-0.79%		7,521	
109		<b>Pool Subtotal</b>	131,343	135,722	131,758	132,205	447	0.34%		135,722	
110											
111		<b>CONCESSIONS</b>									
112	226-45125.140	Salaries - Part Time	7,693	9,107	7,882	-	(7,882)	-100.00%		9,107	
113	226-45125.220	Social Security	589	697	603	-	(603)	-100.00%		697	
114	226-45125.500	Training, Conferences, Dues	140	140	140	-	(140)	-100.00%		140	
115	226-45125.610	Supplies	15,394	14,239	15,824	-	(15,824)	-100.00%		14,239	
116		<b>Concessions Subtotal</b>	23,816	24,183	24,449	-	(24,449)	-100.00%		24,183	
117											
118		<b>AQUATICS</b>									
119	226-45126.140	Salaries - Part Time	-	-	-	3,600	3,600	n/a		-	
120	226-45126.220	Social Security	-	-	-	275	275	n/a		-	
121	226-45126.330	Other Professional Services	-	-	-	145,882	145,882	n/a		-	
122						149,757	149,757				
123											
124		<b>PARKS and FACILITIES</b>									
125	226-45220.140	Salaries - Part Time	-	-	-	7,225	7,225	n/a		-	
126	226-45220.220	Social Security	-	-	-	553	553	n/a		-	
127	226-45220.330	Other Professional Services	-	-	-	2,500	2,500	n/a		-	

	A	B	G	H	I	L	M	N	O	P	Q
1	<b>EJRP Programs FY20 Budget Summary</b>										
2										12/13/18 10:36 AM	
3	<b>Account Number</b>	<b>Account Name</b>	<b>FY18 Budget</b>	<b>FY18 Actual</b>	<b>FY19 Budget</b>		<b>FY20 Budget Proposal</b>	<b>Dollar Change from Prior Year</b>	<b>Percent Change from Prior Year</b>	<b>Notes</b>	<b>FY16-FY18 Average Actual</b>
128	226-45220.442	Equipment Rental	-	-	-		4,800	4,800	n/a		-
129	226-45220.550	Training, Conferences, Dues	1,500	1,879	1,750		3,500	1,750	100.00%		1,879
130	226-45220.610	Parks & Facilities Supplies	-	1,820	1,175		1,175	-	0.00%		1,820
131		<b>Parks and Facilities Subtotal</b>	1,500	3,698	2,925		19,753	16,828	575.32%		3,698
132											
133		<b>REVENUES TOTAL</b>	1,609,847	1,923,797	1,711,761		1,912,694	200,933	11.74%		1,923,797
134		<b>EXPENSES TOTAL</b>	1,609,847	1,827,555	1,711,748		1,912,034	200,286	11.70%		1,827,555
135		<b>NET OPERATIONS</b>	-	96,242	13		660	647	4976.92%		96,242

## EJRP Capital Plan

Based on 1% of Village grand list with 1% annual growth

FY19 Village grand list: \$11,051,088

Category	FY20	FY21	FY22	FY23	FY24
	Amount	Amount	Amount	Amount	Amount
<b>Resurfacing</b>	\$ 40,976	\$ 33,292	\$ 6,300	\$ -	\$ 6,500
<b>Playground Equipment</b>	\$ -	\$ 55,000	\$ 70,500	\$ 75,000	\$ 35,000
<b>Lighting &amp; Technology</b>	\$ 15,040	\$ 6,540	\$ 6,540	\$ 6,540	\$ -
<b>Fencing</b>	\$ -	\$ 8,400	\$ 9,700	\$ -	\$ -
<b>Maintenance Equipment</b>	\$ -	\$ -	\$ -	\$ 23,958	\$ 17,500
<b>Buildings &amp; Facilities</b>	\$ 36,000	\$ -	\$ 11,319	\$ -	\$ -
<b>Pedestrian Paths</b>	\$ -	\$ -	\$ -	\$ -	\$ 47,648
<b>Pool</b>	\$ 10,300	\$ -	\$ -	\$ -	\$ -
<b>Landscaping</b>	\$ 9,300	\$ 9,500	\$ 9,500	\$ 9,500	\$ 9,500
<b>TOTAL</b>	<b>\$111,616</b>	<b>\$112,732</b>	<b>\$113,859</b>	<b>\$114,998</b>	<b>\$116,148</b>

### FY20 Detail

Category	Items	Amount
<b>Resurfacing</b>	Maple Street: tennis courts, skatepark, baseball infield mix. Cascade: tennis courts (note: conversion of two tennis courts to six pickleball courts).	\$ 40,976
<b>Lighting &amp; Technology</b>	Electronic sign lease. Second blinking crosswalk at Maple Street Park.	\$ 15,040
<b>Buildings &amp; Facilities</b>	New roof and electrical service move on storage building at Maple Street. Vinyl siding on garage. New recreation master plan and recreation facility feasibility study (funded at 50% with Essex Parks & Recreation)	\$ 36,000
<b>Pool</b>	Resurface diving boards. New motor.	\$ 10,300
<b>Landscaping</b>	Tree planting and removal. Field maintenance.	\$ 9,300

## Senior Center FY20 Budget Lead Sheet

**FY20 Priorities / Goals**

Maintain/Grow Current Membership

Hire part-time Administrative/Program Assistant for Center

Maintain/Grow Current Programs & Activities

Continue to provide exemplary services for the 50+ population

Explore additional wellness opportunities for older adults

6.

**New Initiatives Impacting the FY20 Budget:**

Wellness instructor fees; increasing non-resident membership dues from \$12-\$15; Hiring of a part-time person - added to the Town budget where personnel costs for this department reside.

**Summary of Significant Changes:**

Request for a part-time assistant. Also, will suspend rentals until building is more secured with accessibility via key fob, and rental policy is in place that does not require staff to be present.

**History:**

	FY20	FY19	FY18	FY17	FY16	FY15
<b>REVENUES</b>						
Budget	\$ 135,221	\$ 113,521	\$ 26,717	\$ 24,227		
Actual		\$ 118,395	\$ 16,123	\$ 57,213		
\$ Variance	\$ 21,700	\$ 4,874	\$ (10,594)	\$ 32,985	\$ -	\$ -
% Variance	19.12%	4.29%	-39.65%	136.15%	#DIV/0!	#DIV/0!
<b>EXPENSES</b>						
Budget	\$ 135,351	\$ 113,485	\$ 24,350	\$ 21,745		
Actual		\$ 118,921	\$ 22,321	\$ 25,511		
\$ Variance	\$ 21,866	\$ (5,436)	\$ 2,029	\$ (3,766)	\$ -	\$ -
% Variance	19.27%	-4.79%	8.33%	-17.32%	#DIV/0!	#DIV/0!
<b>NET OPERATIONS</b>						
Budget	\$ (130)	\$ 36	\$ 2,367	\$ 2,482		
Actual		\$ (526)	\$ (6,198)	\$ 31,702		
\$ Variance	\$ (166)	\$ (562)	\$ (8,565)	\$ 29,220	\$ -	\$ -
% Variance	-461.11%	-1561.11%	-361.84%	1177.18%	#DIV/0!	#DIV/0!

	A	B	E	F	G	H	I	L	M	N	O	P	Q
1	Senior Center FY20 Budget Summary												
2													12/13/18 10:49 AM
3	Account Number	Account Name	FY17 Budget	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY20 Budget Proposal	Dollar Change from Prior Year	Percent Change from Prior Year	Notes	FY16-FY18 Average Actual	
4		<b>REVENUES</b>											
5	225-34700.000	Memberships	3,990	3,621	4,592	3,194	4,196	4,400	204	4.86%		3,408	
6	225-34701.000	Fund Raising Revenue	4,832	5,545	5,150	2,998	5,400	6,400	1,000	18.52%		4,272	
7	225-34702.000	Activity Fees	12,540	15,195	13,590	5,400	12,800	500	(12,300)	-96.09%		10,297	
8	225-34702.001	Trip Fees		1,114		-	-	17,500	17,500	n/a		557	
9	225-34702.002	Mealsite Outings		-		-	-	1,350	1,350	n/a		-	
10	225-34702.003	Mealsite Revenue				-	-	1,500	1,500	n/a		-	
11	225-34703.000	After Hour Fees	1,500	1,925	1,925	957	700	-	(700)	-100.00%		1,441	
12	225-36101.000	Interest Earnings		84		117	-	120	120	n/a		101	
13	225-36400.000	Donations	1,366	1,551	1,460	1,108	1,240	2,000	760	61.29%		1,329	
14	225-36509.000	Hoehl Op Grant		1,649		-	-	-	-	n/a		825	
15	225-36510.000	Hoehl Flooring Grant		900		-	-	-	-	n/a		450	
16	225-36603.000	Misc. Revenue		25,629		2,349	-	-	-	n/a		13,989	
17		Town Personnel Support					57,455	69,721	12,266	21.35%		#DIV/0!	
18		Village Buildings Donation					31,730	31,730	-	0.00%		#DIV/0!	
19		<b>Revenues Subtotal</b>	<b>24,227</b>	<b>57,213</b>	<b>26,717</b>	<b>16,123</b>	<b>113,521</b>	<b>135,221</b>	<b>21,700</b>	<b>19.12%</b>		<b>36,668</b>	
20													
21		<b>EXPENSES</b>											
22	225-45122.330	Other Professional Services	1,020	1,010	1,100	50	500	200	(300)	-60.00%		530	
23	225-45122.430	Repairs & Maintenance	3,725	3,872	3,500	2,626	3,600	4,800	1,200	33.33%		3,249	
24	225-45122.610	Operational Supplies	3,350	2,719	4,500	3,317	3,000	4,000	1,000	33.33%		3,018	
25	225-45122.612	Fund Raiser Expenses	693	1,294	750	2,288	2,000	2,000	-	0.00%		1,791	
26	225-45122.614	Program Expenses	1,250	1,771	2,500	2,993	2,700	3,000	300	11.11%		2,382	
27	225-45122.810	Trip Expenses	7,817	8,577	9,500	5,970	9,700	16,500	6,800	70.10%		7,274	
28	225-45122.812	Meal Site Expenses	2,000	3,876	2,500	5,043	2,800	1,400	(1,400)	-50.00%		4,459	
29	225-45122.813	Meal Site Outing Expenses	991	-	-	33	-	2,000	2,000	n/a		17	
30	225-49340.801	Hoehl Donation Exp	900	1,493	-	-	-	-	-	n/a		747	
31	225-49340.802	Hoehl Grant Exp		900		-	-	-	-	n/a		450	
32		Personnel Cost					57,455	69,721	12,266	21.35%		#DIV/0!	
33		Sr. Center Space Cost					31,730	31,730	-	0.00%		#DIV/0!	
34		<b>Expenses Subtotal</b>	<b>21,745</b>	<b>25,511</b>	<b>24,350</b>	<b>22,321</b>	<b>113,485</b>	<b>135,351</b>	<b>21,866</b>	<b>19.27%</b>		<b>23,916</b>	
35													
36		<b>REVENUES TOTAL</b>	<b>24,227</b>	<b>57,213</b>	<b>26,717</b>	<b>16,123</b>	<b>113,521</b>	<b>135,221</b>	<b>21,700</b>	<b>19.12%</b>		<b>36,668</b>	
37		<b>EXPENSES TOTAL</b>	<b>21,745</b>	<b>25,511</b>	<b>24,350</b>	<b>22,321</b>	<b>113,485</b>	<b>135,351</b>	<b>21,866</b>	<b>19.27%</b>		<b>23,916</b>	
38		<b>NET OPERATIONS</b>	<b>2,482</b>	<b>31,702</b>	<b>2,367</b>	<b>(6,198)</b>	<b>36</b>	<b>(130)</b>	<b>(166)</b>	<b>-461.11%</b>		<b>12,752</b>	

## Water Fund FY20 Budget Lead Sheet

**FY20 Priorities / Goals**

1. Lamoille St. Water line replacement engineering

4.

2. Finish water meter replacement program

5.

3.

6.

**New Initiatives Impacting the FY20 Budget:**

**Summary of Significant Changes:**

**History:**

**REVENUES**

	FY20	FY19	FY18	FY17	FY16	FY15
Budget	4,036,164	3,866,360	3,786,018	3,808,608	3,393,933	
Actual		3,866,360	3,686,307	3,564,987	3,578,738	
\$ Variance	169,804	-	(99,711)	(243,622)	184,805	-
% Variance	4.39%		-2.63%	-6.40%	5.45%	#DIV/0!

**EXPENSES**

	FY20	FY19	FY18	FY17	FY16	FY15
Budget	4,036,164	3,866,360	3,786,018	3,808,608	3,393,933	
Actual		3,866,360	3,739,080	3,558,213	3,544,101	
\$ Variance	169,804	-	46,938	250,395	(150,168)	-
% Variance	4.39%		1.24%	6.57%	-4.42%	#DIV/0!

**NET OPERATIONS**

	FY20	FY19	FY18	FY17	FY16	FY15
Budget	-	-	-	-	-	
Actual		-	(52,770)	6,773	34,637	
\$ Variance	-	-	(52,770)	6,773	34,637	-
% Variance	#DIV/0!		#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!

	A	B	E	F	G	H	I	L	M	N	O	P	Q
1	<b>Water Fund FY20 Budget Summary</b>												
2													12/14/18 6:59 AM
3	Account Number	Account Name	FY17 Budget	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY20 Budget Proposal	Dollar Change from Prior Year	Percent Change from Prior Year	Notes	FY16-FY18 Average Actual	
4		<b>REVENUES</b>											
5	254-34801.000	Sale of Water - Residential	846,258	901,046	930,063	934,325	993,251	1,067,985	74,734	7.52%		897,783	
6	254-34811.000	Water Billing Penalties	4,000	4,769	4,000	6,141	4,000	4,500	500	12.50%		5,126	
7	254-34812.000	Water Sales - Large Users	107,492	76,261	91,480	90,573	96,359	111,132	14,773	15.33%		95,438	
8	254-34821.000	Hook on Fees	15,000	14,450	15,000	8,200	15,000	15,000	-	0.00%		12,600	
9	254-34900.000	Sale of Water - GF	2,767,603	2,505,612	2,681,600	2,584,379	2,686,765	2,767,430	80,665	3.00%		2,532,800	
10	254-34902.000	Sale of Water - GF VT Tax	68,255	61,472	63,875	62,024	70,985	70,117	(868)	-1.22%		62,291	
11	254-34402.000	Interest Earnings	-	20	-	67	-	-	-	n/a		(10)	
12	254-34403.000	Misc - Unclassified	-	1,356	-	598	-	-	-	n/a		3,982	
13		<b>Revenues Subtotal</b>	<b>3,808,608</b>	<b>3,564,987</b>	<b>3,786,018</b>	<b>3,686,307</b>	<b>3,866,360</b>	<b>4,036,164</b>	<b>169,804</b>	<b>4.39%</b>		<b>3,610,010</b>	
14													
15													
16		<b>EXPENSES</b>											
17	254-43200.110	Salaries - Regular	105,379	67,668	111,775	103,492	109,133	118,220	9,087	8.33%		89,708	
18	254-43200.130	Salaries - Overtime	14,000	9,819	14,000	16,131	14,000	14,000	-	0.00%		12,341	
19	254-43200.140	Salaries - Part-time	5,166	2,626	5,293	4,136	5,427	9,193	3,766	69.39%		3,640	
20	254-43200.210	Health Insurance & Other Benefits	40,682	25,660	44,500	29,620	45,212	65,713	20,501	45.34%		30,793	
21	254-43200.220	Social Security	9,658	6,126	10,091	9,248	9,965	10,699	734	7.37%		7,921	
22	254-43200.226	Workers Compensation Insurance	5,528	5,437	6,624	6,917	6,716	7,992	1,276	19.00%		6,004	
23	254-43200.230	Retirement	10,538	6,707	11,178	9,892	10,913	11,822	909	8.33%		8,791	
24	254-43200.250	Unemployment Insurance	353	87	353	53	200	60	(140)	-70.00%		155	
25	254-43200.330	Other Professional Services	1,000	1,590	1,000	-	1,000	1,000	-	0.00%		551	
26	254-43200.335	Audit Services	4,217	3,433	3,623	3,623	3,680	3,738	58	1.58%		3,716	
27	254-43200.340	Computer Supplies and Software	2,100	1,105	1,500	1,194	1,000	1,000	-	0.00%		1,167	
28	254-43200.410	Water and Sewer Charge	400	92	200	97	200	200	-	0.00%		93	
29	254-43200.411	CWD Water Purchase	460,300	461,487	493,810	455,835	515,807	504,006	(11,801)	-2.29%		465,908	
30	254-43200.412	State Water Tax	11,352	12,436	12,662	10,852	13,628	13,153	(475)	-3.49%		11,808	
31	254-43200.430	Water Lines Maintenance - Breaks	16,000	22,737	16,000	107,875	16,000	16,000	-	0.00%		45,306	
32	254-43200.441	ROW Leases	142	8	142	100	142	142	-	0.00%		67	
33	254-43200.491	Contractual Services	113,888	113,888	106,531	103,410	104,158	118,159	14,001	13.44%	Admin fees and portion of finance dir	108,686	
34	254-43200.500	Training, Conferences, Dues	2,000	1,468	2,000	3,364	2,500	2,500	-	0.00%		2,158	
35	254-43200.521	Liability & Property Ins.	3,347	3,620	3,011	2,594	2,271	2,620	349	15.37%		3,083	
36	254-43200.535	Telephone Services	1,000	1,489	1,000	1,822	1,500	1,500	-	0.00%		1,434	
37	254-43200.536	Postage	2,000	1,636	2,000	2,577	2,000	2,600	600	30.00%		1,943	
38	254-43200.550	Printing and Advertising	2,000	2,003	2,000	1,939	2,608	2,000	(608)	-23.31%		1,849	
39	254-43200.570	Maintenance Other	1,000	3,541	2,000	10,446	2,500	2,500	-	0.00%		5,384	



	A	B	E	F	G	H	I	L	M	N	O	P	Q
1	<b>Water Fund FY20 Budget Summary</b>												
2													12/14/18 6:59 AM
3	Account Number	Account Name	FY17 Budget	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY20 Budget Proposal	Dollar Change from Prior Year	Percent Change from Prior Year	Notes	FY16-FY18 Average Actual	
40	254-43200.572	Interview Costs	-	2,649	-	175	-	-	-	n/a		980	
41	254-43200.610	Supplies	5,500	5,172	6,000	9,550	6,000	7,000	1,000	16.67%		7,466	
42	254-43200.612	Uniforms, Boots, Etc.	1,500	806	1,500	1,083	1,500	1,500	-	0.00%		944	
43	254-43200.613	Meters and Parts	-	303	1,000	-	500	500	-	0.00%		401	
44	254-43200.614	Distribution Materials	6,500	23,751	7,000	7,447	7,000	7,500	500	7.14%		16,696	
45	254-43200.622	Electrical Service	700	711	750	1,030	750	1,000	250	33.33%		818	
46	254-43200.623	Heating	3,000	2,402	4,000	2,608	3,000	3,000	-	0.00%		3,472	
47	254-43200.626	Gas, Grease and Oil	3,500	1,143	3,000	1,393	3,000	3,000	-	0.00%		1,366	
48	254-43200.742	Capital Reserve Fund Contribution	140,000	140,000	160,000	160,000	210,000	260,000	50,000	23.81%		143,333	
49	254-43200.805	Interest Expense	-	334	-	212	300	300	-	0.00%		3,008	
50	254-43200.891	Capital Outlay	-	3,447	6,000	3,099	6,000	6,000	-	0.00%		2,182	
51	254-43200.892	Transfer to Town for Benefits	-	11,180					-	n/a		5,590	
52	254-43210.411	CWD Water Purchase - GF	2,767,603	2,549,112	2,681,600	2,605,241	2,686,765	2,767,430	80,665	3.00%		2,554,254	
53	254-43210.412	State Water Tax - GF	68,255	62,540	63,875	62,024	70,985	70,117	(868)	-1.22%		62,646	
54		<b>Expenses Subtotal</b>	<b>3,808,608</b>	<b>3,558,213</b>	<b>3,786,018</b>	<b>3,739,080</b>	<b>3,866,360</b>	<b>4,036,164</b>	<b>169,804</b>	<b>4.39%</b>		<b>3,613,798</b>	
55									-	n/a			
56		<b>REVENUES TOTAL</b>	<b>3,808,608</b>	<b>3,564,987</b>	<b>3,786,018</b>	<b>3,686,307</b>	<b>3,866,360</b>	<b>4,036,164</b>	<b>169,804</b>	<b>4.39%</b>		<b>3,610,010</b>	
57		<b>EXPENSES TOTAL</b>	<b>3,808,608</b>	<b>3,558,213</b>	<b>3,786,018</b>	<b>3,739,080</b>	<b>3,866,360</b>	<b>4,036,164</b>	<b>169,804</b>	<b>4.39%</b>		<b>3,613,798</b>	
58		<b>NET OPERATIONS</b>	<b>-</b>	<b>6,773</b>	<b>-</b>	<b>(52,773)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>n/a</b>		<b>(3,787.6)</b>	
59													
60													
61		<b>Operating Budget</b>	<b>501,098</b>	<b>472,638</b>	<b>534,071</b>	<b>605,128</b>	<b>579,175</b>	<b>681,458</b>	<b>102,283</b>	<b>17.66%</b>			
62		<b>Village Budget</b>	<b>972,750</b>	<b>946,561</b>	<b>1,040,543</b>	<b>1,071,815</b>	<b>1,108,610</b>	<b>1,198,617</b>	<b>90,007</b>	<b>8.12%</b>			

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**Water Fund Capital Reserve Plan**

<b>PROJECT or Equipment</b>	<b>Prior</b>	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>	<b>FY22</b>	<b>FY23</b>	<b>FY24</b>	<b>FY25</b>	<b>FY26</b>
Vactor Truck (partial share)					18,750				
Railroad Ave. Waterline Lincoln Place to Central Ave.	6,921	107,685							
Water meter upgrades to Radio Reads	148,264	38,254	38,254						
Lamoille St. Water Line Replacement			20,476	262,797					
Iroquois Ave Road and Waterline rebuild						32,430	412,398		
Backhoe Replacement						114,333			
Water Pickup Truck						41,527			
Bond Payment		45,757	45,213	44,557	43,808	42,978	42,083	41,144	40,172
<b>Subtotal</b>		<b>191,696</b>	<b>103,942</b>	<b>307,354</b>	<b>62,558</b>	<b>231,268</b>	<b>454,482</b>	<b>41,144</b>	<b>40,172</b>

**Water Fund Capital Reserve Funding and Fund Balance**

<b>Beginning Fund Balance</b>		<b>10,376</b>	<b>29,440</b>	<b>186,258</b>	<b>189,664</b>	<b>487,106</b>	<b>665,838</b>	<b>671,356</b>	<b>1,140,213</b>
Planned Spending		(191,696)	(103,942)	(307,354)	(62,558)	(231,268)	(454,482)	(41,144)	(40,172)
Vactor Truck Rental		760	760	760					
Transfer in From Water. Operating Budget		210,000	260,000	310,000	360,000	410,000	460,000	510,000	560,000
<b>Projected Ending Fund Balance</b>		<b>29,440</b>	<b>186,258</b>	<b>189,664</b>	<b>487,106</b>	<b>665,838</b>	<b>671,356</b>	<b>1,140,213</b>	<b>1,660,041</b>

## Sanitation Fund FY20 Budget Lead Sheet

**FY20 Priorities / Goals**

1. Complete Water Meter Replacement Project

4.

2. West St/Susie Wilson Pump Stations Control Cabinets

5.

3.

6.

**New Initiatives Impacting the FY20 Budget:**

**Summary of Significant Changes:**

**History:**

**REVENUES**

	FY20	FY19	FY18	FY17	FY16	FY15
Budget	\$ 719,154	\$ 660,925	\$ 638,750	\$ 623,184	\$ 597,147	
Actual		\$ 660,925	\$ 625,185	\$ 767,327	\$ 744,965	
\$ Variance	\$ 58,229	\$ -	\$ (13,565)	\$ 144,143	\$ 147,818	\$ -
% Variance	8.10%	0.00%	-2.12%	23.13%	24.75%	#DIV/0!

**EXPENSES**

	FY20	FY19	FY18	FY17	FY16	FY15
Budget	\$ 542,654	\$ 489,925	\$ 477,750	\$ 472,184	\$ 456,147	
Actual		\$ 489,925	\$ 483,768	\$ 613,768	\$ 465,612	
\$ Variance	\$ 52,729	\$ -	\$ (6,018)	\$ (141,584)	\$ (9,465)	\$ -
% Variance	9.72%	0.00%	-1.26%	-29.98%	-2.07%	#DIV/0!

**NET OPERATIONS**

	FY20	FY19	FY18	FY17	FY16	FY15
Budget	\$ (465,998)	\$ 171,000	\$ 161,000	\$ 151,000	\$ 141,000	
Actual		\$ 171,000	\$ 141,417	\$ 153,559	\$ 279,353	
\$ Variance	\$ (636,998)	\$ -	\$ (19,583)	\$ 2,559	\$ 138,353	\$ -
% Variance	136.70%		-12.16%	1.69%	98.12%	#DIV/0!

	A	B	E	F	G	H	I	L	M	N	O	P	Q
1	<b>Sanitation Fund FY20 Budget Summary</b>												
2													12/13/18 10:58 AM
3	Account Number	Account Name	FY17 Budget	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY20 Budget Proposal	Dollar Change from Prior Year	Percent Change from Prior Year	Notes	FY16-FY18 Average Actual	
4		<b>REVENUES</b>							-	n/a		#DIV/0!	
5	256-33900.000	Essex Pump Station Fees	23,128	23,911	23,878	28,275	25,940	28,750	2,810	10.83%	From Town for S Wilson & West St. PS	25,671	
6	256-33900.001	2 Party Agreement Revenue	15,000	15,000	15,000	15,000	15,000	15,000	-	0.00%		15,000	
7	256-34402.000	Interest Earnings	-	5,210	-	1,015	500	1,000	500	100.00%		2,079	
8	256-34403.000	Misc - Unclassified	-	887	-	3,938	-	6,240	6,240	n/a		2,972	
9	256-34801.000	Annual Customer Charge	552,556	565,633	567,372	568,857	586,985	635,664	48,679	8.29%		558,338	
10	256-34811.000	Penalty	2,500	2,686	2,500	3,100	2,500	2,500	-	0.00%		2,766	
11	256-34821.000	Hook On Fees	30,000	154,000	30,000	5,000	30,000	30,000	-	0.00%		105,667	
12		<b>Revenues Subtotal</b>	<b>623,184</b>	<b>767,327</b>	<b>638,750</b>	<b>625,185</b>	<b>660,925</b>	<b>719,154</b>	<b>58,229</b>	<b>8.81%</b>		<b>712,492</b>	
13													
14													
15		<b>EXPENSES</b>											
16	256-43200.110	Salaries - Regular	82,591	84,804	86,641	80,359	91,459	101,835	10,376	11.34%		79,822	
17	256-43200.130	Salaries - Overtime	12,000	13,772	12,000	13,914	14,185	14,000	(185)	-1.30%		12,159	
18	256-43200.140	Salaries - Part-time	5,166	2,626	5,293	4,136	5,427	9,232	3,805	70.11%		3,553	
19	256-43200.210	Health Insurance & Other Benefits	40,682	36,824	44,500	41,259	40,567	53,162	12,595	31.05%		36,726	
20	256-43200.220	Social Security	7,690	7,703	8,013	7,691	8,671	9,568	897	10.34%		7,296	
21	256-43200.226	Workers Compensation Insurance	4,581	5,138	5,208	5,425	5,282	6,967	1,685	31.90%		5,044	
22	256-43200.230	Retirement	8,259	8,205	8,664	9,412	9,146	10,183	1,037	11.34%		8,240	
23	256-43200.250	Unemployment Insurance	328	127	328	60	200	70	(130)	-65.00%		126	
24	256-43200.330	Other Professional Services	1,000	366	1,000	-	1,000	1,000	-	0.00%		122	
25	256-43200.335	Audit Services	2,108	1,716	1,812	1,811	1,840	1,869	29	1.58%		1,858	
26	256-43200.340	Computer Expenses	1,000	2,210	2,500	2,409	1,300	1,000	(300)	-23.08%		2,341	
27	256-43200.410	Water and Sewer Charge	500	281	500	272	500	500	-	0.00%		279	
28	256-43200.430	Sanitation Lines Maintenance	6,000	972	6,500	15,038	6,000	6,000	-	0.00%		10,269	
29	256-43200.434	Pump Station Maintenance	8,000	9,642	10,000	12,897	12,000	14,000	2,000	16.67%		13,498	
30	256-43200.436	Sanitation Line Back-up Clean	1,500	-	2,000	2,321	1,000	1,000	-	0.00%		774	
31	256-43200.441	Right of Way Agreements	1,058	1,563	1,098	1,573	1,140	1,640	500	43.86%		1,536	
32	256-43200.491	Contractual Services	144,188	144,188	136,831	133,710	135,883	150,159	14,276	10.51%	WWTF pump station fees; admin charges, and the charge for Finance Director	139,262	
33	256-43200.500	Training, Conferences, Dues	150	-	200	-	200	200	-	0.00%		32	
34	256-43200.521	Liability & Property Ins.	8,183	7,713	5,812	4,425	6,225	4,469	(1,756)	-28.21%		6,156	
35	256-43200.536	Postage	3,500	3,268	3,500	5,066	3,500	5,000	1,500	42.86%		3,862	
36	256-43200.550	Printing and Advertising	500	1,213	550	1,389	1,000	1,500	500	50.00%		1,066	
37	256-43200.570	Maintenance Other	1,500	14,557	1,500	452	2,500	2,500	-	0.00%		5,359	
38	256-43200.572	Interview Costs							-	n/a		1,044	
39	256-43200.610	Supplies	1,000	355	1,000	2,827	1,000	1,000	-	0.00%		2,285	

	A	B	E	F	G	H	I	L	M	N	O	P	Q
1	<b>Sanitation Fund FY20 Budget Summary</b>												
2													12/13/18 10:58 AM
3	Account Number	Account Name	FY17 Budget	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY20 Budget Proposal	Dollar Change from Prior Year	Percent Change from Prior Year	Notes	FY16-FY18 Average Actual	
40	256-43200.612	Uniforms, Boots, Etc.	1,500	1,601	1,500	1,074	1,500	1,500	-	0.00%		1,270	
41	256-43200.622	Electrical Service	11,000	10,001	12,000	12,666	12,000	14,000	2,000	16.67%		10,688	
42	256-43200.623	Heating	1,700	1,851	1,300	1,028	1,900	1,800	(100)	-5.26%		1,344	
43	256-43200.626	Gas, Grease and Oil	2,500	1,681	2,500	2,894	2,500	3,500	1,000	40.00%		2,093	
44	256-43200.742	Transfer to Capital Reserve	95,000	215,167	95,000	95,000	95,000	95,000	-	0.00%		135,056	
45	256-43200.891	Capital Outlay	-	5,133	-	-	5,000	5,000	-	0.00%		3,118	
46	256-43200.892	Transfer to Town for Benefits	-	11,180	-	-	-	-	-	n/a		5,590	
47	256-43220.001	Susie Wilson PS Costs	9,000	7,745	9,000	11,863	10,000	12,000	2,000	20.00%		8,886	
48	256-43220.002	West Street PS Costs	10,000	12,166	11,000	12,796	12,000	13,000	1,000	8.33%		12,854	
49		<b>Expenses Subtotal</b>	<b>472,184</b>	<b>613,768</b>	<b>477,750</b>	<b>483,768</b>	<b>489,925</b>	<b>542,654</b>	<b>52,729</b>	<b>10.76%</b>		<b>521,049</b>	
50													
51		<b>REVENUES TOTAL</b>	<b>623,184</b>	<b>767,327</b>	<b>638,750</b>	<b>625,185</b>	<b>660,925</b>	<b>719,154</b>	<b>58,229</b>	<b>8.81%</b>		<b>712,492</b>	
52		<b>EXPENSES TOTAL</b>	<b>472,184</b>	<b>613,768</b>	<b>477,750</b>	<b>483,768</b>	<b>489,925</b>	<b>542,654</b>	<b>52,729</b>	<b>10.76%</b>		<b>521,049</b>	
53		<b>NET OPERATIONS</b>	<b>151,000</b>	<b>153,559</b>	<b>161,000</b>	<b>141,417</b>	<b>171,000</b>	<b>176,500</b>	<b>5,500</b>	<b>3.22%</b>		<b>191,443</b>	

<b>Sanitation Fund Capital Reserve Plan</b>								
Project or Equipment	Prior	FY18	FY19	FY20	FY21	FY22	FY23	FY24
Vactor Truck Partial Share (Place Holder)						225,000		
Water Meter upgrades to radio reads	181,632	25,637	76,509	76,509				
Water/Sewer Billing Conversion to NEMRC	2,000	3,292						
Manhole Rehab/Sliplining			40,000	40,000	40,000	40,000	40,000	40,000
West St. Pump Station Contol Cabinet				40,000				
Susie Wilson St. Pump Station Control Cabinet				40,000				
River Street PS Control Panel, anodes	2,850							
South Street PS Replace pump #1, 2 and valves, vent, anodes			40,000					
Trailer Pump			30,000					
HS Pump Station Upgrade Bond Payment		67,119	67,119	67,119	67,119			
ARRA Stimulus Loan Repayment		14,880	14,880	14,880	14,880			
Capital reserve annual expense		110,928	268,508	278,508	121,999	265,000	40,000	40,000
<b>Sanitation Capital Reserve Funding and Fund Balance</b>								
Beginning Fund Balance			697,392	533,004	428,616	410,737	240,737	295,737
Planned Spending			(268,508)	(278,508)	(121,999)	(265,000)	(40,000)	(40,000)
Town payment for West. St. & Susie Wilson PS Contol Cabinets				70,000				
Vactor Truck Rental			9,120	9,120	9,120			
Transfer in From Sanit. Operating Budget			95,000	95,000	95,000	95,000	95,000	95,000
Projected Ending Fund Balance			533,004	428,616	410,737	240,737	295,737	350,737

## WWTF Fund FY20 Budget Lead Sheet

**FY20 Priorities / Goals**

attainment of the TMDL 0.2 mg/L target for Phosphorus

4. Complete Cogen Insurance claim and restart

Prepare for DRAFT NPDES permit and possible appeal.

5. Facility 20 year plan

reduce Soluble P in sludge prior to land application.

6. Implement Capital Plan in Timely Manner

**New Initiatives Impacting the FY20 Budget:**

Increases mainly due to chemical costs. No others anticipated at this time

**Summary of Significant Changes:**

**History:**

REVENUES	FY20	FY19	FY18	FY17	FY16	FY15
Budget	2,074,046	1,949,836	1,860,147	1,783,203	1,834,061	
Actual		1,949,836	1,868,296	1,801,462	1,868,728	
\$ Variance	124,210	-	8,149	18,259	34,667	-
% Variance	5.99%		0.44%	1.02%	1.89%	#DIV/0!

EXPENSES	FY20	FY19	FY18	FY17	FY16	FY15
Budget	2,074,046	1,949,836	1,860,148	1,783,204	1,834,060	
Actual		1,949,836	1,842,002	1,825,375	1,743,663	
\$ Variance	124,210	-	18,146	(42,171)	90,397	-
% Variance	5.99%		0.98%	-2.36%	4.93%	#DIV/0!

NET OPERATIONS	FY20	FY19	FY18	FY17	FY16	FY15
Budget	(0)	-	(1)	(1)	1	
Actual		-	26,294	(23,913)	125,065	
\$ Variance	(0)	-	26,295	(23,912)	125,064	-
% Variance						#DIV/0!

	A	B	E	F	G	H	I	L	M	N	O	P	Q
1	WWTF Fund FY20 Budget Summary												
2													12/14/18 7:41 AM
3	Account Number	Account Name	FY17 Budget	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY20 Budget Proposal	Dollar Change from Prior Year	Percent Change from Prior Year	Notes	FY16-FY18 Average Actual	
4		<b>REVENUES</b>											
5	255-34801.000	Village User Charge	681,161	689,249	645,063	647,712	694,916	773,778	78,862	11.35%		688,920	
6	255-34811.000	Village User Penalties	3,000	3,361	3,000	3,513	3,000	3,500	500	16.67%		3,471	
7	255-34812.000	Village Septage Discharge	15,000	18,533	20,000	20,997	18,000	16,000	(2,000)	-11.11%		22,224	
8	255-34813.000	Village Leachate Revenues	-	1,044	-	815	-	-	-	n/a		919	
9	255-34900.000	Wastewater Charge - Essex	436,976	436,976	476,928	476,928	477,278	488,171	10,893	2.28%		458,729	
10	255-34901.000	Wastewater Charge - Williston	611,766	611,766	675,345	675,345	715,917	752,597	36,680	5.12%		628,801	
11	255-34903.001	Shared Septage Revenues	5,000	6,178	9,511	9,881	9,000	8,000	(1,000)	-11.11%		9,877	
12	255-34903.003	Shared Leachate Revenues	-	348	-	383	-	-	-	n/a		393	
13	255-34903.005	Pump Station Maint. Fees	30,300	30,300	30,300	30,300	31,725	32,000	275	0.87%		30,300	
14	255-34402.000	Interest Earnings	-	3,684	-	2,066	-	-	-	n/a		2,296	
15	255-34403.000	Misc - Unclassified Revenue	-	23	-	357	-	-	-	n/a		231	
16		<b>Revenues Subtotal</b>	<b>1,783,203</b>	<b>1,801,462</b>	<b>1,860,147</b>	<b>1,868,296</b>	<b>1,949,836</b>	<b>2,074,046</b>	<b>124,210</b>	<b>6.37%</b>		<b>1,846,162</b>	
17													
18													
19		<b>EXPENSES</b>											
20	255-43200.110	Salaries - Regular	333,046	330,279	340,008	302,046	343,375	339,164	(4,211)	-1.23%	Vacant position bud for 1/2 year instead of full year	314,080	
21	255-43200.130	Salaries - Overtime	48,000	43,928	48,000	42,194	45,000	48,000	3,000	6.67%		42,752	
22	255-43200.140	Salaries - Part-time	8,139	22,191	10,000	17,881	16,000	15,394	(606)	-3.79%		19,637	
23	255-43200.210	Health Insurance & Other Benefits	109,133	79,250	119,377	93,252	137,000	134,490	(2,510)	-1.83%		82,912	
24	255-43200.220	Social Security	30,142	28,616	30,613	30,075	31,095	33,916	2,821	9.07%		28,547	
25	255-43200.226	Workers Compensation Insurance	17,400	17,141	20,215	26,450	20,534	29,669	9,135	44.49%		19,897	
26	255-43200.230	Retirement	33,305	30,572	34,001	33,751	34,338	33,916	(422)	-1.23%		31,328	
27	255-43200.250	Unemployment Insurance	837	358	500	137	420	150	(270)	-64.29%		296	
28	255-43200.320	Legal Services	1,000	-	1,000	-	2,000	4,000	2,000	100.00%		55	
29	255-43200.330	Other Professional Services	6,000	986	4,000	325	4,000	4,000	-	0.00%		1,445	
30	255-43200.335	Audit Services	4,950	4,030	4,253	4,253	4,320	4,388	68	1.57%		4,363	
31	255-43200.410	Water and Sewer Charge	4,000	2,128	3,000	2,712	3,000	3,000	-	0.00%		2,538	
32	255-43200.432	Vehicle Maintenance	3,500	1,914	3,000	4,486	3,000	4,000	1,000	33.33%		2,581	
33	255-43200.491	Contractual Services	56,944	56,944	53,266	51,705	52,079	59,080	7,001	13.44%	Admin fees and portion of finance dir	54,343	
34	255-43200.500	Training, Conferences, Dues	6,500	5,464	6,500	7,849	6,500	7,000	500	7.69%		6,064	
35	255-43200.521	Liability & Property Ins.	23,808	22,989	38,015	27,702	32,275	27,979	(4,296)	-13.31%		24,341	
36	255-43200.535	Telephone Services	6,000	4,577	6,000	4,042	6,000	6,000	-	0.00%		4,470	



	A	B	E	F	G	H	I	L	M	N	O	P	Q
1	<b>WWTF Fund FY20 Budget Summary</b>												
2													12/14/18 7:41 AM
3	Account Number	Account Name	FY17 Budget	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY20 Budget Proposal	Dollar Change from Prior Year	Percent Change from Prior Year	Notes	FY16-FY18 Average Actual	
37	255-43200.565	Grit Disposal	9,000	10,356	15,000	11,038	18,000	14,000	(4,000)	-22.22%		9,827	
38	255-43200.567	Sludge Processing	130,000	137,340	130,000	77,933	140,000	150,000	10,000	7.14%		120,358	
39	255-43200.568	Sludge Management	150,000	127,963	150,000	174,297	150,000	150,000	-	0.00%		147,889	
40	255-43200.569	WWTF Annual Permit Fee	7,500	9,900	9,900	9,900	9,900	9,900	-	0.00%		9,900	
41	255-43200.570	Maintenance Other	85,000	85,060	90,000	133,791	100,000	120,000	20,000	20.00%		119,062	
42	255-43200.572	Interview Costs	-	523	-	-	-	-	-	n/a		184	
43	255-43200.577	Contract Laboratory Services	9,000	10,981	9,000	6,947	11,000	12,000	1,000	9.09%		8,289	
44	255-43200.610	Supplies	10,000	8,256	10,000	5,685	10,000	8,500	(1,500)	-15.00%		7,849	
45	255-43200.612	Uniforms, Boots, Etc.	6,000	5,506	5,000	5,028	6,000	5,500	(500)	-8.33%		4,730	
46	255-43200.618	Supplies - Laboratory	13,000	16,198	15,000	17,238	18,000	19,000	1,000	5.56%		16,106	
47	255-43200.619	Chemicals	195,000	284,508	210,000	285,222	230,000	300,000	70,000	30.43%		261,121	
48	255-43200.622	Electrical Service	150,000	143,277	150,000	117,640	150,000	140,000	(10,000)	-6.67%		130,463	
49	255-43200.623	Heating	20,000	23,372	20,000	23,933	20,000	25,000	5,000	25.00%		22,209	
50	255-43200.626	Gas, Grease and Oil	6,000	5,177	4,500	4,492	6,000	6,000	-	0.00%		4,179	
51	255-43200.742	Transfer to Capital Reserve	300,000	300,000	320,000	320,000	340,000	360,000	20,000	5.88%		300,000	
52	225-43200.892	Transfer to Town for Benefits	-	5,590					-	n/a		5,590	
53		<b>Expenses Subtotal</b>	<b>1,783,204</b>	<b>1,825,375</b>	<b>1,860,148</b>	<b>1,842,002</b>	<b>1,949,836</b>	<b>2,074,046</b>	<b>124,210</b>	<b>6.37%</b>		<b>1,803,680</b>	
54									-	n/a			
55		<b>REVENUES TOTAL</b>	<b>1,783,203</b>	<b>1,801,462</b>	<b>1,860,147</b>	<b>1,868,296</b>	<b>1,949,836</b>	<b>2,074,046</b>	<b>124,210</b>	<b>6.37%</b>		<b>1,846,162</b>	
56		<b>EXPENSES TOTAL</b>	<b>1,783,204</b>	<b>1,825,375</b>	<b>1,860,148</b>	<b>1,842,002</b>	<b>1,949,836</b>	<b>2,074,046</b>	<b>124,210</b>	<b>6.37%</b>		<b>1,803,680</b>	
57		<b>NET OPERATIONS</b>	<b>(1)</b>	<b>(23,913)</b>	<b>(1)</b>	<b>26,294</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>n/a</b>		<b>42,482</b>	
58													
59													
60							<b>Calculation of Village User Fees</b>						
61							Village User Fees	773,778					
62							Village User Penalties	3,500					
63							Village Septage Revenue	16,000					
64							Village Leachate Revenue	-					
65													
66							Total Village Revenues	793,278					

**WWTF Capital Reserve Plan**

Project or Equipment	FYE18	FYE19	FYE20	FYE21	FYE22	FYE23	FYE24
Vactor Truck Replacement							
Automatic Samplers	2,032						
Front End Loader	62,469						
Vactor Truck Replacement					18,750		
Hydroflow Unit		40,000					
Digester Cleaning	0	75,000					
Capital Planning - 20 Year	0	30,000					
Headworks Screen	120,172	27,800					
Alkalinity Control Installation	18,050	76,950					
Universal Ordinance							
Primary Digester Block Re-Face			50,000				
Flow EQ Digester Concrete Crack Sealing			25,000				
Aeration Delivery Optimization							
ARRA Stimulus Loan Payback	2,457	2,457	2,457	2,457	2,457	2,457	2,457
Capital reserve annual expense	205,180	252,207	77,457	2,457	21,207	2,457	2,457

<b>WWTF Capital Reserve Funding and Fund Balance</b>						
Beginning Fund Balance	839,482	972,275	1,254,818	1,632,361	2,011,154	2,428,697
Planned Spending	(252,207)	(77,457)	(2,457)	(21,207)	(2,457)	(2,457)
Interest						
Transfer in From WWTF Operating Budget	340,000	360,000	380,000	400,000	420,000	440,000
Governors Phosphorus Innovation Grant	45,000					
Projected Ending Fund Balance	972,275	1,254,818	1,632,361	2,011,154	2,428,697	2,866,240

12/07/18  
03:32 pm

Town of Essex / Village of EJ Accounts Payable  
Check Warrant Report # 17125 Current Prior Next FY Invoices For Fund (GENERAL FUND)  
For Check Acct 01(GENERAL FUND) All check #s 12/07/18 To 12/07/18 & Fund 2

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HPackard

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
05290	ADVANCE AUTO PARTS	11/13/18 ST-ANTI FREEZE FOUNTAIN 831721335	210-43161.002 MEMORIAL PARK	32.84	20260	12/07/18
05290	ADVANCE AUTO PARTS	11/13/18 ST-PART CLEANER 831759561	210-43110.610 SUPPLIES	8.09	20260	12/07/18
05290	ADVANCE AUTO PARTS	11/19/18 ST-TRAILER CONNECTOR 832359799	210-43110.432 VEHICLE MAINTENANCE	8.49	20260	12/07/18
05290	ADVANCE AUTO PARTS	11/20/18 ST-WIPER BLADES 832431503	210-43110.432 VEHICLE MAINTENANCE	102.54	20260	12/07/18
05290	ADVANCE AUTO PARTS	11/20/18 ST-TIEDOWN 832459852	210-43110.610 SUPPLIES	14.69	20260	12/07/18
05290	ADVANCE AUTO PARTS	11/21/18 ST-FLINT SPARKLIGHTER 832559917	210-43110.610 SUPPLIES	7.19	20260	12/07/18
20440	AINSWORTH CATHY L	12/03/18 AD-TRUSTEE MINTS 11/27/18 8	210-41320.530 COMMUNICATIONS	173.25	20261	12/07/18
00530	BRODART CO	11/07/18 BL-BOOKS B5470257	210-45551.641 JUVEN COLLECTION-PRNT & E	12.74	20270	12/07/18
00530	BRODART CO	11/07/18 BL-BOOKS B5470257	210-45551.610 SUPPLIES	0.80	20270	12/07/18
00530	BRODART CO	11/26/18 BL-BOOKS B5482904	210-45551.641 JUVEN COLLECTION-PRNT & E	124.88	20270	12/07/18
00530	BRODART CO	11/26/18 BL-BOOKS B5482904	210-45551.610 SUPPLIES	8.80	20270	12/07/18
00530	BRODART CO	11/27/18 BL-BOOKS B5484338	210-45551.640 ADULT COLLECTION-PRINT &	245.55	20270	12/07/18
00530	BRODART CO	11/27/18 BL-BOOKS B5484338	210-45551.610 SUPPLIES	11.20	20270	12/07/18
00530	BRODART CO	11/27/18 BL-BOOKS B5484339	210-45551.640 ADULT COLLECTION-PRINT &	19.54	20270	12/07/18
00530	BRODART CO	11/27/18 BL-BOOKS B5484339	210-45551.610 SUPPLIES	0.80	20270	12/07/18
16030	BROWN ELECTRIC	11/18/18 ST-FIX LIGHTS 33395	210-43160.610 STREET LIGHTS SUPPLIES/MA	1999.82	20271	12/07/18
03000	CARGILL SALT EASTERN INC	11/15/18 ST-SALT 2904432439	210-43125.610 WINTER MAINTENANCE	2546.49	20272	12/07/18
03000	CARGILL SALT EASTERN INC	11/19/18 ST-SALT 2904438059	210-43125.610 WINTER MAINTENANCE	5015.77	20272	12/07/18
04940	COMCAST	11/12/18 ST-TV-INTERNET 111218D	210-43125.610 WINTER MAINTENANCE	27.78	20279	12/07/18
04940	COMCAST	11/12/18 ST-TV-INTERNET 111218D	210-43110.610 SUPPLIES	170.04	20279	12/07/18
38280	CRYSTAL ROCK BOTTLED WATE	11/13/18 Maint. Water Cooler 111318D1	210-45220.610 SUPPLIES	12.56	20281	12/07/18
25715	DONALD L. HAMLIN CONSULT	11/15/18 ST-ENG. MISC. ASSISTANCE 11151818810	210-43110.576 ENGINEERING SERVICES	2381.18	20284	12/07/18
25715	DONALD L. HAMLIN CONSULT	11/15/18 ST-ENG. CRSSWKS & WOOD ED 111518D18815	210-43110.576 ENGINEERING SERVICES	1156.02	20284	12/07/18
V10576	ECOPIXEL LLC	12/01/18 AD-NOV WEB HOST/SUPPORT 2552	210-41320.530 COMMUNICATIONS	129.00	20286	12/07/18
23215	ESSEX EQUIPMENT INC	11/19/18 Lift for Tree Lights 10693566	210-45220.442 EQUIPMENT RENTAL	2402.00	20288	12/07/18

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
V0795	11/28/18	Maint/Aspire Water&Sewer 110718D	210-45220.410 WATER & SEWER CHARGES	54.65	20292	12/07/18
19005	11/15/18	ST-TELEPHONE SERVICE 4596768	210-43110.535 TELEPHONE SERVICES	35.40	20297	12/07/18
10705	11/21/18	Winter Garden Decoration 592008	210-45220.610 SUPPLIES	39.99	20302	12/07/18
34895	12/01/18	LH-NOV TRASH PU21 PARK ST 12011827759	210-41940.566 PRK ST SCHL-RUBBISH REM	75.30	20303	12/07/18
00820	11/20/18	Dog Park Bags 113513589	210-45220.610 SUPPLIES	184.22	20304	12/07/18
20470	11/30/18	VA-VEHICLE FUEL CL234652	210-45220.626 GAS, GREASE & OIL	331.20	20305	12/07/18
20470	11/30/18	VA-VEHICLE FUEL CL234652	210-42220.626 GAS,GREASE AND OIL	551.70	20305	12/07/18
20470	11/30/18	VA-VEHICLE FUEL CL234652	210-43110.626 GAS,GREASE AND OIL	3376.03	20305	12/07/18
21055	11/30/18	BL-COURIER 69425	210-45551.536 POSTAGE/DELIVERY	120.00	20307	12/07/18
07010	11/07/18	Admin Bldg Power 110718D	210-45220.622 ELECTRICAL SERVICE	1865.07	20308	12/07/18
07010	11/07/18	MSP Power 110718D1	210-45220.622 ELECTRICAL SERVICE	437.38	20308	12/07/18
37715	11/19/18	BL-PHONE 35977	210-45551.535 TELEPHONE SERVICES	195.00	20318	12/07/18
V1479	11/20/18	BL-BOOK 06800882	210-45551.640 ADULT COLLECTION-PRINT &	111.43	20325	12/07/18
41950	11/05/18	PRE EMPLOYMENT EJRP 1206362575	210-45110.330 OTHER PROFESSIONAL SVCS	114.00	20335	12/07/18
V10729	11/30/18	BL-BOOKS DA18223227	210-45551.640 ADULT COLLECTION-PRINT &	182.96	20337	12/07/18
25140	10/09/18	ST-ASPHALT 1001093	210-43120.610 PAVEMENT MAINTENANCE	192.64	20341	12/07/18
02050	11/20/18	ST-TIRES 110218D	210-43110.432 VEHICLE MAINTENANCE	288.00	20349	12/07/18
11345	11/26/18	SA-ST-VW-CYCLONE SEPATOR 0114846	210-43110.610 SUPPLIES	652.35	20354	12/07/18
11345	11/26/18	SA-ST-VW-CYCLONE SEPATOR 0114846	210-43110.432 VEHICLE MAINTENANCE	85.54	20354	12/07/18
23855	11/15/18	ST-CUTTING EDGE 1459694	210-43110.610 SUPPLIES	929.60	20358	12/07/18
23855	11/15/18	ST-LATCH 1459951	210-43110.432 VEHICLE MAINTENANCE	42.11	20358	12/07/18
21000	11/28/18	BL-MATS 0361911931	210-45551.423 CONTRACT SERVICES	61.72	20365	12/07/18
36130	11/19/18	ST/VW-10/20-11/19/2018 9818672080	210-43110.535 TELEPHONE SERVICES	195.02	20366	12/07/18
11935	11/09/18	ST-SPINNER MOTOR 4484805	210-43110.610 SUPPLIES	191.73	20368	12/07/18
11935	11/04/18	ST-CONTROL PENDANT 4484891	210-43110.432 VEHICLE MAINTENANCE	1322.42	20368	12/07/18

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
29825	11/16/18	VT GAS SYSTEMS VA-10/16-11/16/2018 1118D	210-43110.623 HEATING/NATURAL GAS	209.78	20370	12/07/18
29825	11/16/18	VT GAS SYSTEMS VA-10/16-11/16/2018 1118D	210-45551.623 HEATING/NATURAL GAS	555.62	20370	12/07/18
29825	11/16/18	VT GAS SYSTEMS VA-10/16-11/16/2018 1118D	210-41940.623 HEATING/NATURAL GAS	611.26	20370	12/07/18
29825	11/16/18	VT GAS SYSTEMS VA-10/16-11/16/2018 1118D	210-42220.623 HEATING/NATURAL GAS	322.96	20370	12/07/18
29825	11/20/18	VT GAS SYSTEMS MSP Admin Bldg Gas 112018D1	210-45220.623 HEATING/NATURAL GAS	229.49	20371	12/07/18
29825	11/20/18	VT GAS SYSTEMS MSP Natural Gas 112018D2	210-45220.623 HEATING/NATURAL GAS	175.63	20371	12/07/18
44490	11/16/18	VT COUNCIL ON RURAL DEVEL CD-MEMBERSHIP 111618D	210-41970.500 TRAINING, CONF, DUES	50.00	20372	12/07/18
00975	12/01/18	VT HISTORICAL SOCIETY BL-BOOKS 5164012118	210-45551.640 ADULT COLLECTION-PRINT &	50.00	20374	12/07/18
07565	11/05/18	W B MASON CO INC Cleaning Supplies I60473072	210-45220.610 SUPPLIES	15.98	20379	12/07/18
07565	11/12/18	W B MASON CO INC Cleaning Supplies I60689207	210-45220.610 SUPPLIES	44.99	20379	12/07/18
07565	11/14/18	W B MASON CO INC Cleaning Supplies I60780043	210-45220.610 SUPPLIES	229.10	20379	12/07/18
10840	11/21/18	WINTER EQUIPMENT CO INC ST-PLOW BLADES IV38623	210-43110.610 SUPPLIES	5411.77	20383	12/07/18
31545	11/28/18	COSTCO #314 SC-FOR POTLUCK & CENTER 181128D	225-45122.812 MEAL SITE EXPENSES	33.61	20280	12/07/18
31545	11/28/18	COSTCO #314 SC-FOR POTLUCK & CENTER 181128D	225-45122.610 OPERATIONAL SUPP/EXP	8.99	20280	12/07/18
21000	11/28/18	UNIFIRST CORPORATION SC-FLOOR MATS 0361911967	225-45122.430 REPAIRS & MAINTENANCE	37.23	20365	12/07/18
25190	12/04/18	A C MOORE ARTS & CRAFTS A MSP VK Supplies 033520	226-45120.610 SUPPLIES	57.64	20257	12/07/18
12370	11/28/18	CHILD CARE RESOURCE CCR Prof Development 112818D	226-45120.330 OTHER PROFESSIONAL SVCS	710.00	20273	12/07/18
14570	12/03/18	METROCK STATION Enrichment Session II 59182	226-45120.330 OTHER PROFESSIONAL SVCS	1080.00	20328	12/07/18
45250	11/30/18	NORTHSTAR FIREWORK DISPLA 7/4/19 Fireworks Display 113018D	226-14301.000 PREPAID EXPENSE	7500.00	20333	12/07/18
19085	11/25/18	OCTOBER SIBERIANS K-3 Vacation Camp FT 112518D	226-45120.580 TRAVEL	350.00	20336	12/07/18
24855	12/05/18	PETTY CASH - CAITLIN FAY EJRP Petty Cash Reimburse 120518D	226-45120.610 SUPPLIES	15.26	20340	12/07/18
24855	12/05/18	PETTY CASH - CAITLIN FAY EJRP Petty Cash Reimburse 120518D	226-45120.330 OTHER PROFESSIONAL SVCS	104.50	20340	12/07/18
24855	12/05/18	PETTY CASH - CAITLIN FAY EJRP Petty Cash Reimburse 120518D	226-45120.610 SUPPLIES	48.84	20340	12/07/18
24855	12/05/18	PETTY CASH - CAITLIN FAY EJRP Petty Cash Reimburse 120518D	226-45120.330 OTHER PROFESSIONAL SVCS	80.00	20340	12/07/18
24830	11/15/18	REINHART FOODSERVICE Summit VK Snack 957874	226-45120.610 SUPPLIES	-30.63	20344	12/07/18

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
24830	REINHART FOODSERVICE	12/03/18 Hiawatha VK Snack 964753	226-45120.610 SUPPLIES	49.53	20344	12/07/18
24830	REINHART FOODSERVICE	12/03/18 Summit VK Snack 965718	226-45120.610 SUPPLIES	148.23	20344	12/07/18
24830	REINHART FOODSERVICE	12/04/18 Fleming VK Snack 967118	226-45120.610 SUPPLIES	151.99	20344	12/07/18
10435	SCREENMYLOGO.COM	11/23/18 Barcomb Winter League 16945	226-45115.610 SUPPLIES	235.00	20355	12/07/18
45825	SPARE TIME	11/28/18 Middle School Enrichment 003789	226-45120.330 OTHER PROFESSIONAL SVCS	24.00	20359	12/07/18
45825	SPARE TIME	11/30/18 Fleming VK Field Trip 003793	226-45120.580 TRAVEL	492.00	20359	12/07/18
23495	STUDENT TRANSPORTATION OF	11/30/18 Fleming VK Bus 70020858	226-45120.580 TRAVEL	70.32	20361	12/07/18
25315	VESPA'S PIZZA PASTA & DEL	10/17/18 Hiawatha VK Supplies 101718D2	226-45120.610 SUPPLIES	226.00	20367	12/07/18
25315	VESPA'S PIZZA PASTA & DEL	10/22/18 VK Staff Meeting Food 102218D	226-45120.610 SUPPLIES	154.00	20367	12/07/18
25315	VESPA'S PIZZA PASTA & DEL	11/26/18 MSP VK Staff Meeting 112618D	226-45120.610 SUPPLIES	33.00	20367	12/07/18
24620	MILTON RENTAL AND SALES	12/01/18 WHEEL LOADER 1572493	231-43131.165 WHEEL LOADER	59972.99	20330	12/07/18
20470	GLOBAL MONTELLO GROUP	11/30/18 VA-VEHICLE FUEL CL234652	254-43200.626 GAS,GREASE AND OIL	103.37	20305	12/07/18
11345	SANITARY EQUIPMENT CO INC	11/26/18 SA-ST-VW-CYCLONE SEPATOR 0114846	254-43200.610 SUPPLIES	108.72	20354	12/07/18
11345	SANITARY EQUIPMENT CO INC	11/26/18 SA-ST-VW-CYCLONE SEPATOR 0114846	254-43200.432 VEHICLE MAINTENANCE	14.27	20354	12/07/18
36130	VERIZON WIRELESS	11/19/18 ST/VW-10/20-11/19/2018 9818672080	254-43200.535 TELEPHONE SERVICES	139.89	20366	12/07/18
29825	VT GAS SYSTEMS	11/16/18 VA-10/16-11/16/2018 1118D	254-43200.623 HEATING/NATURAL GAS	243.71	20370	12/07/18
20790	CLEAR CHOICE MD URGENT CA	10/31/18 HEP B SHOTS WWTF 2212	255-43200.210 HEALTH INS & OTHER BENEFIT	150.00	20275	12/07/18
38955	F W WEBB COMPANY	11/15/18 WW-HEAT EXCHANGER CONTRL 60947196	255-43330.002 DIGESTER CLEARNING	257.89	20294	12/07/18
38955	F W WEBB COMPANY	11/21/18 WW-COUPPLINGS, WRENCHES 61026225	255-43200.570 MAINTENANCE OTHER	159.97	20294	12/07/18
20470	GLOBAL MONTELLO GROUP	11/30/18 VA-VEHICLE FUEL CL234652	255-43200.626 GAS,GREASE AND OIL	290.74	20305	12/07/18
07010	GREEN MOUNTAIN POWER CORP	11/19/18 WW-10/19-11/19/2018 1118132407	255-43200.622 ELECTRICAL SERVICE	14356.73	20309	12/07/18
V9454	LENNY'S SHOE & APP	11/27/18 WW-BOOTS BOUTIN 3221694	255-43200.612 UNIFORMS,BOOTS,ETC	263.00	20323	12/07/18
11345	SANITARY EQUIPMENT CO INC	11/26/18 SA-ST-VW-CYCLONE SEPATOR 0114846	255-43200.610 SUPPLIES	108.72	20354	12/07/18
11345	SANITARY EQUIPMENT CO INC	11/26/18 SA-ST-VW-CYCLONE SEPATOR 0114846	255-43200.432 VEHICLE MAINTENANCE	14.26	20354	12/07/18
29825	VT GAS SYSTEMS	11/16/18 VA-10/16-11/16/2018 1118D	255-43200.623 HEATING/NATURAL GAS	2191.64	20370	12/07/18

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
20470	11/30/18	GLOBAL MONTELLO GROUP VA-VEHICLE FUEL CL234652	256-43200.626 GAS, GREASE AND OIL	187.96	20305	12/07/18
11345	11/26/18	SANITARY EQUIPMENT CO INC SA-ST-VW-CYCLONE SEPARATOR 0114846	256-43200.610 SUPPLIES	1304.69	20354	12/07/18
11345	11/26/18	SANITARY EQUIPMENT CO INC SA-ST-VW-CYCLONE SEPARATOR 0114846	256-43200.432 VEHICLE MAINTENANCE	171.06	20354	12/07/18
29825	11/16/18	VT GAS SYSTEMS VA-10/16-11/16/2018 1118D	256-43220.001 SUSIE WILSON PS COSTS	45.03	20370	12/07/18
29825	11/16/18	VT GAS SYSTEMS VA-10/16-11/16/2018 1118D	256-43220.002 WEST ST PS COSTS	45.82	20370	12/07/18
29825	11/16/18	VT GAS SYSTEMS VA-10/16-11/16/2018 1118D	256-43200.623 HEATING/NATURAL GAS	86.10	20370	12/07/18
Report Total				127950.17		

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Town of Essex / Village of EJ Accounts Payable  
Check Warrant Report # 17126 Current Prior Next FY Invoices For Fund (GENERAL FUND)  
For Check Acct 01(GENERAL FUND) All check #s 12/14/18 To 12/14/18 & Fund 2

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HPackard

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
05290	11/02/18	ADVANCE AUTO PARTS ST drain pan 552830630745	210-43110.610 SUPPLIES	34.64	20386	12/14/18
05290	11/05/18	ADVANCE AUTO PARTS ST filters 552830921053	210-43110.610 SUPPLIES	87.90	20386	12/14/18
05290	11/15/18	ADVANCE AUTO PARTS ST battery 552830921056	210-43110.610 SUPPLIES	29.39	20386	12/14/18
05290	11/05/18	ADVANCE AUTO PARTS ST fuse 552830921057	210-43110.610 SUPPLIES	3.23	20386	12/14/18
05290	11/05/18	ADVANCE AUTO PARTS ST degreaser 552830921082	210-43110.610 SUPPLIES	16.20	20386	12/14/18
07155	11/28/18	AMERICAN ROCK SALT CO LLC ST salt 0574049	210-43125.610 WINTER MAINTENANCE	3705.27	20391	12/14/18
25955	12/01/18	AT&T MOBILITY Cell Phones 120118D	210-45110.535 TELEPHONE SERVICES	271.55	20392	12/14/18
V9976	12/07/18	AVONDA AIR SYSTEMS, INC BL building maint 6048	210-45551.434 MAINT. BUILDINGS/GROUNDS	119.99	20393	12/14/18
09345	12/11/18	BASIC Cobra admin fee Dec 40106742	210-41320.210 HEALTH INS & OTHER BENEFI	42.50	20396	12/14/18
V9963	11/30/18	BENOURE PLUMBING & HEATIN VF heater svc 126677	210-42220.434 MAINT. BUILDINGS/GROUNDS	260.00	20398	12/14/18
10510	11/25/18	BLUE TARP FINANCIAL INC EJRP Supplies 112818D	210-45220.610 SUPPLIES	9.27	20400	12/14/18
10510	11/25/18	BLUE TARP FINANCIAL INC EJRP Supplies 112818D	210-45220.610 SUPPLIES	8.97	20400	12/14/18
24475	11/30/18	BOND O'REILLY AUTO-ESSEX ST hyd fitting 5677174210	210-43110.432 VEHICLE MAINTENANCE	194.24	20401	12/14/18
00530	11/26/18	BRODART CO BF-BOOKS B5483226	210-49345.000 LIBRARY DONATION EXPENDIT	16.45	20403	12/14/18
00530	11/26/18	BRODART CO BL-BOOKS B5483253	210-45551.641 JUVEN COLLECTION-PRNT & E	42.58	20403	12/14/18
00530	11/26/18	BRODART CO BL-BOOKS B5483253	210-45551.610 SUPPLIES	3.20	20403	12/14/18
00530	11/28/18	BRODART CO BF-BOOKS B5485430	210-49345.000 LIBRARY DONATION EXPENDIT	16.81	20403	12/14/18
00530	11/28/18	BRODART CO BL-BOOKS B5485464	210-45551.640 ADULT COLLECTION-PRINT &	14.30	20403	12/14/18
00530	11/28/18	BRODART CO BL-BOOKS B5485464	210-45551.610 SUPPLIES	0.80	20403	12/14/18
00530	11/28/18	BRODART CO BL-BOOKS B5485513	210-45551.640 ADULT COLLECTION-PRINT &	17.92	20403	12/14/18
00530	11/28/18	BRODART CO BL-BOOKS B5485513	210-45551.610 SUPPLIES	0.20	20403	12/14/18
00530	11/29/18	BRODART CO BL-BOOKS B5486841	210-45551.641 JUVEN COLLECTION-PRNT & E	17.39	20403	12/14/18
00530	11/29/18	BRODART CO BL-BOOKS B5486841	210-45551.610 SUPPLIES	0.80	20403	12/14/18
00530	11/29/18	BRODART CO BL-BOOKS B5486846	210-45551.641 JUVEN COLLECTION-PRNT & E	13.99	20403	12/14/18
00530	11/29/18	BRODART CO BL-BOOKS B5486846	210-45551.610 SUPPLIES	0.80	20403	12/14/18



Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
00530	12/04/18	BF-BOOKS B5490875	210-49345.000 LIBRARY DONATION EXPENDIT	17.18	20403	12/14/18
00530	12/06/18	BL-BOOKS B5493316	210-45551.641 JUVEN COLLECTION-PRNT & E	347.09	20403	12/14/18
00530	12/06/18	BL-BOOKS B5493316	210-45551.610 SUPPLIES	21.60	20403	12/14/18
00530	12/06/18	BL-BOOK B5493329	210-45551.641 JUVEN COLLECTION-PRNT & E	7.79	20403	12/14/18
00530	12/06/18	BL-BOOK B5493329	210-45551.610 SUPPLIES	0.80	20403	12/14/18
00530	12/06/18	BL-BOOKS B549954	210-45551.641 JUVEN COLLECTION-PRNT & E	81.50	20403	12/14/18
00530	12/06/18	BL-BOOKS B549954	210-45551.610 SUPPLIES	7.20	20403	12/14/18
V0455	12/01/18	BL-SUPPLIES 4027767764	210-45551.610 SUPPLIES	100.61	20404	12/14/18
03000	11/20/18	ST salt 2904441113	210-43125.610 WINTER MAINTENANCE	2474.79	20405	12/14/18
26395	10/31/18	CD design 5 Corners 1910202	210-41335.813 MATCHING GRANT FUNDS	1371.26	20406	12/14/18
21210	11/29/18	ST shop supplies 4012899904	210-43110.610 SUPPLIES	82.81	20410	12/14/18
21210	12/01/18	ST cooler agreement 9038528767	210-43110.610 SUPPLIES	50.00	20412	12/14/18
20790	11/30/18	Pre employment screening 2523	210-43110.572 INTERVIEW COSTS	154.00	20414	12/14/18
25120	12/05/18	TV monthly fee 270628	210-41320.500 TRAINING, CONFERENCES, DU	56.00	20415	12/14/18
25120	12/05/18	Online Timesheets 271014	210-45110.330 OTHER PROFESSIONAL SVCS	483.00	20416	12/14/18
04940	11/27/18	VF internet svc 12/4-1/3 01792101118	210-42220.535 TELEPHONE SERVICES	124.90	20420	12/14/18
31545	12/05/18	VF supplies 120518D	210-42220.610 SUPPLIES	158.16	20424	12/14/18
11870	11/26/18	ST pager 10351095	210-43110.610 SUPPLIES	144.95	20425	12/14/18
00600	12/06/18	BL building maint 432572	210-45551.434 MAINT. BUILDINGS/GROUNDS	72.00	20427	12/14/18
25715	12/10/18	CD 11/1-11/30 engineering 12101816826	210-15102.000 EXCHANGE - ENGI/LEGAL	315.00	20429	12/14/18
25715	12/10/18	CD 11/1-11/30 engineering 12101818816	210-15102.000 EXCHANGE - ENGI/LEGAL	1077.27	20429	12/14/18
25715	12/10/18	CD engineering 11/1-11/30 12101818817	210-15102.000 EXCHANGE - ENGI/LEGAL	1420.00	20429	12/14/18
25290	12/15/18	BL books 7852504	210-45551.640 ADULT COLLECTION-PRINT &	6920.80	20431	12/14/18
25290	12/15/18	BL books 7852504	210-45551.641 JUVEN COLLECTION-PRNT & E	829.85	20431	12/14/18
25920	11/29/18	VF air bottle svc 233416	210-42220.570 MAINTENANCE OTHER	82.00	20438	12/14/18

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
19805	11/26/18	FIRST NATIONAL BANK OMAHA Pre employment check 112618D	210-43110.572 INTERVIEW COSTS	30.00	20444	12/14/18
19755	12/10/18	FRIENDS OF HILDENE BF membership 45000121018	210-49345.000 LIBRARY DONATION EXPENDIT	100.00	20446	12/14/18
34895	11/01/18	GAUTHIER TRUCKING, INC. PSS Oct trash pick up 1350467	210-41940.566 PRK ST SCHL-RUBBISH REM	74.19	20447	12/14/18
34895	12/01/18	GAUTHIER TRUCKING, INC. ST rubbish removal PW 1355921	210-43110.565 RUBBISH REMOVAL	93.73	20448	12/14/18
34895	12/01/18	GAUTHIER TRUCKING, INC. ST rubbish removal 1355922	210-43110.565 RUBBISH REMOVAL	198.45	20448	12/14/18
34895	12/01/18	GAUTHIER TRUCKING, INC. ST rubbish removal variou 1355923	210-43110.565 RUBBISH REMOVAL	428.03	20448	12/14/18
34895	12/01/18	GAUTHIER TRUCKING, INC. ST rubbish removal Beech 1356057	210-43110.565 RUBBISH REMOVAL	58.36	20448	12/14/18
34895	12/01/18	GAUTHIER TRUCKING, INC. Trash Removal 1356666	210-45220.330 OTHER PROFESSIONAL SVCS	296.76	20449	12/14/18
07160	09/29/18	GREEN MOUNTAIN LIBRARY CO BL technology access V182328	210-45551.530 TECHNOLOGY ACCESS	2107.47	20452	12/14/18
23980	11/14/18	INTERSTATE ALL BATTERY CE Floor Cleaner Battery 1010510 1118	210-45220.626 GAS, GREASE & OIL	225.70	20458	12/14/18
25035	12/03/18	LIQUID STUDIO Winter Brochure 18130	210-45110.330 OTHER PROFESSIONAL SVCS	1025.00	20461	12/14/18
06030	11/01/18	LOGAN TINA BL youth programs 5183711118	210-45551.837 CHILDRENS PROGRAMS	50.00	20462	12/14/18
25625	12/02/18	LOWE'S - 1080 EJRP Supplies 120218D	210-45220.610 SUPPLIES	45.48	20463	12/14/18
25625	12/02/18	LOWE'S - 1080 EJRP Supplies 120218D	210-45220.610 SUPPLIES	14.22	20463	12/14/18
25625	12/02/18	LOWE'S - 1080 EJRP Supplies 120218D	210-45110.500 TRAINING, CONF, DUES	2.16	20463	12/14/18
27295	11/27/18	MAPLEHURST FLORIST AD flowers for appreciati 57632	210-41320.560 TRUSTEES EXPENDITURES	40.00	20465	12/14/18
20970	12/12/18	MC SALIS WILLIAM BL-ADULT PROGRAM 2	210-45551.836 ADULT PROGRAMS	200.00	20466	12/14/18
38340	11/29/18	MINUTEMAN TRUCKS INC VF switch 1197762	210-42220.432 VEHICLE MAINTENANCE	88.23	20468	12/14/18
V10462	12/05/18	MONAGHAN SAFER DUCHAM PL AD-NOV LEGAL FEES 1232630	210-41320.320 LEGAL SERVICES	1015.00	20469	12/14/18
12235	12/04/18	NEW ENGLAND CENTRAL RAILR ST 10650 row lease 2019 143839	210-43110.441 RIGHT OF WAY AGREEMENTS	1508.52	20471	12/14/18
12235	12/04/18	NEW ENGLAND CENTRAL RAILR ST 10650 row lease 2019 143839	210-14301.000 PREPAID EXPENSES	1508.52	20471	12/14/18
12235	12/04/18	NEW ENGLAND CENTRAL RAILR ST 10651 parking lease 19 143840	210-43110.441 RIGHT OF WAY AGREEMENTS	1537.25	20471	12/14/18
12235	12/04/18	NEW ENGLAND CENTRAL RAILR ST 10651 parking lease 19 143840	210-14301.000 PREPAID EXPENSES	1537.25	20471	12/14/18
12235	12/04/18	NEW ENGLAND CENTRAL RAILR NECR100528 multi use path 144354	210-43110.441 RIGHT OF WAY AGREEMENTS	1750.00	20471	12/14/18
12235	12/04/18	NEW ENGLAND CENTRAL RAILR NECR100528 multi use path 144354	210-14301.000 PREPAID EXPENSES	1750.00	20471	12/14/18

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
37605	12/04/18	NEW ENGLAND MUNICIPAL RES AD payroll seminar CD 43205	210-41320.500 TRAINING, CONFERENCES, DU	145.00	20472	12/14/18
13145	11/01/18	NEW ENGLAND SPORTS TURF M Membership H. Smith 110118D	210-45220.500 TRAINING, CONF, DUES	95.00	20473	12/14/18
19320	11/08/18	PAUL FRANK & COLLINS PC VF/TF-TOWN/VILLAGE FIRE T 171035	210-42220.500 TRAINING, CONFERENCES, DU	750.00	20478	12/14/18
23465	11/22/18	PITNEY BOWES, INC. AD 12/20-03/19/19 3307575687	210-41320.442 LEASED SERVICES	281.88	20481	12/14/18
37965	09/13/18	S D IRELAND CONCRETE ST-JERSEY BARRIER-LH PARK 347832	210-43110.610 SUPPLIES	620.63	20491	12/14/18
23855	10/31/18	SOUTHWORTH-MILTON, INC. VF village office generat SCINV354494	210-42220.578 EMERGENCY GENERATOR MAINT	651.00	20496	12/14/18
23855	11/01/18	SOUTHWORTH-MILTON, INC. VF generator svc SCINV355071	210-42220.432 VEHICLE MAINTENANCE	707.00	20496	12/14/18
36130	11/18/18	VERIZON WIRELESS VA phone svc 9818595456	210-42220.535 TELEPHONE SERVICES	120.03	20506	12/14/18
36130	11/18/18	VERIZON WIRELESS VA phone svc 9818595456	210-41970.535 TELEPHONE SERVICES	40.01	20506	12/14/18
11935	11/27/18	VIKING-CIVES USA ST led strobe 4485283	210-43110.432 VEHICLE MAINTENANCE	32.70	20508	12/14/18
07565	11/20/18	W B MASON CO INC EJRP Supplies I60959477	210-45110.610 SUPPLIES	21.98	20515	12/14/18
21850	12/06/18	BOUCHER CLEANING SERVICES SC cleaning center 478	225-45122.430 REPAIRS & MAINTENANCE	200.00	20402	12/14/18
12265	12/01/18	RICOH USA, INC SC monthly copies 5055214535	225-45122.610 OPERATIONAL SUPP/EXP	123.28	20487	12/14/18
07305	10/31/18	AIRGAS USA LLC Pool Chemicals 9956881074	226-45124.434 MAINTENANCE-BLDGS/GROUNDS	26.06	20387	12/14/18
42665	10/31/18	AMAZON/SYNCB EJRP Supplies 0432266 1118	226-45115.610 SUPPLIES	67.11	20390	12/14/18
42665	10/31/18	AMAZON/SYNCB EJRP Supplies 0432266 1118	226-45120.610 SUPPLIES	114.88	20390	12/14/18
42665	10/31/18	AMAZON/SYNCB EJRP Supplies 0432266 1118	226-45120.610 SUPPLIES	14.95	20390	12/14/18
42665	10/31/18	AMAZON/SYNCB EJRP Supplies 0432266 1118	226-45120.610 SUPPLIES	37.39	20390	12/14/18
42665	10/31/18	AMAZON/SYNCB EJRP Supplies 0432266 1118	226-45120.610 SUPPLIES	87.61	20390	12/14/18
42665	10/31/18	AMAZON/SYNCB EJRP Supplies 0432266 1118	226-45120.610 SUPPLIES	125.61	20390	12/14/18
42665	10/31/18	AMAZON/SYNCB EJRP Supplies 0432266 1118	226-45115.610 SUPPLIES	186.00	20390	12/14/18
42665	10/31/18	AMAZON/SYNCB EJRP Supplies 0432266 1118	226-45120.610 SUPPLIES	13.79	20390	12/14/18
42665	10/31/18	AMAZON/SYNCB EJRP Supplies 0432266 1118	226-45115.610 SUPPLIES	597.00	20390	12/14/18
42665	10/31/18	AMAZON/SYNCB EJRP Supplies 0432266 1118	226-45115.610 SUPPLIES	27.16	20390	12/14/18
42665	10/31/18	AMAZON/SYNCB EJRP Supplies 0432266 1118	226-45115.610 SUPPLIES	79.92	20390	12/14/18

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
42665	10/31/18	AMAZON/SYNCB EJRP Supplies 0432266 1118	226-45115.610 SUPPLIES	30.24	20390	12/14/18
42665	10/31/18	AMAZON/SYNCB EJRP Supplies 0432266 1118	226-45120.610 SUPPLIES	95.00	20390	12/14/18
42665	10/31/18	AMAZON/SYNCB EJRP Supplies 0432266 1118	226-45115.610 SUPPLIES	122.30	20390	12/14/18
42665	10/31/18	AMAZON/SYNCB EJRP Supplies 0432266 1118	226-45115.610 SUPPLIES	31.80	20390	12/14/18
42665	10/31/18	AMAZON/SYNCB EJRP Supplies 0432266 1118	226-45115.610 SUPPLIES	26.99	20390	12/14/18
42665	10/31/18	AMAZON/SYNCB EJRP Supplies 0432266 1118	226-45115.610 SUPPLIES	259.81	20390	12/14/18
42665	10/31/18	AMAZON/SYNCB EJRP Supplies 0432266 1118	226-45115.610 SUPPLIES	103.30	20390	12/14/18
42665	10/31/18	AMAZON/SYNCB EJRP Supplies 0432266 1118	226-45115.610 SUPPLIES	186.00	20390	12/14/18
42665	10/31/18	AMAZON/SYNCB EJRP Supplies 0432266 1118	226-45120.610 SUPPLIES	7.37	20390	12/14/18
42665	10/31/18	AMAZON/SYNCB EJRP Supplies 0432266 1118	226-45120.610 SUPPLIES	59.00	20390	12/14/18
42665	10/31/18	AMAZON/SYNCB EJRP Supplies 0432266 1118	226-45115.610 SUPPLIES	39.92	20390	12/14/18
42665	10/31/18	AMAZON/SYNCB EJRP Supplies 0432266 1118	226-45115.610 SUPPLIES	33.33	20390	12/14/18
42665	10/31/18	AMAZON/SYNCB EJRP Supplies 0432266 1118	226-45120.610 SUPPLIES	81.00	20390	12/14/18
42665	10/31/18	AMAZON/SYNCB EJRP Supplies 0432266 1118	226-45120.610 SUPPLIES	97.84	20390	12/14/18
42665	10/31/18	AMAZON/SYNCB EJRP Supplies 0432266 1118	226-45120.610 SUPPLIES	46.83	20390	12/14/18
42665	10/31/18	AMAZON/SYNCB EJRP Supplies 0432266 1118	226-45121.610 SUPPLIES	42.16	20390	12/14/18
42665	10/31/18	AMAZON/SYNCB EJRP Supplies 0432266 1118	226-45120.610 SUPPLIES	42.99	20390	12/14/18
42665	10/31/18	AMAZON/SYNCB EJRP Supplies 0432266 1118	226-45120.610 SUPPLIES	-119.50	20390	12/14/18
04940	11/23/18	COMCAST Maple St Internet 0176315 1118	226-45110.530 COMMUNICATIONS	442.84	20419	12/14/18
04940	11/23/18	COMCAST Park St Internet 0210908 1118	226-45121.530 COMMUNICATIONS	209.43	20421	12/14/18
04640	11/12/18	FASTENAL INDUSTRIAL & CON VTBUR251994	226-45120.610 SUPPLIES	43.86	20435	12/14/18
00820	11/20/18	GLOBAL EQUIPMENT COMPANY Shelving at Aspire Bldg 113513480	226-45120.610 SUPPLIES	477.55	20450	12/14/18
19470	10/17/18	HAMPTON INN DULLES CASCAD DC Trip Deposit 101718D	226-45115.330 OTHER PROFESSIONAL SVCS	1000.00	20455	12/14/18
09550	10/19/18	LAKE CHAMPLAIN COMMUNITY REACH Sailing Field Trip 18473	226-45122.580 TRAVEL	600.00	20459	12/14/18
12495	11/26/18	OFFICE SYSTEMS OF VT Copier Contract AR186699	226-45110.442 Equipment Rentals	783.95	20475	12/14/18

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
19660	11/27/18	PAPER DIRECT Program & Pool Paper 9328228	226-45115.610 SUPPLIES	24.99	20476	12/14/18
19660	11/27/18	PAPER DIRECT Program & Pool Paper 9328228	226-45124.610 SUPPLIES	60.97	20476	12/14/18
24855	12/11/18	PETTY CASH - CAITLIN FAY Petty Cash Reimbursement 121118D	226-45120.330 OTHER PROFESSIONAL SVCS	75.00	20479	12/14/18
24855	12/11/18	PETTY CASH - CAITLIN FAY Petty Cash Reimbursement 121118D	226-45121.610 SUPPLIES	20.06	20479	12/14/18
24855	12/11/18	PETTY CASH - CAITLIN FAY Petty Cash Reimbursement 121118D	226-45115.610 SUPPLIES	96.35	20479	12/14/18
24830	12/05/18	REINHART FOODSERVICE Program Cups 964219	226-45115.610 SUPPLIES	45.65	20483	12/14/18
24830	12/10/18	REINHART FOODSERVICE Enrichment Snack 967868	226-45120.610 SUPPLIES	49.34	20483	12/14/18
24830	12/10/18	REINHART FOODSERVICE Summit VK Snack 969154	226-45120.610 SUPPLIES	169.63	20483	12/14/18
24830	12/10/18	REINHART FOODSERVICE Fleming VK Snack 969669	226-45120.610 SUPPLIES	126.59	20483	12/14/18
24830	12/10/18	REINHART FOODSERVICE Hiawatha VK Snack 969732	226-45120.610 SUPPLIES	133.47	20483	12/14/18
24830	12/11/18	REINHART FOODSERVICE MSP VK Snack 970339	226-45120.610 SUPPLIES	130.33	20483	12/14/18
10435	12/04/18	SCREENMYLOGO.COM EHS Intramural Hockey 16977	226-45115.610 SUPPLIES	392.05	20492	12/14/18
25845	12/05/18	SWIM WITH ANNIE SWA Fall Session B 120518D	226-45115.330 OTHER PROFESSIONAL SVCS	15842.25	20500	12/14/18
03905	12/06/18	THE EDGE Gym Rental Rec Bball 120618D	226-45115.610 SUPPLIES	220.00	20502	12/14/18
07565	11/20/18	W B MASON CO INC EJRP Supplies I60959477	226-45121.610 SUPPLIES	36.59	20515	12/14/18
V10462	12/05/18	MONAGHAN SAFER DUCHAM PL AD-NOV LEGAL FEES 1232630	230-46801.008 CRESCENT CONNECTOR	820.50	20469	12/14/18
28785	11/30/18	SHEARER CHEVROLET CO. INC RS-2019 SILVERADO TRK #1 105081	231-43131.166 4WD PICKUP TRK #1	25901.00	20494	12/14/18
40205	11/27/18	CDW-G IT Vill PW tablet QDM5171	254-43200.610 SUPPLIES	804.37	20407	12/14/18
40205	11/29/18	CDW-G IT Vill PW warranty QDW2852	254-43200.610 SUPPLIES	74.20	20407	12/14/18
40025	11/26/18	E J PRESCOTT INC VW coupling sleeve 5480539	254-43200.614 DISTRIBUTION MATERIALS	136.44	20430	12/14/18
03070	10/30/18	MINUTEMAN PRESS Village water bills Oct 48914	254-43200.536 POSTAGE	245.80	20467	12/14/18
38760	11/30/18	TI-SALES INC VW Neptune mapping/mobil 0099165A	254-43200.340 COMPUTER EXPENSES	240.27	20503	12/14/18
V10609	12/11/18	2G ENERGY INC. WW prepay deposit ins rep 415081800955	255-15101.000 EXCHANGE	33697.00	20384	12/14/18
14685	11/26/18	ALLIANCE MECHANICAL INC WW-CONTROL LAB CHEM DEWTR 032509	255-43200.570 MAINTENANCE OTHER	1403.56	20388	12/14/18
23455	12/03/18	CHITTENDEN SOLID WASTE DI WW-142.80 WT NY 201810ESS	255-43200.568 SLUDGE MANAGEMENT	13144.74	20409	12/14/18

For Check Acct 01(GENERAL FUND) All check #s 12/14/18 To 12/14/18 & Fund 2

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
V10734	11/19/18	ENCORE ESSEX JUNCTION SOL 1811WWTP	255-43200.622 ELECTRICAL SERVICE	2969.11	20432	12/14/18
38955	11/28/18	F W WEBB COMPANY 61090760	255-43200.570 MAINTENANCE OTHER	198.85	20434	12/14/18
34895	11/29/18	GAUTHIER TRUCKING, INC. 1351383	255-43200.565 GRIT DISPOSAL	4307.08	20448	12/14/18
V9454	12/07/18	LENNY'S SHOE & APP 3223973	255-43200.612 UNIFORMS,BOOTS,ETC	139.00	20460	12/14/18
V9454	12/07/18	LENNY'S SHOE & APP 3223974	255-43200.612 UNIFORMS,BOOTS,ETC	139.00	20460	12/14/18
14800	12/04/18	TECH GROUP INC 80840	255-43200.610 SUPPLIES	35.00	20501	12/14/18
36130	11/18/18	VERIZON WIRELESS 9818595456	255-43200.535 TELEPHONE SERVICES	143.25	20506	12/14/18
14685	11/26/18	ALLIANCE MECHANICAL INC 032510	256-43200.434 PUMP STATION MAINTENANCE	228.00	20388	12/14/18
03070	10/30/18	MINUTEMAN PRESS 48914	256-43200.536 POSTAGE	491.60	20467	12/14/18
38760	11/30/18	TI-SALES INC 0099165A	256-43200.340 COMPUTER EXPENSES	480.55	20503	12/14/18
36130	11/23/18	VERIZON WIRELESS 9819044442	256-43200.434 PUMP STATION MAINTENANCE	142.65	20507	12/14/18
36130	11/23/18	VERIZON WIRELESS 9819044442	256-43220.001 SUSIE WILSON PS COSTS	36.75	20507	12/14/18
36130	11/23/18	VERIZON WIRELESS 9819044442	256-43220.002 WEST ST PS COSTS	36.75	20507	12/14/18
Report Total				150162.01		

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To: Essex Junction Village Trustees

Re: Request for permission to conduct controlled bonfires during a running event.

From : RunVermont

Summary: As a part of a 5k & 1mile running event, titled Resolution Run & Walk, RunVermont (a 501(c)3 organization) would like to execute 4 small bonfires and one moderate sized bonfire as part of the race course and the running experience. The event is scheduled to be held at 3:30 pm on 12/31/18 on the grounds of the Champlain Valley Exposition. CVE management has granted approval for this component of the event pending approval from the Village and EJFD. RunVermont has spoken with EJFD Asst Chief Rowell who has indicated a willingness to advise and assist with the endeavor as needed.

RunVermont would propose to conduct the 4 smaller fires in 55 gallon barrels that would be placed at various locations on the course, helping to mark the course for participants and providing some atmosphere of celebration. Each barrel will be attended by volunteers to keep the fires under control and the volunteers will be equipped with fire extinguishers.

The 5<sup>th</sup> fire pit would be at the finish line and would be slightly larger, a 6-8' circle on the ground ringed with cinder blocks. This fire pit would burn 3-4 wooden pallets and also be attended by RunVermont staff and volunteers. All fires will be completely burned or extinguished at the conclusion of the event before staff departs the event site. Wood will be the sole source of fuel for the fire pits.

If granted this request, RunVermont would coordinate all plans with EJFD as needed.


Thank you for consideration of the request.

Peter Delaney  
Executive Director  
RunVermont

RunVermont  
1 Main St., Ste 304  
Burlington, VT 05401  
863-8412

## Memorandum

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

**From:** Darren Schibler, Town Planner 

**CC:** Rick Jones, Village Public Works Director; Dennis Lutz, Town Public Works Director; Robin Pierce, Village Community Development Director; Darby Mayville, Community Relations Assistant

**Date:** December 10, 2018

**Subject:** Joint Town and Village Emerald Ash Borer Response

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### Issue

The issue is to update the Selectboard and the Trustees on joint efforts to respond to the threat of emerald ash borer (EAB).

### Discussion

EAB is an invasive insect poised to decimate ash trees, including those in public rights-of-way. Both the Town of Essex Street Tree Management Plan (adopted June 18, 2018) and the draft Essex Junction Management Plan and Recommendations for Emerald Ash Borer recommend proactive removal and replacement of ash trees over a 10 and 11 year time frame, respectively.

However, the plans differ on implementation – the Village planned to use staff labor for removal and contract labor for replacement, while Town intended to use contractors exclusively due to limited staffing. Town and Village staff met on December 3, 2018 to discuss alignment of policies and operations for management of EAB.

Staff determined that significant cost savings could be realized through coordination of work and combined contract bidding. Staff also discussed disposal options for felled wood and established a standard process for identifying annual work plans. The respective tree wardens and/or volunteer boards would identify trees to be replaced, and respective Public Works departments would coordinate work by staff or contractors. Replacements will be distributed geographically over time so that neighborhoods retain most of their canopy from year to year.

### Cost

Cost estimates for the anticipated work are included in the above-mentioned management plans, and will be included in annual capital budget requests to both boards.

### Recommendation

This memo is for informational purposes only.





## MEMORANDUM

TO: Village Trustees  
 FROM: Evan Teich, Unified Manager  
 DATE: December 19, 2018  
 SUBJECT: Trustees Meeting Schedule

### TRUSTEES MEETING SCHEDULE/EVENTS

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 6 7:00 PM	Joint Meeting at Lincoln Hall
February 12 6:30 PM	Regular Meeting <ul style="list-style-type: none"> <li>Adopt budgets and capital programs</li> </ul>
February 26 6:30 PM	Regular Meeting <ul style="list-style-type: none"> <li>Adopt Warning for Annual Meeting</li> </ul>
March 12 6:30 PM	Regular Meeting
March 26 6:30 PM	Regular Meeting
April 3 7:00 PM	Annual Meeting at Essex Community Educational Center
April 9 6:30 PM	Regular Meeting
April 10 7:00 PM	Joint Meeting at 81 Main
April 23 6:30 PM	Regular Meeting
May 14 6:30 PM	Regular Meeting
May 28 6:30 PM	Regular Meeting