



BOARD OF TRUSTEES
REGULAR MEETING AGENDA

Tuesday, January 22, 2019 at 6:30 PM
2 Lincoln St., Essex Junction, VT 05452

1. **CALL TO ORDER/PLEDGE OF ALLEGIANCE TO FLAG** [6:30 PM]
2. **AGENDA ADDITIONS/CHANGES**
3. **APPROVE AGENDA**
4. **PUBLIC TO BE HEARD**
 - a. Comments from Public on Items Not on Agenda
5. **BUSINESS ITEMS**
 - a. Review FYE 20 Proposed Budgets
 - b. Approval of Warning for Public Hearing on FYE 2020 Proposed Budgets and Capital Programs—Sarah Macy
 - c. Approval of application for appropriations for Essex Junction Train Station
 - d. Approval of 2019 Certificate of Highway Mileage
 - e. Awarding Bid on Pipe Rehabilitation
 - f. Determine evaluation process for Unified Manager – Evan Teich
 - g. Proposed Amendment to Policy Regarding Trustees’ Meetings—Evan Teich
6. **CONSENT ITEMS**
 - a. Approval of minutes: January 8, 2019
 - b. Check Warrants #17130—01/15/19; #17131—01/18/19
 - c. Approval of Phosphorous Control Grant
 - d. Approval of CCRPC FY2020 Unified Planning Grant for condition assessment of select stormwater infrastructure
 - e. Approval of updated Legal Ads Policy
7. **READING FILE**
 - a. Board Member Comments
 - b. Memo from Evan Teich re: Summary of One Cent Economic Development Tax
 - c. Restorative Justice Impact by Essex Police Department
 - d. Center for Technology, Essex information sheet
 - e. Village 2019 Annual Meeting/Election Preparation Schedule
 - f. Memo from Evan Teich re: 2018 in Review
 - g. Memo from Evan Teich re: Possible 2019 goals for Unified Manager
 - h. Upcoming Meeting Schedule
 - i. Minutes from other boards/committees:
 - Tree Advisory Committee 12/18/18; Brownell Library Trustees 12/18/18
8. **EXECUTIVE SESSION**
 - a. An executive session is not anticipated
9. **ADJOURN**

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Certification: 1/18/2019 *J. Mitchell*
Date Posted Initials



MEMORANDUM

TO: Village Trustees
FROM: Evan Teich, Unified Manager; Sarah Macy, Finance Director/Assistant Village Manager
DATE: January 22, 2019
SUBJECT: Highlights of the Town budget

Issue

The issue is to inform the Trustees of some points from the Town budget that may be of interest or have impact on the village budget.

Discussion

On January 14 the Town Selectboard approved their budget and warned their public hearing. In that budget they approved the following items of interest to the Village:

1. Did not move the Highway tax/Rolling Stock exchange
2. A budget increase of approximately 2.58%
3. Two new full time police officers
4. Fire department pay alignment
5. The funding associated with the Senior Center Program Director position to be aligned with similar EJRP positions-including being exempt and a new 10-12 hour per week part-time employee to help at the Center
6. Approved a part-time (23 hour a week) building maintenance supervisor position funded 100% by the Town with a nod towards future sharing with Village buildings. This position would start at the start of the new fiscal year
7. A \$50,000 transfer to the Village to cover a portion of the salary of the Town Clerk, currently 100% paid for by the Village. FYI, the 2 other positions in that department are paid for 100% by the Town. The result is that the entire Clerk's Office salary and benefits is roughly 70% paid for by the Town. This acts as a revenue and will reduce the Village's budget increase.
8. A \$50,000 reduction in the use of surplus funds to lower the tax rate. They have gone from \$150,000 to \$100,000.

Cost

No direct cost, informational only

Recommendation

No recommendation, informational only

Village of Essex Junction

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1		Village of Essex Junction - General Fund Budget Summary									
2											
3											1/18/2019
4		Department Name:	FY17 Budget	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget		FY20 Budget Proposal	Dollar Change from Prior Year	Percent Change from Prior Year
5		Administration	577,165	601,544	480,637	471,850	467,906		465,314	(2,592)	-0.55%
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		351,860	20,491	6.18%
11		Highways	1,059,994	1,013,539	1,121,449	1,097,991	1,145,126		1,182,376	37,250	3.25%
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		741,898	34,823	4.92%
14		Misc. Grants	-	60,469	-	20,010	-		-	-	n/a
15		Buildings	147,528	151,531	198,441	209,668	205,196		240,375	35,179	17.14%
16		Subtotal General Fund	3,730,831	3,718,764	4,501,043	4,527,202	4,636,704		4,827,521	190,817	4.12%
17		Debt Service	222,244	199,464	315,266	315,009	317,983		313,560	(4,423)	-1.39%
18		Total General Fund	3,953,075	3,918,228	4,816,309	4,842,212	4,954,687		5,141,081	186,394	3.76%

	A	B	E	F	G	H	I	L	M	N	O
1	GENERAL FUND REVENUES FY20										
2											1/18/2019
	Account Number:	Department Name:	FY17 Budget	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY20 Budget Proposal	Dollar Change from Prior Year	Percent Change from Prior Year	
3											
4	210-31101.000	Property Taxes	2,482,765	2,480,854	3,285,170	3,283,591	3,423,606	3,539,591	115,985	3.39%	
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	1,113,329	32,570	3.01%	
9	210-33582.003	Essex Town Recreation Contribution	-	-	-	-	-	12,000	12,000	n/a	
10		Essex Town pmt for Clerk						50,000	50,000	n/a	
11	210-34130.000	License & Zoning Fees	50,000	60,184	58,000	29,925	58,000	35,000	(23,000)	-39.66%	
12	210-34131.000	Whitcomb Farm Solar Pilot	5,400	5,280	5,000	6,733	5,000	6,700	1,700	34.00%	
13	210-34221.000	Misc. Fire Receipts	20	-	20	5	20	20	-	0.00%	
14	210-35130.000	State District Court Fines	500	1,590	1,000	1,020	1,500	1,000	(500)	-33.33%	
15	210-36102.000	Interest Earnings	1,500	2,225	1,500	2,805	2,000	2,500	500	25.00%	
16	210-36201.000	Parking Space Fees	4,800	4,400	4,800	4,800	2,400	2,400	-	0.00%	
17	210-36202.000	Lincoln Hall Rentals	1	-	-	-	-	-	-	n/a	
18	210-36400.000	Block Party Donations	1,500	2,500	1,500	575	1,500	500	(1,000)	-66.67%	
19	210-36603.000	Misc. Receipts	2,000	2,804	2,000	2,972	2,000	2,000	-	0.00%	
20	210-36605.000	Misc. Highway Receipts	3,000	4,091	4,000	5,722	4,000	4,000	-	0.00%	
21	210-36606.000	Misc. Library Receipts	400	712	500	694	500	500	-	0.00%	
22	210-36606.010	EJRP Non-Resident Fees	-	-	22,000	19,728	22,000	13,000	(9,000)	-40.91%	
23	210-39154.000	Service Fee - Water	113,888	113,888	92,948	92,948	94,014	107,998	13,984	14.87%	
24	210-39155.000	Service Fee - WWTF	56,944	56,944	46,474	46,474	47,007	53,999	6,992	14.87%	
25	210-39156.000	Service Fee - Sanitation	113,888	113,888	92,948	92,948	94,014	107,998	13,984	14.87%	
26	210-39501.000	Misc. Grants/Donations	-	59,562	-	15,182	-	-	-	n/a	
27		Unrestricted Fund Balance	35,000	-	60,000	60,000	35,000	-	(35,000)	-100.00%	
28		Lost Book Revenue	-	3,046	-	2,309	-	-	-	n/a	
29		Farmers Market Reimb.	4,575	-	-	-	-	-	-	n/a	
30	Total		3,953,075	3,991,262	4,816,309	4,810,241	4,954,687	5,141,081	186,394	3.76%	
31											
32					Tax Rate Calculation						
33							FY19	FY20			
34											
35					Grand List		11,103,656	11,206,720	0.928%		
36					GF Real Estate		797,280	797,280	0.000%		
37					Non-GF Real Estate		10,306,376	10,409,440	1.000%		
38					Tax Stabilization Reduction		(52,568)	(39,434)	-24.984%		
39					Total Grand List for Tax rate		11,051,088	11,167,285	1.051%		
40											
41					Tax Appropriation		3,423,606	3,539,591	3.388%		
42											
43					Village Tax Rate		0.3098	0.3170	2.311%		
44								0			
45					average tax cost - \$280k		867	887	20.05		

	A	B	E	F	G	H	I	L	M	N	O	P	Q
1	Transfers and Misc. FY20 Budget Summary												
2										11,915.66			1/18/19 10:42 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	210-49100.030	Capital Fund Contribution	274,961	274,961	295,582	391,582	317,751		341,582	23,831	8%		394,456
5	210-49100.031	Rolling Stock Fund Contribution	203,624	203,624	213,624	213,624	223,624		233,700	10,076	5%	Move to Street 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	Total		583,585	616,585	673,858	769,858	707,075		741,898	34,823	5%		715,630
11													
12													

	A	B	E	F	G	H	I	L	M	N	O	P	Q
13													
14	Grants and Unanticipated Village FY20 Budget Summary												
15													1/18/19 10:42 AM
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	allocate a portion of audit cost to water/sewer in FY20	31,614	
18	210-49346.001	Library Replacement Expenses	-	1,432	-	2,981	-	-	-	n/a		2,133	
19	Total		-	60,469	-	20,010	-	-	-	n/a		33,747	
20													
21													
22													
23													
24													

	A	B	E	F	G	H	I	L	M	N	O	P	Q
1	Village Debt Service FY20 Budget Summary												
2													1/18/19 10:42 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	210-47116.000	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			222,244	199,464	315,266	315,009	317,983		313,560	(4,423)	-1.39%		245,966

	A	B	E	F	G	H	I	L	M	N	O	P	Q
1	Community Development Department FY20 Budget Summary												
2													1/18/19 10:42 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 single	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			240,043	210,328	242,565	215,201	243,310	245,294	1,984	0.82%		216,144	
25													

	A	B	E	F	G	H	I	L	M	N	O	P	Q
1	Community Development Department FY20 Budget Summary												
2													1/18/19 10:42 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	Footnote A: Information detailing what was moved to establish buildings and finance departments							-					
27													
28	Accounts moved to the Buildings Department												
29	210-41970.535	Telephone Services	989	989	1,077	829	1,077						
30		Total Moved to Buildings	989	989	1,077	829	1,077						
31													
32	Accounts moved to the Finance Department												
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		Total Moved to Finance	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		Dept total from PY budget	251,212	221,634	253,271	225,170	253,684						
40													
41													
42	Summary of Admin Related Accounts in Buildings Department												
43	210-41945.020	Telephone - 2 Lincoln Street	989	989	1,077	829	1,077						
44													
45	Summary of Admin Related Accounts in Finance Dept												
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						

	A	B	E	F	G	H	I	L	M	N	O	P	Q
1	Economic Development Department FY20 Budget Summary												
2													1/18/19 10:42 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, Farmers market pop ups	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			91,556	80,657	92,446	81,967	118,429	50,350	(68,079)	-57.49%		77,521	
17													
18	Footnote A: Information detailing what was moved to establish finance department												
19													
20	Accounts moved to the Finance Department												
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		Total Moved to Finance	465	534	459	458	341						
25		Dept total from PY budget	92,021	81,191	92,905	82,425	118,770						
26													
27													
28	Summary of Econ Dev Related Accounts in Finance Dept												
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		New Econ Dev Charges in Finance	465	534	459	458	341						

	A	B	E	F	G	H	I	L	M	N	O	P	Q
1	Administration Department FY20 Budget Summary												
2													1/18/19 10:42 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	1,000	-	0.00%	\$11k Dan Richardson moved to Assigned FB	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	22,492	4,524	25.18%	Increase for Channel 17 (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			577,165	601,544	480,637	471,850	467,906	465,314	(2,592)	-0.55%		537,290	
31													

	A	B	E	F	G	H	I	L	M	N	O	P	Q
1	Administration Department FY20 Budget Summary												
2													1/18/19 10:42 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	Footnote A: Information detailing what was moved to establish buildings and finance departments												
33													
34	Accounts moved to the Buildings Department												
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		Total Moved to Buildings	2,399	2,113	2,399	2,234	2,119						
38													
39	Accounts moved to the Finance Department												
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		Total Moved to Finance	23,567	22,457	20,466	19,067	17,110						
46		Dept total including buildings & Finance	25,966	24,570	22,865	21,301	19,229						
47		Dept total from PY budget	603,131	626,114	503,502	493,151	487,135						
48													
49													
50	Summary of Admin Related Accounts in Buildings Department												
51	210-41945.020	Telephone - 2 Lincoln Street	2,399	2,113	2,399	2,234	2,119						
52													
53	Summary of Admin Related Accounts in Finance Dept												
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		New Admin Charges in Finance & Buildings	25,966	24,570	22,865	21,301	19,229						
60													

	A	B	G	H	I	L	M	N	O	P	Q
1	EJRP FY20 Budget Summary										
2											1/18/19 10:42 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		ADMINISTRATION									
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		PARKS and FACILITIES									
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			596,709	591,042	634,823	657,867	23,044	3.63%		197,014	
33											

	A	B	G	H	I	L	M	N	O	P	Q
1	EJRP FY20 Budget Summary										
2											1/18/19 10:42 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	
34	Footnote A: Information detailing what was moved to establish buildings and finance departments										
35											
36	Accounts moved to the Buildings Department										
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		Total Moved to Buildings	43,102	53,399	46,245						
43											
44	Accounts moved to the Finance Department										
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		Total Moved to Finance	34,917	36,570	30,696						
49		Dept total including buildings & Finance	78,019	89,969	76,941						
50		Dept total from PY budget	674,728	681,011	711,764						
51											
52											
53	Summary of EJRP Related Accounts in Buildings Department										
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		Total Moved to Buildings	43,102	53,399	46,245						
60											
61	Summary of EJRP Related Accounts in Finance Dept										
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		New EJRP Charges in Finance & Buildings	78,019	89,969	76,941						

	A	B	E	F	G	H	I	L	M	N	O	P	Q
1		Buildings Department FY20 Budget Summary											
2													1/18/2019
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	210-41940.210	Salaries - Regular							-	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							-	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		Water/Sewer Subtotal	2,500	2,432	6,485	7,584	7,381	8,249	868	11.76%		3,339	
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		Repair & Maintenance Subtotal	36,525	48,031	42,325	45,894	44,325	46,625	2,300	5.19%		31,308	
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		Contractual Services Subtotal	37,990	38,070	42,183	39,085	43,000	62,200	19,200	44.65%		25,718	
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		Gasoline Subtotal	6,500	3,656	8,109	8,185	8,923	9,101	178	1.99%		3,947	
36													

	A	B	E	F	G	H	I	L	M	N	O	P	Q
1	Buildings Department FY20 Budget Summary												
2													1/18/2019
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		Telephone Subtotal	7,163	6,890	7,271	6,967	6,991	15,051	8,060	115.29%		4,619	
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		General Supplies Subtotal	4,800	4,992	4,500	4,402	4,000	4,000	-	0.00%		3,131	
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		Electricity Subtotal	29,750	29,124	58,059	65,381	63,902	64,289	387	0.61%		31,502	
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		Natural Gas Subtotal	19,000	15,278	24,009	26,933	26,674	28,860	2,186	8.20%		14,070	
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		Capital Outlay Subtotal	3,300	3,058	5,500	5,237	-	2,000	2,000	n/a		2,765	
71													
72			147,528	151,531	198,441	209,668	205,196	240,375	35,179	17.14%		120,400	

	A	B	E	F	G	H	I	L	M	N	O	P	Q
1	Buildings Department FY20 Budget Summary												
2													1/18/2019
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	
73													
74													
75	CROSSWALK:												
76	ORIGINAL LINCOLN HALL BUDGET HISTORY:												
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		Total Lincoln Hall:	42,025	39,481	44,580	50,134	45,555						
93													
94													
95	Admin Accounts moved to the Buildings Department												
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		Total Moved to Buildings	2,399	2,113	2,399	2,234	2,119						
99													
100													
101	ComDev Accounts moved to the Buildings Department												
102	210-41970.535	Telephone Services	989	989	1,077	829	1,077						
103		Total Moved to Buildings	989	989	1,077	829	1,077						
104													
105													
106	EJRP Accounts moved to the Buildings Department												
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		Total Moved to Buildings	-	-	43,102	53,399	46,245						
113													

	A	B	E	F	G	H	I	L	M	N	O	P	Q
1	Buildings Department FY20 Budget Summary												
2													1/18/2019
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
114													
115	Fire Accounts moved to the Buildings Department												
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		Total Moved to Buildings	29,415	30,608	28,825	26,121	28,825						
124													
125													
126	Library Accounts moved to the Buildings Department												
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		Total Moved to Buildings	72,700	78,353	78,458	76,989	81,375						
135													
136			147,528	151,544	198,441	209,706	205,196						

	A	B	E	F	G	H	I	L	M	N	O	P	Q
1	Finance Department FY20 Budget Summary												
2													1/18/19 10:42 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			65,077	63,011	93,996	87,264	79,835	160,503	80,668	101.04%		67,111	
20													

	A	B	E	F	G	H	I	L	M	N	O	P	Q
1	Finance Department FY20 Budget Summary												
2													1/18/19 10:42 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	Admin Accounts moved to the Finance Department												
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		Total Moved to Finance	23,567	22,457	20,466	19,067	17,110						
28													
29	Lincoln Hall Accounts moved to the Finance Department												
30	210-41940.521	Liability & Property Insurance	7,125	6,233	6,294	4,312	5,372						
31		Total Moved to Finance	7,125	6,233	6,294	4,312	5,372						
32													
33	ComDev Accounts moved to the Finance Department												
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		Total Moved to Finance	10,180	10,317	9,629	9,140	9,297						
39													
40	EconDev Accounts moved to the Finance Department												
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		Total Moved to Finance	465	534	459	458	341						
45													
46	EJRP Accounts moved to the Finance Department												
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		Total Moved to Finance	-	-	34,917	36,570	30,696						
51													
52	Fire Accounts moved to the Finance Department												
53	210-42220.521	Liability & Property Ins.	8,767	8,502	7,968	6,149	6,670						
54		Total Moved to Finance	8,767	8,502	7,968	6,149	6,670						
55													
56	Library Accounts moved to Finance												
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		Total Moved to Finance	14,973	14,966	14,263	11,563	10,349						
61													
62		Total Moved to Finance	65,077	63,009	93,996	87,259	79,835						

	A	B	E	F	G	H	I	L	M	N	O	P	Q
1	Brownell Library FY20 Budget Summary												
2											1/18/19 10:42 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			688,723	643,639	705,570	655,585	703,635	731,684	28,049	3.99%		639,292.1	
23													
24													

	A	B	E	F	G	H	I	L	M	N	O	P	Q
1	Brownell Library FY20 Budget Summary												
2												1/18/19 10:42 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	Footnote A: Information detailing what was moved to establish buildings and finance departments												
26													
27	Accounts moved to the Buildings Department												
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		Total Moved to Buildings	72,700	78,353	78,458	76,989	81,375						
36													
37	Accounts moved to Finance												
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		Total Moved to Finance	14,973	14,966	14,263	11,563	10,349						
42		Dept total including buildings & Finance	87,673	93,319	92,721	88,552	91,724						
43		Dept total from PY budget	776,396	736,958	798,291	744,137	795,359						
44													
45													
46													
47	Summary of Library Related Accounts in Buildings Department												
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	Summary of Library Related Accounts in Finance Dept												
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		New Library Charges in Finance & Buildings	87,673	93,319	92,721	88,552	91,724						

	A	B	E	F	G	H	I	L	M	N	O	P	Q
1	Fire Department FY20 Budget Summary												
2													1/18/19 10:42 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	210-42220.140	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							-	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	351,860	20,491	6.18%		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	Fire Department FY20 Budget Summary												
2													1/18/19 10:42 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	Footnote A: Information detailing what was moved to establish buildings and finance departments												
29													
30	Accounts moved to the Buildings Department												
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		Total Moved to Buildings	29,415	30,608	28,825	26,121	28,825						
39													
40	Accounts moved to the Finance Department												
41	210-42220.521	Liability & Property Ins.	8,767	8,502	7,968	6,149	6,670						
42		Total Moved to Finance	8,767	8,502	7,968	6,149	6,670						
43		Dept total including buildings & Finance	38,182	39,110	36,793	32,270	35,495						
44		Dept total from PY budget	315,342	316,570	332,165	359,035	366,864						
45													
46													
47	Summary of Fire Related Accounts in Buildings Department												
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	Summary of Fire Related Accounts in Finance Dept												
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						

	A	B	E	F	G	H	I	L	M	N	O	P	Q
1	Highway Department Village FY20 Budget Summary												
2												1/18/19 10:42 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	
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	

	A	B	E	F	G	H	I	L	M	N	O	P	Q
1	Highway Department Village FY20 Budget Summary												
2												1/18/19 10:42 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	
35	210-43110.742	Vehicles - Transfer to Rolling Stock							-	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	1,182,376	37,250	3.25%		981,349	
60													
61						Highway only:	1,080,759	1,113,329	3.0%	32,570			
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 rate0.03

Number of years4567891011121314151617181920212223

ROLLING STOCK FUND (HIGHWAY)															12/14/18													
DEPT	VEHICLE	MAKE	REPLACEMENT YEAR	TRADE IN VALUE	NET VALUE	COST	FY19	FY20	FY21	FY22	FY23	FY24	FY25	FY26	FY27	FY28	FY29	FY30	FY31	FY32	FY33	FY34	FY35	FY36	FY37	FY38		
Highway	4WD PICK UP	CHEVY SILVERADO	2016	33,148	15,000	18,148							29,548								41,432							
Highway	PICKUP	CHEVY SILVERADO	2013	31,000	1,000	30,000						39,448										53,359						
Highway	DUMPTRUCK -DIESEL	FREIGHTLINER	2013	145,000	12,000	133,000							182,868												265,835			
Highway	DUMPTRUCK -DIESEL	FREIGHTLINER	2014	145,000	12,000	133,000									194,735													
Highway	DUMPTRUCK -DIESEL	INTERNATIONAL	2012	145,000	12,000	133,000						177,192																
Highway	JETTER VAC TRUCK	VAC-ON	2010	84,500	15,000	69,500				112,500										124,666								
Highway	LOADER	JOHN DEERE	2001	121,500	25,000	96,500									148,230													
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												91,239									
Highway	SKID STEER SIDEWALK PLOW	CAT	2001	51,000	5,000	46,000												74,456										
Highway	SIDEWALK PLOW	PRINOTH	2017	148,000	20,000	128,000								184,867								239,519						
Highway	ROLLER	ROSCOE	1979	15,000																								
Highway	PICKUP 4/WD 1 TON	CHEVY SILVERADO	2011	35,000	10,000	25,000	29,393									39,902												
Highway	4WD PICKUP	CHEVY SILVERADO	2011	35,000	10,000	25,000	29,393									39,902												
Highway	COMPRESSOR	SULLAIR	2017	14,880	2,500	12,380																				26,867		
Highway	DUMP TRUCK -DIESEL	FREIGHTLINER	2016	146,701	20,000	126,701											186,065											
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																					
TOTAL				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		
Rolling Stock Fund Funding and Fund Balance (Highway)																												
Beginning Cash Balance							37,513	173,473	315,033	345,133	361,221	298,381	245,365	(75,955)	(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																												
Ending Balance							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			

increase5,600

1. Most replacement cost estimates include trade-in value of existing vehicles

2. Non-Fire Truck vehicles are inflated by 3% per year

3. Fire Trucks are inflated by 5% per year.

4. 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

5. General Replacement Assumptions:

Dump Trucks12

Pickup 4/WD8

Pickup10

Sidewalk Plow8

Fire Trucks20

Fire Pickup15

Sweeper/Wheel Lo10

Wacker Sdwlk Plow12

ROLLING STOCK FUND (FIRE)															12/14/18												
DEPT	VEHICLE	MAKE	REPLACEMENT YEAR	TRADE IN VALUE	NET 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															90,488					
FIRE	XT1500 GMP PUMPER	PIERCE ARROW	2017	600,223	40,000	560,223																			1,803,599		
FIRE	105' AERIAL 8L3	PIERCE ARROW	2012	830,000	80,000	750,000															2,017,369						
FIRE	COMBINATION RESCUE/PUMPER	KME PREDATOR	2008	564,202	50,000	392,202											1,122,935										
TOTAL							2,048,025	56,827	0	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								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)	
Payment of Fire Truck Notes								(33,600)	(32,700)	(31,800)	(30,900)																
Planned Spending								0	0	0	0	0	0	0	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	133,100	137,500	141,900	146,300	150,700	155,100	159,500	163,900	168,300	172,700	177,100	181,500	
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)

Increase4400

1. Most replacement cost estimates include trade-in value of existing vehicles

2. Non-Fire Truck vehicles are inflated by 3% per year

3. Fire Trucks are inflated by 5% per year.

4. 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

5. General Replacement Assumptions:

Dump Trucks12

Pickup 4/WD8

Pickup10

Sidewalk Plow8

Fire Trucks20

Fire Pickup15

Sweeper/Wheel Lo10

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. Drainange 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
Totals Project Funded by Village \$ Only								0	52,377	113,658	42,160	541,025	628,517	111,976	1,616,658	127,897	1,544,367	11,217,525
PROJECTS FUNDED BY GRANTS																		
Stormwater Grants Summary			1	293,110				3,594	29,260	260,256								
Various Vtrans Grants				(293,110)														
Cost to Village (match paid by Town)				0														
Densmore Dr. Culvert Replacement Study			2	15,560						15,560								
Municipal Water Quality Asst.-FY19 UPWP Grant				(12,448)														
Densmore Dr. Culvert Study Net Cost to Village				3,112														
Main St. Pedestrian Bridge			3	166,808					65,386	101,422								
Vtrans Stuctures Grant				(150,127)														
Main St. Pedestrian Bridge Net Cost to Village				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)														
Crescent Connector Net Cost to Village				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)														
Pearl St. Missing Link Net Cost to Village				30,000														
Totals Project Funded by Grants Awarded								826,450	1,784,447	3,897,788	0	0	0	0	0	0	0	0
Total Cost of all Projects Funded by Village \$ Only and Grants								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
Beginning Fund Balance									439,622	563,681	901,934	796,134	665,876	1,124,648	162,100	784,179	100,034	
Planned Spending							(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)	
Funding Sources																		
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	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	734,977	845,223	972,007	
Total Revenues								2,189,506	4,135,505	380,413	435,225	498,259	570,748	654,110	749,977	860,223	987,007	
Ending Fund Balance									563,681	901,934	796,134	665,876	1,124,648	162,100	784,179	100,034	(10,130,484)	

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

**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	\$	-
	Combined Total	\$	631,247.63

90



**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

	A	B	G	H	I	L	M	N	O	P	Q
1	EJRP Programs FY20 Budget Summary										
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		REVENUES									
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		Revenues Subtotal	1,609,847	1,923,797	1,711,761		1,912,694	200,933	11.74%		1,923,797
21											
22		ADMINISTRATION									
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	EJRP Programs FY20 Budget Summary										
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		Administration Subtotal	137,575	135,368	157,462		78,238	(79,224)	-50.31%		135,368
39											
40		RECREATION PROGRAMS									
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		Recreation Programs Subtotal	162,027	299,781	146,664		193,413	46,749	31.87%		299,781
56											
57		AFTER SCHOOL CARE									
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	EJRP Programs FY20 Budget Summary										
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		After School Care Subtotal	546,566	632,355	628,204		705,196	76,992	12.26%		632,355
73											
74		PRESCHOOL									
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		Preschool Subtotal	349,543	316,755	346,363		352,958	6,595	1.90%		316,755
90											
91		SUMMER DAY CAMPS									
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	EJRP Programs FY20 Budget Summary										
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		Summer Day Camps Subtotal	257,477	279,692	273,923		280,514	6,591	2.41%		279,692
101											
102		POOL									
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		Pool Subtotal	131,343	135,722	131,758		132,205	447	0.34%		135,722
110											
111		CONCESSIONS									
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		Concessions Subtotal	23,816	24,183	24,449		-	(24,449)	-100.00%		24,183
117											
118		AQUATICS									
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		PARKS and FACILITIES									
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	EJRP Programs FY20 Budget Summary										
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
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		Parks and Facilities Subtotal	1,500	3,698	2,925		19,753	16,828	575.32%		3,698
132											
133		REVENUES TOTAL	1,609,847	1,923,797	1,711,761		1,912,694	200,933	11.74%		1,923,797
134		EXPENSES TOTAL	1,609,847	1,827,555	1,711,748		1,912,034	200,286	11.70%		1,827,555
135		NET OPERATIONS	-	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
Resurfacing	\$ 40,976	\$ 33,292	\$ 6,300	\$ -	\$ 6,500
Playground Equipment	\$ -	\$ 55,000	\$ 70,500	\$ 75,000	\$ 35,000
Lighting & Technology	\$ 15,040	\$ 6,540	\$ 6,540	\$ 6,540	\$ -
Fencing	\$ -	\$ 8,400	\$ 9,700	\$ -	\$ -
Maintenance Equipment	\$ -	\$ -	\$ -	\$ 23,958	\$ 17,500
Buildings & Facilities	\$ 36,000	\$ -	\$ 11,319	\$ -	\$ -
Pedestrian Paths	\$ -	\$ -	\$ -	\$ -	\$ 47,648
Pool	\$ 10,300	\$ -	\$ -	\$ -	\$ -
Landscaping	\$ 9,300	\$ 9,500	\$ 9,500	\$ 9,500	\$ 9,500
TOTAL	\$111,616	\$112,732	\$113,859	\$114,998	\$116,148

FY20 Detail

Category	Items	Amount
Resurfacing	Maple Street: tennis courts, skatepark, baseball infield mix. Cascade: tennis courts (note: conversion of two tennis courts to six pickleball courts).	\$ 40,976
Lighting & Technology	Electronic sign lease. Second blinking crosswalk at Maple Street Park.	\$ 15,040
Buildings & Facilities	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
Pool	Resurface diving boards. New motor.	\$ 10,300
Landscaping	Tree planting and removal. Field maintenance.	\$ 9,300

	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
	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	
3		REVENUES											
4		REVENUES											
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		Revenues Subtotal	24,227	57,213	26,717	16,123	113,521	135,221	21,700	19.12%		36,668	
20													
21		EXPENSES											
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		Expenses Subtotal	21,745	25,511	24,350	22,321	113,485	135,351	21,866	19.27%		23,916	
35													
36		REVENUES TOTAL	24,227	57,213	26,717	16,123	113,521	135,221	21,700	19.12%		36,668	
37		EXPENSES TOTAL	21,745	25,511	24,350	22,321	113,485	135,351	21,866	19.27%		23,916	
38		NET OPERATIONS	2,482	31,702	2,367	(6,198)	36	(130)	(166)	-461.11%		12,752	

	A	B	E	F	G	H	I	L	M	N	O	P	Q
1	Water Fund FY20 Budget Summary												
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		REVENUES											
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		Revenues Subtotal	3,808,608	3,564,987	3,786,018	3,686,307	3,866,360	4,036,164	169,804	4.39%		3,610,010	
14													
15													
16		EXPENSES											
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	Water Fund FY20 Budget Summary												
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		Expenses Subtotal	3,808,608	3,558,213	3,786,018	3,739,080	3,866,360	4,036,164	169,804	4.39%		3,613,798	
55									-	n/a			
56		REVENUES TOTAL	3,808,608	3,564,987	3,786,018	3,686,307	3,866,360	4,036,164	169,804	4.39%		3,610,010	
57		EXPENSES TOTAL	3,808,608	3,558,213	3,786,018	3,739,080	3,866,360	4,036,164	169,804	4.39%		3,613,798	
58		NET OPERATIONS	-	6,773	-	(52,773)	-	-	-	n/a		(3,787.6)	
59													
60													
61		Operating Budget	501,098	472,638	534,071	605,128	579,175	681,458	102,283	17.66%			
62		Village Budget	972,750	946,561	1,040,543	1,071,815	1,108,610	1,198,617	90,007	8.12%			

12/14/18

7:04 AM

Water Fund Capital Reserve Plan

PROJECT or Equipment	Prior	FY19	FY20	FY21	FY22	FY23	FY24	FY25	FY26
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
Subtotal		191,696	103,942	307,354	62,558	231,268	454,482	41,144	40,172

Water Fund Capital Reserve Funding and Fund Balance

Beginning Fund Balance		10,376	29,440	186,258	189,664	487,106	665,838	671,356	1,140,213
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
Projected Ending Fund Balance		29,440	186,258	189,664	487,106	665,838	671,356	1,140,213	1,660,041

	A	B	E	F	G	H	I	L	M	N	O	P	Q
1	Sanitation Fund FY20 Budget Summary												
2													12/13/18 10:58 AM
	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	
3													
4		REVENUES							-	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		Revenues Subtotal	623,184	767,327	638,750	625,185	660,925	719,154	58,229	8.81%		712,492	
13													
14													
15		EXPENSES											
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	
											WWTF pump station fees; admin charges, and the charge for Finance Director		
32	256-43200.491	Contractual Services	144,188	144,188	136,831	133,710	135,883	150,159	14,276	10.51%		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	Sanitation Fund FY20 Budget Summary												
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		Expenses Subtotal	472,184	613,768	477,750	483,768	489,925	542,654	52,729	10.76%		521,049	
50													
51		REVENUES TOTAL	623,184	767,327	638,750	625,185	660,925	719,154	58,229	8.81%		712,492	
52		EXPENSES TOTAL	472,184	613,768	477,750	483,768	489,925	542,654	52,729	10.76%		521,049	
53		NET OPERATIONS	151,000	153,559	161,000	141,417	171,000	176,500	5,500	3.22%		191,443	

Sanitation Fund Capital Reserve Plan								
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
Sanitation Capital Reserve Funding and Fund Balance								
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

	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		REVENUES							-	n/a			
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		Revenues Subtotal	1,783,203	1,801,462	1,860,147	1,868,296	1,949,836	2,074,046	124,210	6.37%		1,846,162	
17													
18													
19		EXPENSES											
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	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	
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		Expenses Subtotal	1,783,204	1,825,375	1,860,148	1,842,002	1,949,836	2,074,046	124,210	6.37%		1,803,680	
54									-	n/a			
55		REVENUES TOTAL	1,783,203	1,801,462	1,860,147	1,868,296	1,949,836	2,074,046	124,210	6.37%		1,846,162	
56		EXPENSES TOTAL	1,783,204	1,825,375	1,860,148	1,842,002	1,949,836	2,074,046	124,210	6.37%		1,803,680	
57		NET OPERATIONS	(1)	(23,913)	(1)	26,294	-	-	-	n/a		42,482	
58													
59													
60						Calculation of Village User Fees							
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

WWTF Capital Reserve Funding and Fund Balance						
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



JOB TITLE:	Recreation Communications Coordinator
FLSA STATUS:	Non-Exempt
UPDATED:	November 2018
TOWN PAY GRADE:	
VILLAGE PAY GRADE:	7

POSITION OBJECTIVES:

Effectively plan, organize, administer, and implement a comprehensive communications and marketing strategy for parks and recreation in Essex Junction.

PRIMARY OVERSIGHT AND ACCOUNTABILITY:

Position is primarily responsible for the planning, organization, development, implementation, maintenance, and oversight of communications and marketing in order to keep community members and participants well informed of all parks and recreation initiatives and programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned:

Communications & Marketing

- Collaborate with the recreation staff to gather timely information about upcoming programs and work with staff to develop an appropriate plan to promote them – which may or may not include website and social media promotions, poster/flier development, press releases, and more.
- Learn about programs taking place that would be valuable to visit to capture participant experiences via photo, video, interviews, and/or surveys, in order to share experiences with others.
- Stay organized, use foresight of upcoming events and activities, successfully manage a multi-pronged marketing approach, meet important deadlines, be resourceful, work independently, and be self-motivated.
- Develop, implement, and maintain internal communications systems to support a comprehensive communications plan that involves many employees spread out over multiple sites.
- Design and create effective tools to market recreation and park programs/activities/special events through a variety of media, which may include, but is not limited to public service announcements, print/radio/television/online advertising, news releases, photography, fliers, social media, and more.
- Develop and maintain inventory of routine marketing strategies.
- Develop a marketing plan.
- Coordinate the development of seasonal brochures.
- Regularly update communications in order to provide constituents with up to date and accurate information.
- Rapidly respond to online questions and complaints. Bring unusual matters to the attention of the Directors for guidance and direction.
- Regularly update the digital signage displays.
- Attend various meetings as required to maintain quality relations with recreation full time staff in order to stay well informed of parks and recreation initiatives.

- Maintain some regular, predictable office hours, as agreed upon with the Directors, in order to provide staff with a routine opportunity to inquire, discuss, plan, and communicate parks and recreation initiatives.
- Maintain detailed and accurate records of all communications and marketing strategies utilized and attempt to measure the success of such. Advise and suggest to staff the most successful strategies and trends that can be utilized to promote messages, activities, and initiatives.
- Coordinate, initiate, prepare, process and/or monitor a variety of forms, records, schedules, reports and other documents related to communications and marketing involving background research, and compiling/analysis of data from a variety of sources.
- Maintain a professional, eye catching, user friendly, and up to date website.
- Utilize social media & other online communication tools to stay current with trends for effective communication (may include Facebook, Twitter, e-newsletters, instagram, pinterest, snapchat, Youtube, Front Porch Forum, online calendars, etc.).
- Actively promote the importance of recreation and parks within the community. Serve as an advocate for getting the community involved in the recreation programs and promoting general health and wellness.
- Stay current with latest communications and marketing strategies to best access and inform our constituencies.
- Develop new/improved creative marketing programs designed to increase program participation and community involvement.
- Design procedures or make recommendations to the Directors that will enhance or improve the effectiveness and efficiency of parks and recreation communications and marketing within the available resources, and in order to give consideration and identify budgetary needs to meet upcoming trends to enhance communications and marketing.
- Perform related duties as assigned by the Directors.

SUPERVISION RECEIVED:

Reports to, supervised and evaluated by, and receives general administrative direction jointly from the Recreation and Parks Directors of Essex Parks and Recreation and Essex Junction Recreation & Parks. Works with all staff in order to facilitate a comprehensive communications and marketing plan.

SUPERVISORY RESPONSIBILITIES:

There are no subordinates directly assigned to the Communications Coordinator, however, they may advise, direct, and take the lead on certain communications or marketing projects/efforts, where they will serve as the project coordinator.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, in addition to the following:

Education and Experience: BA or BS in Communications or Marketing or other relevant discipline plus a minimum of two years experience in a broad array of communications and marketing strategies, or a combination of education and experiences from which comparable knowledge and skills are acquired. Should have a background with a wide variety of strategies to include – but not limited to: website development/management, social media posting, photography, graphic design, writing experience (press releases, program summaries, e-mails, Front Porch Forum posts), e-newsletter development. A background with recreational programs and activities and/or

community engagement, and a working knowledge of the philosophy, principles, and objectives of community recreational programs is a plus.

Certifications and Licenses: Must hold a valid Vermont's driver's license and have their own vehicle.

Language Skills: Proficient ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public utilizing proper grammar.

Mathematical Skills: Proficient ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Computer Skills and Experience: Advanced level computer knowledge and skills essential with proficiency in Microsoft Office (including Word, Excel and Powerpoint). Proficiency with RecTrac or similar recreation database program also required.

Reasoning Ability/Mental Requirements: Proficient ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Communication & Interpersonal Skills: Ability to relate and work with a variety of people, age groups and interests while maintaining effective communication and relationships with the public, staff and participants.

Work Schedule: Flexibility in the work schedule to include evenings and weekends. Great organizational skills and creative marketing ideas are a must.

PHYSICAL EFFORT AND STRESS

While performing the duties of this job, the employee is constantly required to stand; walk; see, talk and hear. The employee is occasionally required to climb/balance and stoop, kneel, crouch, or crawl. The employee must frequently lift, carry and/or move up to 75 pounds; drive; push or pull; and reach with hands and arms. On a regular basis the employee is using hands and fingers for dexterity and using the computer. The employee is also frequently handling stressful situations and resolving conflicts. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORKING CONDITIONS:

The employee is occasionally coming into contact with fumes/odors, hazardous materials/infectious diseases, hazardous equipment, and high working places. The employee is regularly dealing with dirt and dust and must drive on a regular basis. There is also constant contact with outside weather conditions. The noise level is moderate.

.....
This general outline illustrates the type of work, which characterizes the Job Classification. It is not an all-

encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



MEMORANDUM

TO: Village Trustees and Evan Teich, Unified Manager
FROM: Sarah Macy, Finance Director/Assistant Village Manager
DATE: January 22, 2019
SUBJECT: Warning a public hearing on the FY20 budget

Issue

The issue is whether the Trustees will warn a public hearing for the FY20 proposed budgets and capital programs for Tuesday February 12, 2019

Discussion

The Trustees are holding potentially their final work session on the FY20 proposed budgets and capital programs on January 22, 2019 and will need to warn a public hearing. Proposed date for the public hearing is the next regularly scheduled meeting on February 12, 2019. A draft warning is attached.

Cost

The cost to warn the public hearing in the Essex Reporter is approximately \$110.

Recommendation

It is recommended that the Trustees warn a public hearing for the fiscal year 2020 proposed budgets and capital programs for the Village of Essex Junction to be held Tuesday, February 12, 2019 at 6:30 at 2 Lincoln Street.

**VILLAGE OF ESSEX JUNCTION
BOARD OF TRUSTEES MEETING
TUESDAY, FEBRUARY 12, 2019
6:30 PM**

AGENDA

**PUBLIC HEARING
FY20 PROPOSED BUDGETS
AND CAPITAL PROGRAMS**

This meeting will be held in the meeting room at the Village Municipal Building, 2 Lincoln Street, Essex Junction, VT 05452. Meetings of the Trustees are accessible to people with disabilities. For information on accessibility and/or this agenda, call the Village Manager's office at 878-6944.



Community Development Department

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

Office: (802) 878-6950
Fax: (802) 878-6946

MEMORANDUM

TO: Trustees, Village Manager
FROM: Robin Pierce, Community Development Director
DATE: January 22, 2019
SUBJECT: Approval of application for appropriations for Essex Junction Train Station

Issue

The issue is whether or not the Trustees wish to apply for appropriation funds to renovate the Essex Junction Train Station through U.S. Senator Patrick Leahy.

Discussion

The Train Station has been the center of discussions for some time in the Village. The building, although very functional in that it houses four separate functions (Amtrak, NECR backup facility, Sprint relay system, and Green Mountain Transit), leaves a lot to be desired from the aesthetic and passenger facility perspective. The Essex Junction train station study by UVM students and the Essex Junction train station study by RSG have been undertaken for the building and surrounding environs. Each came down strongly for improving the Station. With the potential for passenger rail service to Montreal the need for improvements to the station have increased dramatically. The application is due February 1, 2019.

A draft application is attached for review and discussion.

Cost

The Trustees need to decide if they wish to ask for all of the funds to renovate the station, which could be in the region of \$2.5 million. A match of some sort may tip the scales in our favour. We will check with the Senator's staff to confirm this. There may be no cost other than Staff time to make the application.

Recommendation

It is recommended by Staff that the Trustees approve moving forward with an application to renovate the Essex Junction Train Station through an appropriation.

U.S. SENATOR PATRICK LEAHY

**FISCAL YEAR 2020
APPROPRIATIONS REQUEST WORKSHEET**

Deadline for Submission: 5:00PM, Friday, February 1, 2019

INSTRUCTIONS

This worksheet is **ONLY** for FY 2020 appropriations requests.

Deadline: Please complete each applicable section below and submit this form to appropriations@leahy.senate.gov no later than **5:00PM on Friday, February 1, 2019**. If you do not have an electronic version of this form, please e-mail appropriations@leahy.senate.gov to obtain the form.

Multiple Projects: Please submit a separate form for EACH request if your organization intends to seek funding for more than one request. Additionally, please e-mail only ONE request worksheet per e-mail. If your organization intends to seek funding for more than one project, please e-mail each request worksheet separately noting priority order of each project request.

Electronic Submission: When submitting your request via e-mail, please include the following information in the subject line of your electronic message: “Name of Organization – Location of Project – Priority Order of Project”. Example:

To: appropriations@leahy.senate.gov
From: Robin@essexjunction.org
Subject: Village of Essex Junction, VT.

Completion of Questions: Please make every effort to fully complete every question. Please avoid submitting the same answer for each response. Please note that Senator Leahy’s staff will follow up with additional questions if any of the fields are left blank.

Attachments: Any supplemental materials are encouraged to be submitted via electronic attachment to the above e-mail address as they become available, utilizing the same subject line format.

Disclaimer: It is important to note that funding for projects in a time when congressionally-directed spending on specific projects is very limited. More often than not, Congress must direct Federal spending through bill or report language that describes the project or goal proposed, but cannot name the project itself, and cannot identify specific entities. The purpose of this form is to identify possible new initiatives, partnerships, or opportunities, as well as continue conversations on current projects.

Submission of this form should not be construed as a guarantee that funding will be requested or awarded.

FY 2020 Appropriations Request Worksheet

Request Information

Name of Proposal	Essex Junction Train Station Redevelopment
Requesting Organization	Village of Essex Junction
Location in Vermont where funding is proposed to be spent	Essex Junction Multimodal Train Station, Railroad Avenue, Essex Junction.
Amount of Federal Funding Proposed for Fiscal Year 2020	
Total Cost of the Project	
Relevant Appropriations Bill(s)	US Senator Patrick Leahy
Federal Department/Agency and Account/Program best suited to provide funding for this project (only identify ONE per category)	Appropriations Committee
Provide a brief summary of this proposal and identify the specific purpose of the initiative. Example: Funding will be used for _____ in Vermont. (Limit to no more than 4 sentences)	Funding will be used to upgrade the only rail station in Vermont that is at the fulcrum of the east and west rail corridors. The Essex Junction station is critical to a Montreal rail link; trains going through Vermont to Canada must go through this station. The station also accommodates a backup command facility for the New England Central Railroad Company, and a major Sprint cell phone relay system for the north of Vermont.
Provide a narrative describing this project, including background, compelling need, use of funding, and brief budget breakdown (e.g., staff, technology, equipment, etc.). (Limit to no more than 2 paragraphs)	Several studies have been undertaken for this station. The first by a mix of engineering and architectural professionals working with UVM students. The second by the Chittenden County Regional Planning Commission. Each Study has resulted in strong recommendations to upgrade the station and its facilities. The station was first built in the 1850's and work from that date has not served the building, or the community, well.
Describe the national significance of this project, including if other states, universities, institutions, or organizations are working in this area. (Limit to no more than 2 paragraphs)	This station is the first in Chittenden County that a passenger train from Canada to the USA will encounter. The station sits on an international rail line. Federal funds have been spent to upgrade the rail line to national rail standard, now we need the station to meet those standards and advance passenger rail initiatives that are part of the National carbon reduction and smart growth movement. This is the longest Amtrak route in the Vermont and is served by the Vermonter train. NECR also run on this rail line. Green Mountain Transit utilize the station for bus service.
Describe the importance of this project to	The push for a link to Montreal brings extra

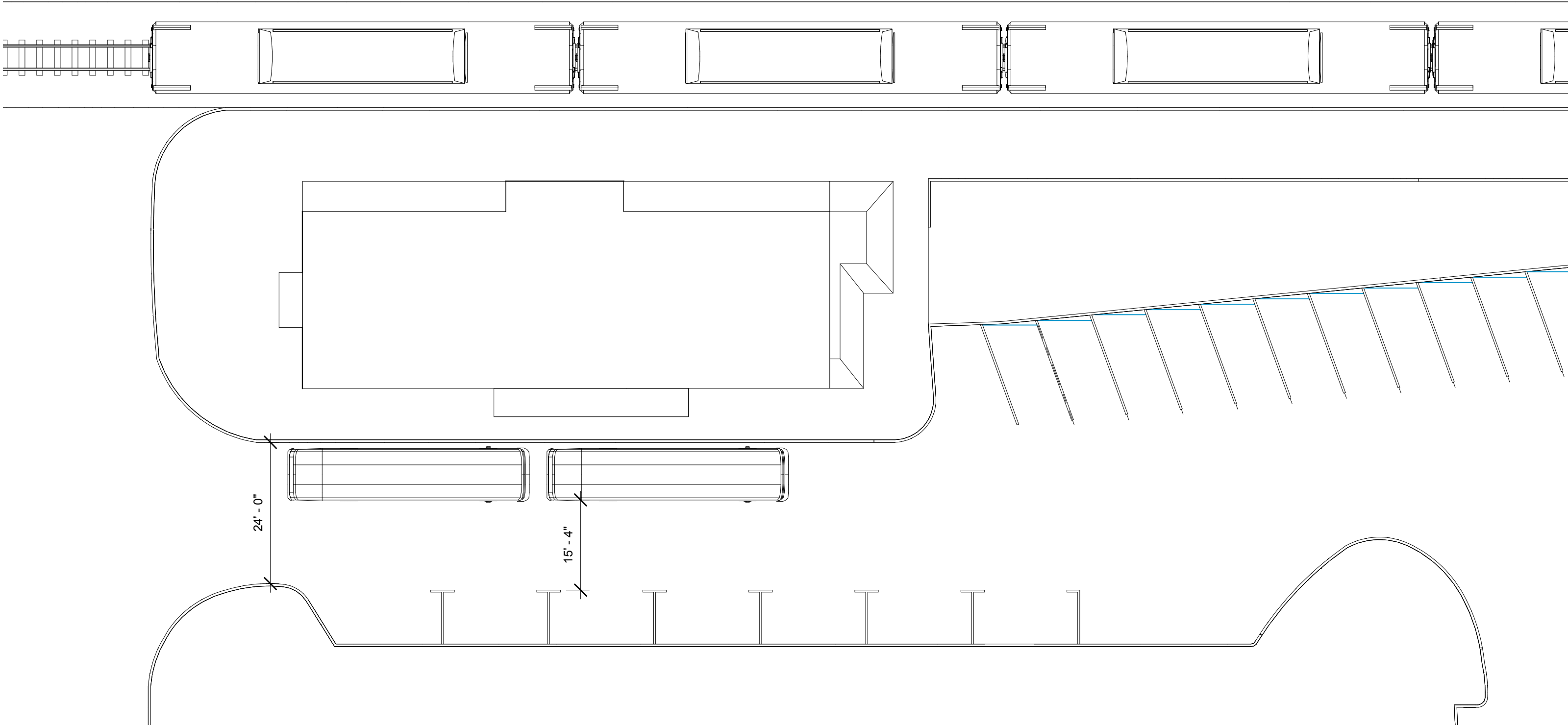
<p>Vermont. (Limit to no more than 2 paragraphs)</p>	<p>prominence to this station. The station is in our designated Village Center District, is part of a multimodal facility, and on the only rail line in Vermont that meets national rail standards throughout the state. The rail line connects Canada to Vermont and once the Montreal passenger rail link is reestablished will provide an economic boost to Vermont by connecting Canada to our ski resorts, and open up opportunities for Canadian companies to establish facilities in Vermont. The Essex Junction station has the highest ridership totals in Vermont 19,893, and is a significant origin and designation for students coming to Vermont colleges and universities. The station upgrade is the least expensive way to ensure passenger rail can access the greater Burlington area as the Village already has the rail line infrastructure to accommodate passenger rail.</p>
<p>Describe the anticipated benefit of this project to the local community. What compelling need will it address? (Limit to no more than 2 paragraphs)</p>	<p>The station is an eyesore in our community. The Village has been working to upgrade the whole area including improvements to the road infrastructure. This facility falls short of what is needed. A redeveloped station would be the trigger for community wide improvements, and increased economic activity.</p>
<p>Include 3 talking points that provide a concise rationale for Federal funding. Why would funding it be a valuable use of taxpayers' money? (Approximately 100 words)</p>	<p>It would upgrade the station, which is part of a multimodal facility, to meet accessibility needs, provide waiting areas, and facilities that are weather proof. A redeveloped station would be an integral component of a revitalized international and regional rail connection between Canadian, the Atlantic seaports, New York and Washington DC. The national standard rail line has not been utilized to its potential, funding for the station will ensure past Federal investments are utilized to their full potential as part of an holistic approach to maximizing the benefits that can accrue from tax payer money.</p>

Request Funding History

Have you applied for any Federal grants for this organization and/or project? If so, when and what was the outcome?	Federal funds were funneled through the CCRPC to do a study for the station which showed a need for its upgrade for disabled accessibility and to make the building fit for its intended use. The Study was approved by the Essex Junction Trustees and is on the CCRPC TIP.
Have you applied for any prior meritorious congressionally-directed funding for this organization and/or project (prior to FY 2012)? If so, when and what was the outcome?	The Village has received congressional directed funding working with CVE for the front of the facility on Pearl Street, and funding for the Five Corners intersection.
What non-Federal match would be contributed toward this funding request (i.e., local, regional and/or state)? Is this match in hand?	???
Have you received funding from private sources or foundations for this project? What amount does each of these funding sources contribute?	???
Do you anticipate a need for additional Federal funding in subsequent fiscal years? Provide details, including when project will become self-sustaining.	Once completed this building will be self-sustaining. The condition of the current structure is its most detrimental aspect. The station is the most used in the state of Vermont. Reintroducing the Montreal passenger link will increase usage dramatically and the new station will be needed to accommodate demand.
Is the proposed funding stream authorized by law? If so, what law?	???
Is the project in the President's budget request?	???
If your organization is requesting more than one project, note the ranking for this request. List your highest priority as your 1st priority.	Our first priority is redevelopment of the train station.

Contact Information

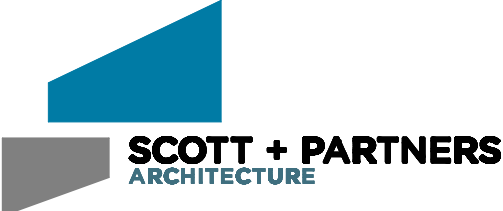
Name of Organization (Legal grantee name) Name of Primary Point of Contact Title Mailing Address Phone Number E-mail Address	Village of Essex Junction George Tyler Village president 2 Lincoln Street, Essex Junction, VT 05452 8028786954 George@essexjunction.org
Department Head Title Mailing Address Phone number E-mail Address	Robin Pierce Community Development Director 2 Lincoln Street, Essex Junction, VT 05452 8028786950 Robin@essexjunction.org



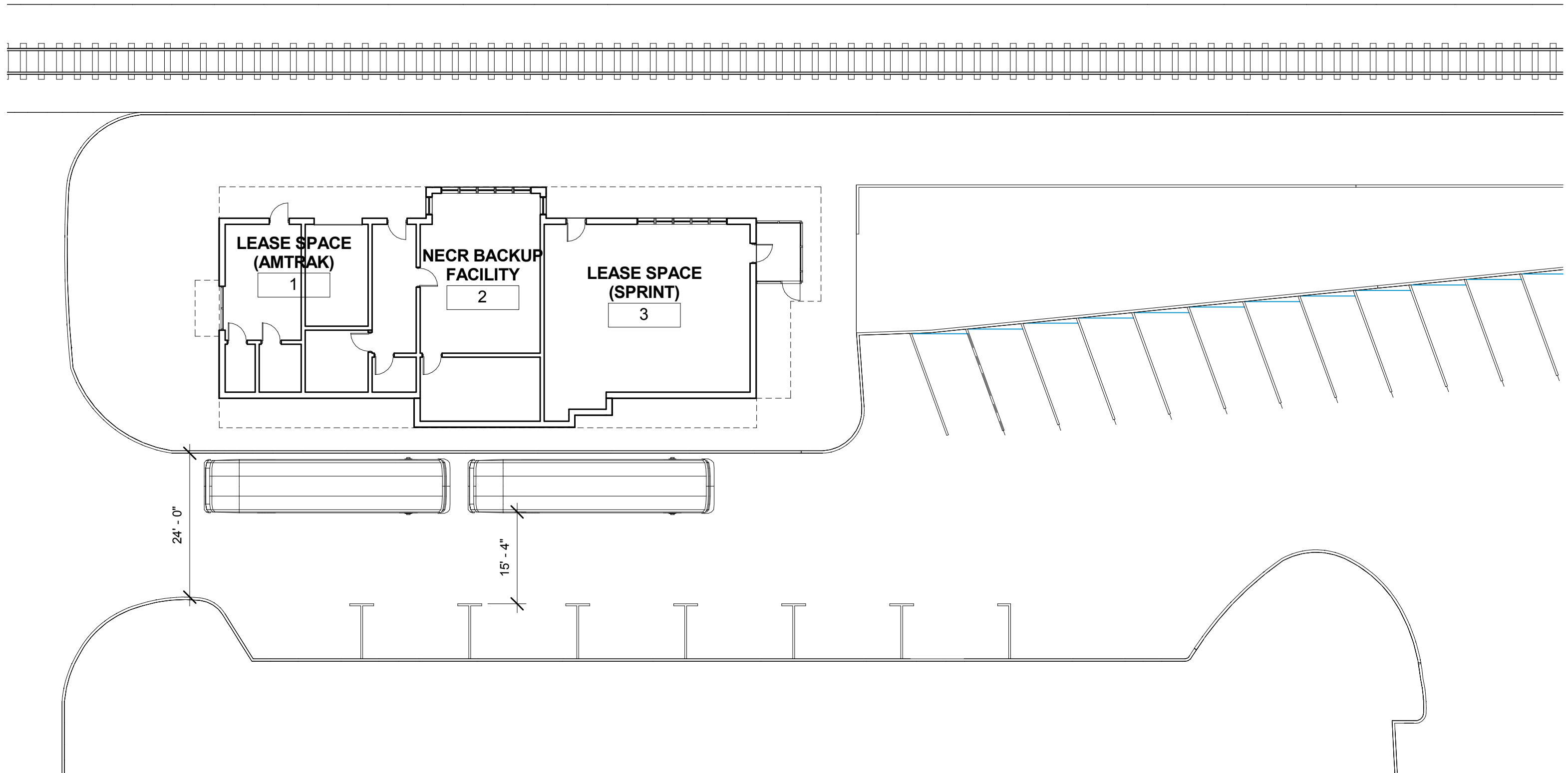
ESSEX TRAIN STATION

EXISTING SITE PLAN

09/22/15



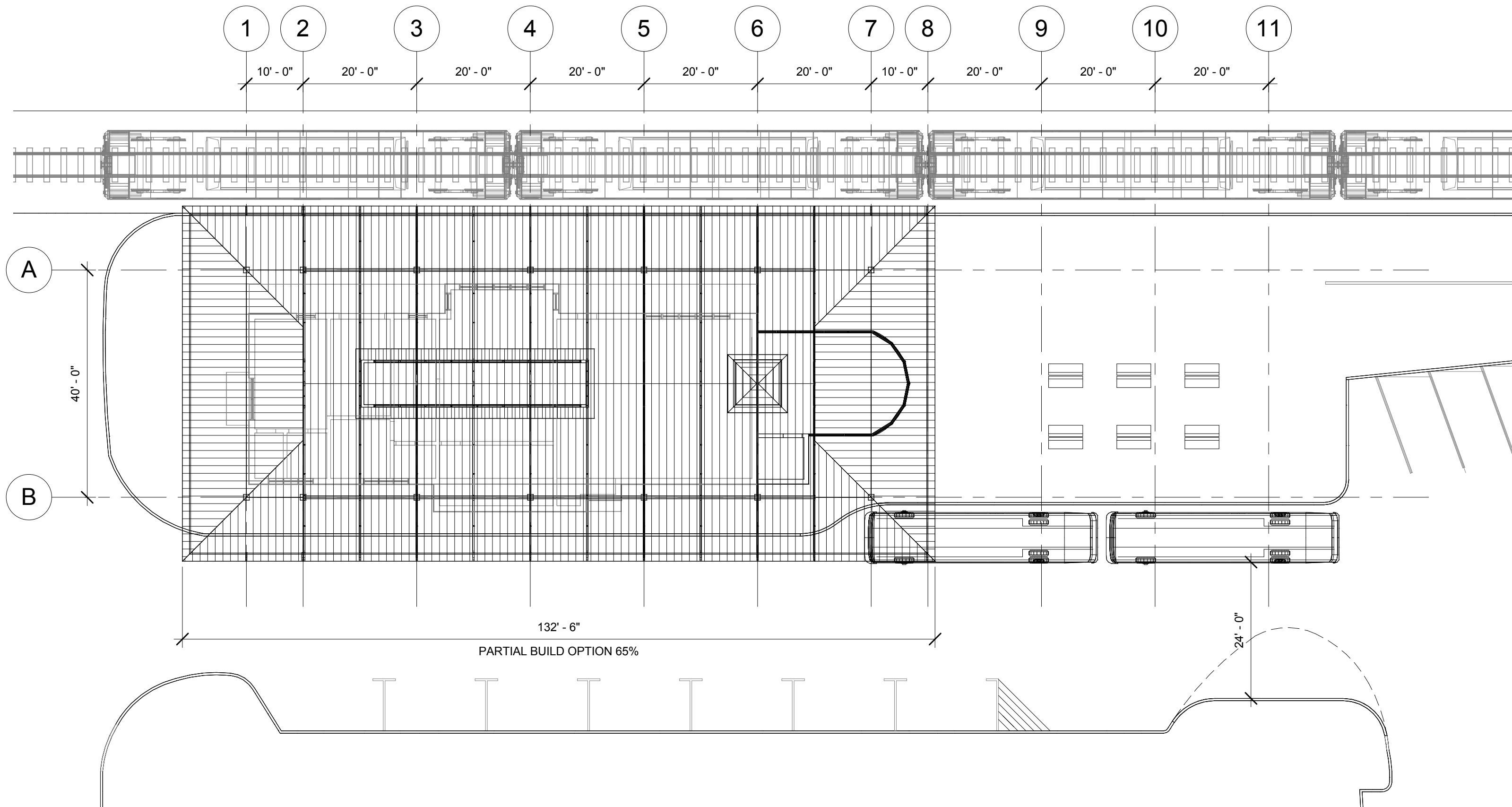
20 MAIN ST. ESSEX JUNCTION, VT 05452
P: 802.879.5153
F: 802.872.2764
SCOTTPARTNERS.COM



ESSEX TRAIN STATION

EXISTING FLOOR PLAN

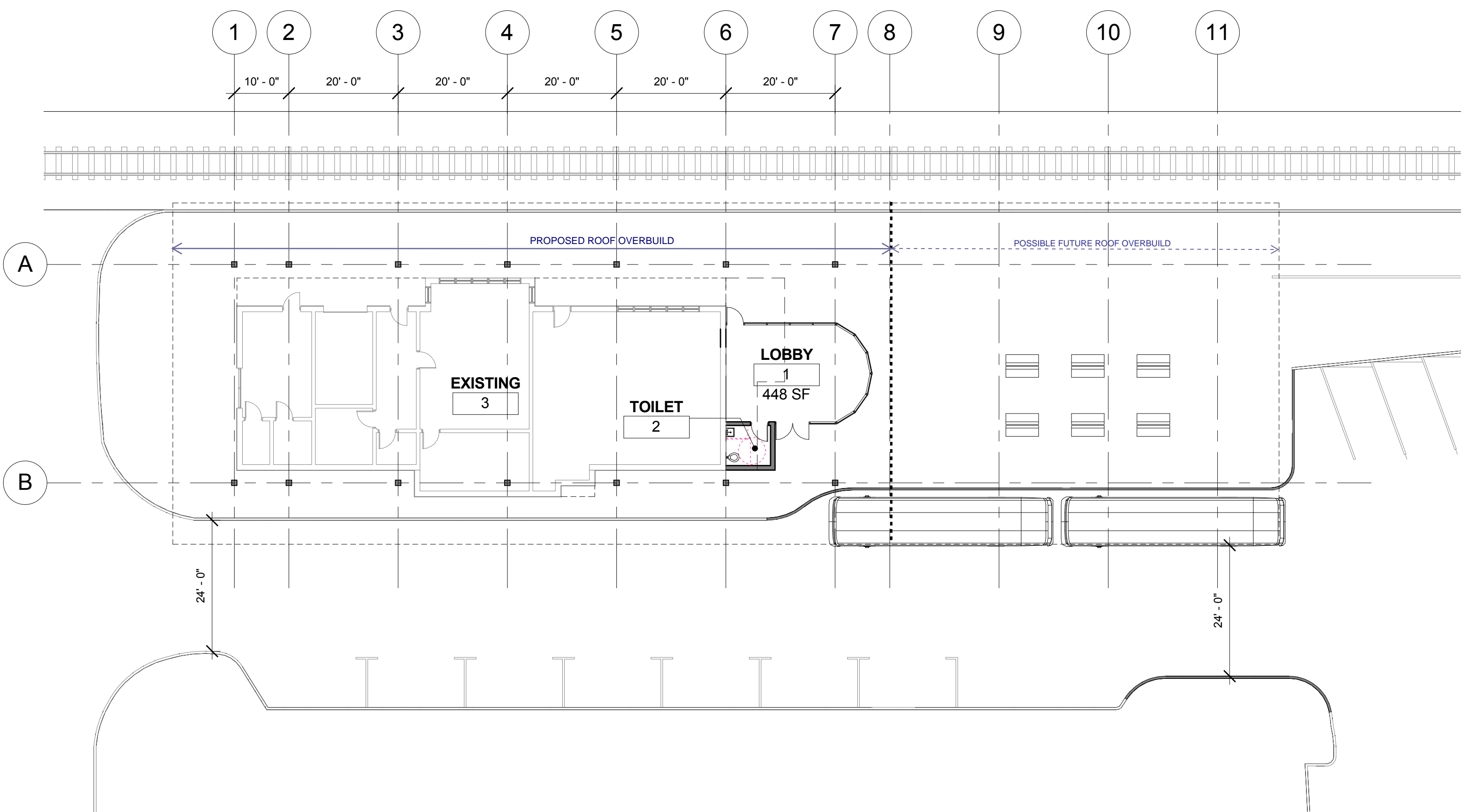
09/22/15



ESSEX TRAIN STATION

PROPOSED SITE PLAN - PARTIAL BUILD OPTION

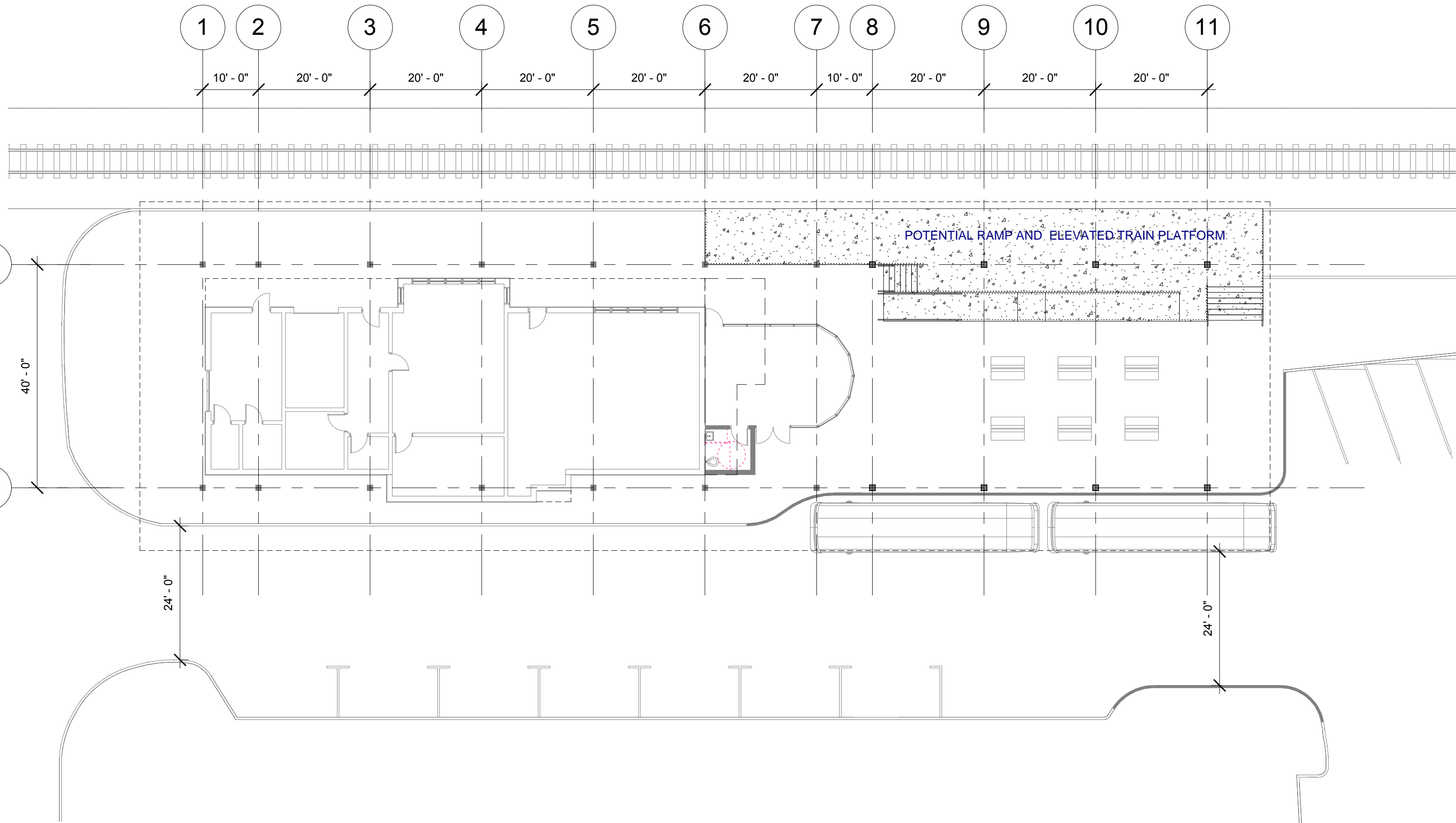
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ESSEX TRAIN STATION

PROPOSED PLAN - PARTIAL BUILD OPTION

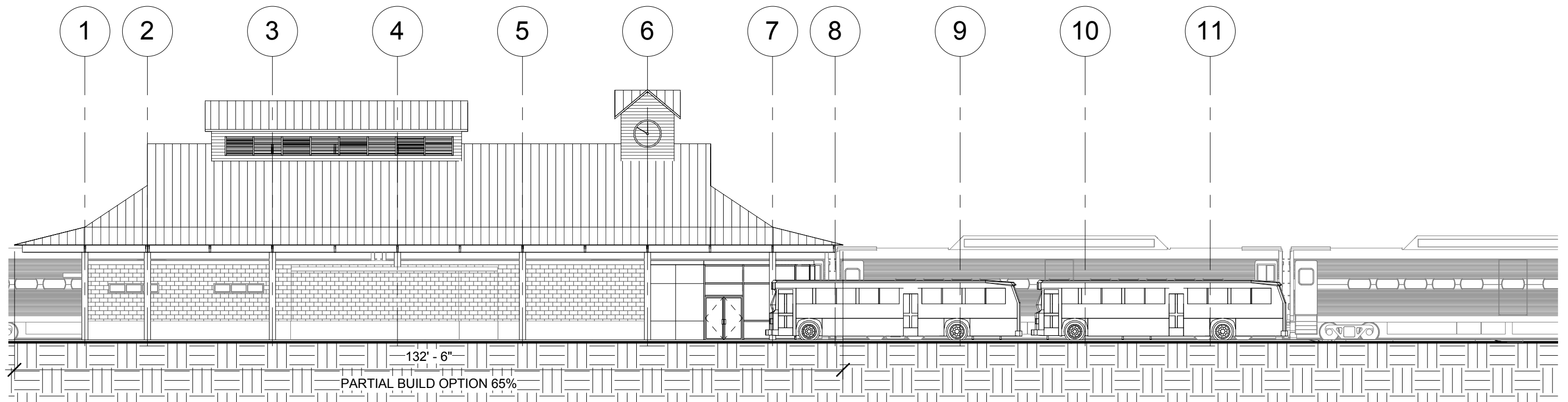
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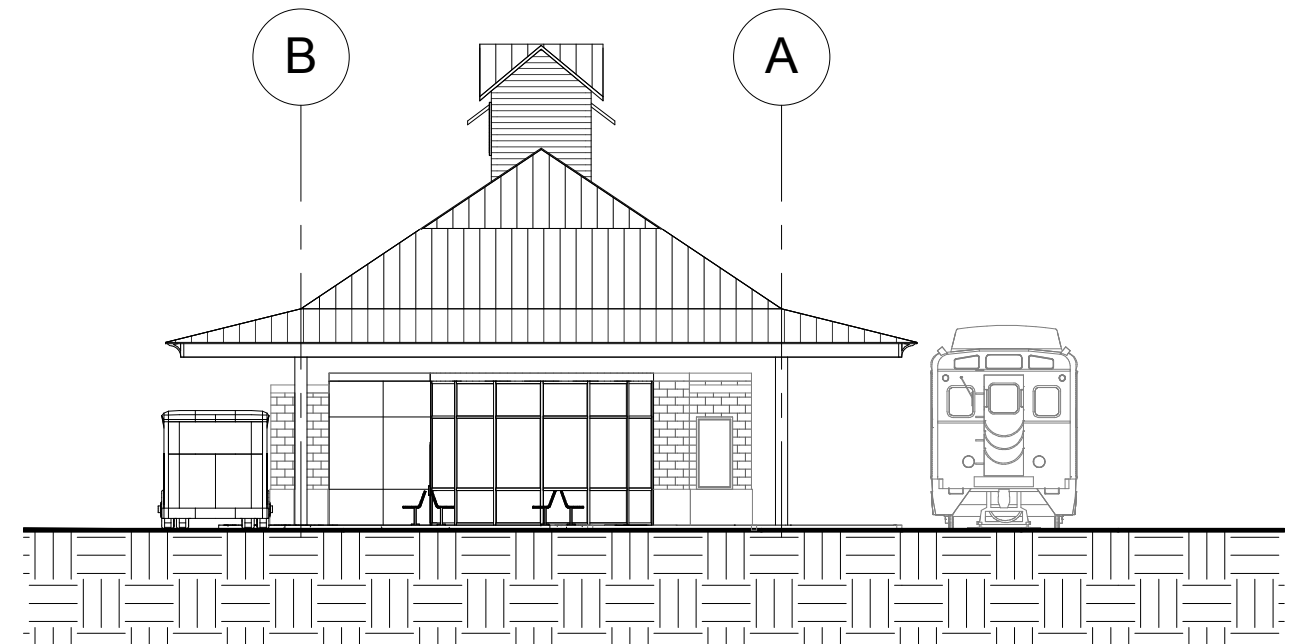
ESSEX TRAIN STATION

PROPOSED PLAN - FULL BUILD OPTION

09/22/15



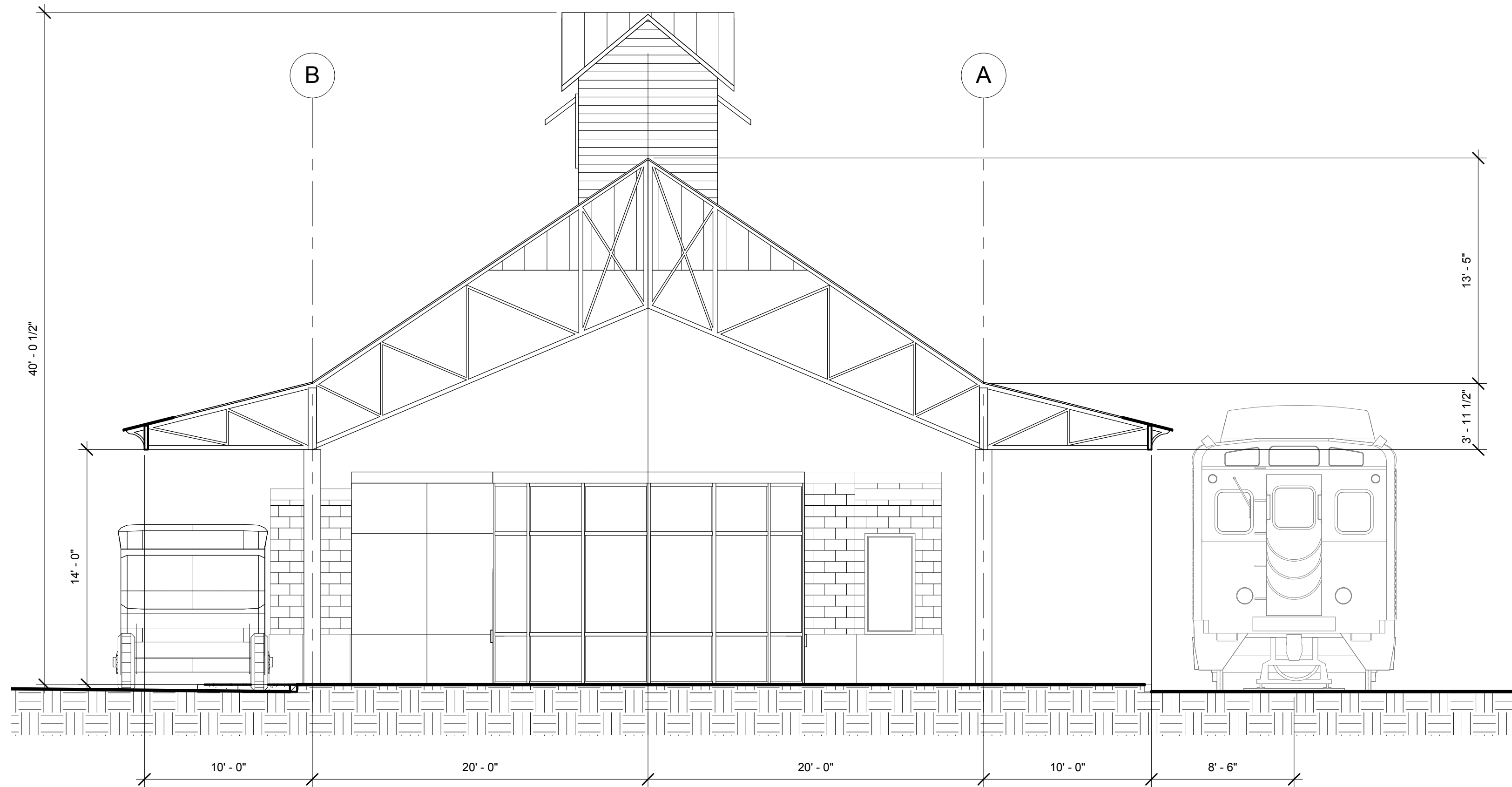
1 WEST ELEVATION - PARTIAL BUILD
OPTION
1/16" = 1'-0"



2 SOUTH ELEVATION - PARTIAL BUILD
OPTION
1/16" = 1'-0"

ESSEX TRAIN STATION

PROPOSED ELEVATIONS - PARTIAL BUILD OPTION



ESSEX TRAIN STATION

PROPOSED CROSS SECTION

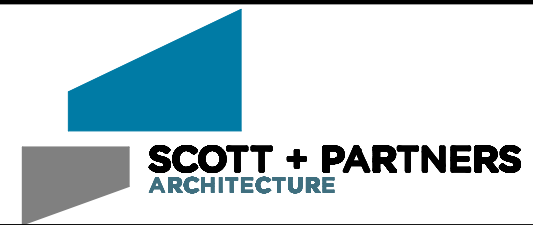
09/22/15



ESSEX TRAIN STATION

EXTERIOR PERSPECTIVE - PARTIAL BUILD OPTION

09/22/15



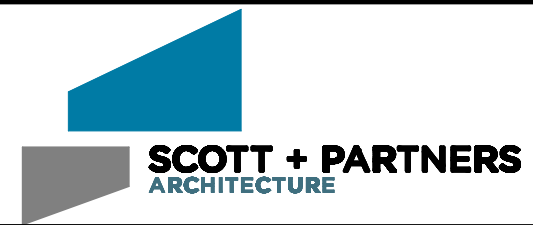
20 MAIN ST. ESSEX JUNCTION, VT 05452
P: 802.879.5153
F: 802.872.2764
SCOTTPARTNERS.COM



ESSEX TRAIN STATION

STREET VIEW - PARTIAL BUILD OPTION

09/22/15



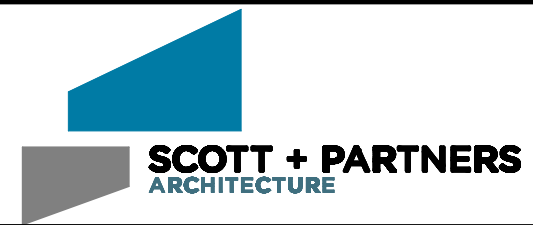
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ESSEX TRAIN STATION

INTERIOR PERSPECTIVE - PARTIAL BUILD OPTION

09/22/15



20 MAIN ST. ESSEX JUNCTION, VT 05452
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SCOTTPARTNERS.COM

CERTIFICATE of COMPLETION and OPENING
of a HIGHWAY for PUBLIC TRAVEL

Susan McNamara-Hill, Village Clerk of the Village of Essex Junction, Vermont.

Pursuant to Title 19, V.S.A., Chapter 7, this is to certify that the following described section of Class 3 Highway in the Village of Essex Junction was COMPLETED AND OPENED FOR PUBLIC TRAVEL on January 22, 2019.

DESCRIPTION OF RIGHT-OF-WAY: Approximately 811' feet of roadway described as follows in the deed dated April 24, 2009, recorded April 28, 2009 in Volume 776 pages 581-582 of the Essex Land Records:

A strip of land consisting of approximately 1.16 acres more or less, commonly known and designated as "Roscoe Court" in the Village of Essex Junction, shown and depicted as "Title to the shaded area (Roscoe Court) is held by the Trombley and Aubin Deeds conveying title to the Village of Essex Jct. will be filed. Area = 1.16 acres." As shown on the plat entitled: "Village Haven, 19, 27 & 29 Roscoe Court – Essex Jct., Vermont Property Plat" prepared by O'Leary-Burke Civil Associates, PLC dated September 14, 2006, last revised December 23, 2008 and recorded April 9, 2009 in Map Slide 446 of the Town of Essex Land Records (the "Plat")

Dated at Essex Junction, County of Chittenden and State of Vermont this 22nd day January 2019.

Board of Trustees

George A. Tyler

Andrew P. Brown

Elaine Haney

Lori A. Houghton

Daniel S. Kerin

Evan Teich, Unified Manager

Essex Junction, Vermont

_____, 2019

The above is a true copy of the description of class __ Highway completed and opened for public travel, recorded in Village Records of the Village of Essex Junction on the ____ day of _____, _____ at ____ o'clock, ____ M.

Attest: _____
Village Clerk of Essex Junction, Vermont

District 5
Certcode 0406-1

**CERTIFICATE OF HIGHWAY MILEAGE
YEAR ENDING FEBRUARY 10, 2019**

Fill out form, make and file copy with the Town Clerk, and mail ORIGINAL, before February 20, 2019 to:
Vermont Agency of Transportation, Division of Policy, Planning and Intermodal Development, Mapping Section
One National Life Drive, Montpelier, VT 05633.

We, the members of the legislative body of ESSEX JCT. VILLAGE in CHITTENDEN County
on an oath state that the mileage of highways, according to Vermont Statutes Annotated, Title 19, Section 305,
added 1985, is as follows:

PART I - CHANGES TOTALS - Please fill in and calculate totals.

Town Highways	Previous Mileage	Added Mileage	Subtracted Mileage	Total	Scenic Highways
Class 1	5.013			5.013	0.000
Class 2	2.006			2.006	0.000
Class 3	27.80	0.153		27.953	0.000
State Highway	0.600			0.600	0.000
Total	35.419			35.572	0.000
* Class 1 Lane	1.289			1.289	
* Class 4	0.00				0.000
* Legal Trail	0.00				

* Mileage for Class 1 Lane, Class 4, and Legal Trail classifications are NOT included in total.

PART II - INFORMATION AND DESCRIPTION OF CHANGES SHOWN ABOVE.

1. NEW HIGHWAYS: Please attach Selectmen's "Certificate of Completion and Opening".

Roscoe Court

2. DISCONTINUED: Please attach SIGNED copy of proceedings (minutes of meeting).

3. RECLASSIFIED/REMEASURED: Please attach SIGNED copy of proceedings (minutes of meeting).

4. SCENIC HIGHWAYS: Please attach a copy of order designating/discontinuing Scenic Highways.

IF THERE ARE NO CHANGES IN MILEAGE: Check box and sign below. ☐

PART III - SIGNATURES - PLEASE SIGN.

Selectmen/Aldermen/ Trustees Signatures: _____

T/C/V Clerk Signature: _____

Date Filed: _____

Please sign ORIGINAL and return it for Transportation signature.

AGENCY OF TRANSPORTATION APPROVAL: Signed copy will be returned to T/C/V Clerk.

APPROVED: _____

Representative, Agency of Transportation

DATE: _____

Vermont Statutes Annotated

19 V.S.A. § 305. Measurement and inspection

§ 305. Measurement and inspection

(a) After reasonable notice to the selectboard, a representative of the agency may measure and inspect the class 1, 2, and 3 town highways in each town to verify the accuracy of the records on file with the agency. Upon request, the selectboard or their designee shall be permitted to accompany the representative of the agency during the measurement and inspection. The agency shall notify the town when any highway, or portion of a highway, does not meet the standards for its assigned class. If the town fails, within one year, to restore the highway or portion of the highway to the accepted standard, or to reclassify, or to discontinue, or develop an acceptable schedule for restoring to the accepted standards, the agency for purposes of apportionment under section 306 of this title shall deduct the affected mileage from that assigned to the town for the particular class of the road in question.

(b) Annually, on or before February 10, the selectboard shall file with the town clerk a sworn statement of the description and measurements of all class 1, 2, 3, and 4 town highways and trails then in existence, including any special designation such as a throughway or scenic highway. When class 1, 2, 3, or 4 town highways, trails, or unidentified corridors are accepted, discontinued, or reclassified, a copy of the proceedings shall be filed in the town clerk's office and a copy shall be forwarded to the agency.

(c) All class 1, 2, 3, and 4 town highways and trails shall appear on the town highway maps by July 1, 2015.

(d) At least 45 days prior to first including a town highway or trail that is not clearly observable by physical evidence of its use as a highway or trail and that is legally established prior to February 10, 2006 in the sworn statement required under subsection (b) of this section, the legislative body of the municipality shall provide written notice and an opportunity to be heard at a duly warned meeting of the legislative body to persons owning lands through which a highway or trail passes or abuts.

(e) The agency shall not accept any change in mileage until the records required to be filed in the town clerk's office by this section are received by the agency. A request by a municipality to the agency for a change in mileage shall include a description of the affected highway or trail, a copy of any surveys of the affected highway or trail, minutes of meetings at which the legislative body took action with respect to the changes, and a current town highway map with the requested deletions and additions sketched on it. A survey shall not be required for class 4 town highways that are legally established prior to February 10, 2006. All records filed with the agency are subject to verification in accordance with subsection (a) of this section.

(f) The selectboard of any town who are aggrieved by a finding of the agency concerning the measurement, description, or classification of a town highway may appeal to the transportation board by filing a notice of appeal with the executive secretary of the transportation board.

(g) The agency shall provide each town with a map of all of the highways in that town together with the mileage of each class 1, 2, 3, and 4 highway, as well as each trail, and such other information as the agency deems appropriate.

Excerpt of 19 V.S.A. § 305 - *Measurement and inspection* from Vermont Statutes Online located at — <https://legislature.vermont.gov/statutes/section/19/003/00305>

WARRANTY DEED

(Roscoe Court/West Street to Village Haven -
a Planned Residential Development)

KNOW ALL PERSONS BY THESE PRESENTS that JD ESSEX, LLC, a Vermont limited liability company with its office in the City of South Burlington, County of Chittenden and State of Vermont, Grantor, in the consideration of TEN AND MORE DOLLARS paid to its full satisfaction by the VILLAGE OF ESSEX JUNCTION, a Vermont municipality situated in the County of Chittenden and State of Vermont, Grantee, by these presents does hereby GIVE, GRANT, SELL, CONVEY AND CONFIRM unto said Grantee, the VILLAGE OF ESSEX JUNCTION, and its successors and assigns forever, a strip of land in the Village of Essex Junction, County of Chittenden and State of Vermont, known as Roscoe Court, or more particularly described as follows, viz:

A strip of land consisting of approximately 1.16 acres, more or less, commonly known and designated as "Roscoe Court" in the Village of Essex Junction, shown and depicted as "Title to the shaded area (Roscoe Court) is held by the Trombley and Aubin. Deeds conveying title to the Village of Essex Jct. will be filed. Area = 1.16 Acres." all as shown on the plat entitled: "Village Haven, 19, 27 & 29 Roscoe Court - Essex Jct., Vermont, Property Plat" prepared by O'Leary-Burke Civil Associates, PLC, dated September 14, 2006, last revised December 23, 2008 and recorded April 9, 2009 in Map Slide 446 of the Town of Essex Land Records (the "Plat")

Being a portion of the lands and premises conveyed to JD Essex, LLC, by Executor's Deed of David Trombley, Executor of the Estate of Constance Trombley dated March 30, 2009 and recorded April 2, 2009 in Volume 773 at Page 681 of the Town of Essex Land Records.

Also being a portion of the lands and premises conveyed to JD Essex, LLC by Quit Claim Deed of Eric R. Aubin and Beth C. Aubin dated April ____, 2009 and recorded in Volume ____ at Page ____ of the Town of Essex Land Records, conveying all the interests of the said Grantors, Eric R. Aubin and Beth C. Aubin, in and to the strip of land commonly known as Roscoe Court as shown on the Plat.

This conveyance is made subject to and with the benefit of highway easements, utility easements, easements for ingress and egress, water and pipeline rights, state and local land use permits, leases, covenants, restrictions, if any, and rights incident to each of the same as may appear more particularly of record provided that this paragraph shall not

ACKNOWLEDGEMENT
Return Received (including Certificates
and, if Required, Act 250 Disclosure
Statement) and Tax Paid. 5/2/11

Signed: *[Signature]* Clerk
Date: April 28, 2009

reinstate any such encumbrance previously extinguished by the Marketable Record Title Act, Subchapter 7, Title 27, Vermont Statutes Annotated.

This Warranty Deed shall act as a bill of sale and does hereby convey any water, sewer and storm lines and appurtenances thereto located with the herein conveyed roadway.

Reference is hereby made to the aforementioned instruments and plans, the records thereof and references contained therein, and their respective records and references, in further aid of this description.

TO HAVE AND TO HOLD said granted premises, with all of the privileges and appurtenances thereof, to the Grantee, **VILLAGE OF ESSEX JUNCTION**, and its successors and assigns, to their own use and behoof forever; and the Grantor, **JD ESSEX, LLC**, for itself and its successors and assigns, does covenant with the Grantee, **VILLAGE OF ESSEX JUNCTION**, its successors and assigns, that until the ensealing of these presents the Grantor is the sole owner of the premises and has good right and title to convey the same in the manner aforesaid, and that they are **FREE FROM EVERY ENCUMBRANCE** except as aforesaid; and Grantor hereby engages to **WARRANT AND DEFEND** the same against all lawful claims whatever, except as aforesaid.

Grantor has caused this Warranty Deed to be executed this 24th day of April 2009.

JD ESSEX, LLC

By: 

Its duly authorized agent

STATE OF VERMONT
CHITTENDEN COUNTY, SS.

At South Burlington in said County and State, this 24th day of April 2009, Brad Dousevicz, duly authorized agent of JD Essex, LLC, personally appeared, and he acknowledged this instrument, by him sealed and subscribed, to be his free act and deed and the free act and deed of JD Essex, LLC.

Before me, Thomas H. S.

Notary Public

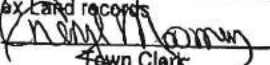
My Commission Expires: 02/10/11

Essex, Vermont Town Clerk's Office
April 28, 2009, at

11 o'clock 30 minutes AM

Received for record and recorded in
book 726 on page 581-582

of Essex Land records

Attest: 
Town Clerk



MEMORANDUM

TO: Village Trustees
FROM: Evan Teich, Unified Manager *ET*
DATE: January 15, 2019
SUBJECT: Bid Award for Pipe Rehabilitation Project

Issue

The issue is whether the Trustees award the bid for the Pipe Rehabilitation Project.

Discussion

The Village of Essex Junction advertised for bids for a pipe rehabilitation of concrete sanitary sewer pipe located on Main Street and along Pleasant Street. The Village received one bid from Green Mountain Pipeline Service, LLC for \$22,620.00 at the bid opening held on January 8, 2019.

Cost

The Finance Director indicated that the amount budgeted in the Sanitation Capital Reserve Fund is sufficient to cover the cost of the project and the bid offered.

Recommendation

Staff recommends that the Trustees award the bid for the Pipe Rehabilitation Project to Green Mountain Pipeline Services, LLC for the not-to-exceed amount of \$22,620.00.

BID OPENING

Project	Pipe Rehabilitation
Place	Village of Essex Junction Office, 2 Lincoln St., Essex Junction, VT
Time	January 8, 2019 at 1:00 PM EST
Present	Stephen Lizewski, Hamlin Consulting Engineers Rick Jones, Village of Essex Junction Public Works Superintendent

	BIDDER	BID AMOUNT	NOTES
1.	Green Mountain Pipeline Services	\$22,620.00	

ADVERTISEMENT FOR BIDS

RECEIPT OF BIDS: Sealed bids on forms prepared by the Engineer will be received by the Village of Essex Junction at 2 Lincoln St., Essex Junction, VT, until 1:00 PM EST on January 8, 2019 for Pipe Rehabilitation and will be publicly opened and read at that time.

The contract includes the in-place rehabilitation of approximately 545 l.f. of 8" concrete sanitary sewer pipe located on Main Street and along Pleasant Street;

All work will be in accordance with Drawings, Specifications and other Contract Documents and information provided by the Village of Essex Junction.

LOCATION OF CONTRACT DOCUMENTS: The completed Contract Documents may be examined at the office of the Village of Essex Junction, 2 Lincoln St., Essex Junction, VT.

OBTAINING CONTRACT DOCUMENTS: Drawings, Specifications, and other Contract Documents may be obtained, upon application, free of charge, at the office of Donald L. Hamlin Consulting Engineers, Inc. Monday through Friday, between the hours of 9:00 AM and 4:00 PM.

CONTRACT TIME: If awarded the Contract, the Contractor agrees to complete the work in its entirety within 30 calendar days, commencing seven (7) days after the issuance of the Notice to Proceed.

DONALD L. HAMLIN
CONSULTING ENGINEERS, INC.
ENGINEERS AND LAND SURVEYORS

Please Reply to:
P.O. Box 9
Essex Junction
Vermont 05453

136 Pearl Street
Essex Junction, Vermont 05452

Tel. (802) 878-3956
Fax (802) 878-2679
HamlinEngineers@dlhce.net

January 9, 2019

Mr. Evan Teich, Village Manager
Village of Essex Junction
2 Lincoln Street
Essex Junction, Vermont 05452

Re: Pipe Rehabilitation Project.

Dear Mr. Scheidel:

Please find enclosed the bid package as submitted by Green Mountain Pipeline Services, LLC., as they were the only firm to submit a bid for this project. We have reviewed their submitted bid package and found it to be complete with a bid of \$22,620.00.

We have spoken to Mr. Corey Stearns, Vice President, and he has assured us that his firm wishes to pursue the project.

We would recommend that they be awarded the contract.

If you have any questions regarding this matter, or if we may be of further service, please contact me.

Respectfully,



Stephen O. Lizewski
Chief of Field Operations

Enc.

WATER SUPPLY AND DISTRIBUTION
WASTE WATER COLLECTION AND TREATMENT
STREETS AND HIGHWAYS
AIRPORTS

SUBDIVISIONS
SKI AREAS
RECREATION AND INDUSTRIAL PLANNING
SOIL BORINGS

TRAFFIC STUDIES
PERMITTING ASSISTANCE
LAND SURVEYING
SOLID WASTE MANAGEMENT

Engineering - "The link between what we have and what we need"

Memorandum

To: Board of Trustees; Selectboard; Evan Teich, Unified Manager
From: Greg Duggan, Deputy Town Manager; Travis Sabatano, HR Director
Re: Evaluation of Unified Manager
Date: January 18, 2019

Issue

The issue is providing the Selectboard and Trustees with materials with which to evaluate the Unified Manager, and determining a process for evaluating the Unified Manager.

Discussion

An evaluation of the Unified Manager is scheduled to take place at the joint board meeting on February 6. As part of the Unified Manager's contract, he is to be evaluated based on Specific, Measurable, Achievable, Relevant, and Time Constrained (SMART) goals agreed to by the boards and the Manager. Depending on progress made toward completion of the SMART goals, the Manager is eligible for a bonus of up to \$3,000. The boards have also expressed a desire to evaluate the Manager on more subjective grounds.

Staff is providing the boards with the following materials in preparation for the February 6 meeting:

- SMART goals for 2018
- Memo from Evan Teich, dated November 28, 2018, re: Status of 2018 Goals and Other Activities and Accomplishments of 2018-19
- Evaluation materials previously provided to the boards by former Municipal Manager Patrick Scheidel (Memo from Patrick C. Scheidel, dated August 2, 2017, re: Evaluation)
- A list of questions the Trustees used to evaluate former Village Manager David Barra
- Manager Evaluation Forms from Trustees (Part 1, Trustees; Part 2, Department Heads)

Based on the evaluation materials, staff sees two options for evaluating the Unified Manager:

- Allow the Village President and Selectboard Chair to speak with their respective board members and Village/Town department heads to evaluate the Manager, and then share the results of their evaluation and recommendation for a bonus with the joint boards and Unified Manager on February 6 in executive session for evaluation of personnel;
- Allow all board members to evaluate the manager on February 6 together in executive session for evaluation of personnel.

Staff believes the first option will be more efficient and consistent for board members, staff, and the Unified Manager.

The HR Director is able to help with the evaluation process.

Cost

The evaluation based on the SMART goals may result in a bonus of up to \$3,000, per the Unified Manager's contract.

Recommendation

It is recommended that the Selectboard and Trustees use the attached evaluation materials to evaluate the Unified Manager, and allow the Village President and Selectboard chair to speak with their respective board members and Village/Town department heads to evaluate the Manager, and then share the results of their evaluation and recommendation for a bonus with the joint boards and Unified Manager on February 6.

Evaluation of Unified Manager

2018 SMART Goals

Goal 1: Continue to align policies and procedures for those departments that are already consolidated. Work with department heads from both the Town and Village to gather information on what has yet to be aligned and provide updates to the boards at scheduled joint board meetings, prior to January 01, 2019. Develop a work plan to assess what can realistically be done.

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

Goal 3: Appoint a staff liaison, prior to October 1, 2018, to work at building a relationship between the Town, the Village and the Essex Westford School District. A progress report detailing the steps that have been taken and summarizing meetings between these entities shall be supplied to the boards prior to January 1, 2019.

Goal 4: Work to streamline and align Town/Village processes such as Development Review, Capital Plans, Hiring, and budget. Provide the board with updates prior to January 1, 2019 of what has been completed.

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

From: Evan Teich, Unified Manager

Date: November 28, 2018

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

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

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

1. Alignment of Policies

In progress:

Background checks

Budget

Confidentiality

Dress Code/uniforms

Noise Ordinance

Public Works budget

Use of surplus

Safety and Surveillance at Libraries

Adopted:

Outdoor Burn (Village)

Purchasing

Records

Recruitment/hiring

Red van usage

Safety Committee

Tax sale

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

Winter Operations Plan

What can realistically be done in 2019:

a. Fire Departments:

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

b. Recreation and Parks:

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

c. Human Resources

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

d. Finance

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

e. IT

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

f. Libraries

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

g. Public Works

- Joint purchasing

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

2. Community Strategy for Communications

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

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

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

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

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

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

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

3. Establishing a Relationship with the Essex Westford School District

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

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

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

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

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

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

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

4. Work to streamline processes

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

Below are other items that staff has been working on:

A. Personnel

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

Retirements:

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

Left for other Reasons:

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

New Employees:

Administration

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

Finance

Courtney Bushey

Police

Police Officers

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

Police Dispatch

CJC

Chelsey Rosengrant	Kristen Brownlow
--------------------	------------------

Essex Free Library

Emily Moulton
Emily Wilmers

Brownell Library

Megan Allison

Town Parks and Recreation

Dave Foster

Essex Junction Recreation and Parks

Kristin Cobleigh

Matthew Smith

Town Highway

Joseph Casilli

Justin Allen

Fletcher Eddy

Village Highway

Doug Collins

Town Community Development

Jo-Ann Roberts

New assessor

TBD

Promotions:

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

B. Organizational Stuff

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

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

Established a monthly employee newsletter (goal 3)

Conducted an employee survey (goal 3)

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

Creation of an employee intranet site (in progress)

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

Set Priorities and Expectations:

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

MEMORANDUM

TO: Selectboard
FROM: Patrick C. Scheidel, Municipal Manager *PCS*
DATE: August 2, 2017
SUBJECT: Evaluation

Issue

The issue is to evaluate the Manager.

Discussion

You have received volumes of information regarding evaluation of municipal managers. Frankly, simplicity in evaluating yields the most successful outcomes.

Attached is an evaluation format that combines the specific needs of our community/organization with the professional pillars of excellence the ICMA University expects to be used in our self evaluations and conference session selections made by managers attending the annual conference.

Cost

There is no cost associated with this issue.

Recommendation

It is recommended that the Selectboard use the attached form to evaluate me on August 21, 2017 and as a means to also evaluate the format for future managers. Evaluation of public officials is allowed in executive session.

TOWN OF ESSEX TOWN MANAGER EVALUATION

Purpose:

The evaluation process is an opportunity to guide and direct the performance of the Town Manager and continue the process of developing the Selectboard/Manager team.

Instructions: Ratings on this form are assigned numerical values ranging from “1” to “5” ranking from low to high. Your chosen rating should be entered in the space provided at the beginning of each variable described. Numerical ratings and their equivalent descriptions are as follows:

1. Unacceptable - unsatisfactory performance;
2. Conditional - some improvements may be needed;
3. Satisfactory - meets Board expectations;
4. Very Good - in most respect exceeds Board expectations
5. Outstanding - exceeds Board expectations in all respects.

All ratings of “1” or “2” indicating a less than satisfactory performance, should be accompanied by a description of the specific behavior observed, and a suggested action which might be taken for improvement. High ratings of “5” should also be accompanied by a specific description of the meritorious behavior observed. You may also want to include suggestions for further development of the strengths observed.

1. **Managing Personnel**

- a) **Department heads-** Does the Manager appropriately supervise and challenge department heads? Does Manager maintain a standard of respect for their ability and encourage their initiative? Does Manager know what is going on in the various departments? Is Manager available for guidance and counseling? Does Manager evaluate personnel from time to time? Does Manager personally understand his/her own goals and objectives and strive constantly for efficiency in department operations?

RATING_____.

Comments:

- b) **Recruitment**- Has the Manager Recruited excellent personnel? Has manager retained excellent individuals? Is Manager available to resolve employee complaints and grievances before they become major problems for the Town.

RATING_____.

Comments:

- c) **Leadership**- Does Manager inspire others to excellence? Does Manager bring out the best in personnel? Is manager able to get enthusiastic responses to new ideas and needed reorganizations? Is Manager forceful and decisive when necessary? Does Manager listen well? Is manager receptive to innovative ideas and suggestions? Is Manager able to reach for effective, and when necessary, inventive solutions?

RATING_____.

Comments:

2. **Relationships**

- a) **Individual Relationship-** How honest is Manager with you as an individual Board Member? How honest can you be with him? How open can you be with him? How open is he with you?

RATING_____.

Comments:

- b) **Selectboard-** Does Manager generally try to deal with Board as a whole? Is Manager impartial among board members? Is Manager receptive to constructive criticism and advice? Does Manager respond quickly to Board requests?

RATING_____.

Comments:

- c) **Media-** Does Manager avoid politics and partisanship? Does Manager take full advantage of every opportunity to promote the community and its services? Are the Manager's comments in the press appropriate and accurate?

RATING_____.

Comments:

- d) **Public-** Fulfilling the need to be easily recognizable and approachable in the community. Does the Manager handle citizen complaints properly? Are you proud to have the Manager speak before groups? Does Manager answer his mail and telephone calls properly and in a timely fashion? Does Manager respect the individual citizens and business persons? Does he properly defend the board and its reputation? Does Manager get out of the office frequently , look at things personally and take a deep and honest interest in the community and its people?

RATING_____.

Comments:

- e) **Other-** Does the Manager work effectively with community leaders? Is the Manager able to cooperate with neighboring communities and citizens while looking after interests of the community? Does Manager have a global picture as it relates to the county and state? Does the Manager make effective use of engineers, attorneys, and other professionals?

RATING_____.

Comments:

3. **Organizational Roles**

- a) **Planning-** Anticipating needs recognizing potential problems and looking ahead. Does the Manager independently recognize the problems, develop relevant facts, formulate alternate solutions and decide on appropriate recommendations. Does the Manager encourage the board to take a long term approach to key issues?

RATING_____.

Comments:

- b) **Budgeting-** Managing resources, preparing and administering the budget. Is the budget realistic? Is it prepared in an intelligible fashion? Does Manager operate the Town within the budget confines? Does the budget include approaches to reducing expenses or incentive plans for cost savings?

RATING_____.

Comments:

- c) **Policy-** Does the Manager have a good sense of the difference between policy and administration? Does the Manager facilitate decision-making processes for the Town in a way that enables the Board to consistently make effective decisions? Are Board suggestions generally followed and implemented? Are assigned projects and commitments completed in a timely manner?

RATING_____.

Comments:

4. **Management Style**

- a) **Personal Qualities**- Does the Manager maintain a proper working style, aggressiveness, flexibility, ability to handle crisis in a reasonable and effective manner? Does the Manager maintain and share an appropriate sense of humor to “lighten the load”? Does the Manager maintain good energy and motivation in the face of constant demand, handle stress well?

RATING_____.

Comments:

- b) **Professional and Personal Development** – Does the Manager work to expand his capabilities and invest time in developing and refining skills as a manager? Does the Manager participate in professional development activities including attending seminars and conferences? Does the Manager participate in professional associations or serve in positions of leadership?

RATING_____.

Comments:

5. **Other**

- a) **Goals and Objectives** – What goals and objectives would you like to set for the Manager for the coming year? Any specific projects you would like to see considered? Any major changes in policy, budgets or organization you would like to discuss? What accomplishments of the Manager have given you the greatest pride? What do you feel are the Manager's strengths? What advice would you offer for Manager's personal growth, improvement, or development?

- b) **Sense of Humor** – Does the Manager maintain and share an appropriate sense of humor, to help create a positive working environment for the Town?

The ICMA University Practices for Effective Local Government Management

Group 1 Staff Effectiveness

Promoting the development and performance of staff and employees throughout the organization (requires knowledge of interpersonal relations, skill in motivation techniques, and ability to identify others' strengths and weaknesses).

Coaching/mentoring: Providing direction, support, and feedback to enable others to meet their full potential (requires knowledge of feedback techniques; ability to assess performance and identify others' developmental needs).

Team leadership: Facilitating teamwork (requires knowledge of team relations, ability to direct and coordinate group efforts, and skill in leadership techniques).

Empowerment: Creating a work environment that encourages responsibility and decision making at all organizational levels (requires skill in sharing authority and removing barriers to creativity).

Delegating: Assigning responsibility to others (requires skill in defining expectations, providing direction and support, and evaluating results).

Group 2 Policy Facilitation

Helping elected officials and other community actors identify, work toward, and achieve common goals and objectives (requires knowledge of group dynamics and political behavior; skill in communication, facilitation, and consensus-building techniques; and ability to engage others in identifying issues and outcomes).

Facilitative leadership: Building cooperation and consensus among and within diverse groups, helping them identify common goals and act effectively to achieve them, recognizing interdependent relationships and multiple causes of community issues, and anticipating the consequences of policy decisions (requires knowledge of community actors and their interrelationships).

Facilitating council effectiveness: Helping elected officials develop a policy agenda that can be implemented effectively and that serves the best interests of the community (requires knowledge of role/authority relationships be-

tween elected and appointed officials, skill in responsibly following the lead of others when appropriate, and ability to communicate sound information and recommendations).

Mediation/negotiation: Acting as a neutral party in the resolution of policy disputes (requires knowledge of mediation/negotiation principles and skill in mediation/negotiation techniques).

Group 3 Service Delivery Management

Ensuring that local government services are provided to citizens effectively, efficiently, and responsively (requires knowledge of service areas and delivery options; skill in assessing community needs, allocating resources, and predicting the impact of service delivery decisions; and ability to set performance/productivity standards and objectives and measure results).

Functional/operational expertise: Understanding the basic principles of service delivery in functional areas (e.g., public safety, community and economic development, human and social services, administrative services, and public works).

Operational planning: Anticipating future needs, organizing work operations, and establishing timetables for work units or projects (requires knowledge of technological advances and changing standards, and skill in identifying and understanding trends).

Citizen service: Determining citizen needs and providing responsive, equitable services to the community (requires knowledge of information gathering techniques).

Quality assurance: Maintaining a consistently high level of quality in staff work, operational procedures, and service delivery (requires knowledge of organizational processes, and ability to facilitate organizational improvements).

Group 4 Strategic Leadership

Setting an example that urges the organization and the community toward experimentation, change, creative problem solving, and prompt action (requires knowledge of personal leadership style; skill in visioning, shifting perspec-

tives, and identifying options; and ability to create an environment that encourages initiative and innovation).

Initiative and risk taking: Demonstrating a personal orientation toward action and accepting responsibility for the results, and resisting the status quo and removing stumbling blocks that delay progress toward goals and objectives.

Vision: Conceptualizing an ideal future state and communicating it to the organization and the community.

Creativity and innovation: Developing new ideas or practices, and applying existing ideas and practices to new situations.

Technological literacy: Demonstrating an understanding of information technology and ensuring that it is incorporated appropriately in plans to improve service delivery, information sharing, organizational communication, and citizen access.

Group 5 Democratic Responsiveness

Demonstrating a commitment to democratic principles by respecting elected officials, community interest groups, and the decision making process; educating citizens about local government; and acquiring knowledge of the social, economic, and political history of the community (requires knowledge of democratic principles, political processes, and local government law; skill in group dynamics, communication, and facilitation; and ability to appreciate and work with diverse individuals and groups and to follow the community's lead in the democratic process).

Democratic advocacy: Fostering the values and integrity of representative government and local democracy through action and example, and ensuring the effective participation of local government in the intergovernmental system (requires knowledge and skill in intergovernmental relations).

Diversity: Understanding and valuing the differences among individuals and fostering these values throughout the organization and the community.

Citizen participation: Recognizing the right of citizens to influence local decisions and promoting active citizen involvement in local governance.

Group 6 Organizational Planning and Management

Providing for the short-term and long-term acquisition, allocation, and analysis of financial and human resources (requires knowledge and skill in budgeting, financial analysis, human resources management, and strategic planning).

Budgeting: Preparing and administering the budget (requires knowledge of budgeting principles and practices, revenue sources, projection techniques, and financial control systems, and skill in communicating financial information).

Financial analysis: Interpreting financial information to assess the fiscal condition of the community, determine the cost-effectiveness of programs, and compare alternative strategies (requires knowledge of analytical techniques and skill in applying them).

Human resources management: Ensuring that the policies and procedures for employee hiring, promotion, performance appraisal, and discipline are equitable, legal, and current, and ensuring that human resources are adequate to accomplish programmatic objectives (requires knowledge of personnel practices and employee relations law, and ability to project workforce needs).

Strategic planning: Positioning the organization and the community for events and circumstances that are anticipated in the future (requires knowledge of long-range and strategic planning techniques; skill in identifying trends that will affect the community; and ability to analyze and facilitate policy choices that will benefit the community in the long run).

Group 7 Communication

Facilitating the flow of ideas, information, and understanding between and among individuals, and advocating effectively in the community interest (requires knowledge of interpersonal and group communication principles; skill in listening, speaking, and writing; ability to persuade without diminishing the views of others).

Advocacy: Communicating personal support for policies, programs, or ideals that serve the best interests of the community.

Presentation skills: Conveying ideas or information effectively to others (requires knowledge of presentation techniques and options, and ability to match presentation to audience).

Media relations: Communicating information to the media in a way that increases public understanding of local government issues and activities and builds a positive relationship with the press (requires knowledge of media operations and objectives).

Interpersonal communication: Exchanging verbal and nonverbal messages with others in a way that demonstrates respect for the individual and furthers organizational and community objectives (requires ability to receive verbal and nonverbal cues and skill in selecting the most effective communication method for each interchange).

Group 8 Integrity

Demonstrating fairness, honesty, and ethical and legal awareness in personal and professional relationships and activities (requires knowledge of business and personal ethics and ability to understand issues of ethics and integrity in specific situations).

Personal integrity: Demonstrating accountability for personal actions and conducting personal relationships and activities fairly and honestly.

Professional integrity: Conducting professional relationships and activities fairly, honestly, legally, and in conformance with the ICMA Code of Ethics (requires knowledge of administrative ethics and specifically the ICMA Code of Ethics).

Organizational integrity: Fostering ethical behavior throughout the organization through personal example, management practices, and training (requires knowledge of administrative ethics, ability to instill accountability into operations, and ability to communicate ethical standards and guidelines to others).

ATTACHMENT

Questions used by the Trustees evaluate former Village Manager

The questions were posed via SurveyMonkey. Each question could be answered with one of the following options:

- Never
- Almost Never
- Sometimes
- Almost Always
- Always
- NA

1. Manager requests appropriate number of meetings to resolve issues
2. Manager makes efficient use of staff meeting time
3. Manager minimizes politics
4. Manager communicates goals of meeting with clarity and simplicity
5. Manager is respectful of those not present at a meeting
6. Manager spends the right amount of time during meetings focusing on high level/priority issues
7. Manager accepts feedback and encourages constructive dialogue
8. Manager inspires and motivates Village staff
9. Manager follows through on commitments and promises
10. Manager delegates authority appropriately to department heads, staff, and/or other personnel
11. Manager clearly explains reasons for making decisions
12. Manager encourages staff to take initiative to solve problems
13. Manager uses human resources effectively
14. Manager creates clarity around direction and priorities
15. Manager shows appropriate amount of interest in operation of Village departments
16. Manager seeks creative alternatives to current methods of doing business
17. Manager uses financial resources effectively
18. Manager accepts direction of the Board of Trustees when formulating policy
19. Manager allows flexibility in how work is accomplished
20. Manager maintains respectful, courteous relations with Village residents
21. Manager responds to resident requests in a timely manner
22. Manager holds self and staff to high standards
23. Manager considers other's needs when making decisions
24. Manager is highly ethical and professional
25. Manager takes an unpopular stand when necessary
26. Manager admits weaknesses and mistakes
27. Manager is truthful and inspires confidence
28. Please provide any additional comments relevant to the manager's evaluation

2019 Essex Junction Board of Trustees/Manager Evaluation
Form/Part I – Trustee Input

Instructions: Respond to each statement below with one of the following ranks; add relevant comments in the space provided.

Rankings: 1 – 5 where 1. Unacceptable - unsatisfactory performance; 2. Conditional - some improvements may be needed; 3. Satisfactory - meets Board expectations; 4. Very Good - exceeds Board expectations in many respects; 5. Outstanding - exceeds Board expectations in all respects. All ratings of “1” or “2” indicating a less than satisfactory performance, should be accompanied by a description of the specific behavior observed, and a suggested action which might be taken for improvement. High ratings of “5” should also be accompanied by a specific description of the meritorious behavior observed. **Enter ‘NA’ for statements where you do not have enough information or feel you cannot appropriately rank the statement.** FOR ALL SECTIONS, ADD OTHER COMMENTS ON A SEPARATE SHEET IF NECESSARY

Recruitment

The Manager recruits excellent personnel. Rank _____

Comment:

The Manager retains excellent individuals. Rank _____

Comment:

The Manager is available to resolve employee complaints and grievances before they become major problems for the Village. Rank_____

Comment:

Leadership

The Manager inspires others to excellence. Rank_____

Comment:

The Manager brings out the best in personnel. Rank_____

Comment:

The Manager gets enthusiastic responses to new ideas and needed reorganizations. Rank_____

Comment:

The Manager is forceful and decisive when necessary. Rank_____

Comment:

The Manager listens well and responds receptively to innovative ideas and suggestions. Rank_____

Comment:

The Manager reaches for effective and inventive solutions. Rank_____

Comment:

Relationships (Individuals)

The Manager is honest with you as an individual Board Member. Rank_____

Comment:

You can be honest and open with the Manager. Rank_____

Comment:

Relationships (Board of Trustees)

The Manager generally tries to deal with the Board as a whole. Rank_____

Comment:

The is Manager impartial among board members. Rank_____

Comment:

The is Manager receptive to constructive criticism and advice. Rank _____

Comment:

The Manager responds quickly to Board requests. Rank _____

Comment:

Media/Public Relations

The Manager avoids politics and partisanship. Rank _____

Comment:

The Manager takes full advantage of every opportunity to promote the community and its services. Rank _____

Comment:

The Manager's comments in the press are appropriate and accurate. Rank _____

Comment:

The Manager does a good job representing the Village and the greater Essex Community. Rank_____

Comment:

Public

The Manager handles citizen complaints properly. Rank_____

Comment:

I am proud to have the Manager speak before groups. Rank_____

Comment:

The Manager answers emails and telephone calls properly and in a timely fashion. Rank_____

Comment:

The Manager respects individual citizens and business persons. Rank_____

Comment:

The Manager properly defends the board and its reputation. Rank_____

Comment:

The Manager gets out of the office frequently , looks at things personally and takes a deep and honest interest in the community and its people. Rank_____

Comment:

Organizational Roles and Planning

The Manager independently recognizes problems, develops relevant facts, formulates alternate solutions and decides on appropriate recommendations. Rank_____

Comment:

The Manager encourages the board to take a long term approach to key issues. Rank_____

Comment:

Budgeting

The budget is realistic and was presented in an intelligible fashion. Rank_____

Comment:

The Manager operates the Village within the budget confines. Rank_____

Comment:

The budget includes approaches to reducing expenses and/or incentive plans for cost savings. Rank_____

Comment:

Policy

The Manager has a good sense of the difference between policy and administration. Rank_____

Comment:

The Manager facilitates decision-making processes for the Village in a way that enables the Board to consistently make effective decisions. Rank_____

Comment:

Board suggestions are generally followed and implemented. Rank_____

Comment:

Assigned projects and commitments are completed in a timely manner. Rank_____

Comment:

Management Style

The Manager maintains a proper working style balancing aggressiveness, flexibility, and ability to handle a crisis in a reasonable and effective manner.

Rank_____

Comment:

The Manager maintains and shares an appropriate sense of humor to “lighten the load.” Rank_____

Comment:

The Manager maintains consistent and positive energy and motivation.

Rank_____

Comment:

Goals and Objectives (Continue on separate sheet if necessary)

What goals and objectives would you like to set for the Manager for the coming year?

Any specific projects you would like to see considered?

Any major changes in policy, budgets or organization you would like to discuss?

Which of the Manager's accomplishments have given you the greatest pride?

What are the Manager's strengths?

What advice would you offer for Manager's personal growth, improvement, or development?

2019 Essex Junction Board of Trustees/Manager Evaluation
Form/Part II – Department Head Input

Instructions: Respond to each question below with one of the following ranks; add relevant comments in the space provided.

Rankings: 1 – 5 where 1. Unacceptable - unsatisfactory performance; 2. Conditional - some improvements may be needed; 3. Satisfactory - meets expectations; 4. Very Good - exceeds expectations in many respects; 5. Outstanding - exceeds expectations in all respects. All ratings of “1” or “2” indicating a less than satisfactory performance should be accompanied by a description of the specific behavior and a suggested action which might be taken for improvement. High ratings of “5” should also be accompanied by a specific description of the meritorious behavior observed. **Enter ‘NA’ for statements where you do not have enough information or feel you cannot appropriately rank the statement.** FOR ALL SECTIONS, ADD OTHER COMMENTS ON A SEPARATE SHEET IF NECESSARY

1. The Manager appropriately supervises and challenges you. Rank

Comments:

2. The Manager respects your abilities and encourages initiative.

Rank _____

Comments:

3. The Manager is available for guidance and counseling. Rank _____

Comments:

4. The Manager makes a reasonable effort to understand the mission and operations of your department. Rank _____

Comments:

5. The Manager appropriately supports you in fulfilling the mission of your department. Rank _____

Comments:


6. The Manager's style is helpful to fulfilling the mission of your department. Rank _____

Comments:

Additional Comments Regarding the Manager's Performance:



MEMORANDUM

TO: Village Trustees
FROM: Evan Teich, Unified Manager 
DATE: January 17, 2019
SUBJECT: Electronic participation at meetings

Issue

The issue is whether to include an amendment to the Village of Essex Junction Trustees' Policy Regarding Trustees' Meetings to include participation by electronic or other means without being physically present at a designated meeting location.

Discussion

According to 1.V.S.A. Section 312 (a)(2), As long as the requirements of the open meeting laws are met, one or more members of a public body may fully participate in discussing the business of the public body and vote to take an action at a regular, special, or emergency meeting by electronic or other means without being physically present at a designated meeting location. In this situation, any vote of the public body must be taken by roll call. In addition, if a member is not physically present, the member is required to identify himself or herself when the meeting is convened and be able to hear the conduct of the meeting and be heard throughout the meeting. If a quorum or more of the members of a public body attend a meeting without being physically present at a designated meeting location, the public body must publicly announce and post notice of the meeting at least 24 hours prior to the meeting. This notice must designate at least one physical location where a member of the public can attend and participate in the meeting. At least one member of the public body, or at least one staff or designee of the public body, is required to be physically present at each designated meeting location.

Given that the Trustees have an existing policy regarding meetings, it would appear that an update to this policy regarding participation by electronic means should be added for easier reference.

Cost
N/A

Recommendation

Staff recommends an amendment to the Village of Essex Trustees' Policy Regarding Trustees' Meetings to include the referenced section above.

**VILLAGE OF ESSEX JUNCTION
TRUSTEES' POLICY
REGARDING TRUSTEES' MEETINGS**

PURPOSE: To provide guidance in regard to legislative, administrative, and citizens' participation at meetings of the Village Trustees.

Section 1. Meetings

All meetings shall be open to the public at all times, except as provided in 1 V.S.A. 313 in regard to executive sessions. In accordance with Section 2.08 of the Village Charter, "The Trustees shall meet regularly at least once in every month at such times and places as the Trustees may prescribe by rule."

- a. **Regular Meetings:** Regular meetings of the Board of Trustees shall be held on the second and fourth Tuesday of every month at 6:30 PM in the Village conference room, unless otherwise agreed to by the Village Trustees.
- b. **Special Meetings:** In accordance with Section 2.08 (a) of the Essex Junction Village Charter, "Special meetings may be held on the call of the President and two other members and, whenever practicable, upon no less than 48 hours notice to each member." In accordance with 1 V.S.A. 312 (c)(2), "The time, place and purpose of a special meeting subject to this section shall be publicly announced at least 24 hours before the meeting."
- c. **Emergency Meetings:** In accordance with 1 V.S.A. 312 (c)(3), "Emergency meetings may be held without public announcement, without posting of notices and without 24-hour notice to members, provided some public notice thereof is given as soon as possible before any such meeting."

Section 2. Agenda

- a. The agenda for each regular meeting shall be prepared under the direction of the Village President and Manager, and it shall contain only such matters of Trustee business as have been presented, delivered, or requested of the Manager not later than Noon of the Thursday preceding the regular meeting. Individuals or parties shall be encouraged to put their request(s) in writing.
- b. The Village President and Manager determine whether an item belongs on the Consent Agenda. A Consent Agenda is a practice by which the mundane and non-controversial board action items are organized apart from the rest of the agenda and approved as a group. This includes all of the business items that require formal Trustee approval but no discussion before taking a vote. Examples include: approval of the minutes, bill list, final approval of proposals or reports that the board has been dealing with for some time, reports provided for information

only and correspondence requiring no action. Items may be removed from the Consent Agenda on the request of any one Trustee and placed on the regular agenda. Items not removed may be adopted by general consent without debate.

- c. No request for an item to be added to the agenda will be unreasonably withheld. However, it is recognized that an agenda item may be scheduled for a future meeting in order to allow staff adequate time to perform necessary research and/or for time management purposes.

When Trustees are contacted directly by a citizen either by phone, email or in person and that citizen is making a request for the board's consideration, the Trustee will specify that they are able to listen to the request and/or concern, but shall not comment or make a commitment to that citizen. Rather, the Trustee(s) shall indicate that the board works together to resolve issues for our citizens and will refer that person's request to the Manager's office for consideration by the Village Manager, Village President, and if necessary, by the other trustees for placement on the board's agenda.

- d. In accordance with 1 V.S.A. 312 (d), "The agenda for a regular or special meeting shall be made available to the news media or concerned persons prior to the meeting upon specific request."

Section 3. Business

- a. Business shall be taken up for consideration of the Trustees and disposed of in the following order, unless otherwise agreed by the Trustees:

- I. Pledge of Allegiance to Flag
- II. Agenda Additions/Changes
- III. Guests/Presentations
- IV. Old Business
- V. New Business
- VI. Village Manager's Report
- VII. Trustees' Comments & Concerns/Reading File
- VIII. Consent Agenda
- IX. Executive Session
- X. Adjourn

Section 4. Quorum

- a. A majority of three Trustees shall constitute a quorum. Within twenty (20) minutes of the call for any meeting if a quorum is not present, any lesser number present shall adjourn the meeting. In accordance with 1 V.S.A. 312(A)(2), "As long as the requirements of the open meeting laws are met, one or more members of a public body may fully participate in discussing the business of the public body and vote to take an action at a regular, special, or emergency meeting by electronic or other means without being physically present at a designated meeting location. In this

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situation, any vote of the public body must be taken by roll call. In addition, if a member is not physically present, the member is required to identify himself or herself when the meeting is convened and be able to hear the conduct of the meeting and be heard throughout the meeting. If a quorum or more of the members of a public body attend a meeting without being physically present at a designated meeting location, the public body must publicly announce and post notice of the meeting at least 24 hours prior to the meeting. This notice must designate at least one physical location where a member of the public can attend and participate in the meeting. At least one member of the public body, or at least one staff or designee of the public body, is required to be physically present at each designated meeting location."

Section 5. Chairperson

- a. The Village President shall be the chairperson of all meetings as prescribed by the Village Charter. In the absence of the Village President, the Vice President shall be elected chairperson for the meeting involved and be vested with all of the same powers and duties as the Village President. The chairperson shall, however, be the parliamentarian of the meetings, and all questions of procedure shall be settled by the parliamentarian using Robert's Rules of Order.

Section 6. Public Participation

- a. At an open meeting, the public shall be given a reasonable opportunity to express its opinion on matters considered by the public body during the meeting. Any person or party desiring to present evidence, petition the Trustees, or make statements for the Trustees' consideration shall first wait until the agenda item is scheduled to be discussed and seek to be recognized by the chairperson. Upon recognition, the person or party shall state their names and addresses. All persons addressing the Trustees shall present their information and material as concisely as possible in accordance with rules established by the chairperson.
- b. Any person making personal, impertinent, boisterous, or slanderous remarks at the Trustees' meetings shall be asked to leave the meeting by the chairperson. If a person does not voluntarily comply, the chairperson may call the police in order to restore order.

Section 7. Motions

- a. No resolution, rule, regulation, appointment, or formal action shall be considered binding except as taken or made at such open meeting, except as provided under 1 V.S.A. 313 (a) (2) in regard to the negotiating or securing of real estate purchase options. The Trustee who has moved the adoption of any ordinance, resolution, or motion shall be accorded the privilege of being allowed to close the debate on the subject or call for the question.

Section 8. Voting

- a. In accordance with Section 2.08 of the Village Charter, "Voting, except for procedural matters, shall be by roll call and the ayes and nays shall be recorded in the minutes. No action of the Trustees, except as otherwise provided in Section 2.05 of the Village Charter, shall be valid or binding unless adopted by the affirmative vote of three (3) or more members of the Trustees." All members of the Board of Trustees including the President shall vote upon all items of business unless said voting would cause that Trustee a conflict of interest. The Village Manager shall have the right to participate in any and all discussions for debate by the Village Trustees but shall not have any right to vote.

Section 9. Minutes

- a. In accordance with 1 V.S.A. 312 (b) (1), "Minutes shall be taken of all meetings of public bodies. The minutes shall cover all topics and motions that arise at the meeting and give a true indication of the business of the meeting. Minutes shall include at least the following minimal information:
 - a. All members of the public body present;
 - b. All other active participants in the meeting;
 - c. All motions, proposals and resolutions made, offered and considered, and what disposition is made of same; and
 - d. The results of any votes, with a record of the individual vote of each member if a roll call is taken."

In addition, any Trustee may request the privilege of having an abstract of his/her remarks on any subject discussed at the meeting, not to exceed 100 words, entered into the minutes. If the majority of the Trustees approve said request, he/she thereafter shall prepare in writing such an abstract and shall submit it to the Clerk who shall enter the same in the minutes.

Adopted by the Village Trustees on September 8, 1998. Amended on 3/11/08 and 10/13/09.

**VILLAGE OF ESSEX JUNCTION
BOARD OF TRUSTEES
DRAFT MINUTES OF MEETING
January 8, 2019**

TRUSTEES PRESENT: George Tyler (Village President), Andrew Brown, Lori Houghton, Elaine Haney, Dan Kerin (In attendance via Skype)
ADMINISTRATION: Sarah Macy, Finance Manager/ Assistant Village Director; Evan Teich, Unified Manager
OTHERS PRESENT: Nick Meyer, Chair of the Essex Tree Advisory Committee; Robin Pierce; Irene Wrenner, Essex Selectboard Member; Colin Flanders; Warren Spinner; Nick Meyer.

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

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

2. **AGENDA ADDITIONS/ CHANGES**

Mr. Teich provided an addition of materials to item 5d, and an addition of a personnel item for the executive session

3. **APPROVE AGENDA**

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

4. **PUBLIC TO BE HEARD**

a. **Comments from public on items not on the agenda.**
none

5. **BUSINESS ITEMS**

a. **Emerald Ash Borer Plan—Nick Meyer**

Mr. Meyer and Mr. Spinner discussed the proposal that the Trustees endorse a plan with recommendations to proactively address the Ash Bore, an invasive pest that has been killing Ash trees in 35 states and in Canada. He said the pest was found in South Hero in February 2018. Mr. Meyer estimates that there are about 166 Ash trees in Essex Junction. The document suggests that the Village replace and remove 15-20 Ash trees per year, starting in the southwestern part of the Village. He discussed the costs related to this effort and the risks, and downfalls related to not addressing the situation before the trees die. The Trustees encouraged Mr. Meyer to consider costing out the commercial grinders and choppers needed to do this work in order to complete the work internally.. Ms. Houghton wondered what role the Regional Planning Commission is taking to spread awareness of this. The Trustees expressed sadness in the loss these native trees in VT but confidence in the plan to replace them with diverse species in Essex Junction.

b. **Reallocate FY18 Assigned Fund Balance**

Ms. Macy presented a recommendation to the Trustees to reassign funding in the amount of \$11,000 from Buildings Maintenance to a Governance Advisory Attorney. This reassignment does not go

beyond the 10% cap to these types of balance transfers. Mr. Tyler suggested naming the funds something other than Attorney so if all is not spent on one individual it can still be used for its purpose in other ways. Mr. Brown confirmed that this will be a one-time fund balance transfer of unused money from Fiscal Year 2018 (FY18).

MOTION by George Tyler, SECOND by Elaine Haney, that the Trustees reallocate \$11,000 of Assigned fund balance from Building Maintenance to Governance Advisory. Voting: Unanimous (5-0); motion carried.

c. Changes to the Budget

Ms. Macy provided details on two changes made to the proposed FY20 budgets since the all-day Budget Meeting on December 19th:

- \$11,000 for Dan Richardson, removed from the Admin Other Professional Services Budget and moved to FY18 Assigned Fund Balance
- \$2,000 added to Admin Communications budget to fund the entire \$6,000 request from Channel 17. After these changes the percentage increase in the budget is 4.63% for FY20.

Mr. Tyler announced that the Town Selectboard decided to not accept the Rolling Stock Fund transfer and Elimination of The Highway Tax proposal, which will affect the Village budget. He requested suggestions from staff of where to go with the budget now. Mr. Teich talked about a careful review they conducted of the budget, with consideration to this decision, and began listing options for both communities to provide at the next budget meeting. He discussed suggested budget changes that include delaying efforts, cutting funds, allowing the Town to make a monetary transfer of \$50,000 with the guiding principle of equity and shared staffing and the Town paying the shared Facilities Manager position at 100%. He said the result of these changes, in addition to the items suggested by Ms. Macy earlier, the Village budget increase is about 4%.

Mr. Brown expressed concerned about the timeline of being able to construct a budget and address concerns by the next hearing on January 15th, in order to warn the budget in one month. The Trustees decided to have a deeper conversation about the budget in this meeting under Item d.

d. FYE20 Budget Discussion

Ms. Macy detailed suggested budget changes, in addition to those presented in item 5c, to decrease the impact of the town not accepting the Rolling Stock Transfer strategy. By doing the following, the budget increase goes down to 4% for FY20 and the tax rate goes to 2.825%:

- Cut three cleaning contracts, to decrease the budget by \$9,600
- Remove Farmer's Market funding, to decrease the budget by \$1,000
- Push a capital project out one year, to decrease the budget by \$1,500
- Move closer toward positional equity with the Town, by allowing them to fund an additional \$50,000 in staff salaries, within positions that serve both municipalities.

The Trustees discussed the political component of accepting \$50,000 from the Town but Ms. Macy said that, by removing these funds, or any funding in the amount of \$50,000 that does not come from property taxes, tips the equation enough so that the household tax rate increase jumps to 4.27% (\$25/household). They worried that if there is push-back on this strategy, the Trustees must have a

plan for getting this money from somewhere else. They also discussed that the Town Meeting of the Village takes place after the Town's meeting, so any budget passed with a town investment in it could be undermined if the Town residents push back on the idea.

Mr. Teich reminded the Trustees that a guiding principle of this budget was the intention to increase investments into capital projects from a 7.5% (\$24,000) investment to 15% (\$48,000). Ms. Haney asked what would happen if the Trustees decided to step the percent out a few years. Mr. Brown clarified that capital projects will become more expensive to complete. The Trustees discussed the possibility of allocating the Penny Fund into the General Fund instead of Economic Development in an amount of \$20-\$30K. They discussed the pros and cons to shifting money around in these areas.

Mr. Brown brought up the possibility of cutting the new EJRP Communications Coordinator position.. He also thought that maybe the Village should no longer waive the non-resident fee for the Town to co-locate with EJRP.

The Trustees determined information that they need in order to successfully craft their budget strategies. They requested that staff provide the following in preparation for their next meeting:

- Clarification of what the one cent tax rate restrictions are and what it can be used for.
- All potential tax rate impact percentages, broken out into dollars.
- A list of all positions shared between the Village and the Town, and at what rates
- Information about what can be done if there is push back about the \$50,000 from the town
- What would it look like to reduce grant money out of Economic Development to use the surplus in other ways?
- A copy of the budget from the pre- Rolling Stock Transfer strategy place
- Invite Brad Luck at the next meeting to discuss the impact of changing plans with EJRP.

e. Manager Evaluation Discussion

Mr. Tyler discussed the process of how he revised the Manager Evaluation document to be used to evaluate Mr. Teich. The Trustees discussed the process they would like to go through in conducting this evaluation. They acknowledged the importance of anonymity when collecting feedback about the Unified Manager from department heads and the importance of collaborating with the Town on this process, in some way. Mr. Tyler requested that the Trustees provide feedback or revisions to the Evaluation document before the next meeting so they can vote on a final draft.

f. Approval of Resolution in Appreciation of Lauren Morrisseau

The Trustees and staff discussed some of the accomplishments of Lauren Morrisseau. Mr. Teich read the Resolution of Appreciation for her 25 years of dedicated service:

RESOLUTION IN APPRECIATION OF LAUREN MORRISSEAU

WHEREAS, Lauren Morrisseau was hired as Accountant/Computer Manager for the Village of Essex Junction on June 7, 1993; and

WHEREAS, Lauren was promoted to Finance Director on 2006; and

WHEREAS, Lauren was hired as Co-Interim Village Manager for the Village of Essex Junction in September 2012, serving in that role for more than 10 months; and

WHEREAS, Lauren was hired as Finance Director for the Town of Essex and the Village of Essex Junction in January 2015, becoming the first unified Finance Director for the Town of Essex and the Village of Essex Junction; and

WHEREAS, Lauren retired on December 31, 2018, concluding more than 25 years of dedicated service and leadership to the entire Essex community; and

WHEREAS, Lauren played a crucial role in consolidating the Village and Town Finance Departments and aligning Village and Town budgets; and

WHEREAS, Lauren's budgeting skills, creativity, and fiscal oversight ensured that the Village and Town had strong financial bases; and

WHEREAS, Lauren served as a mentor to numerous municipal employees, demonstrating leadership through honesty and expertise; now therefore be it,

RESOLVED, that the Board of Trustees and the Selectboard, on behalf of the staff and citizens of the Town of Essex, including the Village of Essex Junction, hereby extend our most sincere appreciation to Lauren for her 25 years of dedicated service to Essex. Adopted this 8th day of January 2019 by the Essex Selectboard and the Essex Junction Board of Trustees.

MOTION by Andrew Brown, SECOND by Dan Kerin, that the Trustees approve a resolution of appreciation for Lauren Morrisseau. Voting: Unanimous (5-0); motion carried.

g. *Consideration of real estate matter—Evan Teich

h. **Evaluation of Employees

6. CONSENT ITEMS

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

a. Approve Minutes: December 19, 2018

b. Check Warrants #17127—12/21/18; #17128—12/28/18; #17129—01/04/19

Voting: Unanimous (5-0); motion carried.

7. READING FILE

a. Board Member Comments

Trustees attending the Legislative Breakfast include Ms. Haney and Ms. Houghton

b. Quality Youth Development Report (David Voegelé CHIPS)

c. CWD Budget Summary to Served Systems

d. Email from Jennette Nutting 12/30/18

e. Memo from Greg Duggan, Sarah Macy re: Response to Board of Trustee request to include Village Rolling Stock budget in Town Highway budget

f. Storm the Statehouse Event

g. Town Meeting Tune-up Training

- h. Lake Champlain Regional Chamber of Commerce Legislative Breakfast
- i. FYE 19 Budget Status Report as of 12/31/18

j. Vermont Housing Data Community Profile- Essex Junction

Mr. Tyler pointed out how interesting this information is and Ms. Haney requested that one of the leaders of this work come walk the Trustees through key findings.

- k. Upcoming Meeting Schedule
- l. Minutes from other boards/committees:
 - Bike Walk Advisory Committee 12/18/2018
 - Planning Commission 12/20/18

8. EXECUTIVE SESSION

- a. *An executive session is anticipated for consideration of real estate matter

MOTION by George Tyler, SECOND by Andrew Brown, that the Trustees enter into executive session for the negotiating or securing of real estate purchase or lease options pursuant to 1 V.S.A. § 313(a)(2), to include the Unified Manager, the Assistant Village Manager and the Community Development Director. Voting: unanimous (4-0); motion carried.

MOTION by ANDREW BROWN, SECOND by DAN KERIN, to exit Executive Session for real estate matter. Voting: Unanimous (5-0); motion carried at 8:20 p.m.

9. ADJOURN

MOTION by ANDREW BROWN, SECOND by DAN KERIN, to adjourn the meeting. Voting: unanimous (5-0); motion carried.

The meeting Adjourned at 8:50 p.m

Respectfully Submitted,
Cathy Ainsworth

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08:48 am

Check Warrant Report # 17130 Current Prior Next FY Invoices For Fund (GENERAL FUND)

HPackard

For Check Acct 01(GENERAL FUND) All check #s 01/11/19 To 01/11/19 & Fund 2

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
05290	ADVANCE AUTO PARTS	12/03/18	ST headlight 552833746959	210-43110.570 MAINTENANCE OTHER	12.98	20795	01/11/19
05290	ADVANCE AUTO PARTS	12/04/18	ST anti freeze 552833832079	210-43110.610 SUPPLIES	14.43	20795	01/11/19
05290	ADVANCE AUTO PARTS	12/06/18	ST drum oil 552834050364	210-43110.626 GAS, GREASE AND OIL	495.00	20795	01/11/19
05290	ADVANCE AUTO PARTS	12/10/18	ST degreaser, cleaner 552834422087	210-43110.610 SUPPLIES	64.38	20795	01/11/19
05290	ADVANCE AUTO PARTS	12/11/18	ST tube, wire solder 552834522108	210-43110.610 SUPPLIES	29.20	20795	01/11/19
05290	ADVANCE AUTO PARTS	12/11/18	ST degreaser 552834532351	210-43110.610 SUPPLIES	23.91	20795	01/11/19
05290	ADVANCE AUTO PARTS	12/11/18	ST box razor blades 552834547040	210-43110.610 SUPPLIES	9.19	20795	01/11/19
05290	ADVANCE AUTO PARTS	12/12/18	ST cut off wheel 552834622139	210-43110.610 SUPPLIES	53.94	20795	01/11/19
05290	ADVANCE AUTO PARTS	12/12/18	ST trailer connector 552834647063	210-43110.610 SUPPLIES	5.50	20795	01/11/19
05290	ADVANCE AUTO PARTS	12/13/18	ST grease gun 552834732498	210-43110.610 SUPPLIES	3.67	20795	01/11/19
05290	ADVANCE AUTO PARTS	12/14/18	ST towels, brush 552834850630	210-43110.610 SUPPLIES	31.51	20795	01/11/19
05290	ADVANCE AUTO PARTS	12/17/18	ST oil , filter 552835122205	210-43110.626 GAS, GREASE AND OIL	14.70	20795	01/11/19
05290	ADVANCE AUTO PARTS	12/17/18	ST oil , filter 552835122205	210-43110.610 SUPPLIES	11.10	20795	01/11/19
05290	ADVANCE AUTO PARTS	12/17/18	ST hose suction gun 552835147179	210-43110.610 SUPPLIES	14.71	20795	01/11/19
05290	ADVANCE AUTO PARTS	12/18/18	ST paint, primer 552835222245	210-43110.610 SUPPLIES	101.70	20795	01/11/19
05290	ADVANCE AUTO PARTS	12/18/18	ST fluid film 552835232707	210-43110.610 SUPPLIES	20.04	20795	01/11/19
05290	ADVANCE AUTO PARTS	12/19/18	ST tube 552835332756	210-43110.610 SUPPLIES	6.94	20795	01/11/19
19815	AMAZON CAPITAL SERVICES	12/11/18	ST paper towels 1HNGJKT7CYCR	210-43110.610 SUPPLIES	27.97	20800	01/11/19
19815	AMAZON CAPITAL SERVICES	12/05/18	AD-ADDDING MACHINE ROLL 1HXW37967R79	210-41320.610 SUPPLIES	12.14	20800	01/11/19
19815	AMAZON CAPITAL SERVICES	12/05/18	AD-ADDING MACHINE TAPE 1HXW379L7R79	210-41320.610 SUPPLIES	43.17	20800	01/11/19
25955	AT&T MOBILITY	01/01/19	Cell Phones 010119D	210-45110.535 TELEPHONE SERVICES	271.55	20803	01/11/19
02420	AUTOZONE	01/05/19	VF DEF fluid 3236401163	210-42220.432 VEHICLE MAINTENANCE	12.99	20804	01/11/19
23190	BAILEY SPRING & CHASSIS	11/07/18	ST VT State inspection W15233	210-43110.432 VEHICLE MAINTENANCE	60.00	20806	01/11/19
23190	BAILEY SPRING & CHASSIS	11/07/18	ST VT Stage inspection W15240	210-43110.432 VEHICLE MAINTENANCE	60.00	20806	01/11/19
23635	BAY STATE ELEVATOR COMPAN	01/01/19	BL building maint 493090	210-45551.434 MAINT. BUILDINGS/GROUNDS	298.17	20807	01/11/19

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08:48 am

Check Warrant Report # 17130 Current Prior Next FY Invoices For Fund (GENERAL FUND)

HPackard

For Check Acct 01(GENERAL FUND) All check #s 01/11/19 To 01/11/19 & Fund 2

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
05270	04/24/18	ST reimb CDL lic 2 yr 042418D	210-43110.500 TRAINING, CONFERENCES, DU	66.00	20808	01/11/19
V9963	12/20/18	VF furnace repair 127098	210-42220.434 MAINT. BUILDINGS/GROUNDS	939.56	20809	01/11/19
01875	11/07/18	ST-6 FT LEVEL 32532	210-43110.610 SUPPLIES	59.99	20810	01/11/19
01875	12/05/18	ST-KNIFE-VINYL 32805B	210-43110.610 SUPPLIES	21.14	20810	01/11/19
01875	12/05/18	ST-VINYL 32805C	210-43110.610 SUPPLIES	2.58	20810	01/11/19
01875	12/06/18	ST-DRL BIT 32822D	210-43110.610 SUPPLIES	19.98	20810	01/11/19
01875	12/18/18	ST-DRILL BIT 32852E	210-43110.610 SUPPLIES	99.98	20810	01/11/19
01875	12/14/18	ST-FASTENERS 32895G	210-43110.610 SUPPLIES	1.49	20810	01/11/19
01875	12/17/18	ST-PAINT ETC. 32912H	210-43110.610 SUPPLIES	33.68	20810	01/11/19
01875	12/17/18	ST-VINYL 32915I	210-43110.610 SUPPLIES	9.90	20810	01/11/19
01875	12/19/18	ST-TEE GALV 32934J	210-43110.610 SUPPLIES	4.49	20810	01/11/19
00530	12/19/18	BL-BOOKS B5502234	210-45551.640 ADULT COLLECTION-PRINT &	198.90	20815	01/11/19
00530	12/19/18	BL-BOOKS B5502234	210-45551.610 SUPPLIES	10.40	20815	01/11/19
00530	12/19/18	BF-BOOKS B5502343	210-49345.000 LIBRARY DONATION EXPENDIT	15.92	20815	01/11/19
00530	12/19/18	BL-BOOKS B5502347	210-45551.610 SUPPLIES	0.80	20815	01/11/19
00530	12/19/18	BL-BOOKS B5502347	210-45551.640 ADULT COLLECTION-PRINT &	15.12	20815	01/11/19
00530	12/19/18	BL-BOOKS B5502348	210-45551.640 ADULT COLLECTION-PRINT &	17.76	20815	01/11/19
00530	12/19/18	BL-BOOKS B5502348	210-45551.610 SUPPLIES	0.80	20815	01/11/19
00530	12/19/18	BL-BOOKS B5502349	210-45551.610 SUPPLIES	0.80	20815	01/11/19
00530	12/19/18	BL-BOOKS B5502349	210-45551.640 ADULT COLLECTION-PRINT &	15.12	20815	01/11/19
00530	12/20/18	BF book B5503362	210-49345.000 LIBRARY DONATION EXPENDIT	15.92	20815	01/11/19
00530	12/20/18	BL-BOOKS B5503489	210-49346.002 JUVEN COLLECTION-PRNT & E	9.43	20815	01/11/19
00530	12/21/18	BF book B5504826	210-49345.000 LIBRARY DONATION EXPENDIT	15.38	20815	01/11/19
00530	12/21/18	BF book B5504837	210-49345.000 LIBRARY DONATION EXPENDIT	15.91	20815	01/11/19
00530	12/21/18	BL-BOOKS B5504930	210-49346.002 JUVEN COLLECTION-PRNT & E	14.13	20815	01/11/19

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For Check Acct 01(GENERAL FUND) All check #s 01/11/19 To 01/11/19 & Fund 2

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
00530	BRODART CO	12/21/18 BL-BOOKS B5505101	210-45551.610 SUPPLIES	5.60	20815	01/11/19
00530	BRODART CO	12/21/18 BL-BOOKS B5505101	210-45551.641 JUVEN COLLECTION-PRNT & E	135.22	20815	01/11/19
00530	BRODART CO	12/21/18 BL-BOOKS B5505571	210-45551.641 JUVEN COLLECTION-PRNT & E	29.99	20815	01/11/19
00530	BRODART CO	12/21/18 BL-BOOKS B5505571	210-45551.610 SUPPLIES	0.80	20815	01/11/19
00530	BRODART CO	12/21/18 BL-BOOKS B5505636	210-45551.641 JUVEN COLLECTION-PRNT & E	73.00	20815	01/11/19
00530	BRODART CO	12/21/18 BL-BOOKS B5505636	210-45551.610 SUPPLIES	4.80	20815	01/11/19
00530	BRODART CO	12/28/18 BL books B5507081	210-45551.640 ADULT COLLECTION-PRINT &	259.52	20815	01/11/19
00530	BRODART CO	12/28/18 BL books B5507081	210-45551.610 SUPPLIES	2.40	20815	01/11/19
00530	BRODART CO	12/28/18 BL book B5507307	210-49346.002 JUVEN COLLECTION-PRNT & E	15.04	20815	01/11/19
00530	BRODART CO	12/28/18 BL book B5507328	210-45551.641 JUVEN COLLECTION-PRNT & E	9.17	20815	01/11/19
00530	BRODART CO	12/28/18 BL book B5507328	210-45551.610 SUPPLIES	0.80	20815	01/11/19
00530	BRODART CO	12/28/18 BL book B5507345	210-45551.610 SUPPLIES	0.80	20815	01/11/19
00530	BRODART CO	12/28/18 BL book B5507345	210-45551.641 JUVEN COLLECTION-PRNT & E	9.71	20815	01/11/19
13800	BROWN DANIELLE M	01/07/19 BF youth program 450001419	210-49345.000 LIBRARY DONATION EXPENDIT	50.00	20817	01/11/19
26395	CCRPC	11/30/18 CD match park study 1911245	210-41970.330 OTHER PROFESSIONAL SVCS	1630.00	20820	01/11/19
V0461	CENTRAL BEVERAGE	01/07/19 BL papers 516401719	210-45551.640 ADULT COLLECTION-PRINT &	364.00	20821	01/11/19
23455	CHITTENDEN SOLID WASTE DI	10/30/18 ST compost 9003539	210-43110.616 GRAVEL, TOPSOIL	45.00	20823	01/11/19
21210	CINTAS LOC # 68M 71 M	12/28/18 ST shop towels 4014225679	210-43110.610 SUPPLIES	82.81	20824	01/11/19
21210	CINTAS LOC # 68M 71 M	01/07/19 ST medical supplies 5012688934	210-43110.612 UNIFORMS, BOOTS, ETC	99.52	20824	01/11/19
21210	CINTAS LOC # 68M 71 M	01/01/19 ST cooler agreement 9040620294	210-43110.610 SUPPLIES	50.00	20824	01/11/19
38280	CRYSTAL ROCK BOTTLED WATE	01/08/19 LH Dec bottled water 010819D	210-41940.610 SUPPLIES	17.48	20834	01/11/19
38280	CRYSTAL ROCK BOTTLED WATE	12/11/18 Maint Water Cooler 121118D1	210-45220.610 SUPPLIES	15.00	20835	01/11/19
31275	DON WESTON EXCAVATING INC	01/29/18 ST contract 10260	210-43125.570 CONTRACT SERVICES	6703.00	20837	01/11/19
35260	EAST COAST PRINTERS INC	12/21/18 SAST uniforms 12111815	210-43110.612 UNIFORMS, BOOTS, ETC	44.50	20841	01/11/19
23215	ESSEX EQUIPMENT INC	12/19/18 ST paint 106987550001	210-43110.612 UNIFORMS, BOOTS, ETC	142.45	20846	01/11/19

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Check Warrant Report # 17130 Current Prior Next FY Invoices For Fund (GENERAL FUND)

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For Check Acct 01(GENERAL FUND) All check #s 01/11/19 To 01/11/19 & Fund 2

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
23215	ESSEX EQUIPMENT INC	12/19/18 ST paint 106987550001	210-43110.610 SUPPLIES	42.32	20846	01/11/19
23215	ESSEX EQUIPMENT INC	12/26/18 Floor Buffer 10699139	210-45220.610 SUPPLIES	32.08	20846	01/11/19
23215	ESSEX EQUIPMENT INC	12/28/18 ST vest etc 106992290001	210-43110.612 UNIFORMS,BOOTS,ETC	264.38	20846	01/11/19
23215	ESSEX EQUIPMENT INC	01/02/19 ST vest etc 106994970001	210-43110.612 UNIFORMS,BOOTS,ETC	97.68	20846	01/11/19
04640	FASTENAL INDUSTRIAL & CON	12/20/18 ST ratchet, etc VTBUR253850	210-43110.610 SUPPLIES	274.06	20852	01/11/19
19005	FIRSTLIGHT FIBER	12/15/18 ST telephone 4696913	210-43110.535 TELEPHONE SERVICES	35.51	20856	01/11/19
19005	FIRSTLIGHT FIBER	12/15/18 VF phone 4696932	210-42220.535 TELEPHONE SERVICES	50.67	20857	01/11/19
28095	FLAG SHOP OF VERMONT	12/13/18 ST service call 22073	210-43161.002 MEMORIAL PARK	159.95	20858	01/11/19
34895	GAUTHIER TRUCKING, INC.	01/01/19 ST recycle pick up 1363164	210-43110.565 RUBBISH REMOVAL	93.73	20861	01/11/19
34895	GAUTHIER TRUCKING, INC.	01/01/19 LH Dec trash removal 1363165	210-41940.565 RUBBISH REMOVAL	198.45	20861	01/11/19
34895	GAUTHIER TRUCKING, INC.	01/01/19 ST barrel service 1363166	210-43110.565 RUBBISH REMOVAL	428.03	20861	01/11/19
34895	GAUTHIER TRUCKING, INC.	01/01/19 ST weekly service 1363301	210-43110.565 RUBBISH REMOVAL	58.36	20861	01/11/19
34895	GAUTHIER TRUCKING, INC.	01/01/19 Trash Removal 1363898	210-45220.330 OTHER PROFESSIONAL SVCS	296.76	20862	01/11/19
34895	GAUTHIER TRUCKING, INC.	01/01/19 ST tires 1364129	210-43110.565 RUBBISH REMOVAL	40.00	20863	01/11/19
04035	GOT THAT RENTAL & SALES I	12/27/18 VF saw maintenance W349	210-42220.570 MAINTENANCE OTHER	46.66	20868	01/11/19
21055	GREEN MOUNTAIN MESSENGER,	12/31/18 BL courier 70031	210-45551.536 POSTAGE/DELIVERY	105.00	20870	01/11/19
V10129	HYSKO WENDY	05/18/18 VL-MILEAGE 51500	210-45551.500 TRAINING, CONFERENCES, DU	81.96	20875	01/11/19
33495	INGRAM LIBRARY SERVICES I	12/14/18 BL-BOOKS 37893223	210-45551.640 ADULT COLLECTION-PRINT &	15.69	20877	01/11/19
11710	INVEST EAP	01/02/19 VF EAP 010219D	210-42220.200 EMPLOYEE ASSISTANCE PROGR	216.00	20879	01/11/19
03525	KITTELL BRANAGAN & SARGEN	12/28/18 VA-FY18 AUDIT PROGRESS BL 70927	210-41320.335 AUDIT	1463.00	20882	01/11/19
21865	LAFAYETTE HIGHWAY SPECIAL	12/20/18 ST posts,rails etc 30488	210-43110.610 SUPPLIES	599.79	20884	01/11/19
V9454	LENNY'S SHOE & APP	10/25/18 ST sweat shirts, boots 3212902	210-43110.612 UNIFORMS,BOOTS,ETC	269.95	20885	01/11/19
33195	LIMOGE & SONS GARAGE DOOR	12/18/18 ST remotes 62364TE	210-43110.610 SUPPLIES	245.00	20886	01/11/19
V10130	LOWE'S BUSINESS ACCOUNT	12/05/18 ST reel of lights 02040	210-43110.610 SUPPLIES	54.88	20887	01/11/19
V10130	LOWE'S BUSINESS ACCOUNT	12/05/18 ST batteries 02070	210-43110.610 SUPPLIES	11.40	20887	01/11/19

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Check Warrant Report # 17130 Current Prior Next FY Invoices For Fund (GENERAL FUND)

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Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
V10130	12/12/18	LOWE'S BUSINESS ACCOUNT ST 100 ft /PA 02303	210-43110.610 SUPPLIES	7.05	20887	01/11/19
V10130	12/13/18	LOWE'S BUSINESS ACCOUNT ST lock 02576	210-43110.610 SUPPLIES	18.06	20887	01/11/19
V10130	12/14/18	LOWE'S BUSINESS ACCOUNT ST wire 10581	210-43110.434 MAINT. BUILDINGS/GROUNDS	59.79	20887	01/11/19
V10130	12/03/18	LOWE'S BUSINESS ACCOUNT LH bulbs for office 23676	210-41940.434 MAINT. BUILDINGS/GROUNDS	53.19	20887	01/11/19
V10130	12/19/18	LOWE'S BUSINESS ACCOUNT ST flex scraper 2764	210-43110.610 SUPPLIES	9.49	20887	01/11/19
05010	12/06/18	LYNN PUBLICATIONS Train Hop Ad 126573	210-41335.810 COMMUNITY EVENTS & PROGRA	226.00	20888	01/11/19
38340	12/31/18	MINUTEMAN TRUCKS INC VF hydraulic fluid filter 1200826	210-42220.432 VEHICLE MAINTENANCE	671.05	20893	01/11/19
20700	12/28/18	POZIREKIDES RITA J CD PC minutes 12/20/18 1220	210-41970.530 COMMUNICATIONS	89.25	20903	01/11/19
24325	12/17/18	RADIO NORTH GROUP INC ST microphone 24140443	210-43110.443 RADIO MAINTENANCE	54.00	20905	01/11/19
18010	12/21/18	REYNOLDS & SON, INC. VF firefighter shield 3341744	210-42220.612 UNIFORMS,BOOTS,ETC	97.20	20908	01/11/19
18010	01/03/19	REYNOLDS & SON, INC. ST gloves 3342414	210-43110.612 UNIFORMS,BOOTS,ETC	142.60	20908	01/11/19
00275	12/20/18	SB SIGNS INC ST decals 22083	210-43110.432 VEHICLE MAINTENANCE	240.00	20913	01/11/19
23855	12/17/18	SOUTHWORTH-MILTON, INC. ST hydro 1486728	210-43110.626 GAS,GREASE AND OIL	16.74	20919	01/11/19
23855	12/18/18	SOUTHWORTH-MILTON, INC. ST dispenser 1487514	210-43110.432 VEHICLE MAINTENANCE	123.84	20919	01/11/19
V2124	12/05/18	STAPLES ADVANTAGE ST ink 3398680655	210-43110.610 SUPPLIES	65.99	20920	01/11/19
V2124	12/15/18	STAPLES ADVANTAGE ST Insp books 3399258184	210-43110.610 SUPPLIES	52.64	20920	01/11/19
21000	11/28/18	UNIFIRST CORPORATION LH mat service 0361911878	210-41940.434 MAINT. BUILDINGS/GROUNDS	72.60	20931	01/11/19
21000	01/09/19	UNIFIRST CORPORATION LH mat svc 0361919618	210-41940.434 MAINT. BUILDINGS/GROUNDS	72.60	20931	01/11/19
36130	01/10/19	VERIZON WIRELESS VA 11/19-12/18/18 9820515610	210-41970.535 TELEPHONE SERVICES	40.01	20932	01/11/19
36130	01/10/19	VERIZON WIRELESS VA 11/19-12/18/18 9820515610	210-42220.535 TELEPHONE SERVICES	120.03	20932	01/11/19
36130	12/19/18	VERIZON WIRELESS STVW various 9820594011	210-43110.535 TELEPHONE SERVICES	207.02	20933	01/11/19
29825	12/19/18	VT GAS SYSTEMS Aspire & Maint Bldg 121918D1	210-45220.623 HEATING/NATURAL GAS	316.30	20937	01/11/19
29825	12/19/18	VT GAS SYSTEMS MSP Admin Bldg 121918D2	210-45220.623 HEATING/NATURAL GAS	331.55	20937	01/11/19
29825	12/19/18	VT GAS SYSTEMS VA 11/15-12/19 nat gas 12192018D	210-43110.623 HEATING/NATURAL GAS	434.77	20938	01/11/19
29825	12/19/18	VT GAS SYSTEMS VA 11/15-12/19 nat gas 12192018D	210-42220.623 HEATING/NATURAL GAS	714.57	20938	01/11/19

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For Check Acct 01(GENERAL FUND) All check #s 01/11/19 To 01/11/19 & Fund 2

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
29825	VT GAS SYSTEMS	12/19/18 VA 11/15-12/19 nat gas 12192018D	210-45551.623 HEATING/NATURAL GAS	883.22	20938	01/11/19
29825	VT GAS SYSTEMS	12/19/18 VA 11/15-12/19 nat gas 12192018D	210-41940.623 HEATING/NATURAL GAS	791.55	20938	01/11/19
38200	VT RECREATION & PARKS ASS	01/07/19 CPO Course Matt Smith 00778	210-45220.500 TRAINING, CONF, DUES	730.00	20942	01/11/19
30485	VT STATE FIREFIGHTERS ASS	01/07/19 VF annual dues 010719D	210-42220.500 TRAINING, CONFERENCES, DU	560.00	20943	01/11/19
07565	W B MASON CO INC	12/18/18 ST credit return CR6253119	210-43110.610 SUPPLIES	-32.59	20946	01/11/19
07565	W B MASON CO INC	11/19/18 VF-SUPPLIES I60898220	210-42220.610 SUPPLIES	399.92	20946	01/11/19
07565	W B MASON CO INC	11/20/18 AD/LH-OFFICE/BLDG SUPPLIS I60984211-2	210-41320.610 SUPPLIES	2.29	20946	01/11/19
07565	W B MASON CO INC	11/20/18 AD/LH-OFFICE/BLDG SUPPLIS I60984211-2	210-41940.610 SUPPLIES	16.97	20946	01/11/19
07565	W B MASON CO INC	11/26/18 ST-BTY 3 PACK I61031409	210-43110.610 SUPPLIES	94.47	20946	01/11/19
07565	W B MASON CO INC	11/30/18 AD-BANKER'S BOXES-SUPPLIS I61246419	210-41320.610 SUPPLIES	104.99	20946	01/11/19
07565	W B MASON CO INC	11/30/18 LH-OFFICE CHAIR I61252083	210-41940.434 MAINT. BUILDINGS/GROUNDS	119.00	20946	01/11/19
07565	W B MASON CO INC	11/30/18 AD-BANKER'S BOXES-SUPPLIS I61252783	210-41320.610 SUPPLIES	20.00	20946	01/11/19
07565	W B MASON CO INC	12/12/18 Cleaning Supplies I61621275	210-45220.610 SUPPLIES	125.69	20946	01/11/19
07565	W B MASON CO INC	12/17/18 Supplies I61752838	210-45110.610 SUPPLIES	4.39	20946	01/11/19
07565	W B MASON CO INC	12/18/18 ST BTY I61807347	210-43110.610 SUPPLIES	325.90	20946	01/11/19
07565	W B MASON CO INC	12/18/18 Supplies I61808855	210-45110.610 SUPPLIES	64.86	20946	01/11/19
07565	W B MASON CO INC	12/19/18 ST BTY I61859559	210-43110.610 SUPPLIES	32.59	20946	01/11/19
07565	W B MASON CO INC	12/19/18 ADSTCD paper products I61859681	210-41320.610 SUPPLIES	60.28	20946	01/11/19
07565	W B MASON CO INC	12/19/18 ADSTCD paper products I61859681	210-43110.610 SUPPLIES	57.94	20946	01/11/19
07565	W B MASON CO INC	12/19/18 ADSTCD paper products I61859681	210-41970.610 SUPPLIES	29.69	20946	01/11/19
07565	W B MASON CO INC	12/27/18 Cleaning Dust Mops I62002901	210-45220.610 SUPPLIES	572.98	20946	01/11/19
21845	FIRST NATIONAL BANK OMAHA	12/08/18 BL youth program 19968858	210-45551.610 SUPPLIES	47.57	4798725	01/11/19
21845	FIRST NATIONAL BANK OMAHA	12/12/18 BL postage 234759	210-45551.536 POSTAGE/DELIVERY	30.00	4798725	01/11/19
21845	FIRST NATIONAL BANK OMAHA	12/11/18 BL supplies 6511673	210-45551.610 SUPPLIES	19.73	4798725	01/11/19
25390	FIRST NATIONAL BANK OMAHA	12/19/18 EJRP Supplies 121918D	210-45110.340 COMPUTER EXPENSES	160.00	4798781	01/11/19

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Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
25390	FIRST NATIONAL BANK OMAHA	12/19/18 EJRP Supplies 121918D	210-45110.530 COMMUNICATIONS	20.14	4798781	01/11/19
25390	FIRST NATIONAL BANK OMAHA	12/19/18 EJRP Supplies 121918D	210-45110.340 COMPUTER EXPENSES	135.00	4798781	01/11/19
25390	FIRST NATIONAL BANK OMAHA	12/19/18 EJRP Supplies 121918D	210-45110.550 PRINTING & ADVERTISING	25.59	4798781	01/11/19
25390	FIRST NATIONAL BANK OMAHA	12/19/18 EJRP Supplies 121918D	210-45110.550 PRINTING & ADVERTISING	31.80	4798781	01/11/19
21850	BOUCHER CLEANING SERVICES	12/31/18 SR center Dec cleaning 484	225-45122.430 REPAIRS & MAINTENANCE	250.00	20814	01/11/19
31545	COSTCO #314	12/31/18 SC cake, ice cream pot lu 181231D	225-45122.812 MEAL SITE EXPENSES	33.47	20833	01/11/19
00835	ALLIED 100	01/08/19 CPR Supplies 998889	226-45115.610 SUPPLIES	582.80	20799	01/11/19
02695	AMERICAN SOCIETY OF COMPO	12/20/18 ASCAP License Fee 122018D	226-45115.330 OTHER PROFESSIONAL SVCS	357.00	20802	01/11/19
27590	CATAMOUNT COLOR (OFFSET H	12/18/18 Winter Brochure 59192	226-45110.550 PRINTING & ADVERTISING	5386.00	20819	01/11/19
04940	COMCAST	12/23/18 MSP Internet 0176315 1218	226-45110.530 COMMUNICATIONS	444.65	20831	01/11/19
04940	COMCAST	12/23/18 Park St Internet 0210908 1218	226-45121.530 COMMUNICATIONS	213.24	20832	01/11/19
20610	DIXON JULIANA	01/03/19 Swing Dance Inst. 010319D	226-45115.330 OTHER PROFESSIONAL SVCS	218.00	20836	01/11/19
04640	FASTENAL INDUSTRIAL & CON	12/10/18 First Aid Supplies VTBUR253175	226-45120.610 SUPPLIES	45.91	20851	01/11/19
25835	PLUNKETT-DUNNING, SUSAN	01/03/19 Yoga Inst. 010319D	226-45115.330 OTHER PROFESSIONAL SVCS	329.00	20901	01/11/19
24830	REINHART FOODSERVICE	12/26/18 Vacation Camp Snack 975623	226-45120.610 SUPPLIES	124.94	20907	01/11/19
10435	SCREENMYLOGO.COM	12/19/18 Frank Smith Bball Shirts 17024	226-45115.610 SUPPLIES	310.00	20914	01/11/19
10435	SCREENMYLOGO.COM	12/19/18 JrHornets & PeeWee Shirts 17025	226-45115.610 SUPPLIES	425.00	20914	01/11/19
23495	STUDENT TRANSPORTATION OF	12/31/18 K-3 Vac Camp Bus 70025329	226-45120.580 TRAVEL	792.44	20923	01/11/19
25845	SWIM WITH ANNIE	01/03/19 Enrichment Session 2 002	226-45120.330 OTHER PROFESSIONAL SVCS	1080.00	20926	01/11/19
25845	SWIM WITH ANNIE	01/02/19 Session C Reg (1) 010219D	226-45126.330 OTHER PROFESSIONAL SVCS	11319.00	20927	01/11/19
14695	THE BIG BLUE TRUNK	01/02/19 Fleming VK Field Trip 1377	226-45120.580 TRAVEL	200.00	20928	01/11/19
70855	THE ESSEX	01/03/19 Enrichment Session 2 Swim 010319D	226-45120.330 OTHER PROFESSIONAL SVCS	666.66	20929	01/11/19
25390	FIRST NATIONAL BANK OMAHA	12/19/18 EJRP Supplies 121918D	226-45120.580 TRAVEL	172.62	4798781	01/11/19
42625	ALDRICH & ELLIOTT PC	12/05/18 ST Nov design 78096	230-46801.715 Fairview Main St ERP	611.76	20797	01/11/19
36240	DUBOIS & KING INC	12/10/18 VR pay req #7 1218010	230-46801.710 BRICK/MANSF STRM CA0462	339.34	20838	01/11/19

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Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
23955	F.E. HART FENCE CO. INC	08/29/18 CD Pearl St link post 24293	230-46801.007 PEARL ST. LINKING SIDEWAL	16.15	20850	01/11/19
28785	SHEARER CHEVROLET CO. INC	11/30/18 HS 2019 Silverado 105081-15	231-43131.167 4WD PICKUP TRK # 15	25901.00	20915	01/11/19
23525	CLARK'S TRUCK CENTER INC	12/26/18 VW clothing 413015	254-43200.612 UNIFORMS,BOOTS,ETC	35.94	20825	01/11/19
40025	E J PRESCOTT INC	12/26/18 VW 3/4 ball curb 5491599	254-43200.610 SUPPLIES	463.74	20839	01/11/19
03525	KITTELL BRANAGAN & SARGEN	12/28/18 VA-FY18 AUDIT PROGRESS BL 70927	254-43200.335 AUDIT	874.00	20882	01/11/19
36130	VERIZON WIRELESS	12/19/18 STVW various 9820594011	254-43200.535 TELEPHONE SERVICES	179.90	20933	01/11/19
29825	VT GAS SYSTEMS	12/19/18 VA 11/15-12/19 nat gas 12192018D	254-43200.623 HEATING/NATURAL GAS	352.88	20938	01/11/19
23455	CHITTENDEN SOLID WASTE DI	12/18/18 WW land ap portion 201811ESS	255-43200.568 SLUDGE MANAGEMENT	30160.79	20822	01/11/19
V10347	EHRlich PEST CONTROL	12/17/18 WW December svc 171431	255-43200.570 MAINTENANCE OTHER	70.00	20843	01/11/19
38955	F W WEBB COMPANY	12/19/18 WW black iron fittings 61379605	255-43200.570 MAINTENANCE OTHER	29.17	20849	01/11/19
32035	GMWEA	01/01/19 WW membership renewals 010119D	255-43200.500 TRAINING, CONFERENCES, DU	200.00	20866	01/11/19
07010	GREEN MOUNTAIN POWER CORP	12/19/18 WW 11/19-12/19/18 013240000071	255-43200.622 ELECTRICAL SERVICE	14892.09	20871	01/11/19
23980	INTERSTATE ALL BATTERY CE	01/03/19 WW charger, batteries 190320101072	255-43200.570 MAINTENANCE OTHER	199.80	20878	01/11/19
03525	KITTELL BRANAGAN & SARGEN	12/28/18 VA-FY18 AUDIT PROGRESS BL 70927	255-43200.335 AUDIT	1026.00	20882	01/11/19
33195	LIMOGE & SONS GARAGE DOOR	12/27/18 WW gate svc 62491TE	255-43200.570 MAINTENANCE OTHER	135.00	20886	01/11/19
42805	MARYLAND BIOCHEMICAL CO.I	12/21/18 WW MB17 BP odor cont 12LL1094	255-43200.619 CHEMICALS	5393.83	20890	01/11/19
19325	OPEN APPROACH INC	12/26/18 WW VPN rooter switch sta 8313	255-43200.570 MAINTENANCE OTHER	2125.00	20898	01/11/19
03160	P & H SENESAC INC	12/14/18 WW cleaning svcs grit ext 20072	255-43330.002 DIGESTER CLEANING	36150.80	20899	01/11/19
20040	RAB CONSULTING & SERVICES	12/28/18 WW ZN biosolids, WWTF ord 046	255-43200.330 OTHER PROFESSIONAL SERVIC	283.50	20904	01/11/19
V2124	STAPLES ADVANTAGE	12/04/18 VA supplies 3398680656	255-43200.610 SUPPLIES	191.99	20920	01/11/19
V2159	SURPASS CHEMICAL CO INC	12/19/18 WW bulk sod hydroxide 330267	255-43200.619 CHEMICALS	9879.53	20925	01/11/19
36130	VERIZON WIRELESS	01/10/19 VA 11/19-12/18/18 9820515610	255-43200.535 TELEPHONE SERVICES	143.25	20932	01/11/19
29825	VT GAS SYSTEMS	12/19/18 VA 11/15-12/19 nat gas 12192018D	255-43200.623 HEATING/NATURAL GAS	2459.74	20938	01/11/19
07565	W B MASON CO INC	12/12/18 WW lab grade water 161623961	255-43200.618 SUPPLIES - LABORATORY	77.94	20946	01/11/19
07565	W B MASON CO INC	12/28/18 WW paper 162016328	255-43200.610 SUPPLIES	28.99	20946	01/11/19

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Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
21740	FIRST NATIONAL BANK OMAHA	11/29/18	WW free press 112818D	255-43200.610 SUPPLIES	27.00	4798728	01/11/19
21740	FIRST NATIONAL BANK OMAHA	11/29/18	WW boots Mandigo 112918C	255-43200.612 UNIFORMS,BOOTS,ETC	75.99	4798728	01/11/19
21740	FIRST NATIONAL BANK OMAHA	11/27/18	WW books , computer supp 113018D	255-43200.610 SUPPLIES	70.86	4798728	01/11/19
21740	FIRST NATIONAL BANK OMAHA	12/10/18	WW filter valve activator 121018E	255-43200.570 MAINTENANCE OTHER	682.94	4798728	01/11/19
21740	FIRST NATIONAL BANK OMAHA	12/12/18	WW Tri town refreshments 121218G	255-43200.610 SUPPLIES	15.98	4798728	01/11/19
21740	FIRST NATIONAL BANK OMAHA	12/10/18	WW Fleury shirts, J Pants 121218H	255-43200.612 UNIFORMS,BOOTS,ETC	229.25	4798728	01/11/19
21740	FIRST NATIONAL BANK OMAHA	12/14/18	WW ship package 121418I	255-43200.610 SUPPLIES	18.90	4798728	01/11/19
14685	ALLIANCE MECHANICAL INC	11/30/18	SA boiler svc school tran 032634	256-43200.434 PUMP STATION MAINTENANCE	582.28	20798	01/11/19
01875	BIBENS ACE HARDWARE	12/12/18	SA-RIVER ST FLOORS 813272F	256-43200.434 PUMP STATION MAINTENANCE	17.96	20810	01/11/19
23525	CLARK'S TRUCK CENTER INC	12/26/18	SA clothing 413016	256-43200.612 UNIFORMS,BOOTS,ETC	79.31	20825	01/11/19
35260	EAST COAST PRINTERS INC	12/21/18	SAST uniforms 12111815	256-43200.612 UNIFORMS,BOOTS,ETC	110.90	20841	01/11/19
23215	ESSEX EQUIPMENT INC	12/19/18	SA auger rental 106988150001	256-43200.430 SANITATION LINES MAINTENA	34.72	20846	01/11/19
03525	KITTELL BRANAGAN & SARGEN	12/28/18	VA-FY18 AUDIT PROGRESS BL 70927	256-43200.335 AUDIT	437.00	20882	01/11/19
11555	RUSSELL RESOURCES INC	12/15/18	SA check valve replacemen 183590	256-43220.002 WEST ST PS COSTS	209.17	20911	01/11/19
36130	VERIZON WIRELESS	12/23/18	SA VPN 11/24-12/23/18 9820973408	256-43220.002 WEST ST PS COSTS	36.75	20934	01/11/19
36130	VERIZON WIRELESS	12/23/18	SA VPN 11/24-12/23/18 9820973408	256-43220.001 SUSIE WILSON PS COSTS	36.75	20934	01/11/19
36130	VERIZON WIRELESS	12/23/18	SA VPN 11/24-12/23/18 9820973408	256-43200.434 PUMP STATION MAINTENANCE	142.65	20934	01/11/19
29825	VT GAS SYSTEMS	12/19/18	VA 11/15-12/19 nat gas 12192018D	256-43220.001 SUSIE WILSON PS COSTS	37.44	20938	01/11/19
29825	VT GAS SYSTEMS	12/19/18	VA 11/15-12/19 nat gas 12192018D	256-43220.002 WEST ST PS COSTS	38.24	20938	01/11/19
29825	VT GAS SYSTEMS	12/19/18	VA 11/15-12/19 nat gas 12192018D	256-43200.623 HEATING/NATURAL GAS	118.39	20938	01/11/19
21740	FIRST NATIONAL BANK OMAHA	11/20/18	SA flow switches 1133787	256-43200.434 PUMP STATION MAINTENANCE	206.42	4798728	01/11/19
21740	FIRST NATIONAL BANK OMAHA	12/08/18	SA float controls River M 121018F	256-43200.434 PUMP STATION MAINTENANCE	384.42	4798728	01/11/19

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Vendor	Invoice	Invoice Description		Amount	Check	Check
	Date	Invoice Number	Account		Number	Date

Report Total				186712.48		
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Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
19175	A. HOOD CONSTRUCTION	12/30/18	Maint Door Replacement 123018D	210-45220.434 MAINTENANCE-BUILDINGS/GRO	700.00	20951	01/18/19
19175	A. HOOD CONSTRUCTION	12/30/18	Camp Room Repair 123018D1	210-45220.434 MAINTENANCE-BUILDINGS/GRO	1050.00	20951	01/18/19
05290	ADVANCE AUTO PARTS	12/19/18	Bus Supplies 2281	210-45220.610 SUPPLIES	54.98	20952	01/18/19
05290	ADVANCE AUTO PARTS	12/19/18	Buss CREDIT 2283	210-45220.610 SUPPLIES	-7.99	20952	01/18/19
07155	AMERICAN ROCK SALT CO LLC	12/31/18	ST salt 0580388	210-43125.610 WINTER MAINTENANCE	3765.44	20956	01/18/19
04310	APALACHEE MARINE	12/19/18	ST salt 530158	210-43125.610 WINTER MAINTENANCE	5328.55	20957	01/18/19
09345	BASIC	01/10/19	Jan 2019 COBRA inv 40107193	210-41320.210 HEALTH INS & OTHER BENEFIT	42.50	20959	01/18/19
09345	BASIC	01/13/19	Annual renewal fee 40107376	210-41320.210 HEALTH INS & OTHER BENEFIT	75.00	20959	01/18/19
00530	BRODART CO	12/21/18	BL books B5505099	210-49346.002 JUVEN COLLECTION-PRNT & E	9.97	20961	01/18/19
00530	BRODART CO	01/04/19	BL book B5511164	210-45551.641 JUVEN COLLECTION-PRNT & E	95.00	20961	01/18/19
00530	BRODART CO	01/04/19	BL book B5511164	210-45551.610 SUPPLIES	0.80	20961	01/18/19
00530	BRODART CO	01/04/19	BL book B5511165	210-45551.641 JUVEN COLLECTION-PRNT & E	24.99	20961	01/18/19
00530	BRODART CO	01/04/19	BL book B5511165	210-45551.610 SUPPLIES	0.80	20961	01/18/19
00530	BRODART CO	01/08/19	BL books B5514627	210-45551.610 SUPPLIES	28.00	20961	01/18/19
00530	BRODART CO	01/08/19	BL books B5514627	210-45551.641 JUVEN COLLECTION-PRNT & E	339.35	20961	01/18/19
16030	BROWN ELECTRIC	01/04/19	ST labor , materials 33536	210-43110.434 MAINT. BUILDINGS/GROUNDS	146.13	20962	01/18/19
03000	CARGILL SALT EASTERN INC	01/03/19	ST salt 03000	210-43125.610 WINTER MAINTENANCE	2491.34	20964	01/18/19
03000	CARGILL SALT EASTERN INC	12/28/18	ST salt 2904509134	210-43125.610 WINTER MAINTENANCE	2496.07	20964	01/18/19
03000	CARGILL SALT EASTERN INC	12/31/18	ST salt 2904511197	210-43125.610 WINTER MAINTENANCE	2489.76	20964	01/18/19
03000	CARGILL SALT EASTERN INC	01/04/19	ST salt 2904519111	210-43125.610 WINTER MAINTENANCE	4995.29	20964	01/18/19
25715	DONALD L. HAMLIN CONSULT	01/10/19	VEJ misc assist 01101918810	210-43110.576 ENGINEERING SERVICES	679.54	20973	01/18/19
25715	DONALD L. HAMLIN CONSULT	01/10/19	VEJ Chittenden crossing 10011918817	210-43110.576 ENGINEERING SERVICES	284.00	20973	01/18/19
35260	EAST COAST PRINTERS INC	01/07/19	ST vests 01021921	210-43110.612 UNIFORMS,BOOTS,ETC	122.00	20975	01/18/19
19005	FIRSTLIGHT FIBER	01/01/19	Jan phone,internet 4720656	210-41320.530 COMMUNICATIONS	34.95	20982	01/18/19
19005	FIRSTLIGHT FIBER	01/01/19	Jan phone,internet 4720656	210-41940.535 TELEPHONE SERVICES	40.73	20982	01/18/19

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Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
19005	FIRSTLIGHT FIBER	01/01/19 Jan phone,internet 4720656	210-41970.535 TELEPHONE SERVICES	30.78	20982	01/18/19
19005	FIRSTLIGHT FIBER	01/01/19 Jan phone,internet 4720656	210-41320.535 TELEPHONE SERVICES	140.09	20982	01/18/19
34895	GAUTHIER TRUCKING, INC.	01/01/19 AD Park St school Dec rub 1363897	210-41940.566 PRK ST SCHL-RUBBISH REM	74.19	20984	01/18/19
14910	GROTEN RAPHAEL	12/31/18 BF youth programs 45000123118	210-49345.000 LIBRARY DONATION EXPENDIT	150.00	20989	01/18/19
33195	LIMOGE & SONS GARAGE DOOR	12/31/18 ST remote 62529TE	210-43110.610 SUPPLIES	35.00	20996	01/18/19
25625	LOWE'S - 1080	01/02/19 EJRP Supplies 010219D	210-45220.610 SUPPLIES	15.13	20998	01/18/19
25625	LOWE'S - 1080	01/02/19 EJRP Supplies 010219D	210-45220.610 SUPPLIES	6.65	20998	01/18/19
25625	LOWE'S - 1080	01/02/19 EJRP Supplies 010219D	210-45220.610 SUPPLIES	21.60	20998	01/18/19
25625	LOWE'S - 1080	01/02/19 EJRP Supplies 010219D	210-45110.500 TRAINING, CONF, DUES	-2.16	20998	01/18/19
25625	LOWE'S - 1080	01/02/19 EJRP Supplies 010219D	210-45220.610 SUPPLIES	85.81	20998	01/18/19
25625	LOWE'S - 1080	01/02/19 EJRP Supplies 010219D	210-45220.610 SUPPLIES	28.60	20998	01/18/19
25625	LOWE'S - 1080	01/02/19 EJRP Supplies 010219D	210-45220.610 SUPPLIES	20.67	20998	01/18/19
25625	LOWE'S - 1080	01/02/19 EJRP Supplies 010219D	210-45220.610 SUPPLIES	47.13	20998	01/18/19
25625	LOWE'S - 1080	01/02/19 EJRP Supplies 010219D	210-45220.610 SUPPLIES	60.73	20998	01/18/19
25625	LOWE'S - 1080	01/02/19 EJRP Supplies 010219D	210-45220.610 SUPPLIES	53.20	20998	01/18/19
V10462	MONAGHAN SAFER DUCHAM PL	01/04/19 Dec legal fees 1247412479	210-41320.320 LEGAL SERVICES	1039.50	21000	01/18/19
12235	NEW ENGLAND CENTRAL RAILR	12/04/18 ST Row Grove St 143841	210-43110.441 RIGHT OF WAY AGREEMENTS	142.06	21004	01/18/19
12235	NEW ENGLAND CENTRAL RAILR	12/04/18 ST Row Grove St 143841	210-14301.000 PREPAID EXPENSES	142.06	21004	01/18/19
25140	PIKE INDUSTRIES INC	11/13/18 ST asphalt 1008730	210-43120.610 PAVEMENT MAINTENANCE	1157.12	21006	01/18/19
43275	RYCANDON MECHANICAL, INC.	01/08/19 AD Park St boiler repairs 12449	210-41940.434 MAINT. BUILDINGS/GROUNDS	249.12	21012	01/18/19
V2124	STAPLES ADVANTAGE	12/18/18 AD office supplies 3399839157	210-41320.610 SUPPLIES	47.03	21015	01/18/19
37680	TARRANT, GILLIES & RICHA	12/31/18 Richardson inv 11961	210-41320.330 OTHER PROFESSIONAL SERVIC	450.00	21018	01/18/19
21000	UNIFIRST CORPORATION	01/09/19 BL mats 0361919670	210-45551.423 CONTRACT SERVICES	40.16	21020	01/18/19
11935	VIKING-CIVES USA	01/09/19 ST poly seal 4486788	210-43110.432 VEHICLE MAINTENANCE	258.21	21024	01/18/19
16030	BROWN ELECTRIC	01/04/19 RC light bulbs 33544	225-45122.430 REPAIRS & MAINTENANCE	127.94	20962	01/18/19

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Vendor		Invoice	Invoice Description	Amount	Check	Check
		Date	Invoice Number Account		Number	Date
21000	UNIFIRST CORPORATION	01/09/19	SR sr ctr mats 0361919704	225-45122.430	37.23	21021 01/18/19
25445	802 REPTILES	01/25/19	Hiawatha VK Field Trip 012519D	226-45120.580	250.00	20950 01/18/19
02935	DOMAS SUSAN	12/10/18	Basket Program 121018D	226-45115.330	135.00	20971 01/18/19
25850	GREEN MOUNTAIN DERBY DAME	12/31/18	Summer & Fall Derby 231	226-45115.330	832.00	20986 01/18/19
04005	GREGORY CIARA	01/03/19	Enrichment Sess 2 Dance 001	226-45120.330	220.00	20988 01/18/19
25035	LIQUID STUDIO	01/07/19	Summer Camp Brochure 19002	226-45122.330	325.00	20997 01/18/19
25625	LOWE'S - 1080	01/02/19	EJRP Supplies 010219D	226-45115.610	60.63	20998 01/18/19
25625	LOWE'S - 1080	01/02/19	EJRP Supplies 010219D	226-45121.610	29.38	20998 01/18/19
14570	METROCK STATION	01/04/19	Middle School Enrichment 60841	226-45120.330	120.00	20999 01/18/19
24855	PETTY CASH - CAITLIN FAY	01/15/19	Petty Cash Reimbursement 011519D	226-45120.330	134.00	21005 01/18/19
24855	PETTY CASH - CAITLIN FAY	01/15/19	Petty Cash Reimbursement 011519D	226-45120.330	40.00	21005 01/18/19
24855	PETTY CASH - CAITLIN FAY	01/15/19	Petty Cash Reimbursement 011519D	226-45120.610	36.22	21005 01/18/19
24855	PETTY CASH - CAITLIN FAY	01/15/19	Petty Cash Reimbursement 011519D	226-45120.610	39.13	21005 01/18/19
20620	RASCO LAURA	01/14/19	PS Playgroup 011419D	226-45121.330	180.00	21007 01/18/19
11145	RED BARN FUNDRAISING	09/12/18	Buy Local Fundraiser - DC 829	226-45115.330	2184.00	21008 01/18/19
24830	REINHART FOODSERVICE	01/07/19	Hiawatha VK Snack 982606	226-45120.610	55.44	21009 01/18/19
24830	REINHART FOODSERVICE	01/07/19	Summit VK Snack 982790	226-45120.610	190.56	21009 01/18/19
24830	REINHART FOODSERVICE	01/07/19	Fleming VK Snack 983037	226-45120.610	197.38	21009 01/18/19
24830	REINHART FOODSERVICE	01/08/19	MSP VK Snack 983929	226-45120.610	156.86	21009 01/18/19
24830	REINHART FOODSERVICE	01/14/19	Enrichment Snack 985932	226-45120.610	48.52	21009 01/18/19
24830	REINHART FOODSERVICE	01/14/19	Hiawatha VK Snack 986177	226-45120.610	109.79	21009 01/18/19
24830	REINHART FOODSERVICE	01/14/19	Summit VK Snack 986461	226-45120.610	139.60	21009 01/18/19
24830	REINHART FOODSERVICE	01/14/19	Fleming VK Snack 986680	226-45120.610	141.67	21009 01/18/19
10435	SCREENMYLOGO.COM	01/07/19	Youth Bball Reorder 17054	226-45115.610	304.00	21013 01/18/19
04205	UNO PIZZERIA & GRILL	01/13/19	DC Trip Meal Deposit 011319D	226-45115.330	798.75	21022 01/18/19
				OTHER PROFESSIONAL SVCS		

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Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
42625	ALDRICH & ELLIOTT PC	01/07/19 ST-DEC PROGRESS PAYMENT	230-46801.715	2555.89	20954	01/18/19
		78185	Fairview Main St ERP			
36240	DUBOIS & KING INC	01/07/19 CD Crescent Conn EJ stp	230-46801.008	8642.06	20974	01/18/19
		1218138	CRESCENT CONNECTOR			
V10462	MONAGHAN SAFER DUCHAM PL	01/04/19 Dec legal fees	230-46801.710	26.40	21000	01/18/19
		1247412479	BRICK/MANSF STRM CA0462			
V10462	MONAGHAN SAFER DUCHAM PL	01/04/19 Dec legal fees	230-46801.008	804.00	21000	01/18/19
		1247412479	CRESCENT CONNECTOR			
11935	VIKING-CIVES USA	12/19/18 ST truck 15	231-43131.167	1258.30	21024	01/18/19
		4486134	4WD PICKUP TRK # 15			
23485	YIPES! AUTO ACCESSORIES	12/12/18 ST truck 15	231-43131.167	419.49	21028	01/18/19
		128393	4WD PICKUP TRK # 15			
25715	DONALD L. HAMLIN CONSULT	01/10/19 VEJ Fairview Prv	254-43200.330	748.23	20973	01/18/19
		01101918808	OTHER PROFESSIONAL SERVIC			
07305	AIRGAS USA LLC	01/01/19 WW-TORCH CYLINDER LEASE	255-43200.570	99.70	20953	01/18/19
		9959022960	MAINTENANCE OTHER			
11375	CASELLA WASTE MANAGEMENT	01/01/19 WW-JANUARY 2019	255-43200.565	962.75	20965	01/18/19
		2861943	GRIT DISPOSAL			
31545	COSTCO #314	01/10/19 WW-SUPPLIES	255-43200.610	236.85	20969	01/18/19
		50126	SUPPLIES			
V10734	ENCORE ESSEX JUNCTION SOL	12/26/18 WW Dec 2018	255-43200.622	2969.11	20976	01/18/19
		1812WWTP	ELECTRICAL SERVICE			
06870	ENDYNE INC	01/08/19 WW effluent metals	255-43200.577	27.00	20977	01/18/19
		287198	CONTRACT LABORATORY SERVI			
23215	ESSEX EQUIPMENT INC	01/10/19 WW diesel anti gel	255-43200.626	119.88	20978	01/18/19
		107000980001	GAS,GREASE AND OIL			
38955	F W WEBB COMPANY	01/07/19 WW wire nut stock	255-43200.570	58.37	20979	01/18/19
		61548086	MAINTENANCE OTHER			
19005	FIRSTLIGHT FIBER	01/02/19 WW phone,internet	255-43200.535	173.72	20982	01/18/19
		4720655	TELEPHONE SERVICES			
01830	HYDROFLOW USA LLC	01/12/19 WW-RENTAL 2 OF 6	255-43330.014	450.00	20991	01/18/19
		3028	VPIC HydroFlow Unit			
V97100	NEBRA	01/08/19 WW-MEMBER RENEWAL	255-43200.500	750.00	21002	01/18/19
		2381	TRAINING, CONFERENCES, DU			
V2124	STAPLES ADVANTAGE	12/19/18 WW office stock	255-43200.610	78.14	21015	01/18/19
		3399839159	SUPPLIES			
V2124	STAPLES ADVANTAGE	01/05/19 WW-STAMPER REFILL	255-43200.610	9.25	21015	01/18/19
		8052739345	SUPPLIES			
V2159	SURPASS CHEMICAL CO INC	01/04/19 WW bulk sod hypochloride	255-43200.619	3369.35	21017	01/18/19
		330711	CHEMICALS			
38680	VT RURAL WATER ASSOC	01/04/19 WW Boutin training	255-43200.500	32.00	21026	01/18/19
		010419D	TRAINING, CONFERENCES, DU			
38680	VT RURAL WATER ASSOC	01/15/19 WW residuals workshop	255-43200.500	24.00	21026	01/18/19
		011519	TRAINING, CONFERENCES, DU			
33850	CENTRAL VERMONT PROPETIE	01/02/19 SA 894411 row lease	256-43200.441	20.83	20967	01/18/19
		9500194436	RIGHT OF WAY AGREEMENTS			
33850	CENTRAL VERMONT PROPETIE	01/02/19 SA 894411 row lease	256-14301.000	29.17	20967	01/18/19
		9500194436	PREPAID EXPENSES			
27420	DAVE WHITCOMB'S SERVICE	12/31/18 SA switch	256-43200.570	137.86	20970	01/18/19
		14060	MAINTENANCE OTHER			

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25715	DONALD L. HAMLIN CONSULT	01/10/19	SA VEJ Pleasant St 01101918811	256-43200.330 OTHER PROFESSIONAL SERVIC	424.45	20973	01/18/19
23215	ESSEX EQUIPMENT INC	01/04/19	SA auger 106996970001	256-43200.430 SANITATION LINES MAINTENA	34.72	20978	01/18/19
02050	RON BUSHEY'S SUNOCO	01/07/19	SA trk 14 service 16	256-43200.570 MAINTENANCE OTHER	1420.74	21010	01/18/19
02970	USA BLUE BOOK INC	01/02/19	SA-STOCK N/O FLOATS 773407	256-43200.434 PUMP STATION MAINTENANCE	184.50	21023	01/18/19
Report Total					62539.74		

...



MEMORANDUM

TO: Essex Junction Trustees and Evan Teich Unified Municipal Manager
FROM: James Jutras, Water Quality Superintendent
cc: Sarah Macy, Asst. Manager, Finance Director
Dennis Lutz, Essex Public Works Director
DATE: January 14, 2019
SUBJECT: Phosphorus Control Grant

A handwritten signature in blue ink, appearing to read "James Jutras", is written over the "cc:" line of the memorandum.

Issue: Whether to support a Village of Essex Junction grant application for development of a Phosphorus Control Plan for both communities to comply with the Municipal Separate Storm Sewer System (MS4) permit.

Discussion: Earlier this year, the Village of Essex applied for a joint Village/Town grant for development of a stormwater phosphorus control plan. The grant was awarded to Stone Environmental Inc. in the amount of \$50,000. The required match for the grant is \$10,000, paid for by the Town of Essex. The grant is in the Village name with all payments through the Town. The grant has been awarded and the work has begun.

We had proceeded with the process under the old purchase policy. The award and contract start period was under the new joint purchasing policy. This memorandum is to address the reporting record to the Trustees. Please accept my apology for not processing this prior to the application for the grant. We proceeded as we did as the Town was the grant match funding agent.

Costs: No Village direct costs. The grant match is paid by Town Public Works Stormwater budget.

Recommendation: Staff recommends that the Trustees support the grant application for development of a Phosphorus Control Planning Grant for compliance with the MS4 permit conditions.



MEMORANDUM

TO: Essex Junction Trustees and Evan Teich Unified Municipal Manager
FROM: James Jutras, Water Quality Superintendent
Chelsea Mandigo, Stormwater Coordinator/Wastewater Operator
cc: Sarah Macy, Asst. Manager, Finance Director
DATE: January 14, 2019
SUBJECT: CCRPC FY2020 Unified Planning Grant

A handwritten signature in blue ink, which appears to be "James Jutras", followed by the initials "CHM" in blue ink.

Issue: Whether to support a Village application for the Chittenden County Regional Planning Commission Unified Planning Work Planning Grant for condition assessment of select stormwater infrastructure in the amount of \$50,000.

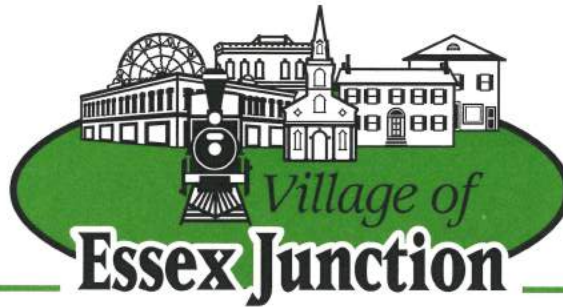
Discussion: Aging infrastructure is an ongoing concern while permit standards continue to tighten. The Village has already invested in sanitary sewer pipeline conditions assessment. The storm sewer system deserves the same attention as the sanitary sewer system.

The Town and Village are individually applying for a CCRPC Unified Planning grant to conduct a condition assessment of select portions of the storm sewer system on River St and within the Countryside and Fairview Farms Developments. This assessment will be used to develop a schedule for replacement/repair of any identified aging infrastructure and lay the foundation for further condition assessments of the storm sewer system.

Costs: None. The \$10,000 (20%) match is paid for by Town Public Works Stormwater budget.

Recommendation: Staff recommends that the Trustees support the grant application for condition assessment of selected stormwater pipes on River St and within the Countryside and Fairview Farms Developments.

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



P: 802-878-6944
F: 802-878-6946
E: admin@essexjunction.org

January 14, 2019

Marshall Distel
Chittenden County Regional Planning Commission
110 West Canal Street, Suite 202
Winooski, VT 05404

RE: FY2020 UPWP Grant Application

Dear Mr. Distel,

Please accept the Village of Essex Junction's submission for the Unified Planning Work Program FY2020 in the total amount of \$50,000. The project is to conduct a condition assessment of the Village stormwater infrastructure through the televising of three focus areas, with the goal of creating a schedule for a system wide assessment and replacement strategy.

The match money for this project has been identified and the project is on the consent agenda for approval at the Village of Essex Junction Trustee's meeting on January 22, 2019. Minutes will be submitted to CCRPC indicating support once they are posted.

Maps of the three focus areas with the infrastructure to be televised highlighted are included as an attached to the application.

Please feel free to contact me with any questions.

Sincerely,

A handwritten signature in blue ink that reads "Chelsea H. Mandigo". The signature is fluid and cursive, with the first name "Chelsea" being the most prominent part.

Chelsea H. Mandigo
Stormwater Coordinator/Wastewater Operator

PROJECT APPLICATION FORM

FY2020 Unified Planning Work Program

Applications should be no more than 4 pages (excluding any maps and letter of support from your governing body to document the availability of the local match and commitment of staff time). **A Project Application Form must be submitted for each project request. If you are submitting more than one request, please indicate projects in order of priority. There are separate forms to request transportation counts and infrastructure inventories – please submit one form per request. Deadline for receipt of completed submissions is Friday, January 18, 2019. Please email completed forms in Word format to mdistel@ccrpcvt.org.** All forms are available on the CCRPC website: <http://www.ccrpcvt.org/about-us/commission/annual-work-plan-budget-finances/>.

1. GENERAL INFORMATION

Submitted by (Name, Title): Chelsea Mandigo, Stormwater Coordinator/Wastewater Operator
James L. Jutras, Water Quality Superintendent

Municipality/Agency/Organization: Village of Essex Junction

Telephone: 802-878-6943

Email: chelsea@essexjunction.org; jim@essexjunction.org

2. PROJECT INFORMATION

a. Project Title: Stormwater Pipe CCTV Inspection

b. Project Location (name of roadway, intersection, geographic area, etc.): The three areas the Village would like to focus on conducting televising of stormwater pipes (Maps attached) are the following:

- 1) River St.
- 2) Countryside Development: Aspen Dr., Beech St., Tamarack Dr., Countryside Dr.
- 3) Fairview Farms Development: Hubbell's Falls Dr., Juniper Ridge Rd., Fairview Dr., Sycamore Ln. and Hawthorn Cir.

c. Project Description (100 words max):

The Village has determined the need for an assessment of the condition of the stormwater pipes in our MS4 permitted area. The areas selected have not been televised, are known to have some developing deficiencies, recent problems or concerning repair records. Having these areas televised and rated in accord with Pipeline Assessment Certification Program (PACP), will provide important information for future financial planning and prioritization of stormwater improvement projects.

The project would consist of hiring a consultant to televise the stormwater pipes in the selected areas and create a condition assessment report in PACP standards. The Village would then use

the assessment to guide future stormwater improvement project planning including a schedule for replacement of deficient pipes as part of capital and operational planning.

d. Budget, Scope of Work & Project Schedule:

Please describe the tasks and anticipated schedule to complete the project. If you are able to estimate the budget for each task, please include that information. CCRPC staff are available to assist you.

Task (add rows if needed)	Month/Year	Task Budget (if known)
Jet, televise stormwater pipes, provide condition assessment report and other findings	By June 2020	\$50,000

Will you accept a partial award? (Yes/No)	YES
---	-----

Is Request for CCRPC Staff Assistance Only? (Yes/No)	NO
--	----

For Transportation and Transportation Water Quality Project Requests:

Total Project Cost (100%)	\$50,000
Local Match Required (20% of Total Cost)	\$10,000

e. Expected Deliverables:

- Condition assessment and digital video in PACP protocol for the stormwater pipes in the selected areas in the Village.

f. Other Project Participants (e.g., other municipalities, agencies, non-profits, consultants, community groups): N/A

g. Project Match Requirement:

Please refer to the **FY20 UPWP PROGRAM SUMMARY** for a description of match requirements and check below which applies to your proposal. If matching funds are required, municipalities should attach a letter of support from your governing body to document the availability of the local match and commitment of staff time. Non-municipal partners should provide a letter from their Board or other governing body demonstrating knowledge and support of project request, ability and intent to provide matching funds, etc.

• Transportation, Land Use and Stormwater Planning

•

- ☐ Transportation projects – 20% non-federal cash match required.
- ☐ Non-transportation projects – Projects will be charged a rate of \$50 per hour. For plan and bylaw development projects, contact CCRPC staff to develop a scope and budget.

We encourage municipalities to also seek [Municipal Planning Grants](#).

- ☐ The CCRPC may waive the local match requirement for projects deemed to be regionally significant.

- **Major or Minor Technical Assistance**

- ☐ Transportation projects – no local match required.
- ☐ Non-transportation projects – there is no fee for projects requiring less than 12 hours of CCRPC staff time. Projects over 12 hours will be charged a rate of \$50 per hour.

- **Major Data Collection/Asset Management**

X 20% non-federal cash match required.

- **Non-Municipal Partner Program Assistance**

- ☐ 20% match required.

h. Public Meeting Requirement:

All municipal applications, including match amounts, must be presented to and approved by the governing body at a warned public meeting by the end of March 2019. For non-municipal partners, a public meeting is not required but applications should be approved by a Board or similar governing body. If available, please provide documentation by the January 18 deadline. Not applicable for “Minor Technical Assistance” projects identified in the FY20 UPWP PROGRAM SUMMARY packet. Regional project requests will be addressed as part of the CCRPC’s public process.

3. BENEFITS TO REGIONAL AND LOCAL PLANNING (please keep your responses brief)

a. Identify at least one of the CCRPC’s top 10 actions or 8 ECOS strategies that this project will primarily address (http://www.ecosproject.com/wp/wp-content/uploads/2017/09/2018-ECOS-Plan-Summary_20180807_FINAL.pdf).

- From the 10 Actions:
 - Assist the State and municipalities in implementation of the Lake Champlain TMDL and other water quality improvement efforts through participation in the Tactical Basin Plan, MRGP assistance, Rethink Runoff, etc.
- From the 8 Strategies:
 - Develop financing and governance systems to make the most efficient use of taxpayer dollars and reduce costs.

b. Demonstrate where this project is identified in a local plan, or how it addresses an existing, documented need. Or, is this a newly identified project for which there is a sense of urgency? Please describe.

The Village has largely focused on water quality improvement projects through the Flow Restoration Plans and other requirements related to MS4 compliance. An area that the Village has been more reactive than proactive about is our aging infrastructure. Currently, we do not have long-term financial plan for replacing or rehabilitating existing aging stormwater

conveyance systems. This stormwater pipe condition assessment of target areas would be the start to developing a proactive plan to address these issues, with the ultimate goal to televise all stormwater pipes in the Village. Prioritizing and ranking any deficiencies will be an important tool in the creation of a prioritization plan with a timeframe, cost and funding strategy for replacement of deteriorated pipes. Such a plan is vital for the future of the Village stormwater infrastructure to ensure that it continues to function as designed.

d. For other planning projects, please describe how the project benefits the local community.

e. Consider the public engagement needs of your project:

(see the CCRPC's 2014 Public Participation Plan for resources: <http://www.ccrpcvt.org/our-work/our-plans/public-participation-plan/>)

- Are there traditionally underserved populations in the project study area and will this project require more than routine public engagement to reach these populations?
- How will this project help to achieve greater equity?
- How are disparities for disadvantaged communities improved through this project?
- How will you evaluate the success of your public engagement efforts?

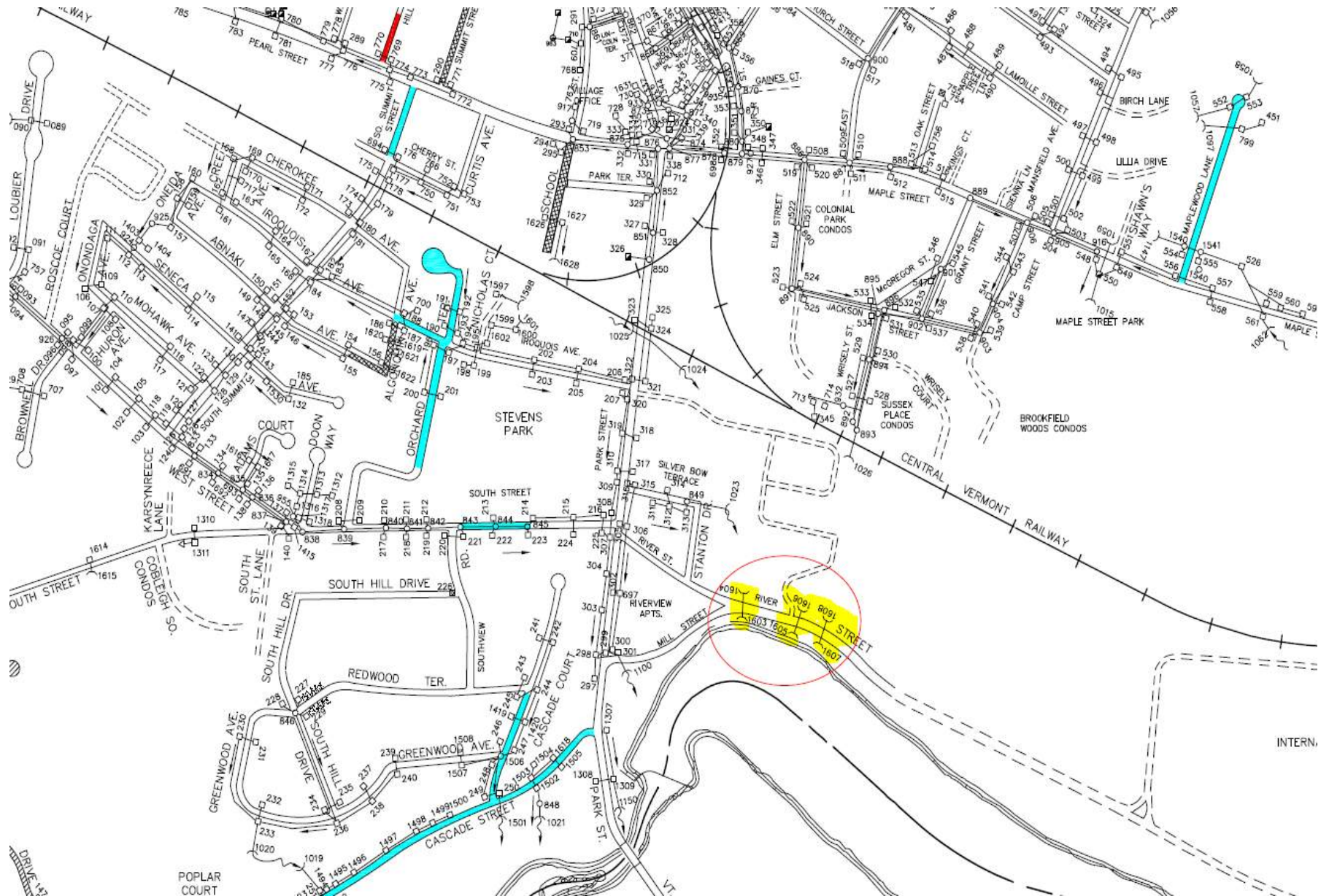
f. How does the project demonstrate a cost-effective solution to a potential or recognized problem? The Village currently does not have a comprehensive plan in place to address aging stormwater infrastructure. This project would be the first step for the Village to develop a stormwater pipe condition assessment that would guide the creation of a schedule and cost plan to proactively and strategically address the replacement of aging stormwater infrastructure.

g. How will this project be implemented after planning is complete?

The Village will work with CCRPC to hire a qualified contractor to complete this project. The contractor will provide a condition assessment report in PACP form and digital video as a deliverable. The Village will then use this to create a model for a long-term schedule and financial plan to strategically replace aging infrastructure, using software already owned. Inclusion in the plan would be a schedule to televise other areas of the Village with the goal of reaching all areas of the stormwater collection system in a timely manner. These newly televised areas would then be incorporated into the long-term schedule and financial plan for replacement as determined by the condition assessments.

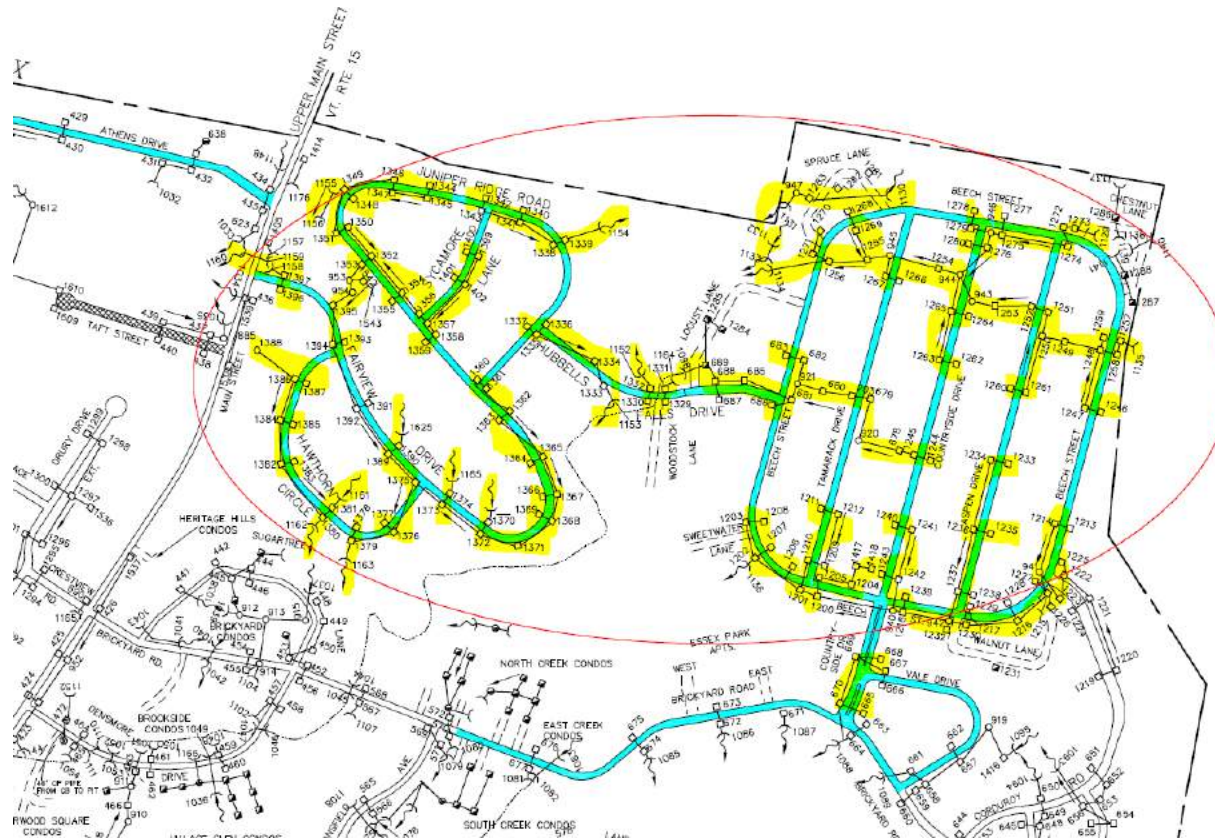
Stormwater Infrastructure in Village of Essex Junction to be Televised for Condition Assessment

Highlight =Infrastructure to be televised



Stormwater Infrastructure in Village of Essex Junction to be Televised for Condition Assessment

Highlight =Infrastructure to be televised





PROPOSAL FOR:
Clean & CCTV Inspection of Sand Hill Rd. Drain Lines

DATE – 11/16/2018

PRICING:

<i>Description & Quantity</i>	<i>Unit Price</i>	<i>Total Price</i>
Light cleaning and CCTV inspection	\$225.00/hr.	TBD

Proposal Inclusions

- Standard Insurance Certificates
- Light Cleaning (<4 passes) & CCTV Inspection
- Traffic Control consisting of a simple sign package and traffic cones
- Video captured digitally in Wincan or IT Pipes software and supplied on external hard drive or jump drive.

Proposal Exclusions

- Special Insurances, Permitting, Bonding
- Water necessary to complete the work within reasonable proximity to the work from a hydrant
- Disposal of Debris removed from Sewers during the Cleaning Operation
- Traffic Control Requiring More than Outlined Above
- Excavation of Any Kind

Please feel free to call with any questions or if I can be of further assistance.

Corey Stearns

Vice President

Cell #: (802) 316-1062

corey@greenmountainpipe.com

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

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

Designated Paper:

For calendar year ~~2018~~2019, The *Essex Reporter* shall be designated as the paper in which warnings and other legal ads will be published, except for purchasing or advertising for employment openings.

Exceptions:

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



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

MEMORANDUM

TO: Village Trustees
FROM: Evan Teich, Unified Manager; Sarah Macy, Finance Director/Assistant Village Manager
DATE: January 22, 2019
SUBJECT: Summary of One Cent Economic Development Tax

Issue

The issue is to recap the establishment and restrictions surrounding the one cent economic development tax established at annual meeting 2016.

Discussion

Minutes from the April 6, 2016 annual meeting include discussion and approval of the one cent Village capital improvement projects tax. Also referred to as the economic development fund in conversation and in the Village financial statements.

Summarized from the minutes:

Article 3

- Shall the voters add (1) cent to the tax rate to establish a fund for Village capital Improvement projects designated by Village Trustees.

First amendment

- A cap of \$250,000 and request of voters at the annual meeting or a special meeting-
- Motion defeated.

Second amendment:

- Shall the voters add (1) cent to the tax rate to establish a fund for Village capital Improvement projects designated by Village Trustees and such tax rate be reconsidered by the voters at the Annual Meeting in 2021.
- Amendment was passed and Article 3 was passed.

In reading the minutes, the Village is under no obligation to bring expenditures/use of the capital Improvement Projects monies to the voters. Discussion of the article included the assertion that any expenditure would be discussed at a Trustees meeting and public comment would be gathered. However, in 2021, the Village will have to bring the matter up as an article to be approved again and at

that time should provide a list of expenditures, accomplishments and any potential uses or projects the Village may wish to pursue.

If desired, we can send this on to Claudine for her opinion but it is rather clear in the minutes that there was a discussion about flexibility and the voters voted down any tighter restrictions in favor of a review in 2021.

Cost

No cost, informational only.

Recommendation

No recommendation at this time, informational only.

services. The intention is to identify and eliminate duplication of services by the village and town and increase efficiencies. The governing bodies are informed of the dollar value of savings and move toward a more equitable tax structure. George Tyler pointed out the town outside the village pays a highway tax which has been decreased and the savings moved into the general fund to the benefit of all the citizens of the town and village.

CALL THE QUESTION by Diane Fuchs, SECOND by Chuck Barry.

VOTING on call the question: majority of ayes; motion carried. Discussion ceased.

VOTING ON ARTICLE 2: majority of ayes; motion carried. Article 2 is adopted.

ARTICLE 3: Shall the voters approve adding one (1) cent to the tax rate to establish a fund for village capital improvement projects designated by the Village Trustees?

MOTION by Tim Jerman, SECOND by Mary Jo Engel, to approve Article 3 as read.

DISCUSSION: Village President George Tyler explained one cent on the tax rate will raise \$109,000 each year. The money will be used to make public improvements in the village center such as pocket parks or benches when the opportunity arises. Any expenditure would be discussed at a Trustees meeting and public comment would be gathered.

PUBLIC COMMENTS

- George Dunbar, III, expressed concern about the proposed fund, noting the Land Development Code already empowers the village to require developers to do improvements and if the fund is used to purchase real estate the discussion of such purchase could be in Executive Session so there would be no public input.

AMENDMENT by George Dunbar, III, SECOND by Alison Wermer, to add the following wording to Article 3 to read: "Shall the voters approve adding one (1) cent to the tax rate to establish a fund for village capital improvement projects designated by the Village Trustees with a cap of \$250,000 and expenditures from which are at the request of voters at the annual meeting or a special meeting called for that purpose."

DISCUSSION OF AMENDMENT: The following comments were made:

- Tim Jerman, Sycamore Lane, spoke against the amendment because the Trustees have the best interest of the village downtown in mind and need to have the ability to act when opportunity comes up.
- Carl Wermer, Lincoln Street, mentioned the cost and burden to call a special meeting. Trustee Sopchak said the cost is thousands of dollars to warn and organize a special meeting.
- Trustee Sopchak stated one of the many purposes of the fund is to have the nimbleness and ability to help local businesses

in the village with a revolving loan or a small grant for façade improvements or other beautification activities, for example. A public hearing would be held on how to use the funds. A cap on the fund would limit opportunity for the village to be part of a large grant that required a local match.

- Greg Morgan, Grove Street, compared the concept of the proposed one cent fund to the rolling stock fund that avoids having to bond for purchases and gives the village some flexibility. Mr. Morgan noted the Economic Development Committee in the town often cannot act because the town does not have the resources. Mr. Morgan supported the concept of the fund provided there is public process.
- Darryl Stultz, Seneca Ave., spoke in support of having a cap on the fund and asked how long the taxpayers would pay into the fund if there is not a cap. George Tyler said without a cap the fund would continue to accrue or could be spent each year. The Trustees would review the fund each year.
- A gentleman in the audience asked about discussion in Executive Session per state statute. Elaine Sopchak explained state law is strict on what can be discussed in Executive Session.

CALL THE QUESTION by Chuck Barry, SECOND by Dorothy Bergendahl. VOTING on call the question: unanimous; motion carried. Debate ceased.

VOTING ON AMENDMENT (cap of \$250,000): majority of nays; motion does not carry. The amendment fails.

CONTINUED DISCUSSION (on original wording of Article 3): The following comments were made:

- Molly Dillon, Jackson Street, asked how other places, such as St. Albans, supported the fund. Elaine Sopchak said St. Albans established a special tax district (TIF) and worked with the state and developers.
- Alison Wermer, Lincoln Street, suggested putting a sunset on the fund of five years and discussing continuation at that time.

AMENDMENT by Alison Wermer, SECOND by Darryl Stultz, to add wording to Article 3 to read: "Shall the voters approve adding one (1) cent to the tax rate to establish a fund for village capital improvement projects designated by the Village Trustees and such tax rate to be reconsidered by the voters at the annual meeting in 2021?"

DISCUSSION OF AMENDMENT: The following comments were made:

- Brad Luck, Main Street, asked if the article will be before the voters each year. Moderator Eustis said as currently worded the article will not be before the voters again.

- George Dunbar, III, spoke of following the same process for the fund that is followed with the Rolling Stock Fund and the Capital Improvement Fund in that the Trustees discuss the project and transfer money into the fund. Village President Tyler pointed out the Trustees borrowed the one cent fund concept from the town which has two cents on the tax rate for capital projects. The Trustees felt one cent was reasonable and not overly burden the taxpayers. George Dunbar stressed the need to set priorities for use of the money. There are already various funds established.
- Jeffrey Thompson, Rosewood Lane, asked the impact of one cent on the tax rate. George Tyler said the impact is \$28 per household. One cent raises \$109,000.
- Aaron Smith, Main Street, asked who will own and maintain items such as pocket parks. George Tyler said that will be determined by the circumstance. Pocket parks may be the responsibility of the village. The village can require developers to do a lot, but there is a limit. The fund can provide an incentive.

CALL THE QUESTION by Tim Jerman, SECOND by Chuck Barry. VOTING on call the question: unanimous; motion carried. Debate ceased.

VOTING ON AMENDMENT (five year sunset/review): majority of ayes; motion carried. The amendment is adopted.

CONTINUED DISCUSSION on Article 3 as amended: There were no further comments.

VOTING ON ARTICLE 3 as amended (five year sunset/review): unanimous; motion carried. Article 3 as amended is adopted.

ARTICLE 4: Shall the voters approve holding the 2017 Annual Meeting on Wednesday, April 5, 2017 to act upon any articles not involving voting by Australian ballot and to reconvene on Tuesday, April 11, 2017 to vote for the village officers and transact any business involving voting by Australian ballot?
MOTION by Chuck Barry, SECOND by Tim Jerman, to approve Article 4 as read.

DISCUSSION: None.

VOTING ON ARTICLE 4: unanimous; motion carried. Article 4 is adopted.

ARTICLE 5: To transact any other business that may lawfully come before the meeting.

Brownell Library Foundation

Dorothy Bergendahl announced donation to the Brownell Library Foundation from Hannaford's for every purchase of a blue reuse grocery bag. All were urged to purchase a blue reuse bag.

From: Rick Garey
Sent: Tuesday, January 15, 2019 3:57 PM
To: Evan Teich <eteich@essex.org>; EPD Everyone <epd.everyone@ESSEX.ORG>
Cc: Ron Hoague <rhoague@ESSEX.ORG>
Subject: FW: Essex Community Justice Center (ECJC) Direct Referral from Law Enforcement Data

Everyone,

Here is most current CJC data from the Essex CJC that includes Essex, Colchester and Milton for your review and use.

Please remember to use the CJC for referrals if possible.

Thank you.

Rick P. Garey | Chief of Police | [Essex Police Department](#)
145 Maple Street | Essex Junction, VT 05452
Office: 802-878-1335 | **Email:** rgarey@essex.org

From: Jill Evans <jevans@ESSEX.ORG>
Sent: Tuesday, January 15, 2019 2:39 PM
To: Rick Garey <rgarey@ESSEX.ORG>;
Hello Chief Garey, Chief Allen and Chief LaRoche,

I've attached our latest detailed reports of direct referrals from each of your Police Departments to the Community Justice Center for the period of 7/1/18 – 12/31/18. These individual reports include a number of community impact results for each town.

Thank you for being such great partners in this work! And let us know if you have any questions. As always, ***we'd love it if you would share the reports with your PD staff***, or even with your whole Town staff so they know the great work being done by their Police Departments!

Some general trends that we noted from the reports for the last 6 months;

Essex:

- The number of referrals from the Essex PD has increased.
- The successful completion rate is still high.
- The number of people Affected by Crime (aka Victims) who choose to participate in this process is down.
- The amount of community service hours completed and restitution received from Responsible Parties (aka "the accused" in this six (6) month period is higher than for the previous entire fiscal year.
- Community residents gave more of their time in this 6-month period than during the same period last year.

- While the Responsible Parties referred here are still mostly young, there are some referrals of adults to panel.

Colchester:

- Decline in referrals, but still steady with many previous quarters. The last quarters of FY18 were exceptionally high.
- The number of officers referring cases is down
- Diverse range of ages and types of crimes
- Successful completion rate steady
- Five referrals didn't enter process either due to not engaging or not taking responsibility – this could be something to discuss when referred
- Volunteer hours up – added daytime panel and consistently have four volunteers at panel

Milton:

- Referrals increased during the first quarter of FY19 and then dropped
- Successful completion rate fairly steady
- Affected Party participation is up with positive feedback
- Volunteer hours up – consistently have four volunteers at each panel
- Showing more variety in age ranges

Best,

Jill Evans

Director, Essex Community Justice Center

137 Iroquois Ave, Suite 101

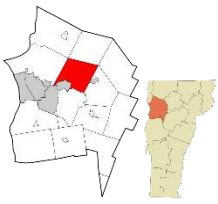
Essex Junction, VT 05452

(802)662-0001

jevans@essex.org

<http://essexcjc.org>

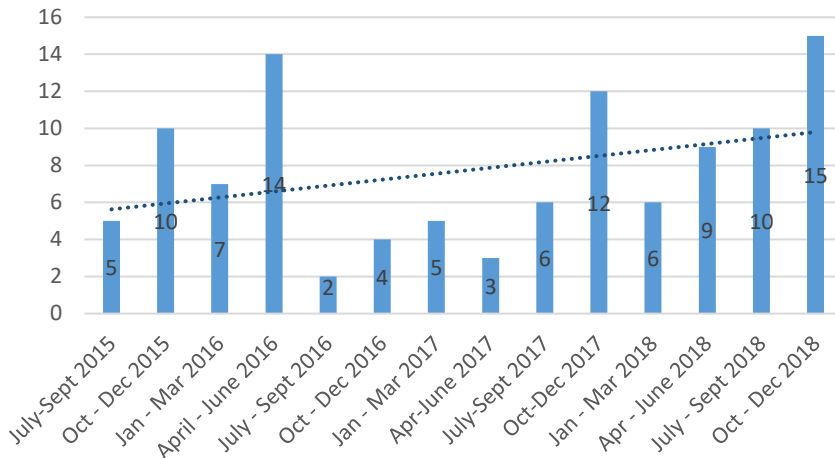




Restorative Justice in Essex

Through a Pre-Charge program, the Essex Police Department can refer cases to Restorative Justice Panels instead of court. The panels are facilitated by trained community volunteers and serve as a proven and cost-effective means to addressing low level offenses. Through a series of conversations, the panel process holds those responsible for crime accountable for their actions and provides an important opportunity for those affected by crime to share their stories and identify needs for repair.

Essex PD Quarterly Referrals



Community Impact of FY19 Referrals (to date)

15 community members and businesses impacted by the referred crimes were contacted by CJC staff to discuss the referral and how they can be involved.

1 affected party participated in 2 related restorative justice panels involving their situation.

\$2149 in restitution was resolved through the panel agreement process by those responsible for the crime.

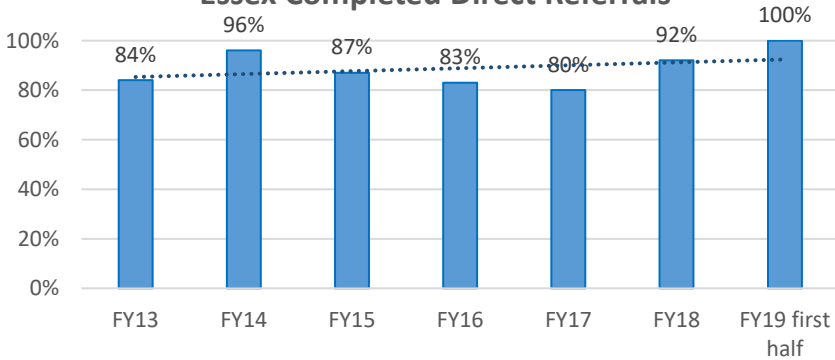
30 hours of community service were completed in the area by those responsible for crime.

Community residents provided **185 hours of service** offering the panels in the community.

Quote from an Affected Party:

"I appreciated her letter and apology. I just hope she gets back on the right track and is honest with purchases in other stores."

RJ Panel Successful Completion Rate for Essex Completed Direct Referrals

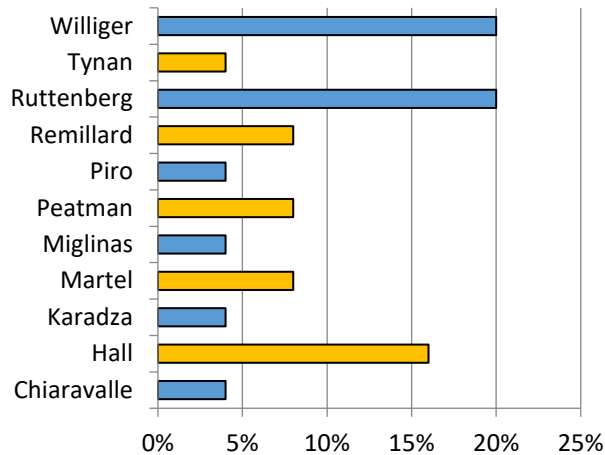


****As of July 2017, successful completion rates are determined only from those participants that entered into a restorative process and were eligible for a completion during the reporting period. This data was not tracked in previous years.**

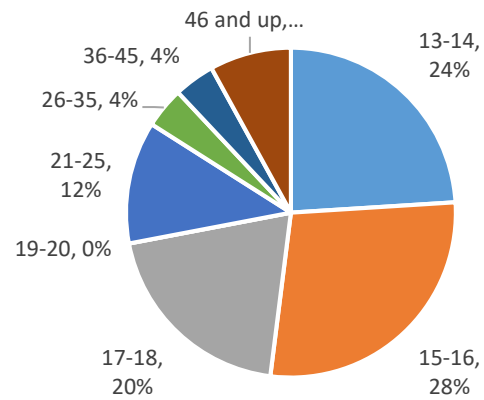
Of all the new case referrals in FY19, most went through a Restorative Justice Panel. One person did not take responsibility for the crime, so the case was returned. One person did not engage with the CJC at all. And one person's case was pulled back by the Chittenden County States Attorney.



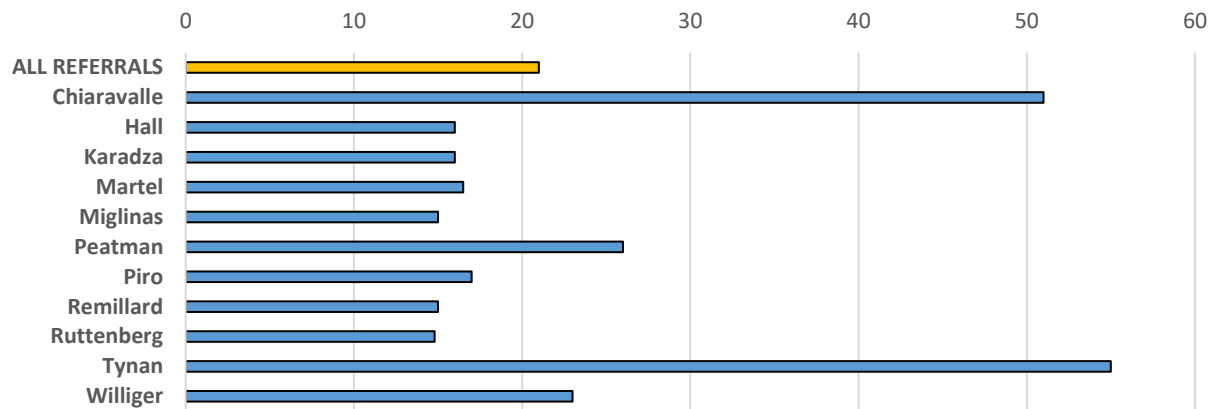
Percentage of Essex PD Referrals by Officer - first half of FY19



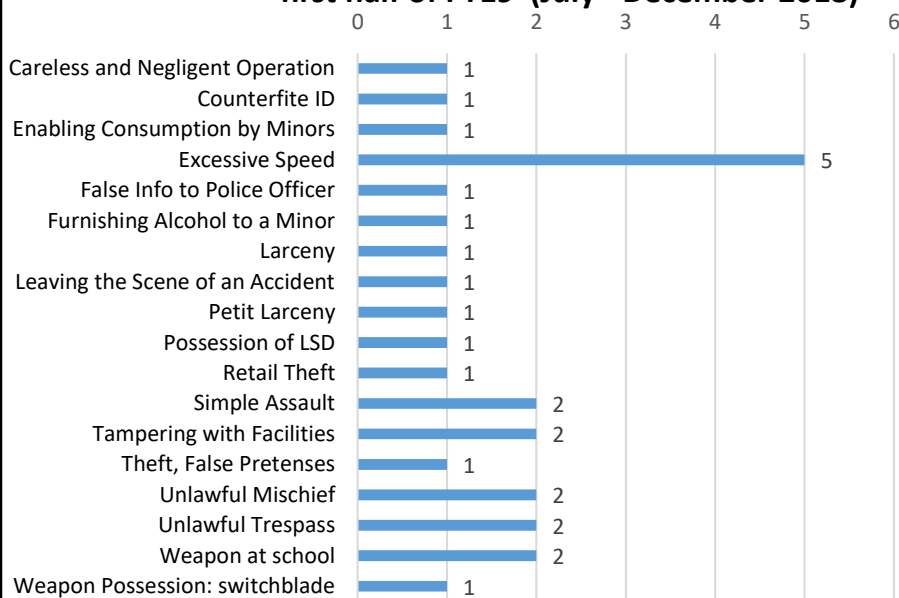
Responsible Party Ages of Essex PD Direct Referrals July - December 2018



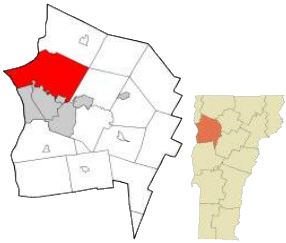
Average Age of Referral by Essex Police Officer first half of FY19 (July - Dec 2018)



Essex PD Direct Referrals by Crime Type first half of FY19 (July - December 2018)



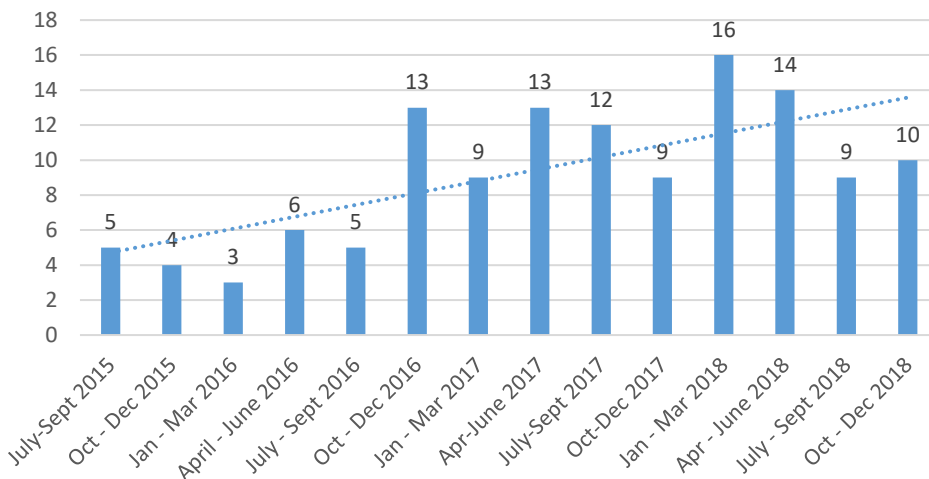
Note:
Some cases involved more than one crime type.



Restorative Justice in Colchester

Through a Pre-Charge program, the Colchester Police Department can refer cases to Restorative Justice Panels instead of court. The panels are facilitated by trained community volunteers and serve as a proven and cost-effective means to addressing low level offenses. Through a series of conversations, the panel process holds those responsible for crime accountable for their actions and provides an important opportunity for those affected by crime to share their stories and identify needs for repair.

Colchester PD Quarterly Referrals



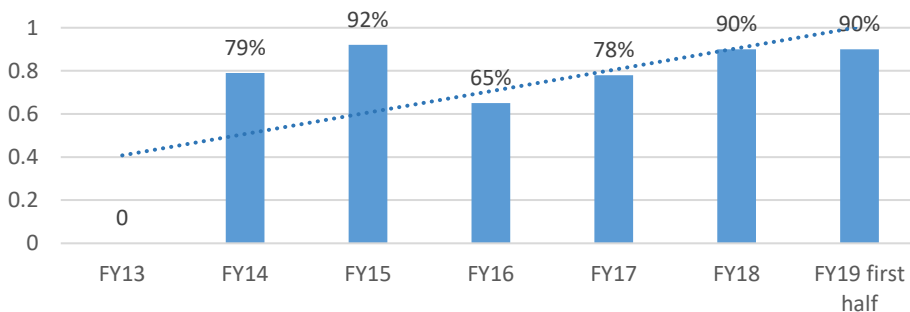
Community Impact of FY19 Referrals (to date)

15 community members impacted by the referred crimes were contacted by CJC staff to discuss the referral and how they can be involved

5 affected parties participated in the restorative justice panels involving their situation

Colchester residents provided **112 hours of service** offering the panels in the community

RJ Panel Successful Completion Rate for Colchester Completed Direct Referrals



Quote from Parent of Responsible Party:

"I am so grateful to community members who care about people they don't know and reach out to help them!"

Quote from Responsible Party:

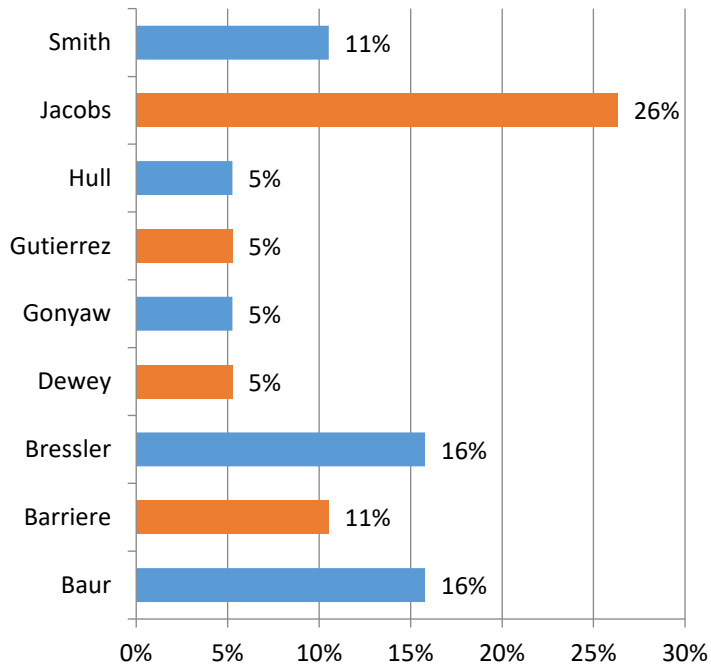
"The biggest lesson I learned was to acknowledge when I am in a stressful situation, and knowing that it could escalate into something worse."

*As of July 2017, successful completion rates are determined only from those participants that entered into a restorative process and were eligible for a completion during the reporting period. This data was not tracked in previous years.

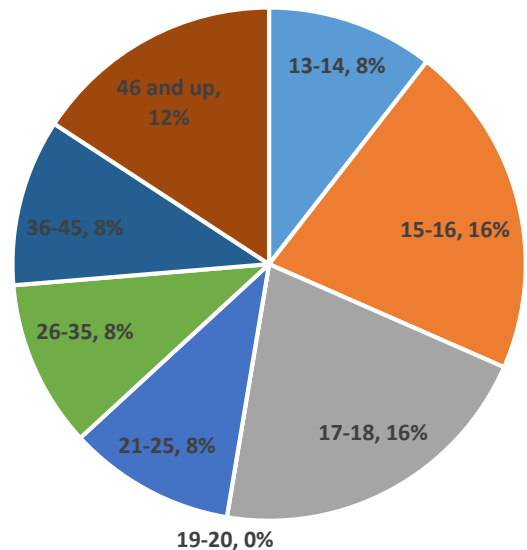
In the first half of FY19, **81% of referrals entered into a restorative process**, of those 21 were eligible to complete during the reporting period and 19 were successful (90% successful completion rate). **Five referrals** didn't enter into a process because the person either didn't engage with the CJC or didn't take responsibility for the charge.



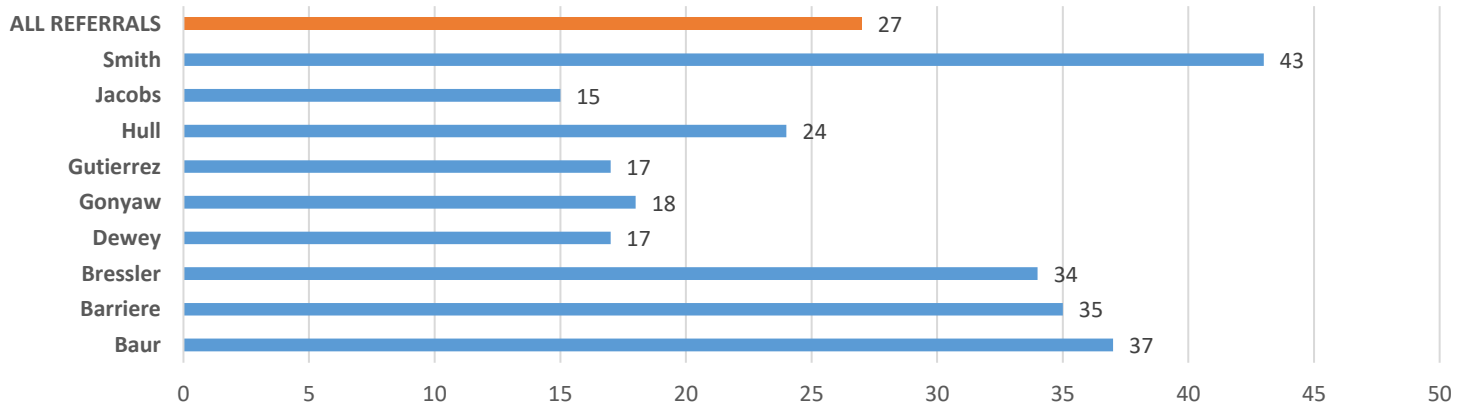
**Percentage of Colchester PD Referrals
by Officer - first half of FY19**



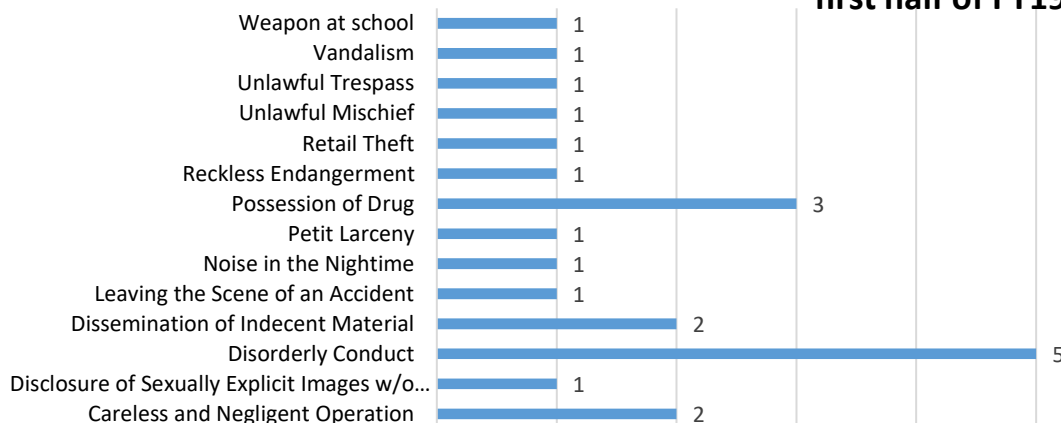
**Responsible Party Ages of
Colchester PD Direct Referrals
July - December 2018**



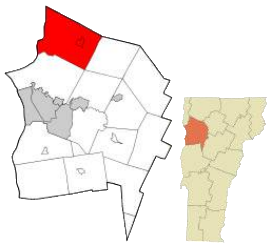
**Average Age of Referral by Colchester Police Officer
first half of FY19 (July - Dec 2018)**



**Colchester PD Direct Referrals by Crime Type
first half of FY19 (July - December 2018)**



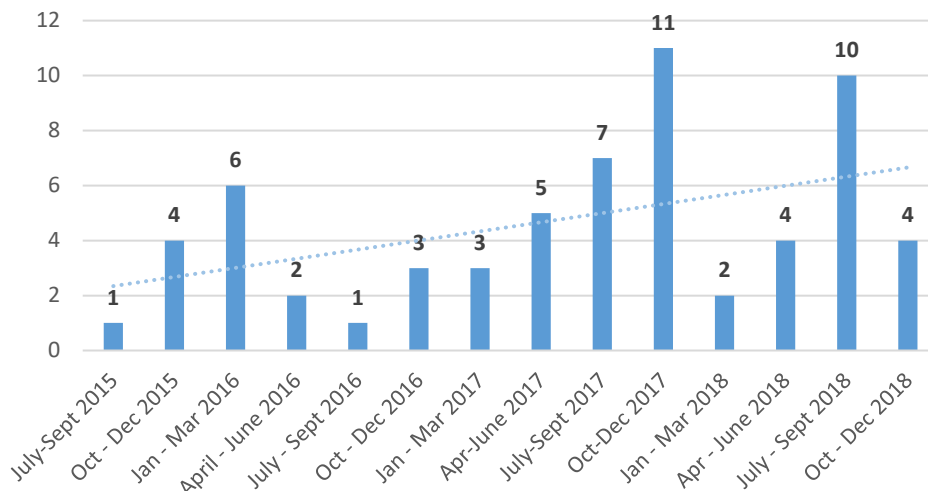
Note:
Some cases
involved more
than one crime
type.



Restorative Justice in Milton

Through a Pre-Charge program, the Milton Police Department can refer cases to Restorative Justice Panels instead of court. The panels are facilitated by trained community volunteers and serve as a proven and cost-effective means to addressing low level offenses. Through a series of conversations, the panel process holds those responsible for crime accountable for their actions and provides an important opportunity for those affected by crime to share their stories and identify needs for repair.

Milton PD Quarterly Referrals



Community Impact of FY19 Referrals (to date)

14 community members impacted by the referred crimes were contacted by CJC staff to discuss the referral and how they can be involved

9 affected parties participated in the restorative justice panels involving their situation

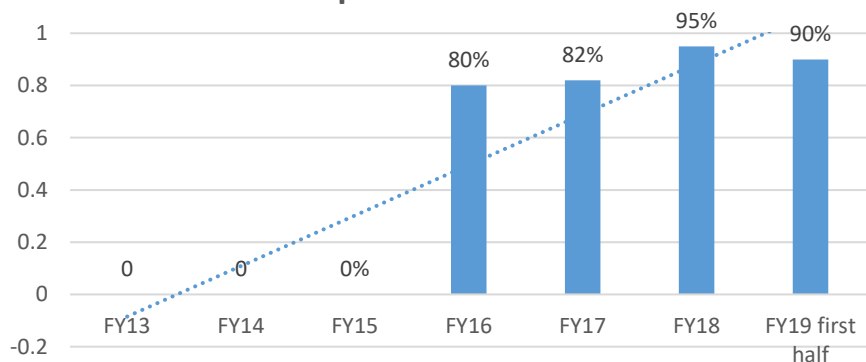
\$285 in restitution was resolved through the panel agreement process by those responsible for the crime

Milton residents provided **89 hours of service** offering the panels in the community

Quote from Affected Party:
"Great work done by all! Thank you for handling this case and impacting our community."

Quote from Parent of Responsible Party:
"Thank you for taking the time to help my daughter. The process helped her understand that her actions impact many."

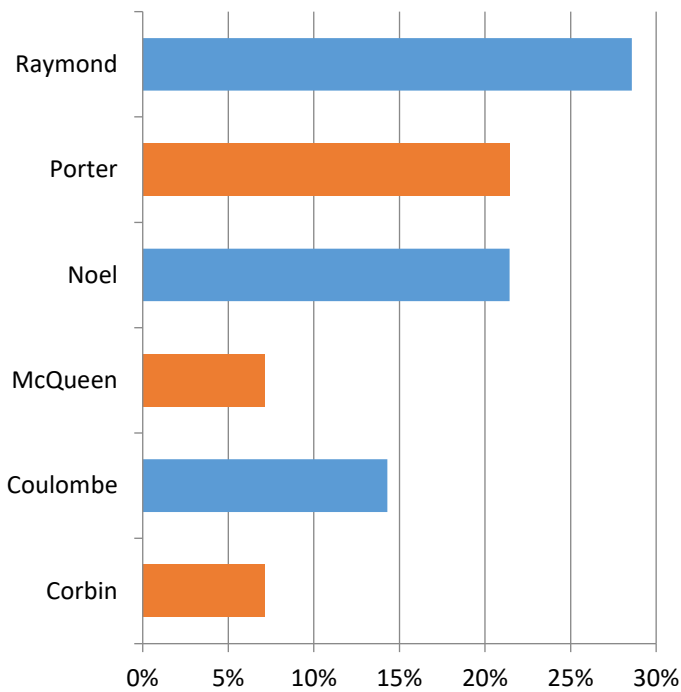
RJ Panel Successful Completion Rate for Milton Completed Direct Referrals



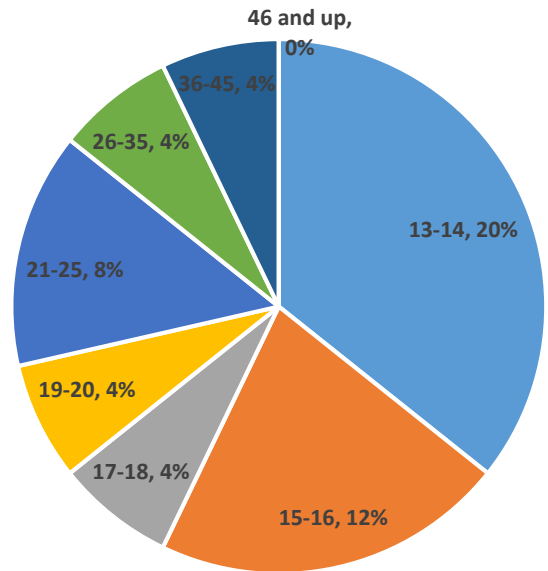
*As of July 2017, successful completion rates are determined only from those participants that entered into a restorative process and were eligible for a completion during the reporting period. This data was not tracked in previous years. In the first half of FY19, **100% of referrals entered into a restorative process**, of those 10 were eligible to complete during the reporting period and 9 were successful.



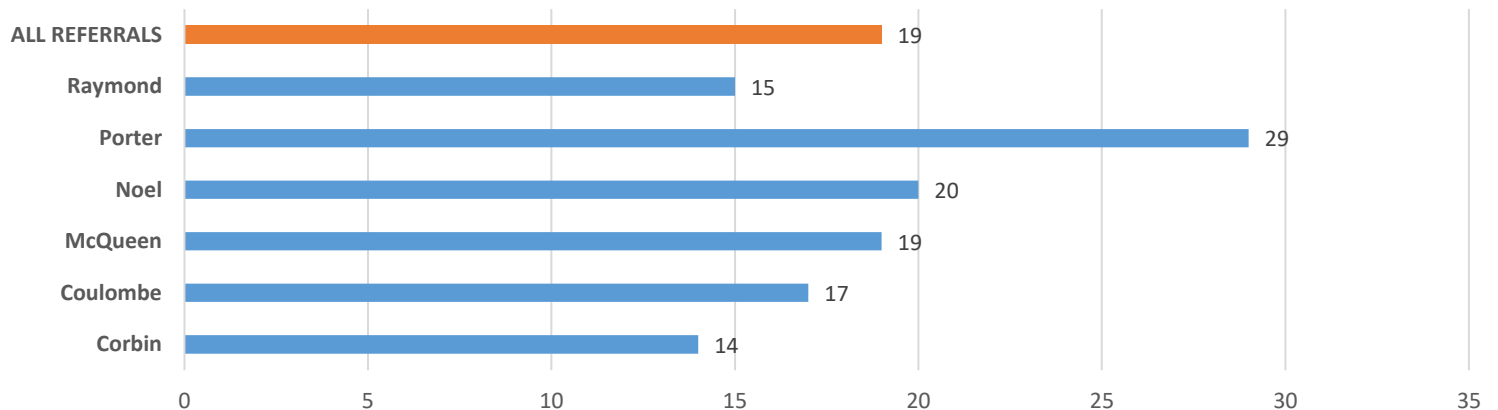
**Percentage of Milton PD Referrals
by Officer - first half of FY19**



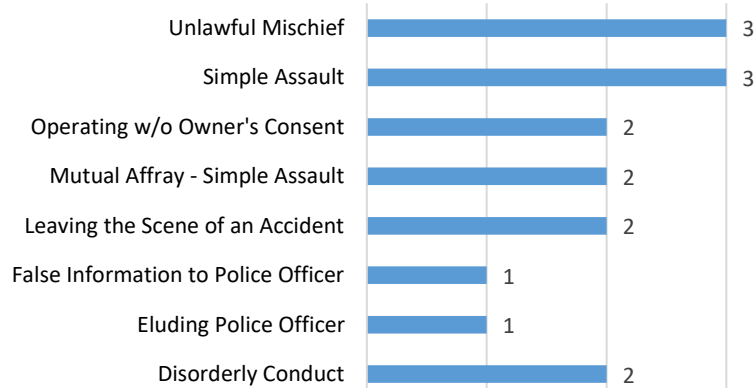
**Responsible Party Ages of
Milton PD Direct Referrals
July - December 2018**



**Average Age of Referral by Milton Police Officer
first half of FY19 (July - Dec 2018)**



**Milton PD Direct Referrals by Crime Type
first half of FY19 (July - December 2018)**



Note:
Some cases involved more than one crime type.



Center for Technology, Essex

www.ewsd.org/cte

@CTEforTech

2018-2019 Enrollment

403 students
365.36FTE

IEP 29%
504 10%

EST 8%
ELL 11%

F&RL 40% (minus EHS students)

High Schools	BFA-Fairfax (38)	CVU (43)	Mount Mansfield Union (43)
	Burlington (27)	Essex (108)	South Burlington (24)
	Colchester (27)	Milton (30)	Winooski (28)
			Adults with diploma (12)

Programs and Classes	9th and 10th Grade Introduction to Engineering (12) Introduction to Automotive (14) Pre Technical: Information Tech, Design, Engineering and Art (9) Pre Technical: Building and Automotive (16) Pre Technical: Health and Human Services (12) Pre Technical: Natural Resources (10) 11th and 12th Automotive Technology (24) Building Technology (38) Childhood Education and Human Services (23) Computer Animation and Web Design (44) Computer Systems Technology (21) Cosmetology (28) Dental Assisting (23) Design and Creative Media (25) Engineering and Architectural Design (22) Health Informatics (15) Natural Resources (26) Professional Foods (40)	Academic Classes English 11 English 12 ELL - English for Academics and Professional Purposes Pre Technical Math Algebra 1 Intro to Algebra 2 Algebra 2 Geometry Applied Science Anatomy and Physiology Computer Science Physics Fine Arts Public Issues U.S. History Driver Education
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College Dual Enrollment	VTC Intro to College English ENG1042 VTC English Comp ENG1061 VTC Pre Calculus 1 MAT1311 VTC Pre Calculus 2 MAT1312 CCV Intro to Early Childhood Education EDU1030 CCV Fostering Creative Learning EDU1250 CCV Infant and Toddler Development PSY2020 CCV Website Development CIS1350 CCV Digital Image Manipulation CIS2410 VTC Intro to Psychology PSY1010 CCV Bioethics HUM2020 CCV Medical Terminology AHS1205 VTC Human Growth and Development PSY1050	CCV Desktop Operating Systems CIS1350 CCV Concepts of PC Hardware CIS2110 CCV Cisco Networking 1 CIS1311 VTC Architectural & Building Engineering ARE1011 VTC Design Communications MEC1011 CCV Graphic Design 1 ART1111 CCV Intro to Adobe Creative Cloud ART1210 CCV Graphic Design 2 ART1112 CCV Digital Photography ART1310 NECI French Cuisine NECI Food Science
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Workforce Development SkillTech	Radiology for Dental Assistants Expanded Functions for Dental Assisting (EFDA) Licensed Nursing Assistant Training Fundamentals of Natural Gas Basic Welding Intermediate Welding	Recertification of Natural Gas Refrigeration Technology Type S Electrical Exam Prep Manufacturing Apprenticeship HVAC
---------------------------------	--	---

2017-2018 College Credits

26% of eligible students earned credits last year

2017-2018 Industry Recognized Credentials

33 offered

238/292 eligible students received at least one IRC 81.5%

School-to-Work 2017-2018

82% of CTE students were placed in a Career Work Experience

We had 35 paid CO-OP Placements

Workforce Development 2017-2018

SkillTech, our workforce development center, had 245 enrollments across 10 different evening and weekend courses. Most courses run one or two evenings per week for a total of 30-40 hours of training. All of our courses lead to professional certification.

2018-2019 Middle School Initiatives

"Math in CTE" Program – Funded with Perkins Grant to coordinate math and literacy instruction and career exploration with partner middle schools utilizing CTE facilities and cooperating program teachers in Automotive, Building Trades, Professional Foods, Engineering and Natural Resources

Albert D. Lawton M.S.	12 8 th grade students
	11 7 th grade students

Essex Middle School	9 8 th grade students
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2019-2020 New Programs Exploration and Priorities

- Advanced Manufacturing
- Cyber Security
- Satellite Pre Tech Programs at Sending High Schools
- Funding Adult Day-Time enrollments – FTE calculation
- Long-term project to replace Natural Resources and Building Trades facilities
- HVAC Daytime Program

Ideas to Improve Workforce Development

- Funding Day-Time Adults who have high school diplomas
 - Current law sets tuition at 40%
 - VSAC Funds are limited
 - Sending districts not obligated to assume FTE costs
 - Establish a fund through the DOL that pays centers 30% FTE costs per adult enrolled in a High Skill, High Wage, High Demand program
- Investigate Regional Comprehensive Technical High Schools via ACT 189
 - Currently not allowed by law
 - Better mirrors the Federal Government's model for Programs of Study
 - Excellent models in New England
 - Reduces the "stigma" of career and technical education
- Shift entitlement to career and technical education to grades 9 and 10

Village of Essex Junction 2019

Annual Meeting/Election Preparation Schedule

February 15, 2019	Last day to file petitions signed by at least 5% of the voters with the Village Clerk for Articles to be included in the Village Meeting Warning. <i>(Not less than 47 days before Annual Meeting)</i>
February 26, 2019	Trustees Meeting - Adopt Warning for Annual Village Meeting <i>(At least 30 days before Annual Meeting)</i>
February 22 nd through March 4th	Warning to be posted in two public places, plus in or near the Clerk's office, between these dates. <i>(No earlier than 40, nor later than 30 days before Annual Meeting)</i>
March 4, 2019	5:00 p.m. - deadline for nominating petitions to be filed with Village Clerk <i>(6th Monday before Election)</i> Each petition must contain 30 valid signatures.
March 22, 2019	Ballots must be ready by this date.
March 21, 2019	Publish Budget in Essex Reporter (or send in Newsletter by this date). <i>(Budget must be distributed at least 10 days before meeting).</i>
March 21, 2019	Publish Warning in Essex Reporter. <i>(Warning must be published at least 5 days before meeting).</i>
April 3, 2019	Annual Meeting - 7:00 p.m. (Essex High School) <i>Note – Community Supper to precede Meeting</i>
April 9, 2019	Annual Election - Polls open 7:00 a.m. to 7:00 p.m. (Essex High School) Note: The vote will be with the school election.

2018 in Review

TO: Selectboard and Board of Trustee Members:

There is no easy or best way to encapsulate an entire year of activity, but here is a try:

2018 – basically March 1 through December 31 – was a year of transition.

The Organization:

For me, I started the process of learning two new organizations and two communities. I met ten new municipal elected officials, including Sue Cook, dozens of local business owners, state Reps and Senators, 5 or 6 local managers and about 130 full- and part-time employees.

I inherited a new Police Chief, a retiring Asst. Manager/Finance Director (Lauren), a retiring Administrative Asst. (Patty), and a retiring Assessor (Randy), plus a Human Resources Coordinator who, if not promoted to full time Human Resources Director (Travis), would be out of a job. This amongst all the other employees who then retired, left for other employment, or changed positions led to a year of personnel changes. Recruitment and hiring took up an extraordinary amount of time but we, the management staff, firmly believe that the people we have brought into our organization will make us better suited for the future. This is no knock on those who left, rather it just means that our new people bring their own skill sets and their own fresh perspectives. In all, we either promoted or hired more than 22 positions.

The Management Staff:

Greg Duggan, Travis Sabatano and Sarah Macy have taken on new roles. Greg and Sarah have been given supervisory roles in addition to their other duties. Travis was promoted to Human Resources Director. Travis assumed a larger role as we brought him into both alignment work and made him a Management team member. We then brought in Tammy Getchell as Patty's replacement. We upgraded Patty's former title to Assistant to the Manager and gave this position more responsibilities, including Village Board and Selectboard packet assembly and responsibility for communications. She only started three months ago but already she has fit right in and provided great insights on procedures and brought a positive, collaborative energy to 2 Lincoln St. Then, there was also the need to replace the Village attorney as David Barra became a judge.

Department Heads:

Then there are the 18 department heads. I needed to meet each one, find out about their departments and figure out their goals and objectives and add my thoughts to them. Each, as an individual, is very capable, smart and innovative, but they were not integrated into one system. They are supportive of each other but did not have much coordinated communication or project coordination. We have started to address this with joint department head meetings, an emphasis on communication, and by design working together on projects.

On a sad note, Essex Free Library Director Ann Paietta left us way too soon.

Alignment:

Early on I realized that while the Board of Trustees and Selectboard would be working on consolidation/merger/governance, the staff needed to focus on alignment. By alignment I mean policies, procedures, budget documents, pay, and culture to make the simultaneous management of two separate organizations manageable. To that end, I assembled a small group of employees known as the Alignment Group to focus on the tasks at hand. I cannot thank them enough because they understood more about "us" than I did and their suggestions to work on culture and getting to know one another first was just so spot on. They recommended an employee survey, an in-service day to see where people work and get to know what they do, and the creation of an employee newsletter that would also serve as a way for us to keep them updated on not only alignment but also other employee news. They have provided us with a short list of priorities that can be worked on and then expanded upon and through their wisdom and effort I believe we are headed in a positive direction.

Policies, Procedures and Contracts:

This year we have done a lot in the area of policies and procedures, whether they be human resources, payroll, or purchasing. We have tried to take our policies and see if we can align them and/or combine them so that we only have to administer one policy versus two or more. Some notable aligned policies are: Fire department pay, joint purchasing policy, hiring procedures, use of ClickTime, Debt/Funds policy, budget and document.

We have unified the organizations' copier contract, saving nearly \$9,000 annually. We have signed a solar agreement saving the Village and Town nearly \$8,000 annually. And, we are currently discussing ways to align the vacation accrual provisions in our contracts and employee manuals.

Governance:

The Board of Trustees and the Selectboard chose to tackle governance first. Staff jumped in to support your efforts with the subcommittee and joint board meetings. We help put the

agendas and the packets together, send out materials, do research, hire an attorney, and answer questions. These are added meetings to our already full schedule.

Budget:

In a year of firsts, I was proud to work with so many fine people on the creation of two budgets. Before starting on this year's budget process, I asked the Boards to provide their goals. At the time of this writing, 12 of 14 Selectboard goals were either met in full or in part and our main focus of adding police officers has netted two additional officers over FY2019. In the Village 7 of 9 goals were either met in full or in part. A priority was an increase in capital fund transfer from a previous level of 7.5% to now 15%.

Town

I am proud that we have found a creative way to add police officers (a top priority), align the pay of the Town Paid on Call Firefighters with that of the Village (priority), and align the highway budgets, the first step in aligning the budget documents and account numbers. At the time of the writing of this document the proposed Town increase would be roughly 3%.

Village

For the Village budget we added the second half of firefighter pay, addressed some needs in the Recreation department, added a part-time staff person to the Senior center and doubled the transfer for the capital program from 7.5% to 15%. At the time of the writing of this document the proposed Village increase would be roughly 4%.

Other Activities

I have started to meet with my counterparts: Williston, Colchester, South Burlington and Winooski. We have so many interrelated issues such as the Howard Center, CJC, stormwater, regional planning, and state legislation that these communications are vital.

I have had meetings with the School District to find commonalities and ways to work together. We have started talks on how to fund the next two School Resource officers and collaborated on school busing issues.

In anticipation of a merger vote in 2020, I expect our staffs to continue to align policies and procedures and budget documents. We also need to work on tax equity and how that effects our budgets.

We will adjust to Lauren, Randy, and Patty's retirements, and Ann's untimely death and will help Karen Lemnah, Sarah Macy, and Tammy Getchell adjust in their new roles as Assessor, Director of Finance/Asst. Manager, and Assistant to the Manager.

In January/February we will see the selection of a new Essex Free Library Director; Caitlin Corless is currently serving as the Acting Interim Director and the selection of a new Program Director of Senior Services.

Town and Village Annual Meetings are approaching, including all the work proceeding these two days.

I thank you all for your patience, guidance, and most of all your support. I look forward to our continued discussions and deliberations on current and future issues and I am excited for the new year.

Memorandum

To: Board of Trustees; Selectboard;

From: Evan Teich, Unified Manager; Greg Duggan, Deputy Town Manager

Re: Possible 2019 goals for Unified Manager

Date: January 17, 2019

Issue

The issue is providing the Selectboard and Trustees with possible goals for the Unified Manager in 2019, in preparation for a broader discussion at the joint board meeting on February 6.

Discussion

Each year, as part of the Unified Manager's contract, the Selectboard, Trustees, and Manager must determine Specific, Measurable, Achievable, Relevant, and Time Constrained (SMART) goals by which to evaluate the manager.

To begin the discussion, the Unified Manager proposes the following goals for consideration:

1. Departmental/organizational strategic plan
2. Complete the Building Needs Analysis and present findings
3. Align the following policies/procedures:
 - a. Hiring/onboarding
 - b. Establish building maintenance schedules and consolidated contracts
 - c. Complete IT infrastructure
4. Align Village and Town Public Works pay
5. Negotiate the Police Department union contract

Cost

Depending on progress made toward completion of the SMART goals, the Manager is eligible for a bonus of up to \$3,000

Recommendation

This memo is for informational purposes.



MEMORANDUM

TO: Village Trustees
FROM: Evan Teich, Unified Manager
DATE: January 18, 2019
SUBJECT: Trustees Meeting Schedule

TRUSTEES MEETING SCHEDULE/EVENTS

February 6 7:00 PM	Joint Meeting at Lincoln Hall
February 12 6:30 PM	Regular Meeting <ul style="list-style-type: none">• Public Hearing on FYE 20 budgets and capital programs• Adopt budgets and capital programs
February 26 6:30 PM	Regular Meeting <ul style="list-style-type: none">• Adopt Warning for Annual Meeting
March 12 6:30 PM	Regular Meeting
March 26 6:30 PM	Regular Meeting
April 3 7:00 PM	Annual Meeting at Essex Community Educational Center
April 9 6:30 PM	Regular Meeting
April 10 7:00 PM	Joint Meeting at 81 Main
April 23 6:30 PM	Regular Meeting
May 14 6:30 PM	Regular Meeting
May 28 6:30 PM	Regular Meeting
June 5 7:00 PM	Joint Meeting at Lincoln Hall
June 11 6:30 PM	Regular Meeting

Brownell Library Trustees Meeting Minutes December 18, 2018

Brownell Trustees in attendance: Ann Wadsworth, Linda Costello, Dottie Bergendahl, Sheila Porter, Christine Packard, Carrie Eagan, Spencer Messier, Jeanne Grant, Helen Donahey

Brownell Staff in Attendance: Wendy Hysko, Erna Deutsch

Other Attendees:

Meeting called to order at/by: 7:02 by Christine

1. Agenda Changes/Deletions

No changes/deletions to Agenda.

2. Minutes of Tuesday November 20, 2018

Dottie moved minutes be accepted as written. Jeanne seconded. Motion carried unanimously. Minutes accepted as written

3. Financial Report

There are more than \$2800 in Trustee Funds. Expenses for Train Hop increased because Hannaford will no longer supply sweet treats. Erna suggested trying other stores next year. Discussion of Train Hop ensued. Christine noted that cheese was very popular.

Trustees discussed the budget. We are on target for this point in the FY. Trustees acknowledged Financial Report.

4. Announcements

Dottie recommended a book, *The Library Book* by Susan Orlean. She described the contents and framed its relevance to the Brownell.

Helen mentioned that in the past the Brownell Library had partnered with St. James Church for Essex Eats out. She described Essex Eats out and how the program works. Christine explained the history of the Brownell partnership with St. James Church on Essex Eats out. Helen requested that we place on the agenda for next month's meeting a discussion of how the Brownell might partner again in the future. She offered to prepare a document providing an overview of the needs of the church to present at the next Trustees' meeting.

Director Hysko identified several retirements among Town and Village employees and noted when there would be a retirement party on December 28, 2018 from 4pm-6pm at McGillicuddy's.

Ann brought up the idea of a VT libraries passport program. Wendy mentioned that Vermont Library Association has run one in the past and that it would resume this coming summer.

Mrs. Costello discussed the proposal to offer Champ license plates to raise money for Lake clean up. Mrs. Costello encouraged Trustees to support the idea.

5. Reports

Library Director and Staff Report (enc)

Trustees discussed the issue of the proposed Town/Village unified dress code.

Dottie discussed the new copy machines and printers. Director Hysko noted that the staff has not yet been trained on how the new equipment works. Director Hysko has spoken with the Unified Manager, and staff will receive the necessary training.

6. Committee Reports

There are no committees.

7. Foundation Report

Dottie provided the Foundation report. The Foundation distributed books to the Senior Luncheon.

8. Old Business

Trustee portrait display

Trustee group portrait will be taken at some point in the New Year.

Budget work group

Dottie presented the new budget format. She noted that the change in format has resulted in some confusion, but they have clarified it. Several changes might have an impact on library operations, in particular building maintenance. Director Hysko supplied the Trustees with the budget documents.

Proposed budget represents a 3.99% increase over last year.

Library budget meeting will be held December 19, 2018 at 1:00pm.

Strategic plan process

Strategic planning process will begin in January. We will need to form a committee or working group consisting of Trustees and community members.

Security camera policy update

Director Hysko has contacted the Unified Manager regarding development of a policy for cameras positioned on the exterior of the building that focus on municipal property.

Supporting Essex Free

Trustees discussed feedback received from the VT Department of Libraries regarding potential funding impacts resulting from possible new configurations of the libraries in Essex town and Essex Junction. Additional discussion ensued regarding circumstances at the Essex Free and support Brownell can provide.

Train Hop

Train Hop was successful.

9. New Business

No new business.

10. Adjournment

Sheila moved to adjourn the meeting. Mrs. Costello seconded. Meeting adjourned at 8:01pm

Notes on agenda items, voting outcomes.

Minutes submitted by: Andy Kolovos

Note on Vermont Open Meeting Law - minutes must be taken at every public meeting and must include at least the members present, active participants, motions made, and votes taken. And posted on website and be available by request within 5 days of meeting.

****Minutes should be provided to Library Staff for posting by Friday afternoon of the meeting week to adhere to Vermont Open Meeting law. ****

VILLAGE OF ESSEX JUNCTION
TREE ADVISORY COMMITTEEMEETING
TUESDAY, DECEMBER 18, 2018 AT 5:30 PM
LINCOLN HALL

AGENDA

- i. Welcome;
- ii. Minutes Review;
- iii. EAB Plan Update;
- iv. 2019 Tree Planting Opportunities;
- v. Tree Maintenance;
- vi. Budget Update;
- vii. Branch Out Burlington Nursery Update;
- viii. Public Input

**VILLAGE OF ESSEX JUNCTION
TREE ADVISORY COMMITTEE
MINUTES OF MEETING
DECEMBER 18, 2018**

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

ADMINISTRATION PRESENT: Darby Mayville

1. Call to Order

Nick called the meeting to order at 5:45 PM.

2. Minutes Approval

MOTION BY MARY JO, SECOND BY WARREN TO ACCEPT OCTOBER MEETING MINUTES. ALL IN FAVOR, MINUTES ACCEPTED.

3. EAB Plan

Nick and Rich met with the Essex Conservation & Trails Committee to discuss the EAB planning process, and ensure that both communities are doing similar things to mitigate this problem. Darby said that Village and Town staff met separately to discuss EAB planning and funding process as well.

Nick noted that the Vermont Community & Urban Forestry Program is interested in using Essex Junction's EAB plan as a template for other towns.

4. 2019 Planting Planning

The committee used Google Maps to get a sense of where planting in the Village should occur. Some ideas include: Central Street, Brickyard Road, Maple Street, Old Colchester Road, and West Street.

Nick noted that it would be helpful to write an article for the Essex Reporter on previous plantings to inspire new homeowners to include street trees on their property.

5. Pruning

Warren noted that there are some oak trees in Indian Acres in need of pruning, as well as some trees that have been damaged by storms.

6. Budget Update

Mary Jo gave an update on the budget. She said that finance staff is unable to separate the streetscape budget from the Public Works removal budget. Darby will be looking into an invoice that appears to have been paid late.

7. ADJOURNMENT

Motion by Warren, second by Mary Jo to adjourn meeting at 6:55 PM. All in favor.

Respectfully submitted,

Darby Mayville