

VILLAGE OF ESSEX JUNCTION
TRUSTEES
REGULAR MEETING AGENDA

Online
Essex Junction, VT 05452
Tuesday, June 9, 2020
6:30 PM

E-mail: manager@essexjunction.org

www.essexjunction.org

Phone: (802) 878-6951

Due to the Covid-19 pandemic, this meeting will be held remotely. Available options to watch or join the meeting:

- The meeting will be live-streamed on Town Meeting TV.
Join Microsoft Teams Meeting. Depending on your browser, you may need to call in for audio (below).
Join via conference call (audio only): (802) 377-3784 | Conference ID: 357 235 525#
For the purpose of recording minutes, you will be asked to provide your first and last name.
When listening to the meeting, please keep your phone or computer on "mute" as to prevent interruptions during the meeting. For agenda items when it is appropriate for the public to speak, please unmute your phone or computer and introduce yourself before requesting the floor from the Chair/President.

- CALL TO ORDER [6:30 PM]
AGENDA ADDITIONS/CHANGES
APPROVE AGENDA
PUBLIC TO BE HEARD
a. Comments from Public on Items Not on Agenda
BUSINESS ITEMS
a. Annual review of Ethics Policy—Evan Teich
b. (Re)Appointment of volunteers to boards and committees
c. Approve preferred alternative for Densmore Drive culvert replacement
d. Adjustment to Water Fund Revenue Budget—Sarah Macy
e. Presentation of Fiscal Year 2021 Proposed Utility Rates and consideration of budget adjustments; Warn Public Hearing— Sarah Macy
f. *Authorize manager to sign settlement agreement with Fairpoint Communications
g. Continued discussion on support for local businesses due to COVID-19
CONSENT ITEMS
a. Approve minutes: May 26, 2020
b. Check Warrant #17201—05/29/2020; #17202—06/05/2020
READING FILE
a. Board Member Comments
b. Resignation from Capital Committee from Kevin Collins
EXECUTIVE SESSION
a. *An executive session is expected to discuss pending civil litigation to which the public body is a party
ADJOURN


This agenda is available in alternative formats upon request. Meetings of the Trustees, like all programs and activities of the Village of Essex Junction, are accessible to people with disabilities. For information on accessibility or this agenda, call the Unified Manager's office at 878-6951.

Certification: 06/05/2020
Date Posted

Initials (handwritten signature)



MEMORANDUM

TO: Village Trustees
FROM: Evan Teich, Unified Manager 
DATE: June 5, 2020
SUBJECT: Annual Review of Ethics Policy

Issue

The issue is whether or not the Trustees review and acknowledge the Village of Essex Junction Ethics Policy and General Rules and Personnel Regulations as they pertain to public officials.

Discussion

The attached documents state that the Trustees shall annually review the Ethics Policy and each Trustee shall sign a form acknowledging that they have received and understand the Ethics Policy.


Cost

There is no cost associated with this issue.

Recommendation

It is recommended that the Trustees review Article 1 of the General Rules and Personnel Regulations and the Ethics Policy and sign the attached acknowledgement forms.

Memorandum

To: Village Trustees
From: Tammy Getchell, Assistant to the Manager 
Re: Appointment of volunteers to boards and committees
Date: June 9, 2020

Issue

The issue is whether to appoint or reappoint volunteers to seats expiring June 30, 2020.

Discussion

For reference, the following are seats that require appointments to begin July 1, 2020:

Committee	Openings	Term(s) ending	Status
Village Tree Advisory	1	June 30, 2023	Reappointment requested for Nick Meyer
Town Meeting TV Representative	1	June 30, 2023	Reappointment requested for RaMona Sheppard
Village Planning Commission	3	June 30, 2023	Reappointments requested for John Alden, Andrew Boutin, and Patrick Scheld
CCRPC PAC	1 seat 1 alt.	June 30, 2022	Reappointments requested for Robin Pierce and John Alden as alternate
Village Zoning Board of Adjustment	1	June 30, 2023	Reappointment requested for Aaron Martin

Cost

None.

Recommendation

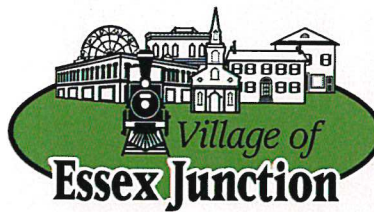
The Village Tree Advisory Committee has recommended reappointment of Nick Meyer to a three-year term to begin July 1, 2020.

The Unified Manager has recommended reappointment of RaMona Sheppard to a three-year term as Town Meeting TV Representative to begin July 1, 2020.

The Village Planning Commission has recommended reappointments of John Alden, Andrew Boutin, and Patrick Scheld to three-year terms to begin July 1, 2020.

The Unified Manager has recommended reappointment of Robin Pierce as the Chittenden County Regional Planning Commission Planning Advisory Committee Representative and John Alden as Alternate for two-year terms to begin July 1, 2020.

The Village Zoning Board of Adjustment has recommended reappointment of Aaron Martin to a three-year term to begin July 1, 2020.



MEMORANDUM

TO: Essex Junction Trustees and Evan Teich Unified Municipal Manager
FROM: James Jutras, Water Quality Superintendent
cc: Sarah Macy, Asst. Manager, Finance Director
Gregory Duggan, Deputy Manager
Jon Olin, HTA
DATE: June 2, 2020
SUBJECT: Densmore Drive Culvert Replacement update

Issue: The westerly Densmore Drive culvert was damaged in the Halloween 2019 storm. FEMA delays due to Covid 19, existing utility location and precast concrete availability has led to construction schedule challenges.

Discussion: This is a FEMA eligible reimbursement project. Official work and total reimbursement determinations will not be made until a FEMA site inspector visits the site. This site visit is a critical path step of the project and it is on hold until further notice. FEMA is currently restricted from travel due to Covid 19. FEMA will not answer specific questions on costs and eligibility until that site visit occurs. However, we have been instructed to proceed with our current design activity by our FEMA project manager.

Materials of construction were presented by the project engineer Hoyle Tanner & Associates (HTA) for our consideration. The Village preference is to install a precast concrete box culvert for its strength, longevity and reliability. Precast concrete shops are booked for the 2020 construction season. Without a FEMA site visit nor a final design, making a 2020 project completion schedule with precast concrete is not possible.

Preliminary design work identified complex sanitary sewer, natural gas, power line and other utility relocation challenges that may add to the design schedule. This may also impact the placement and design of the precast concrete structure components. Power, natural gas, water and any other utility relocation is planned to be completed by the end of the 2020 construction season.

A proposed schedule change to include winter shutdown to accommodate construction of a precast concrete culvert would require additional engineering. This proposed engineering services change is to add winter stabilization and a winter shut down to the project design and specification. Pedestrian traffic may require a detour and will be considered as part of this design change.

If the requested project schedule extension is supported by the Trustees, we recommend a public meeting to include Village Staff, HTA and the property owners on Densmore Drive to ensure effective communication of the project schedule change and to address any questions that property owners may have.

Costs: Additional engineering costs are estimated at \$3,822 and are likely FEMA eligible. Project costs are still under development and will not be estimated until FEMA conducts the required site visit.

Recommendation: It is recommended that Trustees support the use of precast concrete as the culvert material of choice. The Board further supports the extension of the construction project time line through the winter of 2020 – 2021 with completion of the project in the 2021 construction season. The Trustees also approve the Engineering Services contract change with Hoyle Tanner & associates in the amount of \$3,822.

May 28, 2020

James L. Jutras
Water Quality Superintendent
Village of Essex Junction
2 Lincoln St
Essex Junction, VT 05452
Phone: (802) 878-6943 x101
Email: jim@essexjunction.org



125 College Street, 4th Floor
Burlington, Vermont 05401
802-860-1331
802-860-6499 fax
www.hoyletanner.com

**RE: Contract Amendment
Densmore Drive Culvert Replacement – Design Services
Hoyle, Tanner Project No. 927901**

Dear Jim:

In accordance with our conference call, we are submitting this Amendment to provide additional design services for a phased approach to the construction of the Densmore Drive Culvert Replacement project. Due to the lead time and availability of the proposed structure materials, it has been determined that the replacement of the structure shall be bid for replacement construction in the spring/summer of 2021 with a winterization of the existing crossing for this November/ December 2020. The existing partially-collapsed culvert is at risk of blockage and ice jamming, which could cause winter flooding, and further site and adjacent property damage before the installation of the permanent structure in the spring. The winterization is anticipated to generally include: removing pavement and soil material above the culvert, cut and remove the top half of the existing culvert metal pipes, slope and armor embankments from the culvert pipes to grade. It is anticipated that the bottom halves of the pipes are to remain in place to maintain stream flow through the pipes during winterization construction and prevent erosion of the existing materials under the existing pipes.

The additional design services shall include:

- W-1 Development of Plans and Estimate for the Winterization Phase. It is anticipated that this will consist of 1 plan sheet and standard VTrans specifications. Itemized quantities will follow VTrans typical pay items but will be separated on the bid form to from the Spring 2021 permanent work.
- W-2 Additional permitting coordination and project description for the phased stream and wetland impacts. It is assumed this phased construction will be incorporated into the permits being developed for the permanent structure replacement.

This amendment also extends the completion date for our design and bid phase services to November 15, 2020. We anticipate bids being received before this date in order to complete the winterization work, but have extended to completion date beyond for contractual purposes.

Enclosed you will find our standard Contract Amendment Form which summarizes the additional services. Please sign and date this form where indicated and return it to us. You should make a copy of the signed form for your records.

Please do not hesitate to call us if you have any questions or comments on this amendment.

Very truly yours,

HOYLE, TANNER & ASSOCIATES, INC.

A handwritten signature in black ink, appearing to read 'JAO', with a stylized flourish at the end.

Jon A. Olin, P.E.
Project Manager
Vice President

CONTRACT AMENDMENT FORM

HOYLE, TANNER PROJECT NO. 927901 AMENDMENT NO. 1
PROJECT: Densmore Drive Culvert Replacement DATE: May 28, 2020
CLIENT: Village of Essex Junction

CHANGE IN CONTRACT SCOPE

Hoyle, Tanner will amend its scope of services for the above described project:

<u>CHANGE IN SCOPE OF SERVICES</u>	<u>FEE ADJUSTMENT</u>
1. Additional Design Services for a Winterization Phase	\$3,822.00
TOTAL FEE ADJUSTMENT, THIS AMENDMENT	\$3,822.00
TOTAL PREVIOUS FEE AMENDMENTS	\$0.00
ORIGINAL CONTRACT FEE AMOUNT	\$136,342.00
NEW TOTAL CONTRACT FEE AMOUNT	\$140,164.00

CHANGE IN CONTRACT TIME

Original or latest contract completion date: August 5, 2020
New contract completion date: November 15, 2020

AUTHORIZATION

Original contract dated February 27, 2020 is hereby amended as indicated on this form.

- Verbal authorization given on _____ by _____. No signature authorization required by the client.
- Client to authorize amendment by signing form below.

For the VILLAGE OF ESSEX JUNCTION

For HOYLE, TANNER & ASSOCIATES, INC.

Please amend the contract and proceed with the project as indicated above.



(Signature)

(Signature)

(Printed Name and Title)

Jon A. Olin, Vice President
(Printed Name and Title)

(Date)

May 28, 2020
(Date)

BILLING RATE ESTIMATE

CLIENT : Village of Essex Junction
 PROJECT: Densmore Drive Culvert Replacement
 PROJECT #: TBD
 DATE: 5/27/2020

Densmore Drive Culvert Replacement

Calc. By: Olin
 Check By:

TASK DESCRIPTIONS	MANHOURS BY BILLING RATE CLASSIFICATION (\$/Hour)										TOTAL HOURS	TOTAL BILLING RATE COSTS
	SENIOR PROJECT MANAGER	PROJECT MANAGER II	ENGINEER II	ENGINEER I	SENIOR ENGINEER II	ENGINEER I	ENVIRONMENTAL COORDINATOR III	CADD TECHNICIAN III	SENIOR ENGINEER III	PROJECT ASSISTANT I		
	\$195.00 James	\$170.00 Olin	\$109.00 Hampe	\$92.00 Welch	\$137.00 Beaulac	\$92.00 Centerbar	\$142.00 Peace	\$113.00 Dustin	\$150.00 Reilly	\$80.00 Bishop		
WINTER SITE PREPARATION DESIGN PHASE											0	\$0.00
W-1 Plans and Estimate											0	\$0.00
Culvert Removal & EPSC Plan & Specs		1				4		12			17	\$1,894.00
Quantities / Cost Estimate		1				4					5	\$538.00
QA/QC		2									2	\$340.00
W-2 Permitting (Phased Work)											0	\$0.00
Pre-App Coordination with Regulatory Officials		1					2				3	\$454.00
ANR Stream Alterations Permit							1				1	\$142.00
USACE General Permit		0.5					1				1.5	\$227.00
VT DEC Wetlands Permit		0.5					1				1.5	\$227.00
											0	\$0.00
											0	\$0.00
											0	\$0.00
TOTAL MANHOURS	0	6	0	0	0	8	5	12	0	0	31	
TOTAL BILLING RATE COSTS	\$0.00	\$1,020.00	\$0.00	\$0.00	\$0.00	\$736.00	\$710.00	\$1,356.00	\$0.00	\$0.00		\$3,822.00

REIMBURSABLE EXPENSES:

TRAVEL- MILEAGE, ETC.	\$0
POSTAGE & COMMUNICATION	\$0
PRINTING	\$0
LODGING AND MEALS	\$0
TESTING EQUIPMENT RENTAL	\$0
Other	\$0
SUBTOTAL:	<u>\$0</u>

TOTAL BILLING RATE COSTS

\$3,822

SUBCONSULTANTS:

Hartgen Archeological
 VSE Survey
 Northwoods Environmental
 Mike's Boring & Coring

SUBTOTAL:	<u>\$0</u>
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SUBCONSULTANTS:

includes admin. Fee of 5%

\$0

SUBTOTAL BILLING RATE COSTS, SUBCONSULTANTS:

\$3,822

REIMBURSABLE EXPENSES:

includes admin. fee of 0%

\$0

TOTAL:

\$3,822

Hoyle, Tanner & Associates, Inc.

125 College St Burlington, VT 05401

MEMORANDUM

TO: Village Trustees and Evan Teich, Unified Manager
FROM: Sarah Macy, Finance Director/Assistant Manager
DATE: June 5, 2020
SUBJECT: Adjustment to Water Fund Revenue Budget



Issue

The issue is whether the Trustees will amend the water fund revenue budget after the large user water reconciliation.

Discussion

During the budget process, the budgeted revenue for Water Sales – Large Users was based on an estimate. The initial number was \$95,000. After the reconciliation of actual usage and unaccounted for water, that amount was increased to \$105,837. The offset to this reduction was a decrease in the budgeted revenue for Sale of Water – Residential, which has impacted the residential rates and has been reflected in the FY21 Utility Rate Setting.

Because the Enterprise Fund budgets are set prior to the final water use reconciliation, it is requested that the Trustees amend the Water Fund Revenue Budget to reflect these updated figures.

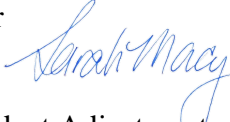
Cost

No cost.

Recommendation

It is recommended that the Trustees amend the FY21 Water Fund Revenue Budget to increase revenues from Water Sales – Large Users from \$95,000 to \$105,837 and decrease revenues from Sale of Water – Residential \$1,171,588 to \$1,135,751.

MEMORANDUM

TO: Village Trustees and Evan Teich, Unified Manager
FROM: Sarah Macy, Finance Director/Assistant Manager 
DATE: June 5, 2020
SUBJECT: FY21 Proposed Utility Rates, Consideration of Budget Adjustments, Warn Public Hearing

Issue

The issue is to present the FY21 Proposed Utility Rates based on the approved budgets, provide an opportunity to consider potential budget adjustments, and warn a public hearing.

Discussion

Earlier this year, the Trustees approved FY21 Water, Wastewater and Sanitation Fund budgets which can be found in **Attachment A – FY21 Approved Water, Wastewater and Sanitation Fund Budgets.**

As approved, these budgets would produce an overall rate increase of 6.91% or \$35.18 per year for the average residential user. The details of these rate calculations can be found in **Attachment B – FY21 Utility Rate Calculations Using Approved Budgets** and summarized here.

Utility Charges Comparison			Utility Charges Comparison		
Residential Property using 120 gallons/Day			Rates		
	FY20	FY21		FY20	FY21
Water			Water		
Fixed Charge, annual	\$ 107.44	\$ 114.39	Fixed Charge, annual	107.44	114.39
Usage (120 Gal/day, 5840 c.f./yr)	\$ 109.79	\$ 115.63	\$ Change		\$ 6.95
Total	\$ 217.23	\$ 230.02	% Change		6.47%
\$ Change		\$ 12.79	Usage, per Cubic Foot	0.0188	0.0198
% Change		5.89%	\$ Change		\$ 0.0010
			% Change		5.32%
WWTF			WWTF		
Fixed Charge, annual	\$ 103.28	\$ 113.95	Fixed Charge, annual	103.28	113.95
Usage (120 Gal/day, 5840 c.f./yr)	\$ 57.23	\$ 62.49	\$ Change		\$ 10.67
Total	\$ 160.51	\$ 176.44	% Change		10.33%
\$ Change		\$ 15.93	Usage, per Cubic Foot	0.0098	0.0107
% Change		9.92%	\$ Change		\$ 0.0009
			% Change		9.18%
Sanitation			Sanitation		
Fixed Charge, annual	\$ 97.92	\$ 102.63	Fixed Charge, annual	97.92	102.63
Usage (120 Gal/day, 5840 c.f./yr)	\$ 33.29	\$ 35.04	\$ Change		\$ 4.71
Total	\$ 131.21	\$ 137.67	% Change		4.81%
\$ Change		\$ 6.46	Usage, per Cubic Foot	0.0057	0.006
% Change		4.93%	\$ Change		\$ 0.0003
			% Change		5.26%
Total All Utility Rates, annual					
	\$ 508.95	\$ 544.13			
\$ Change		\$ 35.18			
% Change		6.91%			

While reviewing these budgets in anticipation for this discussion, I considered areas of potential reduction that would impact the rate and found few. The operations in the enterprise funds are largely driven by costs out of our control – the price of water, the cost of chemicals, regulatory requirements, contracts, debt, and planned capital. If the Trustees wish to discuss potential budget changes I've compiled the following information to consider.

Water Fund: After removing the pass through water costs for Global Foundries, the Village portion of the budget is increasing \$79,071. Of this, \$50,000 is a planning capital increase; \$12,858 is for personnel; \$13,000 is related to contractual costs (price of water, administrative fees); which leaves about \$3,213 in computer, telephone, and postage increases. Without reducing service levels, the only place we could adjust is the capital contribution and I would recommend this be a onetime option only with a return to the planned increases next year. If we were to reduce the planned increase in the capital contribution by \$25,000 it would make a difference of \$4.80 or 0.94% in the rate.

Wastewater Fund: This budget is vetted and approved by the TriTown committee before being approved by the Trustees. Any change to this budget should be communicated to that committee and would have an impact on rates in all three communities. I do not recommend we change this budget.

Sanitation Fund: The increase in this budget includes an additional \$7,750 to be raised in the rates for debt service costs and \$25,394 in increased operating expenses. Of this, \$14,107 is personnel; and \$6,000 is contractual. There is \$3,350 budgeted in Computer Expenses that I don't think we will get to in FY21 which could be removed but this will only make a difference of \$0.51 or 0.10% in the rate.

Additionally, **Attachment C**, shows the calculations for the Large User Water Rate and the Wholesale Wastewater Rate. The Large User Water Rate is increasing from \$0.075 to \$0.085 per 1,000 gallons and the Wholesale Wastewater Rate is increasing from \$3.154 to \$3.205 per 1,000 gallons treated.

Cost

- The large user rate is increasing by \$0.010/1,000 gallons
- The Wastewater Treatment wholesale rate is increasing 1.62% to \$3.205
- *With Currently Approved Budgets:* The cost to the Village resident using 120 gallons per day will increase by 6.91% or \$35.18 per year.

Recommendation

It is recommended that the Trustees decide whether or not to adjust the FY21 Water or Sanitation budgets; if so it is recommended the Trustees approve the adjusted budgets.

It is recommended that the Trustees warn the first of two public hearings on the proposed FY21 Utility Rates for Tuesday June 23, 2020 or sooner.

**Attachment A – FY21 Approved Water,
Wastewater and Sanitation Fund Budgets**

Adjustment to Large User Revenue budget and Residential Revenue Budget after the annual water usage reconciliation

	A	B	F	H	I	J				
1	Water Fund FY21 Budget Summary									
2										
3	Account Number	Account Name	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY21 Budget Proposal	Dollar Change from Prior Year	Percent Change from Prior Year
4		REVENUES								
5	254-34801.000	Sale of Water - Residential	901,046	934,325	992,409	1,022,387	1,086,788	1,135,751	73,963	6.81%
6	254-34811.000	Water Billing Penalties	4,769	6,141	4,000	5,088	4,500	4,500	-	0.00%
7	254-34812.000	Water Sales - Large Users	76,261	90,573	97,201	98,079	92,729	105,837	13,108	14.14%
8	254-34821.000	Hook on Fees	14,450	8,200	15,000	7,000	15,000	7,000	(8,000)	-53.33%
9	254-34900.000	Sale of Water - GF	2,505,612	2,584,379	2,686,765	2,700,838	2,767,430	2,795,104	27,674	1.00%
10	254-34902.000	Sale of Water - GF VT Tax	61,472	62,024	70,985	62,885	70,117	70,818	701	1.00%
11	254-34402.000	Interest Earnings	20	67	-	50	-	-	-	n/a
12	254-34403.000	Misc - Unclassified	1,356	598	-	630	-	-	-	n/a
13		Revenues Subtotal	3,564,987	3,686,307	3,866,360	3,896,956	4,036,564	4,144,010	107,446	2.66%
14										
15										
16		EXPENSES								
17	254-43200.110	Salaries - Regular	67,668	103,492	109,133	111,685	118,220	123,321	5,101	4.31%
18	254-43200.130	Salaries - Overtime	9,819	16,131	14,000	14,222	14,000	15,000	1,000	7.14%
19	254-43200.140	Salaries - Part-time	2,626	4,136	5,427	3,972	9,193	9,507	314	3.42%
20	254-43200.210	Health Insurance & Other Benefits	25,660	29,620	45,212	55,806	65,713	68,513	2,800	4.26%
21	254-43200.220	Social Security	6,126	9,248	9,965	10,096	10,699	11,309	610	5.70%
22	254-43200.226	Workers Compensation Insurance	5,437	6,917	6,716	7,750	7,992	10,500	2,508	31.38%
23	254-43200.230	Retirement	6,707	9,892	10,913	11,389	11,822	12,332	510	4.31%
24	254-43200.250	Unemployment Insurance	87	53	200	87	60	75	15	25.00%
25	254-43200.330	Other Professional Services	1,590	-	1,000	918	1,000	1,000	-	0.00%
26	254-43200.335	Audit Services	3,433	3,623	3,680	4,370	3,738	4,200	462	12.36%
27	254-43200.340	Computer Supplies and Software	1,105	1,194	1,000	1,227	1,000	2,650	1,650	165.00%
28	254-43200.410	Water and Sewer Charge	92	97	200	127	200	200	-	0.00%
29	254-43200.411	CWD Water Purchase	461,487	455,835	515,807	458,662	504,006	509,046	5,040	1.00%
30	254-43200.412	State Water Tax	12,436	10,852	13,628	10,591	13,153	13,285	132	1.00%
31	254-43200.430	Water Lines Maintenance - Breaks	22,737	107,875	16,000	1,038	16,000	16,000	-	0.00%

	A	B	F	H	I	J	K	N	O	P	Q
1	Water Fund FY21 Budget Summary										
2											
3	Account Number	Account Name	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY21 Budget Proposal	Dollar Change from Prior Year	Percent Change from Prior Year	
32	254-43200.432	Vehicle Maintenance	-	-	-	1,261	-		-	n/a	
33	254-43200.441	ROW Leases	8	100	142	100	142	150	8	5.63%	
34	254-43200.491	Contractual Services	113,888	103,410	104,158	104,158	118,559	122,860	4,301	3.63%	
35	254-43200.500	Training, Conferences, Dues	1,468	3,364	2,500	2,048	2,500	2,000	(500)	-20.00%	
36	254-43200.521	Liability & Property Ins.	3,620	2,594	2,271	2,632	2,620	6,540	3,920	149.62%	
37	254-43200.535	Telephone Services	1,489	1,822	1,500	2,246	1,500	2,500	1,000	66.67%	
38	254-43200.536	Postage	1,636	2,577	2,000	3,158	2,600	3,100	500	19.23%	
39	254-43200.550	Printing and Advertising	2,003	1,939	2,608	1,871	2,000	2,000	-	0.00%	
40	254-43200.570	Maintenance Other	3,541	10,446	2,500	199	2,500	2,500	-	0.00%	
41	254-43200.572	Interview Costs	2,649	175	-	-	-		-	n/a	
42	254-43200.610	Supplies	5,172	9,550	6,000	7,664	7,000	7,000	-	0.00%	
43	254-43200.612	Uniforms, Boots, Etc.	806	1,083	1,500	1,255	1,500	1,500	-	0.00%	
44	254-43200.613	Meters and Parts	303	-	500	643	500	500	-	0.00%	
45	254-43200.614	Distribution Materials	23,751	7,447	7,000	1,408	7,500	7,500	-	0.00%	
46	254-43200.622	Electrical Service	711	1,030	750	799	1,000	1,000	-	0.00%	
47	254-43200.623	Heating	2,402	2,608	3,000	2,444	3,000	3,000	-	0.00%	
48	254-43200.626	Gas, Grease and Oil	1,143	1,393	3,000	1,326	3,000	3,000	-	0.00%	
49	254-43200.742	Capital Reserve Fund Contribution	140,000	160,000	210,000	210,000	260,000	310,000	50,000	19.23%	
50	254-43200.805	Interest Expense	334	212	300	29	300		(300)	-100.00%	
51	254-43200.891	Capital Outlay	3,447	3,099	6,000	-	6,000	6,000	-	0.00%	
52	254-43200.892	Transfer to Town for Benefits	11,180						-	n/a	
53	254-43210.411	CWD Water Purchase - GF	2,549,112	2,605,241	2,686,765	2,723,369	2,767,430	2,795,104	27,674	1.00%	
54	254-43210.412	State Water Tax - GF	62,540	62,024	70,985	62,885	70,117	70,818	701	1.00%	
55		Expenses Subtotal	3,558,213	3,739,080	3,866,360	3,821,432	4,036,564	4,144,010	107,446	2.66%	
56									-	n/a	
57		REVENUES TOTAL	3,564,987	3,686,307	3,866,360	3,896,956	4,036,564	4,144,010	107,446	2.66%	
58		EXPENSES TOTAL	3,558,213	3,739,080	3,866,360	3,821,432	4,036,564	4,144,010	107,446	2.66%	
59		NET OPERATIONS	6,773	(52,773)	-	75,524	-	-	-	n/a	

	A	B	F	H	I	J	K	N	O	P	Q
1	Sanitation Fund FY21 Budget Summary										
2											
3	Account Number	Account Name	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY21 Budget Proposal	Dollar Change from Prior Year	Percent Change from Prior Year	
4		REVENUES									
5	256-33900.000	Essex Pump Station Fees	23,911	28,275	25,940	26,095	28,750	28,750	-	0.00%	
6	256-33900.001	2 Party Agreement Revenue	15,000	15,000	15,000	15,000	15,000	15,000	-	0.00%	
7	256-34402.000	Interest Earnings	5,210	1,015	500	500	1,000	1,000	-	0.00%	
8	256-34403.000	Misc - Unclassified	887	3,938	-	4,227	6,240	3,000	(3,240)	-51.92%	
9	256-34801.000	Annual Customer Charge	565,633	568,857	586,985	598,033	635,664	672,048	36,384	5.72%	
10	256-34811.000	Penalty	2,686	3,100	2,500	2,829	2,500	2,500	-	0.00%	
11	256-34821.000	Hook On Fees	154,000	5,000	30,000	7,000	30,000	30,000	-	0.00%	
12		Revenues Subtotal	767,327	625,185	660,925	653,684	719,154	752,298	33,144	4.61%	
13											
14											
15		EXPENSES									
16	256-43200.110	Salaries - Regular	84,804	80,359	91,459	95,633	101,835	108,563	6,728	6.61%	
17	256-43200.130	Salaries - Overtime	13,772	13,914	14,185	9,680	14,000	15,000	1,000	7.14%	
18	256-43200.140	Salaries - Part-time	2,626	4,136	5,427	3,972	9,232	9,564	332	3.60%	
19	256-43200.210	Health Insurance & Other Benefits	36,824	41,259	40,567	42,043	53,162	55,470	2,308	4.34%	
20	256-43200.220	Social Security	7,703	7,691	8,671	8,382	9,568	10,184	616	6.44%	
21	256-43200.226	Workers Compensation Insurance	5,138	5,425	5,282	6,334	6,967	9,400	2,433	34.92%	
22	256-43200.230	Retirement	8,205	9,412	9,146	9,624	10,183	10,858	675	6.63%	
23	256-43200.250	Unemployment Insurance	127	60	200	90	70	85	15	21.43%	
24	256-43200.330	Other Professional Services	366	-	1,000	852	1,000	1,000	-	0.00%	
25	256-43200.335	Audit Services	1,716	1,811	1,840	2,185	1,869	2,000	131	7.01%	
26	256-43200.340	Computer Expenses	2,210	2,409	1,300	2,453	1,000	5,350	4,350	435.00%	
27	256-43200.410	Water and Sewer Charge	281	272	500	363	500	500	-	0.00%	
28	256-43200.430	Sanitation Lines Maintenance	972	15,038	6,000	1,162	6,000	6,000	-	0.00%	
29	256-43200.432	Vehicle Maintenance				1,037					
30	256-43200.434	Pump Station Maintenance	9,642	12,897	12,000	15,623	14,000	14,000	-	0.00%	
31	256-43200.436	Sanitation Line Back-up Clean	-	2,321	1,000	1,000	1,000	1,000	-	0.00%	

	A	B	F	H	I	J	K	N	O	P	Q
1	Sanitation Fund FY21 Budget Summary										
2											
3	Account Number	Account Name	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY21 Budget Proposal	Dollar Change from Prior Year	Percent Change from Prior Year	
32	256-43200.441	Right of Way Agreements	1,563	1,573	1,140	1,631	1,640	1,700	60	3.66%	
33	256-43200.491	Contractual Services	144,188	133,710	135,883	135,883	150,159	154,860	4,701	3.13%	
34	256-43200.500	Training, Conferences, Dues	-	-	200	-	200	200	-	0.00%	
35	256-43200.521	Liability & Property Ins.	7,713	4,425	6,225	5,929	4,469	6,014	1,545	34.57%	
36	256-43200.536	Postage	3,268	5,066	3,500	6,318	5,000	5,500	500	10.00%	
37	256-43200.550	Printing and Advertising	1,213	1,389	1,000	-	1,500	1,500	-	0.00%	
38	256-43200.570	Maintenance Other	14,557	452	2,500	3,096	2,500	2,000	(500)	-20.00%	
39	256-43200.572	Interview Costs							-	n/a	
40	256-43200.610	Supplies	355	2,827	1,000	2,143	1,000	1,000	-	0.00%	
41	256-43200.612	Uniforms, Boots, Etc.	1,601	1,074	1,500	942	1,500	1,500	-	0.00%	
42	256-43200.622	Electrical Service	10,001	12,666	12,000	13,237	14,000	14,000	-	0.00%	
43	256-43200.623	Heating	1,851	1,028	1,900	1,038	1,800	1,800	-	0.00%	
44	256-43200.626	Gas, Grease and Oil	1,681	2,894	2,500	4,009	3,500	4,000	500	14.29%	
45	256-43200.742	Transfer to Capital Reserve	215,167	95,000	95,000	95,000	95,000	95,000	-	0.00%	
46	256-43200.891	Capital Outlay	5,133	-	5,000	-	5,000	5,000	-	0.00%	
47	256-43200.892	Transfer to Town for Benefits	11,180	-	-	-	-	-	-	n/a	
48	256-43220.001	Susie Wilson PS Costs	7,745	11,863	10,000	10,479	12,000	12,000	-	0.00%	
49	256-43220.002	West Street PS Costs	12,166	12,796	12,000	11,190	13,000	13,000	-	0.00%	
50		Expenses Subtotal	613,768	483,768	489,925	491,328	542,654	568,048	25,394	4.68%	
51											
52		REVENUES TOTAL	767,327	625,185	660,925	653,684	719,154	752,298	33,144	4.61%	
53		EXPENSES TOTAL	613,768	483,768	489,925	491,328	542,654	568,048	25,394	4.68%	
54		NET OPERATIONS	153,559	141,417	171,000	162,355	176,500	184,250	7,750	4.39%	

	A	B	F	H	I	J	K	N	O	P	Q
1	WWTF Fund FY21 Budget Summary										
2											
3	Account Number	Account Name	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY21 Budget Proposal	Dollar Change from Prior Year	Percent Change from Prior Year	
4		REVENUES							-	n/a	
5	255-34801.000	Village User Charge	689,249	647,712	694,916	716,133	773,856	860,898	87,042	11.25%	
6	255-34811.000	Village User Penalties	3,361	3,513	3,000	3,379	3,500	3,500	-	0.00%	
7	255-34812.000	Village Septage Discharge	18,533	20,997	18,000	19,415	16,000	16,000	-	0.00%	
8	255-34813.000	Village Leachate Revenues	1,044	815	-	814	-	-	-	n/a	
9	255-34900.000	Wastewater Charge - Essex	436,976	476,928	477,278	477,278	488,219	536,828	48,609	9.96%	
10	255-34901.000	Wastewater Charge - Williston	611,766	675,345	715,917	715,917	752,671	730,086	(22,585)	-3.00%	
11	255-34903.001	Shared Septage Revenues	6,178	9,881	9,000	9,563	8,000	8,000	-	0.00%	
12	255-34903.003	Shared Leachate Revenues	348	383	-	401	-	-	-	n/a	
13	255-34903.005	Pump Station Maint. Fees	30,300	30,300	31,725	31,725	32,000	32,000	-	0.00%	
14	255-34402.000	Interest Earnings	3,684	2,066	-	2,066	-	-	-	n/a	
15	255-34403.000	Misc - Unclassified Revenue	23	357	-	215	-	-	-	n/a	
16		Revenues Subtotal	1,801,462	1,868,296	1,949,836	1,976,906	2,074,246	2,187,312	113,066	5.45%	
17											
18											
19		EXPENSES									
20	255-43200.110	Salaries - Regular	330,279	302,046	343,375	309,347	339,164	338,203	(961)	-0.28%	
21	255-43200.130	Salaries - Overtime	43,928	42,194	45,000	44,064	48,000	48,000	-	0.00%	
22	255-43200.140	Salaries - Part-time	22,191	17,881	16,000	6,284	15,394	33,158	17,764	115.40%	
23	255-43200.210	Health Insurance & Other Benefits	79,250	93,252	137,000	115,047	134,490	128,644	(5,846)	-4.35%	
24	255-43200.220	Social Security	28,616	30,075	31,095	27,077	33,916	32,081	(1,835)	-5.41%	
25	255-43200.226	Workers Compensation Insurance	17,141	26,450	20,534	20,853	29,669	30,000	331	1.12%	
26	255-43200.230	Retirement	30,572	33,751	34,338	31,090	33,916	33,620	(296)	-0.87%	
27	255-43200.250	Unemployment Insurance	358	137	420	398	150	175	25	16.67%	
28	255-43200.320	Legal Services	-	-	2,000	1,650	4,000	4,000	-	0.00%	
29	255-43200.330	Other Professional Services	986	325	4,000	3,677	4,000	4,000	-	0.00%	
30	255-43200.335	Audit Services	4,030	4,253	4,320	5,130	4,388	4,400	12	0.27%	
31	255-43200.410	Water and Sewer Charge	2,128	2,712	3,000	5,335	3,000	3,500	500	16.67%	
32	255-43200.432	Vehicle Maintenance	1,914	4,486	3,000	3,869	4,000	4,000	-	0.00%	

	A	B	F	H	I	J	K	N	O	P	Q
1	WWTF Fund FY21 Budget Summary										
2											
3	Account Number	Account Name	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget		FY21 Budget Proposal	Dollar Change from Prior Year	Percent Change from Prior Year
33	255-43200.491	Contractual Services	56,944	51,705	52,079	52,079	59,280		61,430	2,150	3.63%
34	255-43200.500	Training, Conferences, Dues	5,464	7,849	6,500	5,939	7,000		7,500	500	7.14%
35	255-43200.521	Liability & Property Ins.	22,989	27,702	32,275	29,580	27,979		30,221	2,242	8.01%
36	255-43200.535	Telephone Services	4,577	4,042	6,000	4,615	6,000		6,000	-	0.00%
37	255-43200.565	Grit Disposal	10,356	11,038	18,000	16,286	14,000		14,980	980	7.00%
38	255-43200.567	Sludge Processing	137,340	77,933	140,000	85,211	150,000		150,000	-	0.00%
39	255-43200.568	Sludge Management	127,963	174,297	150,000	186,758	150,000		170,000	20,000	13.33%
40	255-43200.569	WWTF Annual Permit Fee	9,900	9,900	9,900	9,900	9,900		9,900	-	0.00%
41	255-43200.570	Maintenance Other	85,060	133,791	100,000	96,728	120,000		130,000	10,000	8.33%
42	255-43200.572	Interview Costs	523	-	-	459				-	n/a
43	255-43200.577	Contract Laboratory Services	10,981	6,947	11,000	9,961	12,000		22,000	10,000	83.33%
44	255-43200.610	Supplies	8,256	5,685	10,000	7,319	8,500		8,500	-	0.00%
45	255-43200.612	Uniforms, Boots, Etc.	5,506	5,028	6,000	3,242	5,500		5,500	-	0.00%
46	255-43200.618	Supplies - Laboratory	16,198	17,238	18,000	14,163	19,000		18,000	(1,000)	-5.26%
47	255-43200.619	Chemicals	284,508	285,222	230,000	329,295	300,000		330,000	30,000	10.00%
48	255-43200.622	Electrical Service	143,277	117,640	150,000	192,346	140,000		150,000	10,000	7.14%
49	255-43200.623	Heating	23,372	23,933	20,000	23,553	25,000		25,000	-	0.00%
50	255-43200.626	Gas, Grease and Oil	5,177	4,492	6,000	2,698	6,000		4,500	(1,500)	-25.00%
51	255-43200.742	Transfer to Capital Reserve	300,000	320,000	340,000	340,000	360,000		380,000	20,000	5.56%
52	225-43200.892	Transfer to Town for Benefits	5,590							-	n/a
53		Expenses Subtotal	1,825,375	1,842,002	1,949,836	1,983,952	2,074,246		2,187,312	113,066	5.45%
54										-	n/a
55		REVENUES TOTAL	1,801,462	1,868,296	1,949,836	1,976,906	2,074,246		2,187,312	113,066	5.45%
56		EXPENSES TOTAL	1,825,375	1,842,002	1,949,836	1,983,952	2,074,246		2,187,312	113,066	5.45%
57		NET OPERATIONS	(23,913)	26,294	-	(7,046)	-		-	-	n/a

**Attachment B – FY21 Utility Rate
Calculations Using Approved Budgets**

Utility Charges Comparison

Residential Property using 120 gallons/Day

	FY19	FY20	FY21
Water			
Fixed Charge, annual	\$ 100.12	\$ 107.44	\$ 114.39
Usage (120 Gal/day, 5840 c.f./yr)	\$ 102.20	\$ 109.79	\$ 115.63
Total	\$ 202.32	\$ 217.23	\$ 230.02
\$ Change	\$ 11.14	\$ 14.91	\$ 12.79
% Change	5.82%	7.37%	5.89%
WWTF			
Fixed Charge, annual	\$ 94.24	\$ 103.28	\$ 113.95
Usage (120 Gal/day, 5840 c.f./yr)	\$ 51.39	\$ 57.23	\$ 62.49
Total	\$ 145.63	\$ 160.51	\$ 176.44
\$ Change	\$ 8.26	\$ 14.88	\$ 15.93
% Change	6.01%	10.22%	9.92%
Sanitation			
Fixed Charge, annual	\$ 91.44	\$ 97.92	\$ 102.63
Usage (120 Gal/day, 5840 c.f./yr)	\$ 30.95	\$ 33.29	\$ 35.04
Total	\$ 122.39	\$ 131.21	\$ 137.67
\$ Change	\$ 1.80	\$ 8.82	\$ 6.46
% Change	1.49%	7.20%	4.93%
Total All Utility Rates, annual			
\$ Change	\$ 21.19	\$ 38.61	\$ 35.18
% Change	4.72%	8.21%	6.91%

Utility Charges Comparison

Rates

	FY19	FY20	FY21
Water			
Fixed Charge, annual	100.12	107.44	114.39
\$ Change	\$ 5.88	\$ 7.32	\$ 6.95
% Change	6.24%	7.31%	6.47%
Usage, per Cubic Foot			
Usage, per Cubic Foot	0.0175	0.0188	0.0198
\$ Change	\$ 0.0009	\$ 0.0013	\$ 0.0010
% Change	5.42%	7.43%	5.32%
WWTF			
Fixed Charge, annual	94.24	103.28	113.95
\$ Change	\$ 5.92	\$ 9.04	\$ 10.67
% Change	6.70%	9.59%	10.33%
Usage, per Cubic Foot			
Usage, per Cubic Foot	0.0088	0.0098	0.0107
\$ Change	\$ 0.0004	\$ 0.0010	\$ 0.0009
% Change	4.76%	11.36%	9.18%
Sanitation			
Fixed Charge, annual	91.44	97.92	102.63
\$ Change	\$ 1.80	\$ 6.48	\$ 4.71
% Change	2.01%	7.09%	4.81%
Usage, per Cubic Foot			
Usage, per Cubic Foot	0.0053	0.0057	0.006
\$ Change	\$ -	\$ 0.0004	\$ 0.0003
% Change	0.00%	7.55%	5.26%

VILLAGE OF ESSEX JUNCTION

WATER RATES

6/4/2020 15:50

FY21 RATE SETTING

FIXED CHARGES - EQUIVALENT UNITS @ 120 gpd per EU

	FY20 RATE SETTING 50% Fixed, 50% Variable		FY21 RATE SETTING 50% Fixed, 50% Variable						
Water Budget Target	\$	1,086,788	\$	1,160,751					
Budget Ratio									
Fixed	\$	543,394	0.5 \$	580,376					
Variable	\$	543,394	0.5 \$	580,376					
Total Customers/Equivalent Units		5058		5074					
Fixed Charge									
Base Rate, annual	\$	107.44	\$	114.39	<table border="1"> <tr> <td>\$ Change</td> <td>% Change</td> </tr> <tr> <td>\$ 6.95</td> <td>6.47%</td> </tr> </table>	\$ Change	% Change	\$ 6.95	6.47%
\$ Change	% Change								
\$ 6.95	6.47%								
Usage Charge									
Usage Fee, per c.f.	\$	0.0188	\$	0.0198	<table border="1"> <tr> <td>\$ 0.0010</td> <td>5.32%</td> </tr> </table>	\$ 0.0010	5.32%		
\$ 0.0010	5.32%								
Projected Consumption (c.f)		28,961,801		29,257,300					
REVENUE									
Fixed Charge	\$	543,431.52	\$	580,377					
Sale of Water									
Residential	\$	544,482	\$	579,295					
Large User - GF	\$	92,729	\$	105,837					
Other Revenue/Income									
Hydrant Rentals	\$	-	\$	-					
Penalties	\$	4,500	\$	4,500					
Miscellaneous	\$	15,000	\$	7,000					
Total Revenue	\$	1,200,142	\$	1,277,009					
EXPENSES	\$	1,198,617	\$	1,278,088					
SURPLUS/DEFICIT	\$	1,525	\$	(1,079)					

Notes:

1. Projected consumption is based on prior 3 year average.
2. Expenses and revenue exclude Global Foundries.

**VILLAGE OF ESSEX JUNCTION
WASTEWATER TREATMENT
FY21 RATE SETTING**

6/4/2020 15:50

FIXED CHARGES - EQUIVALENT UNITS @ 120 gpd per EU

	FY20 RATE SETTING 65% Fixed, 35% Variable		FY21 RATE SETTING 65% Fixed, 35% Variable		
WWTF Budget Target	\$	773,778	\$	860,898	
Budget Ratio					
Fixed	\$	502,956	0.65 \$	559,584	
Variable	\$	270,822	0.35 \$	301,314	
Total Customers/Equivalent Units		4869		4911	
Fixed Charge					
Base Rate, annual	\$	103.28	\$	113.95	<i>\$ Change</i> 10.67 <i>% Change</i> 10.33%
Usage Charge					
Usage Fee, per c.f.	\$	0.0098	\$	0.0107	<i>\$</i> 0.0009 <i></i> 9.18%
Projected Consumption (c.f)		27,765,679		28,048,974	
REVENUE					
Meter Charge	\$	502,870	\$	559,605	
Wastewater Treatment					
Customer Charge	\$	272,104	\$	300,124	
Other Revenue/Income					
Penalties	\$	3,500	\$	3,500	
Septage	\$	16,000	\$	16,000	
Use of Fund Balance	\$	-	\$	-	
Total Revenue	\$	794,474	\$	879,229	
EXPENSES	\$	793,278	\$	880,398	
SURPLUS/DEFICIT	\$	1,196	\$	(1,169)	

Notes:

1. Projected consumption is based on past 12 months.

VILLAGE OF ESSEX JUNCTION

SANITATION RATE

6/4/2020 15:50

FY21 RATE SETTING

FIXED CHARGES - EQUIVALENT UNITS @ 120 gpd per EU

	FY20		FY21		
	RATE SETTING		RATE SETTING		
	75% Fixed, 25% Variable		75% Fixed, 25% Variable		
Sanitation Budget Target	\$	459,164	\$	487,798	
WWTF Debt Payment	\$	176,500	\$	184,250	
Total	\$	635,664	\$	672,048	
Budget Ratio					
Fixed	\$	476,748	0.75 \$	504,036	
Variable	\$	158,916	0.25 \$	168,012	
Total Customers/Equivalent Units		4869		4911	
Fixed Charge					
Base Rate, annual	\$	97.92	\$	102.63	\$ Change 4.71 % Change 4.81%
Usage Charge					
Usage Fee, per c.f.	\$	0.0057	\$	0.0060	\$ 0.0003 5.26%
Projected Consumption (c.f)		27,765,679		28,048,974	
REVENUE					
Meter Charge	\$	476,772	\$	504,013	
Sale of Water					
Customer Charge	\$	158,264	\$	168,294	
Other Revenue/Income					
Penalties	\$	2,500	\$	2,500	
Miscellaneous	\$	36,240	\$	33,000	
Interest	\$	1,000	\$	1,000	
2 Party agreement	\$	15,000	\$	15,000	
Essex Pump Station Fees	\$	28,750	\$	28,750	
Total Revenue	\$	718,527	\$	752,557	
EXPENSES	\$	542,654	\$	568,048	
SURPLUS/DEFICIT	\$	175,873	\$	184,509	

Notes:

1. Projected consumption is based on prior 3 year average.
2. Target revenue projection includes phased increase in rates to cover future debt retirement for WWTF refurbishment.

Attachment C – FY21 Large User and Wholesale Rate Calculations



VILLAGE OF ESSEX JUNCTION
GF LARGE WATER USER RATE COMPUTATIONS
FOR FY2021

DEFINITIONS:

6/4/2020 11:24

- Large Water User:
 Any entity that uses 2.5 million or more gallons per day on average.
- Metered Water
 Amount of water which the Village has metered to its customers.
 in the applicable year.
- Total Water
 The amount of water purchased from CWD in a given year.
- Budgeted Unaccounted Water
 The cost of unaccounted water projected in the adopted fiscal year budget
- Proportionate Share of Unaccounted Water
 The % of water metered to the large user compared to the water that flows
 through the Village Water Delivery system (this does not include the water
 that flows through GF's "South" meter)
 Formula by Meter = M28/M19+M20+M25-M24-PS4

FORMULA FOR CALCULATION OF LARGE USER RATE:

- plus 13% of Fiscal Year Operating Budget
- plus User's Proportionate Share of Unaccounted Water
- divided by Projected Use by Large User for Upcoming Fiscal Year
- equals Rate per 1000 gallons of water used

CALCULATION OF THE FYE20 LARGE USER WATER RATE:

	13% of Water Fund Operating Budget	\$98,248
plus	Proportionate share of Unaccounted water	
	GF = 65.23% Apr. 19 through Mar. 20	65.23%
	x Budgeted unaccounted water	\$11,634
	Proportionate share of unaccounted water	\$7,589
equals	Total to be collected	\$105,837
divided by	GF projected use = 3.4 MGD	1,241,000,000 Gallons
	Converted to thousands of gallons	1,241,000
equals	Large User Rate FY21	<u>0.085</u> /1000 Gallons

Fiscal Year End Reconciliation

- 1) Following the April Village-wide water meter reading, actual unaccounted water for the year will be determined.
- 2) Following the end of June GF water meter reading, actual GF water flow for the current year will be determined.
- 3) Using GF's proportionate share of the actual cost of unaccounted water combined with 13% of the fiscal year to be reconciled water operations budget, a revised "Total to be collected" will be determined.
- 4) Using the actual GF water flow for the year to be reconciled multiplied by the current Large User rate, the amount actually collected will be determined.
- 5) The revised "Total to be collected" will be compared to the "amount actually collected".
- 6) If the Total to be collected is more than the amount actually collected, there will be an additional charge for the difference on GF's water bill for June water consumption (to be sent in July). If the Total to be collected is less than the amount actually collected, there will be a credit for the difference on GF's water bill for June water consumption (to be sent in July.)

FY21 Wholesale Rate Determination

FY21 Flow Percentage Projections

Williston	34.0%	227.8	730,086.12
Essex	25.0%	167.5	536,828.03
Essex Jct.	41.0%	274.7	880,397.97
Total Flows	100.0%	670	Million Gallons

	FY19 Budget	FY20 Budget	FY21 Budget	
	1,949,836	2,074,246	2,187,312	5.45%
Minus Offsetting Revenues				
Interest Income				
Pump Station Fees	31,725	32,000	32,000	
Shared Septage Revenue	9,000	8,000	8,000	
Shared Leachate Revenue	0	0	0	
	40,725	40,000	40,000	
Total for Wholesale Rate Calculator	1,909,111	2,034,246	2,147,312	
Flow for Calculation	640	645	670	
Rate per 1000 Gallons treated		3.154	3.205	1.62%

WHOLESALE RATE HISTORY

	<u>Rate</u>	<u>\$ Change</u>	<u>% Change</u>
2008/09 WHOLESale SEWER RATE	1.5735		
2009/10 WHOLESale SEWER RATE	1.8641	0.2906	18%
2010/11 WHOLESale SEWER RATE	2.1452	0.2811	15%
2011/12 WHOLESale SEWER RATE	2.2657	0.1205	6%
2012/13 WHOLESale SEWER RATE	2.4248	0.1591	7%
2013/2014 WHOLESale SEWER RATE	2.5278	0.1030	4%
2014/2015 WHOLESale SEWER RATE	2.6294	0.1016	4%
2015/2016 WHOLESale SEWER RATE	2.6877	0.0583	2%
2016/2017 WHOLESale SEWER RATE	2.7311	0.0434	2%
2017/2018 WHOLESale SEWER RATE	2.8430	0.1119	4%
FY19 Wholesale Sewer Rate	2.9830	0.1400	5%
FY20 Wholesale Sewer Rate	3.1540	0.1710	6%
FY21 Proposed Wholesale Sewer Rate	3.205	0.0509	2%

Memorandum

To: Trustees; Evan Teich, Unified Manager

From: Greg Duggan, Deputy Manager

Re: Executive session for pending litigation

Date: June 5, 2020

Issue

The issue is whether the Trustee will enter into executive session to discuss pending civil litigation, to which the public body is a party.

Discussion

In order to have a complete and thorough discussion about this topic, it would appear that an executive session would be necessary because the premature disclosure of the information may put the Trustees and the Village at a substantial disadvantage.

Cost

N/A

Recommendation

If the Trustees wish to enter executive session, the following motions are recommended:

Motion #1

“I move that the Trustees make the specific finding that general public knowledge of pending or probable civil litigation, to which the public body is or may be a party, would place the Village at a substantial disadvantage.”

Motion #2

“I move that the Trustees enter into executive session to discuss pending or probable civil litigation, to which the public body is or may be a party, pursuant to 1 V.S.A. § 313(a)(1)(E), to include the Unified Manager, Deputy Manager, and Assistant Manager/Finance Director.”



Community Development Department

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

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

MEMORANDUM

TO: Evan Teich, Unified Manager, Trustees
FROM: Robin Pierce, Community Development Director
DATE: June 9th, 2020
SUBJECT: Village Center Development: Open and Outside Vendor Vouchers.

Issue

The issue is whether the Trustees wish to sponsor a voucher initiative for Village residents during an Open and Outside event which would enable residents to purchase services at vendors located in the Village Center. This would help both residents and business owners. Nominal date July 10th – 11th

Discussion

It is proposed that the Village sponsor a 'kick off' Open and Outside event where residents can receive a \$10 voucher to use at Village Center locations on July 10th starting at 3:00 pm and ending at 9pm and repeated July 11th. The vouchers would be useable for anything except alcohol and tobacco. The funding would come from the penny on the dollar account that is ring fenced for Village Center economic development activities. The vouchers would be franked so they cannot be duplicated and vendors would redeem the vouchers with the municipality to receive \$10 for each one.

During this time residents of, and businesses in, Vermont have worked hard to mitigate the spread of Covid 19. As the Governor continues to, 'loosen the spigot' there is an opportunity to publicly acknowledge this fact and give residents and businesses a helping hand in celebrating the return of business activity in the Village Center. There are spaces in the Village Center that can be used for outdoor seating that are currently not used for this purpose. In general, a Temporary Use Permit is not required in the Village Center District, it is required outside of this District. During this time Staff proposes that any outdoor spaces proposed to be used for the consumption of food and drink should require a Temporary Use permit for two reasons. Firstly, so that the temporary use of a space can be recorded and the timeframe of the temporary use confirmed. Secondly, staff would propose that no charge be levied for this temporary accommodation (normally \$50 for a Temporary Use Permit), to help businesses come out of lockdown as effectively and efficiently as possible. Obviously State requirements regarding Social Distancing would have to be adhered to by all businesses and customers. The \$15 recording fee would have to be waived by the Selectboard.

While outdoor liquor consumption is under the purview of the Selectboard and the State, control of the use of outdoor space sits with the Trustees if it is Village owned property, and the Community Development Director if it is private property.

We would publicize this event on FPF, the Village websites and in the local newspaper. Residents would pick up the vouchers from the Village office at which time they would show proof of residency in the Village. Vendors would return the voucher to the Village with proof of service of product purchased and then receive a refund.

The time frame suggested is July 10th from 3:00 until 9pm, recommencing on July 11th from 3:00 to 9:00 pm. The vouchers would be designated as only valid July 10-11th with the times highlighted, and state that no alcohol or tobacco can be purchased with the voucher.

Cost

The cost can be controlled by the Trustees. 1000 vouchers equals \$10,000.

Recommendation

Staff recommends that the Trustees give Staff approval to initiate the Open and Outside initiation commencing July 11th and undertaken in line with the State requirements. The Trustees would waive the normal Permit fee of \$50 during this event, and work with the Selectboard to confirm that they are willing to waive the recording fee for this event.

VILLAGE TRUSTEES
(DRAFT)

VILLAGE OF ESSEX JUNCTION TRUSTEES
MEETING MINUTES
Tuesday May 26, 2020

TRUSTEES: Andrew Brown, President; Amber Thibeault; Raj Chawla; Dan Kerin; George Tyler

ADMINISTRATION and STAFF: Evan Teich, Unified Manager; Greg Duggan, Deputy Manager; Sarah Macy, Assistant Manager/Finance Director; Rick Garey, Chief of Police; Travis Sabatano, Human Resources Director

OTHERS PRESENT: Ken Signorello; Margaret Smith; Irene Wrenner

1. CALL TO ORDER

Andrew Brown called the meeting of the Village of Essex Junction Board of Trustees to order from the Joint meeting with the Town Selectboard at 10:09 PM.

2. AGENDA ADDITIONS/CHANGES

There were no additions or changes to the agenda.

3. APPROVE AGENDA

With no changes or additions, a motion to approve the agenda was not required.

4. PUBLIC TO BE HEARD

- a. Comments from Public on Items Not on Agenda
There were no comments from the public at this time.

5. BUSINESS ITEMS

a. **Waive requirement to review and record write-in ballots by hand**

Mr. Duggan introduced the issue of whether the Trustees would waive the requirement that write-in ballots be reviewed by hand, as permitted by the guidance provided by the Secretary of State's office. The temporary election law change put in place the following provision due to the COVID-19 pandemic:

"4. If a municipality uses a tabulator, ballots do not have to be reviewed by hand under the following circumstances:

- a. There is no election of officers on the ballot and, as such, no write-in spaces;***
or
b. There is an election of officers but the total write-in vote counted by the tabulator is not higher than the total for the winning candidate(s) that was named on the ballot."

The Trustees had no questions or concerns with this item.

GEORGE TYLER made a motion, seconded by DAN KERIN, that the Trustees approve the request to waive the requirement to review and record write-in ballots by hand for the June 2nd election as long as the conditions of the Secretary of State's guidance under 4(b) are met. The motion passed 5-0.

b. **Approve revisions to Village of Essex Junction General Rules and Personnel Regulations**

Mr. Sabatano introduced the revisions to the Town of Essex Personnel Guidelines, which include the implementation of a Furlough Program. He said discussions with unions, regarding

51 layoffs and furloughs, will be strengthened with this addition. He also noted a revision made
52 earlier in the evening, by the Selectboard, to page16, changing the mention of “Columbus Day”
53 to “Indigenous Peoples Day”, in alignment with Vermont’s renaming of this holiday.
54

55 Ms. Thibeault asked about the termination section of this document. Mr. Sabataso explained
56 that because Mr. Teich, as the Unified Manager, has hiring and firing authority, he would also
57 make furlough/ layoff decisions with the full knowledge and in concert with the board members.
58

59 **GEORGE TYLER made a motion, seconded by RAJ CHAWLA, that the Trustees accept the**
60 **proposed revisions to the Village of Essex Junction General Rules and Personnel**
61 **Regulations, with additional amendments made at this meeting. The motion passed 5-0.**
62

63 **c. Approve new schedule for utility billing**

64 Ms. Macy provided an overview of the utility billing schedule changes, to move from quarterly
65 billing to triannual billing. She said this will create equal billing cycles between the Village and
66 Town outside the Village, talked about how the change may translate to the amounts people
67 pay per bill and discussed the efficiencies that will result from the new schedule. The Trustees
68 talked briefly about the history of how these bills have been scheduled but had no questions or
69 concerns with the change.
70

71 **GEORGE TYLER made a motion, seconded by DAN KERIN, that the Trustees authorize staff**
72 **to transition utility billing to a triannual billing cycle. The motion passed 5-0.**
73

74 **6. CONSENT ITEMS**

75
76 **DAN KERIN made a motion, seconded by AMBER THIBEAULT, that the Trustees approve**
77 **the Consent Agenda:**
78

- 79 a. Approve minutes: May 5, 2020—Special; May 12, 2020
80 b. Check Warrant #17199—05/18/2020; Warrant#17200—05/22/2020
81

82 **The motion passed 5-0**
83

84 **7. READING FILE**

- 85 a. Board Member Comments
86 o Mr. Brown shared a card he received from the entire Public Works staff thanking the
87 Trustees for their ongoing support.
88 o Mr. Tyler and Mr. Chawla said they plan to meet with local restaurants to find out how they
89 would like the municipality to provide support through tables, opening public space, etc.
90 during COVID-19 restrictions. The Trustees said they are looking forward to thinking with
91 businesses on this and Mr. Brown said the topic should be on the next meeting’s agenda.
92 b. Letter from James Jutras re: Village of Essex Junction, Solid Waste ID-124 Results and
93 Response to PFAS testing
94 c. Letter from James Jutras re: SFY 2018 TAP Grant
95 d. Memo from Greg Duggan and Tammy Getchell re: notifications for Village Meeting voting
96 e. Email from SeeClickFix re: Public comment added to Pothole #7830117
97 f. Letter from Donald L. Hamlin Consulting Engineers re: Village Engineer Reappointment
98 g. Memo from George Tyler and Raj Chawla re: Action Steps for Helping Local Restaurants and
99 Bars Hurt by the Pandemic
100 h. Survey results for Essex Junction Eating/Drinking Establishments during COVID-19
101

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8. EXECUTIVE SESSION

- a. An executive session is not anticipated
An executive session did not take place.

9. ADJOURN

DAN KERIN made a motion, seconded by RAJ CHAWLA to adjourn the meeting at 10:39 PM.

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
14400	ABOVE AND BEYOND	05/18/20	CLEANING MAY 3-JUN 6 4938	210-41943.020 Contractual Svc - 2 Linco	750.00	28673	05/29/20
14400	ABOVE AND BEYOND	05/18/20	CLEANING MAY 3-JUN 6 4938	210-41943.021 Contractual Svcs - Browne	2212.75	28673	05/29/20
20440	AINSWORTH CATHY L	05/18/20	MTGS 4/28 5/5 54	210-41320.530 COMMUNICATIONS	216.72	28675	05/29/20
42665	AMAZON/SYNCB	04/10/20	EJRP Amazon March 0432266 0420	210-45110.610 SUPPLIES	18.99	28679	05/29/20
42665	AMAZON/SYNCB	04/10/20	EJRP Amazon March 0432266 0420	210-45110.610 SUPPLIES	89.00	28679	05/29/20
25055	AQUARIUS LANDSCAPE SPRINK	05/12/20	SPRINKLER VET PARK 545302	210-43117.000 Streetscape Maintenance	90.80	28680	05/29/20
25055	AQUARIUS LANDSCAPE SPRINK	05/12/20	SPRINKLER REPAIRS 545303	210-43117.000 Streetscape Maintenance	201.96	28680	05/29/20
09345	BASIC	05/04/20	Monthly Fee for COBRA Adm 40505562	210-41320.210 HEALTH INS & OTHER BENEFIT	42.50	28682	05/29/20
07465	BIBENS ACE HARDWARE INC	05/20/20	Fuel and Cleaning Brushes 37802	210-42220.610 SUPPLIES	95.90	28683	05/29/20
00530	BRODART CO	04/01/20	ADULT BOOKS B5893715	210-45551.640 ADULT COLLECTION-PRINT &	17.55	28685	05/29/20
00530	BRODART CO	04/01/20	ADULT BOOKS B5893715	210-45551.610 SUPPLIES	0.80	28685	05/29/20
00530	BRODART CO	04/07/20	ADULT BOOKS B5895064	210-45551.640 ADULT COLLECTION-PRINT &	30.77	28685	05/29/20
00530	BRODART CO	04/07/20	ADULT BOOKS B5895064	210-45551.610 SUPPLIES	1.60	28685	05/29/20
00530	BRODART CO	04/14/20	ADULT BOOKS B5896672	210-45551.640 ADULT COLLECTION-PRINT &	15.12	28685	05/29/20
00530	BRODART CO	04/14/20	ADULT BOOKS B5896672	210-45551.610 SUPPLIES	0.80	28685	05/29/20
00530	BRODART CO	04/20/20	ADULT BOOKS B5898037	210-45551.640 ADULT COLLECTION-PRINT &	14.04	28685	05/29/20
00530	BRODART CO	04/20/20	ADULT BOOKS B5898037	210-45551.610 SUPPLIES	0.80	28685	05/29/20
39475	CLAUSSEN'S INC	05/17/20	GERANIUMS 19131	210-43117.000 Streetscape Maintenance	113.21	28693	05/29/20
19410	EAST COAST SIGNALS	04/30/20	service call So Summit 6418201953	210-43123.730 Traffic Control	405.00	28701	05/29/20
21845	FIRST NATIONAL BANK OMAHA	05/19/20	POSTAGE, SUPPLIES 00170520	210-45551.536 POSTAGE/DELIVERY	52.00	28706	05/29/20
21845	FIRST NATIONAL BANK OMAHA	05/19/20	POSTAGE, SUPPLIES 00170520	210-45551.610 SUPPLIES	14.52	28706	05/29/20
21740	FIRST NATIONAL BANK OMAHA	05/19/20	miscellaneous 0124 51920	210-41320.600 Emergency Prep. Supplies	15.89	28707	05/29/20
19005	FIRSTLIGHT FIBER	05/15/20	telephone 7231843	210-43110.530 Communications	35.73	28710	05/29/20
19005	FIRSTLIGHT FIBER	05/15/20	Telephone 7231853	210-41945.022 Telephone - Fire Station	50.16	28711	05/29/20
04035	GOT THAT RENTAL & SALES I	05/18/20	Blade mower 72429	210-45220.610 SUPPLIES	58.38	28716	05/29/20

Vendor	Invoice Date	Invoice Description	Invoice Number	Account	Amount Paid	Check Number	Check Date
04035	05/18/20	Blade mower	72430	210-45220.610 SUPPLIES	58.38	28716	05/29/20
07010	05/12/20	GMP Non Solar Multi Accou	02062010520	210-43115.622 Electricity - St/Traffic	10437.39	28718	05/29/20
07010	05/12/20	GMP Non Solar Multi Accou	02062010520	210-43115.622 Electricity - St/Traffic	630.19	28718	05/29/20
07010	05/08/20	MSP Power	508532417485	210-41947.026 Electricity - Maple St	228.73	28720	05/29/20
07010	05/08/20	MSP Power	904431072235	210-41947.026 Electricity - Maple St	27.01	28722	05/29/20
45410	05/20/20	Uniforms	107606	210-42220.612 UNIFORMS,BOOTS,ETC	162.50	28727	05/29/20
45410	05/20/20	Uniforms	107607	210-42220.612 UNIFORMS,BOOTS,ETC	164.70	28727	05/29/20
26470	05/11/20	REFUND BANNER FEE	051120D	210-36603.000 MISC. - UNCLASSIFIED RECE	250.00	28731	05/29/20
13000	05/15/20	street sweeper service	57647	210-43110.432 R&M Services - Vehicles	59.20	28737	05/29/20
06675	05/21/20	Copier usages 4/18-5/18/2	IN369292	210-45551.442 Rental of Equipment	4.41	28742	05/29/20
06675	05/21/20	Copier usages 4/18-5/18/2	IN369292	210-43110.442 EQUIPMENT RENTALS	0.14	28742	05/29/20
06675	05/21/20	Copier usages 4/18-5/18/2	IN369292	210-41320.442 LEASED SERVICES	8.99	28742	05/29/20
07635	05/16/20	VILLAGE MTG AD	291863	210-41320.560 TRUSTEES EXPENDITURES	150.00	28744	05/29/20
25140	05/19/20	Asphalt - Williston,	1076675	210-43120.610 Summer Const - Supplies	256.00	28746	05/29/20
25140	05/22/20	Asphalt - Williston,	1077227	210-43120.610 Summer Const - Supplies	759.52	28746	05/29/20
23465	05/23/20	Leasing charges	3311234958	210-41320.442 LEASED SERVICES	239.97	28747	05/29/20
18010	05/06/20	Helmet	3371372	210-42220.612 UNIFORMS,BOOTS,ETC	45.60	28750	05/29/20
18010	05/06/20	Gear: Macaig	3371373	210-42220.612 UNIFORMS,BOOTS,ETC	5617.24	28750	05/29/20
18010	05/21/20	4XR gas	3372135	210-42220.889 ROUTINE EQUIPMENT PURCHAS	851.90	28750	05/29/20
18010	05/21/20	Dex pro leather glove	3372136	210-42220.612 UNIFORMS,BOOTS,ETC	96.00	28750	05/29/20
18010	05/21/20	Dex pro leather glove	3372137	210-42220.612 UNIFORMS,BOOTS,ETC	96.00	28750	05/29/20
V10199	05/27/20	ANNUAL MTG BANNER	6982	210-41320.560 TRUSTEES EXPENDITURES	225.00	28754	05/29/20
29835	05/19/20	supplies paint	01296	210-45220.610 SUPPLIES	100.86	28757	05/29/20
29835	05/15/20	supplies paint brushes	03749	210-43110.610 SUPPLIES	31.90	28757	05/29/20
29835	04/30/20	credit supplies	94150	210-45220.610 SUPPLIES	-104.08	28757	05/29/20

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
11935	05/14/20	VIKING-CIVES USA parts for the sweeper 4498312	210-43110.432 R&M Services - Vehicles	1094.43	28762	05/29/20
22070	05/21/20	VILLAGE COPY & PRINT INC. 2019 VILLAGE REPORT 8056	210-41320.530 COMMUNICATIONS	892.00	28763	05/29/20
21230	05/19/20	VISION SERVICE PLAN (CT) Vision Jun 2020 Village 060120V	210-41320.210 HEALTH INS & OTHER BENEFI	48.81	28764	05/29/20
21230	05/19/20	VISION SERVICE PLAN (CT) Vision Jun 2020 Village 060120V	210-41510.210 Group Insurance	13.61	28764	05/29/20
21230	05/19/20	VISION SERVICE PLAN (CT) Vision Jun 2020 Village 060120V	210-43110.210 HEALTH INS & OTHER BENEFI	67.93	28764	05/29/20
21230	05/19/20	VISION SERVICE PLAN (CT) Vision Jun 2020 Village 060120V	210-43151.210 HEALTH INS & OTHER BENEFI	10.01	28764	05/29/20
21230	05/19/20	VISION SERVICE PLAN (CT) Vision Jun 2020 Village 060120V	210-45551.210 HEALTH INS & OTHER BENEFI	154.37	28764	05/29/20
21230	05/19/20	VISION SERVICE PLAN (CT) Vision Jun 2020 Village 060120V	210-41970.210 HEALTH INS & OTHER BENEFI	18.76	28764	05/29/20
21230	05/19/20	VISION SERVICE PLAN (CT) Vision Jun 2020 Village 060120V	210-45110.210 HEALTH INS & OTHER BENEFI	86.81	28764	05/29/20
21230	05/19/20	VISION SERVICE PLAN (CT) Vision Jun 2020 Village 060120V	210-45220.210 HEALTH INS & OTHER BENEFI	13.61	28764	05/29/20
29825	05/21/20	VT GAS SYSTEMS Service period 04/17/ to 19919	210-43110.623 HEATING/NATURAL GAS	196.63	28769	05/29/20
29825	05/21/20	VT GAS SYSTEMS Service period 04/17/ to 19919	210-41948.021 Natural Gas - Brownell	469.35	28769	05/29/20
29825	05/21/20	VT GAS SYSTEMS Service period 04/17/ to 19919	210-41948.020 Natural Gas - 2 Lincoln	392.16	28769	05/29/20
29825	05/21/20	VT GAS SYSTEMS Service period 04/17/ to 19919	210-41948.022 Natural Gas - Fire Statio	139.46	28769	05/29/20
29825	05/21/20	VT GAS SYSTEMS Service period 04/17/ to 19919	210-41948.023 Natural Gas - Park St Sch	209.05	28769	05/29/20
42665	04/10/20	AMAZON/SYNCB EJRP Amazon March 0432266 0420	225-45122.614 PROGRAM EXPENSES	48.40	28679	05/29/20
42665	04/10/20	AMAZON/SYNCB EJRP Amazon March 0432266 0420	225-45122.614 PROGRAM EXPENSES	40.08	28679	05/29/20
06675	05/21/20	NATIONAL BUSINESS TECHNOL Copier usages 4/18-5/18/2 IN369292	225-45122.442 Rental of Equipment	11.81	28742	05/29/20
42665	04/10/20	AMAZON/SYNCB EJRP Amazon March 0432266 0420	226-45120.610 SUPPLIES	47.96	28679	05/29/20
42665	04/10/20	AMAZON/SYNCB EJRP Amazon March 0432266 0420	226-45120.610 SUPPLIES	225.39	28679	05/29/20
42665	04/10/20	AMAZON/SYNCB EJRP Amazon March 0432266 0420	226-45120.610 SUPPLIES	55.85	28679	05/29/20
42665	04/10/20	AMAZON/SYNCB EJRP Amazon March 0432266 0420	226-45115.610 SUPPLIES	4.68	28679	05/29/20
42665	04/10/20	AMAZON/SYNCB EJRP Amazon March 0432266 0420	226-45115.610 SUPPLIES	32.96	28679	05/29/20
24070	05/15/20	BOUTWELL ARIELLE Summer Camp CXL Refund 75071	226-34781.122 Childcare - DC	431.50	28684	05/29/20
23215	05/18/20	ESSEX EQUIPMENT INC Boom Lift Rental 107475290001	226-45220.442 Equipment Rental	727.83	28702	05/29/20

Vendor	Invoice Date	Invoice Description	Invoice Number	Account	Amount Paid	Check Number	Check Date
24160	05/15/20	Summer Camp CXL Refund	75072	226-34781.122 Childcare - DC	588.07	28713	05/29/20
06675	05/21/20	Copier usages 4/18-5/18/2	IN369292	226-45110.442 Equipment Rentals	107.92	28742	05/29/20
21230	05/19/20	Vision Jun 2020 Village	060120V	226-45120.210 HEALTH INS & OTHER BENEFI	56.28	28764	05/29/20
21230	05/19/20	Vision Jun 2020 Village	060120V	226-45121.210 HEALTH INS & OTHER BENEFI	67.56	28764	05/29/20
36240	04/30/20	Crescent Connector Projec	68	230-46801.008 CRESCENT CONNECTOR	78084.26	28700	05/29/20
V9632	05/20/20	April Services	0062776	230-46801.022 Densmore Dr, FEMA	21620.29	28725	05/29/20
33850	05/04/20	ROW 887781	9500212324	254-43200.441 RIGHT OF WAY AGREEMENTS	4.17	28688	05/29/20
33850	05/04/20	ROW 887781	9500212324	254-14301.000 PREPAID EXPENSES	45.83	28688	05/29/20
07010	05/12/20	GMP Non Solar Multi Accou	02062010520	254-43200.622 ELECTRICAL SERVICE	88.56	28718	05/29/20
03070	05/29/20	Villwtr postge	052920D	254-43200.536 POSTAGE	438.69	28740	05/29/20
21230	05/19/20	Vision Jun 2020 Village	060120V	254-43200.210 HEALTH INS & OTHER BENEFI	48.71	28764	05/29/20
29825	05/21/20	Service period 04/17/ to	19919	254-43200.623 HEATING/NATURAL GAS	130.96	28769	05/29/20
05290	05/15/20	shop supplies	552013659394	255-43200.570 MAINTENANCE OTHER	16.28	28674	05/29/20
V10411	05/18/20	GBT Pack 140 Polymer	10987	255-43200.619 CHEMICALS	3870.10	28695	05/29/20
38955	05/18/20	Boiler and cogen circulat	67132604	255-43200.570 MAINTENANCE OTHER	1229.85	28704	05/29/20
21740	05/19/20	miscellaneous	0124 51920	255-43200.610 SUPPLIES	25.00	28707	05/29/20
21740	05/19/20	miscellaneous	0124 51920	255-43200.500 TRAINING, CONFERENCES, DU	99.00	28707	05/29/20
21740	05/19/20	miscellaneous	0124 51920	255-43330.002 DIGESTER CLEANING	110.00	28707	05/29/20
07010	05/20/20	39 CASCADE ST 04/20/ to 0	013240705/20	255-43200.622 ELECTRICAL SERVICE	8073.18	28717	05/29/20
V9769	05/20/20	4328gal. Ferrous chloride	9017673807	255-43200.619 CHEMICALS	6518.54	28730	05/29/20
06675	05/21/20	Copier usages 4/18-5/18/2	IN369292	255-43200.442 Rental of Equipment	22.36	28742	05/29/20
00710	05/14/20	multigas detector repair	051520D	255-43200.570 MAINTENANCE OTHER	29.79	28760	05/29/20
21230	05/19/20	Vision Jun 2020 Village	060120V	255-43200.210 HEALTH INS & OTHER BENEFI	96.98	28764	05/29/20
29825	05/21/20	Service period 04/17/ to	19919	255-43200.623 HEATING/NATURAL GAS	1955.44	28769	05/29/20
07010	05/12/20	GMP Non Solar Multi Accou	02062010520	256-43200.622 ELECTRICAL SERVICE	430.38	28718	05/29/20

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
03070	MINUTEMAN PRESS	05/29/20	Villwtr postge 052920D	256-43200.536 POSTAGE	877.37	28740	05/29/20
21230	VISION SERVICE PLAN (CT)	05/19/20	Vision Jun 2020 Village 060120V	256-43200.210 HEALTH INS & OTHER BENEFIT	33.97	28764	05/29/20
29825	VT GAS SYSTEMS	05/21/20	Service period 04/17/ to 19919	256-43220.001 SUSIE WILSON PS COSTS	44.00	28769	05/29/20
29825	VT GAS SYSTEMS	05/21/20	Service period 04/17/ to 19919	256-43220.002 WEST ST PS COSTS	44.71	28769	05/29/20
29825	VT GAS SYSTEMS	05/21/20	Service period 04/17/ to 19919	256-43200.623 HEATING/NATURAL GAS	68.54	28769	05/29/20
Report Total					----- 155202.78 =====		

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06/05/20

Town of Essex / Village of EJ Accounts Payable

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Check Warrant Report # 17202 Current Prior Next FY Invoices For Fund (GENERAL FUND)

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For Check Acct 01 (GENERAL FUND) All check #s 06/05/20 To 06/05/20 & Fund 2

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
17370	05/14/20	S-Stump Grinding 051520D	210-43161.003 Tree Advisory Committee	216.00	28773	06/05/20
05290	05/21/20	Battery golf cart 455201425973	210-45220.610 SUPPLIES	62.30	28774	06/05/20
07305	06/01/20	lease renewal 7/1-1/31/21 9971532165	210-14301.000 PREPAID EXPENSES	424.60	28776	06/05/20
42665	05/10/20	SUPPLIES AND COMPUTER EXP 0069853 5/20	210-45551.610 SUPPLIES	87.95	28778	06/05/20
42665	05/10/20	SUPPLIES AND COMPUTER EXP 0069853 5/20	210-45551.340 COMPUTER EXPENSES	204.94	28778	06/05/20
07465	05/20/20	Brushes 37803	210-42220.610 SUPPLIES	38.97	28787	06/05/20
16030	05/27/20	memorial park 34792	210-43117.000 Streetscape Maintenance	1224.38	28792	06/05/20
21210	05/29/20	First aid supplies 5017532607	210-43110.610 SUPPLIES	64.64	28797	06/05/20
21210	06/01/20	WATERBREAK COOLER AGRMENT 9090668667	210-43110.610 SUPPLIES	50.00	28797	06/05/20
17895	04/30/20	Cleaning April 8887	210-41943.026 Contractual Svcs - Maple	2275.00	28799	06/05/20
17895	04/30/20	Cleaning April 8887	210-41320.600 Emergency Prep. Supplies	1575.00	28799	06/05/20
25120	05/07/20	EJRP Timesheets April 314541	210-45110.330 OTHER PROFESSIONAL SVCS	294.00	28800	06/05/20
04940	05/19/20	Internet 2 Lincoln 5/26-6 0136343520	210-41945.020 Telephone - 2 Lincoln St	153.35	28803	06/05/20
04940	05/19/20	Internet 2 Lincoln 5/26-6 0136343520	210-33582.005 Town contribution other	-153.35	28803	06/05/20
04940	05/23/20	MSP Internet 5/30-6/29 0176315 0520	210-41945.026 Telephone - Maple St Park	603.80	28805	06/05/20
04940	04/23/20	MSP Internet 0176315 420	210-41945.026 Telephone - Maple St Park	603.54	28806	06/05/20
04940	05/23/20	Park St Internet 5/30-6/2 0210908 0520	210-41945.023 Telephone - Park St Sch	290.27	28807	06/05/20
04940	04/23/20	Park Street Internet 0210908 420	210-41945.023 Telephone - Park St Sch	290.09	28808	06/05/20
38280	03/03/20	Water 177527340320	210-45110.610 SUPPLIES	71.00	28810	06/05/20
38280	03/31/20	Water 17752734032A	210-45110.610 SUPPLIES	90.50	28811	06/05/20
38280	04/28/20	Water 177527340420	210-45110.610 SUPPLIES	38.00	28812	06/05/20
38280	05/26/20	Water 177527340520	210-45110.610 SUPPLIES	38.00	28813	06/05/20
25715	06/01/20	VEJ-11 Park Street Constr 060120 20801	210-15102.000 EXCHANGE - ENGI/LEGAL	404.65	28817	06/05/20
V10576	06/01/20	June website host 2787	210-41320.530 COMMUNICATIONS	129.00	28823	06/05/20
23215	05/05/20	Fence Rental COVID 107417100002	210-41320.600 Emergency Prep. Supplies	89.60	28826	06/05/20

Vendor	Invoice Date	Invoice Description	Invoice Number	Account	Amount Paid	Check Number	Check Date
23215	06/01/20	Fence Rental COVID	107417100003	210-41320.600 Emergency Prep. Supplies	89.60	28826	06/05/20
23215	06/01/20	uniform	107487910001	210-43110.612 UNIFORMS,BOOTS,ETC	119.40	28826	06/05/20
23215	05/21/20	flags for signs	107491500001	210-43120.610 Summer Const - Supplies	13.92	28826	06/05/20
23215	06/01/20	Trimmer Supplies	107506330001	210-45220.610 SUPPLIES	114.36	28826	06/05/20
05020	05/29/20	Cascade Park Water	052920D	210-41941.026 W/S - Maple St Park	26.86	28827	06/05/20
05020	05/29/20	MSP Maint Bldg Water 75 M	052920DA	210-41941.026 W/S - Maple St Park	53.18	28827	06/05/20
05020	05/29/20	MSP Buildings Water 77 Ma	052920DB	210-41941.026 W/S - Maple St Park	473.27	28827	06/05/20
05020	05/29/20	MSP Pool Water/Sewer	052920DC	210-41941.026 W/S - Maple St Park	722.52	28827	06/05/20
31875	05/29/20	MSP Water/Sewer 5/29/20	052920D	210-41941.026 W/S - Maple St Park	47.32	28828	06/05/20
28095	05/20/20	Flags	23830	210-42220.889 ROUTINE EQUIPMENT PURCHAS	131.26	28837	06/05/20
28095	05/22/20	install new pulleys on fl	23840	210-43117.000 Streetscape Maintenance	480.00	28837	06/05/20
34895	05/19/20	April-Dec 2019 Park St Sc	051920D	210-41943.023 Contractual Svcs - Park S	681.09	28842	06/05/20
34895	06/01/20	Rubbish removal Jackson	1482155	210-43110.565 RUBBISH REMOVAL	100.11	28842	06/05/20
34895	06/01/20	rubbish removal Railroad	1482157	210-43110.565 RUBBISH REMOVAL	455.85	28842	06/05/20
34895	06/01/20	rubbish removal Beech St	1482292	210-43110.565 RUBBISH REMOVAL	61.97	28842	06/05/20
34895	06/01/20	MSP Trash Removal	1482962	210-41943.026 Contractual Svcs - Maple	305.66	28842	06/05/20
09375	05/31/20	TECH ACCESS	3742257099	210-45551.530 TECHNOLOGY ACCESS	90.00	28844	06/05/20
04035	06/01/20	Maint Supplies	72443	210-45220.610 SUPPLIES	16.72	28845	06/05/20
V10733	05/23/20	tree planting	2624	210-43161.003 Tree Advisory Committee	898.00	28846	06/05/20
37715	04/21/20	Voice Mail Maintenance	38187	210-45110.535 TELEPHONE SERVICES	45.00	28854	06/05/20
37715	05/19/20	Phone Line Updates	38248	210-45110.530 COMMUNICATIONS	144.61	28854	06/05/20
23980	05/26/20	battery	903201013245	210-43110.432 R&M Services - Vehicles	68.40	28855	06/05/20
06095	05/26/20	supplies memorial park	98548	210-43117.000 Streetscape Maintenance	108.98	28857	06/05/20
27365	05/31/20	Election supplies - Villa	1961737	210-41320.820 ELECTIONS	38.57	28873	06/05/20
V10641	06/01/20	supplies paint	823203058544	210-43110.610 SUPPLIES	60.06	28877	06/05/20

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
18010	03/17/20	Wipes 3368848	210-42220.610 SUPPLIES	13.64	28880	06/05/20
22840	05/25/20	Keys 1200525386	210-45220.610 SUPPLIES	30.00	28881	06/05/20
V1976	01/31/20	Pizza 12/16 013120D	210-45110.610 SUPPLIES	70.00	28882	06/05/20
25480	05/26/20	Sidewalk Plow nuts and bo 49606	210-43110.432 R&M Services - Vehicles	30.40	28885	06/05/20
26250	05/29/20	supplies road paint 20021	210-43123.730 Traffic Control	1807.50	28888	06/05/20
24345	04/29/20	DOOR COUNTER DATA 44375	210-41943.021 Contractual Svcs - Browne	420.00	28889	06/05/20
29835	05/22/20	paint brushes 03227	210-43110.610 SUPPLIES	18.24	28891	06/05/20
29835	05/29/20	supplies 15786	210-43110.610 SUPPLIES	91.32	28891	06/05/20
29835	06/01/20	brought paint back 16438	210-43110.610 SUPPLIES	-70.85	28891	06/05/20
23855	03/02/20	skid steer parts INV1877714	210-43110.432 R&M Services - Vehicles	63.57	28892	06/05/20
36825	05/08/20	mower parts 085730	210-45220.610 SUPPLIES	332.30	28895	06/05/20
36825	05/29/20	lawn mower pulley 086100	210-43110.432 R&M Services - Vehicles	56.62	28895	06/05/20
36130	05/18/20	WIRELESS CELL SERVICE PD 9854877446	210-43110.530 Communications	35.01	28898	06/05/20
36130	05/19/20	cell Village PW 9854917027	210-43110.530 Communications	195.21	28899	06/05/20
23395	05/21/20	saw blades 511473	210-43120.610 Summer Const - Supplies	35.13	28901	06/05/20
23395	05/22/20	tape measure 511486	210-43110.610 SUPPLIES	27.54	28901	06/05/20
29825	05/21/20	MSP VT Gas 69 Maple 1578756 0520	210-41948.026 Natural Gas - Maple St	190.62	28904	06/05/20
29825	05/21/20	MSP VT Gas 810044 520	210-41948.026 Natural Gas - Maple St	164.40	28907	06/05/20
38200	05/04/20	VRPA Annual Mtg K.Santor 01390	210-45110.500 TRAINING, CONF, DUES	10.00	28910	06/05/20
38200	05/15/20	EJRP Membership Renewal 01421	210-45110.500 TRAINING, CONF, DUES	65.83	28910	06/05/20
38200	05/15/20	EJRP Membership Renewal 01421	210-14301.000 PREPAID EXPENSES	329.17	28910	06/05/20
07565	04/21/20	Hand Sanitizer Dispensers 209780800	210-41320.600 Emergency Prep. Supplies	148.90	28912	06/05/20
07565	04/24/20	EJRP Face Mask COVID 209887264	210-41320.600 Emergency Prep. Supplies	139.98	28912	06/05/20
07565	05/08/20	Disinfectant COVID 210210951	210-41320.600 Emergency Prep. Supplies	260.97	28912	06/05/20
07565	11/05/20	Disinfectant COVID 210240367	210-41320.600 Emergency Prep. Supplies	181.98	28912	06/05/20

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
07565	05/15/20	Spray Bottles COVID 210377813	210-41320.600 Emergency Prep. Supplies	27.96	28912	06/05/20
07565	05/19/20	Office Supplies 210461970	210-45110.610 SUPPLIES	143.81	28912	06/05/20
07565	05/20/20	Office Supplies 210496932	210-45110.610 SUPPLIES	118.47	28912	06/05/20
07565	05/28/20	Soap 210692859	210-45220.610 SUPPLIES	41.88	28912	06/05/20
23000	03/10/20	glass for fill 00705554	210-43120.610 Summer Const - Supplies	148.95	28913	06/05/20
07305	05/31/20	Pool Chemicals 9970881458	226-45124.434 MAINTENANCE-BLDGS/GROUNDS	307.41	28776	06/05/20
25955	04/23/20	EJRP Cell Phones 923108 420	226-45120.535 Telephone	271.85	28783	06/05/20
25955	05/23/20	EJRP Cell Phones 9923108 0520	226-45120.535 Telephone	271.85	28784	06/05/20
44540	05/26/20	Summer Camp Refund 75655	226-34781.122 Childcare - DC	735.00	28785	06/05/20
17045	01/20/20	Blueprint Basketball Regi 060120D	226-45115.330 OTHER PROFESSIONAL SVCS	19250.00	28786	06/05/20
24290	05/21/20	Preschool Refund 75392	226-34781.121 Childcare - PS	715.00	28814	06/05/20
05020	05/29/20	West St Garden Water 103403501520	226-45110.330 OTHER PRFESSIONAL SVCS	147.73	28827	06/05/20
25325	05/14/20	Pool Chemicals 29665	226-45124.434 MAINTENANCE-BLDGS/GROUNDS	2729.39	28832	06/05/20
24270	05/21/20	Summer Camp Refunds 75391	226-34781.122 Childcare - DC	360.00	28843	06/05/20
24320	05/27/20	VK Refund 75730	226-34781.120 Childcare - AS	542.00	28856	06/05/20
24265	05/21/20	Program CXL Refunds 75388	226-34781.120 Childcare - AS	197.00	28859	06/05/20
24265	05/21/20	Program CXL Refunds 75388	226-34781.122 Childcare - DC	696.00	28859	06/05/20
24335	05/27/20	Summer Camp Refund 75731	226-34781.122 Childcare - DC	435.00	28860	06/05/20
24280	05/21/20	Summer Camp Refund 75393	226-34781.122 Childcare - DC	720.00	28869	06/05/20
25395	05/28/20	MSP Pool Supplies 225337	226-45124.434 MAINTENANCE-BLDGS/GROUNDS	232.22	28876	06/05/20
24830	04/21/20	Covid Childcare Snack 325259	226-45120.610 SUPPLIES	24.76	28879	06/05/20
31370	06/22/20	Summer Camp Tent 831765	226-45122.610 Supplies	6845.00	28911	06/05/20
31370	05/21/20	Park St Tent Rental 831785	226-45121.610 SUPPLIES	2460.00	28911	06/05/20
07565	05/29/20	Thermometers 210749442	226-45122.610 Supplies	299.97	28912	06/05/20
31275	05/26/20	Lamoille Street 1A	230-46801.021 Lamoille Water Line Repl	86634.82	28816	06/05/20

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Check Warrant Report # 17202 Current Prior Next FY Invoices For Fund (GENERAL FUND)

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For Check Acct 01 (GENERAL FUND) All check #s 06/05/20 To 06/05/20 & Fund 2

Vendor	Invoice Date	Invoice Description	Invoice Number	Account	Amount Paid	Check Number	Check Date
25715	06/01/20	DONALD L. HAMLIN CONSULT	VEJ-Crescent Connector ST	230-46801.008	2501.25	28817	06/05/20
			060120 12833	CRESCENT CONNECTOR			
25715	06/01/20	DONALD L. HAMLIN CONSULT	VEJ-Crescent Connector Ph	230-46801.008	247.50	28817	06/05/20
			060120 18814	CRESCENT CONNECTOR			
36240	04/21/20	DUBOIS & KING INC	Crescent Connector Invoic	230-46801.008	2408.56	28818	06/05/20
			420147	CRESCENT CONNECTOR			
23435	05/31/20	CHAMPLAIN WATER DISTRICT	Water Village May 2020	254-43200.412	1250.85	28795	06/05/20
			053120D	STATE WATER TAX			
23435	05/31/20	CHAMPLAIN WATER DISTRICT	Water Village May 2020	254-43210.412	5869.30	28795	06/05/20
			053120D	STATE WATER TAX - GF			
23435	05/31/20	CHAMPLAIN WATER DISTRICT	Water Village May 2020	254-43200.411	55787.91	28795	06/05/20
			053120D	CWD WATER PURCHASE			
23435	05/31/20	CHAMPLAIN WATER DISTRICT	Water Village May 2020	254-43210.411	261770.78	28795	06/05/20
			053120D	CWD WATER PURC - GF			
31275	05/26/20	DON WESTON EXCAVATING INC	Lamoille Street	254-43330.009	42670.88	28816	06/05/20
			1A	Lamoille St Water Line			
40640	05/29/20	POLLARD WATER	hydrant paint	254-43200.614	161.71	28875	06/05/20
			0167686	DISTRIBUTION MATERIALS			
36130	05/19/20	VERIZON WIRELESS	cell Village PW	254-43200.535	180.12	28899	06/05/20
			9854917027	TELEPHONE SERVICES			
07465	05/26/20	BIBENS ACE HARDWARE INC	shop supplies	255-43200.570	62.98	28787	06/05/20
			825717	MAINTENANCE OTHER			
20660	05/27/20	BRENNTAG LUBRICANTS LLC	GBT Hydraulic Oil	255-43200.626	196.80	28791	06/05/20
			6637959	GAS,GREASE AND OIL			
23455	05/18/20	CHITTENDEN SOLID WASTE DI	152.31 WT biosolids	255-43200.568	13313.42	28796	06/05/20
			20203ESS	SLUDGE MANAGEMENT			
04940	05/23/20	COMCAST	June internet	255-43200.535	153.30	28809	06/05/20
			0316028 520	TELEPHONE SERVICES			
23215	05/26/20	ESSEX EQUIPMENT INC	trimmer line	255-43200.570	38.48	28826	06/05/20
			107497740001	MAINTENANCE OTHER			
38955	05/21/20	F W WEBB COMPANY	assorted project supplies	255-43330.012	33.56	28829	06/05/20
			67286200	ALKALINITY CNTRL INSTALLA			
06355	05/19/20	INDUSTRIAL SCIENTIFIC	H2S detector repairs	255-43200.570	116.45	28852	06/05/20
			2323765	MAINTENANCE OTHER			
06355	05/19/20	INDUSTRIAL SCIENTIFIC	MultinGas detector repair	255-43200.570	116.45	28852	06/05/20
			2323766	MAINTENANCE OTHER			
06355	05/20/20	INDUSTRIAL SCIENTIFIC	4 gas detector service	255-43200.570	201.68	28852	06/05/20
			2324045	MAINTENANCE OTHER			
V1661	05/22/20	NORTH CENTRAL LABORATORIE	supplies	255-43200.618	1775.50	28868	06/05/20
			439549	SUPPLIES - LABORATORY			
V1661	05/22/20	NORTH CENTRAL LABORATORIE	supplies	255-43200.618	289.62	28868	06/05/20
			439607	SUPPLIES - LABORATORY			
03160	05/29/20	P & H SENESAC INC	POLYMER FOR DEWATERING	255-43200.619	6900.00	28870	06/05/20
			20204	CHEMICALS			
40640	05/29/20	POLLARD WATER	Blower 1 Discharge Spacer	255-43200.570	181.92	28875	06/05/20
			0165703	MAINTENANCE OTHER			
V2124	01/25/20	STAPLES ADVANTAGE	supplies	255-43200.610	64.99	28893	06/05/20
			3437113985	SUPPLIES			
36130	05/18/20	VERIZON WIRELESS	WIRELESS CELL SERVICE PD	255-43200.570	54.69	28898	06/05/20
			9854877446	MAINTENANCE OTHER			

06/05/20

Town of Essex / Village of EJ Accounts Payable

01:55 pm

Check Warrant Report # 17202 Current Prior Next FY Invoices For Fund (GENERAL FUND)

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For Check Acct 01 (GENERAL FUND) All check #s 06/05/20 To 06/05/20 & Fund 2

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
36130	VERIZON WIRELESS	05/23/20	Apr 24 to May 23 VPN Pump 9855297640	256-43200.434 PUMP STATION MAINTENANCE	143.82	28900	06/05/20
36130	VERIZON WIRELESS	05/23/20	Apr 24 to May 23 VPN Pump 9855297640	256-43220.001 SUSIE WILSON PS COSTS	37.04	28900	06/05/20
36130	VERIZON WIRELESS	05/23/20	Apr 24 to May 23 VPN Pump 9855297640	256-43220.002 WEST ST PS COSTS	37.04	28900	06/05/20
Report Total					540083.09		

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Trustees Reading 7b

Hi Everyone,

After much thought since Tammy sent an e-mail requesting interest in another term on the Capital Committee, I've decided that I don't want to be considered for another term.

I will work with the staff to share my list of projects that I had compiled for the committee to consider once meetings were resumed.

Thanks,
Kevin